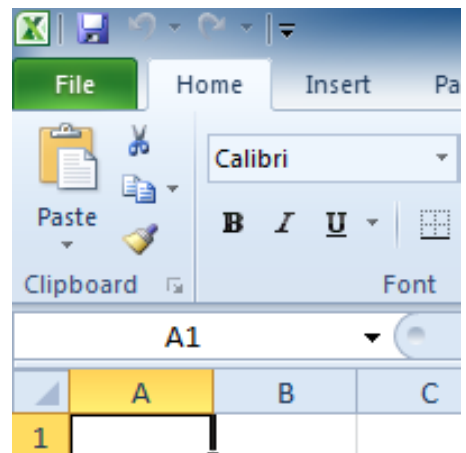# Gloucester County Library System
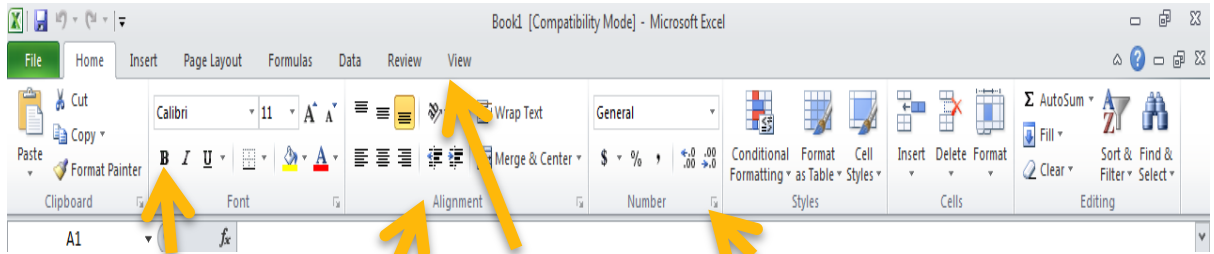
➢ Microsoft Excel 2010 Ribbon layout

➢ Excel Exercise

- The **File Button** is in the top left corner of the window and provides access to open, save, and print documents.

- Click on the **File Button** and then click on the desired option.

Freeholder Director Robert M. Damminger
Freeholder Library Liaison Lyman Barnes
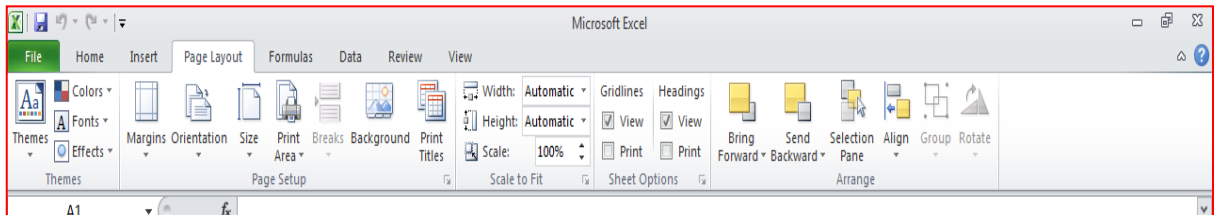
Home Tab: Used for Formatting & Editing.

Click on a command to do something.

A tab will have one or more groups.

Click on a tab to see more commands.

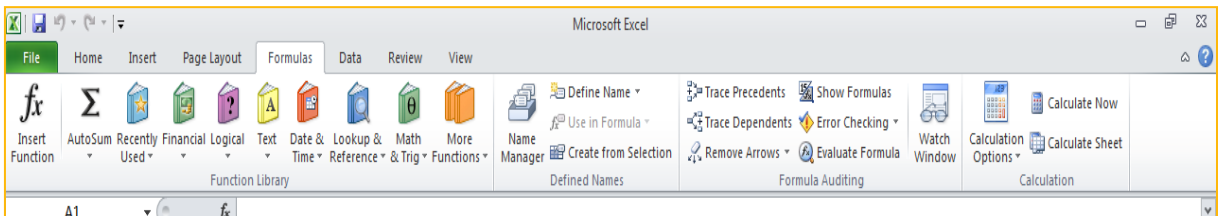Some group will have an arrow that you can click for more options.

Insert Tab: Used for Inserting shapes, charts, text boxes, pictures, headers/footer.
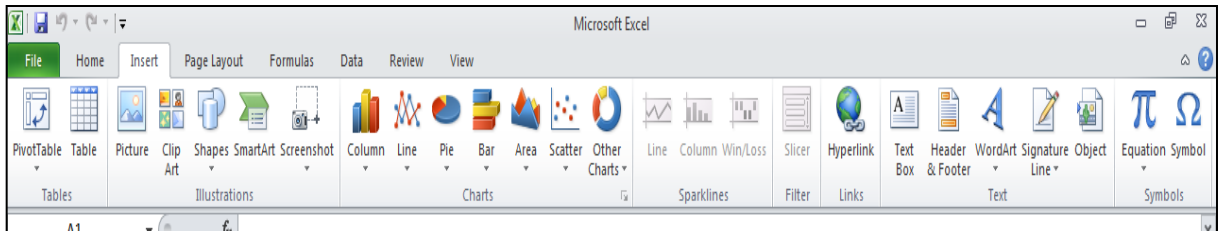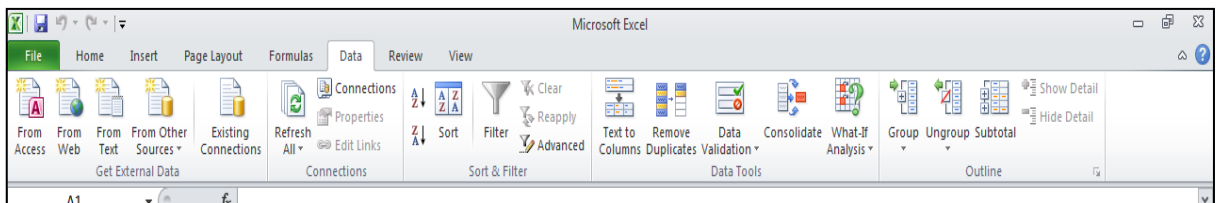

Page Layout Tab: Used for margins, page orientation, and gridlines.

Formulas Tab: Used for functions and formulas.

Data Tab: Used for inserting data from other sources, sorting.

Review Tab: Spellcheck, workbook protection, thesaurus.
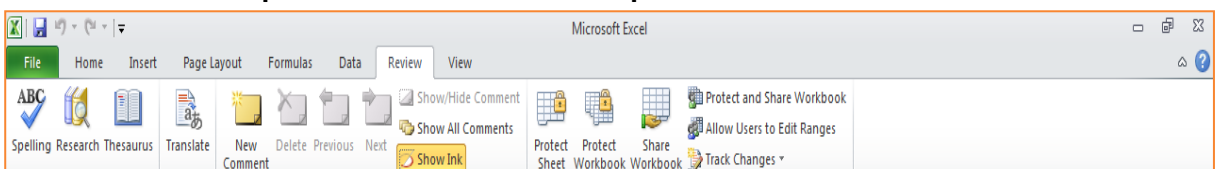
View Tab: Spreadsheet views zoom, switch windows.
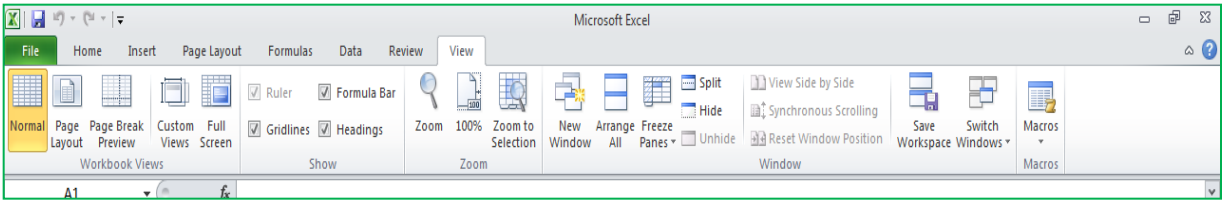
- A <u>cell</u> is a single "box."

- A <u>column</u> is a vertical "stack" of cells, with a letter at the top.

- A <u>row</u> is a horizontal line of numbers, with a different each row.
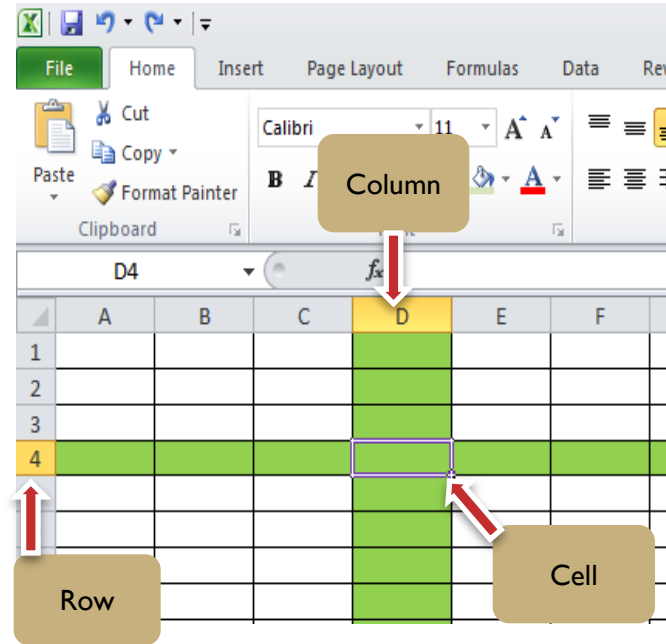
Excel 2010 Exercises

1. In Cell A1, Type 2012 Monthly Expenses.

2. Highlight data and click on merge and center.

3. Enter the following data into appropriate cells.
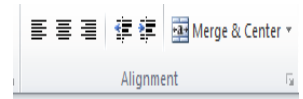
   Hit (enter) or down key arrow after each entry.

- A3 - Rent

- A4 - Car

- A5 - Electric

- A6 - Gas

- A7 - Cable

- A8 - Phone

- A9 - Cell phone

4. Now type January into cell B2. Auto fill to April.
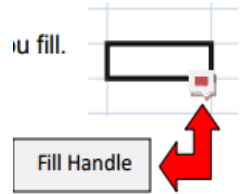
iu fill.

5. Drag the fill handle across the row's the month will increase each month by one as you fill.

Fill Handle

6. Enter Expense data in to cells for 1st Quarter

	A	B	C	D	E
		2012 Monthly Expenses			
1					
2		January	February	March	April
3	Rent	$ 750.00	$ 750.00	$ 750.00	
4	Car	$ 425.00	$ 425.00	$ 425.00	
5	Electric	$ 202.00	$ 300.00	$ 219.00	
6	Gas	$ 189.00	$ 206.00	$ 300.00	
7	Cable	$ 149.00	$ 152.00	$ 190.00	
8	Phone	$ 49.00	$ 52.00	$ 80.00	
9	Cell Phone	$ 52.00	$ 63.00	$ 52.00	
10					
11					

7. Right click on the sheet 1 tab (on bottom)
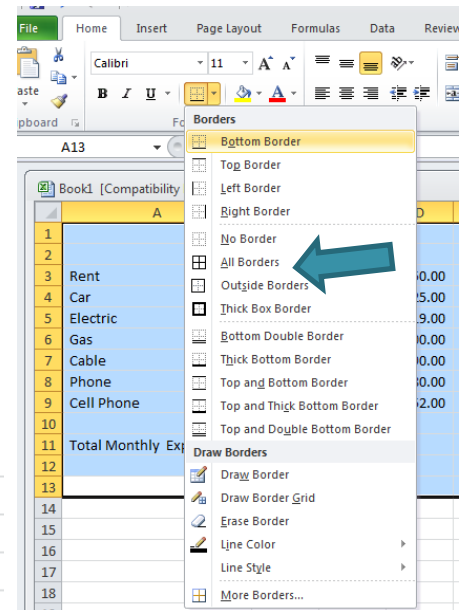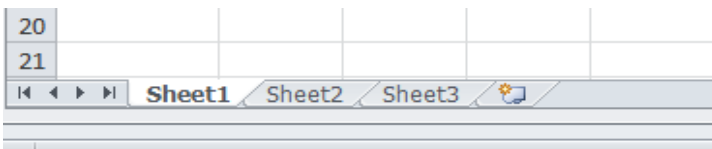   Click on rename then type 2012 Monthly Expenses.

20			
21			

Sheet1 / Sheet2 / Sheet3

8. Highlight data area on the home tab
   click on the window and select all borders.

File Home Insert Page Layout Formulas Data Review

Calibri 11 A A

B I U

Borders

Bottom Border
Top Border
Left Border
Right Border
No Border
All Borders
Outside Borders
Thick Box Border
Bottom Double Border
Thick Bottom Border
Top and Bottom Border
Top and Thick Bottom Border
Top and Double Bottom Border

Draw Borders
Draw Border
Draw Border Grid
Erase Border
Line Color
Line Style
More Borders...

A13

Book1 [Compatibility

	A		D
1			
2			
3	Rent		0.00
4	Car		5.00
5	Electric		9.00
6	Gas		0.00
7	Cable		0.00
8	Phone		0.00
9	Cell Phone		2.00
10			
11	Total Monthly Exp		
12			
13			
14			
15			
16			
17			
18			

9. In cell 11A type in Total Monthly Expenses.

10			
11	Total Monthly Expenses		
12			
13			

10. In cell G2 type in the word <u>Average</u>.

	A	B	C	D	E	F	G
1		2012 Monthly Expenses					
2							Average
3	Rent	$ 750.00	$ 750.00	$ 750.00			
4	Car	$ 425.00	$ 425.00	$ 425.00			
5	Electric	$ 202.00	$ 300.00	$ 219.00			
6	Gas	$ 189.00	$ 206.00	$ 300.00			
7	Cable	$ 149.00	$ 152.00	$ 190.00			
8	Phone	$ 49.00	$ 52.00	$ 80.00			
9	Cell Phone	$ 52.00	$ 63.00	$ 52.00			
10							
11	Total Monthly Expenses						
12							
13							
14	Monthly Income						
15	Monthly Savings						
16							

11. In cell A14 Type in <u>Monthly Income</u>.

12. In cell A15 Type in <u>Monthly Savings</u>.

How to add a Formula

1. In cell 11B Type in a formula:
   = B3+B4+B5+B6+B7+B8+B9 Enter or use the AutoSum

2. Highlight B3 – B9 and hit AutoSum

Σ AutoSum ▾
Fill ▾
Clear ▾
Sort & Find &
Filter ▾ Select ▾
Editing
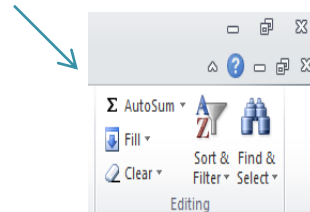
3. In cell G3 Type in formula =AVERAGE B3:F3 Enter or

4. Highlight Row 3 across to Column F click on AutoSum drop down arrow and select Average.

	A	B	C	D	E	F	G
1		2012 Monthly Expenses					
2							Average
3	Rent	$ 750.00	$ 750.00	$ 750.00			$ 750.00
4	Car	$ 425.00	$ 425.00	$ 425.00			
5	Electric	$ 202.00	$ 300.00	$ 219.00			
6	Gas	$ 189.00	$ 206.00	$ 300.00			
7	Cable	$ 149.00	$ 152.00	$ 190.00			
8	Phone	$ 49.00	$ 52.00	$ 80.00			
9	Cell Phone	$ 52.00	$ 63.00	$ 52.00			
10							
11	Total Monthly Expenses	$1,816.00					
12							
13							

5. In Cell B14 type in $3600.56

6. Grab the auto fill handle and drag across to F14

ᵘ fill.
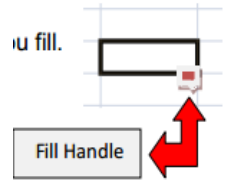
Fill Handle

7. To find out monthly Savings. In cell B15 enter a formula =B14-B11

○ If you drag the auto fill handle across you will get a monthly balance for each month.

	A	B	C	D	E	F	G
			2012 Monthly Expenses				
1							
2		January	February	March	April	May	Average
3	Rent	$ 750.00	$ 750.00	$ 750.00			$ 750.
4	Car	$ 425.00	$ 425.00	$ 425.00			$ 425.
5	Electric	$ 202.00	$ 300.00	$ 219.00			$ 240.
6	Gas	$ 189.00	$ 206.00	$ 300.00			$ 231.
7	Cable	$ 149.00	$ 152.00	$ 190.00			$ 163.
8	Phone	$ 49.00	$ 52.00	$ 80.00			$ 60.
9	Cell Phone	$ 52.00	$ 63.00	$ 52.00			$ 55.
10							
11	Total Monthly Expenses	$1,816.00	$1,948.00	$2,016.00	$ -	$ -	
12							
13							
14	Monthly Income	$3,600.56	$3,600.56	$3,600.56	$3,600.56	$3,600.56	
15	Monthly Savings	$1,784.56	$1,652.56	$1,584.56	$3,600.56	$3,600.56	
16							

○ You can now customize your spreadsheet by changing color and font size.

○ To insert a chart. You will highlight the data in the cells click on insert and choose a chart.

Cell Phone
3%

Phone
3%

2012 Monthly Income

Cable
8%

Gas
11%

Rent
41%

Electric
11%

Car
23%