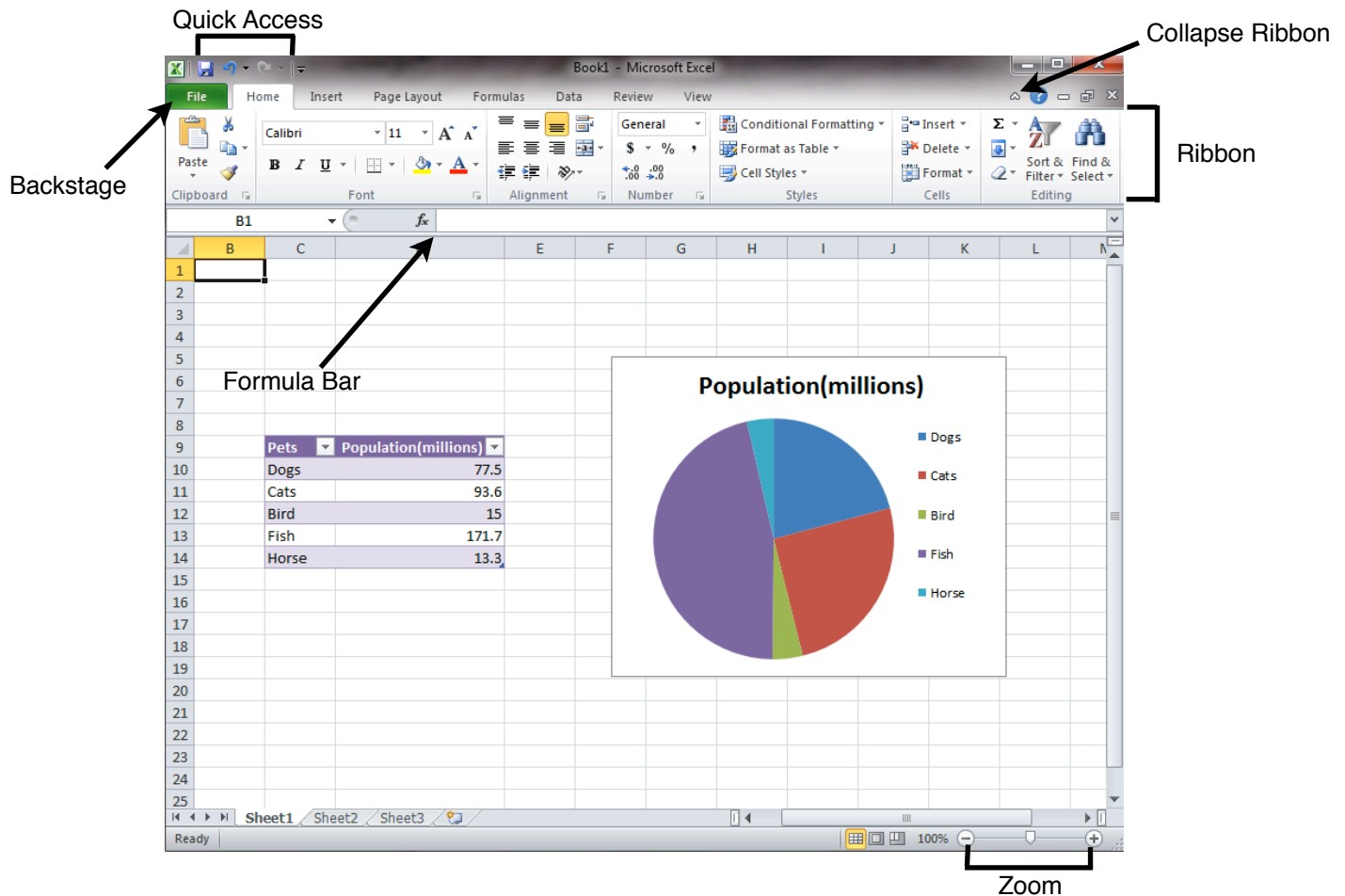




Excel 2010 is the newest version of Microsoft Office. Spreadsheet applications are used to analyze, organize, and manage numbers and data.



The **Quick Access Toolbar** gives easy access to common commands such as Undo and Save, and saves screen space by integrating it with the title bar. Click the drop-down arrow to choose which commands are visible.

Backstage is a new feature that helps manage files. This is where printing, saving, managing different versions, and share is available. It is incorporated into the File tab. Please see back of sheet for more in-depth detail.

The **Ribbon** is the main toolbar of Excel 2010. Each tab contains the majority of commands most useful to work with. Collapse and open the Ribbon by clicking the **Collapse Ribbon** arrow. Unlike previous versions, the items in the Ribbon are now customizable. Please see back of sheet for more in-depth detail.

The **Zoom** function adjusts the size of the view of the page. To adjust the size move the slider right or left.

The **Formula Bar** in Excel 2010 displays the cell address and the contents — data or a formula — of the current cell. Use the Formula bar to enter or edit formulas and cell data and assign names to cells.

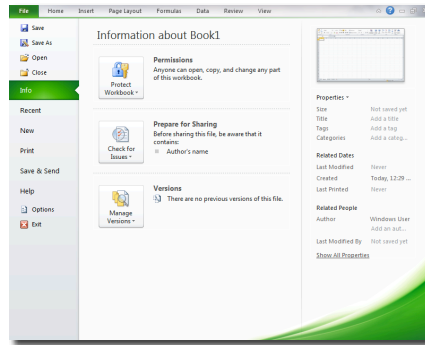
New Features We Like:

- **Customizable Ribbon** allows users to choose what commands and tabs you want displayed.
- **Backstage's** control over managing documents
- **Slicers** are visual controls that allow users to quickly and easily filter your data in Pivot Tables. They float above the grid, like charts and shapes.
- **Sparklines** summarize data found in each line of a table using single-cell graphs.



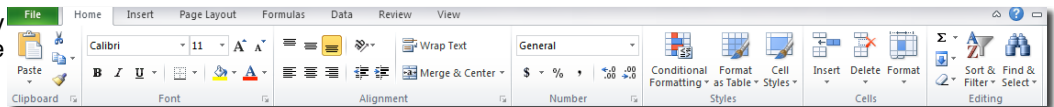
Backstage

New to Microsoft Office 2010, all the commands commonly used when managing files are together in one central location called Backstage View. Backstage replaces the Office Button from Microsoft Office 2007 and augments the File menu.

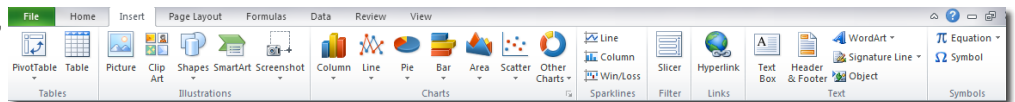


The **Info** tab displays different commands, properties, and metadata depending on the state of the worksheet and where it is stored. Commands on the Info tab can include Check In, Check Out, and Permissions. Options are highlighted based on the worksheet currently being edited.

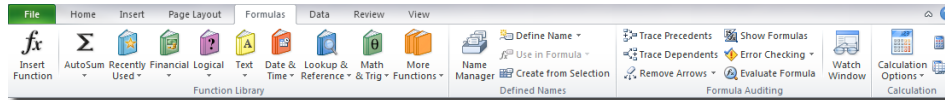
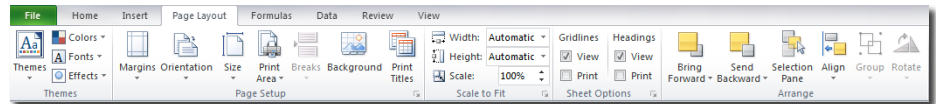
The **Home** tab contains the most frequently used commands. Cut, copy, paste, and simple table editing commands are found here.



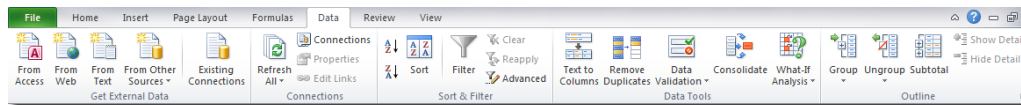
The **Insert** tab is used to place images, SmartArt, tables, charts, and many other objects.



The **Page Layout** tab contains all the elements for formatting the entire page. Margins, page size, orientation, indents and spacing are found here.



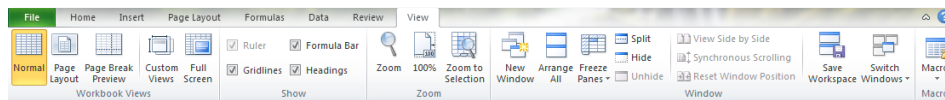
The **Formulas** tab is used to perform calculations using functions. Functions can either be entered manually or chosen from the function library.



The **Data** tab assist the user to acquire, organize and filter the data in your spreadsheet.



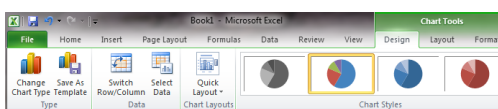
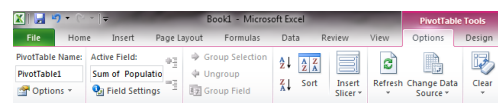
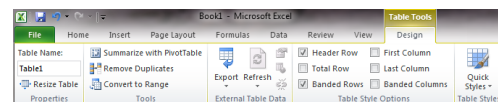
The **Review** tab contains helpful resources for working. Spell check, translation, and comments are found here.



The **View** tab contains options for how to view sheets and workbook. Display multiple pages at once, change zoom level and workbook view, and hide or show different elements.

Contextual Tabs

These tabs only appear on the ribbon when certain items are selected on the sheet. The **Table Tools** tab appears when a table is selected, the **PivotTable Tools** tab when a PivotTable is selected, and the **Chart Tools** tab when a chart is selected. These menus assist the user to focus on improving minute but important details.



Common Shortcut Keys

Print	CTRL+P
Save	CTRL+S
Save As	F12
Undo	CTRL+Z
Redo	CTRL+Y
Open File	CTRL+O
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Formula Builder	CTRL+SHIFT+F3
Equation	=
AutoSum	ALT+=