



# Using Microsoft Excel

## About Excel

### What is a Spreadsheet?

Microsoft Excel is a program that's used for creating spreadsheets.

So what is a spreadsheet?

Before personal computers were common, "spreadsheet" referred to large sheets of lined paper, which were used by people in various businesses to record facts and figures in rows and columns, and then make calculations based on the information.

When personal computers first began appearing, one of the first applications was a program released in 1979 called VisiCalc. It was used as a tool for performing spreadsheet style calculations that would have been too difficult to do on a calculator. The program quickly became so popular that people began buying personal computers for their businesses just so they could use VisiCalc.

ITEM	NO.	UNIT	COST
MUCK RAKE	43	12.95	556.00
BUZZ CUT	15	6.70	101.00
TOE TONER	250	4.95	1248.75
EYE SNUFF	2	4.95	9.90
SUBTOTAL			1315.50
9.75% TAX			128.22
TOTAL			1443.72

Since then, many other spreadsheet programs have been popular over the years, such as Quattro Pro and Lotus 123. Microsoft Excel was first released in 1985 with newer versions being released every couple of years. The most recent version is **Excel 2016** (version 16).

## How Do Spreadsheets Work?

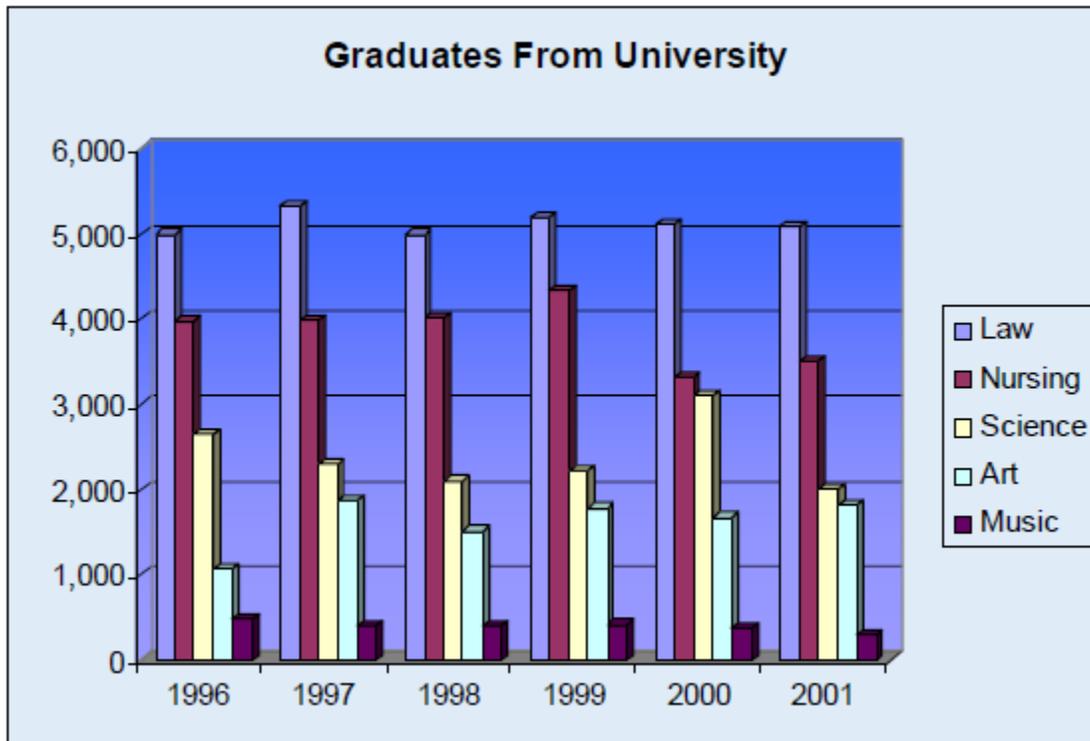
Computer spreadsheets are based on their old paper formats. A spreadsheet on a computer uses rows and columns to record information such as text and numbers, such as the example below.



<b>Graduates from University</b>							
	1996	1997	1998	1999	2000	2001	Total
<b>Nursing</b>	3,982	3,999	4,012	4,350	3,330	3,500	<b>23,173</b>
<b>Law</b>	5,001	5,330	4,998	5,200	5,120	5,101	<b>30,750</b>
<b>Art</b>	1,060	1,870	1,509	1,777	1,670	1,830	<b>9,716</b>
<b>Science</b>	2,646	2,300	2,100	2,222	3,100	1,998	<b>14,366</b>
<b>Music</b>	480	390	389	410	376	296	<b>2,341</b>
<b>Total Graduates</b>	<b>13,169</b>	<b>13,889</b>	<b>13,008</b>	<b>13,959</b>	<b>13,596</b>	<b>12,725</b>	<b>80,346</b>
<b>Average</b>	2,634	2,778	2,602	2,792	2,719	2,545	<b>16,069</b>
<b>Minimum</b>	480	390	389	410	376	296	<b>2,341</b>
<b>Maximum</b>	5,001	5,330	4,998	5,200	5,120	5,101	<b>30,750</b>

One major benefit of using computers for spreadsheets is that the computer can do a lot of the hard work for you. For example, in the table above, the computer could be told to automatically work out the summary amounts such as total, average, minimum and maximum.

A spreadsheet program can also create graphs and other types of charts, based on information in your tables. The example below shows a graph that was easily created from the table above.



Spreadsheets are often used for business documents such as invoices where numbers and totals are important. A program such as Excel can automatically add up totals for a document such as the invoice shown below. A document like this could be given a customer to provide details of how much money they owe to the business.

ACME Co		<b>Invoice No.</b>	<b>823</b>
			<b>INVOICE</b>
<b>Customer</b>		<b>Misc</b>	
Name	Mr J Bloggs	Date	1/07/2003
Address	1 Hannan St	Order No.	2874098
City	Kalgoorlie	State	WA
Phone		ZIP	6430
		Rep	
		FOB	
Qty	Description	Unit Price	TOTAL
2	Desks	\$ 120.00	\$ 240.00
2	Chairs	\$ 55.00	\$ 110.00

### Spreadsheet Contents

The cells in a spreadsheet can contain 3 types of information. Excel will treat cells differently depending on the cell contents.

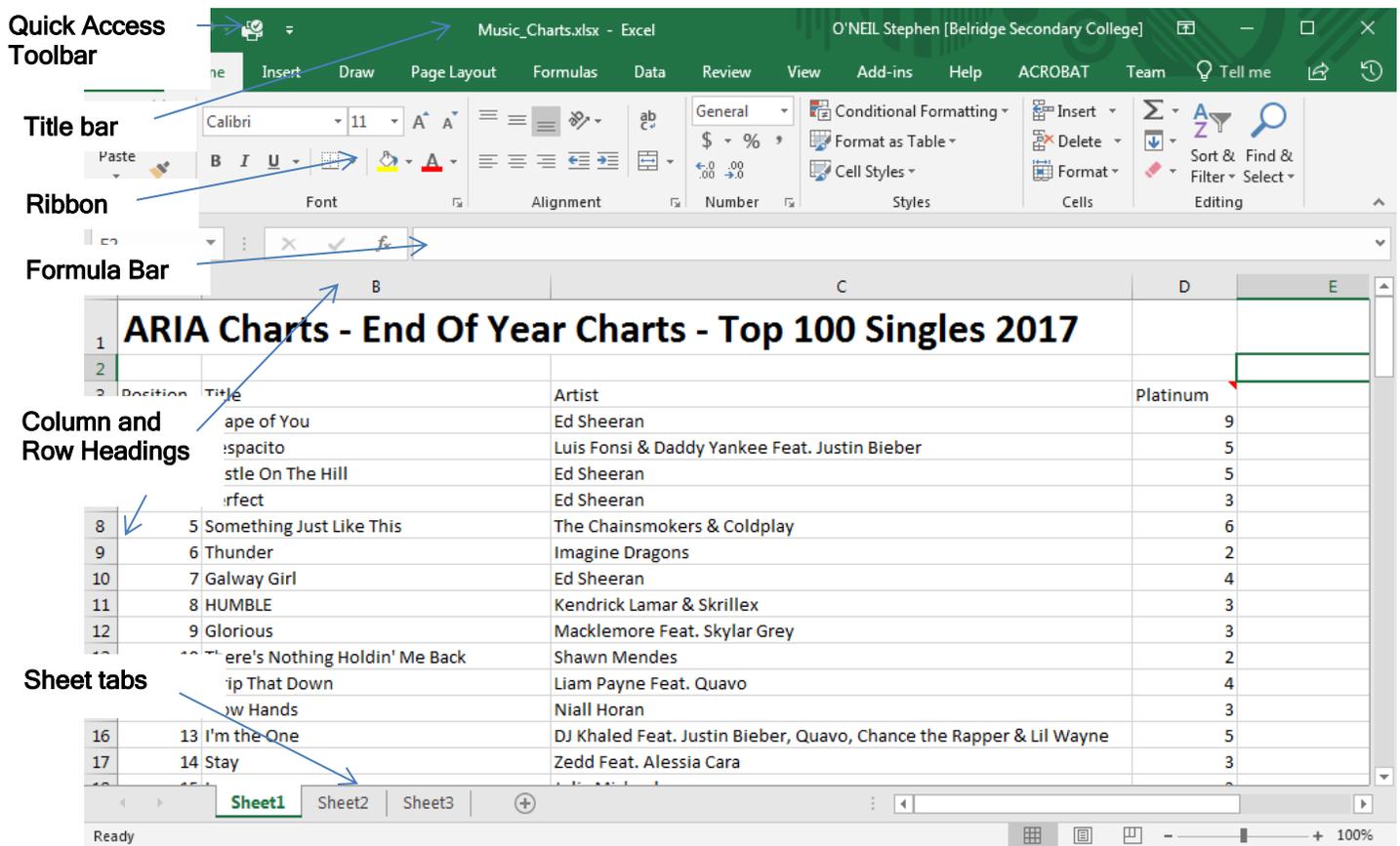
**Text** – Any names or labels that are required on the spreadsheet

**Number** – All numerical values including dates/times, percentages and dollar values

**Formula** – Formulas are written in a cell to automatically calculate an answer.

## Working with Excel

### The Excel Screen



#### Quick Access Toolbar

A small bar with icons that can be used to quickly access common feature. The icons on this bar can be customised.

#### Title Bar

Shows the name of the application and the name of the currently open file.

#### Ribbon

Provides quick access to many of Excel's features.

#### Formula Bar

Used to edit the contents of cells on the spreadsheet .

#### Headings

Each column in the spreadsheet has a heading with a letter.

Each row in the spreadsheet has a heading with a number.

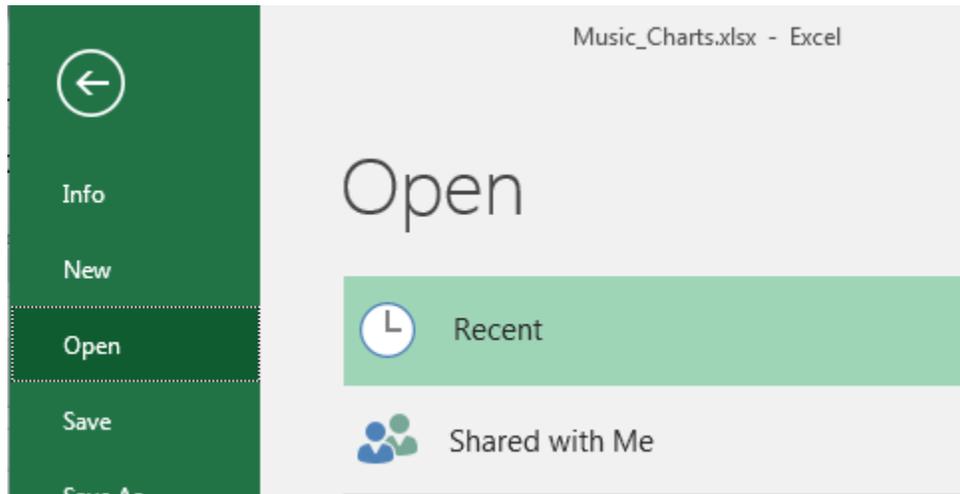
#### Sheet Tabs

An Excel file can have more than one sheet. These are used for selecting different sheets.

**Exercise 1. Opening an Existing File**

Opening a file in Excel is done the same way as in most other programs. Opening a file can be done in one of the following ways:

- Hold down the **[Ctrl]** key on your keyboard and press **[O]**.
- From the ribbon, select **File** and then **Open**.  **Open**



- 1) Select the **Open** command using one of the above methods. You will see the file open options as shown below.



**Note** Make sure you have saved the exercise files from the website at <http://oneil.com.au/pc/excel.html> so that you can use them in this and other exercises.

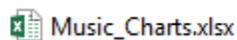
The list on the right lists recently opened spreadsheets so you can quickly return to them.

The list in the middle contains several quick access options such as quick access to spreadsheets that have been saved online in your **Microsoft OneDrive** account. At the bottom are options for locating spreadsheets that are saved on your computer.

- 2) Click **Browse** so that you can open the exercise files that have been saved on to your computer. If you haven't already downloaded the exercise files and placed them in a suitable location on your computer then follow the link above and do that now.  **Browse**
- 3)
- 4) Use the list at the top of the **File Open** dialog to browse for the location of the saved file.



- 5) When you have selected the right location, a list of **Excel** files will appear. Select the file called *Music\_Charts.xlsx* and click **Open** or double-click on the file. The spreadsheet file will now open in Excel.



## Components of a File

Each file in Excel is referred to as a **Workbook**. This is because each file may contain more than one spreadsheet. A new workbook will usually begin with three blank **sheets**.

Each sheet contains 1,048,576 **rows** and 16,384 **columns**. The rectangle areas that make up the rows and columns are referred to as **cells**.

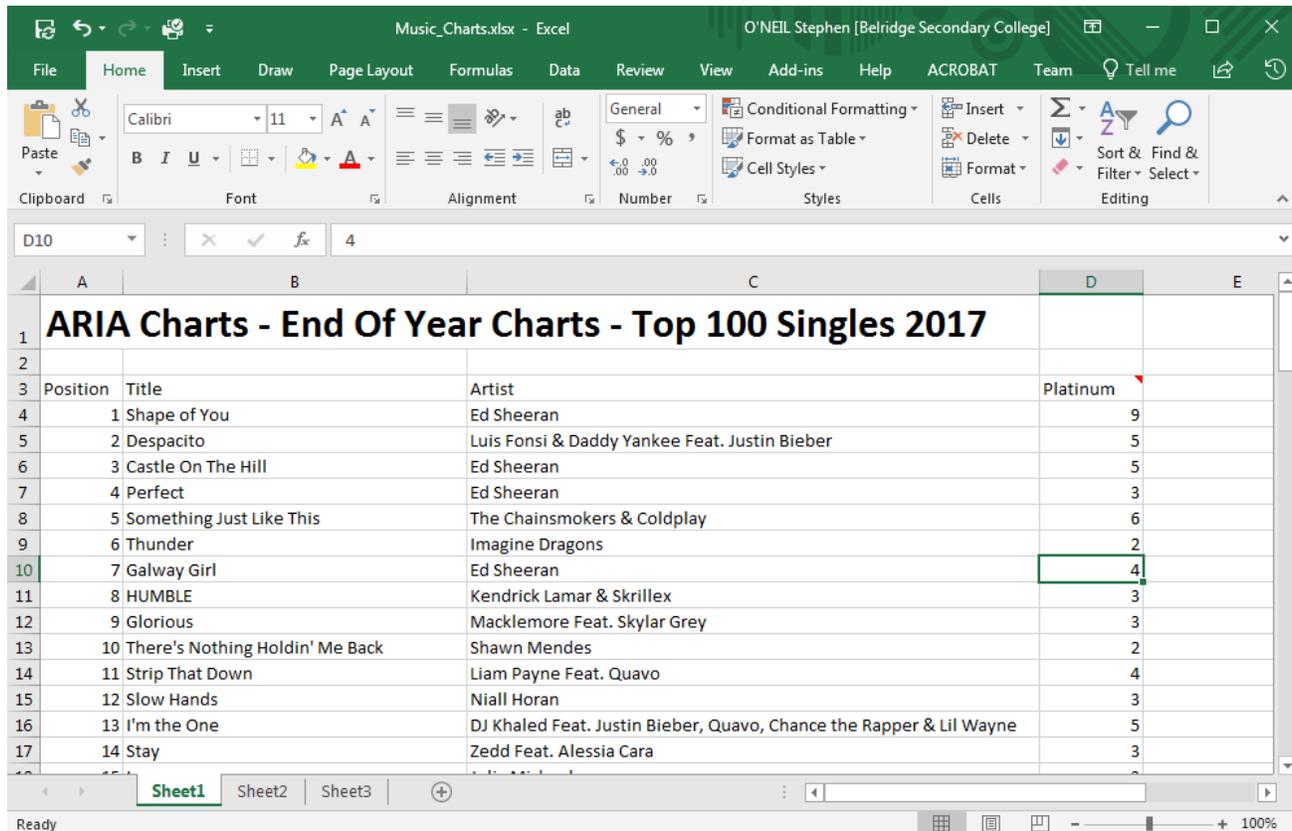
## Moving Around a Workbook

Moving around the workbook can be done with the mouse, with the keyboard or with a combination of the two.

## Exercise 2. Moving Around With the Mouse

The sheet in front of you will be made up of numerous cells. You can select a particular cell by clicking on it with your mouse. Each cell is referred to by its column letter and then its row number.

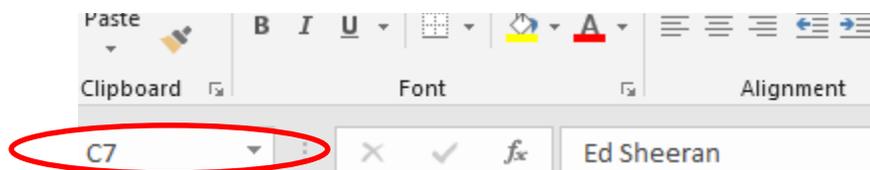
For example: in the picture shown below, the cell in column **D** and row **10** is selected. This cell would be referred to as cell **D10**.



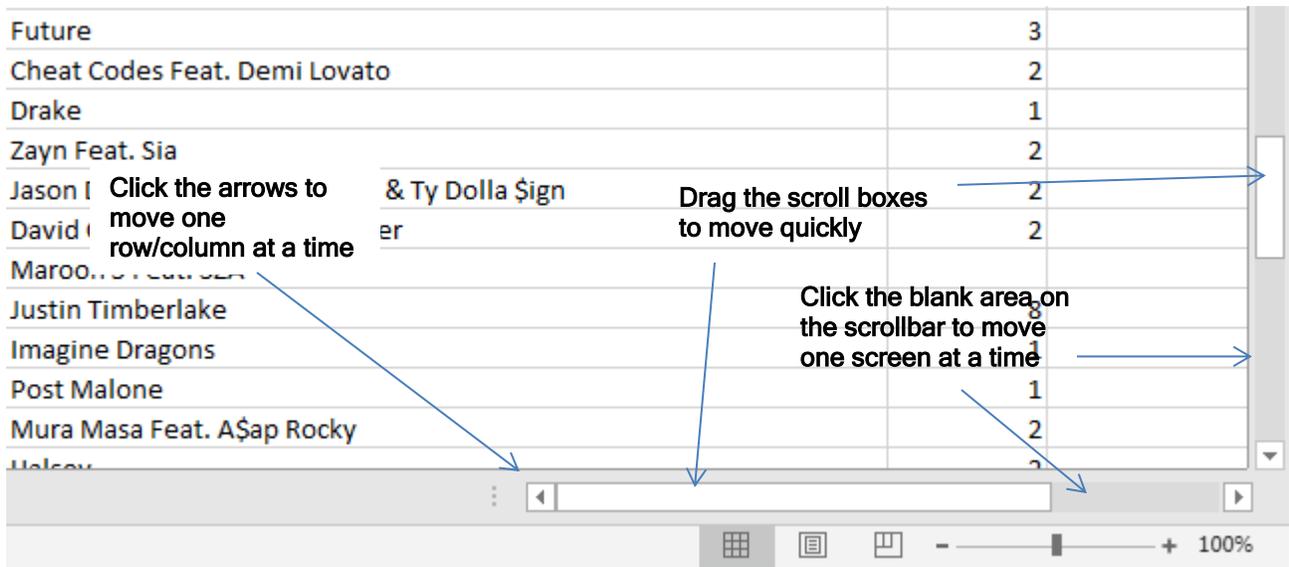
1) Click on the cell in **Column C** and **Row 7** (cell **C7**).

You will see that the column and row headings are both highlighted to let you know which cell you have selected.

2) Look at the area to the left of the **Formula Bar**. This area is taken up with the **Name Box** (surrounded by a red circle in the example below). Later we will use this area for naming areas of your sheet but for now, it will show the address of cell(s) that you have selected.



You can use the scrollbars to the right and bottom of your spreadsheet to move around.



3) Practice using the scrollbars to move around the sheet.

**Note** The scrollbar will change the part of the sheet that you can see. It won't change the part of the sheet you have selected. When you use the scrollbar in this instance, cell **C7** will still be selected even when you scroll far enough that you can no longer see that cell.

### Exercise 3. Moving Around With The Keyboard

- 1) Press any of the arrow keys on your keyboard to move one cell in that direction.
- 2) Hold down the **[Ctrl]** key and press **[Home]**. This will move you to cell **A1**.
- 3) Press the down arrow ↓ 5 times and press the right arrow → 3 times. You should have cell **D6** selected.
- 4) Press **[Home]**. This will move you to column **A**.
- 5) Hold down **[Ctrl]** and press the down arrow ↓ to move to the last non-empty cell in that direction
- 6) Hold down **[Ctrl]** and press the right arrow → to move to the last non-empty cell in that direction. You should now be on cell **D103** (if there are no more non empty cells in that direction then it will go all the way to the end of the sheet)..
- 7) Press **[Ctrl] [Home]** again and then practice the additional shortcuts listed below.

**[Page Down]**            Move down one screen

**[Page Up]**             Move up one screen

**[Alt] [Page Down]**    Move right one screen

**[Alt] [Page Up]**        Move left one screen

### Selecting Cells

When you are working in a spreadsheet, it is important to be able to select cells in the sheet. Some of the more common tasks that can be done when cells are selected are:

- Format cells (change colours, text sizes etc.)
- Copy and move cells
- Sort information
- Create a graph or other chart from the information that's selected

Like many things in Excel, selecting cells can be done with the mouse or with the keyboard. First we'll try selecting cells with the mouse. Make sure the **Music Charts** file is still open.

### Exercise 4. Selecting by Dragging

- 1) Move your mouse so that it is positioned over cell **B3** (the one which says "Title.")
- 2) Click and hold down the left mouse button.
- 3) With the button still held down, drag the mouse to cell **C10** and then release the mouse button.

All of the cells from **D3** to **E10** should now be selected. Excel refers to this group of cells as **D3:E10**.

	A	B	C	D
1	<b>ARIA Charts - End Of Year Charts - Top 100 Singles 2017</b>			
2				
3	Position	Title	Artist	Platinum
4	1	Shape of You	Ed Sheeran	9
5	2	Despacito	Luis Fonsi & Daddy Yankee Feat. Justin Bieber	5
6	3	Castle On The Hill	Ed Sheeran	5
7	4	Perfect	Ed Sheeran	3
8	5	Something Just Like This	The Chainsmokers & Coldplay	6
9	6	Thunder	Imagine Dragons	2
10	7	Galway Girl	Ed Sheeran	4
11	8	HUMBLE	Kendrick Lamar & Skrillex	3

### Exercise 5. Selecting by Pointing and Clicking

If you are selecting a large range of cells then using the drag method may be difficult. For example, if you tried to select the entire music charts table, you may have a hard time selecting a range of cells that goes off the screen while Excel is scrolling to keep up. In these cases, the point and click method can be easier.

- 1) Click on cell **B3** to select it.
- 2) Scroll down so you can see the bottom of the music charts table.
- 3) Hold down the **[Shift]** key while you click on cell **D103**.

All the cells in between will now be selected.

- 4) Click on any cell on the spreadsheet. That single cell you clicked on will now be selected instead of the range of cells

**Tip** When a range of cells is selected, you can use the keyboard to move the active cell (the cell you type in) without losing your selection. Pressing **[Tab]** and **[Shift] [Tab]** will move left and right in a selection. Pressing **[Enter]** and **[Shift] [Enter]** will move up and down in a selection. Select a range of cells and try it out.

### Exercise 6. Selecting with the Keyboard

As you have just seen, the **[Shift]** key can be helpful with selecting cells. Remember the keyboard shortcuts used for moving in the previous section. Holding down **[Shift]** while using any of these shortcuts will select cells as you move over them.

- 1) Hold down **[Shift]** while pressing the arrows on the keyboard. You will select cells as you move over them, or un-select them as you move back over them.
- 2) Press **[Ctrl]** and **[Home]** to move to the beginning of the sheet.
- 3) Hold **[Shift]** and **[Ctrl]** while pressing the down arrow ↓ until you reach the bottom of the table.
- 4) Hold **[Shift]** and **[Ctrl]** while pressing the right arrow →.

The whole table should now be selected.

### Exercise 7. Additional shortcuts for selecting

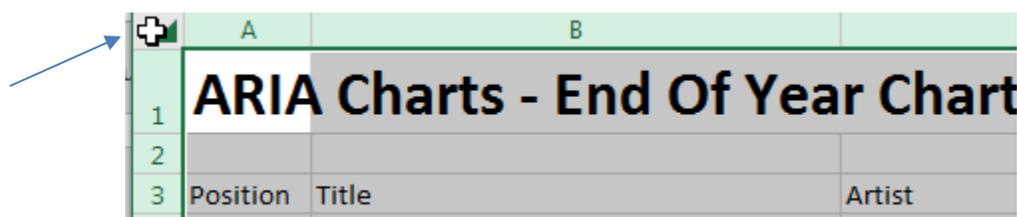
- 1) Click the column heading for column D. This will select the entire column.



- 2) Click the row heading for row 5. This will select the entire row.

4	1	Shape of You
5	2	Despacito
6	3	Castle On The Hill

- 3) Move your mouse over the column A heading. Click and hold your mouse button and then drag to the column D heading. Everything in columns A, B, C and D will now be selected.
- 4) Click the button where the row headings and column headings meet. This will select the entire sheet.



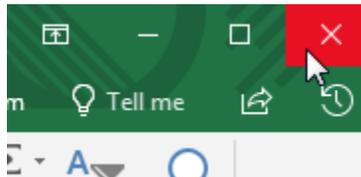
- 5) Click anywhere inside the table and press **[Ctrl]** and **[Spacebar]**. This will select the entire column.
- 6) Press **[Ctrl]** **[A]**. This will select the entire sheet.
- 7) Use the drag method to select from cell A2 to cell D3. Hold down **[Ctrl]** and select from cell A6 to cell D7. The **[Ctrl]** key allows you to select more than one range of cells at the same time.

## Creating a New Spreadsheet File

### Exercise 8. Closing a Workbook

Before creating a new workbook, we'll close the previous one. You can have more than one workbook open at the same time, but too many files open at once can make your computer run slowly and clutter up your windows task bar at the bottom of the screen.

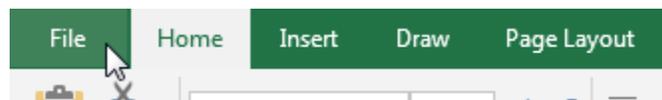
In the top-right corner of the Excel screen you will see a button with a cross on it.



- 1) Click the bottom close button, press **[Ctrl] [W]** or press **[Ctrl] [F4]** to close the Music Charts workbook. If you see a message asking if you want to save changes, click **No**.

### Exercise 9. Creating a new Workbook

- 2) Click the **File** tab and then select **New** from the menu. If no spreadsheet is open you will already be on the New Spreadsheet options.



A range of template types will appear.

A screenshot of the 'New' screen in Microsoft Excel. At the top, the word 'New' is displayed in a large font. Below it is a search bar with the placeholder text 'Search for online templates'. Underneath the search bar, there are 'Suggested searches' for 'Business', 'Personal', 'Financial Management', 'Industry', 'Lists', 'Logs', and 'Calculator'. Three template thumbnails are shown: 'Blank workbook' (a simple grid), 'Back to School Planner' (a colorful planner with a budget summary and purchasing progress), and 'Student schedule' (a class schedule grid).

- 3) Click on **Blank workbook**.

A new blank workbook will be created.

If you still had another workbook open, they would appear in separate windows and may have their own separate buttons on the Windows Task Bar.



**Tip** You can skip the templates section and create a blank workbook quickly by pressing **[Ctrl] [N]**.

### Exercise 10. Saving a Workbook

A file can be saved using one of the methods below.

- Click on the **File** tab and then click **Save**.
- Click the **Save** icon on the **Quick Access Toolbar** as shown to the right.
- Press **[Ctrl] [S]**.



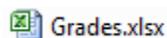
If you haven't already saved the file, Excel will prompt you for a file name and location. If you have already saved the file, any of the above methods will simply update the saved file with any changes.

- 1) Use one of the above methods to choose the save command. Because it is the first time you've saved a new file, you will be asked to specify a filename and a location.

The save options are similar to the open options. On the right you will see a list of recently used save locations. To the left of that list is options to save in other locations such as an online **Microsoft OneDrive** account. Beneath those options is a **Browse** button which allows you to select a location to save your file in.

Click the **Browse** button to open the file browser.

- 2) Call the file *Grades* and choose a suitable location to save it in (preferably the same location where you have saved the downloaded exercise files). Excel will add “.xlsx” to the end of the filename. This is a file **Extension** and tells windows that it is a file that should be opened in Excel. Many computers are set to have file extensions hidden so you won't always see .xlsx on the end of an excel file but the file will usually have an excel icon to indicate it's an Excel file.



If you have already saved a file and want to give it a different name and / or save a copy in a different location, you can use the following methods.

- From the **File** tab select **Save As**.
- Press **[F12]**

### Exercise 11. Entering Information in to the Worksheet

1) Make sure you are in cell **A1**. Type your name and press **[Enter]**.

On Excel's normal settings, pressing **[Enter]** will not only complete what you are typing in the cell, it will also move to the cell below. If cell **A2** hasn't already been selected for you, then select it yourself.

2) With cell **A2** still selected, type your age and press **[Enter]**.

3) With **A3** as the selected cell, hold down **[Ctrl]** and press **[;]**. This should place today's date in the cell. Press **[Enter]** to complete entry in that cell.

	A	B
1	Joe Bloggs	
2	15	
3	10/04/2018	
4		

**Tip** If you press **[Ctrl] [Shift] [;]** the current time will be placed in the cell

Notice that the cell with your name is aligned to the left while the others are aligned to the right. This is because text and numbers are treated differently in Excel (a date or time is considered to be a type of number).

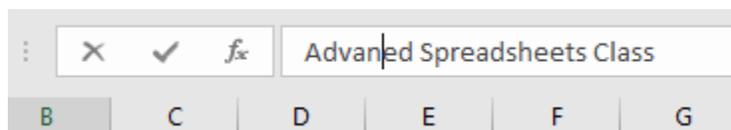
### Exercise 12. Editing Cell Contents

1) Select cell **B1** one and enter the following text (including the spelling error).

*Advaned Spreadsheets Class*

To correct the mistake, we'll need to edit the cell. If you click on the cell and begin typing, all of the text in the cell will be deleted. We need to change to edit mode so we can edit part of the cell's contents. There are three ways to enter edit mode.

- Double-click on the cell you want to edit
- Press **[F2]** when the cell you want to edit is selected
- Click in the formula bar below the toolbar icons



2) Use one of the above methods to enter Edit mode. A **x** and a **✓** symbol will appear to the left of the formula bar as shown above.

3) Add a letter **C** to correct the spelling of the text so that it reads *Advanced Spreadsheets Class*.

4) When you have edited the cell contents, press **[Enter]** or click the tick to complete the changes to the cell contents. If you want to cancel making changes to the contents of a cell, you can press **[Esc]** or click the cross icon.

**Tip** Remember to save regularly by clicking the save icon or by pressing **[Ctrl] [S]** in case anything goes wrong while you are working.

## Copying and Moving

It's often necessary to copy and move certain parts of your spreadsheet. This can be done using any of the methods explained below.

### Cut, Copy & Paste

Using the standard Windows copy & paste features is one of the most common ways to copy and move information in Excel. When you use the *cut* or *copy* features in excel, the information you had selected is copied to an area of Windows known as the *clipboard*. The copy feature will leave the information in its original location so you can make a copy. The cut feature will remove it from its original location so you can move it. You can then choose where the copied, information will go by *pasting* from the clipboard.

#### Exercise 13. Copy & Paste

- 1) Open the file called Copying.
- 2) Select the cells A1 to A5.

To copy the selected information, you can use one of the following methods.

- Click the **Copy** icon on the **Ribbon** bar.  Copy ▾
- Press **[Ctrl] [C]**.

- 3) Use one of the above methods to activate the copy command. A moving dotted line will appear around the selected cells to indicate they are the ones marked for copying.



- 4) Click on cell C1. This is the beginning of the range we will paste the cells to.

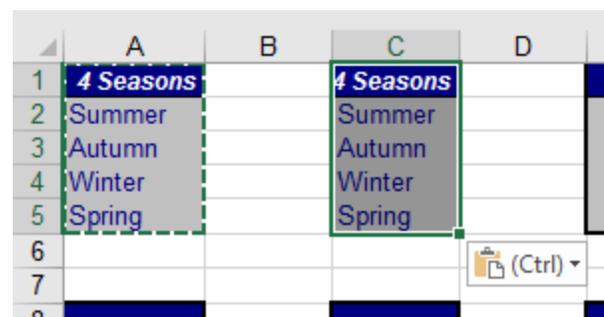
To paste the selected information from the clipboard, you can use one of the following methods.

- Click the **Paste** icon on the **Ribbon** bar.
- Press **[Ctrl] [V]**.



- 5) Use one of the above methods to paste from the clipboard. The contents of the cells from **A1:A5** will be copied to **C1:C5**.

When the information is pasted, you will see a *smart tag* appear in the corner of the pasted information (it looks like the paste icon). If you click on that icon, you get a list of options which allow you to make choices about the information that has been pasted, such as whether or not the formatting will match the cells that were copied to. You see smart tags a lot in excel. Pay attention to them. There are some very useful features hidden away in those menus!



## Exercise 14. Cut & Paste

The difference between copy and cut is that the cut feature doesn't leave the original information behind, so it is used for moving instead of copying.

- 1) Select the cells **A1** to **A5**.
  - Click the **Cut** icon on the **Ribbon** bar.  Cut
  - Press **[Ctrl] [X]**.
- 2) Use one of the above methods to use the cut command. A moving dotted line will appear around the selected cells to indicate they are the ones marked for moving.
- 3) Select cell **E1** and use the techniques described in the previous exercise to paste to that location (Such as **[Ctrl] [V]**). The contents of the original cells will now be moved to the new location.

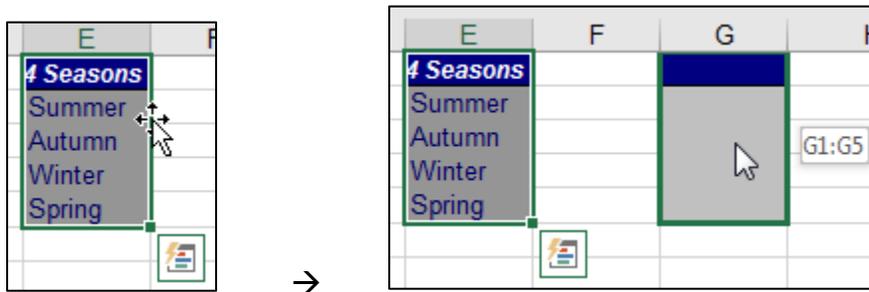
**Tip** Look on your keyboard and you will notice that the shortcut keys for cut, copy and paste (**X**, **C** and **V**) are all right next to each other and near the **[Ctrl]** key. A quick way to work is to use these shortcuts with your left hand, while your right hand uses the mouse to select the areas to copy and paste. An added bonus is that these keyboard shortcuts sometimes work in situations when other shortcuts (such as the right-click menu) won't work.



### Exercise 15. Drag & Drop

**Drag & Drop** is another method used for copying and moving information.

- 1) Select cells **E1:E5**.
- 2) When the cells are selected, there is a black border around the selected cells. Move your mouse over one of the borders and your mouse pointer will change to a white arrow shape.
- 3) Hold your mouse down and drag to begin moving the cells. A shaded rectangle will indicate where the cells will be moved to. Drag your mouse until the shaded rectangle is over cells **G1:G5**.



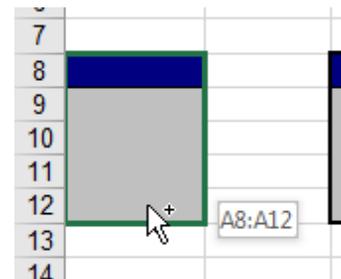
- 4) Release your mouse button to move the contents of **E1:E5** to these cells.

You can also use the drag and drop technique for copying cells. The only difference is that you hold down the **[Ctrl]** key as you're dragging.

- 5) Select cells **G1:G5** if they are not still selected.
- 6) Move your mouse over one of the borders and your mouse pointer will change to a white arrow shape.
- 7) Hold your mouse down and drag to begin moving the cells. A shaded rectangle will indicate where the cells will be moved to. Drag your mouse until the shaded rectangle is over cells **A8:A12**. While you are dragging, press and hold the **[Ctrl]** key. A + sign will appear next to the mouse to indicate that you are copying instead of moving.

Release your mouse button to move the contents of **E1:E5** to these cells. Make sure you don't release the **[Ctrl]** key until after you've released the mouse button.

- 8) Practice using the copy & paste method and the drag & drop method until all of the shaded areas are filled in with seasons.



## Exercise 16. Auto fill

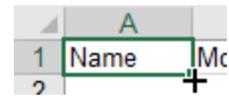
Excel has a feature called **Auto fill**, which enables the user to easily copy information over a large range of cells at the same time. Make sure the Copy workbook is still open. Like most workbooks, this one has more than one sheet. We will change to the second sheet to practice using the auto fill feature.

- 1) To change to the second sheet, press **[Ctrl] [Page Down]** or click the tab for **Sheet 2** at the bottom of the screen.

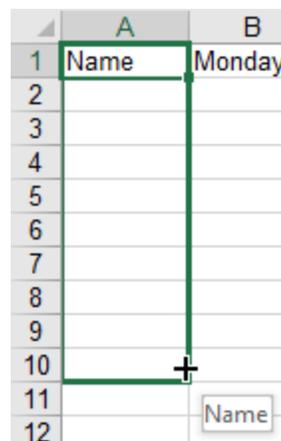


**Tip** You can rename a sheet tab by double clicking on the tab, and then entering a new name

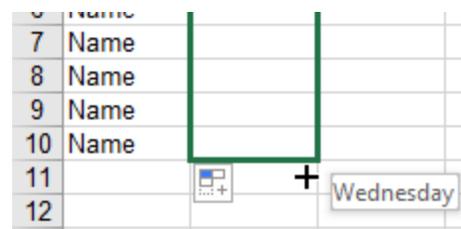
- 2) Select cell **A1**. When the cell is selected, you will see a border around the cell that is used for moving cells. In the bottom-right corner of that border, is an area referred to as the fill handle. If you move your mouse over the bottom-right corner, your mouse pointer will change to a small black cross.



- 3) With your mouse pointer still positioned over the fill handle, click and hold the mouse button, then drag downwards. Continue dragging until you have reached cell **A10**.

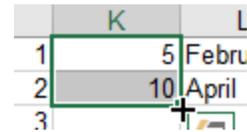


- 4) Release the mouse button, and those cells will all be filled with the contents of cell **A1**.
- 5) Select cell **B1**. Follow the steps above to fill the cells below with the contents of cell **B1**. Excel will recognise this cell as being one of the days of the week, and will fill the other cells with the following days. This uses a feature known as **Intelligent Auto Fill**.



- 6) Try the same thing with cell **C1** and you will see that Excel also recognises abbreviated day names.
- 7) The same also works with month names. Use the fill handle to copy cell **D1** to the cells below, then copy **E1** to the cells below.
- 8) Use the fill handle to copy **F1** to the cells below and do the same with **G1**.
- 9) In cell **H1** we have not only a month name, but a year as well. Use the fill handle to copy this to the cells below. When the series reaches January, the year will change appropriately.

- 10) In cell I1 we have a month name. The contents of cell I1 may also be a person’s name. If this was the case, then we might not want it to change the following cells to the months in the year. Try using the fill handle on cell I1 but this time hold down the [Ctrl] key as you drag downwards. This will temporarily disable the intelligent auto fill feature.
- 11) In other cases, you may want to force Excel to fill intelligently. If you use the auto fill feature on cell J1, the cells would all be filled with the number 1. If you hold down [Ctrl], you will be telling Excel to use Auto Fill. Copy cell J1 downwards while holding down [Ctrl].
- 12) In column K, we have 2 cells filled in. Select both of those cells (K1:K2). If you use the fill handle while 2 cells are selected, Excel will look at the difference between the 2 cells and increase the following cells by the same amount. Try copying downwards using the fill handle. Try doing the same with the 2 months in column L.



**Tip** If the second selected number is smaller than the first number, then each copy will decrease by that same amount.

- 13) In column M, we have a month in addition to the year. When the series reaches January, the year will change. Try copying M1 down with the fill handle.

The spreadsheet should now look similar to the example below.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Name	Monday	Mon	January	Jan	Quarter 1	Qtr1	Apr-18	April	1	5	February	Oct-18
2	Name	Tuesday	Tue	February	Feb	Quarter 2	Qtr2	May-18	April	2	10	April	Nov-18
3	Name	Wednesda	Wed	March	Mar	Quarter 3	Qtr3	Jun-18	April	3	15	June	Dec-18
4	Name	Thursday	Thu	April	Apr	Quarter 4	Qtr4	Jul-18	April	4	20	August	Jan-19
5	Name	Friday	Fri	May	May	Quarter 1	Qtr1	Aug-18	April	5	25	October	Feb-19
6	Name	Saturday	Sat	June	Jun	Quarter 2	Qtr2	Sep-18	April	6	30	December	Mar-19
7	Name	Sunday	Sun	July	Jul	Quarter 3	Qtr3	Oct-18	April	7	35	February	Apr-19
8	Name	Monday	Mon	August	Aug	Quarter 4	Qtr4	Nov-18	April	8	40	April	May-19
9	Name	Tuesday	Tue	September	Sep	Quarter 1	Qtr1	Dec-18	April	9	45	June	Jun-19
10	Name	Wednesda	Wed	October	Oct	Quarter 2	Qtr2	Jan-19	April	10	50	August	Jul-19
11													

- 14) Save the changes to the file when you are done (  or [Ctrl] [S] )

## Exercise 17. Creating a table

Now we'll use what has been covered so far to create a table.

- 1) Close the workbook that is currently open ( , [Ctrl] [W], [Ctrl] [F4] or **Close** from the **File** tab).
- 2) Open your *Grades* file if it is not still open (**File Open** or [Ctrl] [O]).

**Tip** When you have more than one file open, you can select them by clicking their buttons on the Windows Taskbar. You can also press [Ctrl] [F6] to switch between open **Excel** files.



- 3) Enter the text *Term 1* in cell **B5**.
- 4) Use the fill handle to copy the contents of that cell over the next three cells as shown below.

3	10/04/2018				
4					
5		Term 1			
6					

Those cells should now be filled in with *Term 2*, *Term 3* and *Term 4*.

- 5) Complete the list of names in column **A** as shown below.

5	Student	Term 1	Term 2	Term 3	Term 4
6	Jean Picard				
7	John Archer				
8	James Kirk				
9	Chris Pike				
10	Jeff Sinclair				
11	Katheryn Janeway				
12	Ben Cisco				
13	John Sherridan				
14	Michael Burnham				
15	Jack O'Neill				

Don't worry if the names don't fit in the column. Later we will learn how to adjust column widths.

- 6) In cell **A16** enter *Class Average*.
- 7) In cell **F5** enter *Year Total*.

8) Enter the numbers shown below.

5	Student	Term 1	Term 2	Term 3	Term 4	Year Total
6	Jean Picard	15	12	14	17	
7	John Archer	18	14	17	16	
8	James Kirk	23	22	19	21	
9	Chris Pike	8	11	7	6	
10	Jeff Sinclair	19	19	18	14	
11	Katheryn Ja	13	13	10	12	
12	Ben Cisco	16	22	20	19	
13	John Sherric	22	20	20	19	
14	Michael Bur	23	21	24	21	
15	Jack O'Neill	13	14	11	18	
16	Class Average					

9) Save the file after you have made the changes.

## Shortcuts Covered in This Section

<b>Home</b>	Move to column <b>A</b> in a sheet
<b>Ctrl Home</b>	Move to cell <b>A1</b> in a sheet
<b>Ctrl and arrow</b>	Move to the last non blank cell in that direction
<b>Page Down</b>	Move one screen down
<b>Page Up</b>	Move one screen up
<b>Alt Page Down</b>	Move one screen to the right
<b>Alt Page Up</b>	Move one screen to the left
<b>Ctrl A</b>	Select all the non-blank cells in the sheet
<b>Ctrl Spacebar</b>	Select a whole column
<b>Alt F4</b>	Close Excel
<b>Ctrl F4 or Ctrl W</b>	Close the current file
<b>Ctrl N</b>	Create a new workbook
<b>Ctrl O</b>	Open a workbook
<b>Ctrl S</b>	Save the current workbook
<b>F12</b>	Save the current workbook with a different name/location
<b>Ctrl F6</b>	Switch between open workbooks
<b>Ctrl ;</b>	Enter the current date
<b>Ctrl Shift ;</b>	Enter the current time
<b>F2</b>	Edit the currently selected cell
<b>Ctrl C</b>	Copy selected cells
<b>Ctrl X</b>	Cut selected cells
<b>Ctrl V</b>	Paste cells that have been cut or copied