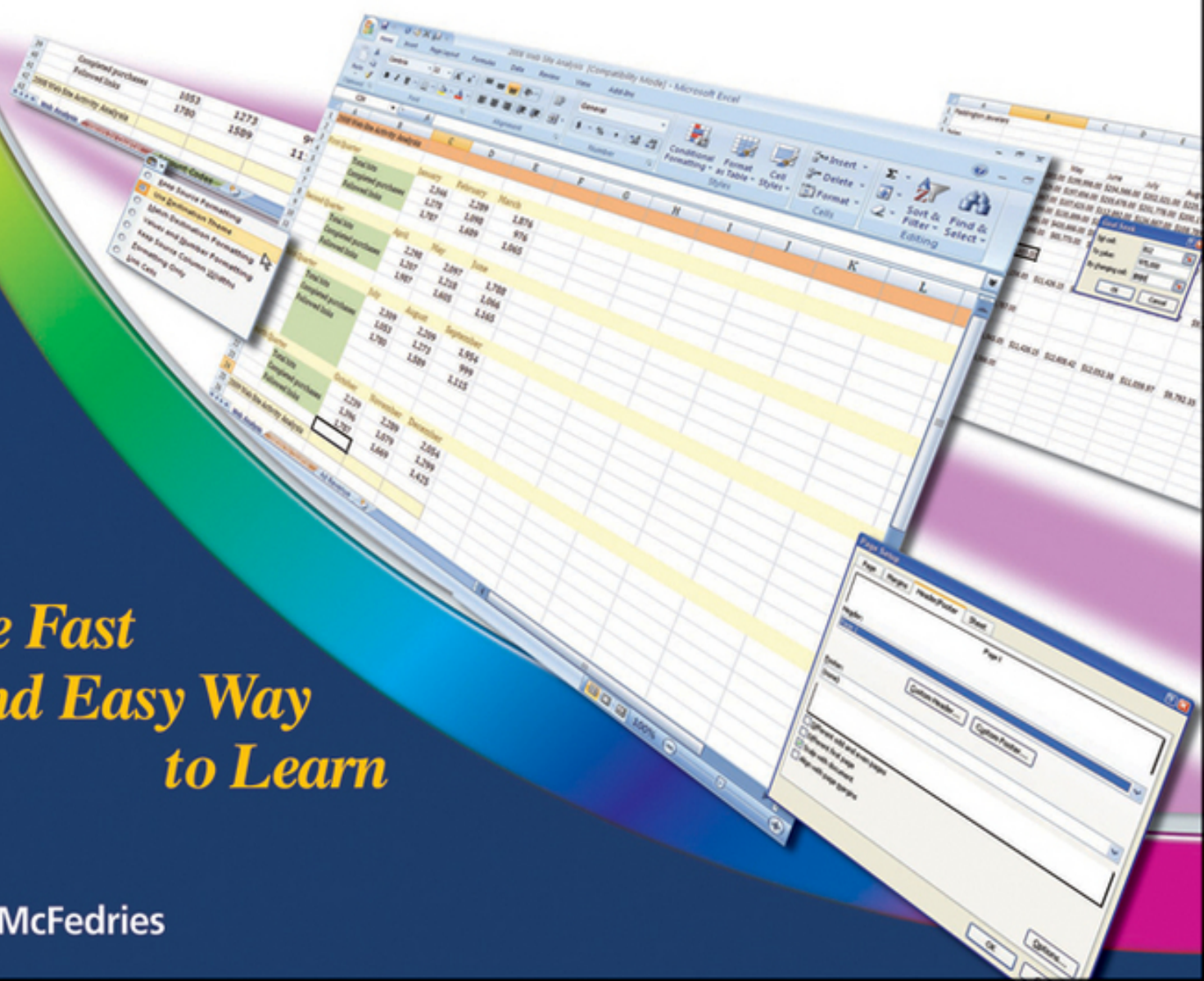




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*The Fast
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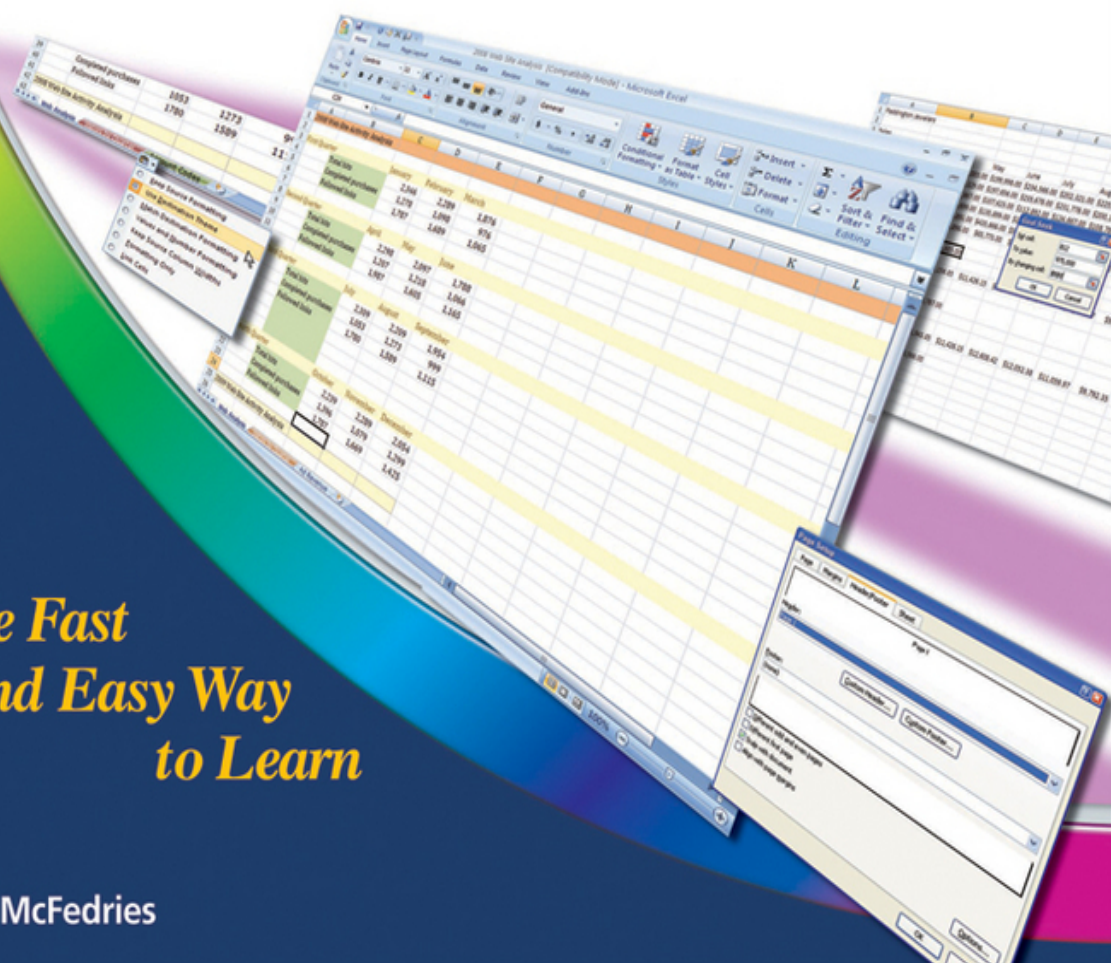


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Teach Yourself VISUALLYTM Excel[®] 2010

Table of Contents

[Chapter 1: Working with Excel](#)

[Getting to Know Excel](#)

[Build a Spreadsheet](#) [Manipulate Data](#)

[Start Excel](#)

[Tour the Excel Window](#)

[Work with Excel's Ribbon](#)

[Work with Excel's Galleries](#)

[Customize the Quick Access Toolbar](#)

[Customize the Ribbon](#)

[Work with Smart Tags](#)

[Change the View](#)

[Configure Excel Options](#)

[Add Excel to the Windows 7 Taskbar](#)

[Quit Excel](#)

[Chapter 2: Entering and Editing Excel Data](#)

[Learning the Layout of a Worksheet](#)

[Understanding the Types of Data You Can Use](#)

[Enter Text into a Cell](#)

[Enter a Number into a Cell](#)

[Enter a Date or Time into a Cell](#)

[Insert a Symbol](#)

[Edit Cell Data](#)

[Delete Data from a Cell](#)

[Chapter 3: Working with Excel Ranges](#)

[Select a Range](#)

[Fill a Range with the Same Data](#)

[Fill a Range with a Series of Values](#)

[Move or Copy a Range](#)

[Insert a Row or Column](#)

[Insert a Cell or Range](#)

[Delete Data from a Range](#)

[Delete a Range](#)

[Hide a Row or Column](#)

[Freeze Rows or Columns](#)

[Merge Two or More Cells](#)

[Transpose Rows and Columns](#)

[Chapter 4: Working with Range Names](#)

[Understanding the Benefits of Using Range Names](#)

[Define a Range Name](#)

[Use Worksheet Text to Define a Range Name](#)

[Navigate a Workbook Using Range Names](#)

[Change a Range Name](#)

[Delete a Range Name](#)

[Paste a List of Range Names](#)

Chapter 5: Formatting Excel Ranges

Change the Font and Font Size

Apply Font Effects

Change the Font Color

Align Text Within a Cell

Center Text Across Multiple Columns

Rotate Text Within a Cell

Add a Background Color to a Range

Apply a Number Format

Change the Number of Decimal Places Displayed

Apply an AutoFormat to a Range

Apply a Conditional Format to a Range

Apply a Style to a Range

Change the Column Width

Change the Row Height

Wrap Text Within a Cell

Add Borders to a Range

Copy Formatting from One Cell to Another

Chapter 6: Building Formulas and Functions

Understanding Excel Formulas

Build a Formula

Understanding Excel Functions

Add a Function to a Formula

Add a Row or Column of Numbers

Build an AutoSum Formula

Add a Range Name to a Formula

Reference Another Worksheet Range in a Formula

Move or Copy a Formula

Switch to Absolute Cell References

[Toggle the Formula Bar On and Off](#)
[Troubleshoot Formula Errors](#)

[Chapter 7: Manipulating Excel Worksheets](#)

[Navigate a Worksheet](#)
[Rename a Worksheet](#)
[Create a New Worksheet](#)
[Move a Worksheet](#)
[Copy a Worksheet](#)
[Delete a Worksheet](#)
[Change the Gridline Color](#)
[Toggle Worksheet Gridlines On and Off](#)
[Toggle Worksheet Headings On and Off](#)
[Set the Worksheet Tab Color](#)
[Set the Worksheet Background](#)
[Zoom In On or Out of a Worksheet](#)
[Split a Worksheet into Two Panes](#)
[Hide and Unhide a Worksheet](#)

[Chapter 8: Dealing with Excel Workbooks](#)

[Create a New Blank Workbook](#)
[Create a New Workbook from a Template](#)
[Save a Workbook](#)
[Open a Workbook](#)
[Arrange Workbook Windows](#)
[Find Text in a Workbook](#)
[Replace Text in a Workbook](#)
[Check Spelling and Grammar](#)
[Close a Workbook](#)

Chapter 9: Formatting Excel Workbooks

Modify the Workbook Colors

Set the Workbook Fonts

Choose Workbook Effects

Apply a Workbook Theme

Add a Workbook Header

Add a Workbook Footer

Chapter 10: Printing Excel Workbooks

Adjust the Workbook Margins

Change the Page Orientation

Insert a Page Break

Choose a Paper Size

Set the Print Area

Configure Titles to Print on Each Page

Preview the Printout

Print a Workbook

Chapter 11: Analyzing Excel Data

Sort a Range

Filter a Range

Set Data Validation Rules

Convert a Range to a Table

Create a Data Table

Summarize Data with Subtotals

Group Related Data

Analyze Data with Goal Seek

Analyze Data with Scenarios

Create a PivotTable

[Load Excel's Analysis ToolPak](#)

[Chapter 12: Visualizing Data with Excel Charts](#)

[Examining Chart Elements](#)

[Understanding Chart Types](#)

[Create a Chart](#)

[Add Chart Titles](#)

[Add Data Labels](#)

[Position the Chart Legend](#)

[Display Chart Gridlines](#)

[Display a Data Table](#)

[Change the Chart Layout and Style](#)

[Select a Different Chart Type](#)

[Change the Chart Source Data](#)

[Move or Resize a Chart](#)

[Add a Sparkline to a Cell](#)

[Chapter 13: Formatting Excel Charts](#)

[Format Chart Elements](#)

[Customize a Chart Element Background](#)

[Set a Chart Element's Outline](#)

[Add Effects to a Chart Element](#)

[Apply a Style to a Chart Element](#)

[Apply a WordArt Style to Chart Text](#)

[Chapter 14: Adding and Editing Worksheet Graphics](#)

[Draw a Shape](#)

[Insert a Clip Art Image](#)

[Insert a Photo](#)

[Insert a WordArt Image](#)

[Insert a SmartArt Graphic](#)
[Move or Resize a Graphic](#)
[Crop a Picture](#)
[Format a Picture](#)
[Add a Shadow or Glow to a Picture](#)
[Add a Reflection or 3-D Effect to a Picture](#)
[Add an Artistic Effect to a Photo](#)
[Recolor an Image](#)

[Chapter 15: Collaborating with Other People](#)

[Add a Comment to a Cell](#)
[Protect a Worksheet's Data](#)
[Protect a Workbook's Structure and Windows](#)
[Share a Workbook with Other Users](#)
[Track Workbook Changes](#)
[Accept or Reject Workbook Changes](#)
[Send a Workbook as an E-Mail Attachment](#)
[Save Excel Data as a Web Page](#)
[Make a Workbook Compatible with Earlier Versions of Excel](#)
[Collaborate on a Workbook Online](#)

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by Paul McFedries



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Paul McFedries is a technical writer who has been authoring computer books since 1991. He has more than 60 books to his credit, which together have sold more than three million copies worldwide. These books include the Wiley titles Teach Yourself VISUALLY Microsoft Office 2008 for Mac, Excel 2010 Visual Quick Tips, and Excel 2010 PivotTable and PivotCharts Visual Blueprint. Paul also runs Word Spy, a Web site dedicated to tracking new words and phrases (see www.wordspy.com). Please visit Paul's personal Web site at www.mcfedries.com.

Author's Acknowledgments

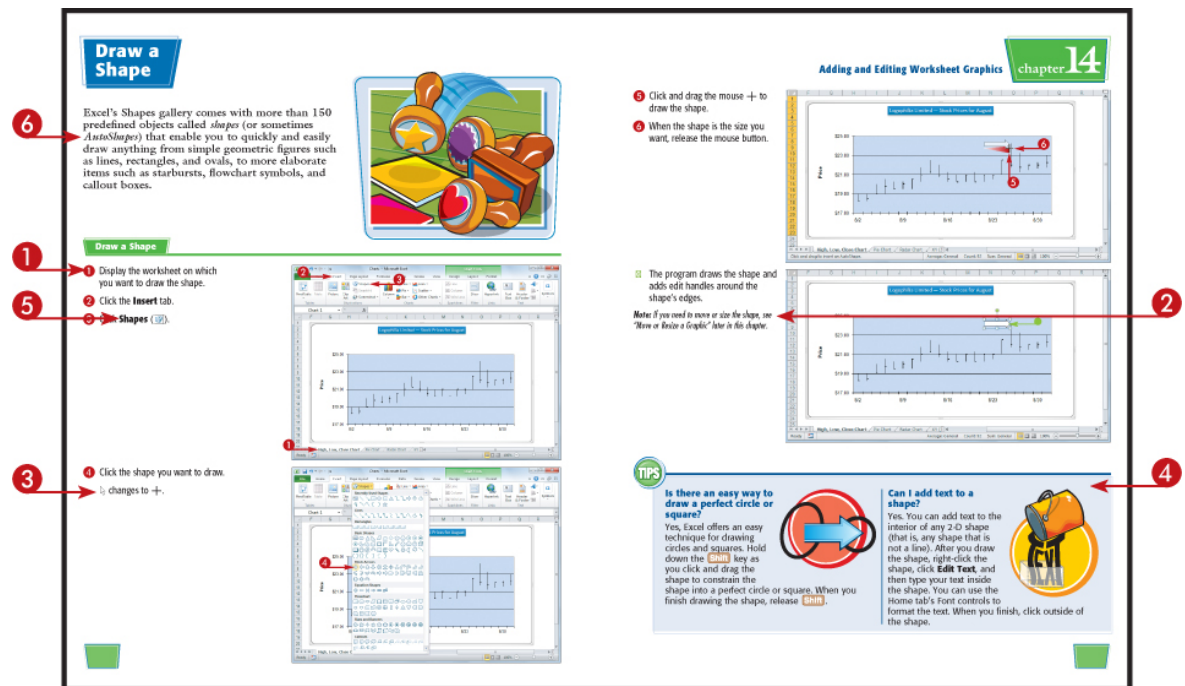
The book you hold in your hands is not only an excellent learning tool, but it is truly beautiful, as well. I am happy to have supplied the text that you will read, but the gorgeous images come from Wiley's crack team of artists and illustrators. The layout of the tasks, the accuracy of the spelling and grammar, and the veracity of the information are all the result of hard work performed by project editor Lynn Northrup and technical editor Namir Shammass. Thanks to both of you for your excellent work. My thanks, as well, to executive editor Jody Lefever for asking me to write this book.

How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book



1 Steps

This book uses a step-by-step format to guide you easily through each task. Numbered steps are actions you must do; bulleted steps clarify a point, step, or optional feature; and indented steps give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold

Bold type shows command names, options, and text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

Chapter 1: Working with Excel



You use Microsoft Excel to create spreadsheets, which are documents that enable you to manipulate numbers and formulas to quickly create powerful mathematical, financial, and statistical models. In this chapter you learn about Excel, take a tour of the

program's features, and learn how to customize some aspects of the program.

[Getting to Know Excel](#)

[Start Excel](#)

[Tour the Excel Window](#)

[Work with Excel's Ribbon](#)

[Work with Excel's Galleries](#)

[Customize the Quick Access Toolbar](#)

[Customize the Ribbon](#)

[Work with Smart Tags](#)

[Change the View](#)

[Configure Excel Options](#)

[Add Excel to the Windows 7 Taskbar](#)

[Quit Excel](#)

Getting to Know Excel



Working with Excel involves two basic tasks: building a spreadsheet and then manipulating the data on the spreadsheet.

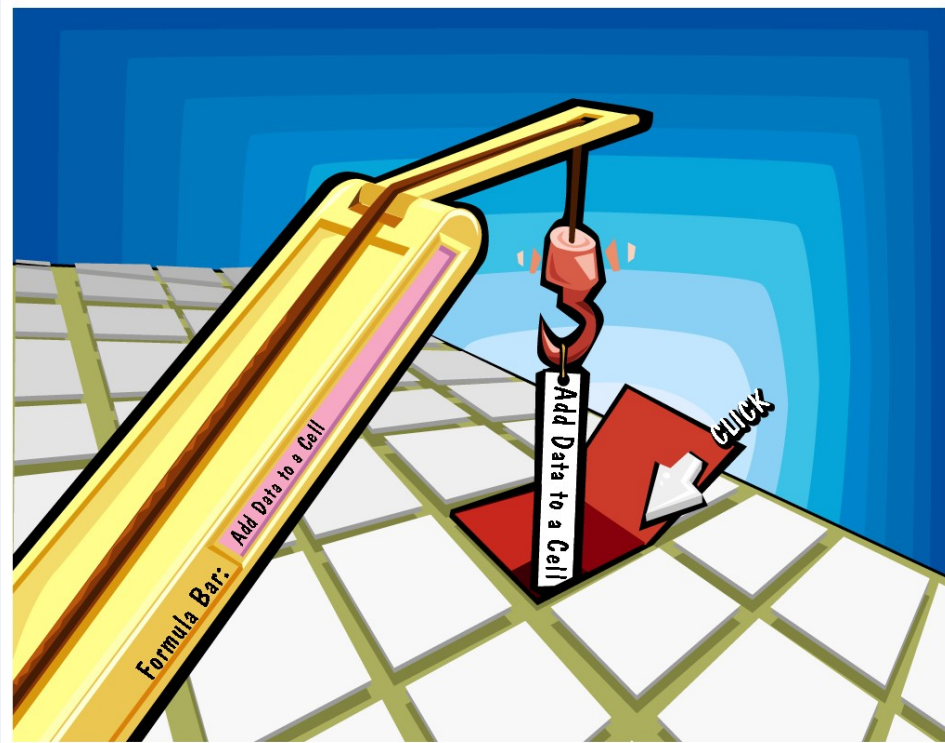
This section just gives you an overview of these tasks. You learn about each task in greater detail as you work through the book.

Build a Spreadsheet

Add Data

You can insert text, numbers, and other characters into any cell in the spreadsheet. Click the cell that you want to work with and then type your data in the Formula bar.

This is the large text box above the column letters. Your typing appears in the cell that you selected. When you are done, press Enter. To edit existing cell data, click the cell and then edit the text in the Formula bar.



Add a Formula

A *formula* is a collection of numbers, cell addresses, and mathematical operators that performs a calculation. In Excel, you enter a formula in a cell by typing an equal sign (=) and then the formula text. For example, the formula =B1-B2 subtracts the value in cell B2 from the value in cell B1.




Add a Function

A *function* is a predefined formula that performs a specific task. For example, the AVERAGE function calculates the average of a list of numbers, and the PMT function calculates a loan or mortgage payment. You can use functions on their own, preceded by =, or as part of a larger formula. Click **Insert Function** (fx) to see a list of the available functions.



Manipulate Data

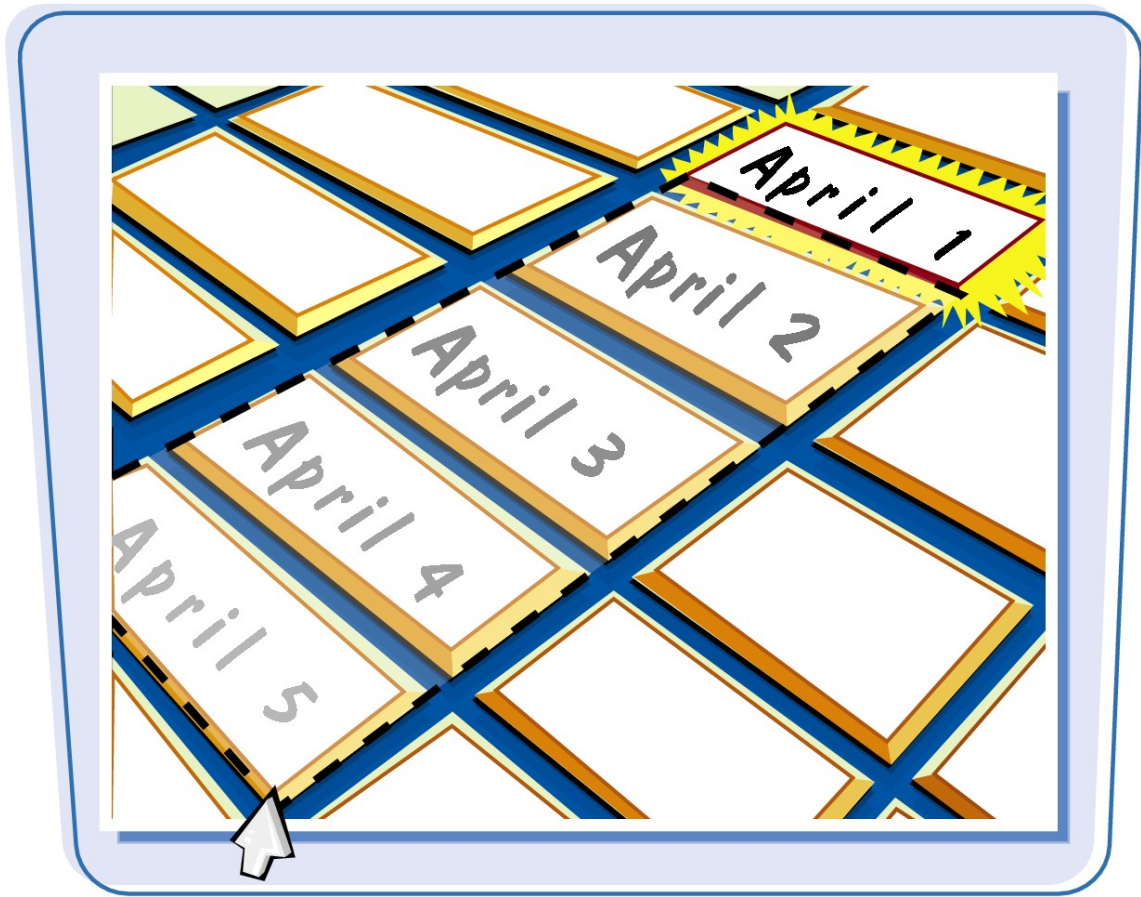
Calculate Totals Quickly

If you just need a quick sum of a list of numbers, click a cell below the numbers and then click the **Sum** button () , which is available in the Home tab of Excel's Ribbon. In Excel, you can also select the cells that you want to sum, and their total appears in the status bar.



Fill a Series

Excel enables you to save time by completing a series of values automatically. For example, if you need to enter the numbers 1 to 100 in consecutive cells, you can enter just the first few numbers, select the cells, and then click and drag the lower right corner to fill in the rest of the numbers. Most programs also fill in dates, as well as the names for weekdays and months.



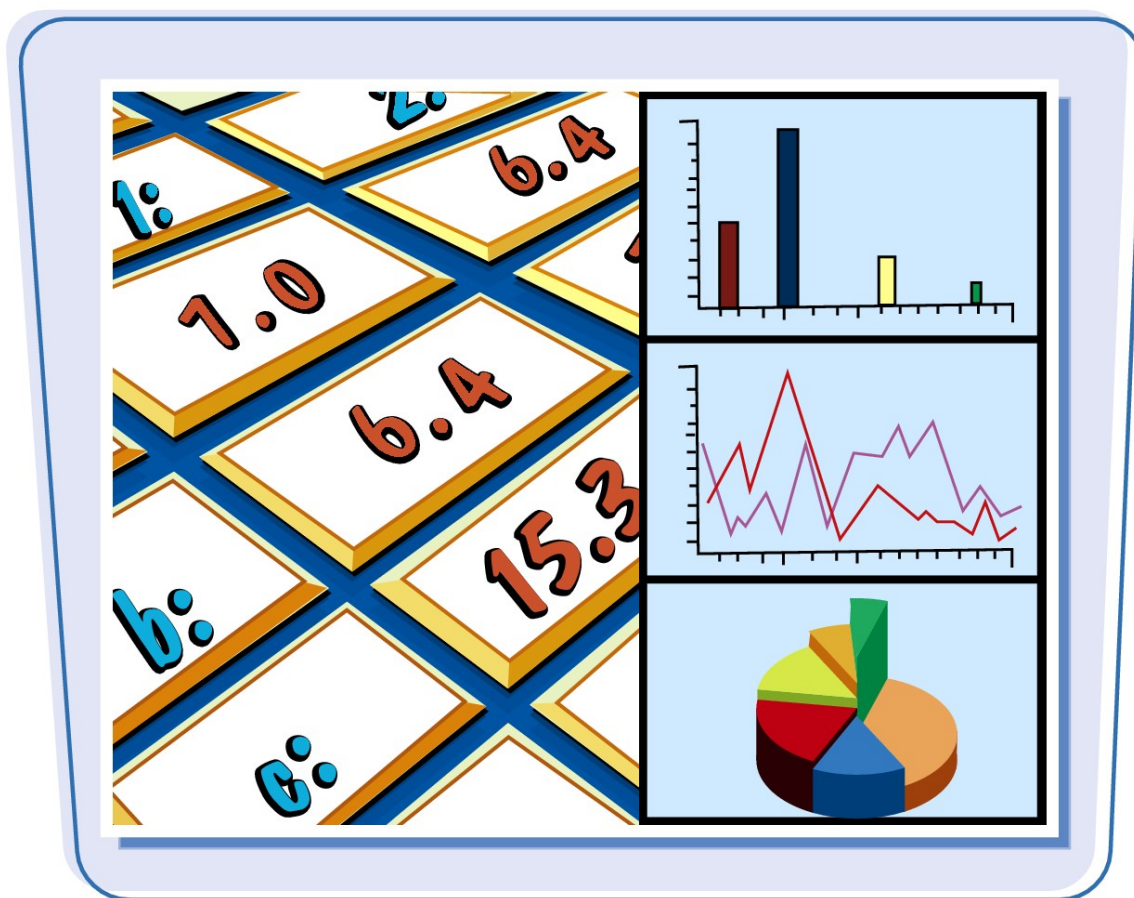
Manage Tables

The row-and-column format of a spreadsheet makes the program suitable for simple databases called *tables*. Each column becomes a field in the table, and each row is a record. You can sort the records, filter the records to show only certain values, and add subtotals.



Add a Chart

A *chart* is a graphic representation of spreadsheet data. As the data in the spreadsheet changes, the chart also changes to reflect the new numbers. Excel offers a wide variety of charts, including bar charts, line charts, and pie charts.



Start Excel