

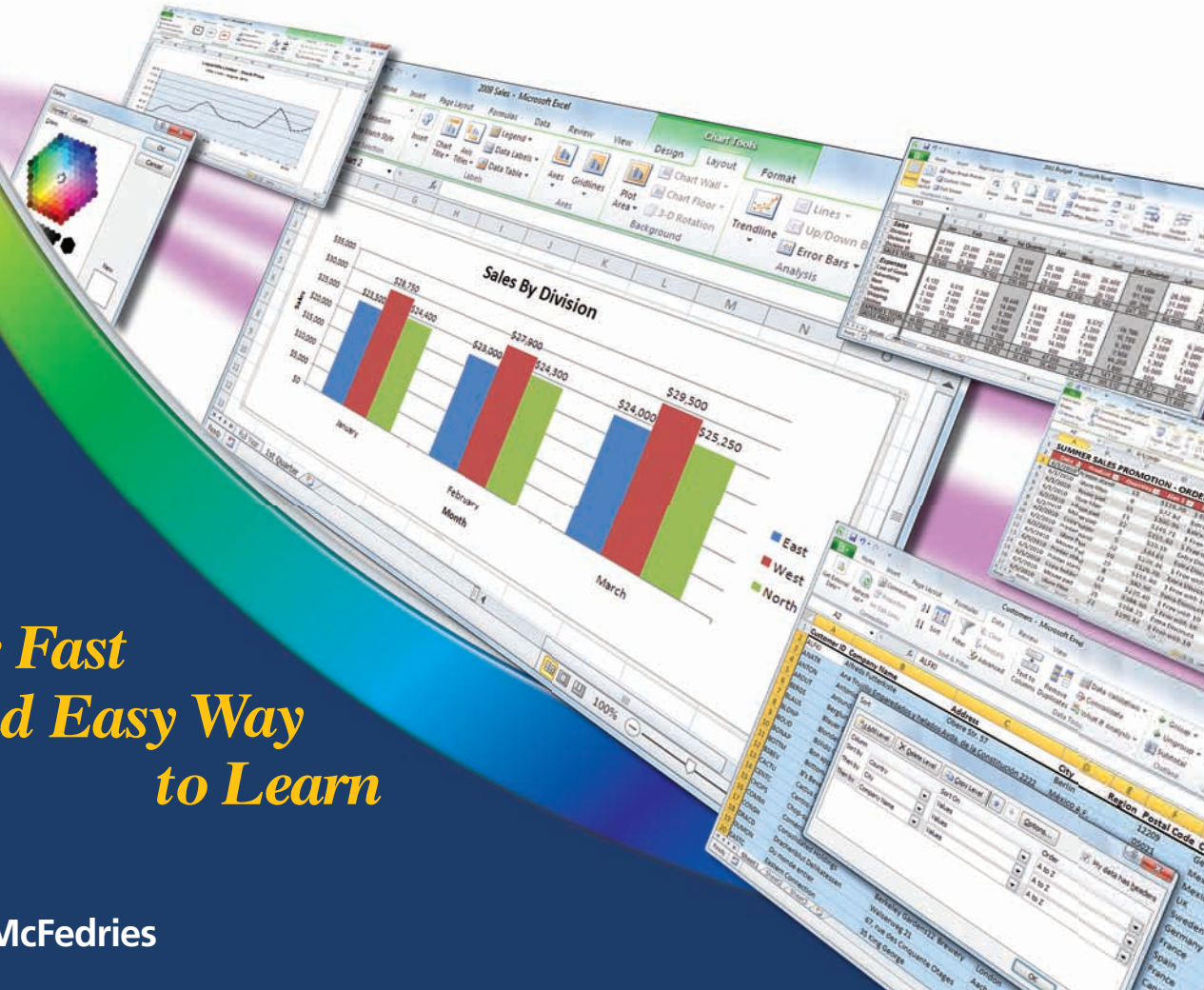


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VISUALLY™

Microsoft® Excel® 2010



*The Fast
and Easy Way
to Learn*

Paul McFedries

Teach Yourself

VISUALLY[™]

Excel® 2010



by Paul McFedries



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In order to get this information to you in a timely manner, this book was based on a pre-release version of Microsoft Office 2010. There may be some minor changes between the screenshots in this book and what you see on your desktop. As always, Microsoft has the final word on how programs look and function; if you have any questions or see any discrepancies, consult the online help for further information about the software.

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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 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 Acknowledgments

The book you hold in your hands is not only an excellent learning tool, but it is truly beautiful, as well. I am happy to have supplied the text that you will read, but the gorgeous images come from Wiley's crack team of artists and illustrators. The layout of the tasks, the accuracy of the spelling and grammar, and the veracity of the information are all the result of hard work performed by project editor Lynn Northrup and technical editor Namir Shamma. Thanks to both of you for your excellent work. My thanks, as well, to executive editor Jody Lefevre for asking me to write this book.

How to Use This Book

Who This Book Is For

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

1 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.

2 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.

3 Icons and Buttons

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

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold

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

6 Italics

Italic type introduces and defines a new term.

Draw a Shape

6 Excel's Shapes gallery comes with more than 150 predefined objects called *shapes* (or sometimes *AutoShapes*) that enable you to quickly and easily draw anything from simple geometric figures such as lines, rectangles, and ovals, to more elaborate items such as starbursts, flowchart symbols, and callout boxes.

Draw a Shape

1 Display the worksheet on which you want to draw the shape.
2 Click the **Insert** tab.
5 Click **Shapes**.

3 Click the shape you want to draw. \rightarrow changes to \rightarrow .

Adding and Editing Worksheet Graphics **chapter 14**

3 Click and drag the mouse \rightarrow to draw the shape.
4 When the shape is the size you want, release the mouse button.

The program draws the shape and adds edit handles around the shape's edges.

Notes: If you need to move or size the shape, see "Move or Resize a Graphic" later in this chapter.

TIPS
Is there an easy way to draw a perfect circle or square?
Yes, Excel offers an easy technique for drawing circles and squares. Hold down the **SHIFT** key as you click and drag the shape to constrain the shape into a perfect circle or square. When you finish drawing the shape, release **SHIFT**.

Can I add text to a shape?
Yes, you can add text to the interior of any 2-D shape (that is, any shape that is not a line). After you draw the shape, right-click the shape, click **Edit Text**, and then type your text inside the shape. You can use the Home tab's Font controls to format the text. When you finish, click outside of the shape.

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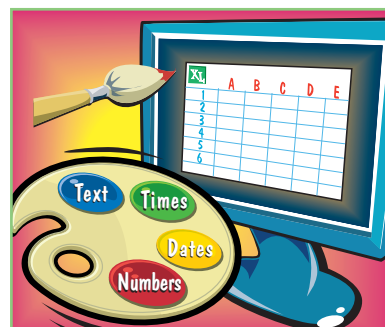
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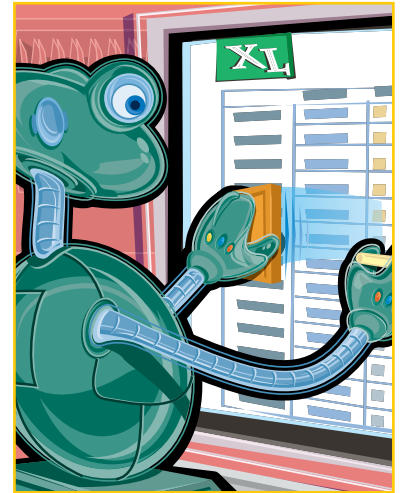
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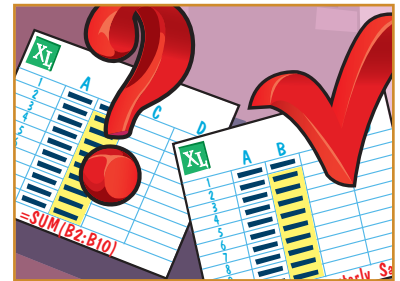
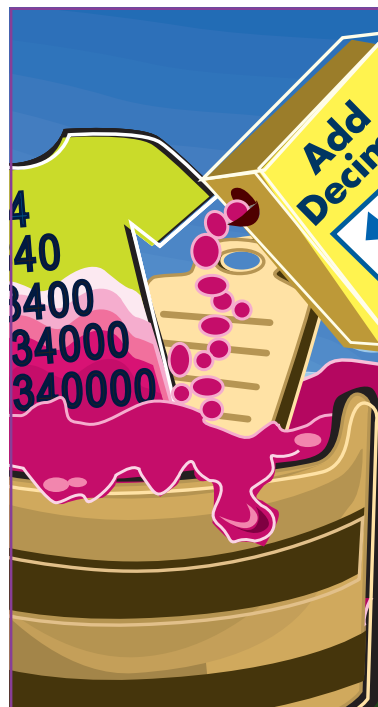


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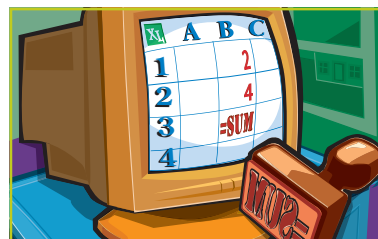
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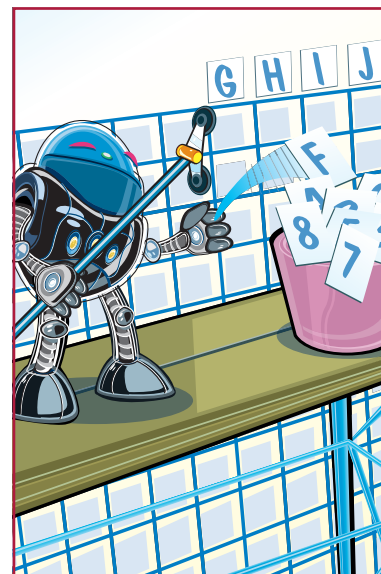


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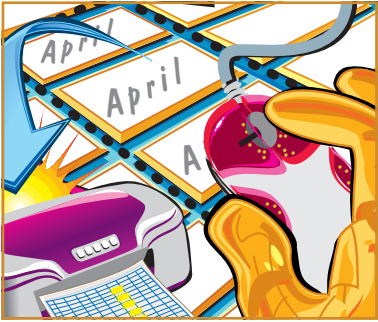
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CHAPTER

1

Working with Excel



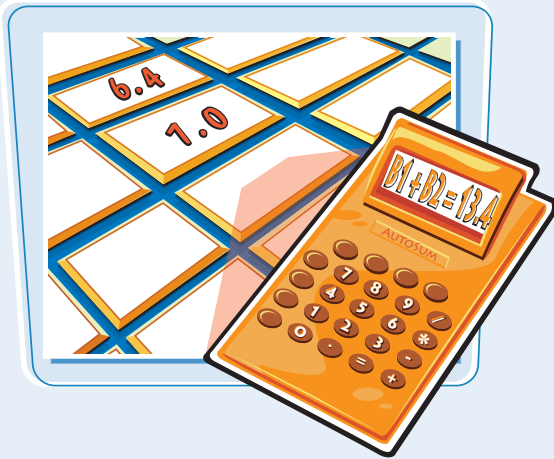
You use Microsoft Excel to create *spreadsheets*, which are documents that enable you to manipulate numbers and formulas to quickly create powerful mathematical, financial, and statistical models. In this chapter you learn about Excel, take a tour of the program's features, and learn how to customize some aspects of the program.

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Manipulate Data

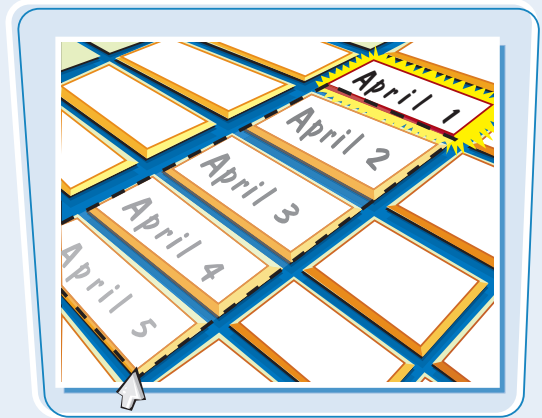
Calculate Totals Quickly

If you just need a quick sum of a list of numbers, click a cell below the numbers and then click the **Sum** button (Σ), which is available in the Home tab of Excel's Ribbon. In Excel, 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, as well as the names for weekdays and months.



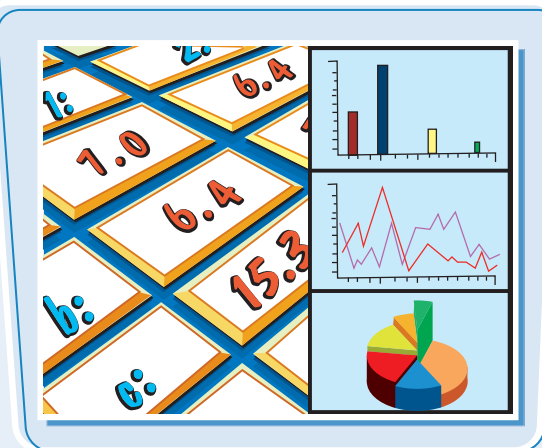
Manage Tables

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.



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.

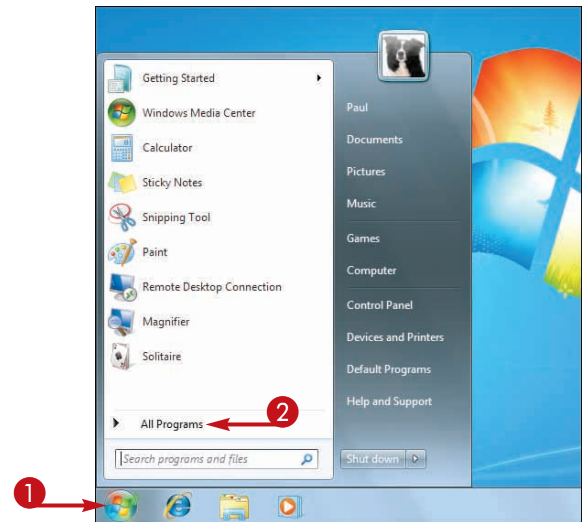


Start Excel

- 1 Click **Start**.

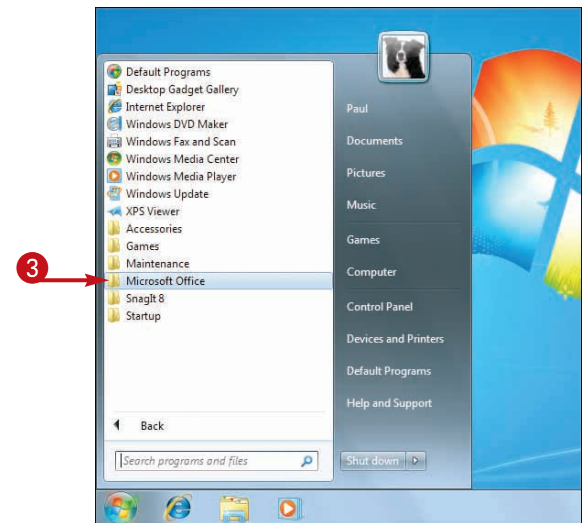
The Start menu appears.

- 2 Click **All Programs**.



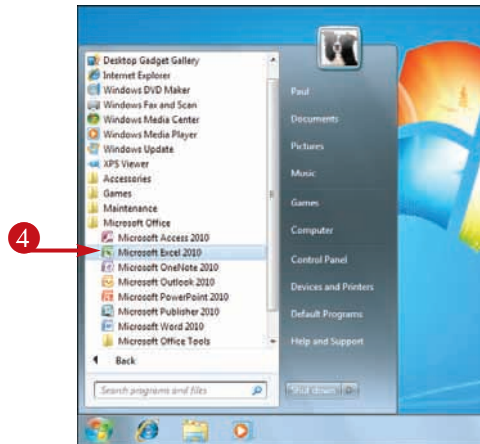
The App Programs menu appears.

- 3 Click **Microsoft Office**.

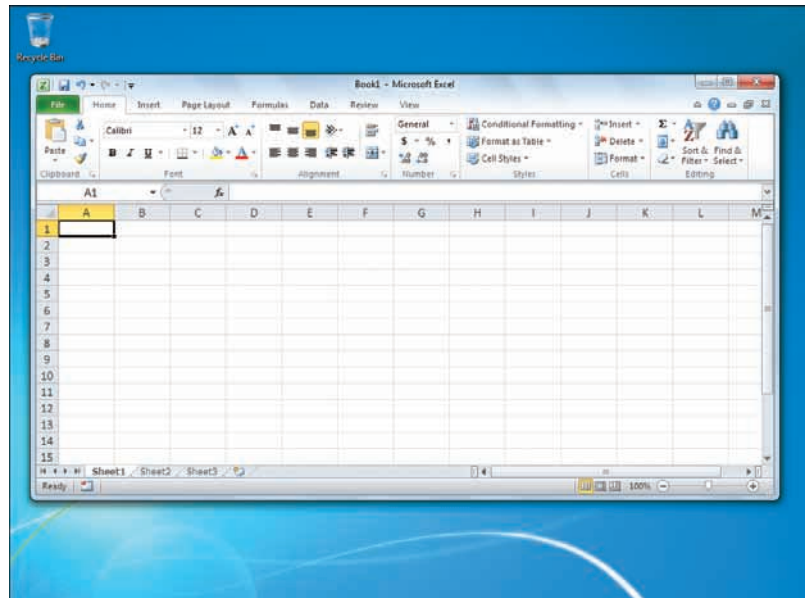


The Microsoft Office menu appears.

4 Click **Microsoft Excel 2010**.



The Microsoft Excel window appears on the desktop.



TIP

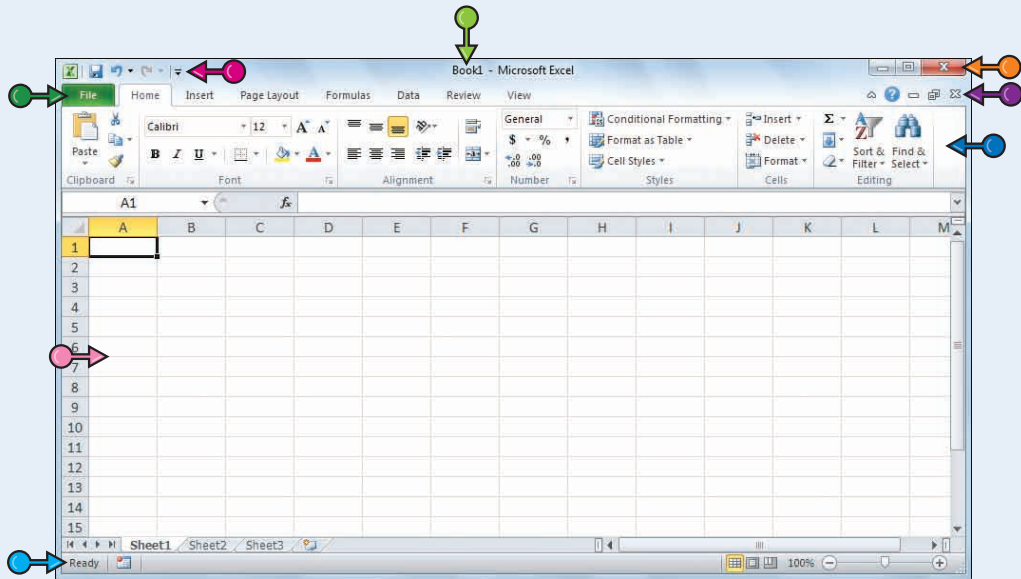
Are there faster methods I can use to start Excel?

Yes. After you have used Excel a few times, it should appear on the main Start menu in the list of your most-used programs. If so, you can click that icon to start the program. You can also force the Excel icon onto the Start menu by following Steps 1 to 3, right-clicking the **Microsoft Excel 2010** icon, and then clicking **Pin to Start Menu**. If you are using Windows 7, you can also click **Pin to Taskbar** to add the Excel icon to the taskbar.



Tour the Excel Window

To get up to speed quickly with Excel, it helps to understand the various elements of the Excel window. These include standard window elements such as the title bar and status bar, as well as Office-specific elements such as the Ribbon and the File tab.



Title Bar

The title bar displays the name of the current workbook.

Quick Access Toolbar

This area gives you one-click access to a few often-used features. To learn how to customize this toolbar, see "Customize the Quick Access Toolbar."

Ribbon

This area gives you access to all of Excel's commands, options, and features. To learn how to use this element, see "Work with Excel's Ribbon."

Excel Window Controls

You use these controls to minimize, maximize, restore, and close Excel's application window.

Workbook Window Controls

You use these controls to minimize, maximize, restore, and close the current workbook window.

File Tab

Click this tab to access file-related commands, such as Save and Open.

Worksheet

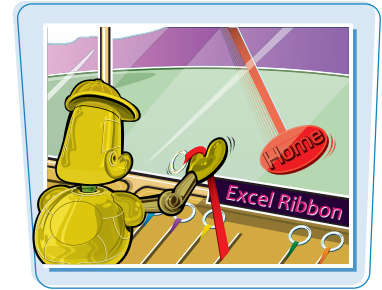
This area displays the current worksheet, and it is where you will do most of your Excel work.

Status Bar

This area displays the messages about Excel's current status, the results of certain operations, and other information.

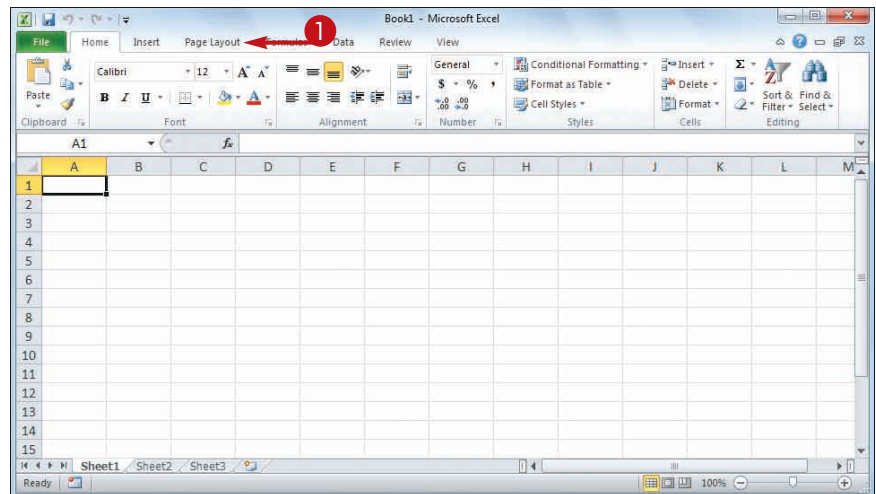
You use Excel's Ribbon element to access all of the program's features and commands. The *Ribbon* is the horizontal strip that runs across the top of the Excel window, just below the title bar. The Ribbon is organized into various tabs, such as File, Home and Insert, and each tab contains related controls, which usually include buttons, lists, and check boxes.

There is no menu bar in Excel, so you do not use pull-down menus to access commands.



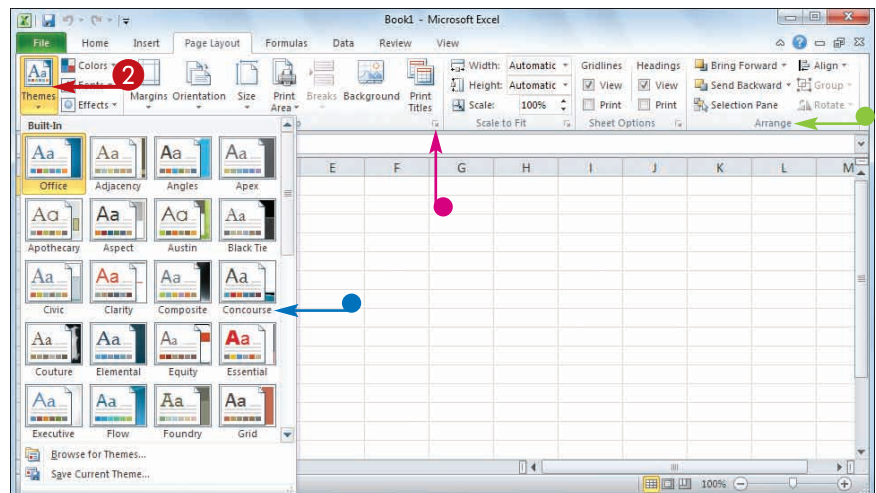
Work with Excel's Ribbon

- 1 Click the tab that contains the Excel feature you want to work with.



Excel displays the controls in the tab.

- Each tab is organized into groups of related controls, and the group names appear here.
 - In many groups you can click the dialog box launcher button (☰) to display a dialog box that contains group settings.
- 2 Click the control for the feature.
 - If the control displays a list of options, click the option you want.

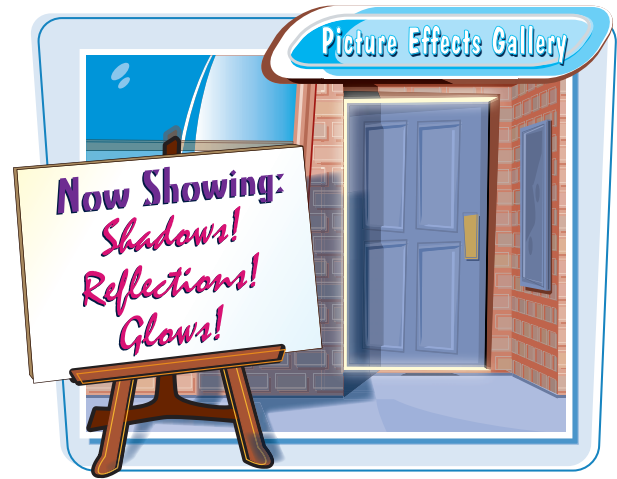


Excel runs the command or sets the option.

Work with Excel's Galleries

In Excel's Ribbon, a *gallery* is a collection of preset options that you can apply to the selected object in the worksheet. To get the most out of galleries, you need to know how they work.

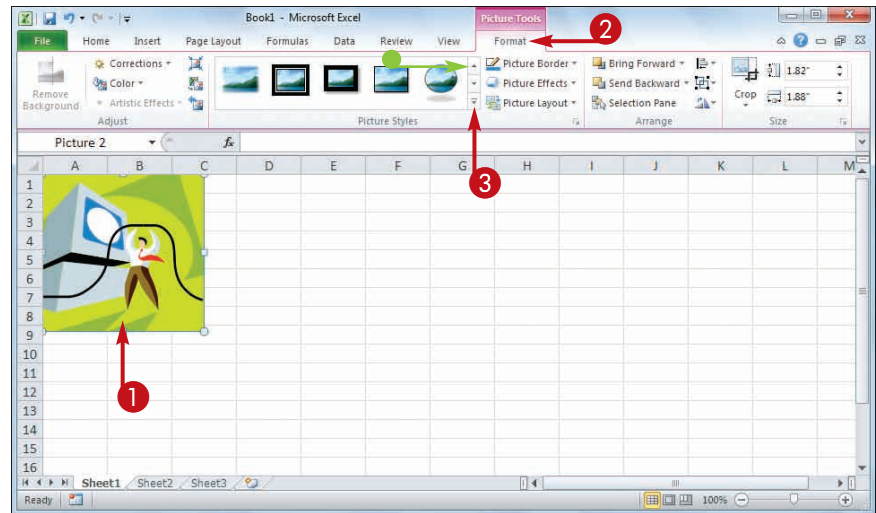
Although some galleries are available all the time, in most cases you must select an object – such as a range of cells or a clip art image – before you work with a gallery.



Work with Excel's Galleries

Work with a Gallery List

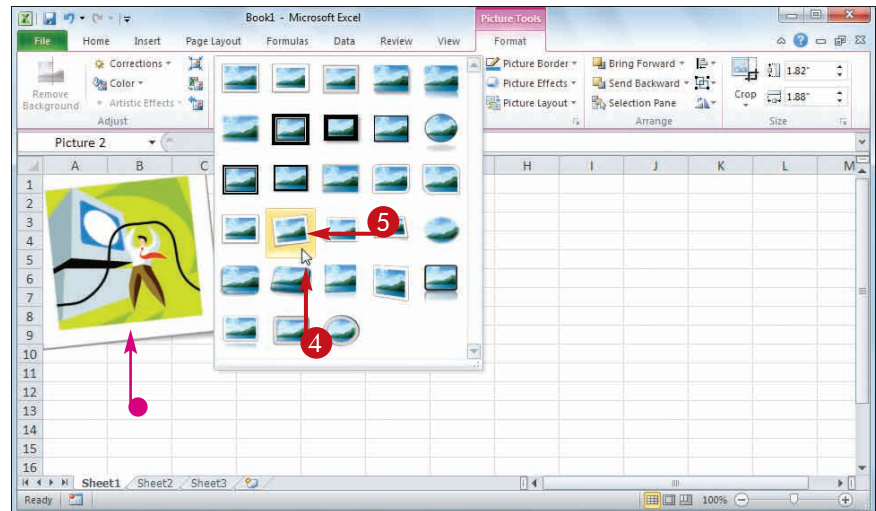
- 1 If necessary, click the object with which you want to apply an option from the gallery.
- 2 Click the tab that contains the gallery you want to use.
- 3 Click the gallery's **More** arrow (▾).
- 4 You can also scroll through the gallery by clicking the **Down** (▾) and **Up** (▴) arrows.



Excel displays a list of the gallery's contents.

- 4 Move the mouse over a gallery option to see a preview of the effect.
- 5 Excel displays a preview of the effect.
- 5 Click the gallery option you want to use.

Excel applies the gallery options to the selected object.



Work with a Drop-Down Gallery

- 1 If necessary, click the object with which you want to apply an option from the gallery.
- 2 Click the tab that contains the gallery you want to use.
- 3 Click the gallery's drop-down arrow (▾).

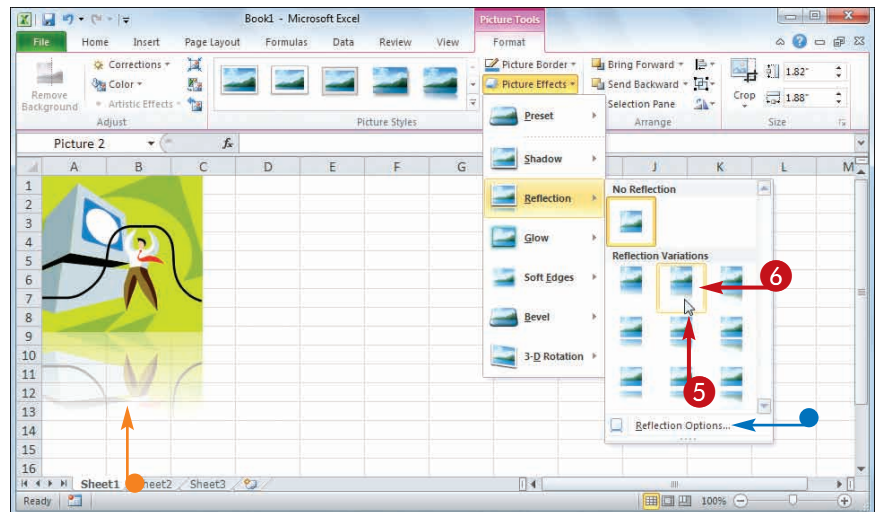
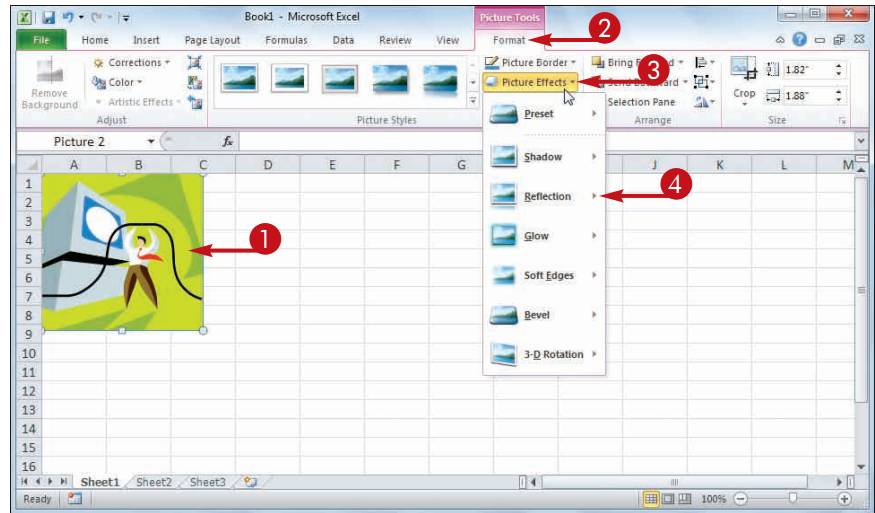
Excel displays a list of the gallery's contents.

- 4 If the gallery contains one or more sub galleries, click the subgallery you want to use.

Excel displays the subgallery's contents.

- If a gallery has commands that you can run, those commands appear at the bottom of the gallery menu.
- 5 Move the mouse over a gallery option to see a preview of the effect.
 - Excel displays a preview of the effect.
 - 6 Click the gallery option you want to use.

Excel applies the gallery option to the selected object.



TIP

If I find the gallery preview feature distracting, can I turn it off?

Yes. The Live Preview feature is often handy because it shows you exactly what will happen when you click a gallery option. However, as you move the mouse through the gallery, the previews can be distracting. To turn off Live Preview, click the **File** tab, click **Options**, click the **General** tab, click **Enable Live Preview** (changes to), and then click **OK**.



Customize the Quick Access Toolbar

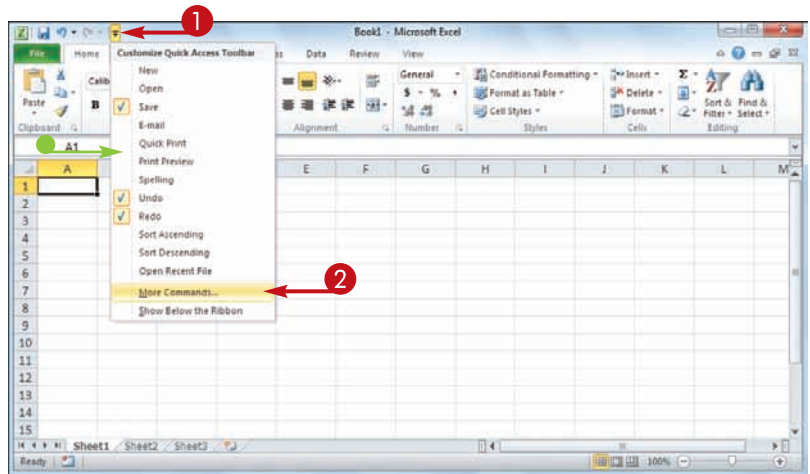
You can make Excel easier to use by customizing the Quick Access Toolbar to include the Excel commands you use most often. You run Quick Access Toolbar buttons with a single click, so adding your favorite commands saves time.

By default, the Quick Access Toolbar contains three buttons: **Save, Undo, and Redo**, but you can add any of Excel's hundreds of commands.



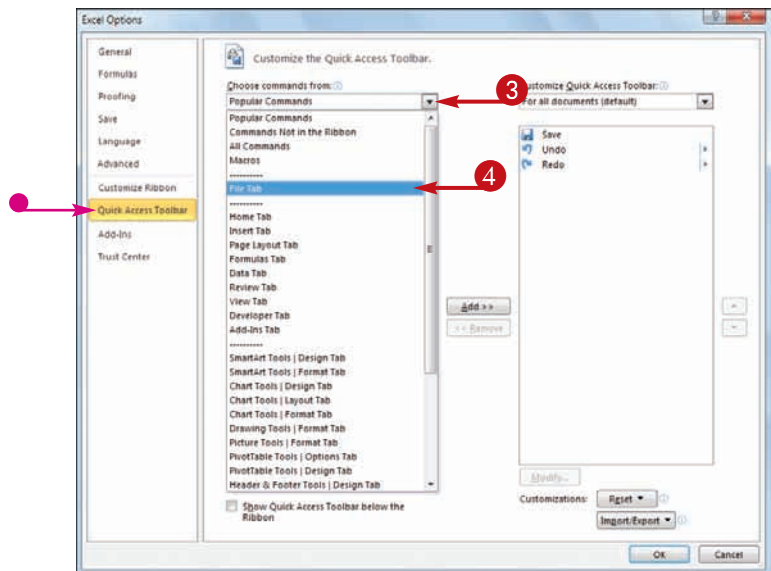
Customize the Quick Access Toolbar

- 1 Click the **Customize Quick Access Toolbar** button (☰).
- 2 Click **More Commands**.

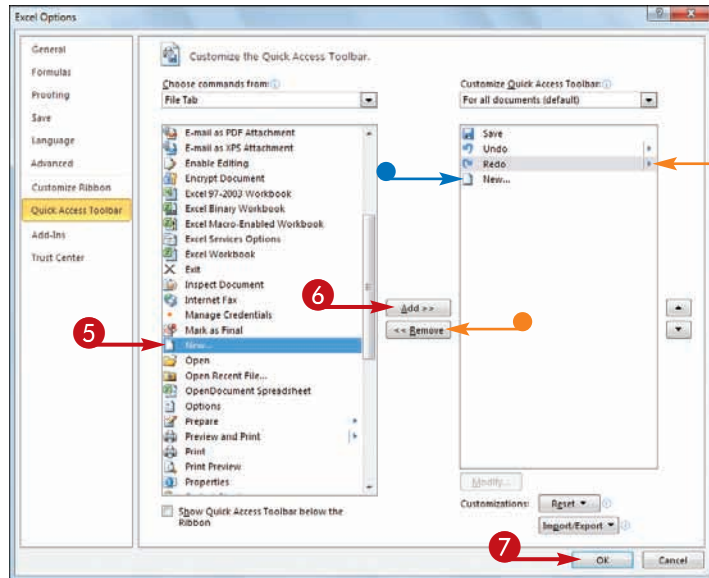


The Excel Options dialog box appears.

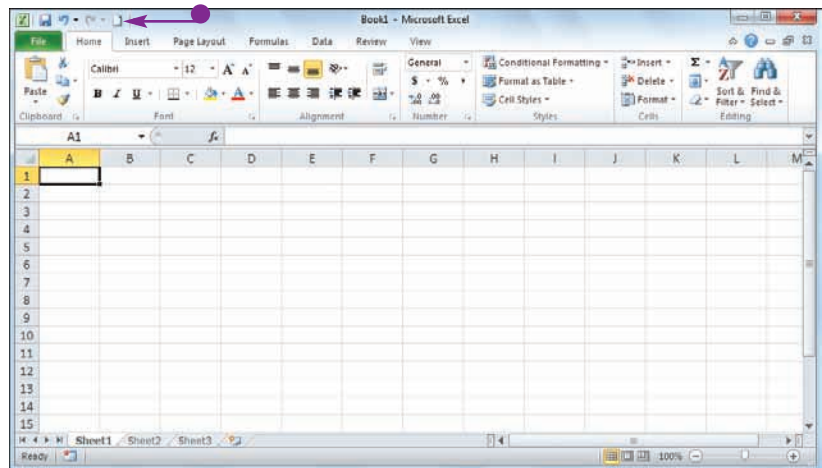
- 3 Click the **Choose commands from** dropdown.
- 4 Click the command category you want to use.



- 5 Click the command you want to add.
- 6 Click **Add**.
- Excel adds the command.
- To remove a command, click it and then click **Remove**.
- 7 Click **OK**.



- Excel adds a button for the command to the Quick Access Toolbar.



TIPS

Can I get more room on the Quick Access Toolbar to show more buttons?

Yes, you can increase the space available to the Quick Access Toolbar by moving it below the Ribbon. This gives the toolbar the full width of the Excel window, so you can add many more buttons. Click the **Customize Quick Access Toolbar** button (☰) and then click **Show Below the Ribbon**.



Is there a faster way to add buttons to the Quick Access Toolbar?

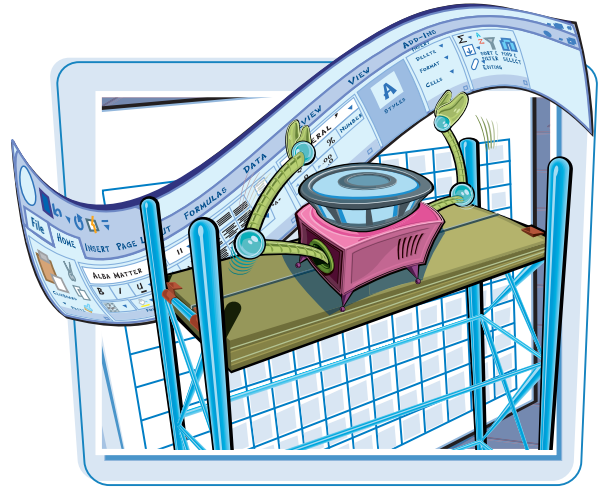
Yes. If the command you want to add appears on the Ribbon, you can add a button for the command directly from the Ribbon. Click the Ribbon tab that contains the command, right-click the command, and then click **Add to Quick Access Toolbar**. Excel inserts a button for the command on the Quick Access Toolbar.



Customize the Ribbon

You can improve your Excel productivity by customizing the Ribbon with extra commands that you use frequently.

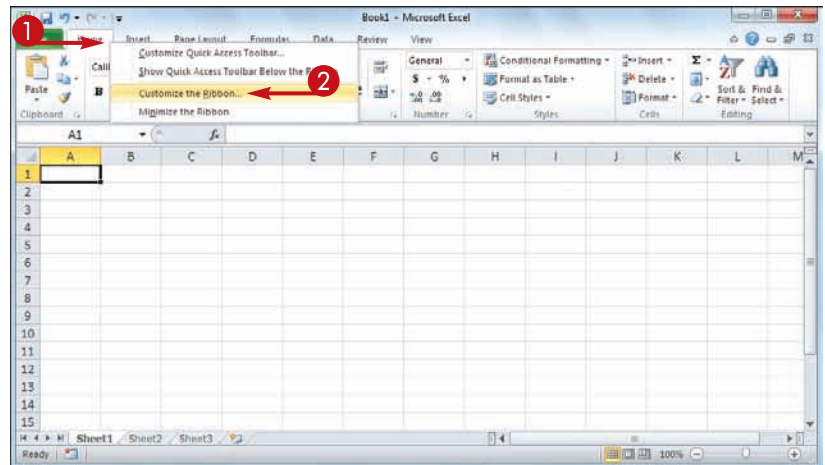
To add a new command to the Ribbon, you must first create a new tab or a new group within an existing tab, and then add the command to the new tab or group.



Customize the Ribbon

Display the Customize Ribbon Tab

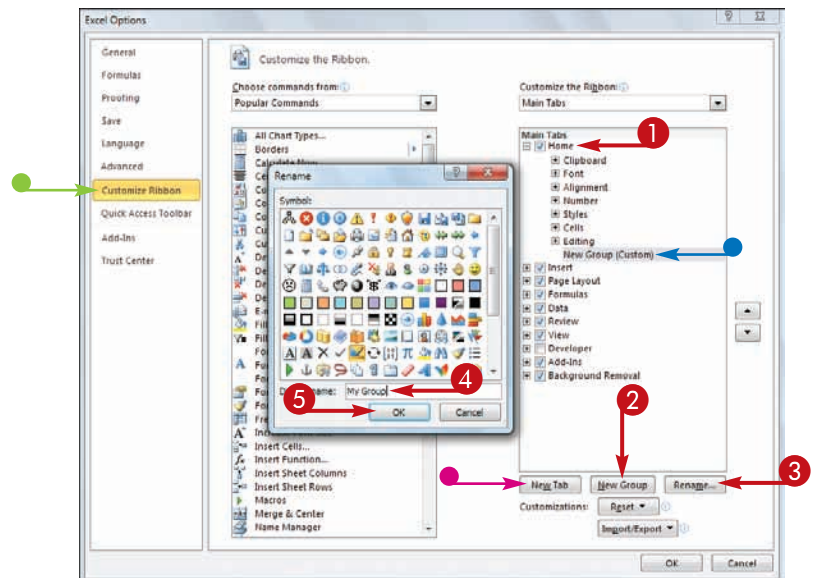
- 1 Right-click any part of the Ribbon.
- 2 Click **Customize the Ribbon**.




Add a New Tab or Group

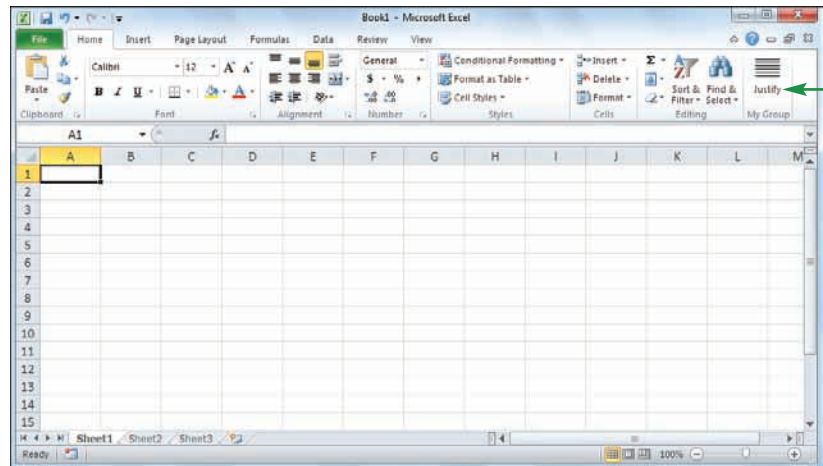
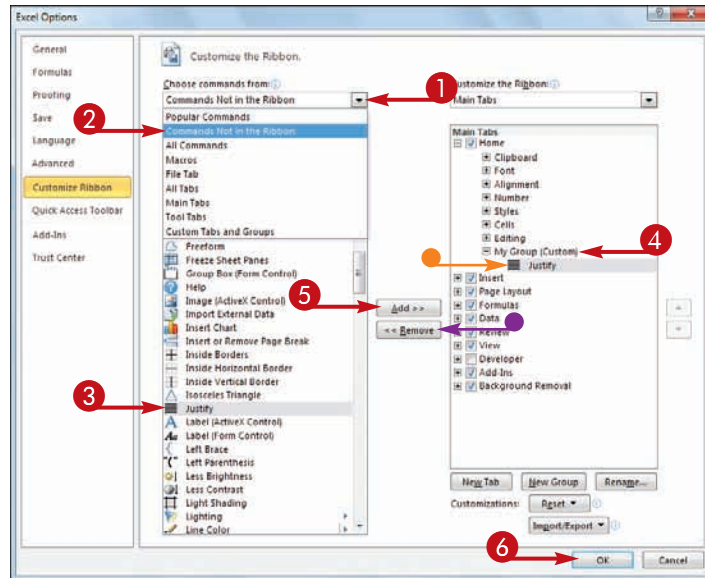
The Excel Options dialog box appears.

- Excel automatically displays the Customize Ribbon tab.
- 1 Click the tab you want to customize.
 - 2 Click **New Group**.
 - Excel adds the group.
 - 3 Click **Rename**.
 - 4 Type a name for the group.
 - 5 Click **OK**.




Add a Command

- 1 Click the **Choose commands from** .
- 2 Click the command category you want to use.
- 3 Click the command you want to add.
- 4 Click the custom group or tab you want to use.
- 5 Click **Add**.
 - Excel adds the command.
 - To remove a custom command, click it and then click **Remove**.
- 6 Click **OK**.
 - Excel adds the new group and command to the Ribbon.



TIPS

Can I customize the tabs that appear only when I select an Excel object?

Yes. Excel calls these *tool tabs*, and you can add custom groups and commands to any tool tab. Right-click any part of the Ribbon and then click **Customize the Ribbon** to display the Excel Options dialog box with the Customize Ribbon tab displayed. Click the **Customize the Ribbon**  and then click **Tool Tabs**. Click the tab you want and then follow the steps in this section to customize it.



How do I restore the Ribbon to its default configuration?

Right-click any part of the Ribbon and then click **Customize the Ribbon** to display the Excel Options dialog box with the Customize Ribbon tab displayed. To restore a tab, click the tab, click **Restore Defaults**, and then click **Restore only selected Ribbon tab**. To remove all customizations, click **Restore Defaults** and then click **Restore all Ribbon tabs and Quick Access Toolbar customizations**.



Work with Smart Tags

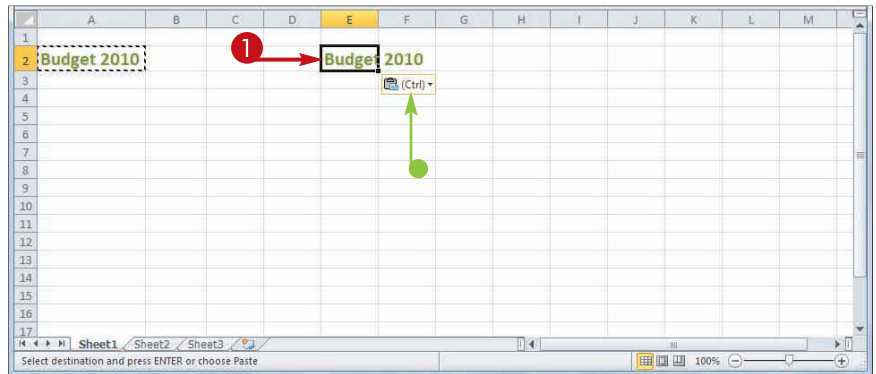
You can make your Excel work faster and easier by taking advantage of smart tags. A *smart tag* is a special icon that appears when you perform certain Excel tasks, such as pasting data and using the AutoFill feature. Clicking the smart tag displays a list of options that enable you to control or modify the task you just performed.

Some smart tags appear automatically in response to certain conditions. For example, if Excel detects an inconsistent formula, it displays a smart tag to let you know.

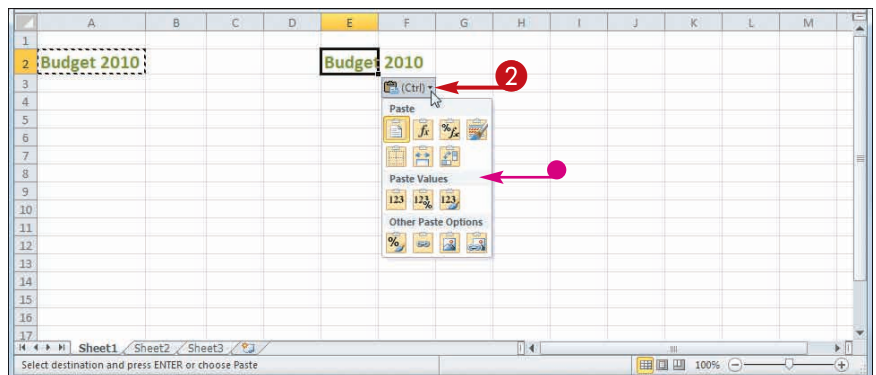


Work with Smart Tags

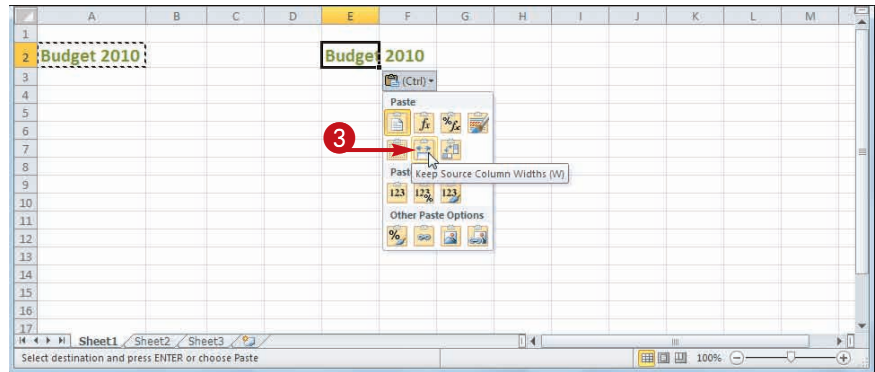
- 1 Perform an action that displays a smart tag, such as copying and pasting a cell as shown here.
 - The smart tag appears.



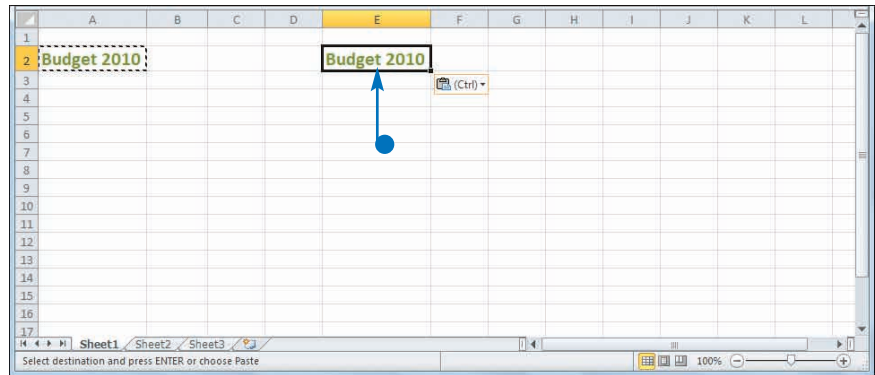
- 2 Click the smart tag.
 - The smart tag displays a list of its options.



- 3 Click the option you want to apply.



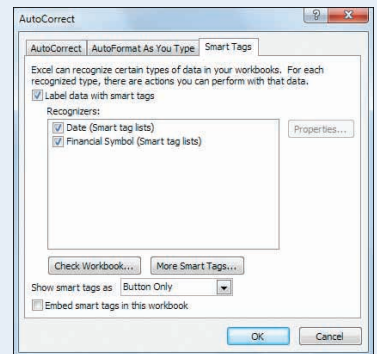
- Excel applies the option to the task you performed in Step 1.



TIP

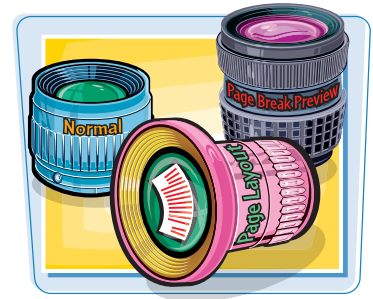
Are there other types of smart tags I can use?

Yes, Excel offers a few other smart tag types. For example, a Date smart tag recognizes a worksheet date and offers options such as scheduling a meeting on that date. To turn on these extra smart tags, click **File**, click **Options**, click **Proofing**, click **AutoCorrect Options**, and then click the **Smart Tags** tab. Click the **Label data with smart tags** check box (changes to) and then click the check box beside each smart tag in the **Recognizers** list (changes to). Click **OK**.



Change the View

You can adjust the Excel window to suit what you are currently working on by changing the view to match your current task. Excel offers three different views: Normal, which is useful for building and editing worksheets; Page Layout, which displays worksheets as they would appear if you printed them out; and Page Break Preview, which displays the page breaks as blue lines, as described in the first Tip on the next page.

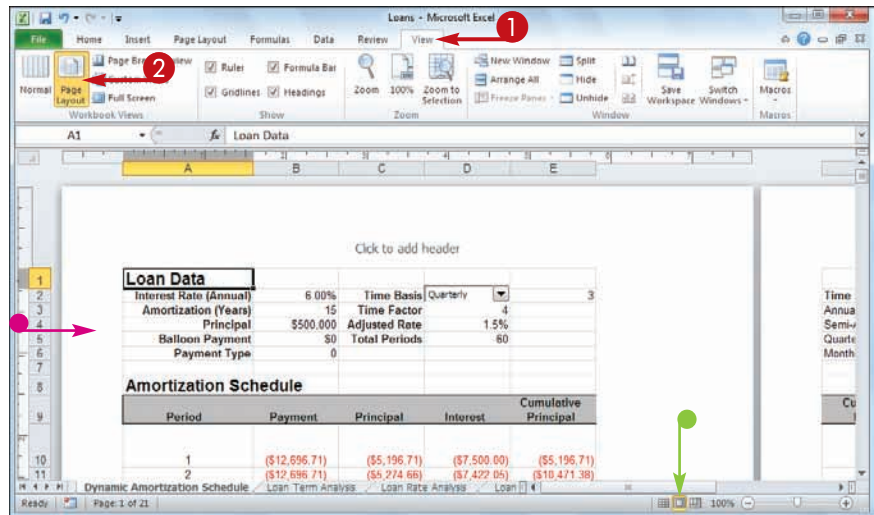


Excel offers three different views: Page Layout, which displays worksheets as printed pages; Page Break Preview, which displays the page breaks as blue lines, as described in the first Tip on the next page; and Normal, which is useful for building and editing worksheets.

Change the View

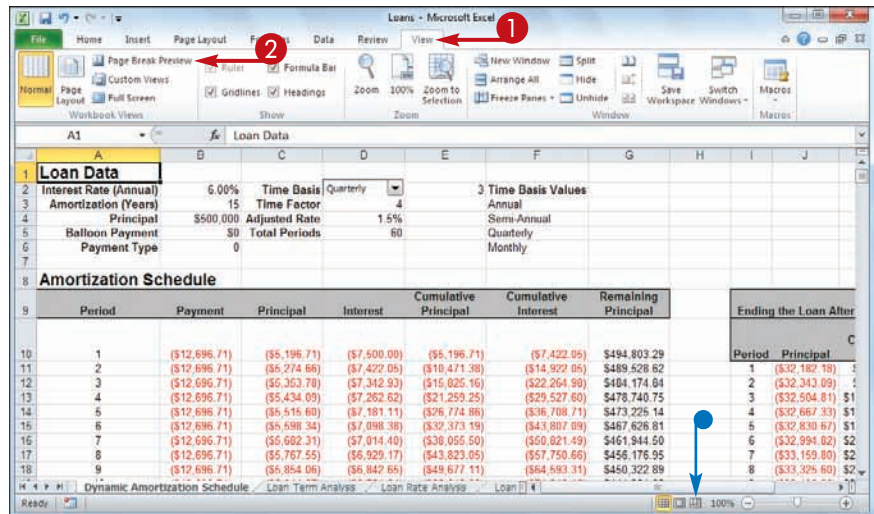
Switch to Page Layout View

- 1 Click the **View** tab.
 - 2 Click **Page Layout**.
- You can also click the **Page Layout** button (🖨️).
 - Excel switches to Page Layout view.

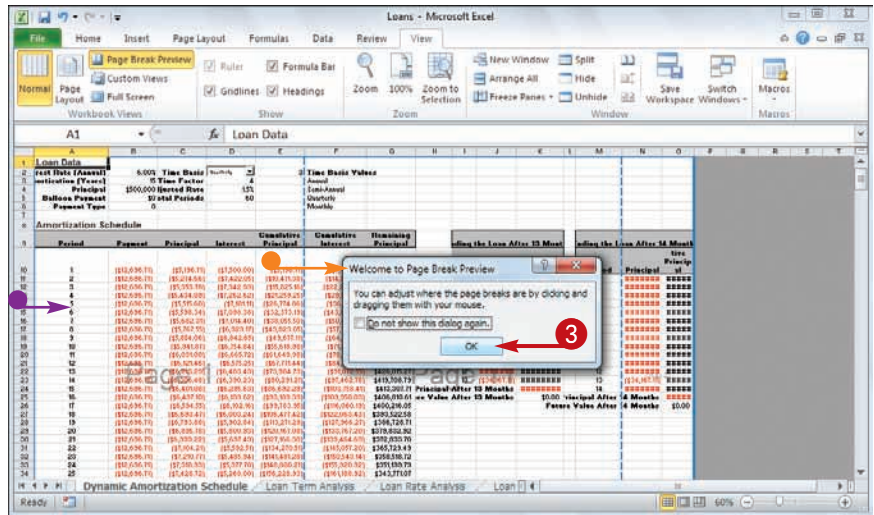


Switch to Page Break Preview

- 1 Click the **View** tab.
 - 2 Click **Page Break Preview**.
- You can also click the **Page Break Preview** button (📄).

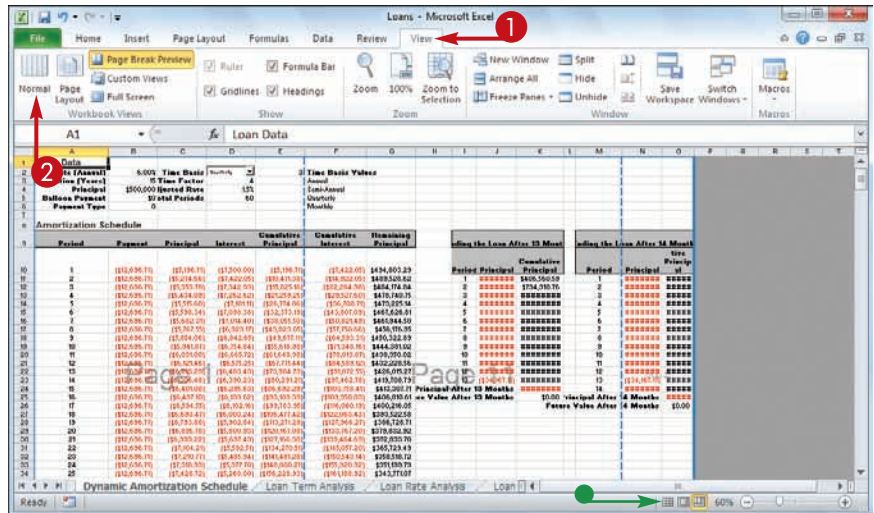


- The Welcome to Page Break Preview dialog box appears.
- Excel switches to Page Break Preview.
- 3 Click **OK**.



Switch to Normal View

- 1 Click the **View** tab.
 - 2 Click **Normal**.
 - You can also click the **Normal** button (🖨️).
- Excel switches to Normal view.



TIPS

What does Page Break Preview do?

In Excel, a *page break* is a position within a worksheet where a new page begins when you print the worksheet. When you switch to Page Break Preview, Excel displays the page breaks as blue lines. If a page break occurs in a bad position — for example, the page break includes the headings for a range, but not the cells below the headings — you can use your mouse to click and drag the page breaks to new positions.



What does Full Screen view do?

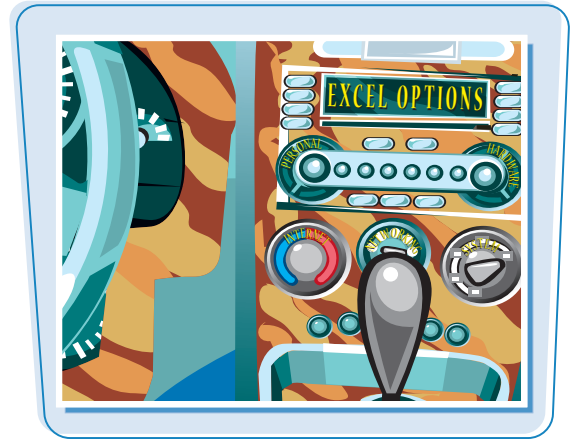
Full Screen view is useful when you want to see the maximum amount of a worksheet on the screen. Full Screen view removes many of the Excel window features, including the File button, Ribbon, Quick Access Toolbar, Formula bar, and status bar. To return to the Normal view, press **Esc**, or click the **Restore Down** button (🖨️).



Configure Excel Options

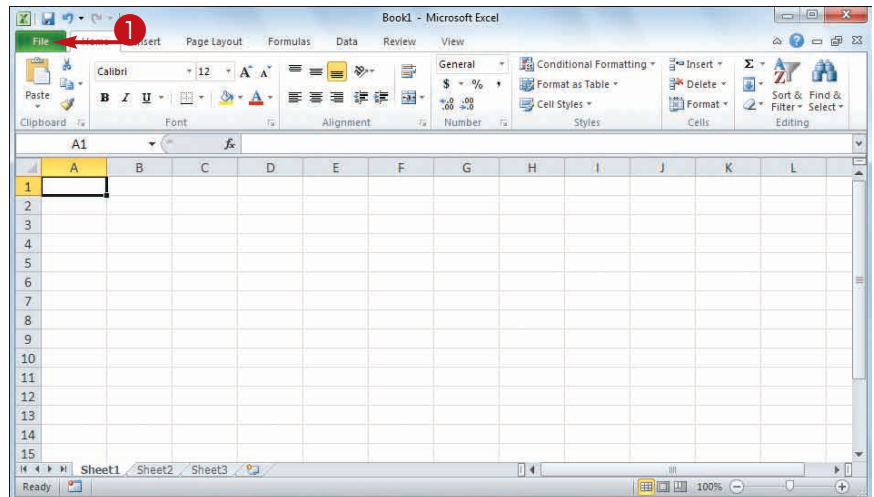
You can customize Excel and set up the program to suit the way you work by configuring the Excel options. To use these options, you must know how to display the Excel Options dialog box.

These options are dialog box controls such as check boxes, option buttons, and lists that enable you to configure many aspects of Excel.

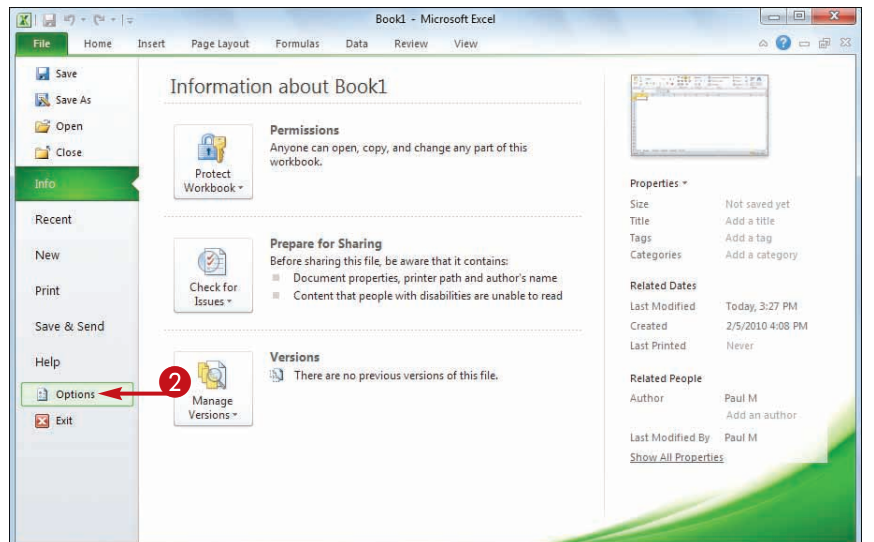


Configure Excel Options

1 Click the **File** tab.

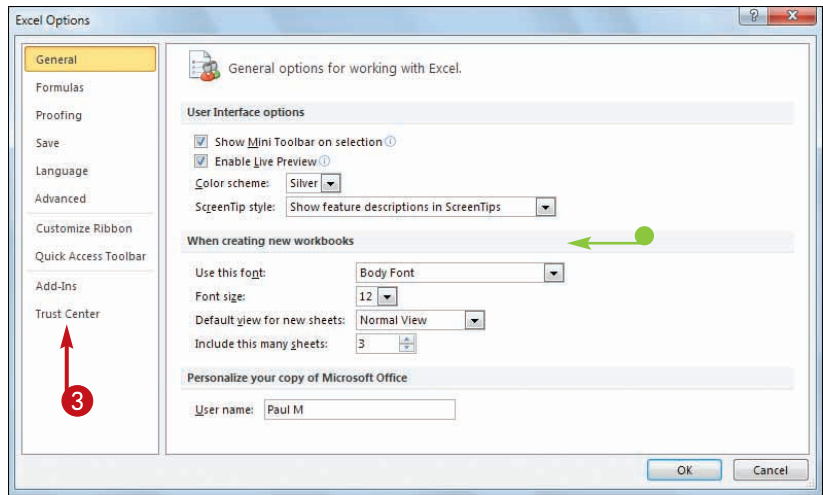


2 Click **Options**.



The Excel Options dialog box appears.

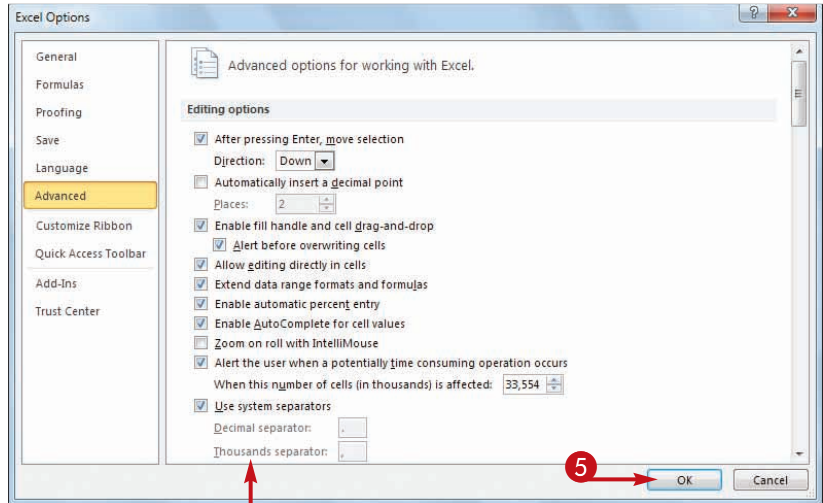
- 3 Click a tab on the left side of the dialog box to choose the configuration category you want to work with.
- The controls that appear on the right side of the dialog box change according to the tab you select.



- 4 Use the controls on the right side of the dialog box to configure the options you want to change.

- 5 Click **OK**.

Excel puts the new options into effect.



TIPS

Are there faster methods I can use to open the Excel Options dialog box?

Yes. Some features of the Excel interface offer shortcut methods that get you to the Excel Options dialog box faster. For example, right-click the Ribbon and then click **Customize Ribbon** to open the Excel Options dialog box with the Customize Ribbon tab displayed. From the keyboard, you can open the Excel Options dialog box by pressing **Alt + F** and then pressing **I**.



How do I know what each option does?

Excel offers pop-up descriptions of some — but, unfortunately, not all — of the options. If you see a small *i* with a circle around it to the right of the option name, it means pop-up help is available for that option. Hover the mouse over the option and Excel displays a pop-up description of the option after a second or two.

