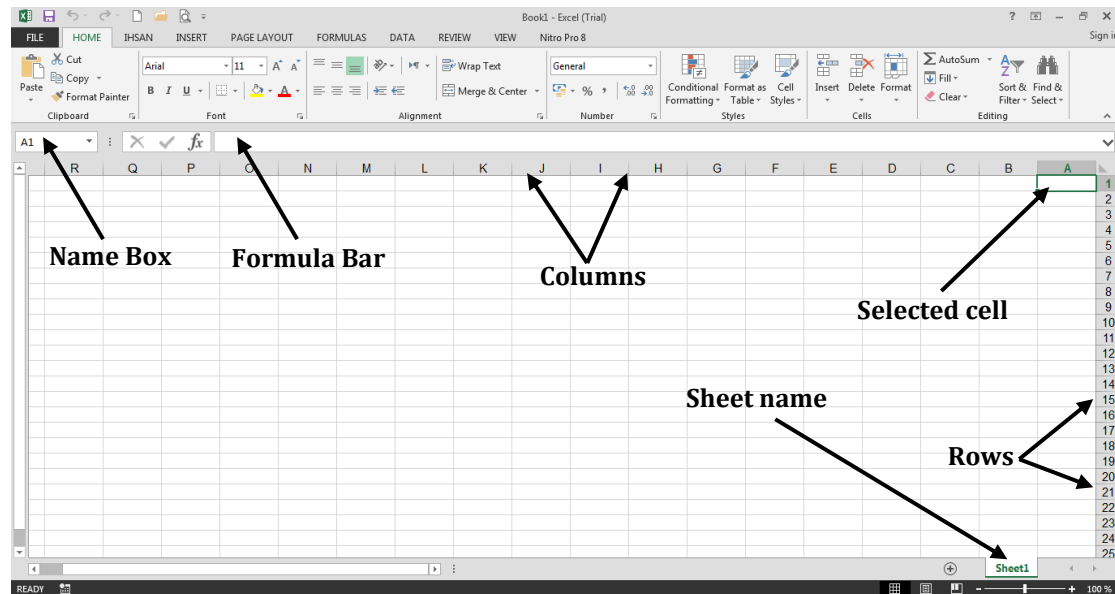## Lecture 1: MS Excel 2013 – Worksheets and Workbooks
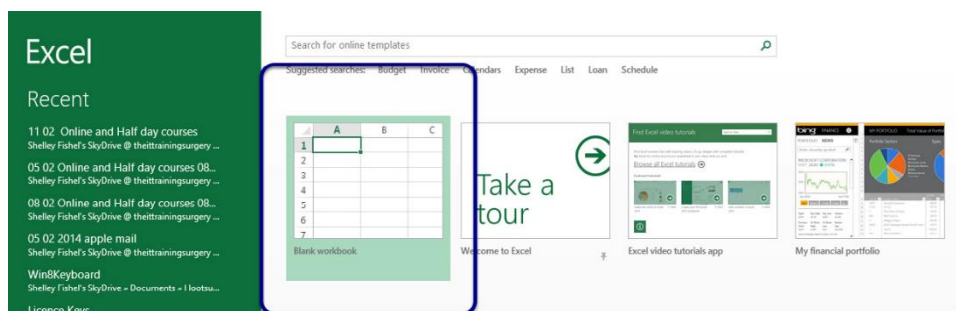
User Interface:

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:

### 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.

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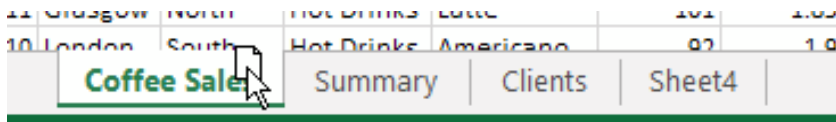
Move or copy to a different workbook:
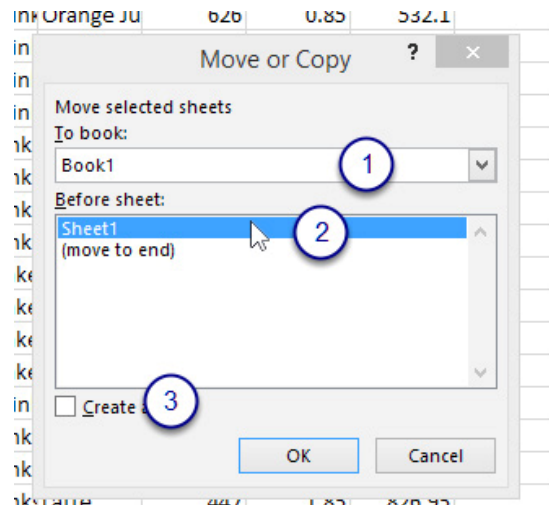
1. Follow the same process as before.
2. Right click on the sheet tab you wish to move or copy.
3. Click on Move or Copy.
4. In the dialog box that pops up select where you want to move the worksheet to *(1)*.
5. Select where you want the worksheet within the workbook *(2)*.
6. If you want a copy, tick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

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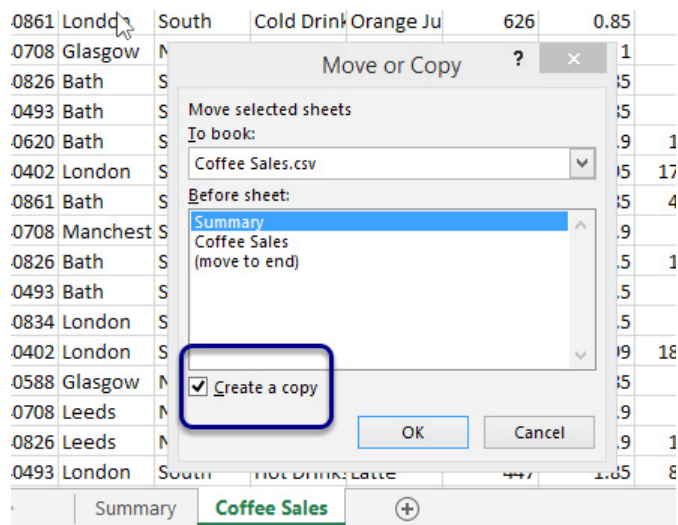
1. Select where you want the copy to be placed.
2. Click Create a copy – it should have a tick *(otherwise it will move!)*.
3. Click OK.

⊞ Adding data:

Adding Text:

1. Click on the cell.
2. Type the text **(1)**.
3. Press enter.
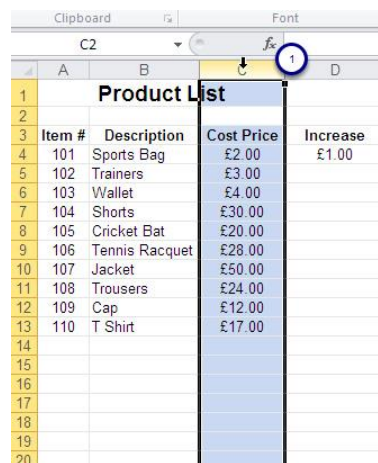
Note: For Adding Numbers, same this operation above.

Selecting Data in a Worksheet:

Selecting a Range of Cells:

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:

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

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   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:

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

Selecting a Row:

5	CIPPUCINO	£1.85	£2.10	£2.50
6	LATTE	£1.85	£2.10	£2.50
7	AMERICANO	£1.85	£2.10	£2.50
8	MOCHACINO	£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***.