

Guided Computer Tutorials

# Learning Microsoft<sup>®</sup> Excel<sup>®</sup> 2013

Module 1

By Greg Bowden

PUBLISHED BY

GUIDED COMPUTER TUTORIALS

PO Box 311

Belmont, Victoria, 3216, Australia

[www.gct.com.au](http://www.gct.com.au)

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First published 2013

ISBN: 978-1-922018-33-5 (Module 1)

PDF document on CD-ROM

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# Learning Microsoft Excel 2013

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## Module 1 Project

EasyTune .....	P1-1
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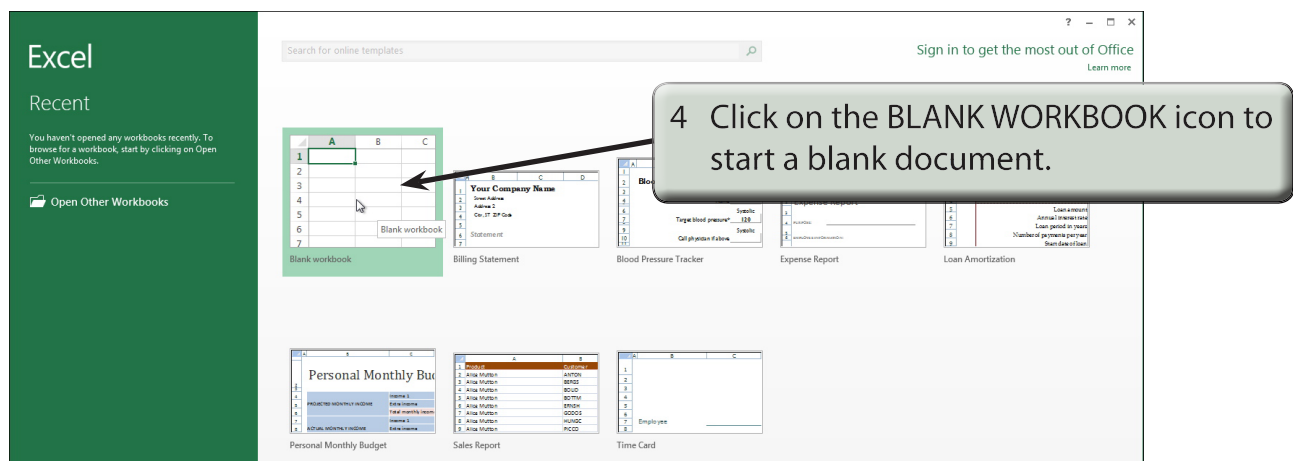
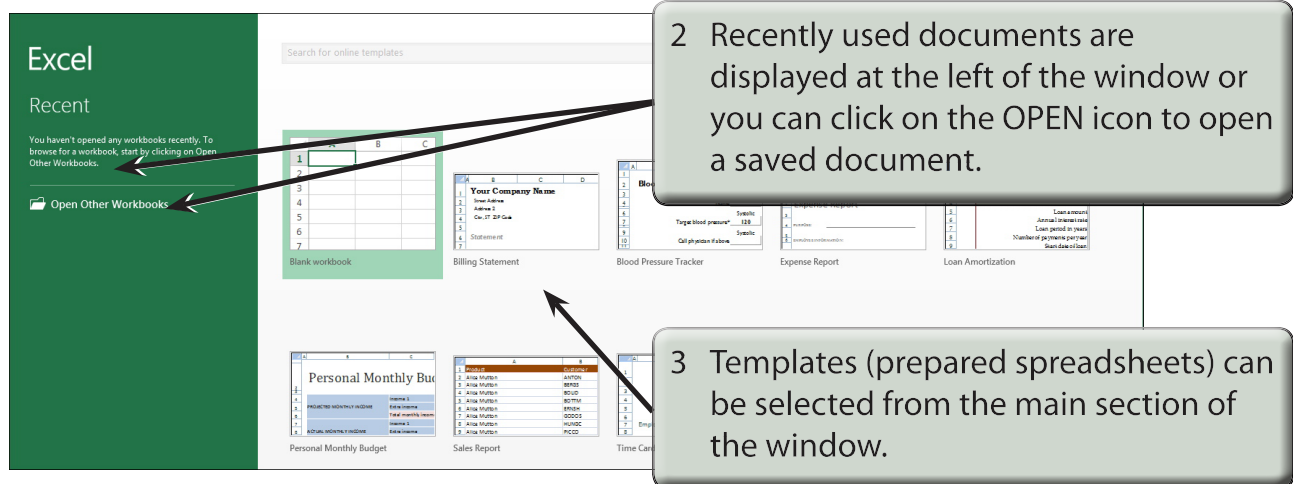


# Introduction to Microsoft Excel

A spreadsheet is a computer program that turns the computer into a very powerful calculator. Headings and comments can be entered along with detailed formulas. The spreadsheet screen is divided into **ROWS** and **COLUMNS**; the intersection between a row and a column is termed a **CELL**. Usually only a small section of the overall spreadsheet is displayed on the screen.

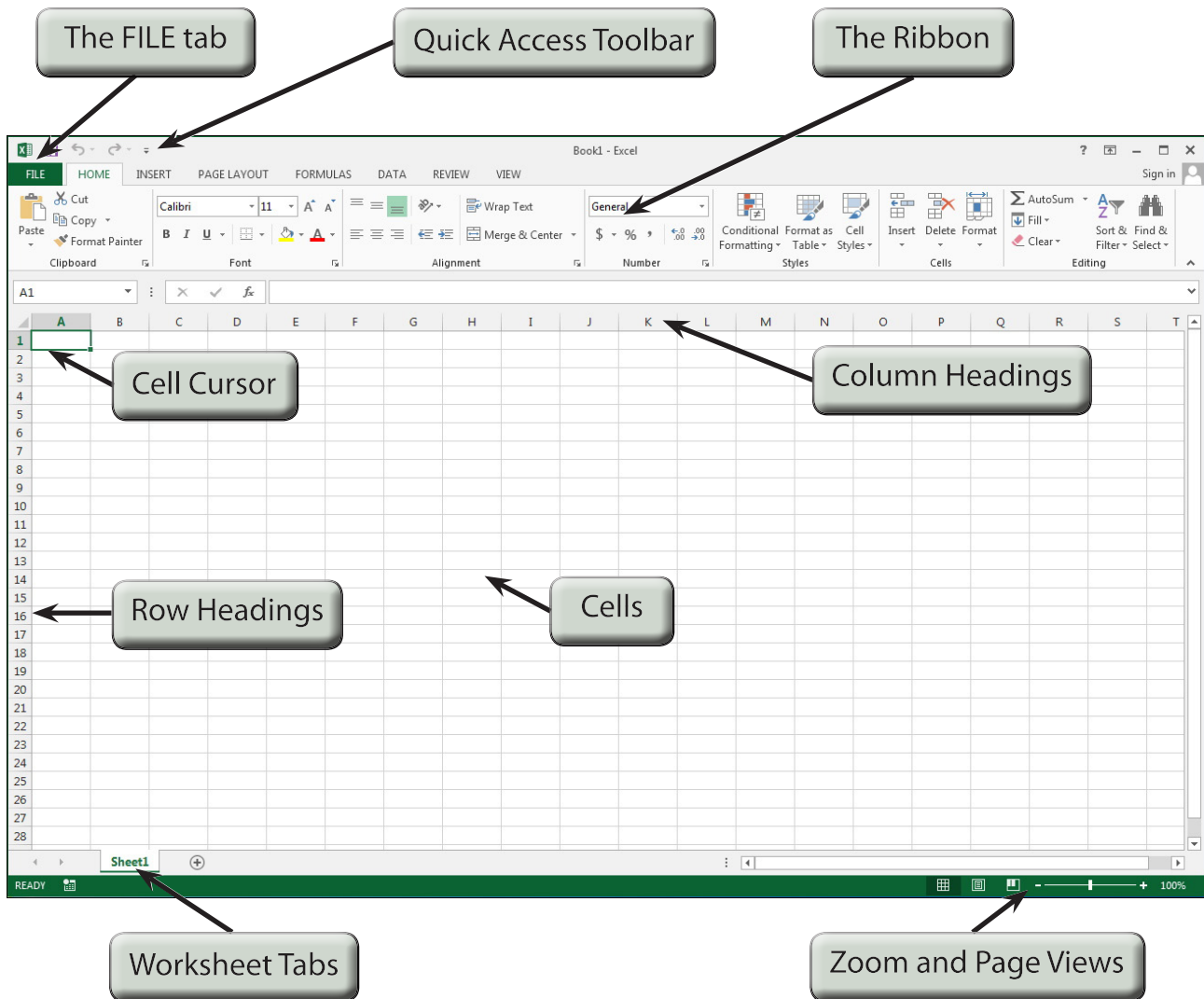
## Loading Microsoft Excel

- 1 Load Microsoft Excel and you should receive the following WELCOME window.

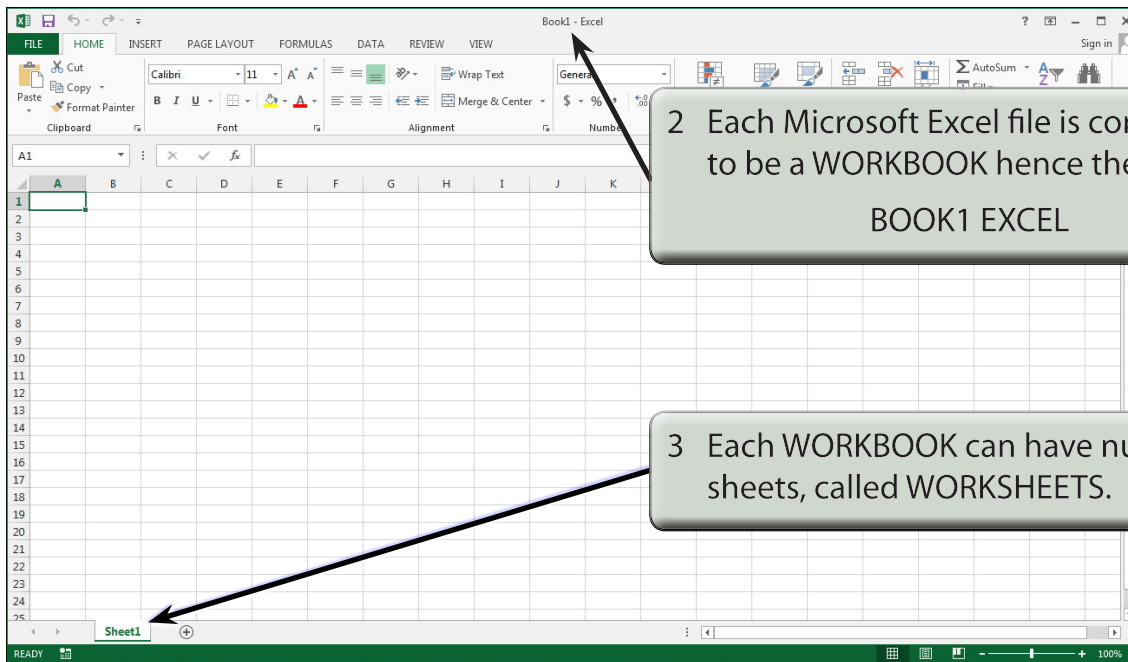


## The Microsoft Excel Screen

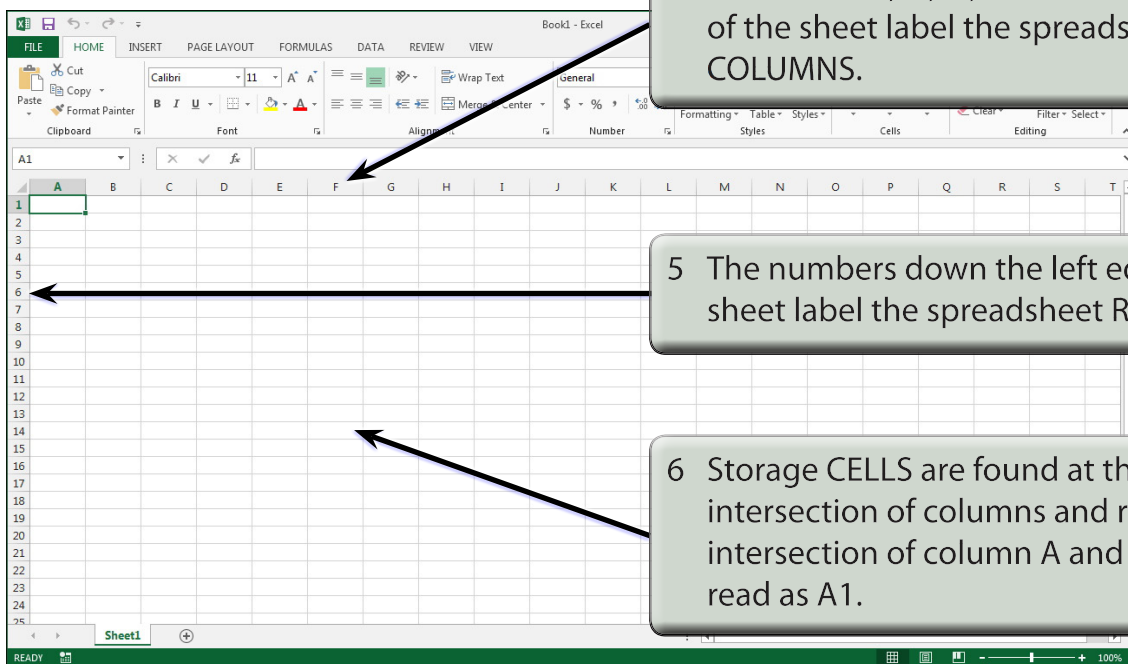
- 1 The Microsoft Excel screen should load. Read through its labelled sections.







3 Each WORKBOOK can have numerous sheets, called WORKSHEETS.

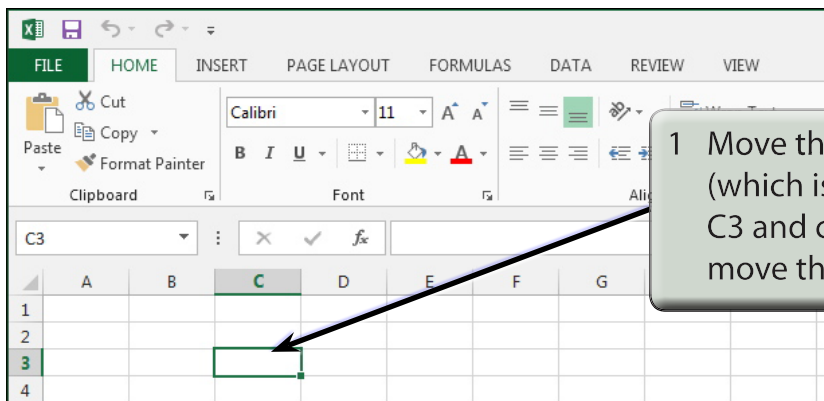


**NOTE:** At cell A1 you should see a rectangular bar. This bar is called the **CELL CURSOR** and it can be positioned over any storage cell. When you first start up Microsoft Excel the cell cursor will be positioned at cell A1.

## Moving the Cursor

The cursor can be moved in a number of different ways.

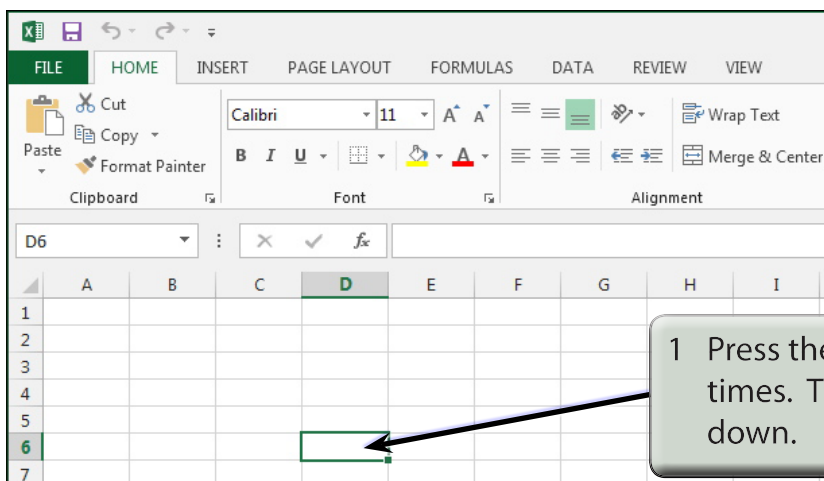
### A Using the Mouse



1 Move the mouse so that the pointer (which is a solid cross-hair) is over cell C3 and click the left mouse button to move the cursor to this new cell.

- 2 Try clicking the mouse button with the cursor over cell B4, then cell D2.

### B Using the Arrow Keys



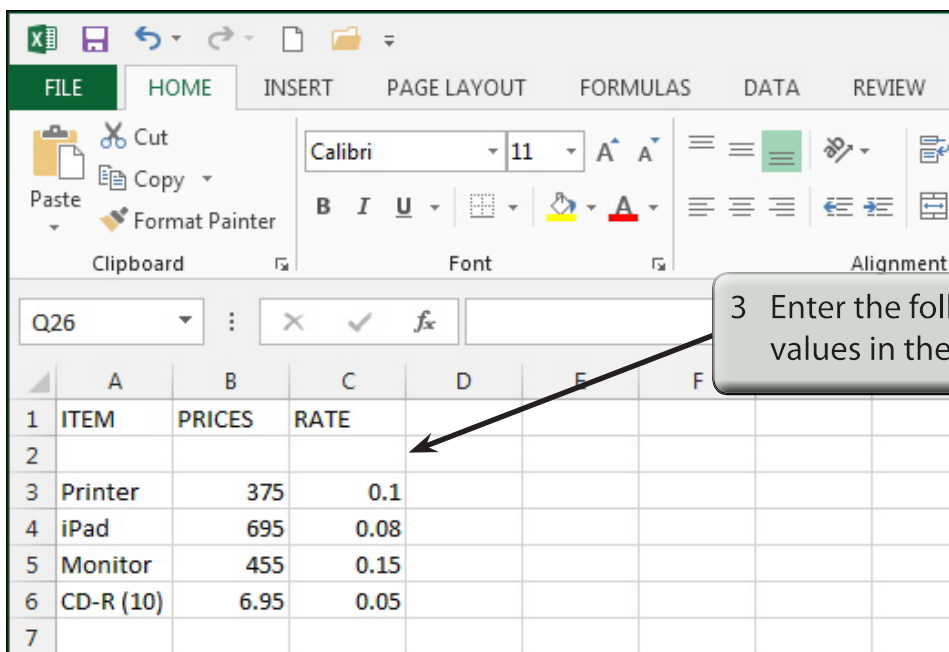
1 Press the DOWN ARROW KEY a few times. The cursor should move straight down.

- 2 Try the other ARROW KEYS.

# Formatting Cells

Microsoft Excel allows you to rearrange the appearance of the LABELS and VALUES on the screen. This is called FORMATTING and the HOME tab of the RIBBON is used to carry out the formats.

- 1 If you are continuing directly from the previous chapter, close the current file and start a new BLANK WORKBOOK.
- 2 If you are starting a new session, load Microsoft Excel.



3 Enter the following labels and values in the cells indicated.

- NOTE:**
- i This table shows the price of various items and the percentage rate of discount available on those items.
  - ii Notice that the labels are placed into the left-hand side of a cell and the values are placed into the right. This is the way Microsoft Excel has been preset to enter them; however, often we prefer to have them displayed differently.

## Formatting Single Cells

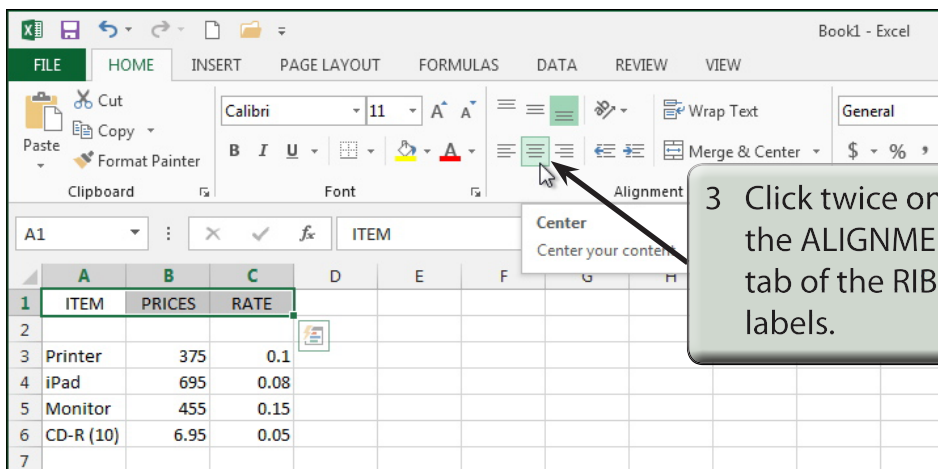
1	ITEM	PRICES	RATE
2			
3	Printer	375	0.1
4	iPad	695	0.08
5	Monitor	455	0.15
6	CD-R (10)	6.95	0.05
7			

## Formatting Groups of Cells

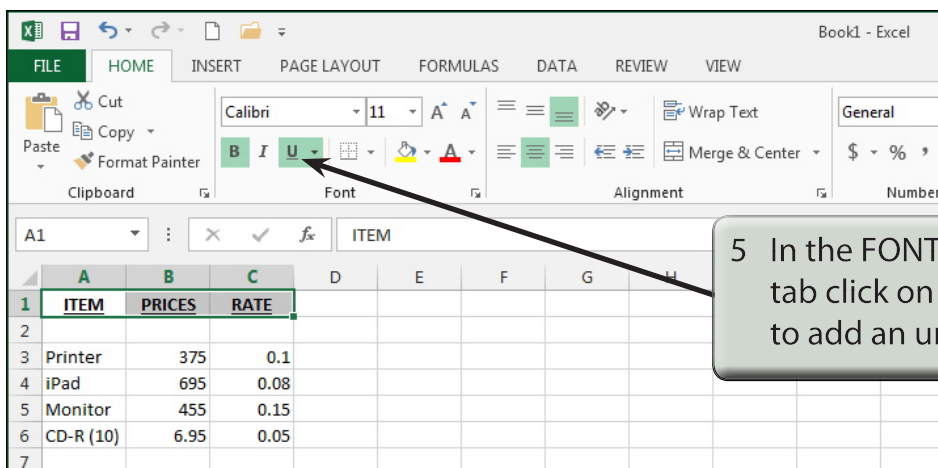
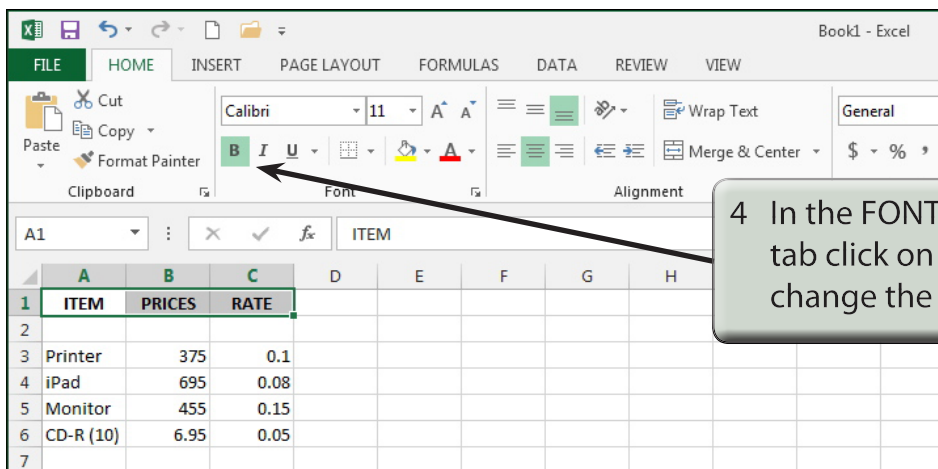
We can not only centre headings, we can underline them and change the print to boldface so that they stand out. This can be done to a number of different cells in one step.

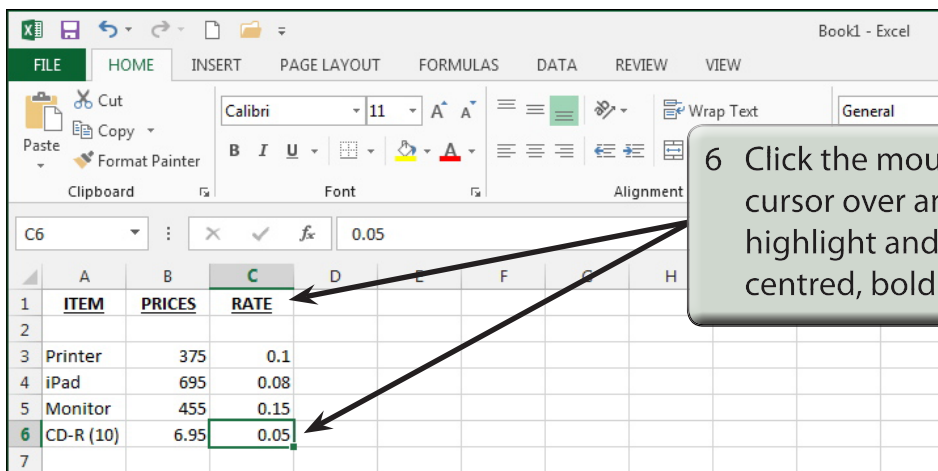
- 1 Position the pointer over cell A1.

1	ITEM	PRICES	RATE
2			
3	Printer	375	0.1
4	iPad	695	0.08
5	Monitor	455	0.15
6	CD-R (10)	6.95	0.05
7			



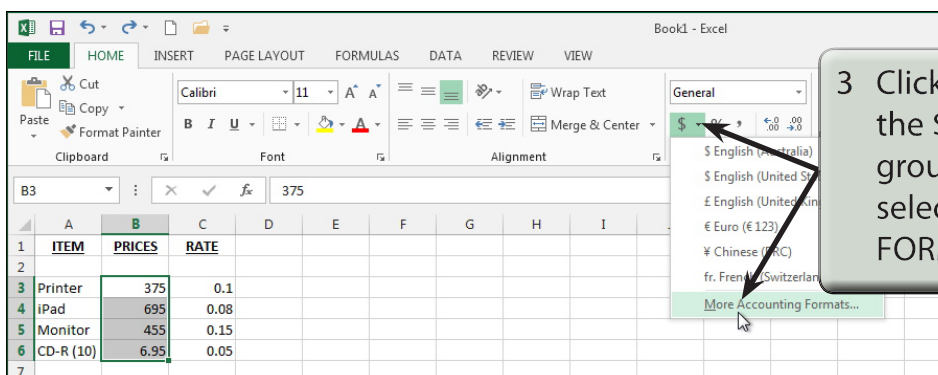
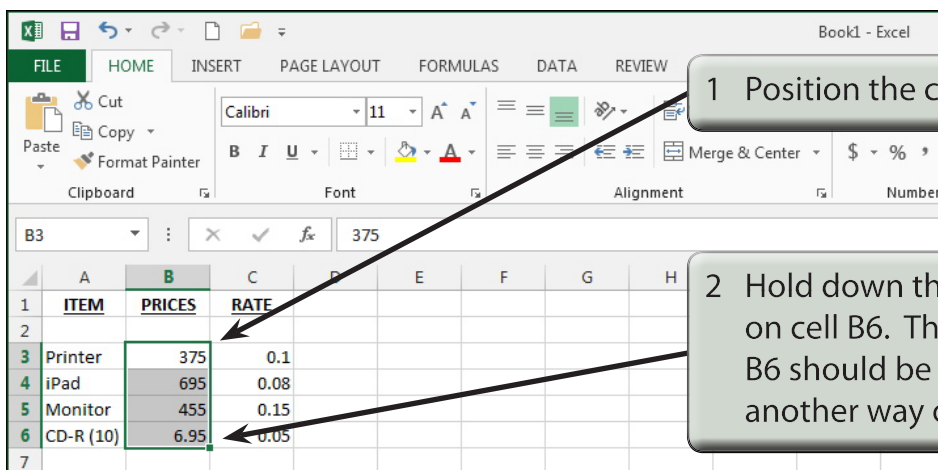
**NOTE:** The first click turns centring off for the first cell then the second click turns centring on for all three cells.





## Formatting Values to Currency

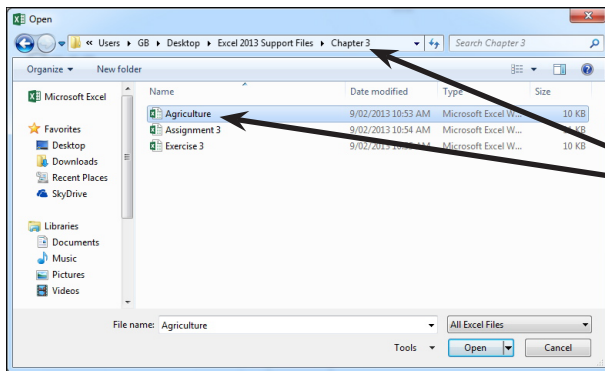
The format of values can be changed to a number of different forms. For example, currency, per cent, a set number of decimal places, etc.



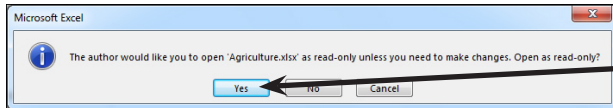
## Further Formatting

To practice your formatting skills and to look at some different types of formats, an unformatted workbook has been prepared for you. Its worksheet will display the income earned from agriculture by some countries.

- 1 Load Microsoft Excel 2013 or close the current workbook.
- 2 Click on the OPEN button in the QUICK ACCESS TOOLBAR or from within the FILE tab.



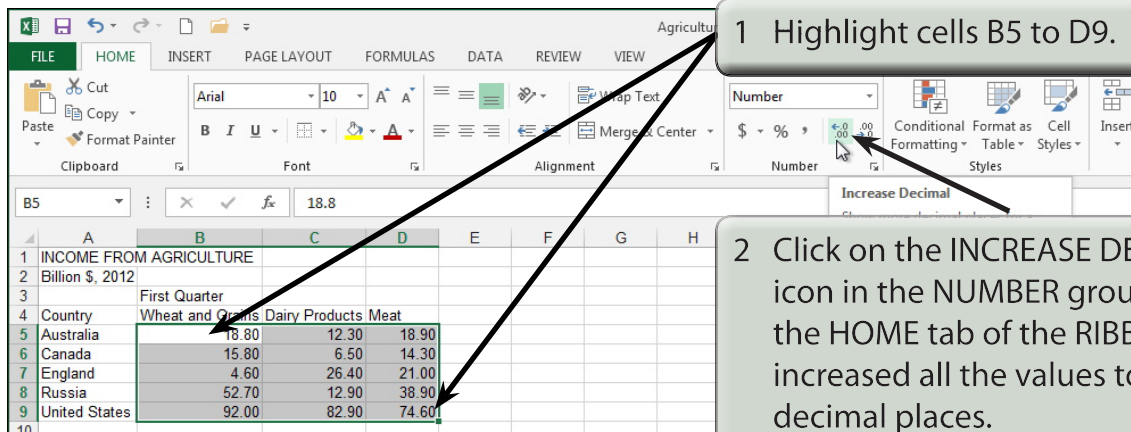
- 3 Access the CHAPTER 3 folder of the EXCEL 2013 SUPPORT FILES and open the AGRICULTURE file.



- 4 Select YES to the READ-ONLY message. This will ensure that you won't be able to save over the original document.

## Formatting the Values

The values, which are fictitious, represent billions of dollars so we will just format the values to one decimal place. The Billion \$ label at the top of the sheet provides the unit.



- 1 Highlight cells B5 to D9.

- 2 Click on the INCREASE DECIMAL icon in the NUMBER group of the HOME tab of the RIBBON to increased all the values to two decimal places.



**NOTE: When you increase the decimal places of highlighted cells all the values are set to the highest number of decimal places.**

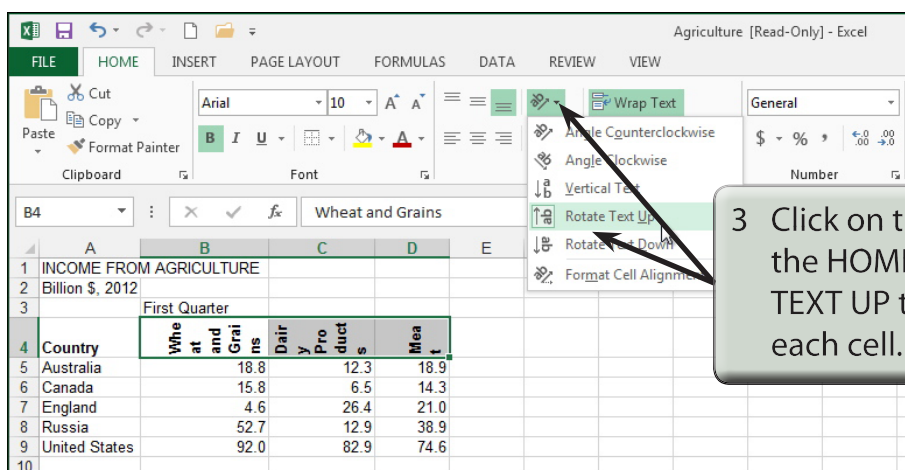
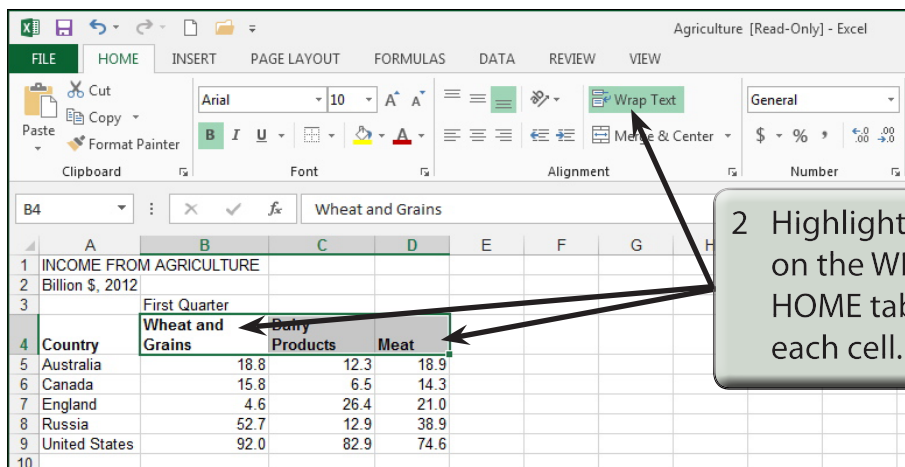
	A	B	C	D
1	INCOME FROM AGRICULTURE			
2	Billion \$, 2012			
3	First Quarter			
4	Country	Wheat and Grains	Dairy Products	Meat
5	Australia	18.8	12.3	18.9
6	Canada	15.8	6.5	14.3
7	England	4.6	26.4	21.0
8	Russia	52.7	12.9	38.9
9	United States	92.0	82.9	74.6

## Formatting the Table Headings

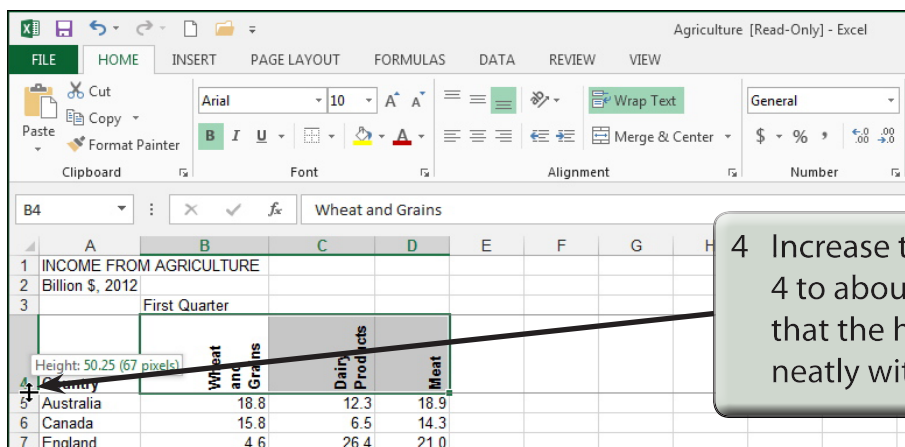
The table headings can be formatted to be vertical within their cells.

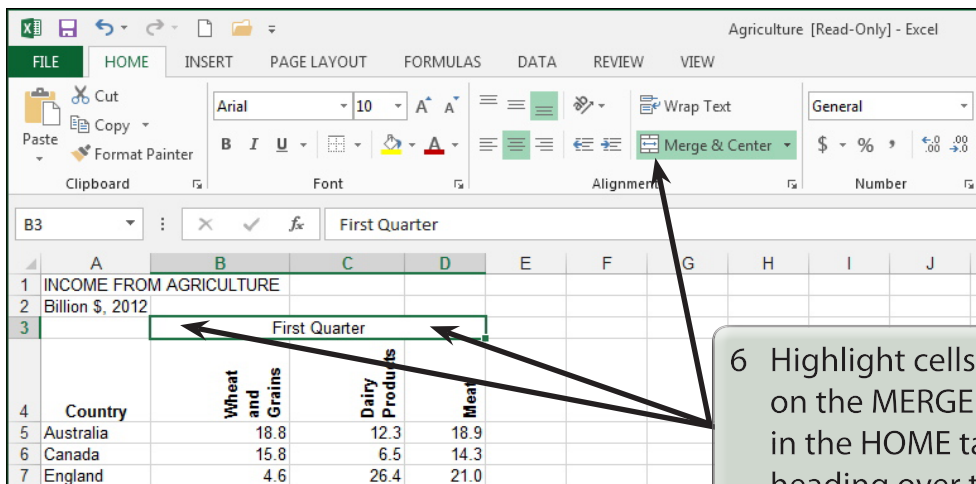
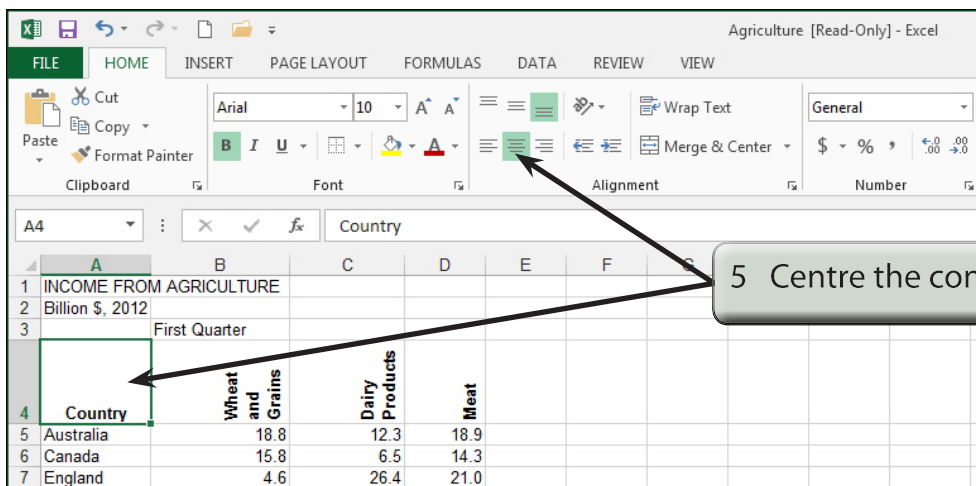
	A	B	C	D
1	INCOME FROM AGRICULTURE			
2	Billion \$, 2012			
3	First Quarter			
4	<b>Country</b>	<b>Wheat and Grain</b>	<b>Dairy Product</b>	<b>Meat</b>
5	Australia	18.8	12.3	18.9
6	Canada	15.8	6.5	14.3
7	England	4.6	26.4	21.0
8	Russia	52.7	12.9	38.9
9	United States	92.0	82.9	74.6





**NOTE:** You might also like to try some of the other orientations.



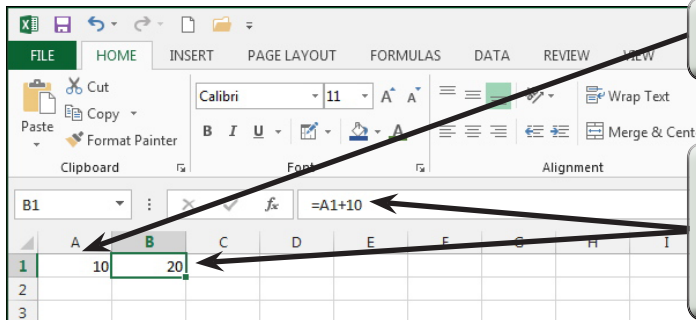


**NOTE: Centre Across Selection could have been used to centre the First Quarter heading. As it covers just one row Merge and Centre was used.**

# Copying Cell Data

In this chapter you will learn about COPYING which is one of Microsoft Excel's most useful features. It allows you to enter a formula, label or value once and copy the cell contents to as many other cells as required.

- 1 Load Microsoft Excel or close the current file and start a new BLANK WORKBOOK.

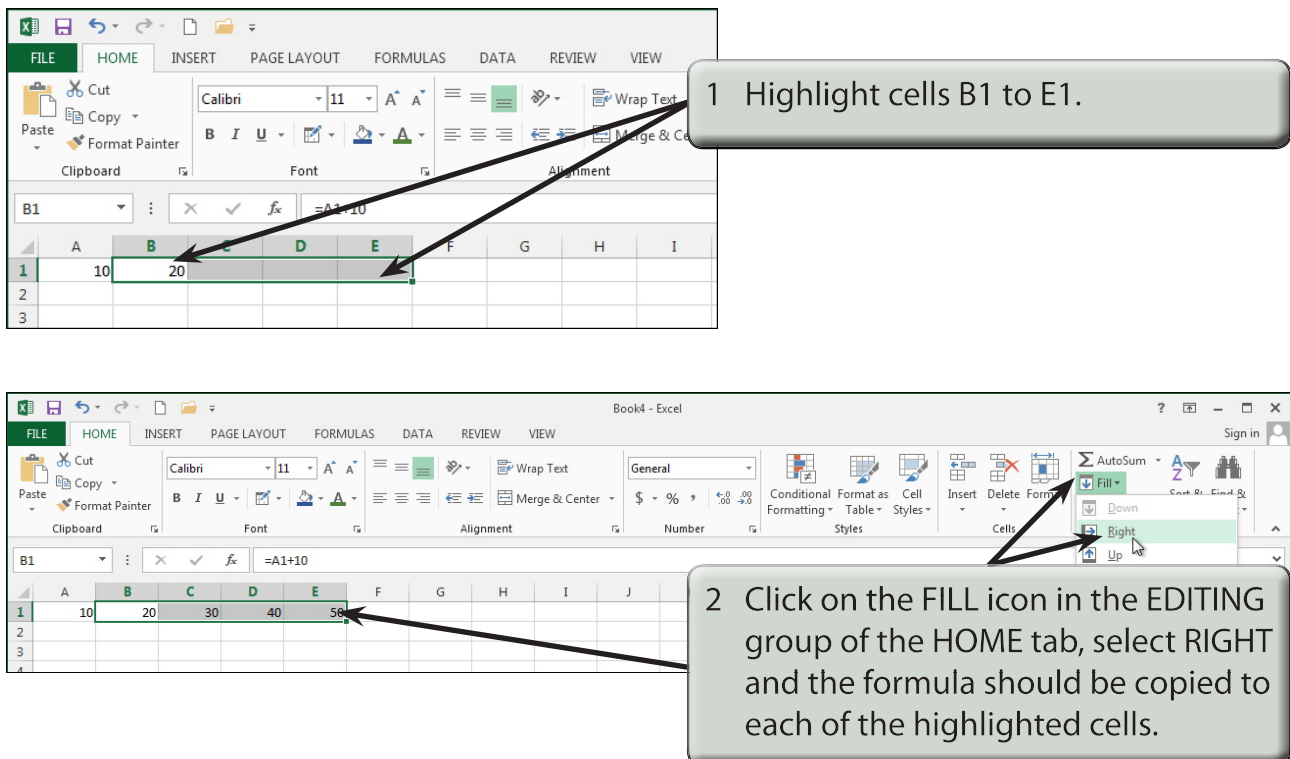


2 In cell A1 enter the value: 10

3 Move the cursor to cell B1 and enter the formula:  
=A1 + 10

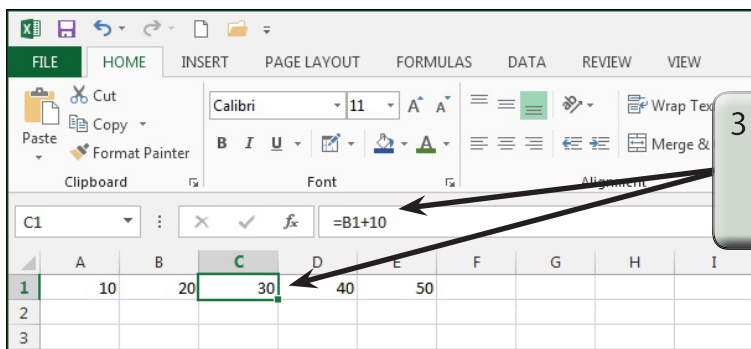
## Fill Right

Suppose that we want a similar formula in the next 3 cells. Instead of having to go to each cell in turn and entering the formula, Excel provides you with a short cut.



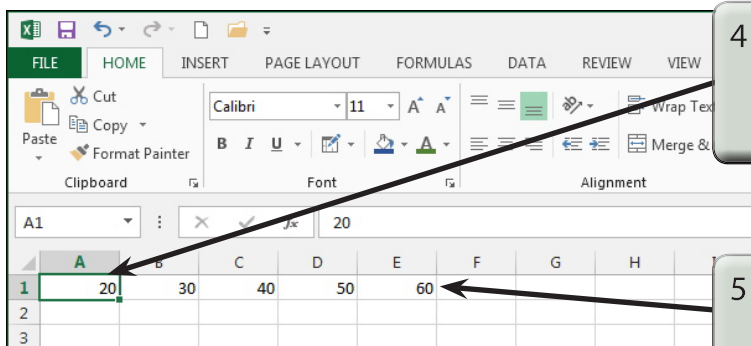
1 Highlight cells B1 to E1.

2 Click on the FILL icon in the EDITING group of the HOME tab, select RIGHT and the formula should be copied to each of the highlighted cells.



3 Click in each cell (C1, D1, E1) and notice that the formula has been adjusted in each cell.

**NOTE:** This is called **RELATIVE COPYING** and it means that the structure of the formula is copied; that is, one column back in the same row plus 10.

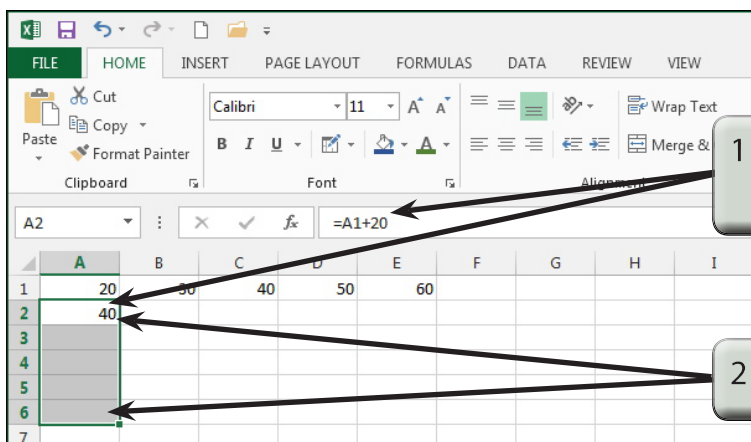


4 Move the cursor back to cell A1, enter: 20 and press the <enter> key.

5 Notice that all the other values alter accordingly.

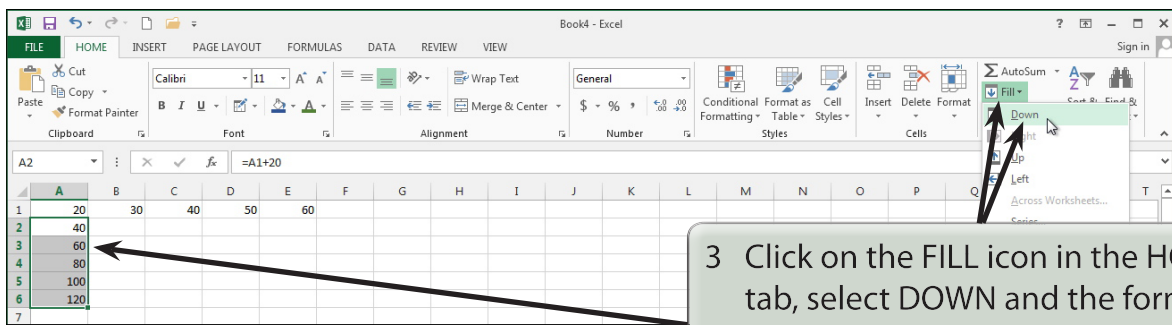
## Fill Down

You can also fill cells down.

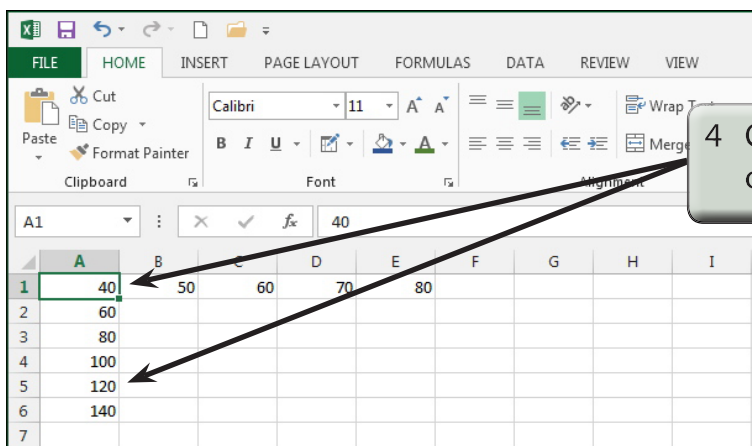


1 Move the cursor to A2 and enter the formula: =A1 + 20

2 Highlight cells A2 to A6.



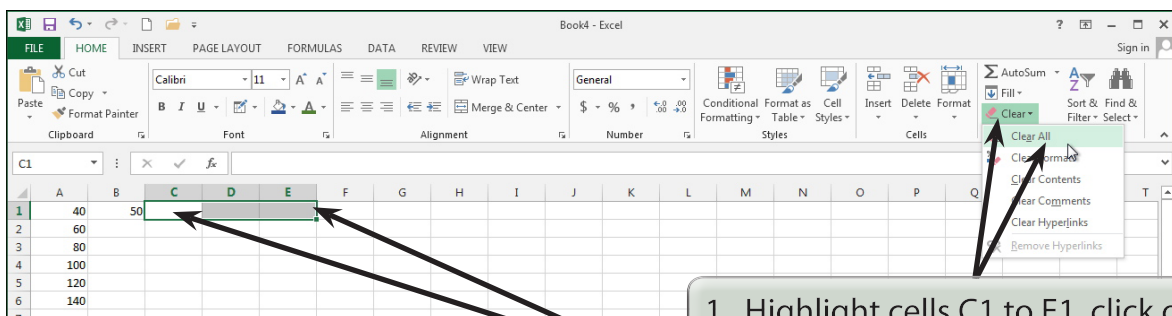
3 Click on the FILL icon in the HOME tab, select DOWN and the formula should be copied to the other 4 highlighted cells.



4 Change the value in A1 to 40 and observe the effect on the other cells.

## Autofill

AUTOFILL enables you to fill cells by simply dragging a 'handle'.



1 Highlight cells C1 to E1, click on the CLEAR icon in the EDITING group of the HOME tab and select CLEAR ALL to clear the cell contents.

2 Select cell B1.

3 Move the pointer over the 'handle' at the bottom right corner of the cell until the pointer changes to a + and drag the 'handle' to the cell E1.

4 Try clicking on the cell A2 and AUTOFILL it down to A10 by dragging its AUTOFILL 'handle' down.



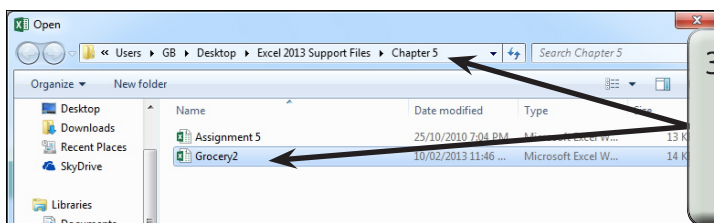
# Rearranging Data

When using larger and more involved spreadsheets it is often necessary to insert data in specific positions or to rearrange the order of the data. Microsoft Excel offers a number of useful features to make this process easier. Some of these features include inserting rows and columns, editing cells and sorting data into order.

## Loading The Prepared Template

A larger version of the Grocery workbook has been prepared for you and it will need to be opened from the EXCEL 2013 SUPPORT FILES.

- 1 Load Microsoft Excel 2013 or close the current workbook.
- 2 Click on the OPEN button in the QUICK ACCESS TOOLBAR or from within the FILE tab.

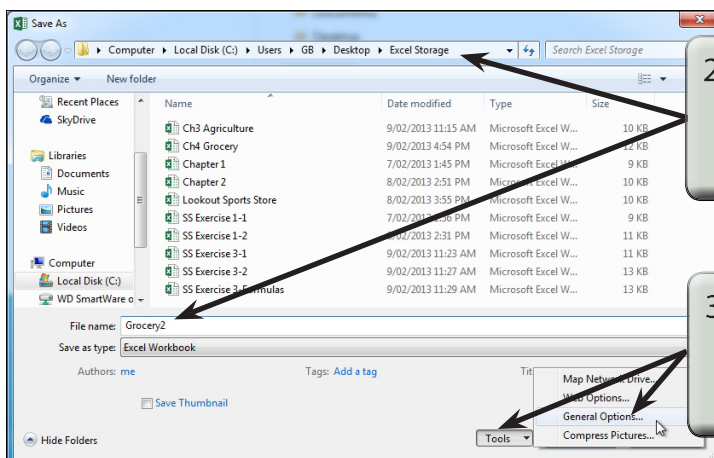


- 3 Access the CHAPTER 5 folder of the EXCEL 2013 SUPPORT FILES and open the GROCERY2 file as a READ-ONLY file.

## Saving the Document

The document will be saved and the READ-ONLY option turned off.

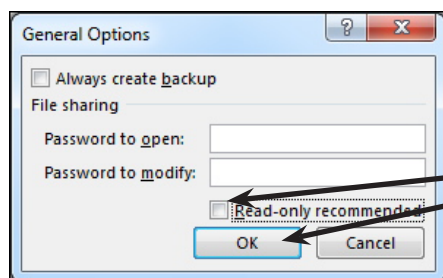
- 1 Click on the SAVE icon in the QUICK ACCESS TOOLBAR and select OK.



- 2 Access your STORAGE folder and call the file:

Grocery 2

- 3 Click on the TOOLS icon at the base of the SAVE AS dialogue box and select GENERAL OPTIONS.

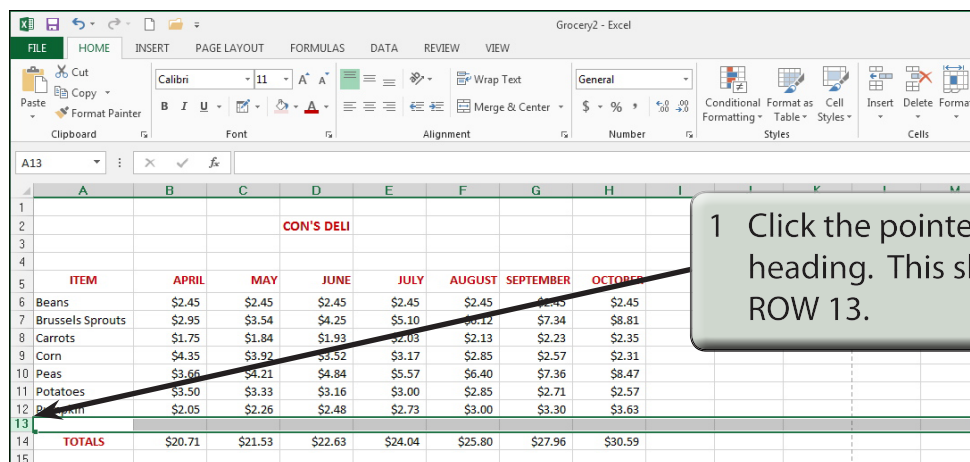


4 Turn off READ-ONLY RECOMMENDED and select OK.

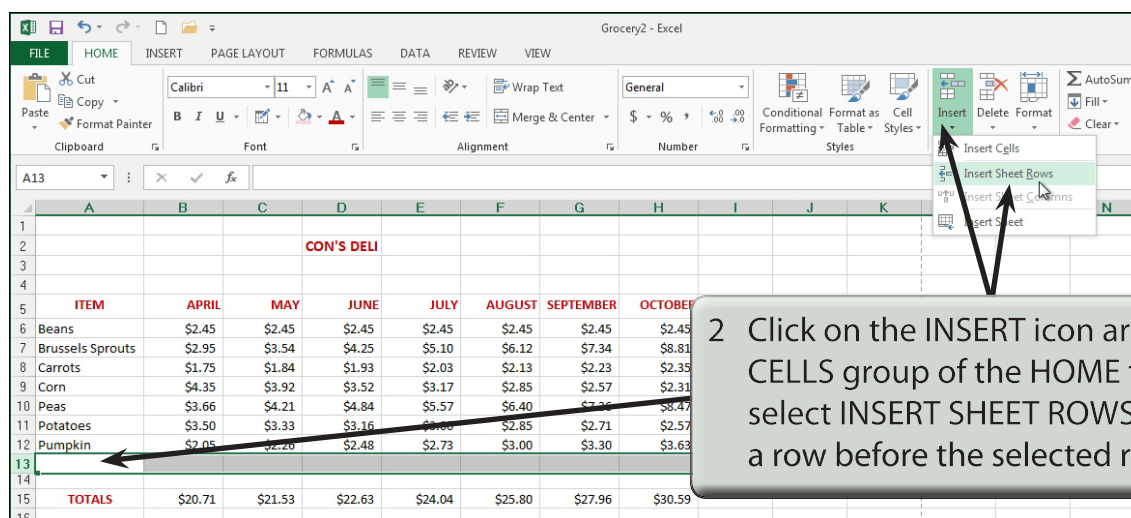
5 Select SAVE to save the document.

## Inserting Rows or Columns

Rows or Columns can be inserted anywhere in the spreadsheet. Let's assume that three new foods have become available and the store wishes to have them included in the worksheet. To do this, 3 rows will be inserted after the Pumpkin row.



1 Click the pointer over the ROW 13 heading. This should highlight all of ROW 13.



2 Click on the INSERT icon arrow in the CELLS group of the HOME tab and select INSERT SHEET ROWS to insert a row before the selected row (13).



Grocery2 - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles

AutoSum Fill Clear

CON'S DELI

ITEM	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
Beans	\$2.45	\$2.45	\$2.45	\$2.45	\$2.45	\$2.45	\$2.45
Brussels Sprouts	\$2.95	\$3.54	\$4.25	\$5.10	\$6.12	\$7.34	\$8.81
Carrots	\$1.75	\$1.84	\$1.93	\$2.03	\$2.13	\$2.23	\$2.35
Corn	\$4.35	\$3.92	\$3.52	\$3.17	\$2.85	\$2.57	\$2.31
Peas	\$3.66	\$4.21	\$4.84	\$5.57	\$6.40	\$7.36	\$8.47
Potatoes	\$3.50	\$3.33	\$3.16	\$3.00	\$2.85	\$2.71	\$2.57
Pumpkin	\$2.05	\$2.26	\$2.48	\$2.73	\$3.00	\$3.30	\$3.63
TOTALS	\$20.71	\$21.53	\$22.63	\$24.04	\$25.80	\$27.96	\$30.59

3 Click on the INSERT icon in the HOME tab twice to insert 2 more rows.

Grocery2 - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Conditional Formatting

CON'S DELI

ITEM	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
Beans	\$2.45	\$2.45	\$2.45	\$2.45	\$2.45	\$2.45	\$2.45
Brussels Sprouts	\$2.95	\$3.54	\$4.25	\$5.10	\$6.12	\$7.34	\$8.81
Carrots	\$1.75	\$1.84	\$1.93	\$2.03	\$2.13	\$2.23	\$2.35
Corn	\$4.35	\$3.92	\$3.52	\$3.17	\$2.85	\$2.57	\$2.31
Peas	\$3.66	\$4.21	\$4.84	\$5.57	\$6.40	\$7.36	\$8.47
Potatoes	\$3.50	\$3.33	\$3.16	\$3.00	\$2.85	\$2.71	\$2.57
Pumpkin	\$2.05	\$2.26	\$2.48	\$2.73	\$3.00	\$3.30	\$3.63
Apples				\$3.15			
Bananas				\$2.50			
Oranges				\$2.35			
TOTALS	\$20.71	\$21.53	\$22.63	\$24.04	\$25.80	\$27.96	\$30.59

4 Enter the following fruits with values for JULY in ROWS 13, 14 and 15.

**NOTE:** The new values are formatted because the rows were inserted in between rows that had previously been formatted.

- Columns can be inserted in exactly the same way. The company might wish to include item codes next to each food.

	A	B	C	D	E	F	G
1							
2			CON'S DELI				
3							
4							
5	ITEM	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
6	Beans	\$2.45	\$2.45	\$2.45	\$2.45	\$2.45	\$2.45
7	Brussels Sprouts	\$2.95	\$3.54	\$4.25	\$5.10	\$6.12	\$7.34
8	Carrots	\$1.75	\$1.84	\$1.93	\$2.03	\$2.13	\$2.23
9	Corn	\$4.35	\$3.92	\$3.52	\$3.17	\$2.85	\$2.57
10	Peas	\$3.66	\$4.21	\$4.84	\$5.57	\$6.40	\$7.36
11	Potatoes	\$3.50	\$3.33	\$3.16	\$3.00	\$2.85	\$2.71
12	Pumpkin	\$2.05	\$2.26	\$2.48	\$2.73	\$3.00	\$3.30
13	Apples				\$3.15		
14	Bananas				\$2.50		
15	Oranges				\$2.35		
16							
17	TOTALS	\$20.71	\$21.53	\$22.63	\$24.04	\$25.80	\$27.96
18							\$30.59

	A	B	C	D	E	F	G	H	I	J	K
1											
2			CON'S DELI								
3											
4											
5	ITEM		APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER		
6	Beans		\$2.45	\$2.45	\$2.45	\$2.45	\$2.45				
7	Brussels Sprouts		\$2.95	\$3.54	\$4.25	\$5.10	\$6.12				
8	Carrots		\$1.75	\$1.84	\$1.93	\$2.03	\$2.13				
9	Corn		\$4.35	\$3.92	\$3.52	\$3.17	\$2.85				
10	Peas		\$3.66	\$4.21	\$4.84	\$5.57	\$6.40				
11	Potatoes		\$3.50	\$3.33	\$3.16	\$3.00	\$2.85				
12	Pumpkin		\$2.05	\$2.26	\$2.48	\$2.73	\$3.00				
13	Apples					\$3.15					
14	Bananas					\$2.50					
15	Oranges					\$2.35					
16											
17	TOTALS		\$20.71	\$21.53	\$22.63	\$24.04	\$25.80	\$27.96	\$30.59		
18											

# Using Worksheets

Microsoft Excel provides worksheets at the bottom of the screen. In fact, a workbook (file) can have up to 256 worksheets. Each worksheet is a separate spreadsheet and when you save a workbook all its worksheets are saved with it. This means that large spreadsheets can be split up into smaller sections with each section placed in a separate worksheet. To illustrate the use of worksheets we will create paysheets for three employees of a used car business on separate worksheets.

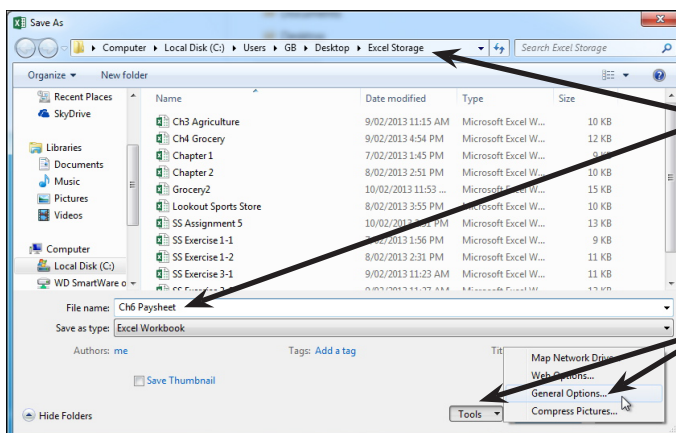
## Loading a Prepared File

The first paysheet has been prepared for you and it needs to be loaded from the EXCEL 2013 SUPPORT FILES.

- 1 Load Microsoft Excel 2013 or close the current workbook.
- 2 Click on the OPEN button in the QUICK ACCESS TOOLBAR or from within the FILE tab.
- 3 Access the EXCEL 2013 SUPPORT FILES folder and open the CHAPTER 6 folder.
- 4 Load the PAYSHEET file and select YES to the READ-ONLY dialogue box. The worksheet shows the weekly pay advice information for the manager of the business.

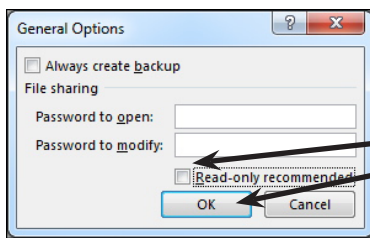
## Saving the Workbook

- 1 Click on the FILE tab and select SAVE AS to display the SAVE AS dialogue box.



- 2 Access your STORAGE folder and set the FILE NAME to:  
CH6 Paysheet.

- 3 Click on the TOOLS button and select GENERAL OPTIONS.

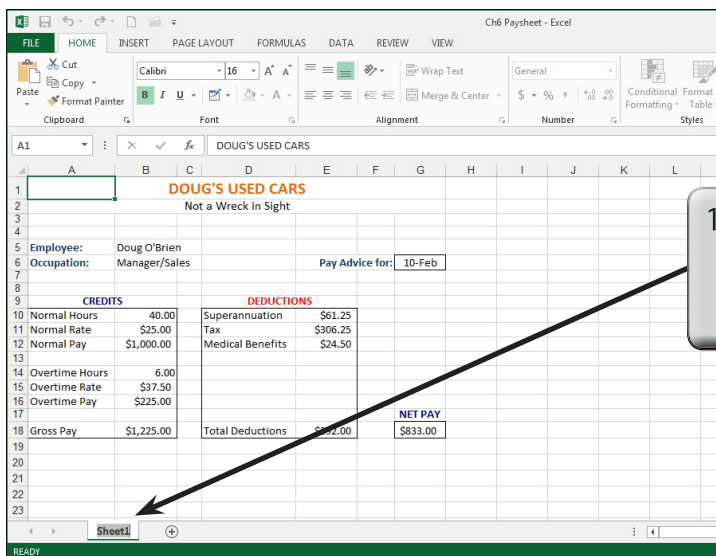


4 Turn off READ-ONLY RECOMMENDED and select OK to return to the SAVE AS dialogue box.

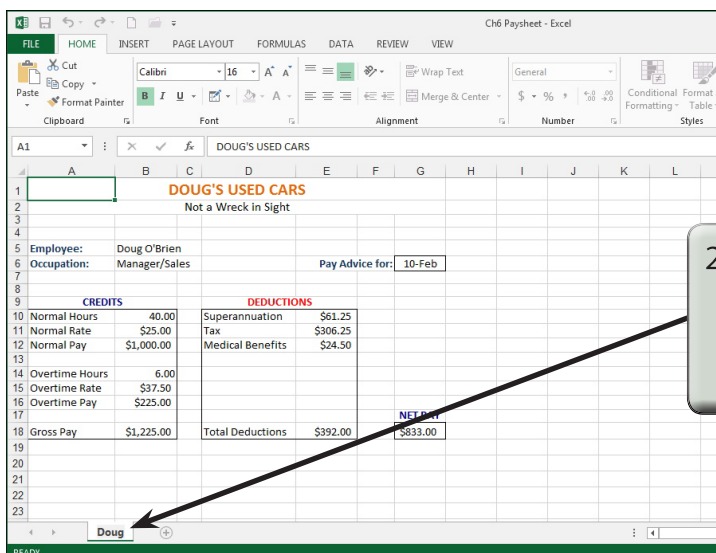
5 Click on SAVE to save the file.

## Naming a Worksheet

When using worksheets it is a good idea to name each sheet so that you know what information is contained in that sheet.



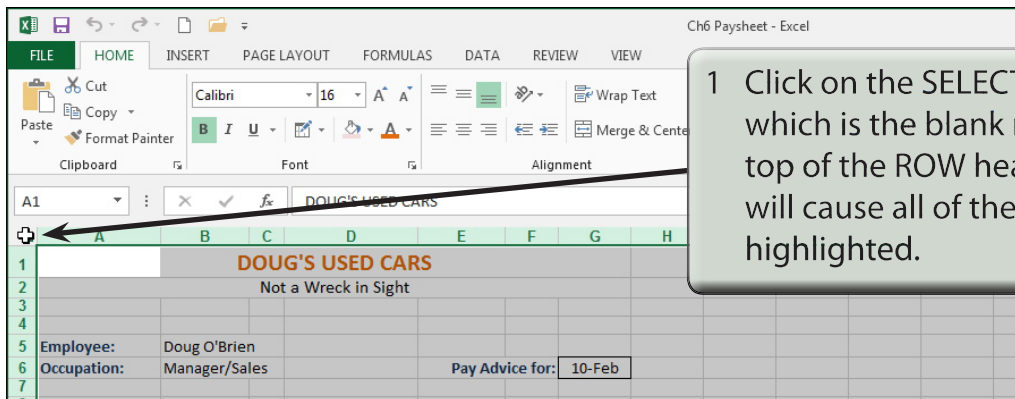
1 Double click on the SHEET1 label at the bottom left of the worksheet screen to highlight the label.



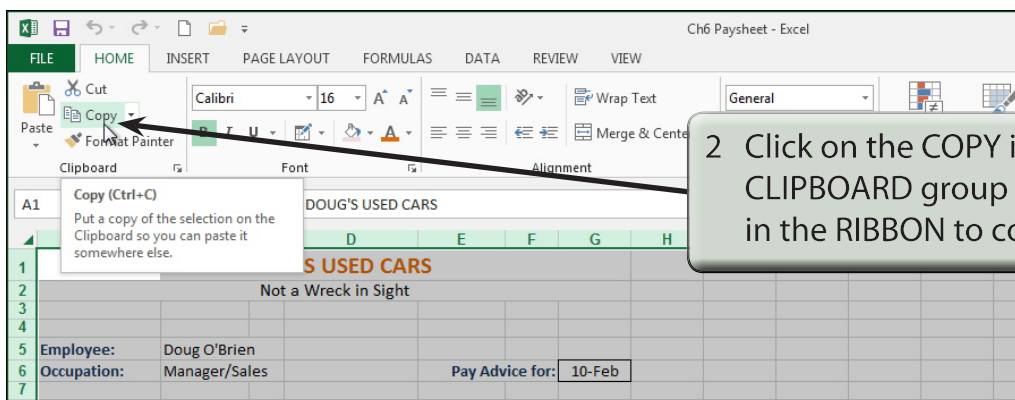
2 Enter the name:  
Doug  
and press the <enter> key.

## Copying Data to a New Worksheet

We can copy the information in Doug's worksheet to a new worksheet and then modify it for the second employee.



**NOTE:** We could just highlight the table, but SELECT ALL is easier.



**NOTE:** You can also press CTRL+C to copy cells.

3 Click on the + icon bottom of the worksheet to insert a new blank SHEET then click on the PASTE icon in the RIBBON to place the copied data into the blank worksheet.

DOUG'S USED CARS			
Not a Wreck in Sight			
Employee:	Doug O'Brien		
Occupation:	Manager/Sales		
		Pay Advice for:	10-Feb
CREDITS		DEDUCTIONS	
Normal Hours	40.00	Superannuation	\$61.25
Normal Rate	\$25.00	Tax	\$306.25
Normal Pay	\$1,000.00	Medical Benefits	\$24.50
Overtime Hours	6.00		
Overtime Rate	\$37.50		
Overtime Pay	\$225.00		
Gross Pay	\$1,225.00	Total Deductions	\$392.00
		NET PAY	\$833.00

**NOTE:** You can also press CTRL+V to paste cells.

4 Click on a cell to remove the highlight.

5 Double click on the SHEET1 label and enter:  
Linda  
then press the <enter> key.

DOUG'S USED CARS			
Not a Wreck in Sight			
Employee:	Doug O'Brien		
Occupation:	Manager/Sales		
		Pay Advice for:	10-Feb
CREDITS		DEDUCTIONS	
Normal Hours	40.00	Superannuation	\$61.25
Normal Rate	\$25.00	Tax	\$306.25
Normal Pay	\$1,000.00	Medical Benefits	\$24.50
Overtime Hours	6.00		
Overtime Rate	\$37.50		
Overtime Pay	\$225.00		
Gross Pay	\$1,225.00	Total Deductions	\$392.00
		NET PAY	\$833.00



# Displaying Data in Charts

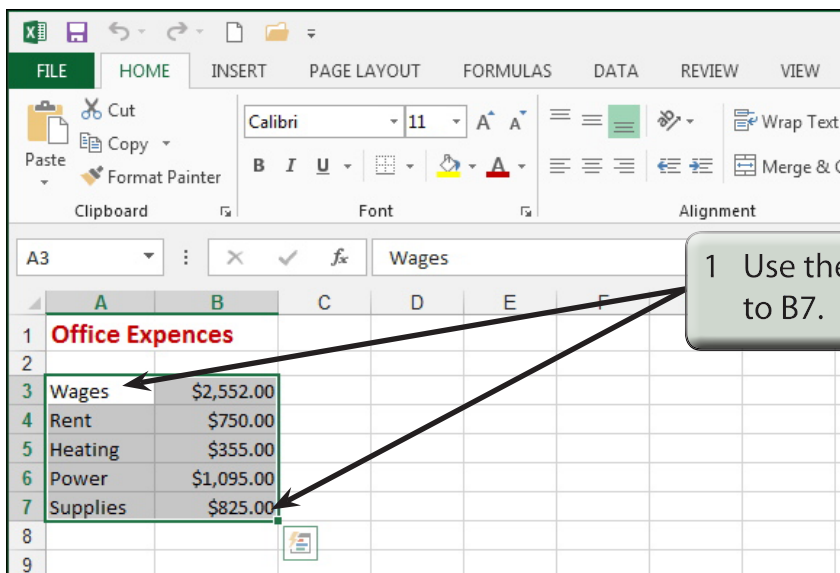
It is advantageous to display spreadsheet information in graphical form so that the information can be more easily understood and so comparisons between items can be made quickly and easily. Microsoft Excel has extensive charting facilities that allow you to produce a comprehensive range of graphic displays.

## Loading the Spreadsheet

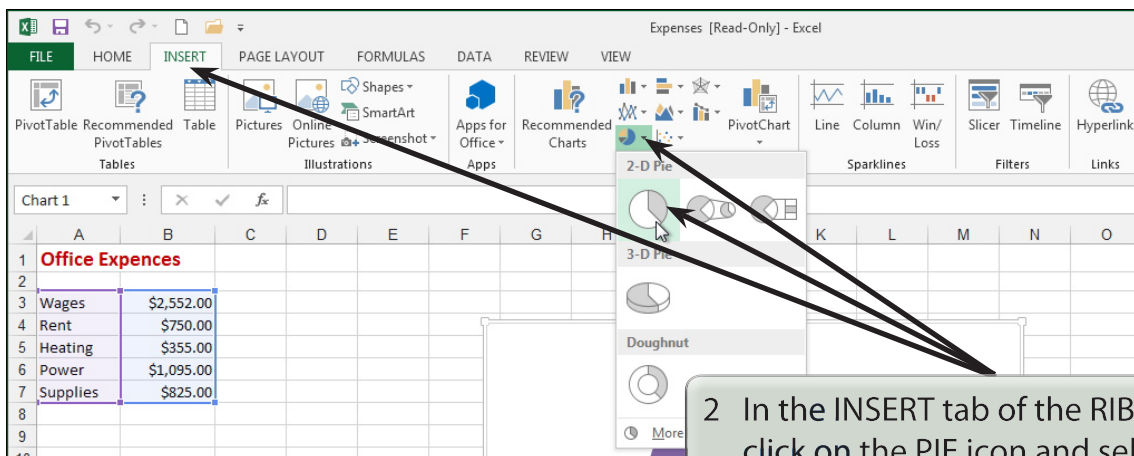
- 1 Load Microsoft Excel or close the current file.
- 2 Open the EXPENSES spreadsheet from the CHAPTER 7 folder of the EXCEL 2013 SUPPORT FILES folder, selecting YES to the READ-ONLY message.
- 3 The template shows the expenses for a particular office over a one month period.

## Creating a Pie Chart

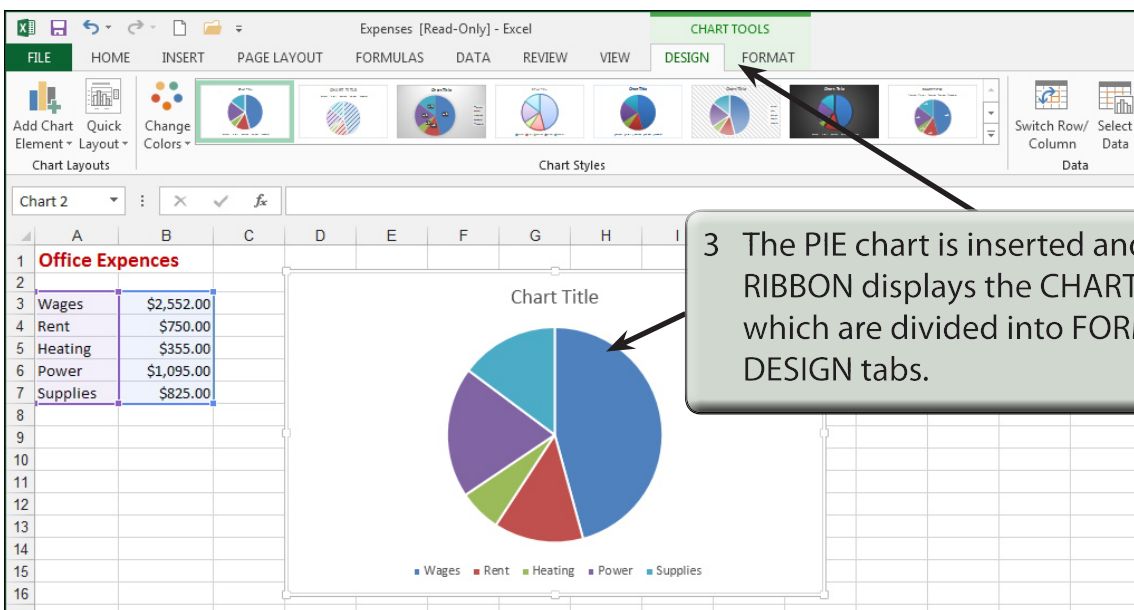
Before a chart can be created you must indicate which cells are to be included in the plot. You can place a chart in the same sheet as the spreadsheet table or in a sheet of its own. For this first chart we will place the chart in the same sheet as the spreadsheet table.



1 Use the mouse to highlight cells A3 to B7.

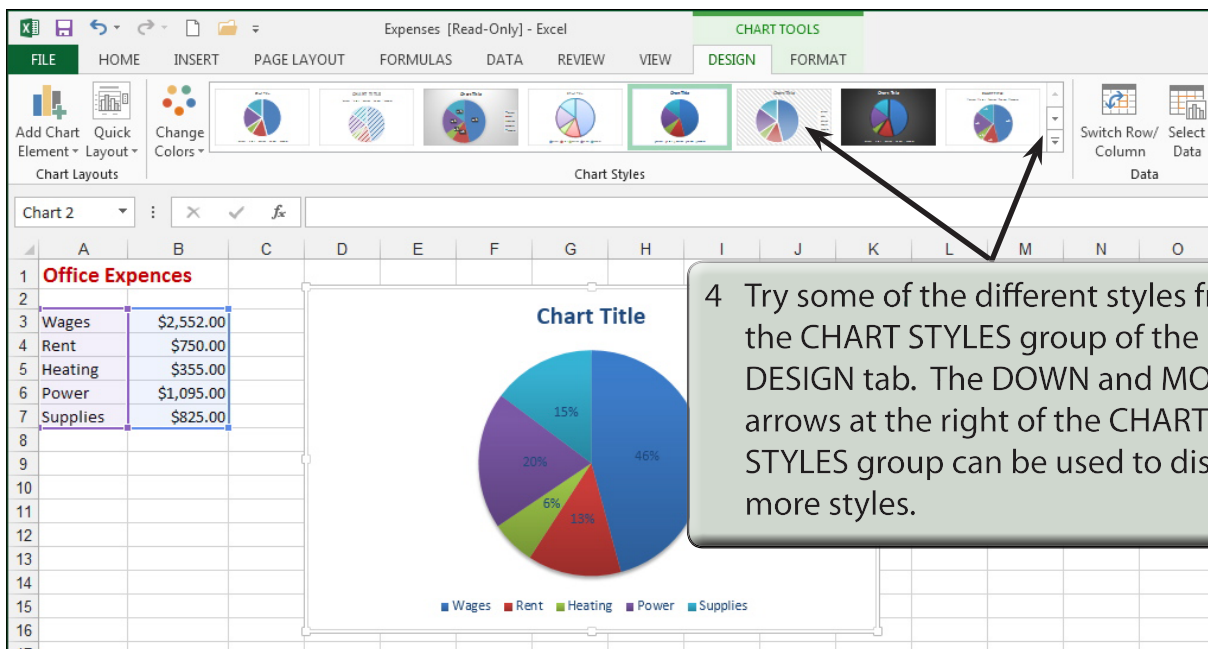


2 In the INSERT tab of the RIBBON click on the PIE icon and select the first 2-D PIE chart.



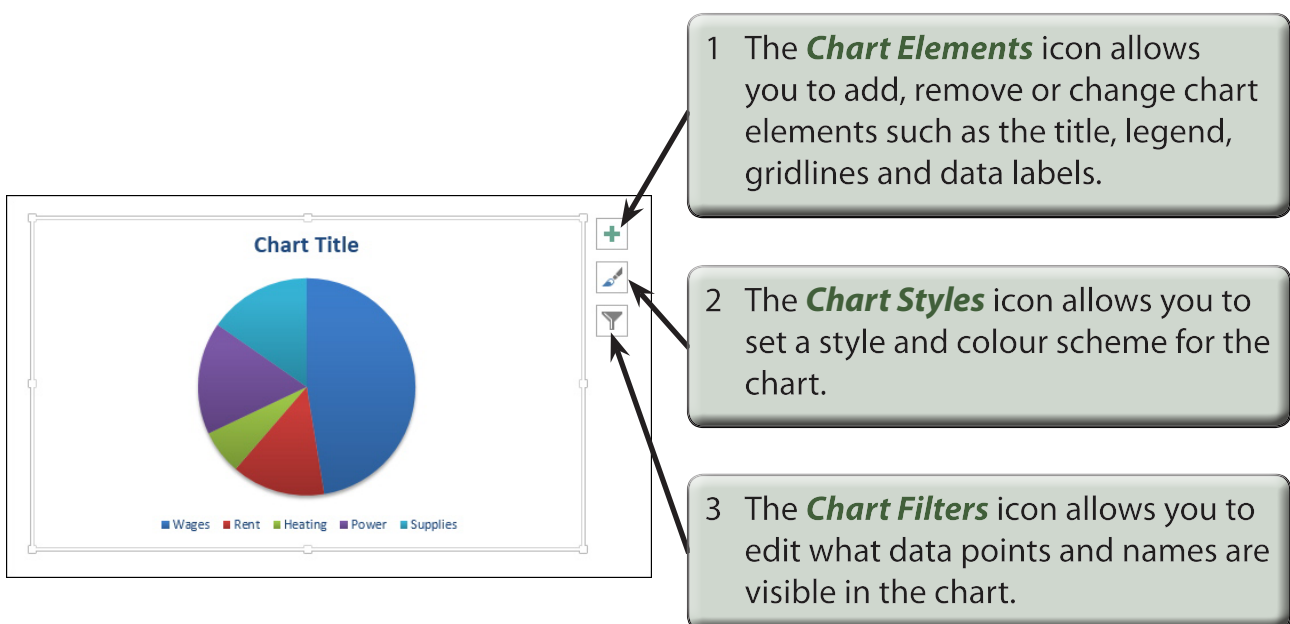
3 The PIE chart is inserted and the RIBBON displays the CHART TOOLS, which are divided into FORMAT and DESIGN tabs.





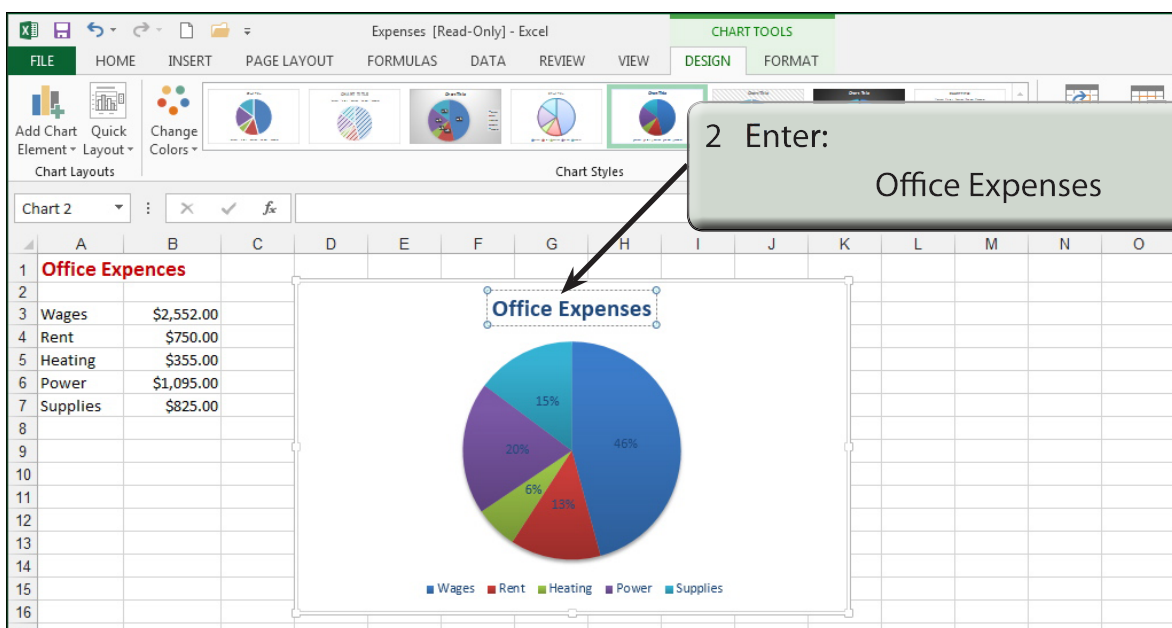
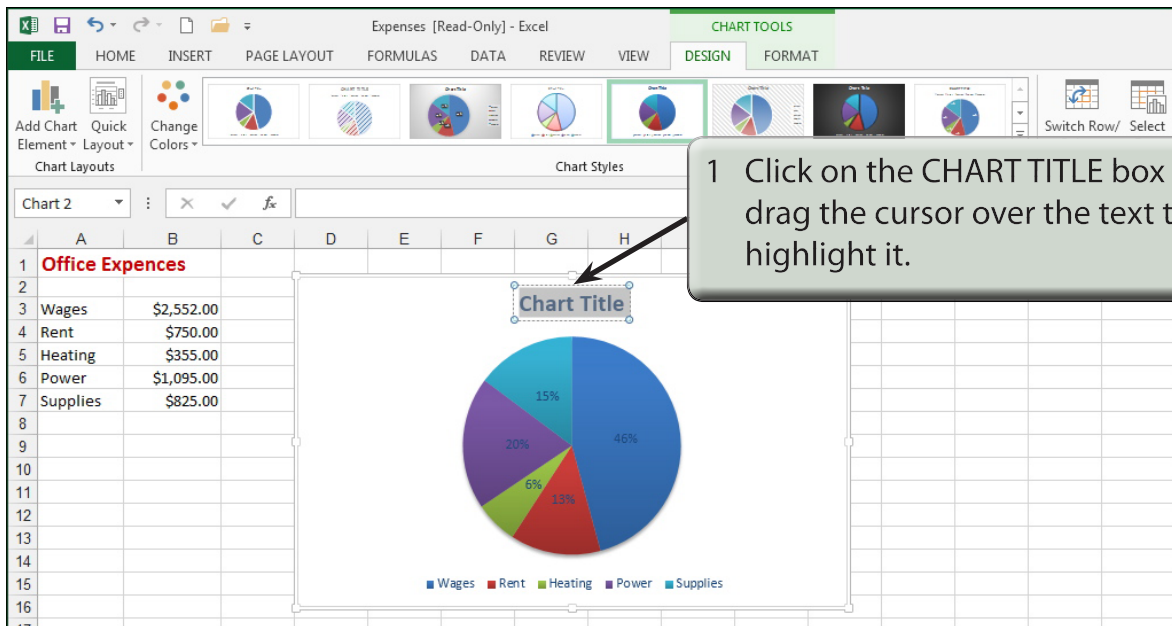
## The Chart Icons

Three icons are added to the right of the chart to allow you to customise the chart. The icons have the following functions.



## Setting the Chart Title

The chart title is set by replacing the default title text at the top of the chart.



## More Detailed Charts

Microsoft Excel allows you to create more detailed charts. To do this a larger spreadsheet will need to be opened.

- 1 Load Microsoft Excel 2013 and click on the OPEN icon in the QUICK ACCESS TOOLBAR or from within the FILE tab.
- 2 Access the EXCEL 2013 SUPPORT FILES folder and open the CHAPTER 8 folder.
- 3 Open the EXPENSES2 template, selecting YES to the READ-ONLY dialogue box.

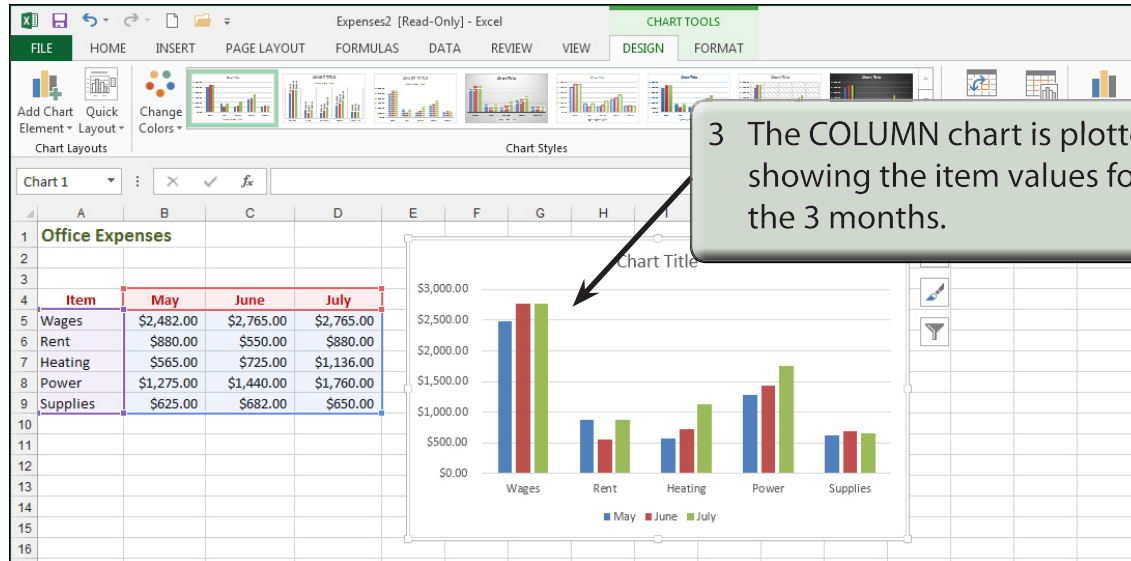
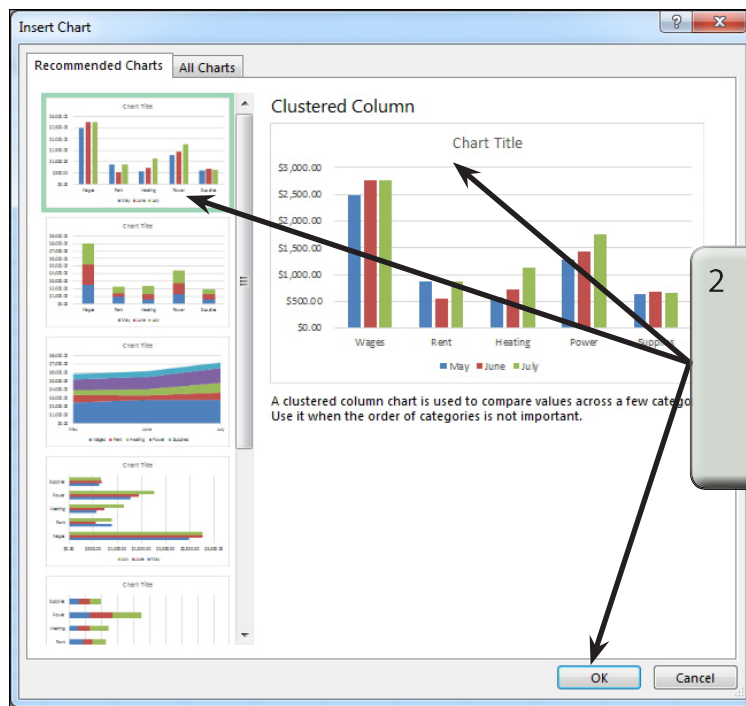
## Recommending a Chart

Microsoft Excel can recommend possible charts to suit the data you are plotting.

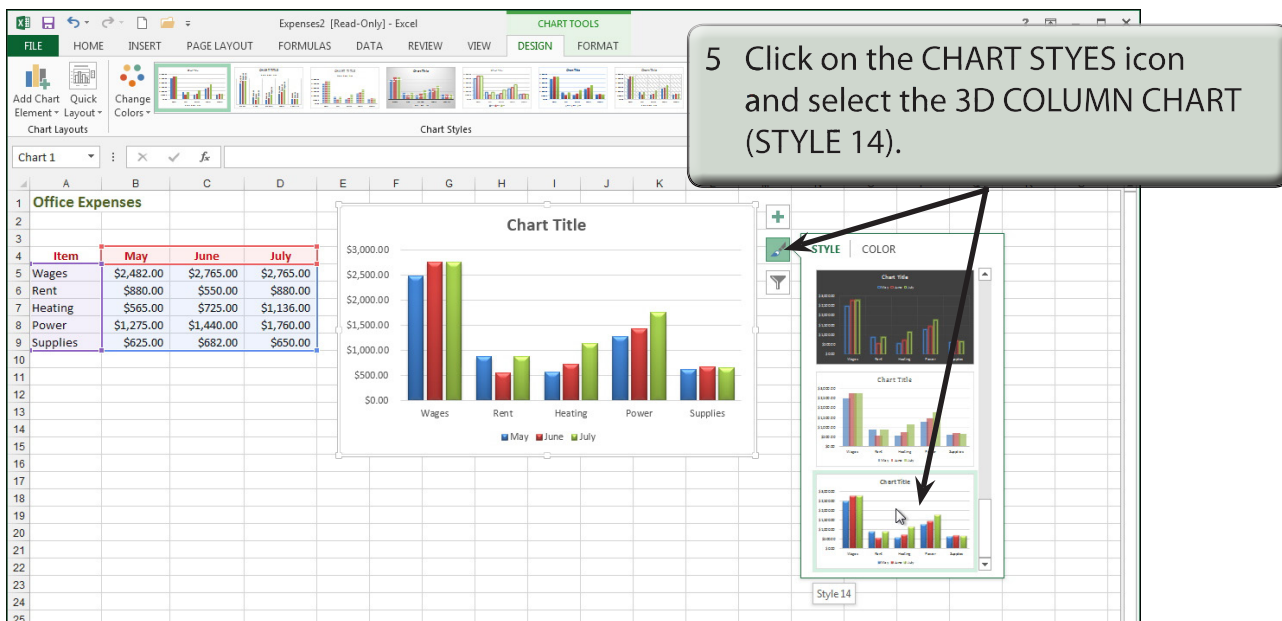
The screenshot shows the Microsoft Excel 2013 interface with the 'EXPENSES2' template open. The 'INSERT' tab is selected in the ribbon, and the 'RECOMMENDED CHARTS' icon is highlighted. A callout box provides instructions on how to use this feature.

1 Highlight cells A4 to D9, open the INSERT tab in the RIBBON and click on the RECOMMENDED CHARTS icon in the CHART group.

Item	May	June	July
Wages	\$2,482.00	\$2,765.00	\$2,765.00
Rent	\$880.00	\$550.00	\$880.00
Heating	\$565.00	\$725.00	\$1,136.00
Power	\$1,275.00	\$1,440.00	\$1,760.00
Supplies	\$625.00	\$682.00	\$650.00



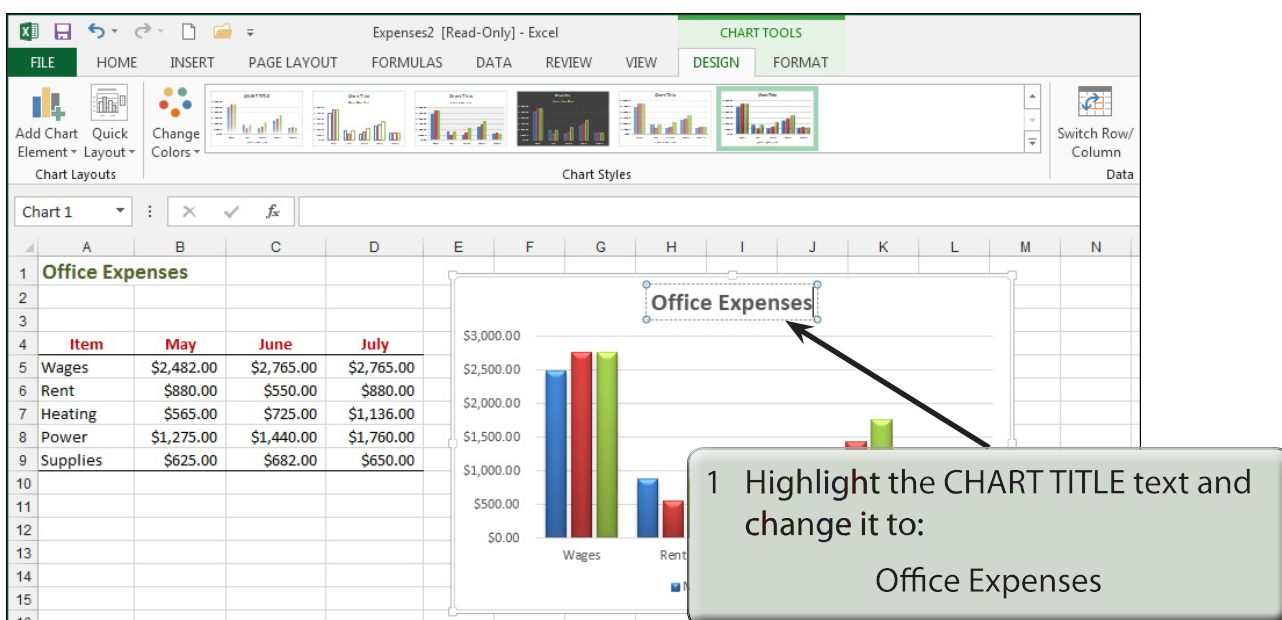
- 4 Styles can be applied to the chart from the DESIGN tab of the CHART TOOLS in the RIBBON or from the CHART STYLES icon next to the chart.

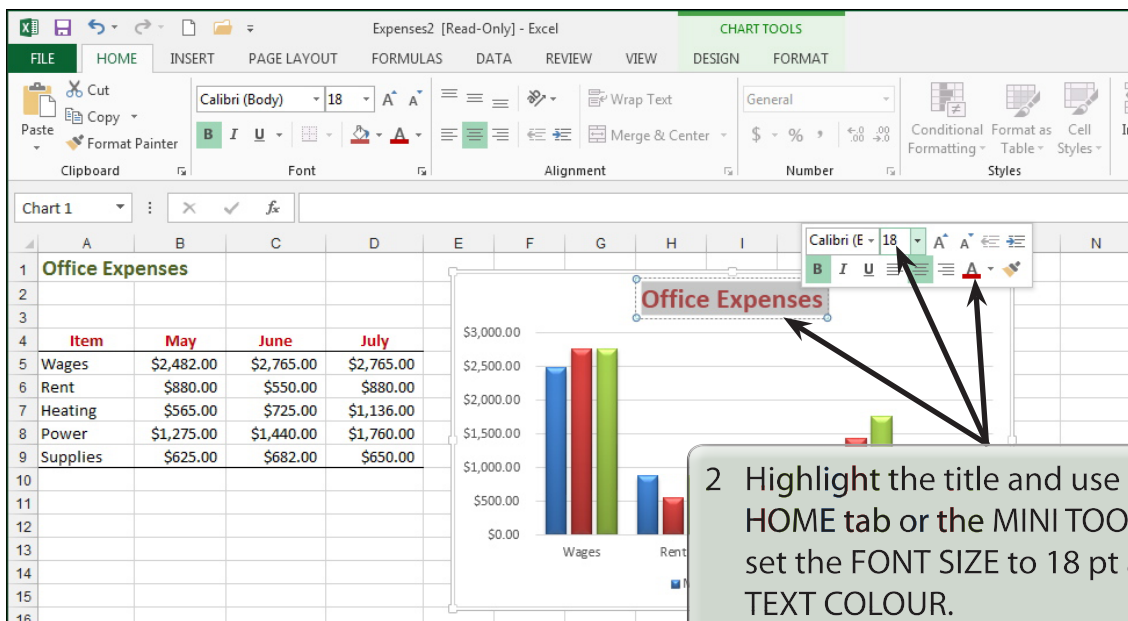


## The Column Chart Options

The COLUMN chart has many more options than the PIE chart. We will look at a few of these new options.

### A The Chart Title

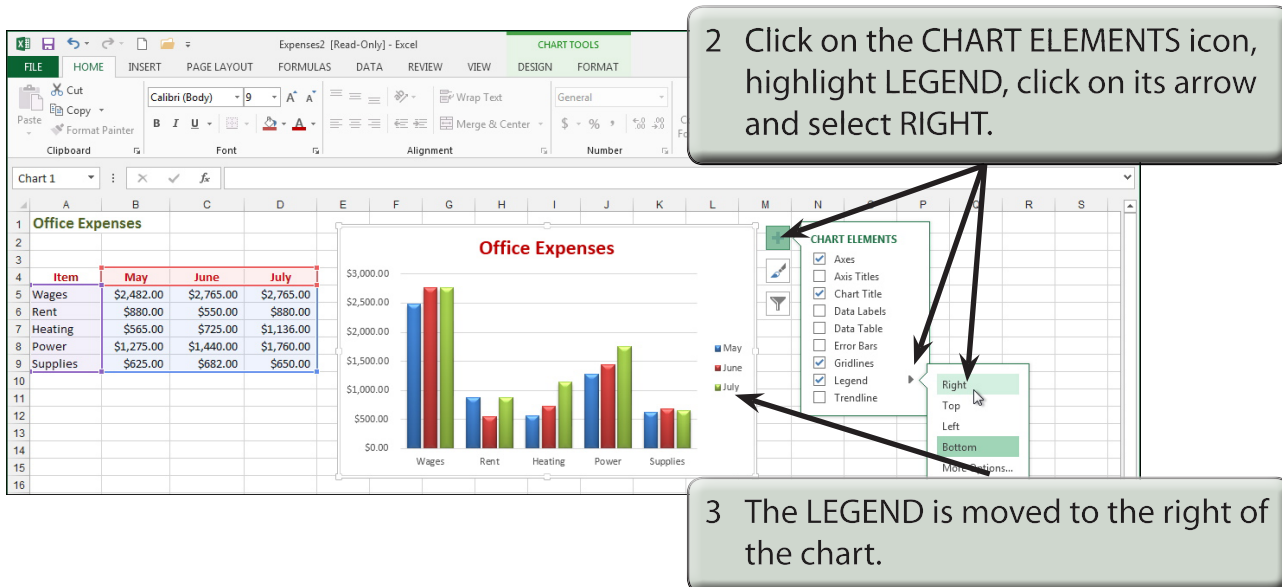




## B Moving the Legend

The LEGEND would look better at the right of the chart in this case.

- 1 Click on the CHART AREA to reselect the chart.





# Sparkline Charts and Quick Analysis

There are times when you don't want to create a detailed chart, but you still want to show trends in data. Excel provides SPARKLINE CHARTS, which act like mini-charts to show changes in values in selected cells. Excel also provides QUICK ANALYSIS tools to quickly display relevant formatting and displays.

## Loading the Spreadsheet

- 1 Load Microsoft Excel or close the current file.
- 2 Open the MONTHLY SALES spreadsheet from the CHAPTER 9 folder of the EXCEL 2013 SUPPORT FILES folder, selecting YES to the READ-ONLY message.
- 3 The template shows the number of items sold by a computer store over a 6-month period.

## Inserting Sparkline Charts

Monthly Sales [Read-Only] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

PivotTable Recommended PivotTables Tables Pictures Online Pictures Illustrations SmartArt Apps for Office Recommended Charts PivotChart

Line Column Win/Loss Slicer Timeline Hyperlink

Sparklines Filters Links

Line Sparkline  
Sparklines are mini charts placed in single cells, each representing a row of data in your selection.

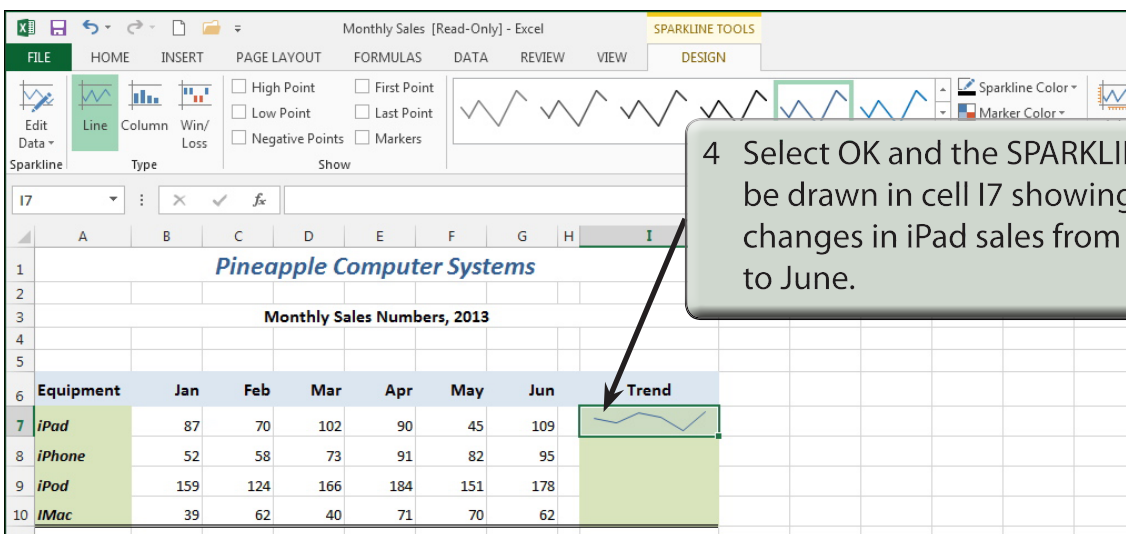
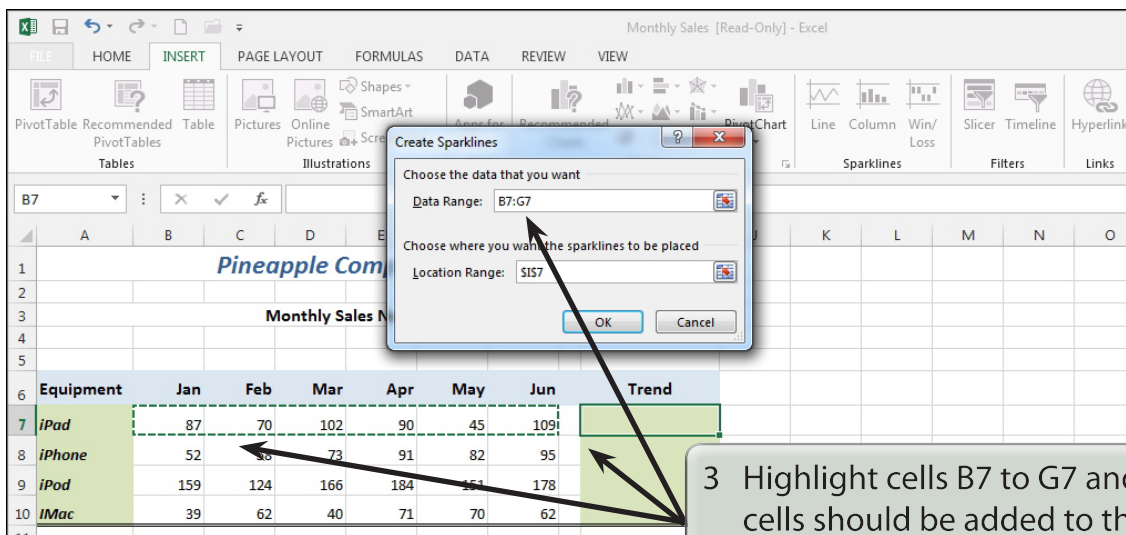
Pineapple Computer Systems

Monthly Sales Numbers, 2013

Equipment	Jan	Feb	Mar	Apr	May	Jun	Trend
iPad	87	70	102	90	45	109	
iPhone	52	58	73	91	82	95	
iPod	159	124	166	184	151	178	
iMac	39	62	40	71	70	62	

- 1 Move the cursor to cell I7, open the INSERT tab in the RIBBON and click on the LINE icon in the SPARKLINES group.

- 2 The CREATE SPARKLINE dialogue box should open.



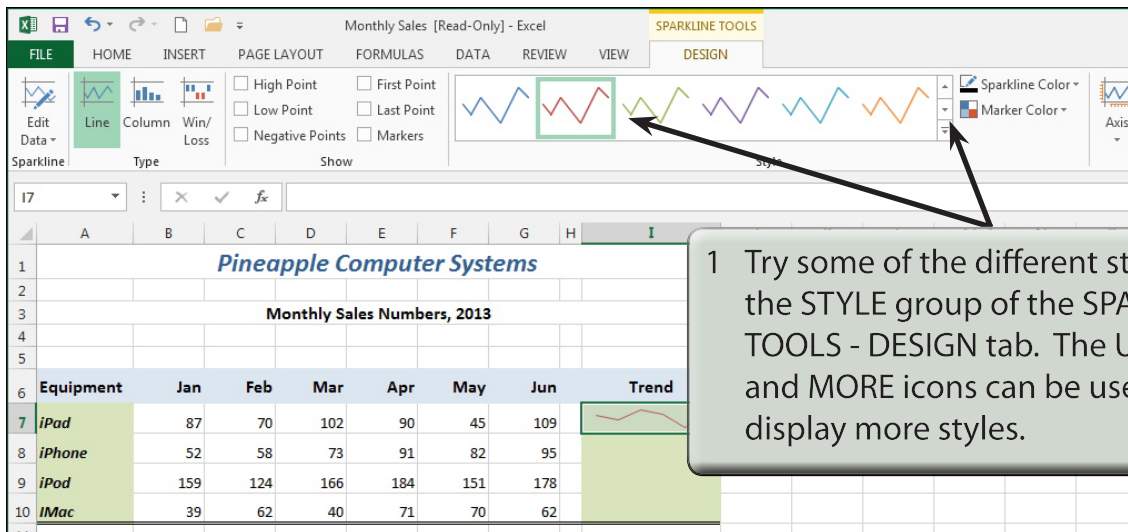
**NOTE: The RIBBON changes to show the SPARKLINE design tools.**



## Formatting Sparkline Charts

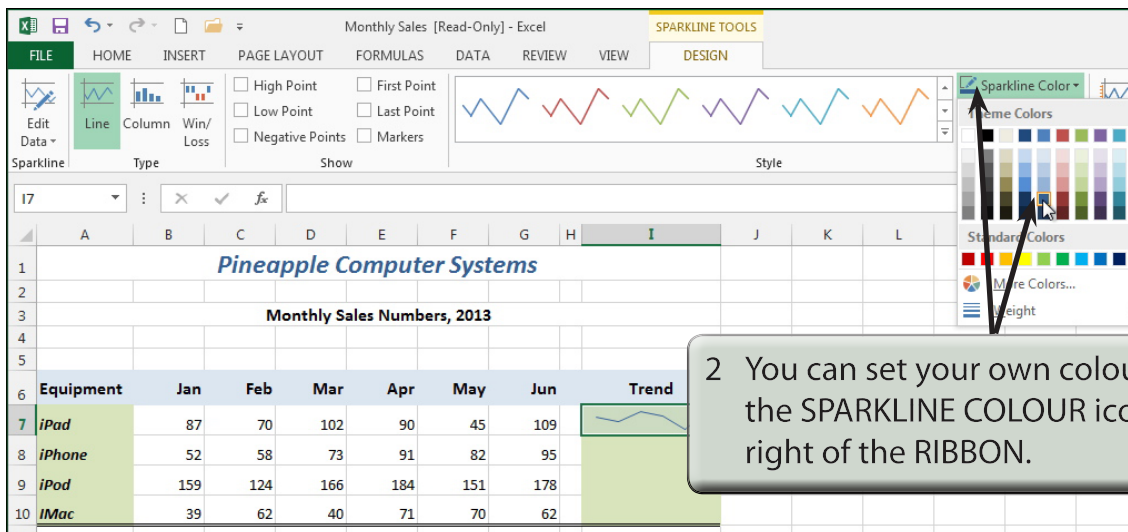
As with other charts, the SPARKLINE CHARTS can be formatted using the RIBBON.

### A The Sparkline Styles



1 Try some of the different styles from the STYLE group of the SPARKLINE TOOLS - DESIGN tab. The UP, DOWN and MORE icons can be used to display more styles.

Equipment	Jan	Feb	Mar	Apr	May	Jun	Trend
iPad	87	70	102	90	45	109	
iPhone	52	58	73	91	82	95	
iPod	159	124	166	184	151	178	
iMac	39	62	40	71	70	62	





2 You can set your own colour using the SPARKLINE COLOUR icon at the right of the RIBBON.

Equipment	Jan	Feb	Mar	Apr	May	Jun	Trend
iPad	87	70	102	90	45	109	
iPhone	52	58	73	91	82	95	
iPod	159	124	166	184	151	178	
iMac	39	62	40	71	70	62	

# The Drawing Tools

Graphics can be used to enhance the appearance of spreadsheets. The DRAWING TOOLS can be used to create the graphics or images can be imported from a file or clip art. In this chapter you will create the following spreadsheet. The logo at the top of the page will be created using the DRAWING TOOLS and the pet sketches will be imported.

Henry's Pet Store				
Stock Inventory		14-Feb-13		
	Pet	Type	Instock	Sale Price
	Cats	Adult Female	5	\$25.00
		Adult Male	9	\$20.00
		Kittens	12	\$15.00
		TOTAL	26	
	Dogs	Adult Female	15	\$35.00
		Adult Male	10	\$30.00
		Pups	18	\$25.00
		TOTAL	43	

## Opening the Prepared Template

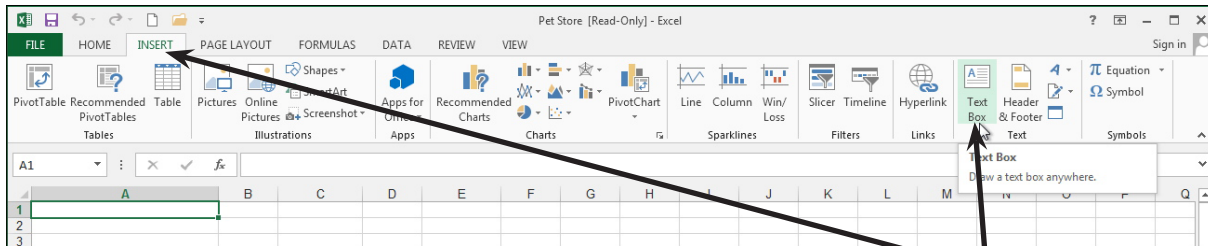
A spreadsheet has been prepared for you and it will need to be opened from the EXCEL 2013 SUPPORT FILES.

- 1 Load Microsoft Excel 2013 and click on the OPEN icon in the QUICK ACCESS TOOLBAR or from within the FILE tab.
- 2 Access the EXCEL 2013 SUPPORT FILES folder and open the CHAPTER 10 folder.
- 3 Open the PET STORE template, selecting YES to the READ-ONLY dialogue box.

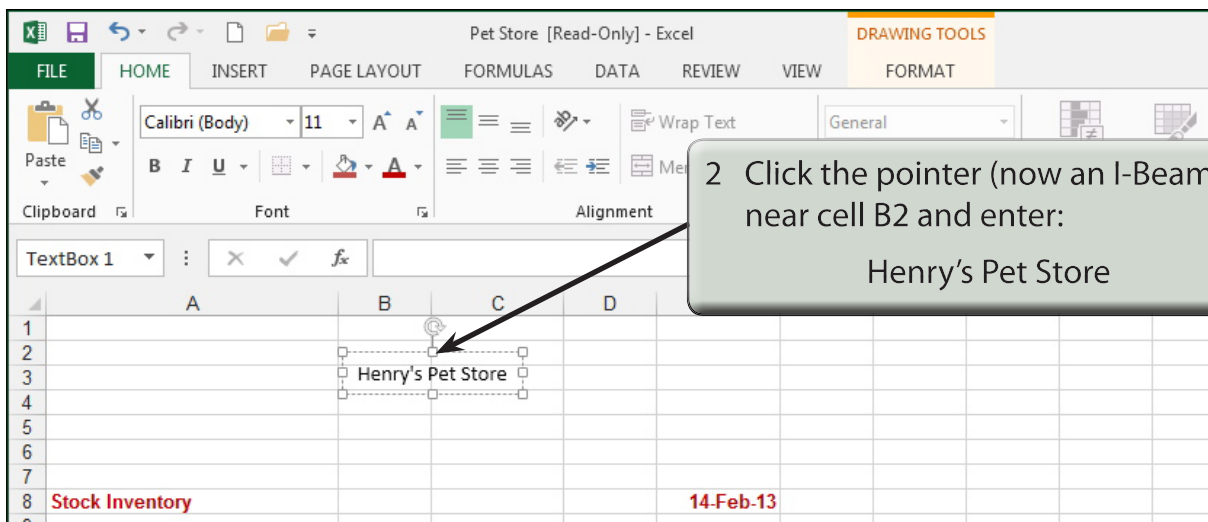
## Creating the Logo

The TEXT BOX tool will be used to create the logo. The text box created using the TEXT BOX tool is an object that can be moved anywhere within the worksheet.

### A Inserting a Text Box



1 Open the INSERT tab in the RIBBON and select the TEXT BOX icon.



- NOTE:**
- i The text frame is not part of a cell.
  - ii The text frame will adjust in size as you enter the text.

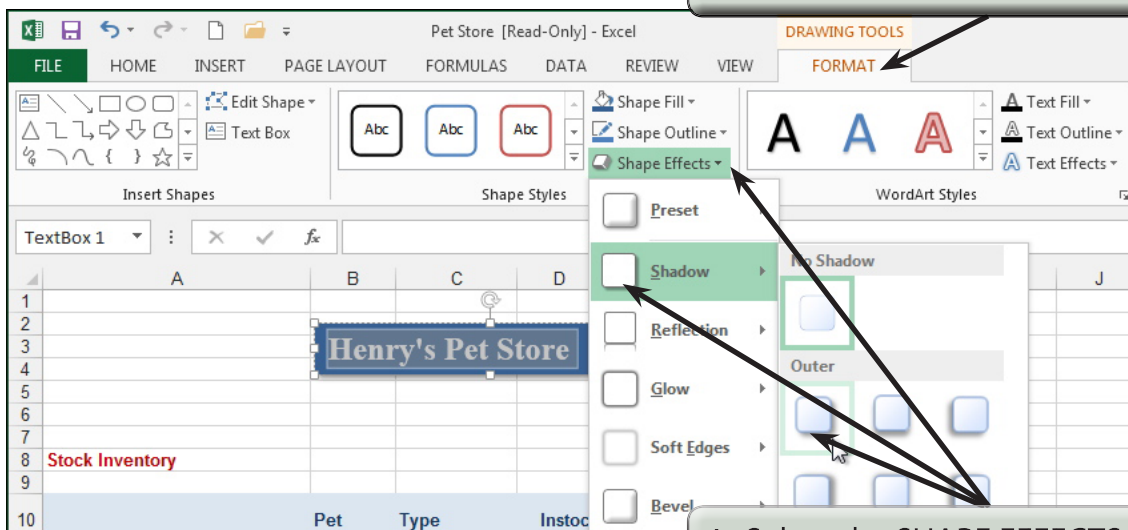
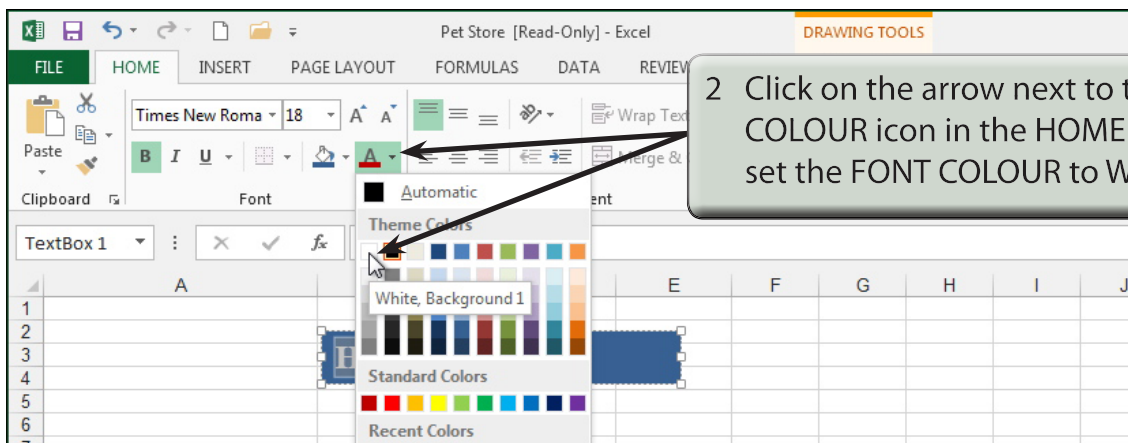
3 Highlight the text by dragging the I-Beam over it and, in the HOME tab of the RIBBON or in the MINI TOOLBAR, change the FONT to TIMES NEW ROMAN, the SIZE to 18 pt and the STYLE to BOLD.

4 Move the pointer over the centre right 'handle' and drag it to the right about 1 cm to increase the width of the text frame.

## B Adjusting the Text Box Shading

We can change the fill shading of the text box and the text colour.

1 Re-highlight the text and click on the arrow next to the FILL COLOUR icon in the FONT group of the HOME tab and select DARK BLUE. The text box should fill with the selected colour.



**NOTE:** You can click outside the text box to turn the 'handles' off to see how the shadow looks, then click back on the text box to re-select it and change the shadow style if need be.

# Module 1 Project

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EasyTune