iTrainScotland
COMPUTER TRAINING IN SCOTLAND

Excel 2013 INTERMEDIATE MANUAL

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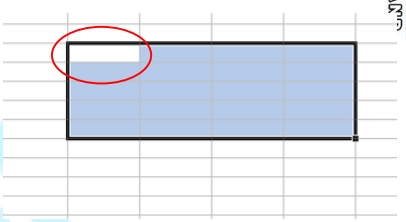
CHAPTER 1| TERMINOLOGY (JARGON)

CHAPTER 1| TERMINOLOGY (JARGON)

Refer to this section as a guide to words and phrases you do not fully understand throughout this manual. There are also Glossary sections throughout the manual explaining words in their context.

Range of cells: 2 or more cells next to each other

Active Cell: It is only possible to enter data into one cell at a time and this is the active cell. It has a dark border when only one cell is selected, when a range of cells are selected it is the white one (otherwise known as the anchor cell).



Formatting: Changing

Operators: Signs used in formulas:

*	(multiply)
/	(divide)
+	(add)
-	(subtract)
>	(greater than)
>=	(greater than or equal to)
<	(less than)
<=	(less than or equal to)
=	(equal to)
<>	(not equal to)
$	(relative reference)

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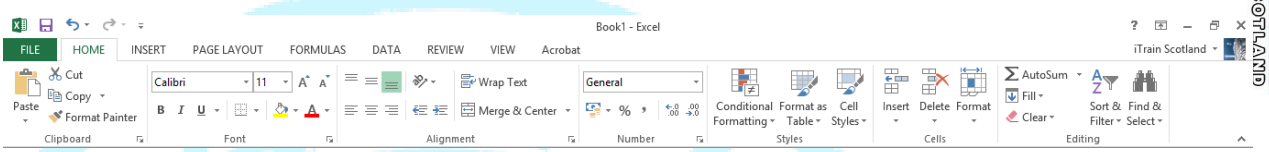
CHAPTER 2| GETTING TO KNOW EXCEL

CHAPTER 2| GETTING TO KNOW EXCEL

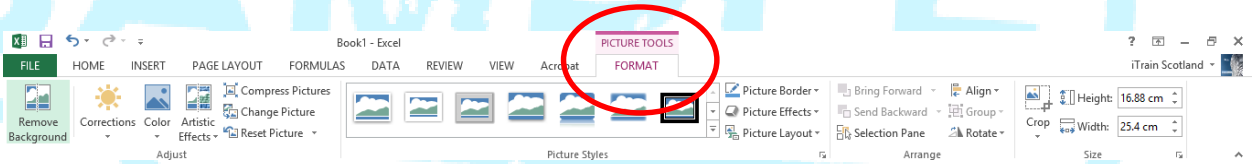
Working with the Ribbon (used to be toolbars)



The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organised in logical groups, which are collected together under tabs. Each tab relates to a type of activity, such as writing or laying out a page.

Contextual Tabs

To reduce clutter, some tabs are shown only when needed. For example, the **Picture Tools** tab is shown only when a picture is selected:



Hiding the Ribbon

Double click one of the tabs (e.g. HOME) to hide the ribbon. The ribbon will now only show when you click on a tab and hide itself once clicked away. To unhide the ribbon, double click on a tab again.

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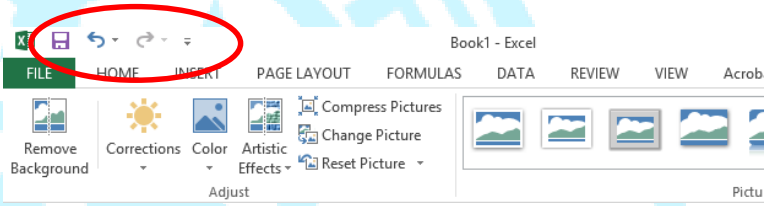
The Quick Access Toolbar

The Quick Access Toolbar is a customisable toolbar that contains a set of commands that are independent of the tab that is currently displayed. You can add buttons that represent commands to the Quick Access Toolbar, and you can move the Quick Access Toolbar from one of the two possible locations.

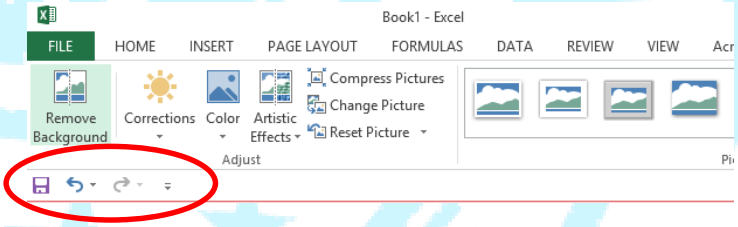
Moving the Quick Access Toolbar

The Quick Access Toolbar can be located in one of two places:

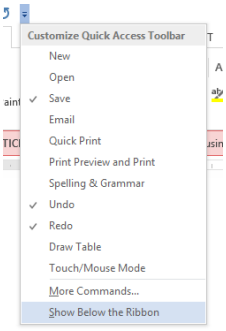
1) Upper-left corner next to the **Microsoft File Menu** :



2) Or below the Ribbon

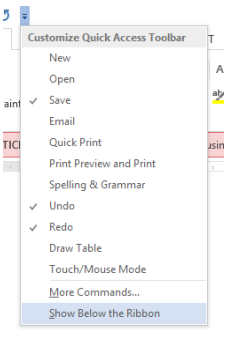


Swap by choosing Show Below / Above the Ribbon from the drop down menu on the Quick Access Toolbar:

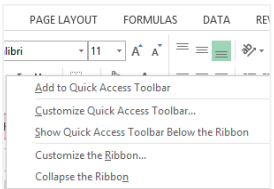


Customise the Quick Access Toolbar

Add a command to the Quick Access Toolbar by using the button:



You can also add buttons from the ribbon by *right clicking* any button on the ribbon and choosing *Add to Quick Access Toolbar*:



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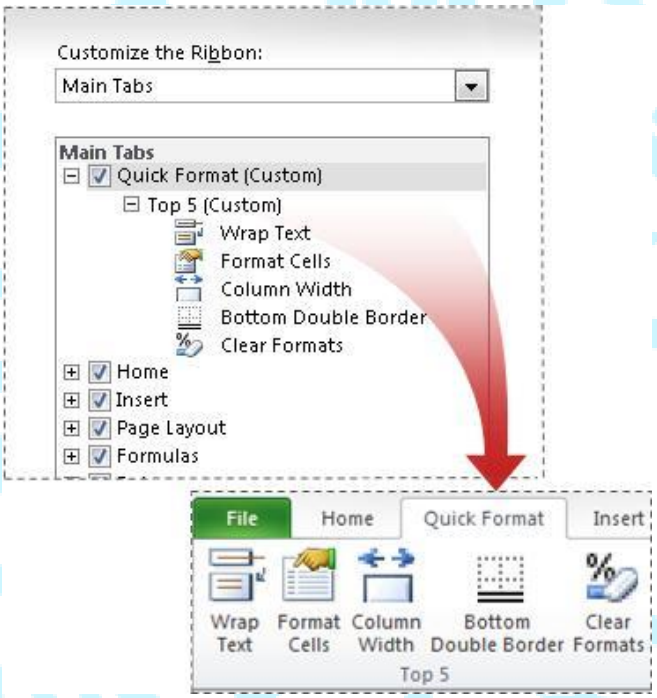
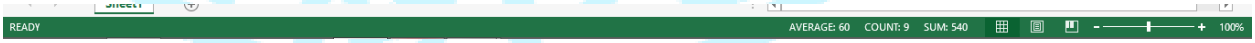
Improved Ribbon

First introduced in Excel 2007, the ribbon makes it easy for you to find commands and features that were previously buried in complex menus and toolbars. Although you could customize the Quick Access Toolbar in Excel 2007, it wasn't possible to add your own tabs or groups to the ribbon. In Excel 2013, however, you can create custom tabs and groups and rename or change the order of the built-in tabs and groups.

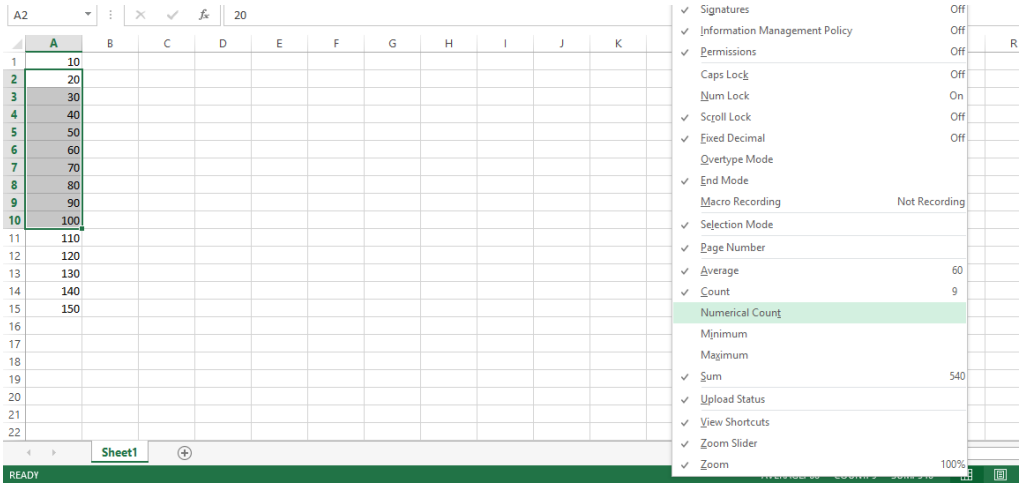


Customising the Status Bar

The Status Bar is the bar running along the bottom of the screen:



By default this will show the AVERAGE, COUNT and SUM of selected cells. You can change these settings by *Right Clicking* the Status Bar:



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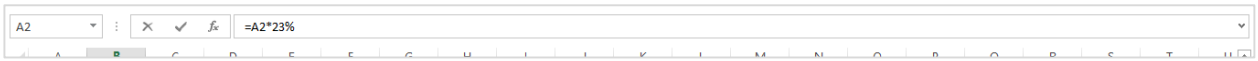
Formula Bar



The contents of the currently active cell are displayed in the Formula Bar. This displays the true contents of the cell without any formatting (e.g. £ sign) and shows the full formula (e.g. SUM(A1:A5)) rather than the results of the formula. Whenever you enter or edit data, three buttons appear just to the left of the formula line - a tick button, a cross button and an fx button. Click on the tick button to write the contents of the data line into the currently active cell. Click on the cross button to cancel the changes to leave everything just as it was. The fx button launches the functions wizard (discussed later).

Keyboard Shortcuts

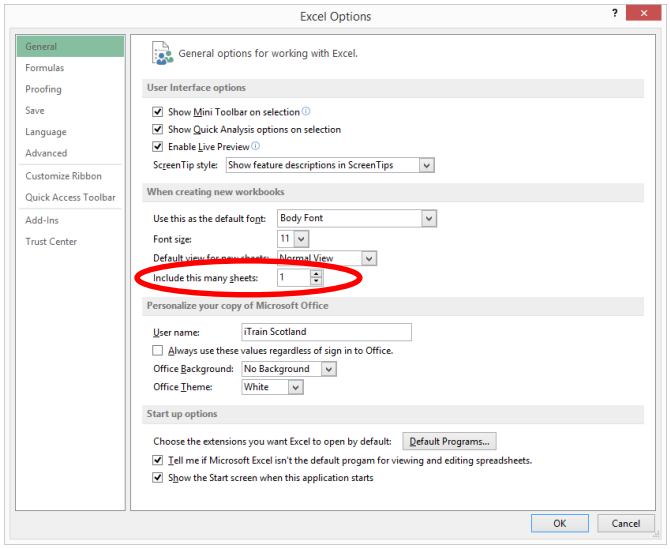
Key	Action
Enter	write the contents of the data line into the currently active cell and move down
Tab	write the contents of the data line into the currently active cell and move right
Esc	cancel the changes to leave everything just as it was

Spreadsheet Grid

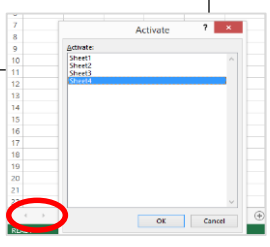
An Excel spreadsheet is a grid of cells - 1,048,576 rows by 16,384 columns. The cells may contain **text**, **numbers**, or **formulae**, and each cell has a grid reference. To find the reference for a particular cell, simply note the column and row in which the cell appears. The top-left cell of a spreadsheet has reference A1.

Sheets

Excel files are workbooks each of which consists of individual worksheets. The workbook begins by default with 1 sheet. Add more sheets with the + symbol next to Sheet1. To make Excel start with more than 1 sheet, choose from the *File Menu*> *Options* and change the number of sheets to include on the *General Tab*:



TIP: *Right Click* the arrows to the left of the sheet names to choose a sheet, very useful when you have many sheets:



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CHAPTER 3| MULTIPLE WORKSHEETS

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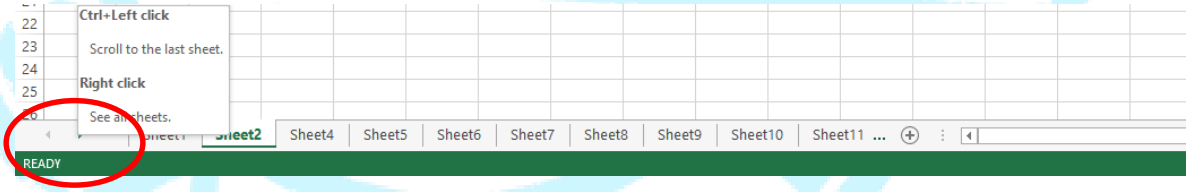
Moving and copying sheets to another workbook

1. Right click on the sheet tab and choose **Move or Copy…**
2. Click on the **To book:** drop-down arrow and select the appropriate workbook. To move or copy the selected sheets to a new workbook, select **New book**.
3. In the **Before sheet:** box, select the position for the moved or copied sheets.
4. If you want to copy sheets instead of moving them, select the **Create a copy** check box.
5. Click on the **OK** button.

TIP: A quick way to copy a sheet within the same workbook- Hold down the CTRL key when moving the sheet tab.

Moving from sheet to sheet

You can move from sheet to sheet by clicking on the relevant sheet tab. The name of the active sheet is bold. If you can't see a sheet tab, click the tab scrolling buttons to display the tab.



This is a sample of the complete manual

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Excel 2013 EXERCISES

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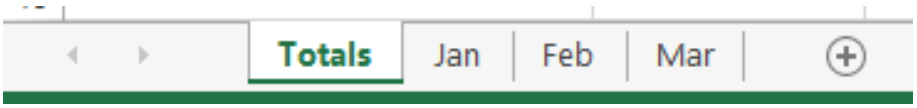
EXERCISE 1

1. Create a blank workbook and save it as **Cars.xlsx**

2. Begin by creating 4 blank sheets

3. Rename the sheets to the following:



4. Enter the following data on each sheet (use grouping when necessary):

Total Sales

Model	Robert	Paul	Claire	Total Units	Unit Price	Total Price
Bugatti Veyron					£ 89,950	
Aston Martin					£ 106,990	
Lamborghini Aventador					£ 131,000	
McLaren F1					£ 96,850	
Ferrari 458					£ 160,000	

January Sales

Model	Robert	Paul	Claire
Bugatti Veyron	15	10	12
Aston Martin	4	0	3
Lamborghini Aventador	2	10	0
McLaren F1	17	7	17
Ferrari 458	0	2	5

February Sales

Model	Robert	Paul	Claire
Bugatti Veyron	12	9	14
Aston Martin	9	7	6
Lamborghini Aventador	3	2	5
McLaren F1	5	15	12
Ferrari 458	1	0	2

March Sales

Model	Robert	Paul	Claire
Bugatti Veyron	14	21	15
Aston Martin	10	3	2
Lamborghini Aventador	5	0	1
McLaren F1	13	10	16
Ferrari 458	4	2	4