



University Information
Technology Services

Microsoft Excel 2010

Level 2



University Information Technology Services

Outreach, Training, Learning Technologies &
Video Production

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Excel 2010 - Level 2

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Introduction

Excel 2010 Level 2 is a continuation of the fundamentals learned in Excel 2010 Level 1 and builds on this foundation to provide the user with the necessary skills to create more detailed and extensive spreadsheets, and enhance their visual impact with charts and other graphic objects.

Learning Objectives

- Edit and format large areas of a spreadsheet.
- Streamline calculations by using functions.
- Use data more effectively through sorting.
- Create charts to display data in a graphical format.
- Use drawing objects to add visual appeal to spreadsheets.
- Insert screenshots into the spreadsheet.

Using Ranges

Working with a range allows you to perform operations such as moving, copying, or formatting much faster than working with one cell at a time. *Figure 1* contains terms and definitions encountered when using ranges.

Term	Definition
Range	A group of cells.
Name Box	Allows you to enter a name for a range.
Formula Bar	A bar at the top of the Excel window that you use to enter formulas.

Figure 1 – Definitions

Selecting a Range

To select a range, highlight the cells that you want to include in the range (see *Figure 2*).

Name	January	February	March	April	Total
Eastern Region	\$ 120.00	\$ 175.00	\$ 140.00	\$ 160.00	\$ 600.00
Western Region	\$ 200.00	\$ 200.00	\$ 210.00	\$ 200.00	\$ 810.00
Southern Region	\$ 700.00	\$ 100.00	\$ 715.00	\$ 750.00	\$ 2,265.00
Northern Region	\$ 270.00	\$ 195.00	\$ 185.00	\$ 225.00	\$ 875.00
Total	\$ 1,360.00	\$ 670.00	\$ 860.00	\$ 1,340.00	\$ 4,430.00

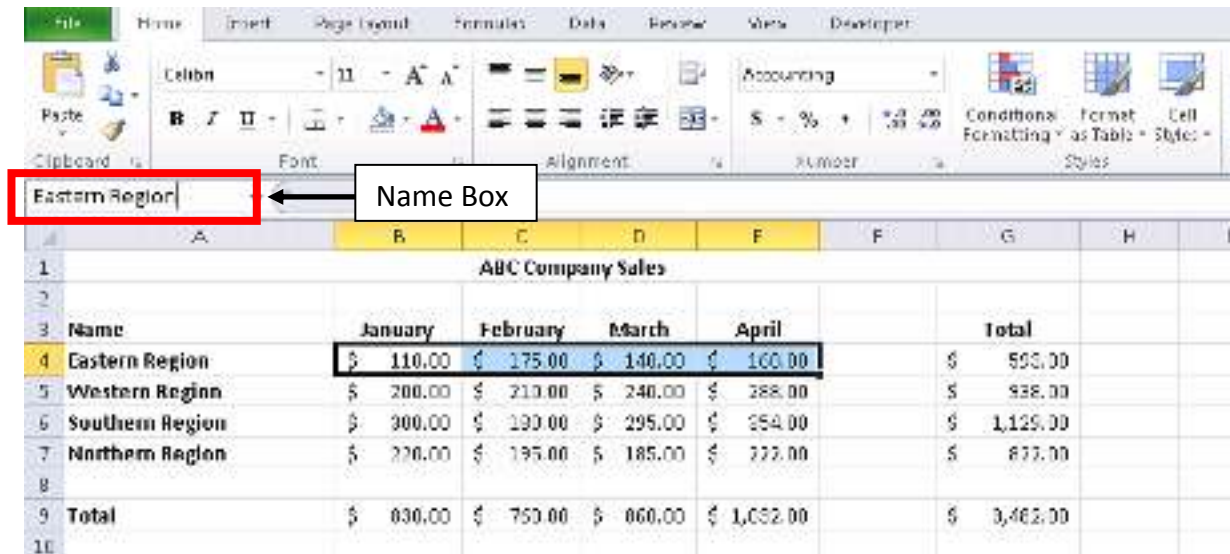
Figure 2 – An Example of a Range

When using ranges in formulas, you may need to define the range by using the cell addresses. In the above example, the *Eastern Region* sales figures would appear in the range as the following: **B4:E4**

Naming a Range

A range can also be defined by giving a “name” to a group of cells. For example, we could name cells B4 through E4 as, “Eastern Region” by doing the following:

1. Highlight cells B4 through E4 (see *Figure 3*).
2. Click in the *Name Box* (see *Figure 3*).
3. Type “Eastern Region” and press the *Enter* key.
4. You can now use the name “Eastern Region” in a formula instead of (B4:E4).



The screenshot shows the Microsoft Excel interface. The Name Box, located at the bottom left of the ribbon, contains the text "Eastern Region" and is highlighted with a red box. An arrow points from the text "Name Box" to the Name Box. The main worksheet area displays a table titled "ABC Company Sales" with the following data:

Name	January	February	March	April	Total
Eastern Region	\$ 110.00	\$ 175.00	\$ 140.00	\$ 100.00	\$ 525.00
Western Region	\$ 200.00	\$ 210.00	\$ 240.00	\$ 288.00	\$ 938.00
Southern Region	\$ 300.00	\$ 190.00	\$ 295.00	\$ 354.00	\$ 1,129.00
Northern Region	\$ 270.00	\$ 195.00	\$ 185.00	\$ 222.00	\$ 872.00
Total	\$ 830.00	\$ 750.00	\$ 660.00	\$ 1,052.00	\$ 3,462.00

Figure 3 – An Example of a Range

Copying and Pasting a Range

The following explains how to copy and paste a range:

1. Click and drag the mouse pointer across the cells to highlight them.
2. Click on *Edit* and select *Copy* (you will see a moving border around the range).
3. Click the mouse pointer in the beginning cell where you want the range to be copied.
4. Click on *Edit* → *Paste*.

This is a sample, click download link to get the full Tutorial

CLICK BELOW

