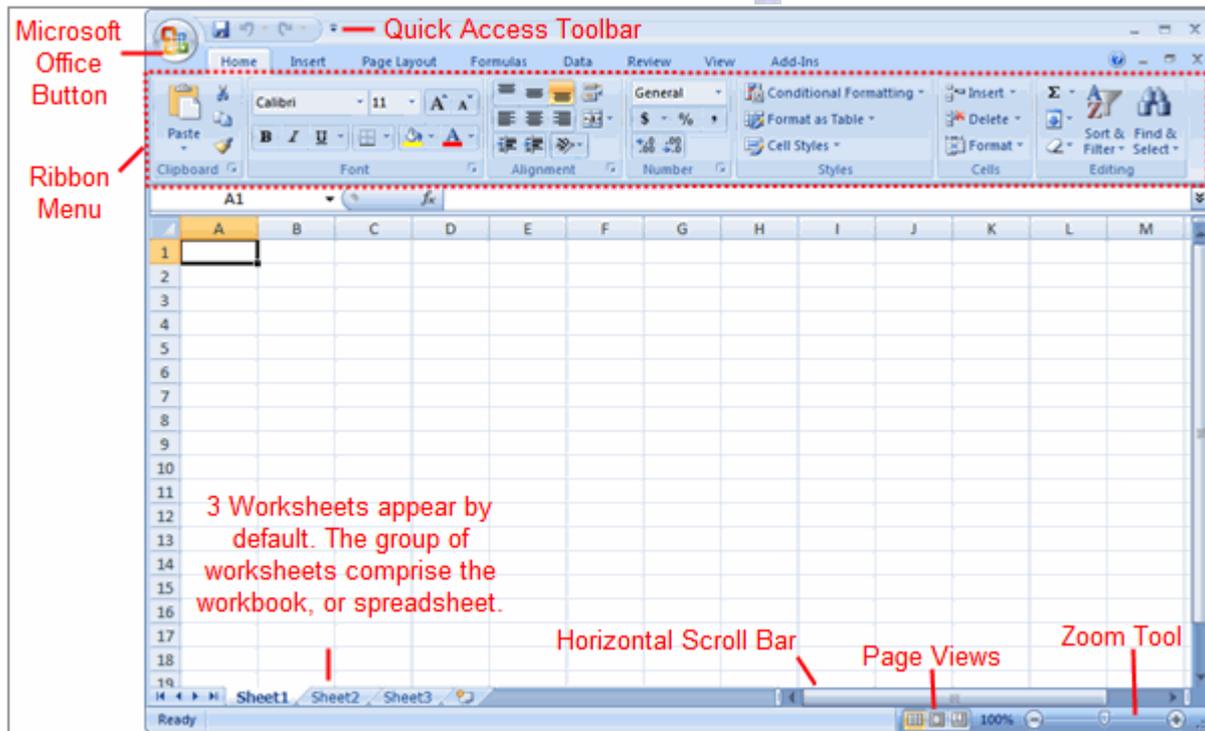


Lec 1 - Exploring and Setting Up Your Excel Environment

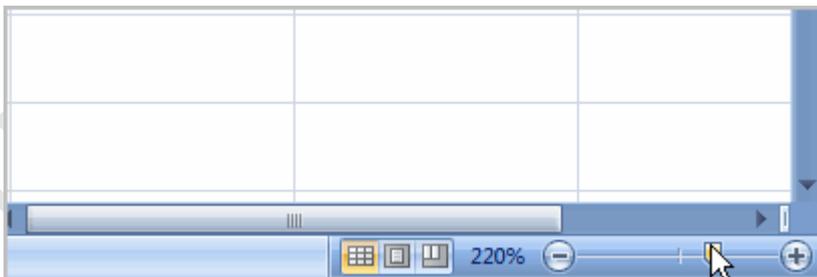
The **tabbed Ribbon menu system** is how you navigate through Excel and access the various Excel commands. If you have used previous versions of Excel, the Ribbon system replaces the traditional menus. Above the Ribbon in the upper-left corner is the **Microsoft Office Button**. From here, you can access important options such as New, Save, Save As, and Print. By default the **Quick Access Toolbar** is pinned next to the Microsoft Office Button, and includes commands such as Undo and Redo.

At the bottom, left area of the spreadsheet, you will find worksheet tabs. By default, **three worksheet tabs** appear each time you create a new workbook. On the bottom, right area of the spreadsheet you will find page view commands, the zoom tool, and the horizontal scrolling bar.



To Zoom In and Out:

- Locate the **zoom bar** in the bottom, right corner.
- Left-click the **slider** and **drag** it to the left to zoom out and to the right to zoom in.

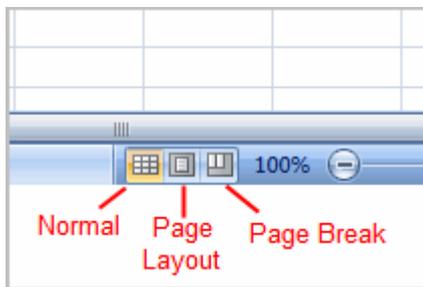


To Scroll Horizontally in a Worksheet:

- Locate the **horizontal scroll bar** in the bottom, right corner.
- Left-click the bar and move it from left to right.

To Change Page Views:

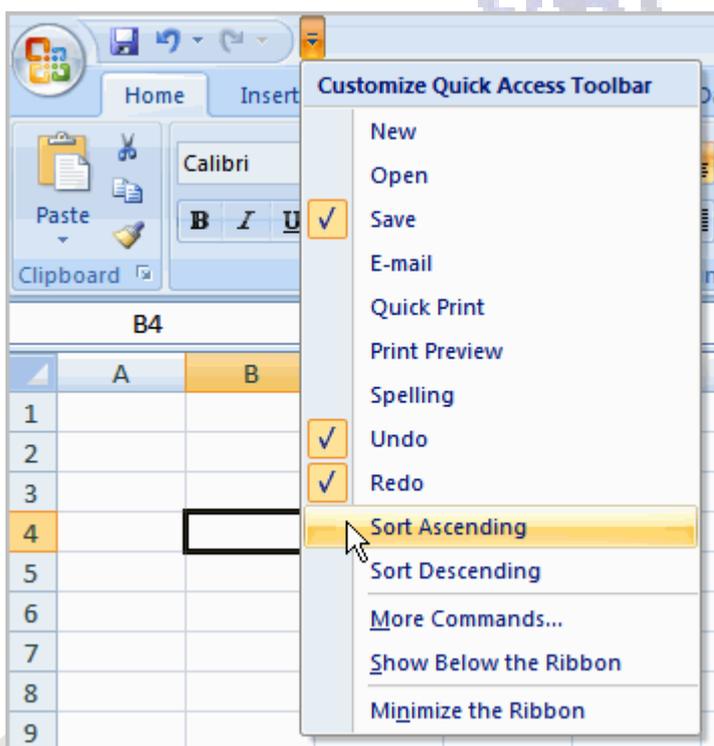
- Locate the **Page View options** in the bottom, right corner. The Page View options are Normal, Page Layout, and Page Break.
- Left-click an option to select it.



The default is **Normal View**.

To Add Commands to the Quick Access Toolbar:

- Click the **arrow** to the right of the Quick Access toolbar.
- Select the **command** you wish to add from the drop-down list. It will appear in the Quick Access toolbar.



OR

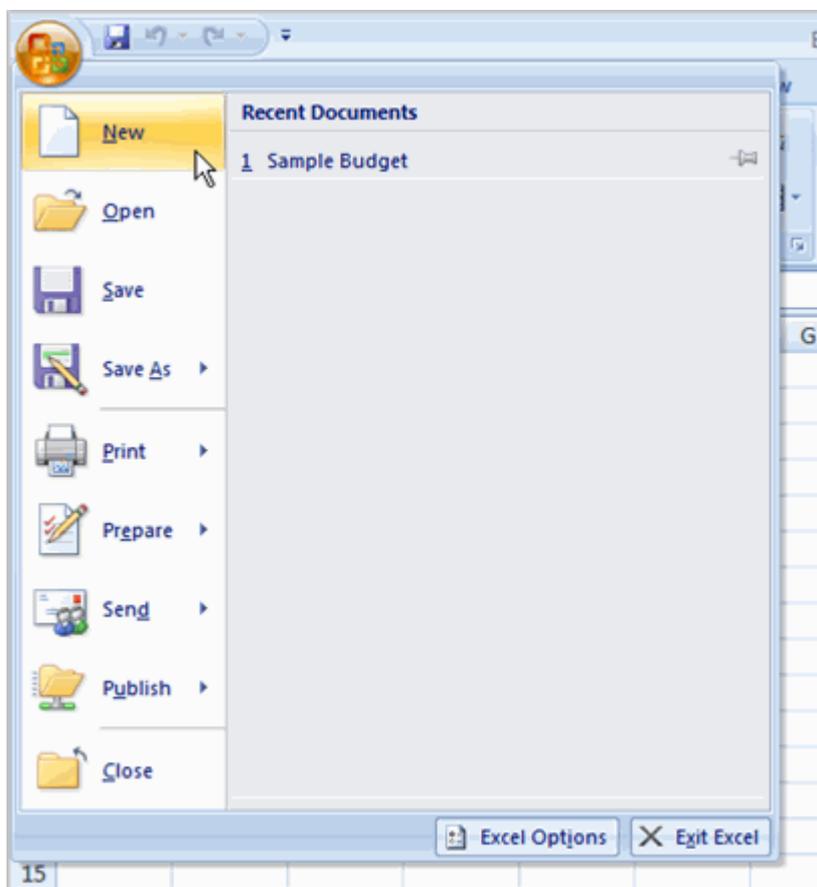
- Select **More Commands** from the menu and a dialog box appears.
- Select the command you wish to add.
- Click the **Add** button.
- Click **OK**.

The Save, Undo, and Redo commands appear by default in the Quick Access toolbar. You may wish to add other commands to make using specific Excel features more convenient for you

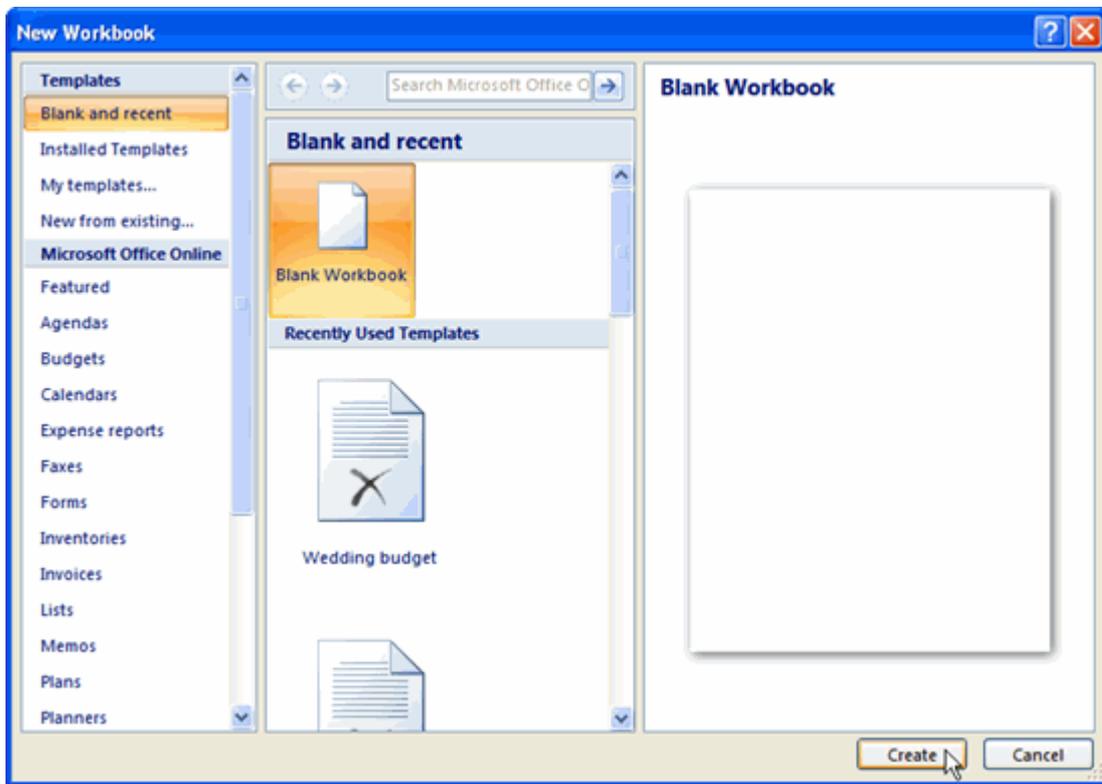
Your First Workbook

To Create a New, Blank Workbook:

- Left-click the **Microsoft Office Button**.
- Select **New**. The New Workbook dialog box opens and Blank Workbook is highlighted by default.



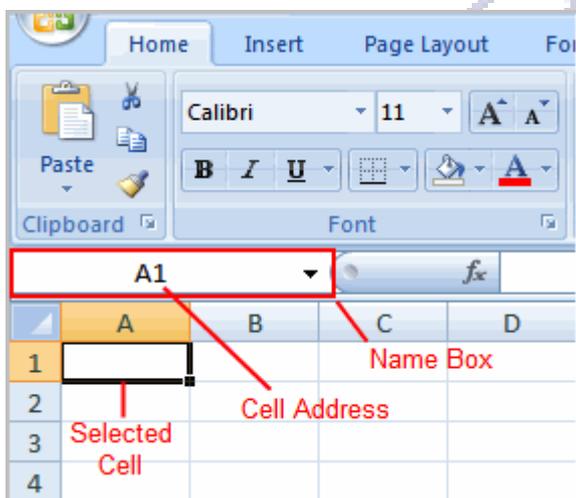
- Click **Create**. A new, blank workbook appears in the window.



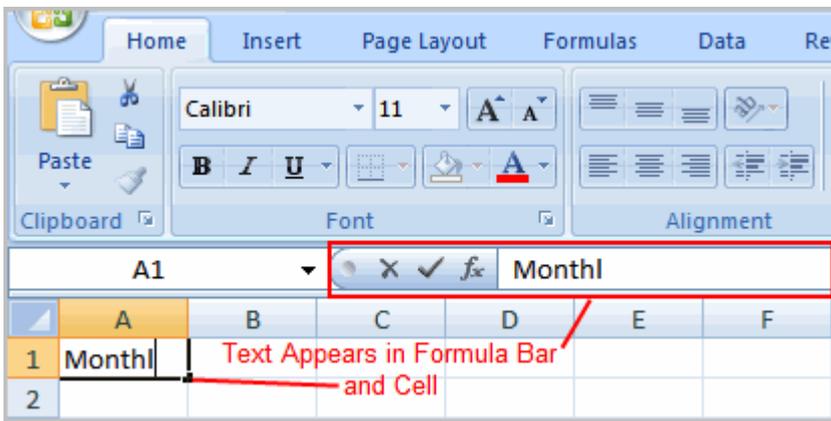
When you first open Excel, the software opens to a new, blank workbook.

To Insert Text:

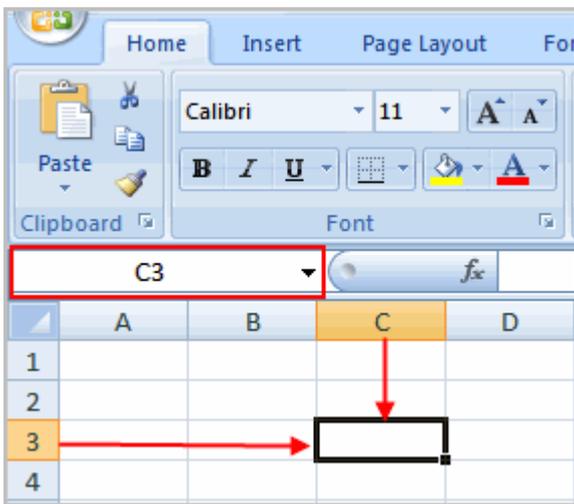
- Left-click a **cell** to select it. Each **rectangle** in the worksheet is called a **cell**. As you select a cell, the **cell address** appears in the **Name Box**.



- Enter **text** into the **cell** using your keyboard. The text appears in the cell and in the **formula bar**.

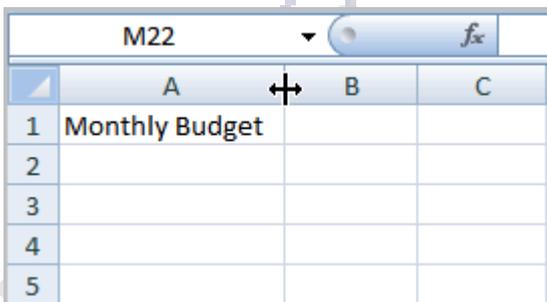


Each cell has a name, or a **cell address** based on the **column** and **row** it is in. For example, this cell is C3 since it is where column C and row 3 intersect.



To Modify Column Width:

- Position the **cursor** over the **column line** in the column heading and a **double arrow** will appear.



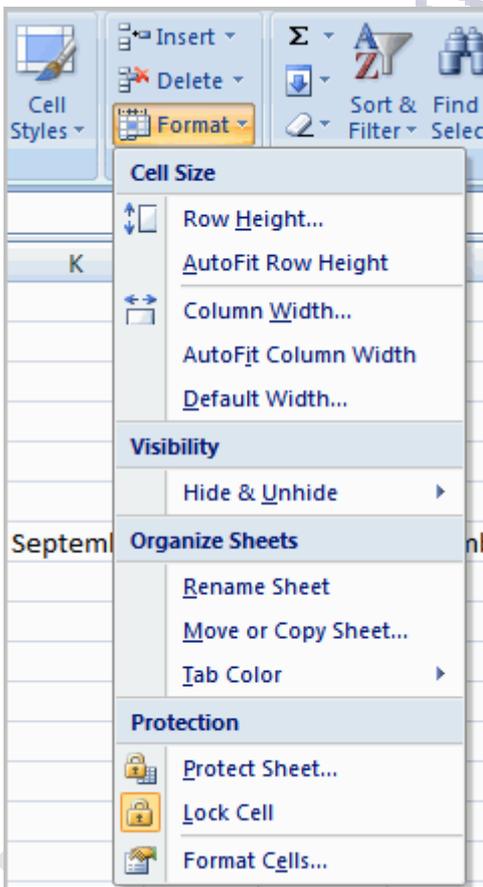
- Left-click the mouse and **drag** the cursor to the **right** to **increase** the column width or to the **left** to **decrease** the column width.
- **Release** the mouse button.

OR

- Left-click the **column heading** of a column you'd like to modify. The entire column will appear **highlighted**.

	A	B
1	Monthly Budget	
2		
3		
4		
5		
6		
7	Bills	Date
8	Rent	
9	Car Payment	
10	Health Insurance	
11	Cable	
12	Power	
13	Water	
14	Home Phone	

- Click the **Format** command in the Cells group on the **Home** tab. A menu will appear.



- Select **Column Width** to enter a **specific** column **measurement**.
- Select **AutoFit Column Width** to adjust the column so all the text will fit.

To Modify the Row Height:

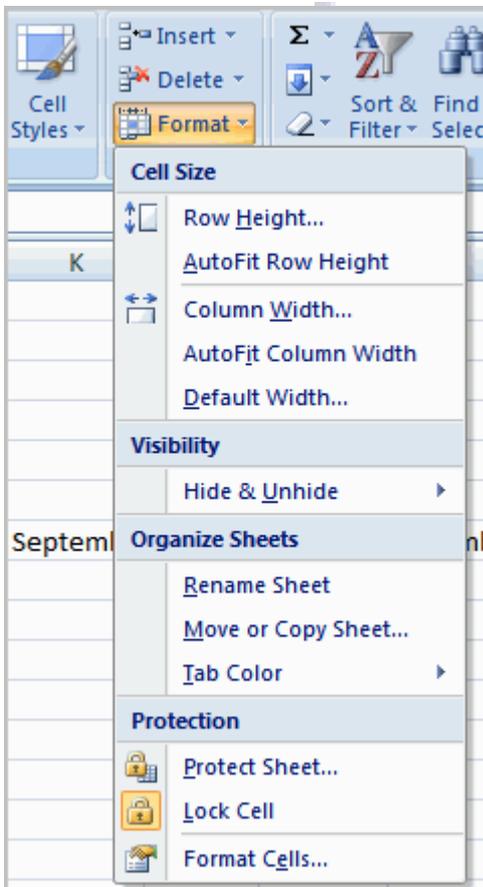
- Position the **cursor** over the **row line** you want to modify and a **double arrow** will appear.

	A	B
1	Monthly Budget	
2		
3		
4		
5		

- Left-click the mouse and **drag** the cursor **upward** to **decrease** the row height or **downward** to **increase** the row height.
- **Release** the mouse button.

OR

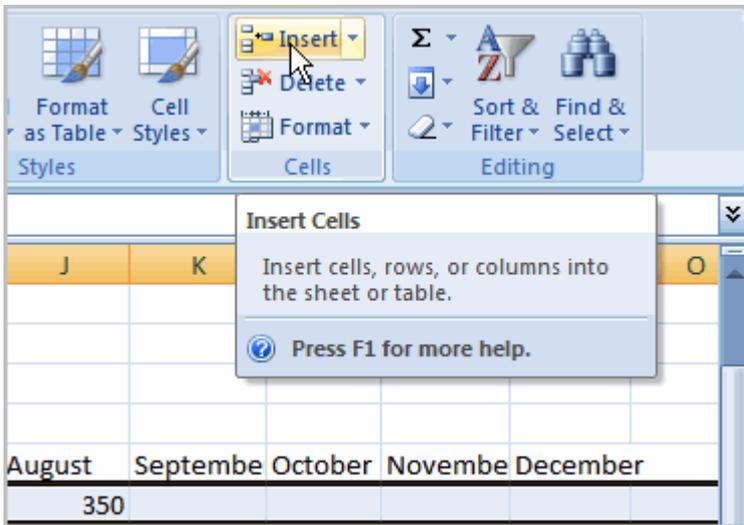
- Click the **Format** command in the Cells group on the **Home** tab. A menu will appear.



- Select **Row Height** to enter a **specific** row **measurement**.
- Select **AutoFit Row Height** to adjust the row so all the text will fit.

To Insert Rows:

- Select the row **below** where you want the new row to appear.
- Click the **Insert** command in the Cells group on the Home tab. The row will appear.



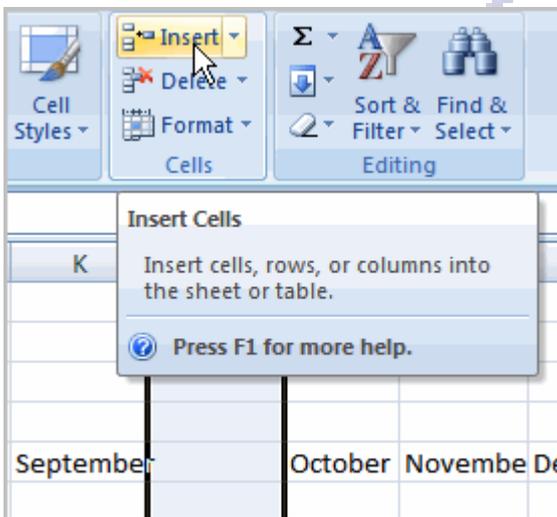
The new row always appears above the selected row.

Make sure that you select the **entire row** below where you want the new row to appear and **not** just the **cell**. If you select just the cell and then click Insert, only a new cell will appear.

To Insert Columns:

- Select the column to the right of where you want the column to appear.
- Click the **Insert** command in the Cells group on the Home tab. The column will appear.

The new column always appears to the left of the selected column. For example, if you want to insert a column between September and October, select the October column and click the Insert command.



Make sure that you select the **entire column** to the right of where you want the new column to appear and **not** just the **cell**. If you select just the cell and then click Insert, only a new cell will appear.

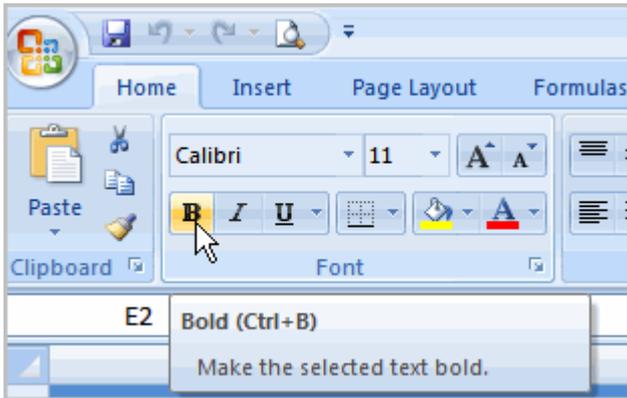
To Delete Rows and Columns:

- Select the row or column you'd like to delete.
- Click the Delete command in the Cells group on the Home tab.

Formatting Cells

To Format Text in Bold or Italics:

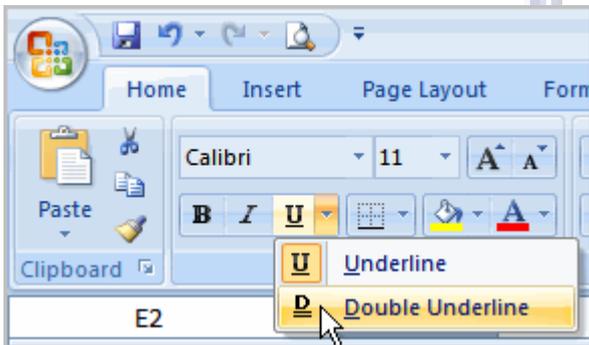
- Left-click a **cell** to select it or drag your cursor over the text in the formula bar to select it.
- Click the **Bold** or **Italics** command.



You can select entire columns and rows, or specific cells. To select the **entire column**, just left-click the column heading and the entire column will appear as selected. To select **specific cells**, just left-click a cell and drag your mouse to select the other cells. Then, release the mouse button.

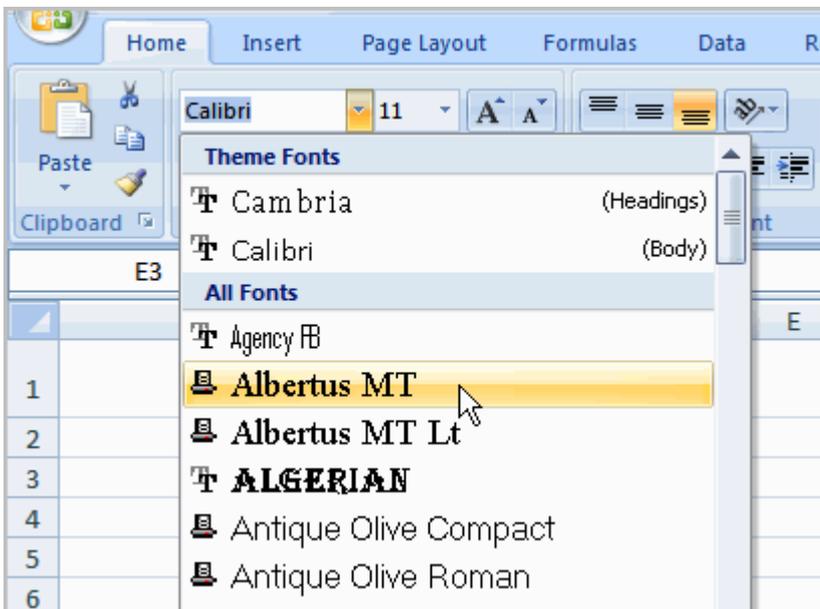
To Format Text as Underlined:

- Select the cell or cells you want to format.
- Click the drop-down arrow next to the Underline command.
- Select the **Single Underline** or **Double Underline** option.



To Change the Font Style

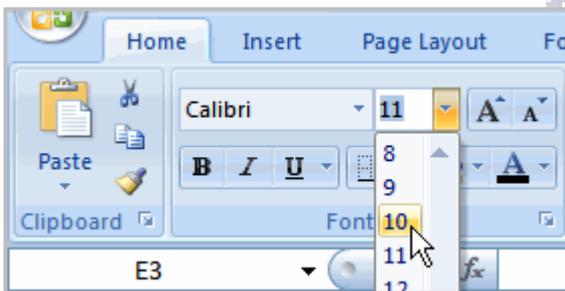
- Select the cell or cells you want to format.
- Left-click the **drop-down arrow** next to the **Font Style** box on the Home tab.
- Select a **font style** from the list.



As you move over the font list, the Live Preview feature previews the font for you in the spreadsheet.

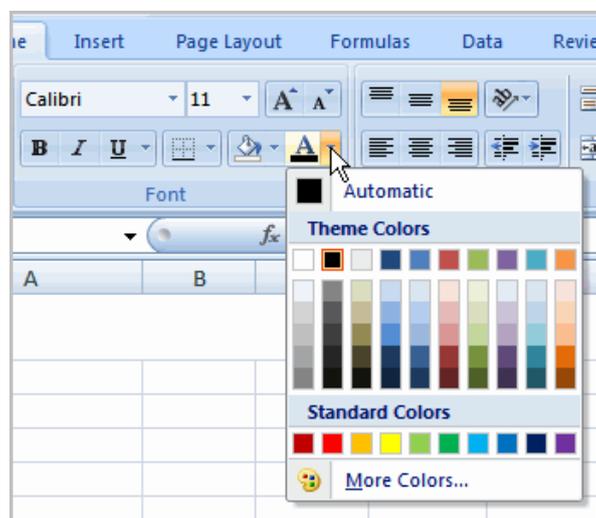
To Change the Font Size:

- Select the cell or cells you want to format.
- Left-click the **drop-down arrow** next to the **Font Size** box on the Home tab.
- Select a **font size** from the list.



To Change the Text Color:

- Select the cell or cells you want to format.
- Left-click the **drop-down arrow** next to the **Text Color** command. A color palette will appear.
- Select a color from the palette.

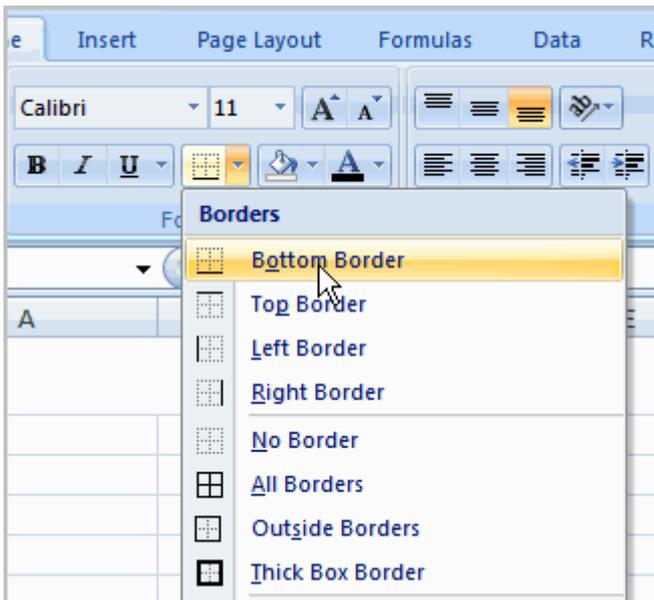


OR

- Select **More Colors**. A dialog box will appear.
- Select a color.
- Click **OK**.

To Add a Border:

- Select the cell or cells you want to format.
- Click the **drop-down arrow** next to the **Borders** command on the Home tab. A menu will appear with border options.

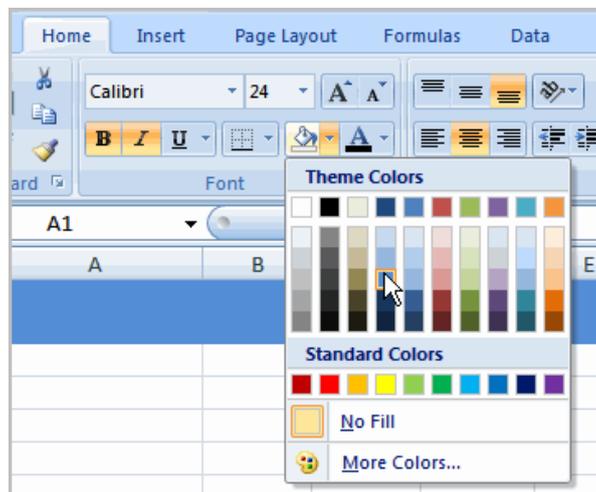


- Left-click an option from the list to select it.

You can change the **line style** and **color** of the border.

To add a Fill Color:

- Select the cell or cells you want to format.
- Click the **Fill command**. A color palette will appear.
- Select a color.



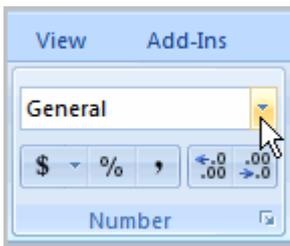
OR

- Select **More Colors**. A dialog box will appear.
- Select a color.
- Click **OK**.

You can use the **fill color feature** to format columns and rows, and format a worksheet so that it is easier to read.

To Format Numbers and Dates:

- Select the cell or cells you want to format.
- Left-click the **drop-down arrow** next to the **Number Format** box.
- Select one of the options for formatting numbers.



By default, the numbers appear in the **General** category, which means there is no special formatting.

In the Number group, you have some other options. For example, you can change the U.S. dollar sign to another currency format, numbers to percents, add commas, and change the decimal location.