

# Activity Sheet: MS Excel 2010 Basics

## Activity #1

1. Name the **Tabs** in the **Ribbon**.
2. Name a button located on the **Insert** tab.
3. Name a function located in the **Alignment** group on the **Home** tab.
4. Features are actioned in two ways in Excel: by clicking on their button or by clicking on the Command Group.

## True or False

5. There are two ways to print a document in Excel. What are they?

## Activity #2

1. Open a new workbook in Excel and save it as "Office Expenses" to the desktop.
2. Enter all the data from the picture below in the first worksheet.

	A	B	C	D
1				
2	Expense Log			
3	Date	Item	Category	Amount
4	9/1/2014	Ink	Supplies	22.5
5	9/2/2014	Paper	Supplies	10
6	9/3/2014	Markers	Supplies	20
7	9/4/2014	Snack	Food	15
8	9/5/2014	Coffee	Food	10
9	9/6/2014	Paper	Supplies	10
10	9/7/2014	Ink	Supplies	15.5
11				

3. Merge and center the worksheet title "Expense Log" in cells A1 through D1.

# Icev Microsoft Excel 2010 Basics Worksheet Answers

**Christopher Lee**



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*Excel 2010 All-in-One For Dummies* Greg Harvey, 2010-05-10 A comprehensive up to date user friendly guide to Excel 2010 Excel is the standard for spreadsheet applications and is used worldwide but it s not always user friendly That makes it a perfect For Dummies topic and this handy all in one guide covers all the essentials the new features how to analyze data with Excel and much more Eight minibooks address Excel basics worksheet design formulas and functions worksheet collaboration and review charts and graphics data management data analysis and Excel and VBA Excel is the leading spreadsheet data analysis software and is used throughout the world the newest revision includes upgraded tools and a redesigned interface For Dummies books are the bestselling guides to Excel with more than three million copies sold Excel 2010 All in One For Dummies covers the changes in the newest version as well as familiar tasks such as creating and editing worksheets setting up formulas and performing statistical functions Eight self contained minibooks cover the basics worksheet design formulas and functions worksheet collaboration presenting data in charts and graphics data management data analysis and creating macros with VBA Newcomers to Excel as well as veterans who just want to learn the latest version will find Excel 2010 All in One For Dummies has everything they need to know [Learning Microsoft Excel 2010](#) Ramesh Bangia, 2013 Introduction to Microsoft Office 2010 What s New in Microsoft Excel 2010 Spreadsheet Basics Creating a Worksheet in Microsoft Excel 2010 Advance Techniques of Microsoft Excel 2010 Charts in Microsoft Excel 2010 Web based Commands of Microsoft Excel 2010 Functions in Microsoft Excel 2010 Glossary of Words used in Microsoft Excel 2010 Keyboard Shortcuts in Excel 2007 Questions **Exam 77-882 Microsoft Excel 2010 with Microsoft Office 2010 Evaluation Software** Microsoft Official Academic Course, 2011-09-21 This MOAC Microsoft Excel 2010 77 882 text best prepares students for the Microsoft Office Specialist exam The program is based upon the same curriculum as the Microsoft Office Specialist Exam to build the skills students need to succeed at work and the preparation they need to validate those skills and get the jobs they seek [Using Microsoft Excel 2010](#) Tracy Syrstad, Bill Jelen, 2010-08-09 Get comfortable with the latest versions of Microsoft Excel Microsoft Excel Starter and the Excel Web App Don t just read about it see it hear it with step by step video tutorials and valuable audio sidebars delivered through the Free Web Edition that comes with every USING book For the price of the book you get online access anywhere with a web connection no books to carry updated content and the benefit of video and audio learning Way more than just a book this is all the help you ll ever need where you want when you want learn fast learn easy using web video and audio Show Me video walks through tasks you ve just got to see including bonus advanced techniques Tell Me More audio delivers practical insights straight from the experts UNLOCK THE FREE WEB EDITION To register your USING book visit [quepublishing.com](#) using [Excel 2010--basic Functions](#) Stella Gardonio, 2010\* [Excel 2010 For Dummies Quick Reference](#) Colin Banfield, John Walkenbach, 2010-04-13 Find the answers to your most important Excel questions with this reference John Walkenbach s name is synonymous with excellence in

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