

# **Excel 2010**

## **Level 1B – Class Notes**

*Excel 2010 Online Training*  
*presented by*



\*There is a pre-requisite for this course, please read it on the next page and be sure you meet the criteria.

## Pre-requisite for this course

The time requirements for this class mean that the instructor will be unable to review material covered in previous classes. Learners may wish to take an earlier level class before participating in this one if they do not meet the following criteria:

Learners should:

- **Know how to use the fill handle/auto-fill**
- Know how to navigate an excel spreadsheet & use basic selection techniques
- Know how to copy, cut, and paste
- Understand basic excel/spreadsheet terminology

## Course Objectives

- Copy formatting
- Create and format tables
- Conditional formatting
- Insert & delete rows, columns, and cells
- Manage large workbooks
  - Changing views
  - Copy, insert, move, and delete worksheets
  - Organize multiple worksheets
  - Preparing a worksheet for printing
  - Printing worksheets

## Copy Formatting

- Format painter
  - Open Excel 2010 – Level1B – Sales.xls (Sales worksheet)
  - Click once to change one item
  - Double click to change multiple items

## Creating and Formatting Tables

Creating a table of your data can help you apply formatting more efficiently than doing it manually. Tables also allow for automatic filtering and it's easier to apply some simple formulas to tables. Open Excel 2010 – Level 1B Sales.xls (Sales Table worksheet).

- Choose the data range you wish to include in your table. (NOTE: the data should be in a general rectangular pattern, with column labels at the top, and no blank rows)
- On the Home tab, in the styles group, click Format as Table. A drop down gallery will appear.
- Choose the color/style you wish to apply (you can change it later)
- See figure below (your data range will be different!)

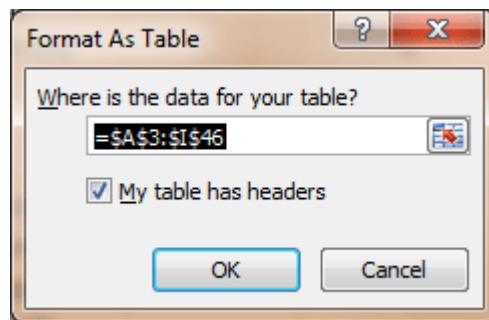


Figure 1: Format as table dialog box

Once the table is created, you will be able to change the design, filter, and convert back to a range from the contextual ribbon

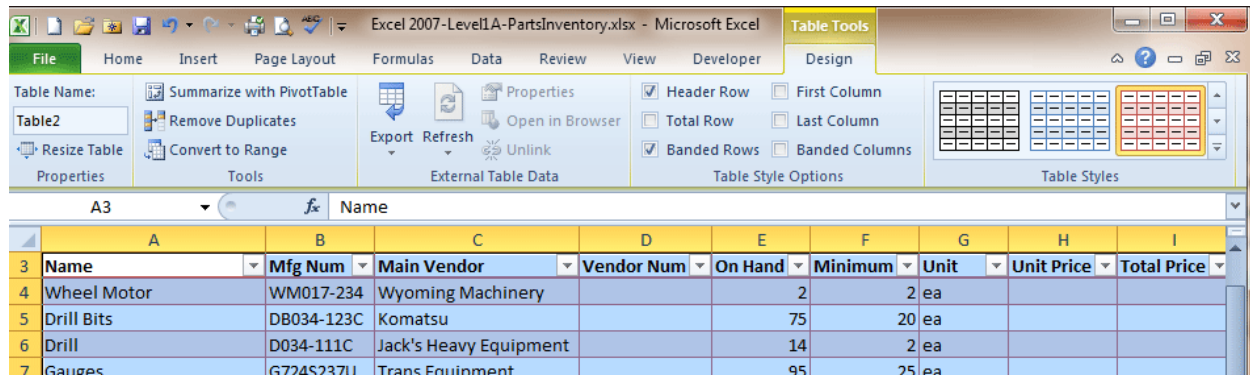


Figure 2: Table Tools Contextual Ribbon

## Conditional Formatting

Conditional formatting allows users to set criteria for specific cells. If the criteria is met, then special formatting can be applied to the cell automatically. You may edit and delete the criteria as needed. Switch to the Conditional Format worksheet.

## Inserting & Deleting Rows, Columns, & Cells

- Rows always insert above the selected row.
- Columns always insert to the left of the selected column
- When inserting cells, excel will give you a choice on where to insert them.

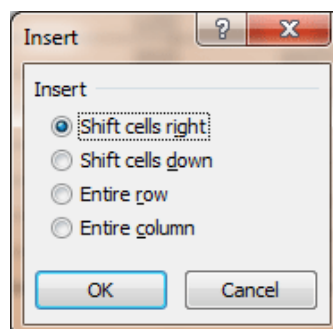


Figure 3: Insert Cells

## Managing Large Workbooks

- Open Total Sales.xlsx
- Viewing large worksheets – there are different ways to view a large worksheet so the user can see more of the data or view only selected pieces of data
  - Minimize the Ribbon
  - Zoom
  - Hide & Unhide column(s) or row(s)
  - Split window
  - Freeze Panes
- Working with Multiple Worksheets
  - Navigating between worksheets
  - Renaming worksheets
  - Coloring a tab
  - Insert a worksheet
  - Move or copy worksheets
- Prepare a worksheet for printing
  - Spell check
  - Thesaurus
  - AutoCorrect
  - Find & Replace
- Printing
  - Print & Preview
  - Set Print Titles & Page Set-up
  - Page Break Preview
  - Print options

## Follow-up Classes

- Excel 2010 Level 1C
  - Working with graphics
  - Working with formulas, functions, and charts
- Excel 2010 – Level 2A
  - Using multiple workbooks
  - Linking worksheets/workbooks
  - Consolidating data
  - Using text functions
  - Web features
  - Saving in other formats