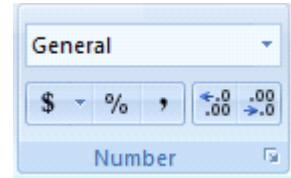


**Office button** replaces the File menu and allows you to save and print

Click to **save** the current document for later use

Click **Undo** if you make a mistake

**To get borders on the cells:** Select the cells or parts of the sheet and click the borders button, then choose the style you like



Use the **Formatting buttons** to change the look of text to things like money or dates

**Cut, Copy and Paste**

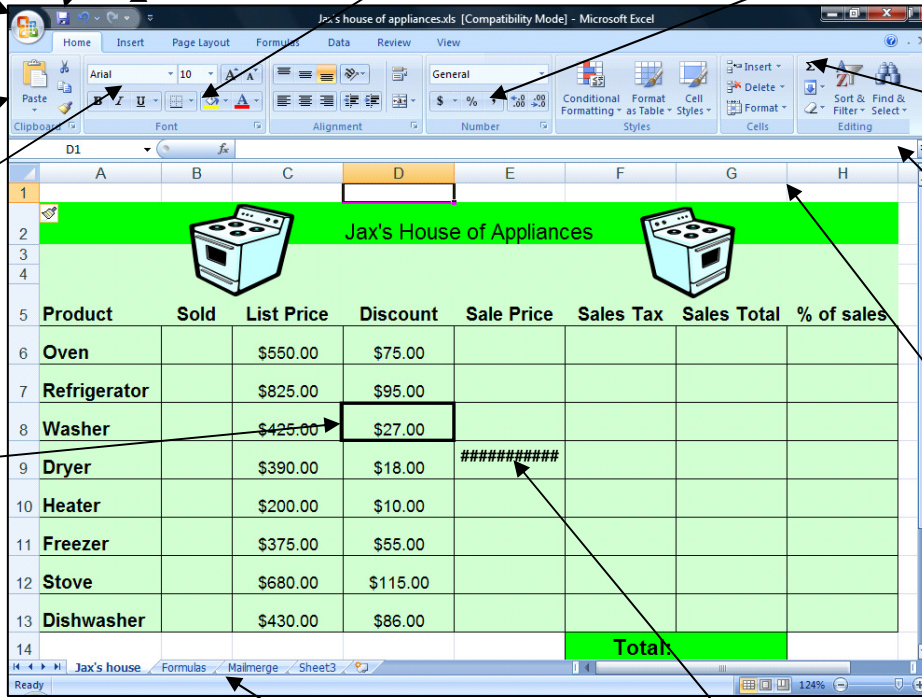
Calibri 11

Use the **Font and Font Size** buttons to change the appearance of text in your document.

**Active cell** - the cell that is selected. This is where the action will take place

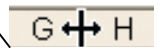
**To Edit a Cell**

1. Double-click the cell you want to edit.
2. Make your changes.
3. Press the ENTER



Use the **Autosum** button to automatically add a row or column together

The **Formula bar** displays text from the selected cell or a formula in the cell. It will not show the answer of a formula



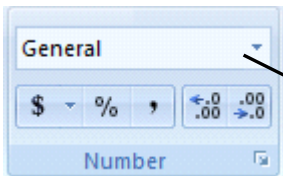
**To Change the width or height of a row or column,** put your cross between the headings until it turns into a double arrow, hold mouse button down and drag away.

Click a **Sheet** tab to switch to a different sheet in a workbook. Sheets are like pages in a book.

**#####**  
**Important symbol**

Numbers will change to **number signs** when they are too big to fit in a cell, **to fix,** Change the width of the cell or column

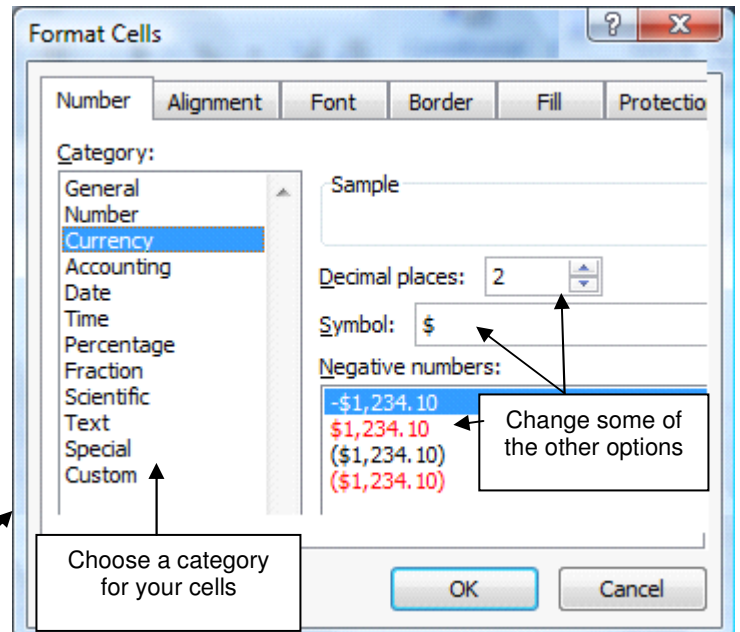
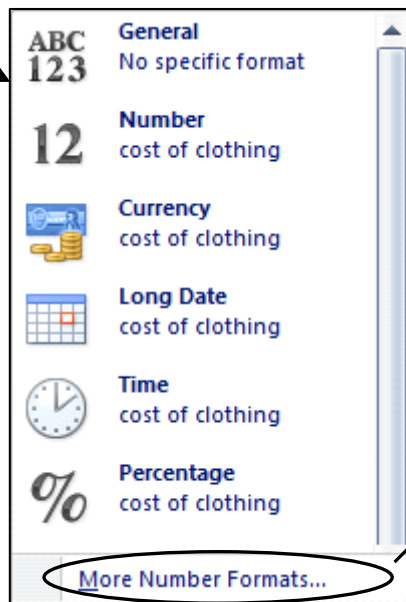
## Format Menu and Numbers



Allows you to change the look or put a mask over the information.

It saves you time by changing numbers to money, dates, percentages

To get many more combinations of formats with lots of options click here




Change some of the other options

Choose a category for your cells

## Editing Tools

**Cut**  
Select the text and click the **cut**. Then click where you want the text. Click the paste button

**Copy**  
Select the text and click **copy**. Then click where you want the text. Click the paste button.



### Paste

Click the paste button as many times as you want the item

## Undoing a mistake

Click the left arrow to **undo** one step at a time



Click the right arrow to **redo** one step at a time

Use the small arrow to see **the list of actions** to undo or redo

## Formatting

**Format**

**Cell Size**

- Row Height...
- AutoFit Row Height
- Column Width...
- AutoFit Column Width
- Format Cells...

Allows you to change the height of a row or the width of a column

Use for the choice format cells for even more options

**Format Cells**

Number Alignment

Text alignment

Horizontal: General

Vertical: Bottom

Justify distributed

Text control

Wrap text

Shrink to fit

Merge cells

Orientation

45 Degrees

OK Cancel

To get a very specific orientation degree

Wrap text allows the text to automatically go to the next line inside a cell

## Borders

**Borders**

- Bottom Border
- Top Border
- Left Border
- Right Border
- No Border
- All Borders
- Outside Borders
- Thick Box Border
- Bottom Double Border
- Thick Bottom Border
- Top and Bottom Border
- Top and Thick Bottom Border
- Top and Double Bottom Border

Many people assume the lines they see in Excel will print out automatically. In fact only the lines or borders you put in will print out.

Choose the cell or cells that you want to border and then click on the arrow next to the borders button and then choose the type of border

## Orientation

- Angle Counterclockwise
- Angle Clockwise
- Vertical Text
- Rotate Text Up
- Rotate Text Down
- Format Cell Alignment

Allows you to change the direction of your text or data.

Sometimes it is best to arrange your information vertically rather than horizontal to save space

Use for the choice format cell alignments for even more options

## Saving



Click

Save



Choose

**Save a copy of the document**

- Excel Workbook**  
Save the workbook in the default file format.
- Excel 97-2003 Workbook**  
Save a copy of the workbook that is fully compatible with Excel 97-2003.

Decide on the format to save in

To keep a document for later you must **Save as** first. Give it a name and location

Change name here

Save As

Desktop

Organize Views New Folder

Name Size Type

PRO Computer Lab

Public

Computer

Name: blueberries.doc

Save as type: Word 97-2003 Document (\*.doc)

Save Cancel

Change location here

Once it has a name and location, click the save button to save changes