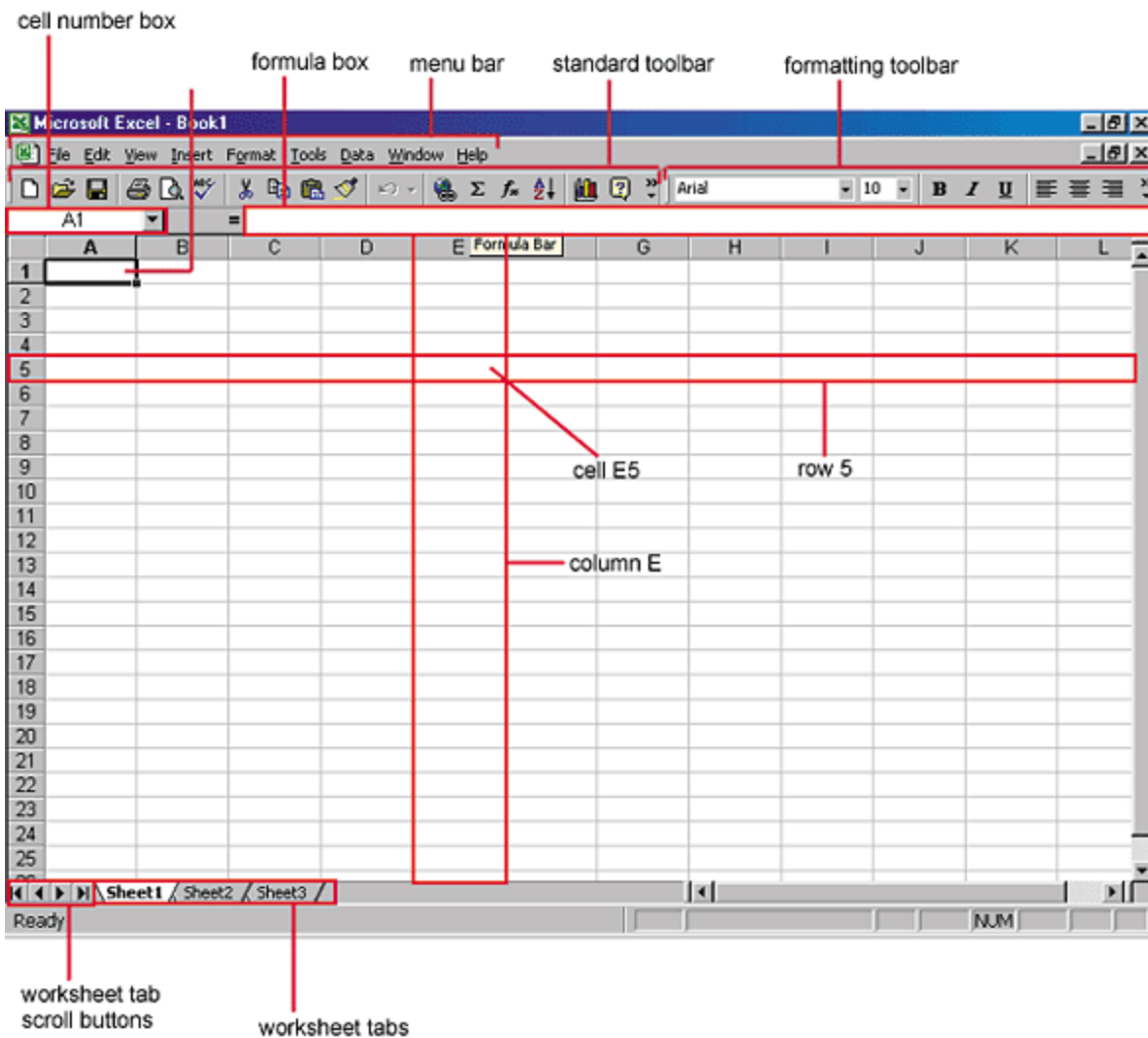


Microsoft Excel 2000

Excel allows you to create spreadsheets much like paper ledgers that can perform automatic calculations. Each Excel file is a **workbook** that can hold many **worksheets**. The worksheet is a grid of **columns** (designated by letters) and **rows** (designated by numbers). The letters and numbers of the columns and rows (called **labels**) are displayed in gray buttons across the top and left side of the worksheet. The intersection of a column and a row is called a **cell**. Each cell on the spreadsheet has a **cell address** that is the column letter and the row number. Cells can contain either text, numbers, or mathematical formulas.

Microsoft Excel 2000 Screen Elements

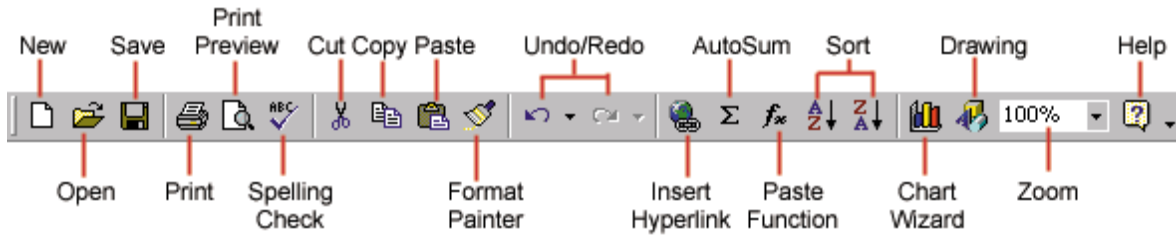


Adding and Renaming Worksheets

The worksheets in a workbook are accessible by clicking the worksheet tabs just above the status bar. By default, three worksheets are included in each workbook. To add a sheet, select **Insert|Worksheet** from the menu bar. To rename the worksheet tab, right-click on the tab with the mouse and select **Rename** from the shortcut menu. Type the new name and press the **ENTER** key.

The Standard Toolbar

This toolbar is located just below the menu bar at the top of the screen and allows you to quickly access basic Excel commands.



New - Select **File|New** from the menu bar, press **CTRL+N**, or click the **New** button to create a new workbook.

Open - Click **File|Open** from the menu bar, press **CTRL+O**, or click the **Open** folder button to open an existing workbook.

Save - The first time you save a workbook, select **File|Save As** and name the file. After the file is named click **File|Save**, **CTRL+S**, or the Save button on the standard toolbar.

Print - Click the Print button to print the worksheet.

Print Preview - This feature will allow you to preview the worksheet before it prints.

Spell Check - Use the spell checker to correct spelling errors on the worksheet.

Cut, Copy, Paste, and Format Painter - These actions are explained in the [Modifying A Worksheet](#) section.

Undo and Redo - Click the backward **Undo** arrow to cancel the last action you performed, whether it be entering data into a cell, formatting a cell, entering a function, etc. Click the forward **Redo** arrow to cancel the undo action.

Insert Hyperlink - To insert a hyperlink to a web site on the Internet, type the text into a cell you want to be the link that can be clicked with the mouse. Then, click the Insert Hyperlink button and enter the web address you want the text to link to and click **OK**.

Autosum, Function Wizard, and Sorting - These features are discussed in detail in the [Functions](#) tutorial.

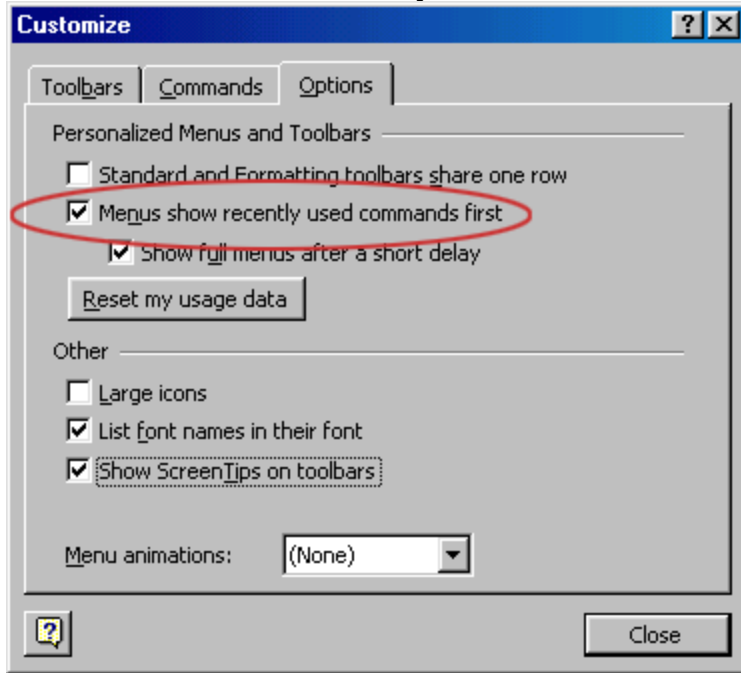
Zoom - To change the size that the worksheet appears on the screen, choose a different percentage from the Zoom menu.

Menus

Unlike previous versions of Excel, the menus in Excel 2000 initially list only the commands you have recently used. To view all options in each menu, click the double arrows at the bottom of the menu. If you would like to revert to the way older versions of Excel displayed menu options, follow these steps:

1. Select **View|Toolbars|Customize** from the menu bar.
2. Click on the **Options** tab.

- Uncheck the **Menus show recently used commands first** check box.



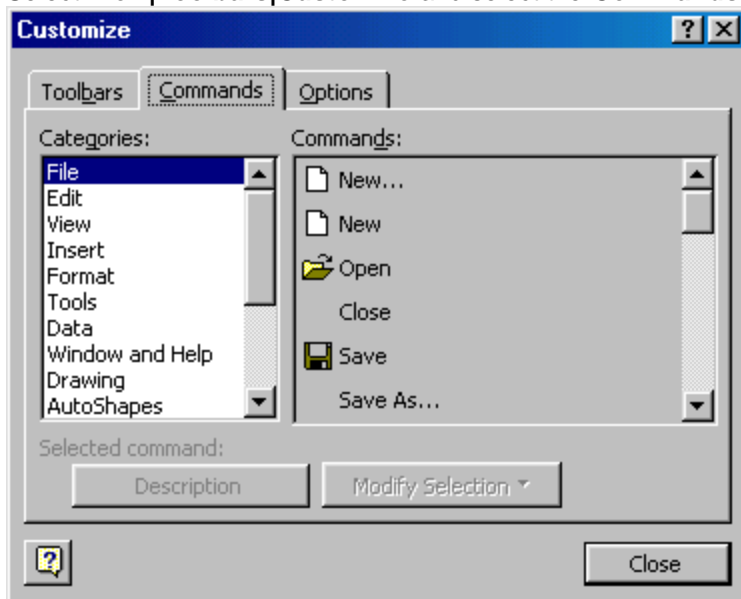
Toolbars

Many toolbars displaying shortcut buttons are available. Select **View|Toolbars** from the menu bar to select more toolbars.

Customize Toolbars

Customizing toolbars allows you to delete certain shortcut buttons from a toolbar if you do not use them and add the shortcut buttons for commands you use often.

- Select **View|Toolbars|Customize** and select the **Commands** tab.



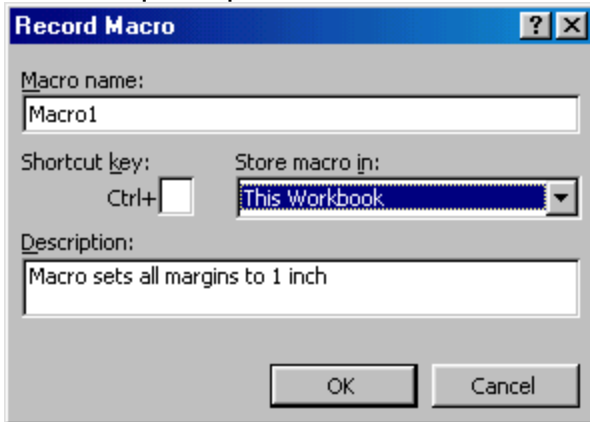
- By clicking on the command categories in the **Categories** box, the commands will change in the **Commands** box to the right.
- Select the command you would like to add to the toolbar by selecting it from the **Commands** box.

4. Drag the command with the mouse to the desired location on the toolbar and release the mouse button. The shortcut button should now appear on the toolbar.
5. Remove buttons from the toolbars by reversing these steps. Highlight the button on the toolbar, drag it off the toolbar with the mouse, and release the mouse button.

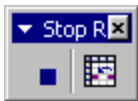
Recording A Macro

Macros can speed up any common editing sequence you may execute in an Excel spreadsheet. In this example we will make a simple macro that will set all the margins on the page to one inch.

1. Click **Tools|Macro|Record New Macro** from the menu bar.



2. Name the macro in the **Macro name** field. The name cannot contain spaces and must not begin with a number.
3. If you would like to assign a shortcut key to the macro for easy use, enter the letter under **Shortcut key**. Enter a lower case letter to make a CTRL+number shortcut and enter an upper case letter to assign a CTRL+SHIFT+number shortcut key. If you select a shortcut key that Excel already uses, your macro will overwrite that function.
4. Select an option from the **Store macro in** drop-down menu.
5. Enter a description of the macro in the **Description** field. This is for your reference only so you remember what the macro does.
6. Click **OK** when you are ready to start recording.
7. Select options from the drop down menus and Excel will record the options you choose from the dialog boxes, such as changing the margins on the Page Setup window. Select **File|Page Setup** and change all the margins to 1". Press **OK**. Replace this step with whatever commands you want your macro to execute. Select only options that modify the worksheet. Toggle actions such as **View|Toolbars** that have no effect on the worksheet will not be recorded.

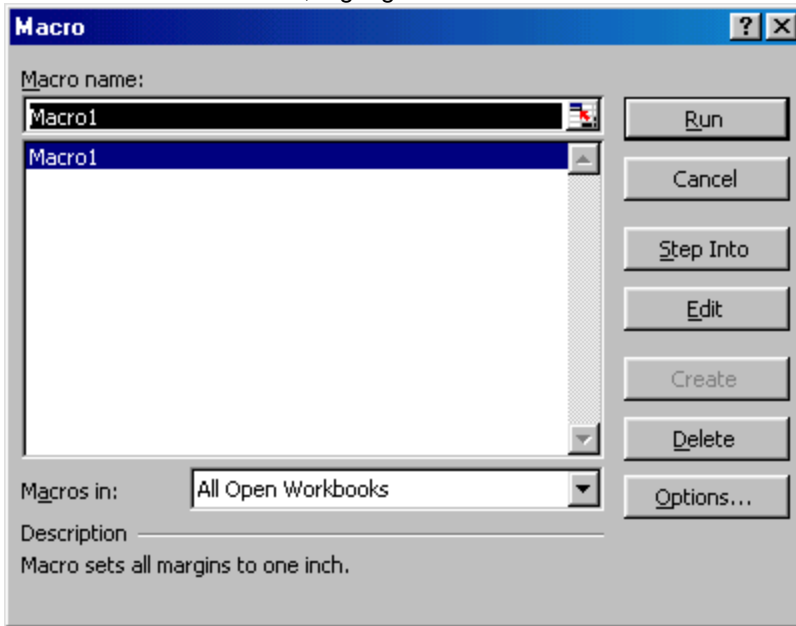


8. Click the **Stop** button the recording toolbar. The macro is now saved.

Running A Macro

1. To run a macro you have created, select **Tools|Macro|Macros** from the menu bar.

- From the **Macros** window, highlight the **Macro name** in the list and click **Run**.



- If the macro is long and you want to stop it while it is running, press **BREAK** (hold **CTRL** and press **PAUSE**).

Moving Through Cells

Use the mouse to select a cell you want to begin adding data to and use the keyboard strokes listed in the table below to move through the cells of a worksheet.

Movement	Key stroke
One cell up	up arrow key
One cell down	down arrow key or ENTER
One cell left	left arrow key
One cell right	right arrow key or TAB
Top of the worksheet (cell A1)	CTRL+HOME
End of the worksheet (last cell containing data)	CTRL+END
End of the row	CTRL+right arrow key
End of the column	CTRL+down arrow key
Any cell	File Go To menu bar command

Adding Worksheets, Rows, and Columns

- Worksheets** - Add a worksheet to a workbook by selecting **Insert|Worksheet** from the menu bar.
- Row** - To add a row to a worksheet, select **Insert|Rows** from the menu bar, or highlight the row by clicking on the row label, right-click with the mouse, and choose **Insert**.
- Column** - Add a column by selecting **Insert|Columns** from the menu bar, or highlight the column by click on the column label, right-click with the mouse, and choose **Insert**.

Resizing Rows and Columns

There are two ways to resize rows and columns.

1. **Resize a row** by dragging the line below the label of the row you would like to resize. **Resize a column** in a similar manner by dragging the line to the right of the label corresponding to the column you want to resize.
- OR -
2. Click the row or column label and select **Format|Row|Height** or **Format|Column|Width** from the menu bar to enter a numerical value for the height of the row or width of the column.

Selecting Cells

Before a cell can be modified or formatted, it must first be selected (highlighted). Refer to the table below for selecting groups of cells.

Cells to select	Mouse action
One cell	click once in the cell
Entire row	click the row label
Entire column	click the column label
Entire worksheet	click the whole sheet button
Cluster of cells	drag mouse over the cells or hold down the SHIFT key while using the arrow keys

To activate the contents of a cell, double-click on the cell or click once and press **F2**.

Moving and Copying Cells

Moving Cells

To cut cell contents that will be moved to another cell select **Edit|Cut** from the menu bar or click the **Cut** button on the standard toolbar.

Copying Cells

To copy the cell contents, select **Edit|Copy** from the menu bar or click the **Copy** button on the standard toolbar.

Pasting Cut and Copied Cells

Highlight the cell you want to paste the cut or copied content into and select **Edit|Paste** from the menu bar or click the **Paste** button on the standard toolbar.

Drag and Drop

If you are moving the cell contents only a short distance, the drag-and-drop method may be easier. Simply drag the highlighted border of the selected cell to the destination cell with the mouse.

Freeze Panes

If you have a large worksheet with column and row headings, those headings will disappear as the worksheet is scrolled. By using the Freeze Panes feature, the headings can be visible at all times.

1. Click the label of the row below the row that should remain frozen at the top of the worksheet.
2. Select **Window|Freeze Panes** from the menu bar.

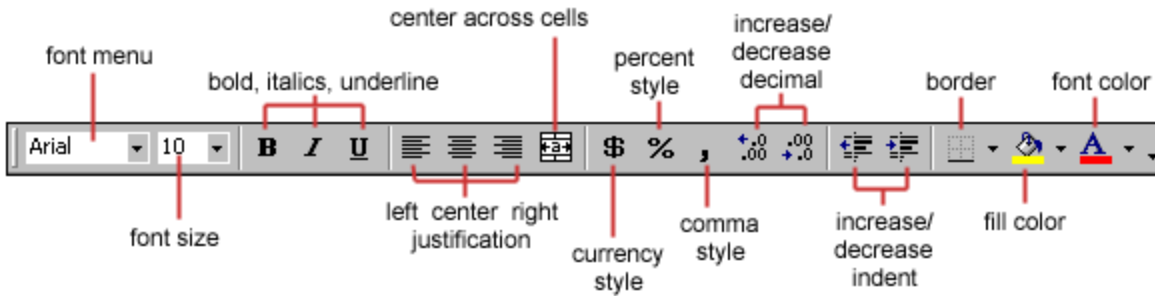
3. To remove the frozen panes, select **Window|Unfreeze Panes**.

	A	B	C	D	E
1		January	February	March	April
6	Class 5	34	23	48	29
7	Class 6	54	71	24	48
8	Class 7	34	23	34	24
9	Class 8	45	34	34	34
10	Class 9	43	54	54	23
11	Class 10	23	34	34	71
12	Class 11	42	45	33	23
13	Class 12	28	34	34	34
14	Class 13	29	23	23	54
15	Class 14	48	71	71	34
16	Class 15	24	23	23	45
17	Class 16	22	34	34	28

Freeze panes has been added to row 1 in the image above. Notice that the row numbers skip from 1 to 6. As the worksheet is scrolled, row 1 will remain stationary while the remaining rows will move.

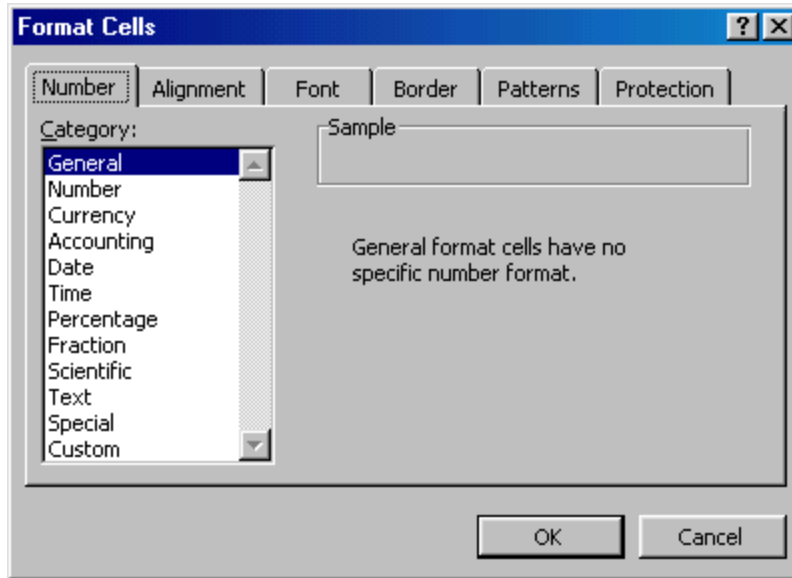
Formatting Toolbar

The contents of a highlighted cell can be formatted in many ways. Font and cell attributes can be added from shortcut buttons on the formatting bar. If this toolbar is not already visible on the screen, select **View|Toolbars|Formatting** from the menu bar.



Format Cells Dialog Box

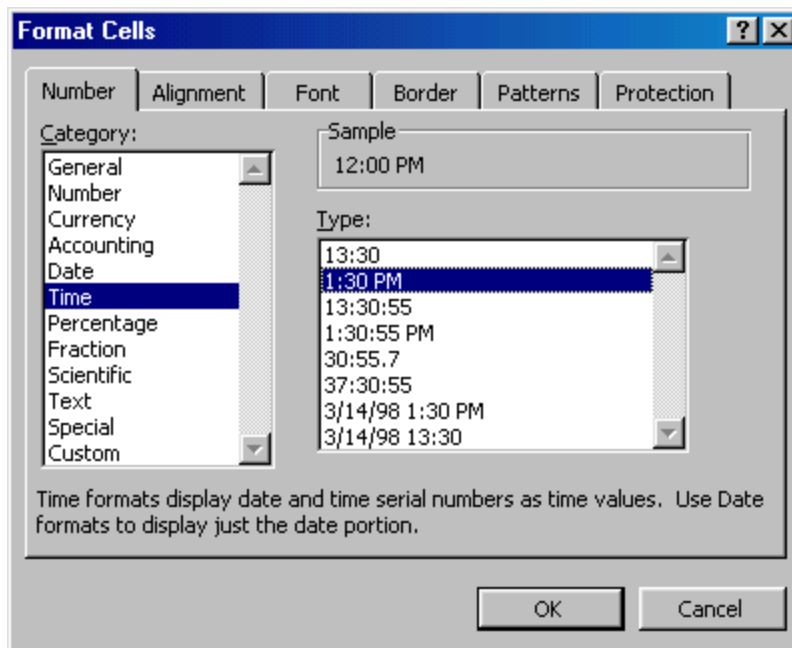
For a complete list of formatting options, right-click on the highlighted cells and choose **Format Cells** from the shortcut menu or select **Format|Cells** from the menu bar.



- **Number tab** - The data type can be selected from the options on this tab. Select **General** if the cell contains text and number, or another numerical category if the cell is a number that will be included in functions or formulas.
- **Alignment tab** - These options allow you to change the position and alignment of the data with the cell.
- **Font tab** - All of the font attributes are displayed in this tab including font face, size, style, and effects.
- **Border and Pattern tabs** - These tabs allow you to add borders, shading, and background colors to a cell.

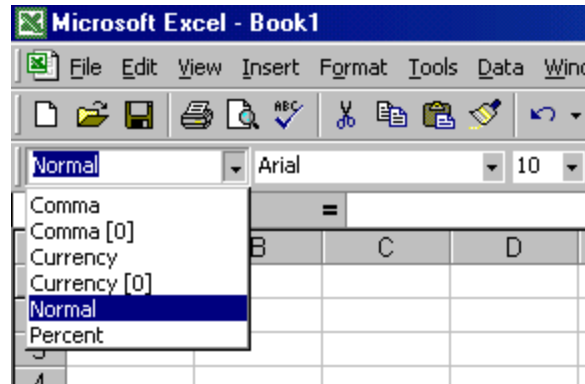
Dates and Times

If you enter the date "January 1, 2001" into a cell on the worksheet, Excel will automatically recognize the text as a date and change the format to "1-Jan-01". To change the date format, select the **Number** tab from the **Format Cells** window. Select "Date" from the **Category** box and choose the format for the date from the **Type** box. If the field is a time, select "Time" from the **Category** box and select the type in the right box. Date and time combinations are also listed. Press **OK** when finished.



Styles

The use of styles in Excel allow you to quickly format your worksheet, provide consistency, and create a professional look. Select the Styles drop-down box from the formatting toolbar (it can be added by customizing the toolbar). Excel provides several preset styles:

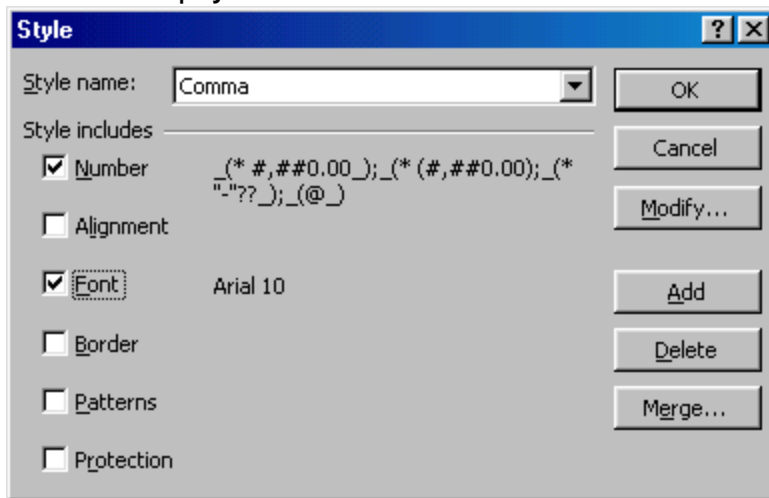


- **Comma** - Adds commas to the number and two digits beyond a decimal point.
- **Comma [0]** - Comma style that rounds to a whole number.
- **Currency** - Formats the number as currency with a dollar sign, commas, and two digits beyond the decimal point.
- **Currency [0]** - Currency style that rounds to a whole number.
- **Normal** - Reverts any changes to general number format.
- **Percent** - Changes the number to a percent and adds a percent sign.

Style Dialog Box

Create your own styles from the Style Dialog Box.

1. Highlight the cell(s) you want to add a style to.
2. Select **Format|Style...** from the menu bar.

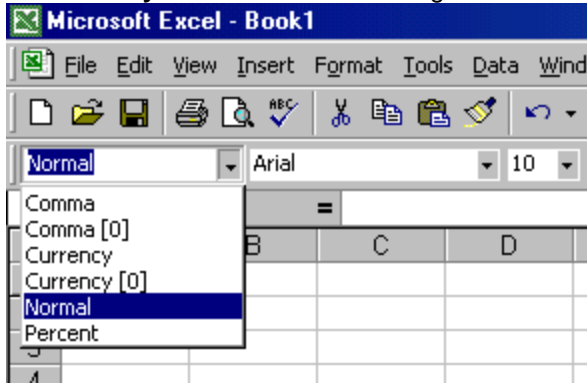


3. Modify the attributes by clicking the **Modify** button.
4. Check all the items under **Style includes** that the style should format.
5. Click **Add** to preview the formatting changes on the worksheet.
6. Highlight the style you want to apply to the paragraph and click **Apply**.

Create a New Style

1. Select the cell on the worksheet containing the formatting you would like to set as a new style.

- Click the **Style** box on the Formatting toolbar so the style name is highlighted.



- Delete the text in the Style box and type the name of the new style.
- Press **ENTER** when finished.

Format Painter

A handy feature on the standard toolbar for formatting text is the Format Painter. If you have formatted a cell with a certain font style, date format, border, and other formatting options, and you want to format another cell or group of cells the same way, place the cursor within the cell containing the formatting you want to copy. Click the **Format Painter** button in the standard toolbar (notice that your pointer now has a paintbrush beside it). Highlight the cells you want to add the same formatting to.

To copy the formatting to many groups of cells, double-click the **Format Painter** button. The format painter remains active until you press the **ESC** key to turn it off.

AutoFormat

Excel has many preset table formatting options. Add these styles by following these steps:

- Highlight the cells that will be formatted.

	A	B	C	D
1	Textbook	Quantity	Price	
2	Biology	4	\$99.99	
3	Chemistry	2	\$79.95	
4	Calculus	7	\$65.99	
5	English	12	\$49.99	

- Select **Format|AutoFormat** from the menu bar.