Microsoft Office Excel 2010
A Lesson Approach, Complete

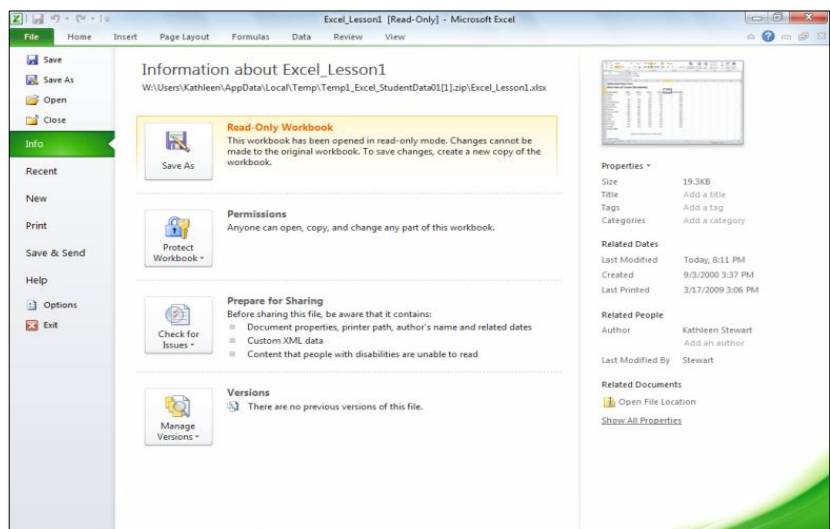| Page	Location	Notes for You About Unit 1 (Lessons 1–3)
Lesson 1		
5	Exercise 1-1 Paragraph 2	In the second paragraph for Exercise 1-1, the text refers to Share commands. This term is replaced by **Save & Send** in the latest versions of Office 2010.
14	Note 1	The note refers to the "frontmatter," and this means pages xlvii-xlviii.
14	Exercise 1-7	If you have opened the workbook from the Online Learning Center, the title bar will display **[Read Only]** until you save the workbook (Exercise 1-18). You may also see a status bar indicator, **Calculate**, for some workbooks opened from the OLC. Click this indicator to recalculate the worksheet.
19	Note	The note actually refers to Figure 1-12.
26	Figure 1-16	When the workbook is [Read Only], you will see that noted in Backstage View. See an illustration below.
26	Exercise 1-18	The file name in the Save As dialog box might be **Copy of Excel_Lesson1** if you opened the original from the OLC.
27, 42	Exercise 1-19 and Command Summary	The Zoom Out and Zoom In buttons are illustrated with the incorrect icons. Zoom Out ⊖ Zoom In ⊕
Lesson 2		
79	Exercise 2-19	At Step 15, click a worksheet cell to deselect the chart so that Ctrl + Home sets the pointer at cell A1.
83	Exercise 2-20	As you key the data for this exercise, your dollar signs will align immediately to the left of the first digit.
Lesson 3		
129	Exercise 3-24	For Step 2a, choose **Replace** from the menu after clicking the Find & Select button.

Figure 1-16 for a Read-Only workbook

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Page	Location	Notes for You About Unit 2 (Lessons 4–6)
Lesson 4		
140	Note	The note refers to the "frontmatter," which means pages xlvii-xlviii.
147	Exercise 4-5	The Keep Source Formatting button looks like this.
160	Exercise 4-14	In Step 7, the reference should be cell C27 for the Chicago value.
163	Exercise 4-17	Your page breaks depend on your installed printer and other settings at your computer. You may not see an automatic page break as shown in Figure 4-15.
167	Exercise 4-21	The command name in the shortcut menu is **Move or Copy** (Step 1).
174	Page 163 and Command Summary	The Page Orientation button may look like this.
177	Exercise 4-26	When you key the labels in column C, they will fit on a single line in your worksheet.
181	Exercise 4-29	In addition to changing the name in the custom footer, edit the file name.
Lesson 6		
257	Exercise 6-26	After you choose **Excel 97-2003 Workbook** (Step 7), click **Save As** near the bottom of the screen. Then you'll see the file name and folder and can click **Save.** The Compatibility Checker will run and you'll be at Step 9.

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Page	Location	Notes for You About Unit 3 (Lessons 7–9)
Lesson 7		
276	Note	The note refers to the "frontmatter," pages xlvii-xlviii.
287	Exercise 7-11	After Step 5, the text box may not be wide enough and its label may split into two lines. You can choose a smaller font size or resize the text box by dragging a left or right selection handle.
319	Exercise 7-36	The chart illustrates that more frequent visits *reduce* the average cost per visit. A higher average cost per visit is incurred by patients who visit infrequently.
320	Exercise 7-37	For Step 2, the shortcut menu shows **Unhide**.
Lesson 8		
325	Tip	In Windows 7, the status bar shows a thumbnail of each open workbook. You can see the name in the thumbnail.
341	Exercise 8-13	For Step 1, the shortcut menu shows **Unhide**.
343	Exercise 8-15	For Step 1, the shortcut menu shows **Unhide**.
354	Command Summary	The Paste Link button is an option for the main Paste button.
357	Exercise 8-25	In Steps 3d and 3e, there is no tab after you click the Total Row arrow. Choose **Sum** and choose **Count.**
360	Exercise 8-27	In Step 5f, the command in the shortcut menu shows **Unhide**.
Lesson 9		
370	Figure 9-2	Your workbook may not include the sparklines.
375	Exercise 9-8	If your workbook is missing the sparklines, you can simply start at Step 6. Or challenge yourself, and insert them in cells B6:B10 with default settings.
376	Exercise 9-9	At Step 6, the color for new results is blue, not red.
387	Exercise 9-19	For Step 1, the shortcut menu shows **Unhide**.
393	Exercise 9-23	The sparklines on the Scenarios sheet in your workbook have been removed, because Excel 97-2003 format does not support that feature.
396	Exercise 9-24	At Step 1e, the Security Warning bar displays **Enable Content**.
Unit 3 Applications		
411	Unit Application 3-2	If you do not have a **None** table style, choose any style you prefer and adjust your formatting as needed.

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Page	Location	Notes for You About Unit 4 (Lessons 10–12)
Lesson 11		
460	Exercise 11-1	In step 12, compare the values in columns B and C.
488	Exercise 11-25	The next code less than the lookup value ("L" in Step 2) is F. This treats characters in the alphabet as if they go up/down (higher or lower) in value as you go from A-Z.
Lesson 12		
538	Exercise 12-25	In step 2, copy the reference to row 18.
Unit 4 Applications		
544	Unit Application 4-3	In step 6, subtract the Goal amount from the Actual amount.

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| Page	Location	Notes for You About Unit 5 (Lessons 13–15)
Lesson 13		
566	Exercise 13-15	In step 4, you may find that clicking "Help on this function" will open directly in the SUBTOTAL function Help pane. Scroll to see the information.
577	Exercise 13-22	When you click the RefEdit collapse button in steps 4i and 4j, the current reference should be highlighted so that when you press Delete, the reference is deleted. If the current reference is not highlighted, drag to select it and press Delete.
577-578	Exercise 13-23	The Sort button looks like this:
580	Exercise 13-24	After you have completed Step 4, fix any border issues.
Lesson 14		
606	Exercise 14-18	When creating a Web query, you may see only one or two yellow rectangle table markers per page. Look in the top left corner of the NEI page for one of these markers.
620	Exercise 14-26	For Step 6, you might also edit the column labels to show a space between words. The imported data did not include a space, a common database property.
626	Exercise 14-32	At Step 5, **Transpose** in the Paste Special options looks like this

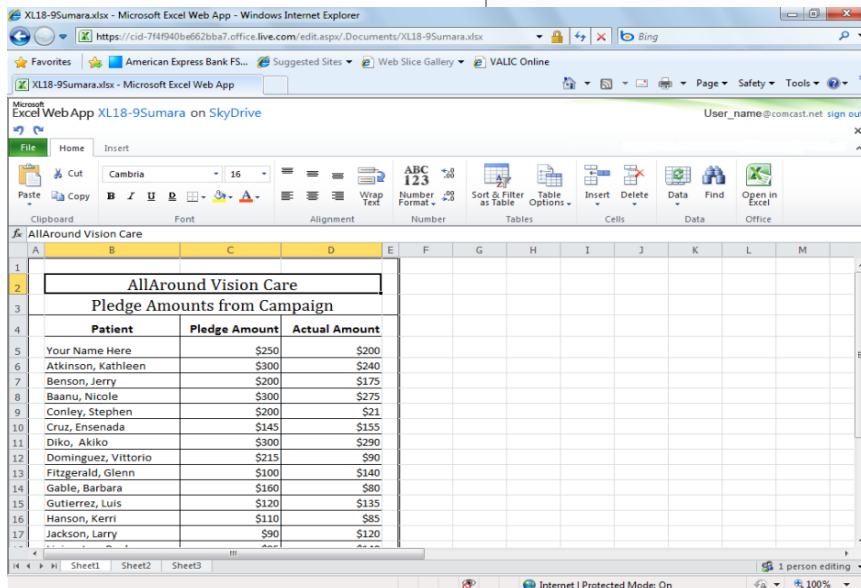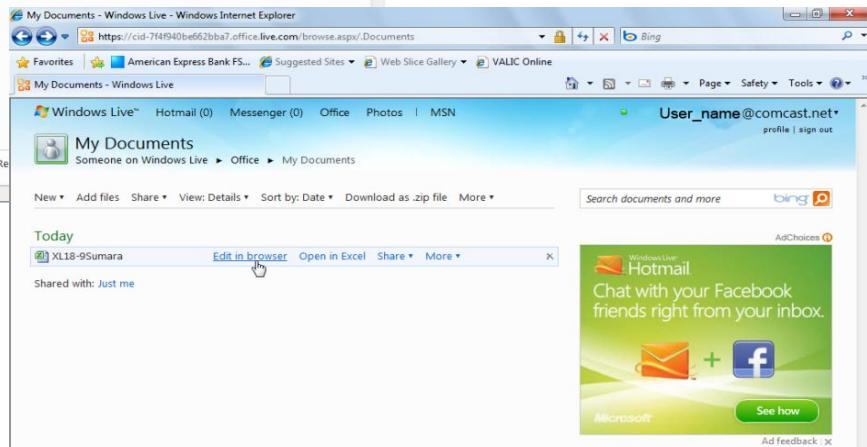# Microsoft Office Excel 2010
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Page	Location	Notes for You About Unit 6 (Lessons 16–18)
Lesson 16		
674	Exercise 16-1	When you open a workbook from an Internet source, you'll first have to remove Protected View. Then you'll see the Security Warning about macros.
680	Exercise 16-5	To switch to another open window (Step 1), hover at the Excel group on the Windows taskbar and choose the thumbnail.
696	Exercise 16-19	In Step 9, the two symbols are the two quotation marks.
697	Exercise 16-20	In Step 7, check the Details pane or the ScreenTip for the file.
Lesson 17		
717	Exercise 17-4	The Protect Sheet button looks like this:
719	Exercise 17-5	In Steps 12 and 13, the **Show All Properties** command is located near the bottom of the preview area. It toggles to **Show Fewer Properties**.
721	Exercise 17-8	The names of template categories at Microsoft Office Online are regularly updated. Look for **Lists and To-Do Checklist**s or something similar. Then look for **Business** or **Business lists**.
727	Exercise 17-13	In Step 3, the folder for macro-enabled templates is your personal templates folder.
730	Exercise 17-15	The Protect Workbook button looks like this:
Lesson 18		
756	Figure 18-8 and Step 11	You'll notice that the right pane currently displays Save to Windows Live SkyDrive. Note also that it may take several seconds for the Save As dialog box to open.
757	Figures 18-9 and 18-10	Your screen will likely appear slightly different, so use the text instructions as a guideline. You will see a command **Edit in browser** which will lead you to a screen similar to Figure 18-11. Three new images are provided on the next page, too.
757	Exercise 18-12, Step 6	Hover at the file name and you'll see commands in the highlighed area. From there choose **Edit in browser**.
759	Exercise 18-13	Between Steps 3 and 4, be patient. It may take several seconds before you see the Open dialog box.
759	Exercise 18-13, Step 10	To delete a file from SkyDrive, hover to highlight the file name. Then click the X at the far right of the highlighted area.
767	Exercise 18-17, Step 3	You'll note differences in Steps 3 and 4 since the SkyDrive site has been updated. Remember to hover at the file name to see available command names.

767	Exercise 18-17, Step 4	After you download the file, you may not see a dialog box with the **Close** command. And, above the Ribbon, click **SkyDrive** to return to your main page.
Unit 6 Applications		
773	Unit Application 6-2	In Step 1, look for the **Charts & diagrams** templates folder and then the **Business charts** folder. Microsoft often updates and changes these folder names and content.

Updated Figure 18-9, page 757
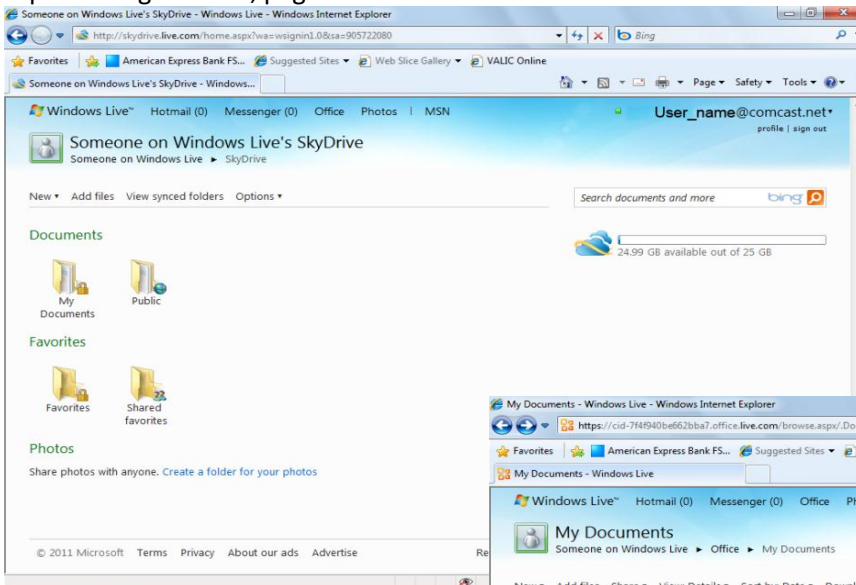
Updated Figure 18-10, page 758

Updated Figure 18-11, page 758