# Creating and Editing Workbooks

## CHAPTER OVERVIEW

Microsoft Excel (Excel) is a spreadsheet program you can use to create electronic workbooks to organize numerical data, perform calculations, and create charts. Using Excel, both new and advanced users can create useful and powerful business spreadsheets. This chapter covers the basics of creating and editing an Excel workbook.

## STUDENT LEARNING OUTCOMES (SLOs)

After completing this chapter, you will be able to:

**SLO 1.1** Create, save, and open an Excel workbook (p. E1-3).

**SLO 1.2** Edit a workbook by entering and deleting text and numbers, using the *Fill Handle* to complete a series, and using the cut, copy, and paste features (p. E1-6).

**SLO 1.3** Create a basic formula using *AutoSum* (p. E1-16).

**SLO 1.4** Format a worksheet using different font attributes, borders, shading, cell styles, themes, and the *Format Painter* (p. E1-19).

**SLO 1.5** Resize, insert, delete, and hide and unhide columns and rows in a worksheet (p. E1-26).

**SLO 1.6** Insert, delete, edit, format, and rearrange worksheets (p. E1-31).

**SLO 1.7** Customize the Excel window by changing views, adjusting zoom level, freezing panes, and splitting a worksheet (p. E1-36).

**SLO 1.8** Finalize a workbook by spell checking, adding document properties, applying page setup options, and printing (p. E1-41).

## CASE STUDY

*Paradise Lakes Resort (PLR) is a vacation company with four resort chains located throughout northern Minnesota. PLR asks employees to use standard formats for spreadsheets to ensure consistency in spreadsheet appearance. In the Pause & Practice projects for Chapter 1, you create business workbooks for the Paradise Lakes Resort.*

**Pause & Practice 1-1:** Create a business workbook.

**Pause & Practice 1-2:** Create basic formulas using *AutoSum* and format a workbook.

**Pause & Practice 1-3:** Customize cell contents and edit spreadsheet structure.

**Pause & Practice 1-4:** Customize the window and finalize the workbook.

# EXCEL

# Creating, Saving, and Opening Workbooks

In Microsoft Excel, the file you create and edit is called a *workbook*. You can create an Excel workbook from a blank workbook or from an existing, customizable Excel template. Each workbook file contains many *worksheets*, which are comparable to individual pages in a Word document. A worksheet is also referred to as a *spreadsheet* or a *sheet*, and you can use these terms interchangeably. This book also uses the terms "workbook" and "file" interchangeably. To create a new workbook, first open Excel on your computer.

## Create a New Workbook

By default, a workbook includes one worksheet, but a workbook can include multiple worksheets. The worksheet tab is located near the bottom left of the workbook window and is labeled *Sheet1*.

When you first open Excel, the *Excel Start page* displays. From the *Start* page, you can create a new blank workbook, open a previously saved workbook, or create a new workbook from an Excel template. Click **Blank workbook** to open a new blank workbook. Alternatively, you can create a new blank workbook from the *New* area on the *Backstage view*.
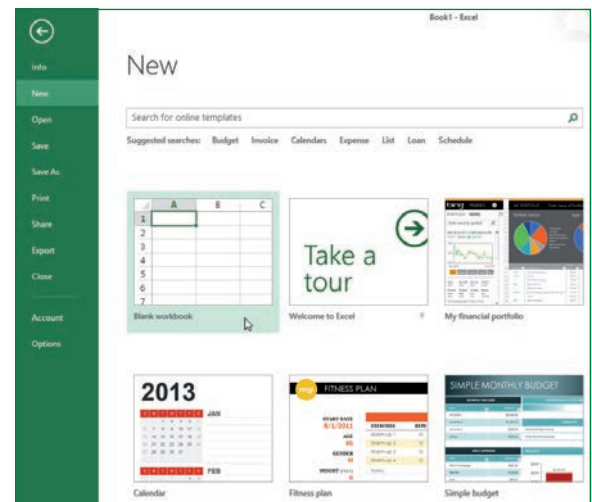
> **ANOTHER WAY**
>
> Press **Esc** to leave the Excel *Start* page and open a blank workbook.

**HOW TO:** Create a New Workbook

1. Click the **File** tab to display the *Backstage* view.
2. Select **New** on the left to display the *New* area on the *Backstage* view (Figure 1-1).
3. Click **Blank workbook** to create a new blank workbook.
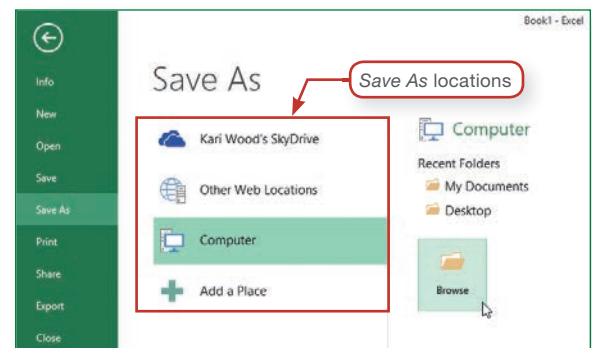
> **ANOTHER WAY**
>
> **Ctrl+N** opens a new blank workbook.



1-1 *Backstage* view for creating new workbooks
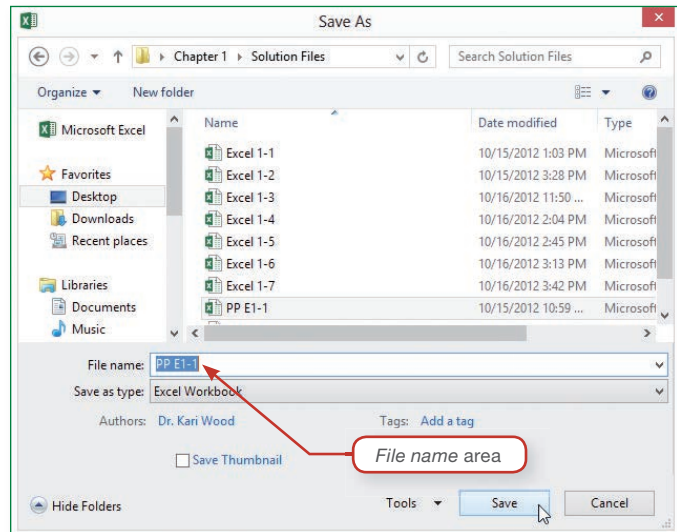
## Save a Workbook

When you open a blank workbook, Excel automatically assigns a file name to the file, such as *Book1*. The first time you save a new workbook you must type a file name for the workbook into the *Save As* dialog box (see Figure 1-3).



1-2 *Save As* locations

## HOW TO: Save a New Workbook

1. Click the **File** tab to display *Backstage* view.
2. Select **Save As** on the left to display the *Save As* area (see Figure 1-2).
   - You can also press **Ctrl+S** to open the *Save As* area on *Backstage* view when saving a workbook that has not yet been saved.
3. Select the location where you want to save your document.
   - You can save the document on your computer, in a *SkyDrive* folder, or on an external storage device.
   - If you click one of the *Recent Folders* options, the *Save As* dialog box opens.
4. Click the **Browse** button to open the *Save As* dialog box (Figure 1-3).
5. Select the location where you want to save the workbook in the left area of the *Save As* dialog box.
6. Type the name of the file in the *File name* area.
7. Click **Save** to close the *Save As* dialog box and save the file.



1-3 *Save As* dialog box

> ### ANOTHER WAY
>
> Press **F12** to open the *Save As* dialog box.

Once a workbook has been saved, you can re-save it by pressing **Ctrl+S** or clicking the **Save** button on the *Quick Access* toolbar.

## Save a Workbook with a Different File Name

You can save a workbook as a different name by opening the *Save As* dialog box and giving the workbook a different file name. This action does not remove the existing workbook but instead creates a copy of the file with a new name. For example, you might want to rename an existing expense report before updating it with current data. Saving a workbook with a different file name is similar to saving a new workbook.

## HOW TO: Save As a Different File Name

1. Click the **File** tab to open *Backstage* view.
   - You can also press **F12** from the working area of Excel to open the *Save As* dialog box.
2. Click **Save As** to display the *Save As* area.
3. Select the location to save your document.
4. Click the **Browse** button to open the *Save As* dialog box (see Figure 1-3).
5. Select the location where you want to save the workbook in the left pane of the *Save As* dialog box.
6. Type the name of the file in the *File name* area.
7. Click **Save** to close the *Save As* dialog box and save the file.

## Workbook File Formats

You can save an Excel workbook in a variety of formats. For example, you might want to save a workbook in an older Excel format to share with someone who uses an earlier version of Excel, or you may want to save a workbook in portable document format (.pdf) to create a static image of the file.

By default, Excel workbooks are saved as *.xlsx* files. To change the type of file format, select the format of your choice from the *Save as type* area of the *Save As* dialog box (Figure 1-4). The following table lists several common formats for saving an Excel workbook.
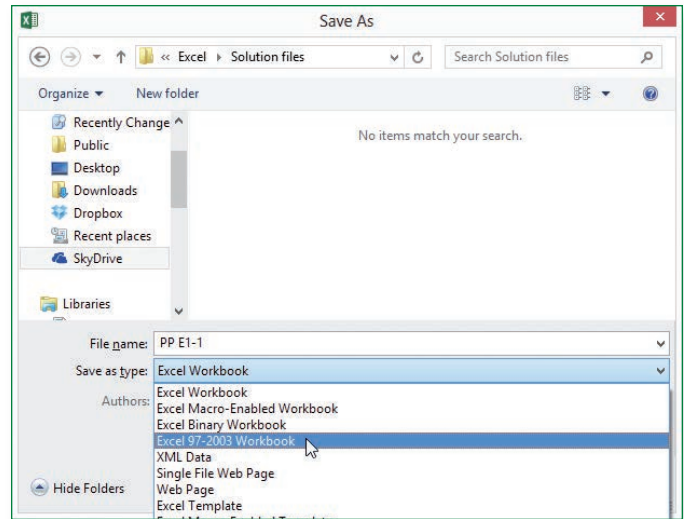


1-4 Workbook file formats

## Save Formats

| Type of Document | File Extension | Uses of This Format |
|---|---|---|
| Excel Macro-Enabled Workbook | .xlsm | Excel workbook with embedded macros |
| Excel 97-2003 Workbook | .xls | Excel workbook compatible with older versions of Microsoft Excel |
| Excel Template | .xltx | A new workbook based on a template |
| Excel Macro-Enabled Template | .xltm | A new workbook based on a template with embedded macros |
| Portable Document Format (PDF) | .pdf | A static image, similar to a picture, of a workbook; used to preserve the formatting of a file |
| Plain Text | .txt | Workbook can be opened with most spreadsheet applications and contains text only, with no special formatting. |
| Comma Separated Values (CSV) | .csv | A common file format that can be opened by most spreadsheet programs and is used to import and export data |
| Open Document Text | .ods | The spreadsheet software in the Open Office suite |
| Web Page | .htm, .html | A workbook that is formatted for web sites |

## Open a Workbook

You can open workbooks from your computer, USB drive, or *SkyDrive*. You can open a previously saved workbook from the *Start* page, *Open* area on the *Backstage* view, or *Open* dialog box.

## HOW TO: Open a Workbook

1. Click the **File** tab to open *Backstage* view.
2. Click **Open** to display the *Open* area.
   - Select a workbook to open in the *Recent Workbooks* area or click one of the options in the *Open* area.
3. Select the location where the workbook is stored.
4. Click **Browse** or click a folder to display the *Open* dialog box.
5. Select the workbook and click **Open** (Figure 1-5).
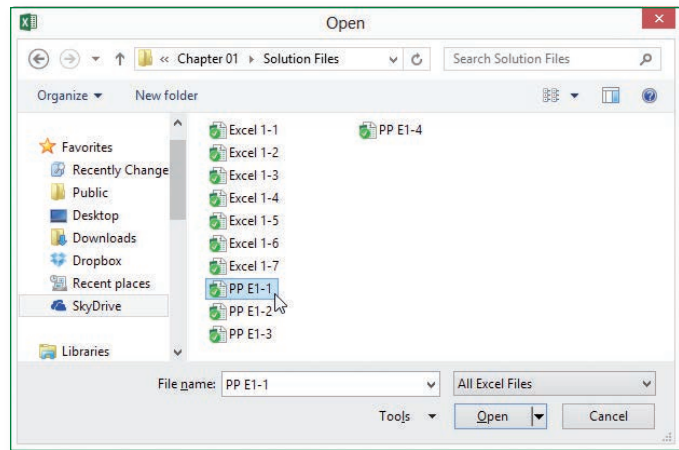


1-5 *Open* dialog box

> ▶ **ANOTHER WAY**
>
> **Ctrl+O** displays the *Open* area on the *Backstage* view.
> **Ctrl+F12** displays the *Open* dialog box.

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**SLO 1.2**

# Working with Text and Numbers

When you create or edit a workbook, you can type data, import data from another file, or copy data from a web page or another source. It is important to enter text and numbers correctly to create professional-looking workbooks. A *label* is text in a worksheet that identifies a title and subtitle, row and column headings, and other descriptive information. Labels are not included in calculations. A *value* is a number that you type in a cell. Use values for numbers, currency, dates, and percentages. Values are included in calculations. Occasionally you may need to enter a number as a label. To type a number as a label, click the cell, type an apostrophe ('), and type the number value.

A worksheet is arranged in *columns* (vertical) and *rows* (horizontal). Columns are labeled with letters and rows are labeled with numbers. You type text and numbers in a *cell*, which is the intersection of a column and a row. Each cell is identified with a *cell reference* (or *cell address*), which is the column letter and row number that represent the location of the cell. Cell A1 is the intersection of column A and row 1.

Before entering data in a worksheet, verify the workbook view settings. Click the **View** tab, and select the **Gridlines**, **Formula Bar**, and **Headings** options in the *Show* group. *Gridlines* display the cell boundaries, and the *Headings* option displays row and column headings. Use the *Formula bar* to insert formulas and to edit data.

## Enter Text and Numbers

To enter data into a spreadsheet, click the cell with your pointer to activate the cell. The *active cell* displays a solid border around the cell, and the reference for the active cell appears in the *Name box* (Figure 1-6).
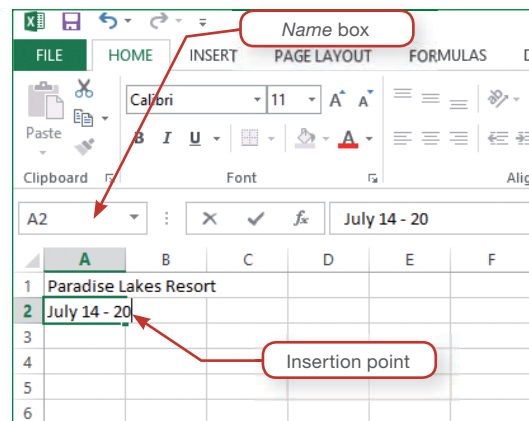


1-6 Entering text

## HOW TO: Enter Data into a Workbook

1. Select the cell and type the information.
   - The text appears inside the active cell with a blinking insertion point (see Figure 1-6).
2. Press **Enter** to accept the information you typed in the cell and to activate the cell below.
   - Press **Tab** to activate the cell to the right.
   - You can also use the arrow keys on your keyboard to activate a cell.

> **MORE INFO**
>
> When text is longer than the width of the cell, the text displays only if adjacent cells are empty. If the adjacent cells are not empty, the text appears cut off in the cell, but the *Formula bar* displays the entire entry. To display the entire entry, adjust the column width.

## Edit Cell Contents

You can edit the content of the cell as you type or after the entry is complete. To edit text as you type (before you press *Enter*), use the **Backspace** key to delete characters to the left of the insertion point. Use arrow keys to move the insertion point, and use the **Delete** key to delete characters to the right of the insertion point. To edit a completed entry (after you press *Enter*), you must activate *edit mode* in the cell. To activate edit mode, double-click the cell or press **F2**. Either method displays an insertion point, and "EDIT" displays on the *Status bar*.
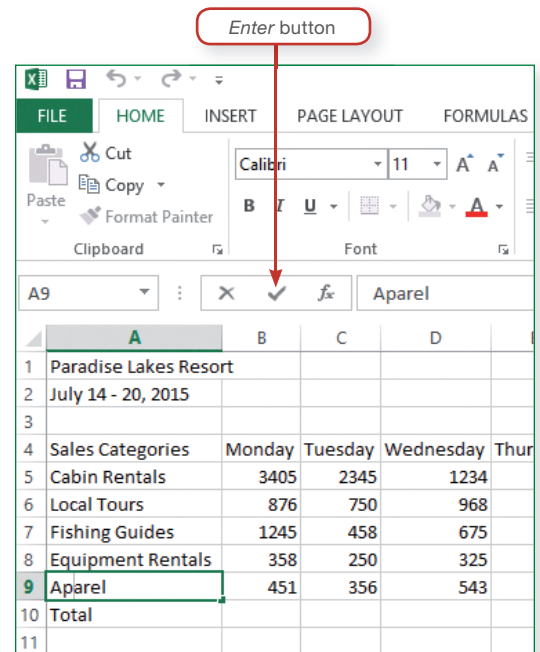
> **ANOTHER WAY**
>
> Click the **Enter** button on the *Formula bar* to complete an entry.

## HOW TO: Edit Cell Contents (Completed Entry)

1. Activate edit mode by double-clicking the cell (Figure 1-7).
   - Another way to activate edit mode is to press **F2**.
2. Position the insertion point and edit the contents of the cell.
3. Press **Enter**.

### Replace or Clear Cell Contents

To replace the contents of an existing cell, click to activate the cell, and type the new text. Press **Enter** or click the **Enter** button on the *Formula bar*. To remove the contents of the cell, select the cell and press **Delete** or click the **Clear** button [*Home* tab, *Editing* group]. When you click the *Clear* button, you can choose to *Clear All, Clear Formats,* or *Clear Contents*.

Enter button

| | A | B | C | D |
|---|---|---|---|---|
| 1 | Paradise Lakes Resort | | | |
| 2 | July 14 - 20, 2015 | | | |
| 3 | | | | |
| 4 | Sales Categories | Monday | Tuesday | Wednesday | Thur |
| 5 | Cabin Rentals | 3405 | 2345 | 1234 |
| 6 | Local Tours | 876 | 750 | 968 |
| 7 | Fishing Guides | 1245 | 458 | 675 |
| 8 | Equipment Rentals | 358 | 250 | 325 |
| 9 | Aparel | 451 | 356 | 543 |
| 10 | Total | | | |
| 11 | | | | |

**1-7 Activated cell for editing**

## HOW TO: Clear Cell Contents

1. Select the cell or cells.
2. Click the **Clear** button [*Home* tab, *Editing* group].
   - Another way to remove cell contents is to press **Delete**.
3. Choose an option from the drop-down list (Figure 1-8).
   - *Clear All* removes formatting and content.
   - *Clear Formats* only clears formatting.
   - *Clear Contents* deletes content.
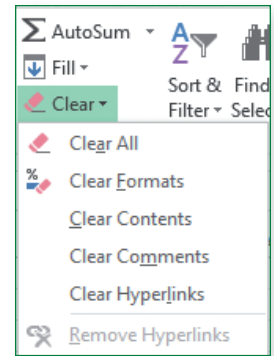


1-8 *Clear* options

## Align and Indent Cell Contents

Excel recognizes any combination of letters, numbers, spaces, and other characters as text and aligns each entry in the bottom left corner of the cell. When you type only numbers into a cell, Excel recognizes your entry as numeric data (values). Excel aligns numeric entries in the bottom right corner of the cell.

You can change both the vertical and horizontal *alignment* of information in a cell. A number of horizontal and vertical alignment and indent options are available in the *Alignment* group on the *Home* tab (Figure 1-9). The vertical alignment options are *Top Align, Middle Align,* and *Bottom Align.* Horizontal alignment options are *Align Left, Center,* and *Align Right.*
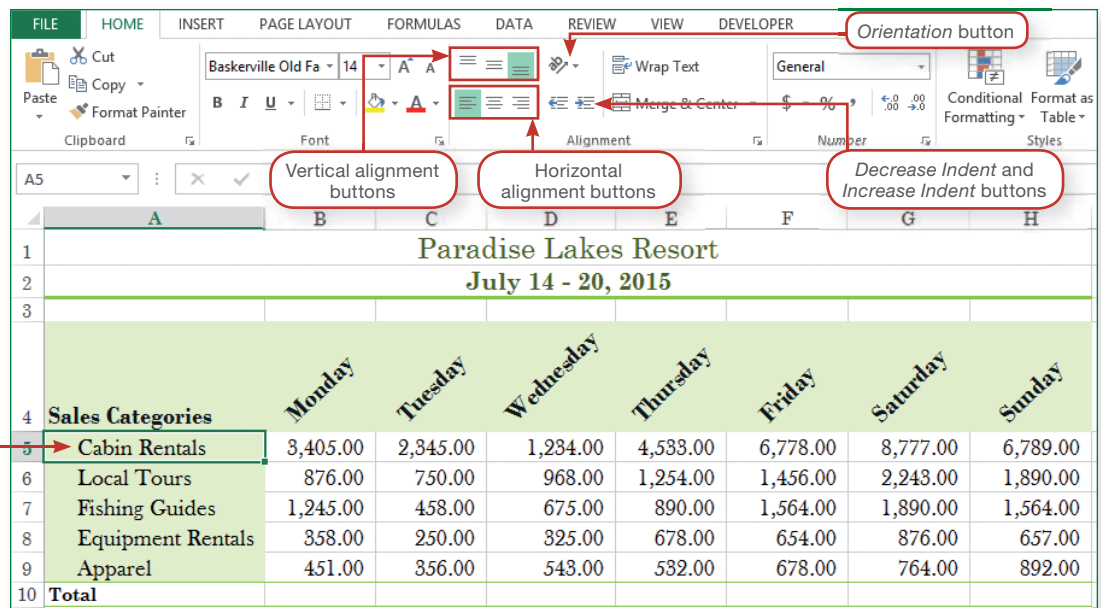


1-9 Alignment and indent options

You can also indent information in a cell. An **indent** increases the distance between the cell contents and the left boundary of the cell. It is common practice to indent row headings in a worksheet (see Figure 1-9). Use **Increase Indent** [*Home* tab, *Alignment* group] to indent cell contents to the right. Use **Decrease Indent** [*Home* tab, *Alignment* group] to remove a previously added indent and move cell contents to the left.

## HOW TO: Align and Indent Text

1. Select the cell.
2. Select a horizontal alignment option [*Home* tab, *Alignment* group].
   - *Align Left* aligns text on the left side of the cell.
   - *Center* centers text between the left and right sides of the cell.
   - *Right Align* aligns text on the right side of the cell.
3. Select a vertical alignment option [*Home* tab, *Alignment* group].
   - *Top Align* aligns text at the top of the cell.
   - *Middle Align* aligns text between the top and bottom of the cell.
   - *Bottom Align* aligns text at the bottom of the cell.
4. Select an indent option [*Home* tab, *Alignment* group].
   - *Increase Indent* moves text to the right of the left cell boundary.
   - *Decrease Indent* moves text toward the left cell boundary.
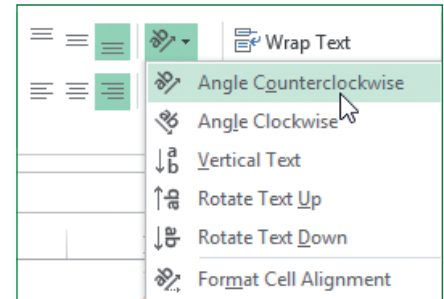


1-10 Text orientation options

By default, text and values are oriented horizontally from left to right, but you can change **text orientation** to display text vertically or at an angle. Click the **Orientation** button [*Home* tab, *Alignment* group] to select a text orientation from the drop-down list (Figure 1-10). Select the **Format Cell Alignment** option from the *Orientation* drop-down list to open the *Format Cells* dialog box and adjust the orientation to a specific degree.

> **MORE INFO**
>
> Click the **Alignment** launcher [*Home* tab, *Alignment* group] or press **Ctrl+1** to open the *Format Cells* dialog box, where you can further customize cell contents.

## Select Cells

When you format or edit worksheets, the first step is to select a cell, ranges, columns, or rows. A group of cells is a **range** (or cell range). In a range of cells, a colon is used to represent "through" while a comma is used to represent "and." For example, (A1:A3) includes the cell A2 while (A1, A3) does not.
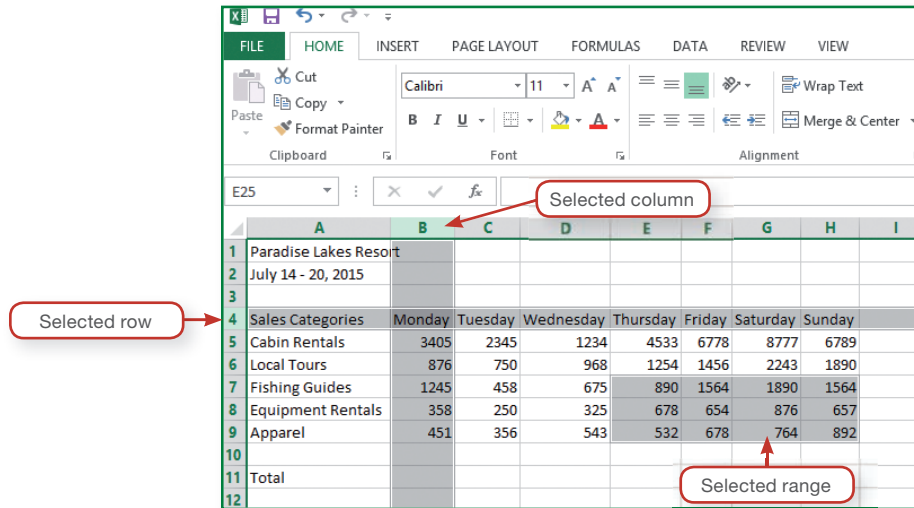
Excel uses multiple **pointers** to indicate various selecting, copying, and moving options within a worksheet. The following table describes the pointers in Excel.

### Pointers

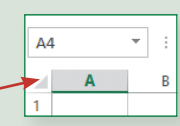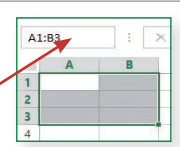| Pointer Icon | Pointer Use |
|---|---|
|  | **Selection pointer** (block plus sign) selects a cell or **cell range** (group of cells); the selection pointer appears when you move your pointer over the center of a cell. |
|  | **Fill pointer** (crosshair or thin black plus sign) copies cell contents, completes lists, and fills patterns of selected data; it appears when you place your pointer on the *Fill Handle* or black square in the bottom right corner of an active cell or cells. |
|  | **Move pointer** (white pointer and four-pointed arrow) moves data; it appears when you place your pointer on the border of an active cell or cells. |
|  | **Resize pointer** (two-pointed arrow) adjusts cell ranges in a formula and adjusts object sizes; it appears when you place your pointer on the selection handle in a range in a formula or on a sizing handle when an object is selected. |

There are many different ways to select data in a worksheet (Figure 1-11). The following table lists the various selection methods.



1-11 Selected text

## Selection Methods

| Name | Instructions |
|---|---|
| Select an Entire Column or Row | To select an entire column, point to and click a column heading. To select an entire row, point to and click a row heading. |
| Select the Worksheet | Press **Ctrl+A** or click the **Select All** button (above the row 1 heading and to the left of the column A heading) to select the entire sheet. |
| Select Adjacent Cells | To select groups of cells that are *adjacent* (next to each other), click and drag the selection pointer over the range of cells. Alternatively, you can select the first cell in the range, press **Shift**, and select the last cell in the range. You can also use the **arrow keys+Shift** to select adjacent cells. |
| Select Non-Adjacent Cells | To select groups of cells that are *non-adjacent* (not next to each other), use the selection pointer to select the first cell(s), hold down **Ctrl**, and select the next cell(s). |
| Use the *Name Box* to Select Cells | Type a cell reference or cell range in the *Name* box and press **Enter** to select cells. Type a colon (:) between cell references to select a range of cells. |

> **MORE INFO**
>
> Selecting a *cell range* prior to entering data is a quick method for data entry in a defined area. Select the cell range, type the first entry, and press **Enter**. Continue typing and pressing **Enter** after each entry. When the last cell in the first column of the range is completed, the active cell automatically moves to the top of the second column.

## Fill Handle

When you are typing data that is in a series, such as days of the week or months of the year, you can use the *Fill Handle* to complete the list. You can also use this tool to repeat numeric patterns, such as in a numbered list, or to copy cell contents to another location.

## HOW TO: Use the Fill Handle to Create a Series

1. Type the first item in the series.
2. Press **Enter** and reselect the cell.
3. Place your pointer on the *Fill Handle* (small black square in the lower right corner of the cell) until a fill pointer (thin black plus sign) appears (Figure 1-12).
4. Click and drag the fill pointer through the last cell in the range. Release the pointer to complete the series.
   - The items in the series appear in the cell range.
   - The *Auto Fill Options* button displays and includes options to change the fill selection (Figure 1-13).



1-12 Use the *Fill Handle* to complete a series



1-13 Completed series

## Cut, Copy, and Paste Cell Contents

You can reorganize labels or numeric data quickly using *Cut, Copy,* and *Paste.* Use the *Cut* command to move cells or a cell range. The *Copy* command duplicates cell content from one cell or range to another location. When you cut or copy a cell or a range of cells, it is stored on the Windows *Clipboard.* When you use *Cut, Copy,* and *Paste* commands, the cell you cut or copy from is a **source cell** or cells and the cell you paste to is a **destination cell** or cells.

> **ANOTHER WAY**
>
> Use **Ctrl+C** to copy.
> Use **Ctrl+X** to cut.
> Use **Ctrl+V** to paste.

### Move or Cut Cell Contents

You can move cell content using drag and drop, keyboard shortcuts, or *Cut* and *Paste* in the *Clipboard* group on the *Home* tab. When you use the drag and drop method, the selected cells are not placed on the clipboard.

## HOW TO: Move Cell Contents Using Drag and Drop

1. Select the cell(s) you want to move.
2. Place your pointer on the border of the selection until the move pointer (white pointer and four-pointed arrow) appears.
3. Click and hold the move pointer on the border of the selected cell(s) (Figure 1-14).
4. Drag to the desired new location and release the pointer.



1-14 Move pointer

After you select and cut cells, the cells are placed on the *Clipboard*. To place the contents of the *Clipboard* in the spreadsheet, use the *Paste* command. There are three ways to move text using *Cut* and *Paste*.

- *Ribbon buttons:* **Cut** and **Paste** buttons [*Home* tab, *Clipboard* group]
- *Shortcut commands:* **Ctrl+X** to cut and **Ctrl+V** to paste
- *Context menu:* Right-click a cell or range of cells to display the context menu, and click **Cut**.

### HOW TO: Move Cell Contents Using Cut and Paste

1. Select the cell or cell range you want to move.
2. Click **Cut** [*Home* tab, *Clipboard* group]. A moving border appears around the selected source cell or cell range (Figure 1-15).
   - If you choose not to move data, press **Esc** to remove the moving border.
3. Select the destination cell location.
   - Click the cell in the top left of the range where you want to paste.
4. Click **Paste** [*Home* tab, *Clipboard* group].
   - If the destination cell or cell range is not empty, pasted data overwrites existing data. To prevent loss of data, use **Insert Cut Cells** [*Home* tab, *Insert* group].
   - You can paste data that you cut only one time.



1-15 Moving cell contents using *Cut* and *Paste*

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### ANOTHER WAY

Press **Ctrl+X** to cut or right-click the cell and select **Cut** from the context menu. Alternatively, you can press **Ctrl+V** to paste or right-click the destination cell and select **Paste** from the context menu.

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## Office Clipboard

The Office *Clipboard* stores cut or copied data from Excel or other Office applications, and the data stored on the *Clipboard* is available to Excel or to other applications such as Word and PowerPoint. The *Clipboard* can hold up to 24 items. Click the **Clipboard** launcher to open the *Clipboard* pane. Each time you cut or copy, the item appears at the top of the *Clipboard* pane. You can paste one item from the *Clipboard* or paste the entire contents of the *Clipboard*.
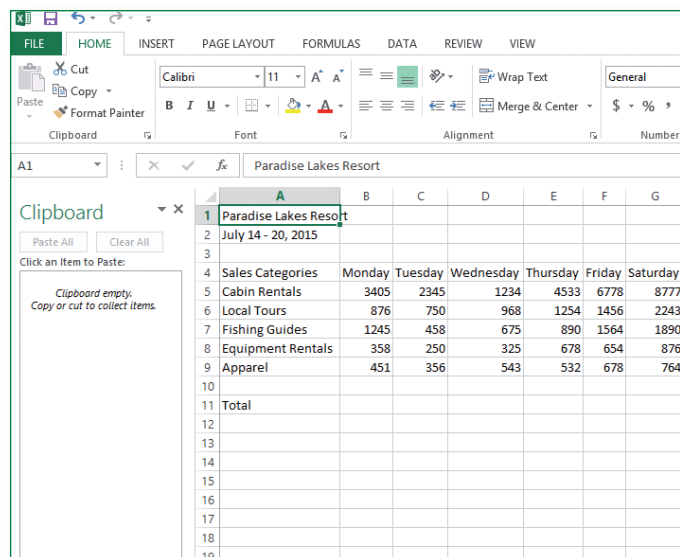


1-16 *Clipboard* pane

### HOW TO: Use the Office Clipboard

1. Click the **Home** tab.
2. Click the **Clipboard** launcher to display the *Clipboard* pane (Figure 1-16).
3. Click **Clear All** to empty the *Clipboard*.

4. Cut or copy spreadsheet data to place data on the *Clipboard*. Each item you cut or copy is added to the top of the *Clipboard* pane.

5. Paste items from the *Clipboard* by clicking the item in the task pane. The data is pasted in the active cell.

6. Delete an item from the *Clipboard* by pointing to a *Clipboard* item and clicking the drop-down arrow that appears to the right of the item. Choose **Delete**.

7. Click **Close** to hide the *Clipboard*.

### Copy Cell Contents

Copying a cell or a cell range places a duplicate of the selection on the *Clipboard*. The selected data remains in its original location, and a copy of the cell data is pasted in another location. You can copy text using the drag and drop method or *Copy* and *Paste* commands. Data that is copied can be pasted multiple times and in multiple locations.

### HOW TO: Copy Using Drag and Drop

1. Select the cell(s) you want to copy.

2. Place your pointer over the border of the selection until the move pointer appears.

3. Press and hold **Ctrl** and click the border of the selected cell(s).

   • A small plus sign appears next to the pointer indicating the move pointer has changed to the copy pointer.

4. Drag the cell or cell range to the desired new location on the worksheet, release the pointer first, and then release **Ctrl** (Figure 1-17).



1-17 Copy data using drag and drop

Copying cells using the copy and paste method is similar to moving cells using the cut and paste method. The *Copy* command places the selection on the *Clipboard*, and the *Paste* command places the *Clipboard* contents in the worksheet.

• **Ribbon buttons:** **Copy** and **Paste** buttons [*Home* tab, *Clipboard* group]
• **Shortcut commands:** **Ctrl+C** to copy and **Ctrl+V** to paste
• **Context menu:** Right-click to display the menu, and click **Copy**.

### Paste Cell Contents and Paste Options

When you are pasting cell data into a worksheet, you may want to paste plain text or cell formatting or formulas. Excel provides multiple paste options. After copying or cutting cells from your worksheet, click the bottom half of the **Paste** button in the *Clipboard* group on the *Home* tab to display the **Paste Options gallery** (Figure 1-18). The following groups are available in the *Paste Options* gallery:

• *Paste*
• *Paste Values*
• *Other Paste Options*
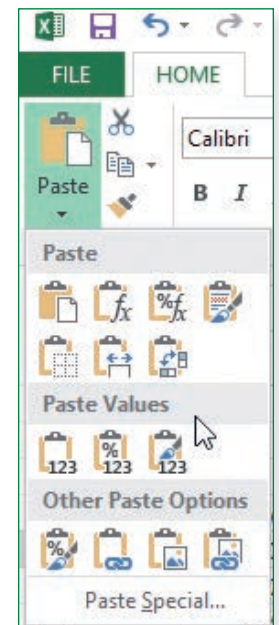


1-18 *Paste Options* gallery

Within these paste groups, there are many context-sensitive paste options. The following table describes each of these paste options.

## Paste Options

| Group | Paste Icon | Paste Option | Description |
|---|---|---|---|
| **Paste** | | Paste | Copy contents and format of source cell(s); this is the default option. |
| | | Formulas | Copy formulas from the source cell(s) but not contents or formats. |
| | | Formulas & Number Formatting | Copy formulas and format for numbers and formulas of source area but not the contents. |
| | | Keep Source Formatting | Copy contents, format, and styles of source cell. |
| | | No Borders | Copy contents and format of source area but not borders. |
| | | Keep Source Column Widths | Copy contents and format of source cell(s); change destination column widths to source column widths. |
| | | Transpose | Copy the contents and format of the source cell(s), but transpose the rows and columns. |
| | | Merge Conditional Formatting | Context-sensitive: Copy the contents, format, and *Conditional Formatting* rules of the source cell(s) to the destination cell(s). |
| **Paste Values** | | Values | Copy contents of source cell(s) without formatting or formulas. |
| | | Values & Number Formatting | Copy contents and formatting of source cell(s), but use the format of the destination area for labels. |
| | | Values & Source Formatting | Copy contents and formatting of source cell(s) without formulas. |
| **Other Paste Options** | | Formatting | Copy format of source cell(s) without the contents. |
| | | Paste Link | Copy contents and format and link cells so that a change to the cells in the source area updates corresponding cells in the destination area. |
| | | Picture | Copy an image of the source cell(s) as a picture. |
| | | Linked Pictures | Copy an image of the source area as a picture so that a change to the cells in the source area updates the picture in the destination area. |

> ▶ MORE INFO
>
> The default paste option is *Keep Source Formatting*. This option applies when you click the top half of the *Paste* button [*Home* tab, *Clipboard* group].

Businesses use spreadsheets to display data in a useful and meaningful manner. For this project, you create a business spreadsheet that displays one week's sales for Paradise Lakes Resort.

File Needed: None
Completed Project File Name: *[your initials] PP E1-1.xlsx*

1. Create a new workbook.
   a. Click the **File** tab.
   b. Click **New**.
   c. Click **Blank workbook** to open a new workbook.

2. Save the workbook.
   a. Press **F12** to open the *Save As* dialog box.
   b. Select a location to save the workbook (Figure 1-19).
   c. Name the file *[your initials] PP E1-1* in the *File name* area.
   d. Click **Save**. The *Save As* dialog box closes.
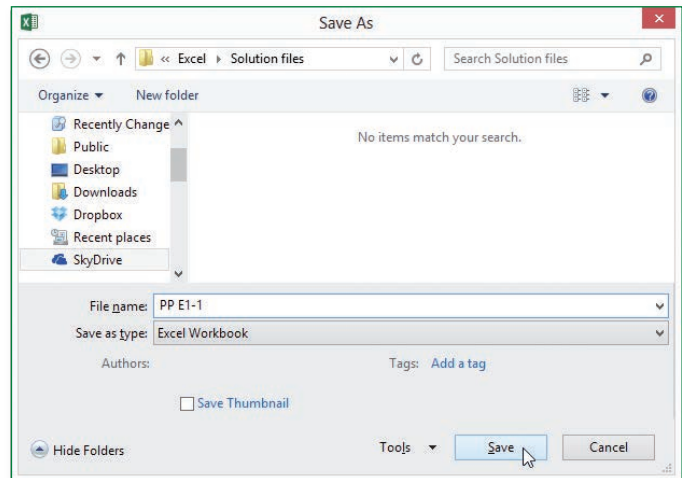


1-19 *Save As* dialog box

3. Enter data.
   a. Click to select cell **A1**, and type Paradise Lakes Resort.
   b. Press **Enter** and type July 14 – 20, 2015.
   c. Press **Enter** again.
   d. Type the remaining data in Figure 1-20. The data in the spreadsheet is displayed so that you can easily read the text for each column and row. You will learn the procedure to increase column width in SLO 1.5. To widen column A, drag the right column heading border to the right.

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | Paradise Lakes Resort | | | | | | | |
| 2 | July 14 - 20, 2015 | | | | | | | |
| 3 | | | | | | | | |
| 4 | Sales Categories | Sunday | | | | | | |
| 5 | Cabin Rentals | 6789 | 3405 | 2345 | 1234 | 4533 | 6778 | 8777 |
| 6 | Local Tours | 1890 | 876 | 750 | 968 | 1254 | 1456 | 2243 |
| 7 | Fishing Guides | 1564 | 1245 | 458 | 675 | 890 | 1564 | 1890 |
| 8 | Equipment Rentals | 657 | 358 | 250 | 325 | 678 | 654 | 876 |
| 9 | Apparel | 892 | 451 | 356 | 543 | 532 | 678 | 764 |
| 10 | Total | 11792 | | | | | | |

1-20 PP E1-1 data

4. Use the *Fill Handle* to create a series.
   a. Select **B4**.
   b. Place the pointer on the *Fill Handle* (small black square in the lower right corner of the cell) until a fill pointer appears.
   c. Click and drag to cell **H4**.
   d. Release the pointer.

5. Edit worksheet data.
    a. Select **B10**.
    b. Press **Delete** to remove the contents.
    c. Select **F5**.
    d. Type 4583 and press **Enter**.

6. Indent and align text.
    a. Select **A5:A9**.
    b. Click the **Increase Indent** button [*Home* tab, *Alignment* group].
    c. Select **B4:H4**.
    d. Click the **Align Right** button [*Home* tab, *Alignment* group].

7. Move text.
    a. Select **B4:B9**.
    b. Click the **Cut** button [*Home* tab, *Clipboard* group].
    c. Select **I4**.
    d. Click the **Paste** button [*Home* tab, *Clipboard* group].
    e. Select **C4:I9**.
    f. Point to the right border of the selected cell range.
    g. Drag the selected cells to **B4** and release the move pointer.

8. Save and close the workbook (Figure 1-21).
    a. Press **Ctrl+S** to save the workbook.
    b. Click the **Close** button in the upper right corner.

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Paradise Lakes Resort | | | | | | | | |
| 2 | July 14 - 20, 2015 | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | Sales Categories | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | |
| 5 | Cabin Rentals | 3405 | 2345 | 1234 | 4583 | 6778 | 8777 | 6789 | |
| 6 | Local Tours | 876 | 750 | 968 | 1254 | 1456 | 2243 | 1890 | |
| 7 | Fishing Guides | 1245 | 458 | 675 | 890 | 1564 | 1890 | 1564 | |
| 8 | Equipment Rentals | 358 | 250 | 325 | 678 | 654 | 876 | 657 | |
| 9 | Apparel | 451 | 356 | 543 | 532 | 678 | 764 | 892 | |
| 10 | Total | | | | | | | | |
| 11 | | | | | | | | | |

1-21 PP E1-1 completed

# Using the Sum Function

*Sum* is a built-in formula that adds the values in a selected range. To insert the *Sum* function, click the cell to make it active. When you click **AutoSum** [*Home* tab, *Editing* group], a formula (=SUM) displays in the cell followed by the suggested range of cells (for example, B5:B9). A moving border surrounds the cells in the range, and the function displays. Press **Enter** to complete the formula or adjust the cell range. The cell displays the result of the sum function, and the *Formula bar* displays the formula. Once a formula has been entered, it is automatically updated if the content of the worksheet is edited.

> **ANOTHER WAY**
>
> The *Function Library* group on the *Formulas* tab includes the *AutoSum* function.

# HOW TO: Use the Sum Function

1. Click the cell where you want to display the calculation results.
2. Click the **AutoSum** button [*Home* tab, *Editing* group].
3. Press **Enter** to complete the formula (Figure 1-22).
   - You can double-click **AutoSum** to enter the formula. Click once to see the range and click a second time to complete the entry.

> **MORE INFO**
>
> To display formulas in the worksheet, click the **Formula** tab, and click **Show Formulas** or press **CTRL+~**.
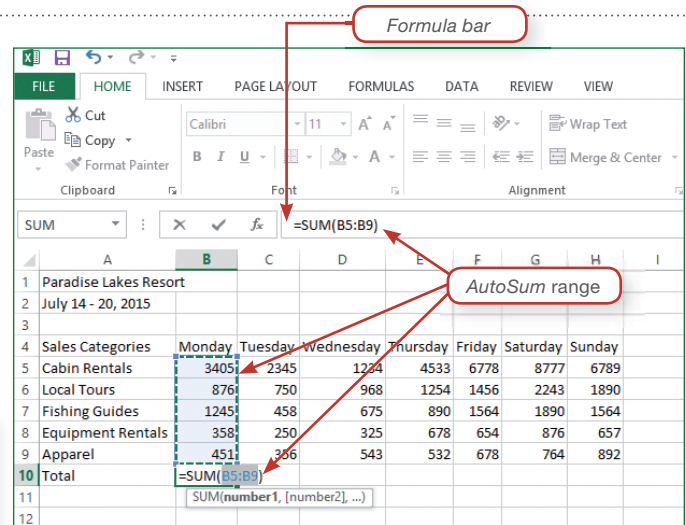


1-22 *AutoSum* function

## Copy the Sum Function

The *Fill Handle* is a useful tool to copy functions and formulas, such as *Sum*, into adjacent cells. Notice that in Figure 1-23 each day of the week contains the same number of figures to total. The formula to sum the numbers in the "Tuesday" column is the same as the formula to add the numbers in the "Monday" column except for the cell references. When you drag the *Fill Handle*, Excel automatically adjusts cell references. The formula automatically changes relative to its location on the worksheet.
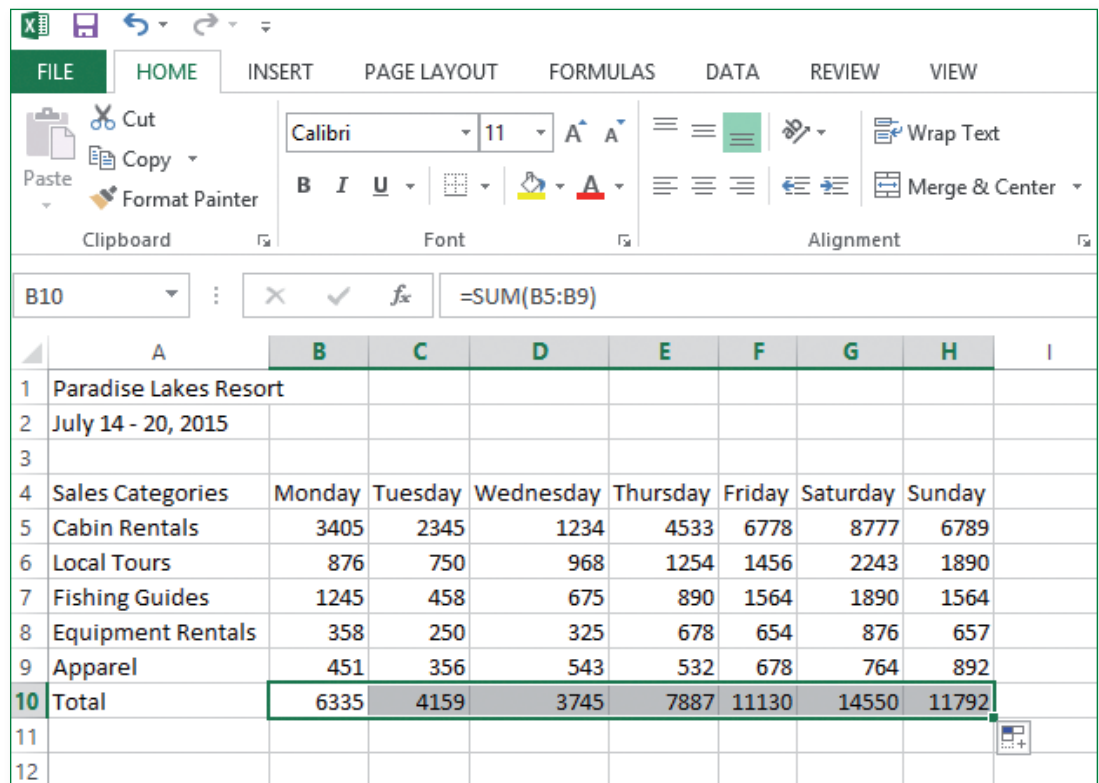


1-23 Using the *Fill Handle* to copy a formula

**HOW TO:** Use the Fill Handle to Copy Formulas

1. Click the cell containing the formula.
2. Point to the *Fill Handle* in the lower right corner of the cell.
3. Click and drag the fill pointer to the adjacent cells (see Figure 1-23).

## Edit the Formula Cell Range

As you edit worksheet structure and contents, it may be necessary to adjust the cell range in a formula. You can edit the cell range using the *Formula bar* or by dragging the border that surrounds a range of cells. Remember that a cell displays the result of the formula and the *Formula bar* displays the formula.

You can also edit a cell reference or the cell range in a formula by dragging the border to reduce or expand the range. When dragging to include more or fewer cells, you will see a two-pointed arrow (resize pointer) when you point to a selection handle on the border.

**HOW TO:** Edit a Cell Reference Range Using the Formula Bar

1. Select the cell containing the formula.
2. Click the cell range displayed in the *Formula bar*. The range is highlighted, and a border displays around the cell range (Figure 1-24).
3. Edit the cell range.
4. Press **Enter**.
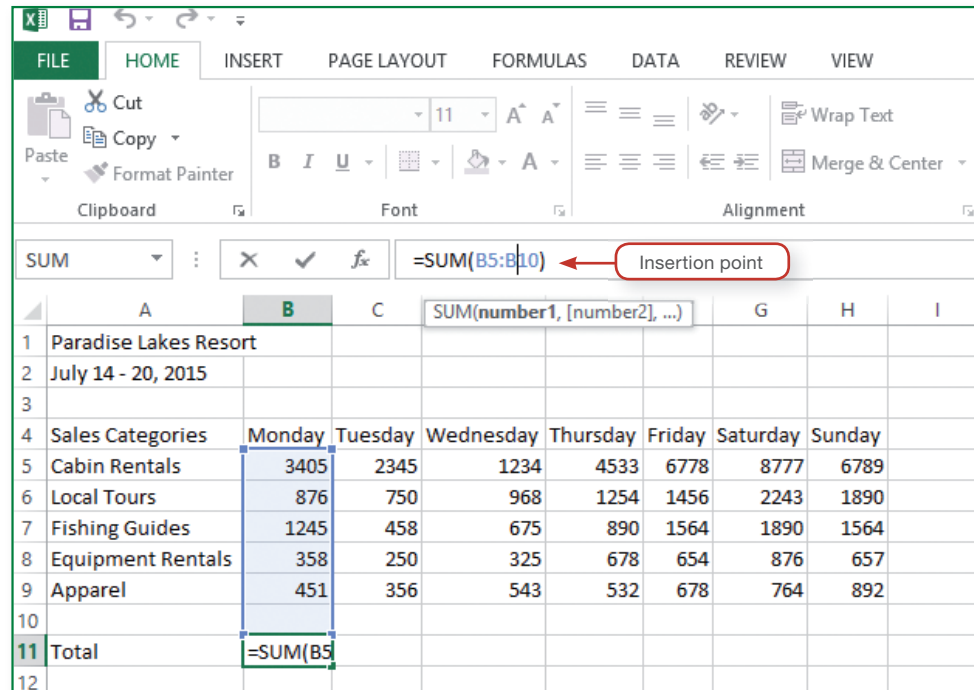


1-24 Editing the cell range in the *Formula bar*

**HOW TO:** Edit a Formula Cell Range by Dragging

1. Double-click the cell containing the formula.
2. Drag the border handle in the lower right corner to expand or contract the border (Figure 1-25).
3. Press **Enter** to complete the edit.
   - Click the **Enter** button on the *Formula bar* to complete an entry.
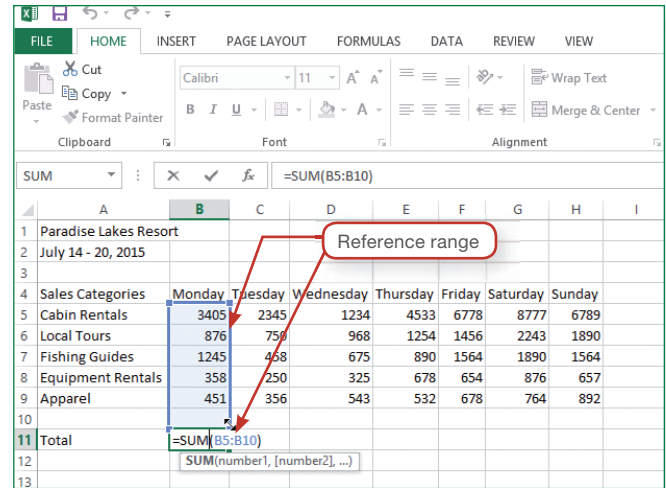


1-25 Edit a cell reference range by dragging

<br>

**SLO 1.4**

# Formatting a Worksheet

There are a variety of ways you can change the appearance of your worksheet. You can apply font attributes and add borders, or you can apply a format using *cell styles*. *Themes* provide consistency in format and help you create professional-looking workbooks.

## Font Face, Size, Style, and Color

A font is a type design applied to an entire set of characters including the alphabet, numbers, punctuation marks, and other keyboard symbols. *Font size* describes the size of text and is measured in points. There are 72 points in one inch. *Font style* is the weight or angle of text, such as **bold**, underline, or *italic text. Font color* refers to the color of the characters. You can change the font attributes in a single cell, a group of cells, a worksheet, or an entire workbook.

The default font attributes for Excel 2013 workbooks are:

- *Font:* Calibri
- *Font Size:* 11 pt.
- *Font Color:* Black, Text 1

> **MORE INFO**
>
> The *Font* drop-down list has two sections: *Theme Fonts* and *All Fonts*.

**HOW TO:** Customize Font, Style, Font Size, and Font Color

1. Select the cell or range of cells to be formatted and choose an option from the *Font* group [*Home* tab] (Figure 1-26).
2. Click the **Font** drop-down list and select a font.
3. Click the **Font Size** drop-down list and select a font size or type a font size in the *Font Size* area.
   - You can also click the **Increase Font Size** or **Decrease Font Size** buttons to change the font size.
4. Click **Bold**, **Italic**, or **Underline** to apply one or more font styles.
5. Click the **Font Color** drop-down list [*Home* tab, *Font* group] and select a color.
   - Click the **Font Color** button (left of the drop-down arrow) to apply the last font color selected.
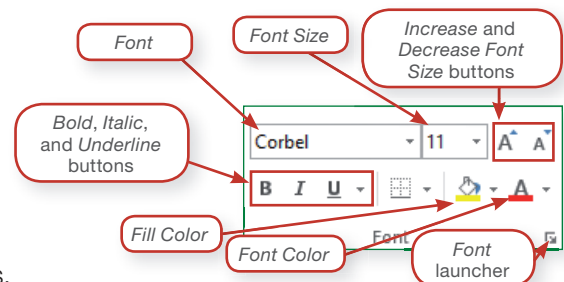


1-26 *Font* group on the *Home* tab

You can also apply font formats using one of the following methods:



1-27 Mini toolbar

- **Mini toolbar:** Right-click a cell or range of cells to display the mini toolbar (Figure 1-27).
- **Format Cells dialog box:** Click the **Font** launcher in the bottom right corner of the *Font* group on the *Home* tab or press **Ctrl+1** (Figure 1-28).
- **Context menu:** Right-click a cell or range of cells and select **Format Cells**.
- Keyboard shortcuts
   *Bold:* **Ctrl+B**
   *Italic:* **Ctrl+I**
   *Underline:* **Ctrl+U**
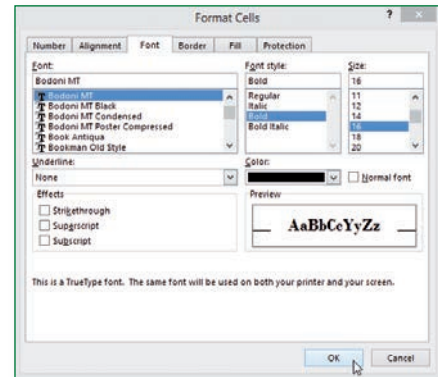


1-28 *Format Cells* dialog box

## Format Painter

The *Format Painter* option allows you to copy formatting attributes and styles from one cell to another cell or group of cells. This method is a quick and easy way to apply a consistent look to worksheet data.

**HOW TO:** Use the Format Painter Button

1. Select the cell that contains the formatting you want to copy.
2. Click **Format Painter** [*Home* tab, *Clipboard* group].
3. Select the cell(s) where you want to apply the copied format (Figure 1-29).
   - The *Format Painter* automatically turns off after you apply the copied format one time.
   - To apply formatting to multiple areas, double-click **Format Painter**, apply the copied format to multiple areas, and click **Format Painter** again to turn off the option. You can also press **Esc** to cancel copying format.
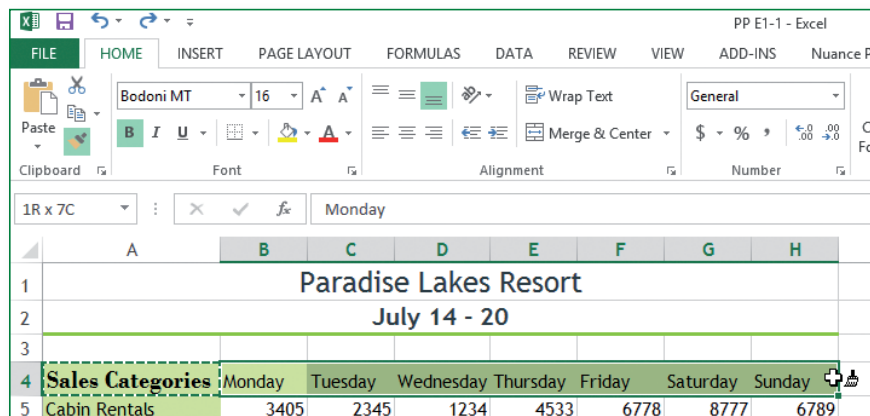


1-29 Copy formats to a range using *Format Painter*

## Number Formats

In addition to text formatting, you can apply various number formats to cells so the numbers in your worksheet are clear and easy to understand. Common numeric formats used in worksheets include *Currency, Accounting,* and *Percentage.* You can also specify the number of decimal places a number displays by using the *Increase Decimal* or *Decrease Decimal* button. Open the *Format Cells* dialog box to customize number formatting. For example, the *Currency* format includes options to specify the number of decimal places, apply the $ symbol or no symbol, and control the appearance of negative numbers.

## HOW TO: Format Numbers



1-30 *Number* group on the *Home* tab

1. Select the cell range you want to format.
2. Click one of the numeric format buttons [*Home* tab, *Number* group] (Figure 1-30) or click the **Number Format** drop-down list and select an option.
3. Click **Increase Decimal** or **Decrease Decimal** to specify the number of decimal places after the whole number.
   - If pound signs (###) appear in any cell, it means your column is not wide enough to accommodate the entry. Adjusting column width is covered in *SLO 1.5: Editing Columns and Rows*.

> **MORE INFO**
>
> Click the **Number** launcher [*Home* tab, *Number* group] or press **Ctrl+1** to open the *Format Cells* dialog box where you can further customize a number format.

## Borders and Shading

You can apply borders to a worksheet to place lines under headings, to show totals, or to group information. Use shading (or fill) to apply a background color or pattern to cells. You can use the *Ribbon* or *Format Cells* dialog box to apply a border or shading to selected cells.

## HOW TO: Add Borders and Shading Using the Ribbon

1. Select the cell or range of cells to be formatted.
2. Click the arrow next to the *Borders* button [*Home* tab, *Font* group] and select a border option from the *Borders* drop-down list (Figure 1-31).
   - The *Borders* button displays the most recently used border style.
   - To remove a cell border, choose the **No Border** option from the *Borders* drop-down list.
3. Click the arrow next to the *Fill Color* button [*Home* tab, *Font* group] and select a background color (Figure 1-32).
   - Click **More Colors** to apply a custom color.
   - Click the **Fill Color** button to apply the most recently selected color.
   - To remove cell shading, click the arrow next to *Fill Color* and then select **No Fill**.
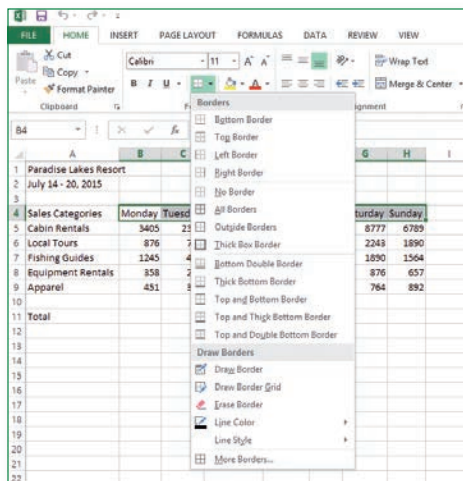


1-31 *Borders* drop-down list
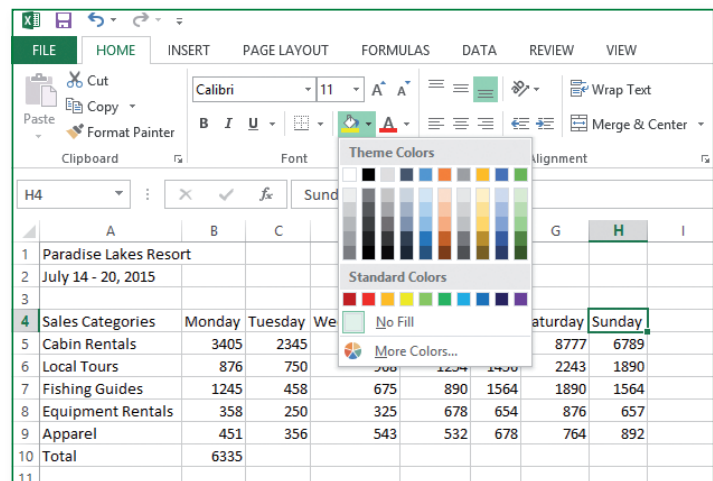


1-32 *Fill Color* palette

The *Format Cells* dialog box includes a tab for defining borders and applying a fill to selected cells. Each tab provides more borders and fill color choices than the *Ribbon* does. When creating a border design, select the border color and border line style before you apply the border to a preset or custom location. When selecting a solid or pattern fill, consider the content of the cell and whether readability will be affected.

**HOW TO:** Add Borders and Shading Using the Format Cells Dialog Box

1. Select the cell or range of cells to be formatted.
2. Click the **Font** launcher [*Home* tab, *Font* group] or press **Ctrl+1** to display the *Format Cells* dialog box.
3. Click the **Border** tab (Figure 1-33).
4. Select a line style in the *Style* area.
5. Choose a color from the *Color* drop-down list.
6. Click **Outline** in the *Presets* area to apply an outside border.
   • The *Preview* area displays the change.
7. Click **None** to remove the border.
8. Set individual borders by clicking a button in the *Border* area.
9. Click the **Fill** tab (Figure 1-34).
10. Select a color under *Background Color*.
    • To create a pattern with two colors, click a color in the *Pattern Color* box.
    • To create a gradient special effect, click **Fill Effects**, and select color and shading options.
11. Click a pattern style in the *Pattern Style* box.
12. Click **OK** to close the *Format Cells* dialog box.
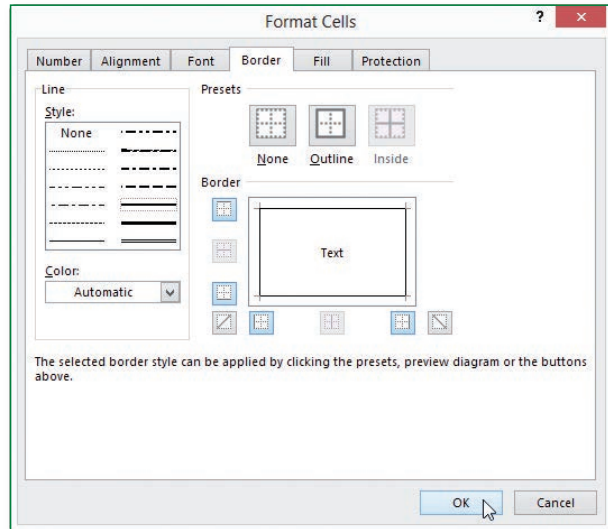


1-33 *Border* tab in the *Format Cells* dialog box
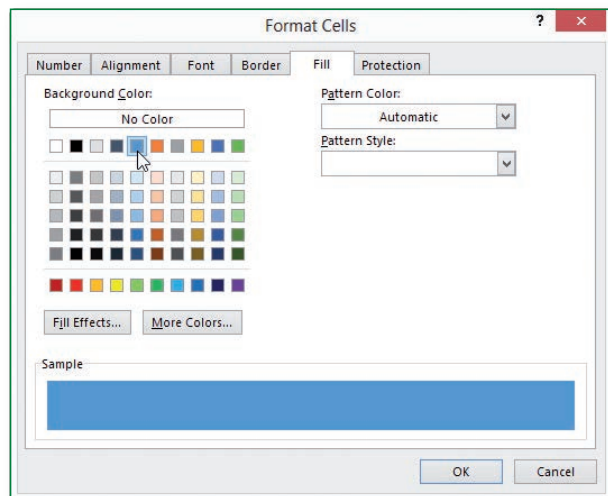


1-34 *Fill* tab in the *Format Cells* dialog box

## Cell Styles

**Cell Styles** are a set of predefined formatting you can apply to titles, subtitles, column headings, row totals, and other areas of your worksheet. Styles apply formatting to the text, background, and border of a cell. You can also create your own cell styles to include specific character formatting, numeric formatting, borders, shading, or alignment. If you plan to use a *Cell Style*, apply the cell style before changing individual font attributes because the *Cell Style* overwrites other formats. Your screen may differ from the figures in this section. If you do not see a style gallery, click the **Cell Styles** button.

**HOW TO:** Apply Cell Styles to a Range of Cells

1. Select the cell or cell range where you want to apply a *Cell Style*.
2. Click the **More** button or the **Cell Styles** button [*Home* tab, *Styles* group] to display the *Cell Styles* gallery (Figure 1-35).
3. Select a style to apply to the selected cell(s) (Figure 1-36).
   - When you position your pointer on a *Cell Style* in the *Cell Styles* gallery, Excel provides a live preview of the style by temporarily applying the style to the selected cell(s).
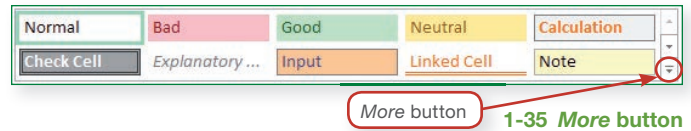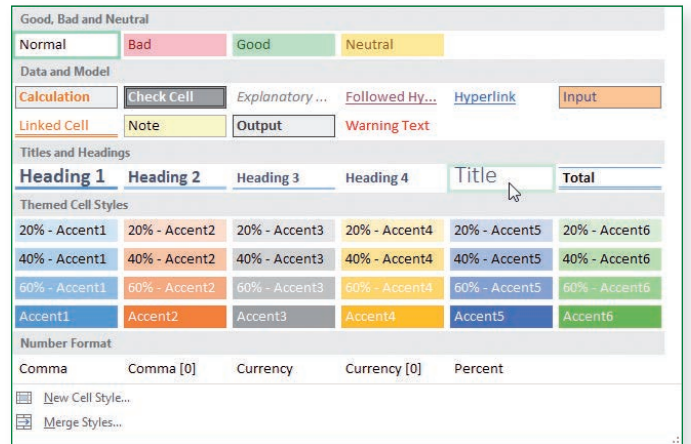


1-36 *Cell Syles* gallery

## Workbook Themes

Applying a *theme* to a workbook formats a workbook quickly and applies a consistent design to the entire workbook. Themes include three combined elements: colors, fonts, and effects. The *Themes* gallery includes several themes to format a workbook; the default theme is called ***Office***. Themes can be customized, and you can individually change *theme colors*, *theme fonts*, or *theme effects*. Additional themes are available online.

**HOW TO:** Apply Themes to a Workbook

1. Open the workbook.
2. Click the **Theme** button [*Page Layout* tab, *Themes* group] to display the *Themes* gallery (Figure 1-37).
   - Place your pointer on a theme to temporarily apply a live preview of the theme in your workbook.
3. Select a theme to apply to a workbook.
   - You can individually apply theme colors, theme fonts, or theme effects by clicking the **Colors**, **Fonts**, and **Effects** buttons [*Page Layout* tab, *Themes* group] and selecting from the drop-down lists.
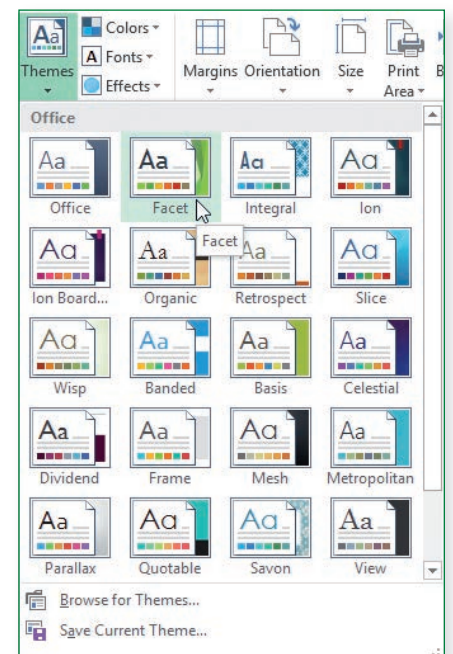


> **MORE INFO**
>
> Themes change the colors that are available in a workbook. Place your pointer over each button in the *Themes* group on the *Page Layout* tab to view the current theme.

1-37 *Themes* gallery

For this project you continue working on the spreadsheet you created in *Pause & Practice Excel 1-1*. You add totals to the worksheet using *Sum* and copy formulas using *AutoFill*. You also format the spreadsheet. Formatting changes you apply in this exercise may cause the spreadsheet data to appear crowded or missing. You will adjust column width for the spreadsheet in Student Learning Objective 1.5.

File Needed: ***[your initials] PP E1-1.xlsx***
Completed Project File Name: ***[your initials] PP E1-2.xlsx***

1. Open the workbook and save it as a different name.
   a. Click the **File** tab and then click the **Open** button.
   b. Locate the folder where your files are saved.
   c. Open the workbook ***[your initials] PP E1-1***.
   d. Press **F12** to open the *Save As* dialog box.
   e. Locate the folder where your files are saved.
   f. Save the workbook as ***[your initials] PP E1-2***.

2. Calculate daily totals using *Sum*.
   a. Click cell **B10**.
   b. Click the **AutoSum** button [*Home* tab, *Editing* group].
   c. Press **Enter** to complete the formula.

3. Copy a formula across cells using the *Fill Handle*.
   a. Click cell **B10**.
   b. Point to the *Fill Handle* in the lower right corner of the cell.
   c. Click and drag to cell **H10** (Figure 1-38).



1-38 Copying a formula

4. Calculate sales category totals.
   a. Click cell **J5**.
   b. Double-click the **AutoSum** button [*Home* tab, *Editing* group].

5. Edit the cell reference range to remove the blank cell reference.
   a. Click cell **J5**.
   b. Click the cell range **B5:I5** in the *Formula bar* (Figure 1-39).



1-39 Edit cell reference in *Formula bar*

    c. Change the cell range to **B5:H5**.

    d. Press **Enter**.

6. Copy a formula down using the *Fill Handle*.

    a. Select **J5**.

    b. Point to the *Fill Handle* in the lower right corner of the cell.

    c. Click and drag to **J10**.

7. Apply *Cell Styles*.

    a. Select **A1** and then click the **More** button or the **Cell Styles** button [*Home* tab, *Styles* group] to display the *Styles* gallery (Figure 1-40).



1-40 *More* button

    b. Locate the *Titles and Headings* category and select **Title**.

    c. Select **A2** and click the **More** button or the **Cell Styles** button [*Home* tab, *Styles* group].

    d. Locate the *Titles and Headings* category and select **Heading 2**.

    e. Drag to select **A10:H10** and then click the **More** button [*Home* tab, *Styles* group].

    f. Select **Total** in the *Titles and Headings* category.

    g. Select **A4:A9**, hold down and press **Ctrl**, and then select **B4:H4**.

    h. Click the **More** button [*Home* tab, *Styles* group].

    i. Select **20%**, **Accent 1** in the *Themed Cell Styles* category.

8. Apply themes.

    a. Click the **Themes** button [*Page Layout* tab, *Themes* group], and choose **Facet** from the gallery.

    b. Click the **Theme Fonts** button [*Page Layout* tab, *Themes* group] and select **Candara** from the gallery.

9. Apply font attributes to cell A4.

    a. Select **A4** and click the **Home** tab.

    b. Click the **Font** drop-down list [*Font* group], and select **Bodoni MT** in the *All Fonts* section.

    c. Click the **Font Size** drop-down list and select **16 pt**.

    d. Click the **Bold** button.

    e. Click the **Font Color** button and select **Blue-Grey**, **Text 2**, **Darker 50%** (fourth column, last row). Drag column heading border to widen if needed.

10. Apply font attributes to cells A1:A2.

    a. Select **A1:A2**.

    b. Click the **Font Color** button [*Home* tab, *Font* group].

    c. Select **Green**, **Accent 1**, **Darker 50%** (fifth column, last row in the *Theme Colors* category).

11. Apply font attributes to the cell range A5:H10.

    a. Select **A5:H10**.

    b. Change the font to **Arial Narrow** [*Home* tab, *Font* group, *Font*].

    c. Click the **Font Size** drop-down arrow and choose **12 pt**.

12. Use the *Format Painter* button to apply the formatting in A4 to the cell range B4:H4.

    a. Click **A4**.

    b. Double-click **Format Painter** [*Home* tab, *Clipboard* group] to turn on the option.

    c. Select the range **B4:H4** by clicking and dragging your pointer or select each cell in the range.

    d. Click **Format Painter** [*Home* tab, *Clipboard* group] to turn off the option.

13. Apply numeric formatting and align text.

    a. Select **B5:H9**.

    b. Click **Comma Style** [*Home* tab, *Number* group].

    c. Select **B10:H10**.

    d. Click the **Accounting Number Format** button [*Home* tab, *Number* group].

e. Select **B4:H4**.

f. Click **Align Right** [*Home* tab, *Alignment* group].

14. Delete text.

   a. Select the cell range **J5:J10**.

   b. Press **Delete**.

15. Add a bottom border and an outside border.

   a. Select cells **A1:H10**.

   b. Press **Ctrl+1** to display the *Format Cells* dialog box.

   c. Click the **Border** tab.

   d. Click a thick solid line style (second column, fifth style).

   e. Click the **Color** drop-down list, and select **Black** (Automatic).

   f. Click **Outline** in the *Presets* area.

   g. Click **OK** to close the *Format Cells* dialog box.

   h. Select **A4:H4**.

   i. Click the **Border** button drop-down list [*Home* tab, *Font* group] (Figure 1-41).

   j. Select **Bottom Border**.
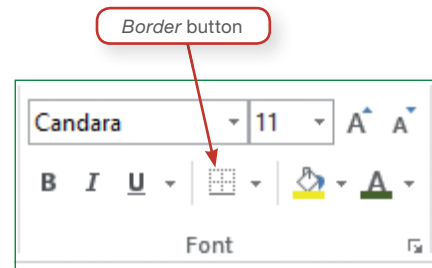


1-41 *Border* button

16. Press **Ctrl+S** to save the workbook (Figure 1-42). You can also save the workbook by clicking the **Save** button on the *Quick Access* toolbar or in *Backstage* view.

### Paradise Lakes Resort
July 14 - 20, 2015

| Sales Categories | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---|---|---|---|---|---|---|---|
| Cabin Rentals | 3,405.00 | 2,345.00 | 1,234.00 | 4,583.00 | 6,778.00 | 8,777.00 | 6,789.00 |
| Local Tours | 876.00 | 750.00 | 968.00 | 1,254.00 | 1,456.00 | 2,243.00 | 1,890.00 |
| Fishing Guides | 1,245.00 | 458.00 | 675.00 | 890.00 | 1,564.00 | 1,890.00 | 1,564.00 |
| Equipment Rentals | 358.00 | 250.00 | 325.00 | 678.00 | 654.00 | 876.00 | 657.00 |
| Apparel | 451.00 | 356.00 | 543.00 | 532.00 | 678.00 | 764.00 | 892.00 |
| Total | $ 6,335.00 | $ 4,159.00 | $ 3,745.00 | $ 7,937.00 | $ 11,130.00 | $ 14,550.00 | $ 11,792.00 |

1-42 PP E1-2 completed

17. Click the **File** tab and click **Close**, or press **Ctrl+W** to close the workbook.

**SLO 1.5**

# Editing Columns and Rows

There are many ways to control the display of data within each column and row. Often the default column width and row height settings of Excel do not fit the requirements of the cell contents and require adjustment. You may also want to hide columns or rows containing sensitive data such as employee salaries. This section teaches you how to adjust column width and row height, as well as how to insert, delete, hide, and unhide columns and rows.

> **MORE INFO**
>
> Excel 2013 has 16,384 columns and 1,048,576 rows.

## Adjust Column Width and Row Height

The default setting for each column is 8.43 characters. This number represents the number of characters that are viewable within the cell in the default font. You may change this width to any value between 0 and 255 characters. The default height of each row is 15 points. There are several ways to edit column width or row height, including dragging column or row heading borders, displaying the context menu, or selecting options from the *Format* drop-down list [*Home* tab, *Cells* group]. When you adjust column width or row height, the entire column or row changes.

**HOW TO:**  Change Column Width or
Row Height

1. Select a cell in the column or row you want to adjust.
   - To apply the same column width or row height to multiple columns or rows, select multiple columns or rows.
2. Click the **Format** button [*Home* tab, *Cells* group] and select **Row Height** or **Column Width** from the drop-down list to open the *Row Height* or *Column Width* dialog box (Figure 1-43).
3. Enter the desired height or width.
4. Click **OK** to close the dialog box.
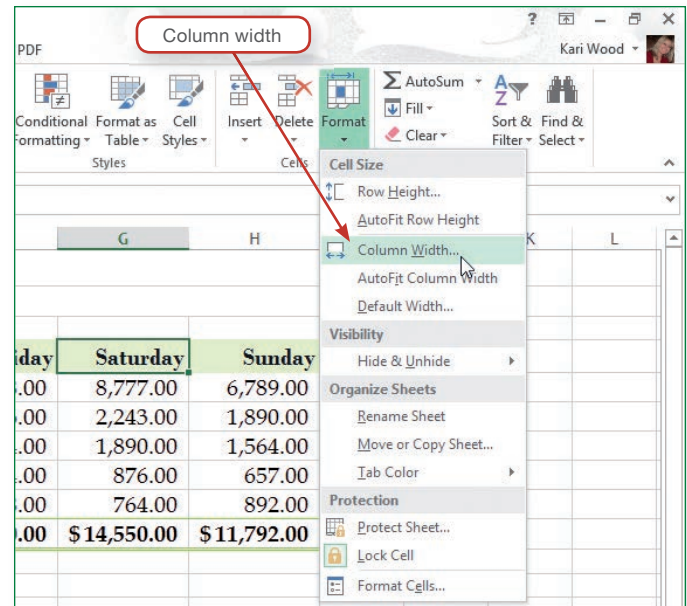


1-43 *Format* button drop-down list

▶ **ANOTHER WAY**

To apply the same column width or row height to multiple columns or rows, select the columns or rows and right-click. Choose **Column Width** or **Row Height** from the context menu. Enter the new measurement and click **OK**.

▶ **MORE INFO**

You can change the default sheet settings for column width by selecting the sheet tab or tabs, clicking **Format** [*Home* tab, *Cells* group], and selecting **Default Width** in the *Cell Size* category. Enter the new width for the selected sheets.

## AutoFit Columns and Rows

The *AutoFit* feature resizes column width or row height to accommodate the width or height of the largest entry. You can use the *Format* button in the *Cells* group on the *Home* tab, or the context menu to *AutoFit* columns and rows. Another way to *AutoFit* a column is to double-click the right border of the column heading. When you point to the border, the pointer changes to a *sizing pointer* (Figure 1-44). To *AutoFit* a row, double-click the bottom border of the row heading.

**HOW TO:** Change Column Width or Row Height Using AutoFit

1. Select the columns or rows to adjust.
2. Click **Format** [*Home* tab, *Cells* group].
3. Click **AutoFit Column Width** or **AutoFit Row Height** (see Figure 1-44).



1-44 Double-click a column border to *AutoFit* column contents
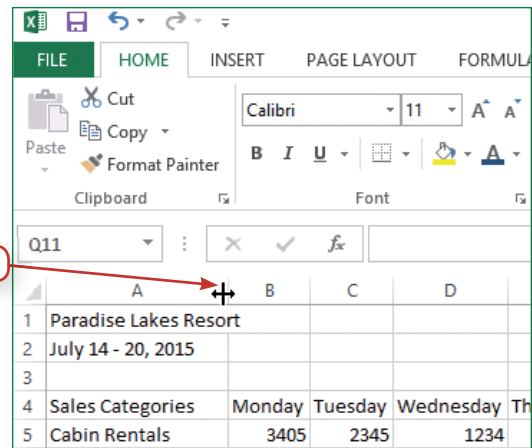
## Wrap Text and Merge Cells

The *Wrap Text* feature enables you to display the contents of a cell on multiple lines. You can format the cell to wrap text automatically, or you can enter a manual line break by pressing **Alt+Enter**. The cell contents wrap to fit the width of the column. If the text is not visible, it may be necessary to adjust the row height.

**HOW TO:** Wrap Text in a Cell

1. Select the cells to format.
2. Click the **Home** tab.
3. Click the **Wrap Text** button [*Alignment* group] (Figure 1-45).
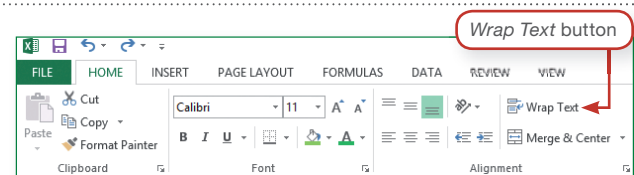


1-45 *Wrap Text* button

> **ANOTHER WAY**
>
> Double-click a cell or press **F2** to activate edit mode in a cell and click to position the insertion point where you want to break the line. Press **Alt+Enter**.

The *Merge & Center* command combines two or more cells into one cell and centers the text. This feature is useful for centering worksheet titles over multiple columns. Before you merge cells, be sure the data appears in the upper-left cell. All data included in any other selected cell will be overwritten during the merge process.

**HOW TO:** Merge and Center

1. Select the cells you want to merge and center.
2. Click the **Home** tab.
3. Click the **Merge & Center** button [*Alignment* group] (Figure 1-46).
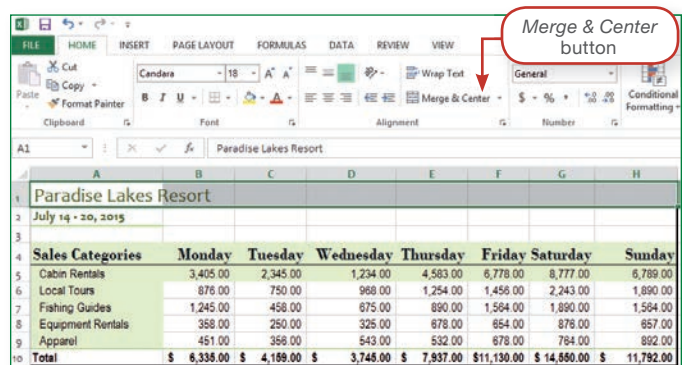


1-46 Select cells to merge and center

To merge cells without centering text, click the arrow next to *Merge & Center,* and choose **Merge Across** or **Merge Cells**. To unmerge cells, click the **Merge & Center** button or click the **Merge & Center** drop-down list and choose **Unmerge Cells**.

> **MORE INFO**
>
> Use the *Undo* button on the *Quick Access* toolbar or press **Ctrl+Z** to undo single or multiple actions.

## Insert and Delete Columns and Rows

There are times when you need to insert or delete a row or column of information in your spreadsheet. For example, you can insert a row for an additional sales category or you might want to combine Saturday and Sunday sales figures into one column and delete the extra column. When you insert or delete columns and rows, Excel automatically shifts cells to make room for the new cells or fills the gap for deleted cells.

**HOW TO:** Insert Columns or Rows

1. Select a cell in the column that is to the right of where you want to insert a column, or click the row immediately below the row where you want to insert a new row.
2. Click the bottom half of the **Insert** button [*Home* tab, *Cells* group].
3. Select **Insert Sheet Rows** to add a row (Figure 1-47).
   • The new row appears directly above the originally selected row.
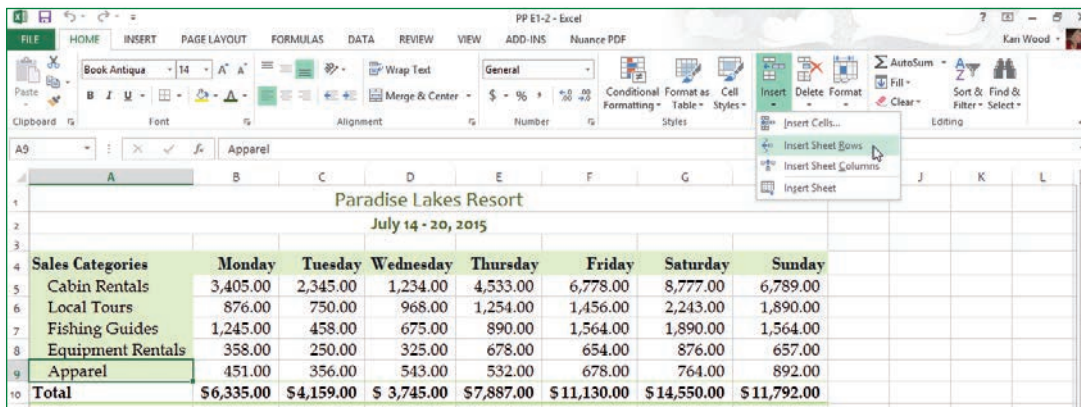


1-47 Insert a row

4. Select **Insert Sheet Columns** to add a column.
   • The new column appears directly to the left of the column you originally selected.
5. Select an individual cell and click the top half of the *Insert* button to insert a single cell rather than an entire row.
6. Select an entire column or row and click the top half of the *Insert* button to insert a column or row. To insert multiple columns or rows, select the number of columns or rows you want to insert.

> **ANOTHER WAY**
>
> To insert a column or row, select a column heading or row heading, right-click, and select **Insert** from the context menu. An alternative is to select column(s) or row(s), and press **Ctrl+plus sign (+)** on the numeric keypad.

When you delete a column or row, the contents in the cells of that column or row are deleted. Remaining columns and rows shift to the left or up after a deletion.

## HOW TO: Delete Columns or Rows

1. Select a cell in the column or row you want to delete.
2. Click the bottom half of the **Delete** button [*Home* tab, *Cells* group].
3. Select **Delete Sheet Rows** to remove a row (Figure 1-48).
   - All the remaining rows below the deleted row shift up.
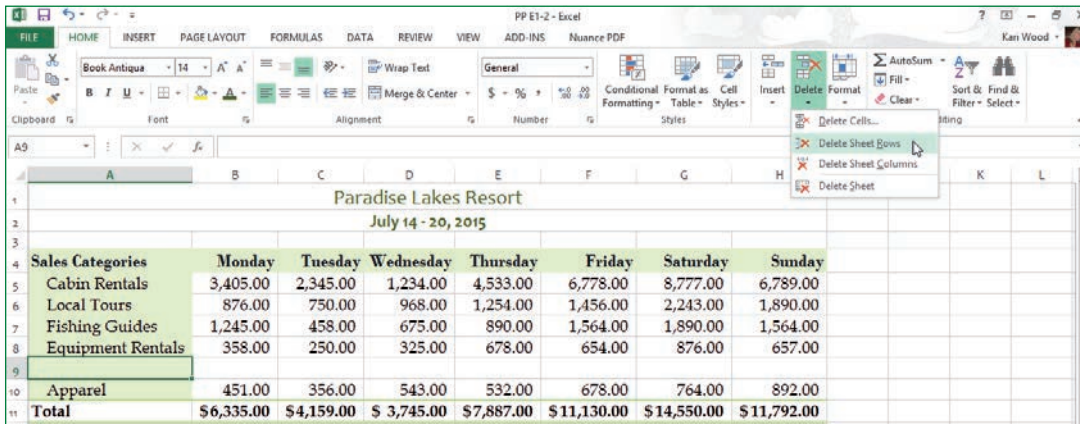


**1-48  Delete a row**

4. Select **Delete Sheet Columns** to remove a column.
   - All remaining columns to the right of the deleted column shift to the left.
5. Select an individual cell and click the top half of the *Delete* button to delete a cell rather than an entire row.
6. Select an entire column or row and click the top half of the *Delete* button to delete the column or row.

> **MORE INFO**
>
> Delete or insert single cells by choosing **Insert Cells** from the *Insert* drop-down list or **Delete Cells** from the *Delete* drop-down list [*Home* tab, *Cells* group].

## Hide and Unhide Columns and Rows

If there is sensitive data in a worksheet, you may want to hide it before sharing the worksheet with others. Hiding a column or row does not delete the information in the worksheet nor does it affect the results of calculations. After hiding a column or row, you can unhide it so it again displays in the worksheet.

## HOW TO: Hide and Unhide Columns or Rows

1. Select the column or row (or a cell in the column or row) you want to hide.
   - The hide feature applies to an entire column or row, not individual cells.
   - You can select multiple columns or rows to hide.
2. Click the **Format** button [*Home* tab, *Cells* group] and select **Hide & Unhide** in the *Visibility* category.

3. Select **Hide Columns** or **Hide Rows**.
   - When a column or row is hidden, there is a small gap between the letters in column headings or numbers in row headings indicating that the column or row is hidden.
   - Column or row headings are not lettered or numbered consecutively when a column or row is hidden.
4. To unhide a column or row, select the columns to the left and right of the hidden column or select the rows above and below the hidden row.
5. Click the **Format** button and select **Hide & Unhide** in the *Visibility* category (Figure 1-49).
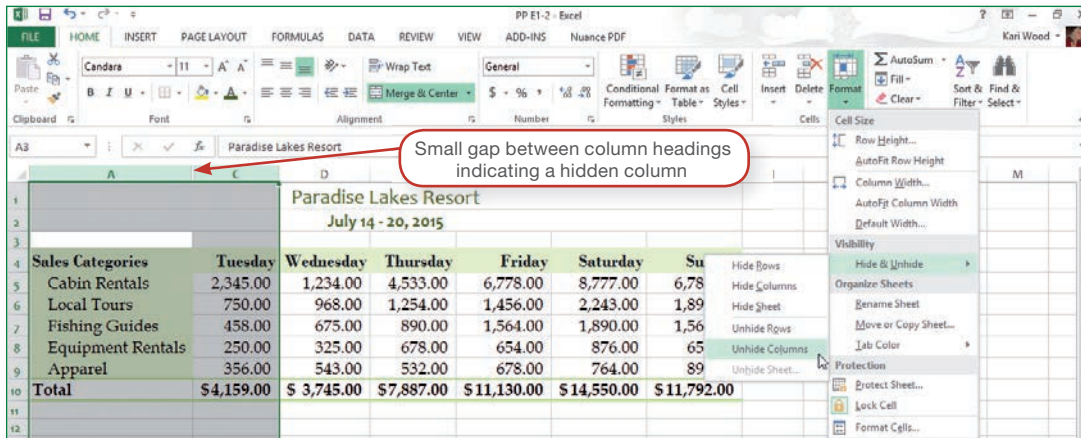


1-49 Unhide a column

6. Select **Unhide Columns** or **Unhide Rows** to display the hidden column or row.

---

▶ **ANOTHER WAY**

**Ctrl+9** hides selected rows.
**Ctrl+Shift+(** unhides hidden rows from a selection.
**Ctrl+0** hides selected columns.

---

▶ **MORE INFO**

To hide or unhide multiple columns or rows, select the columns or rows, right-click one of the selected columns or rows, and choose **Hide** or **Unhide** from the context menu.

---

**SLO 1.6**

# Customizing Worksheets

An Excel workbook consists of one or more worksheets (or sheets), and each worksheet has a ***worksheet tab*** near the bottom left of the Excel window that displays the name of the worksheet.

The number of worksheets you can insert in a workbook is limited only by the amount of memory available on your computer. By default each workbook contains one sheet. Excel provides options to insert additional sheets, delete unwanted sheets, rename sheets, and change the tab color of sheets. Also, you may want to hide sheets if sensitive data should not be available to others. In this section, you learn to format, name, insert, delete, copy, rearrange, hide, and unhide worksheet tabs.

## Insert and Delete Worksheets

There are times when you need to insert a worksheet to store additional information in your workbook. When there is more than one worksheet in a workbook, you select a worksheet by clicking the worksheet tab. There are multiple ways to both insert and delete worksheets. Inserted worksheets are automatically named.

> **MORE INFO**
>
> Press **Ctrl+Page Down** to move to the next worksheet. Press **Ctrl+Page Up** to move to the previous worksheet.

**HOW TO:**  Insert and Delete Worksheets



*New Sheet button*

1. Select a cell in the current worksheet.
2. To insert a worksheet, use one of the following methods:
   - Click the **New Sheet** button (plus sign) to the right of the existing worksheet tabs (Figure 1-50).
   - Click the bottom half of the **Insert** button [*Home* tab, *Cells* group] and select **Insert Sheet** (Figure 1-51).
   - Right-click a worksheet tab and select **Insert** from the context menu to open the *Insert* dialog box. Select **Worksheet** and click **OK**.
3. To delete a worksheet from a workbook, click the bottom half of the **Delete** button [*Home* tab, *Cells* group] and select **Delete Sheet** to remove the active worksheet.
   - Alternatively, you can right-click the worksheet tab and select **Delete** from the context menu.
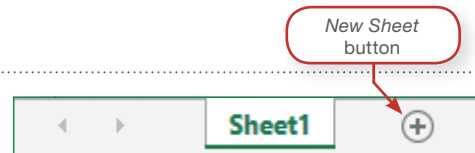
**1-50  *New Sheet* button**
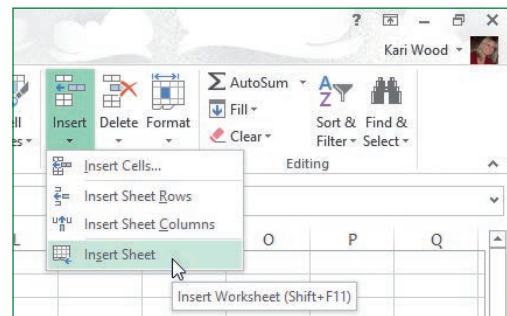
**1-51  *Insert* button: Adding a new worksheet**

> **ANOTHER WAY**
>
> Press **Shift+F11** to insert a new worksheet.

> **MORE INFO**
>
> To delete or insert multiple worksheets, click the worksheet tabs while pressing **Ctrl**, right-click one of the selected worksheet tabs, and choose **Delete** or **Insert** from the context menu.

## Rename Worksheets and Change Tab Color

The default names for the sheets within a workbook are *Sheet1*, *Sheet2*, and so on. After adding worksheets to a workbook, you might want to *rename* each worksheet with a more meaningful name. The size of the sheet tab adjusts to fit the name. You can also apply a ***tab color*** to further distinguish each worksheet. There is no default color for worksheet tabs.

**HOW TO:** Rename a Worksheet and Apply a Tab Color

1. Right-click the worksheet tab and choose **Rename** from the context menu (Figure 1-52).
2. Type the new name on the worksheet tab and press **Enter**.
   - You can also click the **Format** button [*Home* tab, *Cells* group] and select **Rename Sheet**.
3. Right-click the worksheet tab, choose **Tab Color** from the context menu, and select a color to apply to the background of the worksheet tab.
   - When a worksheet tab is active (selected), it displays as a light version of the tab color, and when a worksheet is not active, it displays the tab color (Figure 1-53).
   - You can also apply a tab color to the active worksheet by clicking the **Format** button, selecting **Tab Color**, and then choosing a color.



1-52 Rename a worksheet
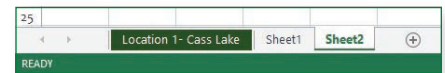


1-53 Tab color applied to a worksheet

> **MORE INFO**
>
> To color multiple sheet tabs in a workbook the same color at the same time, select the sheet tabs you want to apply the color to, right-click one of the selected sheet tabs, and choose **Tab Color** from the context menu.

> **ANOTHER WAY**
>
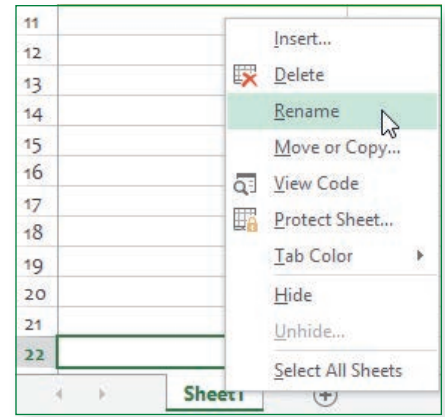> Rename a sheet tab by double-clicking the sheet tab name, typing the new name, and pressing **Enter**.

## Move and Copy Worksheets

You can use the move feature to change the order of worksheets within a workbook or to move worksheets to a different workbook. The copy feature saves time by eliminating the need to reenter data. If you need to move or copy a worksheet a short distance, use the drag and drop method. Otherwise, use move, copy, and paste.

**HOW TO:** Move Worksheets

1. Right-click the worksheet tab you want to move.
2. Select **Move or Copy** from the context menu (Figure 1-54). The *Move or Copy* dialog box opens (Figure 1-55).
   - Alernatively, you can click the **Format** button [*Home* tab, *Cells* group] and select **Move or Copy Sheet**.
   - To move or copy the selected worksheet into a workbook other than the current one, select a different workbook from the *To book* drop-down list.
   - If you are moving a worksheet between workbooks, the destination workbook must be open prior to opening the *Move or Copy* dialog box.
3. Locate the *Before sheet* area, and select the worksheet that the active sheet will precede when it is moved.
4. Deselect the **Create a copy** check box if it is checked.
5. Click **OK** to close the dialog box.
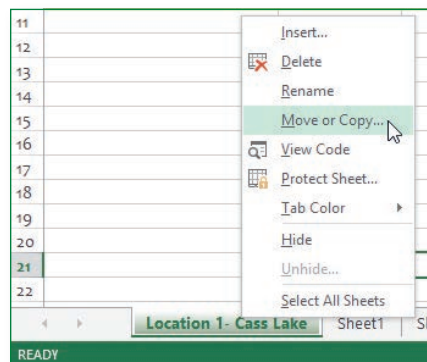


1-54 Move or copy a worksheet
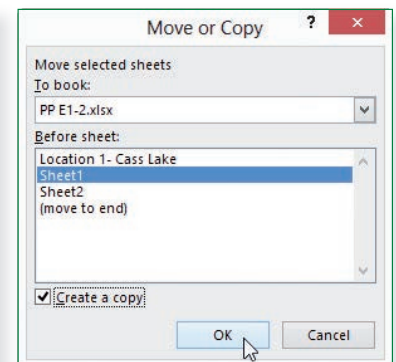


1-55 *Move or Copy* dialog box

When you move or copy worksheets, you can select multiple sheets to move or copy. Selecting multiple worksheets creates a group, and the title bar displays "[Group]" after the workbook name. To select multiple sheets, select a sheet tab, press **Shift**, and click another sheet tab. Once you have moved or copied the grouped worksheets, "[Group]" disappears from the title bar. To ungroup the sheets (prior to moving or copying), right-click a grouped tab, and choose **Ungroup**.

### HOW TO: Copy Worksheets

1. Right-click the worksheet tab you want to copy and select **Move or Copy** from the context menu (see Figure 1-54). The *Move or Copy* dialog box opens (see Figure 1-55).
   - You can also click the **Format** button [*Home* tab, *Cells* group] and select **Move or Copy Sheet**.
   - To copy the selected worksheet into a workbook other than the current one, select a destination workbook from the *To book* drop-down list.
   - If you are copying a worksheet between workbooks, the destination workbook must be open prior to opening the *Move or Copy* dialog box.
2. Select the worksheet that the active sheet will precede when it is copied in the *Before sheet* area.
3. Check the **Create a copy** box in the bottom left corner of the dialog box.
4. Click **OK** to close the dialog box.
   - The copied sheet has the same name as the original worksheet with a (2) after it, as shown in Figure 1-56.
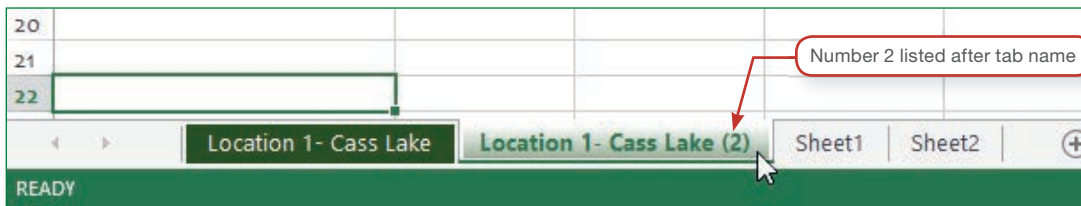


**1-56 New worksheet copy**

> **ANOTHER WAY**
>
> To move a worksheet, click the worksheet tab and drag to the left or right. To copy a worksheet, press and hold **Ctrl** while you drag the worksheet tab to the left or right.

## PAUSE & PRACTICE: EXCEL 1-3

For this project, you open your previous Pause & Practice file (*[your initials] PP E1-2*) to adjust the column and row widths; insert a row for a new sales category; delete unwanted sheets; and copy, rename, and format a spreadsheet for another location of Paradise Lakes Resorts.

File Needed: *[your initials] PP E1-2.xlsx*
Completed Project File Name: *[your initials] PP E1-3.xlsx*

1. Open the *[your initials] PP E1-2* workbook.
2. Save the file as *[your initials] PP E1-3*.

3. Change the width of columns B through H.
   a. Click and drag column headings **B** through **H** to select the columns.
   b. Click the **Format** button [*Home* tab, *Cells* group].
   c. Select **Column Width** from the menu.
   d. Enter 20.0 characters as the new width.
   e. Click **OK**.

4. Apply new row heights to rows 4 and 10.
   a. Click row heading **4**, hold down **Ctrl**, and click row heading **10**.
   b. Right-click row heading **4**.
   c. Choose **Row Height** from the context menu.
   d. Enter 24.0 as the new height.
   e. Click **OK**.

5. Insert a new row and row label above row 9.
   a. Right-click row heading **9**.
   b. Choose **Insert** from the context menu to add a new row.
   c. The new row appears directly above the originally selected row.
   d. Select cell **A9** and type Food & Beverages.
   e. Press **Enter**.

6. Hide the newly inserted row 9.
   a. Click cell **A9**.
   b. Click the **Format** button [*Home* tab, *Cells* group].
   c. Select **Hide & Unhide** in the *Visibility* category.
   d. Select **Hide Rows**.

7. Merge and center the worksheet title and date.
   a. Select **A1:H1**.
   b. Click the **Merge & Center** button [*Home* tab, *Alignment* group].
   c. Select **A2:H2** and merge and center the cells.

8. Rename *Sheet1* and color the sheet tab.
   a. Double-click the **Sheet1** tab.
   b. Type the following new name for the sheet: Location 1- Cass Lake.
   c. Press **Enter**.
   d. Click the **Format** button [*Home* tab, *Cells* group].
   e. Select **Tab Color** in the *Organize Sheets* category.
   f. Select **Green Accent 1**, **Darker 50%** (last color in the fifth *Theme Color* column).

9. Insert a new sheet.
   a. Click the bottom half of the **Insert** button [*Home* tab, *Cells* group] and select **Insert Sheet**. The sheet appears to the left of the *Location 1- Cass Lake* sheet.
   b. Click the **New Sheet** button to insert another sheet.

10. Delete the extra blank sheets.
    a. Click the **Sheet2** tab, press and hold **Shift**, and click the **Sheet3** tab. Release **Shift** (both worksheet tabs are selected).
    b. Click the **Delete** button drop-down list [*Home* tab, *Cells* group].
    c. Select **Delete Sheet** to remove the selected worksheets.

11. Create a copy of the worksheet *Location 1- Cass Lake* and rename the new worksheet tab.
    a. Right-click the **Location 1- Cass Lake** tab.
    b. Choose **Move or Copy** from the context menu.
    c. The *Move or Copy* dialog box displays.
    d. Choose **(move to end)** in the *Before Sheet* box.
    e. Check the **Create a copy** box in the bottom left corner of the window.

f. Click **OK**. The new sheet is automatically named *Location 1- Cass Lake (2)*.
g. Double-click the new worksheet tab **Location 1- Cass Lake (2)**, and type the new sheet name: Location 2- Breezy Point.
h. Press **Enter**.
i. Color the tab **Orange**, **Accent 4**, **Darker 50%** (last color in the eighth *Theme Color* column).

12. Press **Ctrl+S** to save the workbook.

13. Click the **File** tab and click **Close** to close the workbook (Figure 1-57).



**1-57 PP E1-3 completed worksheet with hidden row**

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**SLO 1.7**

# Customizing the Window

In this section you explore several ways to customize the Excel window including changing workbook views, zooming options, freezing panes, splitting a worksheet into panes, and switching windows.

## Workbook Views

Excel has three main views: **Normal**, **Page Layout**, and **Page Break Preview**. A fourth view, **Full Screen** view, displays a spreadsheet without screen elements so you can see more of the sheet. Each view in Excel has a specific purpose.

- *Normal* view is the default view. Use *Normal* view to create and modify spreadsheets.
- Use *Page Layout* view to apply headers and footers and to view the layout of the spreadsheet prior to distribution.
- Use *Page Break Preview* to adjust page breaks within your workbook using the drag and drop technique.
- Use *Full Screen* view to display worksheet data without the *Ribbon* and other screen elements.

The *Normal* view, *Page Layout* view, and *Page Break Preview* buttons are on the right side of the *Status bar*. You can also change views using *Normal, Page Layout,* and *Page Break Preview* buttons located on the *View* tab in the *Workbook Views* group (Figure 1-58).
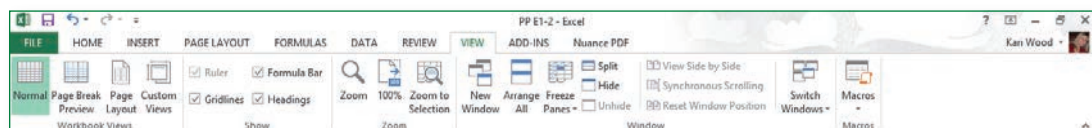


**1-58 *View* tab**

**HOW TO:** Switch Workbook Views Using the Ribbon

1. Open a workbook. The *Normal* view displays by default.
2. Click the **View** tab.
3. Click the **Page Layout** button [*View* tab, *Workbook Views* group].
   - This view displays spreadsheet headers, footers, and page breaks (Figure 1-59).
4. Click **Page Break Preview** [*View* tab, *Workbook Views* group] to view page breaks.
   - Click and drag the dark blue page break lines to adjust page breaks (Figure 1-60).
5. Click **Normal** [*View* tab, *Workbook Views* group] to return to the default view.
6. Click **Ribbon Display Options** in the upper right corner of the Excel window and select **Auto-Hide Ribbon** to display *Full Screen* view (Figure 1-61).
   - *Full Screen* view increases the spreadsheet view by hiding the *Ribbon* and the *Status bar*.
   - The *Ribbon Display Options* menu includes three options: *Auto-Hide Ribbon*, *Show Tabs*, or *Show Tabs and Commands* (Figure 1-62). The entire *Ribbon* disappears from view when you select *Auto-Hide Ribbon*. *Show Tabs* displays *Ribbon* tabs only. Click a tab to display *Ribbon* commands. The *Show Tabs and Commands* option displays the *Ribbon* tabs and commands.
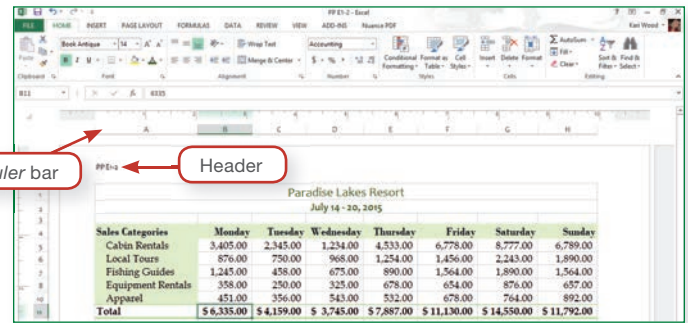


1-59 *Page Layout* view
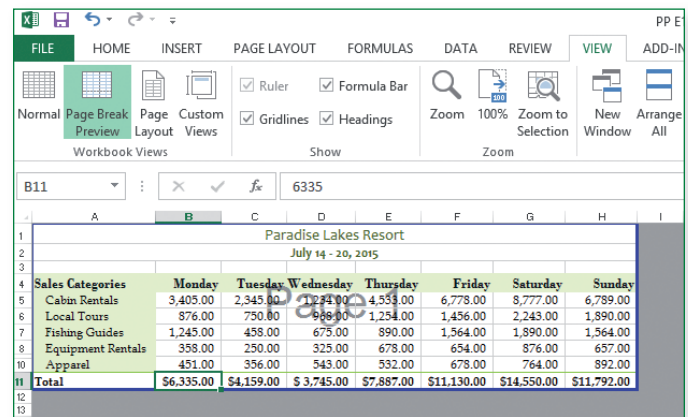


1-60 *Page Break Preview*



1-61 *Full Screen* view
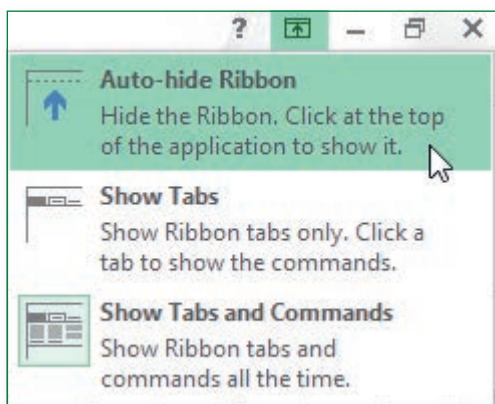


1-62 *Ribbon Display Options*
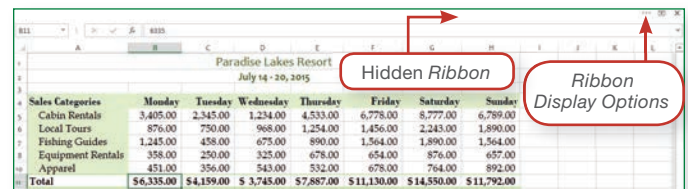
7. Click **Ribbon Display Options** and choose **Show Tabs and Commands** to display the *Ribbon* and tab commands.

> **ANOTHER WAY**
>
> Use the *Status bar* buttons in the bottom right corner of the window to switch views.

## Zoom Options

You can change a window's zoom level to see more of its content (zoom out) or to read the content more easily (zoom in). Zoom controls increase or decrease the magnification of the spreadsheet contents. You can increase or decrease the zoom level using *Zoom* in the *Zoom* group on the *View* tab (Figure 1-63) or the zoom controls on the *Status bar*.
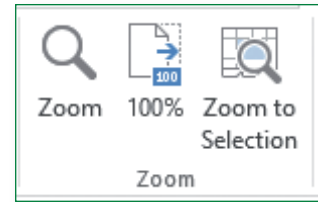


1-63 *View* tab, *Zoom* options

**HOW TO:** Increase Zoom Using the Ribbon

1. Click the **Zoom** button [*View* tab, *Zoom* group].
   - The *Zoom* dialog box opens.
2. Click to select the radio button next to the desired *Magnification*.
   - Select **Fit selection** for a range of cells to fill the entire screen.
   - Choose **Custom** to enter an exact magnification (Figure 1-64).
3. Click **OK** to see the change in magnification in your workbook.
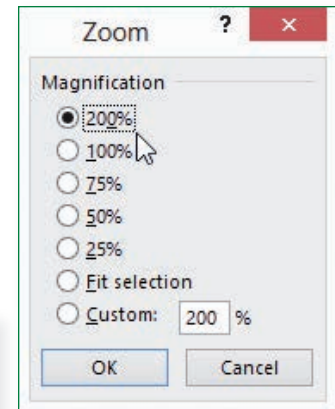


1-64 *Zoom* dialog box

> **ANOTHER WAY**
>
> Other useful buttons are located in the *Zoom* group on the *View* tab: **100%** and **Zoom to Selection**. The *100%* option returns the magnification to the default. The *Zoom to Selection* option fills the entire screen with the range of cells selected in the worksheet.

## Freeze Panes

When spreadsheets are magnified or contain multiple pages, it is difficult to see all of the information on the same screen. You can use scroll bars to move to those sections that are not immediately in view, but this process is tedious if you have to scroll repeatedly. You can also *Freeze Panes* so that column and row headings display whether you are at the top, bottom, left, or right of the spreadsheet. When you apply the freeze option, the Excel window is split into one or more panes, and displays multiple areas of a spreadsheet. A darker border displays when a row or column is frozen.

**HOW TO:** Freeze Panes Using the Ribbon



1. Select a cell in the worksheet that is located below the rows and to the right of the columns you want to freeze.
2. Click the **Freeze Panes** button [*View* tab, *Window* group].
   - Choose **Freeze Panes** to keep rows and columns visible.
   - Select **Freeze Top Row** to keep the top row visible.
   - Choose **Freeze First Column** to keep the first column visible.
3. Select **Freeze Panes** (Figure 1-65).
   - All rows above the active cell are frozen, and all columns to the left of the active cell are frozen.
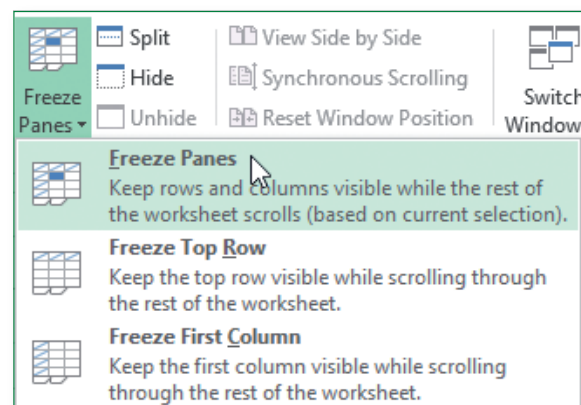
1-65 *Freeze Panes* button

4. Use the right horizontal scrolling arrow to view other columns of information.
   • Notice the row headings do not move (Figure 1-66).
5. Use the down vertical scrolling arrow to view the last row of data.
   • Notice the column headings remain constant.
6. Click the **Freeze Panes** button [*View* tab, *Window* group].
   • A new option, *Unfreeze Panes*, displays.
7. Select **Unfreeze Panes** to return the workbook to its original viewing state.



1-66 *Freeze Panes* view results

## Split a Worksheet into Panes

You can use the split feature to show different parts of the same spreadsheet in separate panes. The split feature can divide a worksheet into two or four scrollable windows (panes) that you can view simultaneously. You can scroll and edit each window independently and size the panes by dragging the *Splitter bar*.

**HOW TO:** Split a Worksheet into Panes

1. Select the row, column, or cell where you want to split a worksheet into panes.
   • Click a cell to split a worksheet into four panes.
   • Click the first cell in the row or column to split a worksheet into two panes.
2. Click the **Split** button [*View* tab, *Window* group].
3. Adjust the size of the panes by pointing to the *Splitter bar* and dragging to reposition the splitter bar (Figure 1-67).
4. Click the **Splitter** button [*View* tab, *Window* group] to remove the splitter bar.



1-67 Split worksheet

> **ANOTHER WAY**
>
> Remove a window split by double-clicking the *Splitter bar*.

## Hide or Unhide Worksheets

When worksheets contain confidential information, you can hide the sheets without affecting the worksheet data or calculations in the sheet. Hidden worksheets do not appear in a print-out. You can hide a worksheet using the *Ribbon* or by right-clicking a sheet tab. You cannot hide a sheet if there is only one sheet in the workbook.

## HOW TO: Hide and Unhide Worksheets

1. Click the sheet tab you want to hide.
   - You can use the **Ctrl** key to select multiple sheets to hide.
2. Click the **Home** tab.
3. Click the **Format** button [*Cells* group] and choose **Hide & Unhide** in the *Visibility* group.
4. Select **Hide Sheet**. The worksheet tab does not display.
5. Click the **Format** button [*Cells* group] and choose **Hide & Unhide** in the *Visibility* group.
6. Click **Unhide Sheet** to open the *Unhide* dialog box (Figure 1-68).
7. Select the worksheet to unhide.
   - When multiple sheets are hidden, you must unhide each sheet individually.
8. Click **OK**.
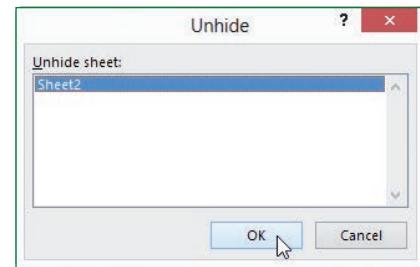


1-68 *Unhide* dialog box

> ### ANOTHER WAY
>
> To hide the worksheet, right-click the worksheet you want to hide and choose **Hide** from the context menu. To unhide the worksheet, right click a worksheet tab and choose **Unhide**. Select the worksheet to unhide.

You can hide an open workbook window by clicking the **View** tab and clicking the **Hide** button. To unhide a workbook, click the **View** tab and click the **Unhide** button.

## Switch Windows Option

The *Switch Windows* feature is useful for viewing or editing multiple open workbooks.

## HOW TO: Switch Windows Using the Ribbon

1. Verify that you have more than one workbook open.
2. Click the **Switch Windows** button [*View* tab, *Window* group].
   - A list of open workbooks displays.
3. Select the workbook you want to view.
   - You can view workbooks side-by-side by selecting **View Side by Side** [*View* tab, *Window* group] (Figure 1-69).
   - The *Synchronous Scrolling* option is available when viewing two workbooks side by side. *Synchronous Scrolling* scrolls both files in the same direction at the same time. It is useful for editing different versions of similar spreadsheets or sharing information between two different workbooks.
4. Click **Maximize** to restore a workbook to full size.



*View Side by Side button*
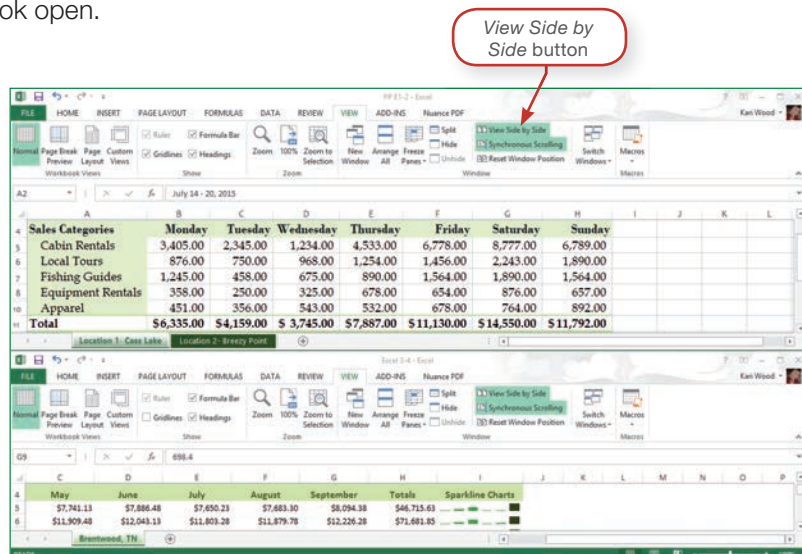
1-69 *View Side by Side*

## View Multiple Worksheets at the Same Time

You can view multiple worksheets at the same time. Use the *New Window* feature to open a second window and to view different parts of the same worksheet. Use the *Arrange All* feature to position open windows. Click **Maximize** to restore a workbook to full size.

**HOW TO:** View Multiple Worksheets at the Same Time

1. Verify that you have more than one workbook open.
2. Click **Arrange All** [*View* tab, *Window* group] to open the *Arrange Windows* dialog box (Figure 1-70).
3. Choose an option to display more than one workbook: *Tiled*, *Horizontal*, *Vertical*, or *Cascade*.
4. Click **OK**.
5. Click **Maximize** to restore a workbook to full size.
6. Click the **View** tab, and click **New Window**.
   - A second window of the worksheet displays. Notice the change in the title bar. Each window displays a number after the name of the workbook.
7. Click **Arrange All** [*View* tab, *Window* group].
8. Choose **Vertical** in the *Arrange Windows* dialog box.
9. Select the **Windows of active workbook** check box.
10. Click **OK**.
11. Scroll the windows to display cells to edit.
12. **Close** the windows.
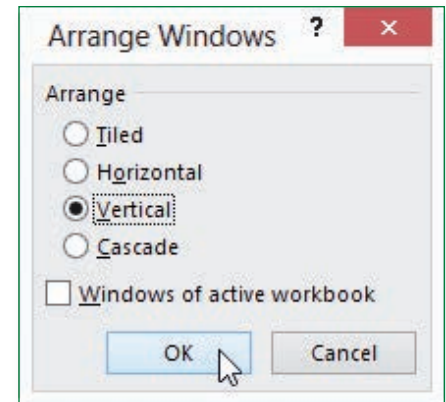


1-70 *Arrange Windows* dialog box

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**SLO 1.8**

# Finalizing a Workbook

After customizing your workbook content, structure, and format, Excel provides you with features to finalize your workbook. It's important to spell check a workbook for accuracy before printing or sending to others. You can also add document properties and a header and footer to your worksheet for document identification. If you are working with a large worksheet, you can customize page breaks and how your worksheet prints.

## Check Spelling

The *Spelling* feature scans a worksheet and locates words that do not match entries in its main dictionary. You can add entries to the main dictionary such as proper names or technical terms. Duplicated words are also identified when you check spelling. You can check an entire worksheet or a selected range of cells. If you are not at the beginning of your worksheet, Excel starts spell checking at the active cell and checks to the end of the worksheet. When it reaches the end of the worksheet, a dialog box displays and asks if you want to continue checking at the beginning of the sheet. The *Spelling* dialog box displays several options when Excel finds an error. The following table describes each option.

## Spelling Dialog Box Options

| Option | Action |
| --- | --- |
| Ignore Once | Skips the word |
| Ignore All | Skips all occurrences of the word in the spreadsheet |
| Add to Dictionary | Adds the word to the default dictionary file. You can also create a custom dictionary. |
| Change | Changes the word to the entry you choose in the *Suggestions* box |
| Change All | Same as *Change*, but changes the word throughout the worksheet |
| Delete | Appears for duplicated words. Click to delete one occurrence of the word. |
| AutoCorrect | Adds the word to the list of corrections Excel makes automatically |
| Options | Changes the spelling options in Excel |
| Undo Last | Changes back to the most recent correction made |
| Cancel | Discontinues the checking operation |

### HOW TO: Spell Check a Worksheet

1. Press **Ctrl+Home** to move to the beginning of the worksheet.
2. Click the **Review** tab and click the **Spelling** button [*Proofing* group] (Figure 1-71).
3. Use the buttons on the right to change or ignore each identified error.
   - If a recommendation that is acceptable does not appear in the *Suggestions* box, edit the *Not in Dictionary* text box and click **Change**.
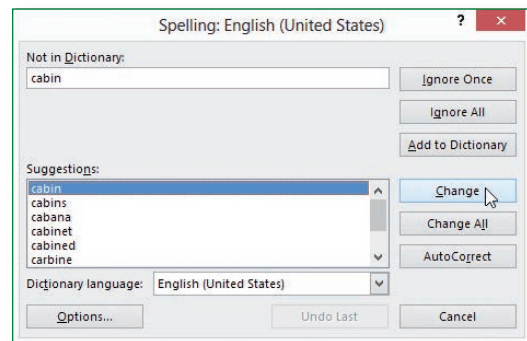


1-71 *Spelling* dialog box

## Document Properties

*Document Properties* are details that you can add to any Office file. Document properties are also called *metadata*, and you can use them to organize or to gather basic information about workbooks. Several properties are created automatically by Excel including *Creation* date, *Modified* date, *Accessed* date, and file *Size*. You can edit other document properties, such as *Title, Author, Comments, Subject,* and *Company*. You can view or edit document properties using *Backstage* view, displaying the *Document Panel,* or opening the *Property* dialog box.

### HOW TO: Add Document Properties

1. Click the **File** tab to display *Backstage* view.
2. Click **Info** if it is not already selected (Figure 1-72).
   - Document property field names are listed on the left and the property fields are listed on the right.
3. Click a field property and type or edit the entry.
4. Click the **Show All/Show Fewer Properties** link at the bottom to display more or fewer document property fields.
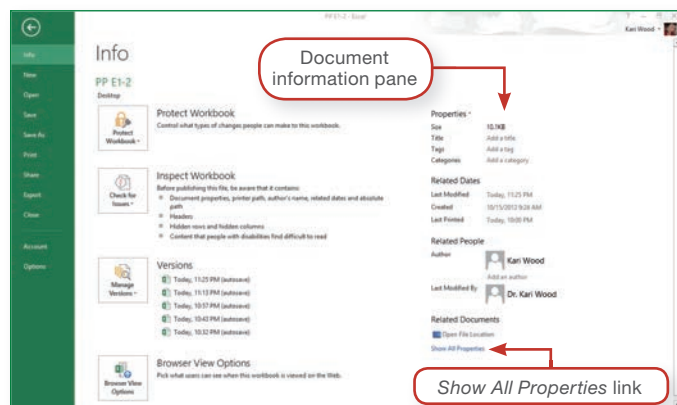


1-72 Workbook properties

## Document Panel

You can view and edit document properties using the *Document* panel in *Normal, Page Layout,* or *Page Break Preview* views. The panel appears above the *Formula bar* and below the *Ribbon* (Figure 1-73). To display the *Document* panel, use the *Backstage* view. Close the *Document* panel by clicking the *Document* panel close button.
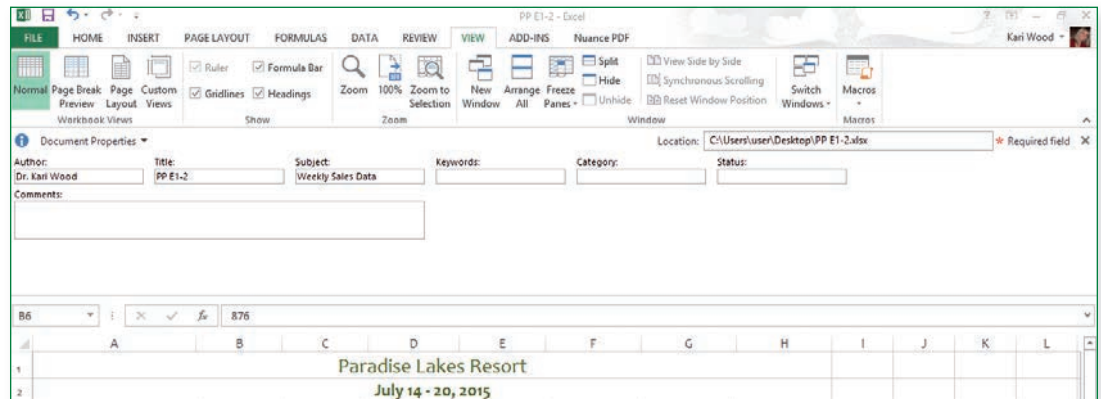


1-73 *Document Properties* panel

### HOW TO: Display the Document Properties Panel

1. Click **File** to display *Backstage* view.
2. Click **Info** if it is not already selected.
3. Click the **Properties** drop-down list at the top of the *Properties* pane (Figure 1-74).
4. Select **Show Document Panel**.
   - The *Backstage* view closes and the *Document* panel displays above the *Formula bar* in the Excel window.
5. Edit or add text in the *Document Properties* fields.
6. Click **X** in the upper right corner of the *Document* panel to close the panel.
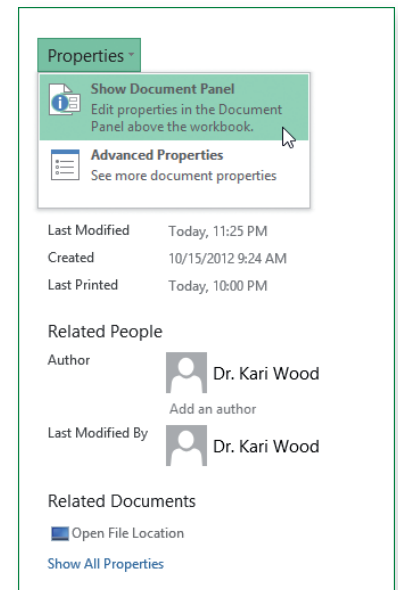


1-74 *Show Document Panel*

## Advanced Properties

The *Advanced Properties* option displays the *Properties* dialog box. You can open the *Properties* dialog box using the *Backstage* view or the *Document* panel (Figure 1-75).
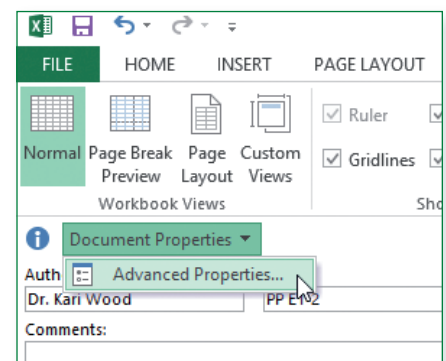


1-75 *Advanced Properties*

## HOW TO: Open the Properties Dialog Box

1. Display the *Backstage* view and click **Info**.
2. Click the **Properties** button to display the drop-down list (see Figure 1-74).
3. Select **Advanced Properties**. The *Properties* dialog box opens (Figure 1-76).
   - The *General*, *Statistics*, and *Contents* tabs provide document properties that are automatically created by Excel.
   - The *Summary* and *Custom* tabs allow you to edit fields.
   - Use the *Custom* tab to add custom document property fields to your workbook.
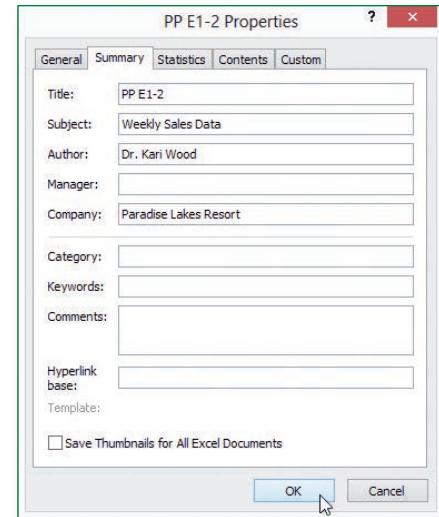


1-76 *Properties* dialog box

## Page Layout

The *Page Layout* tab includes options that allow you to control the appearance of your worksheet such as margins, page orientation, and paper size (Figure 1-77). You can also use the *Page Setup* dialog box to customize worksheet settings (Figure 1-78). To view page layout changes, you can preview or print the worksheet.

Open the *Page Setup* dialog box to change multiple page setup options at one time. Click the **Page Setup**, **Scale to Fit**, or **Sheet Options** launcher on the *Page Layout* tab to open the *Page Setup* dialog box (see Figure 1-78). The following table describes each of the tabs in the *Page Setup* dialog box.
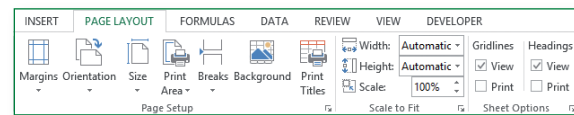


1-77 Customize page setup and print options
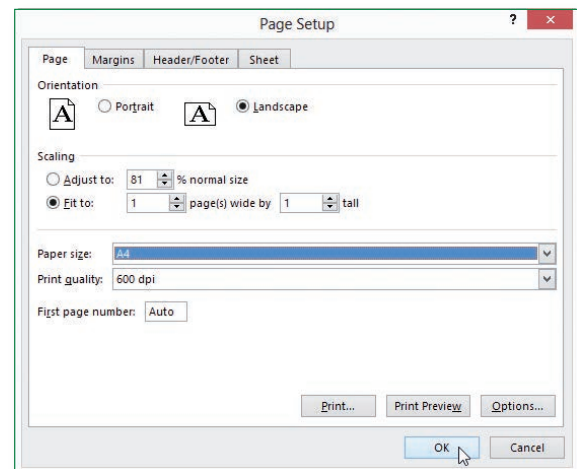


1-78 *Page* tab in the *Page Setup* dialog box

### Page Setup Dialog Box Options

| Tab | Tab Options |
|-----|-------------|
| *Page* | Set the *Orientation* to *Portrait* or *Landscape*. *Scaling* adjusts the size of the printed worksheet as a percentage of the normal size, or you can use *Fit to* area to scale the worksheet to print on a specific number of pages. Use the *Paper size* drop-down list to select a paper size (see Figure 1-78). |
| *Margins* | Set the *Top*, *Bottom*, *Left*, and *Right* margins of the worksheet. You can also set the margins for the header and footer text in the worksheet. In the *Center on page* area, check the *Horizontally* and/or *Vertically* boxes to center the data in the worksheet on a printed page (see Figure 1-79). |
| *Header/Footer* | Add and customize headers and footers in the worksheet. |
| *Sheet* | Set the *Print area* by selecting a specified range of cells. In the *Print titles* area, you can designate certain rows or columns to repeat each time spreadsheet data spans more than one page. You can also specify printing options such as printing titles, gridlines, and row and column headings. |

## Margins, Page Orientation, and Paper Size

The default settings for page layout for an Excel spreadsheet include the following:

- Top and bottom margins: 0.75
- Left and right margins: 0.7
- Header and footer margins: 0.3
- Portrait orientation
- Letter size paper

You can modify each of these settings for individual worksheets or multiple worksheets. To format multiple worksheets, select the worksheet tabs. Use **Shift** to select adjacent sheets. Use **Ctrl** to select non-adjacent sheets. Right-click a sheet tab and choose **Select All Sheets** to format an entire workbook. When changing margin settings, the top and bottom margin settings must be greater than the header and footer values or the worksheet data prints over the header and footer text.

**HOW TO:** Customize Margins, Page Orientation, and Paper Size

1. Click the **Margins** button [*Page Layout* tab, *Page Setup* group] and select a preset option from the drop-down list.
   - Select **Custom Margins** from the *Margins* drop-down list to open the *Page Setup* dialog box to enter a precise measurement (Figure 1-79).
   - Select the **Horizontally** and/or **Vertically** check boxes in the *Center on Page* area to center your worksheet [*Page Setup* dialog box, *Margins* tab]. *Horizontally* centers data between the left and right margins. *Vertically* centers data between the top and bottom margins.

2. Click the **Orientation** button [*Page Layout* tab, *Page Setup* group] and select **Portrait** or **Landscape** from the drop-down list.
   - When you select *Portrait*, the page is taller than it is wide; if you select *Landscape*, the page is wider than it is tall.
   - Use the *Page* tab in the *Page Setup* dialog box to change the page orientation.
   - You can also change orientation when you are ready to print. Select an option from the *Page Orientation* drop-down list in the *Print* area on the *Backstage* view.

3. Click the **Size** button [*Page Layout* tab, *Page Setup* group] and select a paper size from the drop-down list.
   - The default paper size is 8 ½"×11", which is called *Letter*.
   - Click **More Paper Sizes** to open the *Page Setup* dialog box.
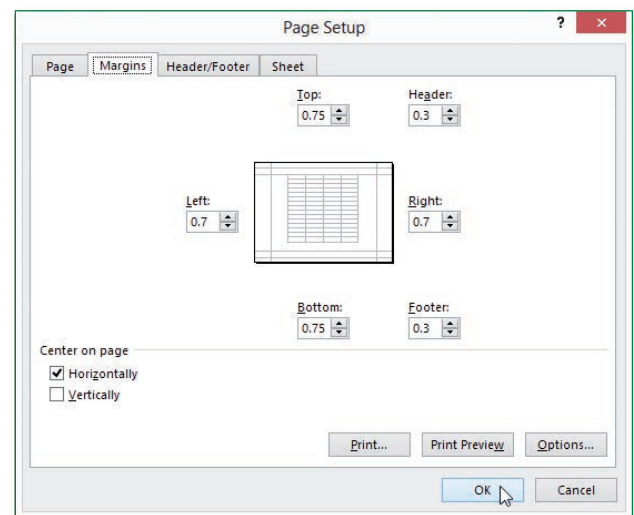


1-79 *Margins* tab in the *Page Setup* dialog box

## Headers and Footers

*Headers* appear at the top of the worksheet in the *Header* area, while **footers** appear in the *Footer* area at the bottom of the worksheet. Each header and footer area has a left, middle, and right section where you can insert a page number, file name, date, or other information in text boxes.

Note that headers and footers appear on the worksheets only when you choose to add them. They do not appear on every sheet automatically. To add headers and footers to multiple worksheets at one time, select the worksheet tabs and open the *Page Setup* dialog box. Headers and footers do not display in *Normal* view. To view header and footer text, switch to *Print Layout* view or *Print Preview*.

**HOW TO:** Insert a Header and Footer Using the Ribbon

1. Select the worksheet.
2. Click the **Insert** tab.
3. Click the **Header & Footer** button [*Text* group].
   - The worksheet view changes to *Page Layout* view.
   - The header displays three text boxes. Information entered in the left text box is left aligned, text in the middle text box is centered, and text in the right text box is right aligned.
4. Click a text box in the header area.
   - Clicking a header or footer text box displays the *Header & Footer Tools Design* tab.
5. Click the **Design** tab to activate it (Figure 1-80).
6. Click an option in the *Header & Footer Elements* group [*Header & Footer Tools Design* tab].
   - A field is inserted with an ampersand (&) followed by the code enclosed in brackets.
   - If the header or footer contains text, you can edit or delete the contents.
   - To insert a pre-defined header or footer such as the page number or worksheet name, click the **Header** or **Footer** button [*Header & Footer Tools Design* tab, *Header & Footer* group].
7. Click **Go To Footer** [*Header & Footer Tools Design* tab, *Navigation* group].
8. Click one of the text boxes in the footer area.



1-80 *Header* area in *Page Layout* view

9. Type text or click an element [*Header & Footer Elements* group].
   - If the text you type includes an ampersand (&), type two ampersands (&&) to distinguish text from the header or footer code. For example, you type "Research && Development" to display "Research & Development".
10. Scroll to the top of the worksheet and then click any cell to close the header and footer area.
    - The header and footer text displays in *Page Layout* view.
11. Switch to **Normal** view.
    - The header and footer are not visible in *Normal* view.

You can insert headers and footers using the *Page Setup* dialog box. One advantage of using the *Page Setup* dialog box to insert headers or footers is that this option allows you to add headers or footers to multiple sheets. The *Page Setup* dialog box includes preset header and footer fields located in the *Custom Header* or *Custom Footer* drop-down lists on the *Header/ Footer* tab.

**HOW TO:** Insert Headers or Footers Using the Page Setup Dialog Box

1. Click the worksheet tab (or tabs if applying the header or footer to multiple sheets).
   • To select two or more adjacent worksheets, use **Shift**.
   • To select two or more nonadjacent sheets, use **Ctrl**.
   • To select all worksheets in the workbook, right-click a tab and click **Select All Sheets**.
2. Click the **Page Layout** tab and then click the **Page Setup** launcher [*Page Setup* group].
   • The *Page Setup* dialog box displays.
3. Select the **Header/Footer** tab.
4. Click the drop-down arrow for the *Header* or *Footer* text box to see a list of predefined headers or footers (Figure 1-81).
   • Scroll to see additional options.
5. Choose **(none)** to create a new header or footer.
6. Click the **Custom Header** or **Custom Footer** button to open the *Header* or *Footer* dialog box (Figure 1-82).
7. Type text in the *Left* section, *Center* section, or *Right* section, or click a button to insert a field code.
   • Each button has a *ScreenTip* to identify the button (Figure 1-83).
8. Click **OK** to close the *Header or Footer* dialog box.
   • The information appears in the *Header or Footer* text box.
9. Click **OK** to close the *Page Setup* dialog box.



Pre-defined headers and footers
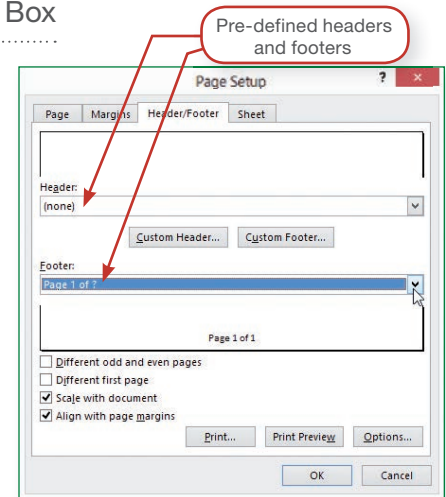
1-81 *Header/Footer* tab in the *Page Setup* dialog box



1-82 *Header* dialog box



Format Text   Insert Number of Pages   Insert Time   Insert File Name   Insert Picture

Insert Page Number   Insert Date   Insert File Path   Insert Sheet Name   Format Picture
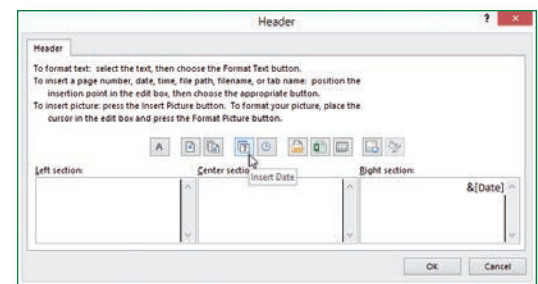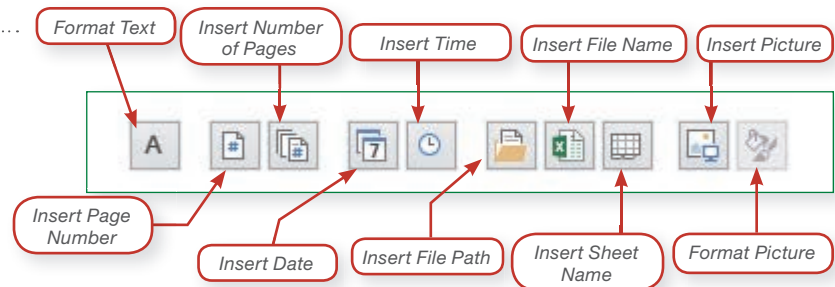
1-83 Buttons to insert header and footer content

Figure 1-83 displays the buttons available in the *Header* and *Footer* dialog boxes. When you click the *Format Text*, *Insert Picture*, or *Format Picture* button, another dialog box opens that provides you with additional options.

There are two ways to remove a header or footer. One method uses the *Page Setup* dialog box and the other uses the *Text* group on the *Insert* tab. Remember to use the *Page Setup* dialog box method to remove headers and footers from multiple sheets.

## HOW TO: Remove Headers and Footers

1. Select the worksheet.
2. Click the **Page Layout** tab and click the **Page Setup** launcher.
3. Click the **Header/Footer** tab.
4. Click the **Header** or **Footer** drop-down list and select **(none)** (Figure 1-84).
5. Click **OK** to close the *Page Setup* dialog box.
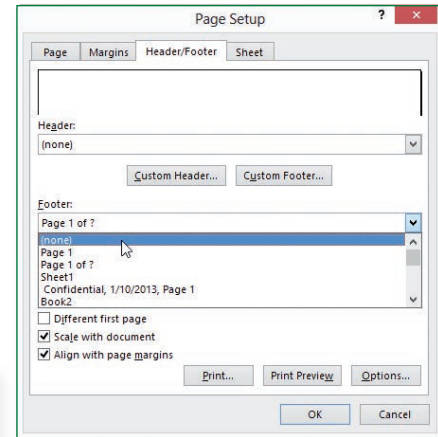
> ### ANOTHER WAY
>
> To remove a header or footer, click the **Insert** tab and click **Header & Footer** [*Text* group]. Click the left, right, or center area, select the header or footer text, and press **Delete** or **Backspace**.

1-84 *Footer* drop-down list

## Page Breaks

When you complete a workbook you can preview the content before printing or distributing the workbook electronically. If the worksheet data is larger than one page, page breaks are inserted automatically. Paper size, margins, and scale options control the position of automatic page breaks. You can manually insert page breaks to change the number of rows or columns printed on the page. Use *Page Break Preview* to insert page breaks, move page breaks, or remove page breaks. Manual page breaks display as a solid line. Automatic page breaks display as a dotted or dashed line.

## HOW TO: Insert a Page Break

1. Select the location to insert a page break.
   - Click the row below where you want to insert a horizontal page break.
   - Click the column to the right of where you want to insert a vertical page break.
   - Click the cell below and to the right of where you want to insert a horizontal and vertical page break.
2. Click the **Page Layout** tab.
3. Click the **Breaks** button (Figure 1-85).
4. Select **Insert Page Break**.
   - The page break displays as a solid line.
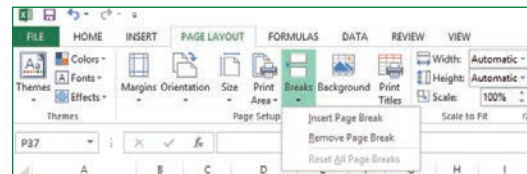
1-85 *Breaks* options

> ### ANOTHER WAY
>
> To insert a page break, right-click a row or column and choose **Insert Page Break** from the context menu.

### Preview and Move a Page Break

In *Normal* view, you can use the *Breaks* command to insert, remove, and reset page breaks. You cannot drag page breaks to another location in *Normal* view. Use *Page Break Preview* to move a page break. Moving an automatic page break changes it to a manual page break.

**HOW TO:** Preview and Move a Page Break

1. Click the **View** tab.
2. Click the **Page Break Preview** button (Figure 1-86).
3. Drag the page break (solid line) to a new location.
   - The pointer changes to a resize pointer (two-pointed arrow) while dragging the page break.
4. Return to *Normal* view [*View* tab, *Workbook Views* group].
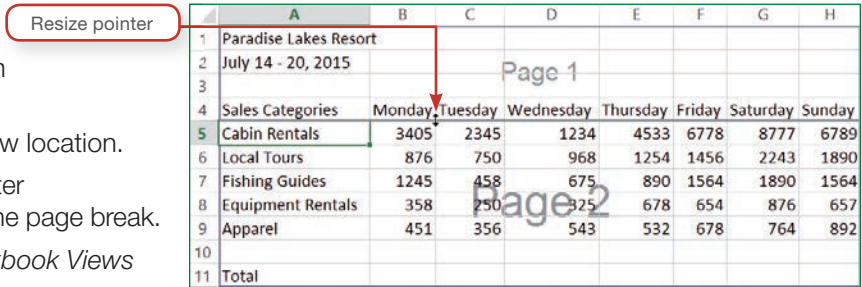


1-86 *Page Break Preview*

## Remove a Manual Page Break

To remove a manual page break, use *Page Break Preview*. You cannot delete an automatic page break. You can, however, reposition an automatic page break by inserting or deleting columns and rows, changing page orientation, or adjusting column width and row height.

**HOW TO:** Remove a Manual Page Break

1. Switch to **Page Break Preview** [*View* tab, *Workbook Views* group].
2. Select the column or row next to the page break to be removed.
   - To delete a vertical page break, select the column to the right of the page break.
   - To delete a horizontal page break, select the row below the page break.
3. Click **Breaks** [*Page Layout* tab, *Page Setup* group] (Figure 1-87).
4. Click **Remove Page Break**.
   - To remove all manual page breaks, click **Reset All Page Breaks**.
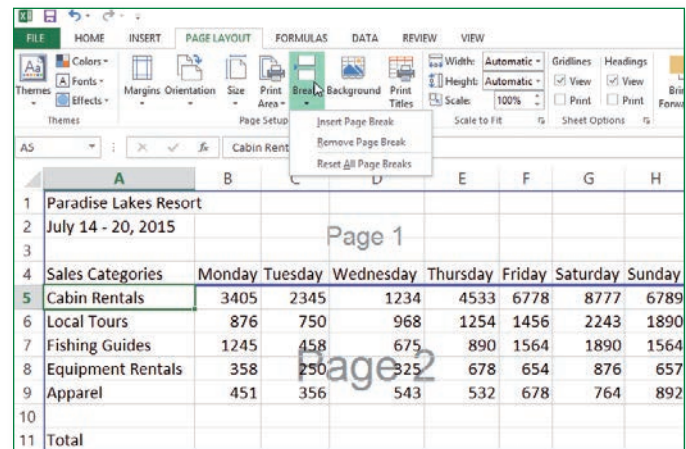


1-87 Remove page break

## Customize Worksheet Printing

You can print an entire workbook, a single worksheet, or a section of a worksheet. You can also control the appearance of the printout by displaying gridlines, printing column letters and row numbers, or including titles that repeat on each page.

**HOW TO:** Print Titles, Gridlines, Column Letters, and Row Numbers

1. Click the **Page Layout** tab and locate the *Sheet Options* group (Figure 1-88).
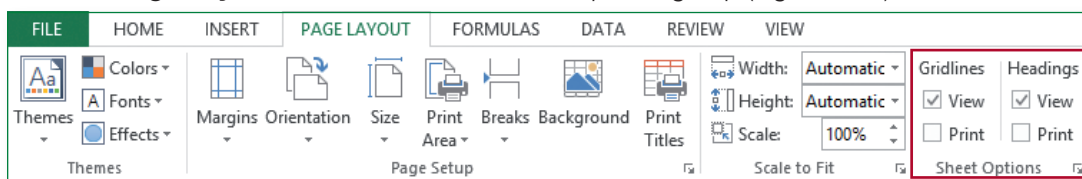


1-88 *Sheet Options*

2. Select the **Print** checkbox under *Gridlines*.

3. Select the **Print** checkbox under *Headings*.
   - Both *Gridlines* and *Row and column headings* are available in the *Print* area on the *Sheet* tab in the *Page Setup* dialog box.

4. Click the **Print Titles** button [*Page Layout* tab, *Page Setup* group] to open the *Page Setup* dialog box.

5. Click the **Rows to repeat at top** text box (Figure 1-89).

6. Drag to select the row or rows to repeat.
   - You can also type the reference of the row(s) that contains the column labels. For example, type $1:$1 to repeat the first row. Type $1:$2 to repeat the first two rows.

7. Click the **Columns to repeat at left** text box.

8. Click column **A** to select the column.
   - A second method is to type the reference of the column that contains the row labels. Type $A:$A to repeat the first column.

9. Click **OK**.
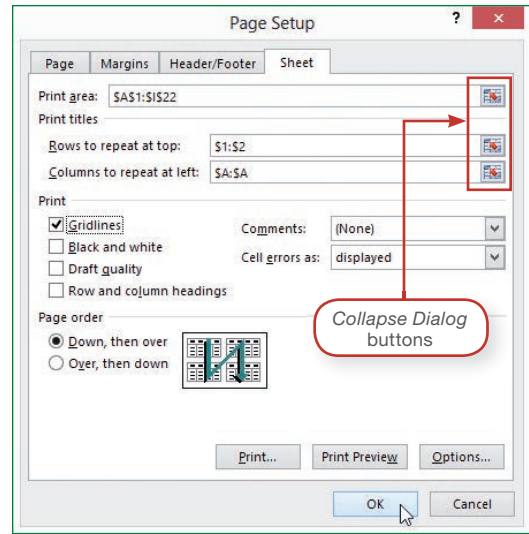


1-89 *Sheet* tab in the *Page Setup* dialog box

---

### ANOTHER WAY

Click the **Collapse Dialog** button on the right side of *Rows to repeat at top* or *Columns to repeat at left* and select the rows or columns to repeat. Click the **Collapse Dialog** button again to expand the *Page Setup* dialog box.

---

## Scale to Fit

The *Scale to Fit* feature expands or reduces a worksheet to fit on a specific number of pages or a specific paper size. You can adjust the worksheet as a percentage of the normal size or change the height or width values.

**HOW TO:** Scale to Fit

1. Click the **Page Layout** tab.

2. Select a scaling option [*Scale to Fit* group] (Figure 1-90).
   - Click the **Width** drop-down list and select the number of pages.
   - Click the **Height** drop-down list and select the number of pages.
   - Click the **Scale** up and down arrows to scale the worksheet a percentage of the normal size (100%).
   - You can also click the **Scale to Fit** launcher to display the *Page* tab in the *Page Setup* dialog box where you can make adjustments in the *Scaling* area (Figure 1-91).
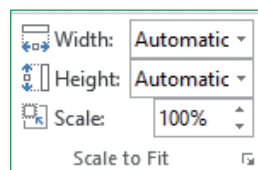


1-90 *Scale to Fit* options
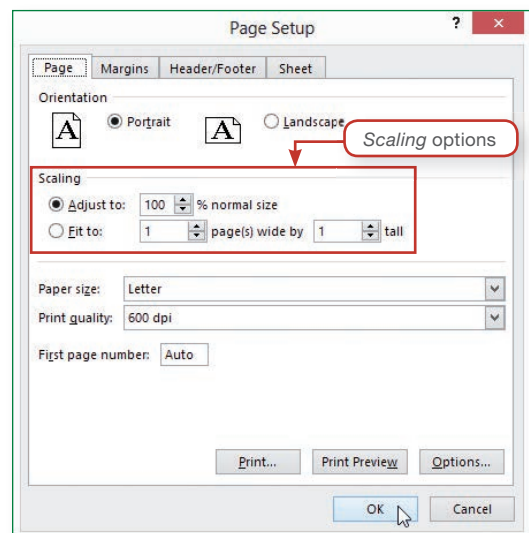


1-91 *Scaling* options in the *Page Setup* dialog box

### Print Area

The *print area* is the section of the worksheet that prints. A print area consists of a single cell or a range of cells. You can add cells to a print area and you can clear the print area in order to print an entire worksheet.

**HOW TO:** Set and Clear Print Area

1. Select the cells to print.
   - Use **Ctrl** and drag to select multiple print areas.
2. Click the **Page Layout** tab.
3. Click the **Print Area** button [*Page Setup* group] (Figure 1-92).
4. Select **Set Print Area**.
   - Change the view to *Page Break Preview* to see the print area.
   - A print area is saved when the workbook is saved.
5. To enlarge the print area, select adjacent cells, click the **Print Area** button [*Page Layout* tab, *Page Setup* group], and then select **Add to Print Area**.
   - Switch to *Page Break Preview* to view the print area.
6. To clear the print area, click the **Print Area** button [*Page Layout* tab, *Page Setup* group] and select **Clear Print Area**.
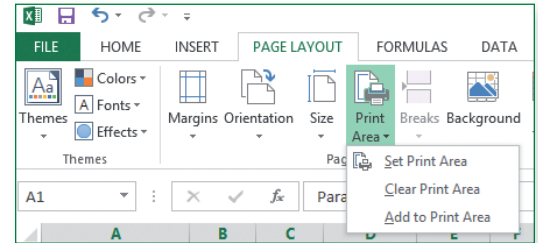


*1-92 Print Area options*

> **ANOTHER WAY**
>
> You can print part of a worksheet using the *Page Setup* dialog box. Display the **Page Setup** dialog box and select the **Sheet** tab. Type the cell range to print in the *Print area* text box. Click **OK**.

### Print a Worksheet or Workbook

Once you complete a worksheet, you can preview the worksheet to verify layout and formatting changes. There are two ways to preview a worksheet. One way is to click the **File** tab and then click **Print**. The other way is to open the *Page Setup* dialog box and click **Print Preview**.

**HOW TO:** Preview and Print a Worksheet

1. Click the **File** tab.
2. Click **Print** (Figure 1-93). A preview of your worksheet appears on the right.
   - If the workbook is more than one page, use the **Next Page** and **Previous Page** arrows to review each page.
   - Click **Show Margins** to manually adjust the header and page margins.
   - Click **Zoom to Page** to adjust the zoom level.
3. In the *Copies* area, set the number of copies to print.
4. Select an option to print the active sheet, print the entire workbook, or print a selection.
5. Specify the pages to print.
6. Verify orientation, paper size, and margin settings.
7. Click the **Page Setup** link to display the *Page Setup* dialog box and adjust settings.
8. Click **Print**.
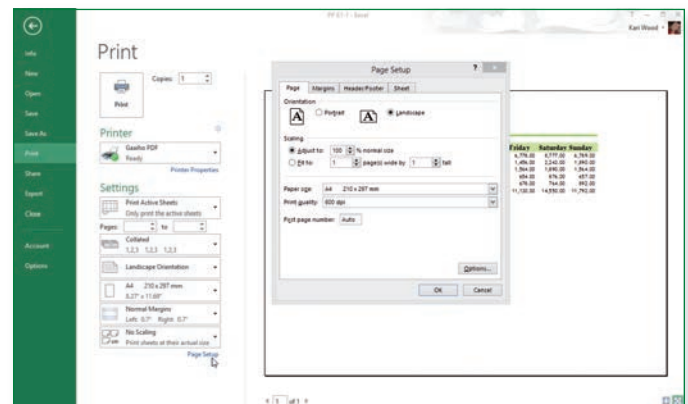


*1-93 Backstage view: Page Setup dialog box*

## PAUSE & PRACTICE: EXCEL 1-4

For this project, you open your previous Pause & Practice file (***[your initials] PP E1-3.xlsx***) and change the display and view options, hide and unhide rows and worksheets, add document properties, and apply page setup formatting to finalize your Paradise Lakes Resorts workbook.

File Needed: ***[your initials] PP E1-3.xlsx***
Completed Project File Name: ***[your initials] PP E1-4.xlsx***

1. Open the ***[your initials] PP E1-3*** workbook.

2. Save the workbook as ***[your initials] PP E1-4***.

3. Select the **Location 1 – Cass Lake worksheet**.

4. Unhide row 9 from the previous Pause & Practice (the "Food & Beverage" row).
   a. Drag to select row headings **8** and **10**.
   b. Right-click one of the selected row headings.
   c. Choose **Unhide** from the context menu. Row 9 appears between rows 8 and 10.

5. Enter the following "Food & Beverage" data in row 9 for the cell range **B9:H9**.

| | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|
| 9 | 254.00 | 209.00 | 198.00 | 402.00 | 519.00 | 677.00 | 399.00 |

6. Increase the zoom to 150%.
   a. Click the **Zoom** button [*View* tab, *Zoom* group].
   b. The *Zoom* dialog box opens.
   c. Select the **Custom** radio button and enter 150 for the magnification.
   d. Click **OK** to see the change in magnification in your workbook.

7. Use *Freeze Panes* in the worksheet.
   a. Select **B5** in the worksheet.
   b. Click the **Freeze Panes** button [*View* tab, *Window* group].
   c. Choose the **Freeze Panes** option.
   d. Use the right horizontal scrolling arrow to view the last two columns of information (Figure 1-94).

8. Hide a worksheet.
   a. Click the **View** tab and click the **100%** zoom button [*Zoom* group].
   b. Click the **Freeze Panes** button and select **Unfreeze Panes**.
   c. Right-click the **Location 2** worksheet tab.
   d. Select **Hide**.

| | A | G | H |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | **Sales Categories** | **Saturday** | **Sunday** |
| 5 | Cabin Rentals | 8,777.00 | 6,789.00 |
| 6 | Local Tours | 2,243.00 | 1,890.00 |
| 7 | Fishing Guides | 1,890.00 | 1,564.00 |
| 8 | Equipment Rentals | 876.00 | 657.00 |
| 9 | Food & Beverage | 677.00 | 399.00 |
| 10 | Apparel | 764.00 | 892.00 |
| 11 | **Total** | $ 15,227.00 | $ 12,191.00 |

1-94 *Freeze Panes* view

9.  Check the spelling of the worksheet.
    a.  Click the **Spelling** button [*Review* tab, *Proofing* group].
    b.  Correct any misspelled words in the worksheet.

10. Add document properties using the *Document Properties* panel.
    a.  Click the **File** tab to display *Backstage* view.
    b.  Click **Info** if it is not already selected.
    c.  Click the **Properties** drop-down list at the top of the *Properties* pane and select **Show Document Panel**. The *Backstage* view closes and the *Document* Panel displays above the *Formula bar* in the Excel window.
    d.  Add text in the following *Document Properties* fields (Figure 1-95):
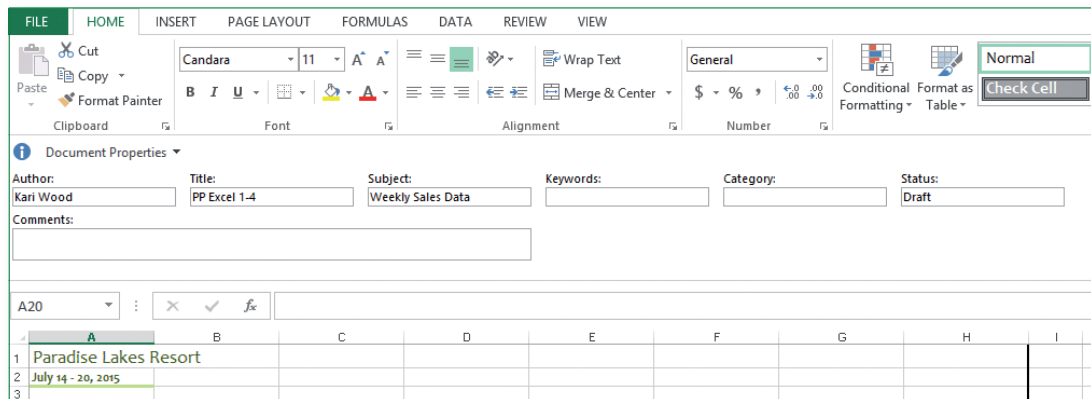


1-95 *Document* Panel

   *Title:* PP Excel 1-4
   *Subject:* Weekly Sales Data
   *Status:* Draft

    f.  Click the **X** in the upper right corner of the *Document* Panel to close the panel.

11. Change page setup options.
    a.  Click the **Page Layout** tab.
    b.  Click the **Orientation** button and select **Landscape**.
    c.  Click the **Page Setup** launcher to display the *Page Setup* dialog box and select the **Margins** tab.
    d.  Click the **Horizontally** check box in the *Center on page* area.
    e.  Click **OK** to close the *Page Setup* dialog box.

12. Add a header and footer.
    a.  Click the **Page Layout** tab.
    b.  Open the *Page Setup* dialog box by clicking the **Page Setup** launcher.
    c.  Click the **Header/Footer** tab.
    d.  Click the **Header** drop-down list and select *[your initials] PP E1-4*. The name of the file displays in the header.
    e.  Click the **Footer** drop-down list and select **Page 1** to insert a page number in the footer.
    f.  Click **OK** to close the *Page Setup* dialog box.

13. Select the print area and preview the worksheet.
    a.  Select the cell range **A1:H11**.
    b.  Select the **Page Layout** tab.
    c.  Click the **Print Area** button and select **Set Print Area**.
    d.  Deselect the text.
    e.  Click the **File** tab and select **Print**. The workbook *Print Preview* displays.

14. Save and close the workbook (Figure 1-96).

**Paradise Lakes Resort**
July 14 - 20, 2015

| Sales Categories | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---|---|---|---|---|---|---|---|
| Cabin Rentals | 3,405.00 | 2,345.00 | 1,234.00 | 4,583.00 | 6,778.00 | 8,777.00 | 6,789.00 |
| Local Tours | 876.00 | 750.00 | 968.00 | 1,254.00 | 1,456.00 | 2,243.00 | 1,890.00 |
| Fishing Guides | 1,245.00 | 458.00 | 675.00 | 890.00 | 1,564.00 | 1,890.00 | 1,564.00 |
| Equipment Rentals | 358.00 | 250.00 | 325.00 | 678.00 | 654.00 | 876.00 | 657.00 |
| Apparel | 451.00 | 356.00 | 543.00 | 532.00 | 678.00 | 764.00 | 892.00 |
| Total | $ 6,335.00 | $ 4,159.00 | $ 3,745.00 | $ 7,937.00 | $ 11,130.00 | $ 14,550.00 | $ 11,792.00 |

Page 1

**1-96  PP E1-4 completed**

# Chapter Summary

**1.1** Create, save, and open an Excel workbook (p. E1-3).

- When you create a blank workbook, Excel automatically assigns a file name to the file, such as *Book1*.
- You can save an Excel workbook in a variety of formats. By default, Excel workbooks are saved as *.xlsx* files.
- From the **Share** and **Export** areas of *Backstage* view, you have the option of saving in different online locations and saving a workbook as a PDF document.
- You can open workbooks from your computer, external storage device, or *SkyDrive*.

**1.2** Edit a workbook by entering and deleting text, using the *Fill Handle* to complete a series, and using the cut, copy, and paste features (p. E1-6).

- When creating or editing a workbook, you can type data, import data from another file, or copy data from a web page or another source.
- Excel uses multiple pointers to indicate various selection, copying, resizing and moving options within a worksheet.
- Excel recognizes any combination of letters, numbers, spaces, and other characters as text and aligns each entry to the bottom left corner of the cell. Numeric entries align at the bottom right corner of the cell.
- Vertical alignment options include *Top Align, Middle Align,* and *Bottom Align*. Horizontal alignment options include *Align Left, Center,* and *Align Right*.
- Use the **Fill Handle** to complete lists, repeat numeric patterns, or copy cell contents to another location.
- Cut, copy, and paste data using the **drag and drop** method; **Cut**, **Copy**, and **Paste** buttons on the *Home* tab; the context menu; or shortcut keys on the keyboard.

**1.3** Create a basic formula using *AutoSum* (p. E1-16).

- **AutoSum** is a button that automates the *Sum* function and other popular functions. *Sum* is used for adding values in a range.
- To adjust the cell range in a formula, use the *Formula bar* or drag the cell range border to reduce or expand the range.

**1.4** Format a worksheet using different font attributes, borders, shading, cell styles, themes, and the *Format Painter* (p. E1-19).

- The default format for worksheet entries is 11 pt. Calibri.
- Customize font attributes using the *Font* group on the *Ribbon* or opening the *Format Cells* dialog box. You can change the **Font Face**, **Font Size**, **Font Style**, and **Font Type** in a single cell, a group of cells, a worksheet, or an entire workbook.
- Add borders, shading, and number formatting to a worksheet to improve readability and to add emphasis.
- The **Format Painter** option allows you to copy formatting attributes and styles from one cell to another.
- Use **Cell Styles** to format a worksheet attractively using predefined settings such as alignment, color, borders, and fill color.
- Apply **themes** to a workbook for consistency in color, font, and effects.

**1.5** Resize, insert, delete, and hide and unhide columns and rows in a worksheet (p. E1-26).

- Control the display of data by adjusting column width or row height.
- Two methods you can use to insert or delete columns and rows are the context menu and the **Insert** or **Delete** button.
- Display multiple lines in a cell using **Wrap Text** or use **Merge & Center** to combine two or more cells.
- You can hide sensitive data in a column or incomplete information in a row using the context menu or the *Format* button.

**1.6** Insert, delete, edit, format, and rearrange worksheets (p. E1-31).

- The number of worksheets contained in a workbook is limited only by the amount of your computer memory.
- The default names for the sheets within a workbook are *Sheet1, Sheet2,* and so on.
- The two methods you can use to insert or delete worksheets are the context menu and the **Insert** or **Delete** buttons.
- The context menu and the *Format* button include options to **Move** and **Copy** worksheets.

**1.7** Customize the Excel window by changing views, adjusting zoom level, freezing panes, and splitting a worksheet (p. E1-36).

- Excel has three main views: *Normal*, *Page Layout*, and *Page Break Preview*.
- Display options such as *Zoom*, *Freeze Panes*, *Gridlines*, and *Headings* can help make larger spreadsheets easier to view.
- You can *Hide* and *Unhide* sheets if they include sensitive data.

**1.8** Finalize a workbook by spell checking, adding document properties, applying page setup options, and printing (p. E1-41).

- Check spelling using the *Review* tab.
- Various **Document Properties** are created automatically. These include *Creation* date, *Modified* date, *Accessed* date, and file *Size*. You can add properties such as *Title*, *Author*, *Comments*, *Subject*, and *Company*.
- The *Document Information Panel* on the right side of *Backstage* view displays details that are available for update or change.
- The **Advanced Properties** option in the *Document Information* panel displays the *Properties* dialog box.
- Use *Page Setup* options to customize page layout settings and print preview to review worksheets.

## Check for Understanding

In the **Online Learning Center** for this text (www.mhhe.com/office2013inpractice), there are a variety of resources that can be used to review the concepts covered in this chapter.

The following Online Learning Resources are available on the Online Learning Center:

- Multiple choice questions
- Short answer questions
- Matching exercises

## Guided Project 1-1

Abdul Kohl has just been hired at Life's Animal Shelter and asked to track the organization's weekly expenses on a spreadsheet.
[Student Learning Outcomes 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.8]

File Needed: None
Completed Project File Name: *[your initials] Excel 1-1.xlsx*

### Skills Covered in This Project

- Create and save a workbook.
- Enter text and numbers.
- Change font size and attributes.
- Create a formula using *AutoSum*.
- Use the *Fill Handle*.
- Apply *Cell Styles*.
- Apply a theme.
- Apply page layout options.
- Insert a row and adjust column width and row height.
- Rename and apply color to sheet tabs.
- Merge and center titles.
- Apply number formatting.
- Insert and delete sheets.
- Use spell check.

1. Open a new workbook.
   a. Click the **File** tab to open the *Backstage* view.
   b. Click **New** and then click **Blank workbook** to open a new blank workbook.

2. Save the workbook as *[your initials] Excel 1-1*.
   a. Press **F12** to open the *Save As* dialog box.
   b. Rename the file *[your initials] Excel 1-1* in the *File name* area.
   c. Select the folder or **Browse** to the location on your *SkyDrive*, computer, or storage device to save the workbook.
   d. Click **Save**.

3. Enter the data.
   a. Select **A1**, type Life's Animal Shelter, and then press **Enter**. Type September 1 – 7, 2015 and press **Enter**.
   b. Type the remaining data in Figure 1-97.

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | Life's Animal Shelter | | | | | | | |
| 2 | September 1 - 7, 2015 | | | | | | | |
| 3 | | | | | | | | |
| 4 | Expense Categories | Monday | | | | | | |
| 5 | Food | 340.45 | 344.05 | 350.51 | 340.01 | 341.18 | 359.75 | 340.02 |
| 6 | Medicine | 525.33 | 529.31 | 535.25 | 524.59 | 527.99 | 543.39 | 540.01 |
| 7 | Wages | 675.21 | 580.91 | 575.88 | 579.55 | 680.81 | 750.05 | 565.9 |
| 8 | Heat | 25.75 | 26.01 | 28.05 | 25.03 | 25.99 | 31.04 | 24.99 |
| 9 | Electricity | 19.45 | 20.09 | 21.75 | 19.02 | 19.99 | 23.56 | 19.45 |
| 10 | Total | | | | | | | |

**1-97 Excel 1-1 data**

4. Use the *Fill Handle* to copy a series.
   a. Select **B4**.
   b. Place the pointer on the *Fill Handle* (small black square in the lower right corner of the cell) until the fill pointer (thin black plus sign) appears.
   c. Click and drag the fill pointer to **H4**.

5. Apply *Merge & Center* to the title and subtitle of your worksheet.
   a. Select **A1:H1** and click the **Merge & Center** button [*Home* tab, *Alignment* group].
   b. Select **A2:H2** and click the **Merge & Center** button [*Home* tab, *Alignment* group].

6. Apply *Cell Styles*.
   a. Select **A1** and click the **More** button [*Home* tab, *Styles* group].
   b. Select **Title** in the *Titles and Headings* category.
   c. Select **A2** and click the **More** button [*Home* tab, *Styles* group].
   d. Select **Heading 2** in the *Titles and Headings* category.
   e. Select **A4:A9**, hold down **Ctrl**, and select **B4:H4**.
   f. Click the **More** button [*Home* tab, *Styles* group].
   g. Select **60%**, **Accent 1** in the *Themed Cell Styles* category.
   h. Select **A10:H10** and click the **More** button [*Home* tab, *Styles* group].
   i. Select **Total** in the *Titles and Headings* category.

7. Apply font attributes.
   a. Select **A4:A9**, hold down **Ctrl**, and then select **B4:H4**.
   b. Click the **Bold** button [*Home* tab, *Font* group].
   c. Select **A5:A9**, hold down **Ctrl**, and then select **B4:H4**.
   d. Click the **Increase Indent** button [*Home* tab, *Alignment* group] three times.
   e. Click the **Font size** drop-down list [*Home* tab, *Font* group] and select **12 pt**.

8. Increase column width.
   a. Select **A4:H10**.
   b. Click the **Format** button [*Home* tab, *Cells* group].
   c. Select **AutoFit Column Width**. Deselect the cells.

9. Apply themes to the worksheet.
   a. Click the **Themes** button [*Page Layout* tab, *Themes* group] and choose **Integral** from the gallery (Figure 1-98).
   b. Click the **Theme Fonts** button [*Page Layout* tab, *Themes* group] and select **Franklin Gothic** from the gallery.

10. Apply font attributes to the labels in the spreadsheet.
    a. Select **A4**.
    b. Click the **Font** drop-down list [*Home* tab, *Font* group] and select **Arial**.
    c. Click the **Font Size** drop-down list and select **14**.

11. Use *AutoSum* to calculate a total and copy the formula using the *Fill Handle*.
    a. Select **B10**.
    b. Click **AutoSum** [*Home* tab, *Editing* group] and press **Enter**.
    c. Select **B10** and place the pointer on the *Fill Handle* (small black square in the lower right corner of the cell) until the fill pointer (thin black plus sign) appears.
    d. Click and drag the fill pointer to cell **H10**.

12. Apply number formatting to the numeric data.
    a. Select **B5:H10**.
    b. Click the **Accounting Number Format** button [*Home* tab, *Number* group].

13. Adjust column width.
    a. Select **A4:H10**.
    b. Click the **Format** button [*Home* tab, *Cells* group].
    c. Select **AutoFit Column Width**.



1-98 *Integral* theme button

14. Press **Ctrl+S** to save the workbook.

15. Change column width on a range of columns.
    a. Click and drag to select the column headings **B:H**.
    b. Click the **Format** button [*Home* tab, *Cells* group].
    c. Select **Column Width** from the menu.
    d. Enter 15.0 characters as the new width.
    e. Click **OK**.

16. Apply new row heights.
    a. Click row heading **4**, hold down **Ctrl**, and click row heading **10**.
    b. Right-click row heading **4**.
    c. Choose **Row Height** from the context menu.
    d. Enter 21.0 as the new height.
    e. Click **OK**.

17. Insert a new row and row heading.
    a. Right-click row heading **9**.
    b. Choose **Insert** from the context menu to add a new row. The new row appears directly above the originally selected row.
    c. Select cell **A9** and type: Cages & Equipment.

18. Increase the width of column A to **29.00**.

19. Enter the following information into the cell range **B9:H9**.

|   | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|
| 9 | 199.03 | 209.25 | 198.90 | 229.05 | 245.09 | 351.98 | 205.55 |

20. Rename and color sheet tab.
    a. Double-click the **Sheet1** tab.
    b. Type the following name: Park Rapids, MN Location.
    c. Press **Enter**.
    d. Click the **Format** button [*Home* tab, *Cells* group].
    e. Select **Tab Color** in the *Organize Sheets* category to add a fill color to the background of the sheet tab.
    f. Select **Blue Accent 2**, **Darker 50%** (last color in the sixth *Theme Color* column) (Figure 1-99).

21. Insert a new sheet.
    a. Click the **Insert** button drop-down arrow [*Home* tab, *Cells* group] and select **Insert Sheet**. The new sheet named **Sheet2** appears to the left of the *Park Rapids* worksheet tab.
    b. Add another sheet to the workbook by clicking the **New Sheet** button.

22. Delete *Sheet2* and *Sheet3*.
    a. Click the **Sheet2** tab, press and hold **Shift**, click the **Sheet3** tab, and release **Shift**.
    b. Click the **Delete** button drop-down arrow [*Home* tab, *Cells* group] and select **Delete Sheet**.

23. Press **Ctrl+S** to save the workbook.
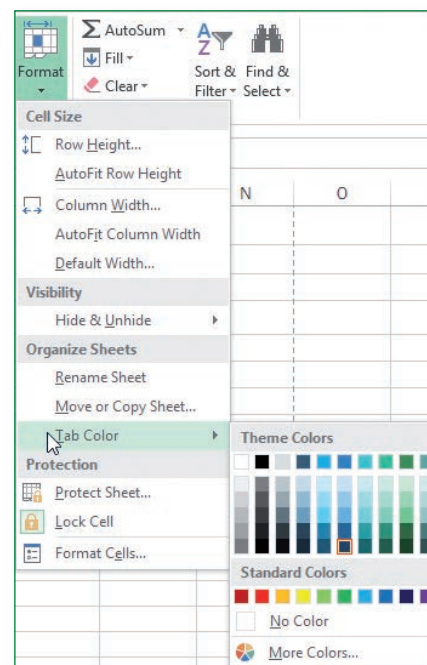
**1-99 Worksheet *Tab Color* options**

24. Change *Page Setup* options.
   a. Click the **Page Layout** tab and click the **Page Setup** launcher.
   b. Select the **Page** tab in the *Page Setup* dialog box.
   c. Click the **Landscape** radio button under *Orientation*.
   d. Click the **Fit to:** radio button under *Scaling* and enter 1 page wide by 1 tall.
   e. Click the **Header/Footer** tab.
   f. Click the **Header:** drop-down list and select *[your initials] Excel 1-1* from the list.
   g. Click the **Margins** tab.
   h. Click the **Horizontally** check box under *Center on page*.
   i. Click **OK**.

25. Spell check the worksheet.
   a. Press **Ctrl+Home** to go to cell **A1**.
   b. Click the **Spelling** button [*Review* tab, *Proofing* group].
   c. Correct any misspelled words.

26. Click the **File** tab and select **Print** to preview the workbook.

27. Save and close the workbook (Figure 1-100).



Excel 1-1

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | Life's Animal Shelter | | | | |
| 2 | | | | September 1 - 7, 2015 | | | | |
| 3 | | | | | | | | |
| 4 | Expense Categories | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| 5 | Food | $ 340.45 | $ 344.05 | $ 350.51 | $ 340.01 | $ 341.18 | $ 359.75 | $ 340.02 |
| 6 | Medicine | $ 525.33 | $ 529.31 | $ 535.25 | $ 524.59 | $ 527.99 | $ 543.39 | $ 540.01 |
| 7 | Wages | $ 675.21 | $ 580.91 | $ 575.88 | $ 579.55 | $ 680.81 | $ 750.05 | $ 565.90 |
| 8 | Heat | $ 25.75 | $ 26.01 | $ 28.05 | $ 25.03 | $ 25.99 | $ 31.04 | $ 24.99 |
| 9 | Cages & Equipment | $ 199.03 | $ 209.25 | $ 198.90 | $ 229.05 | $ 245.09 | $ 351.98 | $ 205.55 |
| 10 | Electricity | $ 19.45 | $ 20.09 | $ 21.75 | $ 19.02 | $ 19.99 | $ 23.56 | $ 19.45 |
| 11 | Total | $ 1,785.22 | $ 1,709.62 | $ 1,710.34 | $ 1,717.25 | $ 1,841.05 | $ 2,059.77 | $ 1,695.92 |

1-100 Excel 1-1 completed

# Guided Project 1-2

For this project, you edit and format a spreadsheet for a sales representative for Eller Software Services. The spreadsheet contains clients' personal information and a listing of their product purchases.
[Student Learning Outcomes 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8]

File Needed: ***EllerSoftwareServices-1.xlsx***
Completed Project File Name: *[your initials] Excel 1-2.xlsx*

## Skills Covered in This Project

- Open and save a workbook.
- Enter and format text and numbers.
- Copy text using the *Fill Handle*.
- Create a formula using *AutoSum*.
- Apply a theme and *Cell Styles*.
- Merge and center titles and subtitles.
- Change orientation.
- Apply font attributes.

- Apply numeric formatting.
- Apply date formatting.
- Apply a border.
- Change zoom level.
- Hide and insert a row and adjust column width.
- Rename and apply color to sheet tabs.
- Use spell check.
- Apply page layout options.

---

1. Open a workbook.
   a. Click the **File** tab and click **Open**.
   b. Locate the folder where your files are saved.
   c. Open the workbook ***EllerSoftwareServices-1.xlsx***.

2. Rename the workbook ***[your initials] Excel 1-2***.
   a. Press **F12** to open the *Save As* dialog box.
   b. Locate the folder where your files are located.
   c. Rename the file ***[your initials] Excel 1-2*** in the *File name* area.
   d. Click **Save**.

3. Apply a theme to the worksheet.
   a. Click the **Themes** button [*Page Layout* tab, *Themes* group].
   b. Choose **Retrospect** from the *Office* gallery.

4. Enter and format data.
   a. Select **E5**, type **MN**, and press **Enter**.
   b. Select **E5** and point to the *Fill Handle*.
   c. Click and drag the fill pointer to **E13**.
   d. Select **C5:C13**.
   e. Press **Ctrl+1** to open the *Format Cells* dialog box.
   f. Click the **Number** tab and click **Special** under *Category*.
   g. Select **Phone Number** and click **OK** to close the *Format Cells* dialog box.

5. Use *AutoSum* to calculate the total of gross sales and adjust the reference range.
   a. Type Total in **A15**.
   b. Select cell **I15**.
   c. Click **AutoSum** [*Home* tab, *Editing* group] and press **Enter**.
   d. Select **I15** and click the cell reference range in the *Formula bar*.
   e. Edit the cell range to **I13** and press **Enter**.

6. Apply *Merge & Center* to the title and subtitle of the worksheet.
   a. Select **A1:I1** and click the **Merge & Center** button [*Home* tab, *Alignment* group].
   b. Select **A2:I2** and click the **Merge & Center** button.

7. Apply *Cell Styles*.
   a. Select **A1** and click the **More** button [*Home* tab, *Styles* group].
   b. Select **Title** in the *Titles and Headings* category.
   c. Select **A2** and click the **More** button and select **Heading 2** in the *Titles and Headings* category.

    d. Select **A4:A15**, hold down **Ctrl**, and then select **B4:I4**.
    e. Click the **More** button and select **40%- Accent 1** in the *Themed Cell Styles* category.
    f. Select **I15**, click the **More** button, and then select **Total** in the *Titles and Headings* category.

8. Apply diagonal rotation to text.
    a. Select **A4:I4**.
    b. Click the **Orientation** button [*Home* tab, *Alignment* group].
    c. Select **Angle Counterclockwise**.

9. Apply font attributes.
    a. Select the cell range **A4:A15**, hold down **Ctrl**, and click and drag to select **B4:I4**.
    b. Click the **Font size** drop-down list [*Home* tab, *Font* group] and select **12**.
    c. Click the **Font type** drop-down list [*Home* tab, *Font* group] and select **Verdana**.
    d. Click the **Bold** button [*Home* tab, *Font* group].
    e. Select the non-adjacent cell ranges **C5:C13** and **E5:F13**.
    f. Click **Center** [*Home* tab, *Alignment* group].
    g. Select **A1:A2** and click the **Increase Font Size** button [*Home* tab, *Font* group] two times.

10. Apply numeric formatting to your spreadsheet.
    a. Select **I5:I15**.
    b. Click **Comma Style** [*Home* tab, *Number* group].
    c. Select **I5**, press **Ctrl**, and select **I15**.
    d. Press **Ctrl+1** to open the *Format Cells* dialog box.
    e. Select the **Number** tab, if necessary, and select the **Accounting** category.
    f. Change the **Symbol** drop-down list to **$**.
    g. Click **OK** to close the *Format Cells* dialog box.

11. Apply date formatting to your spreadsheet.
    a. Select **H5:H13**.
    b. Click the **Short Date** format from the *Number Format* drop-down list [*Home* tab, *Number* group].

12. Increase the width of your columns.
    a. Select **A4:I15**.
    b. Click the **Format** button [*Home* tab, *Cells* group].
    c. Select **AutoFit Column Width**.

13. Press **Ctrl+S** to save the workbook.

14. Edit a cell.
    a. Double-click cell **G9** to activate edit mode.
    b. Delete the word **Software** from the cell contents and press **Enter**.

15. Change the width of a column.
    a. Click the column **G** heading to select the column.
    b. Click the **Format** button [*Home* tab, *Cells* group] and select **Column Width** from the menu.
    c. Enter 31.0 characters as the new width.
    d. Click **OK**.

16. Hide an existing row and insert a new row and row heading.
    a. Right-click row heading **10**.
    b. Choose **Hide** from the context menu.
    c. Right-click row heading **11**.
    d. Choose **Insert** from the context menu to add a new row. The new row appears directly above the originally selected row.
    e. Select cell **A11** and type Hilary Marschke.

f.  Enter the following information into the cell range **B11:I11**. (Figure 1-101).

B11:  245 West Third Avenue
C11:  3203555443
D11:  Saint Cloud
E11:  MN
F11:  56301
G11:  Training
H11:  11/15/2015
I11:   750.00



**1-101 Adjusted column width**

17. Rename and color a sheet tab.
    a.  Double-click the **Sheet1** tab.
    b.  Type the following name: MN Clients.
    c.  Press **Enter**.
    d.  Right-click the **MN Clients** tab.
    e.  Point to **Tab Color** to add a fill color to the background of the sheet tab.
    f.  Select **Orange Accent 1**, **Darker 50%** (last color in the fifth *Theme Color* column) (Figure 1-102).
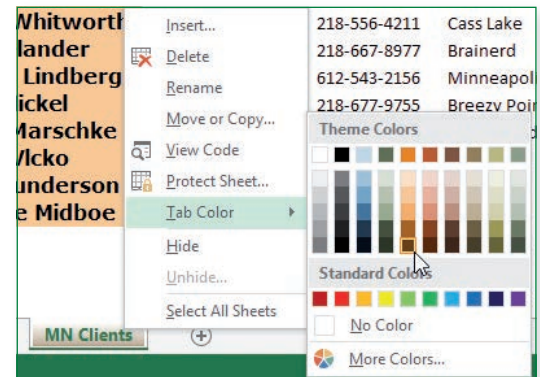
18. Save the workbook.

19. Apply a bottom border.
    a.  Select **A4:I4**.
    b.  Press **Ctrl+1** to open the **Format Cells** dialog box.
    c.  Click the **Border** tab.
    d.  Select the fifth line style in the second column and select **Orange**, **Accent 1**, **Darker 50%** for the line color (last color in the fifth column).
    e.  Select the bottom border button in the **Border** area (third button under the *Border* heading).
    f.  Click **OK**.



**1-102 Worksheet *Tab Color* options**

20. Change the zoom level.
    a.  Click the **View** tab.
    b.  Click **Zoom**.
    c.  Select the **75% *Magnification*** level.
    d.  Click **OK**.

21. Select the **Spelling** button [*Review* tab, *Proofing* group] and correct any misspellings in the worksheet.

22. Preview the worksheet.
    a.  Select **Print** from the *File* tab.
    b.  Review the workbook layout and format, and then return to the worksheet.
    c.  Use the **Zoom** slider in the *Status bar* to return to *100%* magnification.

23. Change *Page Setup* options.
    a.  Display the *Page Layout* tab and click the **Page Setup** launcher [*Page Setup* group].
    b.  Select the **Page** tab and click the **Landscape** radio button under *Orientation*.
    c.  Click the **Fit to:** radio button under *Scaling*, enter 1 page wide by 1 tall.

d.  Select the *Margins* tab and click the **Horizontally** check box under *Center on page*.

e.  Select the **Header/Footer** tab.

f.  Click the **Footer:** drop-down button and select **MN Clients** to print the sheet name in the footer.

g.  Click **OK**.

24. Save and close the workbook (Figure 1-103).



| Eller Software Services | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Adam White Client Information** | | | | | | | | |
| Client Name | Address | Phone Number | City | State | Zip | Product/Service | Date | Gross Sales |
| **Heather Guyan** | 124 East Street | (218) 333-2313 | Bemidji | MN | 56601 | Training | 10/7/2015 | $ 1,567.04 |
| **Craig Brand** | 554 Second Street | (320) 751-4433 | Saint Cloud | MN | 56301 | Technical Support | 10/1/2015 | 1,056.15 |
| **Wade Whitworth** | 1822 Highway 2 | (218) 556-4211 | Cass Lake | MN | 56633 | Accounting Software | 9/21/2015 | 5,200.00 |
| **Terri Olander** | 459 Tenth Avenue | (218) 667-8977 | Brainerd | MN | 56401 | POS: Point of Sale Software | 10/15/2015 | 6,525.00 |
| **Charlie Lindberg** | 345 Lyndale Avenue | (612) 543-2156 | Minneapolis | MN | 55401 | ERP: Enterprise Resource Planning | 9/1/2015 | 42,000.00 |
| **Hilary Marschke** | 245 Third Avenue | (320) 355-5443 | Saint Cloud | MN | 56301 | Training | 11/15/2015 | 750.00 |
| **Shelly Vicko** | 402 Second Avenue SE | (218) 342-2456 | Deer River | MN | 56636 | Accounting Software | 9/15/2015 | 4,500.00 |
| **Mike Gunderson** | 304 Irvine Avenue | (218) 278-9021 | Bemidji | MN | 56601 | Technical Support | 10/28/2015 | 990.45 |
| **Jeremie Midboe** | 302 Pilot Knob Road | (651) 333-2789 | Eagan | MN | 55121 | POS: Point of Sale Software | 11/1/2015 | 7,500.00 |
| **Total** | | | | | | | | $ 70,656.18 |

MN Clients

**1-103  Excel 1-2 completed**

## Guided Project 1-3

For this project, you create an Excel spreadsheet that consists of the product inventory information for Wear-Ever Shoes.
**[Student Learning Outcomes 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8]**

File Needed: ***WearEverShoes-1.xlsx***
Completed Project File Name: ***[your initials] Excel 1-3.xlsx***

### Skills Covered in This Project

- Open and save a workbook.
- Enter and format text and numbers.
- Use the *Fill Handle* to copy a formula.
- Apply a theme and *Cell Styles*.
- Merge and center title and subtitle.
- Apply numeric formatting.
- Adjust column width and row height.

- Insert a column.
- Use *Page Layout* view to insert a footer.
- Move cell contents.
- Check spelling.
- Rename sheet tabs and apply color to sheet tabs.
- Apply page layout options.

1. Open and rename the workbook file.
   a. Press **Ctrl+O** to display the *Open* area.
   b. Locate the folder where your files are located.
   c. Open the workbook file **WearEverShoes-1**.**xlsx**.
   d. Press **F12** and locate the folder where your files are saved.
   e. Save the workbook as **[your initials] Excel 1-3**.

2. Click the **Themes** button [*Page Layout* tab, *Themes* group] and choose **Ion** from the gallery.

3. Increase column width.
   a. Select **A4:I12**.
   b. Click the **Format** button [*Home* tab, *Cells* group].
   c. Select **AutoFit Column Width**.

4. Apply *Cell Styles*.
   a. Select **A1**, click the **More** button [*Home* tab, *Styles* group], and select **Title** in the *Titles and Headings* category.
   b. Select **A3**, click the **More** button, and select **Heading 2** in the *Titles and Headings* category.
   c. Select **A4:A12**, press **Ctrl**, and select **B4:I4**.
   d. Click the **More** button and select **40%- Accent 1** in the *Themed Cell Styles* category.
   e. Select **B5:I12**.
   f. Click the **More** button and select **20%- Accent 2** in the *Themed Cell Styles* category.

5. Apply *Merge & Center* to the title and subtitle of your worksheet.
   a. Select **A1:I1** and click **Merge & Center** [*Home* tab, *Alignment* group].
   b. Select **A3:I3** and click **Merge & Center**.

6. Apply formatting.
   a. Select the cell range **A4:A12**, press **Ctrl**, and select **B4:I4**.
   b. Click the **Font size** drop-down list [*Home* tab, *Font* group] and select **12 pt**.
   c. Click the **Font type** drop-down list [*Home* tab, *Font* group] and select **Trebuchet MS**.
   d. Select **A4:I4** and click the **Center** button [*Home* tab, *Alignment* group].
   e. Select **I5:I12** and click the **Center** button [*Home* tab, *Alignment* group].
   f. Select **E5:E12** and click the **Increase Indent** button [*Home* tab, *Alignment* group].

7. Use the *Fill Handle* to copy a formula.
   a. Click **H5**.
   b. Point to the *Fill Handle* in the lower right corner and drag the fill pointer to **H12**.

8. Apply numeric formatting and adjust column width.
   a. Select **F5:H12**.
   b. Click **Comma Style** [*Home* tab, *Number* group].

    c.  Select **A4:I12**.

    d.  Click the **Format** button [*Home* tab, *Cells* group] and select **AutoFit Column Width**.

9.  Save your workbook (Figure 1-104).

10.  Edit a cell.

    a.  Double-click cell **B7** to activate edit mode.

    b.  Edit the cell's contents so it appears as Pink.

11.  Change the width of a column.

    a.  Click column heading **A** to select the column.



**1-104 Formatted worksheet**

    b.  Click the **Format** button [*Home* tab, *Cells* group] and select **Column Width**.

    c.  Enter 24.0 as the new width and click **OK**.

12.  Apply a new row height.

    a.  Right-click row heading **4**.

    b.  Choose **Row Height** from the context menu.

    c.  Enter 21.0 as the new height and click **OK**.

13.  Insert a new column and type a column heading and data in the new column.

    a.  Right-click column heading **D**.

    b.  Choose **Insert** from the context menu to add a new column.

    c.  Select cell **D4** and type: Discontinue.

    d.  Increase the width of the new column if needed to automatically fit the contents of the column.

    e.  Enter the following information into the cell range **D5:D12**:

| | D |
|---|---|
| 5 | No |
| 6 | No |
| 7 | No |
| 8 | No |
| 9 | No |
| 10 | Yes |
| 11 | No |
| 12 | Yes |

14.  Rename and color the sheet tab.

    a.  Double-click the **Sheet1** tab.

    b.  Type the following name: Northern Warehouse and press **Enter**.

    c.  Click the **Format** button [*Home* tab, *Cells* group].

    d.  Select **Tab Color** in the *Organize Sheets* category to add a fill color to the background of the sheet tab.

    e.  Select **Dark Red, Accent 1, Darker 50%** (last color in the fifth *Theme Color* column).

15.  Click the **Save** button on the *Quick Access* toolbar to save the workbook changes.

16.  Move cell contents and adjust column width.

    a.  Select the cell range **D4:D12**.

    b.  Click the **Cut** button [*Home* tab, *Clipboard* group].

c. Click cell **K4** and click the **Paste** button [*Home* tab, *Clipboard* group].
d. Select **E4:K12**.
e. Place the pointer on the right border of the selected cell range, drag the cell range to **D4**, and release the pointer.
f. Select **B4:J12**, click the **Format** button [*Home* tab, *Cells* group], and select **AutoFit Column Width**.

17. Click the **Spelling** button [*Review* tab, *Proofing* group] and correct any misspellings in the worksheet.

18. Use *Page Layout* view to insert a footer.
    a. Click the **Insert** tab and click **Header & Footer**.
    b. Click the **Header & Footer Tools Design** tab.
    c. Click **Go to Footer** [*Header & Footer Tools Design* tab, *Navigation* group].
    d. Click in the middle section of the footer area and select **File Name** in the *Header & Footer Elements* group. Click in the worksheet to see the file name.
    e. Switch to *Normal* view.

19. Change the *Page Setup* options.
    a. Click the **Page Layout** tab and click the **Page Setup** launcher.
    b. Select the **Page** tab from the *Page Setup* dialog box and click the **Landscape** radio button under *Orientation*.
    c. Click the **Fit to:** radio button and enter 1 page wide by 1 tall.
    d. Click **OK**.

20. Save and close the workbook (Figure 1-105).

**Wear-Ever Shoes**

**Outlet Product Inventory**

| Product | Color | Sizes | Quantity | Mens/Womens | Cost | Retail Price | Total Cost | Reorder | Discontinue |
|---|---|---|---|---|---|---|---|---|---|
| Rugged Hiking Boots | Brown and Black | W 5-11 | 45 | Men | 46.50 | 90.00 | 2,092.50 | N | No |
| Comfy Walking Shoes | Brown and Black | R 5-12 | 52 | Both | 34.25 | 65.00 | 1,781.00 | N | No |
| Lazy Flip-Flops | Pink and White | R 5-12 | 13 | Both | 7.50 | 14.00 | 97.50 | Y | No |
| Seriously Tall Boots | Black | W 5-11 | 0 | Women | 42.50 | 80.00 | - | Y | No |
| Glide Running Shoes | Green and Black | R 5-12 | 10 | Both | 36.50 | 75.00 | 365.00 | Y | No |
| Classy Pumps | Navy Blue | R 5-12 | 40 | Women | 15.45 | 30.00 | 618.00 | N | Yes |
| Chunky Heel Boots | Brown | W 5-11 | 10 | Women | 32.45 | 65.00 | 324.50 | Y | No |
| Sassy Slip-Ons | Silver | R 5-12 | 25 | Women | 23.50 | 45.00 | 587.50 | N | Yes |

Excel 1-3

**1-105  Excel 1-3 completed**

# Independent Project 1-4

You have just been hired as an administrative assistant at Blue Lake Sport Company. Your supervisor has asked you to convert her daily sales report into a spreadsheet that she can distribute at the department meeting.
[Student Learning Outcomes 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8]

File Needed: *BlueLakeSports-1.xlsx*
Completed Project File Name: *[your initials] Excel 1-4.xlsx*

## *Skills Covered in This Project*

- Open and save a workbook.
- Enter and format text and numbers.
- Merge and center title and date.
- Use *AutoSum*.
- Create a formula and use the *Fill Handle*.
- Apply a theme and apply *Cell Styles*.

- Use *Page Layout* view to insert a header and footer.
- Apply page layout options.
- Adjust column width and row height.
- Rename and apply color to sheet tabs.

1. Open the workbook file **BlueLakeSport-1.xlsx**.

2. Save the presentation as **[your initials] Excel 1-4**.

3. Apply the **Slice** theme to the worksheet.

4. Edit worksheet data.
   a. Edit the title in **A1** so that the word "Sports" contains an apostrophe and appears as follows: Sport's.
   b. Edit the value in cell **B6** to 5102.

5. Merge and center the title in cell **A1** across the cell range **A1:H1**, and merge and center the date in cell **A2** across the cell range **A2:H2**.

6. Delete row **8**.

7. Use the *Fill Handle* to complete a series.
   a. Select **B4**.
   b. Use *Fill Handle* to add headings for columns **C:H**.

8. Apply *Cell Styles* to the labels in the spreadsheet.
   a. Apply the **Title Style** to **A1**.
   b. Apply the **Heading 1** style to the subtitle in **A2**.
   c. Apply the **20%- Accent 1** themed cell style to **B4:H4** and **A4:A8**.
   d. Apply the **20%- Accent 3** themed cell style to **B5:H8**.
   e. Select **A3:H3**, and apply the **Heading 1** style.

9. Format cell contents.
   a. Increase the font size of **A4:H8** to **12 pt**.
   b. Select **A5:A7** and click the **Increase Indent** button.
   c. Apply the **Comma** format to cells **B5:H8**.

10. Use *AutoSum* and the *Fill Handle* to calculate daily totals.
    a. Use *AutoSum* to create a *Sum* formula for **B8**.
    b. Use the *Fill Handle* to copy the formula in **B8** to cells **C8:H8**.

11. Apply additional formatting to the spreadsheet.
    a. Apply the **Total** cell style to cells **A8:H8**.
    b. Increase the font size to **12 pt.** in cells **B8:H8**.
    c. **Bold** all non-numeric entries in **A4:H8**.
    d. **Center** the days of the week.
    e. Select **B5:H7** and apply the *Comma Style* format.
    f. Select **B8:H8** and select **Accounting** from the *Number Format* drop-down list.

12. Adjust column width and row height.
    a. Change the width in column **A** to 22.0.
    b. Change the row height for rows **1:8** to 22.0.

13. Rename and color a sheet tab.
    a. Rename *Sheet1* Week 1 of May.
    b. Color the sheet tab **Dark Blue Accent 1**, **Darker 50%** (last color in the fifth *Theme Color* column).

14. Spell check the worksheet.

15. Apply page layout options.
    a. Change the page orientation to **Landscape**.
    b. Fit the spreadsheet to 1 page wide by 1 tall.
    c. Center the worksheet horizontally on the page.

16. Add a header and footer.
    a. Click the **Insert** tab and click **Header & Footer**.
    b. Click the left header section and add the **Sheet Name** field.
    c. Click **Go to Footer**, click the middle section, and add the **Page Number** field.
    d. Click a cell in the worksheet and switch to *Normal* view.

17. Preview the workbook.

18. Save and close the workbook (Figure 1-106).

Week 1 of May

**Blue Lake Sport's Weekly Sales**
**1-May-15**

| Sales Categories | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---|---|---|---|---|---|---|---|
| Children's Sports | 4,503.00 | 3,301.00 | 2,304.00 | 2,103.00 | 3,210.00 | 7,942.00 | 6,201.00 |
| Men's Sports | 5,102.00 | 4,567.00 | 5,543.00 | 2,344.00 | 5,107.00 | 8,905.00 | 6,103.00 |
| Women's Sports | 4,201.00 | 3,257.00 | 3,408.00 | 3,214.00 | 5,203.00 | 7,693.00 | 5,932.00 |
| Total | $ 13,806.00 | $ 11,125.00 | $ 11,255.00 | $ 7,661.00 | $ 13,520.00 | $ 24,540.00 | $ 18,236.00 |

1

**1-106  Excel 1-4 completed**

# Independent Project 1-5

Clemenson Imaging is a privately owned organization that employs certified staff to perform mobile medical imaging at many hospitals statewide. You have been hired as the scheduling dispatch coordinator. It is your job to schedule all the mobile technicians at various hospital locations every day. Your supervisor has requested that you convert your schedule to an Excel spreadsheet.
[Student Learning Outcomes 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7]

File Needed: *ClemsonImaging-1.xlsx*
Completed Project File Name: *[your initials] Excel 1-5.xlsx*

## Skills Covered in This Project

- Open and save a workbook.
- Enter and format text and numbers.
- Merge and center title and subtitle.
- Spell check.
- Add a border.
- Apply a theme and *Cell Styles*.

- Create a formula using *AutoSum*.
- Adjust column width and row height.
- Rename and apply color to sheet tabs.
- Apply *Freeze Panes*.
- Apply page layout options.

1. Open **ClemensonImaging-1.xlsx** and save it as **[your initials] Excel 1-5**.

2. Apply the **Ion Boardroom** theme to the worksheet.

3. Edit the title in **A1** so that "LLC" appears after the word "Imaging" and appears as Clemenson Imaging LLC.

4. Merge and center the title in cell **A1** across the cell range **A1:H1** and the subtitle in cell **A2** across the cell range **A2:H2**.

5. Edit the value in cell **E7** to 3.

6. Apply *Cell Styles*.
   a. Apply the **Title** style to **A1**.
   b. Apply the **Heading 1** style to the subtitle in **A2**.
   c. Apply the **40%- Accent 2** themed cell style to **A4:H4**.

7. Apply format changes.
   a. Increase the font size of **A4:H11** to **12 pt**.
   b. Increase the indent of cells **A5:A11**.

8. Add the title Total in cell **A13** and calculate the total number of patients in **E13** using *AutoSum*. Edit the formula cell range to **E11**.

9. Apply additional formatting to the spreadsheet.
   a. Apply the **Total Cell** style to **A13:H13**.
   b. Increase the font size to **12 pt.** in cells **A13:H13**.
   c. Select **A13** and **Decrease Indent**.
   d. **Bold** and center the data in **E5:E13** and **H5:H11**.
   e. Apply **bold** format to cells **A4:H4**.

10. Adjust column widths and row heights.
    a. Change the width in column **A** to 20.0.
    b. *AutoFit* the remaining columns (**B:H**).
    c. Change the row height for rows **4** and **13** to 21.00.
    d. Delete row **12**.

11. Apply **Freeze Panes** to cell **A5**.
    a. Click the **View** tab.
    b. Select **A5**.
    c. Click **Freeze Panes** and select **Freeze Panes**.

12. Rename *Sheet1* as 12-1-2015 and color the sheet tab **Plum Accent 1, Darker 50%**.

13. Select **A4:H4** and apply a thick bottom border using the **Plum, Accent 1, Darker 50%** color.

14. Spell check the worksheet.

15. Apply page layout options.
    a. Change the orientation to **Landscape** and fit the spreadsheet to one page.
    b. Center the worksheet horizontally on the page.
    c. Add the automatic footer **12-1-2015** to the worksheet using the *Footer* drop-down list.

16. Preview the spreadsheet.

17. Save and close the workbook (Figure 1-107).

### Clemenson Imaging LLC
### Technician Daily Schedule

| Name | Hospital | Arrival Time | Departure Time | Patients | Image Type | Category | Priority |
|------|----------|--------------|----------------|----------|------------|----------|----------|
| Bonna McFarland | East Memorial | 8:00 AM | 2:00 PM | 4 | Cardiac | Routine | 2 |
| Mary Anne Vonbank | Central Children's | 9:00 AM | 4:30 PM | 5 | General | Emergency | 1 |
| Jonathan Douglas | South Point | 10:00 AM | 12:30 PM | 3 | OB | Add on | 3 |
| Samantha Woods | Saint Josephs | 8:00 AM | 5:30 PM | 6 | General | Routine | 2 |
| Annie Olander | Haskins | 7:30 AM | 7:30 PM | 8 | Cardiac | Routine | 2 |
| Patti Lynn | North Lakes | 11:00 AM | 2:00 PM | 3 | OB | Add on | 3 |
| James Boyd | Western River | 4:00 PM | 9:00 PM | 4 | Cardiac | Emergency | 1 |
| Total | | | | 33 | | | |

12-1-2015

**1-107 Excel 1-5 completed**

# Independent Project 1-6

You have been hired as the accounts receivable clerk for a privately owned accounting company called Livingood Income Tax & Accounting. It is your job to track all the payments from clients every day. Your supervisor has requested that you convert your payment table to an Excel spreadsheet.
[Student Learning Outcomes 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8]

File Needed: None
Completed Project File Name: *[your initials] Excel 1-6.xlsx*

## Skills Covered in This Project

- Create and save a workbook.
- Enter text and numbers.
- Change font size and attributes.
- Use *AutoSum*.
- Adjust column width and row height.
- Spell check.

- Apply *Freeze Panes*.
- Change zoom level.
- Apply a theme and *Cell Styles*.
- Apply page layout options.
- Hide a row.
- Rename and apply color to sheet tabs.

1. Start a new workbook and save it as *[your initials] Excel 1-6*.

2. Apply the **Organic** theme to the worksheet. Change the theme font to **Gill Sans MT**.

3. Select **A1** and type Livingood Income Tax and Accounting, press **Enter**, type Payment Schedule, and press **Enter** again.

4. Type in the remaining worksheet data from Figure 1-108.

5. Edit the title in **A1** to replace the word "and" with the symbol &.

6. Edit the value in cell **B5** to 451.25. Change "Over Due" in cell **F4** to Overdue.

7. Apply the **Title** style to **A1**.

8. Apply formatting to cell ranges.
   a. Increase the font size of **A4:G11** to **12 pt**.

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | Livingood Income Tax and Accounting | | | | | | |
| 2 | Payment Schedule | | | | | | |
| 3 | | | | | | | |
| 4 | Invoice | Amount | Due Date | Paid | Payment Type | Over Due | Contact |
| 5 | 4567 | 450.5 | 42278 | Yes | Check 2005 | No | No |
| 6 | 3421 | 465.78 | 42248 | No | Due | Yes | Letter |
| 7 | 2456 | 250.25 | 42217 | No | Due | Yes | Phone |
| 8 | 4569 | 585.65 | 42278 | Yes | Discover | No | No |
| 9 | 4572 | 1245.89 | 42278 | No | Due | No | No |
| 10 | 1428 | 1245.67 | 42186 | No | Due | Yes | Collections |
| 11 | 2576 | 345.08 | 42217 | Yes | Check 2345 | No | No |

**1-108 Excel 1-6 data**

   b. Select cells **B5:B11** and display the *Format Cells* dialog box. Select the **Accounting** format and change the *Symbol* to **None**.

9. Add the title Total in cell **A13** and calculate the total for **B13** using *AutoSum*. Adjust the cell range reference in the *Formula bar*.

10. Apply additional formatting.
    a. Apply the **Total** cell style to cells **A13:G13**.
    b. Select **A13:G13** and increase the font size to **12 pt**.
    c. **Bold** the entries in **A4:G4**.
    d. **Center** the data in **A4:G4, A5:A13, D5:D13**, and **F5:F13**.

e. Select **A4:G4** and open the *Format Cells* dialog box. Add a thick **Green, Accent 1, Darker 50%** bottom border and a **Green, Accent 1, Lighter 80%** fill color using the second color in the fifth column.

f. Select the cells in rows **6**, **8**, and **10** and apply the same fill color.

g. Use the **Border** button and apply a bottom border to cells **A2:G2**.

11. Adjust column width and row height.
    a. Change the width of columns **A:G** to 14.0.
    b. Change the row height for rows **4** and **13** to 19.50.

12. Hide row **12**.

13. Rename *Sheet1* 10-27-2015 and color the sheet tab **Green, Accent 1** (first color in the fifth *Theme Color* column).

14. Spell check the worksheet.

15. Apply *Freeze Panes* to **B5**.

16. Increase the magnification of the view to **125%**.

17. Apply page layout options.
    a. Change the orientation to **Landscape** and scale the page to fit on one page.
    b. Center the worksheet horizontally on the page.
    c. Click the **Custom Header** button and add the **Insert Sheet Name** field in the *Left Header* section. Click the **Format Text** button and apply the font color **Green, Accent 1, Darker 50%** to the header field.
    d. Add the page number to the right section of the footer.
    e. Select print preview in the *Page Setup* dialog box to view your settings.

18. Save and close the workbook (Figure 1-109).

10-27-2015

**Livingood Income Tax & Accounting**
Payment Schedule

| Invoice | Amount | Due Date | Paid | Payment Type | Overdue | Contact |
|---------|--------|----------|------|--------------|---------|---------|
| 4567 | 451.25 | 42278 | Yes | Check 2005 | No | No |
| 3421 | 465.78 | 42248 | No | Due | Yes | Letter |
| 2456 | 250.25 | 42217 | No | Due | Yes | Phone |
| 4569 | 585.65 | 42278 | Yes | Discover | No | No |
| 4572 | 1,245.89 | 42278 | No | Due | No | No |
| 1428 | 1,245.67 | 42186 | No | Due | Yes | Collections |
| 2576 | 345.08 | 42217 | Yes | Check 2345 | No | No |
| **Total** | **4,589.57** | | | | | |

**1-109 Excel 1-6 completed**

# Improve It Project 1-7

For this project, you create a flight schedule for the manager of Boyd Air. You edit and format the data in a spreadsheet and add page layout formatting.
[Student Learning Outcomes 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8]

File Needed: *BoydAirFlightSchedule-1.xlsx*
Completed Project File Name: *[your initials] Excel 1-7.xlsx*

## Skills Covered in This Project

- Open and save a workbook.
- Enter and format text and numbers.
- Merge and center title and subtitle.
- Format and delete rows and columns.
- Spell check.
- Use *AutoSum* to create a formula.

- Apply a theme and apply *Cell Styles*.
- Apply page layout options.
- Adjust column width and row height.
- Rename and apply color to sheet tabs.
- Freeze panes and change the zoom level.

1. Open the workbook *BoydAirFlightSchedule-01.xlsx*.

2. Rename the workbook *[your initials] Excel 1-7*.

3. Type Boyd Air in **A1** and type Flight Schedule in **A2**.

4. Merge and center the title in cell **A1** and the subtitle in cell **A2**.

5. Apply *Cell Styles* to the labels in the spreadsheet.
   a. Apply the **Title** style to **A1**.
   b. Apply the **Heading 1** style to the subtitle in **A2**.
   c. Apply the **Accent 1** cell style to **A4:F4**.
   d. Apply the **20%-Accent 1** cell style to **A5:F13**.

6. Apply formatting.
   a. Increase the font size of **A4:F4** to **14 pt**.
   b. Apply the **Total** cell style to cells **A13:F13**.
   c. **Bold** the entries in **A4:F4**.
   d. Select **A4**, **C4**, and **D4**, and click **Wrap Text** [*Home* tab, *Alignment* group].

7. Apply row and column formatting.
   a. Change the row height for row **4** to 38.00.
   b. Change the row height for row **13** to 21.00.
   c. Right align the text in **C4** and **D4**.

8. Delete row **12**.

9. Use *AutoSum* to calculate the total number of passengers.

10. Color the sheet tab **Dark Blue**, **Accent 1**, **Darker 50%** (last color in the fifth *Theme Color* column).

11. Edit the sheet tab name by deleting **Monday**.

12. *AutoFit* columns **A:F**.

13. Spell check the worksheet.

14. Apply *Freeze Panes* to **B5**.

15. Increase the magnification of the sheet to **150%**.

16. Apply page layout options.
    a. Change the orientation to **Landscape** and fit the spreadsheet to one page.
    b. Center the worksheet horizontally on the page.
    c. Add the **Insert File Name** field in the *Left Header* section and apply the font color **Dark Blue, Accent 1**.

17. Preview your settings.

18. Save and close the workbook (Figure 1-110).

Excel 1-7

## Boyd Air
### Flight Schedule

| Flight Number | Destination | Arrival Time | Departure Time | Status | Passengers |
|---|---|---|---|---|---|
| BD 2345 | Chicago, IL | 8:00:00 AM | 9:30:00 AM | On Time | 90 |
| BD 4567 | Minneapolis, MN | 9:00:00 PM | 10:30:00 PM | On Time | 75 |
| BD 1234 | Green Bay, WI | 10:00:00 AM | 12:30:00 PM | Delayed | 80 |
| BD 6578 | St. Louis, MO | 8:00:00 AM | 9:30:00 AM | On Time | 63 |
| BD 2213 | Orlando, FL | 6:30:00 AM | 7:00:00 AM | Delayed | 90 |
| BD 980 | Fargo, ND | 12:30:00 PM | 2:00:00 PM | On Time | 35 |
| BD 1345 | Houston, TX | 4:45:00 PM | 7:00:00 PM | On Time | 90 |
| **Total** | | | | | **523** |

**1-110 Excel 1-7 completed**

## Challenge Project 1-8

For this project, you create a spreadsheet that lists sales for a gourmet chocolate store. The sales report lists data for popular holidays within a calendar year.
[Student Learning Outcomes 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8]

File Needed: None
Completed Project File Name: *[your initials] Excel 1-8.xlsx*

Create a new workbook and save it as *[your initials] Excel 1-8*. Name the gourmet chocolate store and list five types of chocolate as row headings. For column headings, list four popular holidays for chocolate sales. Modify your workbook according to the following guidelines:

- Type sales data for each holiday.
- Include a date in the worksheet title area.
- Incorporate a theme, *Cell Styles,* and formatting.
- Use *AutoSum* to calculate totals.
- Insert header and footer text.
- Include document properties and spell check the workbook.

## Challenge Project 1-9

For this project, you create a spreadsheet for a photography club. The photography club rents retail space for selling used photography equipment. The equipment available in the store includes camera bodies, lenses, tripods, and books. Each month a master list is created which includes the type of equipment for sale and current prices.
[Student Learning Outcomes 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8]

File Needed: None
Completed Project File Name: *[your initials] Excel 1-9.xlsx*

Create a new workbook and save it as *[your initials] Excel 1-9*. Modify your workbook according to the following guidelines:

- Name the photography club for the main title and create a subtitle to reflect the purpose of the spreadsheet.
- Create rows and columns of data for listing the photography equipment, price, and quantity available.
- Include other information that would be helpful to potential customers.
- Use *AutoSum* to calculate the value of the inventory.
- Incorporate a theme, *Cell Styles,* and other formatting to create a professional-looking spreadsheet.
- Include document properties and spell check the workbook.

## Challenge Project 1-10

For this project, you create a spreadsheet that lists your monthly financial responsibilities. This spread-sheet is a valuable tool for money management.
[Student Learning Outcomes 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8]

File Needed: None
Completed Project File Name: *[your initials] Excel 1-10.xlsx*

Enter data for a monthly budget. Create a new workbook and save it as *[your initials] Excel 1-10*. Modify your workbook according to the following guidelines:

- Use blank rows to divide your worksheet into groups. For example, include a section for income and another section for expenses. You can create additional groups for expenses that occur monthly, quarterly, or annually.
- Insert worksheets for each month and name each sheet.
- Incorporate themes, *Cell Styles*, and formatting. (Remember that you can select multiple sheet tabs and apply Page Setup formatting to each sheet in a single step.)
- Use *AutoSum* to calculate total income and expenses.
- Include document properties and spell check the workbook.