

CREATING A WORKSHEET

In this lesson, you will create the following worksheet. Follow the steps carefully. For information about cells, columns, and rows, click the link for Excel Basics.

INPUTTING DATA

- ❖ Click the **New** icon on the **Standard** toolbar to open a new workbook window.
- ❖ Click cell **A1** and input **High-Tech Stock Club**.
- ❖ Press the **Enter** key to move to cell **A2**.
- ❖ Type **Stock** and press the right arrow key.
- ❖ Type **Symbol** and press the right arrow key.
- ❖ Type **Date** and press **Alt+Enter**. This command allows you to enter two lines of information into a single cell.
- ❖ Type **Acquired** and press the right arrow key.
- ❖ Type **Shares** and press the right arrow key.
- ❖ Type **Initial** and press **Alt+Enter**.
- ❖ Type **Price** and then press the right arrow key.
- ❖ Type **Current** and press **Alt+Enter**.
- ❖ Type **Price** and press the right arrow key.
- ❖ Input the rest of the data for the worksheet as shown in the Table below.

High Tech Stock Club

Stock	Symbol	Date Acquired	Shares	Initial Price	Current Price
Compaq	COMP	5/30/2005	550	60.5	80.75
Dell	DELL	1/15/2005	400	30	120.5
Intel	INTE	3/15/2005	550	45.5	75.5
Microsoft	MICR	12/30/2005	300	50	129.5
Netscape	NETS	1/21/2005	150	80	65

INPUTTING ADDITIONAL LABELS

- ❖ Select cell **A8** and input **Total**.
- ❖ Press the **Enter** key to move to cell **A9**.
- ❖ Input **Average**.
- ❖ Press **Enter** and input **Highest**.
- ❖ Press **Enter** again and input **Lowest**.
- ❖ Press **Enter** one more time and input **Percentage Gain/Loss =====>**
- ❖ Save the worksheet by clicking the Save button on the **Standard** toolbar.

INSERTING COLUMNS AND ROWS

Inserting a Column

- ❖ When inserting a column, you have to select the column to the right of the one to be inserted.
- ❖ Select column **F** by clicking on the letter **F** above the column.
- ❖ Click **Insert** on the **Menu Bar**.
- ❖ Choose **Columns** from the list of choices.
- ❖ A column will be inserted and column **F** will become column **G**.
- ❖ In cell **F2** input **Initial**.

- ❖ Press **Alt + Enter**.
- ❖ Input **Cost**.
- ❖ Go to cell **H2** and input **Current Value** so it appears on two lines.
- ❖ Press the right arrow key to move to cell **I2**.
- ❖ Input the text **Gain/Loss**.
- ❖ Don't worry if the data in column **I** goes to two lines. We will correct that later.

Inserting a Row

- ❖ When inserting a row, you have to select the row below the one to be inserted.
- ❖ Select **row 2** by clicking the number **2** in the gray area.
- ❖ Click the **right** mouse button.
- ❖ Choose **Insert** from the list of choices.
- ❖ A new row will be inserted after the title line.
- ❖ Complete the same procedure to insert a row between the **Total** row and the **Average** row.

WORKING WITH FORMULAS AND FUNCTIONS

Entering Formulas Using the Keyboard

- ❖ Click in cell **F4**, and type **=d4*e4**.
- ❖ The formula will appear in cell **F4** and in the **Formula Bar**.
- ❖ Press the right arrow key twice to select cell **H4**.
- ❖ Instead of displaying the formula in **F4**, the result of the formula will be displayed.

Entering Formulas Using the Point Method

- ❖ With cell **H4** selected, input the **equal (=) sign**.
- ❖ Click cell **D4** to select it.
- ❖ A marquee will appear around cell **D4** and **D4** will appear in the formula.
- ❖ Input an **asterisk** (multiplication sign *****) and then click cell **G4**.
- ❖ Click the **Enter** button or press the **Enter** key.
- ❖ Click cell **I4**.
- ❖ Press the **equal sign (=)** on the keyboard or click the equal sign (=) on the Formula Bar.
- ❖ Click cell **H4**.
- ❖ Input a **hyphen** (minus sign **-**).
- ❖ Click cell **F4**.
- ❖ The formula **=H4-F4** should appear in cell **I4** and in the Formula Bar.
- ❖ Press the **Enter** key or click the green **Enter** button on the **Formula Bar** to accept the formula. (See the illustration at the right.)
- ❖ To cancel the operation, click the red **Cancel** button on the **Formula Bar**. (See the illustration above right.)



Copying Formulas Using the Fill Handle

- ❖ Click cell **F4** then point to the **Fill Handle**.
- ❖ The Fill Handle is the small square in the lower right corner of the cell selector. (See the illustration at the right.)
- ❖ Move the mouse pointer to the bottom right corner of the box until the mouse pointer turns to a black plus sign. (See the illustration at the right.)
- ❖ Click and drag the Fill Handle through cell **F8**.
- ❖ The results of the formula should appear in all the cells.
- ❖ Select cells **H4** and **I4**.



- ❖ Move the mouse pointer to the bottom right corner of the box in cell **I4**.
- ❖ Drag the Fill Handle down through **H8:I8**.
- ❖ The results of the formulas that were entered in cells **H4:I4** will be copied to cells **H5:I8**.

Functions

- ❖ Functions take a value or values, perform an operation, and return a value or values.
- ❖ Each function begins with an equal sign.
- ❖ Arguments are included in parentheses. An example of a function is =AVERAGE(D3:D7). In this function:
 - AVERAGE is the function name.
 - D3:D7 is the argument.

COMPLETING THE TOTAL, AVERAGE, HIGHEST, AND LOWEST FUNCTIONS

Summing Columns of Numbers

- ❖ Select cells **F4** through **F9**.
- ❖ Click the **AutoSum** button on the toolbar (see illustration at right).
- ❖ The **Total** for the column **Initial Cost** should appear in row **9**.
- ❖ Select cells **H4** through **I9** and click the **AutoSum** button.
- ❖ The total for the columns **Current Value** and **Gain/Loss** should appear in row **9**.



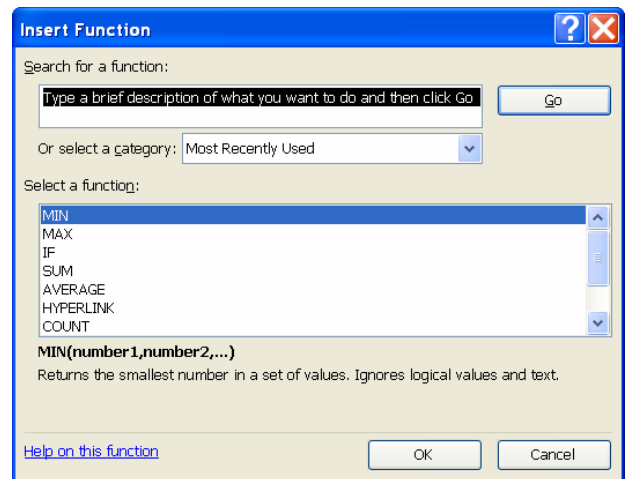
Inputting Formulas/Functions

Average Function

- ❖ Select cell **D11** and input =Average(.
- ❖ Click cell **D4** and drag through cell **D8** to select the range **D4** through **D8**.
- ❖ A marquee will surround the range.
- ❖ **D4:D8** will appear in the cell after the parentheses.
- ❖ Input a parenthesis at the end of the function.
- ❖ Click the **Enter** button next to the **Formula Bar**.

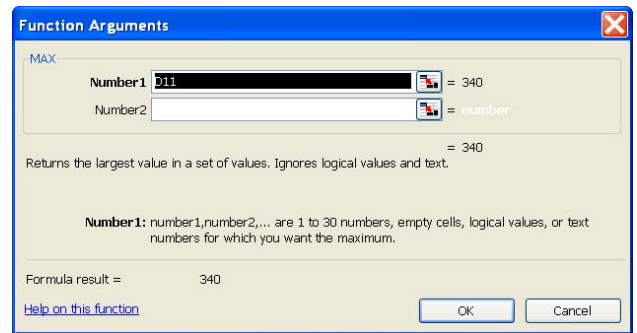
Maximum Function

- ❖ Select cell **D12** and click **Insert** on the Menu Bar.
- ❖ Select **Function** from the list of choices.
- ❖ The **Insert Function** dialog box will appear. (See the illustration at right.)
- ❖ Choose **Statistical** from the list under **Function Category**.
- ❖ Under **Function Name**, look for the **MAX** function. The functions are listed in alphabetical order.
- ❖ Click **MAX** and then click the **OK** button.
- ❖ The **Function Argument** dialog box will appear.
- ❖ Input **D4:D8** inside the **Number 1** box.
- ❖ Click **OK**. The Highest number **500** should appear in the cell.



Minimum Function

- ❖ Select cell **D13** and click the **Insert Function** button on the **Standard Toolbar**. (See the illustration at the right.)
- ❖ The **Insert Function** dialog box will appear (see illustration on previous page).
- ❖ Make sure that **Statistical** is selected for the **Category**.
- ❖ Choose **MIN** from the list of functions.
- ❖ Click the **OK** button.
- ❖ The **Function Arguments** dialog box will display.
- ❖ Click the **Collapse** button in the **Number 1** text box. This is the one with a red arrow that appears at the end of the box where the cell references appear. (See the illustration at the right.)
- ❖ Select cells **D4:D8** and then click the **Expand** button. This is the one that appears at the end of the text box. (See the illustration at the right.)
- ❖ Click the **OK** button. The lowest number in the column should appear.
- ❖ Select cells **D11** through **D13**.
- ❖ Using the **AutoFill** feature, copy these functions from columns **E** through **I**.



Figuring the Percentage of Gain/Loss

- ❖ Click cell **D14** and input an **equals (=) sign**.
- ❖ Click cell **I9** and input a forward slash to indicate division.
- ❖ Click cell **F9**.
- ❖ Click the **Enter** button on the Formula Bar or press the **Enter** key.
- ❖ Save the worksheet.

DELETING ROWS


- ❖ Select row **2** by clicking on the number **2** in the gray area.
- ❖ Click the right mouse button.
- ❖ Choose **Delete** from the list of options.
- ❖ Follow the same procedure to remove the row between **Total** and **Average**.

CHANGING THE FONT AND CENTERING THE TITLE



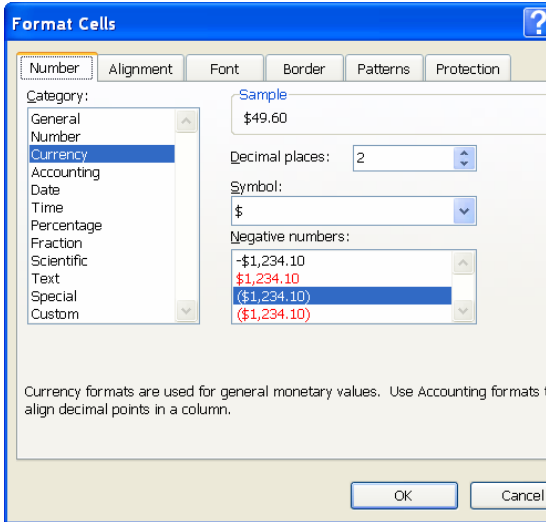
- ❖ Select cell **A1** and change the font to **Arial Black** and the point size to **20 point**.
- ❖ Select cells **A1** through **I1** and click the **Merge and Center** button on the Formatting toolbar. This is the button that has an **a** with an arrow on each side of it. (See the illustration at right.)
- ❖ With cell **A1** selected, click the **Fill Color** button list arrow on the **Formatting** toolbar. (See the illustration top right.)
- ❖ The **Fill Color** palette will display.
- ❖ Click the color **green** (**column 4, row 2**) on the **Fill Color** palette.
- ❖ Click the **Font Color** button list arrow on the **Formatting** toolbar. (See the illustration bottom right.)
- ❖ The **Font Color** palette will display.
- ❖ Click the color **white** (**column 8, row 5**) on the Font color palette.



Bold, Center, and Underline the Column Titles


- ❖ Select the range **A2** through **I2**.
- ❖ Click the **Bold** button on the **Formatting** toolbar.
- ❖ Click the **Center** button on the **Formatting** toolbar.
- ❖ The column titles in **row 2** should be **bold** and **centered**.
- ❖ With the cell ranges **A2** through **I2** still selected, click the list arrow beside the **Borders** button on the **Formatting** toolbar. (See the illustration at the right.) 
- ❖ The **Borders** palette will appear.
- ❖ Click the **Thick Bottom Border** (column 2, row 2) button on the **Borders** palette.
- ❖ A heavy bottom border will be added to the range **A2** through **I2**.
- ❖ Select the range **B3** through **B7**.
- ❖ Hold down the **Ctrl** key.
- ❖ Select the range **D3** through **D11** and press the **Center** button on the **Formatting** toolbar.

FORMATTING NUMBERS


- ❖ Select the range **E3** through **I3**.
- ❖ Hold down the **Control** key and select cells **E8** through **I8**.
- ❖ Point to and then click the **Currency Style** button on the **Formatting** toolbar. (See the illustration at the right.) 
 - The cells will do one of the following:
 - The number may appear as pound symbols. Ignore this for right now, we will change that later
 - The width of the cells may expand to accommodate the numbers.
- ❖ Select the range **E4** through **I7**.
- ❖ Click the **Comma Style** button on the **Formatting** toolbar. (See the illustration at the right.) 
- ❖ Select the range **A7** through **I7**.
- ❖ Click the **Borders** button on the **Formatting** toolbar.
 - The **Borders** button remains set to the heavy bottom border assigned to row 2.
 - To assign the heavy bottom border to the range **A7** through **I7**, you simply click the **Borders** button.
- ❖ Select the range **E9** through **I11**.
- ❖ Right-click the selected range.
- ❖ Click **Format Cells** from the list that appears.
- ❖ The **Format Cells** dialog box will appear. (See the illustration at the right.) 
- ❖ Click the **Number** tab in the **Format Cells** dialog box. Selecting one of these options lets you specify how numbers in the selected range are to be formatted.
- ❖ Click **Currency** in the **Category** list.

COPYING CELL FORMATS


After formatting a cell on a worksheet, it might be necessary to apply this same formatting to other cells in the worksheet. Rather than selecting each item and formatting it, it is possible to copy the format of each cell and then paint (that is, copy) the format from one cell to the others.

- ❖ Select cell **A12**.
- ❖ Click the **Format Painter** button on the **Standard** toolbar. (See the illustration at the right.) 
- ❖ Drag to select the cells **A8** through **A11**.
- ❖ When the mouse button is released, the selected cells will appear with the new formatting.

CHANGING COLUMN WIDTH

- ❖ Point to the boundary on the right side of the letter **B** in the column heading until the mouse turns to a double left and right black arrow with a straight up and down black line. 
- ❖ Drag until the **Screen Tip Width** displays approximately **7.14** or close to that number.
- ❖ Release the mouse button.
- ❖ Point to the **boundary** on the right side of the **column D** heading.
- ❖ Drag the mouse to the **left** until the **Screen Tip Width** displays approximately **7.89**.
- ❖ A dotted line will show the proposed right border of column **D**.
- ❖ Release the mouse button.
- ❖ Adjust all of the other columns so they are a little bit wider.

CHANGING ROW HEIGHT

- ❖ Point to the boundary below **row heading 2**.
- ❖ The mouse pointer should change to a double black up and down arrow with a right and left straight line. 
- ❖ Drag the mouse pointer down until the **Screen Tip Height** displays **36.00**.
- ❖ Release the mouse button.
- ❖ Click the row heading **9** to select **row 9**.
- ❖ Hold down the **Control** key and click row heading **12** to select it.
- ❖ With both rows selected, point to the boundary below **row heading 12**.
- ❖ Drag the mouse down until the **Screen Tip Height** displays **18.00**.
- ❖ Click the **Save** button on the **Standard** toolbar.
- ❖ Place a **Thick Bottom Border** below row **8**.