

Assignment 2: Spreadsheet Basics



In this assignment, you learn about the Microsoft Excel 2010 window. Label the parts of the window below using the descriptions on the next page.

Open Microsoft Excel

- ☞ Double click the Microsoft Excel shortcut or click *Start – All Programs – Microsoft Office – Microsoft Excel 2010*.



Label the Parts of the Microsoft Excel Window

Terms:

- Ribbon
- Formula Bar
- Group
- Title Bar
- Name Box
- Tab
- Sheet Tab
- Command
- File tab
- Help
- Scroll Bars
- Cell

- | | | |
|----------|----------|-----------|
| 1. _____ | 5. _____ | 9. _____ |
| 2. _____ | 6. _____ | 10. _____ |
| 3. _____ | 7. _____ | 11. _____ |
| 4. _____ | 8. _____ | 12. _____ |

Parts of the Microsoft Excel Window:

title bar	A bar at the top of the window that shows the name of the document, program name, and the control buttons.
file tab	Located at the left of the tabs on the ribbon, the File tab opens Backstage view. Backstage View houses commands that affect the document as a whole, or the application itself. Commands found here include; saving, opening and closing a document, as well as creating a new one, also printing, and changing Excel options. To return to the document, click the Back button or press escape.
ribbon	A band that contains a set of tabs including Home, Insert, Page Layout, Formulas, Data, Review, and View.
name box	A box that shows the name of the active cell.
tab	A part of the ribbon used to organize commands that do similar types of activities. For example, the Insert tab has commands that add objects to the worksheet.
help	A box at the top right corner of the window that gives help with the program. Answers are listed when a question is entered into the box.
cell	Found on a worksheet, a cell is a rectangular box that is identified by a unique letter and number combination. You would type your number or text into this box.
group	A collection of commands on a tab that do similar actions. For example, the Alignment group contains commands that change the placement of text in a cell, such as Left, Center, or Right.
scroll bars	Bars used to change the part of the worksheet shown in the window. The worksheet can be moved up or down using the vertical scroll bar, or to the left and right using the horizontal scroll bar.
sheet tab	A tab at the bottom corner of the window that changes the active worksheet.
formula bar	A bar that lets you insert or edit the contents of a cell.
command	A button, menu, or box that tells the program to do a task. A command often has a picture that shows the action. For example, the Cut command looks like a pair of scissors.

Learn Basic Spreadsheet Skills



An entrepreneur needs to know how to use a spreadsheet program. Follow the instructions to learn basic terminology and functions.

Working with Columns

Columns are vertical (up and down) groups of cells. The shaded area at the top of each column is called a *column heading*. Column headings are labeled alphabetically. The worksheet only shows a few columns, but Microsoft Excel has a total of 16,384 columns.

	A	B	C	D	E	F
1						
2						
3						
4						

- ☞ Click on column heading **A**.
- ☞ Click on column heading **C**.
- ☞ Click on column heading **E**.

1. What happens when you click on the column headings?

- ☞ Now, click on column heading **A**, hold down the **SHIFT** key, and then click the column heading **D**.

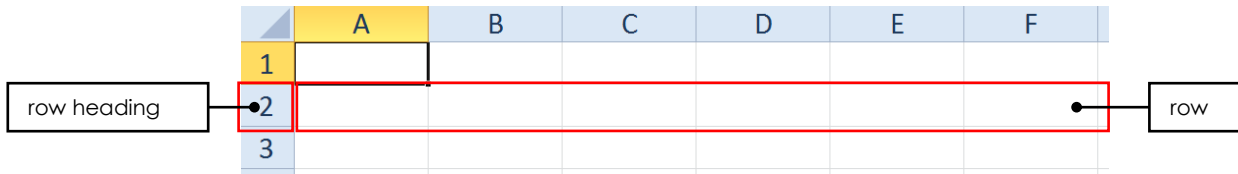
2. What happens when you click on the column headings?

- ☞ Click on column heading **A**, hold down the **CTRL** key, and then click the column **C** and **E** headings.

3. What happens when you click on the column headings?

Working with Rows

Rows are horizontal (left to right) groups of cells. The shaded area to the left of each row is called the *row heading*. Row headings are labeled numerically. The worksheet only shows a few rows, but there are over a million rows in Microsoft Excel 2010.



☞ Click on row heading **5**.

☞ Click on row heading **10**.

☞ Click on row heading **15**.

4. What happens when you click on the row headings?

☞ Now, click on row heading **5**, hold down the **SHIFT** key, and then click the row heading **10**.

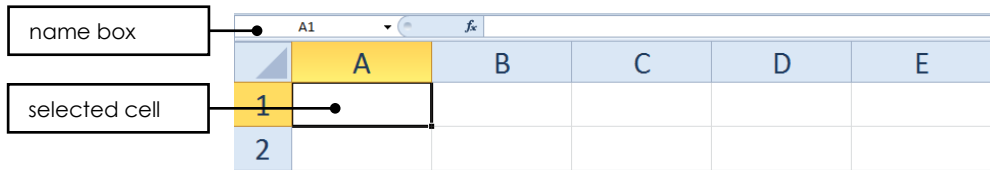
5. What happens when you click on the row headings?

☞ Click on row heading **1**, hold down the **CTRL** key, and then click the row **5** and **10** headings.

6. What happens when you click on the row headings?

Working with Cells

A cell is the location where a row and column meet. Cells can hold words, numbers, or mathematical formulas. Each cell has a name called a *cell reference*. The cell reference is shown in the *name box*. A cell reference is the column and row location. For example, the cell reference for the cell that intersects column **A** and row **1** is **A1**.



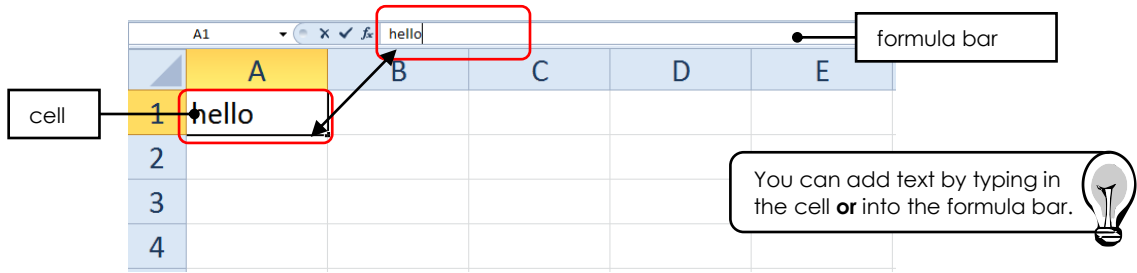
☞ With the mouse, click in cell **A1** to select it.

☞ Move the mouse to column **D**, then count down 2 rows. Click to select the cell.

7. Look in the name box. What is the cell reference?

How to Enter Text

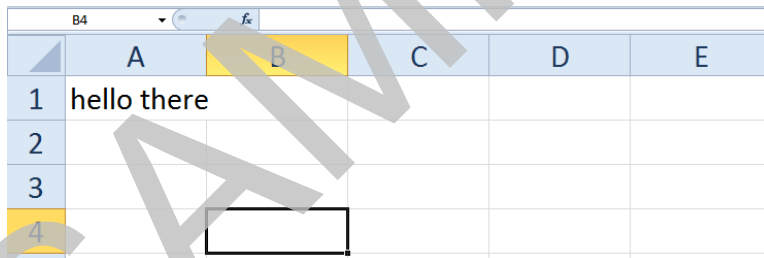
- Select cell **A1**, type **hello**.



- Click the mouse at the end of the word **hello** in the Formula bar.
- Press the SPACEBAR once and then type the word **there**.

Move from Cell to Cell

- Press the ENTER key to move from cell **A1** to cell **A2**.
- Press the TAB key to move from cell **A2** to cell **B2**.
- Use the mouse to move to cell **C3**.
- Highlight **C3** in the Name box. Type **B4**, and then press enter to select cell **B4**.



8. List the different ways you can move from cell to cell.

Close Microsoft Excel

- Click the File tab and choose *Exit*.

