



# Introduction to Microsoft Excel 2010

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<b>THE BASICS.....</b>	<b>PAGE 02</b>
➤ What is Microsoft Excel?	
➤ Important Microsoft Excel Terms	
➤ Opening Microsoft Excel 2010	
➤ The Title Bar	
➤ Page View, Zoom, and Sheets	
<b>MENUS.....</b>	<b>PAGE 03</b>
➤ Quick Access Toolbar	
➤ The Ribbon	
➤ File Tab	
➤ Home Tab	
➤ Insert Tab	
<b>BASIC KEYBOARD USAGE AND COMMANDS.....</b>	<b>PAGE 06</b>
➤ Important Keys	
➤ Quick Commands and Shortcuts	
<b>EXCEL LAYOUT BASICS.....</b>	<b>PAGE 07</b>
➤ Page Layout	
➤ Page Breaks	
➤ The Pointer	
<b>FORMULAS.....</b>	<b>PAGE 08</b>
<b>LET'S TRY SOME STUFF.....</b>	<b>PAGE 09</b>
➤ Beginning a New Worksheet	
➤ Turning Page Breaks On and Off	
➤ Working with Text	
➤ Moving Between Cells	
➤ Inputting Basic Formulas	
➤ Subtraction	
➤ Multiplication	
➤ Addition	
➤ Formatting Cells and Text	
➤ Saving and Naming Workbooks	
➤ Printing Workbooks	
<b>CLOSING MICROSOFT EXCEL.....</b>	<b>PAGE 18</b>

# THE BASICS

## WHAT IS MICROSOFT EXCEL?

Microsoft Excel (also known as **MS Excel**) is one of the most popular spreadsheet computer programs on the market today. Microsoft Excel is used for everything from creating a basic personal budget to statistical analysis. It is part of the Microsoft Office family, a group of programs that also includes Microsoft Word and Microsoft PowerPoint, as well as other programs. Microsoft Excel is not a free program, however, Microsoft Excel 2010 is installed on all of the library's PCs and can be used free of charge. This course focuses solely on Microsoft Excel 2010 for the PC. Other versions of the software for the PC vary in their functionality. Further, Microsoft Excel for Mac computers is very different than Microsoft Excel for the PC. If you have Excel 2011 for Mac, you may notice some similarities between that and Excel 2010 for the PC. Users who are interested in free spreadsheet programs are encouraged to register for a free Gmail account, which will give you access to Google Drive, a Google application that allows you to create free text documents, spreadsheets, and presentations.

## IMPORTANT MICROSOFT EXCEL TERMS

**Worksheet** – The term “worksheet” in Excel refers to the single page that you use to enter information in Excel. A worksheet, by default, is made up of cells to form the grid pattern on the page.

**Workbook** – The term “workbook” in Excel refers to the entire Excel document. A workbook can consist of one sheet or multiple sheets.

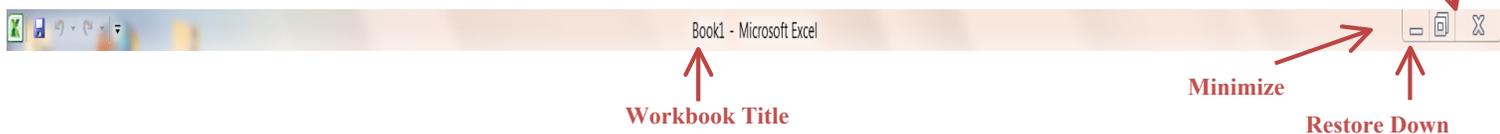
## OPENING MICROSOFT EXCEL 2010

The Microsoft Excel icon looks like a green “X” on top of a white sheet of paper, as can be seen below. The icon may already exist in three different places on your machine.

1. If the icon appears in the Windows taskbar at the bottom of the screen, simply left-click on the icon to open the program.
2. If the icon appears on the desktop, double-click the icon to open the program. 
3. If the icon is not in the taskbar or on the desktop, first click on the Windows icon (the **Start Menu**)
  - Then, click on Programs.
  - Next, choose Microsoft Excel.
  - If you do not see Microsoft Excel, look for a folder called “Microsoft Office.” You should find Excel within that folder.

## THE TITLE BAR

The first thing you may notice once Microsoft Excel has been opened is a title bar across the top of the screen. This contains the title of the workbook that is currently in use. When first opened, the default title is “Book1.” This can be changed when you are ready to save the workbook for the first time.



To the far right of the workbook title you will see three other icons. The first icon is the **Minimize** icon, the second icon is the **Restore Down** icon, and the third icon is the **Close** icon.

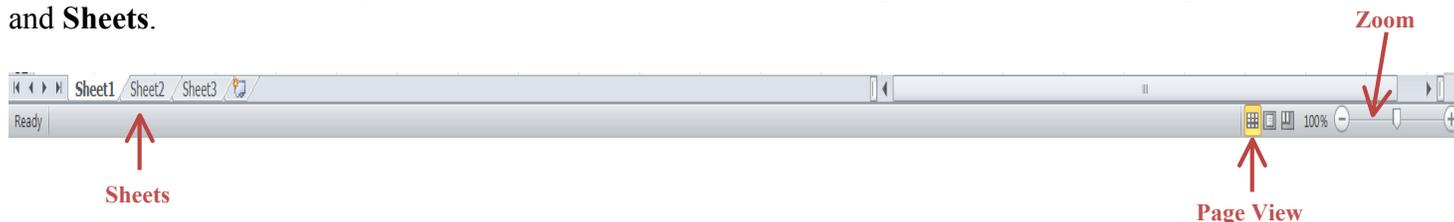
**Minimize** – Click this icon to “hide” the window by “storing” it behind the MS Excel icon in the bottom taskbar.

**Restore Down** – Click this icon to shrink the window to a smaller size.

**Close** – Click this icon to close the workbook.

## PAGE VIEW, ZOOM, AND SHEETS

At the bottom of the screen you will see another bar that contains important features like **Page View**, **Zoom**, and **Sheets**.



**Page View** – The various page views offer you different ways to “see” your sheet.

**Zoom** – Drag the zoom bar left or right to make the page smaller or larger. You can also click on the “100%” to view and change other custom zoom options.

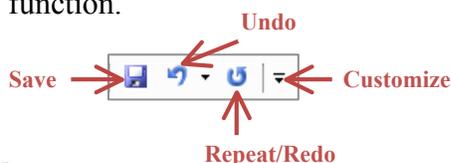
**Sheets** – Excel allows you to use multiple different worksheets all within one workbook (or file). By default, there are three sheets shown labeled **Sheet1**, **Sheet2**, and **Sheet3**.

- To add new sheets, simply click on the page icon with the star to the right of **Sheet3**.
- To rename a sheet, right-click on the sheet name and scroll down to **Rename**.
- To delete a sheet, right-click on the sheet name and scroll down to **Delete**.

## MENUS

### QUICK ACCESS TOOLBAR

In the upper right-hand corner of the screen you will notice a small menu directly above the **File** tab. This is known as the **Quick Access Toolbar**. The **Quick Access Toolbar** enables you to add or remove various MS Excel functions to allow for quicker access to tools you may use frequently. By default, the **Quick Access Toolbar** includes the **Save**, **Undo**, and **Repeat** functions. You will also notice an upside down triangle next to the repeat button. This is the **Customize** function.



**Save** – This button will save a workbook.

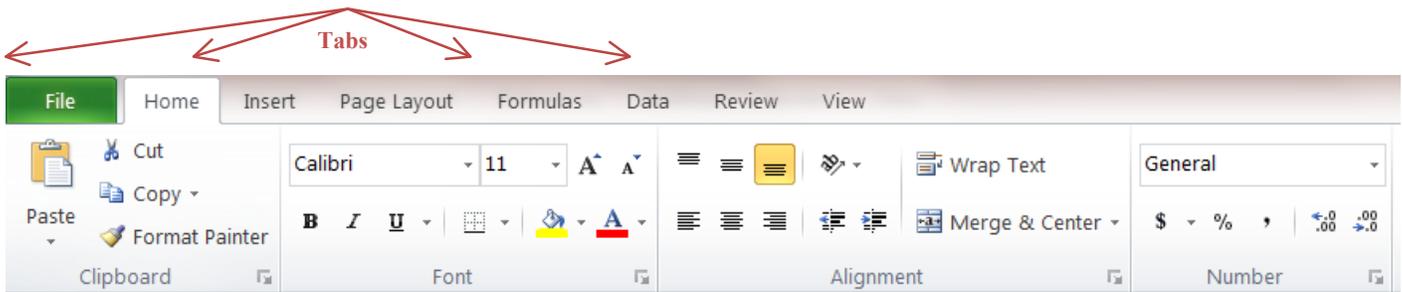
**Undo** – The undo button will undo the last operation that you have performed.

**Repeat/Redo** – The repeat button will repeat or redo the last operation that you have performed.

**Customize** – A drop-down list will appear when this button is clicked. This list contains more commands that you can add to the **Quick Access Toolbar**.

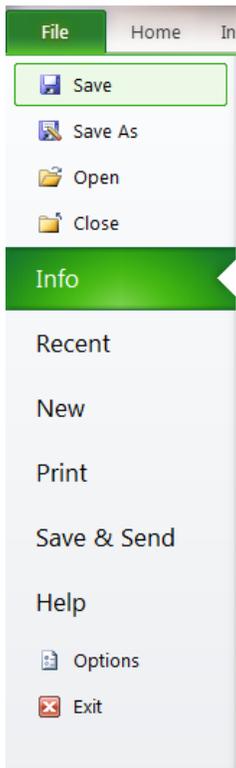
## THE RIBBON

First introduced in the 2007 Microsoft Office software, the **Ribbon** menu marks one of the biggest changes from previous versions of Microsoft Office. The **Ribbon** menu houses all of the editing tools for MS Excel. The **Ribbon** consists of tabs which each contain their own sets of tools and options. By default, the **Ribbon** menu contains the **File**, **Insert**, **Page Layout**, **Formulas**, **Data**, **Review**, and **View** tabs. Important tabs for beginners are the **File**, **Home**, and **Insert** tabs.



## FILE TAB

When you left-click on the **File** tab, the **File** menu will appear. This menu is one of the most important menus within MS Excel 2010. It contains options for saving, opening, creating, and printing documents. Some of these options like saving and printing will be covered later in this course.



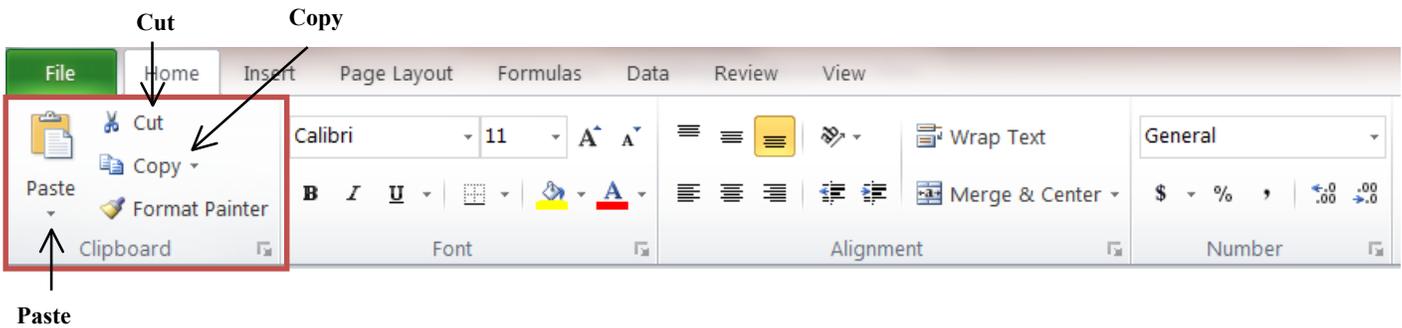
## HOME TAB

Another important tab within the **Ribbon** menu is the **Home** tab. Elements of the **Home** tab that will be covered in this course are the **Clipboard**, **Font** settings, **Alignment** tools, and the **Number** settings. In the **Home** tab screenshot below, you will notice that each of the separate elements within a tab are separated into boxes that contain a label or name at the bottom.

### Clipboard

The **Clipboard** box allows you to cut, copy, and paste text and cells. Refer to the red box in the image below.

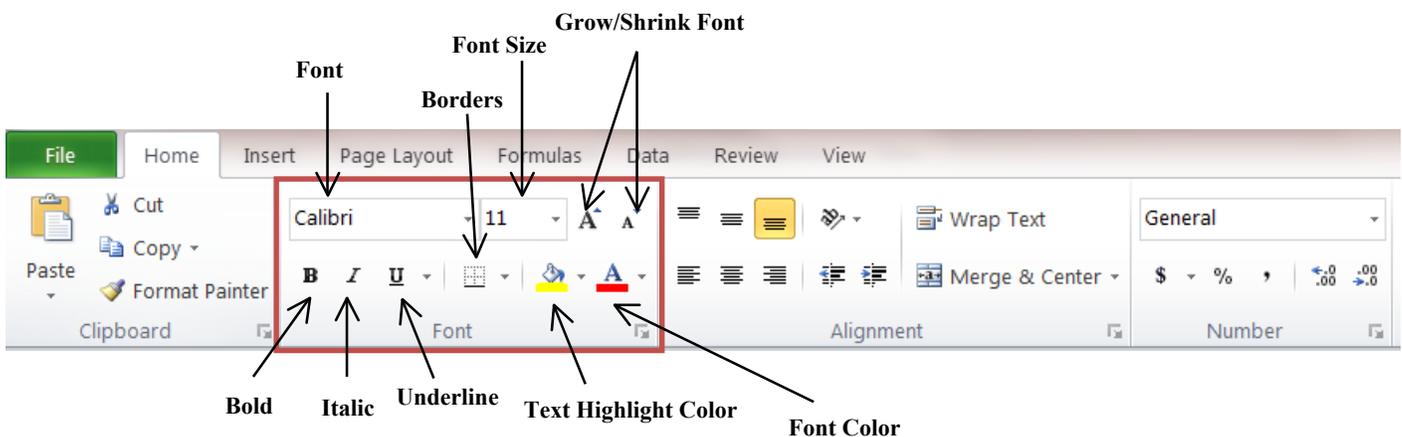
- **Cut** – When text or cells are highlighted, you may click the **Cut** icon to remove that item from the current location and place it on another sheet or somewhere else in the current sheet by clicking the **Paste** icon.
- **Copy** – When text or cells are highlighted, you may click the **Copy** icon to make a copy of the text or cells and then click the **Paste** icon to create a replica of the text or cells.
- **Paste** – The **Paste** icon is used when text or cells have been cut or copied. This places the text or cells into the sheet.



## Font

The **Font** box allows you to make changes to the font being used in a sheet. Refer to the red box in the image below.

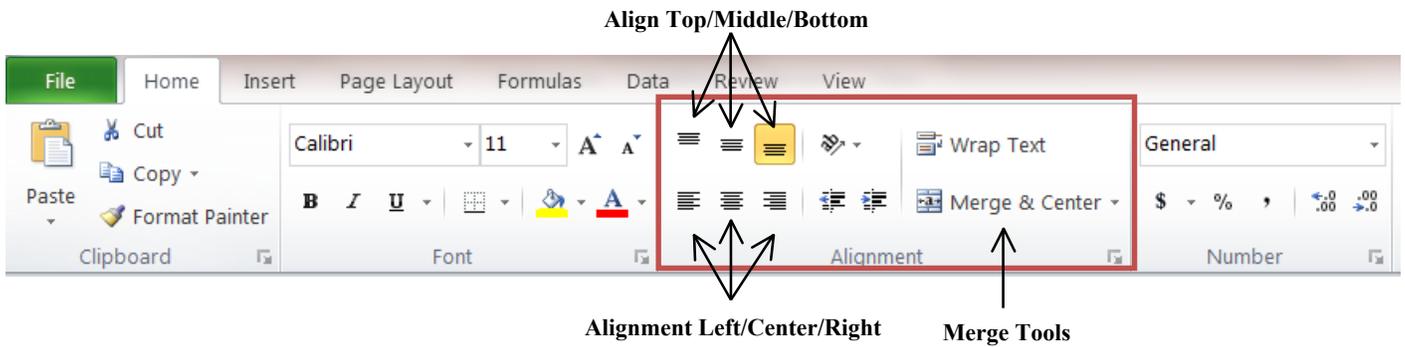
- **Font** – This drop-down menu allows you to choose a different font. If the text or cell is highlighted, you can preview a font by hovering over the font name. The highlighted text should change. The drop-down menu also displays the font name in the actual style of that font.
- **Font Size** – This number refers to the size of a font. The smaller the number, the smaller the text will be. You can select a size by clicking the upside down triangle next to the number. You can also manually change the font size by clicking in the number box and then entering a number.
- **Grow Font** – The grow font icon will increase the font size each time you click it.
- **Shrink Font** – The shrink font icon will decrease the font size each time you click it.
- **Font Color** – To change the color of a font, you can highlight the text you would like to change and then select a color from the font color menu.
- **Text Highlight Color** – To highlight text with a color (similar to a real-life highlighter) you can highlight the text to be changed and then select a color from the text highlight color menu.
- **Bold** – To make text **bold**, highlight the text and then click on the bold icon.
- **Italic** – To *italicize* text, highlight the text and then click on the italic icon.
- **Underline** – to underline text, highlight the text and then click on the underline icon.
- **Borders** – Allows you to place borders around cells.



## Alignment

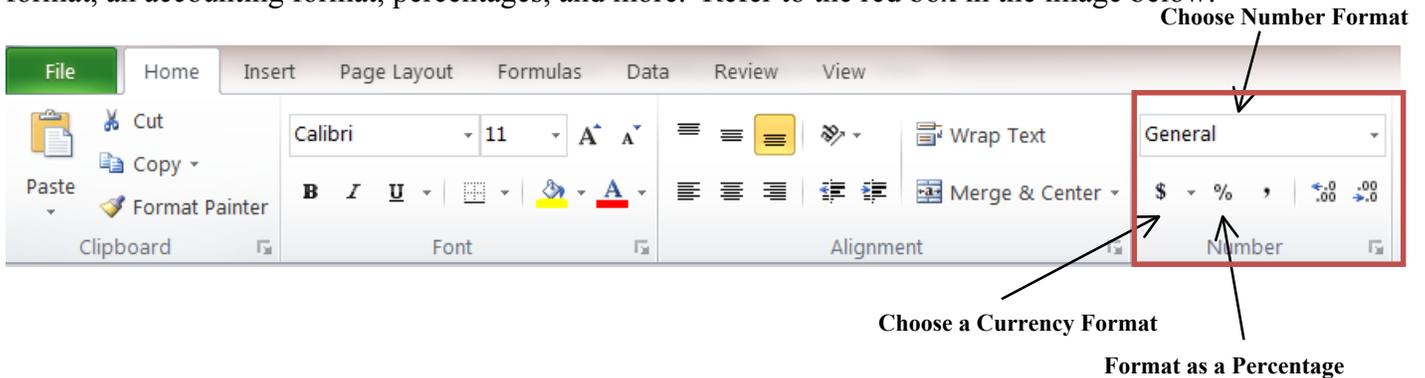
Tools included in the **Alignment** box that we will touch on in this course are aligning text and merging cells. Refer to the red box in the image below.

- **Alignment** – The alignment options allow you to align text within a cell to the **left**, **right**, and **center**. You can also align text to the **bottom** of a cell, **top** of a cell, and **middle** of a cell.
- **Merge** – The merge options allow you to **merge cells and align text** within cells, **merge across cells**, **merge multiple cells**, and **unmerge cells**.



## Number

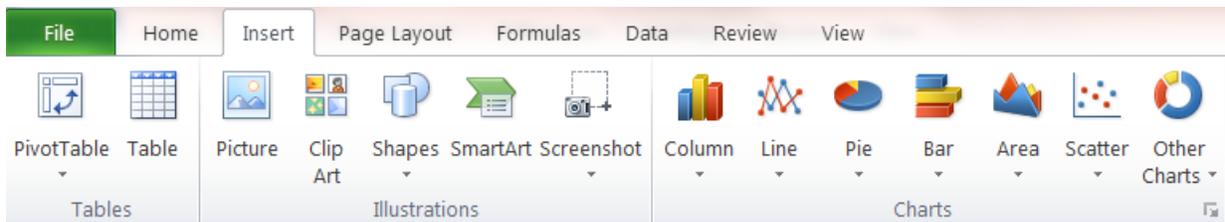
The tools in the **Number** box are primarily used to format numbers. You can change numbers to a currency format, an accounting format, percentages, and more. Refer to the red box in the image below.



## **INSERT TAB**

We will not be using the **Insert** tab in this course; however, it is a good tab to have knowledge of because it houses all the tools for creating graphs and tables within the **Charts** box.

- **Column** – Allows you to turn data into a column chart.
- **Line** – Allows you to turn data into a line chart.
- **Pie** – Allows you to turn data into a pie chart.
- **Bar** – Allows you to turn data into a bar chart.
- **Area** – Allows you to turn data into an area chart.
- **Scatter** – Allows you to turn data into a scatter chart.
- **Other Charts** – Allows you to turn data into a stock, surface, doughnut, bubble, or radar chart.



# **BASIC KEYBOARD USAGE AND COMMANDS**

## **IMPORTANT KEYS**

In order to fully utilize Microsoft Excel (and other Microsoft products) it is important that we first understand how to use some of the basic keys and what they do when creating and using an Excel workbook. We will be reviewing the **Tab, Enter, Ctrl, Shift, Caps Lock, Spacebar, and Backspace** keys.

**Tab** – In Microsoft Excel, the Tab key automatically places you in the cell directly to the right of the cell you are currently in.

**Enter** – In Microsoft Excel, the Enter key automatically places you in the cell directly below the cell you are currently in.

**Ctrl** – Used in conjunction with other keys to perform shortcuts.

**Shift** – Used in conjunction with other keys to perform various operations.

**Caps Lock** – Locks the keyboard into caps mode. This means that all letters typed when caps lock is on will be capitalized.

**Spacebar** – Inserts a space between words as you type.

**Backspace** – Deletes letters already typed.

## QUICK COMMANDS AND SHORTCUTS

There are various commands within Microsoft Excel that utilize some of these keys to perform shortcut operations. Examples of these operations are **copy**, **paste**, **bold**, **italic**, **underline**, **save**, and **print**. To perform any of these operations you must first hold down the **Ctrl** key and then press the corresponding letter while continuing to hold the **Ctrl** key. Some of these commands and their functions are outlined in the table below. You may want to refer back to this table further in this course.

Name	Command	Function
Copy	Ctrl + C	Copies any text that is highlighted.
Paste	Ctrl + V	Pastes any text that has been copied.
Bold	Ctrl + B	Bolds any text that is highlighted.
Italic	Ctrl + I	Italicizes any text that is highlighted.
Underline	Ctrl + U	Underlines any text that is highlighted.
Save	Ctrl + S	Saves the current document to the last place saved.
Print	Ctrl + P	Opens the print options menu.

## EXCEL LAYOUT BASICS

### PAGE LAYOUT

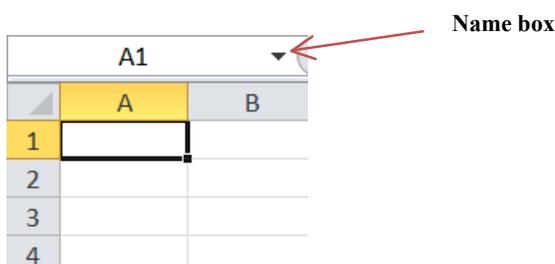
In Excel, you will notice that the page looks like a grid divided up into boxes. These boxes are called **Cells**. All of the data that you enter into Excel must be entered into a **cell**. Further, you will notice that the page is arranged into **rows** and **columns**.

Each **row** going across the worksheet is labeled with a number.

Each **column** going up and down the worksheet is labeled with a letter.

You will notice in the top left corner of the screen that the cell you are editing will be designated with a letter followed by a number in the **name box**.

When you click on a cell you will know which cell you are editing because it will be highlighted with a black box. In the screenshot below, cell **A1** is highlighted in black with the A1 location listed in the **name box**.



## PAGE BREAKS

Due to the fact that a sheet in Excel can be as long and wide as a user chooses, Excel offers the user the option of viewing page breaks. Page breaks appear as dotted lines running from side to side and up and down a sheet. These dotted lines, by default, separate pages based on the standard 8.5 by 11 page. Page breaks do not automatically appear in Excel. To view page breaks, you must turn them on in Excel's advanced options. We will turn on page breaks later in this course.

## THE POINTER

A very important feature of Microsoft Excel is the pointer. You will notice that your pointer (or the mouse cursor) changes shape depending on the location of the cursor in a cell. There are different functions associated with the icon that appears in a certain spot when you move your cursor. They are as follows:

Shape	Context	Action
	The default pointer shape; appears in most Excel workspace contexts	Moves cell pointer or selects a range of cells
	Appears when the pointer is on the border of a window	Adjusts window size
	Appears when the pointer is between a row or column divider	Adjusts height and width of rows and columns
	Appears when you are editing cell contents	Provides a text insertion point
	Appears when the pointer is on a column or row heading	Selects columns or rows
	Appears when the pointer is placed over a cell border, graphic, or other object	Moves cells, graphics, or objects
	Appears when the pointer is on the "fill corner" of a cell or cell range	AutoFills other cells with similar information
	Appears when mouse is placed over the <i>Ribbon</i>	The standard Microsoft Windows pointer; selects <i>Ribbon</i> and menu options

## FORMULAS

Another important function of Excel is the use of formulas. Excel is designed to automatically calculate formulas so you don't have to do them manually. Formulas that we will use in this course are **addition**, **subtraction**, and **multiplication**.

Each formula begins with an = sign.

**Addition** is symbolized using +

**Subtraction** is symbolized using -

**Multiplication** is symbolized using \*

The use of formulas will make more sense later when we input formulas into our worksheet.

## LET'S TRY SOME STUFF

### BEGINNING A NEW WORKSHEET

Once you have opened Microsoft Excel by selecting the icon from the Windows taskbar, clicking on it from the desktop, or opening it from the Microsoft Office folder, you are ready to begin your worksheet. You should see cell **A1** highlighted.

If you are in the classroom with us, we encourage you to try these functions as we go along. If you have a question or need to slow down, just ask.

If you are at home, open an Excel document and try for yourself!

For the purposes of this course, we will be creating a basic personal budget. Please refer to the **sample budget** on the last page of this document. We will be referencing this budget many times during this course.

### TURNING PAGE BREAKS ON AND OFF

First, click on the **File** tab in the **Ribbon** menu.

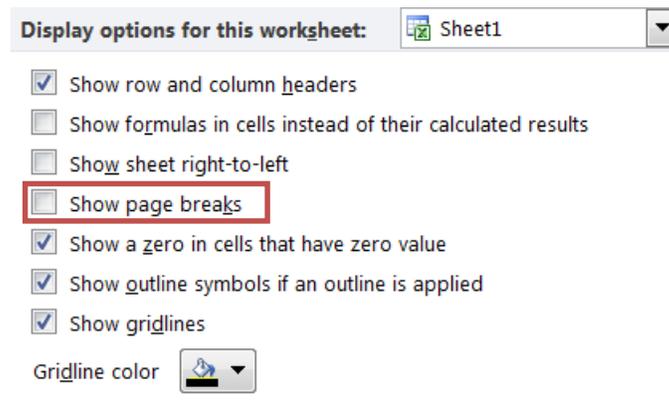
Then, click on **Options** towards the bottom of the menu.

A pop-up box will appear. Next, click on **Advanced** from the menu in the left of the box.

Now, scroll down to the portion titled **Display options for this worksheet**.

Finally, check the **Show page breaks** box.

To turn off page breaks, follow these steps and uncheck the box.



### WORKING WITH TEXT

#### Inputting Text

To type text or numbers, begin typing as you would on a typewriter or if you were searching something on the Internet. You should notice that the letters or numbers appear in the cell that you have selected.

#### LET'S TRY IT!

If not already selected, click in cell **A1**. You should notice it highlighted in black.

Now, type the following text: Monthly Budget 2013

Your text should be aligned to the left of the A1 cell. Don't worry if the text does not fit well into the cell, we will cover this later.

Next, click in cell **B2**.

Type the word: "January" into cell **B2**

### AutoFilling Text

Then, move your mouse so that your cursor is hovering over the bottom right-hand corner of cell B2.

Your cursor should now look like a black plus sign. Like this: +

When this sign appears, left-click on your mouse and hold the click.

While holding the click, drag your cursor to cell **M2** and let go of the left-click.

You should notice that Excel has now automatically filled in the rest of the months after January.

## MOVING BETWEEN CELLS

There are multiple ways of moving between cells in Excel. To move to a cell directly below the one you are in, use the **Enter** key. To move to a cell directly to the right of the one you are in, use the **Tab** key. To move up, down, left, or right between cells, use the **Arrow** keys.

### LET'S TRY IT!

Click in cell **A3**.

Then, type the following text: Salary

Now, hit the **Enter** key.

Next, type the following text: Expenses

Then, hit **Enter** and type: Net

Hit **Enter** again and type: Taxes

Now, hit **Enter** twice and type: Income After Taxes

Next, click in cell **B3** and type: 2400

Then, use the **AutoFill** function similar to what we did with the months to autofill 2400 for all months in the **Salary** row.

Now, click in cell **B4** and type: 520

Then, hit the **Tab** key to move to the cell directly to the right of cell **B5**.

Then, using the attached **sample budget** as a guide, input the rest of the numbers into the **Expenses** row using the **Tab** key to move between cells.

## INPUTTING BASIC FORMULAS

### Subtraction

#### LET'S TRY IT!

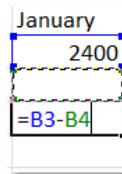
First, click in cell **B5**.

Then, type the = sign to begin your formula.

Next, click on cell **B3**. You will see the cell highlighted in dancing ants.

Then, hit the subtraction or dash key: -

Now, click in cell **B4**. Your cells should now look similar to the screenshot below:



Finally, hit **Enter**. Excel should automatically subtract cell **B4** from cell **B3**. The output should now appear in cell **B5**.

You can also input equations manually by typing the cell names rather than clicking on them.

Use the autofill function to automatically input the formula into the rest of the cells on the **Net** line.

### Multiplication

#### LET'S TRY IT!

First, click in cell **B6**.

Then, type the = sign to begin your formula.

Next, click on cell **B5**. You will see the cell highlighted in dancing ants.

Now, input the multiplication symbol by hitting **Shift** and **8** at the same time. The multiplication symbol looks like this: \*. For our purposes, we will be multiplying by a specific tax rate to calculate our taxes paid on our **Net** income.

Then, type: .09

Finally, press the **Enter** key. The value of your **Net** multiplied by the tax rate of 9% should now appear in cell **B6**.

Like our other operations, you can use the autofill function to automatically calculate your taxes for all other months after January.

**Now, using the subtraction formula and autofill function, see if you can complete the Income After Taxes line on your own.**

### Addition

Using the addition formula in Excel is very similar to that of the subtraction and multiplication formulas. To complete an addition function, simply use the + sign instead of the subtraction or multiplication signs. This method is very simple and easy when adding two cells together; however, for the purposes of this course, we will be adding multiple numbers together.

### **LET'S TRY IT! - Adding Multiple Cells**

First, click in cell **A10** and type the following text: Total

Now, either use the **Tab** key to move to cell **M10** or click in cell **M10**.

Then, type the = sign to begin your formula.

Next, type the word: **sum**

You will notice that a drop-down list of other formulas appears. You can ignore this.

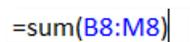
Now, type the open parenthesis symbol by pressing **Shift** and **9** at the same time. The symbol looks like this: (

Then, hover your cursor in the middle of cell **A8**. You should see a larger plus sign appear, like this:  Left-click and hold down.

While holding the left-click, drag your cursor to the right until cells **B8** to **M8** are highlighted in dancing ants. This is known as the **click and drag** function.

Now, enter the close parenthesis symbol by pressing **Shift** and **0** at the same time. The symbol looks like this: )

Your cell should now look similar to the screenshot below.



Finally, hit **Enter**. The total of cells **B8** to **M8** should now appear in the cell.

### Viewing and Editing Formulas

To view or edit a formula you have entered into a cell, simply double-click in the cell that contains the formula. You should then see the formula.

## **FORMATTING CELLS AND TEXT**

If you take a look at the **sample budget**, you will notice that the text in the sheet varies in size. You will also notice that some of the text is bold and some of the text is aligned differently. Further, there are borders in the sample budget that do not currently appear on the sheet we have created. All of these tools are available in the **Home** tab of the **Ribbon** menu and are quick and easy to use.

### Merging and Centering Cells/Text

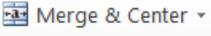
Looking back at the **sample budget** you will see that the first line of the budget “Monthly Budget 2013” is bolded and centered above all of the other cells in the document. You will also see that thus far, we have not

formatted our first line and that the text extends beyond the space of the cell. To center this text, we must use the tools located in the **Alignment** box of the **Home** tab in the **Ribbon** menu.

### LET'S TRY IT!

First, hover over cell **A1** until you see a large plus sign appear. It looks like this: 

Now, left-click on the mouse and hold down. While holding the click, drag across row 1 until cells **A1** to **M1** are highlighted. Now let go.

Then, click on the upside down triangle next to the **Merge & Center** tool in the **Alignment** box. It looks like this: 

Finally, when the drop-down menu appears, choose **Merge & Center**. Your text should now appear in the center of the cell and all of the cells highlighted have been merged into cell **A1**.

### Making Cells Larger

While our title is now centered at the top of the worksheet, the cell that it is in is still not as wide as the one in the **sample budget**. Changing the width or length of a cell is simple and can be accomplished in two ways.

### LET'S TRY IT!

#### 1. Dragging the Mouse

First, hover over the line between rows 1 and 2. Your cursor will change into an icon with one arrow pointing upwards and one arrow pointing downwards. Like this: 

Then, left-click on the mouse and hold down the click. While holding the click, drag your mouse up and down. You should notice that the cell expands or shrinks based on your up and down movements.

Increase the size of the cell until it is as large as you want it and let go of the click.

This same function can be applied to increase or decrease the length of a cell by hovering and dragging your mouse between the cell letters at the top of each column.

#### 2. Double-clicking the Mouse

First, hover over the line between columns J and K. Your cursor will change into an icon with one arrow pointing to the left and one arrow pointing to the right. Like this: 

Now, double click the mouse. You should notice the cell has automatically expanded to fit the content of the cell.

This same function can be applied to expand or shrink a cell by hovering and double-clicking between the cell numbers on the left side of the screen.

**Note: If you notice that the content of any of your cells appears as pound symbols, like this: #####, Excel is informing you that the data in that cell is longer than the set size for the cell. To fix this, increase the size of the cell.**

### Aligning Text

By default, all text and numbers in a cell are aligned to the bottom left of the cell. Using the options available in the **Alignment** box of the **Home** tab in the **Ribbon** menu, we have the ability to align text to the left, center, and right of a cell, as well as aligning it to the bottom, top, or middle of a cell.

#### LET'S TRY IT!

Select cell **J3** by clicking in it.

Now, select the **alignment right** option from the **Alignment** box. If you have forgotten what this is, please refer to the **Alignment** box screenshot on page 5.

Your text should have moved from the left of the cell to the right of the cell. You can apply alignment options to multiple cells by highlighting the cells using the click and drag function.

Now, click on cell **A1**.

Then, select the **align middle** option from the **Alignment** box. If you have forgotten what this is, please refer to the **Alignment** box screenshot on page 5.

Your title text in cell **A1** should now be aligned in the middle center of the top of your worksheet. Like aligning text to the left, center, or right of a cell, you can apply top, middle, or bottom alignment to multiple cells by highlighting the cells using the click and drag function.

### Bolding, Italicizing, and Underlining Text

If you have used Microsoft Word before, you are probably already familiar with the bold, italicize, and underline functions available in the **Font** box of the **Home** tab in the **Ribbon** menu.

To apply any of these options, simply click on the cell that you would like the text option applied to and click on the option from the **Font** box.

#### LET'S TRY IT!

Click on cell **A1**.

Then, from the **Font** box in the **Home** tab of the **Ribbon** menu, click on the capital **B** to bold the text.

Your text should now be bolded.

To apply the italic or underline options, follow this same procedure. You can also apply these options to multiple cells by using the click and drag function.

### Increasing Font Size and Changing Font Type

Increasing the size of a font and changing the type of a font is similar to using the bold, italicize, and underline options.

#### LET'S TRY IT!

Click on cell **A1**.

Then, from the **Font** box click on the upside down triangle next to the font size number. Click on size 16. You should notice that the text in cell **A1** is now larger than other text in the spreadsheet.

You can also change the font size by using the large uppercase A to increase the size or the small uppercase A to decrease the size.

Similarly, you can select any font from the drop-down list in the Font box.

### **Changing Number Format**

Excel allows you to change the format of the numbers that you use in a document. Users can add dollar signs, change types of currency, format numbers as percentages, as well as many other options.

#### **LET'S TRY IT!**

First, using the click and drag function, highlight the entire **Salary** row.

Next, in the **Number** box of the **Home** tab in the **Ribbon** menu click on the upside down triangle next to where it says **General**.

Then, from the drop-down list that appears, select **Accounting**.

You should notice that the row of numbers changed from the general number format to a format with decimals and dollar signs.

### **Applying Cell Borders**

Using borders in Excel is a great way to separate out information. By default, the cell lines that appear in an Excel worksheet do not appear when you print out the Excel worksheet. This is why it is important to use cell borders. Borders in Excel can also make a worksheet look more professional.

#### **LET'S TRY IT!**

Click on cell **A1**.

Then, from the Font box click on the upside down triangle next to the Border icon.

It looks like this: 

Next, from the drop-down list that appears, click on **Outside Borders**.

You should now see that there is a border around the outside of cell **A1**.

Like other Excel functions, you can apply borders to multiple cells by using the click and drag function.

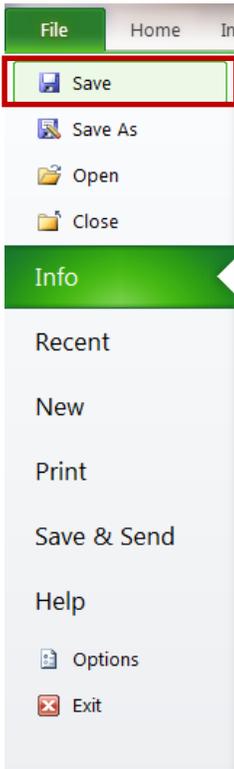
Now, take a look at the **sample budget** and see if you can apply some of the other borders used in the spreadsheet.

## SAVING AND NAMING WORKBOOKS

The first time that you save a workbook, you will also be given the option of naming that workbook. The **Save** function is located in the **File** tab of the **Ribbon** menu.

The first time you save a workbook, click on the **File** tab and then navigate to where it says **Save**. A pop-up box will then appear.

Choose the location you would like to save the workbook and then give it a name by typing it in the **File name** box.



Next, select the type of file you would like to save the workbook as from the **Save as type** menu.



By default, the **Excel Workbook** file type will be selected. The file extension will be **.xlsx**. This type of file is compatible and editable with MS Excel versions later than 2003.

If you wish to save the file so that you can edit it in versions of MS Excel from 1997-2003, choose the **Excel 97-2003 Workbook** option from the **Save as type** drop-down menu. This will save the file with the extension **.xls**.

Once you have saved a workbook for the first time, you will notice the document name appear in the **Title Bar**.

From now on, if you click the **Save** icon from the quick access toolbar or perform the **ctrl + s** shortcut, your most current version of the workbook will overwrite the last saved version.

To save a version without overwriting the original, use the **Save As** option from the **File** menu.

**Note: It is always important to save your work as you are working on it. As a general rule, save every 10 minutes to avoid losing any work due to unforeseen circumstances.**

## PRINTING WORKBOOKS

The last thing we will cover in this course is **Printing Workbooks**. To print a workbook, click on the **File** menu and then click on **Print**.

Here, you will see your printing options as well as a preview of your workbook to the right of the print options. The preview shows you exactly how your workbook will appear when it is printed.

When you are ready to print, click on the **Print** button. See images below for descriptions of the various print tools.

The screenshot shows the 'Print' dialog box in Microsoft Excel. It is divided into several sections: 'Print', 'Printer', 'Settings', and 'Page Setup'. The 'Print' section has a 'Print' button and a 'Copies' spinner set to 1. The 'Printer' section shows 'KONICA MINOLTA C652PCL\_WEST' as the selected printer. The 'Settings' section includes options for 'Print Active Sheets', 'Pages' (1 to 1), 'Print One Sided', 'Collated', 'Portrait Orientation', '8 1/2x11' paper size, 'Normal Margins', and 'No Scaling'. The 'Page Setup' section is partially visible at the bottom.

Change this number to change the number of copies that will be printed.

Select what printer the document will be sent to.

Choose from this menu or enter only the pages you would like to print. To print all spreadsheets in a workbook at one time, select the Print Entire Workbook option. To print only a highlighted portion of a spreadsheet, select the Print Selection option.

If your printer prints double-sided you can choose to print on both sides or you may choose to print single-sided.

Choose portrait orientation or landscape orientation.

Portrait orientation is vertical and landscape orientation is horizontal.

You can choose to print your workbook as is, or scale it to fit onto a page.

Choose the No Scaling option to print the workbook as is.

Choose the Fit Sheet on One Page option to print your entire spreadsheet onto one page. This causes the text to shrink in order to fit it on one page.

Choose the Fit All Columns on One Page option to fit all of your columns on one page.

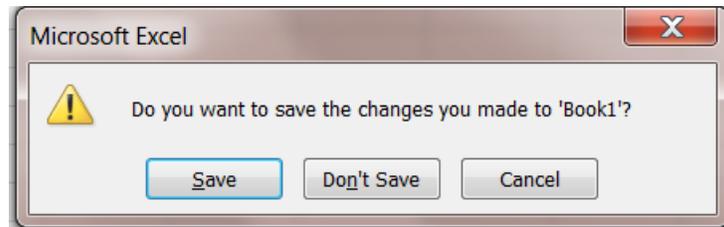
Choose the Fit All Rows on One Page option to fit all of your rows on one page.

## CLOSING MICROSOFT EXCEL

When you are finished using Microsoft Excel, you may want to close the program. Microsoft Excel can be closed in two ways.

The first is by clicking the **X** in the top right-hand corner of the screen.

If your document has not been saved since the last time you have made any changes, a pop-up box will appear giving you the options to **Save**, **Don't Save**, or **Cancel**.



Selecting the **Save** button will overwrite the last saved version of the workbook.

Selecting the **Don't Save** button will close the program without saving the most recent changes.

Selecting the **Cancel** button will close the pop-up box and produce no action. Microsoft Excel will remain open.

The second way to close the program is to select the **Exit** option from the **File** tab menu.

Congratulations! You have made it to the end of the Introduction to Microsoft Excel 2010 course. Your next step is to put some of these tools to use!

Try completing the attached **Sample Budget** on your own. If you are feeling up for more, try completing the **More Practice** sheet.

On the last page you will also find the **Sample Budget** with the formulas shown inside the cells. Please refer to this if you get lost.

If you have any other questions, don't hesitate to:

- Call us at 847-459-4100 ext. 2 for quick over the phone support or to set up a more in-depth one-on-one session.
- Stop by the Adult Services Desk for basic assistance.
- You can view all of our course offerings and handouts on our Digital Learning Center page at [www.itpld.org/research/dlc](http://www.itpld.org/research/dlc)

Also, don't forget that all of the services offered by the library are free of charge. You can check out a full listing of our computer classes and registration options at <http://www.indiantrailslibrary.org/events/>



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