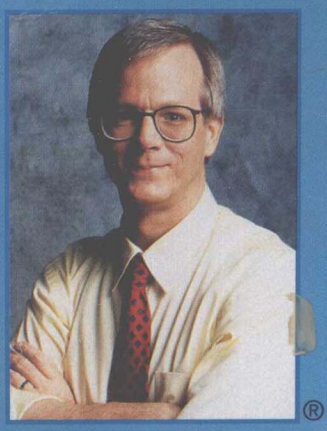
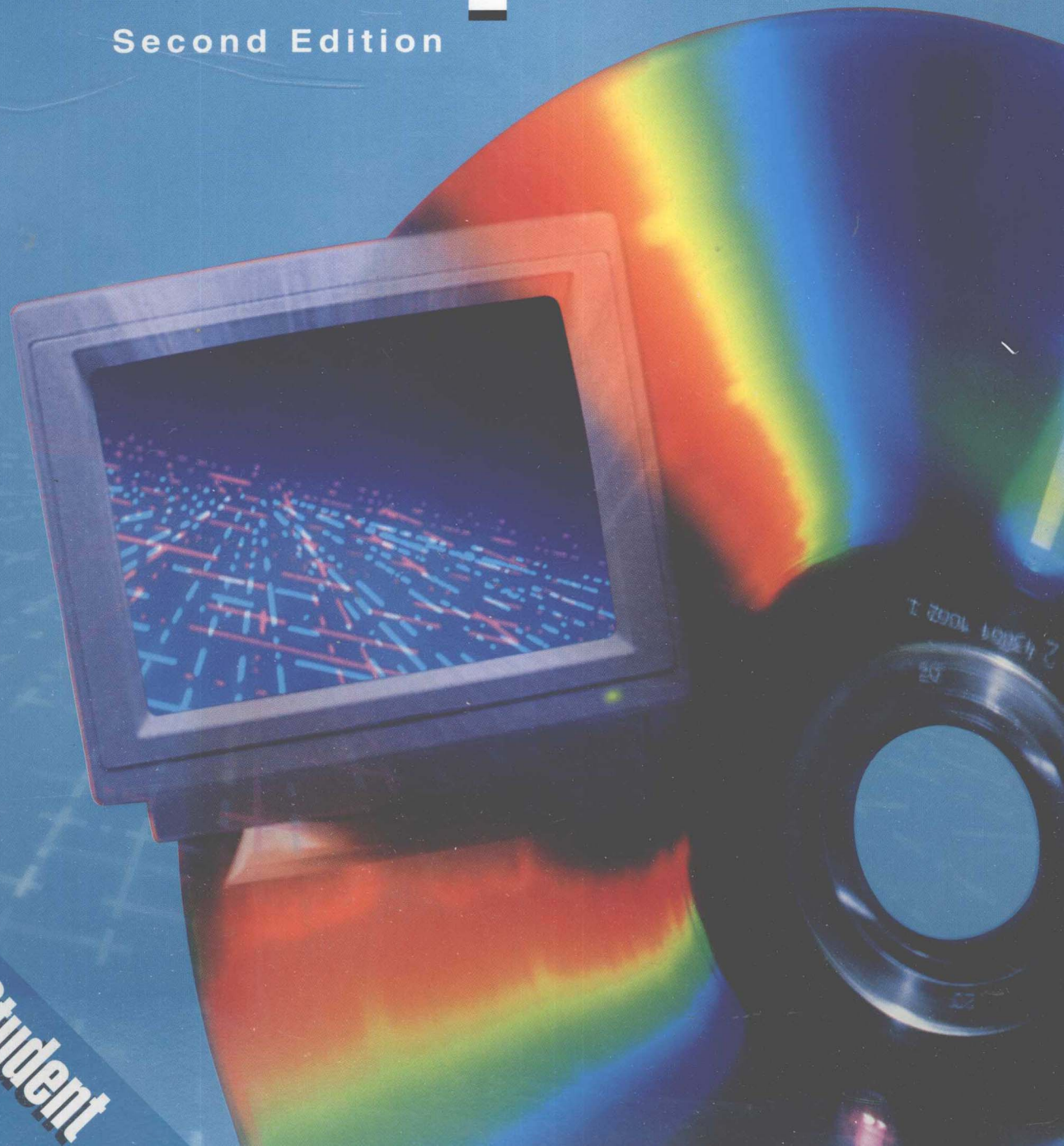
Excel 97



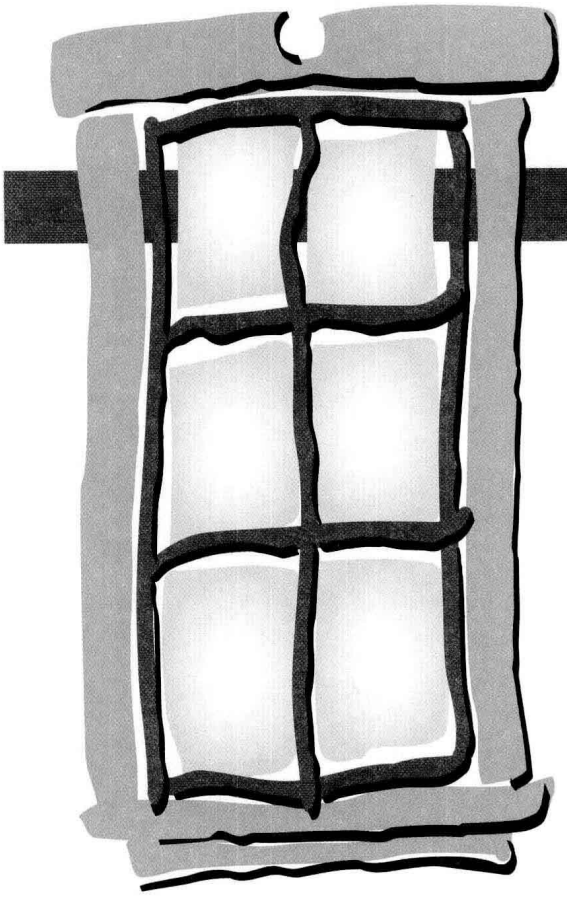
A Tutorial to Accompany

Peter Norton's® Introduction to Computers

Second Edition



Includes Student Data Diskette



MICROSOFT EXCEL 97

A TUTORIAL TO ACCOMPANY PETER NORTON'S INTRODUCTION TO COMPUTERS

GLENCOE
McGraw-Hill
New York, New York Columbus, Ohio Mission Hills, California Peoria, Illinois

Microsoft Excel 97
A Tutorial to Accompany
Peter Norton's Introduction to Computers

Glencoe/McGraw-Hill
A Division of The McGraw-Hill Companies

Send all inquiries to:
Glencoe/McGraw-Hill
8787 Orion Place
Columbus, OH 43240

ISBN 0-02-804354-5

Development: FSCreations, Inc.
Production: MicroPublishing

5 6 7 8 9 083 02 01 00

PREFACE

Microsoft Excel 97 Tutorial, one of the instructional tools that complements Peter Norton's *Introduction to Computers,* covers the basic features of Excel 97. Glencoe and Peter Norton have teamed up to provide this tutorial and its ancillaries to help you become a knowledgeable, empowered end user. After you complete this tutorial, you will be able to create and modify Excel documents and to explore hyperlinks and the World Wide Web.

STRUCTURE AND FORMAT OF THE EXCEL 97 TUTORIAL

Microsoft Excel 97 Tutorial covers a range of functions and techniques and provides hands-on opportunities for you to practice and apply your skills. Each lesson in *Microsoft Excel 97 Tutorial* includes the following:

- *Contents and Objectives.* The Contents and Objectives provide an overview of the Excel features you will learn in the lesson.
- *Explanations of important concepts.* Each section of each lesson begins with a brief explanation of the concept or software feature covered in that lesson. The explanations help you understand "the big picture" as you learn each new Excel 97 feature.
- *New terms.* An important part of learning about computers is learning the terminology. Each new term in the tutorial appears in boldface, is defined the first time it is used, and appears in the margin. As you encounter these words, read their definitions carefully. If you encounter the same word later and have forgotten its meaning, you can look up the word in the Glossary.
- *Hands On activities.* Because most of us learn best by doing, each explanation is followed by a hands-on activity that includes step-by-step instructions, which you complete at the computer. Integrated in the steps are notes, tips, and Office Assistant hints to help you learn Excel 97.
- *Illustrations.* Many figures point out features on the screen and illustrate what your screen should look like after you complete important steps.
- *Lesson Summary.* At the end of each lesson, a Lesson Summary reviews the major topics covered in the lesson. You can use the Lesson Summary as a study guide.
- *New Terms to Remember.* All the new terms introduced in the lesson are identified. Verify that you can define each term.
- *Review exercises.* At the end of each lesson are three types of objective questions: a matching exercise, a completion exercise, and short-answer questions. When you complete these exercises, you can verify that you have learned all the concepts and skills that have been covered in the lesson.

- *Application Projects.* The Application Projects provide additional hands-on practice to apply your problem-solving skills and your skills to use Excel 97 to create or modify actual Excel 97 documents.
- *Command Summary, Glossary, and Index.* A Command Summary, a Glossary, and an Index appear at the back of the tutorial. The Command Summary reviews both mouse and keyboard techniques for completing Excel 97 tasks. Toolbar buttons are included where appropriate. Use the Glossary to look up terms that you don't understand and the Index to find specific information.
- *Student Data Disk.* Attached to the inside back cover of this tutorial you will find a 3½" disk called the Student Data Disk. This disk contains Excel 97 files for you to use as you complete the hands-on activities and the end-of-lesson activities. Before you use the Student Data Disk, make a backup copy immediately. If you run out of storage space as you use your Student Data Disk to complete the activities in this tutorial, save additional files to a blank formatted disk.

After you complete this tutorial, you will be able to create, process, and present information in a variety of ways using Excel 97, thus helping you to become a highly productive employee in today's workforce.

ABOUT PETER NORTON

Peter Norton is a pioneering software developer and an author. Norton's Desktop for Windows, Utilities, Backup, AntiVirus and other utility programs are installed worldwide on millions of personal computers. His *Inside the IBM PC* and *DOS Guide* have helped countless individuals understand computers from the inside out.

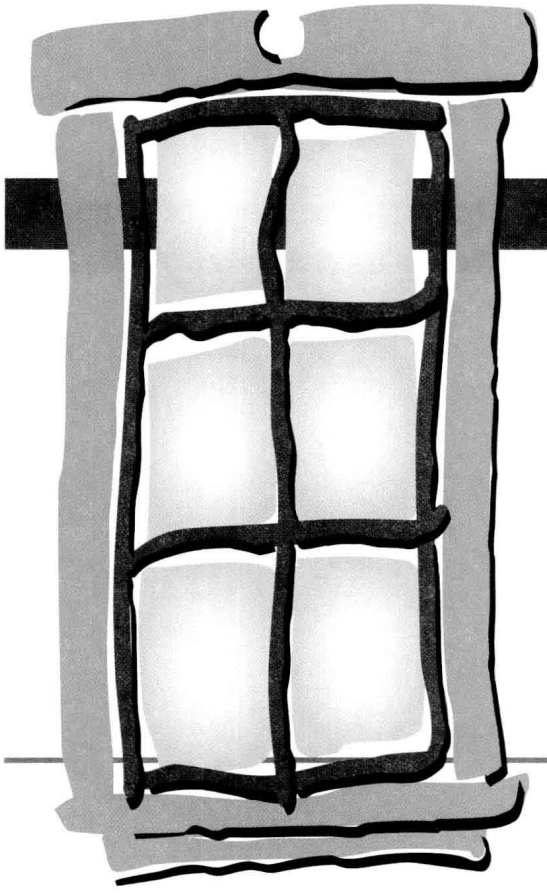
Glencoe teamed up with Peter Norton to help you better understand the role computers play in your life now and in the future. As you begin to work in your chosen profession, you may use this tutorial now and later as a reference book.

REVIEWERS

Many thanks are due to Jim Johnson, Valencia Community College—West, Orlando, Florida; Sandra Lehman, Moraine Park Technical College, Fond du Lac, Wisconsin; and Patsy Malavite, The University of Akron—Wayne College, Orrville, Ohio, who reviewed the manuscript and provided recommendations to improve the tutorial.

CONTENTS

MICROSOFT EXCEL 97



LESSON 1

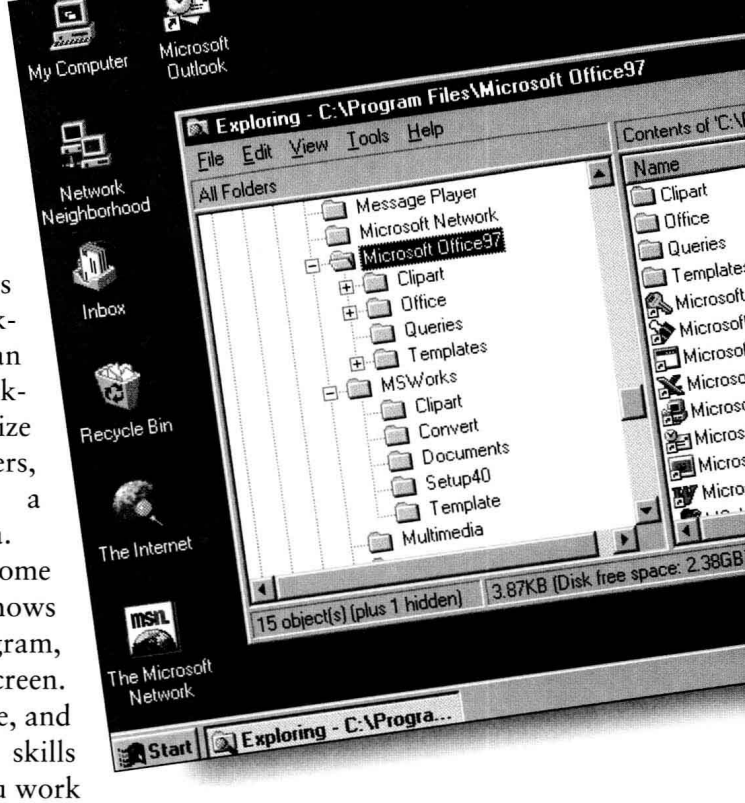
SOME WORKSHEET BASICS

OBJECTIVES

After you complete this lesson, you will be able to do the following:

- *Explain what worksheets are and what you can use them for.*
- *Start Excel 97.*
- *Name the main features of the Excel screen.*
- *Understand the menu bar and toolbar.*
- *Open existing workbook files.*
- *Move around the worksheet.*
- *Get assistance from Excel's Office Assistant, Contents and Index, and ScreenTips.*
- *Print a worksheet.*
- *Close workbook files when you're finished with them.*
- *Quit Excel 97.*

CONTENTS



This lesson gets you on your feet. Here is where you learn what worksheets are and how you can use them. As you'll see, worksheets make it easy to organize and analyze sets of numbers, whether you're creating a budget or tracking sales data.

Lesson 1 teaches you some basic worksheet terms, shows you how to start the program, and introduces the Excel screen. You learn how to open, close, and print worksheets—essential skills that you'll use whenever you work with Excel. And you will find out about Excel's online Help system, which you can use to learn more about Excel's features and to solve problems when you run into trouble.

INTRODUCING WORKSHEETS

worksheet Grid of columns and rows for entering, viewing, and editing data. Used most often for entering numbers and performing calculations.

This book covers the worksheet program Microsoft Excel 97. A **worksheet** is simply a grid of columns and rows for entering, viewing, and editing data. It's like a computerized ledger pad in which you can type text and numbers and then perform calculations.

Worksheets are useful any time you have to organize a set of numbers. You can use them to keep track of sales data, generate expense reports, calculate loan payments, create budgets, track and analyze research data, and determine students' grades, among other things. As an example, the worksheet in Figure 1-1 contains first quarter sales figures for Pet Paradise, a pet food and supply store.

column headings *column*

Pet Paradise--Pet Food and Pet Supplies				
First Quarter Sales				
	January	February	March	1st Quarter
Cat Food	112,712	114,229	111,842	338,783
Dog Food	113,243	101,459	115,378	330,080
Flea Spray	17,391	21,037	36,457	74,885
Bones and Treats	43,753	34,087	44,429	122,269
Toys	31,738	41,973	37,763	111,474
Totals	$318,837	$312,785	$345,869	$ 977,491

row headings *row* *column totals*

FIGURE 1-1
A simple worksheet

Since the sales information in this worksheet is arranged in well-marked columns and rows, it's easy to read. Column headings show in what months the sales occurred, and row headings tell you which items have the indicated amount of sales. Monthly totals appear at the bottom of each column, and first quarter totals are in the far-right column. Excel calculates these totals automatically, so you don't have to add everything yourself. This simple worksheet lets you check which items are selling the most and the least, follow the ups and downs of monthly sales, and see at a glance how well Pet Paradise did this quarter.

Although worksheets can include text, their main purpose is to help you organize and analyze sets of numbers. In a way, worksheet programs are like calculators that can operate on groups of numbers. For instance, Excel can add sales figures for you, as you saw in Figure 1-1. But unlike calculators, worksheet programs can automatically recalculate the results when any of your numbers change.

Figure 1-1 is pretty plain. Fortunately, Excel makes it easy to dress up your spreadsheets—by adding italics, lines, shading, and more. Figure 1-2, a formatted version of Figure 1-1, gives you some idea of the possibilities. Formatting worksheets in this way can make them both easier to read and more professional looking.

Pet Paradise--Pet Food and Pet Supplies

First Quarter Sales

	January	*February*	*March*	*1st Quarter*
Cat Food	112,712	114,229	111,842	338,783
Dog Food	113,243	101,459	115,378	330,080
Flea Spray	17,391	21,037	36,457	74,885
Bones and Treats	43,753	34,087	44,429	122,269
Toys	31,738	41,973	37,763	111,474
Totals	$318,837	$312,785	$345,869	$977,491

FIGURE 1-2
A worksheet with formatting

Like most worksheet programs, Excel can actually do several things at once. You can use Excel to enter and format text and numbers and to perform calculations involving those numbers. You can also use Excel to build graphs or **chart sheets** based on your data. For example, Figure 1-3 shows a graph of January sales for Pet Paradise. As you can see, this graph conveys information more forcefully than numbers alone.

chart sheet Special sheet that shows only your chart, not the data upon which it's based.

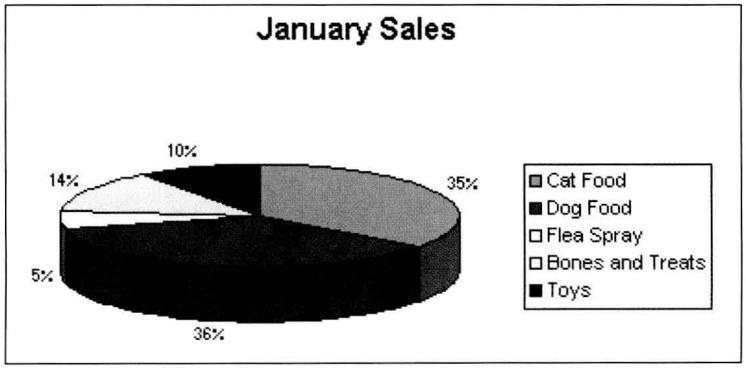


FIGURE 1-3
A chart showing January sales

workbook Collection of related worksheets saved as a file.

spreadsheet Name for a worksheet file in some worksheet programs other than Excel.

workbook pages A term used for the worksheet, chart, and module sheets that can make up a single workbook.

group Multiple worksheets that you can work on simultaneously.

When working with Excel, you'll notice the term **workbook** is often used. This is a specialized name for worksheet and chart sheet files. (In some worksheet programs, files are called **spreadsheets**.) Excel workbooks may consist of many **workbook pages**. Each workbook page is a worksheet or a chart sheet; the workbook file is like a binder holding all the pages. This arrangement makes it easy to group several sheets in the same file. For example, Pet Paradise could have a series or **group** of revenue statements—one for every month—and could store each on a separate workbook page within the same workbook file. This way, they could analyze the data for any one month and make calculations based on data from several months or all 12 months.

STARTING EXCEL 97

Before you can start Excel 97, both Windows 95 and Excel 97 must be installed on the computer you're using.

The following steps explain how to start Excel 97:

1. Turn on your computer.

The Windows 95 operating system boots the computer. Your screen should resemble Figure 1-4.

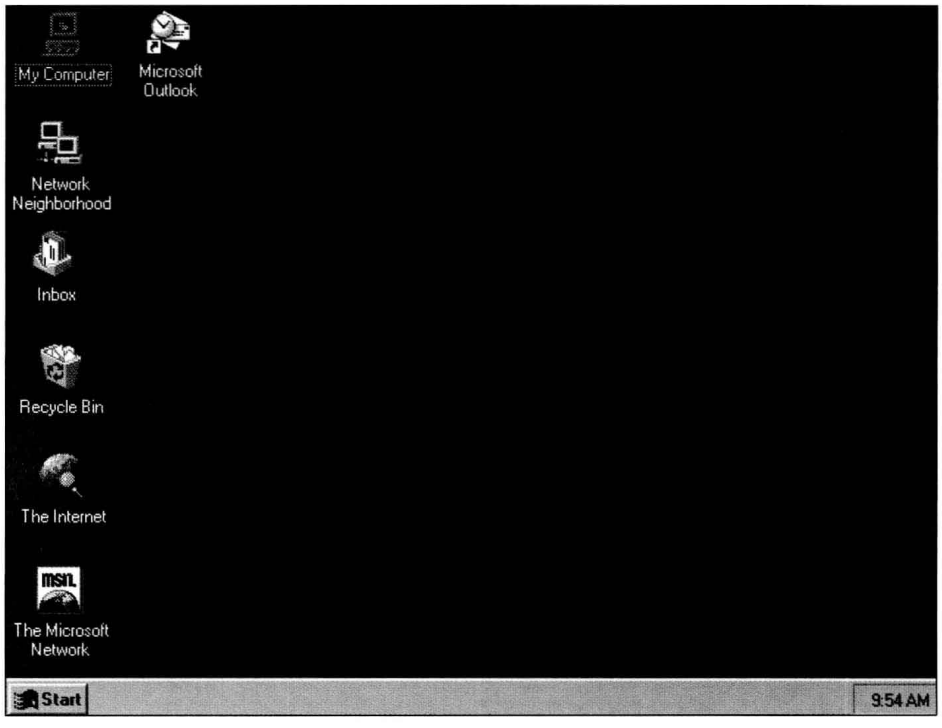


FIGURE 1-4
Windows 95 opening Desktop

2. Click the Start button on the taskbar.
3. Point to Programs.

The Program menu appears as in Figure 1-5.

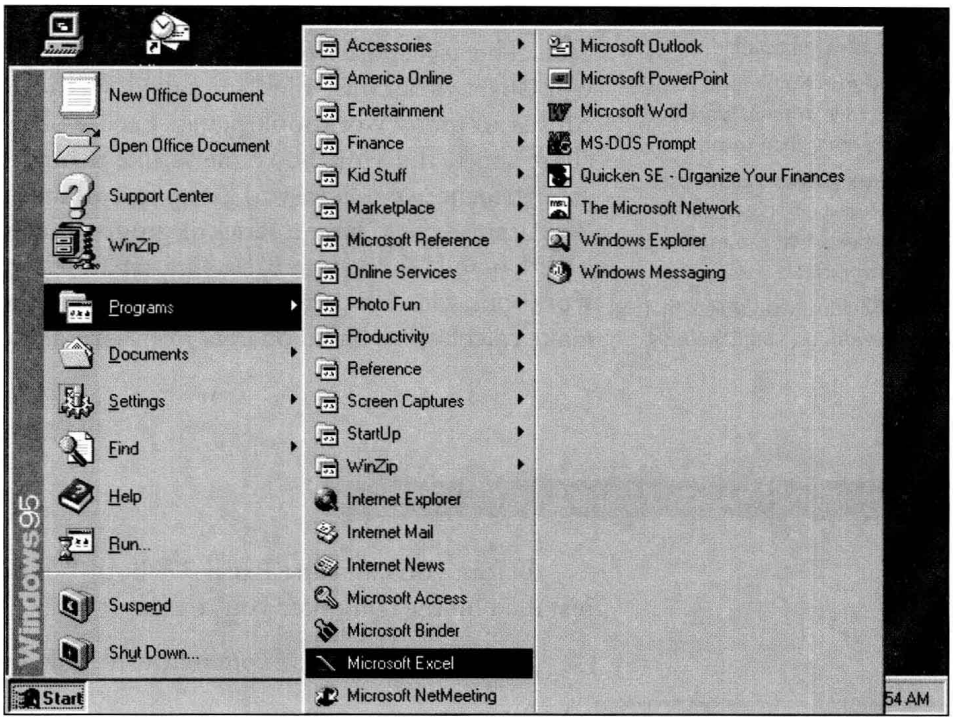


FIGURE 1-5
The Windows 95 Program menu

4. Point to Microsoft Excel.
5. Click Microsoft Excel.

You'll see the Excel screen, as shown in Figure 1-6. At this stage, the window is like a blank page of columns and rows, waiting for you to enter your worksheet data. But before you begin typing text and numbers, you need to learn your way around the Excel screen.

GETTING TO KNOW THE EXCEL SCREEN

In this section you will learn how to identify and use the components of the Excel screen. As you can see in Figure 1-6, this screen includes many standard Windows elements, including a title bar; Minimize, Restore, and Close buttons; a menu bar and scroll bars. These items should seem familiar if you've used Windows 95 or any other Windows application.

NOTE

This lesson often displays relevant toolbar buttons in the margin. If you're asked to use bold for some numbers, for instance, the Bold toolbar button is displayed, as shown here.

UNDERSTANDING THE MENU BAR

menu bar Bar below the title bar that lists the names of the available menus.

As shown in Figure 1-6, the Excel **menu bar** appears below the title bar. The menu bar displays some of the menu names found in most Windows applications, such as File, Edit, and Help. Excel also includes several menus that contain commands specific to worksheets, such as Format and Data.

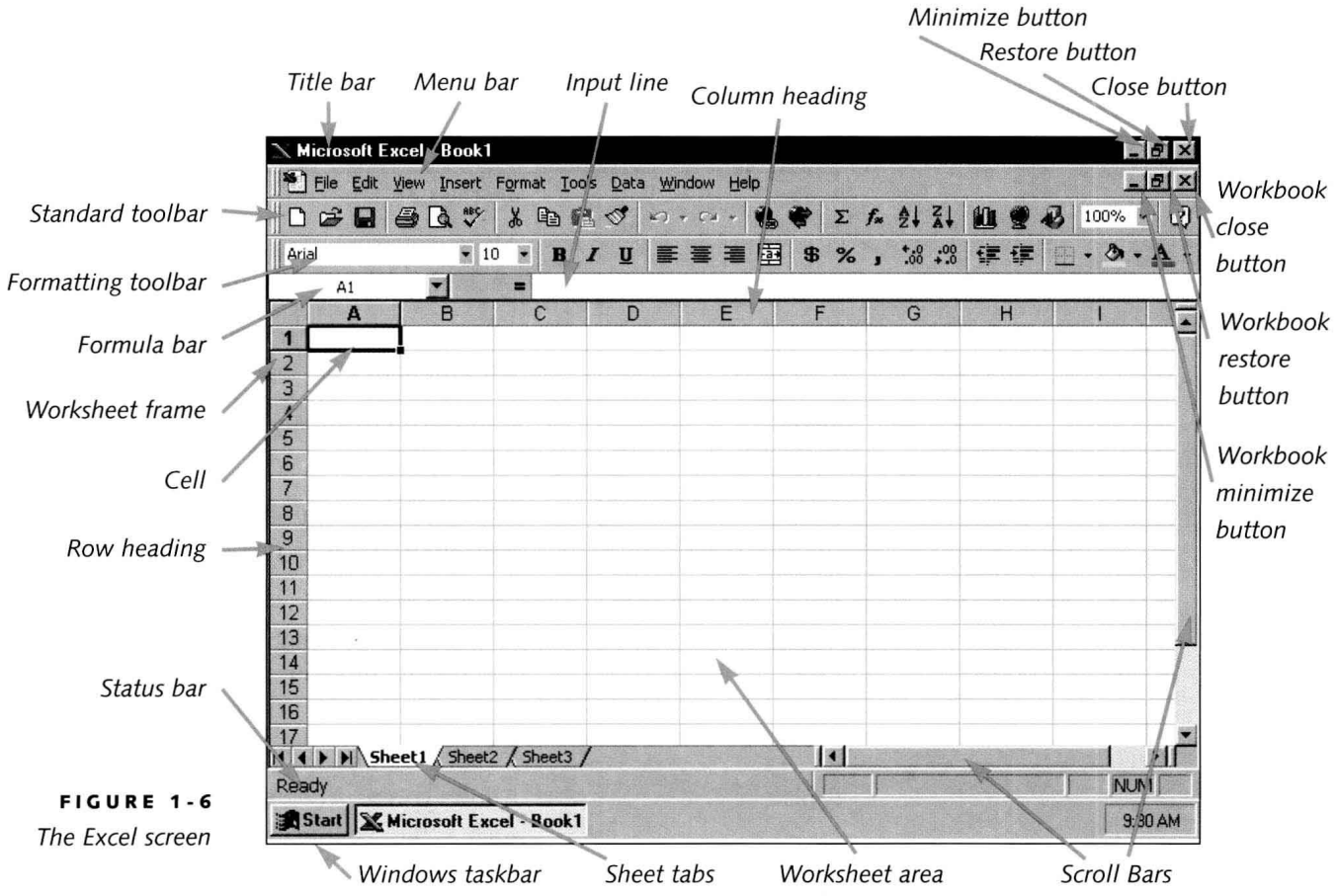


FIGURE 1-6
The Excel screen

The menus list the commands available in Excel. You can display the list in several different ways. The most common way is to move the mouse pointer over a menu name within the menu bar and then click the left mouse button to display the menu. If you prefer to use the keyboard, you can press Alt on your keyboard and then press the underlined letter in the menu name to display that menu. For example, to display the File menu, you would press Alt and then the letter **f** (Alt + f).

Once you display a menu, you can choose a command using either the mouse or the keyboard. To choose a command using the mouse, point to the command you want and click the left mouse button. To choose a command using the keyboard, press the underlined letter of the command. For example, to choose the Open command from the File menu, press the letter **o** while the File menu is displayed.

Although the lessons in this tutorial emphasize the mouse method for performing most commands, the Command Summary at the end of the book lists the keyboard method for all of the commands discussed in this book.