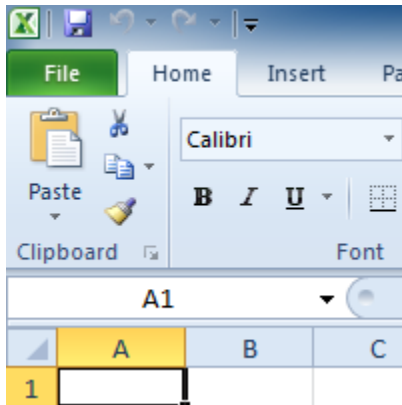




Lesson1-Getting Star with excel

Excel is a spreadsheet program that allows you to store, organize, and analyze information. In this lesson, you will learn your way around the Excel 2010 environment, including the new Backstage view, which replaces the Microsoft Button menu from Excel 2007.



We will show you how to use and modify the Ribbon and the Quick Access Toolbar, and how to create new workbooks and open existing ones.

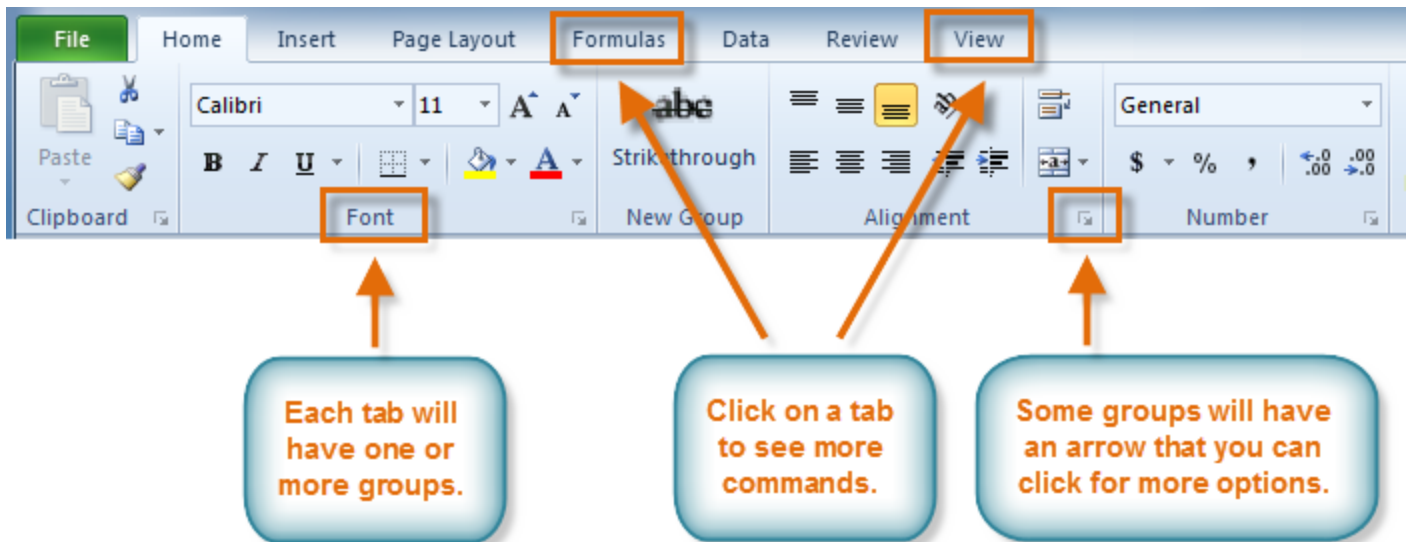
After this lesson, you will be ready to get started on your first workbook.

Working with Your Excel Environment

The Ribbon and the Quick Access Toolbar are where you will find the commands you need to do common tasks in Excel. If you are familiar with Excel 2007, you will find that the main difference in the Excel 2010 Ribbon is that commands such as Open and Print are now housed in Backstage view.

The Ribbon

The Ribbon contains multiple tabs, each with several groups of commands. You can add your own tabs that contain your favorite commands.



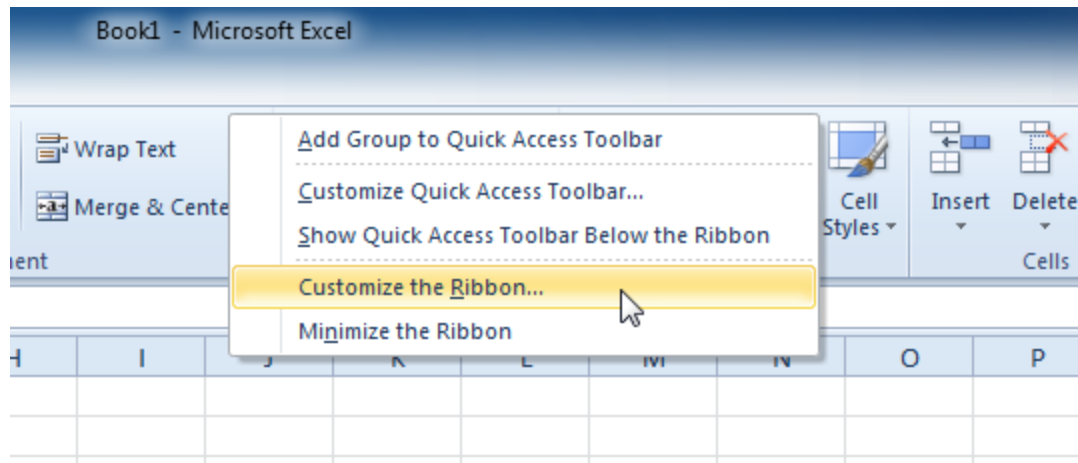
The Ribbon

Certain programs, such as **Adobe Acrobat Reader**, may install additional tabs to the ribbon. These tabs are called **Add-ins**.

To Customize the Ribbon:

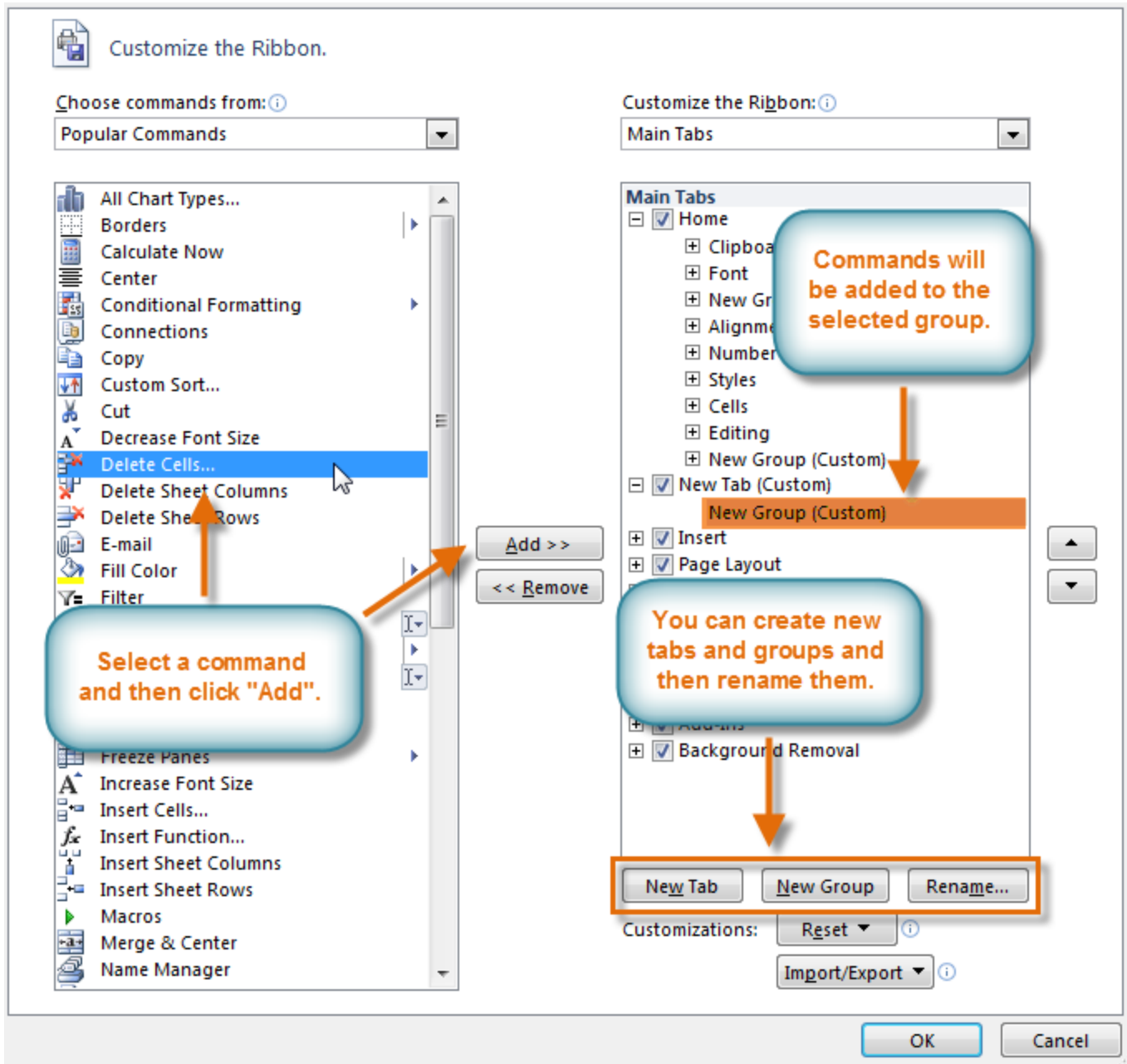
You can customize the ribbon by creating your own **tabs** that house your desired commands. Commands are always housed within a **group**, and you can create as many groups as you need to keep your tabs organized. In addition, you can even add commands to any of the default tabs, as long as you create a custom group within the tab.

1. Right-click the Ribbon and select **Customize the Ribbon**. A **dialog box** will appear.



Right-clicking the Ribbon to customize it

2. Click **New Tab**. A new tab will be created with a new group inside it.
3. Make sure the new group is selected.
4. Select a command from the list on the left, then click **Add**. You can also drag commands directly into a group.
5. When you are done adding commands, click **OK**.

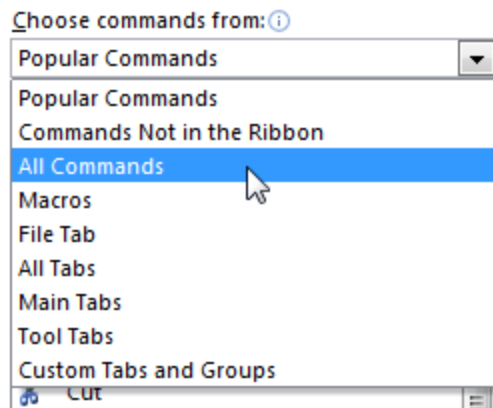


The dialog box where you can customize the Ribbon

If you do not see the command you want, click on the **Choose commands** drop-down box and select **All Commands**.

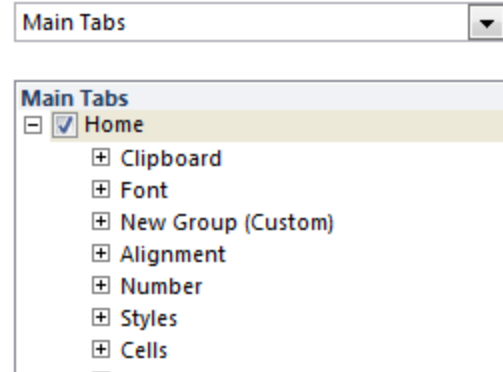


Customize the Ribbon.



Displaying All Commands

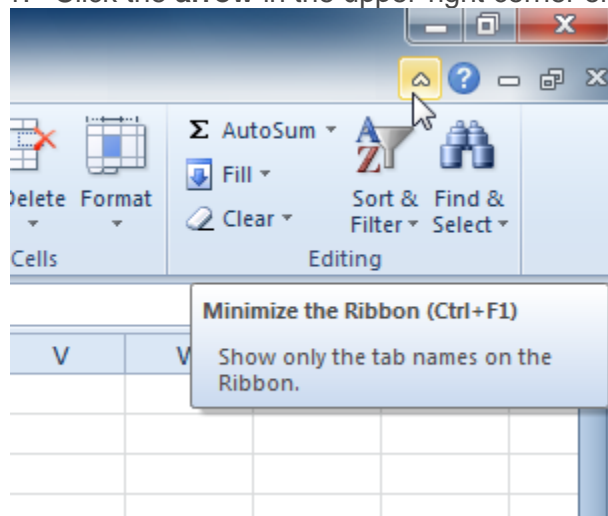
Customize the Ribbon:



To Minimize and Maximize the Ribbon:

The Ribbon is designed to be responsive to your current task and easy to use, but if you find it is taking up too much of your screen space, you can **minimize** it.

1. Click the **arrow** in the upper-right corner of the Ribbon to minimize it.



Minimizing the Ribbon

2. To maximize the Ribbon, click the arrow again.

When the Ribbon is minimized, you can make it reappear by clicking on a tab. However, the Ribbon will disappear again when you are not using it.

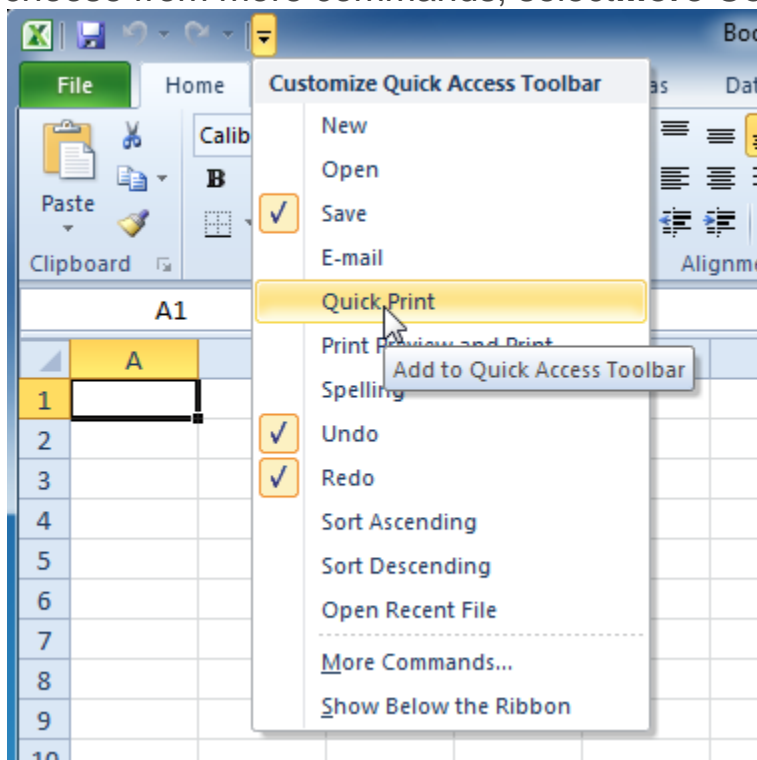


The Quick Access Toolbar

The **Quick Access Toolbar** is located above the Ribbon, and it lets you access common commands no matter which tab you are on. By default, it shows the **Save**, **Undo**, and **Repeat** commands. You can add other commands to make it more convenient for you.

To Add Commands to the Quick Access Toolbar:

1. Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.
2. Select the **command** you wish to add from the drop-down menu. To choose from more commands, select **More Commands**.



Adding a command to the

Quick Access Toolbar

Backstage View

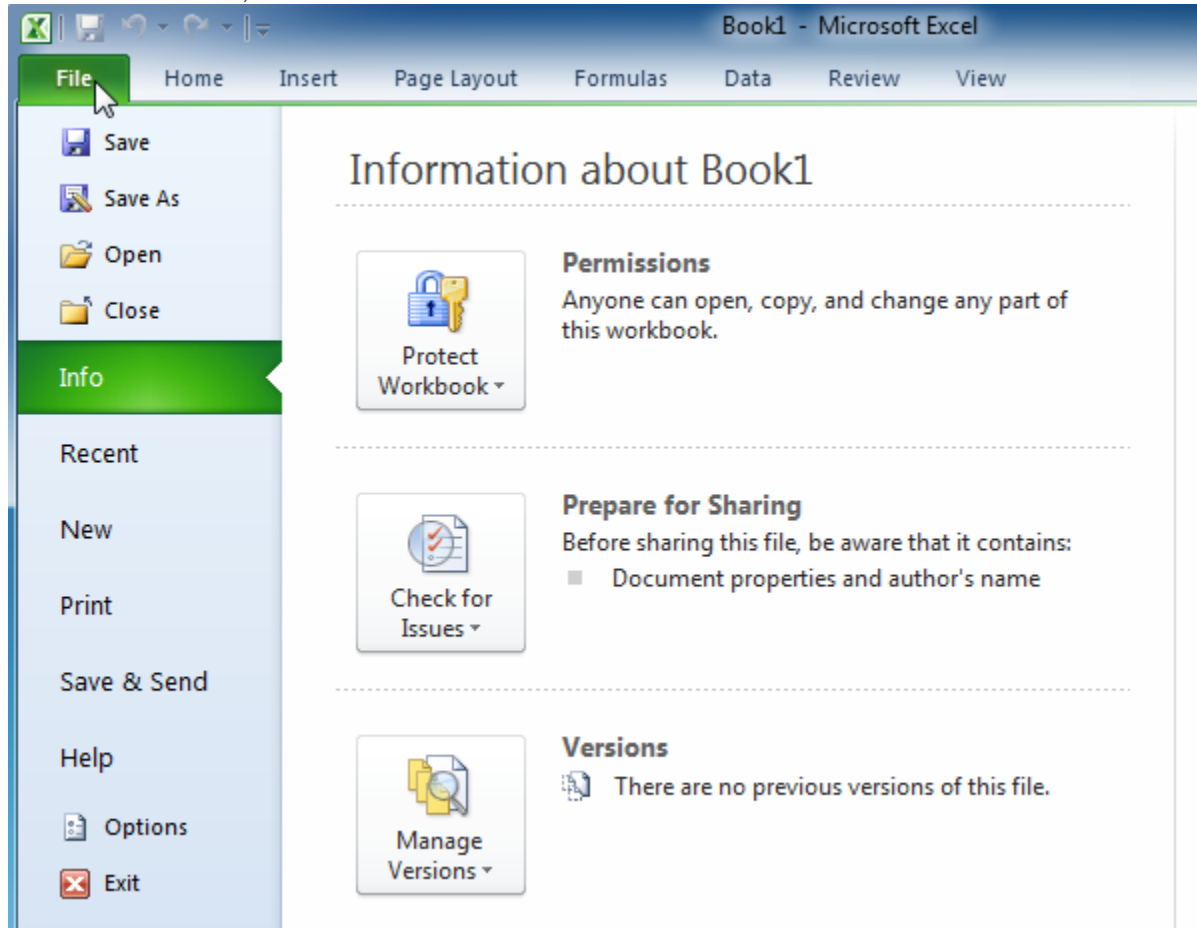
Backstage view gives you various options for saving, opening a file, printing, or sharing your document. It is similar to the **Office Button menu** from Excel 2007 or the **File menu** from earlier versions of Excel.



However, instead of just a menu, it is a full-page view which makes it easier to work with.

To Get to Backstage View:

1. On the Ribbon, click the **File** tab.



Backstage view

2. Choose your desired option, or return to your workbook by clicking on any tab on the Ribbon.

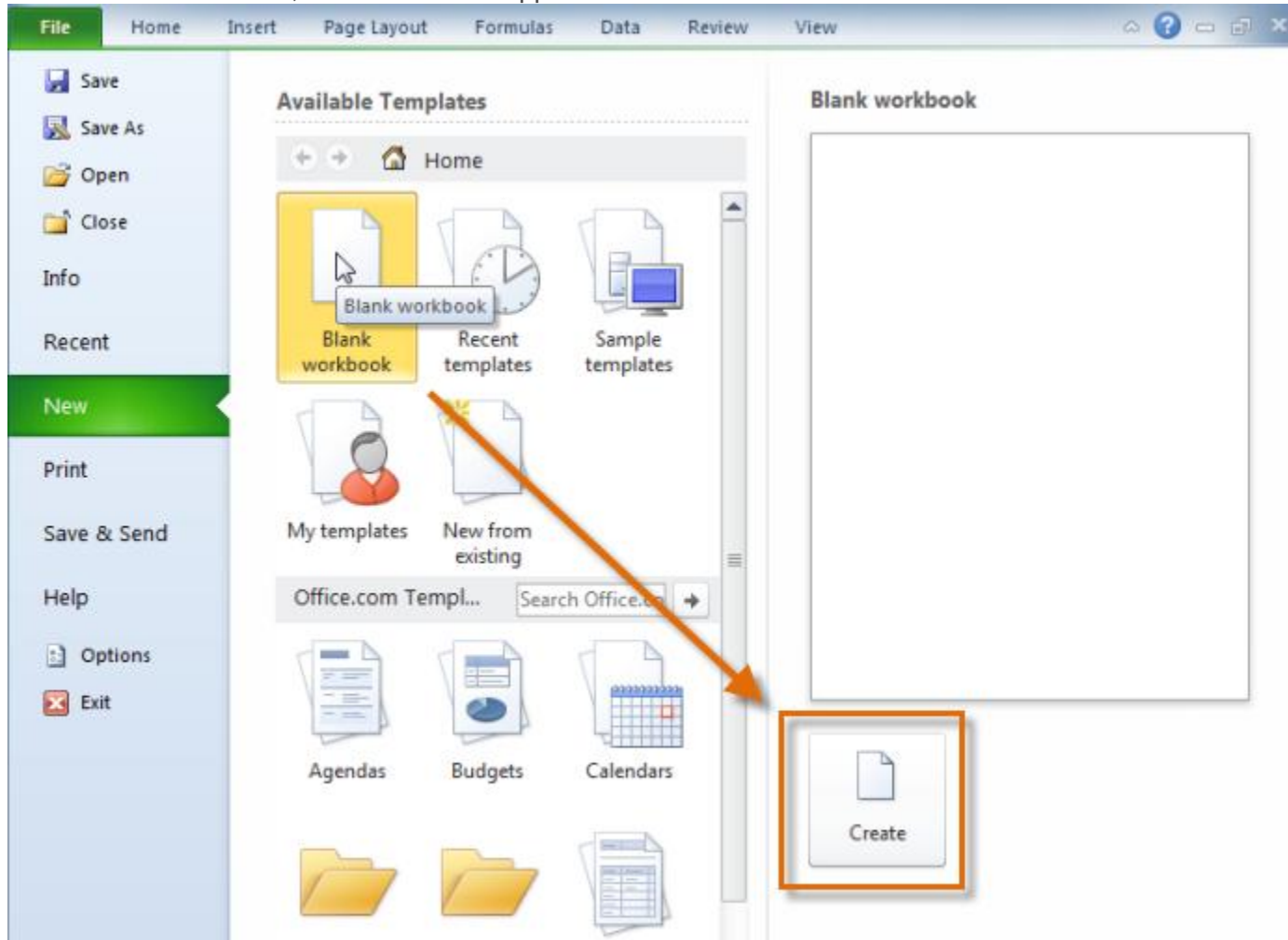
Creating and Opening Workbooks

Excel files are called **workbooks**. Each workbook holds one or more worksheets (also known as "spreadsheets").



To Create a New, Blank Workbook:

1. Click the **File** tab. This takes you to **Backstage view**.
2. Select **New**.
3. Select **Blank workbook** under **Available Templates**. It will be highlighted by default.
4. Click **Create**. A new, blank workbook appears in the Excel window.

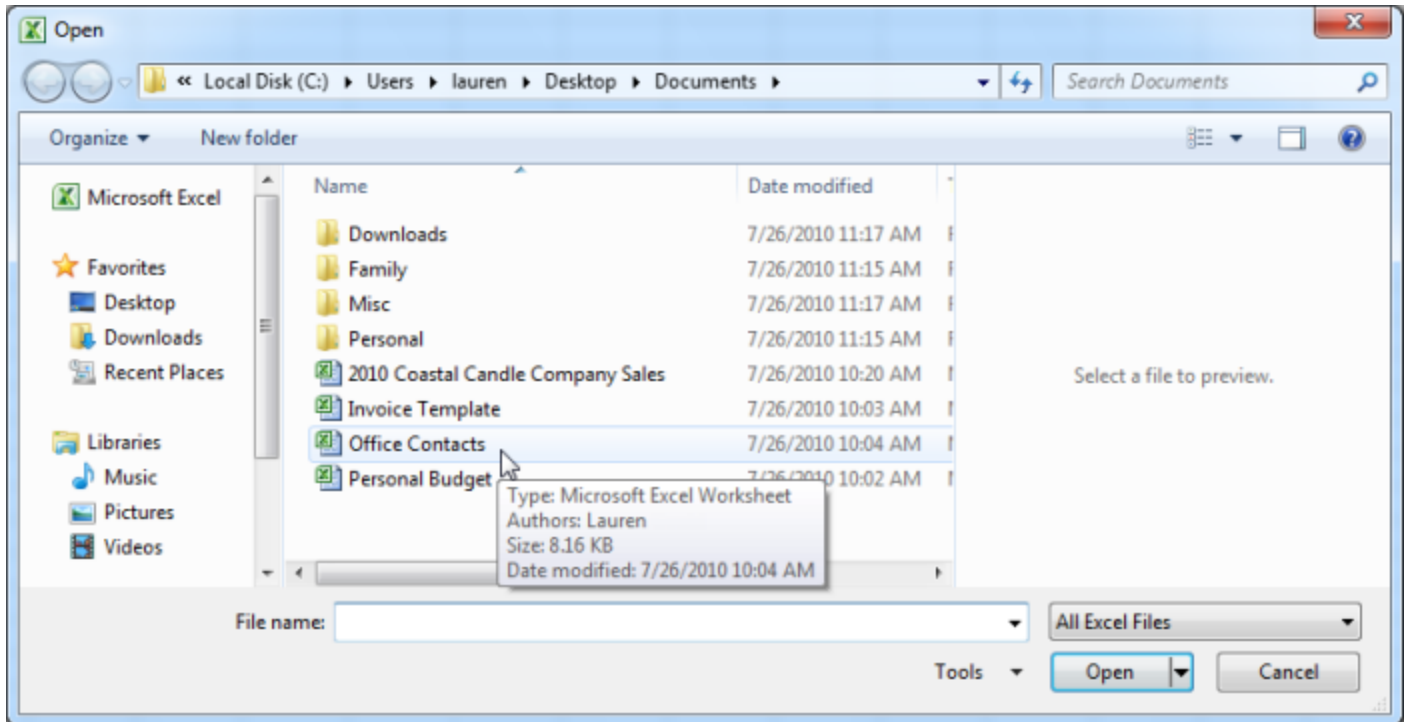


Creating a new workbook

To save time, you can create your document from a **template**, which you can select under Available Templates. We will talk more about this in a later lesson.

To Open an Existing Workbook:

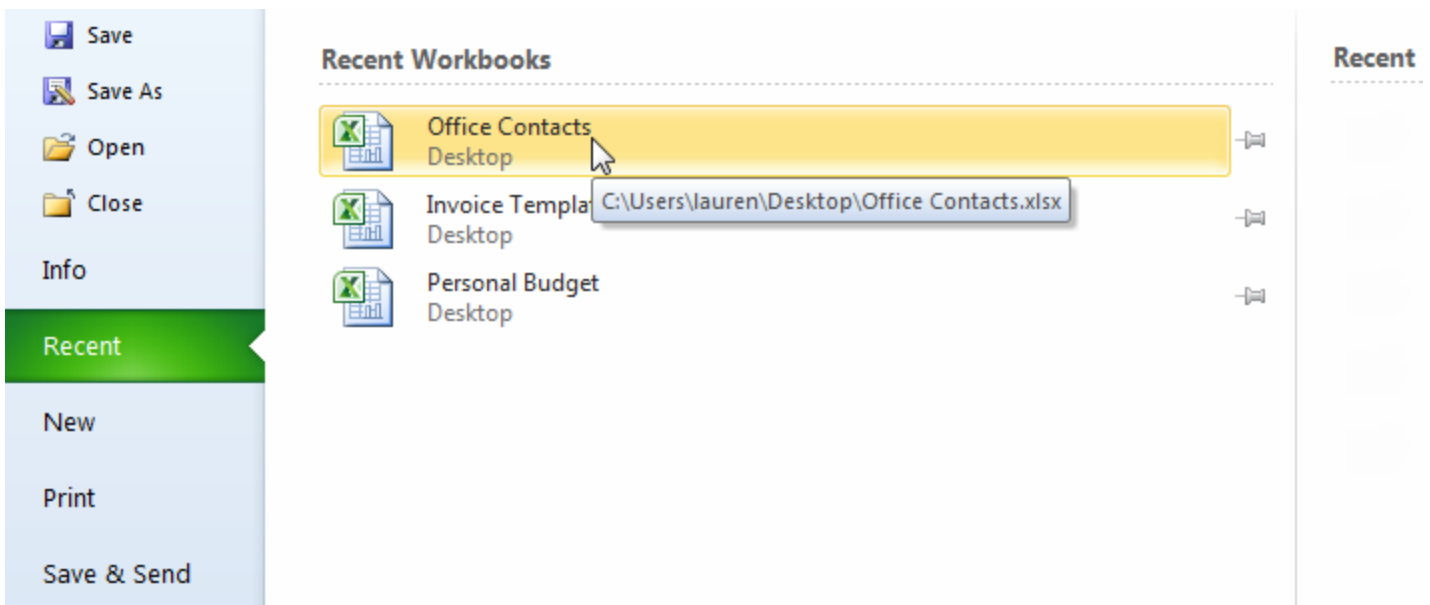
1. Click the **File** tab. This takes you to **Backstage view**.
2. Select **Open**. The Open dialog box appears.



Opening a workbook

3. Select your desired workbook and then click **Open**.

If you have opened the existing workbook recently, it may be easier to choose Recent from the **File tab** instead of **Open** to search for your workbook.



Opening a recent workbook



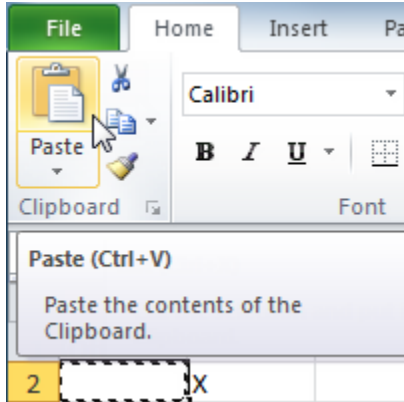
Challenge!

1. Open Excel 2010 on your computer. A new blank workbook will appear on the screen.
2. Try minimizing and maximizing the Ribbon.
3. Click through all of the tabs and notice how the Ribbon options change.
4. Try switching page views.
5. Add any commands you wish to the Quick Access Toolbar.
6. Close Excel without saving the workbook.



Lesson2-Cell Basics

Introduction

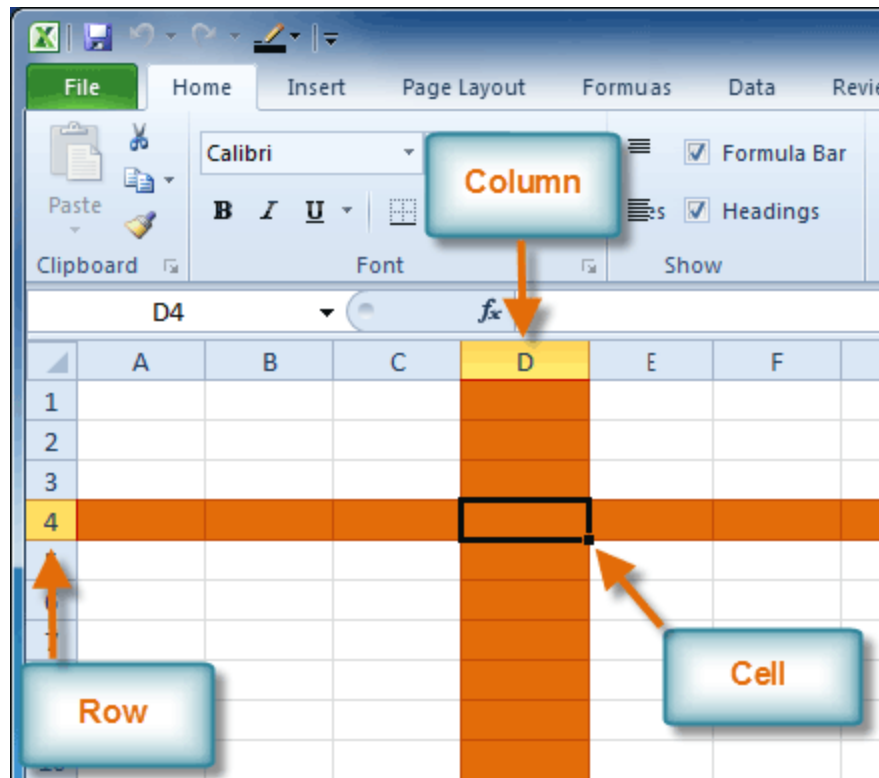


You will need to know the basic ways you can work with cells and cell content in Excel to be able to use it to calculate, analyze, and organize data. In this lesson, you will learn how to **select** cells; **insert content**; and **delete cells and cell content**. You will also learn how to **cut, copy and paste cells; drag and drop cells; and fill cells** using the fill handle.

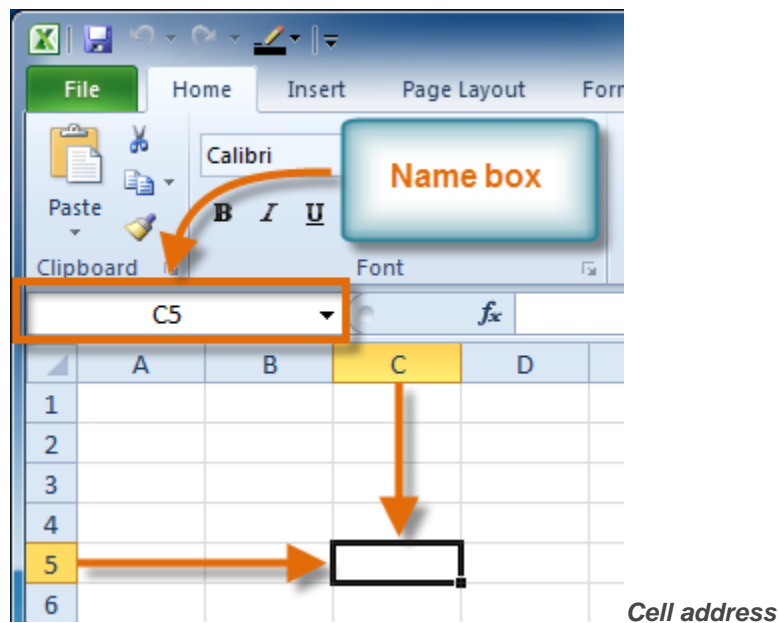
Cells are the basic building blocks of a worksheet. Cells can contain a variety of content such as text, **formatting attributes, formulas, and functions**.

The Cell

Each rectangle in a worksheet is called a **cell**. A cell is the intersection of a **row** and a **column**.




Each cell has a name, or a **cell address** based on which **column and row** it intersects. The **cell address** of a selected cell appears in the **Name box**. Here you can see that **C5** is selected.





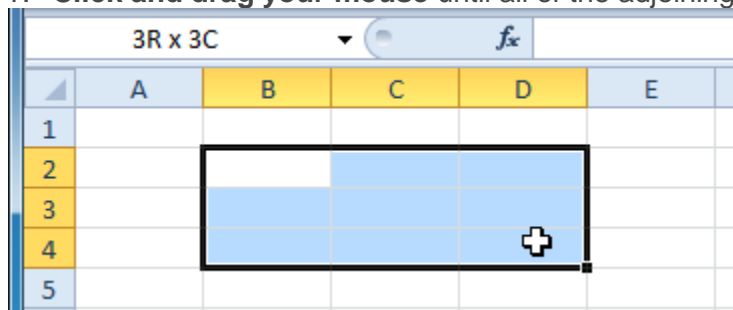
To Select a Cell:

1. **Click on a cell** to select it. When a cell is selected you will notice that the **borders** of the cell appear bold  and the **column heading** and **row heading** of the cell are highlighted.
2. Release your mouse. The cell will stay selected until you click on another cell in the worksheet.

You can also navigate through your worksheet and select a cell by using the **arrow keys** on your keyboard.

To Select Multiple Cells:

1. **Click and drag your mouse** until all of the adjoining cells you want are highlighted.



Selecting multiple cells

2. Release your mouse. The cells will stay selected until you click on another cell in the worksheet.

Cell Content

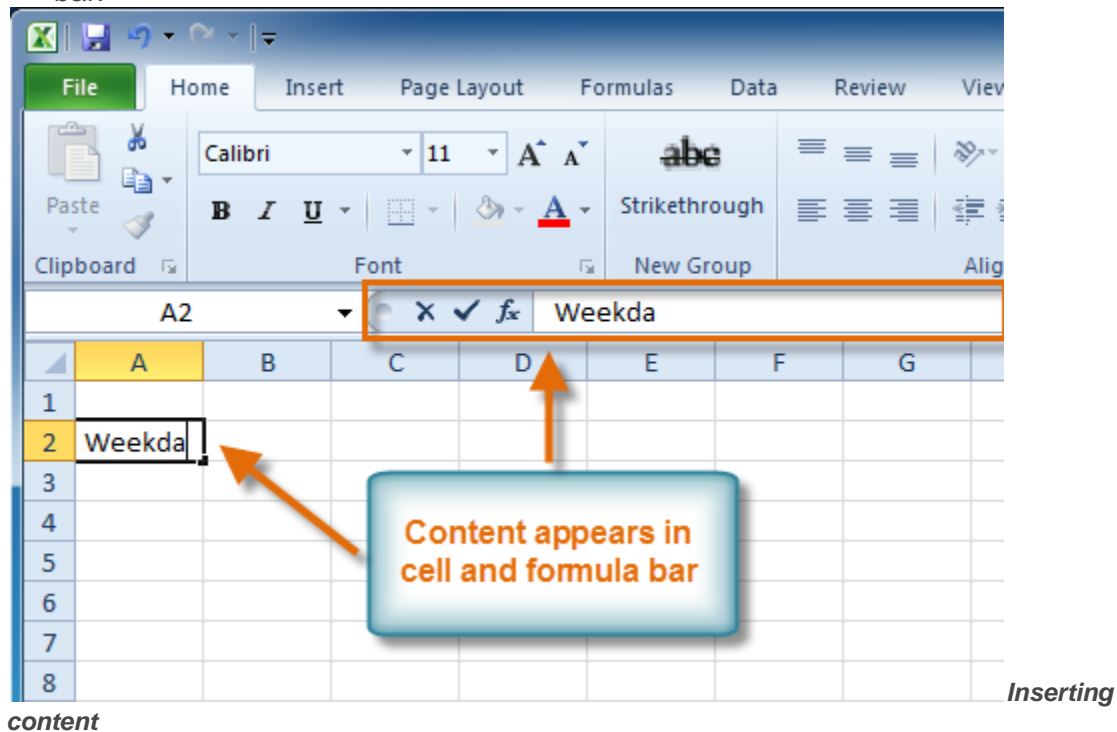
Each cell can contain its own text, formatting, comments, formulas, and functions.

- **Text**
Cells can contain letters, numbers, and dates.
- **Formatting attributes**
Cells can contain formatting attributes that change the way letters, numbers, and dates are displayed. For example, dates can be formatted as MM/DD/YYYY or Month/D/YYYY.
- **Comments**
Cells can contain comments from multiple reviewers.
- **Formulas and Functions**
Cells can contain formulas and functions that calculate cell values. For example, *SUM(cell 1, cell 2...)* is a formula that can add the values in multiple cells.



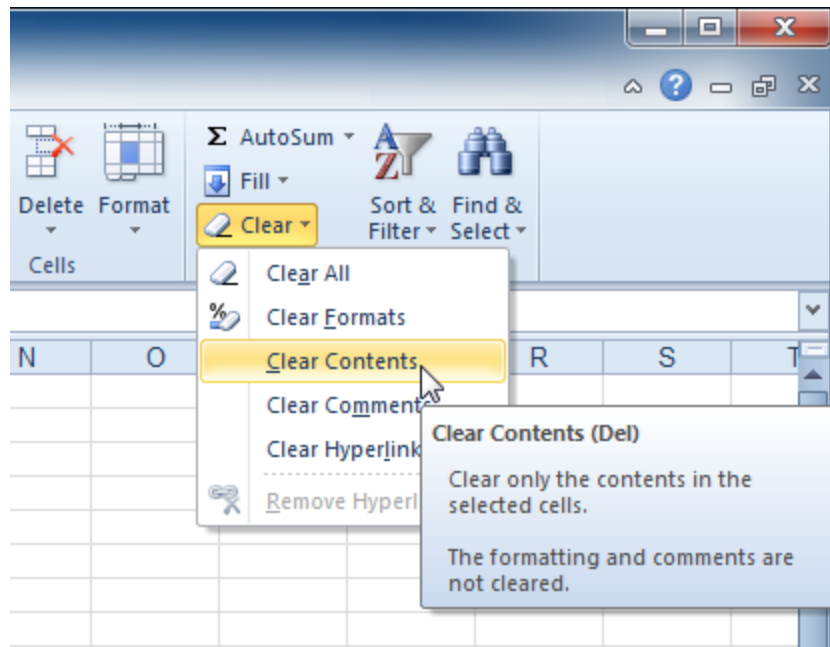
To Insert Content:

1. Click on a cell to select it.
2. Enter content into the selected cell using your keyboard. The content appears in the **cell** and in the **formula bar**. You also can enter or edit cell content from the formula bar.



To Delete Content Within Cells:

1. Select the cells which contain content you want to delete.
2. Click the **Clear** command on the ribbon. A **dialog box** will appear.
3. Select **Clear Contents**.

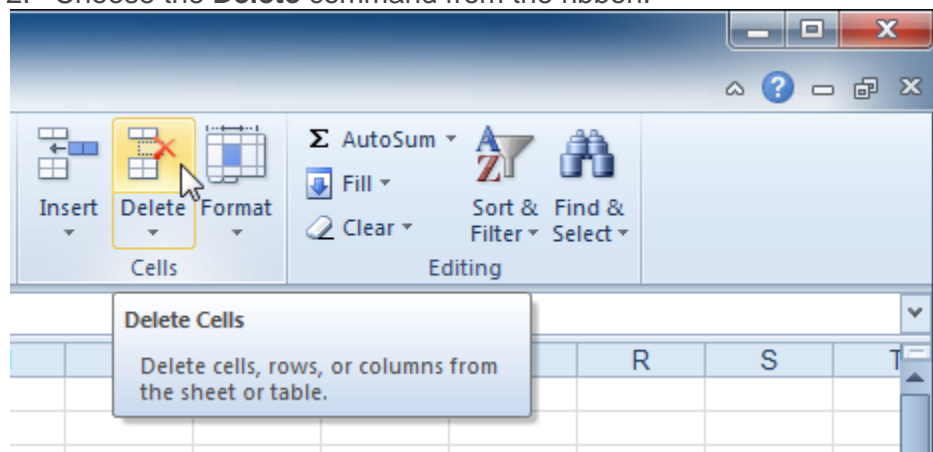


Clearing cell contents

You can also use your keyboard's **Backspace** key to delete content from a **single cell** or **Delete** key to delete content from **multiple cells**.

To Delete Cells:

1. Select the cells that you want to delete.
2. Choose the **Delete** command from the ribbon.



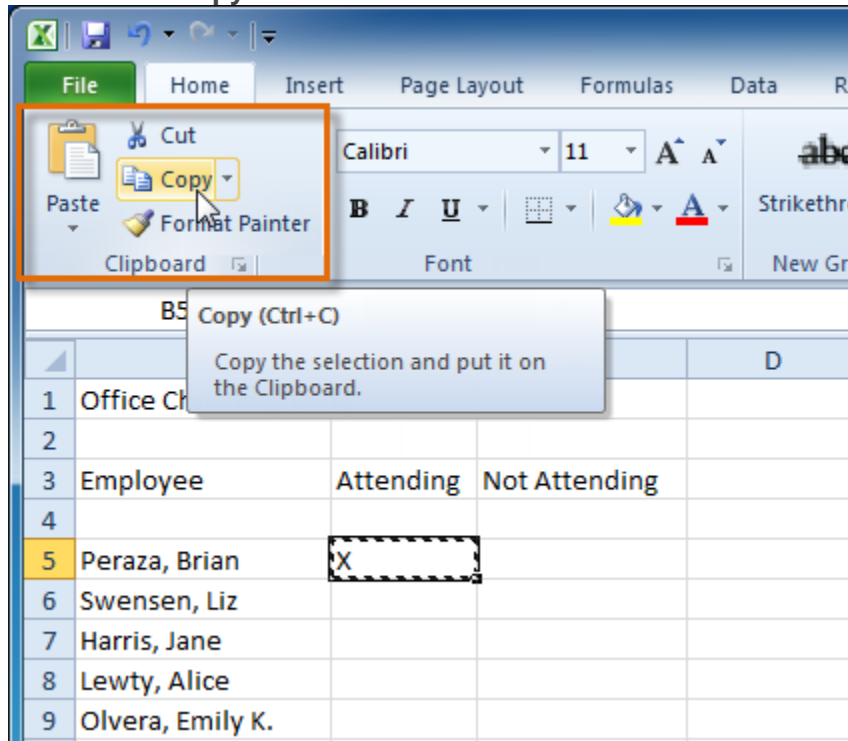
Deleting cells

There is an important difference between **deleting the content of a cell** and **deleting the cell itself**. If you delete the cell, by default the cells underneath it will shift up and replace the deleted cell.



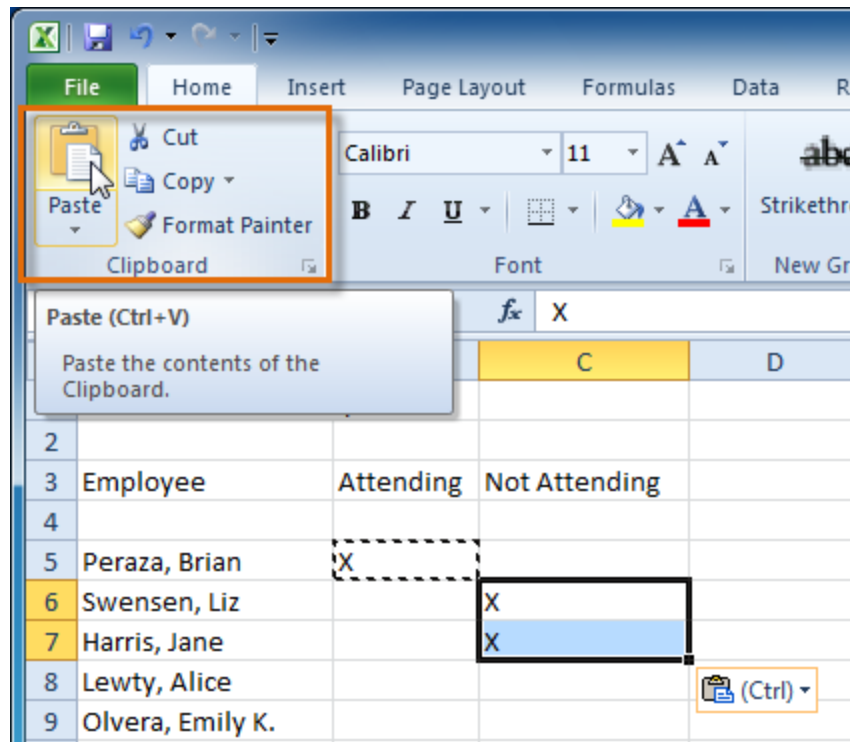
To Copy and Paste Cell Content:

1. Select the cells you wish to copy.
2. Click the **Copy** command. The border of the selected cells will change appearance.



Copying selected cells

3. Select the cell or cells where you want to paste the content.
4. Click the **Paste** command. The copied content will be entered into the highlighted cells.



Pasting selected cells

To Cut and Paste Cell Content:

1. Select the cells you wish to cut.
2. Click the **Cut** command. The border of the selected cells will change appearance.



Cut (Ctrl+X)
Cut the selection and put it on the Clipboard.

	Employee	Attending	Not Attending
1	Off		
2			
3	Employee	Attending	Not Attending
4			
5	Peraza, Brian	X	
6	Swensen, Liz		X
7	Harris, Jane		X
8	Lewty, Alice	X	
9	Olvera, Emily K.	X	
10	Wodal, Matthew	X	

Cutting selected cells

3. Select the cells where you want to paste the content.
4. Click the **Paste** command. The cut content will be removed from the original cells and entered into the highlighted cells.



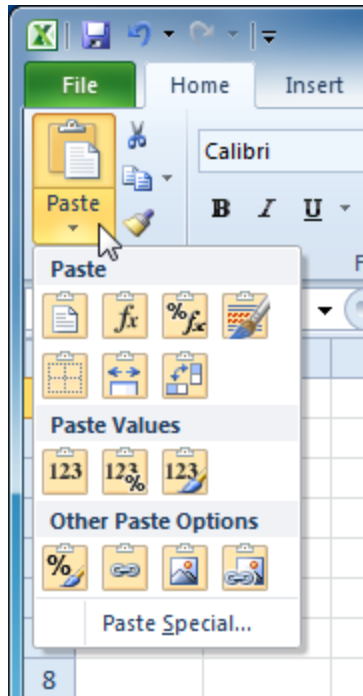
The screenshot shows the Microsoft Excel 2010 interface. The Home tab is active on the ribbon, and the Paste command is highlighted with an orange box. A context menu is open over the Paste button, showing the text "Paste (Ctrl+V)" and "Paste the contents of the Clipboard." In the spreadsheet, a range of cells (rows 6-7, columns B-C) is highlighted with a dashed box. A small icon with "(Ctrl)" is visible in the bottom right corner of the spreadsheet area.

	Employee	Attending	Not Attending
2			
3	Employee	Attending	Not Attending
4			
5	Peraza, Brian	X	
6	Swensen, Liz	X	
7	Harris, Jane	X	
8	Lewty, Alice	X	
9	Olvera, Emily K.	X	
10	Wodal, Matthew	X	

Pasting selected cells

To Access More Paste Options:

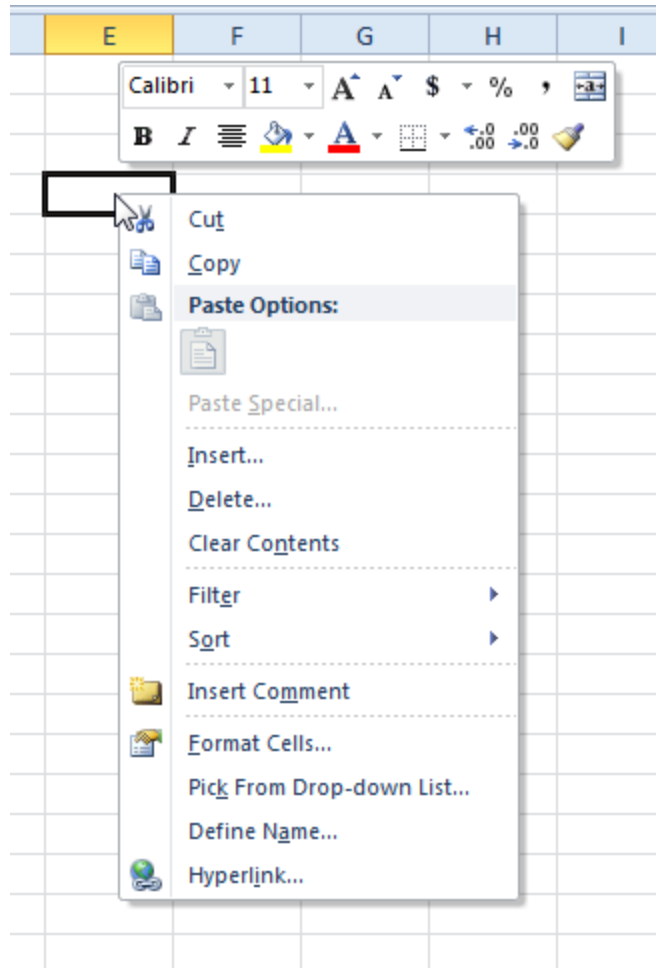
There are more Paste options that you can access from the drop-down menu on the **Paste** command. These options may be convenient to advanced users who are working with cells that contain formulas or formatting.



Accessing Paste Options



To Access Formatting Commands by Right-Clicking:

1. Select the cells you want to format.
2. **Right-click** on the selected cells. A **dialog box** will appear where you can easily access many commands that are on the ribbon.



Right-clicking a selected cell

To Drag and Drop Cells:

1. Select the cells that you wish to move.
2. Position your mouse on one of the **outside edges** of the selected cells. The mouse changes from a **white cross**  to a **black cross with 4 arrows** .

	A	B	C	D	E
1	\$1,799.00				
2	\$200.00				
3	\$99.00				
4					
5					
6					

cells

Positioning the mouse to drag and drop


3. **Click and drag the cells** to the new location.
4. Release your mouse and the cells will be dropped there.



	A	B	C	D	E
1			\$1,799.00		
2			\$200.00		
3			\$99.00		
4					
5					
6					

Dropped cells

To Use the Fill Handle to Fill Cells:

1. Select the cell or cells containing the content you want to use. You can fill cell content either vertically or horizontally.
2. Position your mouse over the **fill handle** so that the **white cross**  becomes a **black cross** .

	A	B	C
1	Office Christmas Party		
2			
3	Employee	Attending	Not Attending
4			
5	Peraza, Brian	X	
6	Swensen, Liz		X
7	Harris, Jane		X
8	Lewty, Alice	X	
9	Olvera, Emily K.		
10	Wodal, Matthew		
11	McMillan, J.E.		
12	Dees, Robert		
13	Wimblet, Grace		
14	Salter, Joe Ann		

handle

Positioning the mouse to use the fill

3. **Click and drag the fill handle** until all the cells you want to fill are **highlighted**.
4. Release the mouse and your cells will be filled.



	A	B	C
1	Office Christmas Party		
2			
3	Employee	Attending	Not Attending
4			
5	Peraza, Brian	X	
6	Swensen, Liz		X
7	Harris, Jane		X
8	Lewty, Alice	X	
9	Olvera, Emily K.	X	
10	Wodal, Matthew	X	
11	McMillan, J.E.	X	
12	Dees, Robert		
13	Wimblet, Grace		
14	Salter, Joe Ann		

Filled cells

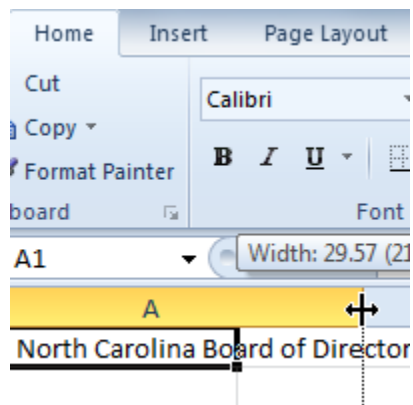
Challenge!

1. Open an existing Excel 2010 workbook. If you want, you can use **lesson2** example.
2. Select D3 and notice how its cell address appears in the Name box and its content appears in the Formula bar.
3. Try inserting text and numbers.
4. Use the Fill handle to fill in data to adjoining cells both vertically and horizontally.
5. Cut cells and paste them into a different location.
6. Delete a cell and note how the content underneath it shifts up to fill in its place.
7. Try dragging and dropping some cells to other parts of the worksheet.





Lesson3-Modifying Cells Rows and Columns

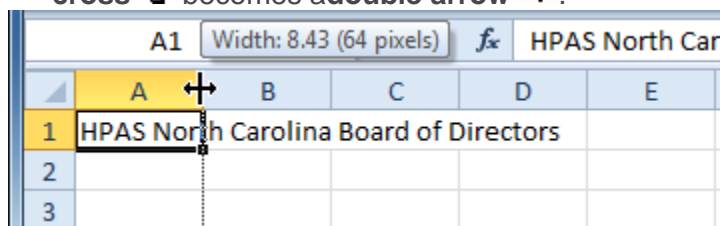
Introduction



When you open a new, blank workbook, the cells are set to a **default size**. You do have the ability to modify cells, and to insert and delete columns, rows, and cells, as needed. In this lesson, you will learn how to **change row height and column width; insert and delete rows and columns; wrap text** in a cell; and **merge cells**.

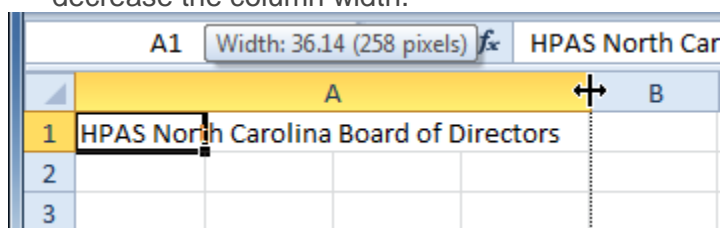
To Modify Column Width:

1. Position your mouse over the **column line** in the **column heading** so that the **white cross**  becomes a **double arrow** .



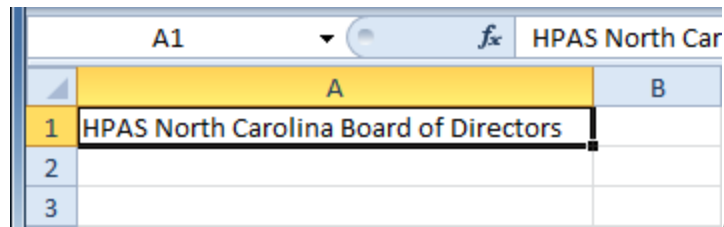
Positioning mouse over the column line

2. **Click and drag the column** to the right to increase the column width or to the left to decrease the column width.



Increasing the column width

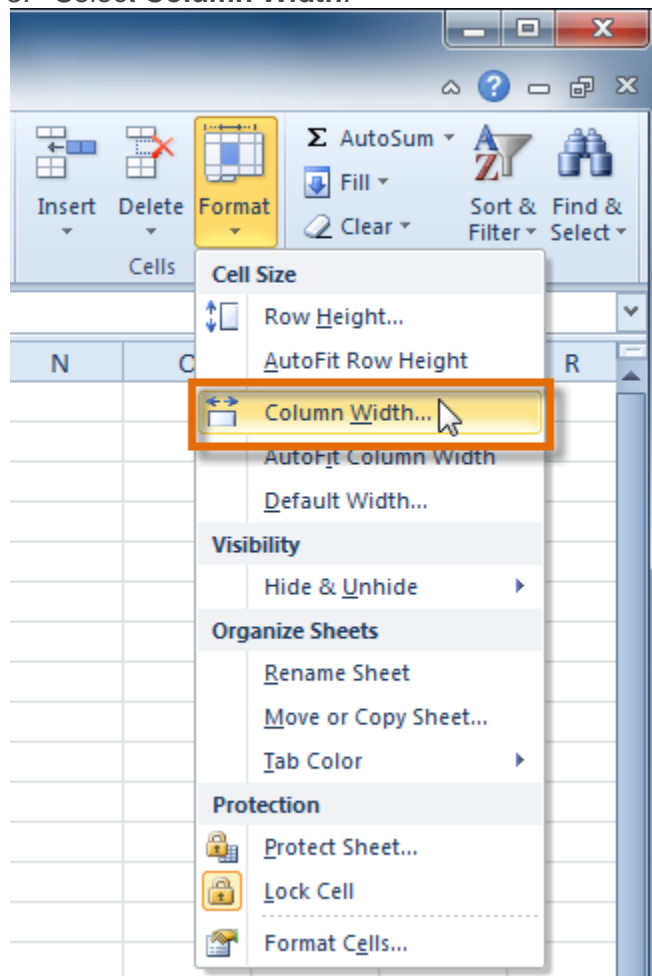
3. Release the mouse. The column width will be changed in your spreadsheet.



Increased column width

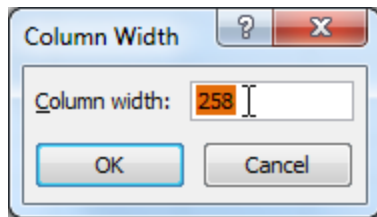
To Set Column Width with a Specific Measurement:

1. Select the columns you want to modify.
2. Click the **Format** command on the **Home** tab. The format drop-down menu appears.
3. Select **Column Width**.



Increasing the column width



4. The **Column Width** dialog box appears. Enter a specific measurement.

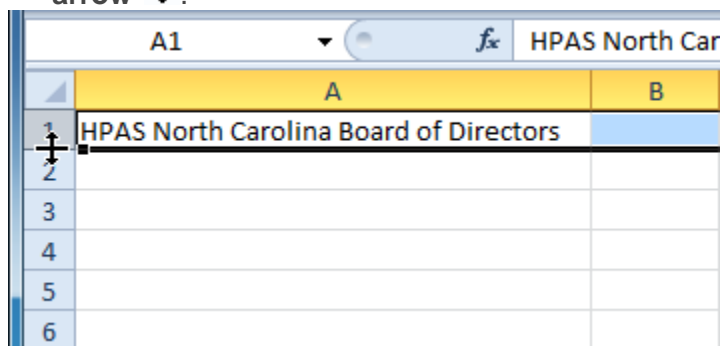


Increasing column width to 258 pixels

5. Click **OK**. The width of each selected column will be changed in your worksheet. Select **AutoFit Column Width** from the format drop-down menu and Excel will automatically adjust each selected column so that all the text will fit.

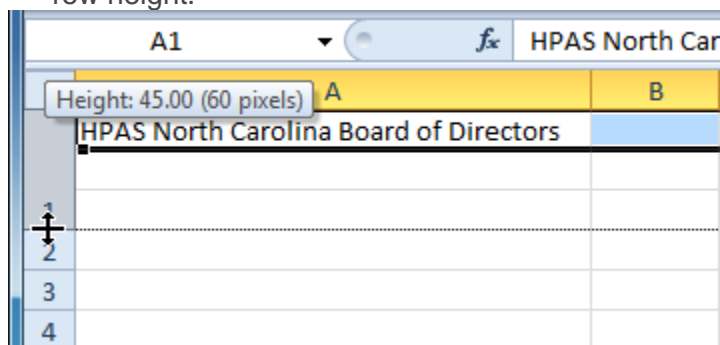
To Modify the Row Height:

1. Position the **cursor** over the **row line** so that the **white cross**  becomes a **double arrow** .



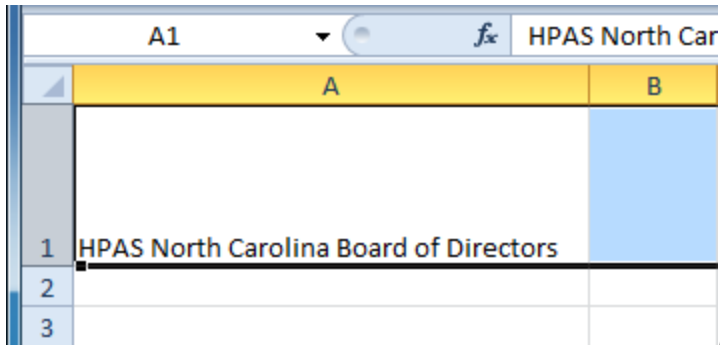
Positioning the mouse over the row line

2. **Click and drag the row** downward to increase the row height or upward decrease the row height.



Increasing the row height

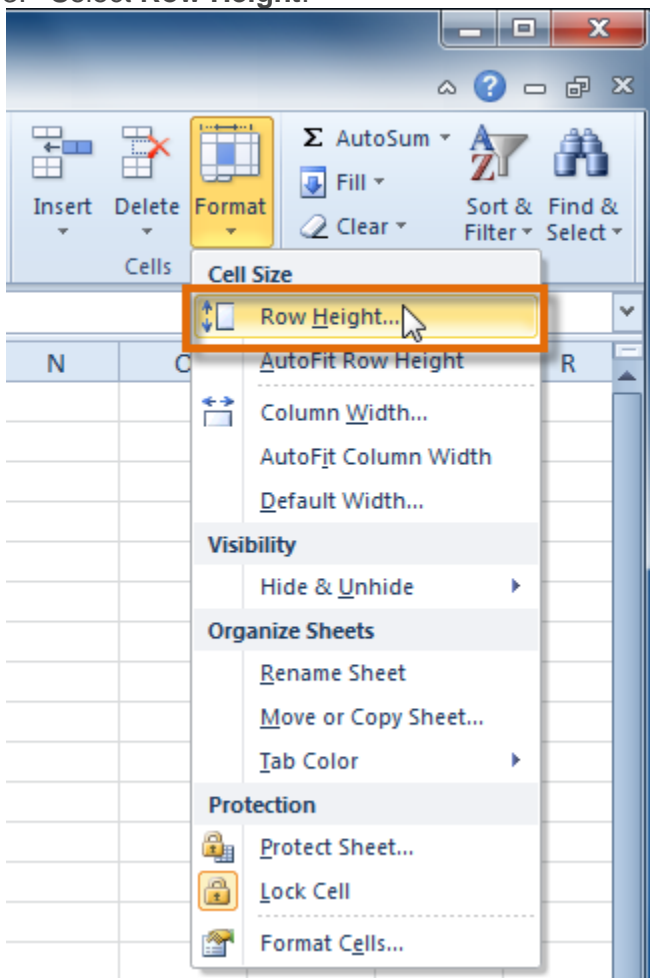
3. Release the mouse. The height of each selected row will be changed in your worksheet.



Increased row height

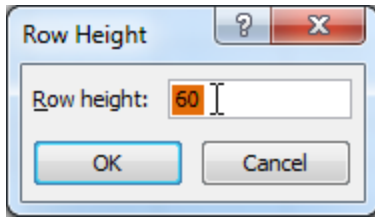
To Set Row Height with a Specific Measurement:

1. Select the rows you want to modify.
2. Click the **Format** command on the **Home** tab. The format drop-down menu appears.
3. Select **Row Height**.



Increasing the column width

4. The **Row Height** dialog box appears. Enter a specific measurement.



Increasing row height to 60 pixels

5. Click **OK**. The selected rows heights will be changed in your spreadsheet. Select **AutoFit Row Height** from the format drop-down menu and Excel will automatically adjust each selected row so that all the text will fit.

To Insert Rows:

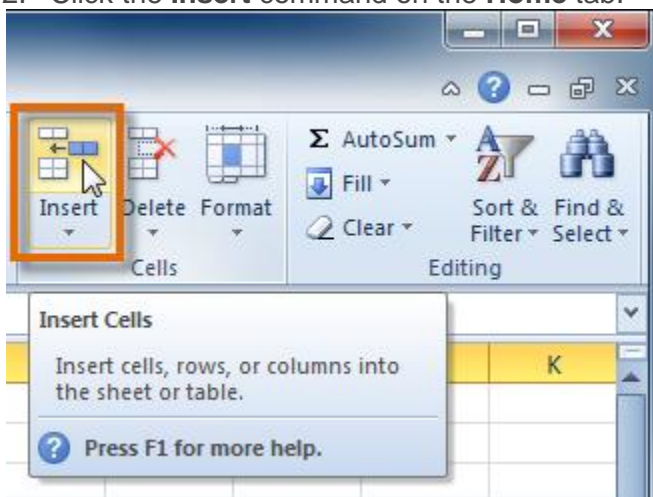
1. Select the **row** below where you want the new row to appear.

	A	B	C
1	Ashberry, Jane	919-882-6561	ashberryj@hpasnc.org
2	Davis, Garrett	919-576-4562	davisg@hpasnc.org
3	Eberhardt, Elizabeth	252-985-3558	eberhardte@hpasnc.org
4	Everett, Carol	919-503-9560	everettc@hpasnc.org
5	Hepburn, Katie H.	704-882-5559	hepburnk@hpasnc.org
6	Lovelace, Deb	919-785-9656	lovelaced@hpasnc.org
→7	McBride, Rebecca	828-357-0072	mcbrider@hpasnc.org
8	Mixon, Daniel	919-821-7425	mixond@hpasnc.org
9	Stevens, Kevin	919-783-8564	stevensk@hpasnc.org

Selecting

the row


2. Click the **Insert** command on the **Home** tab.




Selecting the Insert Cells command

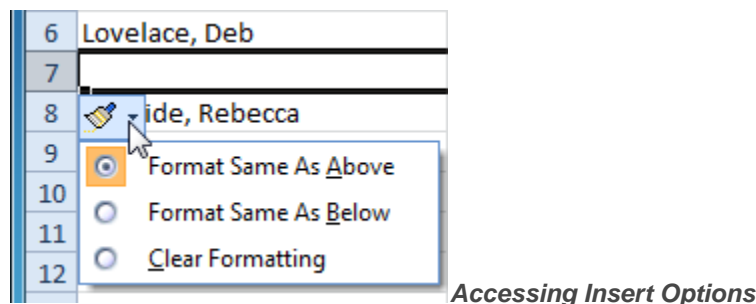
3. The new row appears in your worksheet.



	A	B	C
1	Ashberry, Jane	919-882-6561	ashberryj@hpasnc.org
2	Davis, Garrett	919-576-4562	davisg@hpasnc.org
3	Eberhardt, Elizabeth	252-985-3558	eberhardte@hpasnc.org
4	Everett, Carol	919-503-9560	everettc@hpasnc.org
5	Hepburn, Katie H.	704-882-5559	hepburnk@hpasnc.org
6	Lovelace, Deb	919-785-9656	lovelaced@hpasnc.org
7			
8	 Bride, Rebecca	828-357-0072	mcbriider@hpasnc.org
9	Mixon, Daniel	919-821-7425	mixond@hpasnc.org
10	Stevens, Kevin	919-783-8564	stevensk@hpasnc.org

The inserted row

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.



To Insert Columns:

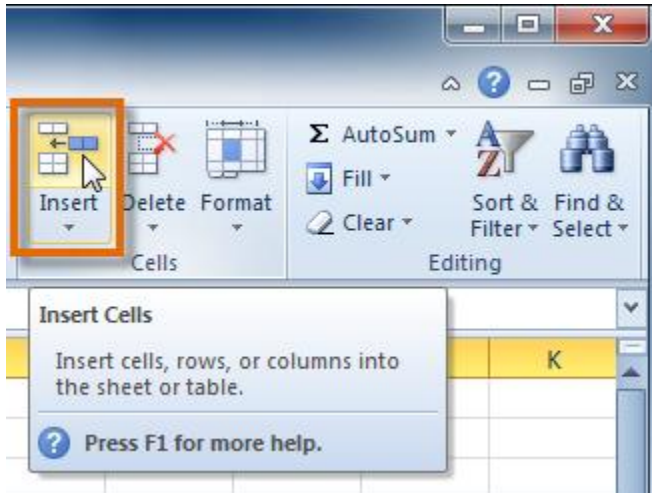
1. Select the **column** to the *right* of where you want the new column to appear. For example, if you want to insert a column between A and B, select column B.



	A	B	C
1	Ashberry, Jane	919-882-6561	ashberryj@hpasnc.org
2	Davis, Garrett	919-576-4562	davisg@hpasnc.org
3	Eberhardt, Elizabeth	252-985-3558	eberhardte@hpasnc.org
4	Everett, Carol	919-503-9560	everettc@hpasnc.org
5	Hepburn, Katie H.	704-882-5559	hepburnk@hpasnc.org
6	Lovelace, Deb	919-785-9656	lovelaced@hpasnc.org
7	Manning, Christopher L.	919-976-7569	manningc@hpasnc.org
8	McBride, Rebecca	828-357-0072	mcbriider@hpasnc.org
9	Mixon, Daniel	919-821-7425	mixond@hpasnc.org
10	Stevens, Kevin	919-783-8564	stevensk@hpasnc.org

Selecting the column

2. Click the **Insert** command on the **Home** tab.



Selecting the Insert Cells command

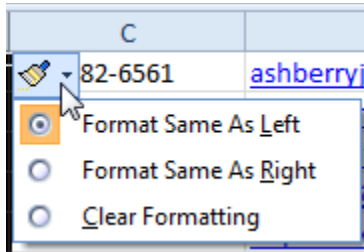
3. The new column appears in your worksheet.

	A	B	C	D
1	Ashberry, Jane		919-882-6561	ashberryj@hpasnc.org
2	Davis, Garrett		919-576-4562	davisg@hpasnc.org
3	Eberhardt, Elizabeth		252-985-3558	eberhardte@hpasnc.org
4	Everett, Carol		919-503-9560	everettc@hpasnc.org
5	Hepburn, Katie H.		704-882-5559	hepburnk@hpasnc.org
6	Lovelace, Deb		919-785-9656	lovelaced@hpasnc.org
7	Manning, Christopher L.		919-976-7569	manningc@hpasnc.org
8	McBride, Rebecca		828-357-0072	mcbriider@hpasnc.org
9	Mixon, Daniel		919-821-7425	mixond@hpasnc.org
10	Stevens, Kevin		919-783-8564	stevensk@hpasnc.org

The inserted column



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.



Accessing Insert Options

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.

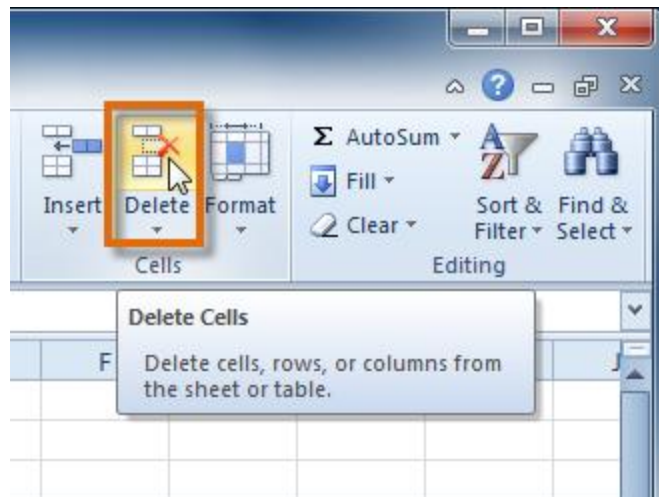
To Delete Rows:

1. Select the rows you want to delete.

	A	B	C
1	Ashberry, Jane	919-882-6561	ashberryj@hpasnc.org
2	Davis, Garrett	919-576-4562	davisg@hpasnc.org
3	Eberhardt, Elizabeth	252-985-3558	eberhardte@hpasnc.org
4	Everett, Carol	919-503-9560	everettc@hpasnc.org
5	Hepburn, Katie H.	704-882-5559	hepburnk@hpasnc.org
3R	Lovelace, Deb	919-785-9656	lovelaced@hpasnc.org
7	Manning, Christopher L.	919-976-7569	manningc@hpasnc.org
8	McBride, Rebecca	828-357-0072	mcbrider@hpasnc.org
9	Mixon, Daniel	919-821-7425	mixonond@hpasnc.org
10	Stevens, Kevin	919-783-8564	stevensk@hpasnc.org

Selecting the rows

2. Click the **Delete** command on the **Home** tab.



Selecting the Delete command

3. The rows are deleted from your worksheet.

	A	B	C
1	Ashberry, Jane	919-882-6561	ashberryj@hpasnc.org
2	Davis, Garrett	919-576-4562	davisg@hpasnc.org
3	Lovelace, Deb	919-785-9656	lovelaced@hpasnc.org
4	Manning, Christopher L.	919-976-7569	manningc@hpasnc.org
5	McBride, Rebecca	828-357-0072	mcbrider@hpasnc.org
6	Mixon, Daniel	919-821-7425	mixond@hpasnc.org
7	Stevens, Kevin	919-783-8564	stevensk@hpasnc.org
8			
9			
10			

The rows are deleted



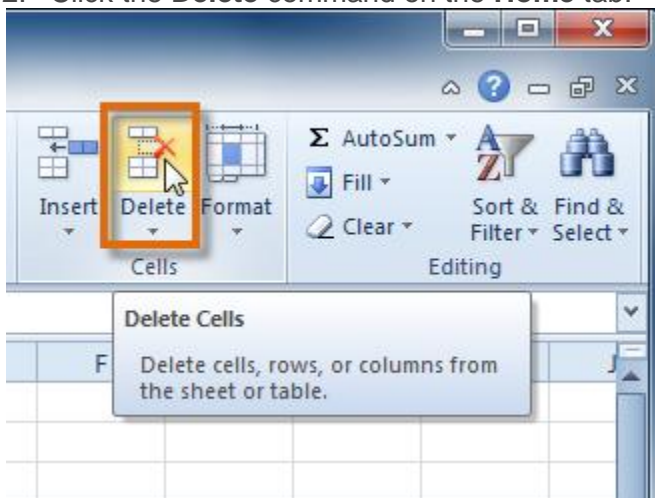
To Delete Columns:

1. Select the columns you want to delete.

	A	B	C	D	E	F	G
1	Ashberry, Jane	Raleigh	27589	919-882-6561	ashberryj@hpasnc.org		
2	Davis, Garrett	Raleigh	27576	919-576-4562	davisg@hpasnc.org		
3	Eberhardt, Elizabeth	Louisberg	27079	252-985-3558	eberhardte@hpasnc.org		
4	Everett, Carol	Chapel Hill	27051	919-503-9560	everettc@hpasnc.org		
5	Hepburn, Katie H.	Cary	27057	704-882-5559	hepburnk@hpasnc.org		
6	Lovelace, Deb	Newbern	24484	919-785-9656	lovelaced@hpasnc.org		
7	Manning, Christopher L.	Raleigh	27587	919-976-7569	manningc@hpasnc.org		
8	McBride, Rebecca	Cary	27054	828-357-0072	mcbriider@hpasnc.org		
9	Mixon, Daniel	Raleigh	27086	919-821-7425	mixond@hpasnc.org		
10	Stevens, Kevin	Durham	27054	919-783-8564	stevensk@hpasnc.org		

Selecting the columns

2. Click the **Delete** command on the **Home** tab.



Selecting the Delete command

3. The columns are deleted from your worksheet.



	A	B	C	D	E	F	G
1	Ashberry, Jane	919-882-6561	ashberryj@hpasnc.org				
2	Davis, Garrett	919-576-4562	davisg@hpasnc.org				
3	Eberhardt, Elizabeth	252-985-3558	eberhardte@hpasnc.org				
4	Everett, Carol	919-503-9560	everettc@hpasnc.org				
5	Hepburn, Katie H.	704-882-5559	hepburnk@hpasnc.org				
6	Lovelace, Deb	919-785-9656	lovelaced@hpasnc.org				
7	Manning, Christopher L.	919-976-7569	manningc@hpasnc.org				
8	McBride, Rebecca	828-357-0072	mcbrider@hpasnc.org				
9	Mixon, Daniel	919-821-7425	mixond@hpasnc.org				
10	Stevens, Kevin	919-783-8564	stevensk@hpasnc.org				

The columns are deleted

Wrapping Text and Merging Cells

If a cell contains more text than can be displayed, you can choose to wrap the text within the cell or merge the cell with empty, adjoining cells. **Wrap text** to make it display on multiple lines of the cell. **Merge cells** to combine adjoining cells into one larger cell.

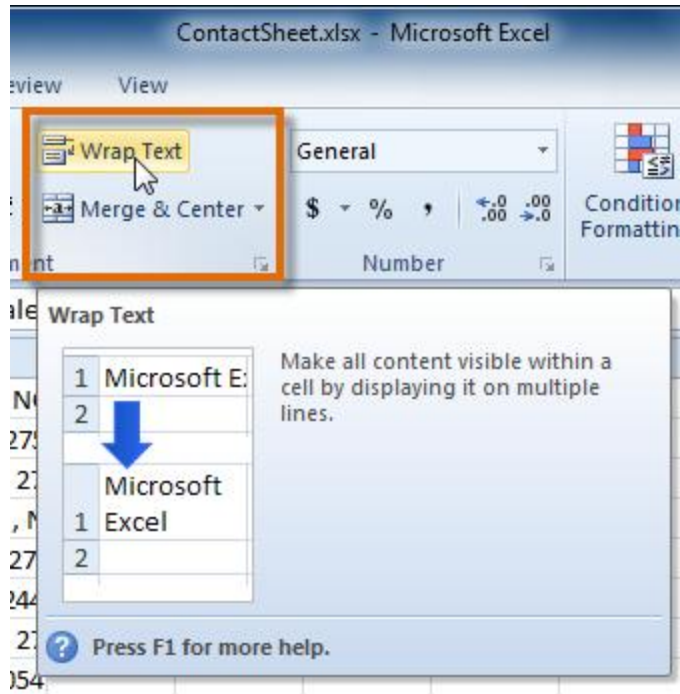
To Wrap Text:

1. Select the cells with text you want to wrap.

	A	B	C	D	E
1	Ashberry, Jane	78-A Meadowview Lane Raleigh, NC 27589			
2	Davis, Garrett	29 North Luke Court Raleigh, NC 27576			
3	Eberhardt, Elizabeth	63-C Chapel Court Louisberg, NC 27079			
4	Everett, Carol	123 Garden Plow Way Chapel Hill, NC 27051			
5	Hepburn, Katie H.	127 South Pejulup Lane Cary, NC 27057			
6	Lovelace, Deb	124 Heuristic Way Newbern, NC 24484			
7	Manning, Christopher L.	2380 New Cove Road Raleigh, NC 27587			
8	McBride, Rebecca	131 W Clinton Street Cary, NC 27054			
9	Mixon, Daniel	9 Atlantic Boulevard Raleigh, NC 27086			
10	Stevens, Kevin	2520 Hopkins Road Durham, NC 27054			
11					
12					

Selecting cells

2. Select the **Wrap Text** command on the **Home** tab.



Selecting the Wrap Text command

3. The text in the selected cells will be wrapped in your worksheet.



	A	B	C	D	E
1	Ashberry, Jane	78-A Meadowview Lane Raleigh, NC 27589			
2	Davis, Garrett	29 North Luke Court Raleigh, NC 27576			
3	Eberhardt, Elizabeth	63-C Chapel Court Louisberg, NC 27079			
4	Everett, Carol	123 Garden Plow Way Chapel Hill, NC 27051			
5	Hepburn, Katie H.	127 South Pejulup Lane Cary, NC 27057			
6	Lovelace, Deb	124 Heuristic Way Newbern, NC 24484			
7	Manning, Christopher L.	2380 New Cove Road Raleigh, NC 27587			
8	McBride, Rebecca	131 W Clinton Street Cary, NC 27054			
9	Mixon, Daniel	9 Atlantic Boulevard Raleigh, NC 27086			
10	Stevens, Kevin	2520 Hopkins Road Durham, NC 27054			
11					
12					

Cells with wrapped text

If you change your mind, re-click the **Wrap Text** command to unwrap the text.

To Merge Cells Using the Merge & Center Command:

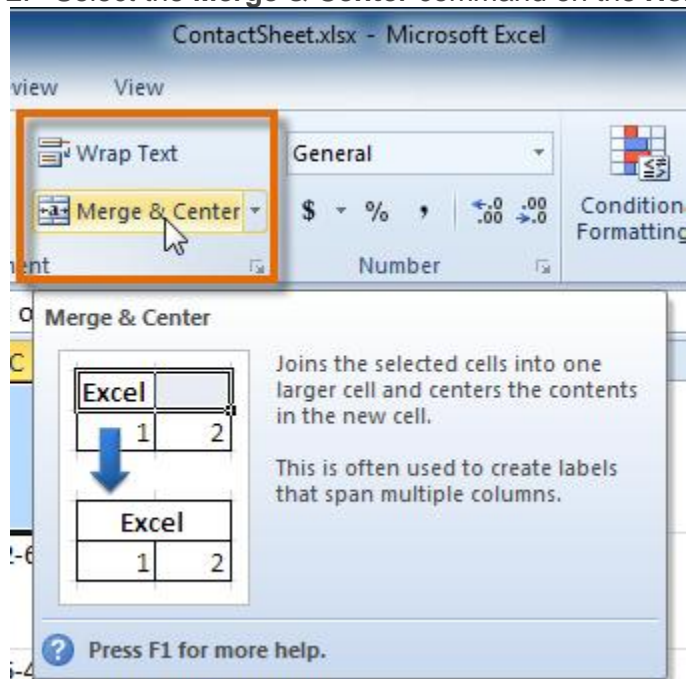
1. Select the cells you want to merge together.



	A	B	C	D
1	HPAS North Carolina Board of Directors			
2	Ashberry, Jane	78-A Meadowview Lane Raleigh, NC 27589	919-882-6561	ashberryj@hpasnc.org
3	Davis, Garrett	29 North Luke Court Raleigh, NC 27576	919-576-4562	davisg@hpasnc.org
4	Eberhardt, Elizabeth	63-C Chapel Court Louisberg, NC 27079	252-985-3558	eberhardtte@hpasnc.org

Selecting A1:D1 (A1, B1, C1, D1)

2. Select the **Merge & Center** command on the **Home** tab.



Selecting the Merge & Center command

3. The selected cells will be merged and the text will be centered.



	A	B	C	D
1	HPAS North Carolina Board of Directors			
2	Ashberry, Jane	78-A Meadowview Lane Raleigh, NC 27589	919-882-6561	ashberryj@hпасnc.org
3	Davis, Garrett	29 North Luke Court Raleigh, NC 27576	919-576-4562	davisg@hпасnc.org
4	Eberhardt, Elizabeth	63-C Chapel Court Louisberg, NC 27079	252-985-3558	eberhardtte@hпасnc.org

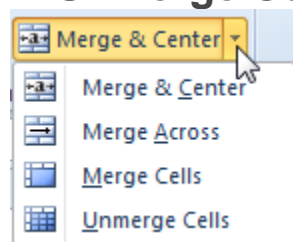
A1 after merging with B1:D1

If you change your mind, re-click the **Merge & Center** command to unmerge the cells.

To Access More Merge Options:

Click the drop-down arrow next to the **Merge & Center** command on the Home tab. The **merge** drop-down menu appears.

- **Merge & Center:** Merges selected cells into one cell and centers the text.
- **Merge Across:** Merges each *row* of selected cells into larger cells. This command is useful if you are merging content across multiple rows of cells and do not want to create one large cell.
- **Merge Cells:** Merges selected cells into one cell.
- **Unmerge Cells:** Unmerges the selected cells.



Accessing more Merge options



Challenge!

1. Open an existing Excel 2010 workbook. If you want, you can use lesson3 exercise.
2. Modify the size of a column. If you are using the example, make the column that contains the board members' names bigger.
3. Modify the size of a row to be 46 pixels. If you are using the example, modify all the rows that contain text (rows 1-11).
4. Insert a column between column A and column B.
5. Insert a row between row 3 and row 4.
6. Delete a column or a row.
7. Try merging some cells together. If you are using the example, merge the cells in the top or title row (row 1).
8. Try using the Text Wrap command on some cells. If you are using the example, wrap the text in the column that contains addresses.