

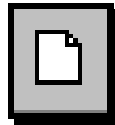
Section 2

Creating a Worksheet

In this section, you will learn the basic skills needed to create, save and print a worksheet. You will also learn file management features available within the Excel application.

Creating a New Workbook

When you want to create a new workbook in Excel, click on the white piece of paper (the **New** button) on the Standard toolbar. If the Task Pane is open, choose the link for **Blank Workbook** from the Task Pane **New** options. The Task Pane was a new feature with the Office XP applications.



Entering Data

As data is entered in a cell, the data appears in the active cell and in the formula bar simultaneously. After data is typed into a cell, the **<Tab>** or **<Enter>** keys can be pressed to enter the data and move the active cell in one step.

Below is a table showing the keys that are used in entering data into Excel cells.

Shortcuts for Entering Data	
Keystroke	Result
<Enter>	Activates the cell below
<Shift><Enter>	Activates the cell above
<Tab>	Activates next cell to the right
<Shift><Tab>	Activates next cell to the left
<↓>	Activates the cell below
<→>	Activates next cell to the right
<↑>	Activates the cell above
<←>	Activates next cell to the left

In this exercise, you will enter data in the new blank workbook that Excel opens automatically.

1. Click cell **A3** to make it the active cell.
2. Type the word: **System**.
3. Press **<Enter>**.
*The word **System** is entered in cell A3 and the active cell is now A4.*
4. Type **Pentium IV**.
5. Press **<Enter>**.
6. Enter the remaining data as shown below. Use the arrow keys or **<Tab>** key to move up, down, left or right as you key in data.

Formula Bar

	A	B	C	D	E	F	G
1							
2					1st Qtr	Last Year	
3	System	Jan	Feb	Mar	Totals	1st Qtr	
4	Pentium IV	311	310	325			
5	AMD Athlon	210	151	231			
6	iMac	120	115	123			
7	Powerbook	136	127	140			
8							
9							

Saving a File

Once data has been entered in a worksheet, it is necessary to store the information permanently onto a diskette or hard drive. While you are creating a worksheet, the data from the keyboard is stored in temporary memory inside the computer. This memory is called **RAM** (Random Access Memory). When you transfer data from temporary memory to permanent disk storage, the electronic data is converted to digitized data. Once stored on a diskette, the data is called a "file." The **File Save** command copies the data onto the hard drive.

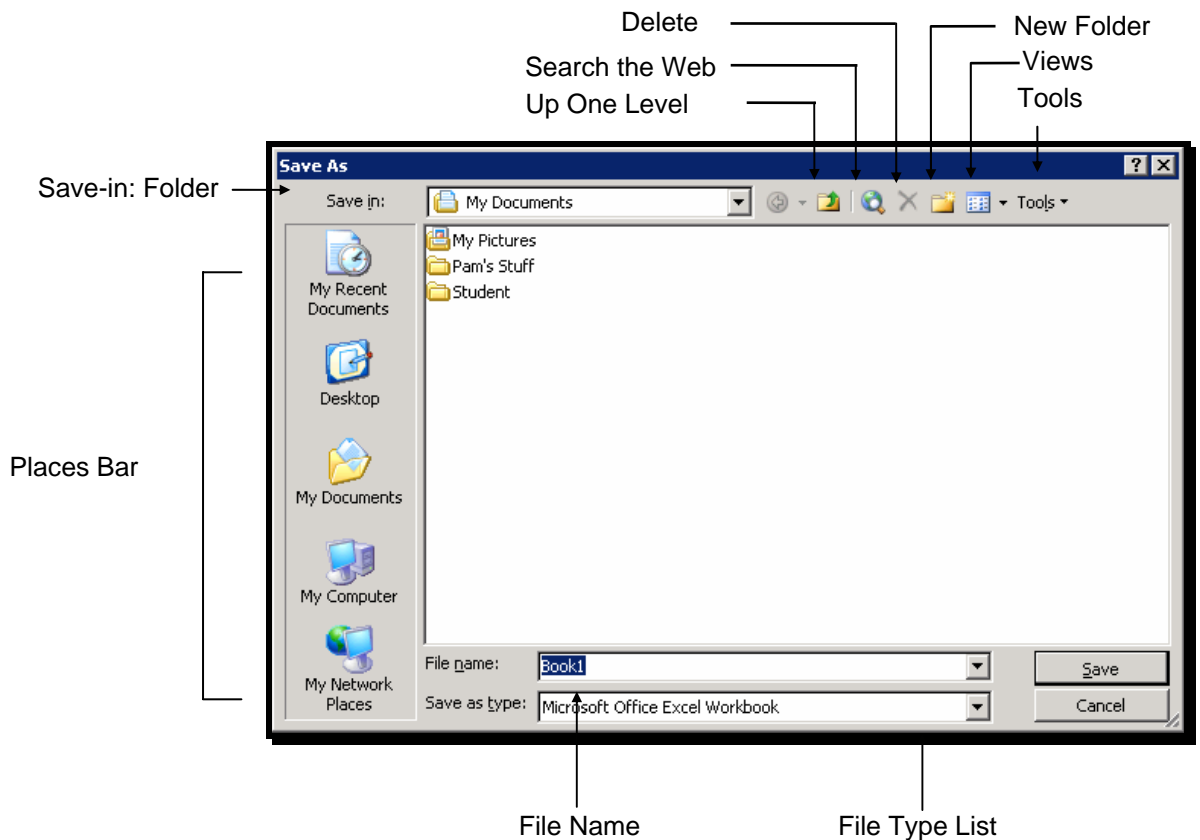
With the release of Microsoft Office 95, Microsoft introduced a new file management structure that provides easier document retrieval and management. When you save a file, whether it is a Word, Excel, PowerPoint or Access document, the file is stored in a folder named **My Documents**. This is the default folder for all Microsoft Office files.

You may want to further organize your files by creating subfolders within the **My Documents** folder. Create folders in the **Save As** dialog box before you assign a file name.

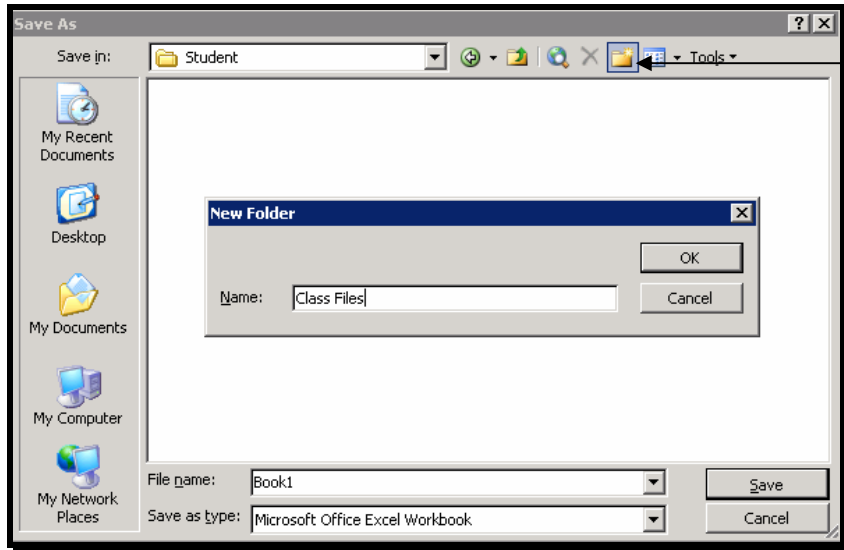
Create a Folder

A folder is a sub-directory in which you can place files. In the following exercise, you will create a folder where you will save your new file.

1. Select **F**ile from the menu bar.
*The **File** menu is displayed.*
2. Choose **S**ave.
*The **Save As** dialog box is displayed, as shown in the following illustration.*

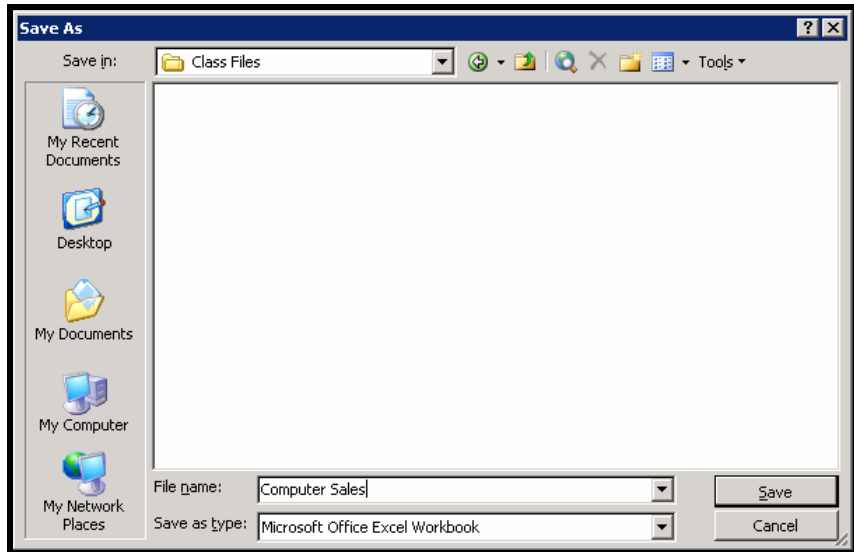


3. Click the **Create New Folder** button.
*The **New Folder** dialog box is displayed, as shown in the following illustration.*



New Folder icon

4. In the **Name:** section, type **Class Files**.
5. Click **<OK>**.
*The **Class Files** folder is now displayed in the **Save in:** text box.*
6. If **Book1.xls** is not selected, triple-click in the **File name:** text box.
*The text **Book1.xls** will be selected.*



8. Type **Computer Sales**.
9. Click **[Save]**.
The file name appears on the title bar, indicating that the workbook has been saved.

Editing Data

There are many ways to edit data once it has been entered into a cell. Four methods are listed below:

- Click on the cell to be changed and make changes in the Formula Bar.
- Click on the cell to be changed and press the <F2> key.
- Double-click on the cell that contains the data to be changed.
- Type over the data in the cell to be changed.

In this exercise, you will edit the contents of two cells.

1. Double-click cell **A4**.
The cell is “opened” in edit mode.
2. Double-click the text **IV** to select it.
3. Type **4**.
4. Press <Enter>.
5. Single-click on cell **C6**.
The number 115 is displayed in the formula bar.
6. Type **119**.
7. Press <Enter>.
The number 119 replaces the original number.
8. Click the **Undo** button on the toolbar to restore the number **115**.

Delete Data

To delete data in a cell, select the cell or range of cells that contain the data to be deleted and press the <Delete> key on the keyboard.

In the next exercise, you will delete the data in cell **A6**.

1. Click on cell **A6**.
2. Press <Delete>.
The contents of cell A6 are cleared.

Use Undo

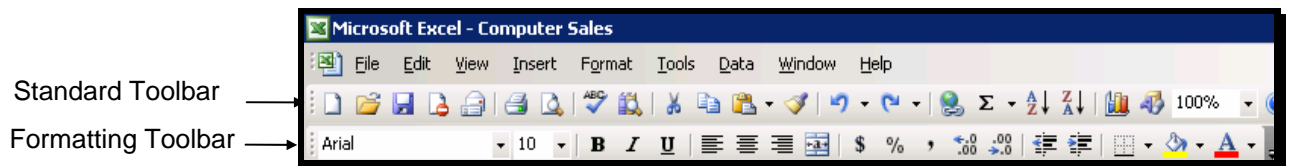


Undo is a great feature that will restore recent edits, one at a time. Undo can store up to 16 edits at a time. In the next exercise, you will use the undo feature.

1. Activate cell **A6**.
2. Enter **Macintosh**.
3. Press **<Enter>**.
4. Click **Undo**.
Macintosh is removed from the cell.
5. Click **Undo** once more.
The text iMac is restored to cell A6.

Introducing the Toolbars

The toolbars are a collection of menu shortcuts that Excel displays as buttons. The following illustration displays the two toolbars that are automatically opened in Excel. The toolbar located directly below the Menu Bar is the Standard Toolbar; the lower one is the Formatting Toolbar. Excel has fourteen toolbars from which to choose. You can locate them in the **View Toolbars** menu.



NOTE: The button name will appear when you point to a button with the mouse and leave the pointer there for approximately two seconds. You will learn to use most of these buttons in this manual.

Print a File



To print a file, you can use the **File Print** menu command or the **Print** button on the Standard toolbar. When you click the **Print** button, Excel will print the worksheet with the default print settings.

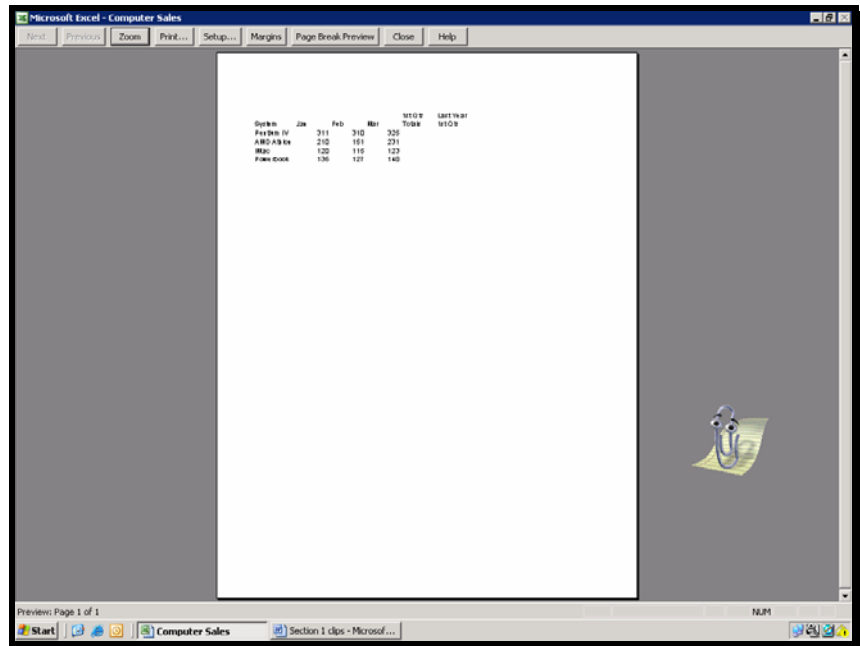
- Click the **Print** button.
The file is sent to the printer.

Preview a File



By previewing your sheet, you can see each page exactly as it will print. Previewing a sheet before you print it can save you time.

1. Click the **Preview** button on the Standard Toolbar.



2. Click the **[Close]** button on the Preview Toolbar.

Section 2

Summary Exercises

Part One

1. Start a new file.
2. Create the worksheet as shown in the following illustration.

	A	B	C	D	E
1	Monthly Expenses				
2					
3	Item	January	February	March	Total
4	Car	350	350	350	
5	Rent	925	925	925	
6	Cable	40	40	40	
7	Phone	60	50	55	
8	Gas	75	72	100	
9	Entertainment	0	45	21	
10					
11	Total				
12					

3. Save the file as **Monthly Expenses** in the **Class Files** folder.
4. Preview the file.
5. Print the file.
6. Change the amount in cell **C7** to **65**.
7. Change the entry in cell **A7** to **Telephone**.
8. Save the file again.
9. Close the file.
10. Open the file **Computer Sales.xls**.
11. Save the file as **Final Sales.xls**.
12. Close the file.

Part Two

1. After data is typed in a cell, you can enter the data and activate the next cell in the column by pressing the _____ key.
2. _____ is the command used to save a file under a new name, to a new folder, as a different file type or to a new drive.
3. There are two toolbars automatically displayed in Excel 2003. One is the _____ Toolbar and the other is the _____ Toolbar.
4. You can open a recently opened file by selecting it from the Recently Used File List located at the bottom of the _____ menu.
5. What is one popular way to edit the contents of a cell?

6. You can create a folder in the **Save As** dialog box. (True / False)
7. Name one way to access the **Page Setup** dialog box.
