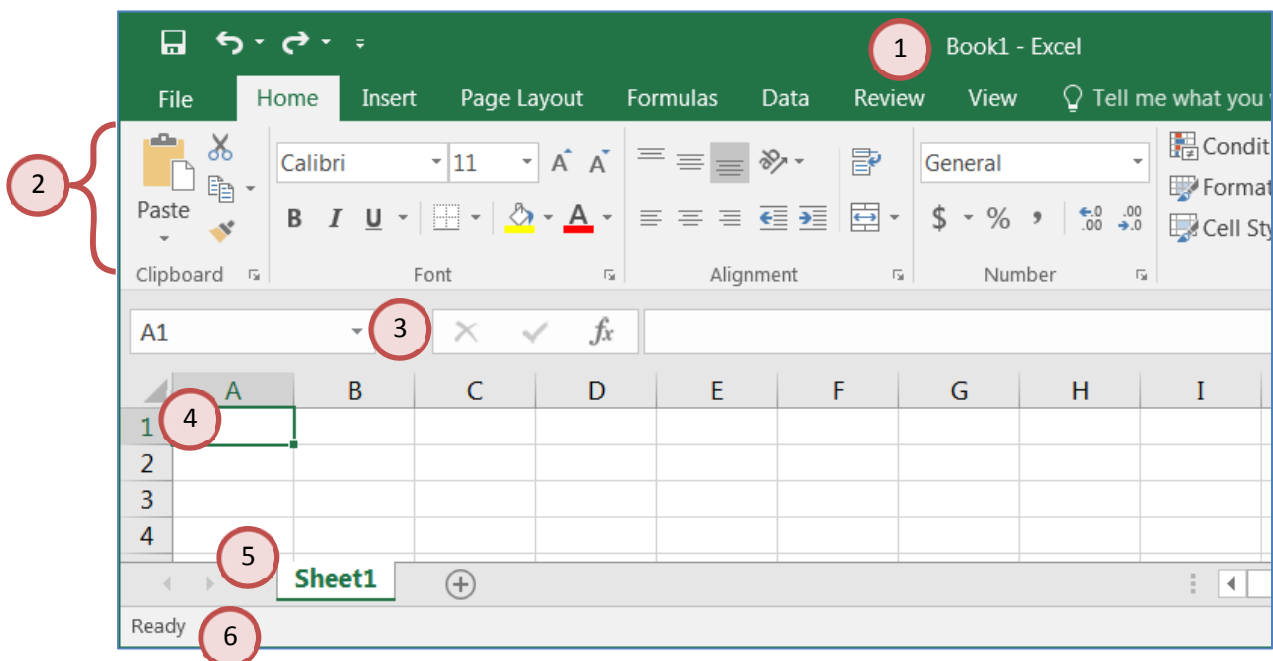

Vocabulary

Microsoft Excel is a spreadsheet program. We use it to create reports that need calculations and charts.

1. An Excel file is called a **Workbook**.
 - Default title is Book1
2. **Ribbon** broken into **Tabs** (Home, Insert, Page Layout...)
 - Tabs broken into groups (Clipboard, Font, Alignment)
3. **Name box** (left) and **formula bar** (right)
 - Name box shows address of current cell
 - Formula bar shows contents of current cell
4. **Columns** Headings are Lettered, **Rows** Headings are Numbered
 - Columns of a building, rows of chairs
5. Worksheet navigation buttons, Worksheet tabs
 - Sheet1
6. **Status bar**
 - Excel behaves differently depending on the current "mode"



Status Bar Modes

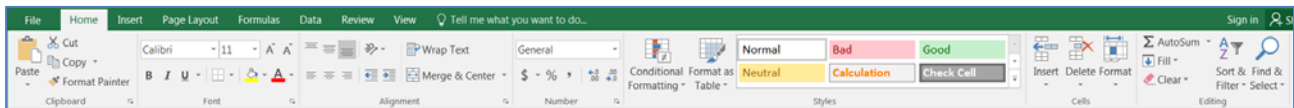
- **Ready** mode. This means nothing is being *entered* or *edited* on the spreadsheet.
- **Enter** mode. This mode is when you are doing data entry, just typing in the contents.
- **Edit** mode. Edit the contents of the current cell. Double-click on a cell with data in it, or click inside the formula bar for this mode.
- **Point** mode. Used when linking to cell addresses within a formula or from an Excel dialog window.

Keyboard Navigation

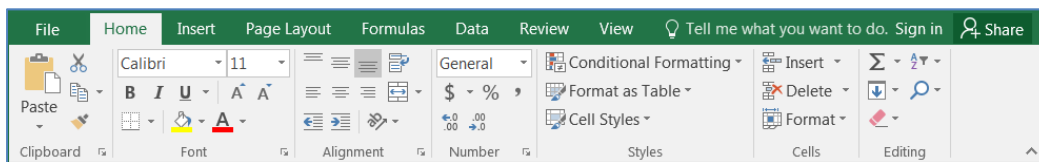
Key	Ready	Enter	Edit	Point
Enter	Move Down		Accept changes and move down	
Shift-Enter	Move Up		Accept changes and move up	
Tab	Move Right		Accept changes and move right	
Shift-Tab	Move Left		Accept changes and move Left	
Arrow Keys	Moves to another cell		Moves between characters in cell	Points to an address of a cell
Home	Moves to first column		Moves to the front of the line in the cell	Points to cell in column A
Ctrl-Home	Moves to the beginning cell of the worksheet (A1)			Points to the beginning of the worksheet

Ribbon

The images of Excel in this packet were copied from a wide screen monitor. With the wide screen the ribbon is stretched across the window and I can see all the buttons. If you are working on a narrower window, Excel will try to clump the groups together and the layout may look a little different than the ones shown here, but all the buttons will be there.



Here we can see how the font group is now three buttons high, and how some of the buttons like Cut and Copy have lost their text labels.



Clipboard

Cut, Copy and Paste are clipboard features built into Windows. The clipboard is a temporary storage place for pictures and data. The Windows clipboard can only store one item at a time. Microsoft Office has a Multi-Clipboard that can store 24 items, but the Paste button and the shortcuts for the Paste option only correspond to the most recently copied item. The clipboard pane must be displayed to be able to use this feature.

Cut – Copies selection to the clipboard. If the selection is text or an image, it will disappear. If it's a cell, Excel waits until you paste it to delete the original cell.

Copy – Copies selection to the clipboard.

Paste – Retrieves most recent text/object on the clipboard.

