

Being a Leader: MS Excel Session 2

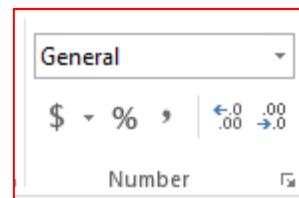
Selecting Cells and Entering Data

1. Open the Excel Workbook you saved at the end of Part 1 of this lesson
2. Select (highlight) cell F2, then type in "Cost:".
3. Select cell G2, then type in ".08". This is the cost (8 cents) per minute that we will use later on to calculate the dollar amounts.

Hover on the Home Ribbon and find the following:

Number Group

- Currency Format
- Percentage Format
- Remove Decimal Place
- Add Decimal Place



More Formatting Practice:

1. Highlight cell G2, then click the Currency format tool (\$) tool on the ribbon.
2. Increase or decrease decimal positions using the ".0←.00" and "0.→00" tools on the ribbon.
3. You can see more formatting options by clicking the drop-down box arrow in the Numbers Group of the ribbon.

Resizing Columns & Rows:

1. Increase the width of column F by moving your pointer between columns F and G until you see the "←|→" symbol, then click and hold the mouse button down as you drag to the right.
2. Increase the height of Row 1 by moving your pointer between rows 1 and 2 until you see the "←|→" symbol, then click and hold the mouse button down as you drag down.
3. Auto-fit column G to the largest item in the column by moving your pointer between columns G and H until you see the "←|→" symbol, then double-click your mouse.

Insert & Delete ~ Rows & Columns:

1. Insert a column by clicking on the column header for column C and clicking 'insert' on the ribbon.
2. Delete a column by clicking the new empty column C header and clicking 'delete' on the ribbon.
3. Insert a row by clicking on the row header for row 8 and clicking 'insert' on the ribbon.
4. Delete a row by clicking the new empty row 8 header and clicking 'delete' on the ribbon.

'Copy & Paste' and 'Cut & Paste':

1. **Copy & paste** by selecting cells A4 through A15 then clicking the 'copy' button on the ribbon. Then click on cell A20 and click the 'paste' button on the ribbon.
2. **Cut & paste** by selecting cells B3 through E3 then clicking the 'cut' button on the ribbon. Then click on cell B19 and click the 'paste' button on the ribbon.
3. **Copy & paste** is like creating a duplicate, while **cut & paste** is like moving the contents of the cells.
4. Copy the cells B19 through E19 and paste to cell B3.

Save Your Workbook:

1. Click on **Save** on the **Quick Access Toolbar**. Save just replaces the old version in the same location with the same name. **Save As** allows you to change the name or location of the file.

NOW RETURN TO SAKAI TO WATCH SESSION 3 OF THE EXCEL LESSON