

Microsoft Excel 2003

Microsoft Excel is an electronic spreadsheet program. Electronic spreadsheet applications allow you to type, edit, and print spreadsheets. Excel can be used for financial, statistical, or list information.

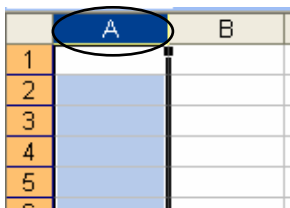
Selecting Data

A selected area has a bold outline surrounding the area and a little black box in the lower right corner (fill handle). Data needs to be selected in order to format, duplicate, move, or be used in a formula.

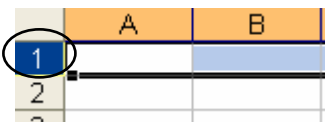
Cell - Click on the cell or move to that cell using the keyboard.



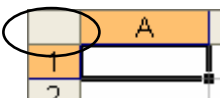
Column - Click on the column letter (A, B, C, etc.)



Row - Click on the row number (1, 2, 3, etc.)



Worksheet Click on the gray area where the column letters and row numbers intersect in the upper left of the worksheet.



Multiple Cells- Point to the first cell that you want to select. Click & hold the left mouse button down, and glide the mouse across (up, down, left, or right) the worksheet. This will allow you to select more than one cell at a time. Release the mouse once the cells are selected.

	A	B	C	D
1				
2				
3				
4				
5				

Multiple Columns - Click on the row number, hold the mouse button down, and glide the mouse across the worksheet. This will allow you to select more than one row at a time. Release the mouse once the rows are selected.

	A	B	C
1			
2			
3			
4			
5			




Keystroke Possibilities

Shift- Pressing the **Shift** key after clicking on the first cell, row, or column, then clicking the end of the range (cell, row, or column) will select the area within the range. (Adjacent selections)

Ctrl - Click on a cell, row, or column then press and hold the **Control** key (**Ctrl**) down while you continue to select other cells, rows, or columns. This will select nonadjacent areas.

Editing Tools

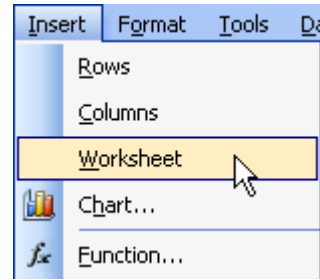
In addition to the **Backspace**, **Delete**, and **Insert** keys, there are several other valuable editing tools available in Excel.

Editing Tools			
	Description	Menu	Shortcut
Find	<ul style="list-style-type: none"> Use Find when you need to search for text within the worksheet. You can type your search and also replace it with something else by clicking the Replace button within the Find option. 	<ul style="list-style-type: none"> Open the Edit menu and select Find. 	Ctrl+F
Replace	<ul style="list-style-type: none"> Use Replace to replace text in one or more areas of a worksheet. You can replace one occurrence at a time by clicking the Replace button or all at once using the Replace All button. 	<ul style="list-style-type: none"> Open the Edit menu and select Replace. 	Ctrl+H
Go To	<ul style="list-style-type: none"> Use the Go To option to jump to a certain area of the worksheet. Type the cell address or name (discussed in Part IV), and then click the OK button. Not case-sensitive 	<ul style="list-style-type: none"> Open the Edit menu and select Go To. 	Ctrl+G
Spelling 	<ul style="list-style-type: none"> Use the Spelling tool to check the worksheet for spelling errors. Suggestions will be offered for corrections to the errors. 	<ul style="list-style-type: none"> Open the Tools menu and select Spelling. 	F7
Undo 	<ul style="list-style-type: none"> This tool undoes the last action you just performed in the worksheet. 	<ul style="list-style-type: none"> Open the Edit menu and select Undo. 	Ctrl+Z
Redo 	<ul style="list-style-type: none"> This tool redoes the last action you just undid in the worksheet. 	<ul style="list-style-type: none"> Open the Edit menu and select Redo. 	Ctrl+Y

Creating a New Worksheet

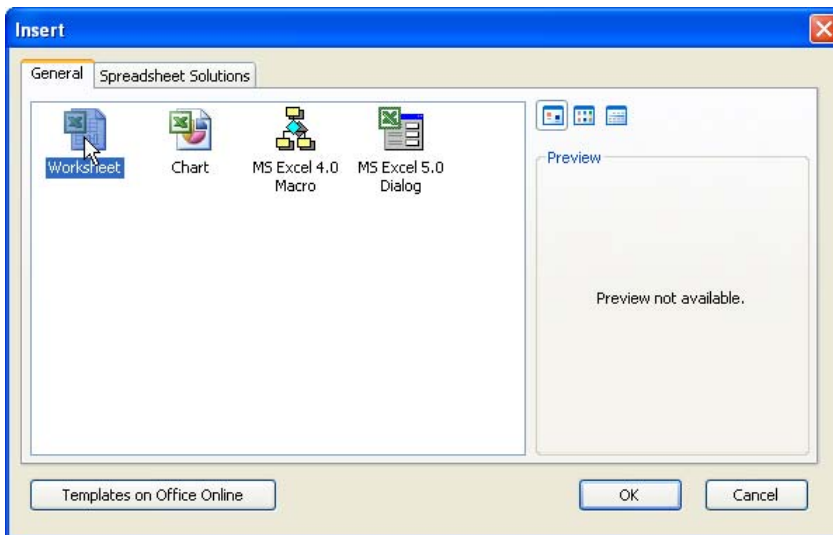
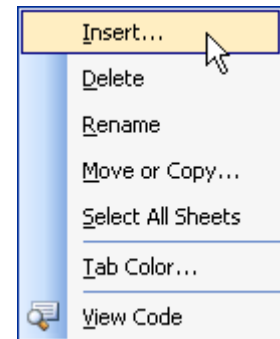
Menu Version

- Click on the **Insert** Menu and select **Worksheet**.



Shortcut Version

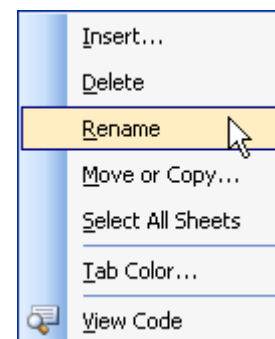
- Click the **right mouse button** on the worksheet tab to the right of where you would like the new tab to appear.
- Select **Insert...** from the menu.
- Select **Worksheet** from the **General** tab of the **Insert** window, and click **OK**.



A new worksheet tab will appear with the generic tab name. Click and drag the new tab to rearrange the tab order if desired.



To rename the worksheet tabs click on the tab you would like to rename with the **right mouse button**. Choose **Rename** from the menu, and type in the new name. Hit the **Enter** key when finished.

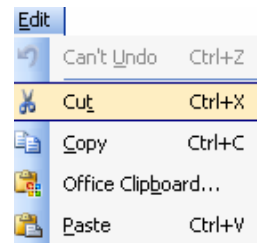


Moving Data



Cutting & pasting data will remove the data from the original location and move it to a new location.

Menu Version

- Select the cell(s) that you would like to move.
- Open the **Edit** menu and select **Cut**.
- Move the active cell to the location that you would like the data to be placed. Within the same worksheet, another worksheet, another workbook file, or another application, if applicable.
- Open the **Edit** menu and select **Paste**.



Shortcut Version

- Select the data that you would like to move.
- Click the **Cut** button on the Standard toolbar. 
- Move the active cell to the location that you would like the data to be placed.
- Click the **Paste** button on the Standard toolbar. 

OR

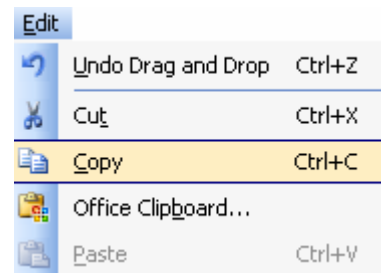
- After selecting the data, point the mouse to an edge of the selected area.
- The white cross will change to an arrow symbol. While the arrow is present, click the **left mouse button**, hold it down, and drag the mouse to the location where you want the selected data moved to.
- Release the **mouse button**.

Copying Data



Copying & pasting data will leave the data in the original location and place a copy in a new location.

Menu Version

- Select the cell(s) that you would like to duplicate.
- Open the **Edit** menu and select **Copy**.
- Move the active cell to the location that you would like the data to be placed. Within the same worksheet, another worksheet, another workbook file, or another application, if applicable.
- Open the **Edit** menu and select **Paste**.



Shortcut Version

- Select the cell(s) that you would like to duplicate.
- Click the **Copy** button on the Standard toolbar. 
- Move the active cell to the location that you would like the data to be placed.
- Click the **Paste** button on the Standard toolbar. 

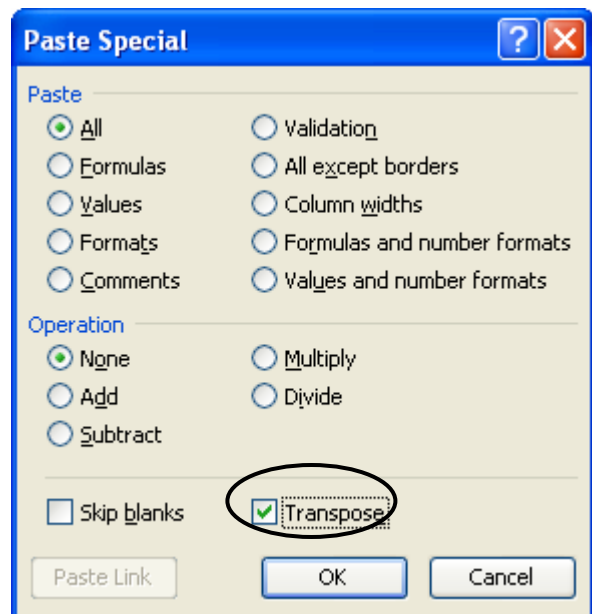
OR

- After selecting the data, point the mouse to an edge of the selected area.
- The white cross will change to an arrow symbol.
- While the arrow is present, press the **Control (Ctrl)** key, click the **left mouse button**, hold it down, and drag the mouse to the location where you want the selected data copied to.
- Release the **mouse button** and then the **Ctrl** key.
- **Note:** You must release the mouse button before the **Ctrl** key for the computer to recognize that you want to copy instead of move the data.

Transposing a Row or Column

If you decide that you would rather change a row to a column or vice versa, you may transpose (or copy) a row or column into it's opposite cell structure.

- Click the cells you want to transpose.
- Click the **Copy** button. You will see the moving marquee dots around your selection.
- Click to select the first cell of the new column or row (only copy into blank cells).
- Click **Edit**.
- Click **Paste Special**.
- Click **Transpose**.
- Click **OK**. Your data appears in its new position.



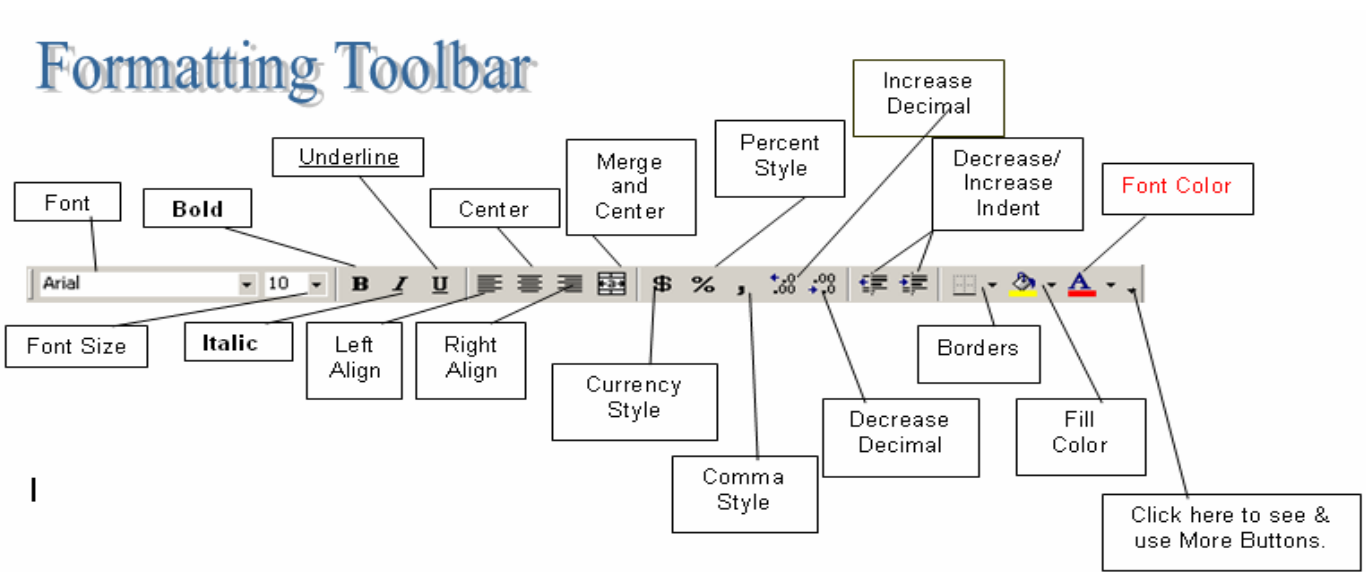
Merging Cells

Cells can be merged in order to create larger cell areas:

- Highlight the area you wish to merge.
- Click the merge button in your toolbar.



- **Formatting Toolbar**



Note:

- A light gray button is unable to be used. It is inactive.
- An indented button means that the button is selected (that particular feature is on).

Formatting

Cells can be formatted either before or after you type. For instance, you can choose how the date will look or show that numbers are currency or percentages. Whether or not you format before or after you type, you will need to select (highlight) what it is that you are formatting.

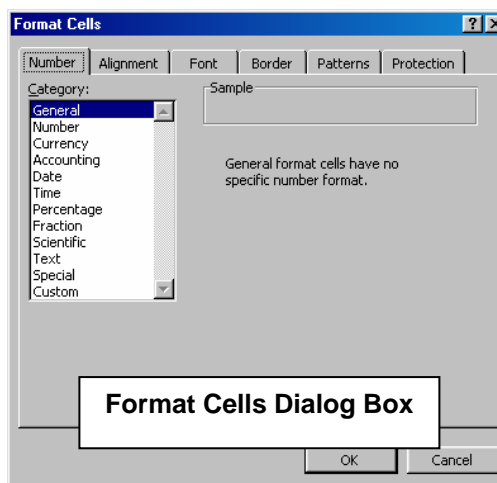
To bring up the **Format Cells** dialog box, do one of the following:

- Open the **Format** menu and select **Cells...**
- Right-click on the selected cells and choose **Format Cells...** from the Shortcut menu.

OR

Keyboard Shortcut:

- Use **Ctrl+1**.



Format Cells Dialog Box – Click on a tab to move to that area of the dialog box. After making changes, either click on another tab to make further changes or click **OK** when finished.

How to change Font, Font Size, Font Style, or Font Color:

The font is the type or design of text that is used in the workbook.

- Once in the **Format Cells** dialog box, click on the **Font** tab. Click on a tab to move to that area of the dialog box. After making changes either click on another tab to make further changes or click **OK** when finished.
- Go to the area where you would like to make a change (i.e. Font Size, Font Style). Use the scroll bar to the right of the list box if necessary to view the item you want to select.
- Point to the item you want to select and click the left mouse button.

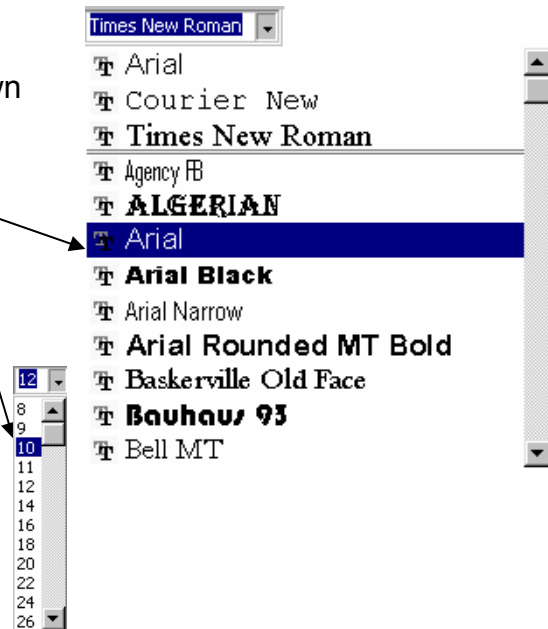
Note: You can also find Font Color, Underline Style, Underline Color, and Effects in the dialog box. Either click the down-arrow and make your selection or click in the check box to make a selection. Once you make all of the changes that you want in the dialog box, click the **OK** button.

Change Font and Font Size Shortcut

- Click the down arrow (upside-down triangle) to the right of each.

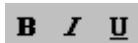


- Select your preference from the drop-down list by pointing to the type you want and clicking on it to make your selection.
- Notice the scroll bar to the right of the list. You can use this to see the other choices on the list.



Font Style Shortcut

- Click on the buttons to make text appear **Bold**, *Italic*, or Underline.



B – *I* – U

Bold- Text is darker than regular font.

Italic- Text is slightly angled.

Underline- A thin line is underneath text.

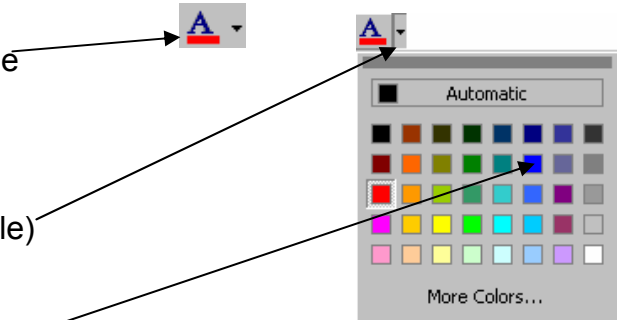
After selecting one of the font styles the button will be indented (or a dimmer gray).

This lets you know what has been selected. To turn off the style just click on the button again.



Font Color Shortcut

- Clicking the **Font Color** button will change the text to the color that is shown on the button.
- If you would like to change to another color:
 - Click the down arrow (upside-down triangle) to the right of the button.
 - Click the color that you would like to use.



Fill Color works similarly. Click the Fill Color button or the down arrow to select another color. The fill color is the background color of the selected area.

How to change Alignment or Indentation

Alignment- Refers to the placement of the text in relation to the cell. For example Left, Center, or Right Alignment.

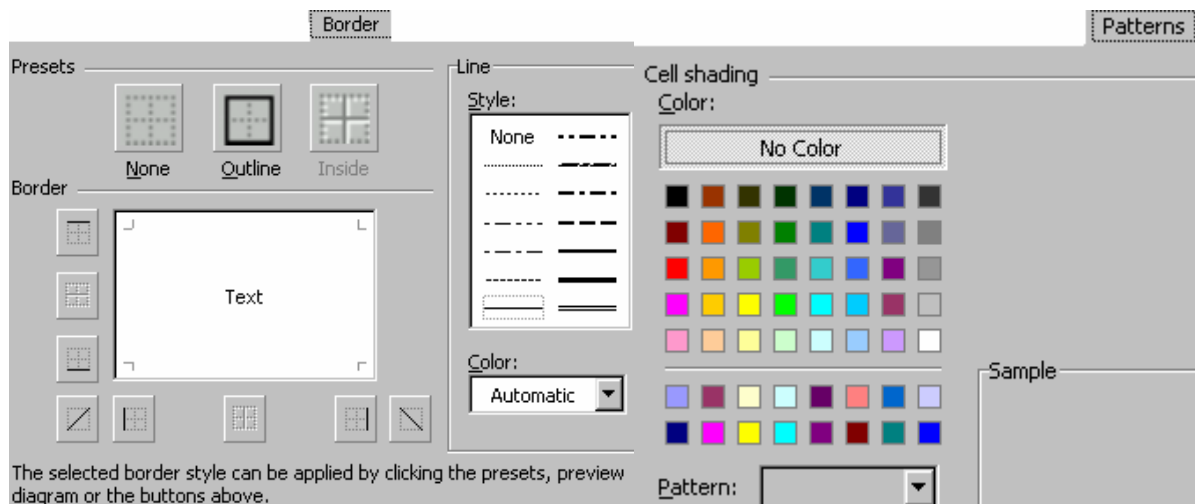
Indentation- Refers to the placement of the text in relation to the cell. Indentation creates more space at the beginning of a line. For example, the extra space at the beginning of a paragraph.

- Once in the **Format Cells** dialog box, click the **Alignment** tab.
- Go to the area where you would like to make a change (i.e. Horizontal Alignment, Vertical Alignment, and Text Control). Click the down arrow (upside-down triangle).
- Point to the item you want to select and click the left mouse button.
- **Orientation-** to change the orientation either use the spinner to increase or decrease the degrees of orientation or click and drag the red box to the desired angle.
- **Text Control-** click in the check box next to any of the options in this area that you would like to use (Wrap text, Shrink to fit, Merge cells).
- Click **OK** for changes to be made

Using Borders and Shading

Borders - A line or outline surrounding a selected area.

Shading - The background color or pattern of a selected area.



Erasing Data and/or Formatting

Open the **Edit** menu and go to **Clear**. In the **Clear** submenu you can choose what you want to clear or delete.

All - Clears everything in the selected area (both contents and any formatting)

Formats - Clears the formatting in the selected area.

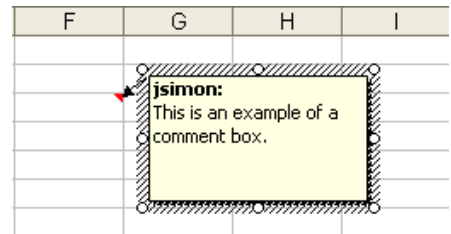
Contents - Clears the contents (data) in the selected area. Any formatting will remain in the selected area.

Comments – Clears all comments from the selected area.

Creating Comments

Add a Comment

- Click in a cell where you want to add a comment.
- Select the **Insert** menu and click on **Comment**.
A comment box will appear.
- Type your comments.



OR

- Right click in the cell and select **Insert Comment**.

Click outside the cell when you are done. The comment will disappear. You will notice that a tiny red triangle will appear in the upper-right hand corner of the cell. Move your cursor over the cell to display your comment once again.

Edit a Comment

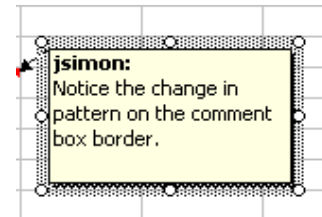
- Highlight the cell with the comment.
- Select **Insert** on the menu and then **Edit Comment**.

Delete a Comment

- Highlight the cell with the comment.
- Right click on the cell and select **Delete Comment**.

OR

- Right click on the cell and select **Edit Comment**.
- Select the frame of the comment until the box border looks similar to the graphic to the right.
- Press **Backspace** and delete the comment.

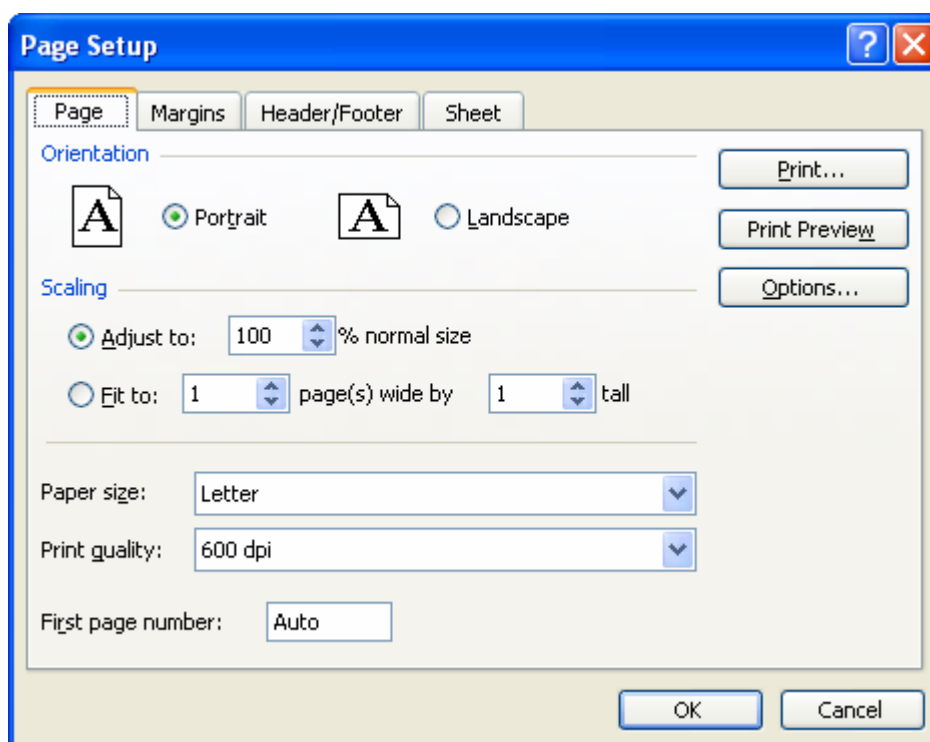


Setting up a Workbook

Excel sets up the workbooks a certain way so that you do not need to make changes every time you go to use excel (i.e. Default settings). However, you may want to change the look of your workbook.

- Open the **File** menu and select **Page Setup**.
- Click on a tab to move to that area of the dialog box. After making changes either click on another tab to make further changes or click **OK** when finished.

Note: **Print...**, **Print Preview**, and **Options...** buttons- will allow you to go to these features while in Page Setup. The Options button will take you to the printer options.



Page Tab

Orientation

Orientation will change the layout of the page. **Portrait** will have the 8 ½ in. side of the page at the top and the 11in. side at the left. **Landscape** orientation will have the 11in. side at the top and the 8 ½ in. side at the left. To change the orientation, click on the radio button (or circle) to select the orientation.

Scaling

Scaling will adjust the worksheet when you go to print. You can change it by percentage or by the number of pages that you would like the workbook to be. To change scaling, **click** on the radio button (or circle) and use the **spinners** or type a number to adjust the size of the page.

Paper size

Click the **down arrow** and select a paper size.

Margins Tab

Margins are the white space around the edge of the page of the workbook. **Click** the spinners or type a number to adjust the margin size. **Click** in the check boxes if you would like the worksheet centered horizontally or vertically.

Header /Footer Tab

Header and Footers are lines of text that appear at the top or bottom of each page of the worksheet. Once the text is placed in the header or footer section Excel places it on all other pages. A special symbol may also be placed in the header or footer area that will insert a changing value (for example, each time you open the file the date will be updated).








- Click the down arrow and select a header/footer from the drop-down list.

OR

- Click **Custom Header...** or **Custom Footer...** and click in the section where you want the header or footer to appear (left, center, or right of the page) and type a header or footer. You can also use the **Font** button to format the text. Within Custom Header/Footer you can click in a section and then choose the appropriate button to add items to the header or footer (date, page number, etc.).
- Click **OK**.

Note: The header/footer can only be viewed with **File > Print Preview**.

Header/Footer Toolbar

	Font - Formats text within the header or footer section.
	Insert Page Number - Inserts the page number for the current page.
	Insert Number of Pages - Inserts the number of pages of the entire worksheet
	Insert Date - Inserts the current date according to the computer. The date will be updated the next time the workbook is opened.
	Insert Time - Inserts the current time according to the computer. The time will be updated the next time the workbook is opened.
	Insert Filename - Places the filename of the workbook in the header or footer section. If the workbook is renamed, then the change will be reflected the next time the workbook is opened.
	Insert Worksheet Name - Inserts the name of the worksheet that the header or footer is being placed. If the worksheet is renamed, then the change will be reflected the next time the workbook is opened.

Sheet Tab

Print area



Click in the text box, then go to the worksheet and select the area to print. This might be used if you do not need to print the entire worksheet.

Rows to repeat at top

Click in the text box, then go to the worksheet and select the row(s) to repeat. The rows will repeat on each page of the worksheet. This will be especially helpful if you want headings/labels to be on each page.

Columns to repeat at left

Click in the box, then go to the worksheet and select the column(s) to repeat. The columns will repeat on each page of the worksheet. This will be useful if you want headings/labels to be on each page.

Note: If you use the **Collapse Dialog** button , then you can see more of the worksheet while you are selecting. Click the button  again to bring the dialog box back to full size.

Print

Click in the check box to select what you would like to print. The **Gridlines** are especially useful. Gridlines are the lines you see on the worksheet. They will not print out unless you select the check box in the Print area.

Page Breaks

Worksheets can contain multiple pages. Excel determines the pages based on the amount of data and the size of the paper being used. Page breaks allow you to change how the data is divided into pages.

To view the worksheet's page breaks:

- Open the **View** menu.
- Select **Page Break Preview**.

Note: In **Normal** view you will not see the page breaks until you go into **Page Break Preview** first. After going into this preview at least once, then you will see the breaks in **Normal** view.

Page Break Preview


- Dashed lines show where Excel will automatically break the worksheet into pages.
- Solid lines signify where a Manual Page Break is. This would occur when someone inserts or moves a page break.

Note: In **Normal** view, all page breaks appear as dashed lines.

The screenshot shows an Excel spreadsheet with columns for NAME, ADDRESS, CITY, STATE, ZIPCODE, PHONE, NAME, ADDRESS, CITY, STATE, ZIPCODE, PHONE. The data is organized into rows, and page numbers are visible in the background. A gray area is highlighted, indicating a non-print area. A callout box points to the page numbers, and another callout box points to the gray area.

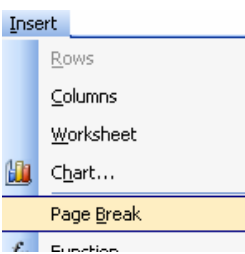
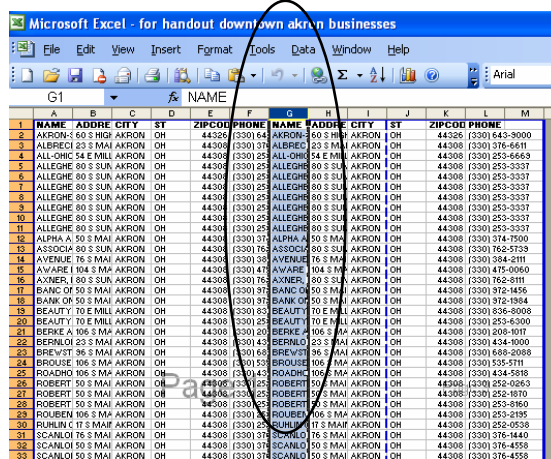
1	NAME	ADDRESS	CITY	STATE	ZIPCODE	PHONE	NAME	ADDRESS	CITY	STATE	ZIPCODE	PHONE
2	AKRON	50 S HIGH	AKRON	OH	44326	(330) 541	AKRON	60 S HIGH	AKRON	OH	44326	(330) 543-3000
3	ALBRECT	23 S MAJ	AKRON	OH	44308	(330) 376	ALBRECT	23 S MAJ	AKRON	OH	44308	(330) 376-6511
4	ALL OHIC	54 E MILL	AKRON	OH	44308	(330) 251	ALL OHIC	54 E MILL	AKRON	OH	44308	(330) 253-4669
5	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 251	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 253-2337
6	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 251	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 253-2337
7	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 251	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 253-2337
8	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 251	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 253-2337
9	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 251	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 253-2337
10	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 251	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 253-2337
11	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 251	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 253-2337
12	ALPMA	150 S MAJ	AKRON	OH	44308	(330) 376	ALPMA	150 S MAJ	AKRON	OH	44308	(330) 374-7500
13	ASSOCIA	80 S SUN	AKRON	OH	44308	(330) 761	ASSOCIA	80 S SUN	AKRON	OH	44308	(330) 762-5729
14	AVENUE	76 S MAJ	AKRON	OH	44308	(330) 376	AVENUE	76 S MAJ	AKRON	OH	44308	(330) 384-0111
15	AVARE	104 S MAJ	AKRON	OH	44308	(330) 477	AVARE	104 S MAJ	AKRON	OH	44308	(330) 475-0060
16	AVARE	104 S MAJ	AKRON	OH	44308	(330) 477	AVARE	104 S MAJ	AKRON	OH	44308	(330) 475-0060
17	AVARE	104 S MAJ	AKRON	OH	44308	(330) 477	AVARE	104 S MAJ	AKRON	OH	44308	(330) 475-0060
18	AVARE	104 S MAJ	AKRON	OH	44308	(330) 477	AVARE	104 S MAJ	AKRON	OH	44308	(330) 475-0060
19	AVARE	104 S MAJ	AKRON	OH	44308	(330) 477	AVARE	104 S MAJ	AKRON	OH	44308	(330) 475-0060
20	BEAUTY	70 E MILL	AKRON	OH	44308	(330) 581	BEAUTY	70 E MILL	AKRON	OH	44308	(330) 525-3000
21	BEAUTY	70 E MILL	AKRON	OH	44308	(330) 581	BEAUTY	70 E MILL	AKRON	OH	44308	(330) 525-3000
22	BEAUTY	70 E MILL	AKRON	OH	44308	(330) 581	BEAUTY	70 E MILL	AKRON	OH	44308	(330) 525-3000
23	BEAUTY	70 E MILL	AKRON	OH	44308	(330) 581	BEAUTY	70 E MILL	AKRON	OH	44308	(330) 525-3000
24	BEAUTY	70 E MILL	AKRON	OH	44308	(330) 581	BEAUTY	70 E MILL	AKRON	OH	44308	(330) 525-3000
25	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
26	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
27	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
28	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
29	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
30	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
31	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
32	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
33	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
34	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
35	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
36	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
37	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
38	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
39	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
40	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
41	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
42	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
43	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
44	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
45	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
46	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
47	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
48	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
49	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
50	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
51	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
52	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
53	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
54	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
55	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
56	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
57	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
58	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
59	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
60	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
61	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
62	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
63	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
64	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
65	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
66	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
67	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
68	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
69	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
70	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
71	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
72	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
73	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
74	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
75	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
76	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
77	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
78	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
79	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
80	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
81	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
82	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
83	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
84	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
85	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
86	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
87	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
88	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
89	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
90	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
91	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
92	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
93	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
94	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 261	BEAUF	106 S MAJ	AKRON	OH	44308	(330) 268-1017
95	BEAUF	106 S MAJ										

Moving a Page Break

While in **Page Break Preview**, you can move page breaks by pointing to the page break line and dragging the line. To drag the line you would click the left mouse button, hold it down, and move the mouse to the desired page break location then release the mouse button. When you point to the line  and drag you will see a line with two arrows pointing in the directions you can move the line.

Inserting a Page Break

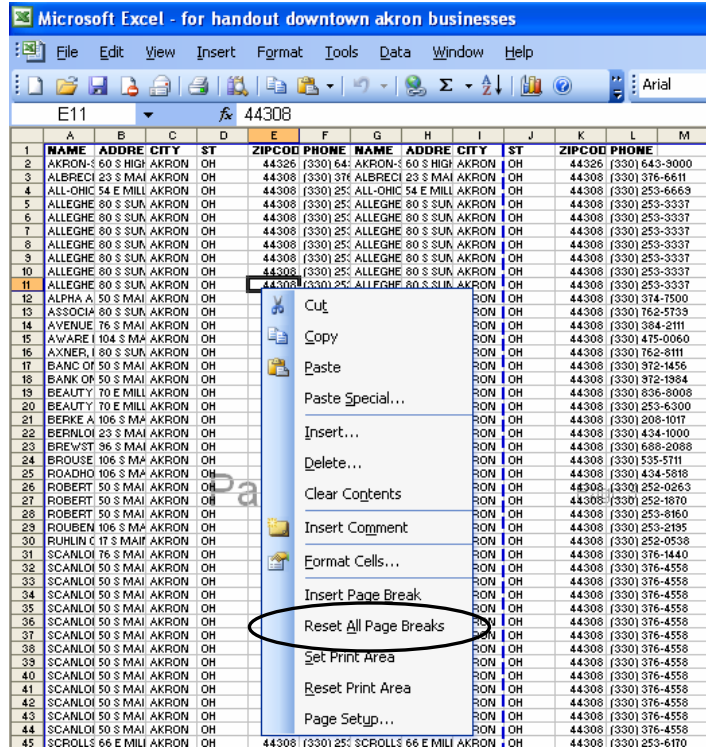
- Select a column or row where you would like the page break to occur to the left (columns) of or above (rows).
- Open the **Insert** menu.
- Select **Page Break**.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	NAME	ADDRE	CITY	ST	ZIPCODE	PHONE	NAME	ADDRE	CITY	ST	ZIPCODE	PHONE	
2	AKRON	60 S HIGH	AKRON	OH	44326	(330) 644	AKRON	50 S HIGH	AKRON	OH	44326	(330) 643-9000	
3	ALBREC	23 S MAI	AKRON	OH	44308	(330) 371	ALBREC	23 S MAI	AKRON	OH	44308	(330) 376-6611	
4	ALL-OHC	54 E MILL	AKRON	OH	44308	(330) 253	ALL-OHC	54 E MILL	AKRON	OH	44308	(330) 253-6663	
5	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 253	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 253-3337	
6	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 253	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 253-3337	
7	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 253	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 253-3337	
8	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 253	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 253-3337	
9	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 253	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 253-3337	
10	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 253	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 253-3337	
11	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 253	ALLEGHE	80 S SUN	AKRON	OH	44308	(330) 253-3337	
12	ALPHA A	50 S MAI	AKRON	OH	44308	(330) 371	ALPHA A	50 S MAI	AKRON	OH	44308	(330) 374-7500	
13	ASSOCI	80 S SUN	AKRON	OH	44308	(330) 164	ASSOCI	80 S SUN	AKRON	OH	44308	(330) 162-5739	
14	AVENUE	76 S MAI	AKRON	OH	44308	(330) 359	AVENUE	76 S MAI	AKRON	OH	44308	(330) 354-2111	
15	AWARE	104 S MAI	AKRON	OH	44308	(330) 475	AWARE	104 S MAI	AKRON	OH	44308	(330) 475-0060	
16	AWNER	180 S SUN	AKRON	OH	44308	(330) 162	AWNER	180 S SUN	AKRON	OH	44308	(330) 162-8111	
17	BANC OF	50 S MAI	AKRON	OH	44308	(330) 371	BANC OF	50 S MAI	AKRON	OH	44308	(330) 372-1456	
18	BANK OF	50 S MAI	AKRON	OH	44308	(330) 371	BANK OF	50 S MAI	AKRON	OH	44308	(330) 372-1984	
19	BEAUTY	70 E MILL	AKRON	OH	44308	(330) 353	BEAUTY	70 E MILL	AKRON	OH	44308	(330) 356-8008	
20	BEAUTY	70 E MILL	AKRON	OH	44308	(330) 353	BEAUTY	70 E MILL	AKRON	OH	44308	(330) 253-6200	
21	BERKE A	106 S MAI	AKRON	OH	44308	(330) 400	BERKE A	106 S MAI	AKRON	OH	44308	(330) 208-1017	
22	BERNOL	23 S MAI	AKRON	OH	44308	(330) 413	BERNOL	23 S MAI	AKRON	OH	44308	(330) 434-9000	
23	BREWST	36 S MAI	AKRON	OH	44308	(330) 663	BREWST	36 S MAI	AKRON	OH	44308	(330) 688-2066	
24	BROUSE	106 S MAI	AKRON	OH	44308	(330) 353	BROUSE	106 S MAI	AKRON	OH	44308	(330) 353-5711	
25	ROACH	106 S MAI	AKRON	OH	44308	(330) 443	ROACH	106 S MAI	AKRON	OH	44308	(330) 434-5818	
26	ROBERT	50 S MAI	AKRON	OH	44308	(330) 253	ROBERT	50 S MAI	AKRON	OH	44308	(330) 253-0263	
27	ROBERT	50 S MAI	AKRON	OH	44308	(330) 253	ROBERT	50 S MAI	AKRON	OH	44308	(330) 252-1610	
28	ROBERT	50 S MAI	AKRON	OH	44308	(330) 253	ROBERT	50 S MAI	AKRON	OH	44308	(330) 253-3960	
29	ROUBEN	106 S MAI	AKRON	OH	44308	(330) 363	ROUBEN	106 S MAI	AKRON	OH	44308	(330) 253-2195	
30	RUNLIN	17 S MAI	AKRON	OH	44308	(330) 253	RUNLIN	17 S MAI	AKRON	OH	44308	(330) 253-0538	
31	SCANLO	76 S MAI	AKRON	OH	44308	(330) 371	SCANLO	76 S MAI	AKRON	OH	44308	(330) 376-1440	
32	SCANLO	50 S MAI	AKRON	OH	44308	(330) 371	SCANLO	50 S MAI	AKRON	OH	44308	(330) 376-4558	
33	SCANLO	50 S MAI	AKRON	OH	44308	(330) 371	SCANLO	50 S MAI	AKRON	OH	44308	(330) 376-4558	

Removing a Page Break

- While in **Page Break Preview**, right-click in any cell and select
- **Reset All Page Breaks** from the shortcut menu.



Editing Exercises

Exercise 1

Editing Data

1. Using the [downtown akron businesses](#) file, erase BANK ONE and type Chase in its place.
2. Go into edit mode and change AKRON-SUMMIT COUNTY LIBRARY to AKRON-SUMMIT COUNTY PUBLIC LIBRARY.

Exercise 2

Moving Data (Cut and Paste)

1. Move **Zipcode** column to the end of the worksheet data (all the way to the right).
2. Move the **Summit Street** businesses to a new worksheet. (**Remember:** To insert a new worksheet open the **Insert** menu and select **Worksheet.**)

Exercise 3

Copying Data (Copy and Paste)

1. Copy the entire worksheet and place it in a new workbook file.
2. In preparation for new businesses to be added to the worksheet, copy and paste **Akron** and **OH** to new rows under the correct column headings.

Transposing a Row or Column

1. Using the [travel log transpose](#) file, switch the names in **column A** to **row 2**. Delete the names from **column A** when you are done.
2. Transpose the types of expenses in **row 1** to **column A**. Delete the types of expenses from **row 1** and delete **row 1** (this will turn row B into row A by default).

Exercise 4

Page Breaks

1. If it is not already open, then open the file example, [downtown akron businesses](#).
2. Insert a page break before row 22.
3. Next move the page break to before row 32.

Formatting Exercises

Exercise 1

Using Formatting Toolbar

1. Using the [akron area restaurants](#) file, highlight AZTECA and change text color to **RED** using the formatting toolbar.
2. Highlight the cell that reads AKRON AREA RESTAURANTS and change cell fill color to **GREEN** using the formatting toolbar.

Exercise 2

Changing Font , Font Color, Font Size, and Font Style

1. Highlight the phone numbers and change font to **BOOK ANTIQUA** using the formatting cells dialog box.
2. Select any restaurant name and change the font color to **YELLOW** and font size to 14 using formatting cells dialog box.
3. Select AKRON AREA RESTAURANTS cell and change to **BOLD**.

Exercise 3

Using Alignment, Orientation, Text Control, Merge and Center, Indentation

1. Select NAME, ADDRESS, and PHONE cells and **CENTER** them.
2. Select PAISANO'S PIZZA cell and change orientation to a 45° degree angle.
3. Select VACCARO'S TRATTORIA cell. You will notice that BISTRO will appear in the cell as well. Use **Shrink to Fit** feature to make it fit into the cell.
4. Select AKRON AREA RESTAURANTS cell and merge and center cells **A1 to F1**.
5. Practice decreasing and increasing the indent in any of the cells.

Exercise 4

Number Styles

1. Select AVG PRICE cells and select CURRENCY number style.

Borders and Shading

1. Select all data and create an Outline border.
2. Select address data cells and change background color to **PINK**.

Exercise 5

Erasing Data and/or Formatting

1. Select ARBY'S cell and clear **CONTENTS**.
2. Select WENDY'S cell and clear **ALL** data.
3. Select MCDONALD'S cell and clear **FORMATTING**.