# Работа с документи в Microsoft Excel
(English)

Teachers

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Introduction

- 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 Office button menu from Excel 2007.

- We will show you how to use and modify the **Ribbon** and the **Quick Access toolbar**, as well as how to **create new workbooks** and **open** existing ones. After this lesson, you will be ready to get started on your first workbook.
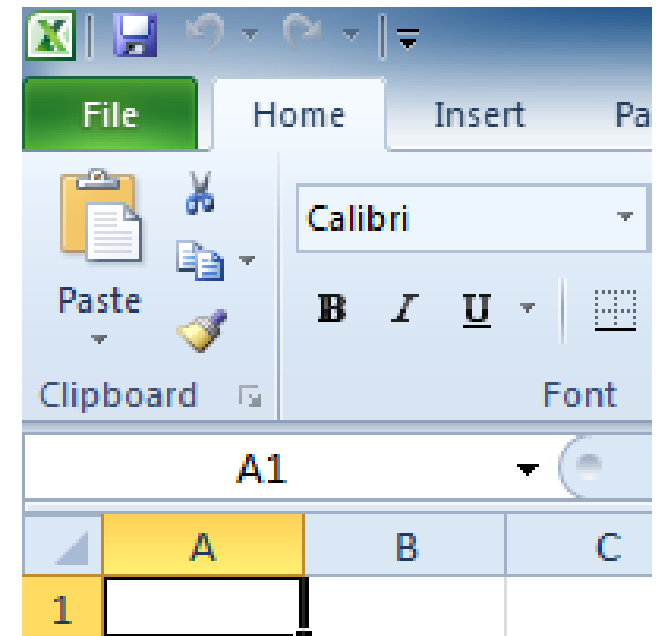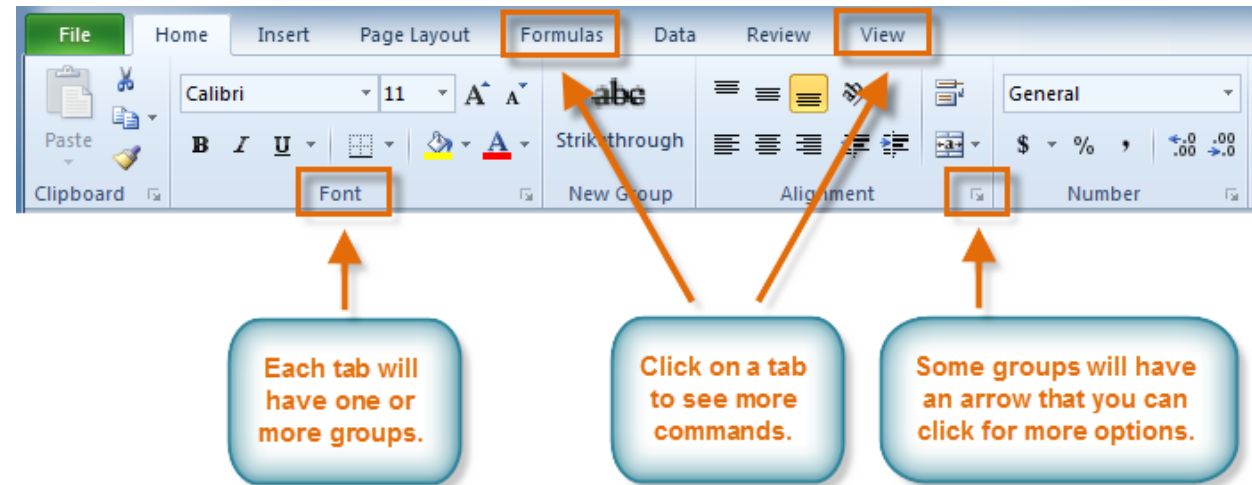
Getting to know Excel 2010

- The **Excel 2010** interface is similar to Excel 2007. There have been some changes we'll review later in this lesson, but if you're new to Excel first take some time to learn how to navigate an Excel workbook.

- The Excel interface
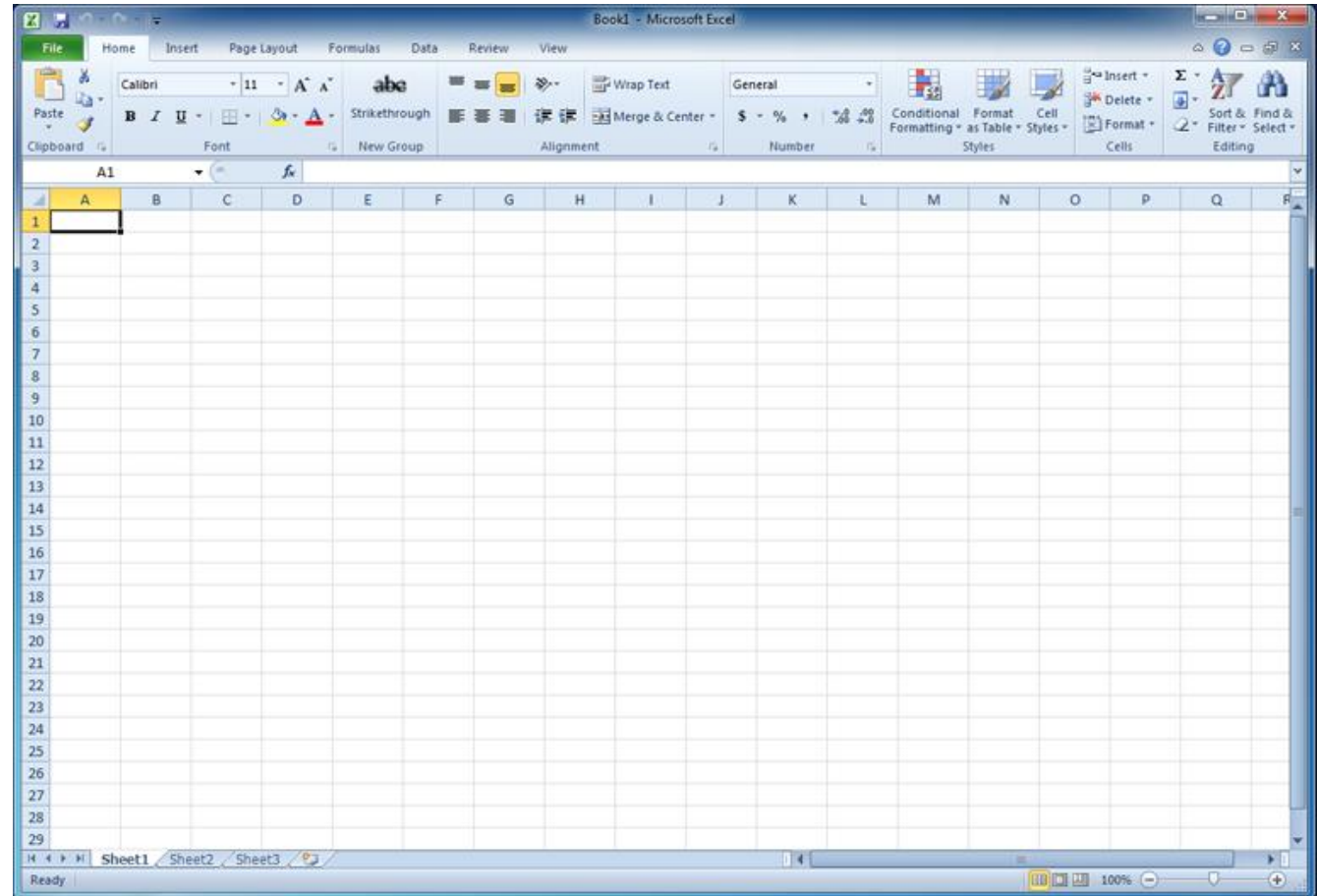
The Ribbon

- The **Ribbon** and **Quick Access toolbar** are where you'll find the commands you need to perform 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 contains multiple **tabs**, each with several **groups** of commands. You can add your own tabs that contain your favorite commands.

Each tab will have one or more groups.

Click on a tab to see more commands.

Some groups will have an arrow that you can click for more options.

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. You can also add commands to any of the default tabs as long as you create a custom group within the tab.

- Right-click the Ribbon, then select **Customize the Ribbon**. A **dialog box** will appear.

- Click **New Tab**. A new tab will be created with a new group inside it.

- Make sure the new group is selected.

- Select a command from the list on the left, then click **Add**. You can also drag commands directly into a group.

- When you are done adding commands, click **OK**.

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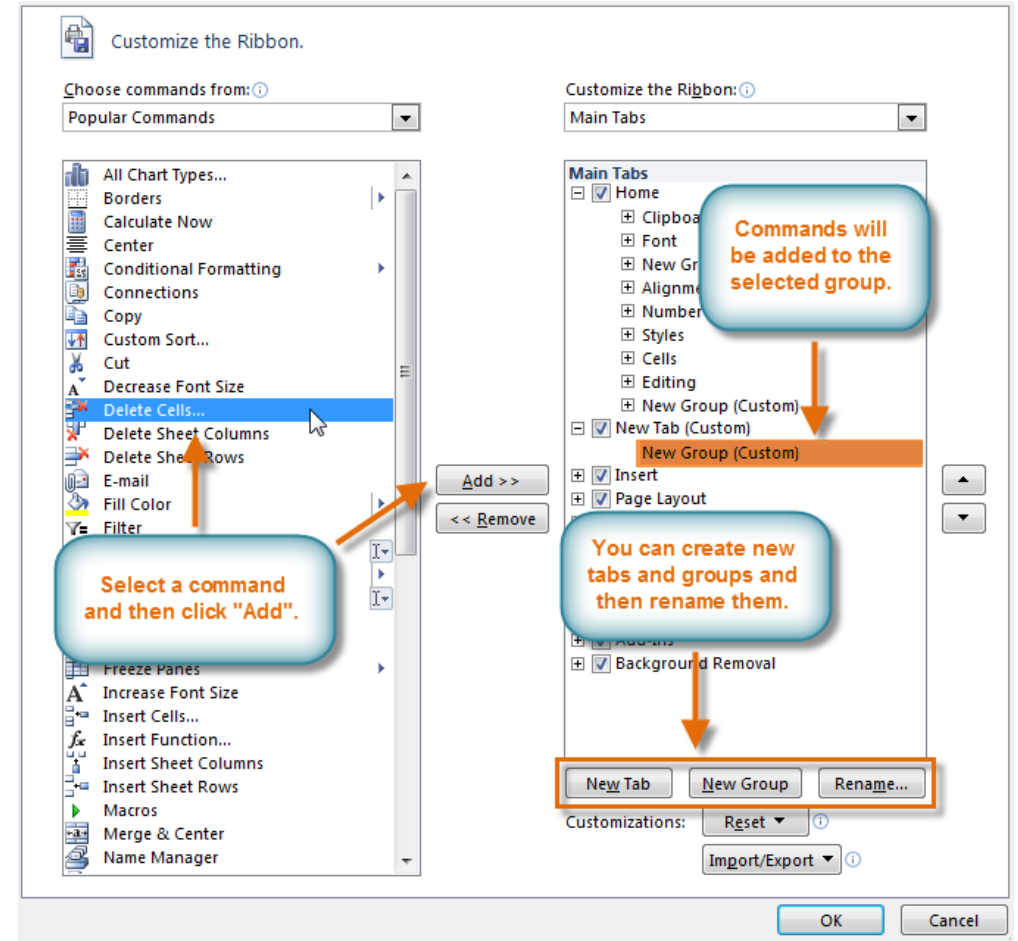
To minimize and maximize the Ribbon

- The Ribbon is designed to be easy to use and responsive to your current tasks; however, if you find that it's taking up too much of your screen space, you can **minimize** it.

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

- To maximize the Ribbon, click the arrow again.

- When the Ribbon is minimized, you can make it reappear by clicking a tab. However, the Ribbon will disappear again when you're not using it.
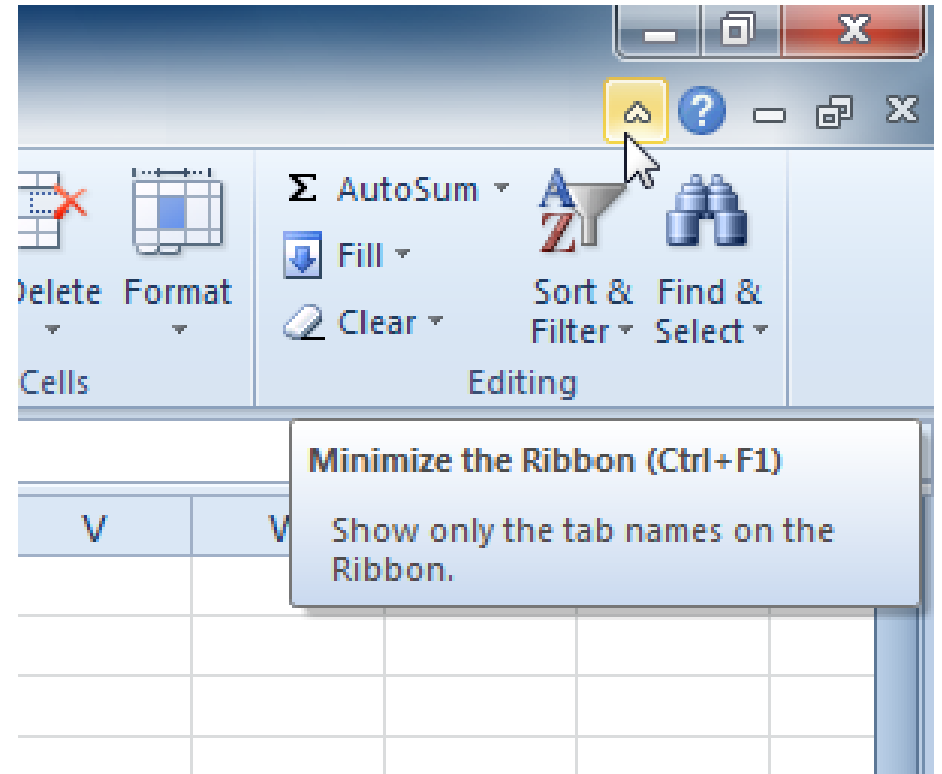
The Quick Access toolbar

- The **Quick Access toolbar**, above the Ribbon, 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:

- Click the **drop-down arrow** to the right of the **Quick Access toolbar**.

- Select the **command** you want to add from the drop-down menu. To choose from more commands, select**More Commands**.
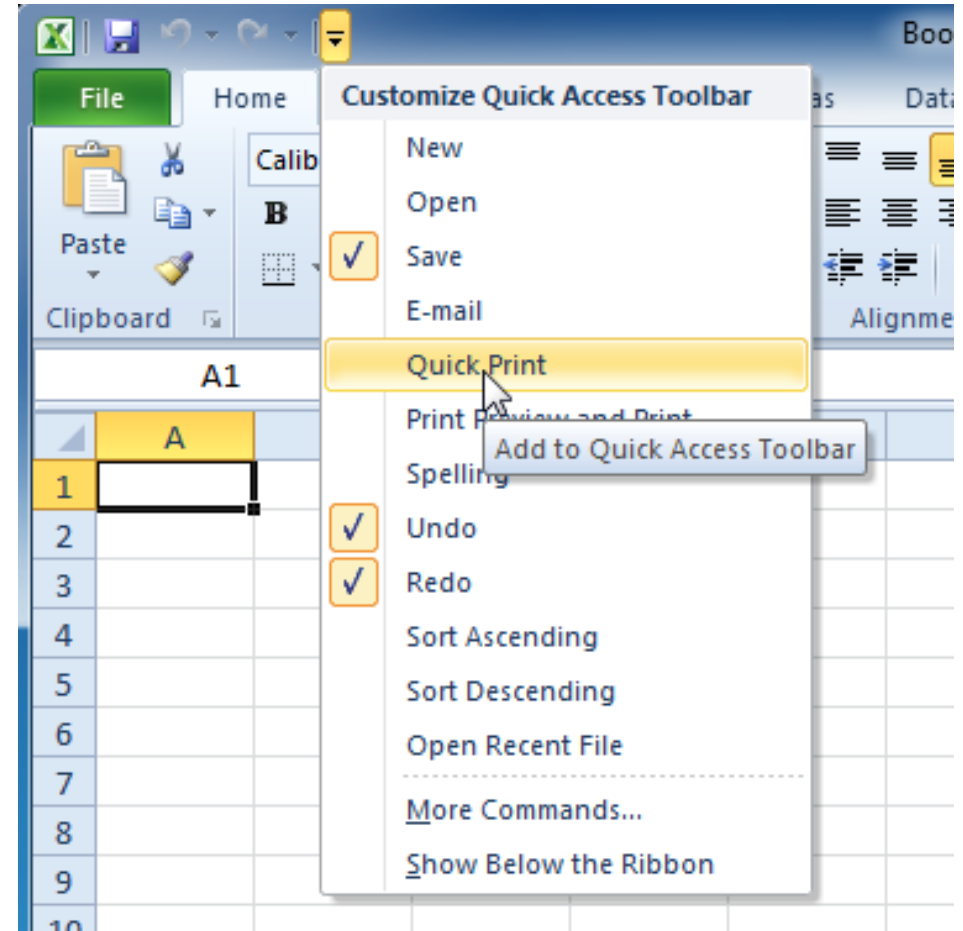
Backstage view

- Backstage view gives you various options for saving, opening a file, printing, and sharing your document. It is similar to the **Microsoft Office button menu** from Excel 2007 and the **File menu** from earlier versions of Excel. However, instead of just a menu it's a full-page view, which makes it easier to work with.

- To get to Backstage view:

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

- Choose your desired option, or return to your workbook by clicking any tab on the Ribbon.
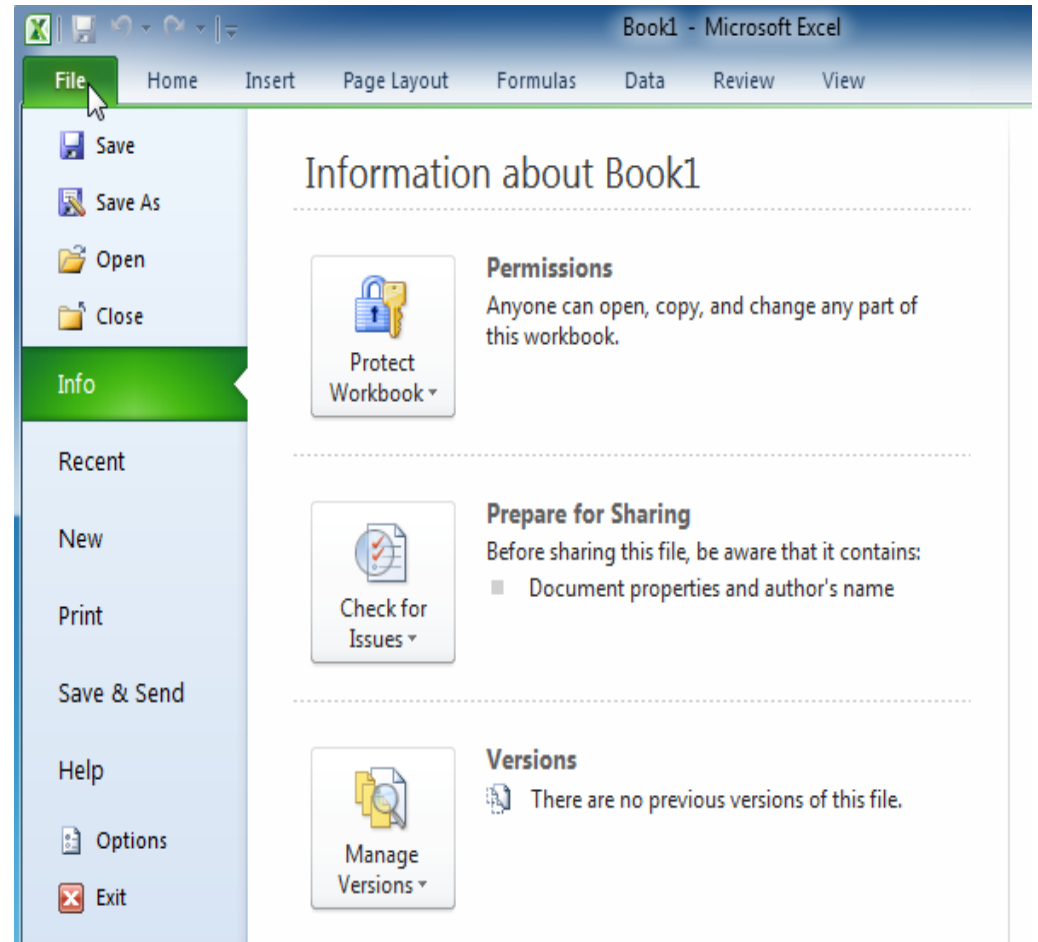
Creating and opening workbooks

- Click the **File** tab. This takes you to **Backstage view**.

- Select **New**.

- Select **Blank workbook** under **Available Templates**. It will be highlighted by default.

- Click **Create**. A new blank workbook appears in the Excel window.

- To open an existing workbook:

- Click the **File** tab. This takes you to **Backstage view**.

- Select **Open**. The Open dialog box appears.

- Select your desired workbook, then click **Open**.
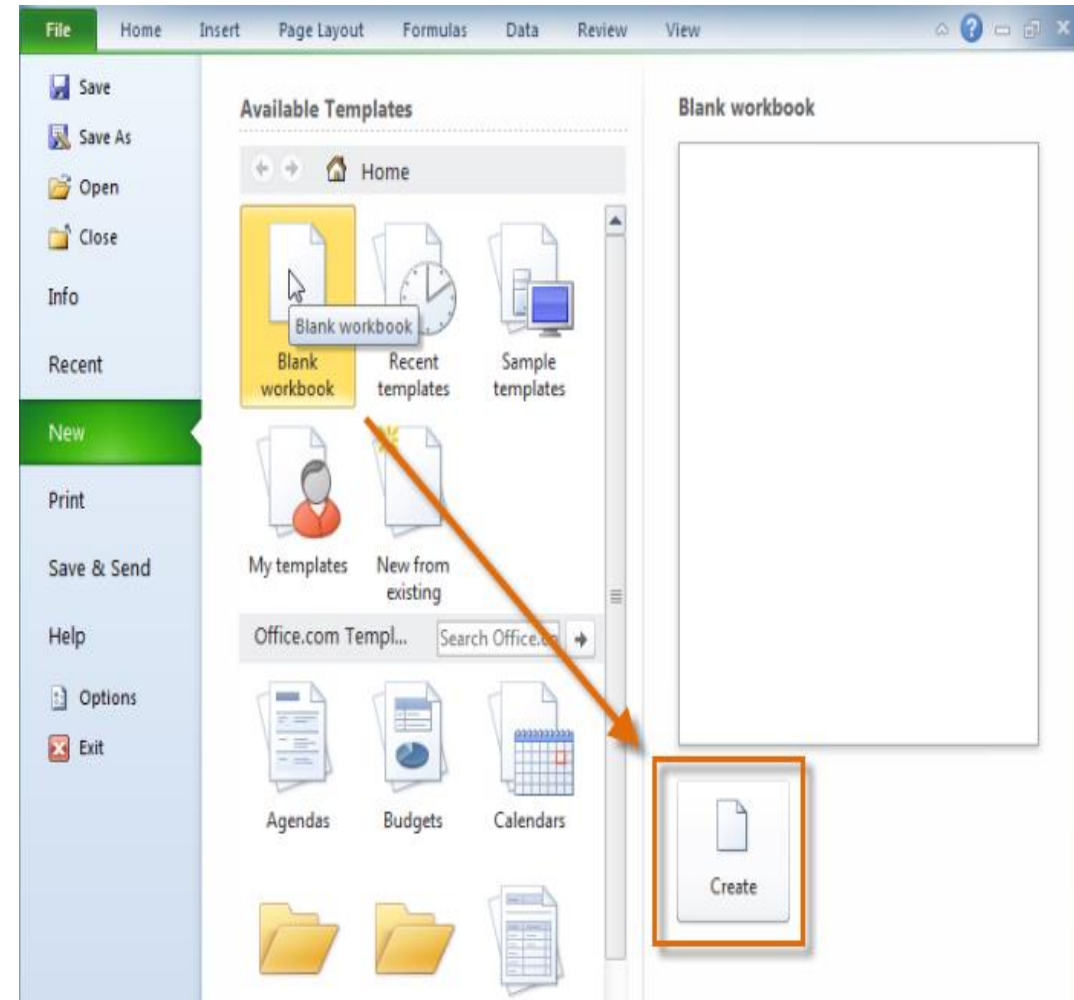
To convert a workbook

- If you want access to all of the Excel 2010 features, you can **convert** the workbook to the 2010 file format.

- Note that converting a file may cause some changes to the **original layout** of the workbook.

- Click the **File** tab to access Backstage view.

- Locate and select the **Convert** command.

- he **Save As** dialog box will appear. Select the **location** where you want to save the workbook, enter a **file name** for the presentation, and click **Save**.

- The workbook will be converted to the newest file type
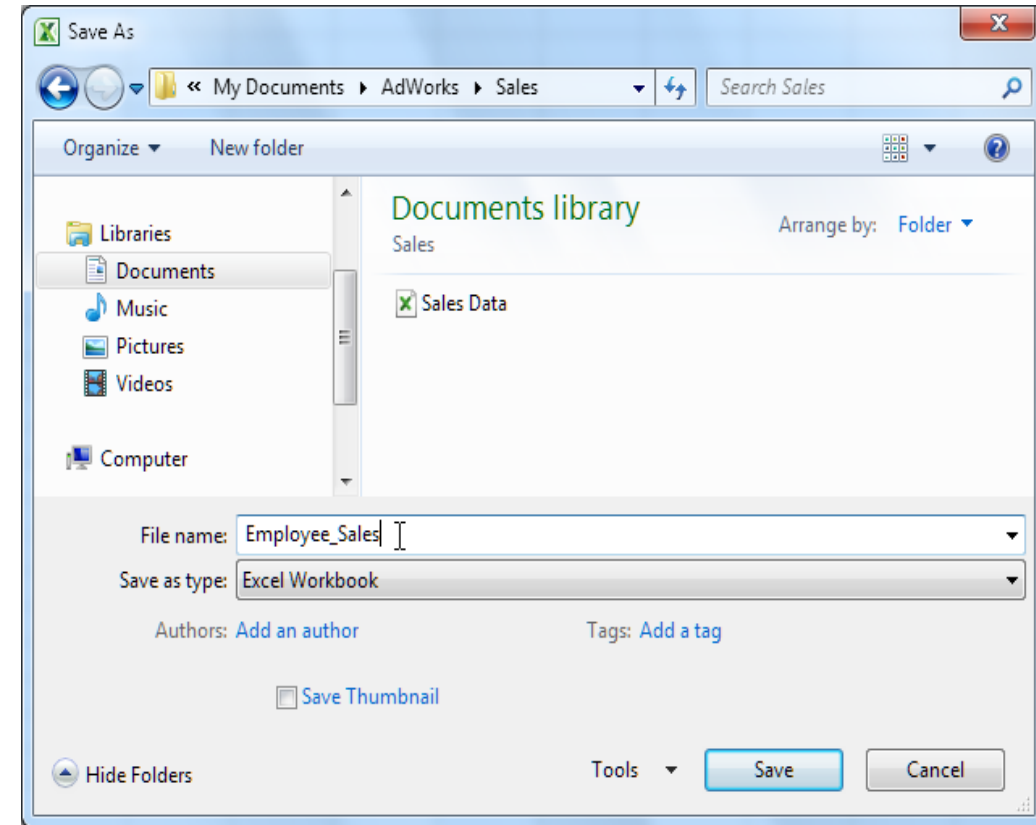
Introduction to Cell Basics

- 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.
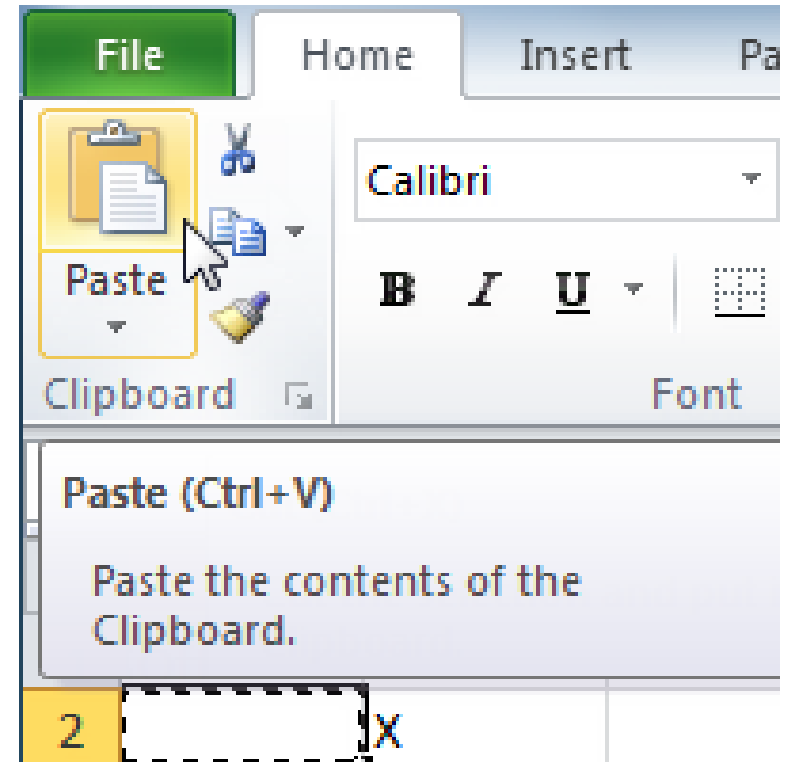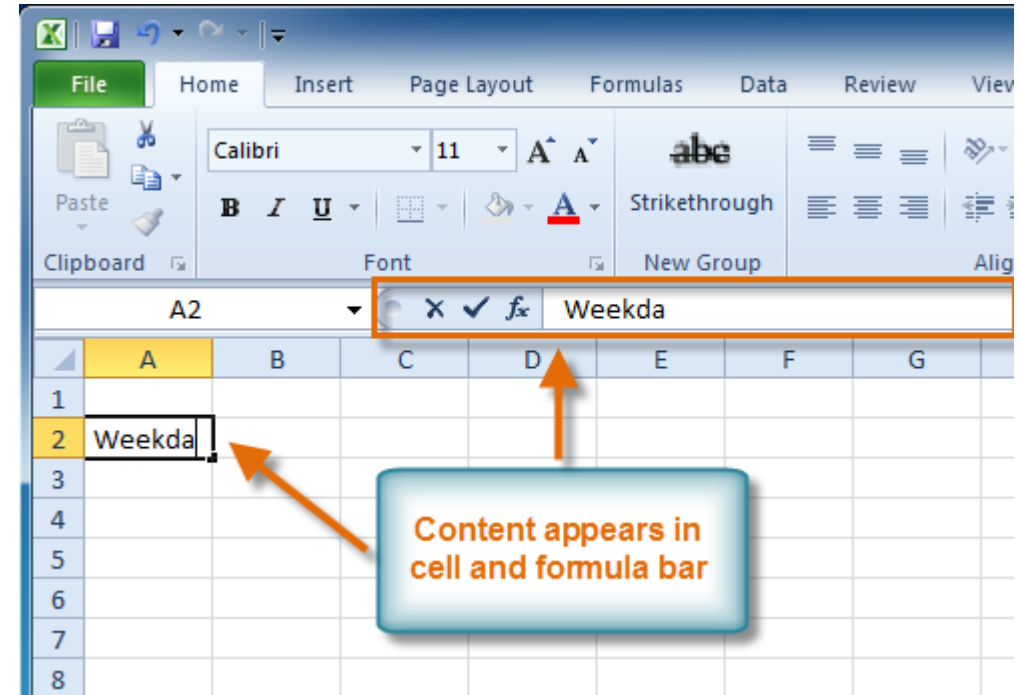
The cell

- 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.

- You can also select **multiple cells** at the same time. A group of cells is known as a **cell range**. Rather than a single cell address, you will refer to a cell range using the cell addresses of the **first** and **last** cells in the cell range, separated by a **colon**. For example, a cell range that included cells A1, A2, A3, A4, and A5 would be written as **A1:A5**.

- To select multiple cells:

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

Cell content

- **Text,Formatting attributes,Comments,Formulas and functions**
- To insert content:
- Click a cell to select it.
- Enter content into the selected cell using your keyboard. The content appears in the **cell** and in the **formula bar**. You can also enter or edit cell content from the formula bar.
- To delete content within cells:
- Select the cells containing content you want to delete.
- Click the **Clear** command on the Ribbon. A **dialog box** will appear.
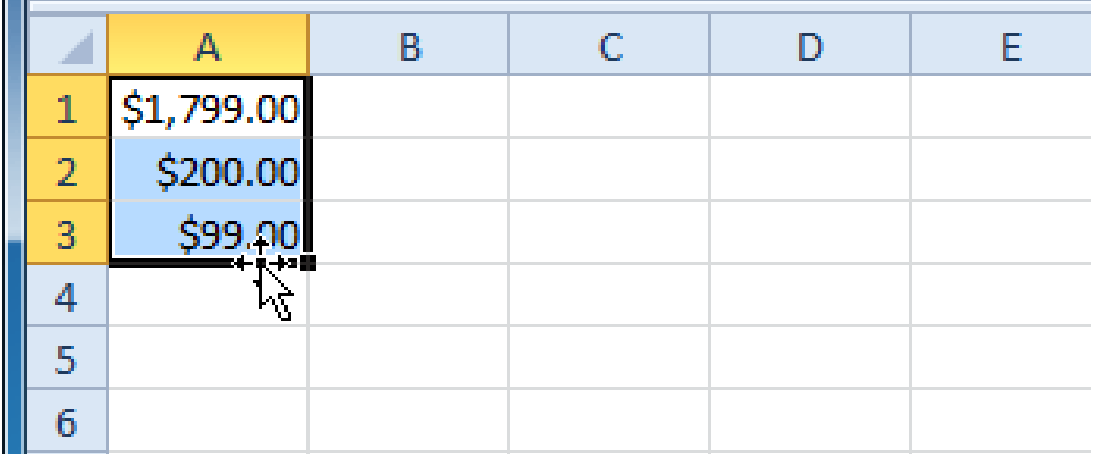- Select **Clear Contents**.

To copy and paste cell content:

- Select the cells you want to copy.
- Click the **Copy** command. The border of the selected cells will change appearance.
- Select the cell or cells where you want to paste the content.
- Click the **Paste** command. The copied content will be entered into the highlighted cells.
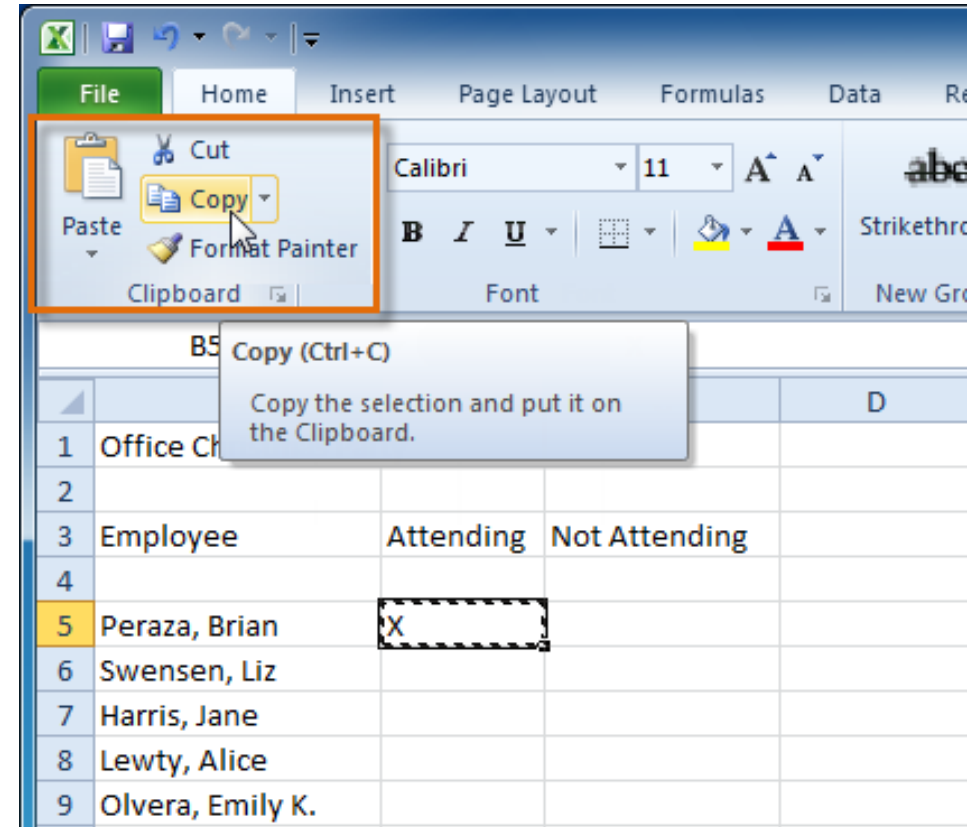
To drag and drop cells

- Select the cells you want to move.

- 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**

- **Click and drag the cells** to the new location.

- Release your mouse, and the cells will be dropped there.