CHAPTER 1

INTRODUCTION TO EXCEL 2000

Chapter Objectives

By the time you finish this chapter, you should be able to identify the following terms:

- ❑ Worksheet
- ❑ Workbook
- ❑ Application window
- ❑ Cell
- ❑ Cell cursor
- ❑ Active cell
- ❑ Home cell
- ❑ Title bar
- ❑ Menu bar
- ❑ Office Assistant
- ❑ Standard toolbar
- ❑ Formatting toolbar
- ❑ Status bar
- ❑ Formula bar
- ❑ Name box
- ❑ Scroll bar
- ❑ Dialog box

By the time you finish this chapter, you should be able to perform the following tasks:

- ❑ Launch Excel 2000
- ❑ Create a workbook
- ❑ Open a workbook
- ❑ Navigate the Excel worksheet
- ❑ Enter text and numbers
- ❑ Use the Zoom setting
- ❑ Use help features
- ❑ Save a workbook
- ❑ Print a worksheet
- ❑ Close a workbook

INTRODUCTION

In a business, the transfer of information is an ongoing operation. Whether it's letters, memos, or published documents on the World Wide Web, information is the most valuable asset of any business. To handle the many different types of information, several types of software are required. To type our letters and memos, a word processor is needed such as Microsoft Word. To keep track of large amounts of data like hundreds, or even thousands, of customer names and addresses, a database is needed such as Microsoft Access. To prepare tables of data and perform numerical calculations, a spreadsheet is needed such as Microsoft Excel. In this text, you will learn the basics of the Microsoft Excel 2000 spreadsheet application.

WORKSHEET BASICS

Microsoft Excel is a spreadsheet application developed to work in Windows. A **spreadsheet** is similar to an accountant's columnar pad where you organize data in a grid-like structure and perform calculations.

Excel is commonly used to prepare budgets, invoices, expense reports, employee payroll reports, and any other documents requiring calculations. Excel also has many database features that you can use to store and manipulate data.

	A	B	C	D	E	F
1	Acme Widget Company					
2	Quarterly Report					
3						
4	**Revenue**	**January**	**February**	**March**	**Total**	
5	Sales	$12,500	$ 10,000	$10,800	$33,300	
6	Services	10,500	9,500	10,200	$30,200	
7	Dividends	2,500	2,350	2,400	$ 7,250	
8						
9	**Total**	$25,500	$ 21,850	$23,400	$70,750	
10						

Figure 1.1: Acme Widget Company

The worksheet in Figure 1.1 displays individual monthly revenue amounts for **Acme Widget Company** during the first quarter of the year. **Labels** (text) are used to identify each amount. The amounts are known as **values** (numbers). The values and labels are keyed into the worksheet, and then the totals are calculated. The totals are not actually numbers but formulas. For example, the total for **Sales** is **$33,300.** This number is not typed in. Instead, a formula is entered that adds the individual monthly amounts to give us the answer of **$33,300.** This way the total is updated automatically when an individual number changes.

LAUNCHING EXCEL

Start Excel

There are two primary ways to launch Excel. The most common way is to click **Start, Programs, Microsoft Excel** from the Windows taskbar. You may also double-click the desktop shortcut icon, if one exists, to start Excel. Figure 1.2 below illustrates using the Windows taskbar to launch Excel.

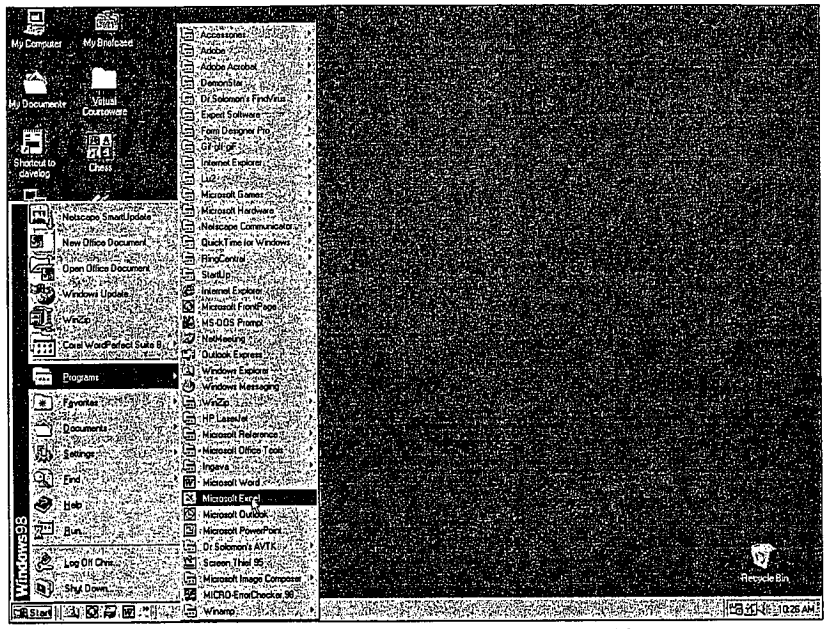


Figure 1-2: Launching Excel from Windows Taskbar

THE EXCEL APPLICATION WINDOW

Workbooks and Worksheets

When you first start Excel, a new workbook is automatically created for you. A **workbook** is a file consisting of multiple **worksheets** that you use to enter, view, and edit your data. By default, there are three blank worksheets in each new workbook: **Sheet1, Sheet2,** and **Sheet3** are indicated by the sheet tabs at the bottom left of the worksheet window.

By default, you are given three worksheets in every new workbook. The actual number of worksheets you can have in a workbook is limited by the amount of Random Access Memory (RAM) on your computer. It is possible to have hundreds or even thousands of worksheets in one workbook.

Application Window

The Excel **application window** is the main window that contains all of Excel's components. Some of these components include the **Worksheet Area, Title Bar, Menu bar, Standard** and **Formatting toolbars, Formula bar, Scroll bars,** and the **Status bar.**

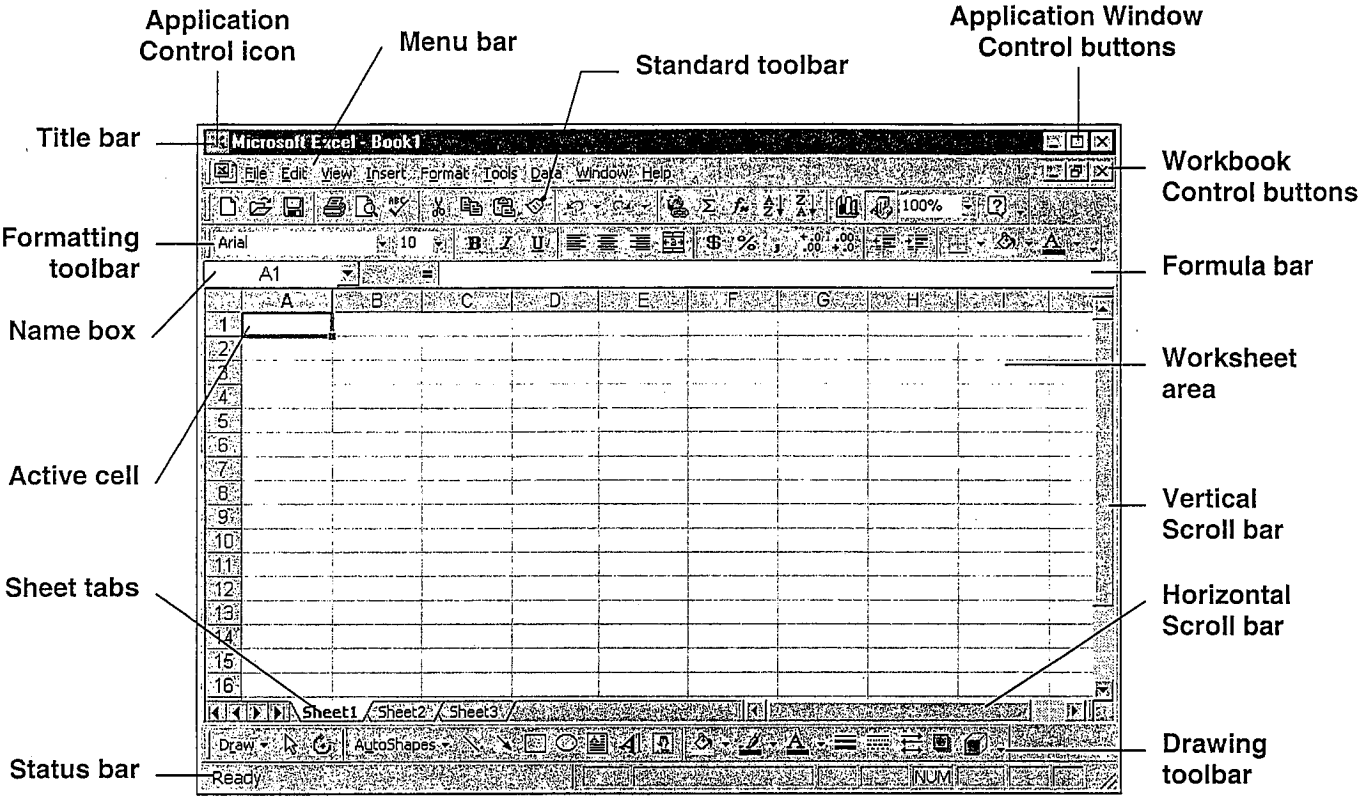


Figure 1.3: The Excel 2000 Application Window

Title Bar

The top bar in the window is the **Title bar.** The **Title bar** displays the application name and the current workbook name as well as the standard application window control buttons such as **Close, Restore, Minimize,** and **Maximize.**

Menu bar

The **Menu bar** is located below the **Title bar** and can be used to activate all of Excel's features and commands by keyword. Use the mouse to click the keywords and select your choices from the drop-down menu, or activate the drop-down menus by simultaneously pressing the **Alt** key and the underlined letter in the command menu name. For instance, pressing the **Alt** key and the **F** key simultaneously (**Alt + F**) will activate the **File** drop-down menu. Once the drop-down menu is activated, you may use the arrow keys or the mouse to select a menu command. Run the command by pressing the **Enter** key or double-clicking the menu item.

When you activate a menu from the **Menu bar,** you may not see the menu in its entirety due to what is called the **adaptive menu system.** Only the menu options that you have recently used are displayed. If you wish to display the entire drop-down menu, click the **double arrows** at the bottom of the menu, or wait several seconds and the menu will expand on its own.

Standard Toolbar

The **Standard toolbar** is located directly below the **Menu bar** and contains a bank of buttons that are used to perform many of Excel's common tasks. **Save, Print, Spelling, Cut, Copy, Paste,** and **AutoSum** are examples of some of the buttons available on the **Standard toolbar.**

Formatting Toolbar

The **Formatting toolbar** is below the **Standard toolbar** and consists of buttons that are used to perform many of Excel's data formatting tasks. Boldfacing, italicizing, underlining, number formatting, and changing fonts and font sizes are some examples of common tasks accomplished using the **Formatting toolbar.**

Formula Bar

The **Formula bar** is located below the **Formatting toolbar** and consists of the *Name box* and *Entry area.* The **Name box** displays your current position in the worksheet. The **Entry area** is where you can see the data you are entering into your worksheet.

Worksheet Frame

The worksheet frame surrounds the top and left sides of the worksheet area. The worksheet frame displays row heading numbers **1–65,536** and column heading letters **A–IV.** The **Select All** button is the small gray button located at the intersection of the row and column headings on the worksheet frame. Click this button to select all the cells on the worksheet at one time.

Worksheet Area

The **worksheet area** is made up of cells and is used to store all of your data. A **cell** is the intersection of a column and a row and is used to hold one piece of information such as a word or number. Each **column** is identified with a letter and each **row,** a number. There are 256 columns and 65,536 rows in one Excel worksheet. This makes for a total of 16,777,216 individual cells!

Cells

Each cell is referred to by its cell address, or cell reference. The **cell address** is the column letter and row number in which a cell occupies. For example, the cell in **column A** and **row 5** is referred to as **cell A5.** The cell in **column Z** and **row 5000** is referred to as **cell Z5000.**

When you wish to enter data into a cell, you must first make the cell active. Use the cell cursor to select the cell. The **cell cursor** is a thick outline border that surrounds a single cell. Whatever cell the cell cursor is sitting on is referred to as the **active cell.** The address of the active cell is visible in the **Name box** on the **Formula bar.** To make a cell active, simply click the cell with the mouse or use the arrow keys to navigate the cell cursor to the desired cell. Some keyboard methods of relocating the cell cursor are shown in Table 1.1.

Cursor Movement	Keystroke
Down one cell	Down Arrow or Enter
Up one cell	Up Arrow or Shift+Enter
Right one cell	Right Arrow or Tab
Left one cell	Left Arrow or Shift+Tab
Down one screen	Page Down
Up one screen	Page Up
Home cell (A1)	Ctrl+Home
Lower right cell of worksheet	Ctrl+End

Table 1.1: Keyboard Navigation

When you launch Excel and a new workbook opens, the active cell is **cell A1** by default. **Cell A1** is also referred to as the **home cell.** This is because it is the cell in the upper left corner of the entire worksheet.

Status Bar

The **Status bar** is located at the bottom of the application window. The **Mode indicator** on the lower right side of the **Status bar** indicates whether the **Caps Lock (CAP), Num Lock (NUM),** or **Scroll Lock (SCRL)** are turned on. **Ready** also displays in the lower left corner of the **Status bar,** and means that Excel is ready for you to enter data.

Scroll Bars

There are two scroll bars: one lying across the bottom of the worksheet area **(horizontal scroll bar)**, and the other running vertically along the right side **(vertical scroll bar)**. The scroll bars are used to move through a large worksheet. Clicking and dragging the scroll box on the scroll bar cause the visible worksheet window to scroll left to right or up and down depending on which scroll bar you are using. This feature comes in handy when navigating large worksheets that expand beyond the visible window.

Exercise 1-1 Launch Excel 2000, and Explore the Application Window

I. Launch Excel.
   a. Click **Start, Programs, Microsoft Excel** from the **Windows taskbar.**

II. Identify these major Excel worksheet elements:
   a. **Title bar**
   b. **Menu bar**
   c. **Standard** and **Formatting toolbars**
   d. **Formula bar**
   e. **Worksheet frame**
   f. **Scroll bars**
   g. **Worksheet area**
   h. **Sheet tabs**

III. Activate **File** menu using the mouse.
   a. Click **File** on the **Menu bar.**
   b. Click the **double arrows** at the bottom of the drop-down menu to display the menu in its entirety.
   c. Click the worksheet area to close the **File** menu.

IV. Activate **File** menu using the keyboard.
   a. Press the **Alt** and **F** keys simultaneously (shortcut keys: **Alt+F**). Wait several seconds and the **File** menu will display in its entirety.
   b. Press the **right arrow** key several times to navigate across the **Menu bar.**
   c. Choose the **Tools** menu, then press the **down arrow** to select features.
   d. Press the **Esc** key twice to deactivate the **Menu bar.**

V. Relocate the cell cursor.
   a. Place your mouse pointer on **cell A5,** and then click the left mouse button.
      i. **Cell A5** is now the active cell.
      ii. Note the cell address in the **Name box.**

b. Using the keyboard, press the **up** arrow key twice then **right** arrow key three times.
c. **Cell D3** is now the active cell.
d. Click **cell H13.**
   i. **Cell H13** is now the active cell.
e. Press **Ctrl** and **Home** keys simultaneously (shortcut keys: **Ctrl+Home**).
   i. **Cell A1**, the home cell, is now the active cell.

VI. Minimize Excel.
   a. Click the **Minimize** application control button on the **Title bar.**
      i. Excel is minimized to an icon on the Windows **Taskbar.**


Minimize button

VII. Maximize Excel.
   a. Click the **Excel** icon on the Windows **Taskbar.**
      i. Excel is restored to its maximized view.

VIII. Exit Excel.
   a. Click **File, Exit** from the **Menu bar** to exit Excel and return to the Windows desktop.
   b. You may also press **Alt** and **F4** keys simultaneously (shortcut keys: **Alt+F4**) to exit Excel.
   c. A third alternative would be to click the **Close** application control button on the **Title bar** to exit Excel.


Close button

ENTERING DATA AND WORKSHEET NAVIGATION

Before you enter data into an Excel worksheet, there are a few questions you should ask yourself to help in the worksheet design process:

- ❑ What is the primary objective of the worksheet?
- ❑ What types of data will be used in the worksheet?
- ❑ What types of calculations are needed?
- ❑ Who will be looking at the worksheet?
- ❑ How will the worksheet be printed?

After you have answered the above questions, design your worksheet, and enter the data.

Entering Data into a Worksheet

The data you enter into worksheet cells is one of two types: *text* or *values*. The first key pressed determines what type of data is being entered into the cell. If you start the cell entry with a digit, decimal point, parenthesis, dollar sign, or equal sign, Excel will consider the entry a *value*. **Values** actually fall under three categories: *numbers, formulas,* and *functions*. Formulas and functions will be discussed later. If you start your cell entry with a letter such as **P** or **W,** then the cell contents will be considered *text*. If the data is mixed such as **445 Oak Street,** then the entry is still considered text. After you've entered data into a cell, you must hit the **Enter** key or an arrow key to assign the data to the cell and overwrite the current contents.

Data Alignment

When you enter text into a cell, it is left-aligned by default. When values are entered, they are right-aligned by default. The alignment of text or values may be changed after they are entered into the cells.

Editing Cell Entries

If, after entering data, you wish to edit it, simply make the cell active and press the **F2** key. Pressing the **F2** key, or double-clicking the cell, places the worksheet in **Edit** mode as displayed by the mode indicator on the **Status bar.** Once in **Edit** mode, you can use the arrow keys or mouse to select a portion of the data and edit. You then use your **Backspace** and **Delete** keys to edit your cell entry. You may hit the **Escape** key at any time to back out of the cell and leave the contents intact. After you finishing editing, press the **Enter** key to reassign the entry to the cell.

To delete data from cells, select the cell, and press the **Delete** key.

Navigating the Worksheet

In the first exercise, you learned about the cell cursor, the active cell, and some simple methods of relocating the cell cursor. Using the mouse and arrow keys are good methods of relocating the cell cursor on the visible screen, but what if you want to go to a cell very far away, like **cell A500**?

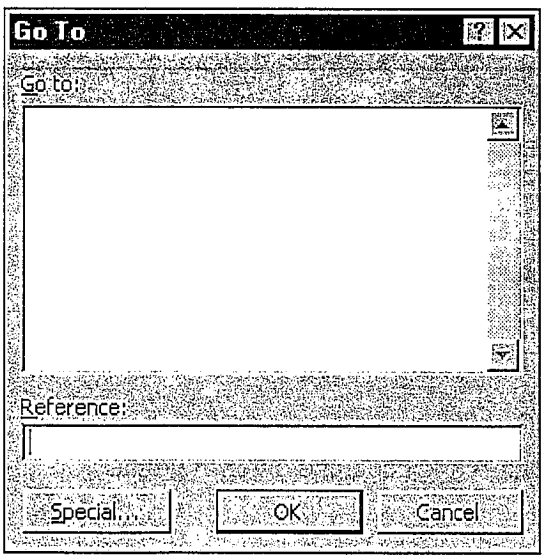


Figure 1.4: Go To Dialog Box

To relocate the cell cursor to a far away cell like **cell A500,** use the **Go To** feature. To activate the **Go To** dialog box, click **Edit, Go To** from the **Menu bar** or press the **F5** key. A **dialog box** is a special window that requests more information from the user before the command can be executed. Many of Excel's features require the use of a dialog box.

Once the **Go To** dialog box is activated, simply type the cell address in the **Reference** field, and click **OK.** Your cell cursor is then instantly relocated.

In addition to the **Go To** feature, you can also use the **Name box** to relocate the cell cursor. Type the cell address into the **Name box,** and then hit the **Enter** key. The cell cursor is then relocated.

Undo and Redo

Excel's **Undo** feature comes in handy when you make an error in your worksheet and wish to reverse what you've done. To undo an action, either click **Edit, Undo** from the **Menu bar,** click the **Undo** button on the **Standard toolbar,** or use the shortcut keys **Ctrl+Z.**

If you undo an action then decide that you did not need to undo after all, you can redo the action. To redo an action, either click **Edit, Redo** from the **Menu bar,** click the **Redo** button on the **Standard toolbar,** or use the shortcut keys **Ctrl+Y.**

WORK WITH WORKBOOKS

Save a Workbook

Once your worksheet data have been entered, you should save your work for future use. Frequently saving your work to disk ensures that in the event of catastrophe, such as power failure, you can at least reopen your workbook from the disk where it was last saved. Saving your workbook often is essential to keeping your information intact and up-to-date.

When saving a workbook for the first time, you are required to use the **Save As** dialog box. In this dialog box, you specify the workbook name and saving location. To activate the **Save As** dialog box, click **File, Save As** from the **Menu bar,** or press the **F12** key. The **Save** button on the **Standard toolbar** can also be used. By default, Excel will save the workbook with the name **Book1.xls** to the **C:\My Documents** folder on your computer's hard disk.

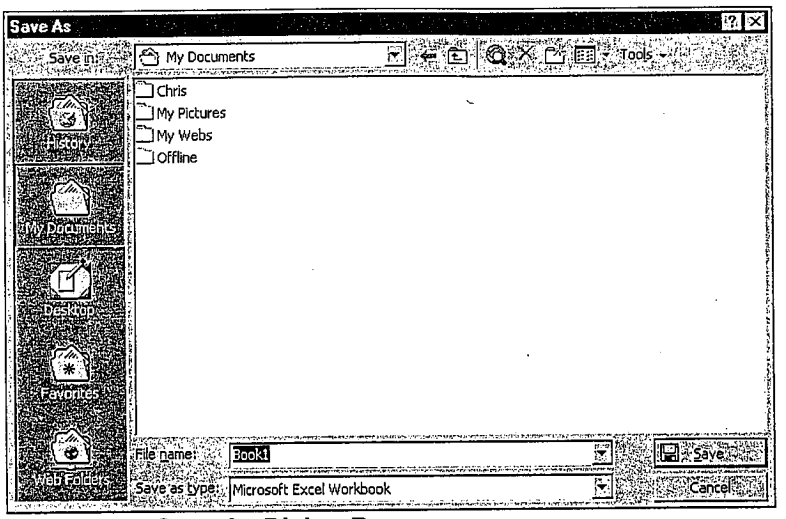


Figure 1.5: Save As Dialog Box

A workbook file name can consist of up to 255 characters including spaces. Some characters cannot be used such as asterisks, slashes, or question marks. Workbooks are usually named according to what information they contain such as **Six-Month Budget** or **Weekly Payroll Report.**

Print a Worksheet

Although your data is effective on screen, sometimes you may wish to print a hard copy of your information. Activate the **Print** dialog box by clicking **File, Print** from the **Menu bar** or by using shortcut keys **Ctrl+P.** When the **Print** dialog box is open, you have many printing options. To name just a few options, you can specify how many copies to print, which printer to print to (in a multi-printer environment), and to print just certain sections of your worksheet. The **Print** button on the **Standard toolbar** can also be used; but be aware that when the **Print** button is used, the worksheet prints in its entirety without the benefit of the **Print** dialog box.

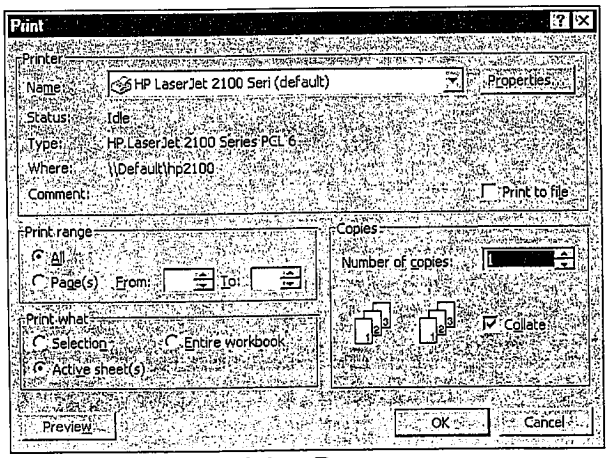


Figure 1.6: Print Dialog Box

Close a Workbook

Once you have saved, printed your data, and you are through working with the workbook, you should close it. Closing the workbook removes it from the computer's memory. To close your workbook, either click **File, Close** from the **Menu bar,** click the **Close** application control button on the **Title bar,** or use shortcut keys **Ctrl+F4.**

Create a New Workbook

You can create a new blank workbook by clicking the **New** button on the **Standard toolbar,** by clicking **File, New** from the **Menu bar,** or by using shortcut keys **Ctrl+N.**

Exercise 1-2 **Create, Save, Navigate, Print, and Close a Workbook**

	A	B	C	D	E	F	G
1	ABC Company						
2	Expense Report						
3							
4	Expense	January	February	March	April	May	June
5	Salaries	5500	5500	5500	5500	5500	5500
6	Rent	2500	2500	2500	2500	2500	2500
7	Telephone	650	700	675	580	500	625
8	Truck	850	775	700	650	285	500
9	Promotion	2500	2250	3200	2300	2450	2200
10	Misc.	1200	1500	1750	1450	1250	1100

I. Create a workbook.
   a. Launch Excel.
   b. Type your first name into **cell A15.**
   c. Enter the numbers and labels exactly as shown.
   d. After the data is entered, make **cell A1** active by pressing the **Ctrl+Home** keys simultaneously.

II. Save a workbook to the work disk.
   a. Insert a disk into the floppy drive.
   b. Click **File, Save As** on the **Menu bar.**
      i. The **Save As** dialog box is activated.
   c. Click the arrow in the **Save in** field and choose **3 1/2 Floppy (A:).**
   d. In the **File name** field, keyboard **Ex 1-2 ABC Company Expense Report.**
   e. Click **Save** button or press **Enter** key.
      i. The workbook is saved to the **work disk** in your computer's floppy disk drive.
      ii. The workbook file name is now visible in the **Title bar.**

III. Relocate the cell cursor.
   a. Click **Edit, Go To** on the **Menu bar,** or hit the **F5** key.
      i. The **Go To** dialog box is activated.
   b. Keyboard **F8** in the **Reference** field, and click **OK** or press **Enter** key.
      i. **Cell F8** is now active.
   c. Use the **Go To** dialog box again to make **Cell C6000** the active cell.
   d. Keyboard **A1** in the **Name box** on the **Formula bar,** and press **Enter** key.

i. **Cell A1,** the home cell, is now active.

IV. Edit cell contents.
   a. Select **cell A2,** and press the **F2** key.
      i. **Cell A2** is active and in **Edit** mode.
   b. Use **Backspace, Delete** and the arrow keys to edit the cell contents to read **Six-Month Expense Report.** After editing, press the **Enter** key to insert the cell contents.
      i. The **cell A2** entry is now changed.
   c. Select **cell D7**, and hit the **Delete key.**
      i. The contents of **cell D7** have been deleted.
   d. Keyboard **700** into **cell D7,** and press **Enter** key.
      i. **Cell D7** displays the new value.
   e. Delete the **Promotion** expense in **May,** and enter **2600** as the new amount.
      i. **Cell F9** displays the new value.


Undo button

V. Undo and Redo actions.
   a. Click the arrow next to the **Undo** button on the **Standard toolbar,** and drag to select the last two actions from the drop-down list.
      i. The last two actions are reversed.
   b. Click the **Redo** button on the **Standard toolbar** twice.
      i. The last two actions are reversed.


Redo button

VI. Save a workbook.
   a. Click the **Save** button on the **Standard toolbar.**
      i. The workbook is automatically saved to the floppy drive.


Save button

VII. Print a worksheet.
   a. Click **File, Print** on the **Menu bar.**
      i. The **Print** dialog box is activated.
   b. Keyboard **2** in the **Number of Copies** field.
   c. Click **OK.**
      i. Two copies of the current worksheet are sent to the printer.

VIII. Close a workbook.
   a. Click **File, Close** on the **Menu bar.**
      i. The workbook is now closed, but Excel remains active.

IX. Open a new workbook.
   a. Click the **New** button on the **Standard toolbar.**
      i. A new, blank workbook is created.


New button

X. Exit Excel.
   a. Click **File, Exit** from the **Menu bar,** or
   b. Use the shortcut keys **Ctrl+F4** to close the workbook.
      i. Excel exits, returning you to the Windows desktop.

Open a Workbook

When you wish to use a previously saved workbook, you must open it. Opening a workbook copies the file from the disk drive to the screen. To activate the **Open** dialog box, either click **File, Open** on the **Menu bar,** click the **Open** button on the **Standard toolbar,** or use the shortcut keys **Ctrl+O.** Once the **Open** dialog box is activated, click on the file icon or keyboard the name in the **File name** field, and then click the **Open** button.

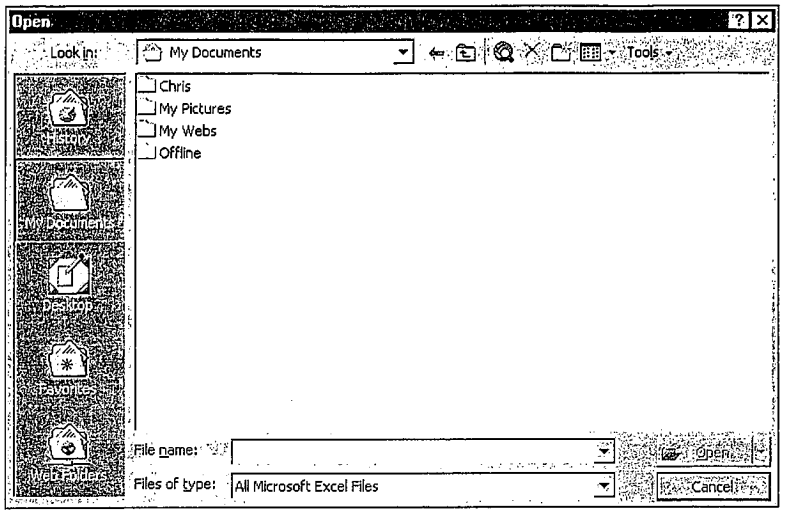


Figure 1.7: Open Dialog Box

Zoom

When working with a large worksheet, it may be necessary to reduce the size of the worksheet on the screen. By the same token, users with visual impairments may want to increase the size of the worksheet on the screen. Zoom settings may be manipulated to accommodate these desires. You change the zoom setting by clicking **View, Zoom** on the **Menu bar** or by clicking the **Zoom** button on the **Standard toolbar.** The zoom settings range between **10%** and **400%.** Note that the zoom setting does not affect the way the worksheet prints, only the way the worksheet appears on the screen.

Exercise 1-3 **Open a Workbook and Change the Zoom Setting**

I. Launch Excel.

II. Open a workbook from the work disk.

Open button

a. Click the **Open** button on the **Standard toolbar.**
   i. The **Open** dialog box is activated.
b. Click the arrow in the **Look in** field, and choose **3 1/2 Floppy (A:).**
   i. The **Ex 1-2 ABC Company Expense Report** workbook name is visible.
c. Click the **Ex 1-2 ABC Company Expense Report** workbook file name, and then click the **Open** button.
   i. The **ABC Company Expense Report** workbook is open.

III. Adjust the zoom setting.

a. Click **View, Zoom** on the **Menu bar.**
   i. The **Zoom** dialog box is activated.
b. Select the **75%** option, and click **OK.**
   i. The worksheet is 75% of normal size.

100% Zoom box

c. Click in the **Zoom** box on the **Standard toolbar,** and keyboard **85%.** Press the **Enter** key.
   i. The worksheet is 85% of normal size.
d. Click the arrow on the **Zoom** box to call up the drop-down list, and select **100%** to bring the worksheet back to the default size.

Save button

e. Practice adjusting the zoom setting using other percentages.

IV. Save a workbook to the work disk.

a. Click **File, Save As** on the **Menu bar.**
   i. The **Save As** dialog box is activated.
b. Click the arrow in the **Save in** field and choose **3 1/2 Floppy (A:).**
c. In the **File name** field, keyboard **Ex 1-3 ABC Company Expense Report.**

d. Click **Save** button, or press **Enter** key.
   i. The workbook is saved to the **work disk** in your computer's floppy disk drive.

V. Close the workbook, and Exit Excel.

GETTING HELP WITH EXCEL

When working with Excel, it may be necessary to get assistance. Excel's help system has many features to help you when you are in a jam.

Office Assistant

The easiest method of getting help in Excel is to use the office assistant. The **Office Assistant** is an animated character that provides answers based on what keywords you use in your question. Activate the Office Assistant by clicking **Help, Show Office Assistant** on the **Menu bar.** When the Office Assistant displays, type your question into the field, and click the **Search** button. The Office Assistant then displays a bulleted list of likely help topics. After you use the Office Assistant, click **Help, Hide Office Assistant** on the **Menu bar** to remove the Office Assistant from the screen.

Contents, Answer Wizard, and Index

If the Office Assistant is not adequate to find help, you may use the main help system. **Contents, Index,** and the **Answer Wizard** make up Excel's main help system. It is more formal than the user-friendly Office Assistant and may be more helpful for advanced Excel features. To use the **Contents** and **Index** help system, you first have to disable the Office Assistant since it is the default help feature. Use the mouse to choose **Help, Show Office Assistant** from the **Menu bar,** and click the **Options** button. When the **Office Assistant** dialog box appears, click to remove the check mark in front of **Use the Office Assistant.** Click the **OK** button to adjust the settings. Now with the Office Assistant turned off, click **Help, Microsoft Excel Help** on the **Menu bar** to access the **Contents, Index,** and **Answer Wizard.**

What's This? Feature

The **What's This?** help feature is used to call up quick help for on-screen elements such as toolbar buttons. When the **What's This?** feature is activated, your mouse pointer turns into a mouse pointer with a thick, black question mark attached to it. When you click the unknown screen element with the **What's This?** mouse pointer, a box appears with a brief description of the element you clicked.

Exercise 1-4 Using Help Features

I. Launch Excel.
II. Use the Office Assistant to locate a help topic.
   a. Click **Help, Show the Office Assistant** on the **Menu bar.**
      i. The Office Assistant is activated.
   b. Double-click the office assistant to open the question field.

c. Keyboard **How do I save a workbook?** in the question field, and click the **Search** button.
d. When the search topics display, click the **Save a Workbook** option.
   i. The **Save a Workbook** help window is activated.
e. Click the **Save a New, Unnamed Workbook** link.
   i. The **Save A New Unnamed Workbook** help window is activated.
f. Read the contents of the help window.
g. Click the **Print** button on the help window toolbar, and then click **OK** in the **Print** dialog box.
   i. The help window's contents are sent to the printer.
h. Click the **Close** button in the upper right corner of the **Help** window.
   i. The help screen closes, leaving the Office Assistant visible.

III. Deactivate the Office Assistant.
   a. Right-click the **Office Assistant.**
      i. A shortcut menu displays.
   b. Click **Options** on the shortcut menu.
      i. The **Office Assistant** dialog box is activated.
   c. Remove the check mark from the **Use the Office Assistant** check box, and click **OK.**
      i. The Office Assistant is disabled.

IV. Use the contents feature to locate a help topic.
   a. Click **Help, Microsoft Excel Help** on the **Menu bar.**
      i. The **Microsoft Excel Help** window is activated.
   b. Click the **Contents** tab, if necessary, at the top left of the help window.
   c. Click the + sign by the purple **Editing Worksheet Data** book.
      i. The **Editing Worksheet Data** topic expands and displays subtopics.
   d. Click the **Edit Cell Contents** topic and read.

V. Use the index feature to locate a help topic.
   a. Click the **Index** tab on the left side of the **Help** window.
      i. The **Index** window is activated.
   b. Type **Margin** in the **Type keywords** field, and then click the **Search** button.
      i. **Set Page Margins** should appear in the **Choose a Topic** window.
   c. Read the **Set Page Margins** help topic.

VI. Use the Answer Wizard to locate a help topic.
   a. Click the **Answer Wizard** tab.
      i. The **Answer Wizard** window is activated.
   b. Keyboard **How do I Print a workbook?** in the **What would you like to do?** field. Click the **Search** button.
   c. Click the **Print more than one copy of a workbook** topic in the **Select Topic to Display** window.
   d. Read the help screen at the right of the help window.
   e. Click the **Close** button in the upper right corner of the **Help** window.
      i. The help window closes, and you return to the Excel worksheet.

VII. Use the What's This? feature to locate a help topic.
   a. Click **Help, What's This?** on the **Menu bar.**

i. The mouse pointer now has a thick question mark attached to it.

b. Click **File, Print** on the **Menu bar.**
   i. A small help window is displayed on the **Print** command.

c. Click **Help, What's This?** on the **Menu bar.** Click the **Save** button on the **Standard toolbar,** and read the tool tip.

d. Click other unfamiliar areas on the Excel worksheet using the **What's This?** feature.

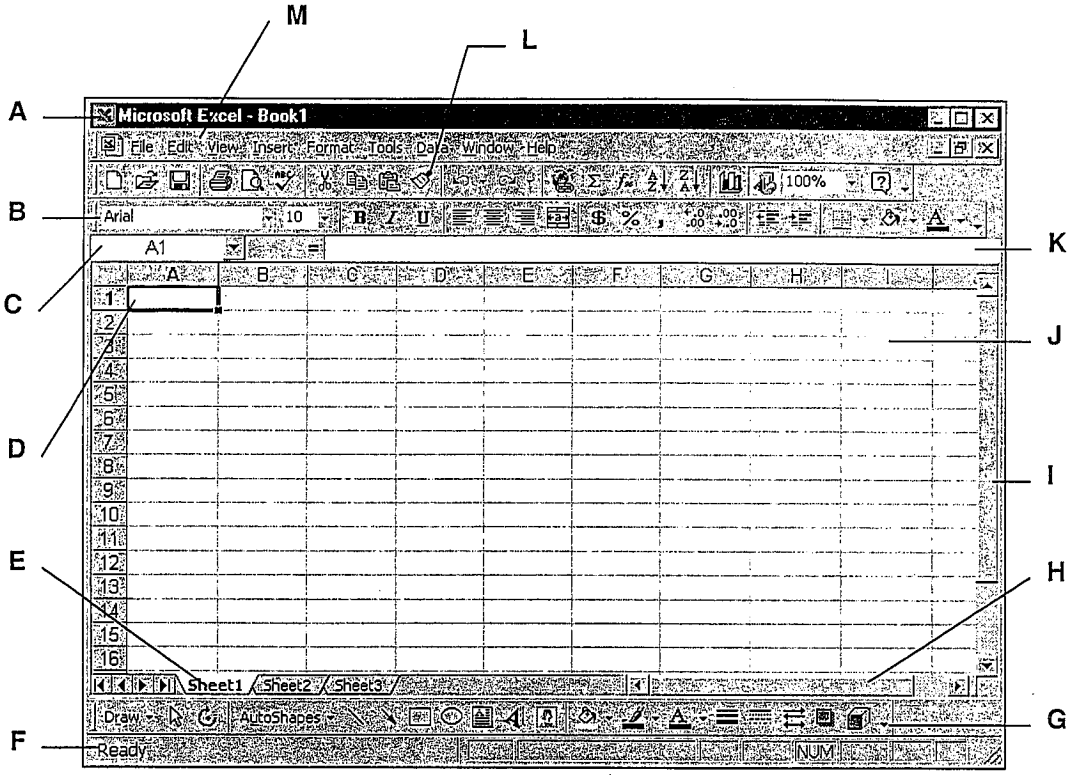
VIII. Exit Excel.

CHAPTER SUMMARY

- **Microsoft Excel 2000** is a spreadsheet application developed to work in a Windows environment. Excel is used to create reports that require calculations.
- An Excel **worksheet** is a grid of columns and rows used to enter, organize, and edit data.
- The intersection of a column and a row is called a **cell.**
- Cells are used to store data.
- The Excel application window consists of many components including the **Title Bar, Formula bar, Menu bar, Status bar, Scroll bars, Standard** and **Formatting toolbars.**
- The two types of data that can be entered into a cell are text and values.
- Excel refers to files as **workbooks.**
- Workbooks are saved as a file to your disk.
- Workbook names can be 255 characters in length including spaces.
- A single workbook can have a virtually unlimited amount of worksheets.
- The **Undo** feature reverses a previous action. Reversing an Undo action is called **Redo.**
- The **Office Assistant, Contents and Index, Answer Wizard,** and the **What's This?** feature are your primary resources for help.

CHAPTER 1 PROJECTS

Project 1-1 Identifying Worksheet Components



Directions: Match the correct letter to the appropriate worksheet component.

Active cell: _____

Worksheet area: _____

Sheet tabs: _____

Name box: _____

Vertical Scroll bar: _____

Horizontal Scroll bar: _____

Title bar: _____

Formula bar: _____

Status bar: _____

Menu bar: _____

Standard toolbar: _____

Formatting toolbar: _____

Drawing toolbar: _____

Project 1-2 Build, Save, and Print a Worksheet

	A	B	C	D	E	F	G
1	Pete's Computer Store						
2	Revenue and Expense Worksheet						
3							
4							
5	Revenue	January	February	March	April	May	June
6	Sales	2244	1730	1249	1252	1644	1365
7	Services	2295	1857	2124	2037	1597	1486
8	Dividends	1365	1233	1542	1396	2367	2235
9							
10							
11	Expenses	January	February	March	April	May	June
12	Utilities	1200	1206	1136	1184	1213	1171
13	Rent	1200	1200	1200	1200	1200	1200
14	Salaries	850	850	850	850	850	850
15	Promotion	1161	1155	1218	1137	1132	1135

I. Begin a new workbook, and build the worksheet as shown.
II. Save the workbook as **Proj 1-2 Pete's Computer Store** to the work disk in your computer's floppy disk drive.
III. Edit **cell A1** to read **Pete's Computer Sales and Service.**
IV. Edit **cell A2** to read **Six-Month Expense and Revenue Report.**
V. Zoom in to **95%,** and resave the workbook.
VI. Print a copy of the worksheet.
VII. Close the workbook.

Project 1-3 Open, Save, Edit, Print, and Save a Workbook

I. Open the **Penney's Priceless Pets** workbook from the data disk, and save it as **Proj 1-3 Penney's Priceless Pets** to your work disk.
II. Zoom in to **90%.**
III. Edit **cell A1** to read **Penney's Priceless Pets.**
IV. Change the **July** phone bill to **250.**
V. Change the **September** utilities bill to **300.**
VI. Undo your last two actions, and then Redo one action.
VII. Edit **cell A2** to read **Expense Report.**
VIII. Print the worksheet.
IX. Make **cell A1** active, and resave the workbook.
X. Close the workbook.

Project 1-4 Use Help

I. Open a new workbook.
II. Locate the following topics using the **Office Assistant.**
   a. **Save a workbook**
   b. **Print a worksheet**
   c. **Insert a row**

d. **Set a print area**

III. Use the What's This? feature for the following tasks.
   a. Click **Data, Sort** from the **Menu bar.**
   b. Click an unfamiliar toolbar button.
   c. Click the sheet tabs.

IV. Close the workbook.

Project 1-5 Build, Save, and Print a Worksheet

	A	B	C	D	E	F
1	Harry's Hardware Store					
2	Product List					
3						
4						
5	Item #	Cost	Price	Difference	% of Difference	
6	445	5.99	9.99			
7	322	4.99	7.99			
8	233	12.99	18.99			
9	124	11.99	16.99			
10	566	9.99	13.99			
11	655	5.99	8.99			

I. Open a new workbook, and build the worksheet as shown.

II. The **Difference** and **% of Difference** columns will be labeled but left blank for now.

III. Save the workbook as **Proj 1-5 Harry's Hardware Store** to the work disk in your computer's floppy disk drive.

IV. Print the worksheet.

V. Close the workbook.

CHAPTER 1 CHALLENGE

Computer Operator

Please set up an Excel worksheet for our bowling league scores. Use the team name, **The Pin Pals,** as the worksheet title. Make sure your name is somewhere on the worksheet. Save the worksheet as **Challenge 1-1 Bowling Scores** to your work disk and print a copy.

Thanks
The Boss

Game 1- Harris-175, Smith-150, Jones-200
Game 2- Harris-215, Smith-195, Jones-255
Game 3-Harris-200, Smith-254, Jones-135
Game 4-Harris-235, Smith-250, Jones-110
Game 5-Harris-240, Smith-254, Jones-265
Game 6-Harris-200, Smith-250, Jones-275

By the way, do you think you could find and print the help screen on saving a workbook as a web page? The home office wants us to be able to publish certain workbooks to the web in the future.

Thanks again!!