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## Parts of excel 2010

Excel XP is a spreadsheet application in the Office suite. Spreadsheet is a computer accounting program. Spreadsheets are primarily used to work with numbers and text. Spreadsheets can help you organize information, such as a list of names or a sort of records, and use formulas to calculate and analyze information. By the end of this lesson, you must do the following: Understand the differences between workbooks and worksheets Understand the differences between workbooks and worksheetsAssing the differences between cells and their importance Many items that appear on the Excel XP screen are listed in Other Microsoft software, such as Word, PowerPoint, and earlier versions of Excel. Some elements that are standard in the program are specific to Excel XP. A workbook, also known as a workbook spreadsheet, is a unique file created by Excel XP. The title bar title bar displays both the name of the application and the name of the spreadsheet. The menu bar menu bar displays all the menus that are available in Excel XP. Left-click a menu name to view the contents of any menu. Some of the commands on the toolbar menu have pictures and icons associated with them. These diagrams may also appear as shortcuts on the toolbar. Column headings There are 256 columns in each Excel spreadsheet. Each column is named with a character or a combination of characters. Row headings Each spreadsheet contains 65,536 rows. Each line is numbered. Name box Displays the address of the current selection or active cell. The formula bar formula bar plays back the information entered in the current or active cell (the information entered as you type). You can also edit the contents of a cell in the formula bar. CellA cells are the intersection of columns and rows. Each cell has a unique cell address. In the image above, the cell address of the selected cell is B3. The heavy border around the selected cell is called the cell pointer. Navigation buttons and sheet tab navigation buttons allow you to navigate to another worksheet in an Excel workbook. Used to display the first, previous, next, and last worksheets in the workbook. Sheet headings divide a workbook into specific worksheets. The default worksheet for a workbook is three. The workbook must contain at least one worksheet. When you open Excel XP, the workbook automatically appears in the workspace. Each workbook contains three worksheets. A worksheet is a grid of cells consisting of 65,536 rows and 256 columns. Spreadsheet information (text, numbers, formulas) is entered in different cells. Column headings are referenced by letters in the gray box that appears throughout the Excel screen, starting with column IV from column A. The rows are referenced by the numbers that appear on the left, and the Excel screen is displayed below. The first line is named row 1, and the last line is named 65536.The workbook consists of three worksheets. The worksheet is labeled Sheet1, Sheet2, and Sheet3. To access the worksheet, click the tab called Sheet. An Excel worksheet consists of columns and rows. When these columns and rows intersect, a small box called a cell is formed. The active cell (or cell that can be processed) displays a dark border. All other cells reveal a light gray border. Each cell has a name. The name consists of two parts: the letter of the column and the line number. In the following illustration, cell C3, formed by the intersection of columns C and row 3, contains a dark border. The active cell. An important term Each cell has a unique cell address that consists of a column and a row of cells. The active cell is the cell that receives the specified data or command. A dark border, called a cell pointer, identifies it. There are several ways to move a spreadsheet. To move the cell pointer: To activate a cell, point to the cell with the mouse and click. Use the arrow keys on your keyboard to move the pointer left, right, up, or

down. To scroll through a worksheet: Use the vertical scroll bar along the right edge of the screen to move the spreadsheet up or down. The horizontal scroll bar at the bottom of the screen is used to move the spreadsheet left or right. The PageUp and PageDown keys on the keyboard are used to move the cursor up and down one screen at a time. The other keys to move the active cell are Home, which moves to the first column in the current row, and Ctrl+Home, which moves the insertion point to the upper-left corner of the spreadsheet or to cell A1. To move from one worksheet to another: As mentioned earlier, each workbook has a default value for three worksheets. These worksheets are represented by tabs named Sheet1, Sheet2, and Sheet3 that appear at the bottom of the Excel window. To move from one worksheet to another, click the sheet tab (Sheet1, Sheet2, or Sheet3). Challenge! Displays the contents of each menu on the menu bar and notes the icon associated with the selection of a specific menu. Find the picture or shortcut on the <a0> Standard </a0> toolbar. Click the three worksheet tabs on Sheet1, Sheet2, and Sheet3 to navigate through the sheets and become familiar in the workbook. To get used to scrolling through the worksheet, use the PgUp and PgDn keys. To practice scrolling up, down, left, or right in a worksheet, use the horizontal and vertical scroll bars. /en/excelxp/Create Open and Save Workbook/Content / This section understands your Excel window, labels all parts, and describes what to use one at a time. The two versions of Excel are almost the same, but only the <a0> Office </a0> button is replaced by the <a1> File </a1> tab, look at the part of Excel 2007, and then click the imageThis also describes how to use the Excel window and all parts of Excel 2010.OK. Quick Access Toolbar – A collection of buttons that allow you to access commonly used commands, such as save, undo, and redo, with a single click. You can also customize this according to your preferences and we are here to tell you how to customize. Title bar - Display the name of the active workbook ribbon bar - the main set of commands and controls organized by tabs and groups, you can customize the ribbon according to your preferences, we covered in this instruction. Column headings – Characters that appear at the top of the worksheet to identify different columns in the worksheet. Worksheet window – In the window that displays the Excel worksheet, you basically work with all the tasks. Vertical scroll bar – The scroll bar used to scroll the worksheet window vertically. Horizontal scroll bar – The scroll bar used to scroll horizontally through the worksheet window. Zoom control – Used to zoom in and out of the active worksheet. Show Shortcuts – A button that allows you to change how the contents of a worksheet are displayed. Standard, Page Layout, or Page Change Preview Sheet Tab - Displays the name of the worksheet in the workbook (by default, Sheet1, Sheet2, and so on). You can change this name to the name that best is best for your sheet. Sheet tab scroll button – Button row heading that scrolls through sheet tabs in a workbook – The number on the left side of the worksheet window identifies a different row. Select All Buttons - Select all cells in the active cell On the active worksheet Button Active worksheet name box – Box formula bar that displays cell references for the active cell – Bar Office Buttons/File tabs that display the values or formulas of the active cell – Provides access to workbook-level features and program settings. In Excel 2007, the Circle Office button is replaced by a File tab in Excel 2010. Click on the Circle Office button and you'll see this. This window appears on the Excel 2010 Files tab. When you look at this, you notice that there is a big difference in the interface, but when you look closer, there are similarities. saving, opening, creating new, printing, etc. There are also other basic controls in this window. Now that you've reviewed each part of Excel, go to The Basics of Excel. This will be discussed in the next chapter. Home &gt; Get Started with Excel &gt; Excel 2010 User Interface Excel Beginners are often threatened by all the different elements that appear in the Excel user interface. After getting used to the various parts, everything becomes meaningful. The figure below shows theExcel 2010 user interface (important parts are labeled). This term puts its ugly head on the backs through all The Excel tutorials, so you need to review the numbers from time to time. Excel 2010 User Interface Description Active Cell Indicator This dark outline indicates the currently active cell (one of the 17,179,869,184 cells on each worksheet). Close Application button Click this button to close Excel. Minimize Application button Click this button to minimize the Excel window. The range of characters in a column is from A to XFD, one for each of the 16,384 columns in the worksheet. You can click a column heading to select an entire column in a cell, or you can drag the column border to change its width. Expand Formula Bar button Click this button to expand the formula bar for more information. File button Click this button to open the Back Stage view, which contains many options for working with documents (including printing) and setting Excel options. When you type information or a formula in a formula bar cell, it appears in this row. Help button Click this button to display the Excel Help System window. Use this tool to scroll horizontally through a horizontal scroll bar sheet. Insert Function Button Click this button insert function. Insert Sheet button By default, each new workbook that you create contains three sheets. Click the Insert Worksheet button (which appears after the last sheet tab) to add a new sheet. Macro recording indicator Click here to start recording VBA macros. The icon changes while the action is being recorded. To stop recording, click it again. Minimize the ribbon button Click this button to hide the ribbon and make a little more space on the screen. When you click the tab, the ribbon reappeappe. Name box This field displays the address of the active cell or the name of the selected cell, range, or object. Page View button Click one of these buttons to change how the worksheet is displayed. Quick Access Toolbar This customizable toolbar contains commonly used commands. The Quick Access Toolbar is always displayed regardless of the selected tab. Ribbon This is the main location for Excel commands. Clicking an item in the tab list changes the ribbon that appears. Line number The range of numbers is from 1 to 1,048,576, one for each row in the worksheet. You can select the entire row of cells by clicking the row number. Sheet Tab Scroll Button Use these buttons to scroll through the sheet tabs to see the tabs that are not displayed. Sheet tabs These notebook-like tabs represent different sheets in the workbook. You can set any number of sheets in the workbook, and the name of each sheet is displayed on the Sheets tab. Status barThere are various messages, as well as the status of the Num Lock, CAPS LOCK, and Scroll Lock keys on the keyboard. It also provides summary information about the selected range of cells. Right-click the status bar, and then clickThe information that is displayed. Use these commands to display a different ribbon, similar to the tab list menu. Title bar Contains the name of the current workbook and control buttons that can be used to modify the window. Use this to scroll the vertical scroll bar sheet vertically. Close Window button Click this button to close the active workbook window. Maximize/Restore Window button Click this button to increase the size of the workbook window and display the entire Excel workspace. If the window is already maximized, clicking this button will not maximize the Excel window and will not display the entire screen. Minimize Window button Click this button to minimize the workbook window and display it as an icon. Zoom control Use this scrolling feature to zoom in and out of the worksheet. B.

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