

Lesson 2

Lesson 2

Setting Up a Worksheet

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Learn how to:

- ◆ Add a keyword to a file to quickly find it later
- ◆ Name a worksheet
- ◆ Delete worksheets
- ◆ Set column widths
- ◆ Add comments to a worksheet to document it
- ◆ Control data entry with Data Validation
- ◆ Print a worksheet

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Lesson 2

Creating & Saving a Workbook

◆ Keywords

- ✓ Defining Keywords as part of the file properties helps later in searching for specific files
- ✓ Use File | Properties command. Then enter the appropriate keyword in the keywords section
 - ◆ found under the Summary tab, in the Properties dialog box

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3

Naming a Worksheet

- ◆ A Workbook contains several Worksheets.
- ◆ The default names are Sheet1, Sheet2, etc.,
- ◆ Sheet names can be changed to more meaningful names.
 - ✓ Double-click the the sheetname tab (found at the bottom of your workbook)
 - ✓ Type the new name and press Enter

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4

Lesson 2

Building a Worksheet

- ◆ Have a mental plan of the overall structure you want to have for the worksheet
- ◆ Start by building a template of worksheet
 - ✓ Enter all the constant information like labels, headings, column headings etc.
 - ✓ Format the text (bold, font, justification etc.,)
 - ✓ Set column widths to match the text in the cells
 - ✓ Provide appropriate documentation using the comment feature
 - ◆ Click on the required cell;
 - ◆ Use the Insert | Comment command

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Adding Formulas

- ◆ To complete building the worksheet, you need to add all the computational details
 - ✓ Move on to Lesson for details on adding Formulas!!

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