

NCI Technologies presents:

Microsoft® Office Excel® 2003 Training



Create your first workbook

Course contents

- Overview: Creating a workbook
- Lesson 1: Meet the workbook
- Lesson 2: Enter data
- Lesson 3: Edit data and revise worksheets

Each lesson includes a list of suggested tasks and a set of test questions.

Overview: Creating a workbook



You've been asked to enter data in Excel, but you're not familiar with the program and wonder how to do some of the basics.

This is the place to learn the skills you need to work in Excel—how to create a workbook, enter and edit different kinds of data, and add and delete columns and rows—quickly and with little fuss.

Create your first workbook

Course goals

- Create a new workbook.
- Enter text and numbers.
- Edit text and numbers.
- Insert and delete columns and rows.

Create your first workbook

Lesson 1

Meet the workbook

Meet the workbook



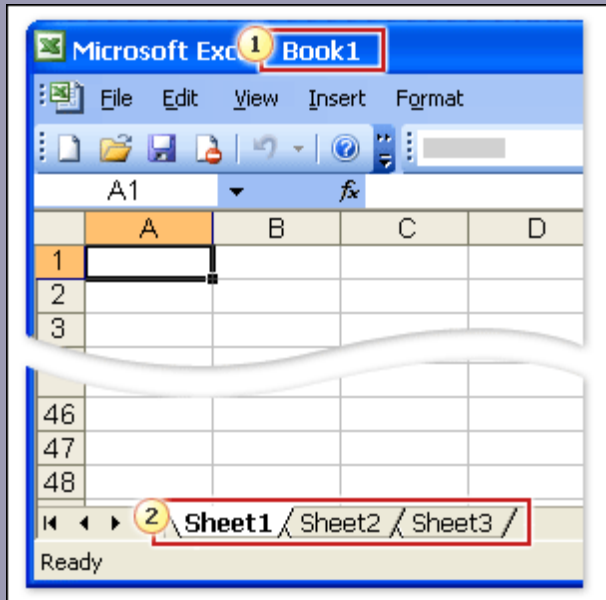
How do you get started in Excel?

When you start Excel you're faced with a big empty grid. There are letters across the top, numbers down the left side, tabs at the bottom named Sheet1 and so forth. If you're new to Excel, you may wonder what to do next.

We'll begin by helping you get comfortable with some Excel basics that will guide you when you enter data in Excel.

Create your first workbook

Workbooks and worksheets



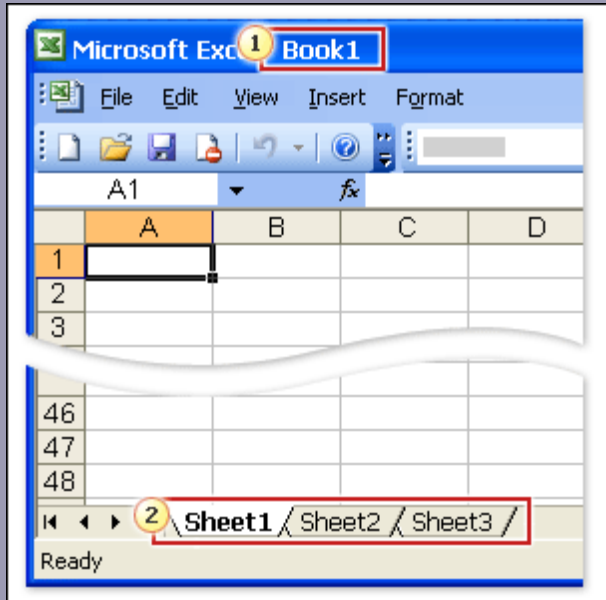
A blank worksheet in a new workbook

When you start Excel, you open a file called a **workbook**. Each new workbook comes with three worksheets, like pages in a document. You enter data into the worksheets.

Each worksheet has a name on its **sheet tab** at the bottom left of the workbook window: Sheet1, Sheet2, and Sheet3. You view a worksheet by clicking its sheet tab.

Create your first workbook

Workbooks and worksheets



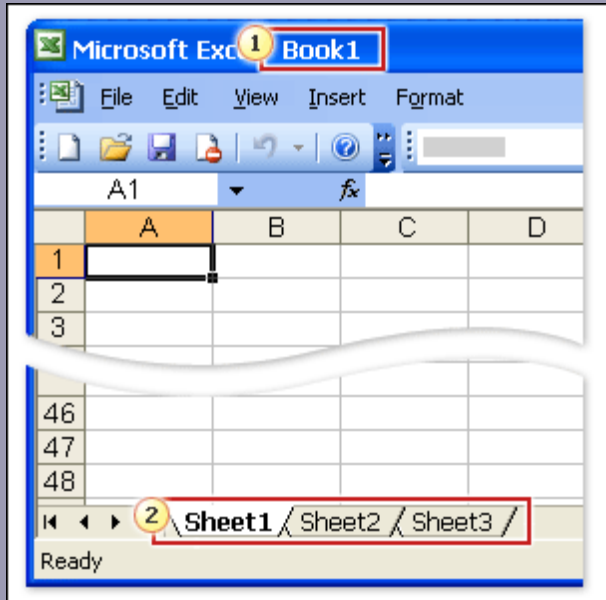
1. The first workbook you open is called Book1 in the title bar at the top of the window until you save it with your own title.
2. Sheet tabs are at the bottom of the workbook window.

A blank worksheet in a new workbook

It's a good idea to rename the sheet tabs to make the information on each sheet easier to identify.

Create your first workbook

Workbooks and worksheets



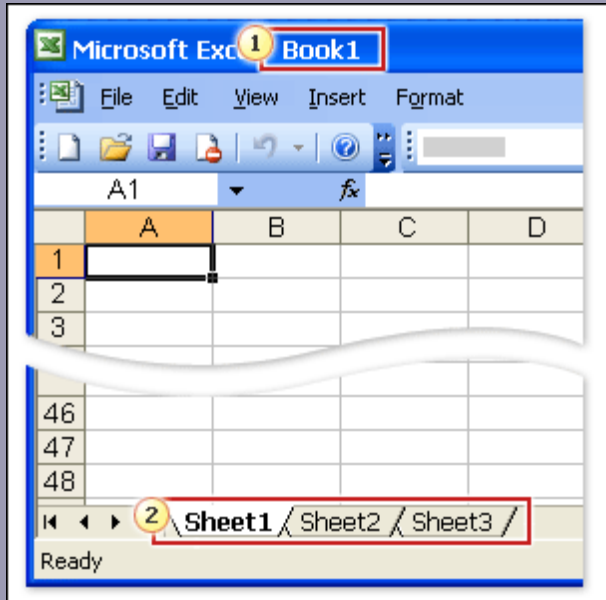
You can add additional worksheets if you need more than three. Or if you don't need as many as three, you can delete one or two (but you don't have to).

You can also use keyboard shortcuts to move between sheets.

A blank worksheet in a new workbook

Create your first workbook

Workbooks and worksheets

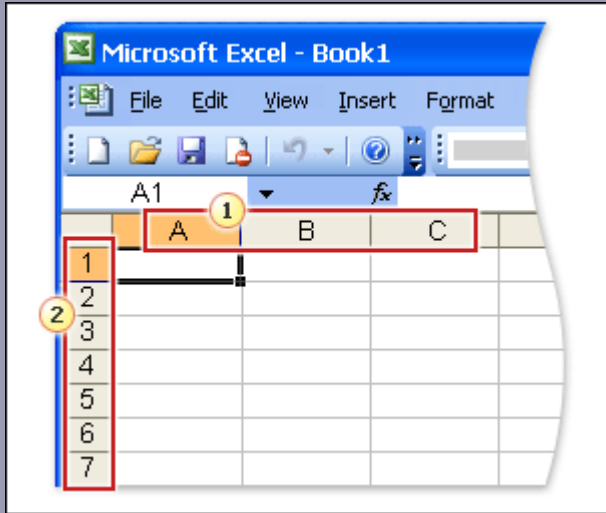


You may be wondering how to create a new workbook if you've already started Excel. Here's how: On the **File** menu, click **New**. In the **New Workbook** task pane, click **Blank workbook**.

A blank worksheet in a new workbook

Create your first workbook

Columns, rows, and cells

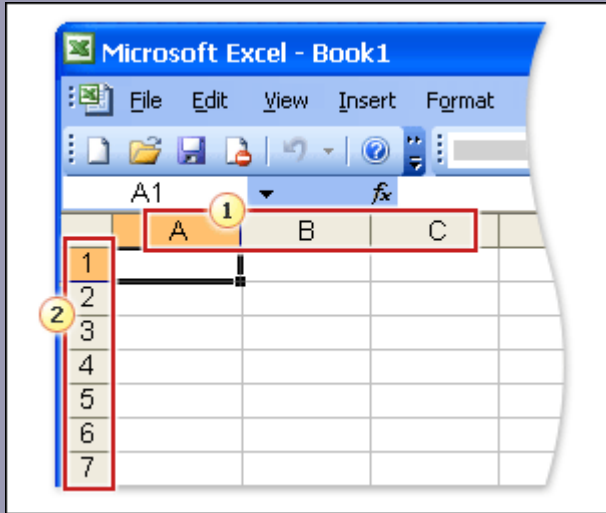


Columns and rows

Columns, rows, and cells: That's what worksheets are made of, and that's the grid you see when you open up a workbook.

Columns go from top to bottom on the worksheet, vertically. Rows go from left to right on the worksheet, horizontally. A cell is the place where one column and one row meet.

Columns, rows, and cells



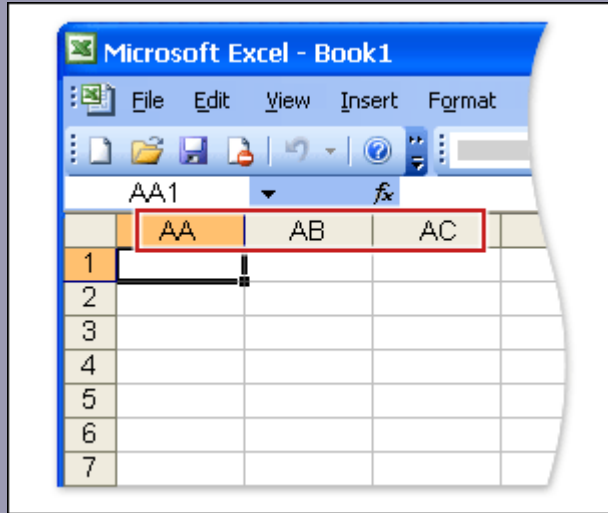
Columns and rows have headings:

1. Each column has an alphabetical heading at the top.
2. Each row has a numeric heading.

Columns and rows

Create your first workbook

Columns, rows, and cells



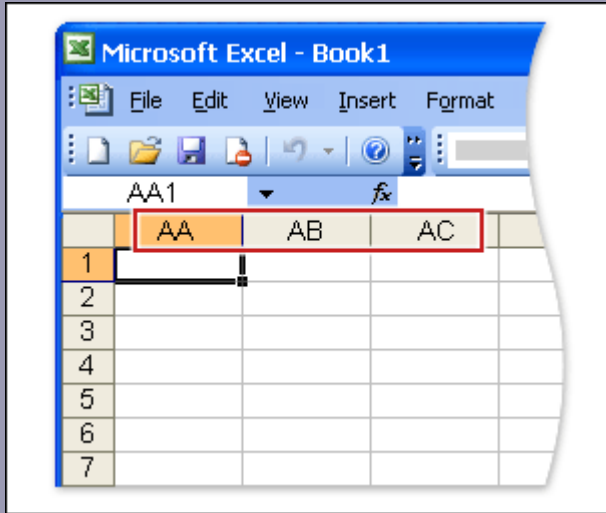
The first 26 columns have the letters from A through Z. Each worksheet contains 256 columns in all, so after Z the letters begin again in pairs, AA through AZ, as the picture shows.

Row headings go from 1 through 65,536.

Column and row headings

Create your first workbook

Columns, rows, and cells



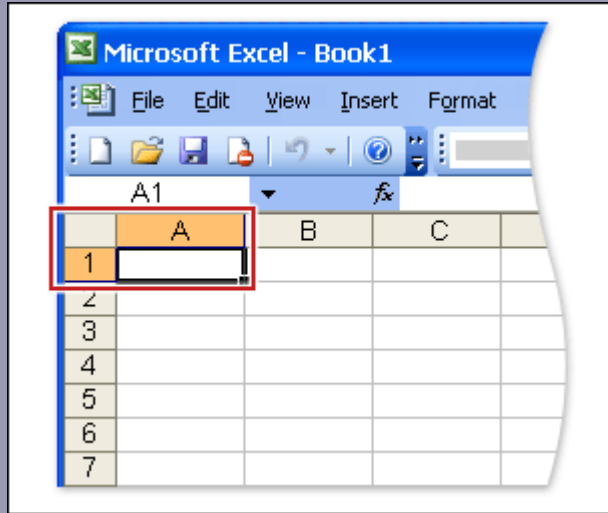
Column and row headings

The alphabetical headings on the columns and the numerical headings on the rows tell you where you are in a worksheet when you click a cell.

The headings combine to form the cell address, also called the cell reference. There are 16,777,216 cells to work in on each worksheet. You could get lost without the cell reference to tell you where you are.

Create your first workbook

Cells are where the data goes

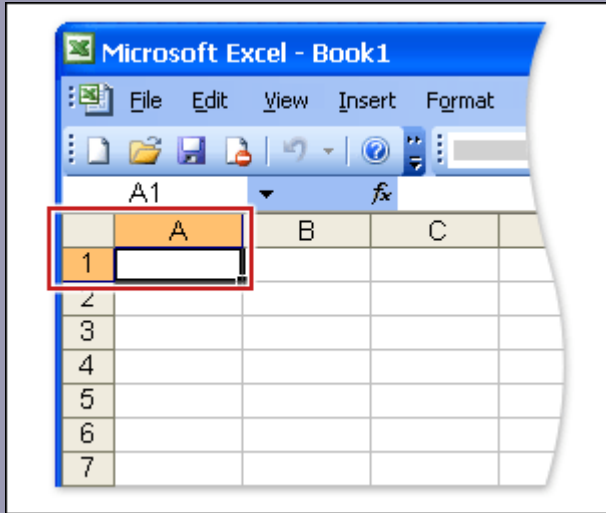


Cells are where you get down to business and enter data in a worksheet.

The **active cell** is outlined in black.

Create your first workbook

Cells are where the data goes



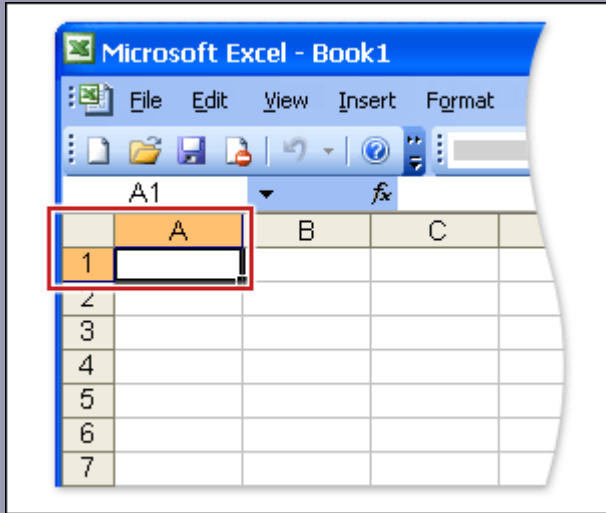
The **active cell** is outlined in black.

When you open a new workbook, the first cell in the upper-left corner of the worksheet you see is outlined in black, indicating that any data you enter will go there.

You can enter data wherever you like by clicking any cell in the worksheet to select the cell. But the first cell (or nearby) is not a bad place to start entering data in most cases.

Create your first workbook

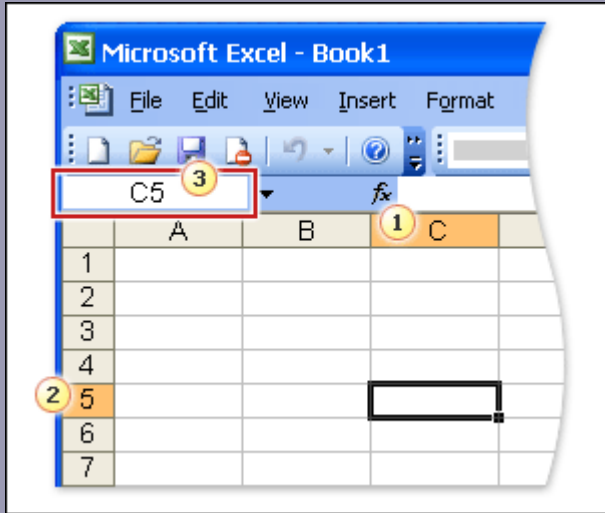
Cells are where the data goes



When you select any cell, it becomes the **active** cell. When a cell is active, it is outlined in black, and the headings for the column and the row in which the cell is located are highlighted.

The **active cell** is outlined in black.

Cells are where the data goes

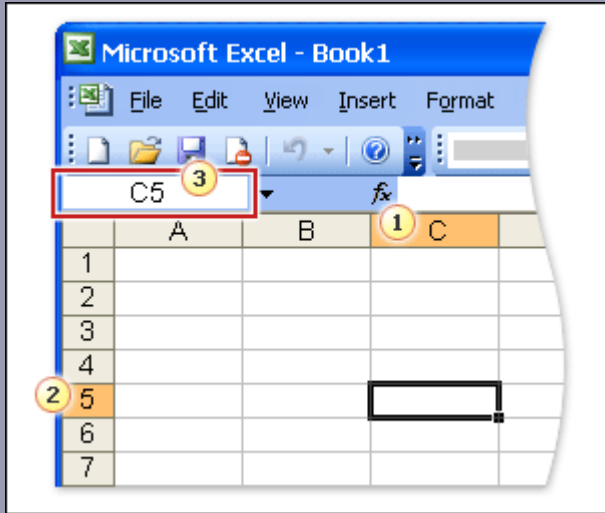


Cell C5 is selected and is the active cell.

For example, if you select a cell in column C on row 5:

1. Column C is highlighted.
2. Row 5 is highlighted.
3. The active cell is shown in the **Name Box** in the upper-left corner of the worksheet.

Cells are where the data goes

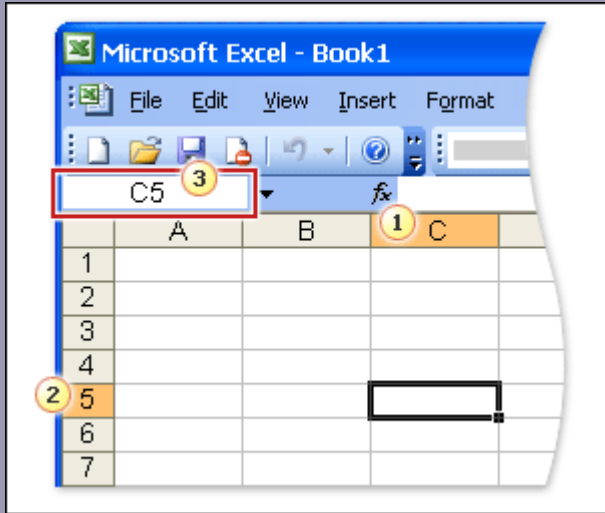


The selected cell has a black outline and is known as C5, which is the **cell reference**.

You can see the cell reference of the active cell by looking in the Name Box in the upper-left corner.

Cell C5 is selected and is the active cell.

Cells are where the data goes



Cell C5 is selected and is the active cell.

All of these indicators are not too important when you're right at the very top of the worksheet in the very first few cells. But when you work further and further down or across the worksheet, they can really help you out.

And it's important to know the cell reference if you need to tell someone where specific data is located in a worksheet.

Suggestions for practice

1. Rename a worksheet tab.
2. Move from one worksheet to another.
3. Add color to sheet tabs.
4. Add, move, and delete worksheets.
5. Review column headings and use the Name Box.
6. Save the workbook.

[Online practice](#) (requires Excel 2003)

Test 1, question 1

You need a new workbook. How do you create one? (Pick one answer.)

1. On the **Insert** menu, click **Worksheet**.
2. On the **File** menu, click **New**. In the **New Workbook** task pane, click **Blank workbook**.
3. On the **Insert** menu, click **Workbook**.

Test 1, question 1: Answer

On the **File** menu, click **New**. In the **New Workbook** task pane, click **Blank workbook**.

Now you're ready to start.

Test 1, question 2

The Name Box shows you the contents of the active cell (Pick one answer.)

1. True.
2. False.

Test 1, question 2: Answer

False.

The Name Box gives you the cell reference of the active cell. You can also use the Name Box to select a cell, by typing that cell reference in the box.

Test 1, question 3

In a new worksheet, you must start by typing in cell A1. (Pick one answer.)

1. True.
2. False.

Test 1, question 3: Answer

False.

You're free to roam and type wherever you want. Click in any cell and start to type. But don't make readers scroll to see data that could just as well start in cell A1 or A2.

Lesson 2

Enter data

Enter data



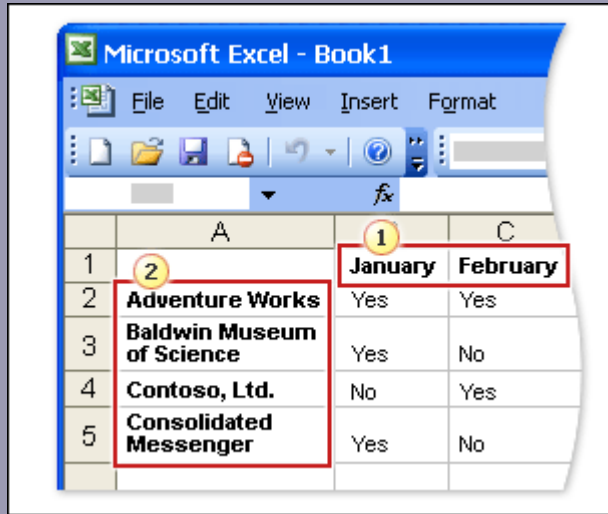
You can use Excel to enter all sorts of data.

You can enter two basic kinds of data into worksheet cells: numbers and text.

You can use Excel to create budgets, work with taxes, record student grades, or even track daily exercise or the cost of a remodel. Professional or personal, the possibilities are nearly endless.

Now let's dive in to data entry.

Start with column titles (be kind to readers)



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Book1". The menu bar includes File, Edit, View, Insert, and Format. The toolbar contains various icons for file operations and editing. The worksheet has columns labeled A, B, and C, and rows numbered 1 through 5. A red box highlights the first two columns, with a circled '1' above the header row and a circled '2' to the left of the first column header. The data is as follows:

	A	B	C
1		January	February
2	Adventure Works	Yes	Yes
3	Baldwin Museum of Science	Yes	No
4	Contoso, Ltd.	No	Yes
5	Consolidated Messenger	Yes	No

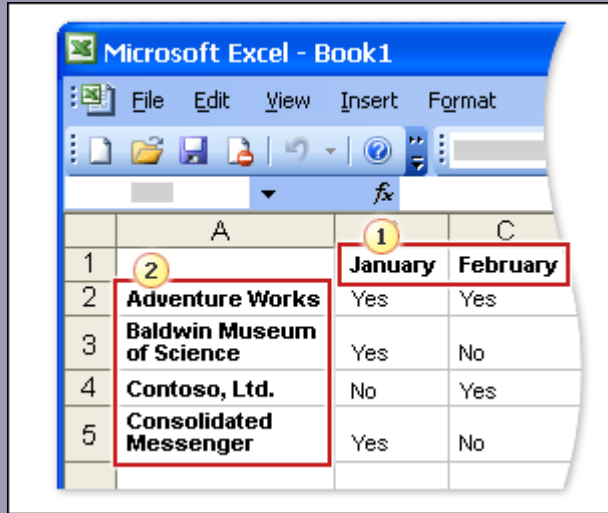
When you enter data, it's a good idea to start by entering titles at the top of each column, so that anyone who shares your worksheet can understand what the data means (and so that you can understand it yourself, later on).

You'll often want to enter row titles too.

Worksheet with column and row titles

Create your first workbook

Start with column titles (be kind to readers)



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Book1". The menu bar includes File, Edit, View, Insert, and Format. The toolbar contains various icons for file operations and editing. The worksheet grid shows columns A, B, and C, and rows 1 through 5. Column B is highlighted in light blue. A red box highlights the range B1:C2, which contains the column titles "January" and "February" in row 1, and the row titles "Adventure Works" and "Baldwin Museum of Science" in column B. A yellow circle with the number "1" is placed above the "January" cell, and a yellow circle with the number "2" is placed to the left of the "Adventure Works" cell.

	A	B	C
1		Adventure Works	January
2		Baldwin Museum of Science	February
3		Contoso, Ltd.	
4		Consolidated Messenger	
5			

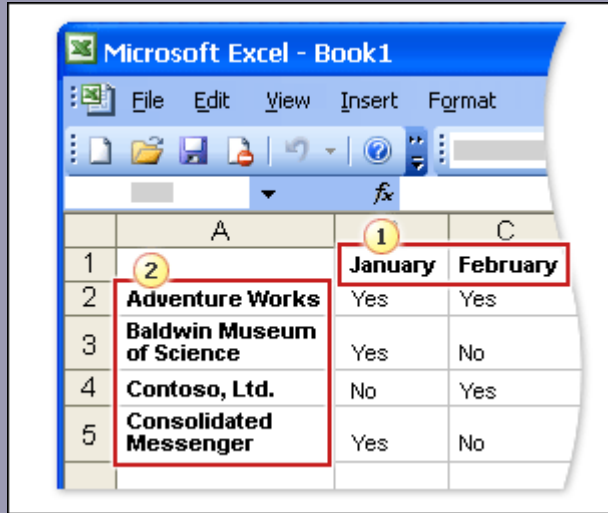
In the picture:

1. The column titles are the months of the year, across the top of the worksheet.
2. The row titles down the left side are company names.

Worksheet with column and row titles

Create your first workbook

Start with column titles (be kind to readers)



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Book1". The menu bar includes File, Edit, View, Insert, and Format. The toolbar contains icons for file operations and editing. The worksheet grid shows columns A, B, and C, and rows 1 through 5. The first row (row 1) has column titles "January" and "February" in cells B1 and C1, respectively. The first column (column A) has row titles "Adventure Works", "Baldwin Museum of Science", "Contoso, Ltd.", and "Consolidated Messenger" in cells A2 through A5. A red box highlights the range B1:C5, and yellow circles with numbers 1 and 2 point to the first row and first column headers.

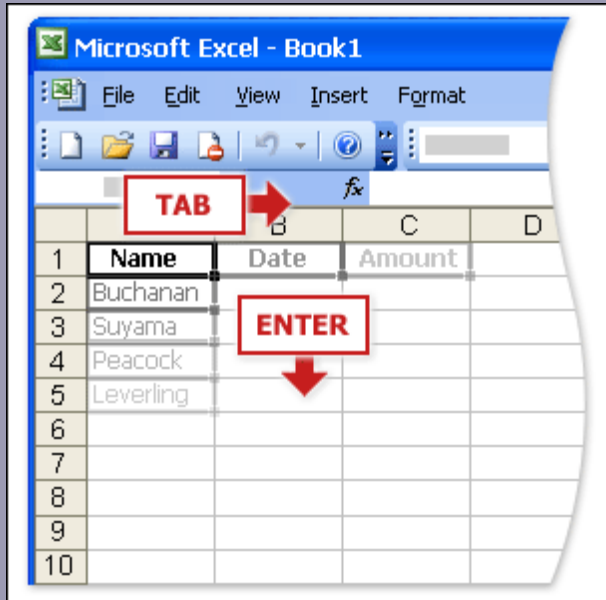
	A	1	C
1		January	February
2	Adventure Works	Yes	Yes
3	Baldwin Museum of Science	Yes	No
4	Contoso, Ltd.	No	Yes
5	Consolidated Messenger	Yes	No

This worksheet shows whether or not a representative from each company attended a monthly business lunch.

Worksheet with column and row titles

Create your first workbook

Start typing

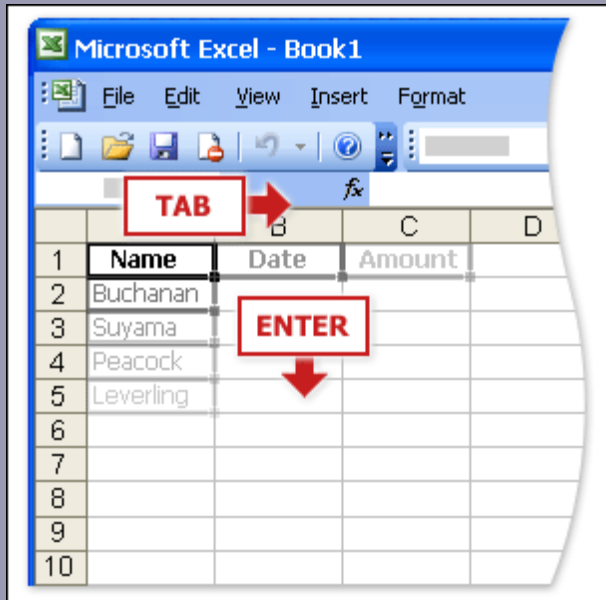


Say that you're creating a list of salespeople names. The list will also have the dates of sales, with their amounts.

So you will need these column titles: Name, Date, and Amount.

Press TAB and ENTER to move from cell to cell.

Start typing

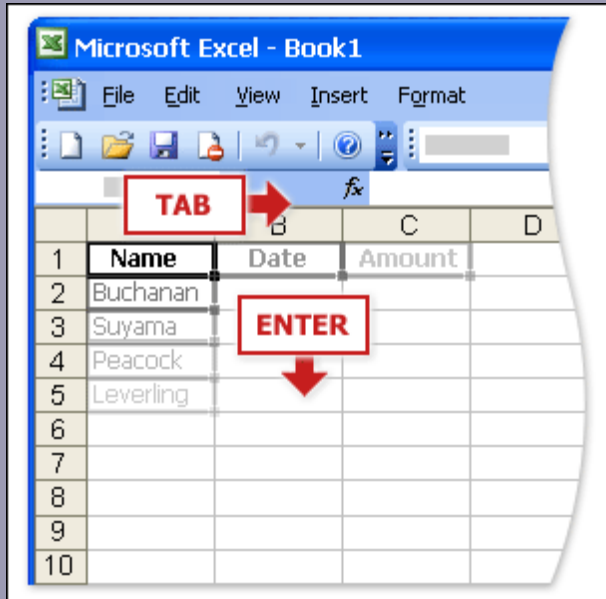


You don't need row titles down the left side of the worksheet in this case; the salespeople names will be in the leftmost column.

You would type "Date" in cell B1 and press TAB. Then you'd type "Amount" in cell C1.

Press TAB and ENTER to move from cell to cell.

Start typing

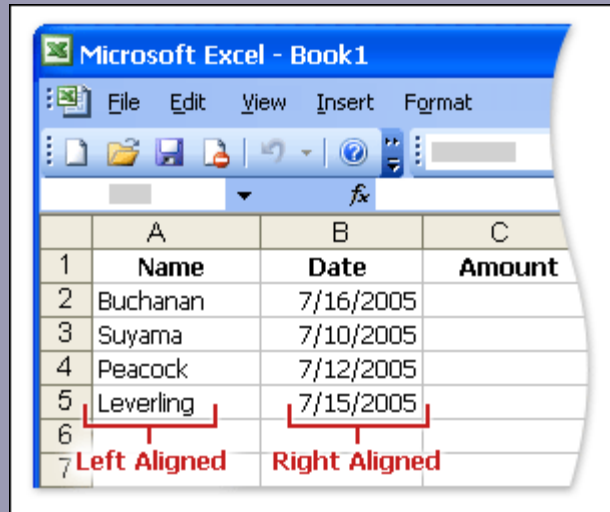


After you typed the column titles, you'd click in cell A2 to begin typing the names of the salespeople.

You would type the first name, and then press ENTER to move the selection *down* one cell to cell A3 (down the column), and then type the next name, and so on.

Press TAB and ENTER to move from cell to cell.

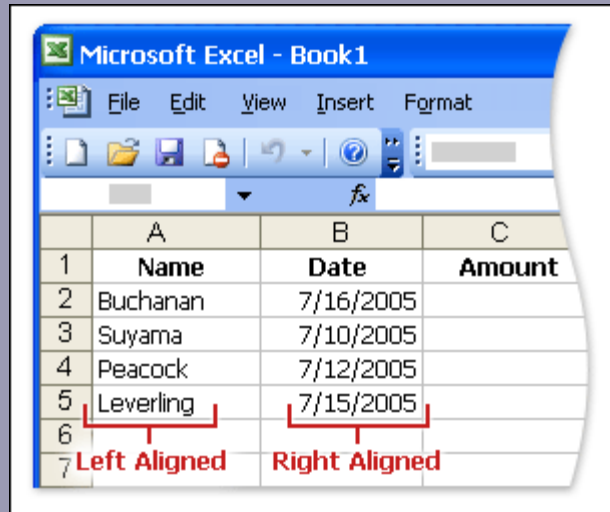
Enter dates and times



To enter a date in column B, the Date column, you should use a slash or a hyphen to separate the parts: 7/16/2005 or 16-July-2005. Excel will recognize this as a date.

Text aligned on the left
and dates on the right

Enter dates and times

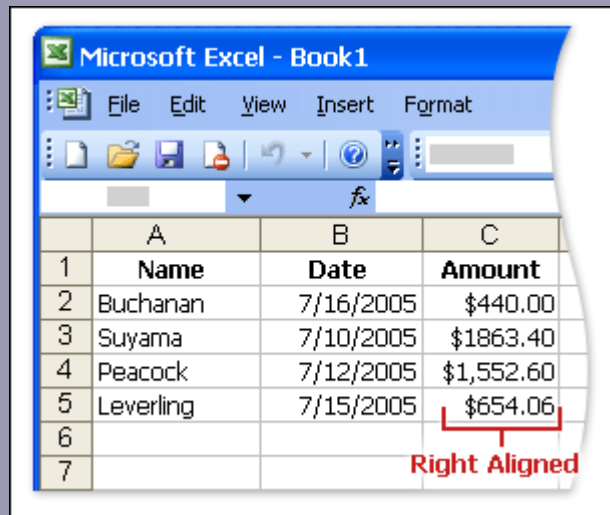


Text aligned on the left
and dates on the right

If you need to enter a time, you would type the numbers, a space, and then “a” or “p” — for example, 9:00 p. If you put in just the number, Excel recognizes a time and enters it as AM.

Tip: To enter today’s date, press CTRL and the semicolon together. To enter the current time, press CTRL and SHIFT and the semicolon all at once.

Enter numbers



The screenshot shows the Microsoft Excel interface with a menu bar (File, Edit, View, Insert, Format) and a toolbar. Below the toolbar is a worksheet with columns A, B, and C. Column A is labeled 'Name', column B is labeled 'Date', and column C is labeled 'Amount'. The data in the table is as follows:

	A	B	C
1	Name	Date	Amount
2	Buchanan	7/16/2005	\$440.00
3	Suyama	7/10/2005	\$1863.40
4	Peacock	7/12/2005	\$1,552.60
5	Leverling	7/15/2005	\$654.06
6			
7			

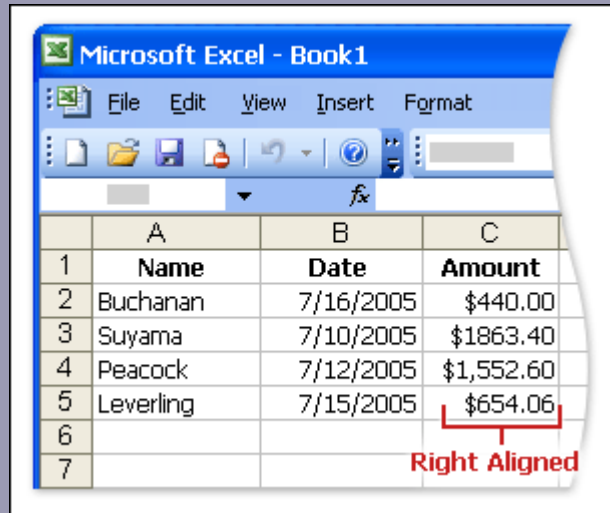
The cell containing '\$654.06' in row 5, column C is highlighted with a red border. A red arrow points to the text 'Right Aligned' below the cell.

To enter the sales amounts in column C, the Amount column, you would type the dollar sign, followed by the amount.

Excel aligns numbers on the right side of cells.

Create your first workbook

Enter numbers



The screenshot shows the Microsoft Excel interface with a menu bar (File, Edit, View, Insert, Format) and a toolbar. Below the toolbar is a formula bar with the text 'fx'. The main area displays a table with the following data:

	A	B	C
1	Name	Date	Amount
2	Buchanan	7/16/2005	\$440.00
3	Suyama	7/10/2005	\$1863.40
4	Peacock	7/12/2005	\$1,552.60
5	Leverling	7/15/2005	\$654.06
6			
7			

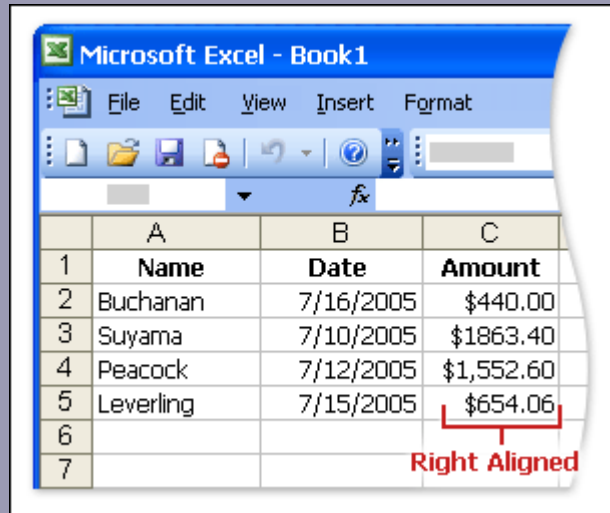
The cell containing '\$654.06' is highlighted with a red border, and a red arrow points to it with the text 'Right Aligned' below it.

Excel aligns numbers on the right side of cells.

Other numbers and how to enter them:

- To enter fractions, leave a space between the whole number and the fraction. For example, 1 1/8.
- To enter a fraction only, enter a zero first. For example, 0 1/4. If you enter 1/4 without the zero, Excel will interpret the number as a date, January 4.

Enter numbers



Microsoft Excel - Book1

File Edit View Insert Format

	A	B	C
1	Name	Date	Amount
2	Buchanan	7/16/2005	\$440.00
3	Suyama	7/10/2005	\$1863.40
4	Peacock	7/12/2005	\$1,552.60
5	Leverling	7/15/2005	\$654.06
6			
7			

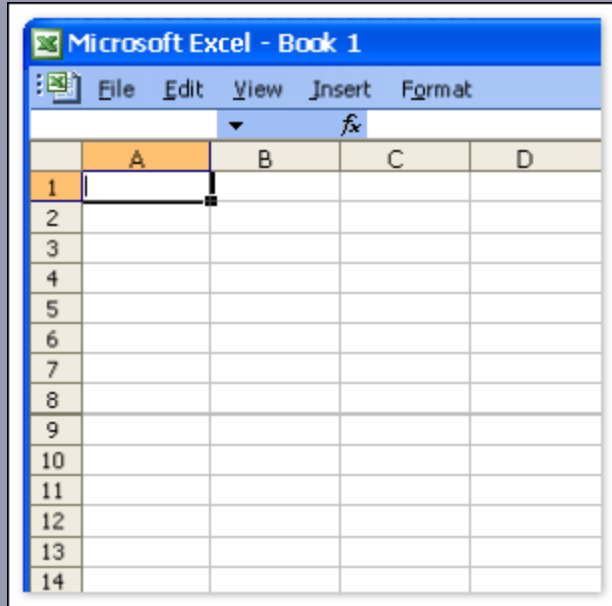
Right Aligned

Other numbers and how to enter them:

- Enter a negative number by enclosing it in parentheses. If you type (100), Excel will display the number as -100.

Excel aligns numbers on the right side of cells.

Quick ways to enter data



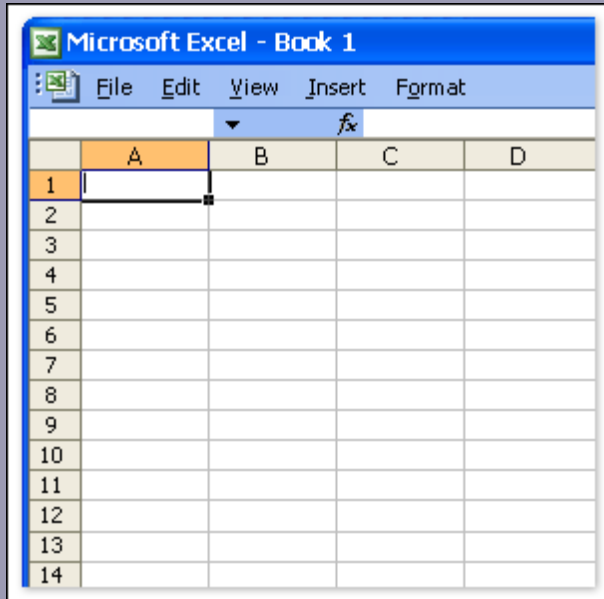
Here are two timesavers you can use to enter data in Excel:

AutoFill. Enter the months of the year, the days of the week, multiples of 2 or 3, or other data in a series. As the animation shows, you type one or more entries, and then extend the series.

Animation: Right-click, and click **Play**.

A quick way to enter data

Quick ways to enter data

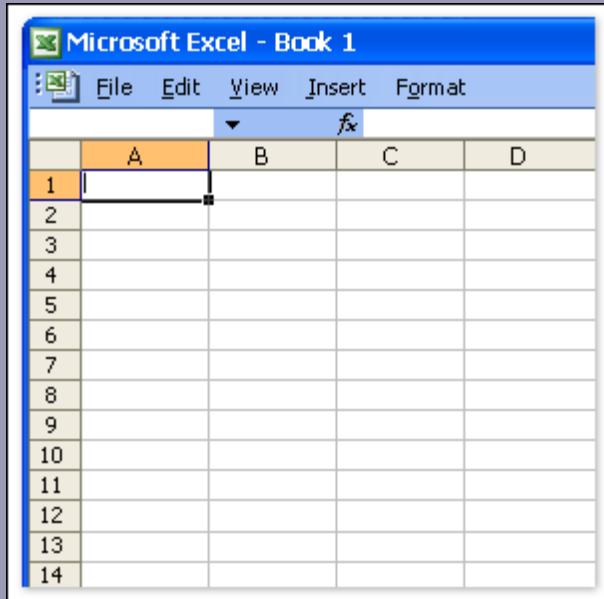


Here are two timesavers you can use to enter data in Excel:

AutoFill. Enter the months of the year, the days of the week, multiples of 2 or 3, or other data in a series. You type one or more entries, and then extend the series.

A quick way to enter data

Quick ways to enter data



A quick way to enter data

Here are two timesavers you can use to enter data in Excel:

AutoComplete. If the first few letters you type in a cell match an entry you've already made in that column, Excel will fill in the remaining characters for you. Just press ENTER when you see them added.

Suggestions for practice

1. Enter data using TAB and ENTER.
2. Fix mistakes as you type.
3. Enter dates and times.
4. Enter numbers.
5. Use AutoFill.
6. Use AutoComplete.
7. Fix text that's too long for a cell.

[Online practice](#) (requires Excel 2003)

Test 2, question 1

Pressing ENTER moves the selection one cell to the right. (Pick one answer.)

1. True.
2. False.

Test 2, question 1: Answer

False.

ENTER moves down. Press TAB to move to the right.

Test 2, question 2

To enter a fraction such as $1/4$, the first thing you enter is _____. (Pick one answer.)

1. One.
2. Zero.
3. Minus sign.

Test 2, question 2: Answer

Zero.

Enter 0 1/4. That will appear as 0.25 in the formula bar.

Test 2, question 3

To enter the months of the year without typing each month yourself you'd use: (Pick one answer.)

1. AutoComplete.
2. AutoFill.
3. CTRL+ENTER.

Test 2, question 3: Answer

AutoFill.

Use AutoFill to complete lists that you've begun, such as days, weeks, or times tables.

Lesson 3

**Edit data and revise
worksheets**

Edit data and revise worksheets

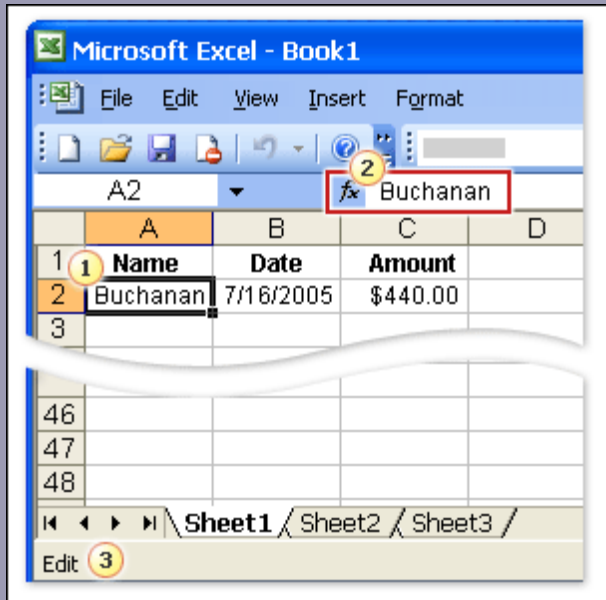


Edit data, insert columns, and insert rows.

Everyone makes mistakes sometimes, and sometimes data that you entered correctly needs to be changed later on. Sometimes the whole worksheet needs a change.

In this lesson we'll learn how to edit data and how to add and delete worksheet columns and rows.

Edit data

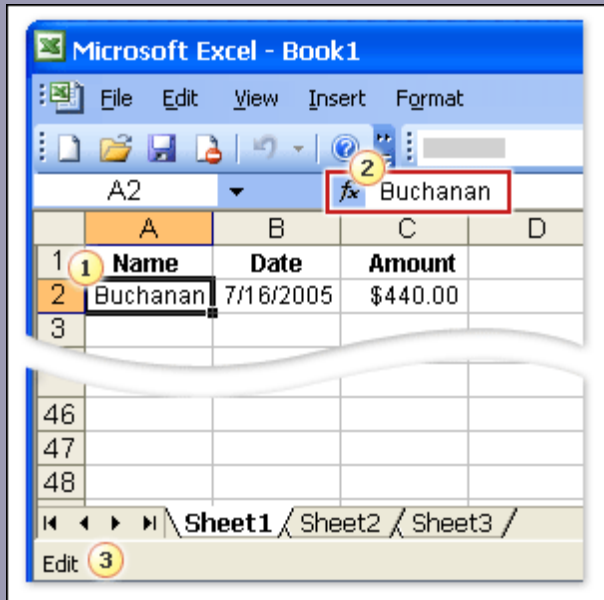


Say that you meant to enter Peacock's name in cell A2, but you entered Buchanan's name by mistake. Now you spot the error and want to correct it.

Two ways to select a cell

Create your first workbook

Edit data

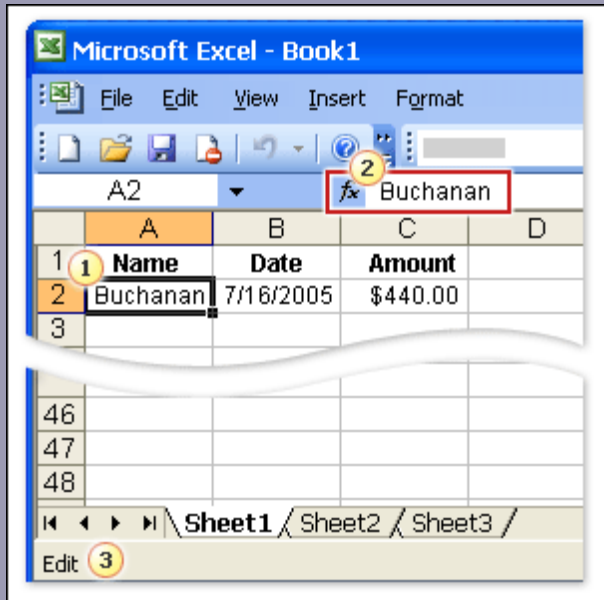


You need to select the cell, and there are two ways:

1. Double-click a cell to edit the data in it.
2. Click the cell, and then edit the data in the formula bar.

Two ways to select a cell

Edit data



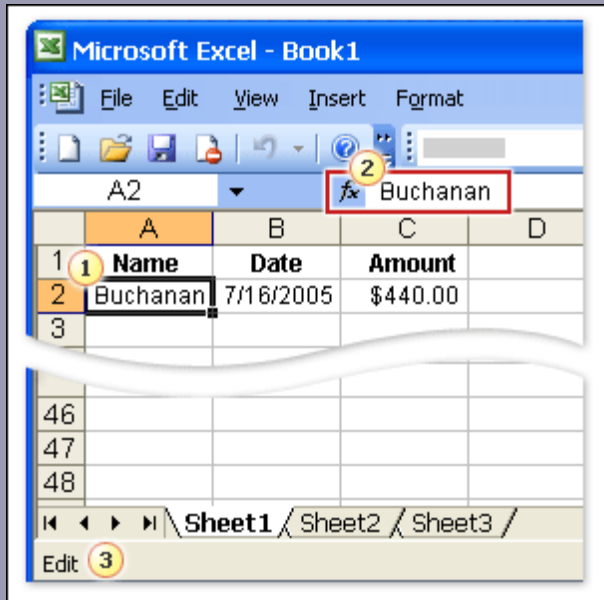
What's the difference? Your convenience. You may find the formula bar, or the cell itself, easier to work with.

If you're editing data in many cells, you can keep your pointer at the formula bar while you move from cell to cell by using the keyboard.

Two ways to select a cell

Create your first workbook

Edit data



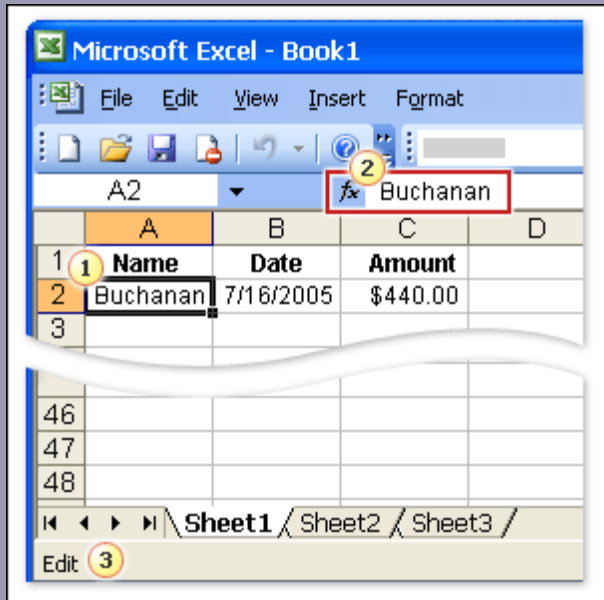
As the picture shows, after you select the cell:

3. The worksheet says **Edit** in the lower-left corner, on the status bar.

If you don't see the status bar, click **Status Bar** on the **View** menu.

The worksheet now says **Edit** in the status bar.

Edit data

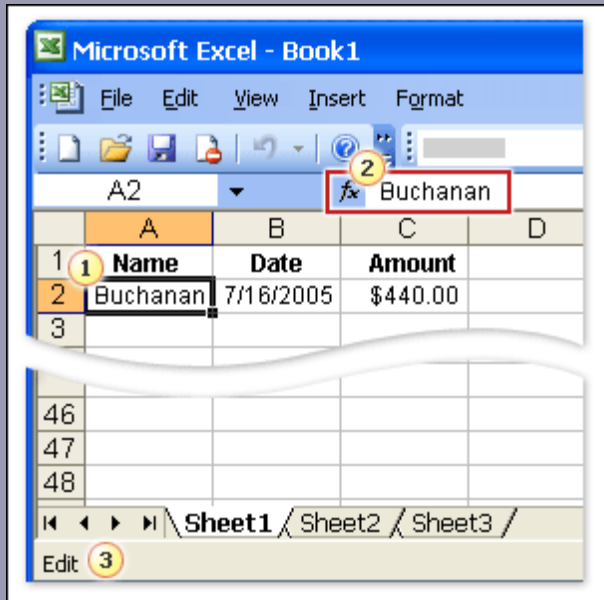


The worksheet now says **Edit** in the status bar.

While the worksheet is in Edit mode, many commands are temporarily unavailable (these commands are gray on the menus).

What can you do? Well, you can delete letters or numbers by pressing BACKSPACE, or by selecting them and then pressing DELETE.

Edit data

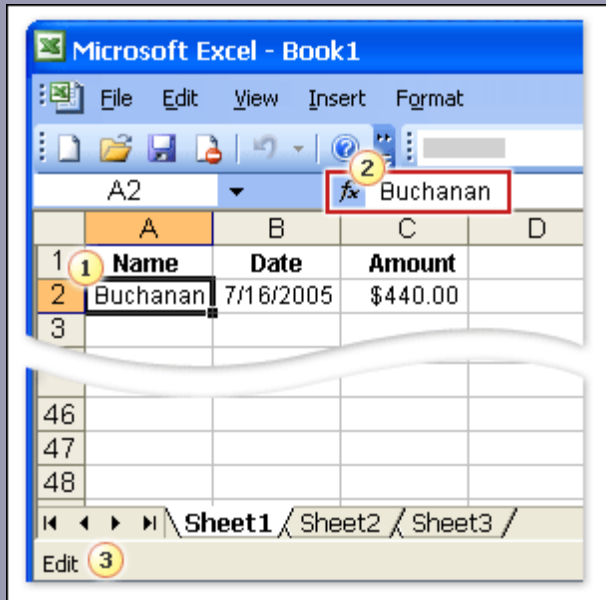


You can edit letters or numbers by selecting them and then typing something different.

You can insert new letters or numbers into the cell's data by positioning the insertion point and typing them.

The worksheet now says **Edit** in the status bar.

Edit data



Whatever you do, when you're all through, remember to press ENTER or TAB so that your changes stay in the cell.

The worksheet now says **Edit** in the status bar.

Remove data formatting

B	C
Date	Amount
7/16/2005	\$440.00
7/10/2005	\$3,597.90

B	C
Date	Amount
7/16/2005	\$440.00
7/10/2005	

B	C
Date	Amount
7/16/2005	\$440.00
7/10/2005	\$1,443.95

Formatting stays with the cell.

Surprise! Someone else has used your worksheet, filled in some data, and made the number in cell C6 bold and red to highlight the fact that Peacock made the highest sale.

But that customer changed her mind, so the final sale was much smaller.

Remove data formatting

The image shows three overlapping Excel tables illustrating the process of removing formatting from a cell. Each table has two columns: 'Date' and 'Amount'.

B	C
Date	Amount
7/16/2005	\$440.00
7/10/2005	\$3,597.90

1

B	C
Date	Amount
7/16/2005	\$440.00
7/10/2005	

2

B	C
Date	Amount
7/16/2005	\$440.00
7/10/2005	\$1,443.95

3

Formatting stays with the cell.

You go to make the fix.

1. The original number is formatted bold and red.
2. You delete the original figure.
3. You enter a new number. Bold and red again!

What gives here?

Remove data formatting

B	C
Date	Amount
7/16/2005	\$440.00
7/10/2005	\$3,597.90

B	C
Date	Amount
7/16/2005	\$440.00
7/10/2005	

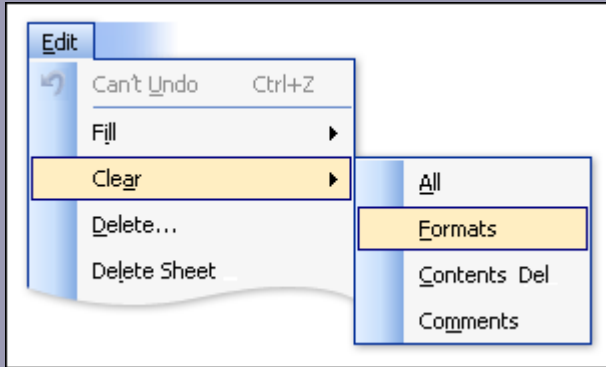
B	C
Date	Amount
7/16/2005	\$440.00
7/10/2005	\$1,443.95

Formatting stays with the cell.

What's going on is that it's the cell that is formatted, not the data in the cell. So when you delete data that has special formatting, you also need to delete the formatting from the cell.

Until you do, any data you enter in that cell will have the special formatting.

Remove data formatting



You can remove cell formatting.

To remove formatting, select the cell and point to **Clear** on the **Edit** menu. The **Formats** command removes the format from the cell.

Or you can click **All** to remove both the data and the formatting at the same time.

Insert a column or a row



You can easily insert new columns and rows.

After you've entered data, you may find that you need another column to hold additional information.

Or maybe you need another row, or rows.

Do you have to start over? Of course not.

Insert a column or a row



You can easily insert new columns and rows.

To insert a single column, click any cell in the column immediately to the *right* of where you want the new column to go.

So if you want an order-ID column between columns B and C, you'd click a cell in column C, to the right of the new location. Then on the **Insert** menu, click **Columns**.

Insert a column or a row



To insert a single row, click any cell in the row immediately *below* where you want the new row to go.

For example, to insert a new row between row 4 and row 5, click a cell in row 5. Then on the **Insert** menu, click **Rows**.

You can easily insert new columns and rows.

Insert a column or a row



As the animation shows, Excel gives a new column or row the heading its place requires, and changes the headings of later columns and rows.

Animation: Right-click, and click **Play**.

You can easily insert new columns and rows.

Insert a column or a row



Excel gives a new column or row the heading its place requires, and changes the headings of later columns and rows.

You can easily insert new columns and rows.

Suggestions for practice

1. Edit data.
2. Delete formatting from a cell.
3. Work in Edit mode.
4. Insert and delete columns and rows.

[Online practice](#) (requires Excel 2003)

Test 3, question 1

To delete the formatting from a cell, you would:
(Pick one answer.)

1. Delete the cell contents.
2. Click the **Format** menu.
3. Click the **Edit** menu.

Test 3, question 1: Answer

Click the **Edit** menu.

Then point to **Clear** and click **Formats**.

Test 3, question 2

To add a column, click a cell in the column to the right of where you want the new column. (Pick one answer.)

1. True.
2. False.

Test 3, question 2: Answer

True.

Then on the **Insert** menu, click **Columns** to insert the column.

Test 3, question 3

To add a new row, click a cell in the row immediately above where you want the new row. (Pick one answer.)

1. True.
2. False.

Test 3, question 3: Answer

False.

To insert a new row, click a cell in the row immediately *below* where you want the new row. Then on the **Insert** menu, click **Rows**.