Kennesaw State UNIVERSITY

University Information Technology Services

# Microsoft Excel 2010

## Level 1

University Information Technology Services

Outreach, Training, Learning Technologies & Video Production

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# University Information Technology Services

## Excel 2010 Level 1

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## Introduction

This booklet is the companion document to the Excel 2010 Level 1 workshop. It includes an introduction to the Microsoft Office 2010 interface, and covers the various aspects of creating, formatting, editing, saving, and printing a document in Word 2010.

## Learning Objectives

After completing the instructions in this booklet, you will be able to:

- *Identify the components of the Office 2010 interface*
- *Be familiar with the layout of the spreadsheet*
- *Have the ability to enter text and numbers*
- *Have the ability to modify a spreadsheet*
- *Understand formulas and functions*
- *Know how to change the appearance of text and numbers within the spreadsheet*
- *Be able to apply borders*
- *Have the ability to print*
- *Know how to save a worksheet*

# The Office 2010 Interface

There were a number of prominent changes to the look and functionality of the Microsoft Office 2007 interface when compared to previous versions. The Office 2010 interface is very similar to the Office 2007 interface, with a few minor changes. The following describes the Office 2010 interface.

## The File Tab

The *File Tab* (see *Figure 1*), located in the top left corner of the window, replaces the *Office Button* (see *Figure 2*) from Office 2007.

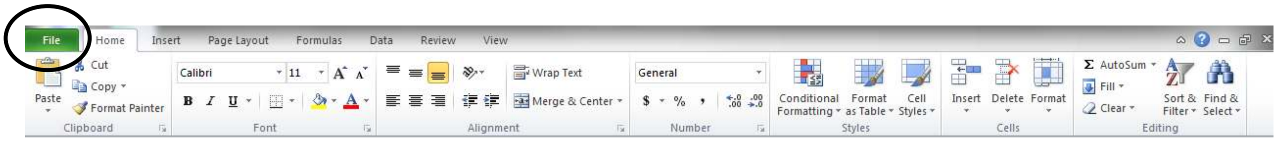

File
Home
Insert
Page Layout
Formulas
Data
Review
View
Cut
Copy
Paste
Format Painter
Clipboard
Calibri
11
B
I
U
Font
Wrap Text
Merge & Center
Alignment
General
$
%
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
AutoSum
Fill
Clear
Sort & Filter
Find & Select
Editing

*Figure 1 – The File Tab (Excel 2010)*

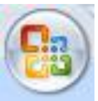
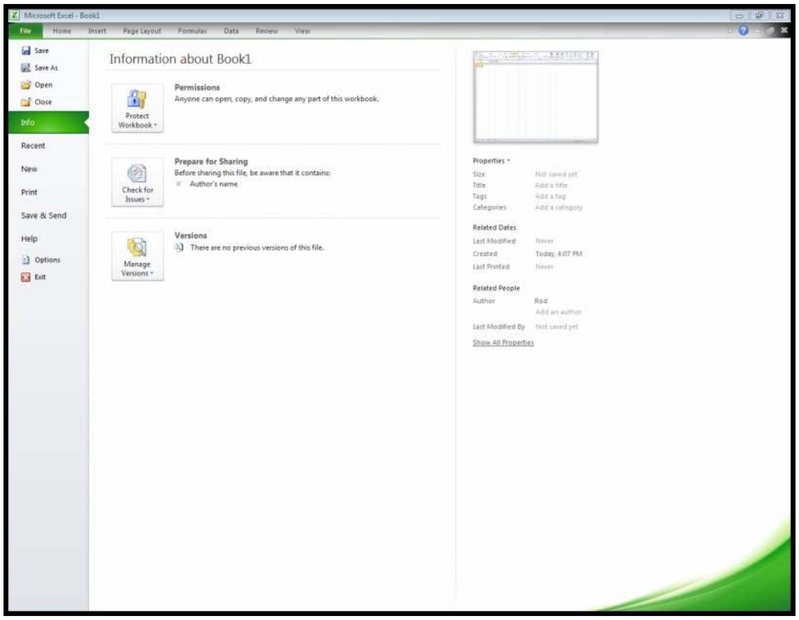


*Figure 2 – The Office Button (Excel 2007)*

When you click the *File Tab*, your view will change to what is called *Backstage* (see *Figure 3*).


Microsoft Excel - Book1
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Protect Workbook
Check for Issues
Manage Versions

Information about Book1

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Anyone can open, copy, and change any part of this workbook.

Prepare for Sharing

Before sharing this file, be aware that it contains:

- Author's name

Versions

There are no previous versions of this file.

Properties

Size: Not saved yet
Title: Add a title
Tags: Add a tag
Categories: Add a category

Related Dates

Last Modified: Never
Created: Today, 4:07 PM
Last Printed: Never

Related People

Author: Rod
Add an author
Last Modified By: Not saved yet

Show All Properties

*Figure 3 - Backstage*

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