




















Excel 2000

Level 1


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Starting Excel 2000

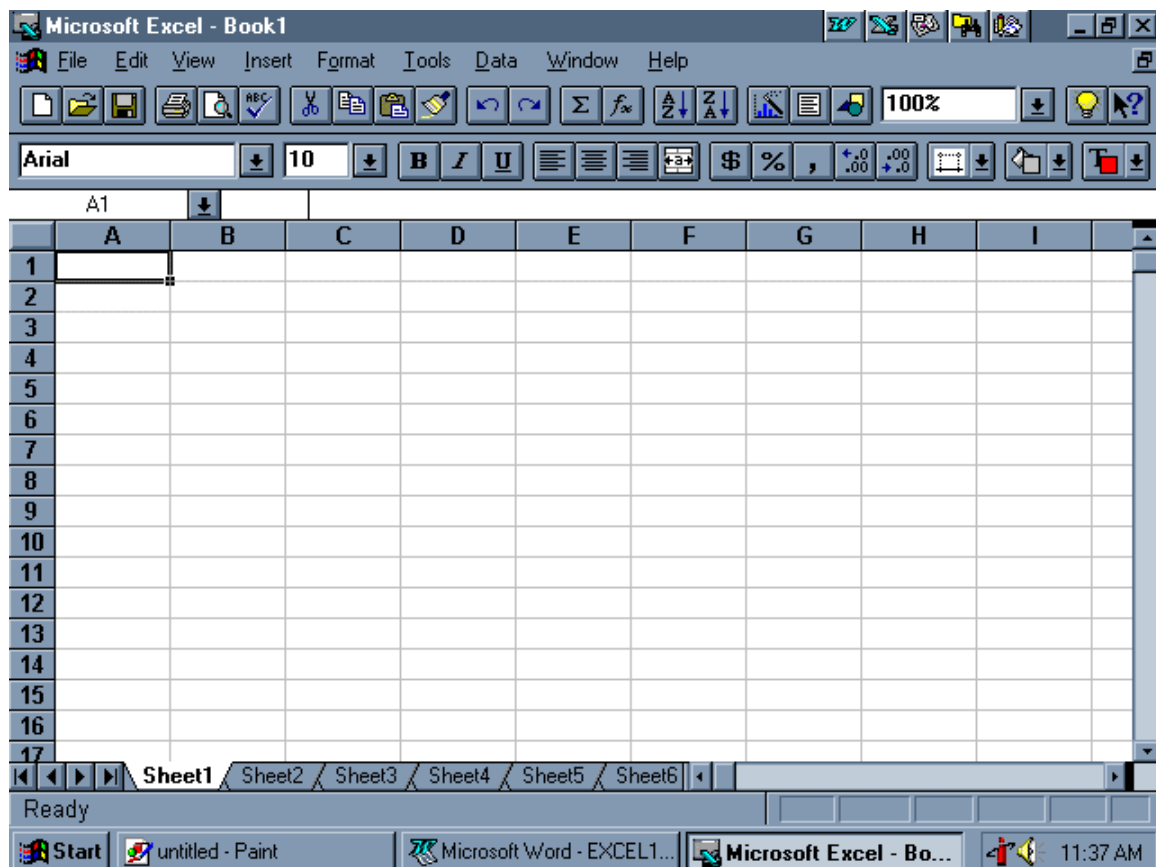
To start Microsoft Excel 2000

- Click on the Microsoft Excel 2000 button on the Microsoft Office toolbar at the top right of your screen. 

OR

- Click on the Start button in the Taskbar.
- Move the mouse pointer up to Programs.
- Move the mouse pointer over to Microsoft Office.
- From the flyout menu click on Microsoft Excel 2000.

Microsoft Excel 2000 will load and the following screen will appear.



Explanation of Excel 2000

Microsoft Excel 2000 is a spreadsheet program. Each Microsoft Excel 2000 document is a *workbook* containing 3 *sheets*. (You can insert more sheets if necessary.) Each sheet is comprised of *columns* which run vertically and are labeled with letters and *rows* which run horizontally and are labeled with numbers. The rows and columns intersect to make *cells* which are labeled by the corresponding column letters and row numbers. The cells are where data and formulas are entered by the user.

There is always one and only one *active cell* in a spreadsheet. When data or formulas are typed they always go into the active cell. The active cell can be recognized in 2 ways. The first and easiest way to determine the active cell is to look at the sheet itself. The active cell will be the cell that has a darker border around it. The second way is to look at the cell reference box at the top of the spreadsheet and the active cell's reference (B5 for example) will be there. To make a cell active you simply move to that cell (explained in the next section.)

Navigating through Excel 2000

You can navigate through Excel 2000 several ways.

1. Use the arrow keys on the keyboard to go up, down, left or right one cell at a time.
2. Use Page Up or Page Down on the keyboard to move up or down one screen on the monitor.
3. Press Enter on the keyboard to move down one cell.
4. Press Shift + Enter on the keyboard to move up one cell.
5. Press Tab on the keyboard to move right one cell.
6. Press Shift + Tab on the keyboard to move left one cell.
7. Click in the cell reference box, type in the desired cell reference, and press Enter on the keyboard.
8. Press Ctrl + Home to go to cell A1.

Entering Data

Anything that is typed on the keyboard is placed in the active cell. Once something is typed in a cell it must be confirmed.

To enter information in a cell

- Move to the cell in which you want to enter data.
- Type in the information.
- Move to another cell (by using arrows, Enter key, Tab key, etc. . .) to confirm your data entry into the active cell.

Entering Functions and Formulas

One of the major functions of a spreadsheet is to perform calculations using formulas. Many formulas are very simple, but the syntax must be precise. There are many built-in formulas (called functions) of Excel 2000 that can be used easily.


The keys to entering formulas in Excel 2000 are:

1. Begin each formula with “=”
2. Enter the range of cells that you want to perform calculations on.
3. Once confirmed, the formulas won't be shown in the cells itself...the results will.
4. The formula will be shown in the formula bar.

Entering a formula to add 2 cells


- Move to the cell in which you want to show the results of the calculation.
- Type in “=B5+G6” where B5 and G6 are the cells you want to add.
- Press Enter on the keyboard.

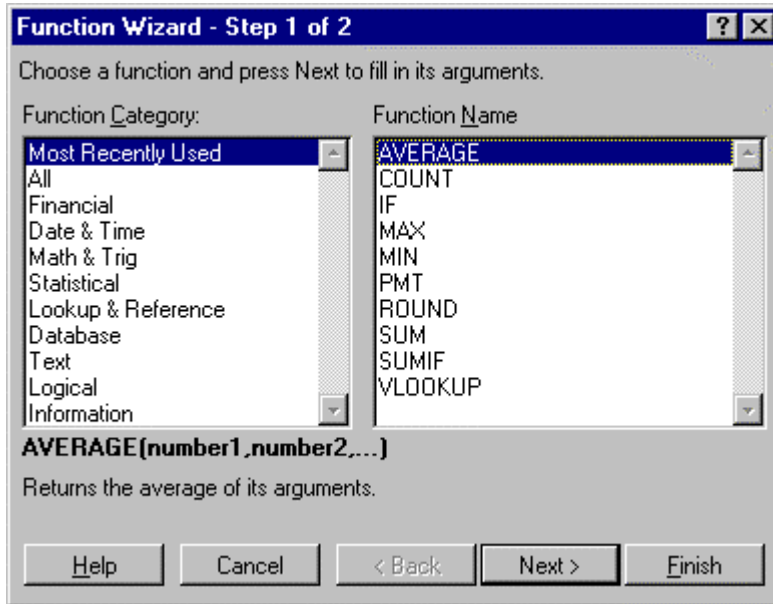
Using the AutoSum Function

- Move to the cell in which you want to show the Sum of a range of cells.
- Click on the AutoSum button  on the toolbar.
- If the range of the cells is correct, press Enter on the keyboard.
- If you want to use a different range, click and drag the mouse on the cells you want to include in the range.
- Press Enter on the keyboard.

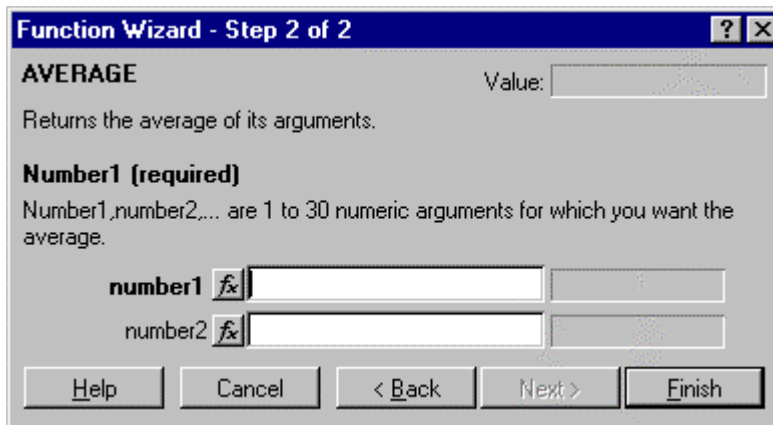
Entering Functions (continued)


Using Function Wizard

- Move to the cell you want to enter the function in.
- Click on the Function Wizard button  on the toolbar.



- Click on the Function Category that you want to use.
- Click on the Function Name that you want to use.
- Click on Next.
- Depending on which function you choose you will get Step 2 of the Function Wizard.



- Enter the data range or click and drag the range on the sheet. 
- Click on Next or Finish and complete all steps of the Function Wizard.

Editing information in a cell

There will be instances when you've already confirmed your data entry into a cell and need to go back and edit it. This is done just a little differently than from a word processor.

To delete information in a cell(s)

- Move to the cell you want to delete or highlight the group of cells.
- Press the Delete key on your keyboard.

To replace information in a cell

- Move to the cell in which you want to replace information.
- Type in the new information. (It will replace the original information)

To edit a portion of the information in a cell

- Move to the cell you want to edit.
- Press the F2 key on the keyboard. (This places the cursor in the cell.)
- Edit as necessary.
- Confirm the changes by pressing Enter on the keyboard or by moving to another cell.

OR

- Double click the cell you want to edit. (This places the cursor in the cell.)
- Edit as necessary.
- Confirm the changes by pressing Enter on the keyboard or by moving to another cell.

OR

- Move to the cell you want to edit.
- Click your mouse pointer in the formula bar at the top of the sheet. (This places the cursor in the formula bar.)
- Edit as necessary.
- Press enter on the keyboard to confirm the data entry.

Selecting/Highlighting cells

Just as you would in a word processing program, you have to select/highlight information to do any type of formatting. In a spreadsheet, this is done by highlighting cells, entire rows, entire columns, or the entire sheet.

To highlight a single cell

- To highlight a single cell, simply make it the active cell by moving to it. The active cell by default is selected.

To highlight a group of cells using the mouse

- Move your mouse to the first cell you want to select.
- Click and hold your left mouse button.
- Drag the mouse across and/or up or down the other cells that you want to select.

NOTE: All of the highlighted cells will turn black EXCEPT for the cell that you started in. The cell that you start in is called the anchor cell and will not turn black.

- When all of the cells are selected, release the mouse button.

To highlight a group of cells using the arrow keys on the keyboard

- Make active (by moving to it) the first cell that you want to highlight.
- Press and hold the Shift key on the keyboard.
- Press the appropriate arrow key on the keyboard to highlight cells in that direction.
- When all of the cells are selected, release the mouse button.

To highlight an entire row

- Click on the number of the corresponding row on the grey bar to the left of the row.

To highlight an entire column

- Click on the letter of the corresponding column on the grey bar above the column itself.

To highlight the entire sheet

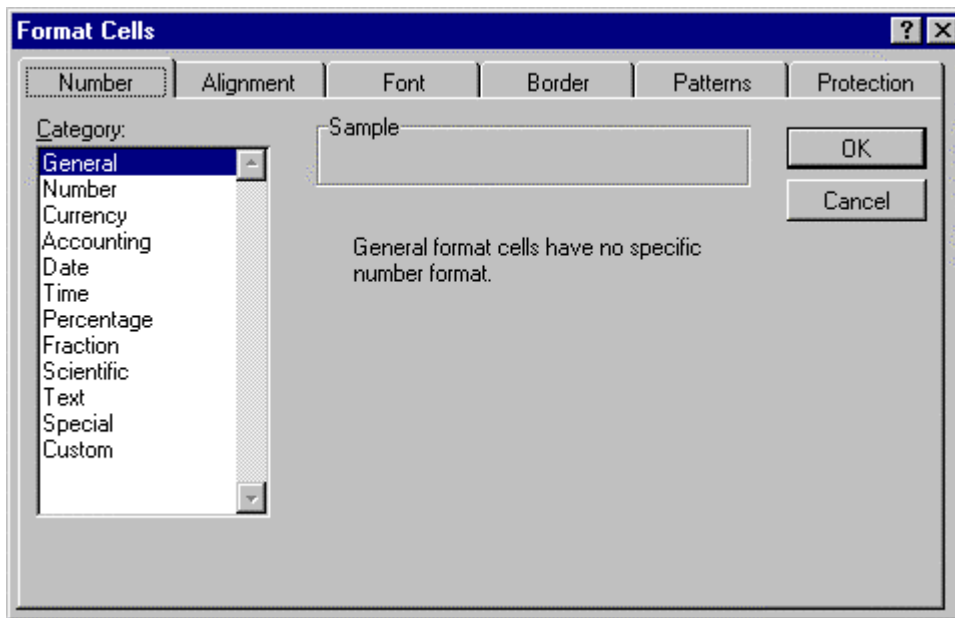
- Click on the blank grey button where the column and row headings intersect in the upper left-hand corner of the spreadsheet.

Formatting Cells

Once a cell, column, row, or sheet is selected it/they can be formatted in a number of ways including font type, size, and color.

To format font

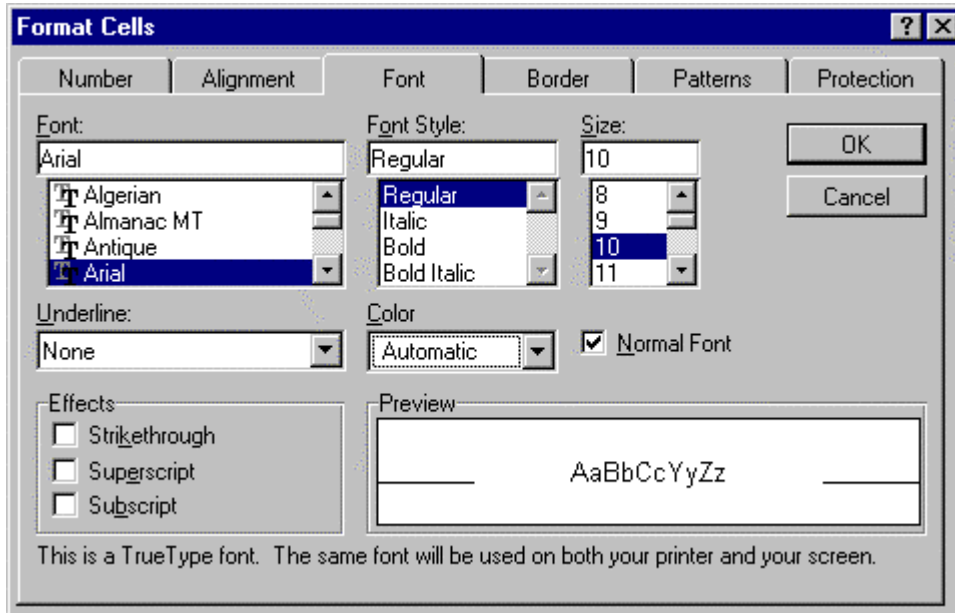
- Highlight the cells you want to format.
- Click on Format.
- Click on Cells.



- You will see the Format Tabs dialog box with tabs that let you format the number, alignment, font, borders, etc. . . .
- Click on the Font tab.
- You will see the options for formatting font (figure and remainder of instructions are contained on the next page).

Formatting Cells (continued)

Formatting font (continued)



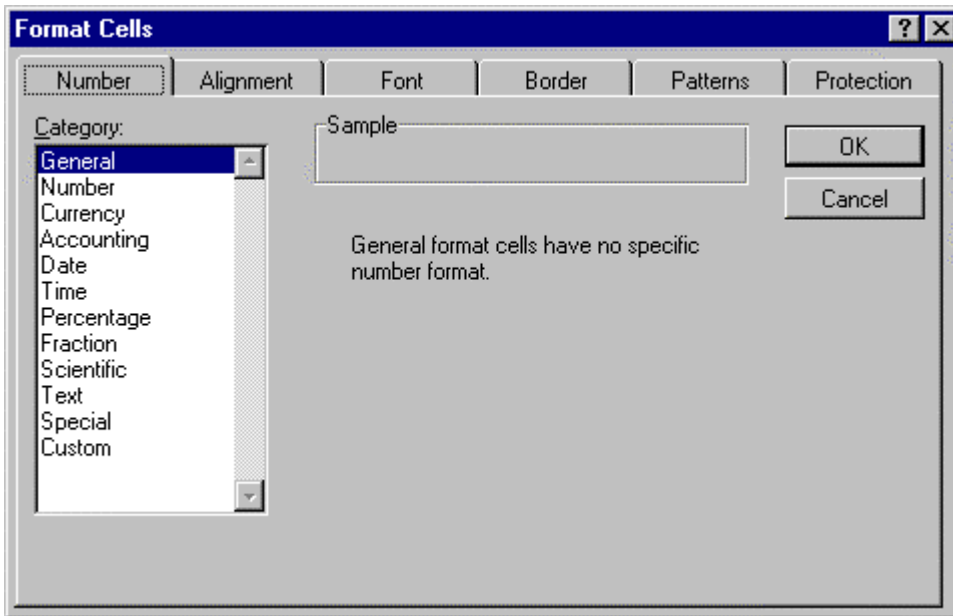
- Choose the font type, style, and size that you desire by scrolling through the appropriate lists and clicking on the one you want.
- Choose the font color by clicking on the downward pointing arrow next to Color and click on the desired color.
- Click on OK.

Formatting Cells (continued)

To format a number

The numbers in the cells can be formatted in many different ways from normal, to currency, to date and time. The number of decimal places can also be set.

- Highlight the cells you want to format.
- Click on Format.
- Click on Cells.



- Click on the Number tab (if necessary)
- Click on the formatting that you want.
- Click on the options that you want according to that format.
- Click on OK.

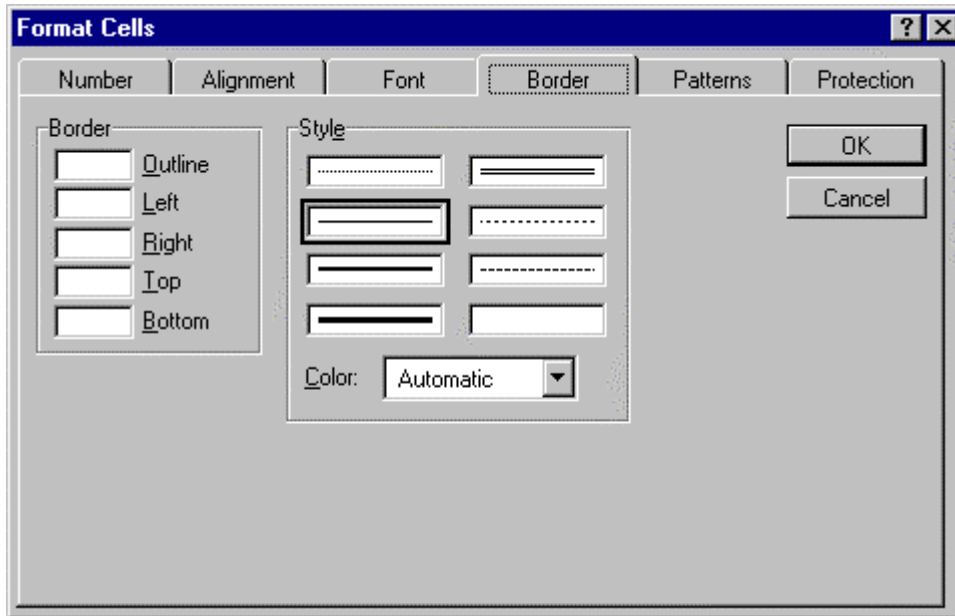
To format alignment within cells

- Highlight the cells you want to format.
- Click on Format.
- Click on Cells.
- Click on the Alignment tab.
- Choose the appropriate horizontal and vertical alignment and the type of orientation you want the text to take within the cells.
- Click on OK.

Formatting Cells (continued)

To format a border around a cell(s)

- Highlight the cells you want to put a border around.
- Click on Format.
- Click on Cells.
- Click on the Border tab.



- Click on the line style that you want.
- Click on dropdown arrow by Color and click on the color you want the border to be.
- Click on the border(s) that you want.
- Click on OK.

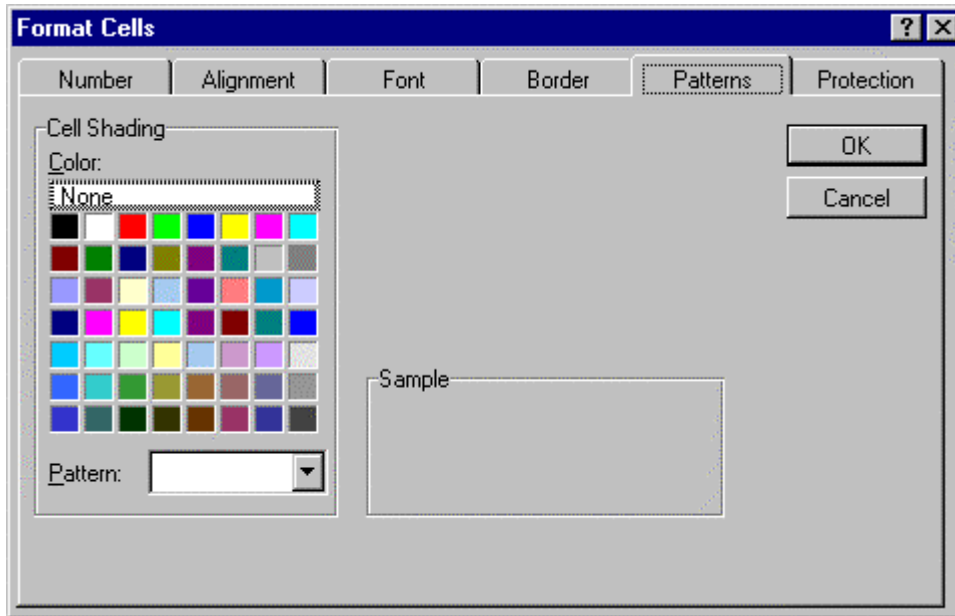
To remove a border.

- Highlight the cells from which you want to remove the border.
- Click on Format.
- Click on Cells.
- Click on the Border tab.
- Click on the line style that is clear (lower, left-hand corner of the line styles).
- Click on the border(s) that you want to clear.

Formatting Cells (continued)

To format shading in a cell(s)

- Highlight the cells you want to shade.
- Click on Format.
- Click on Cells.
- Click on the Patterns tab.





- Click on the Color that you want to shade with.
- Click on the dropdown arrow next to Pattern and choose a pattern if desired.
- The Sample box will show you what the pattern and color will look like on the spreadsheet.
- Click on OK.


Cutting, Copying, and Pasting Text

You can cut, copy, and paste text in a spreadsheet just like you do in a word processor. The only difference being that you cut, copy, and paste entire cells.

To cut and paste information in a cell(s)

- Highlight the cell(s) that you wish to cut.
- Click on the Cut button  on the toolbar.
- Highlight the cell(s) that you wish to paste to.
- NOTE: When cutting/copying and pasting, the area that you paste to must be the same size that you cut the information from.
- Click on the Paste button  on the toolbar.

To copy and paste information in a cell(s)

- Highlight the cell(s) that you wish to copy.
- Click on the Copy button  on the toolbar.
- Highlight the cell(s) that you wish to paste to.

NOTE: When cutting/copying and pasting, the area that you paste to must be the same size that you cut the information from.


- Click on the Paste button  on the toolbar.

NOTE!!! When you cut or copy formulas make sure that the cells you copy to contain the correct formula. When formulas are copied to other cells, cell references change according to their relative position to the original cell.


The Undo button

Microsoft Excel 2000, like most software applications, has an Undo button. This allows you to “undo” a previous action if it was a mistake or you just don’t like the results. It must be noted that the Undo button won’t undo absolutely everything and shouldn’t be relied on. However, it is very useful, especially once you are accustomed to using it regularly.

To undo the previous action

- Click on the Undo button  on the toolbar.

The Redo button

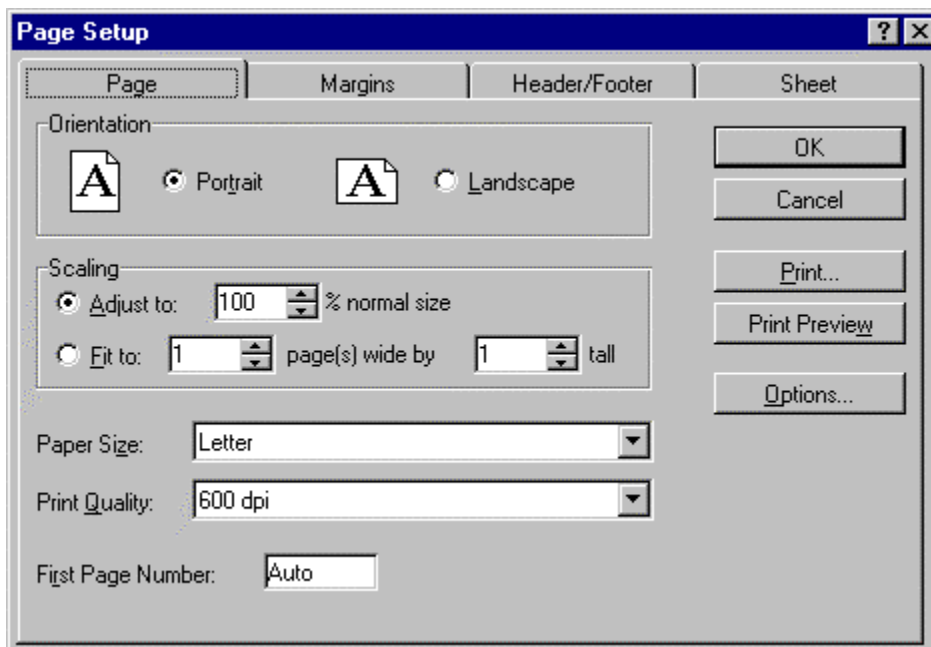
The Redo button  (which is located to the right of the Undo button) allows you to repeat the previous action or command. For example, if you make formatting changes in one cell, you can go to another cell, press the Redo button and repeat the formatting in the new cell.

Setting the Orientation

You can choose to have your spreadsheet printed in either Portrait (tall) or Landscape (wide) orientation.

To set the orientation

- Click on File.
- Click on Page Set-up.
- Click in the radio circle next to Portrait or Landscape (whichever is desired).
- Click on OK.

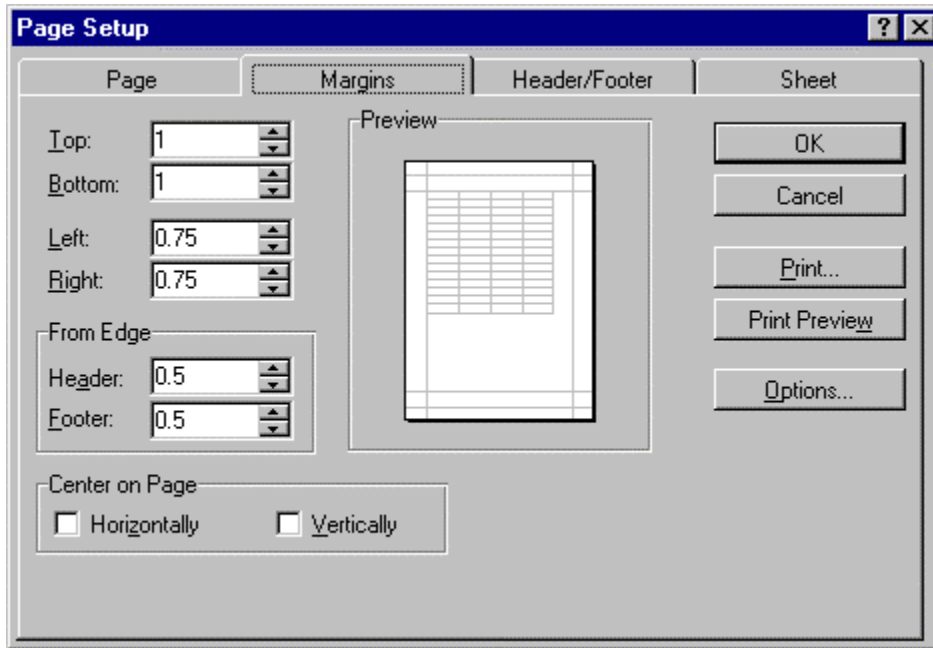


Setting Margins

The margins for an Excel 2000 spreadsheet have default settings of 1" top and bottom and .75" right and left. You can change the margins, as well as center the spreadsheet on a page.

To change the margins

- Click on File.
- Click on Page Setup.



- Click on the Margins tab.
- Click once in the box next to the margin you want to change.
- Delete the current number and type in the number you want.
- Press the Tab key on the keyboard to rotate through the other margin boxes (if desired).
- Click on OK.

To center the spreadsheet on a page

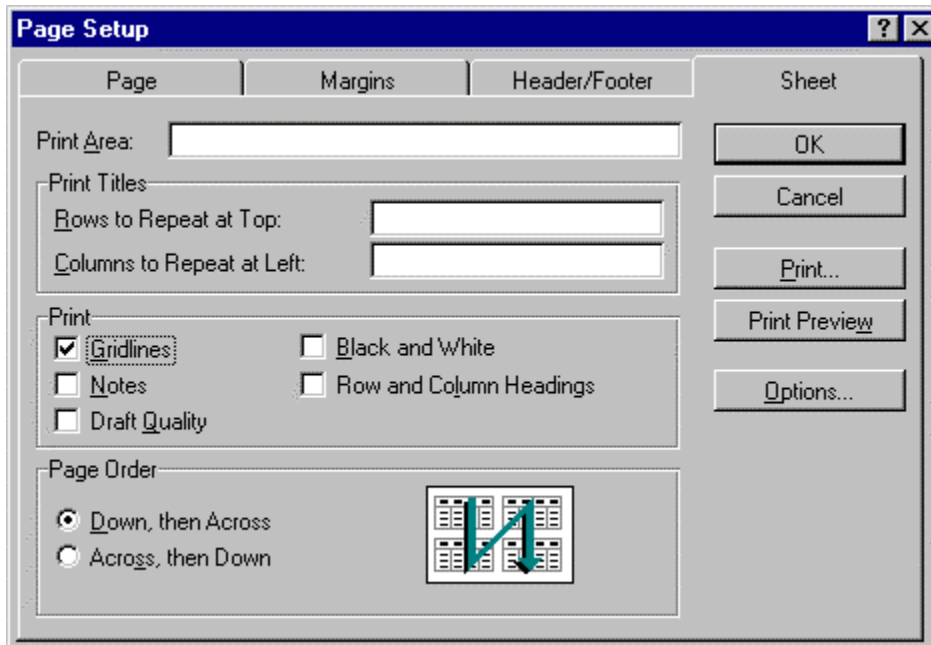
- Click on File.
- Click on Page Setup.
- Click on the Margins tab.
- Click in the check box next to Horizontally or Vertically (or both) to center the spreadsheet horizontally, vertically, or both on a page.
- Click on OK.

Printing the Gridlines

Microsoft Excel 2000 does not automatically print the gridlines of a spreadsheet. You must manually go in and set the option to show the gridlines when the sheet is printed.

To show the gridlines when printing

- Click on File.
- Click on Page Setup.
- Click on the Sheet tab.



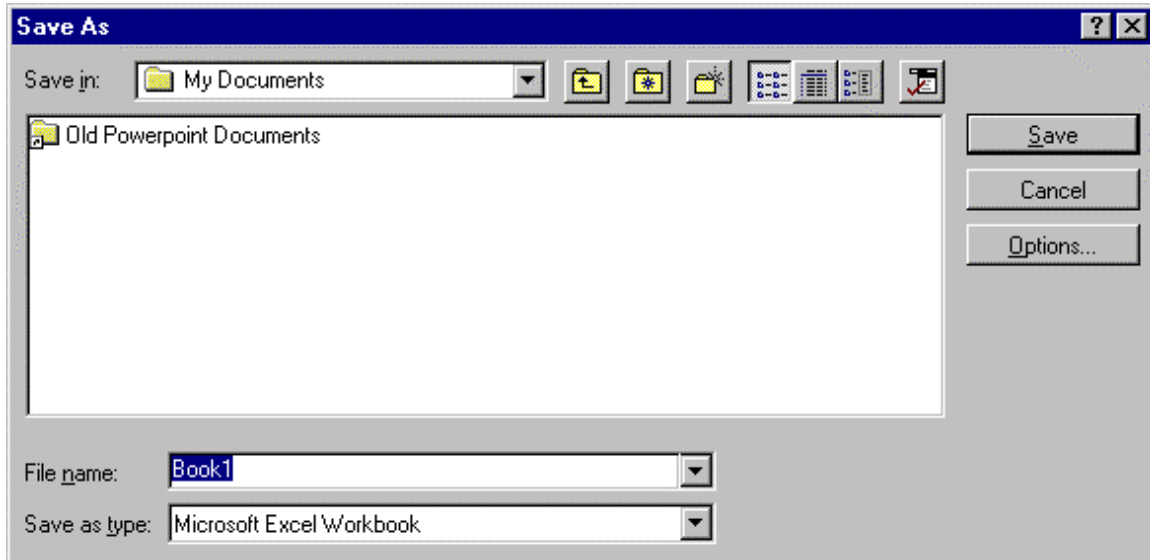
- Click in the checkbox next to Gridlines.
- Click on OK.

Saving an Excel 2000 document

When you save an Excel 2000 workbook, it saves all of the spreadsheets within the book.

To save an Excel 2000 document

- Click on the Save button  on the toolbar.



- Type the name you want to save the document as.
- Click on Save. (Excel 2000/95 saves to the default directory: My Documents.)

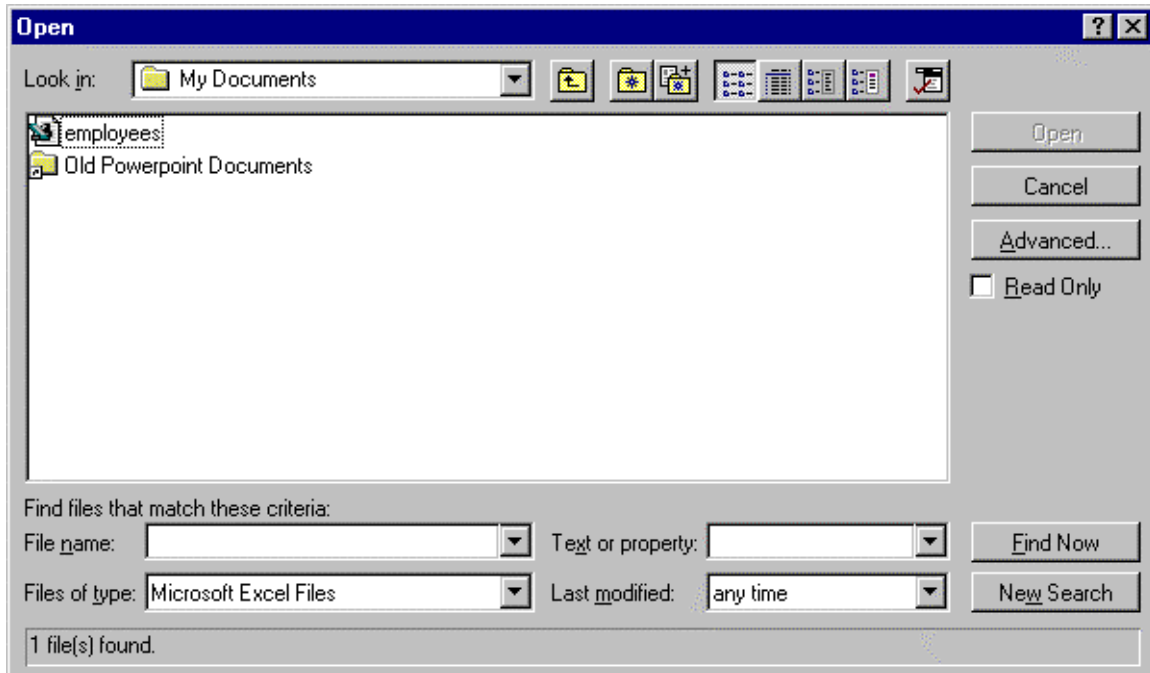
NOTE: Once the document is saved the first time you do not have to repeat the process of giving it a name. Excel 2000 will save it to the same location under the same name each time thereafter.

Retrieving a saved file

It is a very simple process to open a file that you have saved on your computer.

To open a saved file

- Click on File.
- Click on Open.



- Click on the name of the file you wish to open.
- Click on OK.

Opening a New Blank Document

You can have more than one Excel 2000 document open at a time. Every time you open Excel 2000 it will put a blank workbook on your screen. What if, while you're working on a document or after you've finished one you want to open a new document? That may be one of the simplest tasks to perform.

To open a new, blank workbook

- Click on the New Workbook button  on the toolbar.

Using Print Preview

The Print Preview option is one of the more useful commands that most good word processing and spreadsheet applications have. This allows you to see just how your document will look on paper when it is printed. If you don't like what you see, then you can correct it and you haven't wasted any paper. This is an option that should be used every time that a document is printed.

To start Print Preview

- Click on the Print Preview button  on the toolbar.
- Your document will switch into preview mode. You will see the entire first page on the screen.

To zoom in on a document

- Position the mouse pointer which will be a magnifying glass on the area you want to zoom and click once.

To zoom back out on a document

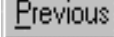
- Click the mouse pointer again.

To preview the next page


- To see a preview of following pages, click on the Next  button on the toolbar.

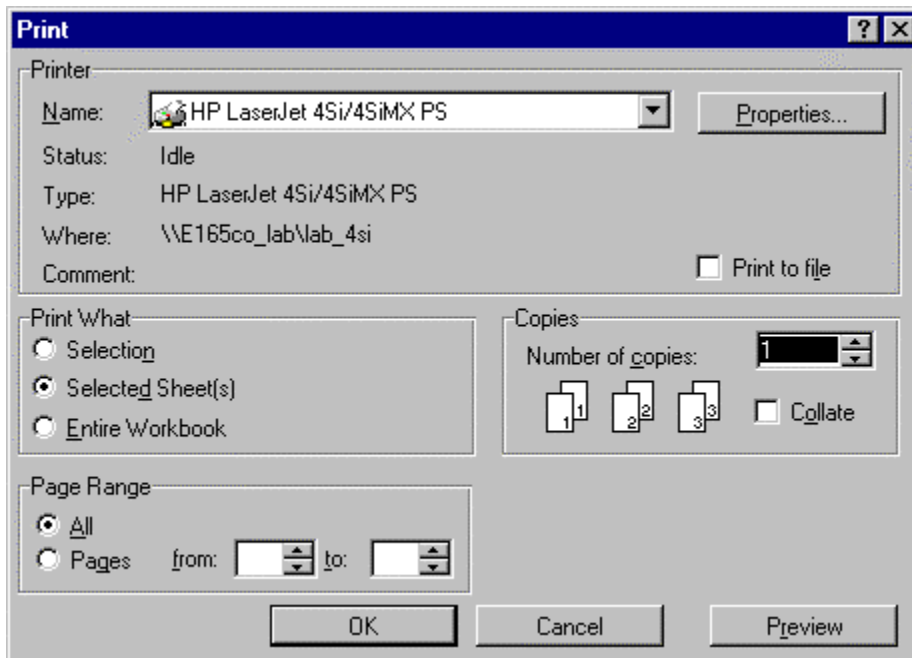
Using Print Preview (continued)

To preview a previous page

- To see a preview of previous pages, click on the Previous button  on the toolbar.

To print from print preview mode

- Click on the Print button  on the toolbar.
- You will see the Print dialog box.



- In the Copies section, click the spin wheel to set how many copies you want to print.
- In the Print What section, click on what you want to print (Selected Sheet which is the default, Selection, or Entire workbook).
- In the Page Range section, either print All (which is the default) or use the spinwheels to print a certain page range.
- Click on OK.

To close out of Print Preview mode

- Click on the Close button  on the toolbar.

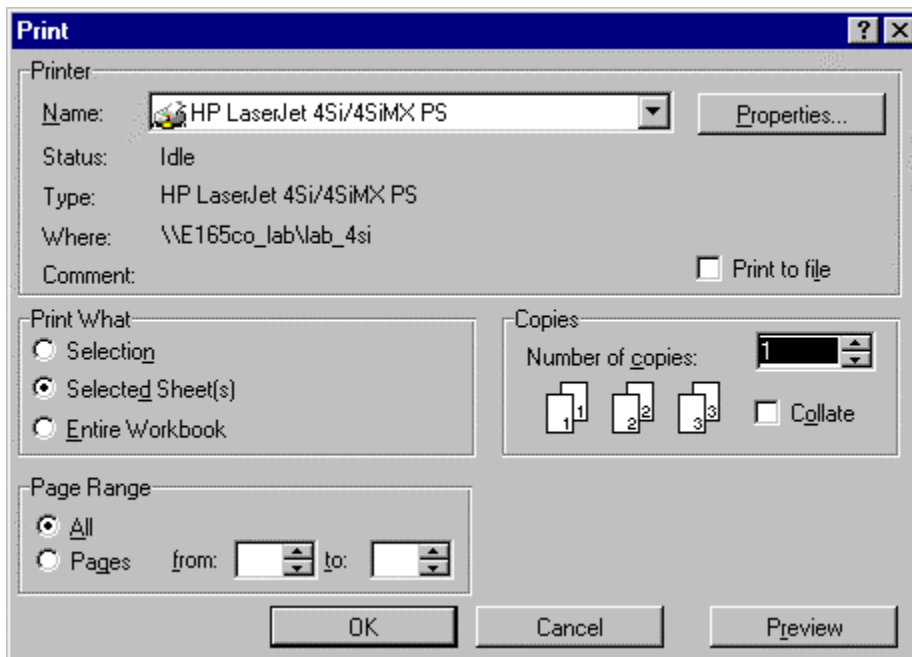
Printing the Document

To quickly print the current sheet using the default printer

- Click on the Print button  on the toolbar.

To print with other options

- Click on File.
- Click on Print.
- You will see the Print dialog box.



- In the Copies section, use the spin wheel to indicate how many copies of the document you want to print.
- In the Print What section, click on what you want to print (Selected Sheet which is the default, Selection, or Entire workbook).
- In the Page Range section, either print All (which is the default) or use the spinwheels to print a certain page range.
- Click on OK.

APPENDIX - A

Data for Exercises

| | Jan | Feb | Mar | April | May | Totals |
|------|-----|-----|-----|-------|-----|--------|
| 1995 | 450 | 465 | 465 | 490 | 500 | |
| 1996 | 500 | 490 | 495 | 500 | 510 | |
| 1997 | 520 | 530 | 520 | 565 | 600 | |