



Microsoft Excel Help Sheet

File Button: The file button is back, replacing the Microsoft Office Button from Office 2007. The file button allows you to create new documents, open existing documents, print documents and a few new options.

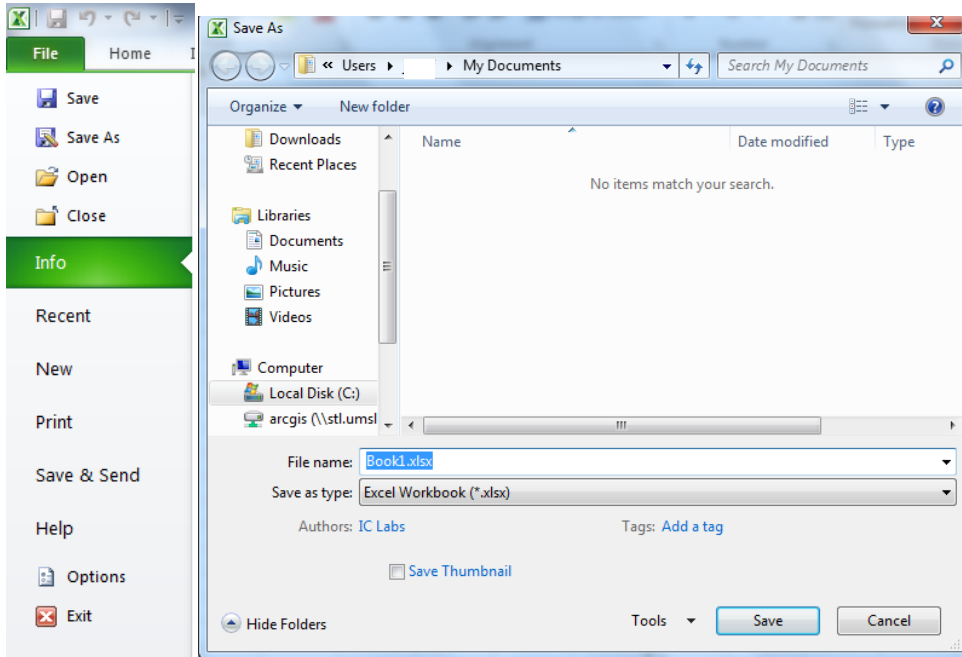
The image shows the File menu in Microsoft Excel with the following callouts:

- Save**: See next page
- Save As**: Save As if you want to change the document from Office 10 format (.xlsx) to Office 03 Format (.xls)
- Open**: Open existing Excel spreadsheets
- Close**: Closes current Excel spreadsheet
- Info**: General information about current Excel spreadsheet
- Recent**: Shows recently opened Excel spreadsheets
- New**: Creates a new Excel spreadsheets
- Print**: Prints current Excel spreadsheets
- Save & Send**: Save options that enable the user to save the current spreadsheet online with others (See page 4)
- Help**: (No callout)
- Options**: (No callout)
- Exit**: (No callout)

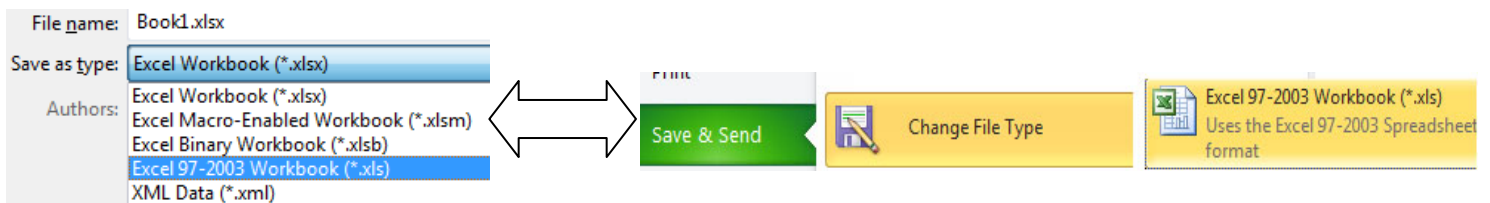
Saving: When saving a document click then Microsoft Office Button then select save or save as



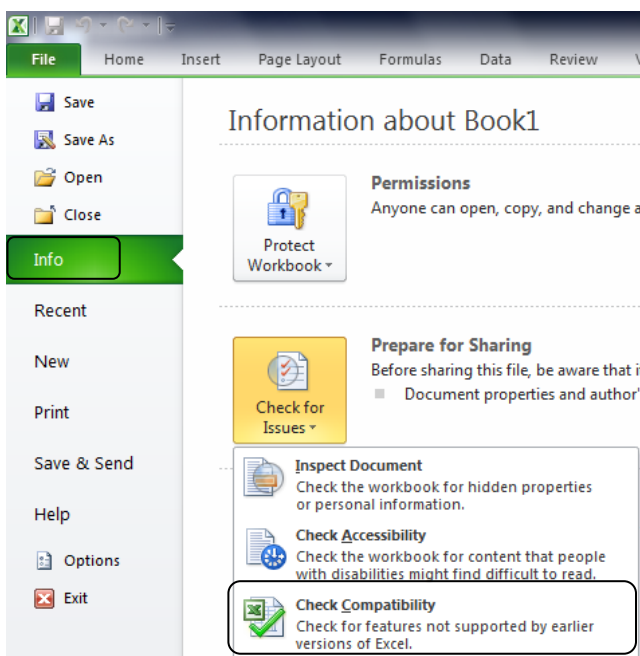
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To change the Excel document so it can be opened in Excel 2003



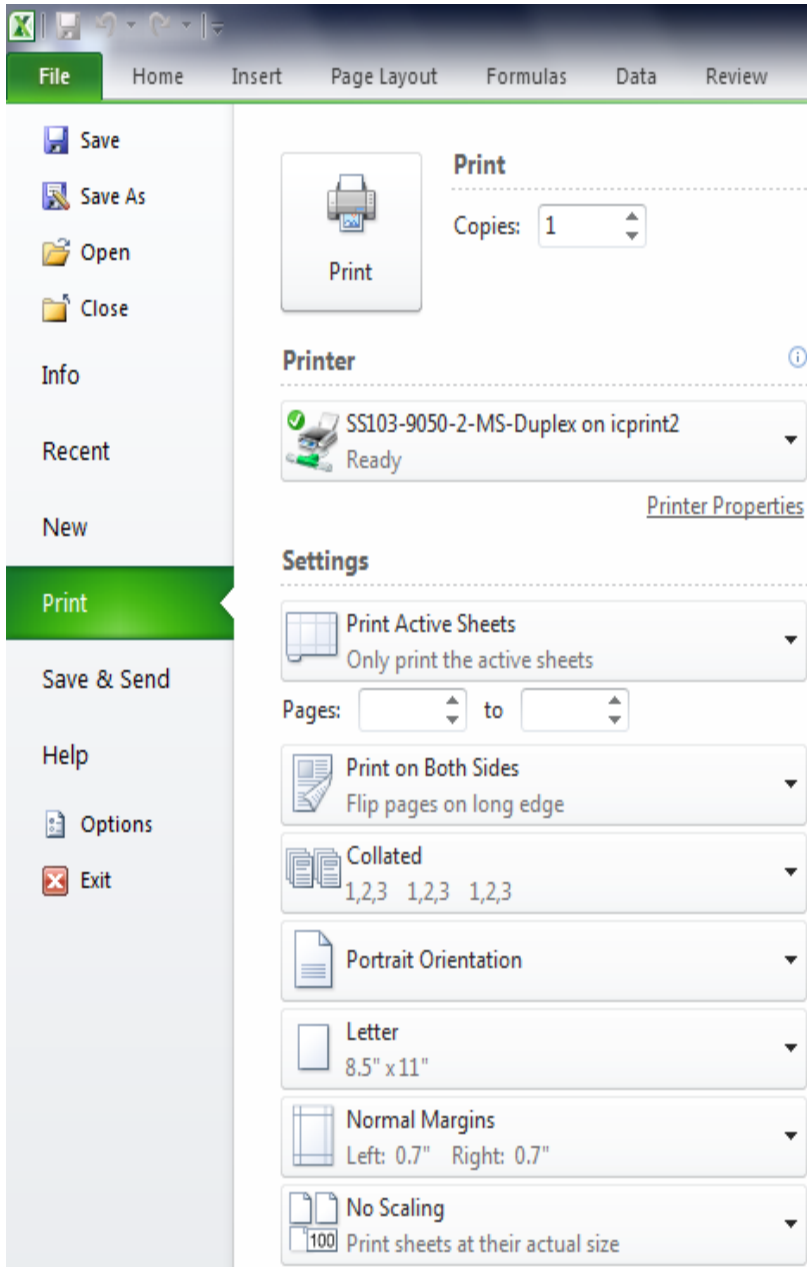
Prepare: If you are going to be saving the document as an Excel 2003 document run Compatibility Checker before saving the document. Not all features of Excel 2010 were available for Excel 2003, Compatibility Checker shows you what was available and what was not available in Excel 2003.





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Printing: To print click the file button and select print

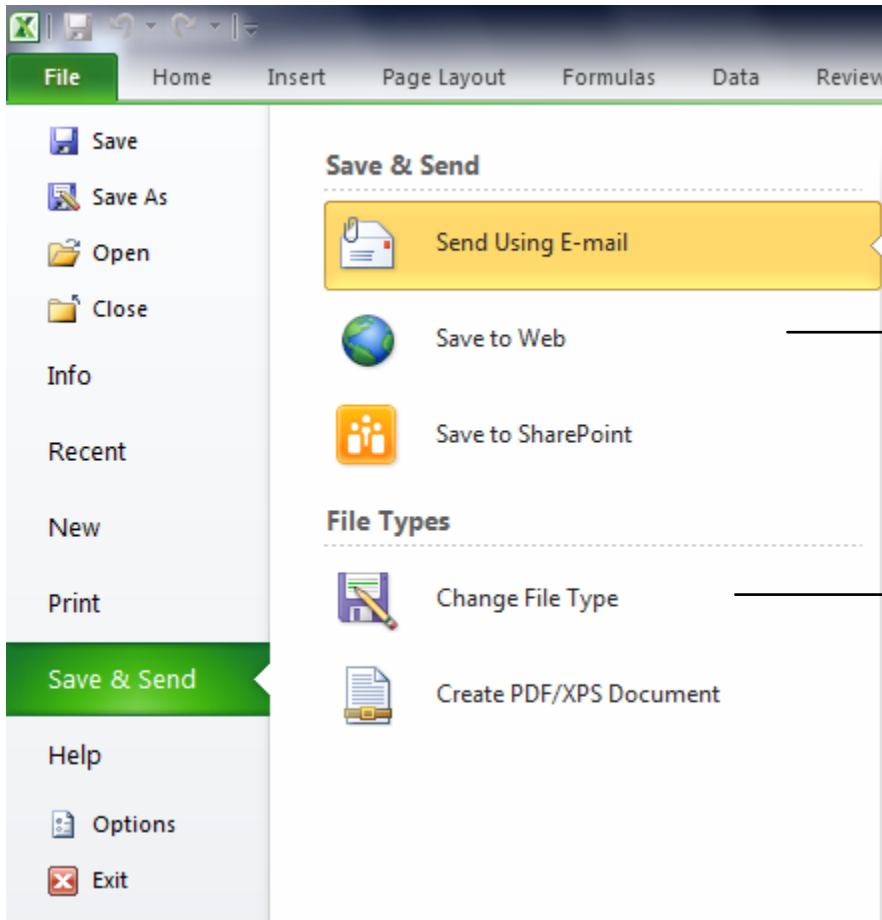


Changes the printer



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Save and Send: Save options that enable the user to save the current project online with others



Allows the user to save current project to the Windows Live SkyDrive

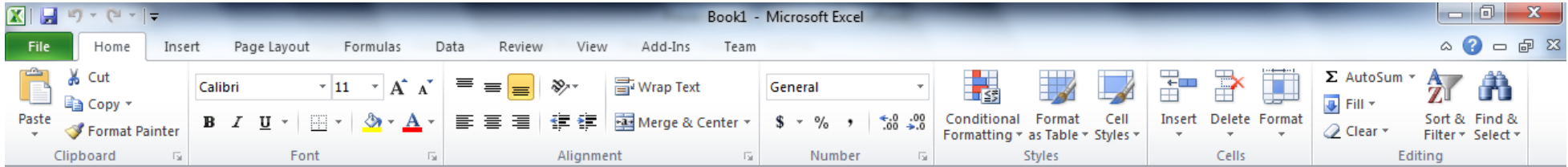
Note: To do this the user needs to sign into their Windows Live account

Allows the users to change file type. See page 2 for more information



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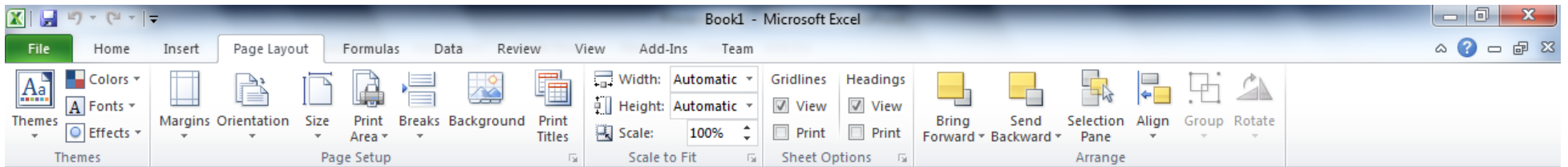
Home: contains formatting and editing icons



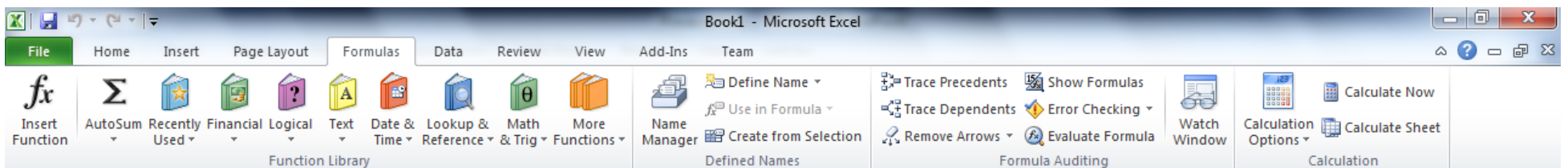
Insert: objects into the file, such as pictures, charts, header/footer, and pivot tables



Page Layout: set margins, page orientation, gridlines, and headings



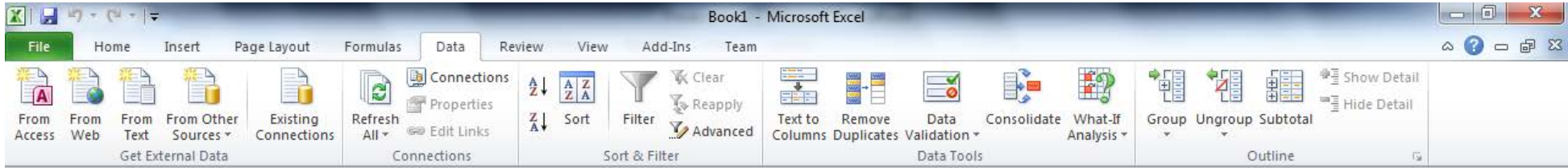
Formulas: functions, formulas, and AutoSum



Data: data from other sources, such as Access, text, or web, validation and sorting tools



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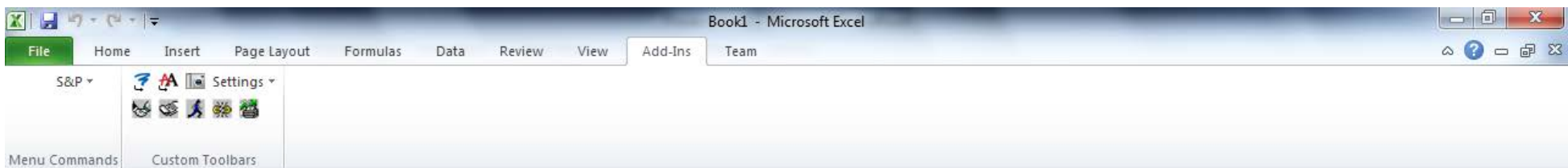
Review: spell check, thesaurus, comments, and workbook/sheet protection



View: views of the spreadsheet, zoom, macros, formulas, gridlines, and switch windows icon to switch between open spreadsheets



Add-Ins:



Team:



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