

When Microsoft Excel is loaded, the top of your screen will contain the following elements:

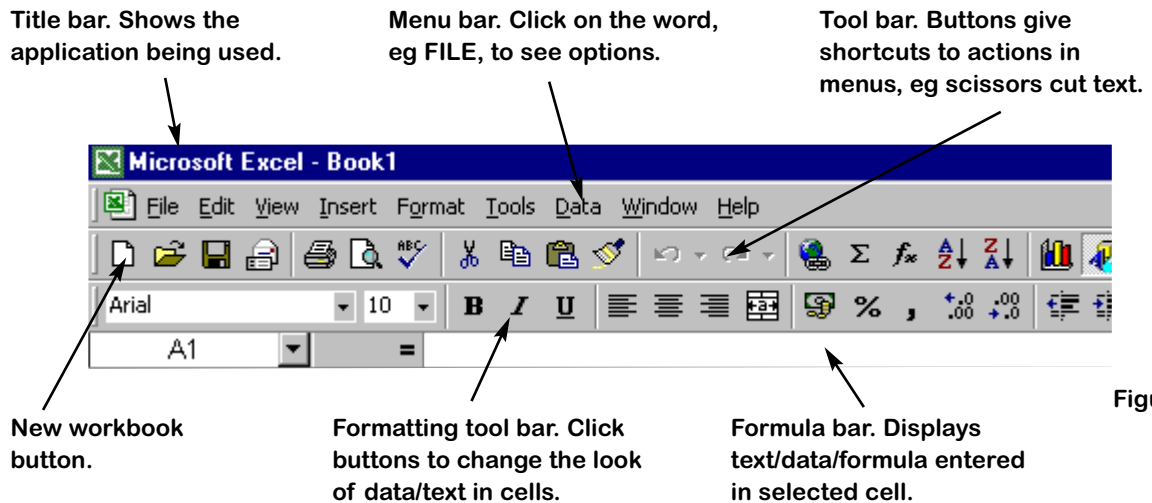




Figure 1.3

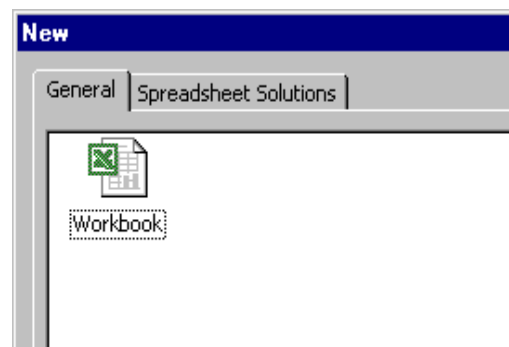
The menus and tool bars in Microsoft Excel 2000 are a little different to in previous versions. When you first start Microsoft Excel, the menus and tool bars only display the basic commands and buttons. As you work, commands and buttons that you use often are automatically added to the menus and tool bars.

If you cannot see a menu command that you want, move the mouse pointer over the arrows at the bottom of the menu. 

The command can then be selected from the expanded menu that appears. Similarly, to find a button, move the pointer over the arrow at the end of the tool bar, click on ADD OR REMOVE BUTTONS and place a tick next to the button you wish to add to the tool bar. Remove the tick to remove the button.

Opening and closing a workbook: practice

- 1 Click on FILE>NEW or click on the new workbook button. 
- 2 Double-click on WORKBOOK (not displayed or used when you select the new workbook button).



- 3 A blank workbook is displayed. It includes three separate sheets. You will nearly always work on sheet 1. Click the tabs at the bottom of the sheet to switch to other sheets, as shown in figure 1.4.

Click on tab to switch to the desired sheet. Sheet 1 is shown as being selected.



Figure 1.4

- 4 Click once on the X button at the top right of the menu bar as illustrated in figure 1.5 to close the workbook. If you click the X on the title bar, you close Microsoft Excel completely. The X button is a shortcut for selecting FILE>CLOSE from the menu bar.

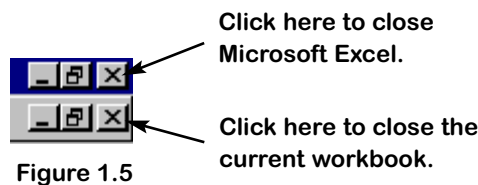


Figure 1.5

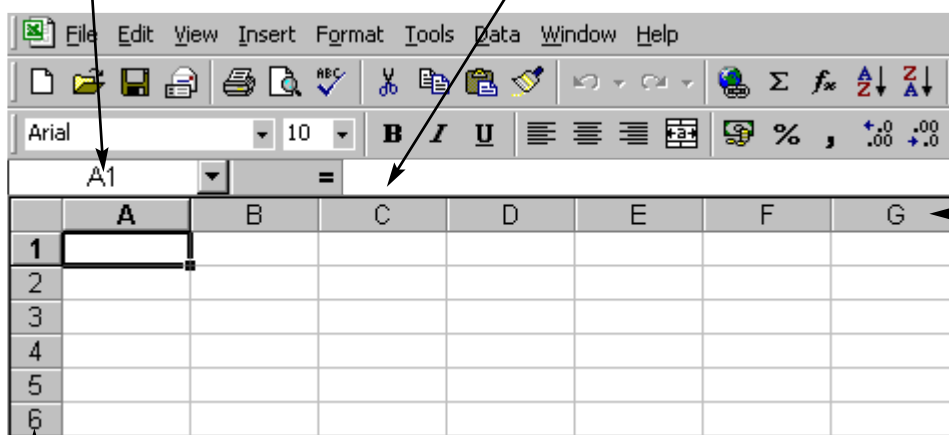
- 5 Open a new workbook. Click on FILE. Click on EDIT. Click on INSERT. Note what happens. Menus with options are displayed. Each word on the menu accesses an action or further options.

What Microsoft® Excel can do

When a new workbook is displayed it will look similar to figure 1.6 below.

The cell reference box. Displays the cell reference for the selected cell eg A1, B5.

Formula bar. Displays the data/text/formula you have entered in the selected cell.



Column headings, eg G.

Row headings, eg 6.

Figure 1.6

Practice

- 1 Open a new workbook. Enter numbers in cells A1 and A2. Press enter/return.
- 2 Cut cells A1 and A2.
- 3 Paste cells A1 and A2 into cells C1 and C2.
- 4 Copy cells C1 and C2.
- 5 Paste cells C1 and C2 into cells E1 and E2.
- 6 Copy cells C1 to E2.
- 7 Paste cells C1 to E2 into cells F1 to H2.
- 8 Select C1 to H2. Press the delete key.

Using the cross hair/fill handle to copy/clear

You can use the cross hair to drag the fill handle to copy or clear text/data from cells. This method copies text and formulae into adjacent cells. Numbers are extended into a series (eg 2, 4 will be extended to 2, 4, 6, 8).

Figure 8.2

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Bristol	Av. Monthly °C	6.5	8	6.7	10.1	13.1	15.9	19.1	17.1	13.9	11.7	11.6
2		Monthly Total mm	172	105	70	30	61	12	40	75	104	104	76
3													

Cross hair ready to drag fill handle.

Fill handle position when cells B1 and B2 are selected.

Select cells. Move the cross hair over the fill handle. Hold the left mouse button down and drag through the destination cells (ie cells into which you wish to copy text/data/formulae). Release. To clear data, select cells and drag the fill handle back through the cells from which you wish to remove text/data/formulae.

Figure 8.3 overleaf displays cells B1 and B2 copied into cells B3 to B12. This saves you typing time.

Figure 8.3

A	B	C	D
Bristo	Av. Monthly °C	6.5	8
	Monthly Total mm	172	105
	Av. Monthly °C		
	Monthly Total mm		
	Av. Monthly °C		
	Monthly Total mm		
	Av. Monthly °C		
	Monthly Total mm		
	Av. Monthly °C		
	Monthly Total mm		
	Av. Monthly °C		
	Monthly Total mm		

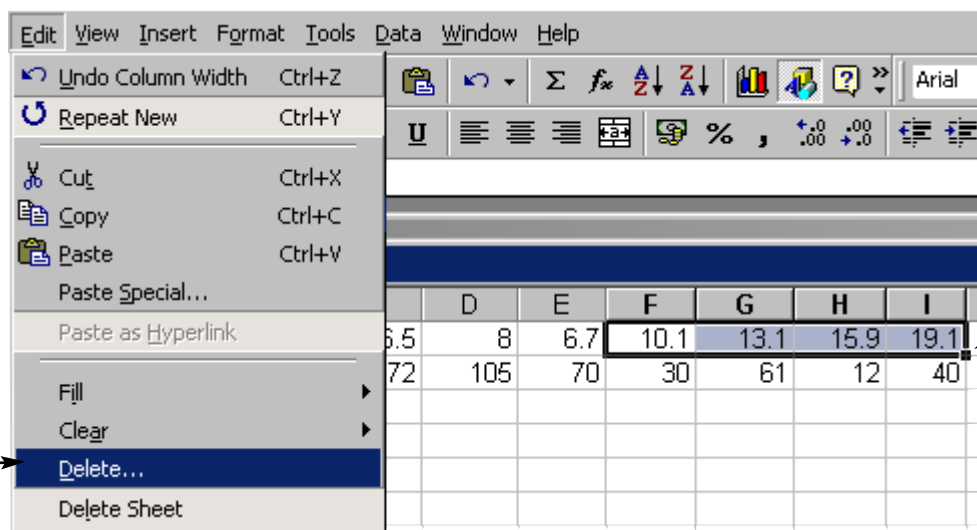
Cross hair. The fill handle has been dragged from B2 to B12.

Using the edit menu to cut, copy, paste, delete, undo, clear

You can use the edit menu to achieve the same effect as the tool bar buttons. Select cells for copying. Click EDIT>COPY to copy cells. Click EDIT>CUT if you want the original cells to be cleared after you have copied them. The border of the copied cells is illuminated. Select (highlight) the destination cells where you wish the copied cells to be replicated. Click EDIT>PASTE. The copied cell contents appear in the selected cells.

Select cells to be deleted as in figure 8.4. Remember, if you choose delete (as in figures 8.4 and 8.5), you remove the cells as well as their contents.

Figure 8.4



Click DELETE on the EDIT menu.

Cells F1 to I1 are selected.

Click EDIT>DELETE. The delete dialog box appears as in figure 8.5 over the page.