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| *Excel 2013*  *Lesson 1 Notes Outline* | |
| ***Microsoft Excel*** | Excel is an electronic workbook or spreadsheet that gives you the ability to perform business and scientific calculations. It can be used for :   * Charting * Budgets * Database management * Macro programming * Financial statements * Inventory * “What if” situations |
| ***Excel Screen Parts*** | Label the following screen parts on the chart provided:   1. Backstage View 12. Quick Access Toolbar 2. Tabs 13. Title Bar 3. Ribbon 14. Name Box 4. Active Cell 15. Cell Pointer 5. Vertical Scroll Bar 16. Status Bar 6. Sheet Tabs 17. Horizontal Scroll Bar 7. Worksheet Area 18. Formula Bar 8. Select All Button 19. Column Header 9. Fill Handle 20. Row Header 10. Mode Indicator 11. New Sheet Button |
| ***Workbook*** | **Workbook** – a document created in Excel consisting of individual worksheets (spreadsheets) that are similar to sheets of paper in a notebook.  **Worksheet –** contains a fixed number of columns and rows. The number of usable cells depends upon the amount of RAM available to your computer.   1. By default, a workbook contains one worksheet. 2. You can add or remove worksheets from the workbook. 3. The number of worksheets in one workbook is limited to available memory. 4. Each worksheet contains a grid that defines a series of rows and columns.    1. **Rows** – flow horizontally with a possible 1,048,576 rows in one worksheet. Each row is identified by a row number.    2. **Columns** – flow vertically and are labeled by a letter of the alphabet. There are 16,385 columns in one worksheet. 5. **Cell** – the intersection of a row and column and has a unique address.    1. **Cell address** -the intersection of a column and row. The cell address or cell reference includes the column letter followed by the row number. *Example: ABC329*    2. **Active Cell**- the cell that is current. |
| ***Values and Labels*** | 1. **Value** – an entry that begins with a number or mathematical sign and is right aligned in a cell. 2. **Label** – an entry that begins with a letter and is left aligned in a cell. Labels are generally text. 3. If you don’t want a number to be treated as a value that can be calculated, you can format the number as text. To do this: 4. Type an apostrophe (‘) before the value. **OR** 5. Enter the value. 6. With the insertion point in the cell containing the value, click the Number Quick Launcher found on the Home Tab. 7. Choose the Number tab at the dialog box. 8. From the drop-down list, select Text. |
| ***Entering Data in a Cell and Moving the Insertion Point*** | 1. Enter text in a cell and press the tab key. The tab key will move the insertion point to the next cell. 2. Keyboard commands for moving insertion point:    1. Enter – moves down to the next cell.    2. Shift + Enter – moves up to the next cell.    3. Shift + Tab - move to previous cell.    4. Home - moves to the cell at the beginning of the row.    5. Ctrl + End - moves to last cell in a worksheet.    6. Ctrl + Home – moves to first cell in worksheet. 3. **Go To** – allows you to make a specific cell active. To use this feature:    1. From the Home tab, click the Find and Select button.    2. Click Go To.    3. At the Go To dialog box, type the cell reference in the Reference text box and click OK. **OR**    4. Use the shortcut for Go To, Ctrl + G or F5. 4. **Mode Indicator** – the word “Ready” will display in the mode indicator indicating data can be keyed. “Ready” changes to “Enter” as data is keyed. 5. If data is too long to fit in the cell, it will overlap to the next cell. It does NOT become part of the next cell. Overflow text displays if the adjacent cells are blank. 6. If a number is too long to fit in a cell, you will see #### fill the cell. The number doesn’t overlap like text does since Excel does not want you to be misled by a number when you see only a portion of it in the cell. |
| ***Automatic Entering Features*** | 1. **AutoComplete** – automatically inserts data in a cell that begins the same as a previous entry. Try the following:    1. Key *Olympics* in cell A1.    2. Enter to Cell A2 and type an O.    3. The cell will fill with the word Olympic.    4. To accept Olympic, press Enter. 2. **AutoCorrect** – automatically corrects common typing errors similar to Word’s AutoCorrect. To use AutoCorrect:    1. Click the File tab and in from the backstage view, click Options.    2. From the left pane choose Proofing.    3. Choose the AutoCorrect Options button located in the right pane.    4. Make desired choices from the dialog box. 3. **Pick From List** – this list contains text from consecutive cells that appear above the current cell. To use this feature:    1. Right click in the empty cell below the list of text.    2. Choose *Pick From Drop-down List.*    3. Click the desired word from the list to be inserted in the active cell. 4. **AutoFill** – used to fill a range of cells with the same data or to insert a series in consecutive cells. To use fill:    1. Use the **fill handle** (green square at the bottom right side of the cell border) to drag and select desired cells to be filled. Try the following:       1. Fill a column with the months of the year.       2. Fill a row with the days of the week.    2. Sequences require that two cells be selected before using the fill handle. Try the following:       1. Fill a column numbered by 7’s. |
| ***Editing Data in Cells*** | 1. Edit data being keyed with delete and backspace keys. 2. To edit after you have left a cell, make it active by double clicking the cell and key the new data to replace existing text. 3. To edit a portion of a cell, double-click the cell. The word “Edit” will display in the Mode Indicator. When you are done editing, make another cell active. This can be done by pressing Enter, Tab, or Shift + Tab. 4. You can also change out of the “Edit” mode and return to the “Ready” mode by clicking another cell or the Enter button on the Formula bar. 5. As data is being keyed in a cell, two buttons will display on the Formula bar. 6. Click the Cancel button (looks like an X) to delete the current cell entry. 7. Click the Enter button (looks like a check mark) to indicate you are done keying or editing. 8. A cell‘s contents can be cleared by right clicking the cell and from the menu choose Clear Contents. |
| ***Saving a Workbook*** | To save a workbook:   1. Click the File tab and from the Backstage view choose Save As. 2. Navigate to your account and supply an appropriate file name and click the Save button. **OR** 3. Use the Save button on the Quick Access toolbar. |
| ***Opening a Workbook*** | To open a previously saved workbook:   1. Click the File tab and select Open. 2. Navigate to find desired file and click the Open button. **OR** 3. Click the File tab and use the *Recent Workbooks* option in the middle panel of the backstage view.    * A list of the most recently opened workbooks displays.    * Up to 25 workbook names display in the list.    * Open a workbook from this list by clicking the workbook name. **OR** 4. Use the Open button on the Quick Access toolbar. |
| ***Formatting*** | 1. Bold, underline, and italicize can be applied to cells by using buttons found on the Home tab Fonts group. 2. Fonts can be changed with the Font drop-down button fond on the Home tab Fonts group. **OR** 3. Select desired cells, right click, and from the menu choose Format Cells. From the dialog box, select the Font tab. |
| ***Inserting Headers and Footers*** | To insert a header/footer:   1. Click the Insert tab. 2. Click Header & Footer button found in the *Text Group*. 3. This displays the worksheet in *Page Layout* view. By default your insertion point appears in the center of the page where you can add your text. 4. If you desire your header/footer to be on the right or left side of the page, simply click in the right or left side of the header/footer pane.   To customize a header/footer:   1. Click the Insert tab and Header & Footer button. 2. From the Headers & Footer Design tab, make desired choices found in the *Header & Footer Elements* Group such as page numbers, date, time, path name, etc.   To insert a predesigned header/footer:   1. Click the Insert tab and Header & Footer button. 2. From the Headers & Footer group, click the drop down for Header/Footer and select a predesigned header/footer.   To change from Page Layout view to Normal view:   1. Click the View tab. 2. From the *Worksheet View Group* click the *Normal* button **OR** 3. Use the View toolbar located at the bottom of the window and click the *Normal View*button. |
| ***Previewing a Worksheet*** | To preview a worksheet:   1. Click the Print Preview and Print button on the Quick Access toolbar. (*Note: You may need to add this button to your Quick Access toolbar.)* **OR** 2. Click the File tab and Print. 3. The Backstage View will display the spreadsheet. |
| ***Printing a Workbook*** | To print a worksheet:   1. Click the File tab and choose Print. 2. From the middle pane you can specify a specific printer and make changes to settings. 3. The Backstage Preview pane lets you see how the spreadsheet will print. By default gridlines do **NOT** print. |
| ***Printing Gridlines, Row Number, and Column Letters*** | To print gridlines, row numbers, and column letters:   1. Click the Page Layout tab. 2. From the Sheet Options group, check boxes to print gridlines and/or headings. |
| ***Selecting Cells*** | Methods of selecting cells:   1. Drag using the mouse to select desired cells. 2. Select an entire column or row by clicking the column letter or row number. 3. Click the Select All button to select the entire worksheet. 4. Select non-adjacent cells by holding down the Ctrl key while selecting cells. 5. Use the Name Box to key a cell reference and hit enter. 6. Use the Name Box to key in a range of cells and hit enter. Key the first cell reference, a colon, and the last cell reference. *Example: AB55:AC55*. |
| ***Changing Column Width*** | To change column width using column boundaries:   1. Position the mouse pointer on the boundary line between column headers until it turns into a double-headed arrow. 2. Drag and size column to desired width.    1. Column width displays in a box above the mouse.    2. This number represents the average number of characters that can fit in a cell.   To change column width to accommodate the longest item in a column:   1. Position the cell pointer on the column boundary at the right side of the column until it turns into a double-headed arrow. 2. Double click and the column will size automatically.   To change column width at the column width dialog box:   1. From the Home tab cells group, click the Format drop-down button. 2. From the drop-down list, choose Column Width. 3. At the Column Width dialog box, type the number desired for column width. 4. Click OK. |
| ***Changing Row Height*** | To change row height using row boundaries:   1. Position the mouse pointer on the boundary line between rows until it turns into a double-headed arrow. 2. Drag and size row to desired width.    1. Row width displays in a box above the mouse and represents a point measurement.    2. A vertical inch contains 72 points.   To change row height from a dialog box:   1. Select the row and from the Home tab cells group, click the Format drop-down button. 2. From the drop-down list, choose Row Height. 3. At the Row Height dialog box, type the number desired for row height. 4. Click OK. |