

Excel 2010

Quick Start - Class Notes

Excel 2010 Online Training

Presented by



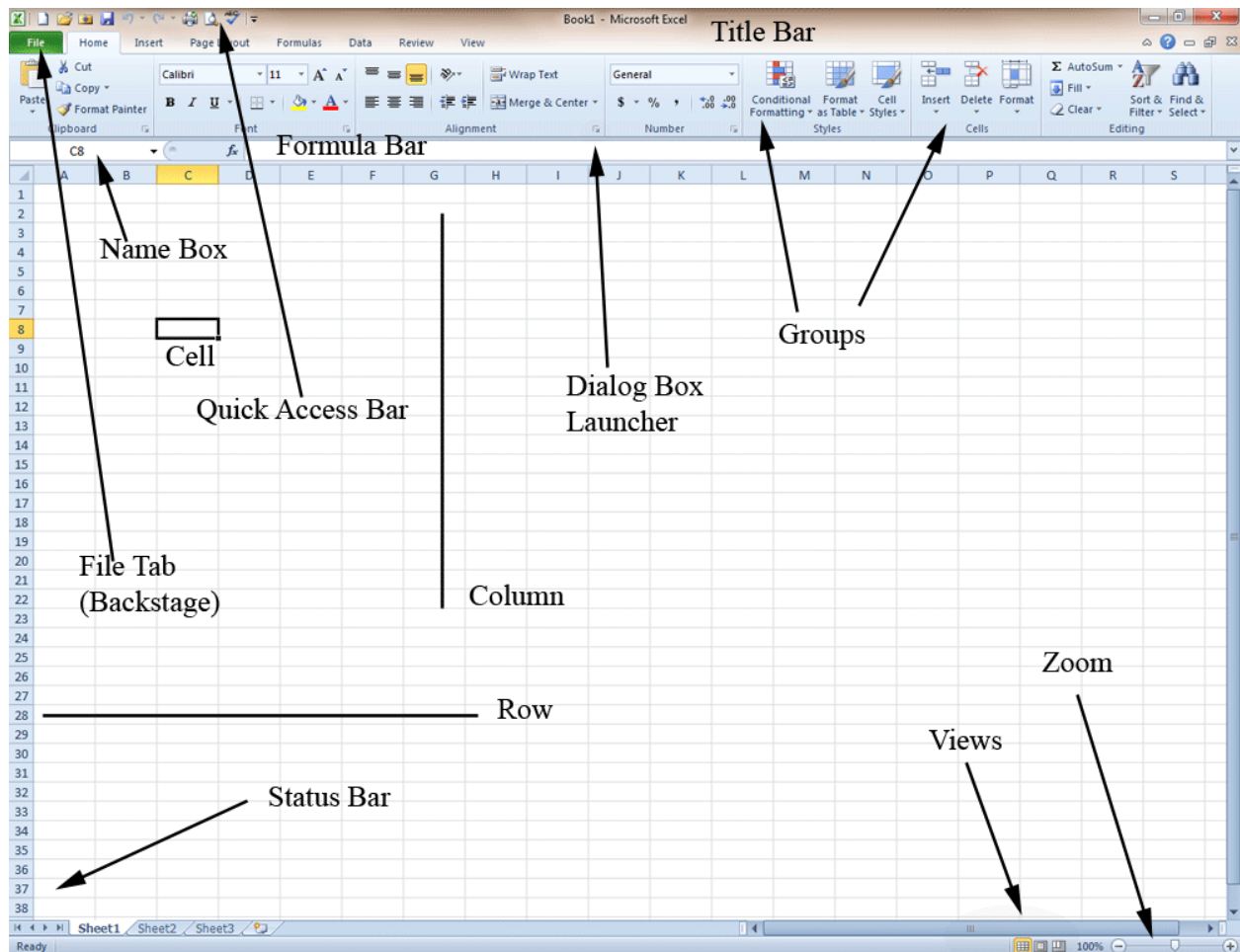
Course Objectives

- Familiarity with spreadsheet terminology
- Explore the Excel 2010 Interface
- Navigate worksheets
- Practice selection techniques
- Entering, editing, formatting text, numbers, columns, rows
- Enter & edit pictures
- Save & Send file through Outlook

Spreadsheet Terminology

- Row
- Column
- Cell
- Label
- Value
- Select/Activate Cell (range, etc.)
- Range

The Excel Interface



Using an Excel Spreadsheet

- Set up the quick access toolbar
 - In the upper left corner, click on the drop down arrow near the small tool bar.
 - Place a check mark in front of Open (and New, Print Preview, Spelling if you want)
- Open an existing workbook
 - Click on the open folder on the quick access toolbar
 - Navigate through the folders until you find the one you want (Or sometimes, there is a shortcut on the desktop, and all you have to do is double click on it.)
- Navigate using the scroll bars, enter & tab keys
 - Drag the scroll bars up, down, right, left to move the spreadsheet in the window
 - Press enter to move the cursor down one row
 - Press tab to move the cursor to the right one column
- Select cells, ranges, rows, columns
 - Click on a cell to select it (or press Enter or tab to get to it)
 - Select a range of cells by clicking on one cell, hold the mouse button down and drag over the other cells you want
 - Select an entire row or column by clicking once on the row heading (the number) or the column heading (the letter)
 - You want to select cells in order to do something to them (format them, enter or edit text, etc.)
- Entering text (or numbers)
 - Click in the cell and start typing

- Press Enter to move down or Tab to move to the right
- You can enter text or numbers this way.
- Editing Text (or numbers)
 - Click on the cell you want to edit.
 - Start typing the new text or number right over the old.
 - Or Click in the formula bar and use your backspace, arrow keys, etc. to erase the old text and type in the new
- Inserting a picture
 - Click on the spreadsheet near the place you want to insert the picture
 - Go to the Insert tab, choose Picture (from the illustration group)
 - Navigate to the place where the picture is stored on your computer
 - Choose the picture you wish to insert
 - Click insert
 - You can now resize, crop, or edit the picture as needed.
 - Resize by using the sizing handles on the corners of the picture or by going up to the tabs, choosing re-size and typing in a new height and/or width
 - Crop the picture by using the crop tool on the tab/toolbar
 - You can lighten or darken the picture or adjust the contrast by using the controls on the tab/toolbar
- Sending the Excel file (with pictures) through Outlook email
 - When you have the text entered and pictures inserted you can save the file by clicking on the File tab, then choosing Save As.

- You want to choose Save As so you can save it to your document file, and with a new name
 - If you choose Save, the file will still be saved, but with the old name instead of a new one.
- Now Click on Save & Send on the left side menu
 - Choose to Send using email (it's probably already chosen)
 - Over on the right choose 'Send as attachment'
 - An email window will open.
 - Put the email address in the 'To' box
 - Put in a subject name (if needed)
 - Type in whatever text you need to in the body of the email.
 - Click send.