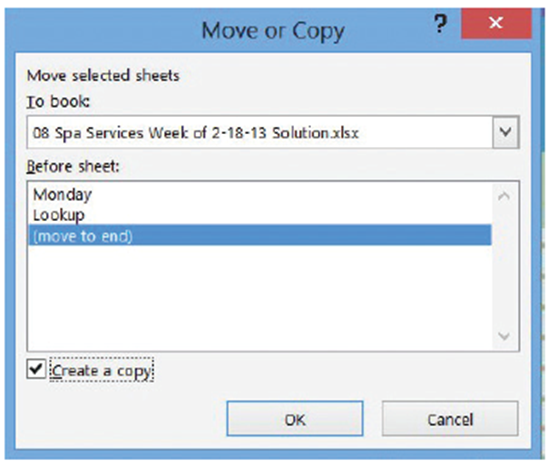
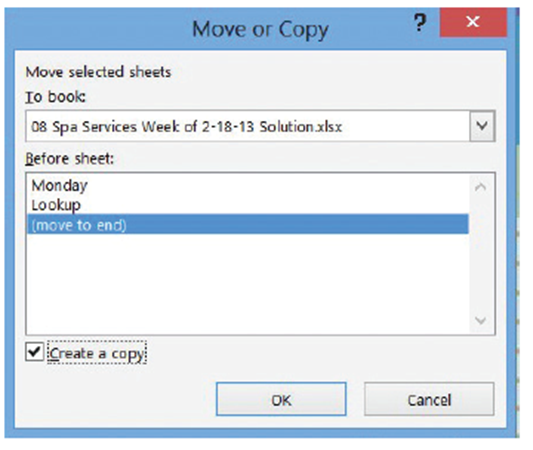
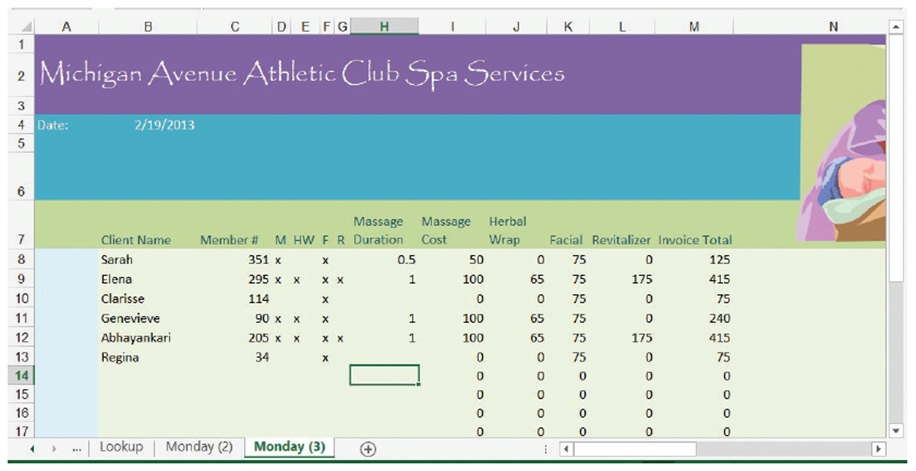
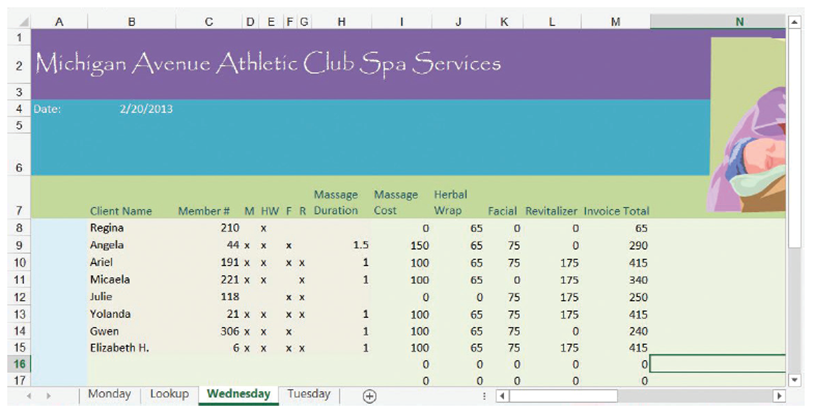
Step by Step 1: Copy a Worksheet

* **GET READY.** Before you begin these steps, **LAUNCH** Microsoft Excel.
  1. **OPEN** the ***08 Spa Services*** workbook for this lesson.
  2. Click the **FILE** tab and then click **Save As**. At the bottom of the Computer list, click **Browse**.
  3. In the Save As dialog box, in the left pane, scroll to the group of storage devices listed under **Computer**. Click the entry that represents your USB flash drive.
  4. Click **New Folder**. In the right pane, type **Lesson 8** and press **Enter**.
  5. **SAVE** the workbook in the Lesson 8 folder as *08 Spa Services Week of 2-18-13 Solution*.
  6. With the Monday worksheet active, click the **HOME** tab, in the Cells group, click **Format**.
  7. Click **Move or Copy Sheet**.   
     The dialog box shown at  
     right opens. Here, the Before   
     sheet list shows the current   
     sequence of worksheets in   
     the workbook even if there’s   
     only one. The sheet selected   
     represents the place you   
     want to put the copied   
     sheet in front of.
  8. In the Before sheet list, select   
     **(move to end)**. Next, select   
     the **Create a copy** box, as   
     shown at right, and then click   
     **OK**. A copy of the Monday   
     worksheet is inserted at the   
     end of the sequence, to the   
     right of Lookup. The new   
     worksheet is given the   
     default name Monday (2).
  9. Click the **Monday** worksheet tab. Next, click and hold the **Monday** tab, and then press and hold **Ctrl**. The pointer changes from an arrow to a paper with a plus sign in it.
  10. Drag the pointer to the right until the down-arrow just above the tabs bar points to the divider to the right of Monday (2). Release the mouse button and **Ctrl** key. A new worksheet is created, with its tab located just to the right of where the down-arrow was pointing. Its name is Monday (3).
  11. With Monday (3) active, click cell **B4** and type the date **2/19/2013**.
  12. Select cells **B8:H13**.
  13. Beginning in cell B8, enter the following data, skipping over cells without an “x” or a number, as shown in the following (below):
* **PAUSE. SAVE** the workbook and **LEAVE** itopen to use in the next exercise.

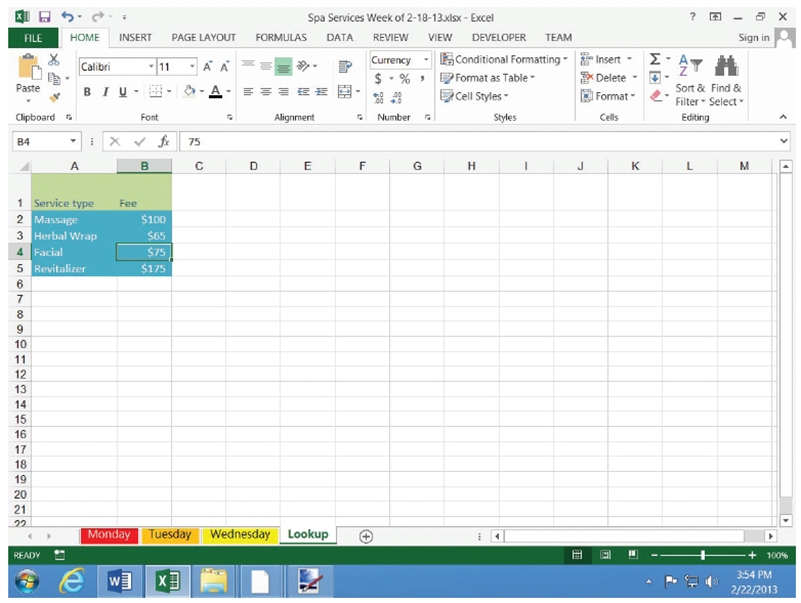
Step by Step 2: Rename a Worksheet

* **GET READY.** **USE** the workbook from the previous exercise.
  1. Double-click the **Monday (3)** worksheet tab to select its name.
  2. Type **Tuesday** and press **Enter**. The new name appears on the tab.
  3. Repeat this process for the **Monday (2)** worksheet tab, renaming it **Wednesday**.
  4. With the Wednesday worksheet active, select cell **B4** and type the date **2/20/2013**.
  5. Select cells **B8:H15**. Beginning in cell B8, enter the following data, skipping over cells without an “x” or a number as shown in the following (below):
* **PAUSE. SAVE** the workbook and **LEAVE** itopen to use in the next exercise.

Step by Step 3: Reposition the Worksheets in a Workbook

* **GET READY.** **USE** the workbook from the previous exercise.
  1. Click the **Tuesday** worksheet tab. On the HOME tab, in the Cells group, click **Format**.
  2. Click **Move or Copy Sheet**. The Move or Copy dialog box opens.
  3. To make sure Tuesday appears before Wednesday, click **Wednesday** in the Before sheet list, and then click **OK**. Click and hold the **Lookup** worksheet tab. The pointer changes from an arrow to a paper without a plus sign.
  4. Drag the pointer to the right until the down-arrow just above the tabs bar points to the divider to the right of Wednesday. Release the mouse button. The Lookup worksheet is repositioned at the end of the sequence, and nothing inside the worksheet itself is changed.
  5. Click the **Monday** worksheet tab.
  6. Select cells **B8:H11**.
  7. Beginning in cell B8, enter the following data, skipping over cells without an “x” or a number as shown in the following:
* **PAUSE. SAVE** the workbook and **LEAVE** it open to use in the next exercise.

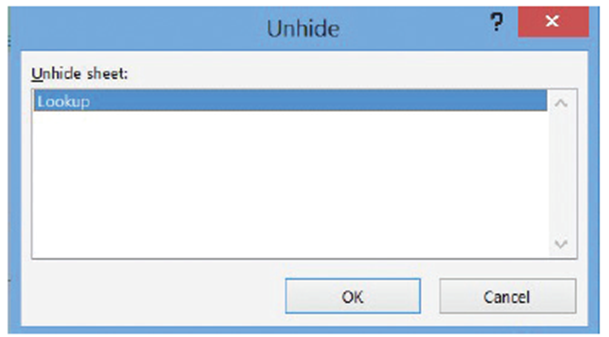
Step by Step 4: Change the Color of a Worksheet Tab

* **GET READY.** **USE** the workbook from the previous exercise.
  1. Right-click the **Monday** worksheet tab.
  2. In the shortcut menu, click **Tab Color**.
  3. In the popup menu, under Standard Colors, click **Red**. Excel gives a slightly red tint to the Monday worksheet tab.
  4. Click the **Tuesday** worksheet tab. Notice the Monday worksheet tab is now the bold red color you chose. Excel applies only the gradient tint to the tab for the currently visible worksheet to make it stand out above the others.
  5. Repeat the color selection process for the **Tuesday** and **Wednesday** worksheet tabs, choosing **Orange** and **Yellow**, respectively.

1. Click the **Lookup**   
   worksheet tab.   
   Your tabs bar   
   should now   
   appear as   
   shown at right.

* **PAUSE. SAVE** the   
  workbook and **LEAVE** it   
  open to use in the next   
  exercise.

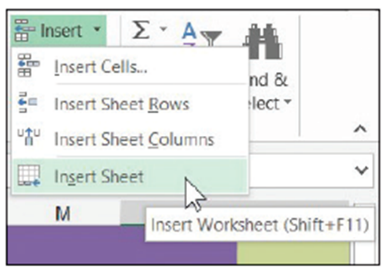
Step by Step 5: Hide and Unhide a Worksheet

* **GET READY.** **USE** the workbook from the previous exercise.
  1. With the Lookup worksheet tab active, on the HOME tab, in the Cells group, click **Format**.
  2. Click **Hide & Unhide** and then click **Hide Sheet**. The Lookup worksheet is no longer visible.
  3. Click **Format**, click   
     **Hide & Unhide**, and   
     then click **Unhide Sheet**.   
     The Unhide dialog box   
     appears (right).

1. Make sure **Lookup** is chosen in the Unhide sheet list, and then click **OK**. The Lookup worksheet reappears and is activated.
2. In the Lookup worksheet, select cell **B3**.
3. Type **70** and press **Enter**.
4. Right-click the **Lookup** worksheet tab, and click **Hide**. The Lookup worksheet disappears again, although the change you made to one price is reflected in the other sheets that refer to it.

* **PAUSE. SAVE** the workbook and **LEAVE** it open to use in the next exercise.

Step by Step 6: Insert a New Worksheet into a Workbook

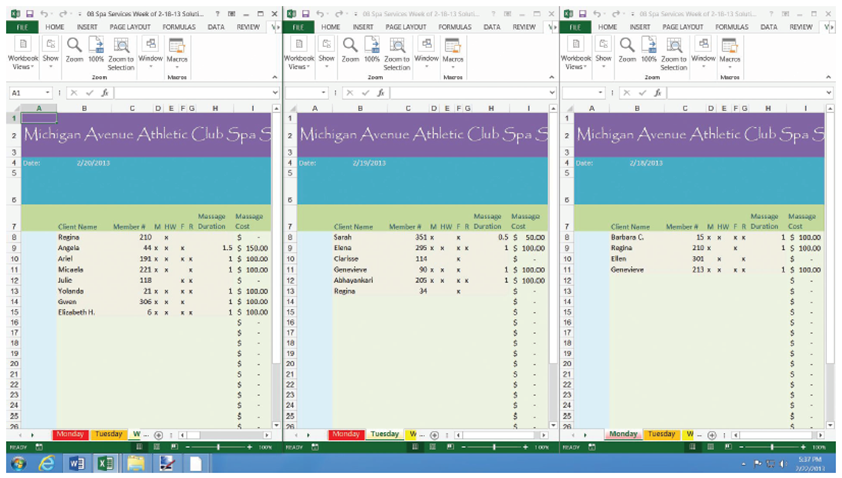
* **GET READY.** **USE** the workbook from the previous exercise.
  1. Click the **Wednesday** tab.
  2. On the HOME tab, in the Cells group, click the down-arrow next to **Insert** (right).
  3. Click **Insert Sheet**. A new,   
     blank worksheet is created,   
     and its tab is inserted before the tab of the active sheet (Wednesday). Excel gives it a temporary name, beginning with *Sheet* followed by a number.
  4. Move the new worksheet to the end of the tab sequence.
  5. Rename the new worksheet **Survey**.
  6. Click the **Wednesday** worksheet tab again.
  7. Click the **+** button to the right of the worksheet tabs. Another new worksheet is created with a temporary name, and this time, its tab is inserted after Wednesday.
  8. Rename this new worksheet **Totals**.
* **PAUSE. SAVE** the workbook and **LEAVE** it open to use in the next exercise.

Step by Step 7: Delete a Worksheet from a Workbook

* **GET READY.** **USE** the workbook from the previous exercise.
  1. Click the **Totals** worksheet tab.
  2. On the HOME table, in the Cells group, click the down-arrow next to **Delete**.
  3. Click **Delete Sheet**. The Totals worksheet is removed and its tab disappears.
  4. Right-click the **Survey** tab, and click **Delete**. The Survey worksheet is removed and its tab disappears.
* **PAUSE. SAVE** the workbook and **LEAVE** it open to use in the next exercise.

Step by Step 8: Work with Multiple Worksheets in a Workbook

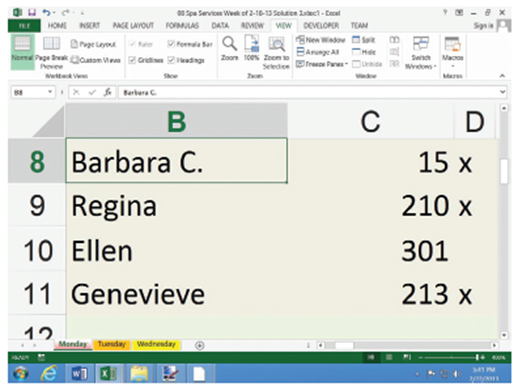
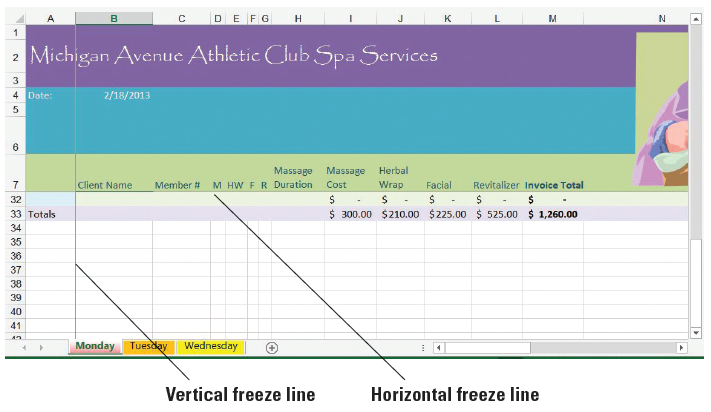
* **GET READY.** **USE** the workbook from the previous exercise.
  1. **SAVE** the workbook in the Lesson 8 folder as ***08 Spa Services Week of 2-18-13 Solution 2***.
  2. Right-click any worksheet’s tab and click **Select All Sheets**. The title bar now reads *Spa Services Week of 2-18-13.xlsx [Group]*. All visible worksheets are enrolled in this group, whereas hidden worksheets are excluded. Although all the worksheets’ tabs are now boldface, the active worksheet remains highlighted in green.
  3. Select cells **I8:M33**.
  4. Click **$** (Accounting Number Format) in the Number group of the Home menu tab. The cell formats for the range switch to a currency style where the dollar sign is aligned left, and the value aligned right with dollars and cents. Column K (Facial) is too narrow for its contents, so its values currently read *####*.
  5. Adjust the width of column **K** to fit its contents (see Lesson 7, “Formatting Worksheets”).
  6. Select column **M**.
  7. In the Font group, click **B** (Bold). All cells in column M are now boldfaced.
  8. Click the tab for a worksheet other than Wednesday. The group is now dissolved, but the changes you made to the previous sheet are reflected here, as demonstrated by the reformatted Wednesday worksheet shown below.
  9. Select the **Monday** worksheet.
  10. On the VIEW tab, in the Window group, click **New Window**. A new Excel window appears, also containing the Monday worksheet.
  11. With the new window active, select the **Tuesday** worksheet.
  12. Click the **View** tab and click **New Window** again. Another window appears.
  13. With this new window active, select the **Wednesday** worksheet.
  14. On the VIEW tab, in the Windows group, click **Arrange All**. The Arrange Windows dialog box opens.
  15. In the dialog box, click **Vertical**, and then click **OK**. Excel rearranges your three windows to appear as shown below.
* **PAUSE. LEAVE** the workbook open to use in the next exercise.



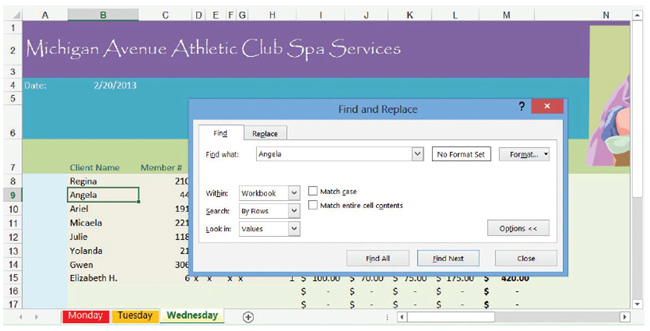
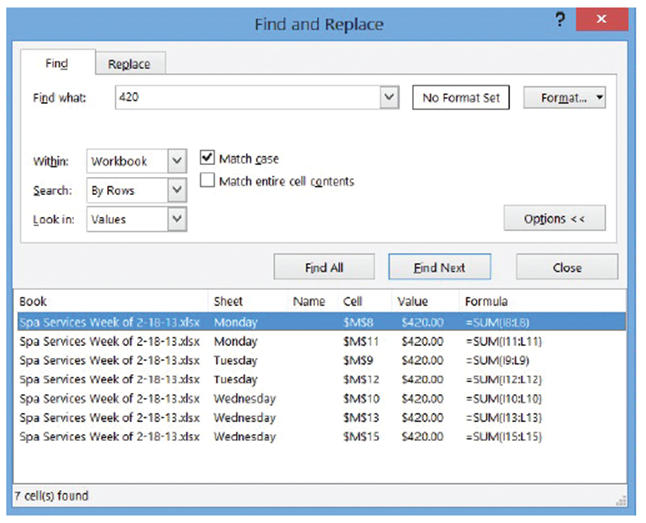
Step by Step 9: Hide and Unhide Worksheet Windows in a Workbook

* **GET READY.** **USE** the workbook from the previous exercise.
  1. With all three non-hidden worksheets visible, click the title bar of the window containing the Monday worksheet.
  2. On the VIEW tab, in the Window group, click **Hide**. The Monday window is closed.
  3. In either of the visible windows, on the VIEW tab, in the Window group, click **Unhide**. The Unhide dialog box appears.
  4. In the Unhide workbook list, choose the hidden window and click **OK**.
* **PAUSE. SAVE** the workbook and **LEAVE** it open to use in the next exercise.

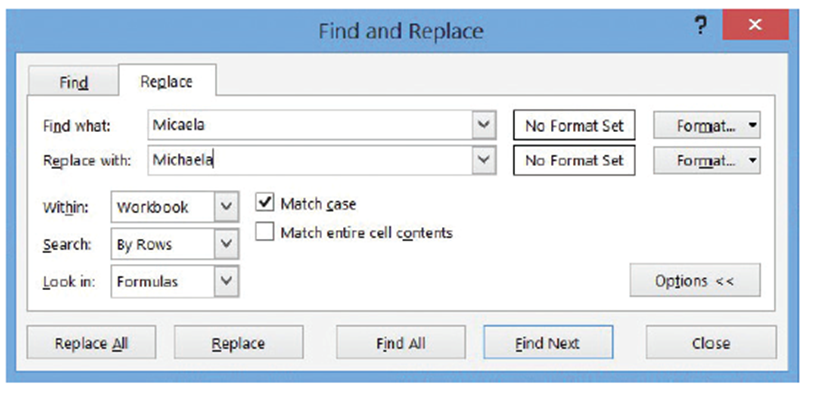
Step by Step 10: Use Zoom and Freeze to Change the Onscreen View

* **GET READY.** **USE** the workbook from the previous exercise.
  1. **SAVE** the workbook in the Lesson 8 folder as ***08 Spa Services Week of 2-18-13 Solution 3***.
  2. Maximize the window containing the Monday worksheet.
  3. Select cell **B8**.
  4. To increase magnification, click   
     and hold the zoom control in the   
     lower right corner (right) and slide   
     the pointer to the right. The   
     maximum zoom is 400%. Notice   
     the window zooms in on the cell   
     you select.
  5. Click the **VIEW** tab, and in the   
     Zoom group, click **100%**. The worksheet returns to standard magnification. Scroll to the top of the worksheet so that row 1 is visible again. If you need to, scroll left so you can also see column A again.
  6. On the VIEW tab, in the Window group, click **Freeze Panes**, and then click **Freeze Panes** in the menu that appears. Cells above and to the left of the selected cell (B8) are now frozen in place for scrolling.
  7. Scroll down so that row 33 comes close to the labels in row 7. Notice that rows 1 through 7 remain in place (below). 
  8. Press **Ctrl + Home** to scroll the worksheet to the top. In the Window group, click **Freeze Panes**, and then click **Unfreeze Panes**. The thin lines denoting the frozen borders of the worksheet disappear.
* **PAUSE. LEAVE** the workbook open to use in the next exercise.

Step by Step 11: Locate Data with the Find Command

* **GET READY.** **USE** the workbook from the previous exercise.
  1. Select the **Monday** worksheet. Select cell **B8**.
  2. On the HOME tab, in the Editing group, click **Find & Select** (the binoculars button). Click **Find**. The Find and Replace dialog box appears.
  3. In the dialog box, click **Options**. The dialog box expands.
  4. Click the **Within** down arrow, and in the drop-down list, click **Workbook**.
  5. Click the **Look in** down arrow, and in the drop-down list, click **Values**.
  6. Click the **Find what** text box, delete any contents that might appear there, and type **Angela**. Click **Find Next**. The workbook window moves to Wednesday, and automatically selects *Angela* in cell B9. Meanwhile, the dialog box appears as shown below.
  7. Double-click the **Find what** text box, press **Delete**, and then type **Beth**. Click **Find Next**. Excel highlights cell B15, whose contents include “beth,” in the middle of the cell and in a non-matching case.
  8. Select cell **B9**.
  9. ****In the dialog box, click **Match case**, and then click **Find Next**. This time, Excel reports the text can’t be found, because it’s looking for a name that begins with a capital “B.” Click **OK** to dismiss the message.
  10. Double-click the **Find   
      what** text box, press **Delete**, and then type   
      **420**. Click **Find All**. The   
      dialog box shows a   
      detailed report listing   
      all the cells in the   
      workbook that contain   
      the value 420 (right). In   
      this case, it points to all   
      the locations where customers paid “the works” for all the services together.
  11. Click the first item in the list whose Sheet entry is marked Tuesday. Excel brings up the Tuesday worksheet and selects cell M9, which contains an entry for $420.00.
  12. Click **Close** to dismiss the dialog box.
  13. Close the other two open workbook windows.
* **PAUSE. LEAVE** the workbook open to use in the next exercise

Step by Step 12: Replace Data with the Replace Command

* **GET READY.** **USE** the workbook from the previous exercise.
  1. Select the **Wednesday** worksheet. Select cell **B8**.
  2. On the HOME table, in the Editing group, click **Find & Select**. Click **Replace** in the menu. The Find and Replace dialog box appears (below). 
  3. Make sure certain options are visible and that **Workbook** is the selected option for Within.
  4. If the Find what text box shows the contents of the previous search, then double-click the text box and press **Delete** to erase its contents.
  5. Click in the **Find what** text box and type **Micaela**.
  6. Click in the **Replace with** text box and type **Michaela**. The dialog box should now appear.
  7. Click **Replace All**. Excel searches for all instances of *Micaela* and adds an “h” to the middle (correcting this client’s spelling), and then will notify you when the job is done. Excel makes one replacement.
  8. Click **OK**, and then click **Close**.
* **SAVE** the workbook, and **LEAVE** it open to use in the next exercise.