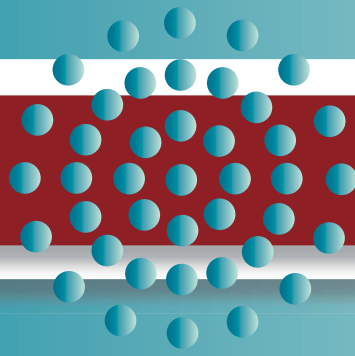


unit |



INTRODUCTION TO EXCEL

Lesson 1	Getting Started with Excel	2
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Lesson 3	Using Editing and Style Tools	76
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UNIT 1	APPLICATIONS	157

Lesson 1

Getting Started with Excel

OBJECTIVE

MICROSOFT OFFICE OBJECTIVE:

In this lesson:

XL07 1.3
XL07 1.4.1
XL07 1.4.3
XL07 5.4
XL07 5.4.2
XL07 5.5

After completing this lesson, you will be able to:

1. Start Excel.
2. Navigate in a workbook.
3. Open an existing workbook.
4. Edit a worksheet.
5. Manage files.
6. Print Excel files.

Estimated Time: 1 hour

Microsoft Excel is *electronic spreadsheet software*. You can use Excel to create professional reports that perform business or personal calculations, display financial or scientific calculations, complete table management tasks, and show charts. Excel is powerful but easy to use. You'll become a productive Excel user as soon as you learn the basics.

OBJECTIVE 1

Starting Excel

Excel opens showing a blank workbook, the Microsoft Office Button, the Quick Access toolbar, and the Ribbon (see Figure 1-1). New workbooks are named Book1, Book2, and so on during each work session.

The *Ribbon* is a set of command tabs. Each command tab has buttons, galleries, or other controls related to a specific task group or object. Some command tabs

NOTE

The command tabs in the Ribbon are similar to panes or tabs in a dialog box.



PREPARE

Point out to students that the learning objectives show what they will learn in the lesson. Each heading in the lesson correlates to a learning objective.

Required files:
JanIceCream



TEACH

Teaching Resources:

This text is supported by Classroom Presentations in a PowerPoint format. For this lesson, use In Excel Classroom Presentation 1.



PP: Excel Classroom Presentation 1 (on next page).

Figure 1-1
Excel screen

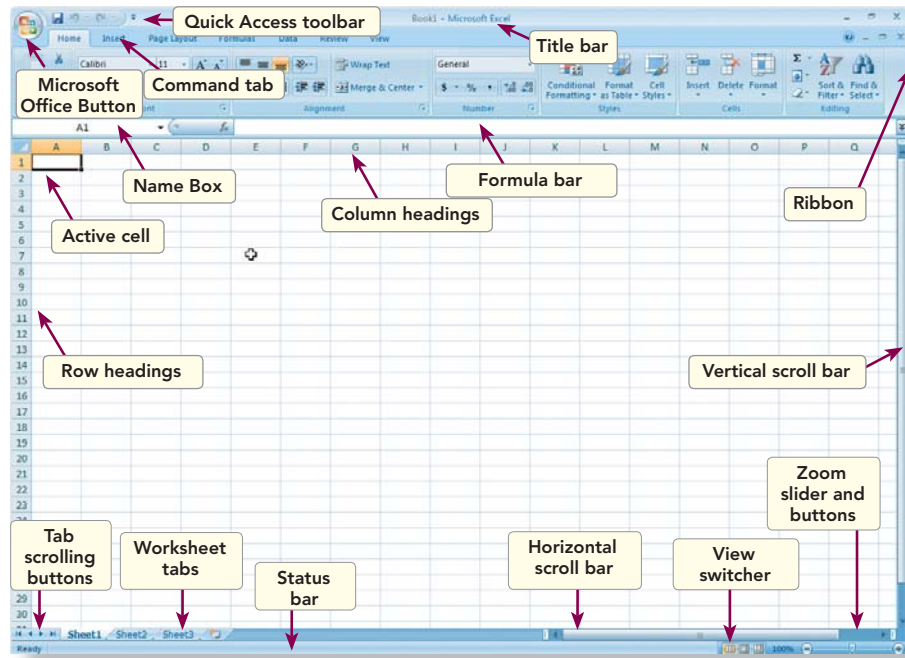
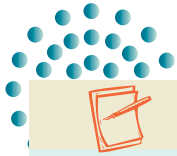


TABLE 1-1 Parts of the Excel Screen

Part of Screen	Purpose
Active cell	The cell outlined in a heavy black border. It is ready to accept new data, a formula, or your edits.
Column headings	Alphabetic characters across the top of the worksheet that identify columns.
Command tabs	A Ribbon tab control with command buttons, galleries, and other controls for creating, managing, editing, and formatting data.
Formula bar	Displays the contents of the active cell. You can also enter text, numbers, or formulas in the formula bar. It can be expanded and collapsed as needed.
Microsoft Office Button	Opens a menu with basic commands for working with the document.
Name Box	A drop-down combo box that shows the address of the active cell. You can also use it to move the pointer to a specific location.
Quick Access toolbar	Toolbar with shortcut command buttons for common tasks.
Ribbon	Organizes and displays command tabs.
Row headings	Numbers down the left side of the worksheet that identify rows.
Scroll bars	Used to move different parts of the screen into view.
Status bar	Displays information about the current task and mode of operation as well as View choices and the Zoom control.
Tab scrolling buttons	Navigation buttons to scroll through worksheet tabs.
Title bar	Contains the program name and the name of the workbook.
View switcher	Buttons to change the view of the current sheet among Normal, Page Layout, and Page Break Preview.
Worksheet tabs	Indicators at the bottom of the worksheet to identify sheets in the workbook.
Zoom controls	Buttons and slider to change the view magnification.

**NOTE**

Windows provides many ways to start applications. If you have problems, ask your instructor for help.

are context-sensitive and appear only when needed to accommodate what you are doing. The *Quick Access toolbar* provides one-click access to frequently used commands. You can add command buttons to this toolbar, and you can reposition it below the Ribbon. The *Microsoft Office Button* replaces the File menu in previous versions of Office, but it still lists commands such as Save and Print.


Exercise 1-1 WORK WITH THE EXCEL INTERFACE

1

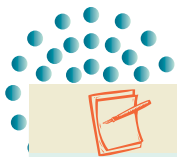
There are several ways to start Excel, depending on how your software is installed. You can use the Start button on the Windows taskbar to choose Excel from the list of available programs. There may be an Excel icon on the desktop that you can double-click to start Excel.

Your screen size and resolution affects how the command buttons look and how much you see at once. Do not be concerned if your screen looks slightly different from illustrations in this text.

When the instructions tell you to “click” a tab, a command button, or a menu option, use the left mouse button. Use the left mouse button to carry out commands unless you are told explicitly to use the right mouse button.

1. Start Excel. A blank workbook opens.
2. Click the **Home** tab in the Ribbon. Commands on this tab are organized into seven groups: Clipboard, Font, Alignment, Number, Styles, Cells, and Editing.
3. In the **Font** group, rest the mouse pointer on the Bold button . A *Super ScreenTip* includes the button name, a brief description of the button's function, and its keyboard shortcut.
4. In the **Font** group, rest the mouse pointer on the Dialog Box Launcher. A Super ScreenTip describes and previews the dialog box that will be opened when you click this button. Many command groups have a Dialog Box Launcher.

2

**NOTE**

Super ScreenTips explain the purpose of the button, provide a keyboard shortcut, and when appropriate, describe when you might use the feature. They might also include a thumbnail image of a dialog box to be opened.

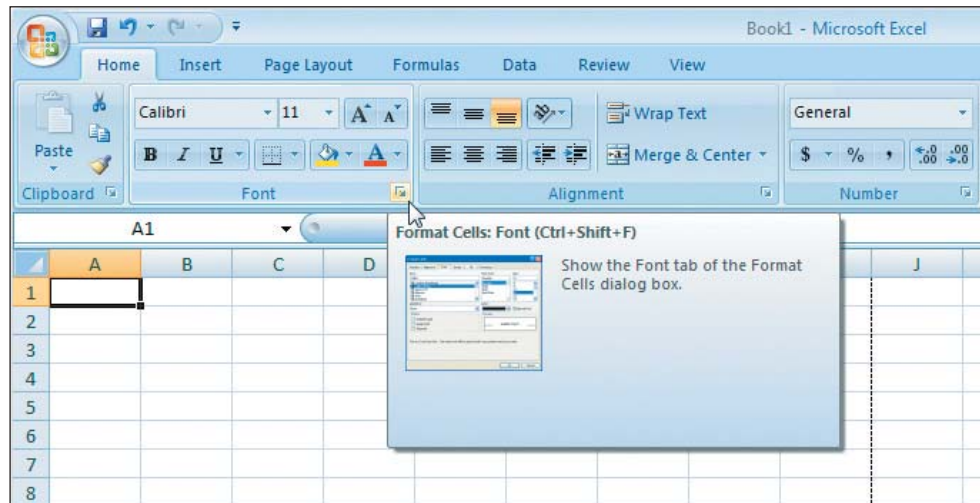
1

Give students time to review a Windows Vista tutorial if they need general Windows practice. Show/tell students how to start Excel in the classroom.

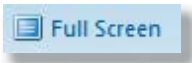
2

The new user interface can be cumbersome to students with prior Office experience. They will become more comfortable with the new interface as they move through the lessons. Check display settings on classroom computers to determine how students' screens may differ from text figures.

Figure 1-2
Dialog Box Launcher
for the Font group



5. Click the Dialog Box Launcher for the **Font** group. The Format Cells dialog box opens with the **Font** tab visible.
6. Click **Cancel** to close the dialog box.
7. Click the **View** tab in the Ribbon. Commands on this tab are organized into five groups: Workbook Views, Show/Hide, Zoom, Window, and Macros.






NOTE

The **[Esc]** key is at the top left of most keyboards.



NOTE


When KeyTips are visible, press **[Tab]** or an arrow key to move through the tasks.

8. In the **Workbook Views** group, move the mouse pointer to Full Screen  and click. A Full Screen view shows only worksheet cells with row and column headings.
9. Press **[Esc]** on the keyboard to return to normal view.
10. Click the Page Layout View button . This view is an interactive preview of how the page will print and shows margins, the ruler, and header/footer areas. The grid does not print.
11. Click the Normal button .
12. Press and release the **[Alt]** key. *KeyTips* appear over a command name when you press the **[Alt]** key. They show keyboard shortcuts.
13. Key **h** to activate the **Home** tab.
14. Press **[Tab]** four times. The active task cycles through the commands in the Clipboard group, and the KeyTips are no longer visible. The Clipboard group is now active.
15. Press **[Esc]**.
16. Press **[F10]** and key **h**. This is another keyboard shortcut to display KeyTips. Each task now shows a key.

17. Key **1** to turn on bold. You can see that bold is applied by the button color.

**TIP**

The keyboard shortcut to collapse/expand the ribbon is **Ctrl+F1**.

18. Click the Bold button . Bold is toggled off.
19. Double-click the **Home** tab. The ribbon collapses and more working space is available.
20. Right-click the **Home** tab. Click to deselect **Minimize the Ribbon**. You can right-click any tab to expand or collapse the ribbon.

OBJECTIVE 2

Navigating in a Workbook

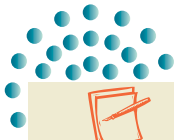
A *workbook* is the file Excel creates to store your data. When you look at the screen, you are viewing a worksheet. A *worksheet* is an individual page or sheet tab. A new workbook opens with three blank worksheets. You can insert or delete worksheets in the workbook. A workbook must have at least 1 worksheet and can have as many as your computer's memory allows.

TABLE 1-2 Navigation Commands in a Workbook

Press	To Do This
Ctrl + Home	Move to the beginning of the worksheet.
Ctrl + End	Move to the last used cell on the worksheet.
Home	Move to the beginning of the current row.
PageUp	Move up one screen.
PageDown	Move down one screen.
Alt + PageUp	Move one screen to the left.
Alt + PageDown	Move one screen to the right.
↑ , ↓ , ← , →	Move one cell up, down, left, or right.
Ctrl +arrow key	Move to the edge of a group of cells with data.
Ctrl + G or F5	Open the Go To dialog box.
Click	Move to the cell that is clicked.
Tab	Move to the next cell in a left-to-right sequence.
Shift + Tab	Move to the previous cell in a right-to-left sequence.
Ctrl + Backspace	Move to the active cell when it has scrolled out of view.
Ctrl + PageUp	Move to the previous worksheet.
Ctrl + PageDown	Move to the next worksheet.

Objective 2 Assignment:
Exercises 1-18 (Skills Review) and 1-26 (On Your Own) can be assigned after completing Objective 2.

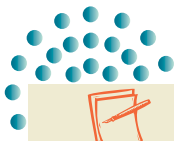
A worksheet is divided into *rows* and *columns*. The rows are numbered and reach row 1,048,576. There are 16,384 columns, lettered from A to Z, then AA to AZ, BA to BZ, AAA to AAZ, ABA to ABZ, and so on, up to column XFD.

**NOTE**

In a cell address, the column letter is first.

The intersection of a row and a column forms a rectangle known as a *cell*. You enter data (text, a number, or a formula) in a cell. Cells have *cell addresses* or *cell references*, which identify where the cell is located on the worksheet. Cell B2, for example, is the cell in column B, row 2.

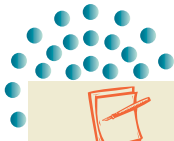
The *active cell* is the cell that appears outlined with a thick border. It is ready to accept data or a formula, or if it already contains data or a formula, it is ready to be modified. It is the cell in which you are currently working.

**NOTE**

Pointing and resting the mouse pointer on a button is known as “hovering.”

When you open a new workbook, the active cell is cell A1, the top-left cell in the worksheet. Cell A1 is referred to as “Home.”

The mouse pointer displays as a thick white cross when you move it across cells in the worksheet. When you point at a Ribbon or worksheet tab, a command button, or a menu item, the pointer turns into a white arrow.

1**Exercise 1-2 MOVE BETWEEN WORKSHEETS****NOTE**

Cell A1 is the active cell on all three worksheets in a new workbook.

A new workbook has three worksheets named **Sheet1**, **Sheet2**, and **Sheet3**. **Sheet1** is displayed when a new workbook is opened.

1. Click the **Sheet2** worksheet tab. You can tell which sheet is active because its tab appears more white and the tab name is bold.
2. Click the **Sheet3** worksheet tab. All three sheets are empty.
3. Press **[Ctrl]+[PageUp]**. This shortcut moves to the previous worksheet, **Sheet2**, in this case.
4. Press **[Ctrl]+[PageDown]**. This command moves to the next worksheet, **Sheet3**.
5. Click the **Sheet1** tab to return to **Sheet1**.

**NOTE**

When keyboard combinations (such as **[Ctrl]+[PageUp]**) are shown in this text, hold down the first key without releasing it and press the second key. Release the second key and then release the first key.

Exercise 1-3 GO TO A SPECIFIC CELL

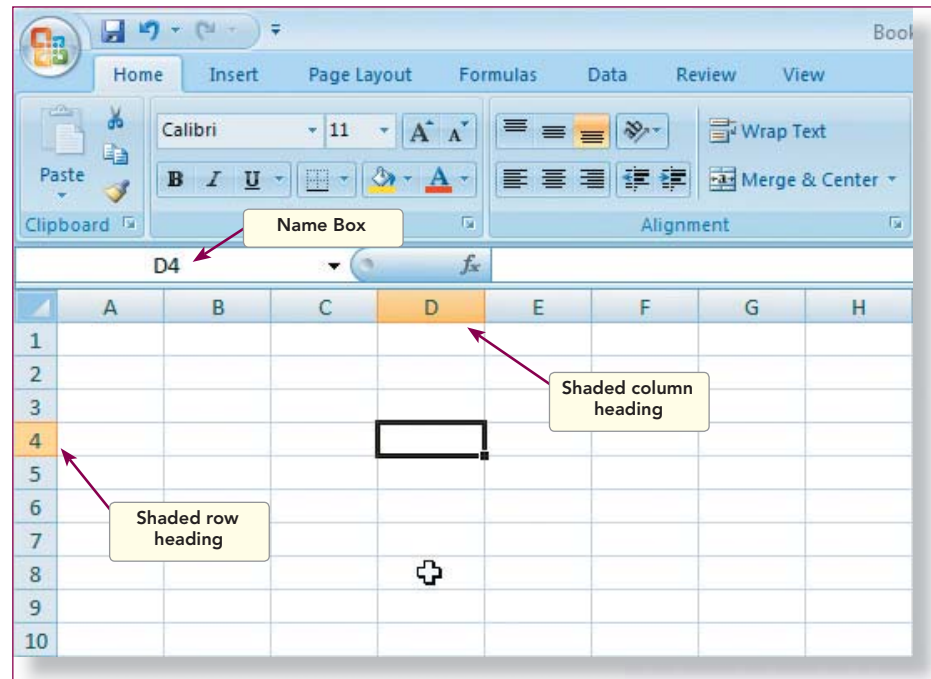
When you move the mouse pointer to a cell and click, the cell you clicked becomes the active cell. It is outlined with a black border, and you can see the cell address in the *Name Box*. The Name Box is a drop-down combo box at the left edge of the formula bar. You can also determine the cell address by the orange-shaded column and row headings.

1

Illustrations in this text show the Blue color scheme (Microsoft Office Button, Excel Options, Popular).

1. Move the mouse pointer to cell D4 and click. Cell D4 is the active cell, and its address appears in the Name Box. The column D and row 4 headings are shaded.

Figure 1-3
Active cell showing a thick border

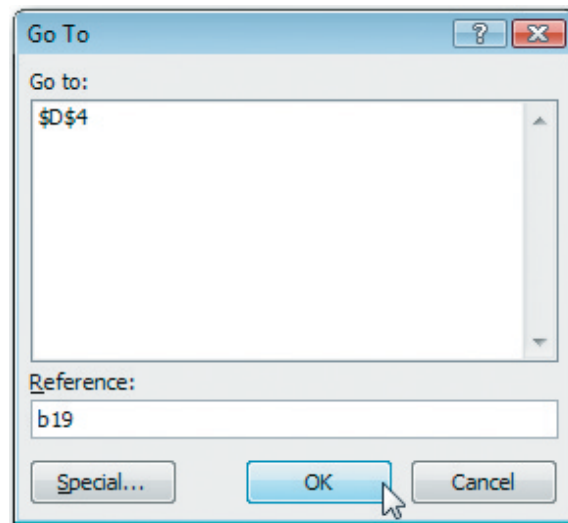


TIP

As an alternative, open the Go To dialog box by clicking the Find & Select button in the Editing group on the Home tab and choosing **Go To**.

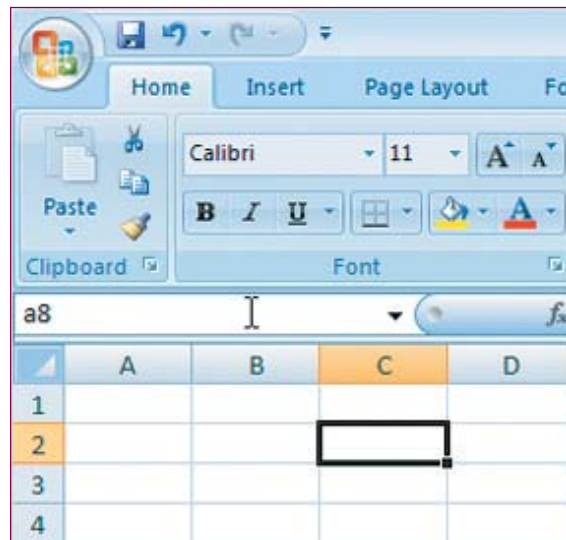
2. Press **Ctrl+Home**. This shortcut makes cell A1 the active cell.
3. Press **Ctrl+G** to open the Go To dialog box.
4. Key **b19** in the **Reference** box and press **Enter**. Cell B19 becomes the active cell, and its address is shown in the Name Box.

Figure 1-4
Go To dialog box



5. Press **Ctrl+G**. Recently used cell addresses are listed in the **Go to** list in the Go To dialog box.
6. Key **c2** and click **OK**.
7. Click in the **Name Box**. The current cell address is highlighted.
8. Key **a8** in the Name Box and press **Enter**.

Figure 1-5
Using the Name Box



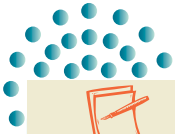
9. Press **Ctrl+Home** to return to cell A1.

Exercise 1-4 SCROLL THROUGH A WORKSHEET

When you scroll through a worksheet, the location of the active cell does not change. Instead, the worksheet moves on the screen so that you can see different columns or rows. The number of rows and columns you see at once depends on screen resolution and the Zoom size in Excel.

1. On the vertical scroll bar, click below the scroll box. The worksheet has been repositioned so that you see the next group of about 20 to 30 rows.
2. Click above the vertical scroll box. The worksheet has scrolled up to show the top rows.
3. Click the right scroll arrow on the horizontal scroll bar once. The worksheet scrolls one column to the right.
4. Click the left scroll arrow once to bring the column back into view.



**NOTE**

You cannot see the active cell (cell A1) during your scrolling.

5. Click the down scroll arrow on the vertical scroll bar twice.
6. Drag the vertical scroll box to the top of the vertical scroll bar. As you drag, a ScreenTip displays the row number at the top of the window. During all this scrolling, the active cell is still cell A1.

Figure 1-6
Using scroll bars

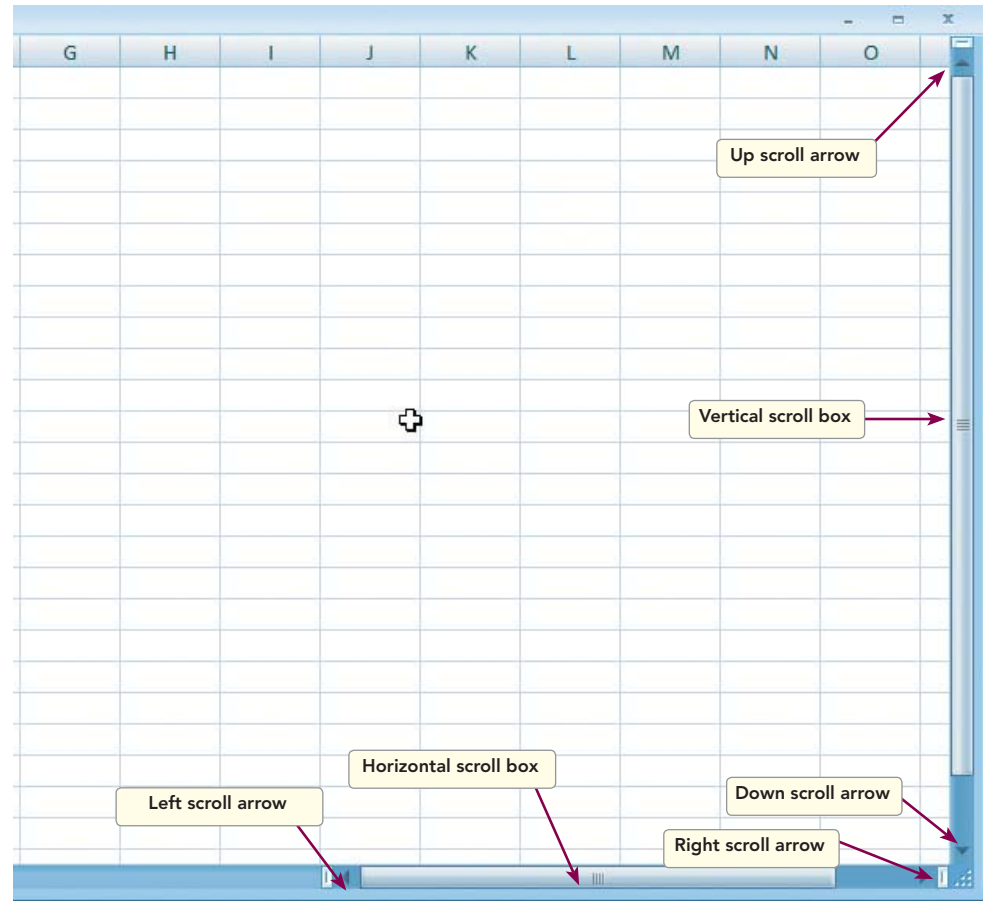


TABLE 1-3 Scrolling Through a Worksheet

To Move the View	Do This
One row up	Click the up scroll arrow.
One row down	Click the down scroll arrow.
Up one screen	Click the scroll bar above the scroll box.
Down one screen	Click the scroll bar below the scroll box.
To any relative position	Drag the scroll bar up or down.
One column to the right	Click the right scroll arrow.
One column to the left	Click the left scroll arrow.



Exercise 1-5 CHANGE THE ZOOM SIZE

1

The *Zoom size* controls how much of the worksheet you see on the screen. You can set the size to see more or less on screen and reduce the need to scroll. The **100%** size shows the data close to print size. A Zoom slider and two buttons are at the right edge of the status bar.



1. Click the Zoom In button  on the status bar. The worksheet is resized to 110% and you see fewer columns and rows.

Figure 1-7
Changing the Zoom size




2. Click the Zoom Out button . The worksheet is reduced to 100% magnification.

3. Click the Zoom Out button  again. Each click changes the magnification by 10%.



4. Point at the Zoom slider button , hold down the mouse button, and drag the slider slowly in either direction. You can set any magnification size.



5. Click the **View** tab in the Ribbon. There is a Zoom button  on this tab.

6. Click the Zoom button . The Zoom dialog box opens.

7. Choose **200%**. Click **OK**.

8. Click **200%** in the status bar. The dialog box opens.

9. Choose **100%** and click **OK**.



TIP

It is usually quicker to change magnification by using the Zoom tools on the status bar.

1

The size of the screen, the display settings, the data, and its formatting affect how many columns/rows appear at once. Remind students about differences between their screens and text illustrations.






PP: Excel Classroom Presentation 1.

Exercise 1-6 CLOSE A WORKBOOK



After you finish working with a workbook, you should save your work and close the workbook. You can close a workbook in several ways.




- Click the Microsoft Office Button  and choose **Close**.
- Click the Close Window button  at the right end of the Ribbon tabs.
- Use keyboard shortcuts, **Ctrl+W** or **Ctrl+F4**.
 1. Click the Microsoft Office Button .
 2. Choose **Close**. (If you have made a change to the workbook, a dialog box asks if you want to save the changes. Click **No** if this message box opens.) The workbook closes, and a blank blue screen appears.

OBJECTIVE 3


Opening an Existing Workbook

There are several ways to open an existing workbook.

- Click the Microsoft Office Button  and choose **Open**.
- Use the keyboard shortcut **Ctrl+O** or **Ctrl+F12**.
- Navigate through folders in Windows Explorer or Computer to find and double-click the filename.

Exercise 1-7 OPEN A WORKBOOK




1. Click the Microsoft Office Button  and choose **Open**. The navigation line shows the most recently used folder.
2. Choose the drive/folder according to your instructor's directions.

1



NOTE

Your instructor will advise you on the drive/folder to use for this course.

3. Click the arrow next to the Organize button  and hover over **Layout**.
4. Click to select **Details Pane**. The Details pane is at the lower part of the dialog box. (Navigation Pane should also be selected. If it is not, repeat these steps to select it.)

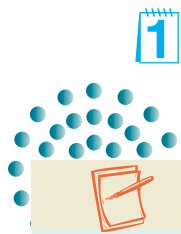
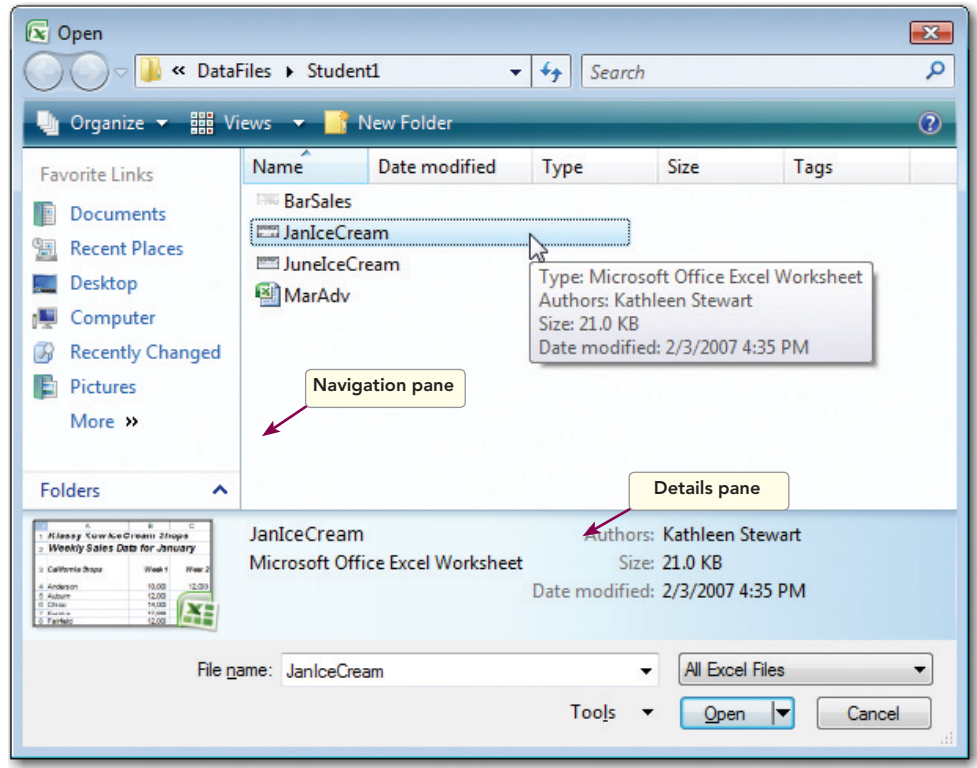


5. Click the arrow next to the Views button  and choose **Small Icons**.

1

Show/tell students where and how data files are stored. Demonstrate how to change the layout of the Open dialog box. Highlight differences in the appearance of the Computer dialog box, an Explorer window, and the Open dialog box.

Figure 1-8
Open dialog box



NOTE
The workbooks in this course relate to the Case Study about Klassy Kow Ice Cream, Inc., a fictional manufacturer of ice cream (see Case Study in the frontmatter).

6. Find and click **JanIceCream**. The Details pane shows a thumbnail of the document.
7. Double-click **JanIceCream**. The workbook opens.

OBJECTIVE 4

Editing a Worksheet

The **JanIceCream** workbook has three worksheets. The worksheets have been renamed **WeeklySales**, **Owners**, and **Chart** to better indicate what is on the sheet. For instance, the **WeeklySales** sheet shows sales for each city in each of the four weeks in January.

Worksheet cells contain text, numbers, or formulas. A formula calculates an arithmetic result. By simply viewing the worksheet, you might not know if the cell contains a number or a formula. However, you can determine a cell's contents by checking the formula bar. You can also use the formula bar to change the contents of cells.

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1 Point out that filenames in the Open dialog box show a ScreenTip when you hover over the name. If a workbook opens in a 100% size and students cannot see all, they can try a smaller Zoom size.

Objective 4 Assignment: Exercises 1-19 and 1-20 (Skills Review) can be assigned after completing Objective 4.

Exercise 1-8 VIEW WORKSHEETS AND CELL CONTENTS

1. Click the **Owners** worksheet tab. The **Owners** worksheet shows the city and the name of the shop owner.
2. Click the **Chart** tab. This bar chart illustrates January sales for each city.
3. Press **[Ctrl]+[PageUp]**. This moves to the **Owners** worksheet.
4. Press **[Ctrl]+[PageDown]**. Now, the active tab is the **Chart** sheet.
5. Click the **WeeklySales** tab.
6. Press **[F5]** to open the Go To dialog box.
7. Key **a5** and press **[Enter]**. The active cell is changed to cell A5. This cell contains the name of a city (Auburn), which you can see in the formula bar and on the worksheet.



REVIEW

If you cannot see column F or row 19, adjust the Zoom size.

Figure 1-9
JanIceCream.xlsx
WeeklySales sheet
Cell contents and the
formula bar


California Shops	Week 1	Week 2	Week 3	Week 4	Store Totals
Anderson	10,000	12,000	12,500	11,000	45,500
Auburn	12,000	13,000	14,500	13,000	52,500
Chico	14,000	12,000	13,000	11,500	50,500
Eureka	17,000	14,500	11,000	16,000	58,500
Fairfield	12,000	13,000	15,000	14,500	54,500
Modesto	18,000	16,000	15,000	12,000	61,000
Red Bluff	10,000	12,000	13,000	14,000	49,000
Redwood City	18,000	19,000	20,000	21,000	78,000
Salinas	24,000	21,000	19,000	19,500	83,500
San Francisco, 15th	22,000	23,000	25,000	20,000	90,000
San Francisco, Lombard	23,000	22,000	21,000	24,000	90,000
San Francisco, West	24,000	22,000	23,500	22,500	92,000
Santa Rosa	18,000	19,000	21,000	22,000	80,000
Watsonville	15,000	13,000	12,000	14,000	54,000
California Weekly Totals	237,000	231,500	235,500	235,000	939,000



1

- Press **F5**, key **C10**, and press **Enter**. Cell C10 contains a number. In the formula bar, the number does not show the comma.
- Press **F5**, key **F17**, and press **Enter**. Cell F17 contains a formula, which you can see in the formula bar. Formulas calculate a result.

Exercise 1-9 REPLACE CELL CONTENTS

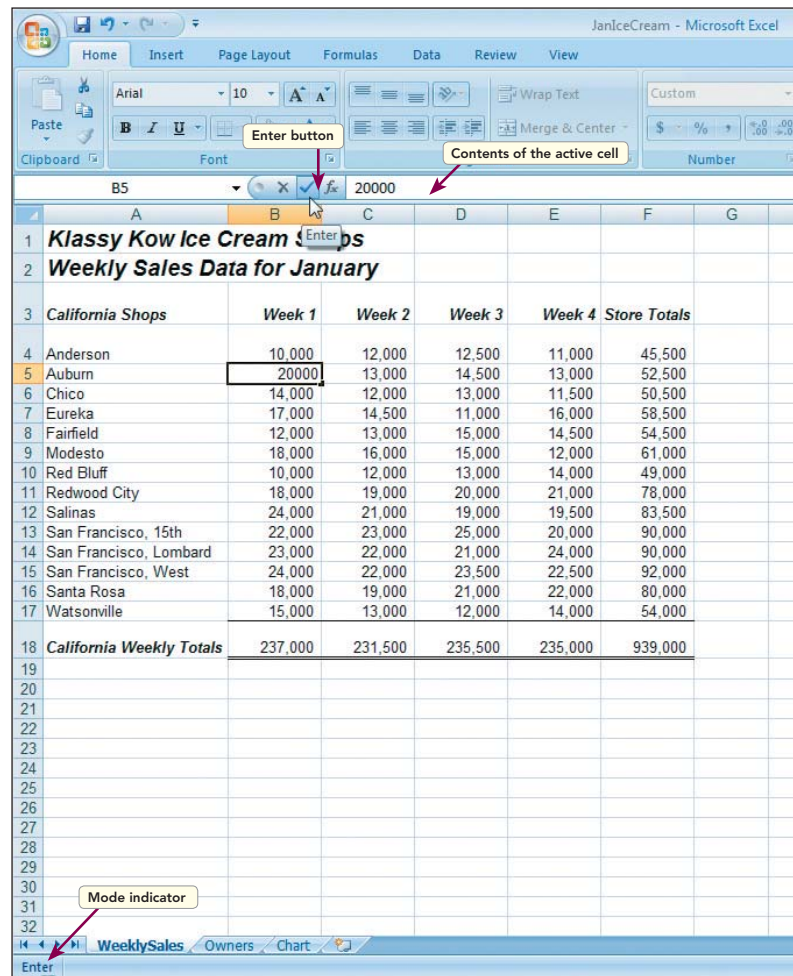
When the workbook is in Ready mode, you can key, edit, or replace the contents of a cell. To replace a cell's contents, make it the active cell, key the new data, and press **Enter**. You can also click the Enter button  in the formula bar or press any arrow key on the keyboard to complete the replacement.

If you replace a number used in a formula, the result of the formula automatically recalculates when you complete your change.

2

- Click cell B5 to make it the active cell.
- Key **20000** without a comma. As you key the number, it appears in the cell and in the formula bar. The status bar shows **Enter** to indicate that you are in Enter mode.

Figure 1-10
JanIceCream.xlsx
WeeklySales sheet
Replacing cell
contents



1

Ask students to determine what the formula calculates.

2

Explain that commas are part of the formatting for a number in this worksheet.



PP: Excel Classroom Presentation 1.

- Press **Enter**. Excel inserts a comma, and the next cell in column B is active. The “Store Total” (cell F5, 60,500) and the “California Weekly Totals” amounts (in cells B18 and F18, 245,000 and 947,000) are recalculated. The worksheet returns to Ready mode.



1

**TIP**

Commas are part of the cell format in this worksheet.

**NOTE**

Ctrl+**Enter** keeps the insertion point in the current cell.

- Press **↑** to move to cell B5. Key **10000** without a comma. Click the Enter button  in the formula bar. Notice that when you use the Enter button , the pointer stays in cell B5.
- Click the **Chart** tab. Notice the length of the Auburn bar, showing sales near \$50,000.
- Click the **WeeklySales** tab.
- In cell B5, key **0**, and press **Ctrl**+**Enter**. A zero appears as a short dash in this worksheet.
- Click the **Chart** tab. The chart on this worksheet is based on the data in the **WeeklySales** worksheet. Now that you have reduced sales, the Auburn bar is shorter.
- Click the **WeeklySales** tab and key **10000** in cell B5. Press **↵**.

Exercise 1-10 EDIT CELL CONTENTS

If a cell contains a long or complicated entry, you can edit it rather than rekeying the entire entry. Edit mode starts when you:

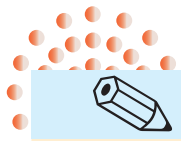
- Double-click the cell.
- Click the cell and press **F2**.
- Click the cell and then click anywhere in the formula bar.

TABLE 1-4 Keyboard Shortcuts in Edit Mode

Key	To Do This
Enter	Complete the edit, return to Ready mode, and move the insertion point to the next cell.
Alt + Enter	Move the insertion point to a new line within the cell, a line break.
Esc	Cancel the edit and restore the existing data.
Home	Move the insertion point to the beginning of the data.
End	Move the insertion point to the end of the data.
Delete	Delete one character to the right of the insertion point.
Ctrl + Delete	Delete everything from the insertion point to the end of the line.
Backspace	Delete one character to the left of the insertion point.
← or →	Move the insertion point one character left or right.
Ctrl + ←	Move the insertion point one word left.
Ctrl + →	Move the insertion point one word right.



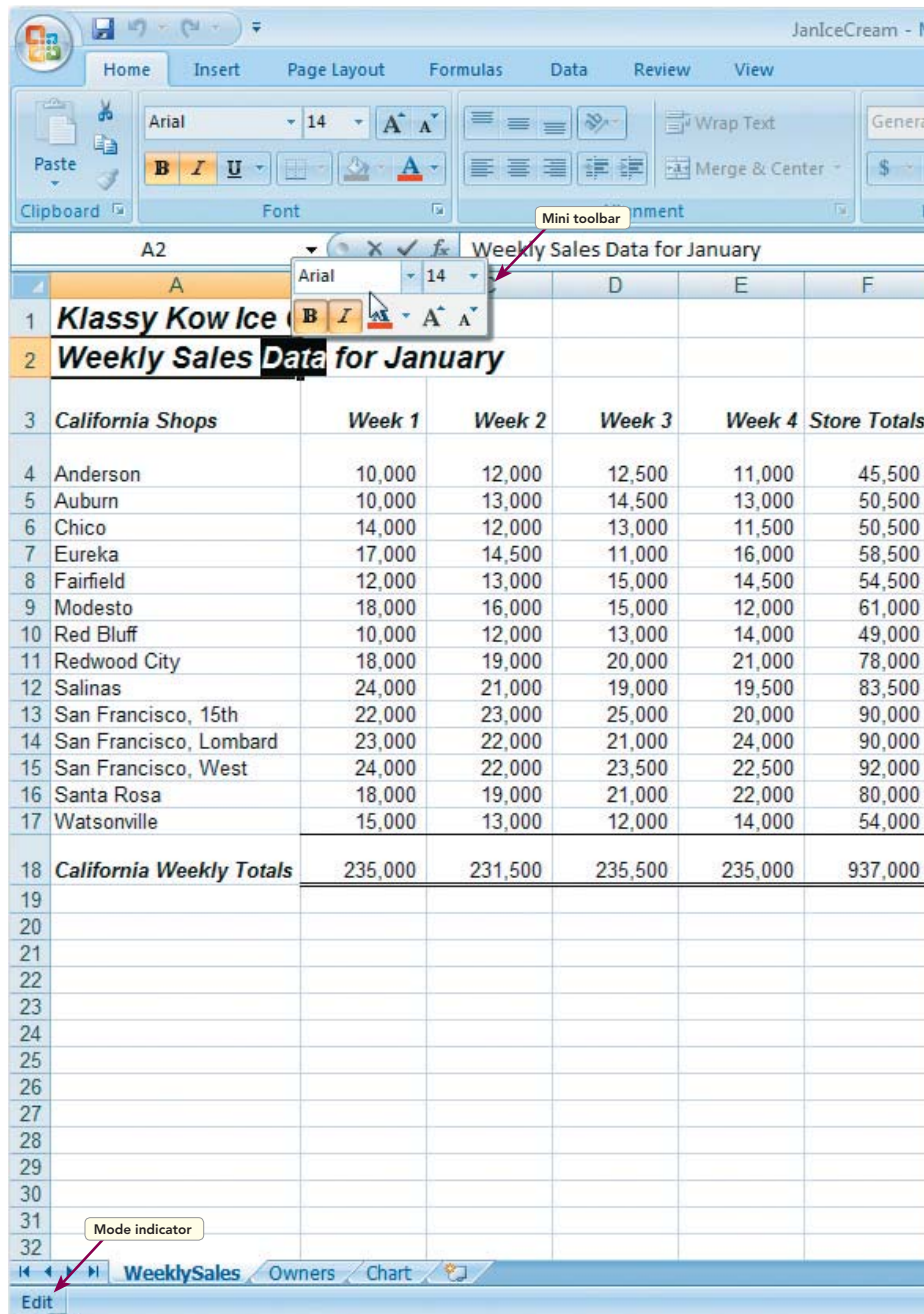
Automatic Calculation is toggled on/off on the Formulas pane of Excel Options (Microsoft Office Button).



TIP
In Edit mode, double-clicking highlights or selects a word.

1. Click cell A2. The text in cell A2 is long, and its display overlaps into columns B and C.
2. Press [F2]. Edit mode is shown in the status bar. An insertion point appears in the cell at the end of the text.
3. Double-click "Data" in the cell. A Mini toolbar appears with buttons for font editing.
4. Point at the Mini toolbar. Its appearance brightens for easy viewing.

Figure 1-11
JanIceCream.xlsx
WeeklySales sheet
Using Edit mode



5. Key **Information**. It replaces the word “Data.” The Mini toolbar has disappeared.
6. Press **[Enter]** to complete the edit. Pressing **[Enter]** does not start a new line in the cell when the worksheet is in Edit mode.
7. Double-click cell A3. This starts Edit mode, and an insertion point appears in the cell.
8. In the cell, click to the left of the first “S” in “Shops.”
9. Key **Retail** and press **[Spacebar]**. Press **[Enter]**.
10. Click cell F1. There is nothing in this cell.
11. Key your first name, a space, and your last name in the cell. Press **[Enter]**. If your name is longer than column F, part of its display might overlap into column G and even into column H.



Exercise 1-11 CLEAR CELL CONTENTS


When you clear the contents of a cell, you delete the text, number, or formula in that cell.



NOTE

A green triangle may appear in the corners of cells F5 and B18 to indicate that a formula error has occurred. Ignore the triangles for now.



1. Click cell B5. Press **[Delete]** on the keyboard. The number is deleted, and Excel recalculates the formula results in cells F5, B18, and F18.
2. Press **[→]** to move the pointer to cell C5.
3. On the **Home** tab in the **Editing** group, click the Clear button .
4. Choose **Clear Contents**. The number is deleted, and formulas are recalculated.

Exercise 1-12 USE UNDO AND REDO

The Undo command reverses the last action you performed in the worksheet. For example, if you delete the contents of a cell, the Undo command restores what you deleted. The Redo command reverses the action of the Undo command. It “undoes” your Undo.

To use the Undo command, you can:



- Click the Undo button  on the Quick Access toolbar.
- Press **[Ctrl]+[Z]** or **[Alt]+[Backspace]**.



1 Error indicators display if the option to show formulas that refer to empty cells has been selected (Microsoft Office Button, Excel Options, Formulas, Error checking rules).



2 Students may notice that an empty cell does not show the dash that they saw earlier for a zero. Explain that zero and empty are not the same.

To use the Redo command, you can:



- Click the Redo button  on the Quick Access toolbar.
- Press **Ctrl+Y** or **F4**.

Excel keeps a history or list of your editing commands, and you can undo several at once.



NOTE

The ScreenTip for the Undo button includes the most recent task, such as Undo Clear.



NOTE

Depending on the actions that have been undone and redone on your computer, your list might be different from the one shown in Figure 1-12.




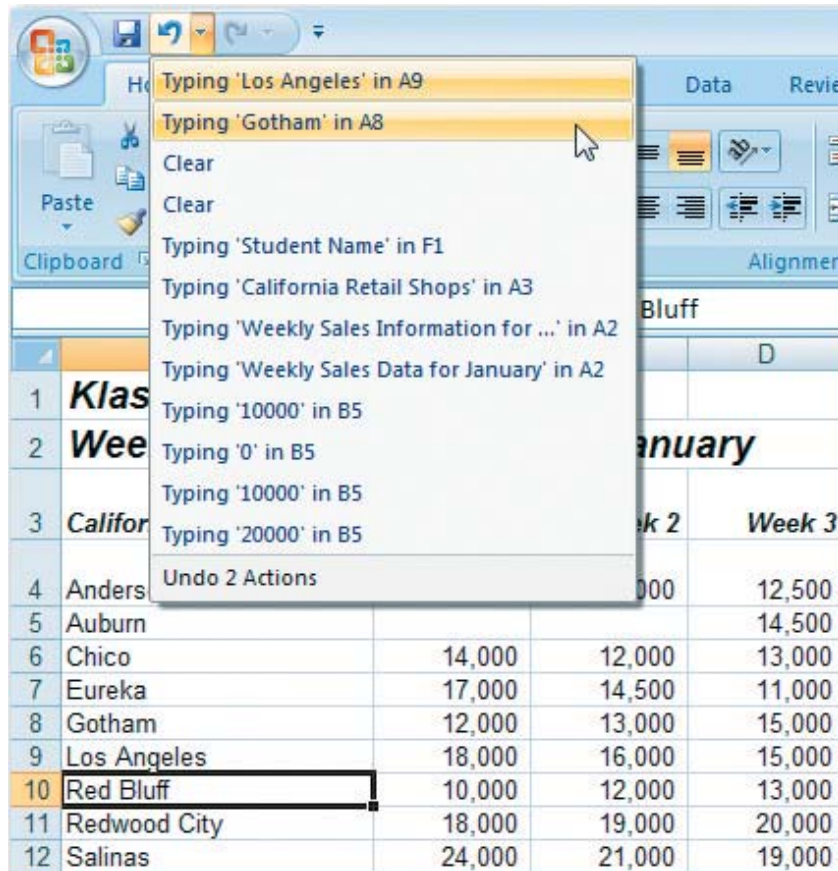


1. Click the Undo button . The number in cell C5 is restored.
2. Click the Redo button . The number is cleared again.
3. Click cell A8 and key **Gotham**. Press **Enter**.
4. In cell A9 key **Los Angeles** and press **Enter**.
5. Click the arrow next to the Undo button  to display the history list.
6. Move the mouse to highlight the top two actions and click. The last two changes are undone, and the original city names are restored.

Figure 1-12
JanIceCream.xlsx
WeeklySales sheet
Undoing multiple edits



**TIP**

If you place the pointer in cell A1 when you save a workbook, cell A1 is the active cell the next time you open the workbook.

7. Click the Redo button . The first action is restored.
8. Click the Redo button  again.
9. Press **Ctrl+Home** to place the pointer in cell A1.

OBJECTIVE 5

Managing Files

Workbook files are usually stored in folders. A *folder* is a location on a disk, network, or other drive. Folders are organized in a structure like a family tree. The top level of the tree is a letter such as C, F, or G to represent the disk or other storage device. Under each letter, you can create folders to help you organize and manage your work.

For your work in this text, you will save your files in a folder you create for each lesson.

Exercise 1-13



CREATE A NEW FOLDER AND USE SAVE AS

**NOTE**

Ask your instructor where to save lesson folders for this course.

**1 2****NOTE**

JanIceCream may be a read-only file if you opened it from a protected or restricted location. You cannot resave such a file with its existing filename.

1. Click the Microsoft Office Button  and choose **Save As**. The Save As dialog box opens. You will save **JanIceCream** with a new filename in a lesson folder.
2. Choose the drive and folder location for your work.
3. Click the New Folder button . A New Folder icon opens.
4. Key **[your initials]Lesson1**. Press **Enter**. Your new folder's name now appears in the navigation line.
5. In the **File name** box, make sure the filename **JanIceCream** is highlighted or selected. If it is not highlighted, click to select it.

Objective 5 Assignment: Exercise 1-28 (On Your Own) can be assigned after completing Objective 5.

1

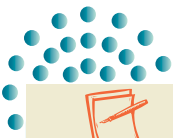
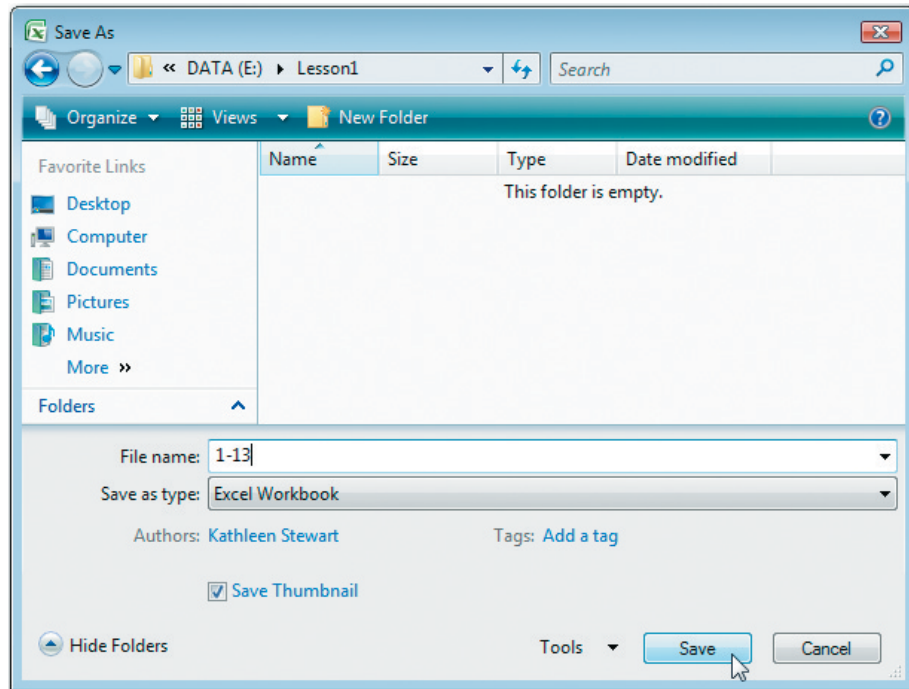
Tell students what drive/folder to use for their work folders.

2

Explain the Read-only property for files opened or copied from a protected source.

6. Key **[your initials]1-13** and click **Save**. Your new filename now appears in the title bar.

Figure 1-13
Save As dialog box



NOTE




Excel automatically assigns the **.xlsx** extension to files you save, but your computer may not be set to display filename extensions.

OBJECTIVE 6

Printing Excel Files

You can use any of these methods to print a worksheet:




- Press **Ctrl+P**.
- Click the Microsoft Office Button  and choose **Print** and then **Quick Print**.
- Click the Print button  while in Print Preview.
- Click the Quick Print button  on the Quick Access toolbar.



PP: Excel Classroom
Presentation 1.

- **Objective 6 Assignment:** Exercises 1-21 (Skills Review); 1-22, 1-23, 1-24, and 1-25 (Lesson Applications); and 1-27 (On Your Own) can be assigned after completing Objective 6.






Some methods open the Print dialog box, in which you can change printing options. The Quick Print button , if it is on the Quick Access toolbar, and choosing Quick Print from the menu send the worksheet to the printer with default print settings.

Page Layout View displays your sheet with margin and header/footer areas. You can edit your work in Page Layout View. Print Preview also shows your worksheet as it will print in a normal or reduced view. You cannot make any changes in Print Preview.

Exercise 1-14 PREVIEW AND PRINT A WORKSHEET



1. In the status bar, click the Page Layout View button . The page shows margin areas and the rulers.
2. Click the Zoom Out button  in the status bar. The worksheet is reduced to 90% magnification.
3. Click the Zoom Out button  to reach 50% magnification. Unused pages appear grayed out.
4. Click **50%** in the status bar. Choose **100%** and click **OK**.





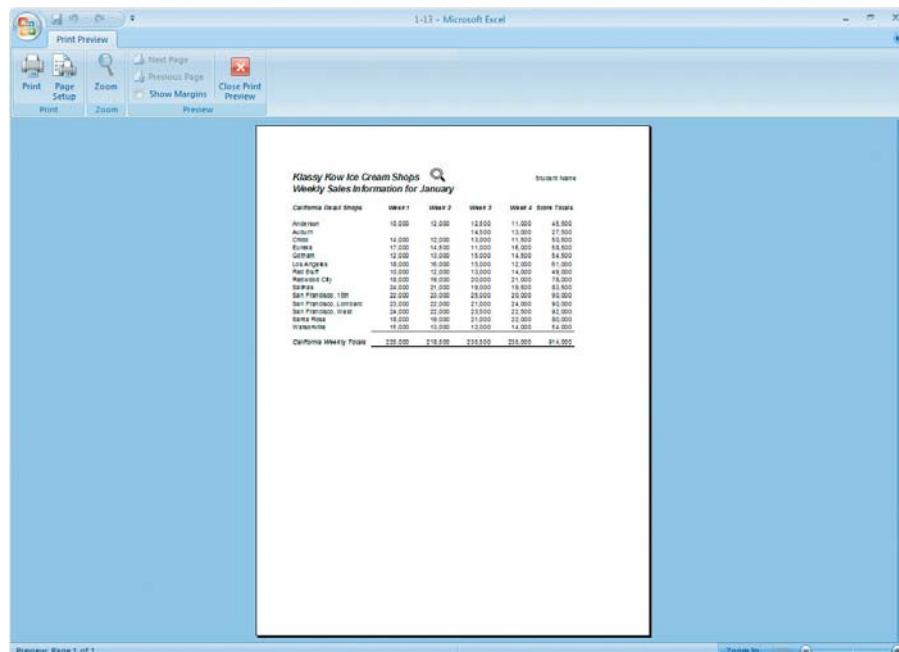
5. Click the Normal button  in the status bar.
6. Click the Microsoft Office Button  and hover over **Print**. A submenu opens.
7. Choose **Print Preview**. The worksheet is shown in a reduced size so that you can see the entire page.

Figure 1-14
1-13.xlsx
WeeklySales sheet
Worksheet in Print
Preview

The screenshot shows the Print Preview window for a worksheet titled "Weekly Sales Information for January". The worksheet contains a table with the following data:


California Great Shops	Week 1	Week 2	Week 3	Week 4	Some Totals
Anderson	12,000	12,000	12,000	11,000	47,000
Autumn	14,000	12,000	14,500	13,000	27,500
Chips	17,000	14,000	13,000	14,000	58,000
COFFEE	12,000	13,000	15,000	14,000	54,000
LOLA TIGERS	18,000	16,000	15,000	12,000	61,000
PIZZA HUT	10,000	12,000	13,000	14,000	49,000
REARVIEW CTR	16,000	18,000	20,000	21,000	75,000
SEASIDE	20,000	21,000	19,000	18,000	88,000
SAN FRANCISCO 10th	22,000	23,000	23,000	20,000	98,000
SAN FRANCISCO 14th/15th	23,000	22,000	21,000	24,000	90,000
SAN FRANCISCO 19th/20th	24,000	23,000	23,500	23,000	93,500
SUNSHINE PLACE	18,000	19,000	21,000	22,000	80,000
WATERLOO	16,000	15,000	13,000	14,000	58,000
California Weekly Total	210,000	218,000	213,500	215,000	856,500

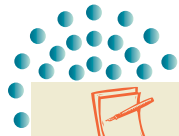


You may want to show students how to add the Quick Print button to the Quick Access toolbar. Click the Customize Quick Access Toolbar arrow and choose Quick Print.



PP: Excel Classroom
Presentation 1.

8. Move the mouse pointer near the main headings. The pointer appears as a small magnifying glass icon.
9. Click while pointing at the headings. The worksheet changes to a larger size, close to the actual print size.
10. Click anywhere to return to a reduced size. The mouse pointer appears as a white solid arrow when it will zoom out.
11. Zoom in on the “California Weekly Totals” row. Click anywhere to zoom out.
12. Click the Print button . The Print dialog box opens.
13. Press **[Enter]**. A printer icon appears on the taskbar as the worksheet is sent to the printer. Only the **WeeklySales** worksheet is printed.



NOTE

Changing the size in the Print Preview window is called zooming in and out.

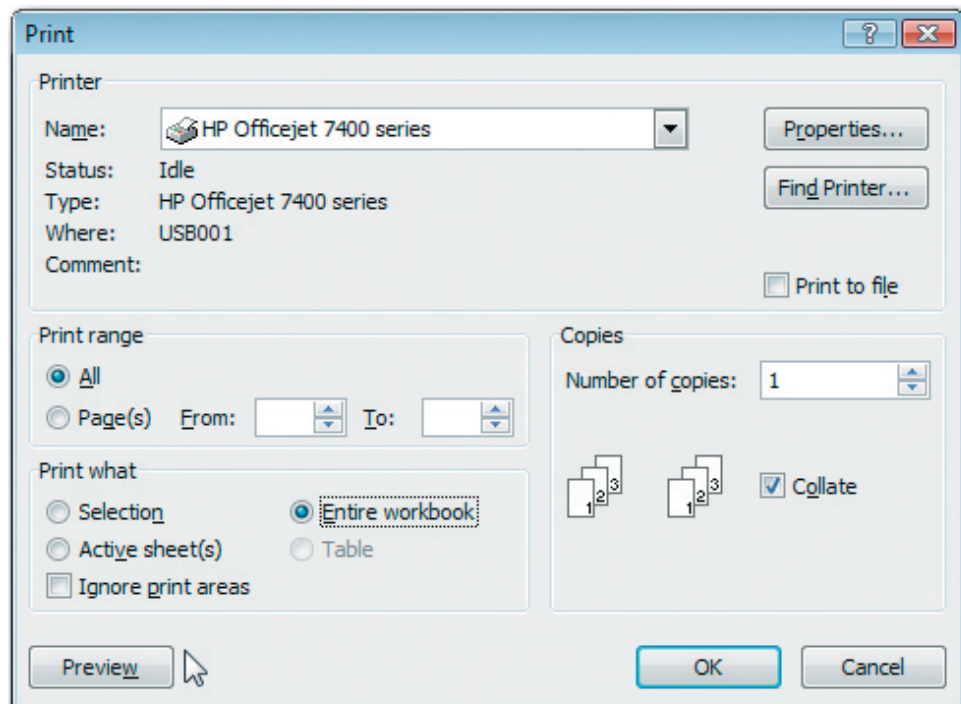


Exercise 1-15 PRINT A WORKBOOK

You can print all sheets in a workbook with one command from the Print dialog box.

1. Press **[Ctrl]+[P]**. The Print dialog box opens with your default settings.

Figure 1-15
Print dialog box



2. In the **Print what** section, choose **Entire workbook**.




Show students how to check and change printer settings in the classroom.



PP: Excel Classroom Presentation 1.




3. Click **Preview**. The reduced size shows the first page, the **WeeklySales** sheet. The status bar shows that this is page 1 of 3.
4. Press **PageDown**. This is the second sheet, the **Owners** worksheet.
5. Press **PageDown**. This is the **Chart** sheet. It is set to print in landscape orientation.
6. Click **Previous Page** two times to return to the first sheet.
7. Click the Print button . All three sheets are sent to the printer and Print Preview closes.

Exercise 1-16 SAVE AN XPS FILE

XPS is XML Paper Specification (XPS), a file type that maintains document formatting so that you or others can view or print the worksheet exactly as it was designed, with or without Excel. You need a viewer to open an XPS document, available in Windows Vista or free from Microsoft's Web site. To save a file as an XPS (or PDF) document, you must have installed this add-in at your computer.



1. Click the Microsoft Office Button  and choose **Save As**. The Save As dialog box opens. If you have opened the Publish as PDF or XPS dialog box, close it and try again.
2. Choose **[your initials] Lesson1** as the location.
3. In the **File name** box, make sure the filename **[your initials]1-13** is highlighted or selected. If it is not highlighted, select it.
4. Key **[your initials]1-16**.



TIP

You can also save a document as an Adobe PDF file so that others can view it without Excel.

5. Click the **Save as type** arrow. A list of file types opens.
6. Find and choose **XPS Document**. The same document name is assumed, but it will have a different extension.



7. Choose **Standard** as the **Optimize for** option. Click to deselect **Open file after publishing**.
8. Click **Options** and choose **Entire workbook** in the **Publish what** group. Click **OK** (see Figure 1-16).
9. Click **Save**. Your workbook is still open, and the XPS file is saved separately.



Make sure students understand portrait and landscape print settings.

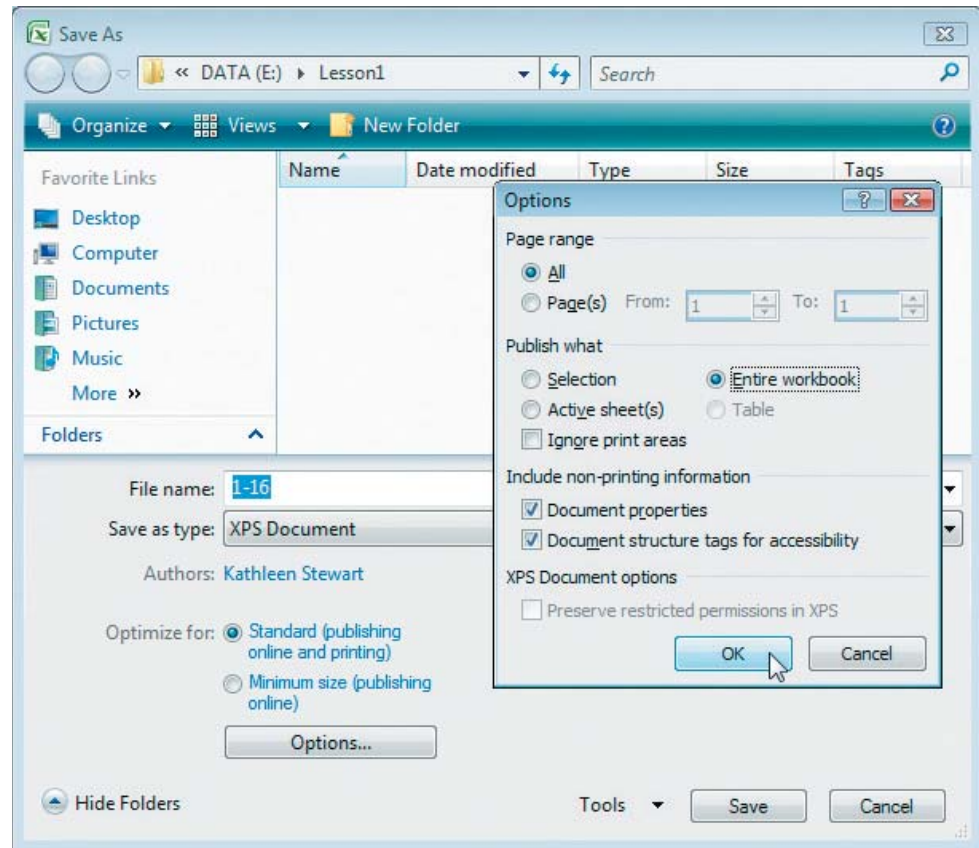


Discuss how you want students to submit work. The Save as PDF and XPS add-ins must be installed for students to complete this exercise. Talk about XPS format and the need for a viewer. Compare it to Adobe's PDF format.



If students choose PDF or XPS from the Save As submenu, the Publish as PDF or XPS dialog box opens. This dialog box is different from the Save As dialog box but does include the same information. Check this at classroom computers.




Figure 1-16
Saving an XPS
document



Exercise 1-17 EXIT EXCEL

You can exit Excel and close the workbook at the same time. If you give the command to exit Excel, you will see a reminder to save the workbook if you have not yet done so.

There are several ways to close a workbook and exit Excel:

- Click the Microsoft Office Button  and choose **Exit Excel**.
- Use the Close button  to first close the workbook and then to close Excel.
- Use the keyboard shortcut **Alt+F4** to exit Excel.
 1. Click the Microsoft Office Button .
 2. Choose **Exit Excel**. Do not save changes if asked.


Using Online Help



Online Help is available at your computer and on the Microsoft Office Web site. An easy way to use Help is to key a short request in the search text box at the top of the opening screen.





GET ACQUAINTED WITH USING HELP:

1. Start Excel and click the Microsoft Office Excel Help button .
2. In the search box, key **get help** and press **[Enter]**.
3. From the list of topics, find a topic that will explain how to use help and click it. Click **Show All**.
4. Read the information and close the Help window.

















Lesson 1 Summary

1

- Excel opens with a blank workbook and the Ribbon. The active command tab on the Ribbon changes depending on what you are doing.
- A new workbook opens with three worksheets. A worksheet is an individual page or tab in the workbook.
- Press **[Ctrl]+[PageUp]** and **[Ctrl]+[PageDown]** to move between worksheets in a workbook.
- Worksheets are divided into cells, which are the intersections of rows and columns. The location of the cell is its address (also called its cell reference).
- Move the pointer to a specific cell with the Go To command or by clicking the cell.
- The active cell is outlined with a black border. It is ready to accept new data or a formula or to be edited.
- The Name Box shows the address of the active cell. You can also use it to change the active cell.
- If you use the scroll box or arrows to reposition the worksheet on the screen, the active cell does not change.
- The Zoom size controls how much of the worksheet you can see at once.
- Replace any entry in a cell by clicking the cell and keying new data. Edit long or complicated cell data rather than rekeying it.
- The Undo button  and the Redo button  both have history arrows so that you can undo or redo multiple commands at once.
- Preview your worksheet or the entire workbook before printing it. To preview and print all the worksheets in a workbook, click the Microsoft Office Button and choose Print. Then choose **Entire workbook**.

1

Encourage students to use the Lesson Summary to review the important concepts in this lesson.

LESSON 1		Command Summary	
Feature	Button	Task Path	Keyboard
Collapse ribbon			Ctrl + F1
Clear cell contents		Home, Editing, Clear, Clear Contents	Delete
Close workbook		Microsoft Office, Close	Ctrl + W or Ctrl + F4
Exit Excel		Microsoft Office, Exit Excel	Alt + F4
Full Screen		View, Workbook Views, Full Screen	
Go To		Home, Editing, Find & Select, Go To	Ctrl + G or F5
KeyTips			Alt or F10
Normal View		View, Workbook Views, Normal	
Open workbook		Microsoft Office, Open	Ctrl + O
Page Layout View		View, Workbook Views, Page Layout View	
Print		Microsoft Office, Print	Ctrl + P
Print Preview		Microsoft Office, Print, Print Preview	
Redo			Ctrl + Y or F4
Save As		Microsoft Office, Save As	F12 or Alt + F2
Undo			Ctrl + Z or Alt + Backspace
Zoom In			
Zoom Out			
Zoom Size		View, Zoom	

1

1

Point out that the Command Summary lists a variety of ways to accomplish a specific task. Students can decide which method they prefer to use for a specific purpose.


CLOSE

Concepts Review

TEST BANK

True/False Questions

Each of the following statements is either true or false. Indicate your choice by circling T or F.

- T F 1. A worksheet contains at least one workbook.
- F 2. The Name Box shows the address of the active cell.
- T F 3. The Zoom size for a particular worksheet is permanent.
- T F 4. You can use the scroll bars to move the pointer to a specific cell.
- F 5. You can replace a cell's contents by clicking the cell and keying new data.
- T F 6. You must use Windows Explorer to create a new folder.
- F 7. Edit mode starts when you press .
- T F 8. If you click the Print button  while viewing a sheet in print preview, all worksheets in a workbook are printed.

Short Answer Questions

Write the correct answer in the space provided.

1. What is the name for the cell with a heavy black border that is ready to accept new data or a formula?

The active cell

2. Give an example of a cell address in the first column of a worksheet.

A1, A2, A5, A26, etc.

3. What is the screen element that contains command tabs?

The Ribbon

4. What command enables you to use a different filename for a workbook as it is saved?

Save As

5. What is the keyboard shortcut to move the pointer to cell A1?

+

CLOSE

Concepts Review:

Allows students to check their understanding.

TEST BANK

Consider using the Test Bank to provide an additional review of lesson concepts. It may also be used as an assessment tool.

6. Which part of the Excel screen shows the contents of the active cell?

The formula bar

7. How do you print all three sheets in a workbook with one command?

Click Microsoft Office Button and choose Print or press **Ctrl**+**P**. Choose Entire Workbook.

8. What do you use to reposition the worksheet on the screen without changing the location of the active cell?

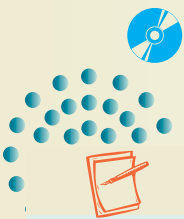
The scroll bars or the scroll box

Critical Thinking

Answer these questions on a separate page. There are no right or wrong answers. Support your answers with examples from your own experience, if possible.

1. You can replace or edit cell contents. Discuss when you might use each procedure.
2. Why should you use folders for organizing your files? Give examples of folder names that might be used in an auto dealership's office.

Skills Review



NOTE

Prepare your answers to questions in the Skills Review exercises as instructed for submission to your instructor. Include your name, the exercise number, and the question number.



NOTE

If Excel is already running, press **Ctrl**+**N** to start a new workbook.

Exercise 1-18

Start Excel and navigate in a workbook.

1. Start Excel and navigate in a workbook by following these steps:
 - a. Turn on the computer and start Excel.
 - b. Press **Ctrl**+**PageDown** two times. Which sheet is active?
 - c. Drag the scroll box on the vertical scroll bar to the bottom of the scroll bar. What is the last row shown on the worksheet?
 - d. Press **Ctrl**+**PageUp** two times. Which sheet is active?
 - e. Press **Ctrl**+**G** and key **a35**. Press **Enter**. What appears in the Name Box?
 - f. Press **Tab**. What is the active cell?
 - g. Press **Shift**+**Tab**. What is the active cell?

Critical Thinking Questions:
Answers will vary based on students' preferences, observations, experiences, and research.

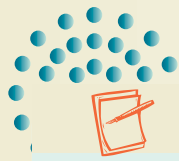
Skills Review Exercises:
Provides guided practice for students. Objectives are indicated for each exercise.



Exercise 1-18:
Objectives: 1, 2
Solution Files: None



Review how to maximize and restore windows.




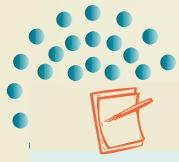
1

NOTE

When there is no data on a worksheet, **Ctrl+End** goes to cell A1.



- m. Click the Close button . Do not save the workbook if a message box appears.



2

NOTE

This worksheet has an icon set, a conditional format. Values equal to or greater than 50 have a green circle; others have a yellow circle.



3



4




NOTE

Prepare your answers to questions in the Skills Review exercises as instructed for submission to your instructor. Include your name, the exercise number, and the question number.

- h. Press **Ctrl+Home**. What is the active cell?
- i. Press **Ctrl+G**, key **d15**, and press **Enter**. Press **Ctrl+End**. What is the active cell?
- j. Press **Alt**. What is the KeyTip for the Formulas tab? Press **Esc**.
- k. Press **Ctrl+F1**. What has happened?
- l. Press **Ctrl+F1** again.

Exercise 1-19

Open a workbook. Edit a worksheet.

- Open a workbook by following these steps:
 - Click the Microsoft Office Button  and choose **Open**.
 - Choose the drive and folder according to your instructor's directions.
 - Find **MarAdv** and double-click it.
- Edit a worksheet by following these steps:
 - Press **Ctrl+G**, key **b5**, and press **Enter**.
 - Key **2000** and press **Enter**. What is the new total for the Bremerton store?
 - Click cell D10 and press **Delete**. What is the total for this week?
 - Click the arrow next to the Undo button . What are the first two tasks listed?
 - Press **Esc**.
 - Click the Close Window button . Choose **No** to discard your changes.

**Exercise 1-20**

Edit a worksheet. Manage files.

- Open **MarAdv**.
- Edit a workbook by following these steps:
 - Click cell A2 and press **F2**. What is the current mode for your worksheet?

1

Answers to Exercise 1-18:

- 1b: Sheet3
 1c: Row 25-35 (depends on screen resolution)
 1d: Sheet1
 1e: A35
 1f: B35
 1g: A35
 1h: A1
 1i: A1
 1j: **M**
 1k: The ribbon is collapsed.

**Exercise 1-19:**

- Objectives: 3, 4
 Required Files: MarAdv
 Solution Files: None

2

Icon sets are part of the conditional formatting options. Students will learn how to set them soon.

3

Tell students that the new total is recalculated because cell F5 has a formula.

4

Answers to Exercise 1-19:

- 2b: 2,220
 2c: 300
 2d: Clear; Typing "2000" in B5

Exercise 1-20:

- Objectives: 3, 4, 5
 Required Files: MarAdv
 Solution Files: Sol1-20 on Instructor Disk

**REVIEW**

The Mini toolbar will appear when you select text for editing.

1**TIP**

Click or double-click to select a filename with no spaces.

**TIP**


F12 is the keyboard shortcut for File, Save As.



- b. Double-click “March” and key **April**. Press **Enter**. What is the active cell?
- c. Double-click cell A11. How can you select or highlight the word “California”?
- d. Delete “California.” Delete the space before “W.”

e. What key will finish your editing in cell A11?




3. Manage files by following these steps:

- a. Click the Microsoft Office Button  and choose **Save As**. What folder appears in the navigation line?
- b. Set the folder to **[your initials]Lesson1**. Where is this folder located?
 - c. In the **File name** box, make sure the original name is highlighted. If it is not, select the filename.
 - d. Key **[your initials]1-20** and press **Enter**.
 - e. What filename appears in the title bar?

4. Click the Close Window button .

Exercise 1-21

Edit cells. Print a worksheet.

1. Open **MarAdv**.
2. Press **F12**. Set the **Save in** folder to **[your initials]Lesson1**.
3. In the **File name** box, select the filename. Key **[your initials]1-21** and press **Enter**.
4. Edit cells by following these steps:
 - a. Click cell A2 and press **F2**.
 - b. Double-click “March” and key **May**. Press **Enter**.
 - c. Double-click cell A11. Double-click “California.”
 - d. Key **Washington** and press **Enter**.
 - e. Click cell F1. Key your first and your last name and press **Enter**.
5. Print a worksheet by following these steps:
 - a. Click the Microsoft Office Button  and hover over **Print**.
 - b. Choose **Print Preview**.
 - c. Point near the main heading and click. Point anywhere and click again.
 - d. Click the Print button . Click **OK** in the dialog box.
6. Click the Close Window button .
7. Choose **Yes** to save changes.

1**Answers to Exercise 1-20:**

2a: Edit mode 2b: A3

2c: Double-click it

2e: **Enter**, **Tab**, **Shift**+**Tab**

3a: Varies by classroom 3b: Varies by classroom
3c: [initials]1-20

**Exercise 1-21:**

Objectives: 3, 4, 5, 6

Required Files: MarAdv

Solution Files: Sol1-21 on

Instructor Disk

Lesson Applications



REVIEW

Set the Zoom size so that you can see as much of the data as possible.



TIP

You do not need to key commas in this worksheet. They are part of the formatting.



NOTE

Numbers align at the right edge of a cell; text aligns at the left edge. You may see green triangles in cells C11 and D11 to mark formula errors.



NOTE

This sheet uses separator rows and columns with borders.

Exercise 1-22

Open a workbook. Edit and print a worksheet.

1. Open **JanIceCream**.
2. Edit cell A2 to show the current month.
3. Change the first week total for Modesto to **15500**.
4. Key your first and your last name in cell A20. Press **Ctrl+Home**.
5. Save the workbook as **[your initials]1-22** in your Lesson 1 folder.
6. Prepare and submit your work. Close the workbook.

Exercise 1-23

Open a workbook. Edit a worksheet. Print a worksheet.

1. Open **BarSales**.
2. Without changing the en dash (–), edit cell B4 to show **2006–2008**.
3. Change the fourth quarter amount for 2007 to **55000**.
4. Key your first and your last name in cell A14. Press **Ctrl+Home**.
5. Save the workbook as **[your initials]1-23** in your Lesson 1 folder.
6. Prepare and submit your work. Close the workbook.



ASSESS

Lesson Applications: Provides independent practice for students and may be used for assessment. Objectives are indicated for each exercise.



Exercise 1-22:

Objectives: 3, 4, 5, 6
Required Files: JanIceCream
Solution Files: Sol1-22 on Instructor Disk.



Encourage students to edit cells rather than rekeying data.



Inform students how they should submit work to you—by print copy, the Excel file, an XPS file, or a PDF file. The exercises tell them only to submit their work.




Exercise 1-23:

Objectives: 3, 4, 5, 6
Required Files: BarSales
Solution Files: Sol1-23 on Instructor Disk




Students may notice that the cell contents do not appear to be in cell B4. These labels have Centering Across Selection applied.




TIP

It is good practice to position the pointer at cell A1 before saving so the worksheet opens with that cell as the active cell.



NOTE

The chart shows shades of gray for the bars on a non-color printer.



TIP

Start in cell B4 and press **[Enter]** to key the values down a column.

Exercise 1-24

Open and edit a workbook. Print a workbook.

1. Open **JuneIceCream**. This worksheet has data bars, another type of conditional format.
2. In cell F1 on the **WeeklySales** sheet, key your first and last name. Press **[Ctrl]+[Home]**.
3. In cell B18 on the **Owners** sheet, key your first and last name. Press **[Ctrl]+[Home]**.
4. Press **[Ctrl]+[P]** and select the option to print the entire workbook. Preview the workbook before printing it.
5. Save the workbook as **[your initials]1-24** in your Lesson 1 folder.
6. Prepare and submit your work. Close the workbook.


Exercise 1-25 ♦ Challenge Yourself


Open a workbook. Edit worksheets. Print a workbook.


1. Open **JanIceCream**.
2. On the **WeeklySales** sheet, change the values for the first week as shown here.
3. In cell E1, key **Prepared by [your first and last name]**. Press **[Ctrl]+[Home]**. Preview and print the sheet.
4. On the **Owners** sheet, key your first and last name in cell C1. Press **[Ctrl]+[Home]**. Preview and print the sheet.
5. Save the workbook as **[your initials]1-25** in your Lesson 1 folder.
6. Prepare and submit your work. Close the workbook.

Figure 1-17

	A	B
4	Anderson	12000
5	Auburn	14000
6	Chico	12000
7	Eureka	18000
8	Fairfield	15000
9	Modesto	16000
10	Red Bluff	11000
11	Redwood City	16000
12	Salinas	26000
13	San Francisco, 15th	24000
14	San Francisco, Lombard	24000
15	San Francisco, West	[Do not change]
16	Santa Rosa	19000
17	Watsonville	16000

 **Exercise 1-24:**
 Objectives: 3, 4, 5, 6
 Required Files: JuneIceCream
 Solution Files: Sol1-24 on Instructor Disk

 Conditional formatting now includes data visualizations. They are data bars, color scales, and icon sets.

 **Exercise 1-25:**
 Objectives: 3, 4, 5, 6
 Required Files: JanIceCream
 Solution Files: Sol1-25 on Instructor Disk

On Your Own

In these exercises you work on your own, as you would in a real-life work environment. Use the skills you've learned to accomplish the task—and be creative.

Exercise 1-26

Open **JuneIceCream**. On the **WeeklySales** sheet, practice each of the navigation shortcuts shown in Table 1-2. On the **Owners** sheet, change each owner's name to someone you know. Include your own name as one of the owners. Print this worksheet. Save the workbook as **[your initials]1-26** in your Lesson 1 folder. Prepare and submit your work. Close the workbook.

Exercise 1-27

Open **MarAdv**. Change the month to this month. Using the Internet or a map, change each city to a different city in your state. Change other labels to specify your state, too. Key your first and last name in cell A14. Save the workbook as **[your initials]1-27** in your Lesson 1 folder. Prepare and submit your work.

Exercise 1-28

In the Open dialog box, experiment changing the views. Select and highlight the filename of each of the workbooks you used in this lesson (BarSales, JanIceCream, JuneIceCream, and MarAdv). Which of these files does not have a thumbnail preview? In the Excel Help system, look up document properties. Then open the Lesson 1 file(s) without a thumbnail and resave them with that property in your folder.

On Your Own Exercises:

These exercises are entirely free-form and do not provide steps or suggestions. No solutions are provided. Encourage students to be creative. You might assign some exercises as group projects. Some exercises might be appropriate for inclusion in a student's portfolio.

Exercise 1-26:

Objectives: 1, 2
Required Files: JuneIceCream

Exercise 1-27:

Objectives: 3, 4, 5, 6
Required Files: MarAdv

Exercise 1-28:

Objectives: 5
Required Files: BarSales,
JanIceCream, JuneIceCream, MarAdv

