



**Skills**

Links to Activities

1.1

1.2

1.3

1.4

1.5

1.6

1.7

1.8

1.9

- Start Excel and identify features in the Excel window
- Enter labels and values
- Use the fill handle to enter a series
- Enter formulas
- Create a formula using Sum
- Copy a formula
- Test a worksheet for accuracy
- Apply the Currency format to values
- Right-align labels

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**Skills**

Links to Activities

1.1

1.2

1.3

1.4

1.5

1.6

1.7

1.8

1.9

- Use the Help feature
- Center a label across multiple columns
- Change the page orientation to landscape
- Preview and print a worksheet
- Save a workbook using Save and Save As
- Close a workbook and exit Excel
- Navigate a large worksheet using the mouse and keyboard
- Jump to a specific cell using Go To

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**ACTIVITY**  
1.1

Links to Activities

1.1

1.2

1.3

1.4

1.5

1.6

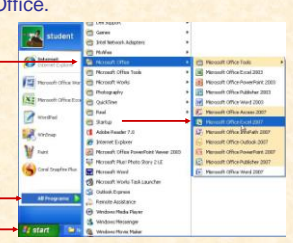
1.7

1.8

1.9

**Completing the Excel Worksheet Cycle**

- At the Windows XP desktop, click Start button.
- Point to All Programs.
- Point to Microsoft Office.
- Click Microsoft Office Excel 2007.



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**ACTIVITY**  
1.1

Links to Activities

1.1

1.2

1.3

1.4

1.5

1.6

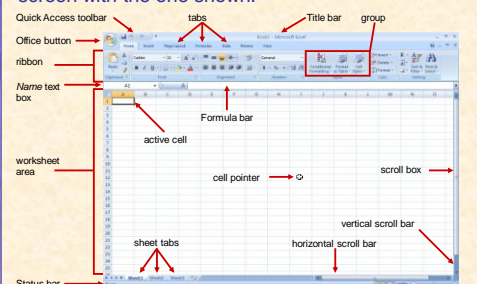
1.7

1.8

1.9

**Completing the Excel Worksheet Cycle**

- At Excel screen, identify features by comparing your screen with the one shown.



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**Excel Screen Features**

Links to Activities

1.1

1.2

1.3

1.4

1.5

1.6

1.7

1.8

1.9

- **Office button** displays as a Microsoft Office logo and is used to access Office. Use this menu to choose document management actions such as save or print, or to open a workbook from a list of recently opened workbooks.
- **Quick Access toolbar** contains buttons for commonly used commands which can be executed with a single mouse click.
- **tabs** are commands and features in the ribbon organized into related groups and accessed by clicking a tab name.
- **Title bar** displays workbook name followed by Microsoft Excel.

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## Excel Screen Features

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- **ribbon** is area from which commands and features for performing actions on a cell or worksheet are accessed.
- **Name text box** displays active cell address or name assigned to active cell.
- **Formula bar** displays contents stored in the active cell.
- **active cell** is location in worksheet that will display typed data or be affected by a command.
- **worksheet area** contains cells used to create the worksheet.




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## Excel Screen Features

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- **cell pointer**  selects cells by clicking or dragging the mouse.
- **vertical and horizontal scroll bars** are used to view parts of the worksheet beyond the current screen.
- **sheet tabs** identify worksheets in the workbook.
- **Status bar** displays current mode, action messages, View buttons, and Zoom slider.



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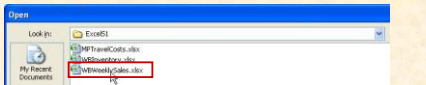
### ACTIVITY 1.1

## Completing the Excel Worksheet Cycle

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Click Office button at upper left corner of screen, click Open.
- Navigate to ExcelS1 folder on your storage medium.



- Double-click **WBWeeklySales.xlsx**.
- Click Office button and click Save As.



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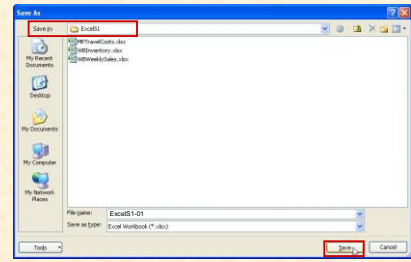
### ACTIVITY 1.1

## Completing the Excel Worksheet Cycle

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- At Save As dialog box, make sure ExcelS1 folder is active, type **ExcelS1-01** in *File name* text box, then press Enter or click Save.



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### ACTIVITY 1.1

## Completing the Excel Worksheet Cycle

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Move cell pointer over intersection of column H with row 6 (H6), then click to make H6 active.
- Type **2976** and press Enter.

	Friday	Saturday	Total
1,796.00	2,137.00	11,412.00	
1,147.00	1,249.00	6,291.00	
4,106.00	3,386.00	15,463.00	
7,049.00	6,682.00	28,148.00	
136.00	225.00	1,200.00	

- Make H10 active and type **156**.
- Make H14 active and type **542**.

	Friday	Saturday	Total
1,796.00	2,137.00	11,412.00	
1,147.00	1,249.00	6,291.00	
4,106.00	3,386.00	15,463.00	
7,049.00	6,682.00	28,148.00	
136.00	225.00	1,200.00	
2976	138.00	786.00	
294.00	156.00	1,701.00	
876.00	526.00	4,048.00	
224.00	483.00	3,345.00	
682.00	227.00	1,461.00	
682.00	542.00	3,160.00	
1,276.00	1,254.00	8,171.00	
8,961.00	8,435.00	41,364.00	



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### ACTIVITY 1.1





## Completing the Excel Worksheet Cycle

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Look at entry in B19. This percentage is used to calculate Estimated Gross Profit in row 20. Change entry in B19 to see effect on estimated gross profit.

17	TOTAL SALES	10,666.00	1,686.00	2,191.00	5,342.00	5,883.00	8,961.00	8,435.00	41,364.00
18	Gross Profit Factor		29%						
19	Estimated Gross Profit	3,093.14	488.94	691.39	1,540.18	1,706.07	2,598.69	2,446.15	12,575.56

- Make B19 active, type **29%**, and press Enter.
- Click Save. 
- Click Print. 
- Click Office  then Close 



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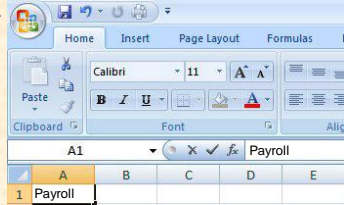
**ACTIVITY 1.2**

**Entering Labels and Values; Using Fill Options**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- At blank Excel screen, press New button to start new blank workbook.
- Type **Payroll** in A1.
- Press Enter.



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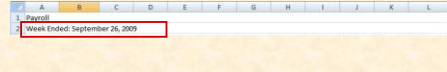
**ACTIVITY 1.2**

**Entering Labels and Values; Using Fill Options**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- With A2 active, type **Week Ended: September 26, 2009**, then press Enter.
- Enter remaining labels by making appropriate cell active, typing label, then pressing Enter or clicking another cell.



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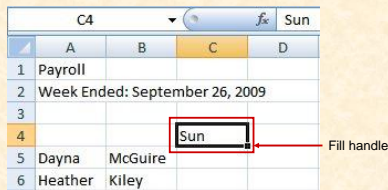
**ACTIVITY 1.2**

**Entering Labels and Values; Using Fill Options**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Click C4 to make cell active.
- Point at fill handle in C4. Cell pointer changes from large white cross to thin black cross.



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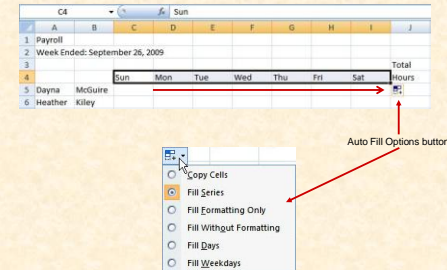
**ACTIVITY 1.2**

**Entering Labels and Values; Using Fill Options**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Hold down left mouse button, drag pointer to I4, and release the mouse.



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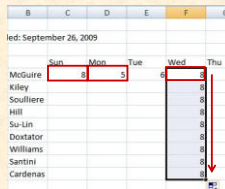
**ACTIVITY 1.2**

**Entering Labels and Values; Using Fill Options**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Click C5 to make cell active.
- Type **8** then press Right Arrow key.
- Type **5** in D5 then press Right Arrow key.
- Type following values as indicated:  
E5, 6; F5, 8; G5, 7;  
H5, 0; I5, 4
- Make F5 active.
- Point at fill handle in F5 then drag pointer to F13.



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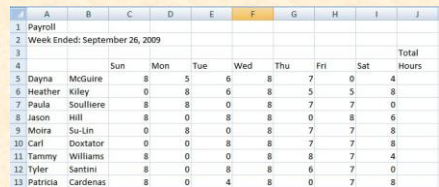
**ACTIVITY 1.2**

**Entering Labels and Values; Using Fill Options**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Enter remaining values for employee hours as shown. Use fill handle for duplicate values in adjacent cells.



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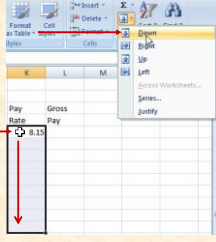
**ACTIVITY 1.2**

**Entering Labels and Values; Using Fill Options**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Click K5 to make cell active, type **8.15**, then press Enter.
- Position cell pointer over cell K5, hold down left mouse button, drag down to K13, then release the mouse.
- With Home the active tab, click Fill button arrow, then click *Down* at drop-down list.
- Click in any cell in worksheet to deselect range of cells in column K.



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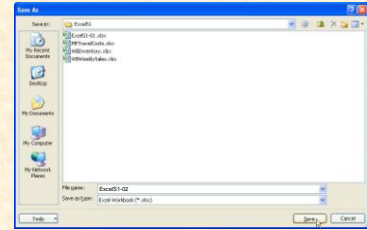
**ACTIVITY 1.2**

**Entering Labels and Values; Using Fill Options**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Click Save.
- At Save As with ExcelS1 active, type **ExcelS1-02** in File name text box and press Enter.



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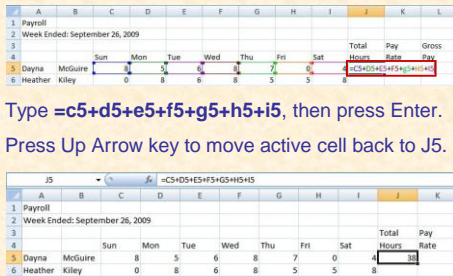
**ACTIVITY 1.3**

**Performing Calculations Using Formulas**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- With **ExcelS1-02.xlsx** open, make J5 active.
- Type **=c5+d5+e5+f5+g5+h5+i5**, then press Enter.
- Press Up Arrow key to move active cell back to J5.



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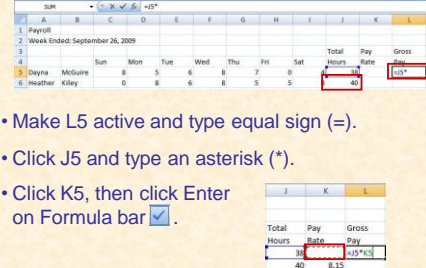
**ACTIVITY 1.3**

**Performing Calculations Using Formulas**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Make J6 active, type formula **=c6+d6+e6+f6+g6+h6+i6**, then press Enter.
- Make L5 active and type equal sign (=).
- Click J5 and type an asterisk (\*).
- Click K5, then click Enter on Formula bar.



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**ACTIVITY 1.3**

**Performing Calculations Using Formulas**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Use pointing method or type formula **=j6\*k6** for gross pay for Heather Kiley in L6.

	J	K	L
Total		Pay	Gross
Hours	Rate	Pay	
38	8.15		309.7
40	8.15		326

- Click Save.

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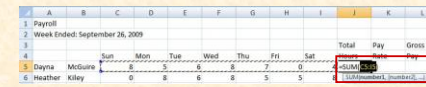
**ACTIVITY 1.4**

**Using the SUM Function**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- With **ExcelS1-02.xlsx** open, make J5 active then press Delete.
- With Home the active tab, click Sum  $\Sigma$ .
- Press Enter.
- With J6 active, press Delete to delete existing formula.
- Click Sum button  $\Sigma$ . When Excel displays formula **=SUM(C6:I6)**, click Enter in Formula bar.



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**ACTIVITY 1.4**

**Using the SUM Function**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Make J7 active and click Sum  $\Sigma$ .
- Position cell pointer over C7, hold down left mouse button, drag pointer to I7, then release mouse button and press Enter.

1	Payroll												
2	Week Ended: September 26, 2009												
3													
4		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours	Rate	Pay	Gross Pay	
5	Dayna McGuire	8	5	6	8	7	0	4	38	8.15	309.7		
6	Heather Kiley	0	8	6	8	5	5	0	38				
7	Paula Soulliere	8	8	0	8	7	7	0	38				
8	Jason Hill	8	0	8	8	0	0	0	38				



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**ACTIVITY 1.4**

**Using the SUM Function**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Position cell pointer in C8, hold down left mouse button, drag pointer to J8, then release mouse button.
- Click Sum.
- Click J8 and look at formula the SUM function created: =SUM(C8:I8).

1	Payroll												
2	Week Ended: September 26, 2009												
3													
4		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours	Rate	Pay	Gross Pay	
5	Dayna McGuire	8	5	6	8	7	0	4	38				
6	Heather Kiley	0	8	6	8	5	5	0	38				
7	Paula Soulliere	8	8	0	8	7	7	0	38				
8	Jason Hill	8	0	8	8	0	0	0	38				



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**ACTIVITY 1.4**

**Using the SUM Function**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Position cell pointer in C9, hold down left mouse button, drag pointer to J13, then release mouse.

- Click Sum.

- Click cells J9, J10, J11, J12, and J13 to confirm correct formulas appear.

- Click Save.

rber 26, 2009													
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours	Rate	Pay	Gross Pay	
8	Dayna McGuire	8	5	6	8	7	0	4	38				
9	Heather Kiley	0	8	6	8	5	5	0	38				
10	Paula Soulliere	8	8	0	8	7	7	0	38				
11	Jason Hill	8	0	8	8	0	0	0	38				
12	Carl Dostator	0	7	8	8	7	7	8	38				
13	Tammy Williams	8	0	0	8	8	7	4	35				
14	Tyler Santini	8	0	8	8	6	7	0	37				
15	Patricia Cardenas	8	0	4	8	0	7	8	35				



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**ACTIVITY 1.5**

**Copying Formulas**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- With ExcelS1-02.xlsx open, make L6 active.

- Click Copy in Home tab.

- To select range L7: L13, position cell pointer over L7, hold down left mouse button, drag pointer to L13, then release mouse button.

- Click Paste in Home tab.

K	L
Pay	Gross
Rate	Pay
8.15	309.7
8.15	309.7
8.15	309.7
8.15	309.7
8.15	309.7
8.15	309.7
8.15	309.7
8.15	309.7



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**ACTIVITY 1.5**

**Copying Formulas**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Press Esc to remove marquee and Paste Options, click L7, then note entry in Formula bar: =J7\*K7.

L7	=J7*K7												
A	B	C	D	E	F	G	H	I	J	K	L		
1	Payroll												
2	Week Ended: September 26, 2009												
3													
4		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours	Rate	Pay	Gross Pay	
5	Dayna McGuire	8	5	6	8	7	0	4	38	8.15	309.7		
6	Heather Kiley	0	8	6	8	5	5	0	38				
7	Paula Soulliere	8	8	0	8	7	7	0	38				

- Use Down Arrow to check formulas in column L.



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**ACTIVITY 1.5**

**Copying Formulas**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Make C15 active.

- Click Sum then Enter in Formula bar.

1	Payroll												
2	Week Ended: September 26, 2009												
3													
4		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours	Rate	Pay	Gross Pay	
5	Dayna McGuire	8	5	6	8	7	0	4	38	8.15	309.7		
6	Heather Kiley	0	8	6	8	5	5	0	38				
7	Paula Soulliere	8	8	0	8	7	7	0	38				
8	Jason Hill	8	0	8	8	0	0	0	38				
9	Moiria Su-Lin	0	5	8	0	0	0	0	13				
10	Carl Dostator	0	7	8	8	7	7	8	38				
11	Tammy Williams	8	0	0	8	8	7	4	35				
12	Tyler Santini	8	0	8	8	6	7	0	37				
13	Patricia Cardenas	8	0	4	8	0	7	8	35				
14													
15	Total												
16													



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**ACTIVITY 1.5**

**Copying Formulas**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Drag fill handle in C15 to L15.
- Make K15 the active cell then press Delete.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Payroll											
2	Week Ended: September 26, 2009											
3												
4		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Pay	Gross	
5	Dayna	McGuire	8	5	6	8	7	0	4	38	8.15	309.7
6	Heather	Kiley	0	8	6	8	5	8	40	8.15	328	
7	Paula	Soulliere	8	8	0	8	7	7	0	38	8.15	309.7
8	Jason	Hill	8	0	8	8	0	8	6	38	8.15	309.7
9	Moira	Su-Lin	0	8	0	8	7	7	8	38	8.15	309.7
10	Carl	Doxtator	0	0	8	7	7	8	38	8.15	309.7	
11	Tammy	Williams	8	0	0	8	8	7	4	35	8.15	285.25
12	Tyler	Santini	8	0	8	8	6	7	0	37	8.15	302.55
13	Patricia	Cardenas	8	0	4	8	0	7	8	35	8.15	285.25
14												
15	Total									48	29	40
16												

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**ACTIVITY 1.5**

**Copying Formulas**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Make D15 active, note entry in Formula bar: `=SUM(D5:D14)`.
- Use Right Arrow to check formulas in remaining columns.
- Click Save.

	A	B	C	D	E
1	Payroll				
2	Week Ended: September 26, 2009				
3					
4		Sun	Mon	Tue	
5	Dayna	McGuire	8	5	6
6	Heather	Kiley	0	8	6
7	Paula	Soulliere	8	8	0
8	Jason	Hill	8	0	8
9	Moira	Su-Lin	0	8	0
10	Carl	Doxtator	0	0	8
11	Tammy	Williams	8	0	0
12	Tyler	Santini	8	0	8
13	Patricia	Cardenas	8	0	4
14					
15	Total				40

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**ACTIVITY 1.6**

**Testing the Worksheet; Improving the Worksheet Appearance; Sorting**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- With `ExcelS1-02.xlsx` open, make A17 active.
- Type **Hours**, press Alt + Enter, type **Proof**, then press Enter.

15	Total		
16			
17	Hours		
18	Proof		

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**ACTIVITY 1.6**

**Testing the Worksheet; Improving the Worksheet Appearance; Sorting**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Make B17 active.
- Click in Formula bar, type `=sum(c5:i13)`, then click Enter.

	A	B	C	D	E	F	G	H	I	J	
1	Payroll										
2	Week Ended: September 26, 2009										
3											
4		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Hours	
5	Dayna	McGuire	8	5	6	8	7	0	4	38	
6	Heather	Kiley	0	8	6	8	5	5	8	40	
7	Paula	Soulliere	8	8	0	8	7	7	0	38	
8	Jason	Hill	8	0	8	8	0	8	6	38	
9	Moira	Su-Lin	0	8	0	8	7	7	8	38	
10	Carl	Doxtator	0	0	8	8	7	7	8	38	
11	Tammy	Williams	8	0	0	8	8	7	4	35	
12	Tyler	Santini	8	0	8	8	6	7	0	37	
13	Patricia	Cardenas	8	0	4	8	0	7	8	35	
14											
15	Total		48	29	40	72	47	55	46	337	
16	Hours										
17	Proof										

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**ACTIVITY 1.6**

**Testing the Worksheet; Improving the Worksheet Appearance; Sorting**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Make A18 active.
- Type **Gross**, press Alt + Enter, type **Pay Proof**, then press Enter.

15	Total		48
16			
17	Hours		337
18	Proof		
	Gross		
18	Pay Proof		=15*k5

- Make B18 active.
- Type `=j15*k5` then press Right Arrow.

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**ACTIVITY 1.6**

**Testing the Worksheet; Improving the Worksheet Appearance; Sorting**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Look at completed worksheet. Some values in column L show no decimals, others show 1 or 2 decimal places. Also labels do not align directly over values.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Payroll											
2	Week Ended: September 26, 2009											
3												
4		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Pay	Gross	
5	Dayna	McGuire	8	5	6	8	7	0	4	38	8.15	309.7
6	Heather	Kiley	0	8	6	8	5	5	8	40	8.15	328
7	Paula	Soulliere	8	8	0	8	7	7	0	38	8.15	309.7
8	Jason	Hill	8	0	8	8	0	8	6	38	8.15	309.7
9	Moira	Su-Lin	0	8	0	8	7	7	8	38	8.15	309.7
10	Carl	Doxtator	0	0	8	7	7	8	38	8.15	309.7	
11	Tammy	Williams	8	0	0	8	8	7	4	35	8.15	285.25
12	Tyler	Santini	8	0	8	8	6	7	0	37	8.15	302.55
13	Patricia	Cardenas	8	0	4	8	0	7	8	35	8.15	285.25
14												
15	Total		48	29	40	72	47	55	46	337		2746.55
16	Hours											
17	Proof											
18	Pay Proof											

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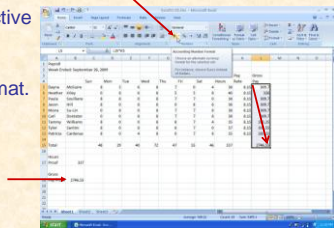
**ACTIVITY 1.6**

**Testing the Worksheet; Improving the Worksheet Appearance; Sorting**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Select range L5:L15.
- Click Accounting Number Format in Home tab.
- Make B18 active and click Accounting Number Format.



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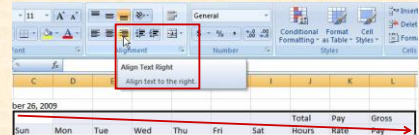
**ACTIVITY 1.6**

**Testing the Worksheet; Improving the Worksheet Appearance; Sorting**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Select range C3:L4.
- Click Align Text Right in Home tab.
- Click in any cell to deselect range.



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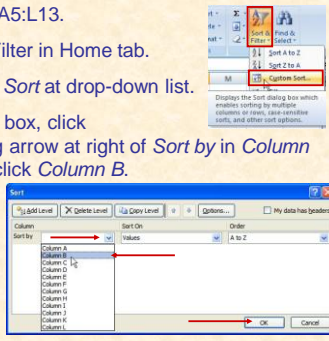
**ACTIVITY 1.6**

**Testing the Worksheet; Improving the Worksheet Appearance; Sorting**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Select range A5:L13.
- Click Sort & Filter in Home tab.
- Click *Custom Sort* at drop-down list.
- At Sort dialog box, click down-pointing arrow at right of *Sort by* in *Column* section then click *Column B*.
- Click OK to begin sort.



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**ACTIVITY 1.6**

**Testing the Worksheet; Improving the Worksheet Appearance; Sorting**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Click in any cell to deselect range. Compare your sorted worksheet to one shown.
- Click Save.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Payroll											
2	Week ended: September 26, 2009											
3		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Hours	Rate	Pay
4	6	Patricia Cardenas	8	0	4	8	0	7	8	35	8.15	\$285.25
5	7	Carl Donatelli	0	0	8	8	7	7	8	38	8.15	\$309.70
6	7	Jason Hill	8	0	8	8	0	8	6	38	8.15	\$309.70
7	8	Heather Kiley	0	8	6	8	5	5	8	40	8.15	\$326.00
8	9	Dayna McQuire	8	5	6	8	7	0	4	38	8.15	\$309.70
9	10	Tyler Santini	8	0	8	8	6	7	0	37	8.15	\$301.55
10	11	Pradee Spillane	8	8	0	8	7	7	0	38	8.15	\$309.70
11	12	Moira Su-Lin	0	8	0	8	7	7	8	38	8.15	\$309.70
12	13	Tammy Williams	8	0	0	8	8	7	4	25	8.15	\$203.25
13	14											
15	15	Total		48	29	40	72	47	55	46	337	\$2,748.55
16	16	Hours										
17	17	Proof	337									
18	18	Gross										
19	19	Pay Proof										\$2,748.55



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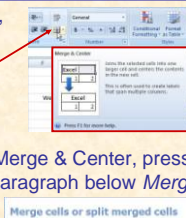
**ACTIVITY 1.7**

**Using Help**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- With **ExcelS1-02.xlsx** open, make A1 active.
- Point to Merge & Center in Home tab, and read ScreenTip.
- With pointer still resting on Merge & Center, press function key F1, then read paragraph below *Merge cells or split merged cells* in Excel Help window.



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**ACTIVITY 1.7**

**Using Help**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Click *Merge adjacent cells* below *What do you want to do?* then read to merge cells.
- Close Excel Help window.



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ACTIVITY 1.7

### Using Help

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Select range A1:L1 then click Merge & Center in Home tab.



- Select range A2:L2 then click Merge & Center.



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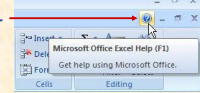
ACTIVITY 1.7

### Using Help

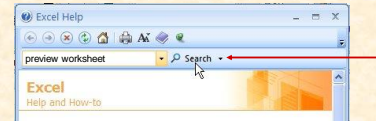
Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Click Microsoft Office Excel Help near upper right corner of screen.



- With insertion point in search text box, type **preview worksheet** then click Search or press Enter.



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ACTIVITY 1.7

### Using Help

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Click Preview worksheet pages before printing hyperlink then read window.



- Close Excel Help window.
- Click Save.



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ACTIVITY 1.8

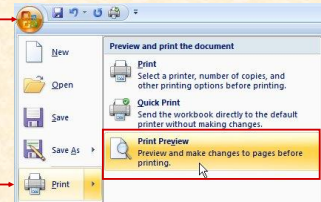
### Previewing, Printing, and Closing a Workbook

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Open **ExcelIS1-02.xlsx**, make A20 active then type information from instructor.

- Click Office, point to Print, then click Print Preview to display worksheet.



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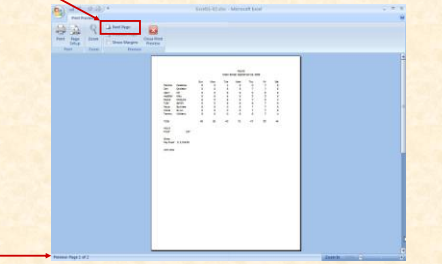
ACTIVITY 1.8

### Previewing, Printing, and Closing a Workbook

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Print Preview window displays picture of printed page. Note Status bar indicating *Page 1 of 2*. Click Next Page in Print Preview tab.



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ACTIVITY 1.8

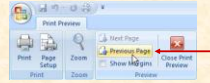
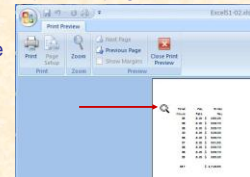
### Previewing, Printing, and Closing a Workbook

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Second page of printout shows columns that could not fit on page 1. Mouse pointer displays as magnifying glass in preview screen. Move mouse pointer over columns at top left of page 2 then click left mouse button.

- Click mouse anywhere on page to return to full-page view then click Previous Page in Preview group.



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**ACTIVITY 1.8**

**Previewing, Printing, and Closing a Workbook**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Click Page Setup button in Print group in Print Preview tab.
- If necessary, click Page tab in Page Setup, click *Landscape* in *Orientation* section then click OK.



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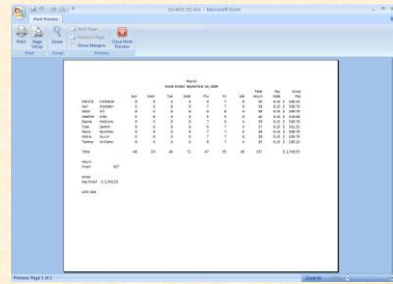
**ACTIVITY 1.8**

**Previewing, Printing, and Closing a Workbook**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Click Print in Print Preview tab. Note all columns now fit on one page.



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**ACTIVITY 1.8**

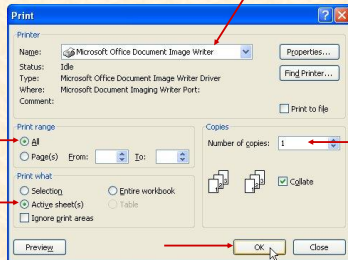
**Previewing, Printing, and Closing a Workbook**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Default settings in Print box are to print one copy of pages in active sheet. Click OK.

Printer name will vary



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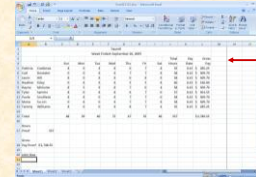
**ACTIVITY 1.8**

**Previewing, Printing, and Closing a Workbook**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- If necessary, scroll right to vertical dashed line between columns to right of *Gross Pay* column.



- Click Save.
- Click Office then click Close.



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**ACTIVITY 1.9**

**Navigating a Worksheet**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Click Open.
- At Open dialog box with ExcelS1 the active folder, double-click workbook *WBIInventory.xlsx*.
- Position mouse pointer on down scroll arrow then click left mouse button to scroll down worksheet.
- Position mouse pointer on right scroll arrow at right edge of horizontal scroll bar then click left mouse button to scroll to right edge of worksheet.



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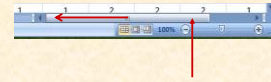
**ACTIVITY 1.9**

**Navigating a Worksheet**

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8

- Position mouse pointer on scroll box in horizontal scroll bar, hold down left mouse button, drag scroll box to left edge of horizontal scroll bar, then release.



- Position mouse pointer on scroll box in vertical scroll bar, hold down left mouse button, drag scroll box to top of vertical scroll bar, then release.



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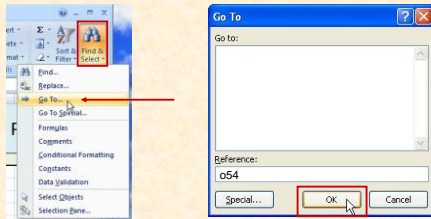
ACTIVITY  
1.9

## Navigating a Worksheet

Links to  
Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9

- Click Find & Select in Home tab then click *Go To*.
- At Go To box, type **C54** in *Reference* box then click OK or press Enter.




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ACTIVITY  
1.9

## Navigating a Worksheet

Links to  
Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9

- Press Ctrl + Home.
- Press Page Down twice.
- Press Right Arrow key four times.
- Use Up, Down, Left, Right Arrow keys to practice moving around worksheet.
- Click Office then click Close.
- Click Office then click Exit Excel .



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## Keyboard Movement Commands

Links to  
Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9

- **Arrow keys** move one cell up, down, left or right.
- **Ctrl + Home** moves to A1.
- **Ctrl + End** moves to last cell in worksheet.
- **Home** moves to beginning of row.
- **Page Down** moves down one screen.
- **Page Up** moves up one screen.
- **Alt + Page Down** moves one screen to the right.
- **Alt + Page Up** moves one screen to the left.



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