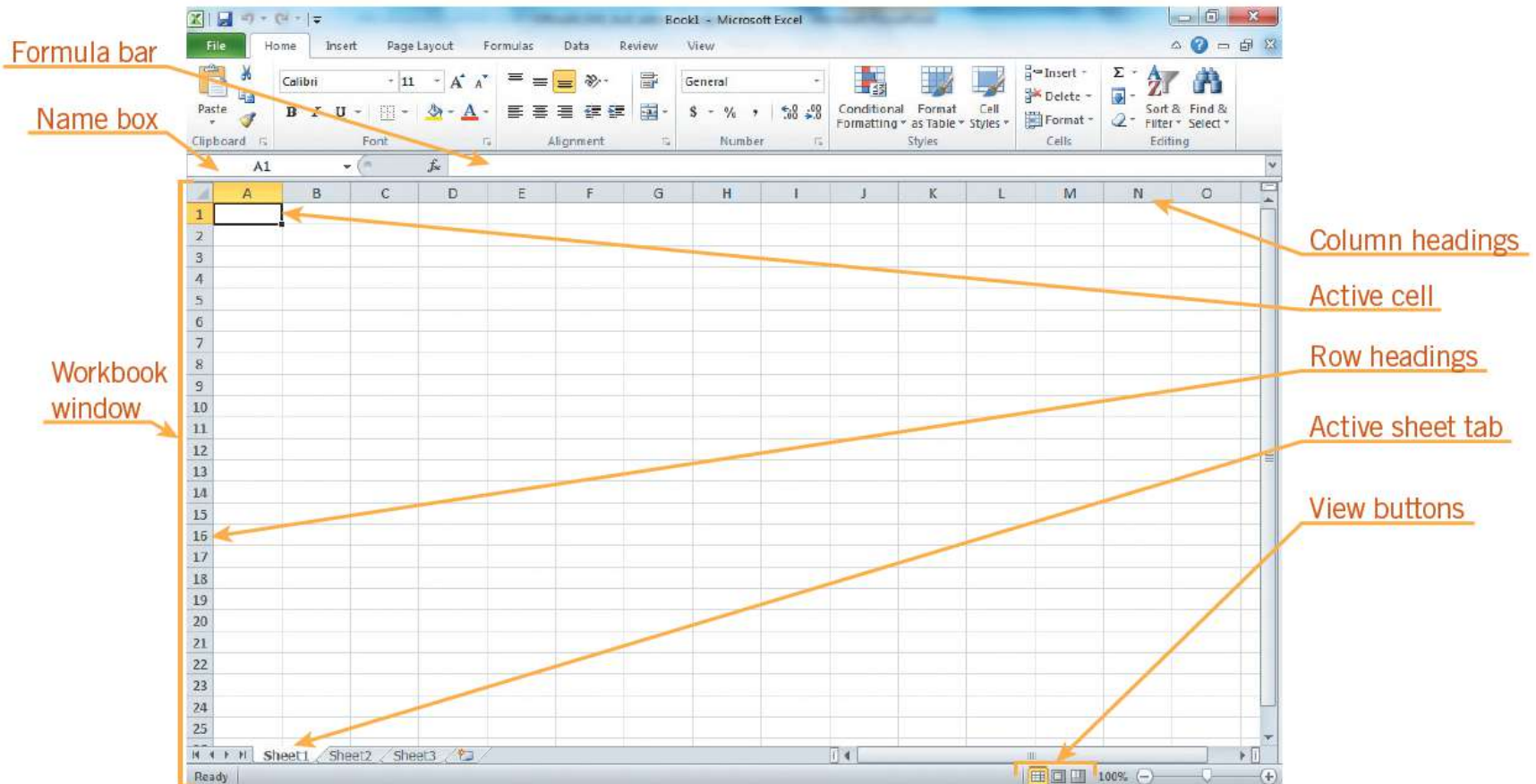# Excel
Understanding Excel Fundamentals

Introduction

- Spreadsheet software is used to calculate, analyze, and visually represent numerical data.

Examining the Excel Program Window

▶ **An Excel file is called a workbook; a worksheet is the grid with columns and rows where you enter and summarize data.**

▶ **Columns are displayed vertically; rows are displayed horizontally.**

▶ **The rectangle where a column and row intersect is a cell, identified** by a **cell reference**. The cell that is selected is the **active cell**.

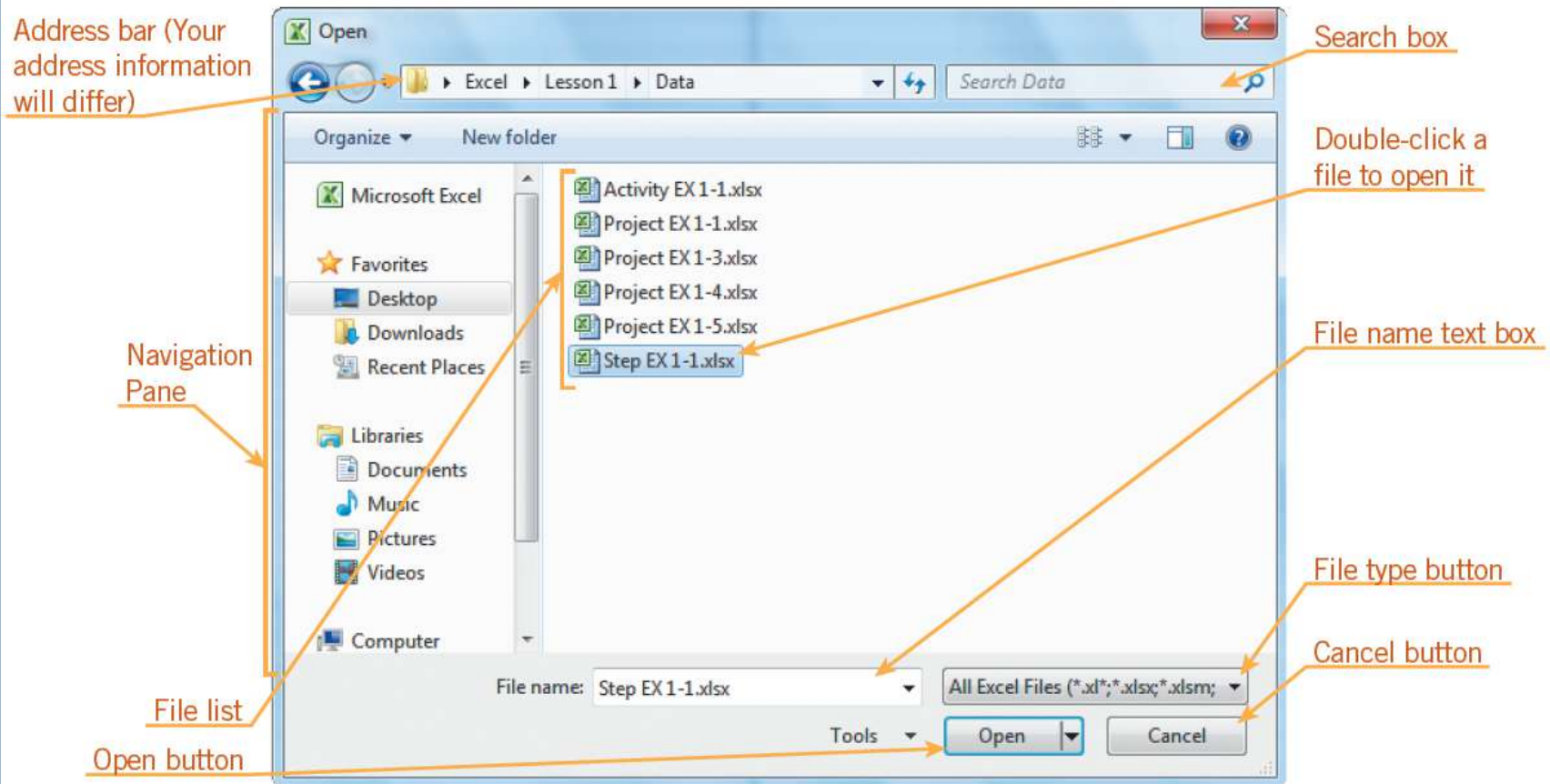**Computers/ICT**   **VMHS**

Examining the Excel Program Window (continued)

▶ Excel program window

Starting Excel and Opening an Existing Workbook

▶ Open dialog box
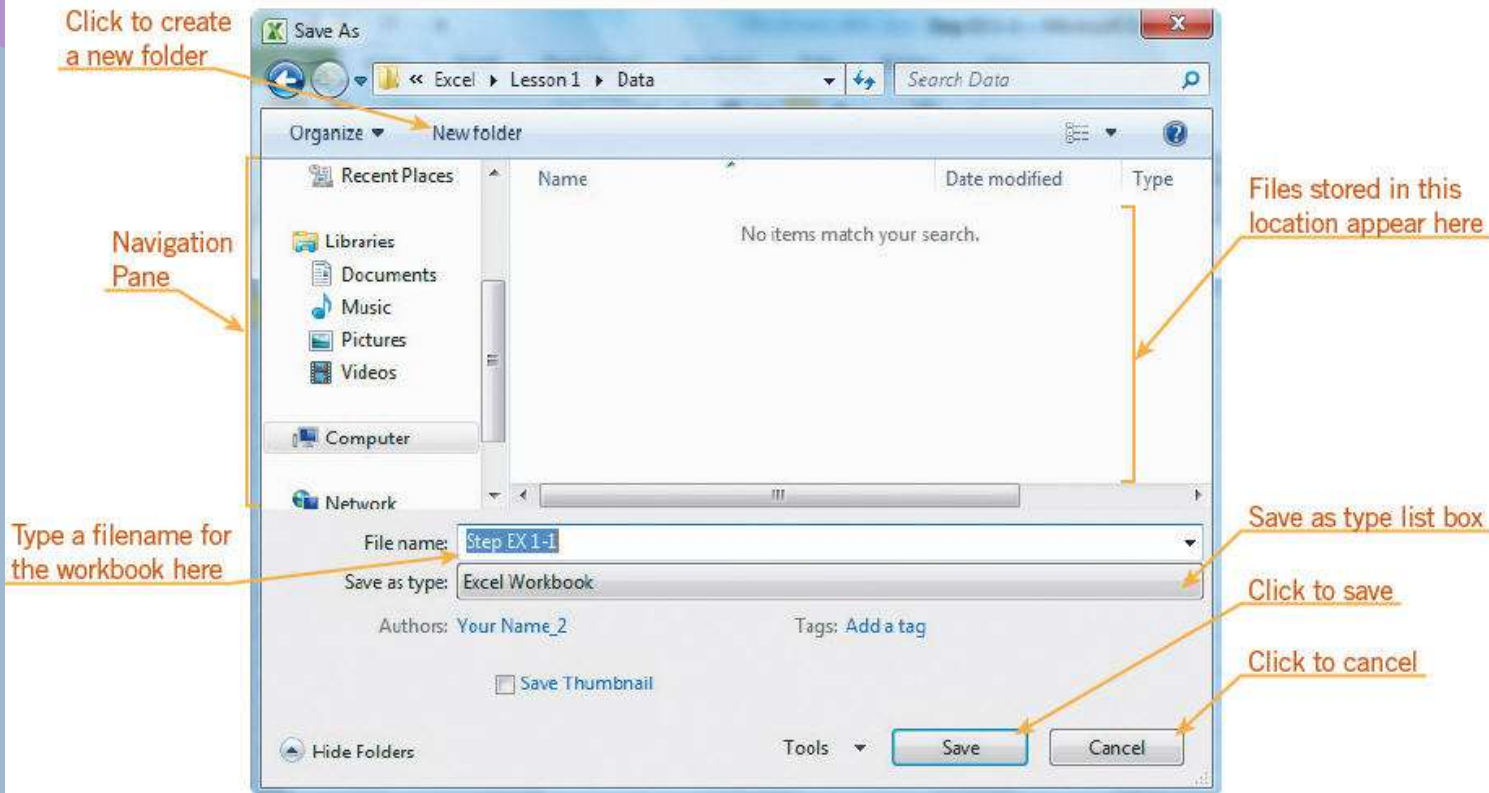
Navigating in a Worksheet

▶ **Use the Keyboard:**

▶ Using keystrokes to navigate the worksheet

PRESS KEY(S)	TO MOVE
Left arrow ←	One cell to the left
Right arrow →	One cell to the right
Up arrow ↑	One cell up
Down arrow ↓	One cell down
Page Up	Up one screen
Page Down	Down one screen
Home	To the first cell of a row
Ctrl+Home	To cell A1 at the beginning of the worksheet
Ctrl+End	To last cell of the worksheet containing data or formatting

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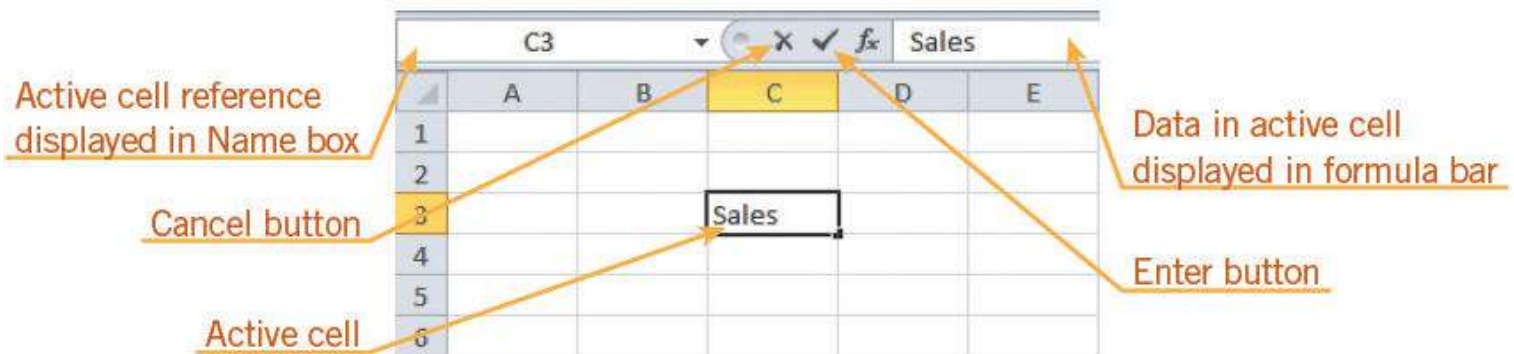
Saving Workbooks

▶ Save As dialog box

▶ Selected range

Selecting Cells

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Entering Data

▸ As you enter data in a cell, it is displayed in the active cell and in the formula bar.

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Entering Data (continued)

▶ **Understanding Data Types:**

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Editing Cell Contents

▶ Select a cell, type new data, and press the Enter key to replace the original cell contents.

▶ Edit or delete data directly in the cell by selecting the cell and pressing F2 or by double-clicking the cell.

▶ Remove or type new data by selecting the cell and clicking in the formula bar.

▶ To remove all the data from a cell, right-click a cell and click the Clear Contents command or use the Clear button in the Editing group of the Home tab.

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Using Undo and Redo

▶ Use the Quick Access Toolbar to reverse, undo, or redo your most recent action

Undo and Redo buttons on the
Quick Access Toolbar

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Managing Worksheets

▶ **Renaming a Worksheet:**

▶ **Inserting a Worksheet:**

▶ Click the Insert Worksheet button; click the Insert button arrow in the Cells group on the Home, and then click Insert Sheet; right-click a sheet tab and click Insert on the shortcut

▶ menu

Double-click a sheet tab to select the sheet name

Insert Worksheet button

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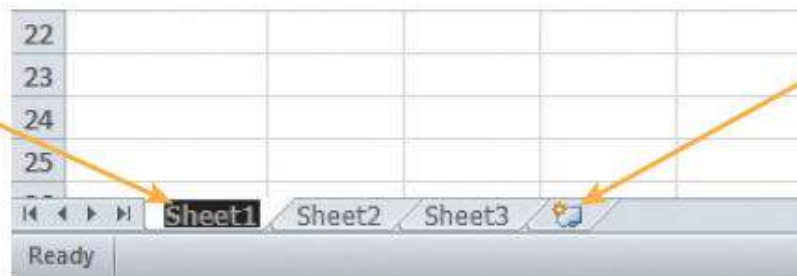
Managing Worksheets (continued)

▸ **Deleting a Worksheet:**

▸ Right-click a sheet tab then click Delete on the shortcut menu; on the Home tab, in the Cells group, click the Delete button arrow and then click Delete Sheet.

▸ **Moving or Copying Worksheets within a Workbook:**

Black arrow indicates new worksheet position

Click sheet tab and drag to move

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Changing Workbook Views

- **Normal View**: view most commonly used.

- **Page Layout**: displays the worksheet as it will print so you can make changes.

- **Page Break Preview**: used to view and adjust page breaks before printing.

- **Custom Views**: used to create, apply, or delete a view you have created.

- **Full Screen View**: maximizes viewing space by hiding the Ribbon, the formula bar, and the status bar.

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Changing Workbook Views (continued)

▸ **Freezing and Unfreezing Panes:**
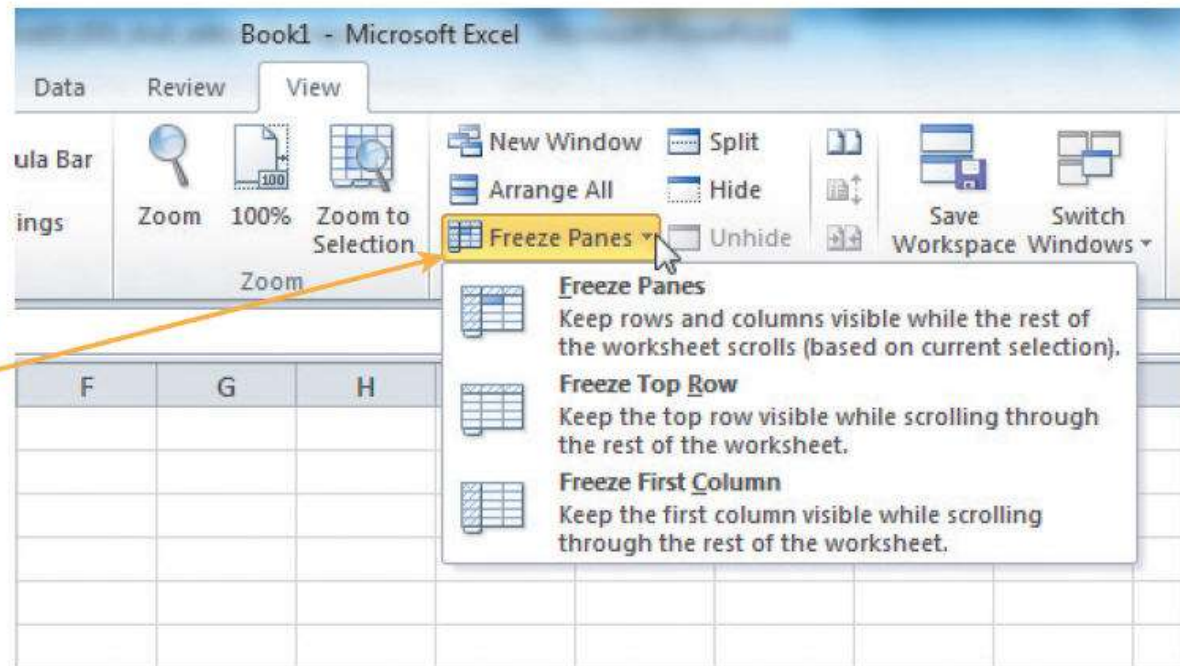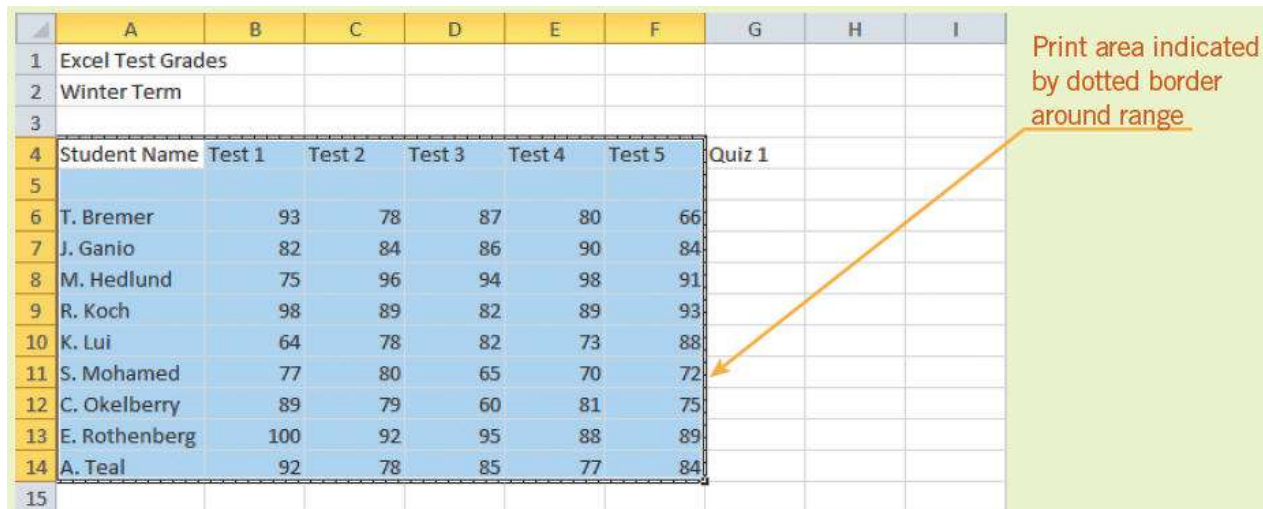
Freeze Panes menu on the View tab

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Printing Workbooks

▶ **Adding Headers and Footers:**

▶ A **header** is text that appears in the top margin of a worksheet when printed, and a **footer** is the text that appears in the bottom margin of a worksheet when printed.

▶ Click the Header & Footer button in the Text group on the Insert tab to display Header & Footer Tools contextual tab.

Printing Workbooks (continued)

▸ **Setting the Print Area:**

▸ Select the range(s) and then click the Print Area button in the Page Setup group of the Page Layout tab.

	A	B	C	D	E	F	G	H	I
1	Excel Test Grades								
2	Winter Term								
3									
4	Student Name	Test 1	Test 2	Test 3	Test 4	Test 5	Quiz 1		
5									
6	T. Bremer	93	78	87	80	66			
7	J. Ganio	82	84	86	90	84			
8	M. Hedlund	75	96	94	98	91			
9	R. Koch	98	89	82	89	93			
10	K. Lui	64	78	82	73	88			
11	S. Mohamed	77	80	65	70	72			
12	C. Okelberry	89	79	60	81	75			
13	E. Rothenberg	100	92	95	88	89			
14	A. Teal	92	78	85	77	84			
15									

Print area indicated by dotted border around range

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Printing Workbooks (continued)

▶ **Previewing and Printing a Worksheet:**

▶ Click the File tab, click Print, then click Print Preview.
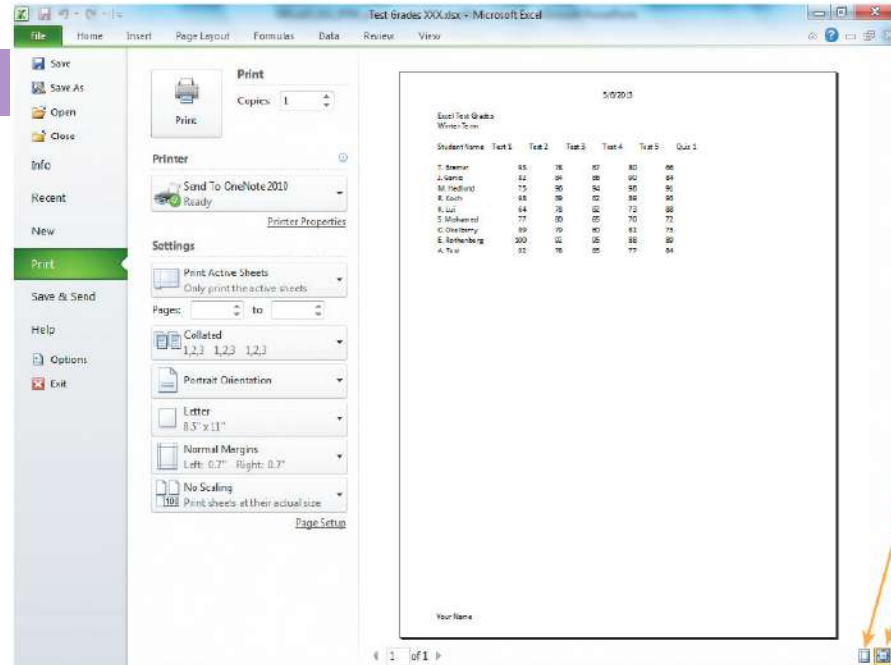
Closing a Workbook

▶ To close a workbook without closing Excel, click Close on the File tab.

▶ With only one workbook open, click the Close button on the title bar to close the workbook and exit the program at the same time.