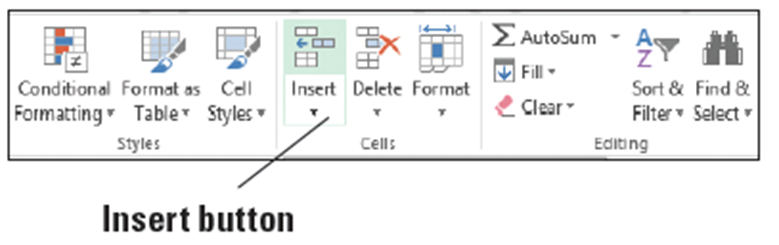
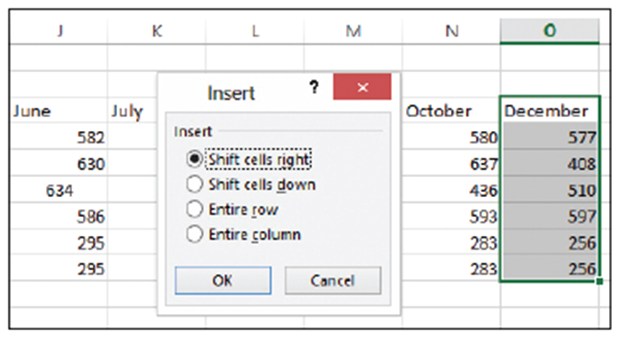
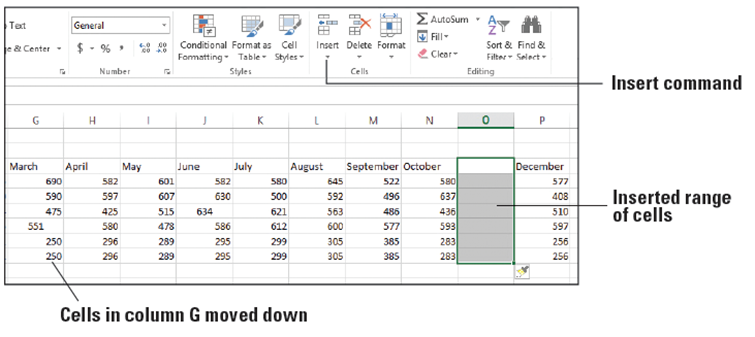
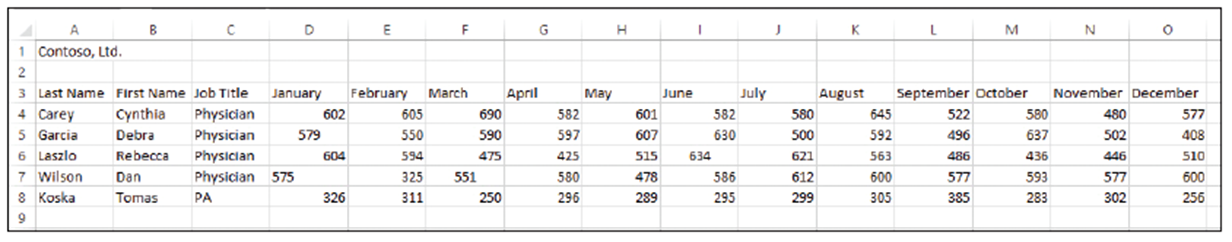
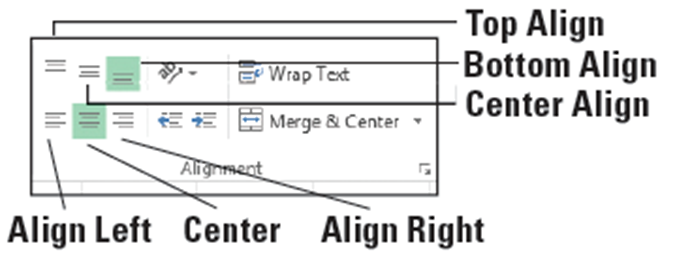
Step by Step 1: Insert Cells into a Worksheet

* **GET READY.** Launch Microsoft Excel.
  1. **OPEN** the ***06 Patient Visits Insert Delete*** data file for this lesson. Click **Enable Editing**, if prompted.
  2. Click in cell **G5** to make it the active cell.
  3. On the HOME tab, in the Cells group, click the top part of the **Insert** button, as shown below. All cells in column G beginning with G5 shift down one cell.
  4. Type **590** and press **Enter**.
  5. Now let’s insert a range of cells. Select **O3:O9**.
  6. On the HOME tab, in the Cells group, click the **Insert** button arrow and then select **Insert Cells**.
  7. In the Insert dialog box, ensure the **Shift cells right** option is selected, as shown below. Click **OK**.
  8. Notice that the cells formerly in O3:O9 shift one cell to the right. The worksheet should look similar to the figure below.
  9. In cell O3, type **November**.
  10. ****Enter the following numbers in cells O4 through O9:
  11. **480**
  12. **502**
  13. **446**
  14. **577**
  15. **302**
  16. **302**
  17. **SAVE** the workbook.
* **PAUSE**.Leave the workbook open to use in the next exercise.

Step by Step 2: Delete Cells from a Worksheet

* **GET READY. USE** the workbook you modified in the previous exercise.
  1. Click cell **P7** to make it the active cell.
  2. On the HOME tab, in the Cells group, click the **Delete** button arrow, and then select **Delete Cells**.
  3. In the Delete dialog box, select the **Shift cells left** option and click **OK**. The content in cell Q7 shifts to the left and appears in cell P7.
  4. Highlight the range **A8:P8**.
  5. Right-click the selection, which is a duplicate of the next row of data, and select **Delete** from the shortcut menu.
  6. In the Delete dialog box, ensure **Shift cells up** is selected and click **OK**.
  7. To delete a range of cells in a column, highlight the range **D3:D8**, and on the HOME tab, in the Cells group, click the **Delete** button arrow and then select **Delete Cells**. Ensure **Shift cells left** is selected, and click **OK**. The worksheet should look similar to the figure below.
  8. **SAVE** the workbook as ***06 Patient Visits*** ***Insert Delete*** ***Solution*** and **CLOSE** the file.
* **PAUSE.** Leave Excel open to use in the next exercise.

Step by Step 3: Align Cell Contents

* **GET READY. LAUNCH** Excel if it is not already running.
  1. **OPEN** the ***06 Patient Visits Format Cells*** data file for this lesson. Click **Enable Editing**, if prompted.
  2. Select **A3:O3**.
  3. On the HOME tab, in the Alignment group, click the **Center** button, as shown below. The column labels are now horizontally centered.

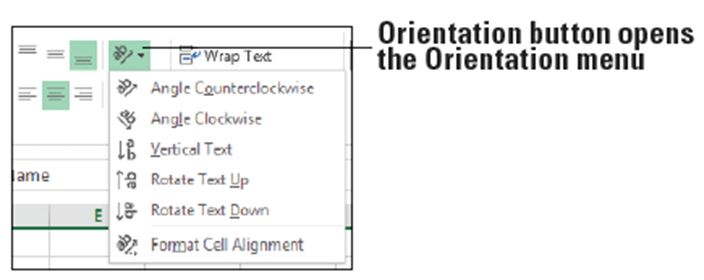
1. Select **D4:O8**, and then on the HOME tab, in the Alignment group, click the **Align Right** button. All numbers in the months columns are now right-aligned.
2. **SAVE** the workbook.

* **PAUSE.** Leave the workbook open to use in the next exercise.

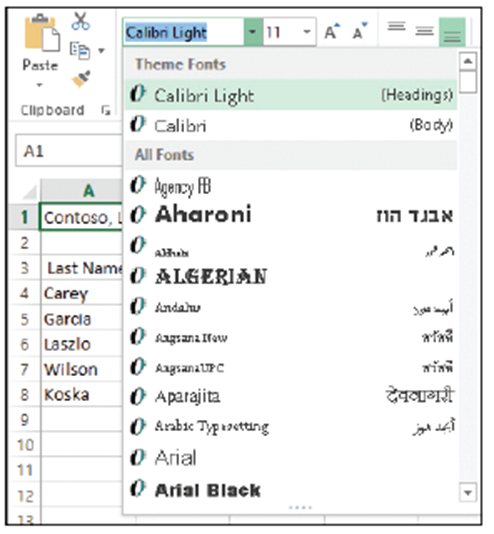
Step by Step 4: Indent Cell Contents

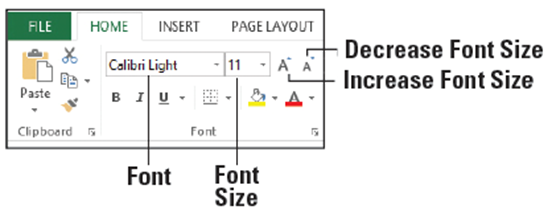
* **GET READY. USE** the workbook you saved in the previous exercise.
  1. Select **C4:C8**.
  2. On the HOME tab, in the   
     Alignment group, click the **Increase Indent** button, as shown above. The cell content moves toward the right cell border.
  3. Click the **Decrease Indent** button. The cell content moves back toward the left cell border.
* **PAUSE**.Leave the workbook open to use in the next exercise.

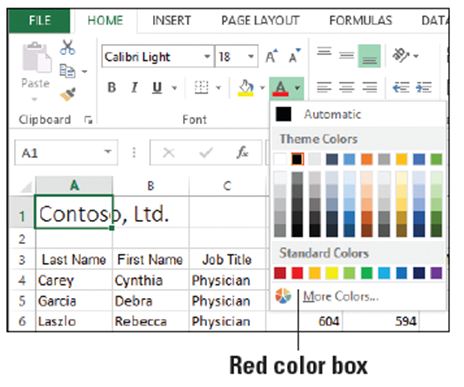
Step by Step 5: Change Text Orientation

* **GET READY. USE** the workbook from the previous exercise.
  1. Select **A3:O3**.
  2. Click the **Orientation** button to open the menu, as shown below.
  3. Select **Angle Counterclockwise**. The column heading labels appear angled from lower left to upper right within each cell.
  4. Click the **Orientation** button, and select **Angle Clockwise**. The column heading labels appear angled from upper left to lower right.
  5. Click the **Orientation** button, and select **Vertical Text**. The column heading labels appear in a vertical line from top to bottom.
  6. Click the **Orientation** button, and select **Rotate Text Up** and then **Rotate Text Down** to see how these settings affect the text.
  7. Click the **Orientation** button, and select **Format Cell Alignment**. In the Format Cells dialog box, enter **0** in the Degrees box and click **OK**. The column heading labels return to their original orientation.

**PAUSE**.Leave the workbook open to use in the next exercise.

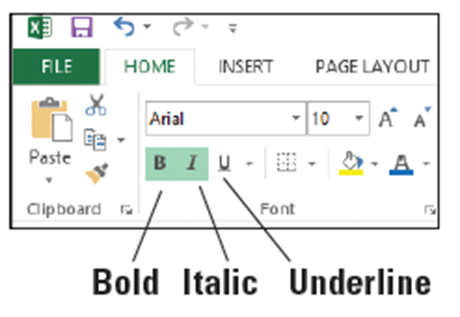
Step by Step 6: Choose Fonts and Font Sizes

* **GET READY. USE** the workbook from the previous exercise.
  1. Click **A1**.
  2. On the HOME tab, in the Font   
     group, open the **Font** menu   
     and select the first option under   
     Theme Fonts at the top, **Calibri   
     Light**, as shown at right. Only   
     the text in cell A1 changes to   
     the new font.
  3. With cell A1 still selected, open the **Font Size** menu indicated below. Select **18**. The font size of the text changes to 18 point.
  4. Select **A3:O3** and from   
     the Font list, select **Arial**.
  5. With A3:O3 still selected,   
     change the Font Size to **10**. The column heading labels are now in Arial 10-point.
  6. **SAVE** the workbook.
* **PAUSE.** Leave the workbook open to use in the next exercise.

Step by Step 7: Change Font Color

* **GET READY. USE** the workbook you saved in the previous exercise.
  1. Click **A1**.
  2. Open the **Font Color** menu, as   
     shown at right, and under Standard   
     Colors, click the **Red** color box. The   
     text “Contoso, Ltd.” now has a red   
     font color.
  3. Select **A3:O3**, open the **Font Color**   
     menu, and click the **Blue** color box   
     under Standard Colors (third from the right).
  4. **SAVE** the workbook.
* **PAUSE.** Leave the workbook open to use in the next exercise.

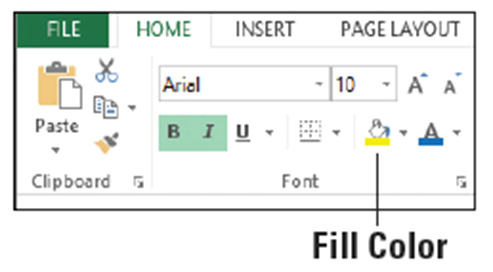
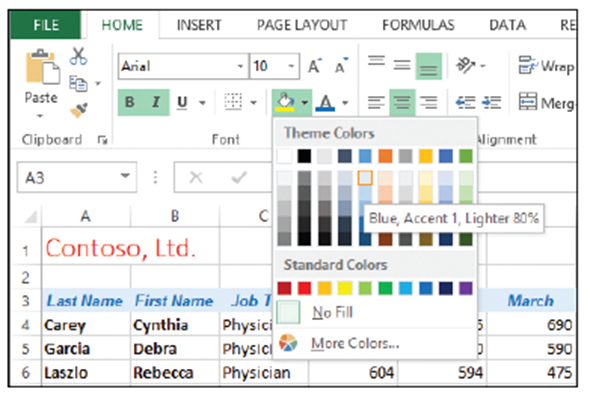
Step by Step 8: Apply Special Character Attributes

* **GET READY. USE** the workbook you saved in the previous exercise.
  1. Select **A3:O3**.
  2. In the Font group, click the **Bold** button, and then click the **Italic** button, as shown below. The column labels appear in bold and italics.

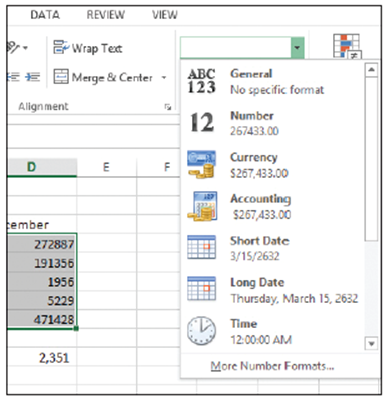
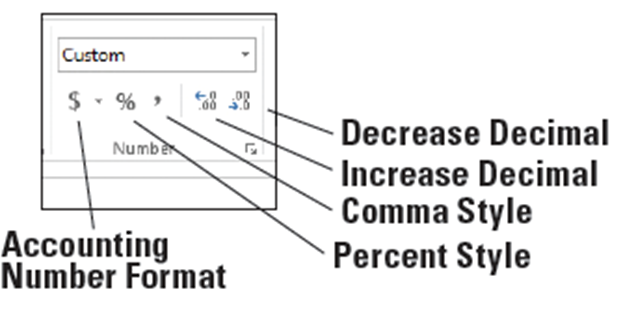
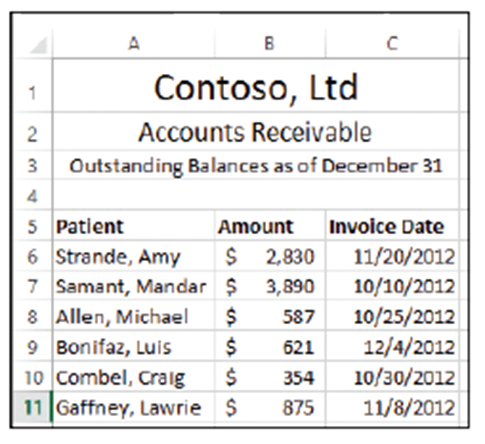
1. Select **A4:B8** and click the **Bold** button. The first and last names are now bolded.
2. **SAVE** the workbook.

* **PAUSE.** Leave the workbook open to use in the next exercise.

Step by Step 9: Fill Cells with Color

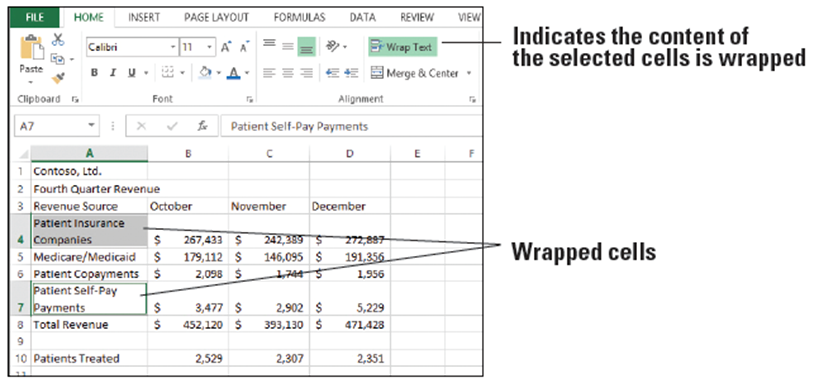
* **GET READY. USE** the workbook you saved in the previous exercise.
  1. Select **A3:O3**.
  2. In the Font group, click the **Fill Color** button arrow, as shown below. The Theme Colors and Standard Colors palettes appear. 
  3. ****Select the **Blue, Accent 1,   
     Lighter 80%** color box, as   
     shown at right. A light blue   
     background is applied to   
     the column heading row.
  4. **SAVE** the workbook as   
     ***06 Patient Visits Format   
     Cells Solution*** and **CLOSE**   
     the file.
* **PAUSE.** Leave Excel open to use in the next exercise.

Step by Step 10: Apply Number Formats

* **GET READY.** With Excel running, perform these actions:
  1. **OPEN** the ***06 Contoso Revenue*** data file for this lesson. Click **Enable Editing**, if prompted.
  2. Ensure that **Sheet1** is the active sheet.
  3. Select **B4:D8**. This data should be formatted as General, without commas or decimal places. On the HOME tab, in the Number   
     group, open the **Number Format**   
     menu as shown at right.
  4. Select **Currency**. The numbers are   
     now formatted as dollars, with two   
     decimal places to represent cents.
  5. With B4:D8 still selected, in the   
     Number Format menu, select   
     **Accounting**. This format left-aligns the dollar sign in each cell.
  6. In the Number group, click the **Decrease Decimal** button twice to display no decimal places. The Increase Decimal and Decrease Decimal buttons are shown below. The numbers are now rounded to whole dollars.
  7. Click in a blank cell, such as **A11**.
  8. Click **Sheet2**.
  9. Select **B6:B11**.
  10. In the Number group, click the **Comma Style** button. Notice that the numbers are formatted with a thousands separator and two decimal places but no dollar sign.
  11. With B6:B11 still selected, in the Number group, click the **Accounting Number Format** button, and then click the **Decrease Decimal** button twice. These actions make the current range consistent with the number format on Sheet1.
  12. Select **C6:C11**.
  13. In the Number Format menu, select **Short** **Date**. The dates are now in the mm/dd/yyyy format.
  14. Manually decrease the width   
      of column C to eliminate extra   
      space, similar to the figure at  
      right.
  15. **SAVE** the workbook.

**PAUSE.** Leave the workbook open   
to use in the next exercise.

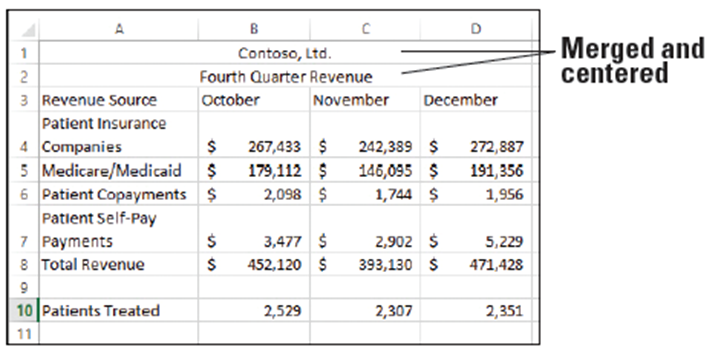
Step by Step 11: Wrap Text in a Cell

* **GET READY. USE** the workbook you saved in the previous exercise.
  1. Click **Sheet1**. Notice that the content in two cells in column A cannot be fully displayed because of length.
  2. Click **A4**, and then hold down the **Ctrl** key and click **A7**. Both cells—A4 and A7—are selected.
  3. On the HOME tab, in the Alignment group, click the **Wrap Text** button. The text in both cells wraps to a second line without affecting the column width, as shown below. Notice that the Wrap Text button takes on a green background, indicating that the text in the current cell is wrapped.

1. **SAVE** the workbook.

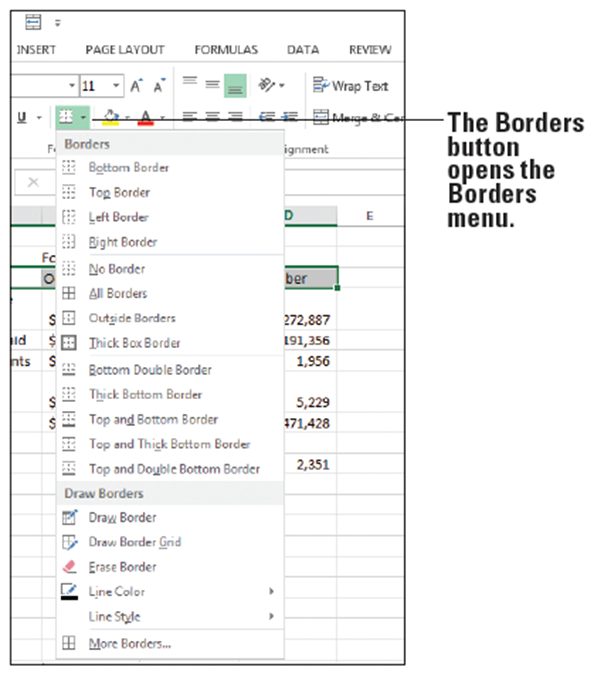
* **PAUSE.** Leave the workbook open to use in the next exercise.

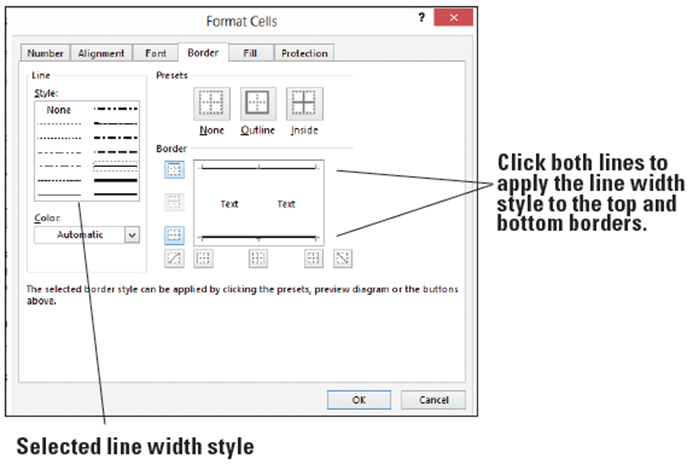
Step by Step 12: Merge and Split Cells

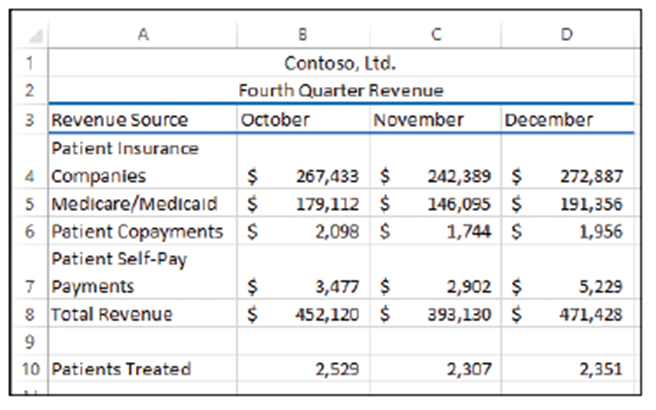
* **GET READY. USE** the workbook you saved in the previous exercise.
  1. On Sheet1, select **A1:D1**.
  2. On the HOME tab, in the Alignment group, click the main part of the **Merge & Center** button. The company name remains in a single cell, which is now centered across the columns.
  3. Select **A2:D2**.
  4. On the HOME tab, in the Alignment group, open the **Merge & Center** menu. Select **Merge & Center**. The heading remains in a single cell, which is now centered across the columns. This step has the same effect on A2:D2 as Step 2 had on A1:D1.
  5. Select **A3:D3**.
  6. Select **Merge & Center** from the **Merge & Center** menu.
  7. Read the error message that appears and click **OK**.
  8. Only the heading in the first column remains, which is not the effect we want. Press **Ctrl + Z** to undo the last change and restore the headings (below).

1. **SAVE** the workbook.

* **PAUSE.** Leave the workbook open to use in the next exercise.

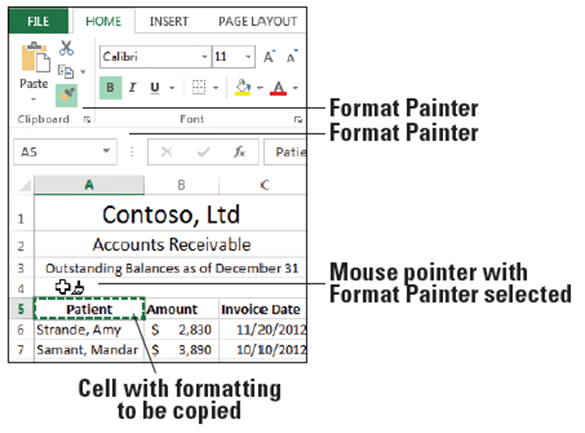
Step by Step 13: Place Borders around Cells

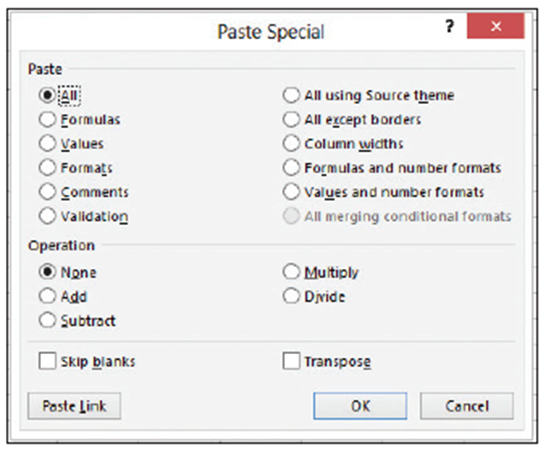
* **GET READY. USE** the workbook you saved in the previous exercise.
  1. On Sheet1, select **A3:D3**.
  2. On the HOME tab, in the Font   
     group, click the **Borders** button   
     to open the Borders menu,   
     as shown at right.
  3. Select **Top and Bottom   
     Border**. The selected text now   
     has a top and bottom border.
  4. With A3:D3 still selected, open   
     the **Borders** menu and select   
     **More Borders**.
  5. In the Format Cells dialog box, click the **Border** tab, if necessary.
  6. Click a thicker line   
     weight, such as the   
     fifth line in the second   
     column under Style.   
     Then click the top and   
     bottom border lines   
     shown in the preview   
     to the right to apply   
     the thicker line. See above.

1. Open the **Color** list and under Standard Colors, select the **Blue** color box (third from right under Standard Colors), and then click the top and bottom border lines shown in the preview to the right to apply the color. Click **OK** and then click in a blank cell so you can view the result. See right.
2. **SAVE** the workbook   
   as *06 Contoso   
   Revenue Solution* and   
   CLOSE the file.

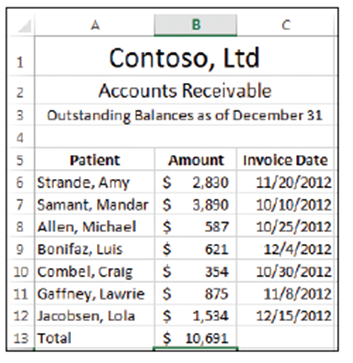
* **PAUSE.** Leave Excel open   
  to use in the next exercise.

Step by Step 14: Use the Format Painter to Copy Formatting

* **GET READY. LAUNCH** Excel if it is not already running.
  1. **OPEN** the ***06 Contoso Painter Paste Special*** data file for this lesson. Click **Enable Editing**, if prompted.
  2. Click **Sheet2**.
  3. Click in cell **A5**.
  4. On the HOME tab, in the Alignment group, click the **Center** button.
  5. On the HOME tab, in the Clipboard group, click the **Format Painter** button. The mouse pointer changes to plus sign with a paint brush, as shown below.
  6. Drag over **B5:C5**. The formatting from A5 is applied to B5 and C5.
  7. If Format Painter is still active, click the **Format Painter** button again or press **Esc** to turn off the Format Painter.
  8. **SAVE** the workbook.
* **PAUSE.** Leave the workbook open to use in the next exercise.

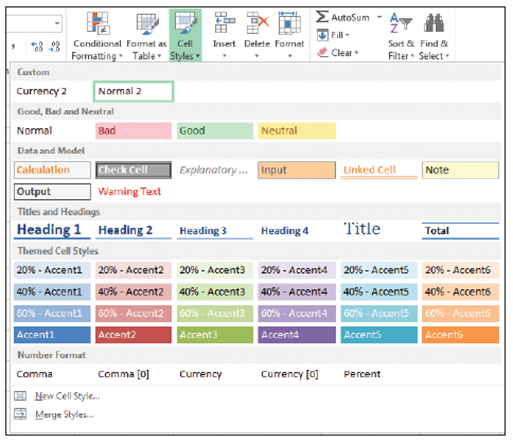
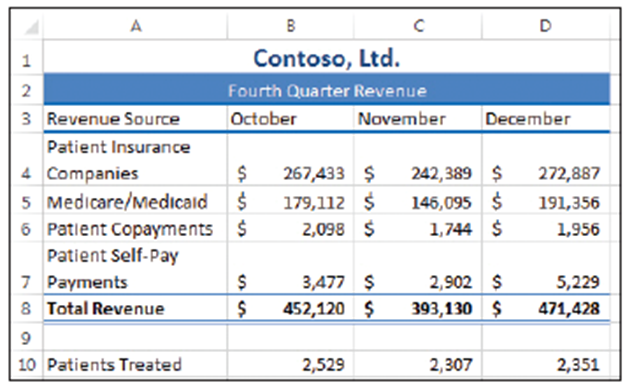
Step by Step 15: Understand Paste Special Options

* **GET READY. USE** the workbook   
  you saved in the previous exercise.
  1. Ensure you are on Sheet2.
  2. In cell A12, type   
     **Jacobsen, Lola**.
  3. Select **B11:C11**.
  4. Press **Ctrl + C** to copy the   
     selection to the Clipboard.
  5. Right-click in cell **B12** and select **Paste Special** from the shortcut menu. The Paste Special dialog box opens, as shown above.
  6. Select **Formats** and click **OK**. Only the formatting from B11:C11 is applied to B12:C12.
  7. In B12, type **1534** and press **Enter**. The content is formatted the same as B11.
  8. In C12, type **12/15/12** and press **Enter**. The content takes on the same date format as C11.
  9. Click in **A13** and type the label **Total**.
  10. Click in **B13**, and on the HOME tab, in the Editing group, click the **AutoSum** button, and press **Enter**. The values in B6:B12 are totaled.
  11. Click in **B13** and press **Ctrl + C** to copy the selection to the Clipboard.

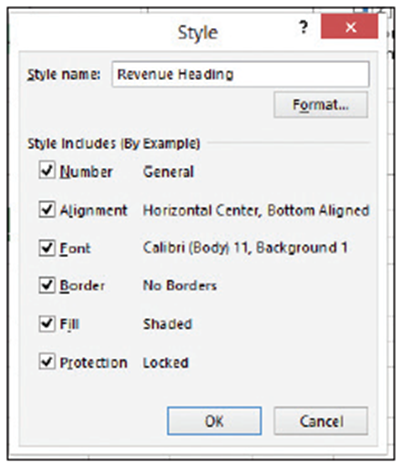
1. Right-click in **B14**, select **Paste Special**, in the Paste Special dialog box, select **Values**, and then click **OK**. Press **Esc** to cancel the moving border in cell B13. Only the value of the formula in B13 was copied to B14, not the formula itself or any cell formatting.
2. Delete the content in cell **B14**. See right.
3. **SAVE** the workbook as ***06 Contoso   
   Painter Paste Special Solution*** and   
   **CLOSE** the file.

* **PAUSE.** Leave Excel open to use in the   
  next exercise.

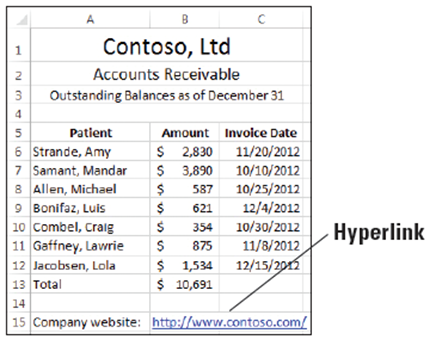
Step by Step 16: Apply Cell Styles

* **GET READY. LAUNCH** Excel if it is not already running.
  1.  **OPEN** the ***06 Contoso Cell Styles*** data file for this lesson. Click **Enable Editing**, if prompted.
  2. Click **Sheet1**.
  3. Select cell **A1**.
  4. On the HOME tab, in the   
     Styles group, open the   
     **Cell Styles** menu. The Cell   
     Styles gallery appears, as   
     shown at right.
  5. In the Titles and Headings section, select the **Heading 1** style to apply it to the first cell of the worksheet.
  6. Select cell **A2**.
  7. Open the **Cells Styles** gallery and in the Themed Cell Styles section, select **Accent1**. A blue background with white text is applied to cell A2.
  8. Select **A8:D8**.
  9. Open the **Cells Styles** gallery and in the Titles and Headings section, select **Total**. A thin blue border appears above A8:D8, and a double underline appears under the range of cells. Select a blank cell to see the results. See right.
  10. **SAVE** the workbook.
* **PAUSE.** Leave the workbook   
  open to use in the next   
  exercise.

Step by Step 17: Customize a Cell Style

* **USE** the workbook you saved in the previous exercise.
  1. On Sheet1, click **A2**.
  2. On the HOME tab, in the Styles group, open the **Cell Styles** menu and select **New Cell Style** near the bottom of the menu. The Style dialog box opens.
  3. In the Style name text box, enter   
     **Revenue Heading**, as shown   
     at right.
  4. Click the **Format** button.
  5. Click the **Font** tab, in the Font style list, select **Bold Italic**, and click **OK**.
  6. Click **OK** to close the Style dialog box.
  7. With A2 still selected, open the **Cell Styles** menu and click **Revenue Heading** to apply the new style.
  8. SAVE the workbook as *06 Contoso Cell Styles Solution*.
* **PAUSE. Leave** Excel open to use in the next exercise.

Step by Step 18: Insert a Hyperlink in a Cell

* **GET READY. LAUNCH** Excel if it is not already running.
  1. **OPEN** the ***06 Contoso Hyperlink*** data file for this lesson. Click **Enable Editing**, if prompted.
  2. Click **Sheet2**.
  3. Click in cell **A15**.
  4. Type **Company website:** and press **Enter**.
  5. Manually widen column A until all content displays properly in cell A15.
  6. Right-click cell **B15** and select **Hyperlink** from the shortcut menu.
  7. In the Insert Hyperlink dialog box, type **http://www.contoso.com/** in the Address box and click **OK**. The hyperlink appears in the worksheet, as shown below.
  8. **SAVE** the workbook as   
     ***06 Contoso Hyperlink Solution***.
* **PAUSE.** Leave the workbook open   
  to use in the next exercise.

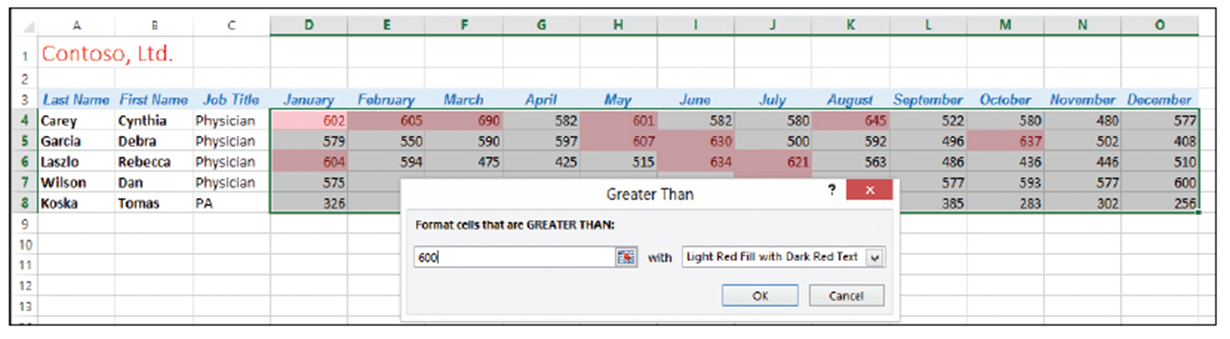
Step by Step 19: Use a Hyperlink

* **GET READY. USE** the workbook you saved in the previous exercise.
  1. Click the hyperlink in cell **B15**. Because the hyperlink points to a website, your default web browser opens.
  2. Close the browser window.
* **PAUSE.** Leave the workbook open to use in the next exercise.

Step by Step 20: Remove a Hyperlink from a Cell

* **GET READY. USE** the workbook you saved in the previous exercise.
  1. Right-click cell **B15** and select **Remove Hyperlink** from the shortcut menu, as shown in Figure 6-35. The hyperlink is removed from the URL, but the URL text remains.
  2. **CLOSE** the workbook without saving your changes.
* **PAUSE.** Leave Excel open to use in the next exercise.

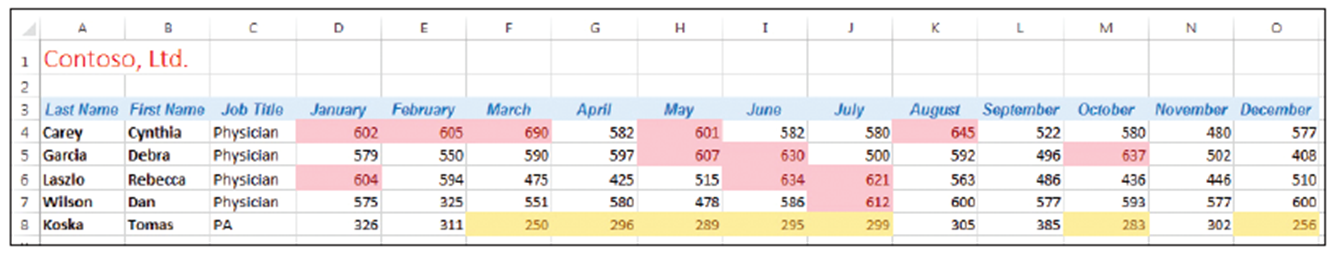
Step by Step 21: Apply a Specific Conditional Format

* **GET READY. LAUNCH** Excel if it is not already running.
  1. **OPEN** the ***06 Patient Visits Conditional Formatting*** data file for this lesson. Click **Enable Editing**, if prompted.
  2. Select **D4:O8**.
  3. Open the **Conditional Formatting** menu in the Styles group on the HOME tab and select **Highlight Cells Rules > Greater Than**. The Greater Than dialog box appears.
  4. Enter **600** in the Format cells that are GREATER THAN box.
  5. Leave the default fill color, as shown below. Click **OK**. Cells that contain a value greater than 600 are formatted with a light red background color and a dark red text color. This data represents the months in which the physicians were seeing more than the ideal number of patients.
  6. **SAVE** the workbook.
  7. **PAUSE.** Leave the workbook open to use in the next exercise.

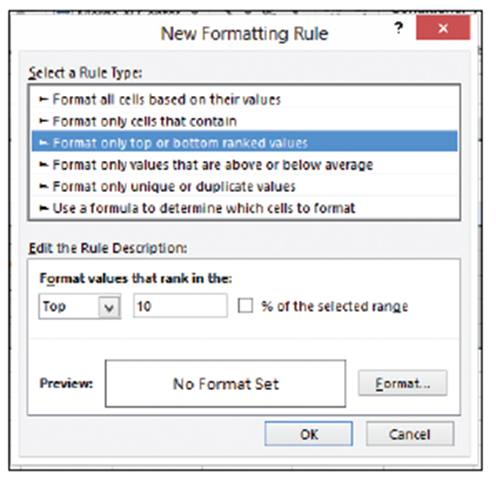
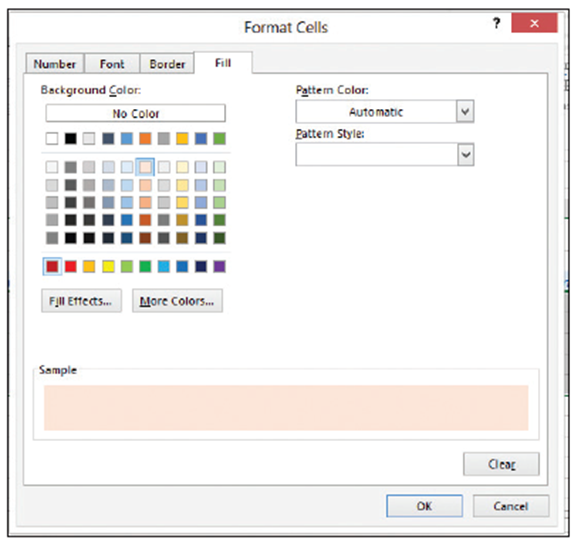
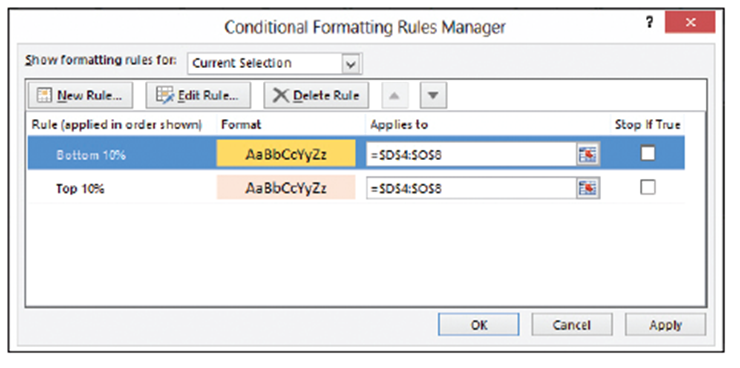
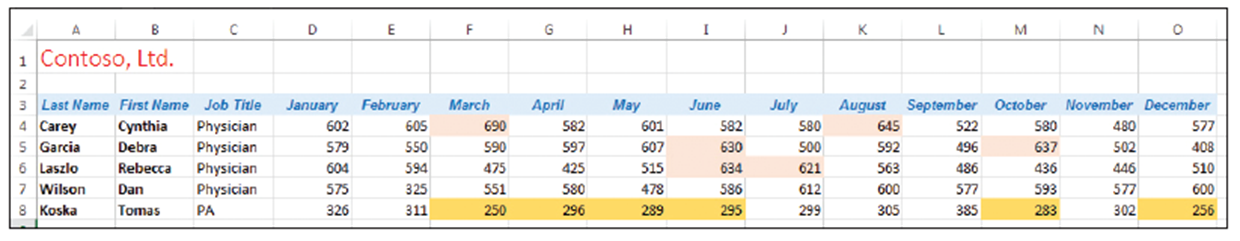
Step by Step 22: Apply Multiple Conditional Formatting Rules

* **GET READY. USE** the workbook you saved in the previous exercise.
  1. Select **D4:O8**.
  2. On the HOME tab, in the Styles group, click the **Conditional Formatting** menu and then select **Highlight Cells Rules > Less Than**.
  3. Enter **300** in the Format cells that are LESS THAN box.

1. Select the **Yellow Fill with Dark Yellow Text** option from the drop-down menu. Click **OK**. All values of less than 300 appear with a yellow background and dark yellow text color, along with values over 600 indicated by a light red background and dark red text, as shown below.
2. **SAVE** the workbook as ***06 Patient Visits Conditional Formatting Solution***.

* **PAUSE.** Leave the workbook open to use in the next exercise.

Step by Step 23: Use the Rules Manager to Apply Conditional Formats

* **GET READY. USE** the workbook you saved in the previous exercise.
  1. Select **D4:O8**.
  2. On the HOME tab, in the Styles group, click the **Conditional Formatting** menu and select **Clear Rules > Clear Rules from Selected Cells**.
  3. Open the **Conditional Formatting** menu again and select **Manage Rules**. The Conditional Formatting Rules Manager dialog box appears.
  4. Click the **New Rule** button. In the New Formatting Rule dialog box, select **Format only top or bottom ranked values**. The dialog box changes   
     as shown at right.
  5. In the Edit the Rule Description section, click the **% of the selected range** checkbox.
  6. Click the **Format** button.   
     The Format Cells dialog box   
     opens.
  7. Click the **Fill** tab if it’s not already selected, and then select the light red (pink) color box, as shown at right. Click **OK** twice.
  8. In the Conditional Formatting Rules Manager   
     dialog box, click the **New Rule** button.
  9. In the New Formatting Rule dialog box, select **Format only top or bottom ranked values**.
  10. In the Edit the Rule Description section, select **Bottom** from the first drop-down list on the left and click the **% of the selected range** checkbox.
  11. Click the **Format**   
      button.
  12. In the Format Cells   
      dialog box, click a   
      yellow background   
      color on the Fill tab,   
      and then click **OK**   
      twice. The Conditional Formatting Rules Manager dialog box should look similar to the figure above.
  13. Click **OK**. The Rules Manager applies the rules to the selected cells, as shown below. This view lets you see the top 10 percent and bottom 10 percent values in the range.
  14. **SAVE** the workbook as ***06 Patient Visits Conditional Formatting Revised Solution***.
* **PAUSE.** Leave the workbook open to use in the next exercise.

Step by Step 24: Clear a Cell’s Formatting

* **GET READY. USE** the workbook you saved in the previous exercise.
  1. Select **A3:O3**.
  2. On the HOME tab, in the Editing group, click the **Clear** menu and select **Clear Formats**. The formatting for the range A3:O3 is removed.
  3. Click the **Select All** button (at the intersection of the column and row headings) in the upper-left corner of your worksheet, or press **Ctrl+A**.

1. From the Clear menu, click **Clear Formats**. All worksheet formatting disappears.
2. Close the workbook without saving your changes.

* **CLOSE** Excel.
* As you saw in this exercise, clearing formatting from cells or an entire worksheet does not affect the text, numbers, or formulas in the worksheet.