

3

SPREAD SHEET

VISUAL LESSON GUIDE

Spread Sheet

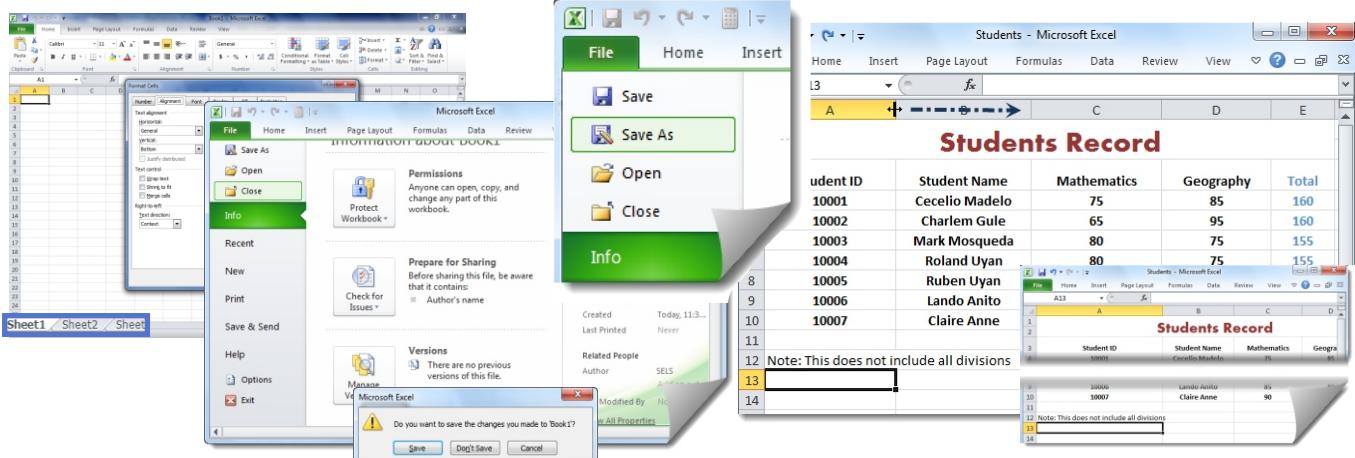
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Lesson 1

Word Watch

- Quick Access Toolbar
- Title Bar
- Window Frame
- formula bar
- Super Tooltip
- Program Window Controls
- scroll bars
- MiniBar
- Galleries
- Contextual Tools
- Workbooks
- Spreadsheet Pages
- .xlsx
- File Format



Spreadsheet and Microsoft Excel Basics

Learning Objectives

After completing this lesson, you should be able to:

- acquire knowledge based on the concepts of spreadsheet;
- discuss the features and functions of Microsoft Excel (Excel)
- launch & close Excel;
- navigate the Excel program window;
- generate understanding about Excel's Ribbon, Galleries and Contextual tools;
- change the views of your worksheets; and
- create, save, open, close & delete workbook(s);

Spreadsheet Defined

A spreadsheet is the computerized equivalent of a general ledger. It has taken the place of the pencil, paper, and calculator. Spreadsheet programs were first developed for accountants but have now been adopted by anyone wanting to prepare a budget, forecast sales data, create profit and loss statements, and compare financial alternatives and any other mathematical applications requiring calculations.

Microsoft Excel as a Spreadsheet

Microsoft Excel is the most popular spreadsheet program on the market today designed to work, organize and analyze data. With Excel, you can manipulate numeric data with ease. You can use the program to track and manage large quantities of data, such as inventories, price lists, expenses and expenditures, and much more. You can also use it Excel as a database, entering and sorting records.

Features and Functions of Microsoft Excel

Crunching Numbers

Microsoft Excel is best known for its number-crunching features. For example, you can use Excel to quickly tally sales figures, figure averages, and summarize performance numbers for your entire department. You can also use Excel to track your finances, set up budgets, and forecast future spending. Using Excel's built-in functions, you can perform any kind of mathematical calculation, from the simplest equation to the most complex formula.



Organizing Data

Microsoft Excel is also a great tool for organizing data, whether it is a large inventory list for a warehouse items or simply a small collection of valuables in your home. The row and column format of an Excel spreadsheet is perfect for entering many types of data you need to track. After entering the data, you can perform various sorting operations to control how the data are listed.



Storing Data in Worksheets and Workbooks.

The data you enter into Excel are stored in a file called a workbook. It is in workbook where you work and store your data. Excel 2010 workbooks are stored using the .xlsx file extension. Within each workbook are a number of individual worksheets. Worksheets are where all the actions take place in Excel. You use worksheets to enter and edit data, perform calculations, and more.



Presenting Data

You can use Excel's formatting tools to make your spreadsheet data easier to read and interpret. For example, you can add shading to cells, change the number format, or change the font and size of your data. You can present your worksheet data to others using charts and graphs. Excel's graphing and charting tools make it easy to turn your data into meaningful visuals, such as pie charts, bar charts, and more.

Sharing Data

You can share your Excel data with other users, add comments, track changes, e-mail workbooks, and more. You can import data from other sources into your Excel worksheets, or export your data into other file formats.

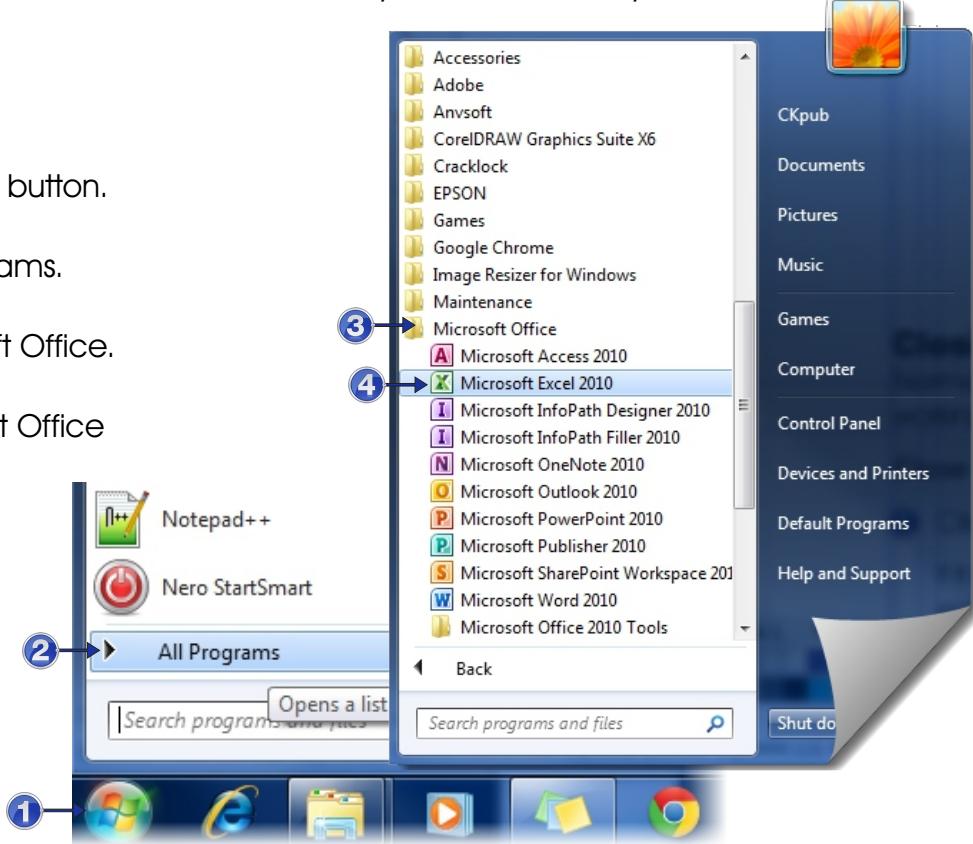


Starting Excel

Before you begin working with Excel, you must open the program window. Once you're done with your work, you can close the window. If you want to save your work, do it before leaving Excel completely.

Start Excel

- 1 Click the Start button.
- 2 Click All Programs.
- 3 Click Microsoft Office.
- 4 Click Microsoft Office Excel 2010.



Closing Excel

Normally, what gets started should be closed. The same goes true with Excel. When you finish working on Excel, most probably, you will close it.

Close Excel

- 1 Click the Close icon

If it is the only open workbook, both the workbook and Excel will close.

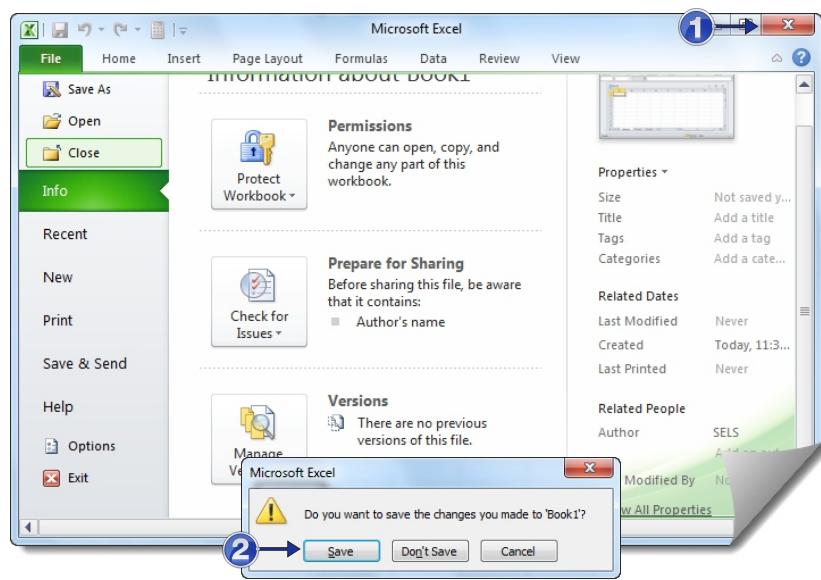
You can also click the File Tab and then click Exit Excel.

- If you have not yet saved your work, Excel prompts you to do it before exiting.

- 2 Click Yes to save.

The Excel program window closes.

- If you click No, the program closes without saving your data.
- If you click Cancel, the program window remains open.



Navigating the Excel Program Window

The Excel 2010 program window displays several common elements found in most Office programs, including a Office button, the Ribbon, the Quick Access toolbar, and scroll bars. In addition, the Excel window features a Formula bar for entering mathematical formulas. If you are new to Excel 2010, take a moment and familiarize yourself with the on-screen elements.

The Excel program window is made up of the following components:

- **Microsoft File Tab**

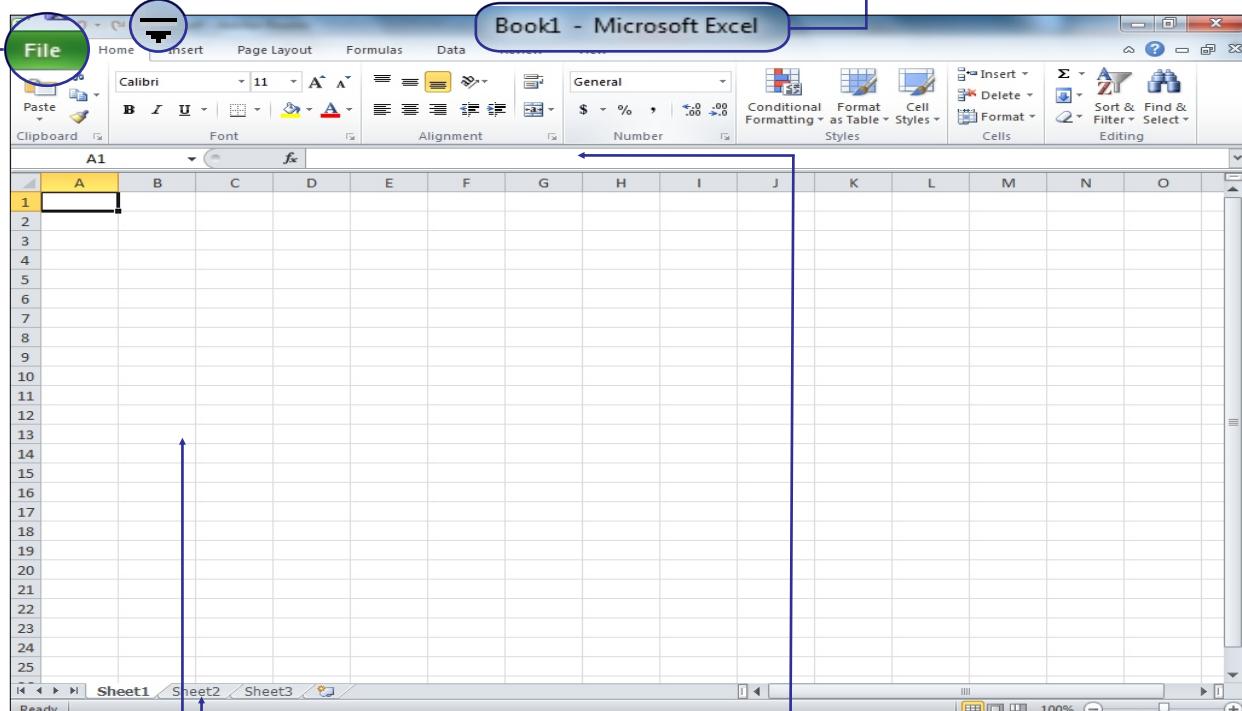
When clicked, it displays the File menu where you find commands to open, save, print, send, and publish files. In addition you can use commands here to close a file or exit Excel, and set Excel options.

- **Quick Access Toolbar**

It displays the frequently used features such as Save.

- **Title Bar**

It displays the name of the open workbook file.



Worksheet
The worksheet consists of rows and columns that intersect to form cells. Cells hold your worksheet data.

Window Frame
It displays the status information for the current worksheet or file, as well as the view buttons and zoom controls.

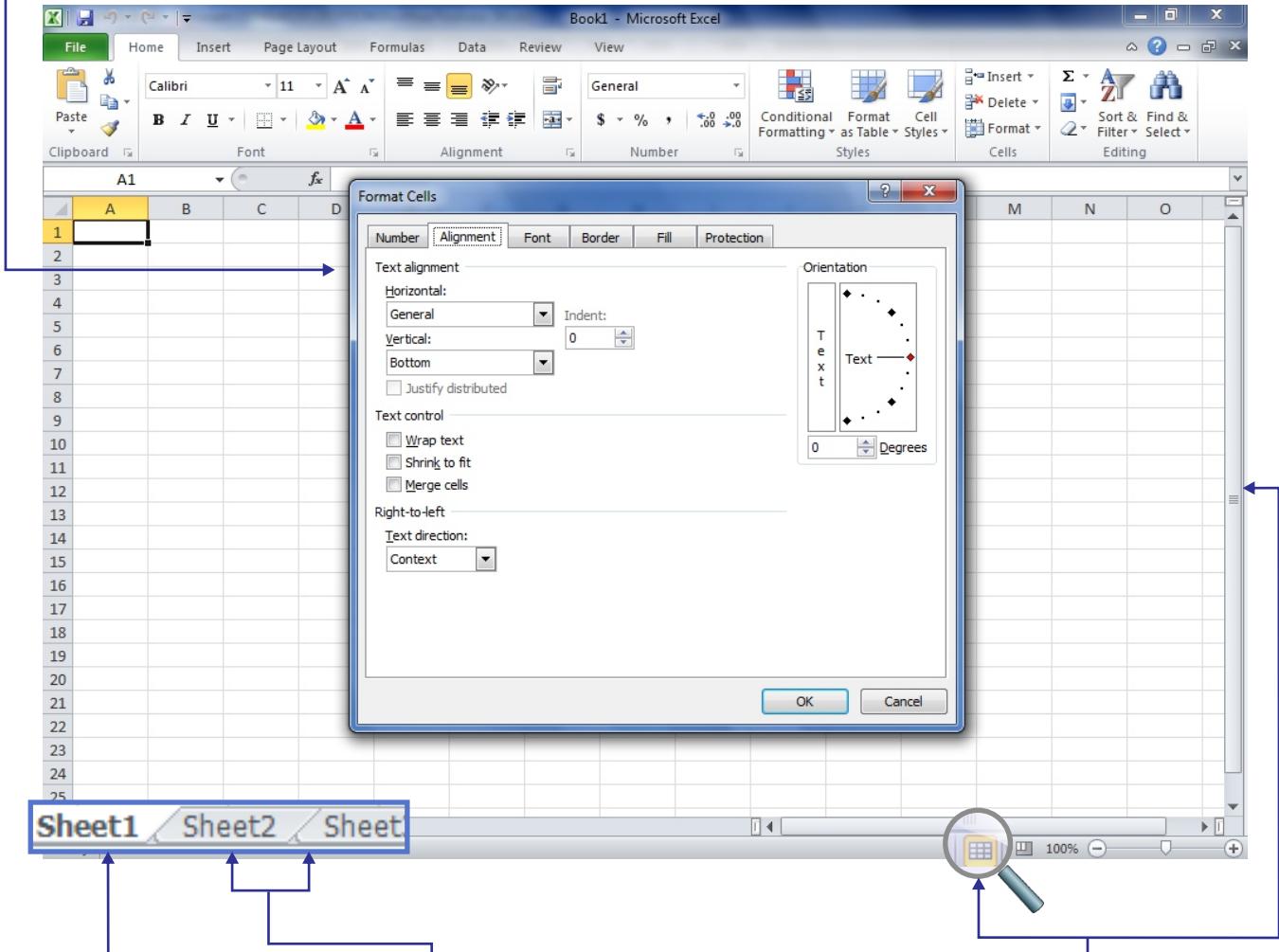
Formula Bar
Use this bar to enter and edit formulas and perform calculations on your worksheet data.

- **Super Tooltip**

It appears when you place your mouse over a choice on the Ribbon, explaining what a feature does and providing a link to related help information.

- **Program Window Controls**

Use these three buttons to minimize, maximize, or close the worksheet window.



- **Active Worksheet**

The active worksheet appears in the Excel work area, and its tab appears highlighted.

- **Worksheet Tabs**

You can use worksheet tabs to view different worksheets in your workbook file.

- **Vertical and Horizontal Scroll Bars**

The scroll bars let you scroll through the worksheet vertically or horizontally.

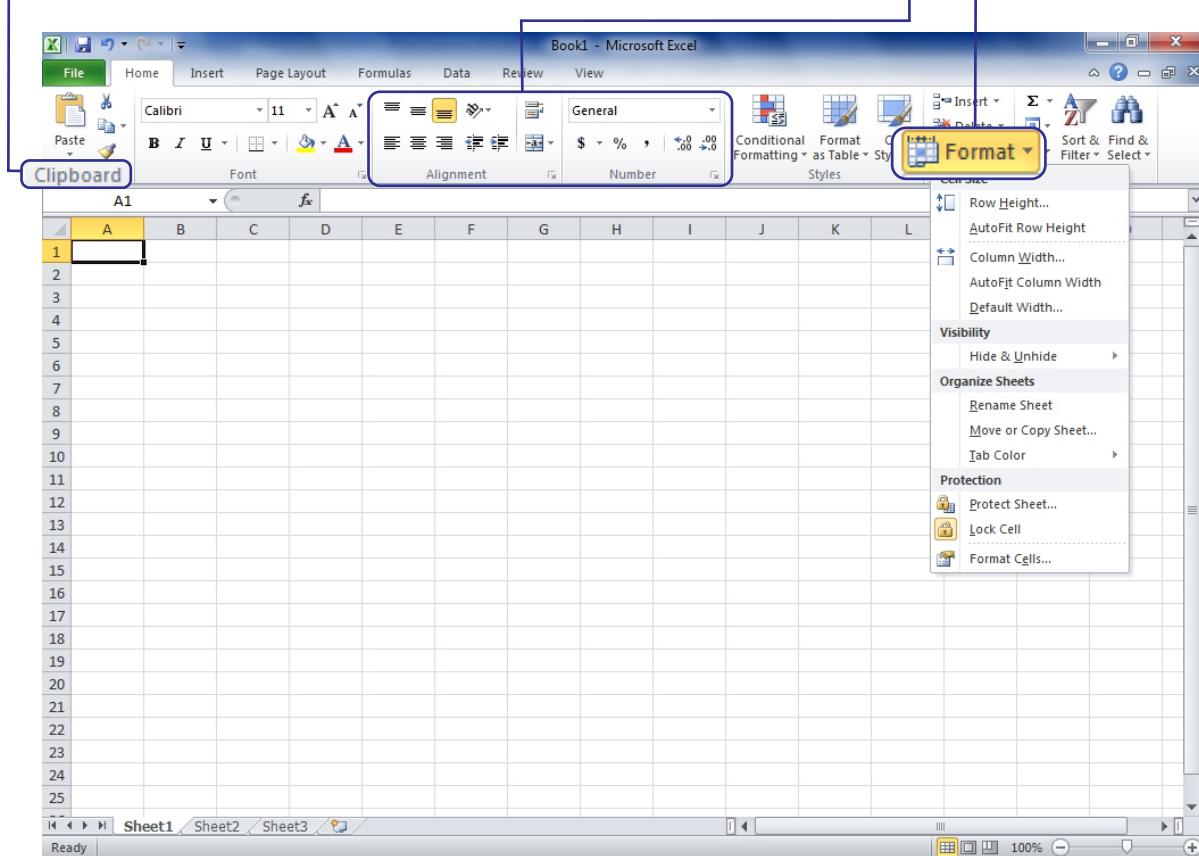
Understanding the Ribbon, Galleries and Contextual Tools

The Excel 2010 program window has many new tools that will help you accomplish your work. The Ribbon replaces toolbars and menus in previous editions of Excel. It is designed to help you find the commands you need to complete a task quickly. Galleries of options allow you to preview results of choices before you apply them. Contextual Tools appear when and where you need them. They make it much easier for you to find and use the command needed for the operation at hand.

A Ribbon Group
Tools on the Ribbon are organized into groups by their type of function.

Drop-Down Menus
Some tools offer drop-down menus to further refine your choice.

The Ribbon
It displays tabs that provide access to many tools which used to be embedded in dialog boxes.



Minibar

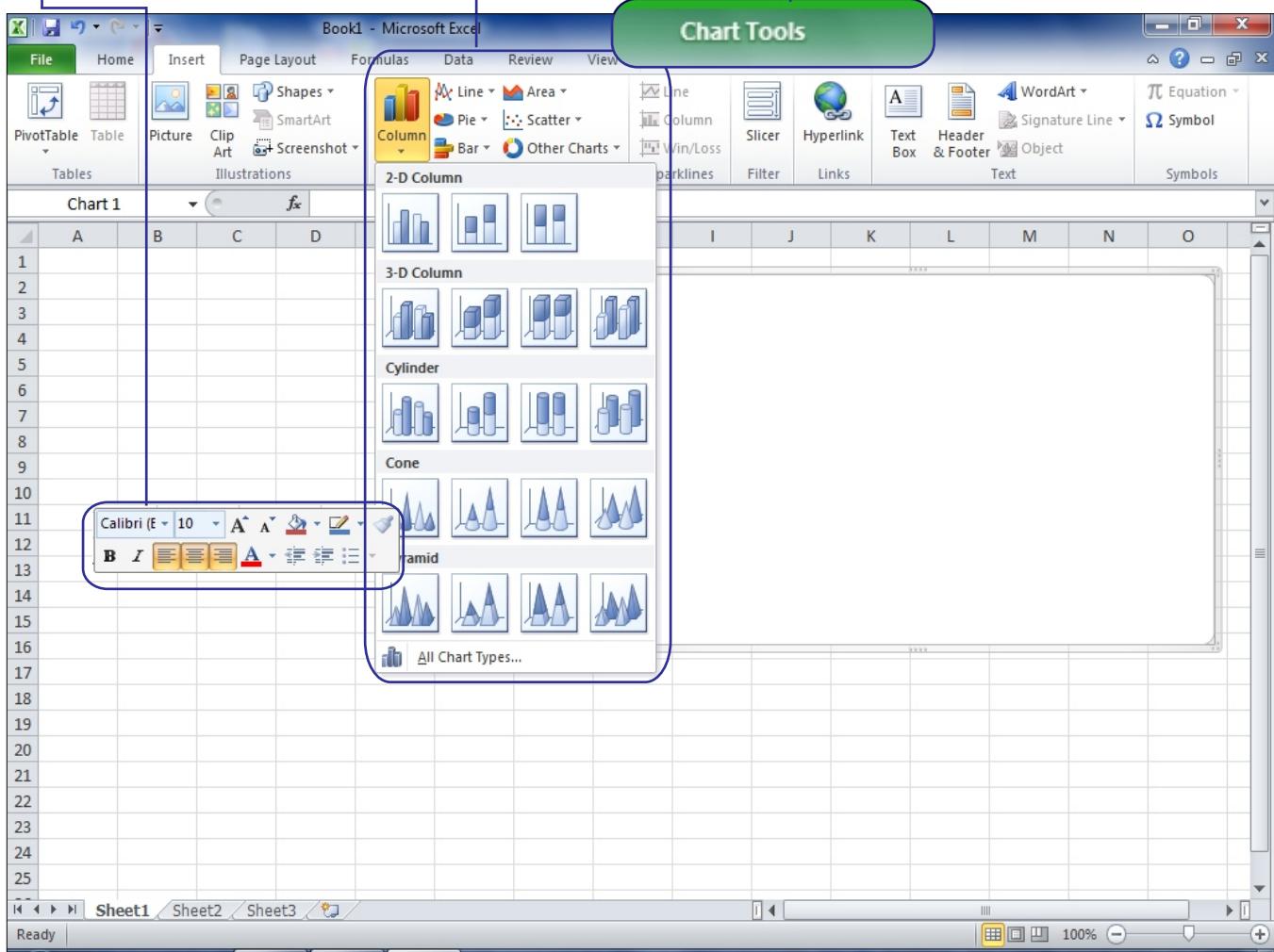
When you select text, this floating set of formatting tools appears that lets you format text on the fly.

Galleries

Other tools offer preview galleries of effects you can apply, such as Themes or Color Schemes. Galleries provide users with a set of clear results to choose from when working a particular task.

Contextual Tools

When you insert and select an object such as a table or diagram, the appropriate tools for that object appear in the Ribbon.



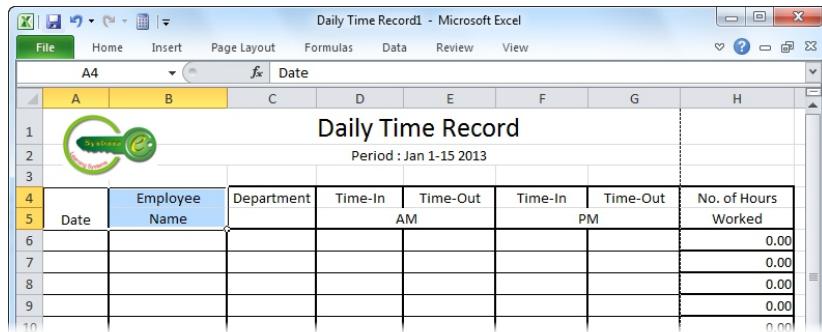
Changing Views

Excel offers different views of your worksheets, depending on what you are currently doing. The Normal view shows one continuous page of columns and rows. The Page Layout view displays your worksheets on individual pages that correspond to printed pages. The Page Break Preview indicates page breaks with lines; you can click and drag these lines to modify where pages break.

Change Views

- ① Click the Page Layout View icon .

The Page Layout view appears.

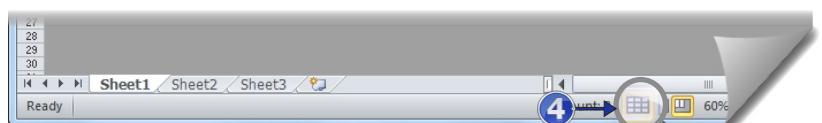
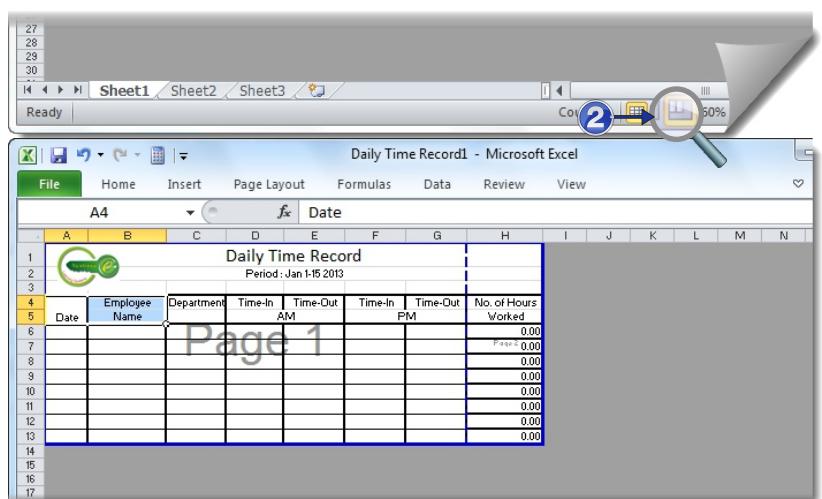
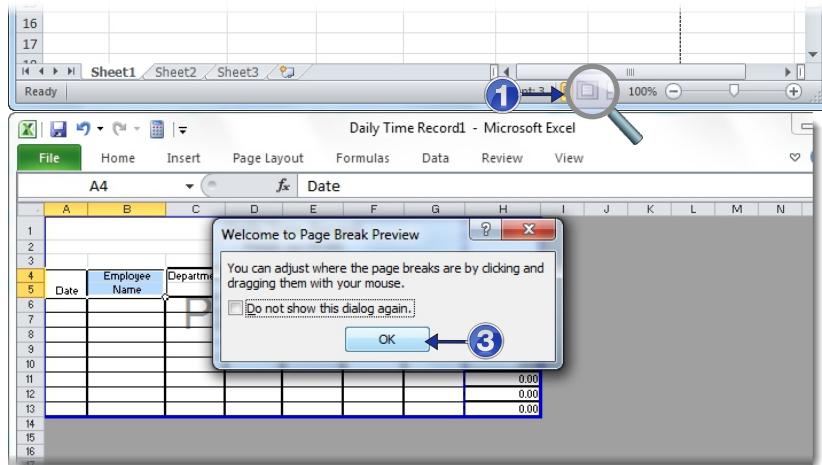


- ② Click the Page Break Preview icon .

- ③ Click OK.

- ④ Click the Normal icon  to return to Normal view.

The Normal view is displayed.

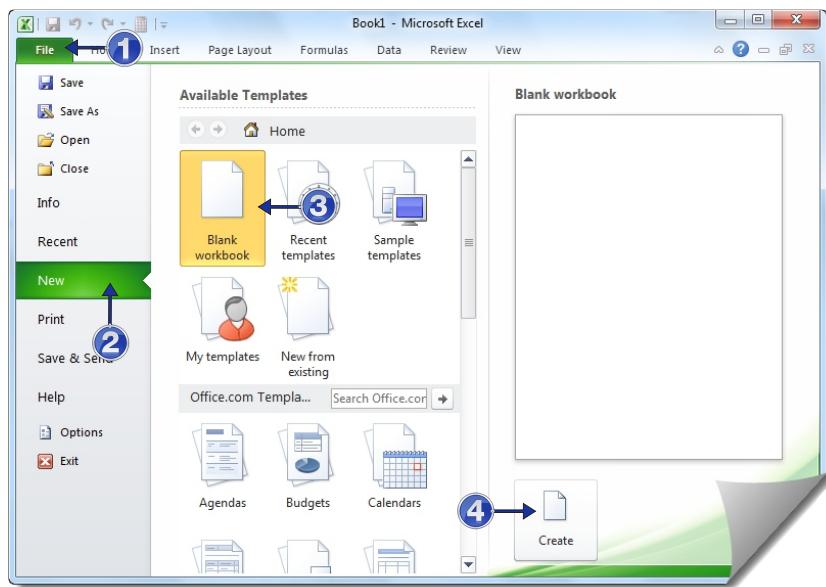


Starting a New Workbook

The files you create in Excel are called workbooks. Excel workbooks are actually sets of spreadsheet pages. You can start a new workbook any time you want to create a new file for your Excel data. By default, every new workbook you open automatically contains three blank worksheets that you can use to enter Excel data.

Start a New Workbook

- 1 Click the Microsoft File tab 
- 2 Click New.
The New Workbook window appears.
 - You can also press CTRL+N to create a new workbook.
- 3 Click Blank Workbook.
- 4 Click Create.
Excel opens a new blank workbook containing three worksheets.



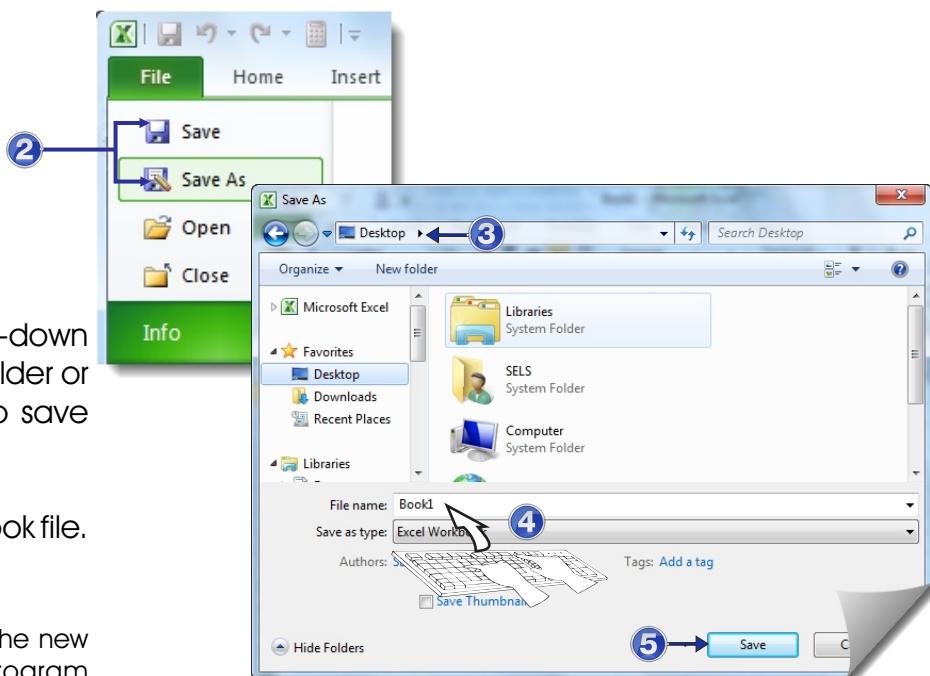
Saving a Workbook

You can save your data as a workbook file to reuse it or share it with others. By default, Excel workbooks are saved in the Excel file format, which uses the .xlsx file extension. When you save a workbook, you can specify a folder or drive to save to, as well as a unique filename. After you save a workbook, the new file name appears in the program window's title bar.

Save a Workbook

- 1 Click the File tab 
- 2 Click Save or Save As.
- 3 Click in the Save in: pull-down arrow () to navigate the folder or drive to which you want to save the file.
- 4 Type a name for the workbook file.
- 5 Click the Save button.

Excel saves the workbook and the new filename appears on the program window's title bar.

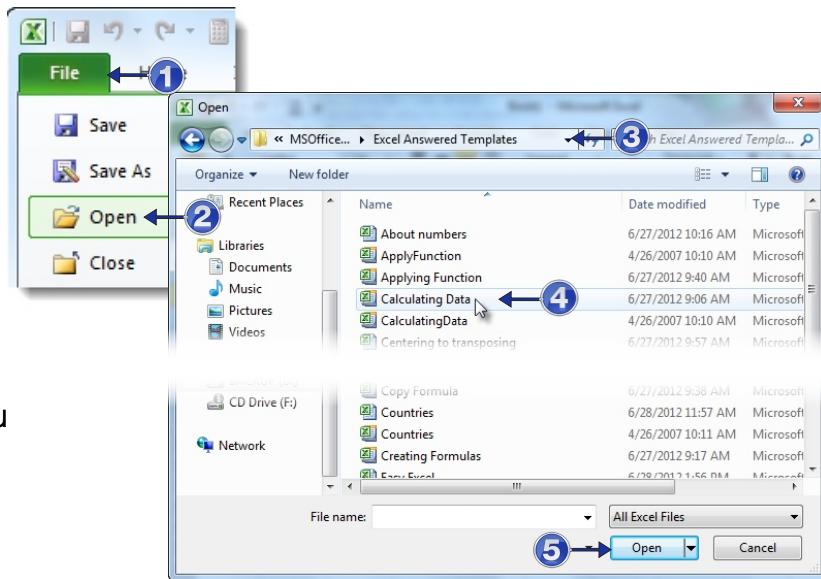


Opening an Existing Workbook

You can open a workbook you previously worked on to continue adding or analyzing data. Regardless of whether you store a workbook in a folder on your computer's hard drive or on a disk, such as a DVD, you can easily access files using the Open dialog box.

Open an Existing Workbook

- 1 Click the File tab ().
- 2 Click Open.
The Open dialog box appears.
- 3 Click the Look in: pull-down arrow () to navigate and select the folder or drive where you stored your file.
- 4 Click the name of the file that you want to open.
- 5 Click Open.



Closing a Workbook

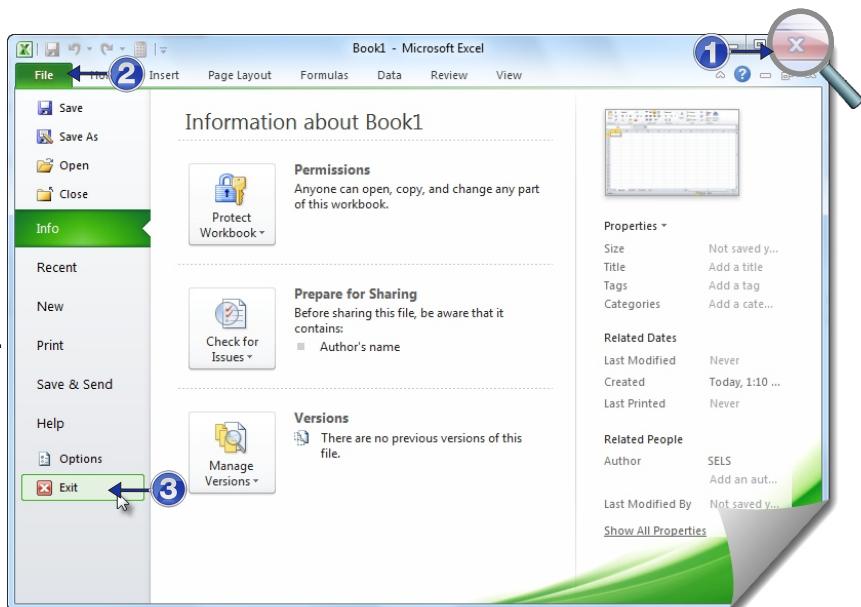
You can close a workbook you are no longer using without closing the entire program window. Closing unnecessary files frees up processing power of your computer.

Close a Workbook

- 1 Click Close .
- 2 Click on the file tab icon ().
- 3 Click Close.

You can also click () and then Close.

If it is the only open workbook, Excel closes as well.

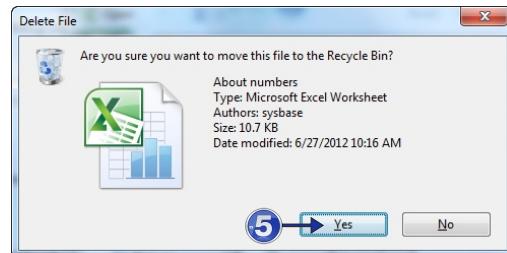
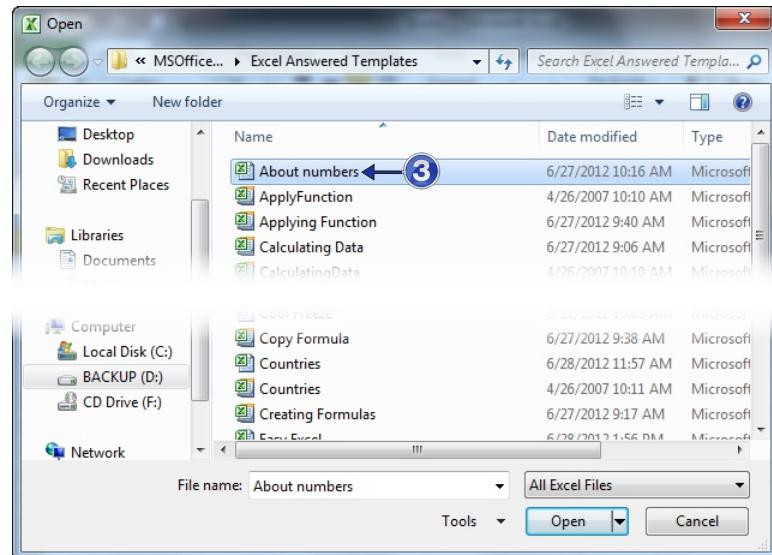
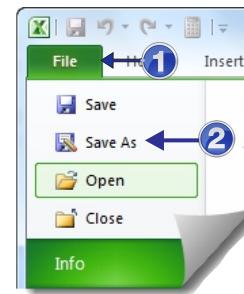


Deleting a Workbook

Unwanted workbook oftentimes distracts attention and occupies additional disk space. You can permanently remove any workbook that you no longer use without exiting the Excel program window. For example, you may want to delete a temporary workbook you created for a quick calculation, or delete old workbooks containing outdated data. You can delete workbooks from the Open or Save As dialog boxes.

Delete a Workbook

- ① Click the File Tab ().
 - ② Click Open or Save As.
- The Open or Save As dialog box appears.
- ③ Navigate to the Excel file that you want to delete and select it.
 - ④ Press ().
 - A Confirm File Delete box appears. - ⑤ Click Yes.
 - Excel deletes the workbook.



Entering Data

Excel worksheets can hold all kinds of data, ranging from numbers and text to formulas and functions. You can enter numbers, text, dates, or times and other data in one cell, in several cells at once or on more than one worksheet. You can enter data into any cell within the worksheet. When you click a cell, it immediately becomes the active cell in the worksheet, and any data you type appears within it. You can type data directly into the cell, or you can enter data using the Formula bar.

Data can be text, such as row or column labels, or numbers, which are called values in Excel. Formulas are also values. Excel automatically left-aligns text data in a cell and right-aligns values. By default, Excel also considers numerical dates and times that you enter to be values, and assigns right alignment.

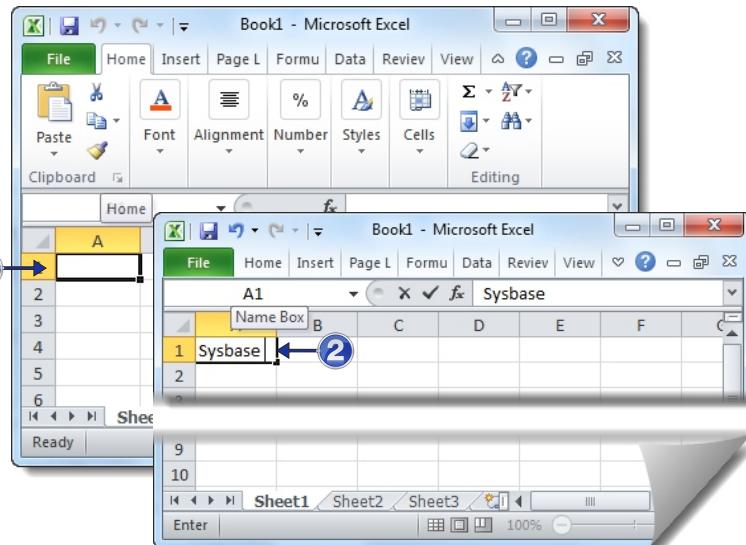
Enter Data

- 1 Click the cell that you want to use.

The active cell always appears highlighted with a darker border than the other cells.

- 2 Type your data.

The data appears both in the cell and in the Formula bar.



Type Data In The Formula Bar

- 1 Click the cell that you want to use.

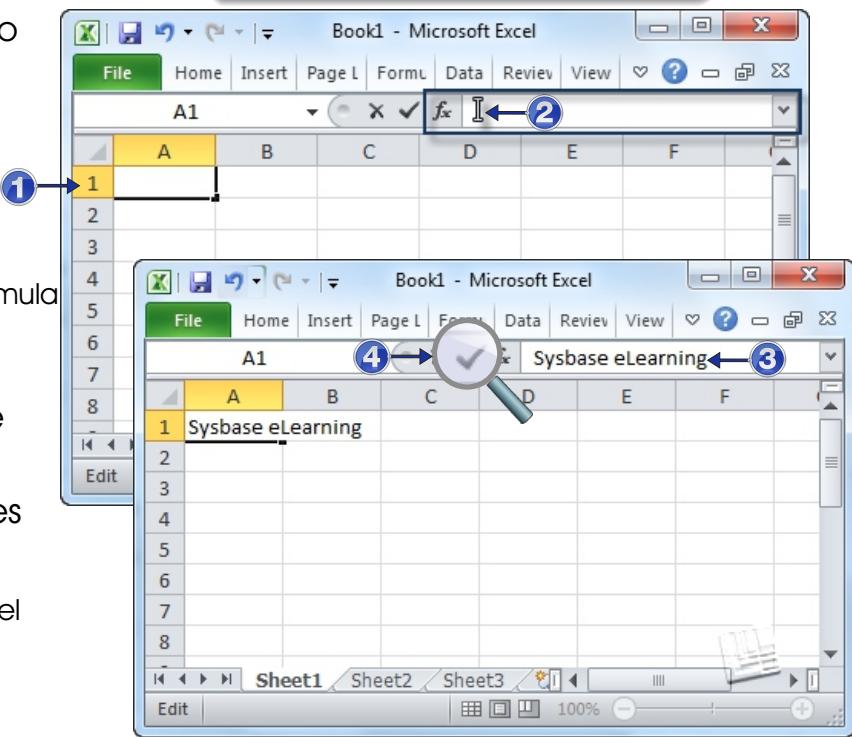
- 2 Click in the Formula bar.

- 3 Type your data.

The data appears both in the Formula bar and in the cell.

- 4 Click Enter (✓) to accept the entry or press **Enter**, which accepts the entry and moves your cursor down one cell.

- To cancel an entry, click Cancel (☒).
- Excel enters the data into your worksheet.



Text Wrapping

By default, long lines of text you enter into a cell remain on one line. You can turn on the cell's text wrapping option to make text wrap to the next line and fit into the cell without cutting the text. Text wrapping makes the row size taller to fit the number of lines that wrap.

Text Wrap

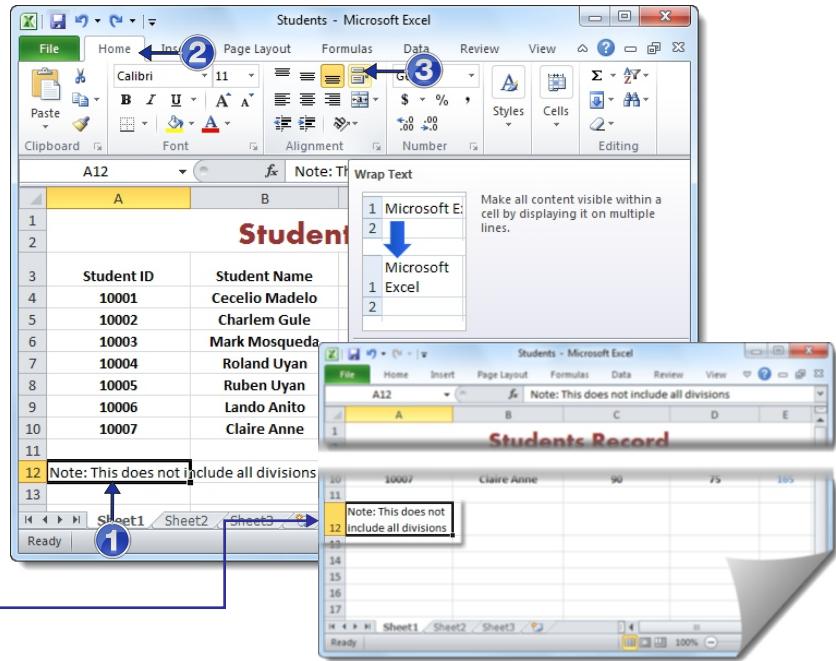
- 1 Click the cell that you want to edit.

Note: You can apply text wrapping to multiple cells.

- 2 Click on Home tab.

- 3 Click the Wrap Text icon (¶).

Excel applies text wrapping to the cell.



Resizing Columns and Rows

You can improve the appearance of your worksheet by resizing your worksheet's columns and rows to accommodate text. Doing it will increase the space between the rows of data in your worksheet, thus making them easier to read.

Resize Columns and Rows

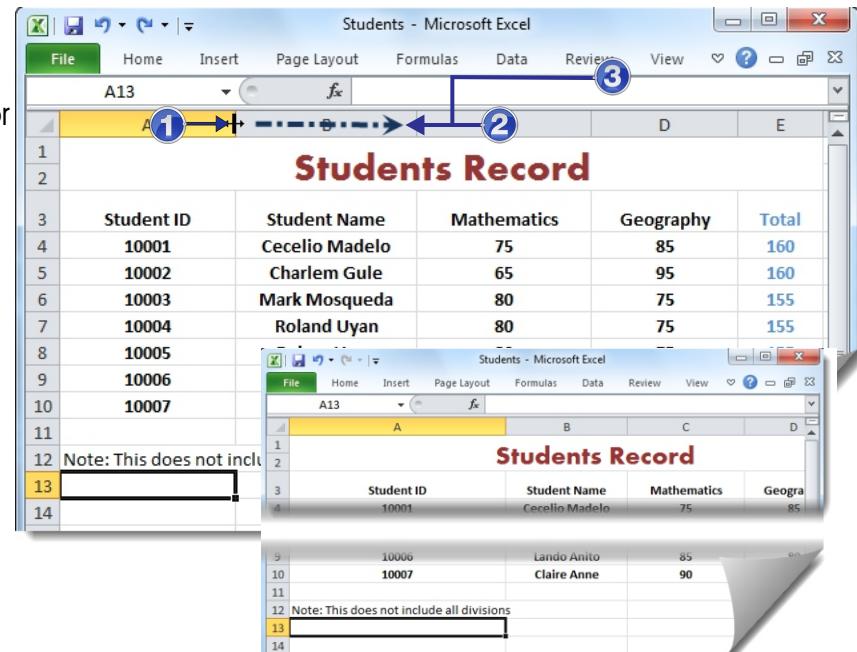
- 1 Position the mouse pointer (→) over the border of the column or row that you want to resize (→ becomes ↑ or ↓).

- 2 Click and drag the border to your desired size.

A dotted line marks the new border of the column or row as you drag.

- 3 Release the mouse button, and the column or row is resized.

- You can also double-click the right border of a column to quickly activate the AutoFit command.



Selecting Cells

You can select cells in Excel to perform editing, calculating, and formatting tasks. Selecting a single cell is quite simple, all you need to do is click the cell. To select a group of cells, called a range, you can use your mouse or keyboard. For example, you can apply formatting to a range of cells rather than format each cell individually.

Select Cells

Select A Range

- 1 Click the first cell in the range of cells you want to select.
- 2 Drag across the cells that you want to include in the range (→ becomes +).
- 3 Release the mouse button.

The cells are selected.

- To select all the cells in the worksheet, click here.
- You can select multiple noncontiguous cells by pressing and holding [Ctrl] while clicking cells.

	A	B	C	D	E
1					
2					
3	Student ID	Student Name	Mathematics	Geography	Total
4	10001	Cecilio Madelo	75	85	160
5	10002	Charlem Gule	65	95	160
6	10003	Mark Mosqueda	80	75	155
7	10004	Roland Uyan	80	75	155
8	10005	Ruben Uyan	80	75	155
9	10006	Lando Anita	85	80	165
10	10007	Claire Anne	90	75	165
11					
12					

	A	B	C	D	E
1					
2					
3	Student ID	Student Name	Mathematics	Geography	Total
4	10001	Cecilio Madelo	75	85	160
5	10002	Charlem Gule	65	95	160
6	10003	Mark Mosqueda	80	75	155
7	10004	Roland Uyan	80	75	155
8	10005	Ruben Uyan	80	75	155
9	10006	Lando Anita	85	80	165
10	10007	Claire Anne	90	75	165
11					
12					

Select A Column Or Row

- 1 Position the mouse arrow (→) over the header of the column or row that you want to select (→ becomes ↓).
 - 2 Click the column or row.
- Excel selects the entire column or row.
- To select multiple columns or rows, drag across the column or row headings.
 - You can select multiple noncontiguous columns or rows by pressing and holding [Ctrl] while clicking column or row headings.

Editing Data

Mistakes are inevitable, especially mistakes of the data entered into the worksheets. When this occurs, you can perform editing tasks to the data in your worksheets. For example, you want to change the number values you entered, or add additional text to a cell.

Edit Data

- 1 Double-click the cell containing the data that you want to edit.
 - You can edit the data in the selected cell by making changes to the data as it appears in the Formula bar.
 - You can use [Backspace] or [Delete] to remove characters and make corrections to data entries.
 - You can select data and type over it to replace it with new text.

	A	B	C	D	E
1					
2					
3	Student ID	Student Name	Mathematics	Geography	Total
4	10001	Cecilio Madelo	75	85	160
5	10002	Charlem Gule	65	95	160
6	10003	Mark Mosqueda	80	75	155
7					
8					

3

Laboratory



SpreadSheet
VISUALLESSONGUIDE

Manual

LABORATORY MANUAL

Lesson 1 Spreadsheet and Microsoft Excel Basics

Microsoft Excel is one of the most used software applications of all time. Hundreds of millions of people around the world use Microsoft Excel. You can use Excel to enter all sorts of data and perform financial, mathematical or statistical calculations.

Objectives

After completing this Laboratory, you should be able to:

- apply the process of Starting Microsoft Excel Application, Navigating the Excel Program Window and Generating Understanding about Excel; and
- apply the process of entering information or data in a worksheet.

Lab 1.1 Election 2016

Estimated Completion time: 10 - 15 Minutes

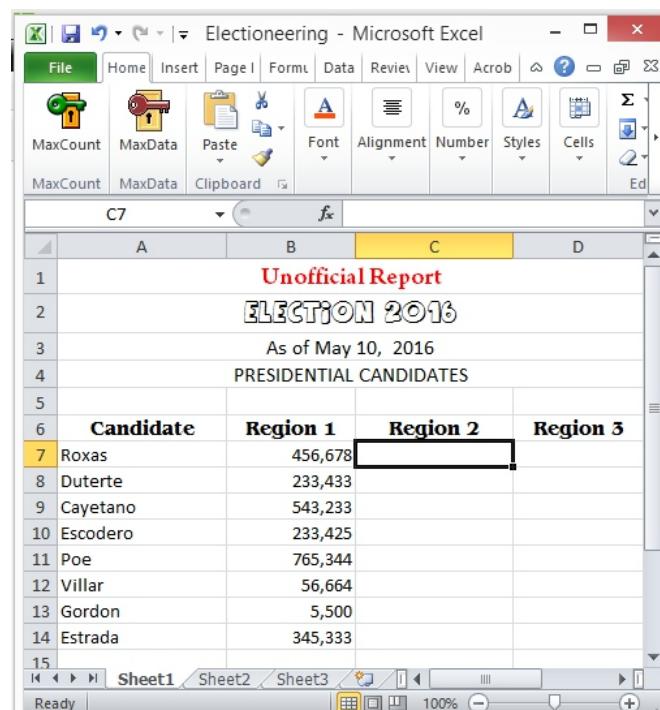
Directions:

1. Activate your computer.
2. Open **Election 2016** in Microsoft Excel.
3. Use the keys to navigate within the worksheet.
4. Fill in the missing votes of Region 2 & 3 with the data of 3% increase of Region 1
5. Save your worksheet as **Election 2016 Data**.

Score



Preview:



Score

Lab 1.2 Typing Information

Estimated Completion time: 5 - 10 Minutes

Directions:

1. Launch **Microsoft Excel**.
2. Follow the steps on how to enter data into a spreadsheet.
3. Enter the data in the Preview into the spreadsheet.
4. Save the spreadsheet as **Entering Data** and place it to your own folder.

Preview:

List of Enrollees SY 2016-2017				
Sections	1st Year	2nd Year	3rd Year	4th Year
Section A	38	40	39	45
Section B	34	45	34	67
Section C	54	43	34	64
Section D	56	45	45	45
Section E	66	55	34	48

Lab 1.3 Next Entry Level

Estimated Completion time: 5 - 10 Minutes

Directions:

1. Launch **Microsoft Excel**.
2. Follow the steps on how to enter data into a spreadsheet.
3. Enter the data in the Preview into the spreadsheet.
4. Save the spreadsheet as **Next Entry Level** and place it to your own folder.

Preview:

List of Enrollees SY 2016-2017				
Sections	1st Year	2nd Year	3rd Year	4th Year
Section A	38	40	39	45
Section B	34	45	34	67
Section C	54	43	34	64
Section D	56	45	45	45
Section E	66	55	34	48