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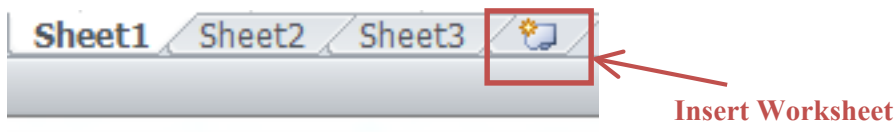
# USING MULTIPLE SHEETS

As we briefly discussed in **Introduction to Microsoft Excel 2010**, Microsoft Excel lets us create multiple **worksheets** within a single **workbook**. This means that we can organize all of our related documents together within one file. For example, you can create a workbook for your personal budget. Then, within this workbook you can create one worksheet to calculate your net income and another worksheet to calculate just your expenses.

In this course, we will be doing just that. We will create one single workbook and within it, we will create a budget showing our net income and another showing our expenses. We will then link this data together so that one worksheet draws data from the other worksheet.

## **ADDING SHEETS**

By default, when you open a new Excel workbook, you will see three sheets at the bottom of the screen labeled Sheet1, Sheet2 and Sheet3. You can add more sheets, rename sheets and delete sheets to your liking.

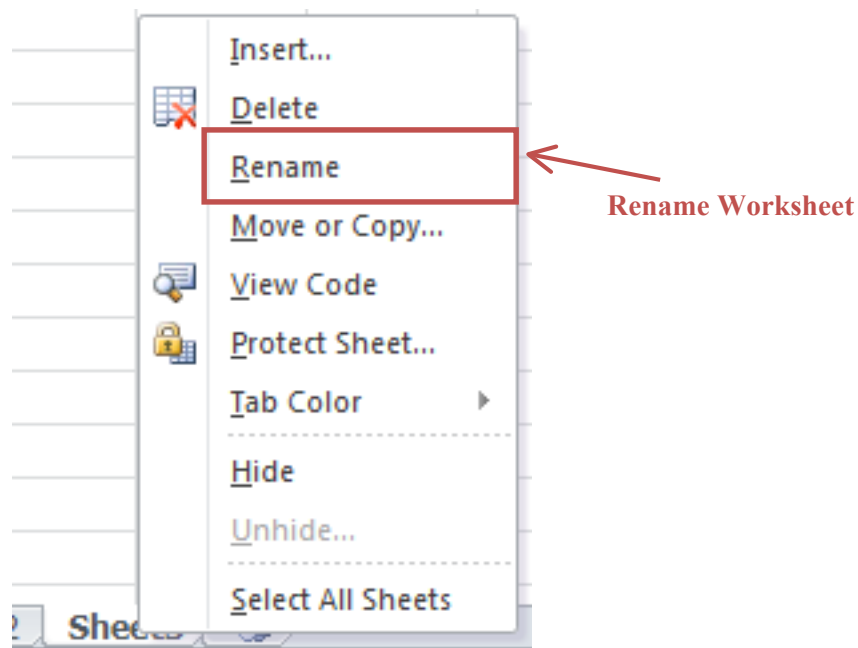


To add a sheet, click the **Insert Worksheet** icon.

## **RENAMING SHEETS**

Even though Excel automatically names worksheets for you, you can name a worksheet anything you like. To do this:

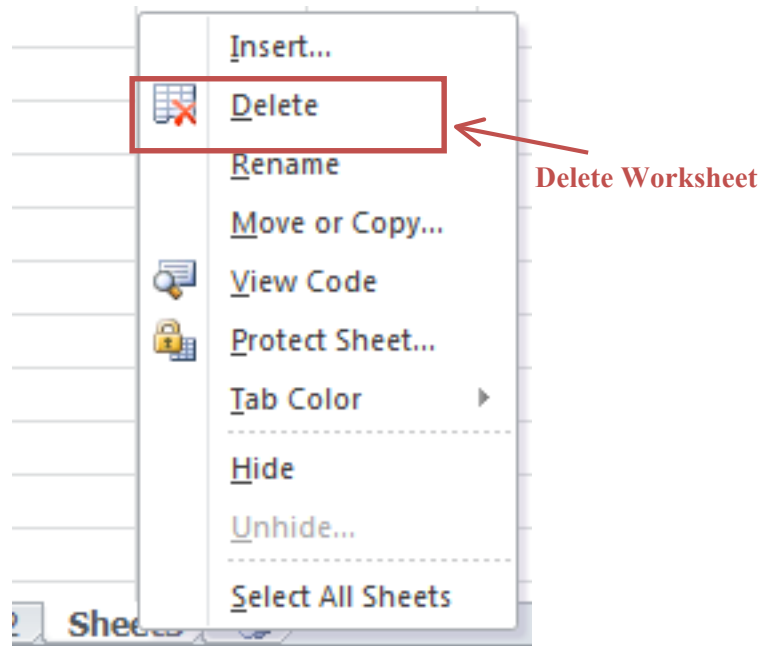
1. Right-click on the sheet you want to rename.
2. Then, from the menu that appears select **Rename**.
3. Type in the name you prefer and press **Enter**. Your sheet is now renamed.



## DELETING SHEETS

To delete a sheet:

1. Right-click on the sheet you want to delete.
2. Then, from the menu that appears select **Delete**.




### LET'S TRY IT!

1. First, follow the above steps to delete **Sheet3** from the Excel workbook.
2. Next, follow the steps for renaming sheets and change the name of **Sheet1** to **BudgetA**.
3. Then, follow the steps for renaming sheets and change the name of **Sheet2** to **BudgetB**.

## FORMATTING CELLS

### SELECTING MULTIPLE CELLS

Expanding upon what we learned in **Introduction to Microsoft Excel 2010**, Excel allows you to select multiple cells at one time. In doing so, we can format multiple cells all at the same time. There are two ways of doing this in Excel. The first is to **click and drag** and the second is to **select entire rows or columns**.

1. **Click and Drag** – To select multiple cells, you can use the click and drag option in Excel. To do this:
  - a. Hover in the middle of the first cell that you would like to select. You will see the fat plus sign appear. Like this: 
  - b. Then, left-click, hold down and drag your mouse to select the cells you would like to format and let go. The cells that you have selected will be highlighted in blue. See screenshot below.

	A	B	C
1			
2			
3			
4			

- c. To select cells that are not directly next to or below each other, hold down the **Control** key while left-clicking and dragging.

2. **Selecting Entire Rows or Columns** – Selecting entire rows or columns allows you to select all the cells in a row or a column with one single click. To do this:

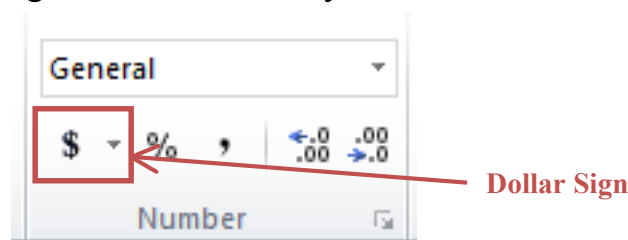
- a. Hover over the middle of the number of the row or letter of the column that you would like to select. You will see a black downward arrow appear for a column and a black right facing arrow appear for a row.



- b. When you see this arrow appear, left-click once. You will notice that the entire row or column will be highlighted in blue (to infinity).

### USING THE NUMBER BOX

Located in the **Home tab** of the **Ribbon menu**, the **Number box** offers tools for adding dollar signs to numbers in your worksheet, changing numbers to an accounting format, changing numbers to percentages and more. By default, your worksheet will be set to use the **General** format, which applies no formatting to the numbers in your worksheet.



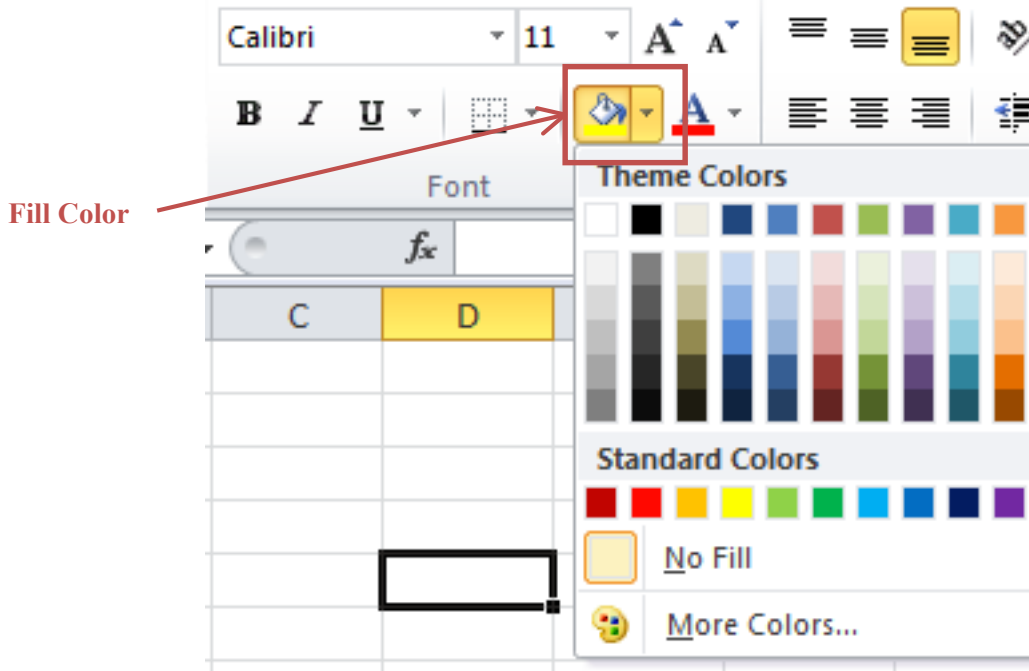
**To change a number to the monetary format:**

1. Select the cells you would like to format using one of the selection options outlined above.
2. Once the cells are selected, simply click on the **dollar sign** in the **Number box**. You will now see that the numbers in the cells that were selected have changed to the monetary format.

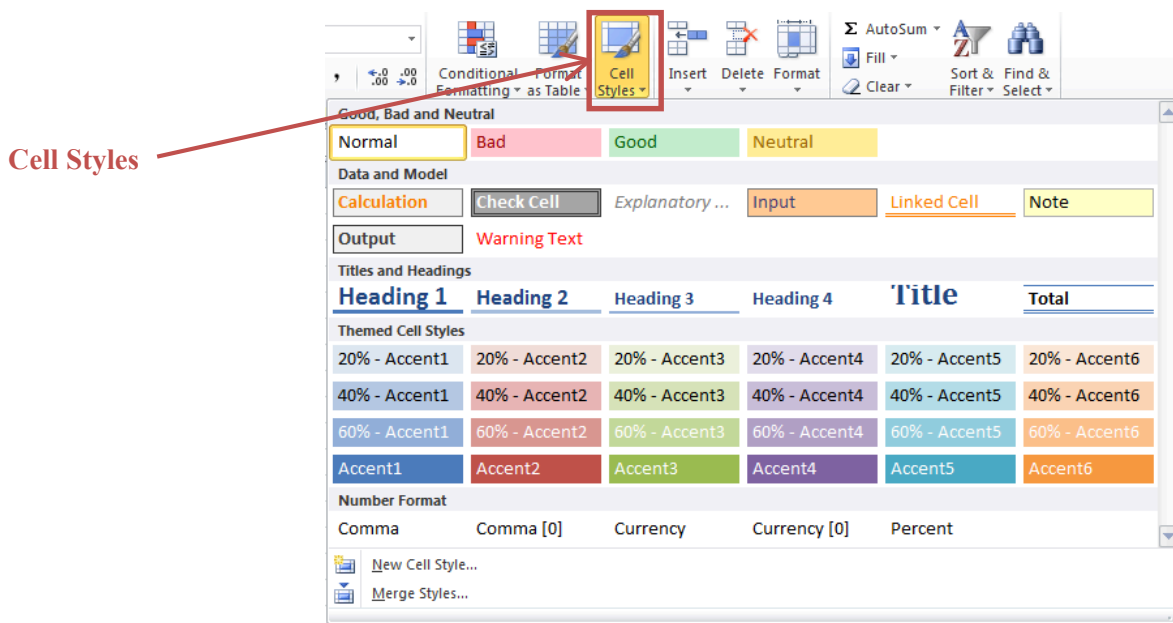
### ADDING COLOR TO CELLS

By default, all of the cells in an Excel worksheet are white, however, we have the ability to add color to our cells to help us distinguish between different data sets and their meanings. For example, we may make all of our cells containing income appear in green and all of our cells containing expenses appear in red. There are multiple ways of changing the color of our cells. We will discuss two.

1. **Fill Color** – Located in the **Font box** of the **Home tab** in the **Ribbon Menu**, the **Fill Color** option allows us to choose any color you like. To use this:
  - a. Select the cells you would like to add color to.
  - b. Then, click the **upside down triangle** next to the **Fill Color icon** and choose the color you want.
  - c. You should now see the selected cells appear in the color you have chosen.

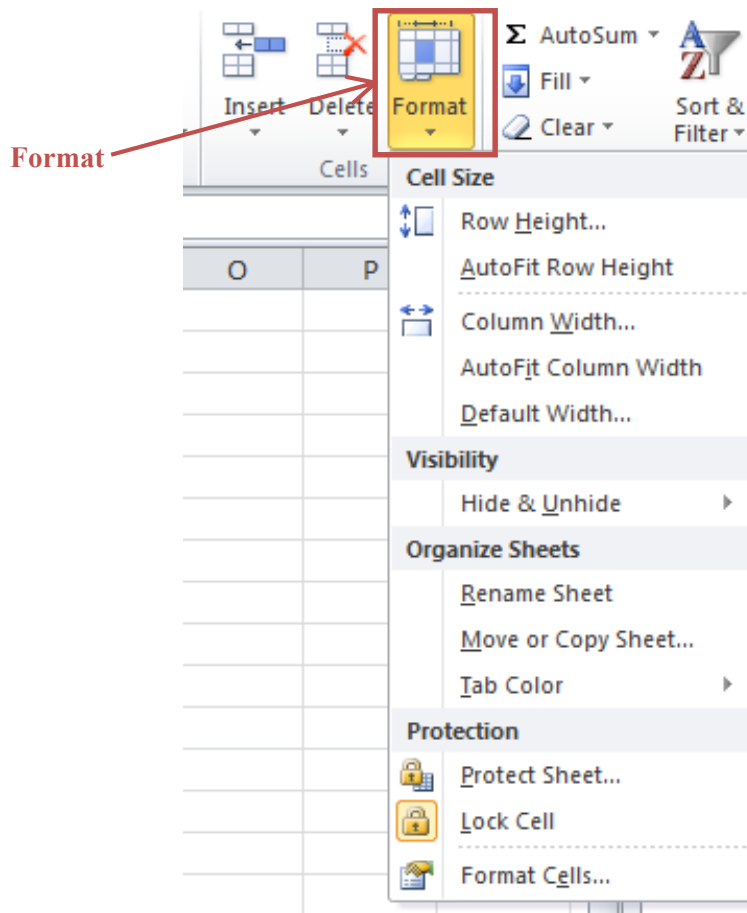


2. **Cell Styles** – Located in the **Styles box** of the **Home tab** in the **Ribbon Menu**, the **Cell Styles** option allows us to select from predefined styles. To use this:
  - a. Select the cells you would like to add color to.
  - b. Then, click the **Cell Styles icon** and choose from the predefined styles available.
  - c. You should now see the selected cells appear in the color you have chosen.



## HEIGHT AND WIDTH

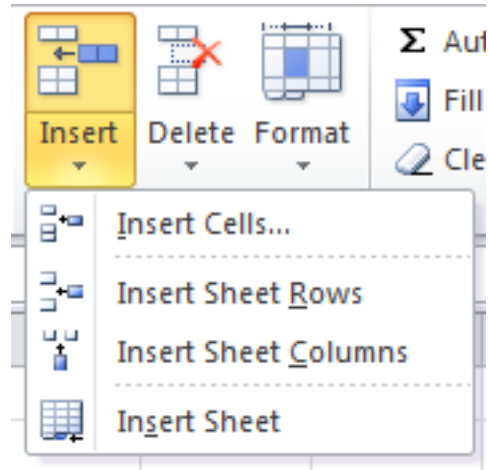
In the **Introduction to Microsoft Excel 2010** course we learned how to use the sizing arrows to change the size of cells, however, there is another way of changing the height and width of our cells. This is the **Format** option located in the **Cells** box of the **Home** tab in the **Ribbon Menu**.



- **Row Height** – With your cells selected, click on the **Row Height** option. Then, in the box that pops up, input the desired height of your row.
- **AutoFit Row Height** – With your cells selected, click on the **AutoFit Row Height** option. This will automatically change the height of the cells to fit the largest text.
- **Column Width** – With your cells selected, click on the **Column Width** option. Then, in the box that pops up, input the desired width of your column.
- **AutoFit Column Width** – With your cells selected, click on the **AutoFit Column Width** option. This will automatically change the width of your cells to fit the largest text.
- **Default Width** – Clicking on **Default Width** will automatically change the selected cells back to the default width.

# INSERTING ROWS OR COLUMNS

Often times in Excel you will encounter the issue of having to insert extra rows or columns into your worksheet in-between rows or columns that already have data in them. The easiest way to do this is to use the **Insert** tool in the **Cells box** of the **Home tab** in the **Ribbon Menu**.

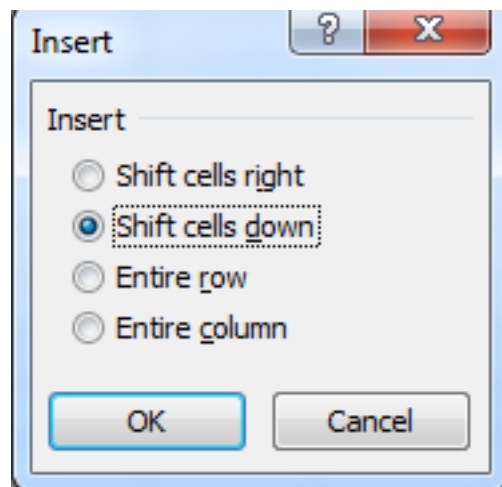


## To insert rows:

1. Click in any cell in the row directly below the one in which you would like to insert.
2. Then, click the **upside down triangle** of the **Insert** icon.
3. Click **Insert Sheet Rows** to insert a row directly above the one you are currently in.
4. To insert individual cells, click **Insert Cells**.
5. Then, from the pop-up box that comes up, choose **Shift cells down**.

## To insert columns:

1. Click in any cell in the column directly to the right of the one in which you would like to insert.
2. Then, click the **upside down triangle** of the **Insert** icon.
3. Click **Insert Sheet Columns** to insert a column directly to the left of the one you are currently in.
4. To insert individual cells, click **Insert Cells**.
5. Then, from the pop-up box that comes up, choose **Shift cells right**.



## CONNECTING CELLS

A great feature of Excel is that it allows you to connect data in cells on one worksheet to data in another worksheet in the same workbook. For example, in this class we will be connecting data from an expense worksheet to a net income worksheet. To do this, all we need to enter into Excel is a simple formula. The formula looks like this:

**=[nameofsheet]!Cellname**

A real life example would look like this:

**BudgetB!C13**

To do this:

1. Click in the cell in which you would like to input the data.
2. Then, type the **name of the sheet** you want your data from followed by an **exclamation point**, followed by the **cell name** from the sheet you are inputting information from.
3. Hit **Enter**.
4. Excel will now connect the cell you are in to the cell on the other sheet. If you are using formulas on the other sheet, any information or data you change on your other sheet will be reflected on your current sheet.

Here's how it works:

- **The equals sign (=)** tells Excel that the value for this cell is to be derived from somewhere in the worksheet.
- **Sheet Name** tells Excel what sheet to get the information from.
- **!C13 (Cell name)** tells Excel that it is to copy the value that is located in cell C13 or whichever cell you have listed.

## MORE FUNCTIONS

### USING THE AUTOSUM TOOL

The **AutoSum** tool, located in the **Editing box** of the **Home tab** in the **Ribbon Menu** allows you to quickly find the sum, average, minimum and maximum of a set of numbers. It also allows you to count a set of numbers quickly. For the purposes of this class, we will use the **sum** and **average** functions of the tool.



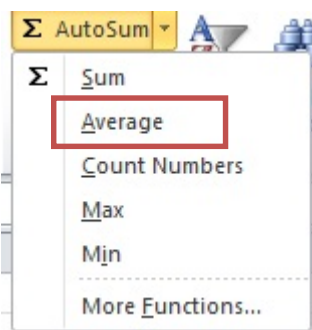


## To find the sum (the total of a group of numbers after adding them together):

1. Select the cells (group of numbers) you would like to use.
2. With the cells selected, click the **AutoSum icon**.
3. The sum of the numbers selected will automatically appear to the right or below the set of numbers you have selected.

## To find the average:

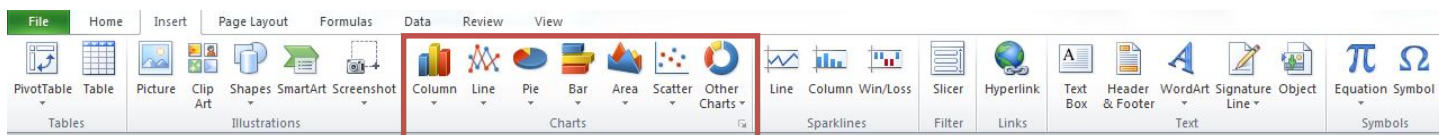
1. Select the cells (group of numbers) you would like to use.
2. With the cells selected, click the **upside down triangle** next to **AutoSum icon**.
3. From the menu that appears, click on **Average**.
4. The average of the numbers selected will automatically appear to the right or below the set of numbers you have selected.



## USING CHARTS AND GRAPHS

Charts and graphs in Excel are great ways to visually display your data. Many people use charts and graphs in presentations because they tend not to be as boring as a bunch of numbers.

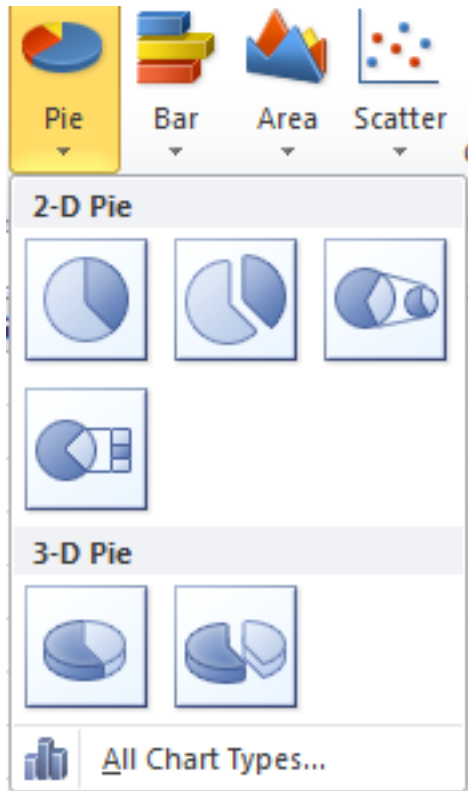
To create a chart or graph in Excel, select the **Insert tab** from the **Ribbon Menu**. Graphs and charts are located in the **Charts box**.



## PIE CHARTS

To insert a pie chart:

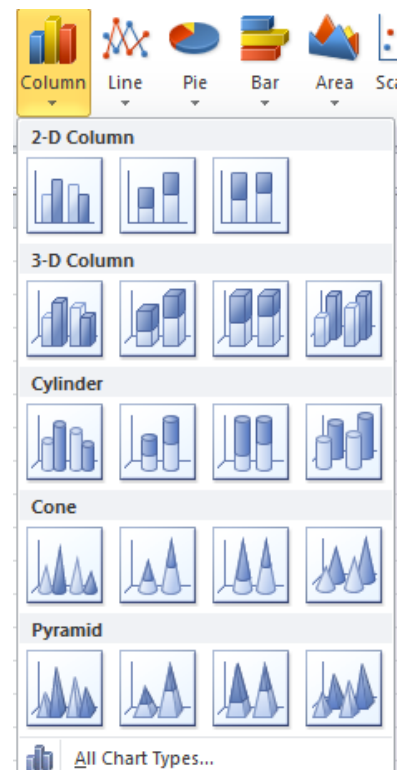
1. Select the group of cells that you want to be represented in the pie chart.
2. Then, click on the **Pie icon** in the **Charts box**.
3. Choose from one of the options that appear. You should now see your data represented in the pie chart format.



## GRAPHS

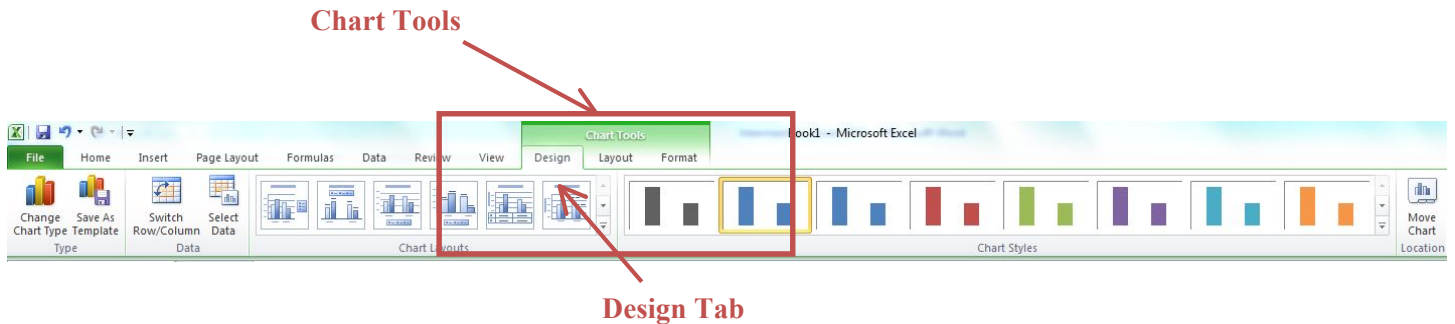
To insert a bar graph or other graph:

1. Select the group of cells that you want to be represented in the graph.
2. Then, click on the icon of the graph you want to insert in the **Charts box**.
3. Choose from one of the options that appear. You should now see your data represented in the graph format you selected.

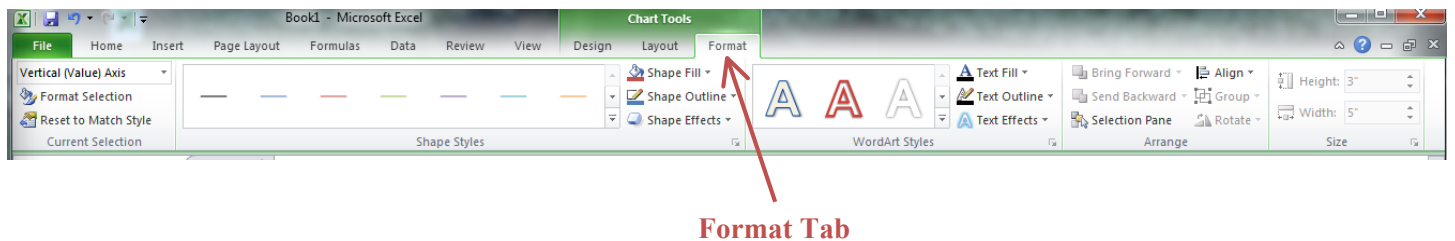
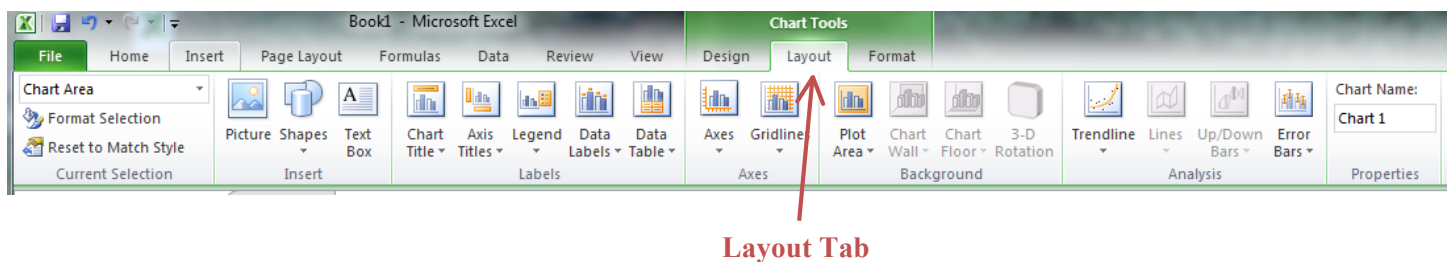


## USING THE CHART TOOLS TABS

Once you have inserted a chart or graph into your Excel worksheet, you will notice that when the chart or graph is selected a **Chart Tools** tab appears in the **Ribbon Menu**. This tab allows you to change the color of your chart or graph, change the way it's laid out, give it a title and much more.



- **Design Tab** – Change the appearance of your chart or graph including color and layout.
- **Layout Tab** – Change the name and axis labels of your chart or graph and more.
- **Format Tab** – Change text options within your chart or graph, change fill and outline and more.



If you have any other questions, don't hesitate to:

- Call us at **847-459-4100 ext. 2** for quick over the phone support or to set up a more in-depth one-on-one session.
- Stop by **the Adult Services Desk** for basic assistance.
- You can view all of our course offerings and handouts on our **Digital Learning Center** page at [www.itpld.org/research/dlc](http://www.itpld.org/research/dlc)



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