Section 3

Creating a Worksheet

By the end of this Section you should be able to:

Understand Spreadsheet Structure

Enter Labels

Enter Numbers

Save a New Workbook

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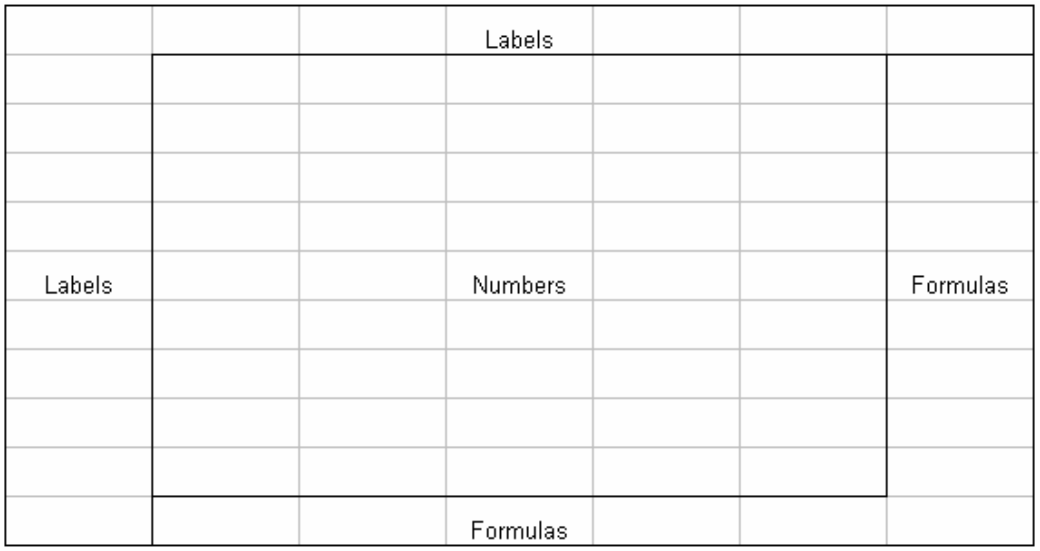
Exercise 15 - Spreadsheet Structure

Guidelines:

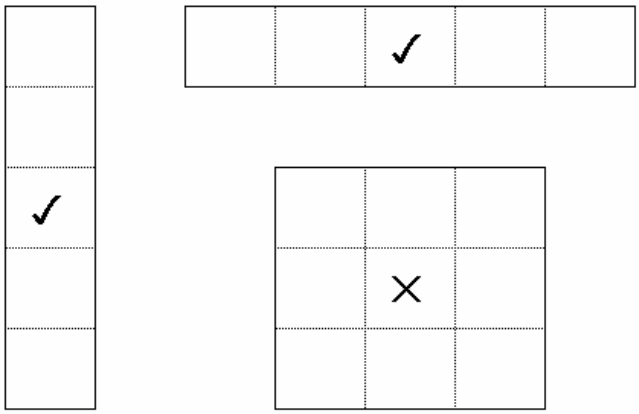
A spreadsheet model is a block of occupied cells.

Cells within an *Excel* worksheet can contain either **Labels** (Text), **Numbers** (Values) or **Formulas** (calculations, involving contents of other cells). **Labels** are normally used for describing the contents of the worksheet, as column or row titles for example, whereas **Values** are used for calculations.

A typical model has no blank rows or columns within it, the relationship between **Text**, **Numbers** and **Formulas** is shown below (remember this is a typical example - cell contents can be arranged in any way).



Spreadsheet shape is important when printing. Create spreadsheets so that they are either long and thin or short and fat, so that they can be paged in one direction.



Exercise 16 - Creating a Spreadsheet

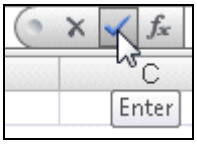
Guidelines:

Workbooks can contain many sheets. When creating a spreadsheet model, start on **Sheet1** (the default) and begin by using the top left corner. Normally a **Title** is entered in cell **A1** and the main block starts in either **A2** or **A3**.

Entering information into a cell

To enter information into a cell, either click on the cell, or use the cursor movement keys to place the **Active Cell** in the correct position and start typing. When entering information the text appears in the **Formula Bar** as well as in the cell.

To complete an entry either use **<Enter>**, the cursor movement keys (arrow keys), click on the **Enter** box in the **Formula Bar**:



or click on another cell. When **<Enter>** is used, the default action is for the active cell to move down to the cell below, whereas the arrow keys allow movement in any direction, ready for the next entry.

Either the keyboard or the mouse can be used to move around, but the keyboard is used to input (type in) data. This is why it is sometimes referred to as an **input device**.

Labels

Labels are entered as text and are usually placed down column **A** and across row **2** or **3** from column **B**. Text is aligned to the left by default (placed at the left edge of the cell). If the text entered does not fit, then the size of the text or the size of the cell can be changed.

Numbers

Select the cell, type the number and complete the entry with any of the methods described above. Numbers are right aligned by default (placed flush to the right edge of the cell).

Note: *To display numbers with leading zeros, start the entry with an apostrophe, e.g. '0786. The entry is now treated as text but calculations can still be performed on it without modification. Trailing zeros in decimals are displayed using formatting.*

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Exercise 17 - Starting a New Workbook

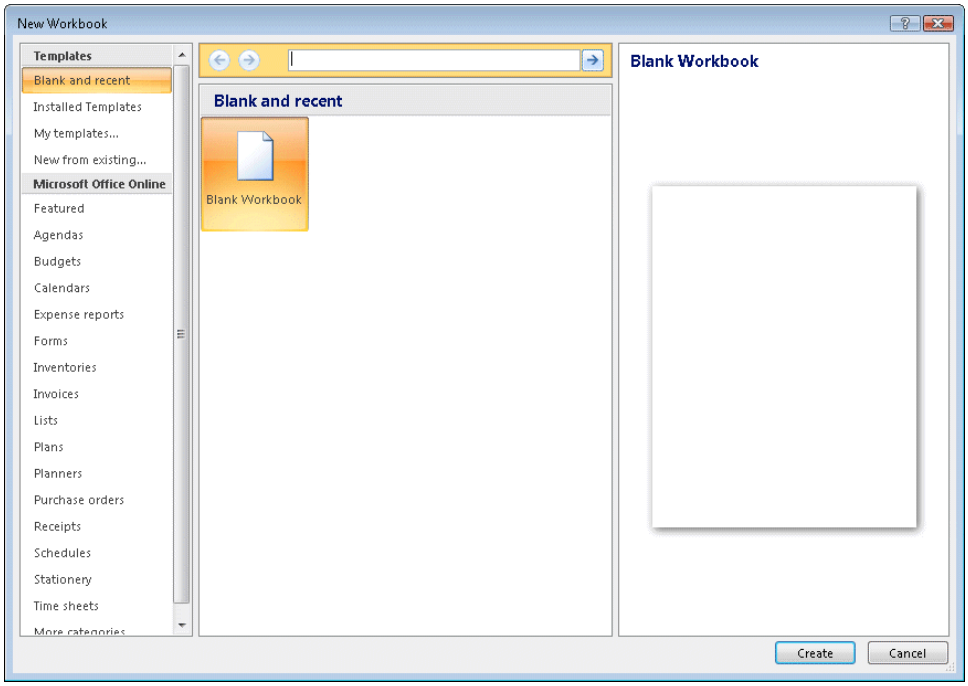
Guidelines:

A blank workbook must be started to begin creating a new spreadsheet.

Actions:

1. Close any open workbooks.

2. Click the **Office Button** and then **New**.

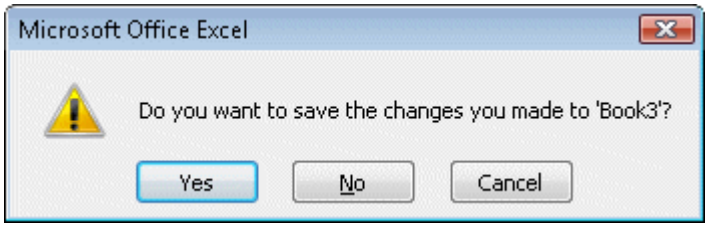


3. This displays the **New Workbook** dialog box. Examine the top of the list at the left. There are options to: start a new blank workbook, create one from an existing workbook and create one from a template.

4. The **Blank and recent** section is displayed with a **Blank Workbook** as the default option, click the **Create** button to start a new workbook.

5. Type your name in cell **A1**. Press **<Enter>**.

6. Close the workbook using any method. A message box is displayed.



7. Click **No** to close the workbook <u>without</u> saving.

Exercise 18 - Entering Labels

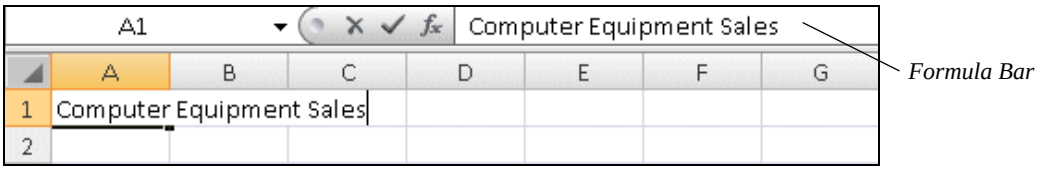
Guidelines:

Labels are normally used for describing the contents of the worksheet, as column or row titles for example.

Actions:

1. Open a new workbook, as in the previous exercise. Cell **A1** should be active (a heavy border). If not, click on it.

2. A label is entered into a particular cell by typing. In cell **A1**, type **Computer Equipment Sales** (when entering information into a cell, notice that the text appears in the **Formula Bar** as well as in the cell).



3. To complete a cell entry press <**Enter**>. The active cell moves down to cell **A2**. Even though the long title is stored completely in cell **A1**, it is displayed on the worksheet flowing into cells **B1** and **C1**, but this is only because currently those cells are not being used.

4. Pressing <**Enter**> moves the selection down, by default. Click the **Office Button** and then click **Excel Options**. Display the **Advanced** options and check that the **Direction** is **Down** under **After pressing Enter, move selection**. Click **OK**.

5. Move to cell **A3** and type **Sales**. Place the text in **A3** by pressing **→**. This automatically enters the data into **A3** and moves the cursor to the right, ready for the next entry.

6. Complete the table by entering the data as below. Do not try to correct any errors that may be made.

	A	B	C	D	E	F
1	Computer Equipment Sales					
2						
3	Sales	PCs	Printers	Scanners	Total Units	
4	John					
5	Natalie					
6	Asif					
7	Total					
8						

7. Leave the workbook open for the next exercise.

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Exercise 19 - Entering Numbers

Guidelines:

Numbers must begin with one of the following characters**: 0 1 2 3 4 5 6 7 8 9 . + -** or the currency symbol **£**. It is very important to enter numbers accurately so that calculations can be performed correctly.

Actions:

1. Move to **B4**. Type **9**. Enter the rest of the information below into the correct cells.

	A	B	C	D	E	F
1	Computer Equipment Sales					
2						
3	Sales	PCs	Printers	Scanners	Total Units	
4	John	9	3	2		
5	Natalie	5	5	4		
6	Asif	7	2	5		
7	Total					
8						

2. Do **NOT** close the workbook. Leave it open for the next exercise.

Note: Remember that all values are moved automatically to the right edge of the column and the labels to the left.

Exercise 20 - Saving a New Workbook

Guidelines:

After creating worksheets, they need to be saved as a workbook so they can be used again.

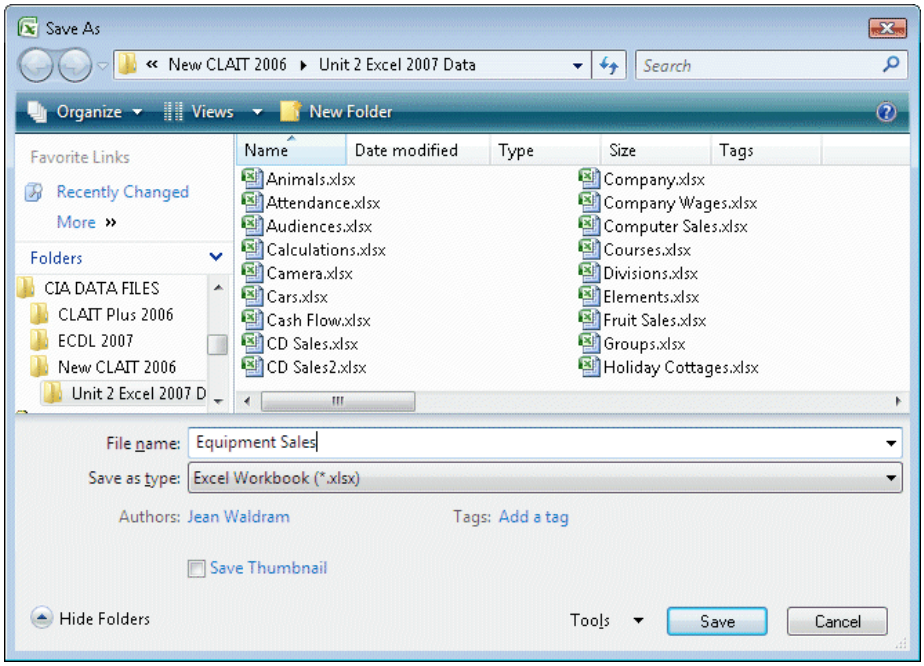
The **Save As** process includes selecting a location to save to and giving the workbook a name.

Actions:

1. Click the **Office Button** then **Save As** to display the **Save As** dialog box.

2. Workbooks are saved by default to the **Documents** folder on the hard drive. Select the location where the data files are stored from the drop down **Save in** box.

3. The default workbook name **Book#** (where # is a number) is in the **File name** box. Type **Equipment Sales** as the new file name to replace the default name.



4. Click the

button to save the file.

5. The workbook will be saved as **Equipment Sales** (a file extension **.xlsx** is added automatically, although sometimes not displayed). The **Title Bar** changes to show the new file name, **Equipment Sales**.

Note: *When saving an unnamed workbook, either select **Save As**, or **Save** or use **Save** button, on the toolbar. All these commands display **Save As** dialog box.*

6. Close the workbook.

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Exercise 21 - Revision

1. Start a new workbook and create the following worksheet. To move in the correct direction, use the arrow keys to complete an entry. Enter your name in place of **Fred Bloggs**.

	A	B	C	D	E	F
1	Fred Bloggs					
2						
3	Number	Add	Subtract	Multiply	Divide	
4	First	6	7	3	12	
5	Second	3	4	5	4	
6	Result					

2. This worksheet is used as part of a later exercise. Save the workbook as **Formulas**, in the same location as the other data files used in the guide.

3. Close the workbook.

Exercise 22 - Revision

1. Start a new workbook and create a worksheet as below.

	A	B	C	D	E
1					
2					
3	Fruit	Apples	Pears	Oranges	Total
4	Jan	36	38	26	
5	Feb	40	26	37	
6	Mar	53	23	84	
7	Total				
8					

2. Save the workbook as **Fruit**.

3. Close the workbook.

Exercise 23 - Revision

1. Open the workbook **Sweet Shop**.
2. In cell **A4** enter **Mars Bar**.
3. In **A5** enter **Milky Way** and in **A6** enter **Kit Kat**.
4. The **Price** for each item is **50p**, **35p** and **37p** respectively. Enter the numbers in the format **0.50**, etc.
5. The numbers sold were **3**, **4** and **2**. Enter this information into the worksheet.
6. Save the workbook as **Chocolate**.
7. Enter your name in cell **A1**.
8. Close the workbook using the **Close** button (click **Yes** when the program asks whether to save).

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