

**Load Excel.** A blank spreadsheet will be displayed on your screen.

## 1. Changing column widths

### Task

Create a new spreadsheet, enter the details below and increase the width of the first column.

	A	B	C	D	E	
1		Dept A	Dept B	Dept C	Dept D	
2						
3	Gross Income	72000	84000	35000	25000	
4	Expenditure	65000	50000	48000	18000	
5						

### Basic steps

- Create a new spreadsheet.  
Insert the data given above using the first five columns in the spreadsheet.  
Place the Gross Income figures in row 3 and the Expenditure figures in row 4.
- Move the highlight to any cell in column A  
The current column A may not be wide enough to contain the given text.

The spreadsheet will be as follows:

	A	B	C	D	E	
1		Dept A	Dept B	Dept C	Dept D	
2						
3	Gross Incc	72000	84000	35000	25000	
4	Expenditur	65000	50000	48000	18000	
5						

- Increase the width of this column as follows:
  - Select **Format**
  - Choose **Column**
- Select **Width**
- Type **15** and press **<Enter>**
- The width of the first column has been increased.

The spreadsheet will be as follows:

	A	B	C	D	E	
1		Dept A	Dept B	Dept C	Dept D	
2						
3	Gross Income	72000	84000	35000	25000	
4	Expenditure	65000	50000	48000	18000	
5						

- The following method is an alternative for changing column widths.

- Move the mouse pointer to the right-hand edge of the column heading (where the column labels A, B, C, etc. are shown).  
The pointer changes into a black cross.
- Click and hold down the left mouse button.
- Drag this to a new position.  
You will see that the column width has changed.

**Notes:** When you change the width of a column, you may be able to see more or fewer columns on the screen.

Change the width of column A back to 15 before proceeding with the following tasks.

Save the spreadsheet as MONEY.

## 2. Changing row height

### Task

Reduce the height of row 2 in your table.

### Basic steps

- The MONEY spreadsheet is displayed on your screen.  
Row 2 is a blank row between the headings (Dept A, Dept B, etc.) and the actual data.  
Move the highlight to this row.  
Choose **Format**  
Select **Row**  
Choose **Height**
- A default row height (given as a number of points) is displayed.  
Type in a lower value, for example 7 and press **<Enter>**. The row height has now been reduced. Your spreadsheet should be as follows:

	A	B	C	D	E	
1		Dept A	Dept B	Dept C	Dept D	
2						
3	Gross Income	72000	84000	35000	25000	
4	Expenditure	65000	50000	48000	18000	
5						

- The following method is an alternative for changing the row height.
  - Move the mouse pointer to the bottom edge of a row label (where the row 1, 2, and 3 are shown).  
The pointer changes into a black cross.
  - Click and hold down the left mouse button.
  - Click and drag this up or down to change the row height.  
Try to change the height of row 2 in this way. Finally, change the height of row 2 back to 7 points before continuing with the next task.

### 3. Formatting numbers


#### Task

Display the numbers in this table in a currency format.

#### Basic steps

- The MONEY spreadsheet is displayed on your screen.  
The range containing the values (i.e. income and expenditures) can be displayed as currency.  
Highlight the numbers in the spreadsheet by clicking and dragging on the cells B3 to E4.
- Select **Format** and **Cells**
- Click on the **Number** tab.
- Select **Currency** in the Category area.  
Click on **OK**
- The numbers are now displayed in currency format (for example \$). Your spreadsheet should be as follows:

	A	B	C	D	E	
1		Dept A	Dept B	Dept C	Dept D	
2						
3	Gross Income	\$72,000.00	\$84,000.00	\$35,000.00	\$25,000.00	
4	Expenditure	\$65,000.00	\$50,000.00	\$48,000.00	\$18,000.00	
5						

- Alternatively, you can change the format of selected cells by using the following icons: 
- Complete this task by returning these numbers to currency format.

#### 4. Global formatting

##### Task

Change the width of all columns in your spreadsheet.

##### Basic steps

- The MONEY spreadsheet is displayed on your screen.  
Select **Format**  
Choose **Column**  
Select **Standard Width**  
Type **6** and press **<Enter>**
- You will notice that the numbers no longer fits into the columns. This is shown by the display of harsh marks ##### through the cells.  
Now change the global column width to 10 as follows:  
Choose **Format** and **Column**  
Select **Standard Width**  
Change the column width to 10.  
The numbers are now displayed correctly
- Re-save the file as MONEY.

#### 5. Moving data

##### Task

Move the labels 'Gross Income' and 'Expenditure' to column F in the table.

##### Basic steps

- The MONEY spreadsheet is displayed on your screen.  
Select the range of cells to be moved by clicking and dragging on A3 to A4  
Select **Edit**  
Choose **Cut**
- Click on the cell you wish to move these cells to. (For example, click on cell F3).  
Choose **Edit**  
Select **Paste**  
The required cells have been moved
- Alternatively, you can use the **Cut**, and **Copy** icons  
Use these icons to move the two cells back to their original position.

**Notes:** In addition to clicking and dragging on cells, there are a number of quicker ways to select them using the column labels (A, B, C, etc.) or row numbers (1, 2, 3, etc.) at the top left of a spreadsheet.

For example, click on a column letter to select a whole column; or click and drag on column letters to select multiple columns. Similarly, click on a row number to select a row, or click and drag to select multiple rows.

### 3. Renaming sheets

#### Task

Change the names of the existing spreadsheets

#### Basic steps

- The MONEY file should be displayed including sheets labelled Sheet1, Sheet1(2) and Sheet1(3).  
It would be very useful to change these to more meaningful names. This is achieved as follows:  
Point to the Sheet1 label near the bottom of the screen.  
Double-click the left mouse button.
- Type a new sheet name, for example **January**  
Press **<Enter>** or click on **OK**  
The new sheet name is now displayed.
- Point and double-click on the Sheet1(2) label. Change the name to **February**.  
Continue this by changing the other sheet name to **March**
- Proceed to the next task.