

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 = ϕ .10/page
Color = ϕ .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

Books

005.369 for Excel and other software programs

Mouse Tutorials

- 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
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847.945.3311

www.deerfieldlibrary.org

Reference: 847.580.8933

reference@deerfieldlibrary.org

File Ribbon

New—Select the template or use a blank workbook

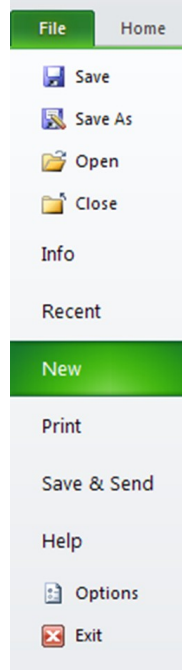
Save—Copy the workbook to a storage device or area

Save As—Make a copy of a workbook

Open—View the workbook

Close—Shut down the workbook

Exit—Quit or shuts down Excel

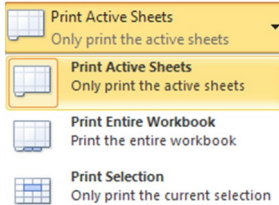


Print Settings

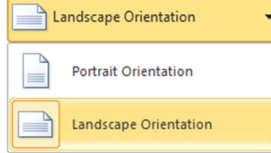
Print—Print the workbook or sheet

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

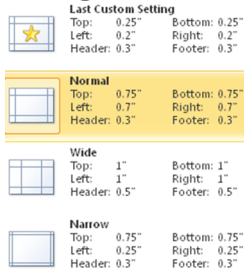
Selection



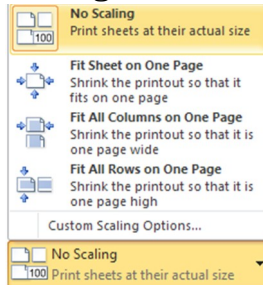
Orientation



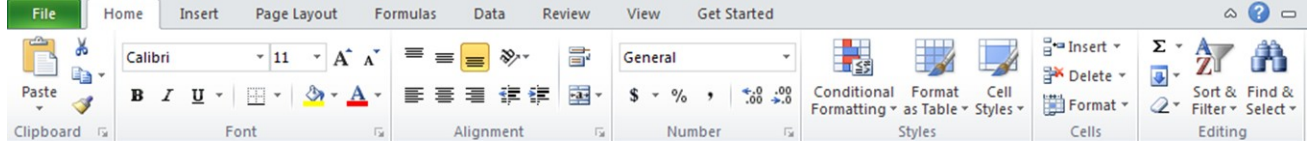
Margins



Sizing



Formatting



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

Font—Change the look of the text

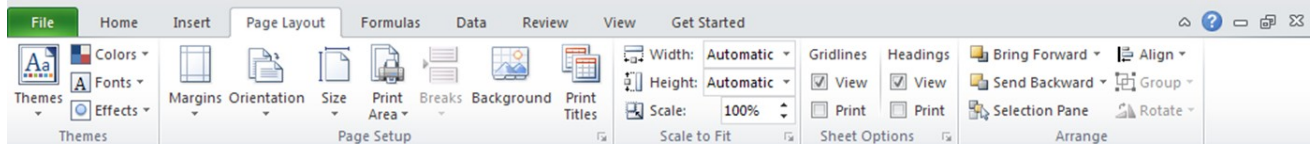
Alignment
Merge & Center cells

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

Cells
Find, Replace, Select

Editing—Insert a formula and sort content

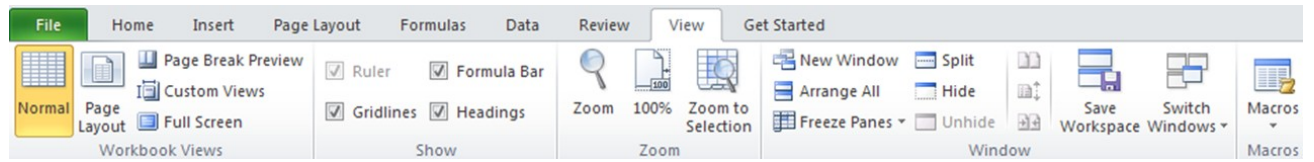
Page Layout Ribbon



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.