

## Terminology

### Sheet

Simulates a single paper spreadsheet  
Also called Worksheet or Spreadsheet

### Workbook

A collection of sheets

### Cells

Where the rows and columns intersect

### Active Cell

Currently selected cell

### Name Box

References the active cell(s)

### Formula Bar

Displays the data/formula of the active cell  
Used to enter or edit data, formulas or functions

### Row Number

Horizontal cell identifier

### Column Letter

Vertical cell identifier

### Sheet Tabs

Allows you to switch between sheets in a workbook  
Excel default creates three (3) sheets


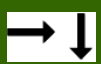
## Mouse Actions

### Cursor

A symbol used to point to an element on the screen

 = Selection     = Edit

 = Move     = Autofill

 = Resize     = Select rows or columns

## Help Resources

### Microsoft Office

<http://office.microsoft.com/en-us/>

Under the “Support” tab there are several helpful selections:

- “Work” for help and how-to’s
- “Office Training” for courses
- “Office Videos” for video tours

### Deerfield Public Library

#### Patron Computers

- MS Excel 2010
- 90 minute sessions with two 15 minute extensions
- Print Stations
  - Black & White = \$.10/page
  - Color = \$.25/page
  - Remote Printing

#### One-on-One Sessions

DPL provides 1 hour sessions with a reference librarian. For an appointment, call **847.580.8933** or email [reference@deerfieldlibrary.org](mailto:reference@deerfieldlibrary.org)

#### Books

005.369 for Excel and other software programs

### Mouse Tutorials

- [tech.tln.lib.mi.us/tutor/welcome.htm](http://tech.tln.lib.mi.us/tutor/welcome.htm)
- <http://winbeginners.com/mousing/mousepractice.html>



# MS Excel 2010

## *A Basic Introduction to the Spreadsheet Software*



**Deerfield  
Public  
Library**

920 Waukegan Road  
Deerfield, IL 60015  
847.945.3311

[www.deerfieldlibrary.org](http://www.deerfieldlibrary.org)

Reference: 847.580.8933

[reference@deerfieldlibrary.org](mailto:reference@deerfieldlibrary.org)

## File Ribbon

**New**—Select the template or use a blank workbook

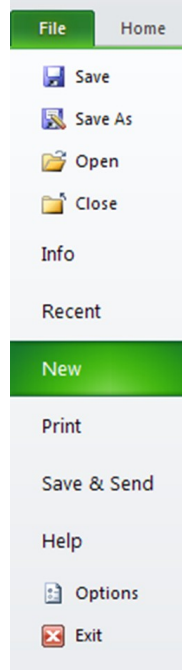
**Save**—Copy the workbook to a storage device or area

**Save As**—Make a copy of a workbook

**Open**—View the workbook

**Close**—Shut down the workbook

**Exit**—Quit or shuts down Excel

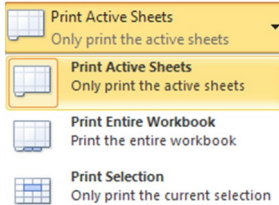


## Print Settings

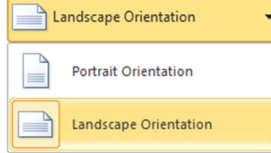
**Print**—Print the workbook or sheet

**Print Preview**—Provides a picture of how the sheet will look when printed

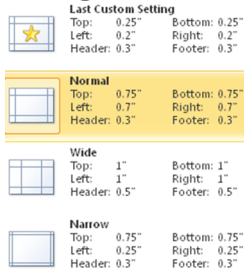
### Selection



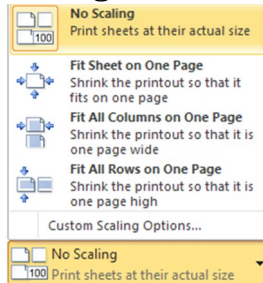
### Orientation



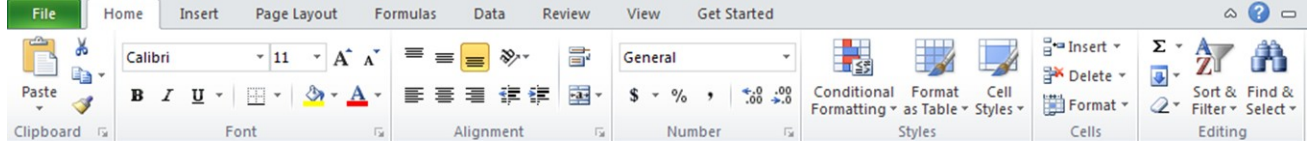
### Margins



### Sizing



## Formatting



**Clipboard**—Staging area for manipulated items  
Cut, Copy and Paste

**Font**—Change the look of the text

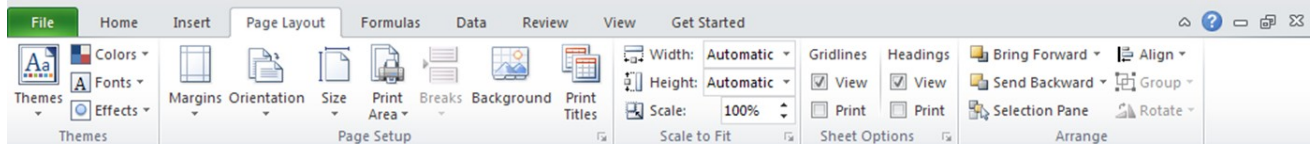
**Alignment**  
Merge & Center cells

**Number**—Formats the numbers in the cell(s) selected

**Cells**  
Find, Replace, Select

**Editing**—Insert a formula and sort content

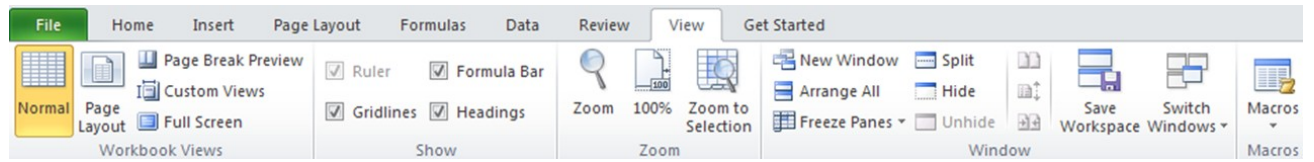
## Page Layout Ribbon



**Page Setup**— Modify margins and orientation  
Set Print Area

**Sheet**

## View Ribbon



**Workbook Views**—Staging area for manipulated items

**Zoom** —Formats the entire document

**Show** —Staging area for manipulated items

## Advanced Features

### Insert Ribbon

This Ribbon allows you to insert Tables, Illustration, Charts, Links, Text, headers & footers, Symbols and much more to create a more dynamic sheet.

### Formulas Ribbon

This Ribbon allows you to create mathematical operation to calculate a value.