

MS Excel 2010- Home

Microsoft Excel is a commercial spreadsheet application, written and distributed by Microsoft for Microsoft Windows and Mac OS X. At the time of writing this tutorial the Microsoft excel version was 2010 for Microsoft Windows and 2011 for Mac OS X.

Microsoft Excel is a spreadsheet tool capable of performing calculations, analyzing data and integrating information from different programs.

By default, documents saved in Excel 2010 are saved with the .xlsx extension whereas the file extension of the prior Excel versions are .xls.

This chapter teaches you how to start an excel 2010 application in simple steps. Assuming you have Microsoft Office 2010 installed in your PC, start the excel application following the below mentioned steps in your PC.

Step 1 – Click on the **Start** button.



Start Button

Step 2 – Click on **All Programs** option from the menu.



All Programs

Step 3 – Search for **Microsoft Office** from the sub menu and click it.



Microsoft Office

Step 4 – Search for **Microsoft Excel 2010** from the submenu and click it.



Microsoft Excel 2010

This will launch the Microsoft Excel 2010 application and you will see the following excel window.

