

Microsoft Excel 2010 User Guide

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Opening Microsoft Excel: To get started with Microsoft Excel (often called "Excel"), you will need to locate and open the program on your computer. To open the program, point to Excel's icon on the desktop with your mouse and double-click on it with the left mouse button.

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Microsoft Excel is a program that provides worksheets comprised of rows and columns. Data can be stored in the worksheet, also called a spreadsheet, similarly to a Microsoft Word table, but the power of Excel is its ability to perform simple to complex mathematical calculations, and other functions.

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Excel can help you do simple arithmetic like adding, subtracting, multiplying, or dividing any of your data. To add, use the + sign. To subtract, use the - sign. To multiply, use the * sign. To divide, use the / sign. To use exponents, use the ^ sign. Remember, all formulas in Excel must begin with an equal sign (=).

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Quick reference: Excel 2010 shortcuts CTRL combination shortcut keys KEY DESCRIPTION CTRL+SHIFT+(Unhides any hidden rows within the selection. CTRL+SHIFT+) Unhides any hidden columns within the selection. CTRL+SHIFT+& Applies the outline border to the selected cells. CTRL+SHIFT_ Removes the outline border from the selected cells.

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Microsoft Excel is an electronic spreadsheet program that runs on a personal computer. As with a paper spreadsheet, you can use Excel to organize your data into rows and columns and to perform mathematical calculations. What is Microsoft Office? The term Microsoft Office refers Microsofts entire suite of office productivity applications.

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Excel 2010 "Analysing Data Using Formulae & Pivot Tables Page 18 2. Select all of the data in the column & then in the "Data" tab, select "Text To Columns". 3 If the data has "separators" e.g. ",", select "Delimited", then click "Next".

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Select a Cell: dialog box Click a cell or use the keyboard arrow keys to select it. Select a Cell Range: Click and drag to select a range of cells. Or, press and hold down the Shiftkey while using the arrow keys to move the selection to the last cell of the range. Select an Entire Worksheet: Click the.

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