Begin by exploring the Environment, Backstage View and working with spreadsheets.
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Excel Environment

Backstage View
The File menu is where you can access popular commands such as **Open**, **Save**, and **Print**.

Backstage View- File menu, tools to work with workbook files and manage Excel settings.
**Formula Bar**—displays the contents of the cell and is used to edit data

**Cells**—the intersection of each row and column on the sheet is a cell. Each cell is referred to by the column and row name, i.e., A1

**Zoom and Display**
Located on the bottom right of the Excel window are the zoom and display options, also available from the **View** tab as well.

**Workbooks and Worksheets**
A workbook contains a set of individual worksheets, by default, a new workbook opens with three worksheets, additional worksheets can be added.

**Open two workbooks in the same window**
From the **View** tab, within the **Window** group, click on the **View Side by Side** or **Arrange All** commands to choose how the workbooks will appear.

**Add, Delete, and View Worksheets**

**Add a new worksheet:**
Click the **Insert Worksheet** button or press **SHIFT + F11**
Reorder/move a worksheet:
Moving left or right, click on the worksheet tab and hold, drag, and drop

Delete a worksheet:
Right-click on the worksheet tab and select Delete from the menu

Rename a worksheet:
Double-click on the worksheet tab, enter new name and press Enter

Add color to a worksheet tabs:
Right-click on the worksheet tabs and select Tab Color from the menu

Hide or Unhide worksheet:
Right-click on the worksheet tab and select Hide from the menu, additionally select Unhide from the menu, select the sheet you want to view and click on OK

Cursor Styles
Cursor Styles and recognizing the difference: Four common cursor styles used in Excel. Each cursor style has automatic features of Excel.

1. Using click and drag to highlight multiple cells or click in a cell to select a single cell.
2. Using click and drag with this cursor to fill cell contents below or to the right.
3. Using click and drag contents of the selected cell to any other cell on worksheet.
4. Click in the Formula bar with the cursor to edit or enter a function.

Auto Fill
To add data to cells based on existing values can be accomplished using the Auto Fill Feature in Excel. Enter data into one cell to copy into the other selected cells. With a series of data (i.e., days of the week) fill in two cells in the series and then use the auto fill feature.

1. Click the Fill Handle
2. Click, hold and drag the Fill handle

Entering Data
Two ways to enter data in an Excel Worksheet: in an active Cell or in the Formula Bar
1. To enter data in an active cell: Rectangles in a spreadsheet are called a **Cell**. To move from cell to cell, return/enter key, tab key, mouse, and arrow keys.

   ![Spreadsheet with Cell A2 data](image)

   a. Press the **Return/Enter** key to move **down** to the row below
   b. Hold down the **Shift** key, then press the **Return/Enter** key to move **up** to the row above
   c. Press the **Tab** key to move to the column to the right
   d. Hold down the **Shift** key, press the **Tab** key to move back to the column to the left
   e. Move the cursor to any cell and click there
   f. Use the arrow keys to move up, down, left, or right

**Copy Cell Data**

Select cell, right-click and select copy or press **CTRL + C**. Select the destination (cell), right-click and select paste or **CTRL + V**. Within the **Paste Options** menu hover mouse over an icon and **Paste Special** to see more options.
**Formatting Cells**

Use custom properties to format individual cells or a group of cells. From the **Home** tab, within the **Font**, **Alignment**, and **Number** groups click on the down arrow to the launch the **Format Cells** dialog box or right-click and select **Format Cells**.

![Format Cells](image)

**Merge & Center Command**

The command to merge is available on the **Home** tab, within the **Alignment** Group.

1. Highlight a range of cells

2. Select the **Merge and Center** button

3. The data is centered within the range of cells selected.

**Columns and Rows**

The commands for inserting are available on the **Home** tab, within the **Cells** Group.

**Resizing Columns and Rows**

There are several ways to change the width of a column and height of a row.

1. Select the column or row, click on the **formant** button on the **Home** tab, with the **Cells** Group.
a. Select **column width** from the column width dialog box type in width and press **OK**.

2. Right click on the selected the **column or row**, this displays a short menu of options.

3. Move mouse between the lines of the column letters, the mouse turns into a double headed arrow.
   a. **Double click** on the line is a short cut for the auto fit command.
   b. **Click** and **drag** the mouse allows you to adjust the column width.

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**Inserting Cells, Columns, and Rows**

1. Place the cursor in the row below where you want the new row, or in the column to the left of where you want the new column
   a. Click the **Insert** button on the **Cells** group of the **Home** tab
   b. Select the appropriate choice: **Cell, Row or Column**

2. Place the cursor in the cell, row, or column that you want to delete
   a. Click the **Delete** button on the **Cells** group of the **Home** tab
   b. Select the appropriate choice: **Cell, Row or Column**
Printing
Print the active worksheet, press **CTRL + P** or from the **File** menu select **Print**.

Include gridlines and headings when printing:
From the **Page Layout** tab, within the **Sheet Options** group, select the appropriate boxes.

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