

To Insert Rows: Select the row below where you want the new row to appear. Click the Insert command on the Home tab. The new row appears in your worksheet. When inserting new rows, columns, or cells, you will see the Insert Options button by the inserted cells. This button allows you to choose how Excel formats them. By default, Excel formats inserted rows with the same formatting as the cells in the row above them. To access more options, hover your mouse over the Insert Options button and click on the drop-down arrow that appears. 8 Al- Mustansiriyah University Collage of Medicine/ Department of Physiology/ Computer Unit Introduction to Microsoft Excel 2010

_____ To Insert Columns: Select the column to the right of where you want the new column to appear. For example, if you want to insert a column between A and B, select column B. The new column appears in your worksheet. By default, Excel formats inserted columns with the same formatting as the column to the left of them. To access more options, hover your mouse over the Insert Options button and click on the drop-down arrow that appears. When inserting rows and columns, make sure you select the row or column by clicking on its heading so that all the cells in that row or column are selected. If you select just a cell in the row or column then only a new cell will be inserted. Add more than one column or row at a time You may already know how to add a column or row, but what if you want to add more than one row or column at once, of course you will not repeat the insert command multiple times to get the required number of columns or rows, all you have to do is specify the number of rows or columns you want Add it, then right-click and insert and you will get the required number. To Insert New Worksheets: Click on the Insert Worksheet icon. A new worksheet will appear. You can change the setting for the default number of worksheets that appear in Excel workbooks. To access this setting, go into backstage view and click on Options. 9 Al- Mustansiriyah University Collage of Medicine/ Department of Physiology/ Computer Unit Introduction to Microsoft Excel 2010

_____ To Delete Rows: 1. Select the rows you want to delete. 2. Click the Delete command on the Home tab. The rows are deleted from your worksheet. To Delete Columns: 1. Select the columns you want to delete. 2. Click the Delete command on the Home tab. The columns are deleted from your worksheet. To Delete Worksheets: Worksheets can be deleted from a workbook, including those that contain data. Select the worksheet you want to delete. Right-click one of the selected worksheet. The worksheet menu appears. Select Delete. The selected worksheets will be deleted from your workbook. Big data selection When it is required to specify specific cells in a row or column, we specify by standing on the name of the row or column, but in this case the entire row or column is selected To select cells that contain only data in a row we press the keys Ctrl + shift + End In the case of a column, use the down arrow To select the entire table, we stand at the beginning of the table and press Ctrl + shift + End Introduction Spreadsheets that have not been formatted can be difficult to read. Formatted text and cells can draw attention to specific parts of the spreadsheet and make the spreadsheet more visually appealing and easier to understand. In Excel, there are many tools you can use to format text and cells. Hear, you will learn how to change the color and style of text and cells;

align text; and apply special formatting to numbers and dates. To Add a Border: Select the cells you want to modify. Click the drop-down arrow next to the Borders command on the Home tab. The border drop-down menu appears. Select the border style you want to use. You can draw borders and change the line style and color of borders with the Draw Borders tools at the bottom of the Borders drop-down menu. 10 Al- Mustansiriyah University Collage of Medicine/ Department of Physiology/ Computer Unit Introduction to Microsoft Excel 2010

_____ To Change the Font Color: Select the cells you want to modify. Click the drop-down arrow next to the font color command on the Home tab. The color menu appears. Move your mouse over the various font colors. A live preview of the color will appear in the worksheet. Select the font color you want to use. Your color choices are not limited to the drop-down menu that appears. Select More Colors at the bottom of the menu to access additional color options. To Add a Fill Color: 1. Select the cells you want to modify. 2. Click the drop-down arrow next to the fill color command on the Home tab. The color menu appears. 3. Move your cursor over the various fill colors. A live preview of the color will appear in the worksheet. 4. Select the fill color you want to use. To Change Horizontal Text Alignment: 1. Select the cells you want to modify. 2. Select one of the three horizontal Alignment commands on the Home tab. 3. Align Text Left: Aligns text to the left of the cell. 4. Center: Aligns text to the center of the cell. 5. Align Text Right: Aligns text to the right of the cell. To Change Vertical Text Alignment: 1. Select the cells you want to modify. 2. Select one of the three vertical Alignment commands on the Home tab. 3. Top Align: Aligns text to the top of the cell. 4. Middle Align: Aligns text to the middle of the cell. 5. Bottom Align: Aligns text to the bottom of the cell. 6. By default, numbers align to the bottom-right of cells and words or letters align to the bottom-left of cells. Conditional Formatting MS Excel 2010 Conditional Formatting feature enables you to format a range of values so that the values outside certain limits, are automatically formatted. Choose Home Tab » Style group » Conditional Formatting dropdown. 11 Al- Mustansiriyah University Collage of Medicine/ Department of Physiology/ Computer Unit Introduction to Microsoft Excel 2010

_____ Various Conditional Formatting Options Highlight Cells Rules: It opens a continuation menu with various options for defining the formatting rules that highlight the cells in the cell selection that contain certain values, text, or dates, or that have values greater or less than a particular value, or that fall within a certain ranges of values. Suppose you want to find cell with Amount 0 and Mark them as red. Choose Range of cell » Home Tab » Conditional Formatting Drop Down » Highlight Cell Rules » Equal to. After Clicking ok, the cells with value zero are marked as red. Top/Bottom Rules: It opens a continuation menu with various options for defining the formatting rules that highlight the top and bottom values, percentages, and above and below average values in the cell selection. Suppose you want to highlight the top 10% rows; you can do this with these Top/Bottom rules. Formatting Numbers and Dates One of the most useful features of Excel is its ability to format numbers and dates in a variety of ways. For example, you might need to format numbers with decimal places, currency symbols (\$), percent symbols (%), etc. To Format Numbers and Dates: 1. Click the drop-down arrow next to the

Number Format command on the Home tab. 2. Select the number format you want. For some number formats, you can then use the Increase Decimal and Decrease Decimal commands (below the Number Format command) to change the number of decimal places that are displayed. 3. Click the buttons in the interactive below to learn about the different number formats. To Rename Worksheets: 1. Right-click the worksheet tab you want to rename. The worksheet menu appears. 2. Select Rename. 3. The text is now highlighted by a black box. Type the name of your worksheet. 4. Click anywhere outside of the tab. The worksheet is renamed. To Copy a Worksheet: 1. Right-click the worksheet you want to copy. The worksheet menu appears. 2. Select Move or Copy. 3. The Move or Copy dialog box appears. Check the Create a copy box. 12 4. Click OK. Your worksheet is copied. It will have the same title as your Al-Mustansiriyah University Collage of Medicine/ Department of Physiology/ Computer Unit Introduction to Microsoft Excel 2010

_____ original worksheet, but the title will include a version number, such as "January (2)". To Move a Worksheet: 1. Click on the worksheet you want to move. The mouse will change to show a small worksheet icon . 2. Drag the worksheet icon until a small black arrow appears where you want the worksheet to be moved. 3. Release your mouse and the worksheet will be moved. To Color-Code Worksheet Tabs: 1. You can color worksheet tabs to help organize your worksheets and make your workbook easier to navigate. 2. Right-click the worksheet tab you want to color. The worksheet menu appears. 3. Select Tab Color. The color menu appears. 4. Select the color you want to change your tab. 5. The tab color will change in the workbook. If your tab still appears white, that is because the worksheet is still selected. Select any other worksheet tab to see the color change. Introduction With over 17 billion cells in a single worksheet, Excel 2010 gives you the ability to work with an enormous amount of data. Arranging your data alphabetically, from smallest to largest, or other criteria, can help you find the information you're looking for more quickly. Hear, you will learn how to sort data to better view and organize the contents of your spreadsheet. 13 Al- Mustansiriyah University Collage of Medicine/ Department of Physiology/ Computer Unit Introduction to Microsoft Excel 2010

_____ Sorting Data in Excel 2010 Sorting is a common task that allows you to change or customize the order of your spreadsheet data. For example, you could organize an office birthday list by employee, birthdate, or department, making it easier to find what you're looking for. Custom sorting takes it a step further, giving you the ability to sort multiple levels (such as department first, then birthdate, to group birthdates by department), and more. To Sort in Alphabetical Order: Select a cell in the column you want to sort by. In this example, we will sort by Last Name. Select the Data tab, and locate the Sort and Filter group. Click the ascending command to Sort A to Z, or the descending command to Sort Z to A. The data in the spreadsheet will be organized alphabetically. Sorting options can also be found on the Home tab, condensed into the Sort & Filter command. To Sort in Numerical Order: Select a cell in the column you want to sort by. From the Data tab, click the ascending command to Sort Smallest to Largest, or the descending command to Sort Largest to Smallest. The data in the spreadsheet

will be organized numerically. Select the data that you want to sort *Select a range of data, such as A1:L5 (multiple rows and columns) or C1:C80 (a single column). The range can include titles that you created to identify columns or rows. *Sort quickly 1. Select a single cell in the column on which you want to sort. 2. Click to perform an ascending sort (A to Z or *Sort by specifying criteria You can choose the columns on which to sort by clicking the Sort command in the Sort & Filter group on the Data tab. 1. Select a single cell anywhere in the range that you want to sort. 2. On the Data tab, in the Sort & Filter group, click Sort. The Sort dialog box appears. 3. In the Sort by list, select the first column on which you want to sort. 4. In the Sort On list, select either Values, Cell Color, Font Color, or Cell Icon. 5. In the Order list, select the order that you want to apply to the sort operation — alphabetically or numerically ascending or descending (that is, A to Z or Z to A for text or lower to higher or higher to lower for numbers 14

AI- Mustansiriyah University Collage of Medicine/ Department of Physiology/ Computer Unit
Introduction to Microsoft Excel 2010

_____ To Sort by Date or Time: Select a cell in the column you want to sort by. From the Data tab, click the ascending command to Sort Oldest to Newest, or the descending command to Sort Newest to Oldest. The data in the spreadsheet will be organized by date or time. Protect Worksheet You may want to protect a worksheet for a variety of reasons. One reason is to prevent yourself or others from accidentally deleting the formulas or other critical data. A common scenario is to protect a worksheet, so that the data can be changed, but the formulas can't be changed. To protect a worksheet, choose Review » Changes group » Protect Sheet. Excel displays the Protect Sheet dialog box. Note that providing a password is optional. If you enter a password, that password will be required to unprotect the worksheet. You can select various options in which the sheet should be protected. Suppose we checked Format Cells option then Excel will not allow to format cells. When somebody tries to format the cells, he or she will get the error as shown in the screenshot. To unprotect a protected sheet, choose Review » Changes group » Unprotect Sheet. If the sheet was protected with a password, you're prompted to enter that password. Page Layout tab Background: used for adding picture to the worksheet. Heading: Click on view icon found in heading to Show column heading or hid it. Gridlines: Click on view icon found in gridlines to Show or hid the lines between row and column. MS Excel provides various sheet options for printing purpose like generally cell gridlines aren't printed. If you want your printout to include the gridlines, Choose Page Layout » Sheet Options group » Gridlines » Check Print Options in Sheet Options Dialogue Print Area: You can set the print area with this option. Print Titles: You can set titles to appear at the top for rows and at the left for columns. o Gridlines: Gridlines to appear while printing worksheet. o Black & White: Select this check box to have your color printer print the chart in black and white. o Draft quality: Select this check box to print the chart using your printer's draft-quality setting. . Change the direction of worksheet 1. To change the direction of the worksheet, click on: 2. Select Page layout tab 3. Choose Sheet right - to- left Sheet right-to-Left: switch the sheet direction from right to left. 15 AI- Mustansiriyah University Collage of Medicine/ Department of Physiology/ Computer Unit Introduction to Microsoft Excel 2010

_____ View tab This bar provides different options for viewing the sheets in an Excel workbook. It also provides options for viewing different windows in Excel, for enlarging or reducing the size of the worksheet while it is being viewed, and what elements in the Excel window should be displayed. *Workbook Views: -Excel offers 4 types of workbook views: - Normal, Page break preview, Page layout & Custom View. We use "Normal" option to see the normal view of Excel. We use Page break preview option to see that where the page-breaks appear when we print the document. Through "Page layout" option, we can check from where does the page begin and end as well as to see any header / footer on the page. We use Custom View option to save the current display and setting as a custom view which we can apply in future. *Show: - We use this option to show and hide the Excel's view. Ruler is used to show the rulers next to our documents. Grid lines option is used to show the lines between rows and columns in the sheet to make the sheet easier to read. Through Formula bar, we can obtain the formula for the active cell. Heading is used to show the heading of columns and rows number. *Zoom: -We can adjust the view as per our convenience. Zoom 100% is the standard view for viewing the Excel file. We use Zoom to selection to zoom the sheet so the selected range of cells fills the entire window. Spell Check MS Excel provides a feature of Word Processing program called Spelling check. We can get rid of the spelling mistakes with the help of spelling check feature. Spell Check Basis Let us see how to access the spell check. To access the spell checker, Choose Review ⇨ Spelling or press F7. To check the spelling in just a particular range, select the range before you activate the spell checker. If the spell checker finds any words it does not recognize as correct, it displays the Spelling dialogue with suggested options. Let us see the various options available in spell check dialogue. Ignore Once: Ignores the word and continues the spell check. Ignore All: Ignores the word and all subsequent occurrences of it. Add to Dictionary: Adds the word to the dictionary. Change: Changes the word to the selected word in the Suggestions list. Change All: Changes the word to the selected word in the Suggestions list and changes all subsequent occurrences of it without asking. AutoCorrect: Adds the misspelled word and its correct spelling (which you select from the list) to the AutoCorrect list. 16 Al-Mustansiriyah University Collage of Medicine/ Department of Physiology/ Computer Unit Introduction to Microsoft Excel 2010

_____ Info status bar It is possible to easily know the outputs of several equations for specific values in cells through the status bar. Freeze panes When the data is too large, moving between rows and columns leads to the disappearance of the main row as well as the main column to avoid this case, we select the first cell and then from the view menu we choose freeze panes 17