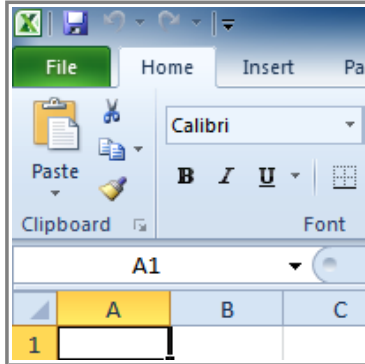




Introduction



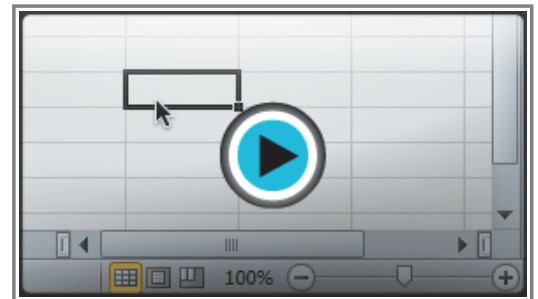
Excel is a **spreadsheet program** that allows you to store, organize, and analyze information. In this lesson, you will learn your way around the Excel 2010 environment, including the new **Backstage view**, which replaces the Microsoft Button menu from Excel 2007.

We will show you how to use and modify the **Ribbon** and the **Quick Access Toolbar**, and 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 very similar to Excel 2007. There have been some changes that we will review later in this lesson, but if you are new to Excel, first take some time to learn how to navigate an Excel workbook.

➤➤➤ Watch the video or review the interactive below for an overview of how to navigate through an Excel workbook.

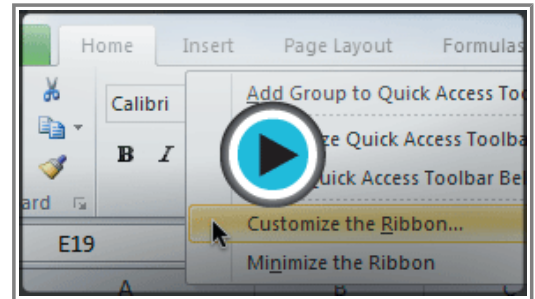


Watch the video (3:04). [Need help?](#)

Working with Your Excel Environment

The **Ribbon** and the **Quick Access Toolbar** are where you will find the commands you need to do 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**.

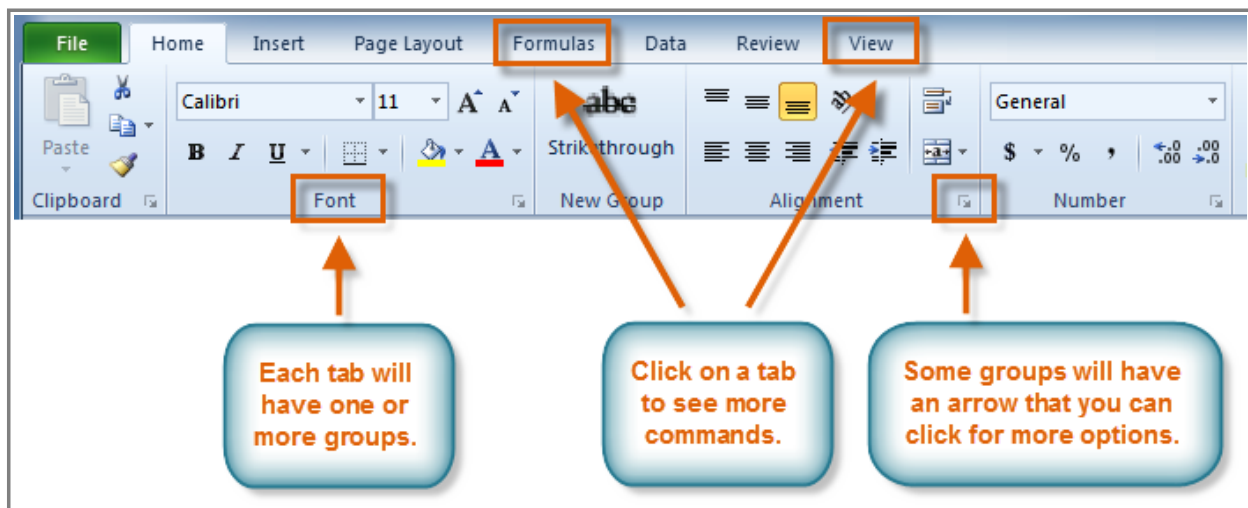
▶▶▶ Watch the video to learn about the Ribbon, the Quick Access Toolbar, and the new Backstage view.



Watch the video (3:16). [Need help?](#)

The Ribbon

The Ribbon contains multiple **tabs**, each with several **groups** of commands. You can add your own tabs that contain your favorite commands.



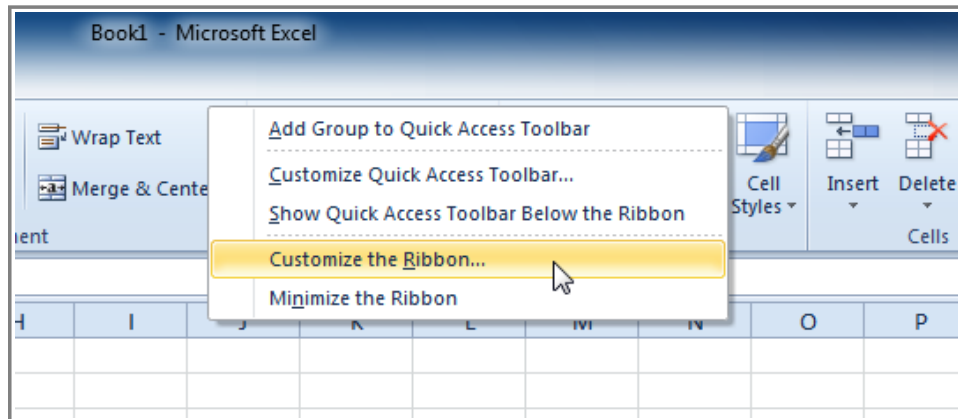
The Ribbon

Certain programs, such as **Adobe Acrobat Reader**, may install additional tabs to the ribbon. These tabs are called **Add-ins**.

To Customize the Ribbon:

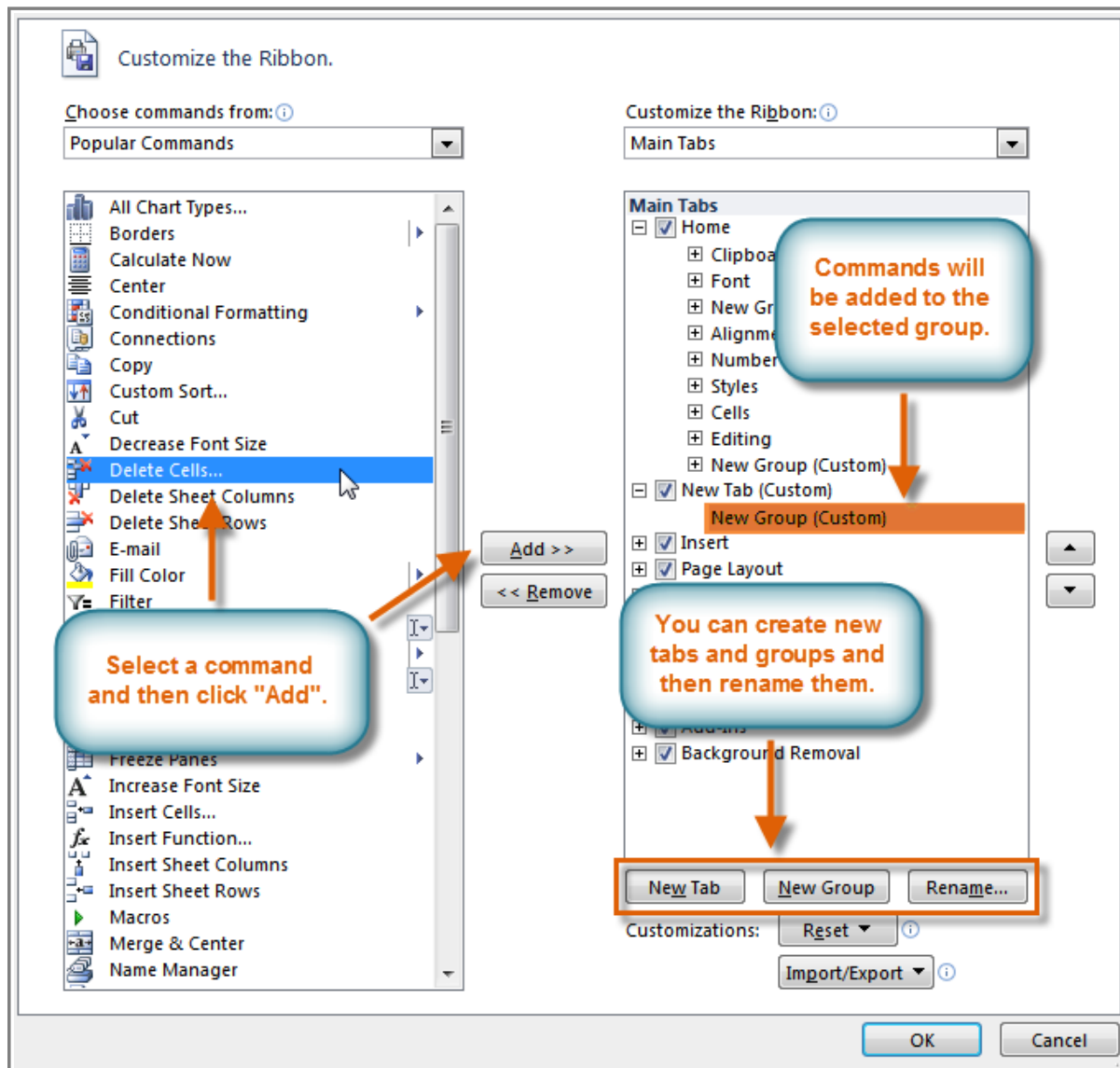
You can customize the ribbon by creating your own **tabs** that house your desired commands. Commands are always housed within a **group**, and you can create as many groups as you need to keep your tabs organized. In addition, you can even add commands to any of the default tabs, as long as you create a custom group within the tab.

1. Right-click the Ribbon and select **Customize the Ribbon**. A **dialog box** will appear.



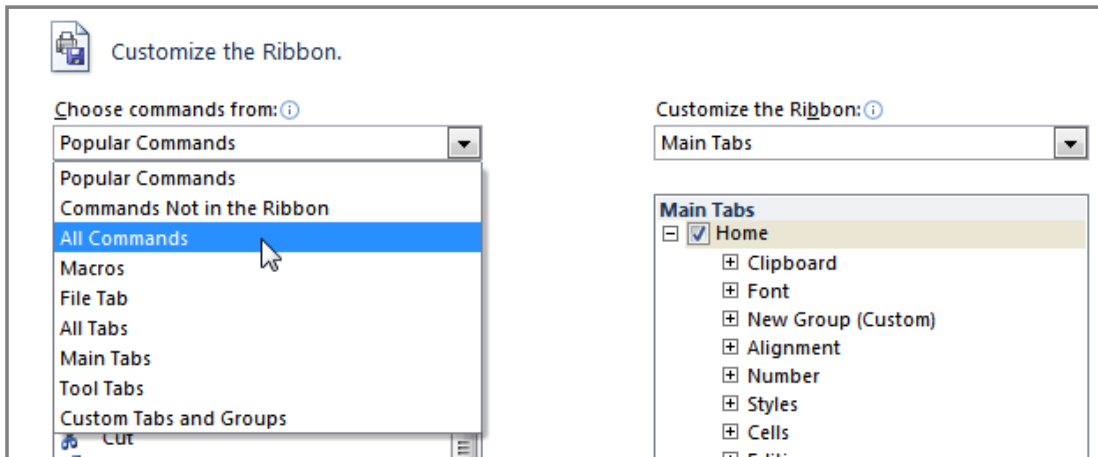
Right-clicking the Ribbon to customize it

2. Click **New Tab**. A new tab will be created with a new group inside it.
3. Make sure the new group is selected.
4. Select a command from the list on the left, then click **Add**. You can also drag commands directly into a group.
5. When you are done adding commands, click **OK**.



The dialog box where you can customize the Ribbon

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

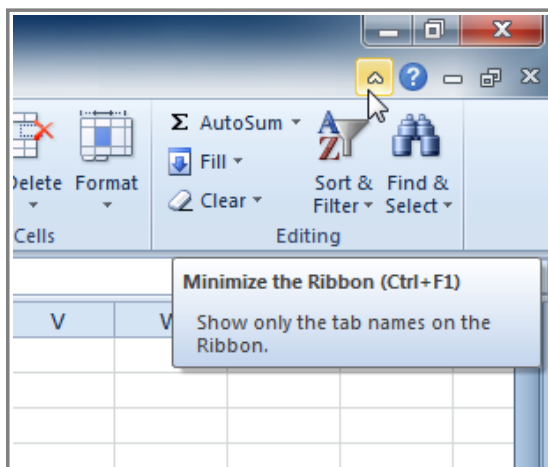


Displaying All Commands

To Minimize and Maximize the Ribbon:

The Ribbon is designed to be responsive to your current task and easy to use, but if you find it is taking up too much of your screen space, you can **minimize** it.

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



Minimizing the Ribbon

2. To maximize the Ribbon, click the arrow again.

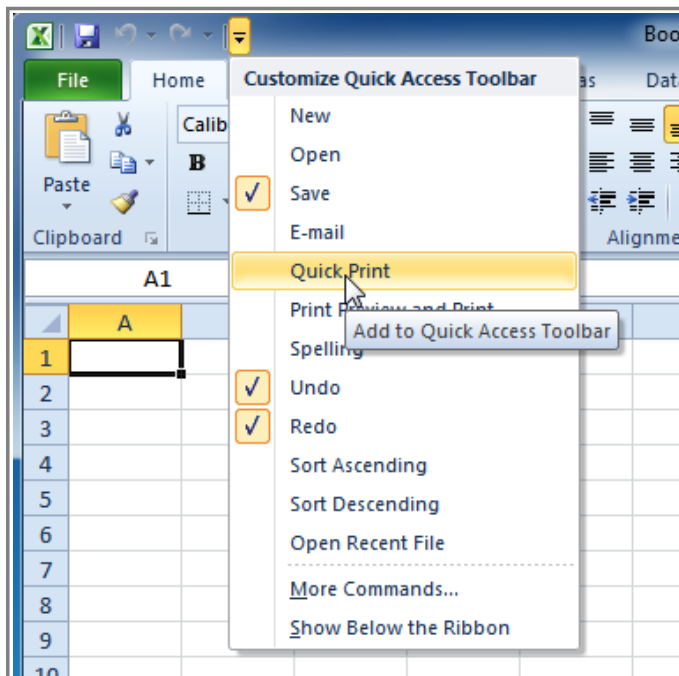
When the Ribbon is minimized, you can make it reappear by clicking on a tab. However, the Ribbon will disappear again when you are not using it.

The Quick Access Toolbar

The **Quick Access Toolbar** is located above the Ribbon, and it 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:

1. Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.
2. Select the **command** you wish to add from the drop-down menu. To choose from more commands, select **More Commands**.



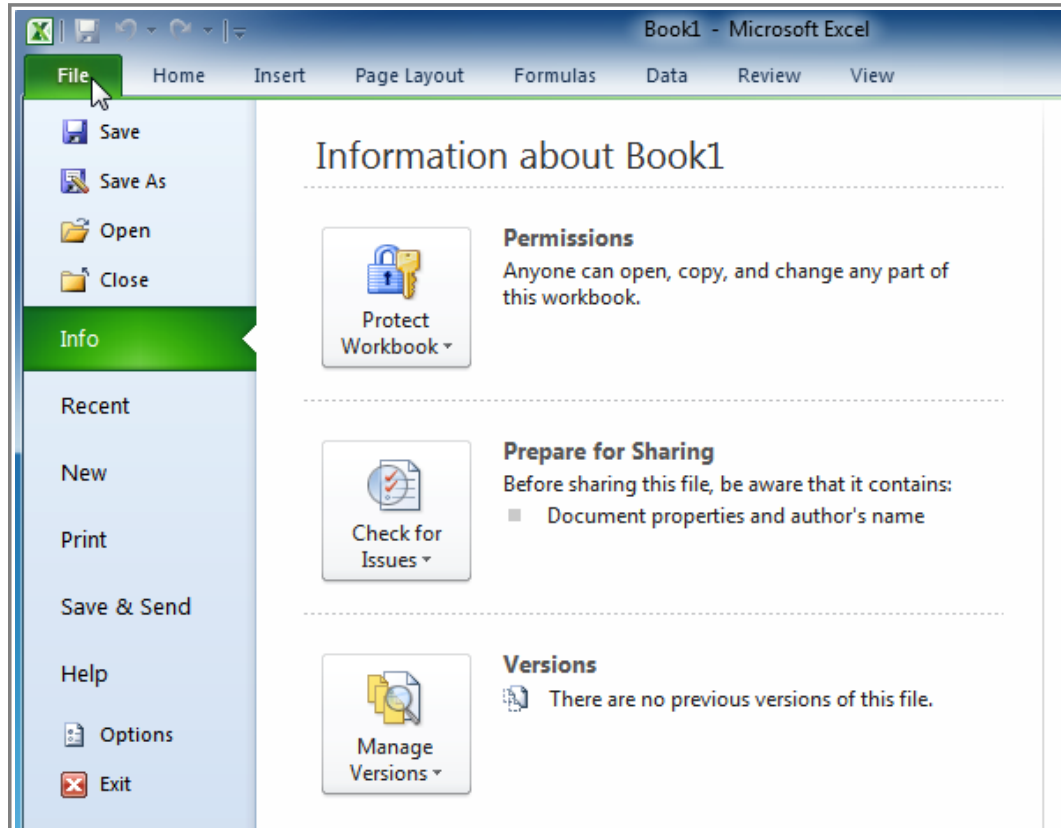
Adding a command to the Quick Access Toolbar

Backstage View

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

To Get to Backstage View:

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



Backstage view

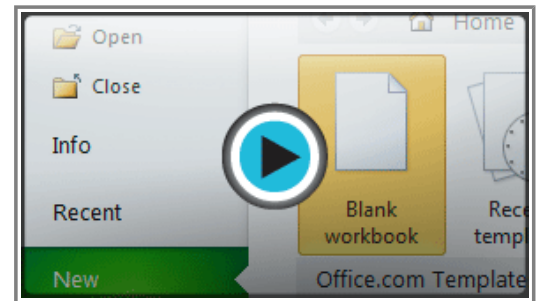
2. Choose your desired option, or return to your workbook by clicking on any tab on the Ribbon.

➤➤➤ Use the interactive below to learn about the different things you can do in Backstage view.

Creating and Opening Workbooks

Excel files are called **workbooks**. Each workbook holds one or more **worksheets** (also known as "spreadsheets").

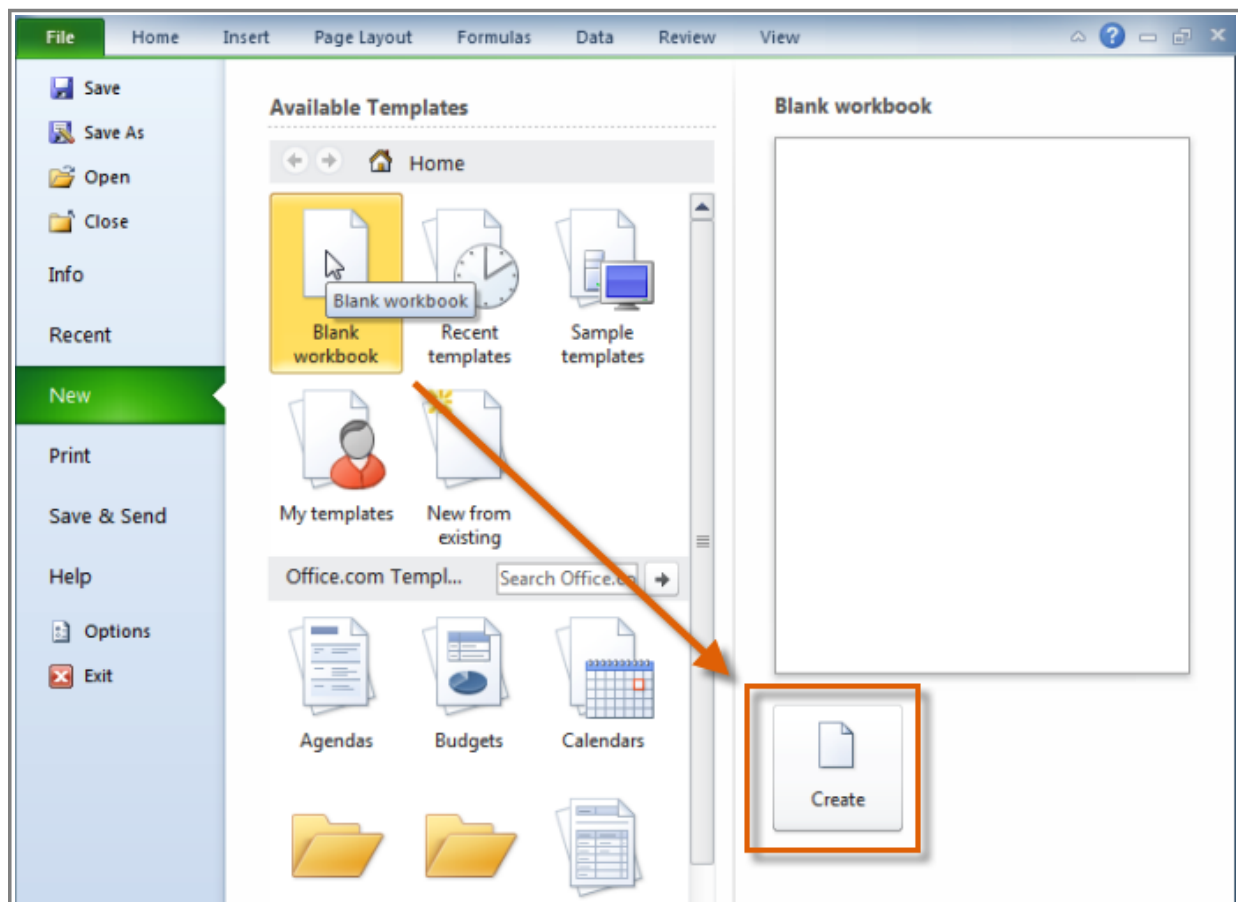
➤➤➤ Watch the video to learn how to create and open a workbook.



Watch the video (1:36). [Need help?](#)

To Create a New, Blank Workbook:

1. Click the **File** tab. This takes you to **Backstage view**.
2. Select **New**.
3. Select **Blank workbook** under **Available Templates**. It will be highlighted by default.
4. Click **Create**. A new, blank workbook appears in the Excel window.

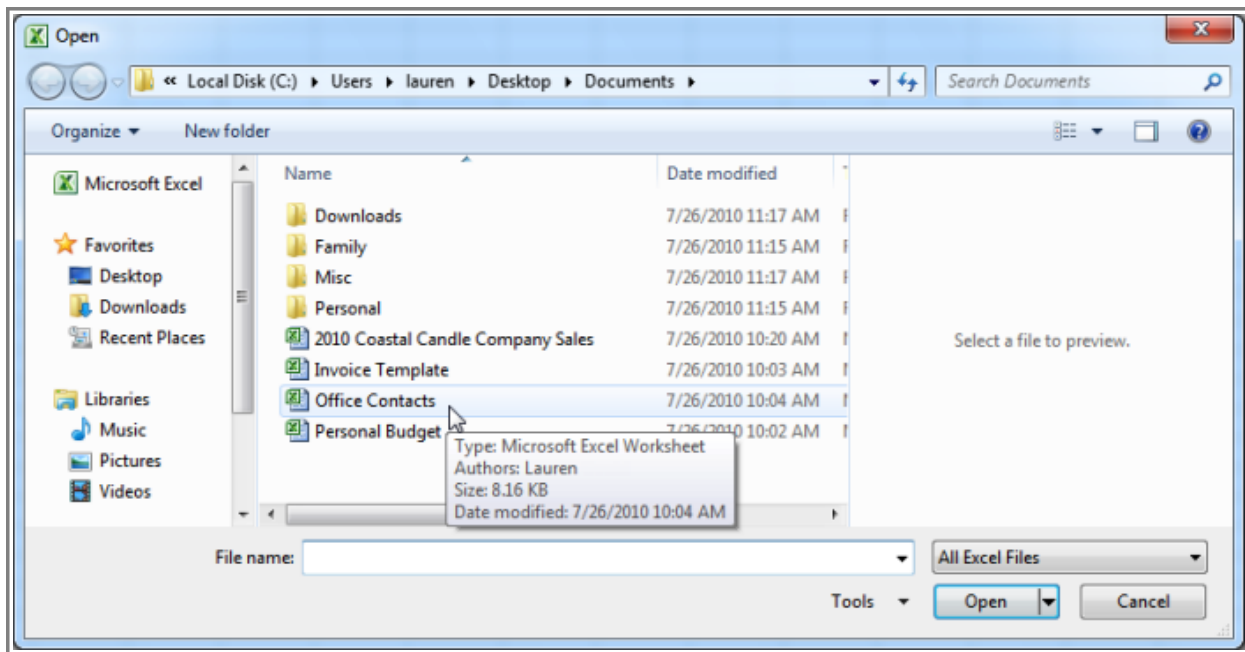


Creating a new workbook

To save time, you can create your document from a **template**, which you can select under Available Templates. We will talk more about this in a later lesson.

To Open an Existing Workbook:

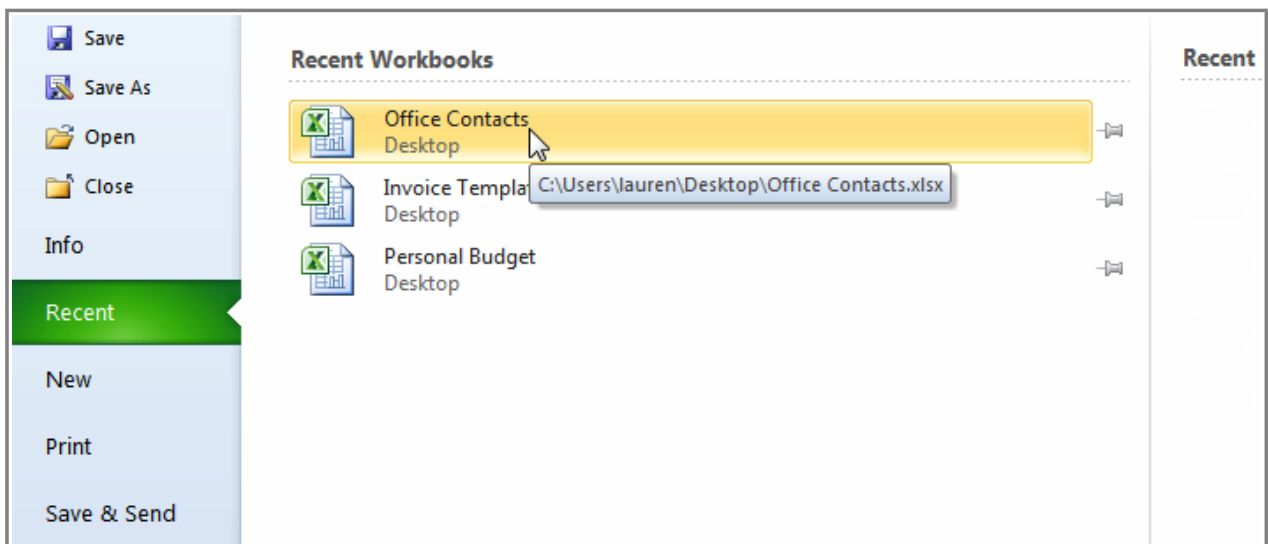
1. Click the **File** tab. This takes you to **Backstage view**.
2. Select **Open**. The Open dialog box appears.



Opening a workbook

3. Select your desired workbook and then click **Open**.

If you have opened the existing workbook recently, it may be easier to choose **Recent** from the **File tab** instead of **Open** to search for your workbook.



Opening a recent workbook

Challenge!



1. Open Excel 2010 on your computer. A new blank workbook will appear on the screen.
2. Try minimizing and maximizing the Ribbon.
3. Click through all of the tabs and notice how the Ribbon options change.
4. Try switching page views.
5. Add any commands you wish to the Quick Access Toolbar.
6. Close Excel without saving the workbook.