



### Creating a New Workbook

- Click **File**  
 *Excel 2010 displays the Backstage View.*
- Select the **New** category
- Select the desired Template
- Click or  
Click the **New** button on the Quick Access Toolbar (QAT)

### Open an Existing Workbook

- Click **File**
- Click **Open**
- Select the location and workbook

### Save an Open Workbook

- Click the **Save** button on the QAT or  
Click **File**
- Click
- Click to close the file

### Entering Data

- Click on the cell.
- Begin typing. (If you make a mistake. use the **Backspace** key)
- To end, press the **[Enter]** key or  
Press the **[Tab]** key or  
Click the **Check Mark** button or  
Click in another cell or  
Press an arrow key on the keyboard.  
**Tip:** Press **[Esc]** to cancel any input

### Entering Formulas

- Select the cell
- Type =.
- Click on first cell reference or  
Type the cell address.
- Use + for addition, - for subtraction, / for division, and \* for multiplication.
- Repeat Steps 3 and 4 as needed.
- Press **[Enter]** when finished.  
**Example:** =C3/(A5-A4)

### Entering Functions

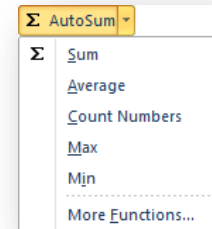
- Select cell.
- Press =.
- Type function name followed by the left parenthesis (.
- Follow syntax; select range of cells.
- Type right parenthesis ).  
or  
Press **[Enter]**.  
**Example:** =SUM(B2:B12)  
=MAX(C25:G25)

### Inserting Functions

- Choose the **Formulas** tab.
- Click **Insert Function** on the Ribbon.
- Search for Function or  
select a category.
- Select the Function.
- Click
- Enter or select the range.
- Click

### Using AutoSum

- Select all the numbers in the worksheet along with the cells that should contain the formulas.
  - Click
- Tip:** You may click the down arrow beside the AutoSum button for a list of common functions. Select the desired function to switch to it:



### Using AutoFill

If a formula or function is similar down a column or across a row, you may repeat the formula using the **AutoFill** handle.



When the mouse pointer is placed on the **AutoFill** handle, it changes to a solid black cross. At this time, you can click and drag to perform the AutoFill action.



- Select the cell(s) containing the formula or value.
- Select the AutoFill handle.
- When the pointer appears as a solid, black cross, click and drag to highlight the cells to be filled.

### Moving and Copying Cells

- Select the cell(s).
- Click and drag **AutoFill** to adjacent cells.

	A	B	C	D
1		Boston	New York	Hartford
2	Qtr 1	314	651	347
3	Qtr 2	542	201	667
4	Qtr 3	357	547	541
5	Qtr 4	852	850	247
6				
7	Total	2065	2249	1802
8				

- To move or copy, select cell(s).
- Select the **Home** tab.
- Click to **Cut** or  
Click to **Copy**.
- Click top left cell of new location.
- Click to **Paste**. or
- Select cells
- Place pointer on border  
*Excel changes the mouse pointer to a four-pointed arrow*
- Click and drag the Range to **Move** or  
Hold **[Ctrl]** while clicking and dragging to **Copy**.



### Relative vs. Absolute Cell Addressing

When you copy cells that contain a formula, Excel automatically updates that formula in reference to the new cell location, making it relative to its location.

An absolute cell reference always refers to the same cell regardless of where the formula is copied. An absolute cell address contains a \$ before the column and a \$ before the row indicator.

A cell address can also be part relative and part absolute:

Address	Type	Action
A2	Relative	The column and row may change.
\$A\$2	Absolute	Neither the column, nor the row will change.
\$A2	Mixed	The column will remain constant as A, but the row may change.
A\$2	Mixed	The column may change, but the row will remain constant as row 2.

### Formatting Cells

1. Select the cell(s).
2. Select the **Home** tab.
3. Click **B**, **I**, or **U** on the ribbon.
4. Click **Segoe UI** for fonts
5. Click **8** for font sizes.
6. Click , , or for aligning values.
7. Click , , , or to format numbers.
8. Click the "A" on for color shown or Click the down arrow to select a color.

9. Click the Dialog Box Launcher to view all formatting options
10. Click when finished.

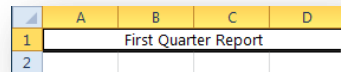
You can click the **Format Painter** button to copy the format from one cell to another.

1. Select the formatted cell
2. Click the **Format Painter** button
3. Click the cell to which you would like to apply the formatting.

**Tip:** Double-click the button to copy the formatting to multiple cells.

### Merging and Unmerging Cells

1. Select cells across columns into which text is to be centered.
2. Click .



### Color Coding Workbook Sheet Tabs

1. Right-click the worksheet tab.
2. Choose **Tab Color** and select color.

### Inserting or Deleting Worksheets

1. Right-click on the sheet tab.
  2. Select **Delete** to delete the active worksheet.
- Important:** Deleting a worksheet cannot be undone.
3. Click the **Insert Worksheet** tab located at the end of the worksheet tabs or Press **[Shift + F11]**.

### Moving or Copying Worksheets

1. Drag the sheet tab to the new location to move the sheet.
2. Hold the **[Ctrl]** key and drag the sheet tab to the new location to **Copy** the sheet.

### Hiding or Unhiding Worksheets

1. Right-click on the sheet tab.
2. Select **Hide** or **Unhide**.

### Inserting Columns or Rows

1. Select the row or column after the one where you want to insert the new row or column.
2. Right-click on that column letter or row number.
3. Select **Insert**.

### Deleting Columns or Rows

1. Select the row(s) or column(s) that you would like to delete.
2. Right-click on that column letter or row number.
3. Select **Delete**.

### Freezing Rows or Columns

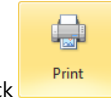
1. Select the row below or the column to the right of the freeze.
2. Select the **View** tab.
3. Select **Freeze Panes** on the ribbon.
4. Select the option you wish to use.

### Page Setup Features

1. Select the **Page Layout** tab.
2. Select on the ribbon to adjust for **Portrait** or **Landscape**.
3. Select on the ribbon to fit to specific number of pages.
4. Select on the ribbon to change the margins or center on the page.
5. Select on the ribbon to specify rows and columns to repeat on each page.

### Printing a Worksheet

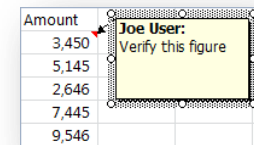
1. Click .
2. Select the **Print** option.
3. Select the desired options



**Tip:** Click the button on the QAT to immediately send the worksheet to the default printer.

### Inserting a Comment

1. Click on the cell to contain a comment.
2. Select the **Review** tab.
3. Select on the ribbon.  
*Excel 2010 opens a new comment box*
4. Type the comment text.



5. Click outside the comment box to post.  
**Note:** Cells containing comments have a red triangle added to the top-right corner.

### Deleting a Comment

1. Click on the cell containing the comment.
2. Select the **Review** tab.
3. Select on the ribbon.