

# Excel 2000 Level 2

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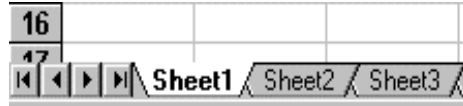
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# Naming Sheets

If you use more than one sheet in a workbook, you may find it useful to rename your sheets. This lets you and others understand what each sheet contains.

## To name or rename a sheet



- Double-click on the tab of the sheet.
- The sheet tab name will become highlighted.



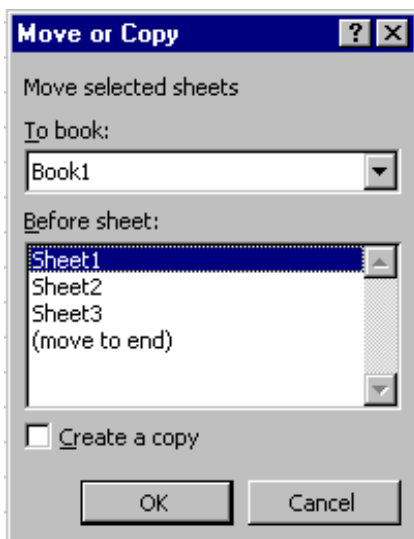
- Type the new name of the sheet.
- Click on OK.

# Copying Sheets

If you have a sheet in one workbook that you need to use in another, you can place a copy of the sheet in the other workbook. You can also copy sheets within the same workbook.

## To copy a sheet to another workbook

- Open both workbooks. (remember you can switch between the two by using the Window menu on the toolbar.)
- Click on the tab of the sheet you want to copy.
- Click on Edit.
- Click on Move or Copy sheet.
- You will see the Move or Copy dialog box.



- Click on the downward pointing arrow under “To Book:” and click on the Book you want to copy the sheet to.
- In the “Before Sheet:” box, click on the sheet you want to copy your sheet in front of.
- Click the Create a Copy box (If you don’t, the sheet will be moved to the new location!)
- Click on OK.

# Copying Sheets (continued)

## To copy a sheet within the same workbook

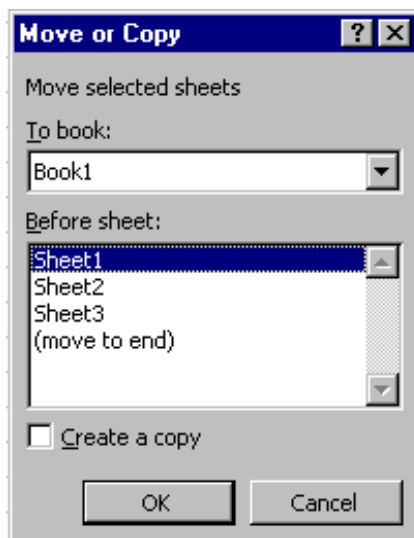
- Hold down the Ctrl key on the key board and click and hold on the tab of the sheet you want to copy. (The mouse pointer will change to look like a small sheet with a plus sign on it to indicate that it is making a copy of the sheet.) (A small black arrow will point in front of the tab of the sheet indicating where the copy will be placed.)
- Drag the pointer until it is before the tab of the sheet you want to place the copy.
- Release the mouse button.
- The copied sheet will be placed in the workbook. Notice that it has the same name but with (2) beside it indicating that it is a copy.



# Moving Sheets

## To move a sheet to another workbook

- Open both workbooks. (remember you can switch between the two by using the Window menu on the toolbar.)
- Click on the tab of the sheet you want to copy.
- Click on Edit.
- Click on Move or Copy sheet.
- You will see the Move or Copy dialog box.



- Click on the downward pointing arrow under “To Book:” and click on the Book to which you want to move the sheet.
- In the “Before Sheet:” box, click on the sheet you want to move your sheet in front of.
- Make sure the “**Create a Copy**” box is **not** checked. (If it is, the sheet will be copied to the new location!)
- Click on OK

## To move a sheet within the workbook

- Click and drag the tab of the sheet you want to move before the tab of the sheet you want to place it. (The mouse pointer will have a small sheet at the tip and an arrow will appear above the tabs indicating where it will be placed.)

- When the arrow is before the sheet you want to move it to, release the mouse button.

## Inserting Sheets

### To insert a sheet

- Click on the tab of the sheet you want to insert the new sheet in front of.
- Click on Insert.
- Click on Worksheet.
- The new sheet will be placed in the workbook.

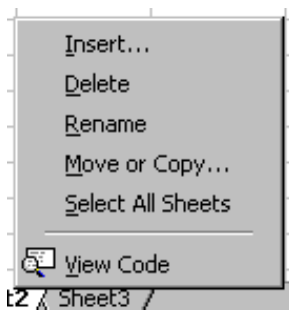
## Deleting Sheets

### To delete a sheet

- Click on the tab of the sheet you want to delete.
- Click on Edit.
- Click on Delete Sheet.
- In the confirmation box, click on OK.

## Quick Tips!!!!

When working with sheets, you can right-click on the tabs to get a pop-up menu to work with:



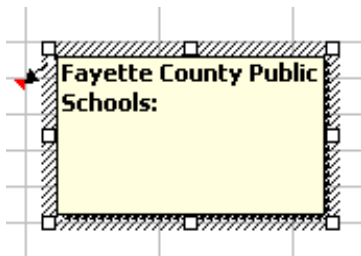
- Instead of using the menu commands to insert, delete, rename, move or copy sheets, you can save time by right-clicking on the tab and left-clicking on the command you want to use.

## Cell Notes

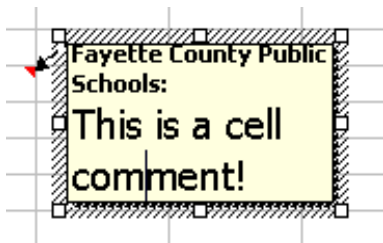
Excel 2000 lets you insert cell notes on a spreadsheet. A cell note provides instructional text for a cell that lets the user know the contents of a cell.

### To insert a cell note

- Move to the cell to which you want to add a cell note.
- Click on Insert.
- Click on Comment.
- You will see the following comment box:



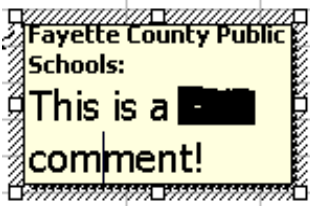
- In the text note box, type in the text that you want to appear in the pop-up cell note for that cell.
- Then click away from comment box.
- The cell will now have a red note in the upper right-hand corner of the cell to indicate that a cell comment is there.
- To see the cell note, simply move the mouse pointer to that cell and let it rest there.



# Cell Notes (continued)

## To edit contents of a cell note

- Move to the cell with the comment you want to edit.
- Click on Insert.
- Click on Edit Comment.



- Click in the Text Note box to get the cursor.
- Edit as necessary.
- Click away from box.

## To delete a cell note.

- Move to the cell with the note you want to delete.
- Click on Edit then OK.


# Text Boxes

There may be times that you want to type information on a spreadsheet, but you don't want to put it in a cell. This is when you would want to use a Text Box. Text boxes are similar to a post-it note. You type what you want in the text box and place it wherever you want it on the spreadsheet. To insert a text box you must first view the Drawing toolbar.

## **To view the Drawing toolbar**

- Click on View.
- Click on Toolbars.
- Click in the checkbox next to Drawing.
- Click on OK.
- Double-click on the blue title bar of the toolbar to anchor it.

## **To insert a text box**

- Click on the Text Box button  on the Drawing toolbar.
- Your mouse pointer will change to cross-hairs when it passes over the spreadsheet.
- Click and drag a rectangle on your spreadsheet.
- Type inside the text box.
- Click outside of the text box to return to working in the spreadsheet.
- Note: You can format the font of the text box just as you would any other font. Highlight the typing, then choose the font type, size, color etc. . . . from the toolbar or Format, Object menu.

## **To move a text box**

- Click on the border of the text box to get the handles around it.
- Click on the border of the box and drag it to the desired location.
- Release the mouse button.

## **To resize a text box**

- Click on the border of the text box to get the handles around it.
- Click on any of the handles and drag out or in to get the desired size.

### *To delete a text box*

- Click on the border of the text box to get the handles around it.
- Press the Delete key on the keyboard.

## Charts & Graphs

One of the most useful aspects of Microsoft Excel 2000 is its ability to create charts and plot graphs of data that you have in your spreadsheet. There are many different types of charts and graphs to choose from and they can be customized to fit your needs. The charts can be put on the spreadsheet that the data is contained in, on a separate sheet by itself, or they can be copied and pasted into other applications such as MS Word.

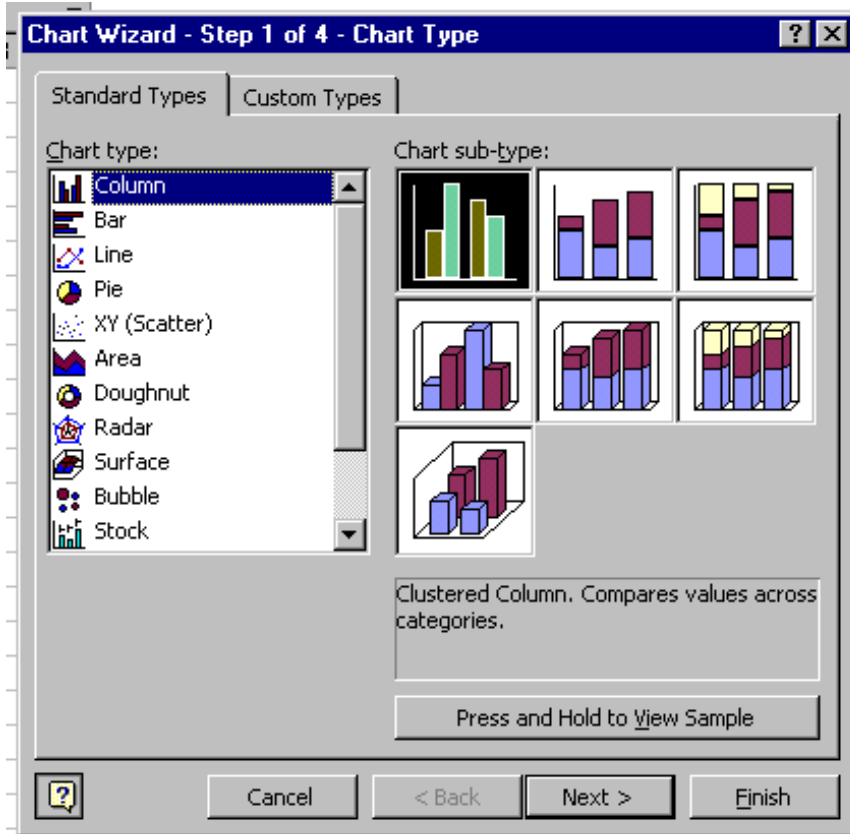
- To create a chart or graph you must first have the data entered in your spreadsheet. Then you just use the chart wizard to help you quickly and easily create your chart.

### *To create a chart/graph*

- Highlight the range of cells that will be included in your chart (including column headings).



- Click on the Chart Wizard button on the toolbar.
- Your mouse pointer will change to cross-hairs with a small chart next to it.
- Click and drag out a box on your spreadsheet. (Draw it where you want the chart and make it as big as you want the chart to be).
- You will get the Chart Wizard dialog box - Step 1 of 4 (select the Chart Type).

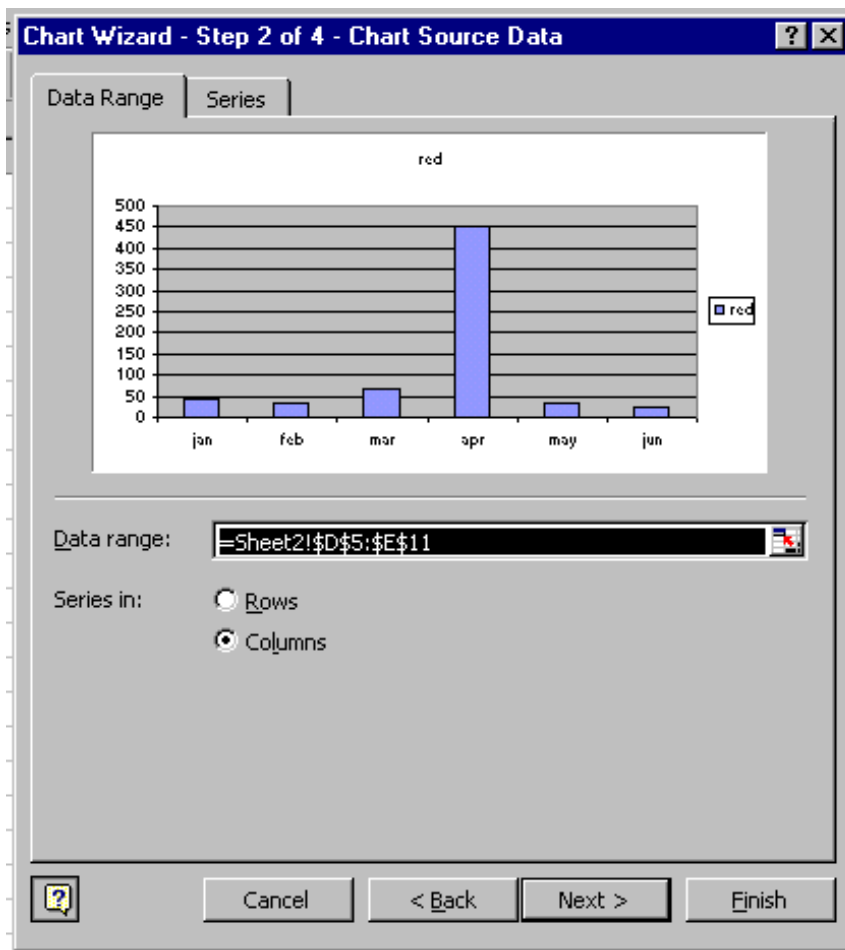


- Select the Chart Type and Sub-Type you wish to use
- Click on Next.

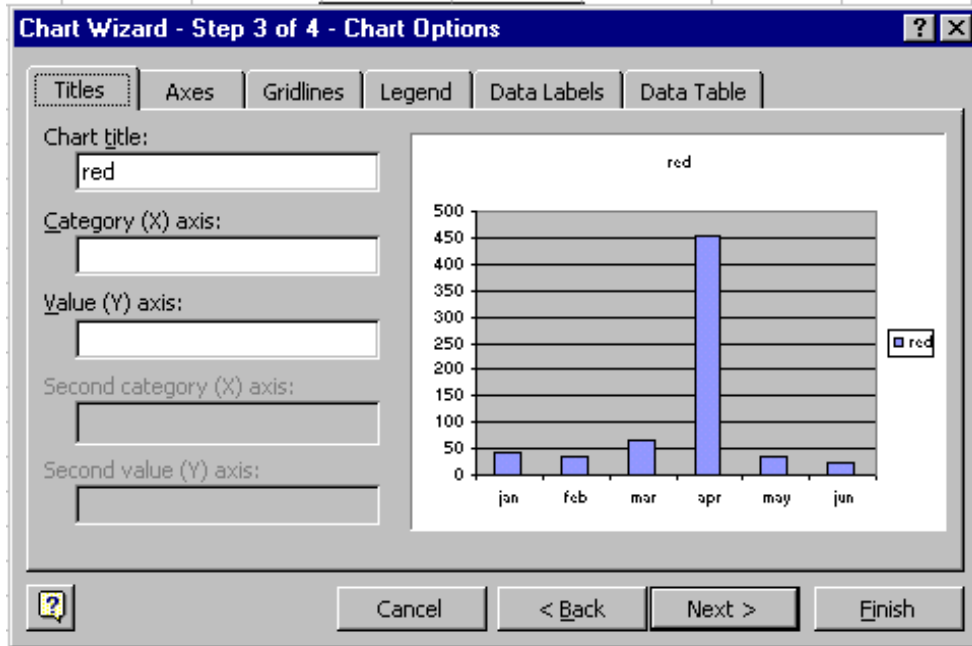
# Charts & Graphs (continued)

## To create a chart/graph (continued)

- Step 2 of the Chart Wizard will appear asking you to view the Data Range.



- Click on Next.
- Step 3 of the Chart Wizard will appear asking you to select various Chart Options.

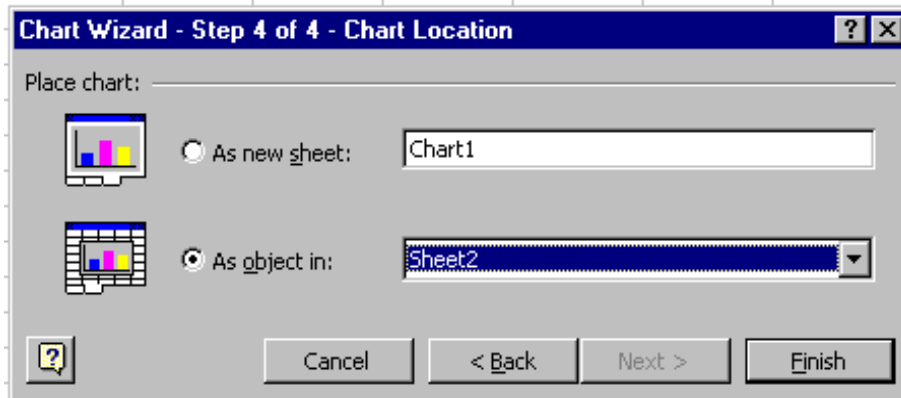


- Click on each of the tabs (Titles through Data Table) and make your selections.
- Click on Next.

# Charts & Graphs (continued)

## To create a chart/graph (continued)

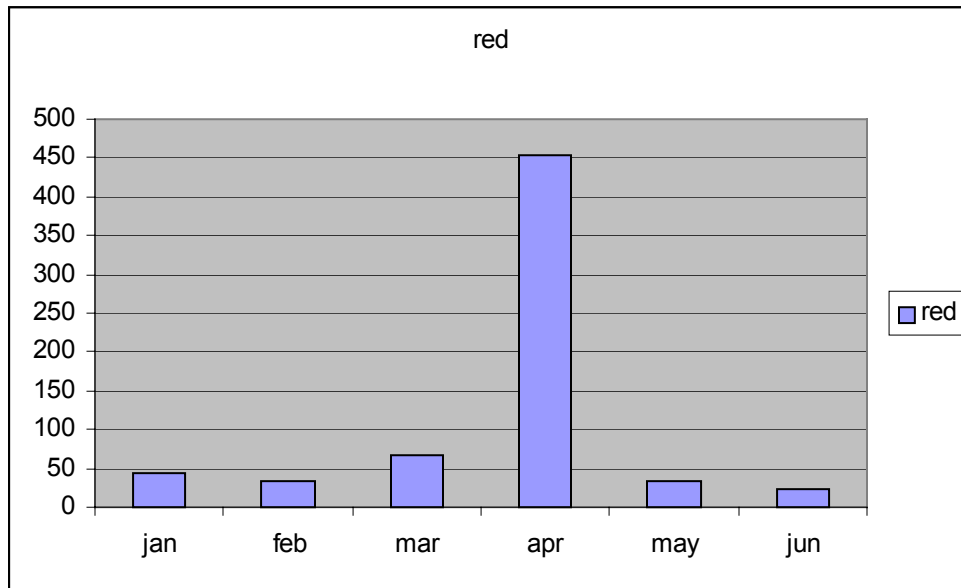
- Step 4 of the Chart Wizard asks where to place the chart.



- Make the appropriate choice.
- Click on Finish.

# Charts & Graphs (continued)

## To create a chart/graph (continued)



The Final Product

## To move a chart

- Click on the border of the chart to get the handles around it.
- Click on the border of the chart and drag it to the desired location.
- Release the mouse button.

## To resize a chart

- Click on the border of the chart to get the handles around it.
- Click on any of the handles and drag out or in to get the desired size.

## To delete a chart

- Click on the border of the chart to get the handles around it.
- Press the Delete key on the keyboard.

# Excel 2000 as a Database

Microsoft Excel 2000 has some capabilities of a database and can be used to perform some of the simple tasks that databases do. This can be very helpful since databases, as a rule, are a little more complicated than spreadsheets.

The best way to set up Excel 2000 as a database is to use columns as fields. The column headings in the first row contain the field names. The rest of the rows would then be used as individual records.

## Setting up a sheet to be used as a database.

- The only thing necessary to set up Excel 2000 as a database is to set up fields. This is done simply by naming each field within a cell in the first row (or any other row, but it is easier to understand by putting them in the first row).
- Label the columns with field names in the cells along Row 1.

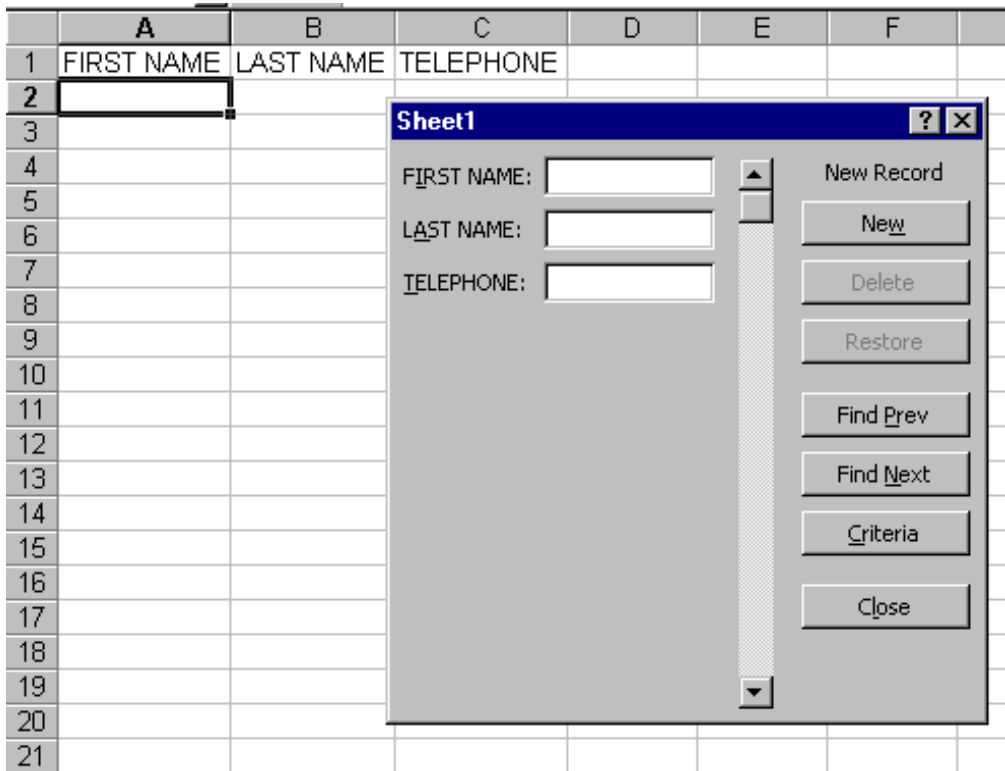
	A	B	C	D	E	F	
1	Last Name	First Name	ID #	Phone #	Address	Salary	
2							
3							

## Data Forms

You can enter information into the spreadsheet as you normally would in the cells or you can create a form to use in entering records, as well as, finding, viewing, and deleting individual records.

### To create a data form

- Move to a cell within the list or field names.
- Click on Data then Form.
- This will create a form with all the field names on it. If you have already entered records into the list, the form will show the first record.



- Press the TAB key after entering the data in each field.
- Press ENTER after the last field entry to move to the next record.
- After you have finished adding the records, click on Close.
- The data that you entered in the forms will be in the spreadsheet.

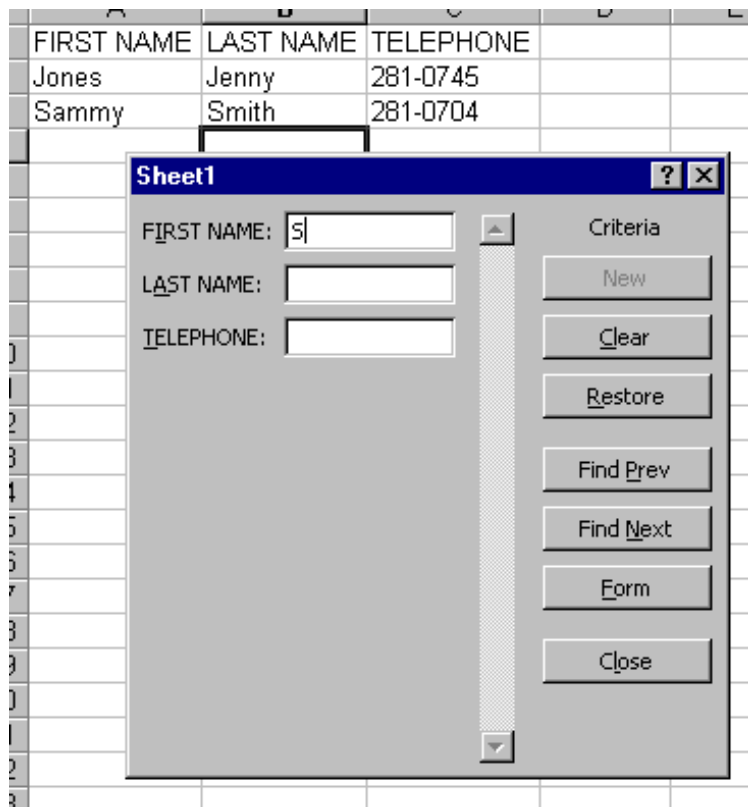
### **Finding specific records using the data form**

You can use the criteria button in the Data Form to search your list for specific records.

- Open the data form.
- Click on the Criteria button
- This will open a blank form, where you enter the criteria you are seeking, such as Last Name: Brown. Or to search for everyone whose Last Name starts with a S, you would just type S in the Last Name field text box.


## **Data Forms (continued)**

### **Finding specific records using the data form (continued)**



- Type the information for which you are searching.
- Click the Find next and/or Find Prev buttons to scroll through the records that meet your criteria.

### **To delete a record using the form**

- Open the form (Click on Data, Form).
- Find the record you want to delete.
- Click on the Delete button .
- Click on the Close button to close the data form.

# Autofilter

The autofilter command allows you to quickly filter the data in your list instead of having to pick out specific items manually. You can filter in several ways: show all records, show records with blanks, show records with a specific item in a field, show records that meet certain criteria that you set, show the top or bottom percent or number of items in the list, etc. . . . Once you filter the data, it shows only the records that meet the filtered criteria.

- **To turn on Autofilter.**
- Click in a cell somewhere in your list.
- Click on Data.
- Move your mouse down to Filter.
- From the fly-out menu, click on Autofilter.
- The menu will disappear and you will notice that all the field headings will have dropdown arrows next to them.

	A	B	C	D	E
1	Last Name ▾	First Name ▾	ID # ▾	Phone # ▾	Address ▾
2	Cain	Jeff.	49873	281-0704	701 East Main

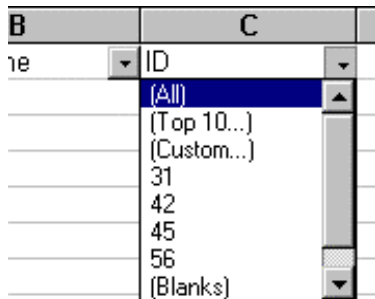
## **To turn off Autofilter**

- Click on Data.
- Move your mouse down to Filter.
- From the fly-out menu, click on Autofilter.
- The dropdown arrows will be removed from the field headings.

# How to use Autofilter

## To use autofilter

- Turn Autofilter on if it has not been done already.
- Click on the dropdown arrow in the field that you want to filter.
- This will give you a dropdown menu from which you choose the filter you want.



### **Different filters in the dropdown list**

- All: shows all records
- Top Ten: gives dialog box from which you choose options to show the top or bottom percentage or number of items.
- Custom: lets you set custom criteria for filtering records (such as >,<, etc...)
- All the different records in that field.
- Blanks: filters for fields that are empty
- Non-blanks: filters for fields that have data in them.

- Click on the filter that you want to use.
- Set the options (if any).
- Your list will show only the filtered data.
- Also, the dropdown arrow next to your field name will be blue, indicating that that field has been filtered.
- The row numbers of the records will also be blue indicating that those are filtered records.

## To show all records

- Click on Data.
- Move the mouse pointer down to Filter.
- From the fly-out menu, click on Show All.

# Using a Top Ten Autofilter

## To perform a Top Ten filter

- Turn Autofilter on if it has not been done already.
- Click on the dropdown arrow in the field that you want to filter.
- Click on Top Ten.
- You will get the Top Ten Autofilter dialog box.



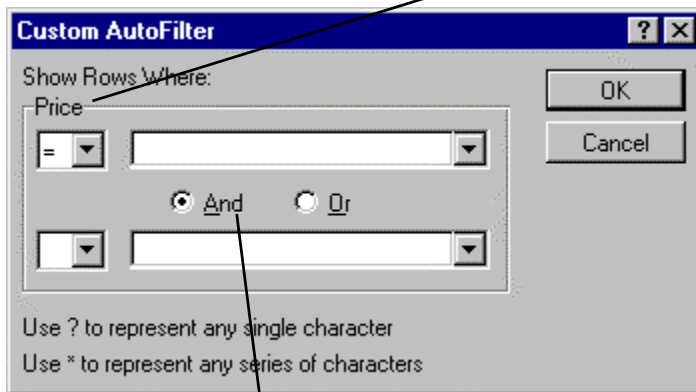
- There are 3 boxes to set options in:
- Click on the first dropdown arrow to choose between “top” or “bottom”.
- Use the spinwheels in the second box to choose the number of items or the percent number you want shown.
- Click on the dropdown arrow in the third box to choose between “items” or “percent”.
- Click on OK.

# Using a Custom Autofilter

- There may be several instances when you want to filter according to a specific set of criteria that you enter. An example would be if you wanted to filter a list of employees that are making greater than \$30,000 per year. This is when you would use a Custom Autofilter.

## To perform a custom filter

- Turn Autofilter on if it has not been done already.
- Click on the dropdown arrow in the field that you want to filter.
- Click on Custom.
- You will get the Custom Autofilter dialog box.



Field name that we're performing a custom filter on.

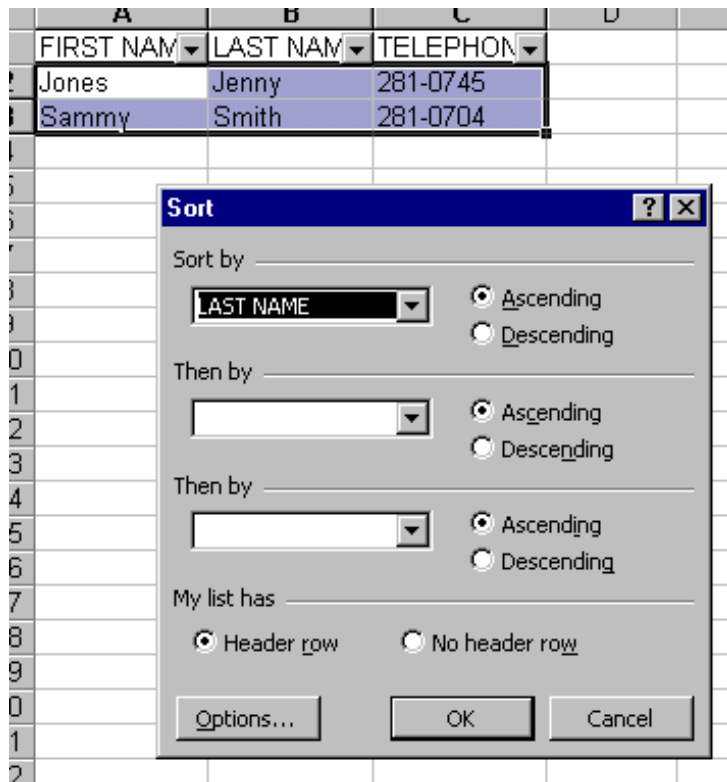
- Click on the dropdown arrow in the first box and click on the criteria that you want data in the field to meet (such as =, >, <, etc. . . ).
- Click in the second box and type the number/name that you want to filter for or click on the dropdown arrow and click on a number/name.
- Click on OK.

- If you want the records to meet 2 sets of criteria in that field, click on And. Then choose the criteria in the 2<sup>nd</sup> row of boxes.
- If you want the records to meet at least 1 of 2 sets of criteria, click on Or. Then choose the criteria in the 2<sup>nd</sup> row of boxes.

# Sorting Data

## To perform a sort of the data

- Click on Data.
- Click on Sort.
- You will get the Sort Dialog box asking you which columns you want to sort and in what order.



- Click on the dropdown arrow(s) and click on the column you want to sort by.
- Click on Ascending or Descending.
- Choose secondary and tertiary sorts if you desire in the second and third “Then by” boxes.
- Click on Header Row or No Header Row depending if your list has column headings or not (most usually they will).
- Click on OK.

# APPENDIX - A

## Data for Exercises

• Computer	• Price	• Hard drive (MB)	• RAM (MB)	• Monitor size
• Compaq Presario	• 2350	• 1600	• 16	• 15
• Acer	• 1850	• 1000	• 12	• 14
• Packard Bell	• 1800	• 1000	• 16	• 14
• Gateway 2000	• 2400	• 1600	• 24	• 15
• Dell	• 2480	• 2000	• 24	• 15
• Gateway 2000	• 2500	• 2400	• 32	• 17
• IBM	• 2390	• 1800	• 24	• 14
• Compaq Presario	• 2100	• 1000	• 16	• 14
• IBM	• 1450	• 1000	• 12	• 14
• Acer	• 1990	• 1200	• 12	• 14
• Gateway 2000	• 2200	• 1800	• 16	• 15
• Compaq Presario	• 2400	• 2000	• 16	• 15
• Dell	• 2350	• 1600	• 24	• 14
• Compaq Presario	• 2100	• 1000	• 16	• 14
• IBM	• 1800	• 1000	• 12	• 14
• Gateway 2000	• 2350	• 2000	• 24	• 17
• Compaq Presario	• 2000	• 1800	• 24	• 15
• Packard Bell	• 1800	• 1000	• 16	• 14
• Packard Bell	• 1900	• 1500	• 16	• 14
• Packard Bell	• 2150	• 1500	• 16	• 15
• Dell	• 2600	• 2000	• 32	• 15
• Acer	• 1600	• 1200	• 12	• 14
• Gateway 2000	• 2500	• 2400	• 32	• 17
• Packard Bell	• 2100	• 1800	• 16	• 14