

MS Office 2010 (MS Word 2010 & MS Excel 2010)

Lesson 01 : Introduction to Microsoft
Excel 2010

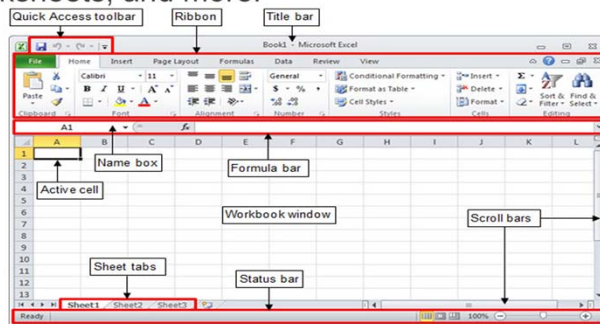
Lesson Objectives

- Introduction to Excel
- Introduction to Ribbon
- Quick Access Toolbar
- Customizing the environment
 - No. of Worksheet in workbook
 - Default Save Location
 - Changing the Auto Recover AutoSave interval
- Use Office Excel 2010 with earlier versions of Excel
- Excel security, sharing & review Features
- Set a password to modify an Excel spreadsheet
- Protect Worksheet and element
- Share Workbook
- Track Changes
- Adding Comments in Excel 2010



Introduction to Excel

- Microsoft Excel 2010 is a spreadsheet program that is used to manage, analyze, and present data
- It includes many powerful tools that can be used to organize and manipulate large amounts of data, perform complex calculations, create professional-looking charts, enhance the appearance of worksheets, and more.



Overview of Workbooks

- An Excel file is called a workbook. Each new workbook contains three blank worksheets
- Worksheets can be inserted or deleted as needed
- By default three worksheets are named Sheet1, Sheet2, and Sheet3 are created in a new workbook.
- The box formed by the intersection of a row and a column is called a cell
- Each cell is identified by its address which consists of its column letter and row number (e.g., cell A1 is the cell in the first column and first row)
- A group of cells is called a range
- The active cell has a thick black border around it and its address appears in the Name box on the left side of the Formula bar; the row and column headings of the active cell appear in a different color to make it easier to identify



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- By default, a new workbook is named *Book1*
- Each worksheet consists of 1,048,576 rows (numbered 1 through 1,048,576) and 16,384 columns (labeled A through XFD).
- Cells are used to store data.
- A range is identified by the addresses of the cells in the upper-left and lower-right corners of the selected block of cells, separated by a colon (e.g., A1:C10). Only one cell can be active at a time.


Backstage View

- The File tab (the first tab on the Ribbon) is used to display the Backstage view which contains all the commands related to managing files and customizing the program
- It provides an easy way to create, save, open, share, print, and close files; find recently used files; view and update file properties; set permissions; set program options; get help; and exit the program
- To display the Backstage view:
 - Click the File tab on the Ribbon
- To exit the Backstage view:
 - Click any tab on the Ribbon. Or, press the Esc key

Demo

- Introduction to Excel Window
- Introduction to Backstage View

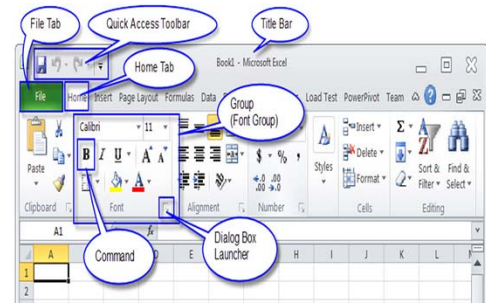




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Introduction to Ribbon

- The Ribbon is the name given to the row of tabs and buttons you see at the top of Excel
- The Ribbon's tabs and buttons bring your favorite commands into the open by showing multiple commands grouped in specific categories
- The Ribbon is made up of five basic components:
 - Quick Access Toolbar,
 - Tabs
 - Groups,
 - Command buttons
 - Dialog launchers.



The **Quick Access Toolbar** is essentially a customizable toolbar to which you can add commands that you use most frequently.

Tabs contain groups of commands that are loosely related to core tasks. Actually, it helps to think of each tab as a category.

Groups contain sets of commands that fall under the umbrella of that tab's core task. Each group contains buttons, which you click to activate the command you want to use.

Dialog launchers are activated by clicking the small arrow located in the lower-right corner of certain groups. Clicking any dialog launcher activates a dialog box containing all the commands available for a given group.

Quick Access Toolbar

- The frequently used commands can be added to Quick Access Toolbar
- We can add even those commands which are not part of the Ribbon
- To add a command to the Quick Access Toolbar, execute the following steps:
 - Click the down arrow
 - Click More Commands
 - Under Choose commands from, select Commands Not in the Ribbon
 - Select Form and click Add
 - Click OK

- By default:
 - The Quick Access Toolbar contains the Save, Undo and Redo button.
 - Excel customizes the Quick Access Toolbar for all documents. Under Customize Quick Access Toolbar, select the current saved workbook to only customize the Quick Access Toolbar for this workbook.
- To remove a command from the Quick Access Toolbar, right click the command and click 'Remove from Quick Access Toolbar'.

Customizing the environment

- Excel provides a provision to customize the default setting to work more efficiently and productively
- Here are few we can customize :
 - No. of worksheets
 - Default save location
 - Auto save and Auto recovery
 - Setting up proofing

Demo

- Introduction to Ribbon Control
- Introduction to Quick Access Toolbar
- Customizing Excel Environment



Use Office Excel 2010 with earlier versions of Excel

- For backward compatibility with earlier versions of Excel, such as Excel 97-2003 or Excel 2007, we can use one of several ways to exchange workbooks between the different versions.
 - Work in Compatibility Mode We can open a workbook that was created in an earlier version of Excel and work in Compatibility Mode so that the workbook remains in a file format that can easily be opened again in the earlier version. Compatibility mode is not available for Excel 2007 workbooks.
 - Download file converters We can use file converters that we can download to open an Excel 2010 workbook in an earlier version of Excel.
 - Check a workbook for compatibility If we want to work in the current file format but have to share a workbook with people who use earlier versions of Excel, we can check that the data is compatible with earlier versions of Excel.
- We can then make the necessary changes to avoid the loss of data or fidelity that might occur when that workbook is opened in an earlier version of Excel.



Add the notes here.

Excel security, sharing & review Features

- Set a password to modify an Excel spreadsheet
 - In addition to setting a password to open an Excel spreadsheet, you can set a password to allow others to modify the spreadsheet
- Protect Worksheet and element
 - Excel also allows to secure worksheet & the worksheet elements
- Share Workbook
 - This feature allows users to work in one workbook at a time
- Track Changes
 - Using this feature you can manage the changes done in the excel workbook
- Adding Comments in Excel 2010
 - Using this feature you can add comments in your spreadsheet

Add the notes here.

Track Changes

- You can highlight changes on screen other users has made.
 - On the Review tab, in changes group, click track changes, Highlight Changes.
 - The Highlight changes dialog box appears
 - Click Ok
 - Excel highlights the changes on the screen
- Accept/Reject Changes
 - You can now accept or reject this change.
 - On the Review tab, in the changes group, click track changes, Accept or reject Changes.
 - Click Ok.
 - Click Accept to accept the changes and Reject to reject the changes.


Note: To simulate two users, open second instance of Excel and open same shared workbook.
Not all features are available in shared workbook


Demo

- Set a password to modify an Excel spreadsheet
- Protect Worksheet and element
- Share Workbook
- Track Changes
- Adding Comments in Excel 2010



■ Lab 1



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Summary

- In this lesson, you have learnt:

- Introducing Ribbons
- Quick access tool bars
- Customizing the environment
- Default Save location
- No of worksheets in workbook
- Autosave option
- Auto recovery
- Set a password to modify an Excel spreadsheet
- Protect Worksheet and element
- How to share workbook
- Adding comments in Excel



Add the notes here.

Review Questions

- Question 1 : In order to access the information on a ribbon, the user must select the _____.
 - Shortcut menu
 - Start menu
 - Ribbon Tab
 - Quick Access Toolbar

- Question 2 : Information on each ribbon is an organized in a collection called a _____.
 - Family
 - Group
 - Segment
 - Cluster



Add the notes here.