Shelly Cashman: Microsoft Excel 2016

Module 1: Creating a Worksheet and a Chart

- Describe the Excel worksheet

- Enter text and numbers

- Use the Sum button to sum a range of cells

- Enter a simple function

- Copy the contents of a cell to a range of cells using the fill handle

- Apply cell styles
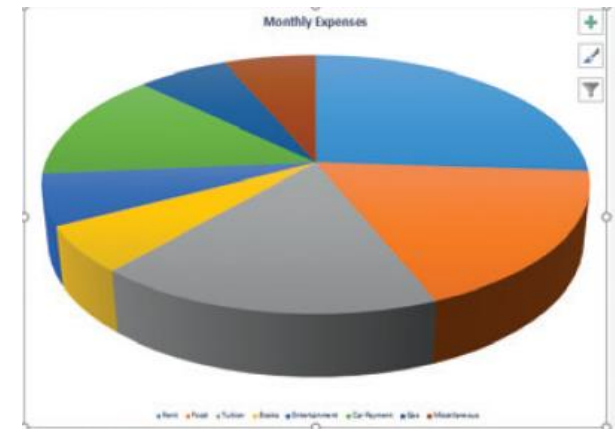
- Format cells in a worksheet

- Create a 3-D pie chart

- Change a worksheet name and sheet tab color

- Change document properties

- Preview and print a worksheet

- Use the AutoCalculate area to display statistics

- Correct errors on a worksheet

Project – Personal Budget Worksheet and Chart

Roadmap

- Enter text in a blank worksheet

- Calculate sums and use formulas in the worksheet

- Format text in the worksheet

- Insert a pie chart into the worksheet

- Assign a name to the worksheet tab

- Preview and print the worksheet

Selecting a Cell

- Make the cell active
    - Use the mouse
    - Use the arrow keys

- Cell is active when a heavy border surrounds the cell

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- To Enter the Worksheet Titles
  - Run Excel and create a blank workbook in the Excel window
  - Click the A1 to make the cell A1 the active cell
  - Type desired text
  - Click the ENTER button to complete the entry and enter the worksheet title
  - Click cell A2 to select it
  - Click the ENTER button to complete the entry and enter the worksheet subtitle

- To Enter Column Titles
  - Click cell A3 and enter a column title
  - Press the RIGHT ARROW key to enter a column title and make the cell to the right the active cell
  - Repeat the previous steps until all column titles are entered. Click the Enter box after entering the last column title

Entering Text (3 of 4)

Entering Text (4 of 4)

- To Enter Row Titles
  - Click cell A4 and enter a row title
  - Press the DOWN ARROW key to enter a row title and make the cell below the current cell the active cell
  - Repeat the previous steps until all row titles are entered

Entering Numbers

- In Excel, you can enter numbers in Excel to represent amounts

- If a cell entry contains any other keyboard character, Excel interprets it as text and treats it accordingly

- To Enter Numbers
  - Click cell B4 to select it
  - Type desired number and then press the RIGHT ARROW key to enter the data in the selected cell and make the cell to the right the active cell
 - Continue until all numbers are entered

- To Sum a Column of Numbers
  - Click the first empty cell below the column of numbers to sum
  - Click the Sum button on the HOME tab to display a formula in the formula bar and in the active cell
  - Click the Enter box in the formula bar to enter a sum in the active cell
  - Repeat above steps to enter the SUM function in other locations

Calculating a Sum (2 of 2)
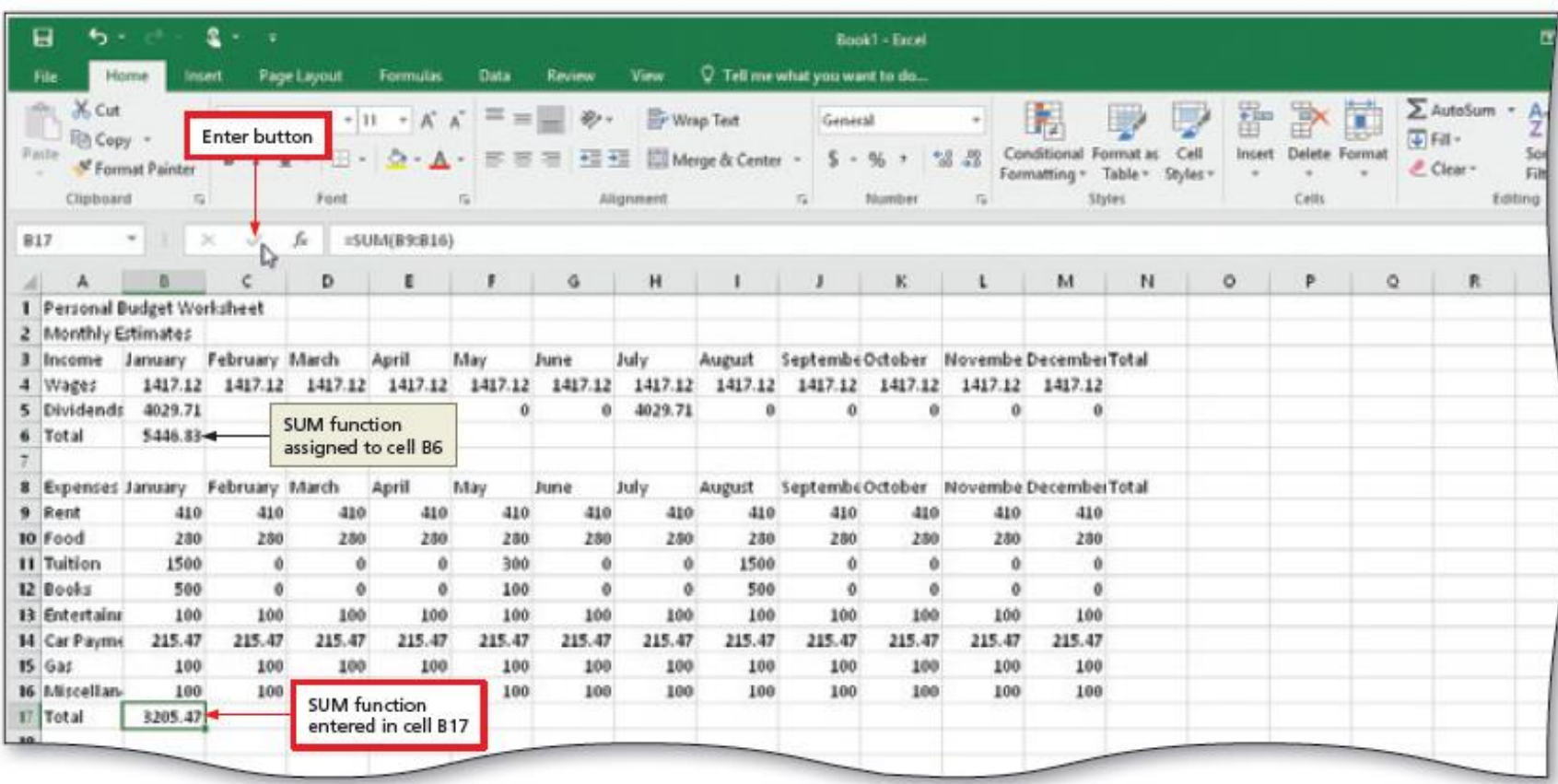
- To Copy a Cell to Adjacent Cells in a Row
  - With the cell containing the contents to fill across the row active, point to the fill handle to activate it
  - Drag the fill handle to select the destination area to display a shaded border around the source area and the destination area
  - Release the mouse button to copy the SUM function from the active cell to the destination area and calculate the sums
  - Repeat the above steps to copy the SUM function to other ranges

SUM function in range C17:M17

- To Calculate Multiple Totals at the Same Time
  - Highlight a range at the end of rows or columns of numbers to total
  - Click the Sum button on the HOME tab to calculate and display the sums of the corresponding rows
  - Repeat the above steps to calculate and display the sums of the corresponding rows

- To Enter a Formula Using the Keyboard
  - Select the cell that will contain the formula
  - Type the formula in the cell to display it in the formula bar and in the current cell and to display colored borders around the cells referenced in the formula
  - Click the cell to the right to complete the formula and to display the result in the worksheet.

- Unformatted Worksheet

- Formatted Worksheet

- To Change a Cell Style
    - Click the desired cell and then click the Cell Styles button on the HOME tab to display the Cell Styles gallery
    - Point to the Title cell style in the Titles and Headings area of the Cell Styles gallery to see a live preview of the cell style in the active cell
    - Click the Title cell style to apply the cell style to the active cell

- To Change the Font
  - Click the desired cell for which you want to change the font
  - Click the Font arrow on the HOME tab to display the font gallery
  - Point to desired font in the Font gallery to see a live preview of the selected font in the active cell
  - Click the desired font to change the font of the selected cell

- To Apply Bold Style to a Cell
  - Click a cell to bold and then click the Bold button on the HOME tab to change the font style of the active cell to bold
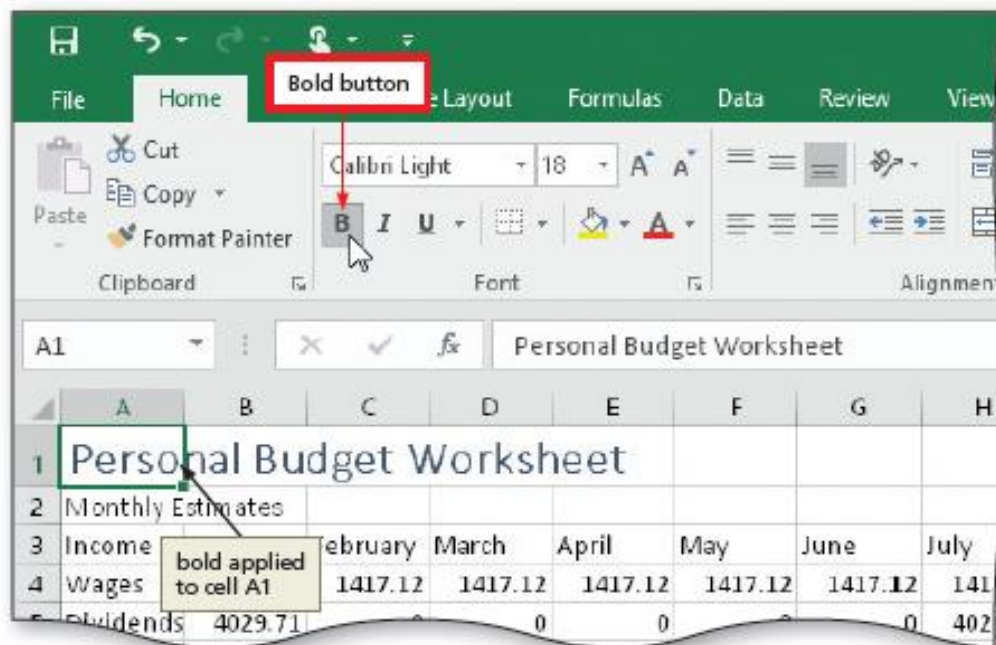
- To Increase the Font Size of a Cell Entry
  - With the desired cell selected, click the Font Size arrow on the HOME tab to display the Font Size gallery
  - Point to the desired font size in the Font Size gallery to see a live preview of the active cell with the selected font size
  - Click the desired font size in the Font Size gallery to change the font size in the active cell

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- To Change the Font Color of a Cell Entry
  - Select the cell for which you want to change the font color and then click the Font Color arrow on the HOME tab
  - Point to the desired color in the Theme Colors area of the Font Color gallery to see a live preview of the font color
  - Click the desired theme to change the font color of the in the active cell

- To Center Cell Entries across Columns by Merging Cells
  - Drag to select the range of cells you want to merge and center
  - Click the 'Merge & Center' button on the HOME tab to merge the selected range and center the contents of the leftmost cell across the selected columns
  - Repeat the above steps to merge and center other titles
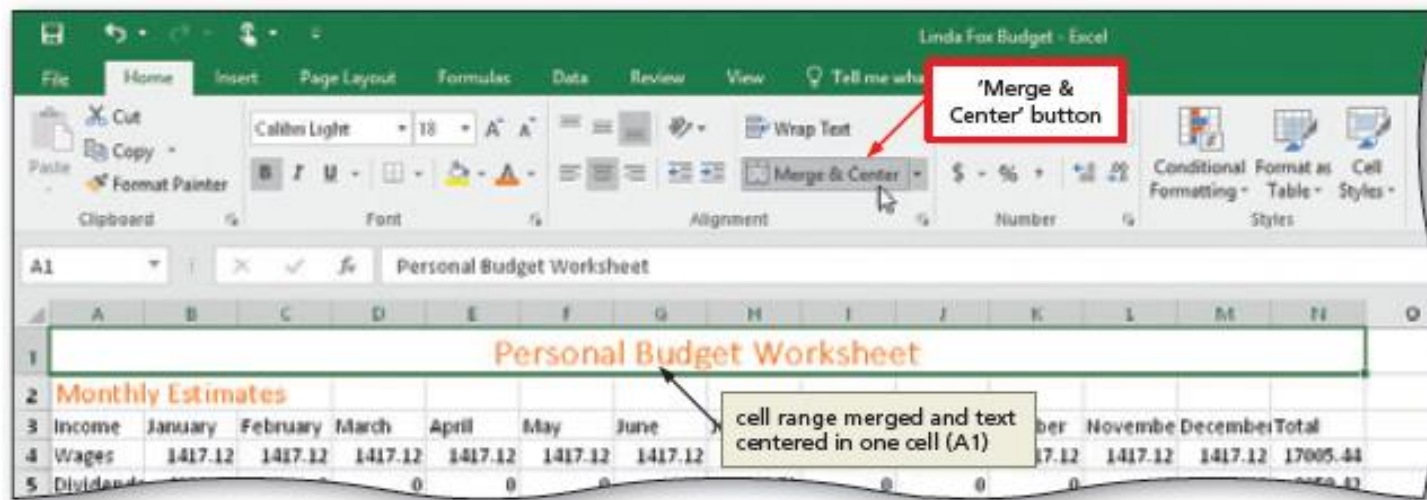
- To Format Rows Using Cell Styles
  - Click a cell and drag to select the desired range
  - Click the Cell Styles button on the HOME tab to display the Cell Styles gallery
  - Click a Heading cell style to apply the cell style to the selected range and then click the Center button on the HOME tab to center the column headings in the selected range
  - Repeat the above steps to format other ranges

- To Format Numbers in the Worksheet
  - Select the range of cells containing numbers to format
  - Click the desired format on the HOME tab to apply the format to the cells in the selected range

- To Adjust the Column Width
  - Point to the boundary on the right side of the column of which you want to change the size to change the mouse pointer to a split double arrow
  - Double-click on the boundary to adjust the width of the column to the width of the largest item in the column

- To Use the Name box to Select a Cell
  - Click the Name box in the formula bar and then type the cell reference of the cell you wish to select
  - Press the ENTER key to change the active cell in the Name box

- To Add a 3-D Pie Chart
  - Select the range for the 3-D pie chart
  - Click the 'Insert Pie or Doughnut Chart' button on the INSERT tab to display the Insert Pie or Doughnut Chart gallery
  - Click the Insert Pie or Doughnut Chart gallery to insert the chart
  - Click the chart title to select it
  - Type a chart title and then press the ENTER key to change the title
  - Deselect the chart title

- To Apply a Style to a Chart
  - Click the Chart Styles button to display the Chart Styles gallery
  - Click a style in the Chart Styles gallery to change the chart style to the desired style
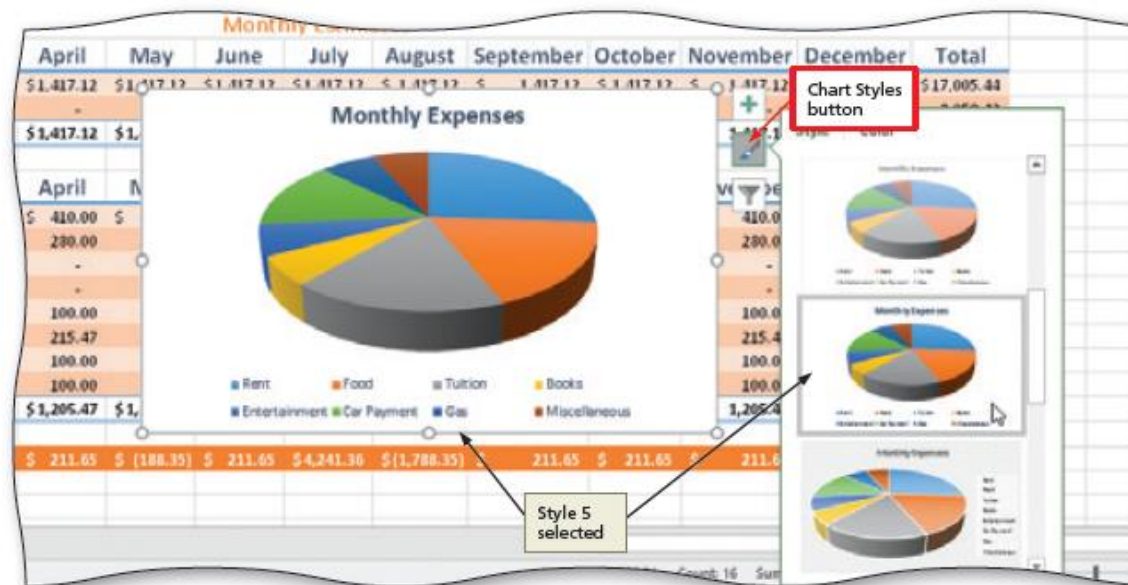
- To Move a Chart to a New Sheet
  - Click the Move Chart button on the CHART TOOLS DESIGN tab
  - Click New sheet to select it and then type a title for the worksheet that will contain the chart
  - Click the OK button to move the chart to a new chart sheet with a new sheet tab name

- To Change the Sheet Tab Name
  - Double-click the sheet tab you wish to change in the lower-left corner of the window
  - Type a new name as the worksheet tab name
  - Right-click the sheet tab in the lower-left corner of the window to display a shortcut menu
  - Point to Tab Color in the Tab Color gallery
  - Click the desired color in the Theme Colors area to change the color of the tab

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- Document Properties
  - To Change Document Properties
    - Click File on the ribbon to open the Backstage view and then click the Info tab in the Backstage view to display the Info gallery
    - Click to the right of the property category to display a text box
    - If necessary, click the Properties button to display the Properties menu

Printing a Worksheet

- To Preview and Print a Worksheet in Landscape Orientation
  - In Backstage view, click the Print tab to display the Print gallery
  - Verify that the printer listed on the Printer Status button will print a hard copy of the workbook. If necessary, click the Printer Status button to display a list of available printer options and then click the desired printer to change the currently selected printer
  - Click the Portrait Orientation button in the Settings area and then select Landscape Orientation to change the orientation of the page to landscape.
  - Click the No Scaling button and then select 'Fit Sheet on One Page' to print the entire worksheet on one page
  - Click the Print button in the Print gallery to print the worksheet in landscape orientation on the currently selected printer
  - When the printer stops, retrieve the hard copy

AutoCalculate

- Using the AutoCalculate Area to Determine a Maximum
  - Select the range of which you wish to determine a maximum, and then right-click the status bar to display the Customize Status Bar shortcut menu
  - Click Maximum on the shortcut menu to display the Maximum value in the range in the AutoCalculate area of the status bar

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Correcting Errors

- Correcting Errors after Entering Data into a Cell
  - If the entry is short, select the cell, retype the entry correctly
  - If the entry is long, use the EDIT mode using in-cell editing

- To Clear the Entire Worksheet
  - Click the Select All button on the worksheet
  - Click the Clear button and then click Clear All