

Step-By-Step



EXERCISE 2-1 Enter Cell Contents

Each cell in a worksheet can contain words, numbers, or both. The **cell contents** will depend on the type of worksheet you are making. In this case, you are creating a budget for a business. A **budget** is an estimate of income and expenses over time. After you have entered what you want in a cell, press Enter to move to the cell below.

FIGURE 2.1 Content entered into cell F2

	A	B	C	D	E	F	G	H
1	Monthly Expenses	January	February	March	April	May	June	July
2	Meals	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
3	Rent	\$ 650	\$ 650	\$ 650	\$ 600	\$ 650	\$ 650	\$ 650
4	Utilities	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
5	Transportation	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
6	Business Phone	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
7	Business Fax	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
8	Business Supplies	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
9	Business Internet	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35
10	Miscellaneous	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
11								
12								

FIGURE 2.2 Cells F2, F3, and F4 with content

	A	B	C	D	E	F	G	H
1	Monthly Expenses	January	February	March	April	May	June	July
2	Meals	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
3	Rent	\$ 650	\$ 650	\$ 650	\$ 600	\$ 650	\$ 650	\$ 650
4	Utilities	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
5	Transportation	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
6	Business Phone	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
7	Business Fax	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
8	Business Supplies	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
9	Business Internet	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35
10	Miscellaneous	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
11								
12								

1 Start **Excel**. Choose **Office>Open**. The **Open** dialog box opens.

2 Click the **Look in** box drop-down arrow and select the location of your data files. Ask your teacher for the correct location.

3 Click the file **Budget.xlsx**. Click **Open**.

4 Choose **Office>Save As**. In the **File name** box, key: **Budget-[your first initial and last name]** (for example, **Budget-jking**). Ask your teacher which location to select in the **Save in** box. Click **Save**.

5 Click cell **F2**. Key: **300**. Press **ENTER**.

6 **CHECK** Your screen should look like Figure 2.1.

7 Key: **650** in cell **F3**. Press **ENTER**.

8 Key: **250** in cell **F4**. Press **ENTER**.

9 **CHECK** Your screen should look like Figure 2.2. Save your file.

Continue to the next exercise.

Step-By-Step

1 In your **Budget** file, key the new row labels for cells **A12** through **A15** (see Figure 2.3).

2 Click cell **B12**. Choose **Formulas** and click **AutoSum** Σ (see Figure 2.4). Press **ENTER**.

3 With cell **B13** selected, click the **AutoSum** drop-down arrow. From the drop-down list, choose **Average**.

4 Click cell **B2** and drag the pointer down to cell **B10**. Press **ENTER**.

5 With cell **B14** selected, click the **AutoSum** drop-down arrow and click **Min**.

6 Click cell **B2** and drag the pointer down to cell **B10**. Press **ENTER**.

7 With cell **B15** selected, click the **AutoSum** drop-down arrow and click **Max**.

8 Click cell **B2** and drag the pointer down to cell **B10**. Press **ENTER**.

9 **CHECK** Your screen should look like Figure 2.4. Save your file.

➔ Continue to the next exercise.

EXERCISE 2-2

Use AutoSum, AVERAGE, MIN, and MAX

Excel provides built-in formulas called **functions**. The **AutoSum** function is used to add values in rows or columns. The **AVERAGE** function is used to find the numeric average of a list of cells. Use the **MAX** function to **determine**, or identify, the largest number in a group of selected cells. Use the **MIN** function to identify the smallest number.

FIGURE 2.3 Row labels added to worksheet

	A	B	C	D	E	F	G	H	I
1	Monthly Expenses	January	February	March	April	May	June	July	August
2	Meals	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
3	Rent	\$ 650	\$ 650	\$ 650	\$ 600	\$ 650	\$ 650	\$ 650	\$ 650
4	Utilities	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
5	Transportation	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
6	Business Phone	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
7	Business Fax	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
8	Business Supplies	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
9	Business Internet	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35
10	Miscellaneous	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
11									
12	Total								
13	Average								
14	Minimum								
15	Maximum								
16									
17									

FIGURE 2.4 Function results

	A	B	C	D	E	F	G	H	I
1	Monthly Expenses	January	February	March	April	May	June	July	August
2	Meals	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
3	Rent	\$ 650	\$ 650	\$ 650	\$ 600	\$ 650	\$ 650	\$ 650	\$ 650
4	Utilities	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
5	Transportation	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
6	Business Phone	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
7	Business Fax	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
8	Business Supplies	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
9	Business Internet	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35
10	Miscellaneous	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
11									
12	Total	\$ 1,675							
13	Average	\$ 186							
14	Minimum	\$ 15							
15	Maximum	\$ 650							
16									
17									

Step-By-Step

- 1 In your **Budget** file, double-click cell **E3**.
 - 2 Click to the right of **600**.
 - 3 Press **← BACKSPACE** twice
 - 4 **iCHECK** Your screen should look like Figure 2.5.
 - 5 Key: **50**.
 - 6 Press **ENTER**.
 - 7 **iCHECK** Your screen should look like Figure 2.6.
 - 8 Save your file.
- Continue to the next exercise.

You Should Know

You can also edit the contents of a cell in the formula bar. Click in the cell you wish to edit. The cell contents will appear in the formula bar, where you can edit them.

Academic Skills

Using a budget can help ensure you are not spending more money than you have. Review the file used in this exercise and identify the costs being tracked. What other costs might a business need to track on a monthly basis?

EXERCISE 2-3 Edit Cell Contents

Sometimes you will find a cell that contains incorrect information. Other times, you may need to enter new or updated data in a cell that already contains information. In either case, you can change, or **edit**, the contents of a cell by double-clicking in that cell.

FIGURE 2.5 Deleted zeroes

	January	February	March	April	May	June	July	August
1 Monthly Expenses								
2 Meals	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
3 Rent	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650
4 Utilities	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
5 Transportation	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
6 Business Phone	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
7 Business Fax	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
8 Business Supplies	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
9 Business Internet	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35
10 Miscellaneous	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
11								
12 Total	\$ 1,675							

FIGURE 2.6 Edited cell

	January	February	March	April	May	June	July
1 Monthly Expenses							
2 Meals	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
3 Rent	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650
4 Utilities	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
5 Transportation	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
6 Business Phone	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
7 Business Fax	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
8 Business Supplies	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
9 Business Internet	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35
10 Miscellaneous	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
11							

Step-By-Step

- 1 In your **Budget** file, click cell **C5**.
 - 2 Press **DELETE**.
 - 3 **CHECK** Your screen should look like Figure 2.7.
 - 4 Click cell **D5**.
 - 5 Press **DELETE**.
 - 6 Click cell **E5**.
 - 7 Press **DELETE**.
 - 8 **CHECK** Your screen should look like Figure 2.8.
 - 9 Save your file.
- Continue to the next exercise.

Microsoft Office 2007

Pressing **DELETE** is the same as using the **Clear Contents** button.

EXERCISE 2-4 Clear Cell Contents

When you need to make changes to the contents of a cell, you can edit the cell contents. There will be other times when you will just want to **clear**, or empty, the contents of a cell.

FIGURE 2.7 Clearing cell content

	A	B	C	D	E	F
1	Monthly Expenses	January	February	March	April	May
2	Meals	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
3	Rent	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650
4	Utilities	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
5	Transportation	\$ 100		\$ 100	\$ 100	\$ 100
6	Business Phone	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
7	Business Fax	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
8	Business Supplies	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
9	Business Internet	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35

FIGURE 2.8 More cell content deleted

	A	B	C	D	E	F
1	Monthly Expenses	January	February	March	April	May
2	Meals	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
3	Rent	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650
4	Utilities	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
5	Transportation	\$ 100		\$ 250	\$ 250	\$ 250
6	Business Phone	\$ 50	\$ 50	\$ 50		\$ 100
7	Business Fax	\$ 15	\$ 15	\$ 15	\$ 15	\$ 50
8	Business Supplies	\$ 75	\$ 75	\$ 75	\$ 75	\$ 15
					\$ 75	\$ 75

Step-By-Step

- 1 In your **Budget** file, choose **Home>Editing>Find & Select**. Click **Replace**.
- 2 In the **Find and Replace** dialog box, in the **Find what** box, key: **Miscellaneous** (see Figure 2.9). Press **TAB**.
- 3 In the **Replace with** box, key: **Insurance**.
- 4 Click **Replace All**.
- 5 Click **OK** in the message box.
- 6 In the **Find and Replace** dialog box, click **Close**.
- 7 **CHECK** Your screen should look like Figure 2.10.
- 8 Save your file.

Continue to the next exercise.

You Should Know

Use the **Options** button in the **Find and Replace** dialog box to select whether you want to search within a worksheet or within an entire workbook.

EXERCISE 2-5 Find and Replace Cell Contents

You may sometimes want to find all the cells that contain particular contents and replace the contents with another phrase or number. Although you could do this cell by cell, there is an easier way. The Find and Replace dialog box will automatically find all the cells with particular content and replace it. For instance, you might want to find the word *business* and replace it everywhere with the word *company*.

FIGURE 2.9 Find and Replace dialog box

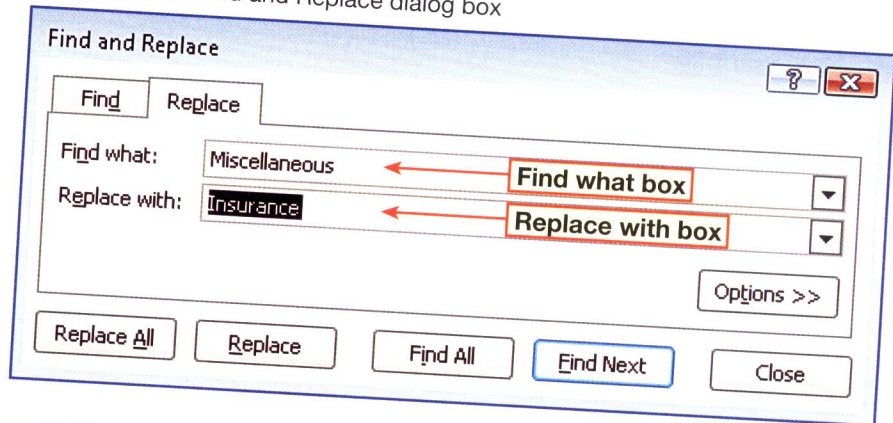


FIGURE 2.10 The replaced text

	A	B	C	D	E	F
1	Monthly Expenses	January	February	March	April	May
2	Meals	\$ 300	\$ 300	\$ 300	\$ 300	\$
3	Rent	\$ 650	\$ 650	\$ 650	\$ 650	\$
4	Utilities	\$ 250	\$ 250	\$ 250	\$ 250	\$
5	Transportation	\$ 100				
6	Business Phone	\$ 50	\$ 50	\$ 50	\$ 50	\$
7	Business Fax	\$ 15	\$ 15	\$ 15	\$ 15	\$
8	Business Supplies	\$ 75	\$ 75	\$ 75	\$ 75	\$
9	Business Internet	\$ 35	\$ 35	\$ 35	\$ 35	\$
10	Insurance	\$ 200	\$ 200	\$ 200	\$ 200	\$
11						
12	Total	\$ 1,675				

Step-By-Step

- 1 In your **Budget** file, click cell **A10**.
- 2 Place the pointer over the edge of cell **A10** so that the four-headed arrow pointer appears (see Figure 2.11).
- 3 Click on the edge of cell **A10** and hold the mouse button down.
- 4 Drag the pointer over cell **A11** and release the mouse button.
- 5 **!CHECK** Your screen should look like Figure 2.12. The content of cell A10 has been moved to A11.
- 6 Save your file.

Continue to the next exercise.

Shortcuts

You can move more than one cell at a time. Select all of the cells you want to move. Then grab the edge of the selection and drag the cells to their new location.

EXERCISE 2-6 Move Selected Cells

Sometimes a cell or cells are originally keyed in the wrong place. Instead of deleting the contents of the cells and rekeying them in the correct place, you can simply move the cell or cells to the correct place.

FIGURE 2.11 Pointer turned into the four-headed arrow pointer

The screenshot shows the Microsoft Excel interface with the 'Budget-jking - Microsoft Excel' window. The ribbon includes Home, Insert, Page Layout, Formulas, Data, Review, View, and Add-Ins. The active cell is A10, which contains the value '200'. A red box highlights the four-headed arrow pointer over the bottom edge of cell A10. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I
1	Monthly Expenses	January	February	March	April	May	June	July	Aug
2	Meals	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$
3	Rent	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$
4	Utilities	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$
5	Transportation	\$ 100							\$
6	Business Phone	\$ 50	\$ 50	\$ 50	\$ 50	\$ 100	\$ 100	\$ 100	\$
7	Business Fax	\$ 15	\$ 15	\$ 15	\$ 15	\$ 50	\$ 50	\$ 50	\$
8	Business Supplies	\$ 75	\$ 75	\$ 75	\$ 75	\$ 15	\$ 15	\$ 15	\$
9	Business Internet	\$ 35	\$ 35	\$ 35	\$ 35	\$ 75	\$ 75	\$ 75	\$
10	Insurance	\$ 200	\$ 200	\$ 200	\$ 200	\$ 35	\$ 35	\$ 35	\$
11						200	\$ 200	\$ 200	\$
12	Total	\$ 1,675							
13	Average	\$ 186							
14	Minimum	\$ 15							

FIGURE 2.12 New cell placement

The screenshot shows the same Excel spreadsheet as Figure 2.11, but now the content of cell A10 (the value '200') has been moved to cell A11. A red box highlights cell A11 with the text 'Content of cell A10 moved to cell A11'. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I
1	Monthly Expenses	January	February	March	April	May	June	July	Aug
2	Meals	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$
3	Rent	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$
4	Utilities	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$
5	Transportation	\$ 100							\$
6	Business Phone	\$ 50	\$ 50	\$ 50	\$ 50	\$ 100	\$ 100	\$ 100	\$
7	Business Fax	\$ 15	\$ 15	\$ 15	\$ 15	\$ 50	\$ 50	\$ 50	\$
8	Business Supplies	\$ 75	\$ 75	\$ 75	\$ 75	\$ 15	\$ 15	\$ 15	\$
9	Business Internet	\$ 35	\$ 35	\$ 35	\$ 35	\$ 75	\$ 75	\$ 75	\$
10		\$ 200	\$ 200	\$ 200	\$ 200	\$ 35	\$ 35	\$ 35	\$
11	Insurance					200	\$ 200	\$ 200	\$
12	Total	\$ 1,675							
13	Average	\$ 186							

Step-By-Step



EXERCISE 2-7 Cut, Copy, and Paste Cells

One way to move and copy cells is to use the **Cut**, **Copy**, and **Paste** commands. When you use the Cut command, the cells are removed from their original location and placed on the **Clipboard**. When you use the Copy command, the selected cells are copied, and the copy is placed on the Clipboard. The Paste command then allows you to move cut or copied cells from the Clipboard into your worksheet. Cutting, copying, and pasting cells can help you ensure that your budget is accurate while also saving time.

1 In your **Budget** file, click cell **B10**. Click and hold the mouse button down. Drag the pointer to cell **G10**. The range **B10:G10** is now selected.

2 Choose **Home>Clipboard>Cut**

3 Click cell **B11**.

4 Choose **Home>Clipboard**. Click **Paste** .

5 **CHECK** Your screen should look like Figure 2.13.

6 Select cells **H10** through **M10**.

7 Choose **Home>Clipboard>Copy** .

8 Click cell **H11**.

9 Click **Paste** . Press **ESC** to make the moving line disappear.

10 **CHECK** Your screen should look like Figure 2.14.

11 Save your file.

Continue to the next exercise.

FIGURE 2.13 Using Cut and Paste

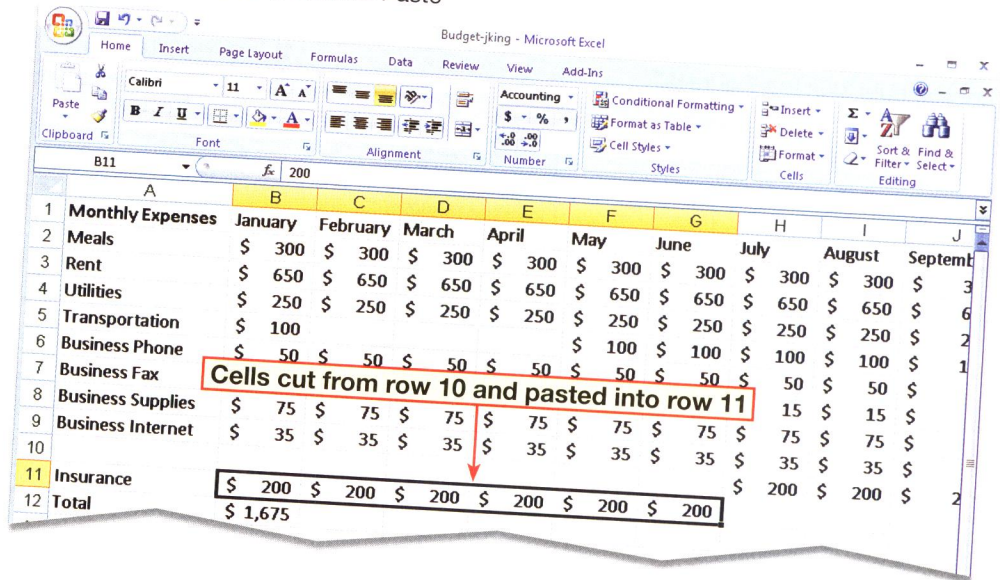
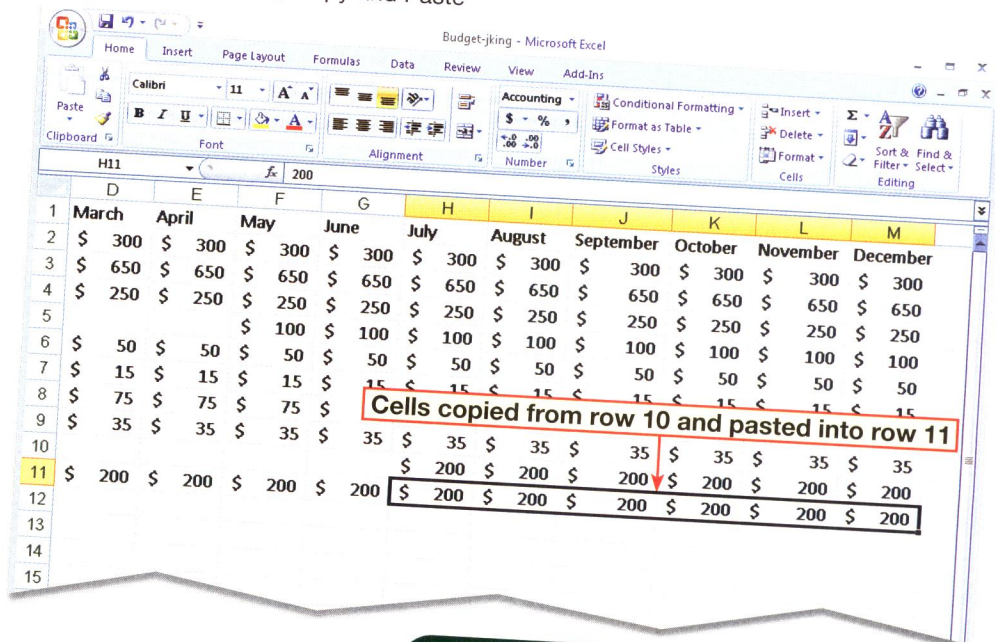


FIGURE 2.14 Using Copy and Paste



Step-By-Step

- 1 In your **Budget** file, scroll left until you can see column A.
- 2 Click row heading **10** to select row 10.
- 3 **iCHECK** Your screen should look like Figure 2.15.
- 4 Right-click and select **Delete**. Row 10 is deleted, and row 11 becomes row 10.
- 5 Click column-heading **C** to select column C (see Figure 2.15).
- 6 Choose **Home>Cells>Delete>Delete Cells**. Column C is deleted.
- 7 **iCHECK** Your screen should look like Figure 2.16. Notice that column D has become column C.
- 8 Save your file.

Continue to the next exercise.

You Should Know

You can delete all of the contents in a row or column. Select the row or column and press **DELETE**.

EXERCISE 2-8 Delete Rows and Columns

As you update files, you may often find it necessary to delete an entire row or column. When you delete a row or column, both the contents of the cells and the cells themselves are removed from the worksheet.



FIGURE 2.15 Selecting a row or a column

Monthly Expenses	January	February	March	April	May	June	July	August	September
Meals	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
Rent	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650
Utilities	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
Transportation	\$ 100								
Business Phone	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
Business Fax	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
Business Supplies	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
Business Internet	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35
Insurance	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Total	\$ 1,675								
Minimum	\$ 15								
Maximum	\$ 650								

FIGURE 2.16 Deleting rows and columns

Monthly Expenses	January	March	April	May	June	July	August	September	October
Meals	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
Rent	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650
Utilities	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
Transportation	\$ 100								
Business Phone	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
Business Fax	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
Business Supplies	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
Business Internet	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35
Insurance	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Total	\$ 1,675								
Average	\$ 186								
Minimum	\$ 15								
Maximum	\$ 650								

Step-By-Step

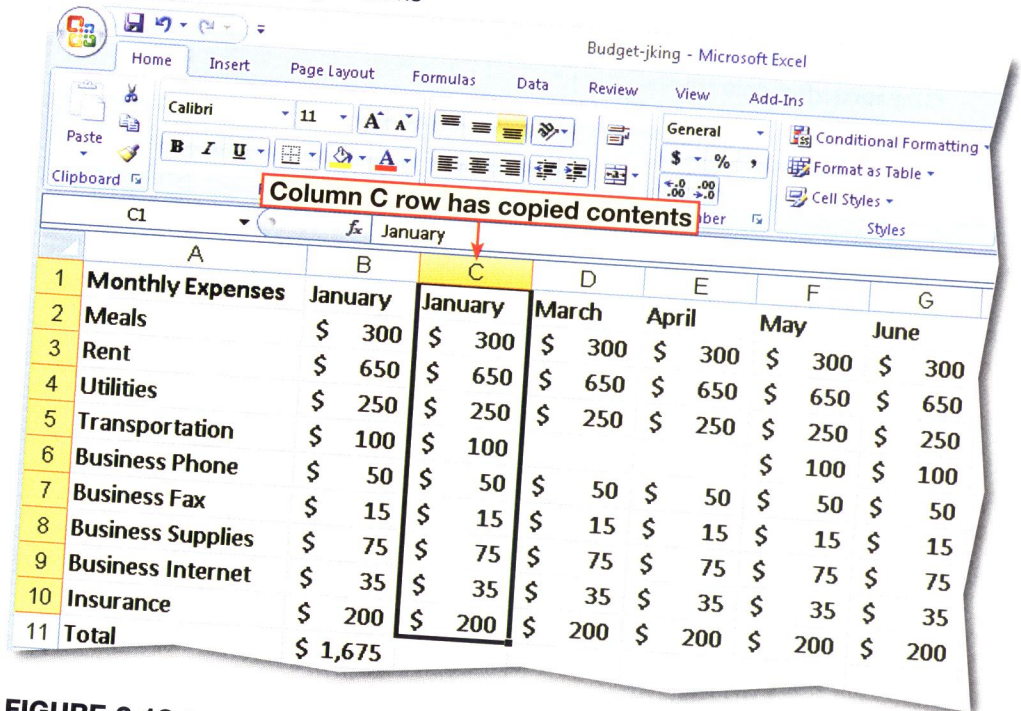
- 1 In your **Budget** file, click column heading **C** to select column C, if necessary.
- 2 Choose **Home>Cells>Insert**  and click the **Insert Cells** drop-down arrow. Click **Insert Sheet Columns**.
- 3 Select cells **B1** through **B10**. Drag the selected cells one column to the right. The word *February* appears in cell C1. The rest of the contents are copied.
- 4 **CHECK** Your screen should look like Figure 2.17.
- 5 Click row heading **11** to select row 11. Click the **Insert Cells** drop-down arrow and select **Insert Sheet Rows**.
- 6 Select row heading **10** and click **Insert** . A new row is added.
- 7 **CHECK** Your screen should look like Figure 2.18. Save your file.

 Continue to the next exercise.

EXERCISE 2-9 Insert Rows and Columns

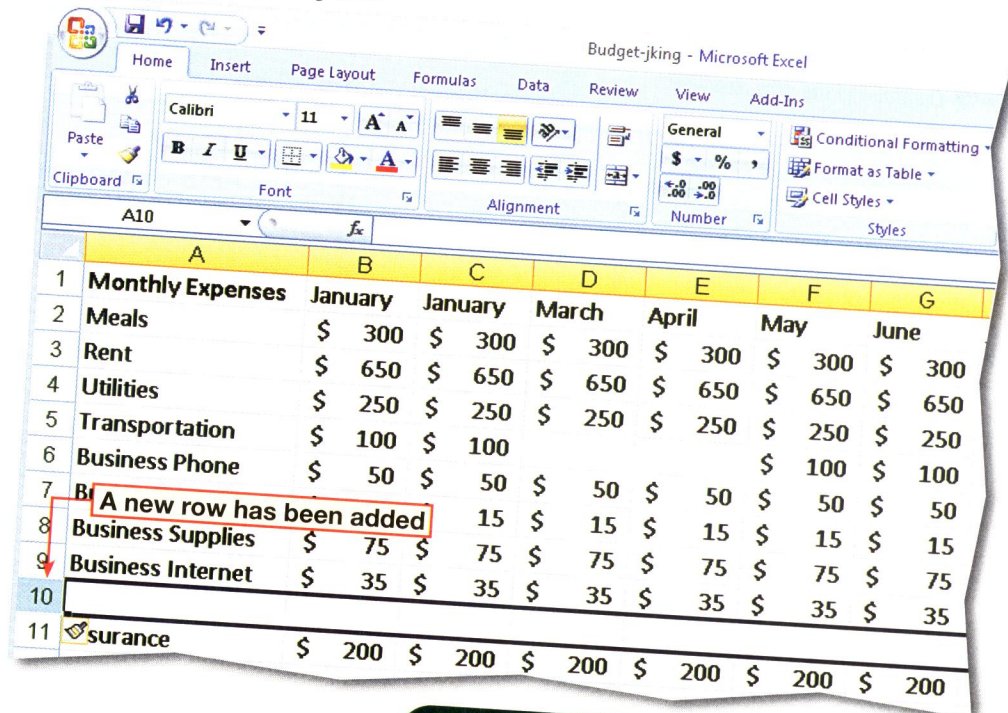
You can also **insert**, or add, new rows and columns between existing rows and columns. The new row or column will be empty when you add it.

FIGURE 2.17 Inserting columns



	A	B	C	D	E	F	G
1	Monthly Expenses	January	January	March	April	May	June
2	Meals	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
3	Rent	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650
4	Utilities	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
5	Transportation	\$ 100	\$ 100			\$ 100	\$ 100
6	Business Phone	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
7	Business Fax	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
8	Business Supplies	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
9	Business Internet	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35
10	Insurance	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
11	Total	\$ 1,675					

FIGURE 2.18 Inserting rows



	A	B	C	D	E	F	G
1	Monthly Expenses	January	January	March	April	May	June
2	Meals	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
3	Rent	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650
4	Utilities	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
5	Transportation	\$ 100	\$ 100			\$ 100	\$ 100
6	Business Phone	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
7	Business Fax	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
8	Business Supplies	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
9	Business Internet	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35
10							
11	Insurance	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200

Step-By-Step

- 1 In your **Budget** file, click cell **B11**.
 - 2 Choose **Home>Cells**. Click the **Insert Cells** drop-down arrow. Select **Insert Cells**.
 - 3 In the **Insert** dialog box, select **Shift cells down**. Click **OK**.
 - 4 **iCHECK** Your screen should look like Figure 2.19.
 - 5 With **B11** still selected, right-click and select **Delete**.
 - 6 In the **Delete** dialog box, select **Shift cells up**.
 - 7 Click **OK**.
 - 8 Click row heading **10** to select row 10.
 - 9 Right-click and choose **Delete**. Row 10 is deleted and row 11 moves up to replace it.
 - 10 **iCHECK** Your screen should look like Figure 2.20.
 - 11 Save your file.
- ➔ Continue to the next exercise.

EXERCISE 2-10 Insert and Delete Cells

You can insert or delete a single cell. Be careful—when you insert or delete a cell, the cells around the inserted cell shift, and data may no longer line up with the column or row headings. Usually, you will insert or delete an entire row or column.


FIGURE 2.19 Cell B11 shifted down

	A	B	C	D	E	F	G	H	I	J
1	Monthly Expenses	January	January	March	April	May	June	July	August	September
2	Meals	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
3	Rent	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650
4	Utilities	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
5	Transportation	\$ 100	\$ 100							
6	Business Phone	\$ 50	\$ 50	\$ 50	\$ 50	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
7	Business Fax	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
8	Business Supplies	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
9	Business Internet	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35
10										
11	Insurance	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
12	Total	\$ 1,675								
13	Average	\$ 186								
14	Minimum	\$ 15								
15	Maximum	\$ 650								
16										

FIGURE 2.20 Row 10 deleted and row 11 taking its place

	A	B	C	D	E	F	G	H	I	J
1	Monthly Expenses	January	January	March	April	May	June	July	August	September
2	Meals	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
3	Rent	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650
4	Utilities	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
5	Transportation	\$ 100	\$ 100							
6	Business Phone	\$ 50	\$ 50	\$ 50	\$ 50	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
7	Business Fax	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
8	Business Supplies	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
9	Business Internet	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35
10	Insurance	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
11										
12	Total	\$ 1,675								
13	Average	\$ 186								
14	Minimum	\$ 15								
15	Maximum	\$ 650								
16										

Step-By-Step

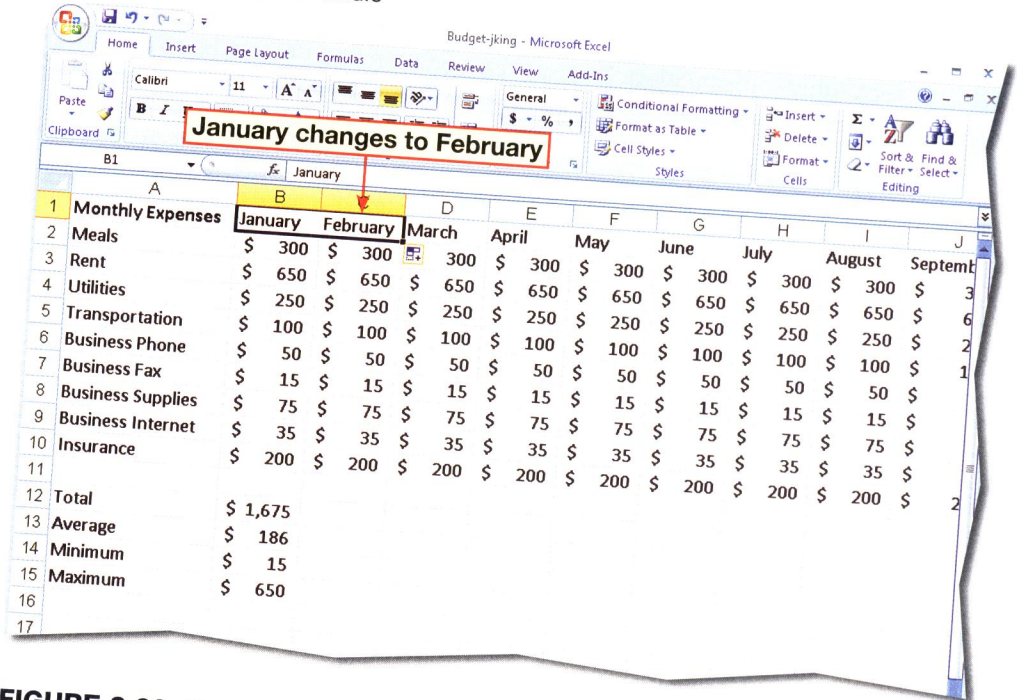
- 1 In your **Budget** file, click cell **B1**. Point to the small square that appears on the lower right corner of the cell (see Figure 2.21). The pointer takes the shape of a plus sign .
- 2 Click and hold the mouse button. Drag the pointer to the right until it is on cell **C1**. Release the mouse button.
- 3 Click cell **B12**. Drag the Fill handle to the right until it is in cell **G12**.
- 4 Click cell **G12**. Drag the Fill handle to the right until it is in cell **M12**.
- 5 **CHECK** Your screen should look like Figure 2.22.
- 6 Save your file.

 Continue to the next exercise.

EXERCISE 2-11 Use the Fill Handle

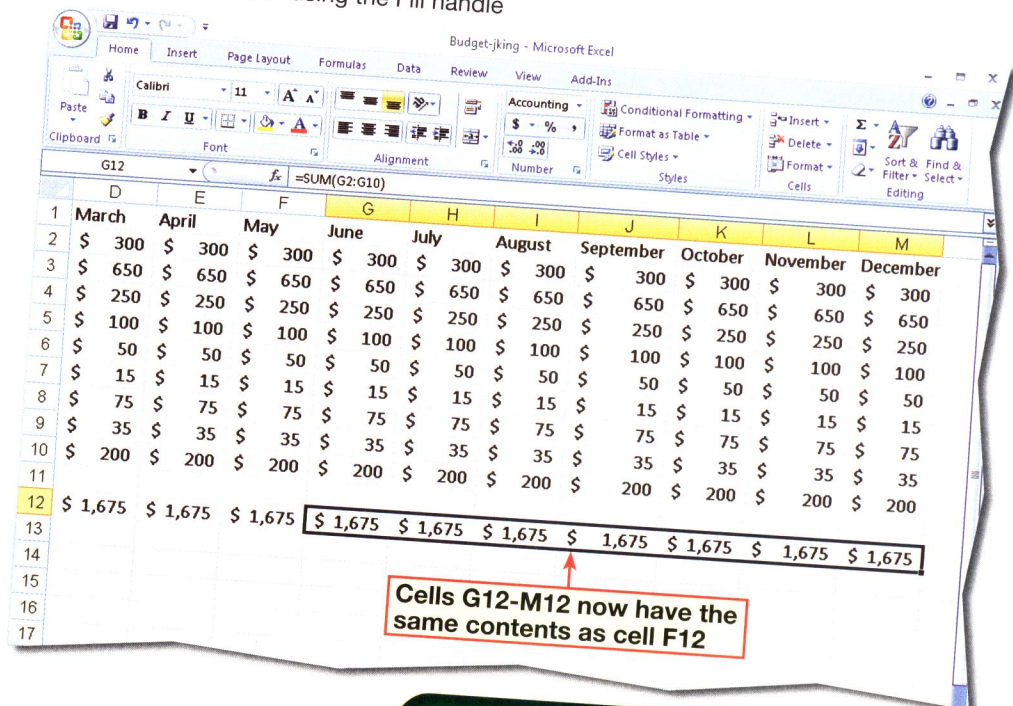
Sometimes you may want to insert the same contents into many different cells. For example, a bill may cost the same amount of money every month. You can use the **Fill handle** to insert repeated content into several cells at once.

FIGURE 2.21 The Fill handle



	January	February	March	April	May	June	July	August	September
1 Monthly Expenses	January	February	March	April	May	June	July	August	September
2 Meals	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
3 Rent	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650
4 Utilities	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
5 Transportation	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
6 Business Phone	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
7 Business Fax	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
8 Business Supplies	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
9 Business Internet	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35
10 Insurance	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
11									
12 Total	\$ 1,675								
13 Average	\$ 186								
14 Minimum	\$ 15								
15 Maximum	\$ 650								
16									
17									

FIGURE 2.22 After using the Fill handle



	March	April	May	June	July	August	September	October	November	December
1	March	April	May	June	July	August	September	October	November	December
2	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
3	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650
4	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
5	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
6	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
7	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
8	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
9	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35
10	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
11										
12	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675
13										
14										
15										
16										
17										

Step-By-Step

- 1 In your **Budget** file, click cell **C1**. Click **Insert > Links > Insert Hyperlink**.
- 2 In the **Insert Hyperlink** dialog box, use the **Look in** box to locate and select the data file **Months.xlsx** (see Figure 2.23).
- 3 Click **OK**. The text in cell C1 turns blue to indicate the presence of a hyperlink.
- 4 Click cell **C1**, hold, and then release to follow the link. The workbook **Months** opens.
- 5 Click **Close** to close Months.
- 6 Right-click cell **C1**. Choose **Edit Hyperlink**. Click **Remove Link**.
- 7 **!CHECK** Your screen should look like Figure 2.24. Save and close your file.

Academic Skills

Money management involves both tracking past costs and anticipating future costs. How can identifying these fixed costs help you estimate how much you might spend over a year?

EXERCISE 2-12 Insert and Edit Hyperlinks



A **hyperlink** is a shortcut that connects to a file in another location. If parts of your worksheet are associated with other files, you can insert a hyperlink that will open these files when you click a link in your worksheet. For example, perhaps you track monthly expenses in a separate worksheet and you want to be able to access these expenses from your overall budget file. Adding a hyperlink helps you link related files so that you can easily access them.

FIGURE 2.23 Insert Hyperlink dialog box

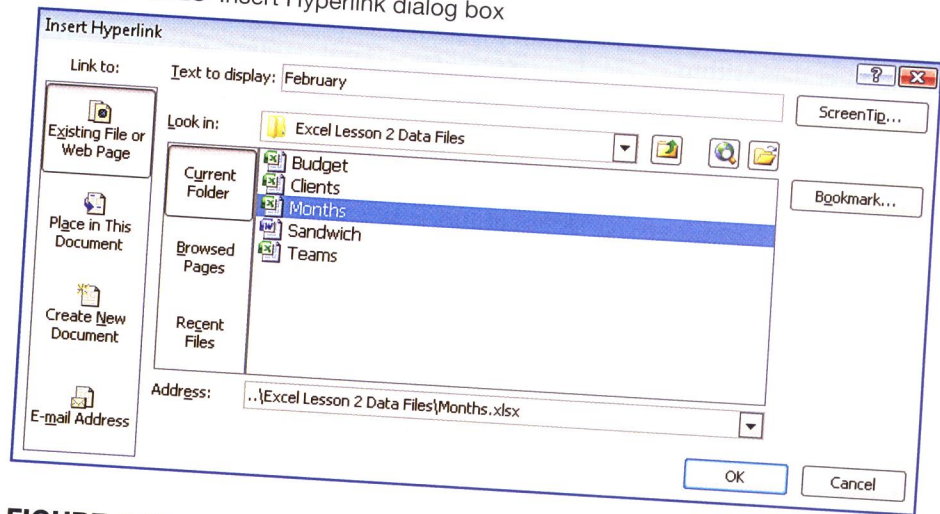


FIGURE 2.24 Workbook with hyperlink removed

	A	B	C	D	E	F	G	H	I
		January	February	March	April	May	June	July	Aug
1	Monthly Expenses								
2	Meals	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$
3	Rent	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$
4	Utilities	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$
5	Transportation	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$
6	Business Phone	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$
7	Business Fax	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$
8	Business Supplies	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$
9	Business Internet	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$
10	Insurance	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$
11									
12	Total	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675	\$
13	Average	\$ 186							
14	Minimum	\$ 15							