

Microsoft Excel 2003

Microsoft Excel is an electronic spreadsheet program. Electronic spreadsheet applications allow you to type, edit, and print spreadsheets. Excel can be used for financial, statistical, or list information.

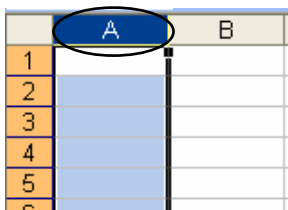
Selecting Data

A selected area has a bold outline surrounding the area and a little black box in the lower right corner (fill handle). Data needs to be selected in order to format, duplicate, move, or be used in a formula.

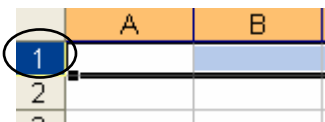
Cell - Click on the cell or move to that cell using the keyboard.



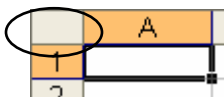
Column - Click on the column letter (A, B, C, etc.)



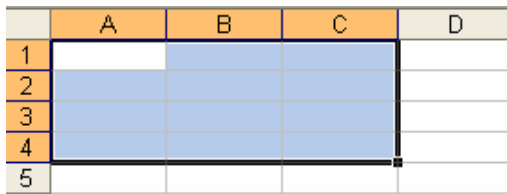
Row - Click on the row number (1, 2, 3, etc.)



Worksheet Click on the gray area where the column letters and row numbers intersect in the upper left of the worksheet.



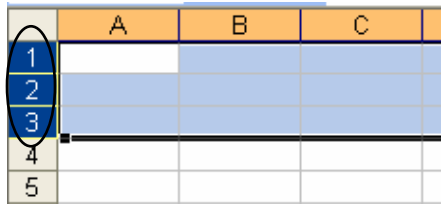
Multiple Cells- Point to the first cell that you want to select. Click & hold the left mouse button down, and glide the mouse across (up, down, left, or right) the worksheet. This



The image shows an Excel worksheet with columns A, B, C, and D, and rows 1 through 5. A range of cells from A1 to C4 is selected, indicated by a blue background. The selection starts at cell A1 and extends to the right through cells B1 and C1, then down through rows 2, 3, and 4.

will allow you to select more than one cell at a time. Release the mouse once the cells are selected.

Multiple Columns - Click on the row number, hold the mouse button down, and glide the mouse across the worksheet. This will allow you to select more than one row at a time. Release the mouse once the rows are selected.



The image shows an Excel worksheet with columns A, B, C, and D, and rows 1 through 5. Three rows (rows 1, 2, and 3) are selected, indicated by a blue background. The selection starts at row 1 and extends across all columns.

Keystroke Possibilities

Shift- Pressing the **Shift** key after clicking on the first cell, row, or column, then clicking the end of the range (cell, row, or column) will select the area within the range.

(Adjacent selections)

Control- Click on a cell, row, or column then press and hold the **Control** key (**Ctrl**) down while you continue to select other cells, rows, or columns. This will select nonadjacent areas.

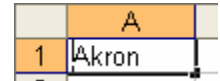
Editing Text

Edit Mode

To edit data in a cell, double-click within the cell or press the **F2** key.

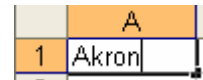
Delete key

Move the cursor to the left of text. Each time you press the **Delete** key one character to the right of the cursor is erased.



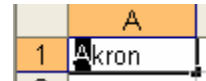
Backspace key

Move the cursor to the right of text. Each time you press the **Backspace** key one character to the left of the cursor is erased.






Insert key

- Move the cursor to the left of the text that you would like to replace.
- Press the Insert key to go into Overtyping mode. This mode allows you to type over the existing text.
- Press the Insert key again to leave overtyping mode.



OVR

Note: If you use the **Delete** or **Backspace** key when you are not in edit mode, then the contents of the selected area will be erased. If you type in the cell when you are not in edit mode, then any existing data will be erased as you type new data.

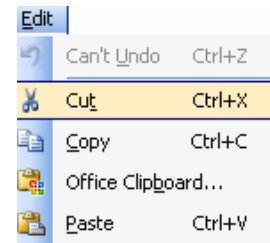
Editing Tools			
	Description	Menu	Shortcut
Find	<ul style="list-style-type: none"> • Use Find when you need to search for text within the worksheet. You can type your search and also replace it with something else by clicking the Replace button within the Find option. 	<ul style="list-style-type: none"> • Open the Edit menu and select Find. 	Ctrl+F
Replace	<ul style="list-style-type: none"> • Use Replace to replace text in one or more areas of a worksheet. You can replace one occurrence at a time by clicking the Replace button or all at once using the Replace All button. 	<ul style="list-style-type: none"> • Open the Edit menu and select Replace. 	Ctrl+H
Go To	<ul style="list-style-type: none"> • Use the Go To option to jump to a certain area of the worksheet. Type the cell address or name, and then click the OK button. 	<ul style="list-style-type: none"> • Open the Edit menu and select Go To. 	Ctrl+G
Spelling 	<ul style="list-style-type: none"> • Use the Spelling tool to check the worksheet for spelling errors. Suggestions will be offered for corrections to the errors. 	<ul style="list-style-type: none"> • Open the Tools menu and select Spelling. 	F7
Undo 	<ul style="list-style-type: none"> • This tool undoes the last action you just performed in the worksheet. 	<ul style="list-style-type: none"> • Open the Edit menu and select Undo. 	Ctrl+Z
Redo 	<ul style="list-style-type: none"> • This tool redoes the last action you just undid in the worksheet. 	<ul style="list-style-type: none"> • Open the Edit menu and select Redo. 	Ctrl+Y

Moving Data



Cutting & pasting data will remove the data from the original location and move it to a new location.

Menu Version

- Select the cell(s) that you would like to move.
- Open the **Edit** menu and select **Cut**.
- Move the active cell to the location that you would like the data to be placed. Within the same worksheet, another worksheet, another workbook file, or another application, if applicable.
- Open the **Edit** menu and select **Paste**.



Shortcut Version

- Select the data that you would like to move.
- Click the **Cut** button on the Standard toolbar. 
- Move the active cell to the location that you would like the data to be placed.
- Click the **Paste** button on the Standard toolbar. 

OR

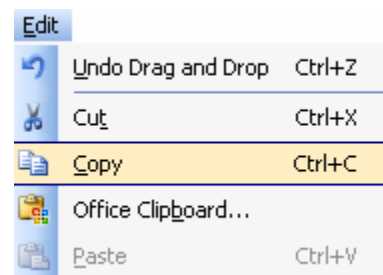
- After selecting the data, point the mouse to an edge of the selected area.
- The white cross will change to an arrow symbol. While the arrow is present, click the **left mouse button**, hold it down, and drag the mouse to the location where you want the selected data moved to.
- Release the **mouse button**.

Copying Data



Copying & pasting data will leave the data in the original location and place a copy in a new location.

Menu Version

- Select the cell(s) that you would like to duplicate.
- Open the **Edit** menu and select **Copy**.
- Move the active cell to the location that you would like the data to be placed. Within the same worksheet, another worksheet, another workbook file, or another application, if applicable.
- Open the **Edit** menu and select **Paste**.



Shortcut Version

- Select the cell(s) that you would like to duplicate.
- Click the **Copy** button on the Standard toolbar. 
- Move the active cell to the location that you would like the data to be placed.
- Click the **Paste** button on the Standard toolbar. 

OR

- After selecting the data, point the mouse to an edge of the selected area.
- The white cross will change to an arrow symbol.
- While the arrow is present, press the **Control (Ctrl)** key, click the **left mouse button**, hold it down, and drag the mouse to the location where you want the selected data copied to.
- Release the **mouse button** and then the **Ctrl** key.

Note: You must release the mouse button before the **Ctrl** key for the computer to recognize that you want to copy instead of move the data.

Transposing a Row or Column

If you decide that you would rather change a row to a column or vice versa, you may transpose (or copy) a row or column into it's opposite cell structure.

- Click the cells you want to transpose.
- Click the **Copy** button. You will see the moving marquee dots around your selection.
- Click to select the first cell of the new column or row (only copy into blank cells).
- Click **Edit**.
- Click **Paste Special**.
- Click **Transpose**.
- Click **OK**. Your data appears in its new position.

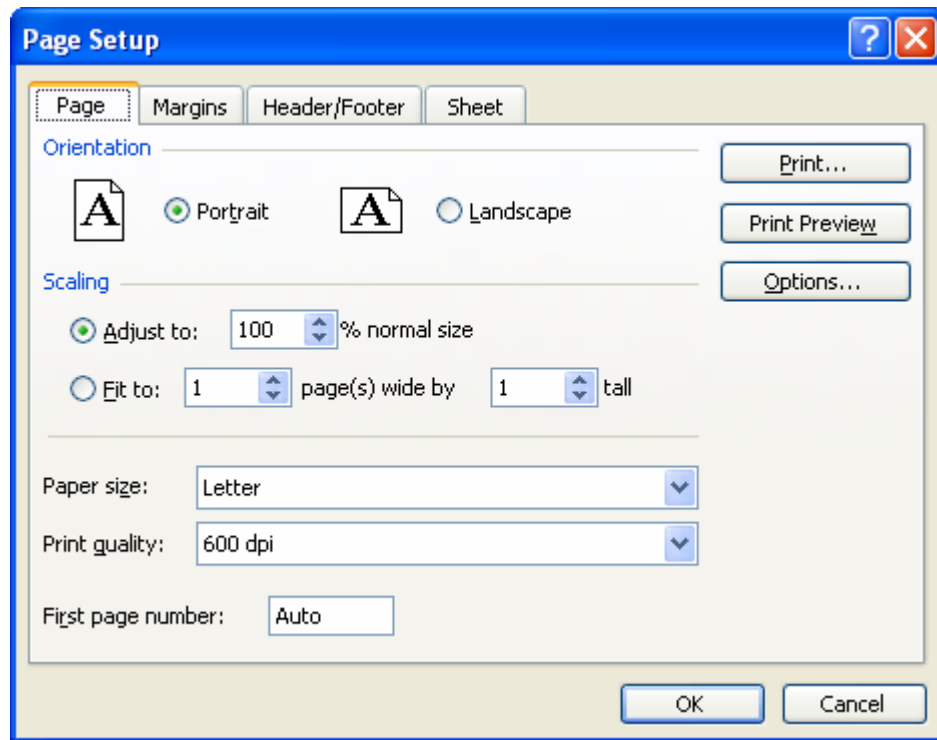


Setting up a Workbook

Excel sets up the workbooks a certain way so that you do not need to make changes every time you go to use excel (i.e. Default settings). However, you may want to change the look of your workbook.

- Open the **File** menu and select **Page Setup**.
- Click on a tab to move to that area of the dialog box. After making changes either click on another tab to make further changes or click **OK** when finished.

Note: Print..., Print Preview, and Options... buttons- will allow you to go to these features while in Page Setup. The Options button will take you to the printer options.



Page Tab

Orientation

Orientation will change the layout of the page. **Portrait** will have the 8 ½ in. side of the page at the top and the 11in. side at the left. **Landscape** orientation will have the 11in. side at the top and the 8 ½ in. side at the left. To change the orientation, click on the radio button (or circle) to select the orientation.

Scaling

Scaling will adjust the worksheet when you go to print. You can change it by percentage or by the number of pages that you would like the workbook to be. To change scaling, **click** on the radio button (or circle) and use the **spinners** or type a number to adjust the size of the page.

Paper size

Click the down arrow and select a paper size.

Margins Tab

Margins are the white space around the edge of the page of the workbook. **Click** the spinners or type a number to adjust the margin size. **Click** in the check boxes if you would like the worksheet centered horizontally or vertically.

Header /Footer Tab








Header and Footers are lines of text that appear at the top or bottom of each page of the worksheet. Once the text is placed in the header or footer section Excel places it on all other pages. A special symbol may also be placed in the header or footer area that will insert a changing value (for example, each time you open the file the date will be updated).

- Click the down arrow and select a header/footer from the drop-down list.

OR

- Click **Custom Header...** or **Custom Footer...** and click in the section where you want the header or footer to appear (left, center, or right of the page) and type a header or footer. You can also use the **Font** button to format the text. Within Custom Header/Footer you can click in a section and then choose the appropriate button to add items to the header or footer (date, page number, etc.).
- Click **OK**.

Header/Footer Toolbar

	Font - Formats text within the header or footer section.
	Insert Page Number - Inserts the page number for the current page.
	Insert Number of Pages - Inserts the number of pages of the entire worksheet
	Insert Date - Inserts the current date according to the computer. The date will be updated the next time the workbook is opened.
	Insert Time - Inserts the current time according to the computer. The time will be updated the next time the workbook is opened.
	Insert Filename - Places the filename of the workbook in the header or footer section. If the workbook is renamed, then the change will be reflected the next time the workbook is opened.
	Insert Worksheet Name - Inserts the name of the worksheet that the header or footer is being placed. If the worksheet is renamed, then the change will be reflected the next time the workbook is opened.

Sheet Tab

Print area



Click in the text box, then go to the worksheet and select the area to print. This might be used if you do not need to print the entire worksheet.

Rows to repeat at top

Click in the text box, then go to the worksheet and select the row(s) to repeat. The rows will repeat on each page of the worksheet. This will be especially helpful if you want headings/labels to be on each page.

Columns to repeat at left

Click in the box, then go to the worksheet and select the column(s) to repeat. The columns will repeat on each page of the worksheet. This will be useful if you want headings/labels to be on each page.

Note: If you use the **Collapse Dialog** button , then you can see more of the worksheet while you are selecting. Click the button  again to bring the dialog box back to full size.

Print

Click in the check box to select what you would like to print. The **Gridlines** are especially useful. Gridlines are the lines you see on the worksheet. They will not print out unless you select the check box in the Print area.

Page Breaks

Worksheets can contain multiple pages. Excel determines the pages based on the amount of data and the size of the paper being used. Page breaks allow you to change how the data is divided into pages.

To view the worksheet's page breaks:

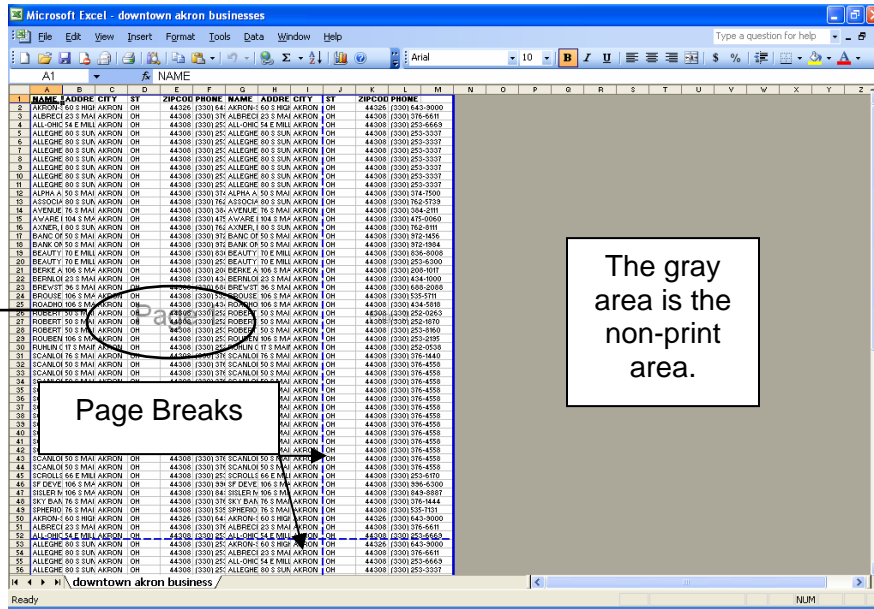
- Open the **View** menu.
- Select **Page Break Preview**.

Note: In **Normal** view you will not see the page breaks until you go into **Page Break Preview** first. After going into this preview at least once, then you will see the breaks in **Normal** view.


Page Break Preview

- Dashed lines show where Excel will automatically break the worksheet into pages.
- Solid lines signify where a Manual Page Break is. This would occur when someone inserts or moves a page break.

Note: In **Normal** view, all page breaks appear as dashed lines.

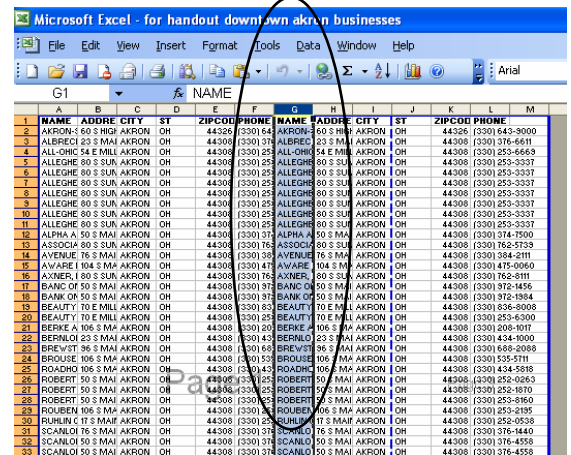
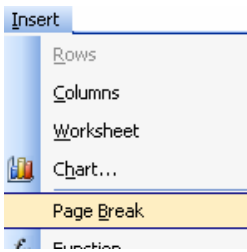


Moving a Page Break

While in **Page Break Preview**, you can move page breaks by pointing to the page break line and dragging the line. To drag the line you would click the left mouse button, hold it down, and move the mouse to the desired page break then release the mouse button. When you point to  the line and drag you will see a line with two arrows pointing in the directions you can move the line.

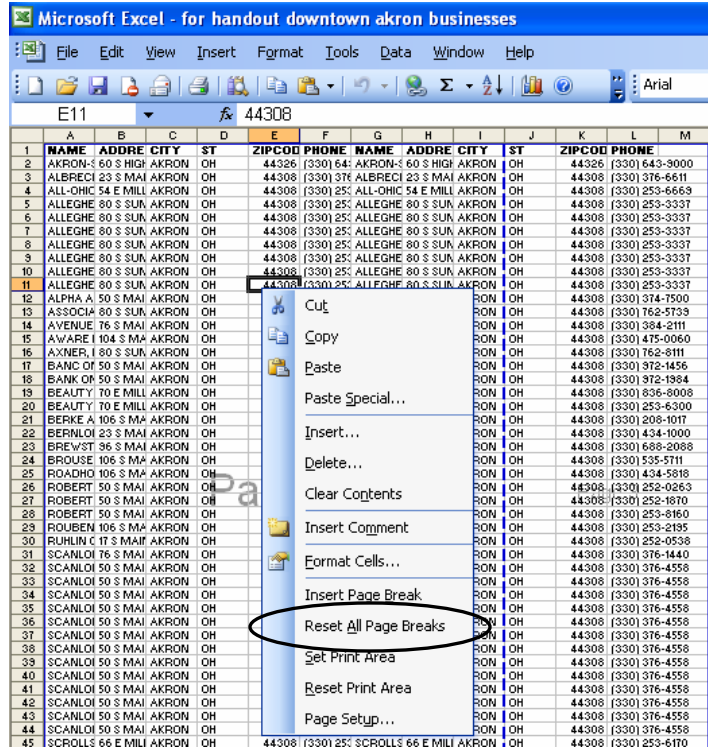
Inserting a Page Break

- Select a column or row where you would like the page break to occur to the left of or above.
- Open the **Insert** menu.
- Select **Page Break**.



Removing a Page Break

- While in **Page Break Preview**, right-click in any cell and select
- **Reset All Page Breaks** from the shortcut menu.



Exercises

Exercise 1

Editing Data Page 3

1. Using the [downtown akron businesses](#) file, erase BANK ONE and type Chase in its place.
2. Go into edit mode and change AKRON-SUMMIT COUNTY LIBRARY to AKRON-SUMMIT COUNTY PUBLIC LIBRARY.

Exercise 2

Moving Data (Cut and Paste) Page 5

1. Move **Zipcode** column to the end of the worksheet data (all the way to the right).
2. Move the **Summit Street** businesses to a new worksheet. (**Remember:** To insert a new worksheet open the **Insert** menu and select **Worksheet.**)

Exercise 3

Copying Data (Copy and Paste) Page 6

1. Copy the entire worksheet and place it in a new workbook file.
2. In preparation for new businesses to be added to the worksheet, copy and paste **Akron** and **OH** to new rows under the correct column headings.

Transposing a Row or Column Page 7

1. Using the [travel log transpose](#) file, switch the names in the **column A** to **row B**. Delete the names from **column A** when you are done.
2. Transpose the types of expenses in **row A** to **column A**. Delete the types of expenses from **row A** and delete **row A** (this will turn row B into row A by default).

Exercise 4

Page Breaks Page 9

1. If it is not already open, then open the file example, [downtown akron businesses](#).
2. Insert a page break before row 22.
3. Next move the page break to before row 32.