



From 1st May 2022, our Microsoft Excel 2010 will cease to function. We will be using Excel 365 and this Quick Reference Guide is to help you identify the main changes from the old system to the new 365.



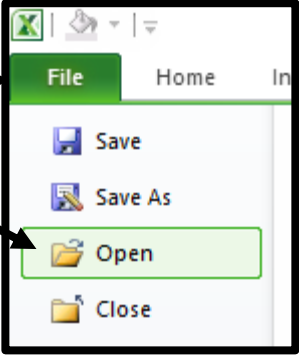
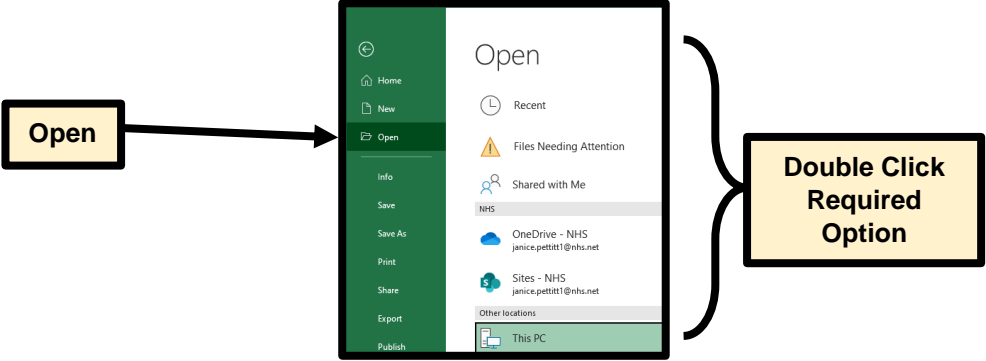
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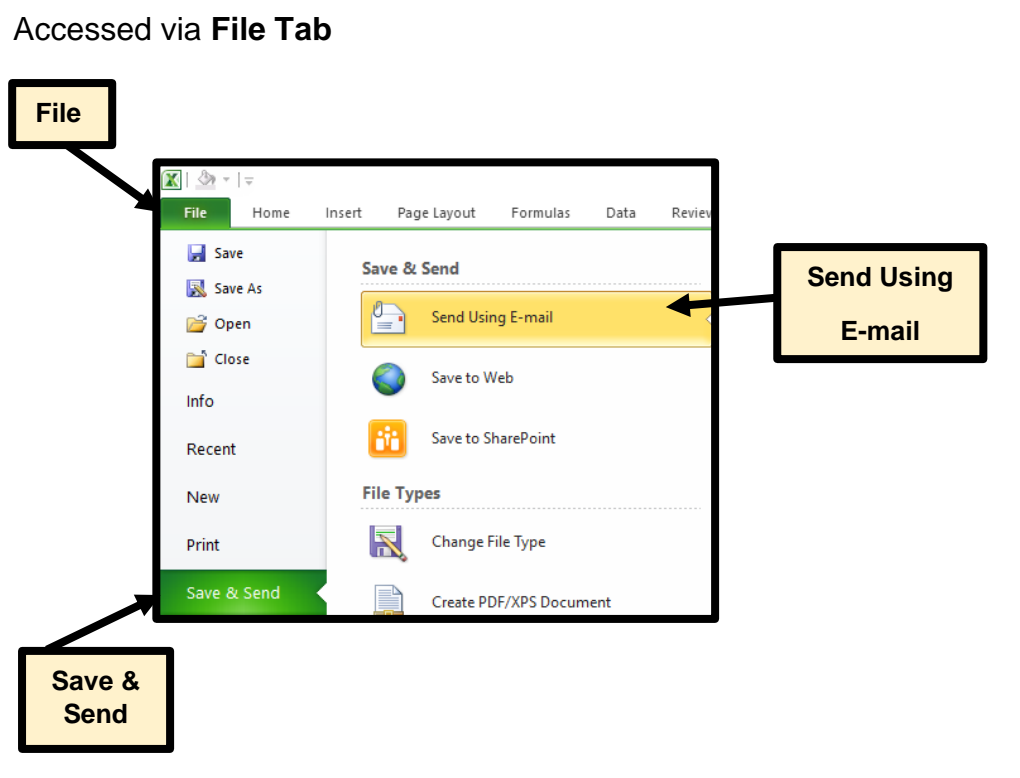
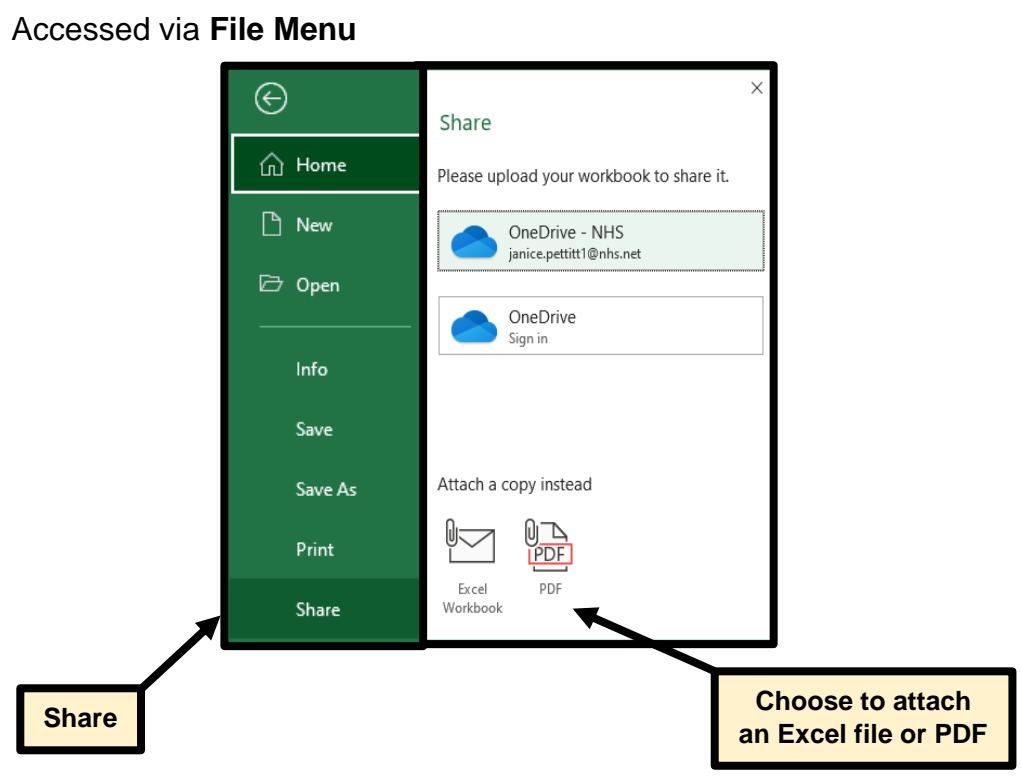
## Save & Save As

Excel 2010	Excel 365
<p>Accessed via the <b>File Tab</b></p>	<p>Accessed via <b>File Menu</b></p>
<p>Accessed via the <b>File Tab</b></p>	<p>Accessed via <b>File Menu</b></p>



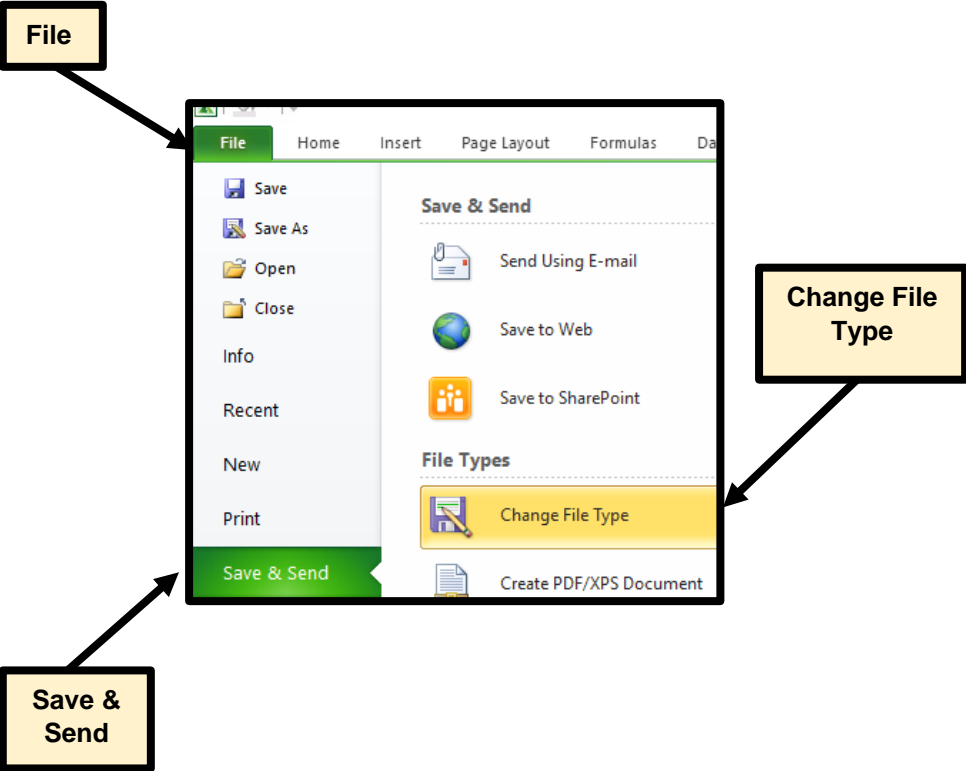
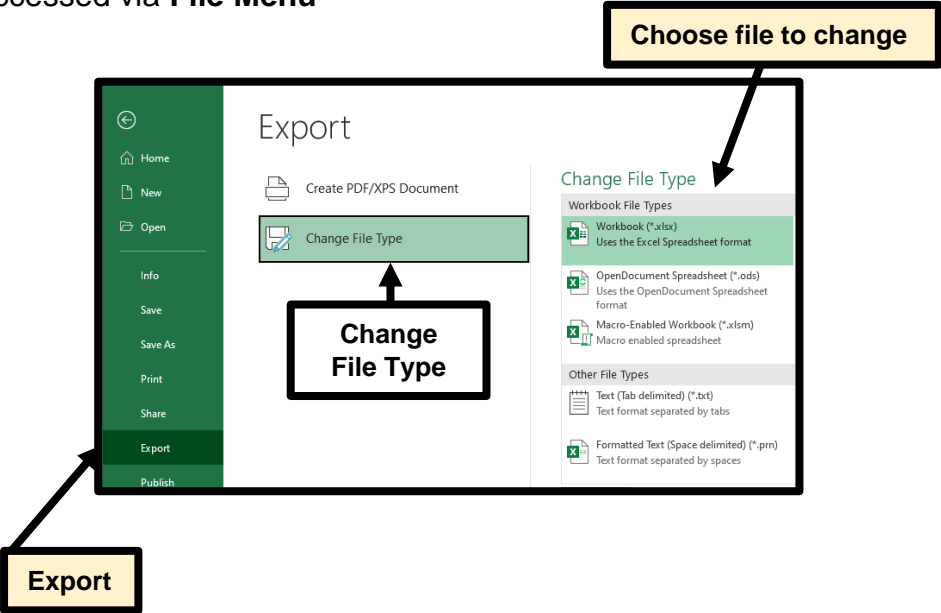
## Open

 Excel 2010	 Excel 365
<p>Accessed via <b>File Tab</b></p>  <p>A yellow box labeled "File&gt;Open" has two arrows pointing to the "File" tab and the "Open" option in the menu.</p>	<p>Accessed via <b>File Menu</b></p>  <p>A yellow box labeled "Open" has an arrow pointing to the "Open" option in the File menu. A bracket on the right side of the menu points to a yellow box labeled "Double Click Required Option".</p>



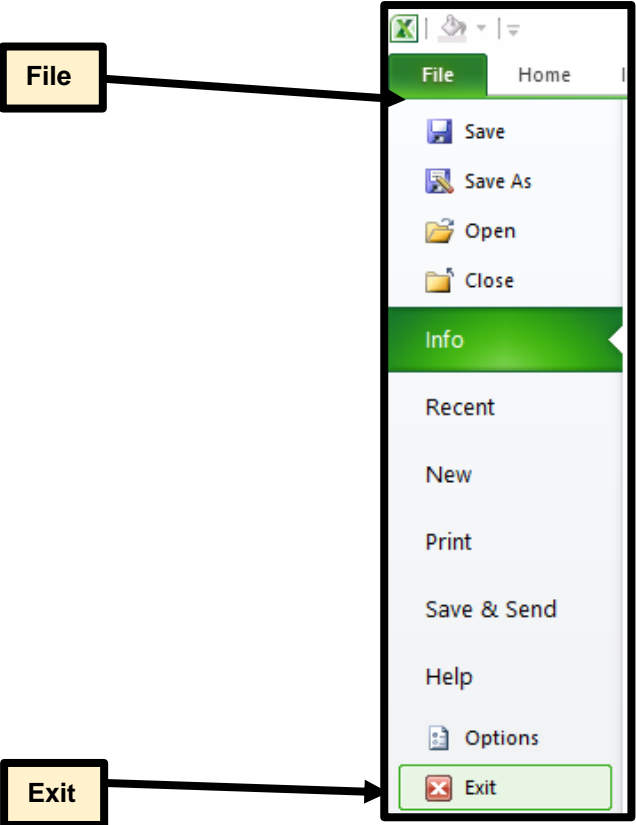
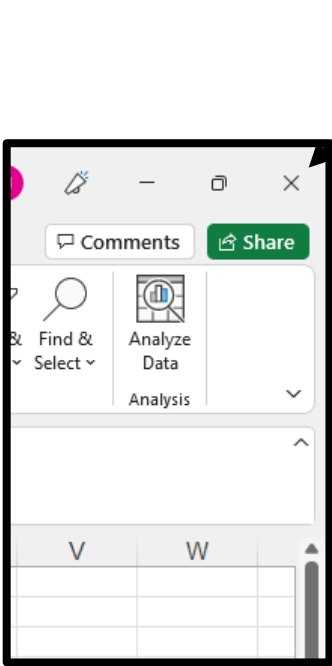
## Save & Send > Send Using E-mail

Excel 2010	Excel 365
<p>Accessed via <b>File Tab</b></p>  <p><b>File</b></p> <p><b>Save &amp; Send</b></p> <p><b>Send Using E-mail</b></p>	<p>Accessed via <b>File Menu</b></p>  <p><b>Share</b></p> <p><b>Choose to attach an Excel file or PDF</b></p>



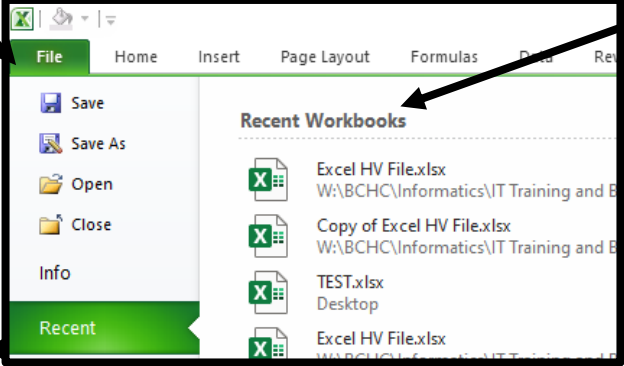
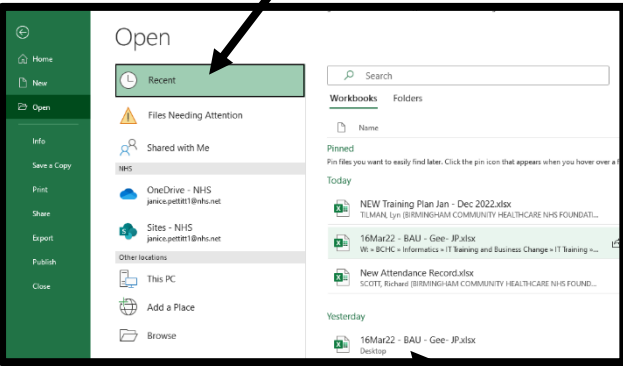
## Save & Send > Change File Type

 Excel 2010	 Excel 365
<p>Accessed via <b>File Tab</b></p>  <p>The screenshot shows the File tab in Excel 2010. The ribbon includes File, Home, Insert, Page Layout, Formulas, and Data. The File ribbon is expanded, showing options like Save, Save As, Open, Close, Info, Recent, New, Print, Save &amp; Send, and Create PDF/XPS Document. The 'Save &amp; Send' group is highlighted, and the 'Change File Type' option is selected. Callout boxes point to 'File', 'Save &amp; Send', and 'Change File Type'.</p>	<p>Accessed via <b>File Menu</b></p>  <p>The screenshot shows the File menu in Excel 365. The menu includes Home, New, Open, Info, Save, Save As, Print, Share, Export, and Publish. The 'Export' option is selected, opening the 'Export' task pane. In the 'Export' pane, the 'Change File Type' option is highlighted. The 'Change File Type' task pane is also visible, showing various file formats. Callout boxes point to 'Export', 'Change File Type', and 'Choose file to change'.</p>



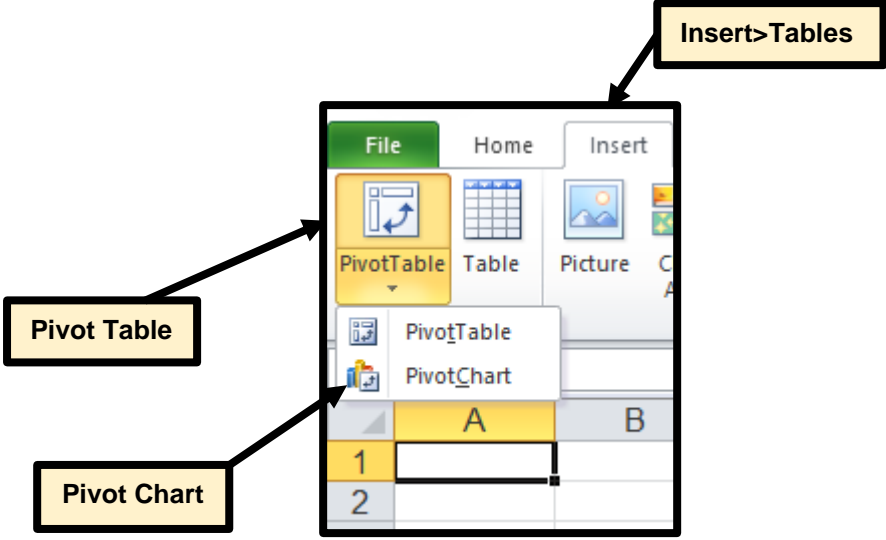
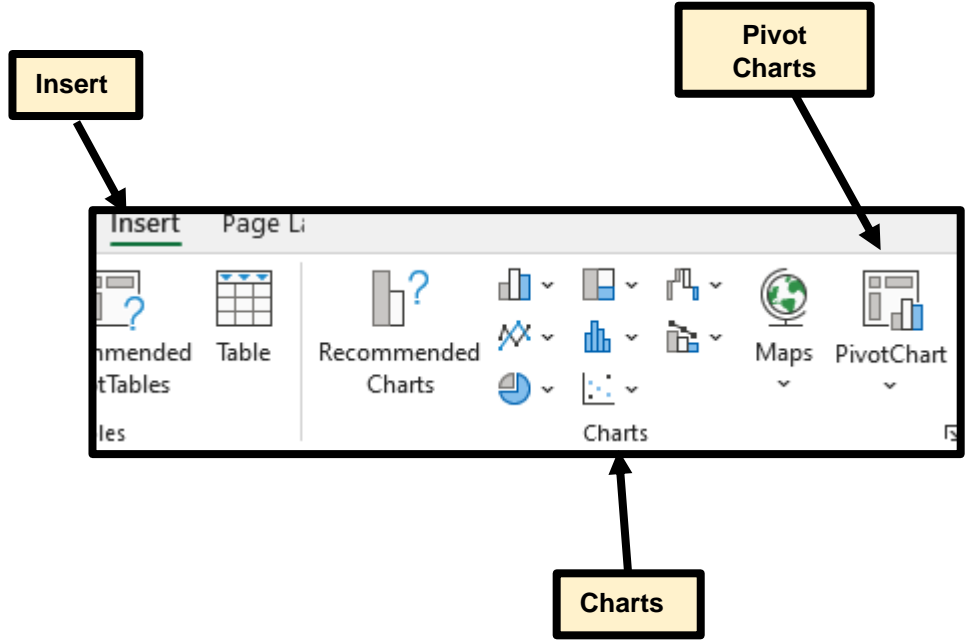
## File>Exit

 <b>Excel 2010</b>	 <b>Excel 365</b>
<p>Accessed via <b>File Tab</b></p>  <p>The screenshot shows the File menu in Excel 2010. A yellow box labeled 'File' has an arrow pointing to the 'File' tab in the ribbon. Another yellow box labeled 'Exit' has an arrow pointing to the 'Exit' option at the bottom of the File menu.</p>	<p>Accessed via <b>Workbook</b></p>  <p>The screenshot shows the top right corner of the Excel 365 workbook window. A yellow box labeled 'Click X (Top right of Workbook)' has an arrow pointing to the 'X' close button in the window's title bar.</p>

## File>Recent



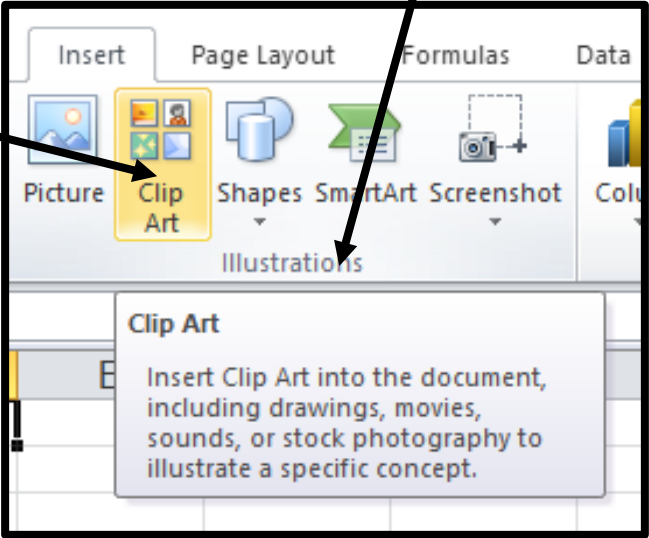
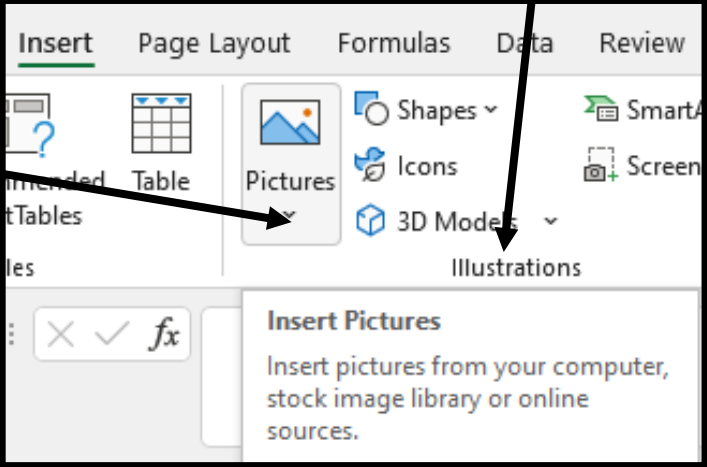
 <b>Excel 2010</b>	 <b>Excel 365</b>
<p>Accessed via <b>File Tab</b></p>  <p>The screenshot shows the File tab selected in the ribbon. The 'Recent' group is highlighted, and the 'Recent Workbooks' list is visible. Callouts point to the 'File' tab, the 'Recent' button, and the 'Recent Workbooks' list.</p>	<p>Accessed via <b>File Menu</b></p>  <p>The screenshot shows the File menu open. The 'Open' option is selected, and the 'Recent' section is highlighted. Callouts point to the 'Open' menu item, the 'Recent' section, and a specific workbook in the list.</p>

## Tables>Pivot Table/Pivot Chart



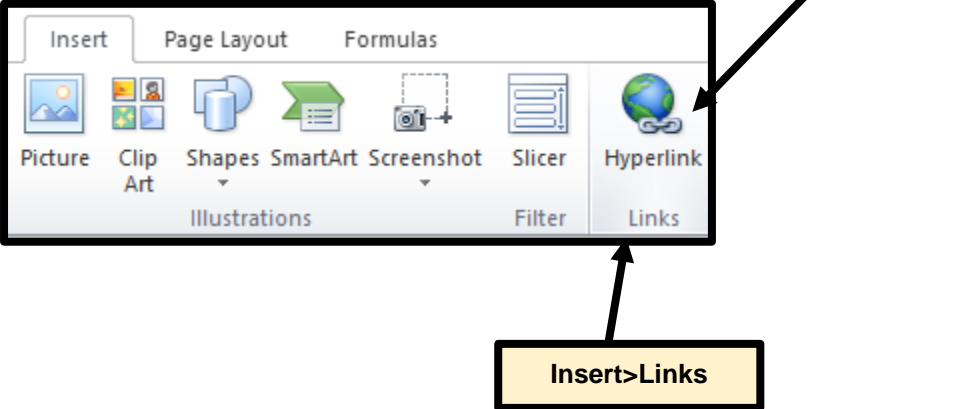
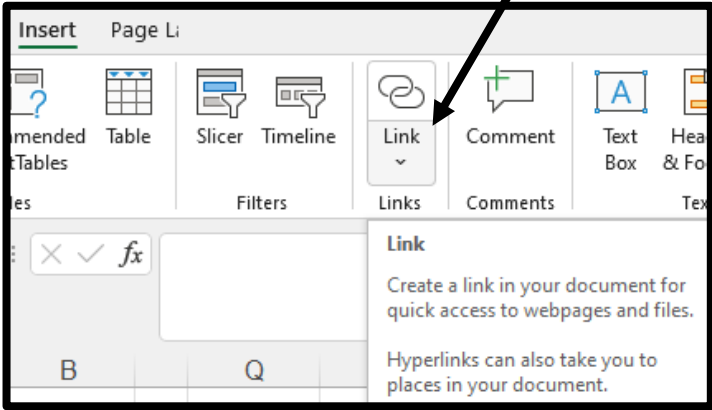
 Excel 2010	 Excel 365
<p>Accessed via <b>Insert Tab</b></p>  <p><b>Insert&gt;Tables</b></p> <p><b>Pivot Table</b></p> <p><b>Pivot Chart</b></p>	<p>Accessed via <b>Insert Tab</b></p>  <p><b>Insert</b></p> <p><b>Pivot Charts</b></p> <p><b>Charts</b></p>





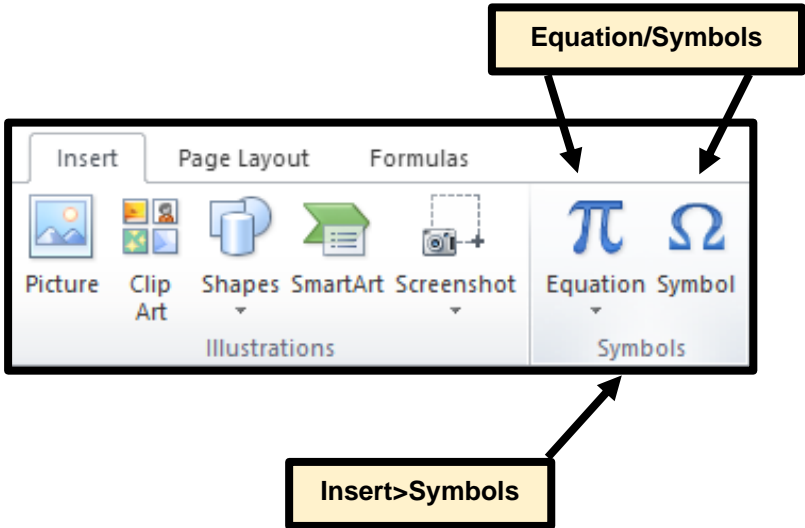
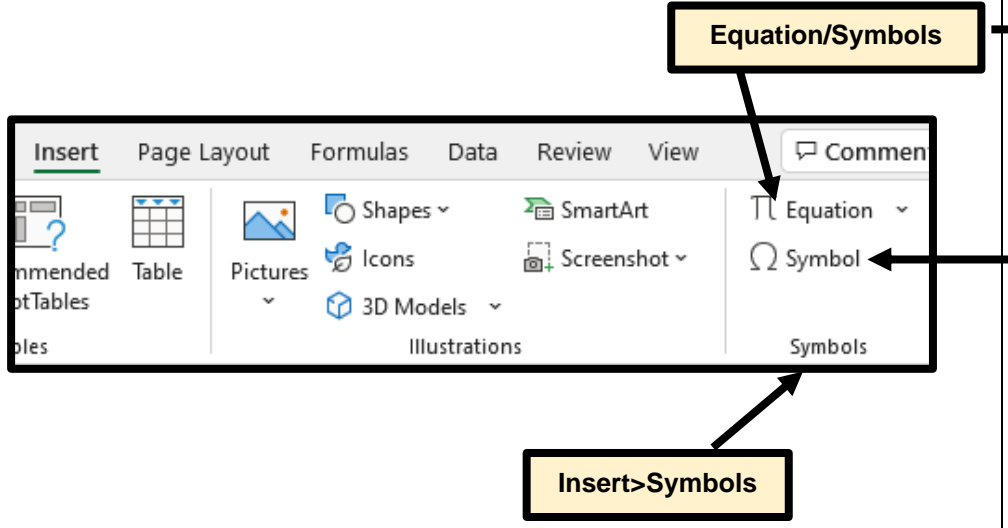
## Illustrations>Clipart

 Excel 2010	 Excel 365
<p>Accessed via <b>Insert Tab</b></p> <p><b>Insert&gt;Illustrations</b></p>  <p><b>Clipart</b></p> <p><b>Clip Art</b></p> <p>Insert Clip Art into the document, including drawings, movies, sounds, or stock photography to illustrate a specific concept.</p>	<p>Accessed via <b>Insert Tab</b></p> <p><b>Insert&gt;Illustrations</b></p>  <p><b>Pictures</b></p> <p><b>Insert Pictures</b></p> <p>Insert pictures from your computer, stock image library or online sources.</p>

## Links>Hyperlink

 Excel 2010	 Excel 365
<p>Accessed via <b>Insert Tab</b></p>  <p>Hyperlink</p> <p>Insert&gt;Links</p>	<p>Accessed via <b>Insert Tab</b></p>  <p>Insert&gt;Link</p> <p>Link</p> <p>Create a link in your document for quick access to webpages and files.</p> <p>Hyperlinks can also take you to places in your document.</p>

## Symbols>Equation/Symbol

 Excel 2010	 Excel 365
<p>Accessed via <b>Insert Tab</b></p>  <p><b>Equation/Symbols</b></p> <p><b>Insert&gt;Symbols</b></p>	<p>Accessed via <b>Insert Tab</b></p>  <p><b>Equation/Symbols</b></p> <p><b>Insert&gt;Symbols</b></p>



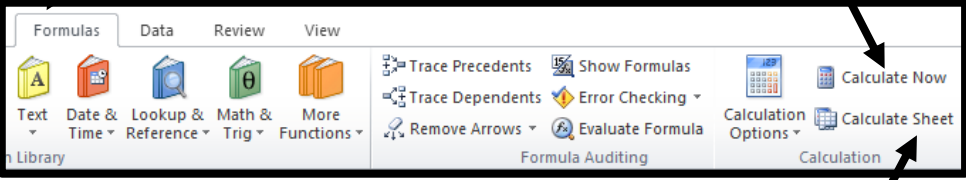
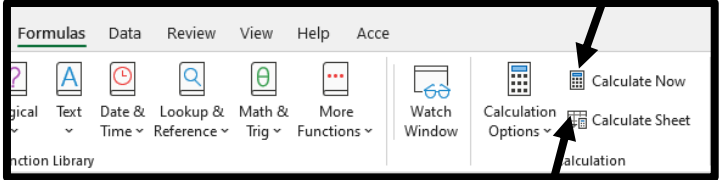
## Charts>Column>Choose Chart

Excel 2010	Excel 365
<p>Accessed via <b>Insert Tab</b></p> <p><b>Column</b></p> <p><b>Choose Chart Type</b></p> <p><b>3-D Column</b></p> <p><b>Cylinder</b></p> <p><b>Chart Tools&gt;Format</b></p> <p><b>Insert&gt;Charts</b></p> <p><b>Insert&gt;Charts</b></p>	<p>Accessed via <b>Insert Tab</b></p> <p><b>Column</b></p> <p><b>Insert&gt;Charts</b></p> <p><b>Insert Column or Bar Chart</b></p> <p>Use this chart type to visually compare values across a few categories.</p> <p>Click the arrow to see the different types of column and bar charts available and pause the pointer on the icons to see a preview in your document.</p>

## Chart Tools>Design>Type

Excel 2010	Excel 365
<p>Accessed via <b>Chart Tools</b></p> <p><b>Chart Tools&gt;Design</b></p> <p><b>Type&gt;Save As Template</b></p>	<p>Accessed via <b>Insert Tab</b></p> <p><b>Right-Click Chart</b></p> <p><b>Save As Template</b></p>

## Formulas>Calculation

 Excel 2010	 Excel 365
<p>Accessed via <b>Formulas Tab</b></p> <p><b>Formulas</b>      <b>Calculation&gt;Calculate Now</b></p>  <p><b>Calculation&gt; Calculate Sheet</b></p>	<p>Accessed via <b>Formulas Tab</b></p> <p><b>Formulas</b>      <b>Calculation&gt;Calculate Now Button</b></p>  <p><b>Calculation&gt;Calculate Sheet Button</b></p>

## Data>Data Tools

<p><b>Excel 2010</b></p>	<p><b>Excel 365</b></p>
<p>Accessed via <b>Data Tab</b></p>	<p>Accessed via <b>Data Tab</b></p>
<p>Accessed via <b>Data Tab</b></p>	<p>Accessed via <b>Data Tab</b></p>



Excel 2010

Accessed via **Data Tab**

**Data**

**Consolidate**

**Data Tools**



Excel 365

Accessed via **Data Tab**

**Data**

**Consolidate Button**

**Data Tools**

Accessed via **Data Tab**

**Data**

**What if Analysis**

**Scenario Manager > Goal Seek > Data Table**

Accessed via **Data Tab**

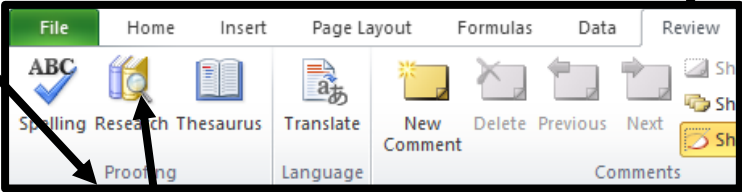
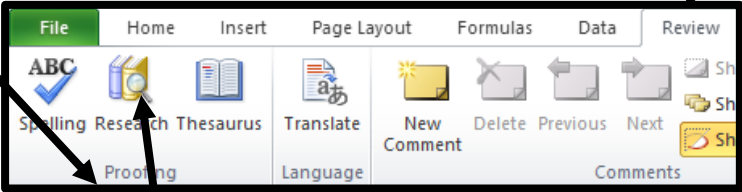
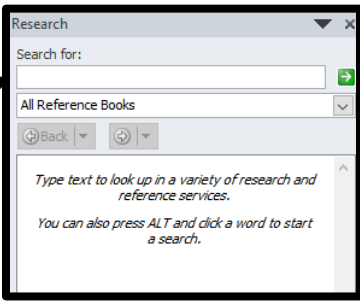
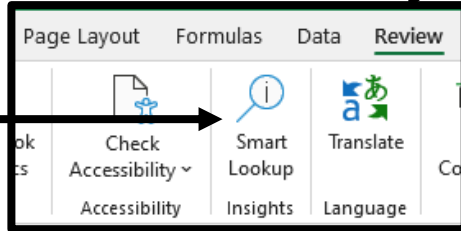
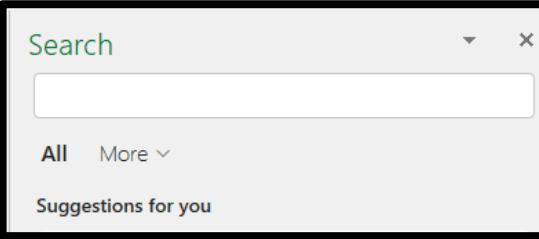
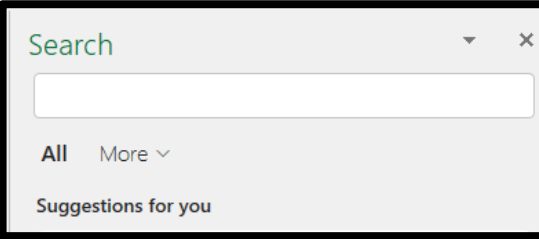
**Data**

**What if Analysis**

**Forecast**



## Review Tab

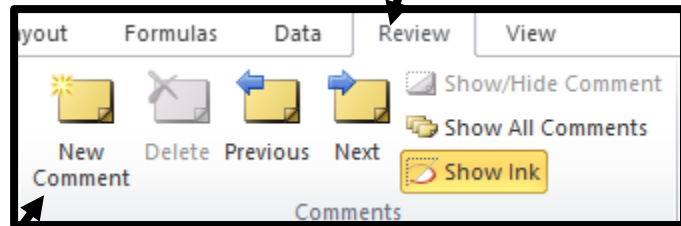
Excel 2010	Excel 365
<p>Accessed via <b>Review Tab</b></p> <p><b>Proofing</b></p>  <p><b>Review</b></p>  <p><b>Research</b></p>  <p><b>Research Pane</b></p>	<p>Accessed via <b>Review Tab</b></p> <p><b>Review</b></p>  <p><b>Smart Lookup</b></p>  <p><b>Search Pane</b></p>  <p><b>Insights</b></p>



Excel 2010

Accessed via **Review Tab**

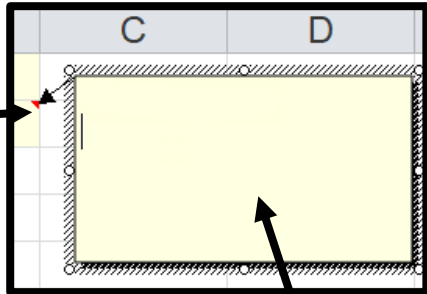
Review



New Comment

Comments

Comment Indicator



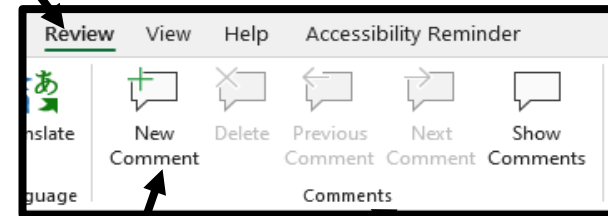
New Comment Text Entry



Excel 365

Accessed via **Review Tab**

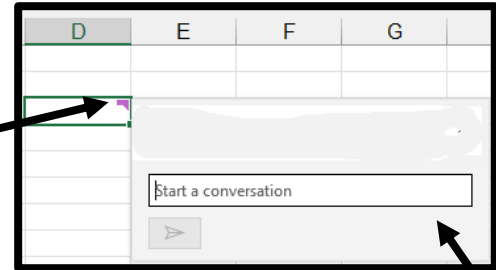
Review



New Comment

Comments

Comment Indicator



New Comment Text Entry

## View Tab

Excel 2010	Excel 365
<p>Accessed via <b>View Tab</b></p> <p>Callouts: <b>Workbook Views</b>, <b>Full Screen</b>, <b>View</b></p>	<p>Accessed via <b>View Tab</b></p> <p>Callouts: <b>Full Screen View - Removed</b>, <b>Workbook Views</b>, <b>View</b></p> <p>Double Click on any of the ribbon tabs/menus – Display will change to full screen</p> <p>Callouts: <b>Hide Quick Access Toolbar</b>, <b>Customize the Ribbon...</b>, <b>Collapse the Ribbon</b></p> <p>Right Click on any of the ribbon tabs – Select Collapse the Ribbon</p>