

# Excel® 2010 Advanced & Macros

## Goal Seek

1. Select the formula cell.
2. Choose DATA, then WHAT-IF ANALYSIS, then GOAL SEEK.
3. In the SET CELL box, ensure the formula cell is specified.
4. In the TO VALUE box, specify what you would like the result of the formula to be.
5. In the BY CHANGING CELL box, specify which variable to change. [Click] OK.
6. When the result is found [Click] OK to accept the new result, or CANCEL to abandon it.

## Saving Views

A custom view is a group of settings including window position/size, hidden rows/columns, view options such as zoom and gridlines, page setup, filters, and print setup.

1. Set up the worksheet in the way that you would like the view defined.
2. Choose VIEW, then CUSTOM VIEWS [Click] ADD.
3. Name the view, and specify options. [Click] OK.

## Showing/Deleting a View

1. Choose VIEW, then CUSTOM VIEWS [Click] SHOW.
2. Select the view. [Click] SHOW or DELETE.

## Defining Scenarios

1. Choose DATA, then WHAT-IF ANALYSIS SCENARIO MANAGER.
2. [Click] ADD. Name the scenario, specify which cells will change, and add comments. [Click] OK.
3. Enter values for the changing cells.
4. [Click] OK. Or to define more scenarios, [Click] ADD. The previous CHANGING CELLS are retained, modify if desired.
5. [Click] CLOSE to close the Scenario Manager.

## Displaying a Scenario

1. Choose DATA, then WHAT-IF ANALYSIS, then SCENARIO MANAGER.
2. Select the scenario name and [Click] SHOW.
3. When finished, [Click] CLOSE.

## Hiding Columns, Rows or Sheets

1. Select the columns, rows or sheets to hide.
2. Choose HOME, then FORMAT [Click] HIDE & UNHIDE, then select an option.

To make the columns, rows or sheets visible again:

1. Select an area that includes the hidden columns or rows. For sheets you do not need to select anything specific.

2. Choose HOME, then FORMAT [Click] HIDE & UNHIDE, then select an option.

## Restricting Cell Entry with Data Validation

1. Select the range you wish to restrict.
2. Choose DATA, then DATA VALIDATION, then DATA VALIDATION.
3. On the SETTINGS tab, specify which values to allow into the cell by choosing the VALIDATION CRITERIA.
4. INPUT MESSAGE tab (optional): specify a message to appear when a cell with restrictions is selected.
5. ERROR ALERT tab (optional): specify a message to appear if an invalid entry is made. [Click] OK.

## Highlighting Invalid Data

To circle cells that fail validation rules:

1. Choose DATA, then DATA VALIDATION, then CIRCLE INVALID DATA.

## Clearing Data Validation Circles

1. Choose DATA, then DATA VALIDATION, then CLEAR VALIDATION CIRCLES.

## Data Consolidation

Use data consolidation to combine values from several ranges using functions such as SUM, AVERAGE, MAX, etc.

1. [Click] in the top left corner of the area where the consolidated results are to be placed. Data in this area will be overwritten.
2. Choose DATA, CONSOLIDATE [Click] ADD.
3. Specify which calculation to perform on the data by choosing from the FUNCTION list.
4. [Click] the REFERENCE box, and select the first range of data, choosing to another sheet if necessary. To select cells from another open workbook, use the Windows Taskbar or choose VIEW, SWITCH WINDOWS [Click] ADD.
5. [Click] OK.
6. Select the next range of data, and [Click] ADD. Repeat this step for additional ranges as required.
7. To have changes in the source ranges automatically update the consolidated data, [Click] CREATE LINKS TO SOURCE DATA (source and destination must be on different worksheets.)
8. [Click] OK.

## To match data in different areas by headings:

1. To do or only include some headings, type them into the destination cells.
2. Follow steps 1-6 as above, making sure to include the headings of the data in your selection.
3. Indicate that the headings to match are in the TOP ROW and/or LEFT COLUMN. [Click] OK.

## Conditional Formatting



1. Select the cells to format.
2. Choose HOME, then CONDITIONAL FORMATTING [Click] RULES.
3. Select a conditional formatting type, then make a selection from commonly used rules. Or, select NEW RULE for all options.
  - Select the type: DATA BAR, COLOR SCALE, or ICON SET to highlight cells based on their values.
  - For more options, such as hiding the data and only showing data bars or icons, select any formatting type, then MORE RULES.
4. If prompted, fill in specific settings, then [Click] OK.
5. To add more conditions and formats, repeat steps 1 to 4.

## Clearing Conditional Formatting

1. Select the cells to be cleared.
2. Choose HOME, then CONDITIONAL FORMATTING [Click] CLEAR RULES, then select an option.

## Conditional Formatting Rules Manager

1. Choose HOME, then CONDITIONAL FORMATTING [Click] RULES.
2. To see all conditional formatting on a worksheet, select the worksheet from SHOW/HIDE FORMATTING RULES FOR.
3. Select a rule and [Click] EDIT or DELETE RULE as needed, or [Click] [+] or [-] to change the order in which the rules are applied.
4. Check STOP IF TRUE to prevent further conditional formatting if the rule is applied.

## Creating a Workspace With Multiple Workbooks

To create a workspace which will load multiple workbooks in a specific window arrangement:

1. Open and arrange each workbook.
2. Choose FILE, NEW, WORKSPACE [Click] ADD.
3. Type the FILE NAME, choose a location, [Click] SAVE.
4. To open a workspace, open the saved workspace file like any workbook.

## Protecting/Unprotecting Worksheets

Protecting a worksheet prevents editing of cells (unless they are unlocked), and can also prevent other commands from being used.

1. Turn on protection by choosing REVIEW, PROTECT SHEET [Click] Select specific actions to permit. A password is optional.
2. To access the protected area, choose REVIEW, UNPROTECT SHEET [Click] UNPROTECT.

## To Lock/Unlock Cells

By default, all cells are locked (protected) when worksheet protection is turned on. To lock/unlock cells:

1. Unprotect the worksheet if necessary.
2. Select the cells where users will be able to enter data.
3. Choose HOME, then FORMAT [Click] then LOCK CELL.

## Password Protecting Specific Cells

1. Choose REVIEW, then [Click] ALLOW USERS TO EDIT RANGE.
2. [Click] NEW.

3. Enter a TITLE, select the (locked) cells to protect, and type a RANGE PASSWORD.

4. To allow/specific users access to modify cells:
  - a. [Click] ADD, then ADD.
  - b. Type in a user or group. [Click] CHECK NAMES.
  - c. If the name matches multiple names, select from the presented list, then [Click] OK. (Note: Setting permissions for non-local users requires a domain controller)
5. [Click] OK twice.
6. To add additional ranges, repeat steps 2-5, then [Click] OK when done.

7. Protect the worksheet (REVIEW, PROTECT SHEET). Once the worksheet is protected, trying to edit a password-protected cell will bring up a password prompt. Users specifically given access permissions will not get a password dialog box. Users specifically denied access require a password to edit the cells.

## Keeping Part of a Worksheet Visible

Use Freeze panes or splitting to keep parts of a worksheet visible while working on another part. You cannot have split and freeze panes on the same worksheet.

### Freeze Panes

Use freeze panes to keep top rows or left columns always visible.

To freeze the first row or column, choose VIEW, FREEZE PANES, then FREEZE TOP ROW or FREEZE COLUMNS, or,

1. Select the cell below and to the right of the rows/cols to be frozen.
  - To freeze only rows, select a cell in column A.
  - To freeze only columns, select a cell in row 1.
2. Choose VIEW, FREEZE PANES [Click], then FREEZE PANES.

To remove freeze panes, choose VIEW, FREEZE PANES then UNFREEZE PANES.

### Split Panes

To create separate scrollable areas, use split panes.

1. Select a cell that will be below and to the right of the split lines, then choose VIEW, [Click] then,

2. To create a horizontal split, [Drag] the split bar above the vertical scroll bar.
3. To create a vertical split, [Drag] the split bar to the right of the horizontal scroll bar.

4. [Drag] the split bar to reposition.
5. To scroll an area, select a cell in the area, then scroll as usual.

To remove a split, [Double Click] the split bar. Or, to remove all splits, choose VIEW, [Click] then.

# Excel 2010 Basics Cheat Sheet

**Ilaria Rizzato, Valentina Cuccio, Aletta  
Gesina Dorst**

## **Excel 2010 Basics Cheat Sheet:**

[Microsoft Excel 2010 Introduction Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) Beezix Software Services, Inc, Beezix, Inc Staff, 2010-05-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Creating Workbooks Entering and Editing Data Undo and Redo Resizing Column Width and Row Height Inserting and Deleting Rows Columns and Cells Clearing Cells Clearing Formatting Formatting Numbers and Cells Aligning and Merging Cell Contents Borders and Grids Viewing the Worksheet as it will Print Entering Dates Entering Sequences Entering Formulas Cut Copy Paste Drag Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas

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*Excel 2010 For Dummies* Greg Harvey,2012-04-17

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Cells Clearing Formatting Borders Shading Text Color Formatting Number Cells Aligning and Merging Cell Contents  
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Moving Copying Selecting Inserting Deleting Sheets Editing Multiple Worksheets Simultaneously Previewing Printing and  
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## **Table of Contents Excel 2010 Basics Cheat Sheet**

1. Understanding the eBook Excel 2010 Basics Cheat Sheet
  - The Rise of Digital Reading Excel 2010 Basics Cheat Sheet
  - Advantages of eBooks Over Traditional Books
2. Identifying Excel 2010 Basics Cheat Sheet
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Excel 2010 Basics Cheat Sheet
  - User-Friendly Interface
4. Exploring eBook Recommendations from Excel 2010 Basics Cheat Sheet
  - Personalized Recommendations
  - Excel 2010 Basics Cheat Sheet User Reviews and Ratings
  - Excel 2010 Basics Cheat Sheet and Bestseller Lists
5. Accessing Excel 2010 Basics Cheat Sheet Free and Paid eBooks
  - Excel 2010 Basics Cheat Sheet Public Domain eBooks

- Excel 2010 Basics Cheat Sheet eBook Subscription Services
- Excel 2010 Basics Cheat Sheet Budget-Friendly Options

6. Navigating Excel 2010 Basics Cheat Sheet eBook Formats

- ePUB, PDF, MOBI, and More
- Excel 2010 Basics Cheat Sheet Compatibility with Devices
- Excel 2010 Basics Cheat Sheet Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Excel 2010 Basics Cheat Sheet
- Highlighting and Note-Taking Excel 2010 Basics Cheat Sheet
- Interactive Elements Excel 2010 Basics Cheat Sheet

8. Staying Engaged with Excel 2010 Basics Cheat Sheet

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Excel 2010 Basics Cheat Sheet

9. Balancing eBooks and Physical Books Excel 2010 Basics Cheat Sheet

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Excel 2010 Basics Cheat Sheet

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Excel 2010 Basics Cheat Sheet

- Setting Reading Goals Excel 2010 Basics Cheat Sheet
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Excel 2010 Basics Cheat Sheet

- Fact-Checking eBook Content of Excel 2010 Basics Cheat Sheet
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

#### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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