Microsoft Excel 2010

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المرحلة الاولى

Excel:-

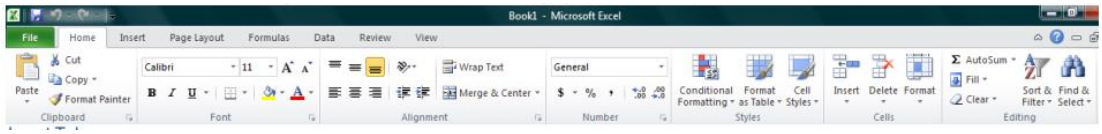
Is a spreadsheet program in the Microsoft Office system. You can use Excel to create and format workbooks (a collection of spreadsheets) in order to analyze data and make more informed business decisions. Specifically, you can use Excel to track data, build models for analyzing data, write formulas to 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.

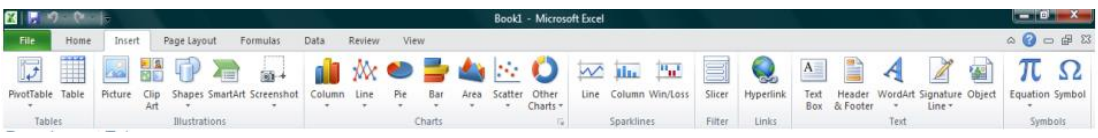
Home Tab

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



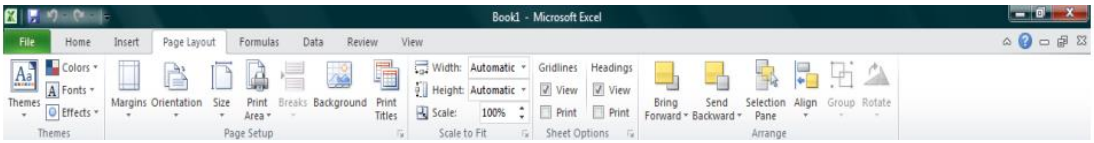
Insert Tab

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



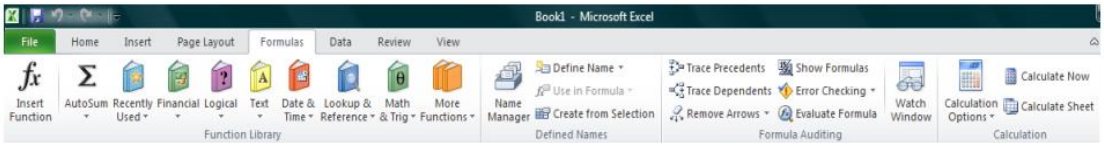
Page Layout Tab

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



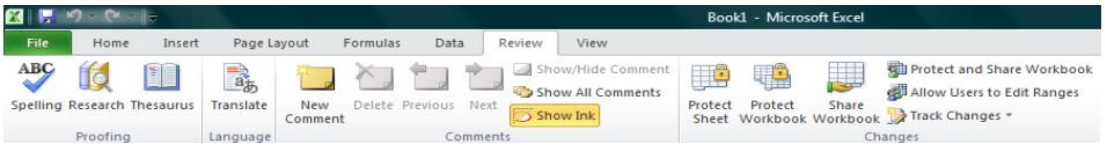
Formulas Tab

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.



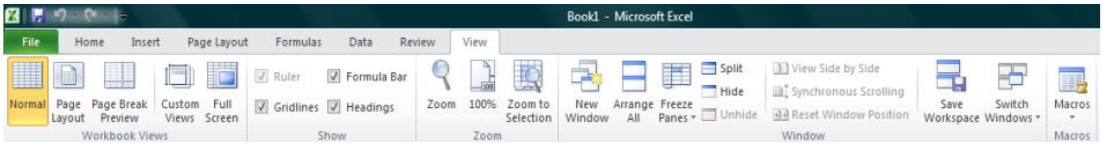
Review Tab

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

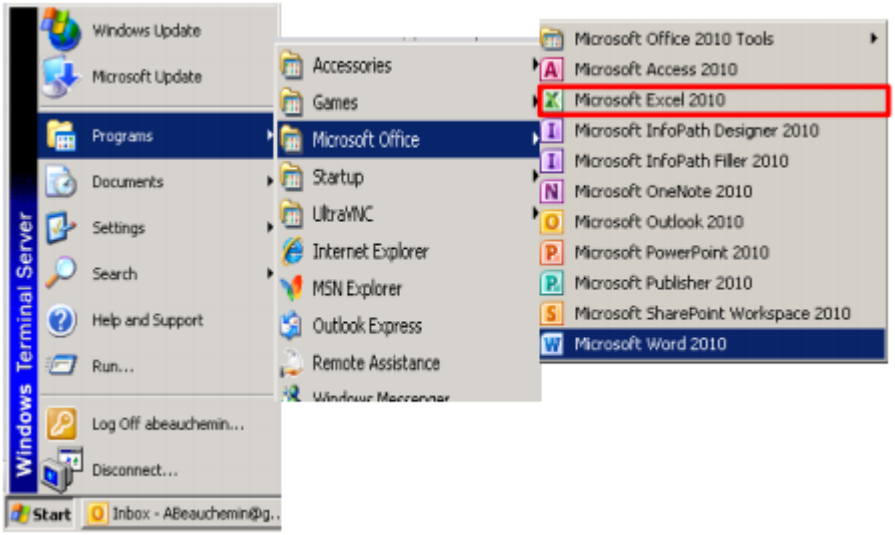
This tab allows you to change the view of your document including freezing or splitting panes, viewing gridlines and hide cells



Getting Started

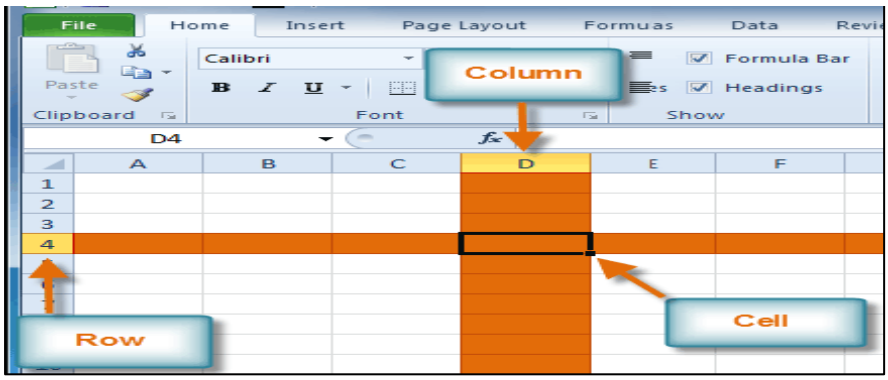
Now that you have an understanding of where things are located, let's look at the steps needed to create an Excel document. Opening Outlook You may have a shortcut to Word on your desktop, if so double click the icon and Word will open. If not follow the steps below:

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

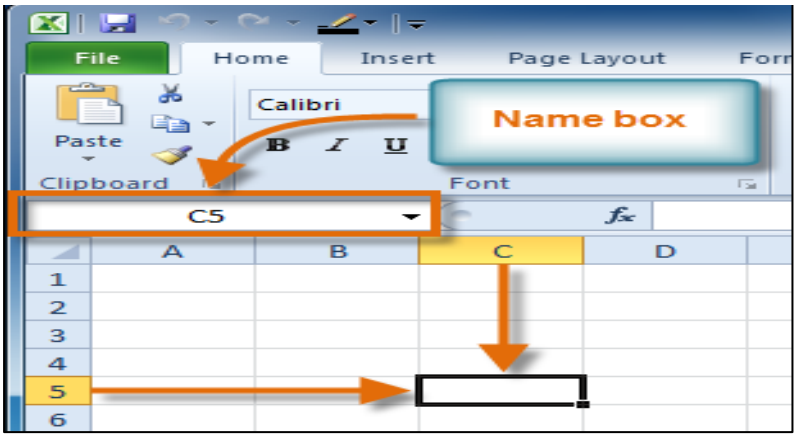


The cell

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



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.

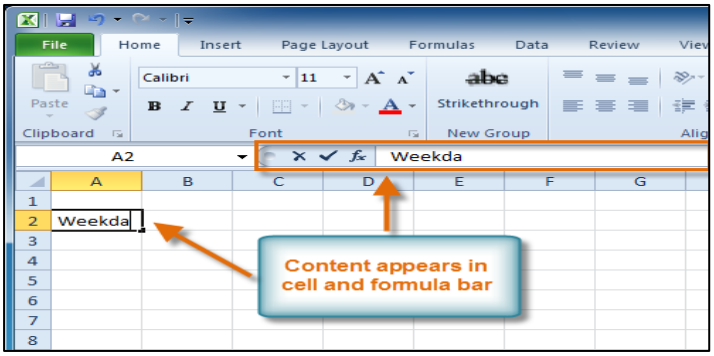
Cell content

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.

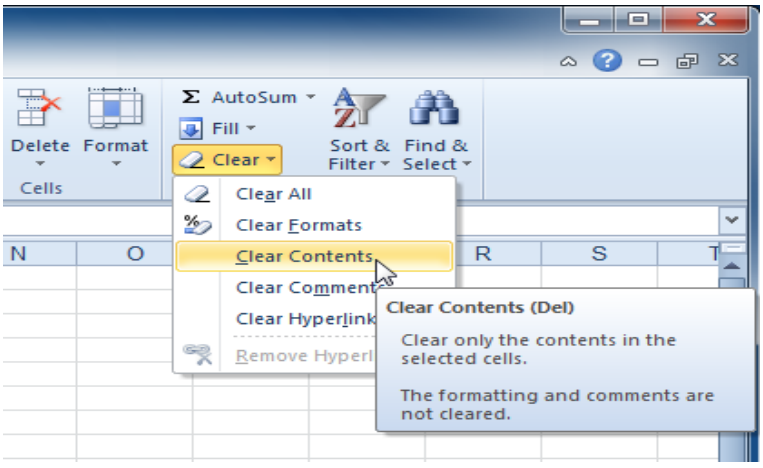
To insert content:

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.



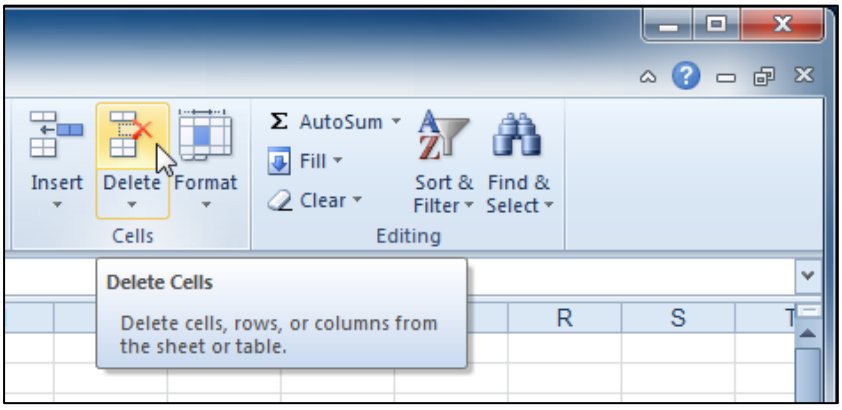
To delete content within cells:

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:

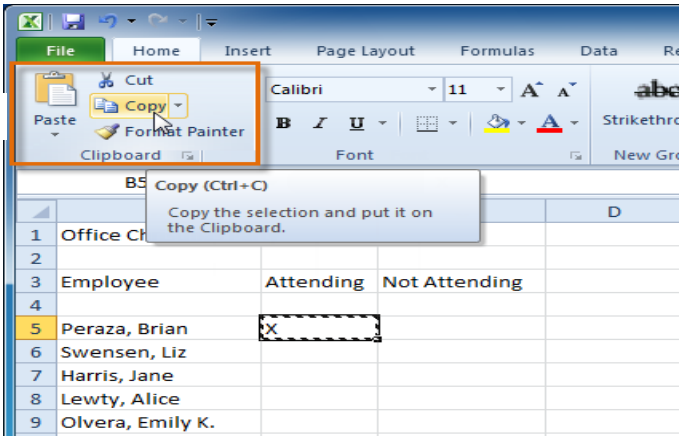
1. Select the cells you want to delete.
2. Choose the **Delete** command from the Ribbon.



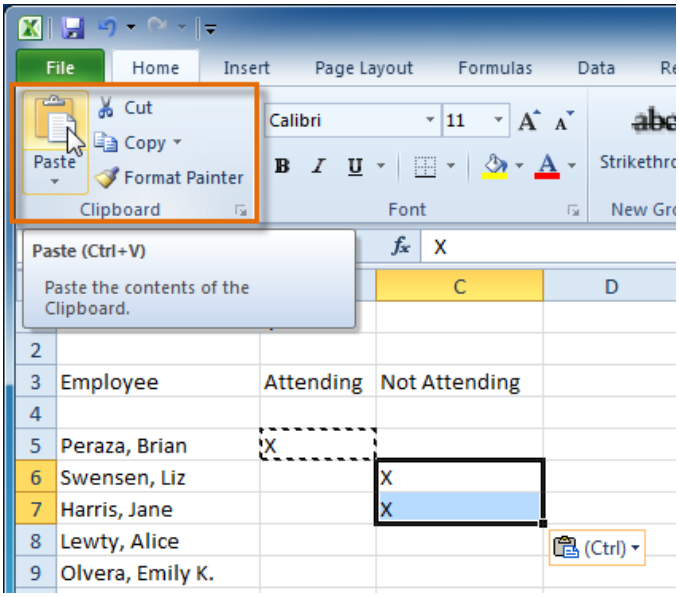
There's an important difference between **deleting the content of a cell** and **deleting the cell itself**. If you delete the cell, by default the cells underneath it will shift up and replace the deleted cell.

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.

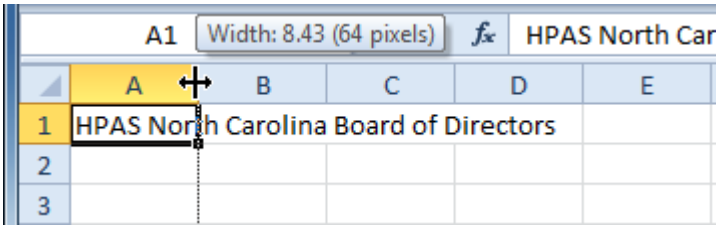


3. Select the cell or cells where you want to paste the content.
4. Click the **Paste** command. The copied content will be entered into the highlighted cells.

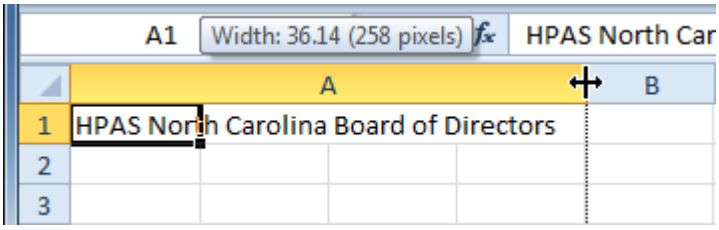


To modify column width:

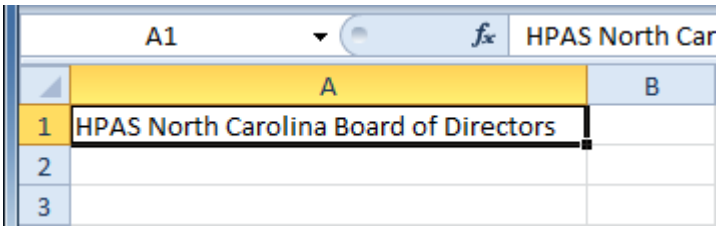
1. Position your mouse over the **column line** in the **column heading** so the **white cross** ✞ becomes a **double arrow** ✢.



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



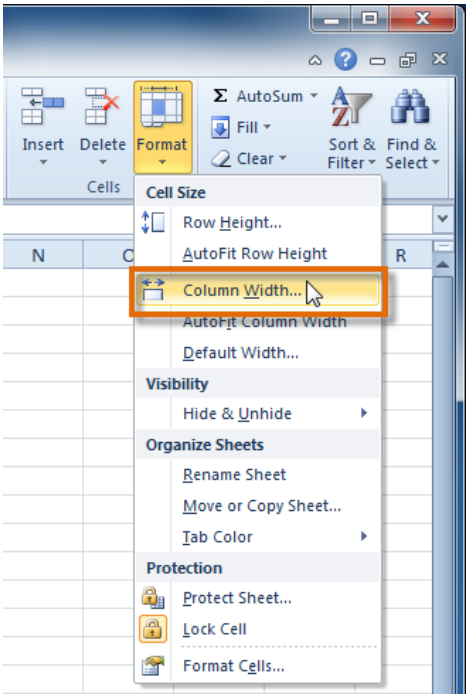
3. Release the mouse. The column width will be changed in your spreadsheet.



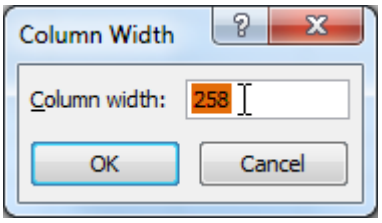
If you see **pound signs** (#######) in a cell, it means the column is not wide enough to display the cell content. Simply **increase the column width** to show the cell content.

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**.



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

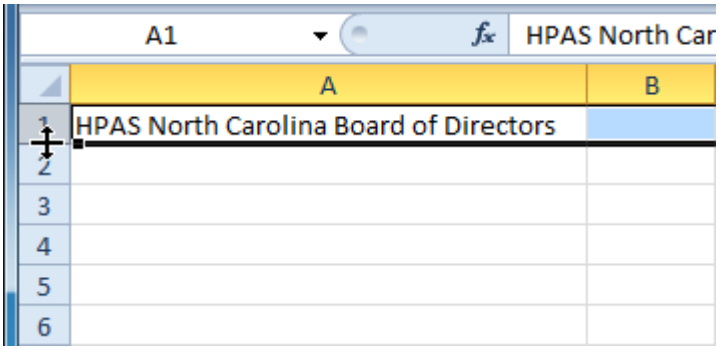


5. Click **OK**. The width of each selected column will be changed in your worksheet.

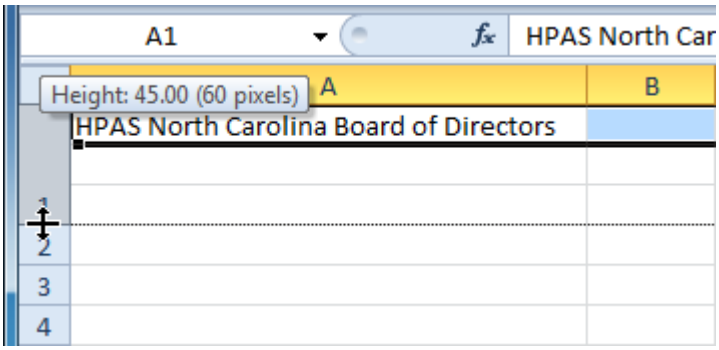
Select **AutoFit Column Width** from the format drop-down menu, and Excel will automatically adjust each selected column so all of the text will fit.

To modify row height:

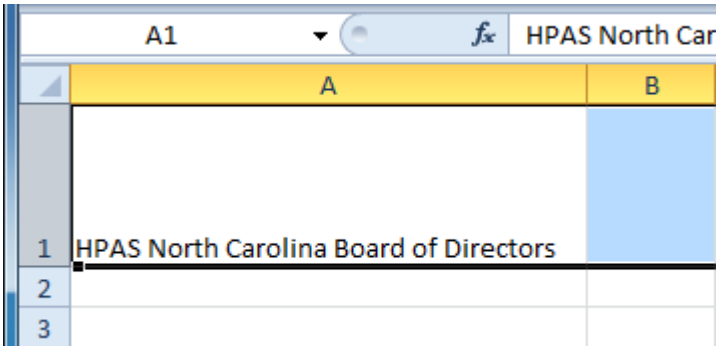
1. Position the **cursor** over the **row line** so the **white cross** ✚ becomes a **double arrow** ↕.



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

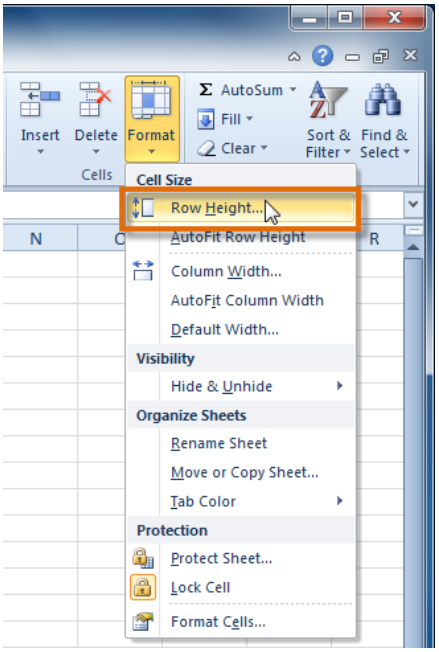


3. Release the mouse. The height of each selected row will be changed in your worksheet.

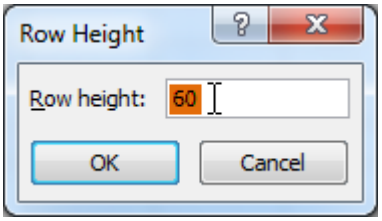


To set row height with a specific measurement:

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**.



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



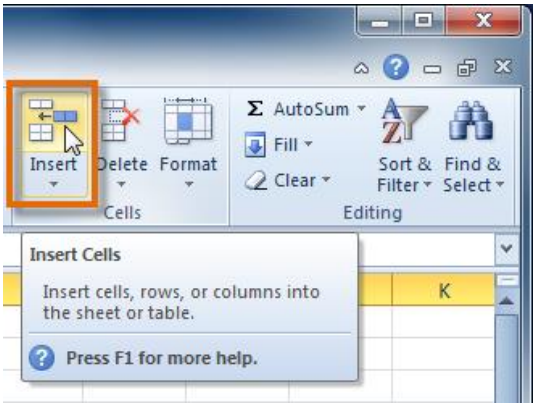
5. Click **OK**. The selected rows heights will be changed in your spreadsheet.

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.

To insert rows:

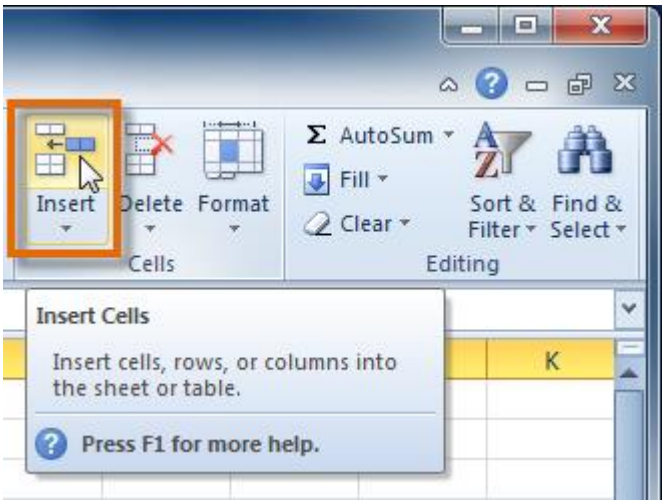
1. Select the row **below** where you want the new row to appear.

2. Click the **Insert** command on the **Home** tab.



To insert columns:

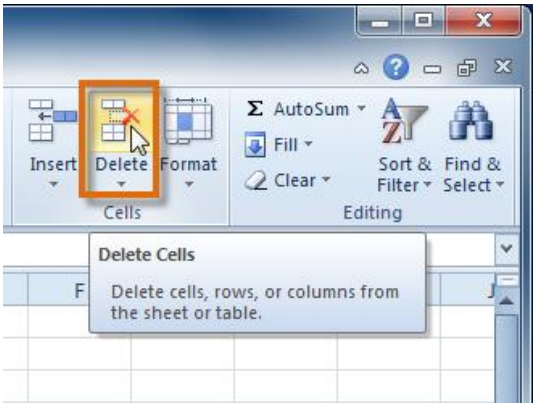
1. Select the column to the **right** of where you want the new column to appear.
2. Click the **Insert** command on the **Home** tab.



To delete rows:

1. Select the rows you want to delete.

2. Click the **Delete** command on the **Home** tab.



Wrapping text and merging cells

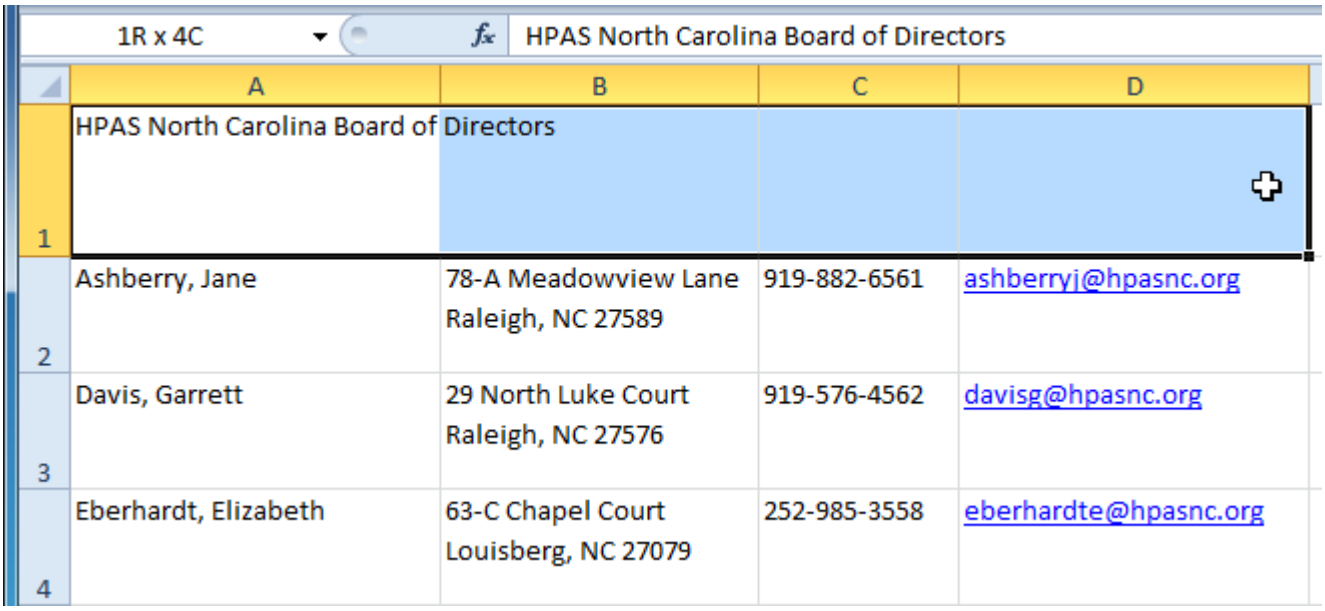
If a cell contains more text than can be displayed, you can choose to wrap the text within the cell or merge the cell with empty adjoining cells. **Wrap text** to make it display on multiple lines of the cell. **Merge cells** to combine adjoining cells into one larger cell.

To wrap text:

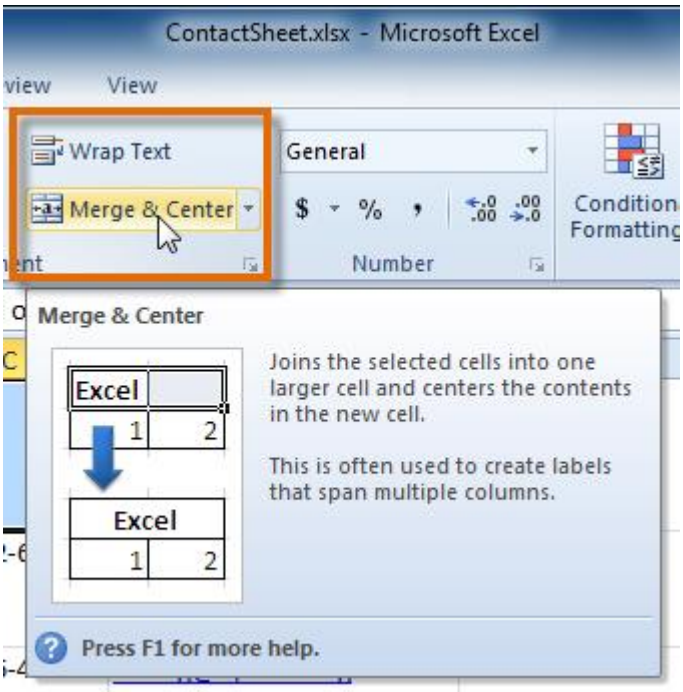
1. Select the cells with text that you want to wrap.
2. Select the **Wrap Text** command on the **Home** tab.

To merge cells using the Merge & Center command:

1. Select the cells you want to merge.



2. Select the **Merge & Center** command on the **Home** tab.



3. The selected cells will be merged, and the text will be centered.

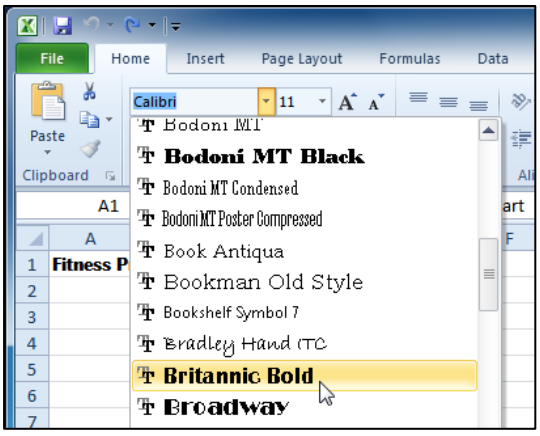
A1 | HPAS North Carolina Board of Directors

	A	B	C	D
1		HPAS North Carolina Board of Directors		
2	Ashberry, Jane	78-A Meadowview Lane Raleigh, NC 27589	919-882-6561	ashberryj@hpasnc.org
3	Davis, Garrett	29 North Luke Court Raleigh, NC 27576	919-576-4562	davisg@hpasnc.org
4	Eberhardt, Elizabeth	63-C Chapel Court Louisberg, NC 27079	252-985-3558	eberhardte@hpasnc.org

If you change your mind, reclick the **Merge & Center** command to unmerge the cells.

To change the font:

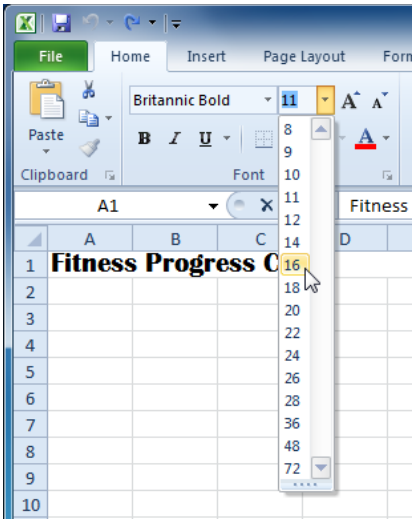
1. Select the cells you want to modify.
2. Click the **drop-down arrow** next to the **Font** command on the Home tab. The font drop-down menu appears.
3. Move your mouse over the various fonts. A live preview of the font will appear in the worksheet.



4. Select the font you want to use.

To change the font size:

1. Select the cells you want to modify.
2. Click the **drop-down arrow** next to the **font size** command on the Home tab. The font size drop-down menu appears.
3. Move your mouse over the various font sizes. A live preview of the font size will appear in the worksheet.

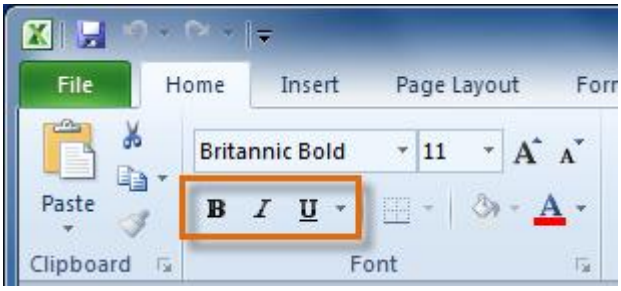


4. Select the font size you want to use.

You can also use the **Grow Font** and **Shrink Font** commands to change the size.

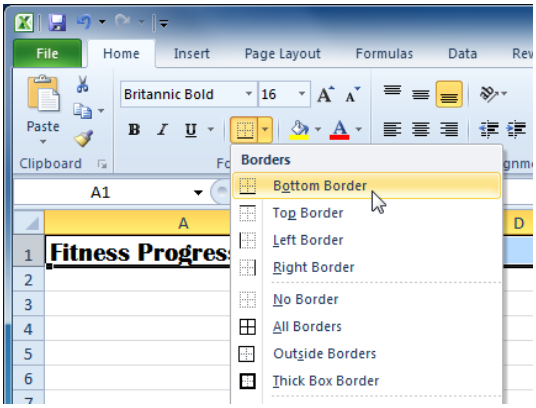
To use the bold, italic, and underline commands:

1. Select the cells you want to modify.
2. Click the **Bold**, *Italic*, or Underline command on the Home tab.



To add a border:

1. Select the cells you want to modify.
2. Click the **drop-down arrow** next to the **Borders** command on the Home tab. The border drop-down menu appears.

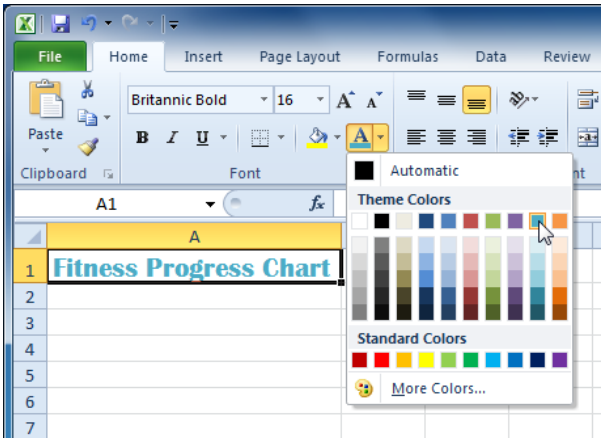


3. Select the border style you want to use.

You can draw borders and change the **line style** and **color** of borders with the **Draw Borders** tools at the bottom of the Borders drop-down menu.

To change font color:

1. Select the cells you want to modify.
2. Click the **drop-down arrow** next to the **font color** command on the Home tab. The **color** menu appears.
3. Move your mouse over the various font colors. A live preview of the color will appear in the worksheet.

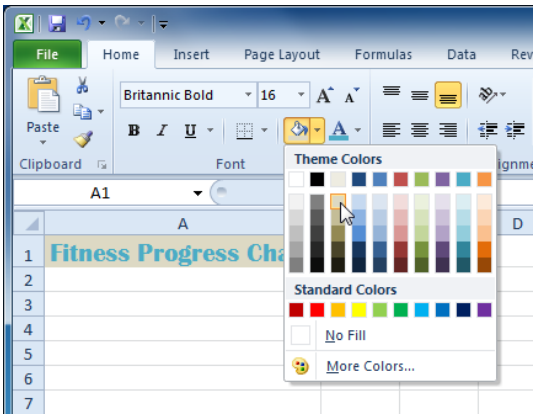


4. Select the font color you want to use.

Your color choices are not limited to the drop-down menu that appears. Select **More Colors** at the bottom of the menu to access additional color options.

To add a fill color:

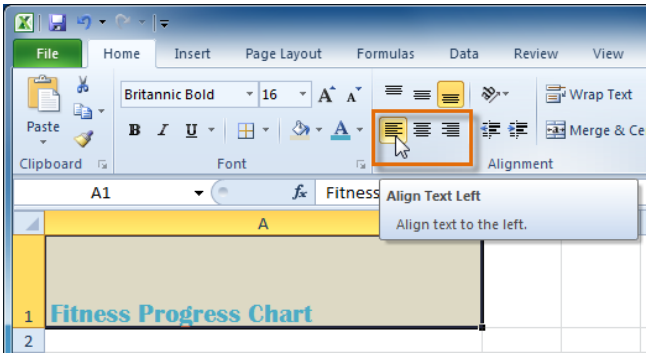
1. Select the cells you want to modify.
2. Click the **drop-down arrow** next to the **fill color** command on the Home tab. The **color** menu appears.
3. Move your cursor over the various fill colors. A live preview of the color will appear in the worksheet.



4. Select the fill color you want to use.

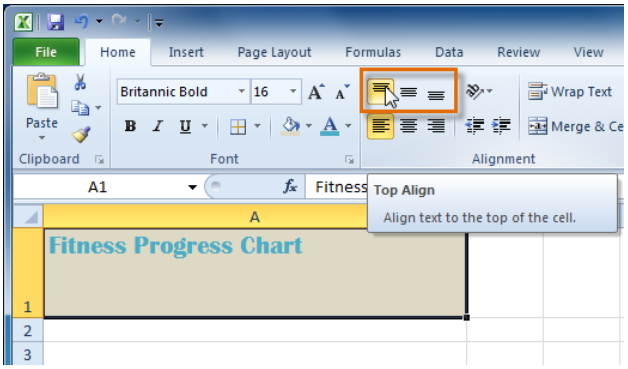
To change horizontal text alignment:

1. Select the cells you want to modify.
2. Select one of the three horizontal **Alignment** commands on the Home tab.
   - **Align Text Left:** Aligns text to the left of the cell
   - **Center:** Aligns text to the center of the cell
   - **Align Text Right:** Aligns text to the right of the cell



To change vertical text alignment:

1. Select the cells you want to modify.
2. Select one of the three vertical **Alignment** commands on the Home tab.
   - **Top Align:** Aligns text to the top of the cell
   - **Middle Align:** Aligns text to the middle of the cell
   - **Bottom Align:** Aligns text to the bottom of the cell



Using the Format Painter

If you want to copy formatting from one cell to another, you can use the **Format Painter** command on the **Home** tab. When you click the Format Painter, it will copy all of the formatting from the selected cell. You can then **click and drag** over any cells you want to paste the formatting to.

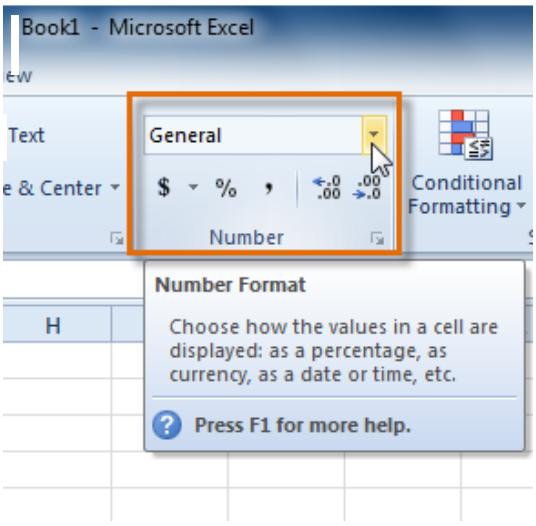
Watch the video below to learn two different ways to use the Format Painter.

Formatting numbers and dates

One of Excel's most useful features is its ability to format numbers and dates in a variety of ways. For example, you might need to format numbers with decimal places, currency symbols ($), or percent symbols (%).

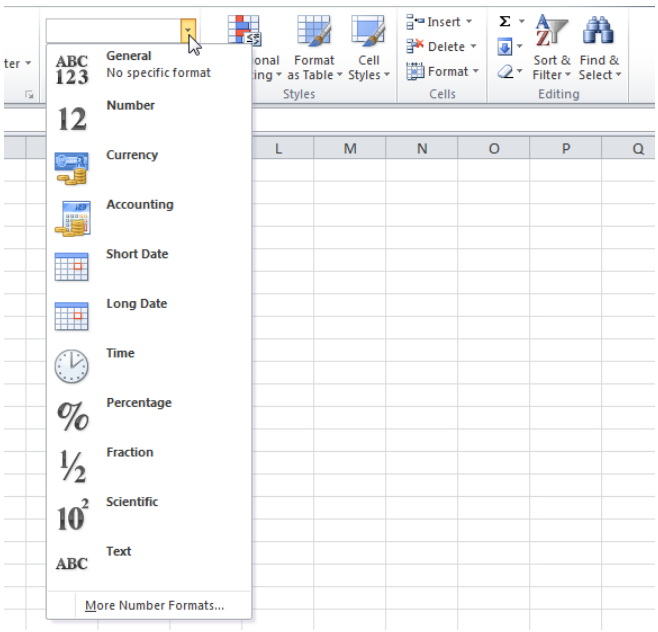
To format numbers and dates:

1. Select the cells you want to modify.
2. Click the **drop-down arrow** next to the **Number Format** command on the Home tab.



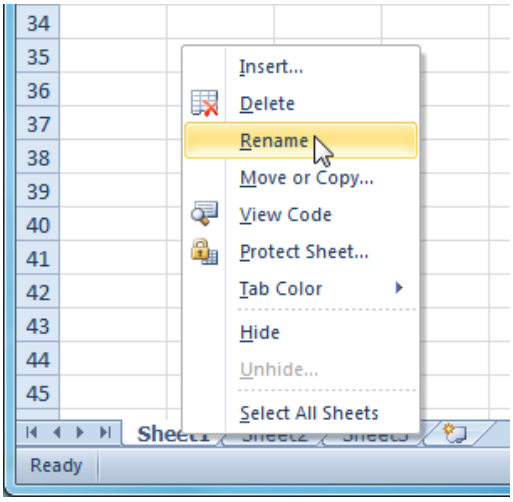
Select the number format you want. For some number formats, you can then use the **Increase Decimal** and **Decrease Decimal** commands (below the Number Format command) to change the number of decimal places that are displayed.

Click the buttons in the interactive below to learn about the different number formats.

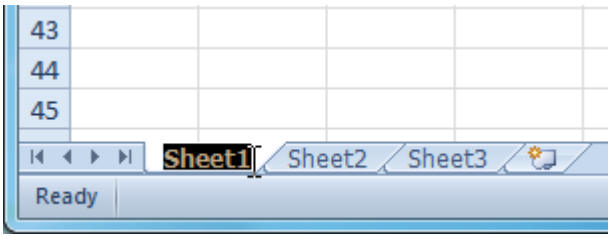


To rename worksheets:

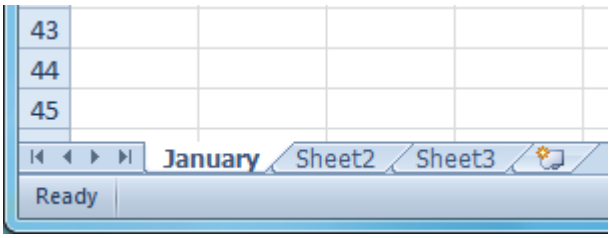
1. Right-click the **worksheet tab** you want to rename. The **worksheet** menu appears.
2. Select **Rename**.



3. The text is now highlighted by a black box. Type the name of your worksheet.

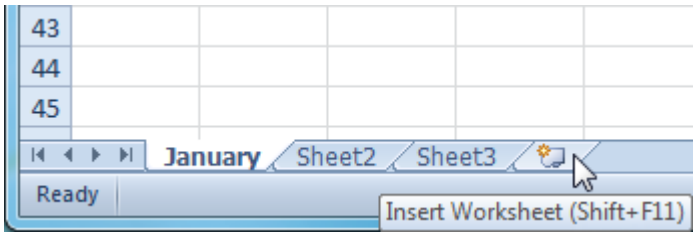


4. Click anywhere outside the tab. The worksheet is renamed.



To insert new worksheets:

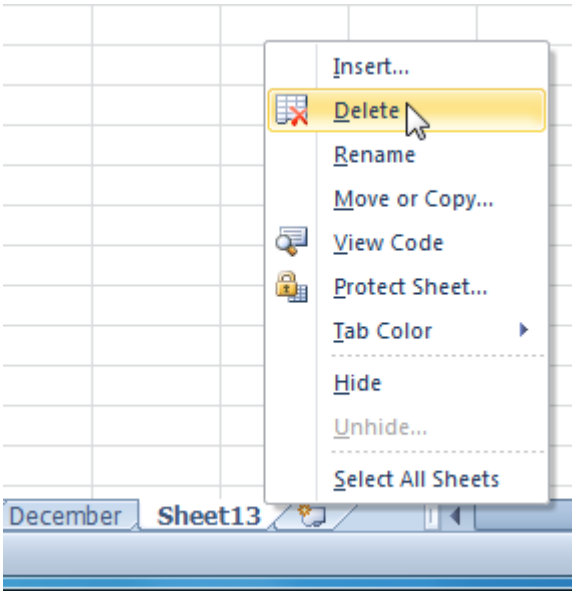
Click the **Insert Worksheet** icon. A new worksheet will appear.



To delete worksheets:

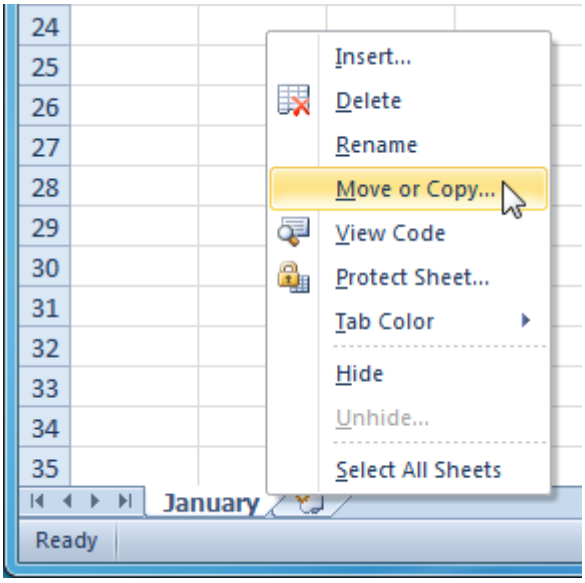
Worksheets can be deleted from a workbook, including those containing data.

1. Select the worksheets you want to delete.
2. Right-click one of the selected worksheets. The **worksheet** menu appears.
3. Select **Delete**. The selected worksheets will be deleted from your workbook.

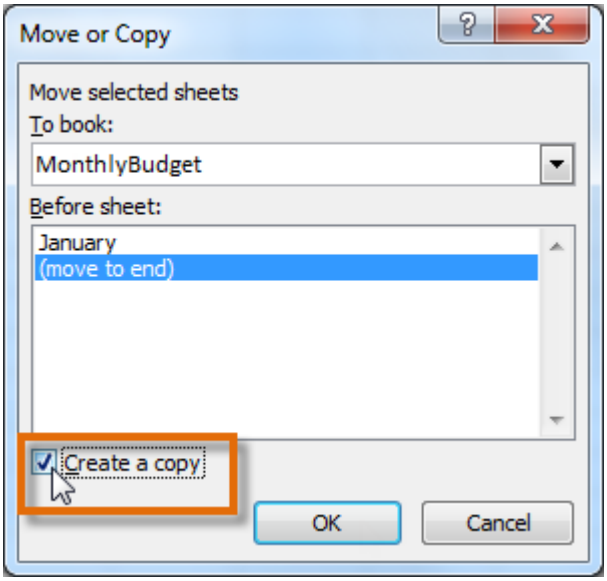


To copy a worksheet:

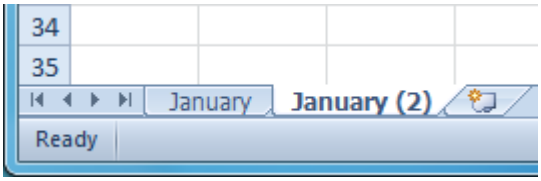
1. Right-click the worksheet you want to copy. The **worksheet** menu appears.
2. Select **Move or Copy**.



3. The **Move or Copy** dialog box appears. Check the **Create a copy** box.

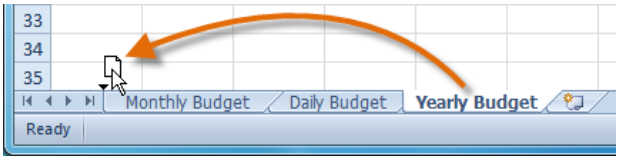


4. Click **OK**. Your worksheet is copied. It will have the same title as your original worksheet, but the title will include a version number, such as **January (2)**.

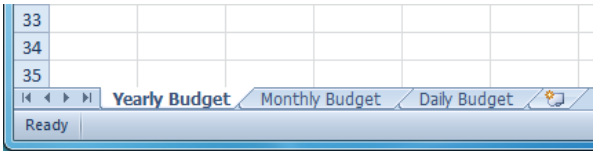


To move a worksheet:

1. Click the worksheet you want to move. The mouse will change to show a small worksheet icon .
2. Drag the worksheet icon until a small black arrow appears where you want the worksheet to be moved.



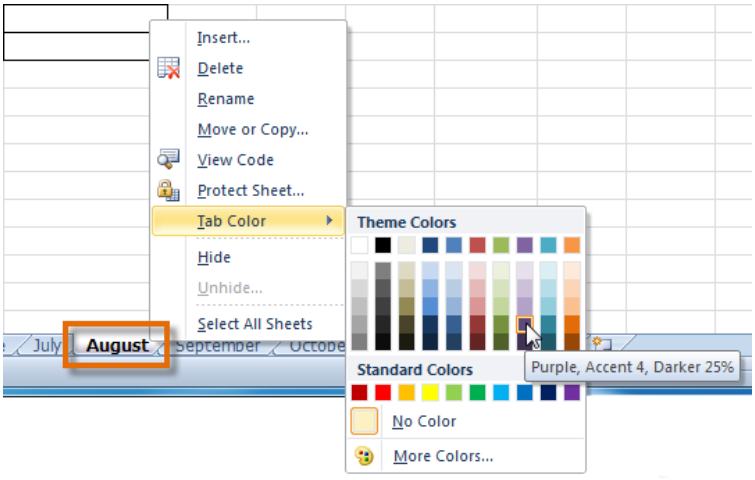
3. Release your mouse, and the worksheet will be moved.



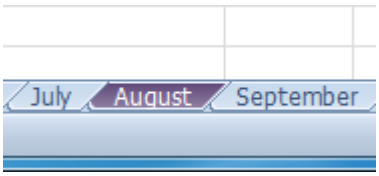
To color code worksheet tabs:

You can color worksheet tabs to help organize your worksheets and make your workbook easier to navigate.

1. Right-click the worksheet tab you want to color. The **worksheet** menu appears.
2. Select **Tab Color**. The **color** menu appears.
3. Select the color you want to change your tab.

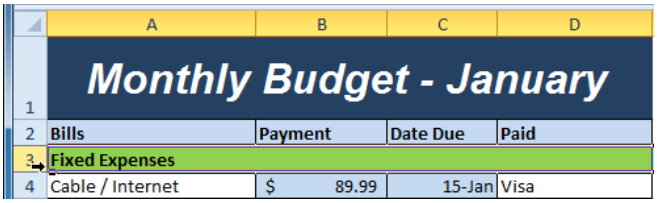


4. The tab color will change in the workbook. If your tab still appears white, it is because the worksheet is still selected. Select any other worksheet tab to see the color change.

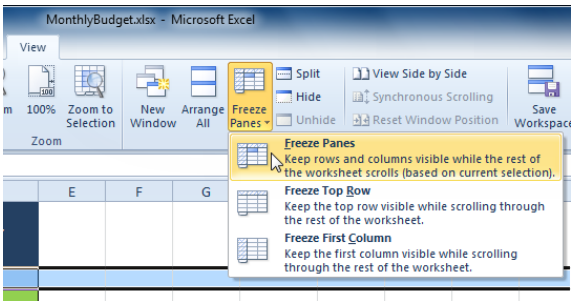


To freeze rows:

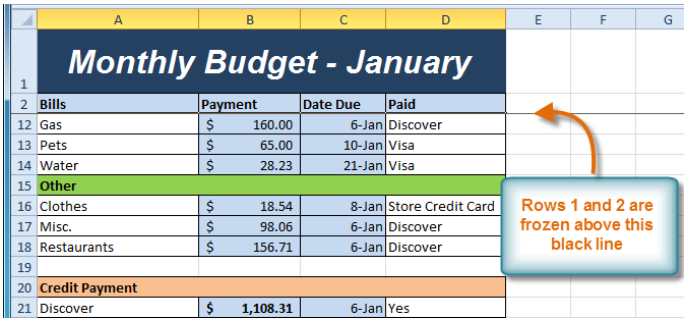
1. Select the row **below** the rows you want frozen. For example, if you want rows 1 and 2 to always appear at the top of the worksheet even as you scroll, then select row 3.



2. Click the **View** tab.
3. Click the **Freeze Panes** command. A drop-down menu appears.
4. Select **Freeze Panes**.



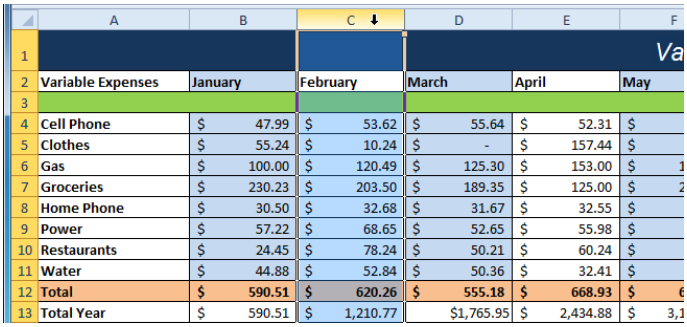
5. A black line appears **below** the rows that are frozen in place. Scroll down in the worksheet to see the rows below the frozen rows.



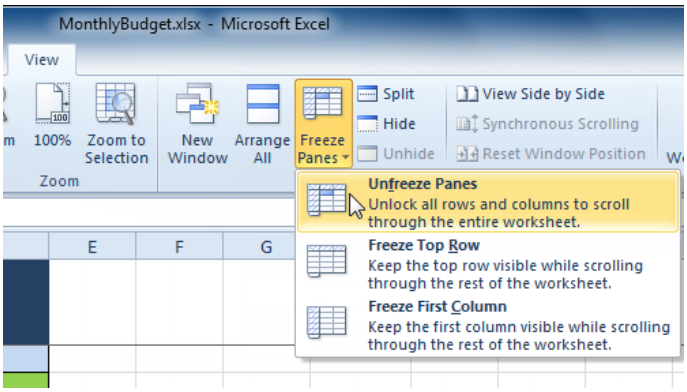
	A	B	C	D	E	F	G
1	**Monthly Budget - January**						
2	**Bills**	**Payment**	**Date Due**	**Paid**			
12	Gas	$ 160.00	6-Jan	Discover			
13	Pets	$ 65.00	10-Jan	Visa			
14	Water	$ 28.23	21-Jan	Visa			
15	**Other**						
16	Clothes	$ 18.54	8-Jan	Store Credit Card			
17	Misc.	$ 98.06	6-Jan	Discover			
18	Restaurants	$ 156.71	6-Jan	Discover			
19							
20	**Credit Payment**						
21	Discover	**$ 1,108.31**	6-Jan	Yes			

To freeze columns:

1. Select the column to the **right** of the columns you want frozen. For example, if you want columns A and B to always appear to the left of the worksheet even as you scroll, select column C.



	A	B	C	D	E	F
1						Va
2	**Variable Expenses**	**January**	**February**	**March**	**April**	**May**
3						
4	**Cell Phone**	$ 47.99	$ 53.62	$ 55.64	$ 52.31	$
5	**Clothes**	$ 55.24	$ 10.24	$ -	$ 157.44	$
6	**Gas**	$ 100.00	$ 120.49	$ 125.30	$ 153.00	$ 1
7	**Groceries**	$ 230.23	$ 203.50	$ 189.35	$ 125.00	$ 2
8	**Home Phone**	$ 30.50	$ 32.68	$ 31.67	$ 32.55	$
9	**Power**	$ 57.22	$ 68.65	$ 52.65	$ 55.98	$
10	**Restaurants**	$ 24.45	$ 78.24	$ 50.21	$ 60.24	$
11	**Water**	$ 44.88	$ 52.84	$ 50.36	$ 32.41	$
12	**Total**	**$ 590.51**	**$ 620.26**	**$ 555.18**	**$ 668.93**	**$**
13	**Total Year**	$ 590.51	$ 1,210.77	$1,765.95	$ 2,434.88	$ 3,1

To unfreeze panes:

1. Click the **View** tab.
2. Click the **Freeze Panes** command. A drop-down menu appears.
3. Select **Unfreeze Panes**. The panes will be unfrozen, and the black line will disappear.