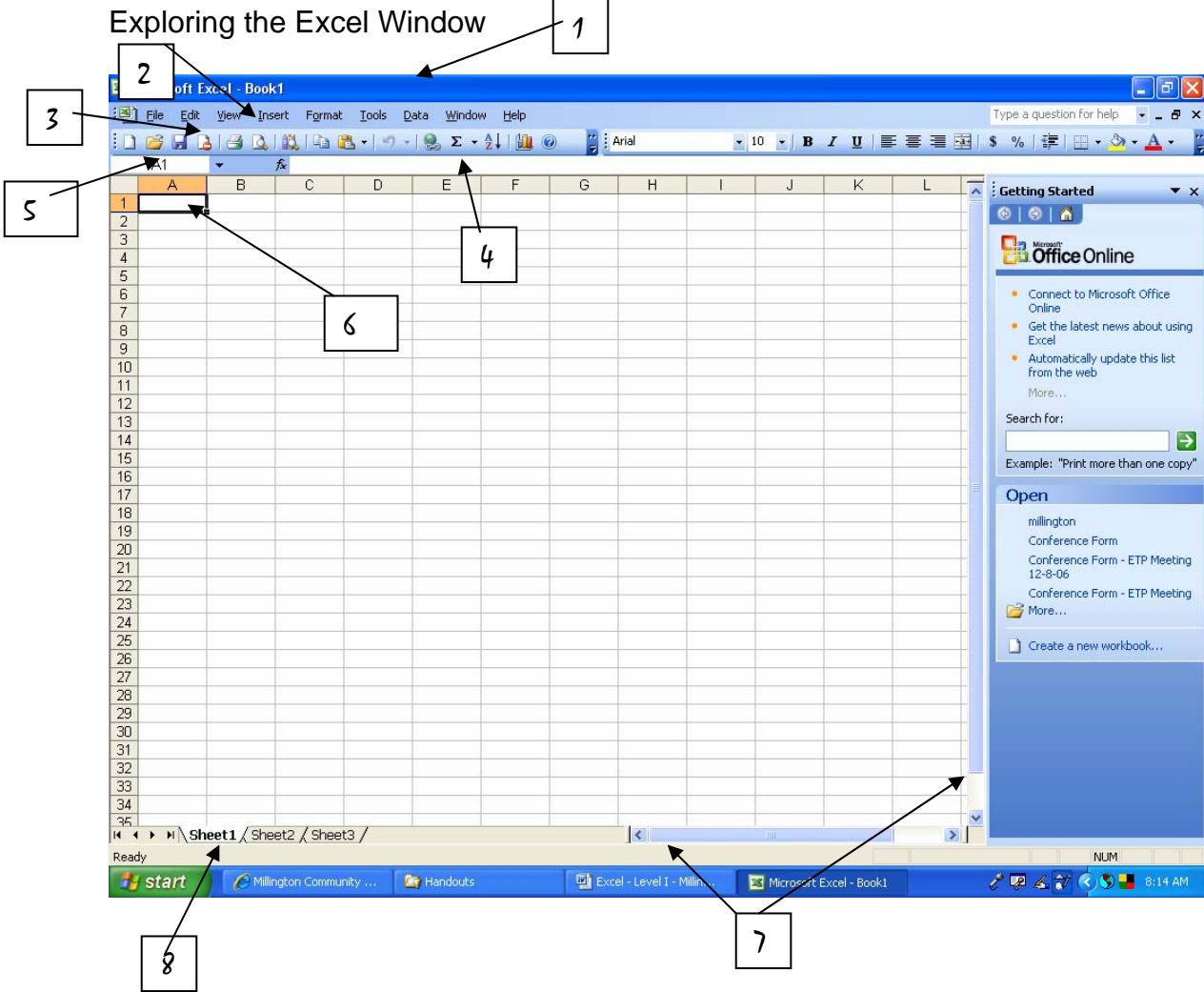


Microsoft Excel – Level I

Exploring the Excel Window



The “Paper Clip Guy” aka “Office Assistant”

He may provide helpful tips along the way....

OR he may irritate you!

If you want to get rid of him, click on the X in the upper right hand corner of his window.

1. Title Bar

The blue bar at the very top, it contains the document name. To the right you will find the minimize, restore, and close buttons.

2. Menu Bar

File, Edit, View, Insert, Format, Tools, Table, Window, Help

3. Tool Bar

The tool bar is the one with the pictures (icons). Most of the time you will just click in this bar to get things done, other times you may need to use the menu bar.

4. Formula Bar

Displays the contents of the active cell.

5. Name Box

Displays the cell reference of the active cell.

6. Cell Pointer

The thick, rectangular box that indicates the location of the active cell.

7. Scroll Bars

Allow you to view other areas of the document.

8. Worksheet Tabs

These contain the names of the individual worksheets within the workbook. The active tab, or worksheet, is in bold.

Shortcut/Icon Bar(s):

Place mouse pointer on the icon for a description of that item.

1st line: New

- Open
- Save
- Print
- Print Preview
- Spelling
- Cut
- Copy
- Paste
- Format Painter
- Undo
- Redo
- .
- .
- AutoSum
- Paste Function
- Sort Ascending
- Sort Descending
- Chart Wizard

2nd line: Format

- Font Type (Example: Arial)
- Font Size (Example: 12)
- B
- I
- U
- Left Justify
- Center

Right Justify
Merge and Center
Currency Style
Percent Style
Comma Style
Increase Decimal
Decrease Decimal

Workbook vs. Worksheet

Moving Around Worksheets

- Click on a cell
- Drag the scroll box
- F5 = “Go To” dialog box
- Arrow Keys
- <Ctrl><HOME>
- <Ctrl><END>

Copying Data

“Standard Method”:

1. Highlight the cells you want to copy
2. Click on the “Copy” icon.
3. Click on the cell where you want the paste to begin.
4. Click on the “Paste” icon.

Drag & Drop Method: (This is faster.)

1. Highlight the cells you want to copy
2. Hold down the <Ctrl> key and move the mouse pointer to the outline of the highlighted cells. (Notice the mouse pointer, which is an arrow and a small plus sign?)
3. While still holding down the <Ctrl> key, drag the cells to the new location.
4. Release the mouse button, then release the <Ctrl> key.

Moving Data

“Standard Method”:

1. Highlight the cells you want to copy
2. Click on the “Cut” icon.
3. Click on the cell where you want the paste to begin.
4. Click on the “Paste” icon.

Drag & Drop Method: (This is faster.)

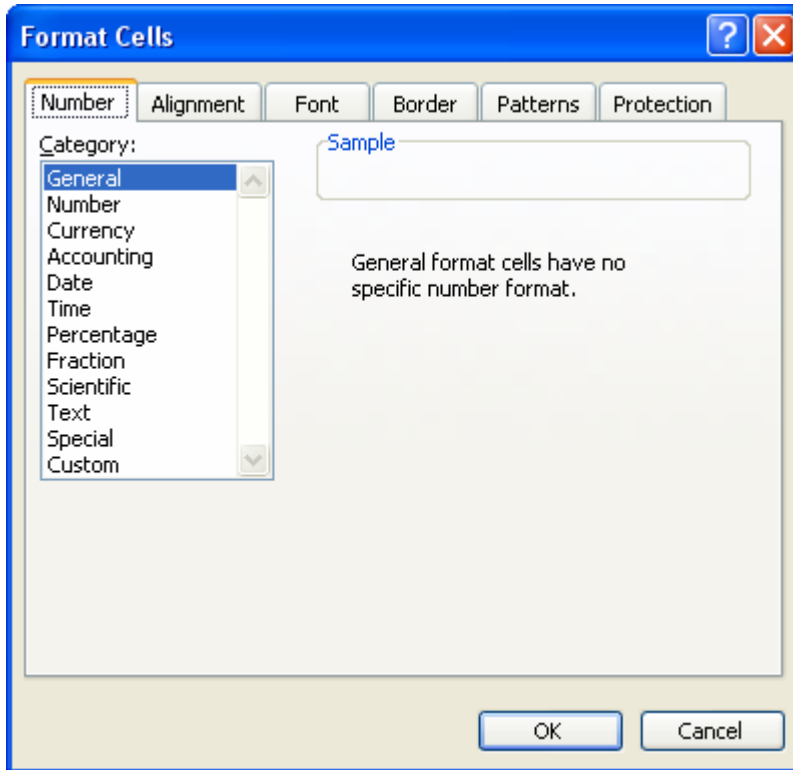
1. Highlight the cells you want to move.
2. Click and drag on the outline of the highlighted cells. Drag the cells to the new location.
3. Release the mouse button.

Don't forget about the “Undo” icon!!!

Formatting

Cell Data:

1. Highlight the cell(s) you want to format.
2. Right-Click within the highlighted area.
3. Click on “Format



4. Cells...”. You will see the following screen:

- Notice the different tabs, which tab is active in the above example?
- To “Wrap Text”, or have headings slanted, go to the “Alignment” Tab.
- To add color to a cell, go to the “Patterns” tab.

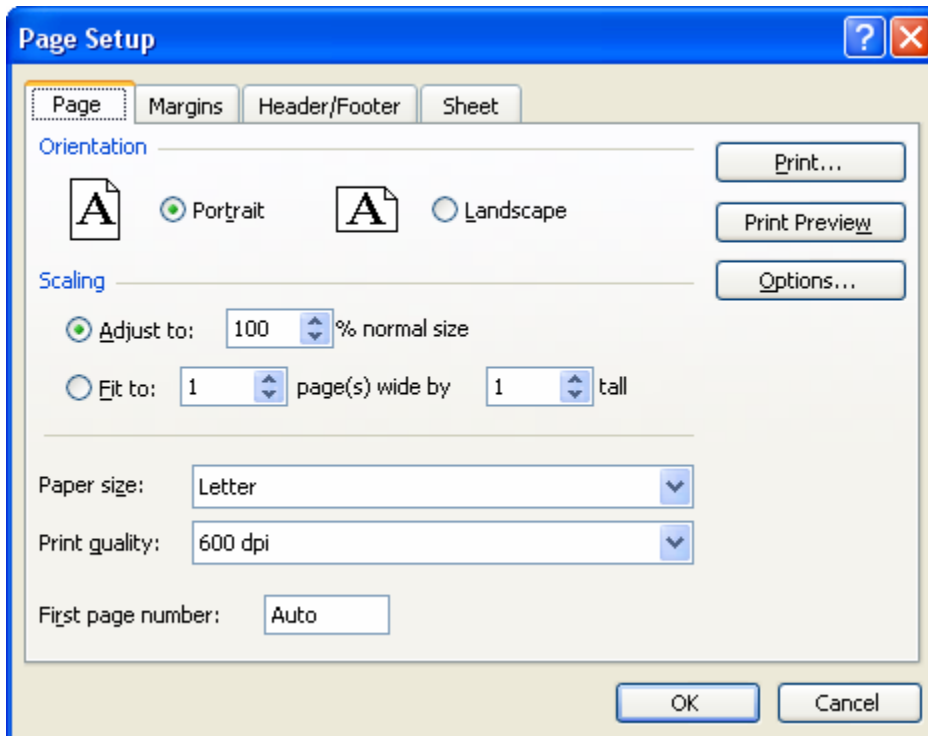
Quick Way to Format Numbers:

“Style Icons”

Page Setup & Printing

Margins:

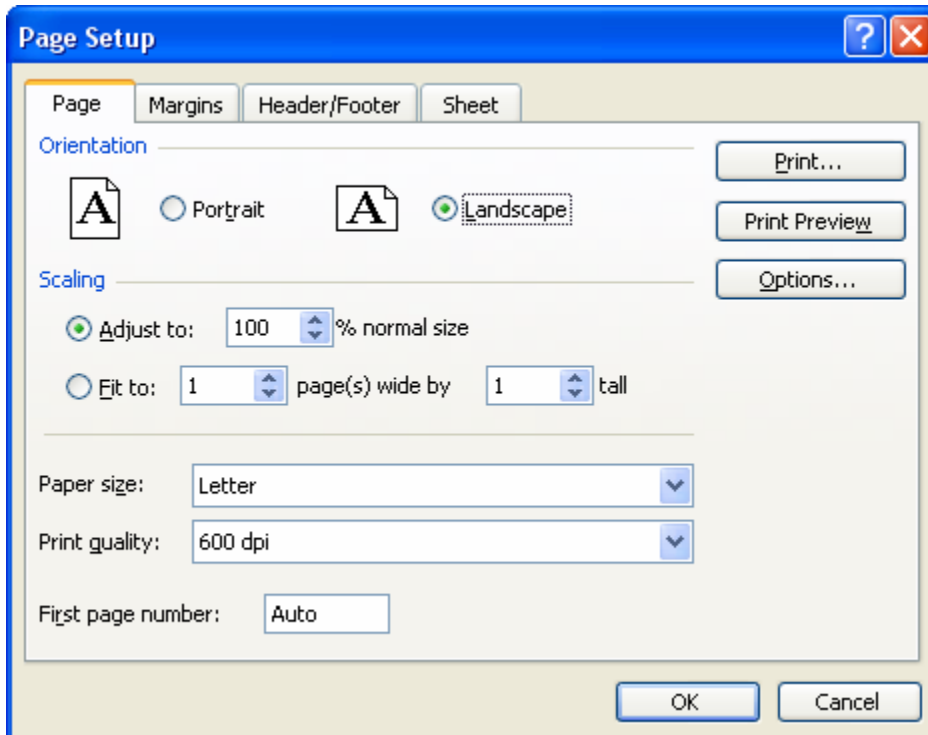
1. Click on “File”
2. Click on “Page Setup...”
3. Click on the Margins tab.



4. You can change the numbers by entering the desired margin, or by clicking on the small up and down arrows.
5. Click “OK”.

Landscape:

1. Click on “File”
2. Click on “Page Setup...”
3. You’re already at the “Page” tab. By default, the black dot is by “Portrait”. Click by “Landscape” to print your spreadsheet in landscape.
4. Click “OK”.



NOTICE! This is also where you would change the paper size, if you’re printing to paper other than 8.5 x 11.

ALSO NOTICE, by clicking on the “Header/Footer” tab, you could add a header or a footer.

Print Preview

Print Preview is very helpful in Excel. It allows you to easily change some settings, while you're doing the print preview. The following is a Print Preview screen, after I clicked on the "Margins" button.

Microsoft Excel - Conference Form - ETP Meeting 12-8-06

Next Previous Zoom Print... Setup... Margins Page Break Preview Close Help

MILLINGTON COMMUNITY SCHOOLS
REQUEST TO ATTEND EDUCATIONAL MEETING/RECORD OF EXPENSES

Please submit to your appropriate supervisor. Be certain to permit 15 days leadtime for request and submit expense statements within 7 days after conference.

Name: Matthew Lambertson Date of Application: _____
 Building/Department: Technology Assignment: _____
 Educational Meeting (describe or identify): Monthly ETP Meeting at the ISD

Location: Tecobit ISD Date/Leaving: 12/08/06 Date/Returning: 12/08/06
 Site title needed? No Grade: _____ Number of Days: 1
 Account Number (if State title): _____

ESTIMATE OF EXPENSES:

Registration/Fee: _____
 Account Number: _____
 Hotel/Lodging: _____
 _____ nights @ _____ per night 0
 Meals (Not to exceed per diem allowed) _____
 Personal Car Mileage: _____
 Conference Account Number: _____
 Miles @ .305 per mile 0
 Other Expenses (Explain): _____
 Conference Account Number: _____

TOTAL \$0.00

Signed: _____
 Supervisor's Approval: _____
 Superintendent's Approval: _____

ATTACH RECEIPTS
ACTUAL EXPENSES:

Registration Fee: _____
 Hotel/Lodging: _____
 _____ nights @ _____ per night 0
 Date: _____
 Breakfast: _____
 Lunch: _____
 Dinner: _____
 TOTAL: 0 0 0 0
 Not to exceed per diem allowed

Meal Total: _____
 Personal Car Mileage: _____
 Miles @ .305 per mile 0
 Other Expenses (Explain): _____

TOTAL _____
 Less: Payments Made _____
 Net Due _____

Signed: _____
 Supervisor's Approval: _____
 Superintendent's Approval: _____

Preview: Page 1 of 1 NUM

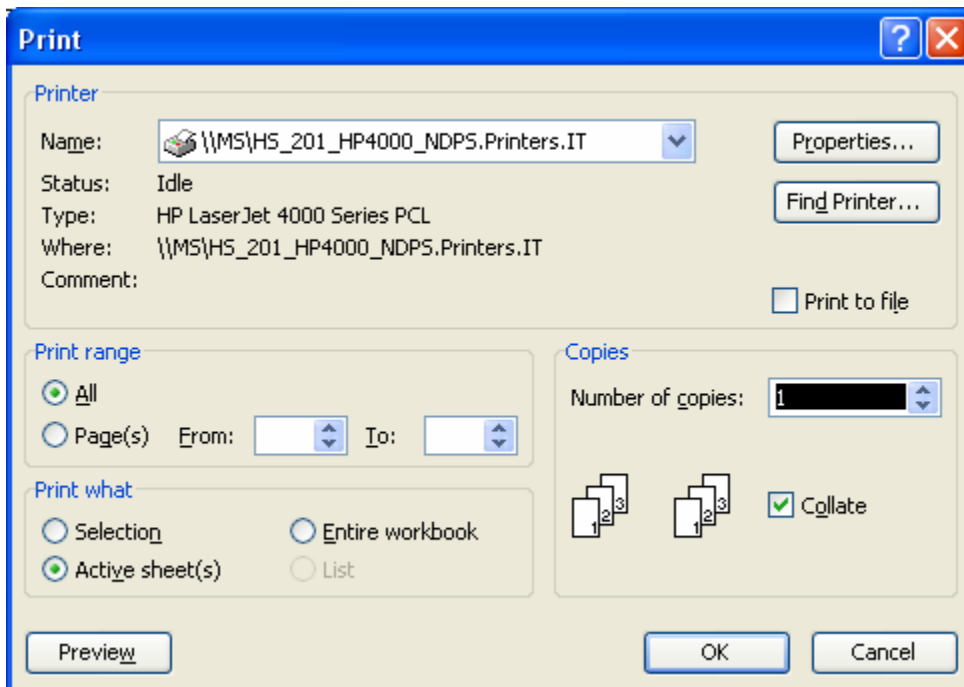
Printing

By clicking on the “Print” icon, you automatically send your current worksheet to print, on the printer that you last printed to.

If you just want to print out a portion of your workbook, OR print to a different printer, you need to do the following:

1. If you want to print out a small portion of the workbook, highlight what you want to print, then click on “File”.
2. Click on “Print...”

You will see the following:



3. To print out what you highlighted, click in the “Selection” circle.
 - Notice the “Entire workbook” option, as well as the “Print Range” section.
 - Here is where you would change your printer type, or change the number of copies you wish to print.