

Microsoft Office 2010: Introductory BTWs – Excel

Chapter 1

Excel 2010 Features (EX 4)

With its what-if analysis tools, research capabilities, collaboration tools, streamlined user interface, smart tags, charting features, Web capabilities, hundreds of functions, and enhanced formatting capabilities, Excel 2010 is one of the easier and more powerful spreadsheet programs available. Its dynamic analytical features make it possible to answer complicated what-if questions and its Web capabilities allow you to create, publish, view, share, and analyze data on an intranet or the World Wide Web.

Worksheet Development Cycle (EX 4)

Spreadsheet specialists do not sit down and start entering text, formulas, and data into a blank Excel worksheet as soon as they have a spreadsheet assignment. Instead, they follow an organized plan, or methodology, that breaks the development cycle into a series of tasks. The recommended methodology for creating worksheets includes:

(1) analyze requirements (supplied in a requirements document); (2) design solution; (3) validate design; (4) implement design; (5) test solution; and (6) document solution.

BTWs (EX 4)

For a complete list of the BTWs found in the margins of this book, visit the Excel 2010 BTW Web page (scsite.com/ex2010/btw).

Worksheet Development (EX 5)

The key to developing a useful worksheet is careful planning. Careful planning can reduce your effort significantly and result in a worksheet that is accurate, easy to read, flexible, and useful. When analyzing a problem and designing a worksheet solution, you should follow these steps: (1) define the problem, including need, source of data, calculations, charting, and Web or special requirements; (2) design the worksheet; (3) enter the data and formulas; and (4) test the worksheet.

The Ribbon and Screen Resolution (EX 6)

Excel may change how the groups and buttons within the groups appear on the Ribbon, depending on the computer's screen resolution. Thus, your Ribbon may look different from the ones in this book if you are using a screen resolution other than 1024 × 768.

Selecting a Cell (EX 7)

You can select any cell by entering its cell reference, such as B4, in the Name box on the left side of the formula bar.

Q&As (EX 9)

For a complete list of the Q&As found in many of the step-by-step sequences in this book, visit the Excel 2010 Q&A Web page (scsite.com/ex2010/qa).

Numeric Limitations (EX 13)

In Excel, a number can be between approximately -1×10^{308} and 1×10^{308} . This means it can be between a negative 1 followed by 308 zeros and a positive 1 followed by 308 zeros. To enter a number such as 6,000,000,000,000,000, you can type 6,000,000,000,000,000, or you can type 6E15, which translates to 6×10^{15} .

Calculating Sums (EX 15)

Excel calculates sums for a variety of data types. For example, Boolean values, such as TRUE and FALSE, can be summed. Excel treats the value of TRUE as 1 and the value of FALSE as 0. Times also can be summed. For example, Excel treats the sum of 1:15 and 2:45 as 4:00.

Entering Numbers as Text (EX 16)

Sometimes, you will want Excel to treat numbers, such as postal codes and telephone numbers, as text. To enter a number as text, start the entry with an apostrophe (').

Organizing Files and Folders (EX 20)

You should organize and store files in folders so that you easily can find the files later. For example, if you are taking an introductory computer class called CIS 101, a good practice would be to save all Excel files in an Excel folder in a CIS 101 folder. For a discussion of folders and detailed examples of creating folders, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

Fonts (EX 22)

In general, use no more than two font types in a worksheet because the use of more fonts can make a worksheet difficult to read.

Fonts and Themes (EX 22)

Excel uses default recommended fonts based on the workbook's theme. A theme is a collection of fonts and color schemes. The default theme is named Office, and the two default fonts for the Office theme are Calibri and Cambria. Excel, however, allows you to apply any font to a cell or range as long as the font is installed on your computer.

Cell Values and Charting (EX 37)

When you change a cell value on which a chart is dependent, Excel redraws the chart instantaneously, unless automatic recalculation is disabled. If automatic recalculation is disabled, then you must press the F9 key to redraw the chart. To enable or disable automatic recalculation, click the Calculations Options button (Formulas tab | Calculation group).

Printing Document Properties (EX 45)

To print document properties, click File on the Ribbon to open the Backstage view, click the Print tab in the Backstage view to display the Print gallery, click the first button in the Settings area to display a list of options specifying what you can print, click Document Properties in the list to specify you want to print the document properties instead of the actual document, and then click the Print button in the Print gallery to print the document

properties on the currently selected printer.

Conserving Ink and Toner (EX 45)

If you want to conserve ink or toner, you can instruct Excel to print draft quality documents by clicking File on the Ribbon to open the Backstage view, clicking Options in the Backstage view to display the Excel Options dialog box, clicking Advanced in the left pane (Excel Options dialog box), scrolling to the Print area in the right pane, placing a check mark in the 'Use draft quality' check box, and then clicking the OK button. Then, use the Backstage view to print the document as usual.

AutoCalculate (EX 48)

Use the AutoCalculate area on the status bar to check your work as you enter data in a worksheet. If you enter large amounts of data, you select a range of data and then check the AutoCalculate area to provide insight into statistics about the data you entered. Often, you will have an intuitive feel for whether the numbers are accurate or if you may have made a mistake while entering the data.

Quick Reference (EX 50)

For a table that lists how to complete the tasks covered in this book using the mouse, Ribbon, shortcut menu, and keyboard, see the Quick Reference Summary at the back of this book, or visit the Excel 2010 Quick Reference Web page (scsite.com/ex2010/qr).

In-Cell Editing (EX 50)

An alternative to double-clicking the cell to edit it is to select the cell and then press the F2 key.

Editing the Contents of a Cell (EX 50)

Rather than using in-cell editing, you can select the cell and then click the formula bar to edit the contents.

Excel Help (EX 51)

At any time while using Excel, you can find answers to questions and display information about various topics through Excel Help. Used properly, this form of assistance can increase your productivity and reduce your frustrations by minimizing the time you spend learning how to use Excel. For instruction about Excel Help and exercises that will help you gain confidence in using it, read the Office 2010 and Windows 7 chapter at the beginning of this book.

Getting Back to Normal (EX 52)

If you accidentally assign unwanted formats to a range of cells, you can use the Normal cell style selection in the Cell Styles gallery. Click Cell Styles (Home tab | Styles group) and then click Normal in the Cell Styles gallery. Doing so changes the format to Normal style. To view the characteristics of the Normal style, right-click the style in the Cell Styles gallery and then click Modify or press ALT+APOSTROPHE (').

Certification (EX 52)

The Microsoft Office Specialist (MOS) program provides an opportunity for you to obtain a valuable industry credential — proof that you have the Excel 2010 skills required by employers. For more information, visit the Excel 2010 Certification Web page (scsite.com/ex2010/cert).

Quitting Excel (EX 53)

Do not forget to remove your USB flash drive from the USB port after quitting Excel, especially if you are working in a laboratory environment. Nothing can be more frustrating than leaving all of your hard work behind on a USB flash drive for the next user.