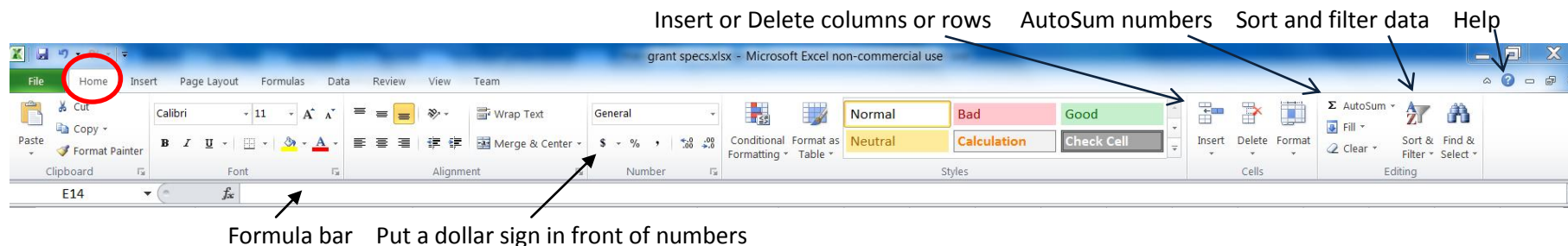


Introduction to Microsoft Excel 2010, part 1

- When you open Excel, it automatically starts a brand-new workbook, which is made up of spreadsheets
- Tools are arranged in ribbons (very similar to Word)
- Composed of columns (with alphabetical headings), rows (with numerical headings), and cells
- You can change the shape of your columns, rows, and cells by dragging their borders around
- You can select a whole column or row at a time by clicking on the heading for that column or row; the selected area will turn blue
- Nearly limitless spreadsheet: if you've been working and you suddenly only see clear cells, look at your numbers and letters; you may have jumped to another part in the spreadsheet. You may need to scroll up and left to get back to your work

Home Ribbon



Activity 1: Food Budget

	A	B	C
1		Groceries	Restaurants
2	Week 1:	77	44
3	Week 2:	140	0
4	Week 3:	60	89
5	Week 4:	120	55
6	Total:	397	188
7			

Write down how much you spent on groceries and restaurants in one month.

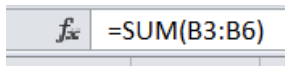
AutoSum

When entered, go into the cell below your amount for week 4. Click on AutoSum in the upper right corner of the Home ribbon. It will draw a border around what it's about to sum. If it's what you want, hit the Enter key. Your figures are summed! Sum your restaurant numbers, and then sum your groceries and restaurants together.

	77
	140
	60
	120
=SUM(B3:B6)	

You can adjust the AutoSum border by clicking on one of the four corners of the box and dragging it up or down (or side to side). Once you've outlined what you wish to sum, hit the Enter key.

You can also adjust the AutoSum border by clicking your mouse on a different cell and dragging down and/or across to make the selection.

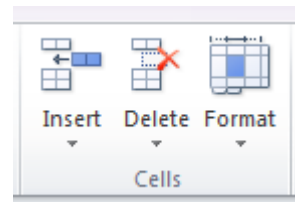


The formula bar shows the contents of a particular cell. If you use AutoSum or another formula, you can see the math here. This example shows that Excel is going to sum the contents of cells B3 through B6.

Insert and delete rows or columns

	A	B	C
1		Groceries	Restaurants
2	Week 1:	77	44
3	Week 2:	140	0
4	Week 3:	60	89
5	Week 4:	120	55
6	Week 5:	65	80
7	Total:	462	268

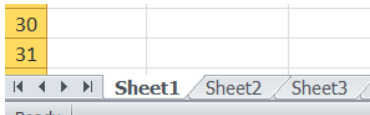
Have data to add in or want to delete some of it?



To insert or delete a row or column, select it and click on Insert or Delete on the right side of the Home Ribbon. Insert will stick a blank row or column into the space you highlighted, bumping the current cells to the next space.

Short cut: Right click on the row or column heading and left click on Insert or Delete.

Renaming a sheet



You can rename your spreadsheet down at the bottom of the window. Double-click on the word "Sheet1" and type in a new name. Hit the enter key when done.

Activity 2: Bird Counts

Click on "Sheet2" to start a new spreadsheet in the same workbook.

	A	B	C	D
1	Bird Count			
2		Monday	Tuesday	Wednesday
3	AM	12	14	15
4	PM	5	9	11
5	Total	17		

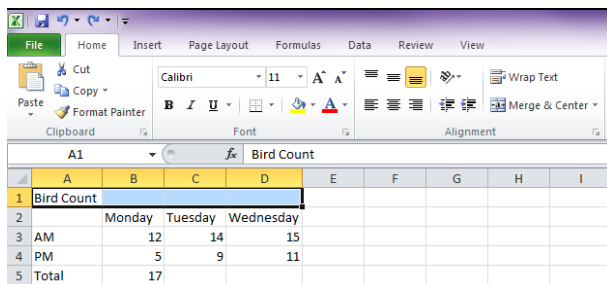
Write down how many birds you saw on Monday, Tuesday, and Wednesday.

Copying and pasting

There are different ways to copy and paste a formula into other cells:

- You can copy the cell and paste it into another cell (the formula will transfer over)
- If you hover your mouse over the lower right corner of a cell with a formula, you'll see crosshairs; click and drag the crosshairs over other cells

Merge and wrap text



Want to center a title or some text over your data?

Select the cells above your data, then click on Merge & Center on the Home ribbon.

	A	B	C	D
1	Bird Count			
2		Monday	Tuesday	Wednesday
3	AM	12	14	15
4	PM	5	9	11
5	Total	17		

Activity 3: Address Book

Click on "Sheet3" to start a new spreadsheet in the same workbook.

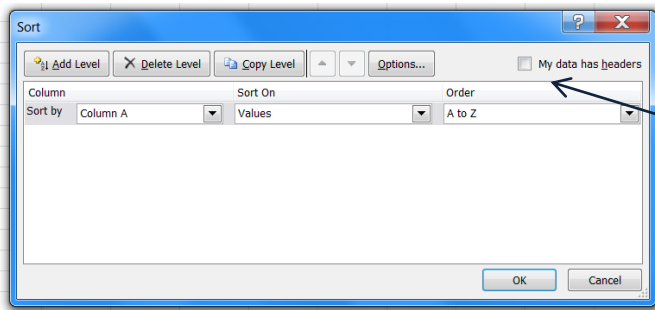
	A	B	C	D	E	F
1	First	Last	Street	City	State	Zip
2	John	Smith	5555 N. Main St.	La Crosse	WI	54601
3	Jane	Doe	4444 N. State St.	La Crosse	WI	54601
4	Sam	Johnson	3333 N. First St.	La Crosse	WI	54601

Write down names and address information.

Sorting your information

One way to sort your data is by first clicking on the square in the corner between 1 and A to select all of your cells; then click on the Sort & Filter button in the upper right corner of the Home ribbon. Excel will keep your rows intact (John is still on Main St, Sam is still on First St, etc.)

Want to sort based on something else aside from the first column? Click on one of the cells in the column or row that you wish to sort by and then click on Sort & Filter.



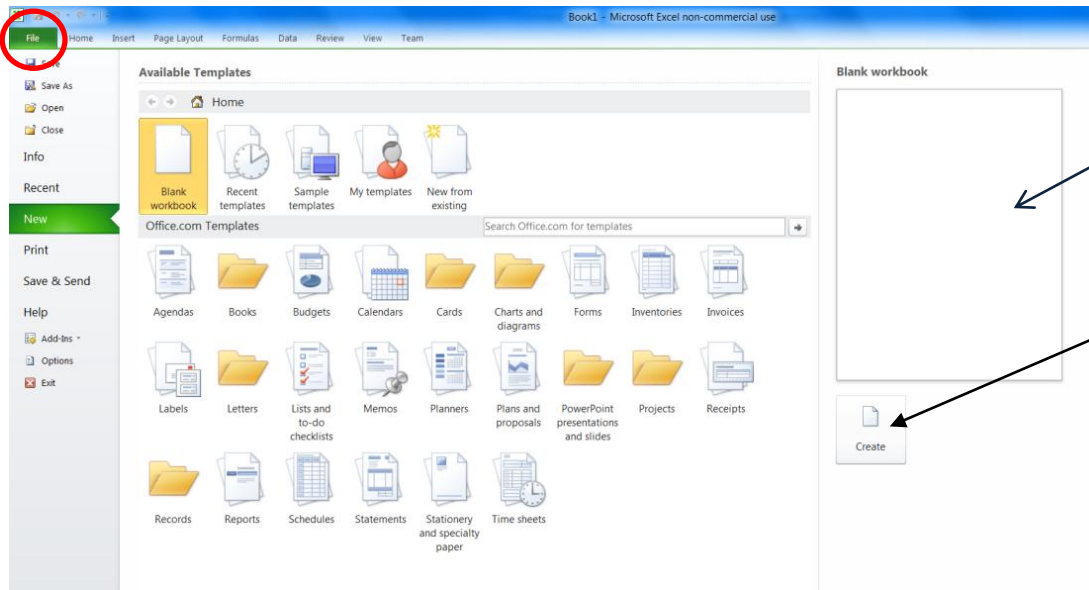
HINT!

Did your column headings (First, Last, Street, etc) get sorted into the mix? Undo your sort (either using the undo arrow in the upper left corner of the window or by hitting ctrl+z). Select all of your cells again, then go to Sort & Filter and choose Custom Sort. Make sure the box next to “My data has headers” is checked! Click OK.

File Ribbon

Much like in Word, you go to File to save, open, print, or start a new workbook. Note: in Excel 2007, File is replaced by a circular icon: 

Starting a new workbook



Under New, there are many premade templates to explore. A blank workbook is selected by default. You can see a small preview in the right pane.

All of these templates are free to use. Save time and skip starting from scratch!

Once you've selected the type of workbook you'd like to use, click on Create.

Saving

Choose Save if you're comfortable saving over the previous version of your workbook. Use Save As if you'd like to rename your file, if you'd like to save it in a different place, or if you'd like to make different drafts or versions of your workbook.

Save early, save often!

Printing

Click here to print

You can change your print settings here. Type in specific page numbers to print if you don't want all of them to print; you can also change orientation, page size, margins, and scaling (actual size, all columns on a page, all rows on a page, etc).

The screenshot shows the Microsoft Excel 2010 interface with the Print dialog box open. The dialog box is divided into several sections: 'Print' (with a 'Print' button and 'Copies: 1'), 'Printer' (showing 'Send To OneNote 2010' as the selected printer), and 'Settings' (with options for 'Print Active Sheets', 'Pages', 'Collated', 'Portrait Orientation', 'Letter', 'Normal Margins', and 'No Scaling'). A 'Print preview pane' is visible on the right, showing a preview of the spreadsheet data. The data in the preview pane is as follows:

name	donation	
joe	3700	0.817452
bob	45.5	
martha	780.76	
	4526.26	

At the bottom of the dialog box, the page number '1 of 2' is displayed, with arrows on either side for navigation.

Number of pages in spreadsheet (click the triangles to preview other pages)

Note: in Excel 2007, you'll have to choose Print Preview to see what your spreadsheet looks like before printing.

Last updated 2/11/15