



ICT/ATCS

Microsoft Excel Part 1: Organizing Data

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INTRODUCTION

This workshop will introduce the concepts of workbooks and worksheets in MS Excel. Tasks such as navigating within a workbook; entering, selecting, editing and formatting data within a cell; formatting a worksheet; creating a quick formula and printing from Excel will be addressed in this workshop. This session assumes no prior knowledge of MS Excel, but does require all participants be proficient working in Windows 2000 or newer and have experience working with a mouse and keyboard.

MS EXCEL OVERVIEW

MS Excel allows you to build workbooks with multiple worksheets. Cells in worksheets may be formatted and populated with data. The data entered in cells may then be utilized for formulas and the creation of charts/graphs. All of these functions are presented in the menu and standard toolbars discussed below.

Starting MS Excel

Excel opens in the Normal view by default (see Fig. 1.1). To start Excel follow the step below:

1. Click the **Start** button -->**Programs** -->**Microsoft Excel...**

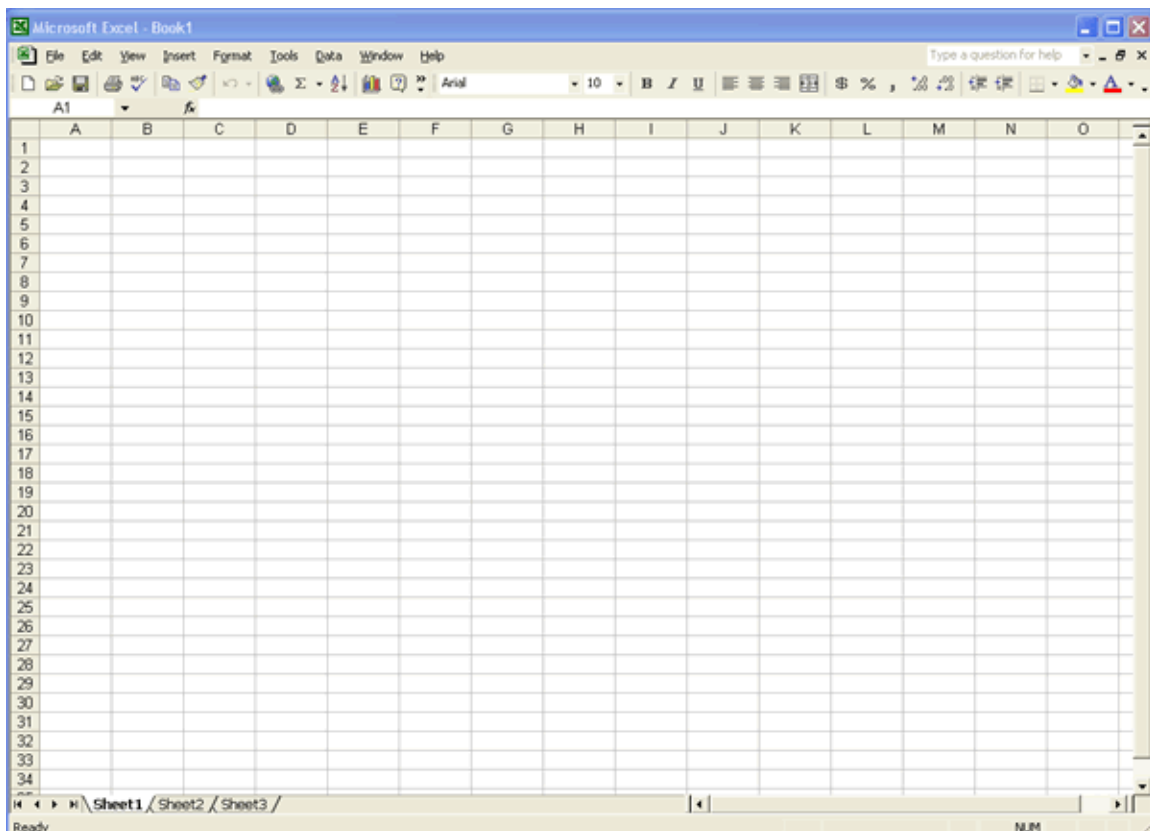


Figure 1.1 - Normal View

Task #1

Use the appropriate features to complete the following task:

1. Open Microsoft Excel.

Title Bar

The uppermost bar in Excel is the Title Bar (see Fig. 1.2). The Title Bar displays the program name (Microsoft Excel) followed by the document name. The program opens with the default document name “Book1.xls.”

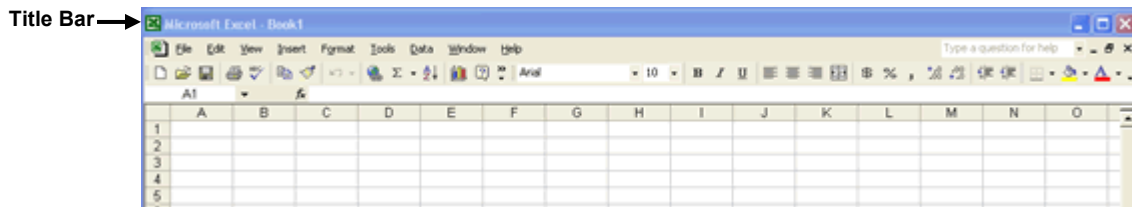


Figure 1.2 – Title Bar

Menu Bar

The Menu Toolbar provides dropdown text menus with available options. Some options on a menu may be grayed-out; these options are not available for the area you are working. When a menu is first selected from the Menu Toolbar, only the most recent or most often used options display and the Expand Button appears at the bottom. Clicking your mouse on the Expand Button or keeping the menu open for more than three seconds will expand the menu to display all options (see Fig. 1.3).

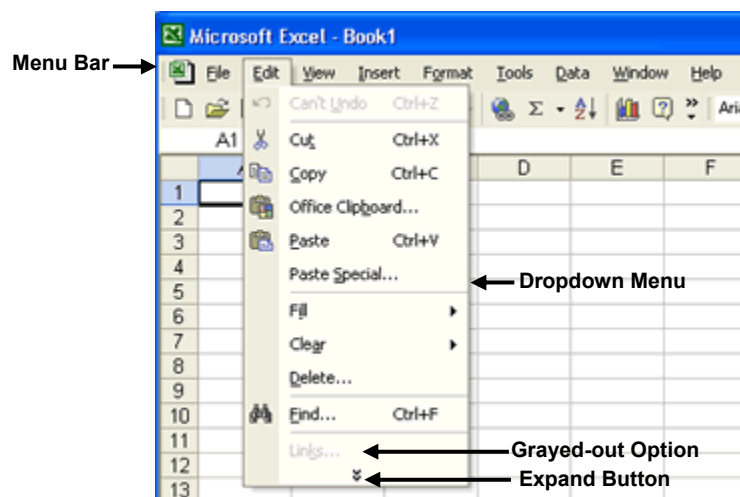


Figure 1.3 – Menu Bar



FOOD FOR THOUGHT

A shortcut to many options is displayed as an underlined letter in the word. Simultaneously clicking the **Ctrl** key and the corresponding underlined letter on the keyboard will access the option.

Standard Toolbar

The third bar at the top of the screen is the Standard Toolbar. This toolbar offers access to many of the often used file commands via graphic buttons known as icons (see Fig 1.4).

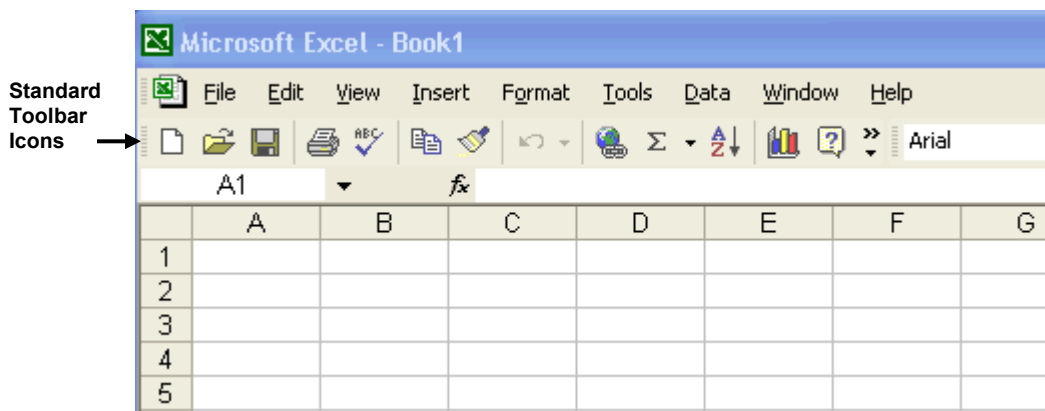


Figure 1.4 - Standard Toolbar

Formatting Toolbar

The Formatting Toolbar allows you to access most of the common text formatting options via icons (see Fig. 1.5).

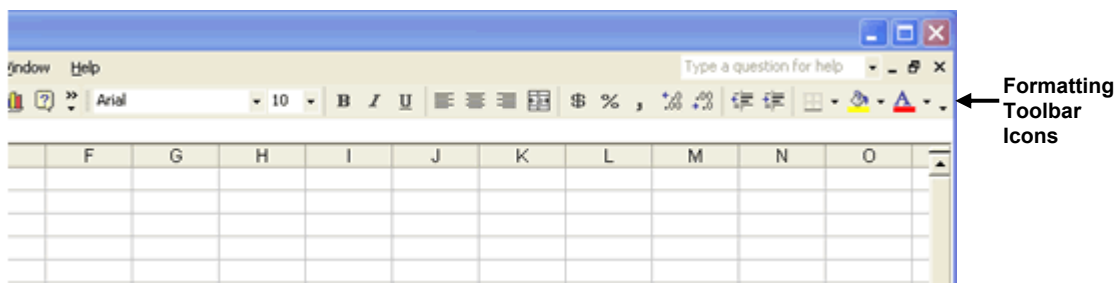


Figure 1.5 – Formatting Toolbar

Formula Toolbar

The Formula Toolbar, the last toolbar to open automatically, contains the cell **Name Box** and the **Formula Bar**. The address of the active cell is displayed in the **Name Box**. The cell address is the intersection of a row and column and is designated by a column letter and row number (e.g. A1). The **Formula Bar** contains a value, formula, or text content of the active cell (see Fig. 1.6).

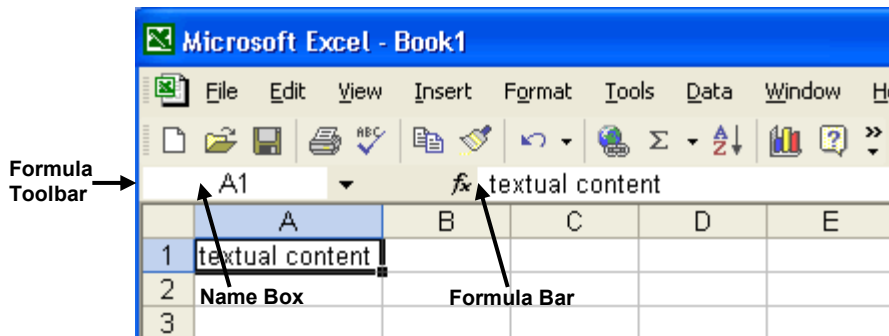


Figure 1.6 - Formula Toolbar

Accessing Other Toolbars

Many other toolbars are available and can be added to the Standard Toolbar area. To access additional toolbars follow the step below:

1. From the Menu Toolbar, click **View --> Toolbars --> (toolbar name)**

A checkmark in front of a toolbar option indicates it is turned on (see Fig. 1.7). A single click on a checked toolbar option will turn it off and remove the selections from the toolbar area.

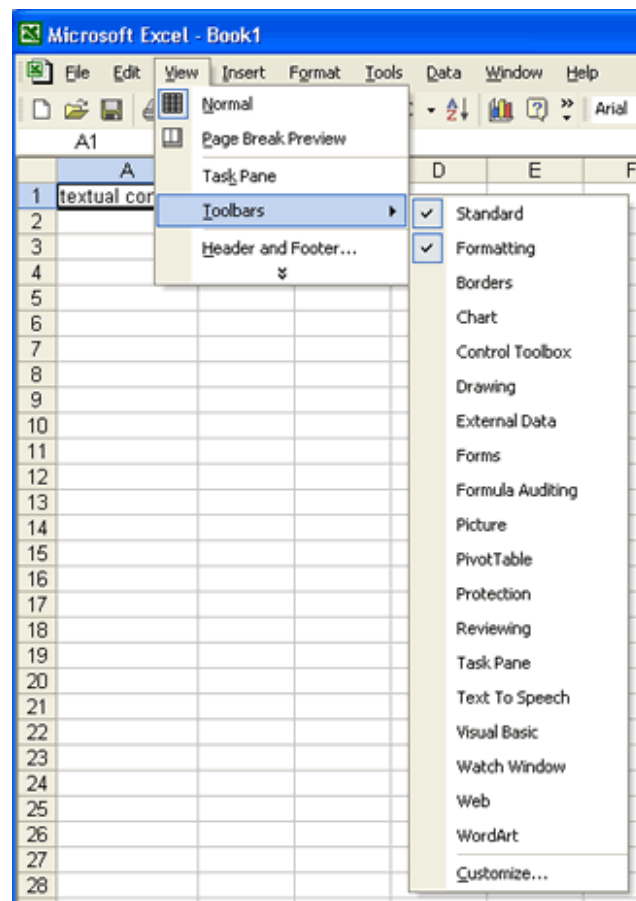


Figure 1.7 - Additional Toolbars

Task Pane

The **Task Pane** is a new feature with the Office XP package. It provides another way to access some of the more commonly used features. To access the Task Pane follow the step below:

1. From the Menu Toolbar, click **View-->Task Pane**.

The options in the Task Pane will change according to the actions being performed or selections made from the Menu Toolbar (see Fig. 8).

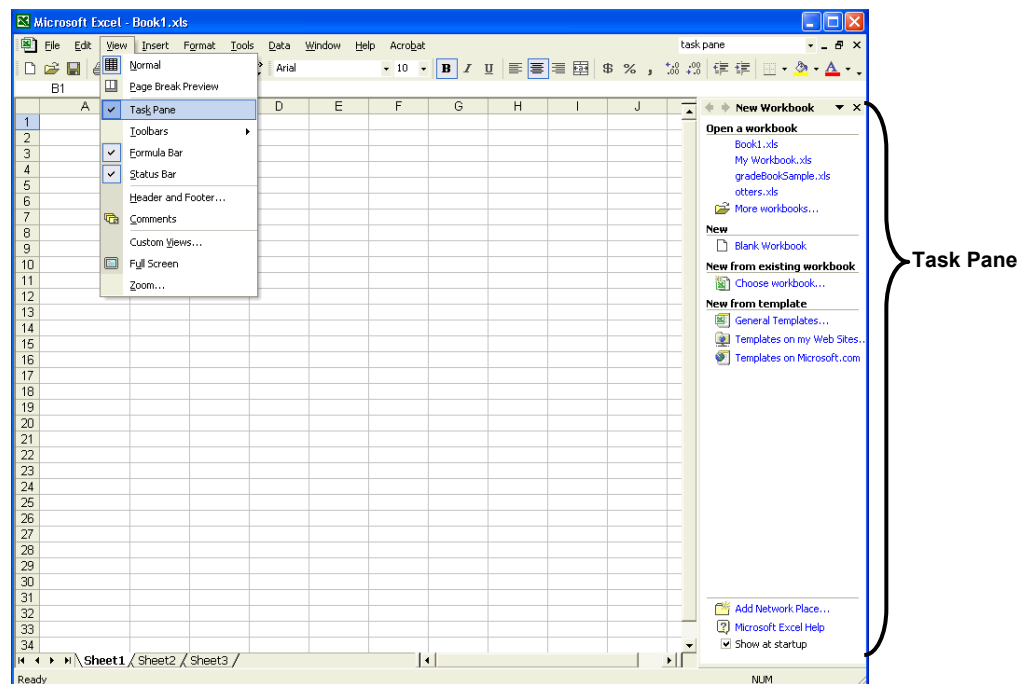


Figure 1.8 -Task Pane

Task #2

Use the appropriate features to complete the following tasks:

2. Use the Menu Toolbar to turn off the **Task Pane**.
3. Double click in cell B1 and type 'January'.
4. Use the Standard Toolbar to make the text bold, red and centered.

Completed task shown below (see Fig. 1.9).

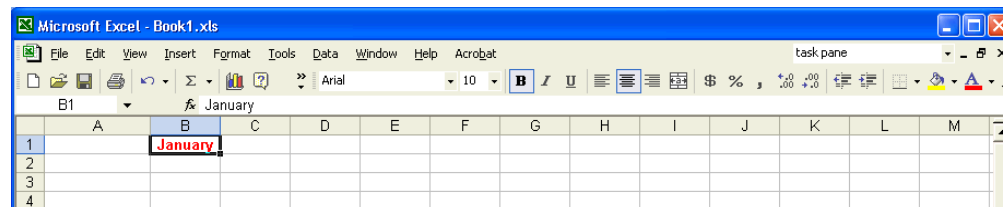


Figure 1.9 – Completed Task #1

NAME A NEW WORKBOOK

By default, Excel opens with a blank workbook and three blank worksheets. The generic name “Book1” will be displayed in the Title bar. The workbook can be renamed when you use the **Save As** option and enter a new name in the **File Name** text box. The shorter and more descriptive the file name the easier it will be to recognize at a later time. Avoid using unusual characters and too many spaces as these items could make it harder for some versions of MS Excel software to recognize your file.

SAVE AS Option

To name a Workbook with the Save AS option follow the steps below:

1. From the Menu Toolbar, click **File --> Save As**.
2. In the **Save As** dialog box, select the location in which to save your document from the **Save in** dropdown text box.
3. In the **File name** text box, type the name of your document. The **Save as type** default is set to MS Excel and automatically adds the file extension .xls to the file name when you save the document.
4. Click the **Save** button (see Fig 1.10).

Your Excel document will now be renamed and stored in the location you selected.

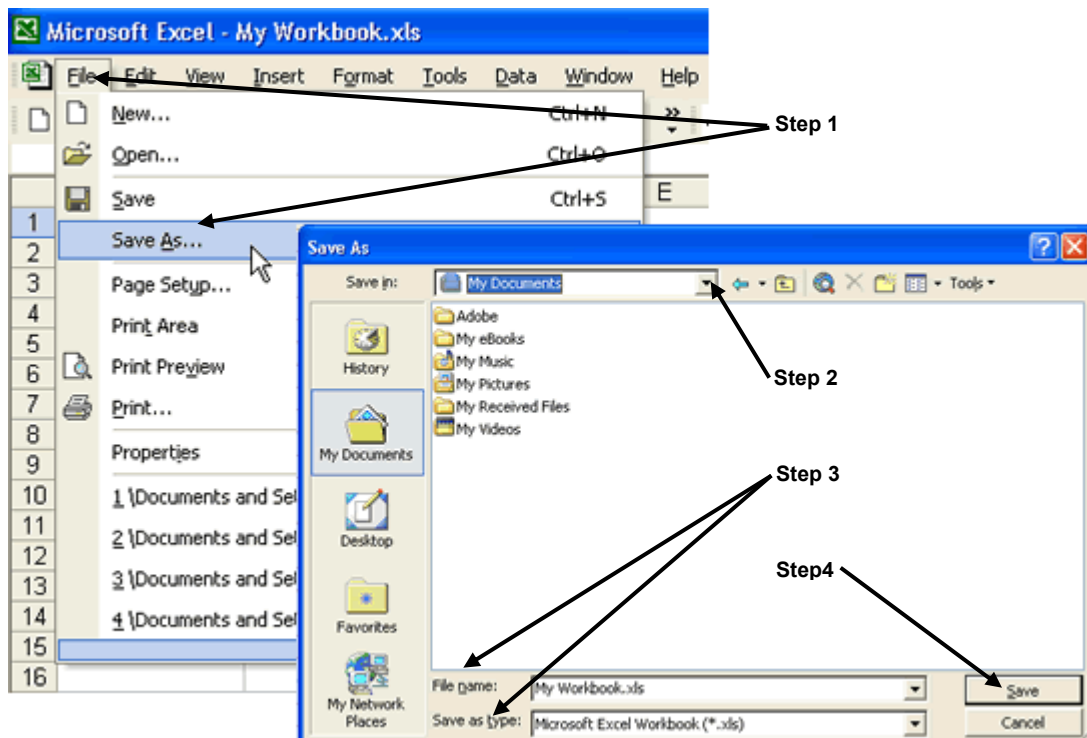


Figure 1.10 – Naming and Saving a Document



FOOD FOR THOUGHT

You should save your document often (every 10 minutes) to ensure your work will not be lost if there is a computer problem or power failure. Once your document is named you only need to click the **Save** option from the File menu to automatically save it with the same name in the same location.

Task #3

Use the appropriate features to complete the following task:

1. Save your workbook on the **Desktop** using the name 'My Workbook'.

Completed task shown below (see Fig. 1.11). Note the new workbook name in the Title bar.

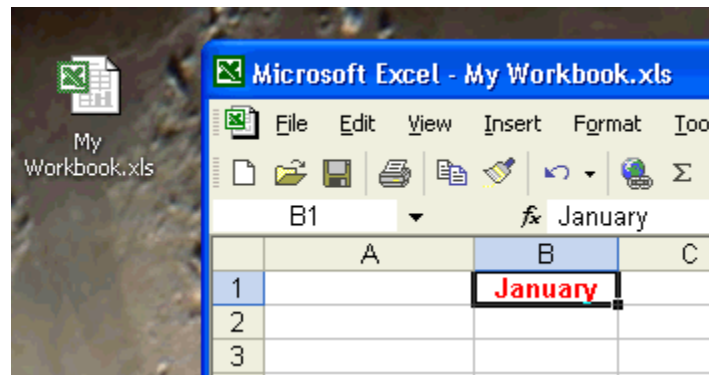


Figure 1.11 – Completed Task #2

USING MS EXCEL HELP

There are many options to find help on any topic from the **Microsoft Excel Help** window: **Contents**, **Answer Wizard**, or **Index** (see figure 1.12). To access Excel Help follow the steps below:

1. Type a question in the **Ask Question** field on the toolbar
2. Press **Enter** on your keyboard
3. Select a **Topic** from the list of open Help

Contents

The **Contents** tab is located on the Microsoft Excel Help window (see Figure 1.12). It consists of a series of books with each containing one or more topics. To access the Contents tab follow the steps below:

1. Click on a **Closed Book**-->an **Open Book**--> any topic.

Answer Wizard

The **Answer Wizard** tab is also located on the Microsoft Excel Help window (see Figure 1.12) and responds to your question with a list of topics you can select for display. To access the Answer Wizard tab follow the steps below:

1. Type your question in the **What would you like to do?** text box.
2. Click **Search**.
3. Click on a topic in the **Select a topic to display** field.

Index

The **Index** tab, located next to the Answer Wizard tab (see Figure 1.12), is similar to an index in a book. It contains an alphabetical listing of every Help topic available. Topics are accessed by typing or selecting a keyword(s) to display a list of topics to choose from. To access the Index tab follow the steps below:

1. Type a keyword(s) in the **Type keywords** text box or select an option from the **choose keywords** field.
2. Click **Search**
3. Click a topic in the **Choose a Topic** field

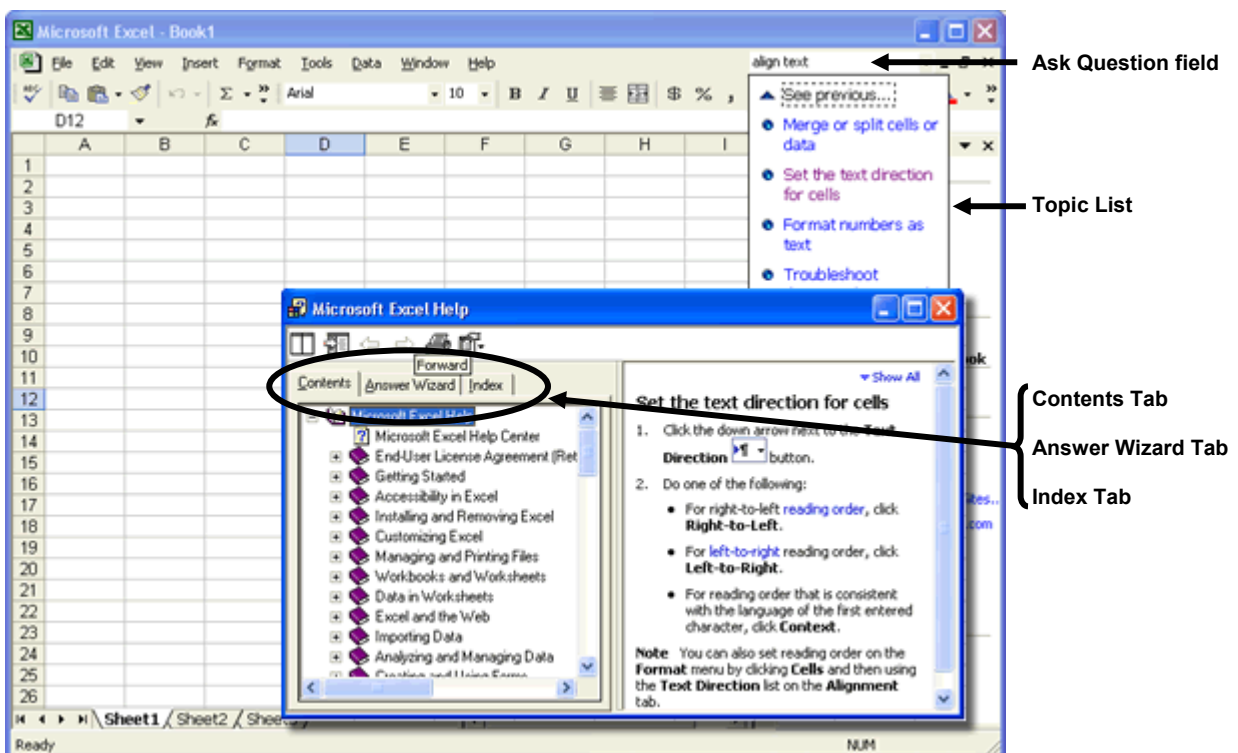


Figure 1.12 – Microsoft Excel Help

Task #4

Select a help option to complete the following task in My Workbook.xls:

1. Obtain help on how to include yourself in Properties as the **Author** of your document.
2. Follow the directions from Help and enter the following in the **Summary** tab:
Title: Microsoft Excel Part 1
Subject: Organizing Data
Author: Your Name
3. Click **OK** and **Save** your work.

Completed task shown below (see Fig. 1.13). All options will lead to the same text display on the right hand side of the Microsoft Excel Help window.

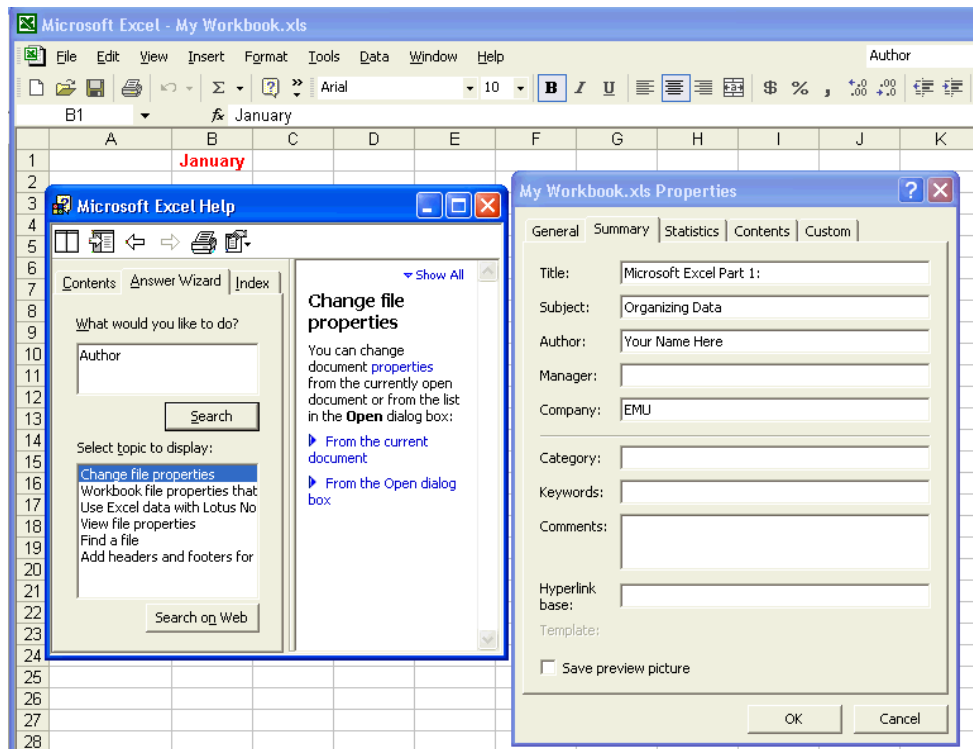


Figure 1.13 – Completed Task #3

NAVIGATING A Workbook

Navigating a Workbook is easily accomplished with tabs, cells, scroll bars and the keyboard.

Worksheet Tabs

By default, each workbook starts with three worksheets located at the lower left of the screen (see Fig.1.14). To move between sheets follow the step below:

1. Single click the tabs labeled **Sheet 1**, **Sheet 2** etc.

Active Cell

The active cell is marked by a bold outline (see Fig. 1.14). Normally, any actions taken will address the active cell. To activate a cell follow the steps below:

1. Single click in a cell, or type the cell address in the Name box on the Formula Toolbar to perform most formatting functions.
2. Double click in a cell to add or edit text.

Scroll Bars

Most Excel windows will have two scroll bars to help you move side to side and up and down in a worksheet. A horizontal scroll bar (side to side) is located toward the bottom of the screen and a vertical scroll bar (up and down) is located on the right (see Fig. 1.14). There are two methods of operating the scroll bar:

1. Line by line – Repeatedly click on the arrows located at either end of a scroll bar.
2. Continuous flow – Click and drag the scroll box located within the scroll bar.

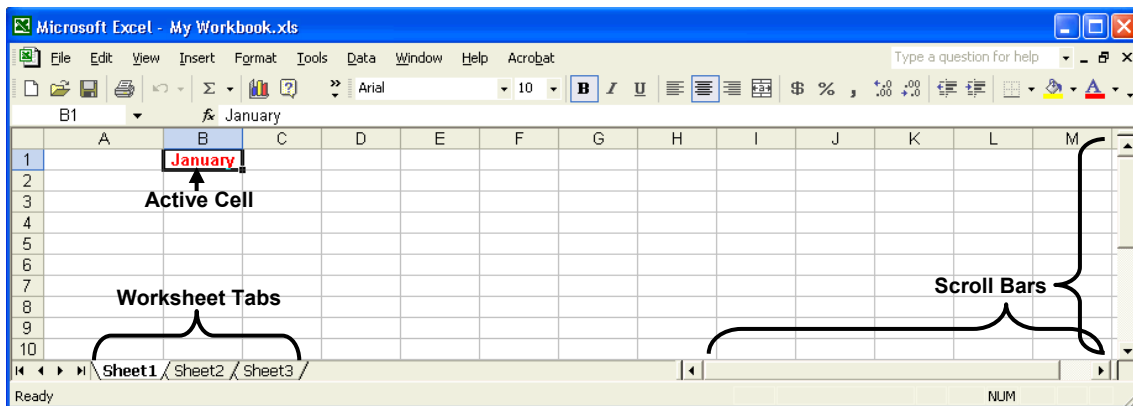


Figure 1.14 – Completed Task #3

Keyboard

The keyboard can also be used to navigate around a worksheet. A list of keyboard navigation strokes follows (Table 1.1):

Movement	Key Stroke
One cell in the direction of the arrow	↓,↑,←,→ (also see Enter and Tab)
Bottom or top of a worksheet	Ctrl (plus) ↓ or Ctrl (plus) ↑
First or last cell in a row	Ctrl (plus) ← or Ctrl (plus) →
Up one screen	Page Up
Down one screen	Page Down
Left most cell in a row (column A)	Home
Upper-left corner of worksheet	Ctrl (plus) Home
Lower-right corner cell that contains data	Ctrl (plus) End
Next cell directly below	Enter (also see arrow keys)
Next cell to the right	Tab (also see arrow keys)

Table 1.1 – Keyboard Navigation

Task #5

Use the appropriate keyboard strokes to complete the following in My Workbook.xls:

1. Locate the cell address for the last row and last column of **Sheet # 2**.
2. Share the address shown in the **Name Box** with the class.
3. Return to **Sheet #1**.

Completed task shown below (see Fig. 1.15).

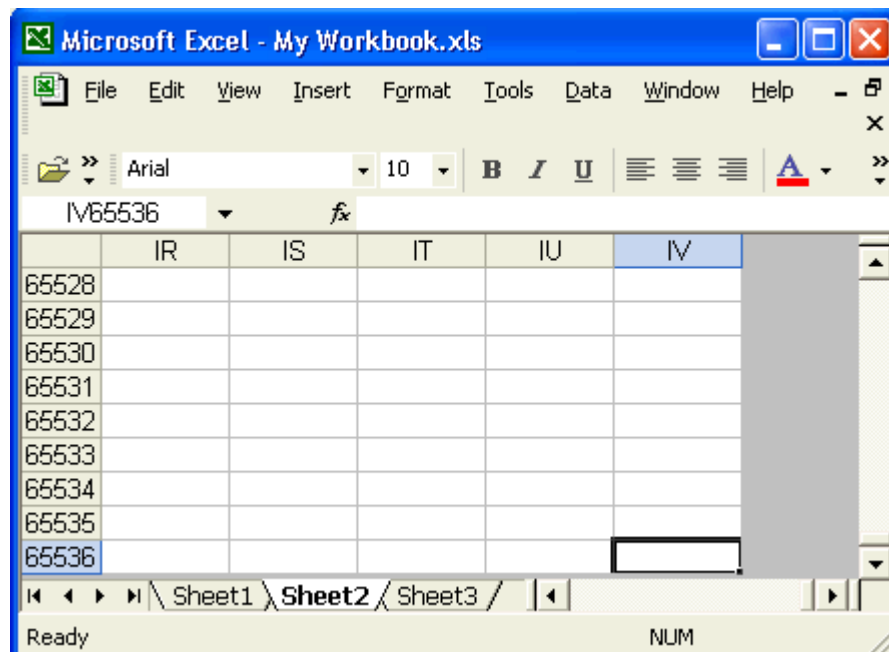


Figure 1.15 – Completed Task #4

CREATING HEADERS AND FOOTERS

Headers and Footers are used to add information to the top and bottom of your document that will print on every page. The information can include any text, page numbers, current date and time, workbook file name and worksheet tab name. Data is entered in the header or footer in the **Page Setup** window by accessing the **Headers and Footers** option from the **View** menu. A drop-down menu provides a list of preformatted options that may be selected for either the header and/or footer. A custom header and/or footer may be created by clicking the **Custom Header** or **Custom Footer** buttons (see Fig. 1.16). To create a custom header and/or footer follow the steps below:

1. From the Menu toolbar click **View -->Header and Footer-->Custom Header** or **Custom Footer**.
2. Click in the **section (Left, Center, Right)** you wish to add data.
3. Type your data or click on an icon to automatically display the associated text or graphic.

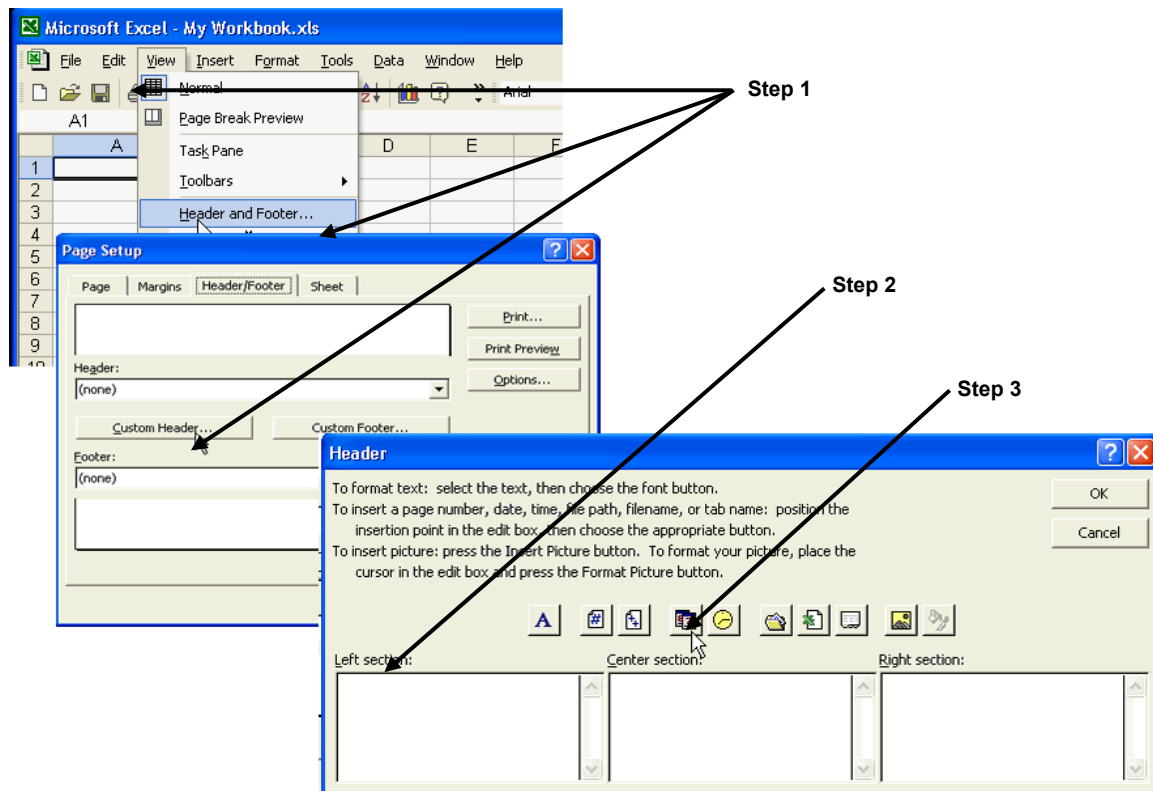


Figure 1.16 – Header and Footer

When combining icons to display multiple data on the same line make sure to use spaces, commas, slashes, dashes, etc. after selections or data will run on with no break in between. Icons and the data they display in the header and footer section are shown in **Table 1.2**.











Icon	Data Displayed
	Format text (font, style, size, etc.)
	Shows number of current page displayed (1, 2, 3, etc.)
	Updates to display the total number of pages in the document (3, 9, 18, etc.)
	Updates to displays current date (mm/dd/yyyy)
	Updates to display current time (1:51 PM)
	Path to file (C:\Documents and Settings\User\My Excel Files\2002 Monthly Expenses.xls)
	File name (2002 Monthly Expenses.xls)
	Worksheet name (May Expenses)
	Insert picture
	Format Picture

Table 1.2 – Icon Description

Task #6

Add the following data to the header and footer in My Workbook.xls.

Header:

1. Left section – use an icon to add the Workbook name.
2. Middle section – type the title 'Household Expenses – 2002'.
3. Right section – use an icon to add the date (automatically updates to current date).

Footer

1. Middle section – use icons to add the worksheet name and page number. (Remember to add a coma and space between icon selections.)
2. Save your work.

Completed task shown below (see Fig. 1.17). To view your worksheet, click **File-->Print Preview**. Click **Close** to exit Print Preview.

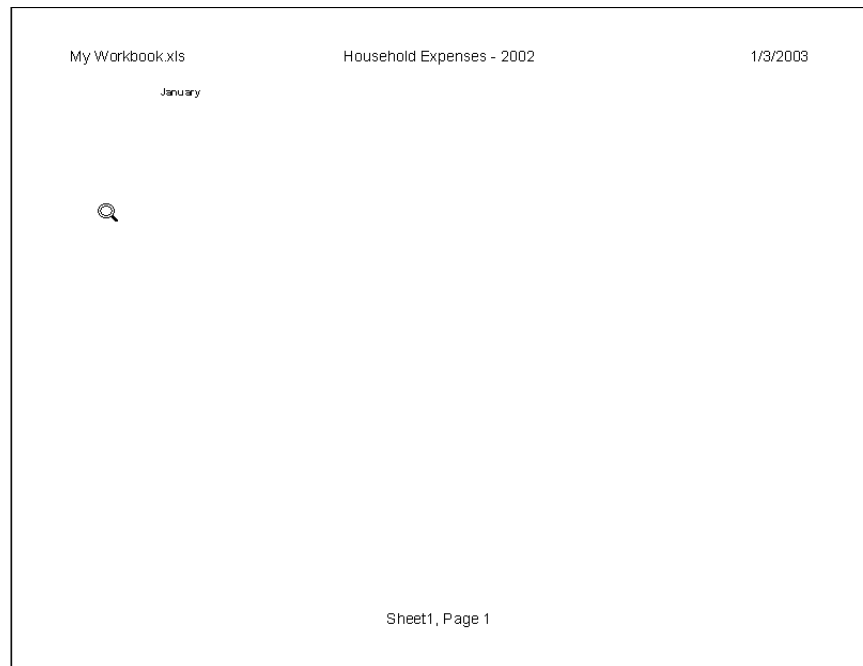


Figure 1.17 – Completed Task #5

CREATING LABELS WITH A SERIES

A label series is a list of words or numbers that are created by Excel when just the first one or two items in the list are provided (see Fig. 1.18). To fill a label series:

1. Click in the cell that will be the first cell in the series.
2. Type the first entry, such as a day of the week, a month, etc. (Note: To create a number series enter enough numbers in consecutive cells to establish a pattern.)
3. Point to the fill handle, the black box in the lower-right corner of the cell. Your mouse turns into a black cross. (Note: When creating a number series select all cells in the pattern.)
4. Click and drag the cross through the cells into which you want to fill the series.
5. When the series is complete, release the mouse.

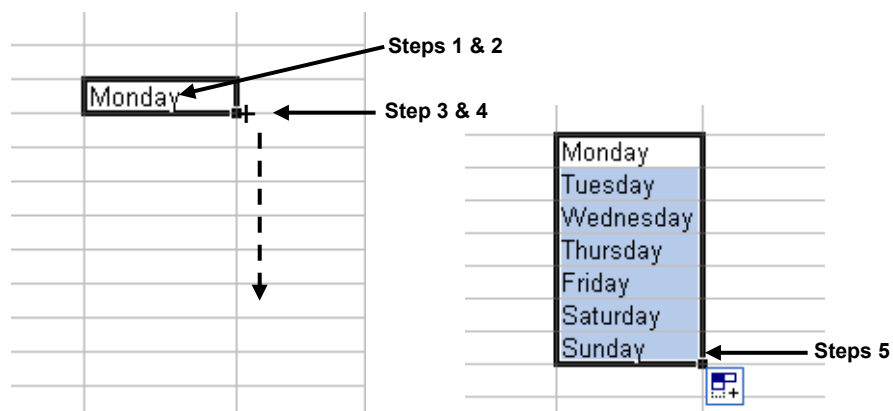


Figure 1.18 – Label Series



FOOD FOR THOUGHT

You can also create your own custom lists for text or numeric patterns. To learn how click **Help-->in What would you like to do?** type "custom fill series"-->in **Select topic to display** click **Create, change, or delete a custom fill series.**

Task #7

Use the fill handle of cell B1 to complete the following in My Workbook.xls:

1. Fill the cells in the row with January through March.
2. Save your work.

Completed task shown below (see Fig. 1.19).

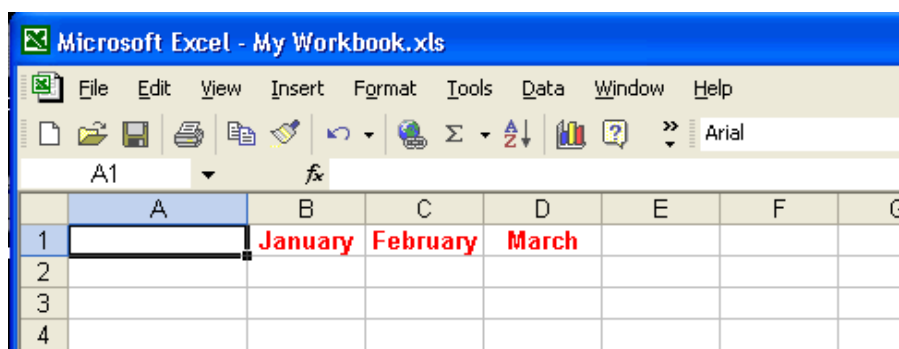


Figure 1.19 – Completed Task #6

WORKING WITH RANGES

A range is a selected area which may include a single cell, row of cells, column of cells or a combination of cells in rows and columns. Ranges can be used to format a group of cells with one step, print only a selected group of cells or use with formulas.

Selecting a Range

A range appears highlighted when selected. Ranges can be selected in several ways as shown below (Table 1.3):

Row	Click the row heading number at the left edge of the worksheet.
Column	Click the column heading letter at the top edge of the worksheet.
Connect cells in rows and columns	Move the mouse pointer to the upper-left corner of the range. Click and hold the left mouse button down as you drag to the lower-right corner of the range.
Disconnected cells or ranges	Select the first cell or range, hold down the Ctrl key and select the next cell or range. Repeat to add more cells and/or ranges.

Table 1.3 – Selecting a Range

Copy and Paste a Range

A selected range can be copied from one area of a worksheet or workbook and pasted to a different location. To copy and paste a range follow the steps below:

1. Highlight the range to be copied.
2. From the Menu Toolbar, click **Edit-->Copy**.
3. Click the mouse in the upper-left corner of the cell where the range will begin.
4. From the Menu Toolbar, click **Edit-->Paste**.

The rows and columns are filled with the data in the range (see Fig 1.22).

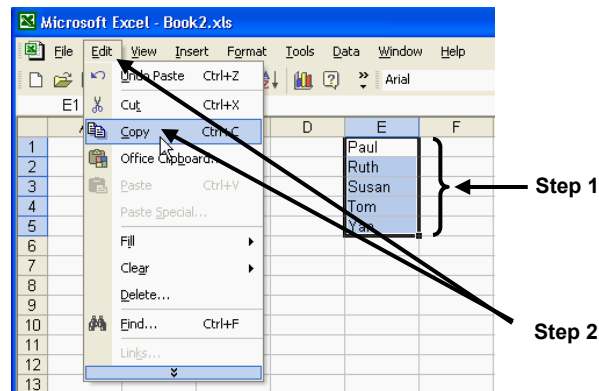


Figure 1.20 – Copied Range

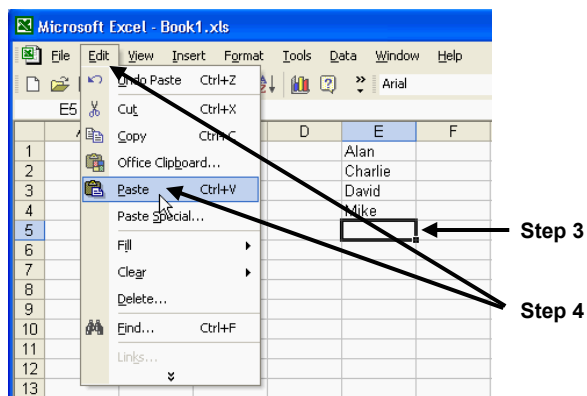


Figure 1.21 – Locating and Pasting a Range

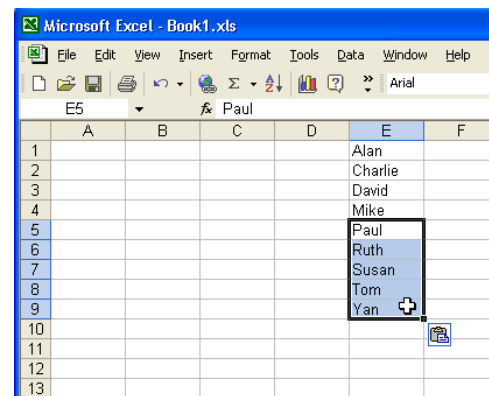


Figure 1.22 – Pasted Range in New Location

Task #8

Copy and paste a range to complete the following in My Workbook.xls:

1. From Expense Data.xls located on your desktop, select and copy the range A1 through D11.
2. Into My Workbook.xls select A2 as the beginning range and paste the copied data.
3. Save your work.

Completed task shown below (see Fig. 1.23).

	A	B	C	D	E
1		January	February	March	
2	Electric	78.72	58.33	70.56	
3	Gas	56.44	50.82	52.36	
4	Telephone	27.57	25.24	25.24	
5	Mortgage	665.3	665.3	665.3	
6	Credit Card	1030	980	539.42	
7	Car Insurance	278			
8	House Insurance			380	
9	Tuition				
10	Water			98	
11	Food	259.77	201.4	188.61	
12	Cable TV	45	45	45	
13					
14					
15					

Figure 1.23 – Completed Task #7

FORMATTING WORKSHEETS

Formatting can occur in a single cell or a range of cells. Cell height and width, adding and deleting columns and rows, and changing text attributes can be accomplished with the aid of mouse clicks, Format Cells Dialog Box, Format Painter, options from the Toolbar Menu.

Adding and Deleting Columns and Rows

At times you may find it necessary to add or delete a row or column in your worksheet. These tasks are easily accomplished with the Insert and Edit options on the Menu Toolbar.

Inserting Columns or Rows - To insert a column or row follow the steps below:

1. Select single or multiple column headings to the *right* of where you want to insert a column, or select single or multiple row headings *below* where you want to insert a row.
2. From the Menu Toolbar – click **Insert-->Column** or **Row**.

A new column is inserted to the left of your column selection or above your row selection. The formatting of the selected column(s) or row(s) carries over to the new cells (see Fig. 1.25).

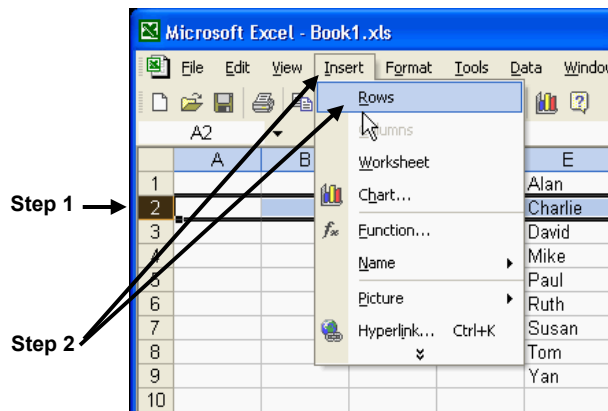


Figure 1.24 – Inserting Rows

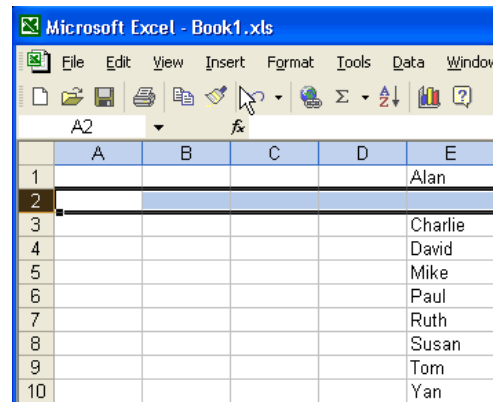


Figure 1.25 – New Row Added Above

Deleting Columns or Rows – To delete a column or row follow the steps below:

1. Select single or multiple column or row headings that you want deleted.
2. From the Menu Toolbar – click **Edit-->Delete**.

When you delete a column, the remaining columns shift left and when you delete rows, the remaining rows move up (see Fig. 1.27).

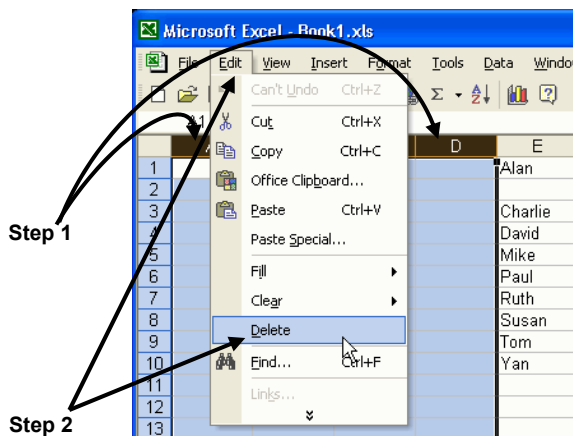


Figure 1.26 – Deleting Rows

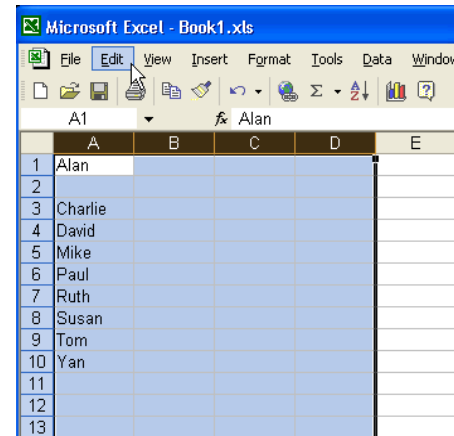


Figure 1.27 – Rows Deleted on Left

Column and Row Height and Width

One of the easiest ways to improve the overall appearance of your worksheet is to adjust the width of columns or height of rows to accommodate the data displayed. Height and width adjustments can be made by dragging, double clicking (see Fig. 1.26), or from Format options on the Menu Toolbar (see Fig 1.27). To adjust height and/or width follow the options listed below:

Column Width

1. **Dragging** – Click the column heading you want to change then point to the seam to the right of the letter (column) you wish to change. A double pointed arrow will appear on the cursor. Click on the seam and drag the mouse to the desired size and release (see Fig. 1.28 and Fig. 1.29).

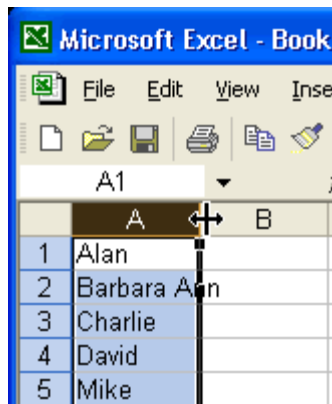


Figure 1.28 – Click Heading

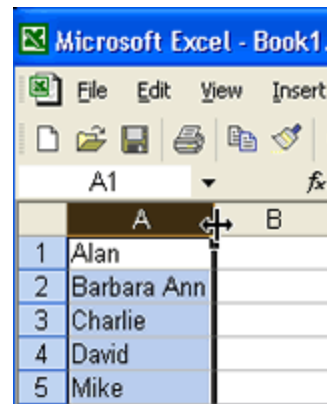


Figure 1.29 – Drag Seam

2. Double clicking – At the column heading you wish to change double click the seam to the right of the letter (column) where the double pointed arrow cursor appears and the column width will change to fit the longest text in the column.
3. Menu Toolbar – click the column heading you want to change then from the Menu Toolbar click **Format-->Column-->Width** and enter a figure in the column width text box.

Row Height

1. Dragging – Click the row heading you want to change then point to the seam below the number (row) you wish to change and a double pointed arrow cursor will appear. Click on the seam and drag the mouse to the desired size and release.
2. Double clicking – At the row heading you wish to change double click the seam below the number (row) where the double pointed arrow cursor appears and the row height will change to fit the height of the text in the row.
3. Menu Toolbar – click the row heading you want to change then from the Menu Toolbar click **Format-->Row-->Height** and enter a figure in the Row Height text box (see Fig. 1.30).

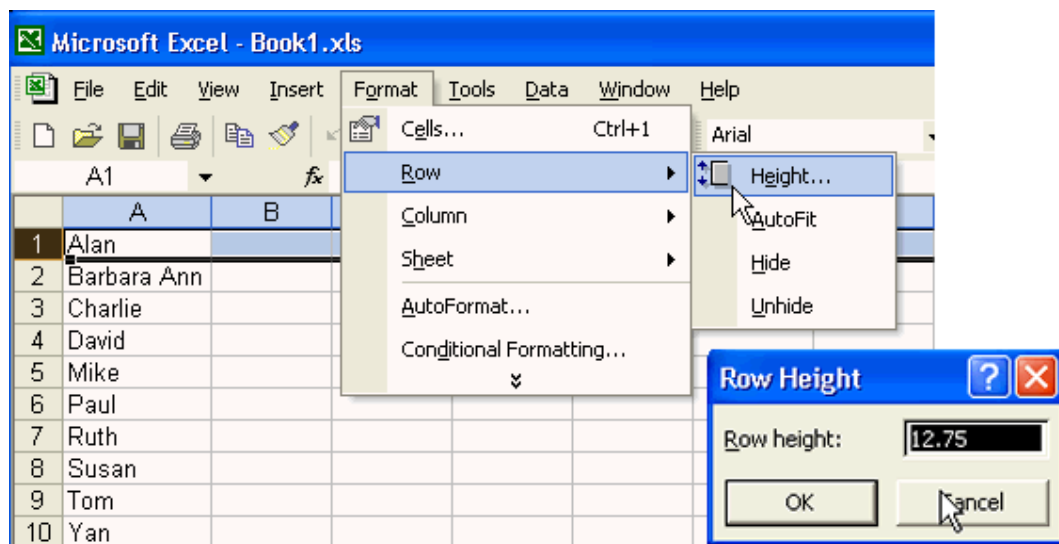


Figure 1.30 – Formatting from Menu Toolbar

Worksheet Names

Each worksheet contains 65,536 rows and 256 columns (16,777,216 total cells). Even though this is more space than is needed for most jobs, you may wish to use several worksheets for organizational purposes and to avoid scrolling through long columns and rows. By default, worksheets are named Sheet 1, Sheet 2, Etc. To change a worksheet name follow the steps below:

1. Double-click (or, right click) the tab of the worksheet you want to rename.
2. Type a new name and press **Enter** (see Fig. 1.31).

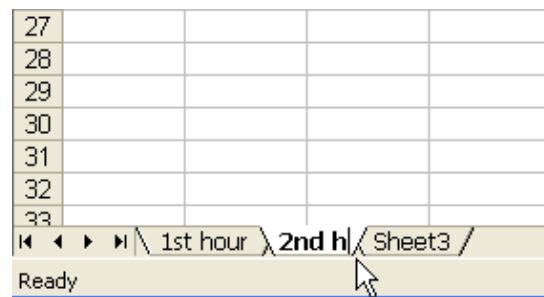


Figure 1.31 – Renaming a Worksheet

Task #9

Use the appropriate feature to complete the following tasks in My Workbook.xls:

1. Delete the row labeled Tuition.
2. Add a row above Cable TV and type “Entertainment” in the first column.
3. Adjust the width of the first column to accommodate the longest expense category.
4. Rename the first worksheet to read “1st Qtr.”
5. Save your work.

Completed task shown below (see Fig. 1.32).

	A	B	C	D	E
1		January	February	March	
2	Electric	78.72	58.33	70.56	
3	Gas	56.44	50.82	52.36	
4	Telephone	27.57	25.24	25.24	
5	Mortgage	665.3	665.3	665.3	
6	Credit Card	1030	980	539.42	
7	Car Insurance	278			
8	House Insurance			380	
9	Water			98	
10	Food	259.77	201.4	188.61	
11	Entertainment				
12	Cable TV	45	45	45	
13					

Figure 1.32 – Completed Task #8

Cell Formatting

The Format Cells dialog box can be used to change a cell or range of cell attributes at one time. The dialog box contains tabs to change number configurations, text alignment, font characteristics, cell borders, cell patterns and colors and add hide and lock protection to cells (see Fig. 1.33 through Fig. 1.38).

To format cells from the Format Cells dialog box follow the steps below:

1. Select the cell or cells you wish to format.
2. From the Menu Toolbar, click **Format-->Cells**
3. From the Format Cells dialog box select a tab.
4. Set the desired options and click **OK**.

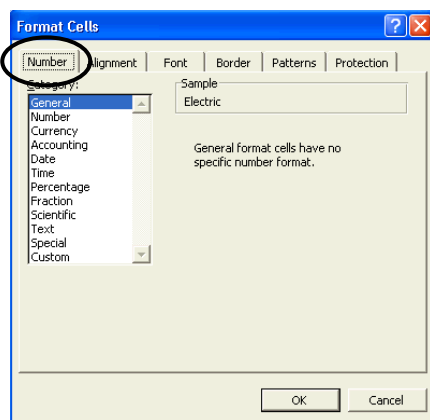


Figure 1.33 – Number Tab

Controls how numbers are displayed (e.g. \$100.00, 100% etc.).

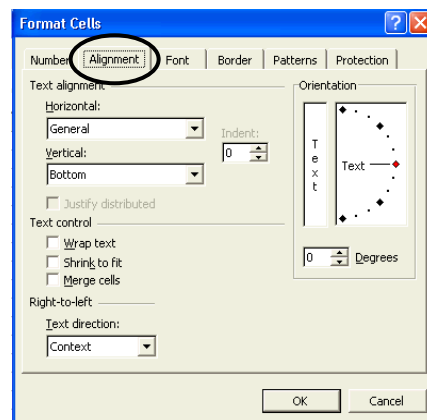


Figure 1.34 – Alignment Tab

Controls how text is oriented on a page.

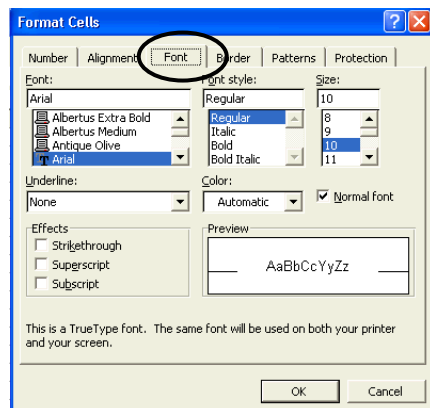


Figure 1.35 – Font Tab

Controls text characteristics.

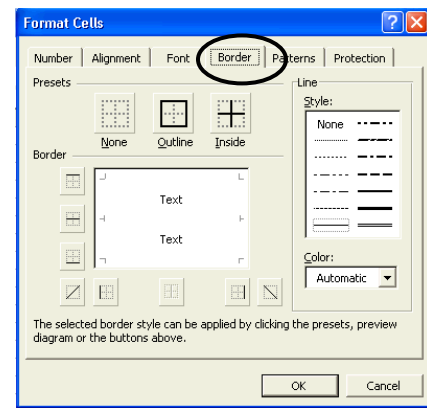


Figure 1.36 – Border Tab

Controls borders around and in selected cells.

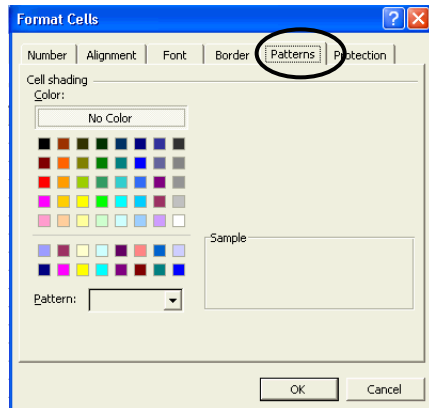


Figure 1.37 – Patterns Tab

Controls application of color and pattern to a cell or cells.

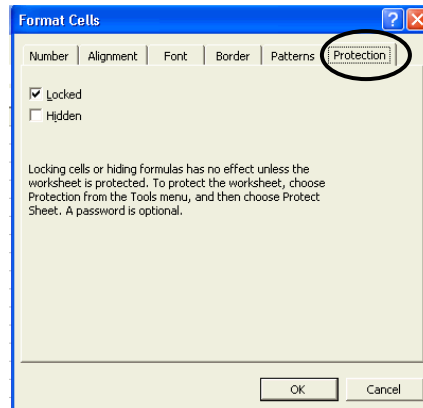


Figure 1.38 – Protection Tab

Controls locking of cells and hiding of formulas (must also be selected from the Tools-->Protect on the Menu Toolbar).

Format Painter

You can easily copy the format of one cell to other cells with the Format Painter. To apply formatting with the Format Painter follow the steps below:

1. Click a formatted cell you wish to copy.
2. From the Standard Toolbar, click the Paint Brush Icon and your cursor will become a paint brush graphic.
3. Drag the Paint Brush Icon over the cells you want the format to change.

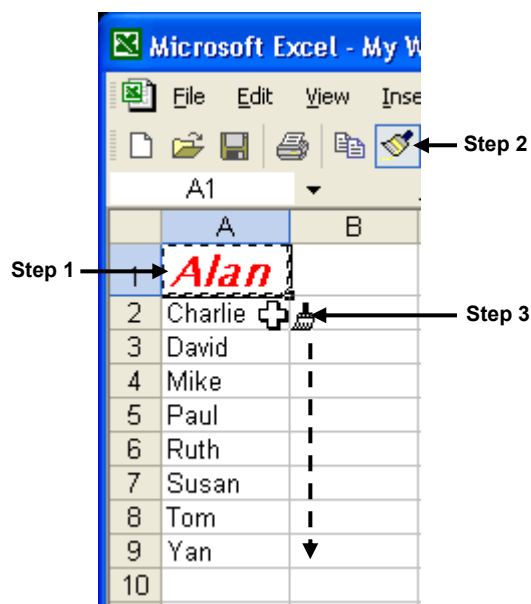


Figure 1.39 – Format Painter



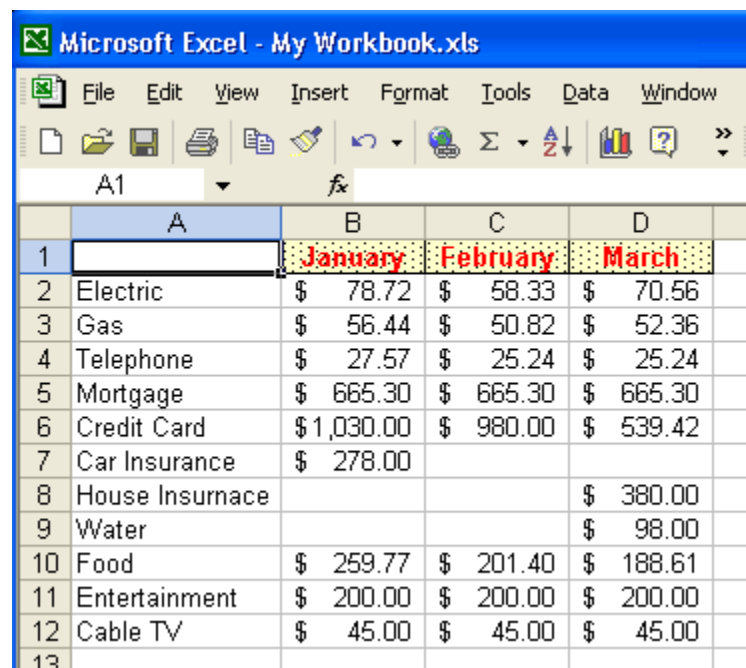
Figure 1.40 –Cells Changed with Format Painter

Task #10

Use the appropriate formatting options to complete the following in My Workbook.xls:

1. Use Format cells Dialog box to add a border, background color and pattern to the cell titled January (A2).
2. Use Format Painter to apply the January cell formatting to February and March cells.
3. Use Format cells Dialog box to add dollar signs to the figures in range B2 to D12.
4. Enter \$200 in the January column of the Entertainment expense.
5. Use the label series technique to add the \$200 entertainment expense to February and March.
6. Save your work.

Completed task shown below (see Fig. 1.41).



	A	B	C	D
1		January	February	March
2	Electric	\$ 78.72	\$ 58.33	\$ 70.56
3	Gas	\$ 56.44	\$ 50.82	\$ 52.36
4	Telephone	\$ 27.57	\$ 25.24	\$ 25.24
5	Mortgage	\$ 665.30	\$ 665.30	\$ 665.30
6	Credit Card	\$ 1,030.00	\$ 980.00	\$ 539.42
7	Car Insurance	\$ 278.00		
8	House Insurance			\$ 380.00
9	Water			\$ 98.00
10	Food	\$ 259.77	\$ 201.40	\$ 188.61
11	Entertainment	\$ 200.00	\$ 200.00	\$ 200.00
12	Cable TV	\$ 45.00	\$ 45.00	\$ 45.00
13				

Figure 1.41 – Completed Task #8

CREATING QUICK FORMULAS

Excel provides a means to quickly and accurately perform simple calculations to a spreadsheet by using the Auto Sum function on the Standard Toolbar and using the fill handle to paste a formula.

Auto Sum

The Auto Sum icon (Σ) located on the Standard Toolbar calculates the sum of selected cells and enters the answer in the next available cell. The drop down menu to the right of the Auto Sum icon provides additional mathematical options that can be applied to a selection of cells (see Fig. 1.42). To apply an Auto Sum function from the drop-down menu, follow the steps below:

1. Select the range of cells you wish to calculate.
2. From the drop-down menu to the right of Auto Sum, click on a mathematical function to apply it to the selected cells. The calculated figure appears in the cell that follows the selected cells.

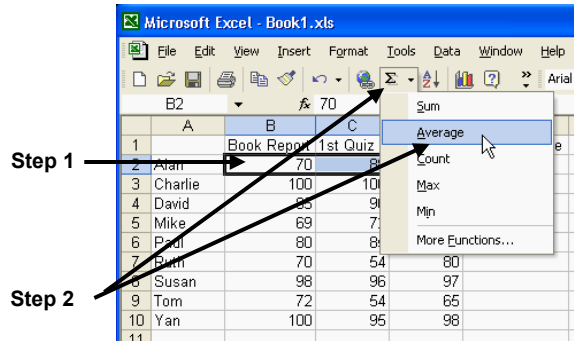


Figure 1.42 – Applying Auto Sum

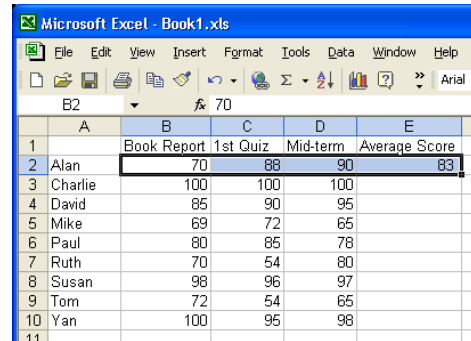


Figure 1.43 – Completed calculation

Pasting a Formula

When you have a calculation that will be used over several columns or rows you can enter it once and use the fill handle to paste it in adjacent cells. To paste a formula follow the steps below:

1. Left click the fill handle of the formula cell you wish to duplicate.
2. Drag the handle through the desired number of cells.

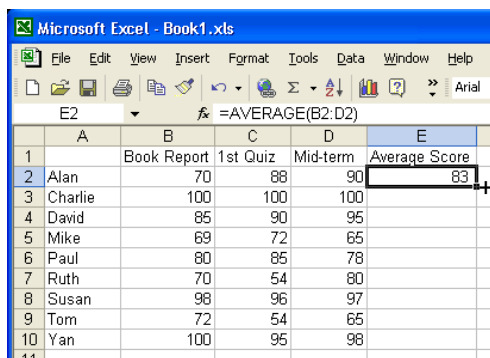


Figure 1.44 – Select Formula Cell Fill Handle

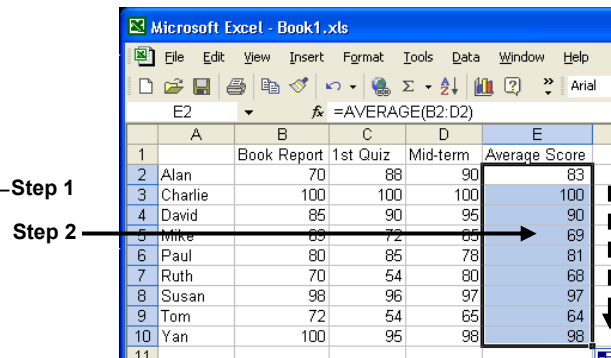


Figure 1.45 – Dragging Fill Handle

Task #11

Use the appropriate options to complete the following in My Workbook.xls:

1. Type the title “Item Total” in cell E1.
2. Use Format Painter to format the “Item Total” cell the same as the other headings.
3. Type the title “Monthly Total” in cell A13.
4. Change the color of “Monthly Total” text to red and bold the letters.
5. Use Auto Sum to calculate the sum of row 2.
6. Use the fill handle to paste the formula in E2 into all rows.

7. Use Auto Sum to calculate the sum of column B.
8. Use the fill handle to paste the formula in column B into all columns.
9. Save your work.

Completed task shown below (see Fig. 1.46).

	A	B	C	D	E	F
1		January	February	March	Item Total	
2	Electric	\$ 78.72	\$ 58.33	\$ 70.56	\$ 207.61	
3	Gas	\$ 56.44	\$ 50.82	\$ 52.36	\$ 159.62	
4	Telephone	\$ 27.57	\$ 25.24	\$ 25.24	\$ 78.05	
5	Mortgage	\$ 665.30	\$ 665.30	\$ 665.30	\$1,995.90	
6	Credit Card	\$1,030.00	\$ 980.00	\$ 539.42	\$2,549.42	
7	Car Insurance	\$ 278.00			\$ 278.00	
8	House Insurance			\$ 380.00	\$ 380.00	
9	Water			\$ 98.00	\$ 98.00	
10	Food	\$ 259.77	\$ 201.40	\$ 188.61	\$ 649.78	
11	Entertainment	\$ 200.00	\$ 200.00	\$ 200.00	\$ 600.00	
12	Cable TV	\$ 45.00	\$ 45.00	\$ 45.00	\$ 135.00	
13	Month Total	\$2,640.80	\$2,226.09	\$2,264.49		
14						
15						

Figure 1.46 – Completed Task #10

PRINTING FROM EXCEL

Prior to printing your excel document you should preview it to make sure it will print the way you expect. In the Page Setup dialog box you have options to change the page layout, margin size, header/footer information, and sheet features.

Setting Up a Page for Print

Before printing you must define for the printer what it is you want printed. You can print a whole worksheet, a portion of a worksheet, a chart or an image by clicking on the worksheet tab, graphic image or chart and proceeding to the Print option from the File Menu. Multiple worksheets can be printed by holding the Ctrl key down while clicking the mouse on the worksheet tabs you wish to print. To print a portion of the worksheet follow the steps below:

1. Select the range of cells you wish to print.
2. From the Menu Toolbar, click **File -->Print Area-->Set Print Area**.

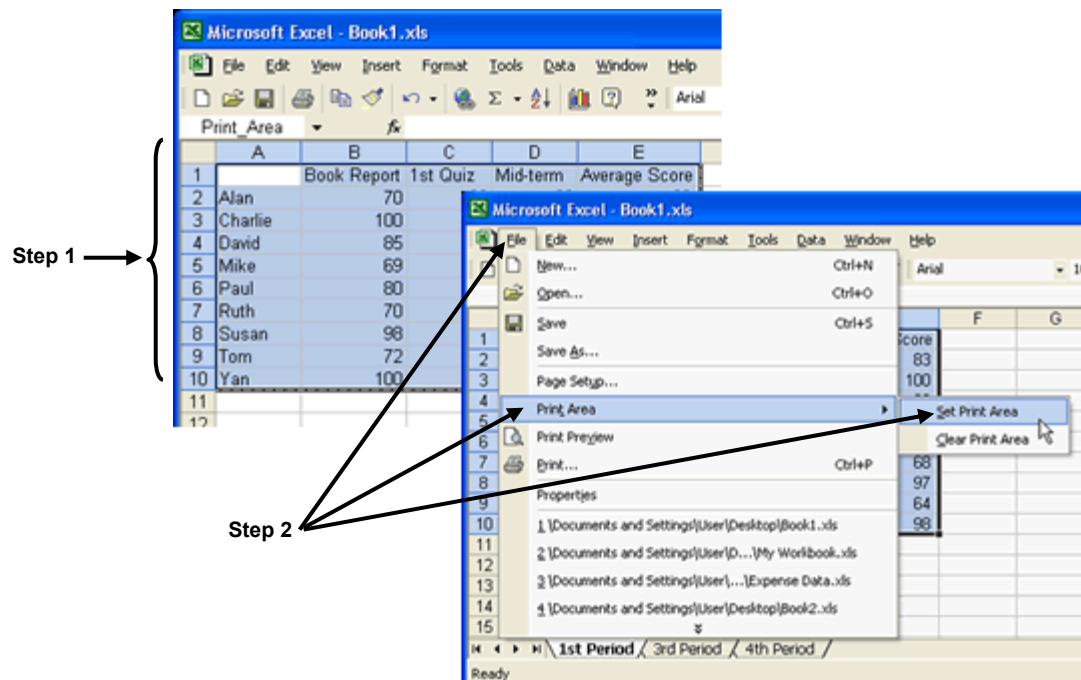


Figure 1.47 – Setting the Print Area

Once you have set the print area you will want to use Print Preview to view the image as it will print and adjust any options that will achieve your purpose. The Page Setup window provides four tabs to allow you to make necessary changes: Page, Margins, Header/Footer, and Sheet. To begin setting up your page follow the step below:

1. From the Menu Toolbar, click **File-->Page Setup**.

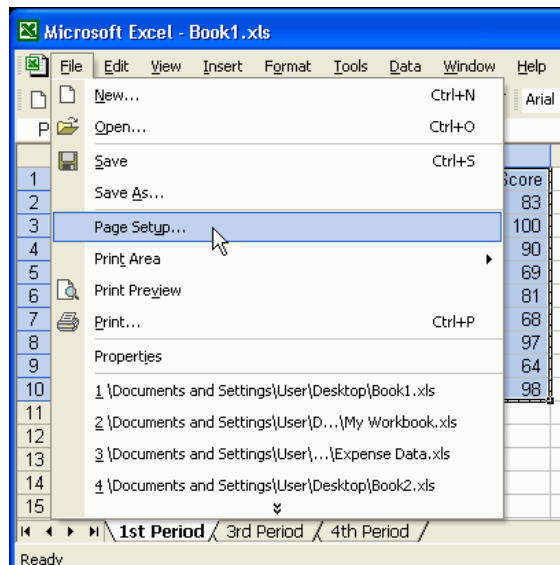


Figure 1.48 – Accessing Page Setup

Page Setup displays a window with four tabbed options (see Fig. 1.49 through Fig. 1.52) for you to make changes.

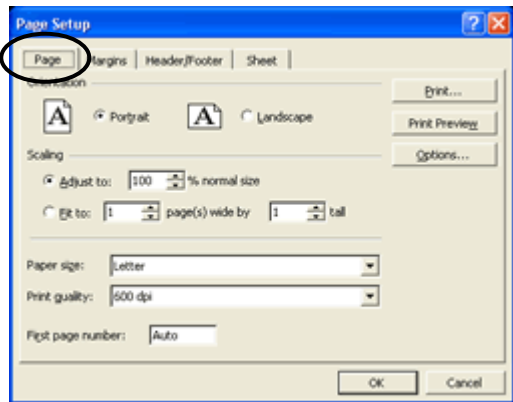


Figure 1.49 – Page Tab

Controls content orientation and size, paper size and print quality.

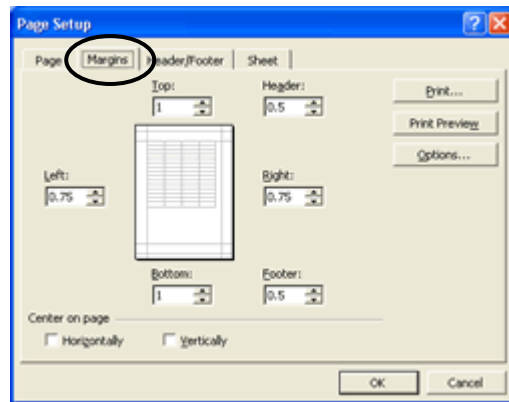


Figure 1.50 – Margins Tab

Controls margin size for page content and the header and footer.

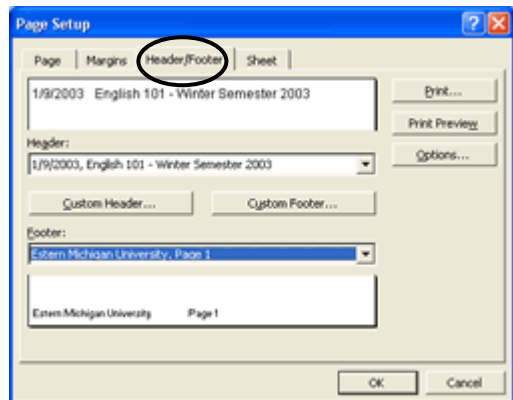


Figure 1.51 – Header/Footer Tab

Controls header and footer information.

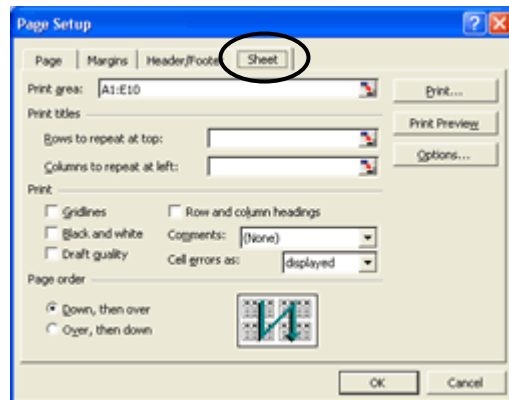


Figure 1.52 – Sheet Tab

Controls print area, repetition of column and row labels, some print characteristics and text direction.

After changing all options use Print Preview again to be sure the document will appear as expected. When you are satisfied with the appearance you are ready to begin printing.

Printing

After you setup your print area, print options and previewed the document's print display you are ready to send your print request to the printer. To send your document to the printer, follow the steps below:

1. From the Menu Toolbar, click **File-->Print**.
2. In the Print window, click the printer **name** from the drop-down menu.
3. From **Print range**, select a range or all pages.
4. From **Print what**, click an option.
5. From **Copies** select the **Number of copies**.
6. Click **OK**.
7. Retrieve the printed copy of your document at the printer.

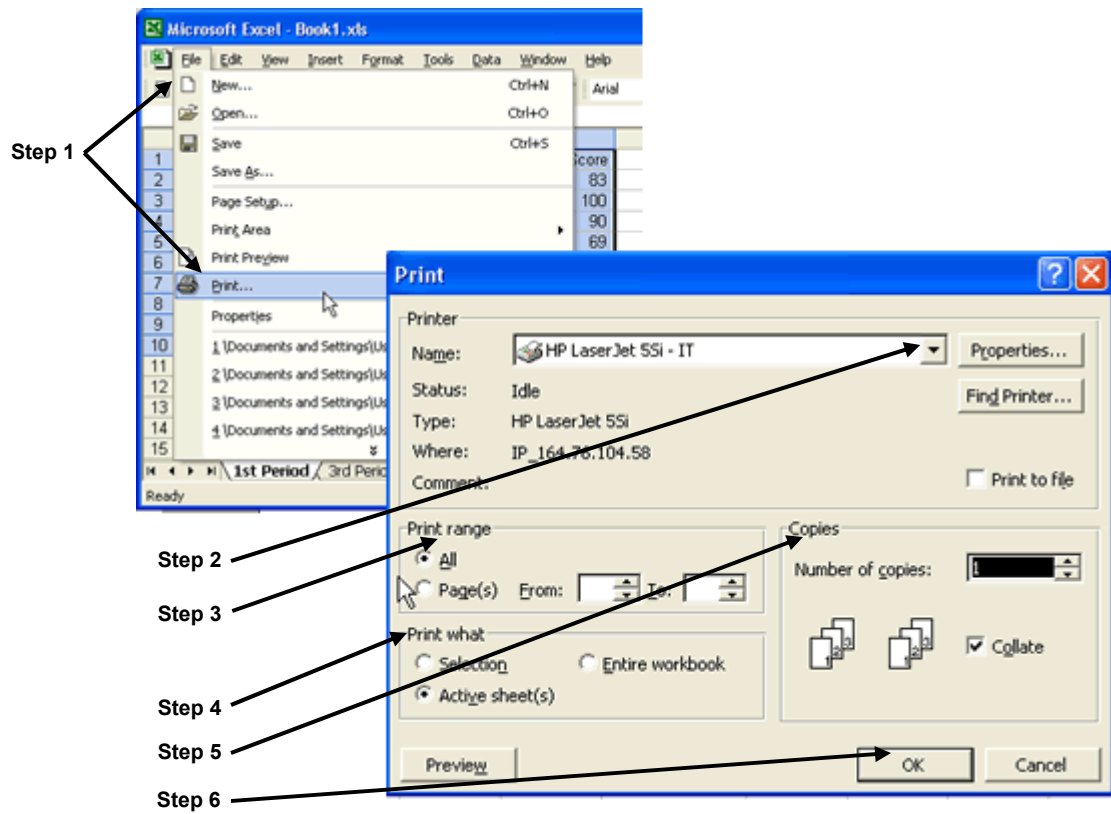


Figure 1.53 – Print Window

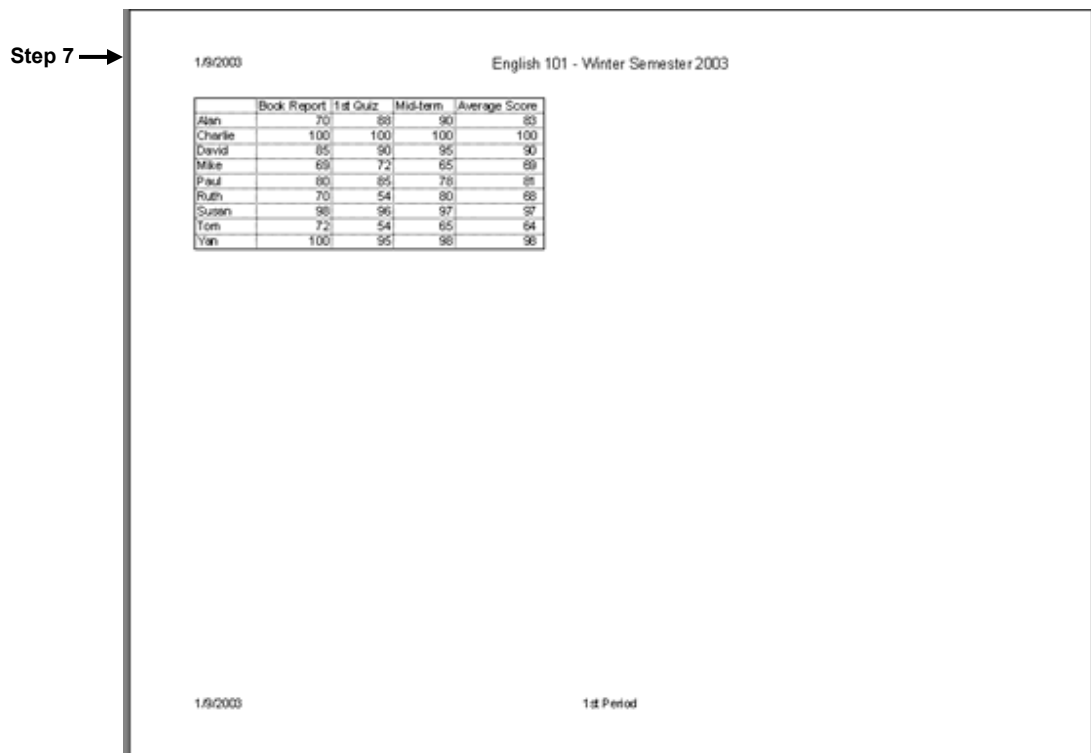


Figure 1.54 – Printed Document

Microsoft Excel for Windows 2002, Langer, Peachpit Press, Berkeley, CA, 2002. ISBN 0-201-75844-X.

Excel home page: <http://www.microsoft.com/office/excel/default.asp>

For more information on other computer training sessions and materials being offered by ICT visit ICT's web site at: <http://www.emich.edu/public/itech/training>

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