

Microsoft Office 2007: Essentials, Revised Edition



Lesson 13: Editing, Viewing, and
Printing Worksheets

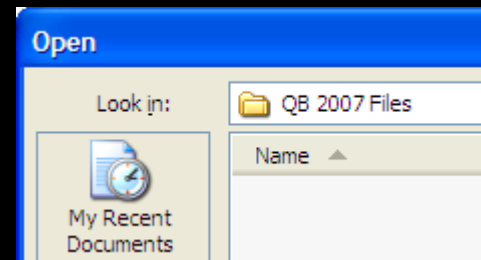
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Opening Workbooks

- The Office Button menu contains the Close command



TIP  You can double-click a document name icon to open it.

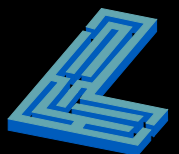
Excel will display an Open dialog box so you can navigate to your file



Editing Entries

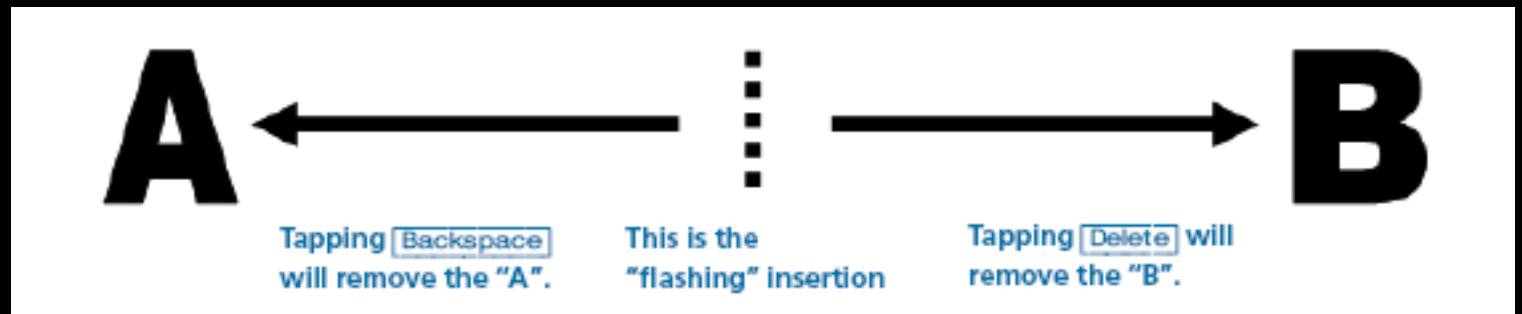
- **Replacing vs. Editing Entries**

- ▲ Edit – Long entries where retyping would be tedious or difficult
- ▲ Replace – Simple entries



Deleting Characters

- Backspace vs. Delete



Excel Ranges

■ Range

- ▲ Named by taking the top-left cell and the bottom-right cell
- ▲ Cell references separated by a colon (:)

	A	B	C	D	E
1	Carmel Automotive Repair				
2	Employee Roster				
3					
4	<u>Name</u>	<u>Phone</u>	<u>Position</u>	<u>Employment Date</u>	<u>Lock-up Day</u>
5	Ken Hazell	619-555-3224	Owner		
6	Christina Chu	858-555-3098	Front Office	5/25/2004	
7	Isabella Soprano-Birdsell	619-555-3309	Front Office	3/28/2003	
8	Derek Navarro	951-555-0826	Front Office	8/3/2005	
9	Jason Rogers	858-555-4987	Front Office	1/5/1999	
10	Matt Bernardo	858-555-0211	Front Office	4/13/2001	
11	Meredith Baxter	858-555-1002	Mechanic	5/10/2003	
12	George Springhurst	858-555-0021	Mechanic	10/30/2002	
13	Preston Washington	760-555-3876	Mechanic	12/24/2003	
14	Steve Porter	619-555-4016	Mechanic	4/23/2002	
15	David Scott	760-555-0728	Mechanic	7/29/2000	

Range
A1:A2

Range
A4:E4


Range
A6:D10




Selecting Cells and Ranges

- You must select a cell or range before you can edit it!

QUICK REFERENCE: SELECTING CELLS AND RANGES

Techniques	How to Do It
Select a range	Drag the mouse pointer over the desired cells.
Select several ranges	Select a range, and then press [Ctrl] while selecting additional range(s).
Select an entire column	Click a column heading or press [Ctrl] + [Spacebar] .
Select an entire row	Click a row heading or press [Shift] + [Spacebar] .
Select multiple columns or rows	Drag the mouse pointer over the desired column or row headings.
Select an entire worksheet	Click the Select All button  at the top-left corner of the worksheet or press [Ctrl] + [A] .
Select a range with [Shift]	Position the highlight in the first cell you wish to select, press [Shift] , and click the last cell in the range.
Extend or decrease a selection with [Shift]	Press [Shift] while tapping an arrow key.

TIP  *There are many selection techniques; use the one that works best for your situation.*



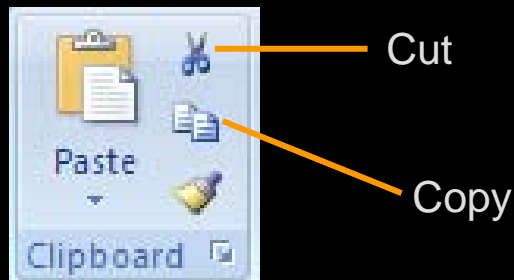
Cut, Copy and Paste

- **Select cells before issuing a Cut or Copy command**
- **Position the highlight at the desired location before issuing the Paste command**
 - ▲ The range you paste will overwrite any cells in the paste area



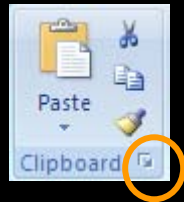
Copying and Moving Text

- **Cut, Copy, and Paste**
- **Select cell(s) before cutting or copying**
- **Move or copy text from one location to another**
 - ▲ In the same workbook
 - ▲ To different workbooks
 - ▲ To different applications



Methods of Moving and Copying

- Ribbon commands
- Clipboard
 - ▲ Click the dialog box launcher of the Clipboard group



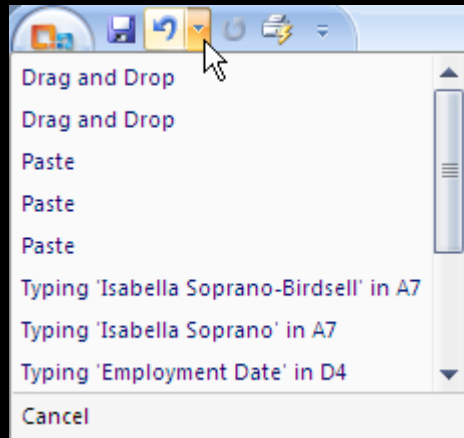
- Right-click and choose from the context menu
- Drag and drop



Undo and Redo

■ Undo

- ▲ Reverses last command
- ▲ Undo multiple actions



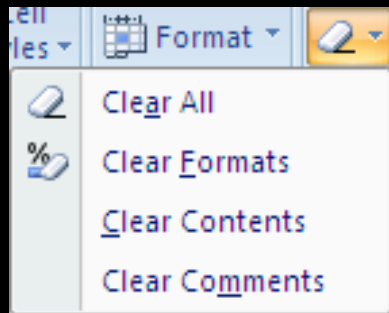
■ Redo

- ▲ Reverses Undo
- ▲ Not available until Undo has been used



Clearing Stuff From Cells

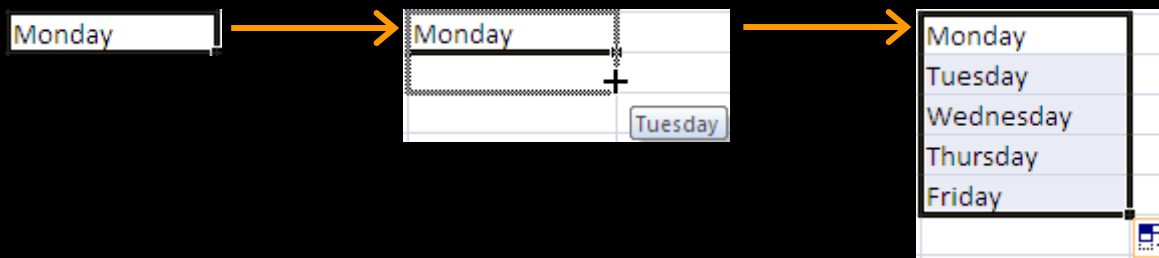
- Contents
- Formatting
- Comments
- Everything



When you click the Clear button in the Editing group on the Home tab of the Ribbon you will see a menu that allows you to choose what you want to clear.

AutoFill

- Quickly extend a series, copy data, or copy a formula into adjacent cells with the fill handle
- Copy an entry
- Expand a repeating series of numbers
- AutoFill of date entries



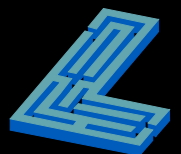
AutoComplete

- If the first few characters you type match another entry in the column—
 - ▲ AutoComplete will offer to complete the entry for you
- Accept by tapping **Enter**
- Reject by typing the remainder of the entry yourself

15	David Scott	760-555-0728	Mechanic
16	Charlie Simpson	858-555-3718	mechanic

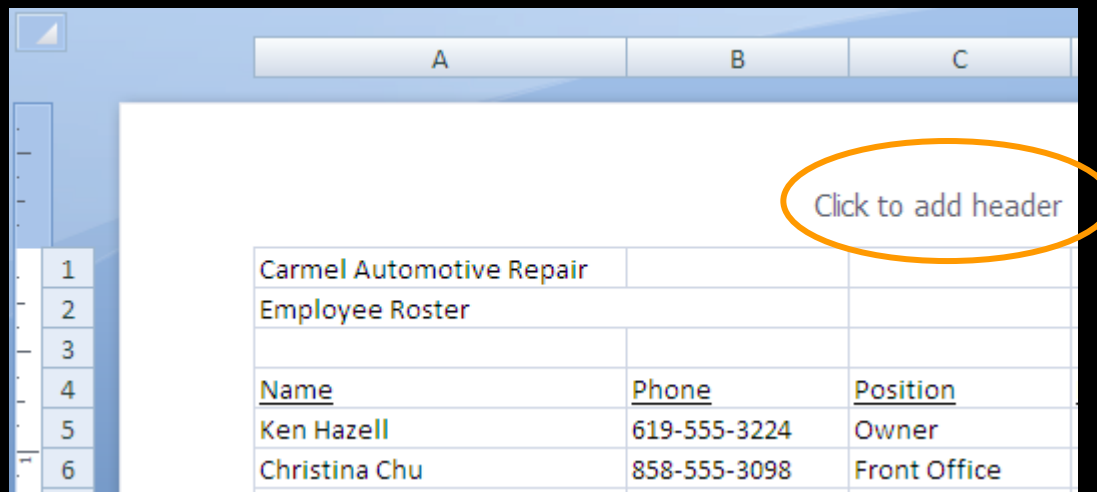
In this example, AutoCorrect is suggesting the word “mechanic”

TIP  *AutoComplete will complete the entry case sensitive.*



Page Layout View

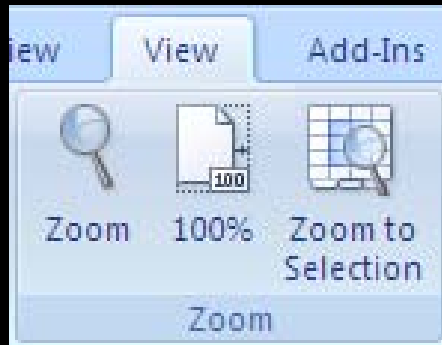
- See how your spreadsheet will appear when you print it, page by page
- Add headers and footers and edit your worksheet in this view



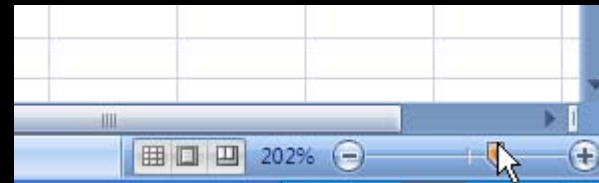
	A	B	C
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2	Employee Roster		
3			
4	<u>Name</u>	<u>Phone</u>	<u>Position</u>
5	Ken Hazell	619-555-3224	Owner
6	Christina Chu	858-555-3098	Front Office

Zooming Through Your Worksheet

- Zoom in to get a close-up view of a worksheet
- Zoom out to see the full view



Zoom group on the View tab of the Ribbon

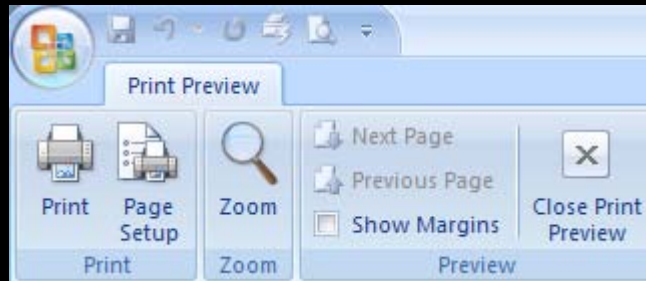


Zoom commands at the bottom-right corner of the Excel window

TIP  *Zooming does not affect how a worksheet will print.*

Print Preview

- See exactly how a worksheet will look when printed
- Cannot edit in this view



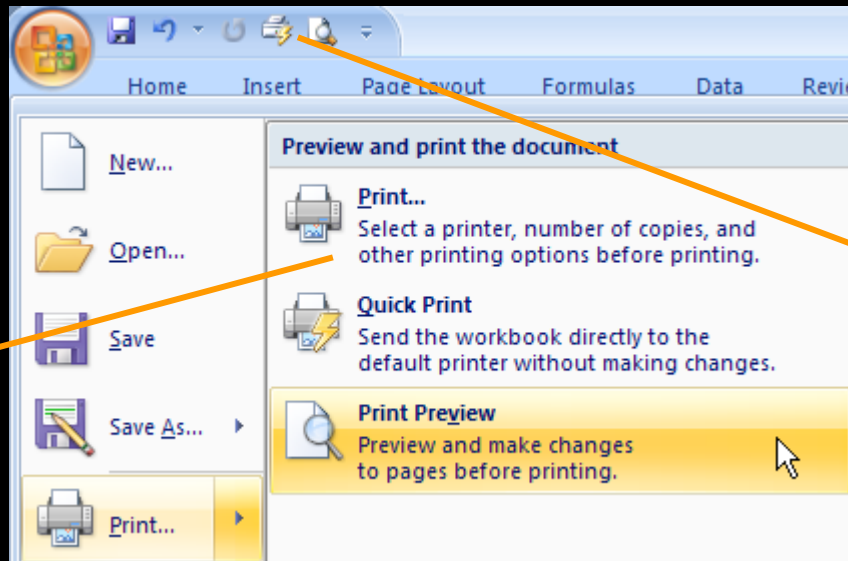
The Print Preview Ribbon will appear when you are in that view



Printing Worksheets

- **Multiple options:**

- ▲ Quick Print
- ▲ Print dialog box
- ▲ Print selection



Access the Print dialog box through the Office button menu

Add the Quick Print command to the Quick Access toolbar



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