

Microsoft Excel 2003

Workbook - Intermediate Level



SAMPLE

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Installing the Sample Files

- Use Windows Explorer to create a folder called **Excel 2003 Intermediate Samples**, in the **My Documents** folder.
- Copy the sample files for this course to the **My Documents\Excel 2003 Intermediate Samples** folder.
- If these files have been copied to your network server, then ask your trainer/supervisor for more information about how to copy these files to your PC's hard disk.

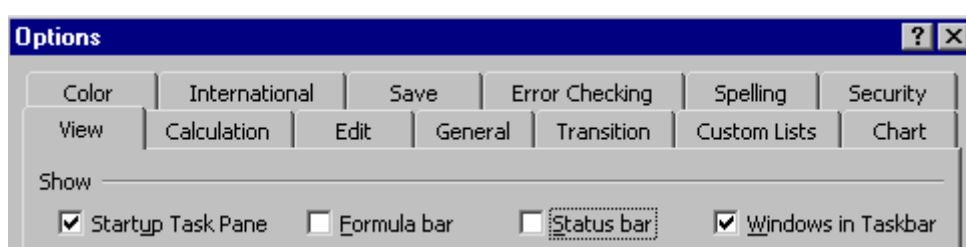
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Viewing Worksheets

Customising View Options

Customising the Excel window display

- Start Excel 2003.
- Create a new workbook.
- From the main menu, choose **Tools > Options** to display the **Options** dialog box.
- Click on the **View** tab, and deselect the following default options from the **Show** area, as illustrated:



Formula bar
Status bar

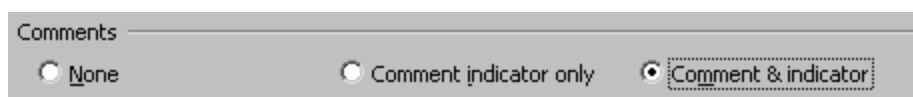
- Click **OK** to change and save the settings.
- Observe that the **Formula bar** and the **Status bar** are no longer visible.
- From the main menu, choose **Tools > Options** to display the **Options** dialog box.
- Click on the **View** tab, and select the following options from the **Show** area:

Formula bar
Status bar

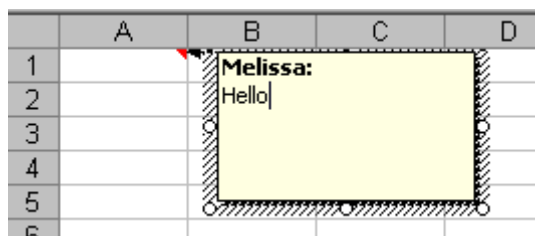
- Click **OK** to change and save the settings.
- Close the workbook.

Customising the Comments View options

- Create a workbook.
- From the main menu, choose **Tools > Options** to display the **Options** dialog box.
- Click on the **View** tab, and select **Comment & indicator** from the **Comments** area:



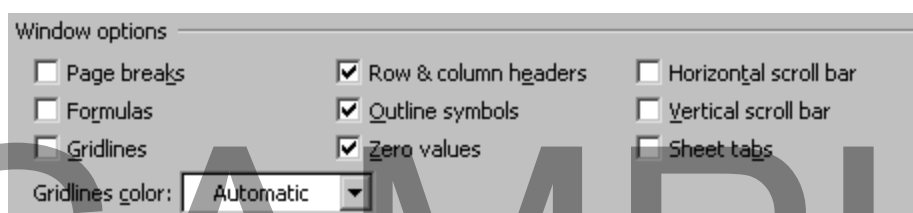
- Click **OK** to change and save the settings.
- Select cell **A1**.
- From the main menu, select **Insert > Comment**.
- Click inside the text box, and type *Hello*:



- Click outside the text box.
- From the main menu, choose **Tools > Options** to display the **Options** dialog box.
- Click on the **View** tab, and select **Comment indicator only** from the **Comments** area
- Observe that the Comment text box is no longer visible, and that now only the Comment Indicator is in view.
- Click on cell **A1** to display the Comment text box.
- Close the workbook without saving the changes.

Customising the Worksheet View options

- Create a new workbook.
- From the main menu, choose **Tools > Options** to display the **Options** dialog box.
- Click on the **View** tab, and deselect the following default options from the **Window options** area:



Gridlines
Horizontal scroll bar
Vertical scroll bar
Sheet tabs

- Click **OK** to change and save the settings.
- Observe that the Gridlines, Horizontal scroll bar, Vertical scroll bar, and Sheet tabs are no longer visible.
- From the main menu, choose **Tools > Options** to display the **Options** dialog box.
- Click on the **View** tab, and select from the following options from the **Window options** area:

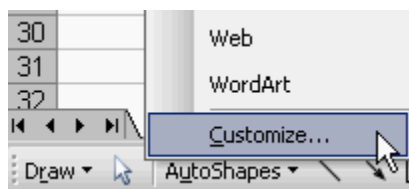
Gridlines
Horizontal scroll bar
Vertical scroll bar
Sheet tabs

- Close the workbook.

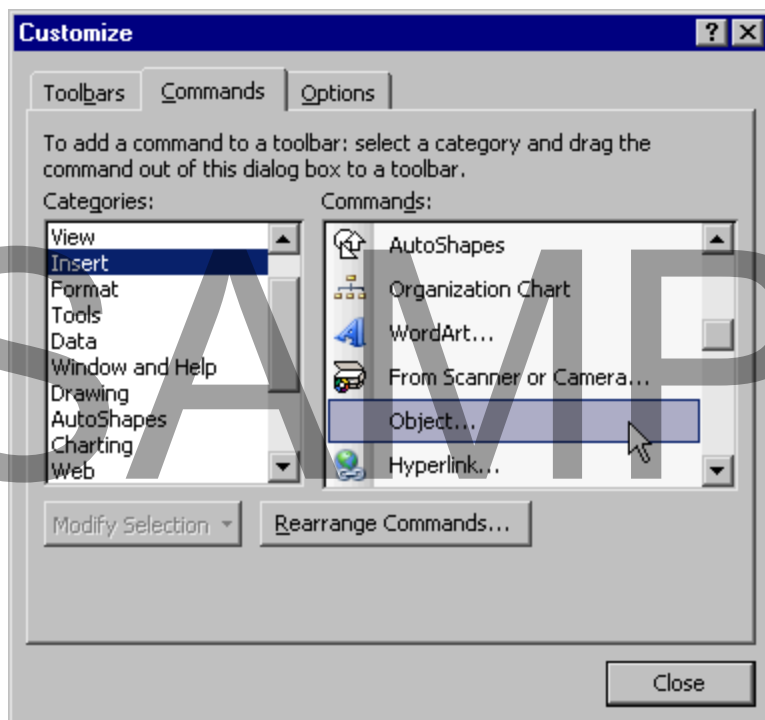
Displaying and Customising Toolbars

Customising toolbar options

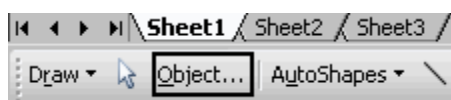
- Create a new workbook.
- Choose **View > Toolbars > Drawing**.
- Right-click on the **Drawing** toolbar, and choose **Customize** from the popup menu:



- Click on the **Commands** tab of the dialog box.
- Select **Insert** from the **Categories** list box, and locate the **Object** command in the **Commands** list box:



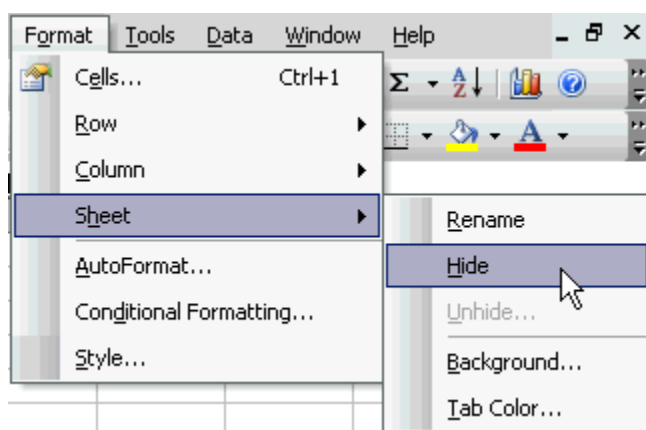
- Click and drag the **Object** command onto the **Drawing** toolbar:



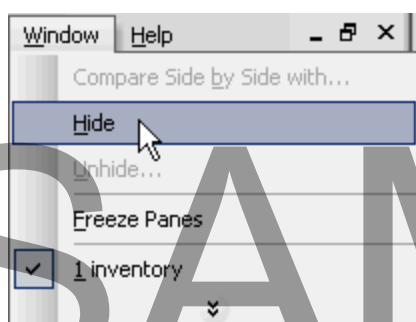
- Click Close to close the Customize dialog box.
- Close the workbook without saving the changes.

Hiding Workbooks and Worksheets

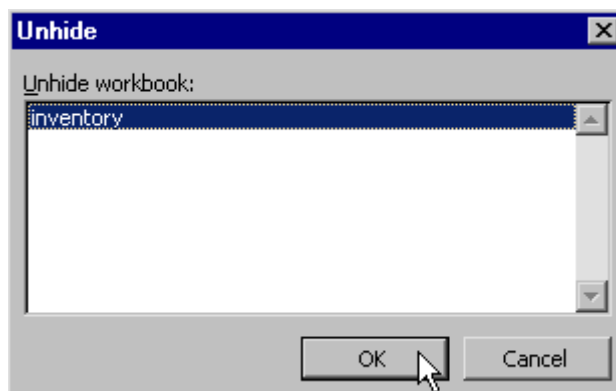
- Open the *inventory.xls* file from the **Excel 2003 Intermediate Samples** folder.
- Click on the **Inventory** sheet tab.
- Choose **Format > Sheet > Hide** to hide the worksheet:



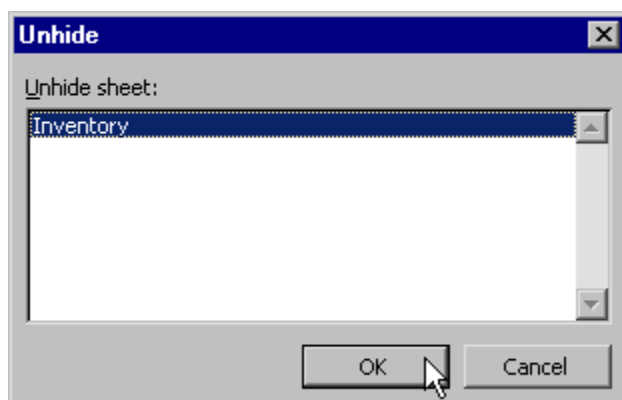
- Choose **Window > Hide** to hide the workbook:



- Choose **Window > Unhide**.
- This will display the **Unhide** dialog box. Select *inventory*, and click **OK** to display the workbook:




- Choose **Format > Sheet > Unhide**.
- Select **Inventory**, and click **OK** to display the worksheet:

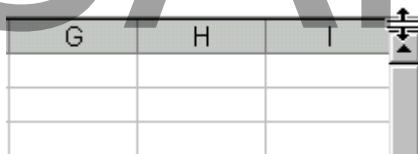


- Close the **inventory.xls** file without saving.

Freezing Panes

Freezing a horizontal pane


- Create a new workbook.
- Begin by placing the mouse pointer over the rectangle above the right scrollbar (your mouse cursor should change to the drag cursor .
- Drag the rectangle **down** to below the row you want to freeze. From the main menu, choose **Window > Freeze Panes**:

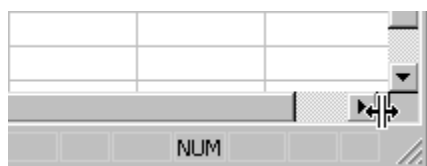


Note: The frozen pane is marked by a horizontal black line.

- From the main menu, choose **Window > Unfreeze Panes**.
- Close the workbook.

Freezing a vertical pane

- Create a new workbook.
- Begin by placing the mouse pointer over the rectangle to the right of the bottom scrollbar (your mouse cursor should change to the drag cursor .
- Drag the rectangle **left** to the right of the column you want to freeze. From the main menu, choose **Window > Freeze Panes**:



Note: The frozen pane is marked by a vertical black line.

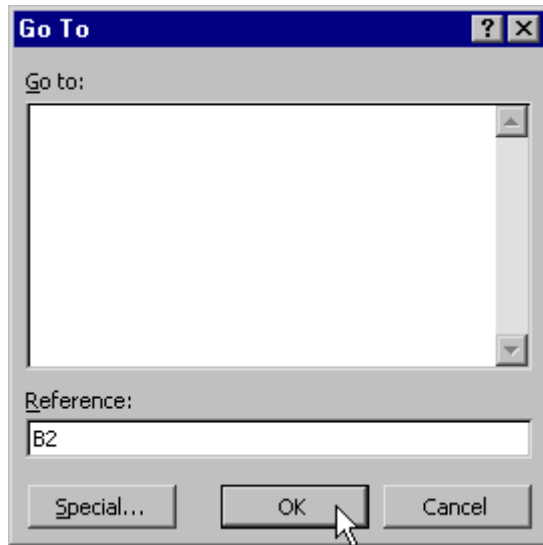
- From the main menu, choose **Window > Unfreeze Panes**.
- Close the workbook.

Freezing and Unfreezing horizontal and vertical panes

- Open the *inventory.xls* file from the **Excel 2003 Intermediate Samples** folder.
- Select cell **B2**.
- Choose **Window > Freeze Panes** to freeze the panes.
- Scroll down the worksheet to see the effect of the frozen panes:

| | A | B | C | D |
|----|------------|------|---------|---|
| 1 | Type | Item | On Hand | |
| 7 | Candy | 7873 | 87 | |
| 8 | Magazines | 2396 | 12 | |
| 9 | Newspapers | 5271 | 9 | |
| 10 | Magazines | 2904 | 35 | |
| 11 | Candy | 8762 | 93 | |
| 12 | | | | |
| 13 | | | | |

- Choose **Edit > Go To**, and enter **B2** in the **Reference** text box, and click **OK**:



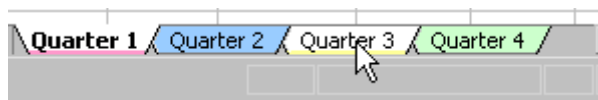
- Press and hold the **Right Arrow** key to see the effect of the frozen panes:

| | A | D | E | F |
|----|------------|---|---|---|
| 1 | Type | | | |
| 2 | Books | | | |
| 3 | Magazines | | | |
| 4 | Newspapers | | | |
| 5 | Books | | | |
| 6 | Books | | | |
| 7 | Candy | | | |
| 8 | Magazines | | | |
| 9 | Newspapers | | | |
| 10 | Magazines | | | |
| 11 | Candy | | | |
| 12 | | | | |

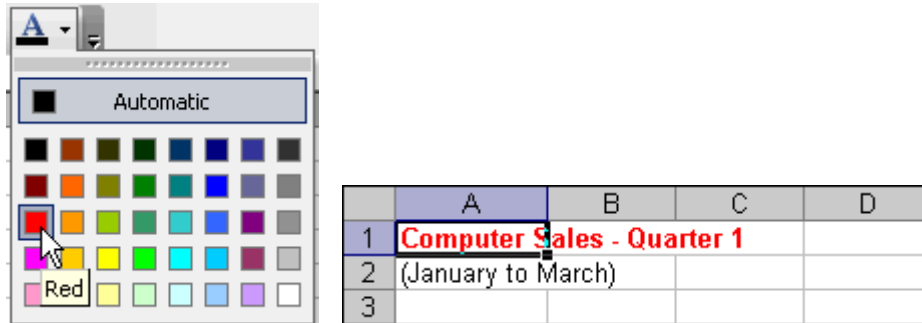
- Choose **Window > Unfreeze Panes**.
- Close the *inventory.xls* file without saving.

Grouping and Ungrouping Worksheets

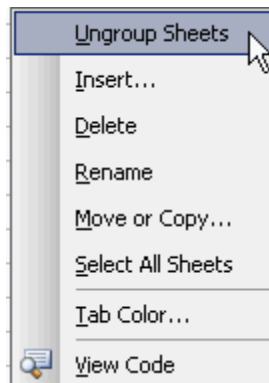
- Open the *Format.xls* file from the **Excel 2003 Intermediate Samples** folder.
- Click on the **Quarter 3** sheet tab. (Notice that there is no formatting on this sheet.)
- Click on the **Quarter 1** sheet tab. (Notice that there is no formatting on this sheet.)
- Hold the **Ctrl** key, and click on the **Quarter 3** sheet tab:



- Select cell **A1**.
- Click on the **Bold** icon on the **Formatting** toolbar.
- Click on the **Font Color** down arrow on the **Formatting** toolbar, and select a **red** colour:



- Right-click on the **Quarter 1** sheet tab, and choose **Ungroup Sheets** from the popup menu:



- Click on the **Quarter 3** sheet tab to see that cell **A1** has the same formatting as the **Quarter 1** sheet:

| | A | B | C | D |
|---|-----------------------------------|---|---|---|
| 1 | Computer Sales - Quarter 3 | | | |
| 2 | (July to September) | | | |
| 3 | | | | |

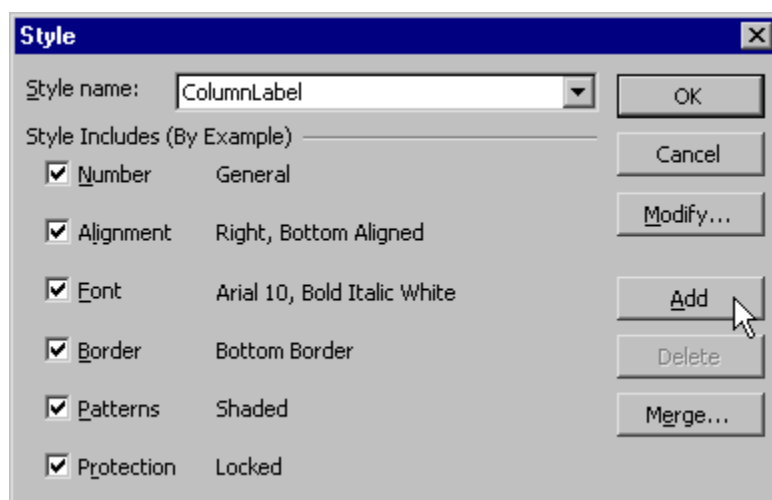
- Close the **Format.xls** file without saving.

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More Formatting Techniques

Using Styles

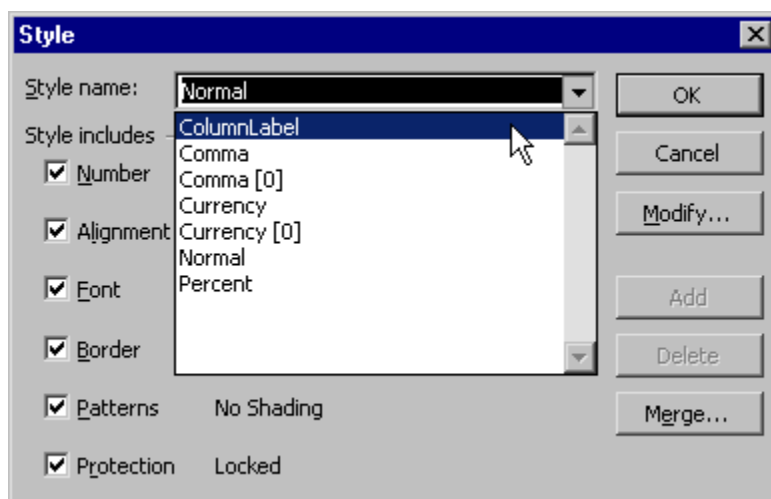
- Open the *Format.xls* file from the **Excel 2003 Intermediate Samples** folder.
- Click on the **Quarter 4** sheet tab.
- Select cell **B4**.
- Choose **Format > Style** to display the **Style** dialog box.
- Type **ColumnLabel** into the **Style name** dropdown list box, and click **Add**:



- Click **OK**.
- Now you will apply this new style to another worksheet. To do this, click on the **Quarter 1** sheet tab.
- Select range **B4:H4**:


| | A | B | C | D | E | F | G | H |
|----|----------------------------|---------|-----------|----------|----------|----------|-------------|----------|
| 1 | Computer Sales - Quarter 1 | | | | | | | |
| 2 | (January to March) | | | | | | | |
| 3 | | | | | | | | |
| 4 | Salesperson | Desktop | Notebooks | Monitors | Printers | Scanners | Total Sales | Sales % |
| 5 | Ben | 95 | 18 | 34 | 70 | 56 | 161720 | 0.107395 |
| 6 | Frank | 57 | 47 | 66 | 19 | 97 | 183440 | 0.121819 |
| 7 | Mary | 93 | 29 | 14 | 81 | 31 | 170720 | 0.113372 |
| 8 | Nancy | 60 | 52 | 38 | 8 | 70 | 178800 | 0.118738 |
| 9 | Tom | 96 | 43 | 29 | 39 | 87 | 203240 | 0.134968 |
| 10 | Wendy | 86 | 17 | 89 | 44 | 78 | 170360 | 0.113133 |
| 11 | | | | | | | | |
| 12 | Total | 487 | 206 | 693 | 899 | 1592 | 1505840 | 1 |

- Choose **Format > Style**.
- Click on the **Style name** down arrow, and select **ColumnLabel**:



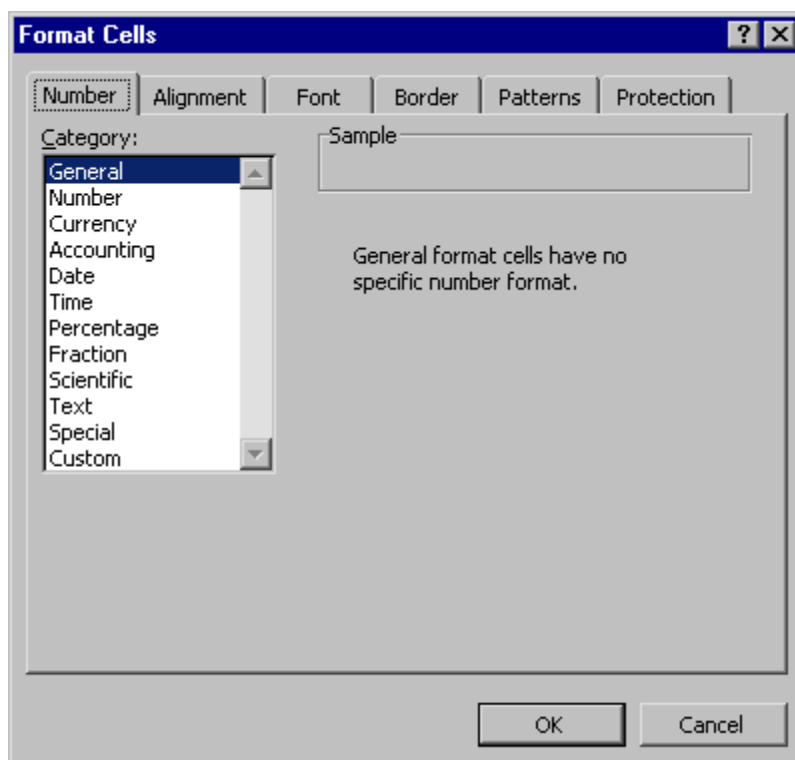
- Click **OK**. Observe the changes you have made thus far:

| | A | B | C | D | E | F | G | H |
|---|----------------------------|----------------|------------------|-----------------|-----------------|-----------------|-------------------|----------------|
| 1 | Computer Sales - Quarter 1 | | | | | | | |
| 2 | (January to March) | | | | | | | |
| 3 | | | | | | | | |
| 4 | Salesperson | <i>Desktop</i> | <i>lotebooks</i> | <i>Monitors</i> | <i>Printers</i> | <i>Scanners</i> | <i>otal Sales</i> | <i>Sales %</i> |
| 5 | Ben | 95 | 18 | 34 | 70 | 56 | 161720 | 0.107395 |
| 6 | Frank | 57 | 47 | 66 | 19 | 97 | 183440 | 0.121819 |

- Select cell **B4**.
- Click on the **Format Painter**  icon on the **Formatting** toolbar.
- Click on cell **A4** to apply the format:

| | A | B | C | D | E | F | G | H |
|---|----------------------------|----------------|------------------|-----------------|-----------------|-----------------|-------------------|----------------|
| 1 | Computer Sales - Quarter 1 | | | | | | | |
| 2 | (January to March) | | | | | | | |
| 3 | | | | | | | | |
| 4 | <i>Salesperson</i> | <i>Desktop</i> | <i>lotebooks</i> | <i>Monitors</i> | <i>Printers</i> | <i>Scanners</i> | <i>otal Sales</i> | <i>Sales %</i> |
| 5 | Ben | 95 | 18 | 34 | 70 | 56 | 161720 | 0.107395 |
| 6 | Frank | 57 | 47 | 66 | 19 | 97 | 183440 | 0.121819 |

- Now you will modify the **ColumnLabel** style you have just created. From the main menu, choose **Format > Style** to display the **Style** dialog box.
- Click on the **Style name** down arrow, select the **ColumnLabel** style, and click on the **Modify** button to display the **Format Cells** dialog box:

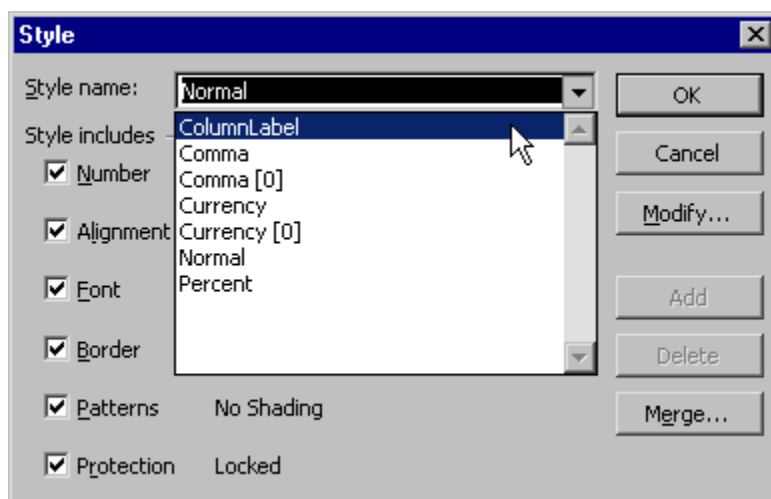


- Click on the **Font** tab, and select **9** from the **Size** area:

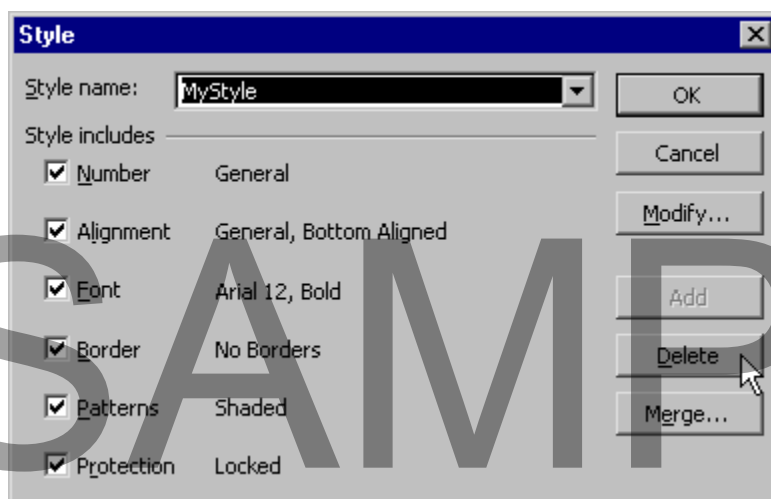


- Click **OK** to return to the **Style** dialog box.
- Click **OK**.
- Select range **A4:H4**.
- Choose **Format > Style**.
- Click on the **Style name** down arrow, and select **ColumnLabel**:

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- Click **OK**. You will notice that the font size has now been reduced in tandem with the changes you made to the style.
- Now you will remove the **ColumnLabel** style from the cells you applied it to. To do this, select range **A4:H4**.
- From the main menu, choose **Format > Style** to display the **Style** dialog box.
- Click on the **Style name** down arrow, and select the **Normal** style.
- Click **OK**. You will notice that the formatting has been changed back to its original state.
- The final task is to delete the **ColumnLabel** style. From the main menu, choose **Format > Style** to display the **Style** dialog box.
- Click on the **Style name** down arrow, select **ColumnLabel** from the **Style name** list, and click on the **Delete** button:



- Click **OK**.
- Close **Format.xls** without saving the changes.

Using Conditional Formatting

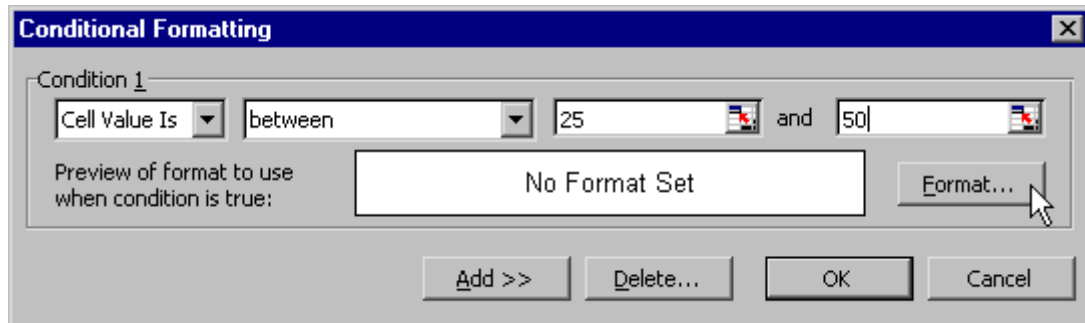
- Open the **Format.xls** file from the **Excel 2003 Intermediate Samples** folder.
- Click on the **Quarter 2** sheet tab.
- Select range **B5:F 10**:

| | A | B | C | D | E | F | G | H |
|----|----------------------------|---------|-----------|----------|----------|----------|-------------|---------|
| 1 | Computer Sales - Quarter 2 | | | | | | | |
| 2 | (April to June) | | | | | | | |
| 3 | | | | | | | | |
| 4 | Salesperson | Desktop | Notebooks | Monitors | Printers | Scanners | Total Sales | Sales % |
| 5 | Ben | 56 | 49 | 70 | 34 | 57 | 185,840 | 15.1% |
| 6 | Frank | 27 | 50 | 47 | 23 | 41 | 145,320 | 11.8% |
| 7 | Mary | 56 | 19 | 49 | 58 | 45 | 126,800 | 10.3% |
| 8 | Nancy | 45 | 13 | 52 | 29 | 45 | 100,400 | 8.1% |
| 9 | Tom | 92 | 51 | 77 | 55 | 23 | 228,360 | 18.5% |
| 10 | Wendy | 84 | 11 | 47 | 11 | 53 | 131,160 | 10.6% |
| 11 | | | | | | | | |
| 12 | Total | 360 | 193 | 553 | 746 | 1,299 | 1,233,680 | 100.0% |

- Choose **Format > Conditional Formatting**.
- In **Condition 1**, enter the following criteria:

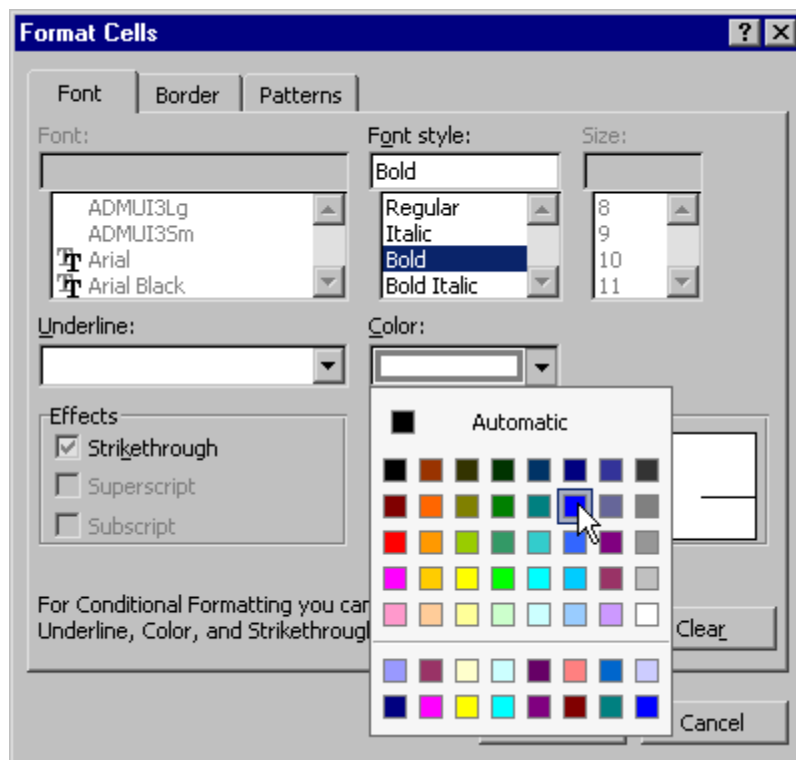
Cell Value is between 25 and 50

- Click on the **Format** button:

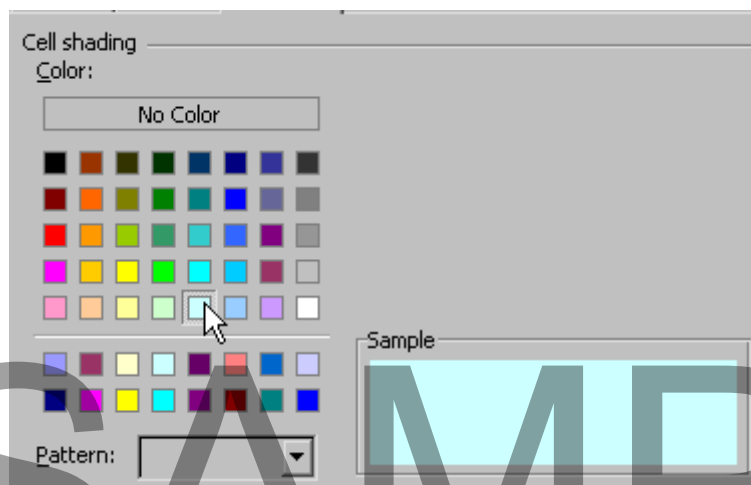


- Click on the **Font** tab, select **Bold** in the **Font style** list box, and select **blue** from the **Color** popup menu:

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- Click on the **Patterns** tab, and select **light turquoise** from the **Cell shading color**:



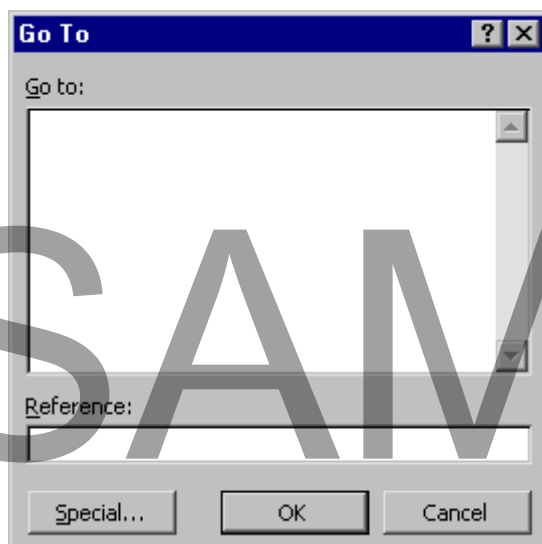
- Click **OK** to close the **Format Cells** dialog box. (An example of a **Conditional Formatting** dialog box is below):



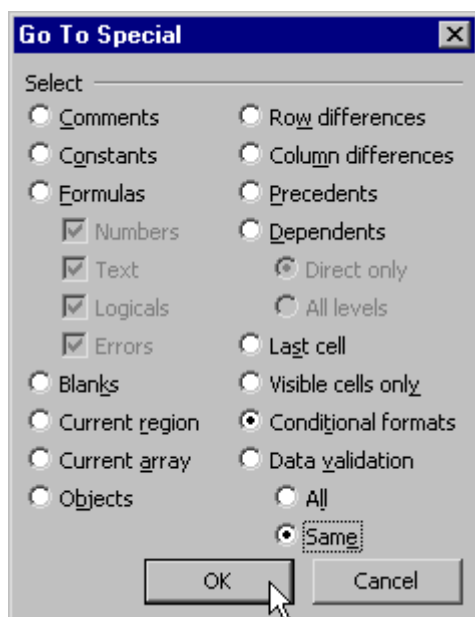
- Click **OK**.
- Deselect the range to see the conditional formatting:

| | A | B | C | D | E | F | G | H |
|----|----------------------------|---------|-----------|----------|----------|----------|-------------|---------|
| 1 | Computer Sales - Quarter 2 | | | | | | | |
| 2 | (April to June) | | | | | | | |
| 3 | | | | | | | | |
| 4 | Salesperson | Desktop | Notebooks | Monitors | Printers | Scanners | Total Sales | Sales % |
| 5 | Ben | 56 | 49 | 70 | 34 | 57 | 185,840 | 15.1% |
| 6 | Frank | 27 | 50 | 47 | 23 | 41 | 145,320 | 11.8% |
| 7 | Mary | 56 | 19 | 49 | 58 | 45 | 126,800 | 10.3% |
| 8 | Nancy | 45 | 13 | 52 | 29 | 45 | 100,400 | 8.1% |
| 9 | Tom | 92 | 51 | 77 | 55 | 23 | 228,360 | 18.5% |
| 10 | Wendy | 84 | 11 | 47 | 11 | 53 | 131,160 | 10.6% |
| 11 | | | | | | | | |
| 12 | Total | 360 | 193 | 553 | 746 | 1,299 | 1,233,680 | 100.0% |

- To find cells with specific conditional formatting, begin by selecting cell **B5**.
- From the main menu, choose **Edit > Go To** to display the **Go To** dialog box:



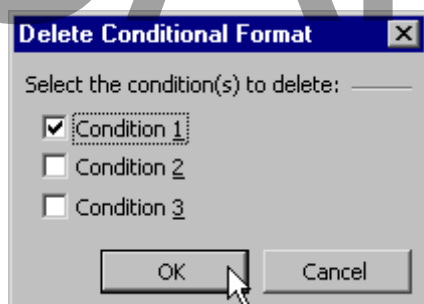
- Click on the **Special** button to display the **Go To Special** dialog box.
- Select the **Conditional formats** radio button, and select the **Same** radio button below **Data validation**.
- Click **OK** to highlight the cells with the specified conditional formatting:



- You will observe that the entire range **B5:F 10** has now been highlighted:



| | A | B | C | D | E | F | G | H |
|----|-----------------------------------|---------|-----------|----------|----------|----------|--------------|---------|
| 1 | Computer Sales - Quarter 2 | | | | | | | |
| 2 | (April to June) | | | | | | | |
| 3 | | | | | | | | |
| 4 | Salesperson | Desktop | Notebooks | Monitors | Printers | Scanners | Total Sales | Sales % |
| 5 | Ben | 56 | 49 | 70 | 34 | 57 | 185,840.00 | 15.1% |
| 6 | Frank | 27 | 50 | 47 | 23 | 41 | 145,320.00 | 11.8% |
| 7 | Mary | 56 | 19 | 49 | 58 | 45 | 126,800.00 | 10.3% |
| 8 | Nancy | 45 | 13 | 52 | 29 | 45 | 100,400.00 | 8.1% |
| 9 | Tom | 92 | 51 | 77 | 55 | 23 | 228,360.00 | 18.5% |
| 10 | Wendy | 84 | 11 | 47 | 11 | 53 | 131,160.00 | 10.6% |
| 11 | | | | | | | | |
| 12 | Total | 360 | 193 | 553 | 746 | 1,299 | 1,233,680.00 | 100.0% |

- Now we will delete the conditional formatting you have just created. Begin by selecting range **B5:F 10**.
- From the main menu, choose **Format > Conditional Formatting** to display the **Conditional Formatting** dialog box.
- Click the **Delete** button to display the **Delete Conditional Format** dialog box, select **Condition 1**, and click **OK** to return to the **Conditional Formatting** dialog box:




- Click **OK** to close the **Conditional Formatting** dialog box.
- Close the *Format.xls* file without saving.

Using the Format Painter

- Open the *Format.xls* file from the **Excel 2003 Intermediate Samples** folder.
- Click on the **Quarter 4** sheet tab.
- Begin by selecting cell **A4**.
- Click on the **Format Painter** icon  on the **Formatting** toolbar (your mouse cursor will change to the painter cursor .
- Click on range **A12:H12** to apply the formatting. Your worksheet should look similar to the illustration below:


| | A | B | C | D | E | F |
|----|-----------------------------------|----------------|------------------|-----------------|-----------------|-----------------|
| 1 | Computer Sales - Quarter 4 | | | | | |
| 2 | (October to December) | | | | | |
| 3 | | | | | | |
| 4 | Salesperson | Desktop | Notebooks | Monitors | Printers | Scanners |
| 5 | Ben | 62 | 24 | 17 | 98 | 25 |
| 6 | Frank | 81 | 7 | 45 | 23 | 26 |
| 7 | Mary | 84 | 23 | 20 | 21 | 53 |
| 8 | Nancy | 85 | 17 | 79 | 25 | 15 |
| 9 | Tom | 70 | 22 | 55 | 73 | 49 |
| 10 | Wendy | 82 | 15 | 70 | 52 | 13 |
| 11 | | | | | | |
| 12 | Total | 464 | 108 | 572 | 680 | 1252 |

- Now you will use the **Format Painter** tool to change the width of a column.
- Begin by selecting cell **A1**. From the main menu, select **Format > Cells** to open the **Format Cells** dialog box. Choose **General** from the **Horizontal Text alignment** drop down list. Deselect **Merge cells** from the **Text control** area. Click **OK**. (**Note:** You cannot use **Format Painter** on merged cells).
- Select cell **A2**. From the main menu, select **Format > Cells** to open the **Format Cells** dialog box. Choose **General** from the **Horizontal Text alignment** drop down list. Deselect **Merge cells** from the **Text control** area. Click **OK**.
- Select column **A**.
- Click on the **Format Painter** icon on the **Formatting** toolbar (your mouse cursor will change to the painter cursor .
- Click on the column **B** to apply the column formatting.

| | A | B | C |
|---|-----------------------------------|----------------|------------------|
| 1 | Computer Sales - Quarter 4 | | |
| 2 | (October to December) | | |
| 3 | | | |
| 4 | Salesperson | Desktop | Notebooks |
| 5 | <i>Ben</i> | 62 | 24 |

- Notice how the width of column **B** is now the same as column **A**:

| | A | B |
|----|-----------------------------------|----------------|
| 1 | Computer Sales - Quarter 4 | |
| 2 | (October to December) | |
| 3 | | |
| 4 | Salesperson | Desktop |
| 5 | <i>Ben</i> | 62 |
| 6 | <i>Frank</i> | 81 |
| 7 | <i>Mary</i> | 84 |
| 8 | <i>Nancy</i> | 85 |
| 9 | <i>Tom</i> | 70 |
| 10 | <i>Wendy</i> | 82 |
| 11 | | |
| 12 | Total | 464 |

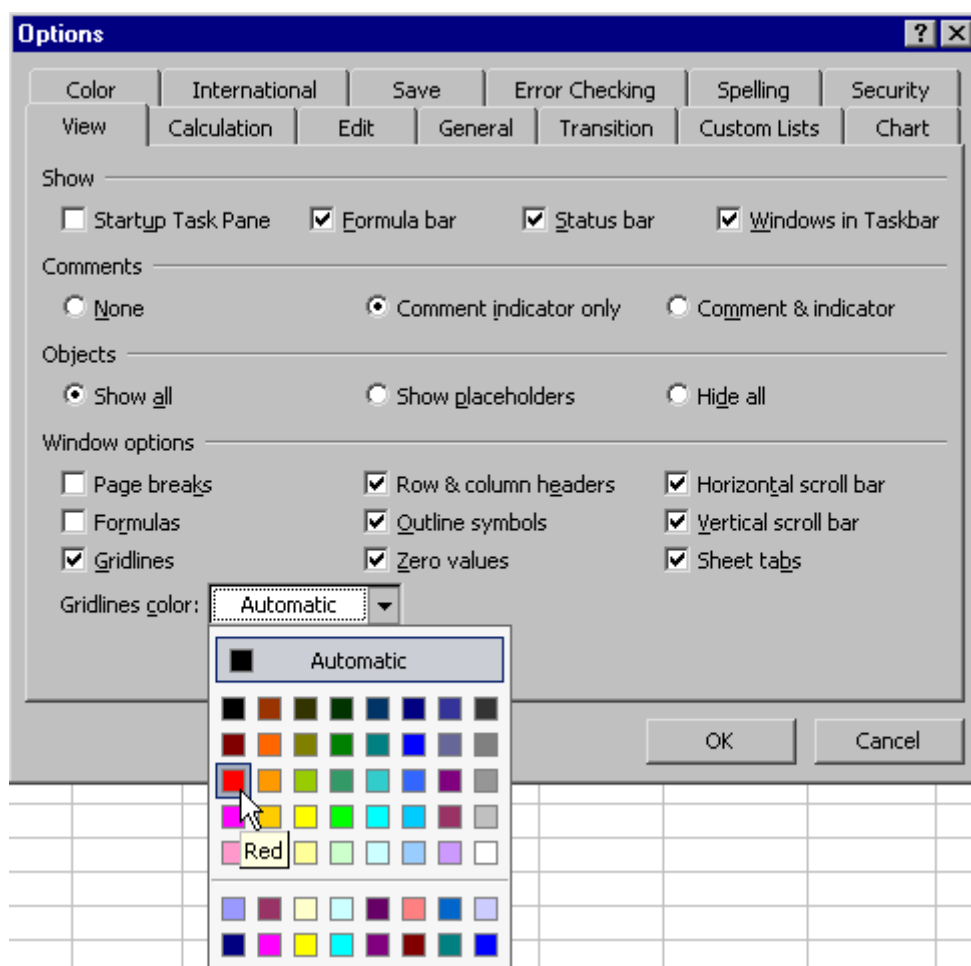
- Now you will copy and apply the **Format Painter** in multiple locations on your worksheet. Begin by selecting cell **A1**.
- Double-click on the **Format Painter** icon on the **Formatting** toolbar (your mouse cursor will change to the painter cursor .
- In succession, click on the cells **A4** and **A12**.
- Click once on the **Format Painter** icon to end the painter formatting.
- Notice how the new formatting has now been applied to these two cells:

| | A | B |
|----|-----------------------------------|----------------|
| 1 | Computer Sales - Quarter 4 | |
| 2 | (October to December) | |
| 3 | | |
| 4 | Salesperson | Desktop |
| 5 | <i>Ben</i> | 62 |
| 6 | <i>Frank</i> | 81 |
| 7 | <i>Mary</i> | 84 |
| 8 | <i>Nancy</i> | 85 |
| 9 | <i>Tom</i> | 70 |
| 10 | <i>Wendy</i> | 82 |
| 11 | | |
| 12 | Total | 464 |

- Close the *Format.xls* file without saving.

Using Guidelines

- Open the **Format.xls** file from the **Excel 2003 Intermediate Samples** folder.
- Click on the **Quarter 1** sheet tab.
- Now you will change the colour of the gridlines. From the main menu, choose **Tools > Options** to display the **Options** dialog box, and click on the **View** tab.
- Click on the **Gridlines color** down arrow in the **Window options** area, and select **Red**:



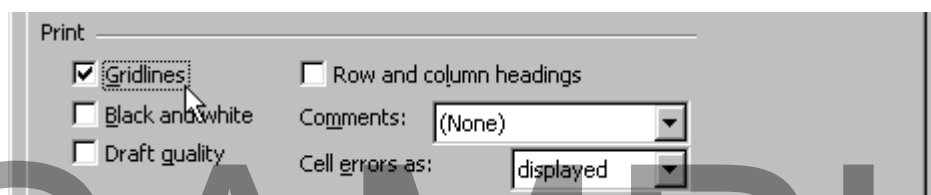
- Click **OK**.
- Notice that the gridlines are now red:

SAMPLE

| | A | B | C |
|----|----------------------------|---------|-----------|
| 1 | Computer Sales - Quarter 1 | | |
| 2 | (January to March) | | |
| 3 | | | |
| 4 | Salesperson | Desktop | Notebooks |
| 5 | Ben | 95 | 18 |
| 6 | Frank | 57 | 47 |
| 7 | Mary | 93 | 29 |
| 8 | Nancy | 60 | 52 |
| 9 | Tom | 96 | 43 |
| 10 | Wendy | 86 | 17 |

- Now you will turn off the gridlines. From the main menu, choose **Tools > Options** to display the **Options** dialog box, and click on the **View** tab.
- Deselect the **Gridlines** checkbox in the **Window options** area.
- Click **OK**.
- Now you will change the colour of the gridlines back to the default colour setting (black). From the main menu, choose **Tools > Options** to display the **Options** dialog box, and click on the **View** tab.
- Select the **Gridlines** checkbox in the **Window options** area.
- Click on the **Gridlines color** down arrow in the **Window options** area, and select **Automatic**.
- Click **OK** to close the **Options** dialog box, and apply the changes you made.
- Now you will print the worksheet with the gridlines displayed. From the main menu, choose **File > Page Setup** to display the **Page Setup** dialog box, and click on the **Sheet** tab.
- Select the **Gridlines** checkbox in the **Print** area.
- Click **OK** to exit **Page Setup**

OR click **Print** to print:



- Close the **Format.xls** file without saving.

Hiding and Displaying Cells

Hiding Columns and Rows

- Open the **Format.xls** file from the **Excel 2003 Intermediate Samples** folder.
- Click on the **Quarter 1** sheet tab.
- Begin by selecting columns **B** and **C**.
- From the main menu, choose **Format > Column > Hide**.

- Now select rows **5** and **6**.
- From the main menu, choose **Format > Row > Hide**.
- Now you will hide columns using your mouse. Click and drag the right border of column **F** to the right border of column **A** to hide the columns:

| | A | G | H |
|----|----------------------------|----------|----------|
| 1 | Computer Sales - Quarter 1 | | |
| 2 | (January to March) | | |
| 3 | | | |
| 4 | Salesperson | Monitors | Printers |
| 7 | Mary | 14 | 81 |
| 8 | Nancy | 38 | 8 |
| 9 | Tom | 29 | 39 |
| 10 | Wendy | 89 | 44 |
| 11 | | | |
| 12 | Total | 693 | 899 |
| 13 | | | |

- Click and drag the top border of row **10** to the bottom border of row **4** to hide the rows:


| | A | G | H |
|----|----------------------------|-------------|----------|
| 1 | Computer Sales - Quarter 1 | | |
| 2 | (January to March) | | |
| 3 | | | |
| 4 | Salesperson | Total Sales | Sales % |
| 10 | Mary | 170720 | 0.113372 |
| 11 | Height: 0.00 | 8800 | 0.118738 |
| 12 | Tom | 203240 | 0.134968 |
| 13 | Wendy | 170360 | 0.113133 |
| 14 | | | |
| 15 | Total | 1505840 | 1 |

- Select Column **A**. From the main menu, choose **Format > Column > Hide**.
- From the main menu, select **File > Save As**.
- In the **File name** field, type **Format Sample.xls**, and select **Save**.
- Close **Format Sample.xls**.

Displaying Hidden Columns and Rows

- Open the **Format Sample.xls** file from the **Excel 2003 Intermediate Samples** folder.
- Because column **1** is hidden, you need to use the **Go To** feature to navigate to cell **A1** in order to unhide column **A**. From the main menu, choose **Edit > Go To**, type **A1** in the **Reference** text box, and click **OK**:



- From the main menu, choose **Format > Column > Unhide**.
- Select columns **A** and **G**.
- Now you will unhide the rest of the columns. From the main menu, choose **Format > Column > Unhide**.
- Place the mouse pointer between rows **4** and **10**.
- Move the mouse pointer down slightly until it changes from a single-lined drag cursor to a double-lined drag cursor .
- Drag the row border to down to display the hidden row:

| | A |
|----|----------------|
| 1 | Computer Sal |
| 2 | (July to Septe |
| 3 | |
| 4 | Salesperson |
| 10 | Wendy |
| 11 | |
| 12 | Total |

Note: You can only display one hidden row at a time, which in this example is row **9**.

- Now we will display the rest of the hidden rows. To do this, select rows **4** and **9**.
- From the main menu, choose **Format > Row > Unhide**.
- Close **Format Sample.xls**, saving the changes you made.

More Formulas and Functions

Using the Series Command

- Click on the **New** icon on the **Standard** toolbar to create a new workbook.
- Type the number **3** into cell **A1**, and press the **Return** key.
- Type the number **6** into cell **A2**, and press the **Return** key.
- Select range **A1:A2**.
- Drag the bottom-right corner to cell **A8**:

| | A | B |
|----|----|---|
| 1 | 3 | |
| 2 | 6 | |
| 3 | 9 | |
| 4 | 12 | |
| 5 | 15 | |
| 6 | 18 | |
| 7 | 21 | |
| 8 | 24 | |
| 9 | | |
| 10 | | |

- Type **January** into cell **C1**.
- Drag the bottom-right corner of cell **C1** to cell **C12**:

| | A | B | C | D |
|----|----|---|-----------|---|
| 1 | 3 | | January | |
| 2 | 6 | | February | |
| 3 | 9 | | March | |
| 4 | 12 | | April | |
| 5 | 15 | | May | |
| 6 | 18 | | June | |
| 7 | 21 | | July | |
| 8 | 24 | | August | |
| 9 | | | September | |
| 10 | | | October | |
| 11 | | | November | |
| 12 | | | December | |
| 13 | | | | |

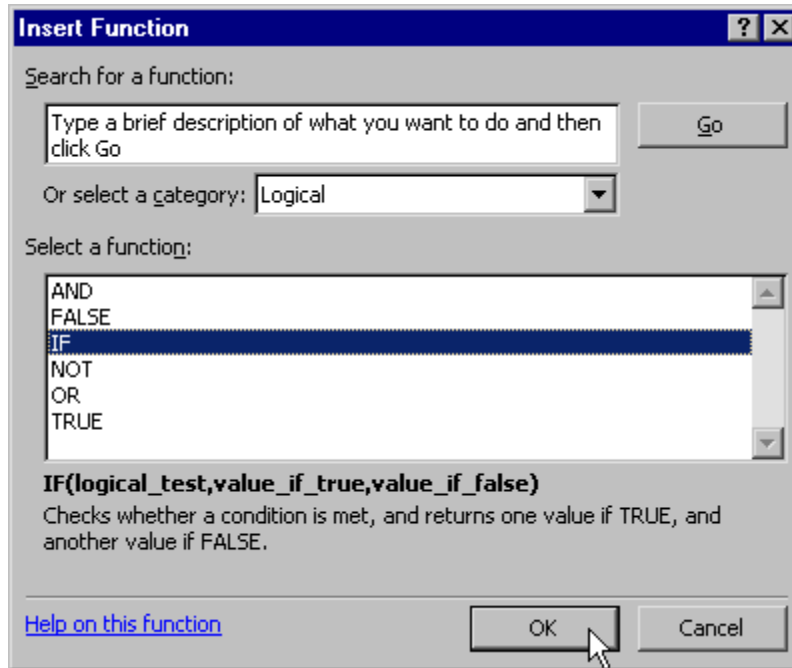
- Close the file without saving.

Using Insert Function Wizard

- The objective of this exercise is to calculate the Bonus for the sales staff of an imaginary company. All sales staff will receive a bonus of €100. In addition, those who have exceeded their targets will receive a bonus of 5%. Our bonus calculation will say that if Actual Sales exceeds Forecast Sales, the

salesperson will receive €100 plus 5% of the excess; otherwise, the salesperson will receive just €100.

- Open the **Bonus.xls** file from the **Excel 2003 Intermediate Samples** folder.
- Select cell **D4**.
- From the main menu, choose **Insert > Function**.
- Choose the **Logical** category.
- Select the **IF** function:



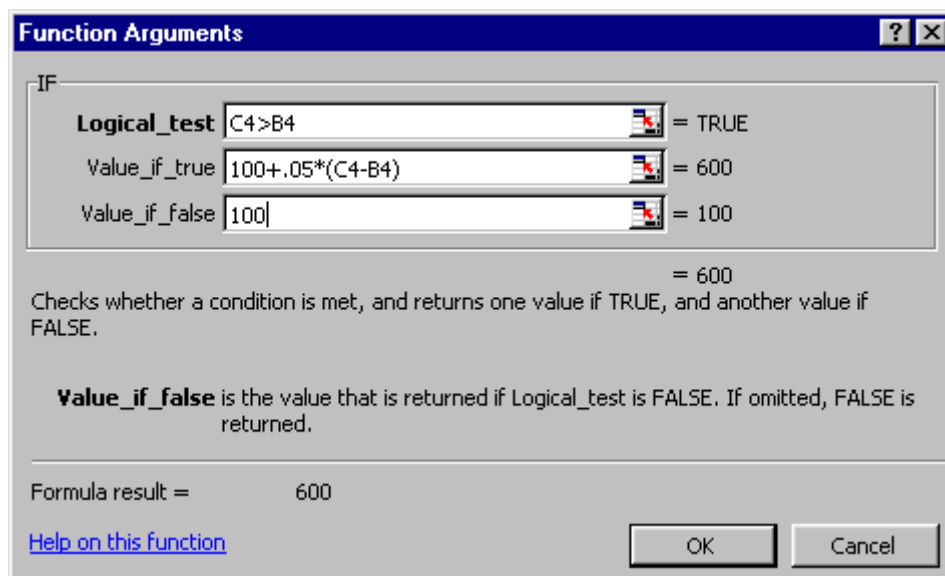
- Click **OK** to display the **Function Arguments** dialog box.
- Enter the following arguments:

Logical_test: C4>B4

Value_if_true: 100+.05*(C4-B4)

Value_if_false: 100

SAMPLE



- Click **OK**.
- Copy the contents of cell **D4** to range **D5:D7**:

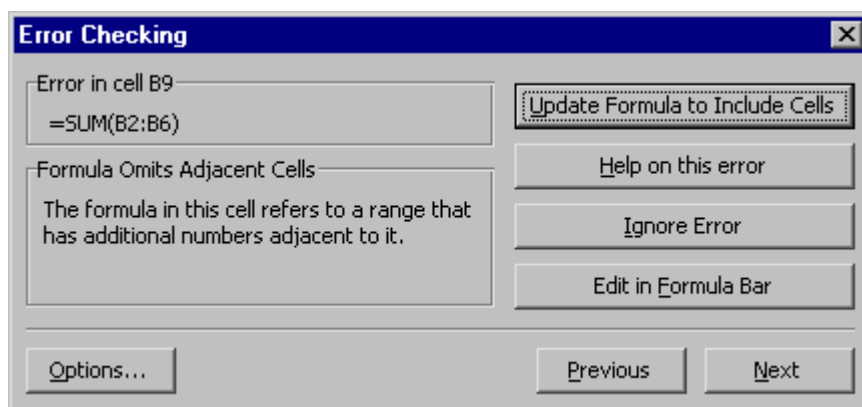
| | A | B | C | D |
|---|---------------------------|----------------|--------------|-------|
| 1 | Annual Bonus Calculations | | | |
| 2 | | | | |
| 3 | Salesperson | Forecast Sales | Actual Sales | Bonus |
| 4 | Murray | 50000 | 60000 | 600 |
| 5 | Smith | 45000 | 60000 | 850 |
| 6 | Green | 40000 | 45000 | 350 |
| 7 | Jones | 50000 | 45000 | 100 |
| 8 | | | | |

- Close the *Bonus.xls* file without saving.

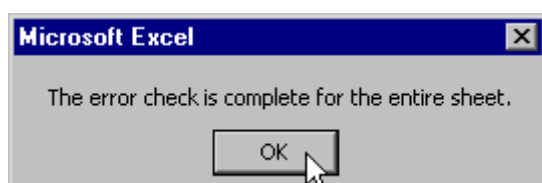
Using the Formula Error Checker

- Open the *CorrectFormula.xls* file from the **Excel 2003 Intermediate Samples** folder.
- Choose **Tools > Error Checking**. This will display the **Error Checking** dialog box:

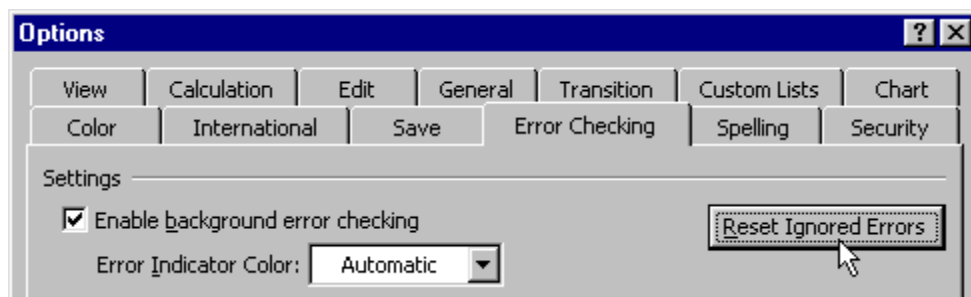
SAMPLE



- Select the **Ignore Error** button.
- In the displayed dialog box, click OK:



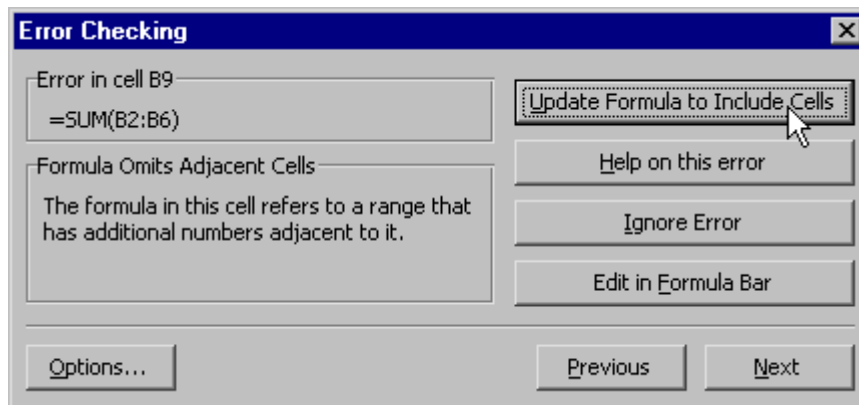
- Now you will recheck the error you just ignored. From the main menu, choose **Tools > Options**, and click the **Error Checking** tab.
- Click on the **Reset Ignored Errors** button.
- Click **OK**:



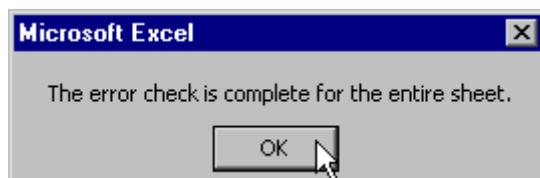
- Choose **Tools > Error Checking** to display the **Error Checking** dialog box.
- Click on the **Help on this error** button, and read the detailed explanation of the error in the **Help** pane. Close the pane.
- From the **Error Checking** dialog box, click **Resume**.
- Click on the **Edit in Formula Bar** to see the formula. Notice that the highlighted range does not include cell **B7**:

| | B | C | D | E |
|---|---------|-----------|----------|----------|
| 1 | Desktop | Notebooks | Monitors | Printers |
| 2 | 95 | 18 | 34 | 70 |
| 3 | 57 | 47 | 66 | 19 |
| 4 | 93 | 29 | 14 | 81 |
| 5 | 60 | 52 | 38 | 8 |
| 6 | 96 | 43 | 29 | 39 |
| 7 | 86 | 17 | 89 | 44 |
| 8 | | | | |
| 9 | =SUM(B | 206 | 270 | 261 |

- In the **Error Checking** dialog box, click **Resume**.
- Click on the **Update Formula to Include Cells** button:



- Click **OK** to close the displayed Excel message box:





- Take a look at the formula in cell **B9** – it has been corrected to include cell **B7** in the formula:



| | B | C | D | E |
|---|---------|-----------|----------|----------|
| 1 | Desktop | Notebooks | Monitors | Printers |
| 2 | 95 | 18 | 34 | 70 |
| 3 | 57 | 47 | 66 | 19 |
| 4 | 93 | 29 | 14 | 81 |
| 5 | 60 | 52 | 38 | 8 |
| 6 | 96 | 43 | 29 | 39 |
| 7 | 86 | 17 | 89 | 44 |
| 8 | | | | |
| 9 | 487 | 206 | 270 | 261 |

- From the main menu, select **File > Save As**.
- In the **File name** field, type **CorrectFormulaSample.xls**, and click on the **Save** button.
- Close **CorrectFormulaSample.xls**.

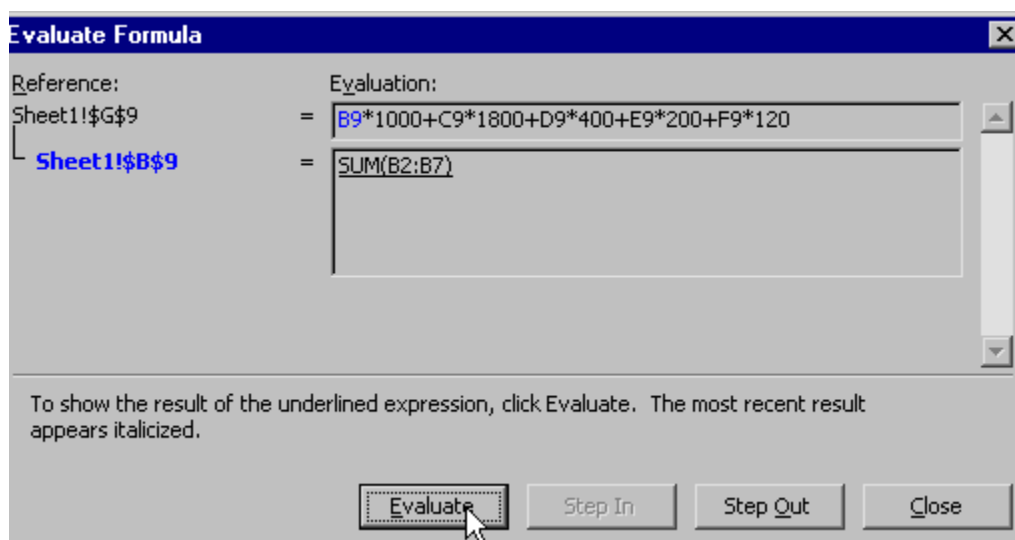
Using the Formula Auditing Toolbar


- Open the file **CorrectFormulaSample.xls** from the **Excel 2003 Intermediate Samples** folder.
- Choose **View > Toolbars > Formula Auditing**.
- Select cell **G9**.
- Click on the **Trace Precedents**  icon on the Formula Auditing toolbar.
- Click on the **Trace Precedents** icon again.
- Click on the **Trace Dependents**  icon on the **Formula Auditing** toolbar:

| | C | D | E | F | G | H | I |
|---|-----------|----------|----------|----------|-------------|---------|---|
| 1 | Notebooks | Monitors | Printers | Scanners | Total Sales | Sales % | |
| 2 | 18 | 34 | 70 | 56 | 161,720 | 15.1% | |
| 3 | 47 | 66 | 19 | 97 | 183,440 | 17.2% | |
| 4 | 29 | 14 | 81 | 31 | 170,720 | 16.0% | |
| 5 | 52 | 38 | 8 | 70 | 178,800 | 16.7% | |
| 6 | 43 | 29 | 39 | 87 | 203,240 | 19.0% | |
| 7 | 17 | 89 | 44 | 78 | 170,360 | 15.9% | |
| 8 | | | | | | | |
| 9 | 206 | 270 | 261 | 419 | 1,060,200 | 100.0% | |

- Click on the **Remove All Arrows**  icon.
- With cell **G9** selected, click on the **Evaluate Formula**  icon on the **Formula Auditing** toolbar to display the **Evaluate Formula** dialog box.
- Click the **Step In** button, and click **Evaluate** to evaluate the secondary formula:

SAMPLE



- Click **Step Out**, and click **Evaluate** to evaluate one step of the primary formula.
- Continue clicking the **Evaluate** button until you have stepped through the formula.
- Click **Close**.
- Select cell **B9**.
- From the **Formula Auditing** toolbar, click on the **New Comment** icon .
- Type ***This is a Comment***; and when you are finished, click outside of the comment box to close it:

| | | | | |
|-------|-----|----|----|-----|
| Tom | 96 | 43 | 29 | 39 |
| Wendy | 86 | 17 | 89 | 44 |
| Total | 487 | | | 899 |

A comment box is overlaid on the 'Total' row, containing the text 'This is a comment.' A red arrow points to the comment box.

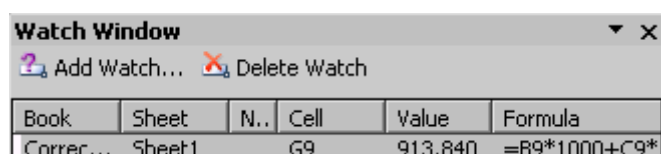
- Close the **Formula Auditing** toolbar.
- From the main menu, choose **File > Save**.
- Close the **CorrectFormulaSample.xls** file.

Using the Watch Window

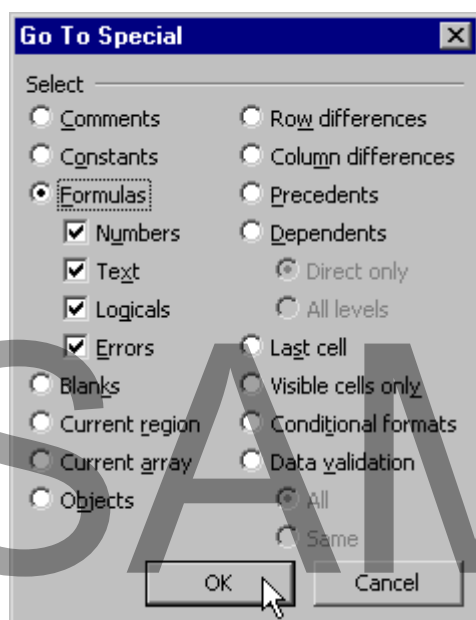
- Open the **CorrectFormulaSample.xls** file from the **Excel 2003 Intermediate Samples** folder.
- Select cell **G9**.
- Choose **Tools > Formula Auditing > Show Watch Window**.
- Click on the **Add Watch** icon:



- In the displayed **Add Watch** dialog box, click **Add**.
- Select cell **C2**.
- Enter the number **25**, and press the **Return** key. Notice that the value in the **Watch Window** changes.
- Experiment with changing other values, and see the effect in the **Watch Window**:



- Select the watch you have just created, and click **Delete Watch**.
- From the **Watch Window**, click the **Close** icon at the top-right corner of the window to hide it.
- Now you will add a Watch to all the cells in the worksheet with formulas. From the main menu, choose **Edit > Go To** to display the **Go To** dialog box, click on the **Special** button to display the **Go To Special** dialog box.
- Select the **Formulas** radio button, and click **OK** to select all cells with formulas:



- From the main menu, choose **Tools > Formula Auditing > Show Watch Window** to display the Watch Window.
- Click **Add Watch** to display the **Add Watch** dialog, and click **Add**.
- Observe that all the cells with formulas are now listed in the **Watch Window**.
- Close the **Watch Window**.

- From the main menu, choose **File > Save**.
- Close the ***CorrectFormulaSample.xls*** file.

SAMPLE

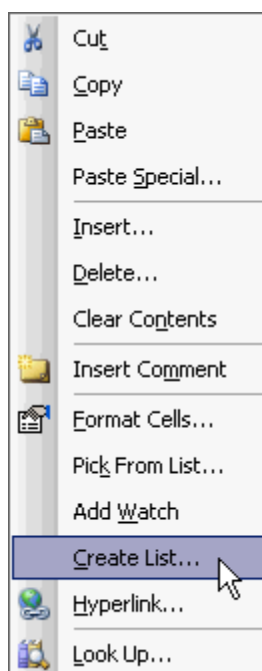
Database and List Management

Creating and Editing a Database



Creating an assigned list

- Open the *inventory.xls* file from the **Excel 2003 Intermediate Samples** folder.
- Select any cell within the worksheet database.
- Right-click and choose **Create List** from the pop-up menu:



- In the **Create List** dialog box, click **OK**.
- Select any cell in the list to view the changes. Note the distinctive dark blue border around the list, and that the list is automatically in **AutoFilter** mode:

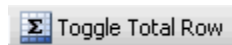
| | A | B | C |
|----|-------------|-------------|----------------|
| 1 | Type | Item | On Hand |
| 2 | Books | 6356 | 212 |
| 3 | Magazines | 4786 | 34 |
| 4 | Newspapers | 8921 | 22 |
| 5 | Books | 4173 | 95 |
| 6 | Books | 4392 | 223 |
| 7 | Candy | 7873 | 87 |
| 8 | Magazines | 2396 | 12 |
| 9 | Newspapers | 5271 | 9 |
| 10 | Magazines | 2904 | 35 |
| 11 | Candy | 8762 | 93 |
| 12 | * | | |

- Notice that the **List** toolbar is now automatically displayed. If it is not, select **View > Toolbars > List** from the main menu.
- Now you will add more items to our list. Select cell **A12**, type **Candy**, and then press the **Return** key.
- Notice that the list automatically expands to make room for the data, and that the blue asterisk has moved from cell **A12** to cell **A13**:

| | A | B | C |
|----|------------|--------|-----------|
| 1 | Type ▾ | Item ▾ | On Hand ▾ |
| 2 | Books | 6356 | 212 |
| 3 | Magazines | 4786 | 34 |
| 4 | Newspapers | 8921 | 22 |
| 5 | Books | 4173 | 95 |
| 6 | Books | 4392 | 223 |
| 7 | Candy | 7873 | 87 |
| 8 | Magazines | 2396 | 12 |
| 9 | Newspapers | 5271 | 9 |
| 10 | Magazines | 2904 | 35 |
| 11 | Candy | 8762 | 93 |
| 12 | Candy | | |
| 13 | * | | |

- To insert a total row, first click anywhere inside an assigned list and then from the main menu, select **Data > List > Total Row**

OR click on the **Toggle Total Row** icon on the **List** toolbar:

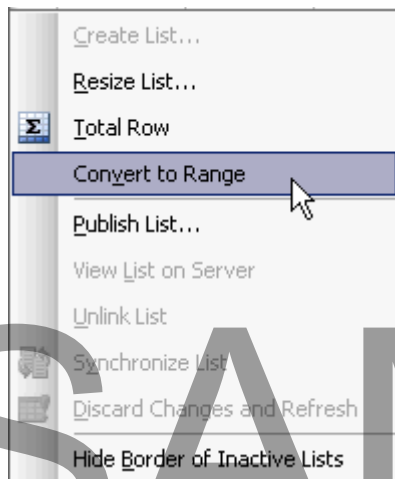


- The list sum will automatically be displayed in the total row, at the bottom of the column. Click on the drop-down menu to select the **Max** function:

SAMPLE

| | A | B | C |
|----|------------|------|------------|
| 1 | Type | Item | On Hand |
| 2 | Books | 6356 | 212 |
| 3 | Magazines | 4786 | 34 |
| 4 | Newspapers | 8921 | 22 |
| 5 | Books | 4173 | 95 |
| 6 | Books | 4392 | 223 |
| 7 | Candy | 7873 | 87 |
| 8 | Magazines | 2396 | 12 |
| 9 | Newspapers | 5271 | 9 |
| 10 | Magazines | 2904 | 35 |
| 11 | Candy | 8762 | 93 |
| 12 | Candy | | |
| 13 | * | | |
| 14 | Total | | 822 |
| 15 | | | None |
| 16 | | | Average |
| 17 | | | Count |
| 18 | | | Count Nums |
| 19 | | | Max |
| 20 | | | Min |
| 21 | | | Sum |
| | | | StdDev |
| | | | Var |

- Note that the total row now displays **223**, which is the maximum number of items on hand in the store.
- Select any cell within the list. Right-click to display the pop-up menu, and select **List > Convert to Range**:



- Click **Yes** to close the dialog box.
- Close the **List** toolbar.
- Close *inventory.xls* without saving the changes.

Sorting a Database

- Open the *inventory.xls* file from the **Excel 2003 Intermediate Samples** folder.

- Select cell **A1**.
- Choose **Data > Sort**.
- Click on the **Sort by** down arrow, and select **Type**. Click on the **Descending** radio button.
- Click on the **Then by** down arrow, and select **Item**. Click on the **Ascending** radio button.
- Click the **Header row** radio button:



- Click **OK** to sort:

| | A | B | C | |
|----|------------|------|---------|--|
| 1 | Type | Item | On Hand | |
| 2 | Newspapers | 5271 | 9 | |
| 3 | Newspapers | 8921 | 22 | |
| 4 | Magazines | 2396 | 12 | |
| 5 | Magazines | 2904 | 35 | |
| 6 | Magazines | 4786 | 34 | |
| 7 | Candy | 7873 | 87 | |
| 8 | Candy | 8762 | 93 | |
| 9 | Books | 4173 | 95 | |
| 10 | Books | 4392 | 223 | |
| 11 | Books | 6356 | 212 | |
| 12 | | | | |

- Close the *inventory.xls* file without saving.

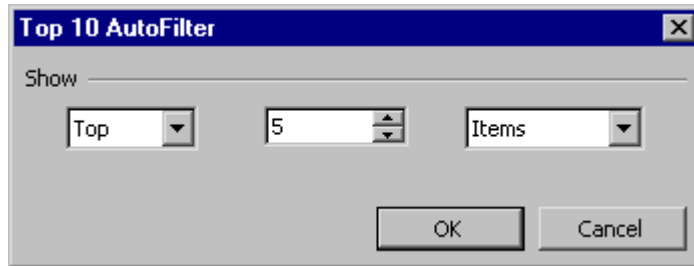
Using AutoFilters

- Open the *sales.xls* file from the **Excel 2003 Intermediate Samples** folder.
- Choose **Data > Filter > AutoFilter** to turn on AutoFilter mode.
- Select **Top 10** from the **Desktop** dropdown list:

| | A | B |
|---|------------|-----------------|
| 1 | Salespersc | Desktc |
| 2 | Ben | Sort Ascending |
| 3 | Frank | Sort Descending |
| 4 | Mary | (All) |
| 5 | Nanc | (Top 10...) |
| 6 | Tom | (Custom...) |

- Enter the following criteria in the dialog box:

Top 5 Items



- Click **OK**.
- Note the effects of the AutoFilter:

| | A | B | C | D | E | F |
|----|------------|--------|----------|--------|--------|--------|
| 1 | Salespersc | Desktc | Notebook | Monito | Printe | Scanne |
| 8 | Jim | 95 | 18 | 34 | 70 | 56 |
| 10 | Liz | 93 | 29 | 14 | 81 | 31 |
| 12 | Bobby | 96 | 43 | 29 | 39 | 87 |
| 13 | Ken | 86 | 17 | 89 | 44 | 78 |
| 18 | Kim | 92 | 51 | 77 | 55 | 23 |
| 26 | | | | | | |

- Select **All** from the **Desktop** dropdown list:

| | A | B |
|----|------------|-----------------|
| 1 | Salespersc | Desktc |
| 8 | Jim | Sort Ascending |
| 10 | Liz | Sort Descending |
| 12 | Bobb | (All) |
| 13 | Ken | (Top 10...) |
| 18 | Kim | (Custom...) |

- Select **Custom** from the **Notebook** dropdown list.
- Enter the following criteria in the dialog box: Show rows where Notebooks

Is greater than or equal to 50

OR

Is less than or equal to 10

Custom AutoFilter

Show rows where:

Notebooks

is greater than or equal to 50

And Or

is less than or equal to 10

Use ? to represent any single character
Use * to represent any series of characters

OK Cancel

- Click **OK**:

| | A | B | C | D | E | F |
|----|------------|--------|----------|--------|--------|--------|
| 1 | Salespersc | Desktc | Notebook | Monito | Printe | Scanne |
| 5 | Nancy | 16 | 60 | 35 | 17 | 36 |
| 11 | Rachel | 60 | 52 | 38 | 8 | 70 |
| 15 | Alison | 27 | 50 | 47 | 23 | 41 |
| 18 | Kim | 92 | 51 | 77 | 55 | 23 |
| 21 | Carey | 81 | 7 | 45 | 23 | 26 |
| 26 | | | | | | |

- Choose **Data > Filter > AutoFilter** to turn off AutoFilter.
- Close the *sales.xls* file without saving.


Using Advanced Filter

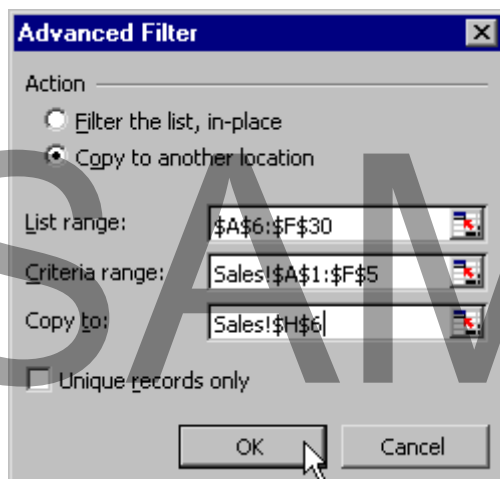
- Open the *sales.xls* file from the **Excel 2003 Intermediate Samples** folder.
- Select range **A1:A5**.
- Choose **Insert > Rows**.
- Select range **A6:F6**.
- Click on the **Copy** icon on the **Standard** toolbar.
- Select cell **A1**.
- Click on the **Paste** icon on the **Standard** toolbar:

| | A | B | C | D | E | F |
|---|-------------|---------|-----------|----------|----------|----------|
| 1 | Salesperson | Desktop | Notebooks | Monitors | Printers | Scanners |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | Salesperson | Desktop | Notebooks | Monitors | Printers | Scanners |

- Select cell **B2**, and enter the following:
>80
- Select cell **C3**, and enter the following:
>50
- Select cell **D4**, and enter the following:
>75

| | A | B | C | D | E | F |
|---|--------------------|----------------|------------------|-----------------|-----------------|-----------------|
| 1 | Salesperson | Desktop | Notebooks | Monitors | Printers | Scanners |
| 2 | | >80 | | | | |
| 3 | | | >50 | | | |
| 4 | | | | >75 | | |
| 5 | | | | | | |
| 6 | Salesperson | Desktop | Notebooks | Monitors | Printers | Scanners |
| 7 | Ben | 41 | 11 | 30 | 16 | 88 |
| 8 | Frank | 17 | 28 | 50 | 94 | 58 |

- Select cell **A6**.
- Choose **Data > Filter > Advanced Filter**.
- Select the **Copy to another location** radio button.
- In the **List range** text box, check to see that the range, **\$A\$6:\$F\$30** is entered.
- In the **Criteria range** text box, click on the **Minimize Dialog**  icon, and select range **A1:F4**.
- Press the **Return** key.
- In the **Copy to** text box, click on the **Minimize Dialog** icon, and select cell **H6**.
- Press the **Return** key:



- Click **OK**:

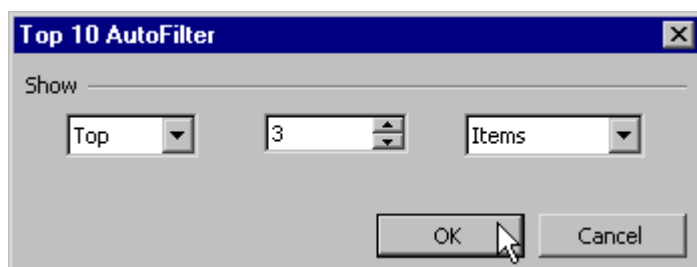
| | H | I | J | K | L | M |
|----|------------------|----------------|-----------------|-----------------|-----------------|-----------------|
| 6 | Salespers | Desktop | Notebook | Monitors | Printers | Scanners |
| 7 | Nancy | 16 | 60 | 35 | 17 | 36 |
| 8 | Jim | 95 | 18 | 34 | 70 | 56 |
| 9 | Liz | 93 | 29 | 14 | 81 | 31 |
| 10 | Rachel | 60 | 52 | 38 | 8 | 70 |
| 11 | Bobby | 96 | 43 | 29 | 39 | 87 |
| 12 | Ken | 86 | 17 | 89 | 44 | 78 |
| 13 | Kim | 92 | 51 | 77 | 55 | 23 |
| 14 | Tyler | 84 | 11 | 47 | 11 | 53 |
| 15 | Carey | 81 | 7 | 45 | 23 | 26 |
| 16 | Rita | 84 | 23 | 20 | 21 | 53 |
| 17 | John | 85 | 17 | 79 | 25 | 15 |
| 18 | Bill | 82 | 15 | 70 | 52 | 13 |

- Close the *sales.xls* file without saving.

Working with Filtered Data

Totalling fields within a filtered database list

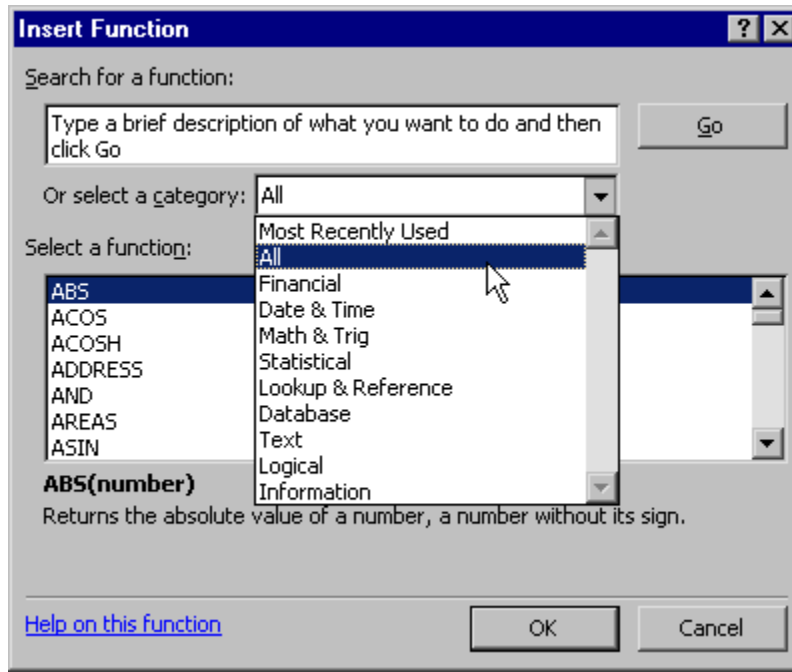
- Open the *sales.xls* file from the **Excel 2003 Intermediate Samples** folder.
- From the main menu, select **Data > Filter > AutoFilter**.
- Choose **Top 10** from the **Desktop** drop-down list.
- In the **Top 10 AutoFilter** dialog box, change the value in the middle text box to **3**, as illustrated:



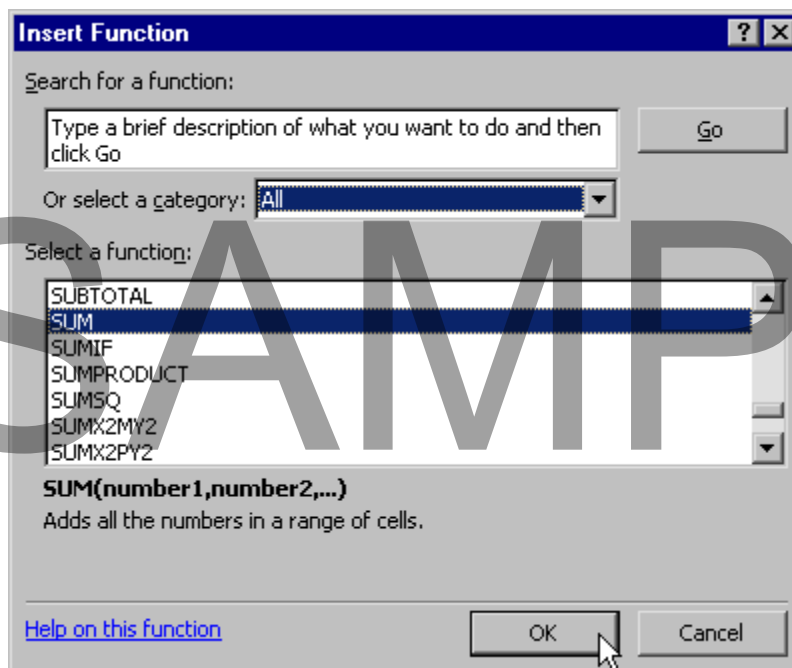
- Click **OK**.
- Click on cell **B26**, and then select the **AutoSum** icon Σ from the **Standard** toolbar.
- Press the **Return** key on your keyboard.
- As you can see, only the filtered items have been totalled:

| | A | B | C | D | E |
|----|------------------|----------------|-----------------|---------------|---------------|
| 1 | Salespers | Desktop | Notebook | Monito | Printe |
| 8 | Jim | 95 | 18 | 34 | 70 |
| 10 | Liz | 93 | 29 | 14 | 81 |
| 12 | Bobby | 96 | 43 | 29 | 39 |
| 26 | | 284 | | | |

- Now you will include all of the items in your total - including the hidden items.
- To do this, you must use the SUM function. To begin the process, select cell **B26**, and press the **Delete** key.
- Click on the **Insert Function** icon.
- From the **Or select a category** drop-down menu, select **All**:



- In the **Select a function** area, scroll down the list and select **SUM**.
- Click **OK**:



- Click **OK** to close the **Function Arguments** dialog box.

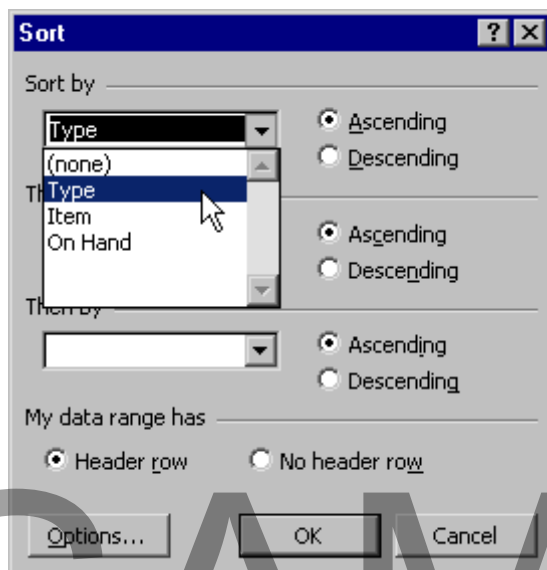
- As you will observe, all of the Desktops have been totalled this time - even the hidden items, which were ignored last time:

| | A | B | C | D |
|----|------------|---------|----------|--------|
| 1 | Salesperso | Desktop | Notebook | Monito |
| 8 | Jim | 95 | 18 | 34 |
| 10 | Liz | 93 | 29 | 14 |
| 12 | Bobby | 96 | 43 | 29 |
| 26 | | 1532 | | |

- Close the *sales.xls* file without saving the changes.

Creating Subtotals

- Open the *inventory.xls* file from the **Excel 2003 Intermediate Samples** folder.
- Begin by grouping the rows you want to subtotal together using the **Sort** command. To accomplish this, select **Data > Sort** from the main menu.
- In the displayed **Sort** dialog box, select **Type** from the **Sort by** drop-down menu:



- Click **OK** to close the **Sort** dialog box.
- From the main menu, choose **Data > Subtotals** to display the **Subtotal** dialog box.
- Select **Type** from the **At each change in** dropdown list.
- Select **Sum** from the **Use function** dropdown list.
- Select **On Hand** by checking the appropriate checkbox in the **Add subtotal to** list box.
- Select the **Replace current subtotals** checkbox to replace any existing subtotals.
- Select the **Summary below data** checkbox.

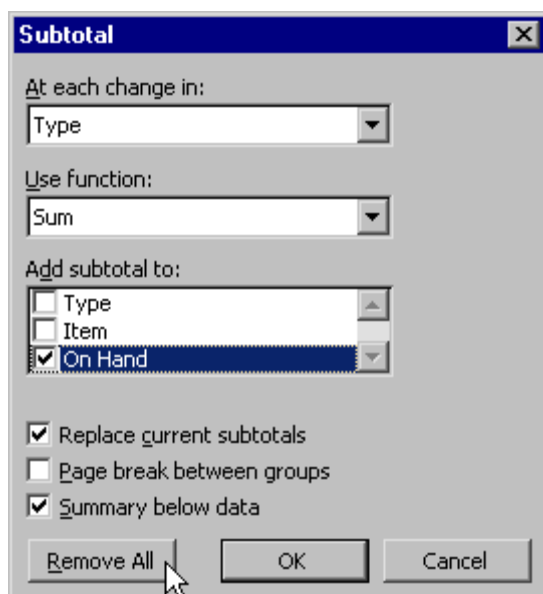
- Click **OK**:

- Collapse any group by clicking on the minus signs (-), and expand a group by clicking on the plus signs (+), as illustrated:

| | 1 | 2 | 3 | | A | B | C |
|--|----|-------------------------|------|--|---------|---|-----|
| | 1 | Type | Item | | On Hand | | |
| | 5 | Books Total | | | | | 530 |
| | 6 | Candy | 7873 | | | | 87 |
| | 7 | Candy | 8762 | | | | 93 |
| | 8 | Candy Total | | | | | 180 |
| | 9 | Magazines | 4786 | | | | 34 |
| | 10 | Magazines | 2396 | | | | 12 |
| | 11 | Magazines | 2904 | | | | 35 |
| | 12 | Magazines Total | | | | | 81 |
| | 13 | Newspapers | 8921 | | | | 22 |
| | 14 | Newspapers | 5271 | | | | 9 |
| | 15 | Newspapers Total | | | | | 31 |
| | 16 | Grand Total | | | | | 822 |

- Now you will remove the subtotals. From the main menu, choose **Data > Subtotals** to display the **Subtotal** dialog box.
- Click **Remove All**:

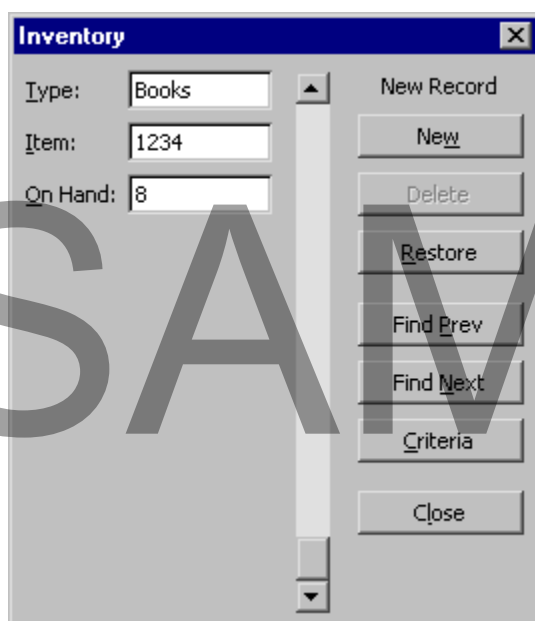
SAMPLE



- Close *inventory.xls* without saving the changes.

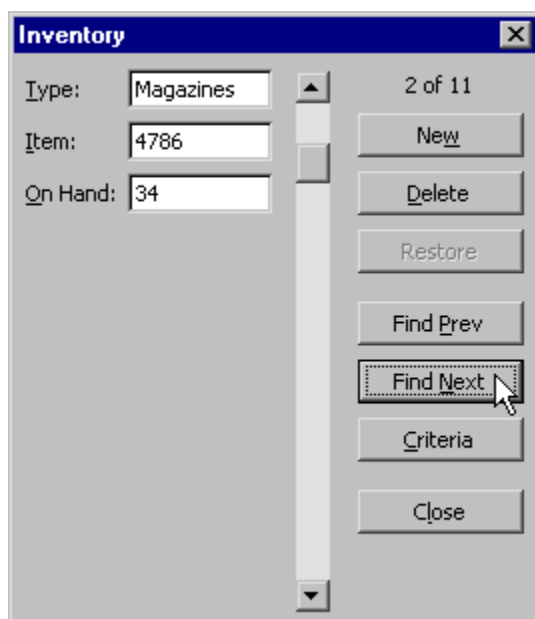
Using Data Forms

- Open the *inventory.xls* file from the **Excel 2003 Intermediate Samples** folder.
- Select cell **A1**.
- Choose **Data > Form** to display the **Data Form** for the list.
- Click on the **New** button.
- Enter the following record:

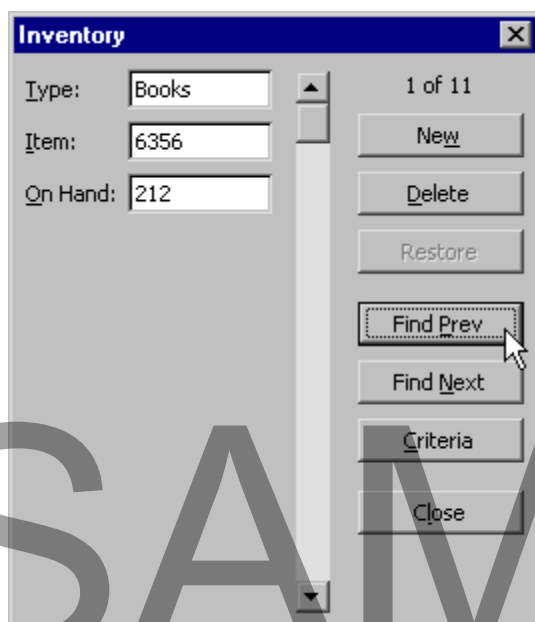


- Press the **Return** key.
- Click **Close** to close the **Data Form**.

- Select cell **A1**.
- Choose **Data > Form** to display the **Data Form** for the list.
- Click on the **Find Next** button:

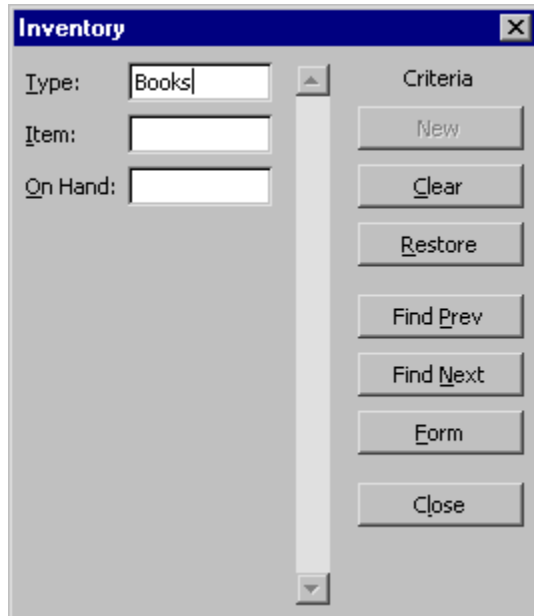


- Click on the **Find Prev** button:

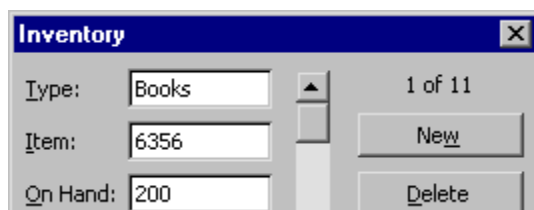


- Click on the **Criteria** button to display a blank criteria form.
- Enter **Books** into the **Type** field:

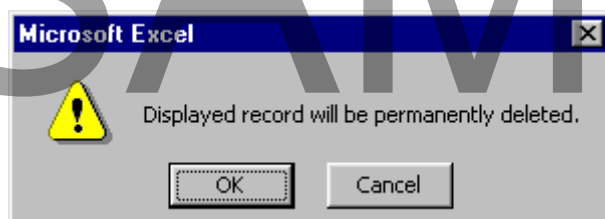
SAMPLE



- Click on the **Find Prev** button to find the previous record that meets your criteria
- Click on the **Find Next** button to find the next record that meets your criteria.
- Click the **Close** button to close the **Data Form**.
- Select cell **A1**.
- Choose **Data > Form** to display the **Data Form** for the list.
- Click in the **On Hand** field, and change the value to **200**:



- Click on the **Close** button to save the changes.
- Select cell **A1**.
- Choose **Data > Form** to display the **Data Form** for the list.
- Click on the **Delete** button. A warning message will be displayed:



- Click **OK** to delete the record.

Note: Deleting a record will delete the entire row, and move the records


below up.

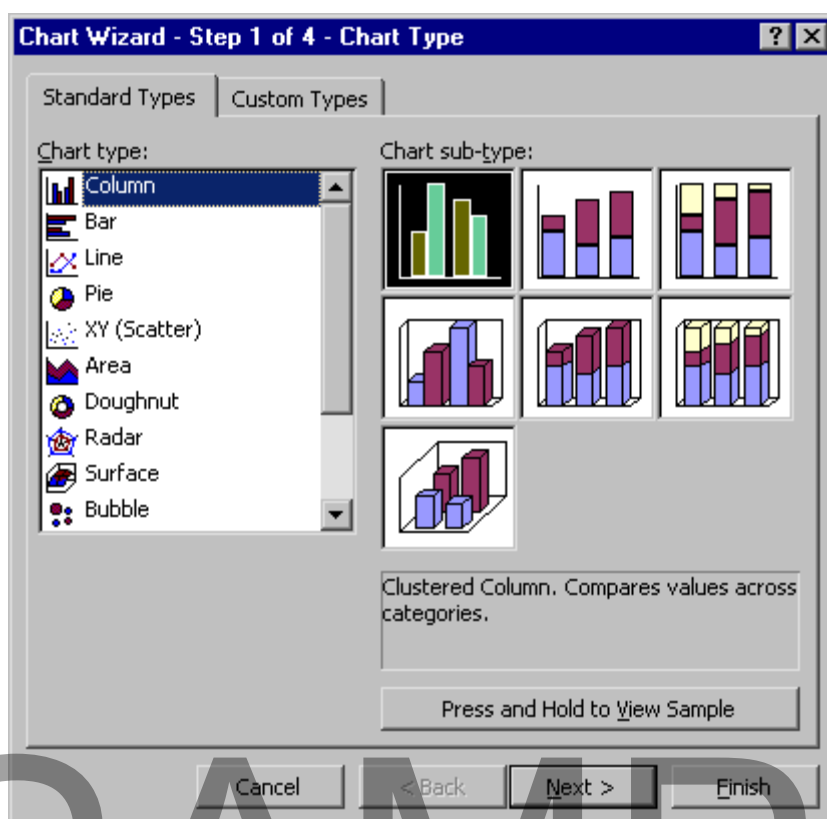
- Click on the **Close** button to save the changes.
- Close the *inventory.xls* file without saving.

SAMPLE

Charts

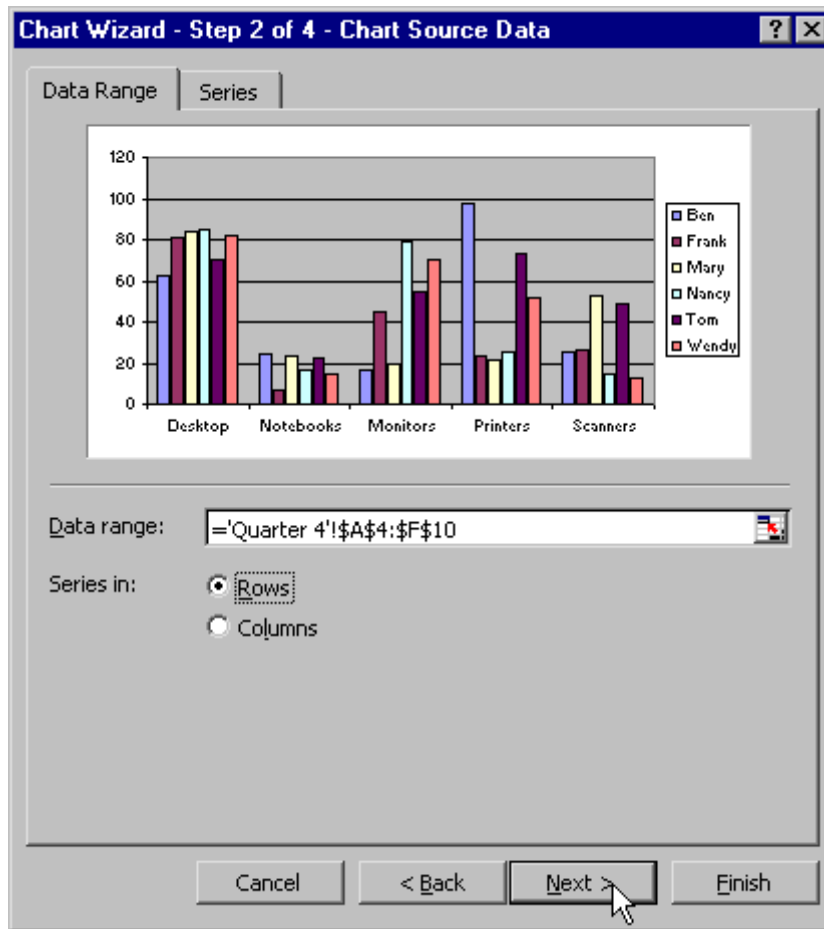
Using the Chart Wizard

- Open the *Format.xls* file from the **Excel 2003 Intermediate Samples** folder.
- Click on the **Quarter 4** sheet tab.
- Select range **A4:F 10**.
- Click on the **Chart Wizard**  icon on the **Standard** toolbar.
- Select **Column** from the **Chart Type** list box.
- Select **Clustered Column** (the first sub-type) from the **Chart sub-type**:



- Click and hold on the **Press and Hold to View Sample** button to preview the chart.
- Click **Next**.
- Select the **Rows** radio button to display the series in rows.

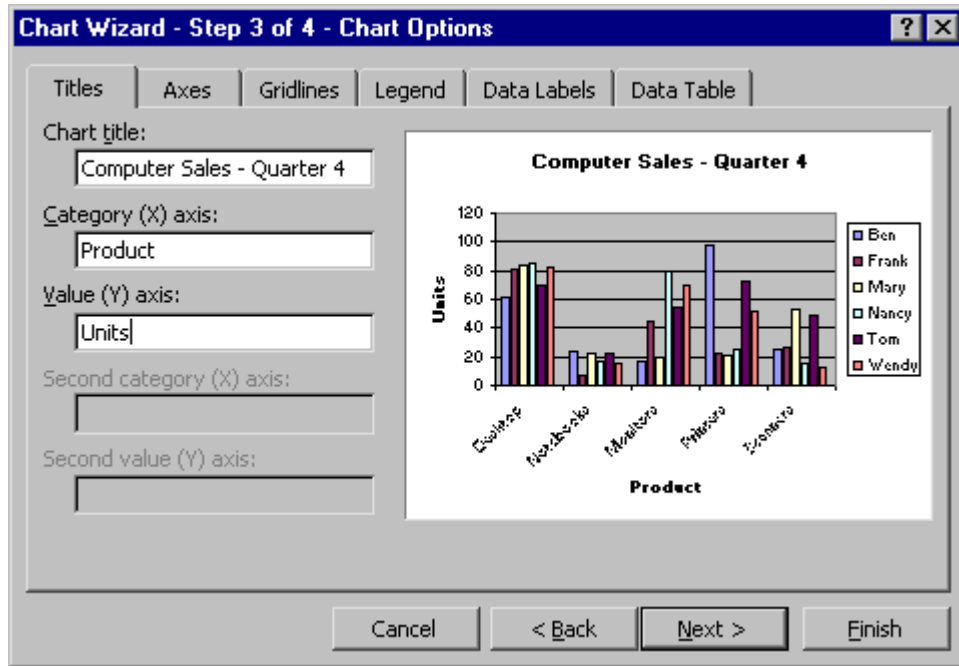
- Click **Next**:



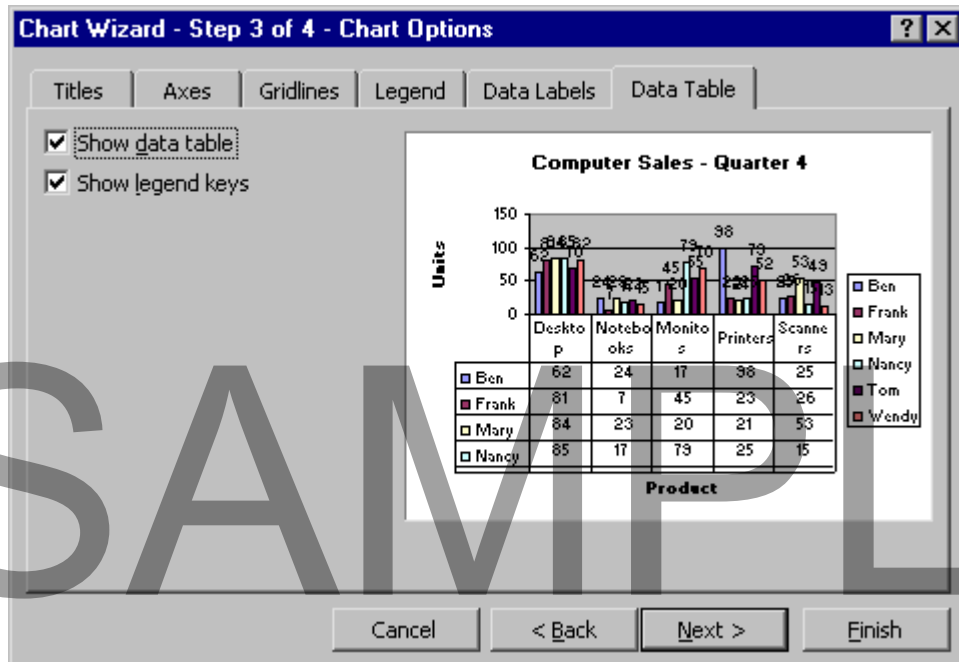
- Click on the **Titles** tab, and enter the following titles:

Chart title: **Computer Sales – Quarter 4**
Category (X) axis: **Product**
Value (Y) axis: **Units**

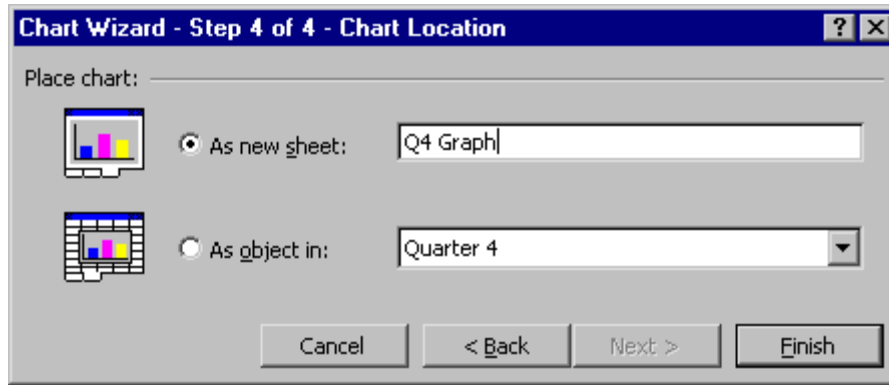
SAMPLE



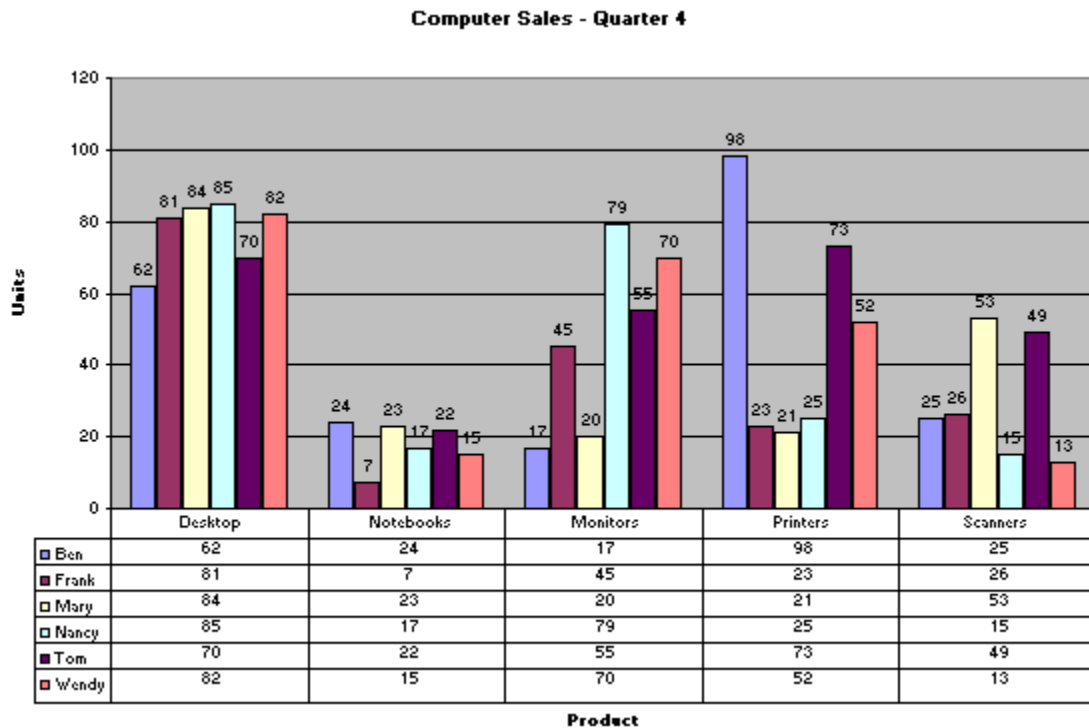
- Click on the **Legend** tab, and select the **Show legend** checkbox.
- Click on the **Data Labels** tab, and select the **Value** checkbox.
- Click on the **Data Table** tab, select the **Show data table** checkbox, and select the **Show legend keys**.
- Click **Next**:



- Select the **As new sheet** radio button, and enter **Q4 Graph** in the text box:




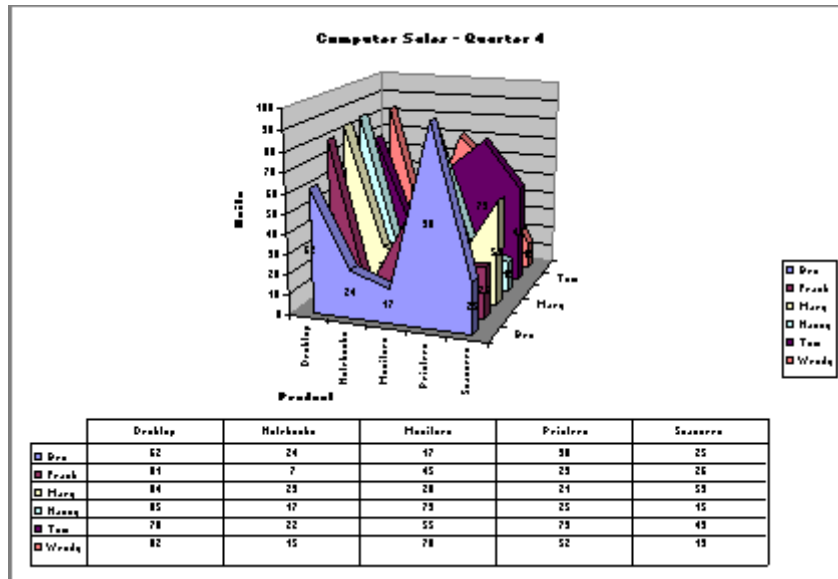
- Click **Finish**:



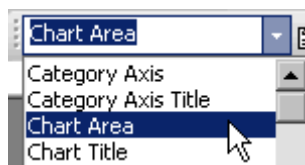
- From the main menu, choose **File > Save As**.
- In the **File** name field, type **FormatChart.xls** and click **Save**.
- Close **FormatChart.xls**.


Formatting the Chart

- Open the **FormatChart.xls** file from the **Excel 2003 Intermediate Samples** folder.
- Click on the chart, and display the **Chart** toolbar by selecting **View > Toolbars > Chart** from the main menu.
- Select **Chart Area** from the **Chart Objects** dropdown list.
- Click the arrow to the right of the **Chart Type** button  on the **Chart** toolbar, and select **3-D Area Chart** from the list:

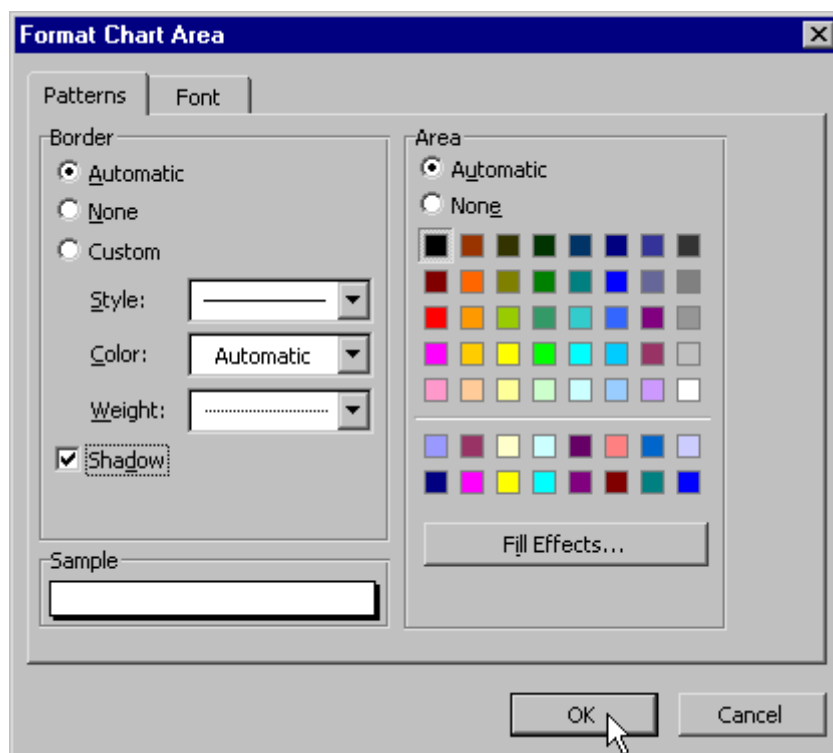


- Click on the **Undo** icon on the **Standard** toolbar to undo the chart type change.
- Select **Chart Area** from the **Chart Objects** dropdown list:



- Click on the **Format Chart Area**  icon to format the Chart Area.
- In the **Format Chart Area** dialog box, select the **Shadow** checkbox.
- Click **OK** to apply the format:

SAMPLE

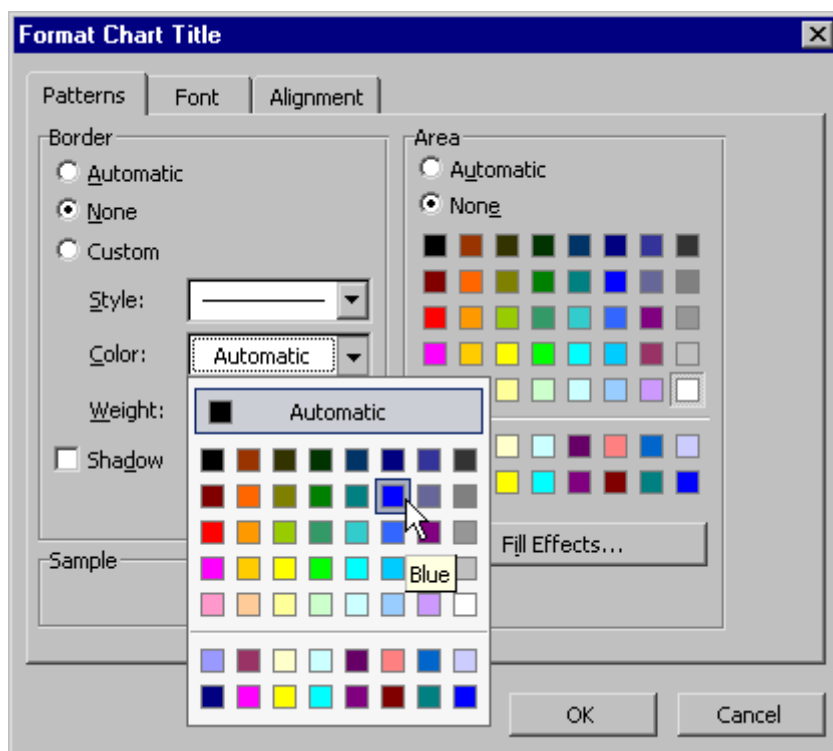


- From the **Chart** toolbar, click the **Chart Objects** down arrow, select **Chart Title**.
- Click on the **Format Chart Title** icon to display the **Format Chart Title** dialog box.
- Click on the **Patterns** tab to customise your chart title:

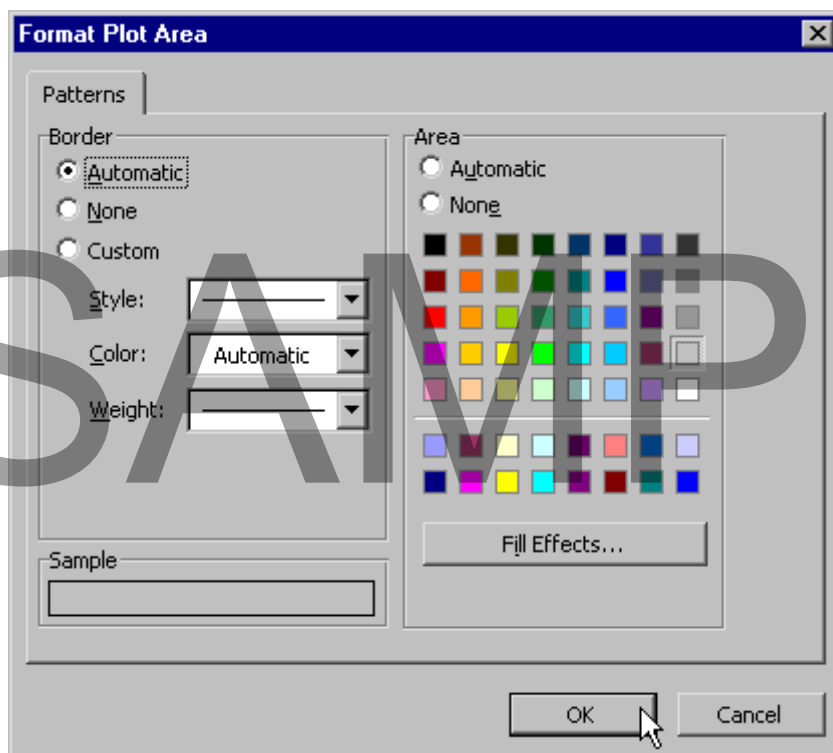


- From the **Color** drop-down menu in the **Border** area, select **Blue**:

SAMPLE



- Click **OK** to apply the changes.
- From the **Chart** toolbar, click the **Chart Objects** down arrow, select **Plot Area**.
- Click on the **Format Plot Area** icon to display the **Format Plot Area** dialog box.
- In the **Border** area, select **Automatic**, and click **OK**:

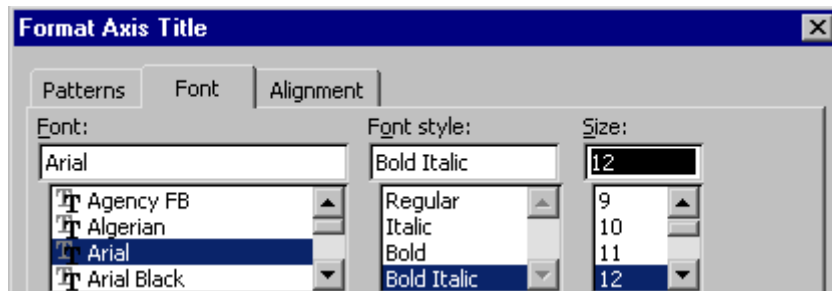


- From the **Chart** toolbar, click the **Chart Objects** down arrow, select **Category Axis Title** to format the X axis title.
- Click on the **Format Axis Title** icon to display the **Format Axis Title** dialog box.
- Click on the **Font** tab, and select the following options:

Font: Arial

Font Style: Bold Italic

Size: 12

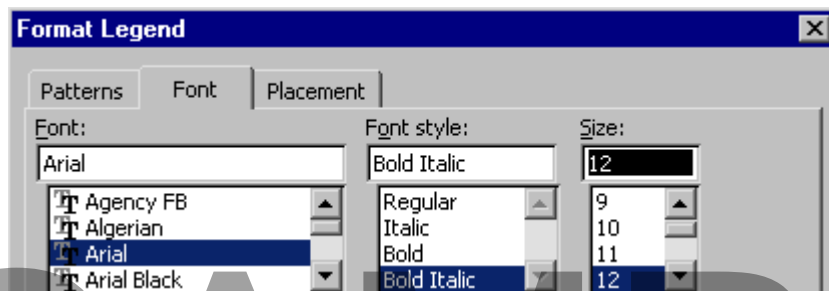


- Click **OK** to apply the changes, and close the dialog box.
- From the **Chart** toolbar, click the **Chart Objects** down arrow, select **Legend**.
- Click on the **Format Legend** icon to display the **Format Legend** dialog box.
- Click on the **Font** tab, and select the following options:

Font: Arial

Font Style: Bold Italic

Size: 12



- Click **OK** to apply the changes, and close the dialog box.
- From the main menu, choose **File > Save**.
- Close **FormatChart.xls**.

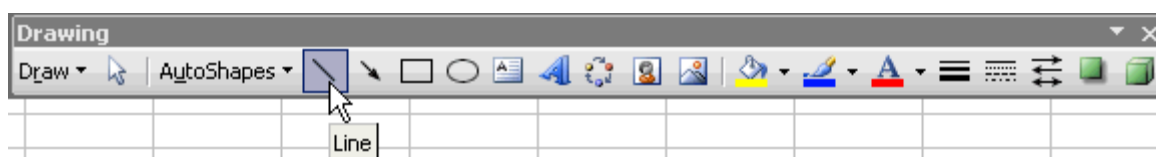
Drawing and Picture Objects

Using the Drawing Toolbar

- Click on the **New** icon on the **Standard** toolbar to create a new workbook.
- From the main menu, choose **View > Toolbars > Drawing**


OR click on the **Drawing** icon  on the **Standard** toolbar.

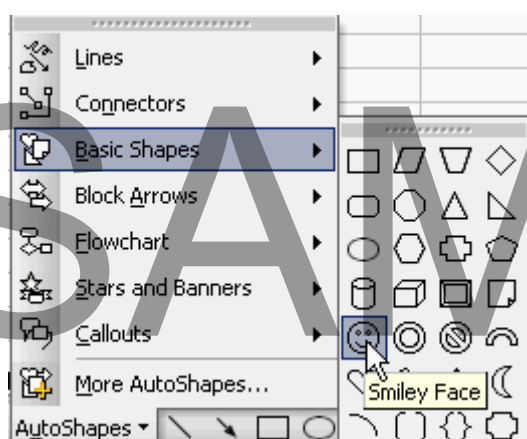
- Hover your mouse over each icon on the **Drawing** toolbar to see a description of each task:



- Close the workbook without saving the changes.

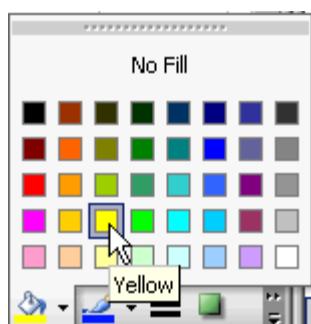
Working with AutoShapes

- Click on the **New** icon on the **Standard** toolbar to create a new workbook.
- Click on the **Drawing**  icon on the **Standard** toolbar to display the **Drawing** toolbar (if it is not already displayed).
- From the **Drawing** toolbar, click on the **AutoShape** icon, select **Basic Shapes**, and choose **Smiley Face**:

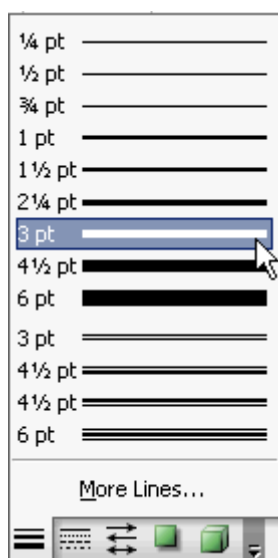


- In the worksheet, click and drag the mouse to draw the object.
- Select the **Smiley Face** object.

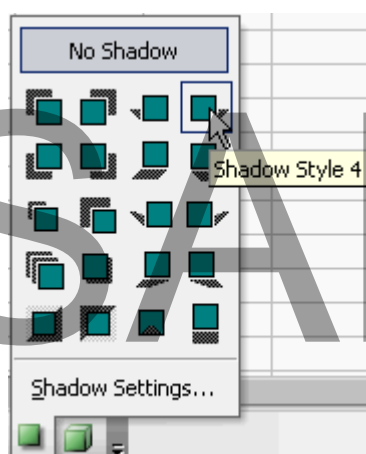
- From the **Drawing** toolbar, click on the **Fill Color**, and select **Yellow**:



- Click on the **Line Style**  icon, and select **3 pt**:

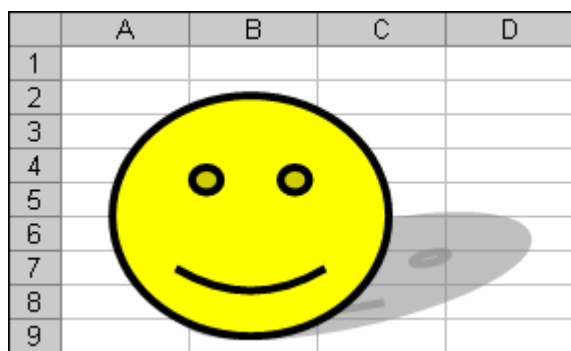



- Click on the **Shadow Style**  icon, and select **Shadow Style 4**:



SAMPLE

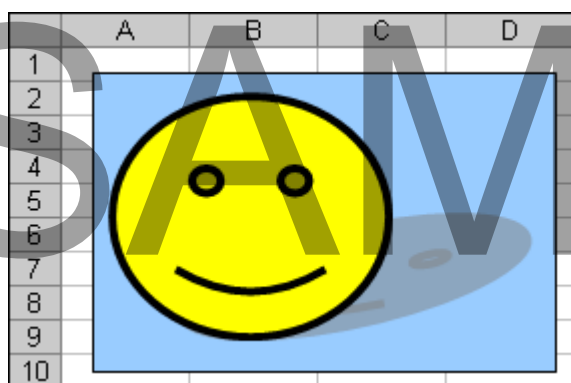
- View the results:



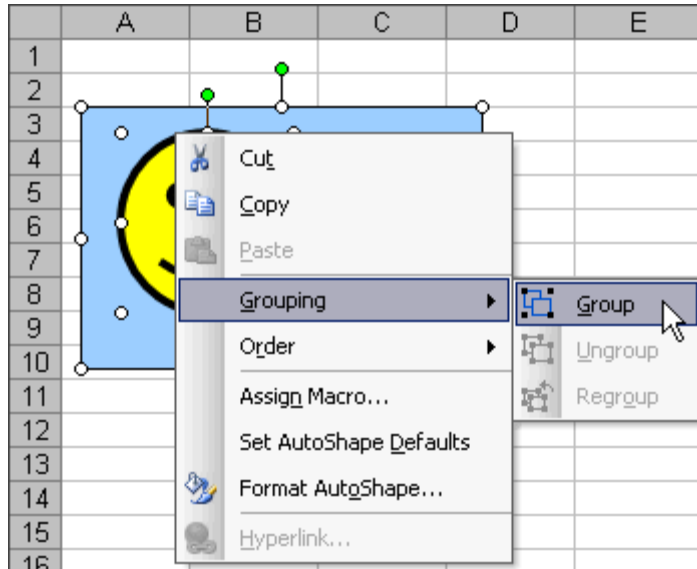
- Click on the **Rectangle**  icon on the **Drawing** toolbar.
- From the worksheet, click and drag the mouse to draw a **Rectangle** such that it completely covers the **Smiley Face**.
- Select the **Rectangle** object.
- From the **Drawing** toolbar, click on the **Fill Color**, and select **Pale Blue**:



- Right-click on the **Rectangle** object, choose **Order** > **Send to Back**:




- With the **Rectangle** object selected, hold down the **Shift** key, and click on the **Smiley Face** object to select both objects.
- Right-click on over the selection, and choose **Grouping** > **Group**:



- From the main menu, choose **File > Save**.
- In the **Save as** dialog box, type **Autoshapes.xls** in the **File name** field.
- Click **Save**, and close **Autoshapes.xls**.

Creating Text Boxes

- Open **Autoshapes.xls** from the **Excel 2003 Intermediate Samples** folder.
- Click on the **Text Box**  icon on the **Drawing** toolbar.
- In the worksheet, click and drag the mouse to draw a **Text Box** in a blank area of the worksheet.
- Type ***This is a nice Smiley Face***, and click outside the box:

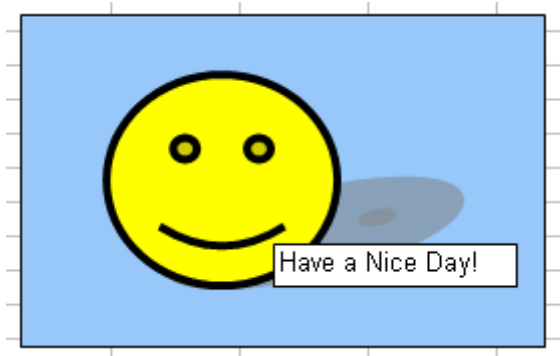


- Click on the text box once again to select it in order to edit the text.
- Delete the text and type ***Have a Nice Day!***:



- Click on the **Text Box** border, and resize the text box so that the text fits on one line.

- Select the **Rectangle** object, and drag to move the object so that it overlaps the **Text Box**. (Notice that the Smiley Face and the Rectangle objects move together):




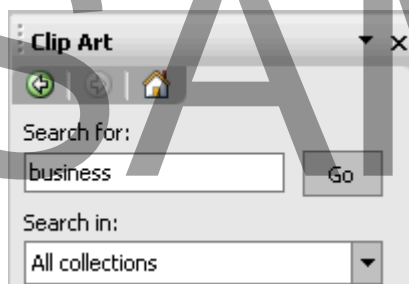
Note: Open the *Drawing.xls* file in the **Excel 2003 Intermediate Samples** folder to see an example.

- From the main menu, choose **File > Save**.
- Close *Autoshapes.xls*.

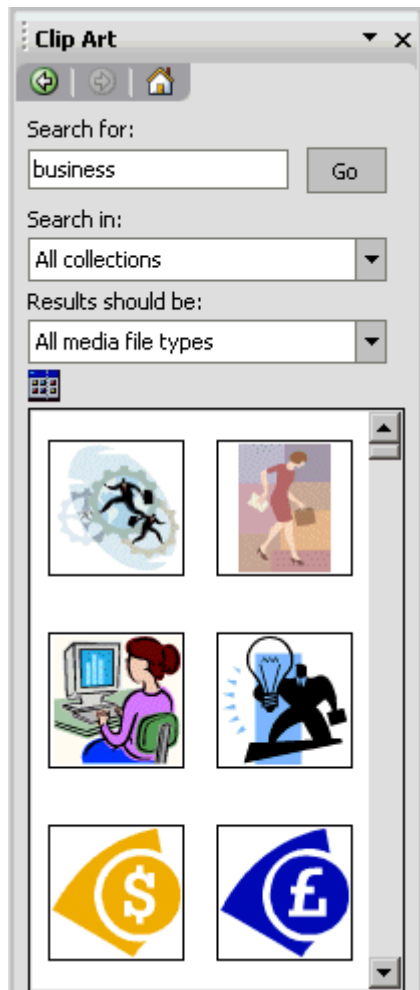
Adding Pictures

Inserting Clip Art

- Create a new workbook.
- Begin by selecting cell **A1**.
- Display the **Drawing** toolbar by selecting **View > Toolbars > Drawing** from the main menu.
- From the **Drawing** toolbar, click on the **Insert Clip Art** icon  to display the **Clip Art** pane, which has been enhanced in Excel 2003.
- Enter *business* in the **Search for** field.
- Select **All collections** in the **Search in** drop-down menu, and click on the **Go** button:




- Choose the clip art that you want, scrolling the text area to browse the available selections:




- Click once on the clip art to insert it into your worksheet.
- Close the workbook without saving the changes.

Inserting a picture

- Create a new workbook.
- Select cell **A1**.
- Display the **Picture** toolbar by selecting **View > Toolbars > Picture** from the main menu.
- From the **Picture** toolbar, click on the **Insert Picture From File** icon  to display the **Insert Picture** dialog box.
- Navigate to the **Excel 2003 Intermediate Samples** folder, select **Beach Day.jpg**, and click **Insert**.
- Select the picture in order to resize it.
- Place your mouse pointer over one of the circular resize handles, and drag the resize handle to a much smaller size:



- From the **Picture** toolbar, click on the **Insert Picture From File** icon  to display the **Insert Picture** dialog box.
- Navigate to the **Excel 2003 Intermediate Samples** folder, select ***Sleeping.jpg***, and click **Insert**.
- Select the picture in order to resize it.
- Place your mouse pointer over one of the circular resize handles, and drag the resize handle to a smaller size, similar to the first picture:



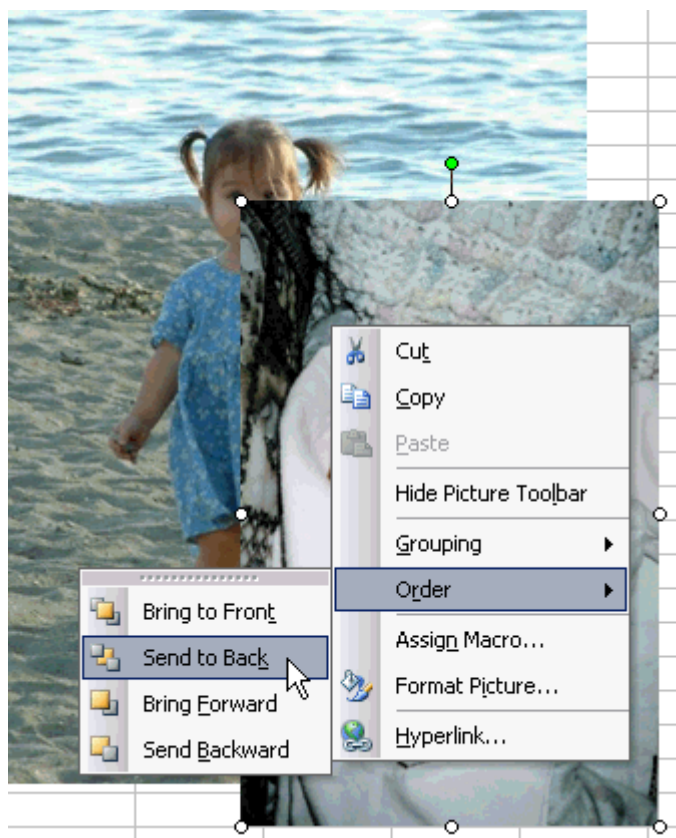
- From the main menu, select **File > Save**.
- In the **Save as** dialog box, type ***Pictures.xls*** in the **File name** field.
- Click **Save**.
- Close ***Pictures.xls***.

Layering Objects

Changing the layer order of objects

- Open ***Pictures.xls*** from the **Excel 2003 Intermediate Samples** folder.

- Select the second picture, and place it on top of the first picture, as illustrated:

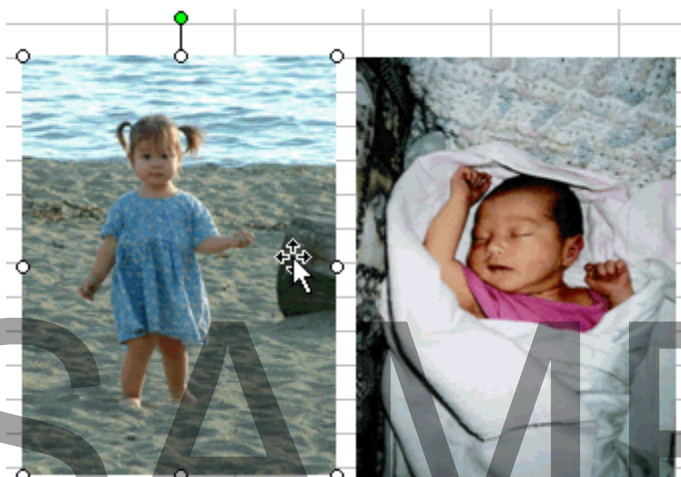


- Right click over the picture, and choose **Order > Send to Back** from the menu.
- Observe that the first picture is now in front of the second one:

SAMPLE



- Now select the first picture again and move it so that it is side-by-side with the second picture:



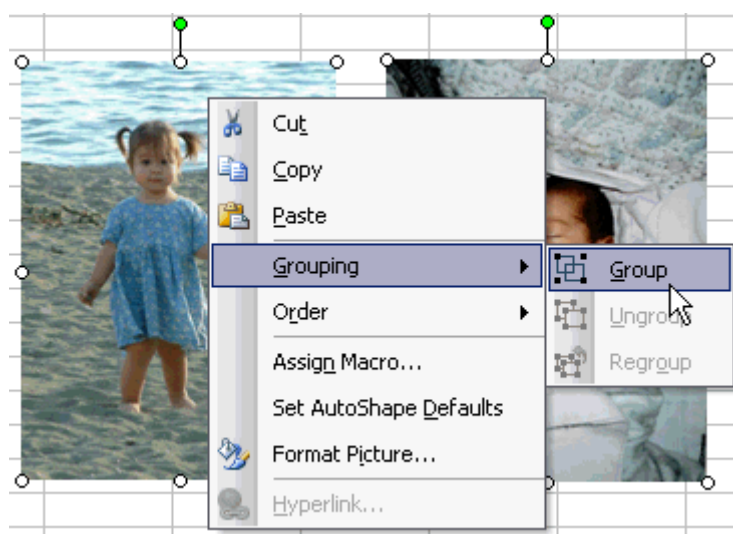
- Choose **File > Save** from the main menu.
- Close *Pictures.xls*.

Grouping and Ungrouping Objects

Grouping objects

- Open *Pictures.xls* from the **Excel 2003 Intermediate Samples** folder.

- Select the first picture.
- Hold down the **Shift** key, and click to select other picture.
- Right-click over the pictures, and choose **Grouping > Group**:



- Click outside the pictures to deselect them.
- Choose **File > Save** from the main menu.
- Close *Pictures.xls*.

Ungrouping objects

- Open *Pictures.xls* from the **Excel 2003 Intermediate Samples** folder.
- Select the pictures.
- Right-click over the pictures, and choose **Grouping > Ungroup**.
- Click outside the pictures to deselect them.
- Choose **File > Save** from the main menu.
- Close *Pictures.xls*.

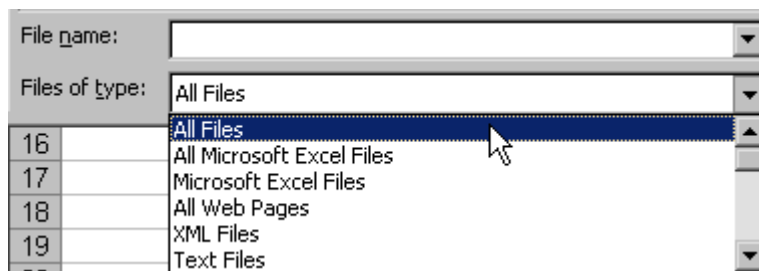
SAMPLE

Excel 2003 and Other Applications

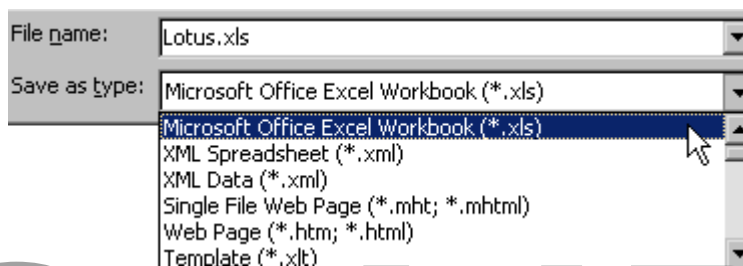
Converting Files from Other Applications

Converting a Lotus 1-2-3- File

- Open the **LOTUS.wk4** file from the **Excel 2003 Intermediate Samples** folder. You should be able to open this Lotus 1-2-3 formatted file without problems.
- If you do not see the Lotus file in the appropriate folder, in the **Open** dialog box, select **All Files** from the **Files of type** drop-down list:



- Now select the **LOTUS.wk4** file, which should be displayed in the folder. Click **Open**, and view the spreadsheet.
- Choose **File > Save As**, and enter **Lotus** into the **File name** field. Save the file in Excel (.xls) format by selecting **Microsoft Office Excel Workbook** from the **Save as type** drop-down list:



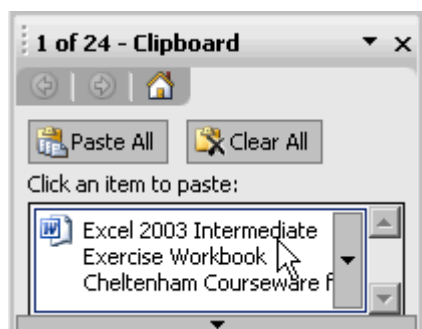
- Click **Save**.
- Close the file.

Copying Data from another Application

Using the Office Clipboard

- Create a new worksheet.
- From the main menu, choose **Edit > Office Clipboard**.
- Open **Microsoft Word**. From the main menu, choose **File > Open**. Navigate to the **Excel 2003 Foundation Samples** folder. Open the **Sample.doc** file, a **Microsoft Word** document.

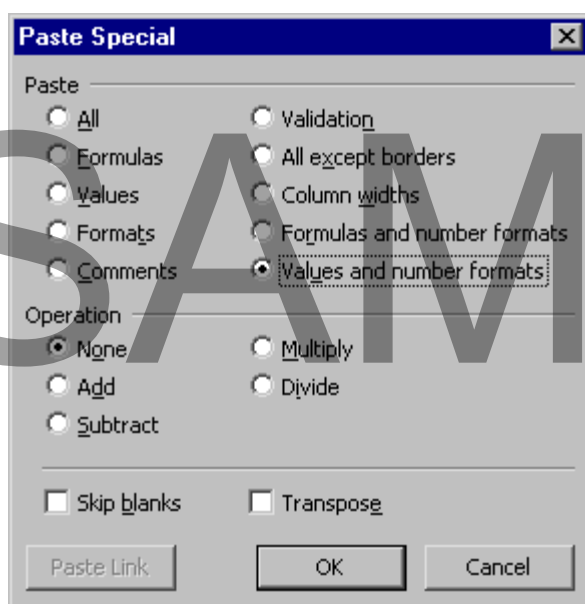
- Place your cursor anywhere in the document, and press the **Ctrl + A** key combination to select the entire document.
- Right click, and select **Copy** from the pop-up menu.
- Return to your **Microsoft Excel** worksheet, and note that the item you just copied from **Microsoft Word** is on the **Clipboard**.
- Select cell **A1**, and from the **Clipboard** pane, click on the item you just copied from **Word**, as Illustrated:



- Close the workbook without saving the changes.

Using Paste Special

- Open the **Format.xls** file from the **Excel 2003 Intermediate Samples** folder.
- Click on the **Quarter 4** sheet tab.
- Select cell **G12**.
- Click on the **Copy** icon on the **Standard** toolbar.
- Select cell **A14**.
- Choose **Edit > Paste Special**.
- Select the **Values and number formats** radio button:



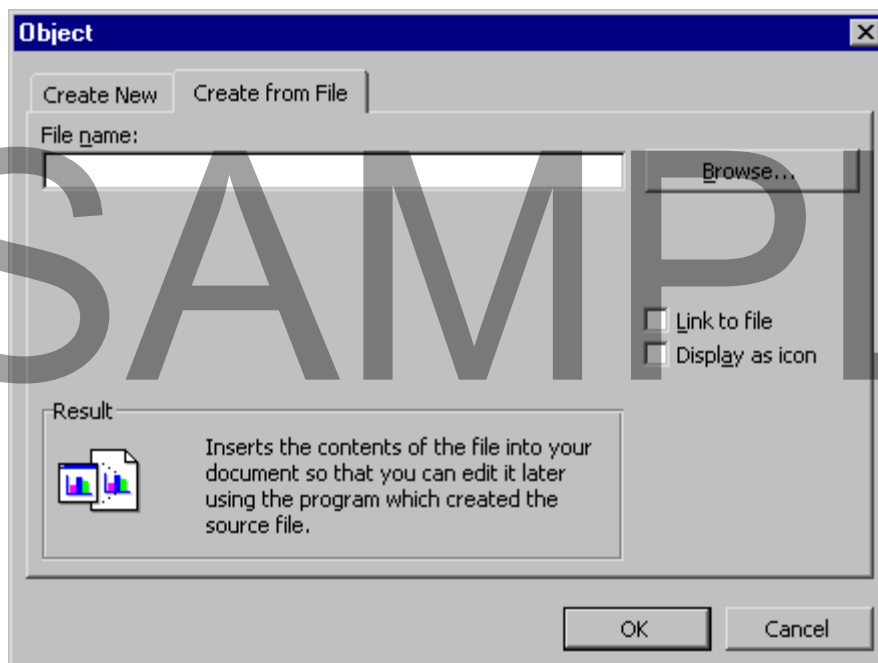
- Click **OK**. (Notice that the formula in cell **G12** was changed into a value, and only the number formatting was copied):

| Computer Sales - Quarter 4 | | | | | |
|----------------------------|---------|-----------|----------|----------|-------|
| (October to December) | | | | | |
| Salesperson | Desktop | Notebooks | Monitors | Printers | Sales |
| Ben | 62 | 24 | 17 | 98 | |
| Frank | 81 | 7 | 45 | 23 | |
| Mary | 84 | 23 | 20 | 21 | |
| Nancy | 85 | 17 | 79 | 25 | |
| Tom | 70 | 22 | 55 | 73 | |
| Wendy | 82 | 15 | 70 | 52 | |
| Total | 464 | 108 | 572 | 680 | |
| 1,173,440 | | | | | |

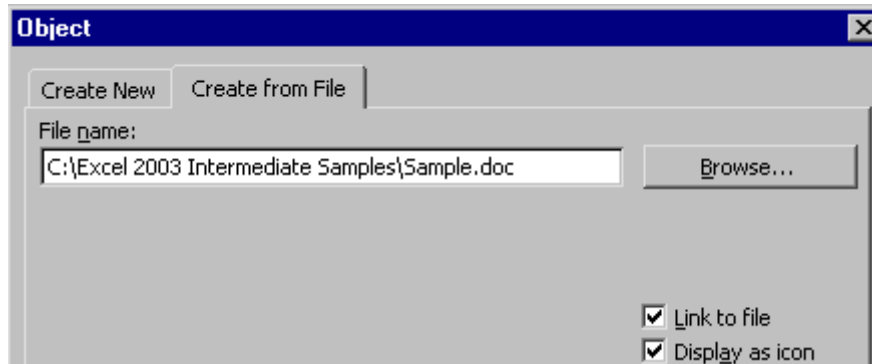
- Experiment with the other paste options.
- Close the *Format.xls* file without saving.

Embedding Objects

- Click on the **New** icon on the **Standard** toolbar to create a new workbook.
- Select cell **A1**.
- Choose **Insert > Object** to open the **Object** dialog box, and click on the **Create from File** tab:



- Click on the **Browse** button, and select the **Sample.doc** file from the **Excel 2003 Intermediate Samples** folder.
- Click **Insert**.
- Deselect the **Link to file** and **Display as icon** checkboxes:

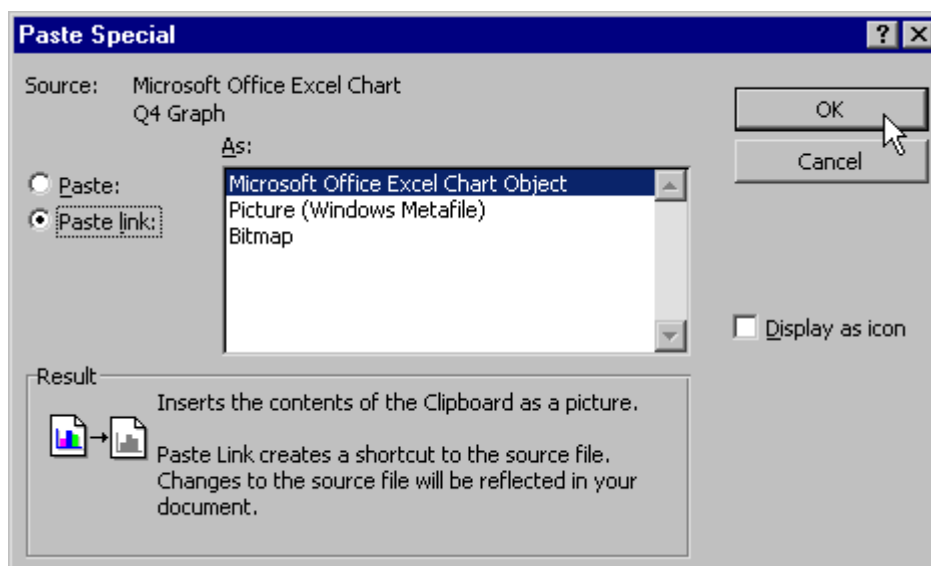



- Click **OK**.
- Double-click on the embedded **Word** document to edit it in **Excel**.
- Select and delete the address or make other significant changes.
- Open the **Sample.doc** file in Microsoft Word to see that your changes did not affect to the original document.
- Close the files without saving.

Linking Objects

- Open the **Chart Sample.xls** file from the **Excel 2003 Intermediate Samples** folder.
- Click on the **Q4 Graph** sheet tab, and select the chart.
- Click on the **Copy** icon on the **Standard** toolbar.
- Start Microsoft Word.
- In a new document, choose **Edit > Paste Special**.
- Select the **Paste link** radio button.
- Select **Microsoft Office Excel Chart Object** from the **As** list box.
- Click **OK**:

SAMPLE



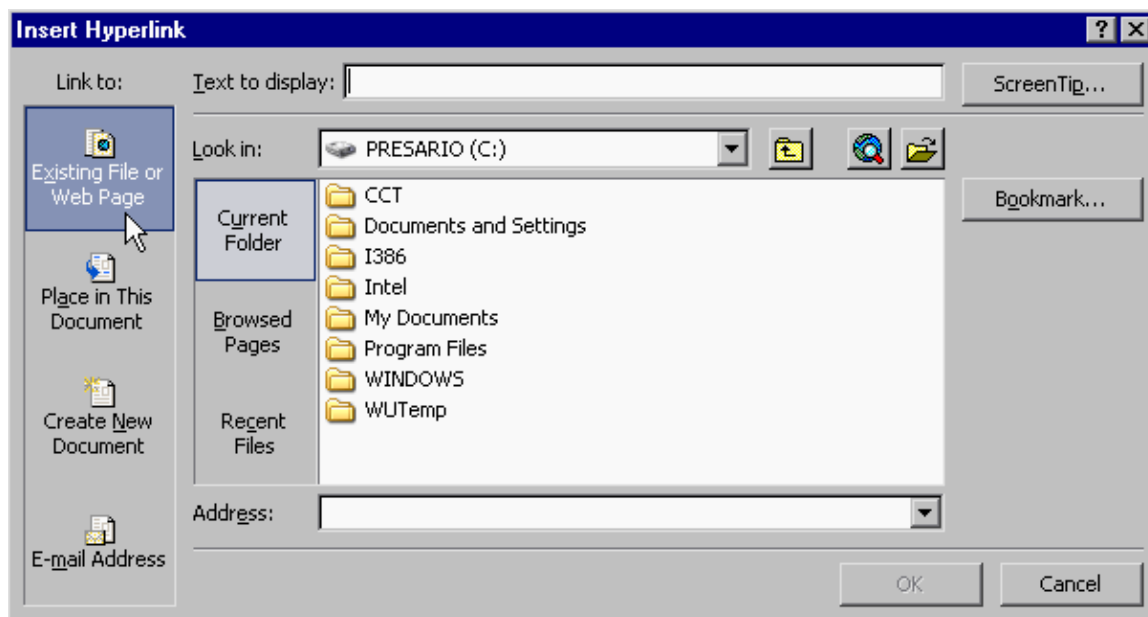
- Save the Word document as **ChartLink.doc** in the **Excel 2003 Intermediate Samples** folder.
- Switch to the **Chart.xls** file in Microsoft Excel.
- From the **Chart** toolbar, click on the **Data Table** icon  to hide it.
- Switch back to **Microsoft Word**.
- Right-click on the chart, and select **Update Link** from the pop-up menu. Notice that the changes made in Excel are reflected in the Word document.

Note: Using Word, open the **ChartLink.doc** file in the **Excel 2003 Intermediate Samples** folder to see an example.

- Close the files without saving.

Hyperlinks

- Click on the **New** icon on the **Standard** toolbar to create a new workbook.
- Select cell **A1**.
- Choose **Insert > Hyperlink**. This will display the **Insert Hyperlink** dialog box:
- From the **Link to** area, select **Existing File or Web Page**:



- In the **Text to display** text box, enter **Test Link**:



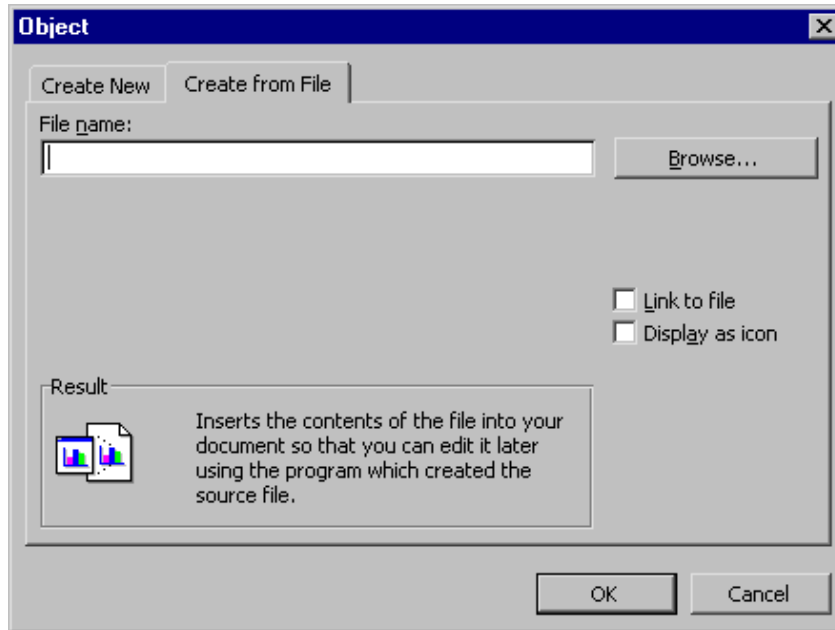
- In the **Look in** area, select the **Sample.doc** file from the **Excel 2003 Intermediate Samples** folder.
- Click **OK**. View the blue Hyperlink in cell **A1**:

| | |
|---|---------------------------|
| | A |
| 1 | Test Link |

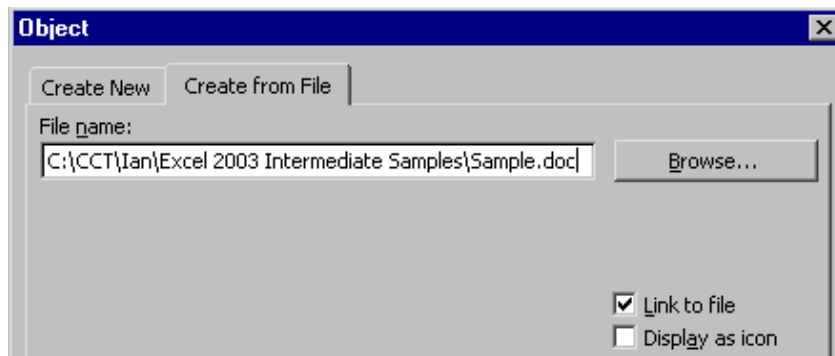
- From the worksheet, click on the Hyperlink in cell **A1** to display the **Sample.doc** file in Microsoft Word:
- Close the file without saving.

Managing Links

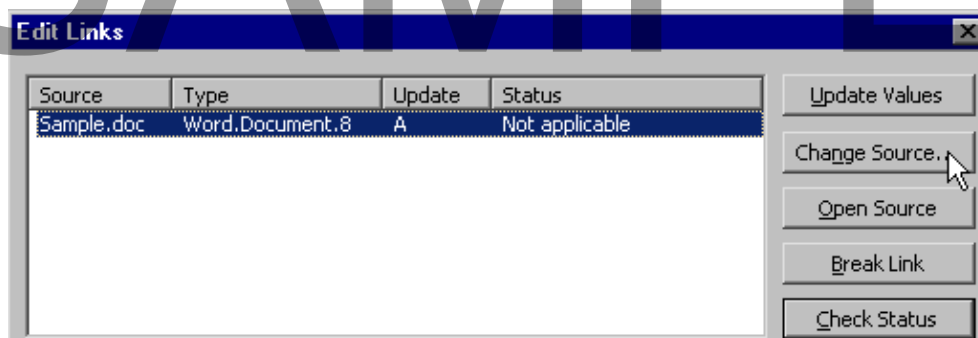
- Click on the **New** icon on the **Standard** toolbar to create a new workbook.
- Select cell **A1**.
- Choose **Insert > Object**, and click on the **Create from File** tab:



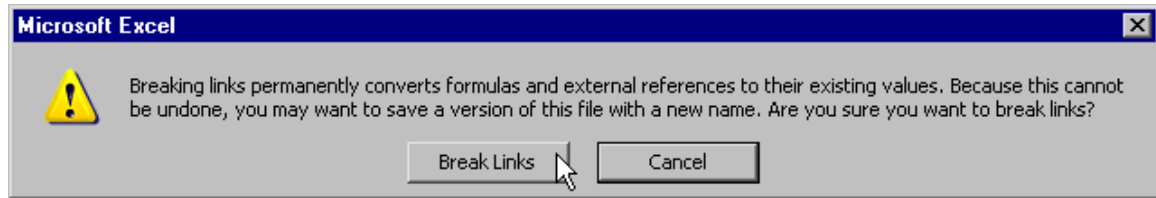
- Click on the **Browse** button, and select the **Sample.doc** file from the **Excel 2003 Intermediate Samples** folder.
- Click **Insert**.
- Select the **Link to file** checkbox:



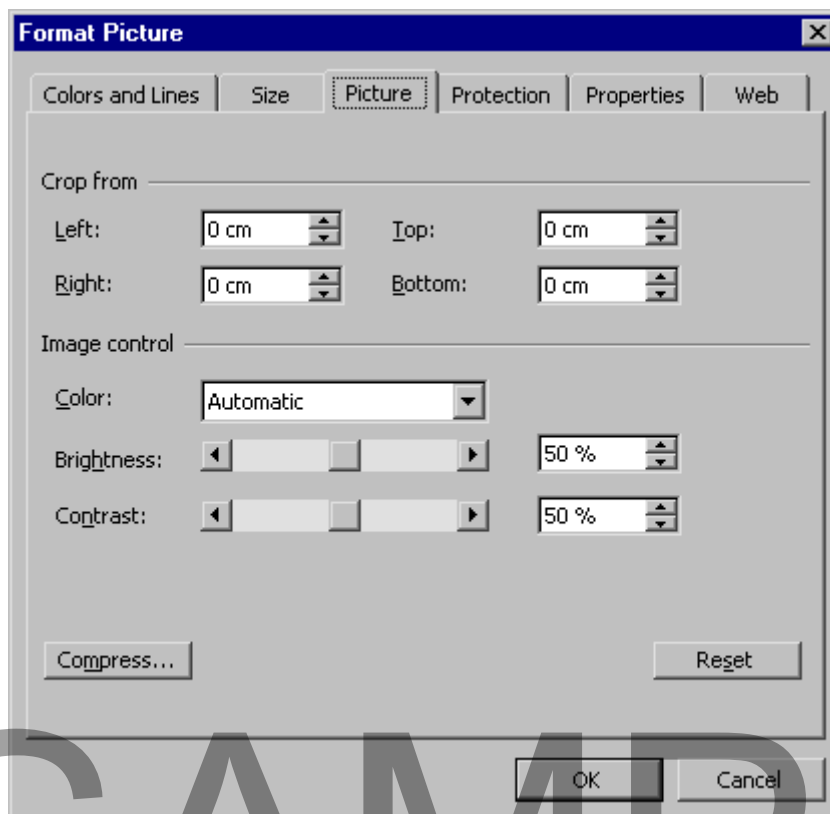
- Click **OK**.
- Double-click on the linked document to display it in **Microsoft Word**.
- Switch back to Microsoft Excel, and choose **Edit > Links** on the main Excel menu.
- Click on the **Change source** button:



- Look at the link syntax in the **Change Links** dialog box, and click **Cancel** to return to the **Edit Links** dialog box.
- Click on the **Break Link** button.
- Click **Break Links** in the message box to remove the link:



- Click **Close** to close the **Edit Links** dialog box.
- Double-click on the document. Notice that the **Format Picture** dialog box appears instead of displaying the document in Microsoft Word:



- Click **OK** to close the dialog box and close the files without saving.

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