


EXCEL 2010 PROCEDURES


Starting Excel

1. Click the **Start** button .
2. Click **All Programs**.
3. Click the **Microsoft Office** folder icon.
4. Click **Microsoft Excel 2010**.

Naming and Saving (Ctrl+S) a Workbook

1. Click **File**.
2. Click **Save**.

OR

Click the **Save** button  on the Quick Access Toolbar.

3. In the Save As dialog box, click in the **File name** text box and type the file name.
4. Navigate to the location where you want to store the file.
5. Click **Save**.

Navigating the Worksheet

- Press **Ctrl + Home** to return to cell A1.
- Click the up or down scroll arrows on the vertical scroll bar to scroll one row up or one row down.
- Click the right or left scroll arrows on the horizontal scroll bar to scroll one column right or one column left.

- Click above or below the scroll box on the vertical scroll arrow to scroll one screen up or one screen down.
- Click to the left or right of the scroll box on the horizontal scroll arrow to scroll one screen left or one screen right.
- Drag the scroll box on either scroll bar to bring the desired portion of the worksheet into view.
- Use the mouse wheel to scroll up or down in the worksheet.

Changing Between Worksheets

- Click the sheet tab of the sheet you want to display.

Changing Worksheet Views






Showing and Hiding Worksheet Elements

1. Click the **View** tab.
2. Click to mark the check box for **Ruler**, **Gridlines**, **Formula Bar**, and **Headings**.
✓ A check in the check box indicates the element is displayed.



Hiding the Ribbon

1. Double-click the selected tab to hide the Ribbon.
2. Double-click the tab to redisplay the Ribbon.


Changing the View

1. Click the **View** tab.
2. Click the desired View button:
 - **Normal** 
 - **Page Layout** 
 - **Page Break Preview** 
 - **Custom Views** 
 - **Full Screen** 




OR

- Click a View icon on the status bar:
 - **Normal** 
 - **Page Layout** 
 - **Page Break Preview** 

Changing the Zoom Percentage

1. Click the **View** tab.
2. Click the **Zoom** button .
3. In the Zoom dialog box, click the desired magnification.
4. Click **OK**.

OR

- Click the Zoom Out  or Zoom In  on the status bar.
- Drag the Zoom slider  on the status bar.

Exiting Excel

1. Click **File**.
2. Click **Exit**.

Creating a New Workbook in Excel

1. Click **File**.
2. Click **New**.
3. If necessary, click **Blank workbook**.
4. Click **Create**.

Entering Labels (Text)



- Click in the cell and type the label.
- Press **Enter** to complete the entry and move to the cell below.
- Press **Tab** to complete the entry and move to the cell to the right.
- Press an arrow key to complete the entry and move to the cell in the desired direction.

Editing Text


- Click in the cell and type new text to replace the existing entry.
- Double-click in the cell and move the insertion point as necessary to edit the text.

- Select the cell, click in the formula bar, and move the insertion point as necessary to edit the text.


Using Undo (Ctrl+Z) and Redo (Ctrl+Y)

- Click the **Undo** button  on the Quick Access Toolbar to reverse a single action or series of actions.
- Click the **Redo** button  on the Quick Access Toolbar to reinstate any action that you reversed with Undo.

Clearing Cell Contents

1. Click the desired cell(s).
2. Click the **Home** tab.
Editing Group
3. Click the **Clear** button .

Inserting a Built-in Header or Footer

1. Click the **Insert** tab.
Text Group
2. Click the **Header & Footer** button .
3. Click in the placeholders and type the desired header or footer text.

OR

3. Click the **Header & Footer Design Tools** tab.
4. Click the **Header** button  or the **Footer** button .
5. From the menu of built-in headers or footers, select the desired format.

OR

3. Click the **Header & Footer Design Tools** tab.
Header & Footer Elements Group
4. Click an element to insert it as desired.


Previewing and Printing a Worksheet

1. Click **File**.
2. Click **Print**.
3. Check the preview and verify print settings in Backstage view.
4. Click **Print**.

Closing a Workbook

1. Click **File**.
2. Click **Close**.

OR

- Click the workbook's **Close Window** button .

■ Opening an Existing Workbook and Saving It with a New Name

Opening an Existing Workbook

1. Click **File**.
2. Click **Open**.
3. In the Open dialog box, navigate to the workbook file you want to open.
4. Select the file and click **Open**.

Saving an Existing Workbook with a New Name

1. Click **File**.
2. Click **Save As**.
3. In the **Save As** dialog box, click in the **File name** text box and type the file name.
4. Navigate to the location where you want to store the file.
5. Click **Save**.

Entering and Editing Numeric Labels and Values

Entering Numeric Labels and Values

- Click in the cell and type the label.

- Press **Enter** to complete the entry and move to the cell below.
- Press **Tab** to complete the entry and move to the cell to the right.
- Press an arrow key to complete the entry and move to the cell in the desired direction.

Editing Numeric Labels and Values

- Click in the cell and type a new value to replace the existing value.
- Double-click in the cell and move the insertion point as necessary to edit the value.
- Select the cell, click in the formula bar, and move the insertion point as necessary to edit the value.

Using AutoComplete

- When an AutoComplete suggestion appears in a cell, press **Enter**, **Tab**, or an arrow key to accept the entry.

Using Pick From List

1. Right-click the desired cell.
2. On the shortcut menu, click **Pick From Drop-down List**.
3. In the list that appears, click the desired entry.


Using AutoCorrect

- To accept an AutoCorrect entry, press **Enter**, **Tab**, or an arrow key.

Editing the AutoCorrect List

1. Click **File**.
2. Click **Options**.
3. In the Excel Options dialog box, click **Proofing**.
4. Click **AutoCorrect Options** to open the AutoCorrect Options dialog box.
5. In the Replace text box, type the text you want replaced.
6. In the With text box, type the AutoCorrect replacement text.
7. Click **Add**.
8. Click **OK**.


Checking the Spelling in a Worksheet

1. Click the **Review** tab.
Proofing Group
2. Click the **Spelling** button .
3. Misspelled words are displayed in the Spelling dialog box, where you can choose to ignore or change them.


Choosing a Theme

1. Click the **Page Layout** tab.

Themes Group


2. Click the **Themes** button .
3. From the gallery, click the desired theme.

Applying Cell Styles


1. Click the **Home** tab.
- ### Styles Group
2. Click the **Cell Styles** button .
 3. From the gallery, click the desired style.

Applying Font Formats


Changing the Font

1. Click the **Home** tab.
- ### Font Group
2. Click the **Font** drop-down arrow .
 3. Click the desired font.


Changing Font Size

1. Click the **Home** tab.
- ### Font Group
2. Click the **Font Size** drop-down arrow .
 3. Click the desired font.

Merging and Centering Across Cells

1. Select the cells that you want to merge and center.
 2. Click the **Home** tab.
- ### Alignment Group
3. Click the **Merge & Center** button .


Applying Number Formats

1. Click the **Home** tab.
- ### Number Group
2. Click the **Number Format** drop-down arrow .
 3. From the gallery, select the desired format.


Entering Dates

- Press **Ctrl+;** to insert the current date in the *mm/dd/yyyy* format.

OR

1. Click the **Home** tab.
Number Group
2. Click the **Number Format** drop-down arrow .
3. From the gallery, select **Short Date** or **Long Date**.







Filling in a Series

1. Select the beginning entries in the series.
2. Drag the fill handle  in the lower right corner to complete the series as desired.


Aligning Data in a Cell

1. Click the **Home** tab.
Alignment Group

2. Click the alignment option as follows:


- **Top Align** 
- **Middle Align** 
- **Bottom Align** 
- **Align Text Left** 
- **Center** 
- **Align Text Right** 

Wrapping Text in Cells


1. Click the **Home** tab.
Alignment Group
2. Click the **Wrap Text** button .

Changing Column Width and Row Height


Changing Column Width

1. Position the mouse pointer on the right border of a column header.
2. When the pointer changes to , drag to the desired width as indicated in the ScreenTip.


OR

1. Click the **Home** tab.
Cells Group
2. Click the **Format** button .
3. Click **Column Width** on the menu.
4. In the Column Width dialog box, enter the desired width.
5. Click **OK**.

Changing Row Height

1. Position the mouse pointer on the bottom border of a row header.
2. When the pointer changes to , drag to the desired height as indicated in the ScreenTip.

OR

1. Click the **Home** tab.
Cells Group
2. Click the **Format** button .
3. Click **Row Height** on the menu.
4. In the Row Height dialog box, enter the desired width.
5. Click **OK**.

Selecting Ranges

Selecting a Contiguous Range

1. Click the cell in the top left corner of the range.
2. Drag to select the remaining cells to be included in the range.

OR

Press and hold **Shift** and use the arrow keys to extend the selection as desired.

OR

Press **Shift** and click the cell that's at the lower-right corner of the range.

Selecting a Noncontiguous Range

1. Select the first portion of the range using one of the methods previously described.
2. Press and hold **Ctrl** to select additional portions.

Entering Data by Range


Filling Range Cells with the Same Entry

1. Select the range.
2. Type the entry.
3. Press **Ctrl + Enter**.



Filling a Range with a Series

1. Select the cells with the series starting value(s).
2. Click the **Home** tab.

Editing Group

3. Click the **Fill** button .
4. Click **Series** on the menu.
5. In the Series dialog box, specify if the series will fill a row or column, the type of series, and the step and stop values.
6. Click **OK**.

Making a Range Entry Using a Collapse Dialog Box Button

1. In the dialog box, click the **Collapse** button , which normally appears at the end of the text box in which you are to enter the range address.
2. In the worksheet, select the range.
3. Click the **Expand** button  to redisplay the dialog box.

Entering a Formula

1. Click the cell.
2. Type =.
3. Type the formula.
4. Press **Enter**, **Tab**, or an arrow key to complete the entry.

Editing a Formula


- Click in the cell and type a new formula to replace the existing formula.
- Double-click in the cell and move the insertion

point as necessary to edit the formula.


- Select the cell, click in the formula bar, and move the insertion point as necessary to edit the formula.
- Select the cell, press **F2**, and move the insertion point as necessary to edit the formula.

Copying a Formula Using the Fill Handle

1. Click the cell.

2. Drag the fill handle  to copy the formula to the desired cells.


Using the SUM Function

1. Click the cell that will contain the function.
2. Click the **Home** tab.
Editing Group
3. Click the **Sum** button .
4. Verify the range to be summed and press **Enter** to complete the function.


Copying and Pasting Data

1. Select the cells you want to copy.
2. Press **Ctrl+C**.

OR


2. Click the **Home** tab.
Clipboard Group
3. Click the **Copy** button .
4. Click the cell where you want to paste the copied data.
5. Press **Ctrl+V**.

OR


5. Click the **Home** tab.
Clipboard Group
6. Click the **Paste** button .

Copying Formats


1. Click the cell whose formats you want to copy.
2. Click the **Home** tab.
Clipboard Group

3. Click the **Format Painter** button .
4. Click the cell to which you want to copy the formats.

OR


3. Double-click the **Format Painter** button .
4. Click each cell to which you want to copy the formats.
5. Press **Esc** to turn off the Format Painter.

Copying Formulas Containing a Relative Reference

1. Click the cell containing the formula you want to copy.
2. Click the **Home** tab.
Clipboard Group
3. Click the **Copy** button .

OR

Press **Ctrl+C**.

4. Click the cell where you want to paste the copied formula.
5. Click the **Home** tab.
Clipboard Group
6. Click the **Paste** button .

OR

Press **Ctrl+V**.

Copying a Formula Using an Absolute Reference

1. Click the cell containing the formula you want to copy.
2. Enter a dollar sign (\$) before both the column letter and row number of the cell you want to make an absolute reference.


OR

Press **F4** to insert the dollar signs.


3. Copy the formula using the procedures discussed at the beginning of this lesson.

Inserting and Deleting Columns and Rows


Inserting a Column

1. Click the heading of the column that will be to the right of the new column.
2. Click the **Home** tab.
Cells Group
3. Click the **Insert** button drop-down arrow .
4. Click **Insert Sheet Columns**.

Inserting a Row

1. Click the heading of the row that will be below the new row.
2. Click the **Home** tab.
Cells Group
3. Click the **Insert** button drop-down arrow .
4. Click **Insert Sheet Rows**.


Deleting a Column or Row

1. Click the heading of the column or row that you want to delete.
2. Click the **Home** tab.
Cells Group
3. Click the **Delete** button .


Cutting and Pasting Data

1. Select the cells you want to cut.
2. Press **Ctrl+X**.

OR


- Click the **Home** tab.
Clipboard Group
 - Click the **Cut** button .
3. Click the cell where you want to paste the cut data.
 4. Press **Ctrl+V**.

OR


- Click the **Home** tab.
Clipboard Group
- Click the **Paste** button .

Using Drag-and-Drop Editing

Moving Data Using Drag-and-Drop

1. Select a cell or range.
2. Point to the border of the selection.
3. When the pointer changes to , drag the selection to the desired location.


Copying Data Using Drag-and-Drop

1. Select a cell or range.
2. Point to the border of the selection.
3. When the pointer changes to , hold down **Ctrl** and drag the selection to the desired location.

Creating a Column Chart

1. Select the range of data you want to chart.
2. Press **F11**.

Deleting Unused Sheets in a Workbook



1. Click the tab of the sheet you want to delete.
2. Click the **Home** tab.
Cells Group
3. Click the **Delete** button drop-down arrow .
4. Click **Delete Sheet**.

OR

1. Right-click the tab of the sheet you want to delete.
2. On the shortcut menu, click **Delete**.

Displaying, Printing, and Hiding Formulas



Displaying and Hiding Formulas

1. Click the **Formulas** tab.
Formula Auditing Group
2. Click the **Show Formulas** button .
3. Click the **Show Formulas** button  again to hide formulas.


OR

- Press **Ctrl+`** to toggle formulas on and off.

Printing Formulas

1. Click the **Formulas** tab.
Formula Auditing Group
2. Click the **Show Formulas** button .
3. Click **File**.
4. Click **Print**.
5. In Backstage view, click the **Print** button .


Previewing and Printing a Worksheet

1. Click **File**.
2. Click **Print**.
3. Check the preview in Backstage view.
4. Click the **Print** button .

Using Functions (SUM, AVERAGE, MEDIAN, MIN, and MAX)

1. Click the cell in which you want to enter the function.
2. Type =, the function name, and then an opening parenthesis.
3. Type the range address or drag over the range on which you want to perform the function.
4. Type a closing parenthesis.
5. Press **Enter**.

OR


1. Click the cell in which you want to enter the function.
2. Click the **Home** tab.
Editing Group
3. Click the **Sum** drop-down arrow .
4. Click the desired function from the menu.
5. Verify the range.
6. Press **Enter**.

Inserting a Function

1. Click the cell in which you want to enter the function.
2. Click the **Formulas** tab.
Function Library Group
3. Click one of the function category buttons and click

the desired function from the menu.


OR

Click the **More Functions** button , point to a category, and click the desired function.


Using AutoCalculate

1. Select the range on which you want to perform the AutoCalculate function.
2. Review the AutoCalculate results in the status bar.
3. To control the function results that appear on the status bar, right-click it and click the desired function.

Creating an Excel Table

1. Click in the range of data that will make up the table.
2. Click the **Insert** tab.
Tables Group
3. Click the **Table** button .
4. In the Create Table dialog box, verify the range containing the table data.
5. Click **OK**.

Applying a Table Style

1. Click any cell in the table.
2. Click the **Table Tools Design** tab.
Table Styles Group
3. Click the Table Styles **More** button .
4. Click the desired table style.

Inserting a Total Row


1. Click any cell in the table.
2. Click the **Table Tools Design** tab.
Table Style Options Group
3. Click the **Total Row** check box.

Sorting and Filtering an Excel Table

Sorting a Table

1. Click the down arrow on the desired table column header.
2. From the menu, click the desired sort option.

OR


1. Click the **Data** tab.
Sort & Filter Group
2. Click the **Sort** button .

3. In the Sort dialog box, set the sort options as desired.
4. Click **OK**.

Filtering a Table

1. Click the down arrow on the desired table column header.
2. From the menu, click to mark the desired column entries you want included in the filter.

Converting a Table to a Range

1. Click any cell in the table.
2. Click the **Table Tools Design** tab.
Tools Group
3. Click the **Convert to Range** button .
4. Click **Yes** in the dialog box to confirm the conversion.

Using the NOW Function to Display a System Date

1. Click the cell in which you want to insert the date.
2. Type **=NOW()**.
3. Press **Enter**.


Using Named Ranges

1. Select the range you want to name.
2. Click in the **Name Box**.
3. Type the desired range name and press **Enter**.


OR

1. Select the range you want to name.
2. Right-click the selected range.
3. Click **Define Name** on the shortcut menu.
4. In the New Name dialog box, type the desired range name in the Name text box.
5. Click **OK**.


OR

1. Select the range you want to name.
2. Click the **Formulas** tab.
Defined Names Group
3. Click the **Define Name** button .
4. In the New Name dialog box, type the desired range name in the Name text box.
5. Click **OK**.


Inserting an IF Function

1. Click the cell in which you want to enter the function.
2. Click the **Formulas** tab.
Function Library Group
3. Click the **Logical** button .
4. Click **IF**.
5. Complete the Function Arguments dialog box as necessary.
6. Click **OK**.


Using SUMIF() and SUMIFS() Functions

1. Click the cell in which you want to enter the function.
2. Click the **Insert Function** button  on the formula bar.
3. Click the **Or select a category** drop-down arrow.
4. Click **Math & Trig**.
5. In the Select a function list, click **SUMIF** or **SUMIFS**.
6. Click **OK**.
7. Complete the Function Arguments dialog box as necessary.
8. Click **OK**.

Using COUNTIF() and COUNTIFS() Functions


1. Click the cell in which you want to enter the function.
2. Click the **Insert Function** button  on the formula bar.
3. Click the **Or select a category** drop-down arrow.
4. Click **Statistical**.
5. In the Select a function list, click **COUNTIF** or **COUNTIFS**.
6. Click **OK**.
7. Complete the Function Arguments dialog box as necessary.
8. Click **OK**.

Freezing Labels While Scrolling


1. Position the insertion point in the column to the right and/or the row below the data to be frozen.
2. Click the **View** tab.
Window Group
3. Click the **Freeze Panes** button .
4. Click the desired freeze option on the menu.

Unfreezing Labels

1. Click the **View** tab.
Window Group

2. Click the **Freeze Panes** button .
3. Click **Unfreeze Panes** on the menu.


Splitting a Worksheet into Panes

1. Click the cell to the right and below where you want the split to occur.
2. Click the **View** tab.
Window Group
3. Click the **Split** button .


OR

- Click and drag the split box at the top of the vertical scroll bar to split the window horizontally.
- Click and drag the split box at the right end of the horizontal scroll bar to split the window vertically.

Removing a Split


1. Click the **View** tab.
Window Group
2. Click the **Split** button .

Applying Conditional Formatting


1. Select the range to which you want to apply the conditional formatting.
2. Click the **Home** tab.
Styles Group.
3. Click the **Conditional Formatting** button .
4. Point to the desired type of conditional format.
5. From the format's gallery, click the desired style.

Modifying a Rule


1. Click the **Home** tab.
Styles Group.

2. Click the **Conditional Formatting** button .
3. Click **Manage Rules.**
4. In the Conditional Formatting Rules Manager dialog box, click the **Edit Rule** button.
5. Modify the rule as desired.
6. Click **OK.**

Using Find and Replace

1. Click the **Home** tab.
Editing Group
2. Click the **Find & Select** button .
3. On the menu, click **Replace.**
4. In the Find and Replace dialog box, enter the text or values you want to find in the Find what box.
5. Enter the replacement text or values in the Replace with box.
6. Click the **Options** button to further specify the search.
7. Click **Find Next** to find each occurrence and then **Replace** to replace each occurrence. Click **Replace All** to replace all occurrences.
8. Click **Close.**

Rotating Cell Entries


1. Click the cell or range of cells whose entries you want to rotate.
2. Click the **Home** tab.
Alignment Group
3. Click the **Orientation** button .

4. On the menu, click the desired rotation.


Resolving a ##### Error Message

1. Double-click the right border of the column header to resize the column to the longest entry.



OR

1. Click the **Home** tab.
Cells Group
2. Click the **Format** button .
3. Click **AutoFit Column Width** on the menu.


Printing Titles

1. Click the **Page Layout** tab.
2. Click the **Print Titles** button .
3. In the Page Setup dialog box, on the Sheet tab, click in the **Rows to repeat at top** text box or the **Columns to repeat at left** text box.
4. Type the range address of the row(s) or columns to repeat.

OR


- Click the **Collapse Dialog** button  and select the range to repeat. Click the **Expand Dialog** button  to return to the dialog box.
5. Click **OK**.

Changing Orientation

1. Click the **Page Layout** tab.
2. Click the **Orientation** button .


3. Click **Portrait** or **Landscape**.

Scaling to Fit


1. Click the **Page Layout** tab.
2. Click the **Scale to Fit** dialog box launcher .
3. In the Page Setup dialog box, on the Page tab, click the **Fit to** button.
4. Adjust the Fit to settings as desired.
5. Click **OK**.

Inserting, Deleting, Copying, Moving, and Renaming Worksheets

Inserting a Worksheet

1. Click the **Insert Worksheet** tab  next to insert a new sheet that follows the existing sheets.

OR

1. Click the **Home** tab.
Cells Group
2. Click the **Insert** drop-down arrow .
3. Click **Insert Sheet**.

Renaming a Worksheet

1. Right-click the sheet tab.
2. Click **Rename** on the shortcut menu.
3. Type the new sheet name.

Deleting a Worksheet

1. Click the **Home** tab.
Cells Group
2. Click the **Delete** drop-down arrow .
3. Click **Delete Sheet**.

OR

1. Right-click the sheet tab.
2. Click **Delete** on the shortcut menu.

Moving or Copying a Worksheet


1. Right-click the sheet tab.
2. Click **Move or Copy** on the shortcut menu.
3. In the Move or Copy dialog box, specify where you want to move the sheet and if you want to create a copy of the sheet.
4. Click **OK**.

Changing the Color of a Worksheet Tab


1. Right-click the sheet tab.
2. Point to **Tab Color** on the shortcut menu.
3. Click the desired color in the color palette.

Hiding Sheets

1. Click the tab of the sheet you want to hide.
2. Click the **Home** tab.
Cells Group

3. Click the **Format** button .
4. Click **Hide & Unhide**.
5. Click **Hide Sheet**.

Unhiding a Sheet

1. Click the **Home** tab.
Cells Group
2. Click the **Format** button .
3. Click **Hide & Unhide**.
4. Click **UnHide Sheet**.

Grouping Worksheets for Editing and Formatting

1. Click the tab of the first sheet in the group.
2. Hold down **Shift** and click adjacent sheets you want to include in the group.

OR

Hold down **Ctrl** and click noncontiguous sheets you want to include in the group.

Constructing Formulas that Refer to Cells in Another Worksheet

1. Click the cell to contain the formula.
2. Type =, followed by the function name, if applicable.
3. Click the tab of the sheet that contains the cell(s) you want to reference.
4. Click the cell or select the range.


5. Type a mathematical operator, if necessary.
6. Repeat to reference cells on other worksheets as necessary.

Printing a Selection

1. Select the range you want to print.
2. Click **File**.
3. Click **Print**.
4. In Backstage view, under Settings, click the first drop-down arrow.

5. Click **Print Selection**.
6. Click the **Print** button .


Printing All the Worksheets in a Workbook

1. Click **File**.
2. Click **Print**.
3. In Backstage view, under Settings, click the first drop-down arrow.
4. Click **Print Entire Workbook**.
5. Click the **Print** button .

Creating a Chart

1. Select the range of data you want to chart.
2. Click the **Insert** tab.
Charts Group
3. Click the desired chart category button.
4. In the gallery, click the chart style.

Changing Chart Types

1. Click the chart to select it.
2. Click the **Chart Tools Design** tab.
Type Group
3. Click the **Change Chart Type** button .


4. In the Change Chart Type dialog box, click the type of chart to which you want to change.
5. Click the chart style.
6. Click **OK**.

Selecting a Chart



- Click the chart to select it.

Resizing, Copying, Moving, or Deleting a Chart


Resizing a Chart

1. Click the chart to select it.
2. Position the pointer on a corner handle.
3. When the pointer changes to , drag to the desired size.

Copying a Chart

1. Click the chart to select it.
2. Click the **Home** tab.
Clipboard Group
3. Click the **Copy** button .
4. Click the location to which you want to copy the chart.
5. Click the **Home** tab.
Clipboard Group
6. Click the **Paste** button .

Moving a Chart

1. Click the chart to select it.
2. When the pointer changes to , drag to the desired location.


Deleting a Chart

1. Click the chart to select it.
2. Press **Delete**.


Calculating Percentages

- To calculate a percentage of a total, divide the individual value by the total value.
- To calculate a known percentage of a value, multiply the value by the percentage.


Creating a Pie Chart on a Chart Sheet

1. Select the range(s) of data you want to chart.
2. Click the **Insert** tab.
Charts Group
3. Click the Pie button .
4. Click the desired chart style in the gallery.

Moving a Chart to a Chart Sheet


1. Click the chart to select it.
2. Click the **Chart Tools Design** tab.
Location Group
3. Click the **Move Chart** button .
4. In the Move Chart dialog box, click **New Sheet**.
5. Type the name of the sheet, if desired.
6. Click **OK**

Applying 3-D to a Pie Chart

1. Click the chart to select it.
2. Click the **Chart Tools Design** tab.
Type Group
3. Click the **Change Chart Type** button .
4. In the Change Chart Type dialog box, click **Pie** for the type of chart.
5. Click **Pie in 3-D**.
6. Click **OK**.

Rotating Slices in a Pie Chart

1. Click the chart to select it.
2. Click the **Chart Tools Layout** tab.
Current Selection Group
3. Click the **Chart Elements** drop-down arrow.
4. Click the series element.

5. Click the **Chart Tools Layout** tab.
Current Selection Group
6. Click the **Format Selection** button .
7. In the Format Data Series dialog box, under Angle of slice, drag the slider to the desired setting.
8. Click **Close**.

Exploding and Coloring a Pie Chart

Exploding a Pie Slice


1. Click the chart to select it.
2. Click and drag the slice you want to explode away from the rest of the pie.

Coloring a Pie Chart


1. Click the chart to select it.
2. Click the slice you want to color and then right-click it.
3. Click **Format Data Point** on the shortcut menu.

4. In the Format Data Point dialog box, click **Fill**.
5. Click the type of fill desired.
6. Click the fill style and/or color as desired.
7. Click **Close**.


Formatting the Chart Area of a Pie Chart

1. Click the chart to select it.
2. Click the **Chart Tools Layout** tab.
Current Selection Group
3. Click the **Chart Elements** drop-down arrow.
4. Click **Chart Area**.
5. Click the **Chart Tools Layout** tab.
Current Selection Group
6. Click the **Format Selection** button .
7. In the Format Chart Area dialog box, click the desired formats.
8. Click **Close**.


Inserting a Text Box in a Chart

1. Click the **Insert** tab.
Text Group
2. Click the **Text Box** button .
3. Drag on the chart where you want to insert the text box.
4. Type the text.


Updating a Chart

1. Update the charted data as desired.
2. Click the chart to select it.
3. Click the **Chart Tools Design** tab.
Data Group
4. Click the **Select Data** button .
5. In the Select Data Source dialog box, update the data range as necessary.
6. Click **OK**.

Inserting WordArt in a Worksheet


1. Click the **Insert** tab.
Text Group
2. Click the **WordArt** button .
3. Click the desired WordArt style from the gallery.
4. Type the WordArt text.

Changing Data Series Orientation


1. Click the chart to select it.
2. Click the **Chart Tools Design** tab.
Data Group
3. Click the **Switch Row/Column** button .

Formatting a Chart

Applying a Chart Layout

1. Click the chart to select it.
2. Click the **Chart Tools Design** tab.
Chart Layouts Group
3. Click the **Chart Layouts More** button .
4. Click the desired layout from the gallery.

Applying a Chart Style

1. Click the chart to select it.
2. Click the **Chart Tools Design** tab.
Chart Styles Group
3. Click the **Chart Styles More** button .
4. Click the desired layout from the gallery.


Resizing, Moving, or Deleting a Chart Element

Resizing a Chart Element

1. Click the chart to select it.

2. Click the chart element you want to resize.
3. Drag a corner sizing handle to resize the element as desired.



Moving a Chart Element

1. Click the chart to select it.
2. Click the chart element you want to move.
3. Position the mouse pointer on the border of the element.
4. When the pointer changes to , drag the element to the desired location.


Deleting a Chart Element

1. Click the chart to select it.
2. Click the chart element you want to delete.
3. Press **Delete**.


Changing Chart Text

1. Click the placeholder for the chart title you want to change.
2. Click the **Chart Tools Layout** tab.
Labels Group
 - To change the chart title, click the **Chart Title** button .
 - To change the axis titles, click the **Axis Titles** button .
3. Click the desired option on the menu.

Enhancing the Chart Plot Area

1. Click the chart to select it.
2. Click the **Chart Tools Layout** tab.
Current Selection Group
3. Click the **Chart Elements** drop-down arrow.
4. Click **Plot Area**.
5. Click the **Chart Tools Layout** tab.
Current Selection Group
6. Click the **Format Selection** button .
7. In the **Format Plot Area** dialog box, click the formats as desired.
8. Click **Close**.

Formatting Category and Value Axes

1. Click the chart to select it.
2. Click the **Chart Tools Layout** tab.
Axes Group
3. Click the **Axes** button .
4. Point to the desired axis on the menu.
5. Click the desired format for the axis on the submenu.

Using Parentheses in a Formula

- Excel calculates the part of the formula enclosed in parentheses first.
- When there are multiple nested pairs of parentheses in a formula, Excel calculates from the innermost pair to the outermost.

Calculating a Value After an Increase

1. Convert the percentage to a decimal.
2. Add **1** to the decimal.
3. Multiply the value by the decimal.

Performing What-If Analysis


- Change the value in the input cell referenced by the formula to see differing results.

Creating a Line Chart to Compare Data


1. Select the ranges to be charted.

2. Click the **Insert** tab.

Chart Group

3. Click the **Line** button .
4. Click the **Line with Markers** line chart style.





Printing a Chart

1. Click the tab of the sheet containing the chart.
2. Click **File**.
3. Click **Print**.
4. Examine the preview and adjust print settings as desired.
5. Click the **Print** button .

Publishing a Chart to the Internet/Intranet





1. Click the tab of the sheet containing the chart.
2. Click **File**.
3. Click **Save As**.
4. In the Save As dialog box, navigate to the location where you want to save the file.
5. Click the **Save as type** drop-down arrow.
6. Click **Single File Web Page**.
7. If desired, click the **Change Title** button.
8. Type the page title and click **OK**.
9. In the Save As dialog box, click **Selection: Chart**.
10. Click **Publish**.
11. In the Publish as Web Page dialog box, verify the publish settings.
12. Click **Publish**.

Pasting a Picture of a Chart


1. Click the chart to select it.
2. Click the **Home** tab.
Clipboard Group
3. Click the **Copy** button .
4. Click in the destination where you want to paste the chart.
5. Click the **Home** tab.
Clipboard Group
6. Click the **Paste** button .
7. Click the **Paste Options** button  at the lower right of the chart.
8. Click the **Picture** button .




Embedding a Chart in a Word Document

1. Click the chart to select it.
2. Click the **Home** tab.
Clipboard Group

3. Click the **Copy** button .
4. Click in the destination document where you want to paste the chart.
5. Click the **Home** tab.
Clipboard Group
6. Click the **Paste** button .
7. Click the **Paste Options** button  at the lower right of the chart.
8. Click the **Keep Source Formatting & Embed Workbook** button .

Linking a Chart

1. Click the chart to select it.
2. Click the **Home** tab.
Clipboard Group
3. Click the **Copy** button .
4. Click in the destination document where you want to paste the chart.
5. Click the **Home** tab.
Clipboard Group

6. Click the **Paste** button .
7. Click the **Paste Options** button  at the lower right of the chart.
8. Click the **Use Destination Theme & Link Data** button .


Editing a Linked or Embedded Chart

1. Double-click a linked or embedded chart to display Excel's Chart Tools contextual tabs in the destination application
2. Edit the chart as desired.

OR


1. Right-click a linked or embedded chart and click **Edit Data** to open the Excel window for editing data.
2. Edit the data as desired.

Creating Organization Charts

1. Click the **Insert** tab.
Illustrations Group
2. Click the **SmartArt** button .
3. In the Choose a SmartArt Graphic dialog box, click **Hierarchy**.
4. Click the desired layout.

5. Click **OK**.
6. Use the Text Pane if desired to enter text in the placeholders.


Creating Other SmartArt Diagrams

1. Click the **Insert** tab.
Illustrations Group
2. Click the **SmartArt** button .


3. In the Choose a SmartArt Graphic dialog box, click the type of SmartArt from the list on the left.
4. Click the desired layout for the SmartArt.
5. Click **OK**.
6. Use the Text Pane if desired to enter text in the placeholders.

Using AutoFill to Complete a Series and Create Trends


Using AutoFill to Complete a Series

1. Select the range that will begin the series.
2. Click the AutoFill handle  and drag to the desired cell to complete the series.

Using AutoFill to Create a Trend




1. Select the range that will begin the series.
2. Right-click the AutoFill handle  and drag to the desired cell to complete the series.
3. When you release the mouse button, click the desired trend on the shortcut menu.

Using the Fill Button to Create a Linear Trend

1. Select the range that will begin the series.
2. Click the **Home** tab.
Editing Group
3. Click the **Fill** button .
4. Click **Series**.
5. In the Series dialog box, click **Rows** or **Columns** for the direction to fill.

6. Click the **Linear** type of series
✓ Enter a step and stop value if desired.
7. Click **OK**.

Using Sparklines to Instantly Chart Trends

1. Select the range containing the trend data.
2. Click the **Insert** tab.
Sparklines Group
3. Click the desired Sparkline button as follows:
 - **Insert Line Sparkline**  to show the trend in a line chart
 - **Insert Column Sparkline**  to show the trend in a column chart
 - **Insert Win/Loss Sparkline**  to show the trend in a Win/Loss chart.
4. In the Create Sparklines dialog box, click in the **Location Range** text box and type the cell address where you want to place the Sparkline.
5. Click **OK**.

Using the FORECAST Function

1. Click the cell where you will enter the function.
2. Type **=FORECAST(**.
3. Enter the function arguments as necessary.
4. Type the closing parenthesis and press **Enter**.

Using the TREND Function

1. Click the cell where you will enter the function.
2. Type **=TREND(**.
3. Enter the function arguments as necessary.
4. Type the closing parenthesis and press **Enter**.


Using the GROWTH Function

1. Click the cell where you will enter the function.
2. Type **=GROWTH(**.
3. Enter the function arguments as necessary.
4. Type the closing parenthesis and press **Enter**.


Using the PMT Function

1. Click the cell where you will enter the function.
2. Type **=PMT(**.
3. Enter the interest rate per period for the loan as the first argument.
✓ Type a comma to separate arguments.
4. Enter the total number of payments for the loan as the second argument.
5. Enter the present value, or total amount that a series of future payments is worth now, as the third argument.
6. Press **Enter**.


OR

1. Click the cell where you will enter the function.
2. Click the **Formulas** tab.
Function Library Group
3. Click the **Financial** button .
4. Click **PMT** on the menu.
5. In the Rate text box, enter the interest rate per period for the loan.
6. In the Nper text box, enter the total number of payments for the loan.
7. In the Pv text box, enter the present value, or total amount that a series of future payments is worth now.
8. Click **OK**.


Creating a One-Input Data Table

1. Select the cells contacting the formula and substitution values.
2. Click the **Data** tab.
Data Tools Group
3. Click the **What-If Analysis** button .
4. Click **Data Table** on the menu.
5. In the Data Table dialog box, type the desired input cell address.
6. Click **OK**.

Creating a Two-Input Data Table

1. Select the cells contacting the formula and substitution values.
2. Click the **Data** tab.
Data Tools Group
3. Click the **What-If Analysis** button .
4. Click **Data Table** on the menu.
5. In the Data Table dialog box, type the desired input cell addresses.
6. Click **OK**.

Using Goal Seek


1. Click the **Data** tab.
Data Tools Group
2. Click the **What-If Analysis** button .
3. Click **Goal Seek** on the menu.
4. Complete the Goal Seek dialog box as desired.
5. Click **OK**.

Using Solver to Resolve Problems

Activating the Solver

1. Click **File**.
2. Click **Options**.
3. In the Excel Options dialog box, click **Add-Ins**.
4. Click the **Manage** drop-down arrow, click **Excel Add-Ins**, and click **Go**.
5. In the Add-Ins dialog box, click to mark **Solver Add-in**.
6. Click **OK**.

Using Solver

1. Click the **Data** tab.
Analysis Group
2. Click the **Solver** button .
3. In the Solver Parameters dialog box, set the variables and constraints as desired.
4. Click **Solve**.
5. Click **OK** to keep the changed cell values if desired.


Inserting the VLOOKUP Function

1. Click the cell where you want to enter the function.
2. Type **=VLOOKUP(**
✓ The function's syntax appears in a ScreenTip underneath the selected cell.
3. Type the desired values for each argument.

- ✓ Type a comma to separate arguments.*
4. Type the closing parenthesis and press **Enter**.

Inserting an HLOOKUP Function Using the Function Wizard


1. Click the cell where you want to enter the function.
2. Type **=HLOOKUP(**

3. Click the **Insert Function** button  on the formula bar.
4. In the Function Arguments dialog box, enter the desired values for each argument.
5. Click **OK**.

Creating PivotTables with Excel Data

1. Select the table or range to be included in the PivotTable.
2. Click the **Insert** tab.

Tables Group

3. Click the **Insert PivotTable** drop-down arrow .
4. Click **PivotTable**.
5. In the Create PivotTable dialog box, select the table or range if necessary, and click where you want the PivotTable report to be placed.
6. Click **OK**.


Using the PivotTable Field List

1. Click in the PivotTable Field List.
✓ If the PivotTable Field List is not displayed, click the PivotTable box on the worksheet.
2. In the PivotTable Field List pane, drag fields to the PivotTable areas as desired.

Limiting Report Data

1. Click anywhere within the PivotTable.
2. Click the down arrow for the field you want to modify.
3. Click to select or deselect the data that displays in the PivotTable.


Changing the Appearance of a PivotTable

1. Click anywhere within the PivotTable.
2. Click the **PivotTable Tools Design** tab.
PivotTable Styles Group
3. Click the PivotTable Styles **More** button .
4. Click the desired style from the gallery.


Creating a PivotChart from a PivotTable

1. Click anywhere within the PivotTable.
2. Click the **PivotTable Tools Options** tab.


Tools Group

3. Click the **PivotChart** button .
4. In the Insert Chart dialog box, click the chart type.
5. Click the chart subtype.
6. Click **OK**.

Moving a PivotChart

1. Click the PivotChart to select it.
2. Click the **PivotChart Tools Design** tab.
Location Group
3. Click the **Move Chart** button .
4. In the Move Chart dialog box, click where you want the chart to be placed.
 - If you click **New sheet**, type the sheet name if desired.
 - If you click **Object in**, click the drop-down arrow and specify the desired sheet.
5. Click **OK**.


Inserting Clips from the Clip Art Task Pane

1. Click the cell where you want to insert the clip art.
2. Click the **Insert** tab.
Illustrations Group
3. Click the **Clip Art** button .
4. In the Clip Art task pane, type the keyword(s) for the clip art you want to insert in the Search for box.
5. If desired, click the **Results should be** drop-down arrow and specify the media.
6. Click the **Go** button.
7. Click the desired image to insert it in the selected cell.


OR

Hover over the clip thumbnail and click the down-arrow that appears. Select an option from the menu.



Inserting Pictures

1. Click the cell where you want to insert the picture.
2. Click the **Insert** tab.
Illustrations Group
3. Click the **Picture** button .
4. In the Insert Picture dialog box, navigate to the location where the picture is stored.
5. Select the picture and click **Insert**.

Changing One Picture for Another

1. Click the picture you want to change.
2. Click the **Picture Tools Format** tab.
Adjust Group
3. Click the **Change Picture** button .
4. In the Insert Picture dialog box, navigate to the location where the replacement picture is stored.
5. Select the picture and click **Insert**.



Cropping a Graphic

1. Click the graphic to select it.
2. Click the **Picture Tools Format** tab.
Size Group
3. Click the **Crop** button .
4. Rest the mouse pointer over a cropping handle.
5. When the cropping pointer appears, click and drag to crop out the desired portion of the graphic.
*✓ Use a corner handle to crop from two sides.
Use a side or top handle to crop from the corresponding side.*
6. When you're done cropping, click the **Crop** button  again to complete the crop.

Resizing a Graphic Object






1. Click the object to select it.
2. Position the mouse pointer on a sizing handle and drag to the desired size.


OR

2. Click the **Picture Tools Format** tab.
Size Group
3. Use the **Height**  and **Width**  increment arrows to adjust the size as desired.


Formatting a Graphic

Modifying Graphic Quality


1. Click the graphic to select it.
2. Click the **Picture Tools Format** tab.
Adjust Group
3. Click an option to make the desired modification, as follows:
 - **Corrections**  to adjust the contrast and brightness
 - **Color**  to change the color
 - **Artistic Effects**  to add special effects
 - **Compress Pictures**  to reduce the file size
 - **Change Picture**  to change to a different picture, preserving the formatting and size of the current picture

- **Reset Picture**  to remove all formatting applied to the picture

Applying a Style to a Graphic

1. Click the graphic to select it.
2. Click the **Picture Tools Format** tab.
Picture Styles Group
3. Click the Picture Styles **More** button .
4. Click the desired style in the gallery.

Resetting a Graphic to Normal

1. Click the graphic to select it.
2. Click the **Picture Tools Format** tab.
Adjust Group
3. Click the **Reset Picture** button .

Saving a Worksheet or Workbook as a Web Page

1. Click **File**.
2. Click **Save As**.
3. In the Save As dialog box, navigate to the location

where you want to save the file.

4. Type the file name in the File name box.
5. Click the **Save as type** drop-down arrow.
6. Click **Single File Web Page**.

OR

- Click **Web Page**.
7. If desired, click the **Change Title** button, type the title, and click **OK**.
8. Click **Publish**.
9. In the Publish as Web Page dialog box, verify the item to publish, and click **Publish**.

Republishing a Worksheet or Workbook


1. Click **File**.
2. Click **Save As**.
3. In the Save As dialog box, navigate to the location where you want to save the file.
4. Type the file name in the File name box.
5. Click the **Save as type** drop-down arrow.

6. Click **Single File Web Page**.


OR

- Click **Web Page**.
7. If desired, click the **Change Title** button, type the title, and click **OK**.
8. Click **Publish**.
9. In the Publish as Web Page dialog box, verify the item to publish, and click **AutoRepublish every time the workbook is saved**.
10. Click **Publish**.

Opening a Web Page File in a Web Browser




1. Click **Start** .
2. Point to **All Programs**.
3. Click **Internet Explorer**.
4. Click **File**.
5. Click **Open**.
6. In the Open dialog box, click the **Browse** button.
7. Navigate to the file you want to open and double-click it.
8. Click **OK**.

Copying Data from a Web Page

1. Select the data you want to copy from the Web page.
2. Press **Ctrl+C**.
3. Click the worksheet cell where you want to paste the data.
4. Click the **Home** tab.
Clipboard Group
5. Click the **Paste** button .

Changing the Format of Pasted Data

1. Select the data you want to copy from the Web page.
2. Press **Ctrl+C**.
3. Click the worksheet cell where you want to paste the data.



4. Click the **Home** tab.
Clipboard Group
5. Click the **Paste** button .
6. Click the **Paste Options** button .
7. Click the **Match Destination Formatting** button .

Creating a Web Query

1. Click the **Data** tab.
Get External Data Group
2. Click the **From Web** button .
3. In the New Web Query dialog box, type or copy the desired Web address in the Address text box.
4. Click the **Go** button.
5. Click the yellow arrow next to the desired table.

6. Click the **Import** button.
7. In the Import Data dialog box, specify where you want to put the data.
8. Click **OK**.


Refreshing a Web Query

1. Click the **Data** tab.
Connections Group
2. Click a refresh option as follows:
 - Click the **Refresh All** button  to refresh all external data.
 - Click the **Refresh All** drop-down arrow  and click **Refresh** to refresh the currently selected query only.


Embedding Excel Data in a PowerPoint Presentation

1. Select the Excel data you want to embed.
2. Click the **Home** tab.

Clipboard Group

3. Click the **Copy** button .
4. Click the slide in the presentation on which you want to embed the data.
5. Click the PowerPoint **Home** tab.


Clipboard Group

6. Click the **Paste** button drop-down arrow .
7. Click **Paste Special**.
8. In the Paste Special dialog box, click **Microsoft Excel Worksheet Object**.
9. Click **OK**.


Linking Excel Data in a PowerPoint Presentation

1. Select the Excel data you want to embed.
2. Click the **Home** tab.

Clipboard Group

3. Click the **Copy** button .
4. Click the slide in the presentation on which you want to embed the data.
5. Click the PowerPoint **Home** tab.

Clipboard Group

6. Click the **Paste** button drop-down arrow .
7. Click **Paste Special**.
8. In the Paste Special dialog box, click **Microsoft Excel Worksheet Object**.
9. Click the **Paste link** button.

10. Click **OK**.

Editing Embedded Data

1. Double-click the embedded data.
2. The source program's Ribbon appears which you can use to edit the data as desired.

Editing Linked Data

1. Double-click the linked data.
2. The source program opens in which you can edit the data as desired.

Updating Links Manually

1. Edit the linked data as desired in the source program.
2. Close the source file.
3. Right-click the linked data.
4. Click **Update Link** on the shortcut menu.

Creating a New Workbook from a Supplied Template

1. Click **File**.
2. Click **New**.
3. Under Available Templates, click **Sample templates**.
4. Double-click the desired template.

OR

Click the desired template.

Click **Create**.

5. Personalize the information as desired and then save the workbook file.

Creating a New Workbook from an Office.com Template

1. Click **File**.
2. Click **New**.
3. Under Office.com Templates, double-click the desired template.

OR

Click the desired template.


Click **Download**.

4. Personalize the information as desired and then save the workbook file.

Searching Office.com for a Template

1. Click **File**.
2. Click **New**.
3. Click in the **Search Office.com for templates** text box and enter the type of template desired.
4. Press **Enter** to start the search.

Changing to a Different Open Workbook


1. Click the **View** tab.
Window Group
2. Click the **Switch Windows** button .
3. Click the desired workbook.

OR



Click the desired workbook's button on the taskbar.


Comparing Workbooks

Arranging Open Workbooks


1. Click the **View** tab.
Window Group
2. Click the **Arrange All** button .
3. In the Arrange Windows dialog box, click the desired arrangement.
4. Click **OK**.

Viewing Workbooks Side by Side

1. Click the **View** tab.
Window Group
2. Click the **View Side by Side** button .
3. Click the **View** tab.
Window Group
4. If desired, click the **Synchronous Scrolling** button .

✓ *Side-by-side workbooks are scrolled synchronously. To stop synchronous scrolling, click the **Synchronous Scrolling** button  to turn it off.*

Creating Comments


1. Click the cell where you want to insert the comment.
2. Click the **Review** tab.
Comments Group
3. Click the **New Comment** button .
4. Type the comment text.

Displaying and Editing Comments


Displaying Comments

1. Click the **Review** tab.
Comments Group
2. Click the **Show All Comments** button .
3. Click the **Show All Comments** button  again to hide comments.

Editing Comments

1. Click the cell containing the comment.
2. Click the **Review** tab.
Comments Group
3. Click the **Edit Comment** button .
4. Edit the comment text as desired.

Deleting a Comment

1. Click the cell containing the comment.
2. Click the **Review** tab.
Comments Group
3. Click the **Delete** button .

Printing Multiple Copies

1. Click **File**.
2. Click **Print**.

3. In the Copies box, type the number of copies to print.


OR

Click the increment arrows to set the number of copies to print.



Setting Page Setup Options

1. Click **File**.
2. Click **Print**.
3. Under Settings, specify the page setup options as desired.

Using Page Layout View

1. Click the **View** tab.
Workbook Views Group
2. Click the **Page Layout** button .

Adding Built-In Headers and Footers in Page Layout View

1. Switch to Page Layout view, if necessary.
2. Click a placeholder in either the header or footer area.
3. Click the **Header & Footer Tools Design** tab.
Header & Footer Group
4. Click the **Header** button  or the **Footer** button .
5. Click the desired built-in option from the menu.


Creating a Custom Header and Footer in Page Layout View

1. Switch to Page Layout view, if necessary.
2. Click the desired placeholder in either the header or footer area.
3. Type the desired text in the placeholder.


OR

3. Click the **Header & Footer Tools Design** tab.
Header & Footer Elements Group
4. Click a button to insert the desired element.

Creating Built-In Headers and Footers with the Page Setup Dialog Box

1. Click the **Page Layout** tab.
2. Click the Page Setup dialog box launcher .
3. In the Page Setup dialog box, click the **Header/Footer** tab.
4. Click the **Header** drop-down arrow or the **Footer** drop-down arrow.
5. Click the desired header or footer.
6. Click **OK**.

Creating Custom Headers and Footers with the Page Setup Dialog Box

1. Click the **Page Layout** tab.
2. Click the Page Setup dialog box launcher .

3. In the Page Setup dialog box, click the **Header/Footer** tab.
4. Click the **Custom Header** button or the **Custom Footer** button.
5. In the Header dialog box or the Footer dialog box, type the desired text or use the buttons to enter information in the Left

section, Center section, and Right section boxes as desired.

6. Click **OK**.

Changing the Font of a Header or Footer


1. Switch to Page Layout view.

2. Select the text in the header or footer section whose font you want to change.
3. Click the **Home** tab.
Font Group
4. Use buttons in the Font group to change the font and other formatting as desired.


Setting Manual Page Breaks

1. Click the cell below and to the right of where you want to insert the page break.
2. Click the **Page Layout** tab.

Page Setup Group

3. Click the **Breaks** button .
4. Click **Insert Page Break**.

Using Page Break Preview

1. Click the **View** tab.
Workbook Views Group
2. Click the **Page Break Preview** button .

OR

Click the **Page Break Preview** button on the status bar .

Changing a Page Break Manually

1. Switch to Page Break Preview.
2. Drag the dashed line to the desired location.

Removing Page Breaks


1. Switch to Page Break Preview.

2. Drag the solid line to the margin and off the worksheet.


OR

1. Click the cell below or to the right of the page break.
2. Click the **Page Layout** tab.


Page Setup Group

3. Click the **Breaks** button .
4. Click **Remove Page Break**.

Setting the Print Area

1. Switch to Page Break Preview.
2. Select the range to print.
3. Click the **Page Layout** tab.
Page Setup Group
4. Click the **Print Area** button .
5. Click **Set Print Area**.




Clearing the Print Area

1. Click the **Page Layout** tab.
Page Setup Group
2. Click the **Print Area** button .
3. Click **Clear Print Area**.


Repeating Row and Column Labels

1. Click the **Page Layout** tab.

Page Setup Group

2. Click the **Print Titles** button .
3. In the Page Setup dialog box, on the Sheet tab, click the **Collapse Dialog** button  on the Rows to repeat at top box.
4. Select the rows to repeat.
5. Click the **Expand Dialog** button .
6. Repeat steps 3-5 to specify the columns to repeat in the Columns to repeat at left box.
7. Click **OK**.



Selecting Sheet Tab Options

1. Click the **Page Layout** tab.
Page Setup Group
2. Click the Page Setup dialog box launcher .
3. In the Page Setup dialog box, click the **Sheet** tab.
4. Select options as desired.
5. Click **OK**.


Printing Gridlines


1. Click the **Page Layout** tab.
Sheet Options Group
2. Under Gridlines, click to mark the **Print** box.

Using Paste Special Commands on the Paste Options Menu




1. Select the data to copy.
2. Click the **Home** tab.
Clipboard Group
3. Click the **Copy** button .
4. Click where you want to paste the data.
5. Click the **Home** tab.
Clipboard Group
6. Click the **Paste** drop-down arrow .
7. Click the desired option on the Paste Options menu.

Using the Paste Special Dialog Box

1. Select the data to copy.
2. Click the **Home** tab.
Clipboard Group
3. Click the **Copy** button .

4. Click where you want to paste the data.
5. Click the **Home** tab.
Clipboard Group
6. Click the **Paste** drop-down arrow .
7. Click **Paste Special**.
8. In the Paste Special dialog box, click the desired option.
9. Click **OK**.



Transposing Data

1. Select the data to copy.
2. Click the **Home** tab.
Clipboard Group
3. Click the **Copy** button .
4. Click where you want to paste the data.
5. Click the **Home** tab.
Clipboard Group
6. Click the **Paste** drop-down arrow .
7. Click the **Transpose** button  on the Paste Options menu.


OR

7. Click **Paste Special**.
8. In the Paste Special dialog box, click **Transpose**.
9. Click **OK**.

Combining Data with Copy and Paste Special

1. Select the data to copy.
2. Click the **Home** tab.
Clipboard Group
3. Click the **Copy** button .
4. Click where you want to paste the data.
5. Click the **Home** tab.
Clipboard Group
6. Click the **Paste** drop-down arrow .
7. Click **Paste Special**.
8. In the Paste Special dialog box, in the Operation section, click the desired mathematical operation.
9. Click **OK**.


Using Drag-and-Drop to Copy Data Between Windows

1. With the workbooks open, click the **View** tab.
Window Group
2. Click the **View Side by Side** button .
3. Select the range you want to copy.
4. Hold down the **Ctrl** key and drag the selected range to the desired location in the other workbook.

Using Drag-and-Drop to Move Data

1. With the workbooks open, click the **View** tab.


Window Group

2. Click the **View Side by Side** button .
3. Select the range you want to move.
4. Drag the selected range to the desired location in the other workbook.



Linking Workbooks Using Paste Link

1. Select the data to copy.
2. Click the **Home** tab.

Clipboard Group

3. Click the **Copy** button .
4. Click where you want to paste the data.
5. Click the **Home** tab.

Clipboard Group

6. Click the **Paste** drop-down arrow .
7. Click the **Paste Link** button .

OR

7. Click **Paste Special**.
8. In the Paste Special dialog box, click the **Paste link** button.
9. Click **OK**.

Creating a 3-D Reference in a Formula



1. Click the cell where you want to enter the formula.
2. To enter a cell reference or range from another worksheet, click the sheet tab, select the cell or range of cells, and press **Enter**.

OR

Type the sheet name and cell reference or range address directly in the formula using the following guidelines:

- Use an exclamation point (!) to separate the sheet name(s) from the cell reference(s); for example, *April!G41+September!G41*.
- Use a colon (:) between sheet names to indicate a range of worksheets; for example, *April:June!B23:D45* or *Sheet2:Sheet3!C21*.
- Use single quotation marks surround a sheet name that contains a space for example, *'NW Region'D14+'SW Region'D14* or *'Tax 2001':'Tax 2003'G23*.

Duplicating a Workbook Window

1. Click the **View** tab.
Window Group
2. Click the **New Window** button .
3. If desired, click the **Arrange All** button , click the desired arrangement, and click **OK**.