

Herausgeber

BerCom Training GmbH
Stationsstrasse 26
8713 Uerikon

Kontakte:

079 633 65 75
www.computer-training.ch

Autoren:

Gabriela Bergantini

1. Auflage von September 2013

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Microsoft Excel 2010

The Basics

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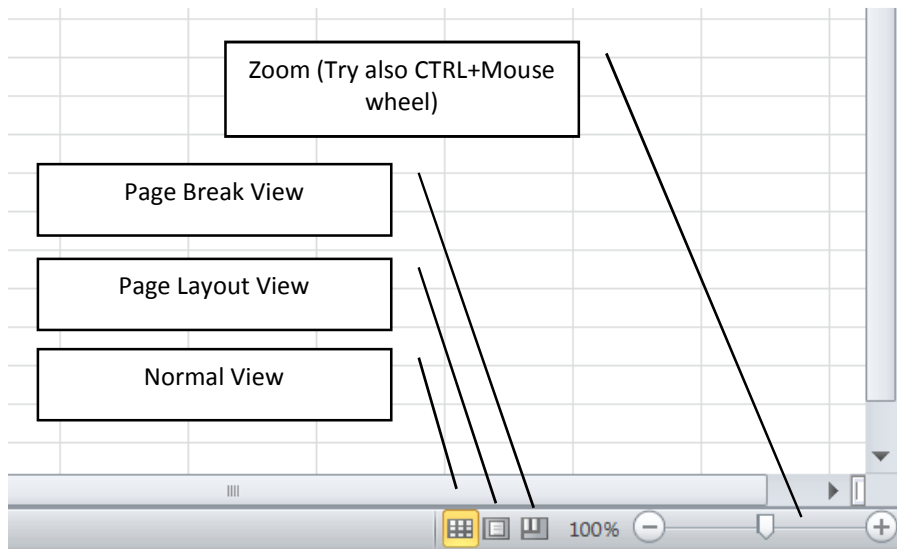
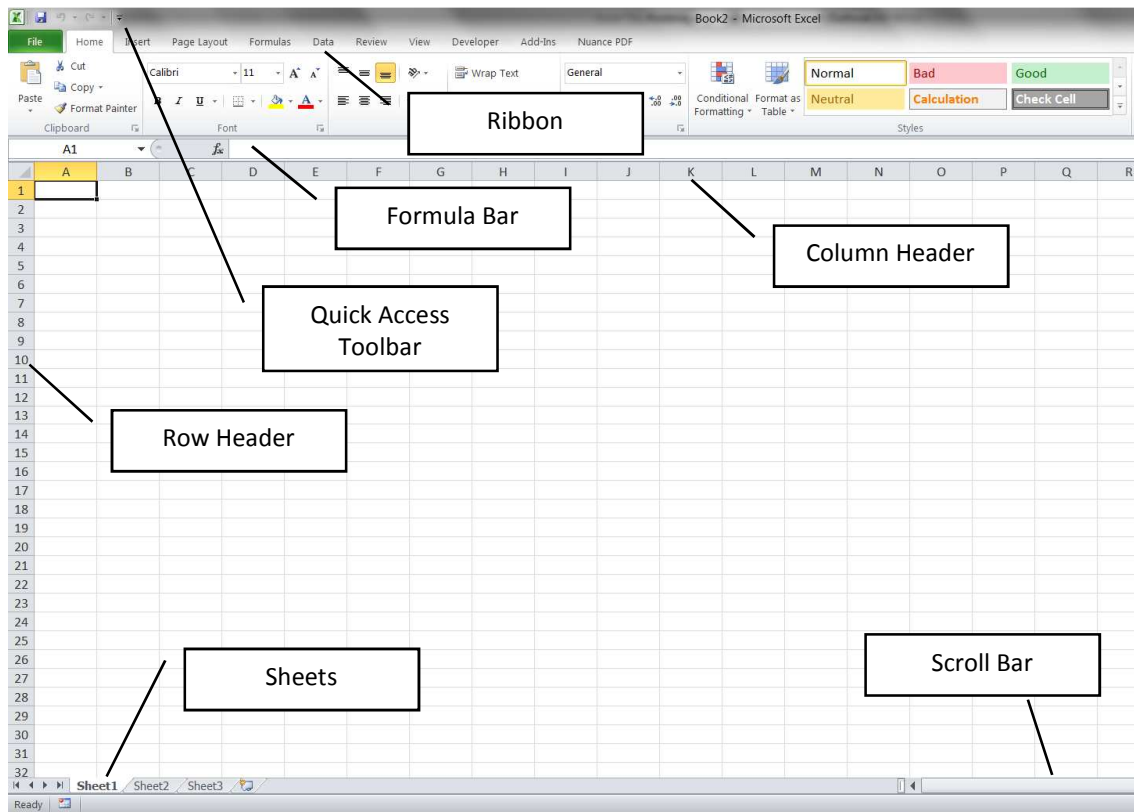
Herstellung on demand im Digitaldruck durch:

HERDT-Verlag für Bildungsmedien GmbH, 55294 Bodenheim
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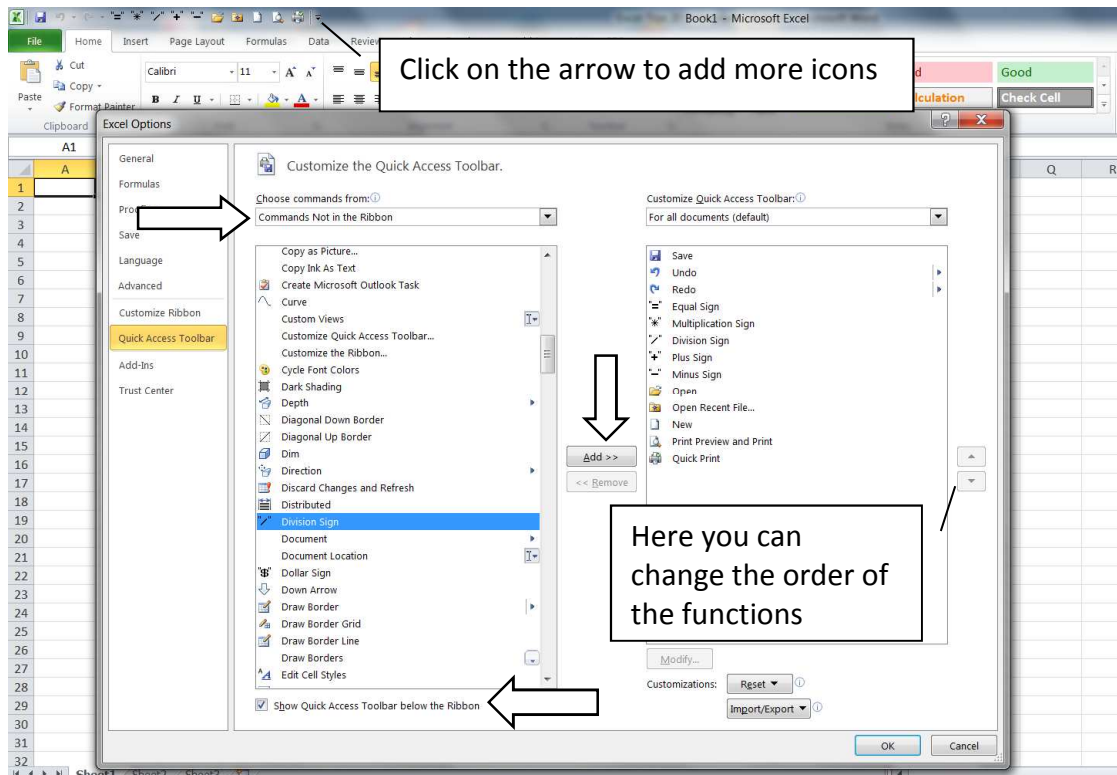
1 Excel Overview



2 Customize the Quick Access Toolbar

It is a very good idea to place icons you frequently use in the Quick Access Toolbar. I love to work with the mouse. Therefore, I place the icons to do calculations with in this place.

- Click on the **arrow** at the end of the Quick Access Toolbar and select **More commands**.
- Choose the category **Commands Not in the Ribbon**.
- Search the icons and add them to the Toolbar.



- To try out the new icons open the file **Weekend** from the training folder.

	A	B	C
1	Weekend in Barcelona		
2			
3	Column1	Hotel 1	Hotel 2
4	Nights	3	3
5	Price per Night	150	165
6	Total		
7	Discount	10%	15%
8	Net Total		

- To calculate with Excel you need to first click on the cell where you want to see the result. In our example click on **B6**.

Usually, you create your calculations with cell references. We would like to calculate the total of hotel 1.

- You need to start with the **Equal sign** in order that Excel knows it needs to calculate.
- Afterwards click on **B4** to get the number of nights.
- Insert the **multiplication sign** and then click on **B5**.

	A	B	C	D
1	Weekend in Barcelona			
2				
3	Title	Hotel 1	Hotel 2	
4	Nights	3	3	
5	Price per Night	150	165	
6	Total	=B4*B5		
7	Discount	10%	15%	
8	Net Total			
9				

- Finish the formula with **Enter**.