

Session 7 – Intro to Excel – Using Formula Bar and Page Setup

Exercise #1

	A	B	C	D	E
37					
38					
39	Communities	1985	1986	1987	1988
40	Cupertino	166	165	164	167
41	Campbell	49	50	51	52
42	Los Gatos	64	64	65	65
43	Morgan Hill	3	3	3	3
44	Surrounding Towns	76	78	78	79
45	Total Metro Population				

Step #1 – Enter the data of the table above into your worksheet from the previous lesson.

Step #1 – Use a Formula Bar to Create a Formula

- Click in **Cell B45** to select it and then press **Insert Function button** on **Formula Bar**
- In **Insert Function dialog box**, type in **total numbers** in **Search for a Function box**
- Under **Select a Function**, click once on **SUM** to select it
- In the **Function Arguments dialog box**, click once on the **Select Cells button**
- Use the **Mouse Pointer** to select **Cells B40 thru B44**
- Click once on the **Select Cells button** to return to dialog box
- Click on the **Okay button** to enter the formula

Step #2 – Use AutoFill to Add Formula to Adjoining Cells

- Click in **Cell B45** to select it
- Use the **Mouse Pointer** and **AutoFill** to apply formula to **Cells C45 thru E45**
- Press the **ESC key** on keyboard to end Paste

Step #3 – Save Changes to Worksheet

- Go to the **Standard Toolbar** and click on the **Save button** to save worksheet changes

Session 7 – Intro to Excel – Using Formula Bar and Page Setup

Exercise #2 – Working With Page Setup in Microsoft Excel

Step #1 – Open Microsoft Excel

Step #2 – Create and Open a Copy of an Existing Microsoft Excel Workbook

- Go to the **File menu** and select **Open**
- Locate the **Database** workbook.
- Right-click on **Database** workbook
- From the quick menu, select **Copy**
- In the **Open dialog box**, use the **Look In List arrow button** to select the **Your Name Folder**
- In **Your Name Folder**, right-click in any empty area of window
- From the quick menu, select **Paste**
- Double-click on the **Database** workbook to open it

Step #3 – Change the Page Breaks in a Worksheet

- Go to the **File menu** and select **Print Preview**
- In the **Print Preview window**, click on the **Setup button** on toolbar
- In the **Page Setup dialog box**, click on the **Sheet tab**
- Under **Print section** of dialog box, check the box marked **Gridlines**
- Click on the **Okay button** to return to the print preview of the workbook
- In the **Print Preview window**, click on the **Page Break Preview button** on toolbar
- Click on the **Okay button** in the Welcome to Page Break Preview dialog box
- Use **Mouse Pointer** to drag natural **Page Break** up to border between **Rows 32 and 33**
- Click in **Cell A3** to select it and then go to **Insert Menu** and select **Page Break**
 - Notice that the new page break appears above the current row
- To exit the Page Break Preview, go to the **View menu** and select **Normal**

Session 7 – Intro to Excel – Using Formula Bar and Page Setup

Step #4 – Creating Titles that Printout on Every Page – Using Title Rows

- Go the **File** menu and select **Page Setup**
- Click on the **Sheet** tab
- Under the **Print Titles** section, use the Rows to Repeat at Top feature to select Row 1
- Click on **Print Preview** button to view results
- Press the **Setup** button to return to the **Page Setup** dialog box

Step #5 – Creating Titles that Printout on Every Page – Using Custom Headers

- In the **Page Setup** dialog box, click on the **Header/Footer** tab
- Click on the **Custom Header** button
- In the **Left Section** box, type in **Sales Data by Employee**
- Press the **Tab** button twice to move to the **Right Section** box
 - Type in word **Printed**, and then press **Space key** on keyboard
 - Click on **Insert Date button** and then press **Space key** on keyboard
 - Click on **Insert Time button**
- Click **Okay** button to return to Header/Footer tab sheet
- Click **Okay** button again to view the Print Preview screen
- Press **Close** button to close preview window

Step #6 – Close File and Save Changes

- Go the **File** menu and select **Close**
- When prompted to Save Changes, click on **Yes**

Exercise #3– Renaming, Deleting and Adding Worksheets

Step #1 – Create and Open a Copy of an Existing Microsoft Excel Workbook

- Go to the **File** menu and select **Open**
- Locate the file **Population Trends 1981-2004** workbook and right click.
- From the quick menu, select **Copy**
- In the **Open dialog box**, use the **Look In List arrow button** to select the **Your Name Folder**
- Double click on the **Your Name folder** to open it

Session 7 – Intro to Excel – Using Formula Bar and Page Setup

- In **Your Name folder**, right click in any empty area of window
- From the quick menu, select **Paste**
- Double click on the **Population Trends 1981-2004** workbook to open it

Step #2 – Rename Worksheets

- Right click on **Sheet1 tab** at bottom of screen
- From quick menu, select **Rename** from quick menu
- With text highlighted, type in “**1993 to Present**”
- Right click on **Sheet2 tab** and select **Rename** from quick menu
- With text highlighted, type in “**1981 to 1992**”
- **Click in any cell of worksheet** to de-select the text

Step #3 – Delete Worksheet

- Right click on **Sheet3 tab** at bottom of screen
- From quick menu, select **Delete** from quick menu

Step #4 – Insert and Rename Blank Worksheet

- Go to the **Insert menu** and select **Insert Worksheet**
- Right click on the newly created worksheet tab and rename the sheet “**Population Projections**”

Step #5 – Close Microsoft Excel Program Window

- Go the **File menu** and select **Exit**
- When prompted to Save Changes, click on **Yes**