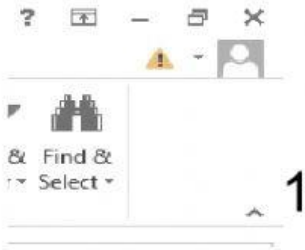
Lesson 2 Navigating Worksheet

The workbook should already be maximised (or full size of the screen.) If it is not then following tab may be clicked. **Click** on the tab right of the **“x”.**



1

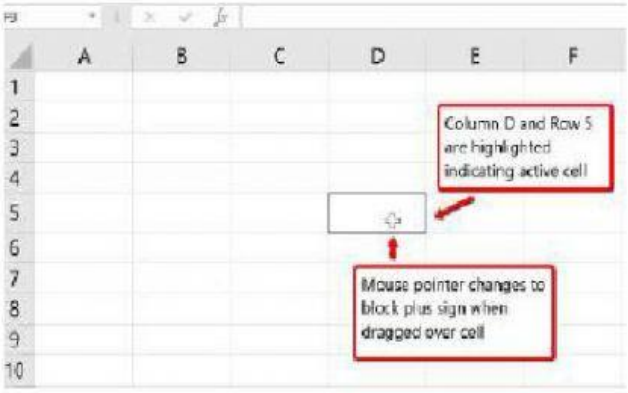
Navigating Worksheets

Data is entered and managed in an Excel worksheet. The worksheet contains several rectangles called cells for entering numeric and non-numeric data. Each cell is an Excel worksheet contains an address which is defined by a column letter and row number.e.g.A1

1.Place your mouse pointer over cell D5 and click.

2.check to make sure column **letter D** and row **number 5** are highlighted.

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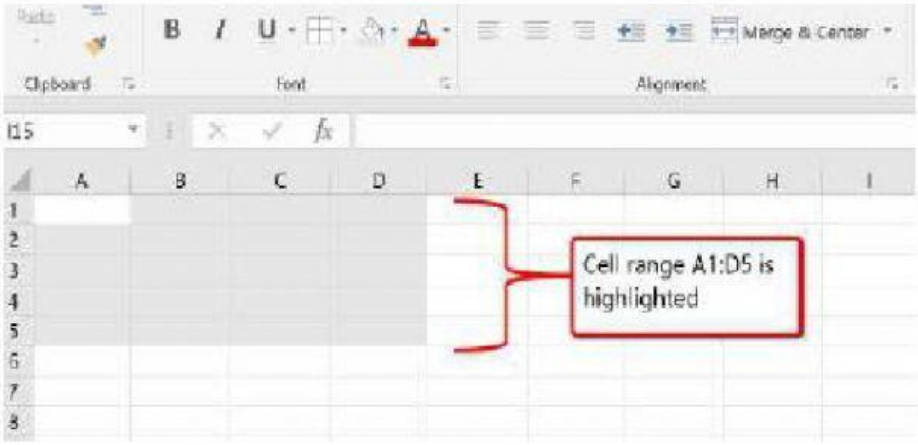


2

1.Move the mouse pointer to **A1**.

2. Click and hold the **left** mouse button and drag the mouse pointer to cell **D5**.

3.Release the *left mouse button*. You should see *several cells highlighted*. See pic 3



3

This is referred to as a cell range and is documented as **A1:D5.**

Any two cell locations separated by action are know as **cell range.**

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The first cell is the *top left corner* ***(A1)*** of the range, and the second cell is the *lower right corner* **(D5)** of the range.

As we spoke about the Sheet numbers and adding in additional ones now we are going to do just this.

1.Right of Sheet1 there is a **+** here you will click with the left of the mouse.This is how you open or add a worksheet within a workbook.To see how this works, click on the **+** to add another worksheet so that you can have two worksheets.

2.Click the **Sheet 1** worksheet tab at the bottom to return to the worksheet.

Keyboard Shortcuts

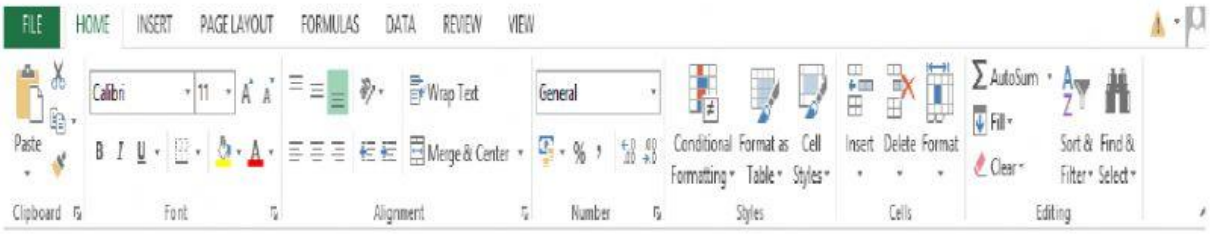
Basic Worksheet Navigation

- Use the arrow keys on your keyboard to activate cells on the worksheet.
- Hold the SHIFT key and press the arrow keys on your keyboard to highlight a range of cells in a worksheet.
- Hold the CTRL key while pressing the PAGE DOWN or PAGE UP keys to open other worksheets in a workbook.
- Mac Users: Hold down the Fn and Command keys and press the left or right arrow keys

The Excel Ribbon

Excel's features and commands are found in the Ribbon, which is the upper area of the Excel screen that contains several tabs running across the top. Each tab provides access to a different set of Excel commands.

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Group Names and Titles

On Home tab, the group title names are "Clipboard", "Font", "Alignment", "Number", "Styles". "Cells", "Editing", etc. The tool buttons within each group are all related to the group title.

Tab Name	Description of Commands
File	Also known as the Backstage view of the Excel workbook. Contains all commands for opening, closing, saving, and creating new Excel workbooks. Includes print commands, document properties, e-mailing options, and help features. The default settings and options are also found in this tab.
Home	Contains the most frequently used Excel commands. Formatting commands are found in this tab along with commands for cutting, copying, pasting, and for inserting and deleting rows and columns.
Insert	Used to insert objects such as charts, pictures, shapes, PivotTables, Internet links, symbols, or text boxes.
Page Layout	Contains commands used to prepare a worksheet for printing. Also includes commands used to show and print the gridlines on a worksheet.
Formulas	Includes commands for adding mathematical functions to a worksheet. Also contains tools for auditing mathematical formulas.
Data	Used when working with external data sources such as Microsoft Access, text files, or the Internet. Also contains sorting commands and access to scenario tools.
Review	Includes Spelling and Track Changes features. Also contains protection features to password protect worksheets or workbooks.
View	Used to adjust the visual appearance of a workbook. Common commands include the Zoom and Page Layout view.
Help	This tab provides access to help and support features such as contacting Microsoft support, sending feedback, suggesting a new feature, and community discussion groups. **This tab is not available with Excel for Mac.**

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Tab Name	Description of Commands
Draw	Provides drawing options for using a digital pen, mouse or finger depending on the type of device (laptop with touch screen, tablet, computer, etc). This tab is not visible by default. See below on how to customize the Ribbon to add or remove tabs.
Developer	Provides access to some advanced features such as macros, form controls, and XML commands. This tab is not visible by default. See below on how to customize the Ribbon to add or remove tabs.

How to Customize the Excel Ribbon

Here are the steps to add additional tabs to the Excel Ribbon

1. Click the File tab and choose Options
2. Click on "Customize Ribbon" at the left side of the Options screen
3. Click the checkbox next to the Tab name that you want to add

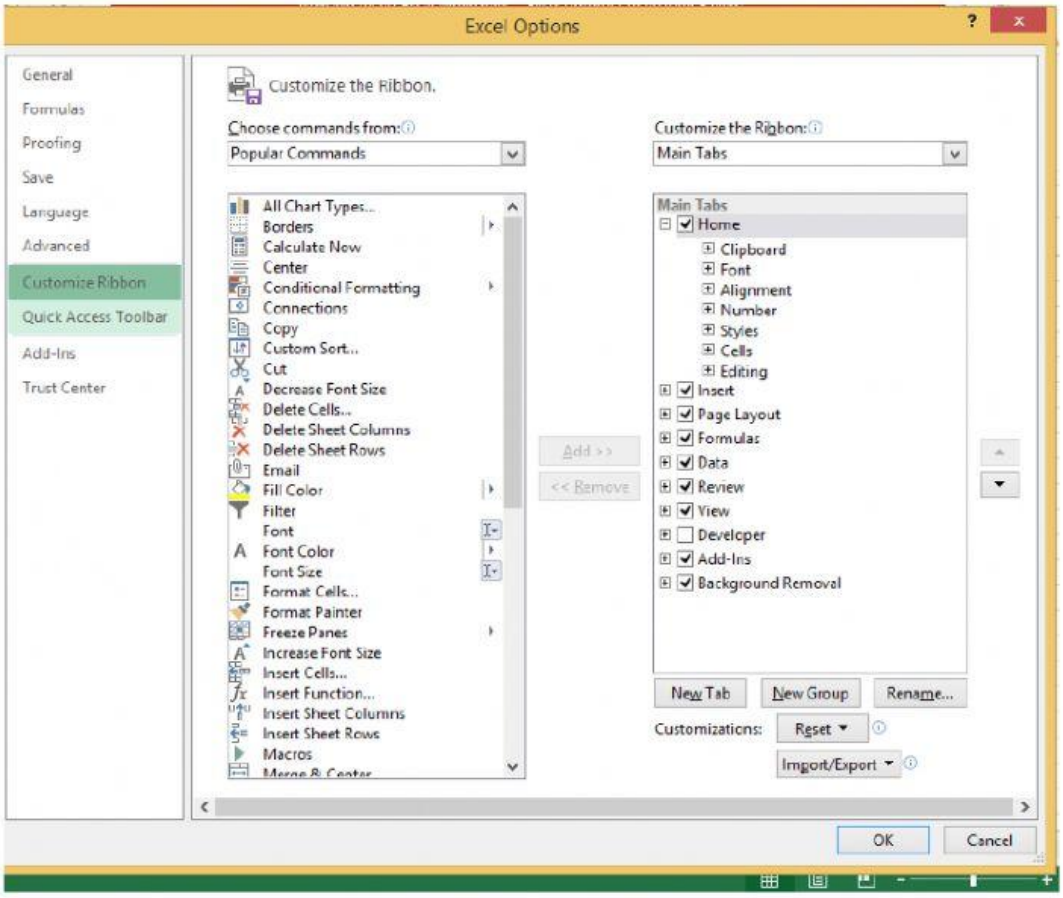
As you will see you have a number of options.

Experiment with them to practice.

N.B.Make sure you have your tutor or supervisor with you when doing this.

As you gain experience you will discover that there are features that will suit the tasks that you are doing.

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Keyboard Shortcuts

Minimizing or Maximizing the Ribbon

- Hold down the CTRL key and press the F1 key.
- Hold down the CTRL key and press the F1 key again to maximize the Ribbon.
- Mac Users: Hold down the Command and Option keys and press R

Quick Access toolbar and Right-Click Menu.

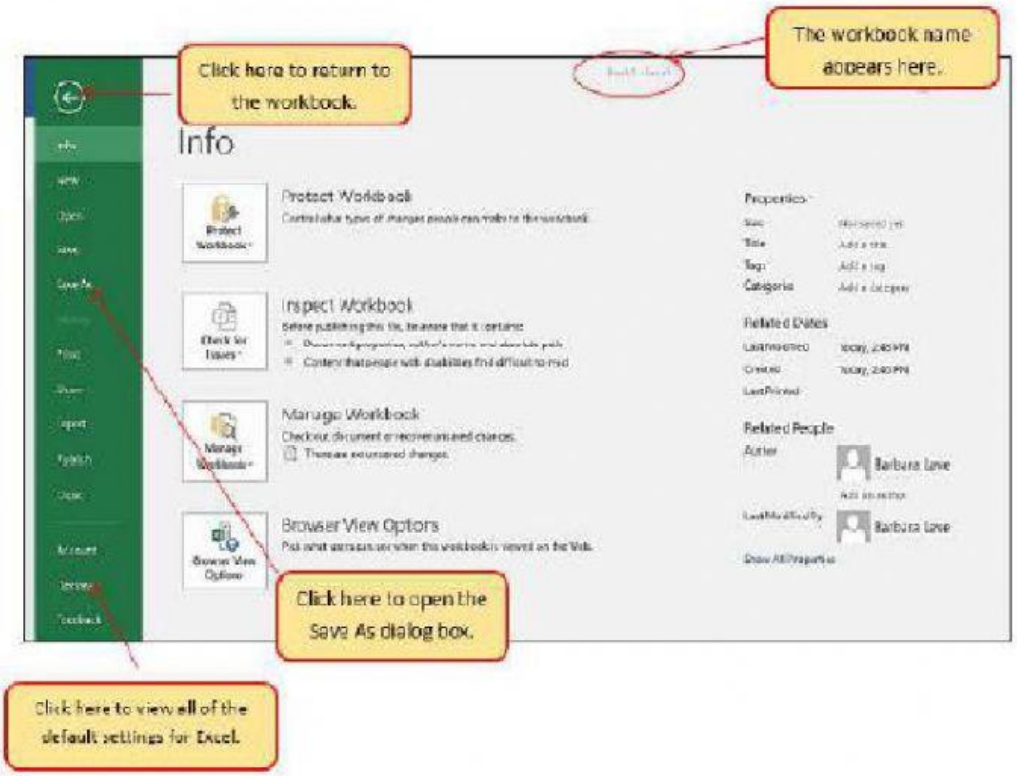
The Quick Access Toolbar at the upper left side of Excel screen above the ribbon.

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This area provides access to the most frequently used commands, such as Save and Undo. You also can customize the Quick Access Toolbar by adding commands that you use on a regular basis. By placing these commands in the Quick Access Toolbar, you do not have to navigate through the Ribbon to find them. To customize the Quick Access Toolbar, click the down arrow. This will open the *Quick Access Toolbar*.If you don't see what you are looking for, the select **more options.**

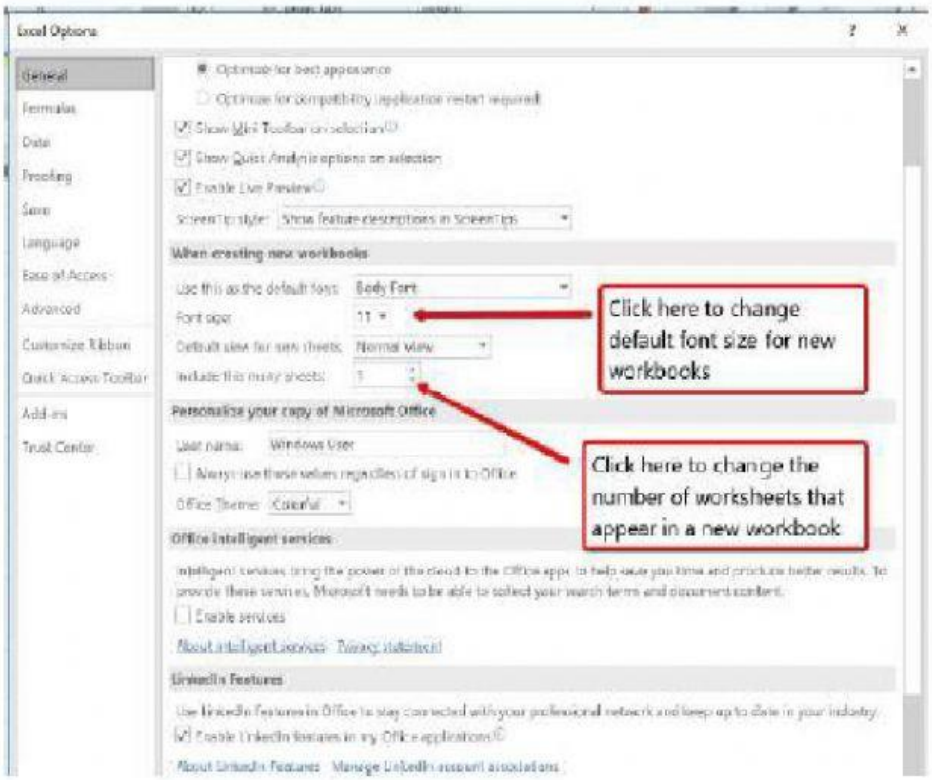
The File Tab

The File tab is also known as the **Backstage** view of the workbook. It contains a variety of features and commands related to the workbook that is currently open, new workbooks, or workbooks stored in other locations on your computer or network. **Figure 1.10** shows the options available in the File tab or Backstage view. To leave the Backstage view and return to the worksheet, click the arrow in the upper left-hand corner as shown below.



LIVEWORKSHEETS

Included in the File tab are the default settings for the Excel application that can be accessed and modified by clicking the Options button. **Figure 1.11** shows the Excel Options window, which gives you access to settings such as the default font style, font size, and the number of worksheets that appear in new workbooks.



QUESTIONS

1. How do you make a cell range to work in?

2.In the menu what does Page Layout and Insert mean. Describe what happens in the two tabs.?

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3.What can be done from the Quick Access Menu that can make your worksheet unique?

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