

# Table of Contents

*Quick Reference Tables*  
*Preface*

*vi*  
*vii*

## **LESSON 2: EDITING, VIEWING, AND PRINTING WORKSHEETS**

**32**

### **LESSON 1: EXPLORING EXCEL 2010 2**

Presenting Excel 2010	4
Starting Excel	5
Exploring the Excel Program Window	6
Using Worksheets and Workbooks	6
Mousing Around in Excel	7
Scrolling Along in a Worksheet	7
Navigating in a Worksheet	7
Working with Tabs and Ribbons	10
The Quick Access Toolbar	10
Displaying Tabs and Working with Ribbons	10
Hiding the Ribbon	12
Entering Data in Excel	15
Data Types	15
Completing Cell Entries	15
The Enter and Cancel Buttons	15
Deleting and Replacing Entries	16
Long Text Entries	16
Working with Numbers	18
Number Formats	18
Decimals and Negative Numbers	18
Understanding Save Concepts	19
Storing Your Exercise Files	19
The Save Command	20
Save As Options	20
Locating Workbooks	20
Issuing Commands from the Keyboard	20
Closing and Starting New Workbooks	24
Exiting from Excel	25
Concepts Review	26
Reinforce Your Skills	27
Apply Your Skills	29
Critical Thinking & Work-Readiness Skills	30

Opening Workbooks	34
Editing Entries	34
Replacing Entries	34
Deleting Characters	35
Selecting Cells and Ranges	36
Excel Ranges	36
Working with Cut, Copy, and Paste	40
Marquee and Paste Options Button	40
The Office Clipboard	41
Moving and Copying Cells via Drag and Drop	41
Editing Cells via Right-Dragging	41
Using Undo and Redo	44
Undoing Multiple Actions	44
Clearing Cell Contents and Formats	46
Using Auto Features	47
Working with AutoFill	47
AutoComplete vs. AutoFill	48
Auto Fill Options	50
Exploring the Many Views of Excel	51
Working in Page Layout View	52
Zooming the View	52
Printing Worksheets	54
Print Preview	54
Print the Worksheet	55
Printing Selections	56
Editing Workbook Properties	58
Standard Properties	58
Advanced Properties	58
Concepts Review	61
Reinforce Your Skills	62
Apply Your Skills	67
Critical Thinking & Work-Readiness Skills	70

**LESSON 3: WORKING WITH  
FORMULAS AND FUNCTIONS****72**

Working with Formulas and Functions	74
Using AutoSum to Create a SUM Formula	74
Status Bar Functions and Customization	75
Creating Formulas	80
Beginning Character in Formulas	80
Cell and Range References	80
The Language of Excel Formulas	81
“Please Excuse My Dear Aunt Sally”	81
Using Cell References in Formulas	82
Relative Cell References	82
Point Mode	83
Absolute Cell References	83
Mixed References	83
Using the <b>[F4]</b> Function Key	83
What-If Analysis	84
Modifying and Copying Formulas	87
Modifying Formulas	87
Copying Formulas	88
Displaying and Printing Formulas	90
Using Formula AutoComplete	92
Functions Defined	92
Using Insert Function	94
Creating Formulas with the IF Function	96
IF Function Syntax	96
How the IF Function Works	97
Concepts Review	99
Reinforce Your Skills	100
Apply Your Skills	105
Critical Thinking & Work-Readiness Skills	110

**LESSON 4: FORMATTING THE  
CONTENTS OF CELLS****112**

Formatting Worksheets	114
Formatting Entries with the Ribbon	114
Using the Mini Toolbar	114
Live Preview	114
Using Excel’s Alignment and Indent Features	116
Aligning Entries	116
Indenting Cell Entries	116
Using Excel’s Text Control Options	118
Merging and Splitting Cells	118
Wrapping Text	119
Shrinking Text to Fit Within a Cell	119
Formatting Numbers	122
Using the Number Command Group	122
Using Accounting and Currency Styles	123
Applying the Percent Style	123
How Numbers Display in Cells	123
Adjusting Decimal Places	124
Displaying Negative Numbers	124
Using the Format Cells Dialog Box	126
Applying Borders and Fills to Cells	127
Applying Borders	127
Applying Fill Colors and Patterns	127
Working with Format Painter and Quick Styles	129
The Format Painter Tool	129
Applying Quick Styles to Cells	130
Formatting with Themes	134
Inserting Date Functions and Formatting	137
Working with Dates	137
Date Serial Numbers	137
Entering Dates	137
Inserting Date and Time Functions	138
Creating Custom Formats	141
Working with Conditional Formatting	142
Using Presets and Multiple Conditions	142
Creating a Conditional Formatting Rule	142
Formatting with Graphics	143
The Conditional Formatting Rules Manager	143
Concepts Review	148
Reinforce Your Skills	149
Apply Your Skills	156
Critical Thinking & Work-Readiness Skills	159

## LESSON 5: CHANGING THE APPEARANCE OF WORKSHEETS 160

Managing Worksheets	162
Inserting and Deleting Worksheets	162
Rearranging, Copying, Renaming, and Coloring Worksheet Tabs	162
Hiding and Unhiding Worksheets	163
Modifying Columns and Rows	166
Column Widths and Row Heights	167
Standard Column Widths and Row Heights	167
AutoFit	167
Inserting and Deleting Columns, Rows, and Cells	169
Inserting and Deleting Rows and Columns	169
Inserting and Deleting Cells	170
Formatting and Hiding Columns and Rows	174
Formatting All Cells in a Column or Row Simultaneously	174
Hiding Columns and Rows	174
Unhiding Columns and Rows	174
Changing Vertical Alignment and Rotating Text	177
Setting Vertical Alignment	177
Rotating Text	177
Using Excel's Find and Replace Commands	180
Replacing Cell Formats	180
Using AutoCorrect	183
Expanding AutoCorrect Entries	184
Undoing AutoCorrect Entries	184
Creating and Editing AutoCorrect Entries	184
Concepts Review	186
Reinforce Your Skills	187
Apply Your Skills	194
Critical Thinking & Work-Readiness Skills	198

## LESSON 6: CHARTING AND TRANSMITTING WORKSHEET DATA 200

Creating Charts in Excel	202
Integrated Chart Engine	202
Creating New Charts	202
Choosing the Proper Data Source	202
Chart Types	203
Column Charts and Bar Charts	204
Category Axis and Value Axis	204
Legend	204
Chart and Axis Titles	205
The Chart Tools	205
Moving and Sizing Embedded Charts	208
Moving Embedded Charts	208
Sizing Embedded Charts	208
Deleting Charts	209
Exploring Other Chart Types	211
Line Charts	211
Pie Charts	213
Modifying Existing Charts	216
Changing the Chart Type	216
Reselecting Data	217
Modifying Chart Elements	217
Formatting Chart Elements	218
Applying Layouts and Styles to Charts	222
Formatting Attributes Controlled by the Selected Style	223
Viewing All Available Layouts and Styles for a Chart Type	223
Previewing and Printing Charts	224
Emailing a Workbook	225
Attaching a Workbook	225
Inserting a Worksheet in an Email Message	226
Importing Data into Excel via a Web Query	228
Concepts Review	230
Reinforce Your Skills	231
Apply Your Skills	240
Critical Thinking & Work-Readiness Skills	244
<i>Index</i>	246