




Paul McFedries

SIMPLY EXCEL 2010




-  Step-by-step introduction to Excel 2010
-  Concise, jargon-free instructions
-  Packed with screenshots in full-colour



Make It Simple For Yourself

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Make It Simple For Yourself

Simply Excel[®] 2010

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by Paul McFedries



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Paul McFedries is a technical writer who has been authoring computer books since 1991. He has more than 60 books to his credit, which together have sold more than three million copies worldwide. These books include the Wiley titles *Teach Yourself VISUALLY Excel 2010*, *Teach Yourself VISUALLY Microsoft Office 2008 for Mac*, *Excel 2010 Visual Quick Tips*, and *Excel 2010 PivotTable and PivotCharts Visual Blueprint*. Paul also runs Word Spy, a Web site dedicated to tracking new words and phrases (see www.wordspy.com). Please visit Paul's personal Web site at www.mcfedries.com.

Author's

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How to Use This Book

Who Needs This Book

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

Steps

This book uses a step-by-step format to guide you easily through each task. Numbered steps are actions you must do; bulleted steps clarify a point, step, or optional feature; and indented steps give you the result.

Notes

Notes give additional information – special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

Tip and Warning Icons

Tips offer additional information, including tips, hints, and tricks. You can use the tip information to go beyond what you have learned in the steps. Warnings tell you about solutions to common problems and general pitfalls to avoid.

Bold

Bold type shows command names, options, and text or numbers you must type.

Italics

Italic type introduces and defines a new term.

Chapter 1: Working with Excel

You use Microsoft Excel to create *spreadsheets*, which are documents that enable you to manipulate numbers and formulas to quickly create powerful mathematical, financial, and statistical models. In this chapter, you learn about Excel and you find out the kinds of tasks you can perform with Excel. You also learn how to start the program and you take a tour of the program's major features. This chapter also shows you how to work with the Excel Ribbon, how to customise the Ribbon and the Quick Access Toolbar, how to work with smart tags, and how to customise the view and other aspects of the program.


Getting to Know Excel

Working with Excel involves two basic tasks: building a spreadsheet and then manipulating the data on the spreadsheet. Building a spreadsheet involves adding data, formulas, and functions. Manipulating data involves calculating totals, working with series, creating tables for your data, and visualising data in charts.

This section gives you an overview of these tasks. You learn about each task in greater detail as you work through the book.

Build a Spreadsheet

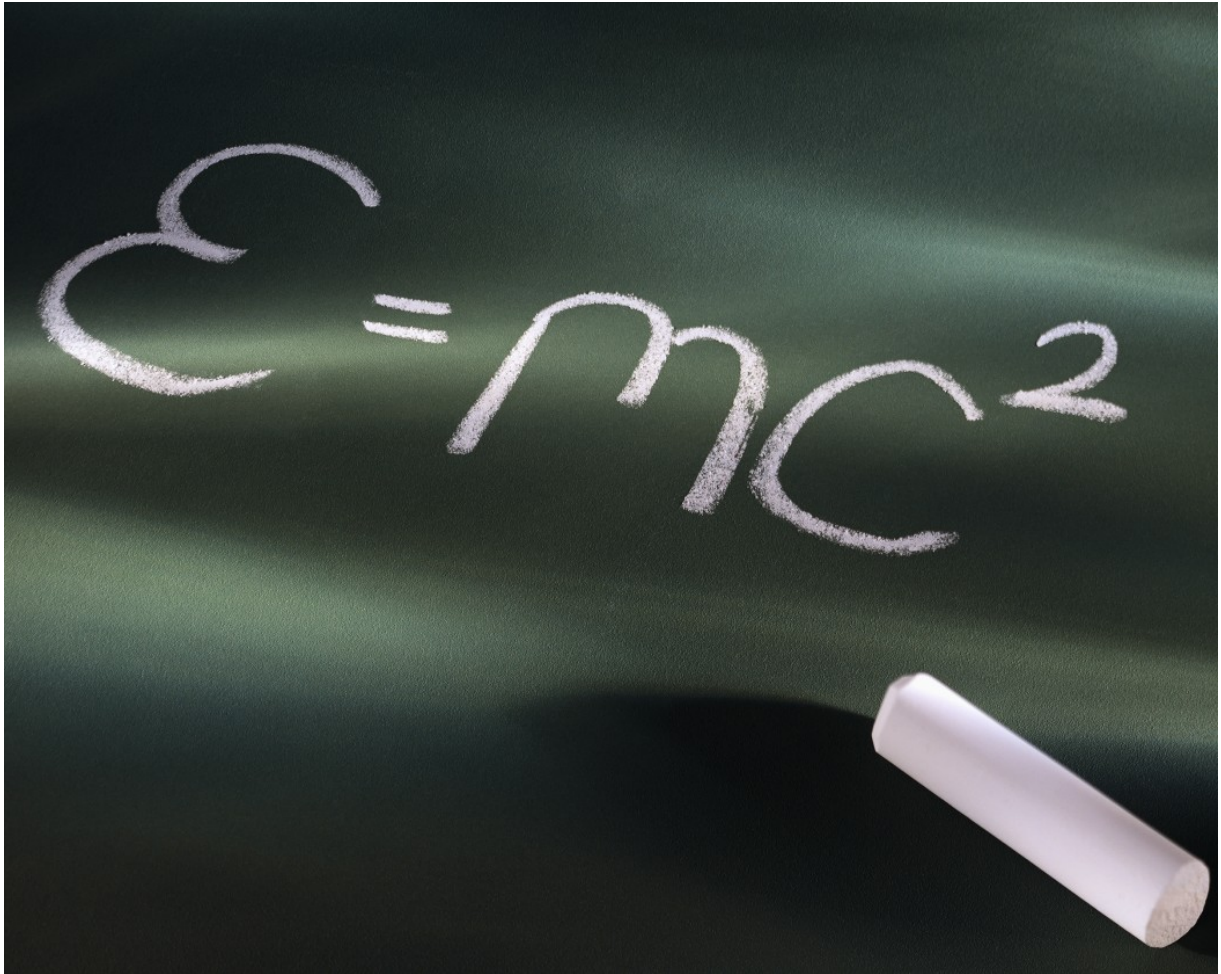
Add Data

You can insert text, numbers, and other characters into any cell in the spreadsheet. Click the cell that you want to work with and then type your data in the Formula bar. This is the large text box above the column letters. Your typing appears in the cell that you selected. When you are done, press . To edit existing cell data, click the cell and then edit the text in the Formula bar.

I10		fx	
	A	B	
1	Loan Data		
2	Annual Interest Rate	6.00%	
3	Amortization (in years)	15	
4	Loan Principal	\$500,000	
5			
6			

Add a Formula

A *formula* is a collection of numbers, cell addresses, and mathematical operators that performs a calculation. In Excel, you enter a formula in a cell by typing an equals sign (=) and then the formula text. For example, the formula **=B1-B2** subtracts the value in cell B2 from the value in cell B1.




Add a Function

A *function* is a predefined formula that performs a specific task. For example, the AVERAGE function calculates the average of a list of numbers and the PMT function calculates a loan or mortgage payment. You can use functions on their own, preceded by =, or as part of a larger formula. Click **Insert Function** (fx) to see a list of the available functions.

	A	B	C	D	E	F
1	Product Defects Database					
2		Workgroup	Group Leader	Defects	Units	% Defective
3		A	Hammond	8	969	0.8%
4		B	Brimson	4	815	0.5%
5		C	Reilly	14	1,625	0.9%
6		D	Richardson	3	1,453	0.2%
7		E	Durbin	9	767	1.2%
8		F	O'Donoghue	10	1,023	1.0%
9			AVERAGES:	8	1,109	=AVERAGE(F3:F8)
10						

Manipulate Data

Calculate Totals Quickly

If you just need a quick sum of a list of numbers, click a cell below the numbers and then click the **Sum** button () , which is available in the Home tab of Excel's Ribbon. You can also select the cells that you want to sum and their total appears in the status bar.



Fill a Series

Excel enables you to save time by completing a series of values automatically. For example, if you need to enter the numbers 1 to 100 in consecutive cells, you can enter just the first few numbers, select the cells, and then click and drag the lower right corner to fill in the rest of the

numbers. Most programs also fill in dates and the names of week days and months.

	A	B	C
1	January		
2	February		
3			
4			
5			
6			
7			
8			

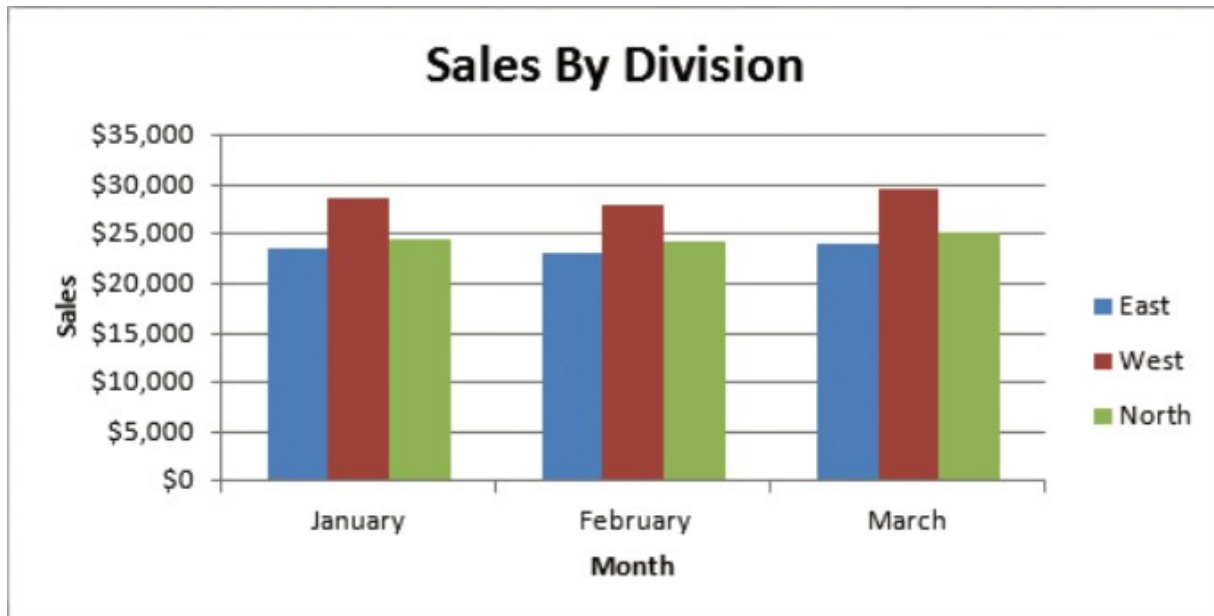
Manage Tables

The row-and-column format of a spreadsheet makes the program suitable for simple databases called *tables*. Each column becomes a field in the table and each row is a record. You can sort the records, filter the records to show only certain values, and add subtotals.

	A	B	C	D	E	F	G
1	SUMMER SALES PROMOTION - ORDERS						
2		Date	Product	Quantity	Net \$	Promotions	Advertisement
3		01/06/2010	Printer stand	11	\$ 119.70	1 Free with 10	Direct mail
4		01/06/2010	Glare filter	6	\$ 77.82	Extra Discount	Magazine
5		01/06/2010	Mouse pad	15	\$ 100.95	Extra Discount	Newspaper
6		01/06/2010	Glare filter	11	\$ 149.71	1 Free with 10	Magazine
7		02/06/2010	Mouse pad	22	\$ 155.40	1 Free with 10	Magazine
8		02/06/2010	Mouse pad	3	\$ 20.19	Extra Discount	Newspaper
9		02/06/2010	Copy folder	9	\$ 33.65	Extra Discount	Direct mail
10		02/06/2010	Printer stand	22	\$ 239.90	1 Free with 10	Newspaper

Add a Chart

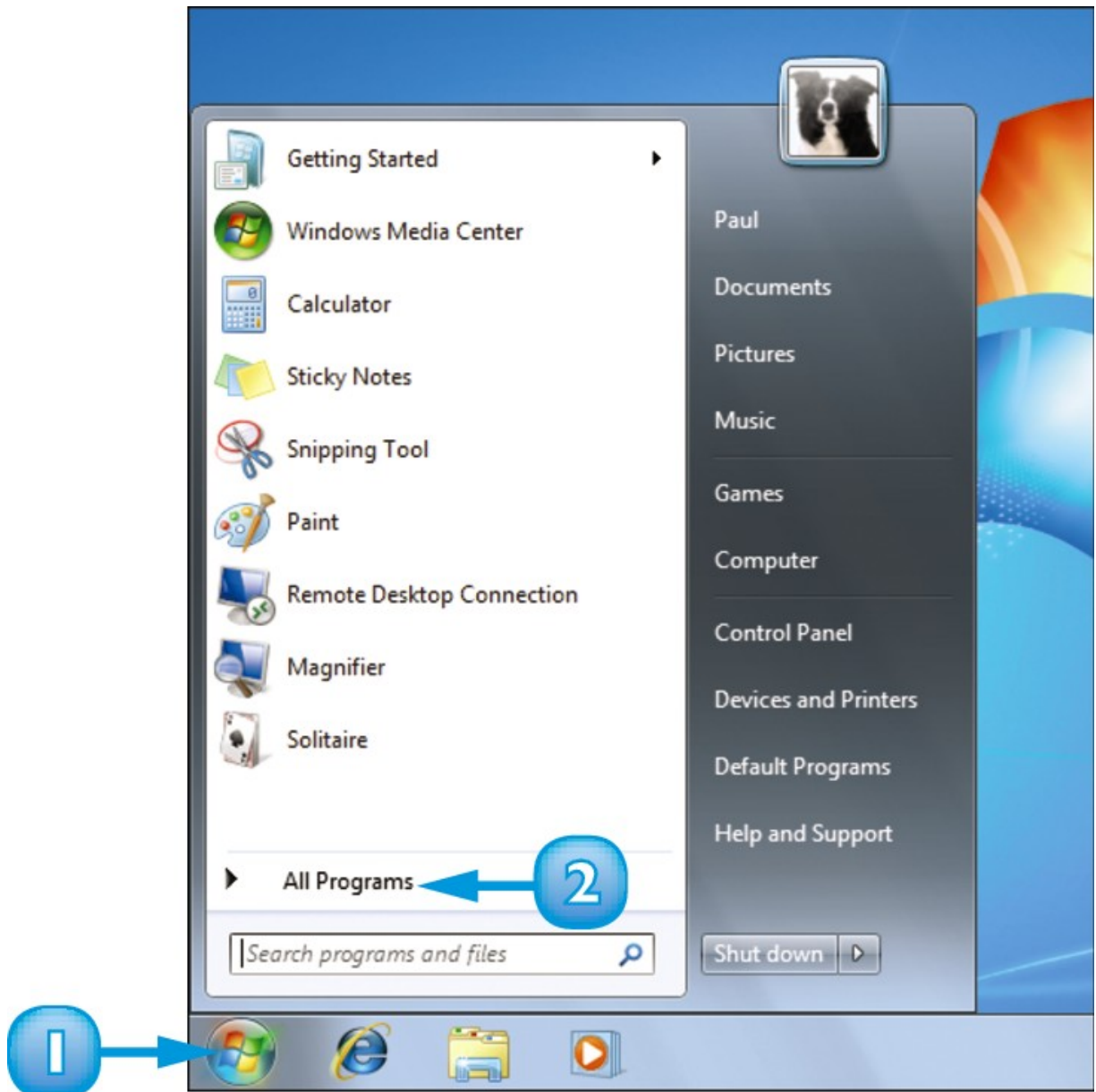
A *chart* is a graphic representation of spreadsheet data. As the data in the spreadsheet changes, the chart also changes to reflect the new numbers. Excel offers a wide variety of charts, including bar charts, line charts, and pie charts.



Start Excel

Before you can perform tasks such as adding data and building formulas, you must first start Excel. This brings the Excel window onto the Windows desktop and you can then begin using the program. This task and the rest of the book assume that you have already installed Excel 2010 on your computer.

When you have finished your work with Excel, you should shut down the program. This reduces clutter on the desktop and in the taskbar, and it also conserves memory and other system resources.

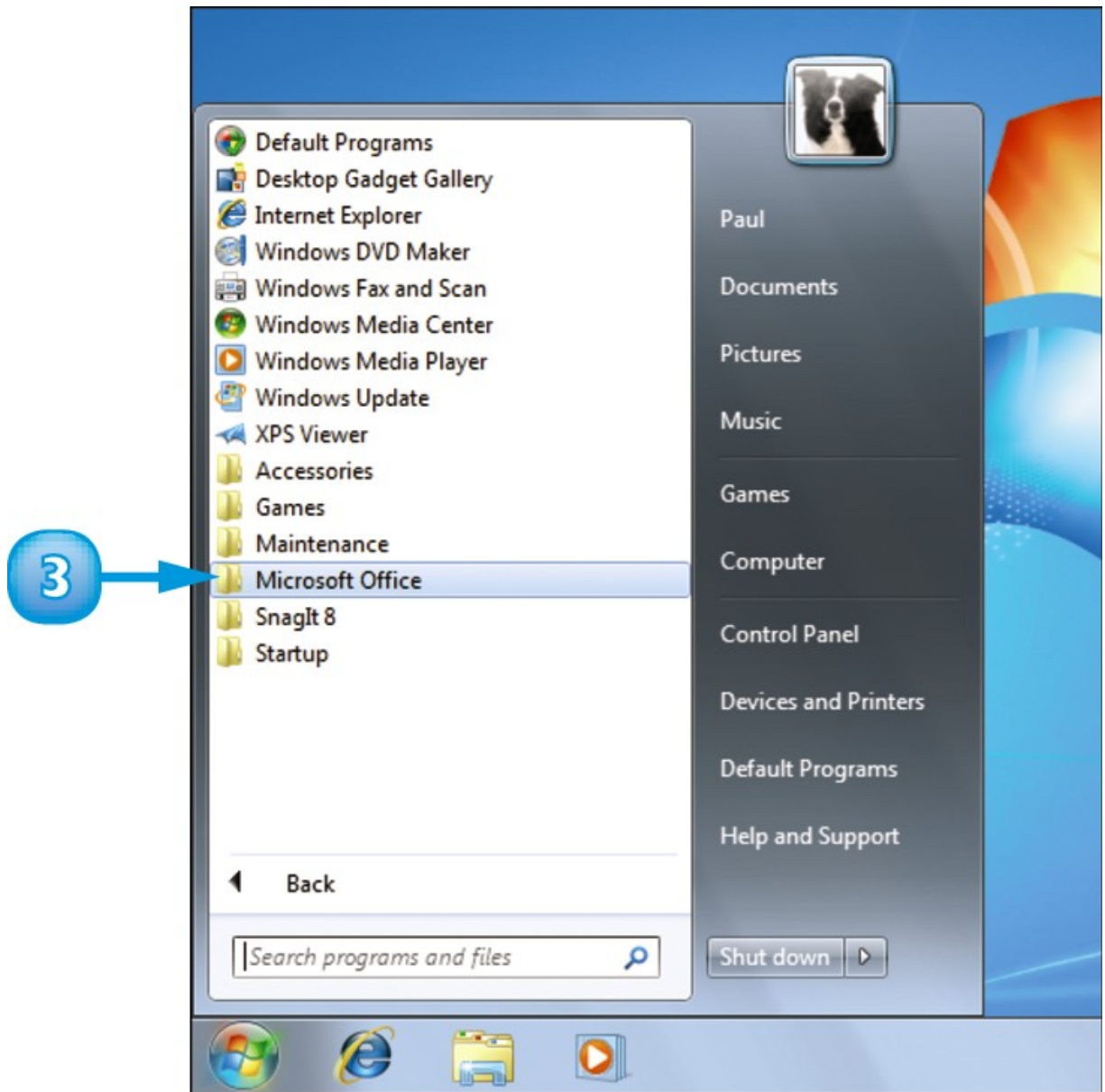


1 Click **Start**.

The Start menu appears.

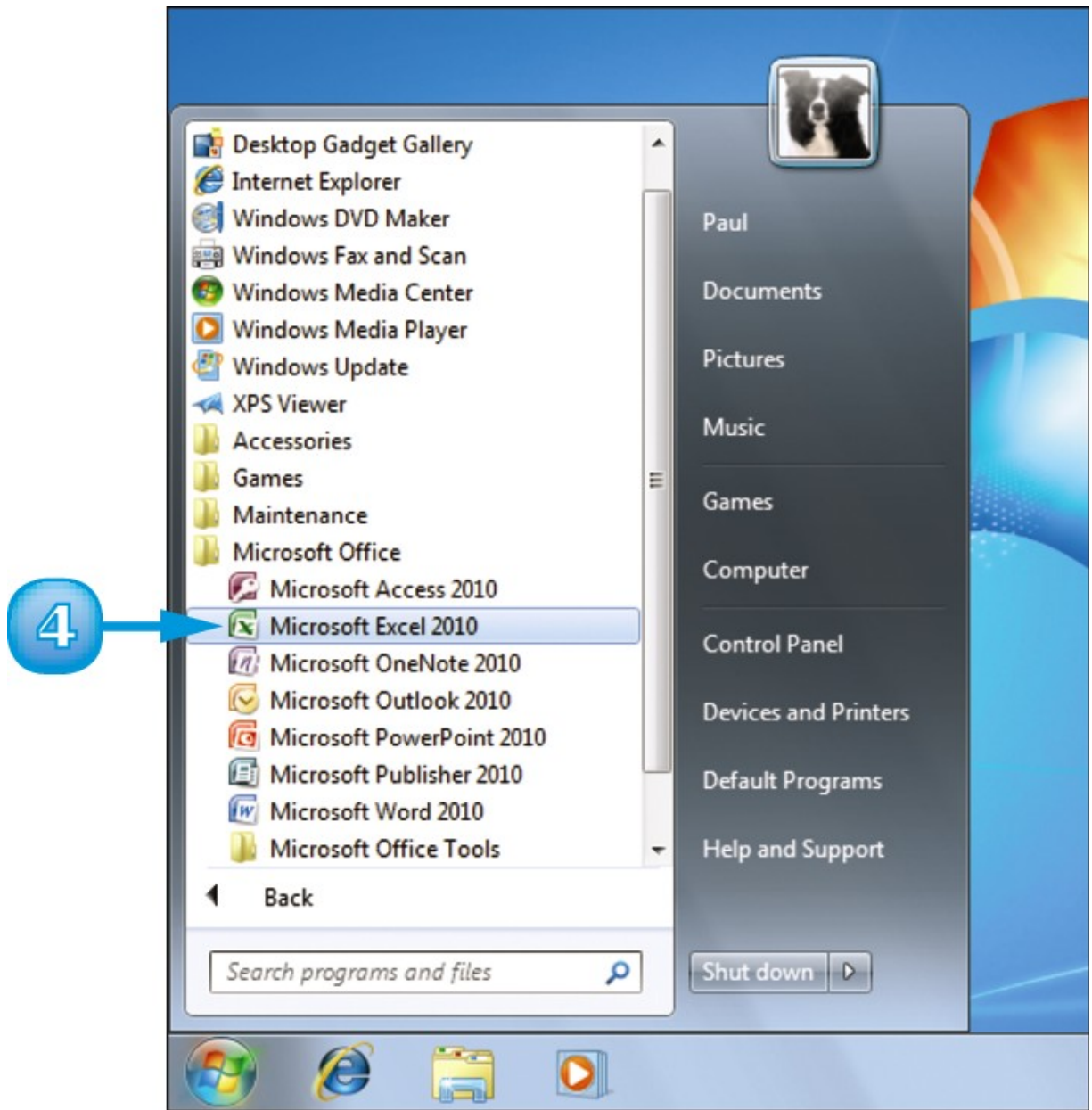
2 Click **All Programs**.

The App Programs menu appears.

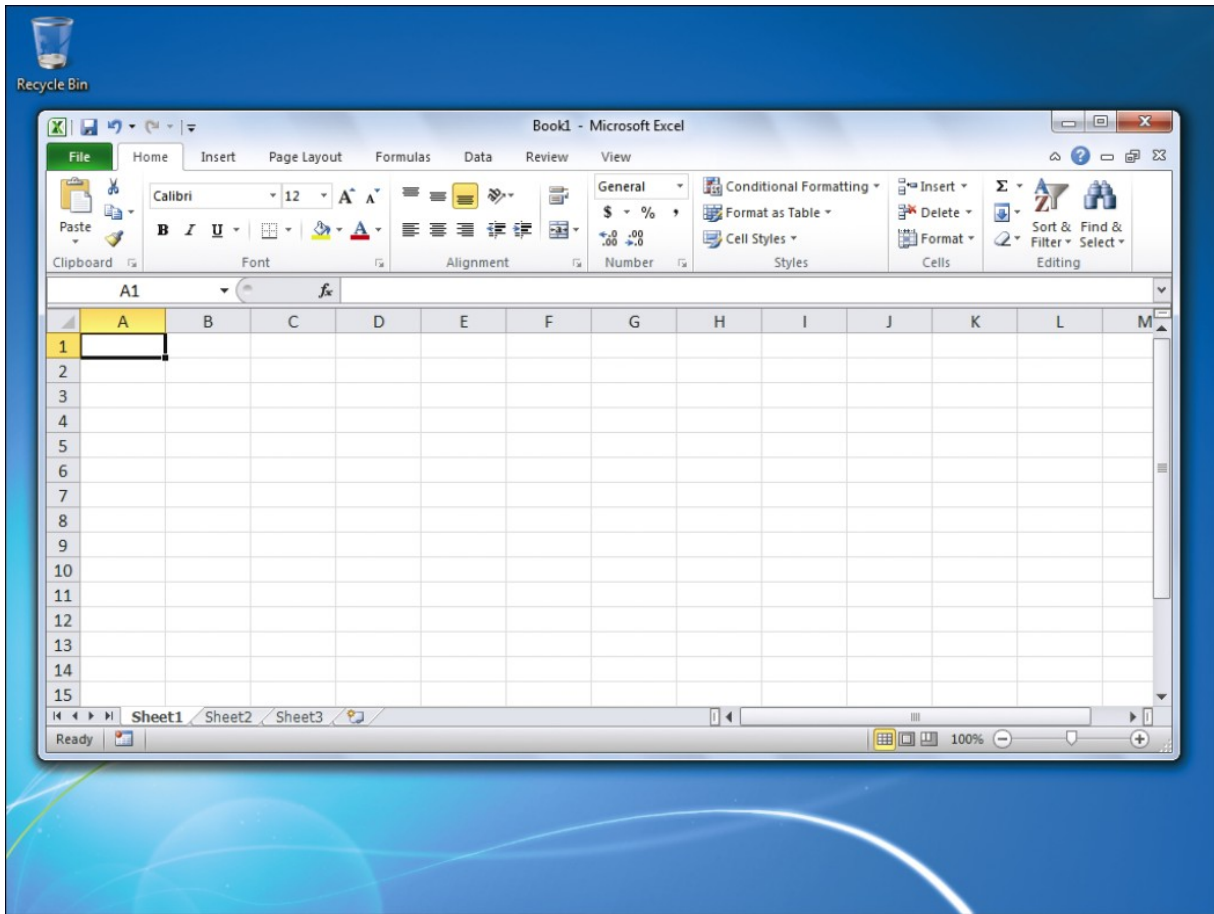


3 Click **Microsoft Office**.

The Microsoft Office menu appears.



4 Click **Microsoft Excel 2010**.



The Microsoft Excel window appears on the desktop.

Note: When you are finished with Excel, close the program by clicking the **File** tab and then clicking **Exit**.



After you have used Excel a few times, it should appear on the main Start menu in the list of your most-used programs and you can click that icon to start the program. You can force the Excel icon onto the Start menu by following Steps 1 to 3, right-clicking the Microsoft Excel 2010 icon and clicking Pin to Start Menu. If you are using