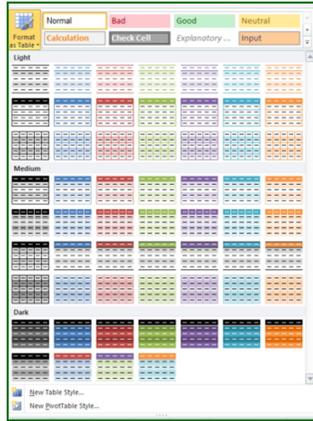


Excel

Format as table

Format as Table can be found on the **Home** tab. The selected cells will be converted into a table with a quick filter in the uppermost row. If the cell range is uninterrupted, Excel determines the range itself. If you want to convert the table into a normal range, you can do this in the **Table Tools** tab in the ribbon using the **Convert to Range** option.



Applying a filter

On the **Data** tab, in the **Sort & Filter** group, click the **Filter** button. A filter is then applied.



Conditional Formatting

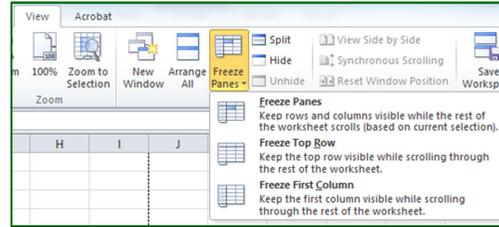
Conditional format sets a cell's format according to certain conditions. This means, for example, that data can be displayed with alternating shades or that cells with different values can be highlighted.

Select the cells to format. On the **Home** tab click the **Conditional Formatting** button and choose the category and command.

Vertegenwoordiger	Regio	Hotelkosten	Dinerkosten	Datum
Suurbier	Noord	140	45	27-1-2012
Gerrissen	Noord	135	89	29-1-2012
Perquin	Zuid	150	159	1-2-2012
Ferdinandsen	West	245	97	6-2-2012
Walstra	West	175	68	16-2-2012
Zaaijer	Noord	105	37	26-2-2012
Massy	Oost	105	56	3-3-2012
De Gool	Noord	190	47	9-3-2012
Harder	Zuid	300	45	11-3-2012
Hoekman	Noord	250	55	24-3-2012

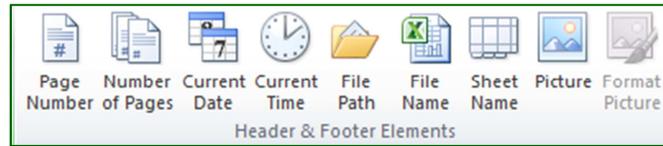
Freeze Row/Column

Select the cell below and to the right of the rows and columns you want to freeze. Go to the **View** tab and in the **Window** group click **Freeze Panes**. Select the first option: **Freeze Panes**.



Adding a header or footer

Go to the **Insert** tab and in the **Text** group click **Header & Footer**. You can then select specific names in the **Header & Footer Elements** group.



Worksheets

Add a new worksheet

To add a new worksheet click **Shift + F11**.

Delete a worksheet

Right-click the worksheet and select **Delete**.

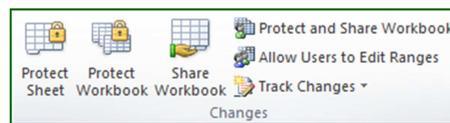
Renaming a sheet

Right-click the worksheet and select **Rename**.

Moving or copying a worksheet

Click and drag the worksheet to move it. To copy it, hold down **Ctrl** and then drag the worksheet.

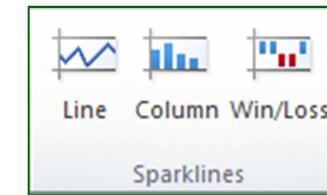
Protect or share a sheet



Click the **Review** tab and go to the **Changes** group to protect or share the sheet.

Sparklines

Sparklines are new to Microsoft Excel 2010. They are tiny charts that fit into a cell in a worksheet and display the data visually. Use sparklines to indicate trends in a series of values, such as seasonal increases or decreases, economic cycles or to highlight minimum and maximum values.



Select an empty cell or group of empty cells in which you wish to insert one or more sparklines. On the **Insert** tab, in the **Sparklines** group, click the type of sparkline you want to create: **Line**, **Column** or **Win/Loss**.

In the **Data Range** box type (or select) the range of cells that contain the data upon which you want to base the sparklines.

Typing in commands directly

When you type in a command, all the possible commands appear after you have typed in the '=' sign and the first letter. Once you have made your selection the system shows which arguments need to be entered.

