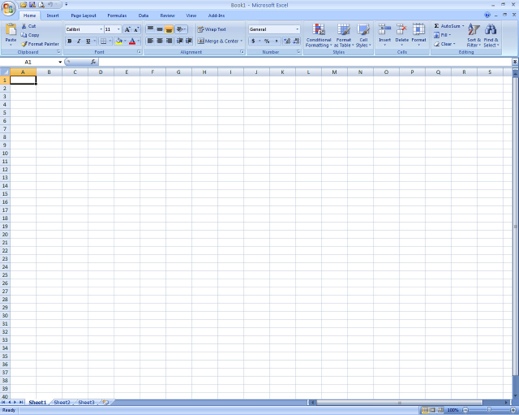
Follow to learn Excel Chapter 1



1. Double click on the Excel icon
   1. Displays
      1. Title Bar
      2. File
      3. Quick Access Toolbar
      4. Tabs
      5. Work Sheet (s)
      6. Name Box / Formula Bar
      7. Columns – labeled by letter
      8. Rows – labeled by number
      9. Cells – labeled by letter than number (F6)
2. Entering Data
   1. Click in cell A1
      1. Type “Computer Technology”
         1. Notice the text is longer than the cell
            1. Don’t worry about it for now
   2. Press Tab key to move to Cell B1
   3. Press Tab key to move to Cell C1
      1. Type your Favorite Ice Cream Flavor
   4. Press Enter to move to Cell A2

Fill Handle

1. Auto Fill – automatically inserts words, numbers or formulas in a series
   1. Predefined Patterns
      1. In cell A2
         1. Type “Monday”
            1. With mouse point at the bottom right corner of cell A2 get the fill handle (plus sign)

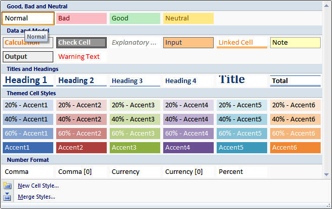
Click the left mouse button and hold

Drag right until you see Friday in cell E2

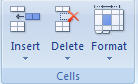
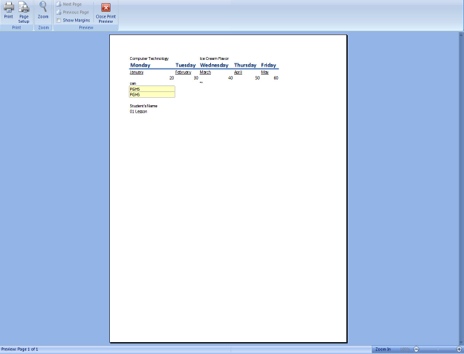
* + 1. Go to Cell A3
       1. Type January
          1. Fill right until you get to May
  1. Creating a Pattern
     1. Go to Cell A4 and Type 20
     2. Go to Cell B4 and Type 30
     3. Select cells A4 and B4
        1. Fill right until you get to 50
  2. Create your own pattern
     1. Go to Cell A5 and Type a number
     2. Go to Cell B5 and Type another number
        1. Fill right until you get to E5

1. Auto Correct – automatically corrects common typing mistakes
   1. Go to Cell A6
      1. Type “acn”
         1. What happened to the text?
   2. Press Tab twice to move to Cell C5
   3. Press Shift + Tab to move back to Cell B5
      1. Type (tm)
         1. What happened to the text?
   4. Press Enter
2. AutoComplete – automatically inserts data in a cell that begins the same as previous entry
   1. Click in cell A7
      1. Type AMS
      2. Press Enter to move to Cell A8
      3. Type A
         1. What happened?
         2. Press Enter to accept AMS
   2. This only works in the same column
3. Selecting - lets you highlight the cells that need to be changed
   1. Rows
      1. Select all of Row 2 by clicking on the row number 2
         1. Click the Bold on the Home Tab, Font Group (Press Ctrl + B)
   2. Columns
      1. Select all of Column C by clicking the column letter C
         1. Click Italic on the Home Tab, Font Group (Press Ctrl + I)
   3. Cells
      1. Click in Cell A3 and drag to Cell E3
         1. Click Underline on the Home Tab, Font Group (Press Ctrl + U)



1. Cell Styles – predesigned formatting options
   1. Select cells A3 through E3
      1. Click Cell Styles on the Home Tab, Styles Group
         1. Under Titles and Headings, Click Heading 1
   2. Select cells A7 through A8
      1. Click Cell Styles on the Home Tab, Styles Group
         1. Under Data and Model, Click Note



1. Auto Fit Column Width – adjusts the size of the column from left to right
   1. Select cells A1 through E7
      1. Click Format, on the Home Tab, Cells Group
         1. Under Cell Size, Click AutoFit Column Width
2. Name Requirement
   1. Click in Cell A9
      1. Type your First and Last Name
   2. Click in Cell A10
      1. Type “1-Lesson”
3. Save as “1-Lesson” in your My Documents\CTech\Excel folder.
4. Print Preview – allows you to check the appearance of the whole spreadsheet before printing
   1. Click File, Print
      1. Check to make sure the spreadsheet is only **1 page** (bottom center)
         1. If only 1 page you are ok to print
            1. Click Print
         2. If more than 1 page you need to get help determining why

# Close the spreadsheet (Press Ctrl + F4)

Page 1 of 1s