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Computer Training

Introduction to MS Excel 5

Workbook



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Introduction

Welcome to the WARP! Excel 5 Computer Training Course.

MS-Excel 5 is a Powerful Spreadsheet Application program for Windows 3.x. It is part of Microsoft's popular professional Integrated software Suite: Microsoft Office.

Spreadsheets are applications which allow you to work with numbers. Detailed and complex numerical analyses can be executed with these tools. You can use spreadsheets to calculate your family budgets, do the bookkeeping for a small business and analyse the repayments for your home loan. This course will introduce you to working with spreadsheets, and show you how to produce interesting graphs.


This workbook leads you step-by-step through all of the fundamental skills you will need to use Excel 5 effectively.

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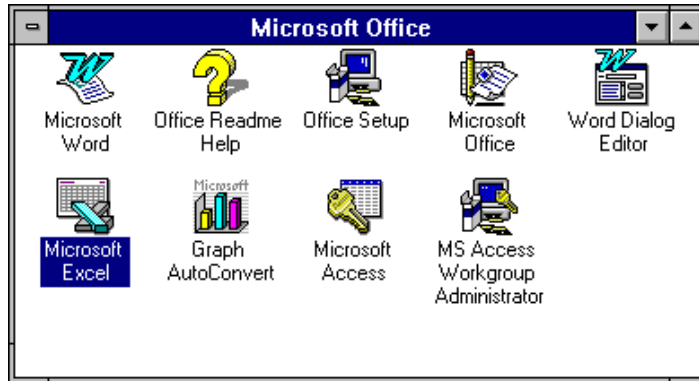
Getting Started

There are two ways to start Microsoft Excel from Windows 3.x:

1. By clicking on the Excel 5 button on the Microsoft Office Manager Toolbar
 
2. By selecting the program icon from the Microsoft Office window. The following steps will show you through this method:

Exercise
Starting MS
Excel 5

- Double-click on the **Microsoft Office** icon  in the **Program Manager** window

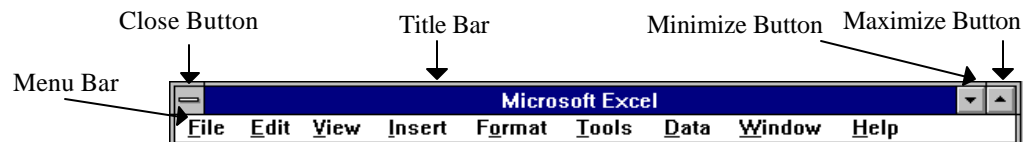


- Double-click on the **Microsoft Excel** icon from the **Microsoft Office** Window

You will be presented with the Excel 5 Window.

Excel 5 is an application program written to be used specifically with the Windows 3.x operating system. As such the Excel 5 interface includes many standard Windows 3.x features:

Menu Bar and Title Bar



The **Menu Bar** gives you access to lists of options to help you work with the program. They are organized into categories depending on their function.

The **Title Bar** indicates the name of the Application Program running and the name of any document open in that Application.

The **Minimize Button** and the **Maximize Button** change the size of the screen. Try this:

- In Excel 5, click the **Minimize Button**
The Excel 5 screen will **minimize**, that is, it will disappear from your screen to become an icon at the bottom of the Desktop, but it will still be running.



Exercise
*Minimizing,
Maximizing,
Restoring,
Moving, Resizing
a Window*

- Double-click on the **Microsoft Excel icon** on the **Desktop** to restore the window to normal.
- Click the **Maximize Button**.
The Excel 5 window will change. If the window was previously maximized, it will revert to a non-maximized state. You can move and resize this smaller window.
- The look of the **Maximize Button** will change when you click on it. If the button was not previously maximized, clicking on it will cause the window to **maximize**, that is, fill the entire screen.
- Double-clicking on the **Close Button** will close down the application. (For this exercise, do not bother to close the application. If you already have, just follow the **Start Excel 5** steps above.)

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Introduction to Menus

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You can access lists of the options available in an application program by using the **Menu Bar**. Try this exercise using the Excel 5 Menu Bar:

File	Edit	View	Ins
N ew			Ctrl+N
O pen...			Ctrl+O
Close			
S ave			Ctrl+S
Save A s...			
Save W orkspace...			
F ind File...			
Summary I nf...			
Page S etup...			
Print P review			
P rint...			Ctrl+P
Print R eport...			
File L ist			
E xit			

- Insert your Sample Disk into drive A:
- Select the **File...Open** menu item
- Click on the arrow in the **Drives:** box
- Click on **a:**
- Double-Click on **tax.xls**

Exercise
*Using the Menu
bar*

*You have just **opened** a spreadsheet document using the Excel 5 **File...Open** menu item*

Introduction to Toolbars

Now that we have **opened** a document using Excel 5, we'll study some of the features that Excel 5 makes available to you.

Let's look at **Toolbars**. Some programs provide users with Toolbars to make working with frequently used program options faster. So instead of going to the pull-down menus and finding the action you want, now you can access the desired action with one click of the mouse.


















Toolbar ↘



Exercise *Labeling the Toolbar*

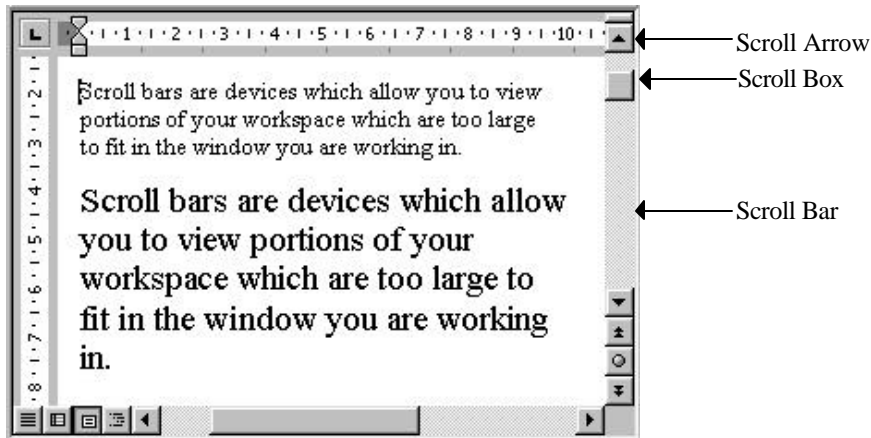
- Move your mouse over all the buttons slowly, one at a time. You will see small yellow labels appear which tell you what each button is for. Write down what you read here:

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Scrollbars

Scrollbars, Scroll Boxes and Scroll Arrows are devices which allow you to view portions of your workspace which are too large to fit in the window you are working in.



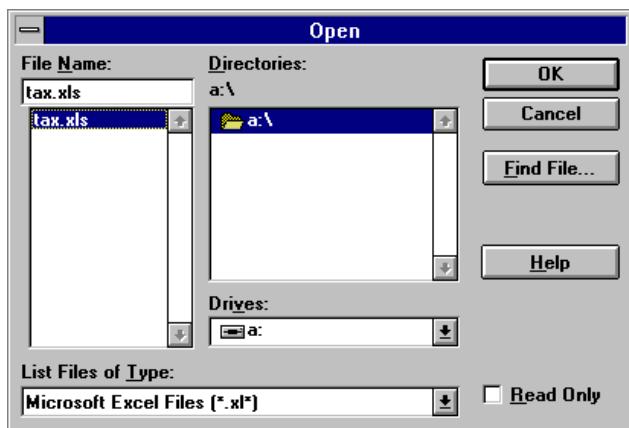
You can click on the scroll arrows to scroll through different areas of your workspace. You can also **Drag** the scroll box up or down (or left or right) to accomplish the same action. **Clicking** the Scroll Bar at different points will also let you move to different parts of your workspace.

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Dialog Boxes

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If you have worked with other Windows programs before you will have used a few of the devices called **Dialog Boxes**. The **Open** feature of all programs is an example of a dialog box.

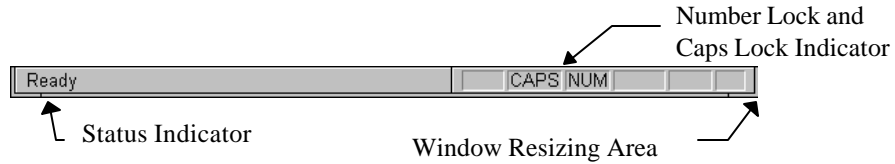


As the name suggests, **Dialog Boxes** are used by the computer to **ask** you to do something.

Your computer will present you with different types of dialog boxes when it needs you to make certain types of decisions.

Status Bar

Most programs will have a Status Bar at the very bottom of their screens. The Excel 5 Status Bar looks like this:



The **Status Indicator** and the **Window Resizing Area** appear in most Windows 3.x programs.

The Status Indicator gives a description of the action currently being performed. Watch the Status Indicator when you click on buttons and menu items to see what that item is used for.

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The **Window Resizing Area** is used to resize windows that have not been **maximized**. If a window does not have a resizing area in the lower right corner and it is not maximized, then you probably can still resize the window. In any case, follow these instructions:

Exercise *Resizing a Window*

- Move your mouse to the lower right hand of the window you wish to resize until the mouse **pointer** changes to a diagonal arrow: ↘
- **Click and hold down** the left mouse button.
- **Drag** the window to the size you would like it to be