

Skills

- Edit the content of cells
- Clear cells and cell formats
- Use proofing tools
- Insert and delete columns and rows
- Move and copy cells
- Use Paste Options to link cells
- Create formulas using absolute references
- Adjust column width and row height
- Change the font, size, style, and color of cells

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Skills

- Apply numeric formats and adjust the number of decimal places
- Use Undo, Redo, and Repeat
- Change cell alignment and indentation
- Add borders and shading
- Copy formats using Format Painter
- Apply cell styles
- Find and replace cell entries and formats
- Freeze and unfreeze panes
- Change the zoom percentage

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ACTIVITY 2.1 Editing and Clearing Cells; Using Proofing Tools

- Open **WBQuote-MarqueeProd.xlsx**.
- Save workbook with Save As in ExcelS2 folder and name it **ExcelS2-01.xlsx**.

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ACTIVITY 2.1 Editing and Clearing Cells; Using Proofing Tools

- Double-click I21.
- Press Right or Left Arrow key to move insertion point between decimal point and 4, then press Delete.
- Type 3 then press Enter.

**Waiting for Cost Verification from Executive Chef		
Our Cost	Gross Mar Percent	
3.37	6652.8	0.46118

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ACTIVITY 2.1 Editing and Clearing Cells; Using Proofing Tools

- Make I27 active.
- Move pointer after 1 in Formula bar then click left mouse button.
- Press Backspace to delete 1, type 4, then click Enter on Formula bar.

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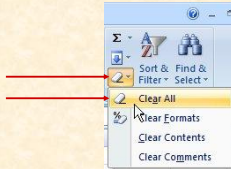
ACTIVITY 2.1

Editing and Clearing Cells; Using Proofing Tools

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Make A9 active then press Delete.
- Select range I17:J18. With Home tab active, click Clear then click *Clear All*.



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ACTIVITY 2.1

Editing and Clearing Cells; Using Proofing Tools

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Press Ctrl + Home to move active cell to A1.
- Click Review tab then click Spelling.
- Click Ignore All in Spelling box to skip all occurrences of *Rivermist*.



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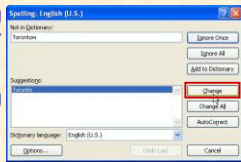
ACTIVITY 2.1

Editing and Clearing Cells; Using Proofing Tools

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click Change in Spelling box to replace *Torontow* with *Toronto*.
- Click Change in Spelling box to replace *Persns* with *Persons*.
- Complete spell check, change words as required. Click OK when spelling check is complete.



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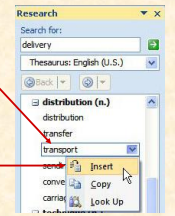
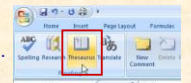
ACTIVITY 2.1

Editing and Clearing Cells; Using Proofing Tools

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Make A39 active.
- Click Thesaurus in Review tab.
- Point to *transport* in word list, click down-pointing arrow, then click *Insert*.
- Click Research in Proofing group to turn off Research task pane.
- Save workbook as **ExcelS2-01.xlsx**.



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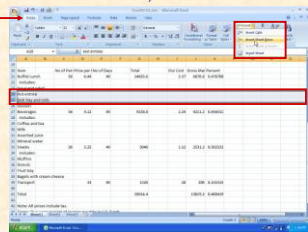
ACTIVITY 2.2

Inserting and Deleting Columns and Rows

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- With **ExcelS2-01.xlsx** open, position cell pointer over row indicator 24, hold down left mouse button, then drag mouse down over 25.
- Click Home tab, click Insert arrow, then click *Insert Sheet Rows*.



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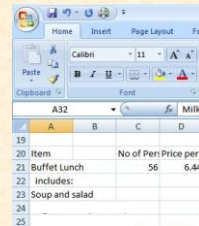
ACTIVITY 2.2

Inserting and Deleting Columns and Rows

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click A24, type **Vegetable tray with dip**, then press Enter.
- Type **Seafood hors d'oeuvres** then press Enter.



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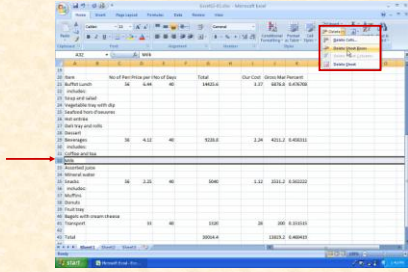
ACTIVITY 2.2

Inserting and Deleting Columns and Rows

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Select row 32.
- Click Delete arrow then click *Delete Sheet Rows*.



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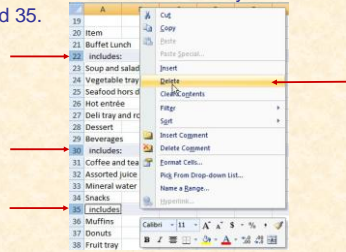
ACTIVITY 2.2

Inserting and Deleting Columns and Rows

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Select row 22. Hold down Ctrl key then select rows 30 and 35.



- Position pointer within any three selected rows, right-click to display shortcut menu and Mini toolbar, then click *Delete*.

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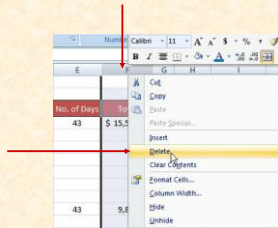
ACTIVITY 2.2

Inserting and Deleting Columns and Rows

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Select column F then display shortcut menu and Mini toolbar by positioning cell pointer over column indicator letter *F* and right-clicking mouse.



- At shortcut menu, click *Delete*.

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ACTIVITY 2.2

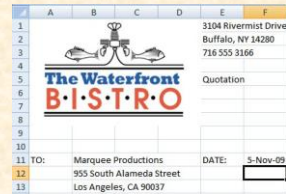
Inserting and Deleting Columns and Rows

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Click any cell to deselect column.

- Make F11 active, type **November 5, 2009**, then press Enter.



- Save **ExcelS2-01.xlsx**.

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ACTIVITY 2.3

Moving and Copying Cells

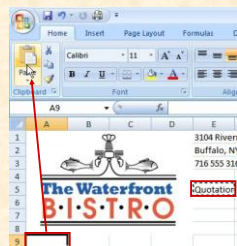
Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- With **ExcelS2-01.xlsx** open, make E5 active.

- Click Cut in Clipboard group in Home tab.

- Make A9 active then click Paste in Clipboard group.



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ACTIVITY 2.3

Moving and Copying Cells

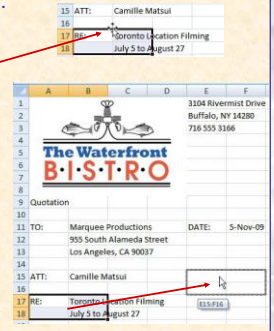
Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Select range A17:B18.

- Point at any of four borders surrounding selected range.

- Hold down left mouse button, drag top left corner of range to E15, then release mouse.



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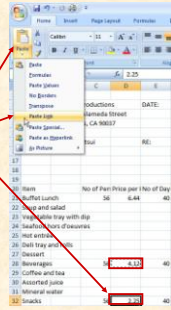
ACTIVITY 2.3

Moving and Copying Cells

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Make D28 active.
- Click Copy in Clipboard group.
- Make D32 active, click Paste arrow in Clipboard group, then click Paste Link.
- Press Esc to remove moving marquee from D28.



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ACTIVITY 2.3

Moving and Copying Cells

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Make D28 active, edit value to 4.09.
- Make A23 active. Point at any of four borders surrounding A23 until pointer displays as white arrow with move icon attached, hold down Ctrl key, then drag mouse to A36.
- Release mouse button first then release Ctrl key.
- Save ExcelS2-01.xlsx.



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ACTIVITY 2.4

Creating Formulas with Absolute Addressing

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- With ExcelS2-01.xlsx open, make K20 active then type Food.

	A	B	C	D	E	F	G	H	I	J	K	L	M
13	ATT:	Camille Matsui	RE:	Toronto Location filming									
17													
18													
19													
20	Item	No of Peri	Price per	No of Day	Total	Our Cost	Gross Mar	Percent	Food	Prep	Server		
21	Buffet Lunch	56	6.44	40	34425.6	3.37	6876.8	0.476708					

- Make L20 active then type Prep.
- Make M20 active then type Server.
- Type decimal values in K19, L19, and M19 as shown.

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ACTIVITY 2.4

Creating Formulas with Absolute Addressing

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Make K21 active, type $=C21 * E21 * H21 * K19$, then press F4.

	A	B	C	D	E	F	G	H	I	J	K	L	M
19													
20	Item	No of Peri	Price per	No of Day	Total	Our Cost	Gross Mar	Percent	Food	Prep	Server		
21	Buffet Lunch	56	6.44	40	34425.6	3.37	6876.8	0.476708	$=C21 * E21 * H21 * K19$				

- Press Enter.
- Make L21 active, type formula $=C21 * E21 * H21 * \$I\19 , then press Enter.
- Make M21 active then type formula $=C21 * E21 * H21 * \$m\19 by typing dollar symbols or by pressing F4.

	A	B	C	D	E	F	G	H	I	J	K	L	M
21													
20	Item	No of Peri	Price per	No of Day	Total	Our Cost	Gross Mar	Percent	Food	Prep	Server		
21	Buffet Lunch	56	6.44	40	34425.6	3.37	6876.8	0.476708	$=C21 * E21 * H21 * \$I\19				
22													
20	Item	No of Peri	Price per	No of Day	Total	Our Cost	Gross Mar	Percent	Food	Prep	Server		
21	Buffet Lunch	56	6.44	40	34425.6	3.37	6876.8	0.476708	$=C21 * E21 * H21 * \$m\19				

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ACTIVITY 2.4

Creating Formulas with Absolute Addressing

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Select range K21:M21 then click Copy in Home tab.
- Select range K28:M28, hold down Ctrl key, then select range K32:M32.
- Click Paste in Clipboard group.
- Press Esc to remove moving marquee from selected range.

	K	L	M
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			

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ACTIVITY 2.4

Creating Formulas with Absolute Addressing

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click K28 then look at Formula bar to see formula that was pasted into cell: $=C28 * E28 * H28 * \$K\19 .
- Click L32 then look at Formula bar to see formula that was pasted into cell.
- Enter Sum function to calculate totals in K39, L39, and M39.
- Save ExcelS2-01.xlsx.

	K	L	M
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			

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ACTIVITY 2.5

Adjusting Column Width and Row Height

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- With **ExcelS2-01.xlsx** open, make any cell in column C active.
- Click **Format** in Home tab then click **Column Width**.
- At **Column Width** box, type **14** then click **OK** or press **Enter**.



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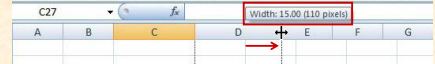
ACTIVITY 2.5

Adjusting Column Width and Row Height

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Position mouse pointer on boundary line in column indicator row between columns D and E until pointer changes to a vertical line with left- and right-pointing arrow.
- Hold down left mouse button, drag boundary line to right until **Width: 15.00 (110 pixels)** displays in ScreenTip, then release mouse button.



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ACTIVITY 2.5

Adjusting Column Width and Row Height

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Position mouse pointer on boundary line in column indicator row between columns E and F until pointer changes and double click left mouse button to **Autofit** width.
- Increase width of column B to **12 (89 pixels)** using **Column Width** box or by dragging the column boundary.



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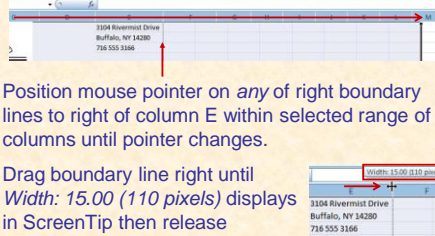
ACTIVITY 2.5

Adjusting Column Width and Row Height

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Position mouse pointer on column indicator letter C, hold down left mouse button, then drag mouse right to column M.
- Position mouse pointer on *any* of right boundary lines to right of column E within selected range of columns until pointer changes.
- Drag boundary line right until **Width: 15.00 (110 pixels)** displays in ScreenTip then release mouse button.



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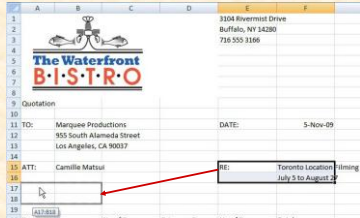
ACTIVITY 2.5

Adjusting Column Width and Row Height

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Click any cell to **deselect** columns.
- Move **E15:F16** to **A17:B18** then click any cell to **deselect** range.



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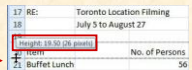
ACTIVITY 2.5

Adjusting Column Width and Row Height

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Position mouse pointer on boundary line below row 20 until pointer changes to horizontal line with up- and down-pointing arrow.
- Drag boundary line down until **Height: 19.50 (26 pixels)** displays in ScreenTip then release mouse button.
- Save **ExcelS2-01.xlsx**.



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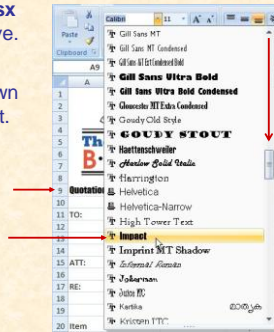
ACTIVITY 2.6

Changing the Font, Size, Style, and Color of Cells

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- With **ExcelS2-01.xlsx** open, make A9 active.
- Click Font arrow in Home tab, scroll down list of fonts to Impact. Click **Impact** at drop-down gallery.



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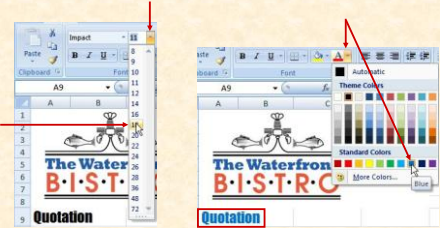
ACTIVITY 2.6

Changing the Font, Size, Style, and Color of Cells

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click Font Size arrow in Font group then click 18.
- With A9 still active, click Font Color arrow then click Blue color box in **Standard Colors** section.



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ACTIVITY 2.6

Changing the Font, Size, Style, and Color of Cells

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Select A9:F9 then click Merge & Center in Alignment group.
- With merged cell A9 still selected, click Fill Color arrow in Font group then click **Accent 5, Lighter 80%** color box in **Theme Colors** section.



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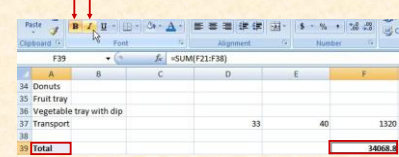
ACTIVITY 2.6

Changing the Font, Size, Style, and Color of Cells

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Make A39 active.
- Hold down Ctrl key then click F39.
- Click Bold and Italic in Font group.
- Click any cell to deselect A39 and F39.



- Save **ExcelS2-01.xlsx**.

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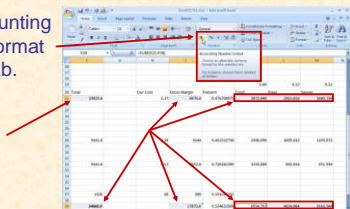
ACTIVITY 2.7

Formatting Numeric Cells; Adjusting Decimal Places; Using Undo and Redo

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- With **ExcelS2-01.xlsx** open, make F21 active.
- Hold down Ctrl, click I21, K21:M21, F39, I39, and K39:M39.
- Click Accounting Number Format in Home tab.



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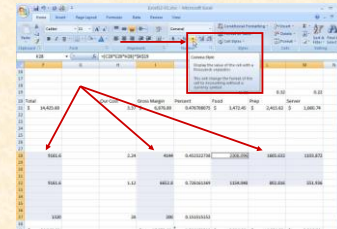
ACTIVITY 2.7

Formatting Numeric Cells; Adjusting Decimal Places; Using Undo and Redo

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click any cell to deselect the cells.
- Select F28:F37, I28:I37, and K28:M32.



- Click **Comma Style** in Number group.

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ACTIVITY 2.7

Formatting Numeric Cells; Adjusting Decimal Places; Using Undo and Redo

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Click any cell to deselect cells and review numeric values in worksheet.
- Select J21:J39.
- Click Percent Style $\%$ in Number group.
- With range J21:J39 still selected, click Increase Decimal $\frac{0}{+0.00}$ twice.
- With range J21:J39 still selected, click Decrease Decimal $\frac{0}{-0.00}$ once.
- Click any cell to deselect range.

	Percent
	47.7%
	45.2%
	72.6%
	15.2%
	32.5%

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ACTIVITY 2.7

Formatting Numeric Cells; Adjusting Decimal Places; Using Undo and Redo

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Select D37 and H37 then click Increase Decimal twice to display two decimal places.

36	Vegetable tray with dip	33.00	40	1,320.00	28.00
37	Transport				
38					
39	Total		\$	34,068.80	

- Deselect cells.
- Click Undo ↶ two times.
- Click Redo ↷ two times.
- Save **ExcelS2-01.xlsx**.

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ACTIVITY 2.8

Changing the Alignment and Indentation of Cells; Using Repeat

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- With **ExcelS2-01.xlsx** open, edit column headings C20 and E20 to include a period after the abbreviation for number.

- Select C20:M20.

- Click Center ☰ in Home tab.

- Select C21, C28, and C32 then change alignment to center.

- Center entries in column E.

	A	B	C	D	E
19					
20	Item		Qty of Items	Price per Item	Total Price
21	Buffet Lunch		50	6.44	40
22	Soup and salad				
23	Vegetable tray with dip				
24	Seafood hors d'oeuvres				
25	Hot entree				
26	Deli tray and rolls				
27	Dessert		50	4.09	40
28	Beverages				
29	Coffee and tea				
30	Assorted juice				
31	Mineral water		50	4.09	40
32	Snacks				
33	Muffins				
34	Granola				
35	Fruit tray				
36	Vegetable tray with dip			33.00	40
37	Transport				

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ACTIVITY 2.8

Changing the Alignment and Indentation of Cells; Using Repeat

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Select A22:A27.

- Click Increase Indent ↵ in Alignment group.

- Select A29:A31 then click Increase Indent.

- Select A33:A36 then click Increase Indent.

	A	B
16		
17	RE:	Toronto Location
18		July 5 to August
19		
20	Item	
21	Buffet Lunch	
22	Soup and salad	
23	Vegetable tray with dip	
24	Seafood hors d'oeuvres	
25	Hot entree	
26	Deli tray and rolls	
27	Dessert	

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ACTIVITY 2.8

Changing the Alignment and Indentation of Cells; Using Repeat

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Select A20:M20 then bold the cells.

- Make F11 active then click Align Text Left in Alignment group.

- Select A20:M20.

- Click Middle Align in Alignment group and deselect range.

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ACTIVITY 2.8

Changing the Alignment and Indentation of Cells; Using Repeat

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Select E1:F1 then click Merge & Center.

- Select E2:F2 then press Ctrl + Y.

- Select E3:F3 press Ctrl + Y.

- Select E1:E3 then click Align Text Right.

- Deselect range.

	D	E	F
		3104 Rivermist Drive	
		Buffalo, NY 14280	
		716.535.3166	

- Save **ExcelS2-01.xlsx**.

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ACTIVITY 2.9

Adding Borders and Shading; Copying Formats with Format Painter; Using Cell Styles

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- With **ExcelS2-01.xlsx** open, change width of column A to **11.00 (82 pixels)**.
- AutoFit columns C–F, and H–M.
- Change width of column G to **4.00 (33 pixels)**.



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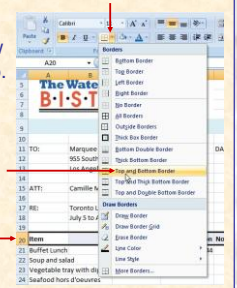
ACTIVITY 2.9

Adding Borders and Shading; Copying Formats with Format Painter; Using Cell Styles

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Select **A20:M20**.
- Click **Bottom Border** arrow in **Font** group in **Home** tab.
- Click **Top and Bottom Border** at drop-down list.
- Click any cell to **deselect** range and view border.



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ACTIVITY 2.9

Adding Borders and Shading; Copying Formats with Format Painter; Using Cell Styles

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Select **A21:B21**, click **Top and Bottom Border** arrow, then click **Outside Borders**.
- Select **A28:B28** then click **Outside Borders** button. (Do not click arrow.)
- Select **A32:B32** then click **Outside Borders**.
- Deselect range.

20	Item
21	Buffet lunch
22	Soup and salad
23	Vegetable tray with dip
24	Seafood hors d'oeuvres
25	Hot entrée
26	Deli tray and rolls
27	Dessert
28	Beverages
29	Coffee and tea
30	Assorted juice
31	Mineral water
32	Snacks
33	Muffins
34	Donuts



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ACTIVITY 2.9

Adding Borders and Shading; Copying Formats with Format Painter; Using Cell Styles

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Make **F39** active, click **Outside Borders** arrow, then click **Top and Double Bottom Border**.
- With **F39** still active, double-click **Format Painter** in **Clipboard** group.
- Click **I39** then drag cell pointer to select **K39:M39**. Click **Format Painter** to turn off feature.

1,320.00	28.00	200.00	15.2%		
\$ 34,068.80		\$ 17,873.60	0.52	\$ 6,934.50	\$ 4,024.00



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ACTIVITY 2.9

Adding Borders and Shading; Copying Formats with Format Painter; Using Cell Styles

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Select **E1:F8**.
- Click **Fill Color** arrow in **Font** group then click **white color box (Background 1)**.



- Deselect range.



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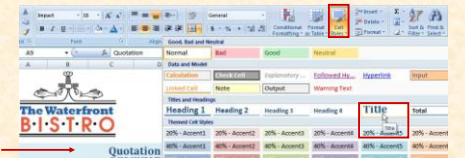
ACTIVITY 2.9

Adding Borders and Shading; Copying Formats with Format Painter; Using Cell Styles

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Select **A9**.
- Click **Cell Styles** in **Home** tab.
- Move mouse over several cell style designs and watch **Live Preview** show style applied.
- Click **Title** style in **Titles and Headings**.



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ACTIVITY 2.9

Adding Borders and Shading; Copying Formats with Format Painter; Using Cell Styles

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Select A20:M20, click Cell Styles in Styles group, then click *Accent2* style in *Themed Cell Styles*.
- Select A21:B21, A28:B28, and A32:B32 and apply *Accent1* style in *Themed Cell Styles*.
- Select K19:M19, apply *Note* style in *Data and Model* section.

20	Item
21	Buffet Lunch
22	Soup and salad
23	Vegetable tray with dip
24	Seafood hors d'oeuvres
25	Hot entrée
26	Delit tray and rolls
27	Dessert
28	Beverages
29	Coffee and tea
30	Assorted juice
31	Mineral water
32	Smoothies
33	Muffins
34	Donuts



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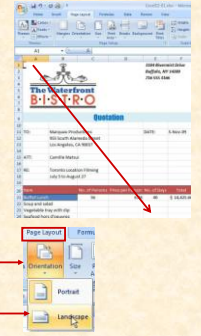
ACTIVITY 2.9

Adding Borders and Shading; Copying Formats with Format Painter; Using Cell Styles

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Select A1:F42.
- Click Office then click *Print*.
- At Print box, click *Selection* in *Print what* section then click OK.
- Deselect range.
- Click Page Layout tab.
- Click Orientation in Page Layout tab then click *Landscape*.



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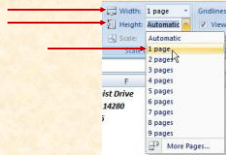
ACTIVITY 2.9

Adding Borders and Shading; Copying Formats with Format Painter; Using Cell Styles

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click Width arrow in Scale to Fit group then click *1 page*.



- Click Height button arrow in Scale to Fit group then click *1 page*.
- Click Quick Print button and save **ExcelS2-01.xlsx**.



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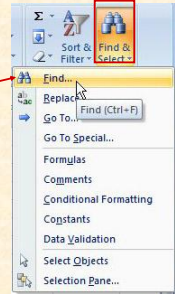
ACTIVITY 2.10

Using Find and Replace

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- With **ExcelS2-01.xlsx** open, press **Ctrl + Home** to make A1 active.
- Click Home tab.
- Click Find & Select in Editing group then click *Find*.



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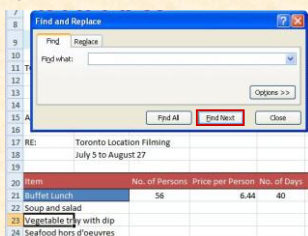
ACTIVITY 2.10

Using Find and Replace

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Type ***tray*** in *Find what* box then click Find Next.



- Click Find Next four times.
- Click Close to close Find and Replace box.



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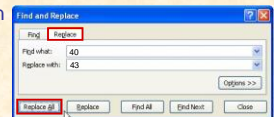
ACTIVITY 2.10

Using Find and Replace

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click Find & Select in Editing group then click *Replace*.



- Drag to select ***tray*** in the *Find what* text box then type **40**.
- Press Tab to move insertion point to *Replace with* box then type **43**.
- Click Replace All, then click OK at message that Excel has completed search and made four replacements.
- Click Close button to close Find and Replace box.



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ACTIVITY 2.10

Using Find and Replace

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Review *No. of Days* column in worksheet and note that four replacements were made in E21, E28, E32, and E37.

	No. of Persons	Price per Person	No. of Days	Total
20 Menu				
21 Buffet Lunch	56	8.44	43	\$ 15,567.52
22 Soup and salad				
23 Vegetable dip with dip				
24 Seafood hors d'oeuvres				
25 Hot entree				
26 Deli tray and rolls				
27 Dessert				
28 Coffee and tea	56	4.36	43	\$ 9,848.72
29 Alcohol (beer)				
30 General service				
31				
32 Seltzies	56	4.95	43	\$ 9,848.72
33 Muffins				
34 Donuts				
35 Fruit tray				
36 Vegetable tray with dip				
37 Transport		33.00	43	\$ 1,419.00
38				
39 Total				\$ 26,622.96

- Save **Excels2-01.xlsx**.

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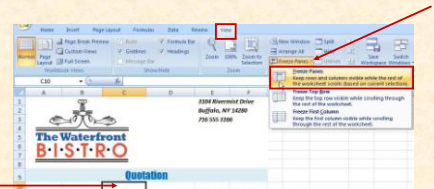
ACTIVITY 2.11

Freezing Panes; Changing the Zoom

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- With **Excels2-01.xlsx** open, make C10 active.
- Click View tab.
- Click Freeze Panes in Window group.
- Click **Freeze Panes** at drop-down list.



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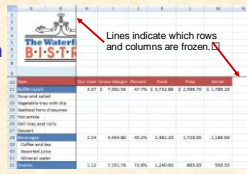
ACTIVITY 2.11

Freezing Panes; Changing the Zoom

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Press Page Down to scroll down worksheet.
- Press Ctrl + Home. Note Excel returns to C10 instead of A1 since A1 is frozen.
- Scroll several screens to the right.
- Press Ctrl + Home.
- Scroll right until column H is immediately right of column B then scroll down until row 20 is immediately below row 9.



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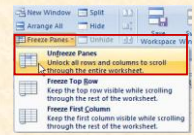
ACTIVITY 2.11

Freezing Panes; Changing the Zoom

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click Freeze Panes then click **Unfreeze Panes**.
- Practice dragging Zoom slider at right end of Status bar and watch cells magnify and shrink as you drag right and left.



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- Drag slider to halfway mark on slider bar to redisplay worksheet at 100%.

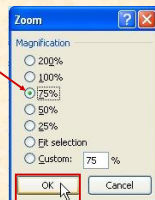
ACTIVITY 2.11

Freezing Panes; Changing the Zoom

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click over 100% at left edge of slider bar to open Zoom box.
- Click 75% then click OK.
- Click Zoom In at right end of Zoom Slider bar.
- Click Zoom In until zoom percentage returns to 100%.
- Save and close **Excels2-01.xlsx**.



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