

Skills

- Insert, delete, and rename a worksheet
- Format sheet tabs
- Move and copy a worksheet
- Group and ungroup worksheets
- Link cells between worksheets
- Create 3-D references in formulas
- Add a graphic as a background
- Print multiple worksheets
- Set and clear a print area
- View a worksheet in Page Break Preview
- Format data as a table

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Skills

- Insert rows and columns into a table
- Add a total row to a table
- Sort by single and multiple criteria
- Filter a table by single and multiple criteria
- Insert, edit, delete, and print comments
- Create a new workbook using a template
- Open and save a workbook in a previous Excel version
- Save a workbook as a text file

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ACTIVITY 4.1 Inserting, Deleting, and Renaming a Worksheet; Formatting Sheet Tabs

- Open **WBQuarterlySales.xlsx**.
- Save it as **ExcelS4-01**.
- Click Qtr2 tab then view worksheet.

- Click Sheet3 tab then view worksheet.
- Click Insert Worksheet button at end of Sheet tabs.

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ACTIVITY 4.1 Inserting, Deleting, and Renaming a Worksheet; Formatting Sheet Tabs

- Right-click Qtr1 tab.
- Click *Insert* at shortcut menu.
- With *Worksheet* selected in General tab in Insert box, click OK.

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ACTIVITY 4.1 Inserting, Deleting, and Renaming a Worksheet; Formatting Sheet Tabs

- Right-click Sheet2 tab then click *Rename*.
- Type **Summary** then press Enter.
- Double-click Sheet3 tab.
- Type **Qtr3** then press Enter.
- Right-click Sheet1 tab then click *Delete*.

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ACTIVITY 4.1

Inserting, Deleting, and Renaming a Worksheet; Formatting Sheet Tabs

Links to Activities

- 4.1
- 4.2
- 4.3
- 4.4
- 4.5
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- Right-click Summary tab.
- Point to Tab Color then click **Dark Red** color in **Standard Colors**.
- Right-click Qtr1 tab, point to **Tab Color**, then click **Purple** in **Standard Colors**.
- Repeat for Qtr2 and Qtr3 sheet tabs.



- Save **Excels4-01.xlsx**.

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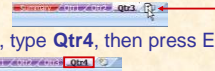
ACTIVITY 4.2

Moving and Copying Worksheets; Grouping and Ungrouping Worksheets

Links to Activities

- 4.1
- 4.2
- 4.3
- 4.4
- 4.5
- 4.6
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- With **Excels4-01.xlsx** open and Qtr3 active, position mouse pointer over Qtr3 tab, hold down Ctrl, drag pointer right, release mouse, then release Ctrl.
- Double-click **Qtr3 (2)**, type **Qtr4**, then press Enter.



- With Qtr4 active, select following ranges then press Delete:
 - B4:D6
 - B8:D10
 - B12:D14

The Waterfront Bistro				
Quarterly Sales Report				
	July	August	September	Quarter Total
Food - Dining Room	\$ 18,880	\$ 18,880	\$ 18,880	\$ 56,640
Food - Patio	\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000
Food - Catering	\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000
Total Food	\$ 38,880	\$ 38,880	\$ 38,880	\$ 116,640
Beverage - Dining Room	\$ 4,000	\$ 4,000	\$ 4,000	\$ 12,000
Beverage - Patio	\$ 2,000	\$ 2,000	\$ 2,000	\$ 6,000
Beverage - Catering	\$ 2,000	\$ 2,000	\$ 2,000	\$ 6,000
Total Beverage	\$ 8,000	\$ 8,000	\$ 8,000	\$ 24,000
Beer & Liquor - Dining Room	\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,000
Beer & Liquor - Patio	\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,000
Beer & Liquor - Catering	\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,000
Total Beer & Liquor	\$ 3,000	\$ 3,000	\$ 3,000	\$ 9,000
TOTAL SALES	\$ 52,680	\$ 52,680	\$ 52,680	\$ 158,040

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ACTIVITY 4.2

Moving and Copying Worksheets; Grouping and Ungrouping Worksheets

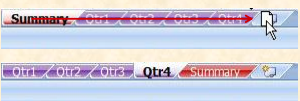
Links to Activities

- 4.1
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- Change B3 from *July* to *October*; C3 from *August* to *November*; and D3 from *September* to *December*.

The Waterfront Bistro				
Quarterly Sales Report				
	July	August	September	

- Position pointer over Summary tab, hold down left mouse button and drag pointer right after Qtr4, then release.



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ACTIVITY 4.2

Moving and Copying Worksheets; Grouping and Ungrouping Worksheets

Links to Activities

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- Click Qtr4 and enter data for fourth quarter as shown. Do not type dollar symbols, commas, or zeros after decimals. Type zero in cells displayed with a dash.

The Waterfront Bistro				
Quarterly Sales Report				
	July	August	September	Quarter Total
Food - Dining Room	\$ 42,155	\$ 45,876	\$ 52,144	\$ 140,175
Food - Patio	\$ 1,588	\$ -	\$ -	\$ 1,588
Food - Catering	\$ 28,653	\$ 31,455	\$ 60,488	\$ 120,596
Total Food	\$ 72,396	\$ 77,331	\$ 112,632	\$ 262,359
Beverage - Dining Room	\$ 39,658	\$ 4,477	\$ 5,310	\$ 49,445
Beverage - Patio	\$ 144	\$ -	\$ -	\$ 144
Beverage - Catering	\$ 2,963	\$ 2,966	\$ 5,843	\$ 11,772
Total Beverage	\$ 42,765	\$ 7,443	\$ 10,946	\$ 61,154
Beer & Liquor - Dining Room	\$ 3,947	\$ 4,853	\$ 4,763	\$ 13,563
Beer & Liquor - Patio	\$ 106	\$ -	\$ -	\$ 106
Beer & Liquor - Catering	\$ 2,844	\$ 3,264	\$ 6,149	\$ 12,257
Total Beer & Liquor	\$ 6,897	\$ 7,919	\$ 10,910	\$ 25,726
TOTAL SALES	\$ 121,758	\$ 92,693	\$ 134,488	\$ 348,939

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ACTIVITY 4.2

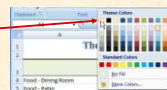
Moving and Copying Worksheets; Grouping and Ungrouping Worksheets

Links to Activities

- 4.1
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- 4.7
- 4.8
- 4.9
- 4.10

- To group worksheets, click Qtr1, hold down Shift, then click Qtr4.

- Select A1:A2 then change Fill Color to White.



- Select A3:E3 then apply **Accent1** cell style.



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ACTIVITY 4.2

Moving and Copying Worksheets; Grouping and Ungrouping Worksheets

Links to Activities

- 4.1
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- 4.4
- 4.5
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- 4.8
- 4.9
- 4.10

- Right-click any Qtr sheet tab then click **Ungroup Sheets** at shortcut menu.



- Click Qtr1 and view formatting; click each quarterly sales worksheets to view formats.
- Save **Excels4-01.xlsx**.

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ACTIVITY 4.3

Using 3-D References; Linking Cells; Adding a Background

Links to Activities

- 4.1
- 4.2
- 4.3
- 4.4
- 4.5
- 4.6
- 4.7
- 4.8
- 4.9

- With **Excels4-01.xlsx** open, click Qtr1 tab.
- Select A4:A22 then click Copy in Home tab.
- Make Summary active, click A4, then click Paste.
- Click Paste Options then click *Keep Source Column Widths*.



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ACTIVITY 4.3

Using 3-D References; Linking Cells; Adding a Background

Links to Activities

- 4.1
- 4.2
- 4.3
- 4.4
- 4.5
- 4.6
- 4.7
- 4.8
- 4.9

- Make B3 active, type **Total**, press Alt + Enter, type **Sales**, then press Enter.



- Bold and center B3.
- Make Qtr1 active, copy A1, then paste to A1 in Summary worksheet.

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ACTIVITY 4.3

Using 3-D References; Linking Cells; Adding a Background

Links to Activities

- 4.1
- 4.2
- 4.3
- 4.4
- 4.5
- 4.6
- 4.7
- 4.8
- 4.9

- Create subtitle **Sales Summary** merged and centered in A2:E2. Apply bold and *Dark Blue, Text 2*.



- Change width of column B to 12.00 (89 pixels).
- Save **Excels4-01.xlsx**.

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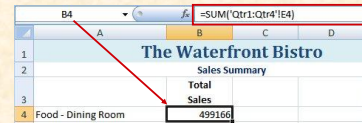
ACTIVITY 4.3

Using 3-D References; Linking Cells; Adding a Background

Links to Activities

- 4.1
- 4.2
- 4.3
- 4.4
- 4.5
- 4.6
- 4.7
- 4.8
- 4.9

- With Summary active, make B4 active.
- Type **=sum(**



- Click Qtr1 tab, hold down Shift, then click Qtr4 tab.
- Click E4 then press Enter.
- Press Up Arrow key then read formula in Formula bar, **=SUM('Qtr1:Qtr4'!E4)**.

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ACTIVITY 4.3

Using 3-D References; Linking Cells; Adding a Background

Links to Activities

- 4.1
- 4.2
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- 4.4
- 4.5
- 4.6
- 4.7
- 4.8
- 4.9

- Drag fill handle from B4 to B15 to copy 3-D formula.
- Make B17 active, type formula **=b7+b11+b15**, then press Enter.
- Apply Comma Style format to B4:B15 then decrease decimals so zero decimals display.
- Deselect range.



	Total Sales
4 Food - Dining Room	499166
5 Food - Patio	124041
6 Food - Catering	340372
7 Total Food	963379
8 Beverage - Dining Room	85145
9 Beverage - Patio	13029
10 Beverage - Catering	34322
11 Total Beverage	132496
12 Beer & Liquor - Dining Room	51217
13 Beer & Liquor - Patio	14417
14 Beer & Liquor - Catering	35661
15 Total Beer & Liquor	101295

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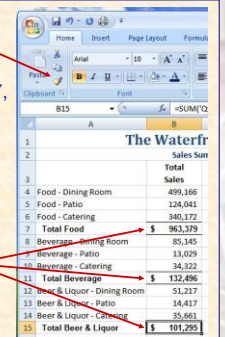
ACTIVITY 4.3

Using 3-D References; Linking Cells; Adding a Background

Links to Activities

- 4.1
- 4.2
- 4.3
- 4.4
- 4.5
- 4.6
- 4.7
- 4.8
- 4.9

- Make E7 in Qtr4 worksheet active then double-click Format Painter.
- Click Summary tab, click B7, click B11, and click B15.
- Click Format Painter.
- Make E4 in Qtr4 worksheet active then click Format Painter.



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ACTIVITY 4.3

Using 3-D References; Linking Cells; Adding a Background

Links to Activities

- 4.1
- 4.2
- 4.3
- 4.4
- 4.5
- 4.6
- 4.7
- 4.8
- 4.9

- Click Summary tab then click B4.

4	Food - Dining Room	\$ 499,166
5	Food - Patio	124,041
6	Food - Catering	340,172
7	Total Food	\$ 963,379
8	Beverage - Dining Room	85,145
9	Beverage - Patio	13,029
10	Beverage - Catering	34,322
11	Total Beverage	\$ 132,496
12	Beer & Liquor - Dining Room	51,217
13	Beer & Liquor - Patio	14,417
14	Beer & Liquor - Catering	35,661
15	Total Beer & Liquor	\$ 101,295
16		
17	TOTAL SALES	\$ 1,197,170

- Use Format Painter to copy formats from E17 in Qtr4 worksheet to B17 in Summary worksheet.



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ACTIVITY 4.3

Using 3-D References; Linking Cells; Adding a Background

Links to Activities

- 4.1
- 4.2
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- Make B21 in Summary sheet active.
- Type =.
- Click Qtr1 tab, click B21, then press Enter.
- Press Up Arrow key to return to B21.
- Make B22 active, type =b17*b21, then press Enter.
- Make B19 active then type a formula to check accuracy of total sales in cell B17.
- Use Format Painter to apply formatting in B4 to B19.

17	TOTAL SALES	\$ 1,197,170
18		
19	Proof Total	\$ 1,197,170
20		
21	Gross Profit Factor	27%
22	Estimated Gross Profit	\$ 323,235.90



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ACTIVITY 4.3

Using 3-D References; Linking Cells; Adding a Background

Links to Activities

- 4.1
- 4.2
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- Click Page Layout tab.
- Click Background in Page Setup group.
- At Sheet Background box, navigate to your storage medium then double-click **WBBackground.jpg**.
- Click A1 then click Home.
- Click Fill Color arrow then click **No Fill**.
- Save **Excels4-01.xlsx**.



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ACTIVITY 4.4

Printing Multiple Worksheets; Using Page Break Preview; Setting the Print Area

Links to Activities

- 4.1
- 4.2
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- 4.8
- 4.9

- With **Excels4-01.xlsx** open and Summary sheet active, click Qtr1 tab, hold down Shift, then click Qtr4 tab.
- Click Quick Print.
- Right-click any selected sheet tabs then click **Ungroup Sheets** at shortcut menu.
- Click Summary tab then select A3:B17.
- Click Office then click **Print** to display Print dialog box.
- Click **Selection** in *Print what* section then click OK.



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ACTIVITY 4.4

Printing Multiple Worksheets; Using Page Break Preview; Setting the Print Area

Links to Activities

- 4.1
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- Click in any cell to deselect A3:B17.
- Click Qtr1 tab then click Page Break Preview next to Zoom slider bar.
- Change Zoom setting to 90%.
- Select A1:E17.
- Position mouse pointer in selected range, right-click, then click **Set Print Area** at shortcut menu.
- Click in any cell to deselect.
- Click Print.



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ACTIVITY 4.4

Printing Multiple Worksheets; Using Page Break Preview; Setting the Print Area

Links to Activities

- 4.1
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- Click Qtr4 tab.
- Switch to Page Break Preview then change Zoom setting to 90%.
- Drag blue solid line up until border is on boundary line between rows 17 and 18.



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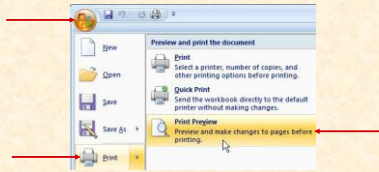
ACTIVITY 4.4

Printing Multiple Worksheets; Using Page Break Preview; Setting the Print Area

Links to Activities

- 4.1
- 4.2
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- Click Qtr1 tab, hold down Ctrl, then click Qtr4 tab.
- Click Office, point to *Print*, then click *Print Preview*.



- Click Next Page in Print Preview tab to view Qtr4 worksheet.
- Click Close Print Preview.



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ACTIVITY 4.4

Printing Multiple Worksheets; Using Page Break Preview; Setting the Print Area

Links to Activities

- 4.1
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- Click Qtr3 tab to deselect grouped worksheets.
- Click Qtr1 tab, click Page Layout tab, click Print Area in Page Setup group, then click *Clear Print Area*.



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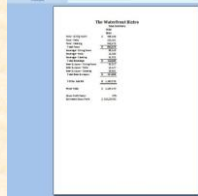
ACTIVITY 4.4

Printing Multiple Worksheets; Using Page Break Preview; Setting the Print Area

Links to Activities

- 4.1
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- Click Qtr4 tab then drag solid blue line down until border is on boundary line between rows 22 and 23.
- Click Summary tab, switch to Page Break Preview, then change zoom to 90%.
- With *Page 1* displayed in worksheet background as printing range A1:E22, click Print.
- Save then close **Excel S4-01.xlsx**.



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ACTIVITY 4.5

Formatting Data as a Table; Applying Table Design Options

Links to Activities

- 4.1
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- 4.4
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- Open **WBCatering.xlsx**.
- Save it as **Excels4-02**.
- Select A3:H23.
- Click Format as Table in Home Tab.
- Click *Table Style Medium 6* at drop-down gallery.



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ACTIVITY 4.5

Formatting Data as a Table; Applying Table Design Options

Links to Activities

- 4.1
- 4.2
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- 4.5
- 4.6
- 4.7
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- 4.9

- At Format As Table box, with $=\$A\$3:\$H\23 selected, click OK.



- Click any cell to deselect range.
- Make A24 active then type new record in columns indicated. Press Enter after typing contract per person price.

23	Alfredo Juarez	716.555.4668	Business Meeting	7/31/2009	Westview	49	no	23.50
24	Sing Ping Hui	716.555.2668	Graduation Party	8/02/2009	Starlake	73	yes	31.95



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ACTIVITY 4.5

Formatting Data as a Table; Applying Table Design Options

Links to Activities

- 4.1
- 4.2
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- 4.4
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- Make I3 active, type **Contract Total**, **Contract per Person**, then press Enter.
- With I4 active, type formula $=f4*h4$ then press Enter.
- AutoFit width of column I.
- Click Table Tools Design tab.



	Contract per Person	Contract
23.50	760.25	18066.25
25.95	2205.75	57251.13
28.95	7700.7	214827.66
28.95	2547.6	73542.66
35.95	2229.9	80166.66
21.95	1556.45	34150.66
32.95	2042.9	67315.66
25.95	4074.15	105685.66
28.95	2460.75	71235.66
23.95	652.7	15545.66
26.95	970.2	26165.66
28.95	1215.9	35135.66
31.95	1725.3	55115.66
28.95	4863.6	139715.66
24.95	1422.15	35015.66
21.95	1360.9	29865.66
27.95	2096.25	58585.66
31.95	3514.5	112515.66
23.95	1173.5	27515.66
31.95	2332.35	74015.66

- Click *Total Row* box in Table Style Options group.



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ACTIVITY 4.5

Formatting Data as a Table; Applying Table Design Options

Links to Activities

- Make F25 active, click list arrow, then click *Sum* at pop-up list.
- Make H25 active, click list arrow, then click *Average*.
- Decrease decimals in H25 to two decimal places.
- Apply Accounting Number Format to I4:I25.



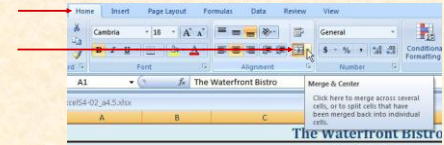
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ACTIVITY 4.5

Formatting Data as a Table; Applying Table Design Options

Links to Activities

- Select A1:11 then click *Merge & Center* in Home tab to remove merging of columns A through H.



- With A1:11 still selected, click *Merge & Center* again to merge columns A through I.
- Correct centering of title in row 2.
- Save **ExcelS4-02.xlsx**.



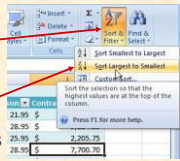
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ACTIVITY 4.6

Sorting a Table by Single and Multiple Criteria

Links to Activities

- With **ExcelS4-02.xlsx** open, click any cell in column I in table range.
- Click *Sort & Filter* in Home tab.
- Click *Sort Largest to Smallest* at drop-down list.
- Select G4:H24 and center cells in range.
- Click Page Layout tab.
- Change orientation to landscape in Page Setup group and width to 1 page in Scale to Fit group.
- Print.



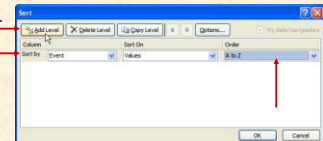
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ACTIVITY 4.6

Sorting a Table by Single and Multiple Criteria

Links to Activities

- Click Home tab.
- Click *Sort & Filter* then click *Custom Sort* at drop-down list.



- At Sort box, click down-pointing arrow at right of *Sort by* then click *Event* at drop-down list.
- Click down-pointing arrow at right of list box in *Order* section then click *A to Z*.
- Click *Add Level* in Sort box.



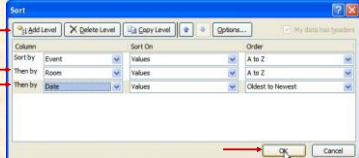
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ACTIVITY 4.6

Sorting a Table by Single and Multiple Criteria

Links to Activities

- Click down-pointing arrow at right of *Then by* in *Column* section then click *Room* at drop-down list.



- Click *Add Level* button.
- Click down-pointing arrow at right of second *Then by* box then click *Date* at drop-down list.
- Click *OK* to begin sort.



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ACTIVITY 4.6

Sorting a Table by Single and Multiple Criteria

Links to Activities

- Examine sorted worksheet and compare results with worksheet shown.

- Print and save **ExcelS4-02.xlsx**.



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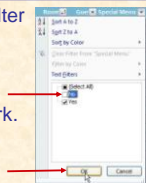
ACTIVITY
4.7

Filtering a Table

Links to Activities

- 4.1
- 4.2
- 4.3
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- With **ExcelS4-02.xlsx** open, click filter arrow button next to label *Special Menu* in G3.
- Click check box next to *No* in drop-down list to remove check mark.
- Click OK.
- Print filtered worksheet.



Excel hides rows that do not meet criterion.

Contact Name	Contact Phone	Event	Date	Room	Special Menu	
Nicole Griffin	905 555 4166	25th Wedding Anniversary	6/17/2009	Sunset	54	Yes
Ulinda Fagan	716 555 4034	25th Wedding Anniversary	5/20/2009	Westlake	88	Yes
Princy Bhatnagar	716 555 2344	25th Wedding Anniversary	4/23/2009	Sunset	62	Yes
Erica Pitt	716 555 1774	Baby Shower	7/20/2009	Sunset	62	Yes
Frances Conroy	716 555 3136	Birthday Party	5/20/2009	Westlake	85	Yes
Max Santoro	905 555 2354	Birthday Party	6/20/2009	Westlake	62	Yes
Elmer Harned	716 555 3136	Engagement Party	5/10/2009	Sunset	85	Yes
Elizabeth Whitaker	716 555 3842	Engagement Party	7/15/2009	Sunset	75	Yes
Mike Fontaine	716 555 3389	Engagement Party	3/20/2009	Westview	177	Yes
Sing Ping Yee	716 555 2468	Graduation Party	6/24/2009	Starlake	70	Yes
Reed Pawelch	716 555 2386	Wedding	7/25/2009	Starlake	110	Yes
Max Santoro	905 555 2354	Wedding	4/28/2009	Sunset	168	Yes
Jack Doucet	716 555 3488	Wedding	6/20/2009	Sunset	168	Yes
Total					1328	Yes



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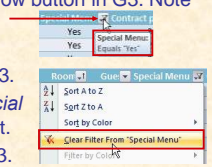
ACTIVITY
4.7

Filtering a Table

Links to Activities

- 4.1
- 4.2
- 4.3
- 4.4
- 4.5
- 4.6
- 4.7
- 4.8
- 4.9
- 4.10

- Point to filter icon in filter arrow button in G3. Note filter criterion displays in Screen Tip.
- Click filter arrow button in G3.
- Click *Clear Filter from "Special Menu"* at filter drop-down list.
- Click filter arrow button in E3.
- Clear check marks next to *Westview* and *Sunset* check boxes then click OK.
- Print filtered worksheet.



Contact Name	Contact Phone	Event	Date	Room
Nicole Griffin	905 555 4166	25th Wedding Anniversary	6/17/2009	Starlake
Dana Russell	716 555 4965	Birthday Party	5/20/2009	Starlake
Walter Spica	905 555 6998	Birthday Party	6/20/2009	Starlake
Cecily Hillmore	716 555 6588	Business Meeting	1/15/2009	Starlake
Lane Gill	416 555 3204	Business Meeting	3/29/2009	Starlake
Sing Ping Yee	716 555 2668	Graduation Party	6/6/2009	Starlake
Reed Pawelch	716 555 2386	Wedding	7/25/2009	Starlake
Total				



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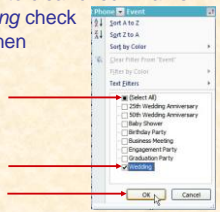
ACTIVITY
4.7

Filtering a Table

Links to Activities

- 4.1
- 4.2
- 4.3
- 4.4
- 4.5
- 4.6
- 4.7
- 4.8
- 4.9
- 4.10

- Click filter arrow button in E3.
- Click (*Select All*) check box to insert check mark then click OK.
- Click filter arrow in C3.
- Click (*Select All*) check box to clear check marks from all boxes, click *Wedding* check box to insert check mark, then click OK.



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ACTIVITY
4.7

Filtering a Table

Links to Activities

- 4.1
- 4.2
- 4.3
- 4.4
- 4.5
- 4.6
- 4.7
- 4.8
- 4.9
- 4.10

- Click filter arrow button in E3.
- Clear check mark from *Starlake* check box then click OK.
- Print filtered worksheet.

Contact Name	Contact Phone	Event	Date	Room
Weston Kresman	716 555 4219	Wedding	2/28/2009	Sunset
Max Santoro	905 555 2354	Wedding	4/28/2009	Sunset
Jack Doucet	716 555 3488	Wedding	6/20/2009	Sunset
Total				

- Redisplay all records for both filtered columns.
- Save **ExcelS4-02.xlsx**.



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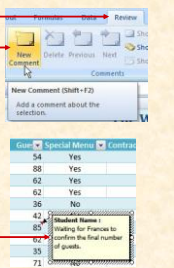
ACTIVITY
4.8

Inserting, Editing, Deleting, and Printing Comments

Links to Activities

- 4.1
- 4.2
- 4.3
- 4.4
- 4.5
- 4.6
- 4.7
- 4.8
- 4.9
- 4.10

- With **ExcelS4-02.xlsx** open, make F10 active.
- Click Review tab.
- Click New Comment.
- Type **Waiting for Frances to confirm the final number of guests.**
- Click in worksheet outside comment box.



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ACTIVITY
4.8

Inserting, Editing, Deleting, and Printing Comments

Links to Activities

- 4.1
- 4.2
- 4.3
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- 4.9
- 4.10

- Right-click G19 then click *Insert Comment* at shortcut menu.
- Type **Remind Pierre that five guests require a diabetic menu.**
- Click in worksheet outside comment box.

7/11/2009	Sunset	75	Yes
1/20/2009	Westview	177	Yes
8/6/2009	Starlake	73	Yes
7/25/2009	Starlake	110	Yes
2/28/2009	Sunset	266	Yes



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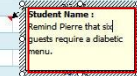
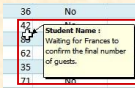
ACTIVITY 4.8

Inserting, Editing, Deleting, and Printing Comments

Links to Activities

- 4.1
- 4.2
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- 4.5
- 4.6
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- Hover cell pointer over F10.
- Click H24, click New Comment, type **Signed contract not yet received. Follow-up in two weeks.**, then click in worksheet outside box.
- Right-click G19 then click *Edit Comment*.
- Move cursor, insert and delete text as necessary to change comment text from *five* to *six* guests require a diabetic menu.



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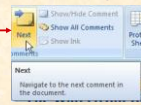
ACTIVITY 4.8

Inserting, Editing, Deleting, and Printing Comments

Links to Activities

- 4.1
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- Click in worksheet outside comment box then press **Ctrl + Home** to move to A1.
- Click Next.
- Click Next button to scroll to next comment box in G19.
- Click Next button to scroll to third comment box then click Delete in Comments group.



- Click Show All Comments.



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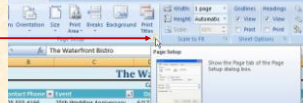
ACTIVITY 4.8

Inserting, Editing, Deleting, and Printing Comments

Links to Activities

- 4.1
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- Click Page Layout tab.
- Click Page Setup dialog box launcher at bottom right corner of Page Setup group.



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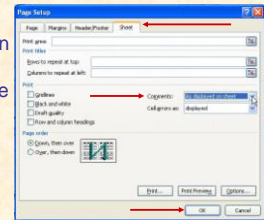
ACTIVITY 4.8

Inserting, Editing, Deleting, and Printing Comments

Links to Activities

- 4.1
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- Click Sheet tab at Page Setup box, click down-pointing arrow next to *Comments in Print* section, click *As displayed on sheet*, then click OK.
- Print worksheet.
- Click Review tab then click Show All Comments to remove display of comment boxes.
- Save then close **ExcelS4-02.xlsx**.



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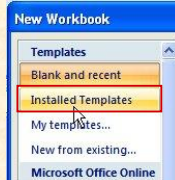
ACTIVITY 4.9

Creating a Workbook from a Template

Links to Activities

- 4.1
- 4.2
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- Click Office then click *New* at drop-down menu.
- At New Workbook box, click *Installed Templates* in left pane.
- Scroll down list of templates in center pane then double-click *Time Card*.
- Scroll down template to view type of information required and how data is arranged.



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ACTIVITY 4.9

Creating a Workbook from a Template

Links to Activities

- 4.1
- 4.2
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- Click C7 (next to *Employee*), type **Aparna Patel**, then press Enter twice.



- Type **15 Pearl Street** then press Enter four times.
- With active cell next to *[City, ST ZIP Code]*, type **Buffalo, NY 14202** then press Enter three times.
- Type **11/8/2009**.



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ACTIVITY 4.9

Creating a Workbook from a Template

Links to Activities

- 4.1
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- Click G7 (next to *Manager*).



- Type **Dana Hirsch** then press Enter twice.
- With active cell next to *Employee phone*., type **716 555 3381** then click D21.



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ACTIVITY 4.9

Creating a Workbook from a Template

Links to Activities

- 4.1
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- Type remaining entries in time card as shown by typing the value then pressing Enter or clicking next cell. Cells in shaded *Total* column, and *Total hours* and *Total pay* rows calculate automatically.

Day	Start	Regular Hours	Overtime	Rate	Education	Total
Monday	8:00:00	8:00	0:00			8:00
Tuesday	8:00:00	7:00	0:00			7:00
Wednesday	8:00:00	8:00	0:00			8:00
Thursday	8:00:00	8:00	0:00			8:00
Friday	8:00:00	7:00	0:00			7:00
Saturday	8:00:00	0:00	0:00			0:00
Sunday	8:00:00	0:00	0:00			0:00
Total Hours		36:00	0:00			36:00
Total Pay		\$ 360.00	\$ 0.00			\$ 360.00

- Click Save, type **ExcelS4-03** in *File name* text box, press Enter, print and then close **ExcelS4-03.xlsx**.



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ACTIVITY 4.10

Opening and Saving a Workbook in a Different File Format

Links to Activities

- 4.1
- 4.2
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- 4.4
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- 4.9
- 4.10

- Open **WBSchedule-Feb16.xls**.
- Insert new row between rows 1 and 2 then type **Pier Dining Room** merged and centered in columns A–H.



- Change font size of A2 to 16-point.
- Make B9 active, type **All schedule changes must be approved in advance by Dana Hirsch.**, then press Enter.



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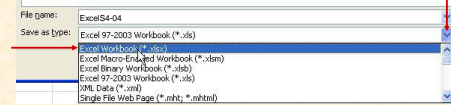
ACTIVITY 4.10

Opening and Saving a Workbook in a Different File Format

Links to Activities

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- Click Office then click **Save As**.
- Type **ExcelS4-04** in *File name* text box.



- Click down-pointing arrow next to *Save as type* then click **Excel Workbook (*.xlsx)**.
- Click **Save**.
- Close **ExcelS4-04.xlsx**.



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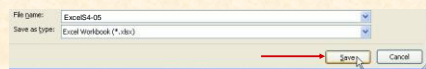
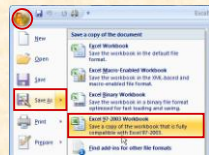
ACTIVITY 4.10

Opening and Saving a Workbook in a Different File Format

Links to Activities

- 4.1
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- 4.4
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- 4.6
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- 4.9
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- Open **WBInvestment.xlsx**.
- Click Office, point to **Save As**, then click **Excel 97-2003 Workbook**.
- Type **ExcelS4-05** in *File name* box then click **Save**.



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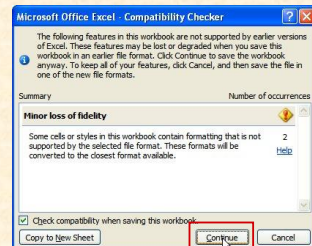
ACTIVITY 4.10

Opening and Saving a Workbook in a Different File Format

Links to Activities

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- 4.8
- 4.9
- 4.10

- At Microsoft Office Excel - Compatibility Checker box, click **Continue**.



- Close **ExcelS4-05.xls**.



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ACTIVITY
4.10

Opening and Saving a Workbook in a Different File Format

Links to
Activities

- 4.1
- 4.2
- 4.3
- 4.4
- 4.5
- 4.6
- 4.7
- 4.8
- 4.9

- Open **WBInventory.xlsx**.
- Click Office then click **Save As**.
- Type **ExcelS4-06** in *File name* box.



- Click down-pointing arrow at right of *Save as type*, scroll down, then click **CSV (Comma delimited) (*.csv)**.



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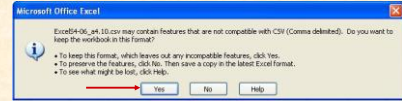
ACTIVITY
4.10

Opening and Saving a Workbook in a Different File Format

Links to
Activities

- 4.1
- 4.2
- 4.3
- 4.4
- 4.5
- 4.6
- 4.7
- 4.8
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- Click **Save**.
- Click OK at Microsoft Office Excel message box.
- Click Yes to save workbook at Microsoft Office Excel message box that says *ExcelS4-06.csv* may contain features that are not compatible with csv (comma delimited).



- Close **ExcelS4-06.csv**. Click No when prompted to save changes.



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