



ECDL / ICDL - Module 4

Spreadsheets

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4.1 Getting Started

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4.1.1 First Steps With Spreadsheets

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4.1.1.1 Open a Spreadsheet Application.

- Click on the **Start** icon to display the Start menu and then move the mouse pointer onto **Programs**.
- From the sub-menu select **Microsoft Excel**.

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4.1.1.2 Open an Existing Spreadsheet - Make Some Modifications and Save.

- From the **File** menu, choose **Open**

OR click on the **Open** icon on the Standard toolbar.

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4.1.1.3 Open Several Spreadsheets.

- **To select, and open a continuous block of files**
 - Click on the **Open** icon which will display the file Open dialog box.
 - Click on the first file of the block you wish to select, then while depressing the **Shift** key, click on the last file of the required block.
 - When you release the **Shift** key the entire block will remain selected.
- **To select, and open, multiple files that are not in a continuous block**
 - Click on the **Open** icon which will display the file Open dialog box.
 - Click on the first file that you wish to select and while keeping the **Ctrl** key depressed, click on the other files that you wish to select.
 - When you release the **Ctrl** key, the selected files will continue to be highlighted.

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4.1.1.4 Create a New Spreadsheet and Save.

- Click on the **New** icon located within the Standard toolbar

OR press **Ctrl+N**

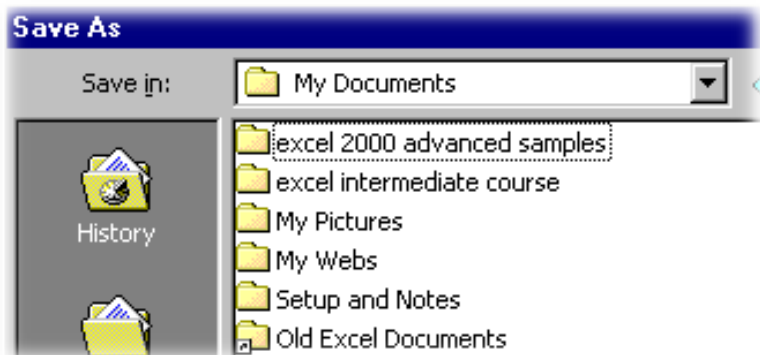
- To save the workbook, click on the **Save** icon, and give the file a name

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4.1.1.5 Save an Existing Spreadsheet Onto the Hard Disk or a Diskette.

- From the **File** menu, select **Save**
OR press **Ctrl+S**
OR click on the **Save** icon on the Standard toolbar.



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4.1.1.6 Close the Spreadsheet.

- From the **File** menu, select **Exit**

OR press **Alt+F4**

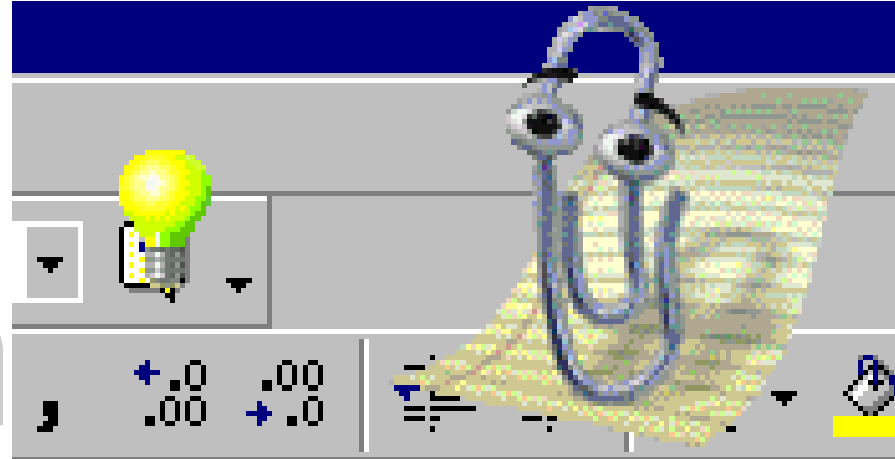
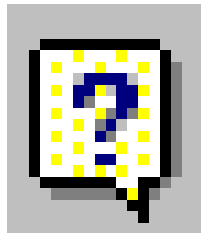
OR click on the Excel **Close** icon
(top-right or the Excel program window)

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4.1.1.7 Use Application Help Functions.

- **To display the Office Assistant**
 - Click on the **Office Assistant** icon located within the Standard Toolbar



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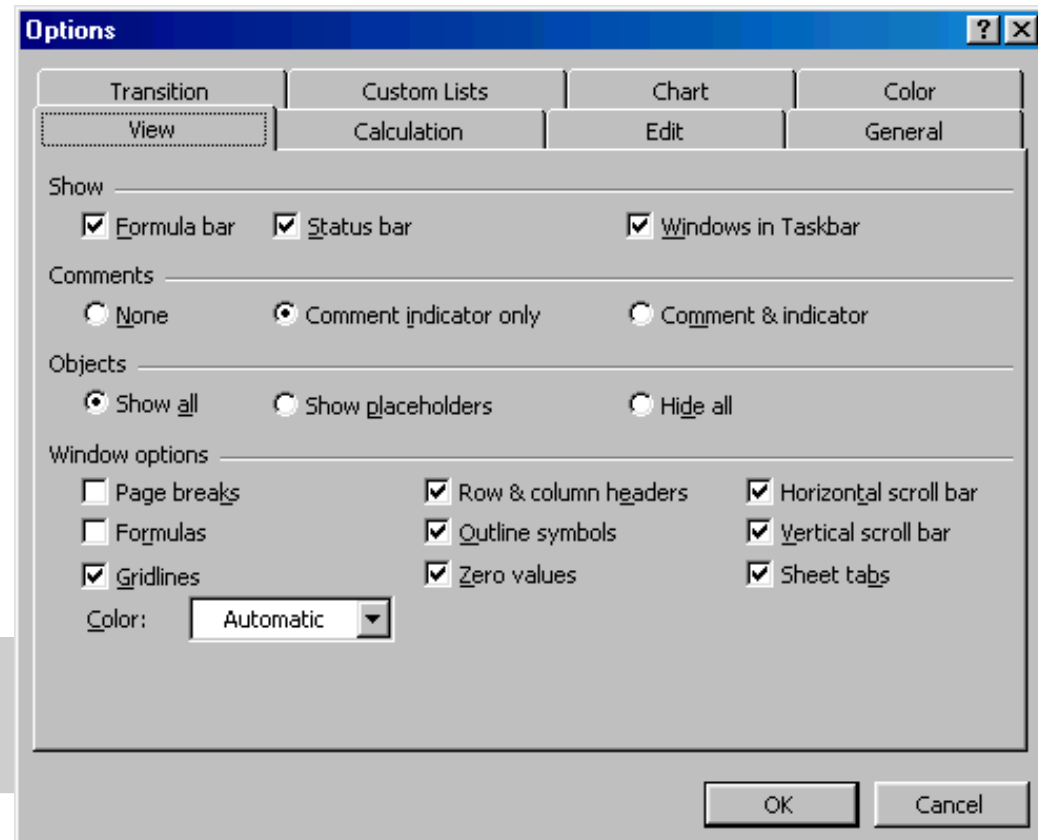
4.1.2 Adjust Basic Settings

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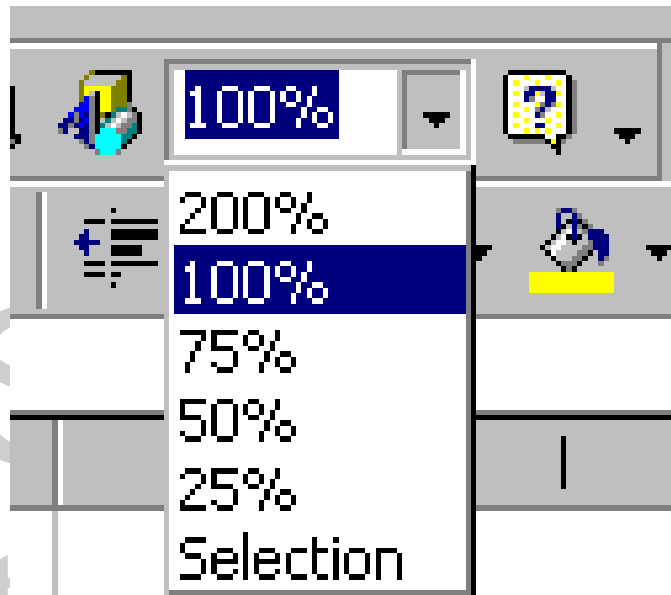
4.1.2.1 Change Spreadsheet View Mode.

- From the Tools menu, select **Options** to display the Options dialog box.
- Select the **View** tab.



4.1.2.2 Use the Page View Magnification Tool/zoom Tool.

- Use the **Zoom** icon within the Standard Excel toolbar

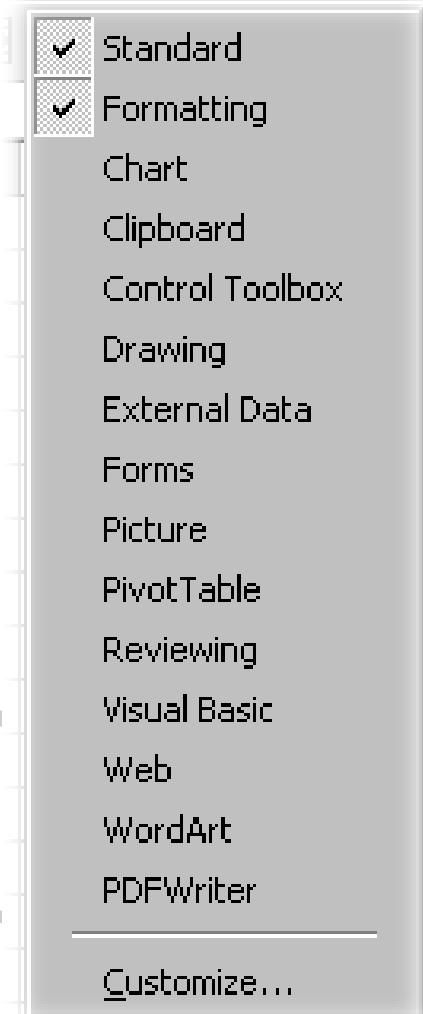


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4.1.2.3 Modify Toolbar Display.

- Select the **Toolbars** command from the **View** menu to display the **Toolbars** drop down menu.
- A list of toolbars is displayed.
- Choose the Toolbar you want to display





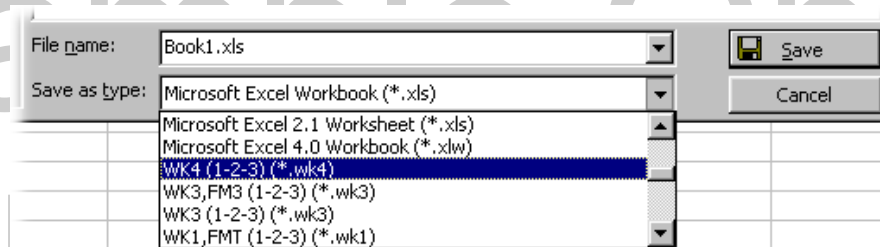
4.1.3 Document Exchange

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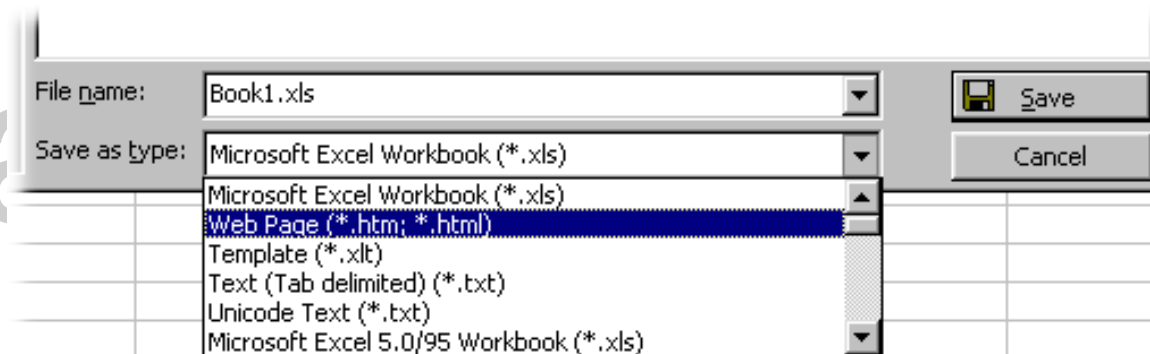
4.1.3.1 Save an Existing Spreadsheet Under Another File Format

- From the **File** drop down menu, click on the **Save As** command.
- If necessary, select the folder that you wish to save the file in from the **Look in** list box.
- Click on the down arrow to the right of the **Save as type:** box, and select the type of file format that you wish to save the file as



4.1.3.2 Save a Document in a Format Appropriate for Posting to a Web Site.

- From the **File** drop down menu, click on the **Save As** command.
- Click on the down arrow to the right of the **Save as type:** box, and select the type of file format that you wish to save the file as, i.e. **Web Page (*.htm;*.html)**





4.2 Basic Operations

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4.2.1 Insert Data

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4.2.1.1 Enter Numbers in a Cell.

- **Select the cell in which you want to enter a number and type in the number.**
- **If you want to make the number a negative, type a minus sign in front of it or enclose it in parentheses (i.e. brackets).**
- **To indicate decimal places, you type a full stop.**
- **The numbers will be right aligned by default.**

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4.2.1.2 Enter Text in a Cell.

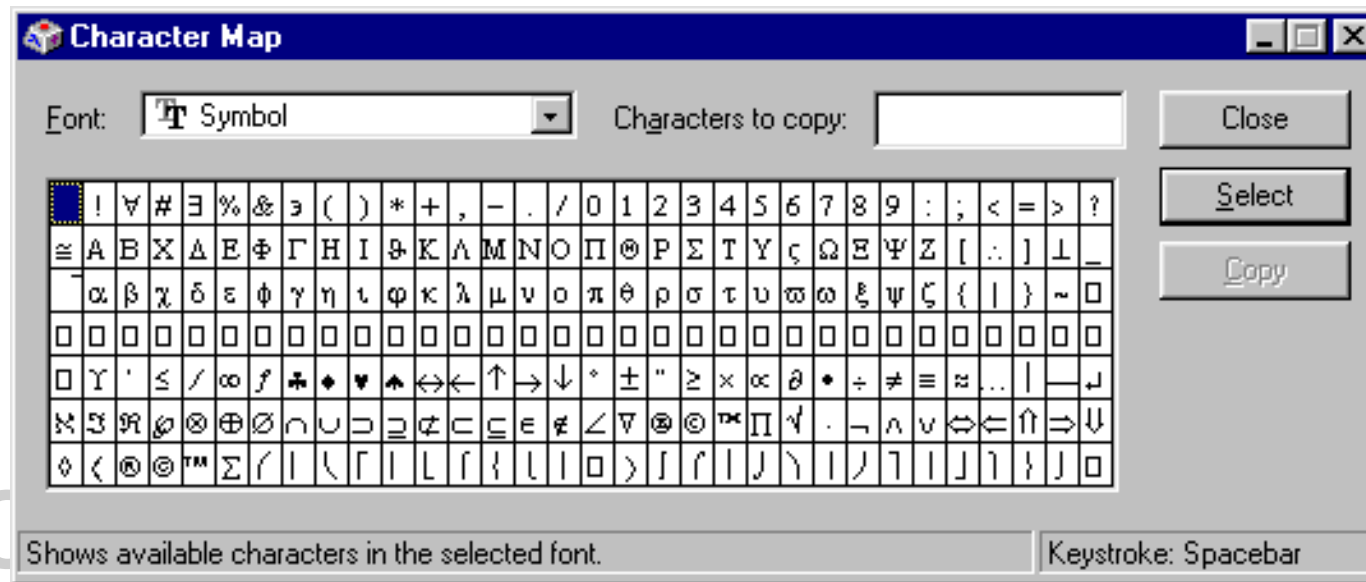
- **Simply click on the cell and start typing the text that you wish to appear in that cell.**
- **Remember that to move to the next cell use the Tab key.**
- **To move down a cell press the Enter key.**

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4.2.1.3 Enter Symbols or Special Characters in a Cell.

- Use AutoCorrect
- Or use the **Character Map** dialog box.



4.2.1.4 Enter Simple Formulas in a Cell.

- Enter an = (equal) sign.
- Enter the expression that will produce the result you want.
 - This can consist of operands, values, variables, and symbols which represent mathematical procedures such as + or - to add and subtract, e.g. A5+E5.
- When the formula is complete, press Enter

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4.2.1.5 Use the Undo Command.

- Click the **Undo** icon on the **Standard toolbar**

OR select **Undo** from the **Edit** menu

OR press **Ctrl+Z**.





4.2.2 Select Data

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4.2.2.1 Select a Cell or Range of Adjacent or Non-adjacent Cells.

- **To select a cell**
 - Click on the cell you wish to select.
- **To select non-adjacent cells**
 - Click on the first cell you wish to select. Depress the **Control** key
 - Click on the other cells that you wish to select. Release the **Control** key when you have finished.
- **To select a range of cells (making up a rectangular block)**
 - Click on the first cell of the rectangular block that you wish to select (i.e. the top-left hand corner). Move down to the cell that marks the bottom-right corner of the rectangular block. Depress the **Shift** key (and keep it depressed). Click once on the last cell of the required block. Release the **Shift** key.



4.2.2.2 Select a Row or Column. Select a Range of Adjacent or Non-adjacent Rows or Columns.

SLIDE 1 of 3

To select a row.

- Click the row heading number.

• To select a column

- Click on the column-heading letter.

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4.2.2.2 Select a Row or Column. Select a Range of Adjacent or Non-adjacent Rows or Columns.

SLIDE 2 of 3

- **To select a range of adjacent rows**
 - Click the row heading number of the first row that you wish to select. Position the mouse button at the last row in the range that you wish to select. Depress the Shift key and keep it depressed. Click on the last row in the range that you wish to select. Release the Shift key.
- **To select a range of non-adjacent rows**
 - Click the row heading number of the first row that you wish to select. Position the mouse button at another row heading of a row that you wish to select. Depress the Control (Ctrl) key and keep it depressed. Click on further row heading numbers that you wish to select. Release the Control (Ctrl) key. The selected row(s) will remain selected, as illustrated.

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4.2.2.2 Select a Row or Column. Select a Range of Adjacent or Non-adjacent Rows or Columns.

SLIDE 3 of 3

- **To select a range of adjacent columns**
 - Click the column heading number of the first column that you wish to select. Position the mouse button at the last column in the range that you wish to select. Depress the Shift key and keep it depressed. Click on the last column in the range that you wish to select. Release the Shift key.
- **To select a range of non-adjacent columns**
 - Click the column heading number of the first column that you wish to select. Position the mouse button at another column heading of a column that you wish to select. Depress the Control (Ctrl) key and keep it depressed. Click on further column heading numbers that you wish to select. Release the Control (Ctrl) key. The selected columns will remain selected, as illustrated.

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4.2.3 Copy, Move, Delete

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4.2.3.1 Use the Copy and Paste Tools to Duplicate Cell Contents in Another Part of a Worksheet.

- **Select the cell or range you wish to copy.**
- **From the **Edit** menu select **Copy****
 - or press **Ctrl+C**,
or click on the **Copy** icon on the **Standard** toolbar.
- **Switch to the required destination program.**
- **Place the cursor where you want the data to appear.**
- **Select **Paste** from the **Edit** menu**
 - or press **Ctrl+V**
or select the **Paste** icon from the **Standard** toolbar.

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4.2.3.2 Use the Cut and Paste Tools to Move Cell Contents Within Worksheet.

- **To move cell contents within a worksheet (using Cut and Paste).**
 - Click on a cell to select it (or select a range of cells by clicking on the first cell within the range and while keeping the mouse button depressed drag across the rest of the required range).
 - Click on the **Edit** drop down menu and select the **Cut** command.
 - Click on the location that you wish to cut (i.e. move) the cell or selected range to.
 - Click on the **Edit** drop down menu and select the **Paste** command.

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4.2.3.3 Move Cell Contents Between Active Worksheets.

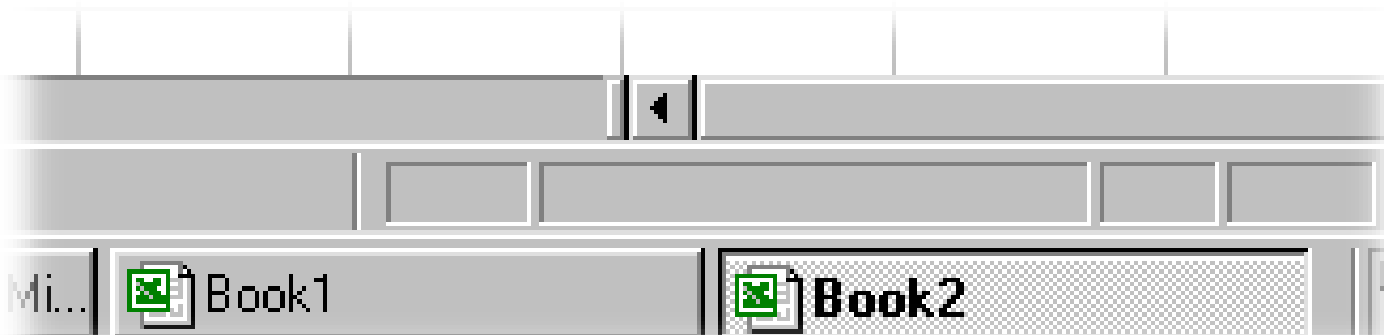
- Click on a cell to select it (or select a range of cells by clicking on the first cell within the range and while keeping the mouse button depressed drag across the rest of the required range).
- Click on the **Edit** drop down menu and select the **Cut** command.
- Click on the sheet tab at the bottom of the screen that you wish to paste (i.e. move) the data to.
- Click on the location, within the worksheet that you selected, that you wish to cut (i.e. move) the cell or selected range to.
- Click on the **Edit** drop down menu and select the **Paste** command

Sheet1 / Sheet2 / Sheet3

4.2.3.4 Move Cell Contents Between Active Spreadsheets.

SLIDE 1 of 2

- Click on a cell to select it (or select a range of cells by clicking on the first cell within the range and while keeping the mouse button depressed drag across the rest of the required range).
- Click on the **Edit** drop down menu and select the **Cut** command.



4.2.3.4 Move Cell Contents Between Active Spreadsheets.

SLIDE 2 of 2

- Click on the Excel icon at the bottom of the screen, that represents the other Excel Workbook that you wish to cut (i.e. move) the data to.
 - NOTE: This assumes that you have already opened or created a second Excel Workbook. If not, create or open one first!
- Click on the location, within the workbook that you selected, that you wish to cut (i.e. move) the cell or selected range to.
- Click on the **Edit** drop down menu and select the **Paste** command.

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4.2.3.5 Delete Cell Contents in a Selected Cell Range.

- **Select the cell or range that you want to delete.**
- **Press the **Delete** key.**

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4.2.4 Search and Replace

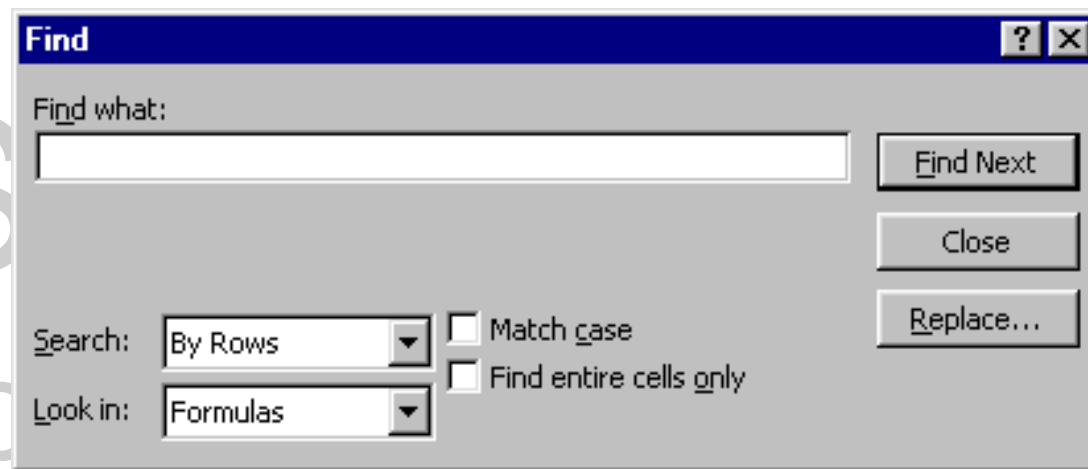
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4.2.4.1 Use the Search Command for Specified Cell Content.

- Place the insertion point where you want to begin the search.
- Select the **Find** command from the **Edit** menu,

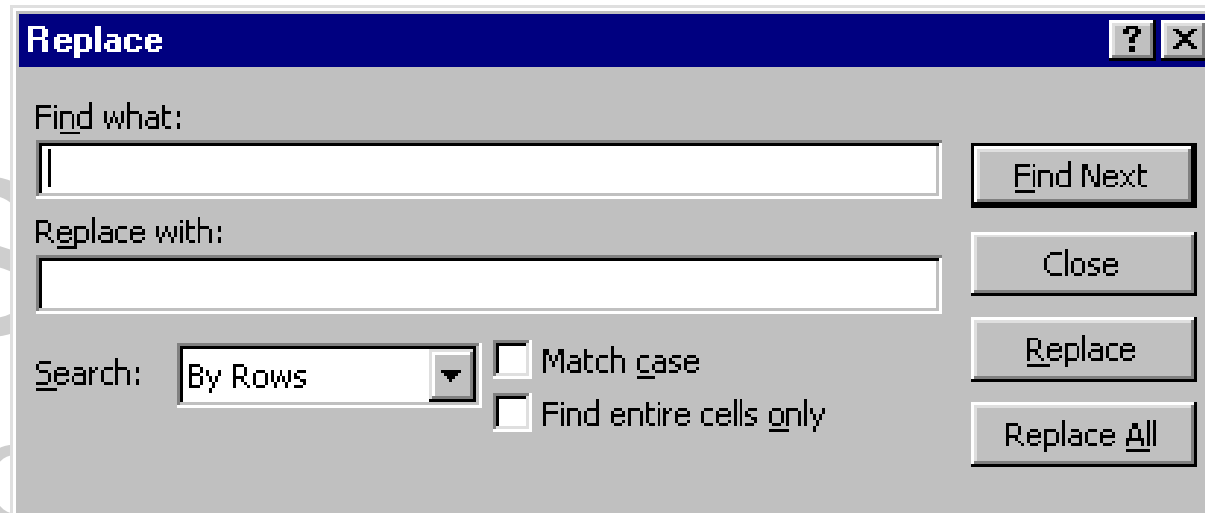
OR press **Ctrl+F** to display the Find dialog box.



4.2.4.2 Use the Replace Command for Specified Cell Content.

- Select the **Replace** command from the **Edit** menu,

OR press **Ctrl+H** to display the Replace dialog box.





4.2.5 Rows and Columns

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4.2.5.1 Insert Rows and Columns.

SLIDE 1 of 2

- **To insert a row into a worksheet**
 - Select the row you want to move down when the new row is inserted above it.
 - To select more than one row, drag the mouse pointer across the required row headings (with the mouse button depressed).
 - Right click over the selected row(s) to display a pop-up menu.
 - Select Insert.
 - Any existing data will move down to accommodate the new cells.

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4.2.5.1 Insert Rows and Columns.

SLIDE 2 of 2

- **To insert columns into a worksheet**
 - Select the column you want to move to the right when the new row is inserted.
 - To select more than one column, drag the mouse pointer across the required column headings (with the mouse button depressed).
 - Right click over the selected column(s) to display a pop-up menu.
 - Select Insert. Any existing data will move right to accommodate the new cells.

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4.2.5.2 Modify Column Width and Row Height.

SLIDE 1 of 2

- **To change the width of a column**
 - Find the right-hand border of the column you wish to change and follow it to the top of the worksheet into the area of the column heading.
 - When the mouse pointer is moved in this area, it changes to a thick crosshair.
 - Click on the right-hand column heading border and drag the mouse to the left to reduce the column, or to the right to increase the column size.

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4.2.5.2 Modify Column Width and Row Height.

SLIDE 2 of 2

- **To change the height of a row**
 - Select the row(s) you wish to change.
 - From the Format menu, select Row and choose Height from the Format Row menu. The Row Height dialog box is displayed.
 - Enter the value you want (from 0-409) in the Row Height text box. The value represents the row height in points.
 - Select OK.

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4.2.5.3 Delete Selected Rows or Columns.

- **To delete a row or column**
 - Select the row(s) or column(s) you wish to delete.
 - Right click on a selected row or column and choose **Delete** from the pop-up menu.

REMEMBER:
You can always use **Undo!**



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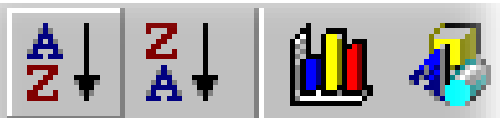
4.2.6 Sort Data

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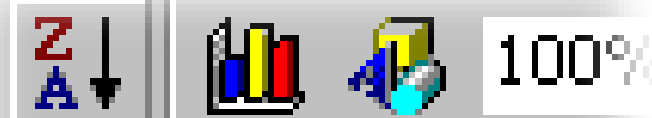
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4.2.6.1 Sort Selected Data in Ascending or Descending Numeric Order.

- Click on cell, within a column that you wish to sort numerically.
- Click on the either the Sort Ascending or Sort Descending icons



Sort Ascending



Sort Descending

4.2.6.2 Sort Selected Data in Ascending or Descending Alphabetic Order.

- Within your data, click within the column that you wish to sort by.
- Click on the either the Sort Ascending or Sort Descending icons.



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4.3 Formulas and Functions

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4.3.1 Arithmetic and Logical Formulas

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4.3.1.1 Use Basic Arithmetic and Logical Formulas in a Spreadsheet.

- **Addition**
=1+2
- **Subtraction**
=2-1
- **Multiplication**
=2*4
- **Division**
=4/2

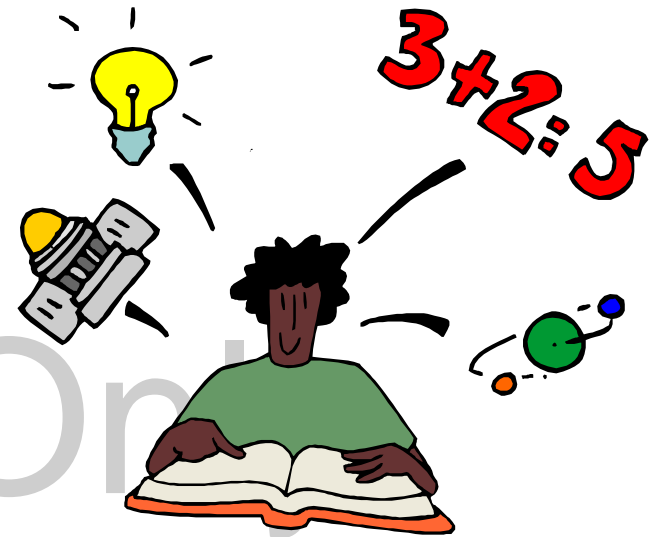


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4.3.1.2 Recognize Standard Error Messages Associated With Formulas.

- #####
 - The contents of the cell cannot be displayed correctly as the column is too narrow.
- #REF!
 - Indicates that a cell reference is invalid. This is often displayed when you delete cells that are involved in a formula.
- #NAME?
 - Excel does not recognize text contained within a formula.



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4.3.1.3 Use the AutoFill Tool/Copy Handle Tool to Copy or Increment Data Entries.

- Enter a starting value for the series that you wish to create.
- Enter the second value in the next cell.
- Move the mouse pointer to the "fill handle" (this is the small black square at the bottom, right of the selected area).
- When the mouse pointer is over the fill handle, it will change shape, from a large white cross to a small black cross.
- Depress the mouse button and drag as far as you wish to extend the range.
- When you release the mouse button the range will have been filled with incremental values.

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4.3.1.4 Understand and Use Relative Cell Referencing in Formulas or Functions

SLIDE 1 of 5

- **By default Excel uses relative addressing. This means that when you use a formula the components in the formula are relative. What does this mean? Consider the following example:**

	A	B	C	D	E
1				VAT Rate	17.5
2					
3					
4					
5	Items	Price (excluding VAT)	VAT	Price inc. VAT	
6	Laser printer	£500.00	£87.50	£587.50	
7	Computer	£900.00			
8	Scanner	£200.00			
9					

4.3.1.4 Understand and Use Relative Cell Referencing in Formulas or Functions

SLIDE 2 of 5

- The VAT (Value Added Tax) rate is contained in cell 1E.
- In cell B6 is the price of a laser printer, in this case £500
- In cell C6 is the formula =B6*E1%
- In cell D6 is the formula =B6+C6

	A	B	C	D	E
1				VAT Rate	17.5
2					
3					
4					
5	Items	Price (excluding VAT)	VAT	Price inc. VAT	
6	Laser printer	£500.00	£87.50	£587.50	
7	Computer	£900.00			
8	Scanner	£200.00			
9					

4.3.1.4 Understand and Use Relative Cell Referencing in Formulas or Functions

SLIDE 3 of 5

- If we used drag and drop techniques to highlight cells C6 and D6 and extend the formulas down the page, we might expect this to work OK but it does not.
 - To try this click on cells C6 and while keeping the Control key depressed click on cell D6.
 - Release the Control key and the two cells will remain selected.
 - Move the mouse pointer to the fill handle, i.e. the small, square black dot at the bottom right corner of the selected range.
 - Depress the mouse button and drag down for two rows, then release the mouse button.

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4.3.1.4 Understand and Use Relative Cell Referencing in Formulas or Functions

SLIDE 4 of 5

- What you see is the following. If you look in cells C7 and C8 there is no VAT calculated
- Clicking on cell C7 gives us the clue as to why this did not work. It contains a formula as follows: **=B7*E2%**

	A	B	C	D	E
1				VAT Rate	17.5
2					
3					
4					
5	Items	Price (excluding VAT)	VAT	Price inc. VAT	
6	Laser printer	£500.00	£87.50	£587.50	
7	Computer	£900.00	£0.00	£900.00	
8	Scanner	£200.00	£0.00	£200.00	
9					

4.3.1.4 Understand and Use Relative Cell Referencing in Formulas or Functions

SLIDE 5 of 5

- I.e. instead of picking up the VAT rate from cell E1, the formula is pointing to E2 (which is blank).
- This illustrated relative referencing, the referencing is using an X and Y set of co-ordinates rather than an absolute addressing system, that would always point to the contents of a particular cell.

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4.3.1.5 Understand and Use Absolute Cell Referencing in Formulas or Functions.

SLIDE 1 of 3

- **Following on from the previous example, where relative reference was used we can fix the problem by using an absolute address.**
 - Remember that we had a VAT percentage amount in a cell, and when this was referenced in a relative manner while dragging and dropping formulas, then the formula no longer worked.
 - Again we will start with the following:

	A	B	C	D	E
1				VAT Rate	17.5
2					
3					
4					
5	Items	Price (excluding VAT)	VAT	Price inc. VAT	
6	Laser printer	£500.00	£87.50	£587.50	
7	Computer	£900.00			
8	Scanner	£200.00			
9					

4.3.1.5 Understand and Use Absolute Cell Referencing in Formulas or Functions.

SLIDE 2 of 3

- The VAT rate is contained in cell 1E.
- In cell B6 is the price of a laser printer, in this case £500 In cell C6 is the formula =B6*\$E\$1%
- In cell D6 is the formula =B6+C6

	A	B	C	D	E
1				VAT Rate	17.5
2					
3					
4					
5	Items	Price (excluding VAT)	VAT	Price inc. VAT	
6	Laser printer	£500.00	£87.50	£587.50	
7	Computer	£900.00			
8	Scanner	£200.00			
9					

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4.3.1.5 Understand and Use Absolute Cell Referencing in Formulas or Functions.

SLIDE 3 of 3

- If we used drag and drop techniques to highlight cells C6 and D6 and extend the formulas down the page, we might expect this to work OK and this time it does!
- As you can see to use absolute addressing, you prefix both parts of the cell address, by a dollar (\$) symbol.

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4.3.2 Working with Functions

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4.3.2.1 Use the Sum Function.

- **Select the cell you want to contain the sum formula.**
- **Click the AutoSum icon on the Standard toolbar. Excel will create a sum formula, using with the range it thinks you want to sum.**
- **If the range is correct, press Enter.**
- **If it is incorrect, select the range you want to sum and press Enter.**



4.3.2.2 Use the Average Function.

- **Select the cell where you want to place the formula.**
- **Type =AVERAGE(**
- **Highlight the range of which you wish to calculate the average.**
- **Press Enter.**

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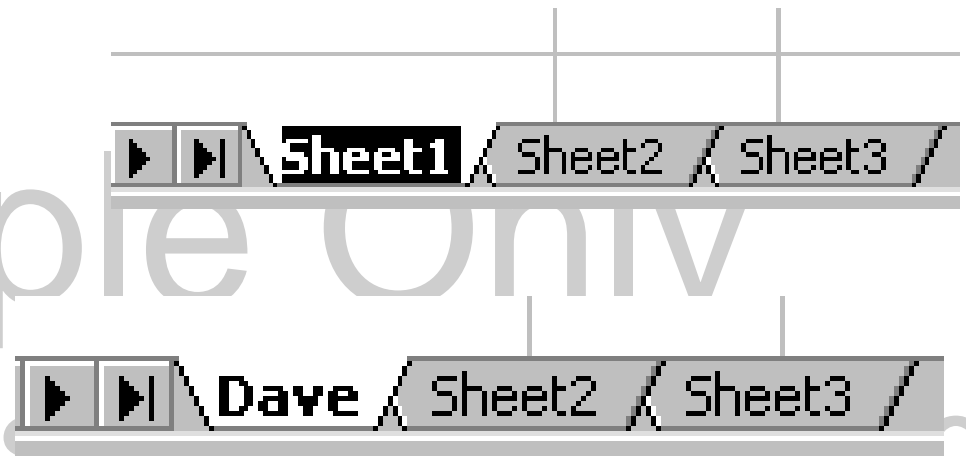
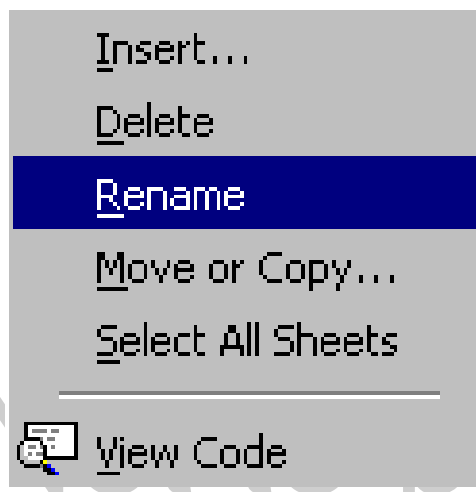
4.4 Formatting

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EXTRA – Renaming Worksheet Tabs

- **Right click on the worksheet tab that you wish to rename. From the popup menu displayed select the Rename command.**
- **You can then type over the default worksheet name, which will become highlighted.**





4.4.1 Format Cells – Numbers

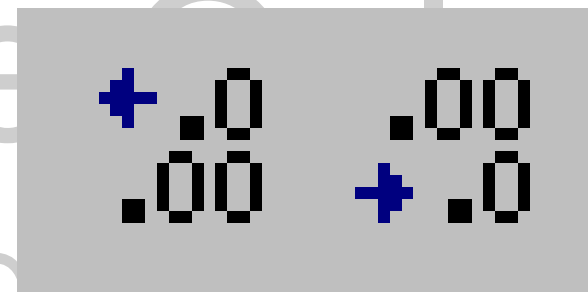
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4.4.1.1 Format Cells to Display Different Number Styles: Number of Decimal Places

SLIDE 1 of 2

- **Select the cell, or range, you wish to format with a fixed number of decimal places.**
- **To add a decimal point to the selection, click on the Increase Decimal icon on the Formatting toolbar.**
- **You can continue to click to add as many decimals as required.**

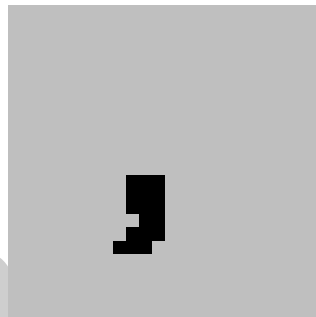




4.4.1.1 Format Cells to Display Different Number Styles: With or Without Commas

SLIDE 2 of 2

- **Select the cell(s) which contains the value you wish to format.**
- **Click on the **Comma Style** icon.**

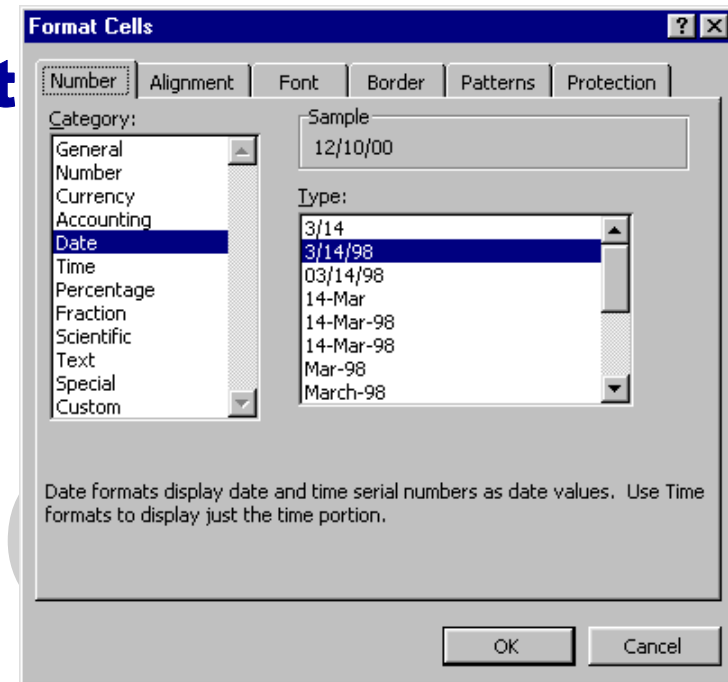


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4.4.1.2 Format Cells to Display Different Date Styles.

- Enter a date in a cell.
- Right click to display a pop-up menu, and select **Format Cells**, to display the Format Cells dialog box.
- Select **Date** from the Category list and use the **Type** section of the dialog box to select the required date format



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4.4.1.3 Format Cells to Display Different Currency Symbols.

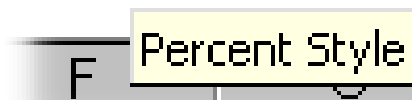
- Enter a date in a cell.
- Right click to display a pop-up menu, and select **Format Cells**, to display the Format Cells dialog box.
- Select **Currency** from the Category list and use the **Symbol** section of the dialog box to select the required currency format.
- Select **OK**.

Sample Only

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4.4.1.4 Format Cells to Display Numbers As Percentages.

- Click on a cell to select it and then click on the Percent Style icon on the Excel formatting toolbar.
- Enter the percentage value into the cell.
 - NOTE: Formatting a cell using the percentage style, multiplies the value by 100 and displays the results using a percentage symbol. Thus if you wished to use a value that would display as 20%, you would enter 0.2 into a cell formatted this way.





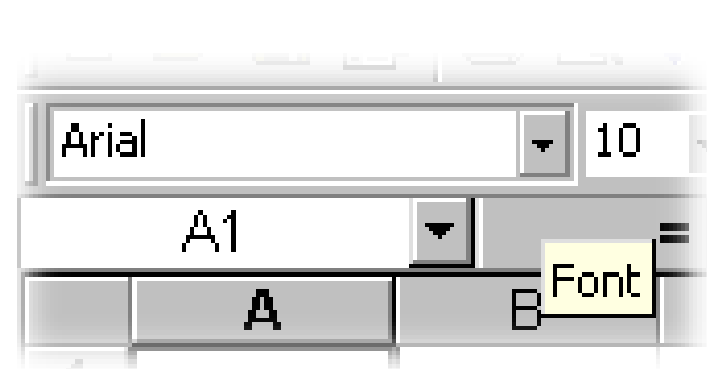
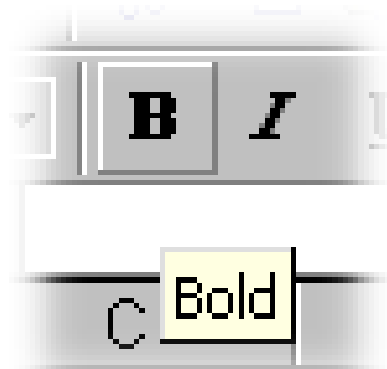
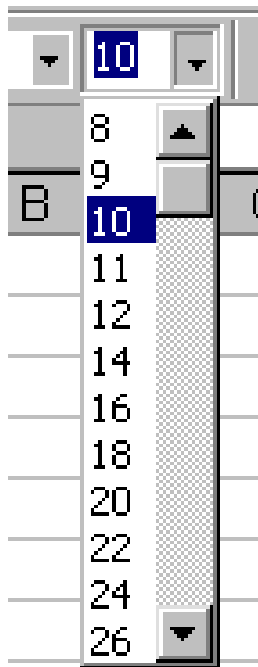
4.4.2 Format Cells – Text

Sample Only

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4.4.2.1 Change Text Size. Format Text: Bold, Italic, Font Type.

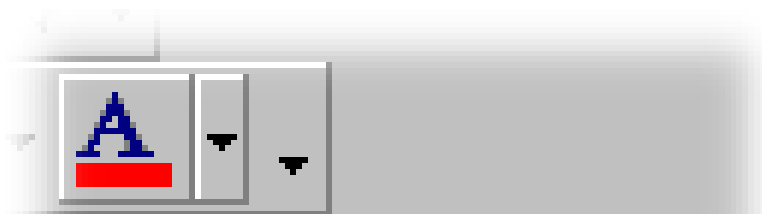
- Use the formatting icons as required.



Sample Only
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4.4.2.2 Change Text Font Colour.

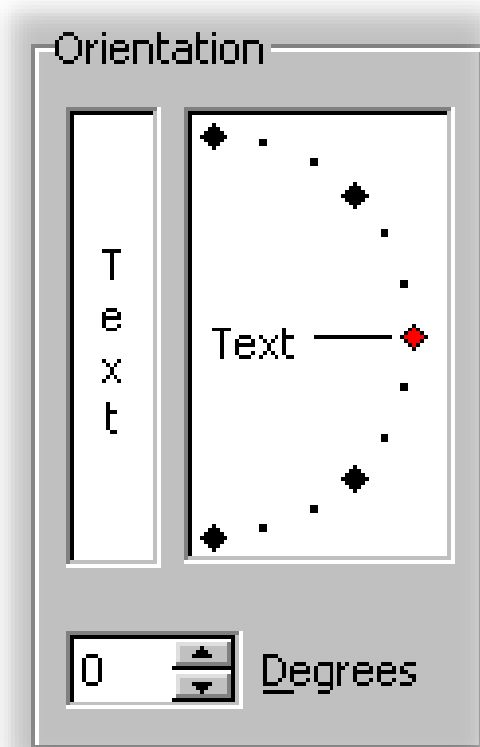
- **Select the cell or range that you wish to apply text formatting to.**
- **Use the **Font Color** icon located on the Excel formatting toolbar.**
- **Click in the down arrow to display a range of color options.**



Font Color (Red)

4.4.2.3 Adjust Text Orientation.

- Select the cell or range that you wish to apply text formatting to.
- Right click, and from the pop-up menu displayed select the **Format Cells** command, which will display the Format Cells dialog box.
- Select the **Alignment** tab and modify the options as required.



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4.4.3 Format Cells - Cell Ranges

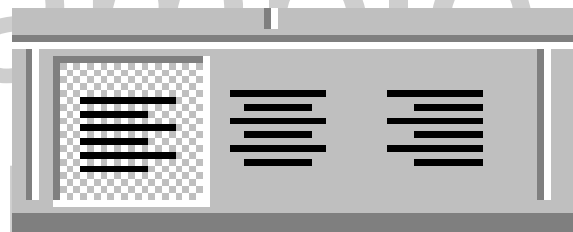
Sample Only

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4.4.3.1 Centre and Align Cell Contents in a Selected Cell Range: Left and Right.

SLIDE 1 of 2

- To align data between the left and right sides of a cell
 - Select the cell(s) you wish to align.
 - On the Formatting toolbar, click the **Align Left** icon to align data with the left edge of the cell.
 - Click the **Align Right** icon to align data with the right edge of the cell.
 - Click the **Center** icon to center the data in the cell.



4.4.3.1 Centre and Align Cell Contents in a Selected Cell Range: Top and Bottom.

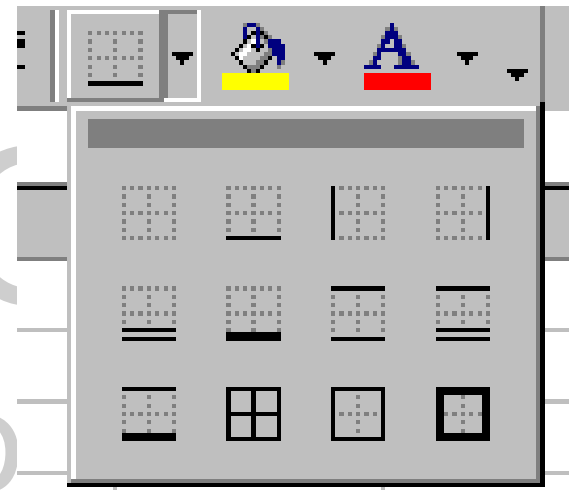
SLIDE 2 of 2

- **To align data between the top and bottom of a cell**
 - Select the cell(s) you wish to align.
 - From the Format menu, select Cells to display the Format Cells dialog box.
 - To view the Alignment options, click on the Alignment tab at the top of the dialog box.
 - Choose the Top, Center, or Bottom option in the Vertical area to align the data in the cell.
 - To make the lines of data fit evenly within the height of a cell, choose the Justify option.
 - Click on OK.

Sample Only
Not to be used for Training

4.4.3.2 Add Border Effects to a Selected Cell Range.

- Select the cell(s) to which you want to add a border.
- To view border options, click on the down arrow next to the **Borders** icon on the Formatting toolbar.
- Select the option you require





4.4.4 Spelling

Sample Only

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4.4.4.1 Use a Spell-check Program and Make Changes Where Necessary.

- Press **F7** to start the spell check program.
- Options include:
 - Add
 - Cancel
 - Change
 - Change All
 - Ignore
 - Ignore All
 - Suggest
 - AutoCorrect



Sample
Not to be used for training



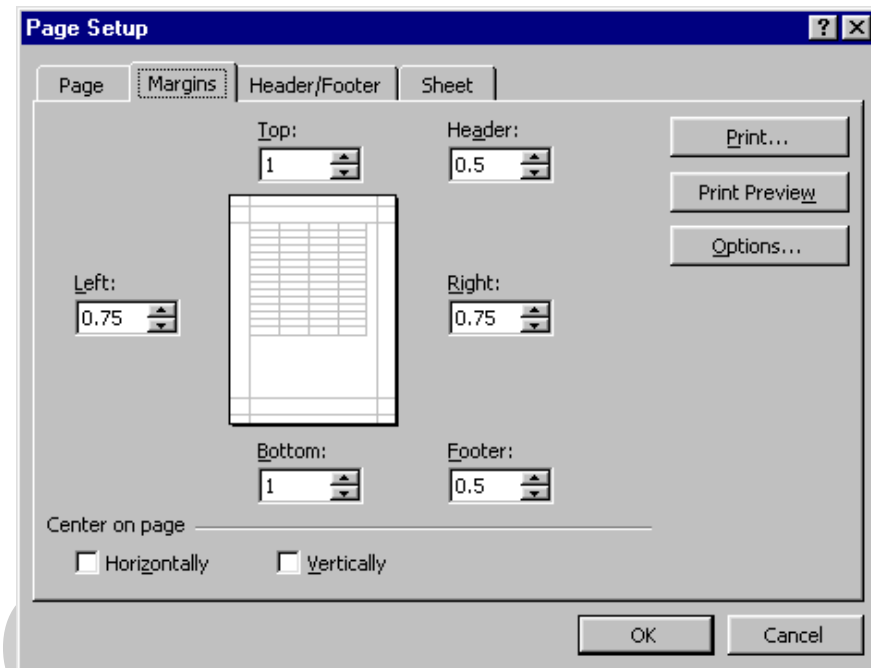
4.4.5 Document Setup

Sample Only

Not to be used for Training

4.4.5.1 Modify Document Margin Settings.

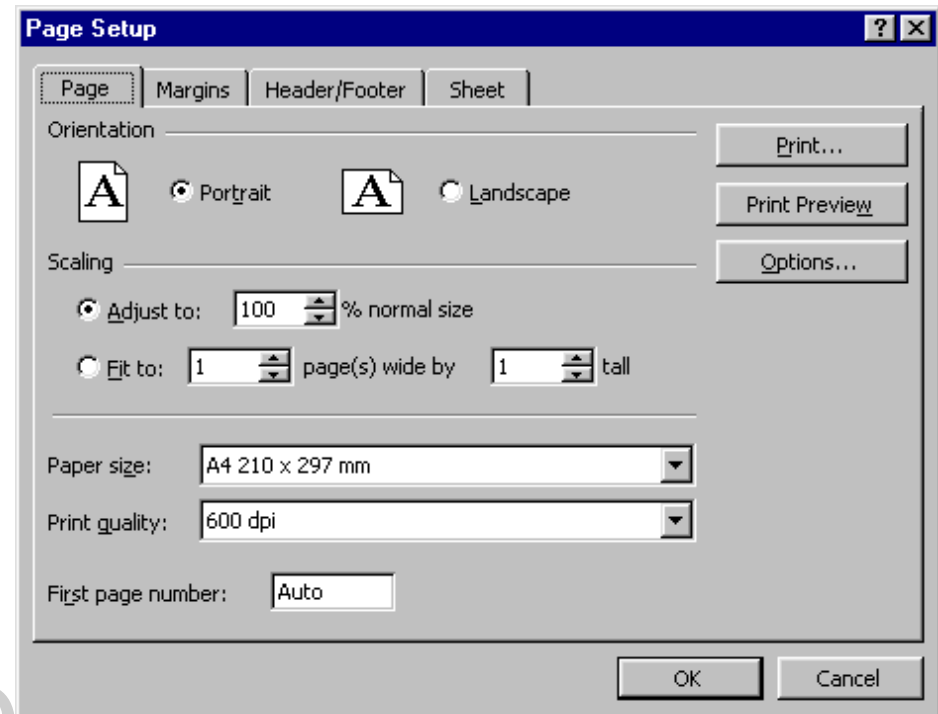
- Click on the **File** drop down menu and select the **Page Setup** command. This will display the Page Setup dialog box.
- Select the **Margins** tab and modify your margins as required.



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4.4.5.2 Adjust Document Setup to Fit One Page.

- Click on the **File** drop down menu and select the **Page Setup** command.
 - This will display the Page Setup dialog box.
- Select the **Page** tab and modify the **Fit to** section of the dialog box to print on a single page.

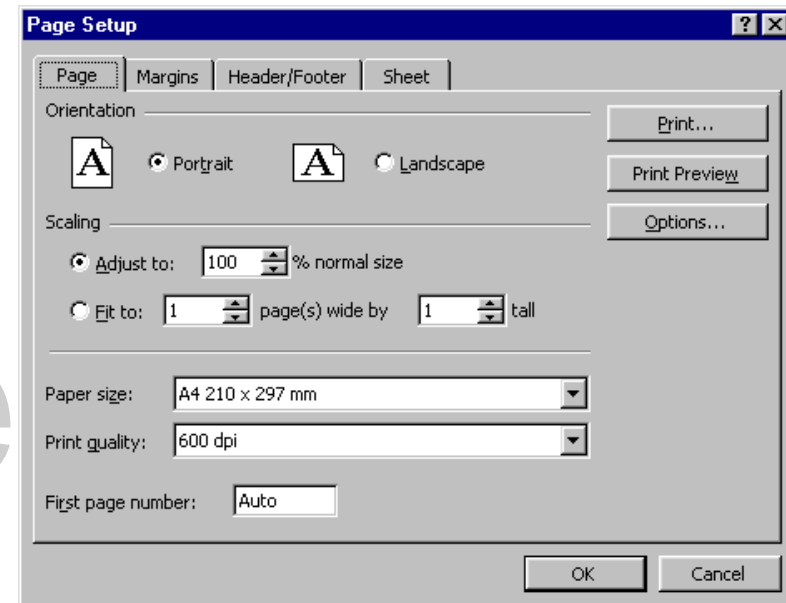


4.4.5.3 Add a Header and Footer.

- From the **File** menu, select **Page Setup** to display the Page Setup dialog box.
 - Make sure the Header/Footer tab is displayed.
- Click on the down arrow to the right of the Header list box to reveal a list of available headers.
- Click on the header required to select it.
- Click on the down arrow on the right of the Footer list box to reveal a list of available footers.
- Click on the footer required to select it.
- Click on **OK**

4.4.5.4 Change Document Orientation: Portrait or Landscape, Page Size Etc.

- Click on the **File** drop down menu and select the **Page Setup** command. This will display the Page Setup dialog box.
- Select the **Page** tab.
- Select **Portrait** or **Landscape** orientation, as well as the desired paper size.





4.5 Printing

Sample Only

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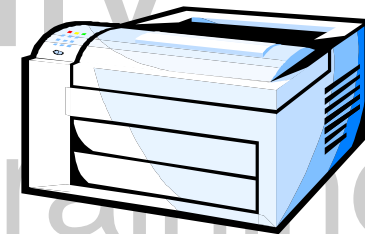
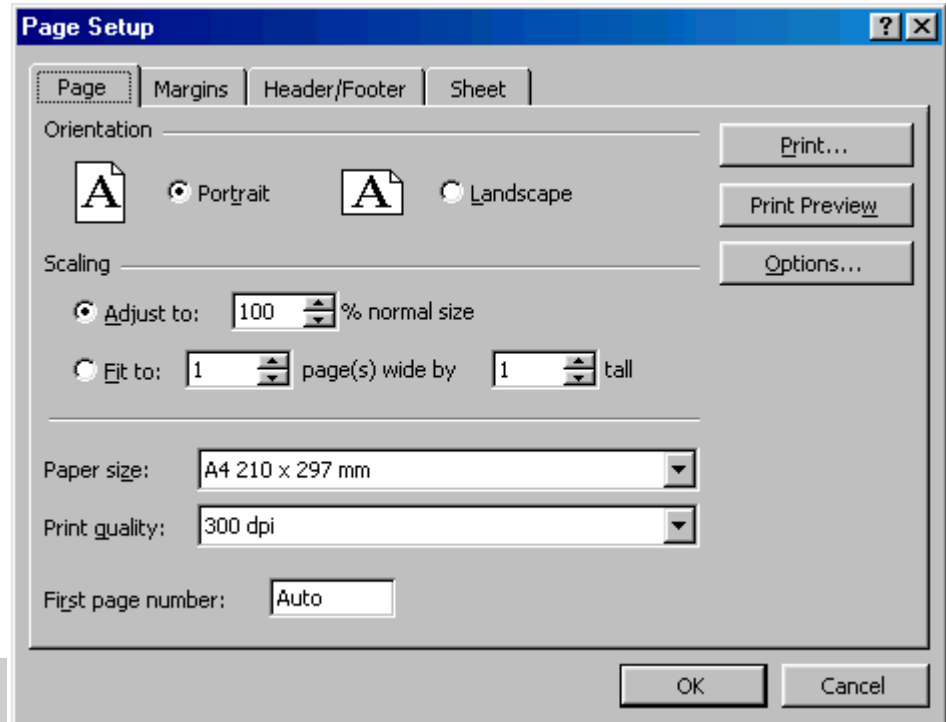
4.5.1 Printing Simple Spreadsheet Documents

Sample Only

Not to be used for Training

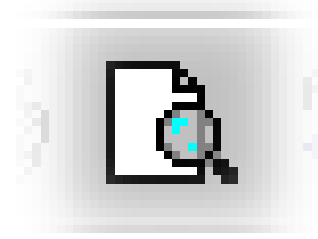
4.5.1.1 Use Basic Print Options.

- **To change Page Setup options**
 - From the **File** drop down menu, choose **Page Setup** to display the Page Setup dialog box.
 - Click on the **Page** tab.
 - Change options as required.

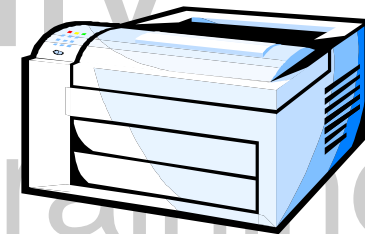


4.5.1.2 Preview a Spreadsheet.

- Click on the **Print Preview** icon within the Standard Excel toolbar.



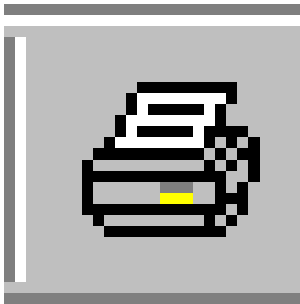
Sample Only



Not to be used for Training

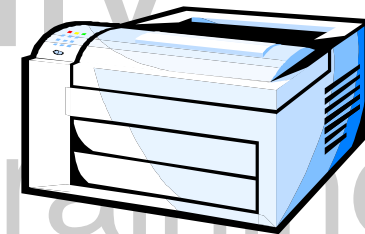
4.5.1.3 Print a Spreadsheet or a Worksheet.

- Click on the **Print** icon



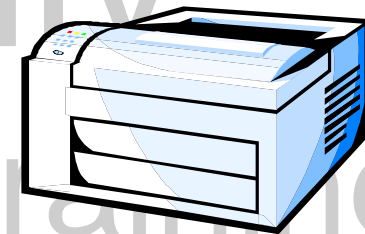
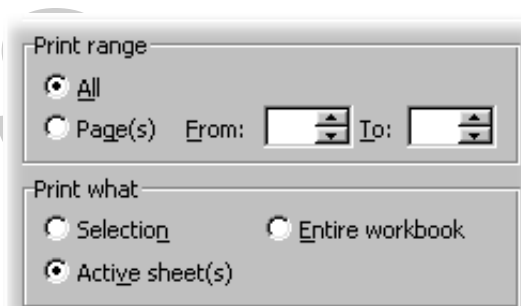
Sample Only

Not to be used for Training



4.5.1.4 Print Part of a Worksheet or a Pre-defined Cell Range.

- From the **File** menu, choose **Page Setup** to display the Page Setup dialog box.
- Select the **Page** tab.
- You can print 'all' or 'selected pages'.
 - You may also print the entire workbook (i.e. all the pages within the workbook).
 - If you pre-selected an area of your worksheet, you could decide to just print the selection.





4.6 More Advanced Features

Sample Only

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4.6.1 Importing Objects

Sample Only

Not to be used for Training

4.6.1.1 Import Objects Into a Spreadsheet: Image Files.

SLIDE 1 of 2

- Click on the **Insert** drop down menu and select **Picture**.
- Choose the **From File** option from the sub-menu.
 - The Import Picture dialog box will be displayed.
- Select the picture you wish to insert and click on the **Insert** button.

Sample Only

Not to be used for Training

4.6.1.1 Import Objects Into a Spreadsheet: Text Files.

SLIDE 2 of 2

- Open the **File** menu and select the **Open** option.
- Click on the down arrow next to the **Files of type** field and select Text Files.
- Highlight and choose the file you wish to open and select **Open**.
 - You will see the Text Import Wizard (Step 1 of 3) dialog box
 - Follow through the on-screen instructions.

Sample Only

Not to be used for Training

4.6.1.2 Move and Resize Imported Objects Within a Spreadsheet.

SLIDE 1 of 2

- **To move an object**
 - Click on the object (chart or picture) to select it.
 - Depress the mouse button and while keeping it depressed move the mouse pointer to the new location required for the selected object.
 - Release the mouse button.

Sample Only

Not to be used for Training



4.6.1.2 Move and Resize Imported Objects Within a Spreadsheet.

SLIDE 2 of 2

- **To re-size an object**
 - Click on the object (chart or picture) to select it.
 - Move the mouse pointer to any corner of the selected object.
 - The mouse pointer should change to the shape of a diagonal line with an arrowhead at each end.
 - Depress the mouse button and while keeping it depressed move the mouse pointer to re-size the selected object.
 - Release the mouse button.

Sample Only

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4.6.2 Charts and Graphs

Sample Only

Not to be used for Training

4.6.2.1 Produce Different Types of Charts and Graphs From Spreadsheet Figures to Analyse Data, E.G. Pie Charts, Column Charts, Bar Charts.

- **Select the cells you want to include in a chart.**
 - If you want to highlight a non-contiguous range, highlight the first range with the mouse, and hold down the Ctrl key and click on any other cells.
- **On the Standard toolbar, click on the **Chart Wizard** icon.**
- **Step 1 of the Chart Wizard dialog box is displayed.**
- **Continue making your choices via the Chart Wizard until you reach the final step of the Chart Wizard.**
- **Select **Finish** and the chart will appear on your screen.**

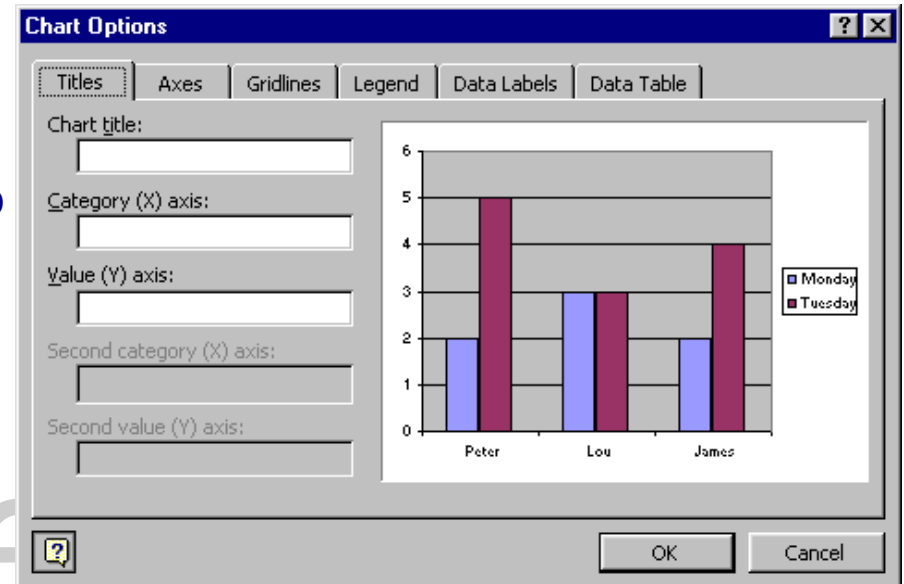
Sample Only

Not to be used for Training

4.6.2.2 Edit or Modify a Chart : Add a Title or Label

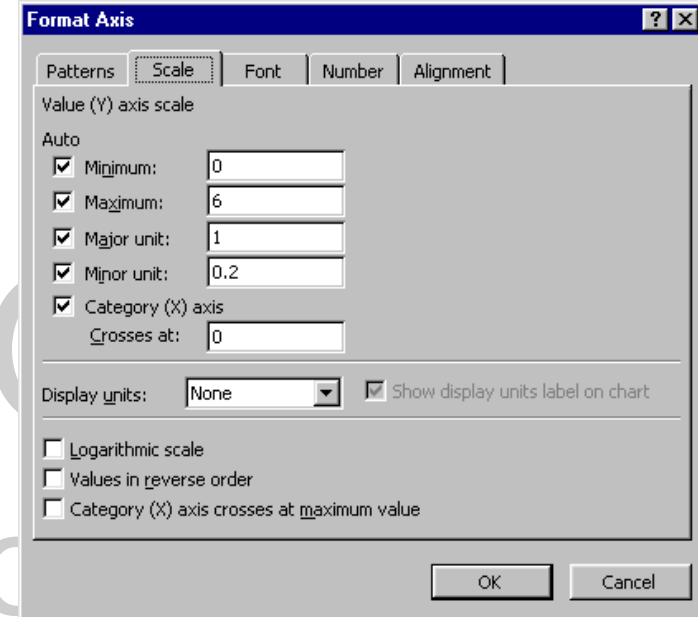
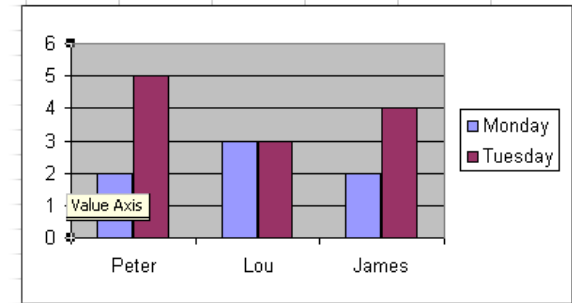
SLIDE 1 of 3

- To add a title to a chart
 - Click on the **Chart** drop down menu, and select the **Chart Options** command.
 - Make sure that the **Titles** tab is selected.
 - Enter or modify a title as required.



4.6.2.2 Edit or Modify a Chart : Change the Scale. **SLIDE 2 of 3**

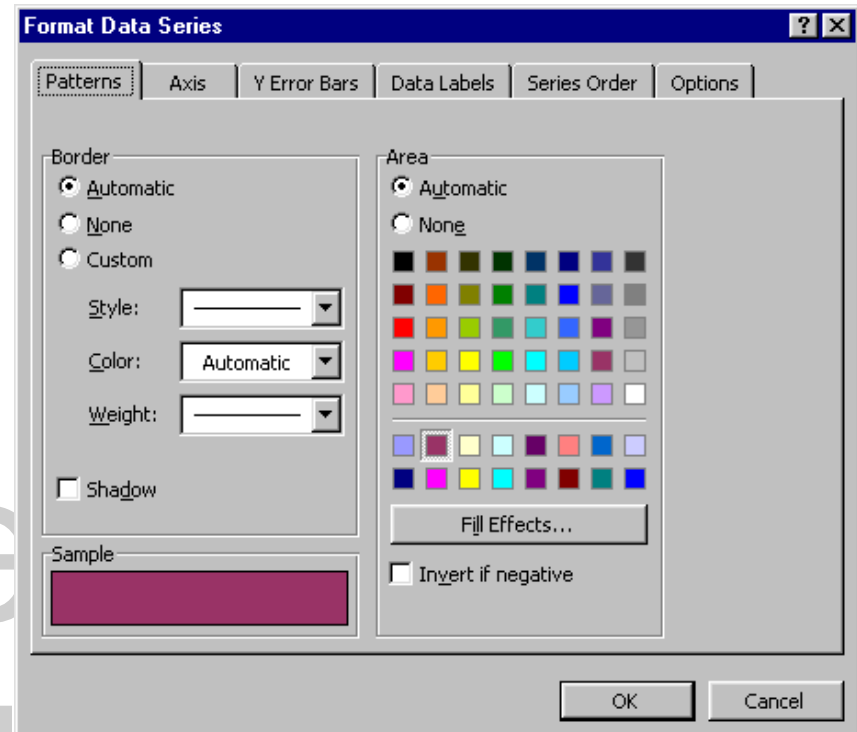
- **To change the chart scale**
 - Click on an axis within a chart that you have created, to select it.
 - In the example shown we have selected the vertical axis
 - Double click on the selected item to display a dialog box.
 - Click on the required tab in the dialog box, in this case **Scale**, as illustrated



4.6.2.2 Edit or Modify a Chart : Modify the Colours in the Chart.

SLIDE 3 of 3

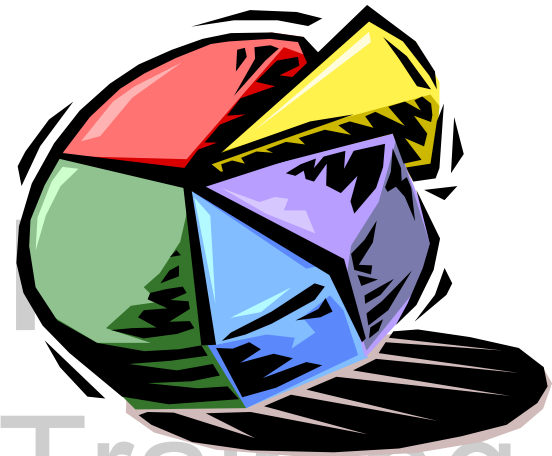
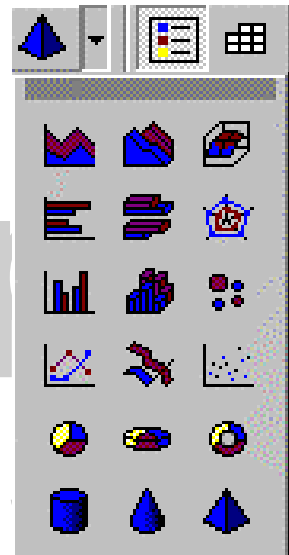
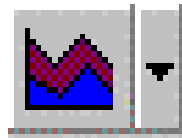
- To modify the chart colors
 - Select an item, within a chart (by single clicking on it), that you wish to change the color of
 - Double clicking on the selected item will display a dialog box, as illustrated. Make sure that in this case you select the **Patterns** tab of the dialog box.
 - Select the colors as required.



Not to be used for training

4.6.2.3 Change the Chart Type.

- Click on the chart to select it, and click on the drop down arrow next to the **Chart Type** icon on the Chart toolbar.
- Select the new chart type you require.



4.6.2.4 Move and Delete Charts or Graphs.

- **To move a chart**
 - Click on the chart you wish to move, so that small rectangular black selection handles are displayed around the border of the chart. This indicates that the chart is selected.
 - Place the mouse pointer on the black border surrounding the chart and drag the chart to a new location.
 - Release the mouse button when you have placed the chart where you want it.
- **To delete a chart**
 - Click on the chart you wish to delete to select it and press **Delete**.

Sample Only
Not to be used for Training