

Microsoft Excel -  
Lesson 3:

Modifying an Excel Worksheet

Lesson Notes

<p>I. <u>Copying Cell Contents:</u></p> <p>a. Save time by copying formulas and functions rather than re-typing them if redundancy is required.</p> <p>b. Copying Methods:</p> <p>i. Pull Down Menu:</p> <ol style="list-style-type: none"><li>1. Place your cursor in the cell you would like to copy</li><li>2. Edit – Copy</li><li>3. Place your cursor in the cell to paste the formula into</li><li>4. Edit – Paste</li></ol> <p>ii. Icons:</p> <ol style="list-style-type: none"><li>1. Same procedure as the pull down menu. Simply use the icons rather than the Edit Menu.</li></ol> <p>iii. Fill Handle:</p> <ol style="list-style-type: none"><li>1. Select the cell to be copied.</li><li>2. Place your cursor over the bottom-right corner of the selected cell.</li><li>3. The cursor should turn into a plus sign (+).</li><li>4. Left click and hold down the button while dragging over the cells that you wish to paste the data to.</li></ol>	<p>B-14-21 Projector</p>
<p>II. <u>Spell Checking Your Worksheet:</u></p> <p>a. Tools pull down menu.</p>	<p>C-17-18</p>
<p>III. <u>Changing Column Width:</u></p> <p>a. Many times the width of columns may need to increased or decreased to properly fit their contents.</p> <p>b. Procedure:</p> <ol style="list-style-type: none"><li>i. Place your cursor on the line between two column labels</li><li>ii. Click and hold down the left mouse button.</li><li>iii. Adjust the width accordingly.</li></ol>	<p>C-8-9</p>
<p>IV. <u>Inserting Rows or Columns in an Existing Sheet:</u></p> <p>a. If you need an extra row or column inserted into the sheet, you may do so rather than having to cut and paste data in order to make space.</p> <p>b. Procedure:</p> <ol style="list-style-type: none"><li>i. Select a cell in the area you would like to insert a row or column.</li><li>ii. Insert pull down menu</li><li>iii. Select Row or Column</li><li>iv. Decide where you would like the row or column placed (above, below, right, left)</li></ol>	<p>C-10-11</p>

<p>V. <u>Using the Undo Button:</u></p> <ol style="list-style-type: none"> <li>a. One of the most useful icons on the standard tool bar and in the edit pull-down menu.</li> <li>b. Simply click the undo icon to undo the last thing that you did.</li> </ol>	B-4
<p>VI. <u>Moving Data in a Worksheet:</u></p> <ol style="list-style-type: none"> <li>a. Sometimes you must move data or text around in a worksheet. Rather than deleting it and re-typing, simply move it.</li> <li>b. Procedure: <ol style="list-style-type: none"> <li>i. Select the data range to be moved.</li> <li>ii. Click and hold on any portion of the selected range.</li> <li>iii. Drag the selected data to the cell you wish to move it to.</li> </ol> </li> </ol>	B-14-15
<p>VII. <u>Using AutoFormat:</u></p> <ol style="list-style-type: none"> <li>a. AutoFormats are pre-developed color schemes, fonts, and borders for spreadsheet layouts.</li> <li>b. See your book for details.</li> </ol>	C-7
<p>VIII. <u>Inserting a Header or Footer:</u></p> <ol style="list-style-type: none"> <li>a. Headers and Footers allow you to place information above or below your spreadsheet on a printout. (i.e. – Titles, names, date, etc.)</li> <li>b. Procedure: <ol style="list-style-type: none"> <li>i. See your book for details.</li> </ol> </li> </ol>	F-5
<p>IX. <u>Adding Cell Comments:</u></p> <ol style="list-style-type: none"> <li>a. Cell comments are notes inserted to cells that allow users to make comments about cells or data that need further explanation.</li> <li>b. Procedure: <ol style="list-style-type: none"> <li>i. Select the cell in which you would like to insert a comment about.</li> <li>ii. Insert pull down menu</li> <li>iii. Select Comment</li> <li>iv. Enter your desired comment in the text box. (The text box may be resized to your liking.)</li> <li>v. View the comment by hovering your cursor over the red triangle in the cell that has the comment added.</li> </ol> </li> </ol>	C-11
<p>X. <u>Displaying &amp; Printing Worksheet Formulas:</u></p> <ol style="list-style-type: none"> <li>a. Many times, you are interested in a printout that displays all of the formulas and functions that are present in a sheet. This tool will be used extensively in this class for handing in assignments.</li> <li>b. Procedure: <ol style="list-style-type: none"> <li>i. Tools pull down Menu</li> <li>ii. Select Options</li> <li>iii. Select the View tab</li> <li>iv. Select Formulas</li> <li>v. Click OK</li> </ol> </li> </ol>	E-16-17