



Excel 2013

Basic

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Getting Started

Microsoft Excel is a powerful spreadsheet application that provides quick and accurate numerical calculations and helps make data look sharp and professional. The uses for Excel are limitless: businesses use Excel for creating financial reports; scientists use Excel for statistical analysis; and families use Excel to help manage their investment portfolios.

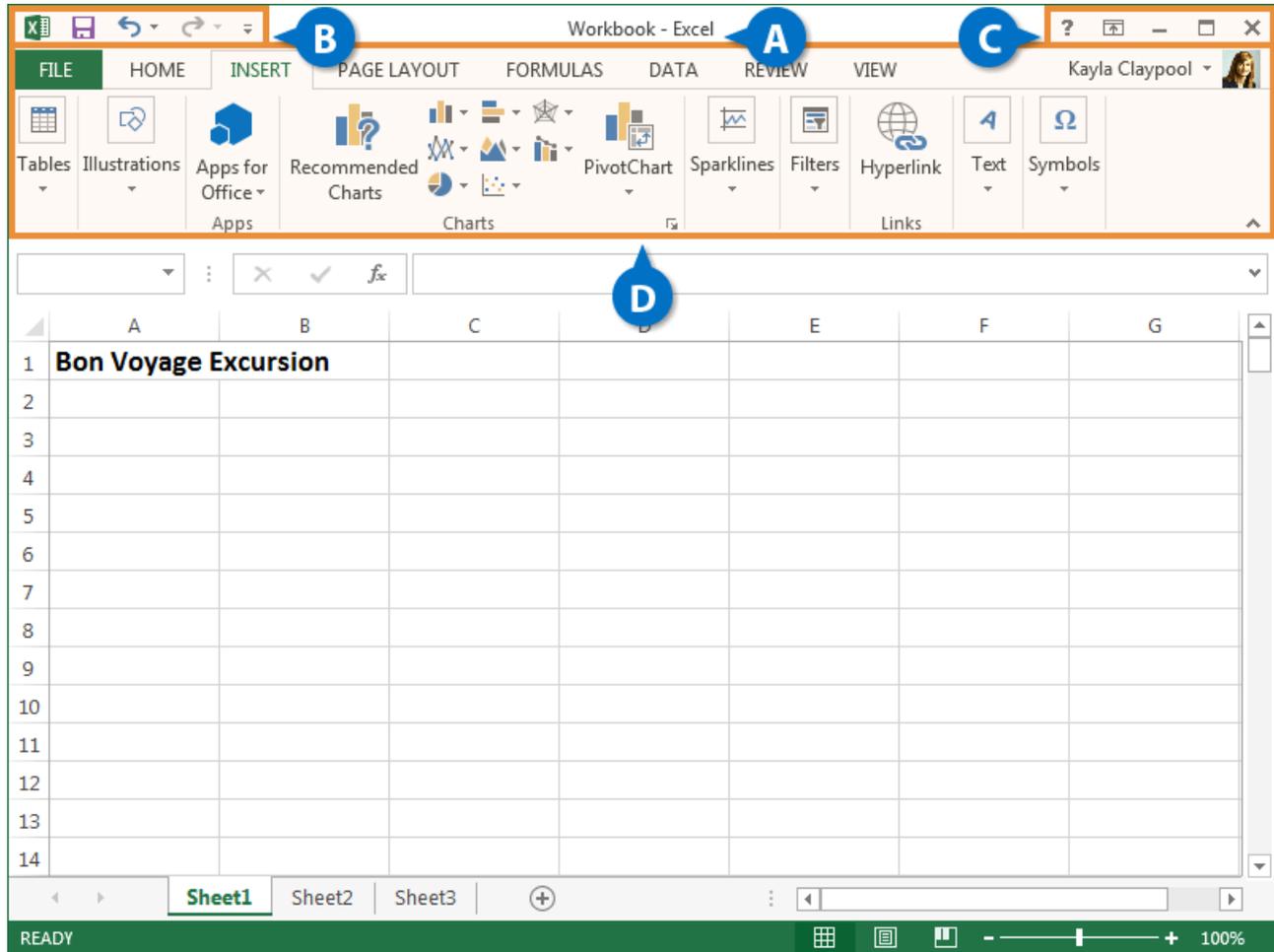
This module will help you get started with Excel. Learn how to create a new workbook, navigate a worksheet and save your work so nothing is lost.

Objectives

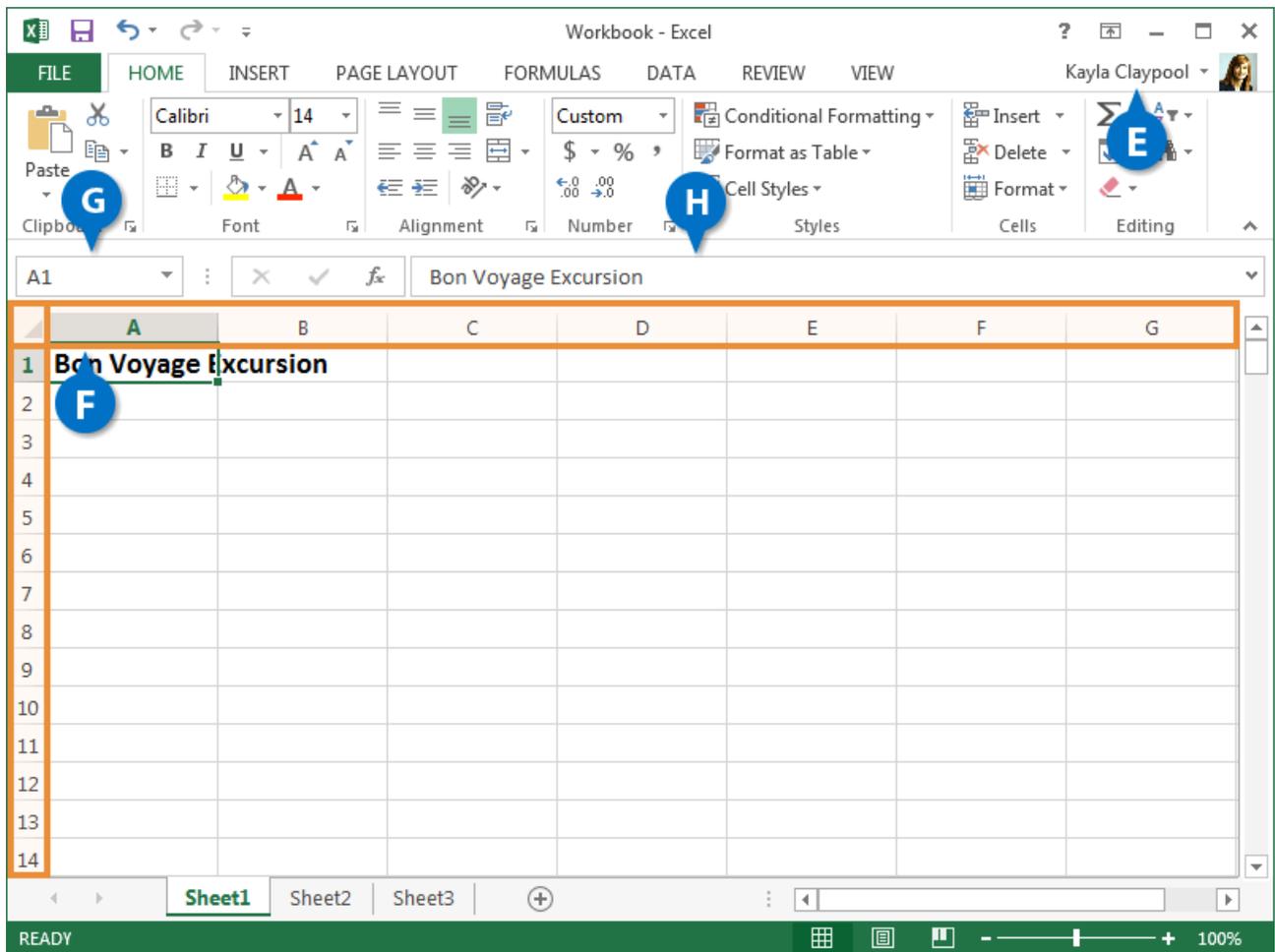
- Create Workbooks
- Navigate Worksheets
- Open Workbooks
- Save Workbooks
- AutoRecover
- The Quick Access Toolbar
- Print
- Share a Workbook
- Help
- Close and Exit

Understand the Screen

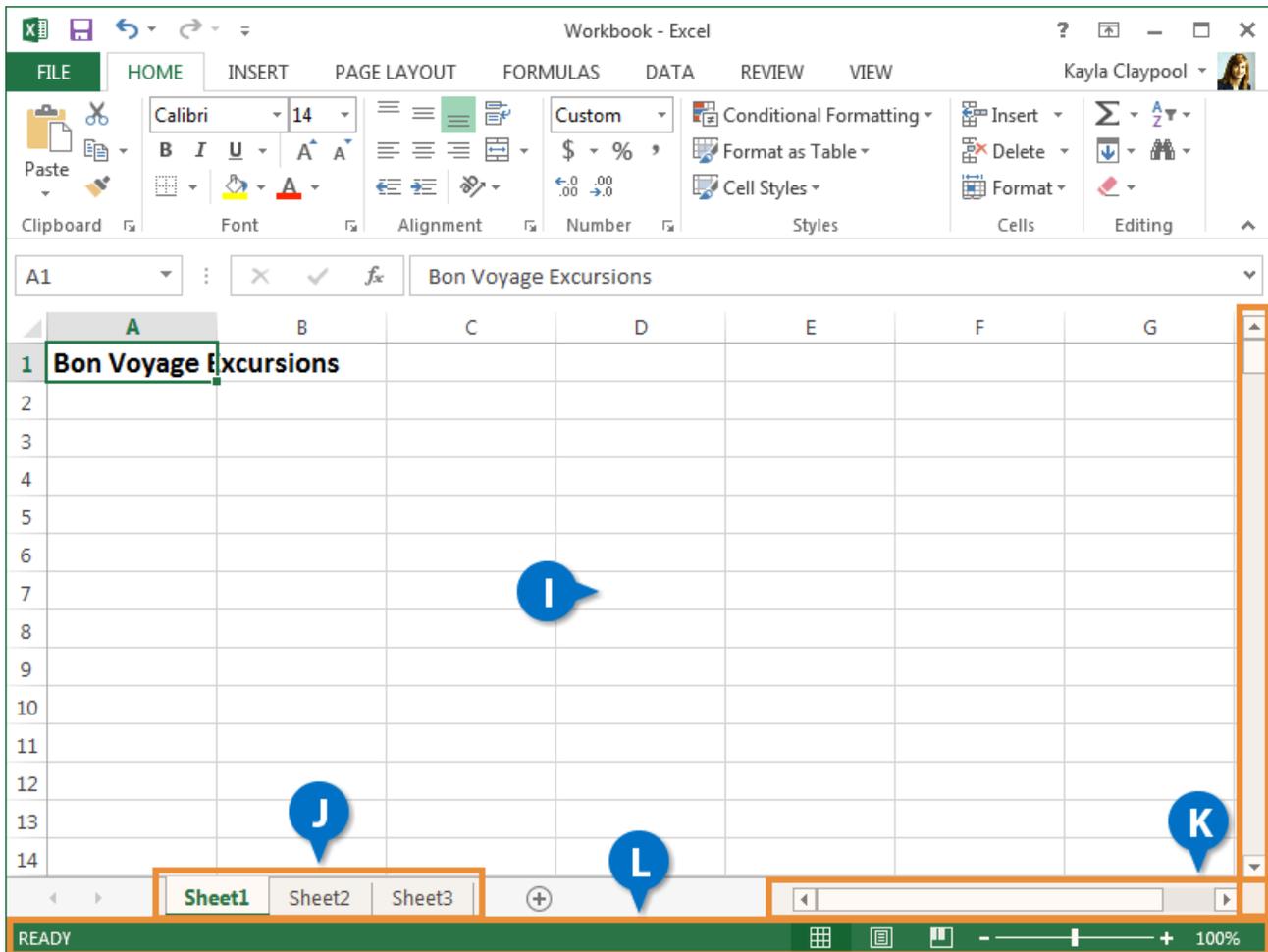
There is a lot going on with the Excel program screen, so this lesson will help you become more familiar with it. Review the labeled items in the images below, then refer to the tables to see what everything does.



<p>A</p>	<p>Title Bar: Displays the name of the current file.</p>	<p>C</p>	<p>Help/Display Options: Here you can change how much of the Ribbon is displayed, minimize, maximize or restore the screen, or close Excel altogether.</p>
<p>B</p>	<p>Quick Access Toolbar: This is a fast way to access the most used features.</p>	<p>D</p>	<p>The Ribbon: This is where you'll find all the options you need to make a spreadsheet. The options are grouped into tabs.</p>



<p>E</p>	<p>Microsoft Account User Info: When you log in with your Microsoft account, your name and picture appear here.</p>	<p>G</p>	<p>Name Box: Shows which cell is currently selected.</p>
<p>F</p>	<p>Row and Column Headers: Each column is labeled with a letter, and each row is labeled with a number; giving each cell a unique name.</p>	<p>H</p>	<p>Formula Bar: Displays the information or formula in the selected cell.</p>



<p>I</p>	<p>Worksheet: All the cells make up a single worksheet.</p>	<p>K</p>	<p>Scroll Bars: Use the scroll bars to move up and down, or left and right in a worksheet.</p>
<p>J</p>	<p>Workbook: Multiple worksheets make up the workbook, or the file.</p>	<p>L</p>	<p>Status Bar and Views: The status bar at the bottom will let you know if the document is currently saving or if it is ready to be worked on. Next to it, you can change the view of the spreadsheet by zooming in or out.</p>

Create Workbooks

Creating a new workbook is one of the most basic commands you need to know in Excel. You can create a new, blank workbook or create a new workbook based on a variety of pre-designed templates.

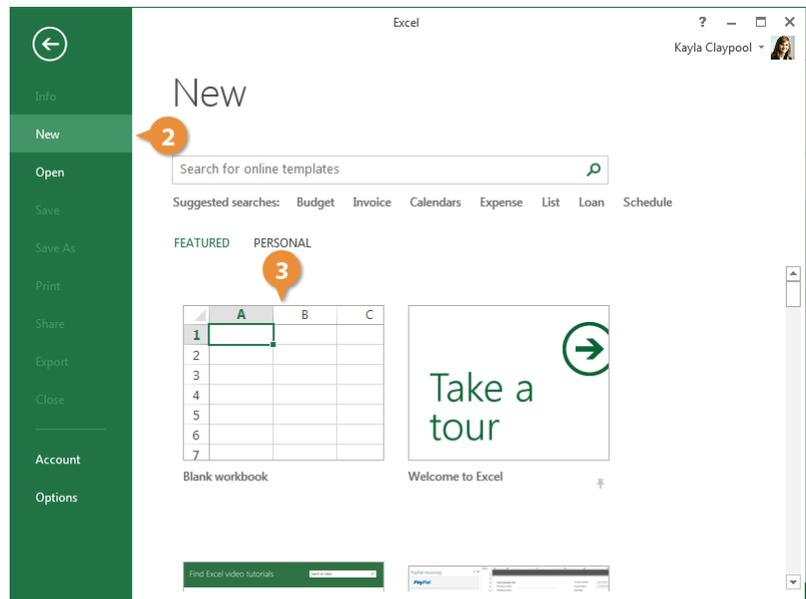
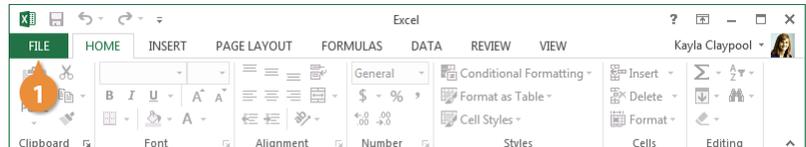
Create a Blank Workbook

Most of the time you'll want to create a blank workbook.

- 1 Click the **File** tab.
- 2 Click **New**.
- 3 Select **Blank workbook**.

Shortcut: Press **Ctrl + N** to quickly create a new blank workbook.

A new, blank workbook is created, and you can start entering data.

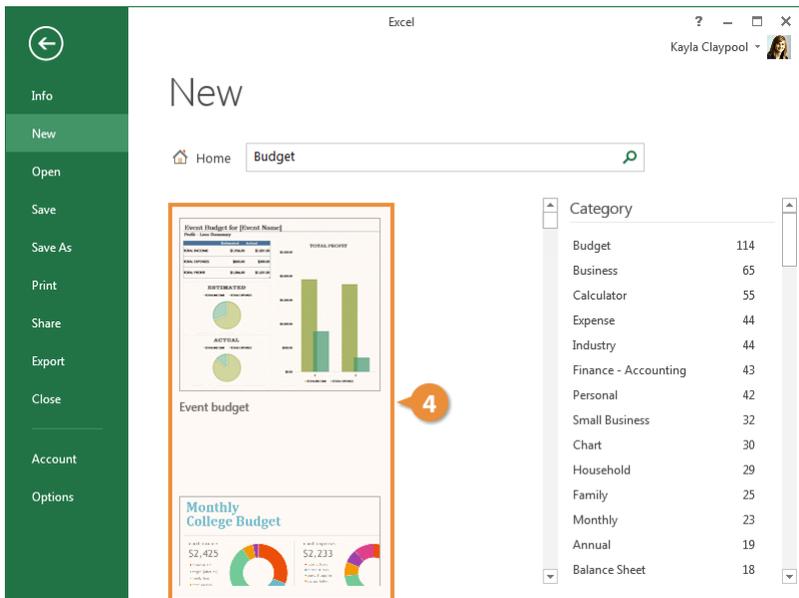
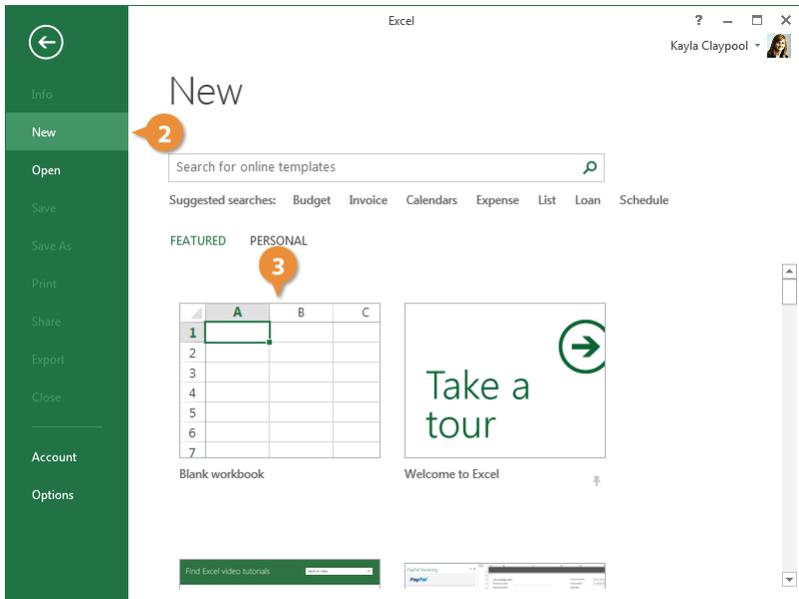
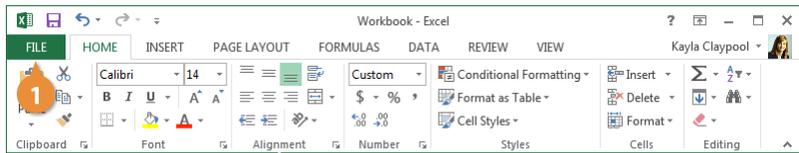


Create a Workbook from a Template

If you need help getting started with a common document, such as an invoice, expense report, or calendar, you can use one of Excel's templates instead of starting from scratch.

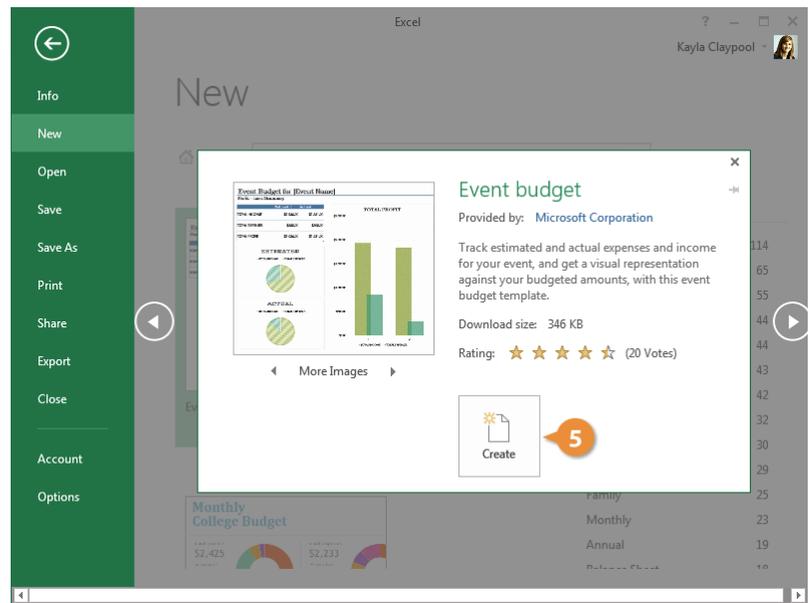
- 1 Click the **File** tab.
- 2 Click **New**.
- 3 Find the template you want by:
 - Searching for the type of template you want, using keywords that describe it, such as "calendar" or "invoice".
 - Clicking a suggested search, located below the search field.
 - Selecting the template you want, if it already appears on the page.
- 4 Select a template style.

Excel will create a new workbook, based on the template you select.



5 Click **Create**.

A new workbook is created from the template, and you can start populating it with your own data.



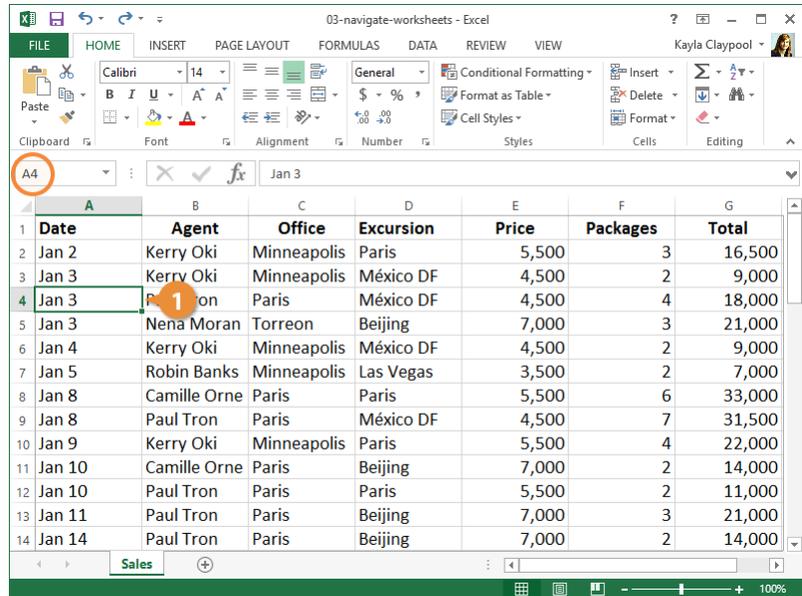
Navigate Worksheets

An Excel 2013 worksheet can span 16,384 columns and 1,048,576 rows; fortunately, very few worksheets get this big, but knowing how to navigate through a worksheet is another critical Excel topic you'll need to know before you can master Excel. This lesson explains the most common ways to navigate an Excel worksheet.

Select a Cell

- 1 Select a single cell by using:
 - **The Mouse:** Click any cell with the cross pointer.
 - **The Keyboard:** Move the cell pointer using your keyboard's arrow keys.

To help you know where you are in a worksheet, Excel displays row headings, identified by numbers, on the left side of the worksheet, and column headings, identified by letters, at the top of the worksheet. Each cell in a worksheet has its own cell address made from its column letter and row number—such as cell A1, A2, B1, B2, etc. You can immediately find the address of a cell by looking at the Name Box, which shows the current cell address.



The screenshot shows the Microsoft Excel 2013 interface. The Name Box at the top left of the worksheet area displays 'A4', indicating that cell A4 is the active cell. The worksheet contains a table with the following data:

	A	B	C	D	E	F	G
1	Date	Agent	Office	Excursion	Price	Packages	Total
2	Jan 2	Kerry Oki	Minneapolis	Paris	5,500	3	16,500
3	Jan 3	Kerry Oki	Minneapolis	México DF	4,500	2	9,000
4	Jan 3	Paul Tron	Paris	México DF	4,500	4	18,000
5	Jan 3	Nena Moran	Torreón	Beijing	7,000	3	21,000
6	Jan 4	Kerry Oki	Minneapolis	México DF	4,500	2	9,000
7	Jan 5	Robin Banks	Minneapolis	Las Vegas	3,500	2	7,000
8	Jan 8	Camille Orne	Paris	Paris	5,500	6	33,000
9	Jan 8	Paul Tron	Paris	México DF	4,500	7	31,500
10	Jan 9	Kerry Oki	Minneapolis	Paris	5,500	4	22,000
11	Jan 10	Camille Orne	Paris	Beijing	7,000	2	14,000
12	Jan 10	Paul Tron	Paris	Paris	5,500	2	11,000
13	Jan 11	Paul Tron	Paris	Beijing	7,000	3	21,000
14	Jan 14	Paul Tron	Paris	Beijing	7,000	2	14,000

Jump to a Cell

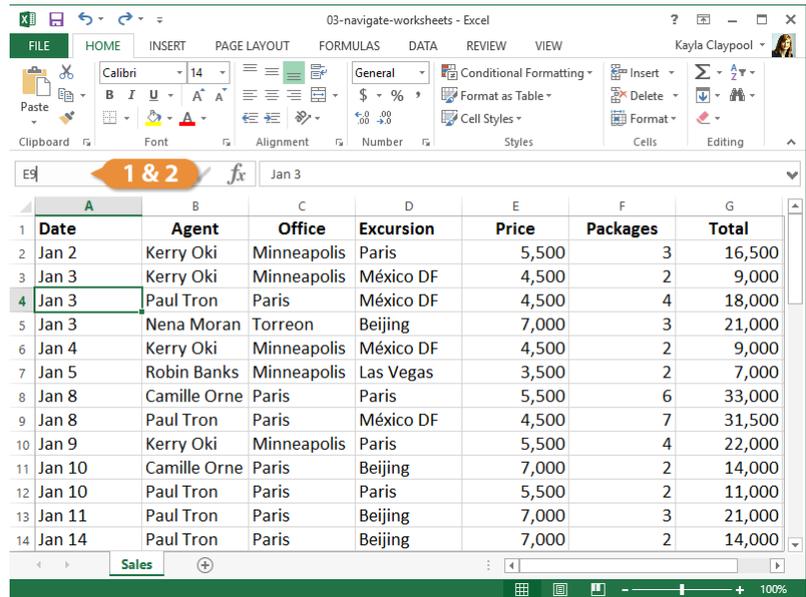
The Name Box is an easy way to get to the cell you want.

1 Click the **Name Box**.

2 Type the cell reference you want to go to.

For example, if you want to go to cell D4, type D4.

3 Press **Enter**.



Go To Dialog Box

The Go To dialog box can be helpful when worksheets start getting very large. Here's how to use it:

1 Click the **Find & Select** button on the Home tab.

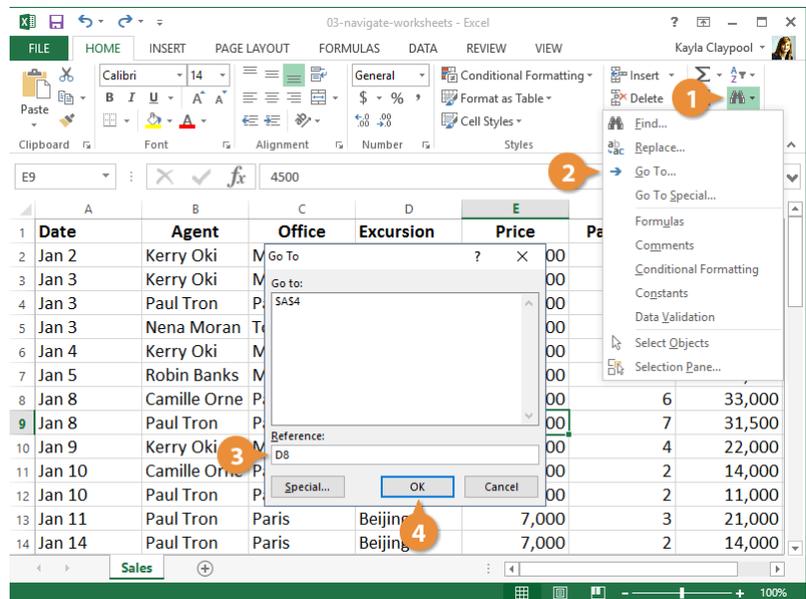
2 Select **Go To**.

3 Enter or select the cell reference you want to go to.

4 Click **OK**.

Shortcut: Press **Ctrl + G** to open the Go To dialog box.

Excel jumps to the specified cell.



Navigation Shortcuts

Excel 2013 has several shortcuts that make it fast to get around your worksheets; they're included in this table:

Press	To Move
↓ or Enter	Down one row
↑ or Shift + Enter	Up one row
→ or Tab	Right one column
← or Shift + Tab	Left one column
Home	To column A in the current row
Ctrl + Home	To the first cell (A1) in the worksheet
Ctrl + End	To the last cell with data in the worksheet
Page Up	Up one screen
Page Down	Down one screen
Ctrl + G	Opens the Go To dialog box where you can go to a specific cell address

Open Workbooks

Opening a workbook lets you use a workbook that you or someone else has previously created and then saved. This lesson explains how to open a saved workbook, as well as non-Excel files.

Open a Workbook

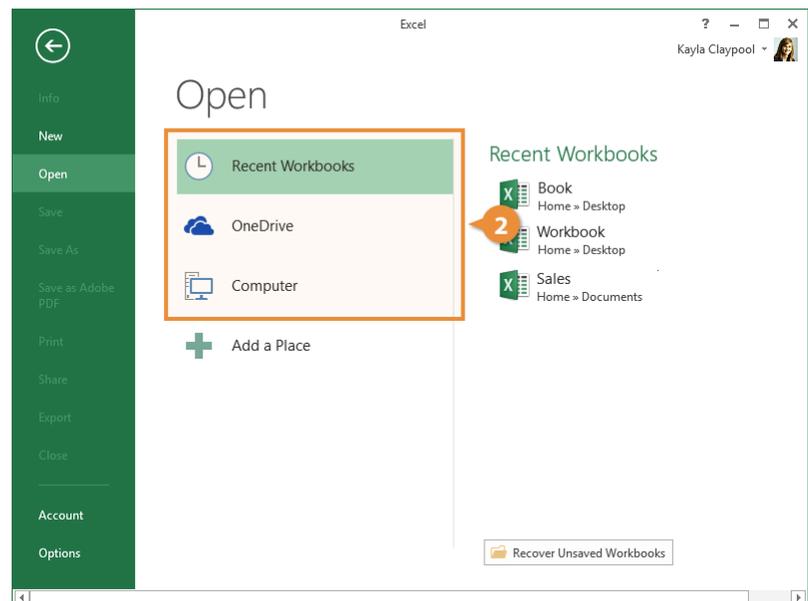
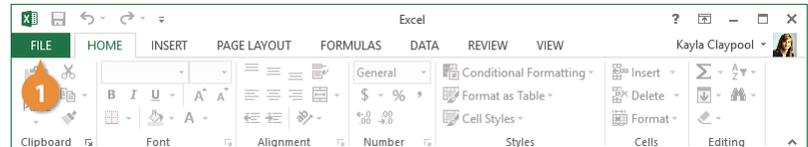
You can locate a workbook on your computer and simply double-click it to open it, but you can also open a workbook from within the Excel program.

- 1 Click the **File** tab.
- 2 Select the location where the file is saved.

You can choose from:

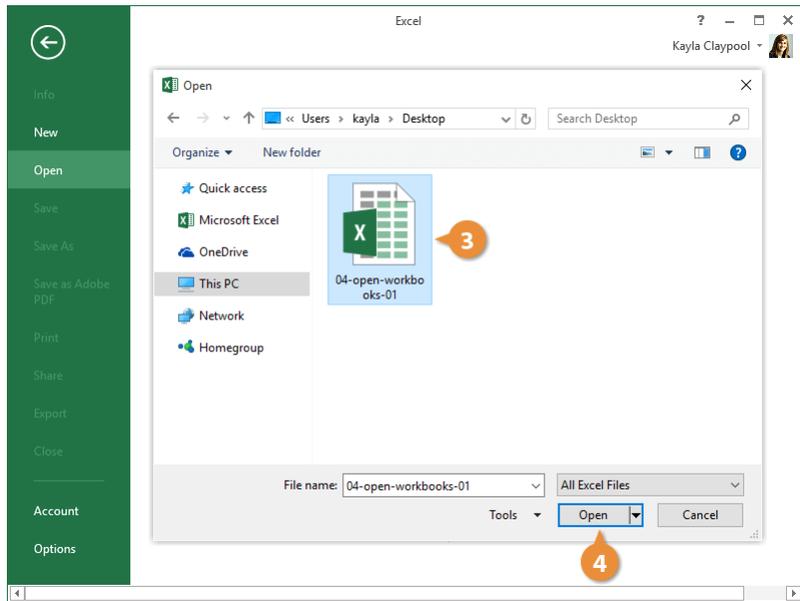
- **Recent:** Recent files you've worked on.
- **OneDrive:** Microsoft's cloud based storage.
- **Computer:** Browse files on your local computer.

Shortcut: Press **Ctrl + O** to quickly display the Open tab of the Backstage view.



3 Select the file you want to open.

4 Click **Open**.



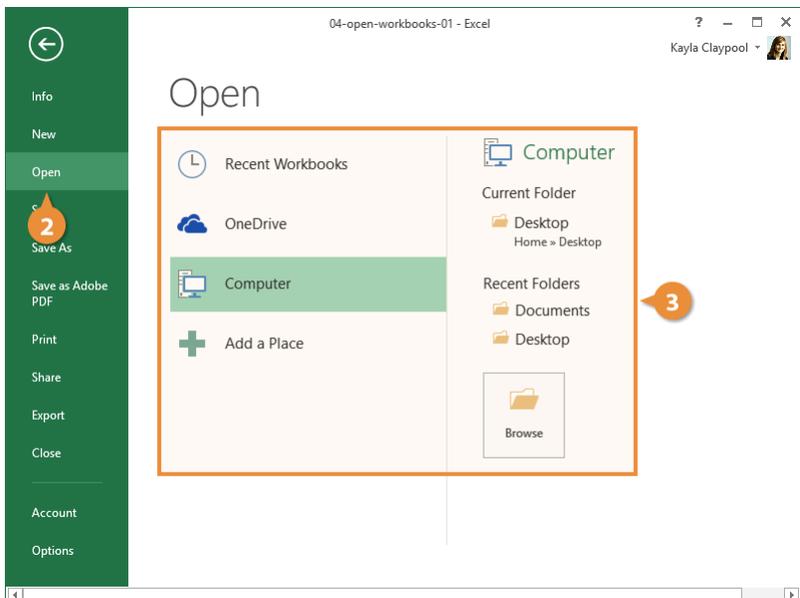
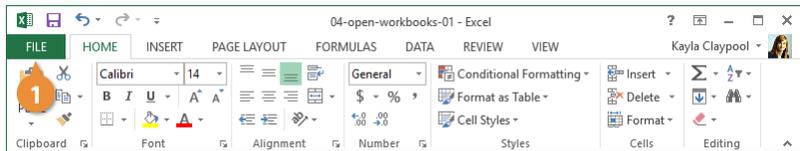
Open a Different File Format

You can also use Excel to open data files created in other programs, like Comma Separated Values or CSV files.

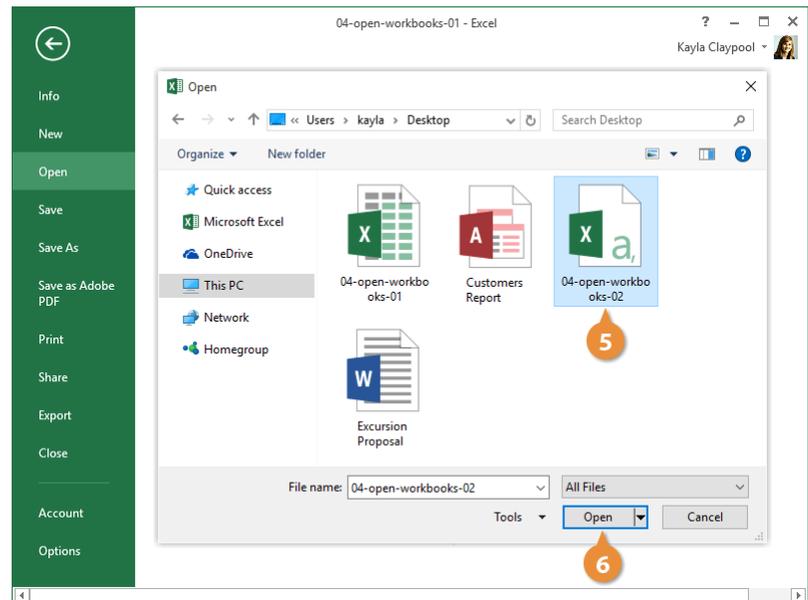
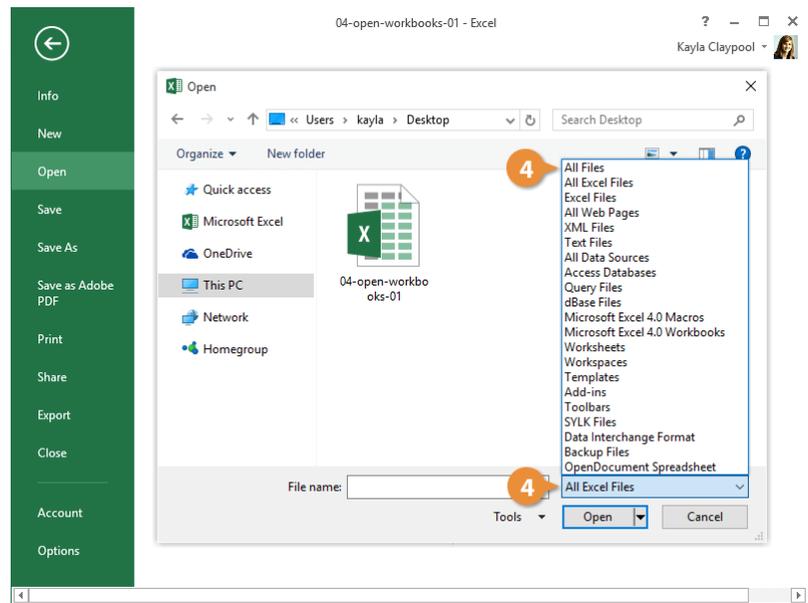
1 Click the **File** tab.

2 Click **Open**.

3 Select the location where the file is saved.



- 4 Click the **file type** list arrow and select **All Files**.
- 5 Select the file you want to open.
- 6 Click **Open**.
- 7 If prompted, complete the steps in the Text Import Wizard.



File Types Commonly Opened in Excel

Common File Types	File Extensions	Description
All Files	(Any)	Displays all file types (although Excel might not be able to open all of them).
All Excel Files	.xls and related	Displays Excel workbooks, templates, and macro-enabled files.
All Web Pages	.htm and related	Displays web pages, including supporting files such as images.
Text Files	.txt and .csv	Displays comma and tab delimited text files, often used to import / export data.
All Data Sources	(Varies)	Displays databases (e.g. Microsoft Access) and queries.
Templates	.xlt and related	Displays Excel template files.

Save Workbooks

After you've created a workbook, you need to save it if you want to use it again. Also, if you make changes to a workbook you'll want to save it. You can even save a copy of an existing workbook with a new name, to a different location, or using a different file type.

Save a Workbook

Once you've created a new workbook, you'll need to save it if you want to use it again.

1 Click the **Save** button.

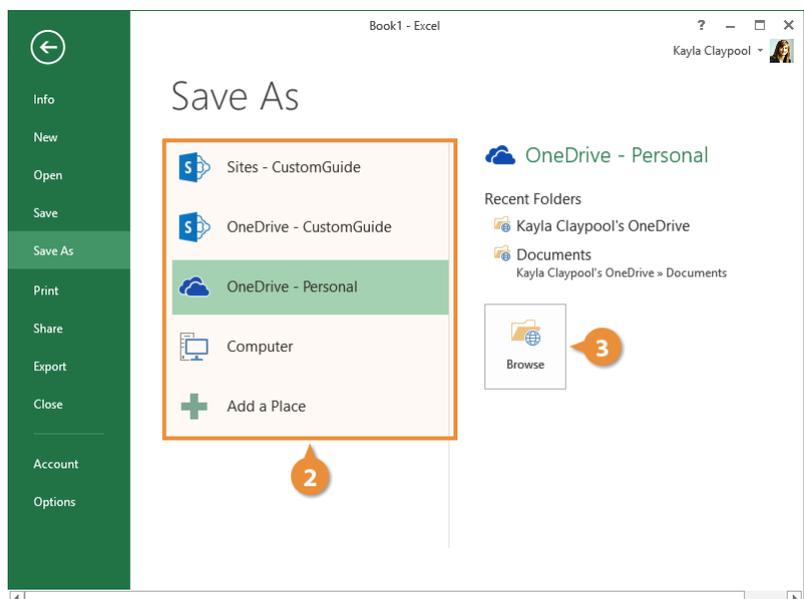
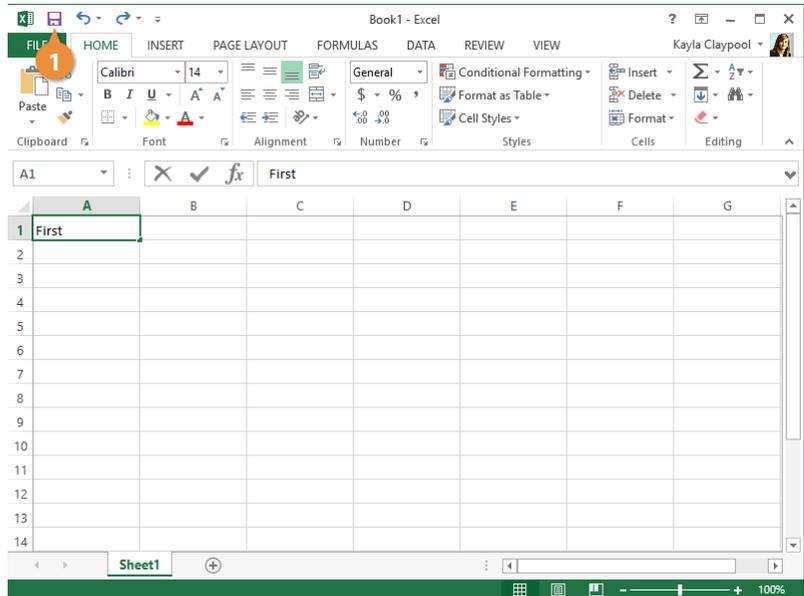
Shortcut: Press **Ctrl + S** to quickly save a workbook.

If this is the first time you've saved the workbook, the Save As screen will appear.

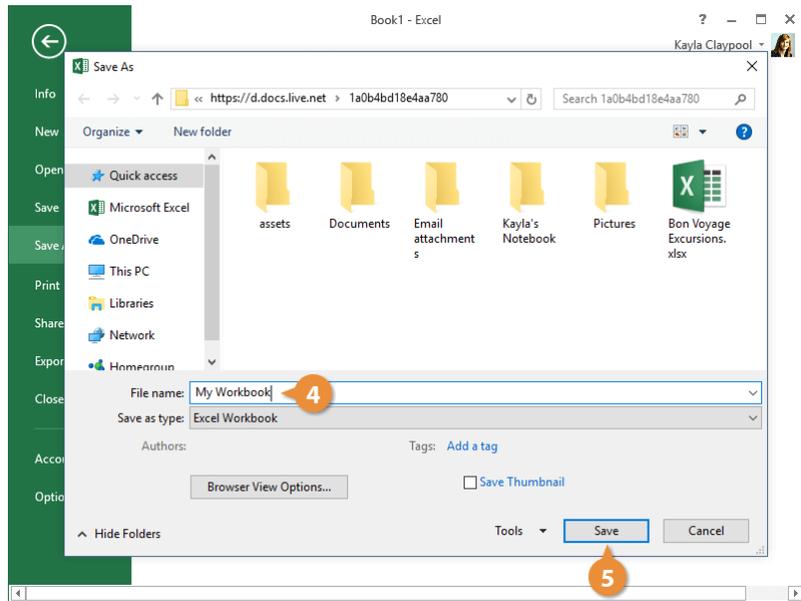
2 Choose where you want to save your file:

- **SharePoint:** Save the workbook to a connected SharePoint server.
- **OneDrive:** Save to Microsoft's cloud based storage so you can open the worksheet on another computer.
- **Computer:** Save to the local storage on your computer.

3 Click **Browse** to navigate to the folder where you want to save your file.



- 4 Enter a file name.
- 5 Click **Save**.



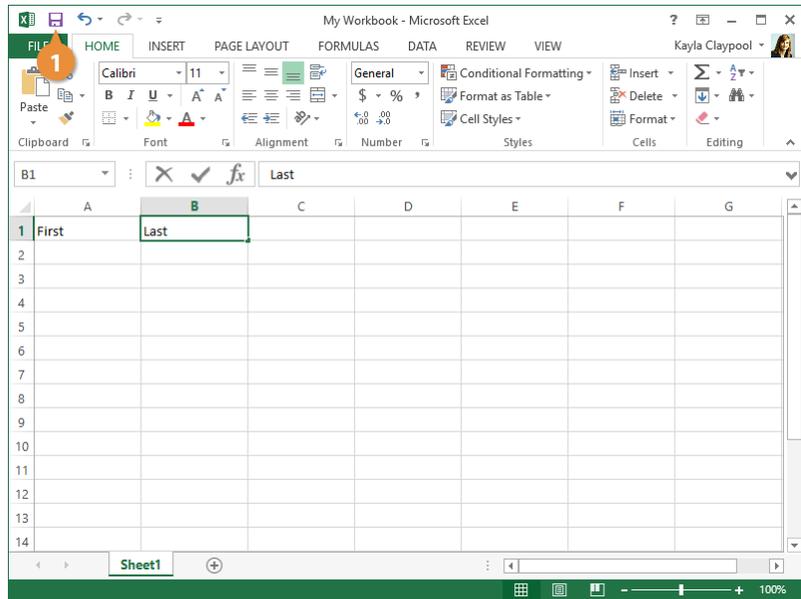
Save Progress

As you continue to work in Excel, you'll want to save any changes you make from time to time.

- 1 Click the **Save** button.

Shortcut: Press **Ctrl + S** to quickly save a workbook.

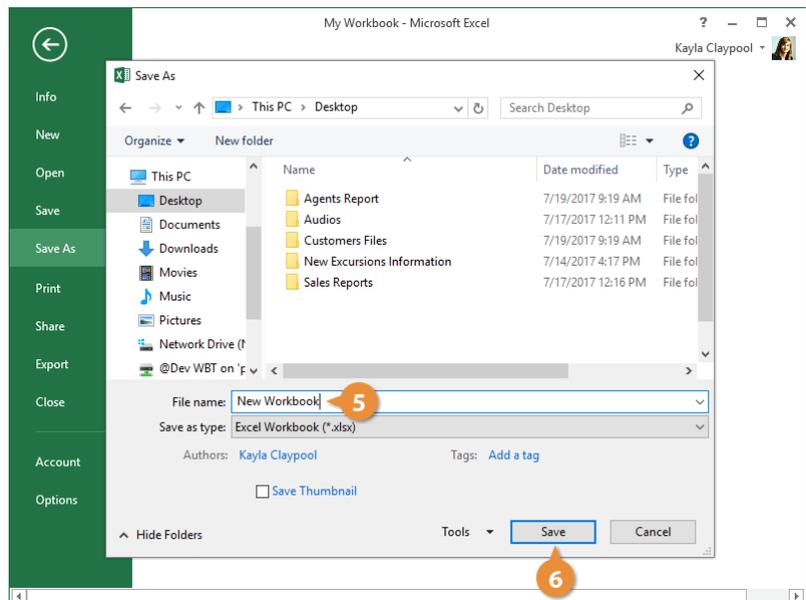
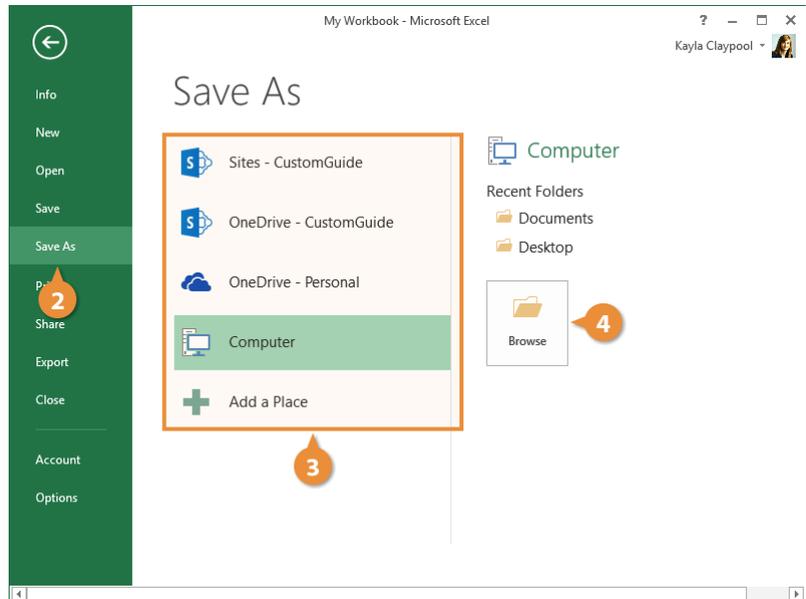
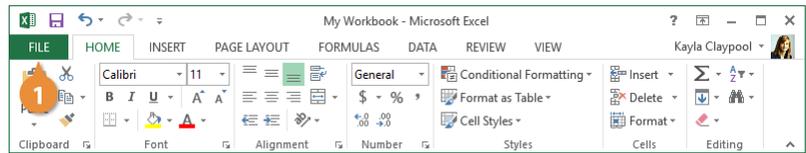
Tip: Try to save your progress every 10 minutes; that way you won't lose any important changes if disaster strikes.



Save As a New File and/or Location

Sometimes you may want to make a copy of an existing workbook and save it with a new name. Using and modifying the content in an existing workbook can often save you a lot of time.

- 1 Click the **File** tab.
- 2 Click **Save As**.
- 3 Choose where you want to save your file.
- 4 Click **Browse** to navigate to the folder you want to save your file.
- 5 Enter a **File name**.
- 6 Click **Save**.



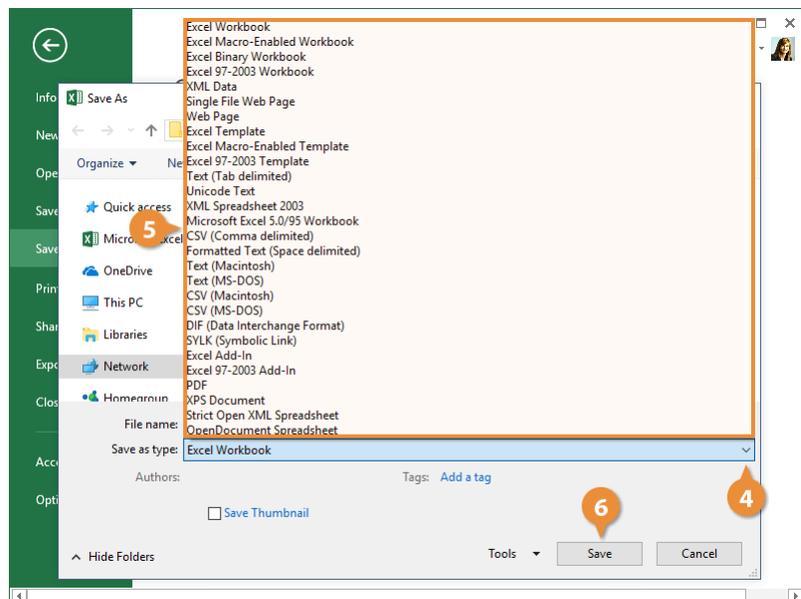
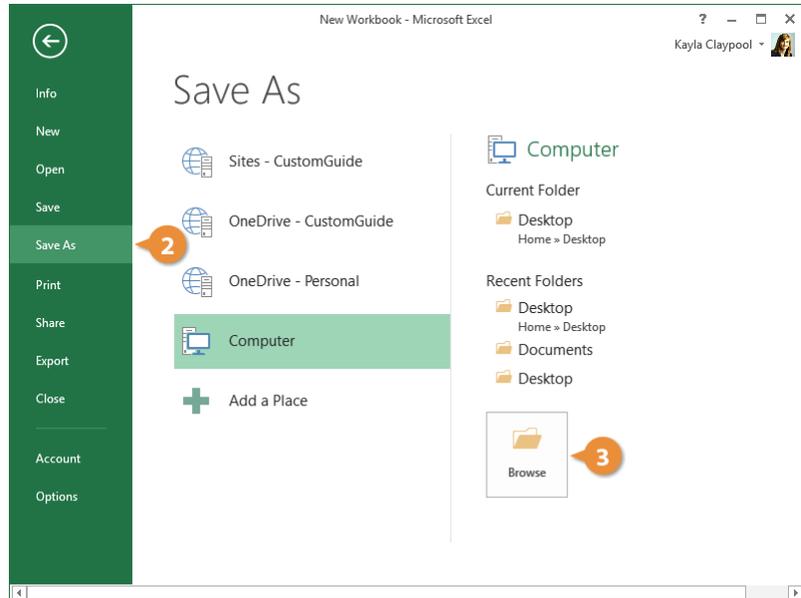
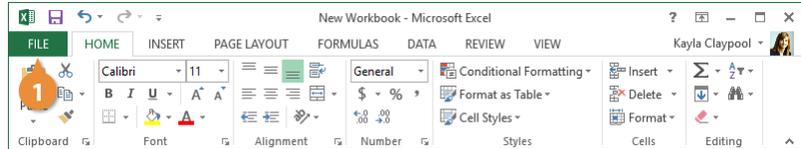
Save to Different File Formats

Excel normally saves its files as Excel workbooks, but you can save information to other file formats as well. For example, sometimes you may want to save your data as a Comma Separated Values or CSV file, so you can import it into another program.

- 1 Click the **File** tab.
- 2 Click **Save As**.
- 3 Click the **Browse** button.
- 4 Click the **Save as type** list arrow.

The default file type is an XLSX Excel file, but you can choose from plenty of other file formats in this menu.

- 5 Select the desired file format.
- 6 Click **Save**.



File Types Commonly Saved to From Excel

File Type	Extension	Description
CSV	.csv	Comma delimited text file, often used to import/export data.
Excel Workbook	.xlsx	The default XLM-based file format for Excel, in use since Excel 2007.
Excel 97-2003 Workbook	.xls	Excel files from Excel 2003 and older.
Excel Macro-Enabled Template	.xlsm	Excel template that contains macros.
Excel Template	.xltx	Excel template files.
PDF	.pdf	Portable Document Format, a format that preserves document formatting and allows file sharing.
Web Page	.html	A web page that is saved as a folder and contains an .htm file and supporting files, such as images.

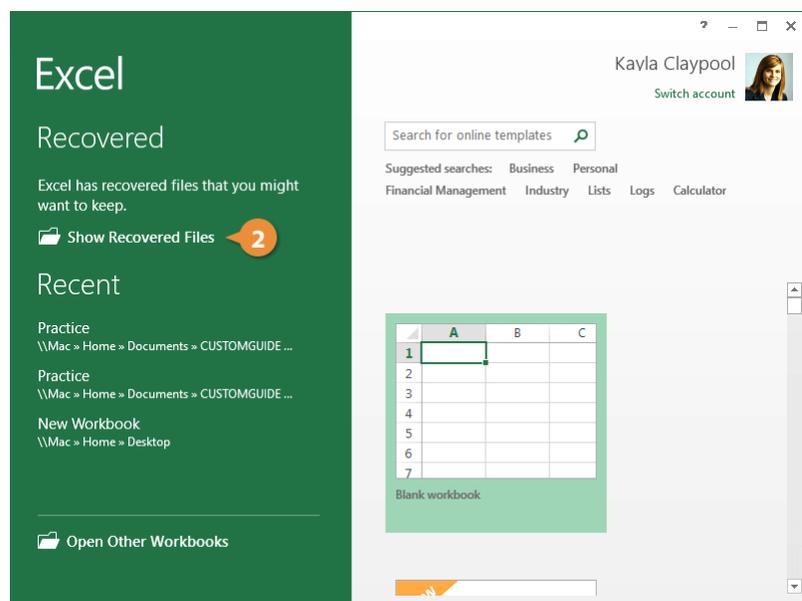
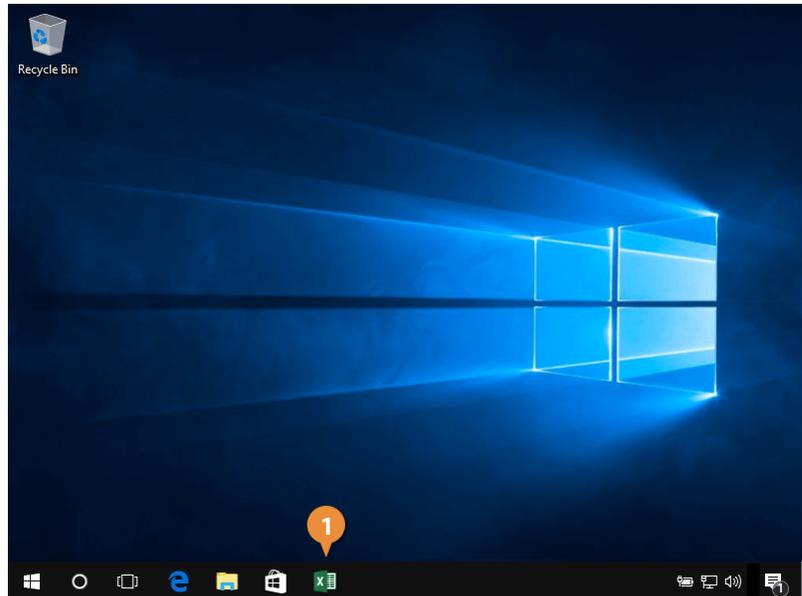
AutoRecover

If a workbook you were working on was closed without being saved, either by a program crashing or just by accident, you may be able to recover it. Excel periodically saves a copy of your Excel file. By default, this setting is every 10 minutes, but you can easily change this setting.

Recover a Workbook

If Excel crashes, it will display the Document Recovery Pane the first time you open Excel again.

- 1** Restart Microsoft Excel.
If an unsaved workbook can be recovered, the Recovered header will appear on the left.
- 2** Click **Show Recovered Files**.
The Recovery pane appears, listing all recovered workbooks that were found.



3

Select the workbook from the Document Recovery pane.

The last AutoSaved version of that workbook opens.

4

Click **Close**.

The screenshot shows the Microsoft Excel interface. On the left, the Document Recovery pane is open, displaying a file named 'Workbook.xlsx [Original]' with a version created last time. A red circle with the number '3' is overlaid on the file icon. Below the file list, a question mark icon asks 'Which file do I want to save?' and a red circle with the number '4' is overlaid on the 'Close' button.

The main spreadsheet area shows a table titled 'Bon Voyage Excursions' with the following data:

Excursion	Jan	Feb	Mar	Total
Beijing	6,010	7,010	6,520	19,540
Las Vegas	35,250	28,125	37,455	100,830
México DF	20,850	17,200	27,010	65,060
Paris	33,710	29,175	35,840	98,725
Tokyo	12,510	14,750	11,490	38,750
Total	108,330	96,260	118,315	322,905

AutoRecovery Settings

If the workbook that you were hoping to recover doesn't appear, it's probably because the AutoRecovery settings didn't catch it. We can change those settings so that it's a bit more diligent about auto-saving your workbooks.

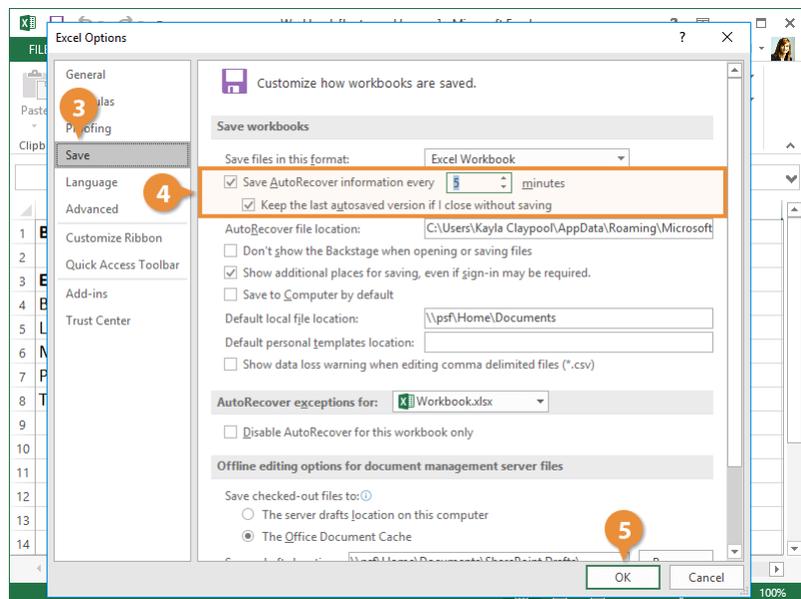
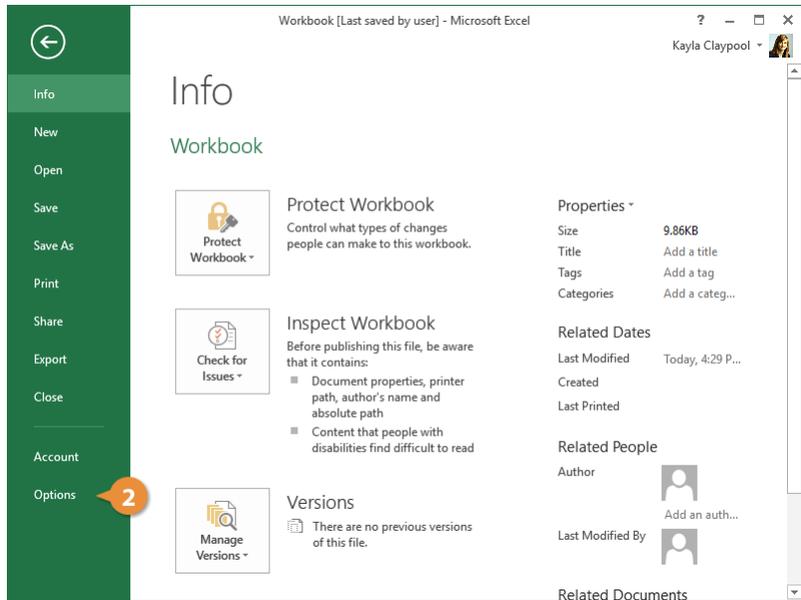
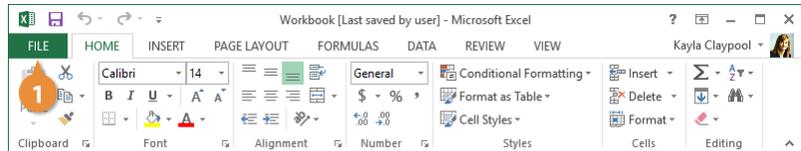
- 1 Click the **File** tab.
- 2 Click **Options**.
- 3 Click **Save**.

The AutoRecovery settings are here. Make sure that the proper checkboxes are checked.

- 4 Make sure **Save AutoRecover information** checkbox is checked and adjust the time interval.

Tip: You can't specify the interval if the checkbox is not selected.

- 5 Click **OK**.



The Quick Access Toolbar

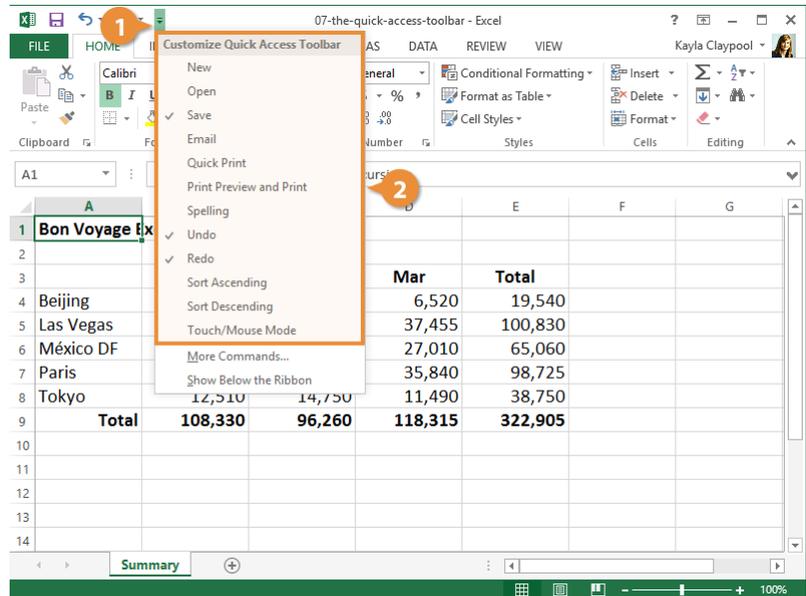
The Quick Access Toolbar is located above the Ribbon and contains buttons for commands that you'll use often, such as save and undo. You can also add your own frequently-used commands to the Quick Access Toolbar.

Add a Button to the Quick Access Toolbar

You can add frequently used commands to the Quick Access Toolbar.

- 1 Click the **Customize Quick Access Toolbar** button.
- 2 Select a command to add.

The command is added to the Quick Access toolbar.

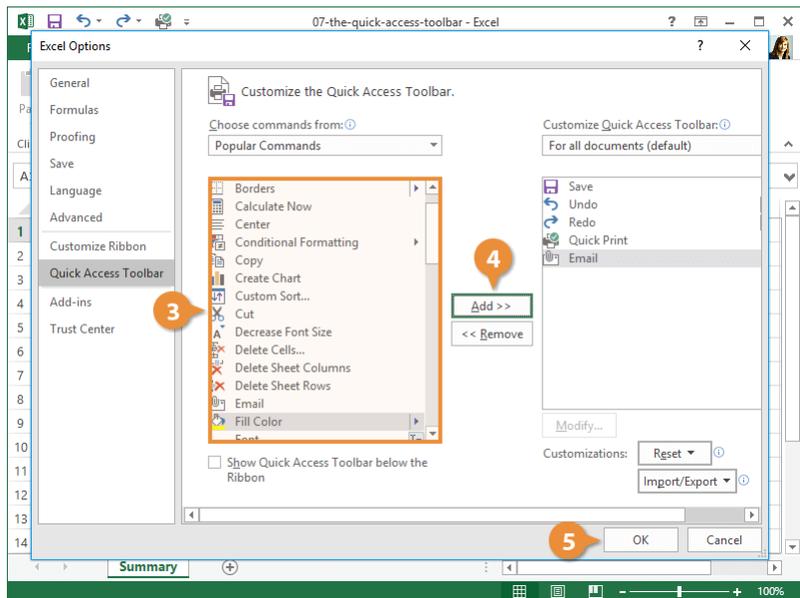
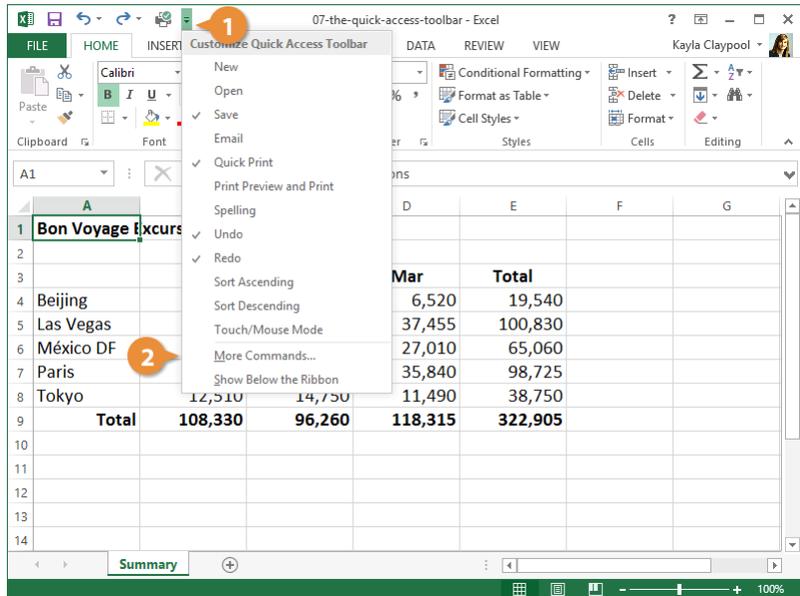


Customize the Quick Access Toolbar

If you don't see the command you want to add to the Quick Access Toolbar in the list, you can select More Commands to find it.

- 1 Click the **Customize Quick Access Toolbar** button.
- 2 Click **More Commands**.
- 3 Select the command you want to add.
- 4 Click **Add**.
- 5 Click **OK**.

The command is added to the Quick Access Toolbar.

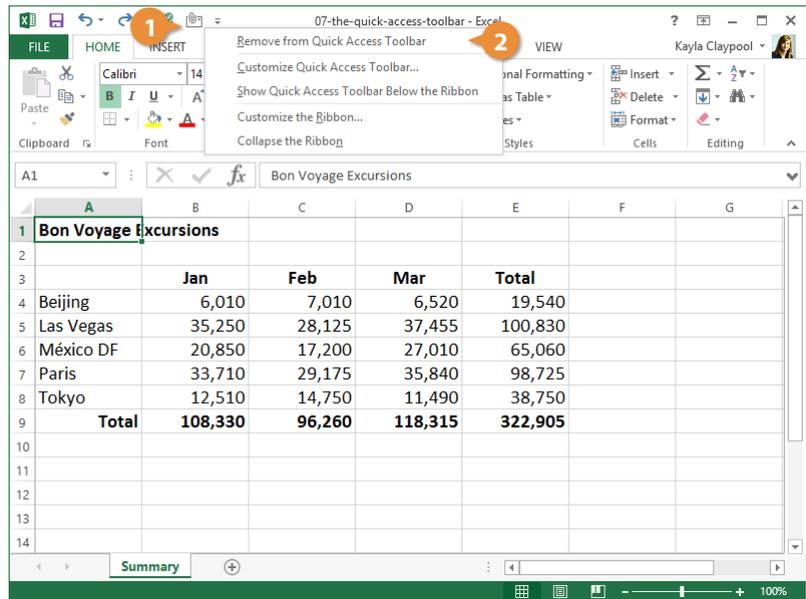


Remove a Button from the Quick Access Toolbar

It's easy to remove a button from the Quick Access Toolbar.

- 1 Right-click the button you want to remove.
- 2 Select **Remove from Quick Access Toolbar**.

The command is deleted from the Quick Access Toolbar.



Print

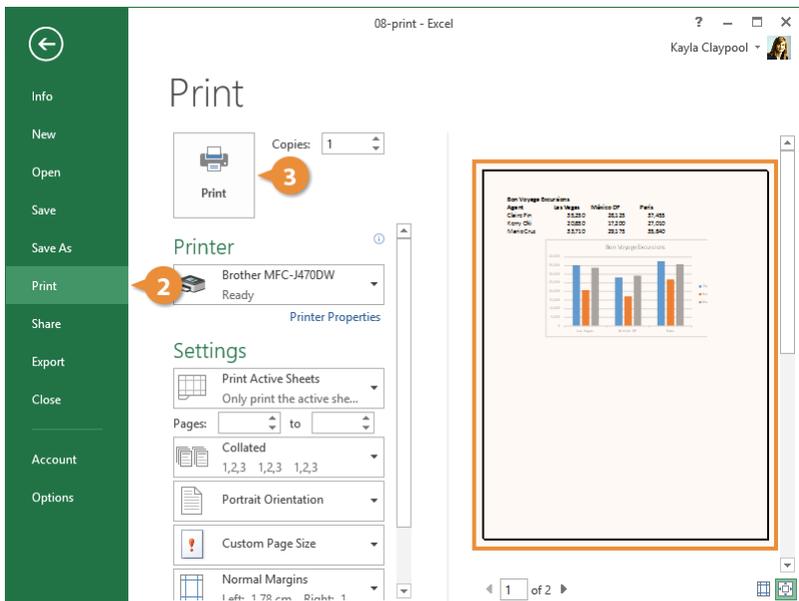
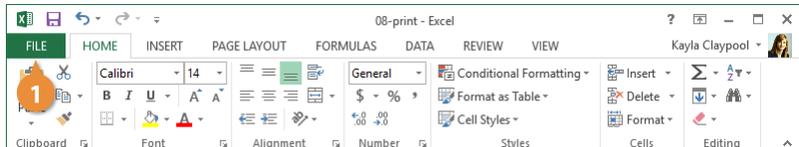
Once you've created a worksheet, and your computer is connected to a printer, you can print a copy. Before you do this, it's a good idea to preview how it's going to look.

Preview and Print a Worksheet

You can preview and then print a worksheet as part of the same operation.

- 1 Click the **File** tab.
- 2 Select **Print**.
The Print tab is where you'll find the print preview.
- 3 Click **Print**.

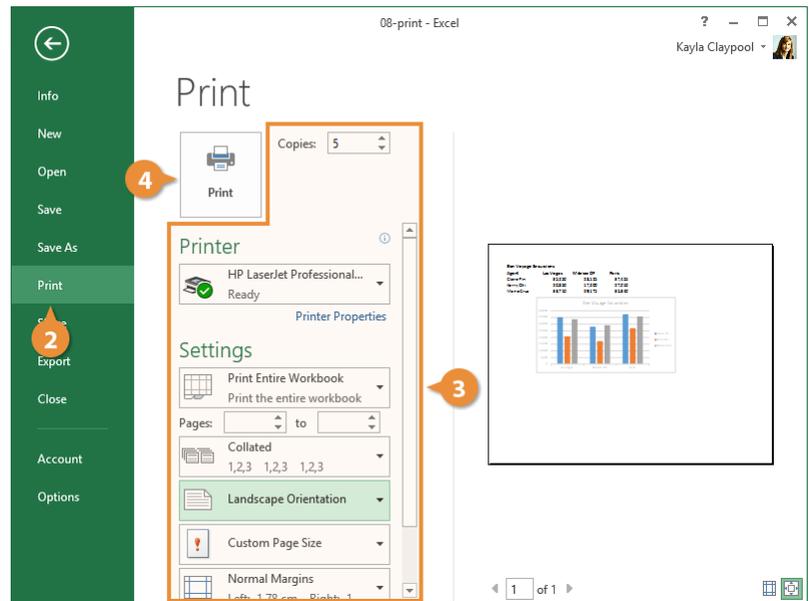
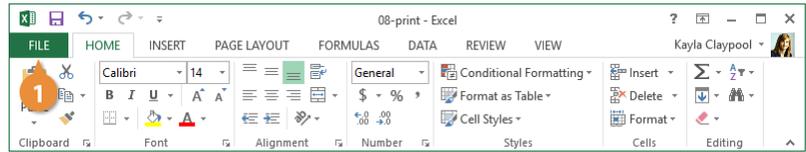
Shortcut: Press **Ctrl + P** to quickly print a worksheet.



Specify Printing Options

Sometimes you will want to specify more printing options, such as the number of copies to print.

- 1 Click the **File** tab.
- 2 Select **Print**.
- 3 Select the desired print options:
 - Number of **Copies** you want to print.
 - **Printer** where you want to send the worksheet.
 - **Print Area** you want to print.
 - **Page Orientation**.
- 4 Click **Print**.



Customizable Print Options

Print Option	Description
Copies: <input type="text" value="1"/>	Specify the number of copies you want to print.
 Microsoft XPS Documen... Ready	Select the printer you want to use (if you have more than one).
 Print Active Sheets Only print the active she...	Print the active worksheet, the entire workbook, or a selection of cells.
 Collated 1,2,3 1,2,3 1,2,3	If you are printing multiple copies, you can select collation options.
 Portrait Orientation	Select between portrait or landscape orientations.
 Letter 21.59 cm x 27.94 cm	Select the paper size you want to print on.
 Normal Margins Left: 1.78 cm Right: 1...	Adjust page margins.
 No Scaling Print sheets at their actu...	Reduce the print scale, to include more text on the printout.

Share a Workbook

If you need to share a workbook with others, you can send them an invitation to view it online. You can also share workbooks by emailing them as an attachment, although this sends them a copy of the workbook and not the original.

Invite People to Collaborate

When you share a workbook from Excel, you're giving others access to the exact same file. This lets you and others view and even edit the same workbook without having to keep track of multiple copies.

1 Save your workbook to your OneDrive or SharePoint.

Workbooks must be saved to either Microsoft OneDrive or SharePoint before you can share them with others.

2 Click the **File** tab.

3 Select **Share**.

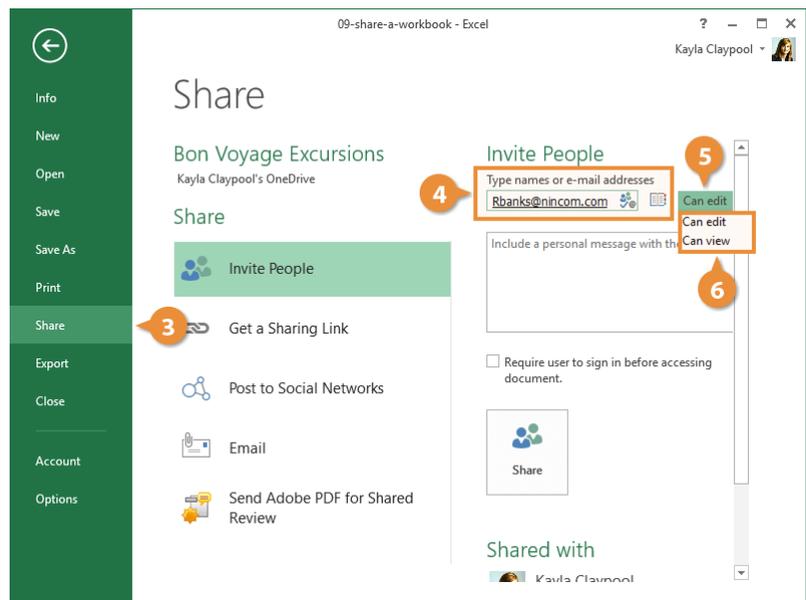
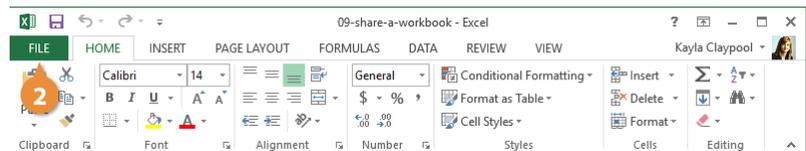
4 Enter the people you want to share with by:

- Entering their email address.
- Selecting them from the address book.

5 Click the **Permissions** list arrow.

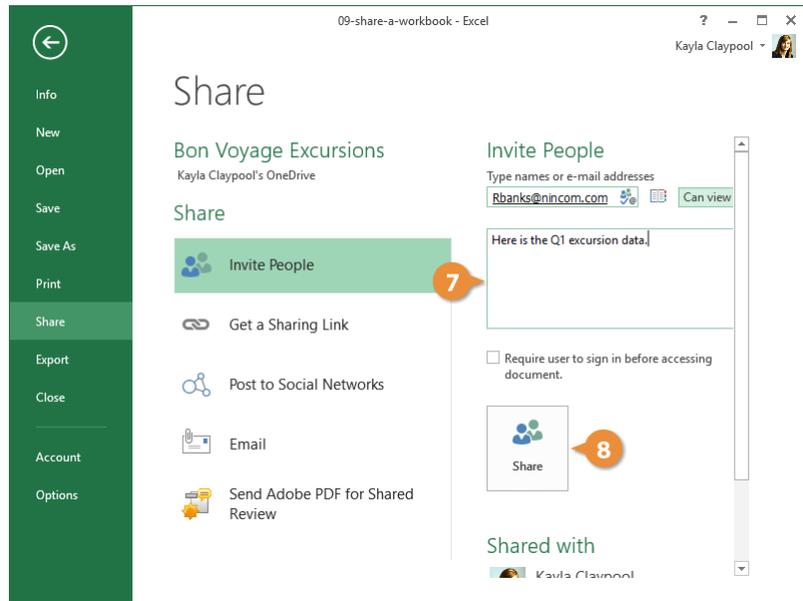
This lets you decide whether the people you invite can make changes to the workbook, or just view it as a read-only document.

6 Select **Can edit** or **Can view**.



- 7 Include a message (optional).
- 8 Click **Share**.

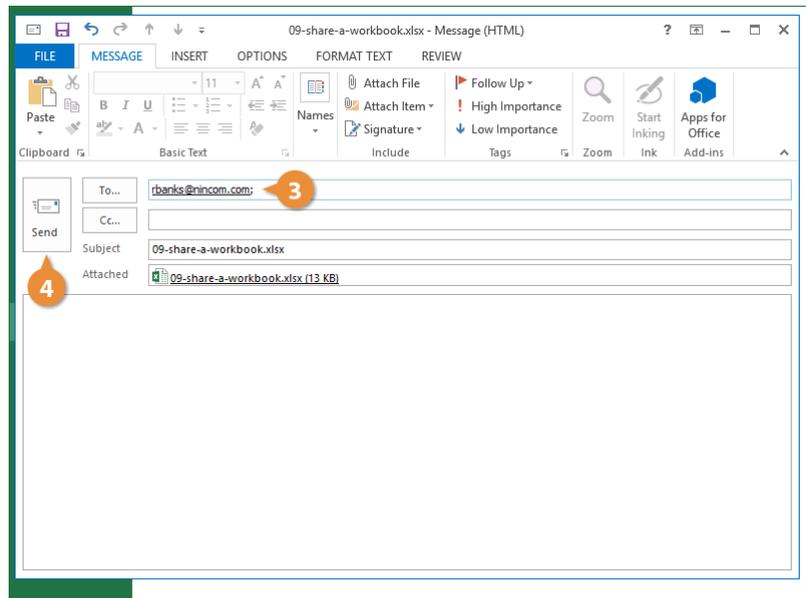
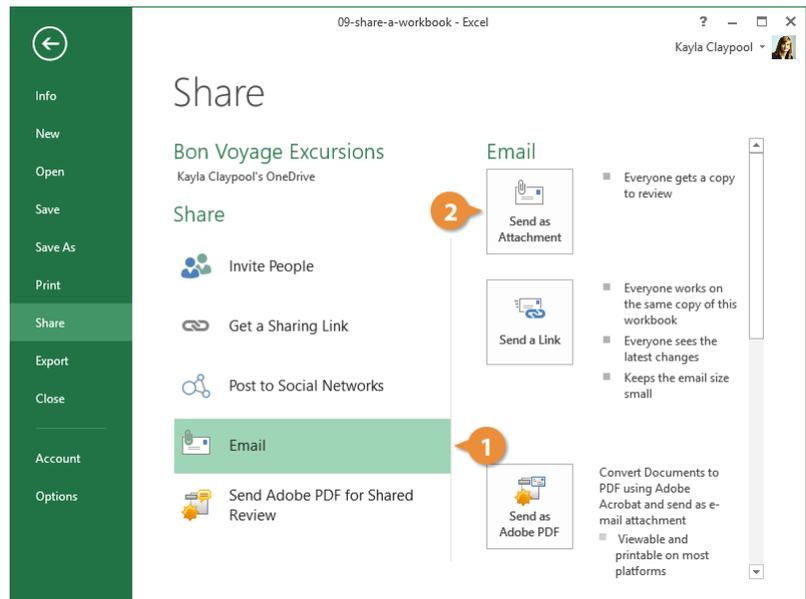
The people you shared the workbook with will appear in the Share pane.



Send as Attachment

If you don't want to share the file with someone, you can email it so they receive an entirely separate copy.

- 1 Click the **Email** option.
- 2 Select **Send as Attachment**.
You can also **Send a Link**, so multiple people can work in the same copy of the workbook, or **Send as Adobe PDF**, which sends the worksheet as a read-only PDF document that can be viewed even if the recipients don't have Microsoft Excel.
- 3 Add email recipient(s).
- 4 Click **Send**.



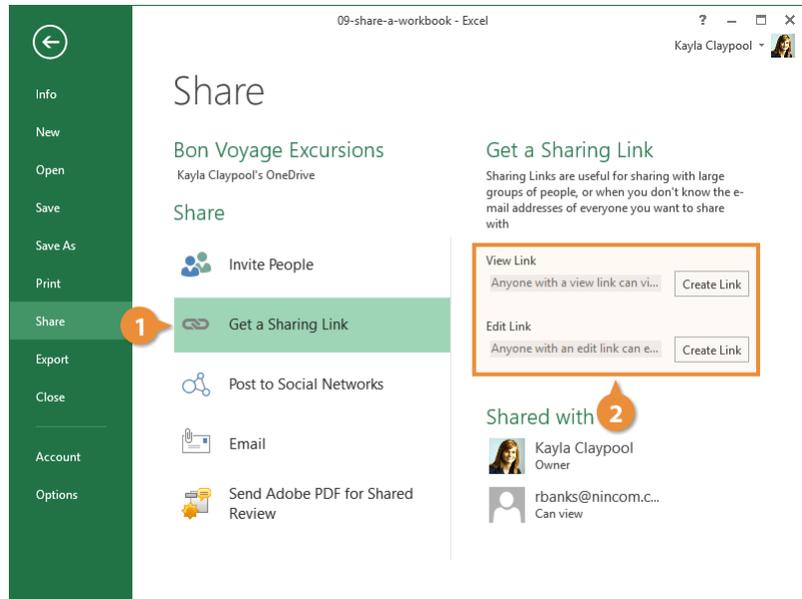
Share a Link

When you use the Share a Link option, you are sharing a workbook, except instead of sending the link to email recipients, you can copy the link yourself and use it as you see fit.

Note: Sharing a link is not as secure as emailing a link to a document, as you aren't specifying the recipients.

- 1 Click **Get a sharing link**.
- 2 Specify a sharing option:
 - **Create an edit link:** Others can view and edit—or make changes to—the shared document. Use with caution!
 - **Create a view-only link:** Others can view but not edit—or make changes to—the shared document.

A link to the document is generated, and you can copy and paste it anywhere to share with others.



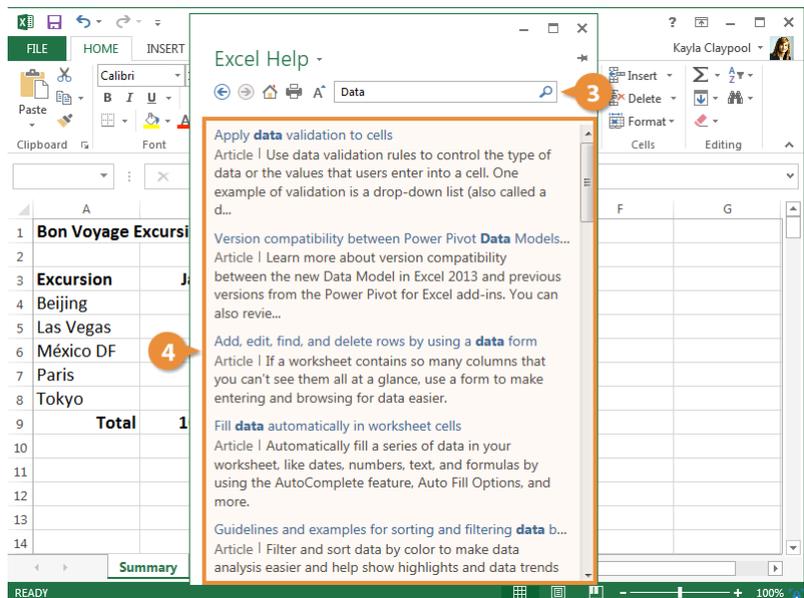
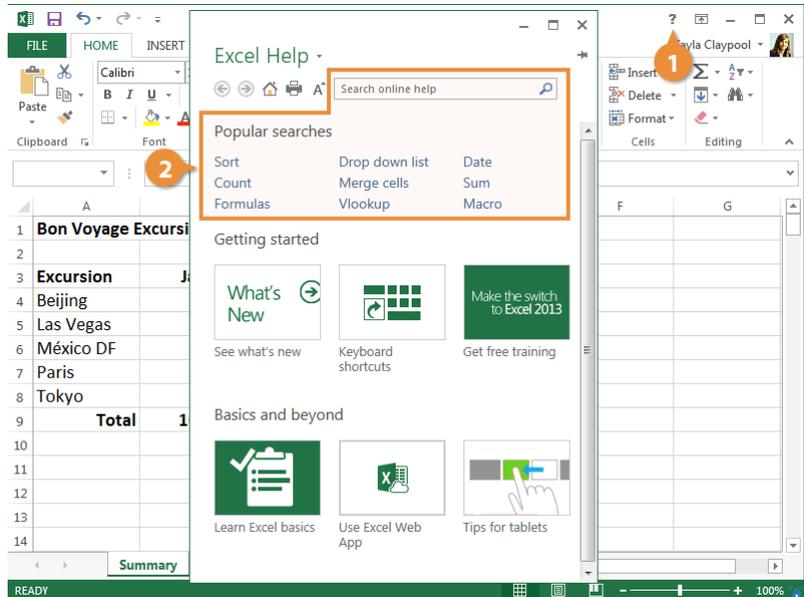
Help

The Excel Help feature can answer questions and offer tips to help you get the most out of Excel's tools.

Get Help

If you look at the Ribbon, you'll notice a field that says **Tell me what you want to do**. You can use this field to enter keywords and phrases about what you want to do, and get help with that.

- 1 Click the **Help** icon.
Shortcut: Press **F1**.
In the Help dialog box you see some popular topics. Click one of these if you see what you're looking for.
- 2 Select a topic or click in the **Search** box.
- 3 Type a topic and click the **Search** icon.
- 4 Select a related help topic.



5 Select a specific topic under In this article.

This way, you jump straight to the topic you really need.

Excel Help -

Apply data validation to cells

You use data validation to control the type of data or the values that users enter into a cell. For example, you may want to restrict data entry to a certain range of dates, limit choices by using a list, or make sure that only positive whole numbers are entered.

This article describes how data validation works in Excel and outlines the different data validation techniques available to you. It does not cover cell protection, which is a feature that lets you "lock" or hide certain cells in a worksheet so that they can't be edited or overwritten.

IMPORTANT If you save worksheet data to Excel Services and want to use data validation to restrict data entry, you need to create the data validation in Excel before you save it to Excel Services. Excel Services supports data entry, but you won't be able to create data validation.

In this article

- Overview of data validation
- How to handle a data validation alert
- Add data validation to a cell or range

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Close and Exit

When you're done working with a file, it's a good idea to close it so you don't bog down your computer with unused programs.

Close a Workbook

Each spreadsheet window must be closed individually. When you have only one spreadsheet open and want Excel to stay running:

- 1 Click the **File** tab.
- 2 Click the **Close** button.

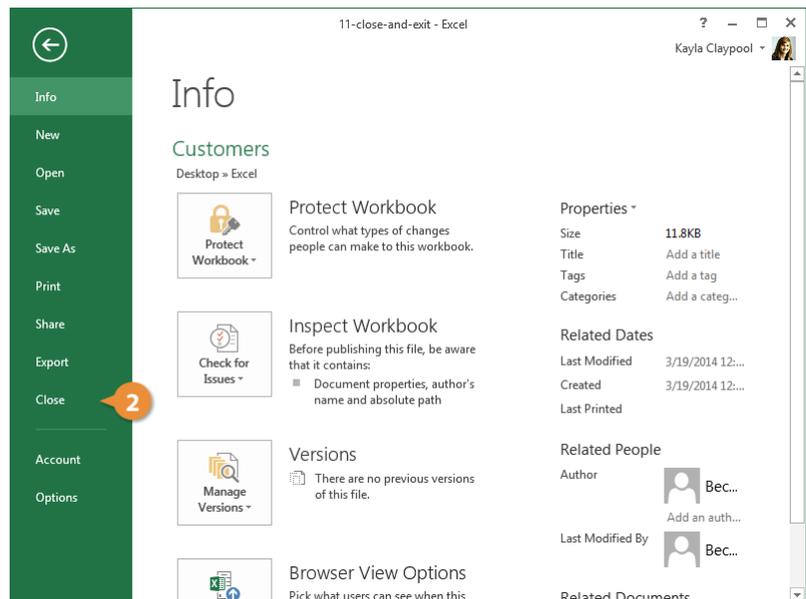
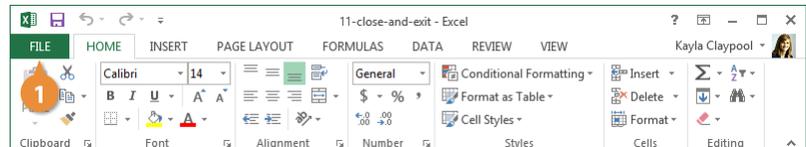
Shortcut: Press **Ctrl + W** to close a workbook.

Tip: You can close all open workbooks by holding down the **Shift** key as you click the **Close** button.

If you have multiple worksheets open, you'll need to close each of them individually.

The file is closed but Excel is still running.

- 3 If prompted, select from one of the following options:
 - **Save:** Save your changes.
 - **Don't Save:** Discard any changes you've made.
 - **Cancel:** Don't close the workbook.

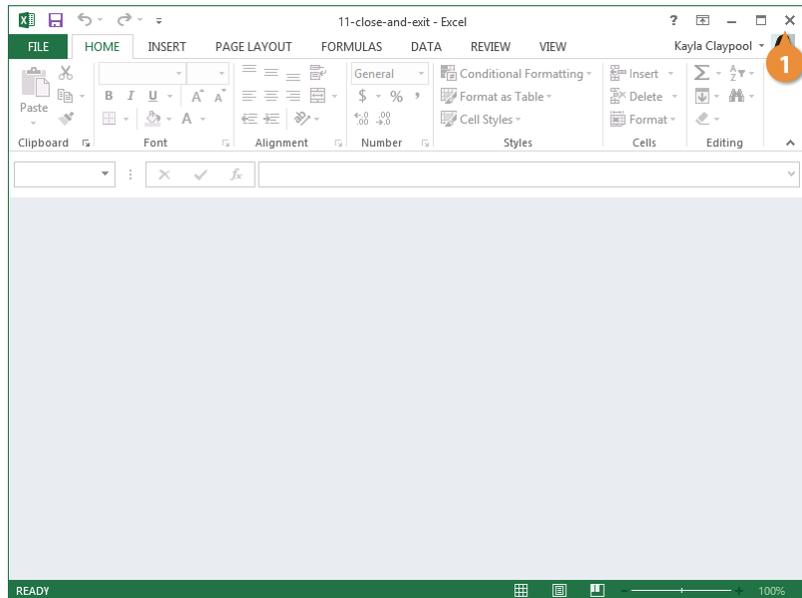


Close Excel

If you click the Close button on the title bar when you have only one Excel file open, the workbook will close and you will exit the Excel program.

- 1 Click the **Close** button.

Excel closes.



Edit a Workbook

Entering, editing and removing data are some of the most common tasks you will likely carry out in Excel. By mastering the skills needed to accomplish these tasks efficiently, you are well on your way to becoming a proficient user. As with most Microsoft Office applications, there is often more than one way to achieve your end goal in Excel. This chapter will explain some of the primary and alternative methods for creating, editing, moving, and deleting data. In some cases, you can use shortcuts or apply a change to multiple instances at once to do more with your spreadsheet in less time.

Objectives

- Select Cells and Ranges
- Edit Cell Data
- Cut, Copy, and Paste
- Undo, Redo, and Repeat
- More Pasting Options
- Insert and Move Cells
- Delete Cells
- Check Spelling
- Find and Replace Text
- Hide Columns and Rows
- Workbook Properties

Select Cells and Ranges

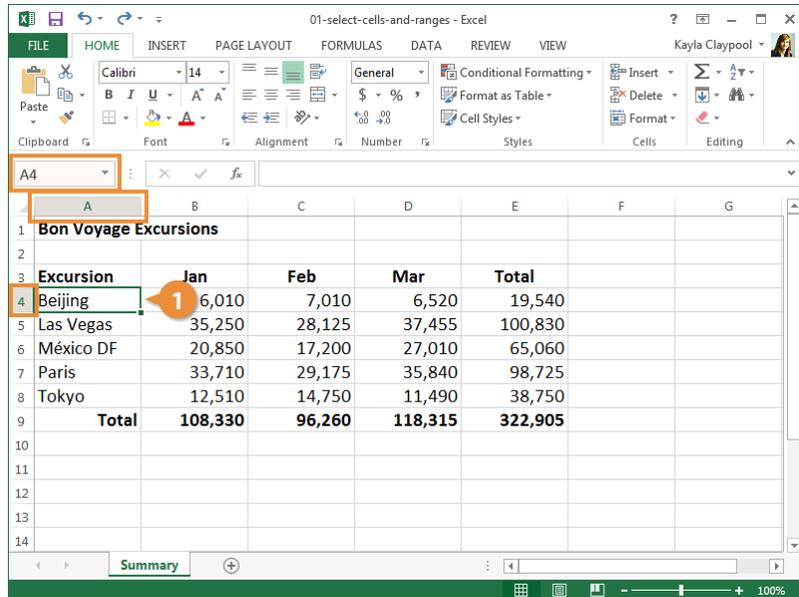
Selecting cells is an important skill in Excel. Almost all of the information in Excel is saved in a cell or cell range; so before you can enter, edit, or format text, you first need to know how to select a cell or cell range.

Select a Cell

It's easy to select a single cell:

- 1 Click the cell you want to select.

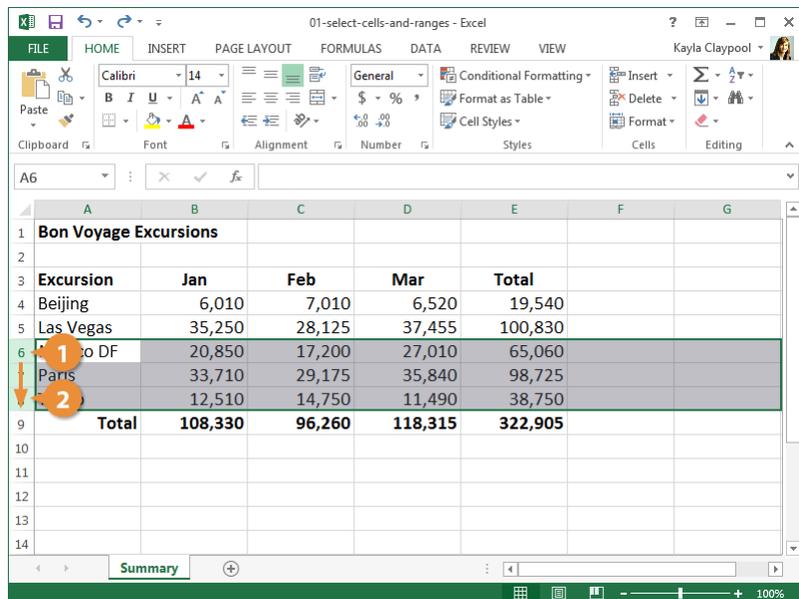
Tip: To see which cell is selected, look at the shaded column number and row letter. You can also see what cell is selected by looking at the name box.



Select Rows

- 1 Click the heading for the row you want to select.
- 2 To select several rows, click and drag from the first row heading to the last row heading.

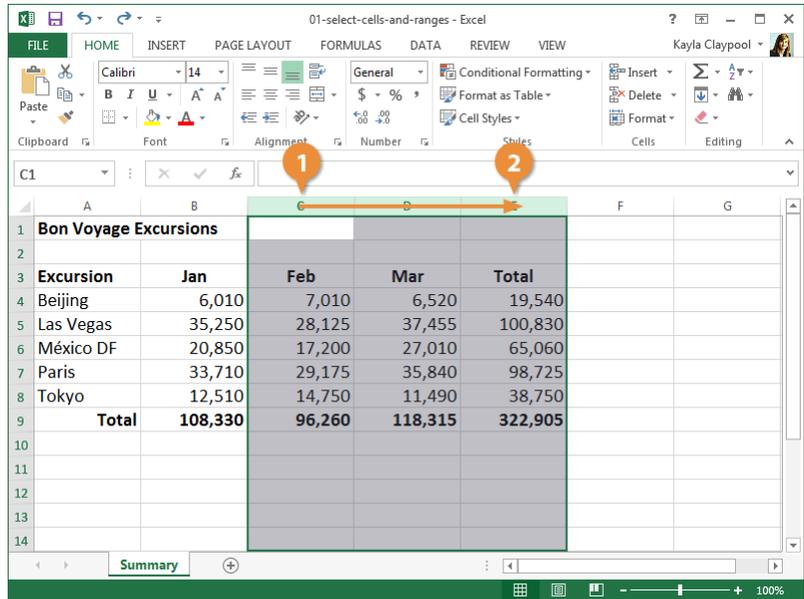
Tip: You can also select multiple rows by selecting a row header, pressing and holding the **Shift** key, and pressing the **Up** or **Down** arrow keys to select additional rows.



Select Columns

- 1 Click the heading for the column you want to select.
- 2 To select several columns, click and drag from the first column heading to the last column heading.

Tip: You can also select multiple columns by selecting a column header, pressing and holding the **Shift** key, and pressing the **Left** or **Right** arrow keys to select additional columns.



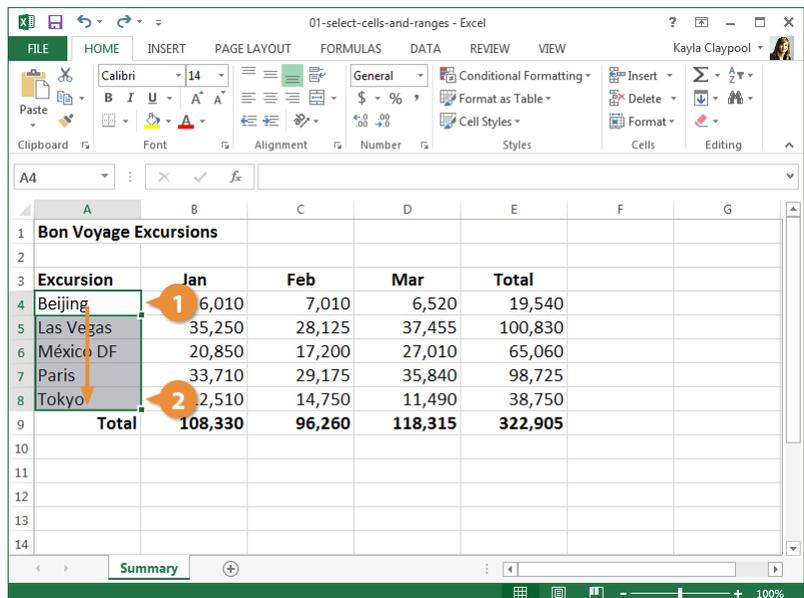
Select a Cell Range

A cell range is a group of cells that spreads over multiple rows or columns.

- 1 Click the first cell you want to include in your range.
- 2 Drag to the last cell you want to include in your range.

The cell range is selected.

Tip: You can also select a cell range by selecting the first cell of the cell range, pressing and holding the **Shift** key and selecting the last cell of the cell range.



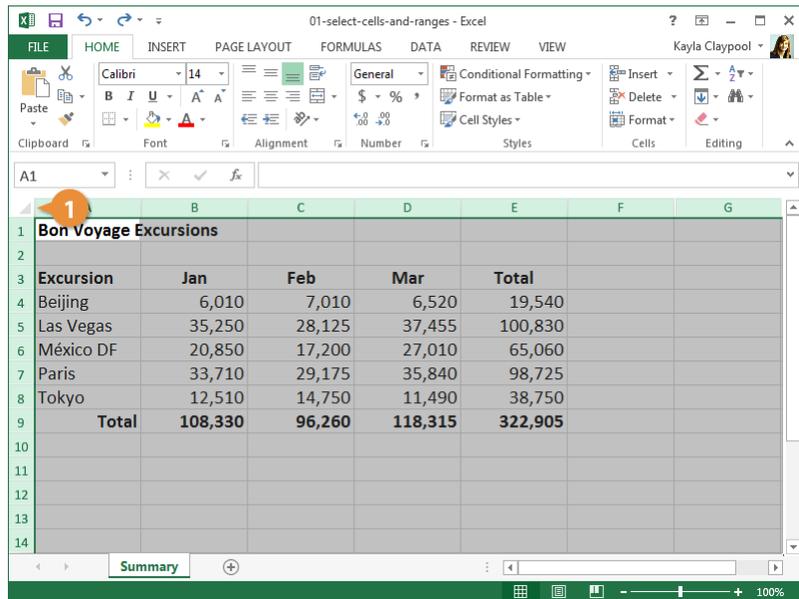
Select the Entire Worksheet

You can even select the entire worksheet in Excel.

1 Click the **Select All** button.

Shortcut: Press **Ctrl + A**.

Excel selects the entire worksheet.

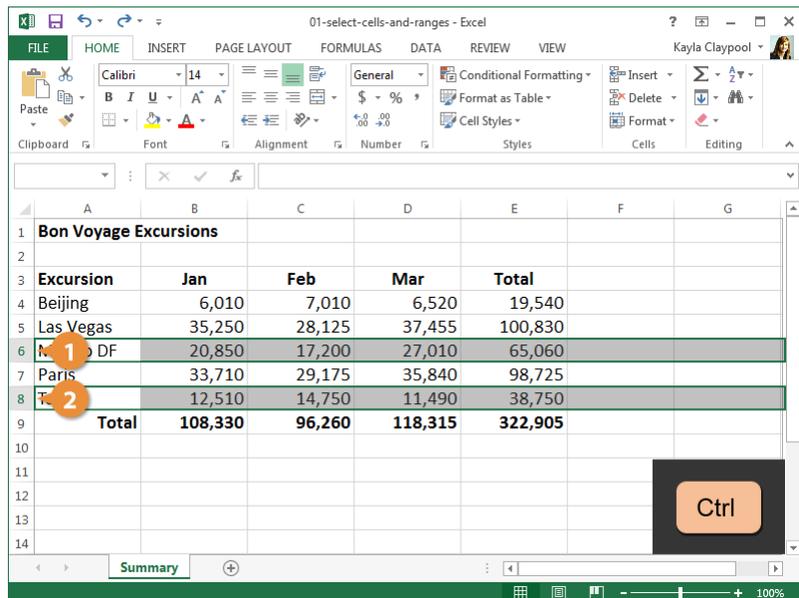


Select Non-Adjacent Cells

All the previous selection methods can be used to select cells that are adjacent, or next to each other. However, sometimes you may need to select multiple cells or cell ranges that are separated. Here's how to do that...

1 Select the first cell or cell range.

2 Hold down the **Ctrl** key and select any non-adjacent cells or cell ranges.

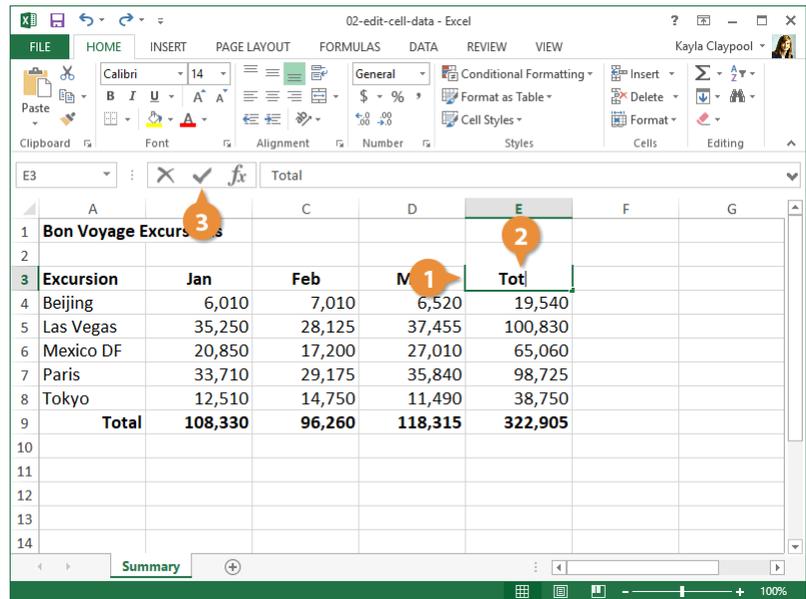


Edit Cell Data

Cell data is the text or the numbers within a cell. It can be text you type in, numbers, or formulas. When you start creating a spreadsheet, one of the first steps is to enter data in the cells.

Enter Cell Data

- 1 Click the blank cell where you want to add data.
You know the cell is active because a border appears around it.
- 2 Type your data into the cell.
Notice that the text you type also appears in the Formula bar.
- 3 Press **Enter** or click the **Enter** button.

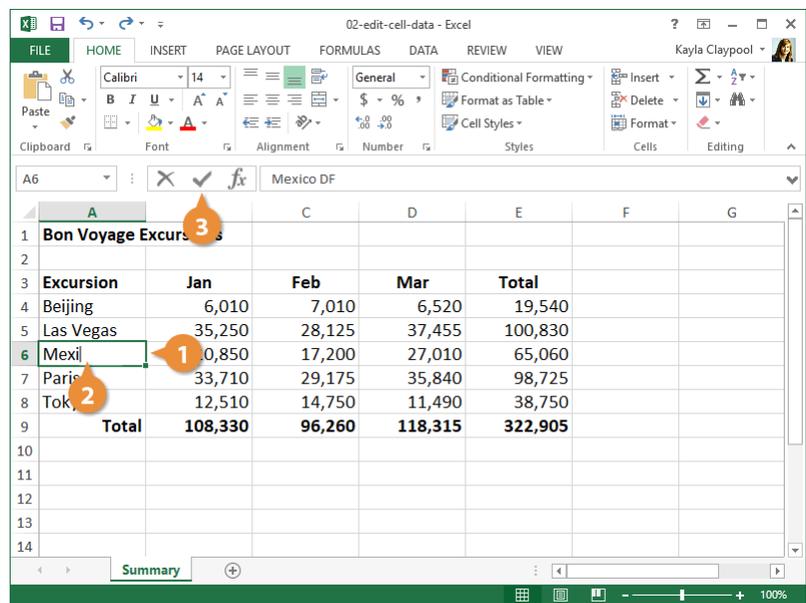


Replace Cell Data

In addition to adding data in a blank cell, you can also type data into a cell that is already populated.

- 1 Select the cell that contains the data you want to replace.
The old information is automatically selected.
- 2 Enter the new information.
- 3 Press **Enter** or click the **Enter** button.

The new information is added in the old data's place.

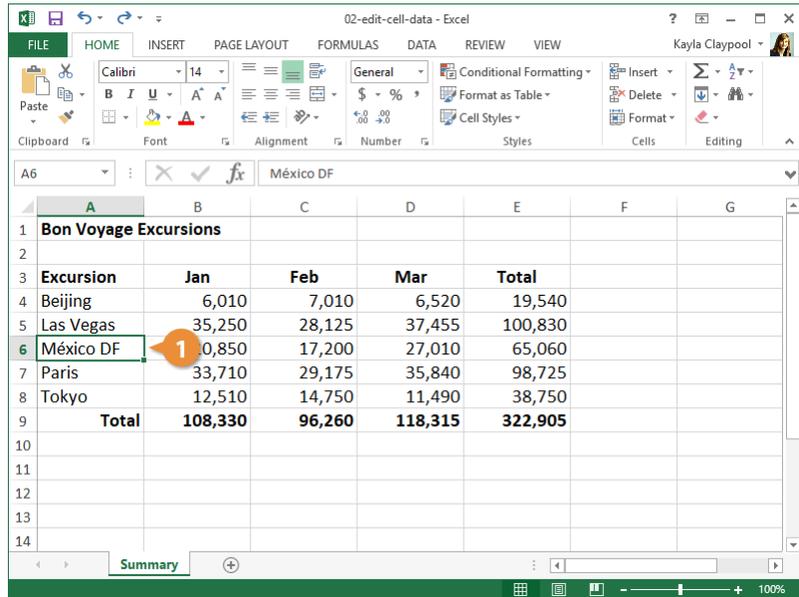


Delete Cell Data

If you want to remove the data all together, you can delete it.

- 1 Select the cell that contains that data you want to delete.
- 2 Press the **Delete** key on your keyboard.

The data is deleted from the selected cell.

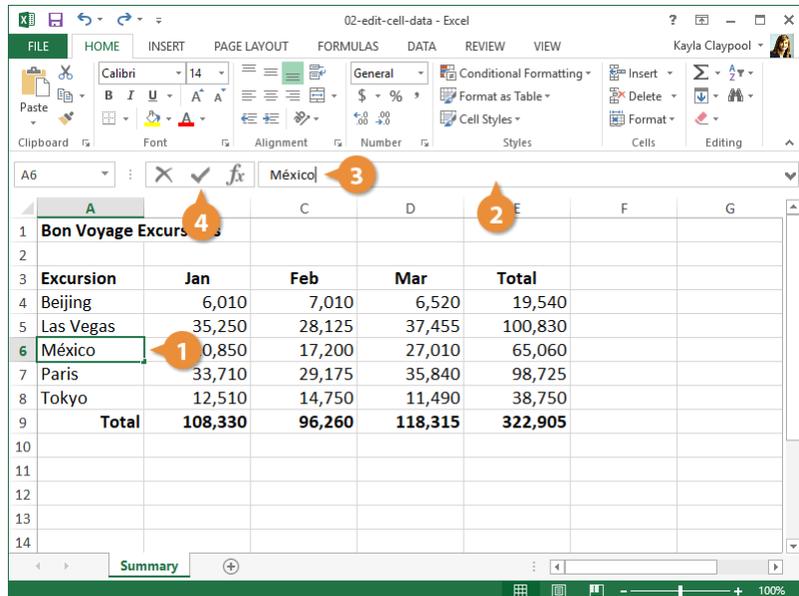


Edit Cell Data

In addition to replacing and deleting data, you can also make edits.

- 1 Click the cell you want to edit.
- 2 Click in the formula bar.
- 3 Make your changes.
- 4 Press **Enter** or click the **Enter** button.

The cell is updated with the new text.



Cut, Copy, and Paste

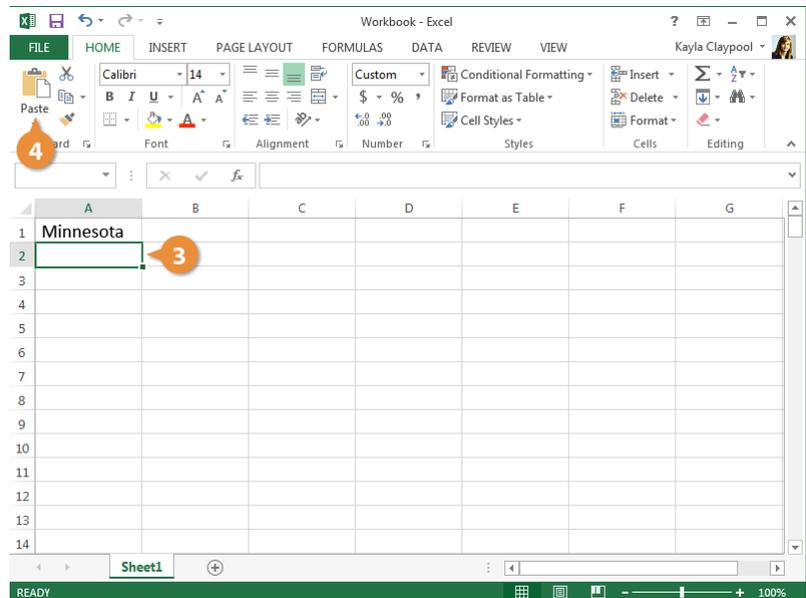
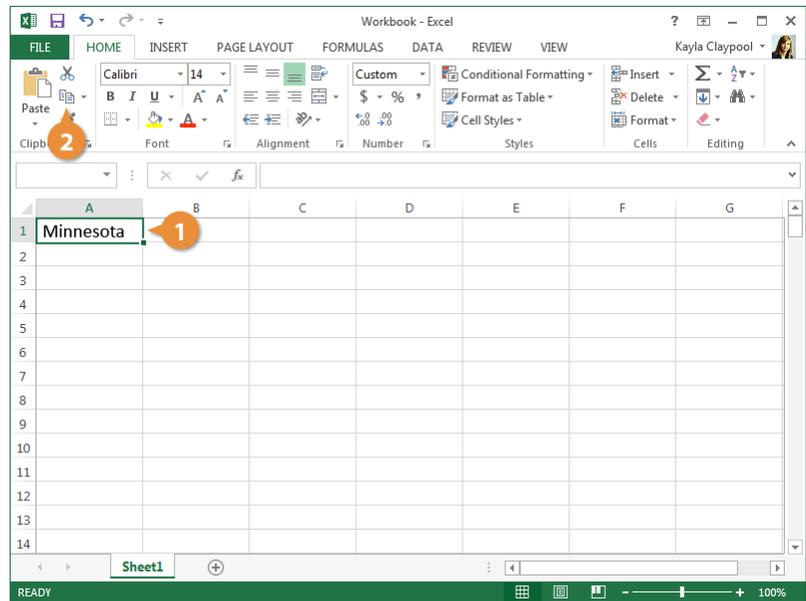
You can move or copy information in an Excel worksheet by using the cut or copy button and then pasting the cell data in a new place.

Copy and Paste

When you copy a cell, the selected cell data remains in its original location and is added in a temporary storage area called the Clipboard.

- 1 Select the cell or cell range you want to copy.
- 2 Click the **Copy** button on the Home tab.
Shortcut: Press **Ctrl + C**.
- 3 Click the cell where you want to paste your data.
Shortcut: Press **Ctrl + V**.
- 4 Click the **Paste** button.

The text you copied is duplicated in the new location.

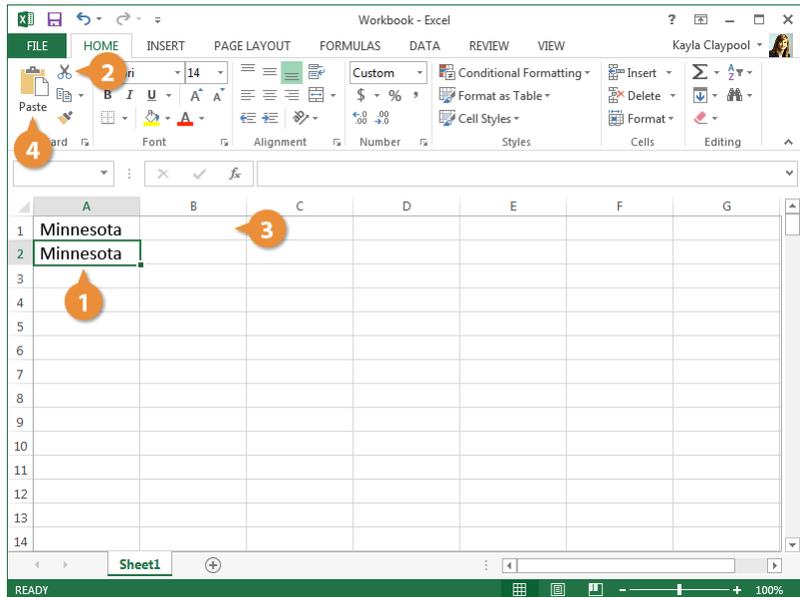


Cut and Paste

When you cut a cell, its content is removed from the original location and placed in the Clipboard.

- 1 Select the cell or cell range you want to cut.
- 2 Click the **Cut** button.
Shortcut: Press **Ctrl + X**.
- 3 Click the cell where you want to paste your data.
- 4 Click the **Paste** button.
Shortcut: Press **Ctrl + V**.

The text is moved from its original location into the selected cell.

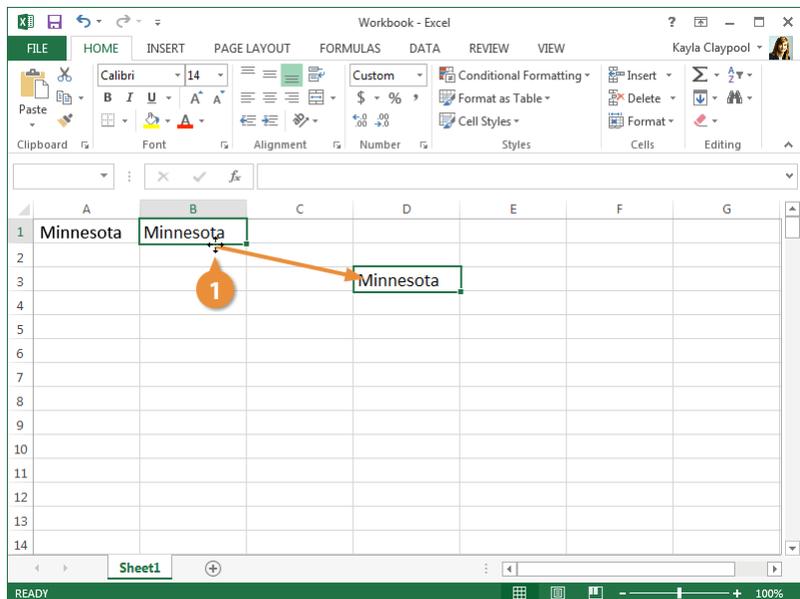


Move Using Drag and Drop

Using the mouse to move and copy cells is another convenient way to cut, copy, and paste.

- 1 Click the cell border and drag the cell(s) to a new location.
Note: You must be precise with your mouse and make sure you're clicking and dragging the cell border. The pointer will change to a black cross with four arrows when it's over the cell border.

You can also press and hold the **Ctrl** key while clicking and dragging to copy the selection instead of moving it.



Undo, Redo, and Repeat

You're going to make mistakes at some point when you're using Excel. When this happens, you can use Excel's handy undo command to instantly undo your last action. The related redo and repeat commands are also useful and powerful.

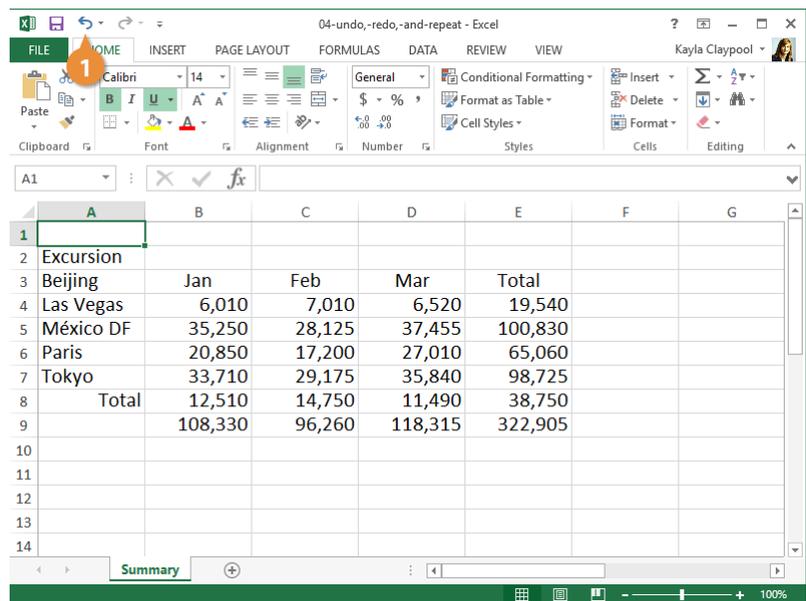
Undo

Before you perform the undo, redo, or repeat commands, you need to make some changes to your workbook.

- 1 Make some changes to your workbook.
- 2 Click the **Undo** button on the Quick Access toolbar.

Shortcut: Press **Ctrl + Z**.

Your last action is undone. For example, if you had deleted an item and then decided you wanted to keep it after all, undo would make it reappear.

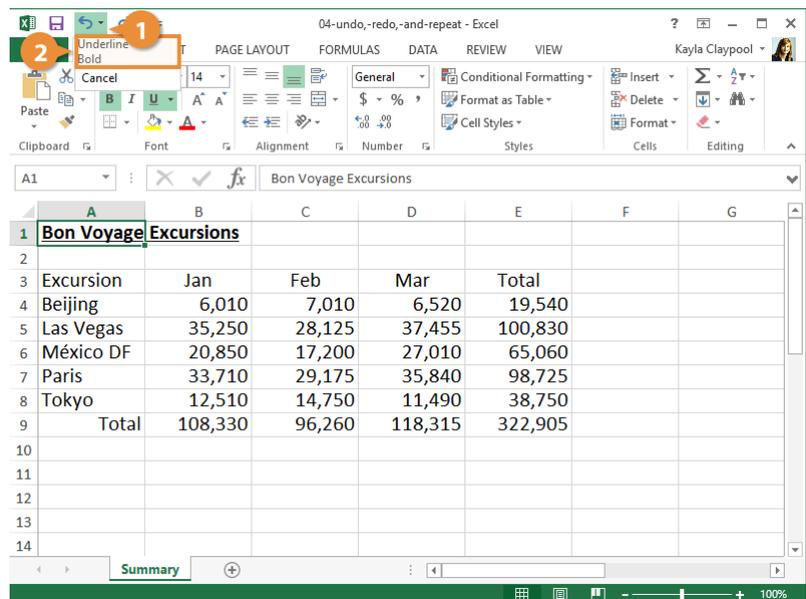


Undo Multiple Actions

Excel can also undo the other previous changes you make—up to 100 actions.

- 1 Click the **Undo** list arrow.
- 2 Click the last action you want to undo.

The selected action and all subsequent actions are undone.



Redo

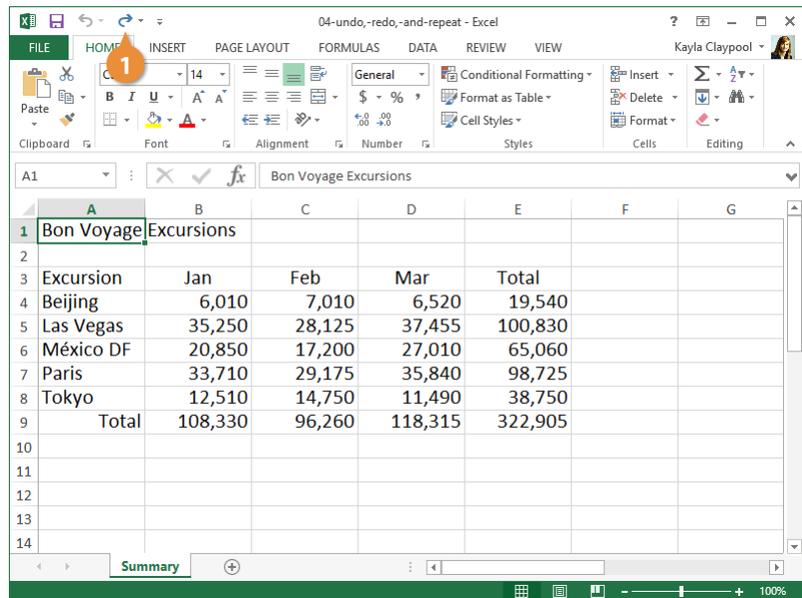
Redo is the opposite of undo: it redoes an action you have undone. For example, if you decide that you do, after all, want to delete an item that you have just brought back with undo, you can redo the delete action.

- 1 Click the **Redo** button on the Quick Access Toolbar.

Shortcut: Press **Ctrl + Y**.

The last action you undid is redone.

You can also click the Redo button list arrow to redo multiple actions.



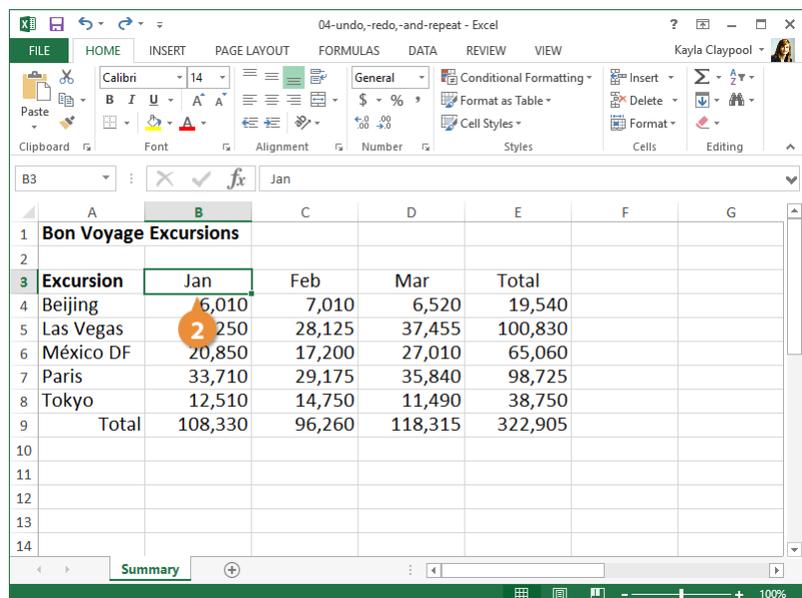
Repeat

Repeat is different from redo, because repeat applies the last command to any selected text. For example, rather than applying bold formatting by clicking the Bold button repeatedly, you can repeat the bold command with the keystroke shortcut or Repeat button.

- 1 Perform an action.
- 2 Select a cell or cell range where you want to repeat the action.
- 3 Press the **F4** key.

The command is repeated.

Tip: You can add the **Repeat** command to the Quick Access Toolbar for quick access.



More Pasting Options

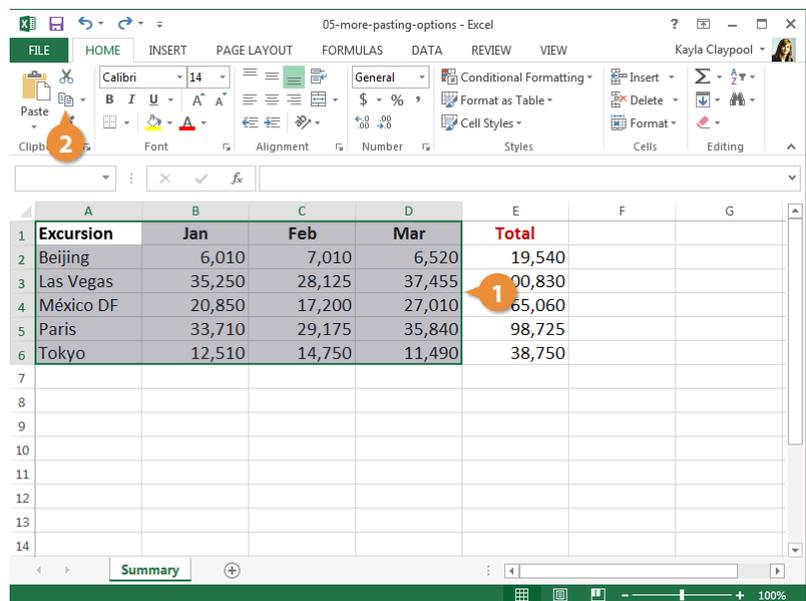
When you copy cell data, there are many ways it can be pasted. Some examples include:

- **Transpose Data:** Copy columns to rows or vice versa.
- **Paste Values:** Paste the results or values from a formula instead of copying and pasting the formulas themselves.
- **Paste Formats:** Copy formatting from a cell or cell range and paste—or apply it elsewhere.

Transpose Data

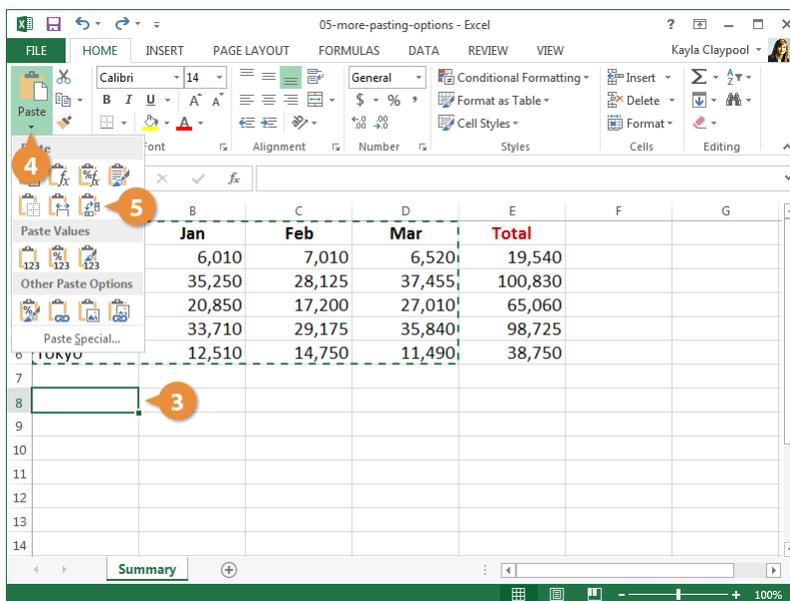
Transposing data changes columns of copied data to rows, and vice versa.

- 1 Select a cell range.
- 2 Click **Copy**.



- 3 Click the cell where you want to paste the data.
- 4 Click the **Paste** menu arrow.
- 5 Select **Transpose**.

The selected data is transposed from columns to rows.



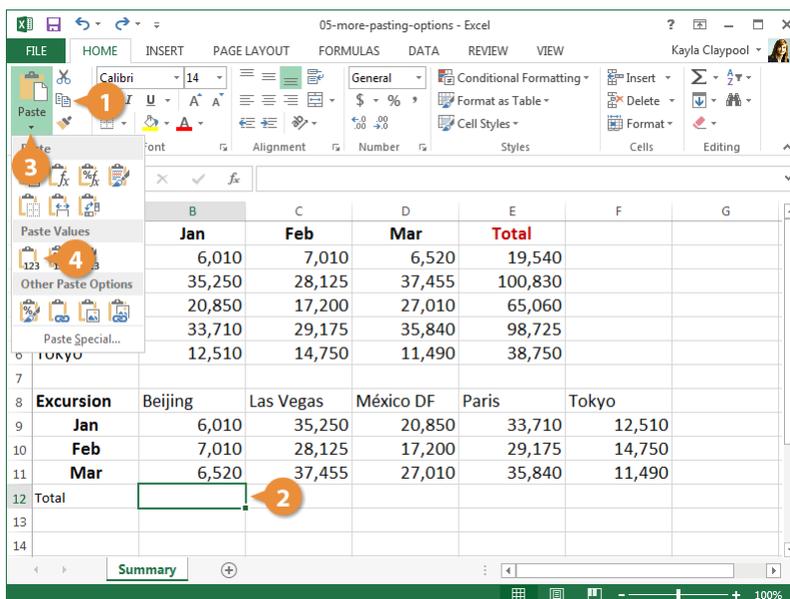
Paste Values

You can paste only the values as displayed in the cells, instead of the formulas that are used to calculate those values.

- 1 With a cell containing a value you want to copy selected, click **Copy**.
- 2 Click the cell where you want to paste the data.
- 3 Click the **Paste** list arrow.
- 4 Select **Values**.

Excel pastes the values of the copied cell into the selected cell.

Tip: Whenever you paste data, the *Paste Options Smart Tag* appears next to the selected cell. You can also paste values by clicking this tag and selecting a paste option from the list.

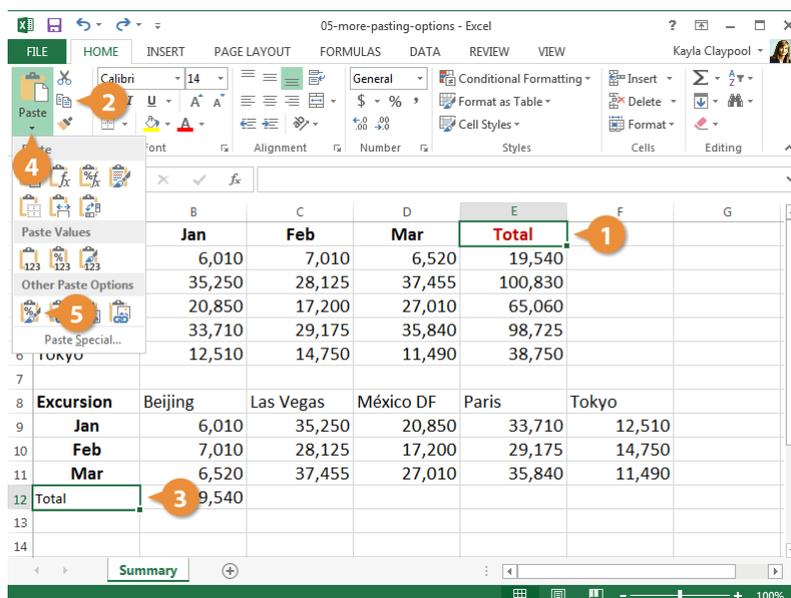


Paste Formats

You can also copy and paste cell formatting, applying formats such as a cell's font, font size, and color to other cells.

- 1 Select the cell that has the format you want to copy.
- 2 Click **Copy**.
- 3 Click the cell where you want to paste the format.
- 4 Click the **Paste** list arrow.
- 5 Select **Formatting**.

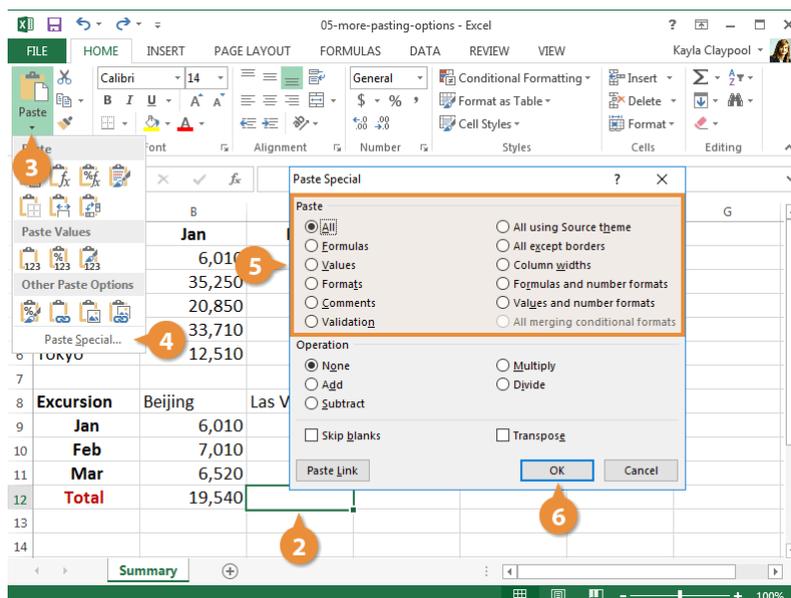
Excel applies the formatting of the copied cell to the selected cell.



Advanced Paste Special Commands

If the paste commands you're looking for aren't available in the Paste menu, you can open the Paste Special dialog box to view advanced paste special commands.

- 1 Copy a cell value.
- 2 Click the cell where you want to paste the value.
- 3 Click the **Paste** list arrow.
- 4 Select **Paste Special**.
- 5 The Paste Special dialog box displays, containing numerous paste options.
- 6 Select a paste option.
- 6 Click **OK**.



Paste Special Options

The table below describes Excel's available Paste Special options.

Paste Special Options		
Paste	Paste	Pastes all cell contents and formatting.
	Formulas	Pastes only the formulas as entered in the formula bar.
	Formulas & Number Formatting	Pastes both the formulas as entered in the formula bar and the copied cell's number formatting.
	Keep Source Formatting	Pastes all cell contents and formatting, including the theme, if one was applied to the source data.
	No Borders	Pastes all cell contents and formatting applied to the copied cell except borders.
	Keep Source Column Width	Pastes the width of the source cell's column to the destination cell's column.
	Transpose	Changes columns of copied data to rows, and vice versa.
Paste Values	Values	Pastes only the values as displayed in the cells.
	Values & Number Formatting	Pastes both the copied cell's values and number formatting.
	Values & Source Formatting	Pastes cell values and formatting, including the theme, if one was applied to the source data.
Other Paste Values	Formatting	Pastes only a cell's formatting, the same as the Format Painter.
	Paste Link	Links the pasted data to the source data by pasting a formula reference to the source data.
	Picture	Pastes a picture from your Clipboard.
	Linked Picture	Pastes a picture from a website as a link that you can click to view.

Insert and Move Cells

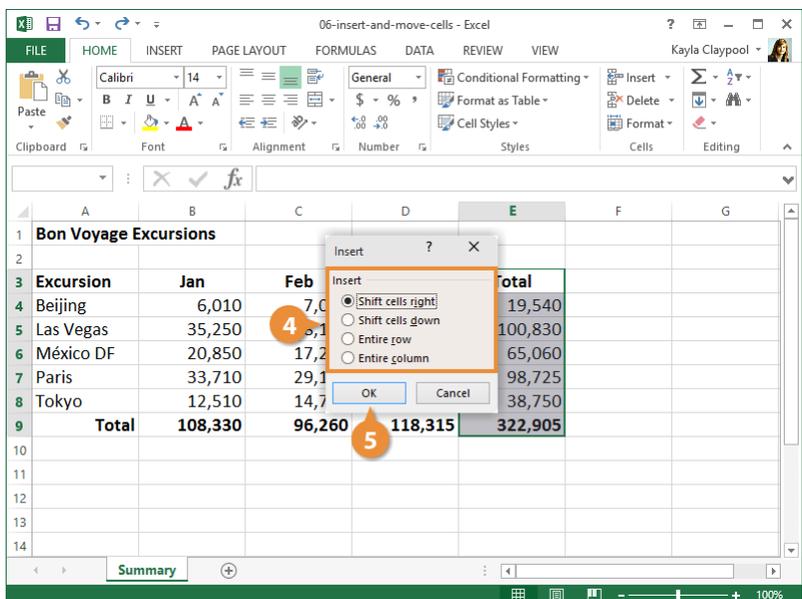
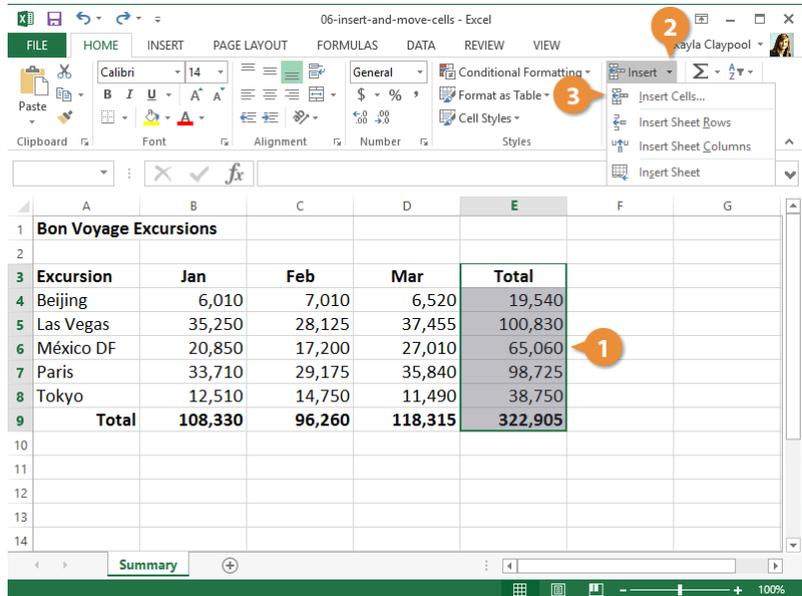
While working on a worksheet, cells themselves may need to be inserted, moved, or deleted. When cells are changed and moved, the existing cells shift, along with their content, to adjust for the changes to adjacent cells.

Insert Cells

First, you'll want to select the cells next to where you want the new ones.

- 1 Select the cell or cell range where you want to insert the new cells.
- 2 Click the **Insert** button list arrow.
- 3 Select **Insert Cells**.
The Insert dialog box appears.
- 4 Select how you want to move the adjacent cells:
 - **Shift cells right:** Shift existing cells to the right.
 - **Shift cells down:** Shift existing cells down.
 - **Entire row:** Insert an entire row.
 - **Entire column:** Insert an entire column.
- 5 Click **OK**.
Shortcut: Right-click the selected cell(s) and select **Insert** from the contextual menu.

Blank cells are inserted and the existing ones move according to your selection.



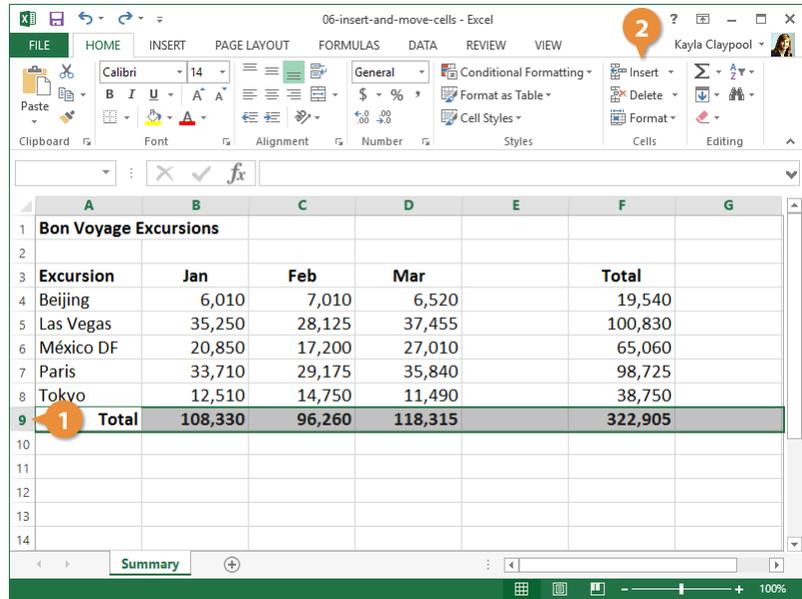
Insert Rows or Columns

1 Select the column or row heading next to where you want to insert new cells.

2 Click the **Insert** button.

Shortcut: You can also right-click a row or column heading and select **Insert** from the contextual menu.

The row or column is inserted. Existing rows are shifted downward, while existing columns are shifted to the right.



Move Cells

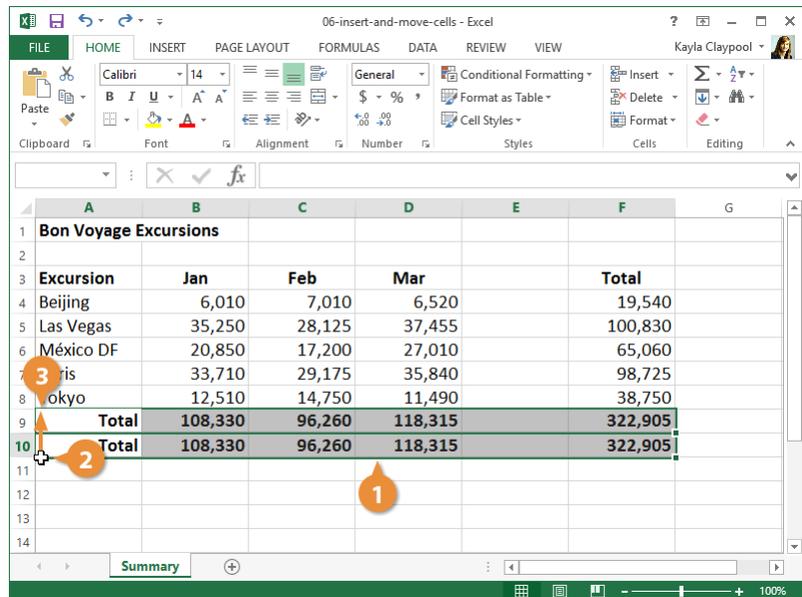
Now let's check out how to move cells to a different area of a spreadsheet.

1 Select the cell or cell range you want to move.

2 Move the mouse pointer over the outline of the selected cells.

3 Click and drag the cells to the new location.

And the cells are moved.



Delete Cells

If you later decide you no longer need a group of cells, columns, or rows, you can delete them. Deleting a cell differs from clearing a cell's content, as a "hole" is created by the deleted cell(s) and adjacent cells will move to fill that hole.

Delete Cells

- 1 Select the cell or cell range you want to delete.

Note: Pressing the **Delete** key only clears a cell's contents; it doesn't delete the actual cell.

- 2 Click the **Delete** list arrow.

- 3 Select **Delete Cells**.

The Delete dialog box appears.

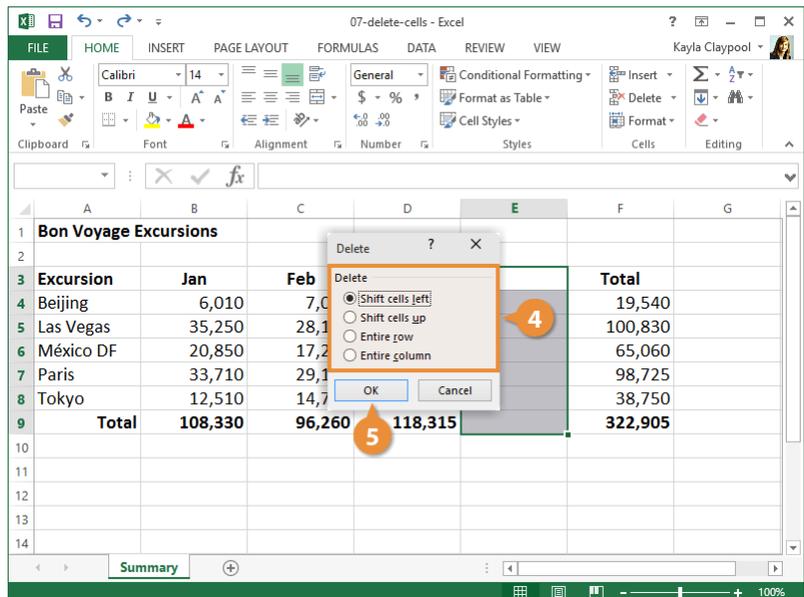
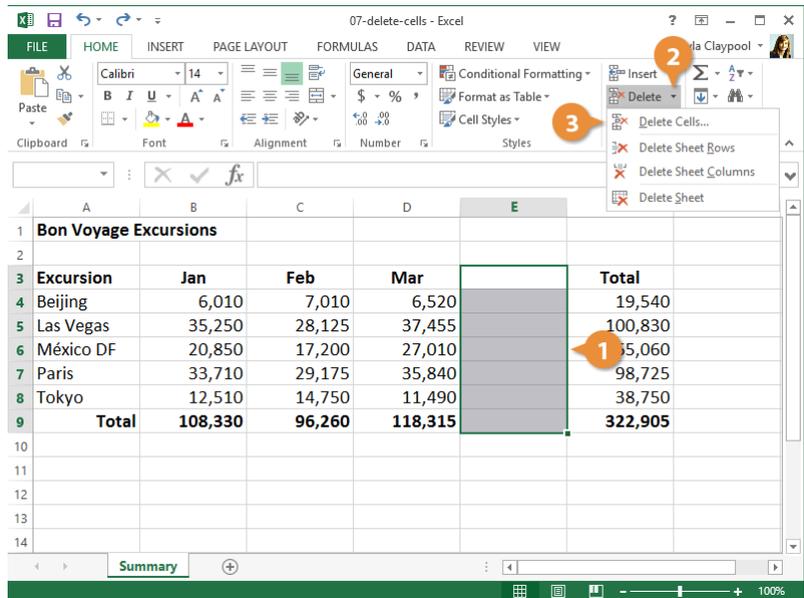
- 4 Select how you want to move cells to fill in the deleted area:

- **Shift cells left:** Shift existing cells to the right.
- **Shift cells up:** Shift existing cells up.
- **Entire row:** Delete an entire row.
- **Entire column:** Delete an entire column.

- 5 Click **OK**.

Shortcut: You can also delete cells by right-clicking the selected cell(s) and selecting **Delete** from the contextual menu.

The cell(s) are deleted and the remaining cells are shifted.

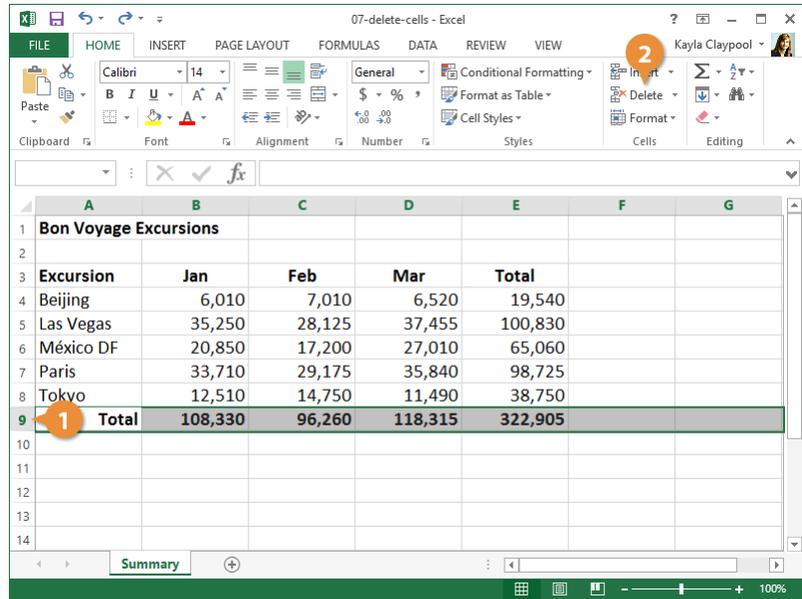


Delete Rows and Columns

- 1 Select the row or column you want to delete.
- 2 Click the **Delete** button.

Shortcut: You can also delete rows or columns by selecting the column or row heading(s) you want to delete, right-clicking any of them, and selecting **Delete** from the contextual menu.

The rows or columns are deleted. Remaining rows are shifted up, while remaining columns are shifted to the left.



Check Spelling

Before finalizing your spreadsheets, make sure that everything is spelled correctly by using spell check. In Excel, spell check starts with the active cell and works down the spreadsheet.

Check your Spelling

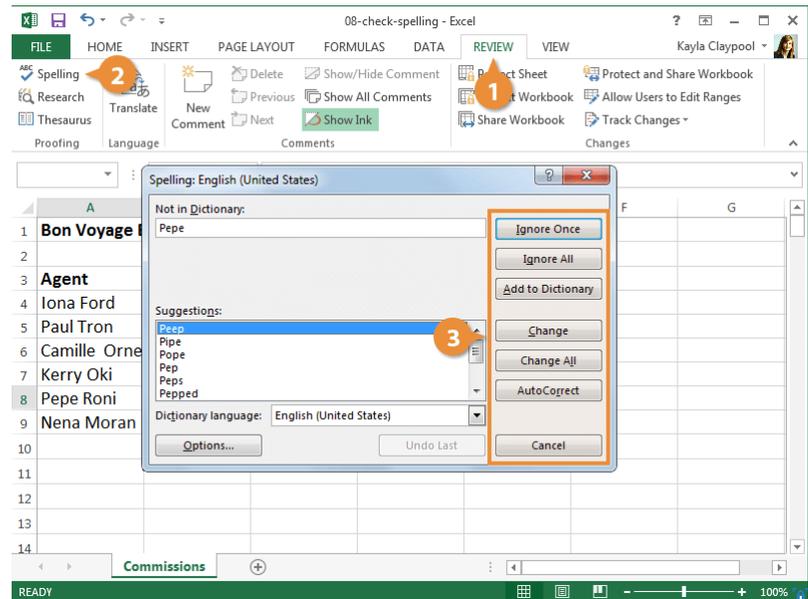
- 1 Click the **Review** tab.
- 2 Click the **Spelling** button.

Shortcut: Press **F7**.

The first spelling mistake appears, along with several recommendations of how to fix it.

- 3 Select a Spelling and Grammar option:
 - **Ignore Once:** Ignore this instance of the misspelled word.
 - **Ignore All:** Ignore all instances of the misspelled word.
 - **Change:** Replace the misspelling with the selected word.
 - **Change All:** Replace all misspellings with the selected word.
 - **Add to Dictionary:** Add the word to the dictionary if you know a word is correct and you don't want it to come up in spell check in the future in any spreadsheets.
 - **Cancel:** Stop spell check.

Once Excel has finished checking a worksheet for spelling errors, a dialog box appears, saying the spelling check is complete.



Find and Replace Text

Occasionally, you'll have a word or number you need to find somewhere in your spreadsheet, but you're not sure where it is. Excel's Find and Replace commands scan a worksheet for labels and values with just a few clicks of the mouse.

Find Text

The Find feature makes it very easy to find specific words and values in a worksheet.

1 Click the **Find & Select** button on the Home tab.

2 Select **Find**.

Shortcut: Press **Ctrl + F**.

The Find tab of the Find and Replace dialog box appears.

3 Type the text you want to find in the **Find what box**.

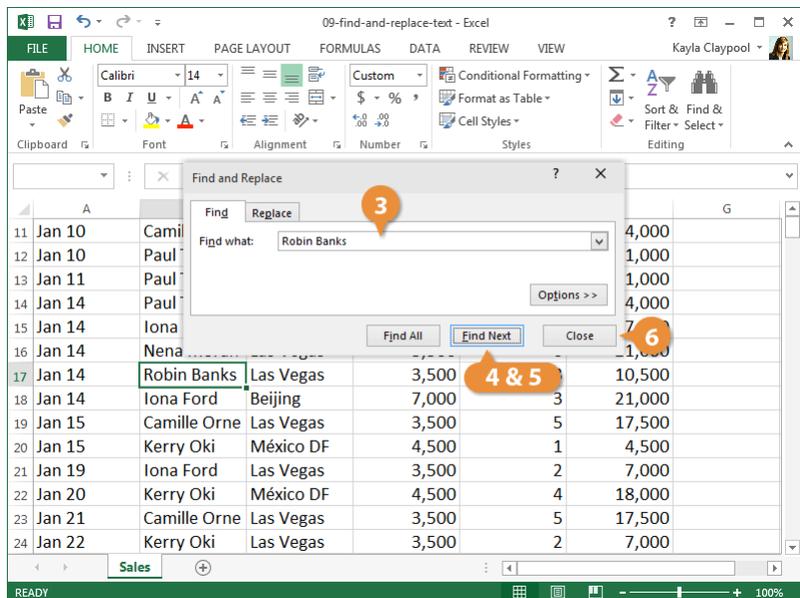
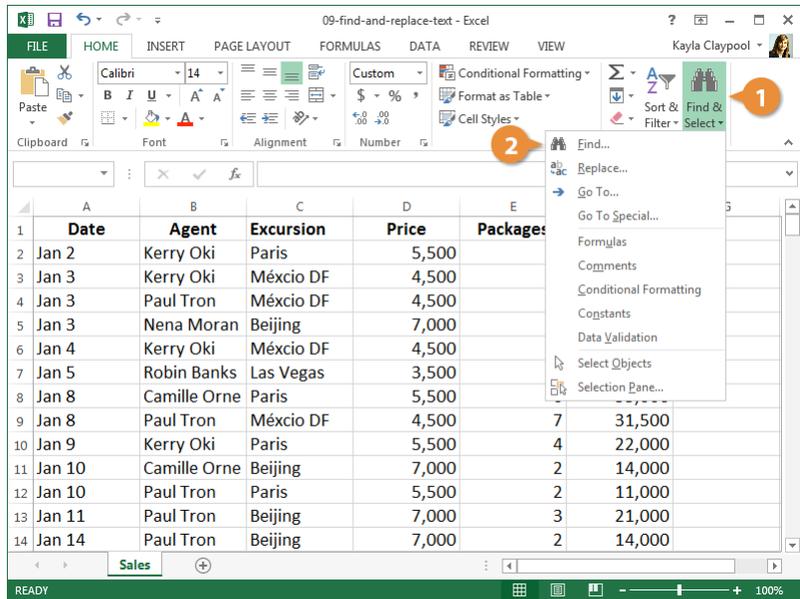
4 Click **Find Next**.

Excel jumps to the first occurrence of the word, phrase, or value that you entered.

5 Click the **Find Next** button again to move on to other occurrences.

Tip: Click **Find All** to find the cell location of all instances at once.

6 Click **Close** when you're finished.



Replace Text

Now, if you have a word that appears throughout a spreadsheet and needs to be updated, don't update it cell by cell, use Replace instead.

1 Click the **Find & Select** button.

2 Select **Replace**.

Shortcut: Press **Ctrl + H**.

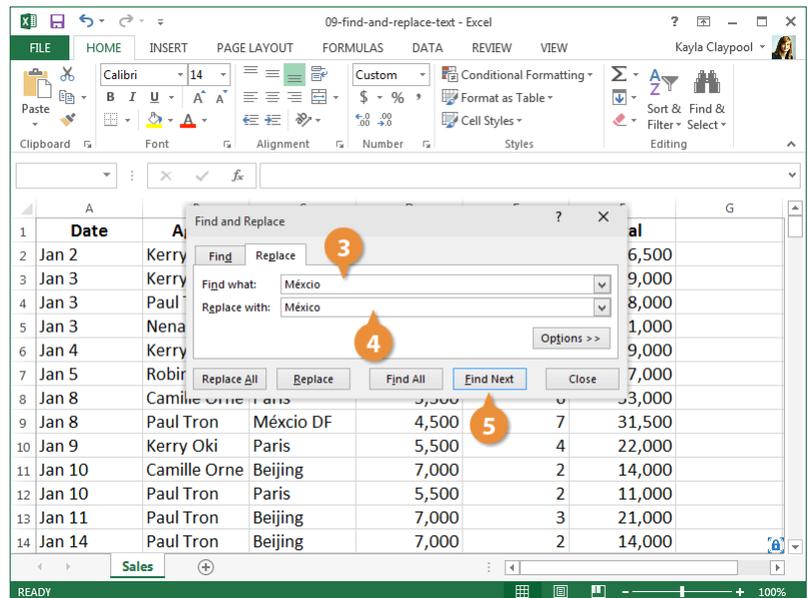
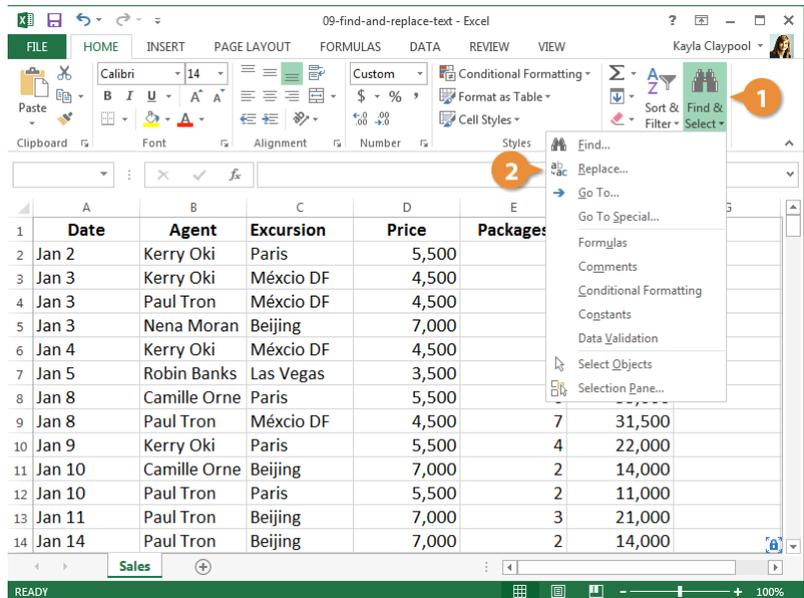
The Replace tab of the Find and Replace dialog box appears.

3 Type the text you want to replace in the **Find what** box.

4 Type the replacement text in the **Replace with** box.

5 Click the **Find Next** button.

The first instance is selected.



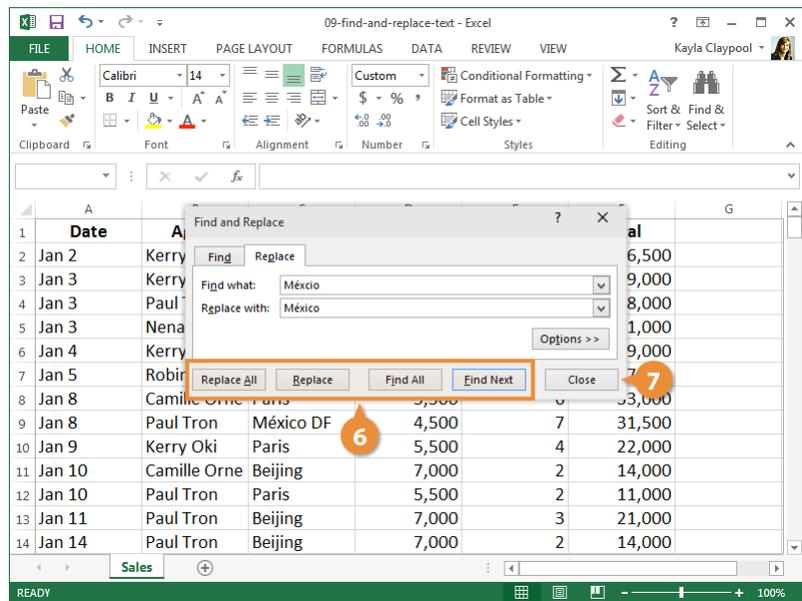
6

Click any of the following:

- **Replace All:** Replace every occurrence of the item.
- **Replace:** Replace the current item.
- **Find All:** Find all instances of the item.
- **Find Next:** Find the next instance of the item.

7

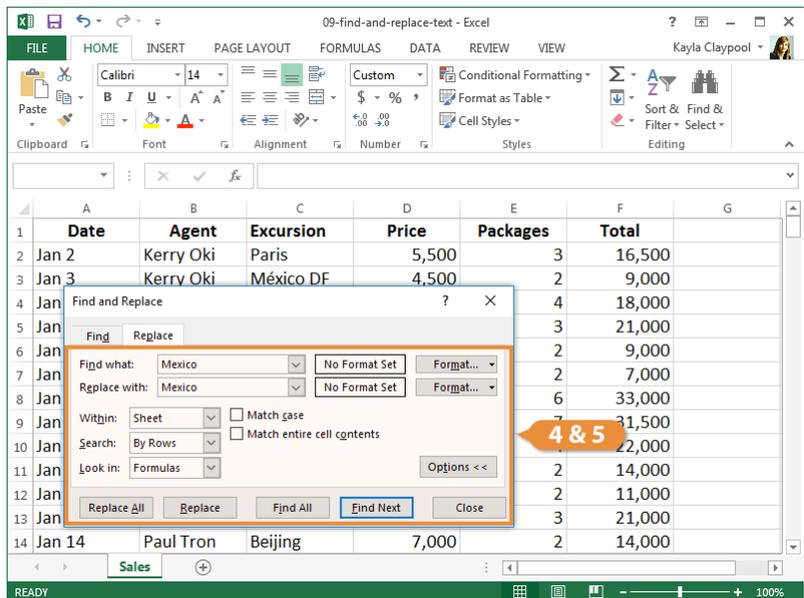
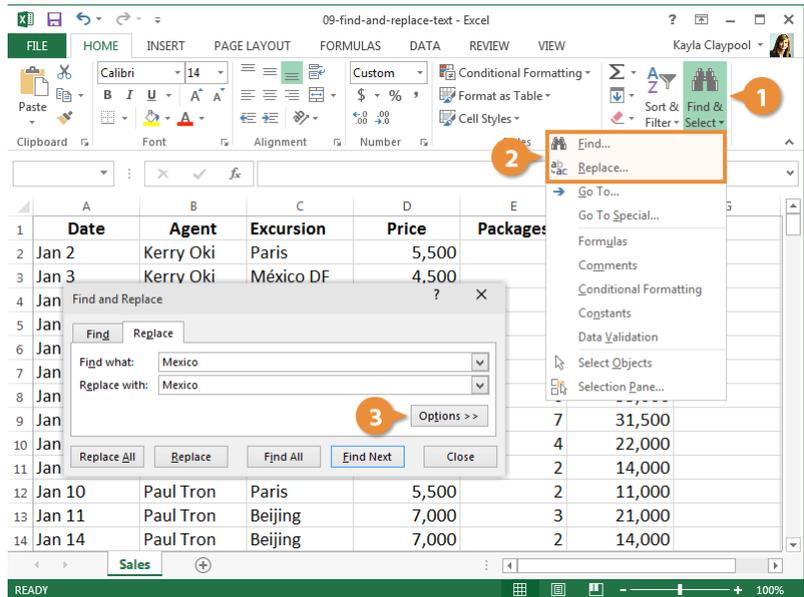
Click **Close** when you're finished.



Advanced Find and Replace

You can use Excel's search options to change how Excel searches the workbook.

- 1 Click the **Find & Select** button.
 - 2 Select **Find** or **Replace**.
 - 3 Click **Options**.
- Additional options appear, as described in following table.
- 4 Select the desired advanced Find and Replace options.
 - 5 Complete the search / replace as you normally would.



Advanced Find and Replace Options

Find Option	Description
Within	Choose whether to search within just the current sheet or the entire workbook.
Search	Search by rows (left to right, then top to bottom) or columns (top to bottom, then left to right).
Look in	Specify which kinds of data to search in, such as formulas, values, or comments.
Match case	Searches exactly as text is typed in the text box.
Match entire cell contents	Searches only for cells that match the contents in the text box entirely. Parts of phrases or words are not included.
Format	Searches for and replaces text, including character and paragraph formats, special characters, document elements, styles, and highlighting.

Hide Columns and Rows

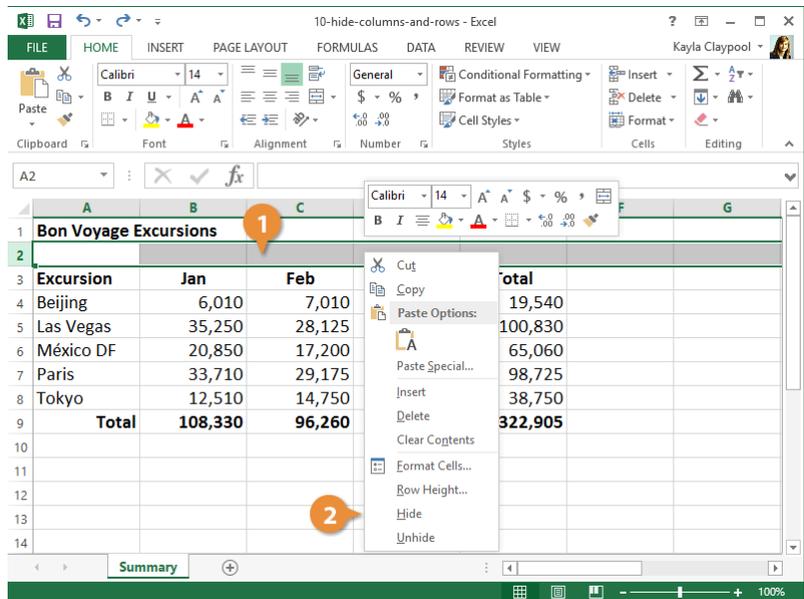
You can hide rows and columns in a worksheet from view. Data isn't deleted, but simply hidden until it is unhidden again.

Hide Rows or Columns

You can easily hide whole rows or columns from view.

- 1 Select the row(s) or column(s) you want to hide.
- 2 Right-click the selected row(s) or column(s) and select **Hide** from the contextual menu.

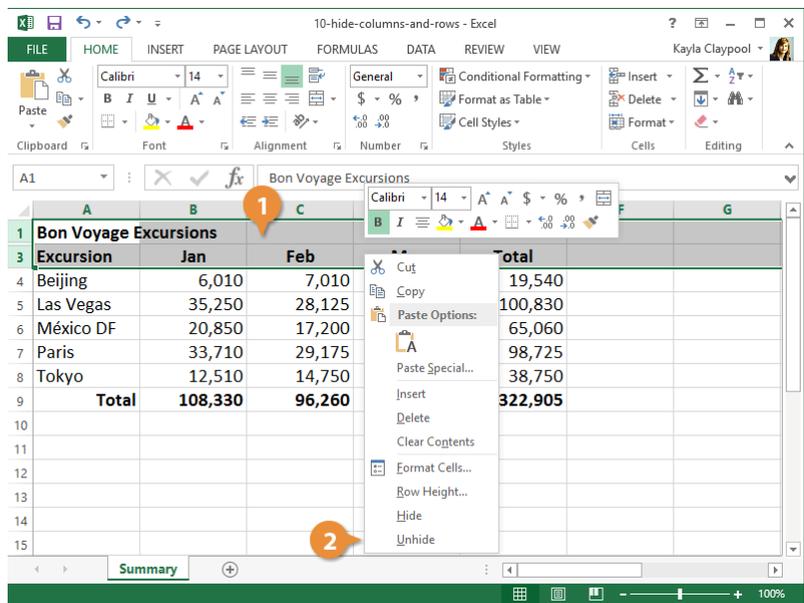
The selected row(s) or column(s) are hidden from view.



Unhide Rows or Columns

- 1 Select the rows or columns that surround the hidden row(s) or column(s).
- 2 Right-click the selected rows or columns and select **Unhide** from the menu.

The data reappears once again.



Workbook Properties

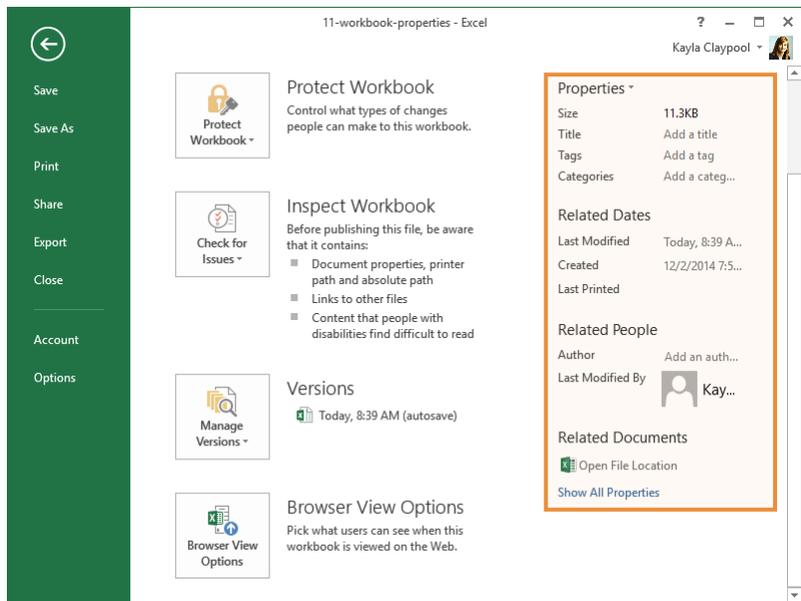
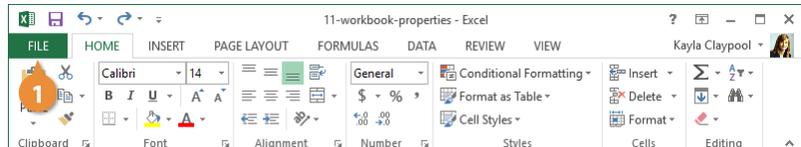
Workbook Properties are bits of information that describe and identify a workbook, such as a title, author name, subject, and keywords in the workbook.

View Workbook Properties

Here's how to view a workbook's properties...

- 1 Click the **File** tab.

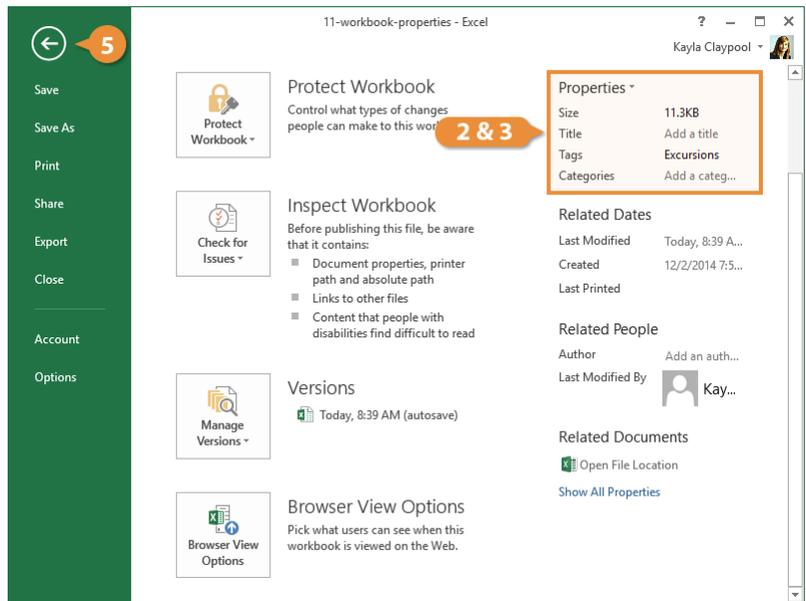
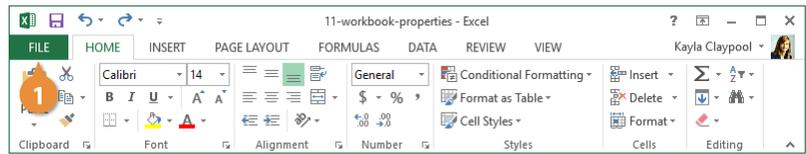
The right side of the Info tab in Backstage view displays the workbook's properties.



Edit Workbook Properties

Some worksheet properties are updated automatically, but you must manually update others.

- 1 Click the **File** tab.
- 2 In the Info tab of Backstage view, click in the property field you want to edit.
- 3 Add in the necessary information and click outside the field when you're finished.
- 4 Repeat **Steps 2 and 3** for any additional fields you want to add or change.
- 5 Click the **left** arrow to leave backstage view when you're done.

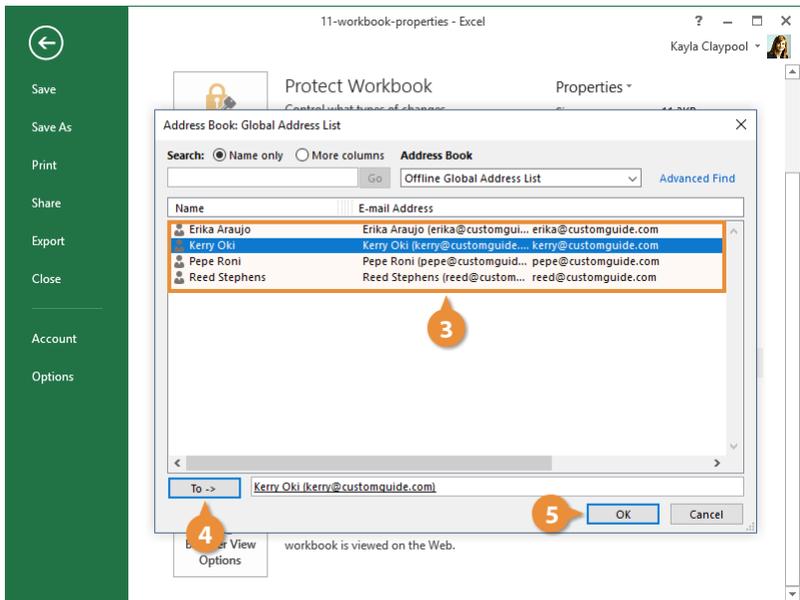
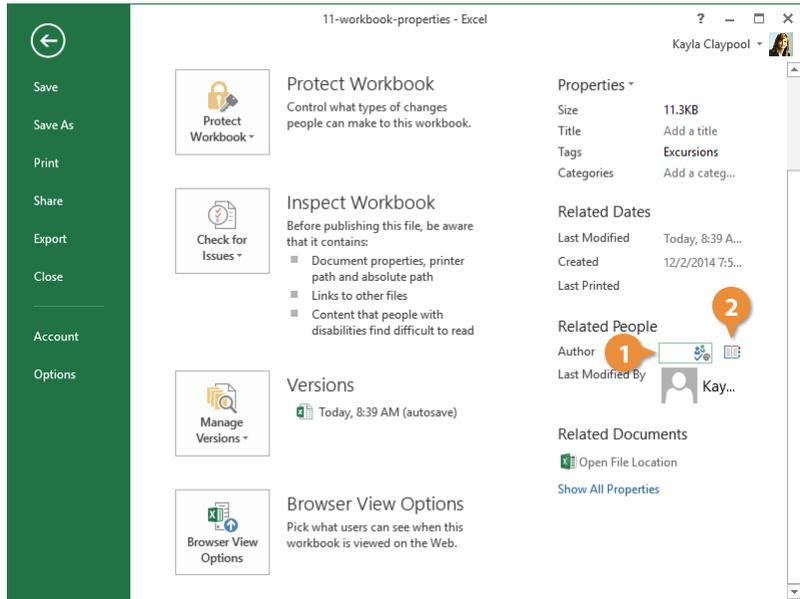


Add an Author

Adding an Author is another property that's helpful to edit so you know who owns the file.

- 1 In the Info tab of Backstage view, click in the **Author** field.
- 2 Click the **Search the address book** button.
- 3 Select an author from the contacts list.
- 4 Click **To**.
- 5 Click **OK**.

The contact you selected is assigned as the workbook's author.

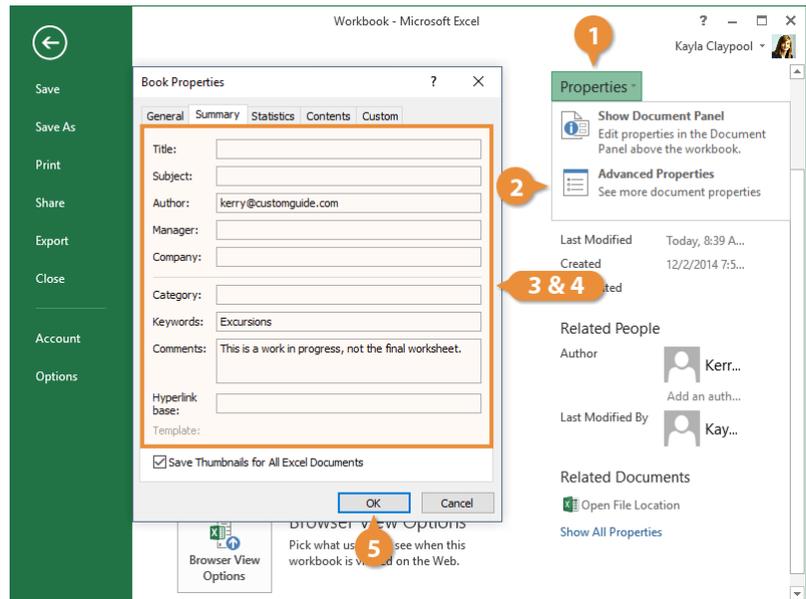


Advanced Properties

There are also some advanced properties you can edit that don't show up on the Info page.

- 1 Click the **Properties** button.
- 2 Select **Advanced Properties**.
Here you see some of the properties we've already modified and some that aren't visible by default on the Info page.
- 3 Click in the field you want to edit.
- 4 Add the property information.
- 5 Click **OK**.

The properties are added to the workbook. You can click Show All Properties to see them.



Basic Formulas

Excel is capable of performing extremely complex calculations as long as the right formulas are in place. In this module, we'll introduce the basics of working with simple formulas that new Excel users find to be most applicable. You can use Excel to quickly perform common operations, such as adding, subtracting, multiplying and dividing. You can even find the average of a large dataset in an instant!

Objectives

Formula Basics

Auto Fill

Sums and Averages

MIN and MAX Functions

COUNT Function

Formula Basics

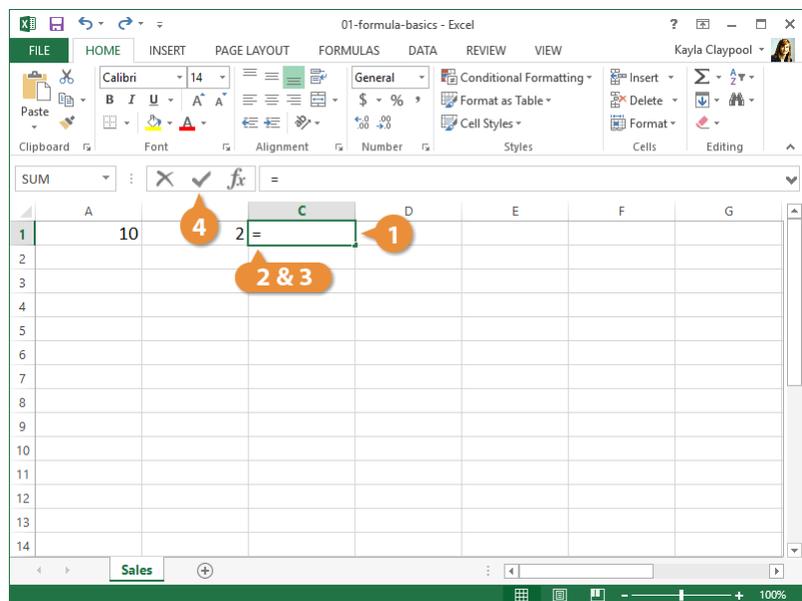
Formulas contain information to perform a numerical calculation such as adding, subtracting, or multiplying. All formulas must start with an equal sign (=), followed by:

- Values or cell references joined by an operator. Example: =5+3 or =A1+A2.
- A *function* name followed by parentheses containing function arguments. Functions are the most common way to enter formulas in Excel. Example: =SUM(A1:A2).

Create a Formula

Here's how to create a formula in Excel.

- 1 Click the cell where you want to add the formula.
- 2 Press **=**.
Now you must specify what to calculate.
- 3 Enter the formula.
Your formula should include:
 - **Values**, like the number 5.
 - **Cell References**, like cell A1. You can add cell references by typing them or clicking the cell you want to reference.
 - **Operators**, or math symbols you want to use in your calculations:
 - + (plus)
 - (minus)
 - * (multiply)
 - / (divide)
- 4 Click the **Enter** button or press **Enter** when you're finished entering your formula.
If you entered the formula correctly, the results of the formula will appear in the cell.



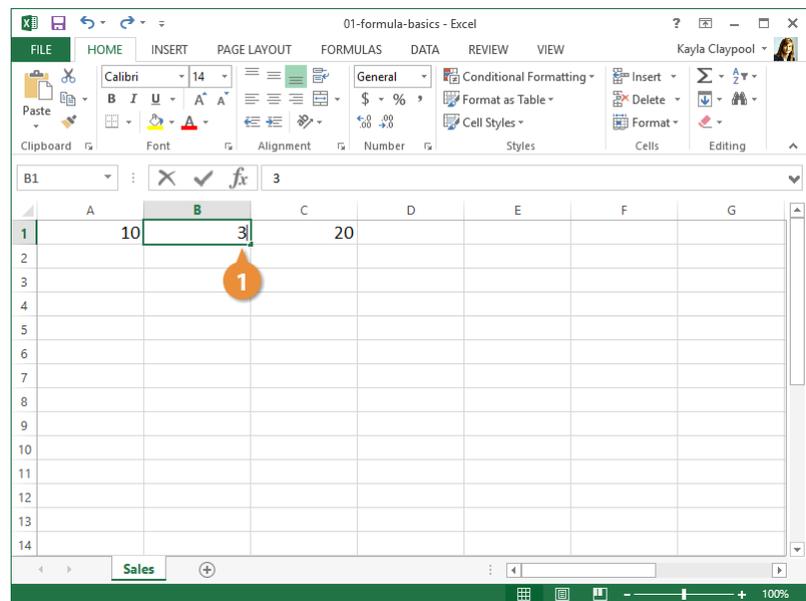
Operator	Formula Example	Description
=		All formulas must start with an equal sign.
+	=2+2	Add values.
-	 =A1-B1	Subtract values.
*	 =B1*2	Multiply values.
/	 =A1/C2	Divide values.
SUM	 =SUM(A1:A3)	Totals numbers in a range.
AVERAGE	 =AVERAGE(A2,B1,C3)	Averages numbers in a range.

Automatic Recalculation

If you change the data referenced in a formula, Excel will automatically recalculate the formula to include the updated data.

- 1 Change the values of the cells that are referenced in a formula.

Any formulas are automatically recalculated with the changes.

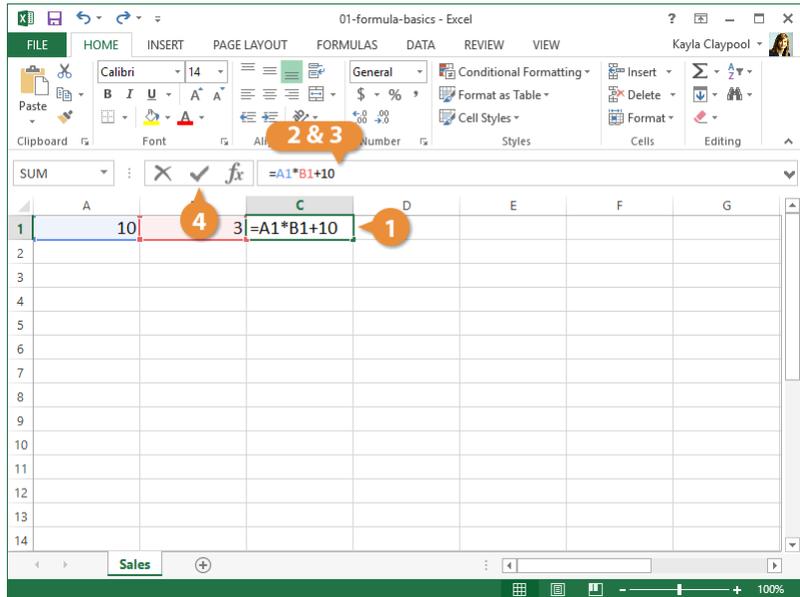


Edit a Formula

It's easy to make changes to a formula too.

- 1 Click the formula you want to edit.
- 2 Click in the **Formula** bar.
- 3 Edit the formula.
- 4 Press **Enter**.

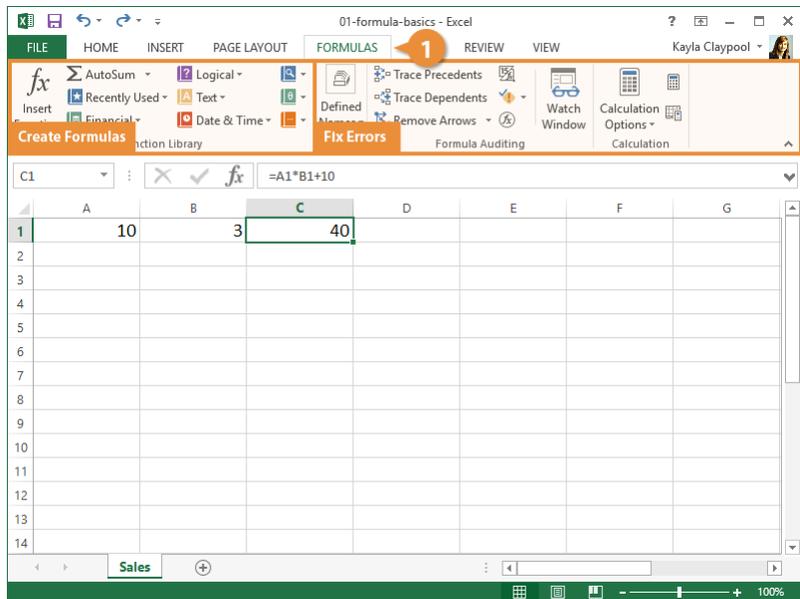
Excel updates the value of the cell(s) that your formula calculates.



The Formulas Tab

The Formulas tab on the Ribbon contains multiple commands that you can use when working with formulas.

- 1 Click the **Formulas** tab.
The Formulas tab displays. There are two main areas to the tab:
 - The **left side** has options to help you create formulas and
 - The **right side** has options to help fix errors.



Auto Fill

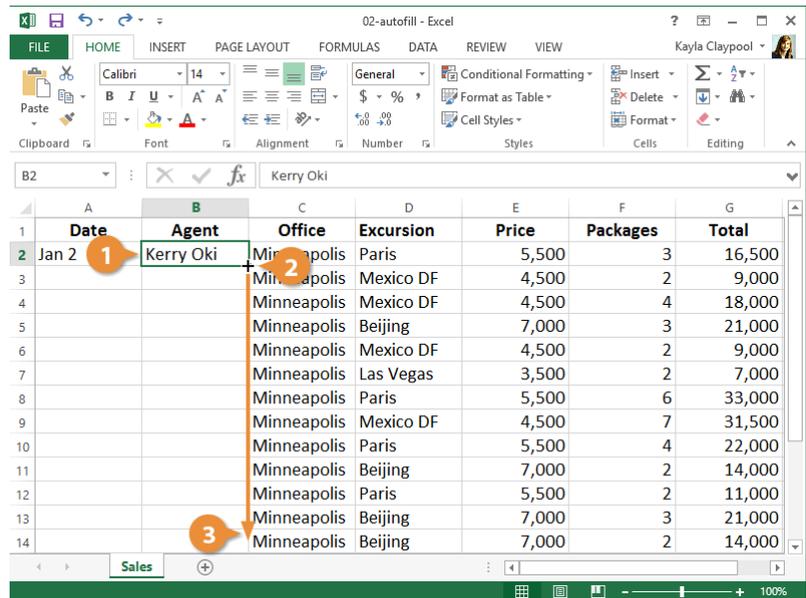
Auto Fill is a great way to enter sequential numbers, months or days quickly. Auto Fill looks at cells that you have already filled in and makes a guess about how you want to fill in the rest of the series. For example, if you enter January, Auto Fill will fill in the following months for you. Additionally, you can use Fill to copy formulas to adjacent cells.

Copy Data Using Auto Fill

You can also use Auto Fill to simply copy and paste a value to other cells.

- 1 Select the cell that contains the data you want to copy.
- 2 Position the mouse over the bottom-right corner of the cell. Before clicking and dragging, make sure you see a black plus symbol.
- 3 Click and drag down or across the cells you want to fill.

The column is instantly populated with the value in the first cell.



Enter a Series of Values with Auto Fill

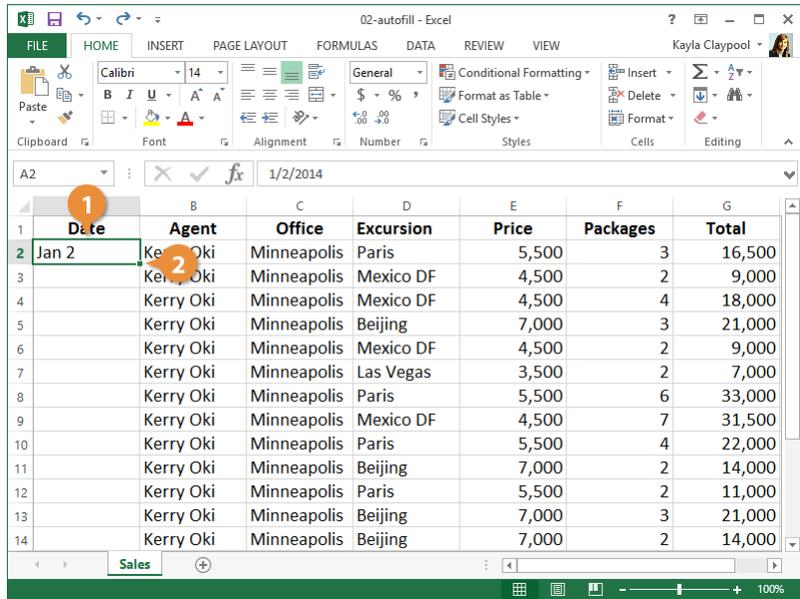
Auto Fill can also complete a series of values once a pattern has been established. For example, if you enter January, Auto Fill will fill in the following months for you.

1 Select the cells that contain the first value of a series.

2 Double-click the bottom-right corner of the selected cell(s).

Note: If you don't double-click the square (fill handle), the fill will not work correctly.

The column is filled all the way down, following the pattern that was established in the first few cells.



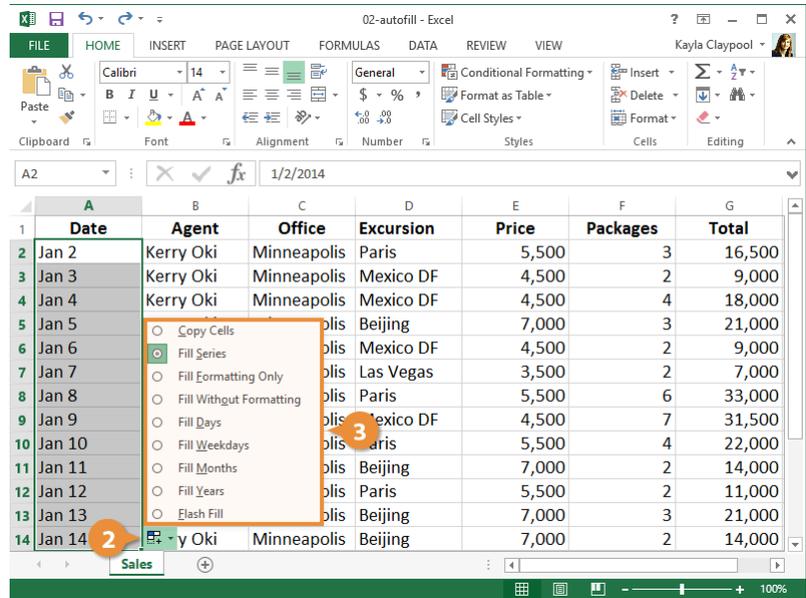
Selected Cell	Entries in Next Three Cells
January	February, March, April
Jan	Feb, Mar, Apr
5:00	6:00, 7:00, 8:00
Qtr 1	Qtr 2, Qtr 3, Qtr 4
1/20/12	1/21/12, 1/22/12, 1/23/12
UPV-3592	UPV-3593, UPV-3594, UPV-3595

Auto Fill Options

If Fill doesn't enter cell content the way you expected, you can correct the content using Auto Fill Options. This button appears after using the Fill command, and it offers valuable control over how the Fill command works.

- 1 Use Auto Fill to paste a series of values.
A small Auto Fill Options button will appear at the bottom of the pasted values.
- 2 Click the **Auto Fill Options** button.
A list of ways you can control the cell content that is entered appears.
- 3 Select a Fill option.

The cell content is changed according to the Fill option you chose.



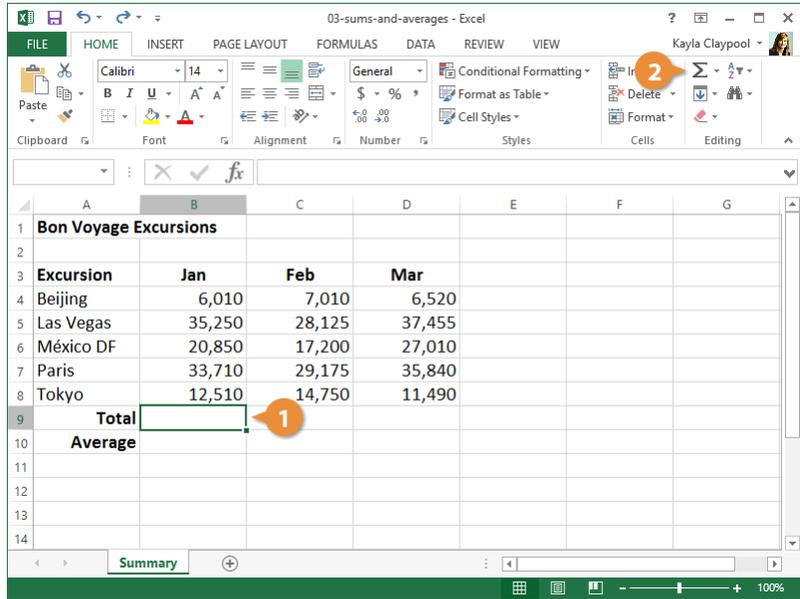
Sums and Averages

One of the common Excel functions is SUM, which totals the values in a range of cells. For example, the formula =SUM(A2:A10) totals the values in the cell range A2:A10. The AVERAGE function is similar to SUM, except it finds the average of values in a cell range.

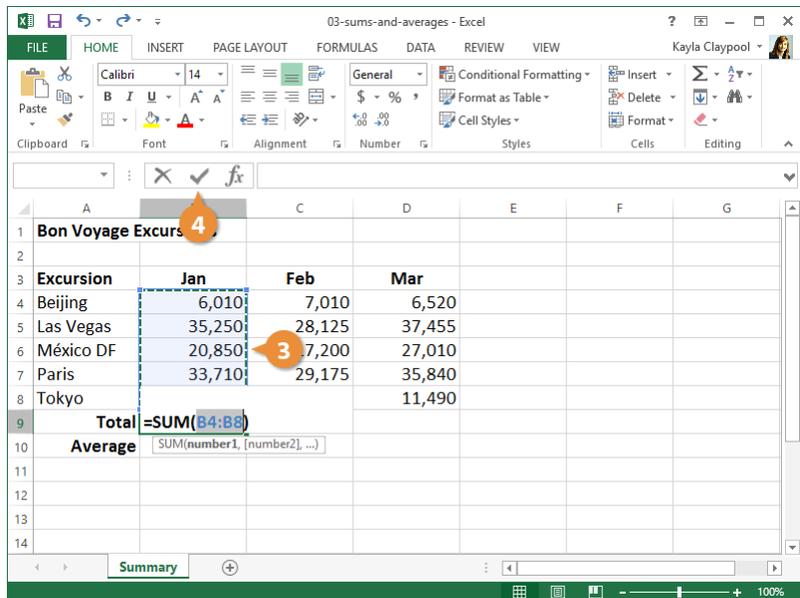
Create a Sum Formula

Creating a sum formula is simple.

- 1 Click in the cell where you want the sum to appear.
- 2 Click the **AutoSum** button.
- 3 If necessary, select the cells you want to total.
Excel will automatically select the cell range it thinks you want to total, but if this range is not correct you can select the correct cell range.
- 4 Click **Enter** or press the **Enter** key.
Shortcut: You can also calculate a sum with your keyboard by pressing **Alt + =**.



The cell range is totaled in the cell. If you change a value in the summed range, the formula will automatically update to show the new sum.

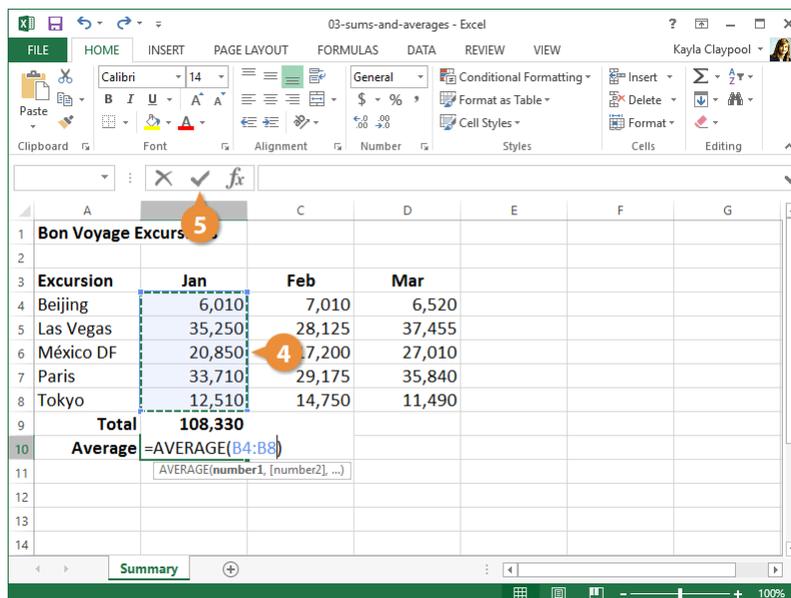
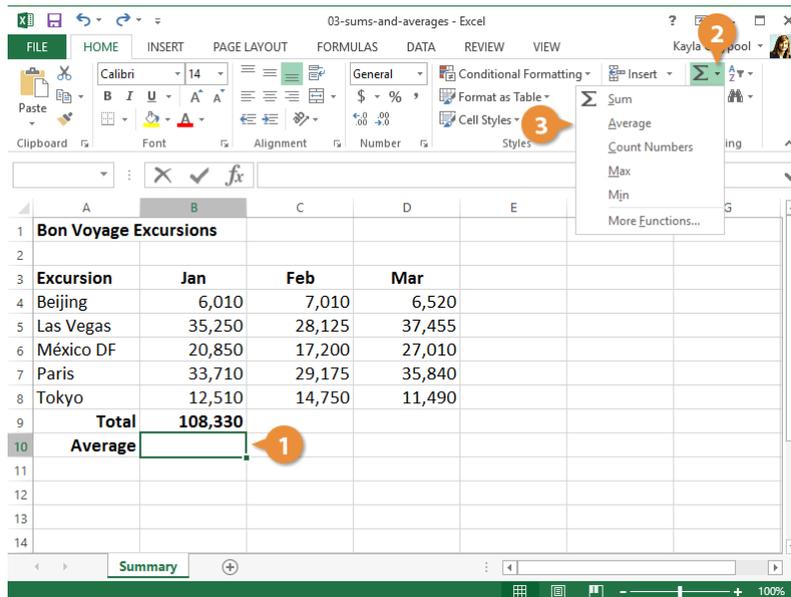


Create an Average Formula

The AVERAGE function works just like SUM, except it finds the average of a range of cells.

- 1 Click in the cell where you want the average to appear.
- 2 Click the **AutoSum** button list arrow.
- 3 Select **Average**.
- 4 If necessary, select the cells you want to total.
- 5 Click **Enter** or press the **Enter** key.

The average of the cell range is displayed in the cell.



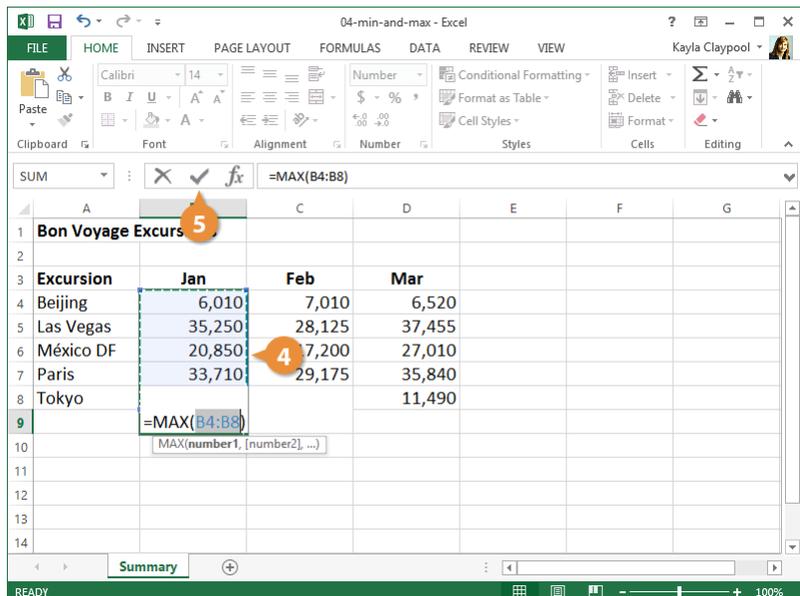
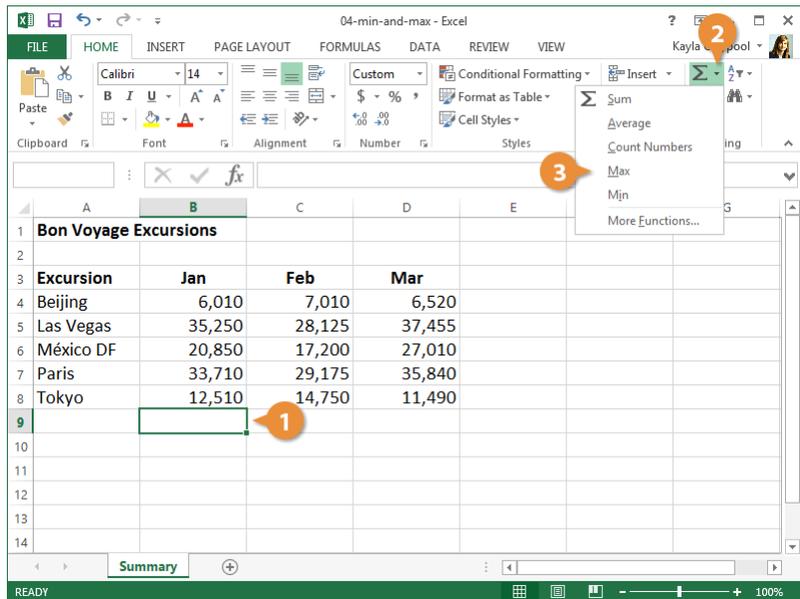
MIN and MAX Functions

The Excel MAX function can tell you what the largest numeric value is in a range of cells. The opposite of MAX is the MIN function, which returns the smallest numeric value in a range of cells.

Create a MAX Formula

- 1 Click in the cell where you want to add the formula.
- 2 Click the **Sum** button list arrow.
- 3 Select **Max**.
- 4 If necessary select desired cell range.
- 5 Click **Enter** or press **Enter**.

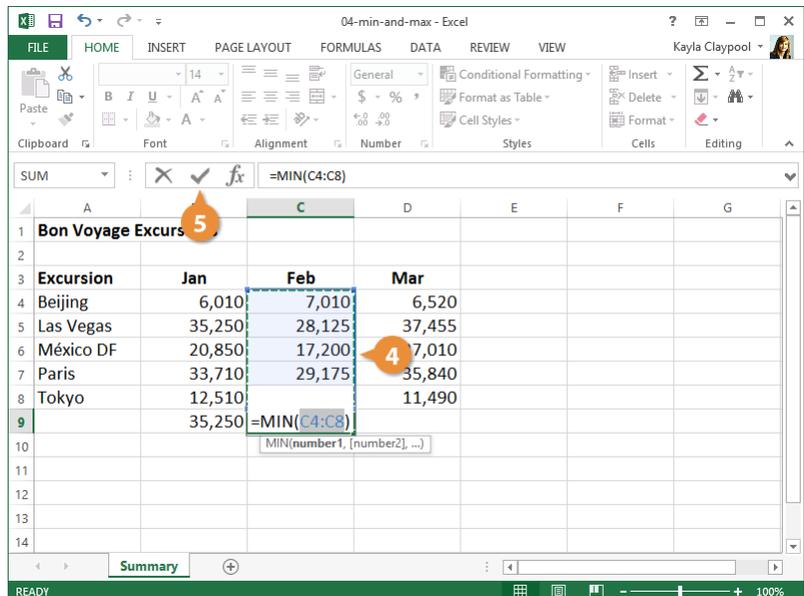
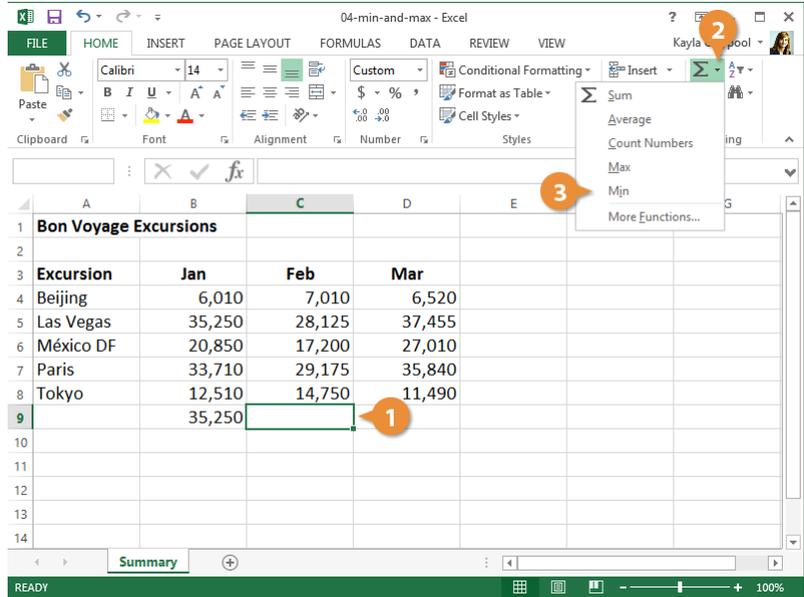
Excel adds the MAX formula and displays the biggest number from the specified range.



Create a MIN Formula

- 1 Click in the cell where you want to add the formula.
- 2 Click the **Sum** button list arrow.
- 3 Select **Min**.
- 4 If necessary, select desired cell range.
- 5 Click the **Enter** button or press **Enter**.

Excel adds the MIN formula and displays the smallest number from the specified range.



COUNT Function

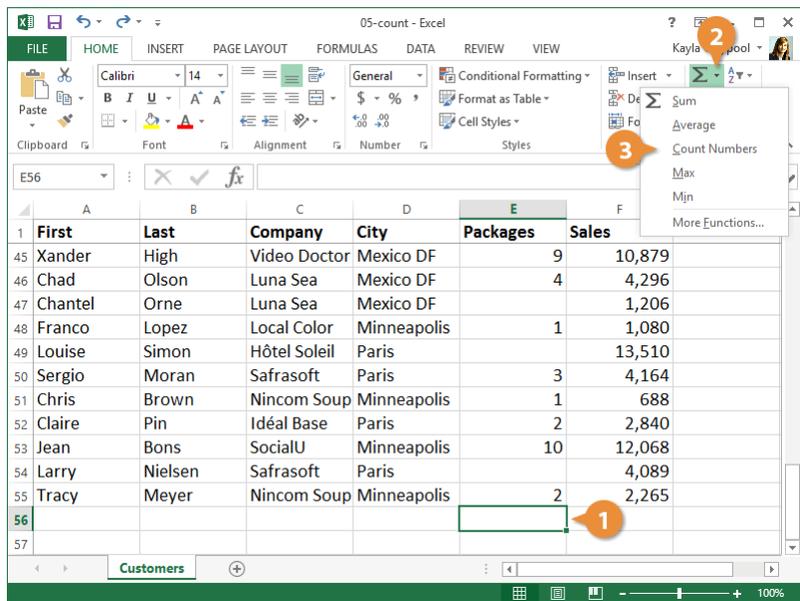
Excel's COUNT functions can help you count cells with numbers, text, or blank cells. Excel actually has a small family of COUNT functions, but the most useful are:

- **COUNT:** Counts cells that contain numbers; blank cells and cells with text aren't counted.
Syntax: = COUNT(A2:A10)
- **COUNTA:** Counts cells that contain any kind of data, including numbers and text.
Syntax: = COUNTA(A2:A10)
- **COUNTBLANK:** Counts blank or empty cells.
Syntax: = COUNTBLANK(A2:A10)

Create a Count Formula

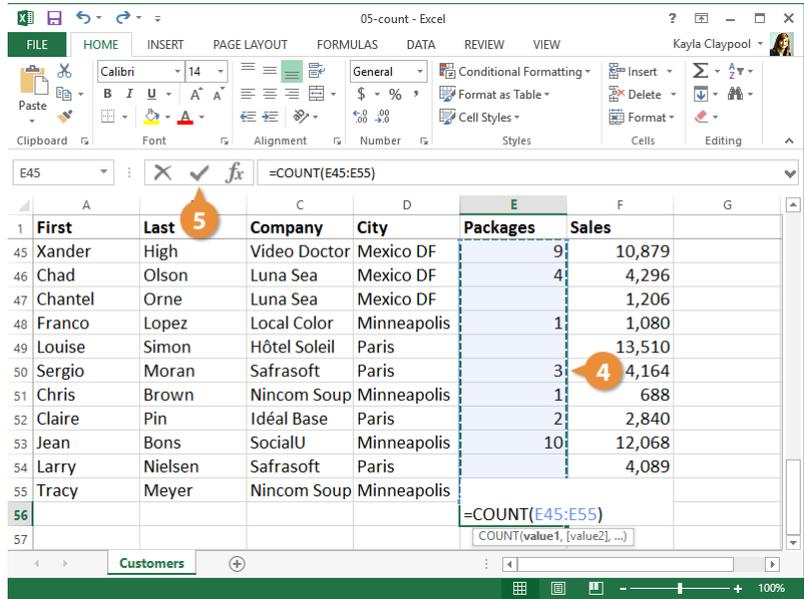
The COUNT function counts cells that contain numbers; blank cells and cells with text aren't included.

- 1 Click in the cell where you want to add the formula.
- 2 Click the **Sum** button list arrow.
- 3 Select **Count Numbers**.



- 4 If necessary, select the desired cell range.
- 5 Click the **Enter** button or press **Enter**.

Excel displays the number of cells that contain numbers in the range.



Basic Formatting

Formatting the contents of your spreadsheet can make even the most basic set of data easier to understand. From fonts, to colors, to borders, Excel allows you to completely customize the formats of nearly anything in your worksheet. This module will demonstrate the most common options for formatting text, numbers, cells, rows, and columns to make your worksheet more visually attractive and professional.

Objectives

Format Text

Align and Merge Cells

Format Numbers and Dates

Borders and Background Colors

Copy Formatting

Row Heights and Column Widths

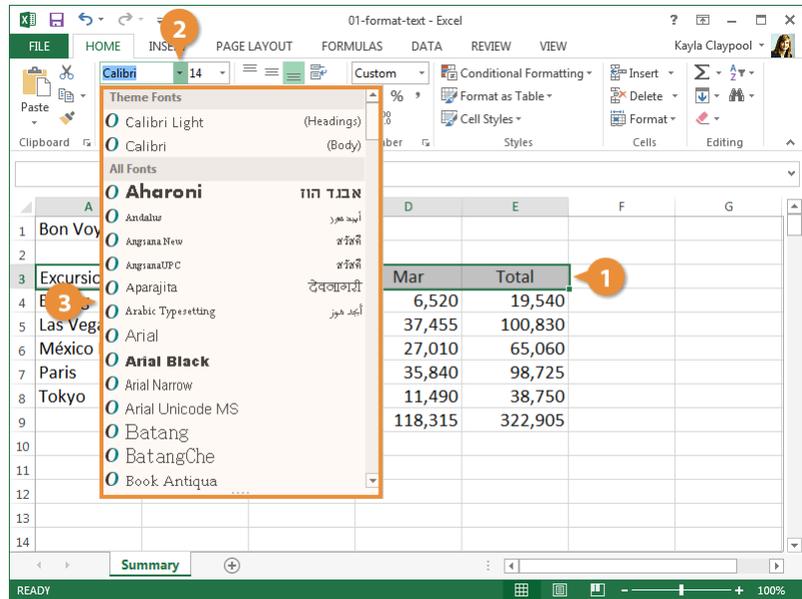
Format Text

A quick way to change the appearance of your spreadsheet is to change the font of the text. A font is a set of letters, numbers, and punctuation symbols designed around a shared appearance. A font will have variations for size and styles, such as bold and italics.

Change Fonts

Changing the font is a quick and simple way to enhance the appearance of your spreadsheet.

- 1 Select the cells you want to format.
- 2 Click the **Font** list arrow on the Home tab.
Tip: When text is selected in a cell, you can also click the **Font** list arrow on the Mini Toolbar.
- 3 Select the font you want to use.

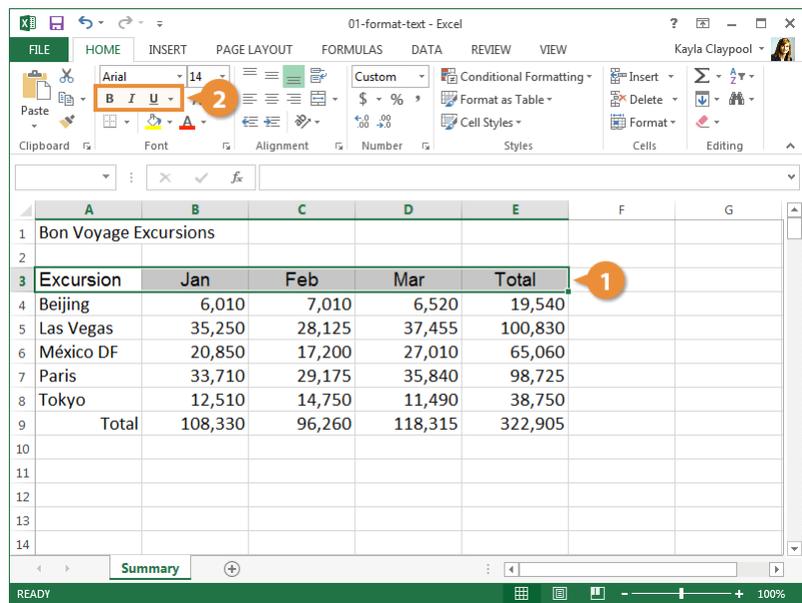


Apply Bold, Italic, or an Underline

In addition to changing the font type, you can amplify your project using other features in the Font group such as Bold, Italic, or Underline.

- 1 Select the text you want to format.
 - 2 Select **Bold**, **Italic**, or **Underline**.
- Shortcuts:**
- To bold, **Ctrl + B**.
 - To italicize, **Ctrl + I**.
 - To underline, **Ctrl + U**.

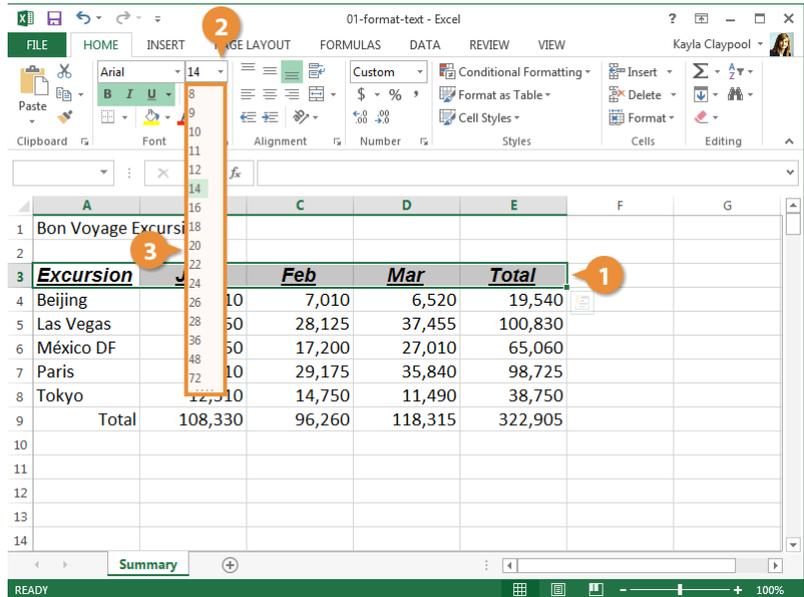
Tip: Click the **Dialog Box Launcher** in the Font group to see additional font formatting options. From the dialog box, you can change the underline style and add effects.



Change Font Size

Changing the font size can help differentiate between titles, headers, and body text.

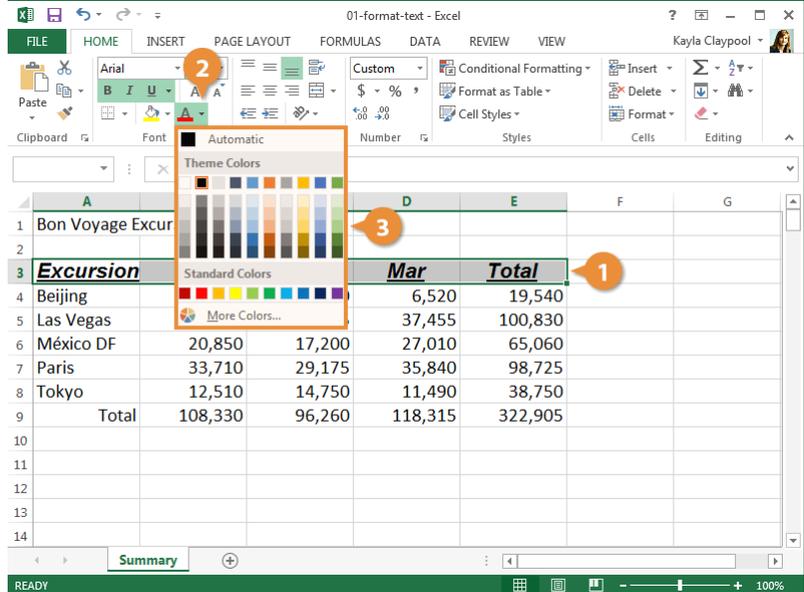
- 1 Select the cells you want to format.
- 2 Click the **Font Size** list arrow.
Font size is measured in points (pt.) that are 1/72 of an inch. The larger the number of points, the larger the font.
- 3 Select the font size you want.
Shortcut: Click the **Increase Font Size** (A⁺) or **Decrease Font Size** (A⁻) buttons on the Home tab to adjust the font size.



Change Font Color

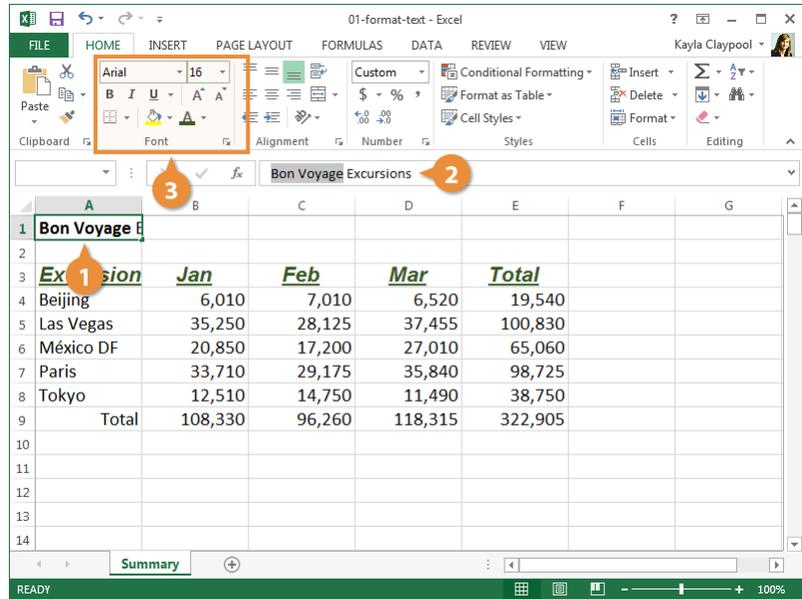
Changing font color makes text stand out against the white background of the spreadsheet.

- 1 Select the cells you want to format.
- 2 Click the **Font Color** list arrow.
Tip: When text is selected in a cell, you can also click the **Font Color** list arrow on the Mini Toolbar.
- 3 Select a new color.



Format a Part of a Cell

- 1 Select the cell you want to format.
- 2 In the formula bar, select the text you want to format.
- 3 Select the text formatting you want to use.
- 4 Press **Enter**.

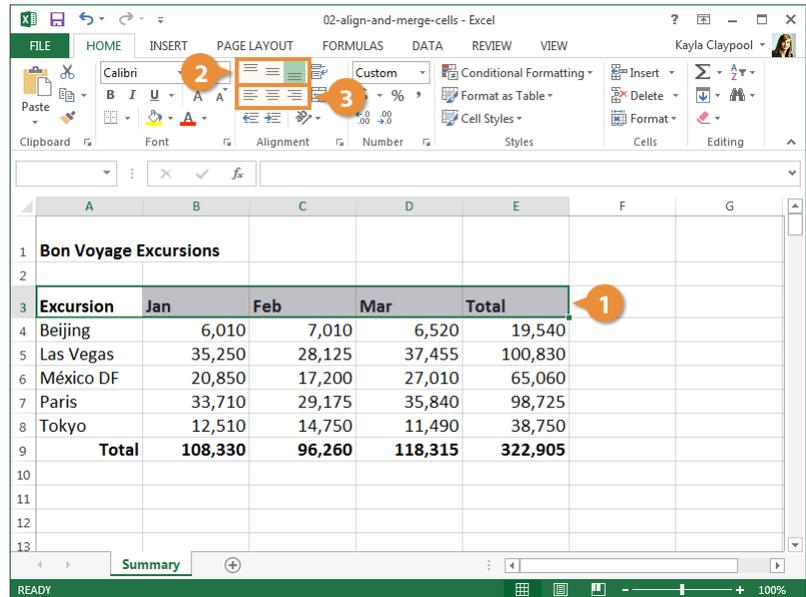


Align and Merge Cells

By default, the contents of a cell appear at the bottom of the cell, with numbers aligned to the right and text aligned to the left. If this doesn't work for your spreadsheet, change it with Excel's alignment options.

Change Cell Alignment

- 1 Select the cell(s) you want to align.
- 2 To horizontally align cells, click the horizontal alignment button you want.
- 3 To vertically align cells, click the vertical alignment button you want.

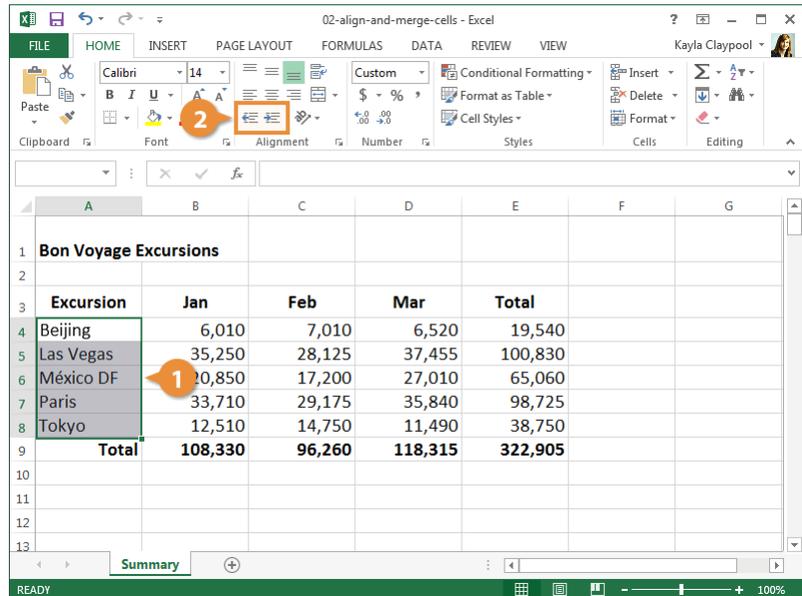


Cell Alignment Buttons	Description
 Top/Middle/Bottom Align	Align cell contents to the top, middle, or bottom of the cell using these three buttons.
 Left/Center/Right Align	Align cell contents to the left side, center, or right side of the cell using these three buttons.
 Orientation	Align cell contents diagonally or vertically.
 Decrease/Increase Indent	Increase or decrease the margin between the cell contents and the cell border with these two buttons.
 Wrap Text	Make all cell contents visible by displaying them on multiple lines within the cell (this increases the row's height).
 Merge & Center	Select from a few options for merging cells together and centering cell contents within the merged cells.

Indent a Cell's Contents

If you need to increase or decrease the margin between the cell contents and the cell border, use the indentation options.

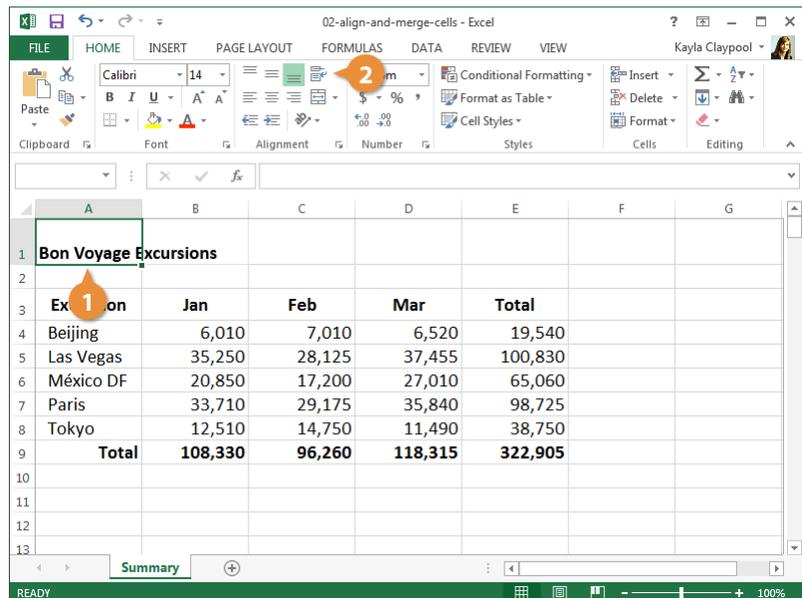
- 1 Select the cell(s) you want to indent.
- 2 Click the **Decrease** or **Increase Indent** button.



Wrap Text in a Cell

You can use the text wrap option to make all cell contents visible. If you wrap text in a cell, it increases the row height to display everything within the cell.

- 1 Select the cell(s).
- 2 Click the **Wrap Text** button.

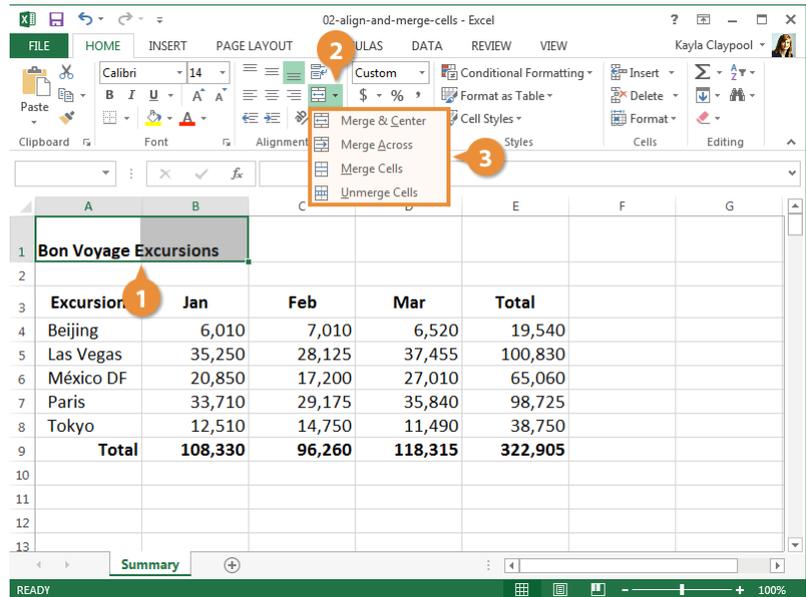


Merge Cells

You can merge cells together to create a larger cell without changing the row or column size.

- 1 Select the cells you want to merge together.
- 2 Click the **Merge** list arrow.
- 3 Select a merge option.

The cells are merged together into a single cell. If there was text in multiple cells, only the value in the upper-left cell will remain.

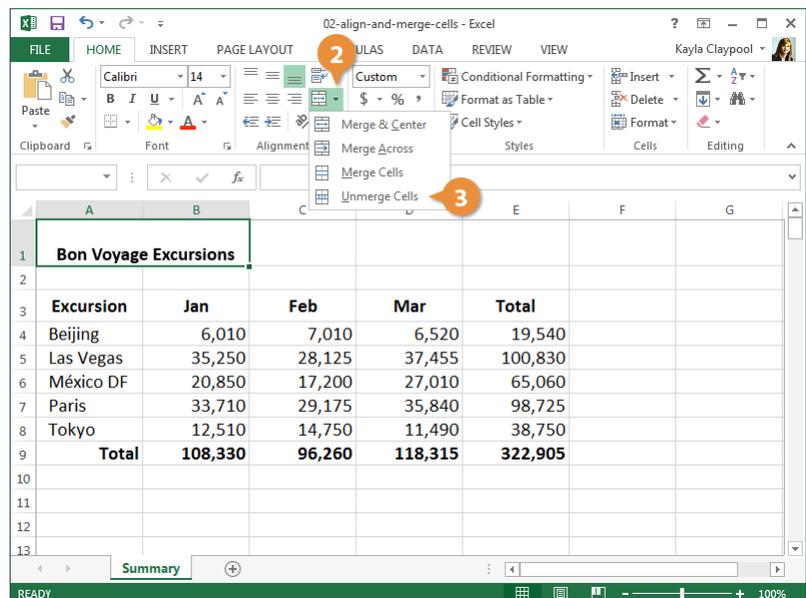


Merge Option	Description
Merge & Center	Combine and center the contents of the selected cells into a single, larger cell.
Merge Across	Merge selected cells in the same row into a single cell.
Merge Cells	Merge the selected cells into one cell.

Split Merge Cells

If you have merged cells in a worksheet, they can always be unmerged.

- 1 Click the **Merge** list arrow.
- 2 Select **Unmerge Cells**.

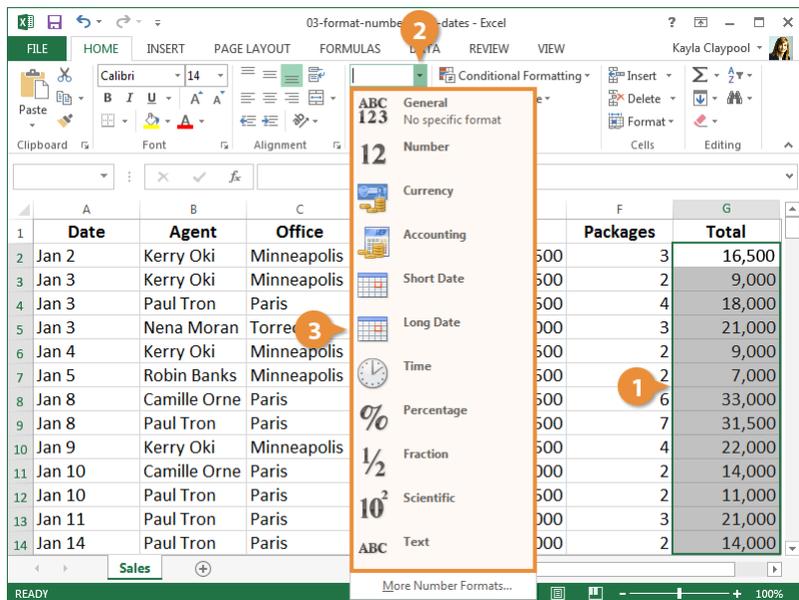


Format Numbers and Dates

Applying number formatting—such as currency, accounting, or percentage—changes how values are displayed. Excel is often smart enough to apply number formatting automatically, but you can also add it manually.

Format a Number or Date

- 1 Select the cell(s) that contain values you want to format.
- 2 Click the **Number Format** list arrow from the Home tab.
- 3 Select the number or date format you want to apply.

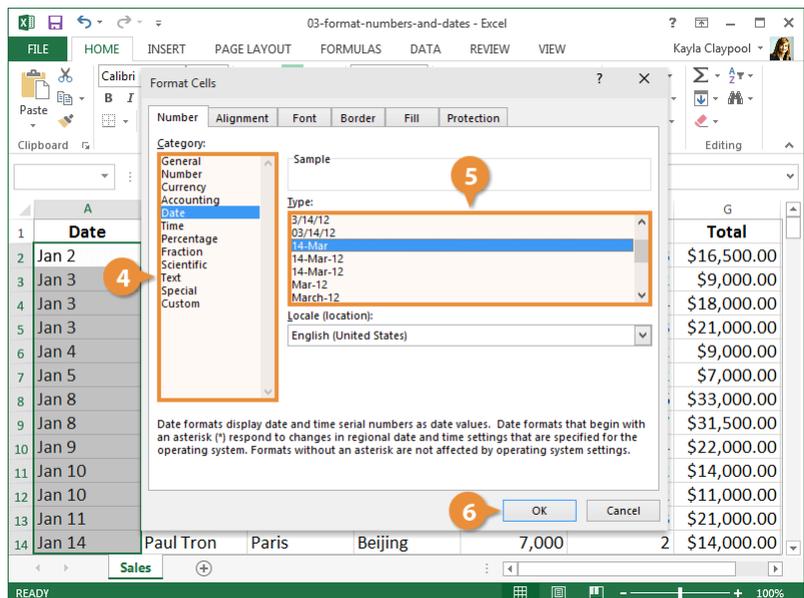
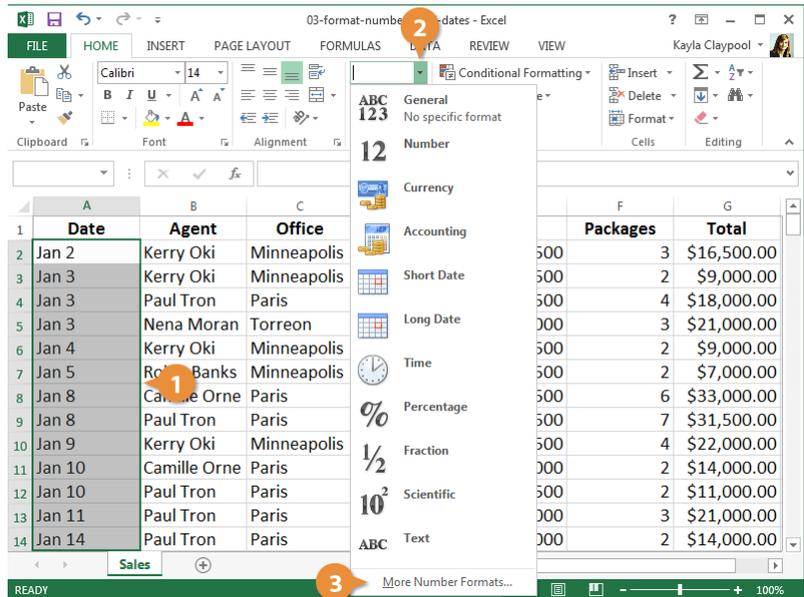


Number Format	Description
General	General format cells have no specific number format applied.
Number	Used to display general numbers that aren't monetary values.
Currency	Used to display general monetary values. Aligns the decimal points in a column.
Accounting	Lines up the currency symbols and decimal points in a column.
Date & Time	Display date and time serial numbers as date values. Formats that begin with an asterisk (*) respond to changes in the date/time settings specified for the operating system.
Percentage	Multiplies the cell value by 100 and displays the result with a percent symbol.
Fraction	Displays numbers as actual fractions instead of decimal values.
Scientific	Displays a number in exponential notation (e.g. 2.31E+8).

Advanced Number Formats

If the standard number formats don't meet your needs, there are additional format options to select from.

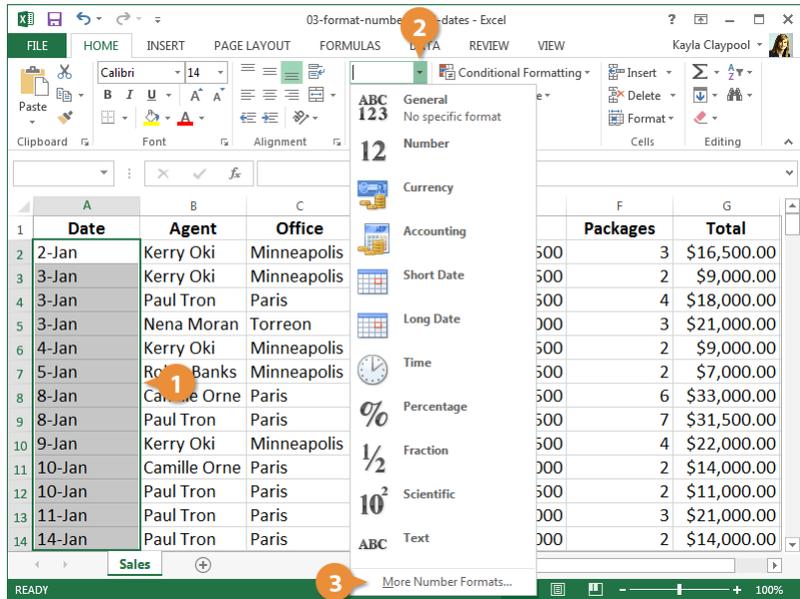
- 1 Select the cell(s) that contain values you want to format.
- 2 Click the **Number Format** list arrow from the Home tab.
- 3 Select **More Number Formats**.
Shortcut: Right-click the cell(s) to be formatted and select **Format Cells** from the contextual menu.
 A dialog box appears with number formatting options.
- 4 Select a **Category**.
- 5 Specify the formatting options.
- 6 Click **OK**.



Create a Custom Number Format

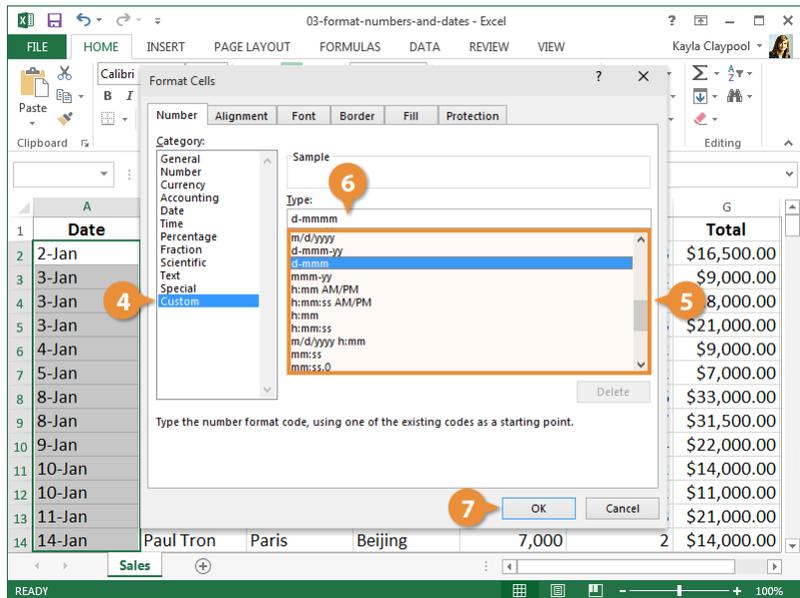
You can create your own custom number format if you have a specific format you are going to use frequently.

- 1 Select the cell(s) that contain the value you want to format.
 - 2 Click the **Number Format** list arrow from the Home tab.
 - 3 Select **More Number Formats**.
 - 4 Select **Custom**.
 - 5 Select an existing format as a starting point.
 - 6 Edit the number code in the **Type** field to meet your needs.
- Tip:** As you modify the number code in the **Type** field, the sample above it updates so you can ensure the number format looks just right.



- 7 Click **OK**.

The cells are updated to the new custom number format, and the format is saved for future use.



Borders and Background Colors

Adding cell borders and filling cells with colors and patterns is an easy way to make your data stand out, appear more organized, and make the spreadsheet easier to read.

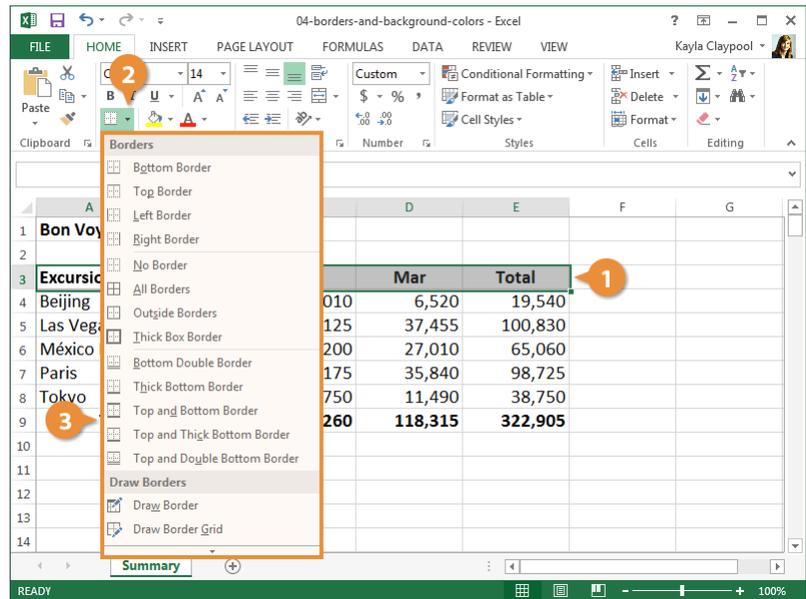
Add a Cell Border

- 1 Select the cell(s) where you want to add the border.
- 2 Click the **Border** list arrow from the Home tab.

A list of borders you can add to the selected cell(s) appears. Use the examples shown next to each border option to decide which border type will work best for you.

- 3 Select a border type.

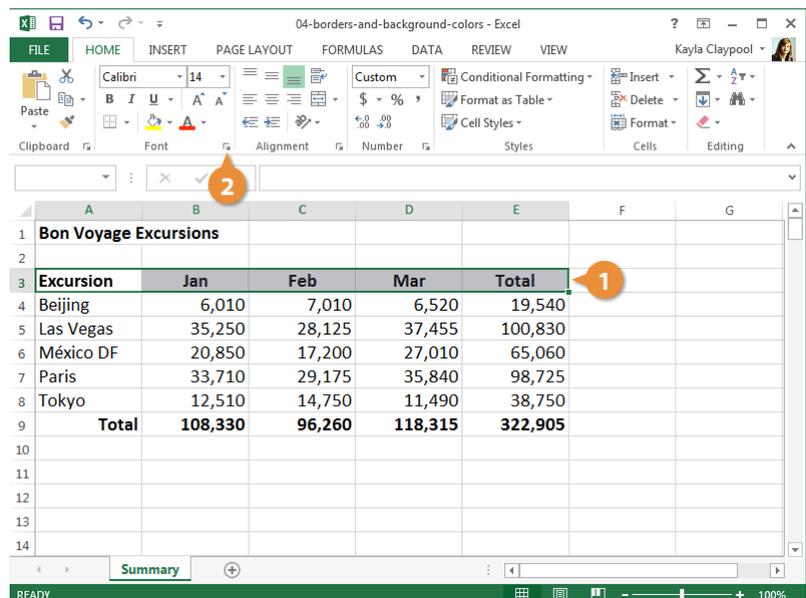
Tip: To remove a border, click the **Border** list arrow in the Font group and select **No Border**.



Advanced Border Options

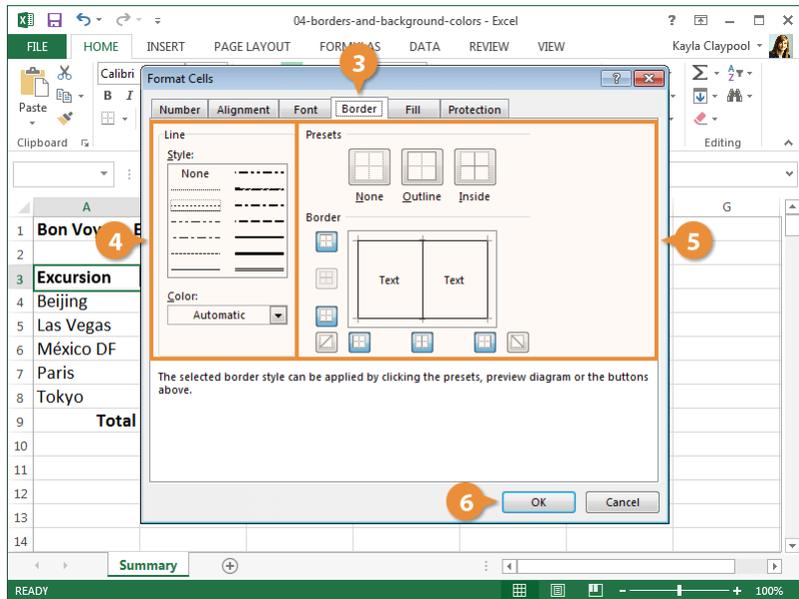
To have more control over the look and style of the cell borders, use the advanced border options.

- 1 Select the cell(s) where you want to add the border.
- 2 Click the **Font** dialog box launcher.



- 3 Click the **Border** tab.
- 4 Select the line style and color you want.
You now need to specify where you want the new border style to appear.
- 5 Select a preset option or apply borders individually in the Borders section.
- 6 Click **OK**.

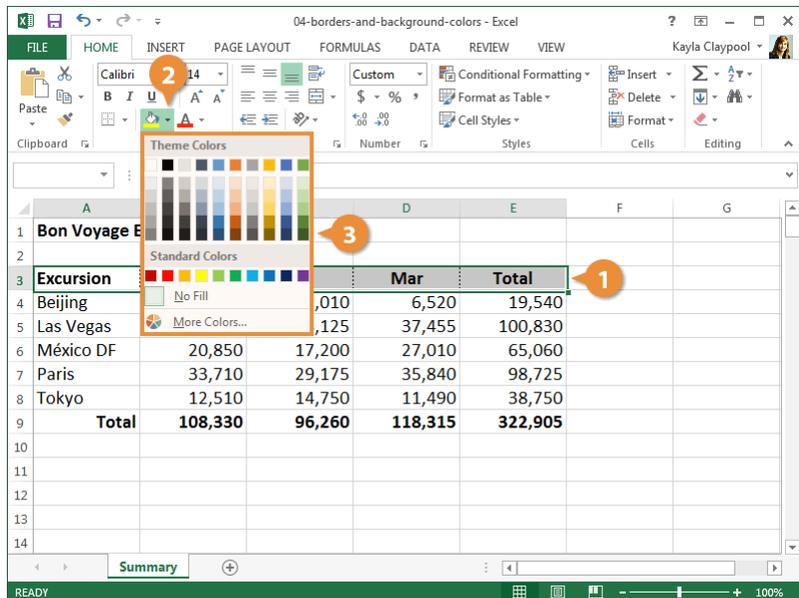
The border is applied to the cell range.



Add a Cell Shading

- 1 Select the cell(s) where you want to add the shading.
- 2 Click the **Fill Color** list arrow.
A palette of theme colors is displayed in the menu. If you want to use a different color, select **More Colors**.
- 3 Select the color you want to apply.

A background color is applied to the cell(s). Make sure the background provides enough contrast with the text to be legible.



Copy Formatting

If you have spent some time formatting cells to make them look great, you can easily reuse the formatting with just a couple clicks of the mouse. The Format Painter copies the formatting of a cell or cell range and applies it elsewhere.

Copy Cell Formatting

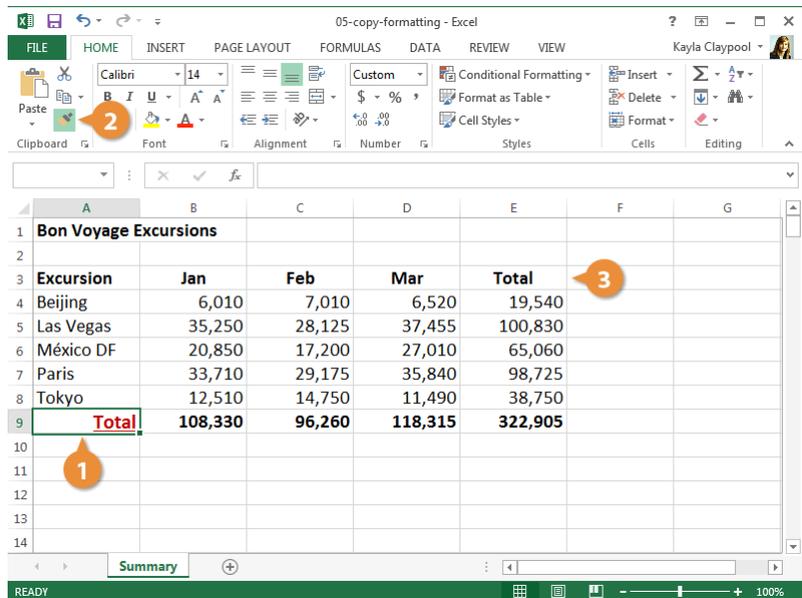
- 1 Select the cell(s) with the formatting you want to copy.
- 2 Click the **Format Painter** button on the Home tab.

The mouse pointer changes to indicate it is ready to apply the copied formatting.

- 3 Select the cells(s) where you want to apply the copied formatting.

Tip: If you want to apply copied formatting to multiple areas, you can keep the format painter turned on by double-clicking the **Format Painter** button and then selecting each area you want to apply the formatting to. Click the **Format Painter** button again or press **Esc** to turn it off when you're done.

The formatting is applied to the new cell.



Row Heights and Column Widths

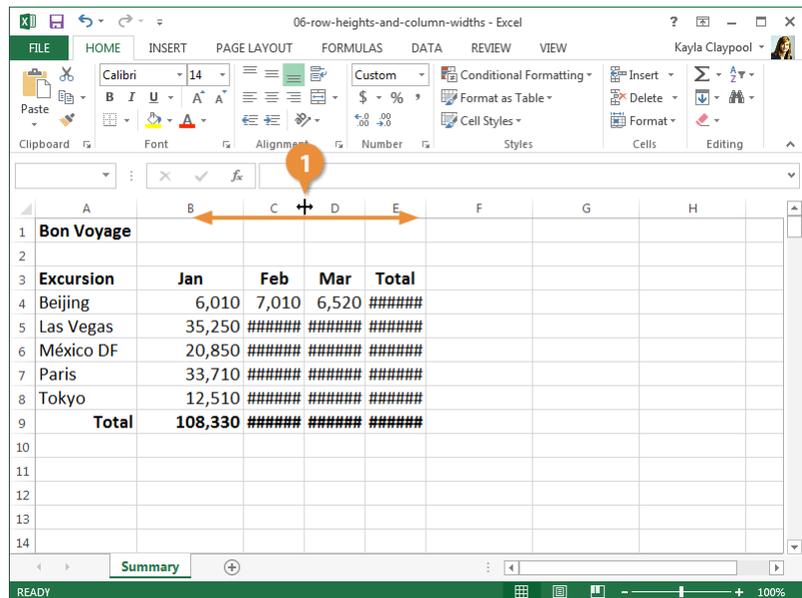
When you begin working on a spreadsheet, all the rows and columns are the same size. As information is entered into the worksheet, some of the columns or rows may not be large enough to display the information they contain.

When you see ##### in a cell, it means the column width is not wide enough to show all the cell contents. Once the column width is adjusted, and the data will reappear.

Adjust Column Width

- 1 Click and drag a column header's right border to the left or right.

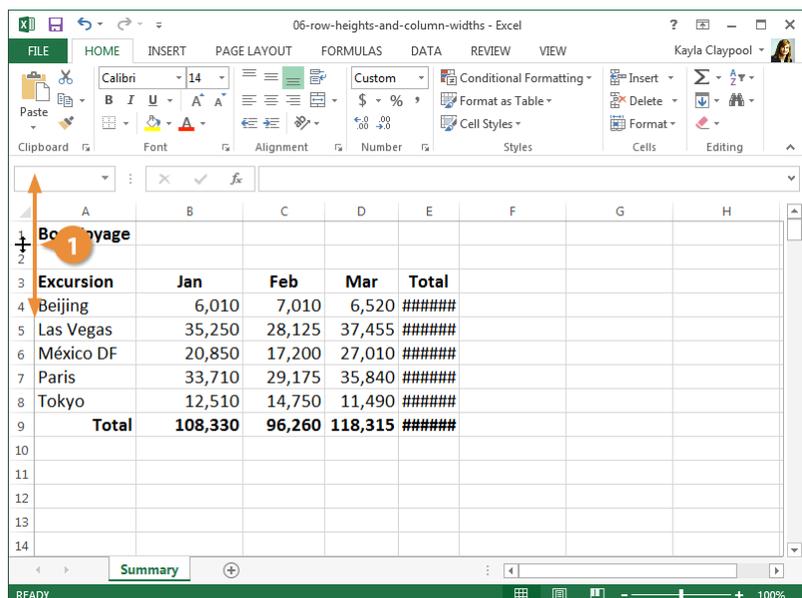
Tip: When you position the cursor over a column heading's border, a two-headed black arrow appears. This needs to be showing before clicking and dragging.



Adjust Row Height

- 1 Click and drag a row header's bottom border up or down.

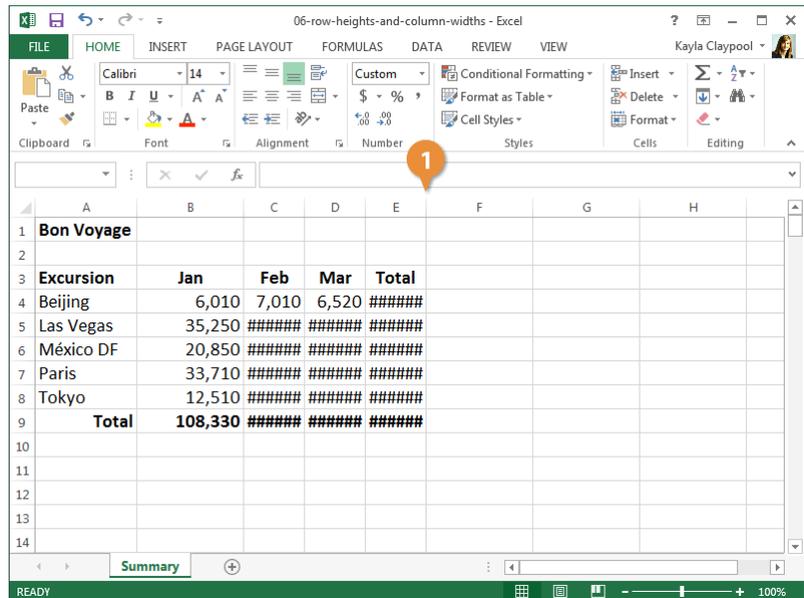
A line appears as you drag, showing you where the new row border will be.



AutoFit Columns or Rows

The AutoFit feature automatically resizes columns or rows to fit the cell in each column or row that has the widest or tallest contents.

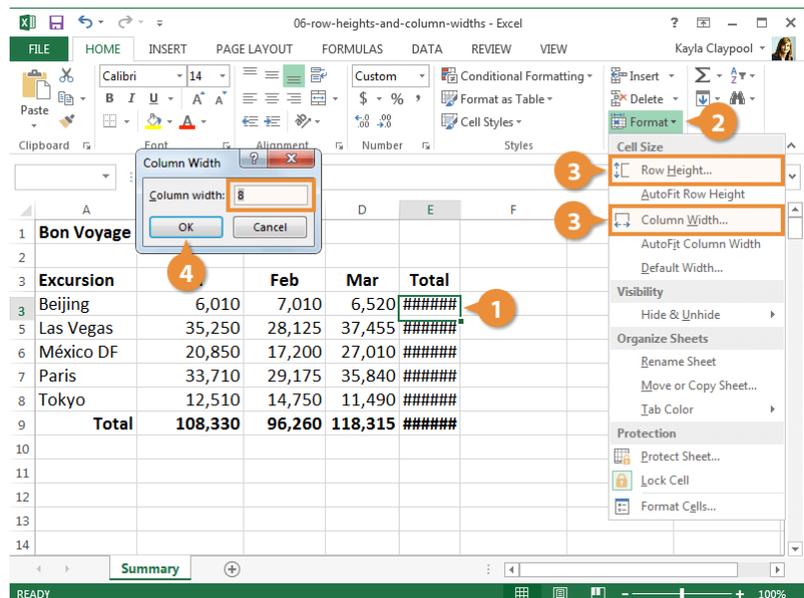
- 1 Double-click the column header's right border.



Set a Row or Column Value

If you know exactly what size you want a column or row to be, you can set a precise value.

- 1 Select a cell in the column or row you want to adjust.
- 2 Click the **Format** button arrow on the Home tab.
- 3 Select **Row Height** or **Column Width**.
- 4 Type a row or column width and click **OK**.



Insert Objects

In some cases, basic text and numbers aren't enough to make your spreadsheet shine. For instance, you may want to add an image, like a logo, to brand your worksheet. Adding shapes can help draw attention to certain areas of your spreadsheet or simply contribute to the overall visual appeal of the sheet. By inserting a hyperlink, you can quickly connect users of your worksheet to other files, webpages, email or even a special location in the current worksheet.

Objectives

Images

Shapes

Hyperlinks

Object Properties and Alt Text

Images

Insert Images

You can insert a variety of picture types into your spreadsheet. For example, you can insert an image made in another program, clip art, or a photo taken with a digital camera.

- 1 Click the **Insert** tab on the Ribbon.
- 2 Click the **Pictures** button to insert an image saved to your computer.

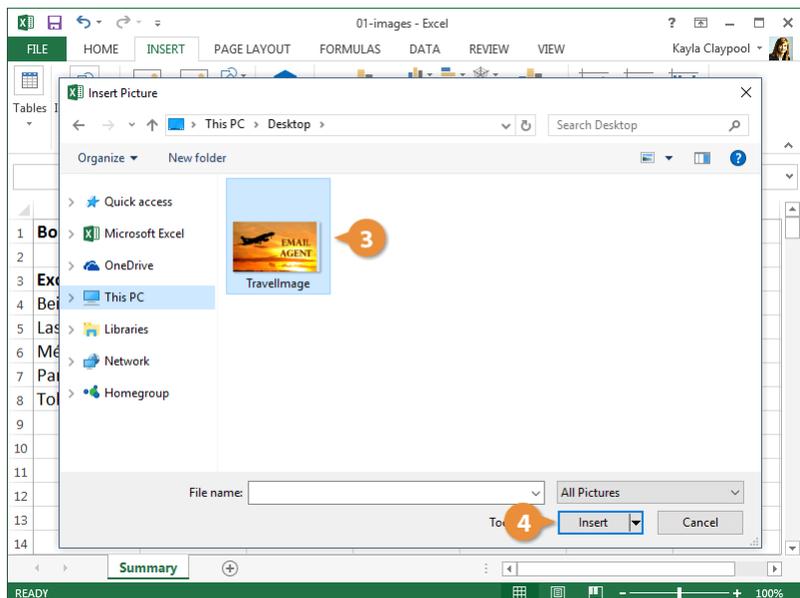
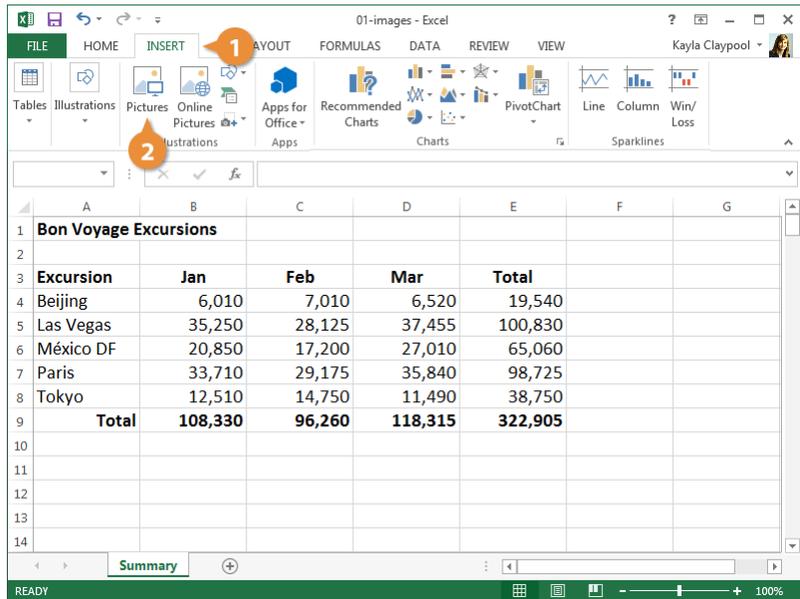
You can also click the **Online Pictures** button to find a clip art image, Bing image, a file saved to your OneDrive, or picture from a social media account.

- 3 Select the image you want to insert.

Tip: To insert more than one file at a time, press and hold down **Ctrl** as you select them.

- 4 Click **Insert**.

The image is added to the spreadsheet. You can click and drag the image to position it on the sheet. Use the resizing handles if the size needs to be modified.



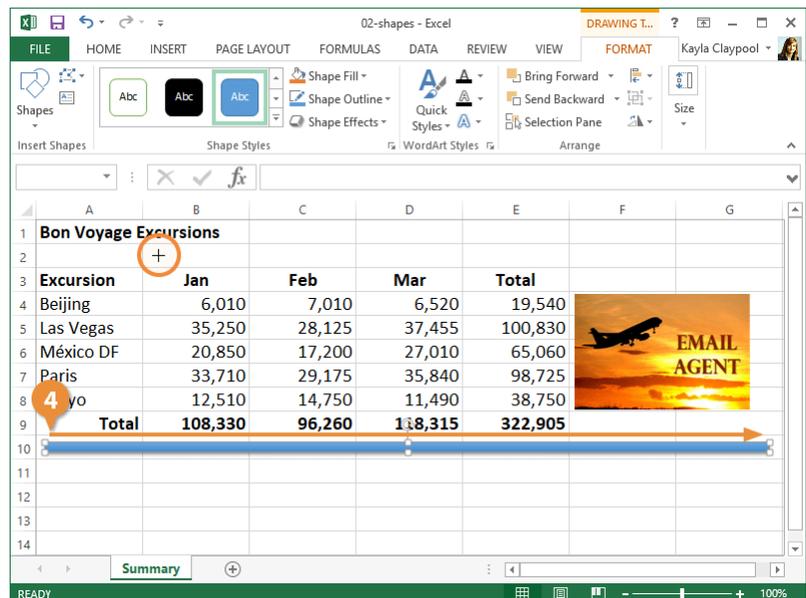
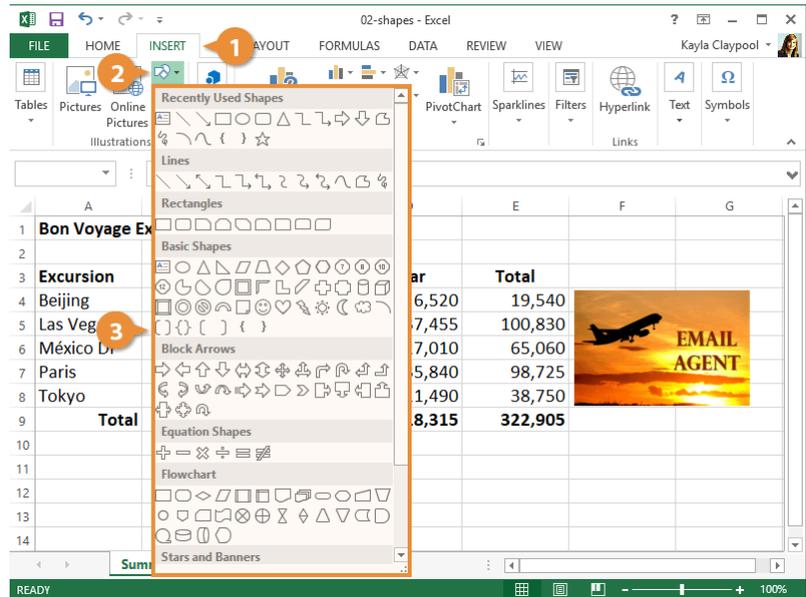
Shapes

You can add shapes to your spreadsheet to spark a little visual interest. By using the Shapes menu, you can choose from dozens of different types of shapes.

Insert a Shape

- 1 Click the **Insert** tab.
- 2 Click the **Shapes** button.
The Shapes menu displays all the types of shapes available, organized into groups.
- 3 Select a shape to insert.
Now the cursor changes to a cross hair and is ready to draw on the sheet.
- 4 Insert the shape in one of two ways:
 - Click anywhere on the page to insert the shape there.
 - Click and drag anywhere on the page to place the shape while also controlling its size.

Some shapes have prominent features that can be adjusted; these shapes will have a yellow adjustment handle.



Format a Shape

Once you've added a shape, you can use the Format tab to change its style, fill, outline color, and effects.

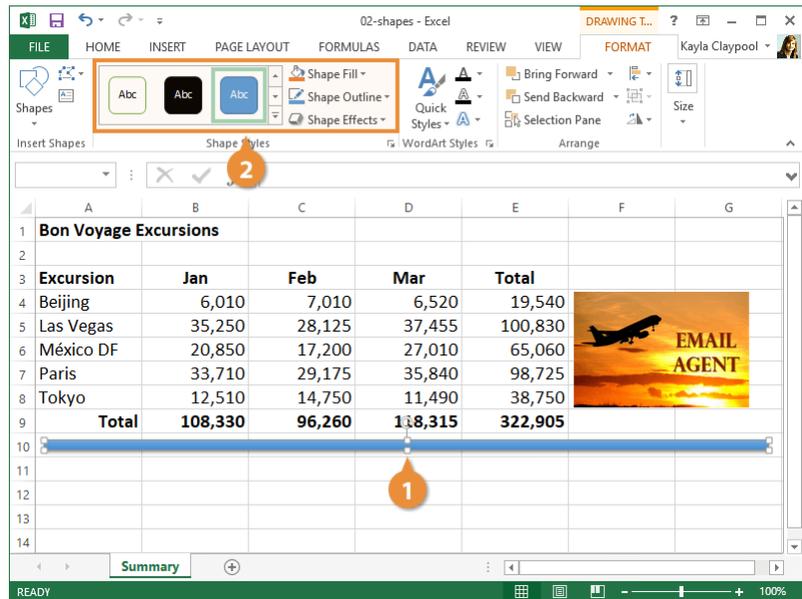
1 Select a shape.

When you select a shape, the Format tab in the Drawing Tools ribbon group becomes available. Double-click a shape to automatically switch to the Format tab.

2 Use the Shape Style options on the Format tab to change the style, fill color, outline, or shape effects.

- Select a **style** from the Shape Styles gallery, or click the gallery's More button to see all available styles.
- Select a **shape fill** color to change the color of the selected shape. You can also fill it with a gradient, picture, or texture pattern.
- Select a **shape outline** color, weight, or dash pattern.
- Apply various **shape effects** such as shadow, reflection, glow, bevel, and 3D rotation.

Tip: You can first apply a style from the gallery, and then adjust the fill, outline, and effects to customize it.



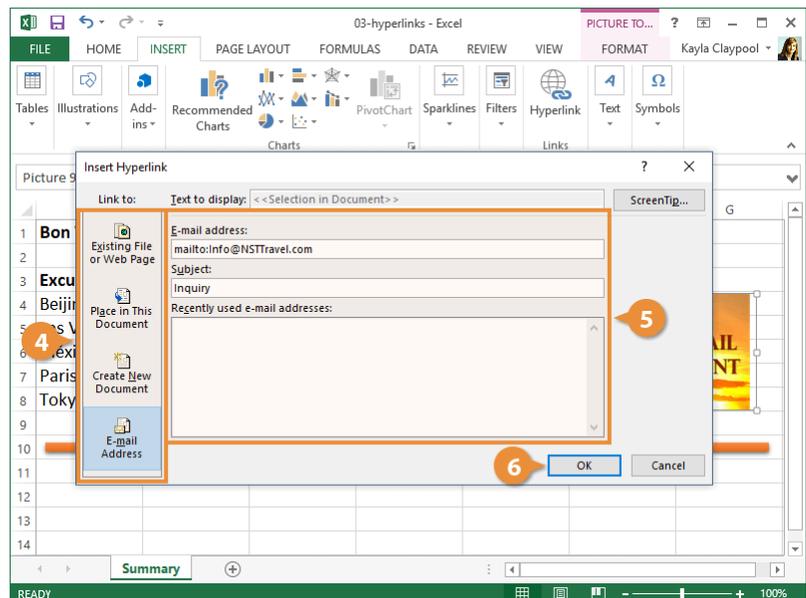
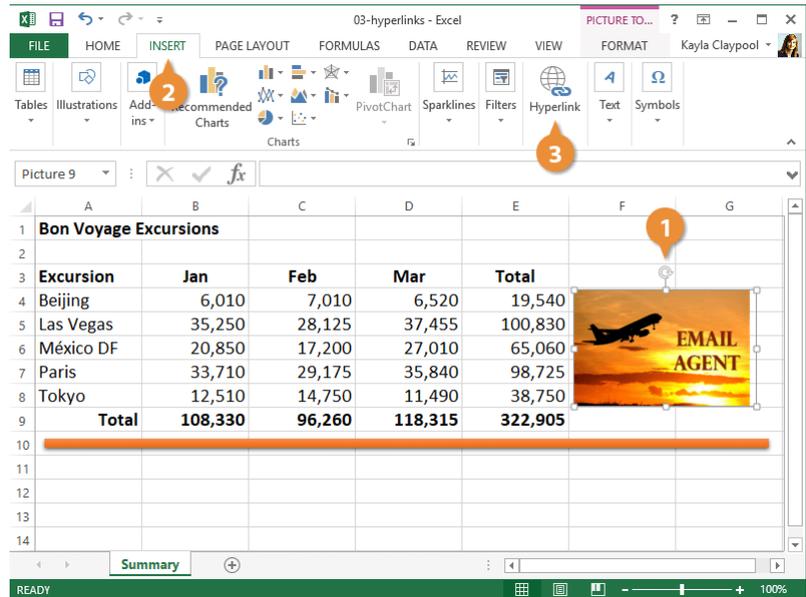
Hyperlinks

A hyperlink in Excel is just like one you see on a webpage or email. When you hyperlink text or graphics, they become clickable and will connect you to outside information or another location in the file.

Insert a Hyperlink

- 1 Select the text or graphic you want to hyperlink.
 - 2 Click the **Insert** tab.
 - 3 Click **Hyperlink**.
- Shortcut:** Press **Ctrl + K**.
- 4 Select a linking option at the left.
 - **Existing File or Web Page:** Creates a link that takes you to another file, a file created in another program like a PowerPoint presentation, or to a web page. This is the most common type of hyperlink.
 - **Place in This Document:** Jumps to a spot in the current spreadsheet.
 - **Create New Document:** Creates a new Microsoft Excel spreadsheet and then inserts a hyperlink to the new file.
 - **E-mail Address:** Creates a clickable email address.
 - 5 Fill in the necessary informational fields.
 - 6 Click **OK**.

Tip: To edit a hyperlink, right-click the link or linked object and select Edit Link. To delete one, right-click it and select Remove Link.



Object Properties and Alt Text

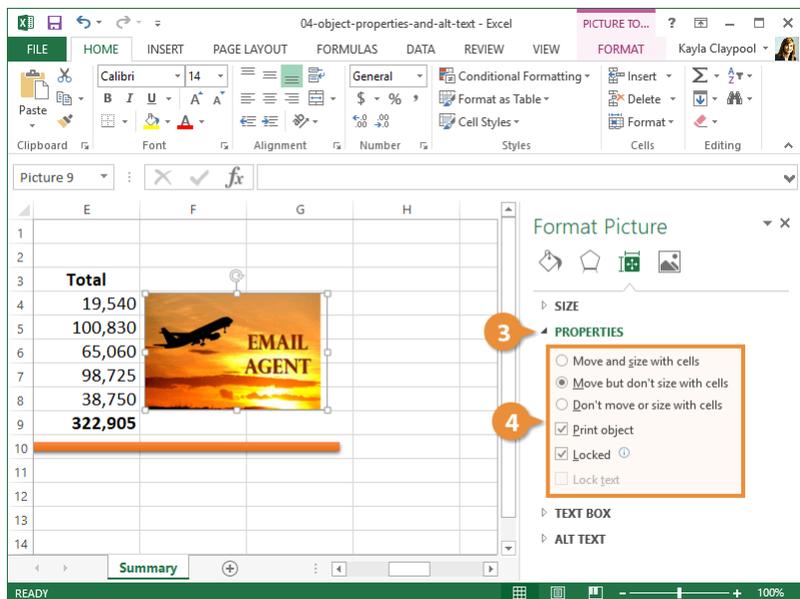
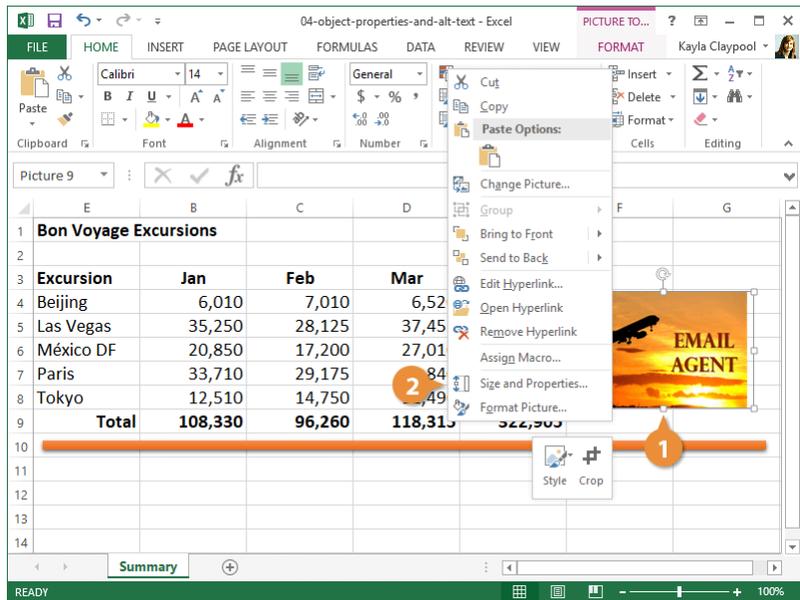
The graphics and objects inserted in your workbooks have properties you can update to control how they behave. You can also add alt text so your spreadsheet is accessible for individuals with difficulties reading text and graphics on screen.

Object Properties

Once an object is inserted, you can adjust its properties to control how the object is moved and sized, whether it prints, and if it's locked.

- 1 Right-click the image.
- 2 Select **Size & Properties**.
The Format Picture pane appears at the right.
- 3 Expand the **Properties** heading.
- 4 Select a Properties option.

- **Move and size with cells:** If you resize cells around the object, it will move along with the cells. When you resize the cells the object covers, it stretches with them.
- **Move but don't size with cells:** If you resize cells around the object, it will move along with the cells. When you re from the Format tab size cells the object covers, it won't stretch with them.
- **Don't move or size with cells:** The object will remain the same size and in the same position when the cells around it are resized.



Alt Text

Alternative text is used by screen reading programs to describe a picture, chart, or graphic to a user who may have difficulty seeing it.

If your spreadsheet might be viewed by someone who relies on a screen reader, make sure that every image includes alternative text so that they can have a fuller understanding of its content.

- 1 Right-click the image.
- 2 Select **Size & Properties**.
- 3 Expand the **Alt Text** heading.

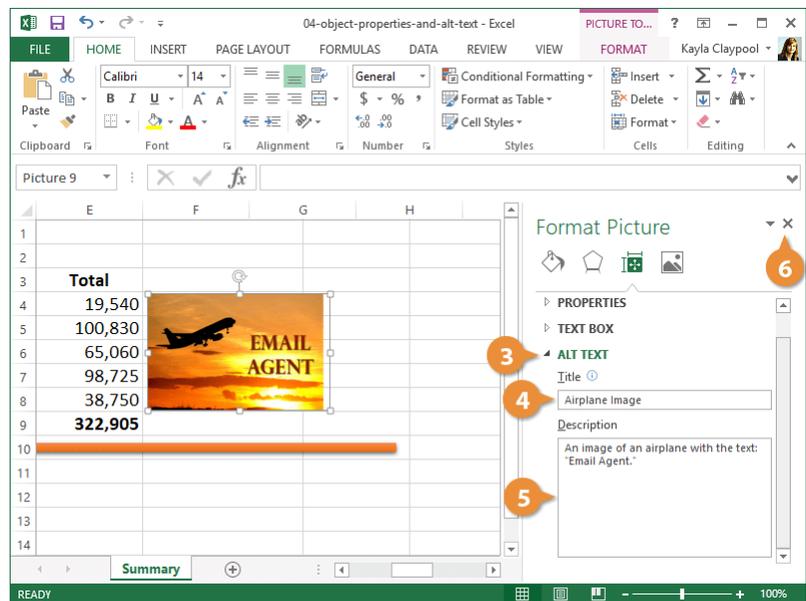
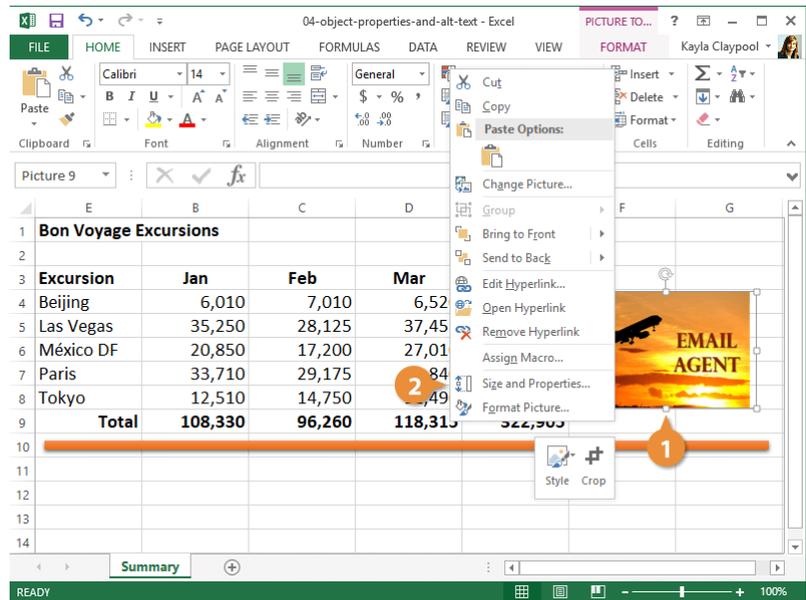
There are two alt text fields you can fill in—title and description.

- 4 Enter a title in the **Title** field.
- 5 Enter a description in the **Description** field.

A good description will start general and become specific. For example, “An image of an airplane with the text ‘Email Agent’”.

- 6 Close the Format Picture pane when you’re finished.

Now, when a screen reader comes to this image, the title and description will be read aloud.



View and Manage Worksheets

Once your worksheet is full of data, you may want to zoom in to focus on a specific section or zoom out to see everything at once. If your workbook contains a collection of worksheets, it is useful to know how to add, move, copy and hide worksheets. You may even find yourself working with multiple Excel windows. Knowing how to switch between windows and arrange multiple windows on your screen at once will help you become more productive.

Objectives

View Worksheets

Custom Views

Multiple Windows

Move and Copy Worksheets

Insert, Rename, and Delete Worksheets

Freeze Rows and Columns

Hide Worksheets and Gridlines

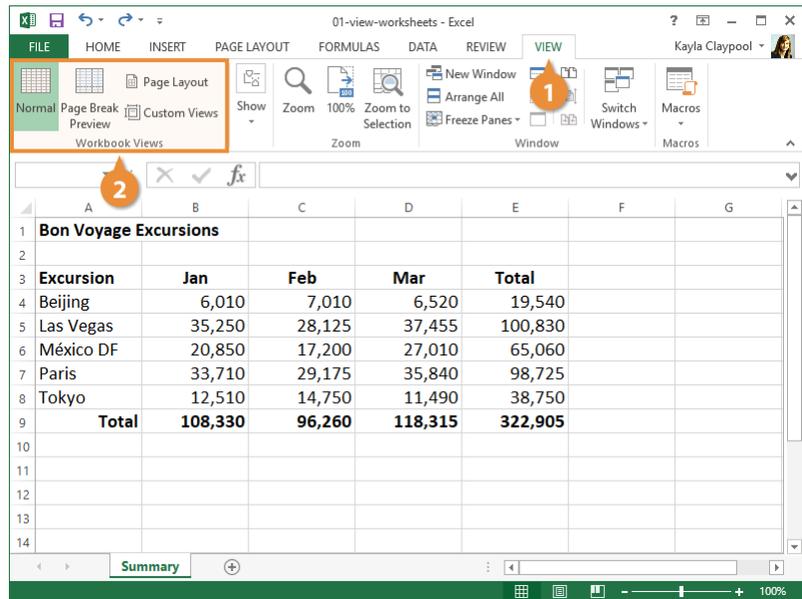
View Worksheets

There are several ways to change how a workbook's contents are displayed on a screen. You can also zoom in or out to view more or less of a worksheet at a time.

Change Worksheet Views

- 1 Click the **View** tab on the Ribbon.
- 2 Click the button for the view you want to use in the Workbook Views group.
 - Normal view: This is the default Excel view, and the one you'll usually want to use when creating and editing workbooks. Row and column headers are displayed.
 - Page Break Preview view: This view shows you where the page breaks will occur if you print the worksheet. This is helpful for making sure your data is laid out correctly to appear on the desired page(s).
 - Page Layout view: Use this view to fine-tune a worksheet before printing, especially if it contains charts. You can edit the worksheet like it's in Normal view, but you can also see the rulers, change page orientation, work with headers, footers and margins, and hide or display row or column headers.

Tip: You can click the button for the view you want to use in the status bar of the workbook window.

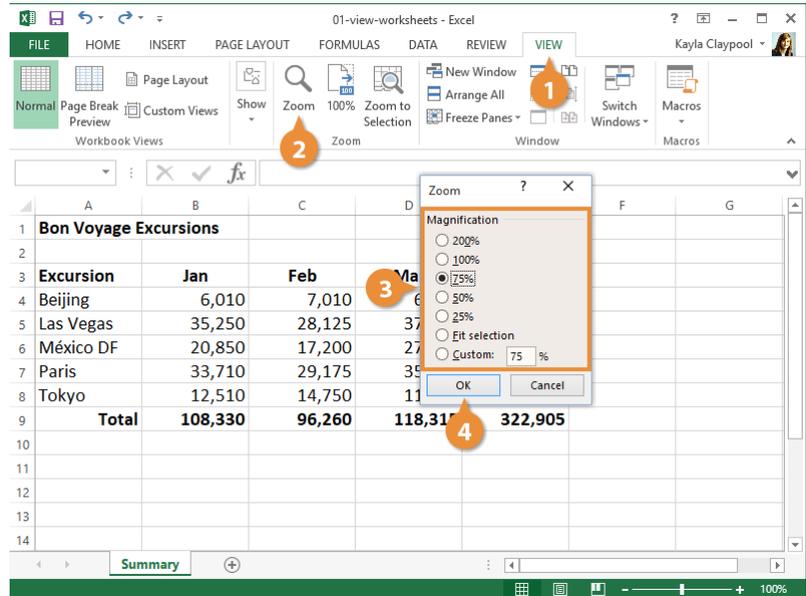


Use Zoom

Sometimes it is helpful to make a worksheet appear larger on the computer's screen, especially if the computer has a small monitor. Or you may need to zoom out to see how the whole worksheet looks.

- 1 Click the **View** tab.
- 2 Click the **Zoom** button.
- 3 Select the magnification level you want to use.
- 4 Click **OK**.

Tip: You can also use the Zoom slider on the status bar to adjust the zoom level.



Custom Views

Changing the print settings, zoom level, and worksheet appearance every time you view or print a workbook is time consuming. By creating a custom view, you can save the view and print settings so you don't have to reapply them over and over.

Create a Custom View

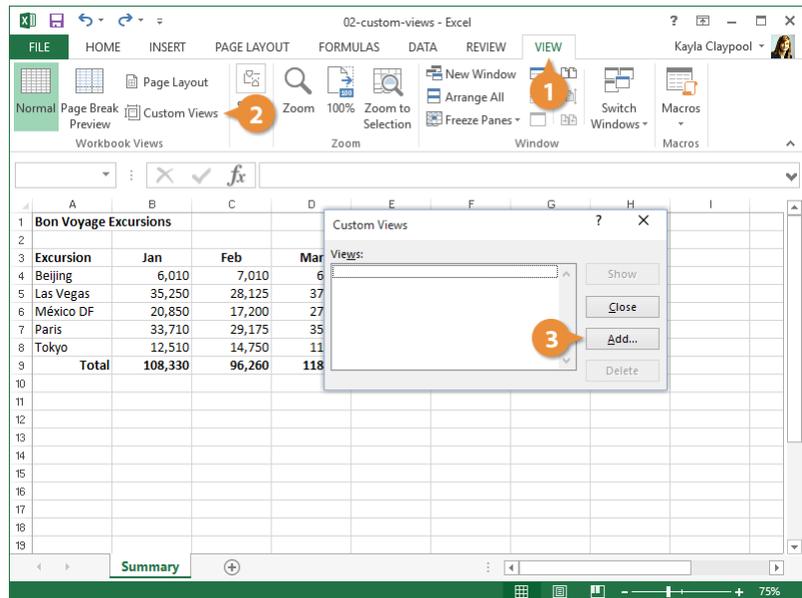
Before you create a custom view, make sure you apply the print and view settings you want to save for future use.

- 1 Click the **View** tab.
- 2 Click the **Custom Views** button.
- 3 Click the **Add** button.
- 4 Enter a name for the view.

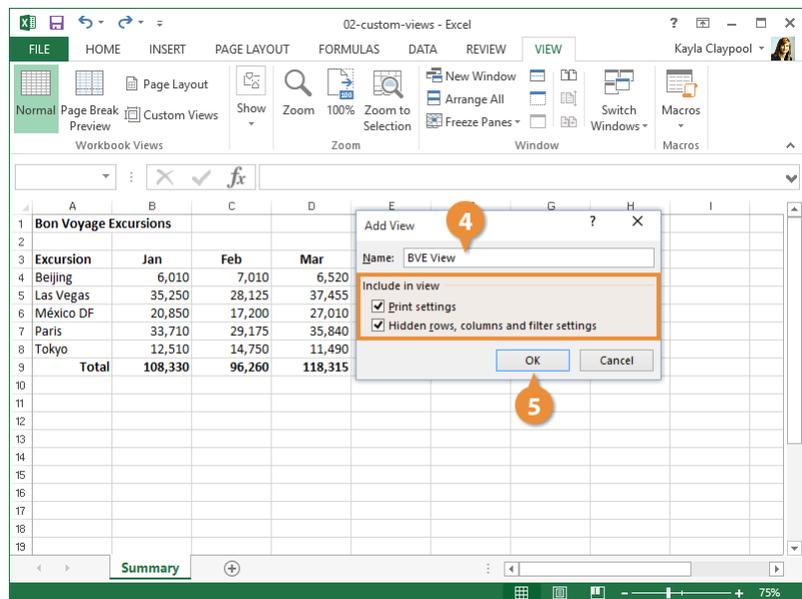
There are two settings here which can be saved:

- **Print settings:** Saves print settings such as page breaks.
- **Hidden rows, columns and filter settings:** Keeps columns and rows hidden and any applied filters.

- 5 Click **OK**.



To apply a custom view, click the **View** tab on the Ribbon and click the **Custom Views** button in the Workbook Views group. Select the view you want to use and click **Show**.

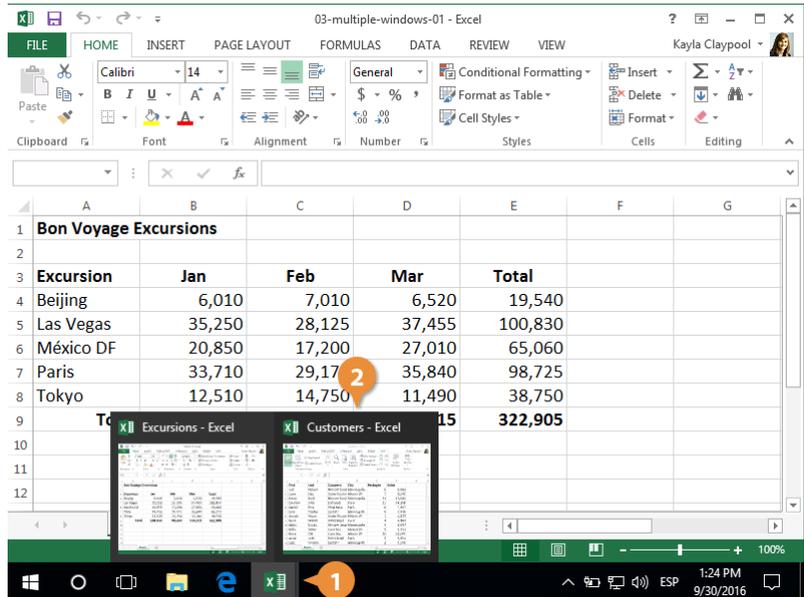


Multiple Windows

If you have more than one workbook open, you can quickly switch between them.

Switch Between Windows from the Taskbar

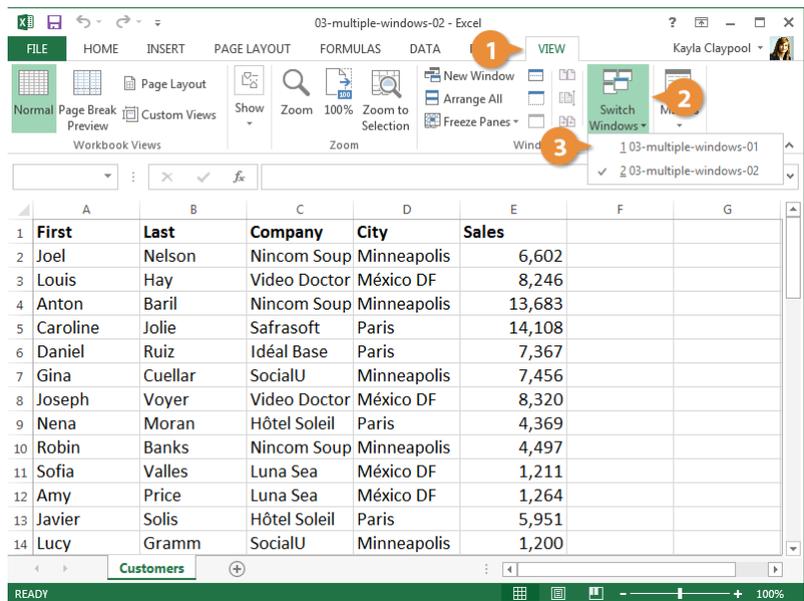
- 1 Hover over the **Excel** icon in the taskbar.
A preview of each open window appears above the taskbar.
- 2 Click a thumbnail to make it the active window.



Switch Between Windows from Excel

- 1 Click the **View** tab.
- 2 Click the **Switch Windows** button.
- 3 Select the file you want to make active.

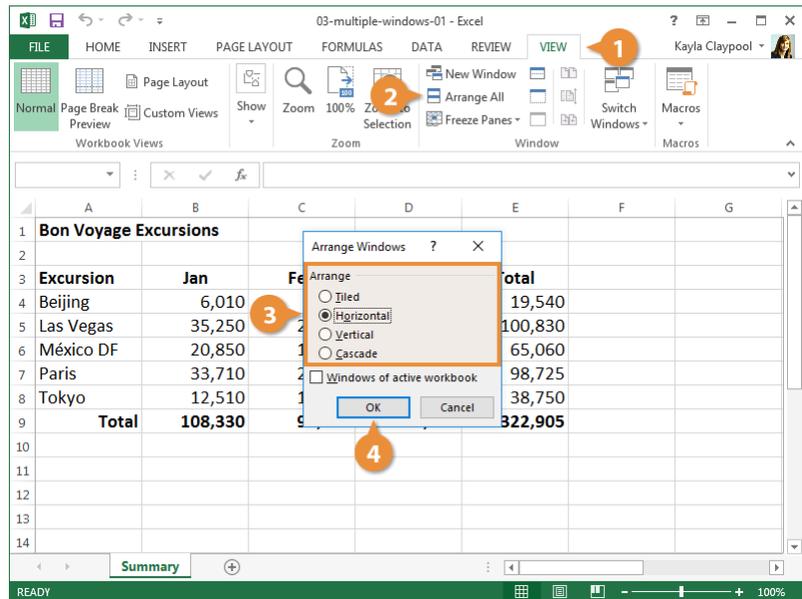
The selected file becomes the active workbook.



Arrange Windows

You can stack your open Excel windows in a few different ways to maximize the on-screen data.

- 1 Click the **View** tab.
- 2 Click the **Arrange All** button.
- 3 Select an arrange option:
 - **Tiled:** Windows are arranged as equally sized, tiled squares.
 - **Horizontal:** Windows are arranged horizontally from top to bottom on the screen.
 - **Vertical:** Windows are arranged vertically from left to right on the screen.
 - **Cascade:** Windows are arranged in an overlapping cascade on the screen.
- 4 Click **OK**.



Move and Copy Worksheets

Even after a spreadsheet is created, you can move or copy it to a new location.

The quickest way to move a worksheet is to click and drag it to a new location within the current workbook or drag it into a completely different workbook. However, you can also use the Move or Copy dialog box for more accuracy.

Move or Copy Worksheets

- 1 Right-click the worksheet tab you want to move or copy.
- 2 Select **Move or Copy Sheet** from the context menu.
- 3 Specify the workbook you want to move or copy the worksheet to.

Tip: You can also click the Format button on the ribbon and select Move or Copy Sheet.

- 4 The workbook must be open in order for it to appear in this list.

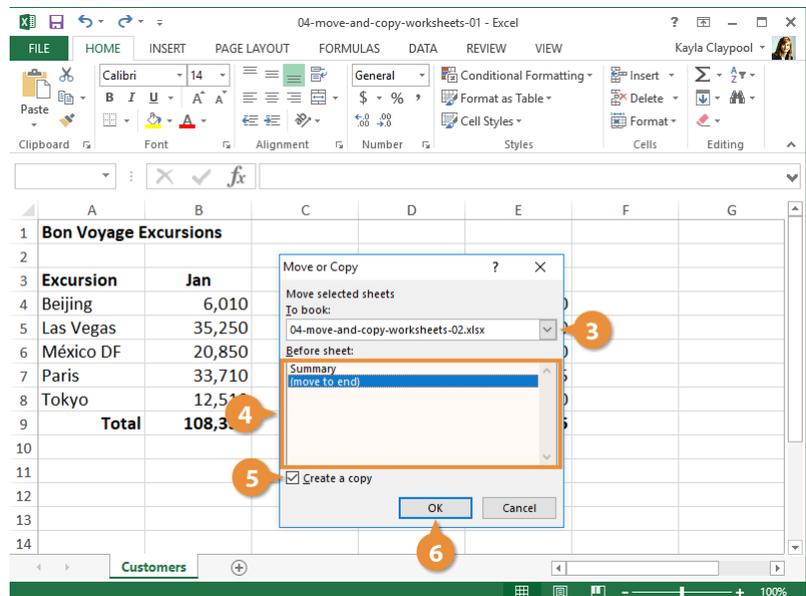
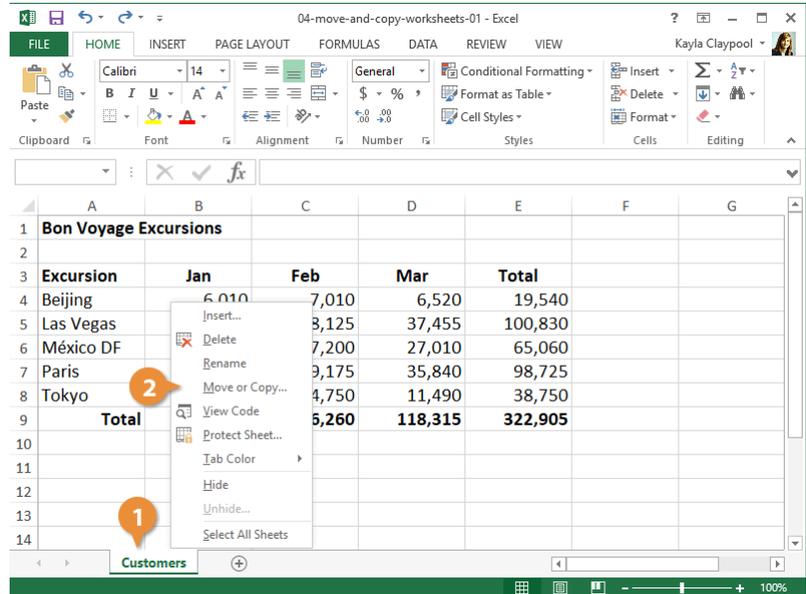
- 5 Specify where in the selected workbook you want the sheet to appear.

- 6 To copy the worksheet, check the **Create a copy**.

If this box isn't checked, the worksheet will be moved directly to the selected workbook and no longer exist in its current location.

- 6 Click **OK**.

The selected worksheet is moved or copied to the location that you specified.



Insert, Rename, and Delete Worksheets

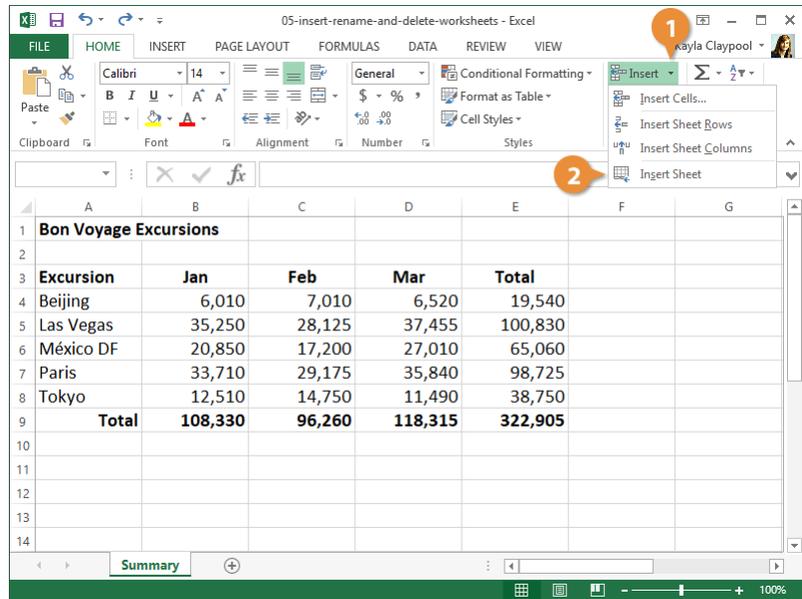
You can easily add worksheets to a workbook or delete unwanted ones. You can also rename a worksheet to accurately describe the data being presented.

Insert a Worksheet

You may need to add additional data to a workbook that belongs in a separate worksheet.

- 1 Click the **Insert** button list arrow on the Home tab.
- 2 Select **Insert Sheet**.
Shortcut: Click the **New Sheet** button at the bottom of the workbook window, to the right of the last sheet tab.

A new worksheet is added to the workbook.

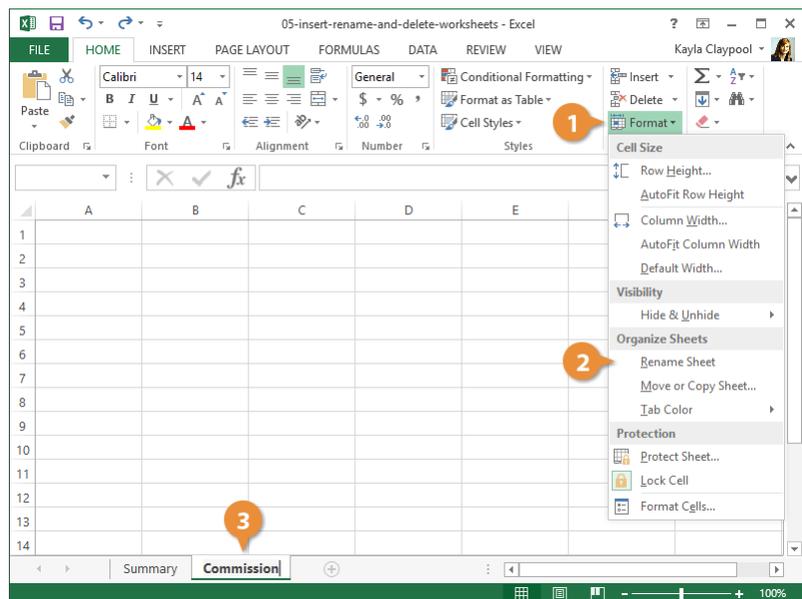


Rename a Worksheet

By default, Excel worksheets are given generic names, such as Sheet 1, Sheet 2, etc. You can give them more meaningful names.

- 1 Click the **Format** button on the Home tab.
- 2 Select **Rename Sheet**.
Shortcut: Double-click a sheet name to make it editable.
- 3 Type a new name for the worksheet.
- 4 Press **Enter**.

The worksheet is renamed.

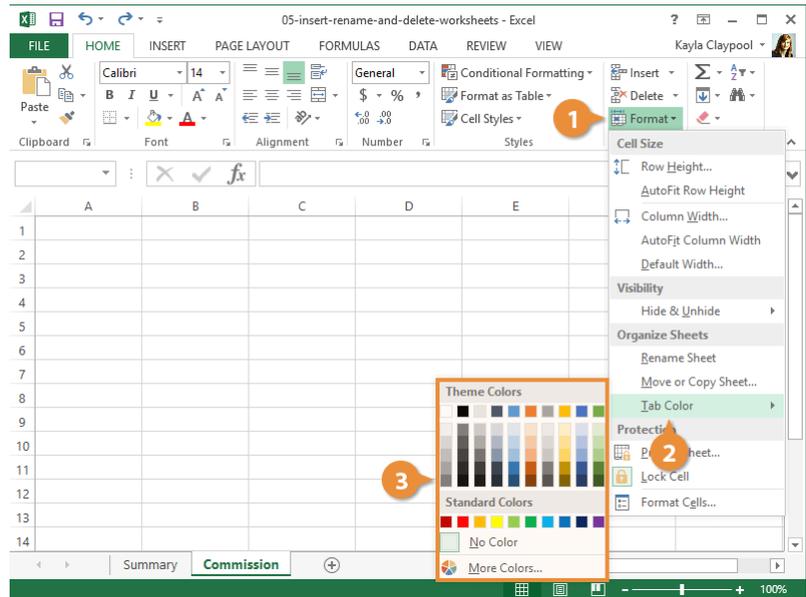


Change Tab Color

You can also keep your worksheets a bit more organized by changing the tab color.

- 1 Click the **Format** button on the Home tab.
- 2 Select **Tab Color**.
Shortcut: Right-click a sheet tab and select **Tab Color**.
- 3 Select a tab color.

Now the tab is shaded with the color you chose.

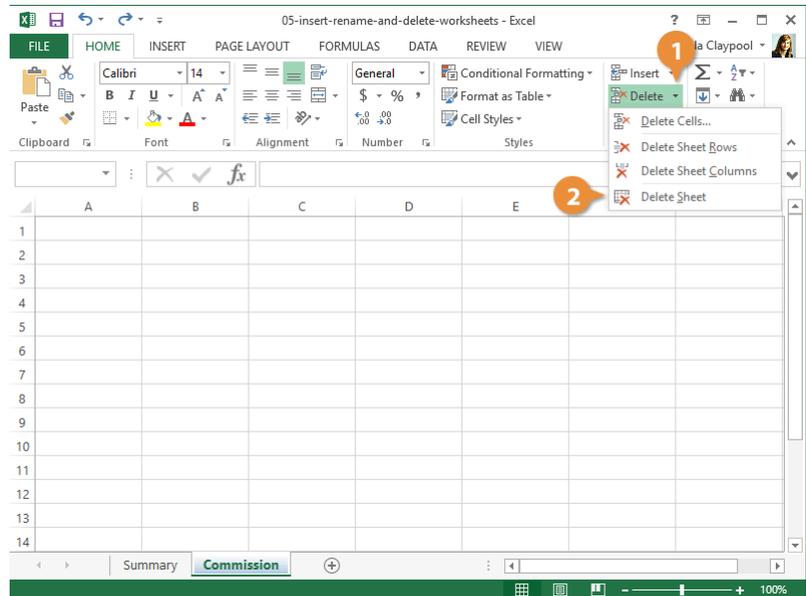


Delete a Worksheet

If you no longer need a sheet, delete it from the workbook.

- 1 Click the **Delete** list arrow on the Home tab.
- 2 Select **Delete Sheet**.
Shortcut: Right-click a sheet tab and select **Delete**.

The worksheet is deleted.



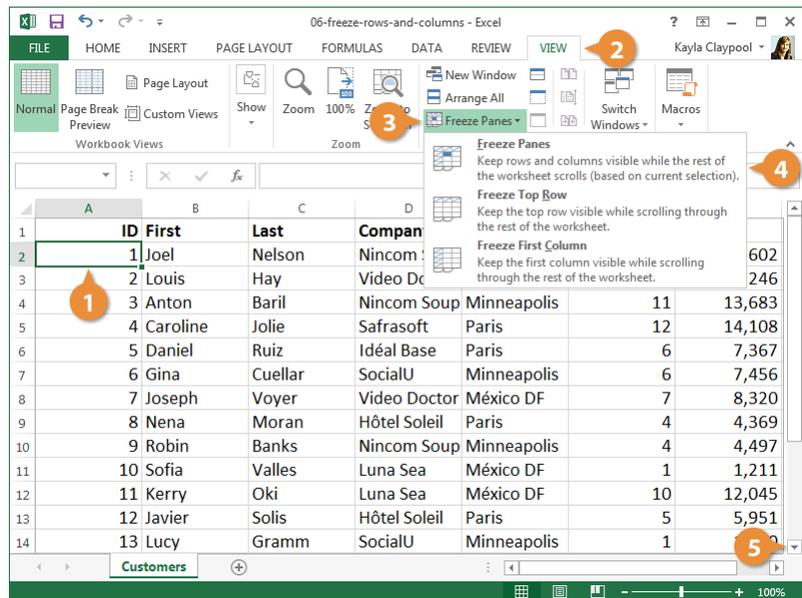
Freeze Rows and Columns

When you're working in large spreadsheets, it can be hard to know what you're looking at once you scroll away from the header rows and columns. To fix this problem, you can freeze part of the worksheet so that even when you scroll, the headings are displayed.

Freeze Rows

When you freeze panes, the rows above and columns to the left of the active cell are immobilized. In order to change the freeze point, you must unfreeze and freeze the cells again.

- 1 Select a cell next to the row and/or column you want to freeze.
Tip: If you select a cell in the first column, only the rows above it will freeze (no columns). If you select a cell in the first row, only the columns to the left will freeze (no rows).
- 2 Click the **View** tab.
- 3 Click the **Freeze Panes** button.
- 4 Select **Freeze Panes**.
- 5 Scroll to verify the cells are frozen.

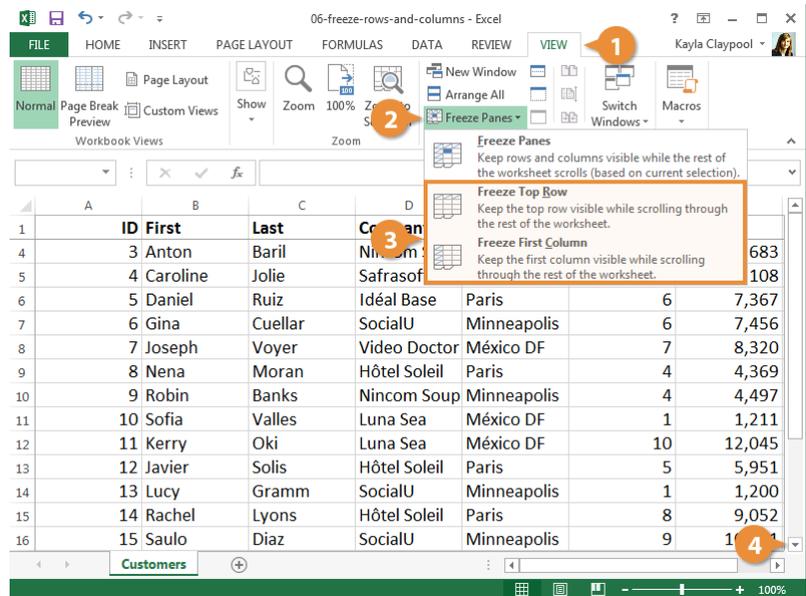


The frozen cells are visible no matter how far you scroll.

Freeze the First Row or Column

When you freeze only the first row or column, it doesn't matter which cell is selected when the freeze is applied.

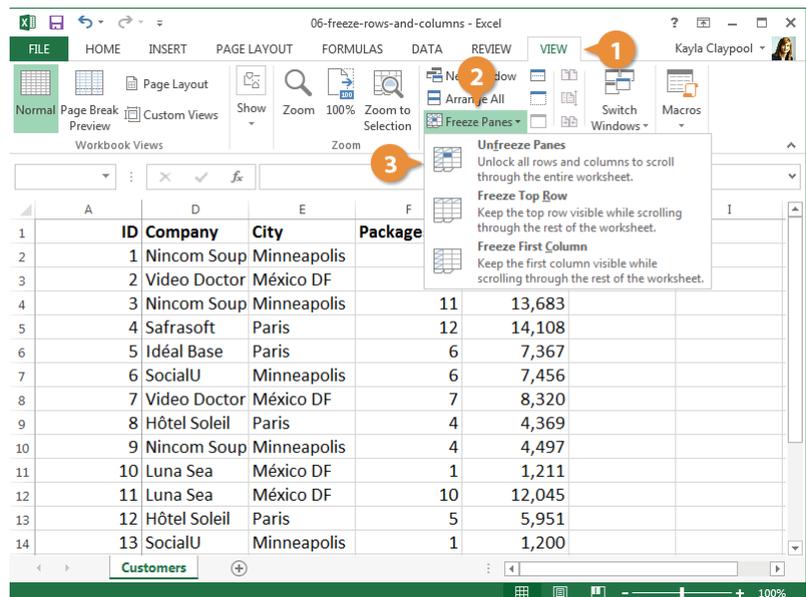
- 1 Click the **View** tab.
- 2 Click the **Freeze Panes** button.
- 3 Select **Freeze Top Row or Freeze First Column**.
 - **Freeze Top Row:** Keeps the top row visible while scrolling through the worksheet.
 - **Freeze First Column:** Keeps the first column visible while scrolling through the worksheet.
- 4 Scroll in the worksheet to verify the freeze is applied.



Unfreeze Panes

If you no longer need the cells in a spreadsheet to be frozen, you can unfreeze them at any time.

- 1 Click the **View** tab.
- 2 Click the **Freeze Panes** button.
- 3 Select **Unfreeze Panes**.



Hide Worksheets and Gridlines

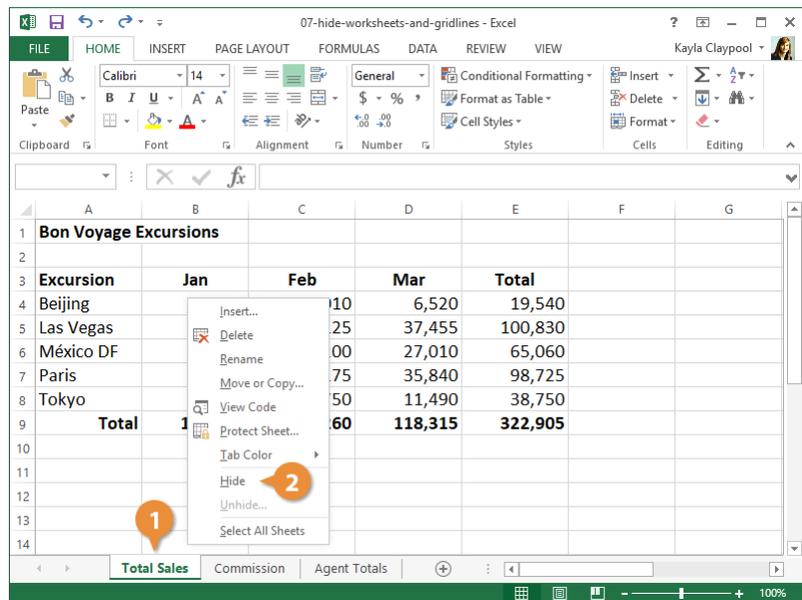
If you have a workbook that you are going to show to others, you may want to hide certain worksheets so some information isn't visible. Hiding a worksheet doesn't delete any data, it just hides the sheet from view temporarily.

Hide a Worksheet

- 1 Right-click the worksheet tab you want to hide.
- 2 Select **Hide** from the context menu.

Tip: You can also click the **Format** button on the ribbon, click **Hide & Unhide**, and then select **Hide Sheet**.

Excel hides the worksheet. Keep in mind, this doesn't protect the spreadsheet. Anyone with access to the file can easily unhide the sheet.



Unhide a Worksheet

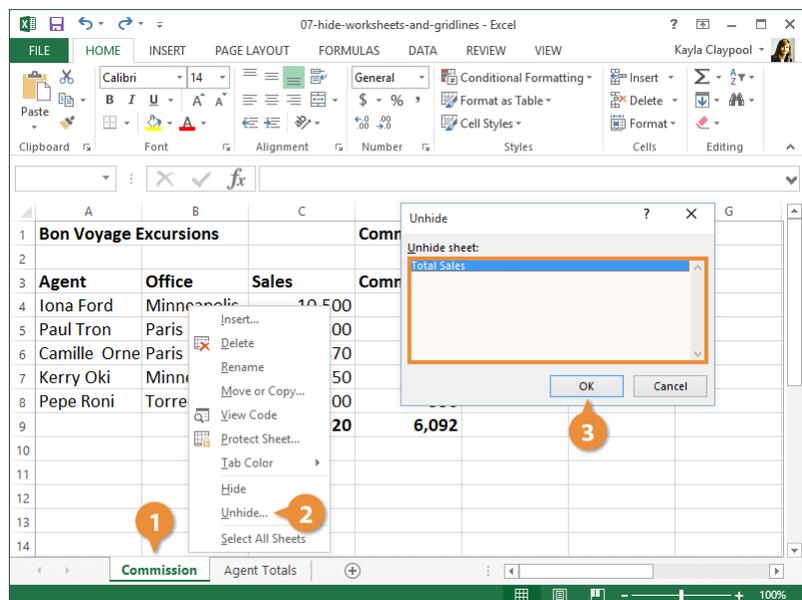
- 1 Right-click any worksheet tab.
- 2 Select **Unhide** from the context menu.

Tip: You can also click the **Format** button on the ribbon, click **Hide & Unhide**, and select **Unhide Sheet**.

The Unhide dialog box appears where you can check for any hidden sheets in the file.

- 3 Select the worksheet you want to unhide and click **OK**.

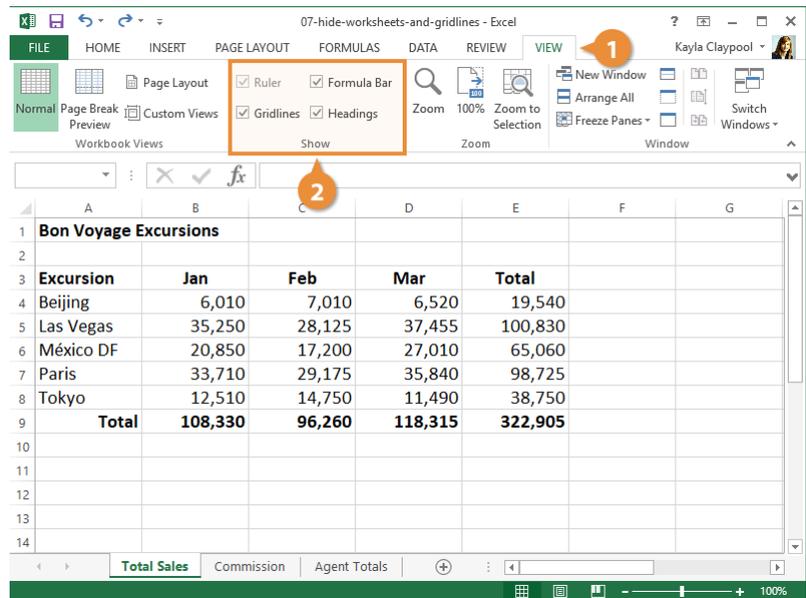
The worksheet is unhidden.



Hide or Display Worksheet Elements

The formula bar, worksheet gridlines, and headings are all on by default. Any of these items can be toggled on or off from the View tab.

- 1 Click the **View** tab.
 - 2 Check or uncheck a worksheet item in the Show group.
- **Ruler:** This option is only available in Page Layout view. The ruler allows you to see and set tab stops, move table borders, and line up objects in the spreadsheet.
 - **Formula Bar:** With the formula bar turned on, you can see and edit formulas in a selected cell.
 - **Gridlines:** These are the lines between the rows and columns in your worksheet that make it easier to read data.
 - **Headings:** Show or hide the column headings (A, B, C, etc.) and row headings (1, 2, 3, etc.) in your workbook.



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www.customguide.com

info@customguide.com

888.903.2432