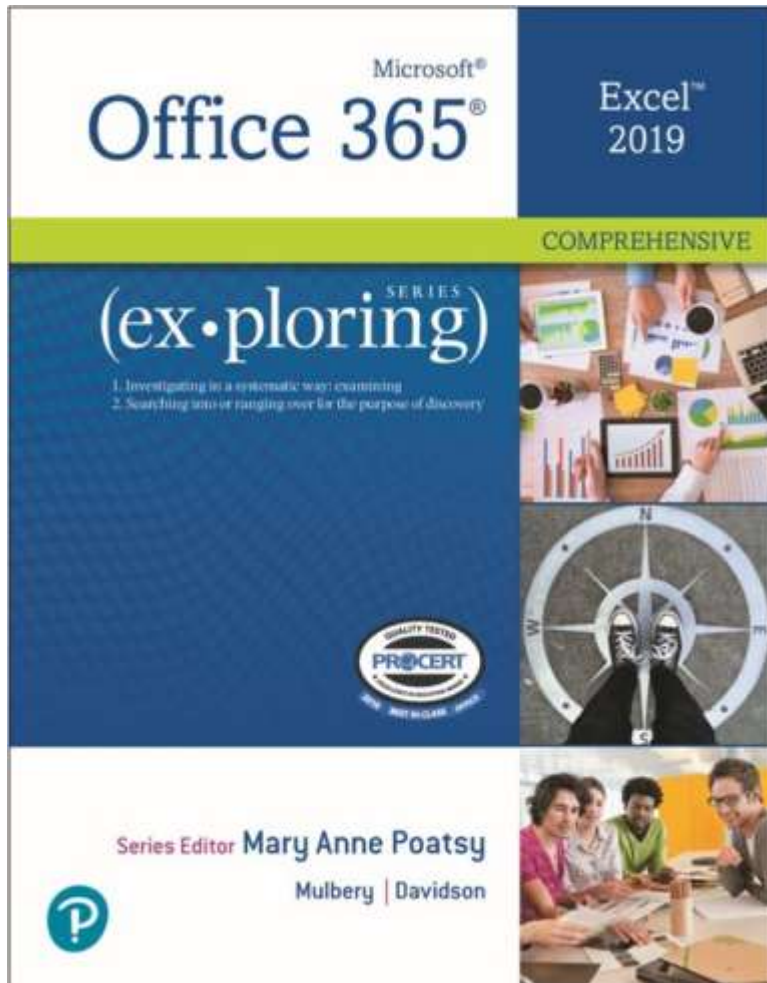


Exploring Microsoft Office 365

Introductory



Chapter 1

Introduction to Excel

Learning Objectives (1 of 2)

1.1 Explore the Excel Window

1.2 Enter and Edit Cell Data

1.3 Create Formulas

1.4 Manage Columns and Rows

1.5 Select, Move, Copy, and Paste Data

1.6 Apply Cell Styles, Cell Alignment, and Font Options

Learning Objectives (2 of 2)

1.7 Apply Number Formats

1.8 Manage Worksheets

1.9 Select Page Setup Options

1.10 Preview and Print a Worksheet

Introduction

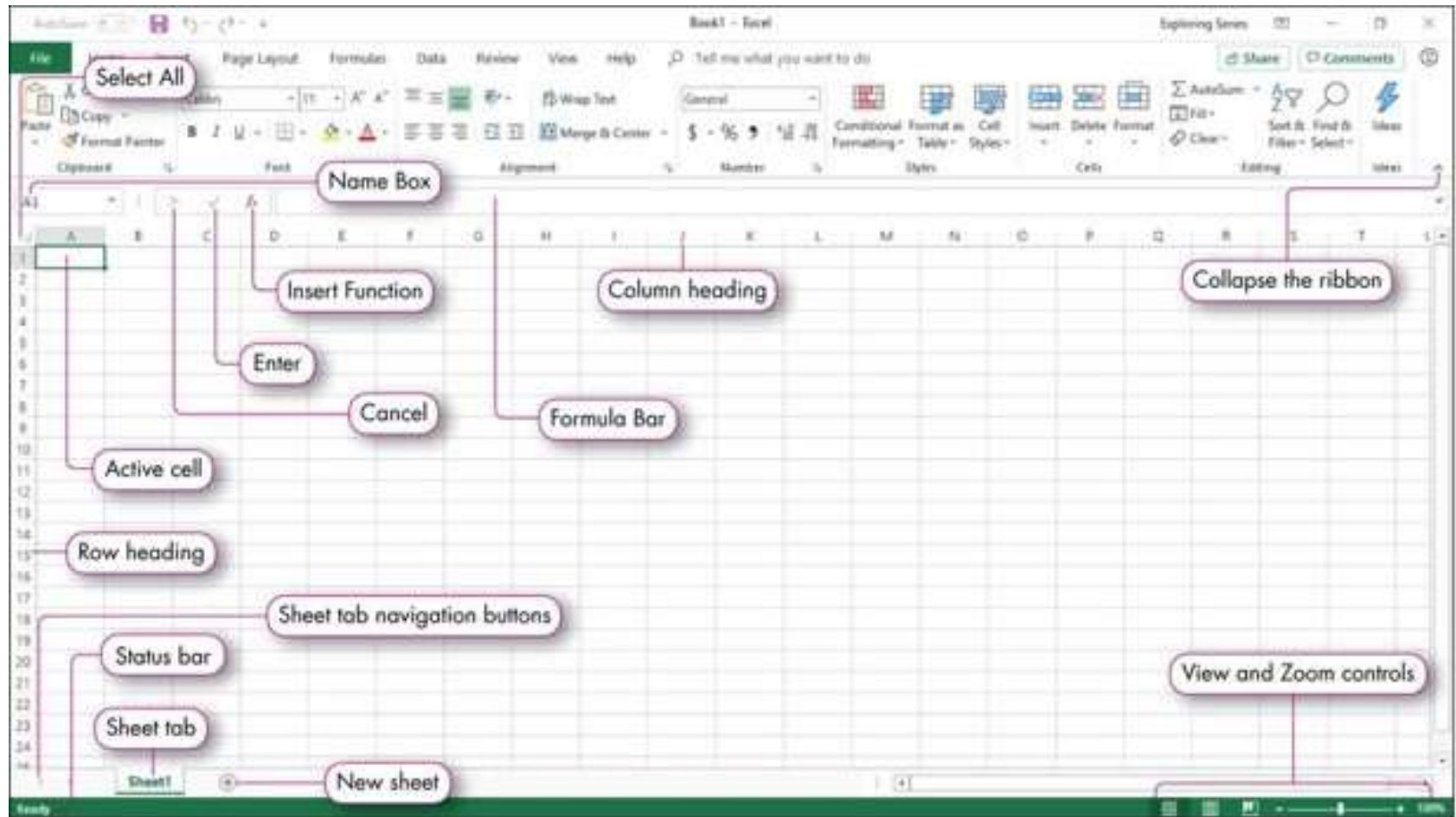
Spreadsheet—electronic file consisting of a grid of columns and rows that:

- Organizes related data
- Displays results of calculations
- Enables interpretation of quantitative data for decision making

Exploring the Excel Window (1 of 4)

- Worksheet—spreadsheet containing:
 - Descriptive labels
 - Numeric values
 - Formulas
 - Functions
 - Charts
- Workbook—collection of one or more related worksheets contained within a single file

Exploring the Excel Window (2 of 4)



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Exploring the Excel Window (3 of 4)

The screenshot shows an Excel spreadsheet titled "Celebrity Musician's Souvenir Shop". The active cell is C6, which contains the value 7.95. The Name Box at the top left shows "C6", and the Formula Bar at the top right shows "7.95". The spreadsheet has columns A through J and rows 1 through 13. The data is organized into sections: "Apparel" (rows 4-8) and "Souvenirs" (rows 9-12). The columns are: Product, Cost, Markup Rate, Markup Amount, Retail Price, Percent Off, Sale Price, Profit Amount, and Profit Margin. The date 9/1/2021 is entered in cell B2.

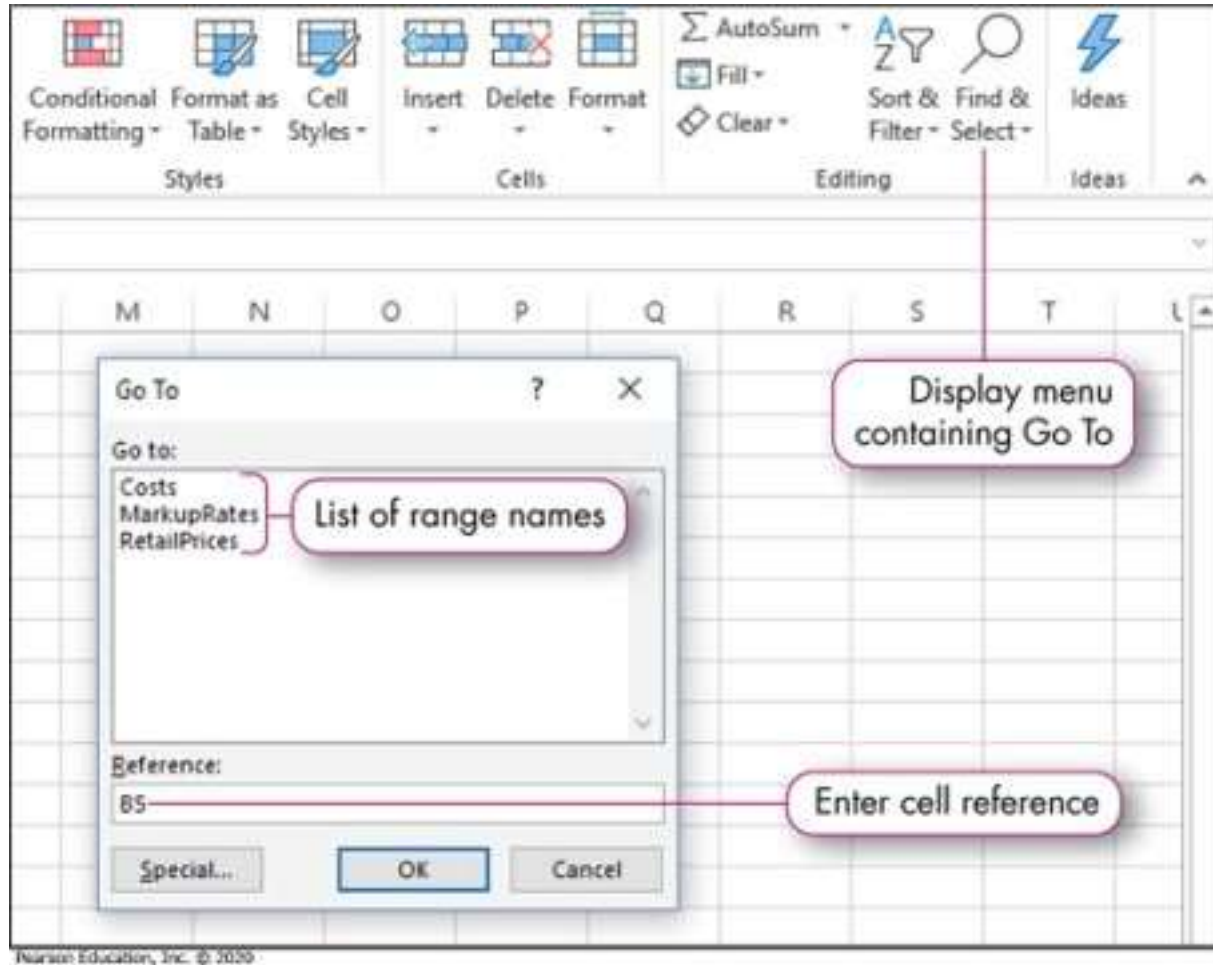
Callouts in the image:

- Name Box shows active cell C6
- Formula Bar shows content of active cell C6
- Column C
- Cell C6 is the intersection of column C and row 6
- Row 6

	Product	Cost	Markup Rate	Markup Amount	Retail Price	Percent Off	Sale Price	Profit Amount	Profit Margin
4	Apparel								
5	Hat	\$ 7.95	109.5%	\$ 8.71	\$ 16.66	15%	\$ 14.16	\$ 6.21	43.8%
6	Hoodie	\$ 27.25	125.0%	\$ 34.06	\$ 61.31	20%	\$ 49.05	\$ 21.80	44.4%
7	T-shirt	\$ 7.10	315.5%	\$ 22.40	\$ 29.50	10%	\$ 26.55	\$ 19.45	73.3%
8	Souvenirs								
9	Mug	\$ 5.00	200.0%	\$ 10.00	\$ 15.00	15%	\$ 12.75	\$ 7.75	60.8%
10	Souvenir Program	\$ 9.95	101.0%	\$ 10.05	\$ 20.00	25%	\$ 15.00	\$ 5.05	33.7%
11	Travel Mug	\$ 7.00	200.0%	\$ 14.00	\$ 21.00	15%	\$ 17.85	\$ 10.85	60.8%
12									
13									

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Exploring the Excel Window (4 of 4)



Entering and Editing Cell Data (1 of 7)

- Text—combination of letters, numbers, symbols, and spaces
- AutoComplete—searches for and automatically displays any other matching text

[illegible]

Entering and Editing Cell Data (2 of 7)

The image shows the Microsoft Excel interface with the **Review** tab selected. The **Spelling** tool is active, displaying a dialog box for the word "Retaile". The dialog box shows the word is "Not in Dictionary" and provides a list of suggestions: "Retailer", "Retail", "Retile", "Retails", and "Retable". The word "Retailer" is selected as the correct spelling. The dialog box also includes buttons for "Ignore Once", "Ignore All", "Add to Dictionary", "Change", "Change All", "AutoCorrect", "Options...", "Undo Last", and "Cancel".

Spelling tool

Cell containing detected misspelled word

Review tab

Misspelled word

Changes current word to selected word

Select correctly spelled word

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Entering and Editing Cell Data (3 of 7)

The image shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I
1	January	Jan	Qtr 1	Monday	Mon	1	5		
2	February	Feb	Qtr 2	Tuesday	Tue	2	10		
3	March	Mar	Qtr 3	Wednesday	Wed	3	15		
4	April	Apr	Qtr 4	Thursday	Thu	4	20		
5	May	May	Qtr 1	Friday	Fri	5	25		
6	June	Jun		Saturday	Sat	6	30		
7	July	Jul		Sunday	Sun	7	35		
8	August	Aug							
9	September	Sep							
10	October	Oct							
11	November	Nov							
12	December	Dec							
13									
14									
15									

Callouts and their descriptions:

- Incremented values filled in:** Points to the range of cells G1 through G7, which contain the values 5, 10, 15, 20, 25, 30, and 35.
- Auto Fill Options:** Points to the fill handle (a small green square with a black cross) located at the bottom-right corner of the selected range (cell G7).
- Fill options:** Points to the context menu that appears when the fill handle is clicked. The menu includes the following options:
 - ☐ Copy Cells
 - ☒ Fill Series
 - ☐ Fill Formatting Only
 - ☐ Fill Without Formatting
 - ☐ Flash Fill
- Fill handle:** Points to the fill handle icon on cell G7.

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Entering and Editing Cell Data (4 of 7)

Fill command on ribbon

First name entered to set pattern

Original data

Rest of first names filled in

Flash Fill option

Full Name	First Name
Penny Sumpter	Penny
MaKynlee Thompson	MaKynlee
Peyton Ubert	Peyton
Tenley Varner	Tenley

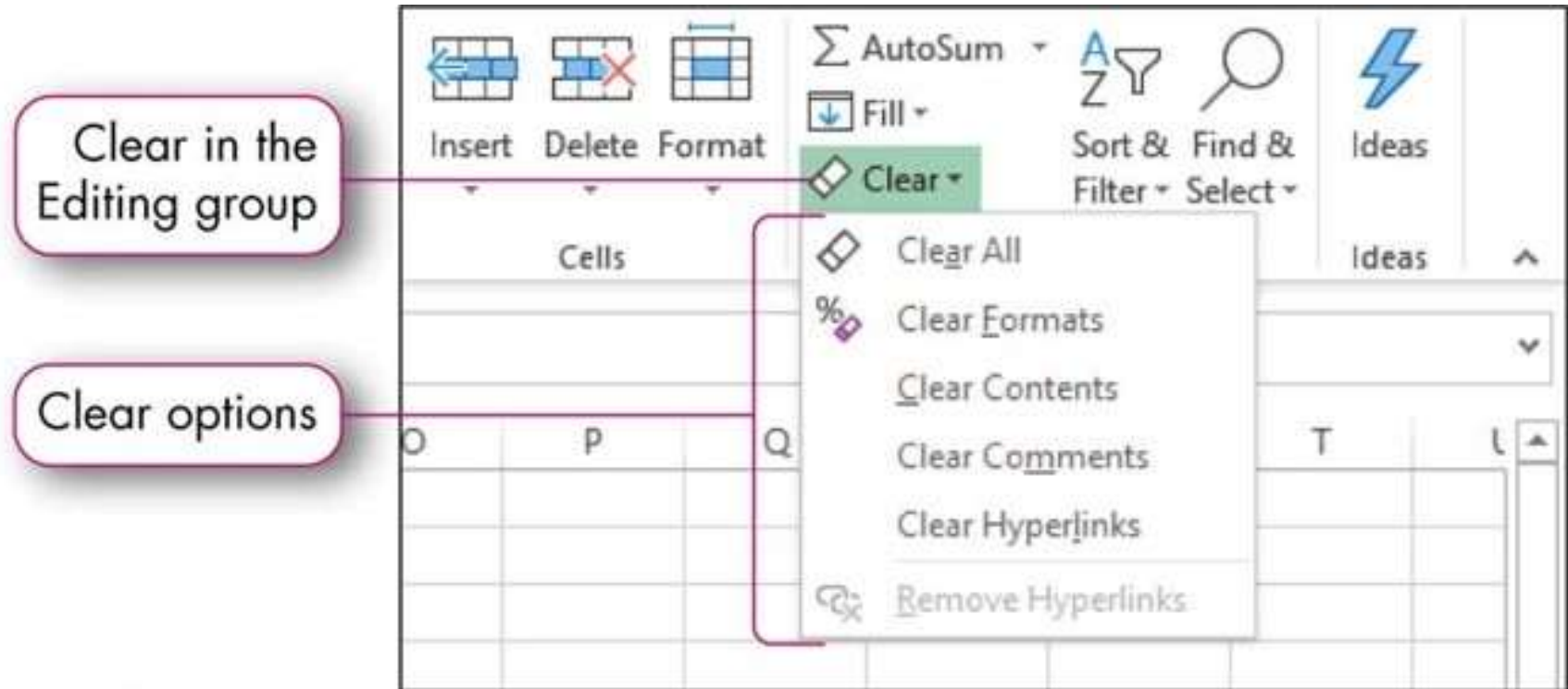
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Entering and Editing Cell Data (5 of 7)

	A	B	C	D
1	9/1/2021		2:30 PM	
2	Wednesday, September 1, 2021		2:30:00 PM	
3	9/1		14:30	
4	9/1/21		14:30:00	
5	09/01/21			
6	1-Sep			
7	1-Sep-21			
8	September 1, 2021			
9				

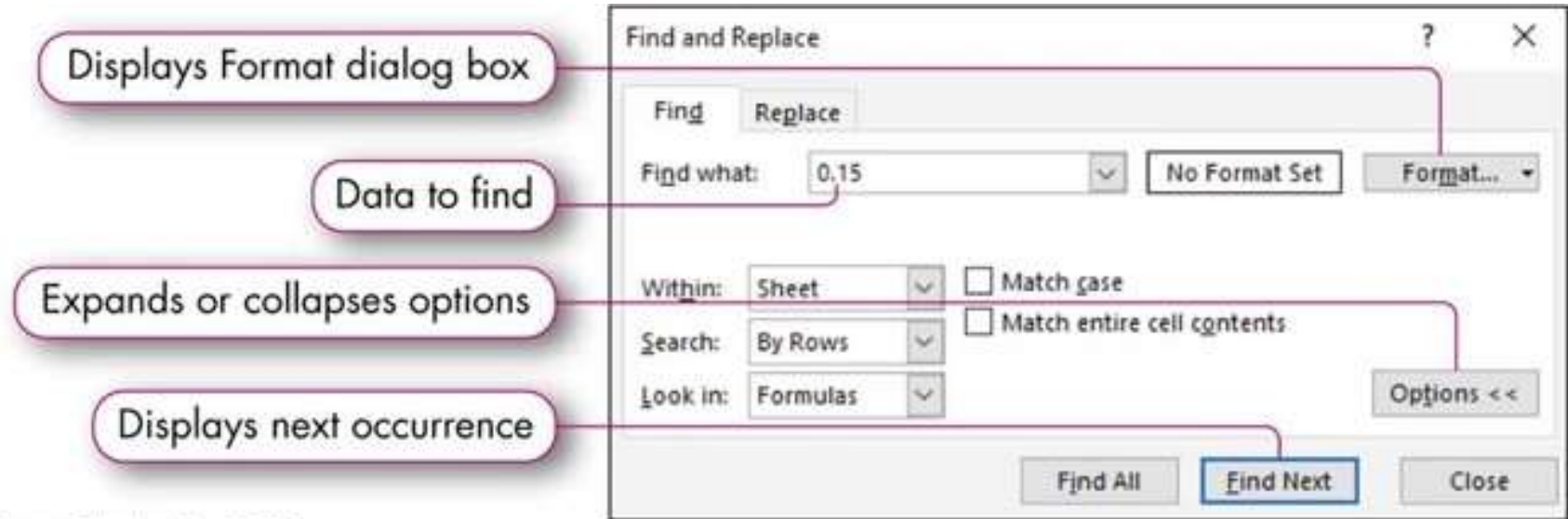
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Entering and Editing Cell Data (6 of 7)



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Entering and Editing Cell Data (7 of 7)



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Creating Formulas (1 of 4)

Active cell

Formula Bar displays formula

	A	B	C	D	E	F
1	Description	Values		Description	Results	Formulas in Column E
2	First input value	10		Sum of 10 and 2	12	=B2+B3
3	Second input value	2		Difference between 10 and 2	8	=B2-B3
4				Product of 10 and 2	20	=B2*B3
5				Results of dividing 10 by 2	5	=B2/B3
6				Results of 10 to the 2nd power	100	=B2^B3

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Creating Formulas (2 of 4)

Order	Description	Symbols
1	Parentheses	()
2	Exponentiation	^
3	Multiplication and Division	* and / (respectively)
4	Addition and Subtraction	+ and - (respectively)

Creating Formulas (3 of 4)

	A	B	C	D	E	F
1	Input	Formula	Sequence	Description	Result	
2	2	=A2+A3*A4+A5	1	3 (cell A3) * 4 (cell A4)	12	
3	3		2	2 (cell A2) + 12 (order 1)	14	
4	4		3	14 (order 2) + 5 (cell A5)	19	
5	5					
6		= (A2+A3) * (A4+A5)	1	2 (cell A2) + 3 (cell A3)	5	
7			2	4 (cell A4) + 5 (cell A5)	9	
8			3	5 (order 1) * 9 (order 2)	45	
9						
10		=A2/A3+A4*A5	1	2 (cell A2) / 3 (cell A3)	0.666667	
11			2	4 (cell A4) * 5 (cell A5)	20	
12			3	0.666667 (order 1) + 20 (order 2)	20.66667	
13						
14		=A2/(A3+A4)*A5	1	3 (cell A3) + 4 (cell A4)	7	
15			2	2 (cell A2) / 7 (order 1)	0.285714	
16			3	0.285714 (order 2) * 5 (cell A5)	1.428571	
17						
18		=A2^2+A3*A4%	1	4 (cell A4) is converted to percentage	0.04	
19			2	2 (cell A2) to the power of 2	4	
20			3	3 (cell A3) * 0.04 (order 1)	0.12	
21			4	4 (order 2) + 0.12 (order 3)	4.12	

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Creating Formulas (4 of 4)

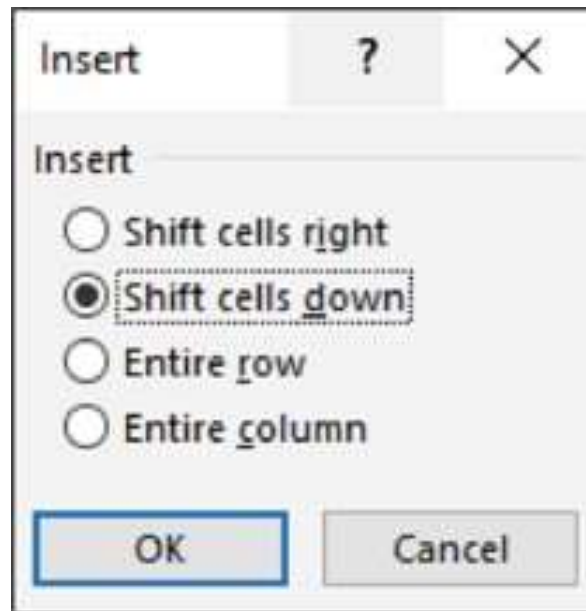
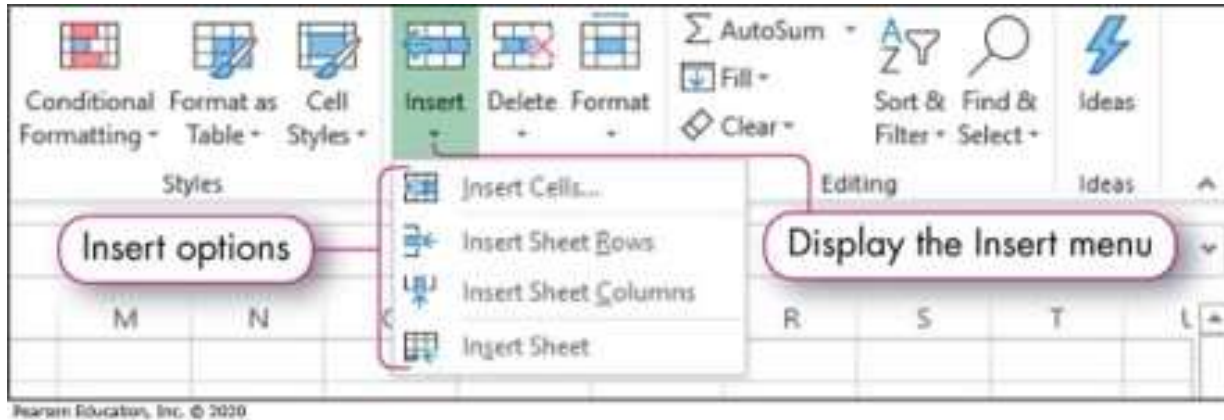
E5					$=C5*(1+D5)$					
	A	B	C	D	E	F	G	H	I	J
				Markup	Retail	Percent	Sale	Profit	Profit	
4	Product	Code	Cost	Rate	Price	Off	Price	Amount	Margin	
5	Hoodie	102	\$ 27.25	120.0%	\$ 59.95	20%	\$ 47.96	\$ 20.71	43.2%	
6	Souvenir Program	104	\$ 9.95	101.0%	\$ 20.00	25%	\$ 15.00	\$ 5.05	33.7%	
7	Soundtrack CD	105	\$ 8.00	87.5%	\$ 15.00	30%	\$ 10.50	\$ 2.50	23.8%	

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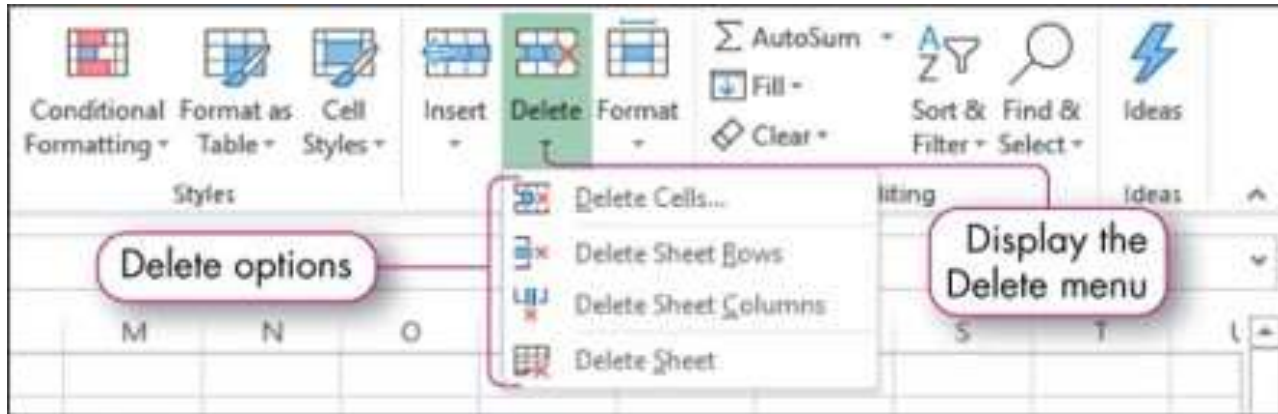
E5					$=C5*(1+D5)$					
	A	B	C	D	E	F	G	H	I	
				Markup	Retail Price	Percent	Sale Price	Profit	Profit	
4	Product	Code	Cost	Rate		Off		Amount	Margin	
5	Hoodie	102	27.25	1.2	$=C5*(1+D5)$	0.2	$=E5-(E5*F5)$	$=G5-C5$	$=(G5-C5)/G5$	
6	Souvenir Program	104	9.95	1.01	$=C6*(1+D6)$	0.25	$=E6-(E6*F6)$	$=G6-C6$	$=(G6-C6)/G6$	
7	Soundtrack CD	105	8	0.875	$=C7*(1+D7)$	0.3	$=E7-(E7*F7)$	$=G7-C7$	$=(G7-C7)/G7$	

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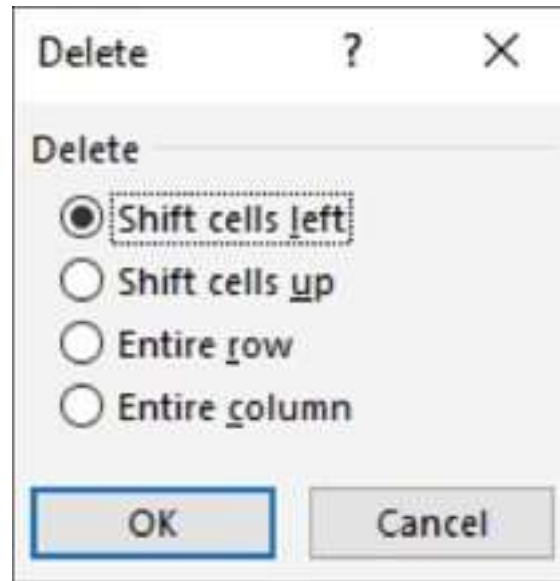
Managing Columns and Rows (1 of 4)



Managing Columns and Rows (2 of 4)

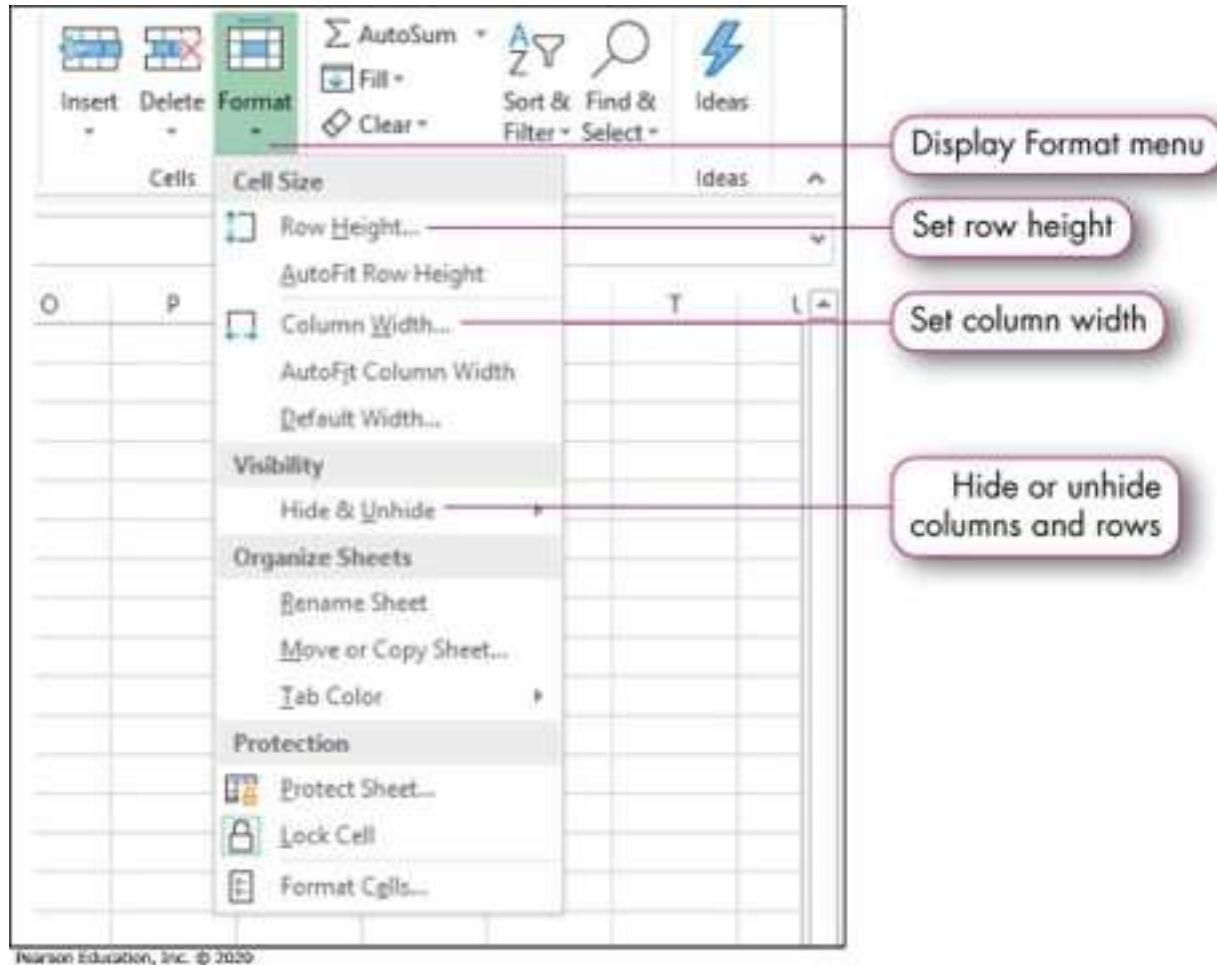


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Managing Columns and Rows (3 of 4)



Managing Columns and Rows (4 of 4)

	A	C	D	E	F	G
1	January	2021				
2	February	2021				
4	April	2021				
5	May	2021				
6						

Double vertical line
indicates hidden column

Double horizontal line
indicates hidden row

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Selecting, Moving, Copying, and Pasting Data (1 of 3)

Enter range in Name Box to select a range

Single-cell range

Range in a row

G5:H10

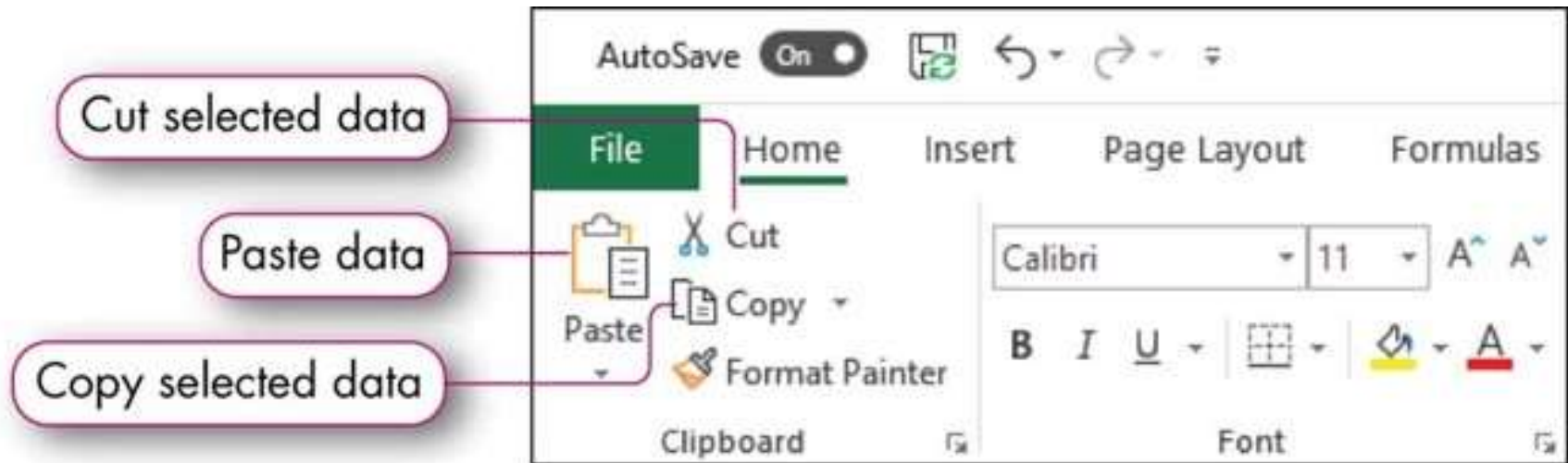
	A	B	C	D	E	F	G	H	I	J
1	Celebrity Musician's Souvenir Shop									
2	9/1/2021									
3										
4	Product	Code	Cost	Markup R	Retail Pric	Percent O	Sale Price	Profit Margin		
5	Hat	101	7.95	1.095	16.65525	0.15	14.15696	0.438439		
6	Hoodie	102	27.25	1.25	61.3125	0.2	49.05	0.444444		
7	Mug	103	5	2	15	0.15	12.75	0.607843		
8	Souvenir P	104	9.95	1.01	19.9995	0.25	14.99963	0.33665		
9	Soundtrack	105	8	0.875	15	0.3	10.5	0.238095		
10	T-shirt	106	7.1	3.155	29.5005	0.1	26.55045	0.732585		
11										

Range in a column

Rectangular range of cells

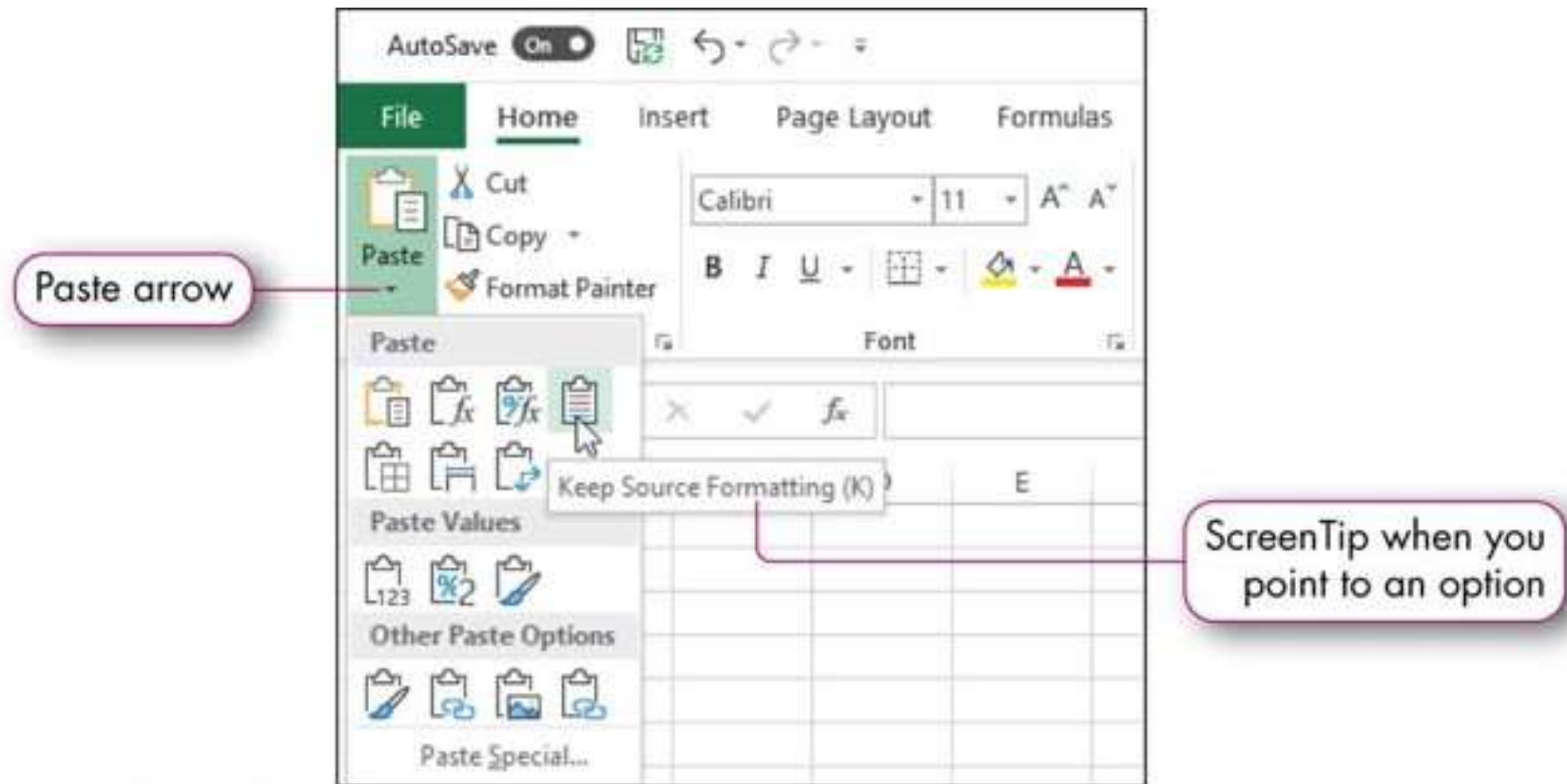
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Selecting, Moving, Copying, and Pasting Data (2 of 3)



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Selecting, Moving, Copying, and Pasting Data (3 of 3)

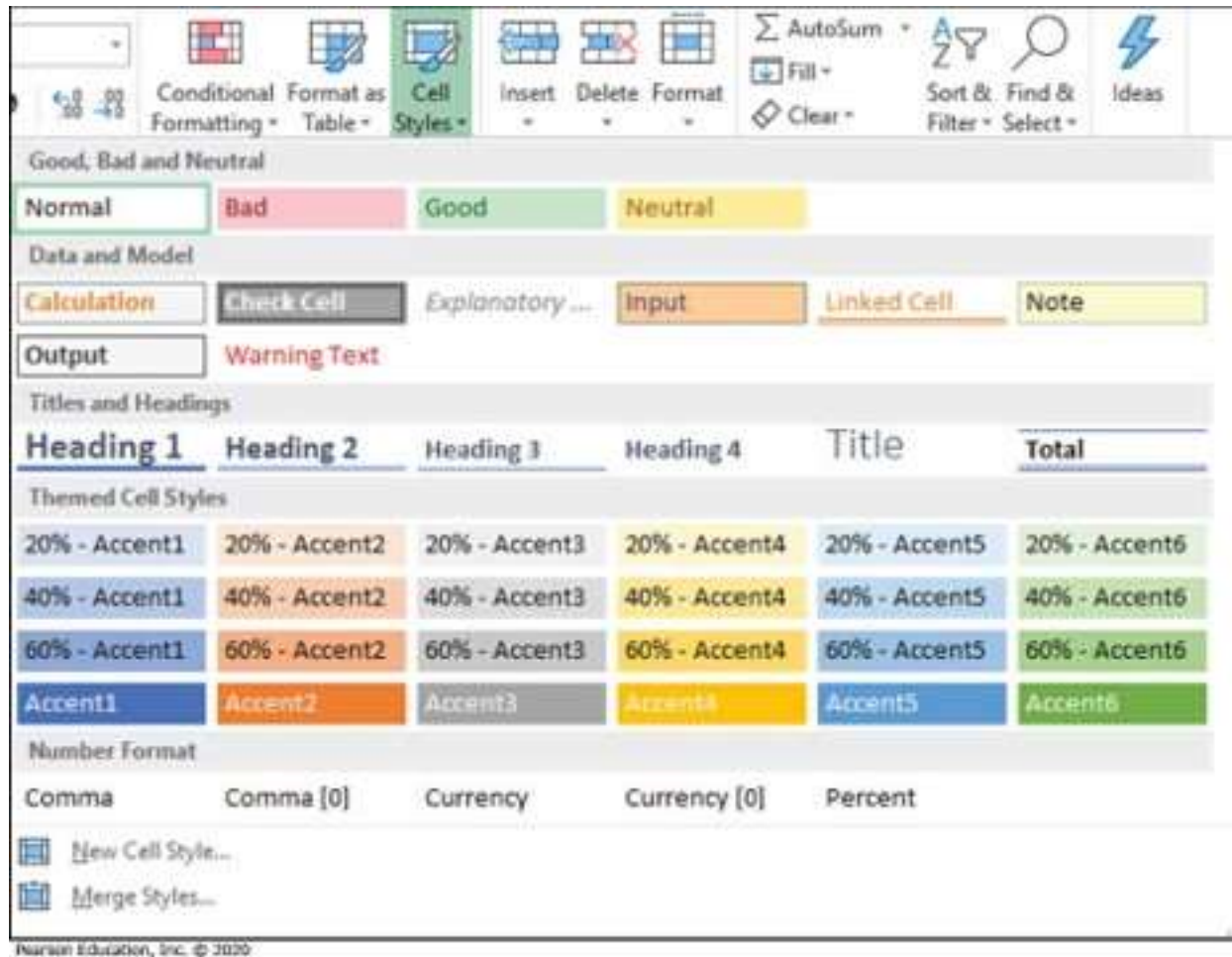


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Applying Cell Styles, Cell Alignment, and Font Options (1 of 7)

- Cell style—collection of format characteristics that provides a consistent appearance
- A cell style controls:
 - Font
 - Font color and size
 - Borders
 - Fill colors
 - Alignment
 - Number formatting

Applying Cell Styles, Cell Alignment, and Font Options (2 of 7)



Applying Cell Styles, Cell Alignment, and Font Options (3 of 7)

Option	Results
Merge & Center	Merges selected cells and centers data into one cell.
Merge Across	Merges the selected cells but keeps text left aligned or values right aligned.
Merge Cells	Merges a range of cells and keeps original alignment.
Unmerge Cells	Separates a merged cell into multiple cells again.

Applying Cell Styles, Cell Alignment, and Font Options (4 of 7)

- Alignment—indicates how data are positioned in the boundaries of a cell
- Horizontal alignment—specifies the position of data between the left and right cell margins
- Vertical alignment—specifies the position of data between the top and bottom cell margins
- Wrap text—word-wraps data on multiple lines within a cell

Applying Cell Styles, Cell Alignment, and Font Options (5 of 7)

The screenshot displays the Microsoft Excel interface with several annotations highlighting specific formatting options:

- Vertical alignment:** Points to the vertical alignment icons in the Alignment group on the ribbon.
- Orientation:** Points to the orientation icons in the Alignment group on the ribbon.
- Wrap Text applied to active cell:** Points to the 'Wrap Text' button in the Alignment group on the ribbon.
- Horizontal alignment:** Points to the horizontal alignment icons in the Alignment group on the ribbon.
- Merge & Center:** Points to the 'Merge & Center' button in the Alignment group on the ribbon.
- Main title merged and centered with Heading 1 cell style:** Points to the main title 'Celebrity Musician's Souvenir Shop' in cell A1, which is merged across cells A1 to J1.
- Labels centered horizontally and wrapped:** Points to the header row (row 4) containing labels like 'Product', 'Cost', 'Markup Rate', etc., which are centered and wrapped.

The spreadsheet data is as follows:

Celebrity Musician's Souvenir Shop									
9/1/2021									
Product	Cost	Markup Rate	Markup Amount	Retail Price	Percent Off	Sale Price	Profit Amount	Profit Margin	
Apparel									
Hat	\$ 7.95	109.5%	\$ 8.71	\$ 16.66	15%	\$ 14.16	\$ 6.21	43.8%	
Hoodie	\$ 27.25	125.0%	\$ 34.06	\$ 61.31	20%	\$ 49.05	\$ 21.80	44.4%	
T-shirt	\$ 7.10	315.5%	\$ 22.40	\$ 29.50	10%	\$ 26.35	\$ 19.45	73.3%	

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Applying Cell Styles, Cell Alignment, and Font Options (6 of 7)

The screenshot shows the 'Alignment' group on the Microsoft Excel ribbon. The 'Increase Indent' and 'Decrease Indent' buttons are highlighted with a red box. A red line connects this box to a callout labeled 'Indent options'. Another red line connects the text in column F (which is indented) to a callout labeled 'Indented cell contents'.

	F	G	H
Apparel			
Hat			
Hoodie			
T-shirt			
Souvenirs			
Mug			
Souvenir Program			
Travel Mug			

Applying Cell Styles, Cell Alignment, and Font Options (7 of 7)

The screenshot shows an Excel spreadsheet with the following data:

Product	Cost	Markup Rate	Markup Amount	Retail Price	Percent Off	Sale Price	Profit Amount	Profit Margin
Apparel								
hat	\$ 7.95	100.5%	\$ 8.71	\$ 16.66	15%	\$ 14.16	\$ 6.21	41.0%
hoodie	\$ 27.29	125.0%	\$ 8.98	\$ 36.27	20%	\$ 29.02	\$ 6.25	17.2%
t-shirt	\$ 7.10	115.5%	\$ 2.40	\$ 9.50	10%	\$ 8.55	\$ 1.40	14.7%
Accessories								
Mug	\$ 5.00	200.0%	\$ 10.00	\$ 15.00	15%	\$ 12.75	\$ 7.75	51.7%
Souvenir Program	\$ 9.99	100.0%	\$ 10.00	\$ 20.00	25%	\$ 15.00	\$ 5.00	25.0%
Travel Mug	\$ 7.00	200.0%	\$ 14.00	\$ 21.00	15%	\$ 17.85	\$ 10.85	51.7%

Annotations in the image include:

- Border command:** Points to the 'Borders' icon in the 'Font' group of the ribbon.
- Fill command:** Points to the 'Fill Color' icon in the 'Font' group of the ribbon.
- Fill color applied to labels:** Points to the blue fill color of the header row (row 4).
- Border surrounding sale information:** Points to the border around the 'Percent Off' and 'Sale Price' columns.
- Number formats:** Points to the 'Number' group of the ribbon.
- Percentage format applied:** Points to the 'Percent' icon in the 'Number' group of the ribbon.
- Accounting Number Format applied:** Points to the 'Accounting Number Format' icon in the 'Number' group of the ribbon.

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Applying Number Formats (1 of 4)

Format Style	Display
General	The default number format.
Number	A number with or without the comma separator and with any number of decimal places. Negative numbers can be displayed with parentheses and/or red.
Currency Format	A number, the dollar sign immediately to the left of the number, a comma for every three digits on the left side of the decimal point, and two digits to the right of the decimal point. Negative values are preceded by a minus sign. Zero displays as \$0.00.
Accounting Number Format	A number, the dollar sign on the left side of the cell, a comma for every three digits on the left side of the decimal point, and two digits to the right of the decimal point. Negative values are enclosed in parentheses by default. Zero displays as a dollar sign and a hyphen.
Comma Style	The Comma Style formats with a comma for every three digits on the left side of the decimal point and displays two digits to the right of the decimal point.
Date	A serial number formatted as a date.

Applying Number Formats (2 of 4)

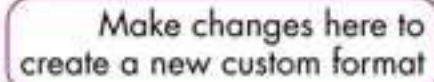
Format Style	Display
Time	A number formatted for time.
Percent Style	The Percent Style formats a value as if it was multiplied by 100 and with a percent symbol.
Fraction	A number formatted as a fraction.
Scientific	A number as a decimal fraction followed by a whole number exponent of 10; for example, the number 12345 would display as 1.23E+04.
Text	Treats data as text, even if it contains numbers.
Special	A number with editing characters, such as the parentheses and hyphen in a phone number, hyphen in a Zip Code+4, and the hyphens in a Social Security number.
Custom	Predefined customized number formats or special symbols to create your own customized number format.

Applying Number Formats (3 of 4)

	A	B	C	D	E	F
1	General	1234.567		Original Value	9171234567	
2	Number	1234.57		Phone Number Format	(917) 123-4567	
3	Currency	\$1,234.57				
4	Accounting \$	1,234.57		Original Value	102821234	
5	Comma	1,234.57		Zip + 4 Number Format	10282-1234	
6	Percent	123457%				

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Applying Number Formats (4 of 4)



Custom category

Selected custom format

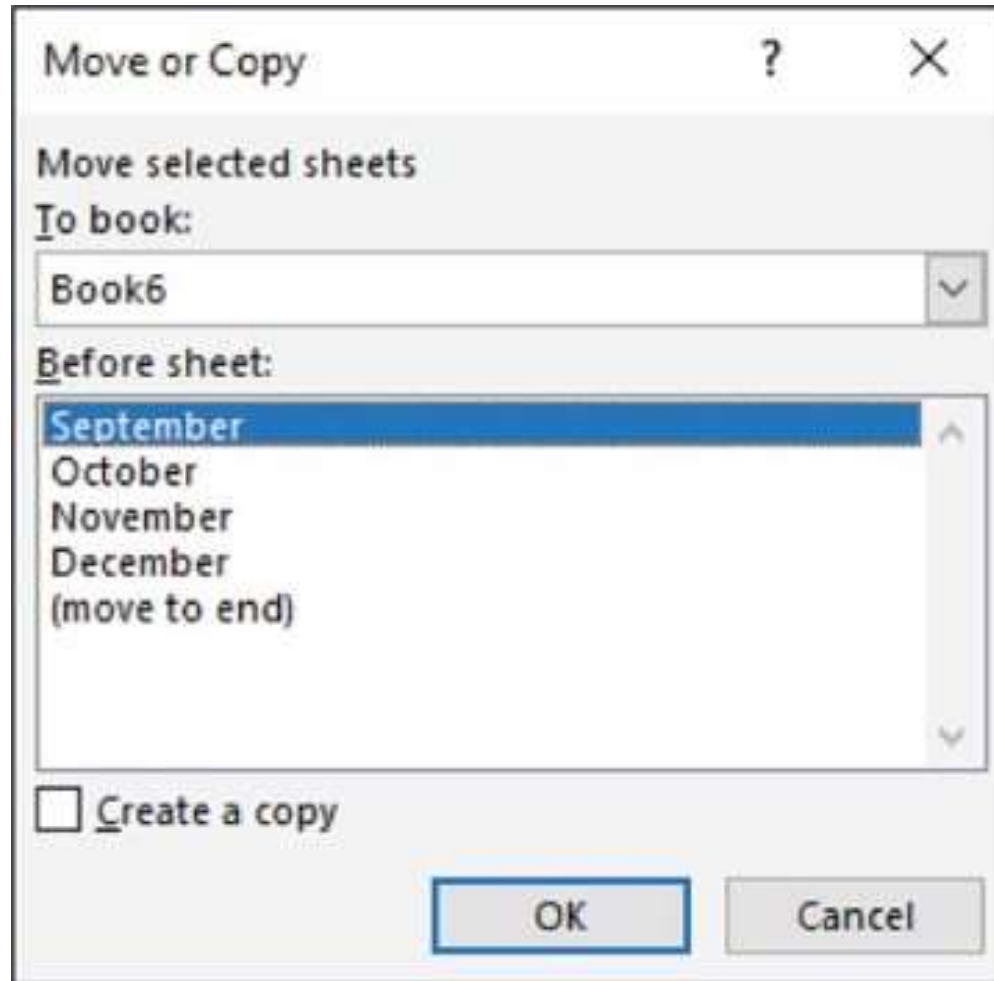
[illegible]

Managing Worksheets (1 of 2)



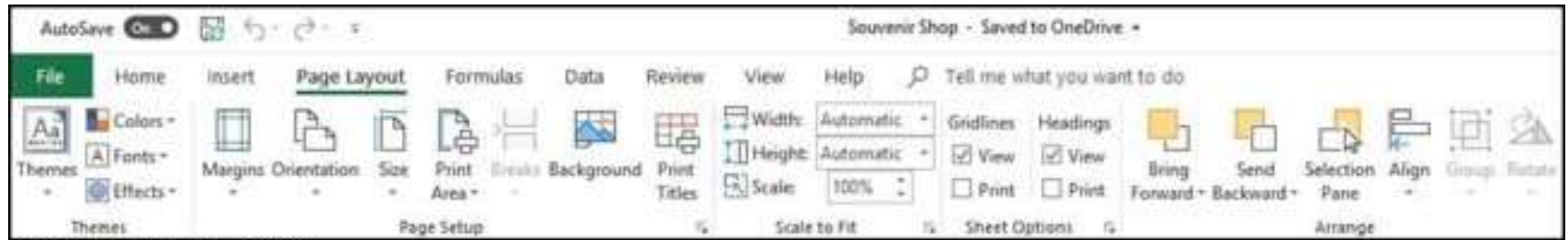
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Managing Worksheets (2 of 2)



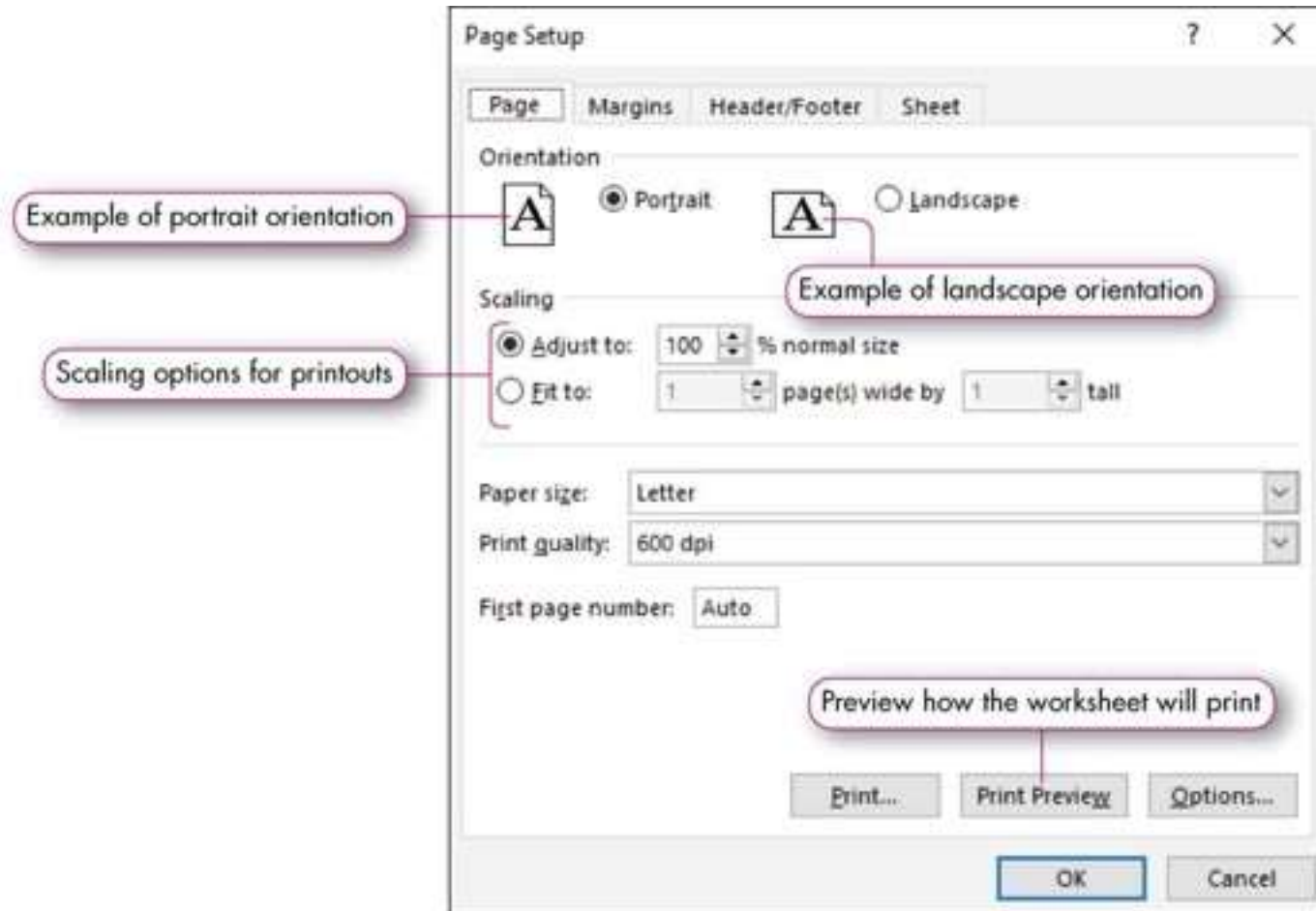
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Selecting Page Setup Options (1 of 5)



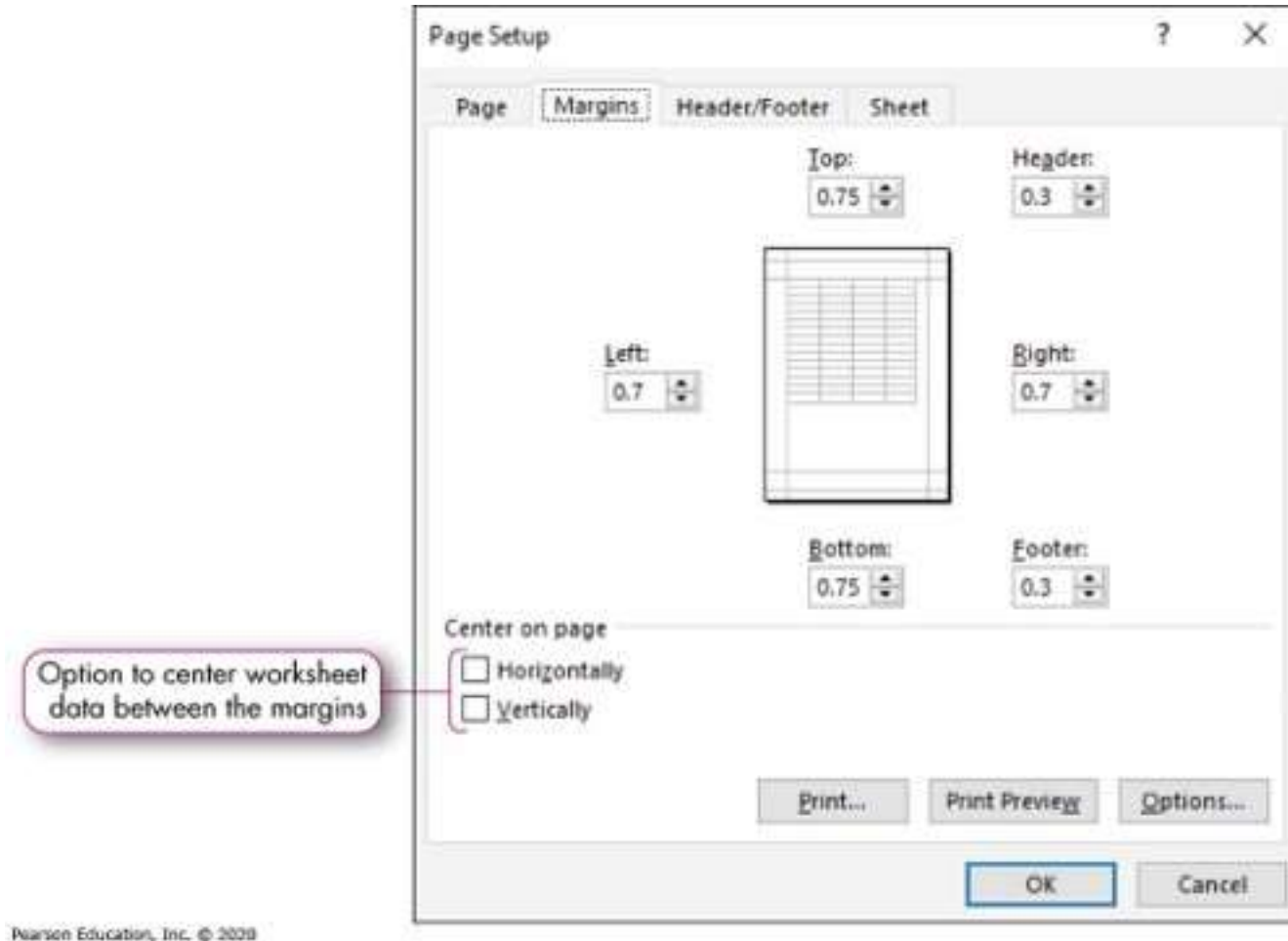
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Selecting Page Setup Options (2 of 5)

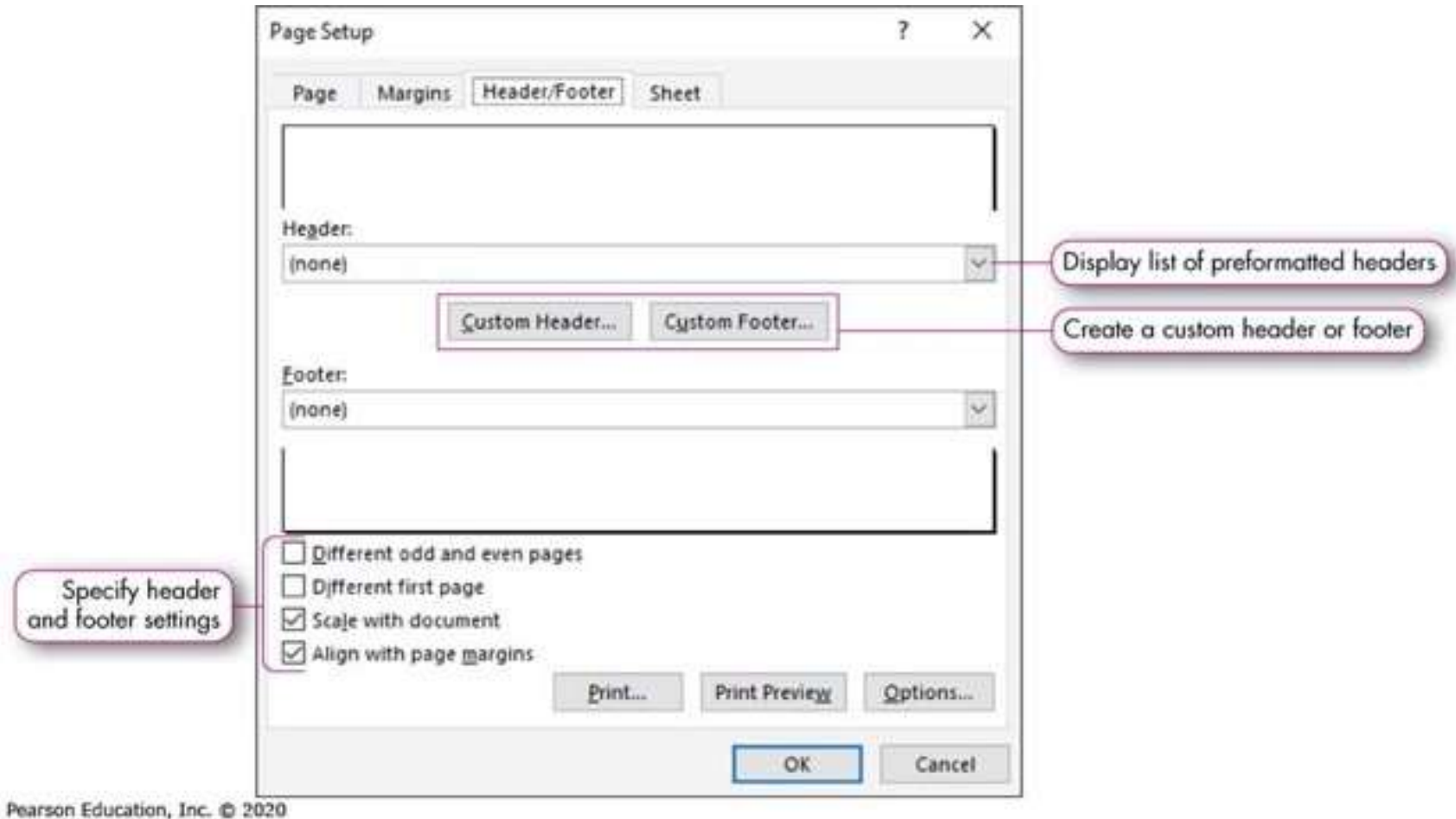


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Selecting Page Setup Options (3 of 5)



Selecting Page Setup Options (4 of 5)



Selecting Page Setup Options (5 of 5)

Repeat rows containing column labels at the top of each page

Print gridlines

Print row numbers and column headings

The screenshot shows the 'Page Setup' dialog box with the 'Sheet' tab selected. The 'Print area' field is empty. Under 'Print titles', 'Rows to repeat at top' and 'Columns to repeat at left' are empty. In the 'Print' section, 'Gridlines' is checked, 'Black and white' is unchecked, 'Draft quality' is unchecked, and 'Row and column headings' is checked. 'Comments' is set to '(None)' and 'Cell errors as' is set to 'displayed'. Under 'Page order', 'Down, then over' is selected. A small diagram shows a grid with a green arrow indicating a row-by-row printing path. At the bottom are buttons for 'Print...', 'Print Preview', 'Options...', 'OK', and 'Cancel'.

Page Setup

Page Margins Header/Footer Sheet

Print area: []

Print titles

Rows to repeat at top: []

Columns to repeat at left: []

Print

☒ Gridlines

☐ Black and white

☐ Draft quality

☒ Row and column headings

Comments: (None)

Cell errors as: displayed

Page order

☒ Down, then over

☐ Over, then down

Print... Print Preview Options...

OK Cancel

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Previewing and Printing a Worksheet

- Backstage view—displays print options and the worksheet in print preview mode
 - You can specify the number of copies to print and which printer
 - You can specify what to print
 - Print Active Sheets
 - Print Entire Workbook
 - Print Selection
 - Specify which pages to print

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