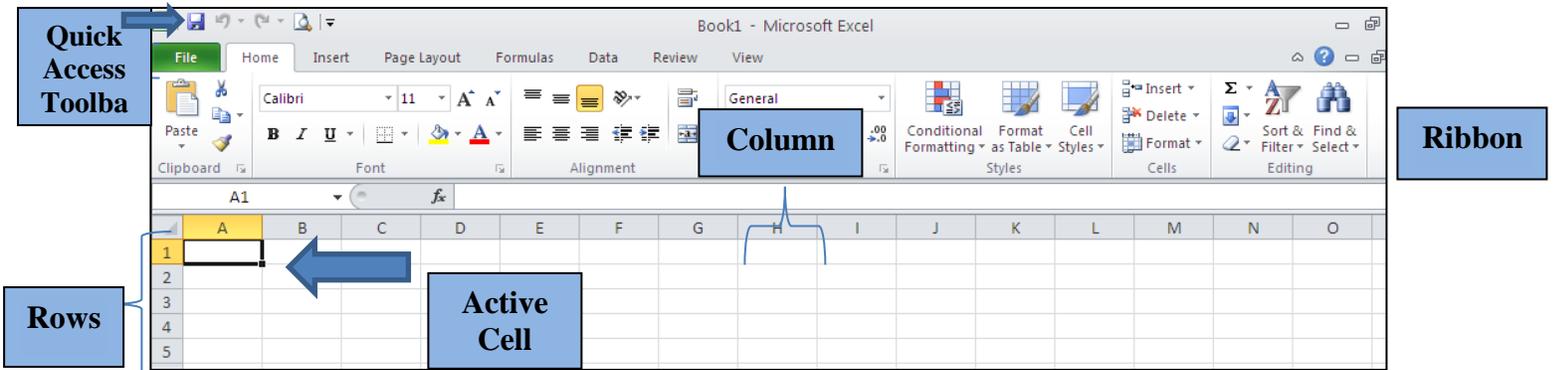


Microsoft Excel Basic 2010



Ribbon – commands across the top of the program. Options change as you click to new tabs in the ribbon. (If the ribbon disappears, hold down the **Control key + F1**.)

Quick Access Toolbar - frequently-used commands at the very top of the ribbon. Can customize the quick Access Toolbar.

Spreadsheet Layout

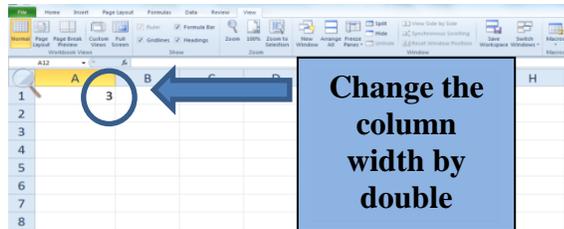
- **Rows** – labeled along the left side with numbers.
- **Cells** – the intersection of a column and a row. Each cell has an address with the format column letter and row number (A1 for example).
- **Active cell** – the active cell has a dark box around it. You can select the active cell by clicking in it, or by using the arrow keys on your keyboard.

Selecting Cells

- **Selecting more than one cell** – to select more than one cell, click in the first cell and hold down the left mouse button while dragging across the cells you want to select.
- **Selecting cells that are not next to each other** – hold the **Ctrl** key down while you click on each cell that you want to select. The **Tab** key takes you to each of the selected cells in the order that you selected them.
- **Selecting an entire row or column** – click the row number or column letter.
- **Selecting all cells** – to select all of the cells, click on the blank gray button to the left of the **A** and above the **1**.
- **Ctrl + Home** takes you back to cell **A1**. **Ctrl + End** key will take you to the bottom row of data of the active worksheet. If you press **End** and the **Down Arrow** you will go to the very last row.
- Press the **Tab** key to move to the cell to the right, and **Shift + Tab** to move one cell to the left.
- Arrow keys take you to the left and right.
- The **Enter** key takes you to the next row. The **Shift + Enter** takes you up one row.

Entering Data

- **Data** - any data that you enter will appear in the active cell. The text will automatically spill over to the next cell. When you are done entering the data for that cell, press the **Enter** key on the keyboard.
- **Changing Column Width** - to change the width of a column so that it will automatically fit the text, double click on the line between the two columns. You can also click on this line and drag it to the desired width.



Editing Data

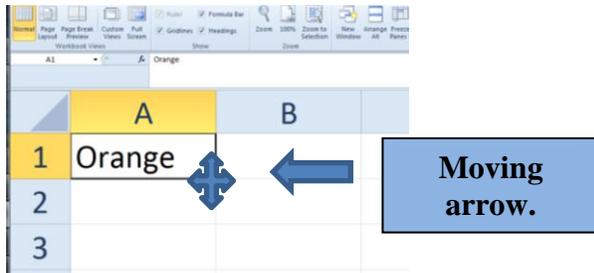
- If you click on a cell that already contains data and type something new, it will overwrite your previous entry. You can also click on a cell and then press the **Delete** key to delete the contents of a cell.
- To edit the active cell, double click in it. A blinking cursor appears inside the cell. You can delete text by using the **Backspace** key to go backwards, and the **Delete** key to go forwards.
- If you make a mistake, remember the **Undo** button.

Copying and Moving Cells

- Select the cells that contain the data you want to copy. Drag the fill handle across the cells you want to fill and then release the mouse button.



- If the cell contains a number, date, or time period that Microsoft Excel can extend in a series, the values are incremented instead of copied when you use the fill handle. For example, if the cell contains "January," you can quickly fill in other cells in a row or column with "February," "March," and so on.
- If values such as numbers or dates are incremented through the selected range and you want them to be copied instead, select the original values again and hold down the **CTRL** key as you drag the fill handle.
- To move cells - select the cells you want to move. Point to the border of the selection and drag the selection to the cell where you want it to go.



- To copy the cells to nonadjacent cells (cells that aren't next to each other), hold down the **CTRL** key as you drag.
- You can also use the **Cut**, **Copy** and **Paste** buttons.

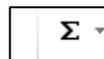
Inserting and Deleting Rows and Columns

- To insert a row – select the cell that is below where you want the new row to go.
 - Click on the **Home** tab
 - Go to the **Cells** group.
 - Select **Insert**.
 - Select **Insert Sheet Rows**.
- To insert a column – select the cell that is to the right of where you want the new column.
 - Click on the **Home** tab.
 - Go to the **Cells** group.
 - Select **Insert**.
 - Select **Insert Sheet Columns**. The new column goes to the left of the selected cell.
- To delete a row
 - Select the row and then click on the **Home** tab
 - Go to the **Cells** group.
 - Select **Delete**.
 - Select **Delete Sheet Rows**. *Hint: (If you select the row and then hit the **Delete** key on your keyboard, you will delete the contents of the row, but not the row itself.)*
- To delete a column
 - Select the column and then go to the **Home** tab.
 - Go to the **Cells** group.
 - Select **Delete**
 - Select **Delete Sheet Columns**.

Hint: (You can also insert and delete columns and rows by right clicking on your mouse.)

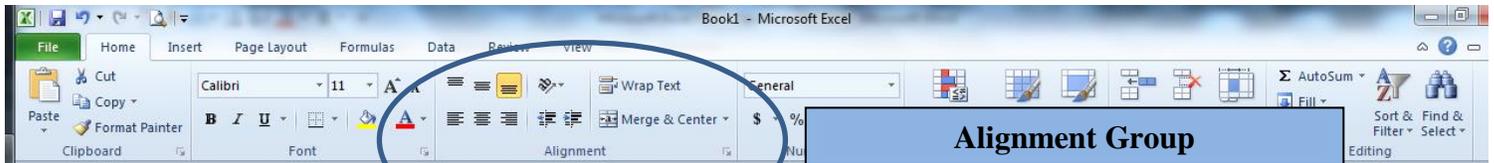
AutoSum

- AutoSum is a quick and easy way to insert a prewritten formula. By using the AutoSum button, you can insert the following functions.
 - Sum, Average, Count, Max, Min



Alignment Group (Found on the Home tab.)

- **Wrap Text** – When you wrap the text, it wraps the text around within the size of the column instead of spilling text over into the next cell.
- **Merge and Center** – It takes the cells that you have highlighted and merges them into one big cell and centers them. Now you don't see any grid lines in these cells, because they are treated as one cell.
- **Font Group** – Under the font group you can choose the font style, size, color, underlining, and more.

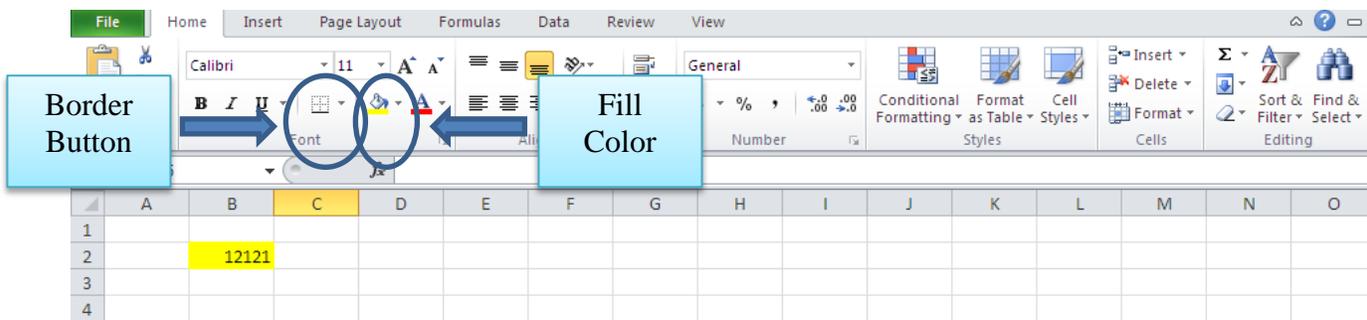


Number Group

- With the **number's** group on the **Home** tab, you can change the format of your number to a date, time, etc. If you don't want Excel to make any assumptions about the type of number you enter in a cell, choose the **General** category.

Cell Colors and Borders

- Under the font tab, you can select a cell shading color with the fill color tool. This will color in the entire cell, not the color of the text.
- The border button is available in the font group. You can choose a top border, bottom border, etc. You can also select a special line style and line color.





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