Overview 1

LESSON SKILL MATRIX

Skill	Exam Objective	Objective Number
Starting Excel		
Working in the Excel Window	Manipulate the Quick Access Toolbar. Use Hotkeys.	**1.3.1** **1.1.1**
Changing Excel's View	Use Page Layout workbook view. Use Normal workbook view. Split window views. Open a new window with contents from the current worksheet. Arrange window views.	**4.3.2** **4.3.1** **4.2.1** **4.2.3** **4.2.2**
Working with an Existing Workbook	Use the Name box.	**1.1.2**
Working with Excel's Help System		

KEY TERMS

- **active cell**
- **Backstage**
- **cell**
- **column**
- **command tab**
- **command group**
- **Dialog Box Launcher**
- **File tab**
- **Help system**
- **hotkey**
- **Keytip**
- **Name box**
- **Quick Access Toolbar**
- **Ribbon**
- **row**
- **ScreenTip**
- **workbook**
- **worksheet**

Contoso, Ltd., provides specialty health care for the entire family—prenatal through geriatric care. The practice, owned by Dr. Stephanie Bourne, has an expanding patient list. It currently employs a staff of 36, which includes three additional family practice physicians. Each physician has unique patient contact hours; the office is open from 7 a.m. to 7 p.m. on Mondays and from 8 a.m. to 4 p.m. other weekdays. The office manager must track revenue and expenses for the practice and maintain a large volume of employee data. Microsoft Excel is an ideal tool for organizing and analyzing such data. In this lesson, you will learn how to enter text and numbers into an Excel worksheet to keep up-to-date employee records.

SOFTWARE ORIENTATION

Microsoft Excel's Opening Screen

NEW to Office 2010

Microsoft Office Excel 2010 provides powerful new and improved tools that enable users to organize, analyze, manage, and share information easily. When you open Excel, you immediately see some of its most important new features. A broad band, called the **Ribbon**, runs across the top of the window. The Ribbon is organized into task-oriented **command tabs**. Each

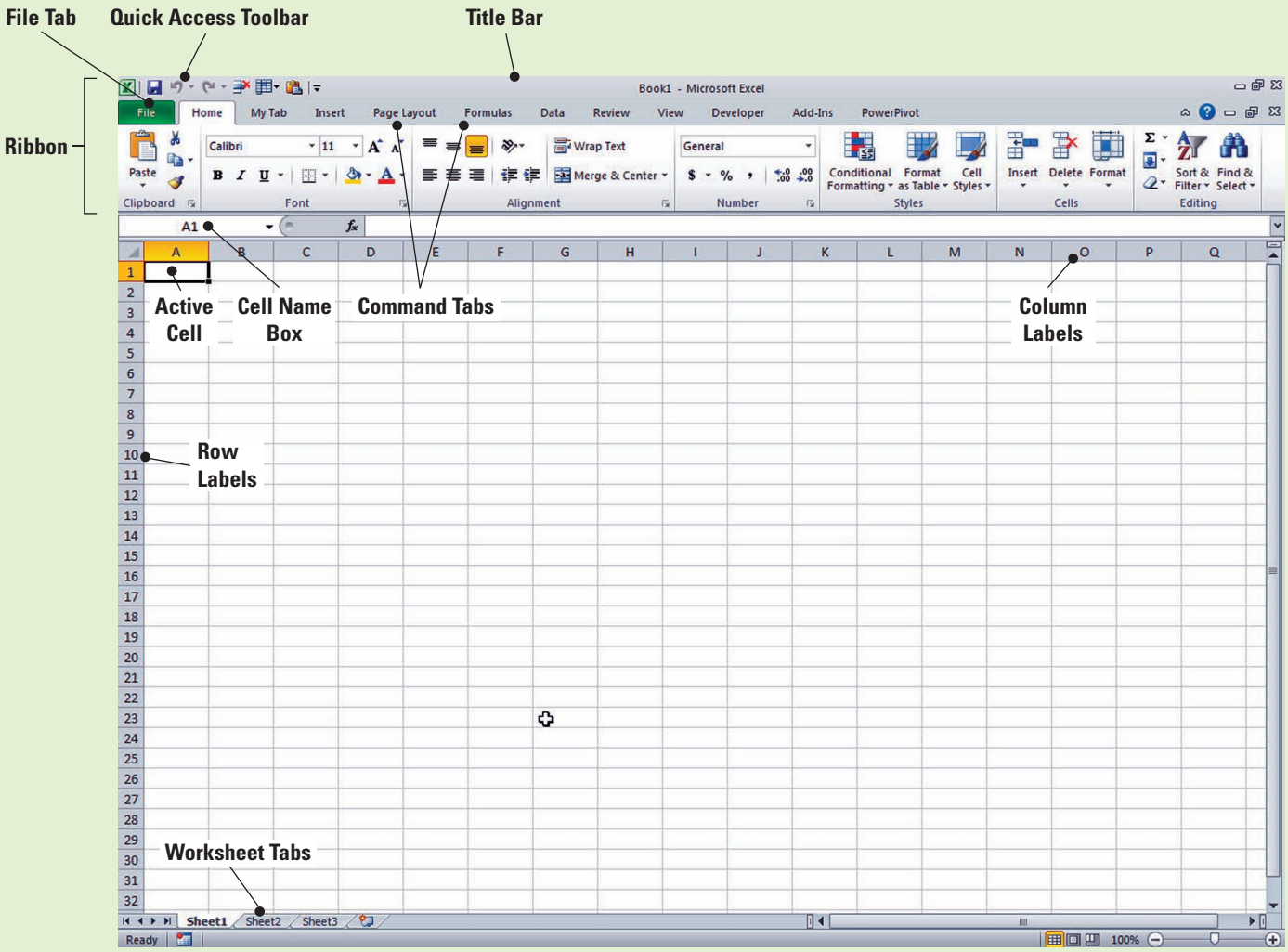


Figure 1-1
Excel's opening screen

tab is divided into task-specific **command groups** appropriate to the type of work the user is currently performing. The tabs and groups replace the menus and multiple toolbars that were present in Excel 2007. When you first launch Excel, you will see a screen similar to the one shown in Figure 1-1. (The Developer and Add-Ins tabs may not appear on your screen if the default settings have been changed or other preferences have been set.) Use Figure 1-1 as a reference throughout this lesson and the rest of this book.

STARTING EXCEL

The Bottom Line

To work efficiently in Microsoft Excel, you need to become familiar with its primary user interface. You can open Microsoft Office Excel 2010 by clicking the Start menu, All Programs, Microsoft Office, and then Office Excel 2010.

Excel opens with a blank **workbook**, or spreadsheet file, as shown in Figure 1-1. The filename (Book1) and the program name (Microsoft Excel) appear in the title bar at the top of the screen; the Book1 title remains until you save the workbook with a name of your choice. The new workbook contains three **worksheets**—similar to pages in a document or a book—where you can enter information. The sheet tabs are located just above the Status bar and are identified as Sheet1, Sheet2, and Sheet3. You can rename worksheets to identify their content and add additional worksheets as needed.

Starting Excel

In this exercise, you learn to use the Start menu to open Excel and view the new workbook's first blank worksheet.

STEP BY STEP **Start Excel**

GET READY. To complete this exercise, make sure your computer is running and Microsoft Excel is installed. Then, follow these steps:

1. Click the **Start** menu, and then click **All Programs**.
2. On the list of programs, click **Microsoft Office 2010**.
3. Click **Microsoft Office Excel 2010**. A blank workbook will open, and the worksheet named Sheet1 will be displayed.

PAUSE. LEAVE the worksheet open to use in the next exercise.

WILEY PLUS EXTRA

WileyPLUS Extra! features an online tutorial of this task.

A worksheet is a grid composed of rows, columns, and cells. Worksheet **columns** go from top to bottom and are identified by letters; **rows** go from left to right and are identified by numbers. Each box on the grid is a **cell** and is identified by the intersection of a column and a row. Thus, the first cell in an open worksheet is A1. You enter information by keying it into the **active cell**, which is outlined by a bold black line; this is also called a highlighted cell.

WORKING IN THE EXCEL WINDOW

The Bottom Line

When you launched Excel in the previous exercise, the program opened a new workbook and displayed a blank worksheet. You just learned about some of the most important components of the Excel worksheet. In this lesson, you explore the Excel window and learn to identify and customize the Quick Access Toolbar, the Ribbon, and other important onscreen tools and components. You also learn to open and use Backstage view, Microsoft's replacement for the Office button and File tab commands found in previous versions of Office.

Using Onscreen Tools

The **Quick Access Toolbar** gives you fast and easy access to the tools you use most often in any given Excel session. It appears on the left side of the title bar, above the Ribbon (although you can move the toolbar below the Ribbon if you want it closer to your work area). You can add and remove commands to and from the toolbar so that it contains only those commands you use most frequently. In this lesson, you learn to move and customize the Quick Access Toolbar by adding and removing commands. You also learn how to use **ScreenTips**—small, onscreen windows that display descriptive text when you rest the pointer on a command or control.

STEP BY STEP Use Onscreen Tools

GET READY. Use the workbook you opened in the previous exercise to perform these steps:

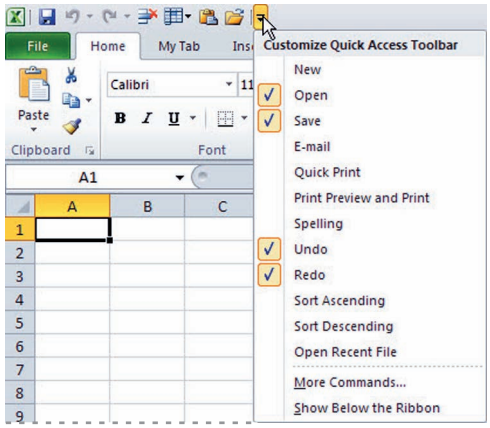
1. Place the cursor at the bottom of each command on the Quick Access Toolbar and read the description that appears as a ScreenTip.

Take Note

Use ScreenTips to remind you of a command's function. Enhanced ScreenTips display in a larger window that contains more descriptive text than a ScreenTip. Most Enhanced ScreenTips contain a link to a Help topic.

2. Click the drop-down arrow at the right side of the Quick Access Toolbar. From the drop-down list, select **Open**. The Open icon is added to the Quick Access Toolbar. Click the down arrow again and select **Quick Print** from the drop-down list (see Figure 1-2).

Figure 1-2
Customizing the Quick Access Toolbar



Another Way
To add a command to the Quick Access Toolbar, you can also right-click any icon on the Ribbon and then click Add to Quick Access Toolbar.

3. Next, right-click the toolbar, then select **Show Quick Access Toolbar Below the Ribbon**.
4. Right-click the **Home** tab and click **Minimize the Ribbon**; now, only the tabs remain on display, increasing your workspace.
5. Click the drop-down arrow on the right side of the Quick Access Toolbar to produce a menu of options, then select **Minimize the Ribbon** to turn off the option and make the Ribbon commands visible.
6. Right-click the **Quick Access Toolbar** again and choose **Show Quick Access Toolbar Above the Ribbon** from the pop-up menu.
7. Right-click the **Open** command, and select **Remove from Quick Access Toolbar**.

Take Note

If you want to add commands to the Quick Access Toolbar that do not appear in the drop-down list, click More Commands on the drop-down list. The Excel Options dialog box will open. You can also right-click the Quick Access Toolbar or any Ribbon tab and select Customize Quick Access Toolbar to open the Excel Options window.

PAUSE. LEAVE the workbook open to use in the next exercise.

CERTIFICATION READY 1.3.1

How do you manipulate the Quick Access Toolbar?

By default, the Quick Access Toolbar contains the Save, Undo, and Redo commands. As you work in Excel, customize the Quick Access Toolbar so that it contains the commands you use most often. Do not, however, remove the Undo and Redo commands. These commands are not available on the command tabs.

Navigating the Ribbon

The Ribbon organizes tools from the Menu Toolbar into an easier, more useful user interface. Having commands visible on the work surface enables you to work more quickly and efficiently. As you've seen in earlier exercises, the Ribbon in Microsoft Office Excel 2010 is made up of a series of tabs, each related to specific kinds of tasks that users perform in Excel. By pressing and releasing the Alt key, you can reveal **Keytips**, or small "badges" displaying keyboard shortcuts for specific tabs and commands on the Ribbon and Quick Access Toolbar. In this exercise, you learn how to navigate between Excel tabs and use their commands and Keytips.

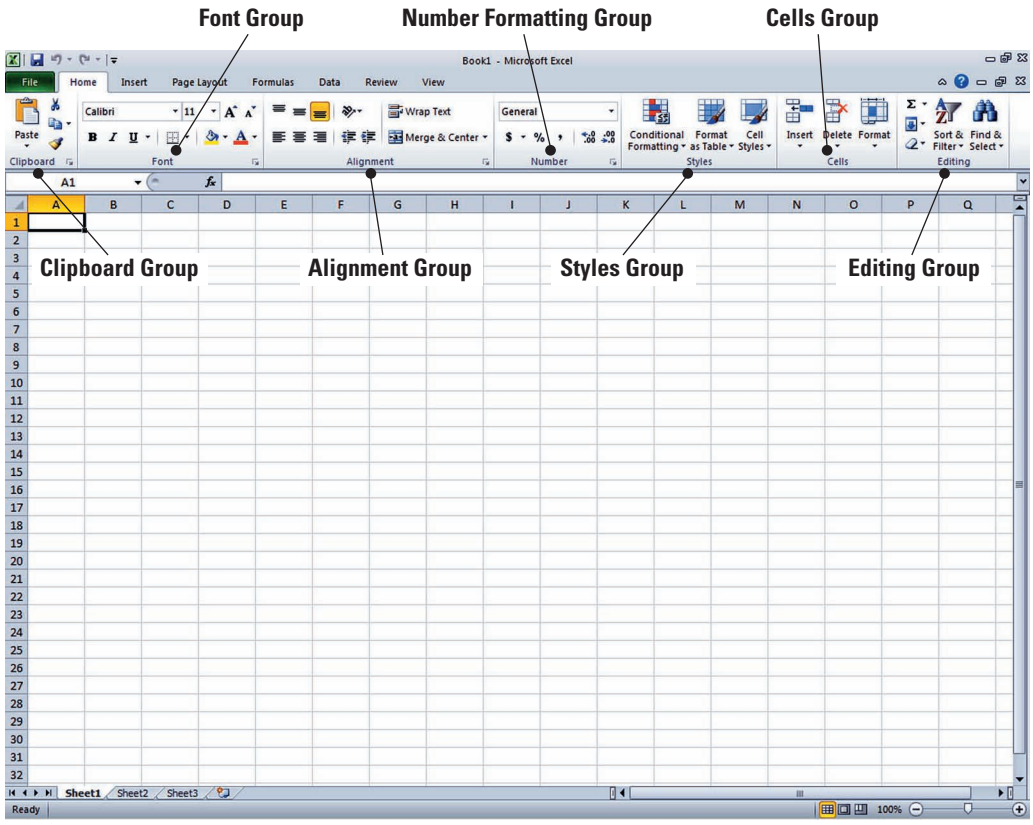
Take Note

Keytips are sometimes also referred to as **hotkeys** in Excel. Note, however, that when you use Microsoft Office 2010 Help, no reference is listed for hotkeys; only Keytips is referenced.

Within each tab on the Ribbon, commands are organized into related tasks called command groups, as shown in Figure 1-3. For example, consider the Home tab, which groups all the options that were part of the Standard and Formatting toolbars in previous Office versions. When the Home tab is displayed, you see the Clipboard group, which contains the command buttons to cut, copy, and paste data. These commands allow you to revise, move, and repeat data within a worksheet. Similarly, you can use commands in the Editing group to fill adjacent cells, sort and filter data, find specific data within a worksheet, and perform other tasks related to editing worksheet data.

Figure 1-3

Home tab command groups



STEP BY STEP Navigate the Ribbon

USE the previous worksheet for this exercise, making sure you complete the following steps:

1. With the Home tab active, click cell A1; your Ribbon should look similar to the one shown in Figure 1-4.

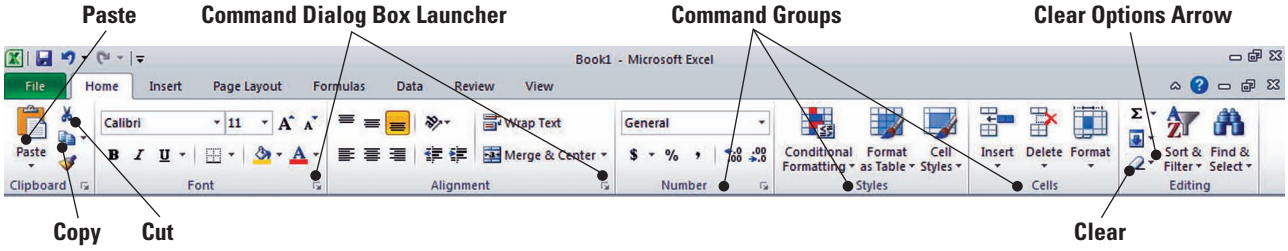


Figure 1-4
Ribbon with Home tab active

2. Click the **Insert** tab; your screen should now look similar to the one shown in Figure 1-5. Commands on the Insert tab enable you to add charts and illustrations and to perform other functions that enhance your Excel spreadsheets.

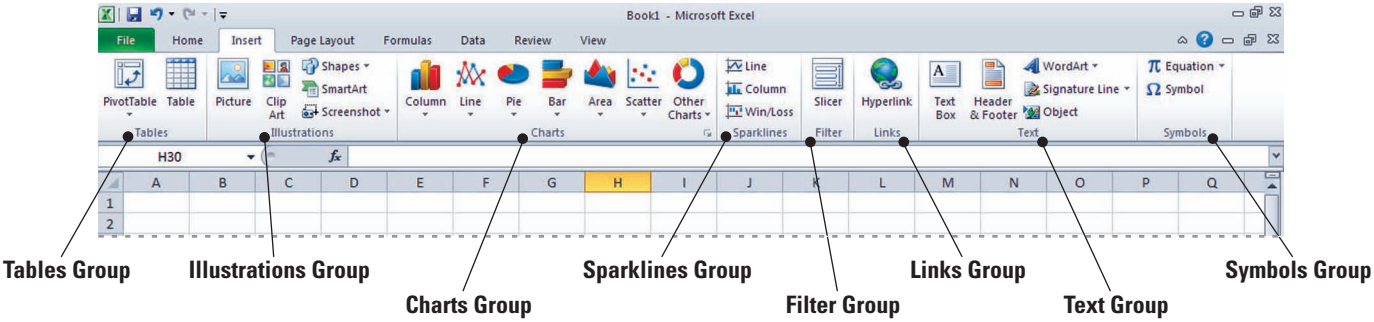


Figure 1-5
Ribbon with the Insert tab active

3. Click the **Home** tab.
4. Press and release the **Alt** key to produce onscreen Keytips that show keyboard shortcuts for certain commands (see Figure 1-6).

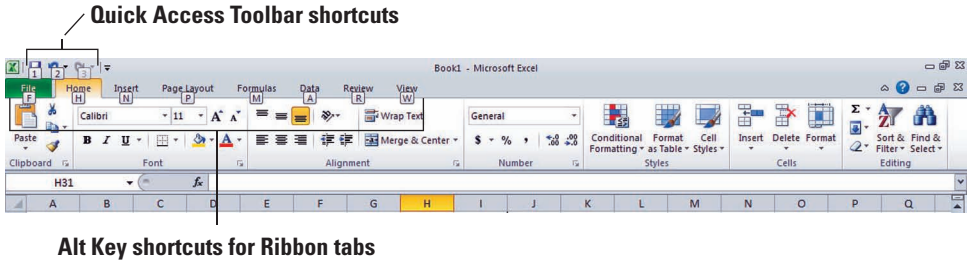


Figure 1-6
Keytips on the Ribbon

5. Press the **Esc** key or press the **Alt** key again to turn off the Keytips.

Take Note

CERTIFICATION READY 1.1.1

How do you use hotkeys in Excel?

Keyboard shortcuts enable you to issue commands in Excel without using the mouse (so you don't have to take your hands from the keyboard). You use keyboard shortcuts by pressing the key shown in the Keytip while also pressing and holding the Alt key. When you press and release the Alt key by itself, Excel displays the shortcuts for the Quick Access Toolbar.

PAUSE. CLOSE the workbook.

Another Way
You can also press Alt+F4 to close your workbook and exit Excel.

Introducing Backstage

The most noticeable new feature in Microsoft Office 2010 is Backstage. The Backstage view enables you to easily navigate and customize the different features you most frequently use in Excel. Backstage will be covered in more depth in Lesson 2—but first, you need to know how to access it.

STEP BY STEP Access Backstage

OPEN a new workbook for this exercise. Then, follow these steps:

1. Click the **File** tab. This opens Backstage view (see Figure 1-7).

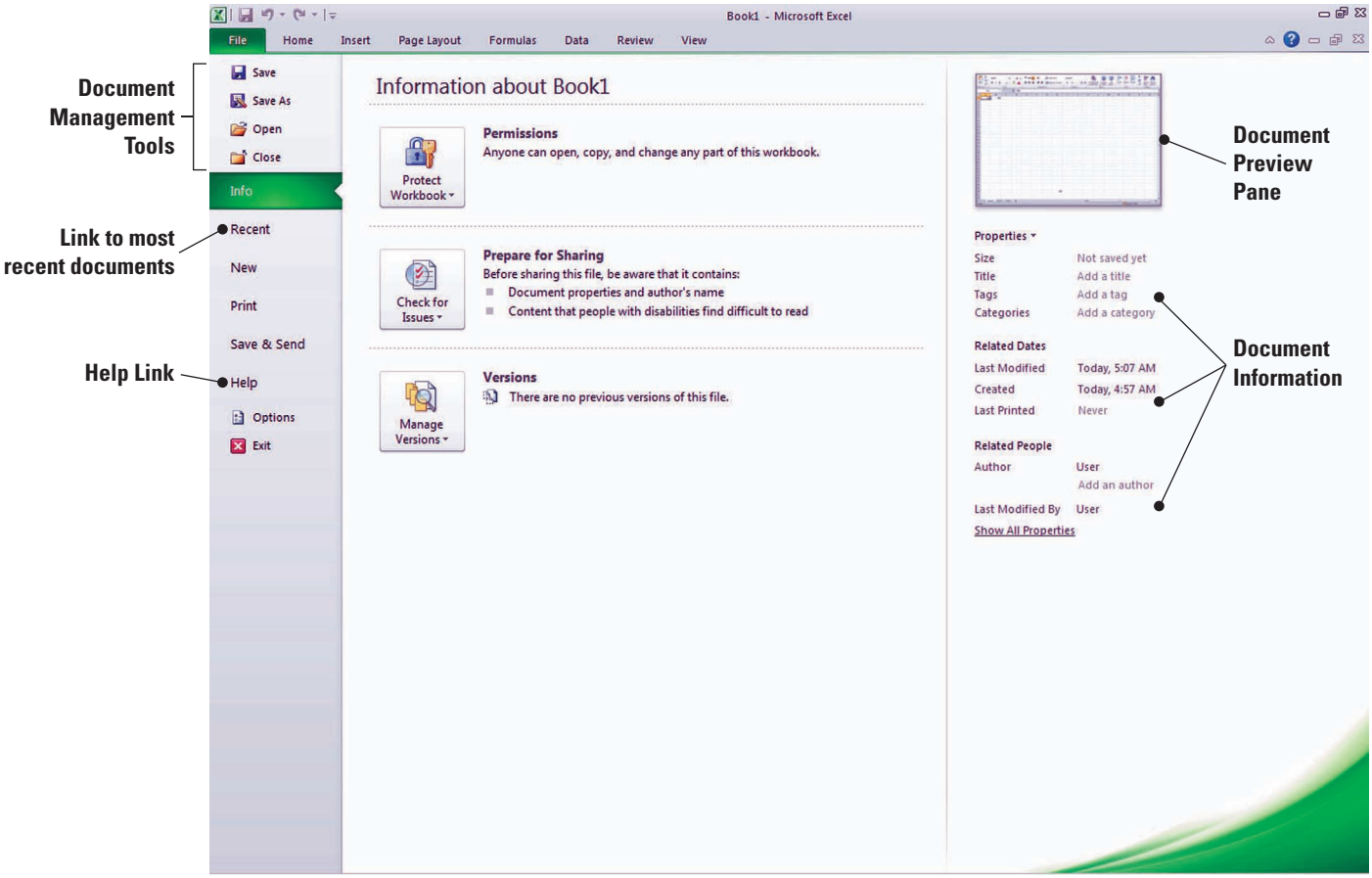


Figure 1-7
Backstage view

2. Notice that the Excel Backstage view is green. The Office suite has customized colors to designate which application you are using.

Ref
The use and tools of Backstage are covered in depth in Lesson 2.

PAUSE. CLOSE the workbook and exit Excel.

Another Way
Pressing Alt+F also allows you to activate Backstage view.

NEW to Office 2010

Using the Microsoft Office File Tab and Backstage View

In Microsoft Office 2010, the Office button is replaced by the **File tab**. Clicking the File tab takes you to the Microsoft Office Backstage view, with its navigation bar of commands extending down the left side of the Excel window. **Backstage** view helps you access and use file management features, just as the Ribbon offers commands that control Excel's authoring features. In this exercise, you learn to use the File tab to open Backstage view. You also use Backstage commands to create a new, blank workbook.

STEP BY STEP Use the File Tab to Open Backstage View and Create a New Workbook

GET READY. LAUNCH Excel to open a new, blank workbook. Then, follow these steps:

1. Click the **File** tab to open Backstage view.
2. Click **Close** in the navigation bar; your workbook disappears, but Excel remains open.
3. Click the **File** tab again, then click **New**; the *Available Templates* pane opens (see Figure 1-8).

WileyPLUS Extra! features an online tutorial of this task.

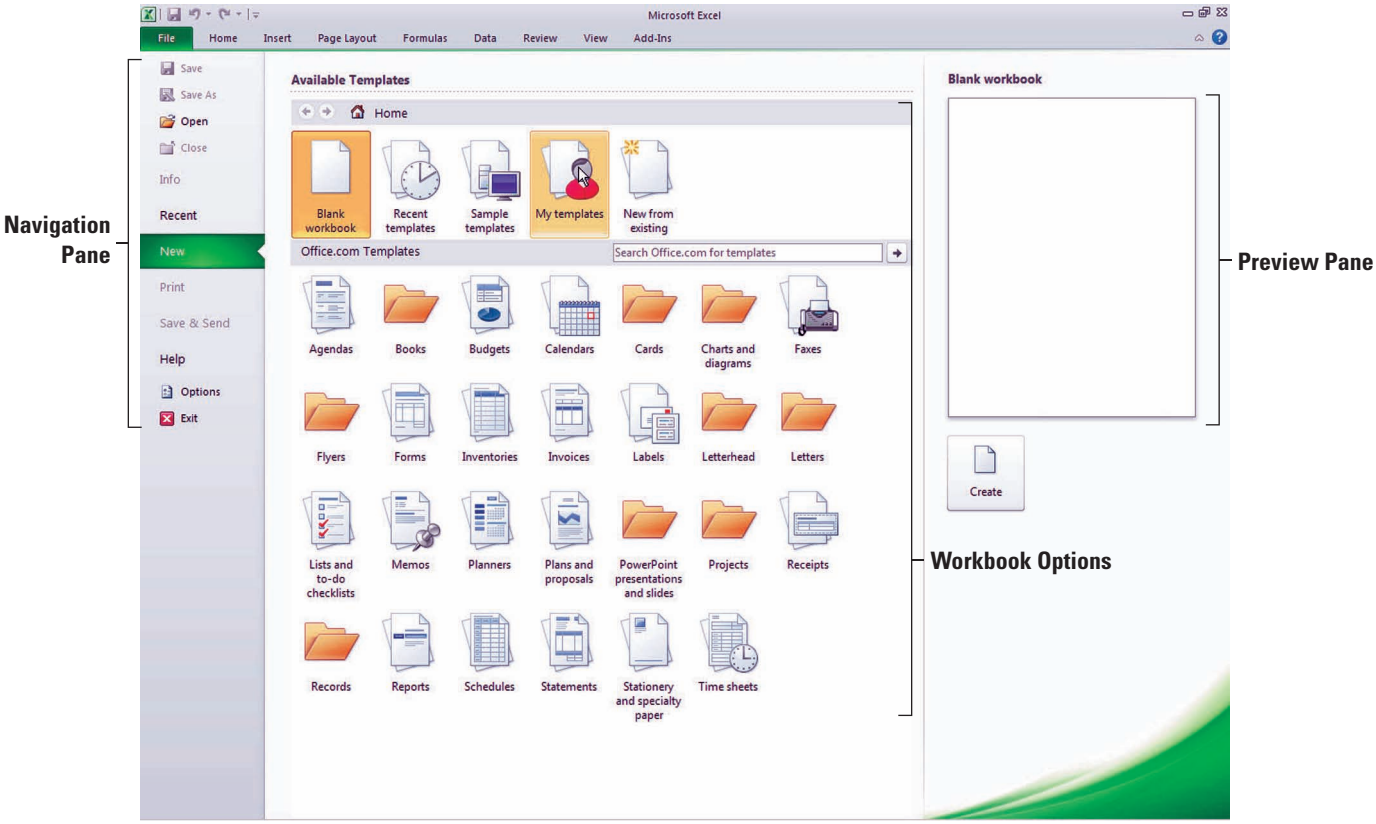


Figure 1-8
Backstage view with New option active

4. Click **Blank Workbook** in the *Available Templates* pane, and then click **Create**. A new blank workbook is opened.

PAUSE. LEAVE the workbook open to use in the next exercise.

As you have seen, a new blank workbook contains three worksheets. You can enter data in each of the worksheets, and Excel saves the worksheets as one workbook, rather than as separate documents.

CHANGING EXCEL'S VIEW

The Bottom Line

On the Ribbon, the View tab holds commands for controlling the appearance of the displayed document. You can also open and arrange new windows and split windows for side-by-side document views.

Changing Excel's View

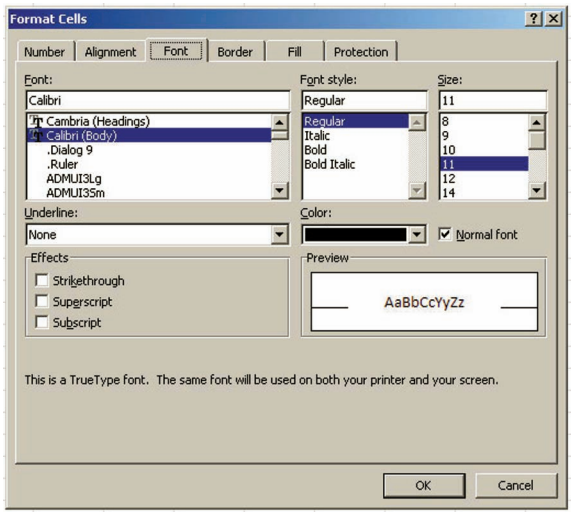
Some command group headers in the Ribbon tabs have an arrow in their lower-right corner; this is called a **Dialog Box Launcher**. Clicking the arrow opens a dialog box, or a task pane containing more options for that particular group of commands. In this exercise, you learn how to use the View tab commands (including those you access through the Dialog Box Launcher) to change Excel's view within the open window.

STEP BY STEP Change Excel's View

USE the open workbook from the previous exercise. Then, follow these steps:

1. The Home tab should be active. If it is not, click **Home** to activate it.
2. Select cell **A1** to make it active. Then type **456** and press **Tab**.
3. Click the **Dialog Box Launcher** arrow in the lower-right corner of the Font group of commands. The *Format Cells* dialog box, shown in Figure 1-9, opens. In most cases, your default font in Excel will be Calibri, point size 11, with no bolding or italics.

Figure 1-9
Format Cells dialog box



Another Way
To change a font, you can type the first few letters of the name of the font you are searching for and Excel will locate it on the font list. You can also scroll through the list and choose your font type.

4. Notice that the Font tab of the dialog box is active. Change the font to **Arial**, then click **OK**.
5. Cell B1 should now be the active cell in your worksheet. Key **456** in this cell, then press **Tab**. Notice the difference in size and appearance between this number and the one you keyed in cell A1.
6. Click the **View** tab.
7. Click **Page Layout** view. Your workbook should look like Figure 1-10. In this view, you can see the margins, and you can add a header or footer.

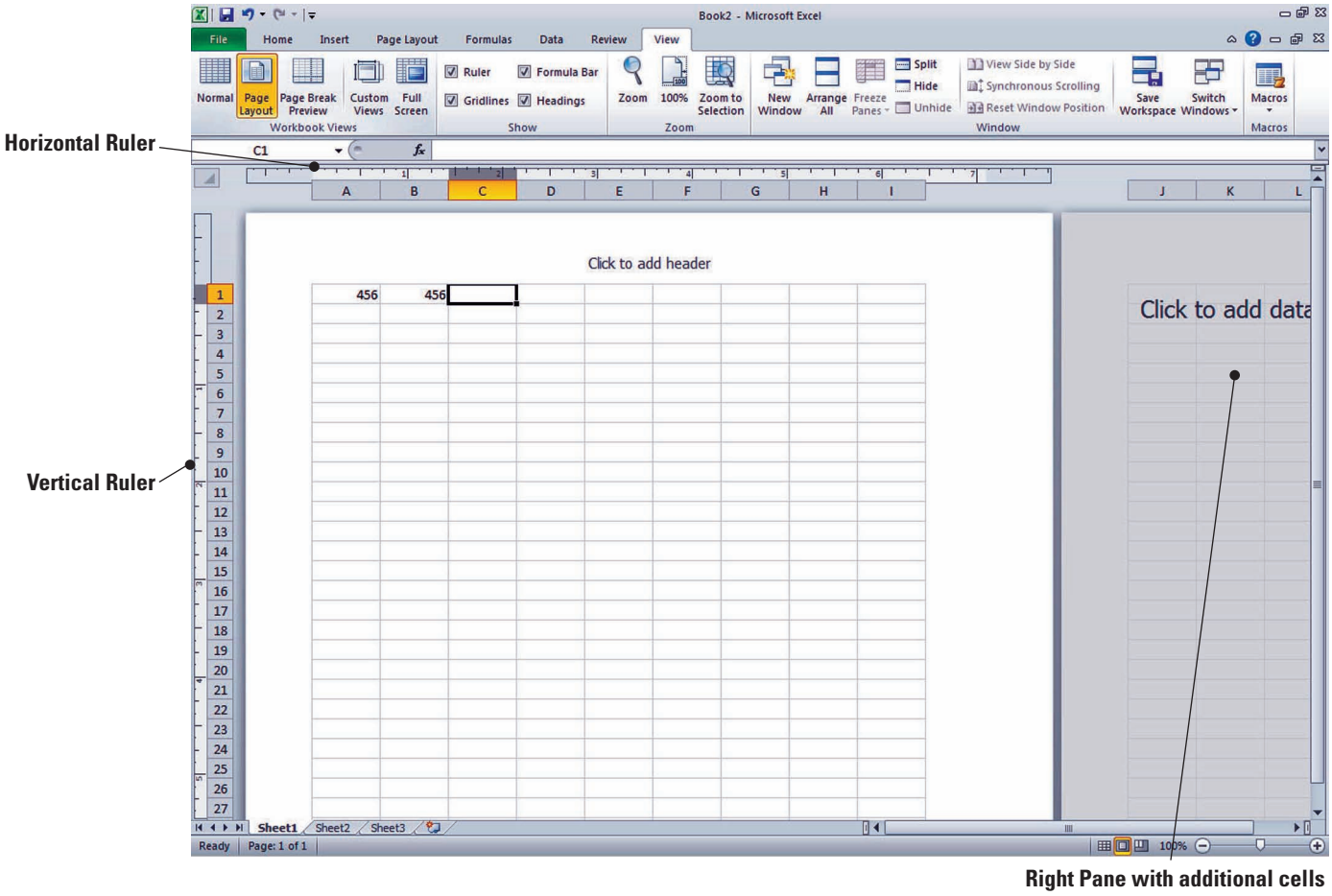


Figure 1-10

Page Layout view

PAUSE. LEAVE the workbook open to use in the next exercise.

CERTIFICATION READY 4.3.2

How do you change to Page Layout view?

As demonstrated in the exercise, you can preview your printed worksheet by clicking the Ribbon's View tab, then clicking Page Layout in the Workbook Views group (first section). This view enables you to fine-tune pages before printing. You can change your worksheet's layout and format in both this view and Normal view. You can also use the rulers to measure the width and height of your worksheet and determine whether you need to change its margins or print orientation.

Ref

You will learn how to use additional commands in Lessons 2 and 3.

Splitting a Window

CERTIFICATION READY 4.3.1

How do you change back to Normal view?

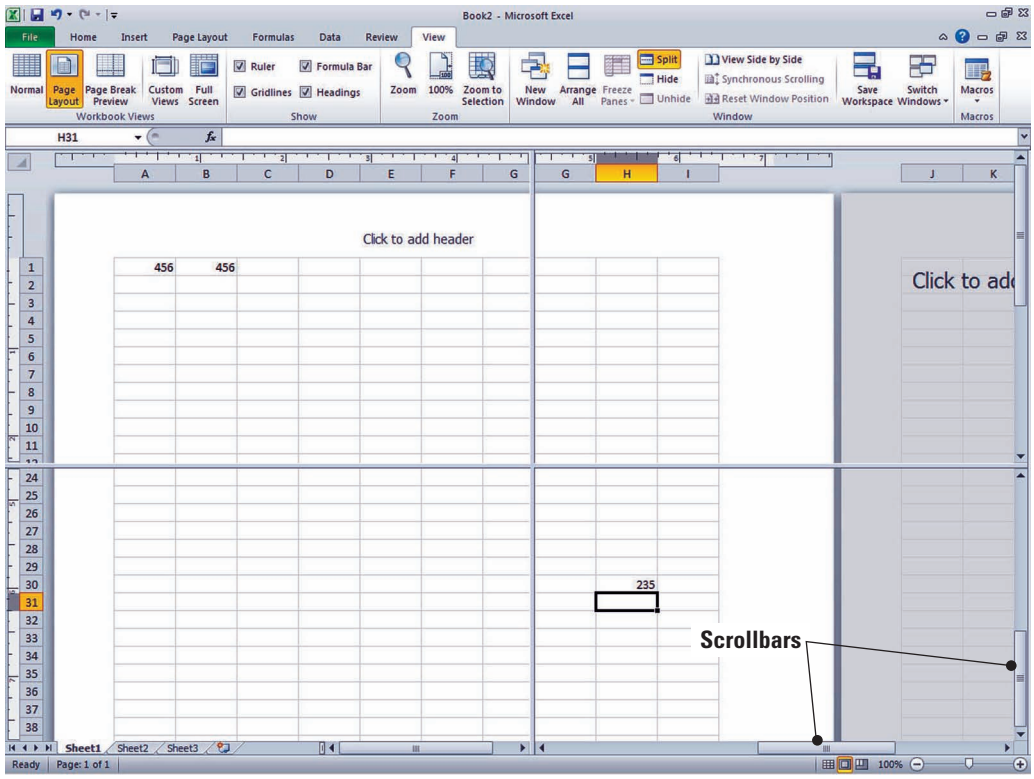
When a worksheet contains a great deal of data, you can see only a small portion of the worksheet in Excel's Normal and Page Layout views. The Split command enables you to overcome this limitation by viewing the worksheet in four quadrants. After issuing this command, you can use the scroll bars on the right and at the bottom of the window to display different sections of the worksheet at the same time so that you can more easily compare or contrast data. In this exercise, you learn to split the Excel window and use the scroll bars to view different sections of a worksheet. You also practice keying data into cells within the split windows, and you learn how to remove the split to return to single-window view.

STEP BY STEP Split a Window

USE the worksheet you left open in the previous exercise. Then, follow these steps:

1. Press **Ctrl+Home** to make cell **A1** active.
2. With the **View** tab active, click the **Split** command in the Window group.
3. Choose the lower-right quadrant by clicking any cell in that area, then scroll down to Row 30.
4. Key **235** in cell H30 and press **Enter**. The data you entered in cells A1 and B1 should be visible along with what you just entered in cell H30, as shown in Figure 1-11.

Figure 1-11
Working in a split window



CERTIFICATION READY 4.2.1

How do you split a window?

5. Click **Split** to remove the split. The data in cell H30 is no longer visible. However, if you click the **Split** command once more, you will again see all the data in this worksheet.

PAUSE. LEAVE the workbook open to use in the next exercise.

Take Note

The Split command is especially useful when you need to compare various portions of a long worksheet.

When you use a worksheet that contains a small amount of data, it is easy to scroll through the worksheet and focus on specific cells. As you become experienced in working with Excel, however, you may find yourself working on much larger worksheets. The ability to view more than one section of a worksheet at the same time by using split windows is especially useful when you need to compare different sections of data.

Opening a New Window

Splitting a window allows you to look at two sections of a worksheet side by side. You can also view two sections of a worksheet by using the New Window command. In this section, you learn to use the New Window command on the View tab to open a new window in Excel. You also learn to use the Switch Window command to change the active window, and you learn how to close multiple windows.

STEP BY STEP Open a New Window

USE the open workbook from the previous exercise to complete these steps:

1. Make **A1** the active cell.
2. With the View tab active, click **New Window** in the Window group. A new window titled *Book2:2* opens.
3. Scroll down in the window until cell H30 is visible, as shown in Figure 1-12. Although cell A1 is not visible, it is still the active cell. It is important to note that you have opened a new view of the active worksheet—not a new worksheet.

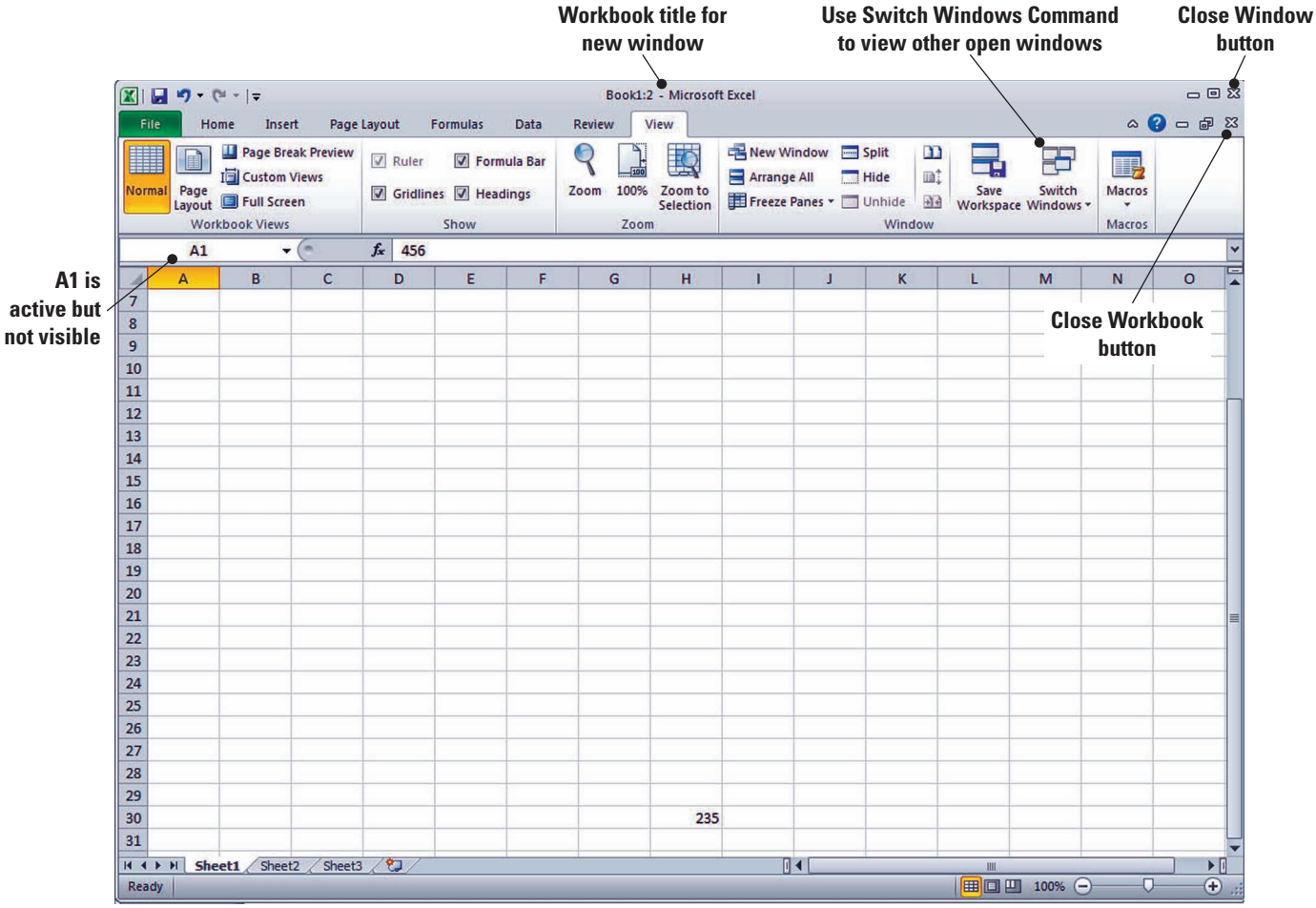


Figure 1-12
A new window

CERTIFICATION READY 4.2.3

How do you open and organize new windows?

4. Click **Switch Windows**; a drop-down list of all open windows appears. *Book2:2* is checked, which indicates that it is the active window.
5. Click **Book2:1**. You will now see the original view of the worksheet with cell A1 active.
6. Click **Switch Windows** and make Book2:2 active.

7. Click the **Close Window** button (in the upper-right corner of the workbook window) to close Book2:2. The window closes, and the title Book2 tells you that you are now looking at the only open view of this workbook.

Take Note

Clicking the Close Window button will close only the new window opened at the beginning of this exercise. If you use the Close command in the Microsoft File tab, you will close the entire workbook.

Another Way

You also can use the Arrange All command on the View tab to display open windows side by side so that you can compare various parts of a worksheet. This function is especially useful when you work with workbooks that contain more than one worksheet.

8. Click the **File** tab and then click **Close**.
9. When asked if you want to save the changes to Book2, click **No**.

PAUSE. LEAVE Excel open to use in the next exercise.

WORKING WITH AN EXISTING WORKBOOK

The Bottom Line

Many workbooks require frequent updating because existing data has changed or new data must be added. Workers frequently open an existing workbook, update information, and then save the workbook to be revised again at a later time. Often, files are created by one person, then used and/or updated by others. Filenames should reflect the type of data contained in the file. A descriptive filename enables workers to locate and retrieve files quickly. Filenames can be up to 255 characters long, including the filename extension. However, most workers use short, descriptive filenames that clearly identify the content of the workbook.

CERTIFICATION READY 4.2.2

How do you arrange multiple windows in Excel?

Opening an Existing Workbook

When you save an Excel 2010 file, the program automatically adds the .xlsx extension to the end of the file's name. This extension identifies the program in which the file can be opened. For example, .xlsx is the file extension used in Excel. To open a file, you must also identify the drive and folder that contain the file. In your local computer environment, generally by default, your local drive is designated as C:.

In this exercise, you will use commands from the File tab in Backstage view to find and open an existing workbook.

The ***Contoso Employee*** Info file for this lesson is available on the book companion website or in WileyPLUS.

STEP BY STEP **Open an Existing Workbook**

BEFORE you begin this exercise, log in to the WileyPLUS website for your course and download the appropriate data files for this lesson. Then, perform these steps:

1. Within Excel, click the **File** tab. Documents you recently created or edited will appear on the right side in the Recent Documents area.
2. Click **Open**. The Open dialog box will appear.

Another Way

To display the Open dialog box without using the File tab, press Ctrl+O.

Take Note

Throughout this chapter you will see information that appears in black text within brackets, such as [Press **Enter**], or [your email address]. The information contained in the brackets is intended to be directions for you rather than something you actually type word for word. It will instruct you to perform an action or substitute text. Do **not** type the actual text that appears within brackets.

3. In the Recent Workbooks area, click [the name of the data files for this lesson]. (Again, lesson files can be downloaded from the companion website or accessed for download from WileyPLUS.)

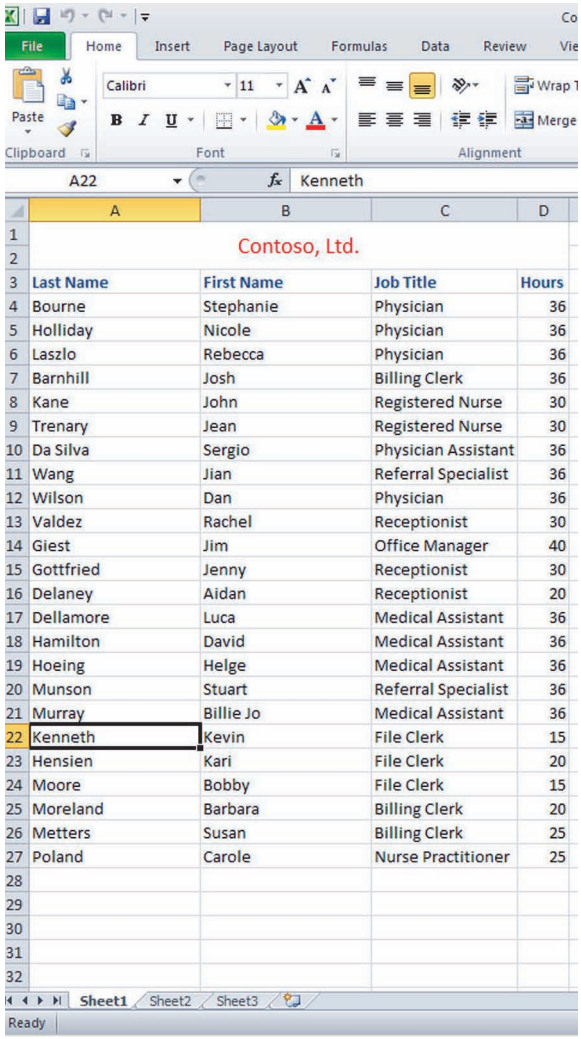
Take Note

By default, the Open dialog box lists only the files that were created in the program you are using—in this case, Excel. To see files created in other programs, you can select All Files in the Files of type box at the bottom of the Open dialog box.

4. Select ***Contoso Employee Info*** from the listed files, and then click **Open**. The file opens, as shown in Figure 1-13, with the workbook name displayed in the title bar.

Figure 1-13

Opening an existing worksheet



PAUSE. LEAVE the workbook open to use in the next exercise.

If you are familiar with Microsoft Word, you know that when you open a file, the program places your cursor and screen display at the beginning of the document. When you open an Excel workbook, however, the active cell is the same one that was active when you last saved the file. For example, when you open the Contoso Employee Info workbook, A22 is the active cell in Normal view, because A22 was the active cell displayed in Normal view when the file was last saved. This feature enables you to continue working in the same location when you return to the workbook.

Navigating a Worksheet

CERTIFICATION READY 1.1

How do you navigate a worksheet?

An Excel worksheet can contain more than one million rows and more than sixteen thousand columns. There are several ways to move through worksheets that contain numerous rows and columns. You can use the arrow keys, the scrollbars, or the mouse to navigate through a worksheet. In the following exercises, you will explore the different methods for moving through a worksheet.

STEP BY STEP Navigate a Worksheet

USE the workbook you left open in the previous exercise to perform these steps:

1. Press **Ctrl+Home** to move to the beginning of the document (cell A1).
2. Press **Ctrl+End** to move to the end of the document (cell D27).
3. Click cell **A27** to make it the active cell, and press **Page Up**. The cursor moves to cell A1.
4. Click cell **A3** to make it active, then press **Ctrl+Page Down** to go to the last row of data (cell A27).
5. Press **Ctrl+Right Arrow**. The cursor moves to D27, the last column in the range of data. The unused cells below the data are considered a range.
6. Press **Ctrl+Down Arrow**. The cursor moves to the last possible row in the worksheet.

CERTIFICATION READY 1.1.2

Where is the Name box located and what is it used for?

Ref

You will learn about ranges in more depth in Lesson 3.

Take Note

Ctrl+Arrow allows you to move to the start and end of ranges of data. The title, which spans all the columns, is not considered part of the worksheet's data range.

Another Way

The cell **Name box** is located below the Ribbon at the left end of the formula bar. When you key a cell location in this box and press Enter, the cursor moves to that cell. This is another way to efficiently navigate your worksheet.

7. Press **Ctrl+Home**.
8. Press **Scroll Lock** while you press the **Right Arrow** key. This moves the active column one column to the right.
9. Use the vertical scrollbar (refer to Figure 1-11) to navigate from the beginning to the end of the data.
10. If your mouse has a wheel button, roll the wheel button forward and back to quickly scroll through the worksheet.

Take Note

When Scroll Lock is on, *scroll lock* is displayed on the left side of the Status bar. If you want to use the arrow keys to move between cells, you must turn off Scroll Lock. Some keyboards come equipped with an onboard scroll lock key, while others do not. This is an option not a necessity.

PAUSE. CLOSE the workbook before moving to the next exercise.

WORKING WITH EXCEL'S HELP SYSTEM

The Bottom Line

The **Help system** in Excel 2010 is rich in information, illustrations, and tips that can help you complete any task as you create worksheets and workbooks. When you install Excel, you automatically install hundreds of help topics on your computer. Excel can also access thousands of additional help topics online.

Using the Help System

Finding the right information in Excel's Help system is easy: You can pick a topic from the Help system's table of contents, browse a directory of Help topics, or perform keyword searches by entering terms that best describe the task you want to complete. In this exercise, you learn to open the Help dialog box and move between its online and offline topics.

Take Note

If you aren't sure what an onscreen tool does, just point to it. Once the mouse pointer rests on a tool, a box called a ScreenTip appears. A basic ScreenTip displays the tool's name and shortcut key (if a shortcut exists for that tool). Some of the Ribbon's tools have enhanced ScreenTips, which also provide a brief description of the tool.

STEP BY STEP Use the Help System

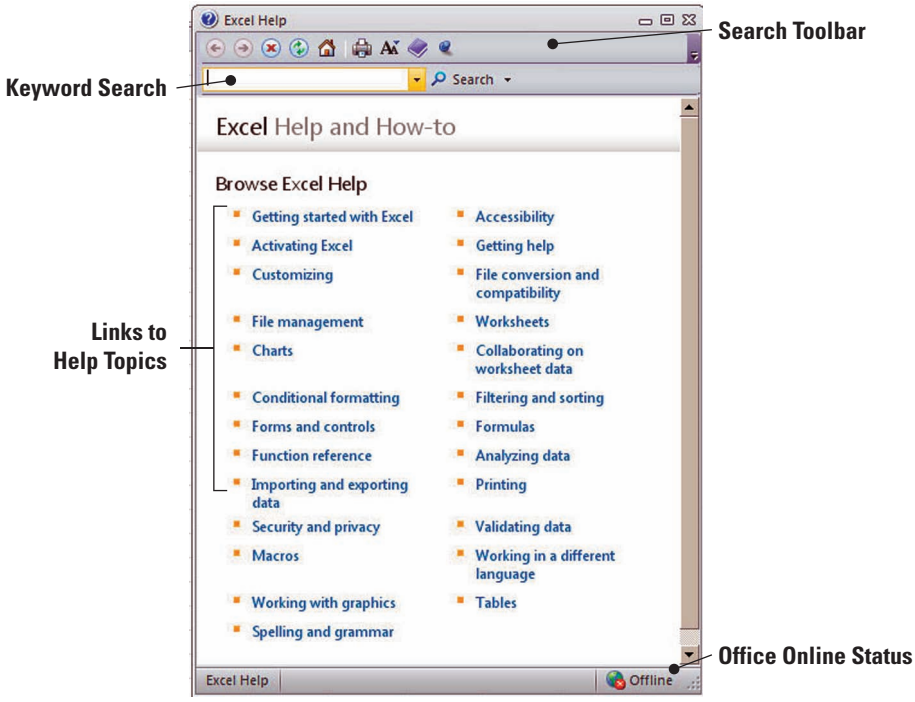
OPEN a new worksheet for this exercise. Then, follow these steps:

1. Position your mouse pointer over the **Help** button, as shown in Figure 1-14, in the upper-right corner of your Excel screen. A ScreenTip appears, telling you that this button enables you to access Excel's Help features.

Figure 1-14
Help button

2. Click the **Help** button; the Help window opens, as shown in Figure 1-15.

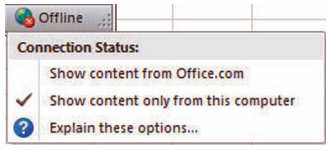
Figure 1-15
Help window



Another Way
Even if Excel is set to work offline, you can still search for help online. To do so, instead of clicking the Search button, click the drop-down arrow next to it. When the menu appears, click the Content from Office Online link. The choice will affect only the current search, not Excel's overall settings.

3. In the Help window, click on the **Getting started with Excel** hyperlink. The next screen gives you additional hyperlinked subcategories.
4. Navigate through three of the subtopics in the Help window.
5. Click the **Office Help Connection Status** button in the bottom-right corner of the Help window. This produces the Connection Status dialog box shown in Figure 1-16. This feature enables you to choose whether the Help window displays online or offline Help content.

Figure 1-16
Connection Status dialog box



Another Way
You can access the Help Feature at any time by pressing the F1 key.

6. **CLOSE** the Help window.

CLOSE your workbook.

Excel's Help window gives you access to various help topics that offer information about specific Excel features or tools. Help topics can assist you with virtually any task, feature, or problem you encounter when working with Excel.

The Help window is set up like a browser, with links to specific categories and topics, and it features some of the same tools you will find in your web browser, including:

Back: Jumps to the previously opened Help topic

Forward: Jumps to the next opened Help topic

Stop: Stops any action in progress

Refresh: Reloads the current Help topic

Home: Returns to the initial Help Dialog Window

Print: Allows you to print the current Help topic

Take Note

Many Excel dialog boxes contain a Help button. When you click it, a Help window opens with information about that dialog box.

You can find help in several different ways. For example, you can open the table of contents and scan the list for help on a specific topic or feature. You can also enter a keyword or phrase in the Search box, then click the Search button. When you do this, related help topics appear in the Help window.

The Search button gives you additional options when looking for help. When you click the drop-down arrow next to the Search button, you have the option to search for help online or offline, look for Excel templates, find information about formulas and spreadsheet development, and more.

The Connection Status menu lets you use other help topics that are available online or just those topics installed on your computer (referred to as "offline help"). If your computer has an "always on" connection to the Internet, such as a cable modem or LAN connection, you may want to set the Connection Status to *Show content from Office Online*, which is Microsoft's online-based built-in help system. If your computer uses a dial-up modem, or if you simply choose not to use this feature, choose the *Show content only from this computer* option to work with the offline help feature and topics installed on your machine.

SKILL SUMMARY

In This Lesson You Learned How To:	Exam Objective	Objective Number
Starting Excel		
Working in the Excel Window	Manipulate the Quick Access Toolbar. Use Hotkeys.	**1.3.1** **1.1.1**
Changing Excel's View	Use Page Layout workbook view. Use Normal workbook view. Split window views. Open a new window with contents from the current worksheet. Arrange window views.	**4.3.2** **4.3.1** **4.2.1** **4.2.3** **4.2.2**
Working with an Existing Workbook	Use the Name box.	**1.1.2**
Working with Excel's Help System		

Knowledge Assessment

Fill in the Blank

Complete the following sentences by writing the correct word or words in the blanks provided.

1. An arrow at the bottom of a group header on the Ribbon tells you that a(n) _____ is available that will offer additional options.
2. A selected cell is called the _____.
3. _____ view is a new feature in Office 2010 that enables you to easily navigate and customize different features in Excel.
4. After a file has been opened, the filename appears in the _____.
5. When you split a window, the window is divided into _____ panes.
6. When you click the Help button, the _____ opens.
7. A cell is formed by the intersection of _____.
8. The _____ can be customized and contains the commands you use most frequently.
9. A new Excel workbook opens with _____ worksheets.
10. An active cell is identified because it is the _____ cell.

True/False

Circle T if the statement is true or F if the statement is false.

T F 1. Pressing the F1 key will activate Backstage.
T F 2. Pressing the Alt key will activate ScreenTips that help you use the keyboard shortcuts.
T F 3. Ctrl+O will open a new blank workbook.
T F 4. The Quick Access Toolbar appears on the right side of the title bar, above the Ribbon.
T F 5. Ctrl+F will activate Backstage.
T F 6. Keytips can guide you to access the Backstage area.
T F 7. Excel opens with a new blank workbook displayed.
T F 8. The columns in a worksheet are identified by numbers.
T F 9. The active cell in a worksheet is outlined by a bold black line.
T F 10. Page Layout view is useful when preparing your data for printing.

Competency Assessment

Project 1-1: Utilizing Help

Use this lesson to better familiarize yourself with the Help System.

GET READY. LAUNCH Excel if it is not already running.

1. On the right side of the Ribbon, click the **Help** button.
2. When the **Help** window opens, key **How to use Excel Help** into the Search bar, and press **Enter**.
3. When the next screen appears, find the link to *What's New in Excel 2010* and click on it.
4. Choose three of the topics that interest you and examine them.
5. Click the **Back** button as needed to return to the previous topic searched. Click it again to go back to the Search results window.

6. Click on the article titled *Use Office Excel 2010 with earlier versions of Excel*. Examine and read the contents.
7. Close the **Help** window. The **Close** button is in the upper-right corner of the window.

CLOSE the workbook.

Project 1-2: Utilizing the Ribbon

GET READY. LAUNCH Excel if it is not already running.

1. Click the **File** tab. This is your instant access to Backstage. Click several of the commands in Backstage that are shown on the navigation bar on the left side of the Excel window. Get a feel for the environment.
2. Click the **Home** tab. Move your cursor over the **Ribbon**, reading the various ScreenTips that appear as your cursor rests over individual Ribbon elements.
3. In the **Font** command group area, click the **arrow** next to the font box. Note that the first font at the top of the font list is displayed. Click on the drop-down arrow again to hide the list.
4. In the font box, type a **T**. You will see the list change. Choose Times New Roman. Note the corresponding change in font.
5. Move your cursor up to the Quick Access Toolbar and click the **Undo** arrow. Note that your font returns to the default font face, either Times New Roman or Calibri.
6. Click the **Insert** tab. Move your cursor over the Ribbon and examine it while reading the **ScreenTips**.
7. Next click the **View** tab. Once again mouse over the Ribbon and examine its features.
8. Click the **File** tab again to display Backstage view.

Click the **Exit** command at the bottom of the navigation bar to close the application completely. If prompted to save the document, choose No.

Proficiency Assessment

Project 1-3: Organizing Data

You are consolidating your life and have items in storage you would like to sell. Because you are not yet sure about the value of these items, you need to gather research information (data) about them. Worksheets are excellent tools for organizing information so you can make easy comparisons between sets of data.

1. Identify a list of at least ten items that you have in storage that you would like to sell as quickly, efficiently, and inexpensively as possible. They can range from large items to small items.
2. **START** Excel and create a new workbook. Click the **File** tab and save this workbook as ***Items for Sale_1***.
3. In cell **A1**, key **Item**. Press **Enter**.
4. In cell **B1**, type **Cost**.
5. In cell **C1**, key **Sell For**.
6. In cell **D1**, key **Sold**.
7. In cell **E1**, key **Donated**.
8. Beginning in cell **A2**, key the name of your first item. Repeat this step in cells **A3–A11** until you have 10 items listed.
9. Minimize Excel.
10. Open a web browser on your computer and navigate to your favorite search engine.
11. In the keywords box for your search, key **Price of [your item](Amount)**, then click **Enter**. View your results. Don't be discouraged—it might take a few tries to get some information.

12. When you have an estimated price for your first item, key it in cell B2.
13. Repeat steps 11 and 12 until you have keyed in the estimated values for all 10 items.

SAVE the workbook. **CLOSE** Excel.

Project 1-4: Changing Data

In this exercise, you will use the previously created workbook to accommodate changes to your data.

LAUNCH Excel.

1. Click the File tab to engage Backstage.
2. Move your cursor to the Recent command; the command will highlight green.
3. Click the Recent command. The screen displays your most recent documents, including your workbook titled *Items for Sale_1*.
4. Click on this file to open it. **SAVE** the file as *Items for Sale_2*.
5. Make cell C2 active by clicking it, then key in the amount to sell that item at auction.
6. If you predict an item that you have might not sell, put an X in the appropriate box for donated in the cell created in column E.
7. Click the Close button in the upper-right corner of Excel. When prompted to save the worksheet, click OK.

PAUSE. CLOSE the workbook and **LEAVE** Excel open for the next exercise.

Mastery Assessment

Project 1-5: Altering a Workbook

In this exercise, you will use the Home and File tabs to open and edit your worksheet titled *Items for Sale_1*.

OPEN Excel.

1. Click the File tab, and then click the Recent button in the navigation pane.
2. Open the worksheet *Items for Sale_1*. Save the file as *Items for Sale_3*.
3. Click Ctrl+Home to go to the beginning of the worksheet.
4. Now that cell A1 is active, click on the View tab.
5. Click the Full screen button. You are now in full screen view. Notice the split screen view and no Ribbon. To exit full screen view, press Esc.
6. Click Page Break Preview. The Welcome to Page Break Preview dialog box will appear to tell you how to drag break lines; click OK to close the box. Note that your active data cells are highlighted in blue. Click the Normal view button to return to your original state. Note that now a dotted line denotes your page breaks.

PAUSE. CLOSE Excel. If prompted to save the file, do so.

Project 1-6: Altering Excel's View

In this project, you will continue to explore the Ribbon and its features.

START Excel.

1. **OPEN** *Items for Sale_1* from Backstage. **SAVE** the file as *Items for Sale*.
2. Click the View tab on the Ribbon.
3. Click the Page Layout button. Examine your data in this view.
4. On the Ribbon, in the Zoom command group, click the Zoom to Selection button. Notice that you now see all your data in extreme close-up view.
5. On the Quick Access Toolbar, click the Undo arrow.

6. Click the **New Window** button in the Window command group.
7. Click the **Arrange All** button in the same command group.
8. When the Arrange Windows dialog box appears, choose **Horizontal**. Click **OK**. Take note of the arrangement of Book 1:1 and Book 1:2.
9. Click the **Arrange All** button again and choose **Tiled**. Click **OK**. Your windows are now side by side.
10. On the left side, in Book 1:2, click the **Close** button in the upper-right corner.
11. Now that only Book 1 is remaining, click the **Maximize** button to return the worksheet to full screen.
12. Return to Normal view by clicking the **Normal** button in the Workbook Views command group on the Ribbon.

CLOSE and **SAVE** this worksheet.

Internet Ready

In this lesson, you learned how to navigate the Ribbon, use Onscreen Tools, and begin to manipulate a worksheet. Use Excel's Help system to gain further knowledge of these topics.

1. Click the **Help** button on the right side of the Ribbon.
2. Key **Ribbon** in the Search box at the top of the Help window.
3. Click **Search**. From the search result, open a topic that will provide information about selecting cells.
4. Repeat Steps 2 and 3 for Onscreen Tools, Backstage, and Excel views.
5. Share your findings with your instructor and classmates.