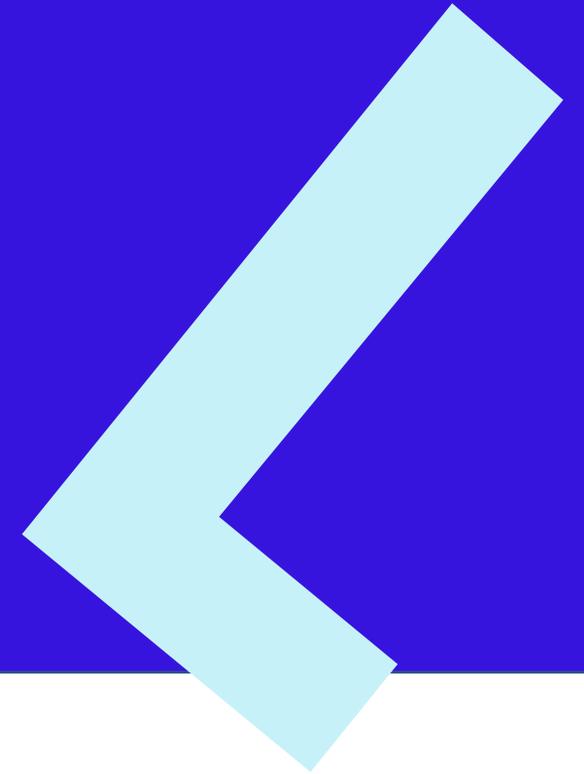




BOOST YOUR SKILLS IN  
**Microsoft Excel 365/2021**



Excel Chapter 1: Tracking Customer Data

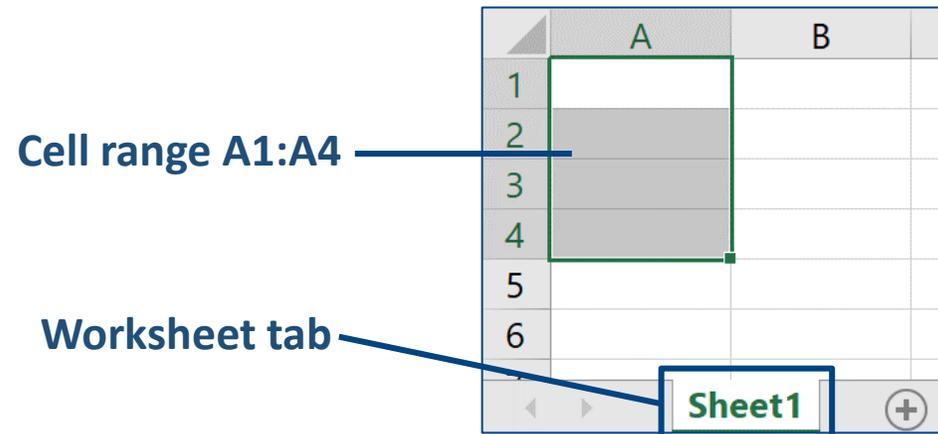
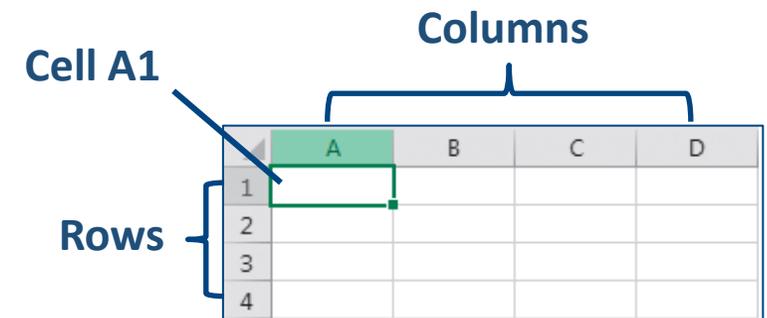
# Learning Objectives

After studying this chapter, you will be able to:

- Enter data into a worksheet
- Navigate a workbook
- Format a worksheet
- Apply number and date formats
- Enter a series of related data
- Print a worksheet
- Adjust the view with Zoom tools

# Introducing Excel

- For working with numbers and data
- Performs calculations
- What is a worksheet?
  - Made up of rows and columns of individual cells
- Cell ranges
  - Group of cells



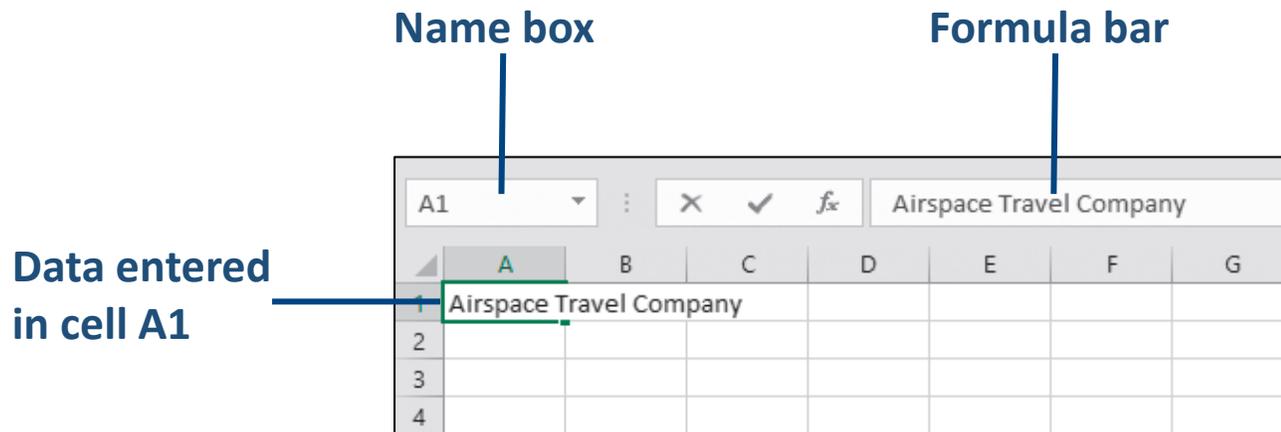
# Cell Selection and the Mouse Pointer

The shape of the mouse pointer determines what you can do with it.

MOUSE POINTER SHAPES	
Pointer Shape	Task
	Click to select a cell; drag to select a range of cells
	Drag to move the selected cell contents to another location
	Enter or edit cell contents in the cell or in the Formula Bar
	Drag the fill handle to fill adjacent cells with a series of numbers, dates, or formulas
	Select an entire column or row, such as column A or row 1

# Entering and Editing Data

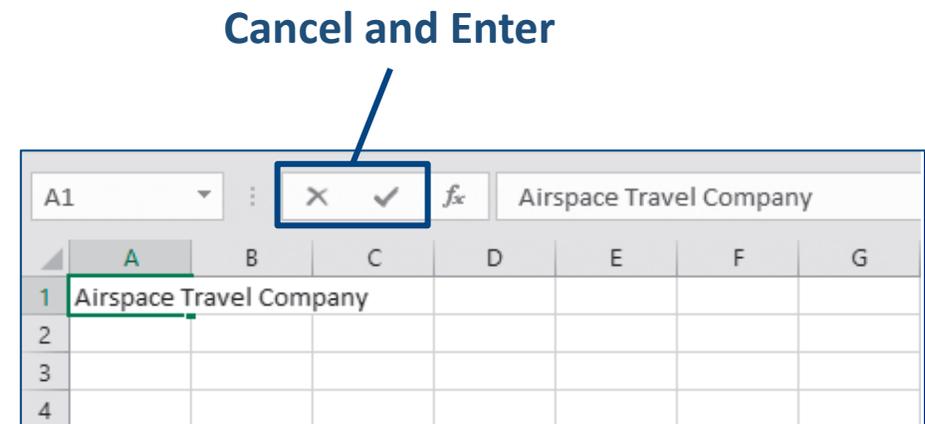
You can enter text, numbers, or a calculated value.



# Entering and Editing Data (cont.)

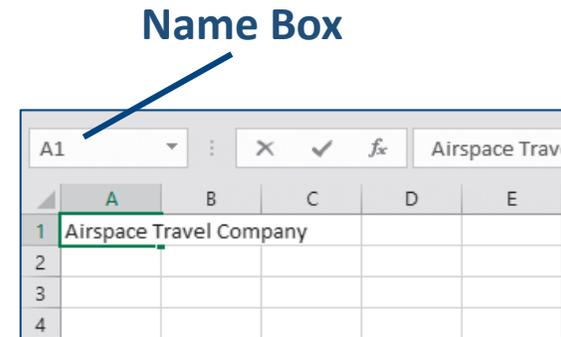
- Completing cell entries
  - [Enter] or [Tab] keys
  - One of the four arrow keys
  - Cancel and Enter buttons

COMPLETING A CELL ENTRY	
Completion Method	New Active Cell Location
<input type="button" value="Enter"/>	Moves one cell down
<input type="button" value="Tab"/>	Moves one cell to the right
<input type="button" value="→"/> <input type="button" value="←"/> <input type="button" value="↑"/> <input type="button" value="↓"/>	Moves to the next cell in the direction of the arrow key
<input type="button" value="✕"/>	Cancels the entry (or modification) and keeps the current cell active
<input type="button" value="✓"/>	Completes the entry without moving



# Navigating Around a Worksheet

- Worksheets have 1,048,576 rows and 16,384 columns max.
- Use keystrokes or mouse clicks to navigate.
- Type a cell name in the Name Box.



NAVIGATION METHODS	
Keystroke(s)	How the Active Cell Changes
←, →, ↑, ↓	Moves one cell right, left, up, or down
Home	Moves to the beginning (column A) of current row
Ctrl+Home	Moves to the home cell, usually cell A1
Ctrl+End	Moves to the last cell in active part of worksheet
Page Down	Moves down one visible screen
Page Up	Moves up one visible screen
Alt+Page Down	Moves one visible screen to the right
Alt+Page Up	Moves one visible screen to the left
Ctrl+G	Displays the Go To dialog box

# Using AutoComplete to Enter Data

- It's very important to be consistent when entering data.
  - For example, entering *Financial* vs. *Finance* would cause sorting and filtering problems.
- Using AutoComplete helps maintain consistency.
  - It suggests text as you type.
  - You can accept the suggestion or keep typing.

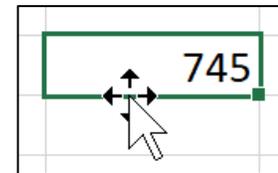
# Rearranging Data in Excel

- Unique pasting options
  - Found on the Ribbon, shortcut menu, and Paste Options button

**The paste options displayed from the Ribbon.**



- Quickly move data
  - Use move pointer over the cell border and drag



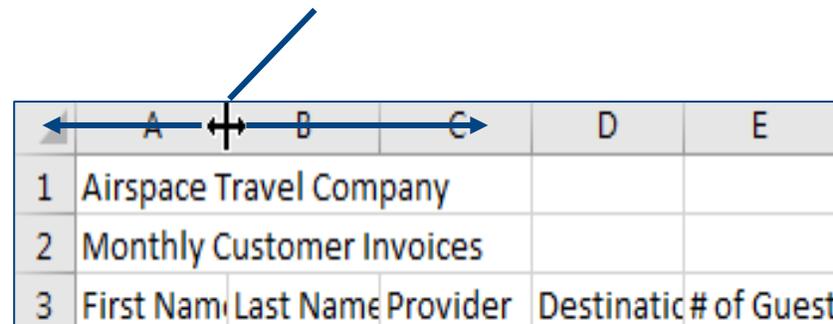
**The move pointer has four-arrows showing you can move the selection in any direction.**

- [Ctrl] while dragging to copy cell contents.

# Adjust Column Width and Row Height

- Select row(s) or column(s) before adjusting.
- Use AutoFit.
- Use Ribbon commands for precise settings.
- Drag the row or column header to manually adjust.

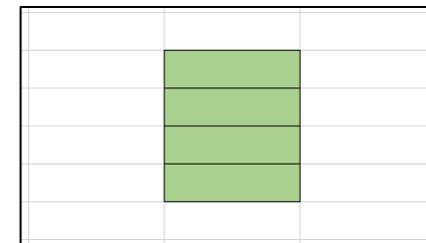
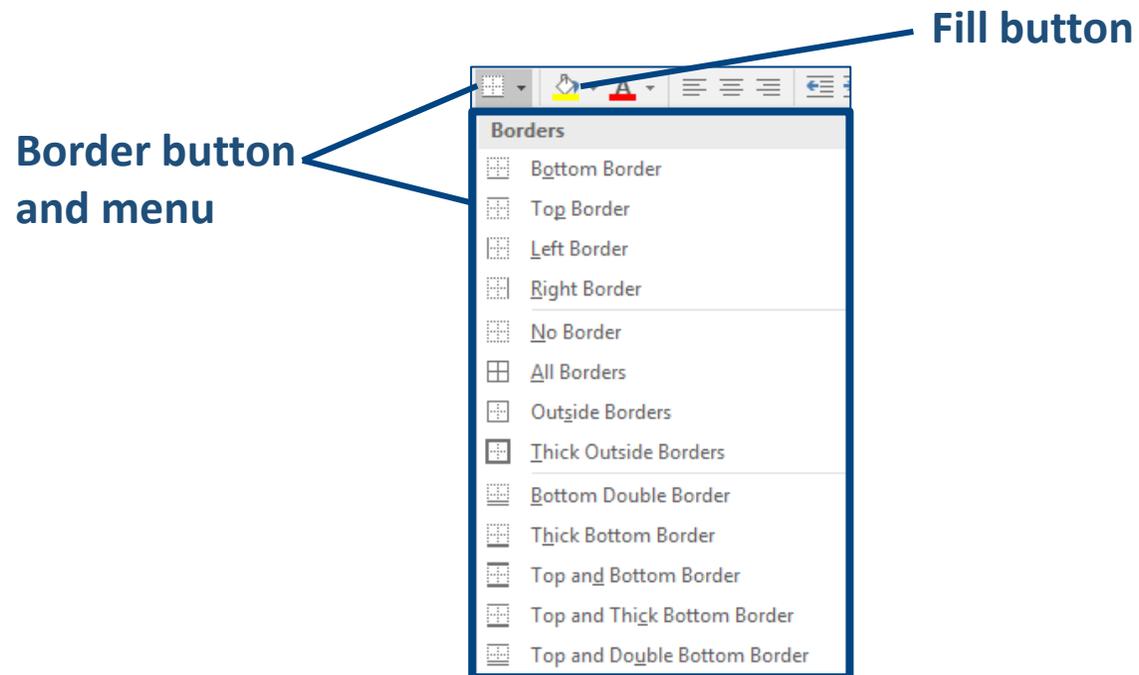
**Drag to the left or right to change a column's width when you see the double arrow.**



	A	B	C	D	E
1	Airspace Travel Company				
2	Monthly Customer Invoices				
3	First Name	Last Name	Provider	Destination	# of Guest

# Formatting Cells

- Borders and Fill
  - Borders add lines around the cells.
  - Fill adds color shading inside a cell.



**This range of four cells is filled with a green color and has black borders around each cell within it.**

# Cell Alignment

- Default alignments:
  - Text entries are left-aligned.
  - Number entries are right-aligned.

	A	B	C	D	E
1	<b>Airspace Travel Company</b>				
2	<b>Monthly Customer Invoices</b>				
3	<b>First Name</b>	<b>Last Name</b>	<b>Provider</b>	<b>Destination</b>	<b># of Guests</b>
4	Eric	Snow	Sunwind	Jamaica	2
5	Alison	Lobosco	Sunwind	Mexico	2

- Merge & Center: Merge multiple cells together and center the contents across them.

	A	B	C
1	Company Name		

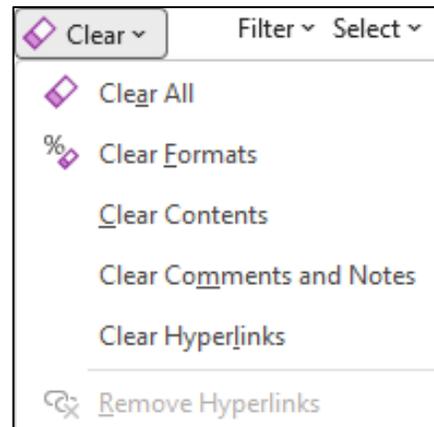
**Before Merge & Center**

	A	B	C
1	Company Name		

**After Merge & Center**

# Clear Formatting and Clear All

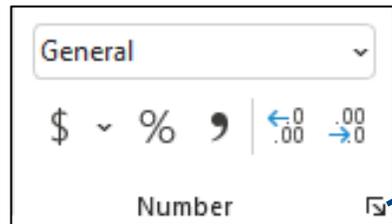
- All (Everything)
- Formatting – leaves data in selected cells
- Contents – leaves formats in selected cells
- Comments
- Hyperlinks



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

# Working with Numbers and Dates

- The Number group on the Home tab allows you to choose how numbers in selected cells will appear.



**The dialog box launcher opens a window where you can choose from additional options to format your numbers.**

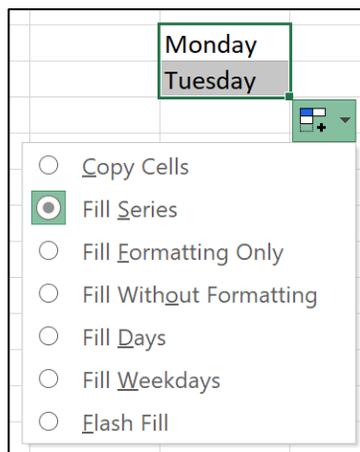
- Negative Numbers
  - Represented with a – (minus) sign, red digits, brackets, or both red digits and brackets
- Date Entries
  - Best way to enter: MM/DD or MM/DD/YY

# Enter a Series Using AutoFill

- Using AutoFill to fill a series
  - Quickly extend a series, copy data, or copy a formula into adjacent cells with the fill handle
- Copy an entry
- Using the AutoFill Options button
  - Offers options for how the fill is completed

	A	B
1	Text	Cheque #21
2		

**Fill handle**

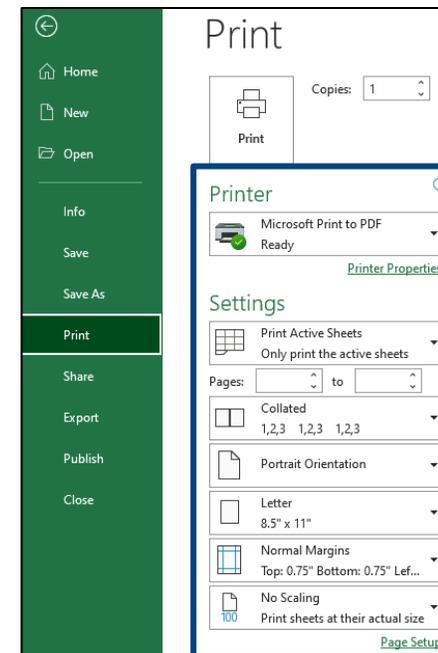
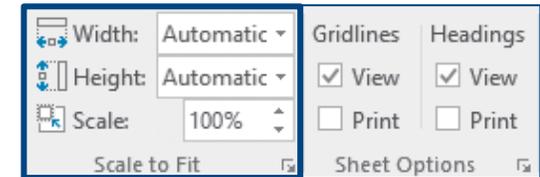


**When you use the fill handle, you can use the Options button to change what is filled into the cells. In this case, the default is to continue the days of the week series.**

# Printing Worksheets

- You can automatically resize content to print using Scale to Fit.
- You can change print options in Backstage view.

**Scale to Fit resizes content to print desired number of pages.**

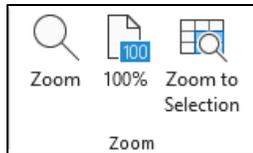


**You can change a variety of options such as printer and orientation in Backstage view.**

# Using Zoom Tools

- You can adjust the view to focus on specific areas by increasing or decreasing the magnification.

- Ribbon Zoom tools

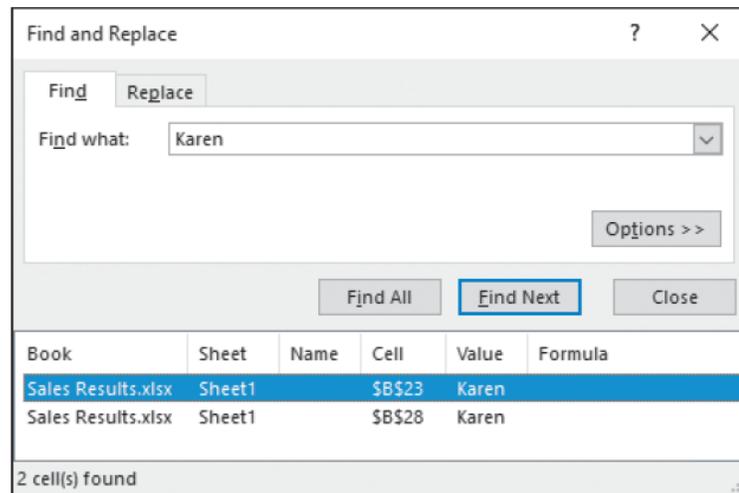


- Zoom slider on the status bar



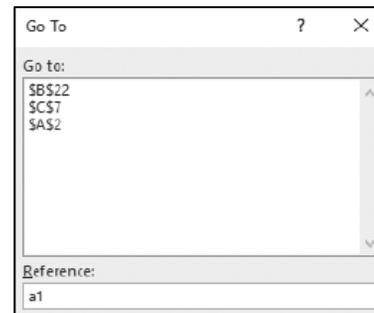
# Other Navigation Methods

- Find allows you to find specific text, values, formats, formulas, and comments.



**When you search for a term in the Find and Replace dialog box, in this case *Karen*, Excel will show all results for the term and the cell(s) in which it can be found.**

- Go To or the Name Box



**You can type a cell reference or name into the Go To dialog box or Name Box to go directly to that cell or range.**