



# Excel 2010 New Features

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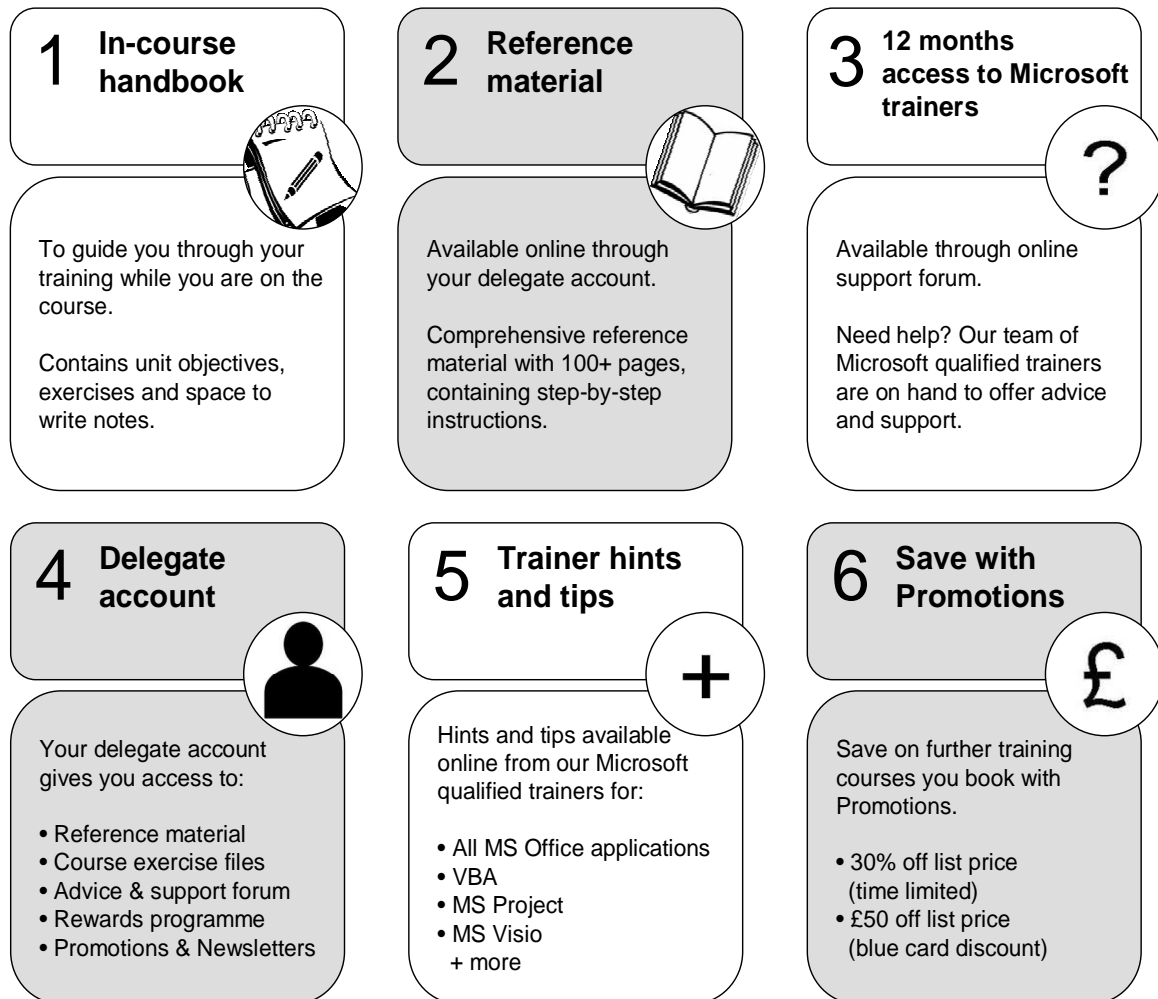


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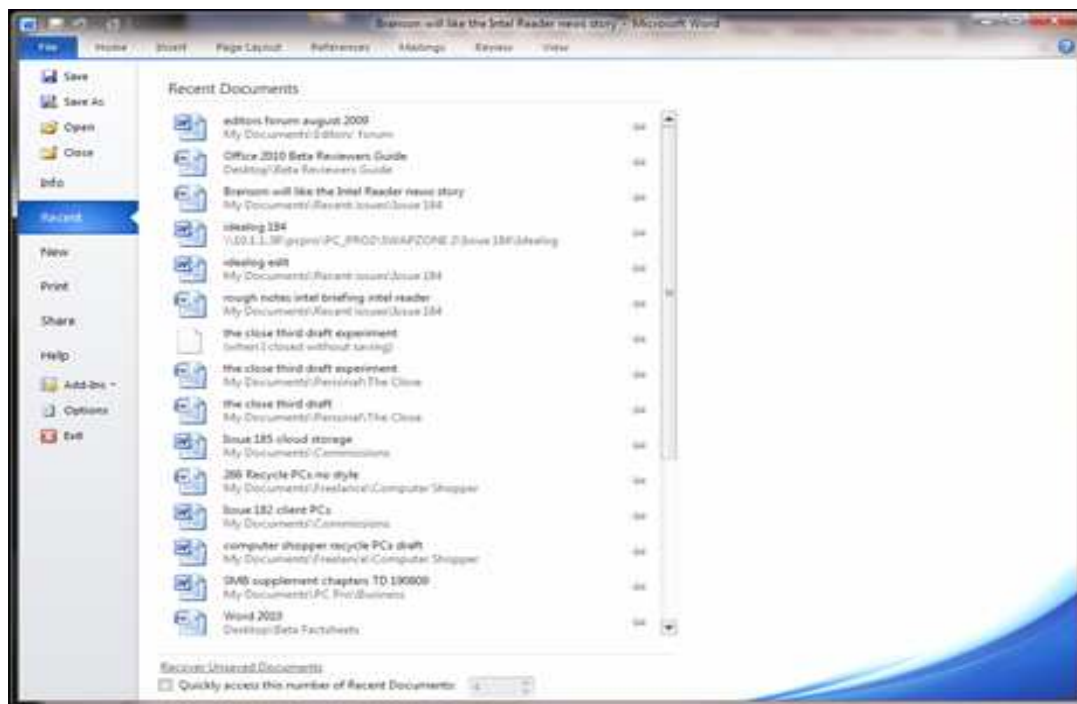
# NEW FEATURES OF EXCEL 2010

## Unit 1

### Exploring the Ribbon and Backstage View

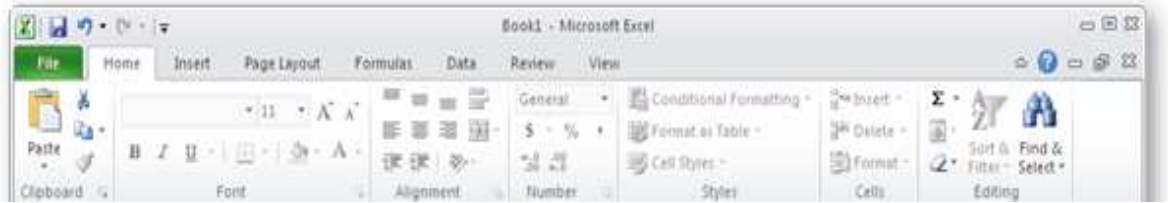
We'll explore some of the enhancements to the user interface beginning with the biggest one of all, **Backstage View**.

We access the Backstage View by clicking the **'File'** menu that appears in the top left hand corner of your screen. Backstage View actually replaces the file menu that you might be used to in older versions of Excel and the Office Button of Excel 2007. You'll see some of the most commonly used commands such as **Open**, **Close** and **Save**. By default if you haven't opened the spreadsheet already the **'Recent'** section is displayed where you can access recently used workbooks.

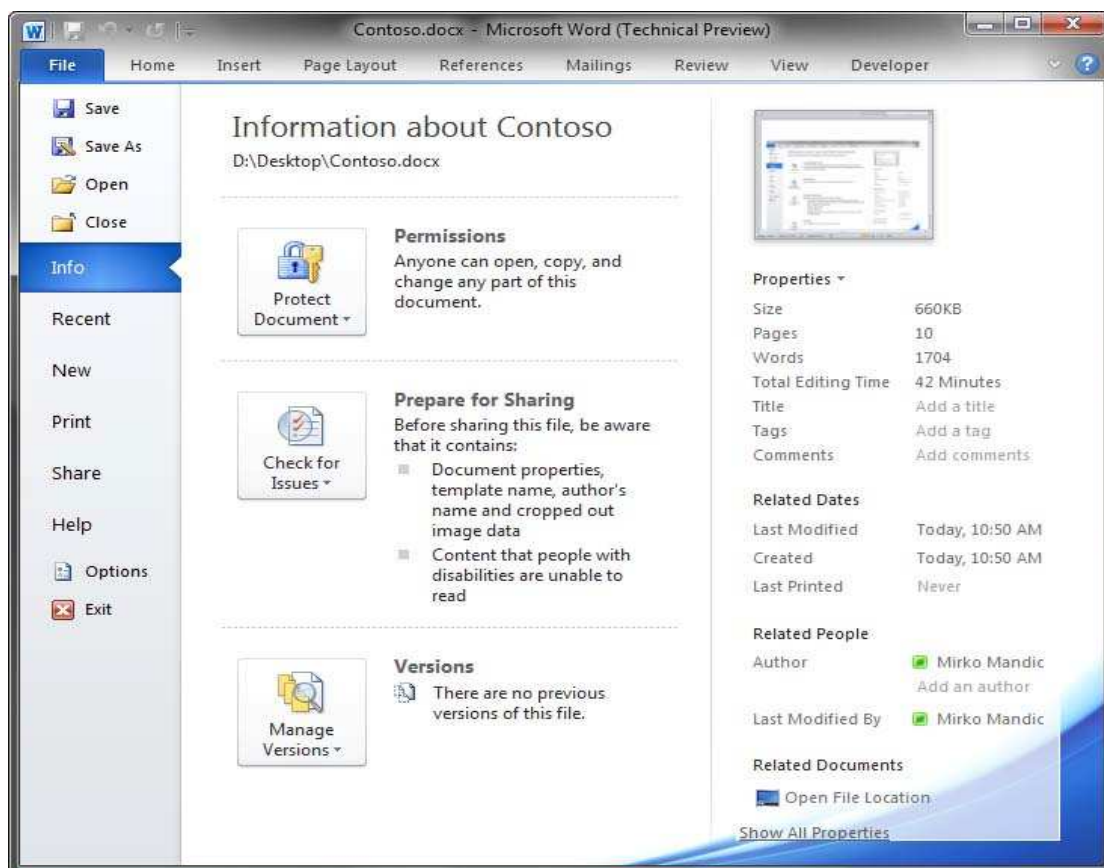


When you open an Excel workbook, the Ribbon which we were accustomed in Excel 2007 displays all of its commands. As you browse through the various tabs you will see some new commands and features have been added but the Ribbon works just as it did in Excel 2007, each

tab containing groups and within those groups we can access the most commonly used commands.

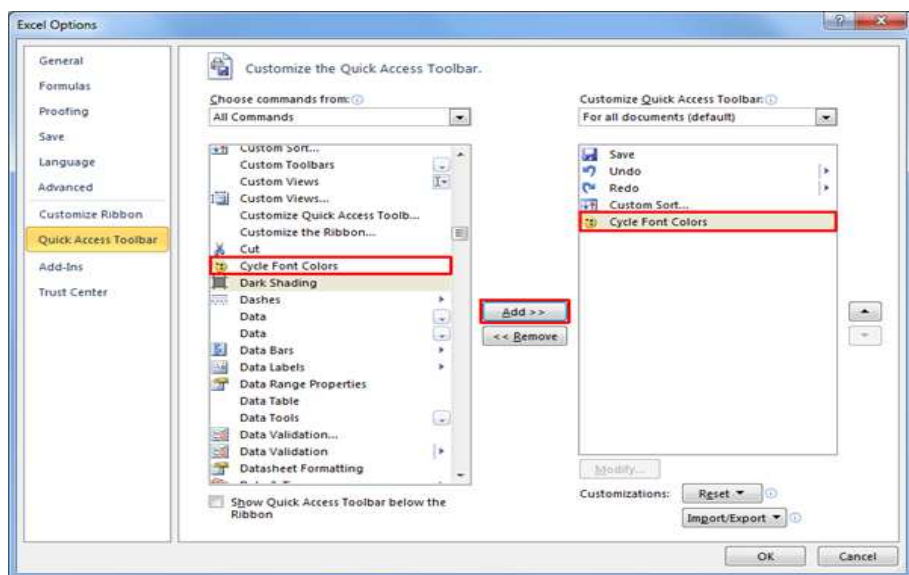


If we go back to the **Backstage View** with a spreadsheet open, you'll notice the default section selected is '**Info**' where we have quick, easy access to **Permissions**, **Sharing** and **Versions**. You'll also see **File Properties** and information about your file on the right hand side. You can also access **Printing**, **Help**, **Exit** and **Excel Options** from Backstage View. **Excel Options** allows you to customise your Excel environment.



Above the Ribbon we have the **Quick Access Toolbar** which appears in the top left hand corner. Here you will have quick and easy **access to the commands you use most often**.

You can **customise** this by clicking the drop down arrow on the right hand side and selecting any of the commands that appear in the menu, this will add the command to the Quick Access Toolbar. If there are other commands that don't appear on this menu that you want, you can access more commands by clicking **More Commands** at the bottom of the menu and adding any of the Excel commands to the Quick Access Toolbar.

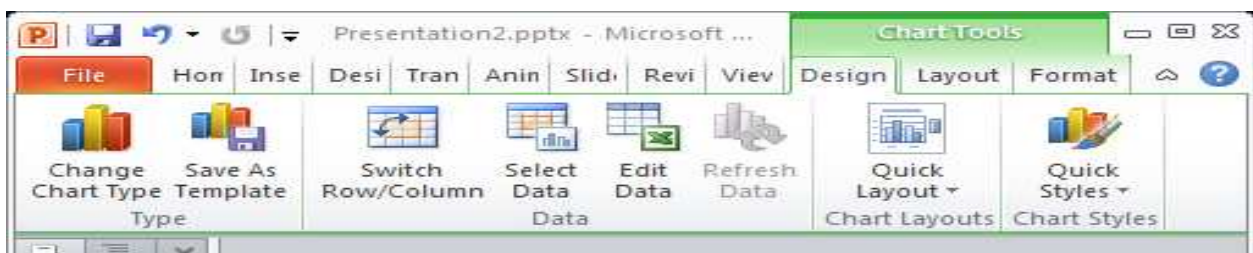


## Access Keys

These are **shortcuts** to opening the tabs of the Ribbon and accessing commands within the Ribbon. You use access keys by pressing the Alt key followed by another key or a sequence of other keys.

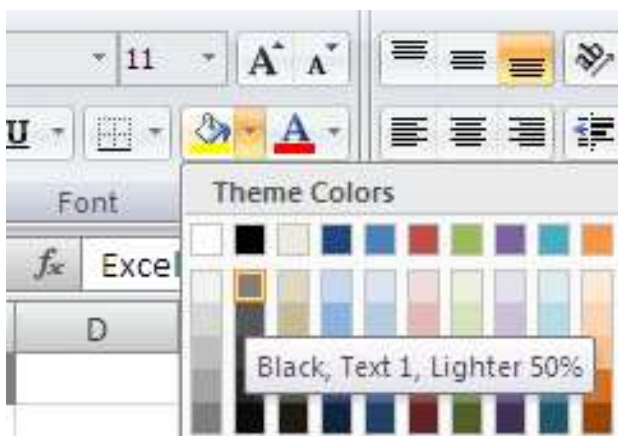
## Contextual Tabs

These are further tabs that the Ribbon contains. **They house commands that are specific to certain objects.** For example, when you insert a chart into your presentation, only then will it present the 'Chart Tools' contextual tab. This tab will contain all the relevant commands to modify the design, layout and format of the chart.



## Live Preview

Live preview is a new technology that shows the results of applying an editing or formatting change as the user moves the pointer over various formatting options presented on the Ribbon.





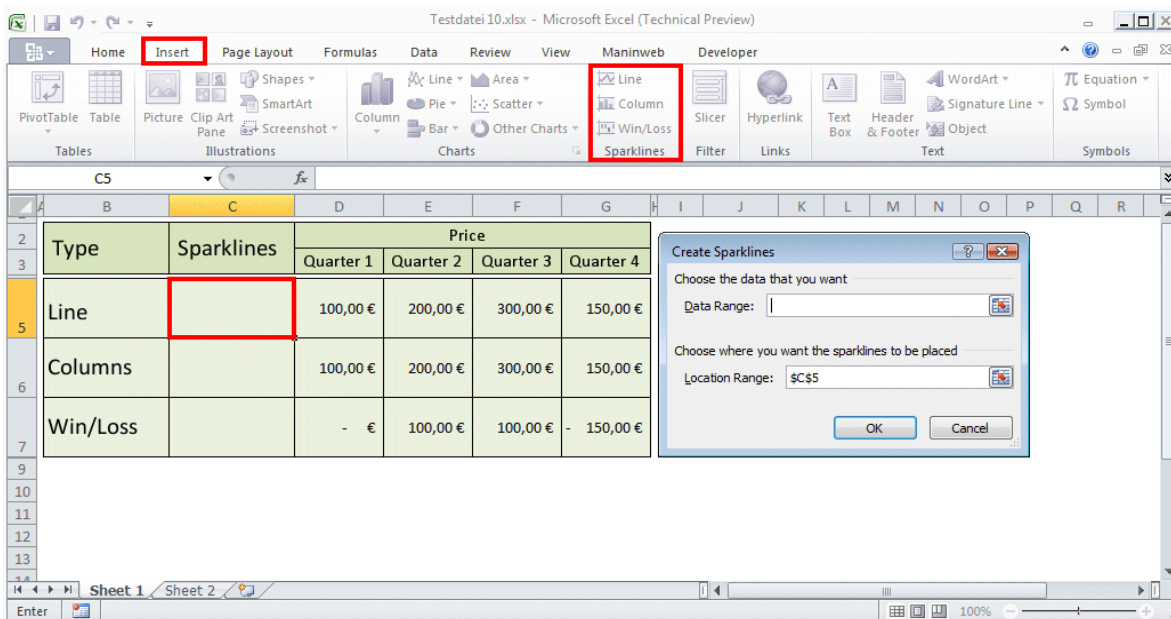
## Unit 2

### Adding Context to Numbers using Sparklines

When dealing with large quantities of numerical data in a spreadsheet it can sometimes be difficult to pick out trends. New to Excel 2010 is something called **Sparklines**, **tiny charts that fit within a cell and give a visual trend summary alongside your data.**

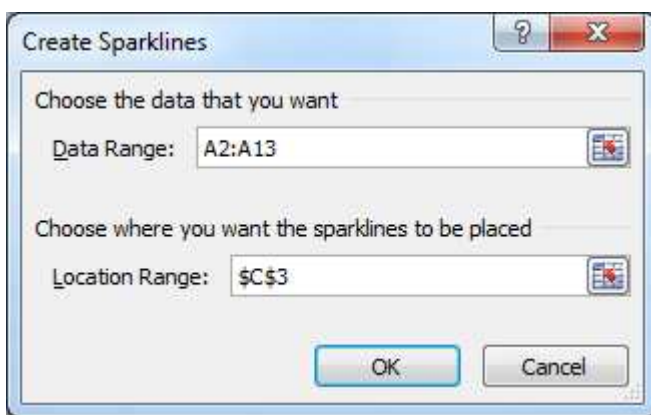
#### To create Sparklines:

- Go to the **'Insert'** tab on the Ribbon and head to the **Sparklines** group.
- Select the **type of graph** you want to see, a **mini line graph, column or win/loss.** To save time you can select the data before selecting the graph you want.



- Select the graph you want, this will open the **Sparklines** **dialogue box** where the **data range** is already selected.

- Now you need to select where you want the Sparkline to appear, the **'Location Range.'**
- Click on to the box to the right of the 'Location Range' text box to temporarily collapse the dialogue box giving you access to the spreadsheet.
- Select a cell and click the same button to expand the Sparkline dialogue box. Click OK.



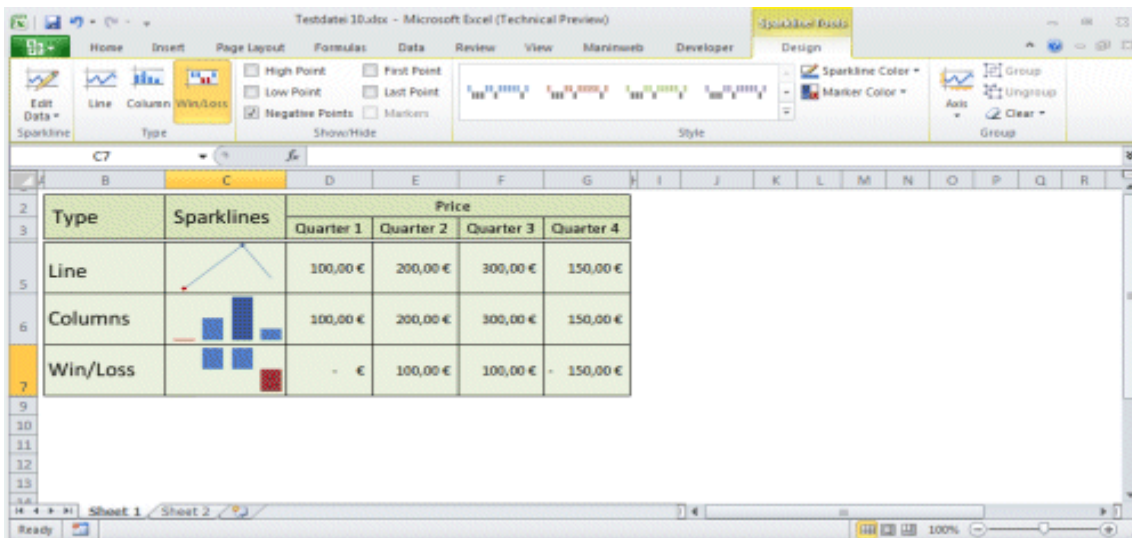
This gives us a **graphic representation indicating any trends in the data.**

You can apply this Sparkline to other ranges of data by going to the right hand corner of the cell that contains the Sparkline and hovering you mouse over the handle, your cursor will turn in to a crosshair, if you drag this to other cells, Sparklines will also appear for them too (the same process when copying formulas to a range of cells.)

There are different Sparklines, to **change Sparkline:**

- **Select the first cell** you inserted the Sparkline in to, when you do this the **Sparkline Tools, Contextual tab** appears.
- In the Type group you can **choose another graph.**





- The **Show group** allows you to **highlight specific points** on your graphs, such as high points or low points
- You can also **change the style** of the graph by making a selection from the **Styles group**

**So whenever you need a visual trend summary alongside your data Sparklines would be the best option.**

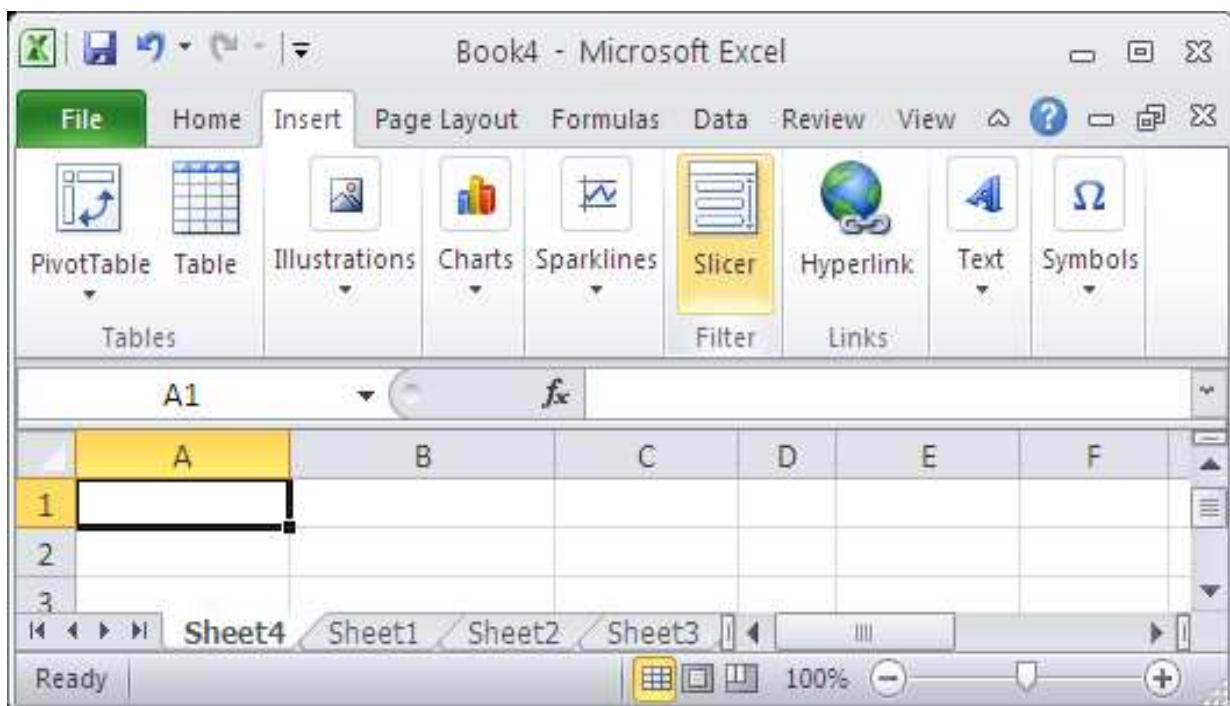
## **Unit 3**

### **Segmenting and Filtering Data in PivotTables with the Slicer**

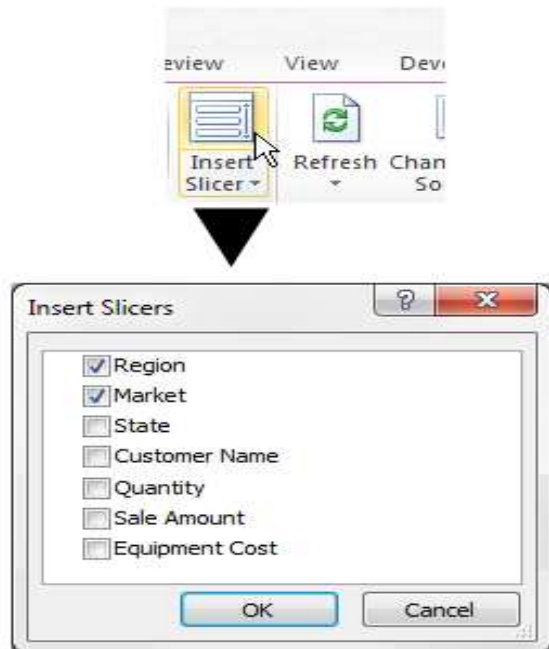
PivotTables in Excel have always offered an excellent way to drill down through large amounts of data and get to the key information you need.

**New to Excel 2010 is the Slicer, this delivers enhanced PivotTable visual filtering functionality to let you quickly and intuitively drill down through large amounts of data.**

- **Select any cell in the PivotTable** to show the PivotTable field list on the right hand side
- Go to the **‘Insert’** tab on the Ribbon and in the **Filter** group. You’ll see the **Slicer** button.

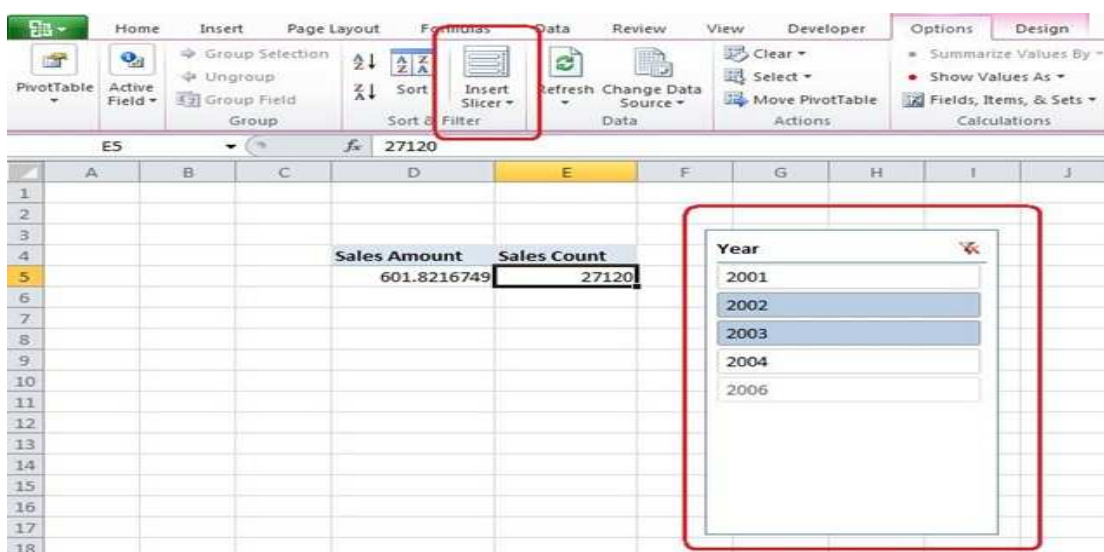


Click once and you'll see the **Insert Slicer** dialogue box where we can select from the **various fields** that exist within your spreadsheet data.



Once one or more fields are selected, **click OK**

The **filtered fields** are **inserted** on to the spreadsheet in a **textbox object** which can be moved around just like any other object



This is an excellent way to drill down through data, it can be done very quickly and easily showing a breakdown of your data without having to manipulate the PivotTable itself.

**So if you need to quickly drill down through large amounts of data to get a visual or filtered representation of that data the new Slicer functionality will achieve this.**

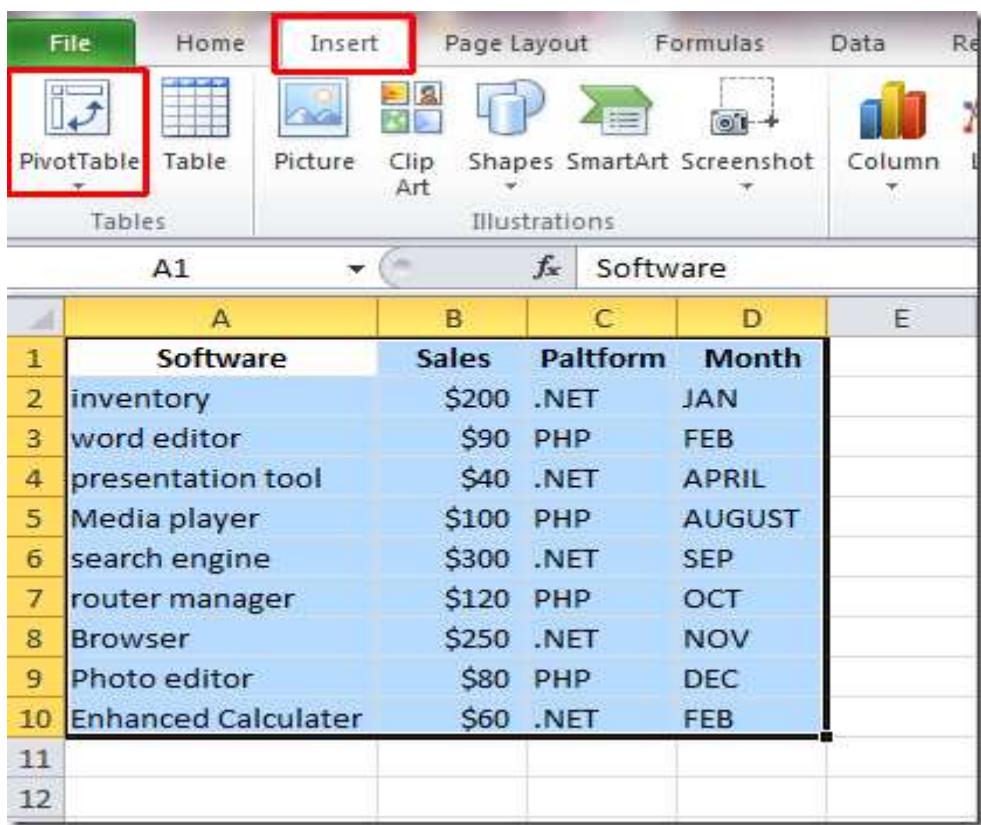
## Unit 4

### Browsing Large Amounts of Data with Search Filters

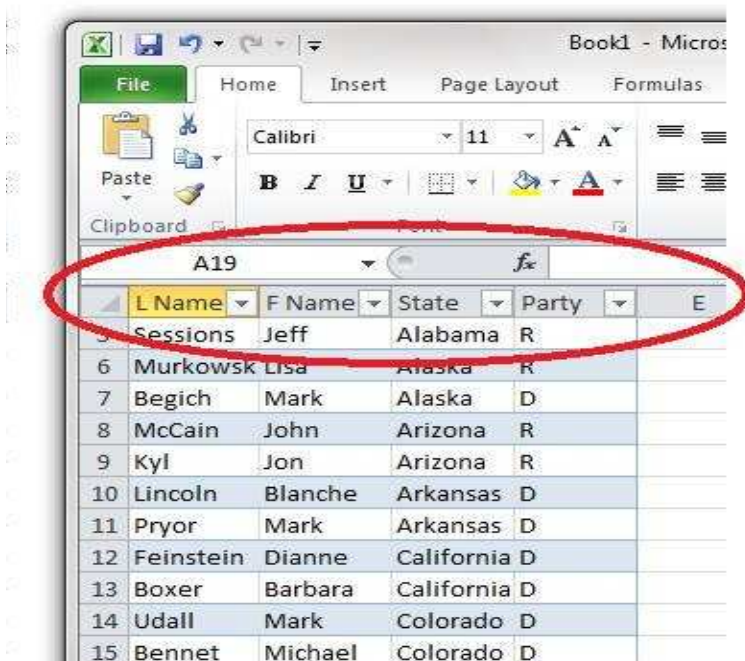
There is a brand new search filter built in to Excel 2010 that's going to allow you to easily find relevant items amongst potentially thousands or even millions of items in tables or PivotTables.

**When we use a Search Filter we need either a table or PivotTable to search through.**

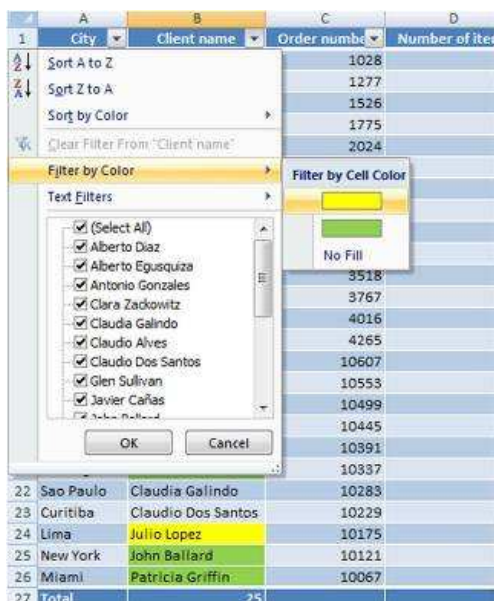
- So the first thing to do is to **convert the spreadsheet data in to a Table or PivotTable** and that's easily done by selecting the **'Insert'** tab and clicking on **Table**, if the dialogue box does not pick up your data range you will need to select the data, ensuring you select all column/row headers. **Click OK.**



- Your data set will now appear in a **table-like format with drop down arrows** on each column.



- To filter the relevant data from the table **select the drop down arrow** from the column containing the data, choosing the most applicable **filter option**.





## **Unit 5**

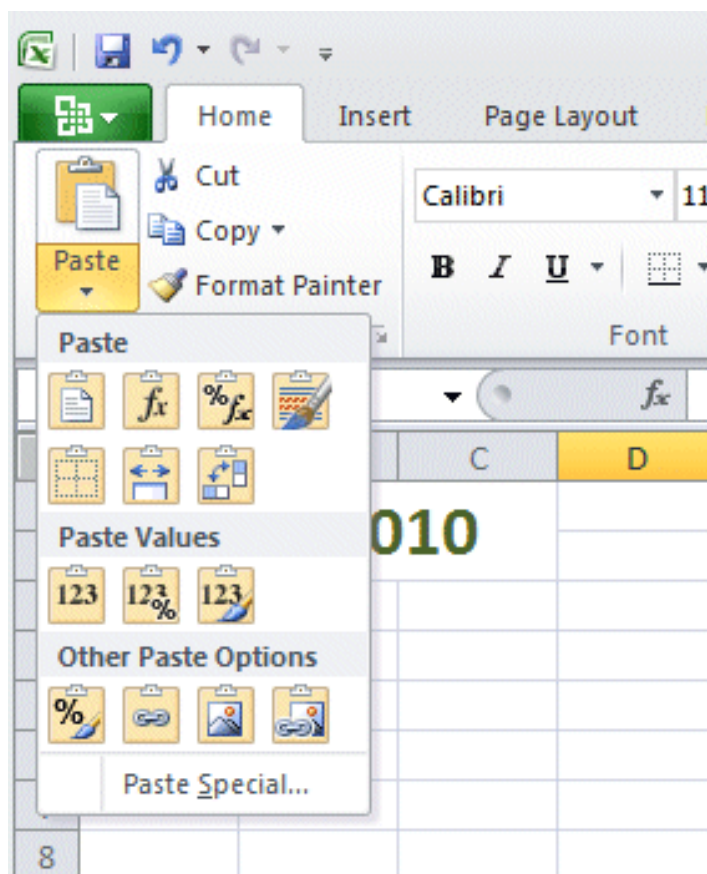
### **Previewing What You're Pasting**

As with all the applications in the Microsoft Office 2010 suite, you can **effortlessly reuse content by previewing how information will look when it's copied and pasted even between applications.**

- With Excel already open, Open another application (e.g. Word) and **copy the information required.**
- Go back to Excel and select where you want your copied item to be pasted

**When we paste it, we can get a real-time preview of what it's going to look like before we actually do it.**

- Click the **Paste drop down** button, found on the **'Home'** tab in the **Clipboard** group.



We'll see two different icons because we're working with text from a Word document

- Hover your mouse over the first icon, this is going to **'Keep the Source Formatting'** so it's going to appear exactly the way you would have seen the text in the Word document. A preview will appear on your spreadsheet.
- Hover your mouse over the second icon, this is going to **'Match Destination Formatting'** that's the formatting in this spreadsheet
- **Click on to an icon** to paste the contents

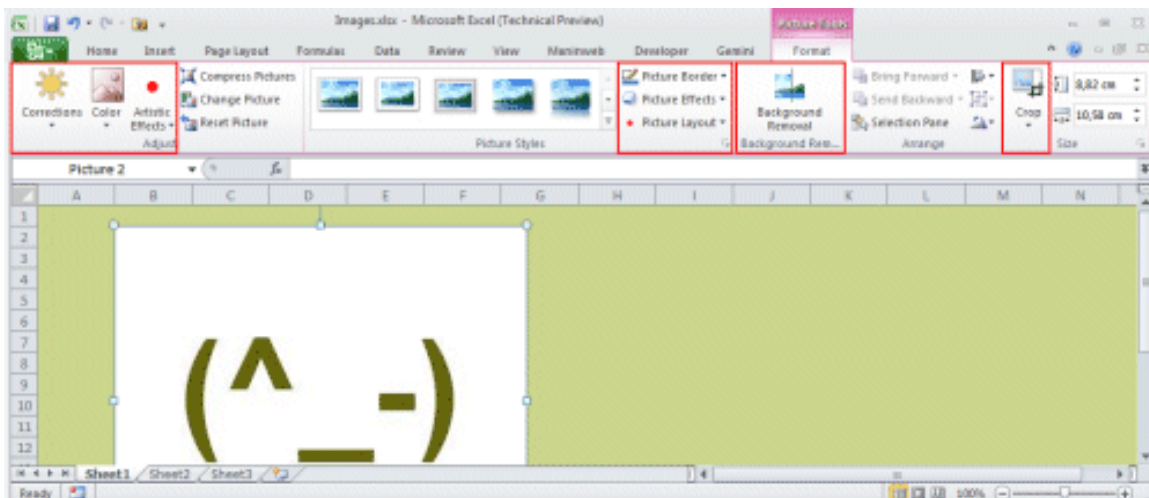
**The paste preview can be used when reusing content from other files and even other applications.**

## **Unit 6**

### **Editing Images without Leaving the Application**

With Excel 2010 you can now edit photos without using additional photo editing programmes; you can do it right from within Excel.

**Select the image** you want to work on, once selected the **Picture Tools contextual tab** appears on the Ribbon.



On the **left hand side** of the Ribbon, in the **Adjust group** we have a **Corrections button** which allows us to **sharpen** or **soften** the image, as you hover over the options you will see a live-preview of what that option will apply to your image. You can also change the **brightness** and **contrast**.

Also in the **Adjust group** is the **Colour button**, you could for example, change the **saturation** of the colours. Hovering over the options will give you a live-preview. Within the Colour button you can also change the **Colour Tone**, making it **cooler** or **warmer** or **re-colour** the image with another tint of colour

**Artistic effects** in the **Adjust group** will also apply different effects to your image. Hovering over the options will provide a live-preview.

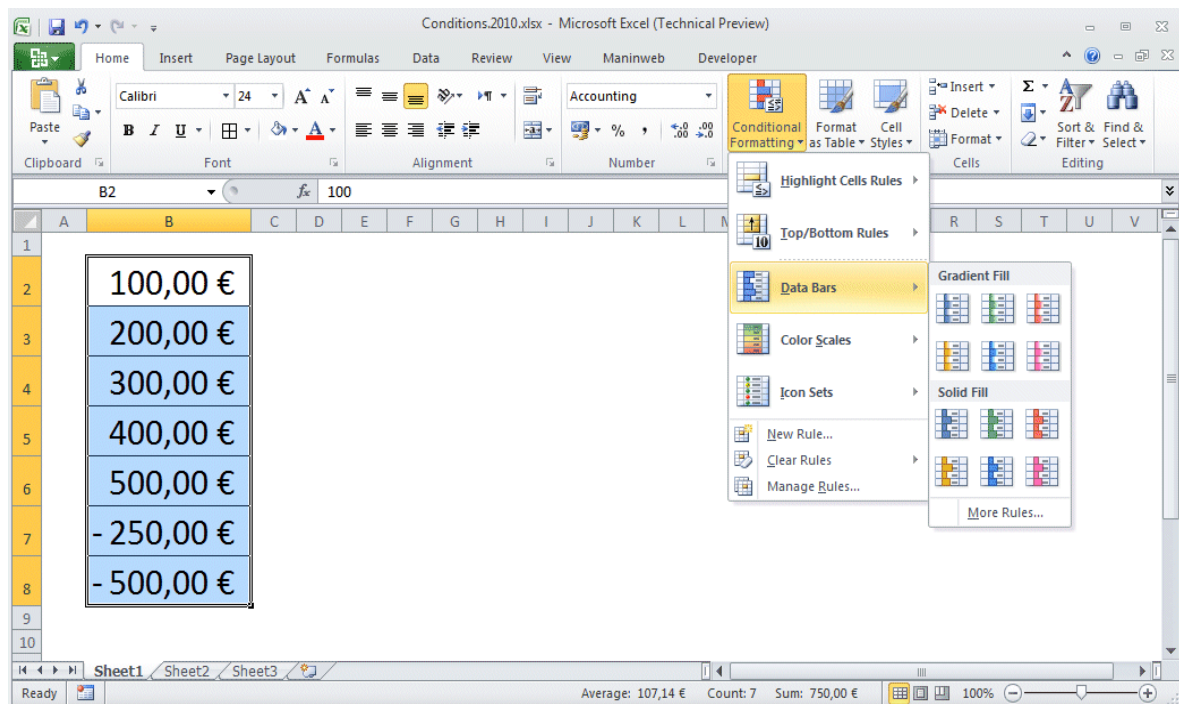
The **Picture Styles group** will apply smart **finishing touches** to your images applying a range of **borders** and **edges** to the image.

## Unit 7

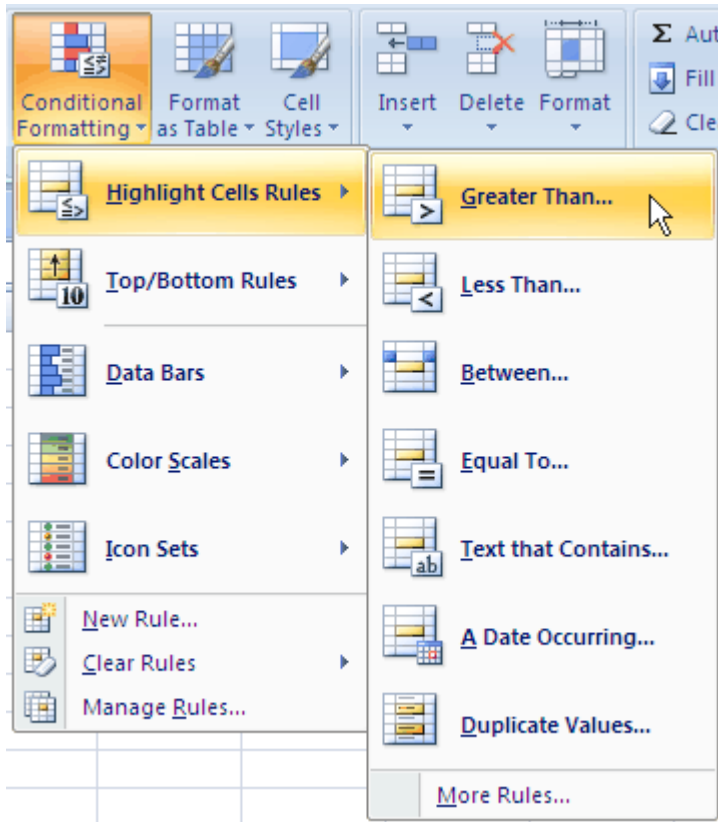
### Visualising Data with Improved Conditional Formatting.

Conditional Formatting in Excel 2010 has been improved to let you **quickly visualise and comprehend data**. You're going to find more styles, icons and data bars as well as the ability to highlight specified items like minimum and maximum values in just a few clicks.

- First of all **highlight the data** you want to apply the conditional formatting to.
- Go to the **Home tab** and in the **Styles group** select the **Conditional Formatting** button.



Some items in the drop down menu you may be familiar with already like **Highlighting Cell Rules**, **Top/Bottom Rules**



There are a few new **Icon sets**; these will apply different icon images to your selected data depending on what Icon set you choose. The Icons representing the varying values in your selected data set, a live-preview is available.

