

MICROSOFT EXCEL: PART II

Quick Tips

WORKING WITH ROWS AND COLUMNS

Inserting Rows and Columns

1. Go to the **Insert Menu**.
2. Choose **Rows** (or **Columns**).

NOTE: New rows will be created above the row in which there are active cells. New columns will be created to the left of the column in which there are active cells.

Removing Rows or Columns

1. Select a cell in the row (or column) that you wish to delete.
 2. Go to the **Edit menu**.
 3. Click **Entire Row** (or **Entire Column**).
 4. Click **OK**.
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WORKSHEETS

Renaming Worksheets

1. Double-click the name of the worksheet you wish to rename (worksheet names appear on the tabs towards the bottom of the document window).
2. Type the new name for the worksheet.

OR

1. Right-click the name of the worksheet you want to rename.
2. Choose **Rename**.
3. Type the new name for the worksheet.

Adding Worksheets

1. Go to the **Insert Menu**.
2. Choose **Worksheet**.

Deleting Worksheets

1. Right click the name tab of the worksheet.
2. Choose **Delete**.
3. Click **OK**.

Moving Worksheets

Click and drag the name tab of the worksheet you want to move to its new position in the sequence of worksheet tabs.

PAGE LAYOUT AND PRINTING

Changing the Orientation of a Page

1. Go to the **File Menu**.
2. Choose **Page Setup**.
3. Click the **Paper Size Tab**.
4. Click **Landscape** (for horizontal) or **Portrait** (for vertical).
5. Click **OK**.

Changing the Paper Size

1. Go to the **File Menu**.
2. Choose **Page Setup**.
3. Click the **Paper Size Tab**.
4. From the pop-up menu select the appropriate size paper.
5. Click **OK**.

Common Paper Sizes:

8.5" x 11" = letter
8.5" x 14" = legal
11" x 17" = tabloid

Print Preview

1. Go to the **File Menu**.
2. Choose **Print Preview**.

NOTE: When in preview mode you can zoom in by clicking anywhere on the page or zoom out by pressing the control key while clicking on the page. Magnifying the page only changes the size of the page on screen, the size of the page when printing remains the same.

To return to normal mode from print preview mode, click **close** in the menu bar at the top of the screen.

Printing An Entire Worksheet

1. Go to the **File Menu**.
2. Choose **Print**.
3. Click **OK**.

NOTE: Each worksheet in a workbook must be printed separately.

Printing Part of A Worksheet

1. Highlight the part of the document you wish to print.
2. Go to the **File Menu**.
3. Choose **Print Area**.
4. Choose **Set Print Area**.
5. Go to the **File Menu**.
6. Choose **Print**.
7. Click **OK**.

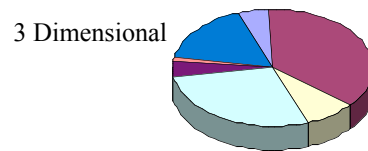
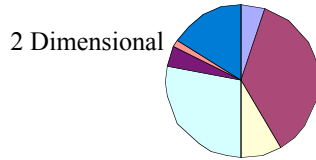
When you are done printing, clear the print area.

Go to the **File Menu**, choose **Print Area**, and then choose **Clear Area**.

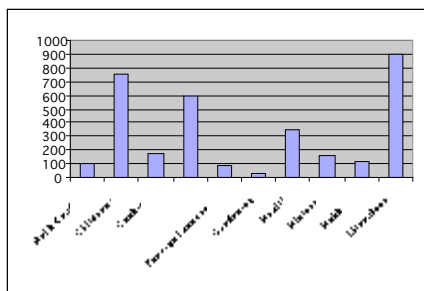
CHARTS AND GRAPHS

Types of Charts and Graphs

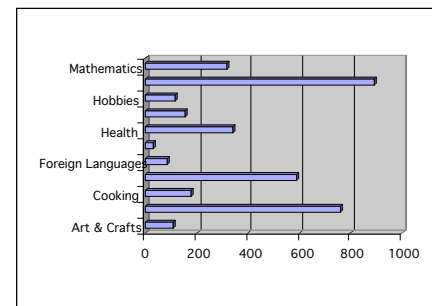
Pie Charts:



Bar Graphs:



2 Dimensional



3 Dimensional

Creating a Chart

1. Select the Data you want your graph or chart to represent.
2. Go to the **Insert Menu**.
3. Choose chart or graph style.
4. Follow the on screen Instructions.

Moving a Chart

1. Click your chart to select it.
2. Click and drag the chart to the desired location

Deleting a Chart

1. Click the chart/graph to select it.
2. Press the Delete key.

Formatting Your Chart

- Change the style of the chart, by right-clicking the chart and choosing **Chart Type**. Choose a new style.
- Right-click the chart and choosing **Chart Options** to add, remove or change the title of the chart, change the position of the legend, or choose which labels you would like displayed on the chart.
- Double-click the chart to change the border or background color of the chart object.
- To change the color of slices in a pie chart double-click the color labels in the legend and choose a new color.