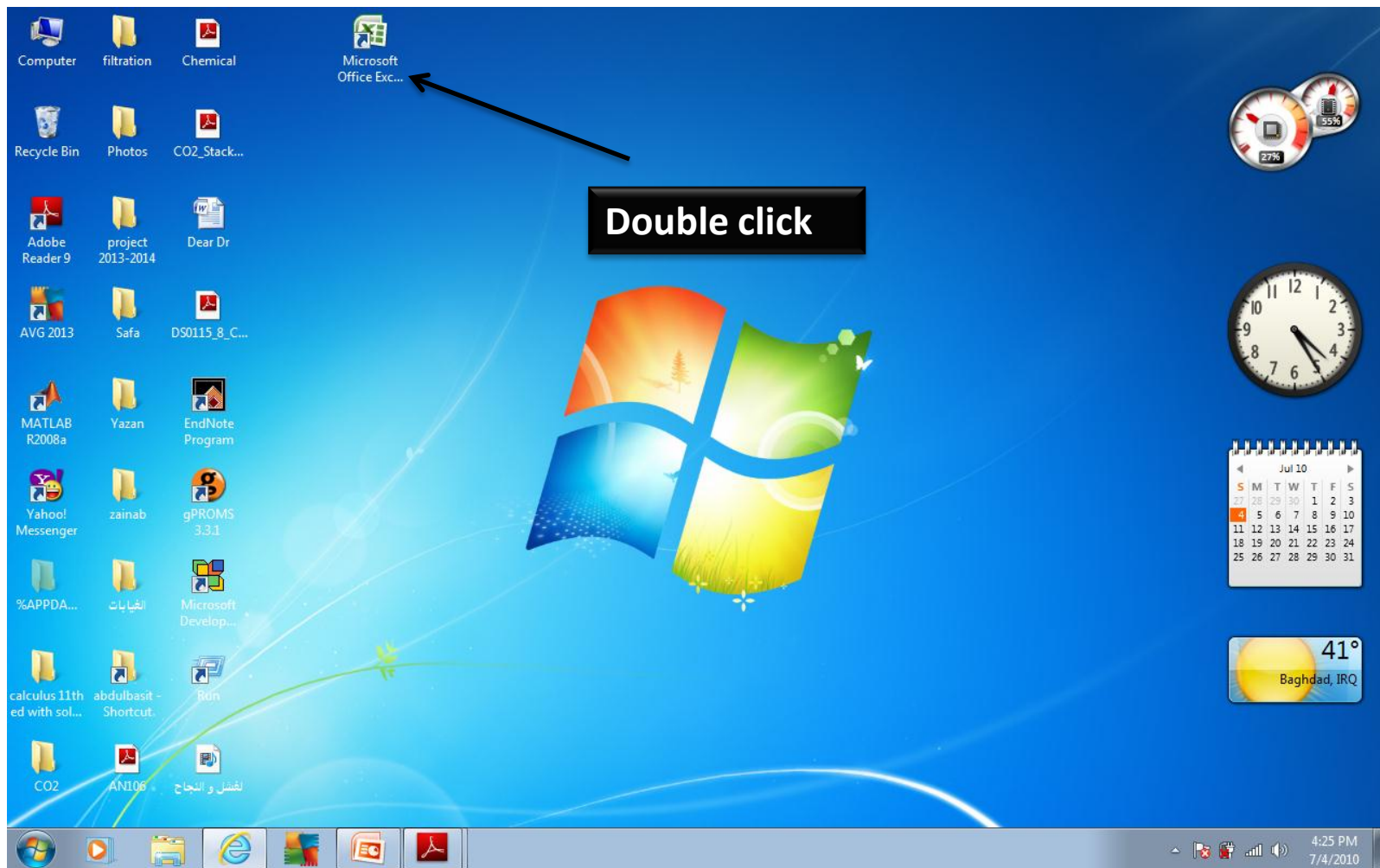
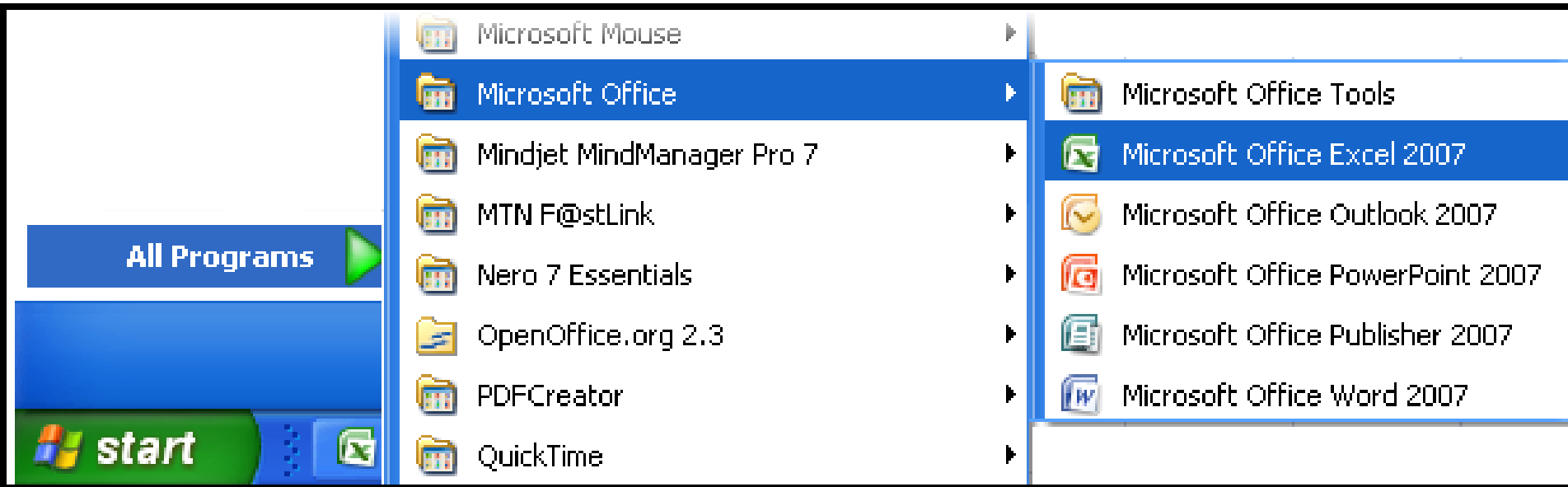


STARTING EXCEL

- ❑ If you have an icon on the desktop for Excel, then all you have to do is double-click it to open Excel.



- ❑ Alternatively, click the Start button and then select All Programs, Microsoft Office, Microsoft Excel

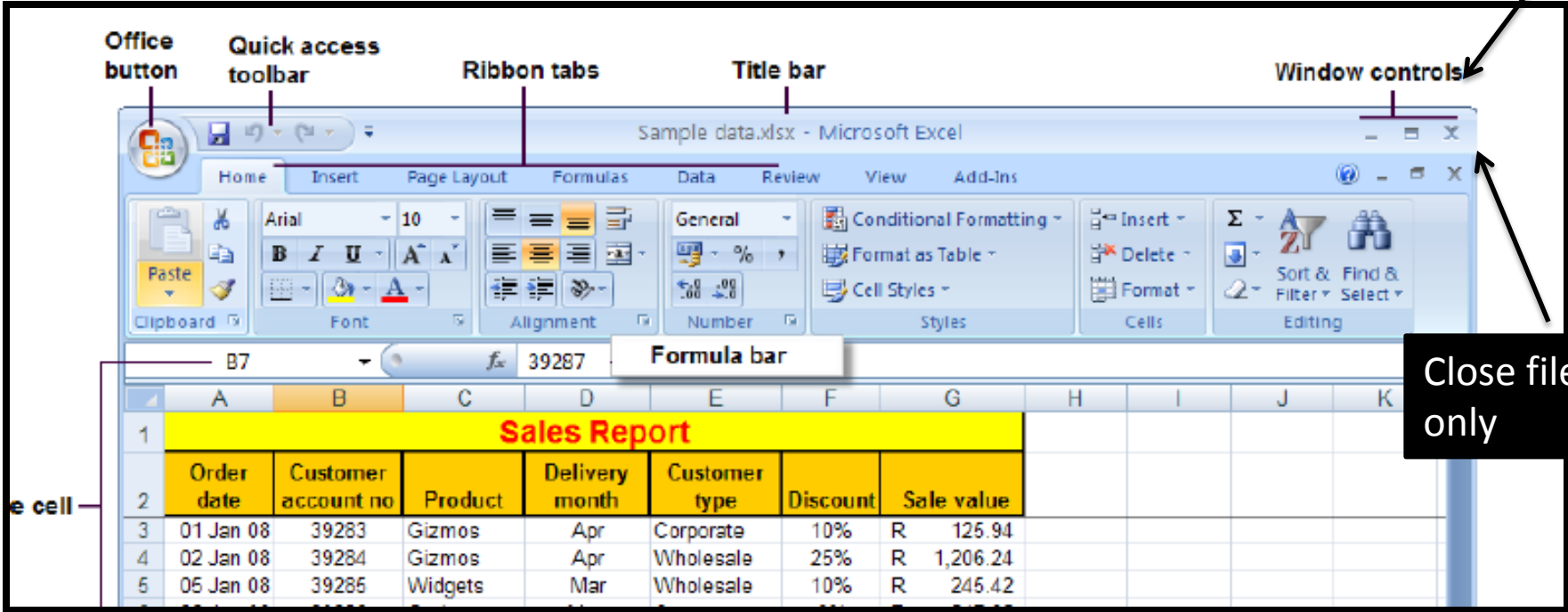


- ❑ When you open Excel from a desktop icon or from the Start menu, a new empty workbook (consisting of three worksheets) will be displayed on your screen.
- ❑ If you double-click on an existing Excel file from inside the Windows Explorer window, then Excel will open and display the selected file on your screen.

Closing Excel:

❑ Close Excel by clicking the X on the far right of the title bar.

Close the program

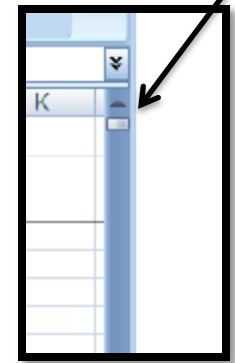


Close file only

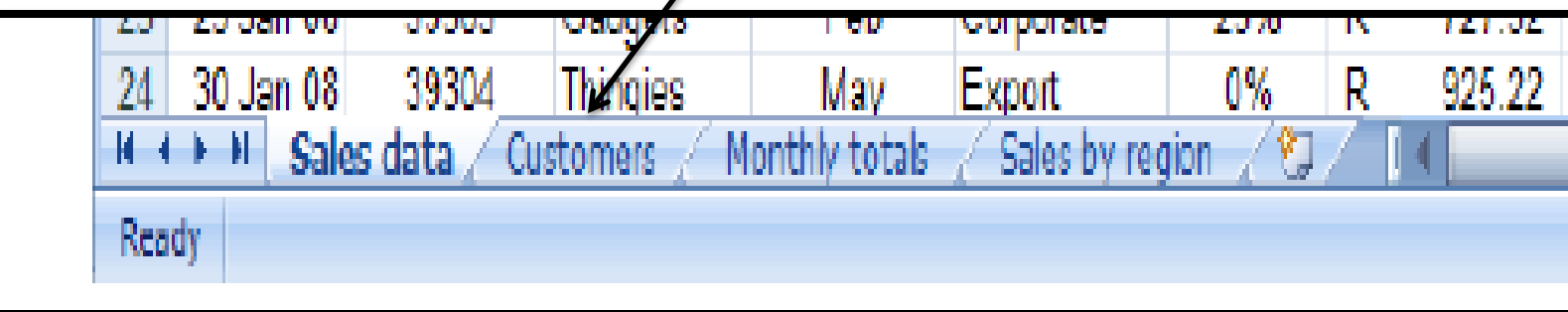
Navigating within a worksheet:

❑ Using the mouse:

- ✓ Use the vertical and horizontal scroll bars if you want to move to an area of the screen that is not currently visible.



- ✓ To move to a different worksheet, just click on the tab below the worksheet.



Using the keyboard:

❑ Use the arrow keys, or [PAGE UP] and [PAGE DOWN], to move to a different area of the screen.

- ✓ [CTRL] + [HOME} will take you to cell A1.
- ✓ [CTRL] + [PAGE DOWN] will take you to the next worksheet,
- ✓ [CTRL] + [PAGE UP] for the preceding worksheet.



- ❖ You can jump quickly to a specific cell by pressing [F5] and typing in the cell address.
- ❖ You can also type the cell address in the name box above column A, and press [ENTER].

Selecting cells:

Using the mouse:

- Click on a cell to select it.
- You can select a range of adjacent cells by clicking on the first one, and then dragging the mouse over the others.
- You can select a set of non-adjacent cells by clicking on the first one, and then holding down the [CTRL] key as you click on the others.

Using the keyboard:

- Use the arrow keys to move to the desired cell, which is automatically selected.
- To select multiple cells, hold down the [SHIFT] key while the first cell is active, and then use the arrow keys to select the rest of the range.

Selecting rows or columns:

- To select all the cells in a particular row, just click on the row number (1, 2, 3, etc) at the left edge of the worksheet.
- Hold down the mouse button and drag across row numbers to select multiple adjacent rows.
- Hold down [CTRL] if you want to select a set of non-adjacent rows.

- Similarly, to select all the cells in column, you should click on the column heading (A, B, C, etc) at the top edge of the worksheet.
- Hold down the mouse button and drag across column headings to select multiple adjacent columns.
- Hold down [CTRL] if you want to select a set of non-adjacent columns.

❖ You can quickly select all the cells in a worksheet by clicking the square to the immediate left of the Column A heading (just above the label for Row 1).

