Excel® Workbook FOR DUMMIES®

by Greg Harvey, PhD

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About the Author

Greg Harvey has authored tons of computer books, the most recent being *Excel Timesaving Techniques For Dummies* and *Roxio Easy Media Creator For Dummies,* and the most popular being *Excel 2003 For Dummies* and *Excel 2003 All-In-One Desk Reference For Dummies*. He started out training business users on how to use IBM personal computers and their attendant computer software in the rough and tumble days of DOS, WordStar, and Lotus 1-2-3 in the mid-80s of the last century. After working for a number of independent training firms, he went on to teach semester-long courses in spreadsheet and database management software at Golden Gate University in San Francisco.

His love of teaching has translated into an equal love of writing. *For Dummies* books are, of course, his all-time favorites to write because they enable him to write to his favorite audience, the beginner. They also enable him to use humor (a key element to success in the training room) and, most delightful of all, to express an opinion or two about the subject matter at hand.

Greg received his doctorate degree in Humanities in Philosophy and Religion with a concentration in Asian Studies and Comparative Religion last May. Everyone is glad that Greg was finally able to get out of school before he retired.

Dedication

To Chris, my partner and helpmate in all aspects of my life, and to Shandy, the newest addition to our family.

Author's Acknowledgments

I'm always very grateful to the many people who work so hard to bring my book projects into being, and this one is no exception. This time, preliminary thanks are in order to Andy Cummings and Katie Feltman for giving me this opportunity to write in this wonderful workbook format.

Next, I want to express great thanks to my project editor, Linda Morris (a more knowledgeable person about the *For Dummies* series and better editor you'll never find), and to my partner in crime, Christopher Aiken (I really appreciate all your editing, additions, and comments on this one). Thanks also go to Mike Talley for the great technical edit, Maridee Ennis for coordinating its production, and everybody at the Wiley Publishing Composition Services department for their proofreading and indexing work.

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Contents at a Glance

Table of Contents

Introduction

Excel is the most sophisticated spreadsheet program available in the world of personal computing. As such, this program is much more than just an electronic version of an accountant's familiar green sheet for crunching numbers. For millions of users the world over, Excel is also their number one forms designer, their interface to the corporate database, as well as their premier charting program.

Given Excel's indisputable versatility, it should come as no surprise that mastering the basics of the program, not to mention its finer points, is no small undertaking. My experience, however, in teaching adults to use all manner of Excel's capabilities has convinced me that this mastery is greatly accelerated with just a modicum of hands-on experience judiciously applied to rather simple *but* realistic data-related problems.

About This Book

As its name suggests, *Excel Workbook For Dummies* is designed to give you the kind of hands-on experience with all the major aspects of the program you need to start using the program for business or home with a certain degree of confidence and efficiency. As you'd expect from this type of book, the workbook is primarily composed of questions and exercises that give you plenty of opportunities to experience the purpose and benefits of Excel's many features.

It's my hope that as a result of doing the exercises in this workbook, you'll not only be in firm command of the basic skills necessary to work with confidence in the Excel spreadsheet but also have a good idea of the overall power of the program through experience with its features beyond the spreadsheet.

Conventions Used in This Book

By convention, all the text entries that you type yourself appear in bold. In addition, all filenames appear in italicized type even though they are not italicized when you see their names in Windows Explorer or the Excel Open dialog box.

When it comes to instructions in the exercises throughout the workbook, you'll notice two conventions:

- Menu commands are introduced by the word "choose" followed by the menu sequence separated by the ⇨ symbol, as in "Choose File⇨Save As."
- Selections in dialog boxes are most often introduced by the word "select" followed by the name of the option name or button, as in "Select the Alignment tab" or "Select the OK button."

In both cases, you must decide on your own whether to select the menu command or dialog box option or button with the mouse or with the keyboard. In the case of menu commands, you can choose among clicking the menu and menu items with the mouse, activating the menu by pressing F10 and selecting the menu and menu items with the cursor keys, or pressing the

Alt key and then pressing the menu's and menu items' hot keys. In the case of dialog box options, you have a choice between clicking them with the mouse or pressing their hot keys. You can also select default buttons in a dialog box (indicated by shading around the button) by simply pressing the Enter key.

The method you use for selecting commands and dialog box options is completely up to you and should be dictated by your comfort level with the mouse or keyboard as well as which method is most efficient. For example, pressing the Enter key to select the default OK button in a dialog box is often the most efficient method when the next step you take is entering or editing in the current cell or range.

One other convention that you'll notice used throughout the text is the display of the names for Excel menu commands, toolbar buttons, and dialog box options in the title case, wherein all major words are capitalized except for prepositions. The title case is used to make these names stand out from the rest of the text. Often, however, especially in the case of dialog box options, Microsoft does not always follow this convention, often preferring to capitalize the first letter of the option name.

Foolish Assumptions

I assume that you're a new Excel user motivated to master its essentials either for work or at home. Further, I assume that you're someone who learns by doing as least as well, if not better than, by reading alone.

To complete most of the exercises in this workbook, you only need to have Microsoft Excel installed on a computer running a version of Microsoft Windows. For some of the printing exercises, you will benefit from having a printer installed on your system (although you can complete most of their steps and get the gist of the lesson without actually printing the sample worksheets). For a few of the Web exercises in Part VI, you *will* need to have access to the Internet in order to complete them.

The workbook is designed to be used with various versions of Excel; from Excel 2000 up to and including Excel 2003. There are, however, a few exercises that are designed primarily for users of Excel 2003, whose specific steps require slight modification in order to be accomplished on earlier versions. Only in the rarest of cases will you encounter an exercise that cannot be completed with all three versions. If you are a user of Excel 97, you can complete the majority of the exercises in the workbook, although you may find some of the steps confusing as they reference toolbar buttons or task pane commands that haven't yet been invented as far as your edition of Excel is concerned.

How This Book Is Organized

This workbook is organized into eight parts, each of which contains two or more related chapters. Each of the chapters follows a similar pattern of introductory text followed by exercises. In some of the chapters, you'll also encounter question and answer sections that are designed to stimulate your thinking regarding the features you're about to practice in the subsequent exercises. Note that although the exercises within any given chapter do build on one another, you're certainly not expected to complete them in strict chapter order. Feel free to work on the exercises in any order that feels comfortable and fits your learning needs.

Part I: Creating Spreadsheets

This part contains the most exercises of any in the workbook. It is made up of four chapters designed to give you practice in all the spreadsheet basics, all the way from starting Excel to editing a completed spreadsheet:

- Chapter 1 enables you to practice creating a new spreadsheet.
- Chapter 2 runs you through formatting spreadsheet data.
- Chapter 3 gives you training in all aspects of printing the completed spreadsheet.
- Chapter 4 gives you plenty of experience with making modifications to the completed spreadsheet.

Part II: Using Formulas and Functions

This part gives you all the practice you need with creating and using formulas in the spreadsheet. Chapter 5 introduces you to formula-making just as Chapter 6 introduces you to the all-important topic of formula copying.

Because of the importance of Excel's built-in functions in formula building, the remaining seven chapters in this part concentrate on building formulas using a particular category of functions:

- Chapter 7 gets you up and running on date and time formulas.
- Chapter 8 trains you in the use of financial formulas.
- Chapter 9 gives you practice creating formulas using Excel's Math functions.
- Chapter 10 concentrates on exercises in creating formulas using Statistical functions.
- Chapter 11 introduces you to the creation of formulas using Lookup functions.
- Chapter 12 runs you through the creation of formulas using the Logical functions, the performance of which depends upon prevailing conditions in the spreadsheet.
- Chapter 13 introduces you to the creation of text formulas that manipulate and change text entries in the spreadsheet.

Part III: Working with Graphics

This part takes you into the graphical aspects of Excel, the most important of which is its rich and versatile charting capabilities covered in Chapter 14. In addition to charts, in Chapter 15 you get practice in working with other types of graphics in the spreadsheet, both those that you generate with the program's own drawing tools and those that you import from other sources such as clip art and digital photos.

Part IV: Managing and Securing Data

This part is concerned with the management and security of the vast amounts of data that you accumulate in your worksheets. Chapter 16 gives you practice in creating,

maintaining, sorting, and querying database tables and data lists in the worksheet. Chapter 17, on the other hand, gives you practice using Excel's various methods for protecting your data and worksheets from illicit viewing and unwanted changes.

Part V: Doing Data Analysis

This part takes you to the next step of using the Excel spreadsheet by introducing you to two different kinds of data analysis. Chapter 18 gives you practice in doing various types of what-if analysis that enable you to look at different potential outcomes in the spreadsheet. Chapter 19 concentrates on training you in the use of pivot tables, a dynamic type of data table that you can use to summarize vast amounts of data.

Part VI: Excel and the Web

This part gives you experience with Excel's Web capabilities in two forms. Chapter 20 gives you experience converting Excel spreadsheets to Web pages, both in static and dynamic formats. Chapter 21 trains you in the use of hyperlinks in spreadsheets that connect you to different sheets in the same workbook, different documents on the same computer, as well as to different pages and e-mail addresses on the World Wide Web.

Part VII: Macros and Visual Basic for Applications

This part introduces you to the topic of creating and using macros to both streamline and customize your work in Excel. Chapter 22 introduces you to recording your actions as Excel macros and then playing them back in the worksheet. Chapter 23 gives you practice using Excel's Visual Basic Editor to edit macros and extend macros you've recorded as well as to create your own user-defined functions.

Part VIII: The Part of Tens

This part gives you tips for using Excel on your own after you complete the exercises in this workbook. Chapter 24 is full of tips on using some of the many features you've practiced using in the workbook like a professional. Chapters 25 through 28 are full of various and sundry keystroke shortcuts designed to save you keyboard enthusiasts out there all sorts of time as you work in Excel.

Using the Practice Material on the CD-ROM

The CD-ROM that comes with this workbook is an integral part of the workbook experience. It contains not only the practice material that you need to complete most of its exercises but lots of third-party utilities that you may be able to put to good use as you start to work with Excel on your own.

All the practice material for the book is located in a single Excel Workbook folder on the CD-ROM. This Excel Workbook folder contains 22 chapter folders (Chapter 1 through Chapter 21 and Chapter 23 — the exercises in Chapter 22 don't require any practice files), plus a Templates folder.

Before you start working through the exercises in this workbook, I suggest that you copy this Excel Workbook folder to the My Documents folder on your computer's hard disk and then rename the Excel Workbook folder to My Practice Spreadsheets as follows:

1. Insert the CD-ROM into your computer's CD/DVD drive.
2. Click the Start button on the Windows taskbar and then click My Computer on the Start menu to open My Computer in Windows Explorer.
3. Right-click the icon for your CD/DVD drive and select Explore to open its contents in the Windows Explorer window.
4. Click the Excel Workbook folder icon and then press Ctrl+C.
5. Click the My Documents link in the left pane of the Windows Explorer window and then press Ctrl+V.
6. Right-click the Excel Workbook folder and then select the Rename option on its shortcut menu.
7. Replace Excel Workbook by typing **My Practice Spreadsheets** and then press Enter.
8. Click the Close button in the upper-right corner of the Windows Explorer window to close it.
9. Open the My Practice Spreadsheets folder in My Documents on your hard disk and then open the Templates folder. Select all the files by pressing Ctrl+A and copy them to the Windows Clipboard by pressing Ctrl+C.
10. Open the Microsoft Templates file on your computer's hard disk by double-clicking the My Computer icon on the desktop and then double-clicking the Local Disk (C:) icon followed by the following folders: Document and Settings➪Your personal folder (as in Greg) ➪Application Data➪Microsoft➪Templates.

    If the Application Data folder icon does not appear in your personal folder, you need to choose Tools➪Folder Options and then select the Show Hidden Files and Folders option button on the View tab before you select OK.
11. Paste the copied template files into the Templates folder by pressing Ctrl+V.

You are now ready to tackle any of the exercises in the workbook using the practice files saved in the My Practice Spreadsheets folder inside the My Documents folder on your hard disk.

When you're finished doing the exercises and no longer need access to the practice files, go ahead and delete the My Practice Spreadsheets folder and all its contents by dropping it in the Recycle bin on the Windows desktop.

Icons Used in This Book

Icons are sprinkled throughout the text of this workbook in high hopes that they draw your attention to particular features. Some of the icons are of the heads-up type, while others are more informational in nature:

This icon indicates the start of a question-and-answer section in the workbook.

This icon indicates that the question that follows is a little more difficult and its answer a little less than obvious than the others in the question-and-answer section.

This icon indicates a hint that can help you perform a particular step in the exercise.

This icon indicates that the file referred to in an exercise or some part of it is supplied to you on the CD-ROM that comes with this workbook.

This icon indicates a tidbit that, if retained, can make your work somewhat easier in Excel.

This icon indicates a tidbit that is essential to the topic being discussed and is, therefore, worth putting under your hat.

This icon indicates a bit of trickery in the topic that, if ignored, can lead to some real trouble in your spreadsheet.

Where to Go from Here

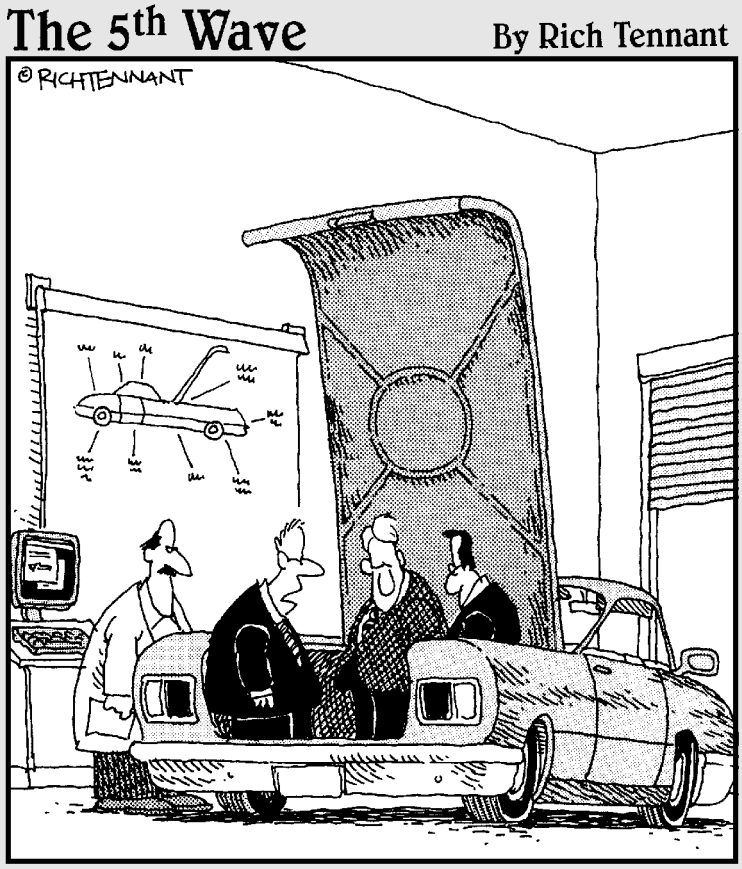
This workbook is constructed such that you don't have to start working through the exercises in Chapter 1 and end with those in Chapter 23. That being said, it is still to your benefit to complete all the exercises within a particular chapter, if not in a single work session, at least in a short time period.

If you're a real newbie to Excel and have no experience with the program, I urge you to complete the exercises in Part I, Chapters 1 through 4, before you take off in your own direction. The exercises in this part are truly fundamental and are meant to give you a strong foundation in the basic features that all Excel users need to know.

Please keep in mind that I designed the exercises in this workbook to work with my Excel companion books, *Excel For Dummies* and *Excel All-In-One Desk Reference For Dummies* (published by Wiley). They can therefore provide you with additional information about the Excel features you're using either at the time you go through the workbook exercises or afterward. To facilitate this crossover usage, I have, wherever possible, used the same example files in the exercises of this workbook as you see illustrated and explained at length in these references.

Whatever you do next and wherever you go in this workbook, just be sure that you enjoy yourself!

Part I
Creating Spreadsheets



"Unless there's a corrupt cell in our spreadsheet analysis concerning the importance of trunk space, this should be a big seller next year."

In this part . . .

The chapters and exercises in Part I form the core skills on which all spreadsheet users rely. These skills run the gamut from basic data entry to more complex data editing with cell formatting and worksheet printing in between. When you have these skills under your belt, you are well on your way to mastering Excel.

Chapter 1

Entering the Spreadsheet Data

In This Chapter

- Launching Excel and opening a new workbook
- Moving around the workbook
- Selecting cell ranges in a worksheet
- Doing simple data entry in a worksheet
- Using AutoFill to create data series and copy formulas
- Saving the spreadsheet as an Excel workbook file

Data entry is the bread and butter of any spreadsheet you create or edit. The exercises in this chapter give you a chance to practice launching Excel, moving around a new spreadsheet, the many aspects of data entry, and, most importantly, saving your work.

Launching Excel

Excel is only one of the many application programs included as part of Microsoft Office. In order to be proficient in its use, you need to be familiar with all the various ways of launching the program.

Q. What are the different techniques I can use to start Excel?

A. You should be familiar with all these methods:

- Click Start on the Windows taskbar and then highlight All Programs and click Microsoft Office Excel (2003 users need to select the Microsoft Office item before clicking Microsoft Office Excel).
- Double-click an Excel workbook file in any folder on any drive to which your computer has access.
- Double-click the Excel program icon on your computer's desktop.
- Click the Microsoft Excel icon on the taskbar's Start menu.
- Click the Excel icon on the Quick Launch toolbar.

Try It

Exercise 1-1: Launching Excel

The last three methods listed previously for launching Excel are available only if you've added the Excel program icon to the desktop, the Start menu, and the Quick Launch toolbar, respectively. For this exercise, add the Excel program icon to your computer if you still need to and then launch Excel using each of the five methods.

- Add an Microsoft Office Excel shortcut to the Windows desktop by right-clicking the Microsoft Office Excel item as it appears on the Start➪All Programs➪ Microsoft Office submenu and then highlighting Send To before you click Desktop (Create Shortcut) on the Send To submenu.
- Add Excel to the Start menu by right-clicking the Microsoft Office Excel desktop shortcut and then clicking Pin to Start Menu on its shortcut menu.
- Add Excel to the Quick Launch toolbar on the Windows taskbar by holding down Ctrl as you drag and drop the Microsoft Office Excel desktop shortcut on to its place in the toolbar.

Q. How do I make Excel launch automatically each time I start my computer?

A. Copy the Microsoft Office Excel item to the Startup submenu on the All Programs menu.

Opening a New Workbook

Each time you launch Excel (using any method other than double-clicking an Excel file icon), a new workbook containing three blank worksheets opens. You can then build your new spreadsheet in this workbook, using any of its sheet pages.

The blank workbook that opens with Excel is given a temporary filename such as Book1, Book2, and so on that appears after Excel's name on the program window's title bar. If you want to start work on a spreadsheet in another workbook, click the New button on the Standard toolbar.

When Excel opens a blank workbook upon launching the program or after clicking the New button, the new workbook follows the general Excel Worksheet template (which controls the formatting applied to all its blank cells). You can also open new workbooks from other, specialized templates or from a workbook that you've already created. To do this, choose File➪New. If you're running Excel 2002 or 2003, the program opens the New Workbook Task pane, where you can click the template or file to use. If you're running Excel 2000 or earlier, the program opens the New dialog box, from which you can open the template.

The Templates folder in the Excel Workbook folder on the workbook CD-ROM (which you copied to the Excel Workbook Templates folder on your hard disk) contains a couple of template files that you can use and modify for your own use. To take a peek at them on the General tab of the Microsoft Templates folder, click the On My Computer link under Templates on the New Workbook task pane.

Q. What's so special about an Excel template?

A. A template is a particular type of Excel file designed to automatically generate new workbooks that use both its data and formatting. Each time you open a template, Excel opens a copy of the template file rather than the original (by appending a number to the template's original filename). Excel template files use the filename extension .xlt to differentiate them from regular Excel workbook files, which carry an .xls filename extension.

Q. What's the difference between opening a new workbook file from an Excel template file rather than an existing Excel workbook file?

A. None, provided that you open the new file using the From Existing Workbook under New or the On My Computer link under Templates in the New Workbook Task pane, rather than in the Open dialog box. (Doing this opens not a copy of the template or workbook file but the original file for editing.)

Q. How can I create templates out of my own Excel workbook files?

A. Build a spreadsheet in a new or existing workbook file. To this spreadsheet add all the stock text and data, calculating formulas, and formatting required in all the files you will generate from its ensuing template and then save this file with the File➪Save As command. Select Template (*.xlt) in the Save As Type drop-down list box and edit the dummy filename (without removing the .xlt filename extension) before you click the Save button.

Try It

Exercise 1-2: Opening a New Workbook

Launch Excel and then open a new workbook (Book2). Switch to Book1 (notice the change in the Excel program title bar) and then back to Book2 and close this workbook. Notice what happens to Book1 when you close Book2. Leave Book1 open for the next exercise.

To switch from Sheet1 of Book2 and make Sheet1 of Book1 active, click the Book1 icon on the Windows taskbar or press Ctrl+Tab (to switch back to Book2, click the Book2 icon on the taskbar or press Ctrl+Tab again so that Sheet1 of Book2 is selected).

To close a workbook file, choose File➪Close or click the workbook's Close Window button. (The Close Window button is the one with the black X, which is immediately beneath the program's red Close button, which has a white X.)

Exercise 1-3: Opening a New Workbook from a Template

Open a new workbook from the Hourly Wages template that you copied from the Templates folder on the workbook CD-ROM to the Microsoft Templates folder (see "Using the Practice Material on the CD-ROM" in the Introduction for details). Switch back and forth between the Book1 and Hourly Wages1 workbook files. Then, close the Hourly Wages1.xls workbook file, leaving open the Book1.xls file for the next exercise.

To open a new workbook from a template file, you click the On My Computer link under Templates on the New Workbook task pane, and then click the .xlt file to use in the General tab of the Templates folder before you select OK.

Moving around the Workbook

The key to doing both data entry and data editing in any spreadsheet is selecting the cell or cells you want to fill or modify. Selecting a cell almost always entails moving the cell cursor (or pointer) to another part of the current worksheet. Sometimes, it also involves activating a different worksheet in the workbook file.

Excel gives you plenty of choices in techniques for moving the cell cursor: Some use the mouse and others are keyboard driven.

Moving within the displayed area

Here's a recap of the most important ways to move the cell cursor to a new cell within the area of the worksheet that is currently displayed on-screen:

- Click the target cell with the white-cross mouse pointer.
- Press the arrow keys until the cell pointer is in the target cell.
- Click the Name Box with the current cell reference at the very beginning of the Formula Bar, enter the reference of the target (by column letter and row number as in D12), and press Enter.

Try It

Exercise 1-4: Moving the Cell Cursor within the Displayed Area

Make Sheet1 of the blank workbook, Book1, active and then practice moving the cell cursor to different cells in the displayed area using the mouse, arrow keys, and Name Box:

1. **Move the cell pointer to cell F9 with the mouse.**
2. **Move the cell pointer to cell C13 using just the down and left arrow keys.**
3. **Move the cell pointer to cell A1 using only the Name Box.**

Keep in mind that you can always move the cursor to cell A1 (also known as the Home cell) of any active worksheet simply by pressing Ctrl+Home.

Moving to a new area of the worksheet

Many times you have to make cell entries in areas that aren't currently displayed in the active worksheet. One of quickest ways to do this is by entering the reference of the cell you want to go to in the Name Box. You can also use any the following techniques to scroll to new parts of the current worksheet:

- To scroll up and down rows of the worksheet by windows, press Page Up or Page Down or click the blank area above or below the scroll box in the vertical scroll bar.
- To scroll left and right columns of the worksheet by windows, click the blank area to the left or right of the scroll box in the horizontal scroll bar.
- To quickly scroll through rows or columns of the worksheet, hold down the Shift key as you drag the scroll box up or down in the vertical scroll bar or left and right in the horizontal scroll bar.

- If you use a mouse with a wheel button, scroll up and down the rows of the worksheet by rotating the wheel button forward (to scroll up) and backward (to scroll down).
- If you use a mouse with a wheel button, pan through the rows and columns of the worksheet by clicking the wheel button and then dragging the triangular mouse pointer in the direction you want to scroll.

Don't forget that scrolling is not the same as selecting! After scrolling to a new part of the worksheet in view, you still have to select a cell by clicking it to set the cursor in it.

Try It

Exercise 1-5: Moving the Cell Cursor to Distant Parts of the Worksheet

Practice moving the cell pointer to cells in unseen parts of Sheet1 in the Book1 workbook by doing the following:

1. **Move the cell cursor to cell C125 with the Name Box on the Formula Bar.**
2. **Move the cell cursor to cell CA125 using the horizontal scroll bar.**
3. **Move the cell cursor to cell CA63560 using the vertical scroll bar.**
4. **Move the cell cursor directly to cell A1 (the Home cell) in a single operation.**

Hold down the Shift key to scroll quickly through columns and rows by dragging the scroll box in the horizontal or vertical scroll bar.

After scrolling into view the region with the cell you want to select, you still need to click the cell to select it.

Q. What's the most efficient way to move between ranges of data that are spread out across a worksheet?

A. Use the Ctrl key in combination with any of the four arrow keys to jump from occupied cell to occupied cell in a particular direction.

Try It

Exercise 1-6: Moving the Cell Cursor from Entry to Entry

Practice moving the cell pointer around a blank worksheet and between data entries with the Ctrl key and the arrow keys in Sheet1 of Book1 by doing the following:

1. Press Ctrl+→, Ctrl+↓, Ctrl+←, and Ctrl+↑ in succession to jump the cell cursor from A1 to IV1, IV1 to IV65536, IV65536 to A65536, and A65536 to back to A1 (when there are no occupied cells in a particular direction, the cursor jumps right to the border of the worksheet).
2. Move the cell cursor to cell A18, type **Stop**, and press Ctrl+Home. Next, press Ctrl+↓ (the cursor stops in A18 rather than A65536 because A18 is now occupied).
3. Move the cell cursor to cell AB18, type **Stop Again**, and press Home. Next, press Ctrl+→ (the cursor stops in cell AB18 rather than IV18 because AB18 is now occupied).
4. Press the Delete key, and then press Ctrl+← followed by the Delete key to remove the two dummy cell entries. Press Ctrl+Home to put the cursor back in cell A1.

Moving to a different sheet in the workbook

Each new workbook you start uses the general Excel Worksheet template that automatically includes three blank worksheets that you can fill with data. If you need more space for a particular spreadsheet, you can add additional worksheets with the Insert➪Worksheet command. If you want all new workbooks you open to have more worksheets, enter a new value in Sheets in a New Workbook text box on the General tab of the Options dialog box (Tools➪Options).

Each sheet in a workbook is automatically given the next available numeric name such as Sheet1, Sheet2, and the like, but you can easily replace these generic names with something descriptive: Double-click the tab you want to rename, type the new sheet name, and press Enter. You can also color-code a sheet tab by right-clicking it, clicking Tab Color on the shortcut menu, and then selecting the color Format Tab Color dialog box before you select OK.

Of course, you must know how to move between the sheets in order to be able to add and edit data in them. The most direct way to select a new worksheet is to click its sheet tab, although you can also use the shortcut keys Ctrl+Page Down to select the next sheet and Ctrl+Page Up to select the previous sheet.

If you add so many worksheets to your workbook that all their sheet tabs can't all be displayed at one time, you can use the Tab scroll buttons to the immediate left of the sheet tab to bring into view the tabs you want to select. You can also display more tabs by reducing the width of the horizontal bar (by dragging to the right the split bar that appears when you position the mouse pointer on the vertical bar at the beginning of the scroll bar).

Try It

Exercise 1-7: Moving to Different Worksheets

Practice moving the cell cursor to specific cells in different worksheets of Book1 by doing the following:

1. Move the cell cursor to cell J25 on Sheet2 (whose cell reference is Sheet2!J25).
2. Move the cell cursor to cell CC1000 on Sheet3 (Sheet3!CC1000).
3. Move the cell cursor to cell Sheet 3:J25 on Sheet3, and then activate Sheet2 (note the difference in the worksheet view despite the fact that you've moved to the same cell on an earlier worksheet).
4. Rename Sheet1 to **Spring Sale**.

Selecting Cell Ranges

When entering, editing, or formatting a single cell, all you have to do is move the cell cursor to it as you practiced in the earlier exercises. You can also enter the same data as well do the same type of editing and formatting in a bunch of cells at one time, but to do so, you must first select the cells where all this is going to happen.

Most of the time when selecting multiple cells in a worksheet, you select a discrete block of cells of so many rows high and so many columns wide. Such a block is known as a *cell range* in the parlance of spreadsheet software.