Lecture 15: MS Excel 2013 - Worksheets and Workbooks

User Interface:

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			Sheet name	Ro	12 13 14 16 17 18 19 20 21 22 23 24 25
READY 🛗	•			+ = -	Sheet1 + 100 %

Create Worksheets and Workbooks:

Creating new blank workbooks:

In Excel 2013 data is added to Worksheets, which in turn live inside Workbooks. Workbooks can be made up of just one single worksheet or of many. You can add and delete worksheets from a workbook quite easily.

To create a new blank workbook from the Start screen:

Excel	Search for online templates	re Chendars Expense List Loan	Schedule	D
Recent				
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Create a New workbook from the Quick Access Toolbar:



Changing worksheet order:

If the worksheets in your workbook are not in the right order, you can drag and drop them into the order you need.

14/06/2011 Leea	s inorth	HOT DRINKS	Cappuccino	540	1.9
10/10/2011 Leed	s North	Hot Drinks	Cappuccino	578	1.9
11/11/2010 Lond	on South	Hot Drinks	L_ te	447	1.85
▶ Sum	mary Client	s Sheet4	Coffee Sales	. +	

I would like to place the Coffee Sales worksheet at the front of the tabs:

- 1. Click and drag you will see a little arrow and a picture of a page.
- 2. Drop the worksheet in the location you require.

11 Glubgow Morth	noconnika ite		101	1.00
10 London South	Hot Drinks A	mericano	62	1 0
Coffee Sale	Summary	Clients	Sheet4	

Move or copy to a different workbook:



- 1. Follow the same process as before.
- 2. Right click on the sheet tab you wish to move or copy.
- 3. Click on Move or Copy.
- 4. In the dialog box that pops up select where you want to move the worksheet to (1).
- 5. Select where you want the worksheet within the workbook (2).
- 6. If you want a copy, tick the Create a copy box *(3)*.

7. Click OK.

0861	Londo	So	uth	Cold Drink Orange Ju	626	0.	85	
0708	Glasgow	Ν		Move or Con	. ?	×	1	
0826	Bath	S		wove of Cop	y		15	
0493	Bath	s	Move s	elected sheets			15	
0620	Bath	s	To bool	Io book:				
0402	London	s	Coffee	Coffee Sales.csv 🗸				17
0861	Bath	s	<u>B</u> efore	sheet:		_	15	4
0708	Manchest	s	Summa	ary Sales		^	.9	
0826	Bath	s	(move	to end)			.5	1
0493	Bath	s					.5	
0834	London	s					.5	
0402	London	s				\mathbf{v}	19	18
0588	Glasgow	N.	Crea	te a copy			15	
0708	Leeds	N		[_	.9	
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0493	London	Su	um	HOLDHIN: Latte		1.	კ5	8
Þ. (Summ	ary	Cof	fee Sales 🕒				

- 1. Select where you want the copy to be placed.
- 2. Click Create a copy it should have a tick *(otherwise it will move!).*
- 3. Click OK.

Adding data:

Adding Text:

	Clipb	oard 🖓	For	nt	51	Alignmer	nt
	C	94 👻 🤇	$X \checkmark f_X$	Т			
- 14	A	В	С	D	E	F	G
1		Product L	ist 🦰		Markup	10%	
2							
3	Item #	Description	Cost Pr ce	Increase	Selling Price		
4	101	Sports Bag	£2.00	Т			
5	102	Trainers	£3.00	•			
6	103	Wallet	£4.00				
7	104	Shorts	£30.00				
8	105	Cricket Bat	£20.00				
9	106	Tennis Racquet	£28.00				
10	107	Jacket	£50.00				
11	108	Trousers	£24.00				
12	109	Сар	£12.00				
13	110	T Shirt	£17.00				
14							
15							

- 1. Click on the cell.
- 2. Type the text **(1)**.
- 3. Press enter.

Note: For Adding Numbers, same this operation above.

Moving around using the keyboard:

1	Up one cell
1	Down one cell
-	Left a cell
->	Right a cell
Ctrl →	Goes to the furthest right of the current spreadsheet
Ctrl ←	Goes to the furthest left of the current spreadsheet
Home	Go to column A
Ctrl+Home	Goes to cell A1
Ctrl+End	Moves to the bottom right cell of the area you have typed
Page up	Moves active cell up one screen
Page down	Moves active cell down one screen

Belecting Data in a Worksheet:

Selecting a Range of Cells:

A	В	С	
	Product L	ist	
_			
Item #	Description	Cost Price	
101	Sports Bag	£2.00	
102	Trainers	£3.00	
103	Wallet	£4.00	
104	Shorts	£30.00	
105	Cricket Bat	£20.00	
106	Tennis Racquet	£28.00	
107	Jacket	£50.00	
108	Trousers	£24.00	
109	Cap	£12.00	
110	T Shirt	£17.00	

- 1. Start from the cell at the top left hand corner of the area you wish to select.
- 2. Make sure that your mouse looks like the big plus sign.
- 3. Click and drag over the cells you require.

Selecting Columns:

	Clipbo	oard 🖓	For	nt
	C	2 🔹 🤇	fx	
d	А	В	t 🗸	D
1		Product L	ist	
2				
3	Item #	Description	Cost Price	Increase
4	101	Sports Bag	£2.00	£1.00
5	102	Trainers	£3.00	
6	103	Wallet	£4.00	
7	104	Shorts	£30.00	
8	105	Cricket Bat	£20.00	
9	106	Tennis Racquet	£28.00	
10	107	Jacket	£50.00	
11	108	Trousers	£24.00	
12	109	Сар	£12.00	
13	110	T Shirt	£17.00	
14				
15				
16				
17				
18				
19			1	
20				

Click on the Column letter you require (1) **Or**

Click and drag over the column letters to select several columns (2)

		• (\cap	
1.04	A	В	С	D	(2) E
1		Product L	ist	•	Markup
2					
3	Item #	Description	Cost Price	Increase	Selling Price
4	101	Sports Bag	£2.00	£1.00	
5	102	Trainers	£3.00		
6	103	Wallet	£4.00		
7	104	Shorts	£30.00		
8	105	Cricket Bat	£20.00		
9	106	Tennis Racquet	£28.00		
10	107	Jacket	£50.00		
11	108	Trousers	£24.00		
12	109	Сар	£12.00		
13	110	T Shirt	£17.00		
14					
15			1		
16					

Selecting areas which are not next to each other:



1. Select the first

area you require.

- 2. Hold down the Ctrl key on the keyboard.
- 3. Select another area keeping the Ctrl key depressed.
- 4. Continue in this manner until you have selected all the areas you need.

Selecting the whole sheet:

	A1 • (*)			Produ
C	A	В	С	[
1	1	Product L	ist	
2				
3	Item #	Description	Cost Price	Incr
4	101	Sports Bag	£2.00	£1
5	102	Trainers	£3.00	
6	103	Wallet	£4.00	
7	104	Shorts	£30.00	
8	105	Cricket Bat	£20.00	
9	106	Tennis Racquet	£28.00	

Click on the pale blue *square* at the top left corner of the spreadsheet.

Selecting a Row:

5		£1.80	£2.10	£2.30
6	LATTE	£1.85	£2.10	£2.50
3	fimeric fino	£1.85	£2.10	£2.50
8	MOCTIFICITIO	£1.85	£2.10	£2.50

Click on the row number

If you wish to select several rows, click and drag over the numbers, if they are not next to each other you can use the *Control Key*.