

Master It!

Microsoft Excel



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SAMPLE

Chapter 1

Excel Basics

EXERCISE 1

- Change active cell
- Change between worksheets
- View/hide different elements on the screen
- Zoom

EXERCISE 2

- Enter labels
- Make corrections
- Undo/redo
- Clear/delete cell contents

EXERCISE 3

- Values & Numeric Labels
- Fractions & Mixed numbers
- Dates

EXERCISE 4





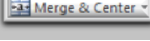
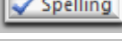

- Column width/Row height
- Data alignment
- Merge and center

EXERCISE 5

- Autocomplete
- Pick from List
- Autocorrect
- Spelling

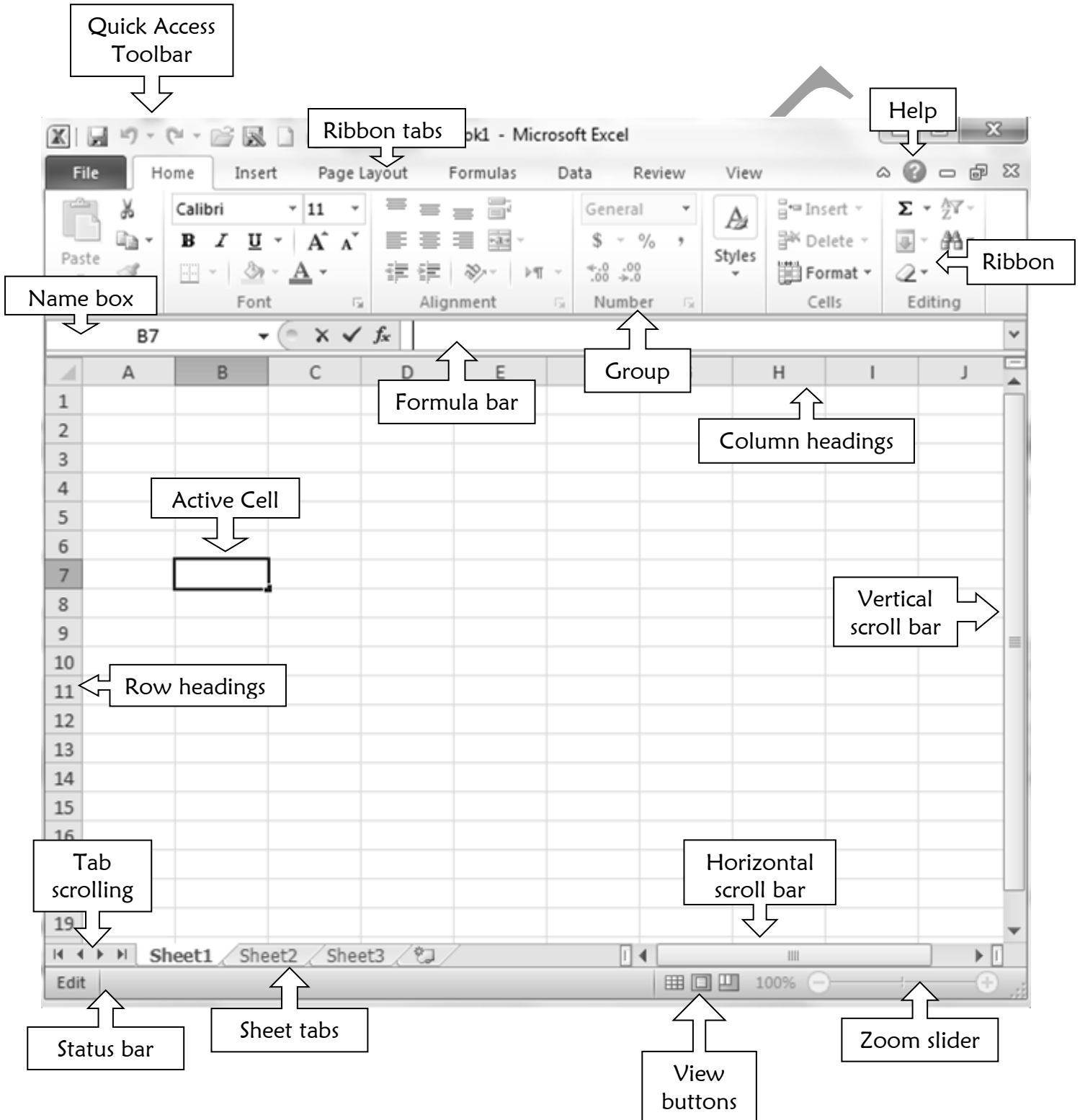
EXERCISE 6

- Autofill
- Create series
- Copy cells
- Copy formatting

COMMANDS	RIBBON / GROUP	BUTTON	SHORTCUT
Align text left, center, right	Home / Alignment		
Align top, center, bottom	Home / Alignment		
Clear cell contents	Home / Editing		
Go to	Home / Editing		Ctrl + G
Merge and center	Home / Alignment		
Spell check	Review / Proofing		
View/ hide screen elements	View / Show		

Introduction

EXCEL WINDOW



Exercise 1

- CHANGE ACTIVE CELL
- CHANGE BETWEEN WORKSHEETS
- ZOOM
- VIEW/HIDE DIFFERENT ELEMENTS ON THE SCREEN

TERMS

- **Active cell:** The cell that contains the cell pointer.
- **Cell:** The intersection of a column and row on a worksheet. Each box is a cell for data to be entered into.
- **Cell pointer:** A dark outline around the active cell.
- **Cell reference/cell address:** The location of the cell on the worksheet identified by the column letter and row number {i.e. B12}
- **Column heading:** The letter for each column used to identify the cell address.
- **Formula bar:** The bar that provides information about the active cell. As you enter information into a cell it simultaneously appears in the formula bar.
- **Name box:** The box that displays the cell reference of the active cell.
- **Row heading:** The number for each row used to identify the cell address.
- **Sheet tabs:** The tabs that tell us the name of the worksheet and allows us to switch between worksheets - on the bottom left of the window.
- **Workbook:** A file created in Excel.
- **Worksheet:** The sheets of paper in a workbook. The work area for entering data; made up of columns and rows.

APPLICATION

1. List 5 ways to go to a specific cell.

2. Which ribbon do you use to hide/view the different window elements?

NOTES

PRACTICE IT!

1. Follow these steps to start Excel from the taskbar:
 - a. Click Start.
 - b. Select All Programs, Microsoft Office, and then Microsoft Office Excel.
2. Move the active cell pointer using the keyboard:
 - a. Press the right arrow key four times until cell E1 is highlighted.
 - i. Type your name.
 - b. Press the down arrow key four times until cell E5 is highlighted.
 - i. Type your class.

✓ *View the cell reference in the name box.*
3. Click cell H9 to make it the active cell.

✓ *View the cell reference in the name box.*
4. Press F5 to activate the Go To command.
5. In the reference text box, type T98.
6. Click OK.

✓ *The active cell changes to T98.*
7. Click in the name box to change the active cell to the following, pressing Enter after each new cell address:
 - a. B1492 (row 1492, column B).
 - b. XFD1048576 (bottom right of worksheet).
8. Press Ctrl+Home to move to cell A1.
 - a. Type in the cell: **XL01**.
9. Display sheet 2.
10. Click cell D4.
11. Point to the horizontal scroll bar and click the right scroll arrow.

✓ *The worksheet moves right by one column but the active cell does not change.*
12. Redisplay Sheet1.

✓ *The active cell for Sheet1 remains the same (A1). It did not change even as you changed the active cell on Sheet2.*
13. Hide the formula bar.
14. Change to Page Layout view.
15. Return to Normal view.
16. Restore the formula bar.
17. Zoom to 150%.
18. Save the file as XL01_xx.

✓ *NOTE: every time it says to save as _xx do not type xx – instead, replace xx with your initials.*
19. Print & close.

REVIEW IT!

1. Start Excel.
2. Move the pointer to cell H8 using the arrow keys. Type **RV01**.
3. Change to Sheet3.
4. Using Go To, move the active cell to the following:
 - a. Q201
 - b. C96
 - c. HHH1000
5. Change back to Sheet1.
6. Using the Name box, move the active cell to the following:
 - a. G6 and type your first name.
 - b. B40 and type your last name.
 - c. ZA671
7. Using Go To move the active cell back to C96.
8. Zoom to 75%.
9. Using the mouse, move the active cell to the following:
 - a. R10
 - b. K21
 - c. F32 type your class name.
10. Hide the gridlines.
11. Change to Full Screen view.
12. Return to Normal view by pressing Esc.
13. Redisplay the gridlines.
14. Save the file as RV01_xx. *Remember: Replace xx with your initials.*
15. Print & close.

Exercise 2

- ENTER LABELS
- UNDO / REDO
- MAKE CORRECTIONS
- CLEAR / DELETE CELL CONTENTS

TERMS

- **Default:** The standard preprogrammed settings.
- **Labels:** A text entry in a cell.

APPLICATION

1. What are different ways to finalize a cell entry?

2. How do you enable cell editing?

3. How are labels, by default, aligned in a cell?

4. What happens if a label is longer than the cell?

5. What's the difference between deleting cell contents and canceling an entry?

6. How do you insert a line break in a cell?

7. What are row labels and column labels?

NOTES

PRACTICE IT!

1. Start Excel, if necessary.
2. Start a new blank workbook.
3. Put your name in A1 and exercise name in A2.
4. Save the file as XL02_xx. (*Replace xx with your initials.*)
5. Go to cell C2. Begin typing, **Appliance Services** but do not finalize the entry.
6. Cancel the entry.
 - ✓ *The **Cancel** button is located to the left of the formula bar.*
7. Instead, enter **Appliance Services** in cell A4.
8. In cell B6 begin typing **Customers serviced**, but before you press enter, use backspace to correct the entry so that it reads **Customers received service**.
9. In cell A9 type **Dryer** and press enter.
10. Click in cell A9 and replace its contents by typing **Washer/dryer**.
11. In column A, type the rest of the entries, exactly as follows:
 - a. Cell A10: **Refrigerater**
 - b. Cell A11: **Freezer**
 - c. Cell A12: **Air conditioner**
 - d. Cell A13: **Heating system**
 - e. Cell A14: **Oven**
12. Make cell A15 active. Click in the formula bar and type **Totals**.
13. You misspelled two of the entries. Enable cell editing to correct them:
 - a. Cell A10: **Refrigerator**
 - b. Cell A12: **Air conditioner**
14. Enable cell editing to correct the entry in cell A4 so that it reads **Appliance Repair Services**
15. Use the Clear Contents command to clear cell A14.
16. Enter the column labels for row 8 as shown in Illustration A.
 - a. Correct any errors using the method you choose.
 - b. Insert a line break in order for **Toms River** to go on 2 lines.
17. 5 people had their washer/dryer serviced in Lakewood. Enter **5** into cell B9.
 - ✓ *Notice that some labels in column A extend into column B. As long as column B is empty you see the entire entry. But once you enter data into column B the labels are cut off.*
 - a. Undo the last action.
18. Print your worksheet.
19. Close the file, saving all changes.

Illustration A

	A	B	C	D	E	F
1	name					
2	XL02					
3						
4	Appliance Repair Services					
5						
6		Customers received service				
7						
8		Lakewood	Bricktown	Howell	Toms River	
9	Washer/dryer					
10	Refrigerator					
11	Freezer					
12	Air Conditioner					
13	Heating system					
14	Oven					
15	Totals					
16						

REVIEW IT!

1. Start Excel, if necessary.
2. Start a new blank workbook.
3. Put your name in A1 and exercise name in A2.
4. Save the file as RV02_xx. (*Replace xx with your initials.*)
5. Create a worksheet to track cookie sales for your grade; you will be setting it up in a table format, but will not include any specific order information yet:
 - a. Enter a title for the worksheet.
 - b. Enter column labels for each cookie type. (i.e.: chocolate chip, oatmeal, etc.) Enter at least 5 cookie types.
 - c. Enter row labels for each person in your grade who has placed an order. Enter at least 6 names.
6. Print your worksheet.
7. Close the file, saving all changes.

SAMPLE

Exercise 3

- VALUES AND NUMERIC LABELS
- DATES
- FRACTIONS AND MIXED NUMBERS

TERMS

- Value:** A number entry in a cell.
- Numeric label:** A number treated as a label with no value significance and will not be used in a calculation.
- Label prefix:** An apostrophe {'} used to indicate that a number is a label and not a value.

APPLICATION

- When would you make a number into a numeric label?

- How do you make a number into a numeric label?

- How do you enter a fraction into a cell? What about a mixed number?

- What are two examples of correct formats to use when entering dates?

- What's the shortcut for today's date?

NOTES

PRACTICE IT!

1. Start Excel, if necessary.
2. Open XL03_xx.
3. Save the file as XL03_xx. (Replace xx with your initials.)
4. Put your name in F11 and exercise name in F12.
5. Click cell B12 and enter the phone number **288-0217**.
6. Complete the section under the word Invoice as shown in Illustration A.
 - a. Type today's date in cell F3.
 - ✓ Make sure the invoice and the member numbers are entered as a numeric label, and that you instruct Excel to ignore the error.
 - b. Enter the invoice number in cell F4.
 - c. Replace Customer ID with **Member #**.
 - d. In cell F5, type the member number **77894**.
 - e. Enter a due date in cell F15 that is next month, same day as today. (Do not use the date that is in the illustration.)
 - ✓ Use the format, mm/dd/yy to enter the due date.
7. Enter the Qty, Size, & Unit Price values for the order from Hoji, as shown in Illustration A.
 - ✓ The total for each item and the total invoice amount is computed automatically. **Do not touch the Line Total column!!!**
 - ✓ Do not type \$ symbols. You will learn about them in Chapter 3.
 - ✓ Ignore all cell alignments that were customized for this invoice.
8. In cell C41 enter **1/2**. (This should be entered as a fraction and not as a date!)
9. In cell D41 enter **paid**.
10. Print. Close the workbook, saving all changes.

Illustration A

	A	B	C	D	E	F	G
1	YOUR LOGO HERE		<i>Invoice</i>				
3	Michigan Ave. Athletic Club				Date:	2/23/2010	
4					Invoice #:	451520	
5					Member #	77894	
6							
7							
8	To:	Hoji Chen					
9							
10		12 W. 21st Street					
11		Chicago, Illinois 60602					
12		288-0217					
13							
14	Salesperson	Job	Payment Terms		Due Date		
15	Jennifer Fulton	AR Supervisor	Due upon receipt		3/23/10		
16							
17	Qty	Description	Size	Unit Price	Line Total		
18	2	Red and Black T shirt	15 1/2	\$ 36.00	\$	72.00	
19	1	Light Blue Sweat Shirt	15 1/2	41.00	41.00		
20	1	Navy Blue Jogging Suit	34	79.00	79.00		
21	3	White Rockport Sneakers	10 1/2	90.00	270.00		
22							

REVIEW IT!

1. Start Excel, if necessary.
2. Start a new blank workbook and save it as RV03_xx. (*Replace xx with your initials.*)
3. Put your name in A1 and exercise name in A2.

Create a worksheet to track the orders for new little league uniforms for the team you coach.

4. Type a title for your report in cell B3.
5. Enter the following labels as column labels starting in Column B (all on same row):
 - a. ID Number
 - b. Name
 - c. Address
 - d. City
 - e. ZIP Code
 - f. Uniform Size
 - g. Cap Size
 - h. Deposit
6. In the rows below the column labels enter data for at least 4 orders.
 - a. Make sure you enter the ID Number & ZIP Code as a label.
 - b. Enter uniform and cap sizes that use fractions.
 - c. Enter an amount for the deposit.
7. Print the worksheet.
8. Close the workbook, saving all changes.

Exercise 4

- DATA ALIGNMENT
- MERGE AND CENTER
- COLUMN WIDTH / ROW HEIGHT

TERMS

- **Cell Orientation:** The slant of text in a cell.

APPLICATION

1. Why do ##### display in a cell?

2. How do you fix this error?

3. How do you adjust column width to fit longest entry?

4. What's the difference between adjusting the column width *to fit longest entry* versus *as much as necessary*?

5. How do you set the slant of the text in the cell?

NOTES

PRACTICE IT!

1. Start Excel, if necessary.
2. Open XL04_xx.
3. Save the file as XL04_xx. (Replace xx with your initials.)
4. Put your name in A1 and exercise name in A2.
5. Drag with the mouse to adjust the width of column A so that the row labels (appliances) can be seen fully.
 - ✓ You shouldn't adjust column A to fit its data automatically, because if you did, the column would be adjusted to the width of the company name which is also in column A, and it would be too wide for its data.
6. Adjust columns B through F to fit their data by using the following steps.
 - a. Drag over the column headings for columns B through F.
 - b. Move the mouse pointer to the right edge of the heading for column F.
 - c. Double-click, and all the selected columns will be adjusted to fit their longest entry.
7. Column B is too wide because it was adjusted to fit the worksheet title. Click cell B8 and use the ribbon to auto fit column width.
8. Enter the number of clients serviced in each location *centered*, as shown in Illustration A.
9. Enter the report number as a label in cell G6. (See Illustration A.)
10. Center the title (*Customers Serviced*) across columns B-F.
11. Change the orientation of the column labels (Row 8) to *Angle Counterclockwise*.
12. Right align the Appliances and Totals in Column A.
13. Change the row height for the company name (*Appliance Repair Services*) to 50.
14. Vertically align the company name in the middle.
15. Print the worksheet.
16. Close the workbook, saving all changes.

Illustration A

	A	B	C	D	E	F	G	
1								
2								
3								
4	Appliance Repair Services							
5								
6		Customers Serviced					7742613	
7								
8		Lakewood	Bridgtown	Howell	Jackson	Toms River		
9	Washer/dryer	120	91	157	57	211		
10	Refrigerator	98	80	113	41	168		
11	Freezer	82	85	95	39	101		
12	Air conditioner	13	21	29	11	59		
13	Heating system	354	468	394	103	573		
14								
15	Totals							

REVIEW IT!

1. Start Excel, if necessary.
2. Open RV04_xx.
3. Save the file as RV04_xx. (*Replace xx with your initials.*)
4. Put your name in A1 and exercise name in A2.
5. Adjust the column widths to fit the longest entry.
6. Readjust column A to a column width of **11**.
7. Merge and center the title.
8. Adjust the row height for the rows that contain the information for the members ordering. Choose your own height. Make it look professional.
9. Change the alignments (horizontal, vertical and orientation) for the different data on the page.
10. Print the worksheet.
11. Close the workbook, saving all changes.

SAMPLE

Exercise 5

- **AUTOCOMplete**
- **PICK FROM LIST**
- **AUTOCORRECT**
- **SPELLING**

TERMS

- **Autocomplete:** A feature used to complete an entry based on previous entries made in the column containing the active cell.
- **Autocorrect:** A feature that corrects many common typographical errors.
- **Pick from list:** A shortcut used to insert repeated labels in a single column.

APPLICATION

1. Which feature automatically corrects common typographical errors?

2. Which feature allows you to quickly finish entering a label that had already been typed in that same column?

3. What should you do when Spellcheck flags a proper noun?

NOTES
