

Ex. 5 - 7

**Label** A text entry in a cell.

**Defaults** The standard settings Excel uses, such as column width or number of pages in a workbook.

**Workbook** An Excel file is called a workbook. By default, it contains three worksheet tabs or pages.

**Template** A pre-designed or semi-completed document that you can use to create a new document, without having to start from scratch.

**Arrange** Display open windows in a preset pattern.

**Tiled** An option to display open windows in small rectangles.

**Horizontal** An option to display open windows in rows.

**Vertical** An option to display open windows in columns.

**Cascade** An option to display open windows stacked with only the title bars visible.

**Value** A number entered in the worksheet.

**Numeric label** A number entered in the worksheet as a label, not as a value, such as the year 2002, used as a column or row label.

**Label prefix** An apostrophe (') used to indicate that a number is really a label, and not a value.

**Format** To apply attributes to cell data to change the appearance of the worksheet.

**Standard column width** The default number of characters that display in a column, based on the standard font.

**Point** A way of measuring the height and width of a character. Is equal to 1/72".

**Comment** A text note attached to a worksheet cell.

#### Enter Labels

1. Click cell for data entry.
  2. Type label
  3. Enter
- or
- Enter button on Formula bar

#### Edit Data While Typing

1. Type character(s) in cell.
2. Press delete to erase characters to the left of the cursor.

#### Replace Cell Contents

1. Click the cell
2. Type the new data

#### Enable Cell Editing

1. Click cell
2. Click in Formula bar
3. Make corrections
4. Enter

#### Save Workbook (open-apple + s)

1. Save button
- or
- a. File
  - b. Save
2. Type name in File name
  3. Select the folder in which you want to save the file
  4. Save button

#### Close Workbook and Save

1. File
2. Close
3. Yes or No to cancel changes

#### Exit Excel

1. Excel
2. Quit Excel
3. Yes or No to cancel

#### Start a blank Workbook (open-apple + N)

1. Click New button
- or
- a. File
  - b. New Workbook

#### Open a Workbook (open-apple + O)

1. Open button
- or
- a. File
  - b. Open

#### Saved File

1. Save button
- or
- a. File
  - b. Save

#### Save With New File Name

1. File
2. Save as
3. File name
4. Type file name
5. OK

### Move Between Workbooks

1. File
2. Click Document

### Arrange Workbooks

1. Window
2. Arrange
3. Select from four options
  - a. Tiled
  - b. Horizontal
  - c. Vertical
  - d. Cascade

### Change Workbook Properties

1. File
2. Properties
3. Enter whatever properties you need
4. OK

### Enter a Numeric Label

•A number entered as a label is left-aligned and will not be calculated.

1. Click cell
2. Apostrophe
3. Type number
4. Enter

### Enter a Number as a Value

•A number entered as a value is right-aligned and can be calculated.

1. Click cell
2. Type number
  - Start the entry with a number from zero to nine, a decimal point, or dollar sign (\$). Enclose a negative number in parentheses () or precede it with a minus sign (-).
3. Enter

### Enter a Number as a Fraction

1. Select cell
2. Press zero key
3. Spacebar
4. Type a fraction
5. Enter

### Enter Mix Numbers

1. Select cell
2. Type whole number
3. Spacebar
4. Type fraction
5. Enter

### Align Data Using Formatting Toolbar

1. Select Cells
2. Align Left/Center/Align right button

### Merge and Center Data Across Several Columns (Formatting Toolbar)

1. Drag across the cell with the label and the cells you want to center across.
2. Merge and Center button
  - Data is centered within the selected range. You can left- or right-align data within the merged cell by clicking the Align Left or Align Right buttons.
  - To unmerge the cells click the Merge and Center button to turn it off.

### Align Data Horizontally Using Format Menu

1. Select cells
2. Format Cells
3. Alignment
  - a. Horizontal
  - b. General
  - c. Left (Indent)
  - d. Center
  - e. Right
  - f. Fill
  - g. Justifyor
  - a. Center Across Selection
    - It centers the text in the first select cell over the selected range of cells.
4. Add Indent if applicable
5. Select additional options
  - a. Wrap text
  - b. Shrink to fit
  - c. Merge cells
6. OK

### Align Data Vertically

1. Select cells
2. Format Cells
3. Alignment
  - a. Vertical
  - b. Top
  - c. Center
  - d. Bottomor
  - a. Justify

### Change Orientation of Data

1. Select cells
2. Format Cells
3. Alignment
4. Degrees  
or  
Click in Orientation pane to set angle desired
5. OK

### Change Column Width Using Menu

1. Select cell
2. Format
3. Column
4. Width
5. Type a number (0 – 255) in the Column width text box
6. OK

### Change Column Width Using Mouse

•To adjust multiple columns at once, drag over the headings for the columns you wish to change. Or, open-apple + click to select noncontiguous columns.

1. Point to the right border of the column heading to be sized.
2. Drag the pointer left or right to desired width.

### Set Column Width to Fit Longest Entry

1. Double-click the right border of the column heading.  
or  
Select cell
2. Format
3. Column
4. AutoFit Selection

### Set Standard Column Width

1. Format
2. Column
3. Standard Width
4. Type new number (0-255) in Standard Column Width text box.  
•This number represents number of characters to be displayed in cell using the standard font.
5. OK

### Display Comments

1. View
2. Comments  
•To hide comments repeat these steps or click the Hide Comments button.

### Adjust Row Height Using the Menu

•To adjust multiple rows at once, drag over the headings for the rows you wish to change.

1. Select cells
2. Format
3. Row
4. Height
5. Type a number (0-409) in the Row Height text box.

### Change Row Height Using the Mouse

1. Point to the bottom border.
2. Drag the pointer up or down.

### Set the Row Height to Fit the Tallest Entry

•Double-click the bottom border of the row heading(s).

### Increase/Decrease Indent Using Formatting Toolbar

1. Select cells
2. Increase/Decrease Indent button

### Indent Text Using Format Menu

1. Select cells
2. Format
3. Cells
4. Alignment
5. Indent
6. Type the number (0-15)
7. OK

### Add Comments

1. Select cell
2. Insert
3. Comment
4. Type the text  
•Note that handles appear around the box to resize or move it
5. Click outside comment box  
•A red triangle displays in the upper-right corner of the commented cell. Rest the mouse pointer on the cell to read the comment.

### Edit Comment

1. Insert
2. Edit Comment
3. Make your changes

### Delete Comment

1. Insert
2. Edit Comment
3. Delete