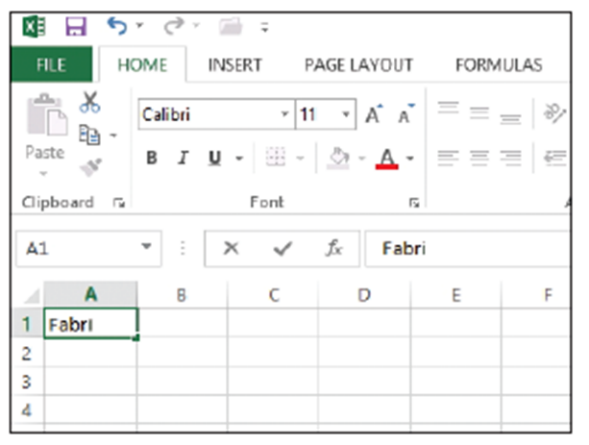
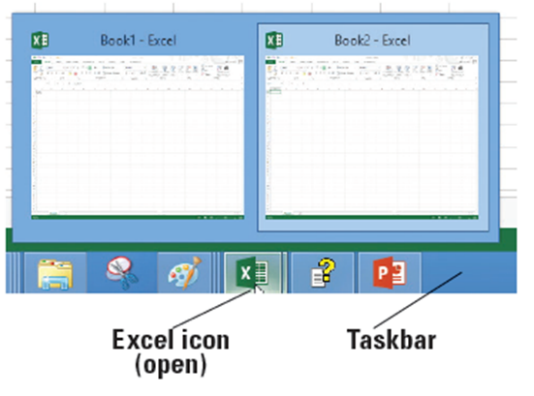
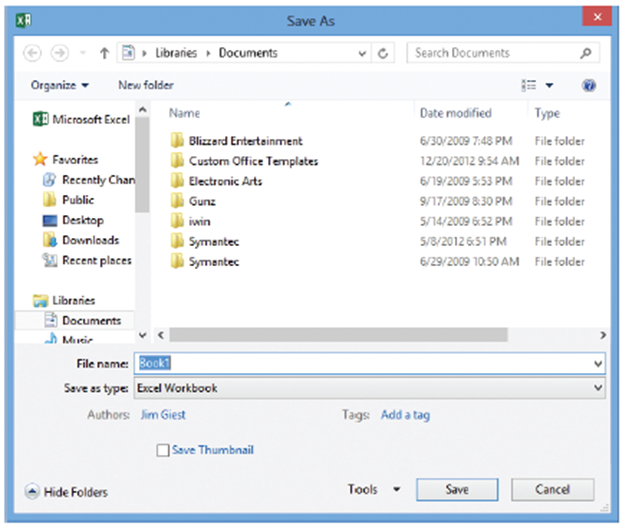
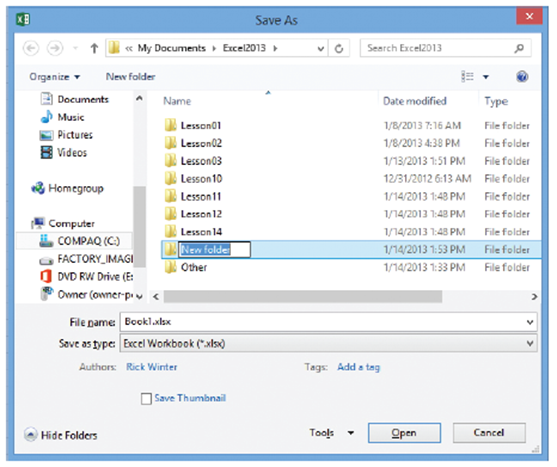
Step by Step 1: Create a Workbook from Scratch

* **GET READY. LAUNCH** Excel. Excel gives you options for starting a blank workbook, taking a tour, or using templates (right).
  1. Click **Blank workbook**. If you have just launched Excel, Book1 – Excel appears in the title bar at the top of the window. A blank workbook opens with A1 as the active cell.
  2. In cell A1, type **Fabrikam   
     Inc.** This cell is the primary   
     title for the worksheet.   
     Note that as you type, the   
     text appears in the cell and   
     in the formula bar   
     (see figure).
  3. Press **Enter**. The text is entered into cell A1, but appears as if it flows into cell B1.
  4. In cell A2, type **123 Fourth Street** and press **Enter**.
  5. In cell A3, type **Columbus, OH 43204** and press **Enter**.
  6. Sometimes you need a quick work area to complete another task while you are in the middle of a workbook. You can open another workbook as a scratch area. Click the **FILE** tab, and in the left pane, click **New**. The templates available appear.
  7. In the Backstage area, click **Blank Workbook**. A second Excel workbook opens and Book2 appears in the title bar.
  8. In cell A1, type **Phone Calls** and press **Enter**.
  9. In cell A2, type **David Ortiz UA flight 525 arriving 4:30 pm** and press **Enter**.
* **PAUSE. LEAVE** both Excel workbooks open for the next exercise.

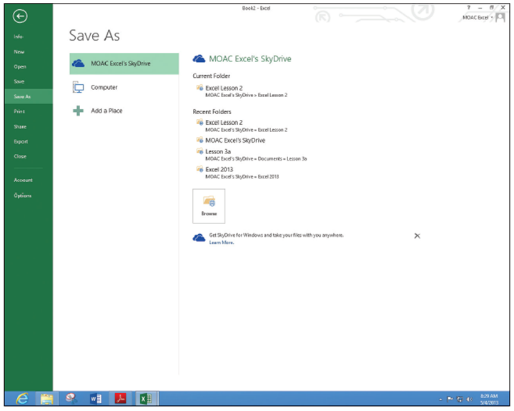
Step by Step 2: Switch Between Open Workbooks

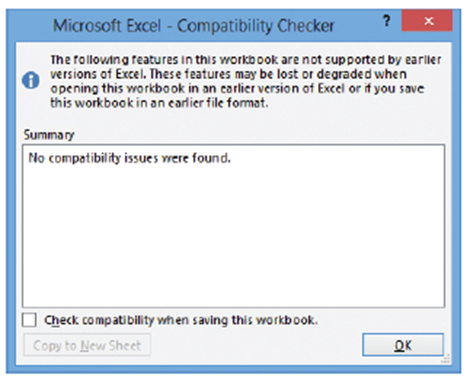
* **GET READY.** Both temporary workbooks with the address and phone message should be open. The Phone Call workbook is the current workbook in this case.
  1. To return to the company address, click the **Excel** icon   
     on the taskbar (see figure). Each of the open workbooks appears in a preview window.   
     When you move the mouse pointer over each workbook, it previews on the screen.
  2. Click **Book1 - Excel.** The unsaved company address becomes the active workbook.

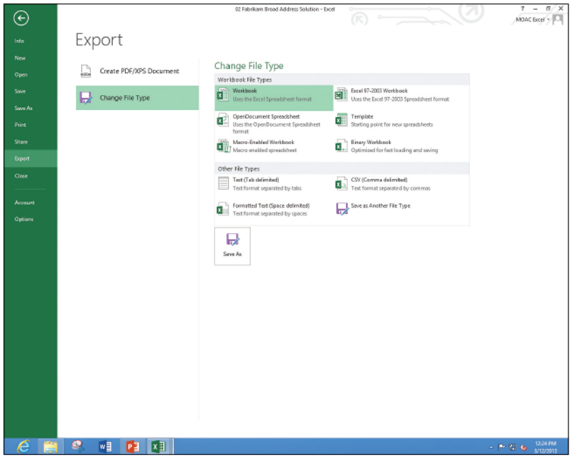
Step by Step 3: Name and Save a Workbook

* **GET READY. USE** the workbook from the previous exercise or type your name and address in a new workbook.
  1. Click the **FILE** tab to open   
     Backstage view. In the left   
     pane, click **Save As** to   
     display the save options.
  2. Double-click **Computer**   
     to open the Save As dialog   
     box (see figure).
  3. From the left-hand navigation pane, in the Save As dialog box, click **Desktop**. The Desktop becomes the new destination of your saved file. Open up your classroom folder.
  4. In the File Name box, type ***02 Fabrikam Address Solution*.**
  5. Click the **Save** button.
* **PAUSE. LEAVE** the workbook open to use in the next exercise.

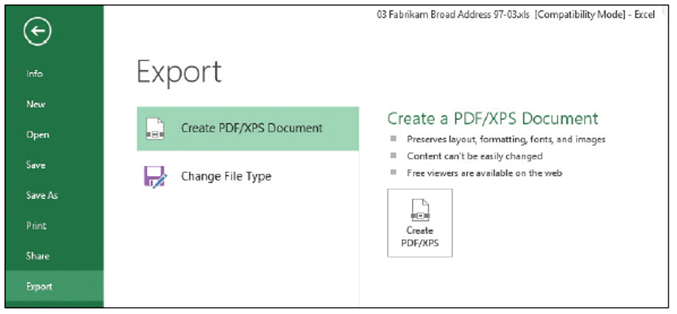
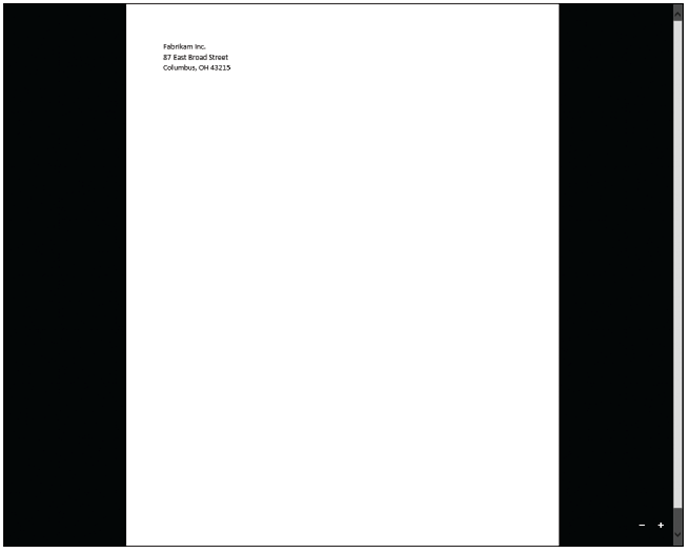
Step by Step 4: Save a Workbook Under a Different Name

* **GET READY. USE** the workbook from the previous exercise or type **Fabrikam Inc.** in cell A1.
  1. In cell A2, type **87 East Broad Street**.
  2. In cell A3, type **Columbus, OH 43215**.
  3. Click the **FILE** tab, and in the left pane, click **Save As**.
  4. Click on **Computer** to return to the drive you used before.
  5. Click on your classroom folder.
  6. Click in the **File name** box, click after **Fabrikam**, and type **Broad** so the name reads ***02 Fabrikam Broad Address Solution*.**
  7. Click **Save**. You created a new workbook by saving an existing workbook with a new name.
  8. Click the **FILE** tab, click **Save As** in the left pane, and click **on your folder.**
  9. In the File Name box, type ***02 Fabrikam Address Template Solution*.**
  10. In the Save As Type box, click the drop-down arrow and choose **Excel Template**. Click the **Save** button.
* **PAUSE. EXIT** Excel. Do not save the phone message workbook.

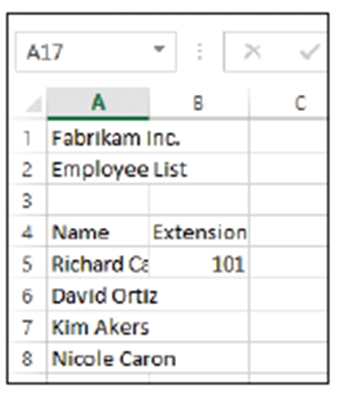
Step by Step 5: Save a Workbook in a Previous Excel Format

* **GET READY. LAUNCH** Excel.
  1. Click the **FILE** tab, and then click **Open**.
  2. In the Backstage Recent Workbooks pane, click ***02 Fabrikam Broad Address Solution*.**
  3. First check for compatibility issues.   
     Click the **FILE** tab, click **Info**, click   
     **Check for Issues**, and then click   
     **Check Compatibility**. The   
     Microsoft Excel – Compatibility   
     Checker dialog box at right opens.
  4. Read the information in the Compatibility Checker dialog box and click **OK**.
  5. Click the **FILE** tab,   
     click **Export**, and   
     then click **Change   
     File Type**. The   
     Backstage window   
     shows the different  
     file types (right).
  6. Click **Excel   
     97-2003   
     Workbook (\*.xls)**   
     and click **Save As**.
  7. In the File name box, click before Solution and type **97-03**, and then click **Save**.
  8. Click the **FILE** tab, and then click **Open**. The Recent Workbooks pane in Backstage shows the last set of documents that have been saved.
  9. Click ***02 Fabrikam Broad Address Solution*.**
* **PAUSE. LEAVE** the workbook open to use in the next exercise.

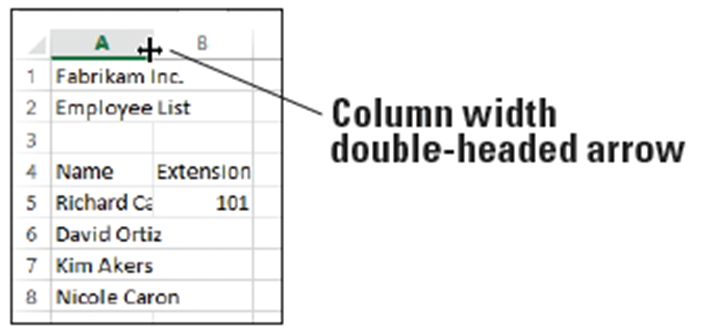
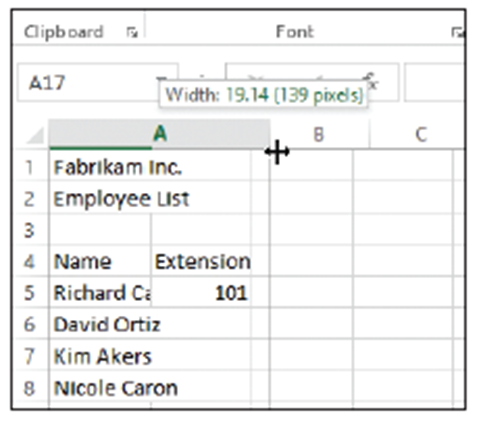
Step by Step 6: Save in Different File Formats

* **GET READY. USE** the workbook from the previous exercise or type your name and address in a new workbook.
  1. ****Display **Backstage** view, click the **FILE** tab, and then click the **Export** button.
  2. Click the **Change File Type** button. Excel explains the different file types.
  3. Click the **Create   
     PDF/XPS Document**   
     option (right).
  4. Click the   
     **Create PDF/XPS**   
     button in the right pane.
  5. In the left navigation pane, click **Desktop**.
  6. Double-click **on your folder** to move to that folder.
  7. The file name gives the last name with a PDF extension.
  8. Click **Publish**.
  9. The Reader application   
     opens with the PDF file   
     displayed (right).
  10. Close the **Reader**. Right-click in a blank area, and then click **More**, **Close file**.
  11. If necessary, press **Alt+Tab** to return to the Excel file.
* **PAUSE. CLOSE** all open workbooks and **LEAVE** Excel open to use in the next exercise.

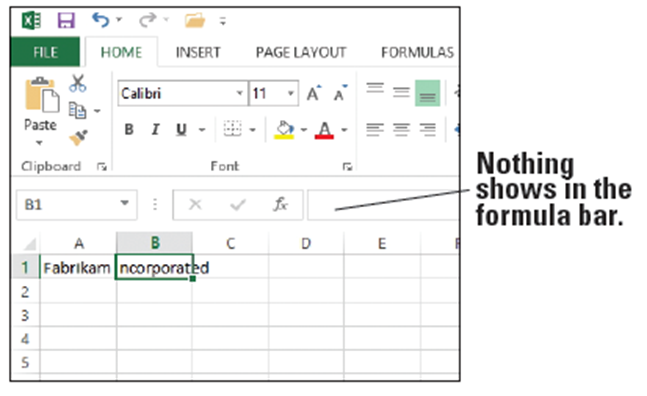
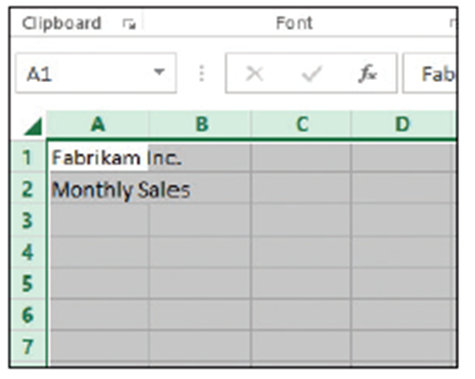
Step by Step 7: Enter Basic Data in a Worksheet

* **GET READY.** If necessary **LAUNCH** Excel and **OPEN** a new workbook.
  1. Click cell **A1**, type **Fabrikam Inc.**, and press **Enter**. Notice that the active cell moves to the next row, to cell A2.
  2. In cell A2, type **Employee List** and press **Enter**.
  3. Click cell **A4**, type **Name**, and press **Tab**. Notice that the active cell moves to the next column, to cell B4.
  4. Type **Extension** and press **Enter**. Notice that the active cell moves to the first cell in the next row.
  5. Type **Richard Carey** and press **Tab**.
  6. Type **101** and press **Enter**. Richard Carey looks cut off.
  7. Click cell **A5** and notice that the complete entry for Richard Carey appears in the formula bar.
  8. Click cell **A6**, type **David Ortiz**, and   
     press **Enter**.
  9. Type **Kim Akers** and press **Enter**.
  10. Type **Nicole Caron** and press **Enter**.
  11. **SAVE** the workbook in the Computer’s   
      Excel Lesson 2 folder as *02 Fabrikam   
      Employees Solution*. Your file should   
      look like the figure at right.
* **PAUSE. LEAVE** the workbook open for the next lesson.

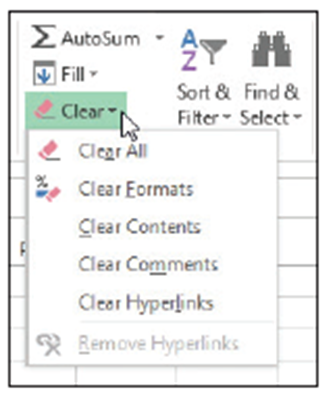
Step by Step 8: Change the Column Width

* **GET READY.** Use the ***02 Fabrikam Employees Solution*** file from the previous exercise.
  1. Move the mouse pointer between columns A and B, to the column markers at the top of the worksheet (below). The mouse pointer changes to a double-headed arrow.
  2. Double-click the   
     column marker   
     between A and B.   
     The width of the   
     column changes to   
     the widest entry in   
     column A. In this   
     case, it is Employee list and Richard Carey's name.
  3. Drag the double-headed arrow mouse pointer between columns B and C until the ScreenTip shows Width: 12.00 (89 pixels) or something close to this amount (below).
  4. SAVE the *02 Fabrikam   
     Employees Solution* file. This   
     overwrites your previous   
     version without the column   
     width change.
* **PAUSE. CLOSE** the workbook and   
  **LEAVE** Excel open for the next   
  exercise.

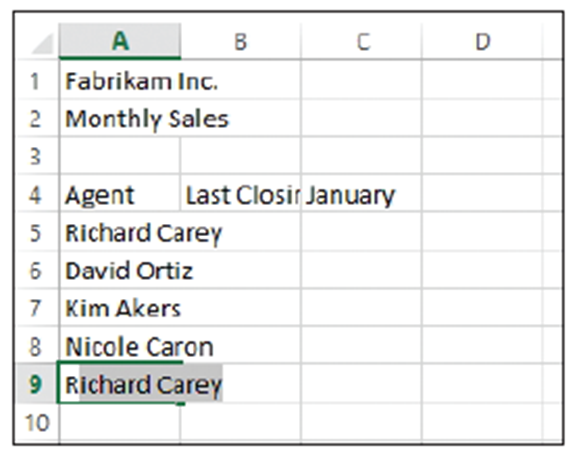
Step by Step 9: Edit a Cell’s Contents

* **GET READY. OPEN** a blank workbook.
  1. Click cell **A1**, type **Fabrikam**, and press **Enter**. The insertion point moves to cell A2 and nothing appears in the formula bar.
  2. Click cell **A1**. Notice that the formula bar displays "Fabrikam."
  3. Click after **Fabrikam** in the formula bar, type a space, type **Incorporated**, and press **Tab**. The insertion point moves to cell B1 and nothing appears in the formula bar (right).
  4. Click cell **A1** and   
     double-click on   
     **Incorporated** in the   
     formula bar to select it.   
     Type **Inc.** and press   
     **Enter**.
  5. Type **Sales** and   
     press **Enter**.
  6. Click cell **A2** and click after **Sales**. The insertion point moves to the formula bar.
  7. Press **Home**. The insertion point moves to the beginning of the formula bar.
  8. Type **Monthly** and then press the **spacebar**. Press **Enter**.
  9. In cell A3, type **January** and press **Enter**.
  10. Click cell **A3**, type **February**, and press **Enter**. Cell A3's original text is gone and February replaces January.
* **PAUSE. CLOSE** the workbook without saving and **LEAVE** Excel open for the next exercise.

Step by Step 10: Delete and Clear a Cell’s Contents

* **GET READY. OPEN** a blank workbook.
  1. In cell A1, type **1** and press **Enter**.
  2. Type **2** and press **Enter**.
  3. Type **3** and press **Enter**.
  4. Type **4** and press **Enter**.
  5. Highlight cells **A1** through **A4** (containing the numbers 1 through 4).
  6. Press **Delete**. All the cells are erased.
  7. On the Quick Access Toolbar, click the **Undo** button to return the cell entries.
  8. Click cell **B5**, type **$275,000**, and press **Enter**. The value and format are placed into the cell.
  9. Click cell **B5** and Type **225000** without the dollar sign and comma and press **Enter**. Notice that $225,000 is formatted. Although the text is gone, the cell retains the previous format when you press **Delete**.
  10. Click cell **B5** and on the HOME tab, in the Editing group, click **Clear** (right).
  11. Click **Clear Formats**. 225000 displays without the dollar sign and comma.
* **PAUSE. CLOSE** the workbook without saving and **LEAVE** Excel open for the next exercise.

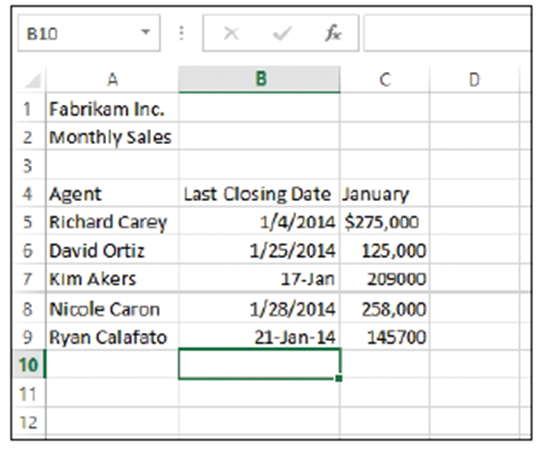
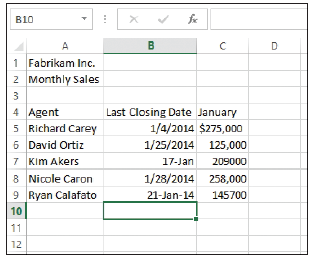
Step by Step 11: Enter Labels and Use AutoComplete

* **GET READY. OPEN** a blank workbook.
  1. In cell A1, type **Fabrikam Inc.** and press **Enter**.
  2. Type **Monthly Sales**.
  3. Click cell **A4** and type **Agent** and press **Tab**.
  4. In cell B4, type **Last Closing Date** and press **Tab**.
  5. In cell C4, type **January** and press **Enter**.
  6. Click cell **A5**, type **Richard Carey**, and press **Enter**.
  7. In cell A6, type **David Ortiz** and press **Enter**.
  8. In cell A7, type **Kim Akers** and press **Enter**.
  9. Type **Nicole Caron** and press **Enter**.
  10. Click cell **A9** and type **R**. As shown below, AutoComplete is activated when you type the R because it matches the beginning of a previous entry in this column. AutoComplete displays the entry for Richard Carey. 
  11. Type **y**. The AutoComplete entry disappears. Finish typing the entry for Ryan Calafato and press **Enter**.
  12. Type **R**. Notice that no AutoComplete entry appears this time. Type **i** and notice that the AutoComplete entry shows Richard Carey.
  13. Press **Esc** to undo the entry.
  14. Increase the column widths for columns A and B so you can see the entries in row 4 and below (right).
* **PAUSE. LEAVE** the workbook open to   
  use in the next exercise.

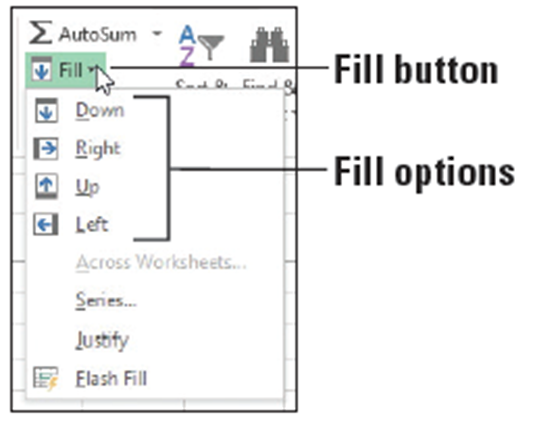
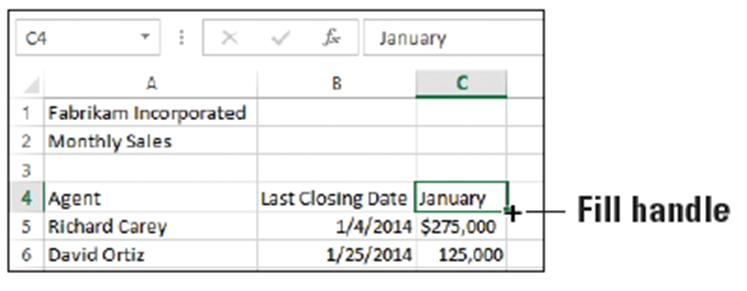
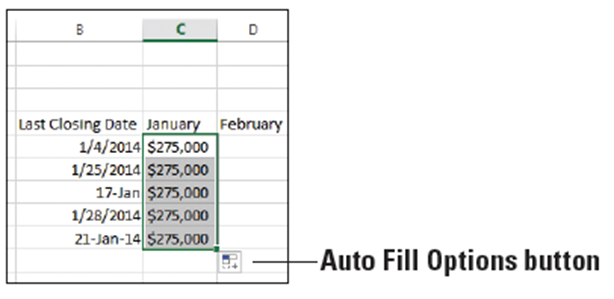
Step by Step 12: Enter Numeric Values

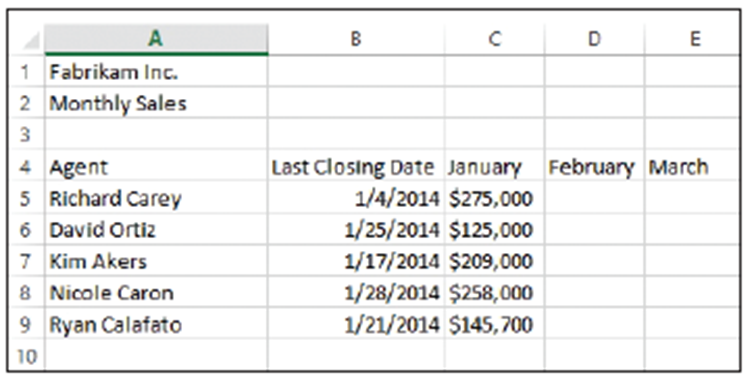
* **GET READY. USE** the workbook from the previous exercise.
  1. Click cell **C5,** type **$275,000,** and press **Enter**.
  2. Click cell **C5** and notice that **275000** appears in the formula bar and the formatted value appears in the cell.
  3. Click cell **C6**, type **125,000**, and press **Enter**. Be sure to include the comma in your entry. The number is entered in C6 and C7 becomes the active cell. The number appears in the cell with the comma and no dollar sign (unlike the entry in C5); however, the formula bar displays the true value and disregards the special characters.
  4. Type **209000** and press **Enter**. The number is entered with no dollar sign and no comma.
  5. Type **258,000** and press **Enter**.
  6. Type **145700** and then click cell **C5**. Figure 2-22 illustrates how your spreadsheet should look with the values you just typed.
* **PAUSE. LEAVE** the workbook open to use in the next exercise.

Step by Step 13: Enter Dates

* **GET READY.** Use the workbook from the previous exercise.
  1. Click cell **B5**, type **1/4/2014**, and press **Enter**.
  2. Click cell **B6**, type **1/25/14**, and press **Enter**. The date is entered in C6 as 1/25/2014 and B7 becomes the active cell.
  3. Type **1/17** and Press **Enter**. 17-Jan is entered in the cell. Click cell **B7**, and notice that 1/17/20XX (with XX representing the current year) appears in the formula bar.
  4. If the year is not 2014, click cell **B7** and press **F2**. Change the year to **2014** and press **Enter**.
  5. In cell B8, type **1/28/14** and press **Enter**.
  6. Type **January 21, 2014** and press **Enter**. 21-Jan-14 appears in the cell. If you enter a date in a different format than specified or had already entered something in the cell and deleted it, your worksheet might not reflect the results described. The date formats in column B is not consistent (right). You apply a consistent date format in the next section.
  7. In cell B9, type **1/1/10** and press **Enter**. Notice that the value changes but the formatting remains the same.
  8. Click the **Undo** button to return to the workbook shown at right.
* **PAUSE. LEAVE** the workbook open to use in the next exercise.

Step by Step 14: Fill a Series with Auto Fill

* **GET READY. USE** the workbook from the previous exercise or type the text in Figure 2-23.
  1. Select the range **C4:H4**. January is in the first cell.
  2. On the HOME tab, in the Editing group, click the **Fill** button. The Fill menu appears   
     (right).
  3. From the menu, click **Right**. The contents of C4 (January) are filled into all the cells.
  4. Click the **Undo** button.
  5. Select the range **C9:C13** and click the **Fill** button. Choose **Down**. The content of C9 is copied into the four additional cells.
  6. Click the **Undo** button.
  7. Click cell **C4**, point to the fill handle in the lower-right corner of the cell (below), and drag it to **E4** and release. The Auto Fill Options button appears, and January through March are displayed.
  8. Click cell **C5**, point to the   
     **fill handle**, and drag it to   
     **C9** and release. All the   
     numbers turn to $275,000   
     in column C. The Auto Fill   
     Options button appears in   
     D10 (right).
  9. Click the **Auto Fill Options** button, and choose **Fill Formatting Only** from the list that appears. All the numbers return to their values and are formatted with dollar signs and commas.
  10. Repeat Step 9 for the range B5:B9.
  11. Click cell **A9**, and then drag the fill handle down to **A15**. Ryan Calafato's name is repeated.
  12. Click the **Undo** button to return the spreadsheet to what is shownbelow.
  13. **SAVE** the workbook as ***02 Fabrikam Sales Solution*.**
* **PAUSE. EXIT** Excel.



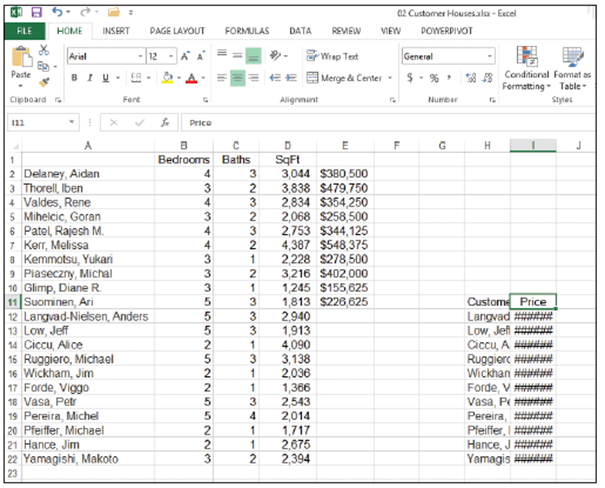
Step by Step 15: Fill Cells with Flash Fill

* **GET READY.** Before you begin these steps, **LAUNCH** Microsoft Excel.
  1. Open the ***02 Customers*** file.
  2. Click cell **B1**, type **First**, and press **Tab**.
  3. Click cell **C1**, type **Last**, and press **Enter**.
  4. Click cell **B2**, type **Kim**, and press **Enter**.
  5. In cell B3, type **H**. Notice that Hazem   
     shows in the rest of the cell and the   
     other first names of the customers   
     appear (right).
  6. Press **Enter**.
  7. Click cell **C2**, type **Abercrombie**, and press **Enter**.
  8. In cell C3, type **A** and notice that Abercrombie is repeated with AutoComplete. Continue typing **bol** and notice that the last names all appear. Press **Enter**.
  9. Double-click the right border of columns **B** and **C** to set the column width.
  10. Scroll down and notice that the entire worksheet is filled in.
  11. **SAVE** the file as 02 Customers Solution.
* **PAUSE. EXIT** Excel.

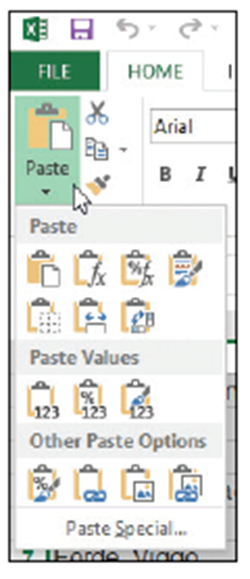
Step by Step 16: Copy a Data Series with the Mouse

* **GET READY.** Before you begin these steps, **LAUNCH** Microsoft Excel.
  1. Open the ***02 Customer Houses*** file.
  2. Select the range **A12:A22**.
  3. Press **Ctrl** and hold the mouse button down as you point to the right border of the selected range. The copy pointer is displayed.
  4. With the copy pointer displayed, hold down the left mouse button and drag the selection to the right, until **H12:H22** appears in the scrolling ScreenTip next to the selection.
  5. Release the mouse button and then release **Ctrl**. The data in A12:A22 also appears in H12:H22.
* **PAUSE. LEAVE** the workbook open to use in the next exercise.

Step by Step 17: Move a Data Series with the Mouse

* **GET READY. USE** the ***02 Customer Houses*** workbook from the previous exercise.
  1. Select **E12:E22**.
  2. Point to the right border of the selected range. The move pointer is displayed.
  3. With the move pointer displayed, hold down the left mouse button and drag the selection to the right, until **I12:I22** appears in the scrolling ScreenTip beside the selected range.
  4. Release the mouse button. In your worksheet, the destination cells are empty; therefore, you are not concerned with replacing existing data. The data previously in E12:E22 is now in I12:I22.
  5. Drag **A1** to **H12**. Note that a dialog box warns you about replacing the contents of the destination cells.
  6. Click **Cancel**.
  7. Drag **A1** to **H11**.
  8. Drag **E1** to **I11**. Your worksheet should look like the one shown   
     above.
* **PAUSE. LEAVE** the workbook   
  open to use in the next exercise.

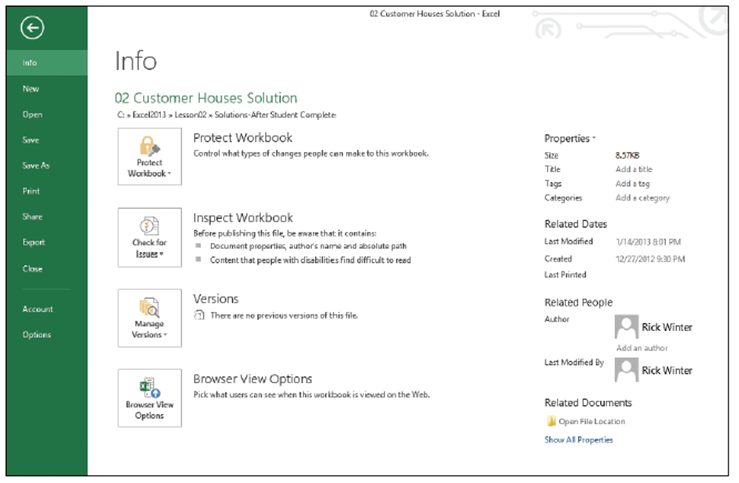
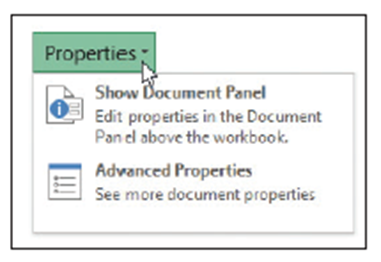
Step by Step 18: Copy and Paste Data

* **GET READY. USE** the ***02 Customer Houses*** workbook from the previous exercise.
  1. On the HOME tab of the ribbon, click the **Clipboard Dialog Box Launcher**. The Clipboard pane opens on the left side of the worksheet. The most recently copied item is always added at the top of the list in this pane, and it is the item that will be copied when you click Paste or a shortcut command.
  2. Select **A1:E22** and press **Delete**.
  3. Select **H11:I22** and in the Clipboard group, click the **Copy** button. The border around the selected range becomes a moving border.
  4. Select **A1** and click the **Paste** button. The moving border remains active around H11 through I22. A copied range does not deactivate until you type new text, issue another command, or double-click on another   
     cell or you can press Esc.
  5. Select **A20** and click the down arrow on   
     the **Paste** button. The Paste options   
     menu appears (right).
  6. Select the first option under Paste Values. Notice that the values in column B are no longer formatted.
  7. Click the **Undo** button.
  8. Select **H11:I22** and press **Delete**.
  9. Press **Ctrl + Home** to return to the top of the workbook.
  10. **SAVE** the workbook as ***02 Customer Houses Solution*.**
* **PAUSE. LEAVE** the workbook open to use in the next exercise.

Step by Step 19: Cut and Paste Data

* **GET READY. USE** the ***02 Customer Houses Solution*** workbook from the previous exercise.
  1. Select **A1:B12** to highlight the Customer House Prices table.
  2. In the Clipboard group, click the **Cut** button. The contents of A1:B12 are displayed in the Clipboard pane.
  3. Click the **+ New** sheet button on the bottom of the worksheet.
  4. You create Sheet2 and cell A1 is active.
  5. Click **Paste** to move the former contents of Sheet1 to cell A1 into Sheet2.
* **PAUSE. EXIT** Excel and do not save the workbooks if requested.

Step by Step 20: Assign Keywords

* **GET READY.** Before you begin these steps, **LAUNCH** Microsoft Excel.
  1. **OPEN** the ***02 Customer Houses Solution*** file you worked with in the previous exercises.
  2. Click **FILE**. The Backstage window displays current properties on the right side of the window (below). 
  3. Click the **Properties** button at   
     the top of the right pane. The   
     Properties drop-down menu   
     shows two options (right).   
     Click **Show Document Panel**.
  4. Click the **Keywords** field and type **Customer, Sq Ft, Price**.
  5. Click the **Category** field and type **Revenue**.
  6. Click the **Author** field and type your name.
  7. Above the Author field, click the **Document Properties** drop-down arrow, and then click **Advanced Properties**. The Properties dialog box opens.
  8. Click the **Summary**tab in the dialog box to see the properties you entered.
  9. Click the **Statistics**tab to see the date you modified the file.
  10. Click **OK** to close the Properties dialog box.
  11. At the top right corner of the Document Information panel, click the **Close** button.
  12. **SAVE** the workbook as ***02 Customer Houses Prop Solution***.
* **PAUSE. EXIT** Excel.