

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

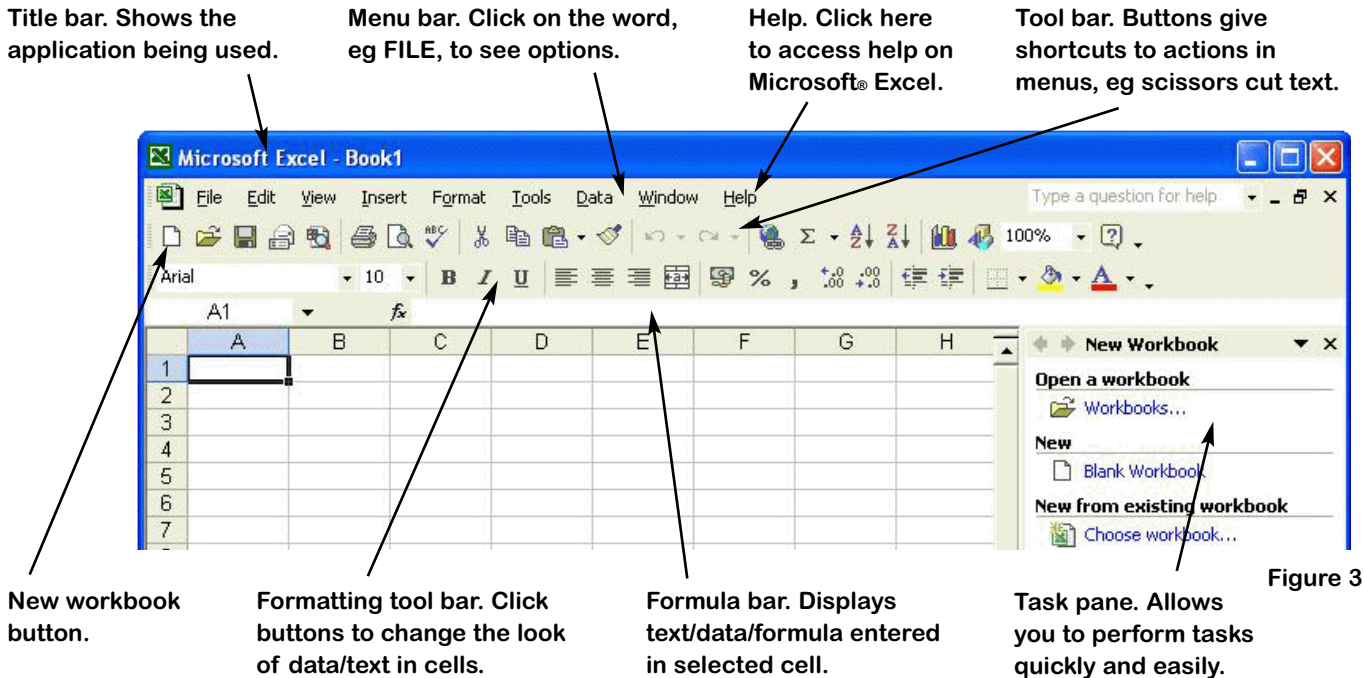





Figure 3

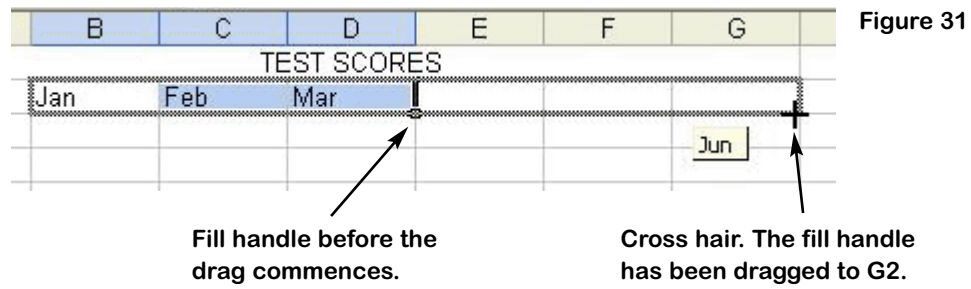
If you cannot see a particular tool bar you require, select VIEW>TOOLBARS and place a tick next to the name of the tool bar that you want. Remove the tick to hide the tool bar.

In Microsoft Excel XP, the standard and formatting tool bars may appear on the same line. The end of each tool bar is shown by the tool bar options button . Click on the edge of this button to access a four-headed arrow: .

Keeping the left mouse button held down, drag the arrow to the left or right to see less or more of the associated tool bar. Click on the tool bar options button and select SHOW BUTTONS ON TWO ROWS to separate the standard and formatting tool bars.

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. 



Release the mouse button. The series, Jan to Jun, appears in the selected cells. Series of numbers (eg 1, 3, 5, 7) can be extended by the same method.

Exactly the same procedure can be used to enter row labels. In this example, the labels Jane, Daniel and Tina have been entered into cells A3, A4 and A5.

### Entering data in columns/rows

Enter text/data in the cells as required to complete your table, as shown in Figure 32. Use the white cross to select a cell. Enter data with the keyboard.

	B	C	D	E	F	G
	TEST SCORES					
	Jan	Feb	Mar	Apr	May	Jun
Jane	44	67	40	21	45	35
Daniel	58	43	37	34	38	50
Tina	46	23	31	30	18	21

Figure 32

Cell B3 displays the test score Jane got in January.

### Practice

- 1 Click on the new workbook button.
- 2 Enter the information contained in the table below in a spreadsheet. Set it up carefully. Ensure that you centre the title.

Test Results							
	Test 1	Test 2	Test 3	Test 4	Test 5	Test 6	Test 7
Brown							
Capiello							
Ronson							
Stevens							
Young							

- 3 Save the new workbook as Test Results.

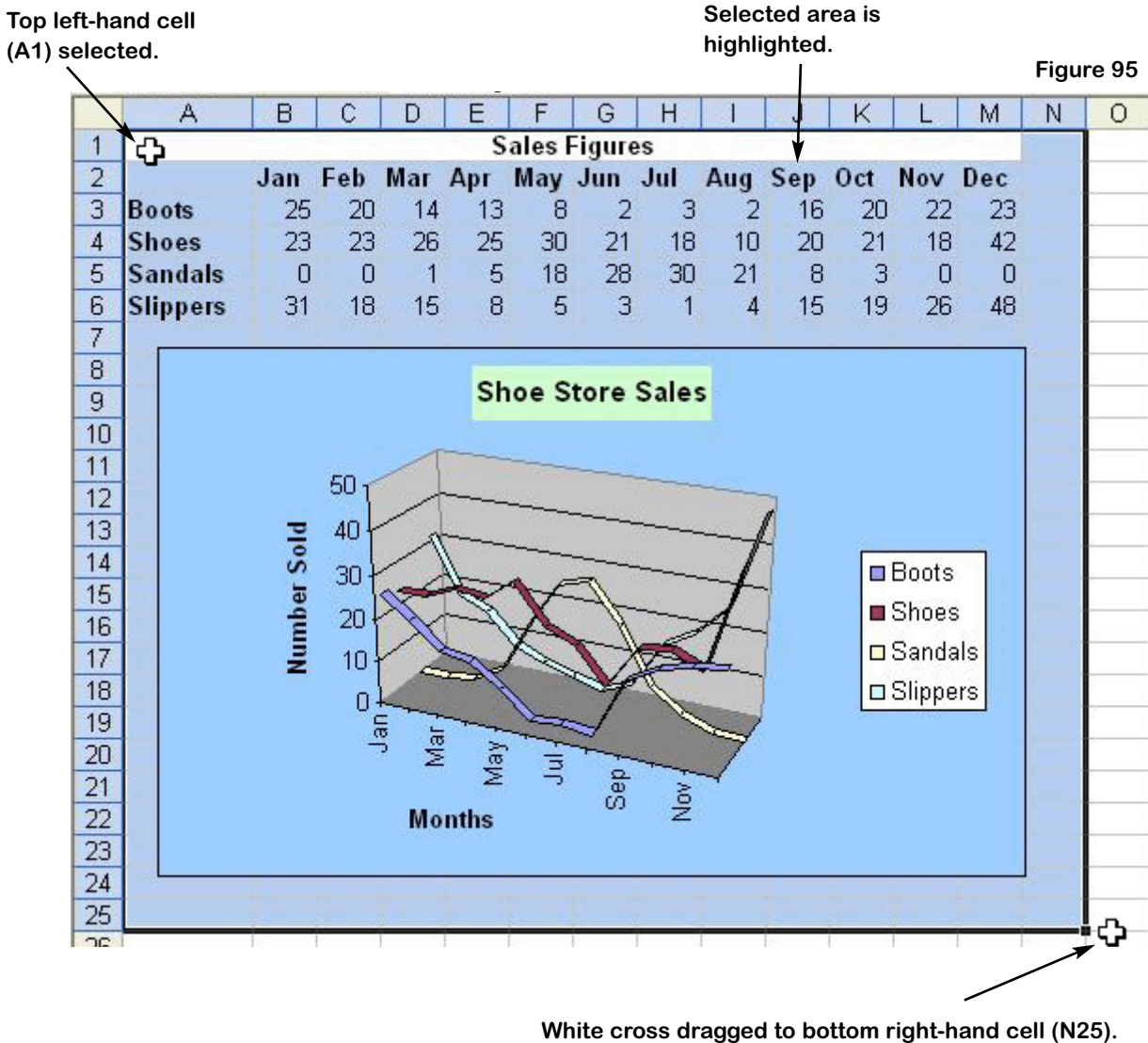
\* File corrupted! Call support on 01223 350555 \*

# 11 Printing your workbook

Microsoft Excel worksheets are very large in relation to the A4 paper used by the typical printer, so be very careful when you select, set up and print spreadsheets and charts. Choose the area you wish to print, then change its appearance to match your requirements.

## Selecting print area

Use the white cross to select the top left-hand cell of the area you wish to print. Hold the left mouse button down and drag the cross to the bottom right-hand cell, as shown in *Figure 95* below.



To set print area, click FILE>PRINT AREA>SET PRINT AREA, as shown in *Figure 96* overleaf.

\* File corrupted! Call support on 01223 350555 \*

## Test your skills

This test is designed to help you practise the skills learned in *Module D*. You will cover CLAIT and ECDL Syllabus 3 spreadsheet assessment objectives (indicated on the left) as you complete the specified actions.

Your task is to develop a spreadsheet to store sales and financial data relating to a school's Young Enterprise Company, known as Aspex. The spreadsheet enables you to calculate Aspex's total sales and income from launch in October to closure in April.

### ECDL CLAIT

4.1.1.1 1a Start your computer and load Microsoft Excel.

4.2.1.2 2a Enter the title ASPEX SALES & INCOME.

4.2.1.2 2a In the next row enter the following column headings:

4.4.3.1 4a PRODUCT, NOV, DEC, JAN, FEB, MAR, TOTAL SALES, PRICE, TOTAL INCOME

You may abbreviate months (eg Nov for November). The first column heading PRODUCT should be left-justified; the other headings should be right-justified.

4.2.1.2 2a/4a Under the PRODUCT heading, enter the following row labels (no abbreviation allowed). All row labels should be left-justified.

TABLE MAT

CHRISTMAS CARD

DECORATIVE CANDLE

ASPEX BADGE

FLOWER ARRANGEMENT

4.2.1.1 2a Enter the following data:

PRODUCT	NOV	DEC	JAN	FEB	MAR	PRICE
TABLE MAT	10	6	3	4	8	£1.53
CHRISTMAS CARD	15	20	0	0	0	.52
DECORATIVE CANDLE	13	8	1	3	4	£1.16
ASPEX BADGE	15	7	10	6	8	.28
FLOWER ARRANGEMENT	2	4	2	1	1	£5.21