

Being a Leader: MS Excel Session 1:

Navigating a Workbook

1. Download and open the Excel Workbook in **Sakai** named “Cell Phone Workbook”
2. Locate the sheet tabs on the bottom left of screen
3. Add a new sheet (sheet4) by clicking the “New Sheet” button (+ sign)
4. Double click on “sheet1” and rename it by typing “Cell Phone Minutes”, then click anywhere on the sheet to enter the name
5. Right click on the “Cell Phone Minutes” sheet to change the sheet tab color to yellow

Navigating a Sheet

1. Columns are named for the letter at the top of the column
Rows are named for the number at the left edge of the row
Cells are where columns and rows meet and are named by the column and the row e.g. A1, B3, C12
2. Use your mouse or track pad to activate (highlight) cell C4
3. Use the arrow keys on your keyboard to move around the sheet
4. Type in D8 in the Name Box and hit enter to jump to that cell
5. Use ‘CTRL + any arrow key’ to jump to the top, bottom, left and right edges of a sheet

Hover on the Home ribbon and find the following:

- **Font Group**
 - Default style is **Calibri** and default text size is **11**
- **Formatting tools**
 - **Bold (Ctrl +B)**
 - **Italic (Ctrl + I)**
 - **Underline (Ctrl +U)**
 - **Fill Color**
 - **Font Color**

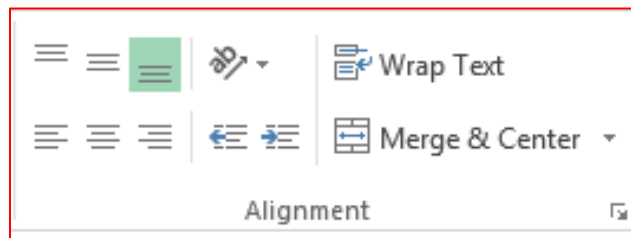


Practice Formatting:

1. Highlight cells B3 through E3, then click the 'Bold' tool on the ribbon.
2. Highlight the entire column A, then change the font color to blue.
3. Highlight the entire row 3, then change the font color to blue.
4. Highlight the entire sheet (CTRL + A), then change the font size to 14.

Hover on the Home ribbon and find the following:

- **Alignment Group**
 - **Align Left**
 - **Center Align**
 - **Align Right**
 - **Wrap Text**
 - **Merge & Center**



Practice Alignment:

1. Highlight cells B3 through E3, then click the 'Align Right' tool on the ribbon.
2. Highlight cells B3 through E16, then click the 'Center Align' tool.
3. Highlight cells A1 through E1, then click the 'Merge & Center' tool on the ribbon.
4. Then change the newly merged cells font size to 18.

Hover on the Quick Access Toolbar and find the following:

- **Quick Access**
 - **Save**
 - **Undo**
 - **Redo**



Now click back to the Home Ribbon and choose a tool off the ribbon to right click on and add it to the Quick Access Toolbar.

Practice Undo and Redo:

1. Change the cell contents for Mary's December total from 50 to 80.
2. Change the cell contents for John's January total from 200 to 220.
3. Click the **UNDO** tool on the Quick Access Toolbar to "step back in time: one step at a time".
4. Click the **REDO (Repeat)** tool on the Quick Access Toolbar to "step forward in time: one step at a time".

Save your Document:

1. Click on **file**.
2. Click on **save as** in the left hand menu.
3. Click on **computer**.
4. Click on **desktop**.
5. Give your document your name and type it in the **file name** box.
6. Click on **save**.

NOW RETURN TO SAKAI TO WATCH SESSION 2 OF THE EXCEL LESSON