Lecture 1: MS Excel 2013 - Worksheets and Workbooks

User Interface:

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Clipboard	Font GI A	▶ → Image & Center Image & Center Image & Center Alignment Image & Number	Conditional Format as Cell Formatting * Table * Styles * Styles	Ells	um * A Sort & Find & Filter * Select * Editing
	1	L K J I	H G F	E D C	B A 1 2 3
Name Box	N Formula Bar	Column	S		4 5 6 7 8
				Selected	10 11 12 13
			Sheet nam		14 15 16 17 18
				R R	ows 18 19 20 21 22 23
READY		•		÷	23 24 25 Sheet1 4 >

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 Suggested searches: Budget Im	roice Chendars Expense List Loar	ېر Schedule	5
Recent	Suggested searches: Budget Th	orce calendars. Expense List Loar	Schedule	
11 02: Online and Half day courses Shelley Fishel's SkyDrive @ theittrainingsurgery	A 8		Find Dirpet video tutoriulo	Carry Marco D Children Commercial
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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.

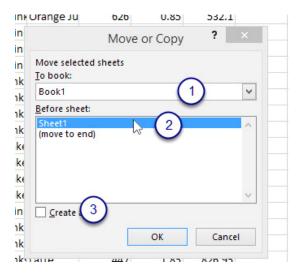
10/10/2011 11/11/2010		South	Hot Drinks	775	447	1.85
11/11/2010	Summary		1	Coffee Sales	++/	1.05

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.

TT OIG360W INC	an proc	onina -	Lutte	101	1.00
10 London So		Drinke	Americano	02	10
Coffee S	sale S	ummary	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	Sc	outh	Cold Drink Orange Ju	626	0	.85	
0708	Glasgow	Ν		Move or Copy	?	×	1	
0826	Bath	s		wove or copy			:5	
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0620	Bath	s	To boo	ok:		_	.9	1
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0493	London	S.	uun	HULDHIN: Latte			.35	8
e S	Summa	ary	Co	ffee 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 🖓	Foi	nt	- Si	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 Price	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.

Selecting Data in a Worksheet:

Selecting a Range of Cells:

А	В	С	
	Product L	ist	
ltem #	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	Сар	£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:

	C	2 🔹 🤅	fx	
d	A	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	
0	107	Jacket	£50.00	
11	108	Trousers	£24.00	
12	109	Cap	£12.00	
13	110	T Shirt	£17.00	
4				
15				
16			0	
17				
18				
19			1	
20				

Click on the Column letter you require (1) Or

area you require.

	A	В	C	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			2		
16					

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

Selecting areas which are not next to each other:



- 1. Select the first
- 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:

	A	1 - (Ĵx.	Produ
C	A	В	С	I
1		Product L	ist	
2				
	Item #	Description	Cost Price	Incr
4	101	Sports Bag	£2.00	£1
5	102	Trainers	£3.00	
6 7	103	Wallet	£4.00	
	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		£1.83	£2.10	£2.30
6	LATTE	£1.85	£2.10	£2.50
4	fimeric fino	£1.85	£2.10	£2.50
8	MOCTHICINO	£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*.