

Microsoft Excel 2010 – Level 1

3 – Working with workbooks



WORKING WITH WORKBOOKS



InFocus

Workbooks and their pages (worksheets) can hold an enormous amount of data. To work effectively with your workbooks you need firstly to be able to locate them on your computer, and then be able to locate the data contained within them.

The **Open** dialog box in Excel provides the appropriate tools for locating your workbooks, while Excel itself has a number of features, tools, and commands for locating data in a workbook and on a worksheet.

In this booklet you will:

- ✓ learn how to open an existing workbook
- ✓ learn how to navigate a workbook
- ✓ learn how to navigate using the keyboard
- ✓ learn how to move the active cell to a specific location
- ✓ gain an understanding of how data can be changed in a worksheet
- ✓ learn how to overwrite the contents of a cell
- ✓ learn how to edit longer cell entries using edit mode
- ✓ learn how to clear a cell



OPENING AN EXISTING WORKBOOK

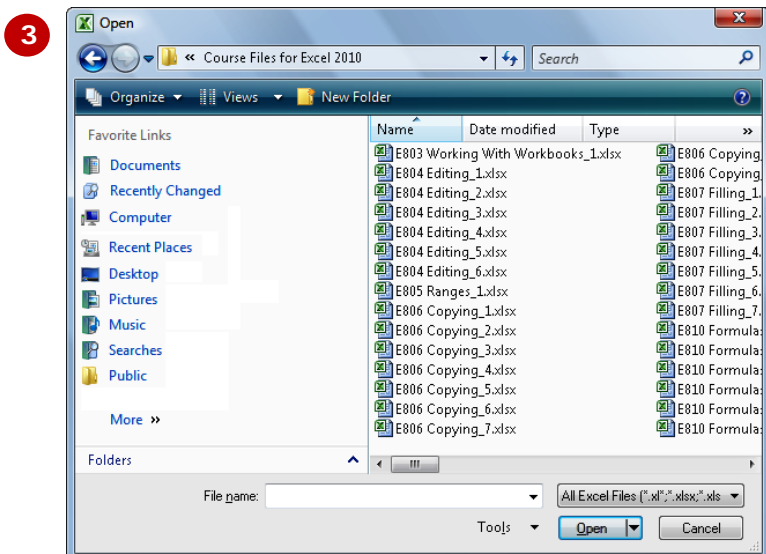
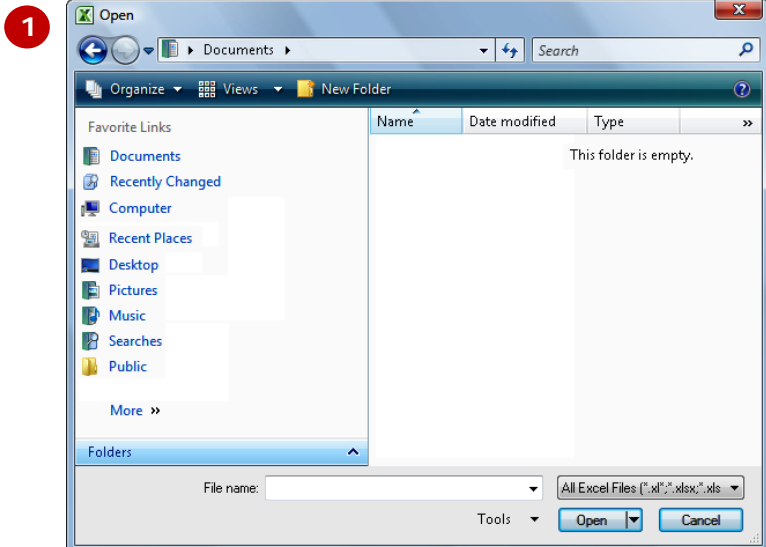
There are a number of different ways to **open an existing workbook**. For example, you can use the **File** tab or double-click directly on an icon of the file. However, perhaps the best and simplest

way to do it is from within Excel itself, using the **Open** dialog box. The **Open** dialog box has tools that help you to identify file types and location.

Try This Yourself:

Before you begin ensure that Excel 2010 has started...

- 1 Click on the **File** tab in the **Ribbon** and select **Open** to display the **Open** dialog box
The first task is to locate the folder that contains the workbook to open...
- 2 Click on  to the left of **Documents** to display a list of folders and click on **Local Disk (C:)** (or equivalent)
- 3 Click on  to the right of **Local Disk (C:)** to see the available subfolders and click on **Course Files for Excel 2010**
A list of workbook files in this folder will now be presented in the file list pane...
- 4 Click on **E803 Working With Workbooks_1.xlsx**, then click on **[Open]** to open the workbook



For Your Reference...

To **open an existing workbook**:

1. Click on the **File** tab and select **Open**
2. Locate the required folder in the **Folder** list
3. Click on the required file in the **File** list
4. Click on **[Open]**

Handy to Know...

- You can also use the keyboard shortcut **Ctrl + O** to display the **Open** dialog box.
- To open a workbook that you have used recently, click on the **File** tab and select it from the **Recent** documents list

NAVIGATING A WORKBOOK

A **workbook** is just like an electronic book – and it may contain one or more worksheets (electronic pages). Excel provides a number of techniques for quickly moving about not only a worksheet

but around the workbook itself. Worksheets are identified by their own unique names which appear in a tab at the bottom of the workbook.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E803 Working With Workbooks_1.xlsx...*

- 1 Press **Ctrl** + **Home** to ensure that **A1** is the active cell
- 2 Click on the **Medium** worksheet tab at the bottom of the window to display the **Medium** worksheet
- 3 Click on the **Large** worksheet tab
- 4 Move the mouse pointer onto the scroll slider at the right of the worksheet, hold down the left mouse button and drag down to scroll the screen up and see more data below
- 5 Move the mouse pointer onto the scroll slider at the bottom of the worksheet, hold down the left mouse button and drag right to scroll the screen left and see more data to the right
- 6 Press **Ctrl** + **Pg Up** twice to jump back to the **Small** worksheet
- 7 Press **Ctrl** + **Pg Dn** twice to jump to the **Large** worksheet
- 8 Click on the **Small** worksheet tab to return to the **Small** worksheet

2

18	Total Costs	471,877	486,033	455,531	501,0
19					
20	Gross Income	390,849	397,955	372,813	410,0
21					
22	Fixed Costs	2,000	2,200	2,420	2,6
23					
24	Net Income	388,849	395,755	370,393	407,4

4

re	Enterprise Opportunities Leader	Paris	jvasmeu
re	Communications Service Leader	Paris	gdelama
e	Insurance Service Leader	Paris	slacomb
va	Banking and Finance Service Leader	Paris	kcastalo
s	Legal Service Leader	Paris	narameu
n	Building Services Service Leader	Paris	vbrouns
s	Careers and Education Service Leader	Paris	xmaurice
e	Health Services Service Leader	Paris	crenauss
	Communications Product Leader	Paris	hcastille
	Electronics Product Leader	Paris	cgadelle

5

Paris	narameus@alpheiusge.fr	33 1 35 66 02 64	4/05
Paris	vbrounson@alpheiusge.fr	33 1 35 66 02 65	7/08
Paris	xmaurice@alpheiusge.fr	33 1 35 66 02 66	6/06
Paris	crenausse@alpheiusge.fr	33 1 35 66 02 67	5/06
Paris	hcastille@alpheiusge.fr	33 1 35 66 02 68	2/03
Paris	cgadelle@alpheiusge.fr	33 1 35 66 02 69	4/11

Using the scroll bar allows you to see different parts of the worksheet without moving the active cell – this is great when you want to develop a formula but can't quite remember what cell contains the values to use in the formula. You can position the active cell where you want the formula, scroll to see the other values and then scroll back.

For Your Reference...

To **navigate** a **workbook**:

- **Ctrl** + **Pg Dn** to move to the next worksheet
- **Ctrl** + **Pg Up** to move to the previous worksheet
- Click on a worksheet tab to see that worksheet

Handy to Know...

- Don't try and remember all of these keystrokes and techniques – you'll go nuts! A lot of these things will become second nature once you have been using Excel for a while.

NAVIGATING USING THE KEYBOARD

A worksheet is just like an electronic piece of paper. When you work with paper you move your pen to the desired location and start writing. A worksheet works the same way – you move to (or *navigate* to) the

cell you want to work with (known as the active cell) and start typing away. You can activate cells in the worksheet using either the mouse or the keyboard.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *E803 Working With Workbooks_1.xlsx...*

- 1 Change the **active cell** in the worksheet by clicking on various cells
The active cell is defined by the bold square and its address is shown in the address bar at the top of the screen...
- 2 Press **Ctrl** + **Home** to return to cell **A1** in the worksheet
- 3 Press **Pg Dn** to move down one entire screen – press **Ctrl** + **Home** to return to cell **A1**
- 4 Press **Alt** + **Pg Dn** to move one entire screen to the right, then press **Alt** + **Pg Up** to move one entire screen left
- 5 Ensure that **A1** is the active cell and then press **Ctrl** + **↓** several times until you reach **row 1048576**
This is the last row in the worksheet...
- 6 Press **Ctrl** + **→** to move 16,384 columns to the right
This is the last column in the worksheet...
- 7 Press **Ctrl** + **Home** to return to cell **A1**. Press **Ctrl** + **End** to move to the bottom right cell of the data area in the worksheet

1

	A	B	C	D
1	Alpheius Global Enterprises			
2	Budget Forecast for First Quarter			
3				
4				
5	Sales	Jan	Feb	Mar
6	<i>Auckland</i>	1,050,254	1,547,000	1,488,369
7	<i>Dublin</i>	1,524,294	1,685,548	1,599,854
8	<i>Melbourne</i>	3,521,487	2,985,448	2,741,221
9	<i>New York</i>	2,531,225	2,621,889	2,453,999

3

	A	B	C	D
24				
25	Net Income	1,763,047	1,392,330	1,206,796
26				
27				
28				
29	Exchange Rate	70%		
30				
31				
32				

21	Gross Income	3,908,491	3,979,552	3,728,129	11,616,172
22					
23	Fixed Costs	2,145,444	2,587,222	2,521,333	7,253,999
24					
25	Net Income	1,763,047	1,392,330	1,206,796	4,362,173
26					
27					
28					
29	Exchange Rate	70%			

Ready | Small Medium Large Sheet1 | 100%

- 7 *The last data cell in a worksheet is defined as the cell that is intersected by the furthest column to the right containing data and the furthest row down containing data.*

For Your Reference...

To *navigate* the **worksheet**:

- **Ctrl** + **Home** to move to cell **A1**
- **Pg Up** / **Pg Dn** to move up or down **one screen**
- **↑** **↓** **←** **→** to move up, down, left, or right **one cell** in the worksheet

For Your Reference (cont'd)...

- **Alt** + **Pg Dn** and **Alt** + **Pg Up** to move right or left by **one screen**
- **Ctrl** + **End** to move to the **end of the data**

USING GO TO


Navigating using the keyboard or the mouse can be tedious if you need to move across large areas of a worksheet. Excel provides a **Go To** command which can be used to move the active cell to a specific

location. The **Go To** command displays a dialog box which records your **Go To** movements – using this dialog box you can easily move back and forth in a worksheet.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *E803 Working With Workbooks_1.xlsx*...

- 1 Click on the **Home** tab. Click on the **Find & Select** tool  and select **Go To** from the command list

The **Go To** dialog box is displayed...

- 2 Type **HZ5476** and click on **[OK]** to jump to this specific cell location

- 3 Press **Ctrl** + **G** to display the **Go To** dialog box again

Notice now that the originating address appears in the box and also in the listing...

- 4 Type **B4** and click on **[OK]** to jump to this cell location

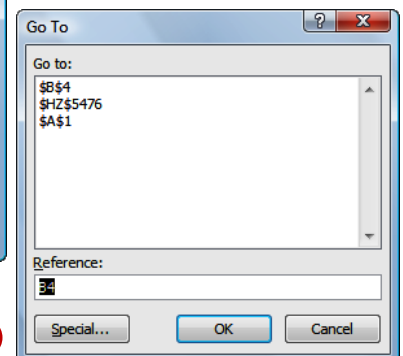
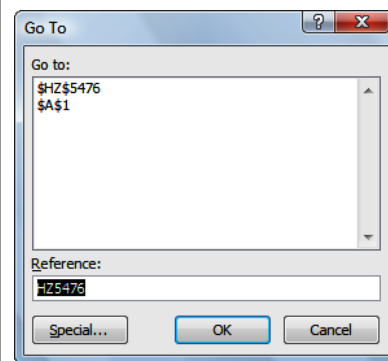
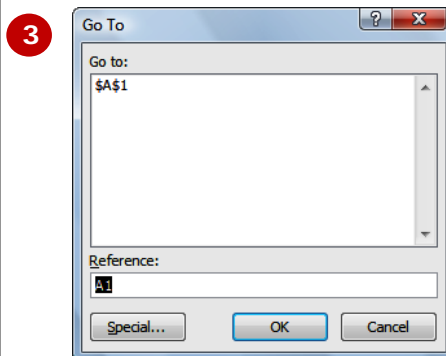
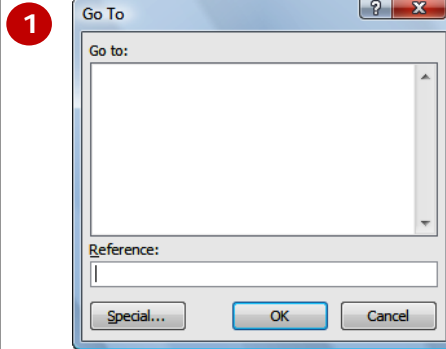
Now that we have two addresses we can play ping pong between the two...

- 5 Press **Ctrl** + **G** to display the **Go To** dialog box again

- 6 Click on **[OK]** to jump to **HZ5476**

- 7 Press **Ctrl** + **G** to display the **Go To** dialog box again

- 8 Click **[OK]** to jump back to **B4**



For Your Reference...

To **move** to a **specific cell**:

1. Press **Ctrl** + **G** to display the **Go To** dialog box
2. Type the address and click on **[OK]**

Handy to Know...

- The **[Special]** button in the **Go To** dialog box takes you to the **Go To Special** dialog box. This can be used to go to specific cells depending upon their contents rather than their address. For example, you can use it to select every cell that holds a formula.

UNDERSTANDING DATA EDITING

In computer jargon **editing** means changing – when you edit data, you are changing it. There are many ways in Excel that you can change your data – you can

overwrite it and replace it with something entirely new; you can **delete** it entirely or; you can perform an Excel **edit** on the data where you change only a part of it.

1 Overwriting Data

Overwriting is by far the easiest way to change existing data. To overwrite, you simply click on the cell that you want to change, type the new values, and then press **Enter** – the data that was there before is completely replaced by the new data you've typed.

2 Editing Data

Each cell in a worksheet can hold up to 32,767 characters. Even though it is unlikely that you'll ever use that many characters in a cell, there will be times when you have longer text entries or complex formulas that would be a pain to have to retype. In these situations you can use Excel's editing features.

You can edit a cell either by double-clicking on it, or by pressing **F2** on the keyboard. When a cell is in edit mode the status bar will show **Edit** in lieu of **Ready**, and there will be an insertion pointer placed in the cell allowing you to choose which characters you want to change. Once the changes have been made you can press **Enter** to record the changes.

	A	B	C	D	E	F	G
1	Alpheius Global Enterprises						
2	Annual Sales						
3	Health Services						
4							

In Edit mode, an insertion point will appear in the cell and the word "Edit" will appear in the Status Bar

16	Sunday	226,363	481,440	497,811	417,391	91,898	94,470
17							
18	Subtotal	522,477	1,046,483	927,558	540,836	198,370	207,801
19							
20	TOTAL	1,194,766	1,042,931	500,456	459,489	398,455	425,890

3 Deleting Data

What you'd expect to be simple can also be the most dangerous! There are three ways you can delete data from a cell.

Firstly, you can press the **Del** key on the keyboard – this will immediately delete the contents of the active cell or selected range. However, other elements such as formatting remain. Use this when you only want to delete cell contents and not affect the layout of the worksheet.

Secondly, you can use the **Delete Cells** command in the **Cells** group on the **Home** tab. This will clear the contents of a cell and also allow you to shift cells up or left – this is sometimes useful when rearranging the layout of a worksheet. You should use this option in something like a list where you want the cells below or to the right to be shifted into the position occupied by the deleted cell.

Thirdly, you can use **Clear** in the **Editing** group on the **Home** tab to clear either everything from a cell, only the data (the same as pressing **Del**), only the formats, or only the commenting. This option is best used when you wish to restore a cell to its default (use **Clear All**) or only the formatting (use **Clear Formats**).

OVERWRITING CELL CONTENTS

You can easily change the contents of a cell by retyping the contents of that cell. This process is known as **overwriting** and is the simplest form of editing. The overwriting process involves clicking on the

cell that you wish to change and typing the new data. As soon as you press **Enter** or click elsewhere in the worksheet, the new data will replace the old cell entry.

Try This Yourself:

Open
File

Before starting this exercise you **MUST** open the file *E804 Editing_1.xlsx...*

1

Click on cell **B7**

This cell currently shows a value of 70,500 – notice that this appears in the formula bar...

2

Type **71456** and press **Enter**

This will place the new value in the cell, overwriting the old value and updating the formulas in the table

1

	A	B	C	D	E
1	Alpheius Global Enterprises				
2	Annual Sales				
3	Health Services				
4					
5		Jan	Feb	Mar	Apr
6	Midweek				
7	Tuesday	70,500	78,967	85,889	117,016
8	Wednesday	520,830	360,389	244,488	110,586
9	Thursday	83,296	520,242	82,467	112,729
10	Friday	520,140	83,333	87,611	119,159
11					

2

	A	B	C	D	E
1	Alpheius Global Enterprises				
2	Annual Sales				
3	Health Services				
4					
5		Jan	Feb	Mar	Apr
6	Midweek				
7	Tuesday	71,456	78,967	85,889	117,016
8	Wednesday	520,830	360,389	244,488	110,586
9	Thursday	83,296	520,242	82,467	112,729
10	Friday	520,140	83,333	87,611	119,159
11					

For Your Reference...

To **overwrite cell contents**:

1. Click on the cell
2. Type the new data
3. Press **Enter**

Handy to Know...

- You can always abort overwriting the contents of a cell as long as you press **Esc** instead of **Enter**.
- Overwriting cell contents is particularly useful when there is a relatively small amount of data in the cell.

EDITING LONGER CELLS

Excel provides you with several ways of changing the contents of a cell without the need for retyping the entire entry. Some of the ways of editing a cell include: **double-clicking** in the cell, pressing **F2**

on the keyboard, and clicking in the **formula bar**. All of these techniques place Excel in **Edit** mode. The method that you choose is one of personal preference.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file E804 Editing_2.xlsx...

- 1 Double-click on **A3**
The cell is now in edit mode, as indicated by the flashing insertion pointer in the cell, and the Edit message in the Status bar at the bottom of the screen...
- 2 Press **End** to move the insertion pointer to the end of the text
- 3 Press **Home** to move the insertion pointer to the start of the text
- 4 Hold down **Ctrl** and press **→** to jump to the start of the next word
- 5 Type **and Related** then press **Space**
- 6 Press **Enter** to complete the editing process

1

	A	B	C	D	E	F	G
1	Alpeius Global Enterprises						
2	Annual Sales						
3	Health Services						
4							
5		Jan	Feb	Mar	Apr	May	Jun

2

	A	B	C	D	E	F	G
1	Alpeius Global Enterprises						
2	Annual Sales						
3	Health Services						
4							
5		Jan	Feb	Mar	Apr	May	Jun

4

	A	B	C	D	E	F	G
1	Alpeius Global Enterprises						
2	Annual Sales						
3	Health Services						
4							
5		Jan	Feb	Mar	Apr	May	Jun

5


	A	B	C	D	E	F	G
1	Alpeius Global Enterprises						
2	Annual Sales						
3	Health and Related Services						
4							
5		Jan	Feb	Mar	Apr	May	Jun

6



	A	B	C	D	E	F	G
1	Alpeius Global Enterprises						
2	Annual Sales						
3	Health and Related Services						
4							
5		Jan	Feb	Mar	Apr	May	Jun

For Your Reference...

To **edit long cell entries**:

1. Double-click on the cell to be edited, OR press **F2** OR click on the **Formula bar**
2. Make the changes
3. Press **Enter** OR click on the **Enter** tool  on the **Formula bar**

Handy to Know...

- As well as the word **Edit** appearing in the **Status bar** when you have placed Excel into **Edit** mode, the **Enter**  and **Cancel**  icons appear in the **Formula bar**.

CLEARING CELLS


You would think that to empty a cell you would **delete** its contents – not so in Excel. To empty a cell you need to **clear** its contents, rather than delete it. When you clear a cell in Excel using either, the

Del key or the **Clear** command, the contents of the cell is cleared away but the surrounding rows and columns remain unaffected unlike the delete operation which shifts cells.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *E804 Editing_3.xlsx...*

- 1 Click on cell **N5** which contains the **Total** heading
In this exercise file, the Total formulas were changed to Average formulas and when one formula was filled down to the other cells, some cells show an error message as they contain no data and are dividing by zero – we need to change the heading and clear the errors...
- 2 Press **Del** to clear the word **Total** from the cell
Notice that the cell remains the active cell...
- 3 Type **Average** and press **Enter**
Notice that the formatting has remained as before...
- 4 Click on cell **N11** – the first cell showing **#DIV/0!**
- 5 Hold down **Ctrl** and click on cells **N13**, **N14**, **N17**, and **N19** to select the others
- 6 Click on **Clear**  in the **Editing** group and select **Clear All** to clear not only the contents but also the formatting from these cells

1

	J	K	L	M	N
4					
5	Sep	Oct	Nov	Dec	Total
6					
7	164,169	139,051	183,459	154,483	122,709
8	157,739	133,907	177,029	149,339	192,538

2

	J	K	L	M	N
4					
5	Sep	Oct	Nov	Dec	
6					
7	164,169	139,051	183,459	154,483	122,709
8	157,739	133,907	177,029	149,339	192,538

3

	J	K	L	M	N
4					
5	Sep	Oct	Nov	Dec	Average
6					
7	164,169	139,051	183,459	154,483	122,709
8	157,739	133,907	177,029	149,339	192,538

	J	K	L	M	N			
10	166,312	140,766	185,602	156,198	162,035			
11					#DIV/0!			
12	648,102	549,346	725,262	611,074	634,607			
13					#DIV/0!			
14					#DIV/0!			
15	170,599	144,195	189,889	159,627	214,878			
16	377,345	682,699	114,461	99,614	276,760			
17					#DIV/0!			
18	547,944	826,894	304,350	259,241	491,638	M	N	
19					#DIV/0!	156,198	162,035	
20	1,196,046	1,376,240	1,029,612	870,315	1,126,245			
			12	648,102	549,346	725,262	611,074	634,607
			13					
			14					
			15	170,599	144,195	189,889	159,627	214,878
			16	377,345	682,699	114,461	99,614	276,760
			17					
			18	547,944	826,894	304,350	259,241	491,638
			19					
			20	1,196,046	1,376,240	1,029,612	870,315	1,126,245

5


6

For Your Reference...

To **clear a cell**:

1. Click on the cell and press **Del**

OR

1. Click on the cell
2. Click on **Clear**  in the **Editing** group

Handy to Know...

- The distinction between **clearing** a cell and **deleting** it is subtle but important – **clearing** a cell empties the cell contents while **deleting** a cell actually shifts other cells into its place.

CONCLUDING REMARKS

Congratulations!

You have now completed the **Working with workbooks** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as listed in the objectives on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here...

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**