Excel® 2010 Introduction

Creating a New Workbook

1. Choose FILE, then...
2. Select BLANK WORKBOOK, then [Click] CREATE.
   Or, press <Ctrl+N>.

Entering New Data

1. Activate a cell by [Clicking] on it, or by moving to it with the keyboard arrow keys.
2. Type the data. If you make a mistake while typing, press <Backspace> to delete characters.
3. Press <Enter> or [Click] ✓ in the Formula Bar.

As you type, Excel may provide an AutoComplete suggestion based on values already entered in the column. Press <Enter> to accept, <Delete> to remove, or ignore it by continuing to type.

Pick from a Drop-Down List

To pick from a list of values already entered in a column, press <Alt+↓> then use arrows and <Enter> to select. Or, [Right Click] the cell, then choose PICK FROM DROP-DOWN LIST.

✓ and ✗

These symbols appear in the Formula Bar while entering data. To complete what you are entering, [Click] ✓ or press <Enter>. To cancel, [Click] ✗ or press <Esc>.

Replacing the Contents of a Cell

1. [Click] on the cell to change.
2. Type the new data.
3. Press <Enter> or [Click] ✓.

Editing the Contents of a Cell

1. [Click] on the cell to change.
2. [Click] in the Formula Bar. Or to edit directly in the cell, [Double-Click] the cell or press <F2>.
3. Use left/right arrow keys to move, <Backspace> to delete to the left, <Delete> to delete to the right, or type the text to insert.
4. When finished press <Enter> or [Click] ✓.

Undo or Redo an Action

[Click] ↶ or press <Ctrl+Z> to undo an action. If you mistakenly undo a step, [Click] Redo ↷ or press <Ctrl+Y>. [Click] the drop-down arrow to choose multiple actions from a list.

Resizing Column Width/Row Height

1. [Point] at the dividing line between the column or row headings. The mouse pointer changes into a double-headed arrow ↔.
2. [Drag] to change the width or height. Or to AutoFit to the widest/highest cell, [Double-Click].

Or
1. Select a cell in the row/column to adjust.
2. Choose HOME, FORMAT, then a CELL SIZE option.

To change several columns or rows at once, [Drag] along the column or row headings to select them, then follow the above steps.

Inserting Rows or Columns

1. Select a row or column heading. New columns insert to the left, and rows above the selection. To insert several rows or columns, select that number of rows or columns.
2. Choose HOME, then INSERT.

Inserting Cells

1. Select the cells where you wish to insert the new cells.
2. Choose HOME, then INSERT CELLS.
3. Specify the direction to shift the selected cells. [Click] OK.

Deleting Cell Contents

Select the cells to clear, then press <Delete>. Formatting is not removed.

Clearing Formatting

1. Select the cells to clear.
2. Choose HOME, then CLEAR, then CLEAR FORMATS.

Deleting Rows, Columns, or Cells

This removes the cells and moves surrounding cells to fill the gap. This is not the same as pressing <Delete>, which simply clears the contents of a cell.

To delete rows or columns:
1. Select the row(s) or column(s) to delete.
2. Choose HOME, then DELETE.

To delete cells:
1. Select the cell(s) to delete.
2. Choose HOME, then DELETE CELLS.
3. Specify which direction to shift the surrounding cells to fill the gap. [Click] OK.

Formatting Numbers

1. Select the cells to format. This can be done before or after the data has been entered.
2. Choose a format from the Number Format drop-down list, found in the NUMBER group on the HOME tab.

Or, [Click] the following buttons:
- Displays dollar signs, commas, and decimals. [Click] the drop-down arrow for other currencies.
- Displays as a percentage.
- Displays commas between thousands, and two decimal places.
- Adds a decimal place each time you [Click].
- Removes a decimal place each time you [Click].

Borders, Shading, Text Color

Select cells, then choose HOME, then [Click] one of:

[Click] the drop-down arrow beside each for options. For cell and text color, hover over a choice to preview.

Draw a Border Grid

1. [Click] the drop-down arrow of the Border button, then select DRAW BORDER, or to draw a grid, select DRAW BORDER GRID.
2. [Drag] to create one or more borders.
3. [Click] or press <Esc>.

Erase a Border

1. [Click] the drop-down arrow of the Border button, then select ERASE BORDER.
2. [Drag] across or [Click] the borders to erase.
3. [Click] or press <Esc>.

Aligning and Merging Cells

To align cells, select the cells to align, then choose HOME, then one of the alignment buttons.

To merge cells and center the contents, select the cells to merge across, and [Click] Merge & Center.

For other merge options, [Click] the drop-down arrow of the MERGE & CENTER button.

Viewing the Worksheet as it will Print

To show the worksheet as it will print while you work, choose VIEW then PAGE LAYOUT.

Entering Dates

To enter dates in a format that can be used in formulas, use one of Excel's date formats, e.g. 3/14/15 or 14-Mar-15.

To change how dates display for specific cells:
1. Select the cells containing dates.
2. [Click] ... in the NUMBER group of the HOME tab.
3. Select from the DATE category, then choose a style. "*" will always match the Windows date format. [Click] OK.

Entering a Sequence of Numbers

1. Enter the first two numbers or dates of the sequence into adjacent cells.
2. Select the two cells.
3. [Drag] the fill handle of the selection into an adjacent range of cells.
   For options, after filling, [Click] ... then COPY CELLS, FILL FORMATTING ONLY, or FILL WITHOUT FORMATTING.

For other series options, e.g. weekdays:
1. Enter the starting number or date in a cell.
2. Select the blank range to fill, including the cell with the starting value.
3. Choose HOME, then FILL, then SERIES.
4. Specify options, then [Click] OK.

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SB Merriam

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