

Contents

OVERVIEW CHAPTER 1

Introducing Microsoft Office and Using Common Features 1

Introduction to Microsoft Office	2
What Devices Will Microsoft Office Work With?	2
What Storage Does Microsoft Office Provide?	2
Which Microsoft Office Should I Use?	2
What Are the Microsoft Office Apps?	3
Microsoft Accounts	4
Common Features in Microsoft Office Apps	4
The Ribbon	4
The Quick Access Toolbar	4
Undo/Redo	4
Common Features on the File Tab	5
Common Features on the Home Tab	9
Common Features on the Review Tab	15
Other Common Features	17

CHAPTER 1

Tracking Customer Data 19

Introducing Excel	20
What Is a Worksheet?	20
Cell Ranges	21
Cell Selection and the Mouse Pointer	21
Entering and Editing Data	22
Completing Cell Entries	22
Navigating Around a Worksheet	23
Using AutoComplete to Enter Data	24
Rearranging Data in Excel	24
Adjusting Column Width and Row Height	27
Formatting Cells	28
Borders and Fill	28
Cell Alignment	30
Clear Formatting and Clear All	31
Working with Numbers and Dates	31
Negative Numbers	32
Date Entries	32
Entering a Series Using AutoFill	34
Printing Worksheets	36

Zoom Tools	37
Other Navigation Methods	38
Find	38
Go To or the Name Box	40

CHAPTER 2

Calculating Student Grades Using Formulas 43

Creating Formulas	44
Mathematical Operators	44
Cell References	44
Order of Operations	45
Rearranging Data	46
Insert and Delete Rows, Columns, and Cells	46
Hide and Unhide Rows and Columns	48
Sort Data by Column	48
Managing Multiple Worksheets	49
Insert and Delete Worksheets	49
Rename Worksheets	50
Move Worksheets	51
Change Worksheet Tab Colors	51
Hide Worksheets	51
Create Cell References to Other Worksheets	52
Create a Copy of a Worksheet	54
Edit Multiple Sheets at One Time	54

CHAPTER 3

Performing Calculations Using Functions 57

Using Functions in Formulas	58
The AutoSum Feature	59
SUM, AVERAGE, COUNT, MAX, and MIN	59
Insert Function	60
Using Relative and Absolute Cell References	61
Absolute Cell References	62
Mixed Cell References	62
Display and Print Formulas	62
Creating Names for Cells and Ranges	64
Using Cell Names in Formulas	65

CHAPTER 4

Data Visualization and Images	69
Create Charts to Compare Data	70
Chart Types	70
Selecting Chart Data	72
Chart Elements	73
Chart Tools	74
Chart Design	75
Chart Format	77
Move and Size Charts	79
Edit Chart Data	81
Adding Images	82
Conditional Formatting	84

CHAPTER 5

Organizing Large Worksheets	87
Starting with a Template	88
Adjusting View Options	90
Freeze Panes	90
Split a Window	90
Change the Workbook View	91
Organizing Data with Sorts and Filters	92
Custom Sorts	93
Filters	93
The IF Function	96
Example: IF Function in Practice	96
Controlling Data Entry with Data Validation	99
Printing Options	102
Headers and Footers	102
Excel Tables	105
Index	107