

1. Display Desktop Excel Execution Icon

- Click **Start** → **Programs** → **Microsoft Office** → **Right click Excel** → **Send To** → **Desktop(shortcut)**
- On Desktop, click **Excel** Icon to create a workbook
- With an open workbook: **Right click** any icon In the menu →
Check **Standard**, **Formatting**, and **Web** → Click to exit.

2. Sheets

A workbook consists of sheets with default names Sheet1, Sheet2, ... Clicking a sheet tab selects the sheet,

- Sheet Rename: **Right click** Sheet Name → **Rename** → Overwrite with a new name
- Add a new Sheet: Click **Insert** → **Worksheet**

3. Selecting Columns

3.1 Single Column

Press the column **Alpha char** (A, B, C,...) at the top of the sheet area.

3.2 Consecutive Columns

- Select the first column → Hold down the **Left mouse** in the **Alpha char** at the top of the column →
Drag along the **Alpha row** to the last column..
or
- Select the first column → Hold down the **Shift** key → **Move** the pointer to the **last column Alpha char** →
Press **Left mouse**.

* 4. CurrentRegion

Introduction

In a sheet, the CurrentRegion is a range of contiguous cells enclosed in blank columns and rows segments.

The vertical and horizontal edges of the sheet are considered as blank segments.. For a selected cell, its CurrentRegion is selected when the CurrentRegion command is issued. This is the simplest way of selecting a CurrentRegion.

CurrentRegion Command Setup

In the extreme right of the Excel **Standard Toolbar**, **left click** the **Toolbar Option**

Select **Add or Delete Buttons** → In the download menu, check **Current Region** to include the button in the Toolbar.

Issue the CurrentRegion Command

Select any cell in the CurrentRegion → Press the **CurrentRegion** button.

5. Web Toolbar

In the extreme right of the **WebToolbar**, **left click** the **Toolbar Option**

Select **Add or Delete Buttons** → **Web** → check **Address** → Uncheck all **others**.

6. Changing Column Widths

6.1 With the pointer on the column **Alpha char** **right** boundary , a plus sign appears. Drag the **left** mouse left or right to adjust the width

or

6.2 Select Column → Click **Format** → **Width** → Assign new width → **OK**

7. Changing Row Heights

7.1 With the pointer on the bottom of the row number, a plus sign appears. Drag the **left** mouse up or down to adjust the height.

or

7.2 Right click the row number → **RowHeight** → Set a new height → **OK**

8. Delete a Row

Right click the row number → **Delete**

9. Setting Column Formats

9.1 Date format to mm/dd/yyyy

- Select Column → **Right** click → **Format Cells** → Select Category “**Custom**”
- Clear the bar **just** below “type” → In the bar, enter “mm/dd/yyyy” → **OK**

9..2 Number format to 99,999.99

- Select Column → **Right** click → **Format Cells** → Select Category “**Number**”
- Decimal places =2
- Use 1000 separator
- **OK**

10 Multi Cell Lines

The Formula bar is used to handle multiple cell lines.

Select the cell. On the Formula bar, with the pointer at the end of each line, press **Alt+Enter** .

The row height will be increased to accommodate multiple lines. Enter a new line.

To remove a multiple line: Select the line → Press **Delete** key → Press **Backspace** key

11. Initial Workbook Save

Save Book1 in an existing folder , say **C:\XL_Appl\Funds** as file **MyFunds.xls**

With Book1 open:

- Click **File** → **Save As** opens the “Save As” Window
- Drill down in the **Save In** menu to folder **C:\XL_Appl\Funds** .
- In the **File Name** box, enter “**MyFunds**” → **Save**

Funds portfolio is saved in **C:\XL_Appl \ Funds \ MyFunds.xls**

To access MyFunds.xls from the Desktop:

- In Windows Explorer, drill down to folder **C:\XL_Appl \ Funds** → **Highlight** file MyFunds.xls
- **Right** click → In the context menu, Press **Send To** → Press **Desktop Shortcut (Shortcut)**