Microsoft Excel 2010

م. وعـود ماجـد عبد

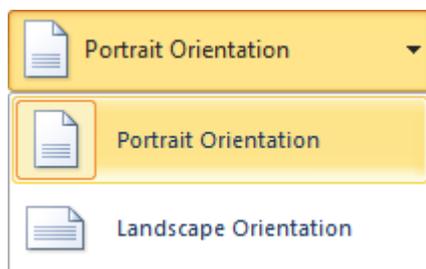### المرحلة الثانية

To change page orientation:

Change the page orientation to **portrait** to orient the page vertically and **landscape** to orient the page horizontally. Portrait is useful for worksheets needing to fit **more rows** on one page, while landscape is useful for worksheets needing to fit **more columns** on one page.
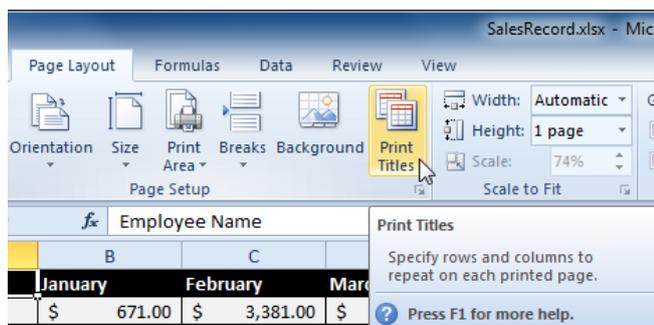
1. Click the **File** tab.

2. Select **Print** to access the **Print pane**.

3. Select either **Portrait Orientation** or **Landscape Orientation** from the **orientation** drop-down menu.
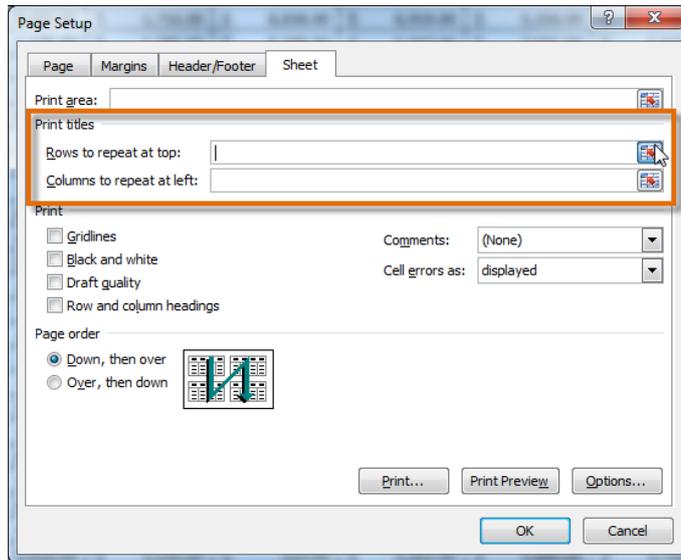

To use print titles:

Imagine how difficult it would be to read a worksheet if the column and row headings only appeared on the first page. The **Print Titles** command allows you to select specific rows and columns to appear on each page.

1. Click the **Page Layout** tab.

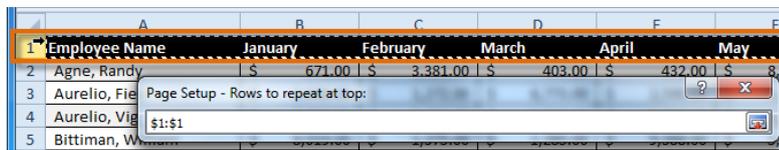2. Select the **Print Titles** command.

3. The **Page Setup** dialog box appears. Click the icon at the end of the **Rows to repeat at top** field.

4. Your mouse becomes the small **selection arrow** ➡. Click the rows you want to appear on each printed page. The **Rows to repeat at top** dialog box will record your selection.

5. Click the icon at the end of the **Rows to repeat at top** field.

6. Repeat for **Columns to repeat at left**, if necessary.

7. Click **OK**. You can go to **Print Preview** to see how each page will look when printed.
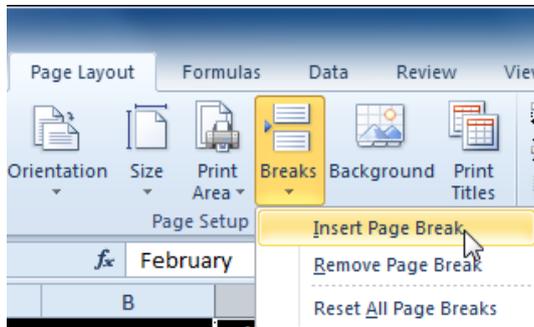
To insert a break:

1. Click the **Page Layout** tab.

2. Determine the placement of the break by clicking the **row below**, **cell below**, or **column to the right** of where you want the break to appear. For example, select column C, and a break will appear after column B.

3. Select the **Insert Page Break** command from the **Breaks** drop-down menu.
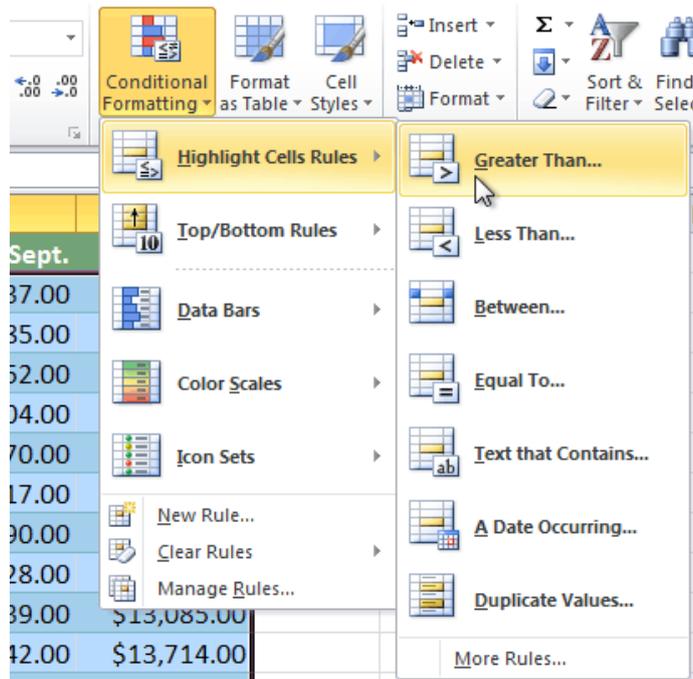

4. The break is inserted. You can go to **Print Preview** to confirm that it appears in the correct place on the page.

To create a conditional formatting rule:
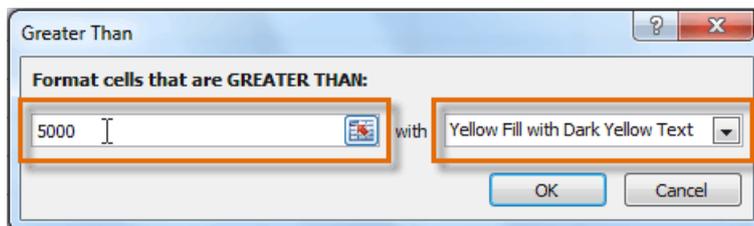
1. Select the **cells** you want to add formatting to.

2. In the **Home** tab, click the **Conditional Formatting** command. A drop-down menu will appear.

3. Select **Highlight Cells Rules** or **Top/Bottom Rules**. We'll choose Highlight Cells Rules for this example. A menu will appear with several **rules**.

4. Select the desired rule (**Greater Than**, for example).

5. From the dialog box, enter a **value** in the space provided, if applicable. In this example, we want to format cells that are greater than $5000, so we'll enter 5000 as our value. If you want, you can enter a **cell reference** instead of a number.

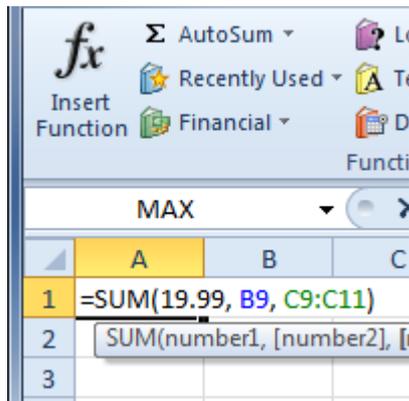6. Select a formatting style from the drop-down menu.

7. The formatting will be applied to the selected cells.

$9,355.00	$1,100.00	$10,185.00	$18,749.00
$6,702.00	$2,116.00	$13,452.00	$8,046.00
$4,415.00	$1,089.00	$4,404.00	$20,114.00
$11,601.00	$1,122.00	$3,170.00	$10,733.00
$3,726.00	$1,135.00	$8,817.00	$18,524.00
$9,007.00	$2,113.00	$13,090.00	$13,953.00
$4,505.00	$1,024.00	$3,528.00	$15,275.00
$3,973.00	$1,716.00	$4,839.00	$13,085.00

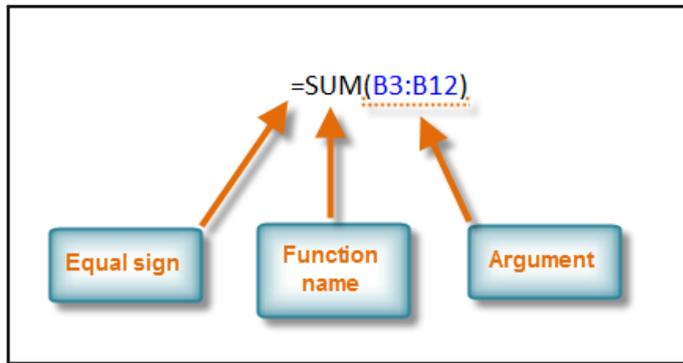If you want, you can apply more than one rule to your cells.

Working with basic functions

Figuring out formulas for calculations you want to make in Excel has an entire library of **functions**—or **predefined formulas**—you can take advantage of. You may be familiar with common functions like **sum**, **average**, **product**, and **count**, but there are hundreds of functions in Excel, even for things like formatting text, referencing cells, calculating financial rates, and analyzing statistics.
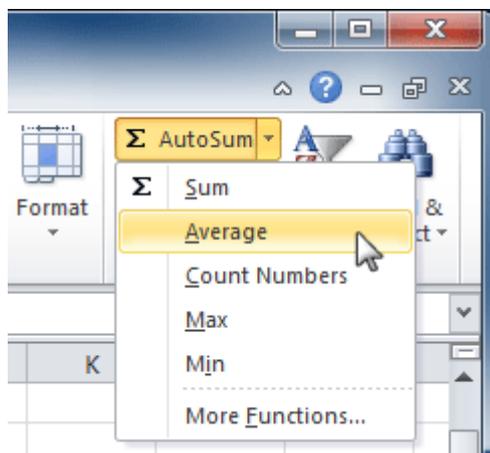
The parts of a function

The order in which you insert a function is important. Each function has a specific order—called **syntax**—which must be followed in order for the function to work correctly. The basic syntax to create a formula with a function is to insert an **equals sign (=)**, **function name** (SUM, for example, is the function name for addition), and **argument**. Arguments contain the information you want the formula to calculate, such as a range of cell references.

Using AutoSum to select common functions

The **AutoSum** command allows you to automatically return the results for a range of cells for common functions like SUM and AVERAGE.

1. Select the cell where the answer will appear (**E24**, for example).

2. Click the **Home** tab.

3. In the **Editing** group, click the **AutoSum** drop-down arrow and select the function you want (**Average**, for example).

4. A formula will appear in **E24**, the selected cell. If logically placed, AutoSum will select your cells for you. Otherwise, you will need to click the cells to choose the argument you want.

5. Press **Enter**, and the result will appear.

$11.24

The **AutoSum** command can also be accessed from the **Formulas** tab.

COUNT Function

The Microsoft Excel COUNT function counts the number of cells that contain numbers as well as the number of arguments that contain numbers.

The COUNT function is a built-in function in Excel that is categorized as a *Statistical Function*.

Syntax

The syntax for the COUNT function in Microsoft Excel is:
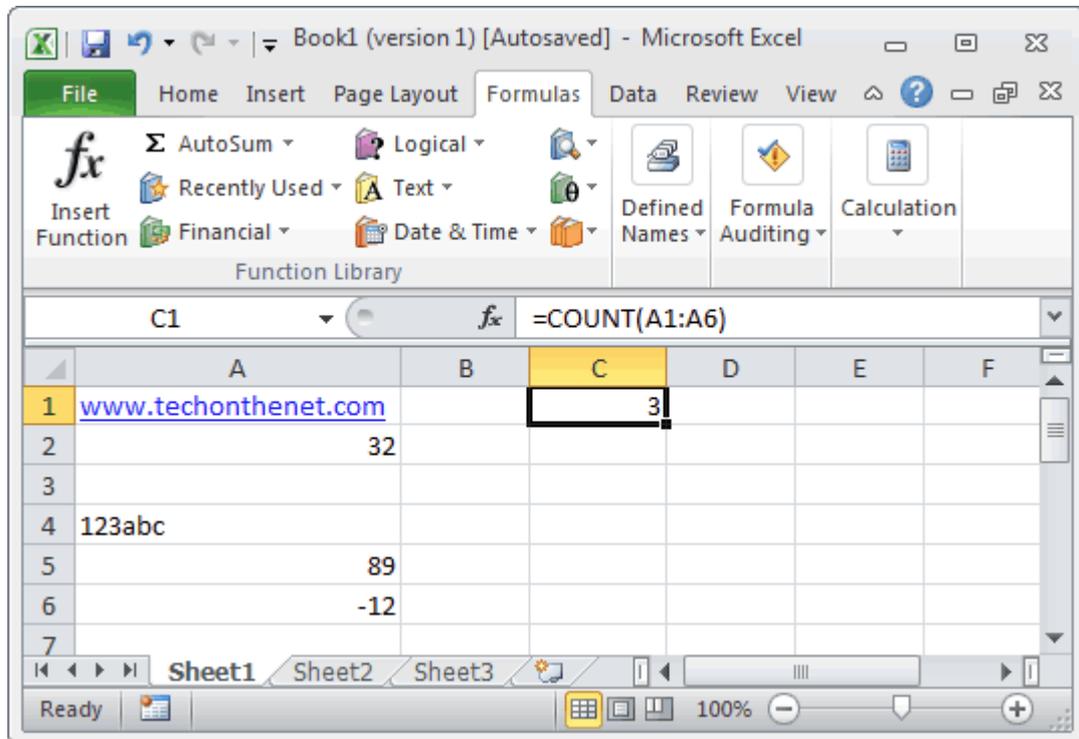
COUNT(argument1, [argument2, ... argument_n])

Returns

The COUNT function returns a numeric value.

Example

Let's look at some Excel COUNT function examples and explore how to use the COUNT function as a worksheet function in Microsoft Excel:

Based on the Excel spreadsheet above, the following COUNT examples would return:

=COUNT(A1:A6)

Result: 3

MAX Function

The Microsoft Excel MAX function returns the largest value from the numbers provided.

The MAX function is a built-in function in Excel that is categorized as a *Statistical Function*.

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Syntax

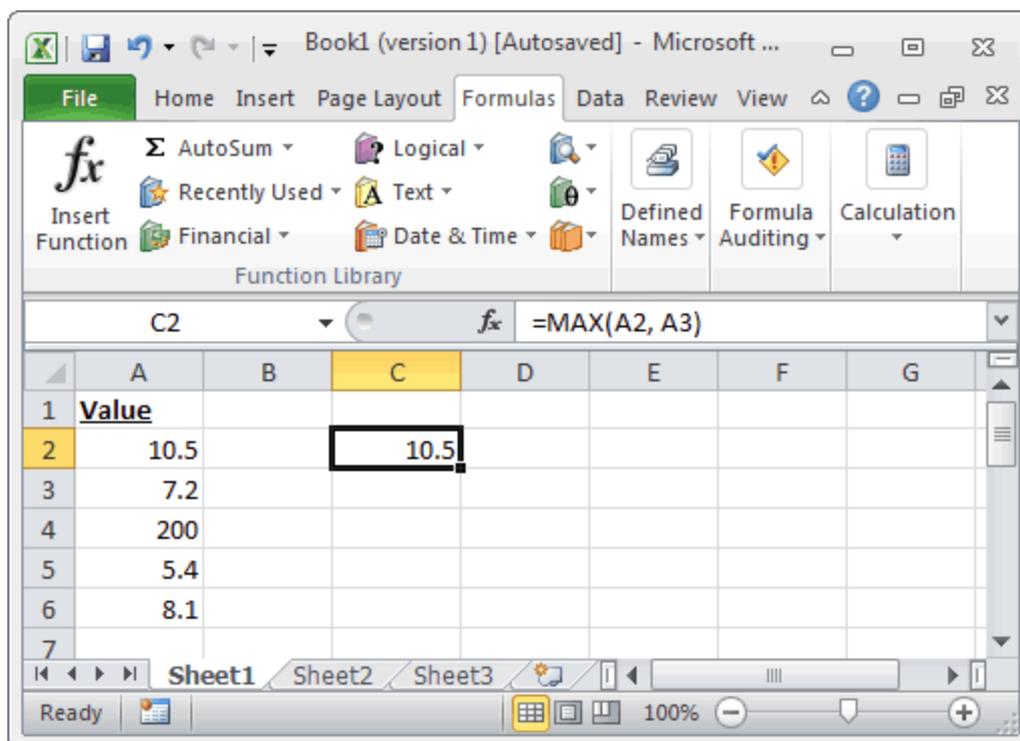The syntax for the MAX function in Microsoft Excel is:

MAX(number1, [number2, ... number_n])

Returns

The MAX function returns a numeric value.

Example

Let's look at some Excel MAX function examples and explore how to use the MAX function as a worksheet function in Microsoft Excel:

Based on the Excel spreadsheet above, the following MAX examples would return:

=MAX(A2, A3)

Result: 10.5

=MAX(A2:A6)

Result: 200

MIN Function

The Microsoft Excel MIN function returns the smallest value from the numbers provided.

The MIN function is a built-in function in Excel that is categorized as a *Statistical Function*. It can be used as a worksheet function (WS) in Excel. As a worksheet function, the MIN function can be entered as part of a formula in a cell of a worksheet.

Syntax

The syntax for the MIN function in Microsoft Excel is:

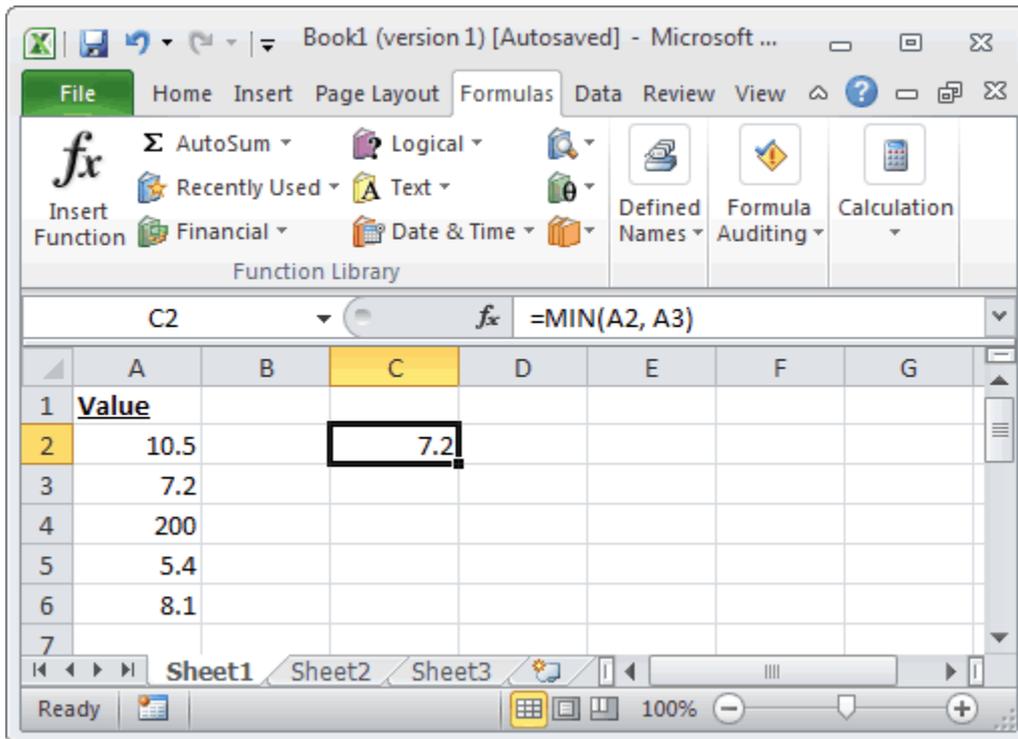MIN(number1, [number2, ... number_n])

Returns

The MIN function returns a numeric value.

Example

Let's look at some Excel MIN function examples and explore how to use the MIN function as a worksheet function in Microsoft Excel:

Based on the Excel spreadsheet above, the following MIN examples would return:

=MIN(A2, A3)

Result: 7.2

=MIN(A2:A6)

Result: 5.4