

Excel 2010

The biggest change from Excel 2003 to 2010 is the way you access tools. The use of the new ribbon puts the tools needed for basic tasks under related tabs.

The Ribbon

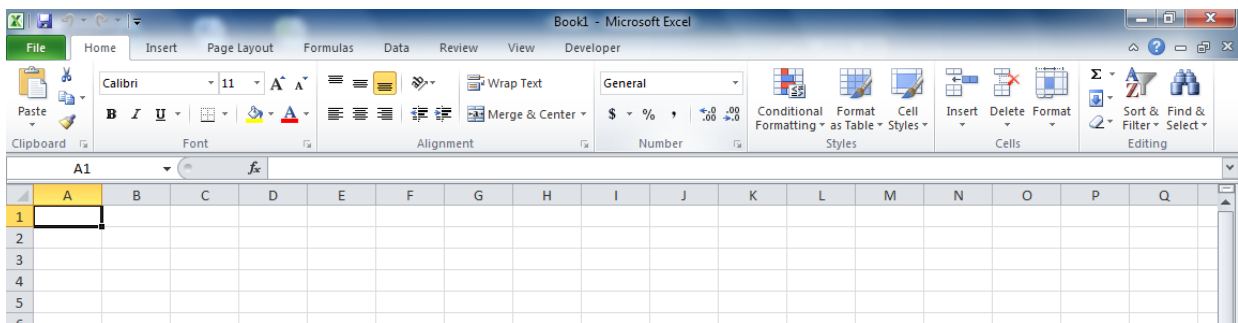
The Ribbon contains the set of commands for working in a document.

Quick Access Toolbar



The top left corner of the ribbon is home to the Quick Access Toolbar (QAT) which has the Save, Undo and Redo icons. You can customize the Quick Access Toolbar to hold any special commands that you use most often. These commands are always visible.

The Ribbon Tabs



Ribbon Groups

Each ribbon tab contains groups, which are sets of related commands. Click on any tab to display the available buttons and commands. In the example above, the "Insert" tab's buttons and commands are visible.

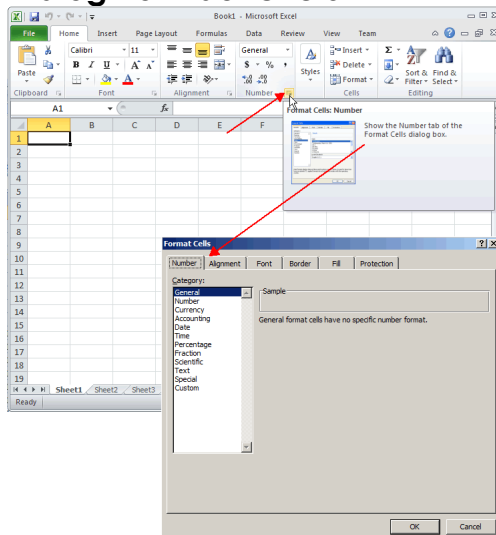
Where to Find Commands:

Excel 2010	
Ribbon Name	Command Groups
Home	Clipboard, Font, Alignment, Styles, Cells, and Editing
Insert	Tables, Illustrations, Charts, Sparklines, Filter, Links, Text, and Symbols
Page Layout	Themes, Page Setup, Scale to Fit, Sheet Options, and Arrange
Formulas	Function Library, Defined Names, Formula Editing, and Calculation
Data	Get External Data, Connections, Sort and Filter, Data Tools, and Outline
Review	Proofing, Language, Comments, and Changes
View	Workbook Views, Show, Zoom, Window, and Macros

Hide the Ribbon

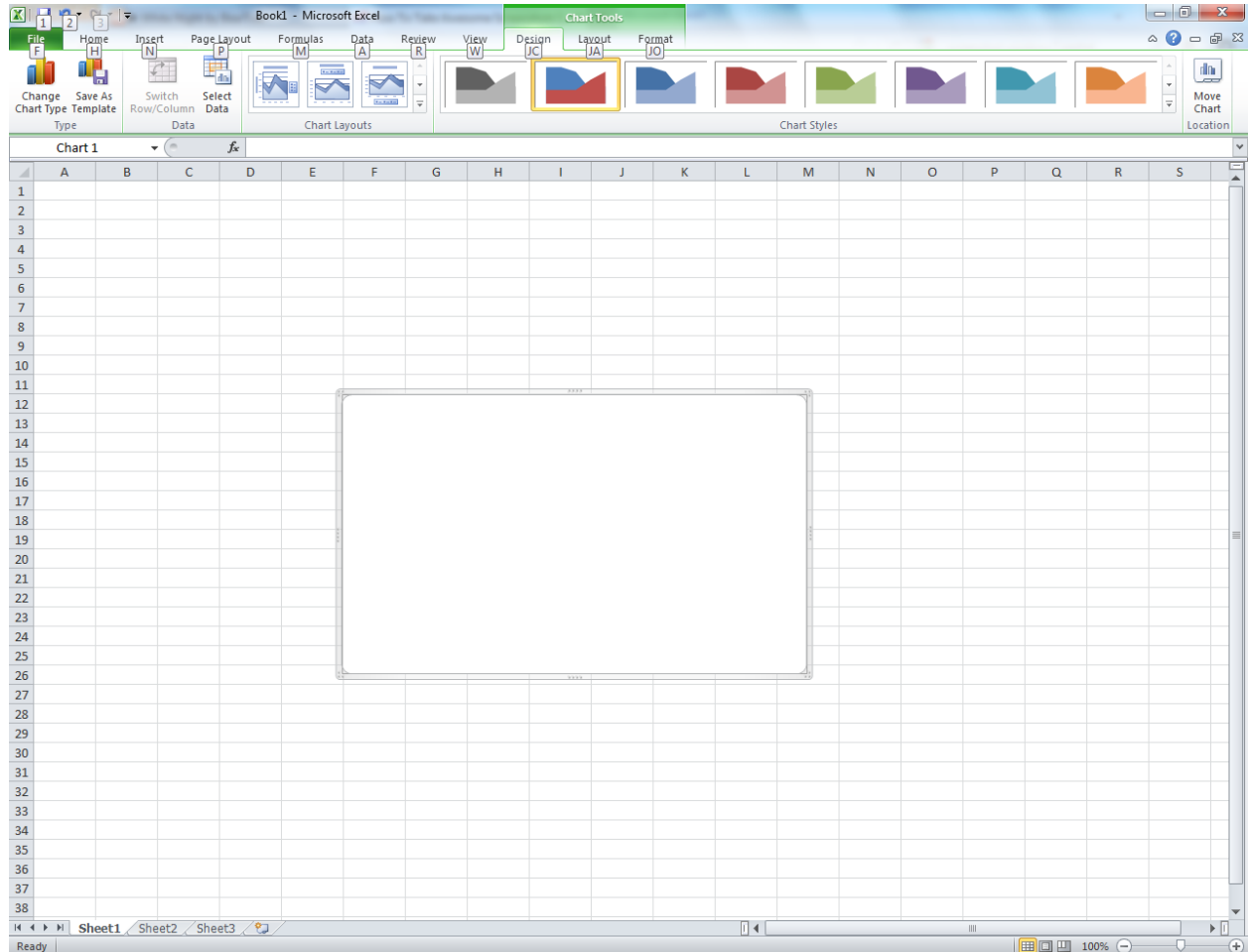
If the Ribbon takes up too much space on the screen, you can hide and show it as needed using the small arrow on the upper right hand corner of the ribbon.

Dialog Box Launchers



Some groups have additional options which are accessed by clicking the dialog box launch icon.

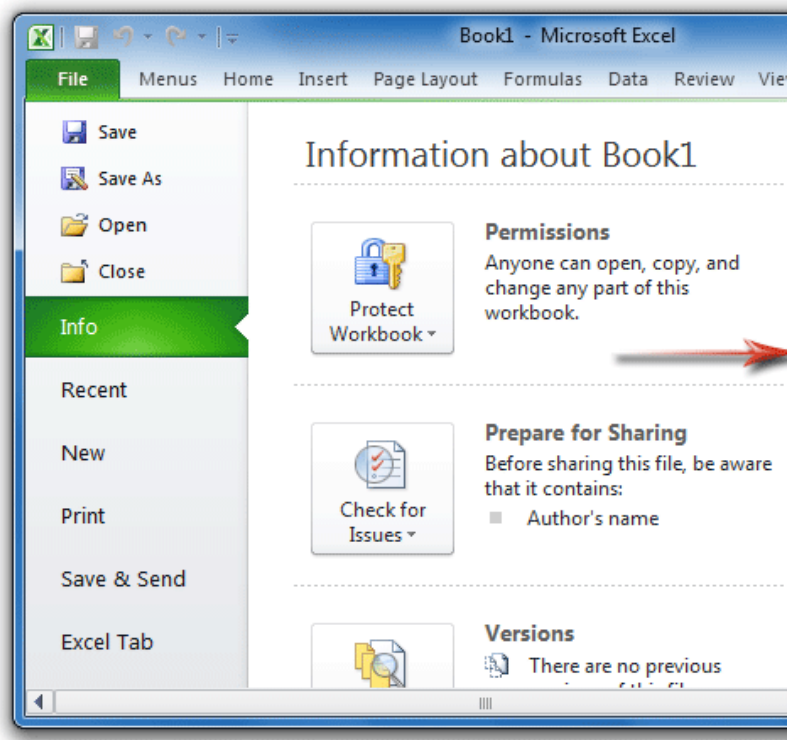
Contextual Ribbon Tabs



This example shows the contextual ribbon tab for charts. Contextual tabs contain options and tools pertinent to special objects (eg charts, tables, pictures) that you are working with. Contextual tabs allow easy access to these tools when you need them, but disappear to minimize clutter when you don't need them.

Backstage View

Includes all the needed functionality for saving, printing, permissions, versioning, collaboration, document inspector, workflows, etc. For example: allows co-authors and multiple users to edit documents simultaneously.



Keyboard Shortcuts

Function	Keystroke
Copy	Ctrl+C
Cut	Ctrl+X
Find	Ctrl+F
Go To	Ctrl+G
Help	F1
Hyperlink	Ctrl+K
New	Ctrl+N
Open	Ctrl+O

Paste	Ctrl+V
Print	Ctrl+P
Replace	Ctrl+H
Save	Ctrl+S
Select All	Ctrl+A
Spell Check	F7
Undo	Ctrl+Z
Redo	Ctrl+Y

Other new features of Excel 2010

- Sparklines - tiny charts that fit into a single cell
- Performance enhancements - multi-threading speeds up data retrieval, sorting, and filtering.
- PivotTable labels fill down labels, repeat labels to display item captions of nested fields in all rows and columns
- Enhanced filters - with the click of a button, see which filters are applied without opening additional menus. Also includes a search feature
- Show Values As feature includes a number of new, automatic calculations, such as % of Parent Row Total, % of Parent Column Total, % of Parent Total, % Running Total, Rank Smallest to Largest, and Rank Largest to Smallest.
- Slicers are visual controls that filter data into PivotTable in an interactive, intuitive way. A slicer allows you to use buttons to quickly sort and filter the data to display what you need. When you apply more than one filter to your PivotTable, it is shown on the screen in the slicer. You can make slicers match your workbook formatting and easily reuse them in other PivotTables, PivotCharts, and cube functions.
- Improved conditional formatting -makes it easy to highlight cells or ranges of cells, emphasize unusual values, and visualize data by using data bars, color scales, and icon sets
- Greater formatting flexibility: New icon sets let you display icons for different categories of data

- New search filter capabilities - filter and sort regardless of location. AutoFilter buttons remain visible along with table headers to filter data quickly without having to scroll to the top of the table
- Improved charting - New charting limits, the number of data points is limited only by available memory.
- Quick access to formatting options - instantly access formatting options by double-clicking a chart element.
- Macro recording for chart elements, use the macro recorder to record formatting changes to charts and other objects. Saved macros will allow you to automatically repeat frequent and time-consuming processes.
- Support for equations - insert common mathematical equations in worksheets or to build up your own equations by using a library of math symbols, equations can be inserted inside of text boxes and other shapes
- More themes - text, charts, graphics, tables, and drawing objects all change to reflect the theme
- SmartArt graphic picture layouts - insert pictures in the SmartArt shapes
- New artistic effects to make a picture look more like a sketch, drawing, or painting. These effects include Pencil Sketch, Line Drawing, Watercolor Sponge, Mosaic Bubbles, Glass, Pastels Smooth, Plastic Wrap, Photocopy, and Paint Strokes.
- Picture corrections – fine tune the color intensity and color tone of a picture, adjust brightness, contrast, sharpness, and blurriness, or recolor the picture.
- Automatic background removal of pictures.
- Picture compression and cropping – new and improved editing tools to trim, better control of the image quality and compression to select the right option for the medium, print, screen, or e-mail.
- Screen shots -Insert and edit screenshots in spreadsheets
- Recover unsaved work - Enabling AutoRecover will save versions at a user-selected interval. This allows you to recover files or to review or return to an earlier version of a file.
- Shared documents - Multiple people can edit a single document at the same time, and you can even block access to certain document regions while they are being edited.
- Accessibility Checker - helps so that you can fix any potential problems that might keep someone with a disability from accessing your content.