

Lesson 1

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Working in the Excel Environment

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Learn how to:

- ◆ Open & Save a workbook file
- ◆ Navigate through a workbook & worksheet
- ◆ Enter, Edit, and Delete data
- ◆ Use AutoComplete and AutoCorrect to speed data entry
- ◆ Move and Copy cells and sheets
- ◆ Write and edit simple formulas

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Workbook, Worksheet, Spreadsheet

- ◆ Worksheet is like an accountant's ledger, with numbers, text, and calculations arranged in rows and columns
 - ✓ Spreadsheet is synonymous to worksheet, and is used to convey that it is so much bigger than a typical manual worksheet, that you have to spread it out to see the whole worksheet
- ◆ Workbook contains one or more worksheets

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Moving around in a Workbook

- ◆ Select worksheet by clicking on the sheet tabs
 - ✓ located at the bottom of each sheet
- ◆ You can select multiple sheets at a time
 - ✓ Hold down SHIFT key while clicking tabs
- ◆ You can also use the sheet scroll buttons
 - ✓ located at the bottom left hand side

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Moving around in a Worksheet

- ◆ Worksheet consists of Columns and rows
 - ✓ Columns identified with A, B, C...
 - ✓ Rows identified with 1, 2, 3....
- ◆ The intersection of a row & a column is a CELL (basic reference unit)
 - ✓ identified as A1, B12, etc.,
- ◆ You can select a single cell or a (rectangular) range of cells

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Entering & Editing Data

- ◆ Select the cell where information is to appear
- ◆ Just start typing
 - ✓ pressing ESC cancels the entry
- ◆ Excel automatically identifies if information being entered is text or numbers
 - ✓ numbers are aligned to the right (default)
 - ✓ text is aligned to the left (default)

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Freezing Panes

- ◆ You can freeze certain rows and/or columns so that they are visible irrespective of where in the worksheet you are working
 - ✓ useful feature when you are working with big worksheets
 - ✓ use Window | Freeze Panes command; all rows and columns before the active cell will be frozen
 - ✓ use Window | Unfreeze Panes to cancel freezing

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Writing Formulas (or is it Formulae)

- ◆ One of the main features of spreadsheets (calculating numbers)
- ◆ You can do basic arithmetic (+, -, *, /) or use from the many predefined functions (Average, Standard Deviation, etc.)
- ◆ Every formula begins with =
 - ✓ Example: =B5 + 200 (add the number in the cell B5 and the number 200)

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