

warp!

Computer Training

Working with MS Excel 5

Workbook



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Introduction

Welcome to the WARP! Excel 5 Workbook.

This course is for people who have a basic familiarity with Excel 5, Microsoft's professional spread-sheet package, and the Windows 3.x Operating System. It aims to provide the user with the skills necessary to tackle some of the more advanced features of Excel 5.

This workbook is a step-by-step tutorial which guides you through fundamental Excel 5 operations. It complements the hands-on WARP! Computer Training Excel 5 course which you have completed (or will complete). It is important that you practice the following exercises in your own free time. Computer skills are sometimes difficult to master, and you will find that constant revision will help you retain the skills acquired during this course.

We hope you enjoy this workbook and the time you spend at WARP!
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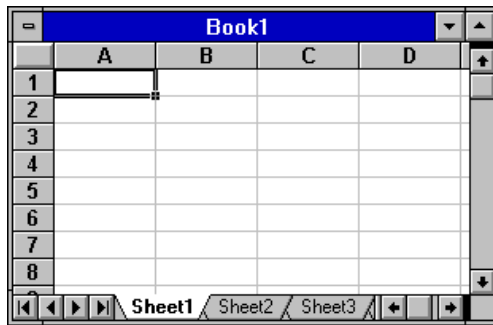
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Worksheets, Workbooks & Workspaces

We'll start by looking at a few more things you should know before we tackle some of Excel's more demanding features:

Working with worksheets

The tabs at the bottom of your Excel window give you access to the different **worksheets** in your Excel **workbook**. You can have up to 255 worksheets in a workbook. You switch between the different worksheets in your workbook by clicking the worksheet tabs.



Exercise
Switching between worksheets in a workbook

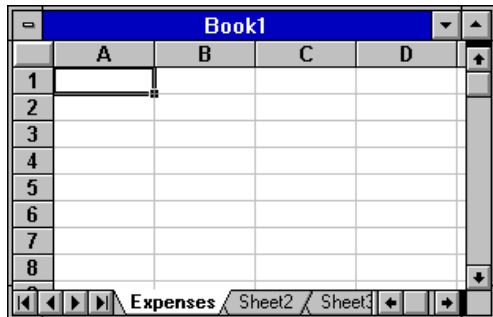
- Start MS-Excel in the usual way
- Excel will display the default workbook. This is a workbook named **Book 1** with sixteen empty worksheets. Click on the tabs at the bottom of the screen to switch between worksheets.

We'll look at a few essential worksheet management skills:

Rename a worksheet

There are a number of different ways you can give a new name to a worksheet. **Double-clicking** on the worksheet's tab is probably the easiest:

Exercise
Renaming a worksheet



- **Double-Click** the worksheet tab named **Sheet1**. This will highlight the name
- **Type** a new name into the **Rename Sheet** box. The example on the left shows a worksheet that has been given the name "Expenses"
- Click the **OK** button

Inserting a new worksheet

Sixteen worksheets will appear every time you open up a new workbook with Excel. You can delete unwanted worksheets and insert new worksheets if you find that you need more or less than sixteen. To Insert a new worksheet into the currently open workbook:

Exercise
Inserting a new worksheet

- Select the **Insert...Worksheet** menu item. A blank new worksheet will be inserted before the currently selected worksheet.

Deleting an unwanted worksheet

To delete an unwanted worksheet:

- Select the unwanted worksheet by clicking on its tab
- Select the **Edit...Delete Sheet** menu item
- Click the **OK** button when Excel asks you to confirm

Exercise
Deleting a worksheet

Moving and copying worksheets

You can change the order in which your worksheet tabs appear at the bottom of your workbook:

- Click and hold the mouse button over the worksheet tab you want to move

Exercise
Moving a worksheet

Change the position of your worksheet by dragging its tab before or after the other worksheet tabs. A small triangle will appear telling you where your sheet will be inserted

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- “Drop” the worksheet into its new position by releasing the mouse button.
- To **Copy** a whole worksheet and place the copy in the same workbook, simply hold the **[Ctrl]** key while you drag-and-drop. You’ll notice that a small **+** sign will be added to the move pointer, telling you that you are now moving a copy, and not the original worksheet.

Exercise
Copying a worksheet

Changing the default number of blank worksheets

Whenever you start Excel a new workbook with sixteen blank worksheets will be created. This also occurs when you select the **File...New** menu item or the **New** button on the toolbar. To change the default number of worksheets in a new workbook:

- Select the **Tools...Options** menu item
- Select the **General** tab
- Change the value in the **Sheets in New Workbook:** box
- Click the **OK** button

Exercise
Change the default number of worksheets in a new workbook

Every new workbook will then include the specified number of blank worksheets.

Working with Workbooks

You can have two or more **workbooks** open at any one time whilst using Excel. You can reference one or more cells in other workbooks in much the same way as you reference cells in other worksheets. Try this exercise:

Exercise

Opening multiple workbooks

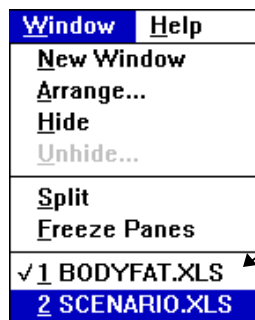
- Close down the workbook named **Book 1**
- Insert the sample disk into the A:\ floppy disk drive
- Click the **Open** button on the Excel toolbar
- Select the **scenario.xls** workbook from the A:\ floppy drive
- Repeat the above procedure to open the **bodyfat.xls** workbook on the A:\ floppy drive.

You now have two workbooks open at the same time. This is sometimes useful if you have information you wish to exchange between spreadsheets which are stored in separate workbook files. To switch between workbooks:

Exercise

Switching between open workbooks

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- Select the **Window** menu item
- The names of currently open Workbooks appear as menu items in the **Window** menu. The workbook being viewed at the moment has a tick beside it

- Switch to another workbook by clicking on its name

Working with Workspaces

Imagine that you are constructing a spreadsheet and find that the information you need to include is stored in two or more workbook files. You may think that every time you want to work on your spreadsheet you'll need to open up each workbook file separately. You don't need to do this if you save your spreadsheet as a **Workspace**.

Workspaces are files which simply group the names of all currently open workbooks. As an example, we'll save both the **Scenario.xls** and **bodyfat.xls** spreadsheets as a workspace:

Exercise

Saving a Workspace

- Select the **File...Save Workspace** menu item
- Call your workspace file **Project** by typing in this name in the **File Name:** box
- Save this file on your A:\ floppy disk

The next time you want to work on your project you can open up the Workspace file called **Project.xlw**, which will automatically open the workbooks you chose to group. This saves you the task of opening up these workbooks individually.

Workspaces are saved with the file extension **.xlw**. It is important to realize that **Saving a Workspace DOES NOT save new information in any of its workbooks**. You need to save your workbooks whether they are included in a workspace or not.

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