

Course manual:

Microsoft Excel

Excel Beginner



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Introducing Microsoft EXCEL

Excel is an application program (or software or spreadsheet) used to establish budgets, planning or other accounting tasks. In a workbook, the data and formulas come in the form of tables called « **sheets** » and allow analysis and data tracking.

In a sheet, we talk about « **cells, rows and columns** ». Each cell can contain text, numerical data or formulas. We can also insert images, graphics and comments.

Compared with earlier versions, **Excel** contains **16,384 columns instead of 256** and **1,048,576 rows instead of 65,536**.

The workbook: It is all the sheets.
This is what we see first at the start of **Excel**.

The sheets: It is the set of all columns and rows.

Cells: This is the basic unit of the sheet. It is each cell of a sheet.

A field: Several selected cells or range or block

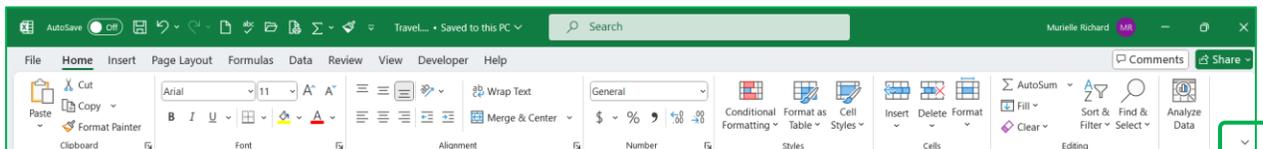
1. ENVIRONMENT AND TERMINOLOGY

This environment is similar for other applications: Excel, PowerPoint, Outlook.

1.1. The ribbon

In the ribbon, we will find tabs such as Home, Insert, Page Layout, View and others. Orders are categorized into groups: for example: in **Home**, we will have the **Font group, Alignment, Style, etc.**

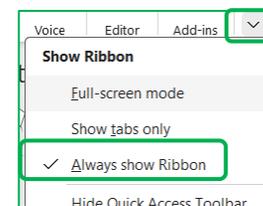
The display of a ribbon depends on the resolution of the screen. This display is sometimes done horizontally, sometimes vertically and for lack of space, by a simple icon.



1.2. You click on a tab and the controls disappear

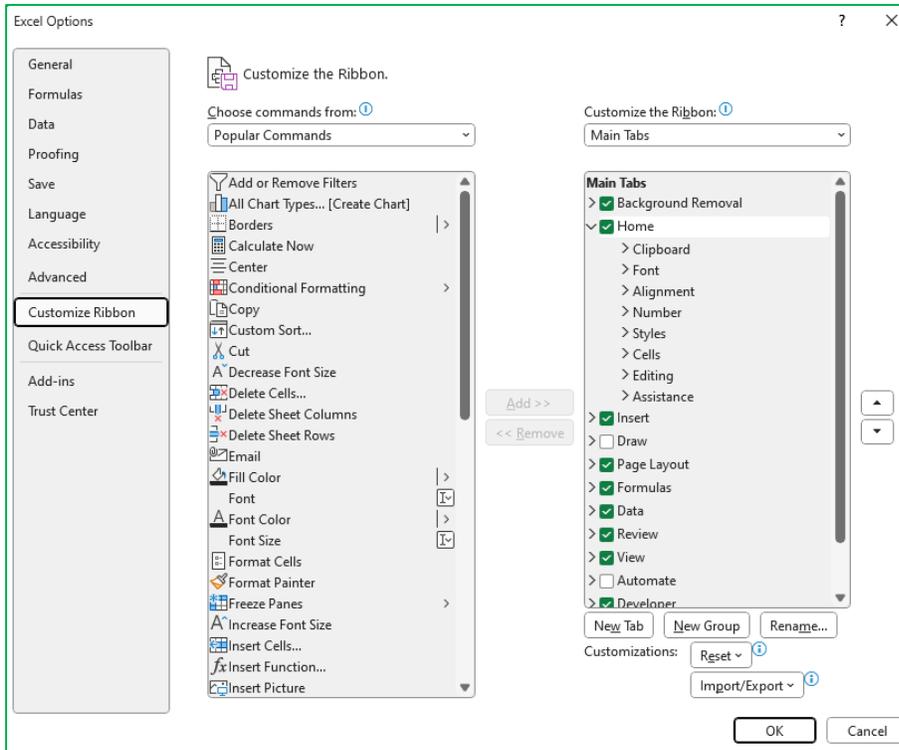
WHAT TO DO?

- ◆ At the top-right corner, select the **Display Options** icon.
- ◆ Choose ➔ **Always show Ribbon**



1.3. Customize the Ribbon

The ribbon can be customized by adding new tabs and or adding new **groups**. This option is available from the menu **File ➔ Options ➔ Customize Ribbon**. We may also decide not to display one or more tabs in the ribbon.



1.4. The tabs

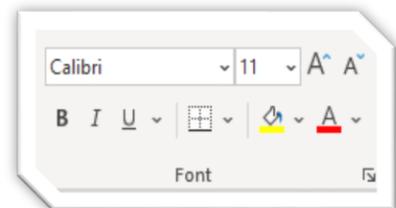
A tab contains a large number of commands, divided into several groups. A tab replaces a menu found in earlier versions. **We cannot change existing groups in a tab.** But we can create more.

1.5. Groups

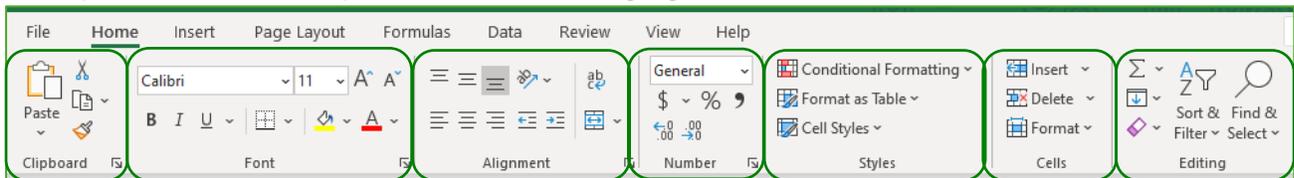
A group is designed to allow you to perform several operations of similar type.

The "Home" tab shows several groups that were in the **Edit** and **Format** menu

1. Clipboard
2. Font
3. Alignment
4. Number
5. Styles



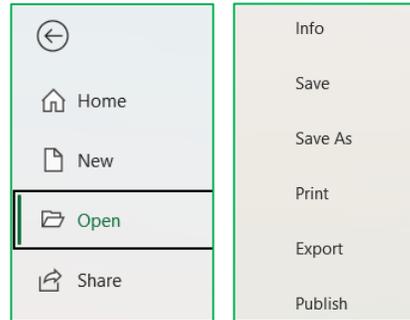
Example: The Font Group: Bold, Italic, Changing the font size, Font color, Etc.



2. FILE

In "File" Tab, we will find:

- ◆ New
- ◆ Open
- ◆ Save, Save as
- ◆ Close
- ◆ Print
- ◆ Share
- ◆ Export, etc.



2.1. Recover Unsaved Workbooks

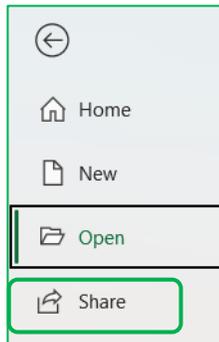
- ◆ In File Tab, click on "Open"
- ◆ Click the button at the bottom of the window



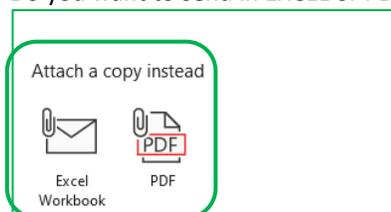
2.2. Share by Email

Do you want to send your workbook to a co-worker, then probably take ➔ OneDrive. Our goal in this basic course is to send my file by email.

- ◆ To send the entire workbook ➔ select **File** ➔ **Share** ➔ Attach a copy instead



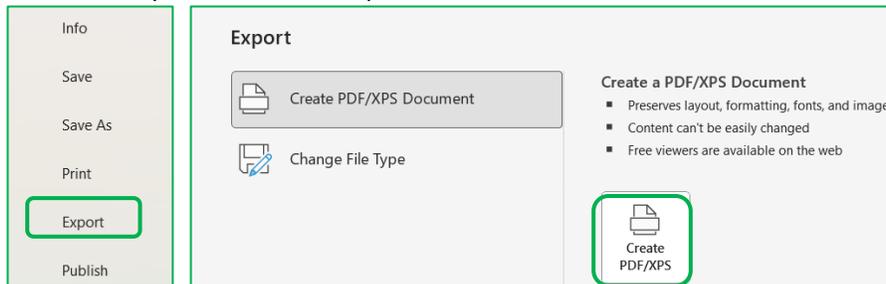
- ◆ Do you want to send in EXCEL or PDF format



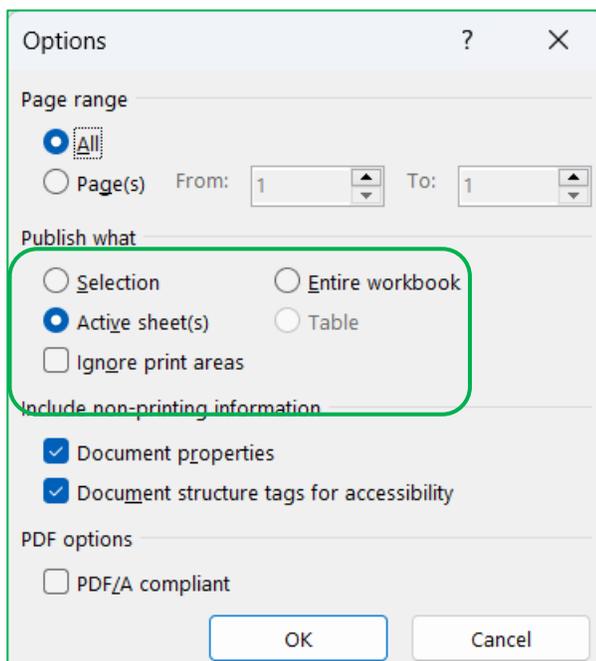
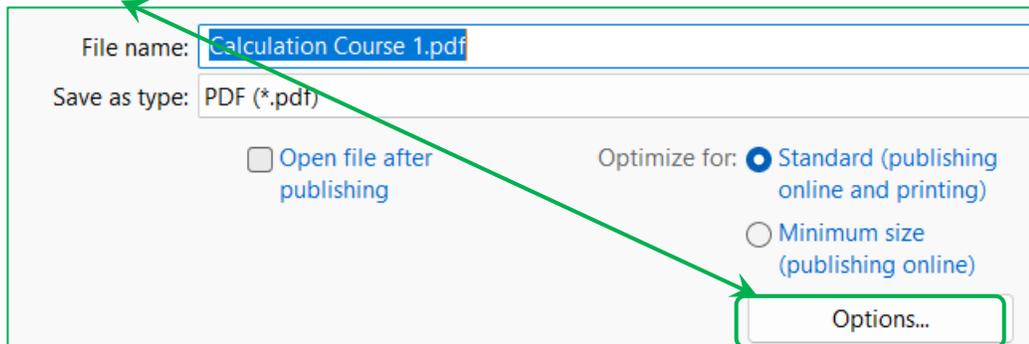
- ◆ If your choice is ➔ PDF format ➔ the entire workbook will be converted to PDF

2.3. Export a sheet in PDF

- ◆ Create a document PDF
- ◆ The sheet only will be convert in .pdf → not the workbook.



- ◆ If you want more options, example: the selection, the sheet, or the workbook, select → Options at the **bottom**



3. QUICK ACCESS TOOLBAR

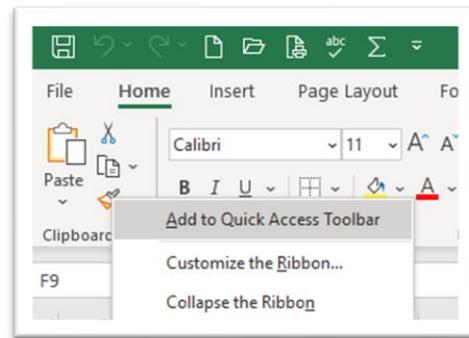


Select the arrow to the right for more options → More Commands or → Show Below the Ribbon or → Hide Quick Access Toolbar.

The access toolbar can be customized to meet our needs:

Example: To add "Format Painter"

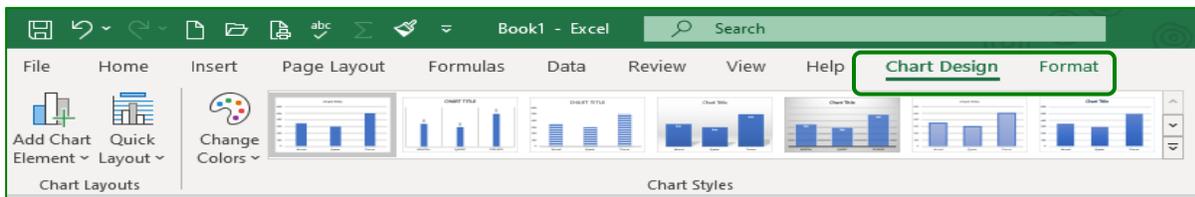
- ◆ Right click to add a command to your Quick Access toolbar.
- ◆ This can be moved under the ribbon.
- ◆ Or from File menu Options Customize Ribbon, you'll be able to add other buttons not available in the ribbon groups



4. CONTEXTUAL TABS

New tabs appear when a feature has been used. These tabs will appear for tables, images, charts, pivot tables etc.

Example: A chart or Pivot Table will have 2 tabs:



5. DIALOG BOX UNWINDER

We find almost the same dialog boxes that we have in the last 2003 version. By clicking the button in the bottom right corner of a group.



6. INSTANT TOOLBAR

As soon as a selection is made, a menu is displayed to change the layout.



7. FORMULA BAR

The content of the cell is the result of a formula, the result of the cell: " E2 "=SUM(B2:D2)"

	A	B	C	D	E
1	Expenses	January	February	March	Totals
2	Car Payment	\$ 350,00	\$ 350,00	\$ 350,00	\$ 1 050,00
3	Electricity	\$ 195,00	\$ 210,00	\$ 185,00	\$ 590,00

The contents of a cell can also be text (A2) or numbers (C2)

The result of the B2 cell → Car Payment

	A	B	C	D	E
1	Expenses	January	February	March	Totals
2	Car Payment	\$ 350,00	\$ 350,00	\$ 350,00	\$ 1 050,00

8. STATUS BAR

8.1. Instant Statistics

By clicking the **Context** in the status bar, you can change the **status bar** view, for modification to keep the most used commands.

The field selected in the Excel spreadsheet "representing cells (E2:E6)" Sum:"\$5 595,00"

The average is → 1 119,00

And the number of cells selected is → Numerical Count: 6

	A	B	C	D	E	F
1	Expenses	January	February	March	Totals	
2	Car Payment	\$ 350,00	\$ 350,00	\$ 350,00	1 050,00	\$
3	Electricity	\$ 195,00	\$ 210,00	\$ 185,00	590,00	\$
4	Food	\$ 450,00	\$ 375,00	\$ 385,00	1 210,00	\$
5	Rent	\$ 850,00	\$ 850,00	\$ 850,00	2 550,00	\$
6	Cellular	\$ 65,00	\$ 65,00	\$ 65,00	195,00	\$

ALSO LOOK AT THE STATUS BAR (LEFT)

- ◇ Example "Calculation file", Sheet 7 of 9
- ◇ EXCEL takes into account sheets that are hidden "Chocolate" is sheet 6.
- ◇ To verify, click in sheet "Price", this on is Sheet 5 Sheet 5 of 9
- ◇ Click in sheet "Employee" Sheet 7 of 9
- ◇ So, sheet 6 is hide and the workbook has a total of 8 sheets.

9. THE IMPORTANCE OF THE FORMAT PAINTER

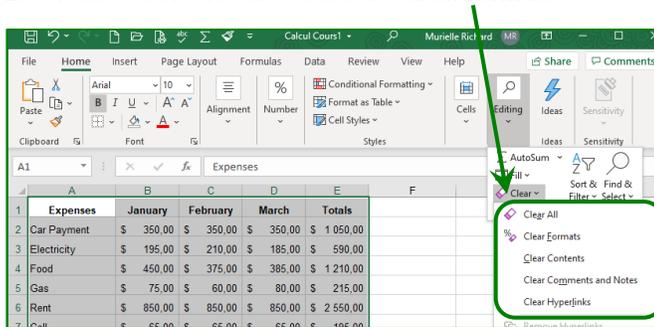


The **Format painter** is a very important tool in **Excel**, it allows to reproduce the formatting of the text to be modified in a very efficient way. **Activate** a cell containing the format to be reproduced, click **format painter** of the **Home** tab

- ◇ Click in the cell to reproduce the formatting, make some changes
- ◇ Click the brush once to reproduce once
- ◇ Click the brush twice to reproduce as many times as you like
- ◇ Click in destination cells
- ◇ To **deactivate the Format painter**: click on the **keyboard's Esc** or click the Format Painter again.

9.1. Deleting all cells formatting.

1. Select text for which formatting needs to be deleted
2. From the Home tab → choose → **Clear formats**



10. MOVEMENTS AND SELECTIONS

The cursor changes shape depending on where it is pointed on the spreadsheet:

- 1 To select cells: 
- 2 Press a button, or tab (choose an option) 
- 3 Move a block

\$	350,00	\$	350,00	\$	350,00	\$	1 050,00
\$	195,00	\$	210,00	\$	185,00	\$	590,00
\$	450,00	\$	375,00	\$	385,00	\$	1 210,00
\$	75,00	\$	60,00	\$	80,00	\$	215,00
\$	850,00	\$	850,00	\$	850,00	\$	2 550,00
\$	65,00	\$	65,00	\$	65,00	\$	195,00

- 4 Copy function + and  DOUBLE-CLICK TO COPY OVER THE ENTIRE ROW
- 5 To select a row or a column: → and ↓

10.1. Moving from one sheet to another

Point and click on the tabs at the bottom of the workbook. In workbooks with multiple sheets, it may be necessary to use the horizontal scroll bar to access the desired sheet.



10.2. Moving around in a sheet

- ◆ **The cursor:** to go to the left←, to the right→, up ↑ and down↓
- ◆ The "Enter↵" key confirms the data and moves to the next cell
- ◆ **Tab:** confirms entries and goes to the right
- ◆ **Shift + Tab** returns to the left one cell at the time

10.3. Select cells from a single line or column

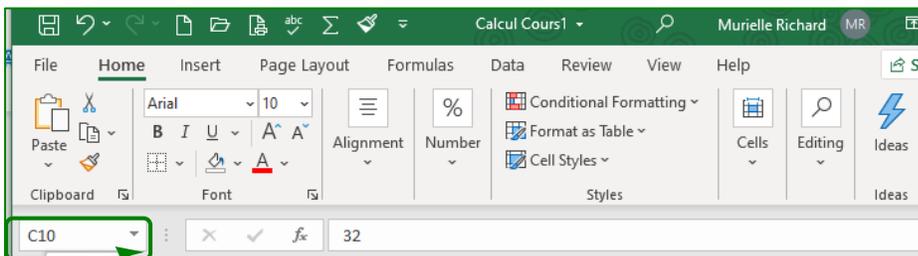
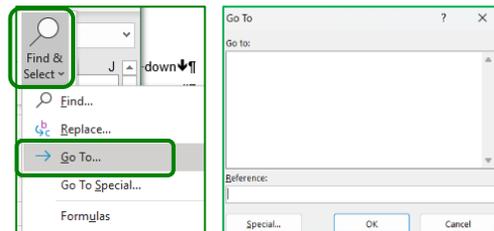
- ◆ Example: to select all cells except the title - Click in the first cell, **CTRL + SHIFT + ↓**

10.4. Select a cell (activate a cell)

Option 1: Enter information in position indicator and confirm "Enter↵"

Option 2: Press **F5**: In the "Reference" area enter the destination cell and confirm with **OK**.

Option 3: From the **Home** tab, click on the **Search** group at the far right of the ribbon, click **Go To**



In some more complex workbooks, the window will display certain destinations, it will also be possible to select them from the list in the window.

10.5. A block or field or cell range

Blocks are selections of several cells. We will need to select fields to make graphs, apply changes to a selection of data, etc.

Depending on the nature of the blocks to be created, use any of the following options.

10.5.1. Option 1 - To select a suite of close-up cells

- ◆ Make **sure** the cursor has the shape of the pointer , place it over the first cell of the block, keeping a finger on the left button of the mouse, move it to the last cell of the block. Release the mouse button.

10.5.2. Option 2 - To select a suite of distant cells

- ◆ Place the pointer  over the first cell of the block and click, move the pointer to the last cell you want to see **in** the block by keeping your finger pressed on the button **↑ (SHIFT)** and click into the last cell you want to include in the block.

10.5.3. Option 3 - To select cells that are not continuous

- ◆ Make a first block, press the **CTRL** button and make another block with the mouse.

10.6. Select all cells from a sheet

For changes that need to be applied to the entire spreadsheet: press **CTRL A** or place the pointer at the intersection of columns and rows headers and click. The whole sheet will appear in blue. To get out of this mode, click anywhere on the sheet.

10.7. Select multiple sheets (create a group)

Creating a group will allow changes to be applied to multiple sheets of the same workbook at the same time. The procedure will be similar depending on whether the sheets are in continuous selection or not.

10.7.1. Continuous selection

- ◆ Click **on** the tab of the first sheet of the selection, hold the key **↑ (Shift/Maj.) pressed down** and then click on the **last sheet** of the selection.

10.7.2. Non-continuous selection

- ◆ Click **on** a selection tab, hold the **CTRL button** down and add the desired sheets with a click on the **tab** per sheet.

10.7.3. Select all the sheets

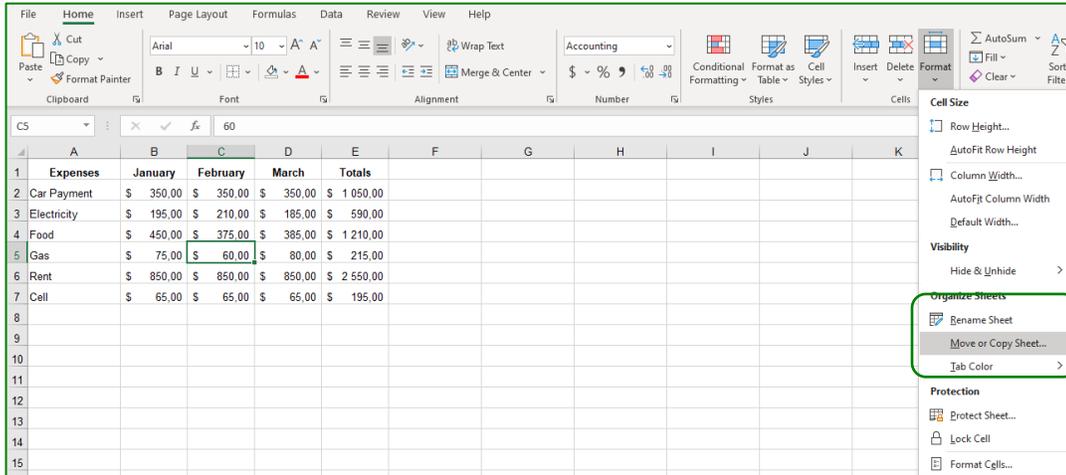


- ◆ Click **with** the right button on a sheet tab, then click **Select all sheets** in the pop-up menu.
The selected tabs will appear in white. The message **[Group]** will appear in the title bar. To disable a working group, click on a tab that does not belong to the working group. If all the tabs are part of it, click on one of them, except the first one.

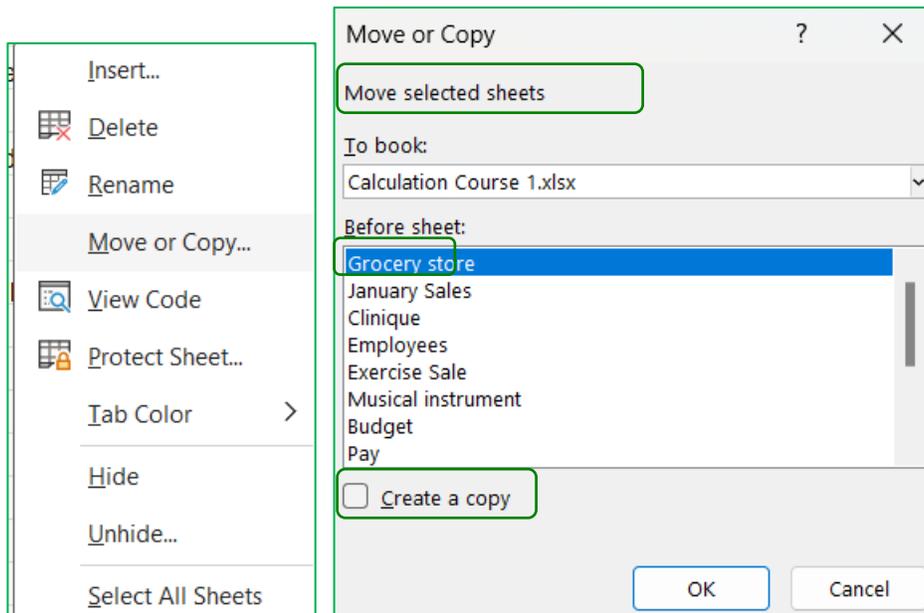
10.8. Move a sheet (or copy a sheet)

It is possible to copy or move sheets in the same workbook or to another workbook.

1. To do so, from the **Home** tab, click on the **Format** icon ➔ **Move Or copy sheet**. Or right click on the sheet.

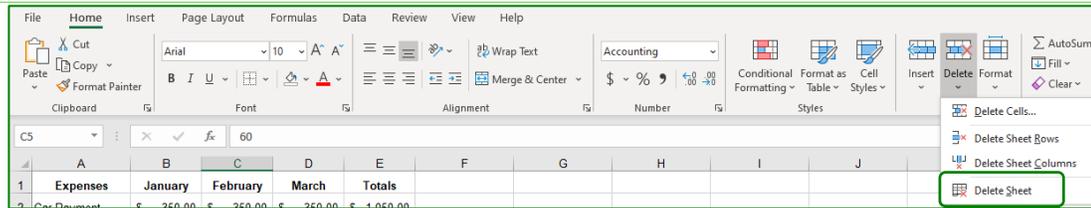


2. In ➔ **To book** area, click on the destination workbook.
3. To move or copy selected sheets in a new workbook, click (new book).
4. In the **Before Sheet** area, click on the sheet in front of which you want to insert the Moved (or copied) sheet.
5. To copy the sheets instead of moving them, **activate** the checkbox **Create a copy**.



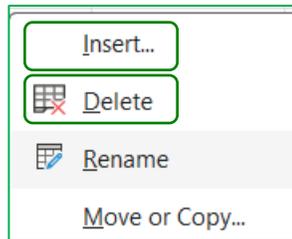
To copy sheets, hold the CTRL button down and slide; release the mouse button before releasing the CTRL button.

10.9. Delete a sheet



From the **Home Tab** → **Cells Group** → menu **Delete** → Choose → **Delete Sheet**.

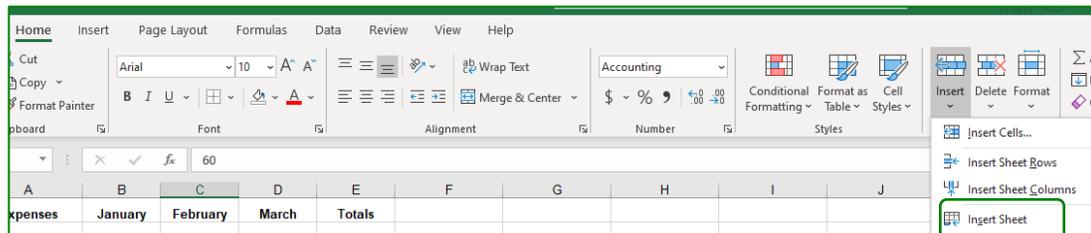
It is also possible to use the functions of the **pop-up menu** by clicking with the right button on the tab of the sheet to be removed, and then select the option **Delete sheet**.



10.10. Insert a sheet

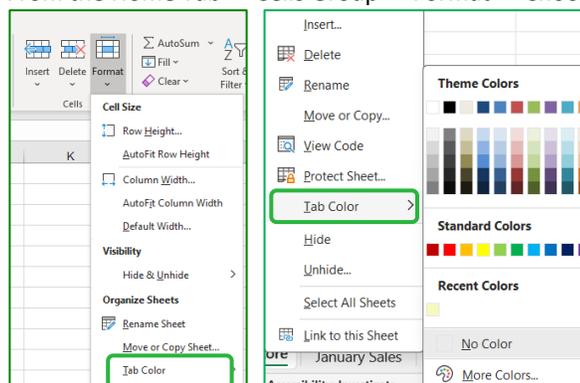
Same action, **Cells Group** → menu **Insert** → Choose → **Insert Sheet**.

Or with the right button



10.11. Change the color of a tab

◇ From the **Home Tab** → **Cells Group** → **Format** → Choose → **Tab color**.



◇ Or from the pop-up menu, click with the right mouse button on the tab of the sheet to be changed, select the **Tab Color** option.

11. DATA ENTRY IN EXCEL

Three types of data can be recognized in cells:

1. Text
2. Numbers
3. Formulas

All other information (images, automatic shapes, charts, etc.) are only objects that "float" on the sheet and are not associated with a cell.

The recent updates in 2023, the images can be inserted inside a cell. We will see this matter a little later in the documentation.

11.1. Entering data directly into the cell

- ◆ Place the pointer on the appropriate cell, click and enter the desired information.
- ◆ Confirm the data using either the green checkmark in the formula bar (click with the mouse), or using the moving arrows, the tabulator or the "Enter↵" button.

11.2. The data entry into the formula bar

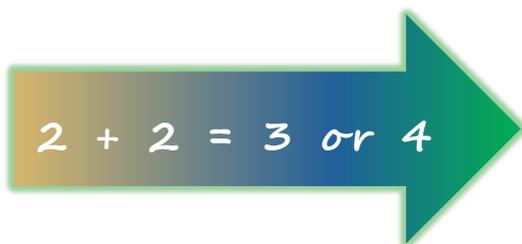
- ◆ Place the cursor in the formula bar, enter the desired information. 
- ◆ Confirm the data using either the green checkmark in the formula bar (click with the mouse) or using the tabulator or the "Enter↵" button.
- ◆ This is certainly the most effective way to add text (especially text copied from Word or elsewhere).



Sometimes, **Excel interprets** certain data in a way other than the expected one. For example, the "product number" 12-05, will be interpreted as a date and translated as ➔ **Dec 05**. To foil **Excel's** formatting, just add **an apostrophe in front of the information**. The input data will be interpreted as text.

12. FORMULAS

OPERATIONS: **Addition, subtraction, multiplication, and division** are achievable using the mathematical operations presented in the following table. Operations must be preceded by the equal sign.



Mathematical operators

➔ Addition	+	=10+5
➔ Subtraction	-	=10-5
➔ Multiplication	*	=10*5
➔ Division	/	=10/5

A LITTLE LATER, WE'LL SEE HOW TO MAKE A FORMULA WITH NUMBERS INSERTED INTO CELLS TO GET ACCURATE RESULTS.

13. SIMPLE FORMULA

13.1. The addition How to do it?

- ◇ Activate a cell
- ◇ Directly in the cell or in the **formula bar** ,enter the **equal sign =**, type 150 and the **operator add +**, type 40 and press **Enter↵**
- ◇ The result is "190"

13.2. Subtraction How to do it?

- ◇ Activate a cell
- ◇ Directly in the cell or in the **formula bar** , enter the **equal sign =**, type 150 and the **operator subtract -**, type 40 and press **Enter↵**
- ◇ The result is "110"

13.3. Multiplication How to do it?

- ◇ Activate a cell
- ◇ Directly in the cell or in the **formula bar** ,enter the **equal sign =**, type 150 and the **operator for multiplication ***, type 40 and press **Enter↵**
- ◇ The result is "6000"

13.4. Division How to do it?

- ◇ Activate a cell
- ◇ Directly in the cell or in the **formula bar** , enter the **equal sign =**, type 150 and the **operator for the division /**, type 40 and press **Enter↵**
- ◇ The result is "3.75"

13.5. Copy a formula, how to do it?

1. Type the following text:

	A	B	C	D	E
1	List of products				
2	Amounts Purchased	Description	Price	Cost	
3	10	Celery	2.99 \$	29.90 \$	
4	1	Red pepper	1.49 \$		
5	5	Onions	0.25 \$		
6					
7	Total expenses				

2. Activate cell D3. Directly in the cell or in the function bar , enter the equal sign =, click in the A3 cell that represents the value 10, then type the operator for multiplication *, click in the C3 cell, value 2.99 which represents the unit price and confirm with **↵ Enter↵** or click in the green checkmark located to the left of the formula bar.
3. Click in the **cell D3**, place the pointer on the lower right corner of cell **D3** until the **fill handle** appears (small black cross +).

4. Then drag the fill handle to the **D5** cell.
5. If you have a lot of line to copy, **DOUBLE-CLICK ON THE BOTTOM RIGHT CORNER**.
6. **The result is "29,90"**



Amounts Purchased	Description	Price	Cost
10	Celery	2,99 \$	29,90 \$
1	Red pepper	1,49 \$	1,49 \$
5	Onions	0,25 \$	1,25 \$

13.6. Enter the same content or formula in multiple cells

Previously, to obtain a formula in several cells, the method used was to insert the formula into a first cell and copy it to the neighboring cells.

DOUBLE-CLICK ON THE BOTTOM RIGHT CORNER OF THE CELL TO BE COPIED.

14. CREATE A SERIES OF NUMBERS, DATES OR TEXTS

The fill handle allows you to create series of numbers, series of usually ordered sets of items (day of the week, month...) as well as personalized series

How to do it?

In a sheet, to enter the days of the week, like Monday, Tuesday... In cell **A1** type Monday and use the fill handle, Excel will write Tuesday, Wednesday, etc...

To get a series of numbers (e.g. by 5), insert the number **5** into a cell and in the cell to the right or bottom, the number **10**, **select the 2 numbers**, and make the fill

Here is the result:

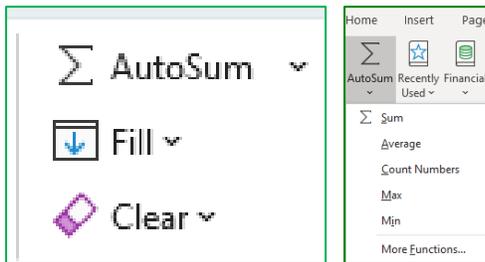
15. USING A FUNCTION

FUNCTIONS → SUM : HOW TO USE THEM?

Functions are programmed computational operations. They allow complex calculations to be made. All functions are identified by keywords.

To insert a **function**, press  button called "**Automatic Sum or Sigma Icon**". This option gives you access to the more commonly used functions: **automatic sum**, **average**, **minimum**, **maximum**, **counter**, the option "**More functions**" will open the dialog "**Insert function**".

YOU WILL FIND THESE TWO BUTTONS, EITHER IN THE HOME TAB OR IN THE FORMULAS TAB.



15.1. The sum of a column, how to do it?

- Enter the following numbers:

A1 → 256

A2 → 548

A3 → 256

A4 → 5469

	A
1	256
2	548
3	256
4	5469
5	=SUM(A1:A4)

- Click in cell A5, then on **Automatic Sum**  in the **Home** or **Formulas** tab, Excel will suggest a selection of data to add up. If the data is the desired data, validate by pressing **Enter**↵
- The answer is "6 529"

ANOTHER METHOD OF OBTAINING A SUM:

- Select the data you want to add, stop in the cell where you want the answer and click in the **automatic sum**.



To know the sum of the data in a selection without using a formula (for example, to do a verification), simply select the data range involved. The sum will appear on the status bar.

15.2. ASSISTANCE FUNCTION

THIS EXERCISE AIMS TO HELP YOU WITH THE USE OF FUNCTIONS AND ASSISTANT FUNCTIONS

- Type in the text below:

	A	B
1	Participants	Exam 1
2	Corinne Paris	74
3	Pierrette Paquin	70
4	Andre Dupuis	69
5		
6	Ave=AVERAGE(B2:B4)	
7		AVERAGE(number1

2. Activate cell **B6** to get the average of "**exam 1**"
3. Type = , type AVERAGE, type parenthesis " (" + the cells containing the results of "**Exam 1**"
=AVERAGE(B2:B4), the result is "71"
4. If you want to get the "**Maximum**" rating, you will type "**MAX**" or for the "**Minimum**" rating, you will type "**MIN**"

15.3. Definition of basic functions.

FUNCTIONS	EXPLANATION
SUM	Calculates the sum of numbers in a range of cells
MAX	Gives the highest value in a range
MIN	Gives the smallest value in a range
AVERAGE	Returns the average in a range
COUNT	Determines the number of cells that contain numbers
COUNTA	Determines the number of cells that are not empty

16. RELATIVE OR ABSOLUTE REFERENCES

16.1. Relative reference:

- ◆ Whose formula adjusts during a copy.

EXAMPLE OF RELATIVE REFERENCES:

	A	B	C	D
1	Amount	Description	Price	Total
2	20	Cell	200	=A2*C2
3	25	DVD	275	=A3*C3
4	15	Radio	95	=A4*C4

16.2. Absolute reference:

- ◆ Fixed reference, it does not change during a copy.

EXAMPLE OF ABSOLUTE REFERENCES:

	A	B	C	D
1	Description	Price	GST	QST
2			5%	9,975%
3	Cell	200	=B3*\$C\$2	=B3*\$D\$2
4	DVD	275	=B4*\$C\$2	=B4*\$D\$2
5	Radio	95	=B5*\$C\$2	=B5*\$D\$2

17. FORMATTING A SPREADSHEET

The formatting features allow you to customize the presentation of the sheet by changing its appearance. The following examples will be used to improve the appearance of the "January" sheet of the "Calculation" workbook.



CHANGES TO THE FORMATTING OF A SHEET, AS THE NAME SUGGESTS, APPLY TO A SHEET (THE ACTIVE SHEET). IF CHANGES WERE DESIRED ACROSS A WORKBOOK OR ON MULTIPLE SHEETS, IT WOULD BE ENOUGH TO SELECT THE AFFECTED SHEETS BEFORE MAKING THE CHANGES.

17.1. Column Width and Row Height

TO CHANGE THE WIDTH OF A COLUMN OR THE HEIGHT OF A ROW

Excel spreadsheets are created according to a certain pattern. It happens regularly that this model needs to be modified to meet the needs of the user.

If an **error message** appears in a cell like **this: « ##### »** this message indicates that the column is too narrow and that the data, it contains is not visible.

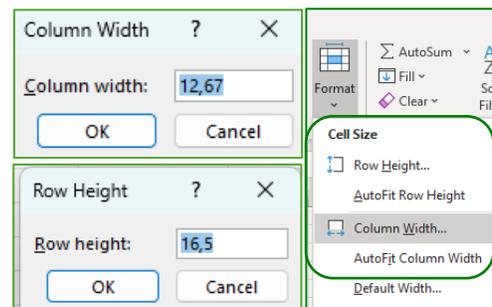
TO ADJUST THE COLUMNS, HERE'S HOW TO DO IT?

Select the targeted columns, (which display cells with this « ##### ». With the half-cross-shaped arrowed **pointer**, **double-click** on any encounter of two activated columns. Or select **AutoFit Column Width** form **Cells Group** → **Format** → **Cell Size**



For a single column, drag the border to the right of the column header until you get the desired width. Or after selecting the column or columns for which a new width is desired, how to do it?

- ◆ Home tab → CELLS Group → Format
- ◆ Column width → Type the desired width
- ◆ Same operation to change the Row Height

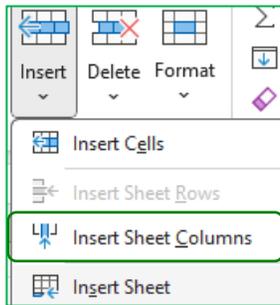


17.2. Inserting rows and columns

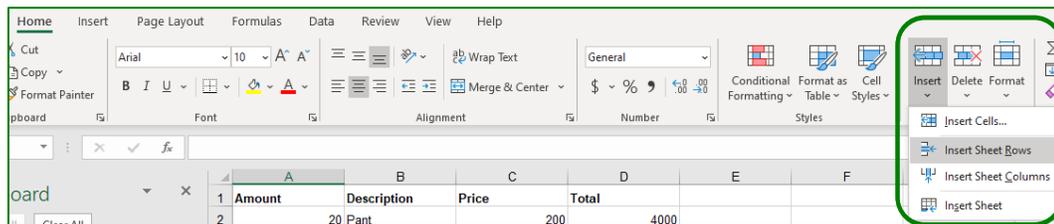
TO INSERT A COLUMN. HOW DO YOU DO THAT?

1. Open "Calculation" → sheet → "January"
2. We need to **add a column**. Place the cursor in the column to the right of the destination of the new column, here in the **column "C"**
3. In the **Home tab**, click **Insert** from the **Cells group**

- Choose → **Insert Sheet Columns**



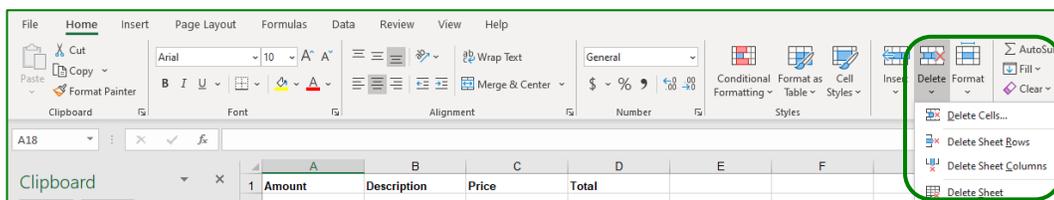
- Type the title "**Product Code**" into the cell "C2" of the new column
- Under **Product Code** → tape your initial and any numbers, use the fill handle
- Click into the cell **A1** and choose **Insert Sheet Rows into the sheet** to insert rows
- Tape: **January Sales**



17.3. Deleting rows and columns

TO REMOVE LINES OR COLUMNS. HOW DO YOU DO THAT?

- From the "**Calculation**" file, "**PRICE**" sheet
- We find that the entry of Line 7 is incorrect. We're going to delete the entire row
- Place the cursor **on the row to be removed**, here **row 7**.
- Ribbon Home** → **Cells Group**, select **Delete Sheet Rows**



- Cancel last order**

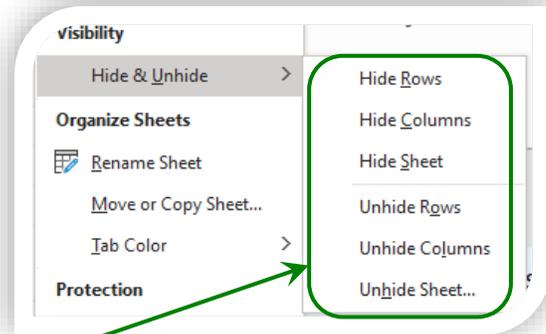


ADDITIONS AND DELETIONS OF ROWS AND COLUMNS ARE EASILY ACCESSIBLE FROM THE POP-UP MENU. TO USE THE POP-UP MENU, PLACE THE CURSOR EITHER ON THE COLUMN HEADER OR THE ROW NUMBER, SO THAT THE ENTIRE COLUMN OR LINE CAN BE ACTIVATED AND RIGHT CLICK ON THE MOUSE.

17.4. Hide/Show rows, columns, or a sheet

To better visualize a large table or to hide data that should not be printed, the **Hide** feature will be used. To re-display **hidden rows or columns**, we will use **Unhide**.

We can also **hide a sheet**; we will use the same method to hide it and to unhide it.



TO HIDE ROWS OR COLUMNS. HOW DO YOU DO THAT?

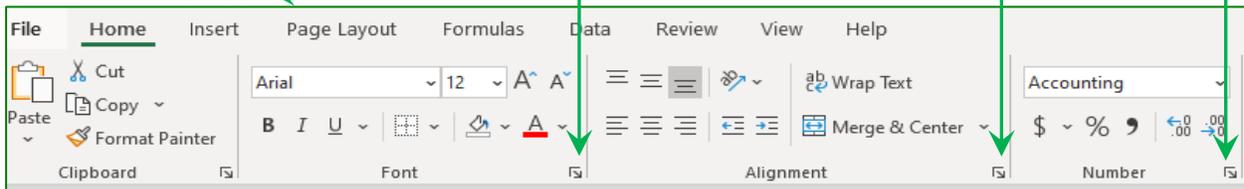
- ◆ Select the row or column to hide
- ◆ Click in the **Home** tab → **Cells Group** → **Format**
- ◆ In the **Drop-down** menu Visibility Hide and Unhide
- ◆ Choose from the 6 options available.

18. SHAPING DATA

CHANGING THE FORMAT OF CELLS

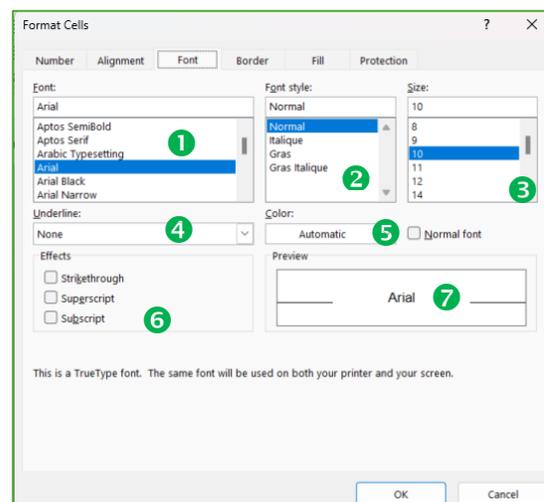
To change the setting of one or more cells in **Excel**, click in the **HOME** tab. To open the "**Format Cells**" dialog box, which includes **6 groups**, you have several options in the following **Groups**:

- ◆ Font
- ◆ Alignment
- ◆ Number



A VIEW FROM "FONT" GROUP

1. Font = style of writing
2. Style, B I S
3. Text size
4. Underlining, **choice of 4**
5. Font color
6. Effects, choice of 3
7. Preview



TO CHANGE THE STYLE OF THE FONT. HOW TO DO IT?

1. Open the "Calculation" file, activate the "January" sheet
2. Select "Row 1"
3. In the **Home** tab → group **Font** → choose → **Bold**
4. Choose the Font → **Script MT Bold**, Size → **13**
5. Or from the Home tab, activate the **Format Cells** dialog box in **Group** → **Font Style**, Choose → **Bold**
6. In **Font**, choose → **Script MT Bold** and size → **13**.
7. Click **OK**

18.1. "Font" Group

APPLY COLOR TO A CELL

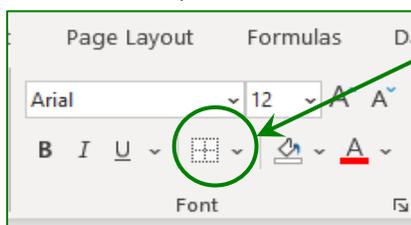
1. From the "Calculation" file, activate the "Purchase" sheet
2. **Select** cells **A1 to D1** or cell ranges to fill with a color
3. In the **Home** tab, click on the **Fill Color** icon  → choose a color.
4. Or from the **Home** tab, activate the **Format Cells** dialog box →, click in the **Fill** tab → choose a color.
5. Click **OK**



18.2. "Border"

APPLY BORDERS TO CELLS

1. From the "Calculation" file, activate the "Purchase" sheet
2. **Select** cells or cell ranges to insert bordures, here **A1 to D11**
3. In the **Home** tab, click on the **Borders** icon, click → **More Borders**

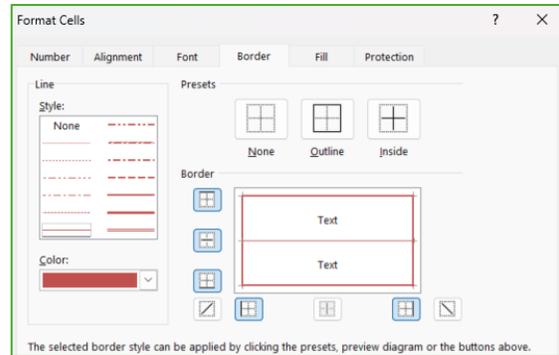


You can access the "Format Cells" dialog box by clicking either in the group **Font**, or **Alignment** or **Number**, and choose the "Border".

4. Choose the **style** and **color** of the border to applied (to the right of the window)



- Outline** = apply the border around the selected cells
- Inside = apply the border inside the selected cells
- Or click on the **type of line** that will serve as a border, in this case we want to apply a thick **border** (in Style), the dark **Red** color (in color) and apply the border under the **selected cells**.
- Click **OK**



18.3. "Number" Group

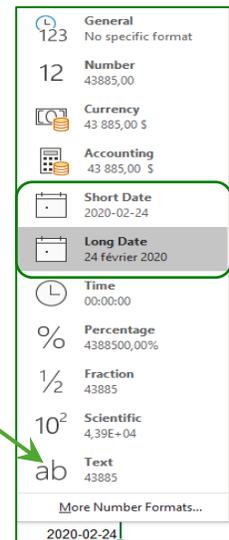
18.3.1. Apply a date format

- To view a date as we want to display it, **Type:** → 2025-02-24 to get **February 24, 2025**
Or do CTRL + ; (to insert today's date)

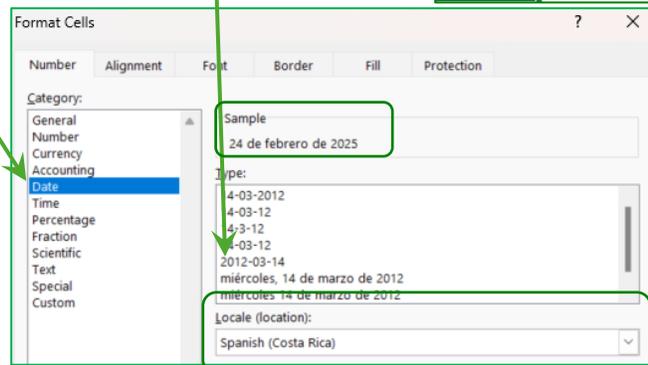
- The result in the cell after validation is this: → 2025-02-24.
- To change the date format, from the **Home** tab, click → **Date from the Number group** to view the options, **EXCEL** offers you the **Short and Long date** format.



- If, however, the proposed format doesn't suit you yet, click on → **More Number Formats**
- In the **Format Cells** dialogue box → **Number Group**, choose **Date**
- Select a date format in **Category** and or the language → **Locale (location)**:
February 24, 2025
24-02-2025
24 Feb 2025
24-02-20
24 de febrero de 2025



- For additional options
Number → **Category** → **Custom**
Excel can turn your answer into a **number format that may not be right for you.**



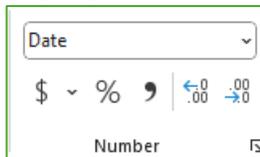
18.3.2. Displaying a negative number, decimal or separating of thousands

Here is another operation to be done using the menu presented in the previous example. To modify the number format, select the cells to be modified.

- ◆ From the **Home** tab, activate the **Format Cells** dialog box → in **Number** Group.
- ◆ Select the appropriate **category** (number or currency), in the **Negative Numbers area**, select the desired negative number **display style**.
- ◆ In Number, choose the option  "Use 1000 separator"
- ◆ In **category** → **Number** → choose the number of **decimals** to display.

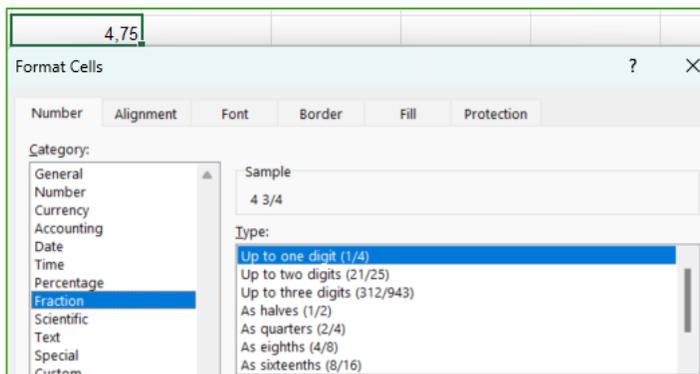
EXAMPLE:

- ◆ In a cell, type 123456789, and validate with the checkmark of the **formula bar**
- ◆ From the Home tab, in → **Standard Number** choose the option "Use 1000 Separator"
- ◆ Click twice on the "Decrease decimals" icon to reduce decimals to zero. **Here's the result:**
123,456,789



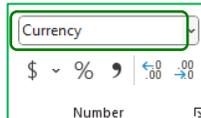
18.3.3. View numbers as fraction

1. Type **4.75** in a cell (new sheet or new workbook)
2. From the **Home** tab, activate the **Format Cells** dialog box → **Number** Tab
3. In the **Category** list, choose → **Fraction**, in **Type** → choose **Up to one digit (1/4)**, click **OK**
4. The value 4.75 will change to **4 ¾**

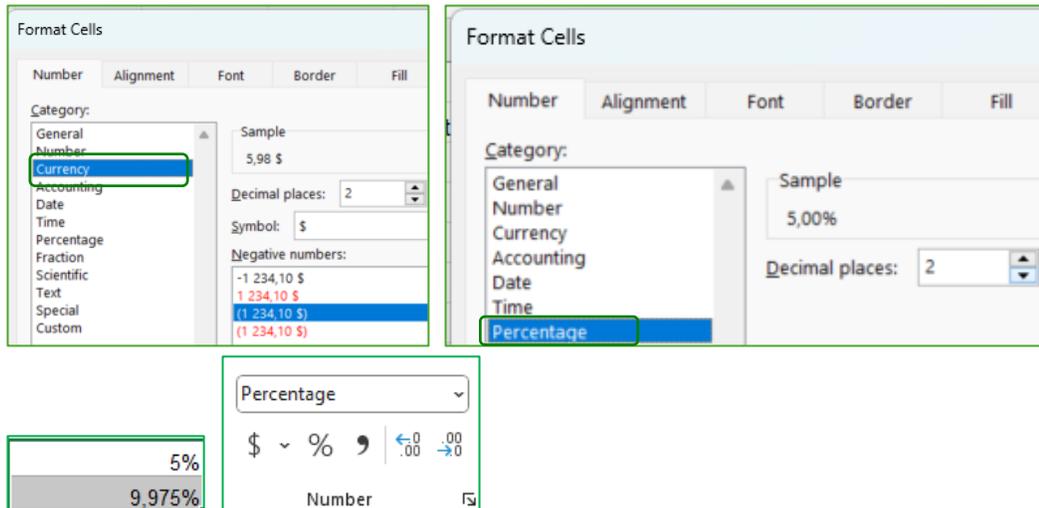


18.3.4. Apply a currency symbol

1. It is also possible to add the currency symbol by selecting the cells to be formatted and clicking on the money symbol \$ in the menu bar. From the "January" sheet → **Calculation** file
2. **Select** columns: cells with price
3. Or from **the Home tab**, enable the Format Cells dialog box, click → **Number**
4. In the **Category** list, click On **Currency**, choose "\$" in **Symbol**



5. Change taxes **GST and QST** cells for **symbol**  (percentage)

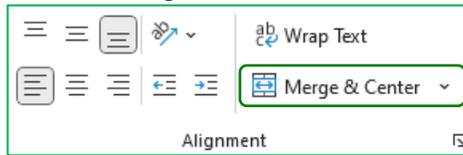


18.4. "Alignment" Group

CHANGE THE POSITION OF THE TEXT IN A CELL

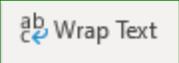
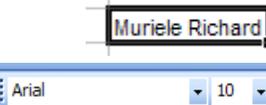
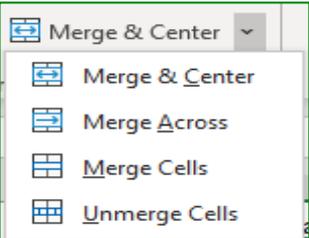
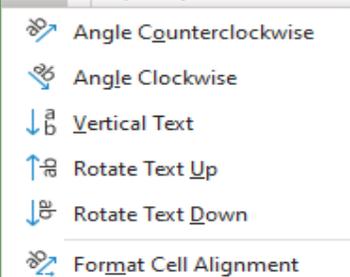
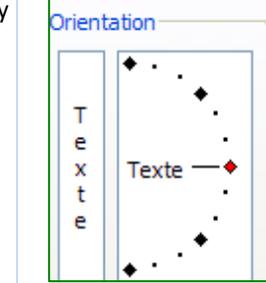
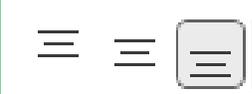
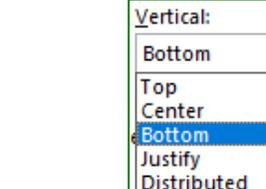
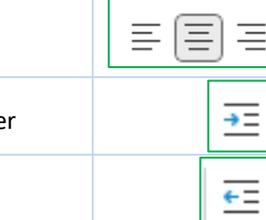
1. From the "Calculation" file, activate the "January" sheet
2. Insert a new line above line "1" if you did not do so in the previous exercise.
3. Type in the following text: "January Sales"
4. **Select** cells or cell ranges: **A2 to A6**
5. In **the Home tab**, click on the icon 
6. Or from the **Home tab**, click on the **Alignment Group** icon to activate the **Format Cells** dialog box
7. In **text alignment, horizontal** Choose "center," click **OK**
8. Select cells: **A1** to the end (**D1** or **E1**)

9. Choose → **Merge & Center**



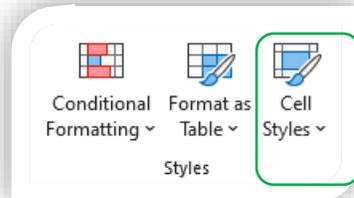
10. In **Text alignment, Vertical** → choose **Center**, click in the **Font group** to change the size for "16" → change → font → **Script MT Bold**, and bold, click **OK**

18.4.1. Other options in the "Alignment" group

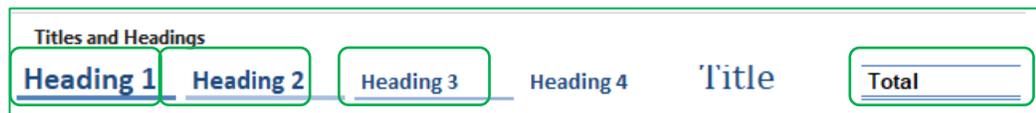
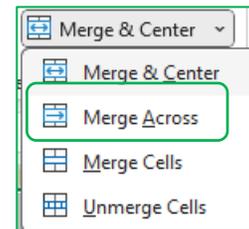
<p>Return to the line automatically</p> 	<p>Text on more than one line in the same cell. Or from the keyboard, press "ALT + ENTER"</p>	
<p>Adjust</p>	<p>Changing the font to allow the full contents of the cell to be viewed, the font remains the same</p>	
<p>Merge cells</p> 	<p>This option converts a group of cells into one. Especially use for titles and subtitles</p>	
<p>Text orientation</p> 	<p>Allow the text to appear either horizontally, vertically or in between (oblique)</p>	
<p>Text alignment: vertical</p> 	<p>High, center, bottom, or justify</p>	
<p>Text alignment: horizontal</p>	<p>Left, center, right, or justify</p> <p>Move your content farther away from the cell border</p> <p>Move your content closer to the cell border</p>	

19. CELL STYLES

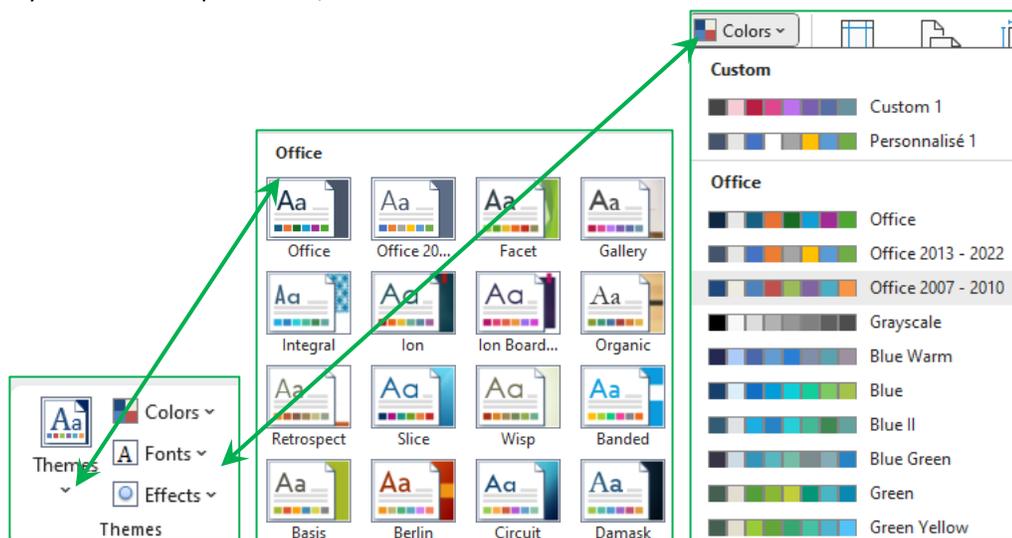
USING CELL STYLES IS AN INTERESTING OPTION ESPECIALLY WHEN YOU ARE LACKING IDEAS.



1. Open → **Calculation** → sheet → **Styles**
2. We will take the opportunity to perform a special cell fusion
3. To merge multiple rows in a single operation, select **A1 to E2**
4. In → **Alignment** → Choose the second option → **Merge Across**
5. Note that this merge is done on lines only
6. Select from **A1 to E1** → and choose → **Heading 1** → Cell Styles



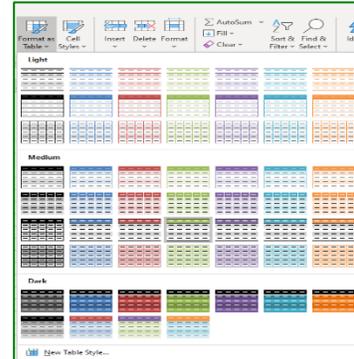
7. Select **A2 to E2** → choose → **Heading 2**
8. Select **A3 to E3** → choose → **Heading 3**
9. Select **A15 to E15** → and choose → **Total**
10. Go to « **Print preview** » and observe your result.
11. However, if the colors are not suitable, change them in the tab → **Layout** → **Themes Group** → choose a style in → **Themes**. Font and colors will be modify.
12. If you want to keep the fonts, choose → colors



20. FORMAT AS TABLE

All these changes are interesting but require a lot of time (and sometimes imagination), so why not let Excel do some work for us.

1. From the "**Calculation**" file, activate the "**Expenses**" sheet
2. **Select** a cell from the table
3. In the **Home** tab, click **Format as Table**
4. Choose a style
5. Click OK
6. Click  Cancel the Last Operation, or **CTRL + Z**



20.1. Be careful to convert to range

Once you've converted your table to a range and made a change (Example: Sorting on another column), formulas already inserted in the table will no longer be sorted. We're going to have to start all your formulas over again.

21. INSERT DATE

21.1. Option 1: STATIC DATE, Date that will not be updated

- ◆ Activate the destination cell to insert the date of the day
- ◆ Press the "CTRL" button, then the "semicolon key" ";"
- ◆ Today's date appears. "CTRL + ";"
- ◆ For the hour, press "CTRL + SHIFT + ";"

21.2. Option 2: Date to be updated

Insert a date that will be updated for future use of the workbook. How do I do that?

Activate the destination cell, **type:** The sign = and type **TODAY**, add an opening and closing parenthesis (). Confirm with **Enter**

`=TODAY()` TO INSERT THE DATE

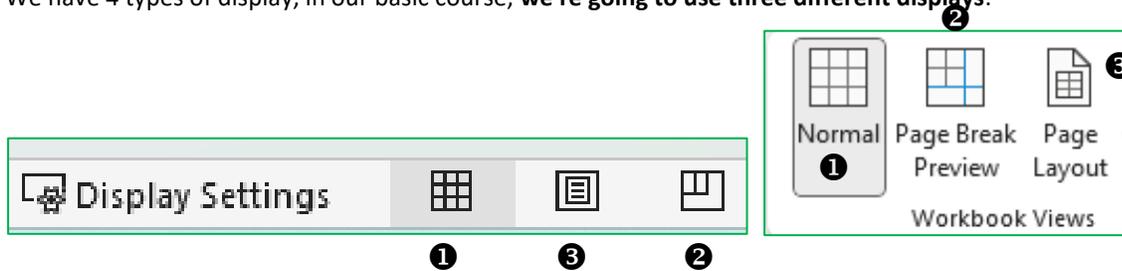
`=NOW()` TO INSERT THE TIME

21.3. To change the date format

- ◆ **Select** the cell to be formatted.
- ◆ Using the **pop-up menu** obtained by clicking with the right mouse button, click **Format Cells**
- ◆ Tab **Number**, in **Category**, choose option **Custom**.
- ◆ In the Type area, **enter the** following code: dd mmm yyyy (see code legend in appendix page 46)

22. WORKBOOK VIEWS

We have 4 types of display, in our basic course, **we're going to use three different displays.**

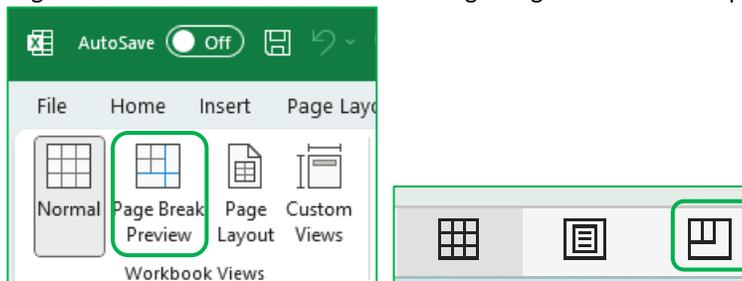


22.1. View – Normal

- ◆ **1** In general, we work in Normal view Located on the left side of the → **Workbook Views** group or located in the status bar

22.2. View – Page Break Preview

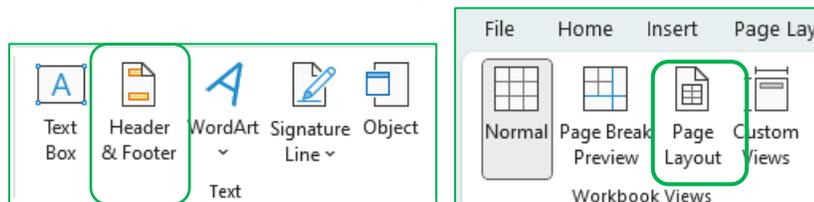
- ◆ **2** From → **View Tab** → **Page Breaks Preview** to preview page breaks according to the default Excel layout.
- ◆ Page Break Preview is used to better manage long EXCEL tables for printing purposes



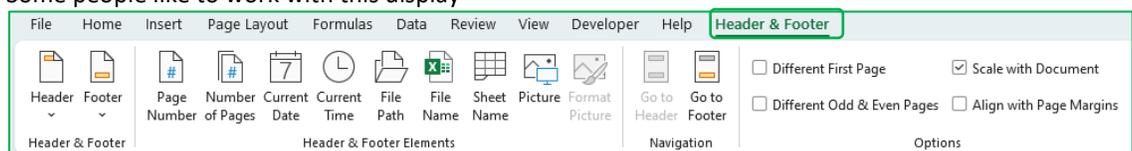
- ◆ You can also go to → Page breaks from the status bar (last icon).

22.3. View – Page Layout

- ◆ **3** You can reach this view by clicking → the **Insert** tab → **Header & Footer** → **Text Group**



- ◆ Click → **Page Setup** from the **View** tab
- ◆ Some people like to work with this display



- ◆ However, this is misleading when the layout is centered vertically.

- ◆ In the status bar, **Excel** tells us that the cursor is in: ➔ **Page 1 of 3**

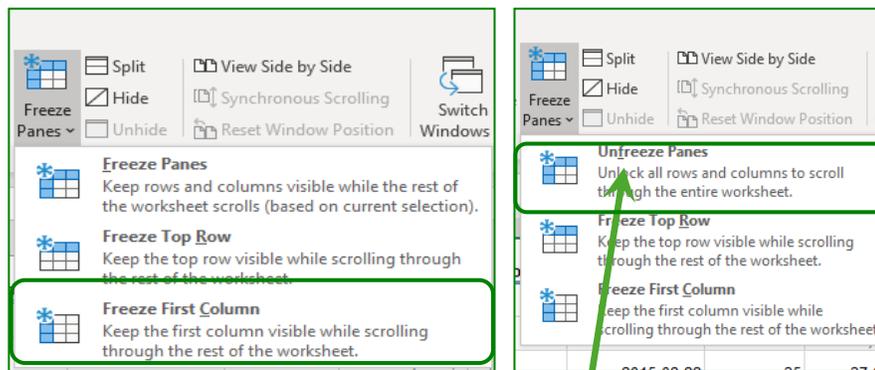
Sheet 16 of 16 Accessibility: Investigate Page: 1 of 3

- ◆ Observe the **Contextual tab** ➔ The **Header and Footer** buttons easier to insert.

22.4. Freeze – Unfreeze the panes

This feature allows you to control the display of a large table. For example, it allows data to be inserted into cells far from a title row or title column.

1. Open the "**Calculation**" file, "**Chocolate**" sheet
2. To **unhide** a sheet: **Home tab** ➔ **Number group** ➔ **Format** ➔ **Visibility** ➔ **Hide and Unhide** ➔ choose ➔ **Unhide Sheet**
3. To insert value "**250**" into cell **P10** while making sure to insert the value into the "**Fruity Night**" row
Select a cell in the table, in the **View tab** ➔ **Window Group** ➔ **Freeze Panes** ➔ Choose **Freeze first column**



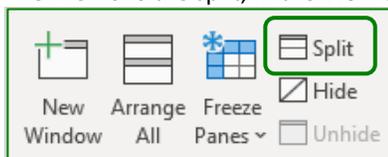
4. Move through the table with the horizontal slide up to the "**December**" column, and select cell **P16**, enter the value "**250**" in the cell.

LET'S DO SIMILAR WITH "EMPLOYEE" SHEET

- ◆ Select a cell in the table, in the **View tab** ➔ **Window Group** ➔ **Freeze Panes** ➔ Choose **Freeze Top Row**
- ◆ If you have made an error, choose ➔ **Unfreeze Panes** of the **View Tab** ➔ icon ➔ **Freeze panes**

22.5. Split and remove splitting

- ◆ From "**Calculation**" file, "**Chocolate**" sheet
- ◆ Now select **Column H**, in the **View tab** ➔ choose ➔ **Split**
- ◆ Compare "**Quarter 1**" with "**Quarter 3.**" Notice that the table is now **divided in 2.**
- ◆ Then remove the split, in the **View tab** ➔ Deselecting ➔ **Split**

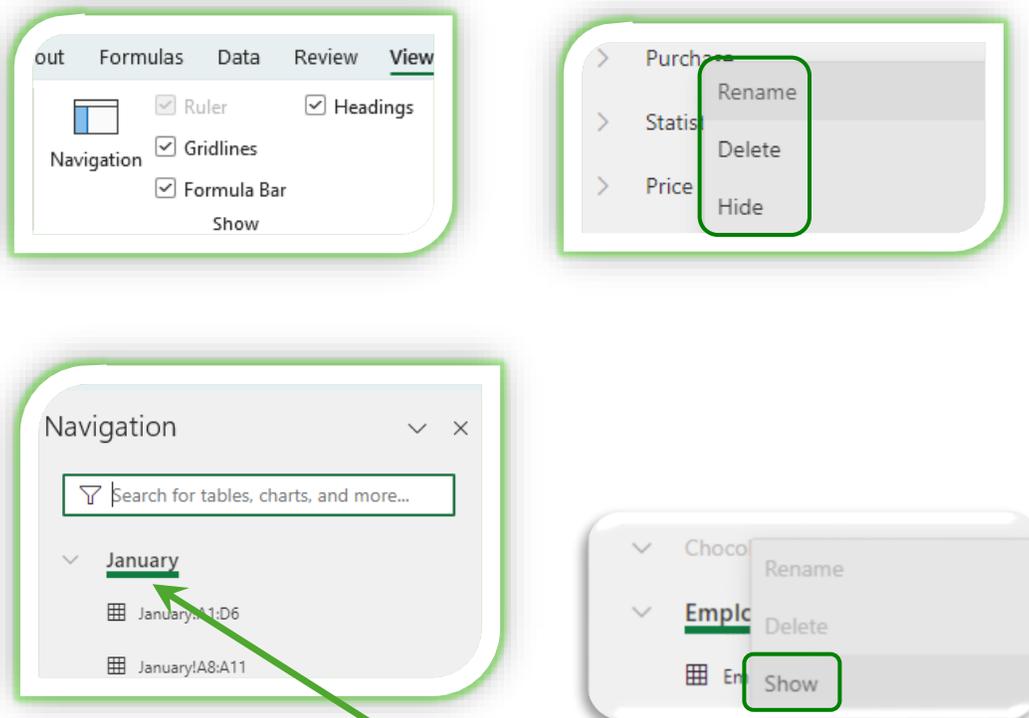


22.6. Navigation

This option might not be in your **View** tab yet.

Navigation is a way to travel through your WORKBOOK, especially if you have a lot of sheets.

It is a new way more efficient to reach a sheet, to rename, to hide or show.

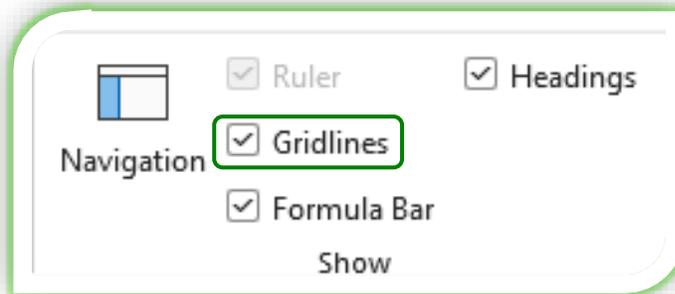


- ❖ Click **Navigation** on the **View** tab
- ❖ Notice that this one represents the sheets, **the active sheets is underline in green**
- ❖ When the display is dimmed, the sheet is hidden
- ❖ You can unhide with the right mouse button In our example: "**Chocolate**" sheet is dimmed
- ❖ Several displays can be offered, these are selections made and that Excel keeps in memory

NOTE:

22.7. View – Gridlines

- ◆ You can also find **Gridlines** and **Headings** in the **Layout** tab .



- ◆ **Gridlines** is the cell marker (Borders surrounding cells), see table below.

22.8. View – Headings

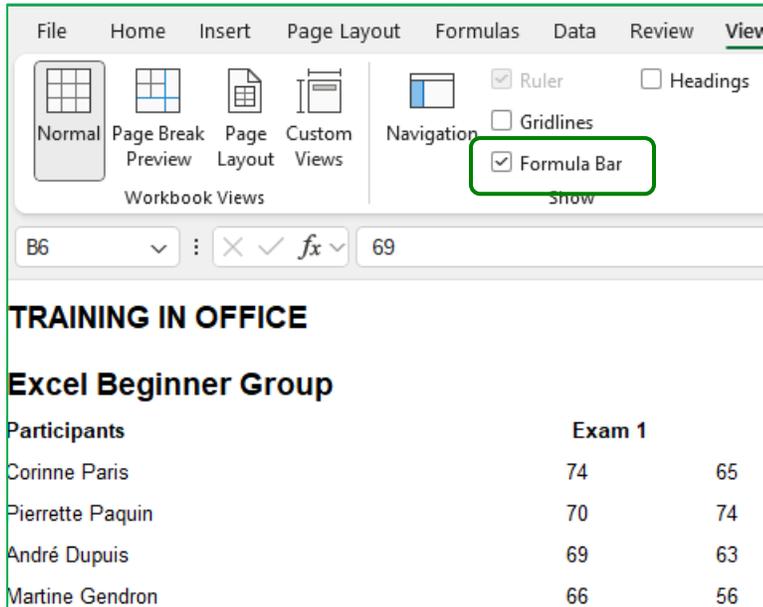
- ◆ **Headings** are the numbers of rows and columns that are represented by letters.

22.9. View – Formula Bar

- ◆ **Formula bar** is the content of a cell: formula, text, or number



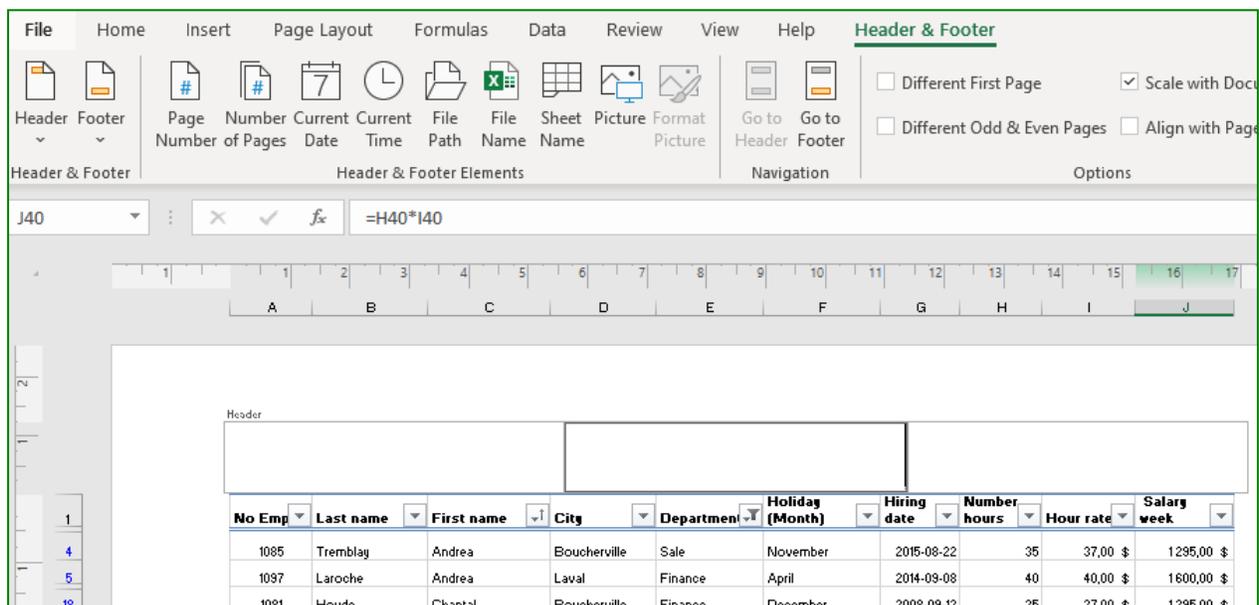
- ◆ You may make the formula bar disappear, think "**View**" to turn it back .



23. LAYOUT

The purpose of this exercise is to demonstrate how to use different layout options **for printing purposes**

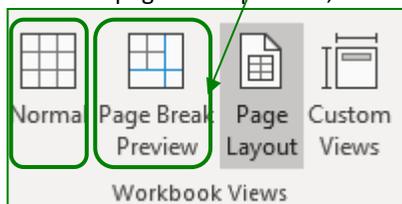
The new **Excel 2010** screen allows us to view the **pages** to be printed.



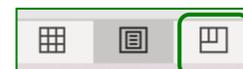
5. Click **Page Layout** of the **View** Tab
6. The **Layout** button is also **enabled** in the status bar
7. You can switch to **Page Break Preview** mode or **Normal** mode both from the status bar and from the **View** tab

23.1. Overview of page breaks

- ◆ From the **View** → **Page Break Preview** tab to get a preview of page breaks based on **Excel's** default layout.
- ◆ **Page Break Preview** is used to better manage long EXCEL tables for **printing purposes**
- ◆ To **cancel** the page break preview, from the **View** tab, choose **NORMAL**



- ◆ You can also reach **Page Break Preview** from the **Status Bar** (last icon)

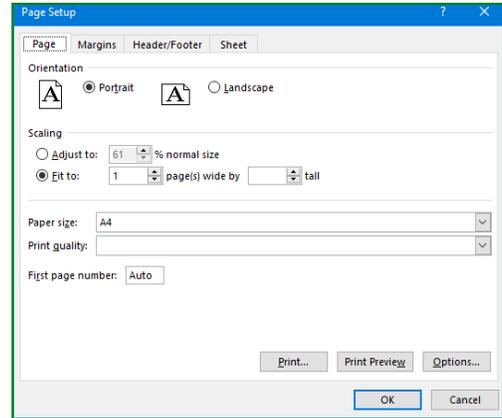
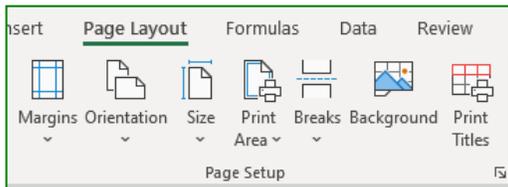


23.2. Personalize layout options.

The "Page Setup" dialog box can be reached from the **Page Layout** tab or from the **View** tab

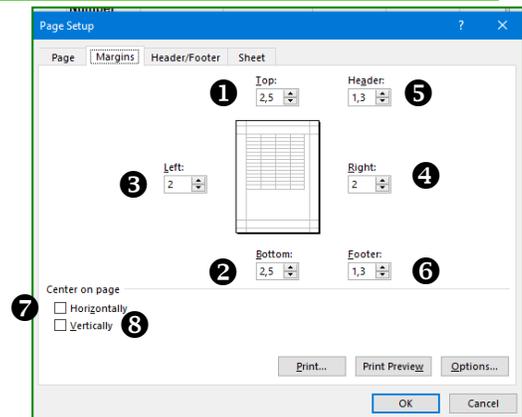
23.2.1. "Page" tab

- ◆ Text orientation: **Portrait** or **Landscape**, this option is also available directly from the **Page Layout** tab ▶ Orientation
- ◆ Scale: to adjust content on a page
- ◆ Paper format: 8 1/2 x 11 - Letter
- ◆ 8 1/2 X 14 - Legal



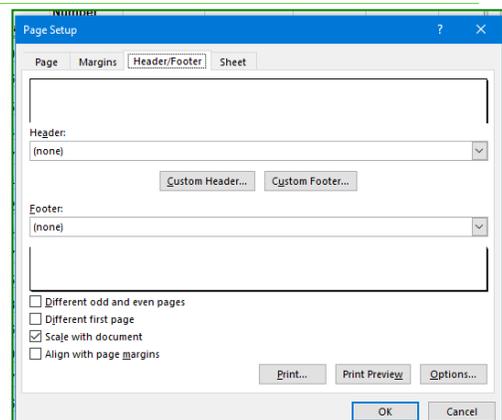
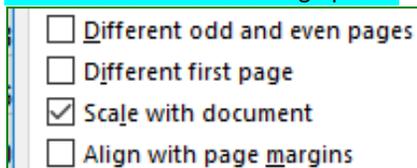
23.2.2. "Margins" tab

- ◆ Margin change: "2.5 - 2.5 cm"
- ◆ Top **1** Low **2** Left **3** Right **4**
- ◆ Header **5** Footer **6**
- ◆ Focus on page: Horizontally **7**
- ◆ Focus on page: Vertically **8**



23.2.3. "Header/Footer" tab

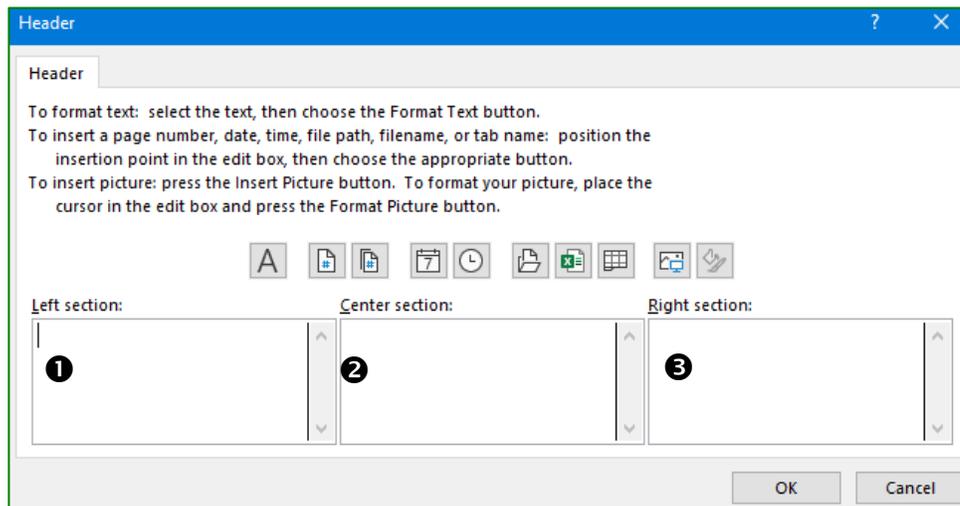
- ◆ Header with system choice
- ◆ Custom Header
- ◆ Custom Footer
- ◆ Footer with system choice
- ◆ **Don't overlook the following options**



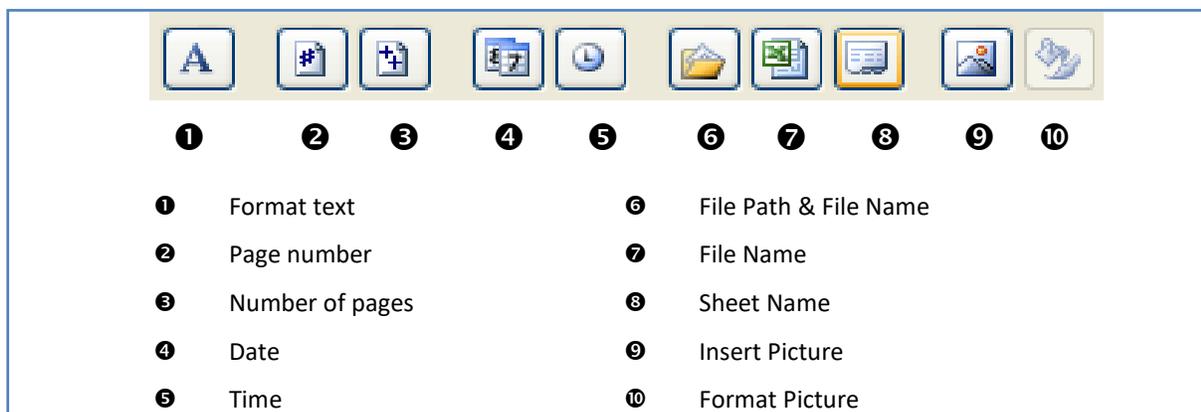
23.3. Custom header and footer

The custom header and footer are divided into three parts, this window is found in the **Page Setup** dialog box.

- ❶ Left part
- ❷ Center part
- ❸ Right part

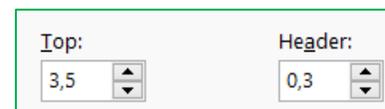


23.4. Header and footer toolbar



23.5. A little trick to insert a logo in a page header

- ❖ Insert the picture (**bottom 9**)
- ❖ Determine the position of the picture in the header (Left – Center – Right)
- ❖ Also determine the number of centimetres from the top of the header and top of the sheet.



- ◇ In the example above, calculate the difference between the header and the top, i.e.: 3 cm (3.5 minus 0.5 so 3 cm)
- ◇ From the custom header, click in the button → Image Format (Image Height → Type 2.9 cm (Maximum 3 cm)



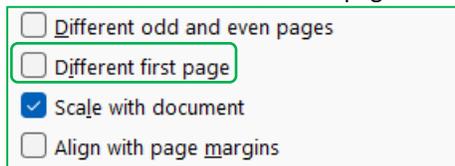
23.6. Different first page

Obviously, you shouldn't compare it with WORD, but this option is interesting.

LET'S SEE TOGETHER A DIFFERENT FIRST PAGE

You want to insert the location of your file on the first page, all the other pages: the name of the file on the left (the date in the center (the pagination on the right, here's how to do it?

- ◇ Open **Calculation** → Sheet → **Employee**
- ◇ Click →Page Layout → Custom footer...
- ◇ Check the box → Different first page

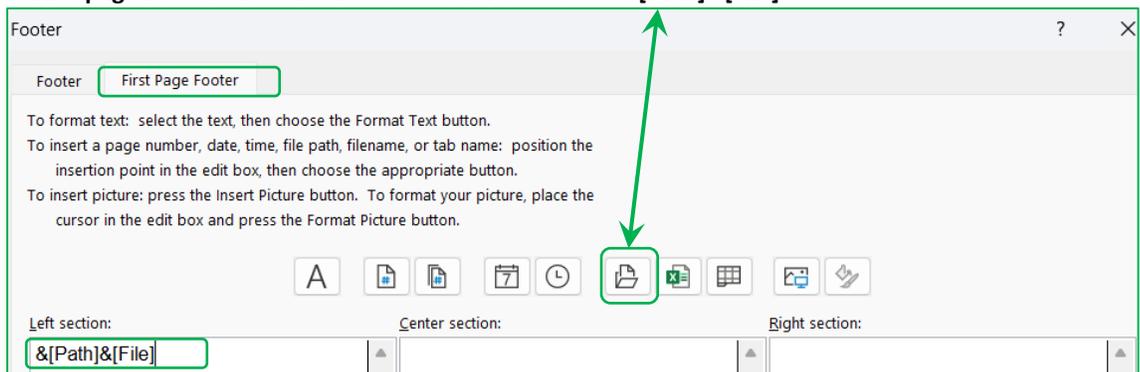


- ◇ Notice that you now have 2 tabs:

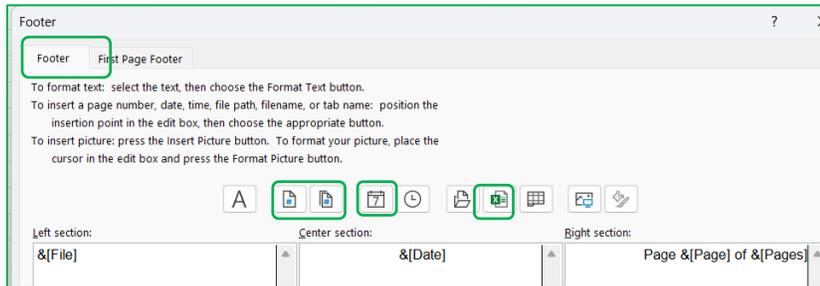
Footer

First Page Footer

- ◇ In **First page Footer** tab → in left side → Click the button **&[Path]&[File]**



- ◆ Now **Footer** tab
- ◆ **Left: File name**
- ◆ **In the middle** → Insert the date
- ◆ **Right** → Insert Page ? of pages



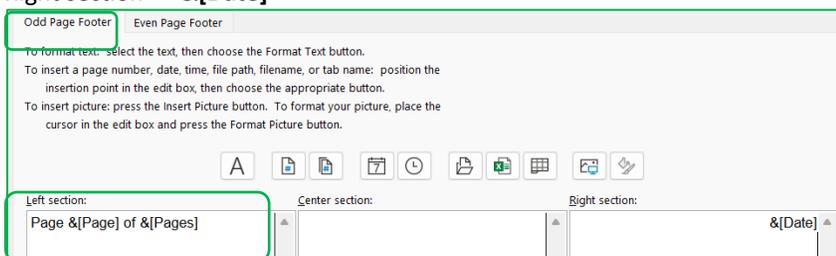
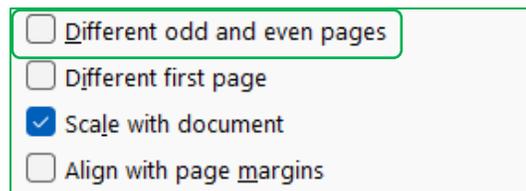
23.7. Different odd and even pages

It's the same principle for different odd and even pages

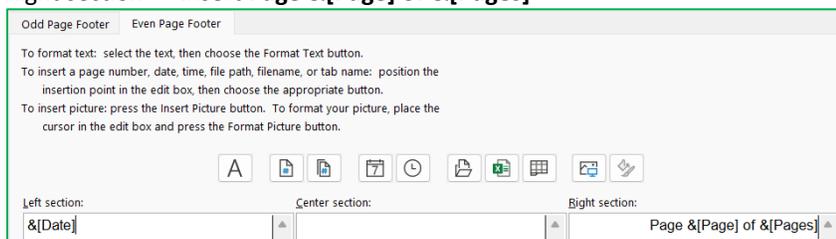
LET'S SEE TOGETHER HOW TO DO IT?

You want to insert pagination on the left for the odd page and on the right for the even page.

- ◆ Open **Calculation** → Sheet → **Page Jump**
- ◆ Click in → **Layout** → **Custom Footer...**
- ◆ Check the box → **Different odd and even pages**
- ◆ Make sure you're in the tab → **Odd Page Footer**
- ◆ **Left Section** → Insert **Page &[Page] of &[Pages]**
- ◆ **Right section** → **&[Date]**

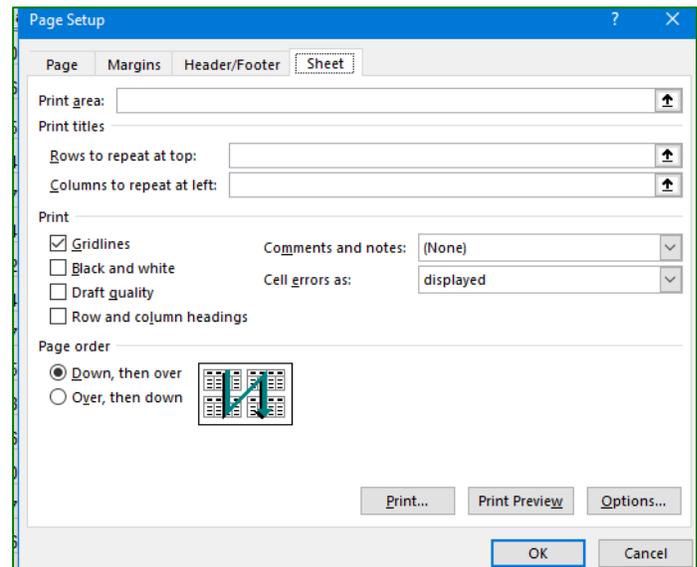


- ◆ Now **TAB** → **Even Page Footer**
- ◆ **Left Section** → **&[Date]**
- ◆ **Right section** → Insert **Page &[Page] of &[Pages]**



23.7.1. "Sheet" tab

1. Print area
2. Print titles:
 - ◆ Rows to repeat at top
 - ◆ Columns to repeat on left
3. Printing:
 - ◆ Gridlines
 - ◆ Comment and notes
 - ◆ Row and column headings
 - ◆ Draft quality, black and white
4. Page order:



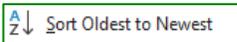
N.B. In this case, the definition of a print area is optional, by default, Excel prints the contents of the entire active spreadsheet

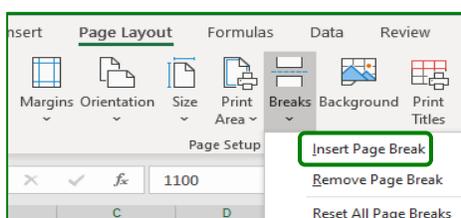
Sheet tab: Depending on the spreadsheet, point to the **Rows** to repeat from the top and click on the row headers (EX.1 row or more), or point the **Columns** box to repeat to the left by selecting column A. This option will repeat rows or columns headers on as many pages to print.

The **Print Area** is used to set a data range for printing purposes. Don't forget to remove this area when you no longer need it.

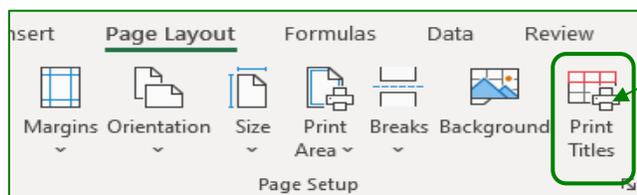
23.8. Insert Page Break

EXERCISE: TO PRINT THE EMPLOYEE LIST: ONE PAGE PER DEPARTMENT WITH THE TITLE LINE ON ALL PAGES, HOW TO DO IT?

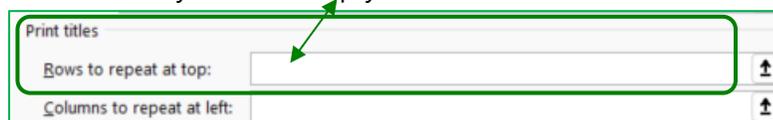
1. Open the **Calculation** file, "Page Jump" sheet
2. To **sort** the database by department, activate a single cell in column E "**department**" and start from the **Home** tab, click **Sort and filter**, then on 
3. From the **View** tab, choose "**Page Break Preview**"
4. Select the **row** that represents the end of the "**Finance**" column



5. From the **Page Layout** tab choose "**Breaks**", then click **Insert page break**
6. **Repeat** the same operation for each department change, or **press F4 to repeat the last operation**
7. Click "**Print Preview**" to view the 4 pages
8. To move a page break, place the cursor between two rows, hold the mouse down and slide in the right place (as shown below)
9. To **view the line titles** on all pages, from the **Page Layout** tab, click → **Print titles**



10. In the Page Setup dialog box → section → "**Rows to repeat at top**", click the button  "**Rows to repeat at top**", you'll get that window and then **click in row 1** of the exercise sheet, and **click Ok**
11. Or click directly into the empty area, and then **click in row 1**



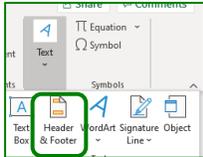
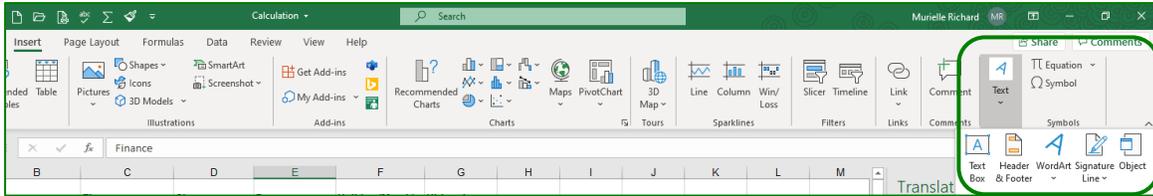
12. **View the result,**

No Empl.	Last name	First name	City	Department	Holiday (Month)	Hiring date
1097	Laroche	Andrea	Laval	Finance	April	2014-09-08
1062	Carreau	Linda	St-Bruno	Finance	August	2011-08-26
1081	Houde	Chantal	Boucherville	Finance	December	2008-09-12
1065	Laflamme	Julien	Montreal	Finance	December	2016-12-27
1025	Lajoie	Louise	Montreal	Finance	January	2016-01-21
1088	Tremblay	Francine	Lavalrie	Finance	July	2012-01-28
1113	Marmot	Jean	Montreal	Finance	July	2016-12-28
1035	Grenier	Marc	Brossard	Finance	July	2011-08-28
1055	Poiuy	Louise	Repentigny	Finance	June	2017-02-02
1057	Caron	Michel	Brossard	Finance	March	2016-03-01
1009	Zech	Christine	Montreal	Finance	May	2016-05-17
1104	Leblanc	Francine	Dorval	Finance	October	2013-10-05
1095	Feldman	Diane	Laval	Finance	September	2013-03-14
1001	Henault	Ginette	Boucherville	Finance	September	2009-03-23
1100	Robichaud	Charles	Repentigny	Maintenance	April	2016-03-01
1103	Antoine	Robert	Laval	Maintenance	April	2016-03-01
1039	Ferrara	Renée	Montreal	Maintenance	August	2011-12-06

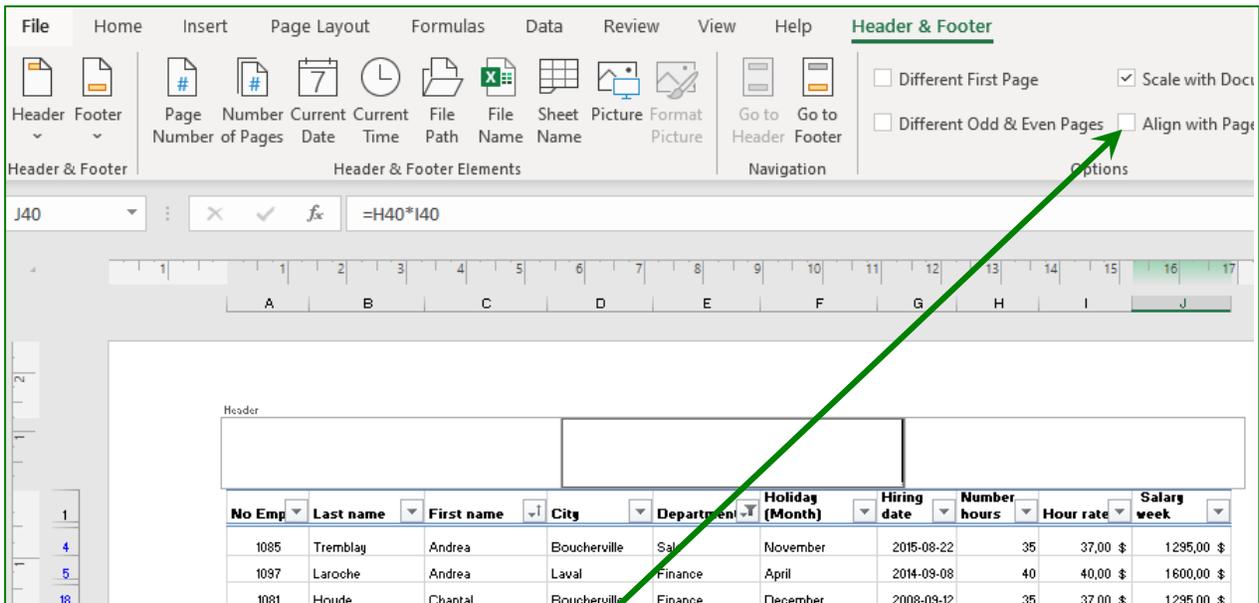
13. Return to "**Normal**" view on the **View** tab

23.9. New method with INSERT tab

Select **Header & Footer** from the **Insertion tab, Text group** → you will fall into a **"Header & Footer"** display



A **new tab** will be displayed: this one is called **"Header and Footer Tools"**. It is simple and easy to work with. We end up in page layout mode and we can type directly into the appropriate boxes.



N.B. The Align with Page Margins option is a popular new feature of the new Excel 2010 environment

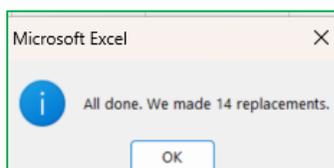
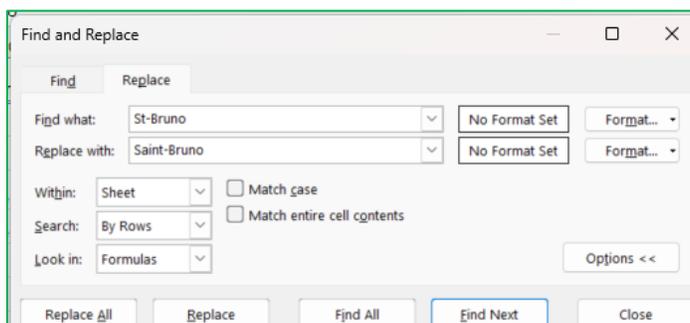
24. FIND - REPLACE

The **Find and Replace** dialog box offers several options to modify **text** in a workbook. The main objectives of the search are to correct an **error**, to modify a word, to change a formula in a **sheet or workbook**.

- ◆ Open the **Calculation** file, "**Employee**" sheet
- ◆ **Observe the error** in the word "**St-Bruno**". To correct all the words in the sheet,

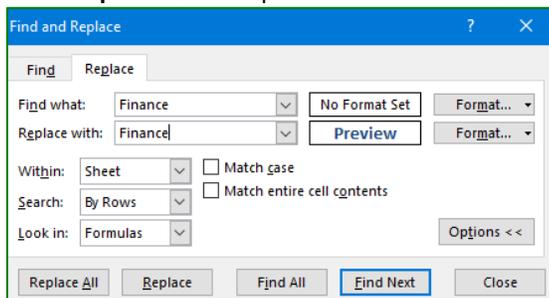
HOW DO YOU DO THAT?

- ◆ From the **Home** tab, click  → Find → from the **Edition** group 
- ◆ Type "**St-Bruno**," select "**Replace**" tab, type "**Saint-Bruno**," choose "**Replace All**" in the dialog box.



By clicking **Options** in the "**Find and Replace**" dialog box, more options become available and allow to change the word with a new **Font, Border or Fill**

- ◆ To change the word "**finance**" to get in **Bold and Blue**, in "**Replace with**" click in "**Format**" and in the **Font** tab, choose **Bold** and **Blue**
- ◆ If you **don't want to change all the words "Finance"**, click "**Find Next**" to switch to the **next** word "Finance," click "**Replace**" to change, otherwise move on to the next one until the search is **complete**. You can also click "**Replace All**"
- ◆ Click "**Replace All**" to replace all the words "**Finance**" in **bold and blue**"



24.1. Search for part of a word or for a sentence:

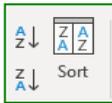
	GENERIC CHARACTER, FUNCTION AND EXAMPLE
?	Replace a single character: Ex. m? Search « my » « me »
*	Replace one or more characters at the indicated position: Ex. c*ed « checked » « clicked » replaced by « choosed »
*	Replaces all characters placed before or after the entry value

25. SORTING DATA

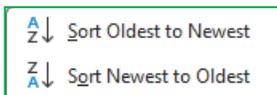
Unlike filtering, which momentarily hides lines containing unselected data, the sorting function reorganizes data from the selected range according to the "Smallest to largest or Largest to smallest" selection criteria.

HOW DO I DO THAT?

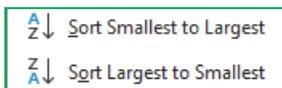
1. Open the "Calculation" file, "Employee" sheet
2. Activate a single cell of the column that you want to get sorted.
3. From the Home tab, click → Sort and filter from the Editing group then on to sort in  ascending order, or on to sort in  descending order
4. You can also sort from the Data tab



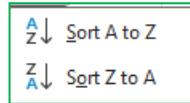
5. Different language → depending on the data



Date



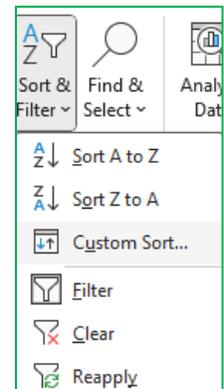
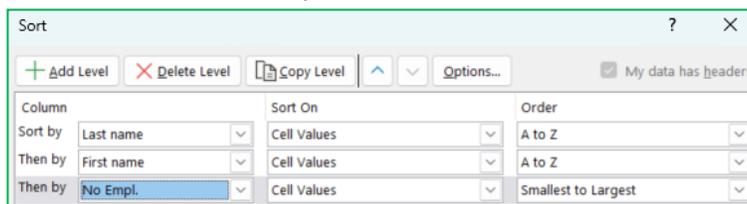
Number



Text

25.1. Sorting over several items

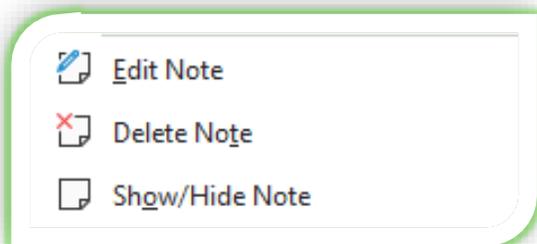
1. Activate a cell in the table
2. In the Home tab, click on → Sort and Filter from the Editing Group
3. Choose "Custom sort "
4. Sort by → Choose → Example: Last name
5. In the Sort dialog box, click → Add Level → then by → "First Name"
6. Add a third level: → Then by → "#No.", Click OK



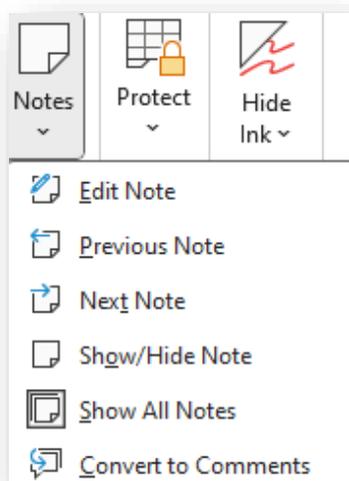
26. INSERT NOTES IN EXCEL

You can insert notes into cells. A small red triangle in the upper corner of the cell indicates that a note is inserted. When you hover over the cell, the note is displayed. If you want the note to remain displayed, with the right mouse button, click on **"Show/Hide note"**

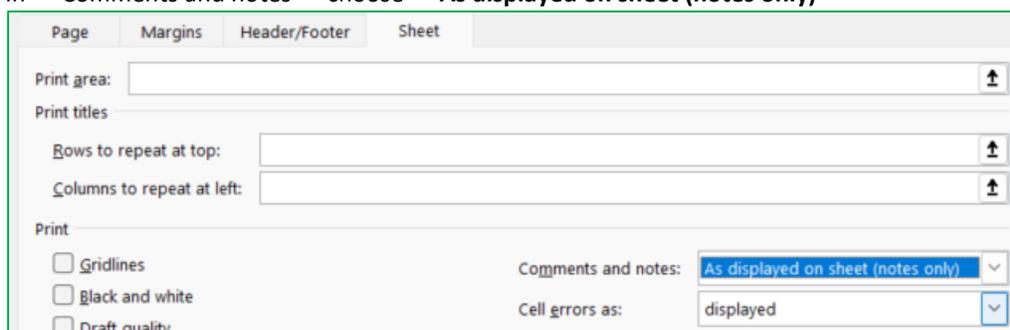
We also can ➔ **Edit Note** and/or ➔ **Delete Note**



You can also find the notes in the **Review Tab**.

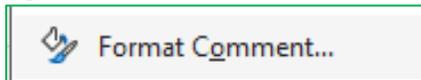


A note prints as a row or column to be repeated on the sheet, we have to click in Layout ➔ **Page Setup** ➔ **Sheet** tab
In ➔ **Comments and notes** ➔ choose ➔ **As displayed on sheet (notes only)**

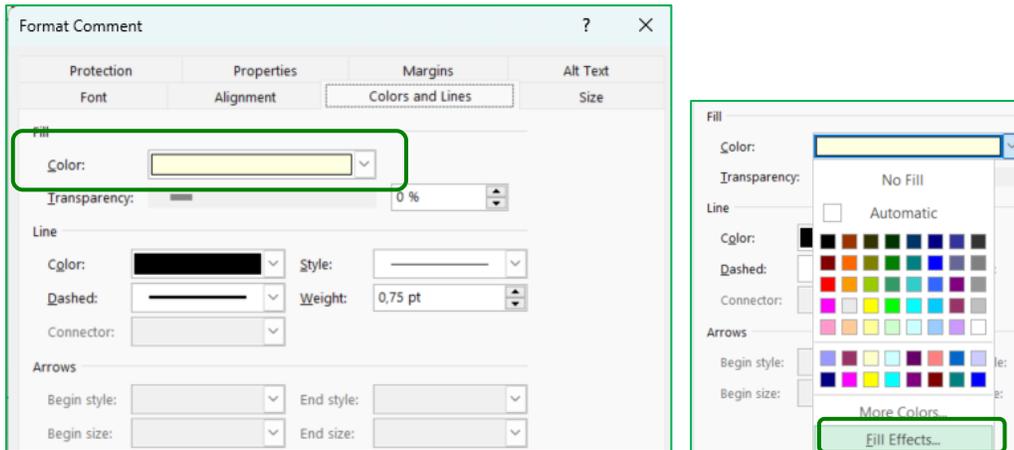


26.1. Format Comments

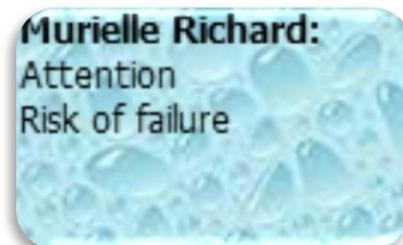
- ◆ To perform fancy in a note, such as fill color, text size, and text color, click in the note's outline
- ◆ Right-mouse button and click → **Format Comment**



- ◆ **Colors and lines** → **Fill** → **Color** → **Fill Effects**



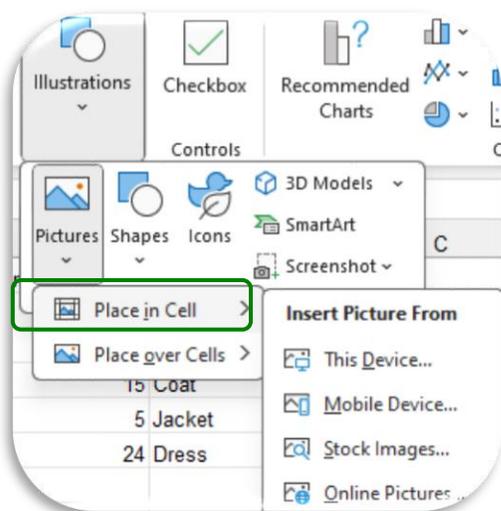
- ◆ Then → **Texture or Picture**



- ◆ Select your text to change the color and size

27. INSERT A PICTURE – NEW IN EXCEL

When a **Picture** was inserted into **Excel**, this one was "floating" in a spreadsheet. We now have the opportunity to insert the Picture inside a cell, align it to the left or to the center or to the right. Very interesting when we have an inventory with product list, price with graphical representation.



THIS OPTION IS VERY INTERESTING FOR COMPANIES THAT OFFER PRODUCTS TO CUSTOMERS WITHOUT HAVING TO GO THROUGH A WEBSITE.

28. EXPORT DATA

Our goal is to show you that you can easily send data from Excel to Word as well as from Word to Excel.

28.1. Export EXCEL to WORD or PowerPoint

- ◆ Take a small Excel spreadsheet
- ◆ Open Word and paste.
- ◆ If, however, you send data with the "**Currency Sign**", the table will look better and be easier to manipulate with the "**Currency**" format rather than "**Accounting**".

	Currency 200,00 \$
	Accounting 200,00 \$

28.2. Export data from WORD to EXCEL

- ◆ Open Word → file « **Reading** »
- ◆ **Select all** your text and **copy**
- ◆ Open **EXCEL** and **Paste**
- ◆ **Increase the column**, a row in WORD is about a **width of 80-90**
- ◆ To adjust the **Rows heights** → Select All → double-click between two rows
- ◆ Adjust your margins as needed
- ◆ See your result in print preview



A	1	Reading can do you good
	2	<p>First, let's take a look at a firm idea: reading is healthy, good for your health and good for you. Well, I think so, but is it better in itself than any of the hundreds of other existing activities? Maybe sometimes.</p> <p>Is reading a book better than playing outside? Better than a good conversation? Better than exploring websites on a topic you're passionate about? Better than exploring nature? Better than playing sports? Better than drawing or reading or playing music or dancing?</p> <p>I don't think so. I think each activity has its own advantages and sources of pleasure.</p> <p>Is it better to read than to watch TV? I tend to believe that yes, if learning is important to you, but not necessarily if your main goal is fun. Both activities can be meaningful in their own way.</p> <p>Is it better to read than to play video games? It's going to be controversial, but I don't think it is.</p> <p>Read perhaps better than many activities if your main goal is to cultivate yourself and improve your chances of success in various careers. however... reading is more than a way to achieve a goal... reading is an end in itself. It's a pleasure, and that's how you should approach it.</p> <p>And if you benefit incidentally from being better prepared for your studies and for your life, then so much the better!</p>
	3	

Note:

The words

Context: THE RIGHT MOUSE BUTTON ALLOWS YOU TO CHOOSE AN OPTION, BUT YOU ALWAYS CHOOSE OR SELECT WITH THE LEFT BUTTON OF THE MOUSE.

Desktop: SCREEN, THE MOST USED ICONS ARE LOCATED ON THE DESKTOP.



Mouse: HARMLESS OBJECT

29. SHORTCUT ON THE KEYBOARD

CTRL + X	CUT
CTRL + ESCAPE	VIEW START MENU
CTRL + C	COPY
CTRL + V	PASTE
CTRL + Z	CANCEL AN OPERATION
CTRL + A	SELECT EVERYTHING
CTRL + P	PRINT ACTIVE SHEET
CTRL + END	GO TO THE END OF THE SHEET
CTRL + HOME OR ^	GO TO THE BEGINNING OF THE SHEET
ALT + ENTER	PRESSING ALT AND ENTER ➔ ALLOWS YOU TO WRITE IN THE SAME CELL BUT ON THE NEXT LINE - (AUTOMATIC LINE BREAK)
CTRL	KEEPING CTRL DOWN ➔ ALLOWS YOU TO SELECT MORE THAN ONE ROW OR COLUMN AT A TIME
SHIFT	KEEPING SHIFT DOWN ➔ ALLOWS YOU TO SELECT MORE LINES OR COLUMNS (IN BLOCK)
ESC	CLOSES A WINDOW IN AN APPLICATION, ALSO: END HIGHLIGHTED TEXT OR CELLS
F1	DISPLAYS HELP
F 2	REACH THE END OF THE CELL (TO CONTINUE WRITING TEXT)
F 4	REPEAT THE LAST OPERATION ➔ ALSO: ABSOLUTE REFERENCE
F 5	GO TO OR MORE CELLS
F 7	SPELL CHECK
F 11	GRAPHIC INSERTION (SHORTCUT)
F 12	SAVE-AS
CTRL - F1	OFFICE RIBBON

29.1. Touch ALT

- ◆ Press ALT and follow the letters and numbers in the ribbon

30. LIST OF SYMBOLS, CUSTOM FORMAT OF NUMBERS

ORDER FORMAT / CELL / NUMBERS / CUSTOM CATEGORY

Symbol	Meaning
0	Always displays a number. If there is no number at this location, display a 0. For example, code 0.00 always shows two decimal places.
#	Shows a number only if there is one. Doesn't show anything if there isn't one.
?	Like code 0 but displays a space instead of non-significant zeros.
,	The comma serves as a decimal separator. Can be defined as a point in the Windows configuration panel.
%	Converts the number into a percentage by multiplying by 100 and adding the sign.
\$	Shows the currency symbol.
()	Shows parentheses.
Space	The space is used to separate the thousands. Can be modified for a comma in the Windows configuration panel.
_	The underscore leaves a space of 1 character. Can be used to align numbers both in the column and on the decimal symbol.
d/m/yy	Date format posted for January 5, 1985 - 5/1/85
dd-mmm-yyyy	Date format posted for January 5, 1985 - 05-Jan-1985
dd/mm/yy	Date format: posts 01/01/00 for January or 12/12/00 for December.
mmm	Shows the abbreviated names of the month (Jan to Dec).
mmmm	Shows the full name of the month (January to December).
yy	Shows the double-digit year
yyyy	Shows the four-digit year
H	Shows hours without zero (1 to 23).
HH	Shows hours with zero (01 to 23).
hh:mm	Shows hours and minutes
[]	Shows hours above 24 or minutes and seconds above 60. For example, [h]:mm gives 72:00 if the cell contains the value 3.
[color]	Shows according to the specified color. The available colors are black, blue, cyan, green, magenta, red, white or yellow. Example: [red].
"text"	Shows the text specified in quotation marks. For example: # ##0" days" shows 12 days if the value 12 is entered in the cell.

31. EXERCISE – SALE

Amount	Description	Code	Price	Total
5	Sweaters	MR-201	35,50	?
3	Pants	MR-203	55,50	?
5	Jacket	MR-204	95,00	?
8	Coats	MR-205	245,00	?
		Subtotal		?
		GST	5%	?
		QST	9.975%	?
		Total		?

1. Reproduce the formatting similar to this one
2. Please insert formulas into "?" cells
3. Insert the currency "\$" sign into the appropriate cells and the percentage for GST and QST
4. Columns A and C will be of the same width
5. Columns D and E will be of the same width
6. Row height: 22
7. Save under: **"Sale"**

32. EXERCISE – TRAVEL

1.	Open File "Travel" and Save As: Your name + File name, Example: Richard_Travel	
2.	Column A	★ Column width: 34
3.	Column B - C -D - E	★ Column width: 14
4.	Row 1	★ Row height: 40
5.	Row 2 - 3 and 15	★ Row height: 30
6.	Row 4 to 14	★ Row height: 19.5
7.	Row 2 and 15	★ Bold
8.	Row 1 title	★ Merge from Column A to E ★ Change font (your choice), size 20, Bold ★ Title centered in the cell: horizontally and vertically
9.	Formula in the "receivable amounts" column	
10.	Money or accounting format in the following columns: " receivable amounts " and " Unit price. " Keep decimals to a minimum	
11.	Amount to be produced in cells in " YELLOW "	
12.	Make the necessary changes: (See the result below)	★ Observe the result in row 2 (Text on 2 rows, but in the same cell) ★ Observe cities that are slightly indented ★ Blue borders on outline and small borders inside

33. EXERCISE – PARTICIPATING

Number of registered participants for 2024-2025				
COURSE TITLE	Fall	Winter	Spring	Total
Word	32	42	33	
Excel	44	74	53	
PowerPoint	56	33	83	
Access	33	58	39	
Total				

34. EXERCISE – MUSICAL INSTRUMENT

SALES OF THE MONTH			
Product	QUANTITY	UNIT PRICE	Total
Acoustic guitar	28	\$225.99	?
Piano	10	\$2,575.50	?
Flute	75	\$189.99	?
Electric guitar	45	\$489.97	?
TOTAL SOLD:	?		?

Instructions exercise "Sale":

- Title: **Merge up to D, size 14**
- Cell B2 and B3: text on 2 lines in the same cell
- Column A width: **30**
- Column B and C width: **16**
- Column D width: **20**
- All rows of the sheet will be at a height of **25**
- Insert the formula in column D
- Borders to create → your choice, but no black borders)

35. EXERCISE – RATE

INTEREST RATES:	12%	
Name	RISING	INTEREST TO PAY
Patrick Morin	\$3,000.00	?
Donald Ferland	\$4,000.00	?
Micheline Caron	\$1,500.00	?
Richard Paul	\$2,000.00	?
Steve Smith	\$100.00	?
Total	?	?

36. EXERCISE – EMPLOYEES

1. Open File "Employees" and Save As	★ Your name - File Name, Example: Richard_Employees
2. Insert Formula in column "I" → " Week Salary " to get employees' week salaries	
3. Wrap Text on row 1 (Text on 2 rows but in the same cell)	
4. Choose a style for the cells of row 1 (your choice)	
5. Sorting	<ul style="list-style-type: none"> ★ First sort: Department ★ Second sort: Employee's last name ★ Third sort: Employee's first name
6. Layout	<ul style="list-style-type: none"> ★ Orientation: Landscape ★ Make sure the sheet fits on 1 page in width ★ Repeat the title of row 1 on all pages in print
This spreadsheet has too much data to make borders	
★ Activate the checkbox: Print Gridlines	
7. Footer	<ul style="list-style-type: none"> ★ Insert Page 1 of ? ★ In the custom footnote: add the date on the right
8. Header	<ul style="list-style-type: none"> ★ Employee list (center) ★ Size 20, Bold, color of your choice
9. Rename the "List" sheet, replace with " Employees "	

37. EXERCISE – SKATING

Schedule WINTER 202X-202X season

ICE RINK ACTIVITY	Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	8 H	HOCKEY JUNIOR B	Practice Junior A	HOCKEY JUNIOR B	ARTISTIC SKATING	ADULT HOCKEY	REGIONAL COMPETITION
	9 H		Practice Junior B				
	10 H	FREE SKATING	ADULT HOCKEY	HOCKEY JUNIOR A		HOCKEY JUNIOR A	
	11 H						
	13 H	BOOKING SCHOOL STE-MARIE	ARTISTIC SKATING	BOOKING SCHOOL ROSEMONT	Practice Junior A	FREE SKATING	
	14 H				Practice Junior B		
	15 H			ADULT HOCKEY	FREE SKATING	HOCKEY JUNIOR B	
	16 H	Practice Hockey adult					

1. Reproduce the following table
2. Don't forget to merge the cells
3. Don't forget "**ALT ENTER**" to make a line change = wrap text
4. Don't forget the "**F4 function**" to repeat the last operation
5. **The title:** "Schedule for the WINTER 202X-202X season" is a page header, font "**Arial, 26, Bold**"
6. Save As "**Skating**"