

**Microsoft Office 2010
Fundamentals**

Excel
Understanding Excel Fundamentals

Introduction

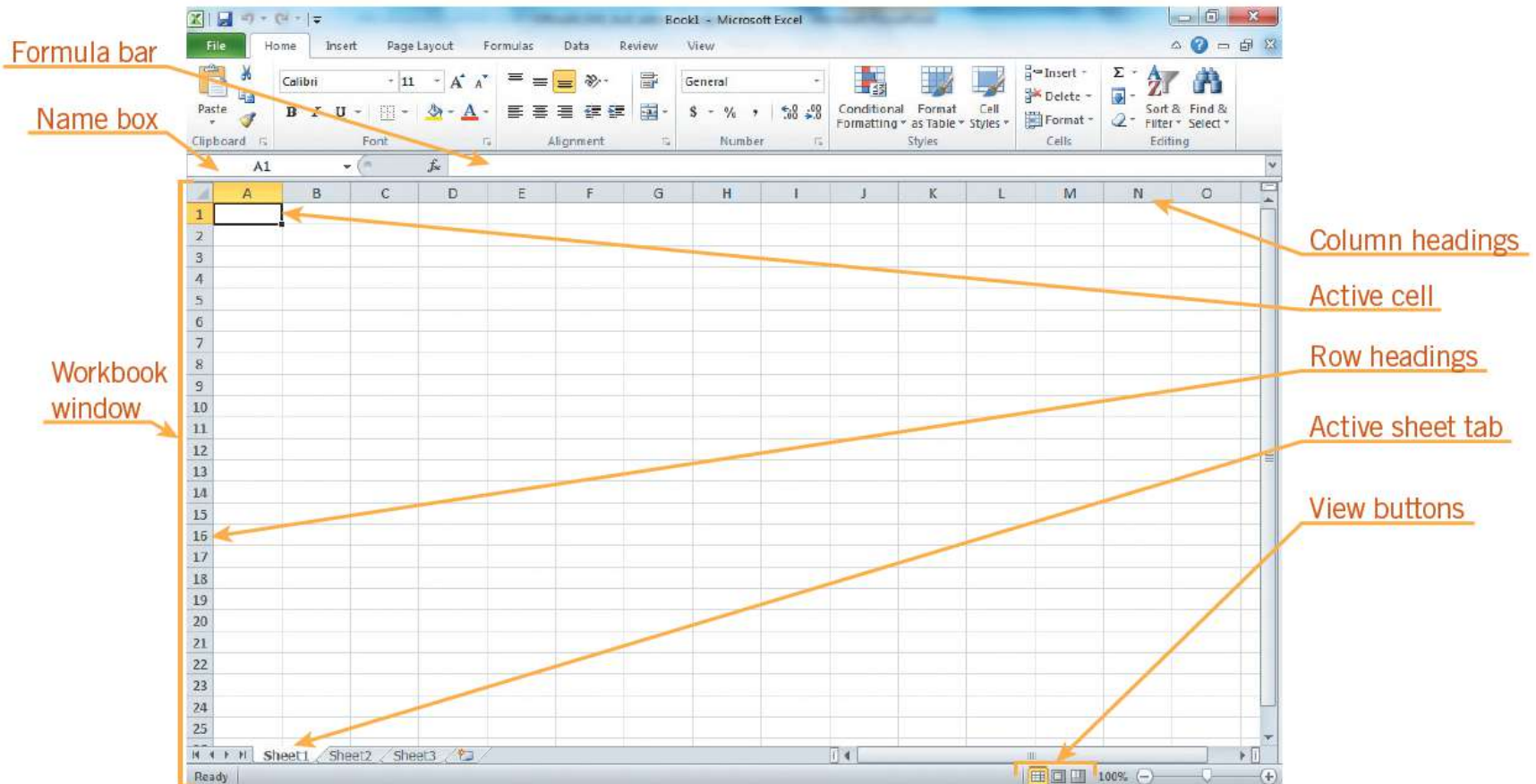
- ▶ Spreadsheet software is used to calculate, analyze, and visually represent numerical data.

Examining the Excel Program Window

- ▶ **An Excel file is called a workbook; a worksheet is the grid with columns and rows where you enter and summarize data.**
- ▶ **Columns are displayed vertically; rows are displayed horizontally.**
- ▶ **The rectangle where a column and row intersect is a cell, identified by a cell reference. The cell that is selected is the active cell.**

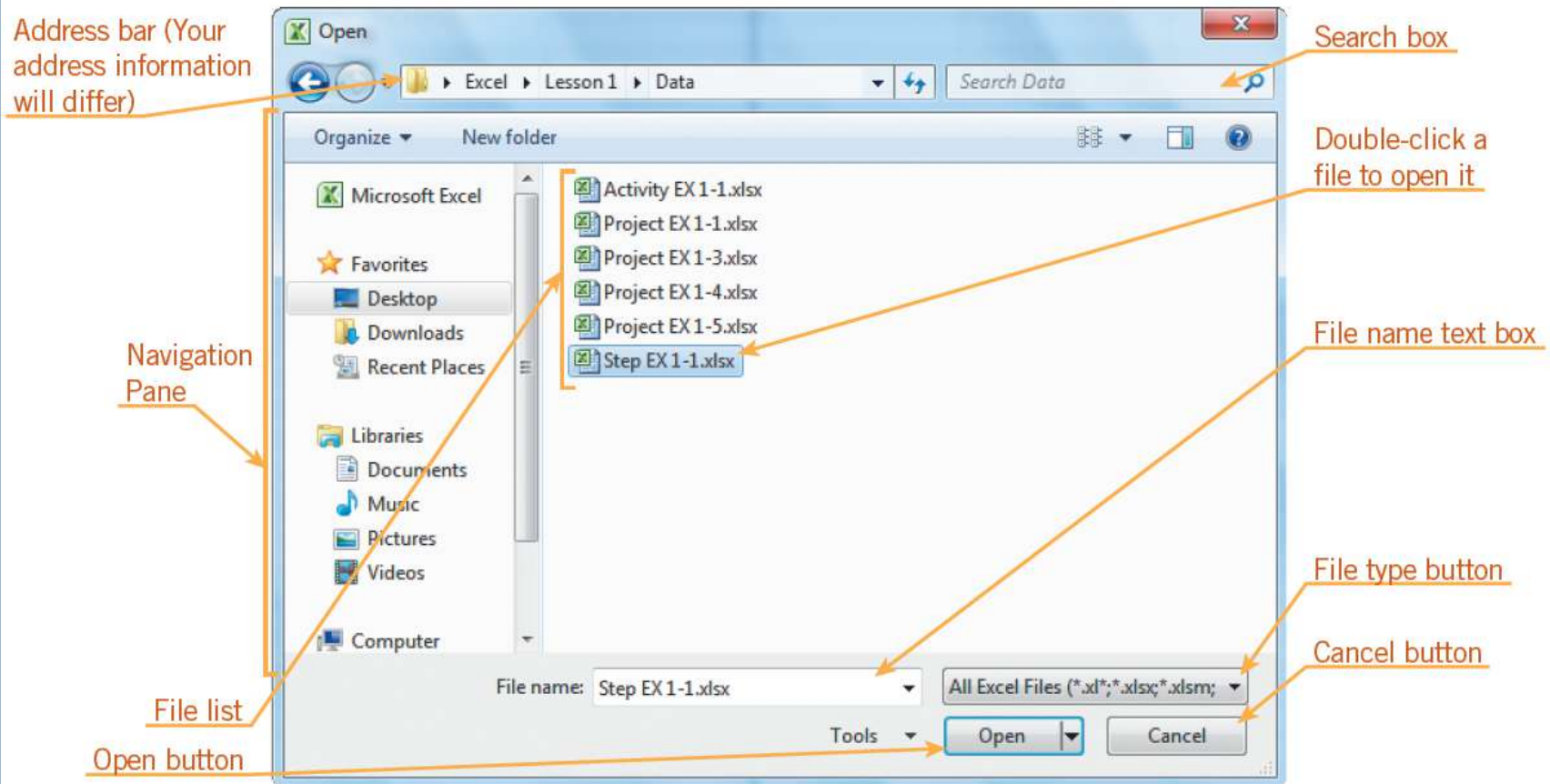
Examining the Excel Program Window (continued)

▶ Excel program window



Starting Excel and Opening an Existing Workbook

▶ Open dialog box



Navigating in a Worksheet

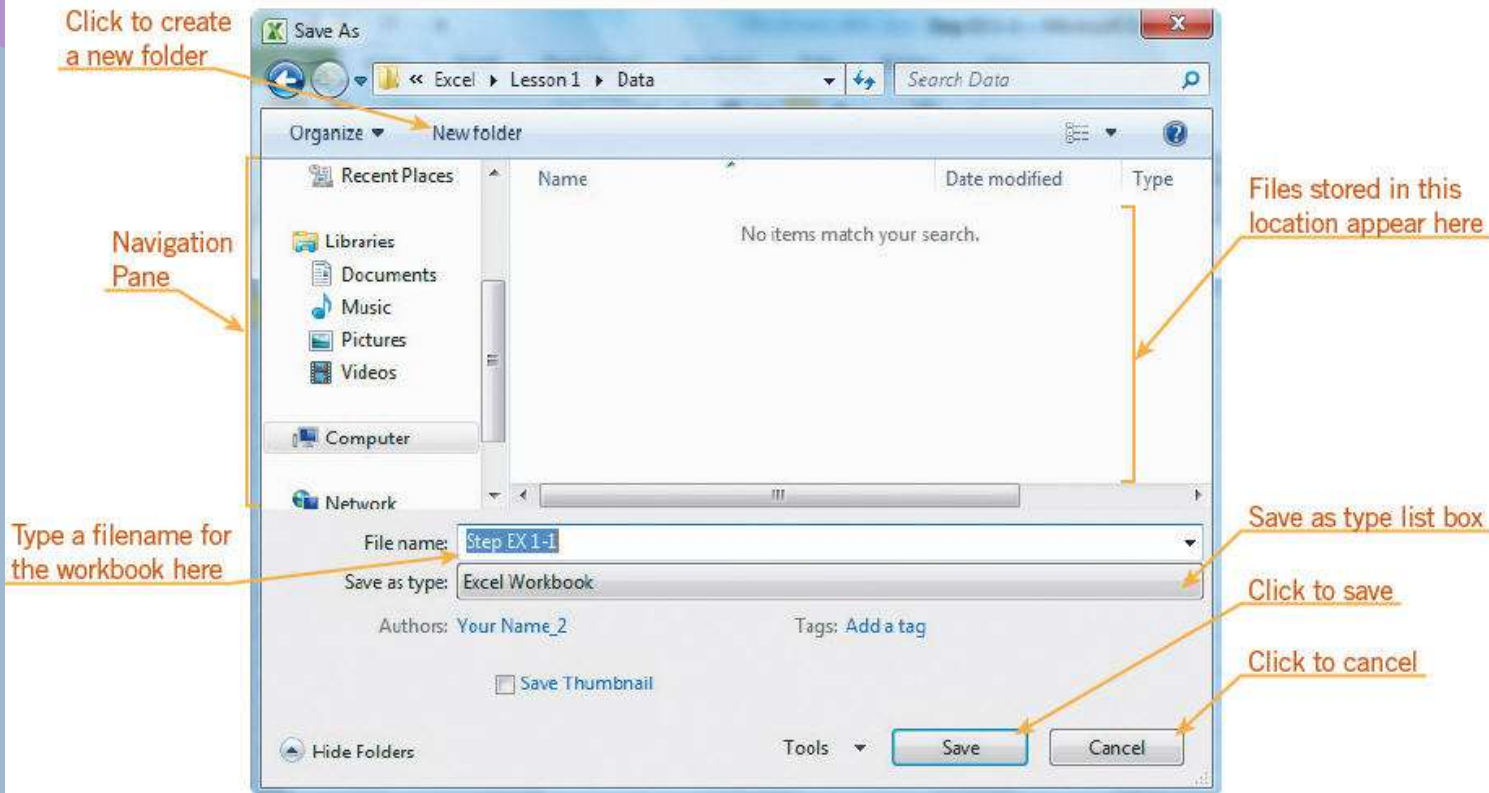
▶ Use the Keyboard:

▶ Using keystrokes to navigate the worksheet

PRESS KEY(S)	TO MOVE
Left arrow ←	One cell to the left
Right arrow →	One cell to the right
Up arrow ↑	One cell up
Down arrow ↓	One cell down
Page Up	Up one screen
Page Down	Down one screen
Home	To the first cell of a row
Ctrl+Home	To cell A1 at the beginning of the worksheet
Ctrl+End	To last cell of the worksheet containing data or formatting

Saving Workbooks

► Save As dialog box



▶ Selected range

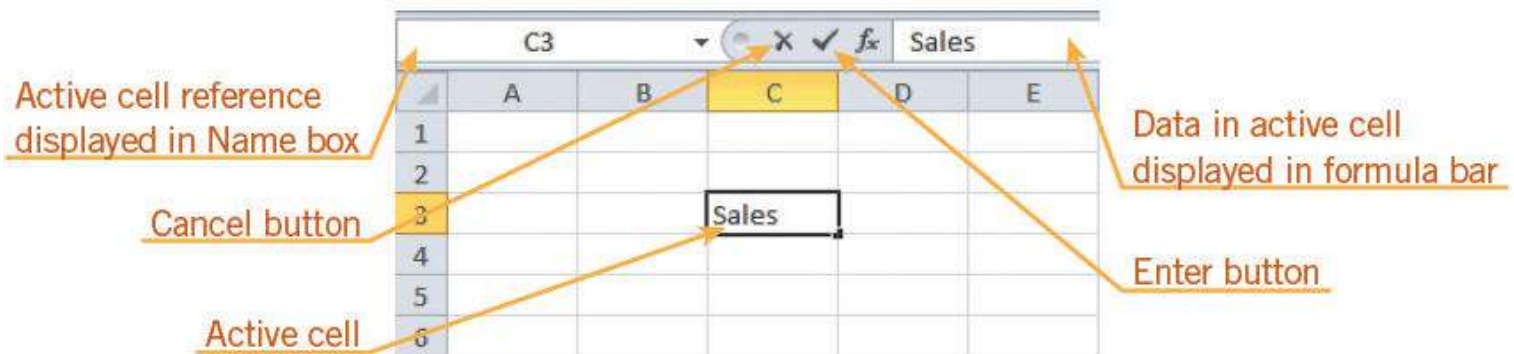
Selecting Cells

The image shows an Excel spreadsheet with a selected range of cells. The spreadsheet has columns A through F and rows 1 through 17. The selected range is B5:D13. Annotations include: 'First cell in range' pointing to B5, 'Rows of selected range' pointing to rows 5-13, 'Columns of selected range' pointing to columns B-D, and 'Selected range B5:D13' at the bottom left.

	A	B	C	D	E	F
1						
2		LostArt Photos				
3						
4		Stock Number	Item	Quantity		
5		1218A	Flash bracket	15		
6		2339C	Camera mount	23		
7		3487V	Battery pack	19		
8		9095P	Sync cord	17		
9		3385T	Diffusers	12		
10		7673K	Bouncers	10		
11		2398M	Extenders	16		
12		0947T	Lens kit	19		
13		3811R	Compressed air	27		
14						
15						
16						
17						

Entering Data

- ▶ As you enter data in a cell, it is displayed in the active cell and in the formula bar.



Entering Data (continued)

▶ Understanding Data Types:

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G
1							
2		LostArt Photos					
3							
4		Stock Num	Item	Quantity			
5		1218A	Flash bracket	15			
6		2339C	Camera mount	23			
7		3487V	Battery pack	19			
8		9095P	Sync cord	17			
9		3385T	Diffusers	12			
10		7673K	Bouncers	10			
11		2398M	Extenders	16			
12		0947T	Lens kit	19			
13		'3811	Compressed air	27			
14							
15							
16							
17							

Annotations and their corresponding cells:

- Number preceded by an apostrophe is formatted as text:** Points to cell B13 containing '3811.
- Text display cut off:** Points to cell B9 containing 3385T.
- Numbers and text together treated as text:** Points to cell B13 containing '3811.
- Text spills over if next cell is empty:** Points to the text 'LostArt Photos' in cell B2, which spans across cells C2 and D2.
- Numbers right-aligned:** Points to the 'Quantity' column (D5-D12), where numbers are right-aligned.
- Text left-aligned:** Points to the 'Item' column (C5-C12), where text is left-aligned.

A tooltip is visible over cell B13: "The number in this cell is formatted as text or preceded by an apostrophe."

Editing Cell Contents

- ▶ Select a cell, type new data, and press the Enter key to replace the original cell contents.
- ▶ Edit or delete data directly in the cell by selecting the cell and pressing F2 or by double-clicking the cell.
- ▶ Remove or type new data by selecting the cell and clicking in the formula bar.
- ▶ To remove all the data from a cell, right-click a cell and click the Clear Contents command or use the Clear button in the Editing group of the Home tab.

Using Undo and Redo

- ▶ Use the Quick Access Toolbar to reverse, undo, or redo your most recent action



Undo and Redo buttons on the Quick Access Toolbar

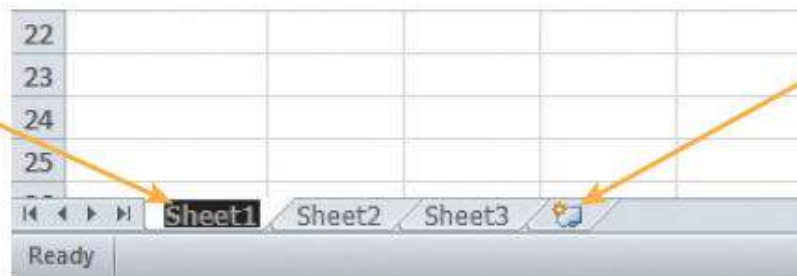
Managing Worksheets

- ▶ **Renaming a Worksheet:**

- ▶ **Inserting a Worksheet:**

- ▶ Click the Insert Worksheet button; click the Insert button arrow in the Cells group on the Home, and then click Insert Sheet; right-click a sheet tab and click Insert on the shortcut menu

Double-click a sheet tab to select the sheet name



Insert Worksheet button

Managing Worksheets (continued)

- ▶ **Deleting a Worksheet:**
- ▶ Right-click a sheet tab then click Delete on the shortcut menu; on the Home tab, in the Cells group, click the Delete button arrow and then click Delete Sheet.
- ▶ **Moving or Copying Worksheets within a Workbook:**



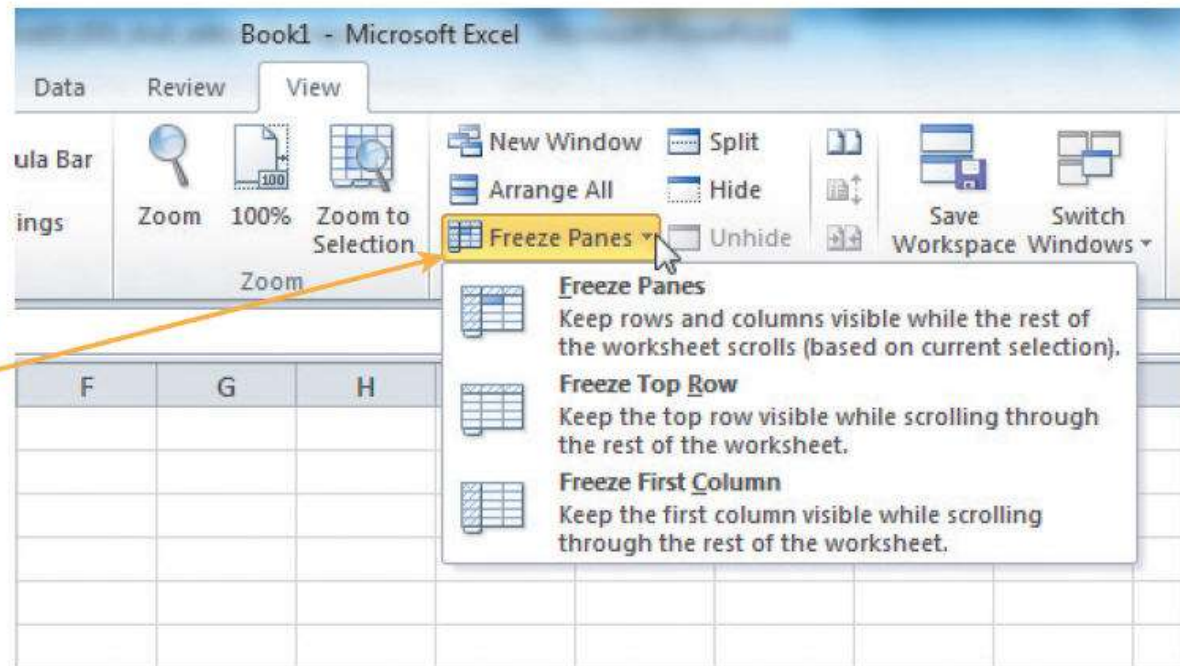
Changing Workbook Views

- ▶ **Normal View:** view most commonly used.
- ▶ **Page Layout:** displays the worksheet as it will print so you can make changes.
- ▶ **Page Break Preview:** used to view and adjust page breaks before printing.
- ▶ **Custom Views:** used to create, apply, or delete a view you have created.
- ▶ **Full Screen View:** maximizes viewing space by hiding the Ribbon, the formula bar, and the status bar.

Changing Workbook Views (continued)

► Freezing and Unfreezing Panes:

Click Freeze
Panels button to
open menu



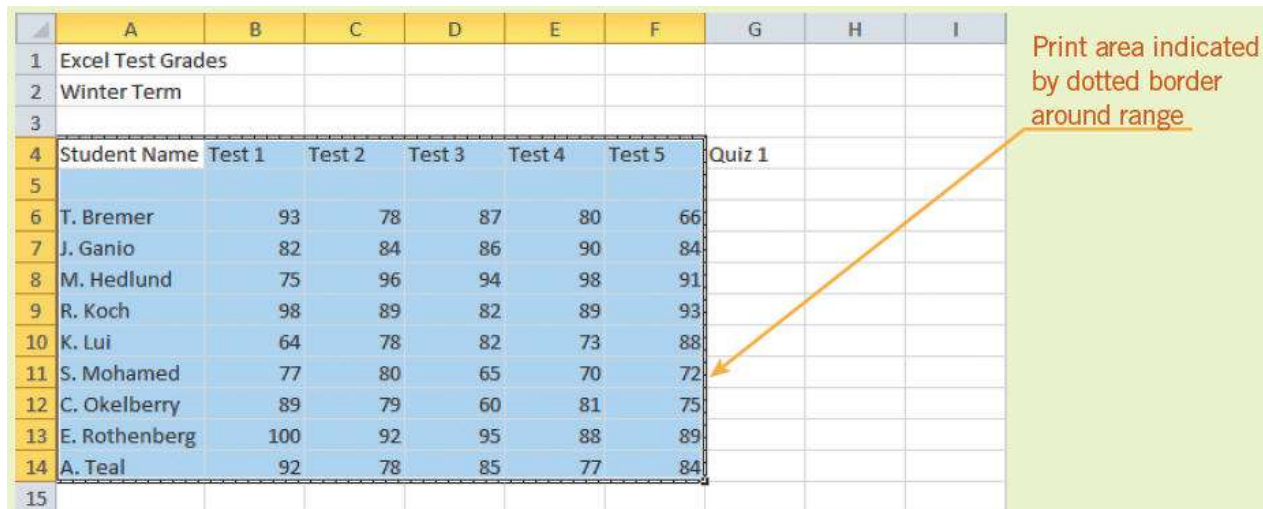
Freeze Panes menu on the View tab

Printing Workbooks

- ▶ **Adding Headers and Footers:**
- ▶ A **header** is text that appears in the top margin of a worksheet when printed, and a **footer** is the text that appears in the bottom margin of a worksheet when printed.
- ▶ Click the Header & Footer button in the Text group on the Insert tab to display Header & Footer Tools contextual tab.

Printing Workbooks (continued)

- ▶ **Setting the Print Area:**
- ▶ Select the range(s) and then click the Print Area button in the Page Setup group of the Page Layout tab.

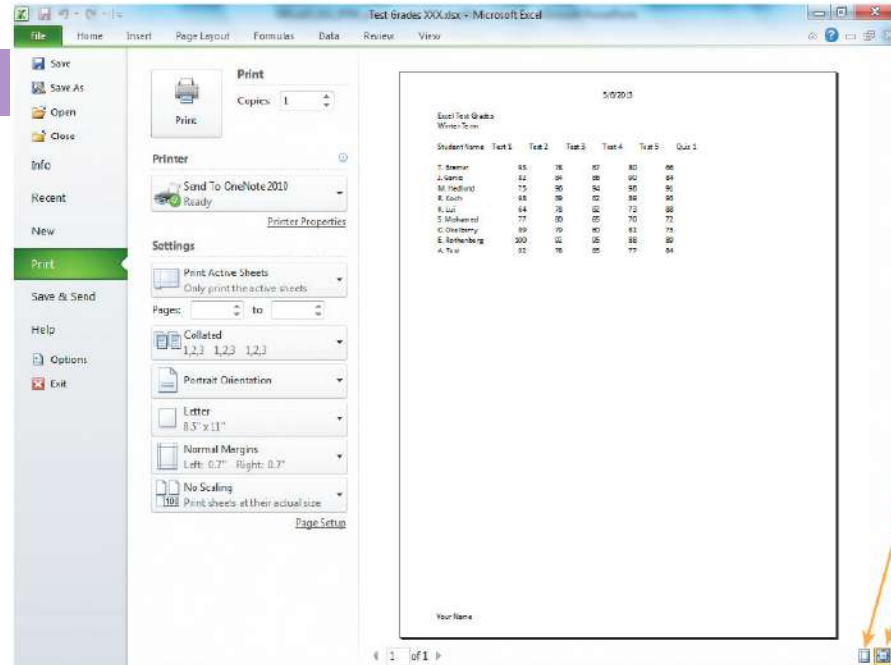


Print area indicated by dotted border around range

	A	B	C	D	E	F	G	H	I
1	Excel Test Grades								
2	Winter Term								
3									
4	Student Name	Test 1	Test 2	Test 3	Test 4	Test 5	Quiz 1		
5									
6	T. Bremer	93	78	87	80	66			
7	J. Ganio	82	84	86	90	84			
8	M. Hedlund	75	96	94	98	91			
9	R. Koch	98	89	82	89	93			
10	K. Lui	64	78	82	73	88			
11	S. Mohamed	77	80	65	70	72			
12	C. Okelberry	89	79	60	81	75			
13	E. Rothenberg	100	92	95	88	89			
14	A. Teal	92	78	85	77	84			
15									

Printing Workbooks (continued)

- ▶ **Previewing and Printing a Worksheet:**
- ▶ Click the File tab, click Print, then click Print Preview.



Closing a Workbook

- ▶ To close a workbook without closing Excel, click Close on the File tab.
- ▶ With only one workbook open, click the Close button on the title bar to close the workbook and exit the program at the same time.

