Kennesaw State University

University Information
Technology Services

Microsoft Excel 2010

Level 2

University Information Technology Services

Outreach, Training, Learning Technologies &
Video Production

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Published by Kennesaw State University – UITS 2010

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Excel 2010 - Level 2

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Introduction

Excel 2010 Level 2 is a continuation of the fundamentals learned in Excel 2010 Level 1 and builds on this foundation to provide the user with the necessary skills to create more detailed and extensive spreadsheets, and enhance their visual impact with charts and other graphic objects.

Learning Objectives

- Edit and format large areas of a spreadsheet.
- Streamline calculations by using functions.
- Use data more effectively through sorting.
- Create charts to display data in a graphical format.
- Use drawing objects to add visual appeal to spreadsheets.
- Insert screenshots into the spreadsheet.

Using Ranges

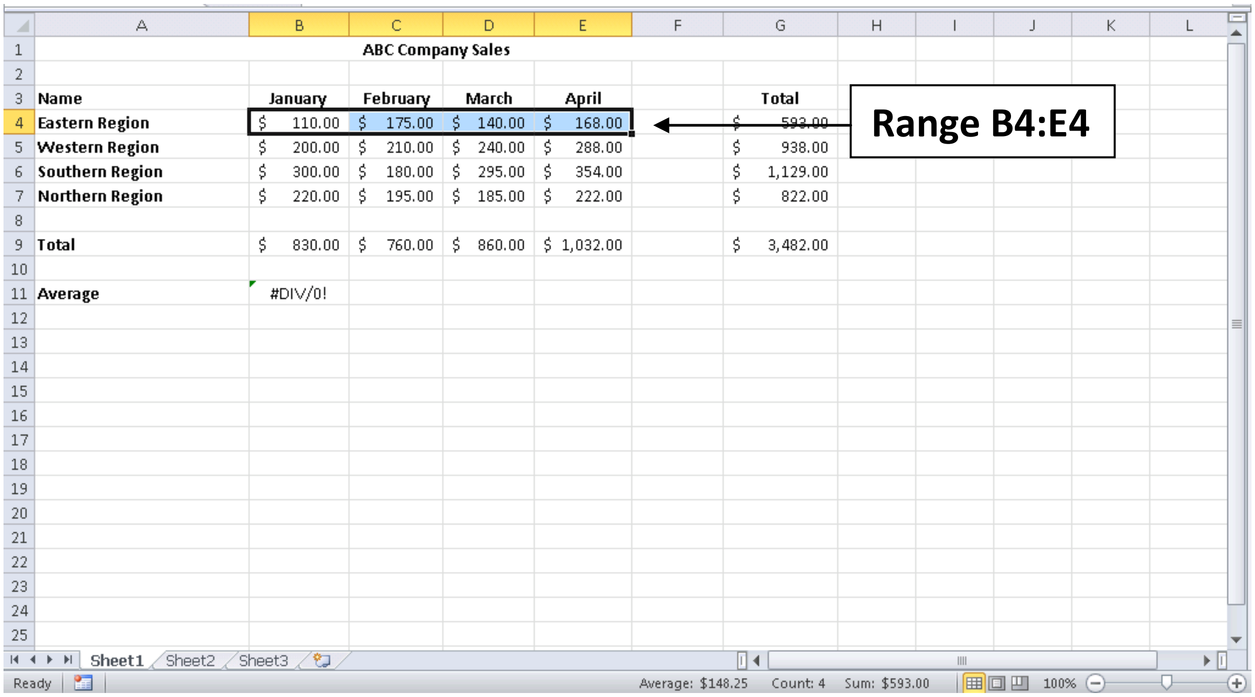
Working with a range allows you to perform operations such as moving, copying, or formatting much faster than working with one cell at a time. *Figure 1* contains terms and definitions encountered when using ranges.

Term	Definition
Range	A group of cells.
Name Box	Allows you to enter a name for a range.
Formula Bar	A bar at the top of the Excel window that you use to enter formulas.

Figure 1 – Definitions

Selecting a Range

To select a range, highlight the cells that you want to include in the range (see *Figure 2*).



	A	B	C	D	E	F	G
1			ABC Company Sales				
2							
3	Name	January	February	March	April		Total
4	Eastern Region	$ 110.00	$ 175.00	$ 140.00	$ 168.00		$ 593.00
5	Western Region	$ 200.00	$ 210.00	$ 240.00	$ 288.00		$ 938.00
6	Southern Region	$ 300.00	$ 180.00	$ 295.00	$ 354.00		$ 1,129.00
7	Northern Region	$ 220.00	$ 195.00	$ 185.00	$ 222.00		$ 822.00
8							
9	Total	$ 830.00	$ 760.00	$ 860.00	$ 1,032.00		$ 3,482.00
10							
11	Average	#DIV/0!					

Range B4:E4

Figure 2 – An Example of a Range

When using ranges in formulas, you may need to define the range by using the cell addresses. In the above example, the *Eastern Region* sales figures would appear in the range as the following: **B4:E4**

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