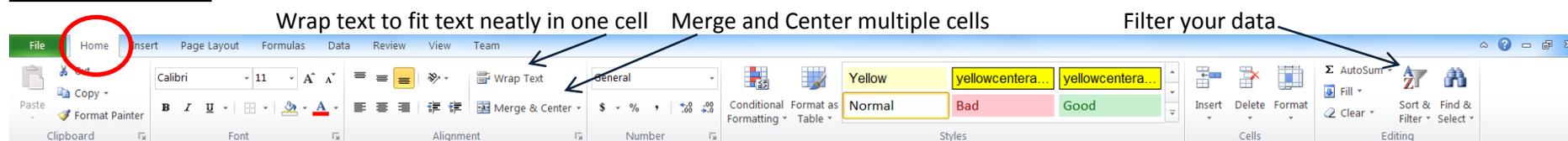


# Introduction to Microsoft Excel 2010, part 2

Note: This handout corresponds to a pre-made Excel workbook used during the class.

## Home Ribbon



### Extra paste options

When copying and pasting, you can choose different paste options, such as keeping column widths, or transposing columns and rows. Copy something and then click on the word Paste under the clipboard icon to see these options.

Hover over them to see the different ways they'll paste your cells.

### Merge and wrap text

Sometimes your text is much longer than the cell. To get your text to fit nicely:

- Select the cell where your text starts, then click on Wrap Text (sticks all of your text back in one cell)
- Select the cells you'd like to merge together and click Merge & Center (fills the merged cells with your text)
- Drag the cell border down as needed to see all of the text on the screen (makes the cell big enough to fit all of the text on the screen)

### Working with lots of data

Navigate and select lots of data at once using keyboard shortcuts:

- Jump to the end of a column or row: ctrl+arrow key
- Highlight a column or row of data: ctrl+shift+arrow key

### Hiding and unhiding data

A screenshot of an Excel spreadsheet showing columns A, B, E, and F. Columns C and D are hidden. Columns B and E are highlighted with a red oval. The rows are numbered 1, 2, and 3.

	A	B	E	F
1				
2				
3				

In this example, columns C and D are hidden. To unhide them, you would click and drag your mouse over the column headings B and E to highlight them. Then, right click on the highlighted cells and choose "unhide" from the menu that appears. To hide a row or column, select it, right click on the highlighted cells, and choose "hide".

## Copying Formulas

	Monday	Tuesday	Wednesday	Thursday	Friday
Revenue	1,000.00	1,100.00	1,210.00	1,331.00	1,464.10
Expense 1	291.00	228.00	140.00	268.00	217.00
Expense 2	200.00	124.00	270.00	140.00	164.00
Expense 3	235.00	225.00	103.00	233.00	257.00
Total Expenses	726.00				
Net Income					

There are different ways to copy and paste a formula into other cells:

- You can copy the cell and paste it into another cell (the formula will transfer over)
- If you hover your mouse over the lower right corner of a cell with a formula, you'll see crosshairs; click and drag the crosshairs over other cells

	A	B	C	D
1	Name	Donation	% of Total	
2	Joe	3700	0.623261815	
3	Bob	1455.75	#DIV/0!	
4	Martha	780.76	#DIV/0!	
5	Total:	5936.51		

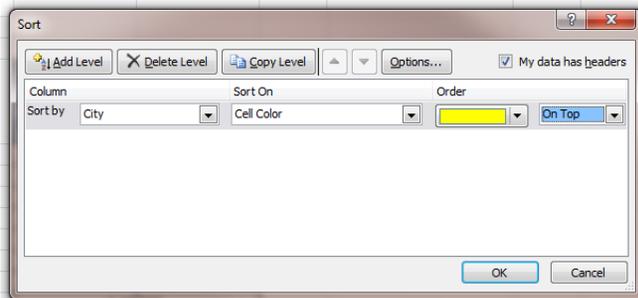
Sometimes copying and pasting a formula won't work the way you want it to. In this example, cell C2 has a formula to divide B2 by B5 to find Joe's percentage of the total. When that formula is pasted down column C, though, it changes to B3/B6, then B4/B7. Since there are no values in B6 or B7, Excel treats those cells as the number zero. And since you can't divide by zero, we get the error message DIV/0!

To make your formula work, put dollar signs in front of the B and the 5 in your formula. When you copy and paste the formula, you'll now get B3/B5 and B4/B5. The dollar sign locks that part of your formula so it doesn't change even when you copy and paste it elsewhere.

	A	B	C	D
1	Name	Donation	% of Total	
2	Joe	3700	0.623261815	
3	Bob	1455.75	0.245219835	
4	Martha	780.76	0.13151835	
5	Total:	5936.51		

## Sorting Data

City	Times
Oakland	08:09:36
Oakland	05:45:36
San Francisco	05:16:48
Oakland	09:07:12
San Francisco	06:00:00
Tacoma	06:00:00
Oakland	07:26:24
San Francisco	06:57:36
Tacoma	04:33:36
Oakland	04:48:00
San Francisco	06:14:24



If you don't wish to sort your whole spreadsheet at once, you can click on a single cell in your data, and then go up to Sort & Filter on the home ribbon. Excel will only sort that set of data instead of the whole spreadsheet.

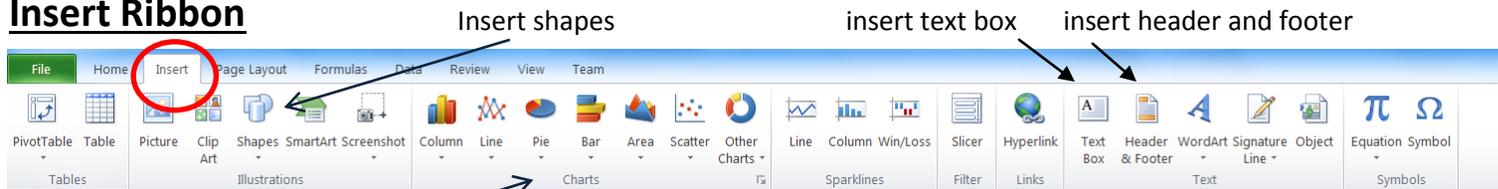
You can also create your own sort parameters. If you wish to sort by cell color, for example, you could click on Sort & Filter and then Custom Sort. Your custom sort might look something like this.

## Filtering Data

To filter your data, highlight the columns and rows that you wish to filter. Click on Sort & Filter in the upper right corner of the Home ribbon and choose filter. Drop-down arrows now appear next to your column headings. If you click on them, you get many ways to filter your data. This will hide any cells that don't match your filter criteria.

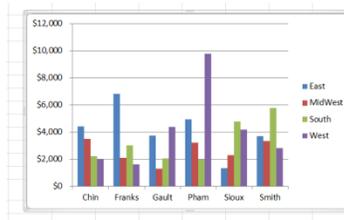
	A	B	C	D	E	F	G	H	I
1	Date	Product	Region	SalesRe	Custom	Units	Sales	COGS	
2	1/26/11	Bellen	West	Pham	FRED	61	\$5,000.00	\$610.00	
3	1/10/11	Quad	West	Smith	KBTB	65	\$1,755.00	\$942.50	
4	1/6/11	Quad	West	Sioux	PCC	64	\$1,728.00	\$928.00	
5	1/24/11	Quad	West	Gault	HII	63	\$1,701.00	\$913.50	

## Insert Ribbon

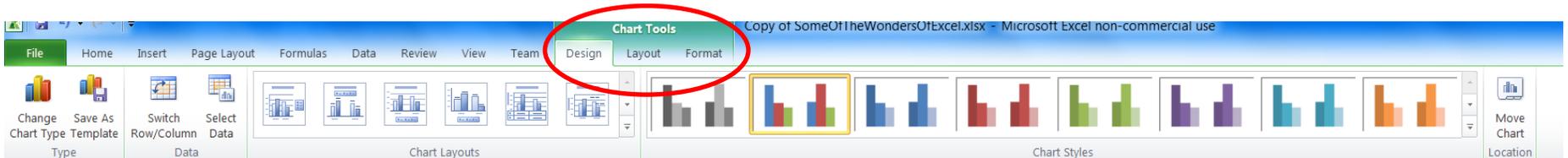


There are different kinds of charts. Highlight the data you wish to turn into a chart, then click on a chart format. Excel will generate a chart.

	East	MidWest	South	West
Chin	\$4,397	\$3,494	\$2,227	\$2,004
Franks	\$6,818	\$2,095	\$3,029	\$1,608
Gault	\$3,721	\$1,285	\$2,040	\$4,374
Pham	\$4,943	\$3,198	\$1,953	\$9,788
Sioux	\$1,329	\$2,303	\$4,787	\$4,166
Smith	\$3,693	\$3,313	\$5,766	\$2,826

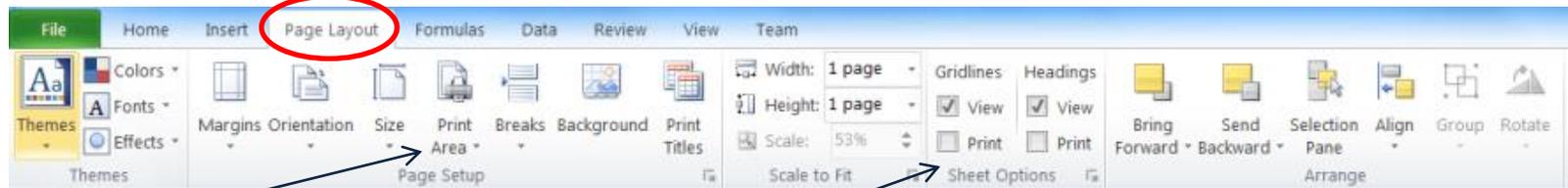


If you click on your chart, the hidden Chart Tools menu appears. There are many chart customization options here under Design, Layout, and



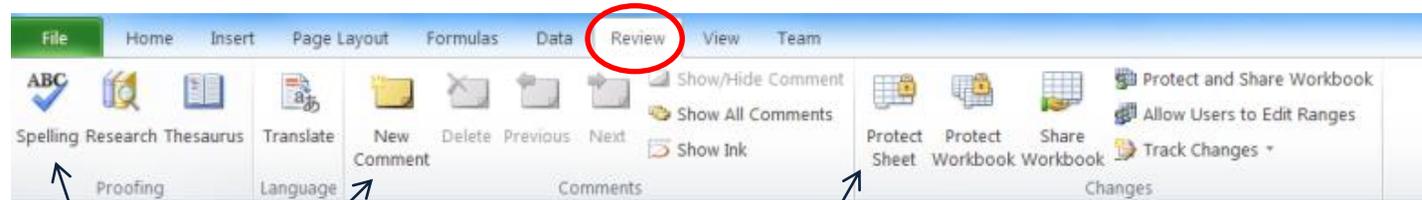
Format. You can edit your chart title, switch rows and columns, change the data represented by the chart, and more.

## Page Layout Ribbon



Select your Print Area as needed    Check the boxes next to Print if you want your gridlines or column headings (A, B, C, 1, 2, 3, etc) to print

## Review Ribbon



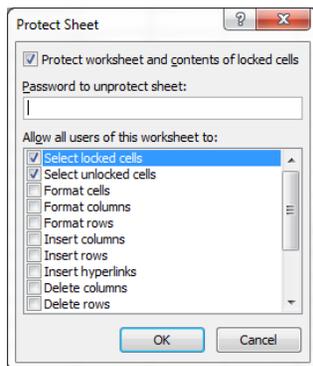
Use spellcheck    Leave comments    Password-protect one sheet or the entire workbook

### Leave comments

	East	
Chin	\$4,397	<b>Training Room:</b> Double-check with Chin
Franks	\$6,818	
Gault	\$3,721	
Pham	\$4,943	
Sign	\$1,328	

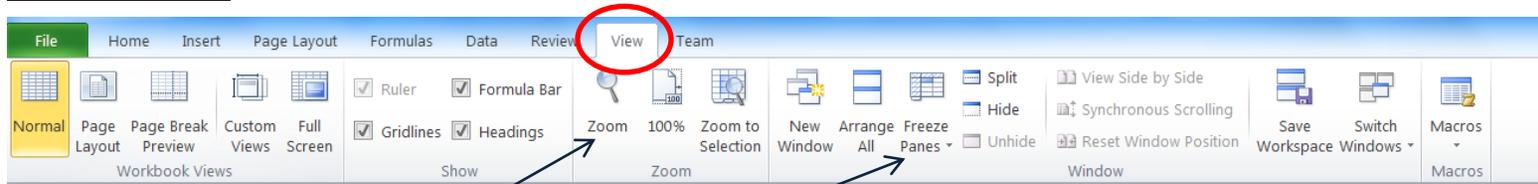
Click on the cell that you'd like to comment on. Click on New Comment in the Review Ribbon and type in your comment. Your comment will appear whenever the mouse hovers over that cell. Cells with comments will have a red triangle in the upper right corner. Edit or delete comments by clicking on the cell and choosing your action from the ribbon.

### Password protect



You can keep others from editing individual spreadsheets or the entire workbook. Click on Protect Sheet or Protect Workbook in the Review Ribbon. Set the password needed to unprotect the sheet. Users will need to know the password in order to do any of the actions that are left unchecked in this menu.

## View Ribbon



Change your view      Zoom in and out      Freeze Panes (you can make your row or column headers always visible as you work)

## Freeze panes

1	Date	Product	Region	SalesRep	Customer	Units	Sales	COGS
104	1/18/11	Sunshine	West	Sioux	AST	8	\$152.00	\$64.00
105	1/22/11	Bellen	West	Smith	WT	6	\$132.00	\$60.00
106	1/3/11	Sunshine	South	Sioux	PCC	6	\$114.00	\$48.00
107								

You can have your headers stay at the top of the page while you scroll around the rest of your spreadsheet. Click on Freeze Panes and then choose Freeze Top Row or Freeze First Column. You can always Unfreeze later.

## Referencing cells on other spreadsheets

- 1) Select the cell you'd like to fill in with data from another sheet. Hit the = key.
- 2) Open your other spreadsheet and click on the cell you wish to reference. Hit the enter key.
- 3) The cell on your first spreadsheet will now reference the cell from the second sheet.

1)

2)

3)

The formula behind the scenes:  
=spreadsheetname!cell

In this case, the formula looks like: =CopyPasteSpecial!B4

Anytime you update or change the referenced cell, your first cell will also update automatically.

Last updated 2/16/15