

Excel 2003 – Tutorial I

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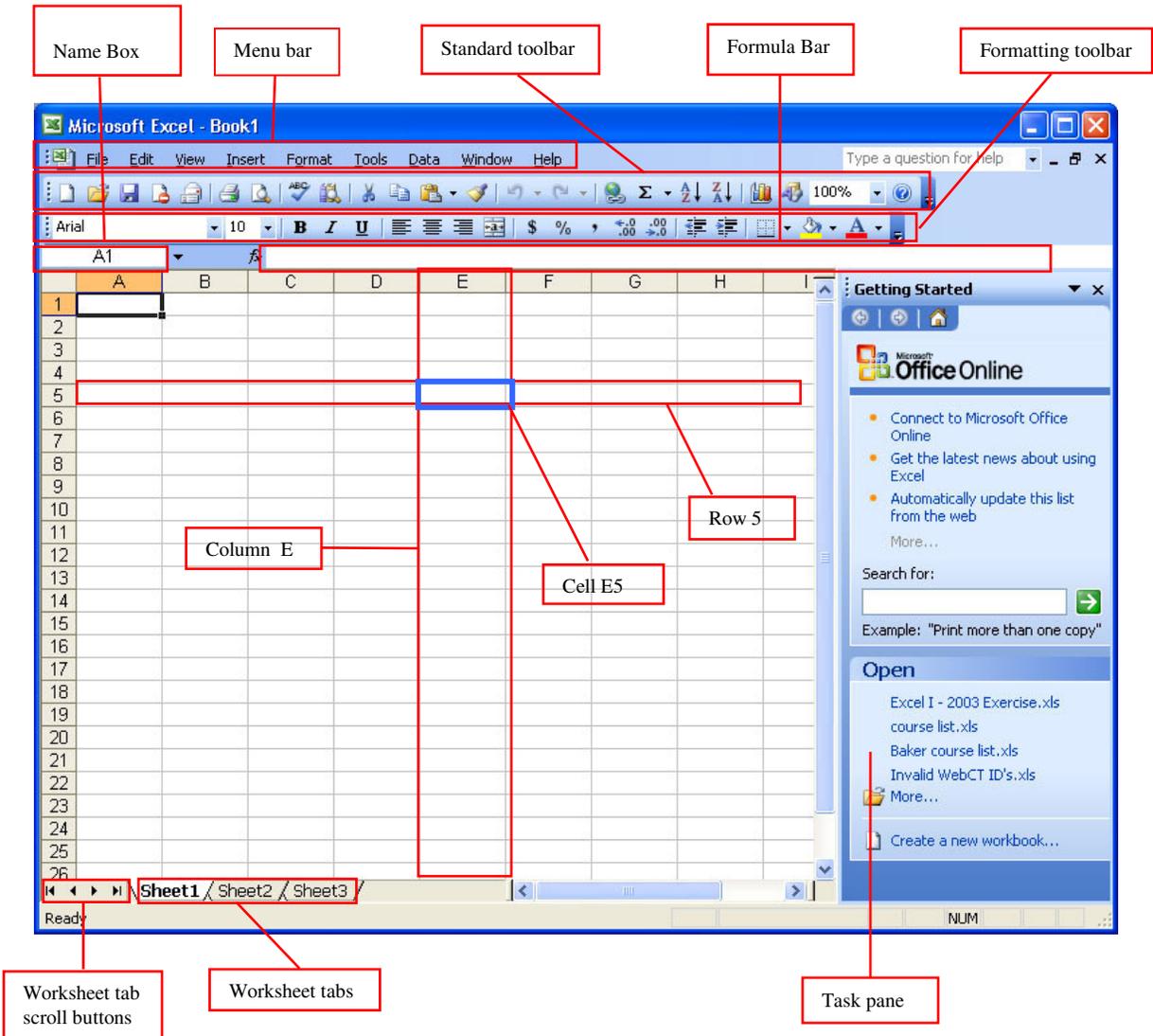
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Spreadsheet Basics

Microsoft Excel is a spreadsheet program that you can use to organize, analyze and attractively present data such as a budget or sales report. Each **Excel** file is a **workbook** that can hold many **worksheets**. The worksheet is a grid of **columns**, designated by letters, and **rows**, designated by numbers. The letters and numbers of the columns and row called **labels** are displayed in gray buttons across the top and left side of the worksheet. The intersection of a column and a row is called a **cell**. Each cell on the spreadsheet has a **cell address** that is the column letter and the row number. Cells can contain text, numbers, or mathematical formulas.

Screen Layout



Title bar

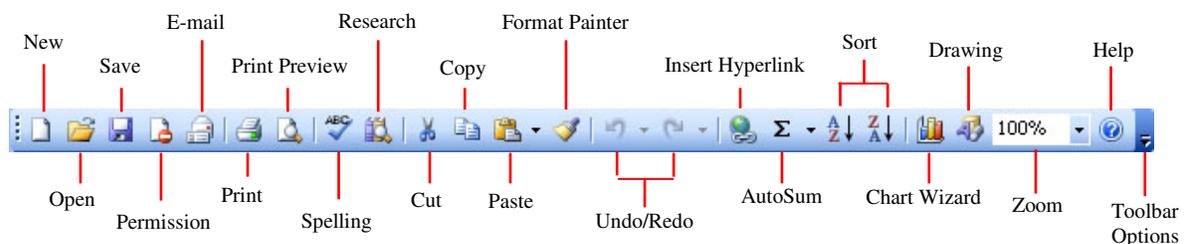
The **Title** bar contains the name of the program *Microsoft Excel*, and the default name of the workbook (*Excel* file) **Book 1** that would change as soon as you save your file and give another name.

Menu bar

The **Menu** bar contains menus that include all the commands you need to use to work your way through *Excel* such as **File, Edit, View, Insert, Format, Tools, Data, Window, and Help**

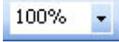
Standard Toolbar

This toolbar is located just below the **Menu** bar at the top of the screen and allows you to quickly access basic *Excel* commands.



Note: If not all the list appears, press on the **Toolbar Options** button  placed at the end of any toolbar, and press on **Add or Remove Buttons** tag, then select **Standard** and you will get the possible commands for this toolbar.

- **New:** Select **File > New** from the **Menu** bar. The **New Workbook** pane appears on the right hand side of the screen. Under the title **New** select **Blank workbook**. An alternative is to click the **New** button  found on the **Standard** toolbar to create a new workbook.
- **Open:** Click **File > Open** from the **Menu** bar, or click the **Open** button  found on the **Standard** toolbar to open an existing workbook.
- **Save:** To save click on the **Save** button  found on the **Standard** toolbar. Choose a directory to save the file in. Specify a filename, and then press **Save**. This is done only the first time you try to save a file. It is recommended that you save your changes every ten minutes. All you have to do is to press on the **Save** button, or simply go to **File > Save**. This will update your initially saved file.

- **Save As:** To save a different copy or version: Click on the **Save As** option in the **File** menu, and save your document under a different name, or the same name but in a different location.
- **Print:** Select **File > Print** from the **Menu** bar, or click the **Print** button  found on the **Standard** toolbar to print a worksheet.
- **Print Preview:** Select **File > Print Preview** from the **Menu** bar, or click the **Print Preview** button  found on the **Standard** toolbar to preview the worksheet before it is printed.
- **Spelling:** Use the **Spelling** button  found on the **Standard** toolbar to correct spelling errors on the worksheet.
- **Cut, Copy, Paste,**  **and Format Painter** : These actions are explained in the **Modifying Worksheets** section.
- **Undo and Redo:**  Click the backward **Undo** arrow to cancel the last action you performed, whether it is entering data into a cell, formatting a cell, entering a function, etc. click the forward **Redo** arrow to cancel the **Undo** action.
- **Insert Hyperlink:** To insert a **hyperlink** to a Web site on the Internet, type the text into a cell you want to be the link that can be clicked with the mouse. Then, click the **Insert Hyperlink** button  found on the **Standard** toolbar and enter the Web address you want the text to link to and click **OK**.
- **AutoSum, Function Wizard, and Sorting:** These tools are discussed in detail in the **Formulas and Functions** section.
- **Zoom:** To change the size of the worksheet that appears on the screen, choose a different percentage from the **Zoom** option  found on the **Standard** toolbar.

Other Tools

- a. **Formatting** toolbar: used to format text, for example font type / size / alignment / color / text indentation. Also used to create bulleted / numbered lists, borders... etc.
- b. **Drawing** toolbar: contains certain commands for drawing shapes, filling colors... etc.

Note: To add or remove a toolbar select from the **Menu** bar, **View > toolbars** and then select the toolbar of your choice. A toolbar that is displayed has a check beside it.

- c. **Scroll bars:** allow you to browse through a worksheet.

Task Pane

The **Task Pane** appears each time you start *Excel*. To display or hide the task pane: From the **Menu** bar, select **View > Task pane**. To close it, click on the small **X** button at the top-left corner. The Task Pane is a dynamic tool found in the Office XP and 2003 suite applications. It allows you to perform certain actions/commands some of which are shortcuts to commands provided by the **Menu** bar or **Standard** toolbar.

The task pane contains several options:

- **Getting started:** It allows you to connect to the internet to get more information on *Microsoft Excel*. Moreover, you can open saved files from your local PC and create a new workbook.
- **Help:** in case you are lost and you need some feedback. Under **Search for** you can directly type your keyword and *Excel* will provide you with information (on/offline).
- **Search Results:** Allows you to view the result of your previous search under **Help**. It allows you to enter a new search at the bottom of this pane.
- **Clip Art:** allows you to search the **Clip Art Gallery** using keywords.
- **Research:** if you are doing a research *Excel* can provide you with online information. You can choose what type of reference books you would like Microsoft to take into consideration while searching online.
- **Clipboard:** a list of the items you have recently **cut, pasted, or copied**
- **New Workbook:** you can **open** a new blank workbook or select one from the existing workbooks available in your local computer, or select one of the templates saved in *Excel*.
- **Shared Workspace:** you can create a document workspace if you want to share a copy of your document. A workspace also enables you to invite others, assign them tasks, and link to additional resources.

Adding and Renaming Worksheets

The worksheets in a workbook are accessible by clicking the **Worksheet** tabs in the lower part of the screen. By default, three worksheets are included in the default workbook. To add a sheet, select **Insert > Worksheet** from the **Menu** bar. To rename the **Worksheet** go to **Format > Sheet > Rename** or right-click on the tab with the mouse and select **Rename** from the **Shortcut** menu or double click on the name of the sheet and when it is highlighted you can type in the new name. Press the **Enter** key after having typed in the new sheet name.

Modifying Worksheets

Moving Through Cells

Use the mouse to select a cell you want to begin adding data to and use the keyboard strokes listed in the table below to move through the cells of a worksheet.

Movement	Key stroke
One cell up	up arrow key
One cell down	down arrow key or ENTER
One cell left	left arrow key
One cell right	right arrow key or TAB
Top of the worksheet (cell A1)	CTRL+HOME
End of the worksheet (last cell containing data)	CTRL+END
End of the row	CTRL+right arrow key
End of the column	CTRL+down arrow key
Any cell	Edit > Go To (Menu bar command)

Adding Worksheets, Rows, Columns, and Cells

- **Worksheets:** Add a worksheet to a workbook by selecting **Insert > Worksheet** from the **Menu** bar.
- **Row:** To add a row to a worksheet, select **Insert > Rows** from the **Menu** bar, or highlight the row by clicking on the **row** label, right-click with the mouse, and choose **Insert**.
- **Column:** Add a column by selecting **Insert > Columns** from the **Menu** bar, or highlight the column by clicking on the **column** label, right-click with the mouse, and choose **Insert**.
- **Cells:** Add a cell by selecting the cells where you want to insert the new cells, Click **Insert > Cells >** Click an option to shift the surrounding cells to the right or down to make room for the new cells.

Resizing Rows and Columns

There are two ways to resize rows and columns: The first way is to resize a **row** by dragging the line below the label of the row you would like to resize (up/down). **Resize** a column in a similar manner by dragging the line to the right of the label corresponding to the column you want to resize. To auto-fit text inside a cell simply double click on the separator line (separating the two columns: the one you are typing in and the one to its right).

Or

The second way is to click the row or column label and select **Format > Row > Height** or **Format > Column > Width** from the **Menu** bar to enter a numerical value for the height of the row or width of the column.

Selecting Cells

Before a cell can be modified or formatted, it must first be selected (highlighted). Refer to the table below for selecting groups of cells.

Cells to select	Mouse action
One cell	click once in the cell
Entire row	click the row label
Entire column	click the column label
Entire worksheet	click the whole sheet button (upper left corner of the labels “empty label”)
Cluster of cells	drag mouse over the cells or hold down the SHIFT key while using the arrow keys

To activate the contents of a cell or to edit it, double-click on the cell.

Cutting Cells

To cut cells, highlight the cells then select **Edit > Cut** from the **Menu** bar or click the **Cut** button  on the **Standard** toolbar.

Copying Cells

To copy the cell contents first highlight the cell then select **Edit > Copy** from the **Menu** bar or click the **Copy** button  on the **Standard** toolbar.

Pasting Cut and Copied Cells

Highlight the cell into which you want to paste the content, and select **Edit > Paste** from the **Menu** bar or click the **Paste** button  on the **Standard** toolbar.

Drag and Drop

You can drag and drop content between cells. We recommend you use this method if the cells are adjacent to each other. Highlight the cell you would like to move, simply drag the highlighted border of the selected cell to the destination cell with the mouse. But be aware that the **Drag-and-Drop** method cuts the contents the source cell and pastes it in the destination cell.

Deleting Rows, Columns, and Cells

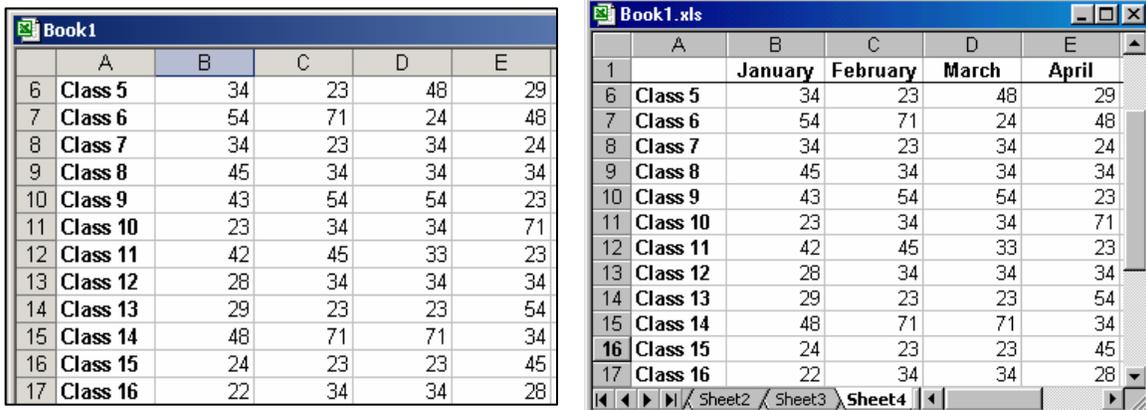
Rows: select the row by clicking its number, Click **Edit > Delete**

Columns: select the column by clicking its letter, Click **Edit > Delete**

Cells: select the cells you want to delete, Click **Edit > Delete**

Freeze Panes

If you have a large worksheet with column and row headings, those headings will disappear as the worksheet is scrolled. By using the **Freeze Panes** feature, the headings can be visible at all times.



1. Click the label of the row that is below the row that you wish to keep frozen at the top of the worksheet.
2. Select **Window > Freeze Panes** from the **Menu** bar.

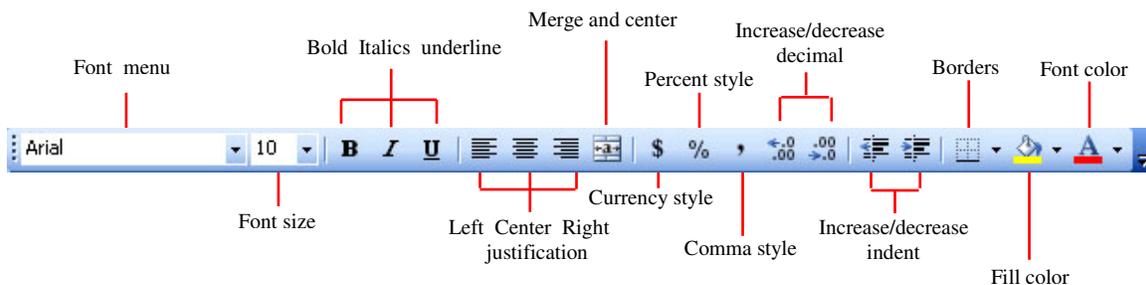
Note: To remove the frozen panes, select **Window > Unfreeze Panes**

Freeze panes have been added to row 1 in the image above. Notice that the row numbers skip from 1 to 6. As the worksheet is scrolled, row 1 will remain stationary while the remaining rows will move.

Formatting Cells

Formatting Toolbar

The contents of a highlighted cell can be formatted in many ways. Font and cell attributes can be added from shortcut buttons on the **Formatting** toolbar. If this toolbar is not already visible on the screen, select **View > Toolbars > Formatting** from the **Menu** bar, or right click on the toolbars area, and select the **Formatting** toolbar.



Format Cells Dialog Box

For a complete list of formatting options, right-click on the highlighted cells and choose **Format Cells** from the **Shortcut** menu or select **Format > Cells** from the **Menu** bar.



- **Number** tab - The data type can be selected from the categories listed on this tab. Select **General** if the cell contains text and number, or another numerical category if the cell is a number that will be included in functions or formulas.
- **Alignment** tab - These options allow you to change the position and alignment of the data with the cell.
- **Font** tab - Font attributes are displayed in this tab including font name, size, style, and effects.
- **Border and Pattern** tabs - These tabs allow you to add borders, shading, and background colors to a cell.
- **Protection** tab – Allow you to protect or hide a certain cell in your worksheet.

Formatting Worksheet

1-Change horizontal alignment of data:

- a. Select the cells containing the data you want to align.
- b. Click one of the following:



Align Left



Center



Align Right

2- Change data color:

- a. Highlight the cells containing the data you want to change to a different color
- b. Click the **Font Color** button  on the **Formatting** toolbar to choose the color you want to use. To change the color, press on the arrow on the right side of the box and then select the color you want by clicking on it.

3- Change cell color:

There are two ways to change the cell color:

1. Select the cells, click  on the **Formatting** toolbar.
2. Select the cells, click **Format > Cells**, the **Format Cells** dialog box appears.

Click the **Pattern** tab, and choose a color.

4- Indent data:

- a. Select the data you want to indent in the cells.
- b. Click the **Increase/Decrease indent**  button on the **Formatting** toolbar

5- Change alignment of data:

Excel automatically aligns data at the bottom of the cell. To change the position of data:

- a. Select the cell
- b. Click **Format > Cells**. Click the **Alignment** tab, under **Vertical** choose the way to align the data, click **OK** to confirm.

Or

Perform the steps above a & b and find the box labeled **Orientation**. Double click in the **Degrees** box and type the number you want your data to rotate by.

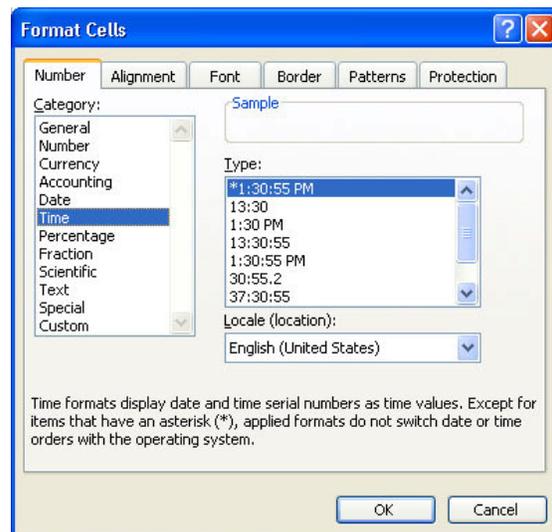
6- Add borders to cells

You can add **borders** to cells to enhance the appearance of your worksheet in two ways:

- a. Click on the arrow beside the **Borders** icon on the **Formatting** toolbar then you can choose any border option from the obtained list.
- b. OR from the **Borders** list obtained (as above) click **Draw Borders** (Click the line style you want from the **Border** toolbar).

Dates and Times

If you enter the date "January 1, 2001" into a cell on the worksheet, **Excel** will automatically recognize the text as a date and change the format to "1-Jan-01". To change the date format, select the **Number** tab from the **Format Cells** dialog box. Select **Date** from the **Category** box and choose the format for the date from the **Type** box. If the field is a time, select **Time** from the **Category** box and select the type in the right box. **Date** and **Time** combinations are also listed. Press **OK** when finished.



Format Painter

A handy button on the **Standard** toolbar for formatting text is the **Format Painter**. If you have formatted a cell with a certain font style, date format, border, and other formatting options, and you want to format another cell or group of cells the same way, place the cursor within the cell containing the formatting you want to copy, then click the

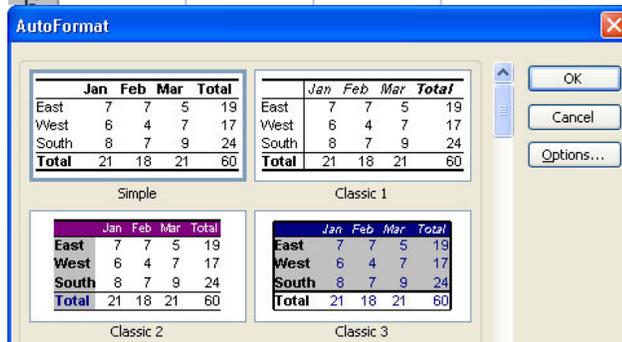
Format Painter button  found on the **Standard** toolbar (notice that your mouse pointer now has a paintbrush beside it). Highlight the cells which you want to re-format. To copy the formatting to many groups of cells, double-click the **Format Painter** button. The format painter remains active until you press the **ESC** key to turn it off.

AutoFormat

Excel has many preset table formatting options. You can add these styles by following these steps:

1. Highlight the cells you want to format.
2. Select **Format > AutoFormat** from the **Menu** bar.
3. On the **AutoFormat** dialog box, click to select the format you want to apply to your highlighted table. Use the scroll bar to view all of the formats available.
4. Click the **Options...** button. This will open the **Format to apply** section at the bottom of the **AutoFormat** dialog box to select the elements that the formatting will apply to.
5. Click **OK** when finished.

	A	B	C	D
1	Textbook	Quantity	Price	
2	Biology	4	\$99.99	
3	Chemistry	2	\$79.95	
4	Calculus	7	\$65.99	
5	English	12	\$49.99	



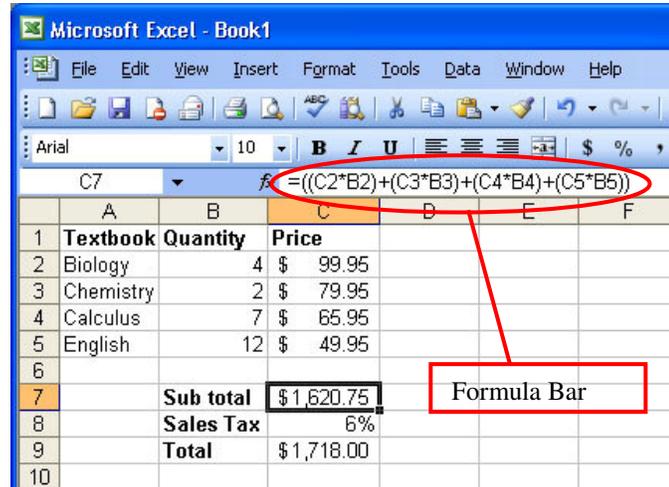
	A	B	C	D
1	Textbook	Quantity	Price	
2	Biology	4	\$99.99	
3	Chemistry	2	\$79.95	
4	Calculus	7	\$65.99	
5	English	12	\$49.99	

Formulas and Functions

The unique feature of a spreadsheet program such as **Excel** is that it allows you to create mathematical formulas and execute functions. Otherwise, it is not much more than a large table for displaying text. This page will show you how to create these calculations.

Formulas

Formulas are entered in the worksheet cell and must begin with an equal sign " $=$ ". The formula then includes the addresses of the cells whose values will be manipulated with appropriate operators placed in between. After the formula is typed into the cell, the calculation executes immediately and the formula itself is visible in the **Formula Bar**. See the example to the right to view the formula for calculating the subtotal for a number of textbooks. The formula multiplies the quantity and price of each textbook and adds the subtotal for each book.



Linking Worksheets

When working with formulas, you may want to use a cell from a worksheet other than your current worksheet. For example, the value of cell **A1** in the current worksheet and cell **A2** in the second worksheet can be added using the format "sheetname! cell-address". The formula for this example would be $=A1+Sheet2! A2$ where the value of cell **A1** in the current worksheet (since current worksheet means the active worksheet then there is no need to specify the name of this sheet) is added to the value of cell **A2** in the worksheet named "Sheet2".

Relative, Absolute, and Mixed Referencing

Calling cells by just their column and row labels (such as "A1") is called relative referencing. When a formula contains relative referencing and it is copied from one cell to another, *Excel* does not create an exact copy of the formula. It will change cell addresses relative to the row and column they are moved to. For example, if a simple addition formula in cell **C1** $= (A1+B1)$ is copied to cell **C2**, the formula would change to $= (A2+B2)$ to reflect the new row. To prevent this change, cells must be called by **absolute referencing** and this is accomplished by placing dollar signs "\$" within the cell addresses in the formula. Continuing the previous example, the formula in cell **C1** would read $= (\$A\$1+\$B\$1)$ if the value of cell **C2** should be the sum of cells **A1** and **B1**. Both the column and row of both cells are absolute and will not change when copied. **Mixed referencing** can also be used where only the row or column are fixed. For example, in the formula $= (A\$1+\$B2)$, the row of cell **A1** is fixed and the column of cell **B2** is fixed

(\$ appears before row number however it doesn't appear before column name → row is fixed and column isn't).

Basic Functions

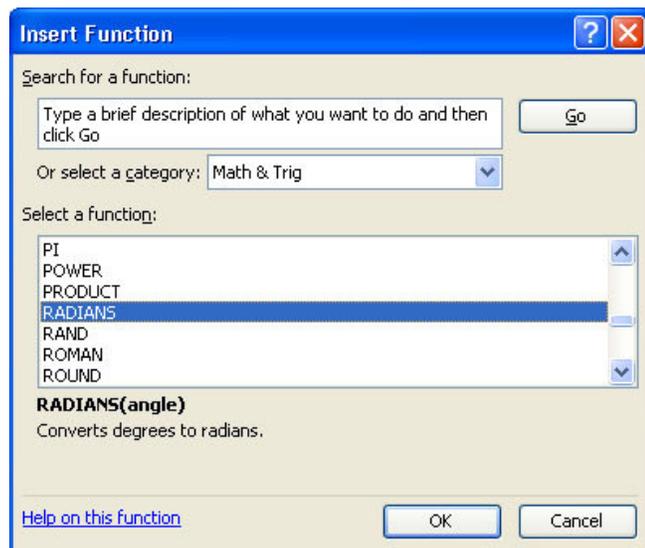
Functions can be a more efficient way of performing mathematical operations than formulas. For example, if you wanted to add the values of cells D1 through D10, you would type the formula "`=D1+D2+D3+D4+D5+D6+D7+D8+D9+D10`". A shorter way would be to use the SUM function and simply type "`=SUM (D1:D10)`". Several other functions and examples are given in the table below.

Function	Example	Description
SUM	<code>=SUM(A1:A100)</code>	finds the sum of cells A1 through A100
AVERAGE	<code>=AVERAGE(B1:B10)</code>	finds the average of cells B1 through B10
MAX	<code>=MAX(C1:C100)</code>	returns the highest number from cells C1 through C100
MIN	<code>=MIN(D1:D100)</code>	returns the lowest number from cells D1 through D100
SQRT	<code>=SQRT(D10)</code>	finds the square root of the value in cell D10
TODAY	<code>=TODAY()</code>	returns the current date (leave the parentheses empty)

Function Wizard

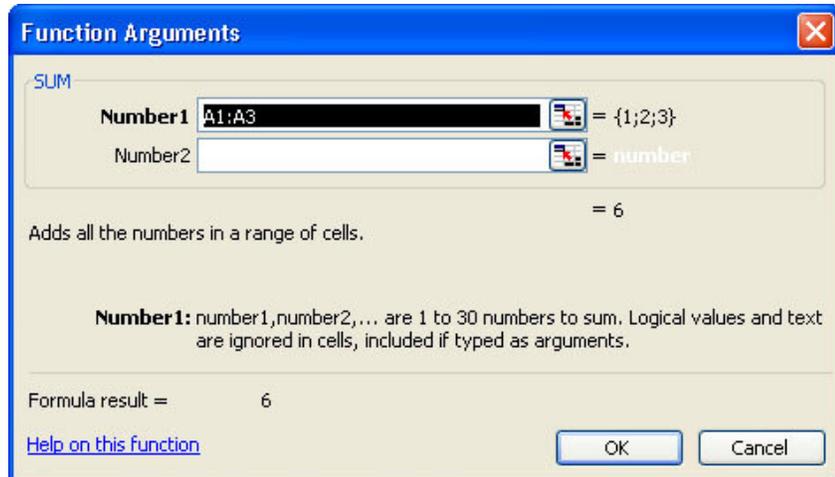
You can view all functions available in *Excel* by using the **Function Wizard**.

1. Select the cell where the function will be placed and click the **Insert Function** button  next to the **Formula** bar (or go to **Insert > Function**).
2. From the **Insert Function** dialog box, browse through the functions and select a category from the drop-down menu, and select the function from the **Select a Function** choices below. As each function name is highlighted a description and example is provided below the two boxes.
3. Click **OK** to select a function.



- The next window allows you to choose the cells that will be included in the function. In the example below, cells **A1**, **A2** and **A3** were automatically selected for the sum function by **Excel**. The cell values {1;2;3} are located to the right of the **Number 1** field where the cell addresses are listed. If another set of cells, such as

B1, **B2** and **B3**, needed to be added to the function, those cells would be added in the format “**B1:B3**” to the **Number 2** field.

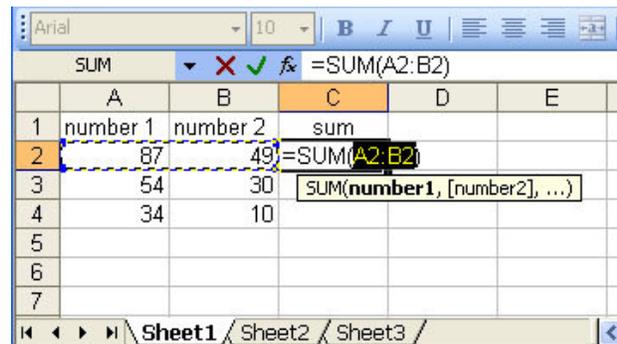


- Click **Ok** when all the cells for the function have been selected.

AutoSum

Use the **AutoSum** functions  to add the contents of a cluster of adjacent cells.

- Select the cell where you want the sum to appear. This cell should be outside the cluster of cells that you will select. Cell **C2** was used in this example.
- Click the **AutoSum** button (Greek letter sigma) on the **Standard** toolbar.
- By default, the group of cells that will be summed will be highlighted, in this example cells **A2** through **B2**.



Press the **ENTER** key on the keyboard or click the green check mark button on the **Formula Bar**.

Sorting and Filling

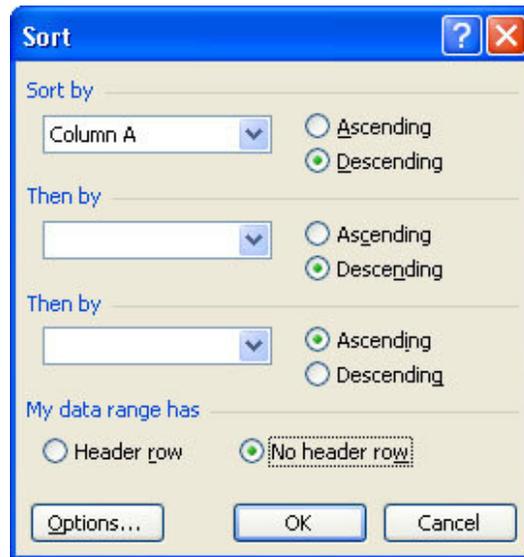
Basic Sorts

In **Excel** you can execute a basic descending or ascending sort based on one column. Highlight the cells that will be sorted (make sure you highlight the items with their corresponding data so that information remains intact and no item loses its corresponding data) and click the **Sort Ascending (A-Z)** button  or **Sort Descending (Z-A)** button  found on the **Standard** toolbar.

Complex Sort

To sort by multiple columns, follow these steps:

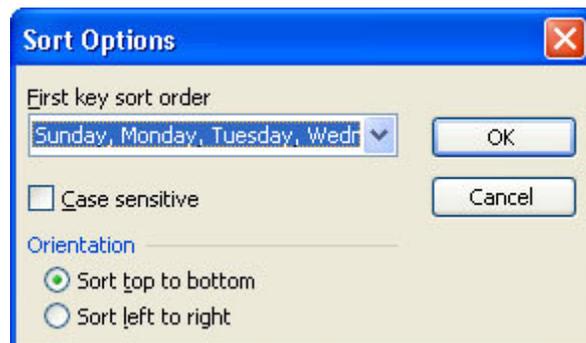
1. Highlight the cells, rows, or columns that will be sorted.
2. Select **Data > Sort** from the **Menu** bar.
3. From the **Sort** dialog box, select the first column for sorting from the **Sort by** drop-down menu and choose either **Ascending** or **Descending**.



4. Select the second column and, if necessary, the third sort column from the drop-down menus labeled **Then by**. Make sure before you sort that all the cells contain text or numbers, not formulas, otherwise sorting might not function properly.

If the cells you highlighted include text headings in the first row, select the option **Header row** under the title **My data range has**. Click the **Options...** button for special non-alphabetic or numeric sorts such as months of the year and days of the week.

Click **OK** to execute the sort.



Auto-fill

The **Auto-fill** feature allows you to quickly fill cells with repetitive or sequential data such as chronological dates or numbers, and repeated text.

1. Type the beginning number or date of an incrementing series or the text that will be repeated into a cell.
2. Select the handle at the bottom right corner of the cell with the left mouse button and drag it down as many cells as you want to fill.
3. Release the mouse button.

If you want to **auto-fill** a column with cells displaying the same number or date you must enter identical data in two adjacent cells. Highlight the *two* cells and drag the handle of the selection with the mouse.

The **Auto-fill** feature can also be used for alternating text or numbers. For example, to make a repeating list of the days of the week, type "Monday" into a cell in a column. Highlight the cell and drag across with the mouse.

Auto-fill can also be used to copy functions. In the example below, column **A** and column **B** each contain a list of numbers and column **C** contains the sums of columns **A** and **B** for each row. The function in cell **C2** would be "`=SUM(A2:B2)`". This function can then be copied to the remaining cells of column **C** by selecting cell **C2** and dragging the handle down to fill in the remaining cells. The **auto-fill** feature will automatically update the row numbers as shown below if the cells are **referenced relatively**.

Comparing Workbooks

Compare side by side

Imagine that you have two workbooks. One workbook is the grades for section number one and the other is the grades for all students in all section. You'd like to compare both workbooks to see the differences in grades and average between the two workbooks. Open the two workbooks. From the **Window** menu notice that both workbooks names appear (meaning those two workbooks are open) However, only one workbook can be active at a time. The active workbook will have a check before it. *Excel* allows you to see both workbooks at the same time thus making it easier for you to compare/edit related data. To use this option select the **Compare Side by Side with** (name of inactive workbook) command from the **Menu** bar.

Compare Side by Side toolbar appears with different buttons:

- **Synchronous Scrolling:** If you want to scroll through the workbooks at the same time, to stop synchronizing deselect this option by clicking on its button.
- **Reset Window Position:** If you want to reset the workbook windows to the positions they were in when you first started comparing documents.
- **Close Side by Side:** to close side by side view and to return to the original workbook.

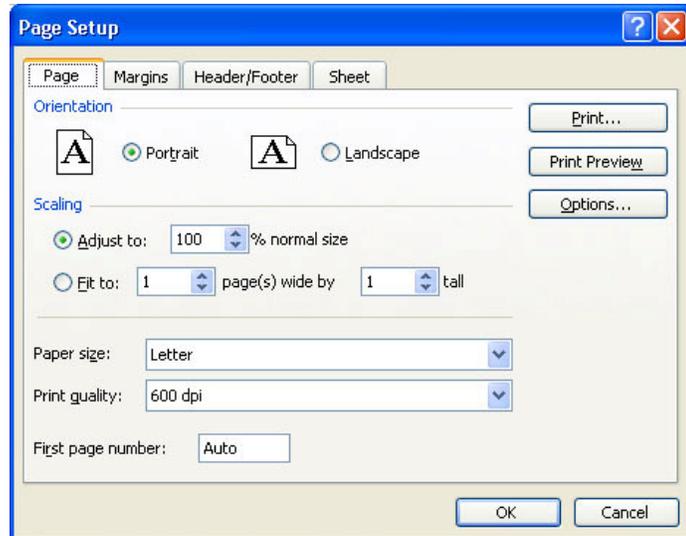
Page Properties and Printings

Page Breaks

To set page breaks within the worksheet, select the row you want to appear just below the page break by clicking the row's label. Then choose **Insert > Page Break** from the **Menu** bar.

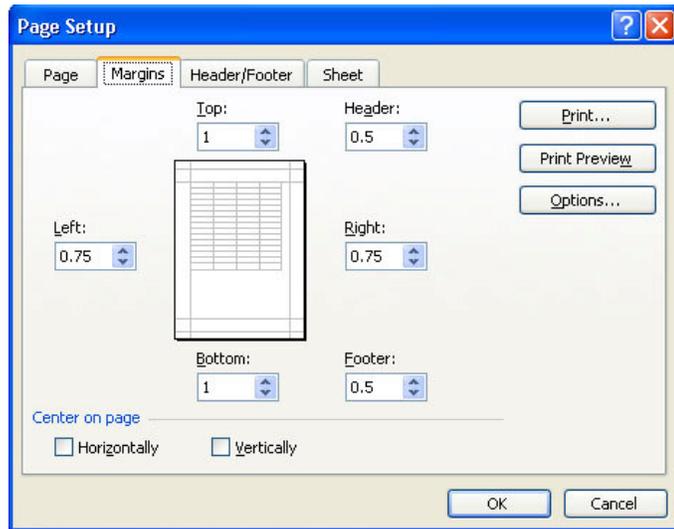
Page Setup

The page setup allows you to format the page, set margins, and add headers and footers. To view the **Page Setup** select **File > Page Setup** from the **Menu** bar. Select the **Orientation** under the **Page** tab in the **Page Setup** dialog box to make the page **Landscape** or **Portrait**. The size of the worksheet on the page can also be formatted under the **Scaling** title. To force a worksheet to be printed on one page, select **Fit to 1 page(s)**.



Margins

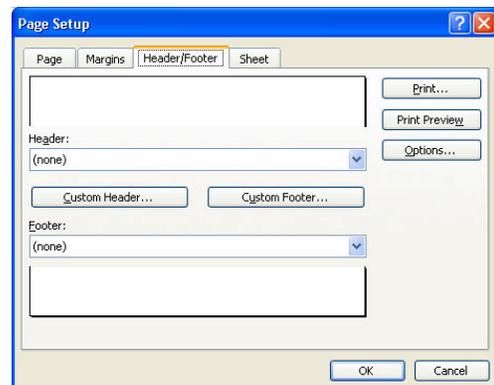
Change the top, bottom, left, and right margins under the **Margins** tab. Enter values in the **Header/Footer** fields to indicate how far from the edge of the page this text should appear. Check the boxes for centering **Horizontally** or **Vertically** to center the page.



Header/Footer

Add preset **Headers** and **Footers** to the page by clicking the drop-down menus under the **Header/Footer** tab.

To modify a preset **Header** or **Footer**, or to make your own, click the **Custom Header** or **Custom Footer** buttons. A new window will open allowing you to enter text in the left, center, or right on the page.



Format Text – After highlighting the text click this button to change the **Font**, **Size**, and **Style**.

Page Number - Insert the page number of each page.

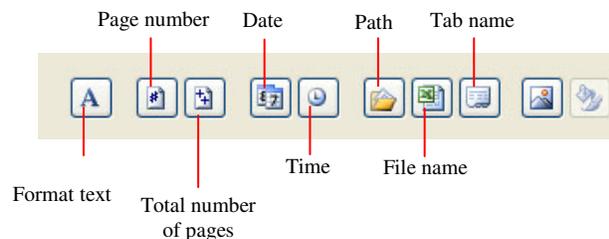
Total Number of Pages - Use this feature along with the page number to create strings such as "page 1 of 15".

Date - Add the current date.

Time - Add the current time.

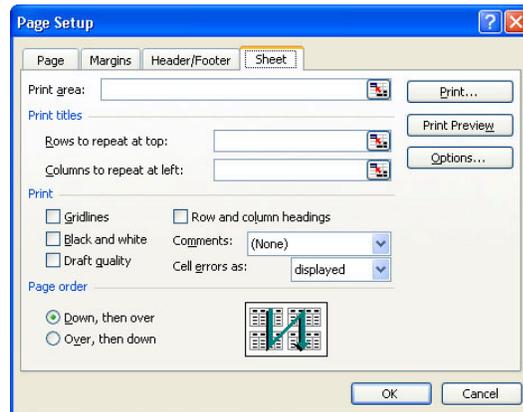
File Name - Add the name of the workbook file.

Tab Name - Add the name of worksheet.



Sheet

Click the **Sheet** tab and check **Gridlines** box under the **Print** section if you want the gridlines dividing the cells to appear on the page. If the worksheet is several pages long and only the first page includes titles for the columns, select **Rows to repeat at top** from the **Print titles** section to choose a title row that will be printed at the top of each page.



Print Preview

Select **File > Print Preview** from the **Menu** bar to view how the worksheet will be printed or press the **Print Preview**  button from the **Standard** toolbar. Click the **Next** and **Previous** buttons at the top of the window to display the next pages and click the **Zoom** button to view the pages closer. Make page layout modifications needed by clicking the **Page Setup** button. Click **Close** to return to the worksheet or **Print** to continue printing.

After a print preview, dotted lines appear on the document to show the borders of the document for printing. These lines are virtual and do not appear on the printed copy.

Print

To print the worksheet, select **File > Print** from the **Menu** bar or click on the **Print**  button from the **Standard** toolbar.



- **Print range** –Select either **All** pages or a range of **Page(s)** to print.
 - **Print what** –Select **Selection** of cells highlighted on the worksheet, the **Active sheet(s)**, or all the worksheets in the **Entire workbook**.
 - **Copies** - Choose the number of copies that should be printed. Check the **Collate** box if the pages should remain in order.
- Click **OK** to print.
