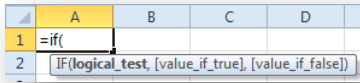




### Using Function Arguments

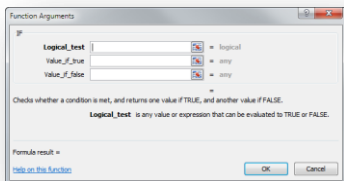
1. Click into the cell to contain the function.
2. Type = followed by the function name.
3. Type the open parenthesis.  
*Excel displays a tooltip outlining each argument expected by the function.*



4. Fill in the arguments  
or  
Click the hyperlink for help on entering the arguments.
5. Press the **[Enter]** key to finish  
or  
Press the **[Tab]** key  
or  
Click the  check mark.

### Using the Insert Function Dialog Box

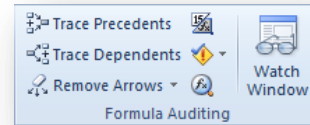
1. Select the cell to contain the function.
2. Click **Insert Function** button on the **Formula Bar**.
3. Select the desired **Category** and **Function**.
4. Click   
*Excel 2010 opens the Function Arguments dialog.*



5. Fill in the required fields.
6. Click  when finished.

### Using the Formula Auditing Toolbar

1. Select the **Formula** tab to view the buttons in the **Formula Auditing** group.



Cell **Precedents** are any cells referenced by the formula.

2. Select the cell containing the formula to trace.
3. Click the button in the **Formula Auditing** group.  
*Excel 2010 draws arrows showing all Precedent cells for the selected formula.*

4. Click to remove the arrows.

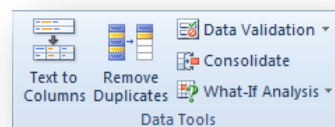
Cell **Dependents** are those cells dependent upon the contents of the selected cell in order to perform a set calculation.

5. Select the cell containing the formula or value to trace.
6. Click the button in the **Formula Auditing** group.  
*Excel 2010 draws arrows showing all Dependent cells for the selected formula.*

7. Click to remove the arrows.

### Analyzing Data

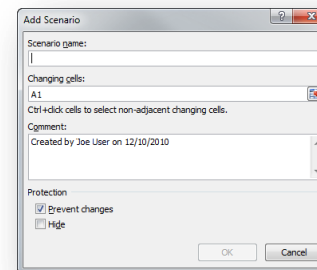
Excel 2010 includes tools in the **Data Tools** group on the **Data** tab to assist in analyzing your data.



### Creating Scenarios



1. Click the button and select **Scenario Manager**.  
*Excel 2010 opens the Scenario Manager dialog.*
2. Click
3. Name the **Scenario** and choose the **Changing** cells.

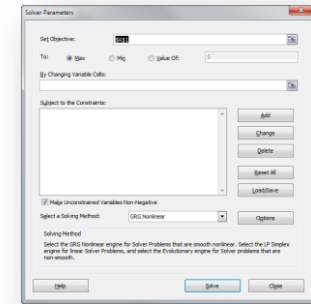


4. Repeat to add additional Scenarios.
5. Click the  button to create a report.

### Using the Solver

**Note:** The following steps require the Solver Add-In to be loaded within the Options.

1. Click button found in the **Analysis Group** on the **Data** tab.  
*Excel 2010 opens the Solver Parameters dialog.*

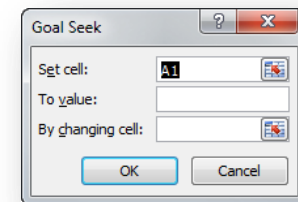


2. Choose the **Target Cell, Changing Cells**, and add any Constraints.
3. Click .

### Using Goal Seek



1. Click the button and select **Goal Seek**.  
*Excel 2010 opens the Goal Seek dialog.*



2. Fill in the **Set Cell, To Value**, and **By changing cell** options
3. Click .

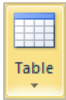


### Rules for Managing Data

1. Enter unique fields as **Field Names**
2. Enter one record per row.
3. Leave no blank rows or columns
4. Be consistent with data entry.

### Using the List Table Feature

1. Select a cell within the data.
2. Select the **Insert** Tab on the Ribbon



3. Click the button.

*Excel 2010 automatically selects the range.*

4. Click

*Excel 2010 automatically formats the table with a default Style and each column contains a Filter drop-down.*

5. Click the **Total Row** option in the **Design** tab to add a Total Row.

### Sorting Data

1. Select a cell within the Table
2. Select the **Data** tab on the Ribbon



3. Click the button in the **Sort & Filter** group.

4. Select the **Column** to sort, which item to **Sort On**, and the **Order**.

5. Click

**Tip:** You can click the or buttons to perform a Quick Sort.

### Filtering Data

1. Select a cell within the **Data** or **Table**
2. Select the **Data** tab on the Ribbon



3. Click the button in the **Sort & Filter** group.

4. Click the drop-down arrow next to the heading you wish to filter on.

5. Select the filter or item to use for the filter.

6. Click the button in the filtered Column and select **Clear Filter From...** to remove the filter from that column.

7. Click to show all data again.

### Advance Filtering

1. Create the criteria range by copying the field names into new rows – making sure to include blank rows below for criteria.
2. Enter the criteria to search directly below the new Field Names.
3. Select the **Data** tab on the Ribbon.
4. Click the button.
5. Set the **List range** and **Criteria range** as desired.

6. Click

### Subtotals

The Data, Subtotals menu is used to automatically create subtotals on a sorted list.

1. Sort the list by the column on which you will base your subtotals.
2. Click on a cell inside the sorted range.
3. Select the **Data** tab on the Ribbon

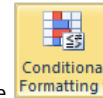


4. Click in the Outline group.

5. Define the **At each change in**, by entering the field name on which the subtotals will be based.
6. In the **Use Function** box, enter the mathematical function to use to calculate the subtotal.
7. In the **Add subtotal** to box, check the field names to subtotal.
8. Click

### Using Conditional Formatting

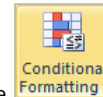
1. Select the Home tab on the Ribbon
2. Select the cells to be formatted.



3. Click the button in the **Styles** group.

4. Select from the pre-defined options or click **New Rule** to create your own criteria.

5. To delete a conditional format
6. Select a cell with the conditional formatting



7. Click the button in the **Styles** group.

8. Select **Manage Rules**

9. Select the Conditional Format option from the list



10. Click the button.



### Creating Pivot Tables

1. Select the **Insert** tab on the Ribbon



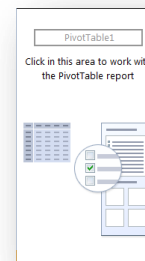
2. Click the button in the **Tables** group.

3. Select the table range, source (if not current worksheet), and result location.



4. Click

*Excel 2010 moves to the new area displaying instructions and opens the **PivotTable Field List** pane*



5. Select the field(s) to use within the **Choose fields to add to report** listing at the top of the **PivotTable Field List** pane.

*Excel 2010 automatically selects which area each column is best suited.*

When the PivotTable is selected, the **PivotTable Tools** context tabs are visible on the Ribbon.

From here, you can fine-tune your PivotTable.

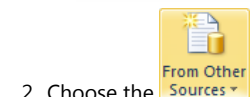
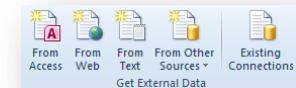
### Exporting Data

Excel 2010 can save worksheet data to other application formats

1. Click
2. Choose **Save As**  
*Excel 2010 opens the **Save As** dialog box.*
3. Select the location for the file.
4. Enter the **File name**.
5. Select the file type from the **Save as type** drop-down list.
6. Click

### Importing Data

1. Select the **Data** tab on the Ribbon.



2. Choose the button.
3. Select the desired option.
4. Follow the prompts.