

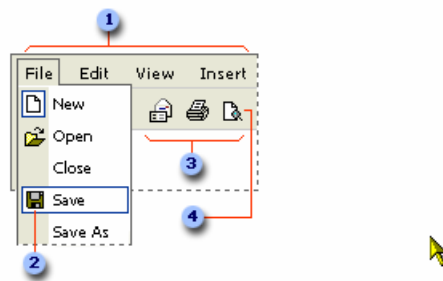
EXCEL 101:

An Introduction to Excel 2000 

## Basic Excel navigation:


### About menus and toolbars

A **menu** displays a list of commands. Some of these commands have images next to them so you can quickly associate the command with the image. Most menus are located on the **menu bar**, which is the **toolbar** at the top of the screen. Toolbars can contain buttons, menus, or a combination of both.



- 1 Menu bar
- 2 Menu command
- 3 Toolbar
- 4 Button

### Minimize a window




- Click the **Minimize** button  on the **title bar** of the active window. The program window will minimize to a button on the Windows taskbar.

### Scroll through a worksheet

To move between cells on a worksheet, click any cell or use the arrow keys. When you move to a cell, it becomes the **active cell**. To see a different area of the sheet, use the scroll bars.

To scroll	Do this
One row up or down	Click the arrows in the vertical scroll bar.
One column left or right	Click the arrows in the horizontal scroll bar.
One window up or down	Click above or below the scroll box in the vertical scroll bar.
One window left or right	Click to the left or right of the scroll box in the horizontal scroll bar.
A large distance	Drag the scroll box to the approximate relative position. In a very large worksheet, hold down SHIFT while dragging.

## Select data or cells

To select	Do this
Text in a cell	<p>If editing in a cell is turned on, select the cell, double-click in it, and then select the text in the cell.</p> <p>If editing in a cell is turned off, select the cell, and then select the text in the formula bar.</p> 
A single cell	Click the cell, or press the arrow keys to move to the cell.
A range (range: Two or more cells on a sheet. The cells in a range can be adjacent or nonadjacent.) of cells	Click the first cell of the range, and then drag to the last cell.
A large range of cells	Click the first cell in the range, and then hold down SHIFT and click the last cell in the range. You can scroll to make the last cell visible.
All cells on a worksheet	Click the <b>Select All</b> button. 
Nonadjacent cells or cell ranges	Select the first cell or range of cells, and then hold down CTRL and select the other cells or ranges.
An entire row or column	Click the row or column heading. 
Adjacent rows or columns	Drag across the row or column headings. Or select the first row or column; then hold down SHIFT and select the last row or column.
Nonadjacent rows or columns	Select the first row or column, and then hold down CTRL and select the other rows or columns.
More or fewer cells than the active selection	Hold down SHIFT and click the last cell you want to include in the new selection. The rectangular range between the <b>active cell</b> (active cell: The selected cell in which data is entered when you begin typing. Only one cell is active at a time. The active cell is bounded by a heavy border.) and the cell you click becomes the new selection.
Cancel a selection of cells	Click any cell on the worksheet.

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## Change the width:

### Of a single column

Drag the boundary on the right side of the column heading until the column is the width you want.

Drag to resize

	A	B	↔C
1			
2			
3			

The displayed column width is the average number of digits 0 through 9 of the [standard font](#) that fit in a cell.

## Change the height

### Of a single row

Drag the boundary below the row heading until the row is the height you want.

	A	B	C
1			
2			
3			

Drag to resize

## Display multiple lines of text within a cell

1. Select the cells you want to format.
2. On the **Format** menu, click **Cells**, and then click the **Alignment** tab.
3. Under **Text control**, select the **Wrap text** check box.

### Tip

To start a new line of text at a specific point, click where you want to break the line, and then press ALT+ENTER.




## Position data in a cell

1. Select the cells you want to reposition. To center or align data that spans several columns or rows, such as column and row labels, first merge a selected **range** (range: Two or more cells on a sheet. The cells in a range can be adjacent or nonadjacent.) of cells and then select the **merged cell** (merged cell: A single cell that is created by combining two or more selected cells. The cell reference for a merged cell is the upper-left cell in the original selected range.) for repositioning.

2. Do one of the following:

### ▼ Center, left-align, or right-align data

On the **Formatting toolbar**, click the appropriate button.

- Click **Align Left** , to align text to the left.
- Click **Center** , to center text.
- Click **Align Right** , to align text to the right.

### ▶ Tip

[Increase or decrease indented text from the left edge of a cell](#)

### ▼ Indent text in a cell

1. On the **Format** menu, click **Cells**, and then click the **Alignment** tab.
2. Do one of the following:
  - To indent text from the left, right, or both sides of the cell, in the **Horizontal** box, click **Left (Indent)**, **Right (Indent)**, or **Distributed (Indent)**. Then, in the **Indent** box, click the amount of indent you want.
  - To indent text from the top, bottom, or both top and bottom of the cell, in the **Vertical** box, click **Top (Indent)**, **Bottom (Indent)**, or **Distributed**. Then, in the **Indent** box, click the amount of indent you want.
  - To horizontally justify text that is distributed in a cell (indented from both sides), in the **Horizontal** box, click **Justify**.
  - To horizontally justify text that is not distributed in a cell, in the **Horizontal** box, click **Distributed (Indent)**, and then click **Justify distributed**.
  - To vertically justify text in a cell, in the **Vertical** box, click **Justify**.

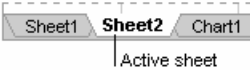
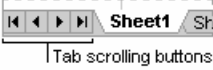
### ▼ Align data at the top, center, or bottom of a cell

1. On the **Format** menu, click **Cells**, and then click the **Alignment** tab.
2. In the **Vertical** box, click the option you want.

### ▶ Rotate text in a cell

## Select sheets

When you enter or change data, the changes affect all selected sheets. These changes may replace data on the active sheet and other selected sheets.

To select	Do this
A single sheet	<p>Click the sheet tab.</p>  <p>If you don't see the tab you want, click the tab scrolling buttons to display the tab, and then click the tab.</p> 
Two or more adjacent sheets	Click the tab for the first sheet, and then hold down SHIFT and click the tab for the last sheet.
Two or more nonadjacent sheets	Click the tab for the first sheet, and then hold down CTRL and click the tabs for the other sheets.
All sheets in a workbook	Right-click a sheet tab, and then click <b>Select All Sheets</b> on the <a href="#">shortcut menu</a> .

## Creating an Excel spreadsheet

Type the headers below in the appropriate cells:

	A	B	C	D	E	F	G
1	F/N	L/N	Address	City	State	Zip	Phone #
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

Next Type in the corresponding information in the next row on A2, A3, A4 etc...

\*\*\*Note Use the Tab Key to move to the next cell\*\*\*

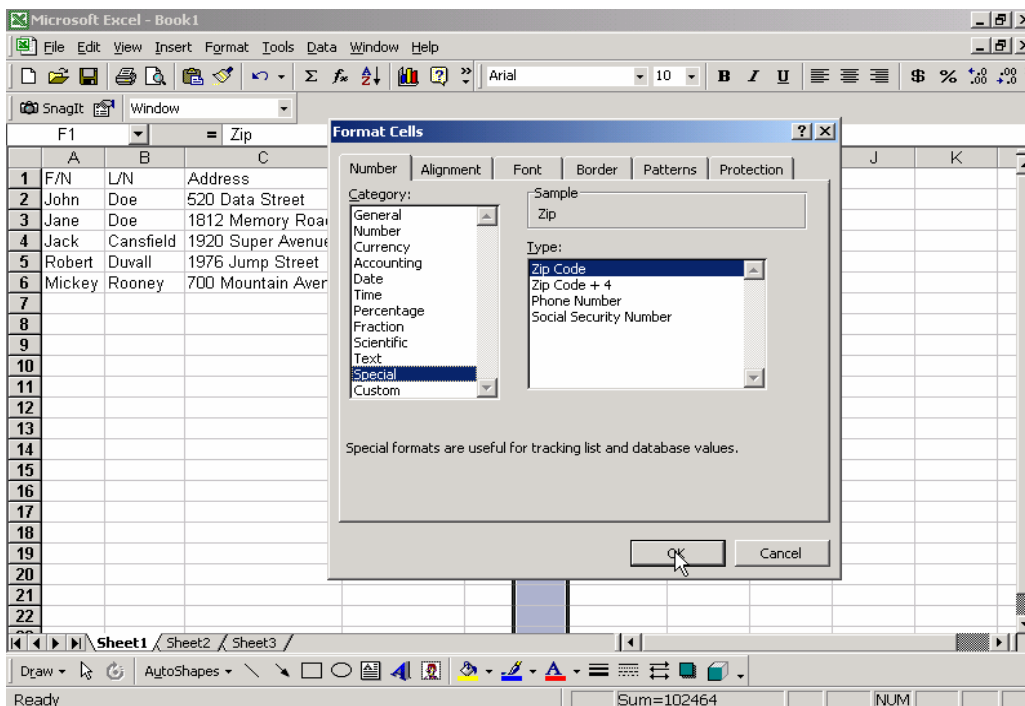
	A	B	C	D	E	F	G
1	F/N	L/N	Address	City	State	Zip	Phone #
2	John	Doe	520 Data Street	Sim City	PA	7777	2185556404
3	Jane	Doe	1812 Memory	Wonder	KA	1111	9122556904
4	Jack	Cansfi	1920 Super Av	Anywher	KY	2222	7182528903
5	Robert	Duvall	1976 Jump Str	My Town	NY	1234	8156923147
6	Mickey	Roone	700 Mountain	Arid	CA	90120	4516969692
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

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Highlight the columns and adjust the column widths by double clicking on the line in between the letters on the columns as shown below:

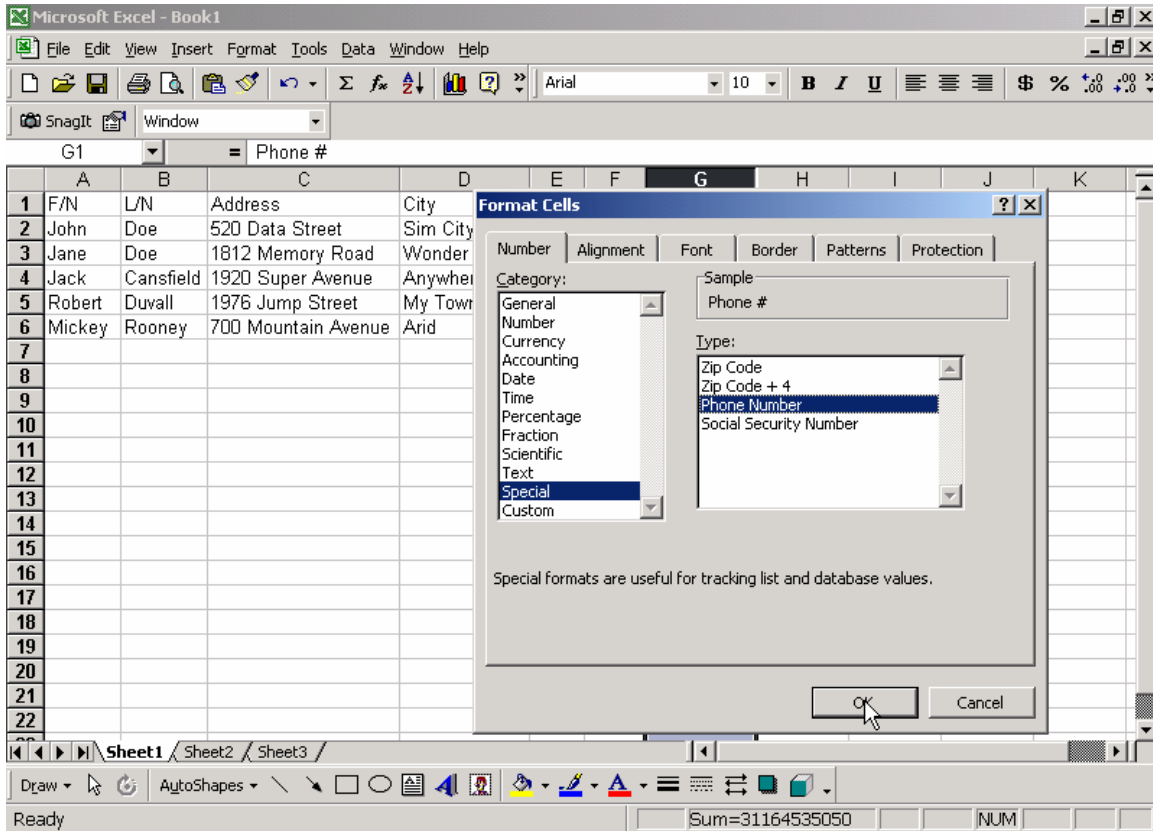
	A	B	C	D	E	F	G
1	F/N	L/N	Address	City	State	Zip	Phone #
2	John	Doe	520 Data Street	Sim City	PA	7777	2185556404
3	Jane	Doe	1812 Memory Road	Wonder World	KA	1111	9122556904
4	Jack	Cansfield	1920 Super Avenue	Anywhere	KY	2222	7182528903
5	Robert	Duvall	1976 Jump Street	My Town	NY	1234	8156923147
6	Mickey	Rooney	700 Mountain Avenue	Arid	CA	90120	4516969692
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

Highlight column F and right click in the highlighted area. Then Click on Format cells and special, zip codes, then ok.



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Highlight the G Column and right click in the highlighted area. Then click on format cells, special, and Phone Number. Click OK.



Now you have completed a spreadsheet and a database. Congratulations!

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Shortcut key	Action	Menu equivalent
Ctrl+A	Select All	None
Ctrl+B	<b>Bold</b>	<b>Format, Cells, Font, Font Style, Bold</b>
Ctrl+C	<b>Copy</b>	<b>Edit, Copy</b>
Ctrl+D	<b>Fill Down</b>	<b>Edit, Fill, Down</b>
Ctrl+F	<b>Find</b>	<b>Edit, Find</b>
Ctrl+G	<b>Goto</b>	<b>Edit, Goto</b>
Ctrl+H	<b>Replace</b>	<b>Edit, Replace</b>
Ctrl+I	<b>Italic</b>	<b>Format, Cells, Font, Font Style, Italic</b>
Ctrl+K	Insert Hyperlink	Insert, Hyperlink
Ctrl+N	<b>New Workbook</b>	<b>File, New</b>
Ctrl+O	<b>Open</b>	<b>File, Open</b>
Ctrl+P	<b>Print</b>	<b>File, Print</b>
Ctrl+R	<b>Fill Right</b>	<b>Edit, Fill Right</b>
Ctrl+S	<b>Save</b>	<b>File, Save</b>
Ctrl+U	<b>Underline</b>	<b>Format, Cells, Font, Underline, Single</b>
Ctrl+V	<b>Paste</b>	<b>Edit, Paste</b>
Ctrl+W	Close	File, Close
Ctrl+X	<b>Cut</b>	<b>Edit, Cut</b>
Ctrl+Y	<b>Repeat</b>	<b>Edit, Repeat</b>
Ctrl+Z	<b>Undo</b>	<b>Edit, Undo</b>
F1	<b>Help</b>	<b>Help, Contents and Index</b>
F2	<b>Edit</b>	<b>None</b>
F3	<b>Paste Name</b>	<b>Insert, Name, Paste</b>
F4	<b>Repeat last action</b>	<b>Edit, Repeat. Works while not in Edit mode.</b>
F4	While typing a formula, switch between absolute/relative refs	None
F5	<b>Goto</b>	<b>Edit, Goto</b>
F6	<b>Next Pane</b>	<b>None</b>
F7	<b>Spell check</b>	<b>Tools, Spelling</b>
F8	<b>Extend mode</b>	<b>None</b>
F9	<b>Recalculate all workbooks</b>	<b>Tools, Options, Calculation, Calc, Now</b>
F10	<b>Activate Menubar</b>	<b>N/A</b>
F11	<b>New Chart</b>	<b>Insert, Chart</b>
F12	Save As	File, Save As
Ctrl+:	<b>Insert Current Time</b>	<b>None</b>
Ctrl+;	<b>Insert Current Date</b>	<b>None</b>
Ctrl+"	<b>Copy Value from Cell Above</b>	<b>Edit, Paste Special, Value</b>
Ctrl+'	<b>Copy Formula from Cell Above</b>	<b>Edit, Copy</b>
Shift+F1	<b>What's This?</b>	<b>Help, What's This?</b>
Shift+F2	<b>Edit cell comment</b>	<b>Insert, Edit Comments</b>
Shift+F3	<b>Paste function into formula</b>	<b>Insert, Function</b>

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Shift+F4	Find Next	Edit, Find, Find Next
<b>Shift+F5</b>	<b>Find</b>	<b>Edit, Find, Find Next</b>
<b>Shift+F6</b>	<b>Previous Pane</b>	<b>None</b>
<b>Shift+F8</b>	<b>Add to selection</b>	<b>None</b>
<b>Shift+F9</b>	<b>Calculate active worksheet</b>	<b>Calc Sheet</b>
<b>Shift+F10</b>	<b>Display shortcut menu</b>	<b>None</b>
<b>Shift+F11</b>	<b>New worksheet</b>	<b>Insert, Worksheet</b>
<b>Shift+F12</b>	<b>Save</b>	<b>File, Save</b>
Ctrl+F3	Define name	Insert, Names, Define
<b>Ctrl+F4</b>	<b>Close</b>	<b>File, Close</b>
<b>Ctrl+F5</b>	<b>XL, Restore window size</b>	<b>Restore</b>
<b>Ctrl+F6</b>	<b>Next workbook window</b>	<b>Window, ...</b>
<b>Shift+Ctrl+F6</b>	<b>Previous workbook window</b>	<b>Window, ...</b>
<b>Ctrl+F7</b>	<b>Move window</b>	<b>XL, Move</b>
<b>Ctrl+F8</b>	<b>Resize window</b>	<b>XL, Size</b>
<b>Ctrl+F9</b>	<b>Minimize workbook</b>	<b>XL, Minimize</b>
Ctrl+F10	Maximize or restore window	XL, Maximize
<b>Ctrl+F11</b>	<b>Inset 4.0 Macro sheet</b>	<b>None in Excel 97. In versions prior to 97 - Insert, Macro, 4.0 Macro</b>
<b>Ctrl+F12</b>	<b>File Open</b>	<b>File, Open</b>
<b>Alt+F1</b>	<b>Insert Chart</b>	<b>Insert, Chart...</b>
<b>Alt+F2</b>	<b>Save As</b>	<b>File, Save As</b>
<b>Alt+F4</b>	<b>Exit</b>	<b>File, Exit</b>
<b>Alt+F8</b>	<b>Macro dialog box</b>	<b>Tools, Macro, Macros in Excel 97</b>
<b>Alt+F11</b>	<b>Visual Basic Editor</b>	<b>Tools, Macro, Visual Basic Editor</b>
Ctrl+Shift+F3	Create name by using names of row and column labels	Insert, Name, Create
<b>Ctrl+Shift+F6</b>	<b>Previous Window</b>	<b>Window, ...</b>
<b>Ctrl+Shift+F12</b>	<b>Print</b>	<b>File, Print</b>
<b>Alt+Shift+F1</b>	<b>New worksheet</b>	<b>Insert, Worksheet</b>
<b>Alt+Shift+F2</b>	<b>Save</b>	<b>File, Save</b>
<b>Alt+=</b>	<b>AutoSum</b>	<b>No direct equivalent</b>
<b>Ctrl+`</b>	<b>Toggle Value/Formula display</b>	<b>Tools, Options, View, Formulas</b>
<b>Ctrl+Shift+A</b>	<b>Insert argument names into formula</b>	<b>No direct equivalent</b>
Alt+Down arrow	Display AutoComplete list	None
<b>Alt+'</b>	<b>Format Style dialog box</b>	<b>Format, Style</b>
<b>Ctrl+Shift+~</b>	<b>General format</b>	<b>Format, Cells, Number, Category, General</b>
<b>Ctrl+Shift+!</b>	<b>Comma format</b>	<b>Format, Cells, Number, Category, Number</b>
<b>Ctrl+Shift+@</b>	<b>Time format</b>	<b>Format, Cells, Number, Category, Time</b>
<b>Ctrl+Shift+#</b>	<b>Date format</b>	<b>Format, Cells, Number, Category, Date</b>
<b>Ctrl+Shift+\$</b>	<b>Currency format</b>	<b>Format, Cells, Number, Category,</b>

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		Currency
<b>Ctrl+Shift+%</b>	<b>Percent format</b>	<b>Format, Cells, Number, Category, Percentage</b>
Ctrl+Shift+^	Exponential format	Format, Cells, Number, Category,
<b>Ctrl+Shift+&amp;</b>	<b>Place outline border around selected cells</b>	<b>Format, Cells, Border</b>
<b>Ctrl+Shift+_</b>	<b>Remove outline border</b>	<b>Format, Cells, Border</b>
<b>Ctrl+Shift+*</b>	<b>Select current region</b>	<b>Edit, Goto, Special, Current Region</b>
<b>Ctrl++</b>	<b>Insert</b>	<b>Insert, (Rows, Columns, or Cells) Depends on selection</b>
<b>Ctrl+-</b>	<b>Delete</b>	<b>Delete, (Rows, Columns, or Cells) Depends on selection</b>
<b>Ctrl+1</b>	<b>Format cells dialog box</b>	<b>Format, Cells</b>
<b>Ctrl+2</b>	<b>Bold</b>	<b>Format, Cells, Font, Font Style, Bold</b>
Ctrl+3	Italic	Format, Cells, Font, Font Style, Italic
<b>Ctrl+4</b>	<b>Underline</b>	<b>Format, Cells, Font, Font Style, Underline</b>
<b>Ctrl+5</b>	<b>Strikethrough</b>	<b>Format, Cells, Font, Effects, Strikethrough</b>
<b>Ctrl+6</b>	<b>Show/Hide objects</b>	<b>Tools, Options, View, Objects, Show All/Hide</b>
<b>Ctrl+7</b>	<b>Show/Hide Standard toolbar</b>	<b>View, Toolbars, Standard</b>
<b>Ctrl+8</b>	<b>Toggle Outline symbols</b>	<b>None</b>
<b>Ctrl+9</b>	<b>Hide rows</b>	<b>Format, Row, Hide</b>
<b>Ctrl+0</b>	<b>Hide columns</b>	<b>Format, Column, Hide</b>
Ctrl+Shift+(	Unhide rows	Format, Row, Unhide
<b>Ctrl+Shift+)</b>	<b>Unhide columns</b>	<b>Format, Column, Unhide</b>
<b>Alt or F10</b>	<b>Activate the menu</b>	<b>None</b>
<b>Ctrl+Tab</b>	<b>In toolbar: next toolbar</b>	<b>None</b>
<b>Shift+Ctrl+Tab</b>	<b>In toolbar: previous toolbar</b>	<b>None</b>
<b>Ctrl+Tab</b>	<b>In a workbook: activate next workbook</b>	<b>None</b>
<b>Shift+Ctrl+Tab</b>	<b>In a workbook: activate previous workbook</b>	<b>None</b>
<b>Tab</b>	<b>Next tool</b>	<b>None</b>
Shift+Tab	Previous tool	None
<b>Enter</b>	<b>Do the command</b>	<b>None</b>
<b>Shift+Ctrl+F</b>	<b>Font Drop Down List</b>	<b>Format, Cells, Font</b>
<b>Shift+Ctrl+F+F</b>	<b>Font tab of Format Cell Dialog box</b>	<b>Format, Cells, Font</b>
<b>Shift+Ctrl+P</b>	<b>Point size Drop Down List</b>	<b>Format, Cells, Font</b>