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Created & Maintained by:

Andrea Philo
Mike Angstadt

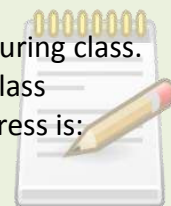
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Note to Home Students:

This lesson plan will frequently refer to **flash drives** that we have our students use during class. Instead of saving files to a flash drive, you may save them to your computer's hard drive.

We preload these flash drives with an assortment of files that are used during class. These files can be downloaded from on our **Class Resources** page. Our class handouts and exercises can also be downloaded there. The website address is:

www.mc-npl.org/class-resources



Introduction



Microsoft Excel is an electronic spreadsheet program that runs on a personal computer. As with a paper spreadsheet, you can use Excel to organize your data into rows and columns and to perform mathematical calculations.

In this class, we will be using Excel 2010. The latest version is Excel 2016. Even though we are using an older version, the user interface and feature set of Excel 2010 is very similar to that of Excel 2016, so the concepts taught in this class can still be applied to the latest version.

An Excel **spreadsheet** contains one or more **worksheets**. Each worksheet contains a grid of **cells**. Related worksheets are held together in a **workbook**. When you save a spreadsheet made in Excel it saves a workbook regardless of how many worksheets it contains. An Excel workbook can hold a maximum of 1,048,576 rows and 16,384 columns.

Exploring the Excel 2010 Environment

Open Excel by using the **Start** menu or by **double-clicking** on the desktop icon for Microsoft Office Excel 2010.

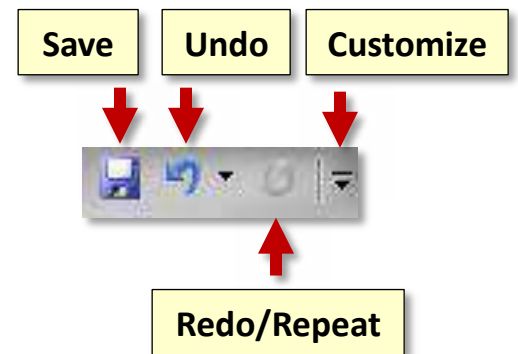
Title Bar

1. **Note** the Title Bar section which has **window controls** at the right end, as in other Microsoft Office programs.
2. **Note** that a blank workbook opens with a default file name of **Book1**.

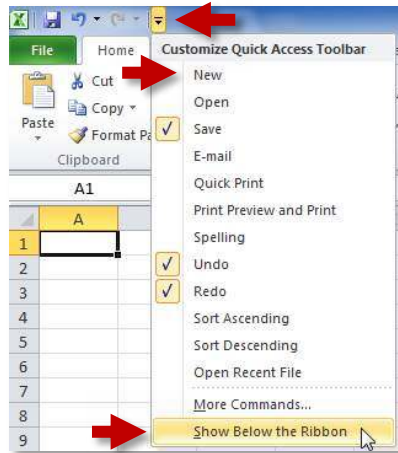
Quick Access Toolbar

The Quick Access Toolbar is located all the way to the left on the Title Bar. It contains frequently used commands and can be customized using the drop-down menu.

1. **Point** to each small icon to view its screen tip.
2. **Be aware** that the **Undo** and **Repeat** buttons commands are not located anywhere else in the application except for on the Quick Access Toolbar.
3. **Click** the **Customize Quick Access Toolbar** button, **check New** on the menu, and **see** the command get added to the Quick Access Toolbar.



- The **Quick Access Toolbar** can also be moved to **show below the Ribbon**. **Move** the Quick Access Tool Bar back above the ribbon.



Show Slide 6

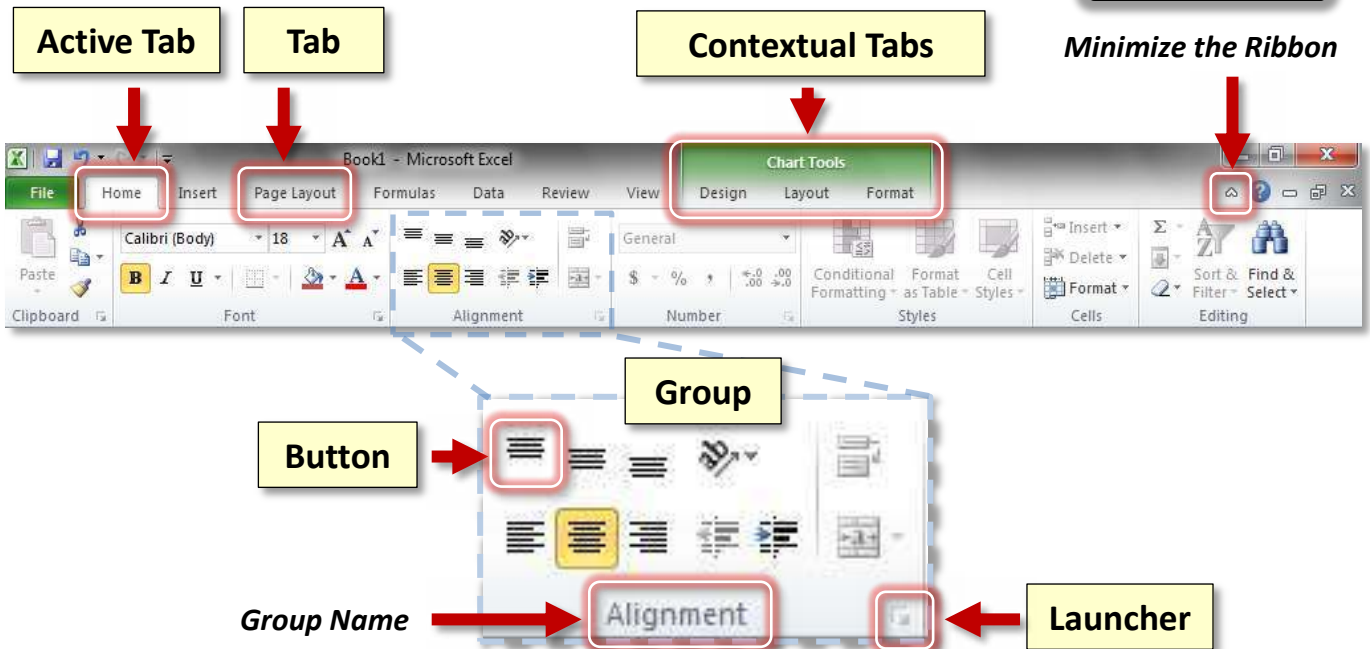
Ribbon

The Ribbon contains all of the tools that you use to interact with your Microsoft PowerPoint file. It is located at the top of the window. All of the programs in the Microsoft Office suite have one.

The ribbon has a number of **tabs**, each of which contains **buttons**, which are organized into **groups**. Depending on the object you have selected in the document, several **contextual tabs** may appear, which provide additional formatting options for that object.

Try clicking on other **tabs** to **view** their buttons, and then **return** to Home tab.

See Handout



Active Tab

By default, Excel will open with the **Home tab** of the Ribbon active. **Note** the subtle difference in appearance between an **Active** and an **Inactive** tab.

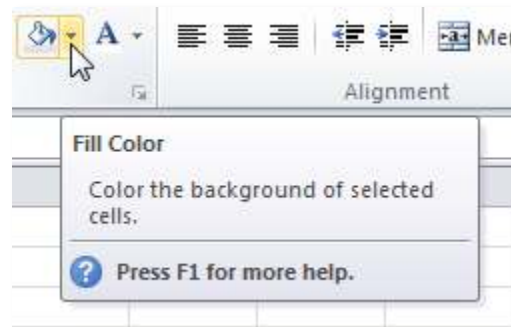
Contextual Tabs

Contextual tabs are displayed when certain objects, such as an images and charts, are selected. They contain additional options for modifying the object. Contextual tabs stand out because they are given **different colors**. As soon as we start being productive in the program, we will see contextual tabs appear.

Groups and Buttons

On each **Tab**, the **Buttons** (a.k.a. commands or tools) are organized into **Groups**. The groups have names, but the names are not clickable.

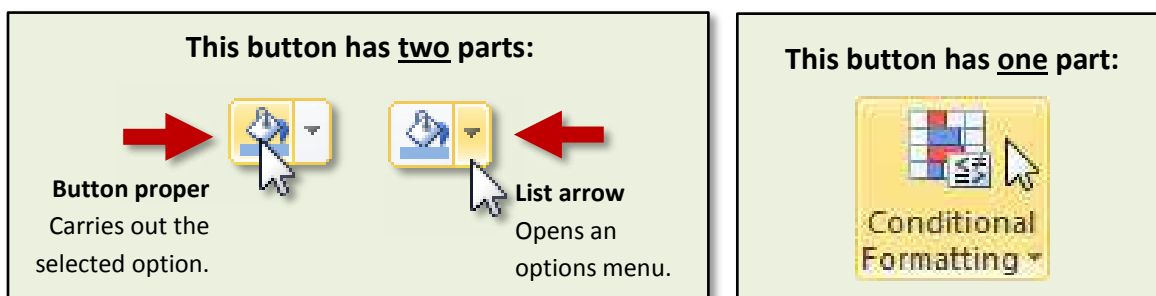
Hover over some active buttons on the Home tab to **observe screen tips**. The screen tips display the name of the button, along with a short description of what the button does.



Two-Part Buttons

Some buttons in the groups have two parts, the **button proper** and the **List arrow**.

- A **one-part button** will light up completely in orange when you **point** to it.
- On a **two-part button**, only one section at a time will light up in orange when you **point** to it, so **the orange color is key**.



Dialogue Box Launcher



On some groups there is a **Launcher** button which will open a **dialogue box** with related but less common commands.

Click a launcher button, and then **close** the dialogue box.

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