

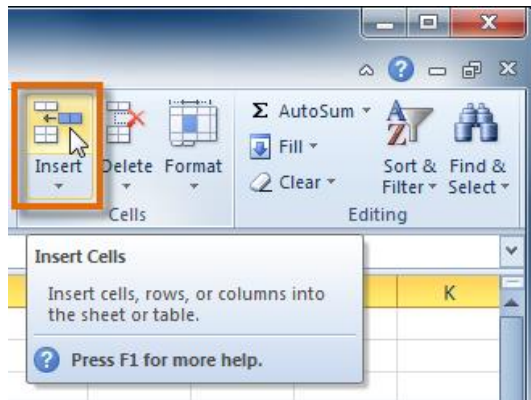
Microsoft Excel 2010

م. وعود ماجد عبد

المرحلة الثانية

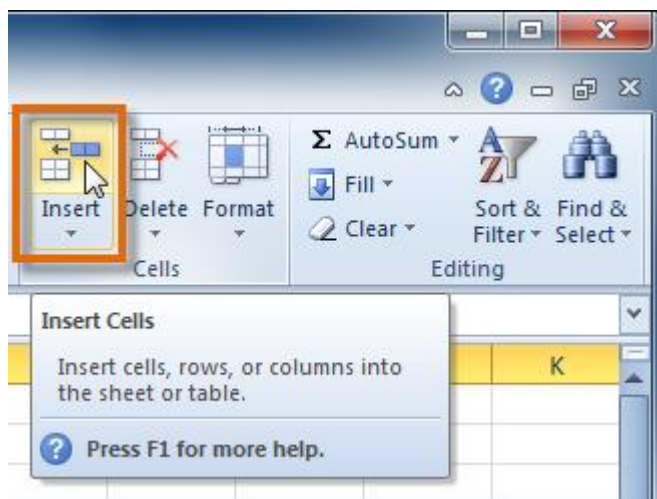
To insert rows:

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.

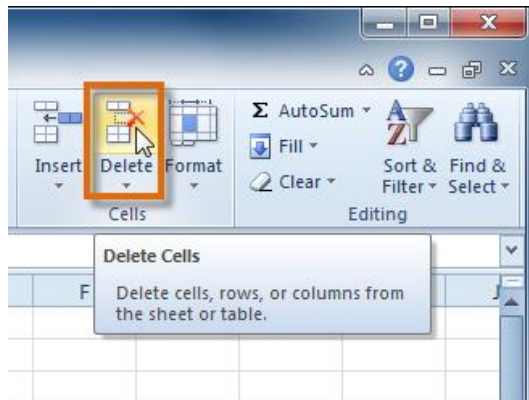


To delete rows:

1. Select the rows you want to delete.

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

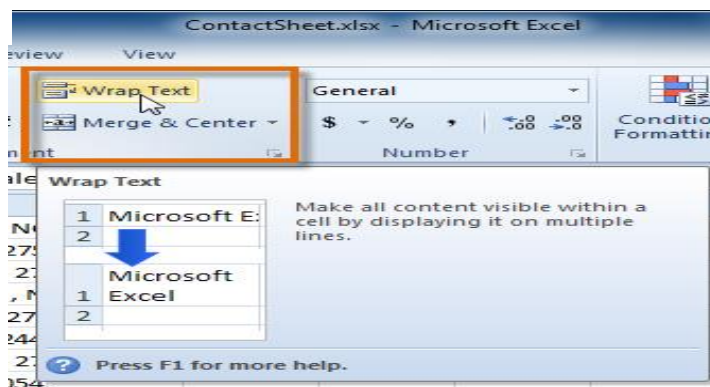


Wrapping text and merging cells

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:

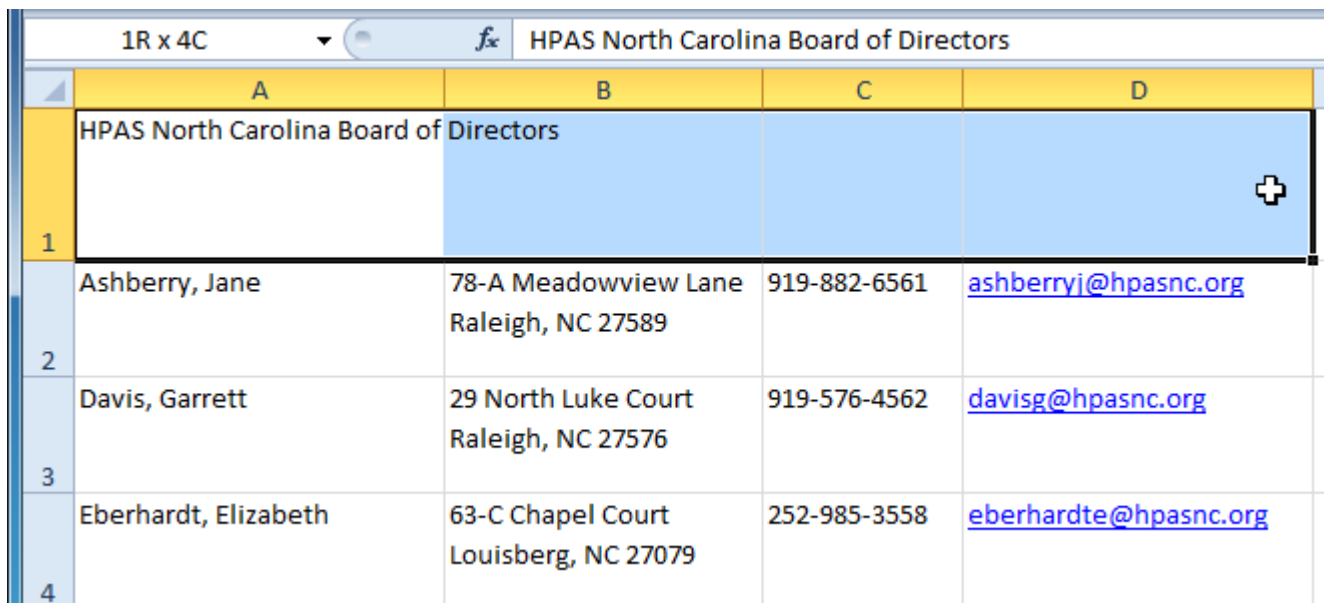
1. Select the cells with text that you want to wrap.
2. Select the **Wrap Text** command on the **Home** tab.



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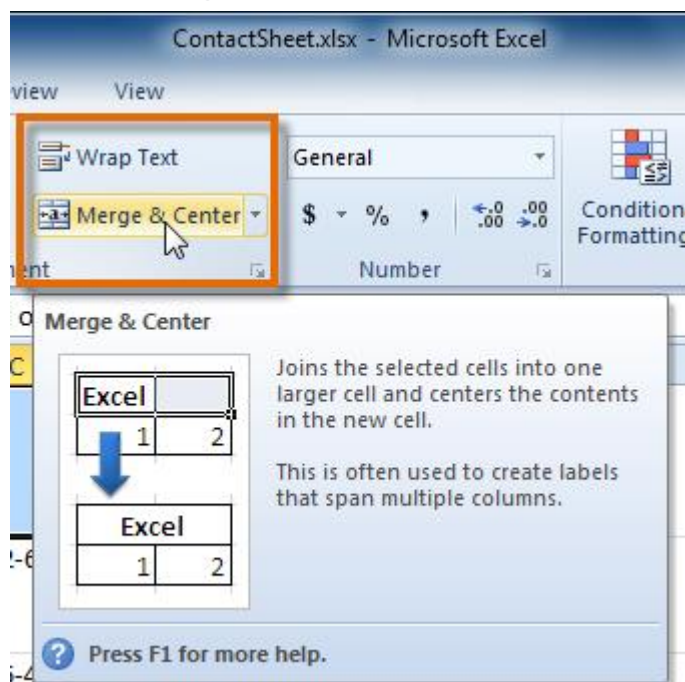
To merge cells using the Merge & Center command:

1. Select the cells you want to merge.



	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	eberhardtte@hpasnc.org

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



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

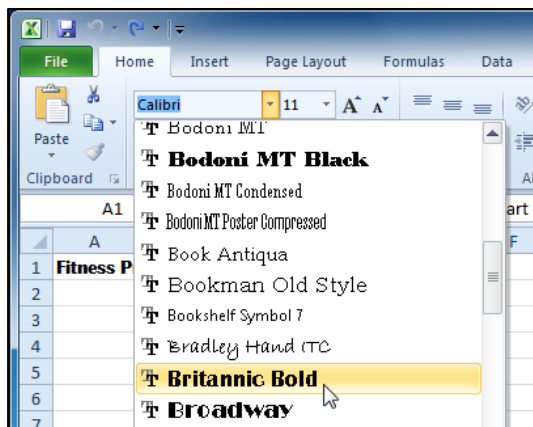
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	A	B	C	D
1	HPAS North Carolina Board of Directors			
2	Ashberry, Jane	78-A Meadowview Lane Raleigh, NC 27589	919-882-6561	ashberryj@hpasnc.org
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4	Eberhardt, Elizabeth	63-C Chapel Court Louisberg, NC 27079	252-985-3558	eberhardtte@hpasnc.org

If you change your mind, relick 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.

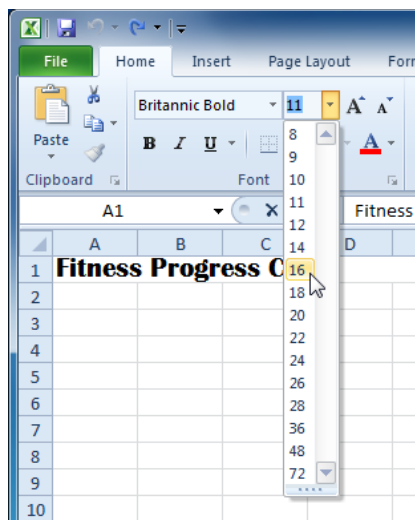


4. Select the font you want to use.

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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:

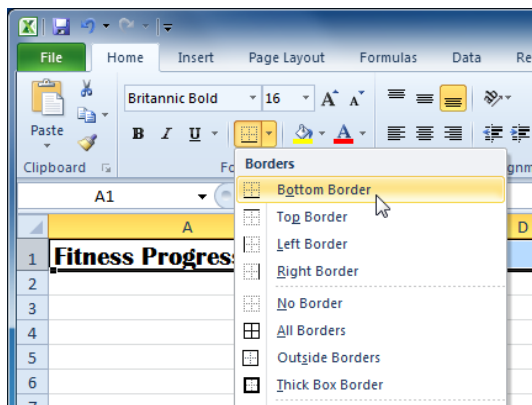
1. Select the cells you want to modify.
2. Click the **Bold**, *Italic*, or Underline command on the Home tab.

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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.



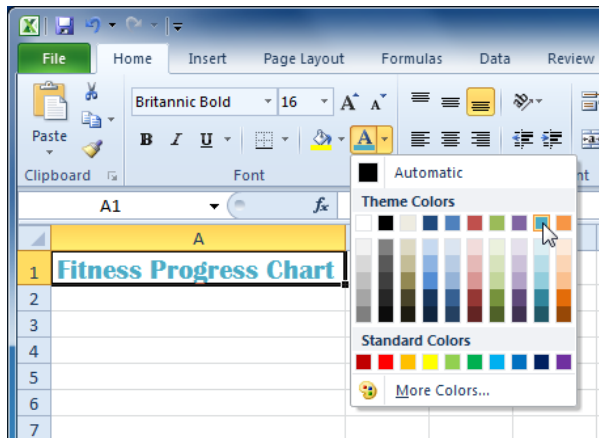
3. Select the border style you want to use.

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.

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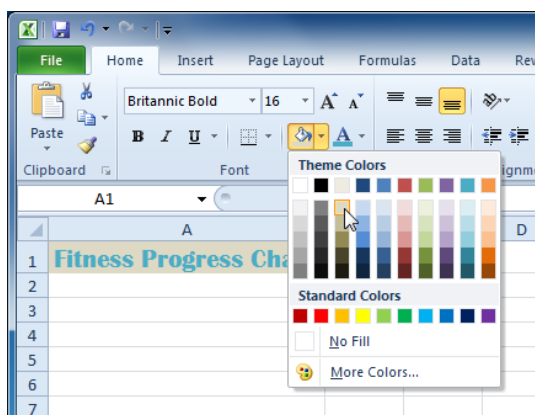


4. Select the font color you want to use.

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.