

Beginning Microsoft Excel

Quick Reference Guide

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Getting Started

Excel : An Overview

Excel : Launching

1. *Click* on the Start button.
2. *Click* on the Programs command.
3. *Click* on the Excel command.

Working With Workbooks

Workbook: Creating

1. *Click* on the File menu title.
2. *Click* on the New command.
3. *Click* on the General tab.
4. *Double-click* on the Workbook template.

Workbook: Location-Specific Saving

1. Save a workbook at the same location
2. *Click* on the File menu title.
3. *Click* on the Save command.
4. Save a workbook in a different pre-existing folder
5. *Click* on File menu title.
6. *Click* on Save As command.
7. *Click* on the Save in box.
8. *Double-click* on a folder name.
9. *Click* on the Save button.

Workbook: Closing

1. Close an individual workbook
2. *Click* on the File menu title.
3. *Click* on the Close command.

Workbook: Opening

1. *Click* on the File menu title.
2. *Click* on the Open command.
3. *Click* on the workbook icon.
4. *Click* on the Open button.

Workbook: Previewing and other views

1. *Click* on the File menu title.
2. *Click* on the Open command.
3. *Click* on the workbook icon.
4. *Click* on the arrow next to the Views icon.
5. *Look* at all the views available.

Workbook: Location-Specific Opening

1. *Click* on the File menu title.
2. *Click* on the Open command.
3. *Click* on the Look in list box.
4. *Double-click* on the drive that contains the workbook.
5. *Double-click* on the folder that contains the workbook.
6. *Click* on the workbook icon.
7. *Click* on the Open button.

Workbook: Searching Before Opening

1. *Click* on the File menu title.
2. *Click* on the Open command.
3. *Click* on the arrow next to the Tools menu title.
4. *Click* on the Find command.
5. *Click* on the Property box.
6. *Click* on the property.
7. *Click* on the Condition box.
8. *Click* on the condition.
9. *Type* in the relevant value in the Value box.
10. *Click* on the Add to List button.
11. *Click* on the Search subfolders checkbox.
12. *Click* on the Find Now button.

Working With Worksheets

Worksheet: Inserting (Shortcut - Shift & F11)

1. Insert a worksheet before a given worksheet
2. *Click* on the worksheet tab before which you want to insert a worksheet.
3. *Click* on the Insert menu title.
4. *Click* on the Worksheet command.
5. Insert multiple worksheets before a given worksheet
6. *Click* on the worksheet tab before which you want to insert multiple worksheets.
7. *Press* the SHIFT key and *click* on the number of worksheet tabs you want to add. (Highlight the total worksheet tabs you wish to insert)
8. *Click* on the Insert menu title.
9. *Click* on the Worksheet command.

Worksheet: Copying

1. Copy a worksheet to an existing workbook
2. *Click* on the sheet tab of the worksheet you want to copy.
3. *Click* on the Edit menu title.
4. *Click* on the Move or Copy Sheet command.
5. *Click* on the To book box.
6. *Click* on the workbook which will receive the worksheet.
7. *Click* on the Before Sheet box.
8. *Click* on the worksheet before which you want to insert the copied sheets.
9. *Click* on the Create a copy check box.
10. *Click* on the OK button.
11. Select two or more adjacent worksheets
12. *Click* on the tab of the first worksheet.

13. Hold down the Shift key and *click* on the tab of the last worksheet.
14. Select two or more non-adjacent worksheets
15. *Click* on the tab of the first worksheet.
16. Hold down the Ctrl key and *click* on the tabs of the other worksheets.

Worksheet: Moving

1. Move a worksheet to an existing workbook
2. *Click* on the sheet tab of the worksheet you want to move.
3. *Click* on the Edit menu title.
4. *Click* on the Move or Copy Sheet command.
5. *Click* on the To book box.
6. *Click* on the workbook which will receive the worksheet.
7. *Click* on the worksheet before which you want to insert the moved sheet.
8. *Click* on the OK button.
9. Select two or more adjacent worksheets
10. *Click* on the tab of the first worksheet.
11. Hold down the Shift key and *click* on the tab of the last worksheet.
12. Select two or more non-adjacent worksheets
13. *Click* on the tab of the first worksheet.
14. Hold down the Ctrl key and *click* on the tabs of the other worksheets.

Worksheet: Deleting

1. *Click* on the tab of the worksheet you want to delete.
2. *Click* on the Edit menu title.
3. *Click* on the Delete Sheet command.
4. *Click* on the OK button.

Worksheet: Renaming

1. *Click* on the worksheet you want to rename.
2. *Click* on the Format menu title.
3. *Click* on the Sheet command.
4. *Click* on the Rename command.
5. *Type* the new name and *press* Tab.

Worksheet: Navigating

1. Move between the cells on a worksheet
2. *Click* on the cell or use arrow keys.
3. Move to a different area on the worksheet by using the horizontal scroll bar
4. *Click* on the horizontal scroll bar till the required column is visible.
5. Move to a different area on the worksheet by using the vertical scroll bar
6. *Click* on the vertical scroll bar till the required row is visible.
7. Move one row up on a worksheet
8. *Click* on the up arrow on the vertical scroll bar.
9. Move one row down on a worksheet
10. *Click* on the down arrow on the vertical scroll bar.
11. Move one column right on a worksheet
12. *Click* on the right arrow on the horizontal scroll bar.
13. Move one column left on a worksheet
14. *Click* on the left arrow on the horizontal scroll bar.
15. Move between worksheets

16. *Click* on the tab of the worksheet you want to view.
17. Move to a specific cell on a worksheet
18. *Click* on the Edit menu title.
19. *Click* on the Go To command.
20. *Type* the cell address in the Reference box and *press* Tab.

Worksheet: Simaneous Viewing

1. *Click* on the worksheet tab of the worksheet you want to view.
2. *Click* on the Window menu title.
3. *Click* on the New Window command.
4. *Click* on the Window menu title.
5. *Click* on the Arrange command.
6. *Click* on the tiled command.
7. *Click* on the OK button.

Worksheet: Custom Viewing

1. Create a view
2. *Click* on the View menu title.
3. *Click* on the Custom Views command.
4. *Click* on the Add button.
5. *Type* the name of the view in the Name box.
6. *Click* on OK.
7. Display a view
8. *Click* on the View menu title.
9. *Click* on the Custom Views command.
10. *Click* on the view you want to display.
11. *Click* on the Show button.
12. Delete a view
13. *Click* on the View menu title.
14. *Click* on the Custom Views command.
15. *Click* on the view you want to delete.
16. *Click* on the Delete button.
17. Change the zoom setting
18. *Click* on the worksheet for which you want to change the zoom setting.
19. *Click* on the View menu title.
20. *Click* on the Zoom command.
21. *Click* on the radio button for the magnification percentage you want to set.
22. *Click* on the OK button.

Worksheet: Linking

1. *Click* on the cell where you want to display the link.
2. *Click* on the Insert menu title.
3. *Click* on the Hyperlink command.
4. *Click* on the Place in This Document button.
5. *Type* a name for the link and *press* the Tab key.
6. *Type* the specific cell range to which you want to establish a link and *press* the Tab key.
7. *Click* on the sheet to which you want to establish a link.
8. *Click* on the OK button.

Using Excel Help

Help: Accessing

1. Access Office Assistant
2. *Click* on the Help menu title.
3. *Click* on the Microsoft Excel Help command.
4. Access Microsoft Office Update Web site
5. *Click* on the Help menu title.
6. *Click* on the Office on the Web command.
7. Access What's This? feature
8. *Click* on the Help menu title.
9. *Click* on the What's this? command.
10. *Click* on the option.

Help: Office Assistant

1. *Click* on the Office Assistant.
2. *Type* the question in the Office Assistant box and *click* on the Search button.
3. *Click* on the topic you want to see.

Help: Tab Options

1. Get help by using the Content tab
2. *Click* on the Content tab.
3. *Click* on the topic name.
4. Get help by using the Answer Wizard tab
5. *Click* on the Answer Wizard tab.
6. *Type* the question and *click* on Search button.
7. *Click* on the topic name.
8. Get help by using the Index tab
9. *Click* on the Index tab.
10. *Type* the word and *click* on Search button.
11. *Click* on the topic name.

Working With Data

Entering Data

Data: Entering and Editing

1. Enter data
2. *Click* on the cell.
3. *Click* in the Formula bar.
4. *Type* the text and *press* the Enter key.
5. *Click* on the cell where you want to enter a date.
6. *Click* in the Formula bar.
7. *Type* the date with the day, month and year separated by a front slash and *press* Enter.
8. Edit cell contents
9. *Click* on the cell.
10. *Click* on the position where you want to make an insertion or deletion.
11. *Click* on the cell where you want to enter the date.
12. *Type* the date with the day, month and year separated by a front slash and *press* Enter.
13. *Note* Excel will recognize dates in the mm/dd/yy format.

Data: Using AutoComplete

1. *Click* on the Tools menu title.
2. *Click* on the Options command.
3. *Click* on the Edit tab.
4. *Click* on the Enable AutoComplete for cell values check box.
5. *Click* on the OK button.

Data: Undo and Redo Commands

1. Undo the most recent action performed
2. *Click* on the Edit menu title.
3. *Click* on the Undo command.
4. Redo the most recent action performed
5. *Click* on the Edit menu title.
6. Place the pointer on the double-down arrow.
7. *Click* on the Redo command.

Entering Formulas

Formulas: Entering

1. *Click* on the cell where you want to enter the formula.
2. *Click* on the Edit Formula button on the Formula Bar.
3. *Type* the formula and click on OK button.

Formulas: Revising

1. *Click* on the cell which contains the formula you want to revise.
2. *Click* on the Edit Formula button on the Formula bar.
3. Make changes to the formula and *click* on the OK button.

Formulas: AutoCalculate

1. *Right-click* on the Status bar.
2. *Click* on an option based on the res you would like to display.
3. *Select* the range of cells for which you want to calculate a res.

Formulas: Modifying Accessed Ranges

1. *Double-click* on the cell that contains the formula.
2. *Drag* the color-coded drag handle of the cell or range to the new cell or range.
3. *Press* Enter.

Manipulating Data

Data: Copying

1. *Click* on the cell whose contents you want to copy.
2. *Click* on the Edit menu title.
3. *Click* on the Copy command.
4. *Click* on the cell where you want to copy the contents.
5. *Click* on the Edit menu title.
6. *Click* on the Paste command.

Data: Copying Attributes

1. *Click* on the cell.
2. *Click* on the Edit menu title.
3. *Click* on the Paste Special command.
4. *Click* on the Value radio button.
5. *Click* on the OK button.

Data: Selective Pasting

1. Invoke the Office Clipboard
2. *Click* on the View menu title.
3. *Place* the mouse pointer on the Toolbars command.
4. *Click* on the Clipboard command.
5. Copy selective text by using the Office Clipboard toolbar
6. *Select* the text to be copied.
7. *Click* on the Copy button on the toolbar.
8. *Click* on the cell where the copied text is to be placed.
9. *Click* on the first data item on the clipboard.

Data: Moving

1. *Click* on the cell whose contents you want to copy.
2. *Click* on the Edit menu title.
3. *Click* on the Cut command.
4. *Click* on the cell where you want to copy the contents.
5. *Click* on the Edit menu title.
6. *Click* on the Paste command.

Data: Deleting

1. Clear the contents of a cell
2. *Click* on the cell whose data has to be deleted.
3. *Click* on the Edit menu title.
4. *Place* the cursor on the Clear command.
5. *Click* on the Contents command.
6. Clear the format applied to a cell
7. *Click* on the cell whose data has to be deleted.
8. *Click* on the Edit menu title.
9. *Place* the cursor on the Clear command.
10. *Click* on the Formats command.

Data: Inserting and Deleting Cells

1. Insert a cell to the left of a cell
2. *Click* on the cell to the left of which you want to insert a cell.
3. *Click* on the Insert menu title.
4. *Place* the mouse pointer on the double-down arrow.
5. *Click* on the Cells command.
6. *Click* on the Shift cells right radio button.
7. *Click* on the OK button.
8. Delete a cell and move the cell to the right of the cell
9. *Click* on the cell you want to delete.
10. *Click* on the Edit menu title.
11. *Click* on the Delete command.
12. *Click* on the Shift cells left radio button.
13. *Click* on the OK button.

Data: Spell-Checking

1. *Click* on the cell whose contents you want to copy.
2. *Click* on the Edit menu title.
3. *Click* on the Cut command.
4. *Click* on the cell where you want to copy the contents.
5. *Click* on the Edit menu title.

Data: Finding and Replacing Text

1. *Click* on the Edit menu title.
2. *Place* the mouse pointer on the double-down arrow.
3. *Click* on the Replace command.
4. *Type* the text string you want to search for in the Find what box and *press* Tab.
5. *Type* the replacement text string in the Replace with box and *click* on the Find Next button.
6. *Click* on the Replace button.
7. *Click* on the Close button.

Working With Miple Cells

Rows and Columns: Selecting

1. Select adjacent rows or columns
2. *Click* on the row or column heading of the first row or column.

3. *Press* the Shift key and *click* on the row or column heading of the last row or column.
4. Select non-adjacent rows or columns
5. *Click* on the row or column heading of the first row or column.
6. *Press* the Ctrl key and *click* on all other row or column headings of the rows or columns.

Cell Range: Selecting

1. Select the adjacent range of cells
2. *Click* on the first cell in the range.
3. *Press* the Shift key and *click* on the last cell in the range.
4. Select the non-adjacent range of cells
5. *Click* on the first cell in the range.
6. *Press* the Ctrl key and *click* on the first cell of the next range.
7. *Press* the Shift key and *click* on the last cell of the next range.

Cell Range: Copying

1. *Select* the range you want to copy.
2. *Click* on the Copy button.
3. *Click* on the first cell of the destination range.
4. *Click* on the Paste button.

Cell Range: Moving

1. *Select* the range you want to move.
2. *Click* on the Cut button.
3. *Click* on the cell where you want to move the range.
4. *Click* on the Paste button.

Sending Workbooks & Worksheets

Printing: Orientation and Scaling

1. Change the page orientation
2. *Click* on the File menu title.
3. *Click* on the Page Setup command.
4. *Click* on the Page tab.
5. *Click* on the Landscape radio button.
6. *Click* on the OK button.
7. Scale a page
8. *Click* on the File menu title.
9. *Click* on the Page Setup command.
10. *Click* on the Page tab.
11. *Click* on the up and down arrows on the first Fit to box to specify the width of the page.
12. *Click* on the up and down arrows on the second Fit to box to specify the height of the page.
13. *Click* on the OK button.

Printing: Inserting Marginal Data

1. Set the header and footer margins
2. *Click* on the File menu title.
3. *Click* on the Page Setup command.
4. *Click* on the Margins tab.

5. *Click* on the up and down arrows on the right of the Header box till the required margin size is displayed.
6. *Click* on the up and down arrows on the right of the Footer box till the required margin size is displayed.
7. *Click* on the OK button.
8. Set a header and a footer
9. *Click* on the worksheet.
10. *Click* on the File menu title.
11. *Click* on the Page Setup command.
12. *Click* on the Header/Footer tab.
13. *Click* on the Header box.
14. *Click* on the header you want to display.
15. *Click* on the Footer box.
16. *Click* on the footer you want to display.
17. *Click* on the OK button.

Printing: Centered Data

1. *Click* on the File menu title.
2. *Click* on the Page Setup command.
3. *Click* on the Margins tab.
4. *Click* on the Horizontally check box in the Center on Page section.
5. *Click* on the Vertically check box in the Center on Page section.
6. *Click* on the OK button.

Printing: Setting Print Displays

1. Set gridlines on for printing
2. *Click* on the File menu title.
3. *Click* on the Page Setup command.
4. *Click* on the Sheet tab.
5. *Click* on the Gridlines check box under the Print heading.
6. *Click* on the OK button.
7. Print the row and column headings
8. *Click* on the File menu title.
9. *Click* on the Page Setup command.
10. *Click* on the Sheet tab.
11. *Click* on the Row and column headings check box under the print heading.
12. *Click* on the OK button.
13. Repeat the column and row titles
14. *Click* on the File menu title.
15. *Click* on the Page Setup command.
16. *Click* on the Sheet tab.
17. *Select* the rows which contain the database or worksheet title.
18. *Select* the columns which contain the database or worksheet title.
19. *Click* on the OK button.
20. Set print quality
21. *Click* on the Print quality drop-down list box.
22. *Click* on the resolution.

Printing: Previewing

1. *Click* on the worksheet you want to preview.

2. *Click* on the File menu title.
3. *Click* on the Print Preview command.

Printing: Worksheets and Workbooks

1. Print a worksheet
2. *Click* on the worksheet you want to print.
3. *Click* on the File menu title.
4. *Click* on the Print command.
5. *Click* on the OK button.
6. Print a workbook
7. *Click* on the File menu title.
8. *Click* on the Print command.
9. *Click* on the Entire workbook radio button in the Print dialog box.
10. *Click* on the OK button.

Printing Selected Ranges

1. Print a range of cells
2. *Select* the range that you want to print.
3. *Click* on the File menu title.
4. *Click* on the Print command.
5. *Click* on the Selection radio button in the Print dialog box.
6. *Click* on the OK button.
7. Set a print area
8. *Select* the range of cells you want to include in the print area.
9. *Click* on the File menu title.
10. *Place* the cursor on the Print Area command.
11. *Click* on the Set Print Area command.
12. Clear a print area
13. *Click* on the File menu title.
14. *Place* the cursor on the Print Area command.
15. *Click* on the Clear Print Area command.

Workbooks: Sending

1. Send a workbook via e-mail
2. *Click* on the File menu title.
3. *Place* the cursor on the Send To command.
4. *Click* on the Mail Recipient command.
5. *Click* on the Send the current sheet as message body radio button.
6. *Click* on the OK button.

Formatting Worksheets

Modifying Worksheet Structure

Row and Column: Insertion

1. Insert a row
2. *Click* on the cell in the row.
3. *Click* on the Insert menu title.
4. *Click* on the Rows command.
5. Insert a column
6. *Click* on the cell in the column.
7. *Click* on the Insert menu title.
8. *Click* on the Columns command.

Row and Column: Deletion

1. Delete a row
2. *Click* on the cell in the column.
3. *Click* on the Edit menu title.
4. *Click* on the Delete command.
5. *Click* on the Entire Row option.
6. *Click* on the OK button.
7. Delete a column
8. *Click* on the cell in the column.
9. *Click* on the Edit menu title.
10. *Click* on the Delete command.
11. *Click* on the Entire Column option.
12. *Click* on the OK button.

Row and Column: Hiding and Unhiding

1. Hide a row
2. *Click* on the cell in the row.
3. *Click* on the Format menu title.
4. *Place* the cursor on the Row command.
5. *Click* on the Hide command.
6. Unhide a row
7. *Select* the rows above and below the hidden row.
8. *Click* on the Format menu title.
9. *Place* the cursor on the Row command.
10. *Click* on the Unhide command.
11. Hide a column
12. *Click* on a cell in the column.
13. *Click* on the Format menu title.
14. *Place* the cursor on the Column command.
15. *Click* on the Hide command.
16. Unhide a row
17. *Select* the columns to the left and to the right of the hidden column.
18. *Click* on the Format menu title.

19. *Place* the cursor on the Column command.
20. *Click* on the Unhide command.

Row and Column: Size Modification

1. Change the row height
2. *Click* on a cell in that row.
3. *Click* on the Format menu title.
4. *Place* the cursor on the Row command.
5. *Click* on the Height command.
6. *Type* the row height in the Row Height box and *click* on the OK button.
7. Change the column width
8. *Click* on a cell in that column.
9. *Click* on the Format menu title.
10. *Place* the cursor on the Column command.
11. *Click* on the Width command.
12. *Type* the column width in the Column Width box and *click* on the OK button.

Row and Column: Freezing and Unfreezing

1. Freeze a row
2. *Click* on the cell in the row.
3. *Click* on the Window menu title.
4. *Click* on the Freeze Panes command.
5. Freeze a column
6. *Click* on the column.
7. *Click* on the Window menu title.
8. *Click* on the Freeze Panes command.
9. Unfreeze a row
10. *Click* on the cell in the row.
11. *Click* on the Window menu title.
12. *Click* on the Unfreeze Panes command.
13. Unfreeze a column
14. *Click* on the column.
15. *Click* on the Window menu title.
16. *Click* on the Unfreeze Panes command.

Cell: Accommodating Text

1. Modify the cell size
2. *Click* on the cell.
3. *Click* on the Format menu title.
4. *Click* on the Cells command.
5. *Click* on the Alignment tab.
6. *Click* on the Wrap Text check box.
7. *Click* on the OK button.
8. Merge cells
9. *Select* the cells you want to merge.
10. *Click* on the Format menu title.
11. *Click* on the Cells command.
12. *Click* on the Alignment tab.
13. *Click* on the Merge Cells check box.
14. *Click* on the OK button.

Worksheet: Page Breaks

1. Insert a page break
2. *Click* on the cell.
3. *Click* on the Insert menu title.
4. *Click* on the Page Break command.
5. Remove a page break
6. *Click* on the Insert menu title.
7. *Click* on the Remove Page Break command.

Formatting Data

Formatting: Textual Data

1. Format text
2. *Select* the cell or range to be formatted.
3. *Click* on the Format menu title.
4. *Click* on the Cells command.
5. *Click* on the Font tab.
6. *Click* on the Font style.
7. Underline text
8. *Click* on the down arrow to the right of the Underline list box.
9. *Click* on the option.

Formatting: Text Alignment

1. Align data horizontally
2. *Click* on the Format menu title.
3. *Click* on the Cells command.
4. *Click* on the Alignment tab.
5. *Click* on the Horizontal check box.
6. *Click* on an alignment option.
7. *Click* on the OK button.
8. Align data vertically
9. *Click* on the Format menu title.
10. *Click* on the Cells command.
11. *Click* on the Alignment tab.
12. *Click* on the vertically check box.
13. *Click* on an alignment option.
14. *Click* on the OK button.
15. Indent text
16. *Click* on the up arrow to the right of the Indent spin box.
17. *Click* on the OK button.

Formatting: Rotation

1. Align text by degree
2. *Click* on the degree point in the orientation box at the required degree of rotation.
3. *Click* on the OK button.
4. Align text vertically
5. *Click* on the Vertical text box in the Orientation box in the Format Cells dialog box.
6. *Click* on the OK button.

Formatting: Borders and Patterns

1. Apply a border
2. *Click* on the Border tab in the Format Cells dialog box.
3. *Click* on a line style in the Style box.
4. *Click* on the Color box.
5. *Click* on a button in the Presets box.
6. *Click* on the OK button.
7. Apply a pattern
8. *Click* on the Patterns tab in the Format Cells dialog box.
9. *Click* on the Pattern box.
10. *Click* on a pattern style.
11. *Click* on the OK button.

Formatting: Format Painter

1. *Click* on the source cell.
2. *Click* on the More buttons button on the Standard toolbar.
3. *Click* on the Format Painter button on the toolbar.
4. *Click* on the destination cell.

Formatting: Numerical Data

1. Apply the number format
2. *Click* on the Number tab.
3. *Click* on the Number option in the Category box.
4. *Click* on the Use 1000 Separator check box.
5. *Click* on the up and down arrows on the Decimal Places box to increase or decrease the number of decimal places.
6. *Click* on the OK button.
7. Apply the percentage format
8. *Click* on the Number tab.
9. *Click* on the Percentage option in the Category box.
10. *Click* on the OK button.
11. Apply the Date format
12. *Click* on the Number tab.
13. *Click* on the Date option in the Category box.
14. *Click* on a date type option.
15. *Click* on the OK button.
16. Apply the time format
17. *Click* on the Number tab.
18. *Click* on the Time option in the Category box.
19. *Click* on a time type option.
20. *Click* on the OK button.
21. Apply the currency format
22. *Click* on the Number tab.
23. *Click* on the Currency option in the Category box.
24. *Click* on the Symbol box.
25. *Click* on a currency option.

Formatting: Style

1. Create a new style

2. *Click* on the Format menu title.
3. *Click* on the Style command.
4. *Type* a name in the Style name box and *click* on the Modify button.
5. *Click* on OK.
6. *Click* on the check box corresponding to the format you want to clear.
7. *Click* on the Add button.
8. *Click* on the Close button.
9. Apply a style
10. *Click* on the down arrow to the right of the Style name box.
11. *Click* on the style.
12. *Click* on OK button.
13. Delete a style
14. *Click* on the down arrow to the right of the Style name box.
15. *Click* on the style.
16. *Click* on the Delete button.

Formatting: AutoFormat

1. Apply the Autoformat style
2. *Click* on the Format menu title.
3. *Click* on the AutoFormat command.
4. *Click* on the format style you want to apply.
5. *Click* on the OK button.
6. Modify a Autoformat style
7. *Click* on the Options button.
8. *Click* on the check box for the format which does not have to be applied.
9. *Click* on the OK button.

Formatting: List AutoFill

1. Using List AutoFill
2. *Type* the value in the cell and *press* Tab.
3. Disable the List AutoFill feature
4. *Click* on the Tools menu title.
5. *Click* on the Options command.
6. *Click* on the Edit tab.
7. *Click* on the Extend list formats and formulas check box.
8. *Click* on the OK button.

Sorting Data

Sorting Rows by Single Column

1. *Click* on a cell in the column.
2. *Click* on the Data menu title.
3. *Click* on the Sort command.
4. *Click* on the Descending radio button.
5. *Click* on the OK button.

Sorting Rows by Miple Columns

1. *Click* on the arrow in the Sort by box.
2. *Click* on the first column.
3. *Click* on the Descending radio button.

4. *Click* on the second column.
5. *Click* on the third column.
6. *Click* on the OK button.

Sorting Columns

1. *Click* on the Options button.
2. *Click* on the First key sort order list box.
3. *Click* on a option in the First key sort order list box.
4. *Click* on the Sort left to right radio button.
5. *Click* on the OK button.
6. *Click* on an option in the Sort by box.
7. *Click* on the OK button.

Additional Information

Button Reference



New

This button creates a new blank document based on the default template.



Open

This button opens or finds a file.



Save

This button saves the active file with its current file name, location and format.



Print

This button prints the active file or the selected items.



Paste

This button inserts the content of the clipboard at the insertion point and replaces any selection.



Undo

This button reverses the last command or the last entry typed.



AutoSum

This button adds numbers automatically with the SUM function.



Paste Function

This button displays a list of functions and their formats and allows the setting of values for arguments.



Chart Wizard

This button starts the Chart Wizard that guides you through the steps for creating an embedded chart on a worksheet or for modifying an existing chart.



Microsoft Excel Help

This button provides help topics and tips to help you accomplish your tasks.



More Buttons

This button displays more buttons on a docked toolbar.



E-mail

This button allows you to send an Excel worksheet as a body of an e-mail or as an attachment.



Print Preview

This button shows how a file looks when it is printed.



Spelling

This button checks the spelling in the active document, file, workbook or item.



Cut

This button removes the selection from the active document and places it on the Office Clipboard.



Copy

This button copies the selection to the Clipboard.



Format Painter

This button copies the format from a selected object or text and applies it to the object or text clicked.



Redo

This button reverses the action of the undo command.



Insert Hyperlink

This button inserts or edits the hyperlink you specify.



Sort Ascending

This button sorts the selected items in order from the beginning of the alphabet, the lowest number or the earliest date by using the column that contains the insertion point.



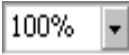
Sort Descending

This button sorts the selected items in order from the end of the alphabet, the highest number or the latest date by using the column that contains the insertion point.



Drawing

This button displays or hides the Drawing toolbar.



Zoom

This button reduces or enlarges the display of an active document.



Font

This button changes the font of the selected text or numbers.



Font Size

This button changes the size of the selected text or numbers.



Bold

This button changes the selected text or numbers to bold.



Italic

This button changes the selected text or numbers to Italic.



Underline

This button underlines the selected text or numbers.



Align Left

This button aligns the selected text, numbers or inline objects to the left with a ragged edge.



Center

This button centers the selected text, numbers or inline objects.



Align Right

This button aligns the selected text, numbers or inline objects to the right with a ragged edge.



Merge and Centers

This button combines two or more selected adjacent cells to create a new cell.



Currency Style

This button applies the currency style to the selected cells.



Percent Style

This button applies the percent style to the selected cells.



Comma Style

This button applies the comma style to the selected cells.



Increase Decimal

This button increases the number of digits displayed after the decimal point in the selected cells.



Decrease Decimal

This button decreases the number of digits displayed after the decimal point in the selected cells.



Decrease Indent

This button reduces the indent of the selected cell contents by approximately one character width of the standard font.



Increase Indent

This button increases the indent of the selected cell contents by approximately one character width of the standard font.



Borders

This button adds a border to the selected cell or range.



Fill Color

This button adds, removes or modifies the fill color or the fill effect of the selected object.



Font Color

This button formats the selected text with the color you click on.

Glossary

Alphabetical List of Terms

A1 reference style

The A1 reference style is the style Excel uses by default. This style refers to columns with letters A through IV for a total of 256 columns and rows with numbers 1 through 65536. For example, E12 refers to the cell at the intersection of the column E and the row 12.

absolute reference

An absolute reference specifies the exact location of a cell. This reference always refers to a specific cell. If the formula is moved to another location, the reference remains constant. To enter an absolute reference in a formula, type the dollar \$ sign before each part of the cell address \$C\$12.

active cell

An active cell is a cell selected at a given point in time. You can enter or format the data in an active cell.

AutoCalculate

AutoCalculate is a feature of Excel that enables you to view the total value for a range of cells on the status bar when you select the range.

AutoComplete

AutoComplete is a feature of Excel that compares the text being entered in a cell with the text already entered in the same column and then completes typing the entry for you.

AutoFormat

AutoFormat is a command that allows you to select a design from a list of built-in format designs and format a selected range. Each format design consists of a specific combination of formats.

cell

A cell is an intersection of a row and a column on an Excel worksheet.

color palette

The color palette consists of buttons of various colors. You can select a button on the color palette to change the font color, border color or background color in a cell.

column heading

A column heading is the heading displayed below the worksheet window title bar and is represented by the letters of the English alphabet. A column is referred to by its column heading.

comparison operator

A comparison operator is the operator that enables you to compare two values. The res of the comparison is displayed as true or false.

Control menu box

The Control menu box is the box in the left corner of the title bar. It has the Excel icon on it. You can double-click on this box to close an application.

Custom View

Custom View is a combination of the display and print options. You can define a custom view to customize the display of a worksheet. When you save a workbook, the custom view that you have defined is also saved.

footer

A footer is the data that is printed at the bottom of each printed page.

Formatting toolbar

The Formatting toolbar consists of buttons that represent commonly used formatting commands. You can use the Formatting toolbar to modify the appearance of your worksheet quickly and easily.

Formula bar

The Formula bar assists in data entry and editing. You can enter and edit the textual and numerical data and formulas by using the Formula bar.

gridlines

The gridlines are the horizontal and vertical lines on a worksheet. The intersection of these lines creates the cells on a worksheet.

header

A header is the data that is printed at the top of each printed page.

horizontal alignment

The horizontal alignment refers to the position of the data in a cell relative to the left edge of the cell.

horizontal scroll bar

The horizontal scroll bar allows you to move left and right across the columns on a worksheet. It is located in the lower right corner of the worksheet window.

HyperText Markup Language HTML

HyperText Markup Language HTML is the language used by Web servers to communicate with the Web clients or browsers.

indent

Indent is the distance between the left edge of a cell and the first character of the text string contained in that cell.

link

A link establishes a connection between two cells. The cells could be located either on the same worksheet or on different worksheets.

List AutoFill

List AutoFill is a feature in Excel that automatically extends the formats and formulas in a list. The formats and the formulas must be present in at least three of the five preceding cells for them to be extended.

Maximize button

The Maximize button is located in the right corner of the title bar. Clicking on the Maximize button increases the window size.

menu bar

The menu bar in Excel is a representation of the available commands. The commands in Excel are categorized according to the functions they perform. Each category of commands is represented by a menu title on the menu bar.

Microsoft Internet Explorer

The Microsoft Internet Explorer is a software application that is used to view and navigate the information on the World Wide Web.

Microsoft Office Update Web site

The Microsoft Office Update Web site provides information and resolves queries about Office products. You can access this Web site directly from the Excel Help system.

mixed reference

Mixed reference contain both relative references and absolute references. A cell address can reference an absolute column and a relative row \$C12 or an absolute row and a relative column C\$12.

Name Box

The Name Box is located in the left corner of the Formula bar and displays the address of the active cell.

Normal sort order

The Normal sort order is the default sort order in Excel. This sort order sorts textual data in alphabetical order and numerical data and dates in the order of values.

Office Assistant

The Office Assistant is an interactive animated feature that forms part of the Excel Help system. It provides quick access to a Help topic. The Office Assistant accepts a question and displays a list of Help topics in response to the question.

Office Assistant balloon

The Office Assistant balloon is a yellow balloon that displays beside the Office Assistant. You can interact with the Office Assistant by using the interface boxes and buttons in the Office Assistant balloon.

Places bar

The Places bar consists of buttons that allow you to access different folders easily. It is located along the left boundary in the Excel Save As dialog box in the Open dialog box.

range

A range is a group of cells in an Excel worksheet.

reference operator

The reference operator enable you to combine ranges of cells for calculations.

relative reference

A relative reference specifies the location of a cell relative to the cell containing the formula. If the formula is moved to another location, the reference is changed to reflect the values contained in the new cells being referenced by the formula. If a formula does not indicate otherwise, cell referencing is considered to be relative cell referencing.

row heading

The row heading is displayed along the left boundary of the worksheet window and is represented by consecutive numbers. A row is referred to by its row heading.

R1C1 reference style

In the R1C1 reference style, Microsoft Excel indicates the location of a cell with an "R" followed by a row number and a "C" followed by a column number. For example, the cell reference R2C3 is equivalent to the absolute reference C2 in the A1 reference style.

Standard toolbar

The Standard toolbar consists of buttons that represent commonly used commands. You can use the Standard toolbar to access Excel commands quickly and easily.

status bar

The status bar is located below the worksheet window and displays information about the worksheet, such as the modes of operation or data entry. When a procedure is in progress, the status bar also displays the suggestions and explanations related to the procedure.

style

A style is a combination of different formats that you can save, apply and delete. Excel allows you to define specific format combinations called styles.

Tab scrolling buttons

The Tab scrolling buttons are displayed in the lower left corner of the worksheet window. These buttons are used to scroll through one worksheet tab or through multiple worksheet tabs.

template

A template is a predefined workbook design based on which you can create a new workbook.

text concatenation operator

The text concatenation operator is used to combine one or more text strings and is represented by an ampersand &.

title bar

The title bar is the first component in a window. The title bar in an application window displays the name of the active application, and the title bar in the worksheet window displays the name of the workbook.

tooltip

A tooltip is the name of the toolbar button that is displayed when the mouse pointer rests on a toolbar button.

Uniform Resource Locator URL

Uniform Resource Locator URL is a string that points to a specific document or file called a resource.

vertical alignment

Vertical alignment refers to the position of the data in a cell relative to the top of the cell.

vertical scroll bar

The vertical scroll bar allows you to move up and down through the rows on a worksheet. It is located along the right boundary of the worksheet window.

What's This? feature

The What's This? feature is part of the Excel Help system. This feature can be invoked to display a brief description of an interface component, such as a menu command or a toolbar button.

workbook

A workbook is a file in Excel .

Wrap text

The Wrap text feature in Excel automatically accommodates text of varying lengths within a cell. It divides the text into multiple lines in a cell. The number of wrapped lines depends on the width of the column and the length of the cell contents.