FACULTY AND STAFF COMPUTER TRAINING @ FOOTHILL-DE ANZA

Office 2001

Excel Worksheets

A Quick Reference Guide



Getting Started

Excel is a powerful spreadsheet program. To open up a new Microsoft Excel 2001 document, double-click on the application icon. The new Project Gallery will open with Excel Worksheet highlighted. Click the OK button.





The Project Gallery is also accessible from other Office 2001 applications: Word and PowerPoint. It is the first item listed under the File menu.

When a new workbook is opened, there are generally three sheets in the workbook. Excel opens onto page 1 of the book. New sheets can be added as needed. Each worksheet can contain 65,536 rows and 256 columns. Each workbook can include 255 worksheets. WOW! It boggles the mind, doesn't it? Of course, you probably won't need all of these rows and columns and sheets. Your computer would probably run out of memory before you got half done filling in information.

A single worksheet is composed of cells. Each little box you see is a separate cell. Cells are arranged together in vertical columns and horizontal rows. At the top of each vertical column is an alphabetic column heading (A, B, C, etc.) and in front of each horizontal row is a numeric row heading (1, 2, 3, etc.) Each cell has an address based upon which column and row that cell is in: i.e., the active cell in our worksheet is cell A1–it is the cell at the intersection of column A and row 1. The name of the active cell can be seen in the Formula Bar, if it is turned on.

At the top of your Excel screen is the Menu bar, just like you find in most Macintosh programs. Below that is the Standard toolbar. The Formatting toolbar is not on by default in Excel 2001. It has been replaced by the much more robust Formatting Palette. Also missing in Excel 2001 is the Formula bar *(below)* which used to be located under the Formatting toolbar. I highly recommend that you turn on the Formula bar: Go to View ŒFormula Bar.



As in most other Mac programs, there are scroll bars on the right side and along the bottom of the spreadsheet. Above the right scroll bar and to the right of the bottom scroll bar are two small, heavy, black lines. These are split boxes that allow you to split your worksheet to make it easier to look at cells which are far apart.

Data Entry

Moving Around the Worksheet

In order to enter information into a worksheet, you must select the cell(s) you want to work with. You can select a single cell by clicking in it. If you'd rather, you can select a range of cells. Start by pointing to the cell at the upper left of the range, press the mouse button, and drag down and to the right until you reach the last cell you want in this range. The entire range of cells will be highlighted and the active cell (the one where what you types goes into) will be the first cell at the upper left.

This is a continuous range of cells (A1–C6). As you tab from cell to cell, you will be constrained to remain only in this area. When you've reached the last cell (C6), the next cell you will move to will be back up to cell A1.

To move around from cell to cell, click on the Tab, Return, Shift-Tab or Shift-Return. This is what happens:

2 1	A 1	B	C
1			
2			
3			
4			
5			
6			
7			
8		1	

Tab	Œ	right	Shift-Tab	Œ left
Return	Œ	down	Shift-Return	CE up

In Excel 2001, as you hit the Tab key you go across the row. When you then hit the Return key, you go to the beginning of the next row down, even if you haven't defined a range. If you are familiar with an older version of Excel, you may remember that after tabbing across a row of cells, hitting the tab key took you down to the cell directly below where you were instead of the beginning of the row.

An entire row can be selected by clicking on the Row Number (1, 2, 3, etc.). In a like manner, an entire column can be selected by clicking on the Column Header (A, B, C, etc.). The entire worksheet can be selected by clicking in the little box to the left of Column A, above Row 1.

Saving a Workbook

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You should get into the habit of saving your work early and often. Soon after creating your document, save it by choosing Save from the File menu. Maneuver to where you want the document to be stored, type in a title and click the Save button.

The document will be saved as an Excel 98 workbook if you still have Office 98 on your computer. It will be saved as Excel 2001 if you don't have Office 98 anymore. In any case, the two formats are compatible. If you want to use the document in an older version of Excel, or in a different program,

hold your cursor down on the arrow to the right of the Save File as Type: box. You can select from a whole slew of choices (28 on my computer).

Everyone knows they are supposed to save periodically while they are working, so that if the electricity goes off, or if the computer bombs, then all their hard work isn't lost. We all know that, but sometimes we get carried away and forget to do it. Well, Excel has a convenient AutoSave feature that will automatically save your work for you every so often. This feature is not turned on as a default setting; you'll need to set it up yourself, but it's easy to do.

- 1. Choose Tools Œ AutoSave.
- 2. Click in the Automatic Save box and set whatever time interval you want.
- **3**. I would turn off the Prompt Before Saving feature by making sure there is not a check in that box.
- 4. Click OK.

If AutoSave isn't available under the Tools menu, do this first:

- 5. Choose Add-ins from the Tools menu.
- **6**. Click on the AutoSave option.
- 7. Click OK.

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Entering Information

There are four types of data you can enter into a worksheet: text, numbers, dates, and formulas.

- Entries containing alphabetic characters are considered Text, even if all but one character is a number. If you want a text entry that consists entirely of numbers, such as part numbers, apply the Text format to the cells.
 [Select cells/row/column ŒFormat ŒCells... ŒText.] Text entries automatically align along the left side of a cell.
- Number entries are often used for making calculations. These entries can contain numbers and some symbols: + -\$ (). If an entry contains a letter, it will be recognized as text, as mentioned above. Numeric entries automatically align along the right edge of a cell.



- Dates can be entered and stored in Excel worksheets, and then calculations can be performed on the dates, such as figuring out how many days old you are. Valid date formats include: 12/31/01, 1-Dec-01, and December 31, 2001. Just because you type the date in a specific way doesn't mean that's how the date will look on the spreadsheet. We'll discuss this in more detail soon.
- Formulas are special entries that tell Excel how to make calculations based on values in other cells. Formulas must begin with an equal (=) sign. Once the formula is entered, Excel performs the calculation and places the results in the cell.

To enter information into the worksheet, click in a cell and type. Information appears both in the cell and in the formula bar if it's turned on. (See above for instructions on turning it on.)



You can edit cell contents by clicking on the cell and then moving up to the formula bar to make changes, or by double-clicking in the cell, you can edit directly in the cell.

Once you've entered the desired information into the cell, you need to "lock" the information in by hitting one of three keys:

- Return key "locks" the information into that cell and moves you down one row.
- Tab key "locks" the information into that cell and moves you over to the right one column.
- Enter key "locks" the information into that cell but the current cell remains active.
- If you've typed in something but you change your mind and don't want to enter it, click on the big red X in the Formula bar.



If what you've entered into the cell is too long for the cell, it looks like the data flows over into the adjacent cell:

8	A	В	C	
1	Cell A1: This	text is too lo	ong!	
2				

If there is information in the adjacent cell, it looks like the information is cut off in the cell to the left:

1	A	В	C	D
1	Cell A1: This	Cell B1: This	text is also	too long!
2				

What happens is that the information is still within the single cell, but you just can't see it all. The cell needs to be made large enough so the entire entry shows:

	A	В
1	Cell A1: This text is too long!	Cell B1: This text is also too long!
2		

The easiest way to do this is to highlight the Column Headings (A and B), place your cursor on the line between cells A and B, and double-click your mouse button. This forces all the cells in the column to "Best-Fit," or to be as long as necessary for the cell with the most information to all show.

Calculations

Introduction

One of the reasons that Excel has become so widely used is that it is a mathematical wizard. It can add, subtract, multiply, divide, crunch numbers, calculate formulas and more, quicker and more easily than the fastest math whiz. Then the numbers can be changed and with a mere press of the button, everything can be recalculated in less time than it's taking me to type this sentence.

What is a Formula?

A formula is an equation that performs operations on worksheet data. Formulas can perform mathematical operations, such as addition and multiplication, or they can compare worksheet values or join text. Formulas can refer to other cells on the same worksheet, cells on other sheets in the same workbook, or cells on sheets in other workbooks.

Formulas calculate values in a specific order. A formula in Microsoft Excel always begins with an equal sign (=). The equal sign tells Excel that the succeeding characters constitute a formula. Following the equal sign are the elements to be calculated (the operands), which are separated by calculation operators. Excel calculates the formula from left to right, according to a specific order for each operator in the formula. You can change the order of operations by using parentheses.

Here are some examples of Formulas:

- =5 simple value
- =A3 simple cell reference: equals contents of cell A3
- =A1+B1+C1 calculated value equal to the sum of the contents of cells A1, B1 & C1
- =sum(A1:C1) same formula as above (this is actually a function)

What is a Function?

A function is a **predefined** formula that performs simple or complex calculations. For example, you can use the SUM function to add the values in a range of cells.

=SUM(A1:C1) This function will add up all the values of cells A1, B1 and C1. It includes all the necessary parts of a function:

- = (the equal sign)
- **sum** (the function name)
- (A1:C1) (the range of cells to be acted upon)

In prior versions of Excel, you could click on the AutoSum button (on the Standard toolbar) to add up a column of figures. This button has gotten much more robust. In addition to adding figures, it can now get the average of a set of numbers, count how many numbers there are, and give the maximum or minimum of a set of numbers. Simply place the cursor in the cell where the formula is to appear and click & drag on the Auto Sum button. Excel will make its best guess as to what numbers you want to deal with and will place a formula in the formula bar. (The guess is made by looking for a continuous range of numbers above or to the left of the current cell.) If the guess is incorrect, you can simply adjust the formula in the formula bar.



There are many, many Excel functions. They are quite handy and can save you lots of time. If you are interested in performing complex mathematical equations, you might want to obtain a book that can teach you more about using functions. Also, Microsoft's Help feature can tell you quite a lot about functions...just ask the Office Assistant.

Editing Data

Once you have "locked in" data, you must select that cell before you can make any changes. To delete the contents of only one cell, select that cell and hit the delete key, or simply type in new contents. If you need to change some of the existing data but not all of it, select the cell, place the cursor at the desired location in the Formula bar, and make the adjustment. You can also edit directly in the cell by double-clicking when selecting the cell.

Original	Worksheet
----------	-----------

You can clear information from several
cells at once. Select the cells and chose
EDIT ŒCLEAR ŒALL. There is no longer
a keyboard command to clear cells.
Clearing information from cells leaves
those cells empty.

To totally remove cells, you delete them. This will cause the remaining cells to shift position to fill up the removed cells positions. Select the cells you wish to delete, choose EDIT ŒDELETE, and choose if the remaining cells are to shift up or left. You can also delete by making a selection and typing Control-Hyphen.

To insert an entire row or column, highlight the row/column heading and select INSERT ŒROWS or INSERT Œ COLUMNS.

You can also insert by selecting a row/column and typing Shift-Control-+. If you want several rows inserted, highlight as many rows as you want before choosing INSERT ŒROW.

If you only want to insert a few cells in the middle of a worksheet, highlight how many cells you want (where you want them added) and choose INSERT Œ CELLS.

	A		C	- D
+		2001	2002	2003
z	January	tulip	ruse	pansy
3	February	pany	zebra	horse
4	March	red	prange	DIUB
5	April	diamond	ruby	pearl
6	May	oak	mia	ash
2	June	dog	cat.	rish
	C 423 C 21 C			

100	A.	8	C	P.
1		2001	2002	2003
2	January	tulip	rose	pansy
1	February			horse
4	March			blue
3	April			pearl
6	May	100.000		ash
7	June	dag	cat	fish
_				

	6	. R.	C.	D
1		2001	2002	2003
2	January	tulip	rose	pansy
3	February	dag	cat	horse
4	March	0.535-		blue
5	April			pearl
-	May			ash
7	June			fish

1	*	B	C	0	E	F
1		2001	2002	2003		
ż	January	tuip	rose	pansy		
2	February			pany	zebra	horse
4	March			red	onange	blue
3	April			diamond	ruby	pearl
6	May	South a	122	dak	elm	ash
7	June	dog	cat	tish		

Relative Cell Reference

A concept that I would like to introduce now is cell referencing. Remember that each cell has a different address, or reference. The first cell on a worksheet is cell A1. When using formulas it is very common to refer back to a certain cell by the cell reference.

■ = =SUM(B2:C2)							
A	Boys	Girle	D				
Fall	15	15	30				
Winter	16	17					
Spring	14	13					
Summer	10	11					
	= =SUM(A Fall Winter Spring Summer	= SUM(B2:C2)	= SUM(B2:C2)				

In the table above, cell D2 contains the formula =SUM(B2:C2) in the Formula bar. However, the sum of the calculation, 30, appears in the cell itself. The formula refers back to cells B2 and C2.

When the command Auto-Fill is used to calculate the rest of the totals, the same formula is applied to the cells. However, cell D3 refers back to cells B3 and C3. Similarly, cell D5 refers back to cells B5 and C5. That is because the formula uses *relative* cell referencing.

-	= [=SUM(B5:C5)								
-	A	В	С	D					
1		Boys	Girls	Total					
2	Fall	15	15	30					
3	Winter	16	17	33					
4	Spring	14	13	27					
5	Summer	10	11	21					
	-								

Cell references adjust when you copy formulas and saves you from having to always retype formulas over and over. Excel assumes that formula references should be adjusted unless told otherwise.

TIP

The command Auto-Fill allows you to copy information from one cell to the adjacent cells. You access this feature by moving your cursor onto the lower right corner of the cell, clicking down on the mouse and dragging. It works for formulas and lists, such as Months or Days of the Week.

Absolute Cell Reference

Sometimes you don't want the cell references to be adjusted. Sometimes you want Excel to refer back to a certain cell no matter what! What can you do?! Well, you can identify a cell as an *absolute* reference. To do so, merely insert dollar signs in front of both the cell address labels: e.g. \$B\$1.

In the sample below, Suzie works 40 hours per week no matter how much she gets paid. She wants to know how much she'll earn if she makes \$15, \$20, and \$25 per hour. Since she always works 40 hours, she wants the formula to refer to cell B1 no matter what.

■ = =\$B\$1*D3								
				📄 💦 Work				
1	A	В	С	D				
1	Number of hours:	40						
2								
3	Salary:	\$15.00	\$20.00	\$25.00				
4								
5	Amount Earned:	\$600.00	\$800.00	\$1,000.00				

Look at the Formula bar for cell D5. The answer in D5 is the result of multiplying cell D3 by cell B1. In the formula, the dollar signs: \$B\$1 tell Excel to refer back to cell B1. Without the dollar signs, when the formula was copied over, the formula would have refered to cell D1, which is empty, so our answer would have been \$0.

Copying, Cutting and Pasting

To copy & paste or cut & paste cell contents, you merely select the cell(s) you want and choose cut/copy. That puts the information onto the clipboard. The selected information remains showing in the original cell until you paste it into a new location.

To paste the information, select the upper left cell of the new location and choose Edit-Paste. If some/all of the destination cells contain information already, that information will be lost when new data is pasted into the cells. You can get around this by choosing Edit-Insert Paste, which will insert the information into new cells at that location, moving existing cells either down or to the right. The relative vs. absolute cell reference concept is important to understand here in the editing section because cutting and pasting does not equal copying and pasting.

- When you copy, cell references are relative.
- When you cut, cell references are absolute.

As you can see in this example, cells B1, B2 and B3 have been added together and the sum is in cell B5. Note the formula in the formula bar.



In this figure, cell B5 has been copied into cell C5. That copied the formula =SUM(B1:B4), but since *copying* results in relative cell references, then the formula now reads =SUM(C1:C4), and the result is 0.



In the final figure, the formula in cell B5 has been CUT and pasted into cell A5. That resulted in there being nothing in cell B5, and the formula for cell A5 is =SUM(B1:B4). Nothing about the formula has changed.

1 =	STM(B):	:84)	
- L	•	B	0
1		5	
z		4	
3		3	
4			
5	12		

One more thing to note: unlike in word processing, when you paste something from the clipboard, a copy is no longer on the clipboard. In other words, when you are in word processing, you can paste an item an infinite number of times off the clipboard. In Excel, you can paste an item ONCE off the clipboard.

Office Clipboard

The new Office Clipboard feature is available in Excel. You can paste a seemingly unlimited number of items onto the office clipboard and they'll stay there until you remove them. You can then paste items from the clipboard back into Excel or one of the other Office 2001 applications (Word, PowerPoint).

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TH	1.Fibhre ISHO	
29		
TH	t, False (BBB)	
-		1
-		-

To use the office clipboard, it must be open: View \times Office Clipboard. Then simply highlight what you want copied and choose Edit \times Copy (%-C). To paste an item from the clipboard back into Excel, simply drag it into position, or place your cursor where you want the item, and click on the paste icon at the bottom of the clipboard.



This feature neatly gets around the problem of only being able to use something on the Mac clipboard once. As I said, once an item is on the clipboard, it stays there until it is deleted. Beware, however, because when you click on the Delete icon, it doesn't ask if you're sure–everything is just gone, forever!

Practice 1

Monthly Home Budget Worksheet

- 1. Open a new worksheet and save it as Home Budget.
- **2.** In Cell A1, type MONTHLY HOME BUDGET. Hit RETURN twice and continue to type in the headings as shown below:

	A B
1	MONTHLY HOME BUDGET
2	
3	Expenses
4	Rent
5	Utilities
6	Food
7	Child Care
8	TOTAL EXPENSES
9	
10	Income
11	His
12	Hers
13	TOTAL INCOME
14	
15	MONTHLY NET INCOME
16	

- **3**. Place your cursor on the line between column headings A and B. It will turn into a double-headed arrow. Double-click your mouse to make column A get bigger.
- 4. Click in Cell C3 and type January. Hit the Enter key. The cell will remain active. Move your cursor onto the lower right corner of the cell and your cursor will change into a hollow square. Hold down the mouse and drag across to cell H3. As you drag you should notice a small yellow box with month names. When you get to cell H3 it should be June. Release the mouse. All the months from January to June should appear in a cell.
- **5.** When you first release the mouse, the months are still highlighted. Choose Edit-Copy from the Edit menu. Click on cell **C10** and Choose Edit-Paste. This will copy the months into Row 10.

You may also notice "marching ants" around the first set of months. Don't worry about them. They will disappear as we move along. If they really irritate you, hold down the Command key and type a period (#-.).

6. Select cells **C4-H7** and type in the following amounts:

1200	1200	1200	1200	1200	1200
75	100	125	175	200	150
400	230	500	350	400	300
450	450	450	450	450	450

7. Select cells **C11-H12** and type the following amounts:

1500	1200	1300	1700	1200	1200
1000	1000	1000	1000	1000	1000

- 8. To calculate Total Expenses: Click in cell **C8** (where the total expenses for January goes.) Click on the Auto-Sum button in the Toolbar and hit Enter. Excel adds up the amounts in cells C4-C7 and puts the total in cell C8.
- **9.** Click on the little box in the lower right corner of cell C8. Hold down the mouse button and drag across to H8. The formula will be copied across to calculate totals for all the columns.
- **10**. To calculate Incomes: highlight cells **C13 thru H13** (click and drag). Then click on the Auto-Sum button. All the columns will be calculated at once.
- **11**. To calculate the Net income we can't just use the Auto-Sum button because this is a subtraction (Income Expenses), and also because the cells are not adjacent. So do this:
 - a) Click in cell **C15**. Type an EQUAL sign. (Formulas always start with an Equal sign.)
 - b) Click on cell C13 (income total).
 - c) Type a **hyphen** (for a subtract sign)
 - d) Click on cell **C8** (expense total).
 - e) Hit the **ENTER** key.
 - f) Use the Auto-Fill feature to drag the formula across thru June.

12. SAVE YOUR WORK!

CHANGING APPEARANCES

- There are several items to be **bolded**. This can be done one-at-a-time, but there is a better way. Hold down the Command key (#) and click on the following items:
 - Cell A-1
 - Row 3
 - Cell A-8
 - Row 10
 - Cell A-13
 - Row 15

Once all the items are selected, simply click on the **B** on the Formatting Palette.

14. The numbers have to be formatted as currency (add \$\$\$). The absolutely easiest way to do that is to highlight the cells you want formatted as \$\$\$ and click on the \$\$ on the Formatting Toolbar. But that puts the dollar sign out at the left of the cell, so we're going to do it a different way. Also, in Excel 2001, the Formatting Toolbar is not automatic. It needs to be turned on.

Highlight (drag across the column headings) columns C thru H. Choose Format-Cells... from the Format menu. Make sure you're in the Number tab. In the box on the left, choose Currency.

Seneral A Number Durrenny Account of Date Fraction Fersentage Fraction Scientific Text Special Custom	Decimet places: 2 0 Car renzy symbol 9 Negative sumbars: -\$1,234.10 (\$1,234.10) (\$1,234.10

In the box on the right, choose your favorite way to indicate negative numbers (I like choice #4). Then click OK and your numbers will all have little dollar signs.

15. For the MONTHLY NET INCOME, I would like the dollar signs to be at the left of the cell, just to be different. Highlight cells C15-H15 and click on the dollar sign **\$** in the Formatting Toolbar.

16. Let's now set text alignments.

To right-align the row headings, select cells **A3-A15**. Click on the right alignment icon on the Formatting Palette.

To center-align the months, select **January-June** in Row 3. Click on the center alignment icon on the Formatting Palette. Repeat for Row 10

- **17**. To center the title (MONTHLY HOME BUDGET) over the entire table, click in cell A1 and drag over to cell H1. DON'T drag from the bottom right corner, just drag from the middle of the cell. This will highlight the A row across the table.
- **18**. Choose Format ŒCells.... Click on the Alignment tab and in the Horizontal area, choose Center Across Selection.



Missing Icons

The Center-Across-Selection icon that you may have used in a previous version of Excel is not readily available in this version. You can add it to a toolbar. If you remind me, I'll show you how. Or you can just turn on the Formatting Toolbar, which contains both the dollar sign **\$** and the Centering icon.

19. Now we will put in underlines to help the readers' eyes move along. Highlight cells **C7-H7**. This is the end of the list of expenses. The next row down is totals. So to indicate that this is what we're adding together, we'll put an underline here. After highlighting the cells, choose an underline style from the Borders & Shading area of the Formatting Palette.



Similarly, highlight cells C12-H12 and choose the same underline.

For the Monthly Net Totals, I selected a double-underline. For this, you select the cells **C15-H15**. Choose a double-underline from the Formating Palette.

20. Now is a good time to resize columns and rows. Click on the line between column headings B and C. Hold down the mouse and drag over to the left a bit to make column B smaller. There is nothing in that column - it's just there to set the right-aligned headings off from the actual figures.

Then highlight row headings 3 thru 15. Select Format ŒRow ŒHeight.... Row heights are listed in point sizes, so type in 18. This will make the rows approximately space-and-a-half apart.

21. SAVE YOUR DOCUMENT!

HOW TO PRINT:

Click in cell A1 and drag down to cell H15. This is what you want to print, so choose File ŒPrint Area ŒSet Print Area. This is the quick way to set what you want printed. Unfortunately, you'll probably notice a dashed line between your columns. This indicates that your document will print out on more than one sheet.

To prevent this, choose File ŒPage Setup... On the first tab (Page) choose Landscape instead of Portrait. This will probably be enough for this table to print onto one page. If you had a larger worksheet that you wanted on only one page, you would also want to set the page to print 1 wide by 1 high in the Scaling area.

Click on the Margin tab next. Down at the bottom of this box there is a place where you can set it so the table centers either horizontally, vertically, or both. I usually choose these options.

Be sure to check how the page will look when you print by clicking on the Print Preview button.

In Print Preview, if you notice that some of your figures are gone and replaced by pound signs #####, don't panic. Zoom in and the figures will be there. (If you're looking at your actual worksheet and see pound signs ####, then you need to expand your column.)

Also in Print Preview, you'll notice that your gridlines **do not** automatically appear, and they won't print either. This is different than in some older versions of Excel. If you want the grid lines and/or row and column headers to appear, you need to turn on these features in Page Setup on the Sheet Tab.

FORMATTING DATES

In Excel, formatting dates can be one of the most frustrating things to do until you understand how Excel handles dates. Then you'll be able to make a date look any way you want.

If you type:	Excel displays:
2/24/01	2/24/01
2-24-01	2/24/01
February 24, 2001	24-Feb-01
24-Feb-2001	24-Feb-01
24 February 2001	24-Feb-01
Feb. 24, 2001	Feb. 24, 2001**

In all these cases except the last one, Excel recognizes that you've typed in a date and will retain this information as a date. In the last example, Feb. 24, 2001, Excel does not know this is a date and treats it as text only.

Excel handles dates as numbers. In the internal mechanism of Excel, every date is changed from whatever you type in to a number. (*The number is however many days it is since January 1, 1904.*) The number is then returned to the worksheet in whatever date format has been designated. Because Excel works this way, you can use dates in calculations. We can compare dates. We can figure out how many days until Christmas. We can determine how old our friends are. Cool!

In order to have Excel return dates in the format we want, we need to tell it what we want. Highlight the cell or cells you want to set date formats for. From the Format menu choose Cells.... The first tab: Numbers should appear. If not, choose that tab. From the list, choose Date. Then in the Type box, choose what style you want the date to be formatted in.

Category:	Sample	
General Number Currency	Type:	
Accounting	3/4	
Date	3/4/97	
Time	03/04/97	
Percentage	4-Mar	
Fraction	4-Mar-97	
Scientific	04-Mar-97	
Text	Mar-97	
Special	March-97	-
Custom	*	

If your choice is not on the list you can create it yourself. Click on Custom from the Category list. Scroll down to where the existing dates are (about half way).

Category:		Sample	
General Number Currency Accounting	*	Type: mmmm dd, yyyy	
Date Time Percentage Fraction Scientific Text Special		m/d/yy d-mmm-yy d-mmm mmm-yy h:mm AM/PM h:mm:ss AM/PM b:mm	

The coding goes like this:

d	day number without leading zero (1-31)
dd	day number with leading zero (01-31)
ddd	day of week abbreviation (Sun-Sat)
dddd	day of week name (Sunday-Saturday)
m	month number without leading zero (1-12)
mm	month number with leading zero (01-12)
mmm	month name abbreviation (Jan-Dec)
mmmm	month name (January-December)
уу	Last two digits of year (00-99)
уууу	Entire year number
h	hours
m	minutes
S	seconds

In the box, type in the codes for how you want your dates to look.

What you want:	What to type in Type: box				
February 24, 2001	mmmm dd, yyyy				
Feb. 24, '01	mmm. dd, 'yy				

It doesn't matter what format you put the date into the cell (so long as it is a date format), it just matters how you've defined dates to look for output. In addition, if you have set it up so that all that is returned is the month and year, but you enter in the day also, Excel will remember the exact date. That information is not lost.

How Many Days Old Are You?

- **1**. Open a new worksheet
- 2. In cell A1 type the words: Today's Date
- 3. Tab to cell B1. Press Contol + ; (semicolon) which enters today's date.
- 4. Move to cell A3 and type the words: My birthdate:
- **5.** Tab to cell B3 and type in the day you were born (birth year, not current year).
- 6. Move to cell A5 and type the words: How Old Am I?
- **7**. Tab to cell B5 and put in this formula: **=B1-B3** Hit the Enter key.

The result is probably in date format. To fix it, make sure cell B5 is selected. Then go to Format Cells.... In the Number Tab, click on the General Category. This switches your results from a date into a number. That's how many days old you are. WOW! I bet you can't even count that high!

	A	B	C
1	Today's Date :	7/18/01	
2			
3	Erik's birthdate:	8/1/89	
4			
5	How old is he?	4369	11.969863
6		10.000	
7	Christmas Day	12/25/01	
8			
9	How Many Shopping Days Left:	160	
10		20032	

Auto Formats

There is now a feature that can save you lots of time and effort. It's called AutoFormat. You can select your data on the worksheet, go to the Format menu and choose AutoFormat. There will be several choices. Pick one and your data will be formatted quickly and easily. You may need to make some adjustments.

	AutoFormat	
Table format: Simple Classic 1 Classic 2 Classic 3 Accounting 1 Accounting 2 Accounting 3 Accounting 4 Colorful 1 Colorful 2 Colorful 3 List 1	Sample <u>Jan Feb Mar Total</u> East 7 7 5 19 West 6 4 7 1 [°] South 8 7 9 24 <u>Total 21 18 21 6</u> 1	OK Cancel Cancel Options

					3. S
January	February	Adams	401	Ma	1010
1,200.00	1,200.00	1.200.00	1,200.00	1.200.00	1,200,00
150.00	200.00	175.00	125.00	100.00	75.00
300.00	408.00	350.00	500.00	230.00	400.00
450.00	450.00	450.00	450.00	450.00	450.00
2,100.00	2,250.00	2,175.00	2,275.00	1,990.00	2,125.00
.6470585	Fedranty	44405	105	465	Jana
1,500.00	1,200.00	1.300.00	1,700.00	1,200.00	1,200.00
1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
2,500.00	2,200.00	2,300.00	2,700.00	2,200.00	2,200.00
400.00	(50.00)	125.00	425.00	220.00	75.00
	.400007 1,200,00 150,00 300,00 450,00 2,100,00 .40000 1,500,00 2,500,00 2,500,00	.400407 5610497 1,200,000 1,200,00 150,00 200,00 300,00 400,00 450,00 450,00 2,100,00 2,250,00 .400497 5610497 1,500,00 1,200,00 2,500,00 2,200,00 400,00 (50,00)	.4004097 Ketrosty Address 1,200,00 1,200,00 1,200,00 150,00 200,00 1,75,00 300,00 400,00 350,00 450,00 450,00 450,00 2,100,00 2,250,00 2,175,00 .400409 Ketrosty Address 1,500,00 1,200,00 1,300,00 2,500,00 2,200,00 2,300,00 400,00 (50,00) 125,00	.400409 February Adams 4,007 1,200,000 1,200,000 1,200,000 1,200,000 150,000 200,000 1,75,000 1,200,000 450,000 450,000 350,000 500,000 450,000 450,000 2,175,000 450,000 2,100,000 2,250,000 2,175,000 2,275,000 .4000409 February Adams Appl .4000409 February Adams Appl .4000409 February Adams Appl .400040 1,200,000 1,000,000 1,700,000 2,500,000 2,200,000 2,300,000 2,760,000 400,000 (50,000) 1,25,000 425,000	Alexant Kentoury Adend Aper Adend 1,200,00 230,00 2,00,00 1,980,00,00 1,980,00,00 1,980,00,0

Or:

MONTHLY HOME BUDGET						
Expenses	deneury	February	Harch	And	May	June
Rent	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Utilities	150.00	200.00	175.00	125.00	100.00	75.00
Food	300.00	400.00	350.00	500.00	230.00	408.08
Child Care	450.00	450.00	450.00	450.00	450.00	450.00
TOTAL EXPENSES	2,100.00	2,250.00	2,175.00	2,275.00	1,980.00	2,125.00
Income	January	February	March	April	May	June
Hits	1,500.00	1,200.00	1,300.00	1,700.00	1,200.00	1,200.00
Hers	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1.000.00
TOTAL INCOME	2,500.00	2,200.00	2,300.00	2,700.00	2,200.00	2,208.08
	- Ph	14	15	15	10	- M 33
MONTHLY NET INCOME	400.00	(50.00)	125.00	425,00	220.00	75.00

I made you do it the hard way so that you'd learn all that formatting stuff. The AutoFormat tables really do look better than the one we did.