

## Spreadsheet Training

### Lesson 1

#### **Meet the workbook**

When you start Excel you're faced with a big empty grid. There are letters across the top, numbers down the left side, tabs at the bottom named Sheet1 and so forth. If you're new to Excel, you may wonder what to do next.

Let's begin by helping you get comfortable with some Excel basics that will guide you when you enter data in Excel.

When you start Excel, you open a file called a **workbook**. Each new workbook comes with three worksheets, like pages in a document. You enter data into the worksheets.

You can add additional worksheets if you need more than three. Or if you don't need as many as three, you can delete one or two (but you don't have to).

You may be wondering how to create a new workbook if you've already started Excel. Here's how: On the **File** menu, click **New**. In the **New Workbook** task pane, click **Blank workbook**.

Columns go from top to bottom on the worksheet, vertically. Rows go from left to right on the worksheet, horizontally. A cell is the place where one column and one row meet.

The first 26 columns have the letters from A through Z. Each worksheet contains 256 columns in all, so after Z the letters begin again in pairs, AA through AZ, as the picture shows.

The alphabetical headings on the columns and the numerical headings on the rows tell you where you are in a worksheet when you click a cell.

Cells are where the data goes

Cells are where you get down to business and enter data in a worksheet.

## Lesson 2

### **Enter data**

You can enter two basic kinds of data into worksheet cells: numbers and text. You can use Excel to create budgets, work with taxes, record student grades, or even track daily exercise or the cost of a remodel. Professional or personal, the possibilities are nearly endless.

Start with column titles (be kind to readers)

When you enter data, it's a good idea to start by entering titles at the top of each column, so that anyone who shares your worksheet can understand what the data means (and so that you can understand it yourself, later on).

You'll often want to enter row titles too.

Say that you're creating a list of salespeople names. The list will also have the dates of sales, with their amounts.

So you will need these column titles: Name, Date, and Amount.

You don't need row titles down the left side of the worksheet in this case; the salespeople names will be in the leftmost column.

You would type "Date" in cell B1 and press TAB. Then you'd type "Amount" in cell C1.

After you typed the column titles, you'd click in cell A2 to begin typing the names of the salespeople.

You would type the first name, and then press ENTER to move the selection *down* one cell to cell A3 (down the column), and then type the next name, and so on.

To enter a date in column B, the Date column, you should use a slash or a hyphen to separate the parts: 7/16/2005 or 16-July-2005. Excel will recognize this as a date.

To enter the sales amounts in column C, the Amount column, you would type the dollar sign, followed by the amount.

## Lesson 3

### **Edit data and revise worksheets**

Everyone makes mistakes sometimes, and sometimes data that you entered correctly needs to be changed later on. Sometimes the whole worksheet needs a change. In this lesson we'll learn how to edit data and how to add and delete worksheet columns and rows.

Say that you meant to enter Peacock's name in cell A2, but you entered Buchanan's name by mistake. Now you spot the error and want to correct it.

You need to select the cell, and there are two ways:

What's the difference? Your convenience. You may find the formula bar, or the cell itself, easier to work with.

While the worksheet is in Edit mode, many commands are temporarily unavailable (these commands are gray on the menus).

You can edit letters or numbers by selecting them and then typing something different. You can insert new letters or numbers into the cell's data by positioning the insertion point and typing them.

Whatever you do, when you're all through, remember to press ENTER or TAB so that your changes stay in the cell.

Surprise! Someone else has used your worksheet, filled in some data, and made the number in cell C6 bold and red to highlight the fact that Peacock made the highest sale. But that customer changed her mind, so the final sale was much smaller.

#### Remove data formatting

What's going on is that it's the cell that is formatted, not the data in the cell. So when you delete data that has special formatting, you also need to delete the formatting from the cell.

Until you do, any data you enter in that cell will have the special formatting.

### Remove data formatting

To remove formatting, select the cell and point to **Clear** on the **Edit** menu. The **Formats** command removes the format from the cell.

Or you can click **All** to remove both the data and the formatting at the same time.

### Insert a column or a row

After you've entered data, you may find that you need another column to hold additional information.

Or maybe you need another row, or rows.

Do you have to start over? Of course not.

To insert a single column, click any cell in the column immediately to the *right* of where you want the new column to go.

So if you want an order-ID column between columns B and C, you'd click a cell in column C, to the right of the new location. Then on the **Insert** menu, click **Columns**.

To insert a single row, click any cell in the row immediately *below* where you want the new row to go. For example, to insert a new row between row 4 and row 5, click a cell in row 5. Then on the **Insert** menu, click **Rows**.

Excel gives a new column or row the heading its place requires, and changes the headings of later columns and rows.

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