



## Microsoft Excel 2003 – Level 1 User Activities– The Basics

- **Activity 1 – The Excel Window**
  - See the Excel Window Reference Sheet
  
- **Activity 2 - Workbook and worksheets**
  - You have three worksheets to work with by default. Each can be manipulated by right-clicking on the worksheet tab.
  - To create a new blank workbook, **choose File>New**, and in the New Workbook task pane on the right side of the window, **choose Blank Workbook**.
  - To insert more worksheets, **choose Insert>Worksheet**.
  - To save a workbook, **choose File>Save As**, **type a name in the File Name box**, then **choose Microsoft Office Excel workbook** as the Save as Type option. This option uses the .xls extension.
  
- **Activity 3 – Navigating in Excel**
  - Open the **NavigationPractice.xls** file in the Basic Excel Training folder.
  - **Using the Keyboard:**
    1. Use the **Arrow keys** to move around the worksheet one cell at a time.
    2. Press the **Home key** to take you to the beginning of a row.
    3. Press the **Page Up or Page Down keys** to move between a page worth of rows.
    4. Press the **Tab key** to move to the next cell to the right.
    5. Press the **Shift + Tab keys** to move to the next cell to the left.
    6. Press the **Enter key** to move down one cell.
    7. Press the **Ctrl + Home keys** to move to the A1 cell of the worksheet.
  - **Using the Mouse:**
    1. Use the **vertical and horizontal scroll bars** to view additional rows and columns in the worksheet.
    2. Click in the **Name Box**, type the name of the cell and press enter to activate that specified cell.
  
- **Activity 4 – Selecting Data**
  - Using the **NavigationPractice.xls** file.
  - **Cells:**
    1. **Click cell D47** to select the cell.
    2. **Selecting contents of the cell:**
      - a. Double-click cell **D47** to place the cursor inside the cell, and then double-click again to select the contents of the cell.
      - b. Select the cell **D47**, and then select the contents in the Formula Bar by clicking in the Formula bar to place the cursor inside the bar, and then double-click again to select the contents of the cell.

3. **Selecting a contiguous range of cells:**
    - a. Select the cell **B5**, navigate to cell **I 10**, press and hold Shift, and then click cell **I 10** to select the full range.
    - b. Click and drag from cell **B5** to cell **I 10**.
  4. **Selecting a non contiguous range of cells:**
    - a. Select the cell **B10**, navigate to the next cell **B15**, press and hold the Ctrl key, and then click the cell **B15**.
  5. **Select an entire worksheet:**
    - b. Click the blank box immediately below the name box. (To the left of Column A and above Row 1)
- **Rows:**
    - Using the **NavigationPractice.xls** file.
    - 1. **Select an entire row by clicking on the row number.** Select row #5.
    - 2. **Selecting contiguous rows:**
      - a. **Select row 6**, navigate to the last row in the range, **press and hold the Shift key** on your keyboard, and then **click row 20**.
    - 3. **Selecting a non contiguous range of rows:**
      - a. **Select row 21**, navigate to row 25, **press and hold the Ctrl button** on your keyboard, and then click row 25. Click other rows to add them to your selection.
  - **Columns:**
    1. **Select an entire column by clicking on the column letter.** Select column C.
    2. **Select contiguous columns:**
      - a. **Select column D**, navigate to column F, **press and hold the Shift key** on your keyboard, and then **click column F** to select the full range in between the columns.
    3. **Selecting a non contiguous range of columns:**
      - a. **Select column A**, navigate to column G, **press and hold the Ctrl key** on your keyboard, and then **click row G**.
  - **Activity 5 – Entering Data**
    - **Create a new, blank workbook and enter basic data.**
      1. With Excel open, **choose File>New**. In the New Workbook task pane, **click Blank Workbook** to open a new, blank workbook.
      2. Select cell **A1**.
      3. Double click cell A1 and **type the word “Months.”**
      4. **Press Enter.**
      5. Select cell **D1**.
      6. Click in the Formula bar to place the cursor inside the bar.
      7. **Type “Sales.”**
      8. **Press Tab.**
      9. In cell E1, **type “Expenses”.**
      10. **Press Tab.**
      11. In cell F1, **type “Totals.”**

- **Enter the names of the months.**
  1. Select cell **A3**.
  2. Click in the Formula bar.
  3. **Type “Jan.”**
  4. **Press Enter.**
  5. In cell A4, **type “Feb” and press Enter.**
  6. In cell A5, **type “Mar” and press Enter.**
  
- **Enter Sales values.**
  1. Select cell D3, **type “120” and press Enter.**
  2. In cell D4, **type “195” and press Enter.**
  3. In cell D5, **type “230” and press Enter.**
  
- **Enter the Expenses values.**
  1. Select cell E3, **type “115” and press Enter.**
  2. In cell E4, **type “100” and press Enter.**
  3. In cell E5, **type “125” and press Enter.**
  4. Save your file as “trainingclass.”
  
- **Activity 6 – Manipulating Data**
  - **Moving Data**
    1. Select the contents of the cell that contains the data you want to move.
    2. Cut the contents of the cell to the clipboard. To do so, first select the contents of the cell and then do one of the following:
      - a. **Choose Edit > Cut**
      - b. **Click the cut icon.**
      - c. **Press Ctrl+X**
    3. Select the cell that you want to move the data to.
    4. Paste the contents of the clipboard. To do so, do one of the following:
      - a. **Choose Edit > Paste**
      - b. **Click the paste icon.**
      - c. **Press Ctrl+V**
  
  - **Copying Data**
    1. Select the contents of the cell that contains the data you want to copy.
    2. Copy the contents of the cell to the clipboard. To do so, first select the contents of the cell and then do one of the following:
      - a. **Choose Edit > Copy**
      - b. **Click the copy button**
      - c. **Press Ctrl+C**
    3. Select the cell that you want to copy the data to.
    4. Paste the contents of the clipboard into the destination cell.

- **Activity – Open the Editing.xls file.**
  1. Select cell **I 4**.
  2. Choose **Edit>Cut**
  3. Select cell **H4**.
  4. Choose **Edit>Paste**
  
  5. Select cell **B2**.
  6. Point the mouse pointer at the black border around the cell until the mouse pointer changes to a large arrow with a smaller, four-directional arrow.
  7. **Click and drag to cell A2.**
  
  8. Select cell **F4**.
  9. Choose **Edit>Copy**.
  10. Select cell **F14**.
  11. Choose **Edit>Paste**.
  
  12. Select cell **H4**.
  13. Choose **Edit>Copy**.
  14. Select cell **H14**.
  15. Choose **Edit>Paste**.
  16. **Save the file.**
  
- **Using Autofill**
  1. **When the starting value has already been entered:**
    - a. Select the cell that contains the starting value of the series.
    - b. Click and drag the fill handle to the ending cell of the series.
  
  2. **When the starting value has not yet been entered:**
    - a. Select the cell what will contain the starting value of the series.
    - b. Enter the starting value of the series.
    - c. Click and drag the fill handle to the ending cell of the series.
  
- **Activity – Continue using the Editing.xls file.**
  1. Select **Column H**.
  2. Choose **Edit>Cut**.
  3. Click **Column P**.
  4. Choose **Edit>Paste**.
  5. Select **Cell F4**.
  6. **Click and drag the fill handle to cell N4** to fill the corresponding cells with the remaining months of the year.
  7. Select cell **F14**.
  8. **Click and drag the fill handle to cell N14** to fill the corresponding cells with the remaining months of the year.
  9. **Save the file.**

- **Activity 7 - Inserting and Manipulating Cells, Rows, and Columns**
  - **Insert Cells**
    1. Click the existing cell that you would like to insert a cell next to.
    2. Choose Insert > Cells.
    3. In the dialog box, select the appropriate option, and then click OK.
  - **Insert Rows**
    1. Click the row that will shift below the new row. Rows are always inserted on top of the selected row.
    2. Choose Insert > Row.
  - **Insert Columns**
    1. Click the column that will shift right of the new column. Columns are always inserted to the left of the selected column.
    2. Choose Insert > Column.
- **Deleting Cells, Rows, and Columns**
  1. Select the existing cell, row, or column that you want to delete.
  2. Choose Edit>Delete.
  3. Columns and rows will delete automatically.
  4. If you have selected a cell for deletion, the Delete dialog will open with four options. Select one of those options and then click OK.
- **Properties**
  - To get to the properties of a cell, right click on the selected cell and select Format Cells.
  - To get to the properties of a row, right click on the selected row number and select Format Cells.
  - To get to the properties of a column, right click on the selected column letter and select Format Cells.
  - To adjust column width, move your mouse cursor to the vertical line between two columns. Your mouse cursor will change shape. Click and drag the vertical line left or right to adjust column width. This is important when using numerical data in your columns that may not display correctly (Ex. #####)
- **Activity – Continue using the Editing.xls file.**
  1. **Select row 1.**
  2. Choose **Insert>Rows.**
  3. Choose **Insert>Rows again.**
  4. Select **Column A.**
  5. Choose **Insert>Columns.**

6. **Select cell D6.**
7. **Press and hold the Shift key and then select cell D10** to select the cells D6 through D10.
8. **Press and hold the Ctrl key and then click cells D16, D17, D18, D19, and D20** to select cells D16 through D20.
9. Choose **Insert>Cells** to open the Insert dialog box with the Shift Cells Right option selected by default.
10. **Click OK.**
  
11. **Select Row 4.**
12. **Press and hold the Ctrl key and then click row 14** to select row 4 and 14.
13. Choose **Edit>Delete** to delete “Fiscal 2003” from rows 4 and 14.
  
14. **Click Column Q.**
15. To delete the existing Column Q and automatically shift all of the columns to the right of column Q to the left, choose **Edit>Delete**.
  
16. Select cell **E6**.
17. **Press and hold the Shift key and then click cell E9** to select cells E6 through E9.
18. **Press and hold the Ctrl key and then click cells E15 through E18.**
19. Choose **Edit>Delete** to open the Delete dialog box with the Shift Cells left option selected by default.
20. **Click OK.**
21. Save the file.

▪ **Activity 8 – Finding and Editing Data**

- To find data on a worksheet, choose Edit>find or press Ctrl+F.
- To edit data in a cell, double click on a cell to change it’s data or click on a cell and change the data in the formula box.
  
- **Activity – Finding, Replacing, and Going to Cell Data**
  - **Activity – Continue using the Editing.xls file.**
    1. Select cell **A1**. Choose **Edit>Find**.
    2. In the Find What field, **type “269.33.”**
    3. Click **Find Next**.
    4. **Click Close.**
  
    5. Choose **Edit>Replace**.
    6. Click and drag to select the contents of the Find What field, and then **type “295.44.”**
    7. Pres Tab to advance to the Replace With field and then **type “314.04.”**
    8. **Click Find Next.**
    9. **Click Replace.**

10. In the Find and Replace Dialog box, click and drag to select the contents of the Find What field and then **type “185.66.”**
11. Click and drag to select the contents of the Replace With field and then **type “215.97.”**
12. **Click Find Next.**
13. **Click Replace.**
14. **Click Close.**
15. Select cell **Q5**.
16. Click in the Name Box and then **type “nettotals.”**
17. **Press Enter.**
18. Select cell **Q14**.
19. Click the Name Box, and then **type “mwtotals.”**
20. **Press Enter.**
21. Save the file.

▪ **Activity 9 – Formulas**

- Mathematical symbols for: addition +, subtraction -, multiplication \*, division /, exponents ^, parenthesis ( ).
- PEMDAS – order of operations. Parenthesis, Exponents, Multiplication, Division, Addition, Subtraction.
- Formula basics:
  - Formulas in Excel begin with the equals ( = ) sign. (Ex. = 2+2) and are entered into the Formula bar.
  - You can use cell references rather than numbers when creating formulas. (Ex. =A2+A3)

**Activity – Open the Calculations.xls file.**

1. Select cell **C12**.
2. In the Formula Bar, **type “=C7+C8+C9+C10.”**
3. **Press Enter** and notice the total.
4. Select cell **D12**.
5. In the Formula Bar, **type “=D7+D8+D9+”** then **select D10** and then **press Enter**. Notice the total.