

Excel 2000

ECDL Modules 1-7

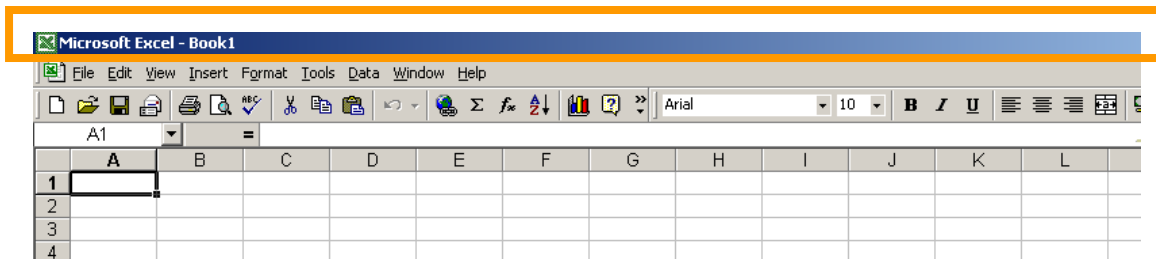


In this lesson you will learn how to:

- *Explore the Workspace*
- *Getting Familiar with the Workspace*
- *Using Number Formats*
- *Rows and Columns*
- *Using Help Functions*
- *Worksheets*
- *Applying Formats*

Please save and Print this lesson. By working alongside of it and practising the lesson as we go you will remember more.

Open up Excel 2000



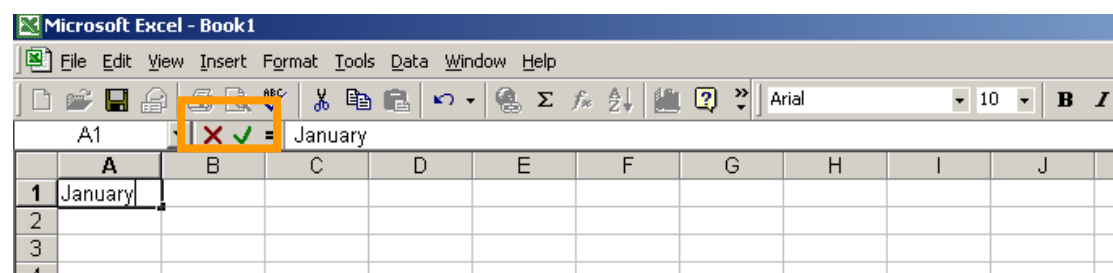
You can see from the above picture that Excel 2000 gives each of its Workbooks a Title, this example is Excel – Book 1, once you save the Worksheet Excel will change the Title Bar to reflect the name you save it under.

Right under the title Bar you can see the Menu Bar, these menus are similar in all instances of Microsoft Office.

Underneath the Menu Bar is the Standard and Formatting Toolbars, which are also similar to other instances of Microsoft Office. Except because this is Excel various extra toolbar buttons appear that we will look at later on.

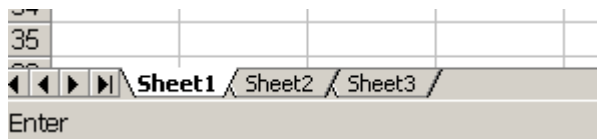
If you do not see the Standard and Formatting Toolbars, go to View/Toolbars and tick the Standard and Formatting toolbars.

Beneath the Standard and Formatting Toolbars is the Formula Bar. The first box is the name of the cell, A1 if you look at A1 you can see that it is emboldened that is because it is selected, or highlighted. Then you can see the = sign this is where the formula for the cell reference goes. If you type in a formula in cell A1 it will automatically be entered into the formula box. Type in January in Cell A1

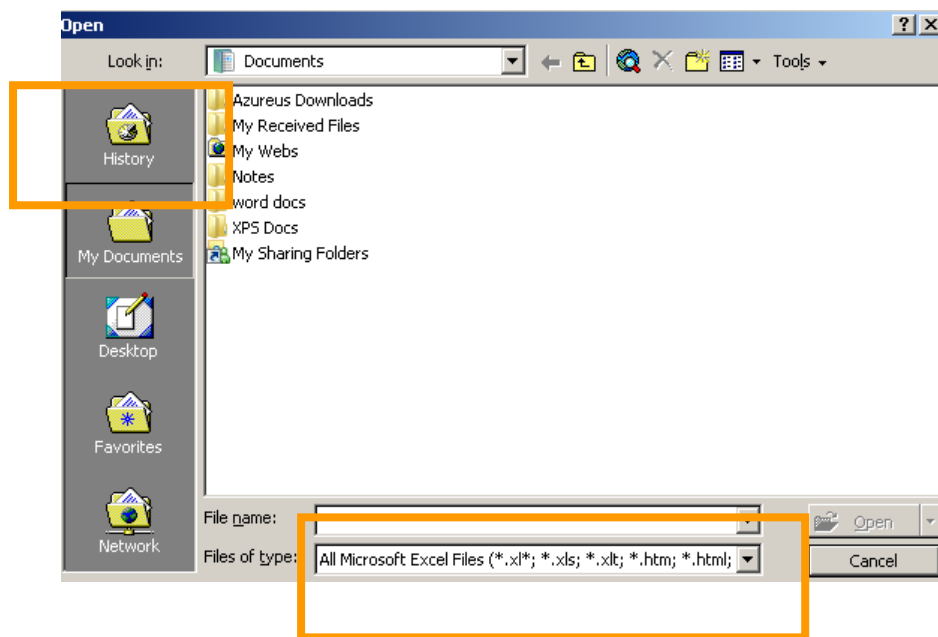


Two symbols have appeared the Red Cross and the Green Tick. You can click on these to enter your text/numbers as correct or not correct.

In an Excel Worksheet there are 256 columns and 65,536 rows, so that is large enough for most people to use. You do not have to use all of them though. Where the Col meets the Row it is called a cell or ref. There are 3 Worksheets in a Workbook, but you can add, delete, or rename sheets. Whenever a particular sheet is used, the title of the Sheet will be emboldened.



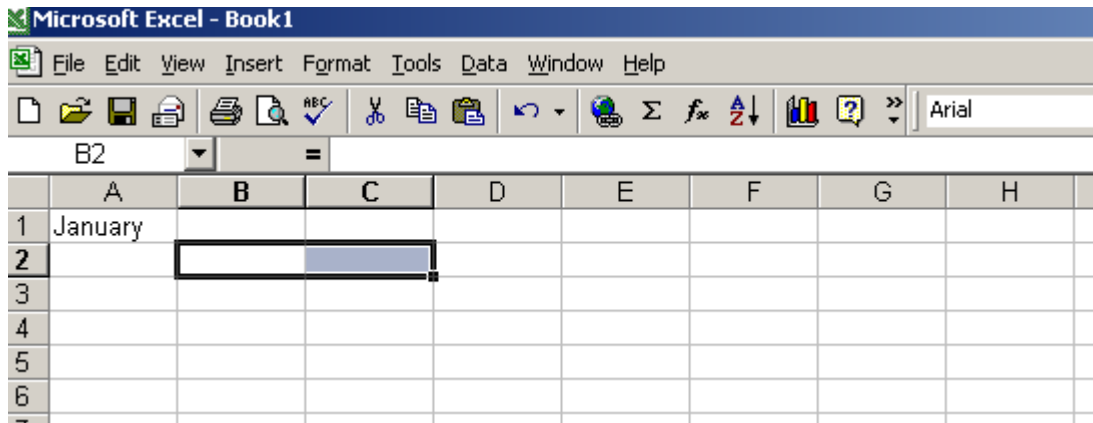
You can work on more than one Workbook in Excel, If you go to File/open and hold down the control key on each of your files, it is then possible to open them all up. In the History Box that is alongside of your files you can view the last 50 documents you have had open. If you look alongside of the bottom of the Files you can see the file types, which should be pointed to Excel types as that is where we are looking from.



I have no Excel files in My Documents. Take a while to hover, over each of the options, until you see a screen tip appear, to let you know what the tool button is for.

Lets go back to Excel 2000 now. To delete a Worksheet Select the title of the sheet at the bottom of the screen. Remember it is emboldened, then go to Edit/Del Sheet. To Rename a Sheet, double click on the Sheet Title and

type over the old name once it is selected or black. To Insert a new Worksheet Select the Worksheet Title and then go to the Insert menu click on Worksheet. If your sheets are not in the right order just click on the Title with your mouse until you see a page icon, then drag it to the correct place where you want it.

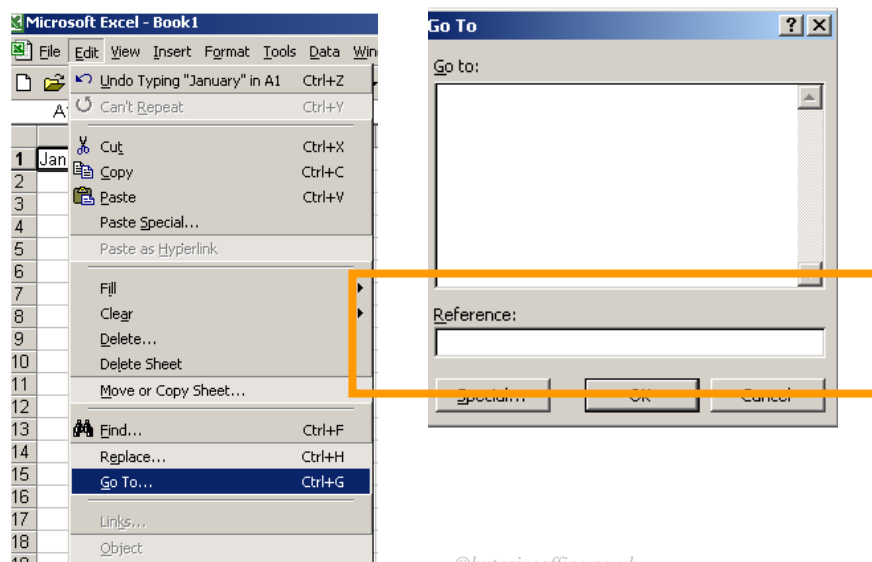


Number Formatting

2 or more cells selected, as shown is known as a range of cells, to select cells click and drag with your mouse. To deselect cells, click anywhere outside of the selection. To move from one cell to the next use the arrow keys. Click on Ctrl Home and Excel 2000 will take you to the first cell in your Worksheet. Ctrl End takes you to the last cell in your Worksheet. The Page Down key will take you one screen down and the Page Up screen will take you one screen up at a time. You can also navigate using the Scroll bars along the right hand side of your screen.

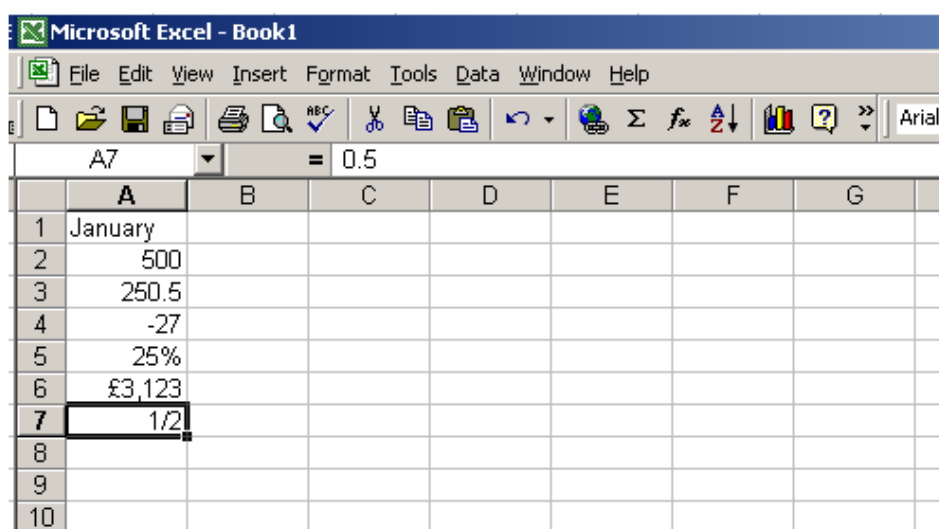
If you press Alt Page Up Excel 2000 will move your Workbook to the right. Alt Page Down moves you to the left of your work.

In the Edit Menu click on Go To



In the Reference box you can type in the cell reference to take you there quickly.

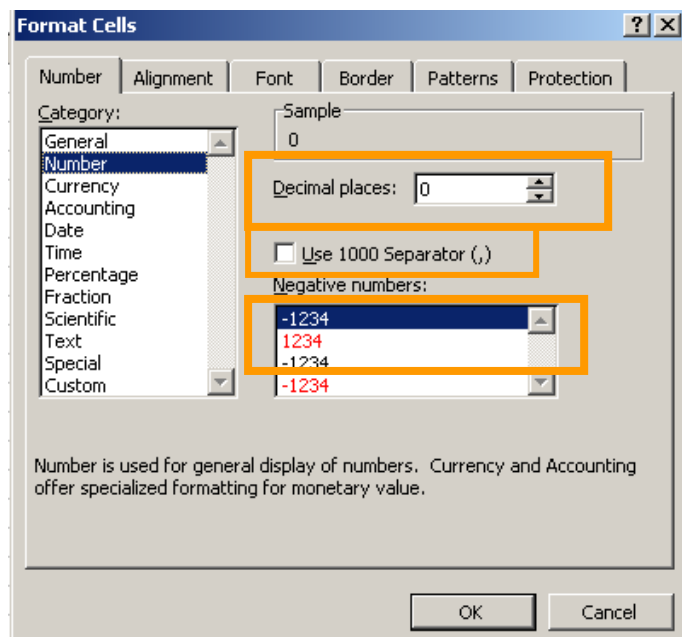
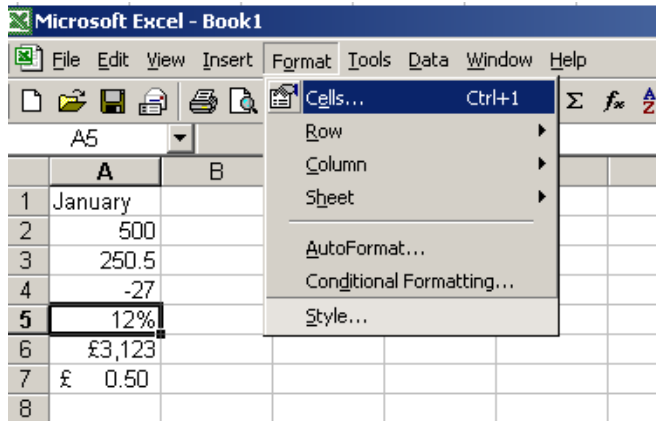
Another way of deselecting your cells is by using the right arrow key. Lets type in some numbers now.



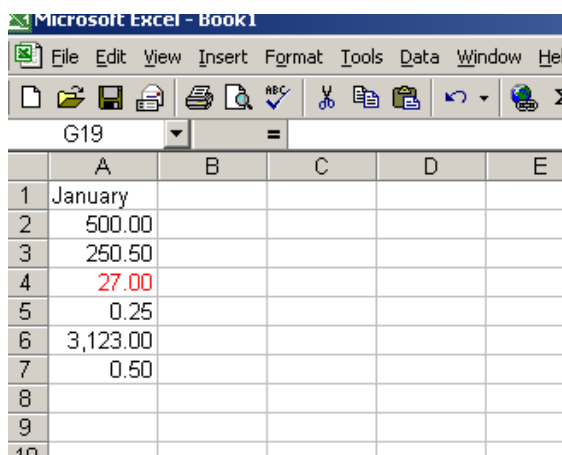
Type in the numbers above. When typing in a fraction it should be preceded by 0 space then the fraction 1/2. Note in the formula bar the fraction is shown as a decimal. As we have selected the fraction, it shows in the formula bar. If you make a mistake and want to override the number, simply type over it and the new formatting will show, or you can click on delete.

The percent 25% cell is now formatted as a Percent Cell so any changes will make it a percent cell. If you type in another number Excel still recognizes the cell as percent. Try it now. In the £ cell Excel recognises this as a pound sign or currency. The decimal 250.5 is really 250.50 but Excel 2000 will be default knock of the last number. So amend your sheet, if you look in the formula bar Excel 2000 will still show the correct formula.

Select all of the Cells in your Worksheet now and then. Go to Format/Cells

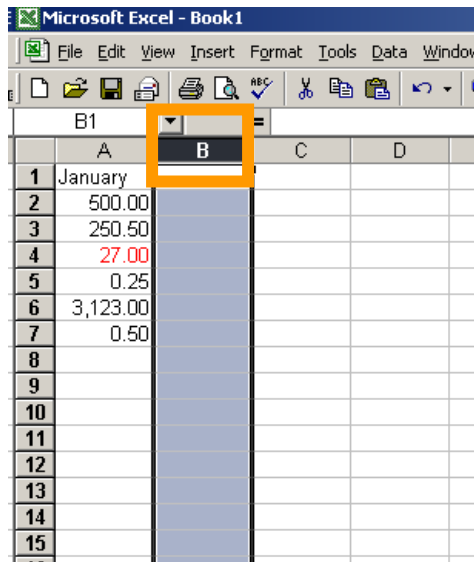


This box will appear. Where we can make changes. In the decimal places, change it to 2. In the Negative numbers change this to the second number. To show negative numbers in red. In the Use 1000 Separator, tick the box. Then click on OK.

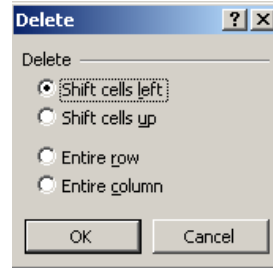


The numbers in our range now look very different. 2 decimal places are shown, the percent becomes a decimal, the fraction becomes a decimal. And the negative number is shown as red. See how easy it is to get Excel 2000 to format cells the way you want them to look.

If you want to select all of the cells that contain numbers press on F5.



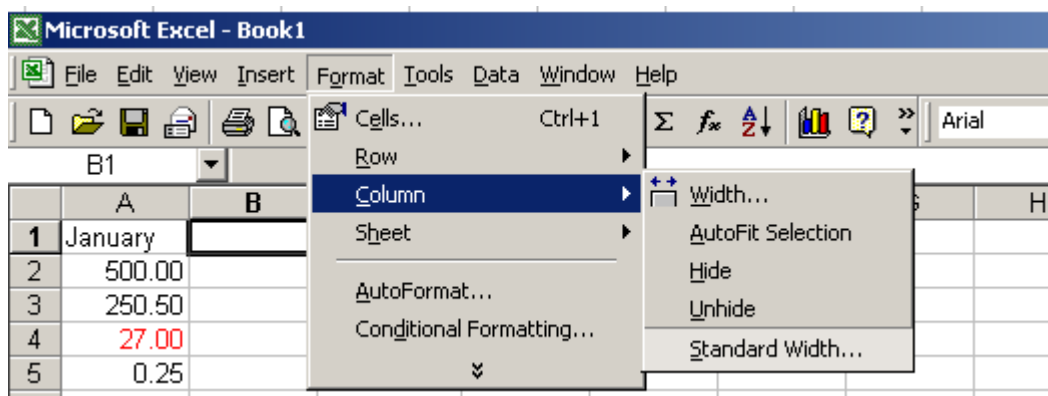
To Select a column Click on the Header of the column. You can delete or expand the width of a column or even insert a column. Click on Insert/Column and that's it. To delete a column Click on Edit/Delete and then chose what you want to delete from the fly out.



You can delete cells to the left/up d

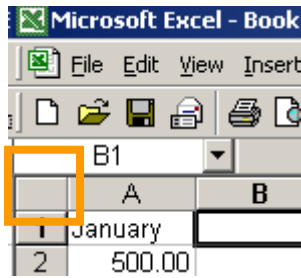
If your numbers are too large for the column, you may not see them but they are still there. Excel 2000 will perform the same calculations. To re-size your column. Go to the Header of the column to re-size, and hover until you see a 2 sided black arrow.

With a line through the middle, this is the re-sizing handle. If you hold it in place and then click you will see the measurement of the column, widen the column by dragging to the left or shorten the column by dragging to the right. Double click on the arrow and you will get an AutoFit.



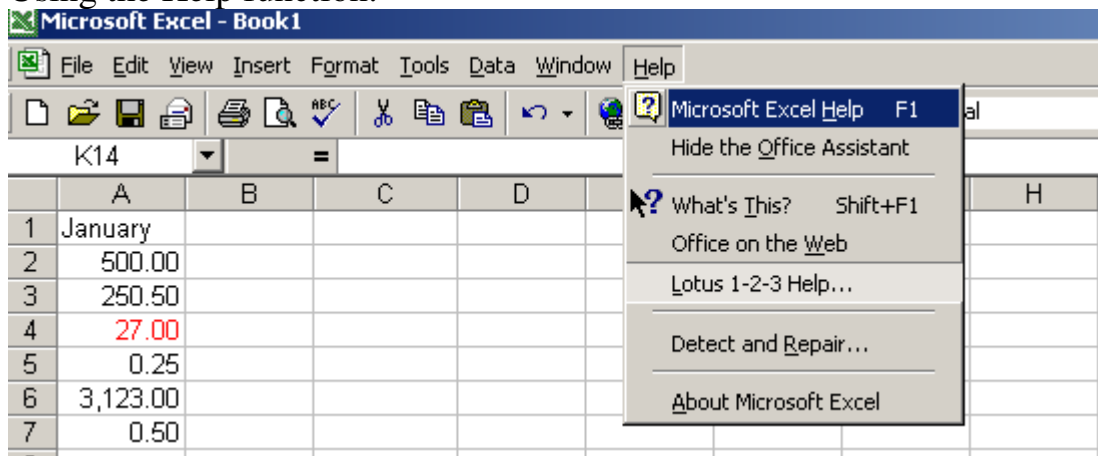
You can also widen the column by going to the menu bar and clicking on Format/Column/Width and change the width or you can chose AutoFit Selection which will fit the column according to the actual need of the numbers or text. To delete rows is the same only chose rows instead of columns.

To select all of your cells. Go to the right of the side of the formula bar and click on the button there.

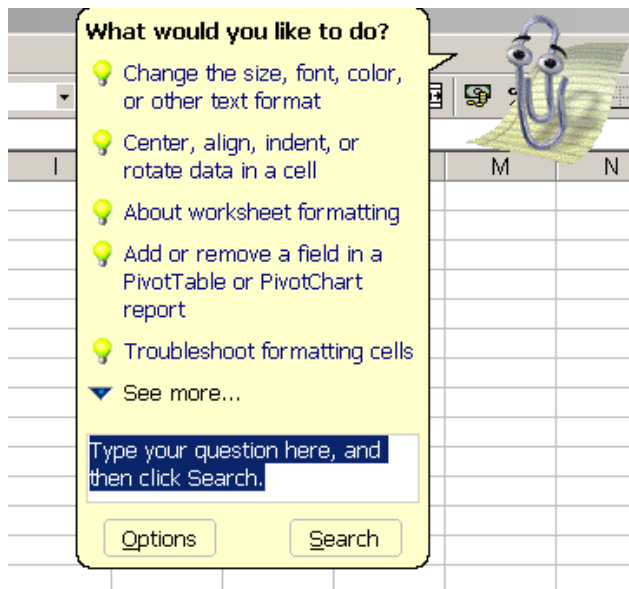


You can also widen a row by selecting it and then hovering until you see the double sided arrow. On the numbers bar. Then just open up the row or close the row to narrow it.

Using the Help function.



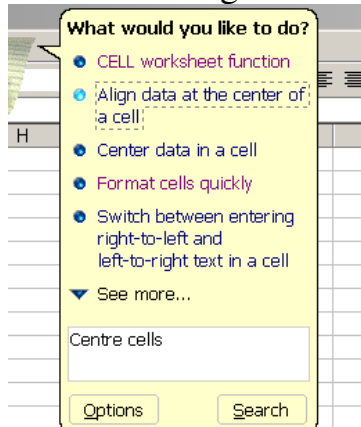
Click on the Help menu bar and then click on Microsoft Excel Help, this will open up the office assistant for you.



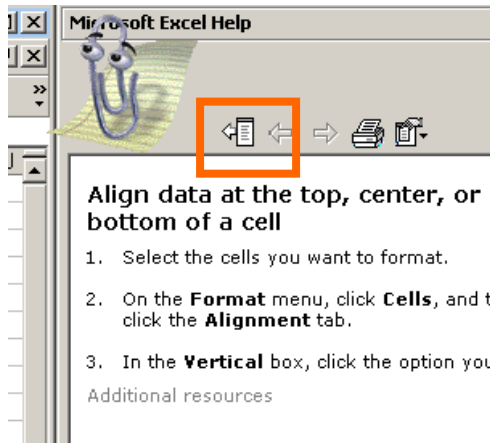
There are various bulleted points for you to look at to see if it will help. Or you can type a question for the Office Assistant to search for. In the options Tab if you click on it, you can change and view options for the Office Assistant itself.

Click on Search

I've typed in a question and now the Office Assistant take me to a different dialogue box.

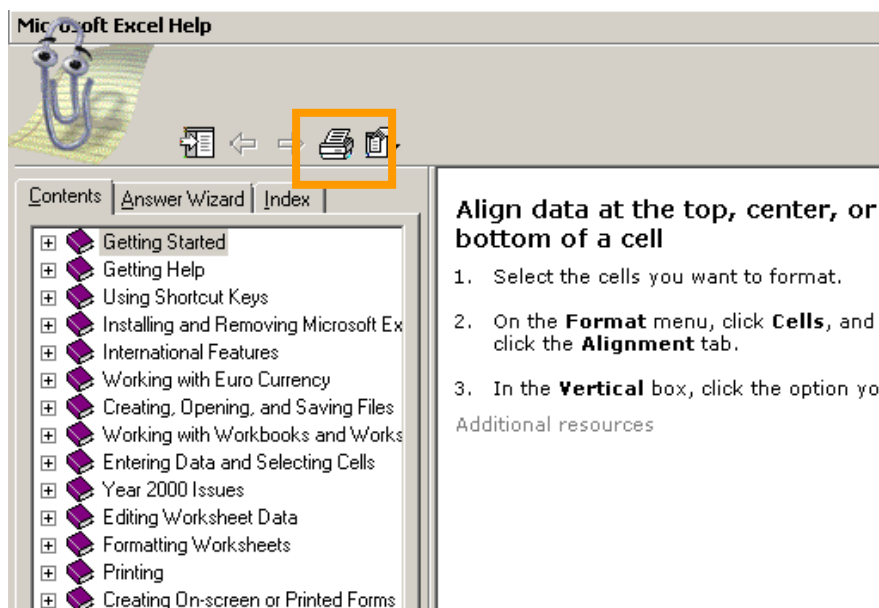


Type in a question for the Office Assistant to find. Here I have typed in centre cells and the various options appear. Align data at the centre of a cell I have chosen. Double click on it to open up the further box.



At the top of the box, click on the arrow to get further details.

Excel 2000 will now offer you lots of help files to look at.



to go back click on the arrow button. Note also that you can print out the help files.

To get extra help on the Web, Click on the Help Menu and Select Office on the web. You will then be taken to Microsoft Office online.

Type in the following text into a new Worksheet and we will Format the Style of the Worksheet.

	1	2	3	4	5	6	7
1	Sales						
2		1st Quarter					
3	Store 1	17200	12900	11200	12400		
4		14110	10000	12350	11350		
5		13000	15875	9650	14575		
6		15200	8900	2560	16700		
7							
8							
9							
10							
11							
12							
13							

Note that I have not added in the text for the 2nd, 3rd, and 4th quarter or the Store numbers. This is because there is an easy way to do this. Click on the 1st Quarter cell, and in the bottom right hand corner of the cell wait until you see a simple black cross. Once you have that, keep dragging along the row to the 4th Quarter.

	1	2	3	4	5
1	Sales				
2		1st Quarter			
3	Store 1	17200	12900	11200	12400
4		14110	10000	12350	11350
5		13000	15875	9650	14575
6		15200	8900	2560	16700
7					
8					
9					
10					

Screen Tips will appear letting you know what your selection is. Once you have done that, let go of the mouse and Excel 2000 will insert the text for you.

Repeat this step down the column to insert Store 2, 3, and 4.

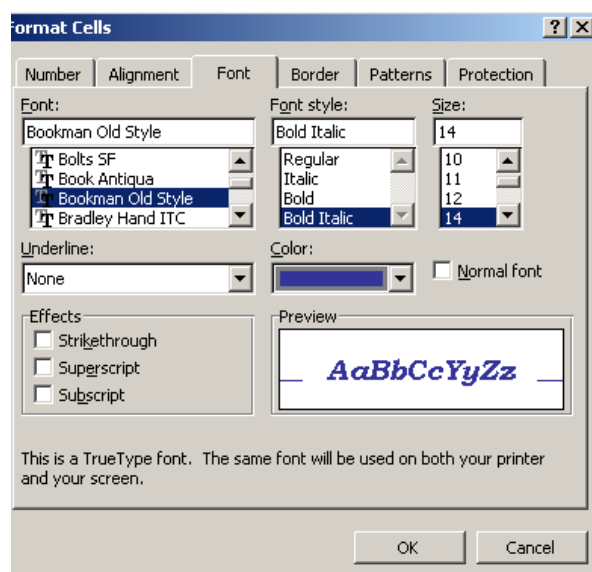
Your Worksheet should now look like this.

	1	2	3	4	5
1	Sales				
2		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
3	Store 1	17200	12900	11200	12400
4	Store 2	14110	10000	12350	11350
5	Store 3	13000	15875	9650	14575
6	Store 4	15200	8900	2560	16700
7					

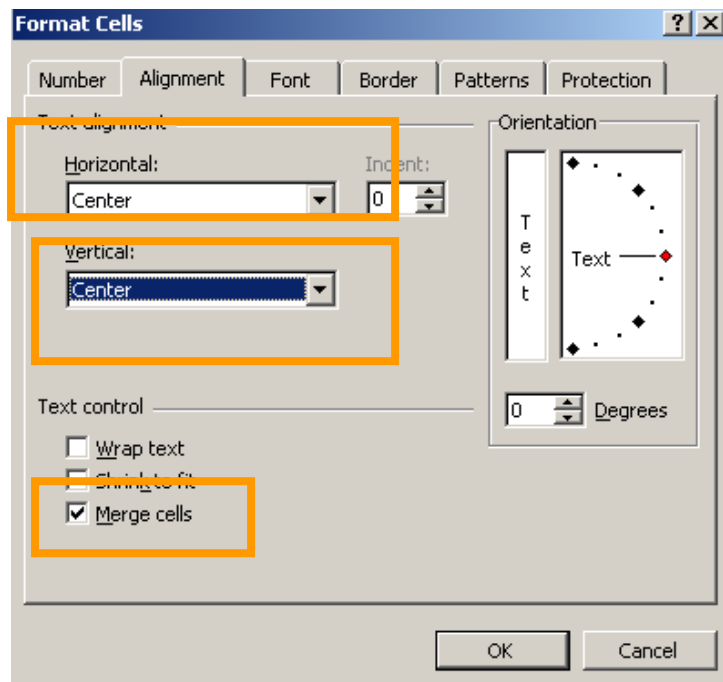
If you type into a cell and make a mistake you can correct the figure with the backspace key. Or you can use the Red Cross in the Formula Bar. If your work is correct, click on Enter or the Green Tick in the Formula Bar.

Now we will Format the Heading and the Cells

Place your cursor in the Sales cell. Go to the Format menu/Format Cells/Font Tab. Change the font Style, Colour, Size and make it Bold/Italic. As shown below.



Then click on the Alignment Tab and make the changes as indicated below.

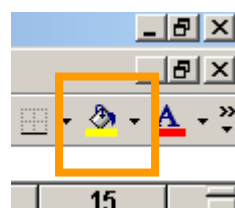


In the Horizontal Box, make the text sit on the centre of the cell. Tick the Merge Cells box as we want to merge and centre the Title click on Centre in the Vertical Box. If you take a while to experiment here you can also Wrap the Text or Shrink to Fit which would make the Font tiny if necessary until it fit the column. Once you have finished looking at the various options click on OK.

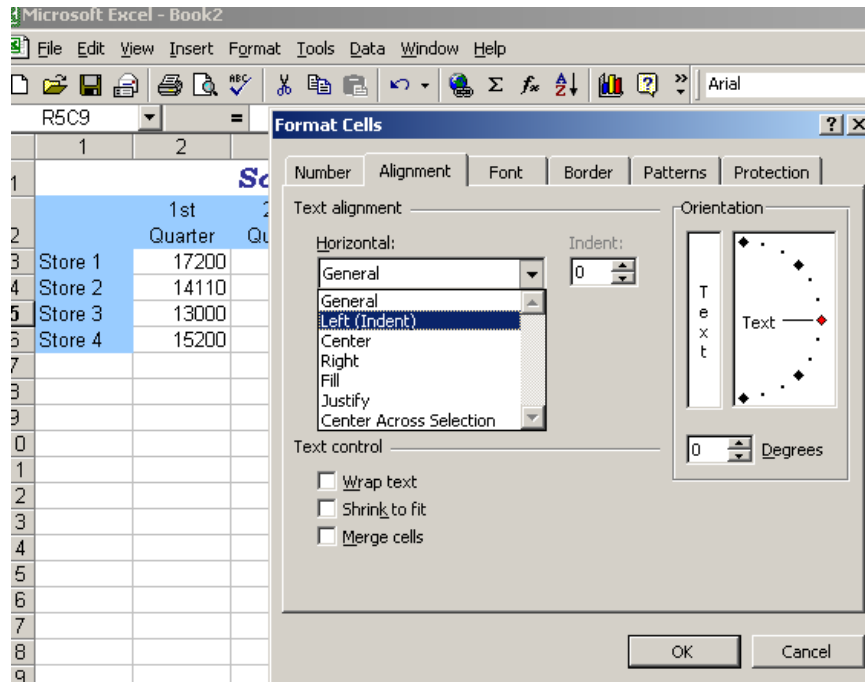
We now want to highlight the 1st Quarter Row, so select the row or highlight it by clicking on the number 2 at the left hand side of the row, until it looks like this below.

	1	2	3	4	5	6
1	Sales					
2	1st Quarte 2nd Quarte 3rd Quarte 4th Quarter					
3	Store 1	17200	12900	11200	12400	
4	Store 2	14110	10000	12350	11350	
5	Store 3	13000	15875	9650	14575	
6	Store 4	15200	8900	2560	16700	
7						
8						
9						

Go to Format/Edit Cells on the menu bar. Click on Wrap Text and Centre in the Horizontal Boxes. Click on OK. Now we will shade the cells, with the 1st Quarter Row selected or highlighted go to the Fill button on the right hand side of your screen on the menu bar. Chose Light Blue, from the colour palette that will open up if you click on the arrow alongside of the Fill button.



Repeat for the Store column. Next we want to Left Align our numbers, so go to Format/Cells/Alignment and choose Left Indent, click on OK



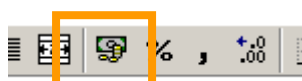
Our Worksheet now looks like this. But we still need to do a bit of work on the numbers, so select all of the numbers by clicking in the first number cell and dragging until you have all of the cells highlighted or selected. Do not drag when you have the black cross as that will just copy the cells, look for the white cross and then drag to select the numbers.

	1	2	3	4	5	6	7
1	Sales						
2		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		
3	Store 1	17200	12900	11200	12400		
4	Store 2	14110	10000	12350	11350		
5	Store 3	13000	15875	9650	14575		
6	Store 4	15200	8900	2560	16700		
7							
8							
9							

Number Cells Highlighted

	1	2	3	4	5
1	Sales				
2		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
3	Store 1	17200	12900	11200	12400
4	Store 2	14110	10000	12350	11350
5	Store 3	13000	15875	9650	14575
6	Store 4	15200	8900	2560	16700

Go to your menu bar and click on the currency or dollar sign, it depends on what you have formatted your Worksheets too.

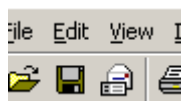


Click on the button and that's the end of our formatting. If you see the \$ button here, you can change that by going to Format/Cells/Number Tab and then Clicking on Currency. Change the Currency in the drop down arrow on the currency box.

	1	2	3	4	5	6
1	Sales					
2		2nd				
3		1st Quarter	Quarter	3rd Quarter	4th Quarter	
4	Store 1	£17,200.00	£12,900.00	£11,200.00	£12,400.00	
5	Store 2	£14,110.00	£10,000.00	£12,350.00	£11,350.00	
6	Store 3	£13,000.00	£15,875.00	£9,650.00	£14,575.00	
7	Store 4	£15,200.00	£8,900.00	£2,560.00	£16,700.00	

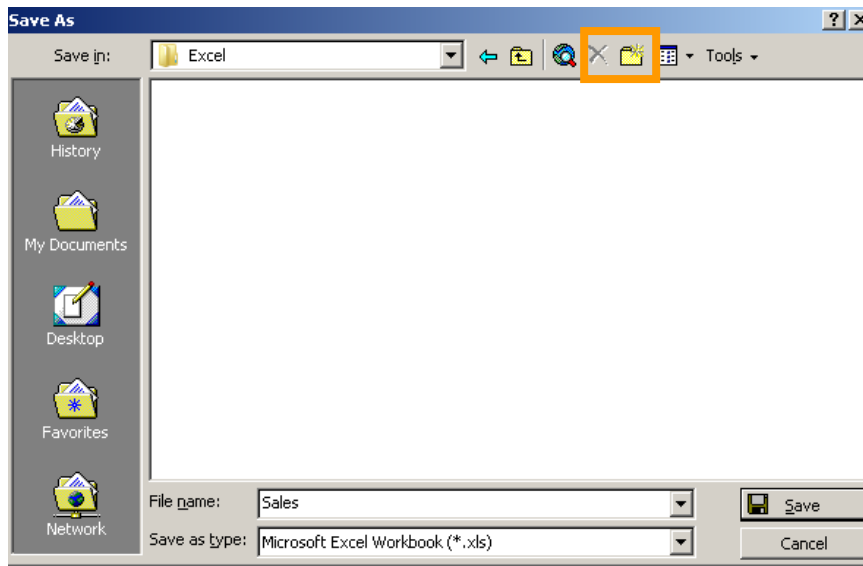
You can see that the £ signs have been added along with the decimal places for the pence.

To save your work, click on the Save button on the Menu Toolbar.



you will be taken to the Save menu, chose where you want your work to be saved, top box and then name the file, middle box, to ensure it will be saved as an Excel file, look in the bottom box, it is possible to save it as whatever files are in the save type box.

I've made a folder for all of my Excel Files, to create a new folder click on the New Folder Icon.



New Folder
Icon

Name your file as Save and then click on Save.
The title in your workbook will now reflect the name change.

That is the end of this lesson on ECDL Modules 1-7.

Well Done!

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- *Getting Familiar with the Workspace*
- *Using Number Formats*
- *Rows and Columns*
- *Using Help Functions*
- *Worksheets*
- *Apply Formats*
- *Save your work*