

Excel 2010

Level 1C – 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

- Insert and modify pictures and SmartArt graphics
- Create, edit, and copy formulas
- Insert, edit, and copy functions
- Create, modify, and format charts

Working with Graphics

- Open Excel 2010 – Level1C – Parts Inventory.xlsx for the next 3 sections.
- Insert Picture (ClipArt, photograph, shapes, or SmartArt)
 - Use contextual Ribbon (Picture/Drawing Tools) to format and modify

Working with Formulas

- Operators
 - Excel uses the asterisk (*) for multiplication
- Entering a formula
 - Always start with an equal sign (=)
 - Formula automatically updates as you change values in cells (if you used cell references in your formula)
 - Relative cell references means the cell address will change relative to how the formula is moved and/or copied.
 - Absolute cell references must be used if you don't want the cell address to change as you move/copy the formula

Parentheses	()
Exponents	^ (ex. 10^3)
Multiplication	*
Division	/
Addition	+
Subtraction	-
Making a cell reference absolute	\$A\$1 (put a \$ sign in front)
Formulas look like...	=a7*c12 OR =b2+b3+b4

- Order of Operations
 - Math formulas are not calculated left-to-right. There is a specific order to follow when deciding what operation to perform next.
 - PLEASE → (parentheses)
 - EXCUSE → (exponents)
 - MY → (multiplication)
 - DEAR → (division)
 - AUNT → (addition)
 - SALLY → (subtraction)
 - $7^2 + (12 * 3) / 2 - 1 = 66$ NOT 90.5
 - First – parentheses = $12 * 3 = 36$
 - Second – exponents = 49
 - Third – multiplication & division = $36 / 2 = 18$
 - Fourth – addition & subtraction = $49 + 18 - 1 = 66$
 - Note that you perform the multiplication/division and addition/subtraction in the order that they appear in the formula. (In other words, just because multiplication is first in the list, if division is first in the formula, divide first, then multiply). Addition & subtraction work the same way, they're listed as addition first, but if subtraction appears first in the formula, then subtract first.

Working with Functions

- Entering functions
 - Always start with an equal sign (=)
 - Functions are basically formulas with names. (Adding means you're performing the SUM function)
 - Functions look like: =SUM(b2,b3,b4) OR =SUM(b2:b4)
- Some frequently used functions are with the AUTOSUM button
- Auto-Calculate

Working with Charts

- Open Excel 2010 – Level1C – Northern Sales.xlsx
- Insert Chart
- Use the tabs on the Contextual Ribbon (Chart Tools) to format and modify the chart once it's created
 - Design, Layout, Format
- Printing charts
 - Print & Preview

Follow-up Classes

- Excel 2010 – Level 2A
 - Using multiple workbooks
 - Linking worksheets/workbooks
 - Consolidating data
 - Using text functions
 - Web features
 - Saving in other formats
- Excel 2010 – Level 2B
 - Examining lists
 - Convert text to columns
 - Special & Custom number formats
 - Advanced formatting
 - Outlining & Subtotals
 - Advanced charting