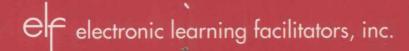
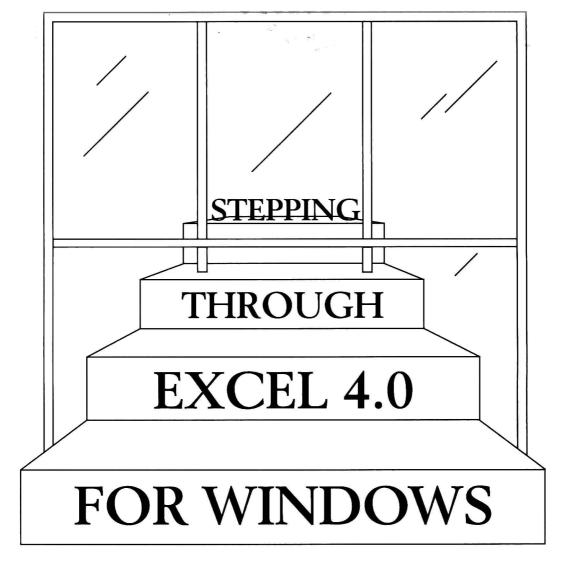
STEPPING

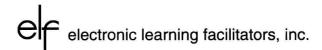
THROUGH

EXCEL 4.0

FOR WINDOWS







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# **Preface**

#### **Overview**

Stepping Through Excel 4.0 for Windows is a comprehensive workbook and reference guide designed to prepare you to work with Microsoft Excel 4.0 for Windows® on an IBM or IBM-compatible PC. This book is intended for students who are familiar with DOS and Windows 3.1.

This workbook is divided into 16 chapters. Each chapter includes a discussion of new concepts, several activities where those concepts are practiced, and On Your Own sessions that let you experiment with what you've learned.

When you finish this course, you should be able to:

- Start Excel and identify the parts of the Excel screen
- Create, edit, save, and print a worksheet
- Enter numbers, text, formulas, and dates in a worksheet
- Use Excel's formulas and functions
- Format a worksheet
- Customize the Excel window
- Create and use templates and workbooks
- Link worksheets
- Create, sort, search, and extract databases
- Create crosstab tables and reports

- Record, run, and edit simple macros
- Create and use a macro function
- Create charts from worksheet data
- Enhance the appearance of charts
- Use the Drawing toolbar to create graphic objects
- Understand linking and embedding
- Create and run an Excel slide show

### **Organization**

Stepping Through Excel 4.0 for Windows has the following components:

- Chapter overview and objectives
- Instructional notes for each topic
- Step-by-step references to accomplish each function
- Screen facsimiles
- Guided hands-on activities
- Unguided On Your Own exercises and Case Studies
- Index

# Guide to the Workbook

Although Stepping Through Excel 4.0 for Windows is comprehensive, it is **not** a user's manual. Refer to the Microsoft Excel 4.0 for Windows User's Guide for information not contained in this workbook.

The best way to use this book is sequentially — step-by-step — since many of the activities build on concepts developed and files created in previous units. Similarly, most activities and exercises build on each other. If you follow the steps to complete one exercise, you should be able to begin the next activity without additional preparation. Do not save or close a worksheet unless you are instructed to do so.

#### Conventions

You'll see the following conventions in this book:

- In narrative text, nonalphabetic keys to be pressed are enclosed in brackets, for example, [F1], [Enter].
- In activities, keys to be pressed are shown as keycap symbols, for example, [1], [NIER].
- Keys used in combination with the Control, Alt, or Shift keys are shown in narrative text as [Shift] [F4] and in activities as SHIFT F4. The [Shift] key is held down while the [F4] key is pressed and released.
- Hands-on activities have numbered steps to distinguish them from reference material.
- Many activities have an On Your Own task to reinforce your knowledge. If you are unable to complete the task, ask your instructor for assistance.

Notes, On Your Owns, and Quick Checks are identified by the following symbols in the left margin:



Note



On Your Own



Text shown like the following is either text to be typed or an action to be performed by the student:

in cell B3 type Second Qtr and press [INTER]



#### Student Disk

The student disk that accompanies this book contains the following files:

ATABLE.XLS	OVERLAY.XLS
CDS.XLS	PIETAB.XLS
CHRTDATA.XLS	PROOF.XLS
COPY.XLS	QSALES.XLS
DATA.XLS	RANGES.XLS
EAST.XLS	REALTY.XLS
FLYNNPI.XLS	SCITY.XLS
HOME.XLS	SCITYF1.XLS
INVEST.XLS	SCITYFOR.XLS
LABOR.XLS	SLIDEPIX.XLS
LABORSTY.XLS	SOUTH.XLS
MFPI.XLT	WEST.XLS
OBJECTS.XLS	

### **System Setup**

The activities presented herein assume a system configuration for each workstation as follows:

- An IBM or IBM-compatible computer running Windows 3.1 and Excel 4.0 for Windows. It is assumed that Word for Windows software is installed in the C:\EXCEL directory.
- A floppy disk drive designated as drive A: in which
  the student disk will be inserted. If another floppy disk
  drive is to be used for the student disk, that drive
  designator should be substituted in any activity that
  refers to drive A:
- Access by each workstation to a laser printer.
- A mouse input device. Keyboard equivalents for most mouse procedures are available, but a mouse is assumed to be the primary input device for all activities.

### **Acknowledgments**

We would like to acknowledge the following individuals for making Stepping Through Excel 4.0 for Windows possible: Ken Robertson who wrote the book; Lucille Parker, Monica Scott, Margaret Smith, and Lisa White who classroom tested the material; Carol Derenak who reviewed and tested the activities; Lisa White who produced the book; and Carolyn Adler who conceived, planned, and produced it.

We welcome all questions and comments from users of this workbook.

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## Chapter

# 1

# **Getting Started**

#### **Overview**

This book is designed for you, whether or not you've used worksheets and a worksheet program before. In this first chapter you'll be introduced to Microsoft Excel 4.0, one of the most advanced worksheet programs on the market today. Although Excel has virtually any feature that you might want, you'll find it simple both to learn and to use.

#### **Objectives**

- Understand what a worksheet is and how it's used
- Start the Excel 4.0 program
- Identify the parts of the worksheet and the Excel window
- Close Excel

# What Is a Worksheet?

The term **worksheet** applies to data, consisting of text and numbers, organized in rows and columns. Before the development of computers, the data was entered onto sheets of ruled paper. If the results of calculations were to be displayed, the calculations were made externally and then entered into the worksheet. If changes were made, data was erased and reentered manually. Major changes required many recalculations, much erasing, and tedious reentry of the data.

### Enter the Electronic Worksheet

One of the first major uses of computers was the electronic worksheet. Although it looked like a paper worksheet, the early electronic versions made one major improvement. If a change was made to data in the worksheet, any results dependent on that data changed automatically. Making a

change was so quick and easy compared with the paper worksheet that you could now use the worksheet for "what-if" analysis. That is, how would the result change in a complex worksheet if one small factor was changed? The worksheet became valuable not only for listing data and their results, but for predictions that would have been too difficult to calculate before.

If you're new to worksheets, you can look forward to:

- Typing text and numbers into a convenient grid of rows and columns
- Making instant calculations by typing in formulas where the results of the calculation are to appear
- Instant recalculation of results when you change the data
- Using special functions to make complex calculations, for example, a monthly payment based on the amount borrowed, the interest rate, and the length of the loan
- Database functions including sorting, searching and extracting data

If you've used previous versions of Excel, you've come to expect:

- The benefits of using the mouse and the Windows graphical interface
- A toolbar to provide quick access to the most frequently used commands
- A macro recorder to automate repetitive tasks
- Charting functions to provide two and three dimensional graphs
- On-line help to provide explanations of features with which you are unfamiliar

Excel 4.0 adds many features to make it one of the most powerful and yet simple worksheet programs available. Here are a few of the additions:

- An easy way to move or copy data by dragging with the mouse
- A redesigned toolbar plus several new toolbars for special tasks
- Shortcut pop-up menus to increase your productivity
- Spell checking for proofing the text in your worksheet
- Workbooks to provide an easy way to work with a group of worksheets, macro sheets, and charts
- Zoom views, allowing you to examine your worksheet at different levels of magnification
- Automatic parenthesis closing for formulas and functions
- The ChartWizard, an improved way to step through the creation of a chart

# Starting Excel 4.0

When Excel was installed, the setup program automatically created a Microsoft Excel 4.0 program group in the Program Manager window (the icon may have been moved to a different group).

