

# CMPT 155: Computer Applications for Life Sciences

## Lecture 2: Navigating Through Excel

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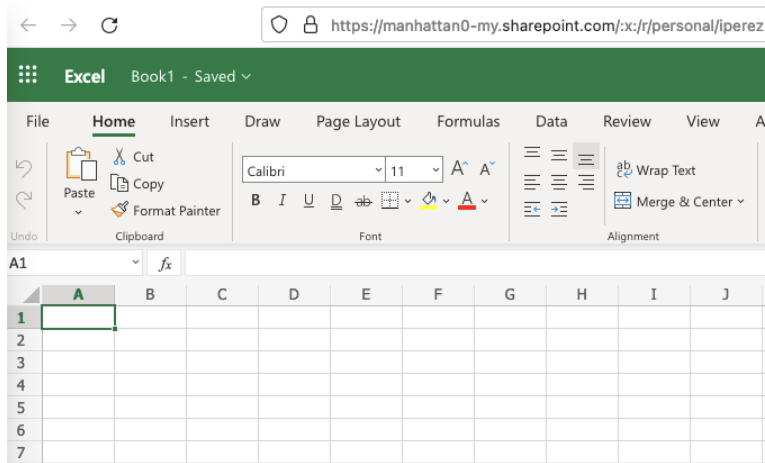
January 21, 2022

# Presentation Outline

- 1 Navigating Excel
- 2 AutoFit and AutoFill

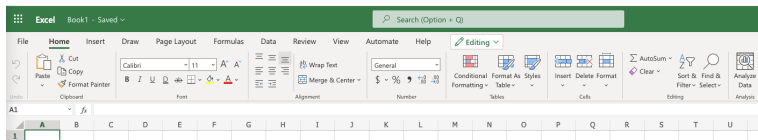
# Starting a Workbook

- an Excel **workbook** file is a collection of one or more worksheets and takes on the extension .xlsx
- When you open excel it typically starts a workbook named “Book1”.



# The Ribbon

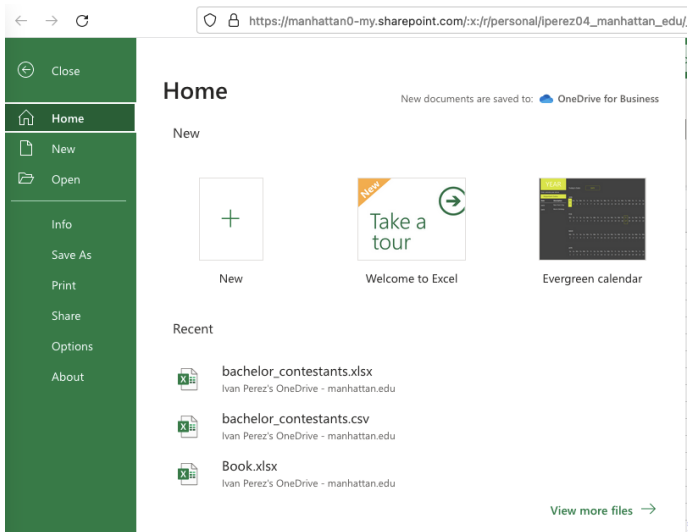
- Everything that happens in Excel can be easily accessed through **The Ribbon**.



# File Options & Backstage View

By clicking on the Home button we can,

- show an image of file options



# Worksheet Basics

- The grid divides your worksheet into rows (1,2,3, ...) and columns (A, B, C, ...).
- the smallest unit in a worksheet is the **cell** (e.g., C2, F6, ...).
- A *worksheet* can contain a maximum of 1 million rows, and 16,000 for 16 million unique pieces of data!
- add an annotated sheet of your column cells.

# Column Titles/Headers

Excel mailing\_list\_example - Saved

File Home Insert Draw Page Layout Formulas

Sheet View: Default

Keep Exit New Options

Headings Gridlines

Window: New Freeze Window Panes

Sheet View Window Show

G11

	A	B	C	D	E	F	G
1	<b>Sample Mailing List</b>						
2	<b>First Name</b>	<b>Last Name</b>	<b>ID</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
3	Michel	DeFrance	1001	3 Balding Pl.	Gary	IN	46403
4	Johnson	Whit	1002	10932 Bigge Rd.	Menlo Park	CA	94025
5	Anne	Ringer	1003	67 Seventh Av.	Salt Lake City	UT	84152
6	Michel	DeFrance	1004	3 Balding Pl.	Gary	IN	46403
7	Johnson	Whit	1005	10932 Bigge Rd.	Menlo Park	CA	94025

# Adding Data

Let's try adding data to a blank workbook!

- Michael DeFrance, 3 Balding Pl., Gary, IN 46403
- Johnson Whit, 10932 Bigge Rd., Menlo Park, CA 94025
- Anne Ringer, 67 Seventh Av., Salt Lake City, UT 84152

lets try:

- 1 Make the column titles bold.
- 2 Adjust the width of the columns to fit content.



# Editing Data

Cells can be edited by first selecting a cell with your cursor or arrows then:

- directly typing to replace the text in the cell,
- double clicking to edit text.

Delete/clear cells by selecting and pressing del / backspace keys.

Navigating through cells:

- Press 'Tab' to move selection one cell to the right.
- Press 'Enter' to go to the next line.
- Use arrow keys/mouse to move selection.

# Common Keyboard Shortcuts/key bindings

Shortcut Win	Shortcut Mac	Effect
Ctrl + C	Cmd + C	Copy Selection
Ctrl + X	Cmd + X	Cut Selection
Ctrl + V	Cmd + V	Paste Selection
Ctrl + S	Cmd + S	Save File
Ctrl + Shift + S	Cmd + Shift + S	Save As... Filetype
Ctrl + O	Cmd + O	Starts Open File Dialogue
Ctrl + N	Cmd + N	Start New Blank workbook
Ctrl + F	Cmd + F	Open Find & Replace
Ctrl + Z	Cmd + Z	Undo
Ctrl + Y	Cmd + Y	Redo

Try using these shortcuts at least once so you see what they do!

[Link to a more comprehensive list of keyboard shortcuts for excel](#)

# Exercise

Lets Try to build a simple expense worksheet from the data given below:

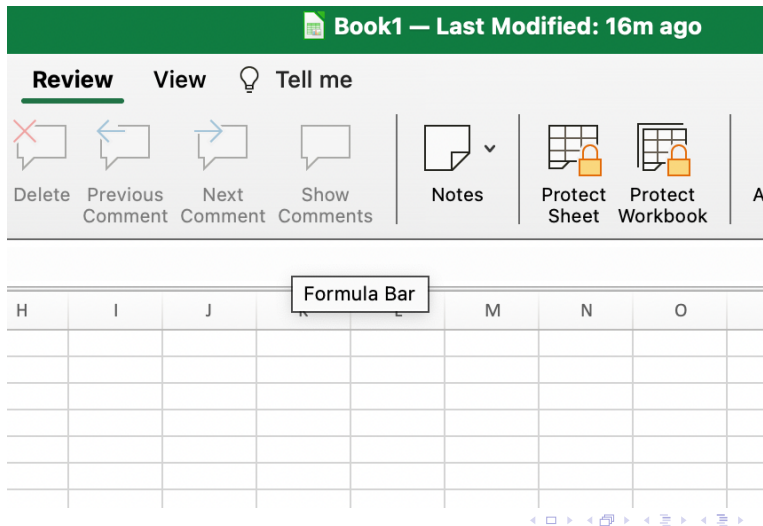
Date Purchased	Item	Price
7/7/2012	Textbook	\$ 43.99
7/7/2012	Fresh Fruit	\$ 3.50
7/10/2012	Laptop	\$ 750.00

*Default Cell Alignments:*

- Left alignment is the default for Text and Strings.
- Right alignment is the default for Numbers and Numerics.

# Workbook Security

Access workbook/sheet protection by going to the Ribbon > Review > Protect Workbook/Sheet. Try adding a password!



# AutoFill

AutoFill recursively applies cell functions while dragging cursor down a row or column. e.g.,

- 1,2,3,4, ...
- 5,10,15, ...
- January, February, March, ...
- Sunday, Monday, Tuesday, ...

# AutoFit

Automatically enlarges or shrinks a column to fit its content to fit the widest entry: The action is performed by

- double-clicking the right edge of a column header to resize the column.
- double-clicking the bottom edge of a row header to resize the row.

# Undo and Redo & External Reading

Excel tracks the last 100 actions. Undo/Redo buttons are found on the far left hand side of the ribbon in Office 365.

Keyboard short cuts for undo and redo are Ctrl (Cmd) + Z, and Ctrl (Cmd) + Y, respectively.

Check out the appendix of “Introduction to Statistics through resampling and Microsoft Office Excel”.