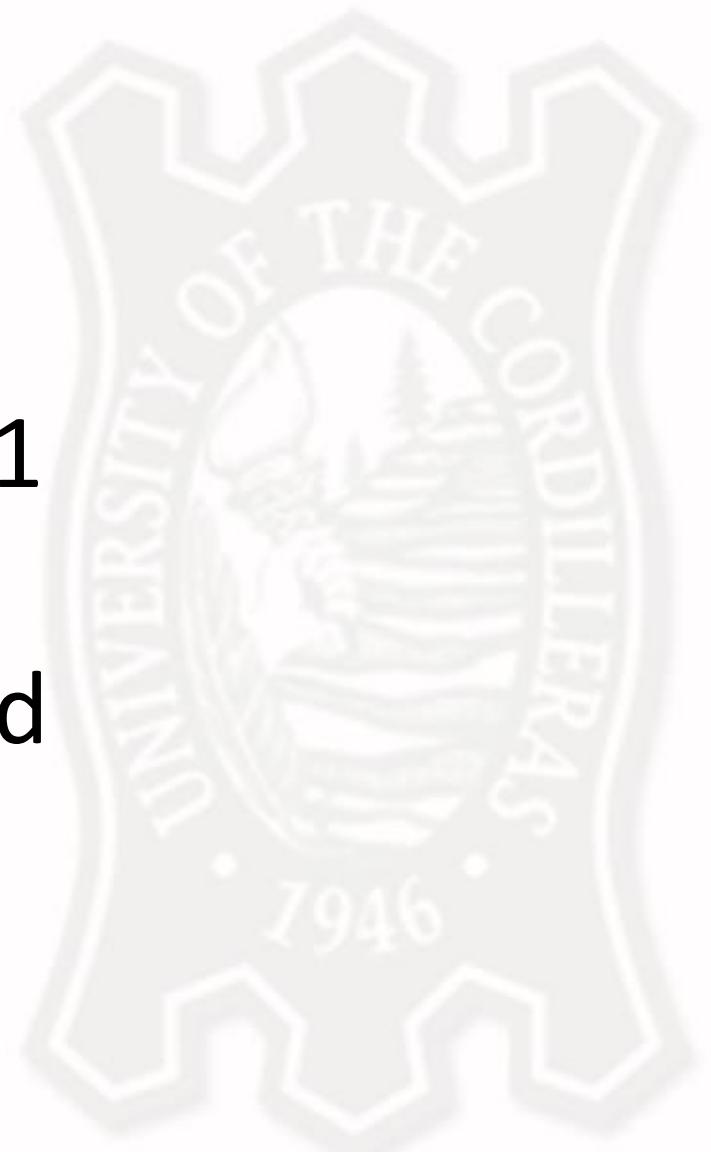


# Excel Tutorial 1

## Getting Started with Excel



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# Objectives

- Understand the use of spreadsheets and Excel
- Learn the parts of the Excel window
- Scroll through a worksheet and navigate between worksheets
- Create and save a workbook file
- Enter text, numbers, and dates into a worksheet
- Resize, insert, and remove columns and rows

# Objectives

- Select and move cell ranges
- Insert formulas and functions
- Insert, delete, move, and rename worksheets
- Work with editing tools
- Preview and print a workbook

# Introducing Excel

- **Microsoft Office Excel 2007** (or **Excel**) is a computer program used to enter, analyze, and present quantitative data
- A **spreadsheet** is a collection of text and numbers laid out in a rectangular grid.
  - Often used in business for budgeting, inventory management, and decision making
- **What-if analysis** lets you change one or more values in a spreadsheet and then assess the effect those changes have on the calculated values



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# Introducing Excel

Spreadsheet data in Excel

Figure 1-2

The screenshot shows a Microsoft Excel window titled "Cash Flow Comparison - Microsoft Excel". The spreadsheet contains data for a cash flow comparison between budgeted and actual values for January 2010. The data is organized into columns labeled A through J. Row 1 contains the title "Cash Flow Comparison". Row 2 contains the subtitle "Budgeted vs. Actual". Row 3 contains the date "Jan-10". Rows 4 through 14 contain transaction details, with rows 4, 5, 6, 8, 10, 11, 13, and 14 having merged cells for the category and date. The "Budgeted" column is in column B and the "Actual" column is in column C. The data includes cash sales, advertising expenditures, wages, supplies, total cash expenditures, net cash flow, and cash balance at the end of the month.

Cash Flow Comparison									
Budgeted vs. Actual									
Jan-10									
Cash balance (start of month)		Budgeted	Actual						
\$4,500.00		\$4,500.00							
Cash receipts									
Cash sales		12,600.00	14,688.00						
Cash expenditures									
Advertising		1,200.00	1,425.00						
Wages		7,200.00	7,850.00						
Supplies		3,600.00	4,350.00						
Total cash expenditures		12,000.00	13,625.00						
Net cash flow		600.00	1,063.00						
Cash balance (end of month)		\$5,100.00	\$5,563.00						
15									
16									
17									
18									
19									

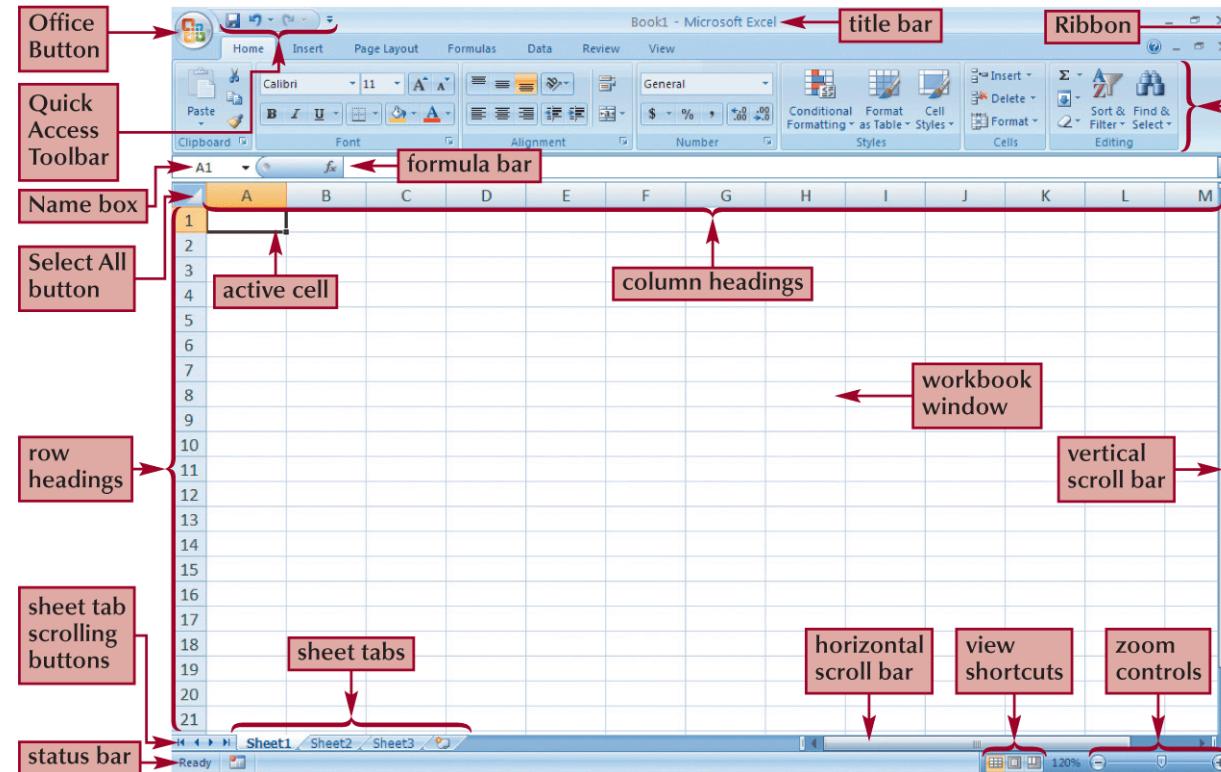


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# Exploring Excel

Figure 1-3 Parts of the Excel window



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# Exploring Excel

Description of the Excel window elements

Figure 1-4

Feature	Description
Office Button	A button that provides access to workbook-level features and program settings
Quick Access Toolbar	A collection of buttons that provide one-click access to commonly used commands, such as Save, Undo, and Repeat
Title bar	A bar that displays the name of the active workbook and the Excel program name
Ribbon	The main set of commands organized by task into tabs and groups
Column headings	The letters that appear along the top of the worksheet window to identify the different columns in the worksheet
Workbook window	A window that displays an Excel workbook
Vertical scroll bar	A scroll bar used to scroll vertically through the workbook window
Horizontal scroll bar	A scroll bar used to scroll horizontally through the workbook window
Zoom controls	Controls for magnifying and shrinking the content displayed in the active workbook window
View shortcuts	Buttons used to change how the worksheet content is displayed—Normal, Page Layout, or Page Break Preview view
Sheet tabs	Tabs that display the names of the worksheets in the workbook
Sheet tab scrolling buttons	Buttons to scroll the list of sheet tabs in the workbook
Row headings	The numbers that appear along the left of the worksheet window to identify the different rows in the worksheet
Select All button	A button used to select all of the cells in the active worksheet
Active cell	The cell currently selected in the active worksheet
Name box	A box that displays the cell reference of the active cell
Formula bar	A bar that displays the value or formula entered in the active cell

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# Navigating a Worksheet

- Excel provides several ways to navigate a worksheet

Figure 1-5

Excel navigation keys

Press	To move the active cell
↑, ↓, ←, →	Up, down, left, or right one cell
Home	To column A of the current row
Ctrl+Home	To cell A1
Ctrl+End	To the last cell in the worksheet that contains data
Enter	Down one row or to the start of the next row of data
Shift+Enter	Up one row
Tab	One column to the right
Shift+Tab	One column to the left
Page Up, Page Down	Up or down one screen
Ctrl+Page Up, Ctrl+Page Down	To the previous or next sheet in the workbook

# Planning a Workbook

- Before you begin to enter data into a workbook, you should develop a plan
  - Planning analysis sheet

Planning analysis sheet

Figure 1-6

Planning Analysis Sheet  
Author: Amanda Dunn  
Date: 4/1/2010

What problems do I want to solve?

- I need to have contact information for each RipCity Digital customer.
- I need to track how many DVDs I create for my customers.
- I need to record how much I charge my customers for my service.
- I need to determine how much revenue RipCity Digital is generating.

What data do I need?

- Each customer's name and contact information
- The date each customer order was placed
- The number of DVDs created for each customer
- The cost of creating each DVD

What calculations do I need to enter?

- The total charge for each order
- The total number of DVDs I create for all orders
- The total revenue generated from all orders

What form should my solution take?

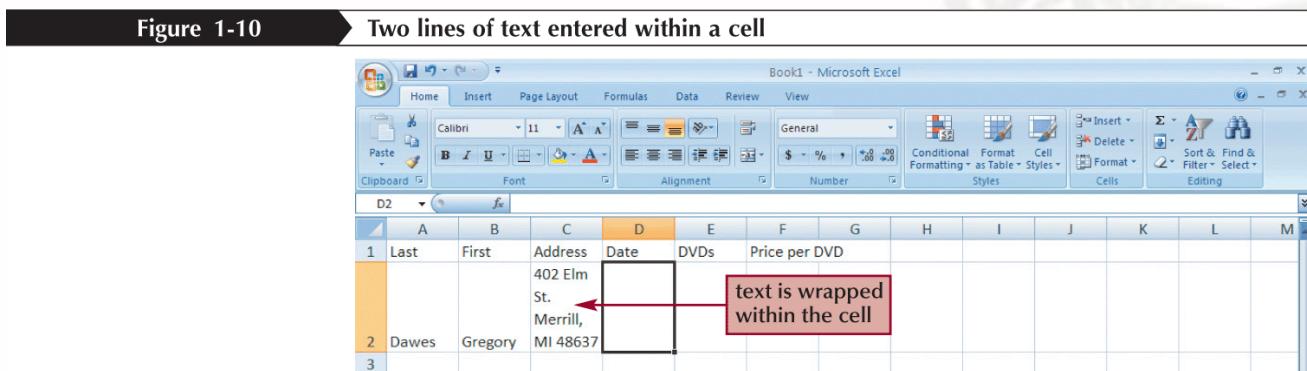
- The customer orders should be placed in a grid with each row containing data on a different customer.
- Information about each customer should be placed in separate columns.
- The last column should contain the total charge for each customer.
- The last row should contain the total number of DVDs created and the total revenue from all customer orders.

# Entering Text, Numbers, and Dates in Cells

- The **formula bar** displays the content of the active cell
- **Text data** is a combination of letters, numbers, and some symbols
- **Number data** is any numerical value that can be used in a mathematical calculation
- **Date** and **time data** are commonly recognized formats for date and time values

# Entering Multiple Lines of Text Within a Cell

- Click the cell in which you want to enter the text
- Type the first line of text
- For each additional line of text, press the Alt+Enter keys (that is, hold down the Alt key as you press the Enter key), and then type the text



# Changing Column Width and Row Height

- A **pixel** is a single point on a computer monitor or printout
- The default column width is 8.38 standard-sized characters
- Row heights are expressed in points or pixels, where a **point** is  $1/72$  of an inch
- **Autofitting** eliminates any empty space by matching the column to the width of its longest cell entry or the row to the height of its tallest cell entry

# Changing the Column Width and Row Height

- Drag the right border of the column heading left to decrease the column width or right to increase the column width
  - Drag the bottom border of the row heading up to decrease the row height or down to increase the row height
- or
- Double-click the right border of a column heading or the bottom border of a row heading to AutoFit the column or row to the cell contents (or select one or more column or rows, click the Home tab on the Ribbon, click the Format button in the Cells group, and then click AutoFit Column Width or AutoFit Row Height)
- or
- Select one or more columns or rows
  - Click the Home tab on the Ribbon, click the Format button in the Cells group, and then click Column Width or Row Height
  - Enter the column width or row height you want, and then click the OK button

# Inserting a Column or Row

- Select the column(s) or row(s) where you want to insert the new column(s) or row(s); Excel will insert the same number of columns or rows as you select
- In the Cells group on the Home tab, click the Insert button (or right-click a column or row heading or selected column and row headings, and then click Insert on the shortcut menu)

# Inserting a Column or Row

New column inserted in the worksheet

Figure 1-15

A screenshot of Microsoft Excel showing a table of customer data. The columns are labeled A through G. A new column, labeled 'Phone', has been inserted between columns C and D. The data in columns D, E, F, and G has shifted right to accommodate the new column. The cell containing '(989) 555-3433' is highlighted.

	A	B	C	D	E	F	G
1	Last	First	Address				
2	Dawes	Gregory	402 Elm St. Merrill, MI 48637	(989) 555-3433	3/13/2010	7	\$17.29
3	Garcia	Susan	1025 Drake Ave. Exeter, NH 03833	(603) 555-1091	3/14/2010	25	\$15.79
4	Torbet	Dr. Lilla	5 North Ln. Oswego, NY 13126	(315) 555-7823	3/17/2010	32	\$12.99
5	Rhoden	Tony	24 Mountain Dr. Auburn, ME 04210	(207) 555-9915	3/24/2010	20	\$15.79
6							
7							

Figure 1-16

New row inserted in the worksheet

A screenshot of Microsoft Excel showing a table of customer data. A new row, labeled 'Dawes', has been inserted as the second row. The data in rows 2 through 6 has shifted down to become rows 3 through 7. The cell containing 'Andrew' is highlighted.

	A	B	C	D	E	F	G	H	I
1	Last	First	Address	Phone	Date	DVDs	Price per DVD		
2	Ferris	Andrew	135 College Ave. Bar Harbor, ME 04609	(207) 555-0101	3/5/2010	2	\$17.29		
3	Dawes	Gregory	402 Elm St. Merrill, MI 48637	(989) 555-3433	3/13/2010	7	\$17.29		
4	Garcia	Susan	1025 Drake Ave. Exeter, NH 03833	(603) 555-1091	3/14/2010	25	\$15.79		
5	Torbet	Dr. Lilla	5 North Ln. Oswego, NY 13126	(315) 555-7823	3/17/2010	32	\$12.99		
6	Rhoden	Tony	24 Mountain Dr. Auburn, ME 04210	(207) 555-9915	3/24/2010	20	\$15.79		
7									

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# Deleting and Clearing a Row or Column

- **Clearing** data from a worksheet removes the data but leaves the blank cells
- **Deleting** data from the worksheet removes both the data and the cells

# Working with Cells and Cell Ranges

- A group of cells is called a **cell range** or **range**
- An **adjacent range** is a single rectangular block of cells
- A **nonadjacent range** consists of two or more distinct adjacent ranges
- A **range reference** indicates the location and size of a cell range

# Selecting Cell Ranges

## To select an adjacent range:

- Click the cell in the upper-left corner of the adjacent range, drag the pointer to the cell in the lower-right corner of the adjacent range, and then release the mouse button

or

- Click the cell in the upper-left corner of the adjacent range, press the Shift key as you click the cell in the lower-right corner of the adjacent range, and then release the Shift key

## To select a nonadjacent range of cells:

- Select a cell or an adjacent range, press the Ctrl key as you select each additional cell or adjacent range, and then release the Ctrl key

## To select all the cells in a worksheet:

- Click the Select All button located at the intersection of the row and column headings (or press the Ctrl+A keys)

# Selecting Cell Ranges

Adjacent range A1:G5 selected

Figure 1-17

A screenshot of Microsoft Excel showing a table of digital order data. The table has columns for Last Name, First Name, Address, Phone, Date, DVDs, and Price per DVD. Row 1 contains column and row headings. The range A1:G5 is selected, which includes rows 1 through 5 and columns A through G. The active cell, A1, is white. The selected cells are highlighted with a thick black border. Red callout boxes point to the active cell and the selected range.

Last	First	Address	Phone	Date	DVDs	Price per DVD
Last	First	Address	Phone	Date	DVDs	Price per DVD
Ferris	Andrew	135 College Ave. Bar Harbor, ME 04609	(207) 555-0101	3/5/2010	2	\$17.29
Garcia	Susan	1025 Drake Ave. Exeter, NH 03833	(603) 555-1091	3/14/2010	25	\$15.79
Torbet	Dr. Lilla	5 North Ln. Oswego, NY 13126	(315) 555-7823	3/17/2010	32	\$12.99
Rhoden	Tony	24 Mountain Dr. Auburn, ME 04210	(207) 555-9915	3/24/2010	20	\$15.79

Nonadjacent range A1:A5;F1:G5 selected

Figure 1-18

A screenshot of Microsoft Excel showing the same table of digital order data. The range A1:A5 is selected, covering rows 1 through 5 of column A. The range F1:G5 is also selected, covering columns F and G across all rows. The active cell, F1, is white and surrounded by a black border. The selected ranges are highlighted with a thick black border. Red callout boxes point to the active cell and the selected ranges.

Last	First	Address	Phone	Date	DVDs	Price per DVD
Last	First	Address	Phone	Date	DVDs	Price per DVD
Ferris	Andrew	135 College Ave. Bar Harbor, ME 04609	(207) 555-0101	3/5/2010	2	\$17.29
Garcia	Susan	1025 Drake Ave. Exeter, NH 03833	(603) 555-1091	3/14/2010	25	\$15.79
Torbet	Dr. Lilla	5 North Ln. Oswego, NY 13126	(315) 555-7823	3/17/2010	32	\$12.99
Rhoden	Tony	24 Mountain Dr. Auburn, ME 04210	(207) 555-9915	3/24/2010	20	\$15.79



# Moving or Copying a Cell or Range

- Select the cell or range you want to move or copy
- Move the mouse pointer over the border of the selection until the pointer changes shape
- To move the range, click the border and drag the selection to a new location (or, to copy the range, hold down the Ctrl key and drag the selection to a new location)

*or*

- Select the cell or range you want to move or copy
- In the Clipboard group on the Home tab, click the Cut button or the Copy button (or right-click the selection, and then click Cut or Copy on the shortcut menu)
- Select the cell or upper-left cell of the range where you want to move or copy the content
- In the Clipboard group, click the Paste button (or right-click the **selection**, and then click Paste on the shortcut menu)

# Moving or Copying a Cell or Range

Selected range being moved

Figure 1-19

The screenshot shows a Microsoft Excel spreadsheet titled "RipCity Digital Orders - Microsoft Excel". The spreadsheet contains data for five customers (rows 1-5) across columns A through G. Row 6 is a blank header row. A red box highlights the range A5:G9, which is the fifth row of data. A red arrow points from this highlighted range to another red box containing the text: "outline indicates the new location of the selected range". Another red arrow points from the bottom right corner of the highlighted range to a red box containing the text: "cell reference of the new location is displayed in a ScreenTip". The status bar at the bottom of the screen also displays "A5:G9".

	A	B	C	D	E	F	G	H	I
1	Last	First	Address	Phone	Date	DVDs	Price per DVD		
2	Ferris	Andrew	135 College Ave. Bar Harbor, ME 04609	(207) 555-0101	3/5/2010	2	\$17.29		
3	Garcia	Susan	1025 Drake Ave. Exeter, NH 03833	(603) 555-1091	3/14/2010	25	\$15.79		
4	Torbet	Dr. Lilla	5 North Ln. Oswego, NY 13126	(315) 555-7823	3/17/2010	32	\$12.99		
5	Rhoden	Tony	24 Mountain Dr. Auburn, ME 04210	(207) 555-9915	3/24/2010	20	\$15.79		
6									
7									
8									
9									
10									
11									



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# Inserting and Deleting a Cell Range

Figure 1-21

Cells inserted within a cell range

	A	B	C	D	E	F	G	H	I
1									
2	A	B	C	D	E				
3	A	B	C	D	E				
4	A	B	C	D	E				
5	A	B	C	D	E				
6	A	B	C	D	E				
7	A	B	C	D	E				
8	A	B	C	D	E				
9	A	B	C	D	E				
10									
11									
12									
13									

selected range

	A	B	C	D	E	F	G	H	I
1									
2	A	B	C	D	E				
3	A	B	C	D	E				
4	A	B	C	D	E				
5	A	B	C	D	E				
6	A	B	C	D	E				
7	A	B	C	D	E				
8	A	B	C	D	E				
9	A	B	C	D	E				
10									
11									
12									
13									

inserted cells

existing cells shifted right two columns

	A	B	C	D	E	F	G	H	I
1									
2	A	B	C	D	E				
3	A	B	C	D	E				
4	A	B	C	D	E				
5	A	B	C	D	E				
6	A	B	C	D	E				
7	A	B	C	D	E				
8	A	B	C	D	E				
9	A	B	C	D	E				
10									
11									
12									
13									

selected range

	A	B	C	D	E	F	G	H	I
1									
2	A	B	C	D	E				
3	A	B	C	D	E				
4	A	B	C	D	E				
5	A	B	C	D	E				
6	A	B	C	D	E				
7	A	B	C	D	E				
8	A	B	C	D	E				
9	A	B	C	D	E				
10									
11									
12									
13									

inserted cells

existing cells shifted down two rows

new cells are inserted within the range, shifting the existing cells down



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# Inserting or Deleting a Cell Range

- Select a range that matches the range you want to insert or delete
- In the Cells group on the Home tab, click the Insert button or the Delete button

or

- Select the range that matches the range you want to insert or delete
- In the Cells group, click the Insert button arrow and then click the Insert Cells button or click the Delete button arrow and then click the Delete Cells command (or right-click the selected range, and then click Insert or Delete on the shortcut menu)
- Click the option button for the direction in which you want to shift the cells, columns, or rows
- Click the OK button

# Entering a Formula

- A **formula** is an expression that returns a value
- A formula is written using **operators** that combine different values, returning a single value that is then displayed in the cell
  - The most commonly used operators are **arithmetic operators**
- The **order of precedence** is a set of predefined rules used to determine the sequence in which operators are applied in a calculation

# Entering a Formula

Figure 1-22 ► Arithmetic operators

Operation	Arithmetic Operator	Example	Description
Addition	+	=10+A1 =B1+B2+B3	Adds 10 to the value in cell A1 Adds the values in cells B1, B2, and B3
Subtraction	-	=C9-B2 =1-D2	Subtracts the value in cell B2 from the value in cell C9 Subtracts the value in cell D2 from 1
Multiplication	*	=C9*B9 =E5*0.06	Multiplies the values in cells C9 and B9 Multiplies the value in cell E5 by 0.06
Division	/	=C9/B9 =D15/12	Divides the value in cell C9 by the value in cell B9 Divides the value in cell D15 by 12
Exponentiation	^	=B5^3 =3^B5	Raises the value of cell B5 to the third power Raises 3 to the value in cell B5



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# Entering a Formula

Figure 1-23

► Order of precedence rules

Formula (A1=50, B1=10, C1=5)	Order of Precedence Rule	Result
=A1+B1*C1	Multiplication before addition	100
=(A1+B1)*C1	Expression inside parentheses executed before expression outside	300
=A1/B1-C1	Division before subtraction	0
=A1/(B1-C1)	Expression inside parentheses executed before expression outside	10
=A1/B1*C1	Two operators at same precedence level, leftmost operator evaluated first	25
=A1/(B1*C1)	Expression inside parentheses executed before expression outside	1



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# Entering a Formula

- Click the cell in which you want the formula results to appear
- Type = and an expression that calculates a value using cell references and arithmetic operators
- Press the Enter key or press the Tab key to complete the formula



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# Entering a Formula

Figure 1-24

Formula references color coded

A screenshot of Microsoft Excel showing a spreadsheet titled "RipCity Digital Orders". The formula bar at the top displays "=F6\*G6". The cell F6 contains the value "2" and the cell G6 contains the value "\$17.29". The formula bar is highlighted with a red box and an arrow pointing to it from the caption. The cell F6 is also highlighted with a red box and an arrow pointing to it from the caption. The formula in cell G6 is highlighted with a red box and an arrow pointing to it from the caption.

	A	B	C	D	E	F	G
1	RipCity Digital						
2	Customer Orders						
3	3/31/2010						
4							
5	Last	First	Address	Phone	Date	DVDs	Price per DVD Charge
6	Ferris	Andrew	135 College Ave. Bar Harbor, ME 04609	(207) 555-0101	3/5/2010	2	\$17.29
7	Garcia	Susan	1025 Drake Ave. Exeter, NH 03833	(603) 555-1091	3/14/2010	25	\$15.79
8	Torbet	Dr. Lilla	5 North Ln. Oswego, NY 13126	(315) 555-7823	3/17/2010	32	\$12.99
9	Rhoden	Tony	24 Mountain Dr. Auburn, ME 04210	(207) 555-9915	3/24/2010	20	\$15.79
10							



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# Copying and Pasting Formulas

- With formulas, however, Excel adjusts the formula's cell references to reflect the new location of the formula in the worksheet

Formula copied and pasted

Figure 1-25

The screenshot shows a Microsoft Excel spreadsheet titled "RipCity Digital Orders - Microsoft Excel". The ribbon menu is visible at the top. The formula bar shows the formula `=F8*G8`. A red box highlights this formula with the text "formula pasted into cells H8 and H9". The spreadsheet contains data for customer orders. Row 8 is highlighted in orange. A red box around cell H8 contains the text "formula copied from this cell". Another red box around cell H9 contains the text "results of the pasted formula". Arrows point from the formula in the formula bar to the cells H8 and H9, and from the "formula copied from this cell" box to cell H8.

	A	B	C	D	E	F	G	H	I
1	RipCity Digital								
2	Customer Orders								
3	3/31/2010								
4									
5	Last	First	Address	Phone	Date	DVDs	Price per DVD	Charge	
6	Ferris	Andrew	135 College Ave. Bar Harbor, ME 04609	(207) 555-0101	3/5/2010	2	\$17.29	\$34.58	
7	Garcia	Susan	1025 Drake Ave. Exeter, NH 03833	(603) 555-1091	3/14/2010	25	\$15.79	\$394.75	
8	Torbet	Dr. Lilla	5 North Ln. Oswego, NY 13126	(315) 555-7823	3/17/2010	32	\$12.99	\$415.68	
9	Rhoden	Tony	24 Mountain Dr. Auburn, ME 04210	(207) 555-9915	3/24/2010	20	\$15.79	\$315.80	
10									
11									



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# Introducing Functions

- A **function** is a named operation that returns a value
- For example, to add the values in the range A1:A10, you could enter the following long formula:

=A1+A2+A3+A4+A5+A6+A7+A8+A9+A10

Or, you could use the SUM function to accomplish the same thing:

=SUM(A1:A10)

# Entering a Function

Figure 1-26

► SUM function being entered

The screenshot shows a Microsoft Excel spreadsheet titled "RipCity Digital Orders - Microsoft Excel". The ribbon menu is visible at the top. In the formula bar, the text "=SUM(F6:F9)" is entered. The cell F6 contains the value "2", F7 contains "25", F8 contains "32", and F9 contains "20". A red callout box with an arrow points to the range F6:F9 in the formula bar, stating "a colored border surrounds the range entered in the function". Another red callout box with an arrow points to the ScreenTip "ScreenTip shows the function being entered" located below the formula bar, which displays the full formula "=SUM(F6:F9)".

	A	B	C	D	E	F	G	H	I
1	RipCity Digital								
2	Customer Orders								
3	3/31/2010								
4									
5	Last	First	Address	Phone	Date	DVDs	Price per DVD	Charge	
6	Ferris	Andrew	135 College Ave. Bar Harbor, ME 04609	(207) 555-0101	3/5/2010	2	\$17.29	\$34.58	
7	Garcia	Susan	1025 Drake Ave. Exeter, NH 03833	(603) 555-1091	3/14/2010	25	\$15.79	\$394.75	
8	Torbet	Dr. Lilla	5 North Ln. Oswego, NY 13126	(315) 555-7823	3/17/2010	32	\$12.99	\$415.68	
9	Rhoden	Tony	24 Mountain Dr. Auburn, ME 04210	(207) 555-9915	3/24/2010	20	\$15.79	\$315.80	
10					TOTAL	=SUM(F6:F9)			
11									
12									



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# Entering Functions with AutoSum

- The **AutoSum** button quickly inserts Excel functions that summarize all the values in a column or row using a single statistic
  - Sum of the values in the column or row
  - Average value in the column or row
  - Total count of numeric values in the column or row
  - Minimum value in the column or row
  - Maximum value in the column or row

# Entering Functions with AutoSum

Figure 1-27 ► SUM function entered with AutoSum

The screenshot shows a Microsoft Excel spreadsheet titled "RipCity Digital Orders - Microsoft Excel". The data consists of customer orders with columns for Last Name, First Name, Address, Phone, Date, DVDs, Price per DVD, and Charge. Row 10 is highlighted in orange, and cell H10 is selected. A red callout box points to the AutoSum icon in the ribbon toolbar, with the text "click to enter an AutoSum function in the active cell". Another red callout box points to the formula bar, which displays "=SUM(H6:H9)". A third red callout box points to the formula in cell H10, which is "=SUM(H6:H9)". The status bar at the bottom shows the formula as "SUM(number1, [number2], ...)".

	A	B	C	D	E	F	G	H	I
1	RipCity Digital								
2	Customer Orders								
3	3/31/2010								
4									
5	Last	First	Address	Phone	Date	DVDs	Price per DVD	Charge	
6	Ferris	Andrew	135 College Ave. Bar Harbor, ME 04609	(207) 555-0101	3/5/2010	2	\$17.29	\$34.58	
7	Garcia	Susan	1025 Drake Ave. Exeter, NH 03833	(603) 555-1091	3/14/2010	25	\$15.79	\$394.75	
8	Torbet	Dr. Lilla	5 North Ln. Oswego, NY 13126	(315) 555-7823	3/17/2010	32	\$12.99	\$415.68	
9	Rhoden	Tony	24 Mountain Dr. Auburn, ME 04210	(207) 555-9915	3/24/2010	20	\$15.79	\$315.80	
10					TOTAL	79			
11							=SUM(H6:H9)		
12									



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# Inserting and Deleting a Worksheet

- To insert a new worksheet into the workbook, right-click a sheet tab, click Insert on the shortcut menu, select a sheet type, and then click the OK button
- You can delete a worksheet from a workbook in two ways:
  - You can right-click the sheet tab of the worksheet you want to delete, and then click Delete on the shortcut menu
  - You can also click the Delete button arrow in the Cells group on the Home tab, and then click Delete Sheet



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# Renaming a Worksheet

- To rename a worksheet, you double-click the sheet tab to select the sheet name, type a new name for the sheet, and then press the Enter key
- Sheet names cannot exceed 31 characters in length, including blank spaces
- The width of the sheet tab adjusts to the length of the name you enter

# Moving and Copying a Worksheet

- You can change the placement of the worksheets in a workbook
- To reposition a worksheet, you click and drag the sheet tab to a new location relative to other worksheets in the workbook
- To copy a worksheet, just press the Ctrl key as you drag and drop the sheet tab

# Editing Your Work

- To edit the cell contents, you can work in **editing mode**
- You can enter editing mode in several ways:
  - double-clicking the cell
  - selecting the cell and pressing the F2 key
  - selecting the cell and clicking anywhere within the formula bar

# Editing Your Work

Working in editing mode

Figure 1-28

The screenshot shows a Microsoft Excel spreadsheet titled "Customer Orders". The data includes columns for Last Name, First Name, Address, Phone, Date, DVDs, Price per DVD, and Charge. Row 15 is highlighted in yellow, and cell G15 contains the value "18.29", which is being edited. A red callout box points to this cell with the text "insertion point to edit the text within the cell". The status bar at the bottom of the screen also displays "18.29", with a red callout box pointing to it and the text "status bar indicates Excel is in editing mode".

	A	B	C	D	E	F	G	H	I
1	RipCity Digital								
2	Customer Orders								
3	3/31/2010								
4									
5	Last	First	Address	Phone	Date	DVDs	Price per DVD	Charge	
6	Ferris	Andrew	135 College Ave. Bar Harbor, ME 04609	(207) 555-0101	3/5/2010	2	18.29	\$34.58	
7	Garcia	Susan	1025 Drake Ave. Exeter, NH 03833	(603) 555-1091	3/14/2010	25	\$15.79	\$394.75	
8	Torbet	Dr. Lilla	5 North Ln. Oswego, NY 13126	(315) 555-7823	3/17/2010	32	\$12.99	\$415.68	
9	Rhoden	Tony	24 Mountain Dr. Auburn, ME 04210	(207) 555-9915	3/24/2010	20	\$15.79	\$315.80	
10					TOTAL	79		\$1,160.81	
11									
12									
13									
14									
15									
16									
17									



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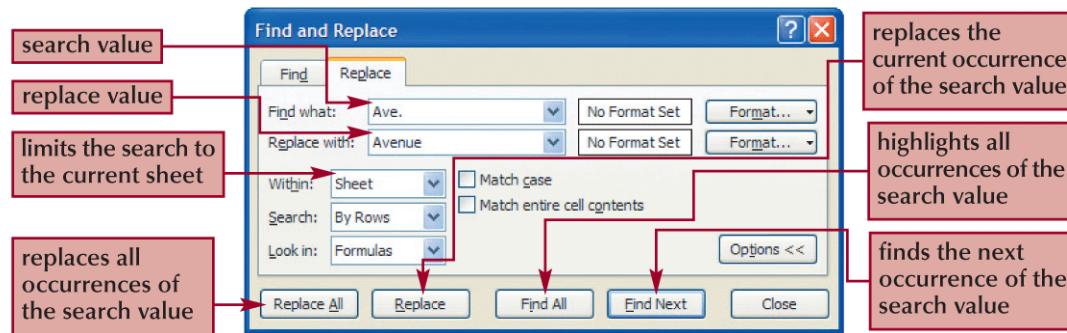
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# Using Find and Replace

- You can use the **Find** command to locate numbers and text in the workbook and the **Replace** command to overwrite them

Figure 1-29

Find and Replace dialog box



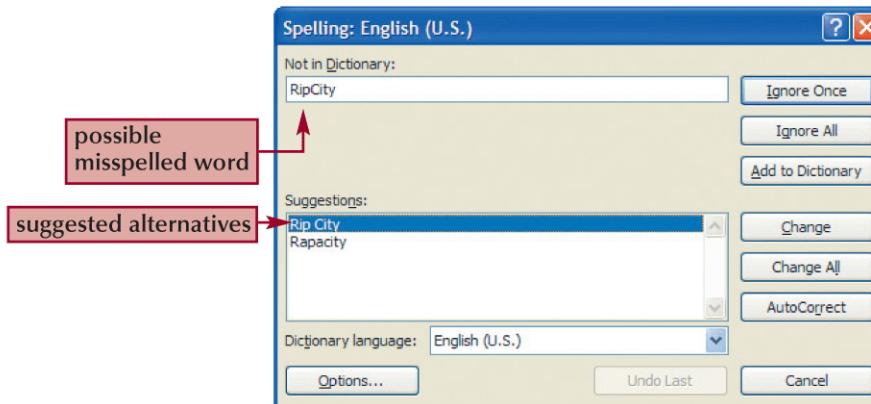
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# Using the Spelling Checker

- The **spelling checker** verifies the words in the active worksheet against the program's dictionary

Figure 1-31 ➤ Spelling dialog box



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# Changing Worksheet Views

- You can view a worksheet in three ways:
  - **Normal view** simply shows the contents of the worksheet
  - **Page Layout view** shows how the worksheet will appear on the page or pages sent to the printer
  - **Page Break Preview** displays the location of the different page breaks within the worksheet



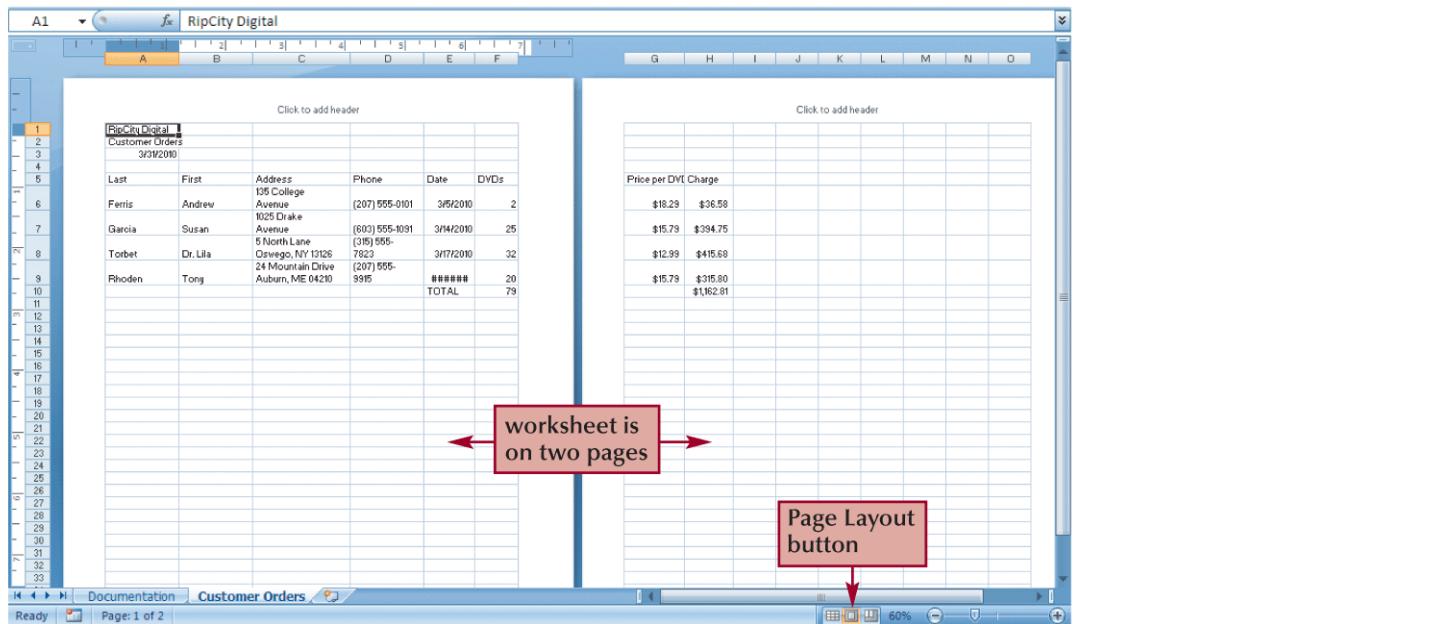
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# Changing Worksheet Views

Worksheet displayed in Page Layout view

Figure 1-32



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# Changing Worksheet Views

Figure 1-33

Worksheet displayed in Page Break Preview

A1	B	C	D	E	F	G	H
RipCity Digital							
Customer Orders							
3/31/2010							
4							
5	Last	First	Address	Phone	Date	DVDs	Price per DVD Charge
6	Ferris	Andrew	135 College Avenue Bar Harbor, ME 04609	(207) 555-0101	3/5/2010	2	\$18.29 \$36.58
7	Garcia	Susan	1025 Drake Avenue Exeter, NH 03833	(603) 555-1091	3/14/2010	25	\$15.79 \$394.75
8	Torbet	Dr. Lila	5 North Lane Oswego, NY 13126	(315) 555-7823	3/17/2010	32	\$12.99 \$415.68
9	Rhoden	Tony	24 Mountain Drive Auburn, ME 04210	(207) 555-9915	3/24/2010	20	\$15.79 \$315.80
10				TOTAL	79		\$1,162.81
11							
12							
13							
14							
15							
16							
17							



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# Working with Portrait and Landscape Orientation

- In **portrait orientation**, the page is taller than it is wide
- In **landscape orientation**, the page is wider than it is tall
- By default, Excel displays pages in portrait orientation

# Working with Portrait and Landscape Orientation

- To change the page orientation:
  - Click the **Page Layout** tab on the Ribbon
  - In the Page Setup group, click the **Orientation** button, and then click **Landscape**
  - The page orientation switches to landscape

# Printing the Workbook

- You can print the contents of your workbook by using the Print command on the Office Button
- The Print command provides three options:
  - You can open the Print dialog box from which you can specify the printer settings, including which printer to use, which worksheets to include in the printout, and the number of copies to print
  - You can perform a Quick Print using the print options currently set in the Print dialog box
  - Finally, you can preview the workbook before you send it to the printer

# Viewing and Printing Worksheet Formulas

- You can view the formulas in a workbook by switching to **formula view**, a view of the workbook contents that displays formulas instead of the resulting values
- To change the worksheet to formula view, press the **Ctrl+`** keys
- **Scaling** a printout reduces the width and the height of the printout to fit the number of pages you specify by shrinking the text size as needed

# Viewing and Printing Worksheet Formulas

Figure 1-34

Worksheet in formula view

	D	G	H		
1	text and numbers remain unchanged	underlying date values displayed rather than the formatted dates	formulas displayed instead of the resulting values		
2					
3					
4					
5	Phone	Date	DVDs	Price per DVD	Charge
6	(207) 555-0101	40242	2	18.29	=F6*G6
7	(603) 555-1091	40251	25	15.79	=F7*G7
8	(315) 555-7823	40254	32	12.99	=F8*G8
9	(207) 555-9915	40261	20	15.79	=F9*G9
10		TOTAL	=SUM(F6:F9)		=SUM(H6:H9)
11					
12					



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# Viewing and Printing Worksheet Formulas

Printout scaled to one page

Figure 1-35

The screenshot shows a Microsoft Excel spreadsheet titled "RipCity Digital Orders - Microsoft Excel". The worksheet displays a table of customer orders with columns for Order ID, First Name, Last Name, Address, Phone, Date, DVDs, Price per DVD, and Charge. The "Print" tab is selected in the ribbon, and a red box highlights the "Width: 1 page" and "Height: 1 page" options under the "Scale" section. Another red box points to the "Zoom" button at the bottom right of the screen, which is set to 50%. A third red box highlights the text "text size reduced to fit the worksheet on one page" pointing to the data area. The status bar at the bottom indicates "Page: 1 of 1".

Order ID	First	Last	Address	Phone	Date	DVDs	Price per DVD	Charge
40240	Lori	Ferris	109 College Avenue Durham, NH 03809	(207) 555-0101	40242	2	10.29	-\$14.58
	Gloria	Soren	110 Main Street Concord, NH 03301	(603) 555-1091	40251	25	15.79	-\$39.47
	Turk	Dr. Lile	5 North Lane Durham, NH 03816	(319) 555-7122	40254	32	12.49	-\$39.81
	Rhonda	Tony	124 Pleasant Drive Durham, NH 03820	(207) 555-9915	40261	20	18.79	-\$37.58
					TOTAL			-\$140.54
								-\$140.54



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