

# 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 <b>Excel</b> .
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.

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File	Home Insert	Page Layout Formulas	Data Review V	/iew Developer Help					Comn	ients 🖻 S	ihare ~
Paste	X Cut Copy → ✓ Format Painter	Arial     √[11]       B     I     U     √ [1]		E 📄 🇞 🗸 🐉 Wrap Text E 🗄 😇 😇 📴 Merge & Center	•	General ~ \$ ~ % <b>9</b> 500 .000	Conditional Format as Cell Formatting ~ Table ~ Styles ~	Insert Delete Format	∑ AutoSum × AZV Fill × Sort & Find & Fill × Select ×	Analyze Data	$\square$
	Clipboard F	Font	Fs.	Alignment	F3	Number 5	Styles	Cells	Editing	. I.	~

## 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

ORMATION

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.

File	Hom	e Insert	Page Layout	Formula	as Data	Review	View	Help			
Paste	× [] - 4	Calibri B I <u>U</u> ~	~ 11 ~ A		= <u>=</u> ≫~~ = = = = = =		General $\$ \sim \%$ $\overbrace{00}^{.00} \rightarrow 0$	- 5 9	Conditional Formatting ~	Insert → Delete → Format →	∑ × A Z ✓ Sort & Find & Filter × Select ×
Clipboa	ard 🗔		Font	<u></u>	Alignment		Number	5	Styles	Cells	Editing



## 2. FILE

In " <b>File</b> " Tab, we will find:							
\$	New	$\bigotimes$	Info				
	Open	斺 Home	Save				
<b></b>	Save, Save as		Save As				
	Close	New	Print				
\$	Print	🗁 Open	Export				
\$	Share	🖻 Share					
\$	Export, etc.		Publish				

## 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  $\rightarrow$  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

$\bigotimes$		
仚	Home	
ß	New	
Þ	Open	
R.	Share	
	5.12.10	

Do you want to send in EXCEL or PDF format

Attach a co	py instead	
Excel Workbook	PDF	

♦ 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
- $\diamond$  The sheet only will be convert in .pdf  $\rightarrow$  not the workbook.

Info	Export	
Save	Create PDF/XPS Document	Create a PDF/XPS Document
Save As		Content can't be easily changed     Free viewers are available on the web
Print	Change File Type	
Export		(reate
Publish		PDF/XPS

♦ If you want more options, example: the selection, the sheet, or the workbook, select → Options at the **bottom**\_\_\_\_

File name: 🖸	alculation Course 1.	pdf				
Save as type: PD	DF (*.pdf)					
	Open file after publishing			Optimiz	ze for:	<ul> <li>Standard (publishing online and printing)</li> <li>Minimum size (publishing online)</li> <li>Options</li> </ul>
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# 3. QUICK ACCESS TOOLBAR



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

More Commands... Show Below the Ribbon

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:

IJ	<b>७</b> • ୯*	C ©	🔓 🐝 🖂 <	\$ <del>≂</del> В	ook1 - Excel	R	Search				0
File	Home	Insert	Page Layout	Formulas	Data	Review	View	Help	Chart Design	Format	
Add Cl Elemer	hart Quick nt ~ Layout ~	Change Colors ~		111			Coat Tills	Charl Ba		Guei No.	
Cha	art Layouts					Chart S	tyles				

## 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)"

E2	E2 💌 :		• : × 🗸		=SUM	(B2:	D2)			
	A		В		С		D		E	
1	Expenses	J	anuary	Fe	ebruary		March	Totals		
2	Car Payment	\$	350,00	\$	350,00	\$	350,00	\$	1 050,00	
3	Electricity	s	195 00	s	210 00	s	185 00	s	590.00	

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

#### The result of the B2 cell + Car Payment

A	2 🔻 🗄		$\times / \checkmark$	$f_{\mathcal{K}}$	Car Pa	r Payment				
	А		в		С		D	E		
1	Expenses	Ζ	January	Feb	oruary		March		Totals	
2	Car Payment	1	\$ 350.00	S	350.00	s	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 F2 **~**]:  $f_x \sim =$ SUM(B2:D2) в С D А Janu Expenses February Ma Totals Car Payment \$ 50,00 \$ 350,00 \$ 350,00 1 050,00 \$ 2 3 Electricity \$ 195,00 \$ 210,00 185,00 590,00 \$ 4 450,00 \$ 375,00 385,00 1 210,00 \$ Food \$



### 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 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

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C	ipboard 🕼 Font 🕼 Styles												Ideas	Sensitivity
A	A1 • : X v & Expenses													
	A		в		С		D		E	F	-	Cle	S S	ort & Find &
1	Expenses	J	anuary	Fe	bruary		March		Totals			6	Clear All	iter + select +
2	Car Payment	\$	350,00	s	350,00	\$	350,00	s	1 050,00			%		
3	Electricity	\$	195,00	s	210,00	\$	185,00	s	590,00				clear <u>r</u> orma	5
4	Food	\$	450,00	s	375,00	\$	385,00	s	1 210,00				Clear Conter	nts
5	Gas	s	75.00	s	60.00	s	80 00	s	215.00				Clear Co <u>m</u> m	ents and Notes
6	Rent	\$	850,00	s	850,00	\$	850,00	s	2 550,00				Clear Hyper <u>l</u>	inks
7	0.1		00.00		00.00		00.00		405.00			625	Dama ay ya Likya	and a lar

## 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	<b>Ş</b>	185,00	\$	590,00
\$	450,00	\$	375,00	5	385,00	\$	1 210,00
\$	75,00	\$	60,00	\$	80,00	\$	215,00
\$	850,00	\$	850,00	\$	850,00	\$	2 550,00
S	65.00	s	65.00	\$	65.00	S	195.00



- 4 Copy function + and DOUBLE-CLIP TO COPY OVER THE ENTIRE ROW
- 5 To select a row or a column:  $\rightarrow$  and  $\checkmark$

## 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  $\leftarrow$ , to the right  $\rightarrow$ , up  $\uparrow$  and down  $\lor$
- ♦ The "Enter <sup>~</sup>" 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+<sup>7</sup>"
- **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 <sup>1</sup>, 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  $\mathbf{G}$  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  $\mathbf{\hat{U}}$  (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

Solution A set the the set of the text of text of

#### 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

#### 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.

F	File Home I	ile Home Insert Page Layout Formulas Data Review View Help													
P	Cut Cut Caste Copy ~ Sorrat Paint	Aria B	I	- ⊻ -   ⊞ -	10 - J	A^ A* <u>A</u> ~	===	¥γ - % (۵) • = • = • •	Vrap Text Merge & Center ∽	Accounting \$ ~ % <b>9</b> 5%	Con Form	ditional Format	as Cell Styles ~	Insert Delete	Format ↓ Clear → Fill → Sort & Sor
_	Clipboard	Γ <u>ν</u>		Font		5	al .	Alignment	L.	Number	r <u>s</u> i	Styles		Cells	Cell Size
С	C5 • : × ✓ fe 60												Cow Height		
	A	в		С	D		Е	F	G	н		1	J	К	AutoFit Row Height
1	Expenses	Janua	у	February	Mar	rch	Totals								Column Width
2	Car Payment	\$ 350	,00	\$ 350,00	\$ 3!	50,00	\$ 1 050,00								AutoFit Column Width
3	Electricity	\$ 195	,00	\$ 210,00	\$ 18	85,00	\$ 590,00								Default Width
4	Food	\$ 450	,00	\$ 375,00	\$ 38	85,00	\$ 1 210,00								Visibility
5	Gas	\$ 75	,00	\$ 60,00	\$ 8	80,00	\$ 215,00								Hide & Unbide
6	Rent	\$ 850	,00	\$ 850,00	\$ 85	50,00	\$ 2 550,00								The cc online 7
7	Cell	\$ 65	,00	\$ 65,00	\$ (	65,00	\$ 195,00							- (	Organize sneets
8															Rename Sheet
9															Move or Copy Sheet
10															
12															Protection
13															Protect Sheet
14															🔒 Lock Cell
15															E Format Cells

- 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.

ι <del></del>	Move or Copy	?	$\times$
<u>I</u> nsert	Move selected sheets		
Delete	To book:		
₩ <u>R</u> ename	Calculation Course 1.xlsx		~
Move or Copy	Before sheet:		
View Code	January Sales Clinique		
Protect Sheet	Employees Exercise Sale		
<u>T</u> ab Color →	Musical instrument Budget		
<u>H</u> ide	Pay		
<u>U</u> nhide			
Select All Sheets	0	к	Cancel



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



## 10.9. Delete a sheet

File	e <u>Home</u> Insert Page Layout Formulas Data Review View Help												
Pas	te 🗳 Format Pain	Arial B I	- ⊻ -   ⊞ -	10 - A^ A` A -	= = =	Image: System     Ima	o Text ge & Center 👻	Accounting \$ ~ % <b>9</b>   58 -	Conditional Formatting ~	Format as Cell Table ~ Styles ~	Insert v	Delete	∑ AutoSum ↓ Fill ~ ♦ Clear ~
	Clipboard	۲ <u>۵</u>	Font		ži l	Alignment	Гъ	Number	F2	Styles		🔀 Delete Cel	lls
C5	· ·	$\times \checkmark$	<i>f</i> <sub>x</sub> 60									∃× Delete She	eet <u>R</u> ows
	А	В	С	D	Е	F	G	Н	I.	J		LUJ Delete She	eet <u>C</u> olumns
1	Expenses	January	February	March	Totals							Delete She	eet

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**.

	Insert
<b>I</b>	<u>D</u> elete
Ŧ	<u>R</u> ename
	Move or Copy

### 10.10. Insert a sheet

Same action, **Cells Group** → menu **Insert** → Choose → **Insert Sheet.** Or with the right button

Home Ir	nsert	Page Layout	Formulas	Data Revi	ew View He	elp				
Cut Copy → Format Paint	Aria B	I <u>U</u> ~ ⊞	<u> </u>		ॐ~ ११ Wra स्ट रु छि Mer	p Text ge & Center Y	Accounting \$ ~ % <b>9</b> 100 - €	Conditional Formatting ~	Format as Cell Table ~ Styles ~	Insert Delete Format ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓
pboard		Fon	t	12	Alignment	12	Number	121 2	styles	Insert Cells
A	В	Jx 60	D	E	F	G	Н	I	J	Insert Sheet <u>R</u> ows     Insert Sheet <u>C</u> olumns
xpenses	Janua	y Februa	ry March	Totals						Ingert Sheet

## 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  $\rightarrow$  **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 op	Mathematical operators							
	➡ Addition	+	=10+5						
2 + 2 = 3  or  4	➡ 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.

 $f_x \sim$ 

Х 🗸

=A3\*C3



## 13. SIMPLE FORMULA

#### 13.1. The addition How to do?

- Activate a cell
- Directly in the cell or in the formula bar k, enter the equal sign =, type 150 and the operator add +, type 40 and press Enter+7
- ♦ The result is "190"

## 13.2. Subtraction How to do it?

- ♦ Activate a cell
- ♦ Directly in the cell or in the formula bar \$\vec{k}\$, enter the equal sign =, type 150 and the operator subtract -, type 40 and press Enter \*<sup>7</sup>
- 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+7
- ♦ 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:

DB	3	$\times \checkmark f_x$	=A3*C3		
	А	В	С	D	Е
1	List of products				
2	Amounts Purchased	Description	Price	Cost	
3	10	Celery	2,99 \$	29,90 \$	
4	1	Red pepper	1,49 \$	1	
5	5	Onions	0,25 \$		
6					
7	Total expenses				

- Activate cell D3. Directly in the cell or in the function bar *f* , 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 +<sup>7</sup> 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.

£ 40\*00

- 5. If you have a lot of line to copy, DOUBLE-CLICK ON THE BOTTOM RIGHT CORNER.
- 6. The result is "29,90"

	5.03			
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)
5	=SUM(A1:A

- 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+<sup>7</sup>
- 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

1. Type in the text below:

	А	В	
1	Participants	Exam 1	
2	Corinne Paris	74	
3	Pierrette Paquin	70	
4	Andre Dupuis	69	
5			
6	Ave=AVERAGE(B2:B4		
7		AVERAGE(num	ber1



- 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
МАХ	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:**

	Α	В	С	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:**

	Α	В	С	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, <u>how to do it?</u>

- ♦ 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



4. Choose + Insert Sheet Columns



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



## 17.3. Deleting rows and columns

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

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



5. 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**:

	<u>ج</u>	Font	←				
	۲	Alignm	ent <				
	۲	Numbe	er 룾 🚽			_	
File	Home	Insert	Page Layout	Formulas Da	ata Review View Help		
Paste	X Cut L Copy ~ ≪ Format P	, Painter	Arial         ✓           B         I         U         ✓	12 ~ A^ A`   🖉 ~ <u>A</u> ~	= = = ≫ - 20 Wrap Text = = = = = = ⊡ Merge & Center	v	Accounting ~ ,\$ ~ % ♪ 58 -99
	Clipboard	۲ <u>م</u>	Font	L2	Alignment	ы	Number 🗔

#### A VIEW FROM "FONT" GROUP

- 1. Font = style of writing
- 2. Style, BIS
- 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

<u></u>

→ choose a color.

- 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
- 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)





- 5. **Outline =** apply the border around the selected cells
- 6. Inside = apply the border inside the selected cells
- Or click on the **type of line** that will serve 7. 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.

rmat Cells	s						?	×
Number	Alignment	Font	Border	Fill	Protection			
Line		Presets						
Style:			TTT					
None								
			None	Outline	Inside			
		Border						
		<b>E</b>	-					
		Lahal		Text				
		E						
<u>C</u> olor:				Text				
	$\sim$	E						
			Ē		Ē			
		Band	- Andrew		Later 1	handl		
The selecte	d border style ca	an be applied	by clicking t	he presets, pro	eview diagram	or the but	tons abov	e.

Click OK 8.

#### "Number" Group 18.3.

## 18.3.1. Apply a date format

1.	To view a date as we want to display it, Or do CTRL + ; (to insert today's date)	Type: →2025-02-24 to get February 24	<b>I, 2025</b>
2.	The result in the cell after validation is t	this: → 2025-02-24.	123 No specific format 12 Number 43885,00
3.	To change the date format, from the Ho Number group to view the options, EXO date format.	ome tab, click → Date from the CEL offers you the Short and Long	Currency 43 885,00 S Accounting 43 885,00 S t Short Date
	Date         ~           \$ ~ %         >         €‰         -%%           Number         5         5		Stor-02-24     S
4.	If, however, the proposed format doesr Number Formats	n't suit you yet, click on + More	Percentage           4388500,00%           1/2         Fraction           43885
5.	In the Format Cells dialogue box + Nur	mber Group, choose Date	10 <sup>2</sup> Scientific 4,39E+04
6.	Select a date format in <b>Category</b> and or February 24, 2025	r the language → Locale (location):	Ab     Text 43885       More Number Formats       2020-02-24
	24-02-2025	Format Cells	? ×
	24 Feb 2025	Number Alignment Fout Border Fill	Protection
	24-02-20 24 de febrero de 2025	Category: General Number Currency Currency Currency Currency	
7.	For additional options	Accounting         Type:           Date         4-03-2012           Time         4-03-212	
	Number → Category → Custom	Percentage 4/3-12 Fraction 4-03-12	
	Excel can turn your answer into a	Text Special 2012-03-14 miércoles, 14 de marzo de 2012	1
	number format that may not be	Custom	
	right for you.	Spanish (Costa Rica)	<u>~</u>





## 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:

۲

- In a cell, type 123456789, and validate with the checkmark of the **formula bar**  $\sqrt{f_{\rm sc}}$  123456789
- ♦ 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

Dat	e				~
\$	~	%	,	←0 .00	.00 - <del>.</del> 0
		Num	ber		٦

#### 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

	4,75						
Format Cells	5					?	×
Number	Alignment	Font	Border	Fill	Protection		
General Number Currency Accounting	9	Sami 4 3/ Type:	ple 4				
Date Time Percentage Fraction Scientific Text Special Custom	e	Up to Up to Up to As ha As qu As eig As six	one digit (1/4) two digits (21, three digits (3 lives (1/2) larters (2/4) ghths (4/8) teenths (8/16)	) /25) 12/943)			



## 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**  $\frac{9}{100}$  (percentage)

Number	Alignment	Font	Border	Fill	Format C	ens						
Category: General Number		Samp	s		Numbe Categor	r Al	lignment		Font	Border		Fil
Accounting Date Time Percentage Fraction Scientific Text Special Custom		<u>D</u> ecima <u>Symbo</u> <u>Negati</u> -1 234 1 234, (1 234 (1 234	al places: 2 l: \$ we numbers: a,10 \$ 10 \$ 10 \$ 10 \$ 1,10 \$)	•	Genera Numbe Curren Accoun Date Time	il er cy iting tage		^	Sam 5,00 <u>D</u> ecim	ple 1% al places:	2	
	5%	Pero \$	centage ~ % <b>9</b> Number	€.0 .00	.00 *0							

#### 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

Return to the line automatically	Text on more than one line in the same cell. Or from the keyboard, press <b>"ALT + ENTER"</b>	Murielle Richard
Adjust	Changing the font to allow the full contents of the cell to be viewed, the font remains the same	Arial
Merge cells	This option converts a group of cells into one. Espe	ecially use for titles and
**       Angle Counterclockwise         **       Angle Clockwise         **       Angle Clockwise         **       Vertical Text         **       Rotate Text Up         **       Rotate Text Down         **       Format Cell Alignment	Allow the text to appear either horizontally, vertica or in between (oblique)	Orientation
Text alignment: vertical	High, center, bottom, or justify	Vertical: Bottom Top Center Bottom Justify Distributed
Text alignment: horizontal	Left, center, right, or justify	≡≣≡
	Move your content farther away from the cell bor	der 📃
	wove your content closer to the cell border	<del>•</del>



#### **CELL STYLES** 19.

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

	Conditional Format as Formatting ~ Table ~ Styles	
1	Onen & Calculation & sheet & Chiles	Merge & Center 👻
1.	Open - Calculation - sneet - Styles	Merge & Center
2.	we will take the opportunity to perform a special cell fusion	
3.	I o merge multiple rows in a single operation, select A1 to E2	Merge Cells
4.	In <b>Alignment</b> Choose the second option <b>Merge Acros</b>	S Unmerge Cells
5.	Note that this merge is done on lines only	
6.	Select from A1 to E1 + and choose + Heading 1 + Cell Styles	s
	Titles and Headings       Heading 1     Heading 2       Heading 3     Heading 4	Title Total
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
10	If you want to keen the fants, chaose > colors	
12.	in you want to keep the fonts, choose + colors	
		Custom
		Custom 1
	Office	Personnalisé 1
		Office
		Office
	Office Office 20 Facet Gallery	Office 2013 - 2022
	Aq Aq Aq Aq Aq	Office 2007 - 2010
	Integral Ion Ion Board Organic	Blue Warm
		Blue
	Aa Colors ~ Retrospect	Blue II
	Themis A Fonts ~ K A a A A A A A A A A A A A A A A A A A	Blue Green
		Green
	Themes Basis Berlin Circuit Damask	Green Yellow

# CCAD

# 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 2 Cancel the Last Operation, or CTRL + Z

Format as Table ~ St	Cell Ins	ert Delete f	int format ↓	AutoSum  Fill ~ Clear ~	Sort & Fit	O 💋
Light						
Medium						
Dark						
III New 1	Table Style					

## 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** $\epsilon^7$ 

=TODAY() TO INSERT THE DATE

=NOW()

### 21.3. To change the date format

- ♦ Select the cell to be formatted.
- Solution 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 l	basic course,	, we're goin	g to use thr	ree different displays.
				Normal Page Break Page
뎒 Display Settings	Ħ		巴	Preview Layout     Workbook Views
	0	€	0	

## 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

- ♦ Prom → 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

	an reach	this view	v by clicki	ng 🔸	the <b>In</b>	sert tab +	Head	er & Foot	er 🕈 Tex	t Group	
					File	Home	Insert	Page La	yo		
Text Box & F	eader Footer	✓ I OrdArt Sign ✓ Lir Fext	ature Obje	] ct	Norm	Page Bre Preview Workb	eak Page W Layou ook Views	e Custom ut Views			
Click 🕈 Pag	ge Setup	from the	e <b>View</b> ta	b					_		
Click <b>→ Pag</b> Some peop	<b>ge Setup</b> Ile like to	from the work wi	e <b>View</b> ta ith this d	b isplay	1						
Click <b>→ Pag</b> Some peop	ge Setup le like to	from the work wi	e <b>View</b> ta ith this d Formulas	b isplay	<b>/</b> Review V	iew Develop	er Help	Header & Foo	oter		
Click → Pag Some peop File Home	ge Setup le like to Insert Pi	o from the o work wi Page Layout	e View ta ith this d Formulas	b isplay Data F	/ Review V	iew Develop	er Help	Header & Foo	oter ent First Page	✓ Scale	with Document
Click + Pag Some peop File Home Header Footer	ge Setup le like to Insert Page N. Number of	o from the o work wi Page Layout	e View ta ith this d Formulas I Current File Time Patt	b isplay Data F File Name	Review V	iew Develope	er Help	Header & Foc	oter ent First Page ent Odd & Even	✓ Scale Pages □ Align	with Document with Page Margins

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

Freeze Panes ~	Split     CD View Side by Side       Hide     Dt Synchronous Scrolling       Unhide     The Reset Window Position	Image: Split       Image: Split <td< th=""></td<>
*	<u>Freeze Panes</u> Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).	Unirck all rows and columns to scroll through the entire worksheet.
*	Freeze Top Row Keep the top row visible while scrolling through	Fr eze Top <u>Row</u> Kyep the top row visible while scrolling through the rest of the worksheet.
*	Freeze First <u>C</u> olumn Keep the first column visible while scrolling through the rest of the worksheet.	Freeze First <u>Column</u> eep the first column visible while crolling through the rest of the worksheet.

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**

+=		*	Split
New	Arrange	Freeze	Unhide
Window	All	Panes ~	



## 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.



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 .

Ruler Headings Navigation Gridlines Formula Bar Show
--

## 22.8. View – Headings

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

## 22.9. View – Formula Bar

				libei	
G2	→]: [×	$\checkmark f_x \sim$	2022-03-21		
'ou may ma	ke the formula ba	ar disappear,	think " <b>View</b> " t	o turn it k	back
File Ho	me Insert Pag	e Layout 🛛 For	mulas Data	Review	Vie
Normal Pa F	ge Break Page Cus review Layout Vie Vorkbook Views	tom Navigatio	Ruler Gridlines Formula Ba Show	☐ Head	ings
B6	$\sim$ : $\times \checkmark f_x$	~ 69			
TRAININ Excel Be Participants	G IN OFFICE ginner Grou	o	Exa	m 1	
TRAINING Excel Be Participants Corinne Paris	G IN OFFICE	D	Exa 74	m 1	65
TRAININ Excel Be Participants Corinne Paris Pierrette Paqu	G IN OFFICE ginner Grou	D	<b>Exa</b> 74 70	m 1	65 74
TRAINING Excel Be Participants Corinne Paris Pierrette Paqu André Dupuis	G IN OFFICE ginner Grou	D	<b>Exa</b> 74 70 69	m 1	65 74 63



# 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.

File	Home	e Inse	rt Pa	ige Lay	out	Formu	las	Dat	ta Re	viev	w Vi	ew	Help	He	ader 8	& Fo	oter					
		#	#	7	$\bigcirc$	B	XII	E		•				[	Diff	feren	t First P	age		✓ :	Scale wit	h Doci
Header ~	Footer	Page Number	Number of Pages	Current Date	Current Time	File Path	File Name	Sł Na	heet Pict ame	ure	Format Picture	Go Hea	to Goto der Foote	) [ :r	Diff	feren	t Odd 8	λ Eve	en Pages		Align wit	h Page
Header &	& Footer			Н	eader & F	ooter E	lements					N	avigation						Optic	ns		
J40	Ŧ	: >	< 🗸	$f_{x}$	=H40*	140																
- A		1	1 1	2	3	4	5		6	7	8	l g	10	11		12	13	1	14 1	5	16	17
			A		в		С		D		E		F		G		н		1		J	
-																						
_																						
			Header																			
-																						
1			No Emp	🔻 Last	name	First	name	<b>↓</b> Î	City	-	Departm	en 🖵	Holiday (Month)	-	Hiring date	-	Number hours	-	Hour rate	-	ialary eek	-
4			1085	Trem	blay	Andre	а		Boucherville		Sale		November		2015-	08-22		35	37,00	\$	1295,00	)\$
- 5	i		1097	Laroo	:he	Andre	a		Laval		Finance		April		2014-	09-08		40	40,00	\$	1600,00	)\$
18	3		1081	Houd	e	Chant	al		Boucherville		Finance		December		2008-	09-12		35	37.00	\$	1295.00	3

- 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

Norma	Page Break	Page	Custom
	Preview	Layout	Views
	Workboo	k Views	

♦ You can also reach Page Break Preview from the Status Bar (last icon)

E	E



## 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

- ♦ Scale: to adjust content on a page
- ♦ Paper format: 8 1/2 x 11 Letter

8 1/2 X 14 - Legal

nsert	Page Layo	ut	Formula	is (	Data	Review	
Margins	Orientation	Size	Print	Breaks	Backgrou	und Prin	Trin t
		Pa	ige Setup			THE	5

### 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
- ♦ Focus on page: Vertically ⑧

Page Setup		
Page Margins Header/Footer Sheet		
Orientation		_
O Landscape		
Scaling		_
Adjust to: 61 🔷 % normal size		
● <u>Fit to:</u> 1 + page(s) wide by + tall		
		_
Paper size: A4		$\sim$
Print guality:		$\sim$
Figst page number: Auto		
		_
Print Print Previe <u>w</u>	Option	ns
ОК	Car	ncel



## 23.2.3. "Header/Footer" tab

- Header with system choice
- Custom Header
- Custom Footer
- Footer with system choice
- Don't overlook the following options
  - Different odd and even pages
  - Different first page
  - Scale with document
  - Align with page <u>margins</u>

Page Setup	?	×
Page Margins Header/Footer Sheet		
He <u>a</u> der:		
(none)		$\sim$
<u>C</u> ustom Header C <u>u</u> stom Footer		
Eooter:		
(none)		$\sim$
		1
Different odd and even pages		
Different first page		
Scale with document		
Align with page margins Print Print Preview	Option	s
ОК	Car	icel



## 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.

- Left part
- Center part
- Right part

Header	?	×
Header		
To format text: select the text, then choose the Format Text button		
insert a page number, date, time, the path, menane, of tab nam insertion point in the edit box, then choose the appropriate bu	tton.	
To insert picture: press the Insert Picture button. To format your pi cursor in the edit box and press the Format Picture button.	cture, place the	
Left section: <u>C</u> enter section:	Right section:	
∧		$\sim$
0 0	B	
×	¥	~
	OK Can	icel

## 23.4. Header and footer toolbar

A	*	Ð	٤z	٩					٠
0	0	€	4	6	6	0	8	Ø	0
0	Format text			Ø	File P	ath & F	ile Name	9	
0	Page numbe	er		0	File N	lame			
₿	Number of	pages		8	Shee	t Name			
4	Date			Ø	Inser	t Picture	5		
6	Time			0	Form	at Pictu	re		

## 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)

<u>T</u> op:	He <u>a</u> der:
3,5	0,3

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)

Format Pictu	ure					a d		
Size	Picture	Alt Text				000	S.	
Size and ro	tate					Carl .	$\mathcal{D}$	
H <u>e</u> ight:	3	▲ ▼	-25					
Rotation	0°	<b>A</b>	# Empl.	Last name	First name	City	Department	Holiday (Month)

## 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]

Footer	?	×
Footer First Page Footer		
<ul> <li>To format text: select the text, then choose the Format Text button.</li> <li>To insert a page number, date, time, file path, filename, or tab name: position the insertion point in the edit box, then choose the appropriate button.</li> <li>To insert picture: press the Insert Picture button. To format your picture, place the cursor in the edit box and press the Format Picture button.</li> </ul>		
Left section: Center section:	Right section:	
&[Path]&[File]		•



- Now Footer tab
- Left: File name

۲

♦ In the middle Insert the date

ooter				?
Footer First Page F	ooter			
To format text: select the	e text, then choose the Format Te	xt button.		
To insert a page number, insertion point in the	date, time, file path, filename, or edit box, then choose the appro-	r tab name: position the priate button.		
To insert picture: press th cursor in the edit box	e Insert Picture button. To format and press the Format Picture bu	at your picture, place the utton.		
	A			\$ <sub>1</sub>
Left section:	<u>C</u> en	ter section:	<u>R</u> ight see	tion:
&[File]		&[Date]		Page &[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	Different odd and even pages
۲	Click in → Layout → Custom Footer	Different first page
۲	Check the box + Different odd and even pages	
۲	Make sure you're in the tab + Odd Page Footer	Scale with document
۲	Left Section + Insert Page & [Page] of & [Pages]	Align with page <u>margins</u>
۲	Right section + &[Date]	
	Odd Page Footer Even Page Footer	
	To format text: select the text, then choose the Format Text button.	
	To insert a page number, date, time, file path, filename, or tab name: position the	
	insertion point in the edit box, then choose the appropriate button.	
	To insert picture: press the insert picture button. To format your picture, place the cursor in the edit box and press the Format Picture button.	
	A 🖿 🖿 🗇 🖨 🛤 🕮	
	Left section:	Right section:
	Page &[Page] of &[Pages]	▲ &[Date] ▲

- ♦ Now TAB Even Page Footer
- ♦ Left Section → &[Date]

Odd Page Footer	Even Page Footer					
To format text: sel	ect the text, then choos	e the Format Text button.				
To insert a page nu insertion point	imber, date, time, file p in the edit box, then ch	oath, filename, or tab name: po oose the appropriate button.	osition the			
To insert picture: p cursor in the e	ress the Insert Picture b dit box and press the F	outton. To format your picture, ormat Picture button.	place the			
	ł		6	, <b>1</b>	C3 4/	
Left section:		Center section:			Right section:	
&[Date]						Page &[Page] of &[Page

۲



## 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:

Page Setu	ıp			?
Page	Margins Heade	r/Footer Sheet		
Print <u>a</u> re	a:			
Print title	es			
<u>R</u> ows t	o repeat at top:			
<u>C</u> olum	ns to repeat at left:			:
Print				
<mark>∕ G</mark> rie	dlines	Comments and notes:	(None)	
Bla	ck and white	Cell <u>e</u> rrors as:	displayed	
	ft <u>q</u> uality	_		L
	wanu co <u>i</u> umn neaun	iigs		
	wn, then over			
		Print	Print Previe <u>w</u>	Options
			OK	Canad



# **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, <u>HOW TO DO IT?</u>

- 1. Open the Calculation file, "Page Jump" sheet
- 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

							_
nsert	Page Layou	ut	Formula	is l	Data	Review	
Margins	Orientation	Size	Print Area ~	Breaks	Backgrou	Ind Print Titles	
		Pa	ge Setup			$\square$	

- 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  ${\rm click}\ {\rm in}\ {\rm row}\ {\bf 1}$

Print titles	
<u>R</u> ows to repeat at top:	1
<u>C</u> olumns to repeat at left:	t

12. View the result,

A	В	С	D	E	F	G
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	2011-08-20
1081	Houde	Chantal	Boucherville	Finance	December	2008-09-12
1065	Laflamme	Julien	Montreal	Finance	December	2016-12-2
1025	Lajoie	Louise	Montreal	Finance	January	2016-01-2
1088	Tremblay	Francine	Lavaltrie	Finance	July	2012-01-20
1113	Marmot	Jean	Montreal	Finance	July	2016-12-20
1035	Grenier	Marc	Brossard	Finance	July	2011-08-20
1055	Poiuy	Louise	Repentigny	Finance	June	2017-02-02
1057	Caron	Michel	Brossard	Finance	March	2016-03-0
1009	Zech	Christine	Montreal	Finance	Мау	2016-05-1
1104	Leblanc	Francine	Dorval	Finance	October	2013-10-0
1095	Feldman	Diane	Laval	Finance	September	2013-03-1
1001	Henault	Ginette	Boucherville	Finance	September	2009-03-23
1100	Robichaud	Charles	Repentigny	Maintenance	April	2016-03-0
1103	Antoine	Robert	Laval	Maintenance	April	2016-03-0
1039	Ferrara	Renée	Montreal	Maintenance	August	2011-12-0

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

000	abs ∑ 🗳	÷	Calculation +	₽ Search				6	n 0	Murielle Richar	d MR E		o ×
Insert P mded Table ples	Page Layout	Formulas Data pes × T SmartArt ns G Screensho Models × Illustrations	Review View Help ot *	P ► Recommended Charts	□ - 八 - () ▲ - È - M ⊡ - M Charts	aps PivotChart	3D Map ~ Tours	Line Column Winy Sparklines	Slicer Timelin Filters	e Link Comments	Text	Share ↓ ↓ TL Equation Ω Symbol Symbols	Comments ×
B	∫x Finan C	D	E	F G	Н	I	J	K I	L M	Translat	A Header	WordArt Sig	nature Object
Int Text Text Text Box & Foot	Sinter Contraction Ω Symbol Symbols er VordArt Signa ter Contraction	The object											

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.

File	Home	Inser	t Pa	ge Layo	ut	Formula	as	Data	Re	view	View	Н	elp	Head	er & Fo	ooter				
		#	#	7		ß	X	ļ		- 5					Differe	nt First Pa	ge	~	Scale w	ith Docı
Header ~	Footer	Page Number (	Number ( of Pages	Current Date	Current Time	File Path	File Name	She Nar	et Pictu ne	<b>ire</b> Form Picti	nat Ire	Go to Header	Go to Footer		Differe	nt Odd &	Even Page	s	Align v	rith Page
Header 8	& Footer			He	ader & F	ooter El	ements					Navig	ation				Cpt	ions		
J40	Ŧ	] : 🗙	~	$f_{x}$	=H40*	140														
A		1	1	2	3	4	5		6	7	8	9	10	11	12	13	14	15	16	17
			A		в		С		D		E		F		G	н	I		J	
		[	Header																	
	_														<u> </u>					
1			No Emp	🔻 Last r	name 📑	First n	ame	,⊤† C	ity	🔻 Dep	arte en	T (Me	liday onth)	T da	ring te 🔽	Number hours	Hour rat	te 🔻	Salary week	-
4			1085	Trembl	lay	Andrea		В	oucherville	Sal		Nov	ember	2	:015-08-2;	:	35 37,0	\$ 00	1295	00 \$
5			1097	Laroch	ie	Andrea		La	aval	Fina	nce	Apri	1	2	014-09-08	:	40 40,0	\$ 00	1600	00 \$
18	3		1081	Houde		Chanta		B	oucherville	Fina	nce	Dec	ember		008-09-1	2	35 37.(	\$ 00	1295	00 \$
	112																			

**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
- Solution 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  $\rightarrow$  Find  $\rightarrow$  from the Edition group
- Type "St-Bruno," select "Replace" tab, type "Saint-Bruno," choose "Replace All" in the dialog box.

Find and Rep	ace			– 🗆 X					
Find	Replace								
Find what:	St-Bruno		✓ No Format \$	Set For <u>m</u> at •					
Replace with	Saint-Bruno		V No Format S	Set For <u>m</u> at •					
Wit <u>h</u> in: Sl	eet 🗸 🗆	Match <u>c</u> ase							
Search: By	Rows ~	Match entire cell contents							
Look in: Fo	ormulas 🗸			Options <<					
Replace <u>A</u> ll	<u>R</u> eplace	Find All	Eind Next	Close					
Microsoft Exc	icrosoft Excel								
i All d	i All done. We made 14 replacements.								
	ОК								



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"

Find and Replace	? X
Fin <u>d</u> Re <u>p</u> lace	
Find what: Finance V No Format Set	For <u>m</u> at •
Replace with: Finance V Preview	For <u>m</u> at •
Wit <u>h</u> in: Sheet V Match <u>c</u> ase	
Search: By Rows	
Look in: Formulas 🗸	Op <u>t</u> ions < <
Replace <u>A</u> II <u>Replace</u> Find AII <u>Find Next</u>	Close



### 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 »
*	Replaceone 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 <u>a single cell</u> of the column that you want to get sorted.
- 3. From the Home tab, click  $\rightarrow$  Sort and filter from the Editing group then on to sort in ascending order, or on to sort in  $\overrightarrow{A}$  descending order
- 4. You can also sort from the Data tab



5. Different language → depending on the data



### 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

Sort					?	×
+ Add	Level X Delete I	Level	Copy Level	Options	My data I	has <u>h</u> eader
Column			Sort On		Order	
Sort by	Last name	$\sim$	Cell Values	~	A to Z	~
Then by	First name	~	Cell Values	~	A to Z	~
Then by	No Empl.	~	Cell Values	~	Smallest to Largest	~





# 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)

Page	Margins	Header/Footer	Sheet			
Print <u>a</u> rea:						Ì
Rows to r	epeat at top:	eft:				1 1
Print						
	and white			Comments and notes:	As displayed on sheet (notes only)	Ľ
Draft	guality			Cell <u>e</u> rrors as:	displayed	~



## 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

Format Comment...

♦ Colors and lines → Fill → Color → Fill Effects





#### 

Gradient	Texture	Pattern	Picture	
Texture:				
		- (B)		
Actions		SADA-SA-S	11日日本 11日日本 11日日本 11日日本 11日日本 11日本 11日本	a film film film
1	214		A 1	Sec. St.
20	A MAR	25		
6 30	E Kan	20 2	Sper.	
	95	22 60		
V LASS			STATES AND ST	ACRES (A)
12348	2			

Murielle Richard: Attention Risk of failure

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".





## 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	
Readi	
Readi	
ng can	Reading can do vou good
do	
you	First, let's take a look at a firm idea: reading is healthy, good for your health and good for
good	you. Well, I think so, but is it better in itself than any of the hundreds of other existing
1	activities? Maybe sometimes.
2 FIISL	
let's	is reading a book better than playing outside? Better than a good conversation? Better than
take a	than playing sports? Better than drawing or mading or playing multiplicity draming?
look at	than praying sports : better than thawing or reading or praying music or darking :
a tirm	I don't think on I think each activity has its own advantance and enviros of nleasure
reading	Facility and solution accurate and accurate and accurate and accurate and accurate and accurate accu
is	Is it better to read than to watch TV? I tend to believe that yes, if learning is important to
healthy,	you, but not necessarily if your main goal is fun. Both activities can be meaningful in their
good	own way.
for your	is it better to read than to new video names? Its going to be controversial, but I don't think it
and	is.
good	
for you.	Read perhaps better than many activities if your main goal is to cultivate yourself and
Well, I	improve your chances or success in vanous careers, nowever reading is more than a way
think so,	to achieve a goal reading is an end in itself. Its a pleasure, and that's now you should
better in	apploading
itself	And if you benefit incidentally from being better prepared for your studies and for your life,
than any	then so much the better!
of the	
hundred	
other	
existina	
activitie	
3 0	

#### Note:





**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:** <u>SCREEN</u>, THE MOST USED ICONS ARE LOCATED ON THE DESKTOP.



Mouse:



# 29. SHORTCUT ON THE KEYBOARD

CTRL + X	Сит
CTRL + ESCAPE	VIEW START MENU
CTRL + C	Сору
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 <b>^</b>	GO TO THE BEGINNING OF THE SHEET
ALT + ENTER	PRESSING ALT AND ENTER $\Rightarrow$ 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.
1	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).
уу	Shows the double-digit year
уууу	Shows the four-digit year
н	Shows hours without zero (1 to 23).
нн	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
		0040		10101
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	★ Column width: <b>34</b>			
3.	Column B - C -D - E	★ Column width	: 14			
4.	Row 1	★ Row height: 4	0			
5.	Row 2 - 3 and 15	★ Row height: <b>3</b>	0			
6.	Row 4 to 14	★ Row height: 1	9.5			
7.	Row 2 and 15	★ Bold	★ Bold			
8.	Row 1 title	★ Merge from Column A toE				
		★ Change font (your choice), size 20, Bold				
		★ Title centered in the cell: horizontally and vertically				
9.	. Formula in the "receivable amounts" column					
10.	D. Money or accounting format in the following columns: " receivable amounts " and "Unit price." Keep decimals					
	to a minimum					
11.	1. Amount to be produced in cells in "YELLOW"					
12.	2. Make the necessary changes: ★ Observe the result in row 2 (Text on 2 rows, but in the same					
	(See the result bel	ow))	cell)			
			★ Observe cities that are slightly indented			
			★ Blue <b>border</b> s 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":

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

# 35. **EXERCISE –** RATE

INTEREST RATES:	12%	
		INTEREST TO
Name	RISING	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: <b>Richard_Employees</b>				
2.	Insert Formula in column "I" > "Week Salary" to get employees' week salaries					
3.	Wrap Text on row 1 (Text of	on 2 rows but in the same cell)				
4.	Choose a style for the cells	of row <b>1</b> (your choice)				
5.	Sorting	★ First sort: <b>Department</b>				
		★ Second sort: Employee's last name				
		★ Third sort: Employee's first name				
6.	Layout	★ Orientation: Landscape				
		★ Make sure the sheet fits on 1 page in width				
		$\star$ Repeat the title of row 1 on all pages in print				
This	This spreadsheet has too much data to make borders					
		* Activate the checkbox: Print Gridlines				
7	Footer	Insert Page 1 of 2				
/.	looter	<ul> <li>Insert Fage 101:</li> <li>In the sustem featnets: add the date on the right</li> </ul>				
0		In the custom roothote, and the date on the right				
δ.	Header	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		Practice Junior A	FREE SKATING	REGIONAL COMPETITION
	14 H				Practice Junior B		
	15 H			ADULT	FRFF	НОСКЕХ	
	16 H	Practice Hockey adult		HOCKEY	SKATING	JUNIOR B	

1. Reproduce the following table

2. Don't forget to merge the cells

3. Don't forget <u>"ALT ENTER"</u> to make a line change = wrap text

4. Don't forget the <u>**"F4 function"**</u> to repeat the last operation

5. <u>The title</u>: "Schedule for the WINTER 202X-202X season" is a page header, font <u>"Arial, 26, Bold"</u>

6. Save As " Skating"