Renaming Sheets

1. Double-click on the sheet tab.
2. Type a new name.
3. Press **[Enter]**.

Grouping Sheets

1. For consecutive sheets, click the first sheet's tab and **[Shift + Click]** the last sheet's tab.
2. For non-consecutive sheets, click a sheet's tab and **[Ctrl + Click]** on each additional sheet's tab.

Entering a 3-D Reference

3-D formulas reference cells from multiple worksheets.

1. Select the cell to contain the formula.
2. Type = (equal sign), the function name followed by the left parenthesis **(**.
3. Click on the tab containing the first cell(s) for the formula and select the cell or range.
4. **[Shift + Click]** on the tab of the worksheet containing the last cell to be included.
5. Press **[Enter]**.
   Example: =SUM(Qtr1:Qtr4!B3)

Working with Hyperlinks

1. Select the cell to contain the hyperlink
2. Select the **Insert** tab.
3. Select the [Hyperlink] button in the Links group.
   Excel opens the Insert Hyperlink dialog
4. Select an existing file or web page.
5. Click [OK].
   Tip: Right-click the link and choose **Remove Hyperlink** to delete the link.

Save as a Web Page

1. Click [File]
2. Select the **Save As** option on the left side of the Backstage View
   *Excel 2010 opens the **Save As** dialog*
3. Select **Single File Web Page (*.mht;*.mhtml)** in the **Save as type** dropdown list.
4. Enter the File name
5. Click [Change Title...] to enter the Title for the resulting web page.
6. Type the **Title** for the web page.
7. Click [OK].
8. Click [Publish...].
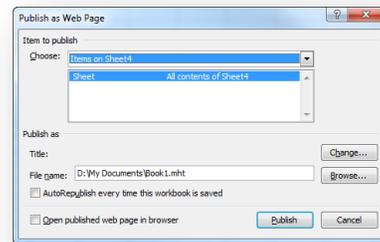
9. Select **AutoRepublish every time this workbook is saved** to tell Excel 2010 to automatically update the web page when the workbook is saved.
10. Click [Publish] to publish the workbook to a web page.

Applying an Outline

1. Select the rows or columns that contain the detail data.
2. Select the **Data** tab.
3. Click [Group] button in the Outline group.
   *Excel 2010 opens the **Group** dialog.*
4. Select Rows or Columns.
5. Click [OK].

Paste Special

The Paste Special command also allows you to paste only the value or formula from the original range to a new location.

Paste Special	Result
All	Pastes everything.
Formulas	Pastes the cell's contents including formulas, values and text.
Values	Pastes only values. Any formulas will be converted to their current value.
Formats	Pastes only the format, not the cell contents.
Comments	Pastes only the comments.
Validation	Pastes data validation rules for the current cells.
All using Source theme	Pastes all information using the Source theme
All except borders	Pastes all information except borders of the selected range.
Column widths	Pastes only the column width of the selected cells.
Formulas and number formats	Pastes only the formula and number formatting from the selected cells.
Values and number formats	Pastes only the values and number formatting from the selected cells.

Pasting the Value Only

1. Select the cells you wish to copy (including cells with formulas).
2. Select the **Home** tab
3. Click [icon].
4. Select the upper left cell of the paste range on the worksheet to contain the values.
5. Select the dropdown arrow on [Paste]

6. Select the Paste Values [123] button in the drop-down menu
   or
   Select **Paste Special...**
7. Select Values.
8. Click [OK].

Linking Between Workbooks

1. Open the workbooks.
2. Select the **View** tab.
3. Select [View Side by Side].
4. Select the cell of first value to be copied, which may contain a formula.
5. Select the **Home** tab.
6. Click [icon].
7. Select the cell in the workbook where the value will be pasted.
8. Select the dropdown arrow on [Paste]
9. Select the Paste Link [icon] button in the drop-down menu.

Creating Range Names

1. Select the cell or range to be named.
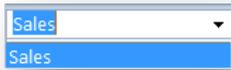2. Click in the **Name Box** on the formula bar.
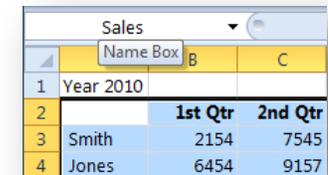
3. Type the name to be assigned.
   *In this example, the name is "**Sales**."*
4. Press **[Enter]**.

Moving to a Named Range

1. Click the **drop-down arrow** in the **Name** Box.

   Sales
   Sales

2. Click on the **name** of a range.

Using Range Names in Formulas

You may use range names in formulas rather than cell addresses. Using a name makes the formula easier to read and understand.

Note: Ranges names are absolute.

1. Enter your formula onto the worksheet.
2. Wherever you would typically enter a cell address, you may use the range name.

   SUM   X ✓ fx   =C4/Total
	A	B	C	D	E
1	Employee Sales				
2					
3	**Last**	**First**	**Amount**	**Percent**	
4	Smith	Jack	3400	=C4/Total	
5	Stevens	Sam	4500	Total	

Note: Excel 2010 displays an IntelliSense list of available options including all named ranges.

Removing a Named Range

1. Select the **Formulas** tab.

   Name Manager

2. Select **Name Manager** from the ribbon.
3. Select the name from the list.
4. Click Delete .

Creating Charts

1. Select the **Range** containing the data to be charted
   Include column/row labels to be added.
2. Select the **Insert** tab.
3. Select a chart style from the ribbon:

   Column Line Pie Bar Area Scatter Other Charts
   Charts

Editing a Chart

1. Select the **Chart**.
   *Excel 2010 displays 3 context **Chart Tools** tabs*
2. Select the **Design** tab

   Change Chart Type

3. Select **Change Chart Type** in the Type group.
4. Select the desired Chart Type

   Switch Row/Column

5. Select **Switch Row/Column** to swap axis data.

   Move Chart

6. Select **Move Chart Location** to move the chart to a different worksheet.

Chart Components

Before you can effectively work with graphs, you must understand the different components.

Component
Axes: The term "axes" generally refers to the lines that run horizontally across the bottom of the chart and vertically along the left side of the chart. • The horizontal axis is called the x-axis or category axis. • The vertical axis, called the y-axis or value axis, usually runs up the left side of the

Component
chart, but can also appear on the right side (Y2). In a column chart, the x-axis commonly contains labels and the y-axis plots values. The values plotted on the y-axis may also be referred to as the *data series*.
Legend: Chart legend is an area on chart that explains the data points on the y-axis. It also shows name of each data series.
Data Series: A collection of data from the worksheet.
Gridlines: Lines that extend from the tick marks across the plot area. Gridlines sometimes make it easier to interpret charts.
Chart Text: Text within the chart. This text can either be attached or unattached. Attached text is linked to a chart object and moves if the chart object is repositioned.

Adding Graphics

1. Select the **Insert** tab.
2. Choose a graphic from the Illustrations collections:

   Picture

   • inserts pictures from a file

   Clip Art

   • inserts drawing, movies, sounds

   Shapes

   • inserts ready-made shapes, arrows, lines, callouts, etc.

3. Place the mouse pointer where you want to begin drawing the object.
4. Click and drag the mouse pointer in the worksheet or chart sheet until the object is the desired shape and size.

Moving and Copying Graphic Objects

1. Select the object.
2. Point to the border of the object.
   Excel 2010 changes the mouse pointer to a four-headed arrow.

3. Drag the object away from its current location to move
   or
   Hold **[Ctrl]** while dragging to copy.

   Note: Another way to copy an object is to select the object and press **[Ctrl] + D** to duplicate it.

Inserting a Text Box

1. Select the **Insert** tab.

   A Text Box

2. Select Text Box on the ribbon.
3. Place the mouse pointer where you want to begin the text box.
4. Click and drag the mouse pointer in the worksheet or chart sheet until the text box is the desired shape and size.
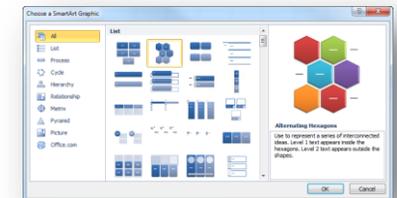5. Type your text inside the box.

Inserting SmartArt

1. Select the **Insert** tab.

   SmartArt

2. Select SmartArt on the ribbon.
   *Excel 2010 opens the **Choose a SmartArt Graphic** dialog.*

3. Choose the desired SmartArt graphic
4. Click OK .
5. Type your text in the **[Text]** placeholders.