Section 1   Introduction

Excel 2010 is a powerful spreadsheet application that allows users to produce tables containing calculations and graphs. These can range from simple formulae through to complex functions and mathematical models.

All graphics related to Microsoft in this book is in compliance with Microsoft guidelines and thus permitted by Microsoft.

How To Use This Guide

This manual should be used as a point of reference following attendance of the introductory level Excel 2010 training course. It covers all the topics taught and aims to act as a support aid for any tasks carried out by the user after the course.

The manual is divided into sections, each section covering an aspect of the introductory course. The table of contents lists the page numbers of each section and the table of figures indicates the pages containing tables and diagrams.

Objectives

Sections begin with a list of objectives each with its own check box so that you can mark off those topics that you are familiar with following the training.

Instructions

Those who have already used a spreadsheet before may not need to read explanations on what each command does, but would rather skip straight to the instructions to find out how to do it. Look out for the arrowicon which precedes a list of instructions.

Appendices

The Appendices list the Ribbons mentioned within the manual with a breakdown of their functions and tables of shortcut keys.

Keyboard

Keys are referred to throughout the manual in the following way: **ENTER**– Denotes the return or enter key, **DELETE** – denotes the Delete key and so on. Where a command requires two keys to be pressed, the manual displays this as follows: **CTRL** + [**P**] – this means press the letter "p" while holding down the Control key.

Commands

When a command is referred to in the manual, the following distinctions have been made:

When Ribbon commands are referred to, the manual will refer you to the Ribbon –

E.G. "Choose **HOME** from the Ribbons and then **B** for bold**"**.

When dialog box options are referred to, the following style has been used for the text –

E.G."In the **PAGE RANGE** section of the **PRINT** dialog, click the **CURRENT PAGE** option"

Dialog box buttons are Emboldened – "Click **OK** to close the **PRINT** dialog and launch the print."

Notes

Within each section, any items that need further explanation or Points for extra attention devoted to them are denoted by shading. For example:

"Excel will not let you close a file that you have not already saved changes to without prompting you to save."

OR

- *"Excel will not let you close a file that you have not already saved changes to without prompting you to save."*

Tips

At the end of each section there is a page for you to make notes on and a "Useful Information" heading where you will find tips and tricks relating to the topics described within the section.