

Excel 2010 Manual

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About the Tutorial

Section: Excel Basics Tutorial: Excel Made Easy Excel Made Easy - A Beginner's Guide. Greetings! In this tutorial, you'll learn about workbooks and the different parts of an Excel worksheet (spreadsheet), such as rows, columns, and cells. We'll discuss how to insert rows and columns, and how to move around in a worksheet.

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Microsoft excel version was 2010 for Microsoft Windows and 2011 for Mac OS X. Microsoft Excel is a spreadsheet tool capable of performing calculations, analyzing data and integrating information from different programs. By default, documents saved in Excel 2010 are saved with the.xlsx extension whereas

MS Excel 2010 - Newcastle University

The Excel 2010 ribbon. The very first time you launch Excel 2010, its Ribbon contains the following seven tabs, proceeding from left to right: Home: Use this tab when creating, formatting, and editing a spreadsheet. This tab is arranged into the Clipboard, Font, Alignment, Number, Styles, Cells, and Editing groups.

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Microsoft Excel 2010 Basics - pagosalibrary.org

Excel is a spreadsheet program that allows you to store, organize, and analyze information. In this lesson, you will learn your way around the Excel 2010 environment, including the new Backstage view, which replaces the Microsoft Office button menu from Excel 2007.

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Microsoft Excel 2010 Basics ABOUT THIS CLASS This class is designed to give a basic introduction into Microsoft Excel 2010. Throughout the class, we will progress from learning how to open Microsoft Excel to actually creating a spreadsheet. It is impossible in this amount of time to

Microsoft Excel 2010 Product Guide

Introduction: Microsoft Excel 2010 Basic Instructions for Beginners The goal of these instructions is to familiarize the user with the basics of Excel 2010. We use a gradebook as an example to help the user visualize how different functions can be used. This tutorial will cover data entry, formatting, formulas and functions, and graphs.