

Microsoft Excel 2003 Beyond The Basics

Area: Microsoft Excel Basics

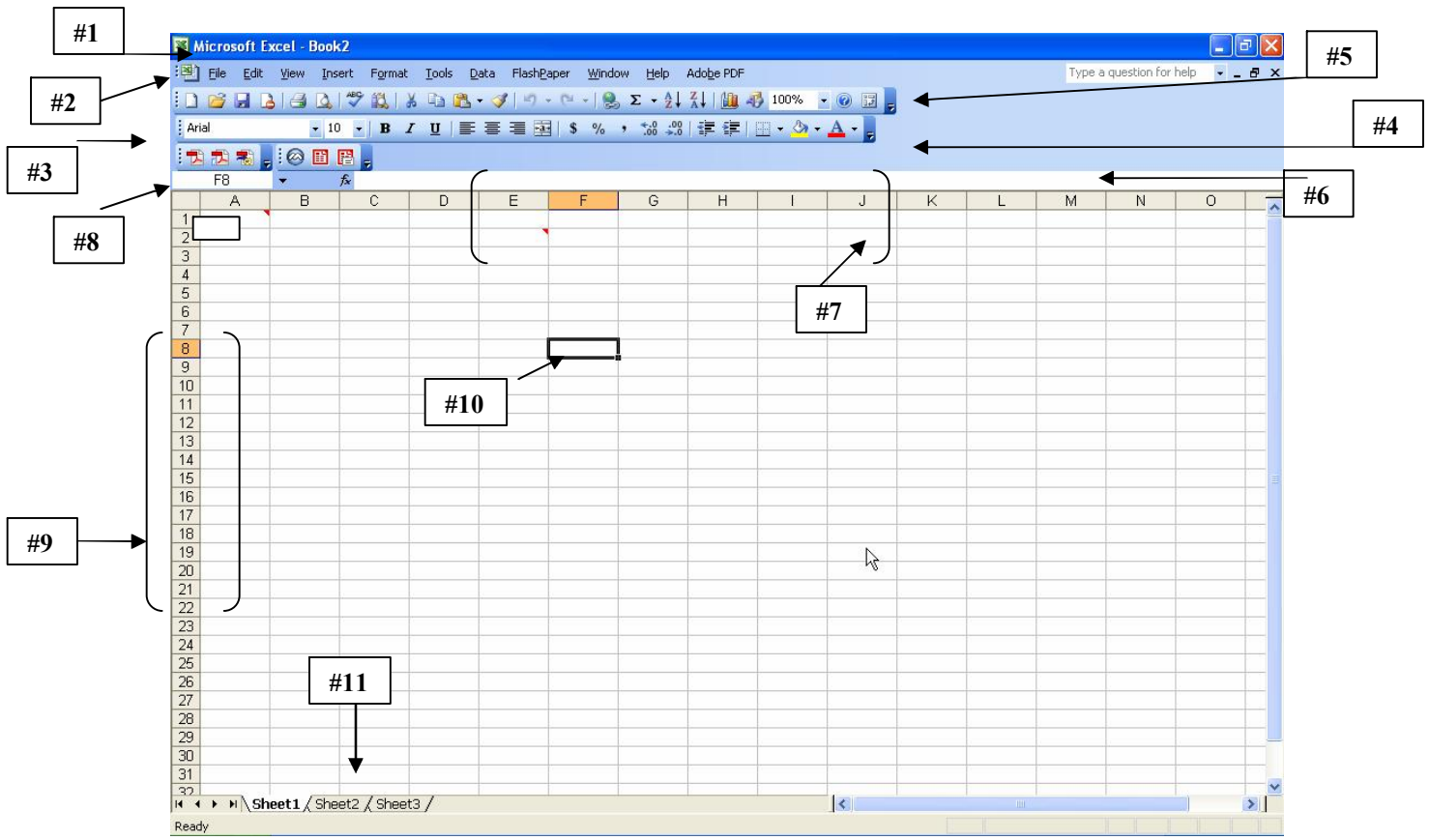
Proficiencies: *The participant will*

- Insert worksheets
- Rename worksheets
- Move or copy worksheets.
- Delete worksheets.
- Hide worksheets.
- Freeze rows or columns.
- Hide rows or columns.
- Move or copy data.
- Find and/or replace data.
- Sort data.
- Create and insert formulas and functions.
- Use the Auto Sum feature.
- Track changes in a worksheet.
- Insert comments in a worksheet.
- Create and format a chart.

New Terms:

Spreadsheet	Program used to record, analyze, and present quantitative information.
labels	Labels are used to identify the data in the cells
formula	A sequence of values, cell references, names, functions, or operators that produces a new value from existing values. A formula always begins with an equal sign (=).
function	A set of instructions that performs a certain task and then returns a value.
Data	Information that is enter into the spreadsheet

Microsoft Excel



1. Title Bar
2. Menu Bar
3. Name Box
4. Formatting Toolbar
5. Standard Toolbar
6. Formula Toolbar
7. Column Headings
8. Active Cell
9. Row Headings
10. F8 is the cell address
11. Sheet Tabs

These are the main parts of Excel that you should get to know by name!

Workbooks & Worksheets

Inserting Worksheets

The default number of worksheets in a workbook is three, but you can have as many sheets as the memory of your computer will allow!

1. To insert a single worksheet, select **Worksheet** from the **Insert** menu.
2. To insert multiple worksheets, hold down the **Shift** key and click the number of worksheet tabs you want to add in the open workbook. Then select **Worksheet** from the **Insert** menu.

Renaming Sheets

1. Right-click on the sheet tab you wish to rename.
2. Select **Rename** from the pop-up menu.
3. Type in the desired name of the sheet.
4. Hit the **Enter** key.

Moving or Copying Worksheets

***When you move or copy worksheets, be aware that the calculations or charts based on the worksheet might become inaccurate.*

1. Open the workbook that will receive the worksheets.
2. Switch to the workbook that contains the worksheets you want to move or copy.
3. Click on the worksheet tab to be moved or copied. To select multiple sheets, hold down the Ctrl key while clicking on the tabs.
4. Choose **Move** or **Copy Sheet** from the **Edit** menu.
5. Select the workbook to receive the sheets in the **To Book** box. Select **New Book** to move or copy the sheets to a new workbook.
6. In the **Before Sheet** box, select the worksheet name that you want the moved or copied sheets placed in front of.
7. Select the **Create A Copy** check box to copy the sheets instead of moving them.
8. Click the **OK** button.
9. *NOTE ** To move sheets within the current workbook, you can drag the selected sheets along the row of sheet tabs. To copy the sheets, hold down the Ctrl key, and then drag the sheets; release the mouse button before you release the Ctrl key.*

Deleting Worksheets

1. Click on the tab of the worksheet you wish to delete. To select multiple worksheets hold down the Ctrl key while clicking on the worksheet tabs.
2. Choose **Delete Sheet** from the **Edit** menu.

Hiding Worksheets

1. Select the worksheet you wish to hide.
2. Choose **Sheet** from the **Format** menu, and then select **Hide**.
3. To unhide the worksheets choose **Sheet** from the **Format** menu, and then select **Unhide**. Click on the name of the worksheet that you wish to unhide. Click **OK**.

Freezing Rows or Columns

You can “freeze” the horizontal and vertical panes to keep row and column labels or other data visible as you scroll through a sheet. This data won’t scroll and will remain visible as you move through the rest of the worksheet.

1. To select panes:
 - a. **Top Horizontal Pane** – select the row heading below where you want the split to appear
 - b. **Left Vertical Pane** – select the column heading to the right of where you want the split to appear
 - c. **Both the Top and Left Panes** – click the cell below and to the right of where you want the split to appear
2. Select **Freeze Panes** from the **Window** menu.

Hiding Rows and Columns

1. Highlight the desired rows/columns that you do not want to see
2. Right-click in the highlighted area
3. Select **Hide** from the pop-up menu
4. To view the row or column again, go to **Edit** and choose “**Undo Row Height**”
 - *NOTE ** To reveal a hidden worksheet, choose SHEET from the FORMAT menu. Select UNHIDE and then double-click on the hidden worksheet you wish to display.*

Moving or Copying Data

1. Click the cell (or drag across the cells) you wish to copy or move
2. Point to the border of the selection.
 - a. To move the cells, drag the selection to the upper-left cell of the area you want to paste to. (they will overwrite any data already in the paste area)
 - b. To copy the cells, press the copy shortcut button, or go to **Edit** and **Copy**.
 - c. To paste, click on the cell you wish to paste in (or the upper-left area if you’re copying more than one cell) and click on the paste shortcut button, or go to **Edit** and **Paste**.
 - d. To insert the selection between existing cells, hold down the **Shift** key (if moving) or **Shift + Ctrl** (if copying) as you drag.
 - e. To drag the selection to a different worksheet, hold down the **Alt** key and drag over a sheet tab.
 - f. You can move or copy to a different/new workbook in the same manners. Just have your other workbook open and follow the same processes as above.

To Copy and Paste in a Spreadsheet

1. Type in one formula for the first column or row in the spreadsheet.
2. Select that cell and copy the contents. Go to **Edit** and choose **Copy** or press **CTRL** and **C**. You may also use the short cut from the menu bar.
3. Highlight all the cells that you want to paste to. They must be consecutive.
4. Choose Paste from the **Edit** menu or use **CTRL V** or use the short cut from the menu bar.

Finding Data

1. Select the range of cells you want to search, or to search the entire worksheet, click any single cell.
2. Choose **Find** on the **Edit** menu, or press **Ctrl + F**
3. Enter the text or numbers you want to search for in the **Find what** Box.
4. Choose whether you want to search, **Formulas**, **Values** or **Comments** by selecting the type of information in the **Look in** Box.
5. Click the **Find Next** button.

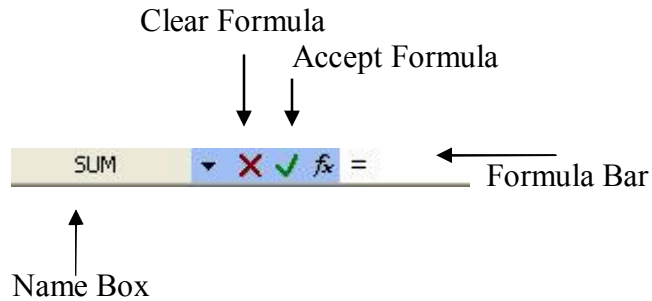
Replacing Data

1. Select the range of cells you want to search, or to search the entire worksheet click any single cell.
2. Choose **Replace** on the **Edit** menu, or press **Ctrl + H**
3. Enter the text or numbers you want to search for in the **Find what** box.
4. Enter the replacement text in the **Replace with** Box.)Leave the **Replace with** box blank to delete the characters in the Find What box.)
5. Click the **Find Next** button
6. Click **Replace** to replace the highlighted text. Click **Replace All** to replace all occurrences of the found characters.

To Sort or Arrange in a Spreadsheet

1. Highlight the words in the column that you want to alphabetize or put in numerical order.
 - a. Go to **Data** and scroll down to **Sort**.
 - b. In the **Sort Warning** box choose whether you want to expand the selection or use the current selection.
 - c. In the **Sort** dialog box choose which fields you wish to sort by.
 - d. Choose either **Ascending** or **Descending** and click **OK**.

Entering & Using the Formula Bar

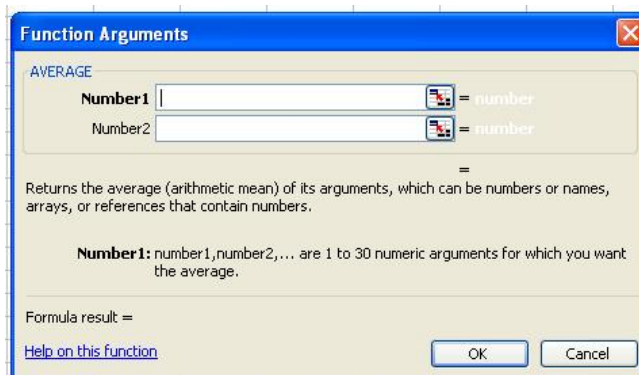




Creating Formulas

1. Select the cell that will contain the formula.
2. Enter an = (equal) sign.
3. Enter the formula into the **Formula Input Area** using the following guidelines
 - a. Add +
 - b. Multiply *
 - c. Subtract -
 - d. Divide /
 - Reference: cells by their cell number (e.g. A10, B1)
 - Constants (4, 6.5) can also be used.
 - Enter parenthesis around calculations that are to be performed first. Remember “Please Excuse My Dear Aunt Sally”
 - Click the **Insert Function** button to display an extensive function list.
4. Click the **Accept Formula** button or hit the Enter key.

Using the Formula Palette

1. Select the cell that will contain the formula.
2. Click the **Insert Function** button.
3. Click the desired **Function** and click **OK**.
4. The Formula Palette window appears:




5. Enter the arguments for the function. Arguments are the values a function uses to perform a calculation or operation. Arguments may include numeric values cell references, ranges of cells, labels, or nested functions.
6. To select a cell or range of cells as the argument for a function, click the **Collapse Dialog**  button to temporarily hide the dialog box. Select the range of cells on the worksheet, then click the  button to return to the dialog box.
7. Click the **OK** button or press **Enter**.

Copying Formulas to a Range of Cells

1. Select the cell with the formula.
2. Click on the fill handle.
3. Drag the handle across or down, depending on which cells you want to have the same formula.


Using the AutoSum Button

1. Click a cell below or to the right of the numbers you want to evaluate.
2. Click the arrow next to the **AutoSum**  button.
3. Select a function from the resulting menu. (E.g. sum, Average, Count, Max, Min.)
4. Press the **Enter** key.

Tracking Changes

1. Select **Track Changes** from the Tools menu.
2. Select **Highlight Changes** from the resulting menu.
3. Check the **Track changes while editing** box.
4. Select tracking options in the **Highlight which changes** section.
5. Select whether you want to highlight the changes on the screen or list changes on a new sheet.
6. Click the **OK** button.
7. Make changes to the workbook, as desired. Excel will track and mark the changes.

Inserting a Comment


1. Click or highlight the location in the workbook where you want to insert a comment.
2. Click the **New Comment**  button on the **Reviewing** toolbar or select **Comment** from the **Insert** menu.
3. Enter a comment into the comment box that appears.
4. Click outside the box to return to the document.

Naming a Range of Cells

1. Select the cell(s) to be named.

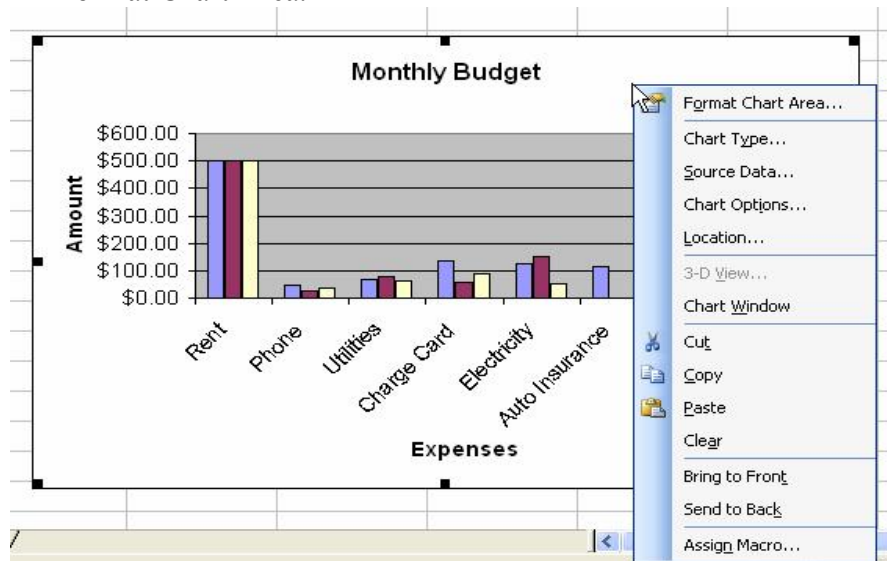
2. Enter the name of the cell(s) in the **Name Box** to the left of the formula bar. Valid names must start with a letter or underscored character, and cannot be the same as a cell reference.
3. Hit the **Enter** key
4. To go to the named range at any point, click the drop-down button next to the **Name Box** and select the name of the range.

Creating a Chart

1. Select the cells containing the data that will be contained in the chart.
2. Click the **Chart Wizard**  button.
3. Follow the **Wizard** to create your chart.
 - a. Choose the chart type; bar, pie, etc
 - b. Choose the chart sub-type and click **Next**.
 - c. Make sure that your cells are highlighted in the data range window.
 - d. Put a bullet in front of either series in “**Rows or Columns**” and click **Next**.
 - e. Click **Next** and fill in the Chart Title, X-axis, Y-axis, on the **Titles** tab.
 - f. Click on the **Legend** tab and put a bullet in front of where you want your legend to display.
 - g. Click on the **Data Labels** tab and put a check mark in front of each of the data labels that you want on your chart. Click **Next**
 - h. Put a bullet in front of “**As Object in**”. . Click **Finish**.
4. Click the **Finish** button when done.

To Format a Chart

1. Select the chart by clicking on it.
2. To format the chart area, right click on the white space of the chart. Click on Format Chart Area.



3. Click on a color for the background or choose “**Fill Effects**” to use a picture or different gradients, textures, or patterns. Click **OK** and then click on the **Font** tab. Choose a Font style and size.
4. Double Click on the chart type (the bar, pie, etc) that you choose for your chart. Click on the **Options** tab. Put a bullet in front of “**Vary Colors by Slice**”
5. Click on the **Data Labels** tab and put a bullet in front of “**Category and Percentage**”
6. You can always re-format any part of the chart by double clicking on it.
7. Click on **OK**.

Miscellaneous Spreadsheet Notes

1. To insert a Header which will define the page:
 - a. Go to **View**
 - b. Choose **Header or Footer**
 - c. Choose **Custom Header**
2. To change the page to print out sideways, go to File:
 - a. Scroll to **Page Setup**
 - b. Choose **Landscape** and click **OK**.
3. To view formulas in a spreadsheet.
 - a. Go to **Tools**
 - b. Scroll down to **Options**
 - c. Choose **View**
 - d. Click on **Formulas**, and then click **OK**
4. To Fill down or Fill Across in a column or row:
 - a. Figure out the first formula to be used in a cell.
 - b. Grab it by its grab handle and pull down or across.
5. To Round or change the number of decimals in a number.
 - a. Highlight the number or numbers you want to change.
 - b. Go to **Format** and down to **cells**.
 - c. Choose the number index
 - d. Click on **number** and change the decimal places from 2 to 0. (If you want it to round)
6. To view gridlines when you print.
 - a. Go to **File**
 - b. Choose Page Set-Up.
 - c. Click on the **Sheet** tab at the top.
 - d. Click in front of **Gridlines** to put a check mark in the box.