

Microsoft 365 Excel - Associate

Certification Preparation: Key Skills for Excel Proficiency

Courseware #3283



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IGNITING POSSIBILITIES

Unit 1: Getting to Know Excel

Unit Objectives

In this unit, you will learn about and work in Excel. You will add and edit different types of data, work with worksheets and workbooks, work with lists and fill options, and change views. You will also learn how to set up a workbook for printing, including checking for accessibility, protecting sensitive information, and inspecting for hidden content. Upon successful completion of this unit, you should understand the following:

- Work with Excel
- Construct Cell Data
- Work with Workbooks

Lesson 1: Work with Excel

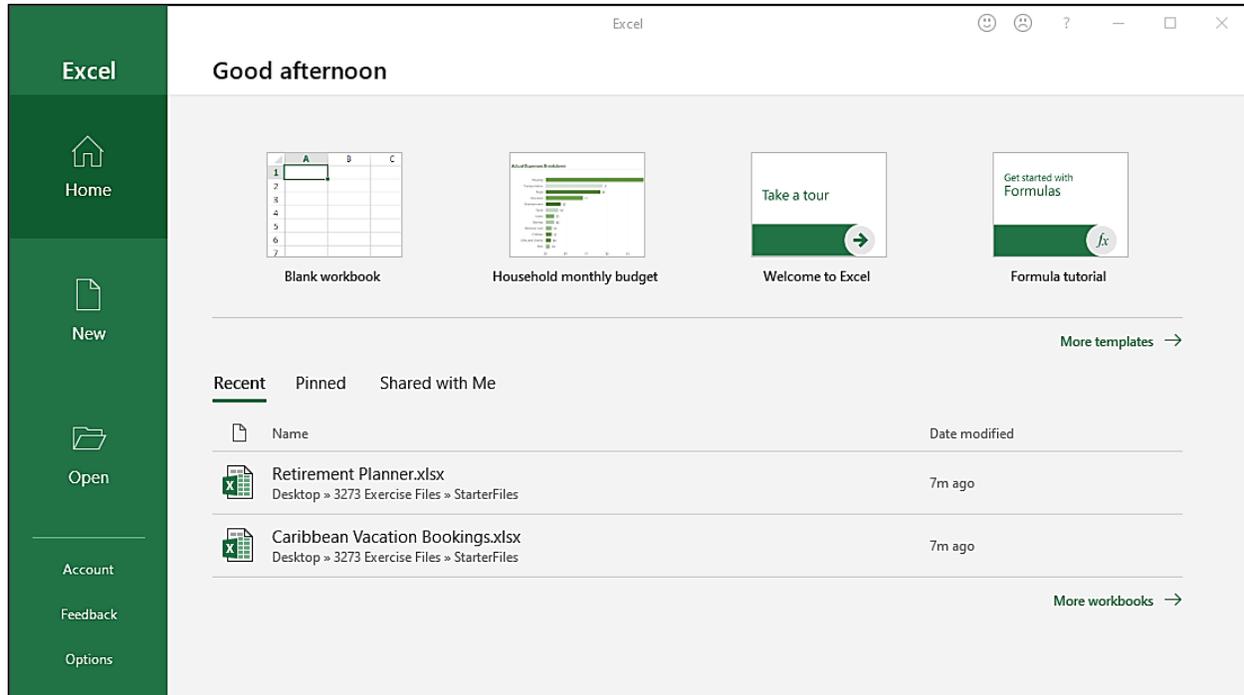
Lesson Objectives

In this lesson, you will be introduced to the Microsoft Excel application, identify the components of the Excel environment, and learn how to move around within the application. You will also learn to customize the Quick Access Toolbar and Ribbon, create and save workbooks, and work with files. Upon completion of this lesson, you should be able to understand the following:

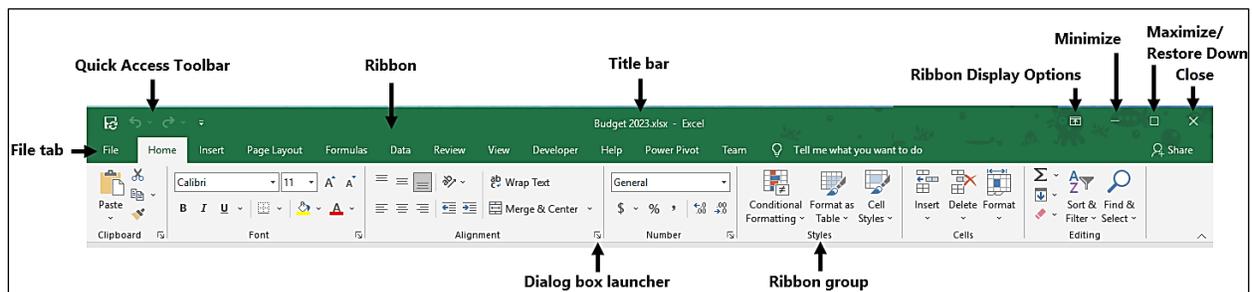
- Startup and Application Window
- Worksheet Window
- Ribbon
- Customize the Quick Access Toolbar
- Access Workbook Properties
- Check for Issues
- Create and Save a New Workbook
- Manage Worksheets
- Move or Copy Worksheets
- Reuse or Relocate Worksheets

Startup and Application Window

When Excel starts, the startup screen appears from which you can open a workbook, start a new blank workbook, or create a new workbook based on a template.



Your workspace in Excel is the Excel application window. It contains components including the Ribbon and the Quick Access Toolbar that you might be familiar with from working with other Office applications such as Microsoft Word.



Refer to the parts of the Excel application window familiarize yourself with the following components of the Excel window:

File tab	Select the File tab to open the Backstage view, from which you can select commands to manage files, including New, Open, Save As, and Print.
Ribbon	Each Ribbon tab contains buttons, menus, and other controls you use to perform certain actions in Excel.
Quick Access Toolbar (QAT)	Located above the Ribbon, the QAT provides quick and customizable access to frequently used commands.

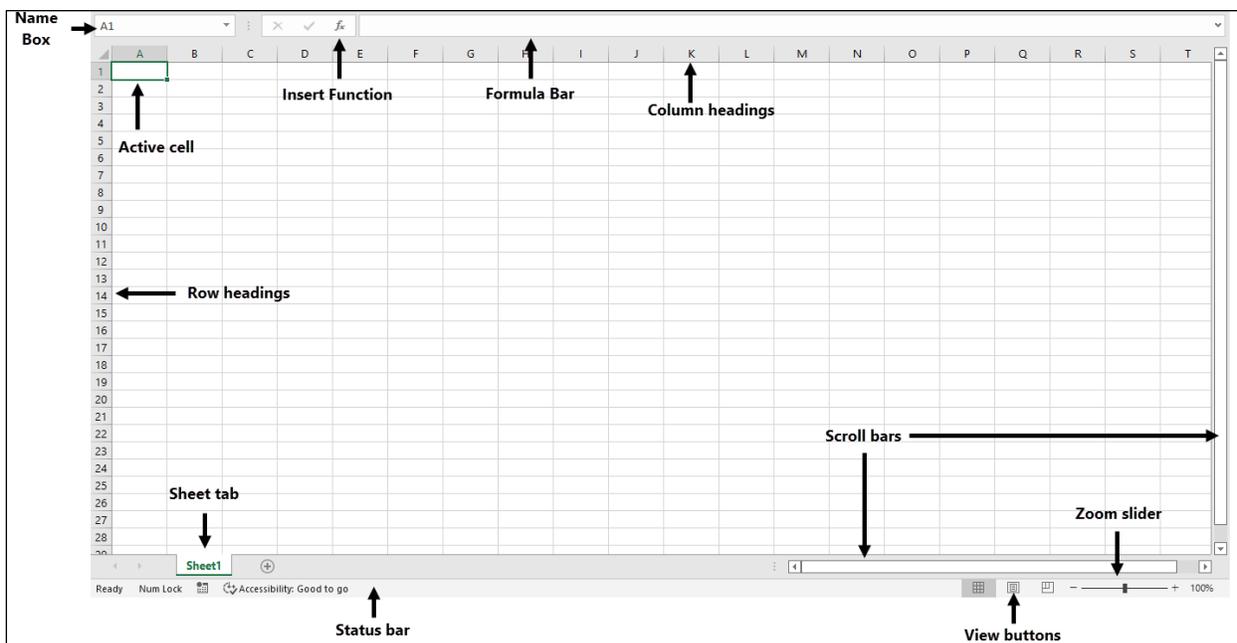
Title bar	Located at the top of the screen, the title bar's main purpose is to display the open file's name.
Minimize, Maximize/Restore Down, Close	Located in the upper right-hand corner of the window, these buttons enable you to minimize () the application window to a button on the taskbar, maximize () the program to full screen, restore () the window to its original size, or close () the application window.
Ribbon	A collection of tabs (such as File, Home, and Insert) that provides access to commands used to complete a task.
Ribbon group	Each Ribbon tab contains groups of related commands. Some groups include a dialog box launcher button at the bottom right (), which opens a dialog box or pane with more commands and options.
Ribbon Display Options	Controls whether to hide or display the Ribbon with the tabs or with both tabs and command buttons.

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Worksheet Window



Name Box	Located beside the Formula bar, the Name box displays the cell address of the active cell.
Insert Function	This tool opens a dialog box to help you choose and insert a built-in function.
Formula Bar	Located to the right of the Name Box, the Formula Bar displays the contents of the active cell.
Active cell	The selected cell. Entered values will be inserted into the active cell .
Column headings	Sequential letters at the top of each column enable you to track columns.
Row headings	Sequential numbers on the left side of each row enable you to track rows.
Sheet tab	The rectangular box at the bottom of a worksheet by which worksheets are accessed and identified.
Status bar	Displays the current cell mode, auto calculations, the View buttons, and the Zoom slider.
Scroll bars	Scrolls the spreadsheet to view content that is offscreen and not visible.
View buttons	These buttons change the on-screen views for the worksheet. The views are Normal, Page Layout, and Page Break Preview.
Zoom slider	The buttons at either side of the slider allow you to increase or decrease the zoom by 10% or drag the slider button to choose a particular zoom percentage.

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Ribbon

Use the **Ribbon** to find commands you require to complete a task.

Commands are arranged in **tabs** that appear on the Ribbon, and each tab's commands relate to a specific type of activity, such as inserting items, changing the view, or formatting text in the document.

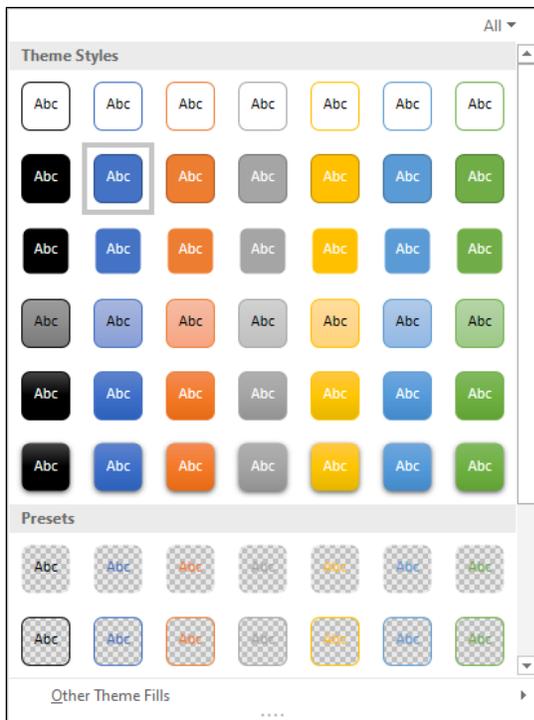
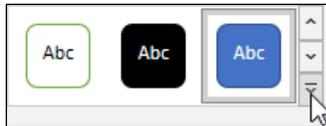
To reduce screen clutter, **contextual tabs** appear only when they are applicable. For example, the Shape Format tab appears when a graphic object is selected.



Each tab on the Ribbon contains **groups** with similar commands. For example, the Home tab has a Clipboard group that contains commonly used commands like Copy and Paste.



Some groups have a **gallery** with vertical scroll bars and a third button called the **More button** to access the expanded gallery.



To display only the Ribbon tabs and create more vertical space to work in, minimize the Ribbon with one of the following methods:

- Select the **Ribbon Display Options** () button at the upper right of the screen, then select **Show Tabs**.
- Right-click (or access the context menu) anywhere on the Ribbon and then select **Collapse the Ribbon**.

You can also hide the Ribbon, Quick Access Toolbar, and Status Bar. This maximizes the Excel window to give you more space to view the worksheet data.

- Select the **Ribbon Display Options** () button at the upper right of the screen, then select **Auto-hide Ribbon**.

You can reset the Ribbon to its default which shows tabs and commands.

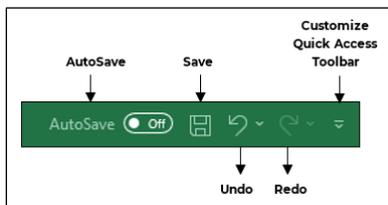
- Select the **Ribbon Display Options** () button at the upper right of the screen, then select **Show Tabs and Commands**.

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Customize the Quick Access Toolbar

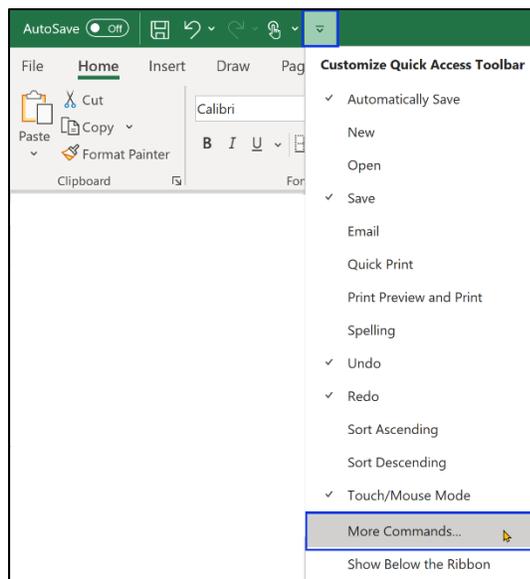
The Quick Access Toolbar (QAT) is located at the left of the title bar above the Ribbon. By default, it contains the AutoSave indicator and the Save, Undo, Redo, and Touch/Mouse Mode command buttons.



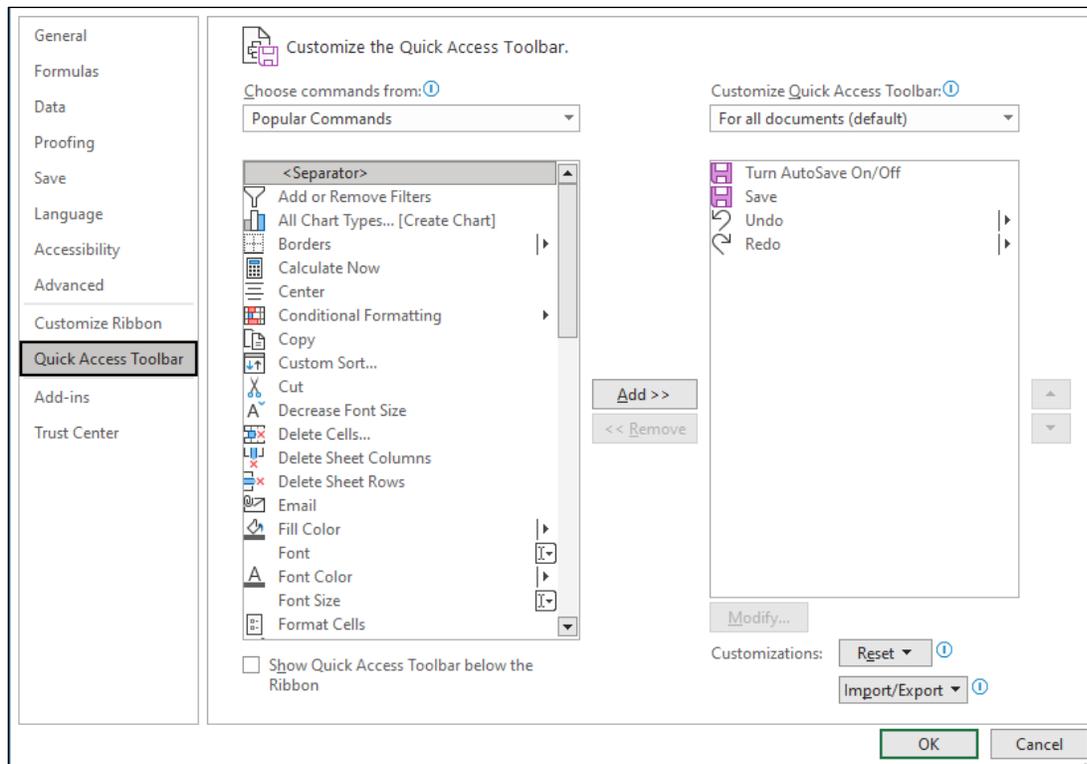
Position the Quick Access Toolbar above or below the Ribbon using one of the following methods:

- Select **Customize Quick Access Toolbar > Show Below the Ribbon**.
- Right-click the Ribbon and then select **Show Quick Access Toolbar Below the Ribbon**.

If you frequently use certain Excel commands and features, add them to the QAT. Customize the QAT with one of the following methods:



- Right-click any command in the Ribbon and select **Add to Quick Access Toolbar**.
- Select **Customize Quick Access Toolbar** at the end of the QAT and select a command from the displayed list of commands.
- Select **File > Options > Quick Access Toolbar** (or select **More Commands** from the QAT commands list), select a category from **Choose commands from**, select a command from the list on the left and select **Add**. Repeat this step for each command you want to add, and then select **OK**.



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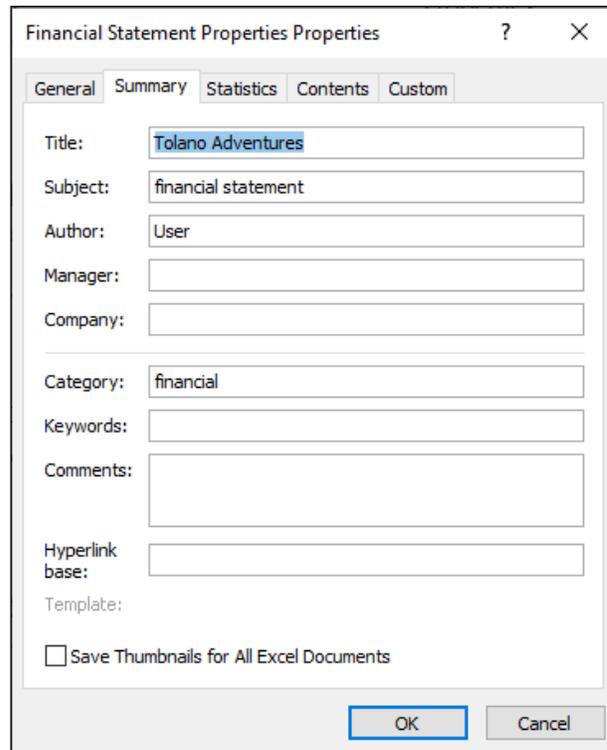
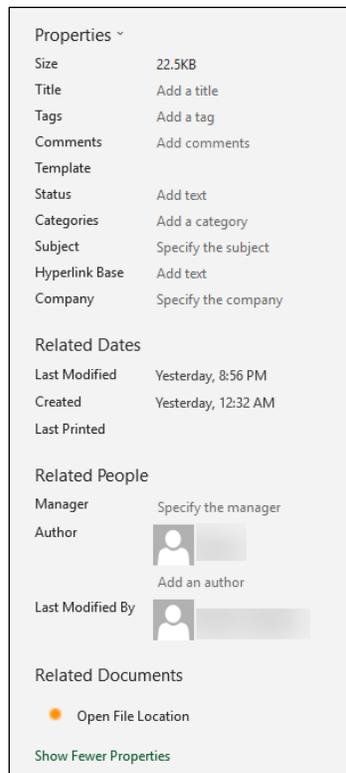
Access Workbook Properties

Metadata is information about a file that's stored within the file. In Excel, metadata is called **Properties**. Some properties are generated automatically by Excel, such as the date and time the file was created and last modified, who created it, and the size of the file. You can add additional metadata such as a workbook Title or your company name.

Properties can be useful for sorting, organizing, and finding workbooks in Windows File Explorer. Some properties, such as the Title, are used to help people with disabilities understand more about the file.

To add or change properties:

- Select **File** tab > **Info**, and then enter the property values.
- To access all properties, select the **Show All Properties** link at the end of the list of Properties.
- To access Advanced Properties, select the **Properties** drop-down menu > **Advanced Properties**.



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Check for Issues

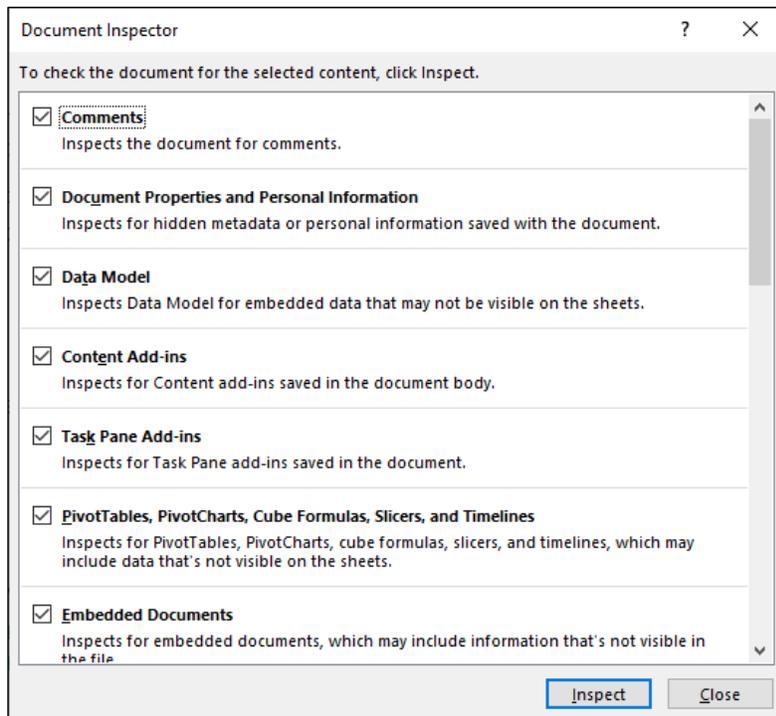
Excel contains several tools you can use to inspect your workbook for issues such as hidden personal information or accessibility issues.

The **Document Inspector** is designed to find hidden or private information in a workbook and report it to you in a report. You can decide whether it's appropriate to leave or remove the data.

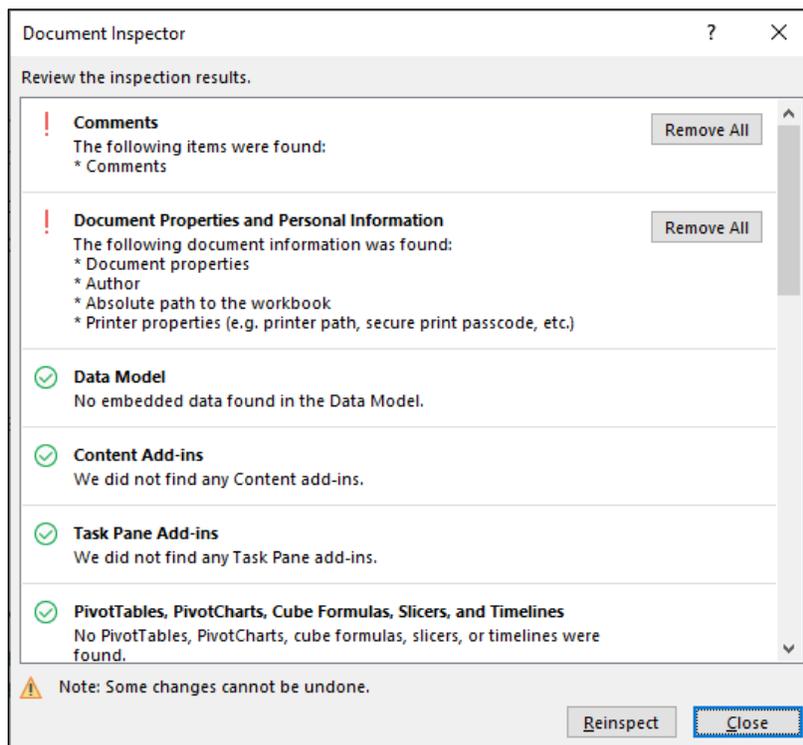
Some of these items include:

- Comments
- Metadata
- Personal Information
- Hidden data

To inspect a workbook, select **File > Check for Issues > Inspect Document**. The Document Inspector dialog box presents a list of items for which it can check. Leave selected only those items you want to include and select **Inspect**.



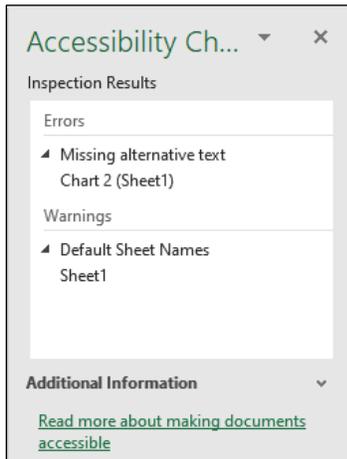
The results of the inspection will appear.



Review the results of the inspection. Select **Remove All** for the types of content you want Excel to remove from your workbook. Select **Reinspect** to check the workbook again or select **Close** to exit the Document Inspector dialog box.

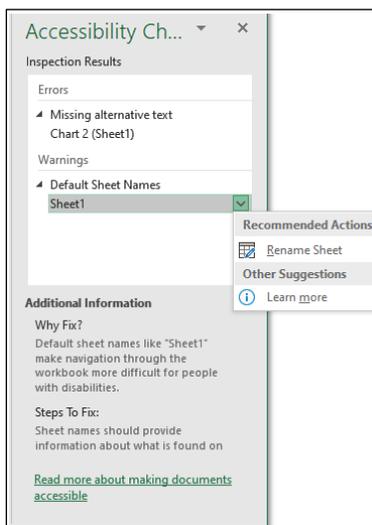
Use the **Accessibility Checker** to help ensure that users with disabilities can access the content in the workbook.

To use the Accessibility Checker, select the **Review** tab > **Check Accessibility**. The Accessibility Checker task pane will display the inspection results and suggest improvements that can be made.



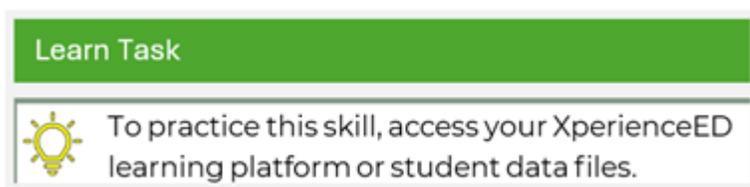
Selecting an error item in the Accessibility Checker pane selects the item in the worksheet and displays information about how to remedy the issue.

Select the drop-down arrow to the right of the item in the task pane and select one of the Recommended Actions.



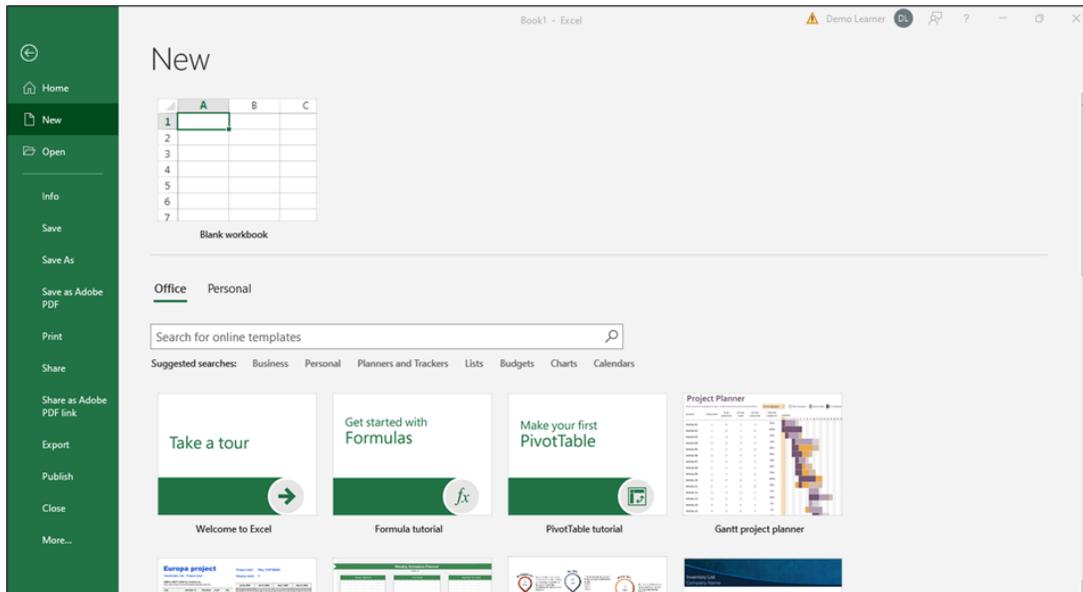
Check Compatibility options is used to check for features not supported by earlier versions of Excel. Like the Document Inspector, it returns a report which you use to determine if the document requires changes before saving to an earlier version of Excel or sharing with someone using an earlier version.

To check compatibility, select **File** > **Info** > **Check for Issues** > **Check Compatibility**.



Create and Save a New Workbook

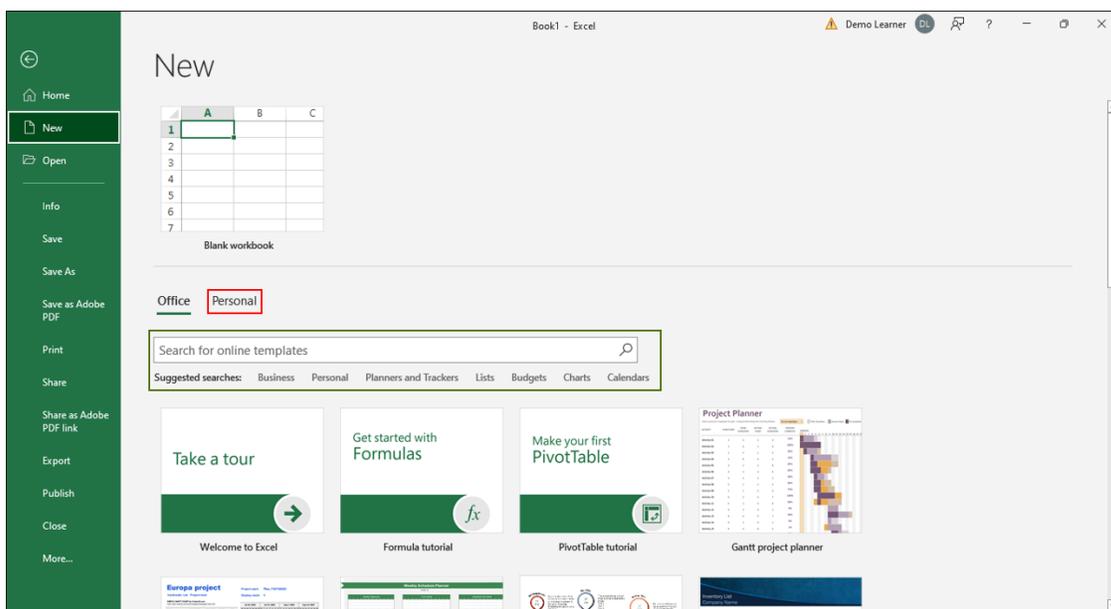
To create a new, blank workbook, select **File > New > Blank workbook**, or **CTRL+N**.



You also can create a workbook using a **template**, which is a type of workbook that typically contains data, formulas, and formatting, and makes a copy of itself for you to use. The New page displays some template examples.

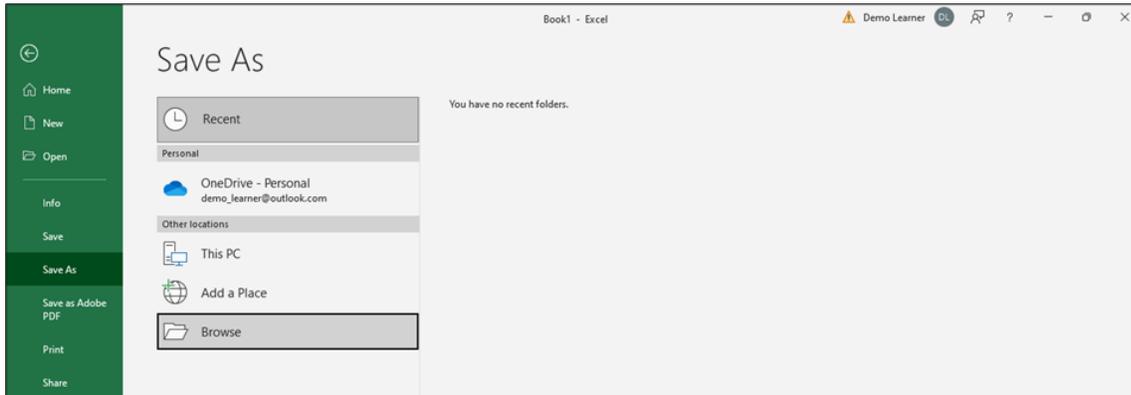
To create a new workbook from a template, select **File > New**, select a template, and then select **Create**.

- If you don't locate a template you want to use, you can enter a search term in the **Search for online templates box**.
- Excel templates that you create and save will appear if you select the **Personal** tab.

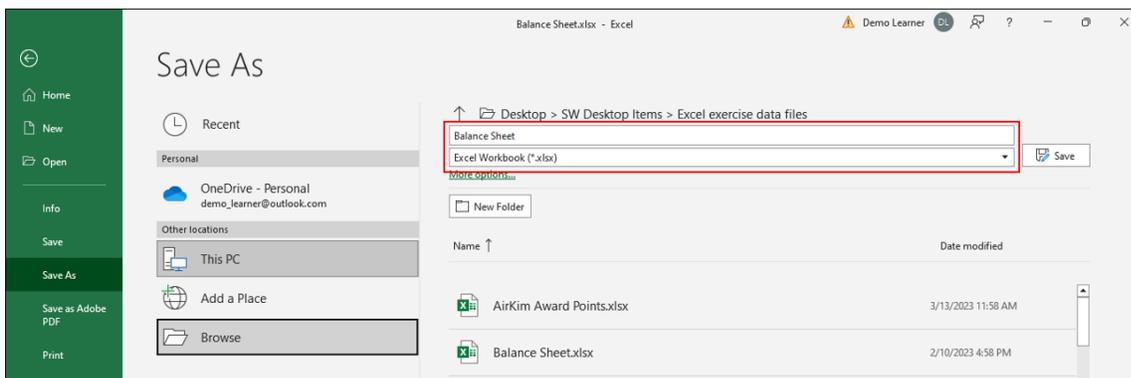


To save a new workbook, select **File > Save**.

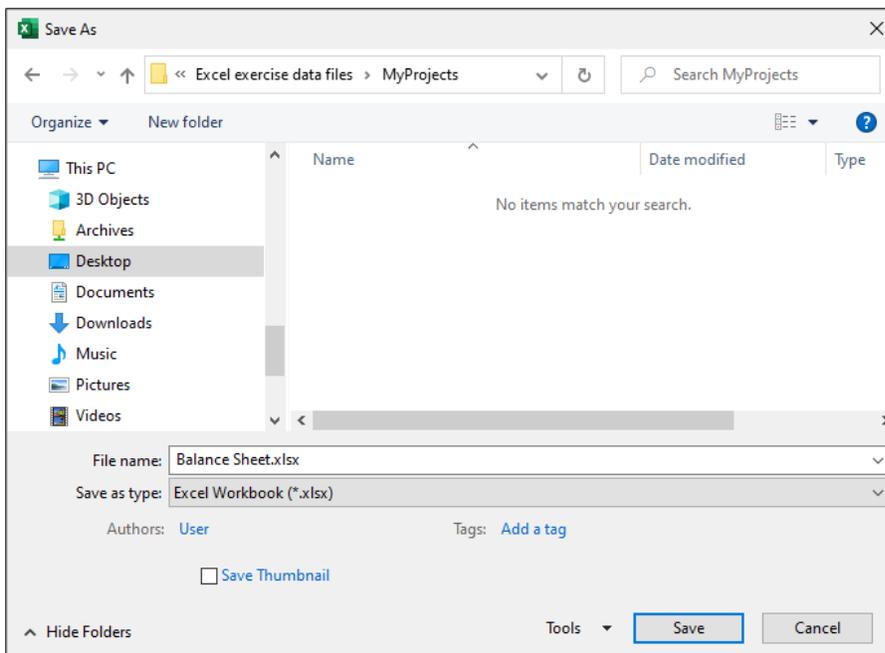
The first time you save a new workbook, Excel displays the Backstage screen for you to select where to save the file.



Select a folder from the list of folders recently used to enter the file name or file type.



Select **Browse** to display the Save As options so you can enter a file name, file type, and save location.



In the **Save As** dialog box, select **Save as type** and specify the file type, specify the file location, enter a file name without the extension, and then select **Save**.

Note: The last four characters in the file name are the file **extension**. It indicates the type of Excel file it is (for example, **.xlsx** is a workbook and **.xlt** is a template). You don't need to type the extension – it's added automatically when you choose a file type.

To save changes to a workbook using the same file name, type, and location use one of the following options:

- Select **File > Save**.
- On the Quick Access Toolbar, select **Save**.
- **CTRL+S**

To make a copy of an existing file with a new name or change the file location or type:

Select **File > Save As**, select **Save as type** and specify the file type, specify the file location, enter a file name without the extension, and then select **Save**.

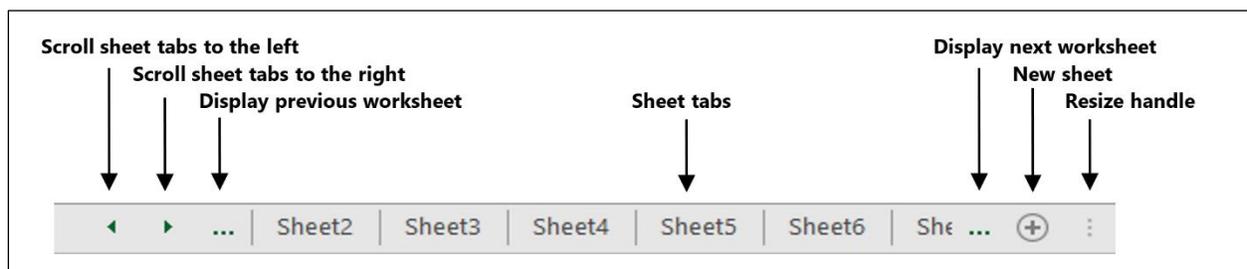
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Manage Worksheets

To view a worksheet, select its worksheet tab.

To show worksheet tabs that aren't visible, use the tab scrolling buttons at the bottom left of each workbook's window. Alternatively, you can view more worksheet tabs by dragging the resize handle to the right which will decrease the width of the horizontal scroll bar.



When you create a new workbook, Excel includes one worksheet by default. You can add more worksheets to a workbook. To insert a new blank worksheet into a workbook, use one of the following methods:

- Select the **Home** tab > **Cells** group > **Insert > Insert Sheet**. Excel will add the new worksheet to the left of the active worksheet.
- Select the **New sheet** button . Excel will add the new worksheet to the right of the active worksheet.

When you no longer need a worksheet, you can remove it from the workbook by using one of the following methods:

- Right-click (or access the context menu) the sheet tab and select **Delete**.
- Select the sheet tab and then select **Home** tab > **Cells** group > **Delete** > **Delete Sheet**.

Before deleting a worksheet:

- Ensure no formulas elsewhere in the workbook depend on values in the worksheet.
- Save your workbook before deleting a worksheet because, once deleted, you cannot retrieve a worksheet with the Undo command.

By default, the first worksheet is named *Sheet1*, and every new worksheet added is given the next number. Rename worksheets to replace these default names *with* descriptive ones. To rename a worksheet, use one of the following methods:

- Double-click the existing worksheet tab and enter a new name.
- Right-click (or access the context menu) the sheet tab and select **Rename**.

Select the sheet tab and then select **Home** tab > **Cells** group > **Format** > **Rename Sheet**.

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Move or Copy Worksheets

Change the sequence in which the worksheets appear in a workbook to help organize multi-worksheet workbooks. To move a worksheet within a workbook, use one of the following methods:

- Right-click (or access the context menu) the sheet tab and select **Move or Copy**, select a sheet in the **Before sheet** list, and then select **OK**.
- Drag the sheet tab to the new location.

To create a new worksheet based on an existing one, make a copy of a worksheet. To copy a worksheet within a workbook, use one of the following methods:

- Right-click (or access the context menu) the sheet tab and select **Move or Copy**, select a sheet in the **Before sheet** list, select the **Create a copy** checkbox, and then select **OK**.
- **CTRL+drag** the sheet tab to the new location.

Learn Task

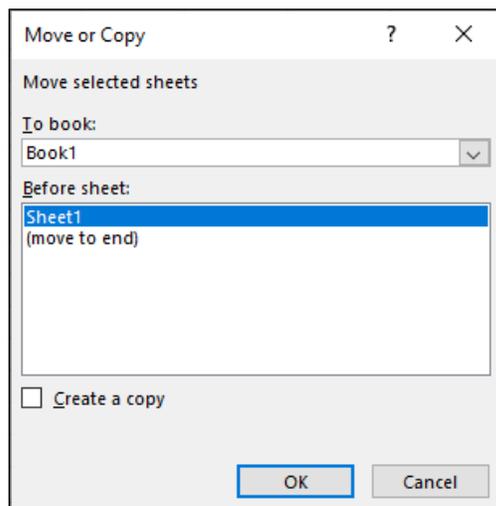
 To practice this skill, access your XperienceED learning platform or student data files.

Reuse or Relocate Worksheets

Use the **Move or Copy** feature to use a worksheet from an original workbook to an existing or a new workbook. Whether the worksheet remains in the original workbook depends on whether you select the **Create a copy** button. If you don't select this checkbox, the worksheet will be removed from the original workbook.

To move or copy a worksheet, use one of the following options:

- Right-click the worksheet tab, select **Move or Copy**, under **To book** select the workbook where you would like to move or copy the worksheet. If you want to retain the worksheet in the original workbook, select the **Create a copy** checkbox, and then select **OK**.



- Arrange the two workbooks next to each other on the Windows Desktop:
 - To move a sheet, drag its worksheet tab to the other workbook.
 - To copy a sheet, **CTRL+drag** the worksheet tab to the other workbook.

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Lesson Assessments



Access your XperienceED learning platform or student data files and complete the Practice Questions and Practice Exercises for this lesson.

Lesson 2: Construct Cell Data

Lesson Objectives

In this lesson, you will learn about data types and how to enter data, how to move and copy it, and basic and advanced paste options. You will discover the Auto Fill tool and how to work with columns, rows, and cells. Upon completion of this lesson, you should understand the following:

- Types of Data
- Paste Special
- Advanced Paste Special Options
- Auto Fill
- Insert and Delete Columns
- Insert and Delete Rows
- Insert and Delete Cells
- Change Column Width
- Change Row Height

Types of Data

You can make three main types of entries when you insert data into worksheet cells:

- **Numeric** – Numbers, date, or time values. By default, numeric values align to the right in a cell.
- **Text** – Alphabetic and numeric characters and most printable symbols. If you enter a text value that is wider than the cell, it will flow into the adjacent cells if those cells are empty. By default, text aligns to the left in a cell.
- **Formulas** – Formulas are composed of values, cell references, arithmetic operators, and special functions for calculating and displaying results. Each cell can have only one formula, for example, =A1*15. When the active cell contains a formula. The formula will appear in the Formula bar, whereas the cell will display the result of the formula.

	F	G
Team	Hours	
Blue		6.5
Green		7
Total		13.5

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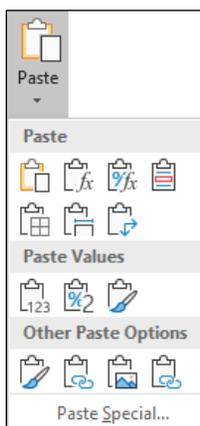


To practice this skill, access your XperienceED learning platform or student data files.

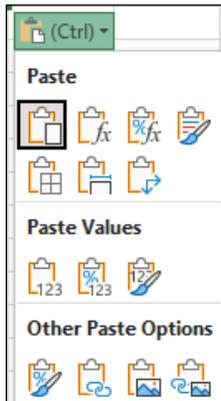
Paste Special

To control components of what is pasted, use the Paste Options button, the Paste drop-down arrow, or the Paste Special dialog box.

To specify paste options when you paste, copy the data, select where you want to paste it, and then select the **Home** tab > **Clipboard** group > **Paste drop-down** > **Paste Special**, and select options in the Paste Special dialog box.



To access Paste Special options after pasting, select the **Paste Options** button at the bottom of the pasted range, point to the options in the shortcut menu to preview how the pasted item will appear, then select an option to apply it.



Use **Paste Values** to paste only values to remove formulas and formatting.

To paste only values, select the range, select the location to paste, then select **Home** tab > **Clipboard** group > **Paste drop down** > **Values**.



The pasted content has only the values and no formatting.

	The copied range				The range pasted as Values		
Qtr 1 Budget							
	January-23	February-23	March-23				
Marketing	\$ 5,123	\$ 4,560	\$ 5,260		Marketing	5123	4560
Staffing	\$ 12,500	\$ 12,500	\$ 12,500		Staffing	12500	12500
Supplies	\$ 1,260	\$ 900	\$ 850		Supplies	1260	900
Total	\$ 18,883	\$ 17,960	\$ 18,610		Total	18883	17960

Use **Transpose** to rotate copied data when pasting, so the column data is pasted as a row, and row data is pasted as a column.

To transpose a paste, select the range, select the location to paste, **Home** tab > **Clipboard** group > **Paste drop-down** > **Transpose**.

The copied range

Qtr 1 Budget	Jan	Feb	Mar	
Marketing	\$ 5,123	\$ 4,560	\$ 5,260	The transposed range
Staffing	\$ 12,500	\$ 12,500	\$ 12,500	
Supplies	\$ 1,260	\$ 900	\$ 850	
Total	\$ 18,883	\$ 17,960	\$ 18,610	

	Marketing	Staffing	Supplies	Total
Jan	\$ 5,123	\$ 12,500	\$ 1,260	\$ 18,883
Feb	\$ 4,560	\$ 12,500	\$ 900	\$ 17,960
Mar	\$ 5,260	\$ 12,500	\$ 850	\$ 18,610

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To practice this skill, access your XperienceED learning platform or student data files.

Advanced Paste Special Options

More Paste Special options are available in the Paste Special dialog box.

Select the **Home** tab > **Clipboard** group > **Paste drop-down** > **Paste Special**, select an option, and select **OK**.

Paste Special ? X

Paste

All All using Source theme

Formulas All except borders

Values Column widths

Formats Formulas and number formats

Comments Values and number formats

Validation All merging conditional formats

Operation

None Multiply

Add Divide

Subtract

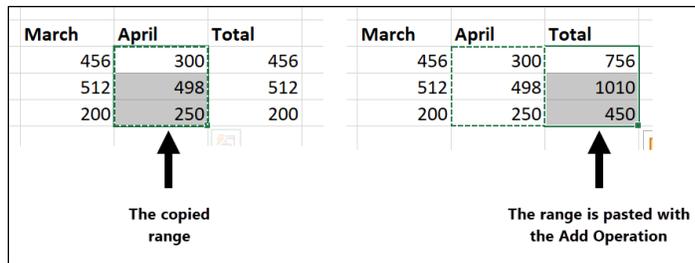
Skip blanks Transpose

Paste Link OK Cancel

- **Paste** specifies what components of the data in the Clipboard are pasted to the target cells.
- **Operation** specifies the operation that combines the target cells and data pasted into the target cells.
- **Skip blanks** to avoid overwriting any existing data in the target cells if there is no copied data to be put into that cell.
- **Transpose** rotates the data, so copied data as a column will be pasted as a row, and vice-versa.

When you use Paste Special and Add Operation, the values in the clipboard are added to the values already in the paste location range.

March	April	Total	March	April	Total
456	300	456	456	300	756
512	498	512	512	498	1010
200	250	200	200	250	450



To use the Paste Special Operation option, copy the range of cells, select the cell where you want to paste them, and then use **Home** tab > **Clipboard** group > **Paste drop-down** > **Paste Special**, select the Operation option (**Add**, **Subtract**, **Multiply**, or **Divide**), and select **OK**.

Use the Column width option to paste a range of data and include the column widths of the original, copied data. Copy the range of cells, select the cell where you want to paste them, and then use **Home** tab > **Clipboard** group > **Paste drop-down** > **Paste Special**, choose the **Column widths**, and select **OK**.

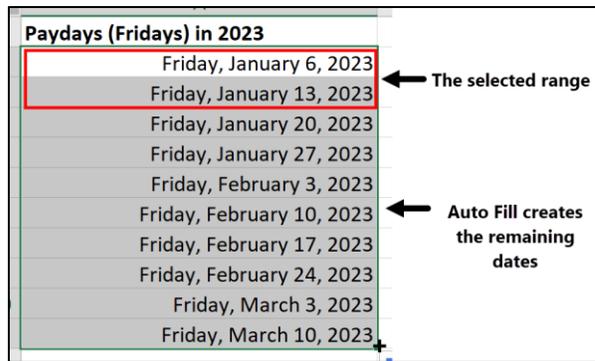
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To practice this skill, access your XperienceED learning platform or student data files.

Auto Fill

Use **Auto Fill** to copy data or continue sequential patterns in entered data.

- Using Auto Fill with text typically copies it, except for special cases such as names of months or days of the week.
- Using Auto Fill with numbers or dates will create a series.
- Using Auto Fill with multiple values will continue the sequence of values. In the following example, the source cells contain the dates for the first two Fridays in 2023, and then the Auto Fill feature will continue filling the date of every Friday.



To use Auto Fill, select the cells you want to use as your data pattern, drag the **Auto Fill** handle (the small black square at the bottom right corner of the cell) across the target cells, and then release the mouse.

Learn Task

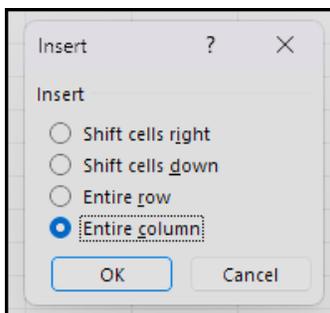
To practice this skill, access your XperienceED learning platform or student data files.

Insert and Delete Columns

You can insert new columns in an Excel worksheet anywhere, even between columns containing data. New columns are inserted to the left of the cell (or column) that you select before issuing the Insert command.

To insert a column, do one of the following:

- Select a cell or column, **Home** tab > **Cells** group > **Insert** arrow > **Insert Sheet Columns**.
- Select the column heading to the right of the location where the new column will be, and **Home** tab > **Cells** group > **Insert**.
- Right-click (or access the context menu) a cell in the column and select **Insert**.



You can insert multiple columns by selecting columns before using the Insert command. The inserted columns will be inserted to the left of your selected columns. You will get the same number of new columns as the number of columns you selected.

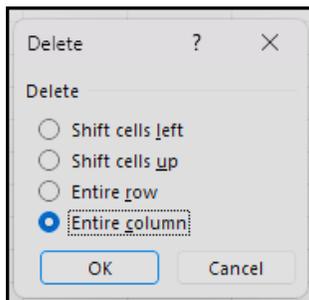
To insert multiple columns, select columns to the right of where you want the new columns to appear and then do one of the following:

- **Home** tab > **Cells** group > **Insert** arrow > **Insert Sheet Columns** (or **Insert**).
- Right-click (or access the context menu) the selected columns' headings and select **Insert**.

Before you delete one or more columns, verify that the columns do not contain any valuable data in a portion of the worksheet that is not visible on the screen.

To delete one column, use one of the following:

- Select a cell in the column, **Home** tab > **Cells** group > **Delete** arrow > **Delete Sheet Columns**.
- Right-click (or access the context menu) a cell in the column to be deleted, select **Delete** > **Entire column** > **OK**.



To delete multiple columns, select the column headings for the columns to be deleted, and then use one of the following:

- **Home** tab > **Cells** group > **Delete**.
- Right-click (or access the context menu) the column heading(s) and select **Delete**.

Learn Task

 To practice this skill, access your XperienceED learning platform or student data files.

Insert and Delete Rows

You can insert new rows in an Excel worksheet anywhere, even between rows containing data. New rows are inserted directly above the cell or row you select before issuing the insert command.

To insert a row, do one of the following:

- **Home** tab > **Cells** group > **Insert** arrow > **Insert Sheet Rows**.
- Select the row heading below the location where the new row is to be inserted, **Home** tab > **Cells** group > **Insert**.
- Right-click (or access the context menu) a row heading and select **Insert**.

To insert multiple rows, select the number of rows below where you want the new rows and then use the Insert command. The new inserted rows (the same number as the number of rows you selected) will appear above the two highlighted rows.

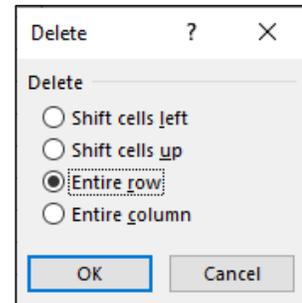
To insert multiple rows, select the rows below where you want the new rows to appear and then do one of the following:

- **Home** tab > **Cells** group > **Insert** arrow > **Insert Sheet Rows** (or **Insert**).
- Right-click (or access the context menu) the selected rows' headings and select **Insert**.

Before you delete one or more rows, verify that the rows do not contain any valuable data in a portion of the worksheet that is not visible on the screen.

To delete one row:

- Select a cell in the row, then **Home** tab > **Cells** group > **Delete** arrow > **Delete Sheet Rows**.
- Right-click (or access the context menu) a cell in the row to be deleted, **Delete** > **Entire row** > **OK**.
- Select the row heading(s) for the row(s) to be deleted, and then **Home** tab > **Cells** group > **Delete**.
- Select the row heading(s) for the row (s) to be deleted, and then right-click (or access the context menu) the row heading(s) and **Delete**.



Learn Task



To practice this skill, access your XperienceED learning platform or student data files.

Insert and Delete Cells

You can insert or delete one or several cells.

Be cautious when inserting and deleting cells because rows or columns of data elsewhere might become misaligned. In this example, selecting **Shift cells down** causes the data in column A to become misaligned with the remainder of the data.

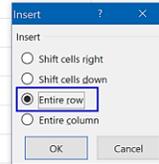
3	Trip start date	1/15/2019	1/25/2019	3/6/2019
4	Hotel	\$ 1,200.00	\$ 1,300.00	\$ 950.00
5	Train	\$ 350.00	\$ -	\$ -
6	Gas	\$ -	\$ 125.00	\$ 355.00
7	Food	\$ 150.00	\$ 165.00	\$ 85.00
8	Total:	\$ 1,700.00	\$ 1,590.00	\$ 1,390.00

3	Trip start date	1/15/2019	1/25/2019	3/6/2019
4	Hotel	\$ 1,200.00	\$ 1,300.00	\$ 950.00
5		\$ 350.00	\$ -	\$ -
6	Train	\$ -	\$ 125.00	\$ 355.00
7	Gas	\$ 150.00	\$ 165.00	\$ 85.00
8	Food	\$ 1,700.00	\$ 1,590.00	\$ 1,390.00
9	Total:			

In the same example, selecting **Entire row** keeps the data in each row together.

3	Trip start date	1/15/2019	1/25/2019	3/6/2019
4	Hotel	\$ 1,200.00	\$ 1,300.00	\$ 950.00
5	Train	\$ 350.00	\$ -	\$ -
6	Gas	\$ -	\$ 125.00	\$ 355.00
7	Food	\$ 150.00	\$ 165.00	\$ 85.00
8	Total:	\$ 1,700.00	\$ 1,590.00	\$ 1,390.00
9				
10				

3	Trip start date	1/15/2019	1/25/2019	3/6/2019
4	Hotel	\$ 1,200.00	\$ 1,300.00	\$ 950.00
5				
6	Train	350.00	\$ -	\$ -
7	Gas	\$ -	\$ 125.00	\$ 355.00
8	Food	\$ 150.00	\$ 165.00	\$ 85.00
9	Total:	\$ 1,700.00	\$ 1,590.00	\$ 1,390.00
10				



To insert cells, select a cell or range of cells and then use one of the following options:

- **Home** tab > **Cells** group > **Insert**.

Note that this option doesn't prompt you to choose whether to shift other cells to the right or down.

- **Home** tab > **Cells** group > **Insert** arrow > **Insert Cells** > **Shift cells right** or **Shift cells down**.
- Right-click (or access the context menu) the selected cells and select **Insert** > **Shift cells left** or **Shift cells up**.

When you delete existing cells, Excel shifts the remaining cells over from the right or below to replace the deleted cell(s).

Warning! When you delete cells, any formulas that reference the cell(s) will display an error.

To delete cells, select a cell or range of cells and then use one of the following options:

- **Home** tab > **Cells** group > **Delete**.

Note that this option doesn't prompt you to choose whether you want to shift other cells to the left or up.

- **Home** tab > **Cells** group > **Delete** arrow > **Delete Cells** > **Shift cells left** or **Shift cells up**.
- Right-click (or access the context menu) the selected cells and select **Insert** > **Shift cells left** or **Shift cells up**.

	A	B	C	D	E	F
1	Popular Tours					
2		2021	2020	2019	2018	
3	Rock Climbing	250	200	150	225	
4	Ice Climbing	175	150	100	125	
5	Whale Watching	350	250	100	260	
6	Heli Skiing	95	85	70	125	
7	Cycling (Cities)	75	70	65	110	
8	Haunted Sites	150	62	35	0	

Learn Task



To practice this skill, access your XperienceED learning platform or student data files.

Change Column Width

The standard column width in a new worksheet may not be wide enough to accommodate your data. If the column is too narrow and the data is:

- Text, Excel will display the text by overflowing into adjacent (empty) cells. If those adjoining cells have entries, the text will be truncated.
- Numbers, Excel uses several different rules to determine how to display a numeric value in a cell:
 - If you enter a numeric value slightly larger than the current column width, Excel automatically widens the width.
 - If you enter a numeric value that is much larger than the current column width, Excel automatically changes the cell format to scientific notation.
 - If you reduce the width of a column that contains numbers or dates and Excel can't display the number, a series of pound signs (#####) will be displayed.

	A	B	C	D
1	Popular Tours			
2		2022	2021	2020
3	Rock Climbi	####	15000	
4	Ice Climbing	####	20000	
5	Whale Watc	####	25000	
6	Hot Air Ballc	####	10000	
7	Heli Skiing	9600	7500	
8	Cycling (Citi	####	14800	
9	Haunted Sit	####	12500	
10		####	1E+05	

To change the width for a column manually use one of the following options:

- **Home** tab > **Cells** group > **Format** > **Column Width**.
- Point at the vertical line on the right of the column heading for the column until the pointer changes to the  symbol, and then drag to the desired width.
- Right-click (or access the context menu) the column heading for the column to be adjusted, and select **Column Width**.

Use **AutoFit** to change the column's width to fit the contents use one of the following options:

- Select the column or a cell in the column and select **Home** tab > **Cells** group > **Format** > **AutoFit Column Width**.
- Point at the vertical line on the right of the column heading for the column you want to adjust until the pointer changes to a  (double-headed arrow) and then double-click.

To change the width of multiple columns, select the columns first and then use either of these two methods.

You can hide a column(s) in your worksheet for various reasons including printing considerations, hiding calculations or data that might confuse the reader, or to prevent other users from viewing the data or formulas in the column(s).

Identify hidden columns by the gaps in the column headers and double-line header divisions. Hidden columns remain hidden until you unhide them again. Excel will continue to correctly calculate any formulas in hidden cells, or formulas in visible cells that reference hidden cells.

To hide one or more columns, select the column heading(s) first and then use one of the following options:

- **Home** tab > **Cells** group > **Format** > **Hide & Unhide** > **Hide Columns**.
- Right-click (or access the context menu) the selected columns and select **Hide**.
- Drag the right edge of the column header(s) to the left until it is hidden.

To unhide a row or column, select the column headings on both sides of the hidden column(s), and then use one of the following options:

- **Home** tab > **Cells** group > **Format** > **Hide & Unhide** > **Unhide Columns**.
- Right-click (or access the context menu) the double line header division and select **Unhide**.
- Drag the right edge of the hidden column header(s) to the right.

Columns D to G
hidden in worksheet

↓

	A	B	C	H	I	J	K
1	Date	Lake Louise, AB	Whistler, BC	Aspen, CO	Breckenridge, CO	Crested Butte, CO	Durango, CO
2	1-Oct-22	10	10	5	10	1	11
3	2-Oct-22	4	0	9	3	7	12
4	3-Oct-22	2	1	11	13	8	5
5	4-Oct-22	9	5	12	13	13	10
6	5-Oct-22	9	8	6	3	13	2
7	6-Oct-22	7	7	1	4	9	7
8	7-Oct-22	5	13	14	10	9	8
9	8-Oct-22	4	10	10	6	2	2
10	9-Oct-22	13	6	15	0	11	8
11	10-Oct-22	9	5	10	6	8	7
12	11-Oct-22	13	1	4	7	14	8
13	12-Oct-22	4	9	1	12	14	6
14	13-Oct-22	1	4	10	2	13	12
15	14-Oct-22	5	14	3	8	4	9
16	15-Oct-22	4	14	12	6	7	1
17	16-Oct-22	1	12	9	0	14	5

Learn Task



To practice this skill, access your XperienceED learning platform or student data files.

Change Row Height

The standard row height in a new worksheet may not be wide enough to accommodate your data.

To adjust the height for a row, use one of the following options:

- Select the row or a cell in the row and select **Home** tab > **Cells** group > **Format** > **Row Height**, enter a row height and select **OK**.
- Point at the bottom of the row heading to be adjusted until the pointer changes to a  symbol and then drag.

- Right-click (or access the context menu) the row heading for the row to be adjusted, and select **Row Height**.

	A	B	C	D
1	Popular Tours			
2				
3		2022	2021	2020
4	Rock Climbing	12000	15000	
5	Ice Climbing	15000	20000	
6	Whale Watching	22000	25000	
7	Hot Air Ballooning	12000	10000	
8	Heli Skiing	9600	7500	
9	Cycling (Cities)	13500	14800	
10	Haunted Sites	22600	12500	
11		108722	106821	

AutoFit is a time-saving feature of Excel that will automatically adjust row height for you.

To change the row height to fit the contents:

- Select the column or a cell in the row and select **Home** tab > **Cells** group > **Format** > **AutoFit Row Height**.
- Double-click the bottom of the row heading.

You might want to hide one or more rows in your worksheet for reasons similar to why you would hide columns. Identify hidden rows by the gaps in the row or column headers and double-line row divisions.

Hidden rows will remain hidden until you unhide them again. Excel will continue to correctly calculate any formulas in hidden cells, or formulas in visible cells that reference hidden cells.

To hide one or more rows, select the row(s) first and then use one of the following options:

- **Home** tab > **Cells** group > **Format** > **Hide & Unhide** > **Hide Rows**.
- Right-click (or access the context menu) the selected rows and select **Hide**.
- Drag the bottom edge of the row upwards until it is hidden.

To unhide a row, select the row headings on both sides of the hidden row(s) and then use one of the following options:

- **Home** tab > **Cells** group > **Format** > **Hide & Unhide** > **Unhide Rows**.
- Right-click (or access the context menu) the double line header division and select **Unhide**.
- Drag the bottom edge of the hidden row downwards.

	A	B	C	D	E
1	Tolano Adventures				
2	Website Hits				
3					
4	Office	January	February	March	April
5	New York	8,125	5,947	5,420	5,647
7	Toronto	1,017	1,281	1,512	2,107
11	Seattle				4,876
12	Corporate	904	804	641	772
13	Total	28,925	25,996	26,149	34,286

Row 6 is hidden
Rows 8 to 10 are also hidden

Learn Task



To practice this skill, access your XperienceED learning platform or student data files.

Lesson Assessments



Access your XperienceED learning platform or student data files and complete the Practice Questions and Practice Exercises for this lesson.

Lesson 3: Work with Workbooks

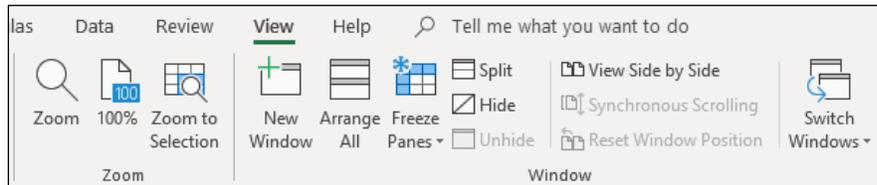
Lesson Objectives

In this lesson, you will learn about working with Excel views and techniques to work efficiently with large worksheets. You'll also learn how to prepare your workbooks for printing by exploring Page Layout and Page Setup options, header and footers, and other print options. Upon completion of this lesson, you should understand the following:

- Window View Options
- Split View
- Workbook Views
- Freeze Panes
- Page Layout
- Page Setup
- Headers and Footers
- Print Options

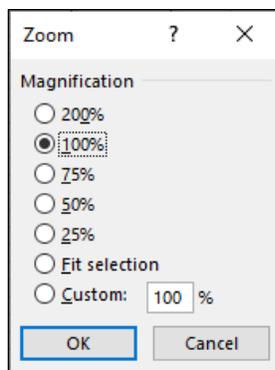
Window View Options

Change how the worksheet is displayed by using the commands on the View tab of the Ribbon.



Commands in the Zoom group (Zoom, 100%, and Zoom to Selection) change the magnification percentage.

To change the zoom by choosing a percentage, select **View** tab > **Zoom** group > **Zoom**, then choose a **Magnification** option in the Zoom dialog box or enter a value in the **Custom** field.

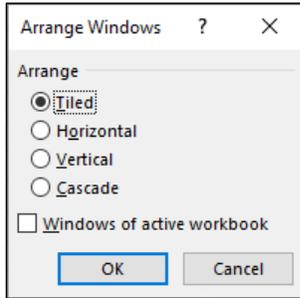


To change the zoom by fitting a selection, select a range of cells, **View** tab > **Zoom** group > **Zoom** > **Fit Selection**.

Commands in the Window group change the Excel window.

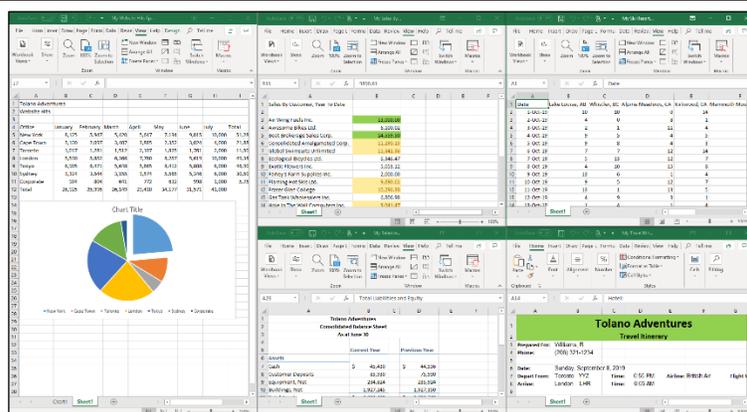
New Window	Opens a second window of the workbook.
Arrange All	Arranges all the Excel windows on the screen in one of four layouts.
Freeze Panes	Locks in place the rows above and the columns to the left of a selected cell.
Split	Splits the worksheet into two or four panes based on the cell pointer position.
Hide	Hides the active window from the screen.
Unhide	Displays a dialog box listing the windows you've hidden to unhide them.
View Side by Side	Places two open workbooks side by side, either vertically or horizontally.
Synchronous Scrolling	Scrolls through the worksheets in each pane simultaneously.
Reset Window Position	Resets the displayed worksheets to equal sizes.
Switch Windows	Lists the files currently open in Excel so you can bring a workbook to the front by selecting it.

To use New Window to open another window of the active workbook, select **View** tab > **Window** group > **New Window**.

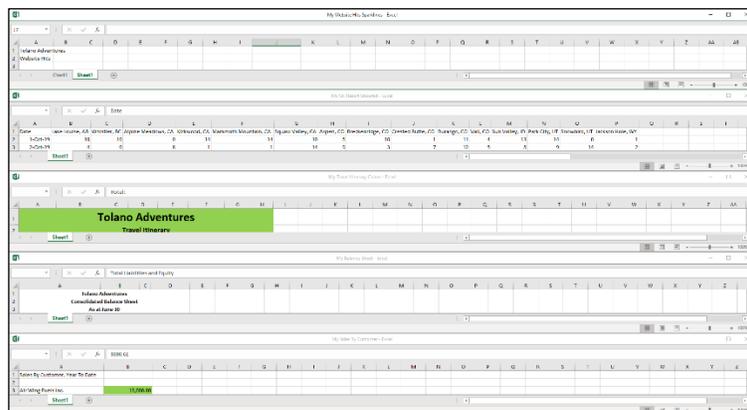


Use Arrange All to arrange additional windows on your screen, select **View** tab > **Window group** > **Arrange All** and then, in the Arrange Windows dialog box, select **Tiled**, **Horizontal**, **Vertical**, or **Cascade**.

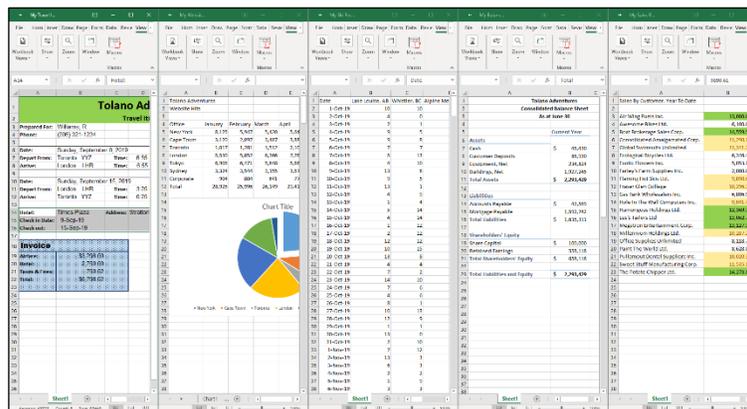
Tiled – All windows are positioned next to each other



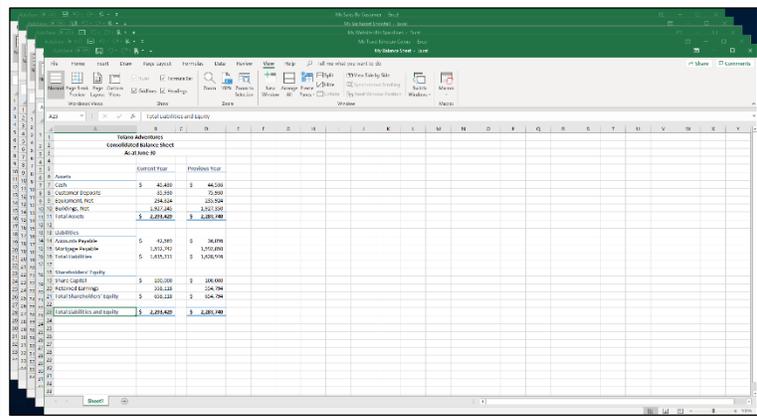
Horizontal – Each window stretches across the entire width of the Excel application window



Vertical – Each window stretches from the top to the bottom of the Excel screen



Cascade – Rearrange worksheets so that each one is on top of the next and slightly offset to give you a three-dimensional view of all open workbooks-



Learn Task



To practice this skill, access your XperienceED learning platform or student data files.

Split View

Use the split feature to view and work in the current active worksheet using two or four window panes. You can move within each of the split panes to view and work in different parts of the worksheet. Each split pane has its own scrollbar.

The split will occur above and to the left of the active cell. You'll get two or four panes, depending on the active cell. The example is four panes with D7 as the active cell.

	A	B	C	D	E	F	G	H	I
1	Date	Lake Louise, AB	Whistler, BC	Alpine Meadows, CA	Kirkwood, CA	Mammoth Mountain, CA	Squaw Valley, CA	Aspen, CO	Breckenridge
2	1-Oct-19	10	10	0	14	14	10	5	
3	2-Oct-19	4	0	8	1	1	14	9	
4	3-Oct-19	2	1	11	4	13	13	11	
5	4-Oct-19	9	5	4	5	13	13	12	
6	5-Oct-19	9	8	4	3	2	11	6	
7	6-Oct-19	7	7	12	14	2	3	1	
8	7-Oct-19	5	13	12	7	12	3	14	
9	8-Oct-19	4	10	15	8	2	2	10	
10	9-Oct-19	13	6	1	4	6	15	15	
11	10-Oct-19	9	5	12	7	7	8	10	
12	11-Oct-19	13	1	13	5	7	3	4	
13	12-Oct-19	4	9	3	1	15	6	1	
14	13-Oct-19	1	4	1	4	1	1	10	
15	14-Oct-19	5	14	6	13	7	3	3	

To use Split, select a cell in the worksheet, **View** tab > **Window** group > **Split**, then alter the position of either the horizontal or vertical split bar by dragging it with your mouse.

To remove both split bars, **View** tab > **Window** group > **Split**.

- To remove the vertical split bar, drag it to the far left or far right of the worksheet.
- To remove the horizontal split bar, drag it to the top or bottom of the worksheet.
- Double-click either of the split bars.

Learn Task

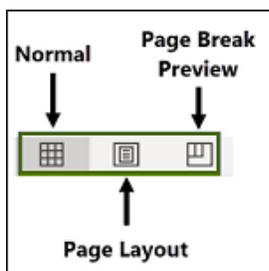

To practice this skill, access your XperienceED learning platform or student data files.

Workbook Views

You can use three views when working in Excel: Normal, Page Break Preview, and Page Layout.

You can change the view by selecting **View** tab > **Workbook Views** group and then selecting **Normal**, **Page Break Preview**, **Page Layout**, or **Custom Views**.

Alternatively, use the **View** buttons on the status bar to change the view at the bottom right of the screen.



Normal – The default view uses this view for entering data and working with data. Only the worksheet rows, columns, and headers appear. The page break lines only appear if you activate a print-related feature such as inserting page breaks or seeing a print preview of the workbook.

	A	B	C	D	E	F	G	H	I	J	K	L	M	P
1	Date	Lake Louise, AB	Whistler, BC	Alpine Meadows, CA	Kirkwood, CA	Mammoth Mountain, CA	Squaw Valley, CA	Aspen, CO	Breckenridge, CO	Crested Butte, CO	Durango, CO	Vail, CO	Sun Valley, ID	
2	1-Oct-19	10	10	0	14	14	10	5	10	1	11	4	13	
3	2-Oct-19	4	0	8	1	1	14	9	3	7	12	5	5	
4	3-Oct-19	2	1	11	4	13	13	11	13	8	5	1	7	
5	4-Oct-19	9	5	4	5	13	13	12	13	13	10	11	4	
6	5-Oct-19	9	8	4	3	2	11	6	3	13	2	8	12	
7	6-Oct-19	7	7	12	14	2	3	1	4	9	7	5	5	
8	7-Oct-19	5	13	12	7	12	3	14	10	9	8	15	6	
9	8-Oct-19	4	10	15	8	2	2	10	6	2	2	1	14	
10	9-Oct-19	13	6	1	4	6	15	15	0	11	8	9	0	
11	10-Oct-19	9	5	12	7	7	8	10	6	8	7	13	6	
12	11-Oct-19	13	1	13	5	7	3	4	7	14	8	12	0	
13	12-Oct-19	4	9	3	1	15	6	1	12	14	6	12	12	
14	13-Oct-19	1	4	1	4	1	1	10	2	13	12	6	9	
15	14-Oct-19	5	14	6	13	7	3	3	8	4	9	12	13	
16	15-Oct-19	4	14	1	11	15	2	12	6	7	1	6	6	
17	16-Oct-19	1	12	1	3	3	7	9	0	14	5	7	5	
18	17-Oct-19	2	12	1	3	3	5	9	11	10	7	7	10	
19	18-Oct-19	12	12	9	1	13	7	0	0	8	13	15	14	
20	19-Oct-19	10	15	10	6	13	11	5	2	10	12	3	14	
21	20-Oct-19	13	8	0	14	13	1	13	8	3	2	4	12	
22	21-Oct-19	4	4	9	4	13	5	13	10	8	4	2	3	
23	22-Oct-19	7	2	11	13	2	1	6	10	10	13	2	14	

Page Break Preview – Use this view to manage and control vertical and horizontal page breaks, especially if your worksheet is long, wide, or both. Watermarks display on your worksheet to identify which rows and columns will appear on which pages, with the **page break** lines to mark the boundaries. Dotted lines are automatic page breaks; solid lines are manual.

To move a page break in this view, drag it with your mouse.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
2	Date	Lake Louise, A	Whistler, BC	Alpine Meadows, C	Kirkwood, C	Mammoth Mountain, C	Squaw Valley, C	Aspen, C	Breckenridge, C	Crested Butte, C	Durango, C	Vail, CC	Sun Valley, IC	Park City, L	Snowbird, U	Jackson Hole, E
3	1-Oct-19	10	10	0	14	14	10	5	10	11	4	13	14	0	1	
4	2-Oct-19	4	0	8	11	11	14	9	3	7	12	5	9	14	2	
5	3-Oct-19	2	1	11	4	13	13	11	13	8	5	1	7	0	14	1
6	4-Oct-19	9	5	4	5	13	13	12	13	13	10	11	4	8	12	5
7	5-Oct-19	9	8	4	3	2	11	6	3	13	2	8	12	10	2	13
8	6-Oct-19	7	7	12	14	2	3	1	4	9	7	5	5	14	0	7
9	7-Oct-19	5	13	12	7	12	3	14	10	9	8	15	6	6	13	12
10	8-Oct-19	4	10	15	8	2	2	10	6	2	2	1	14	11	5	5
11	9-Oct-19	13	6	1	4	6	15	15	0	11	8	9	0	2	2	12
12	10-Oct-19	9	5	12	7	7	8	10	6	8	7	13	6	13	5	8
13	11-Oct-19	13	1	13	5	7	3	4	7	14	8	12	0	8	2	10
14	12-Oct-19	4	9	3	11	15	6	1	12	14	6	12	12	10	5	2
15	13-Oct-19	1	4	1	4	1	1	10	2	13	12	6	9	6	14	1
16	14-Oct-19	5	14	6	13	7	3	3	8	4	9	12	13	10	4	2
17	15-Oct-19	4	14	1	11	15	2	12	6	7	1	6	6	1	4	1
18	16-Oct-19	1	12	1	3	3	7	9	0	14	5	7	5	3	13	1
19	17-Oct-19	2	12	1	3	3	5	9	11	10	7	7	10	3	2	12
20	18-Oct-19	12	12	9	11	13	7	0	0	8	13	15	14	10	11	7
21	19-Oct-19	10	15	10	6	13	11	5	2	10	12	3	14	14	9	10
22	20-Oct-19	13	8	0	14	13	1	13	8	3	2	4	12	7	9	7
23	21-Oct-19	4	4	9	4	13	5	13	10	8	4	2	3	10	4	14
24	22-Oct-19	7	2	11	12	2	2	10	10	10	12	2	14	0	1	4
25	23-Oct-19	14	14	3	13	2	10	2	10	10	14	13	9	3	10	7
26	24-Oct-19	7	14	14	6	5	14	4	9	8	10	8	4	9	11	1
27	25-Oct-19	4	6	0	13	1	14	4	12	10	12	1	14	0	5	12
28	26-Oct-19	8	1	7	5	5	8	4	8	15	15	8	6	11	12	7
29	27-Oct-19	10	13	2	5	7	1	9	2	13	10	2	1	5	1	6
30	28-Oct-19	12	9	11	6	3	2	1	14	1	0	5	1	14	3	14
31	29-Oct-19	1	1	6	9	9	2	9	7	10	13	7	7	3	14	11
32	30-Oct-19	13	0	9	2	9	5	14	10	13	12	5	5	7	13	11
33	31-Oct-19	2	10	10	11	11	1	0	8	10	13	4	11	14	14	11
34	1-Nov-19	7	12	1	11	7	10	8	7	9	5	3	1	2	10	1
35	2-Nov-19	13	3	14	10	6	0	1	11	11	2	7	9	6	2	13
36	3-Nov-19	6	3	11	4	4	10	11	5	8	6	13	6	8	4	13

Page Layout – Use this view to add header and footer information, change margins and layout, and adjust how the printed document will appear.

1	Add header				
2	Date	Lake Louise, AB	Whistler, BC	Alpine Meadows, CA	Kirkwood, CA
3	1-Oct-19	10	10	0	14
4	2-Oct-19	4	0	8	1
5	3-Oct-19	2	1	11	4
6	4-Oct-19	9	5	4	5
7	5-Oct-19	9	8	4	3
8	6-Oct-19	7	7	12	14
9	7-Oct-19	5	13	12	7
10	8-Oct-19	4	10	15	8
11	9-Oct-19	13	6	1	4
12	10-Oct-19	9	5	12	7
13	11-Oct-19	13	1	13	5
14	12-Oct-19	4	9	3	1
15	13-Oct-19	1	4	1	4
16	14-Oct-19	5	14	6	13
17	15-Oct-19	4	14	1	11

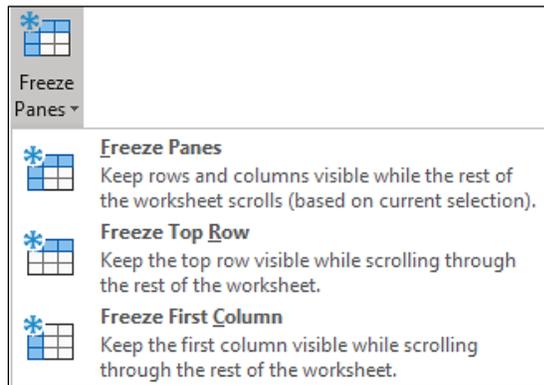
Custom Views – Allow you to save your current page layout settings with a name so that you can re-activate them later.

Learn Task

To practice this skill, access your XperienceED learning platform or student data files.

Freeze Panes

As your worksheet grows, it becomes difficult to view all the data on the screen at the same time. When you can't see row and column headings on the screen as you scroll down or across a large worksheet, use **Freeze Panes** to lock the top row(s) and/or left-most column(s). This will keep row and column titles visible while you scroll to a remote part of the worksheet.



Note: Excel does not allow you to use Freeze Panes and Split Panes at the same time.

To use freeze panes, select **View** tab > **Window** group > **Freeze Panes** and then select **Freeze Panes**, **Freeze Top Row**, or **Freeze First Column**.

- **Freeze Panes** – The active cell serves as an anchor - all rows above and all columns to the left of the active cell remain in view until the feature is turned off. You may freeze more than one row or column in place. You can also freeze just the top row(s) or just the leftmost column(s).
- **Freeze Top Row** – The selection of the active cell is not important; Excel will always freeze only the one row currently displayed at the top of the worksheet window. Note that if the top row currently displayed on the screen is not row 1 (for example, row 20), Excel will freeze that row, even though your column titles may be in row 1.
- **Freeze First Column** – The selection of the active cell is not important; Excel will always freeze only the one column currently displayed at the far left of the worksheet window. Like the Freeze Top Row option, be sure to verify that the left column currently displayed is the correct one to freeze.

To unfreeze panes, select **View** tab > **Window** group > **Freeze Panes** and then select **Unfreeze Panes**.

Learn Task

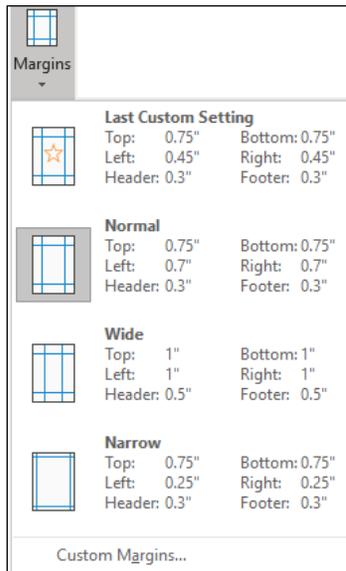
 To practice this skill, access your XperienceED learning platform or student data files.

Page Layout

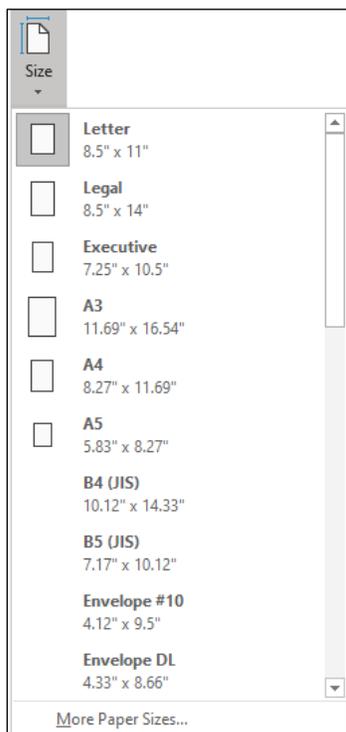
The Page Layout tab contains three groups you can use to adjust the layout and print settings for your worksheet: Page Setup, Scale to Fit, and Sheet Options.

The **Page Setup** group on the Page Layout Ribbon tab includes the following options:

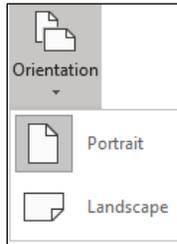
- **Margins** – The amount of white space (measured in inches) from the edge of the page



- **Size** – The size of paper to use for printing



- **Orientation** – Portrait (vertical) or Landscape (horizontal)



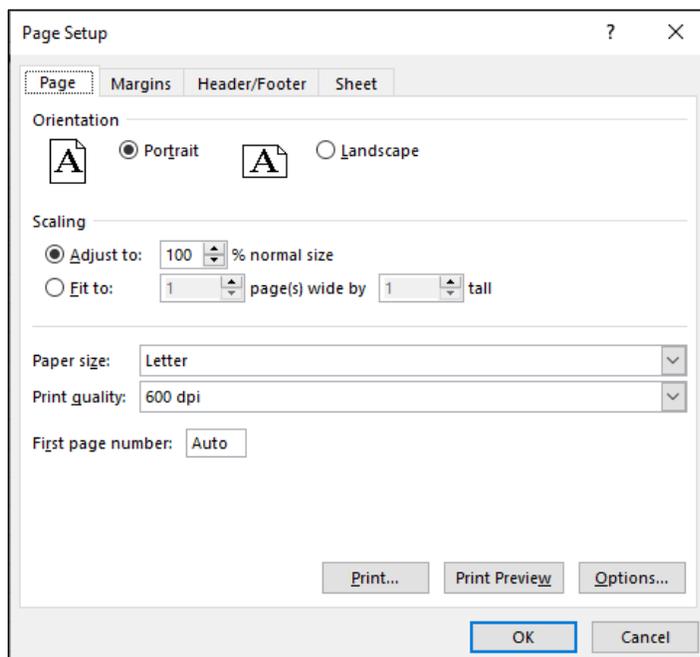
- **Print Area** – After selecting a group of cells, select **Print Area > Set Print Area** to specify to print only the range defined as the print area. To clear the print area, select **Print Area > Clear Print Area**.
- **Breaks** – Manually insert page breaks
- **Background** – Insert a picture as a background for the worksheet
- **Print Titles** – Specify rows and/or columns that appear at the top/left of every page of printed output

Learn Task

To practice this skill, access your XperienceED learning platform or student data files.

Page Setup

Use the Page Setup dialog box to access all the commands found on the Page Layout tab as well as additional page formatting options that aren't available in the Ribbon.



To open the Page Setup dialog box:

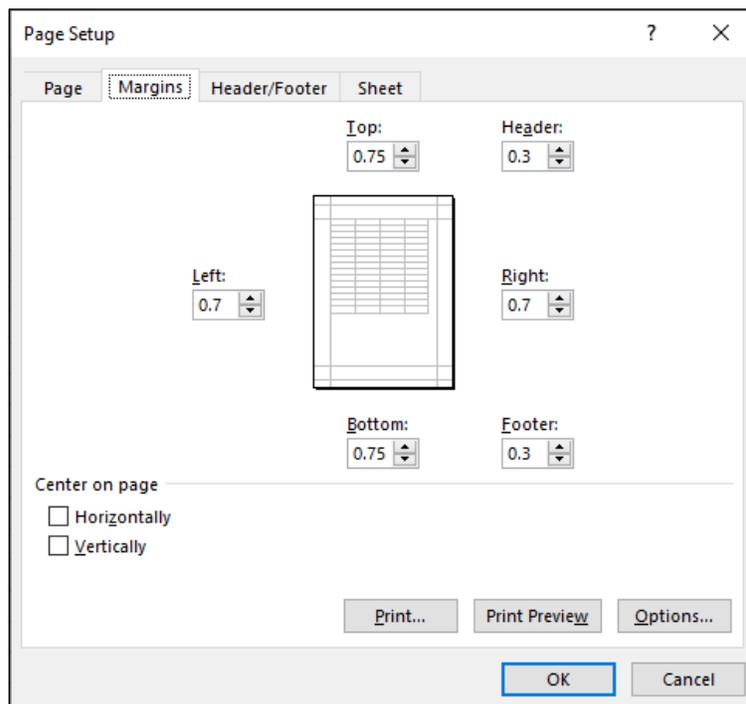
- Select **File > Print > Page Setup**
- Select **Page Layout** tab and then select:
 - **Any Page Setup** dialog box launcher button (🔗)
 - The **Page Setup** group and then select:
 - **Margins > Custom Margins**
 - **Page Setup** group >**Size > More Paper Sizes**
 - **Page Setup** group >**Print Titles**

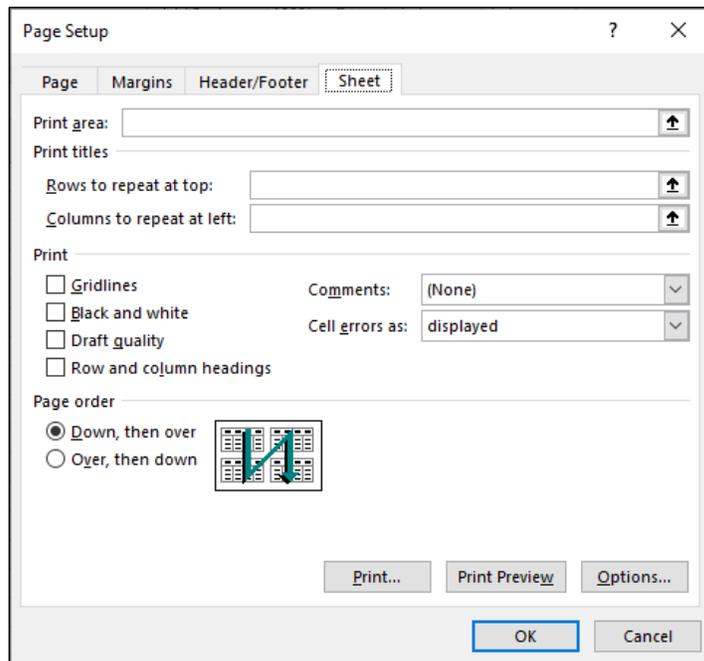
Some commands are only accessible in the Page Setup dialog box:

- **Scaling** – Specify a percentage to magnify or shrink the size of the worksheet proportionally. Use the Fit option to fit the worksheet into the specified number of pages.
- **Print quality** – Determines the density, or quality, of the print
- **First page number** – Specifies the starting page number for the printed worksheet

Use the **Margins** tab to specify the following print parameters:

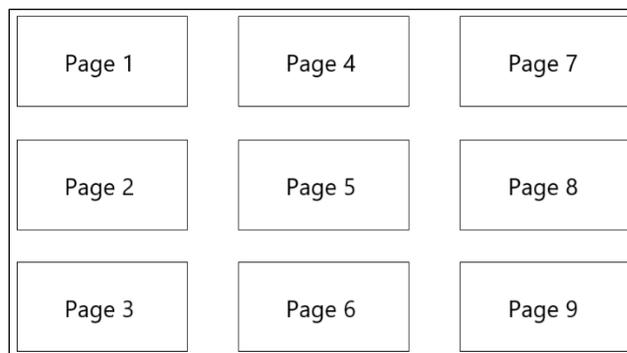
- The amount of white space to leave on each side of the page
- The distance between the Header and Footer and the top/bottom edge of the page
- Whether to center the worksheet on the page horizontally or vertically, or both





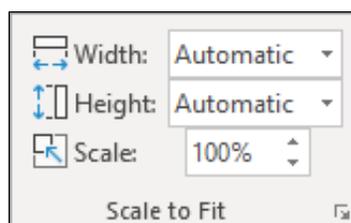
The **Sheet** tab of the Page Setup dialog box includes the following features:

- **Print area** – Specifies a range of cells as the print area
- **Print titles** – Specifies rows or columns (or both) to print on every page of the printed output
- **Print** – Select options in this section if you want them to appear on the printed pages
- **Page order** – By default, Excel prints down the rows, and then across the columns



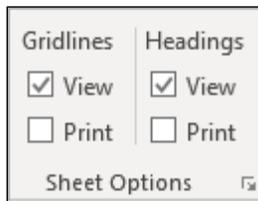
The Scale to Fit group includes **Width**, **Height**, and **Scale**.

- Use the Width and Height options to calculate the correct scale value to fit the worksheet into the specified number of pages vertically and horizontally.
- The Scale option enables you to magnify or shrink the size of the worksheet proportionally on the page for printing.



The **Sheet Options** group includes these options:

- **Gridlines** displays or prints non-printing lines around each cell.



- **Headings** displays or prints column (A, B, C) and row (1, 2, 3) headings.

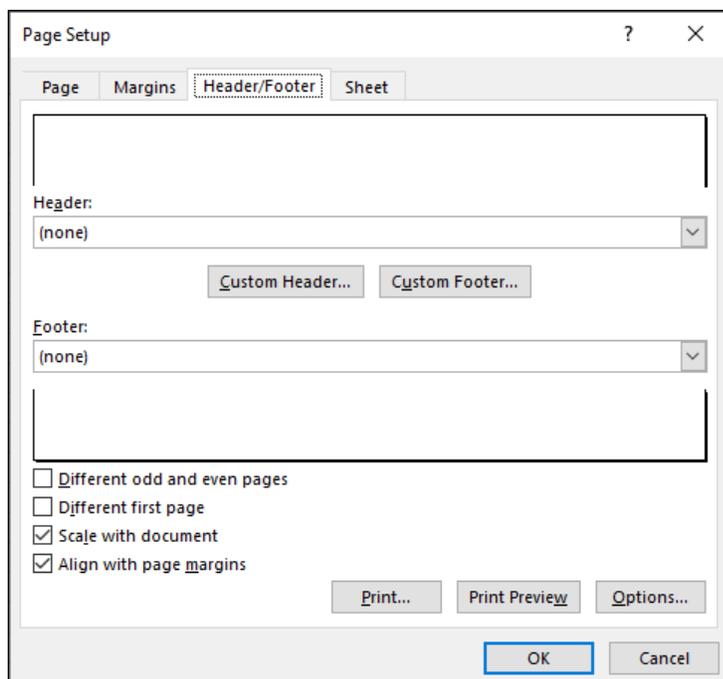
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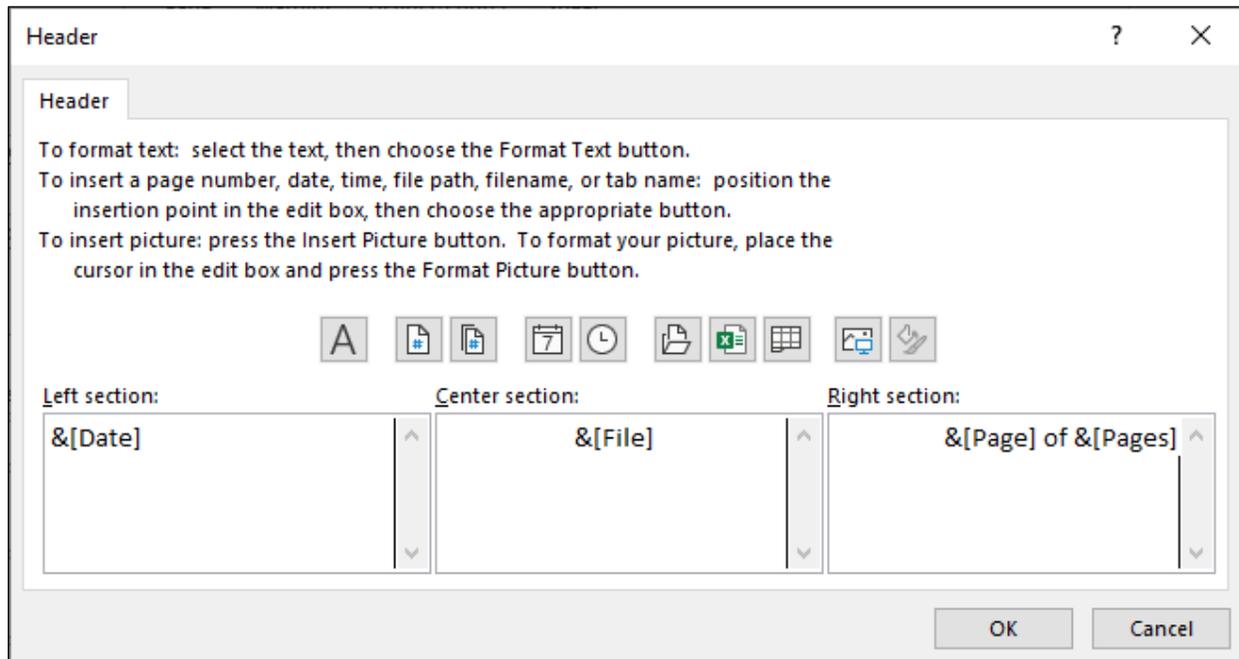
Headers and Footers

Headers and **footers** appear at the top and bottom of every printed page, respectively. Headers and footers apply only to the active or selected worksheet(s). Create or modify a worksheet header or footer using the Page Setup dialog box or the Print Layout view.

To create a header and/or footer with the Page Setup dialog box. Select the worksheet(s), then select **Page Layout** tab > **Page Setup** group > **Page Setup dialog box launcher** (), select the **Header/Footer** tab, then choose a preset from the **Header and Footer** drop-down menus, apply additional options with the checkboxes, and then select **OK**.



For more header and footer options. Select the worksheet(s), select **Page Layout** tab > **Page Setup** group > **Page Setup dialog box launcher**, select the **Header/Footer** tab > **Custom Header** or select **Custom Footer**. Enter header or footer information into the three sections (Left, Center, And Right) by entering text or using the command buttons to enter a code such as &[Page] to display the page number, and then select **OK**.



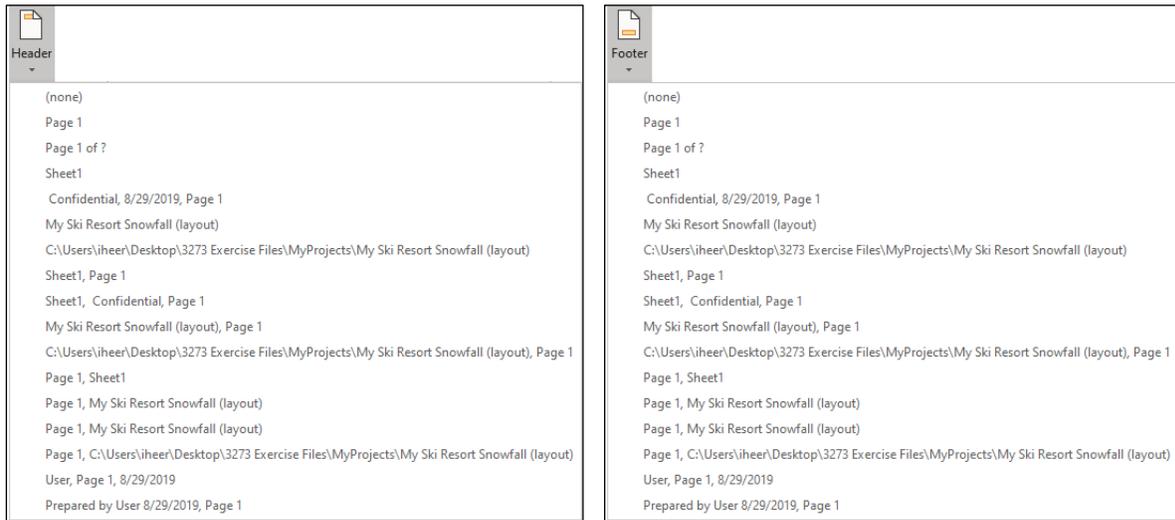
The command buttons listed on the Header and Footer dialog are:

- **Format Text** – Changes the appearance of text
- **Page Number** – Current page number
- **Number of Pages** – Total number of pages
- **Current Date** – Inserts today's date
- **Current Time** – Inserts the current time
- **File Path** – Current file name and path displayed
- **File Name** – Name of the file
- **Sheet Name** – Name of the current sheet
- **Picture** – Inserts an image
- **Format Picture** – Changes the appearance of a picture

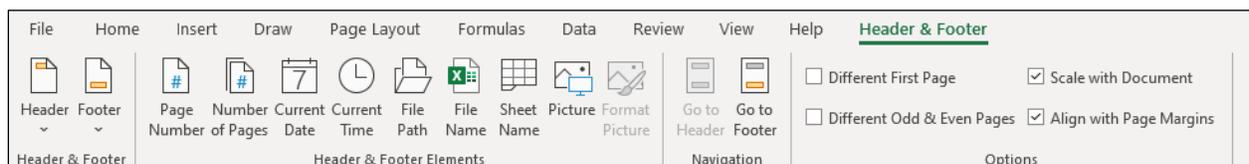
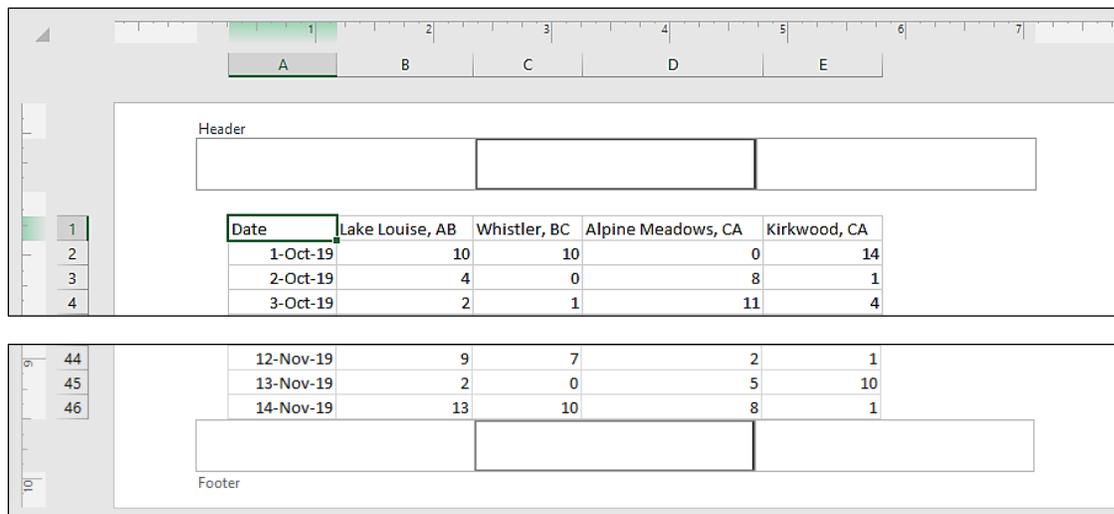
Add or modify a header or footer in Page Layout view by using one of the following options:

- **Insert** tab > **Text** group > **Header & Footer**.
- **View** tab > **Workbook Views** group > **Page Layout**.

In the Header & Footer Elements group, select **Header** or **Footer** to select from a list of predefined options, including the page number, file path, file name, or workbook name.



In Page Layout view, insert your cursor in the left, middle, or right box for the Header or Footer. Then enter text or use the command buttons in the **Header & Footer Tools Design** contextual Ribbon tab.



Learn Task

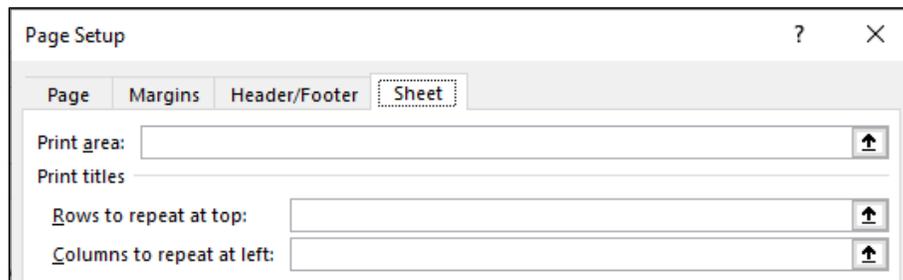
To practice this skill, access your XperienceED learning platform or student data files.

Print Options

Set **Print Titles** to designate specific data rows or data columns (or both) to print on every page of the printed output.

To set print titles in the Page Setup dialog box:

- Select **Page Layout** tab > **Page Setup** group > in the **Print Titles** section select the collapse button (↑) for the **Rows to repeat at top** field to shrink the dialog box, and then in the worksheet, select the row header(s) for the row(s) (they must be contiguous rows) you want to use as titles and **ENTER**.
- Repeat this process for columns to repeat at the left.



- Specify a range of cells as the Print Area so only that range will print by default.

To specify a range of cells as a print area:

- Select the cell range in the worksheet, then select **Page Layout** tab > **Page Setup** group > **Print Area** > **Set Print Area**.

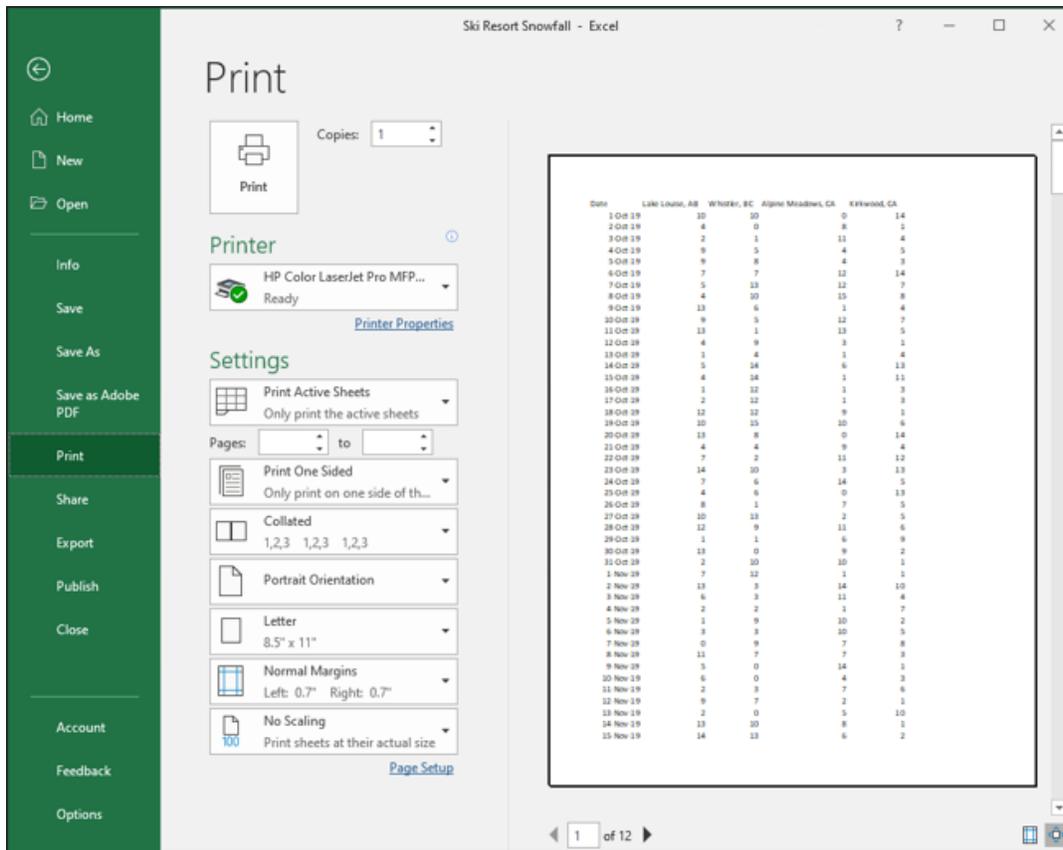
Alternatively, to select a range of cells to print:

- Select the range of cells on the worksheet, then select **File** > **Print**, and then under **Settings**, select **Print Active Sheets** then choose **Print Selection**.

The Print page in Backstage view contains options for printing including Print Area, Orientation, Page Size, Margins, and Scaling. The Print Area drop-down menu includes Print Active Sheets, Print Entire Workbook, Print Selection, and Ignore (previously set) Print Area.

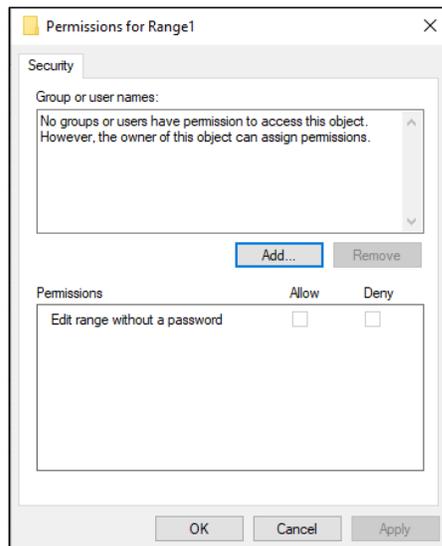
The Backstage view Print Settings allows you to select one of four options for printing:

- **Print Active Sheets** – Prints the current active worksheet (or multiple selected sheets)
- **Print Entire Workbook** – Prints all worksheets in the entire workbook
- **Print Selection** – Prints the currently selected range of cells in the current active worksheet
- **Ignore Print Area** – Ignores any previously set print areas



To print more than one worksheet, but not the entire workbook:

- Hold **CTRL** (or **SHIFT** if the sheets are contiguous), select all the worksheets you want to print, then select **File > Print**, ensure **Print Active Sheets** is selected, and select **Print**.



Learn Task



To practice this skill, access your XperienceED learning platform or student data files.

Lesson Assessments



Access your XperienceED learning platform or student data files and complete the Practice Questions and Practice Exercises for this lesson.

Unit Assessments



Access your XperienceED learning platform or student data files and complete the Objective Assessment and Create Project for this unit.

Unit 1 Key Terms

Term	Definition
Accessibility Checker	A tool used to find issues that might make it difficult for users with disabilities to access the content in the workbook.
Active Cell	The cell where you are entering data.
Auto Fill	Use to copy data or continue sequential patterns in entered data.
AutoFit	Change a row's height or column's width to fit the contents.
Column Headings	Sequential letters at the top of each column enable you to identify columns.
Contextual Tab	Tabs that appear only when they are applicable.
Custom Views	Allows you to save your current page layout settings with a name so that you can re-activate them later.
Document Inspector	A tool used to find hidden or private information in a workbook and report it to you in a report.
Extension	The last four characters in the file name that indicate the type of Excel file it is.
File Tab	Select the File tab to open the Backstage view.
Footers	Footers appear at the bottom of every printed page.
Formula Bar	Displays the contents of the active cell and can be used to add or edit data.
Formulas	Formulas are composed of values, cell references, arithmetic operators, and special functions for calculating and displaying results.
Freeze Panes	Locks in place the rows above and the columns to the left of a selected cell.
Gallery	Type of menu in the ribbon that displays multiple formatting options.
Headers	Appear at the top of every printed page.
Insert Function	Opens a dialog box to help you choose and insert a built-in function.
Metadata	Information about a file that's stored within the file.
Minimize, Maximize/Restore Down, Close	Located in the upper right-hand corner of the window, these buttons enable you to minimize the application window to a button on the taskbar, maximize the program to full screen, restore the window to its original size, or close the application window.
More Button	Button that opens a gallery.
Name Box	Displays the cell address of the active cell.
Normal View	The default view used for entering data and working with data.
Numeric	Numbers, date, or time values, aligns to the right by default.

Page Break Preview view	Used to manage and control vertical and horizontal page breaks.
Page Layout	A tab on the Ribbon where you find controls and settings for printing.
Page Layout View	Use to add header and footer information, change margins and layout, and adjust how the printed document will appear.
Paste Special	Paste options to control components of what is pasted.
Print Titles	Specifies rows or columns (or both) to print on every page of the printed output.
Properties	Metadata in Excel, some that's generated automatically by Excel (such as the date and time the file was created and last modified, who created it, and the size of the file), and some you add (such as a workbook Title or your company name).
Quick Access Toolbar (QAT)	Located above the Ribbon, the QAT provides quick and customizable access to frequently used commands.
Ribbon	A collection of tabs (such as File, Home, and Insert) that provides quick access to commands used to complete a task. Each Ribbon tab relates to a type of activity.
Ribbon Display Options	Button to control what displays on the ribbon: Auto-hide, Tabs, Tabs, or Tabs and Commands.
Ribbon Group	Each Ribbon tab contains groups of related commands to edit, format, or enhance items in your documents. Some groups include a dialog box launcher button at the bottom right which opens a dialog box or pane with more commands and options.
Ribbon Tab	Commands are arranged in tabs that appear on the Ribbon, and each tab's commands relate to a specific type of activity.
Row Headings	Sequential numbers on the left side of each row enable you to identify rows.
Scroll Bars	Scrolls the spreadsheet to view content that is offscreen and not visible.
Sheet Tab	The rectangular box at the bottom of a worksheet by which the worksheet is accessed and identified.
Split	Splits the worksheet into two or four panes based on the cell pointer position.
Status Bar	Displays the current cell mode, auto calculations, the View buttons, and the Zoom slider.
Template	A type of workbook that typically contains data, formulas, and formatting, and makes a copy of itself for you to use.
Text	Alphabetic and numeric characters and most printable symbols, aligns to the left by default.
Title Bar	Located at the top of the screen, the title bar indicates the contents of the window.

Unit Key Terms

View Buttons	Change the on-screen views for the worksheet: Normal, Page Layout, and Page Break Preview.
Zoom Slider	Drag the slider button to choose a particular zoom percentage or use the buttons at either side of the slider.

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Key Learning Outcomes:

- **Manage Workbooks & Worksheets:** Import, navigate, and format workbooks using named ranges, hyperlinks, and custom views.
- **Data Management & Formatting:** Sort, filter, and organize data using Auto Fill and number formatting.
- **Tables & Structured Data:** Create, format, and modify Excel tables, including total rows and conditional formatting.
- **Advanced Formulas & Functions:** Use AVERAGE(), COUNT(), IF(), UNIQUE(), and structured references for efficient calculations.
- **Text & Data Transformation:** Work with text using CONCAT(), MID(), LEFT(), RIGHT(), and case functions.
- **Charts & Data Visualization:** Design and modify charts, apply styles, and switch rows and columns to reveal insights.
- **Collaboration & Workbook Preparation:** Configure print settings, manage comments, and ensure accessibility with alternative text.

