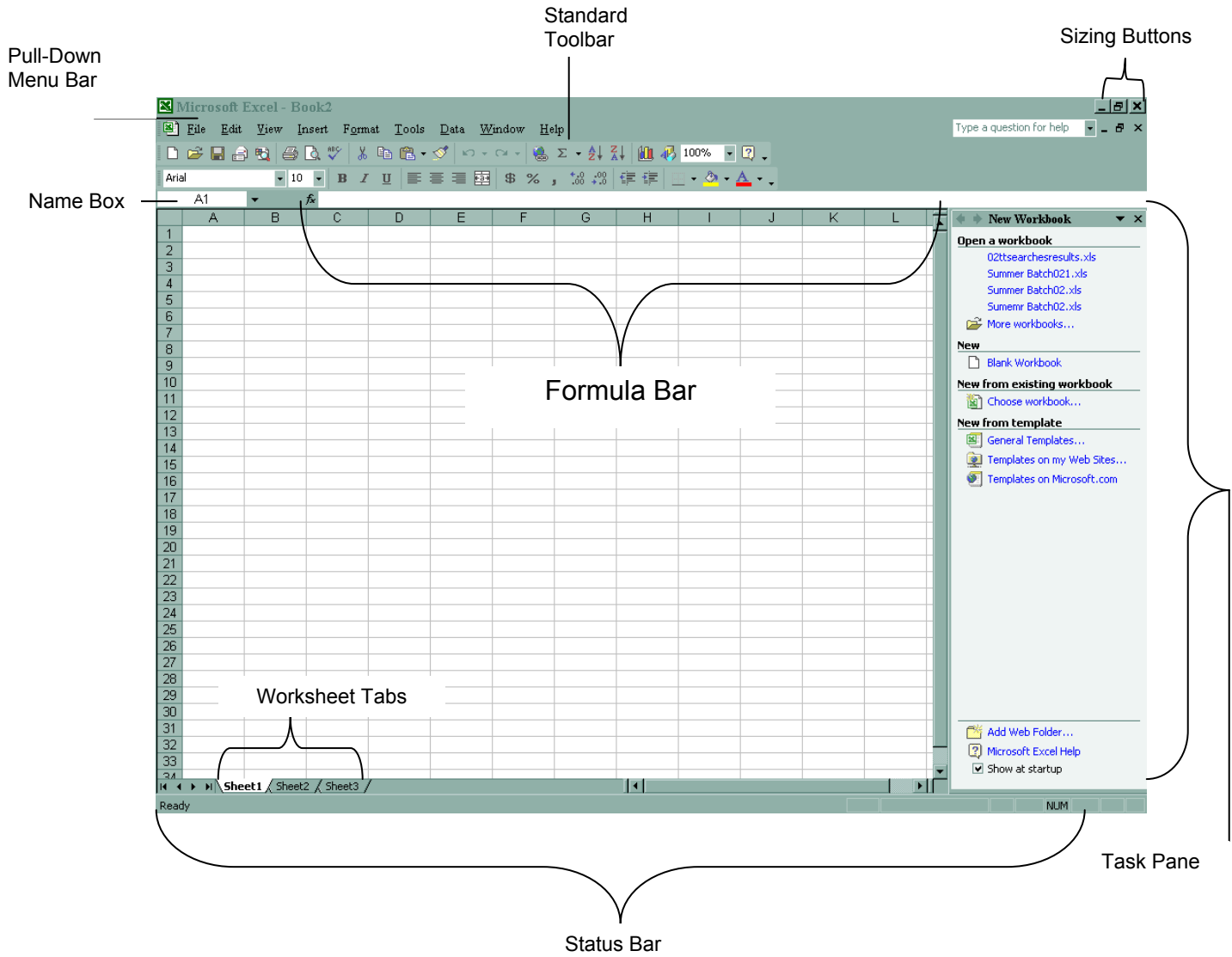



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Excel 2002

Excel 2002 is a spreadsheet used to calculate, organize, and analyze data. In this handout you will find directions on how to perform some of the basic functions such as how to work with functions and formulas,



- **Pull-Down Menu Bar** - This bar contains commands and other options to help manipulate information in the worksheets.
- **Standard Tool Bar** - This bar has a series of icons that help activate certain Excel Commands with the simple click of a mouse.
- **Sizing Buttons** - These buttons are used to manipulate the size of the spreadsheet window.
- **Name Box** - This box displays the active cell.
- **Formula Bar** - This bar displays the data in the active cell.
-  **Task Pane** - You can use the task bar to carry out certain tasks one example is creating a new document.
- **Worksheet Tabs** - These are new ledger sheets. You can rename these sheets up to 31 characters.

Renaming Sheet Tabs

1. Right-Click on the tab
 2. Select rename and the old name becomes highlighted
 3. Type in a new name for the sheet
- **Status Bar** – This bar displays the current settings and commands in Excel. Also, when two or more cells are selected, and one or more contains a value, the status bar displays a total for the selected cells.

WHAT'S NEW

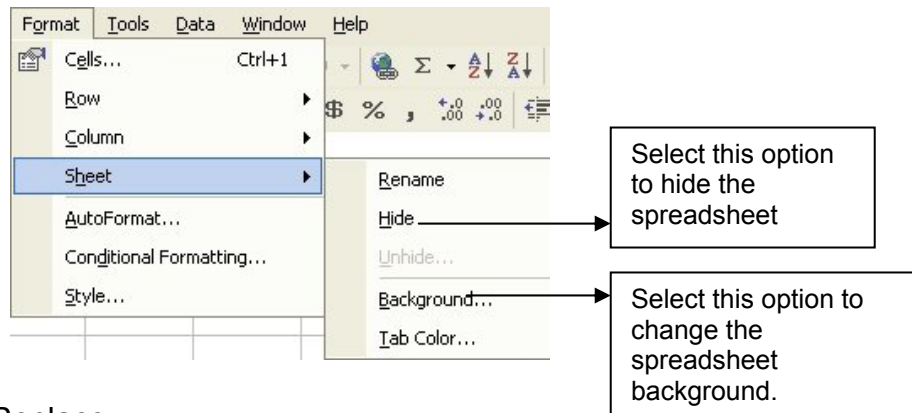
Sheet Tabs

You can now color code the sheet tabs.

1. Right Click on the tab you would like to color.
2. Select Tab Color from the list.
3. Pick a color and click OK.

Hide and Unhide sheet tabs

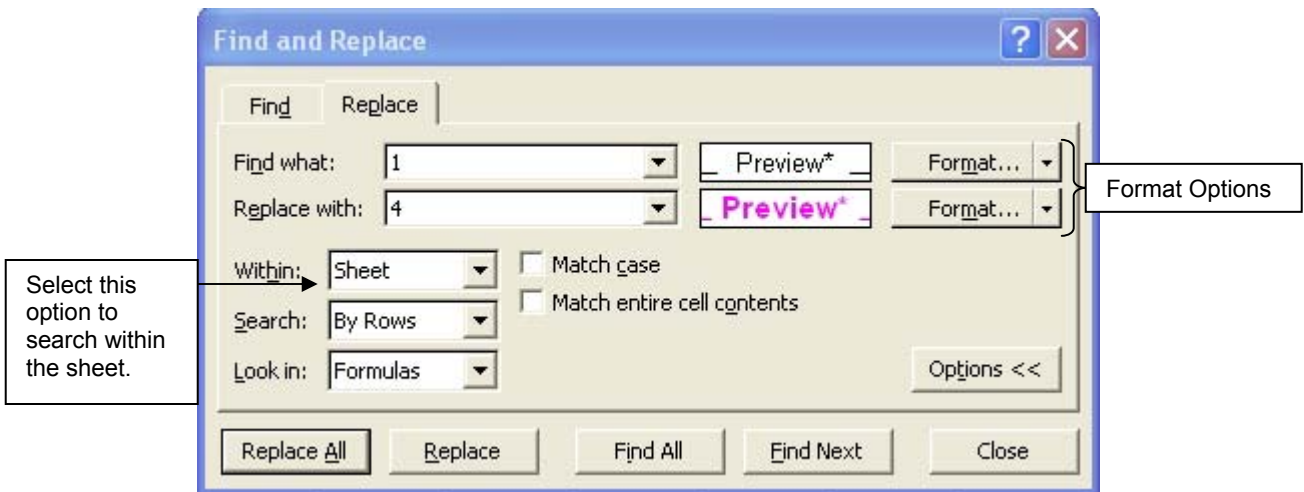
1. Select the sheet tab
2. Click on the Format pull-down menu and select Sheet.



Find and Replace

You can now find and replace across an entire worksheet.

1. Click Edit – Replace
2. Click Options. Under options you can format the replaced text as well as have Excel search within the Sheet.



Entering Information in a cell

As you begin to type you will notice that your information will appear in the formula bar as well as in the cell itself. Once you are done typing your information in a cell, you have to remember to ENTER that information. If you do not enter your information in that particular cell then Excel will not let you continue to the next step.

Ways to enter information in a cell

- Clicking in another cell with the mouse
- Hitting the enter key
- Hitting the tab key
- Hitting the arrow keys
- Clicking on the green check mark on the formula bar.

Moving within the Spreadsheet

The mouse is easy to point, click, and drag but it's sometimes difficult to control. Therefore there are several keystrokes that can be made to accomplish the same tasks.

- The **arrow keys** allow you to move one cell in the direction of that arrow.
- **Ctrl Key + arrow keys** will take you to the four corners of the worksheet
- **Ctrl + Home** will take you to cell A1.
- **Page Up and Page Down** will take you one sheet to the left or right.
- **End key + the right arrow key** will take you to the highest column while **Ctrl + End** goes to the high cell.
- **Tab** moves one to the right and **Shift + Tab** moves one to the left.
- **Ctrl + N** will open up a new workbook
- **Ctrl + Page Down** takes you to the next sheet in a workbook while **Ctrl + Page Up** takes you to the previous sheet.
- **Ctrl + Spacebar** will highlight an entire column containing the selected cells.

Aligning Text in a cell

Once the information in a cell has been entered Excel will look at that particular cell as a **label cell**; any character that Excel cannot interpret as a number, date, time, or formula or a value cell. Text can be aligned in Label Cells in seven horizontal ways:

- *General* - Left-justifies text and right-justifies numbers
- *Left* - Left-justifies all entries (numbers, dates, and times)
- *Right* - Right-justifies all entries
- *Center* - Centers all entries
- *Fill* - Repeats the entry to the desired cell
- *Justify* - justifies wrapped text
- *Center Across Selection* - Centers the text over selected columns.

For additional alignment options follow the directions below:

- Select the Format pull-down menu and then select cells
- Select the Alignment tab

Text Alignment

Under text alignment you want to use the horizontal and vertical option to align the value or label in the cell.

The image shows the 'Format Cells' dialog box in Excel 2002, with the 'Alignment' tab selected. The dialog is divided into several sections: 'Text alignment', 'Orientation', 'Text control', and 'Right-to-left'. The 'Text alignment' section has 'Horizontal' set to 'General' and 'Vertical' set to 'Bottom'. The 'Orientation' section shows a diagram of text alignment with a red diamond and arrows, and a 'Degrees' spinner set to 0. The 'Text control' section has 'Wrap text', 'Shrink to fit', and 'Merge cells' options, with a 'Text Control' callout box pointing to them. The 'Right-to-left' section has 'Text direction' set to 'Context'. Callout boxes provide instructions: one points to the 'Horizontal' dropdown, another to the 'Vertical' dropdown, and a third to the 'Orientation' diagram and 'Degrees' spinner.

Under the horizontal pull-down menu you have the option to center, right justify, left justify and fill.

Under the vertical pull-down menu you have the option to align the cell to the left, right, bottom and justify.

Select an angle to situate your label or value cell by choosing one of the options below.

1. Click on the red diamond and click and drag it up or down to your desired angle.
- Or
2. Click on the arrows next to the word degrees.
- Or
3. Click in the text box and type in the angle.

Numbers (or **values**) are the raw materials, which the Excel worksheet processes. There are several formats for numerical display and they can be changed for a particular cell, a group of cells, and for an entire worksheet. If you type the equal symbol, which tells Excel that the cell is a value cell, prior to typing a digit, plus or minus then the cell is labeled a value cell. A number may have at most one decimal point and must not contain any commas or spaces.

Calculations can only be performed on values. *Remember to create a value cell you must always precede the data with an equal symbol.

Formulas

Formulas give you the ability to link other cells together to create powerful models that respond to changes you make in this parameter or that. A formula is a mathematical arrangement of one or more values, cell references, functions, and operators that produce numeric value. The operators for formulas include:


- + Addition**
- Subtraction**
- * Multiplication**
- / Division**
- ^ Exponentiation**

Functions

A function is an abbreviation of a formula. It provides a quick way to calculate the value of a cell that would often require a long expression. Each function begins with an equal sign followed by the name of the function. After the function name enter, inside parentheses, the set, range, or variables as well as any other sub formulas, each separated by commas.

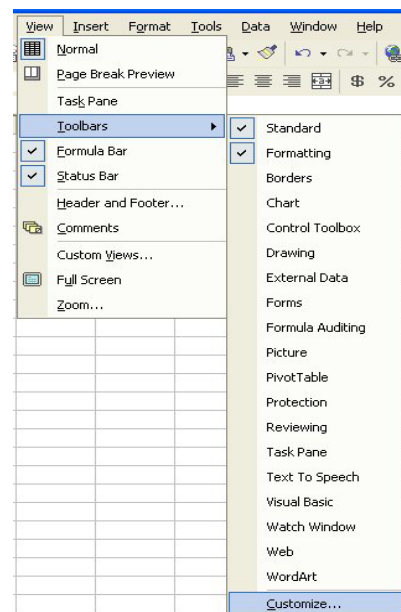
Ex: =Sum (A1:A5)

The above function sums the values between A1 and A5.

In Excel 2002 the Paste Function wizard and the Sum sign have been combined into one icon. 

If you really wanted the paste function you could always add that icon to your toolbar.

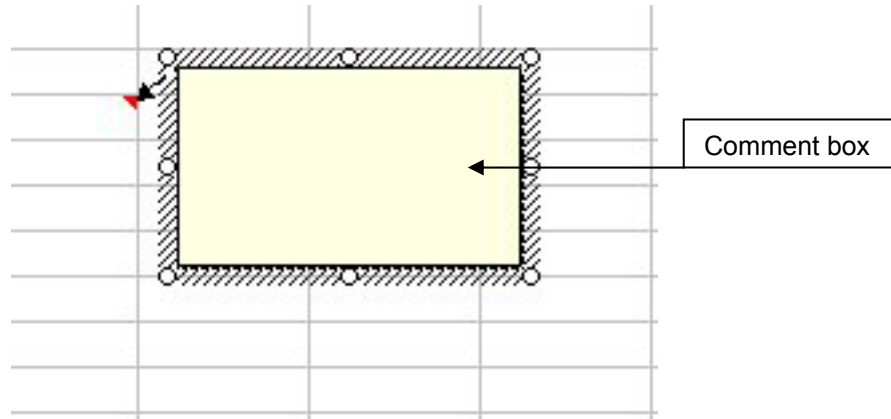
1. Select View -Toolbars- Customize
2. Select the Commands tab
3. Under Categories select Insert
4. Under Commands select the **F_x** button and drag it to the toolbar



Comments

You can add a comment to cells to document work, explain calculations and send reminders. Follow the steps below to add a comment in the cell.

1. Select the cell where the comment is to be placed.
2. Click on the insert pull-down menu and select comment or you can right-click inside that cell and select insert comment.
3. Once you select insert comment a comment box will appear.



4. Click inside the box to begin typing.
5. Once you are finished typing select another cell on the spreadsheet.
 - You can hide and show a comment box. To select either option right-click in the cell with the comment box and select Show Comment or Hide Comment.

Viewing a comment- If you have the Hide Comment option turned on, to view the comment you will have to place your mouse over the cell and the comment will pop up.

Editing a comment- To edit a comment right-click in the cell where the comment is located and select Edit Comment from the list.



Show comment option is available because the Hide comment option is currently turned on.

Note: One comment per cell.

Move and Copy

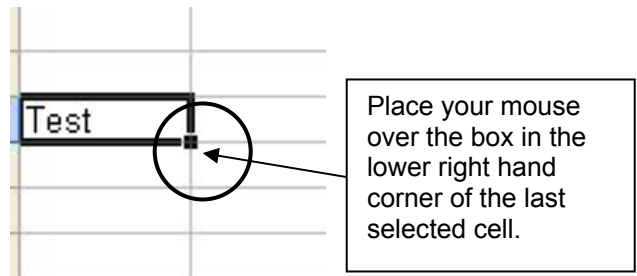
Move and copy are two powerful features available with a spreadsheet package. It gives the user the opportunity to copy or move contents of a cell to another cell without having to retype the information. The information can contain text as well as a formula or function. One of the most outstanding things about this is the ability to copy a formula or function and the flexibility in Excel as it easily changes the cell labels.

Before you move or copy in Excel you will need to remember the following information:

- Source cell range: This is the range or cell(s) that contain the information to copied or moved.
- Destination cell range: This is the range of cell(s) that the information is to be copied or moved to.

Copying Text

1. Select the cell(s) that you want to move.
2. Place your mouse over the bottom right corner of the cell.
3. Hold down the left mouse button and click and drag until you come to your destination.



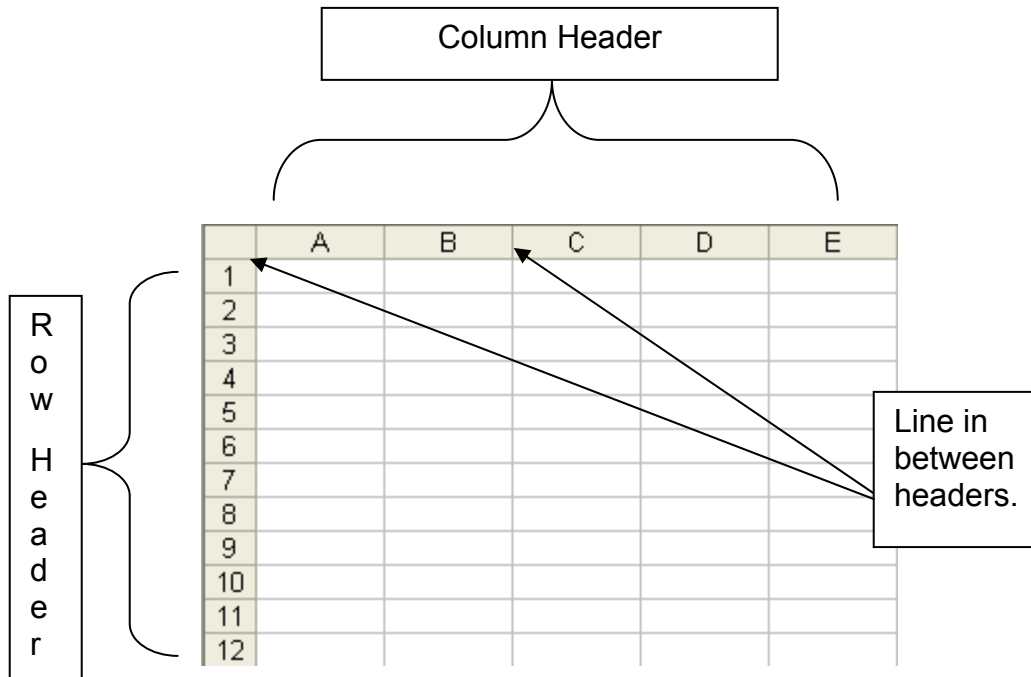
Moving Text

1. Right-click on the cell(s) you want to move.
2. Select cut
3. Click on the cell you want to move the information to and select paste.

* Don't forget your copy and paste commands in the *Edit* pull-down menu.

Changing column and row widths

Place your mouse pointer between the Column or Row header; you will then get a cross. Now take that cross and click and drag with your mouse to the left or right. Another way to change the row and column widths is to double click on the line in between the headers.



Changing two or more consecutive rows or columns using the mouse

To change two or more consecutive rows or columns highlight all the rows or columns you want to change. Then place your mouse between any of the rows or columns you have highlighted, you will see a cross. Now, move the cursor in the direction you want to move the columns or rows.

Symbol	What it Means	Solution
#Value	This error appears when the wrong type of argument or operand is used, or if the Formula Autocorrect feature cannot correct the formula	Make sure the formula or function is correct for the required operand or argument, and that the cells that are referenced by the formula contain valid values.
#####	The numeric value entered into a cell is too wide and too long to display within the cell.	Follow the directions in this handout for changing the width of a column.

Hide

Columns

1. Right Click on the column that you want to hide
2. Select hide

OR

1. Go to the following menus Format - Column – Hide

Rows

1. Right Click on the row that you want to hide
2. Select hide

OR

1. Go to the following menus Format – Row – Hide

Unhide

Follow the above directions except click unhide.

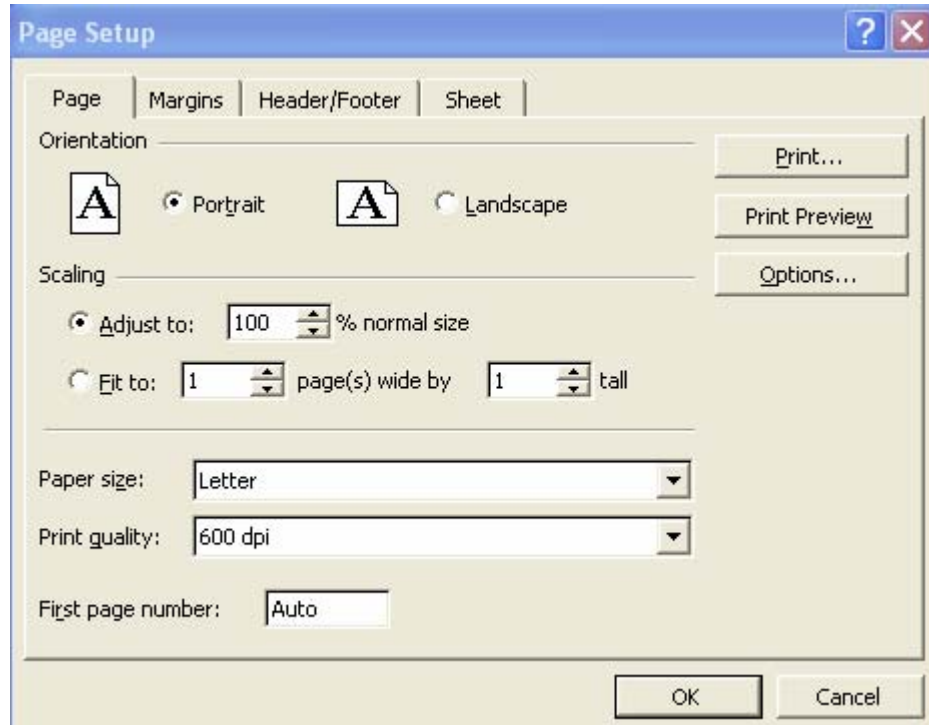


You can also manipulate the sheet under Format. In the Sheet option you will be able to hide the sheet, change the background, change the tab color, and rename the sheet.

Excel 2002

In the Page setup box you will be able to manipulate things such as page orientation, header/footer, and margins.

The *Page Setup* command is under File – Page Setup



Tab	Feature
<i>Page Tab</i>	Orientation setup, scaling, and paper size
<i>Margin Tab</i>	Set page margins
<i>Header/Footer</i>	Set the header and footer for the spreadsheet
<i>Sheet</i>	Set the print area, select what you want to be shown on your page.

Saving a Workbook

1. Click File

Save	Saves the current file.
Save As	Option to change the location and file name.
Save as HTML	Saves the spreadsheet in HTML format
Save Workspace	Saves display information so that you can later resume work with the same window sizes, print areas, screen magnification, and display settings. You can also save multiply worksheets under one name.

Printing a file

1. Click on File – Print
2. Print box appears. In this box change the printing options to your specifications.
3. Click OK

The screenshot shows the 'Print' dialog box with the following elements and callouts:

- Printer:** Name: \\QUIMBY\HP LaserJet 5. Callout: "Select the printer you will be printing to." (points to the printer name dropdown)
- Status:** Idle. Callout: "Find Printer..." button.
- Type:** HP LaserJet 5.
- Where:** LPT1:.
- Comment:** Print to file.
- Print range:**
 - All
 - Page(s) From: [] To: []
- Copies:**
 - Number of copies: 1
 - Collate
- Print what:**
 - Selection
 - Entire workbook
 - Active sheet(s)
- Buttons:** Preview, OK, Cancel.

Additional callouts:

- "Select the pages to print." (points to the Page(s) radio button)
- "Select how many copies to print" (points to the Number of copies spinner)
- "Click here to preview the spreadsheet." (points to the Preview button)
- "Select whether to print the sheet or the entire workbook." (points to the Print what radio buttons)