

Century 21 *Jr.*

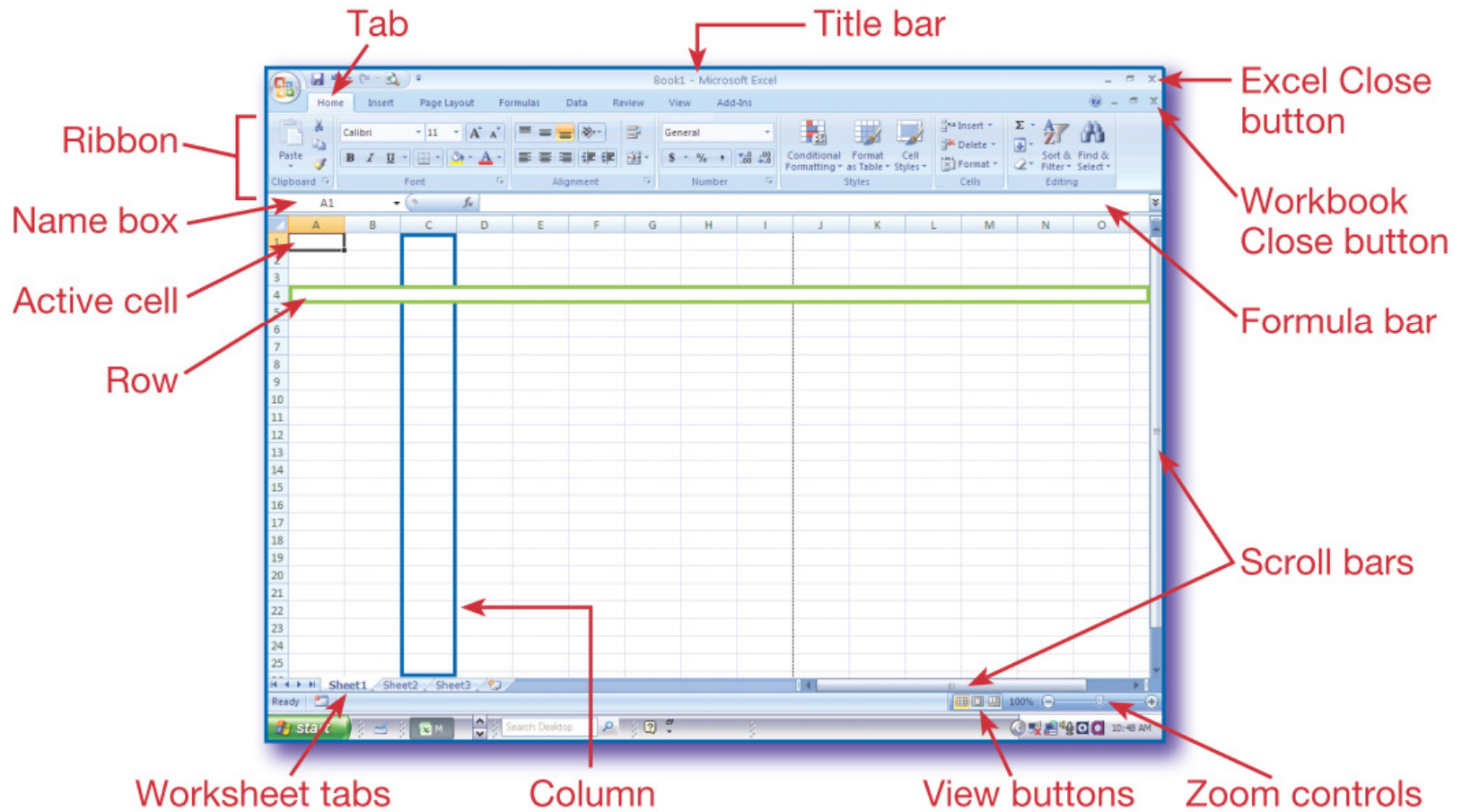
Input Technologies &
Computer Applications

KEYBOARDING

Review Ch. 15 – Spreadsheet and Worksheet Basics

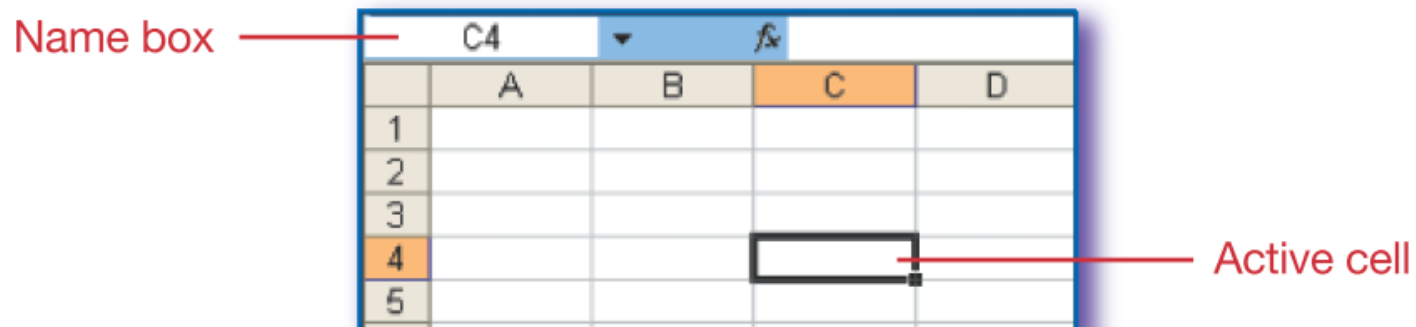
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Excel Worksheet



Move Around a Worksheet

- Use the mouse and scroll bars
- Use → and ← (or TAB)
- Use PAGE UP and PAGE DOWN keys
- Use F5 and enter a cell address
- Use CTRL-HOME and CTRL-END



Enter Data

- To record data keyed in a cell, press ENTER or TAB
- To cancel data entry, press ESC

Cancel icon

Enter icon

Title centered across columns

Text in column head that is centered

Text that is left-aligned

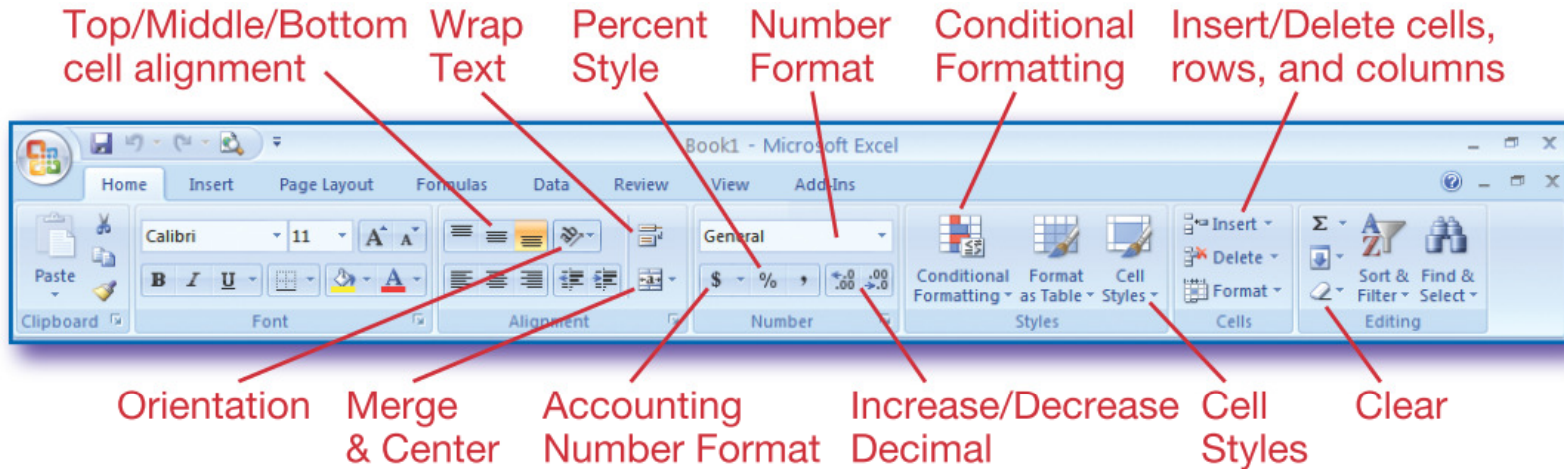
Number that is right-aligned

Data being entered in active cell

Number that is center-aligned

	A	B	C	D	E	F
1	TRI-HIGH GOLF MATCH					
2						
3	Name	Last Name	Gender	Class	School	Score
4	Susan	Druhan	Female	10	Ford	85
5	Denise	Richardson	Female	10	Ford	82
6	Anthony	Dias	Male	11	Ford	79
7	Carla	Santiago	Female	11	Ford	77

Formatting a Worksheet



- Format one cell or a range of cells

Number of rows and columns in cell range

7R x 2C fx 13579

	A	B	C
1	LOCKER ASSIGNMENTS		
2			
3	Name	Locker	Grade
4	Ann	13579	7
5	Barb	24680	7
6	Connie	14703	8
7	Dora	25814	8
8	Eve	97532	7
9	Flora	86420	7
10	Grace	63074	8
11			

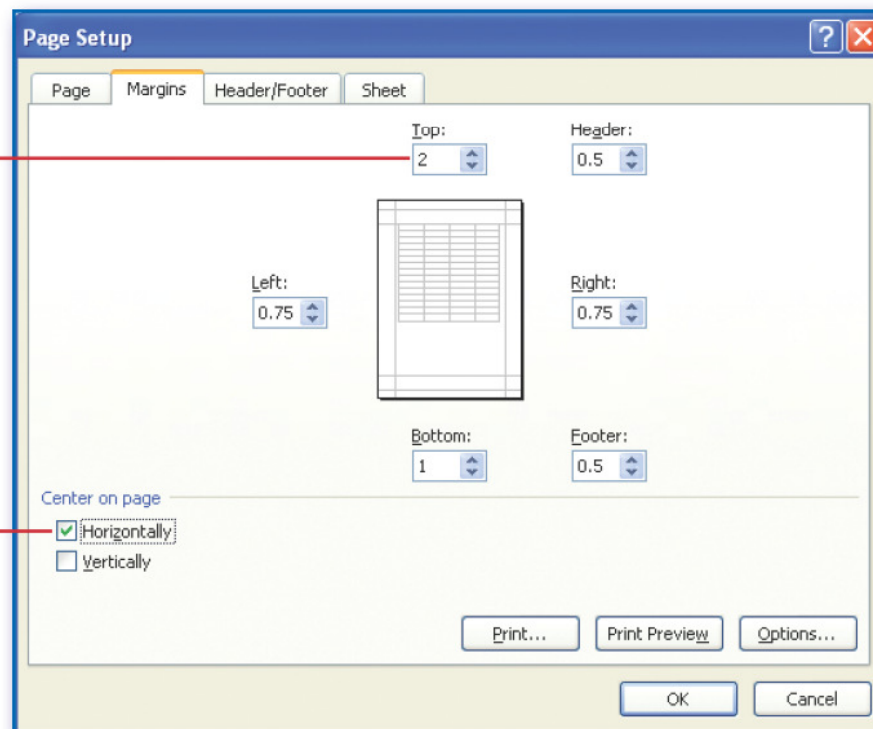
Selected cell range B4:C10

Printing Worksheets

- Use Print Preview to check
- Change margins or center if needed

Change the top margin to 2 inches.

Check the Horizontally center option.



Formulas

- Begin formulas with equal sign (=)
- Order of solving:
 - Calculations inside parentheses first
 - Multiplication and division (in order)
 - Addition and subtraction (in order)

Results displayed in cell

Formula bar

	A	B	C	D	E	F
1	JACKSON SCHOOL FALL FESTIVAL					
2						
3		Games	Food	T-Shirts	Total	T-Shirts %
4	Receipts	\$ 289.50	\$ 348.75	\$ 125.00	\$ 763.25	
5	Expenses	\$ 50.00	\$ 151.33	\$ 75.00	\$ 276.33	
6	Profit	\$ 239.50	\$ 197.42	\$ 50.00	\$ 486.92	10%
7						

Functions

- Predefined formula
- Common functions include:
 - SUM (adds numbers)
 - AVERAGE (finds the average of a range)
 - COUNT (counts the numbers in a range)
 - MIN (finds the smallest number in a range)
 - MAX (finds the largest number in a range)
- AutoSum: select a function and *Excel* automatically suggests a range

Edit and Clear Cells

Click the cell to be edited. Click the formula bar.

A screenshot of an Excel spreadsheet. Cell B1 is selected and highlighted. The formula bar above the spreadsheet shows the text 'Buckholz'. A red arrow points from the text 'Click the cell to be edited' to cell B1, and another red arrow points from 'Click the formula bar' to the formula bar.

	A	B	C	D	E
1	Robin	Buckholz	Female		
2	Robert	Banks	Male		
3					
4					

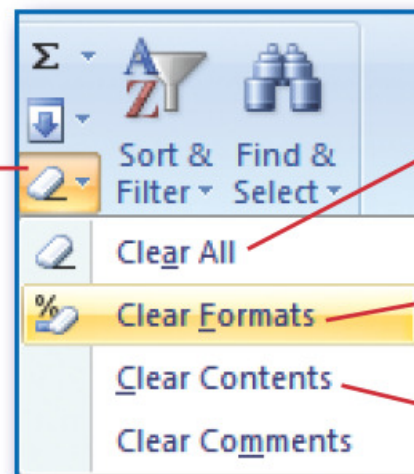
Key the new data.

A screenshot of an Excel spreadsheet. Cell B1 is selected and highlighted. The formula bar above the spreadsheet shows the text 'Buckheld'. A red arrow points from the text 'Key the new data.' to the formula bar.

	A	B	C	D	E
1	Robin	Buckheld	Female		
2	Robert	Banks	Male		
3					
4					

Click the **Enter** icon or tap ENTER.

Clear button



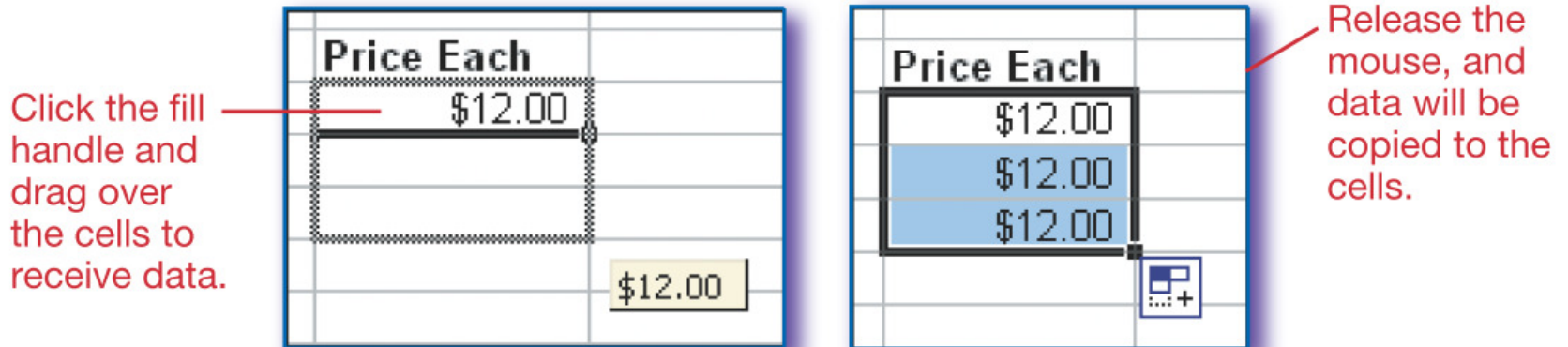
Click here to remove cell formats and contents.

Click here to remove cell formats only.

Click here to remove cell contents only.

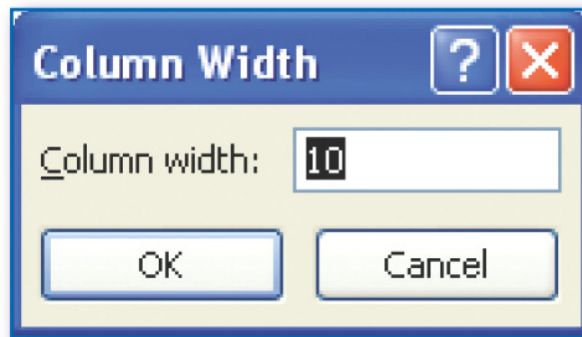
Copy and Move Data

- Use Cut, Copy and Paste from the Clipboard group on the Home tab
- Use the fill handle to copy to adjacent cells:



Change Column Width

- Specify exact width
 - select Column Width from the Format option in the Cells group on the Home tab

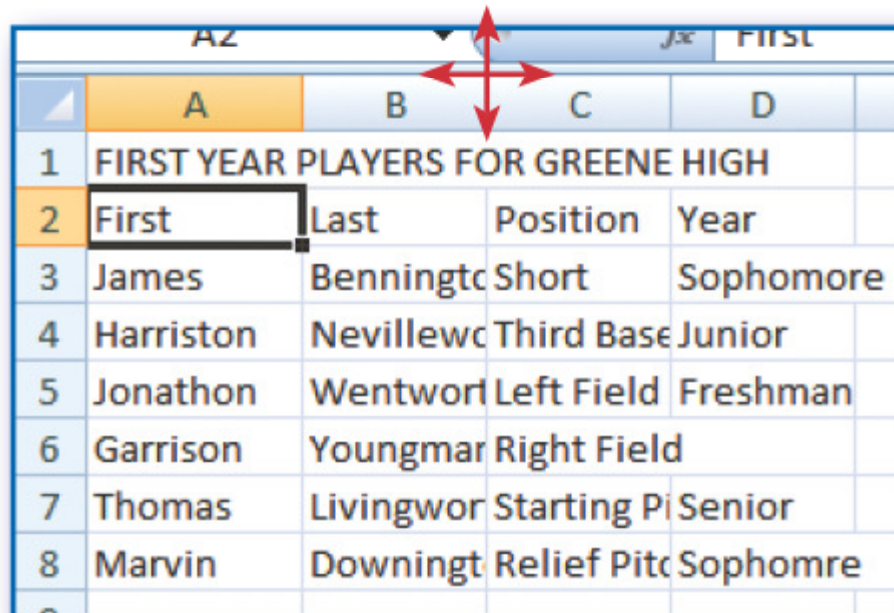


- Apply to multiple columns
 - Select column heads then apply width change

Change Column Width

- Adjust column width automatically to fit the longest item in the column
 - Double click the right column border

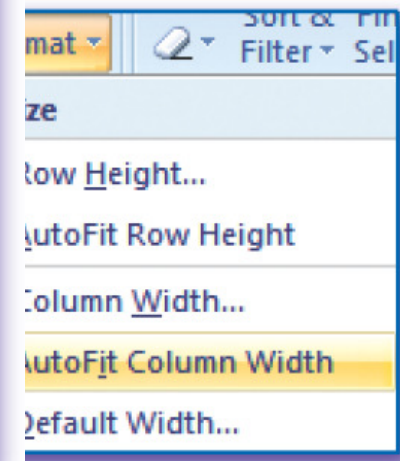
– Or



	A	B	C	D
1	FIRST YEAR PLAYERS FOR GREENE HIGH			
2	First	Last	Position	Year
3	James	Bennington	Short	Sophomore
4	Harriston	Nevillewood	Third Base	Junior
5	Jonathon	Wentworth	Left Field	Freshman
6	Garrison	Youngman	Right Field	
7	Thomas	Livingston	Starting Pitcher	Senior
8	Marvin	Downington	Relief Pitcher	Sophomore

ature

- Can also adjust column width manually
 - Select the column



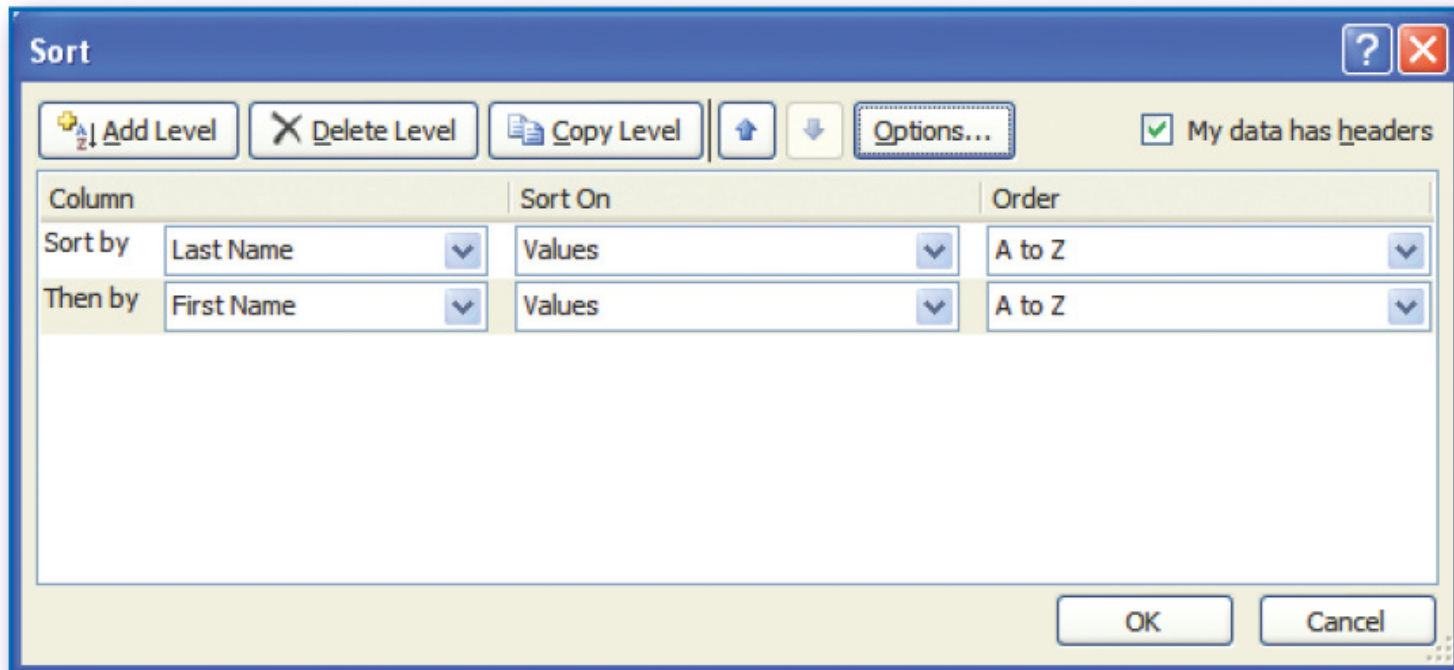
Inserting and Deleting Rows and Columns

Click and drag over row headings to select rows.

	A	B	C	D	E	
1	VEHICLE RECORDS					
2						
3	Name	Cars	Trailers	Vans		
4	Holt	225	13	115		
5	Nedro	243	17	97		
6	Peters	212	21	87		
7						
8						

- Press the Insert button in the Cells group on the Home tab
- Press the Delete button in the Cells group on the Home tab

Sorting Worksheet Data



Different Sorts of Same Data

Sort by period and names

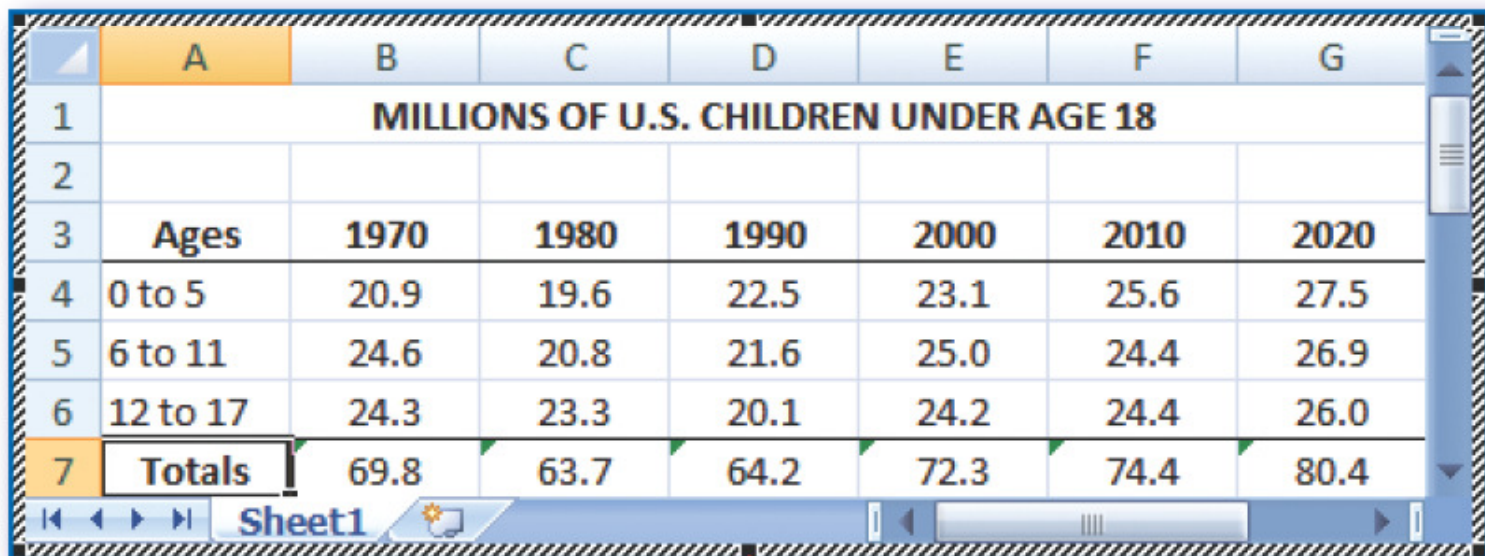
ART CLASS ENROLLMENT		
Last Name	First Name	Period
Allen	James	2
Biddle	Claire	2
Biddle	Mary Ann	2
Davis	David	2
Davison	Jay	2
Graff	Robert	2

Sort by period only

ART CLASS ENROLLMENT		
Last Name	First Name	Period
Graff	Vincent	2
Graff	Robert	2
Hall	Doris	2
Julian	Betty	2
Nevin	Stan	2
Nevin	Bill	2

Insert Worksheet in *Word*

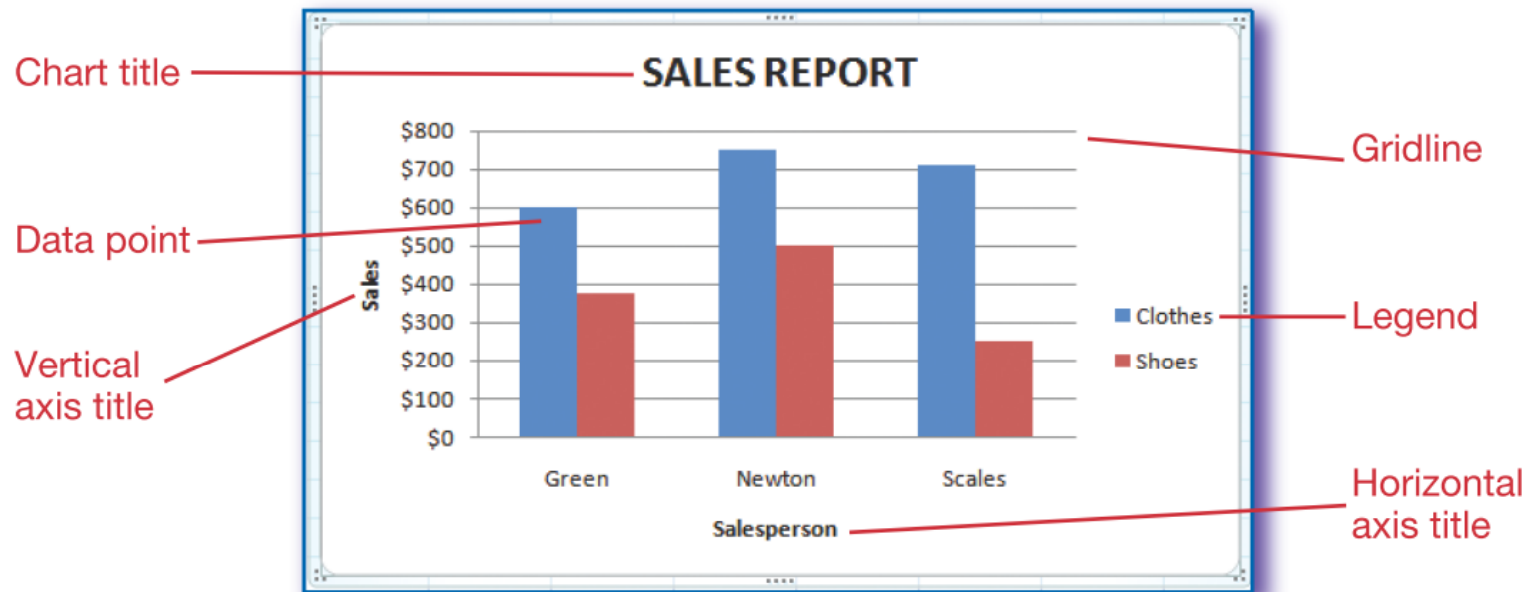
- In Word, click Table button in the Tables group on the Insert tab
- Select *Excel/Worksheet*



	A	B	C	D	E	F	G
1	MILLIONS OF U.S. CHILDREN UNDER AGE 18						
2							
3	Ages	1970	1980	1990	2000	2010	2020
4	0 to 5	20.9	19.6	22.5	23.1	25.6	27.5
5	6 to 11	24.6	20.8	21.6	25.0	24.4	26.9
6	12 to 17	24.3	23.3	20.1	24.2	24.4	26.0
7	Totals	69.8	63.7	64.2	72.3	74.4	80.4

Sizing handle

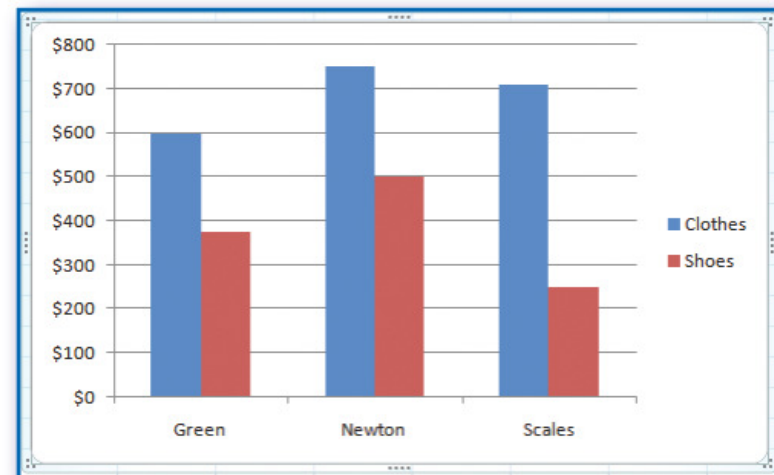
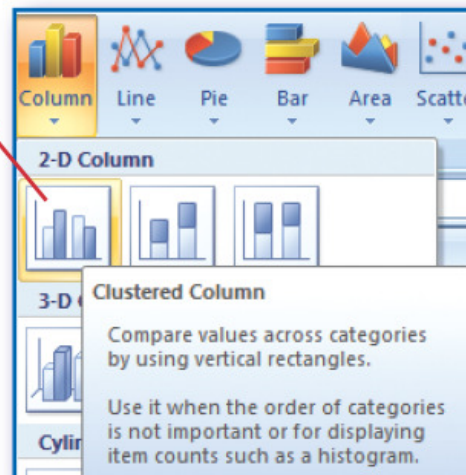
Parts of a Chart



Create Chart

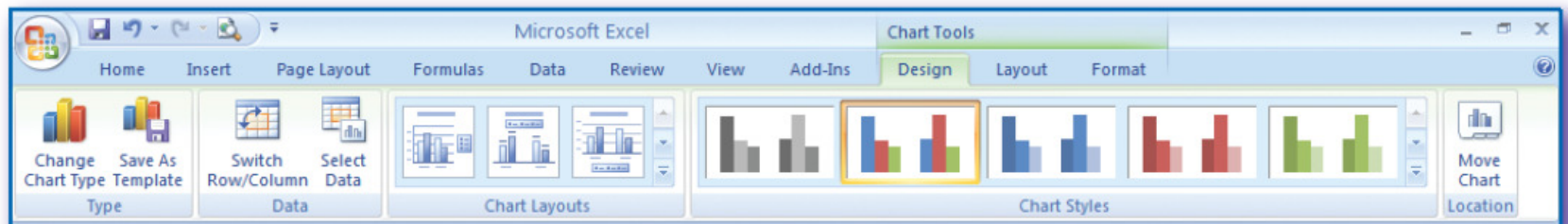
- Select cell range
- Click Column in the Charts group on the Insert tab
- Click the Clustered Column option

Click this 2-D column chart.



Format Chart

- Click the Quick Layout down arrow
 - In the Chart Layouts group on the Chart Tools Design tab



- Adds chart title, axis titles, and gridlines

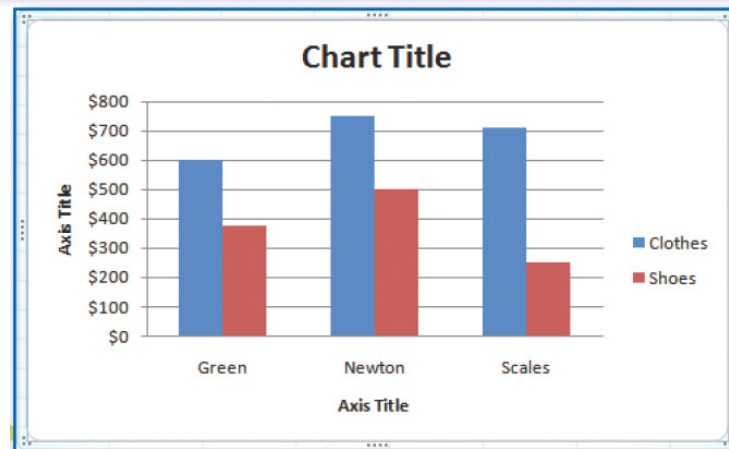
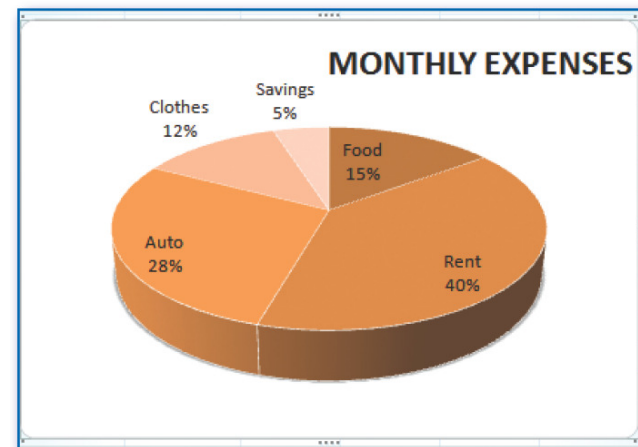
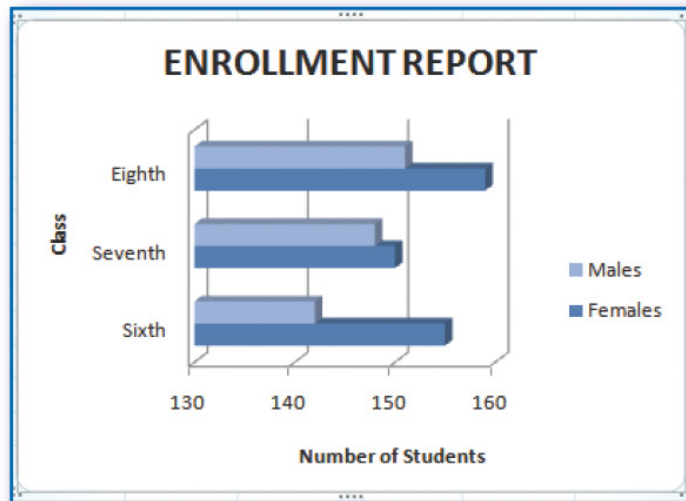
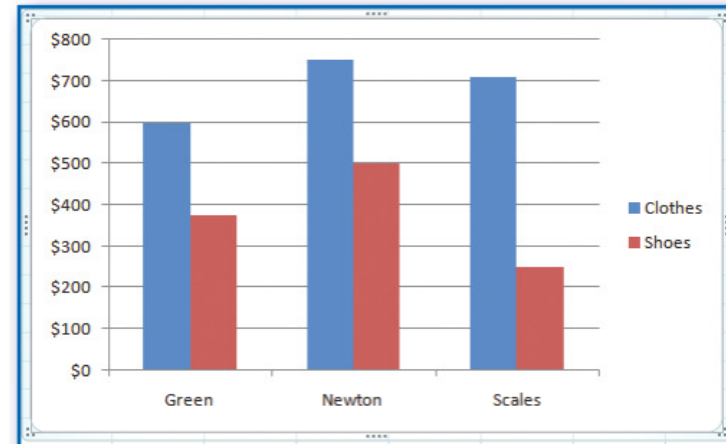


Chart Types

- Column chart
- Bar chart
- Pie graph



Review Question

1. In a worksheet, data are keyed into
 - a. Workbooks
 - b. Cells
 - c. Rows
 - d. Columns

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

1. In a worksheet, data are keyed into
 - a. Workbooks
 - b. Cells
 - c. Rows
 - d. Columns

Review Question

2. B4:C10 is
- a. A row
 - b. A column
 - c. A range
 - d. A formula

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

2. B4:C10 is

- a. A row
- b. A column
- c. A range
- d. A formula

Click the mouse or tap the RIGHT ARROW key to continue

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Review Question

3. Formulas are

- a. Covered by cell ranges
- b. Predefined functions
- c. Equations that perform calculations
- d. Applied number formats

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

3. Formulas are

- a. Covered by cell ranges
- b. Predefined functions
- c. Equations that perform calculations
- d. Applied number formats

Review Question

4. All of the following are commonly used functions except
- a. SUM
 - b. AVERAGE
 - c. COUNT
 - d. INCLUDE

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

4. All of the following are commonly used functions except
- a. SUM
 - b. AVERAGE
 - c. COUNT
 - d. INCLUDE

Review Question

5. Which of the following can be cleared with the Clear button?
- a. Cell borders
 - b. Cell formulas
 - c. Cell data
 - d. All of the above
 - e. None of the above

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

5. Which of the following can be cleared with the Clear button?
- a. Cell borders
 - b. Cell formulas
 - c. Cell data
 - d. All of the above
 - e. None of the above