

Microsoft Excel 2010

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المرحلة الثانية

Excel:-

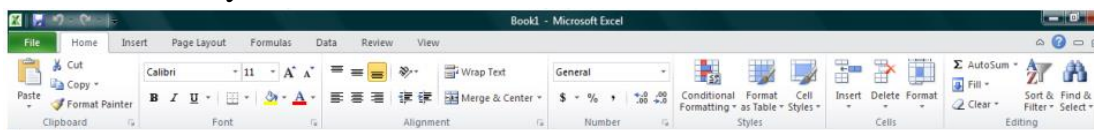
Is a spreadsheet program in the Microsoft Office system. You can use Excel to create and format workbooks (a collection of spreadsheets) in order to analyze data and make more informed business decisions. Specifically, you can use Excel to track data, build models for analyzing data, write formulas to perform calculations on that data, pivot the data in numerous ways, and present data in a variety of professional looking Chart.

The Ribbon

Understanding the Ribbon is a great way to help understand the changes between Microsoft 2003 to Microsoft 2010. The ribbon holds all of the information in previous versions of Microsoft Office in a more visual stream line manner through a series of tabs that include an immense variety of program features.

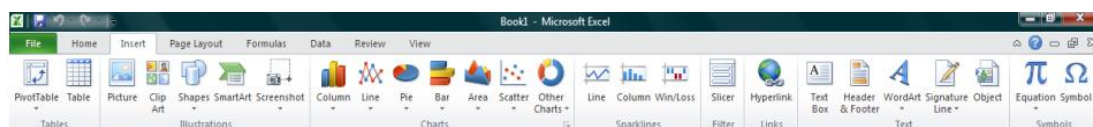
Home Tab

This is the most used tab; it incorporates all text and cell formatting features such as font and paragraph changes. The Home Tab also includes basic spreadsheet formatting elements such as text wrap, merging cells and cell style



Insert Tab

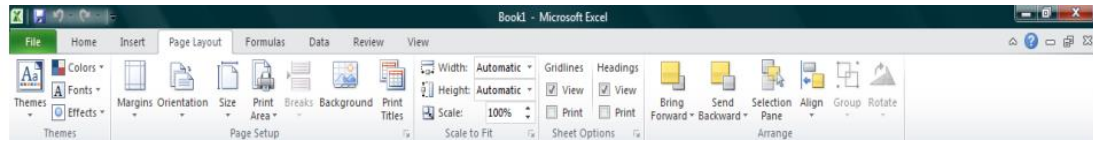
This tab allows you to insert a variety of items into a document from pictures, clip art, and headers and footers



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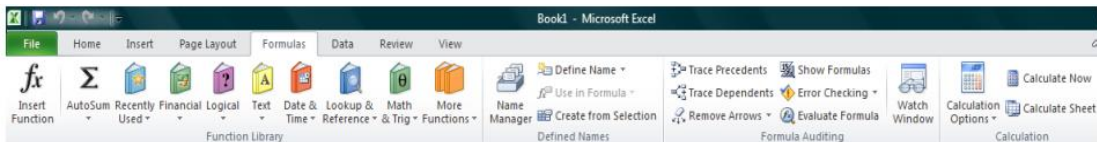
Page Layout Tab

This tab has commands to adjust page such as margins, orientation and themes.



Formulas Tab

This tab has commands to use when creating Formulas. This tab holds an immense function library which can assist when creating any formula or Function in your spreadsheet.



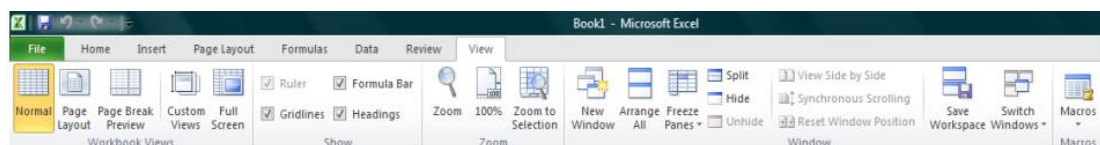
Review Tab

This tab allows you to correct spelling and grammar issues as well as set up security protections. It also provides the track changes and notes feature providing the ability to make notes and change someone's document



View Tab

This tab allows you to change the view of your document including freezing or splitting panes, viewing gridlines and hide cells

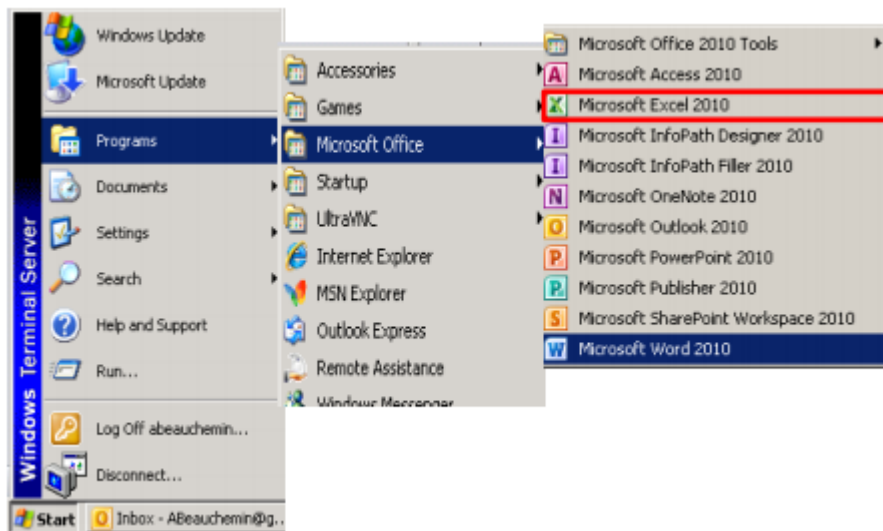


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Getting Started

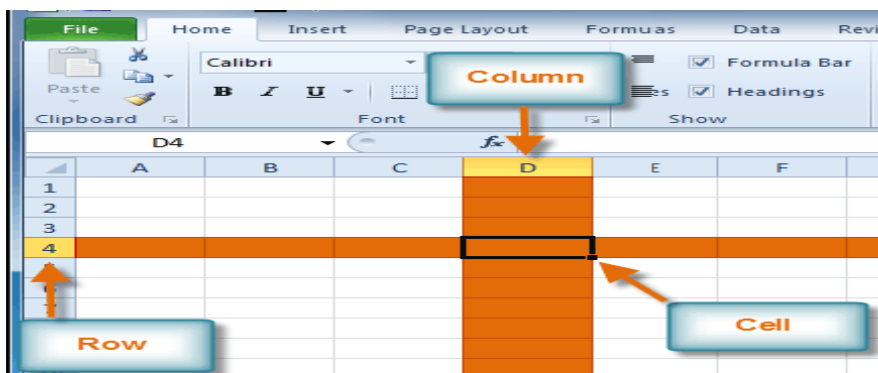
Now that you have an understanding of where things are located, let's look at the steps needed to create an Excel document. Opening Outlook
You may have a shortcut to Word on your desktop, if so double click the icon and Word will open. If not follow the steps below:

1. Click on the Start button
2. Highlight Programs
3. Highlight Microsoft Office
4. Click on Microsoft Excel 2010



The cell

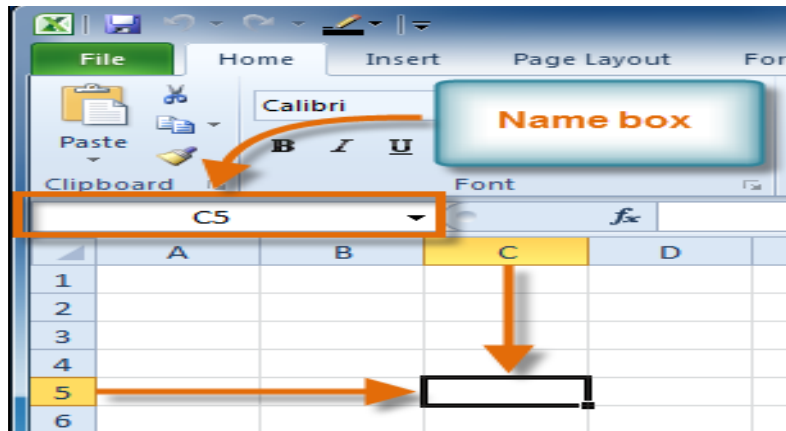
Each rectangle in a worksheet is called a **cell**. A cell is the intersection of a **row** and a **column**.



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Each cell has a name, or a **cell address** based on which **column and row** it intersects. The **cell address** of a selected cell appears in the **name box**.

Here, you can see that **D4** is selected.



You can also select **multiple cells** at the same time. A group of cells is known as a **cell range**. Rather than a single cell address, you will refer to a cell range using the cell addresses of the **first** and **last** cells in the cell range, separated by a **colon**. For example, a cell range that included cells A1, A2, A3, A4, and A5 would be written as **A1:A5**.

To select a cell:

1. **Click a cell** to select it. When a cell is selected, you will notice that the **borders** of the cell appear bold  and the **column heading** and **row heading** of the cell are highlighted.
2. Release your mouse. The cell will stay selected until you click another cell in the worksheet.

Cell content

Each cell can contain its own text, formatting, comments, formulas, and functions.

- **Text**

Cells can contain letters, numbers, and dates.

- **Formatting attributes**

Cells can contain formatting attributes that change the way letters, numbers, and dates are displayed. For example, dates can be formatted as MM/DD/YYYY or M/D/YYYY.

- **Comments**

Cells can contain comments from multiple reviewers.

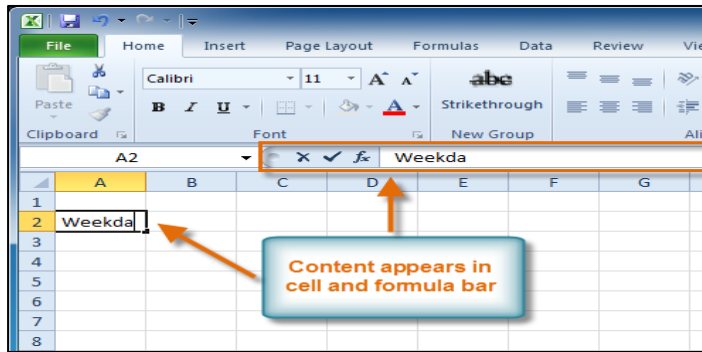
- **Formulas and functions**

Cells can contain formulas and functions that calculate cell values. For example, **SUM(cell 1, cell 2...)** is a formula that can add the values in multiple cells.

To insert content:

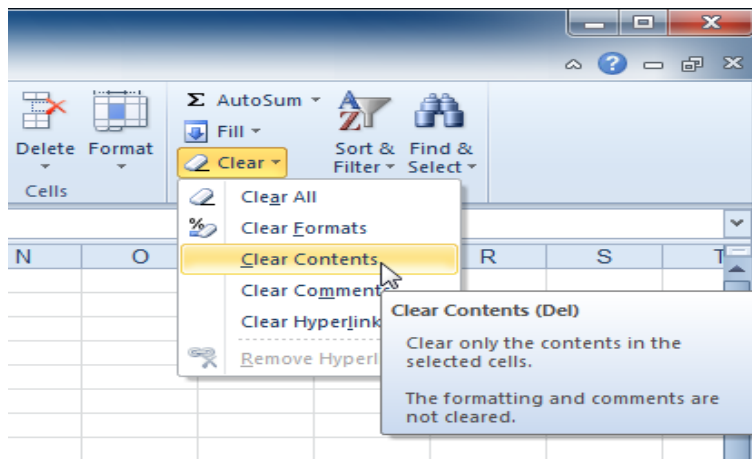
1. Click a cell to select it.
2. Enter content into the selected cell using your keyboard. The content appears in the **cell** and in the **formula bar**. You can also enter or edit cell content from the formula bar.

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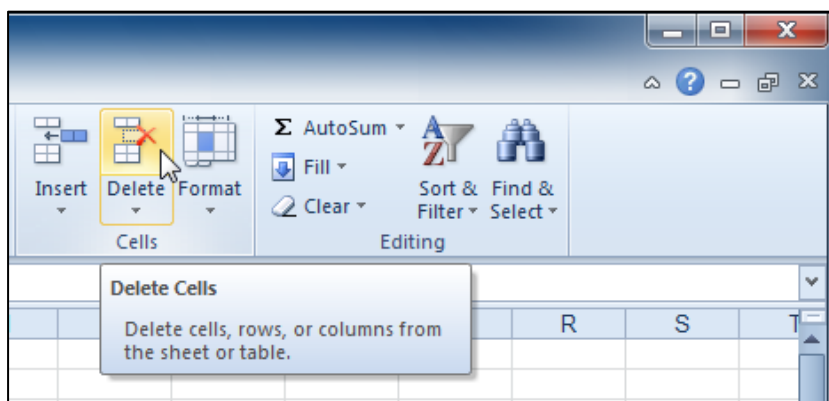
To delete content within cells:

1. Select the cells containing content you want to delete.
2. Click the **Clear** command on the Ribbon. A **dialog box** will appear.
3. Select **Clear Contents**.



To delete cells:

1. Select the cells you want to delete.
2. Choose the **Delete** command from the Ribbon.

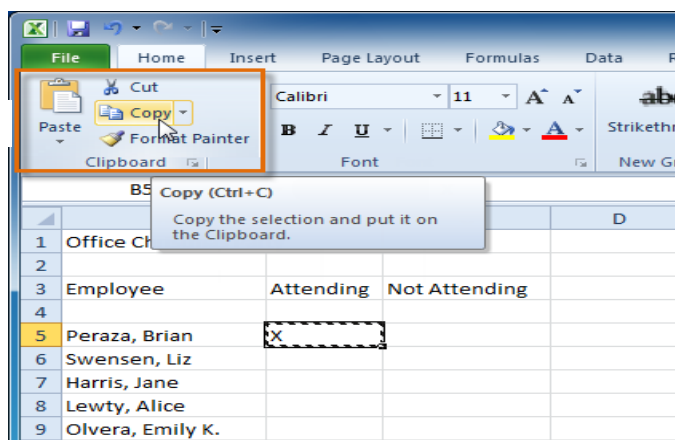


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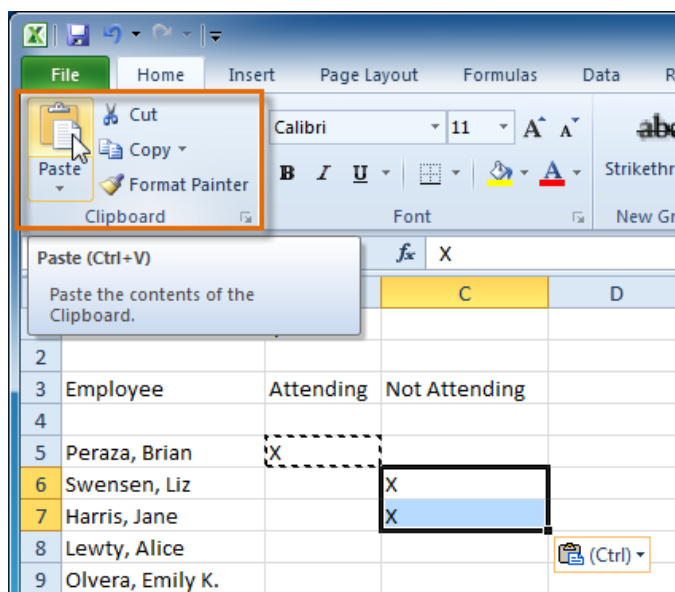
There's an important difference between **deleting the content of a cell** and **deleting the cell itself**. If you delete the cell, by default the cells underneath it will shift up and replace the deleted cell.

To copy and paste cell content:

1. Select the cells you want to copy.
2. Click the **Copy** command. The border of the selected cells will change appearance.





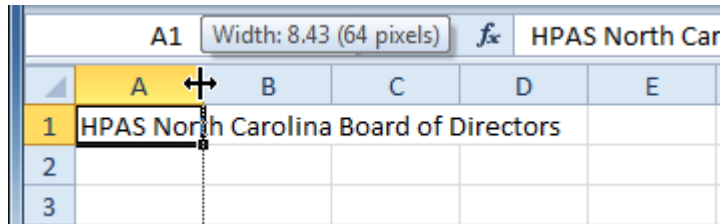
3. Select the cell or cells where you want to paste the content.
4. Click the **Paste** command. The copied content will be entered into the highlighted cells.



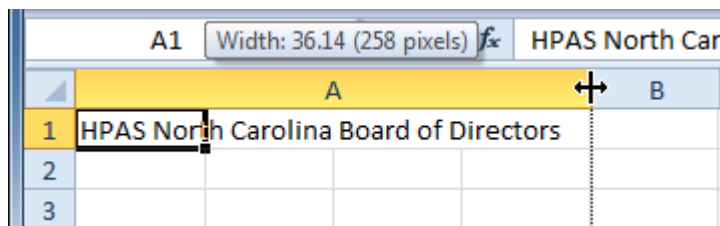
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To modify column width:

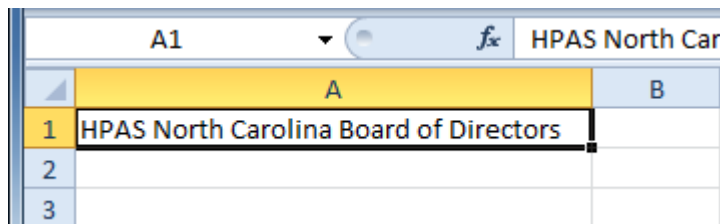
1. Position your mouse over the **column line** in the **column heading** so the **white cross**  becomes a **double arrow** .



2. **Click and drag the column** to the right to increase column width or to the left to decrease column width.



3. Release the mouse. The column width will be changed in your spreadsheet.

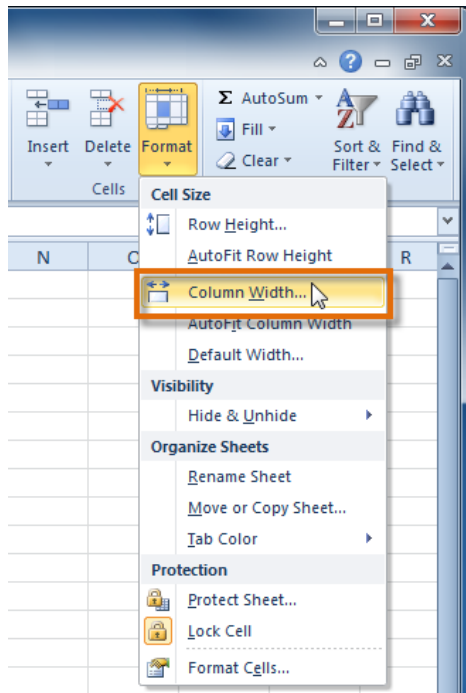


If you see **pound signs** (#####) in a cell, it means the column is not wide enough to display the cell content. Simply **increase the column width** to show the cell content.

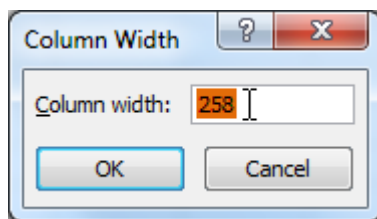
To set column width with a specific measurement:

1. Select the columns you want to modify.
2. Click the **Format** command on the **Home** tab. The format drop-down menu appears.
3. Select **Column Width**.

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4. The **Column Width** dialog box appears. Enter a specific measurement.



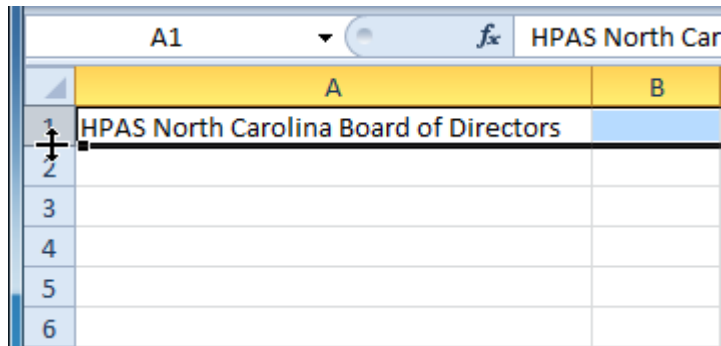
5. Click **OK**. The width of each selected column will be changed in your worksheet.

Select **AutoFit Column Width** from the format drop-down menu, and Excel will automatically adjust each selected column so all of the text will fit.

To modify row height:

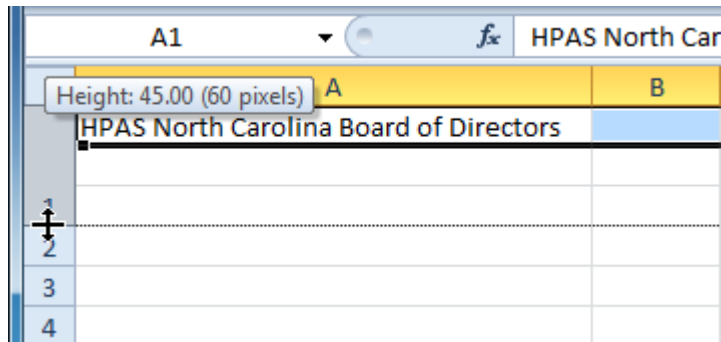
1. Position the **cursor** over the **row line** so the **white cross**  becomes a **double arrow** .

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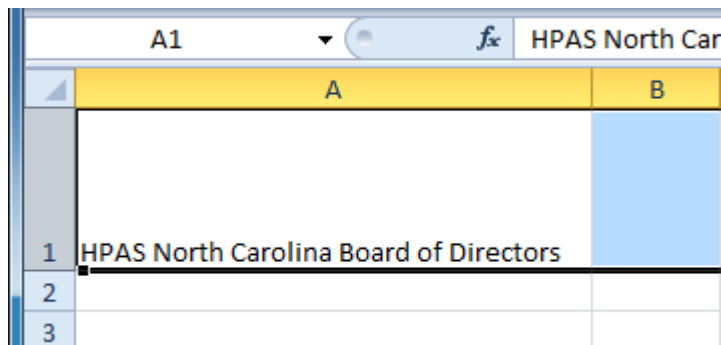
A screenshot of the Microsoft Excel 2010 interface. The active cell is A1, containing the text "HPAS North Car". The row containing A1 is highlighted in yellow. The column headers "A" and "B" are visible above the grid. The row numbers 1 through 6 are visible on the left side of the grid.

2. **Click and drag the row** downward to increase row height or upward to decrease height.



A screenshot of the Microsoft Excel 2010 interface showing the process of adjusting row height. The active cell is A1, containing the text "HPAS North Car". The row containing A1 is highlighted in yellow. A mouse cursor is positioned over the bottom edge of the row, and a tooltip displays "Height: 45.00 (60 pixels)". The row numbers 1 through 4 are visible on the left side of the grid.

3. Release the mouse. The height of each selected row will be changed in your worksheet.

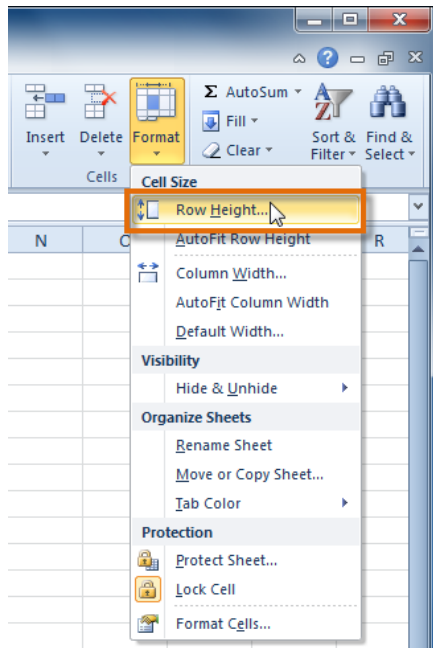


A screenshot of the Microsoft Excel 2010 interface showing the final result of the row height adjustment. The active cell is A1, containing the text "HPAS North Car". The row containing A1 is highlighted in yellow. The row numbers 1 through 3 are visible on the left side of the grid.

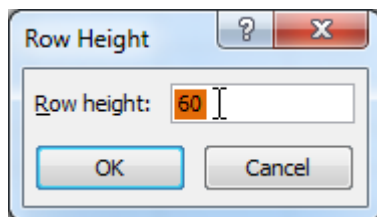
To set row height with a specific measurement:

1. Select the rows you want to modify.
2. Click the **Format** command on the **Home** tab. The format drop-down menu appears.
3. Select **Row Height**.

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4. The **Row Height** dialog box appears. Enter a specific measurement.



5. Click **OK**. The selected rows heights will be changed in your spreadsheet.

Select **AutoFit Row Height** from the format drop-down menu, and Excel will automatically adjust each selected row so all of the text will fit.

