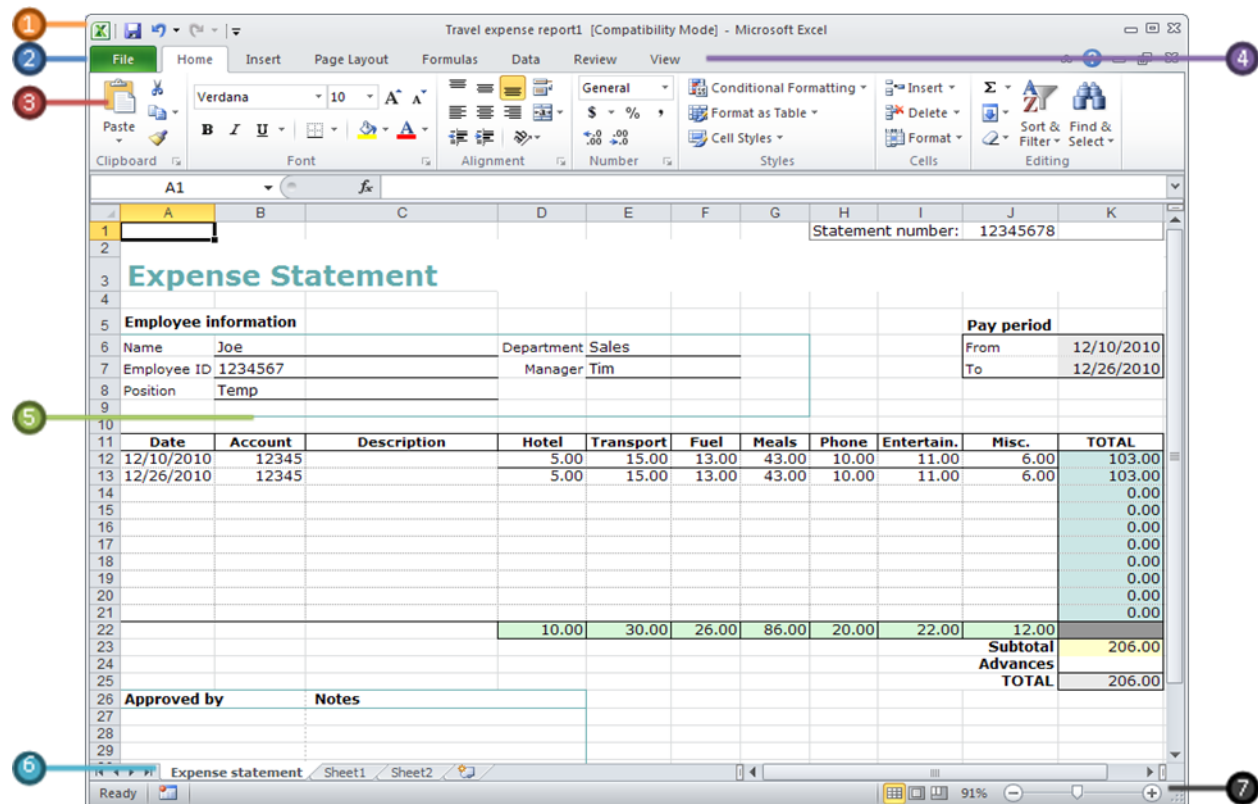


# Excel 2010

## Getting Started

### The Window



- 1 Quick Access Toolbar – contains some commands that you use frequently.
- 2 Backstage View – contains tools to manage Word settings.
- 3 Ribbon – contains groups of tools for formatting and editing documents.
- 4 Tab Bar – contains tabs that display the Ribbon's tools.
- 5 Worksheet Area – displays the current worksheet.
- 6 Sheet Tabs – displays a tab for each worksheet in the workbook.
- 7 Status Bar – contains tools and shortcuts to document information.

### Using the Backstage View

The **File** tab on the **Tab Bar** is a new feature in Excel called the Backstage view. It replaces the Microsoft Office Button from Excel 2007 with a streamlined way to Open, Save, Print, Share, and manage Permissions along with many other Excel settings. Backstage view consists of three panels. The left panel contains tools that let you manage the files that you create. The center panel contains additional options relating to the selected tool. The right panel contains information about the current document or displays a preview image of the selection.

# Excel 2010 (cont.)

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## Creating a New Workbook

1. Click on the **File** tab.
2. Select **New** from the left panel.
3. Select **Blank workbook** or choose an existing template.
4. Click on the **Create** button.

## Opening an Existing Workbook

1. Click on the **File** tab.
2. Select **Open** from the left panel.
3. In the **Open** dialog box, navigate to and select your desired workbook.
4. Click the **Open** button.

## Saving a Workbook

1. Click on the **File** tab.
2. Select **Save As** from the left panel.
3. Navigate to the location where you want to save the workbook.
4. Enter a file name in the **File Name** box.
5. Click the **Save** button.

## Customizing the Quick Access Toolbar

1. Right click on the Ribbon and select **Customize Quick Access Toolbar**.
2. In the Excel Options dialog box, the left panel will have **Quick Access Toolbar** selected.
3. In the right panel use the **Add, Remove**, and the **Up/Down** arrows to add, remove, and change the order of commands respectively.
4. Click the **OK** button when finished.

*Note: Use the **Reset** button to reset your changes to default.*

## Customizing the Ribbon

1. Right click on the Ribbon and select **Customize the Ribbon**.
2. In the Excel Options dialog box, the left panel will have **Customize Ribbon** selected.
3. The right panel contains tools to customize the Excel 2010 Ribbon.
4. Click the **New Tab** button to add a custom tab.
5. Click the **New Group** button to add a custom group to the selected tab.
6. Use the **Add, Remove**, and the **Up/Down** arrows to add, remove, and change the order of commands respectively.
7. Click the **Rename** button to rename the currently selected tab or group.
8. Click the **OK** button when finished.

*Note: Use the **Reset** button to reset your changes to default.*

***For additional help, press F1 on your keyboard to launch the Word Help guide, visit <http://training.udayton.edu>, or call the Help Desk @ (937)229-3888.***