



Excel 2010

The Ribbon

Understanding the Ribbon is a great way to help understand the changes between Microsoft 2003 to Microsoft 2010. The ribbon holds all of the information in previous versions of Microsoft Office in a more visual stream line manner through a series of tabs that include an immense variety of program features.

Home Tab

This is the most used tab; it incorporates all text and cell-formatting features such as font and paragraph changes. The Home Tab also includes basic spreadsheet formatting elements such as text wrap, merging cells and cell style.

Insert Tab

This tab allows you to insert a variety of items into a document from pictures, clip art, and headers and footers.

Page Layout Tab

This tab has commands to adjust page such as margins, orientation and themes.

Formulas Tab

This tab has commands to use when creating Formulas. This tab holds an immense function library which can assist when creating any formula or function in your spreadsheet.

Data Tab

This tab allows you to modifying worksheets with large amounts of data by sorting and filtering as well as analyzing and grouping data.

Review Tab

This tab allows you to correct spelling and grammar issues as well as set up security protections. It also provides the track changes and notes feature providing the ability to make notes and changes someone's document.

View Tab

This tab allows you to change the view of your document including freezing or splitting panes, viewing gridlines and hide cells.

Opening Excel

You may have a shortcut to Word on your desktop, if so double click the icon and Word will open. If not follow the steps below:

1. Click on the Start button.
2. Highlight Programs
3. Highlight Microsoft Office
4. Click on Microsoft Excel 2010



Create a New Workbook

1. Click the File tab and then click New.
2. Under Available Templates, double click Blank Workbook or Click Create.

Find and Apply Template

Excel 2010 allows you to apply built-in templates and to search from a variety of templates on Office.com.

To find a template in Excel 2010, do the following:

1. On the File tab, click New
2. Under Available Templates, do one of the following:
 - a. To reuse a template that you've recently used, click Recent Templates, click the template that you want, and then click Create.
 - b. To use your own template that you already have installed, click My Templates, select the template that you want, and then click OK.
 - c. To find a template on Office.com, under Office.com Templates, click a template category, select the template that you want, and then click Download to download the template from Office.com to your computer.
3. Once you click on the template you like it will open on your screen as a new document.

Excel 2010 Pamphlet Master

Carl Siechert, Ed Bott



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