

Microsoft Excel 2010 Basics

Step 1:

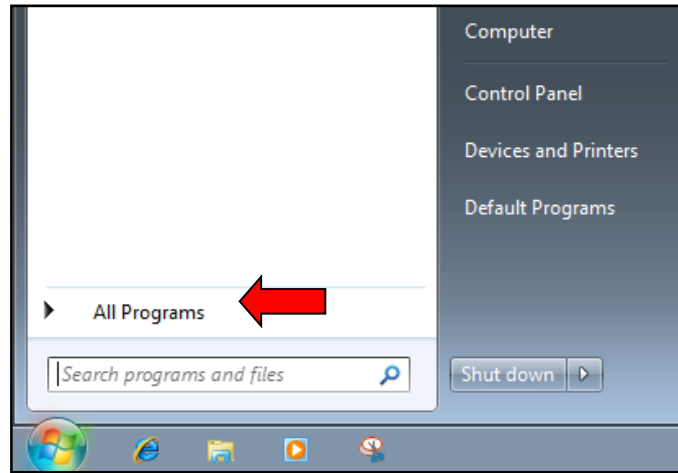
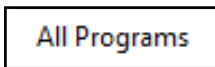
Click



The start Button is in the bottom left corner of the Desktop

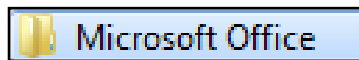
Step 2:

Click



Step 3:

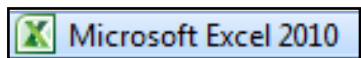
Move your mouse up to



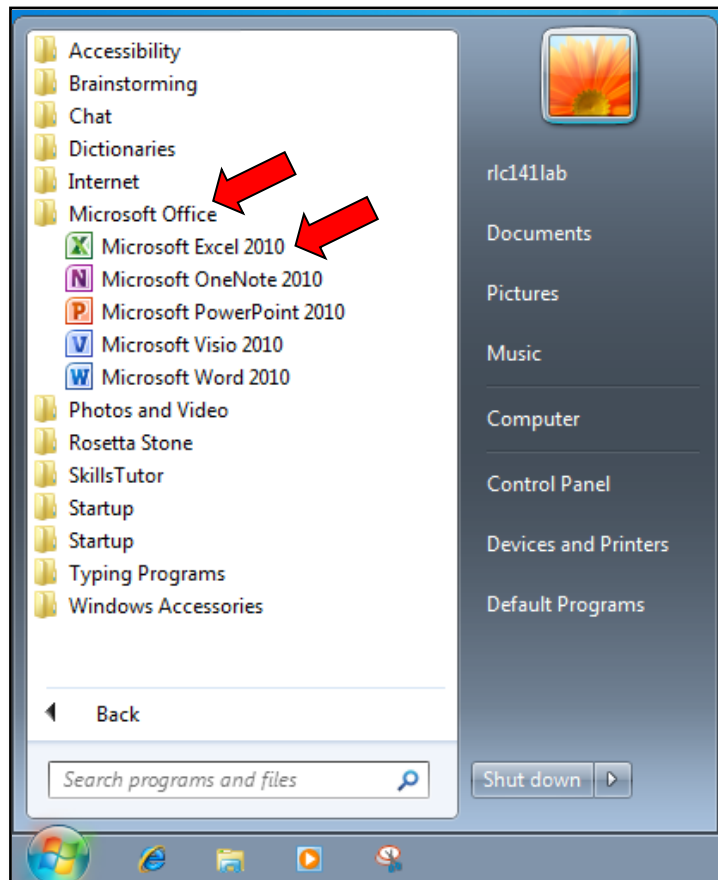
and click on it.

Step 4:

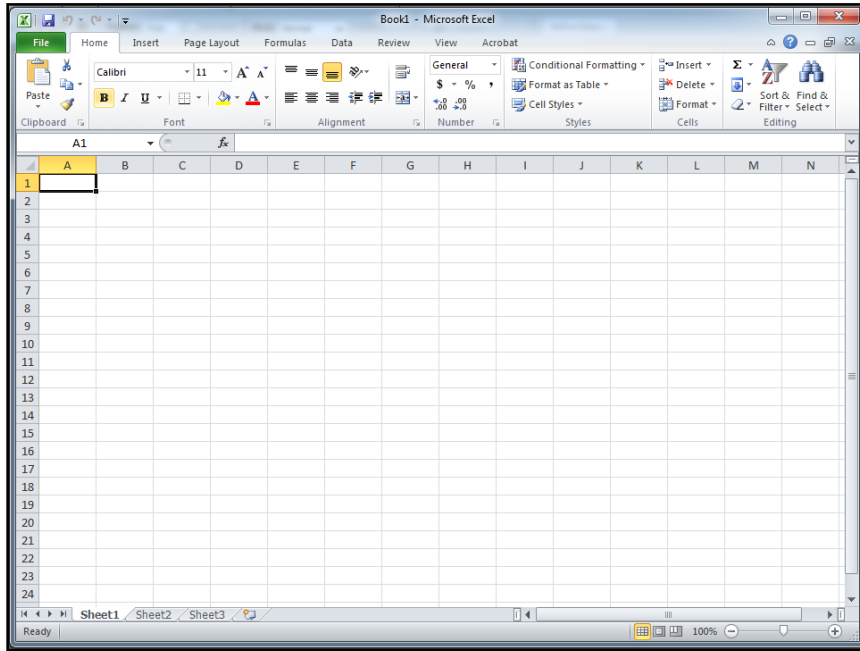
Move the mouse point to



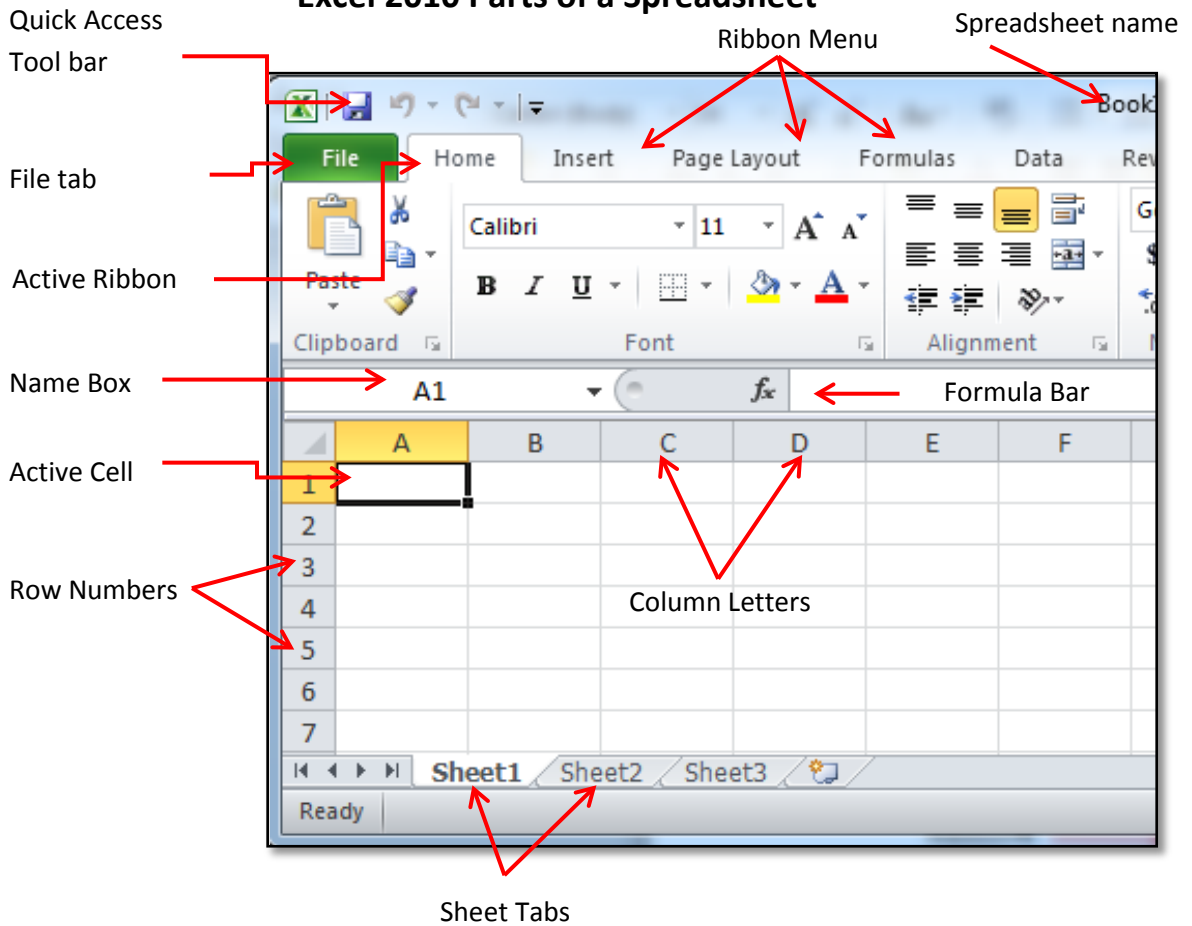
and click on it.



You opened Microsoft Excel 2010.



Excel 2010 Parts of a Spreadsheet



Vocabulary for Excel

Active Cell

The selected cell in which information is entered when you begin typing. Only one cell is active at a time. The active cell is surrounded by a heavy border.

AutoSum

A function that automatically adds selected cells.

Cell

This is the place where information is held in a spreadsheet.

Cell Reference

The address or place where a cell is on a worksheet. For example, the reference of the cell that is located on column B and row 3 is B3.

Column

Columns contain cells and they go up and down on a spreadsheet.

Dollar Symbol

Use this symbol to change the general number to one that shows the \$ sign and has cents added after a decimal point. It will look like this: \$12.00.

Formula

We use formulas to add, subtract, multiply and divide the numbers in cells. We can also refer to other cells in a formula. A formula always begins with an equal sign (=).

Formula Bar

The toolbar on the Microsoft Excel window that shows the text or formulas inside cells

Name box

Shows the cell reference, which is the location of the active cell in the worksheet. It is located on the left side of the formula bar.

Row

In a spreadsheet, the row goes across a group of cells. It goes from left to right. Rows are named with numbers, i.e. 1, 2, 3.

Sheet tabs

Labels located at the bottom of the workbook window indicating the worksheets.

Spreadsheet

A document that is used to work with numbers and formulas.

Workbook

An Excel document which contains three worksheets by default but can have more than three.

Worksheet

A single sheet contained in an Excel workbook.

Four Basic Functions in Microsoft Excel 2010

Step 1:

Type Add into cell B1. Then hit the ENTER key. Continue doing this.
 2 into cell B2
 15 into cell B3
 =B2+B3 into cell B4

	A	B	C
1		Add	
2		2	
3		15	
4		17	

And hit enter key or click



Step 2:

Type Subtract into cell C1
 55 into cell C2
 20 into cell C3
 =C2-C3 into cell C4

	A	B	C
1		Add	Subtract
2		2	55
3		15	20
4		17	35

Step 3:

Type Multiply into cell D1
 25 into cell D2
 6 into cell D3
 =D2*D3 into cell D4

	A	B	C	D
1		Add	Subtract	Multiply
2		2	55	25
3		15	20	6
4		17	35	150

And hit enter key or click



Step 4:

Type Divide into cell E1
 100 into cell E2
 20 into cell E3
 =E2/E3 into cell E4

	B	C	D	E
	Add	Subtract	Multiply	Divide
	2	55	25	1000
	15	20	6	20
	17	35	150	50

And hit enter key or click



Step 5:

Type Plus + into cell B6
 Minus - into cell C6
 Times * into cell D6
 Divide / into cell E6

	A	B	C	D	E
1		Add	Subtract	Multiply	Divide
2		2	55	25	1000
3		15	20	6	20
4		17	35	150	50
6		Plus +	Minus -	Times *	Divide /

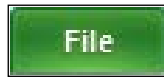
And hit enter key or click



How to Save Your File to a USB Drive in MS Excel 2010

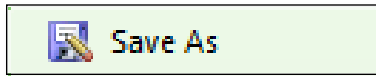
Step 1:

Click

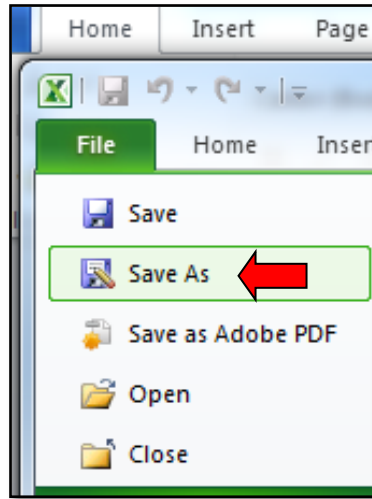


The File tab is in the left top corner of the Excel Ribbons

Step 2:

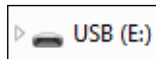


Click



Step 3:

Find your



under

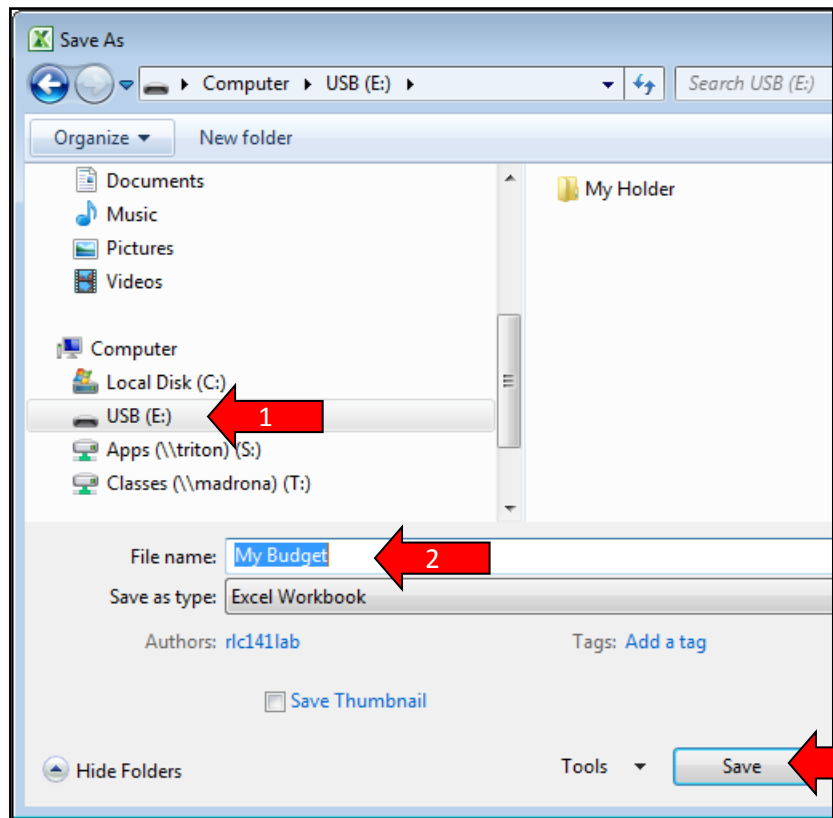


and Click on it.

Step 4:

Type your file name

and click



Updated Summer 2011