**Excel 2010 PD**

Thursday, March 21, 2013

**Excel is a spreadsheet program that allows you to store, organize, and analyze information.**

**The Ribbon**

The ribbon is a collection of tools and features at the top of the screen. Ribbon tabs allow the user to easily find design features so the user can easily manipulate a document. All commands are kept together in ribbon groups.

**Creating a Customized Ribbon Tab**

To create a customized ribbon tab simply right click on the ribbon and choose Customize the Ribbon 🡪 click New Tab 🡪 New Tab will appear under Main Tabs as well as New Group (this will hold all of your commands) 🡪 make sure your New Group is selected and choose the commands you’d like to see in your customized ribbon group and click Add (or drag and drop into group) 🡪 to give custom tab a unique name select your new tab and click Rename **🡪** when finished click OK and view your custom tab in your ribbon

**Creating a Workbook**

A workbook is a collection of three empty spreadsheets (by default). Each spreadsheet contains cells, which are divided into columns (identified by letters) and rows (identified by numbers).

To open a new template 🡪 click File to see backstage view 🡪 select New to open a new workbook or choose from a variety of templates (including professional looking templates from office.com)

**Design Commands**

* Auto Fit – cell will adjust to fit all of your text
* Wrapping Text – cells that contain more text than they can display will be adjusted
* Titles – add cells that you want to have titled and click merge and center command
* Fill Color – highlight selected cells or group and choose your fill color
* Borders – select border command from font group

**Formatting Tables**

Tables allow you to change the background, borders and font color of selected data.

Select cells you want to include in your table 🡪 select Format as Table 🡪 choose from built-in styles 🡪 be sure to check My Table Has Headers box if desired 🡪 the Design Tab will let you add additional features to your table (total row)

**Using and Customizing Charts**

**A chart is a tool you can use in Excel to communicate your data graphically.**

To create a chart 🡪 select your data 🡪 choose the Insert ribbon tab 🡪 select desired chart (3D Bar Chart) 🡪 each chart will have its own key/legend 🡪 select the Switch Row/Column command to rearrange chart

To add a title to your chart 🡪 select Charts Layout from command group 🡪 choose desired layout 🡪 change placeholder text to whatever you want titles/labels to be

To move your chart to its own sheet 🡪 select Move Chart 🡪 choose New Sheet 🡪 name new sheet and hit OK

**Sorting Data**

To sort your data 🡪 select Data ribbon tab 🡪 choose Sort command and pick desired data sort (ABC, numerical order, etc.)

To create a custom sort 🡪 click Sort command 🡪 select Custom List from dropdown menu 🡪 type in desired order in List Entries box 🡪 click Add 🡪 make sure your new list is highlighted in Custom Lists box 🡪 click OK

To sort multiple levels 🡪 select Sort command 🡪 click Add New Level 🡪 select your desired sort

**Create and Customize Worksheets**

To create a new worksheet 🡪 click + (new worksheet) tab to the right of your sheet tabs at the bottom of your workbook

To copy an existing worksheet 🡪 right click the worksheet you’d wish to copy 🡪 select Move or Copy 🡪 check the Create Copy box 🡪 rename your new worksheet tab

To color code your worksheet tabs 🡪 right click on selected worksheet tab 🡪 select Color Tab 🡪 choose desired color

**Printing Your Workbook**

To get a print preview of your document 🡪 click the File ribbon tab 🡪click the Print tab along left margin 🡪 you can preview your spreadsheet in the window at the right

You can control your print settings (orientation, margins, etc.) by selecting from the desired drop-down menu after selecting the print button

**Online Resources**

<http://www.gcflearnfree.org/excel2010>