People's Resource Center

Excel 2
Module 1 – Review of Excel 1

Course Overview
Excel 2 will help you to continue to advance your knowledge of Excel.

List of Modules

1. Review of Excel 1
2. Formulas & Functions
3. Advanced Charts
4. Advanced Printing & Formatting
5. Pivot Tables
6. Putting it all Together

Contents

1. Review Components
1.1. Parts of Excel

The Microsoft Excel worksheet window consists of many parts. Below is a picture of the worksheet window and all of its component parts. The more commonly used areas are highlighted.
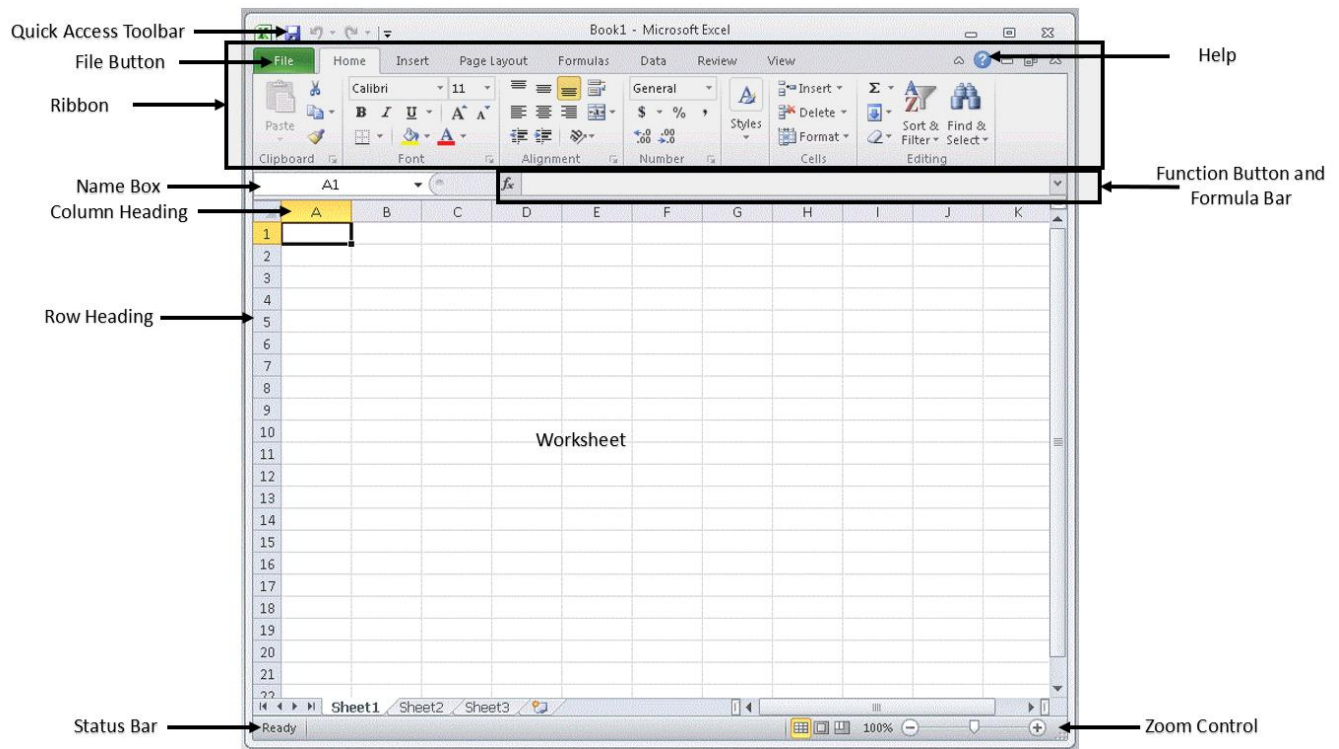
- File Button – Which contains menus as well as Excel options
- Quick Access Tool Bar – Hold common shortcuts, can be customized
- Ribbon & Tabs – contains all the spreadsheet commands
- Formula Bar – where changes are made to cell contents
- Name Box – Shows the cell reference
- Column & Row Headings – the way to select/resize entire rows or entire columns. Rows are numbered (1,2,3, …) and Columns are letters (A, B, C, …)
- Worksheet – current page of spreadsheet
- Help – Microsoft help, available on and offline
- Status Bar – provides information on the current spreadsheet
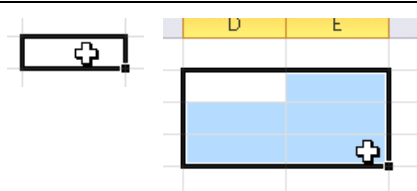- Zoom Control – changes the size of the spreadsheet on the screen
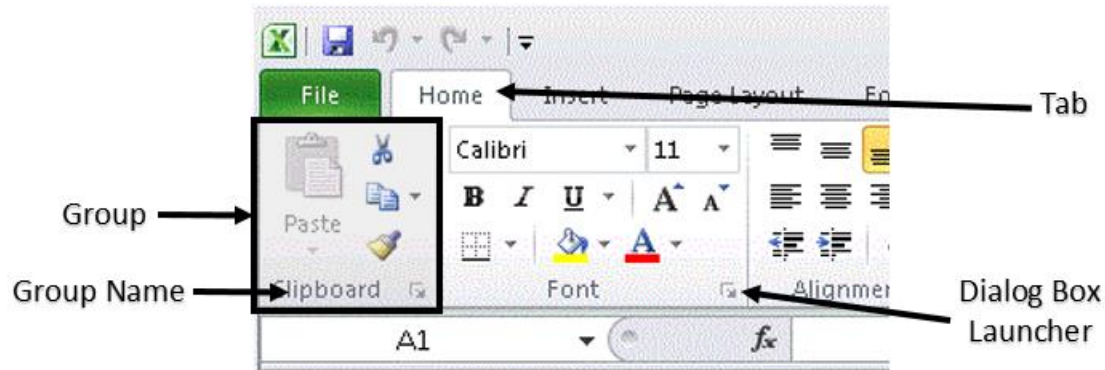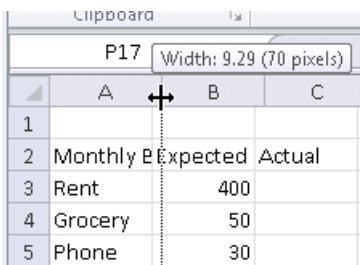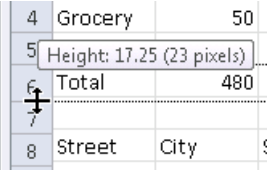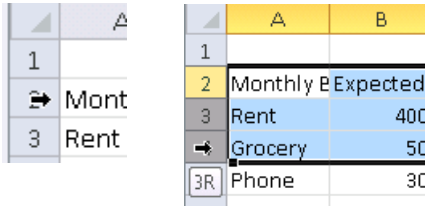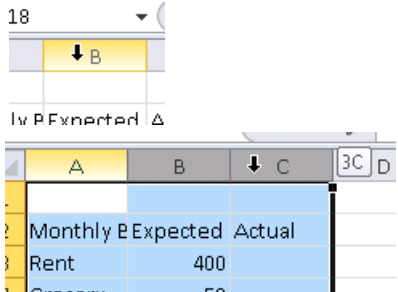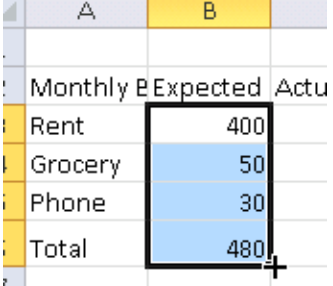
- Tabs – help organize items in the ribbon (Home, Insert, Page Layout, etc.)
- Groups – help organize items within a tab (Clipboard, Font, Alignment)
- Dialog Box Launcher – Opens new windows with additional options found in the bottom right corner of some groups.

1.2. Mouse & Keyboard

The mouse pointer in the spreadsheet program takes on many different shapes depending on where the mouse pointer is within Excel. These shapes are visual clues as to what you can do the specific position on your display screen.

1.2.1. Excel Cursors

Cursor	Name	Description	In Action
	Cross Pointer	Used for selecting cells. A single click will select. To select a range, click and drag.	
	Arrow Pointer	Used to select items outside of worksheet, such as in the Ribbon.	
	Resizing Arrows	Used to change column widths. Move your cursor between columns to use. Double clicking will auto-fit. Click and drag will allow you to resize manually.	

	Resizing Arrows	Used to change row heights Move your cursor between rows to use. Double clicking will auto-fit. Click and drag will allow you to resize manually.	
	Row Selector	Used to select entire rows. Move your cursor onto a row number to use. Single click will select entire row. Click and drag will select multiple rows.	
	Column Selector	Used to select entire columns Move your cursor onto a column letter to use. Single click will select entire column. Click and drag will select multiple columns.	
	Cursor	Used to edit cell contents in Formula Bar or the cell itself. Sometimes referred to as I Beam	
	Fill Handle "Auto Fill"	Used to copy cell contents to adjacent cells. To use, hover your mouse over the bottom left corner of the selected cell or cells. Click and drag to fill or copy contents into new cells.	
	Move	Used to move selected items such as cells. To use, hover over the dark boarder of the selected cell or cells. Click and drag to move the item.	

1.2.2.   Special Keys

In addition to the Enter, Tab, Shift, and arrow keys mentioned previously the following are also special keys used in Excel.

Key	Function
Enter	In addition to move to the next cell, enter is used to confirm the new contents of a cell.
Esc	Escape, this key can be used to cancel out of editing a cell.
Page Up	Moves up one screen
Page Down	Moves down one screen
F7	Spell Check
F1	Help
Delete	Clears contents of entire cell or group of cells
Ctrl + A	Selects all
Shift	In addition to the notes in previous section, Shift can be used to expand a selection by holding shift and clicking. Shift can also be used in combination with arrows keys to make a selection.
Ctrl	Control can be held while clicking to select unconnected cells or ranges of cells.
Alt	Alt can be pressed or toggled on and off to allow keyboard selection of menu items.

2. Exercise – Now You

Try the following exercise

1. Open Excel – *Using the start menu, search for Excel. From the menu click Excel to open. This creates a new blank document, usually titled Book1 by default.*

2. Enter the following table into Excel – *Using your keyboard enter the information into Excel. You can use your mouse or arrow keys to move around.*

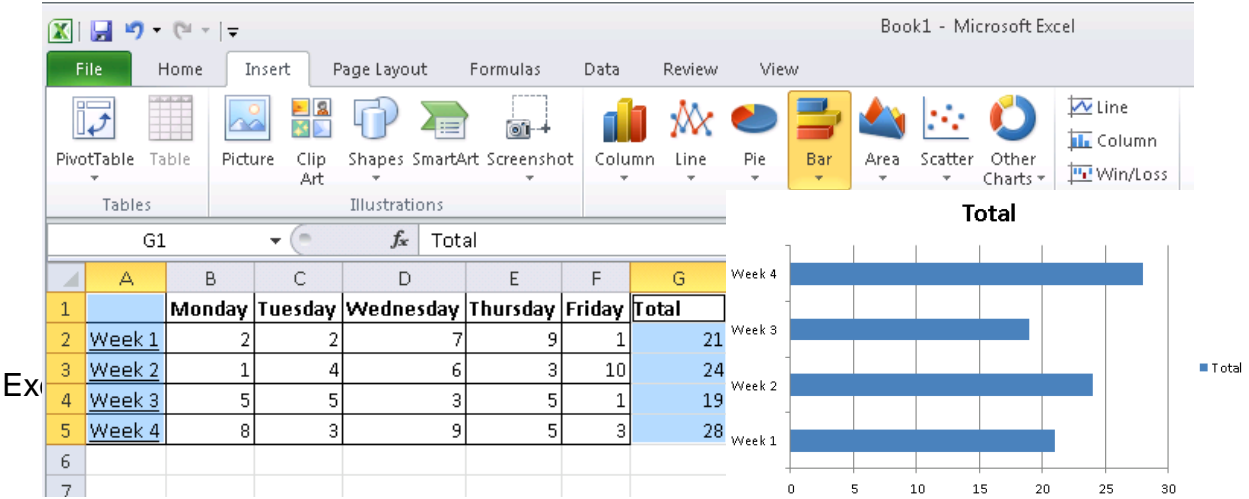|	A	B	C	D	E	F	G
				D1		Wednesday	
		Monday	Tuesday	Wednesd	Thursday	Friday	
1		Monday	Tuesday	Wednesd	Thursday	Friday	
2	Week 1	2	2	7	9	1	
3	Week 2	1	4	6	3	10	
4	Week 3	5	5	3	5	1	
5	Week 4	8	3	9	5	3	
6							

In cell D1 (Wednesday), the full name does not show. We will work on resizing to have this fit shortly.

3. Resize the columns and format the table to match below – *This can be done using the font group found on the Home tab of the ribbon. Adjusting columns and row sizes can be done in the header (see pointers above for details).*

4. Enter Formulas to total each row – *the best way to copy formulas is to use the auto fill pointer. Formulas will show the answer in a worksheet but the formula in the formula bar.*

	A	B	C	D	E	F	G
						G2	=B2+C2+D2+E2+F2
1		Monday	Tuesday	Wednesday	Thursday	Friday	Total
2	Week 1	2	2	7	9	1	21
3	Week 2	1	4	6	3	10	24
4	Week 3	5	5	3	5	1	19
5	Week 4	8	3	9	5	3	28
6							

5. Add a 2-D Bar Chart of Total Sales – *To add a chart first select the data then use the Insert tab of the ribbon (Charts group). Remember, to select cells not directly connected use the Ctrl key.*

Book1 - Microsoft Excel

File   Home   Insert   Page Layout   Formulas   Data   Review   View

PivotTable Table   Picture Clip Art Shapes SmartArt Screenshot   Column Line Pie Bar Area Scatter Other Charts   Line Column Win/Loss

Tables   Illustrations

G1   Total

	A	B	C	D	E	F	G
1		Monday	Tuesday	Wednesday	Thursday	Friday	Total
2	Week 1	2	2	7	9	1	21
3	Week 2	1	4	6	3	10	24
4	Week 3	5	5	3	5	1	19
5	Week 4	8	3	9	5	3	28
6							
7							

Total

Week 4
Week 3
Week 2
Week 1

0   5   10   15   20   25   30

■ Total

6. Save the workbook – *Using the file menu, save the workbook to the desktop as Weekly Totals*
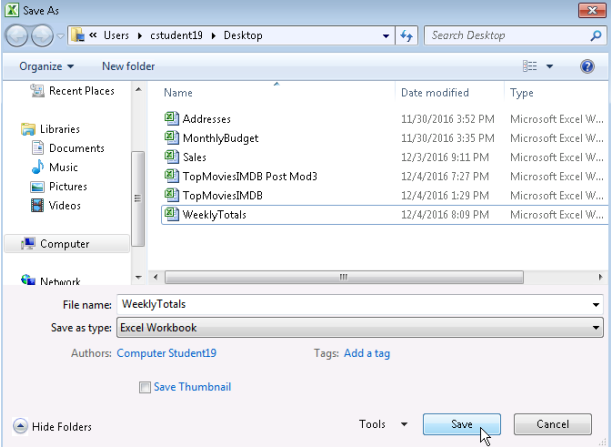
7. Exit Excel

3. Exercise – Copy Cat

Create the following worksheet in Excel, using the File menu Print Preview to check your work. Save worksheet to the desktop as Class Schedule once finished. *Be sure to adjust the page layout as needed.*

Class Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
	11:00am - 12:00 pm		11:00am - 12:00pm		11:00a m - 12:00 pm
Math	Room 102		Room 102		Room 102
		1:00 pm - 3:00 pm		1:00 pm - 3:00 pm	
Biology		Room 540		Room 540	
	8:30a m - 10:30a m		8:30am - 10:30am		
Chemistry	Room 103		Room 103		
		10:00am - 12:00pm			
World History		Room 160			
	2:00pm - 3:30pm		2:00 pm - 3:30 pm		
Speech	Room 541		Room 541		

1   of 1 ▶