

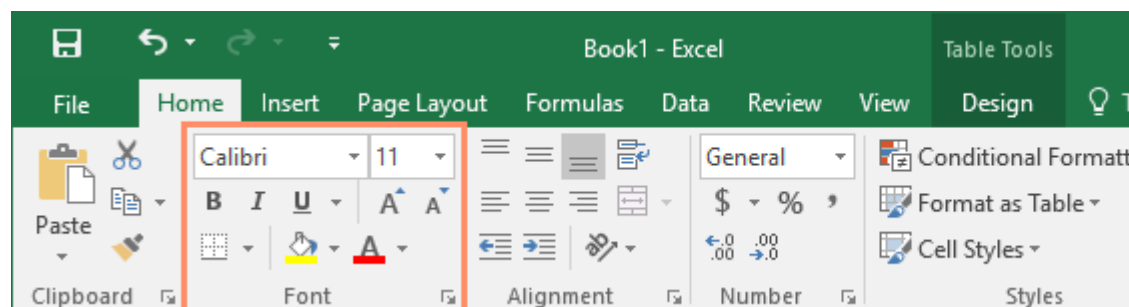
Working with the Excel environment

The **Ribbon** and **Quick Access Toolbar** are where you will find the commands to perform common tasks in Excel. The **Backstage view** gives you various options for saving, opening a file, printing, and sharing your document.

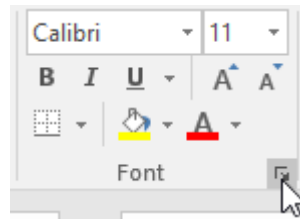
The Ribbon

Excel 2016 uses a **tabbed Ribbon system** instead of traditional menus. **The Ribbon** contains **multiple tabs**, each with several **groups of commands**. You will use these tabs to perform the most **common tasks** in Excel.

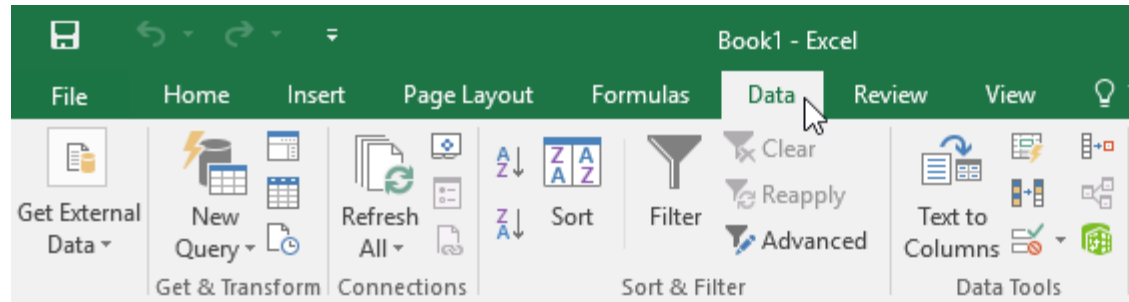
- Each tab will have one or more groups.



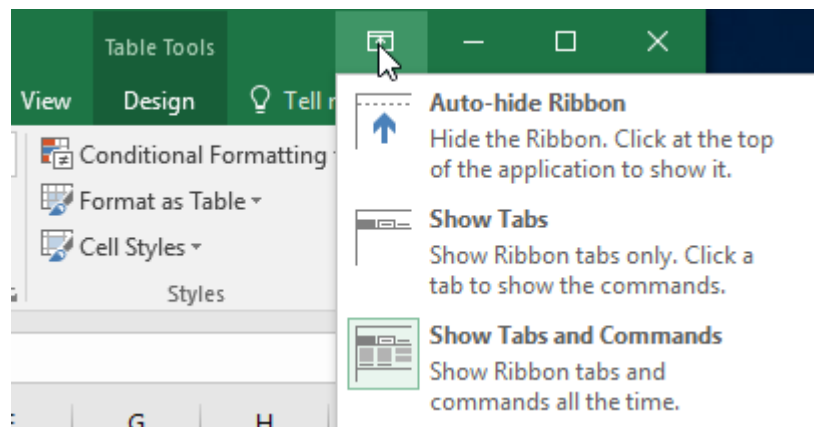
- Some groups will have an arrow you can click for more options.



- Click a tab to see more commands.



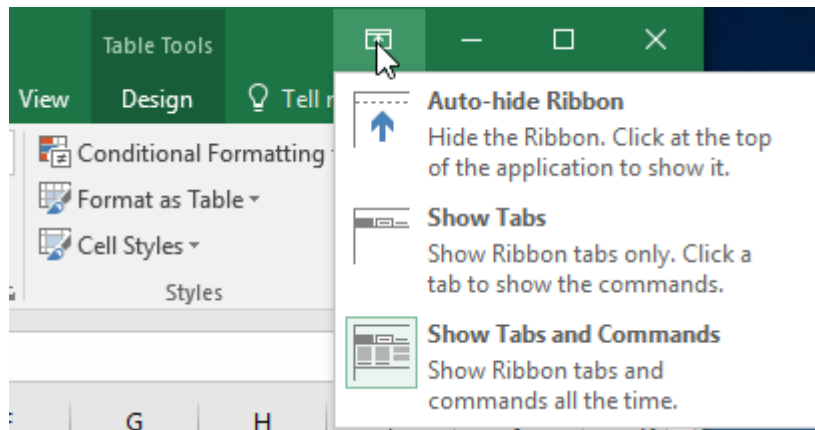
- You can adjust how the Ribbon is displayed with the Ribbon Display Options.



Certain programs, such as **Adobe Acrobat Reader**, may install additional tabs to the Ribbon. These tabs are called **add-ins**.

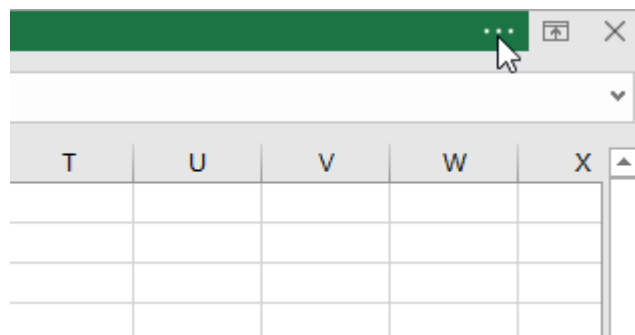
To change the Ribbon Display Options:

The Ribbon is designed to respond to your current task, but you can choose to **minimize** it if you find that it takes up too much screen space. Click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon to display the drop-down menu.

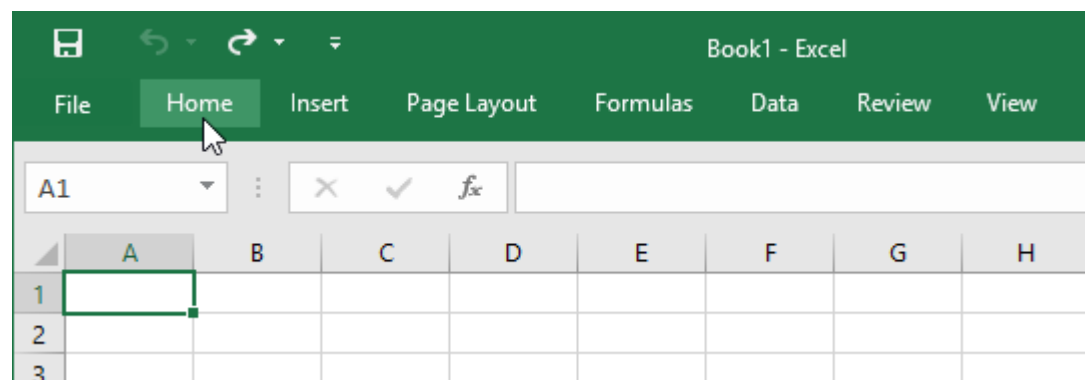


There are three modes in the Ribbon Display Options menu:

- **Auto-hide Ribbon:** Auto-hide displays your workbook in full-screen mode and completely hides the Ribbon. To **show the Ribbon**, click the **Expand Ribbon** command at the top of screen.



- **Show Tabs:** This option hides all command groups when they're not in use, but **tabs** will remain visible. To **show the Ribbon**, simply click a tab.



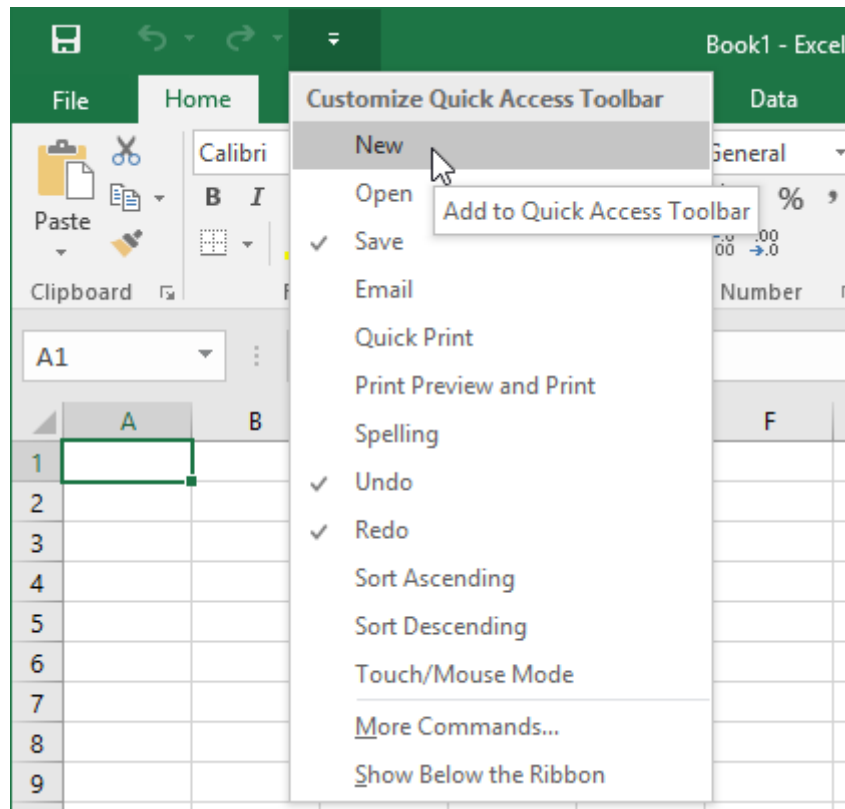
- **Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open Excel for the first time.

The Quick Access Toolbar

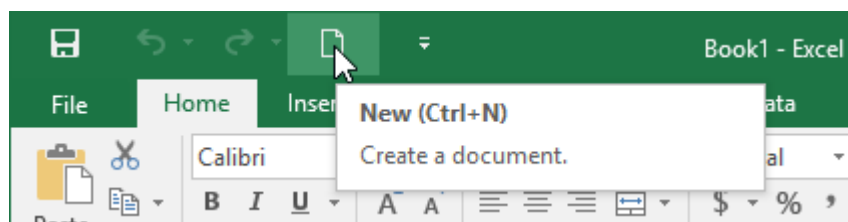
Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it includes the **Save**, **Undo**, and **Repeat** commands. You can add other commands depending on your preference.

To add commands to the Quick Access Toolbar:

1. Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.
2. Select the **command** you want to add from the drop-down menu. To choose from more commands, select **More Commands**.

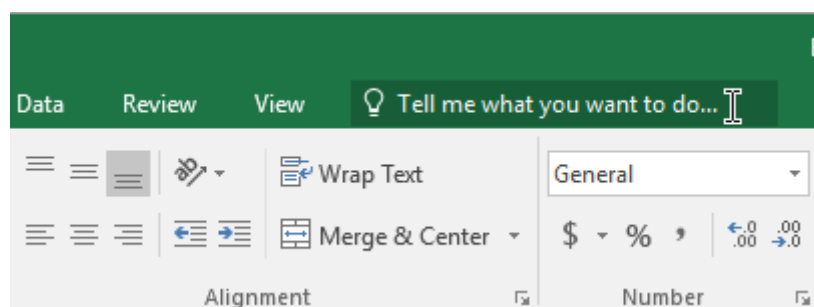


3. The command will be **added** to the Quick Access Toolbar.

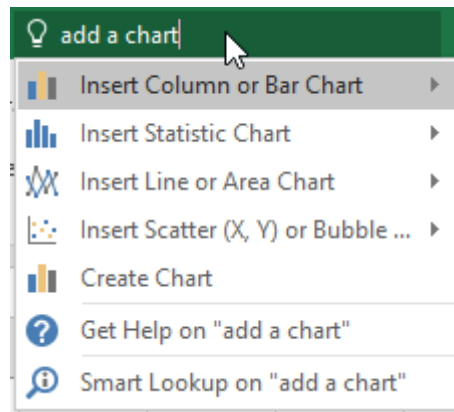


How to use Tell me:

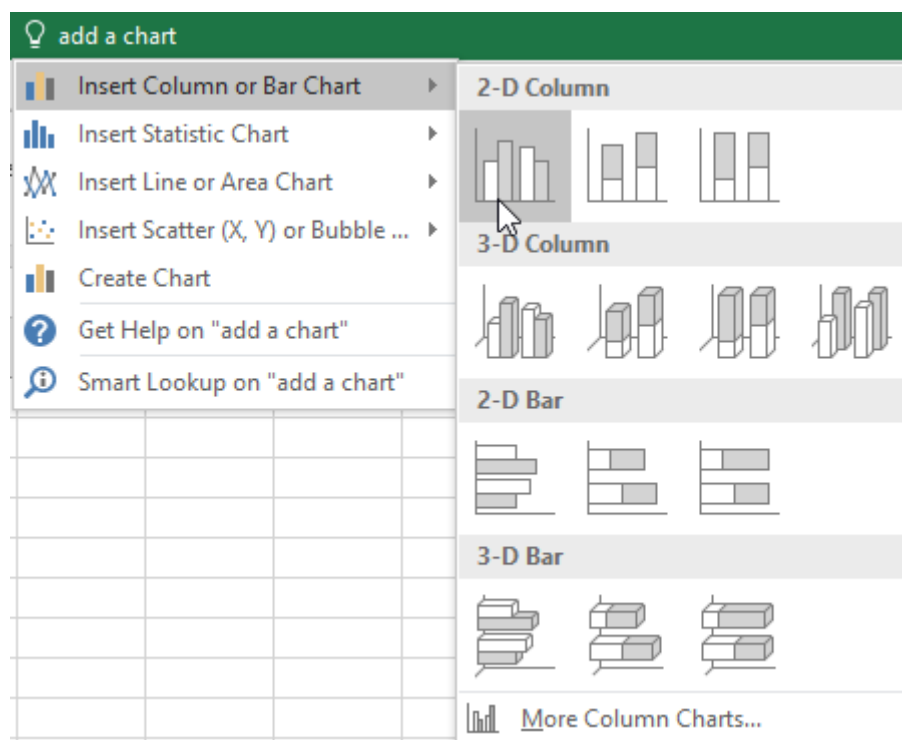
The **Tell me** box works like a search bar to help you quickly find tools or commands you want to use.



1. Type in your own words what you want to do.



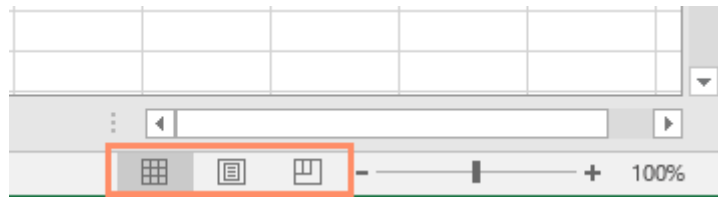
2. The results will give you a few relevant options. To use one, click it like you would a command on the Ribbon.



Worksheet views

Excel 2016 has a variety of viewing options that change how your workbook is displayed. These views can be useful for various tasks, especially if you're planning to **print** the spreadsheet. To **change worksheet views**, locate the commands in the bottom-right corner of the

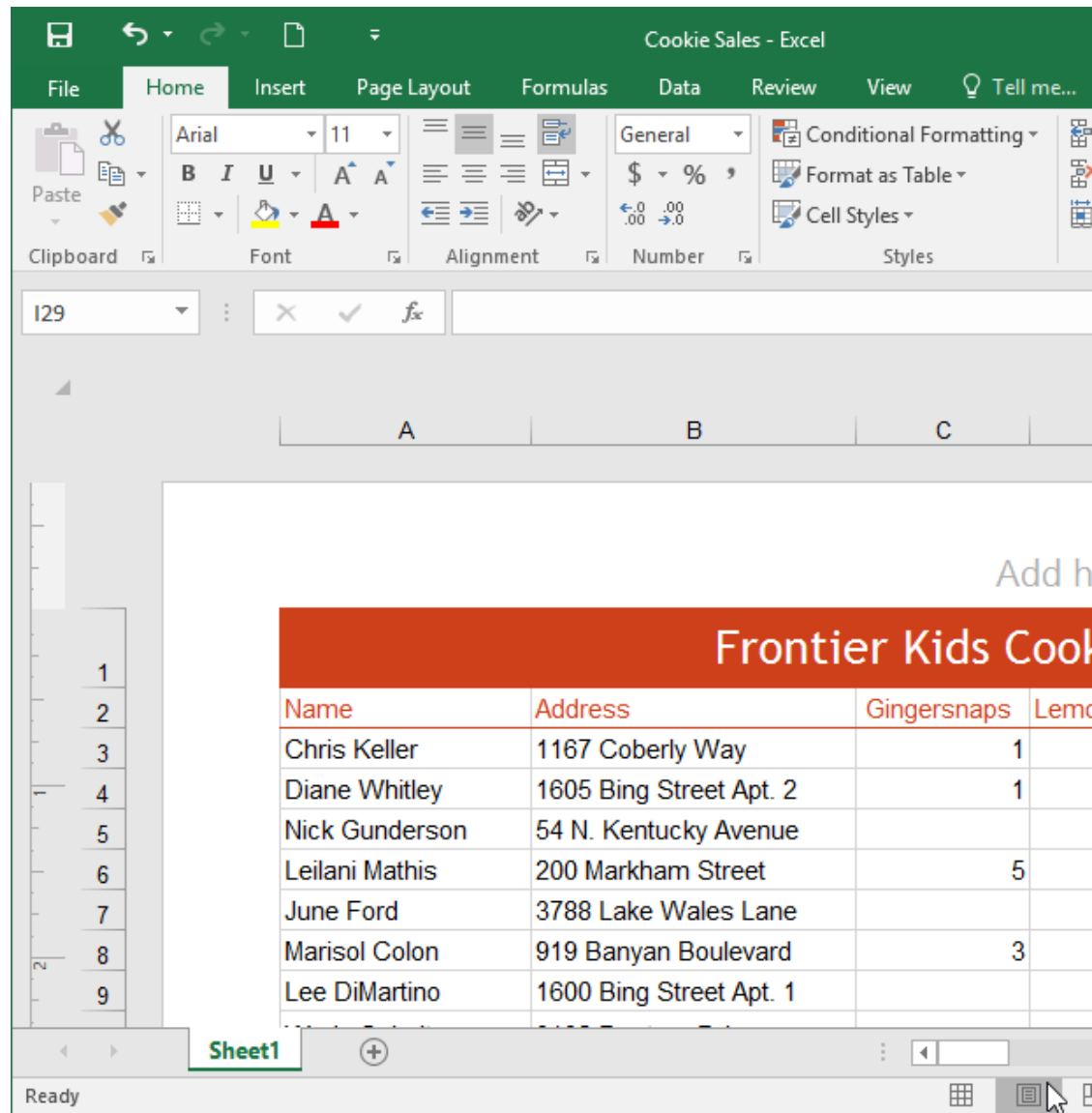
Excel window and select **Normal view**, **Page Layout view**, or **Page Break view**.



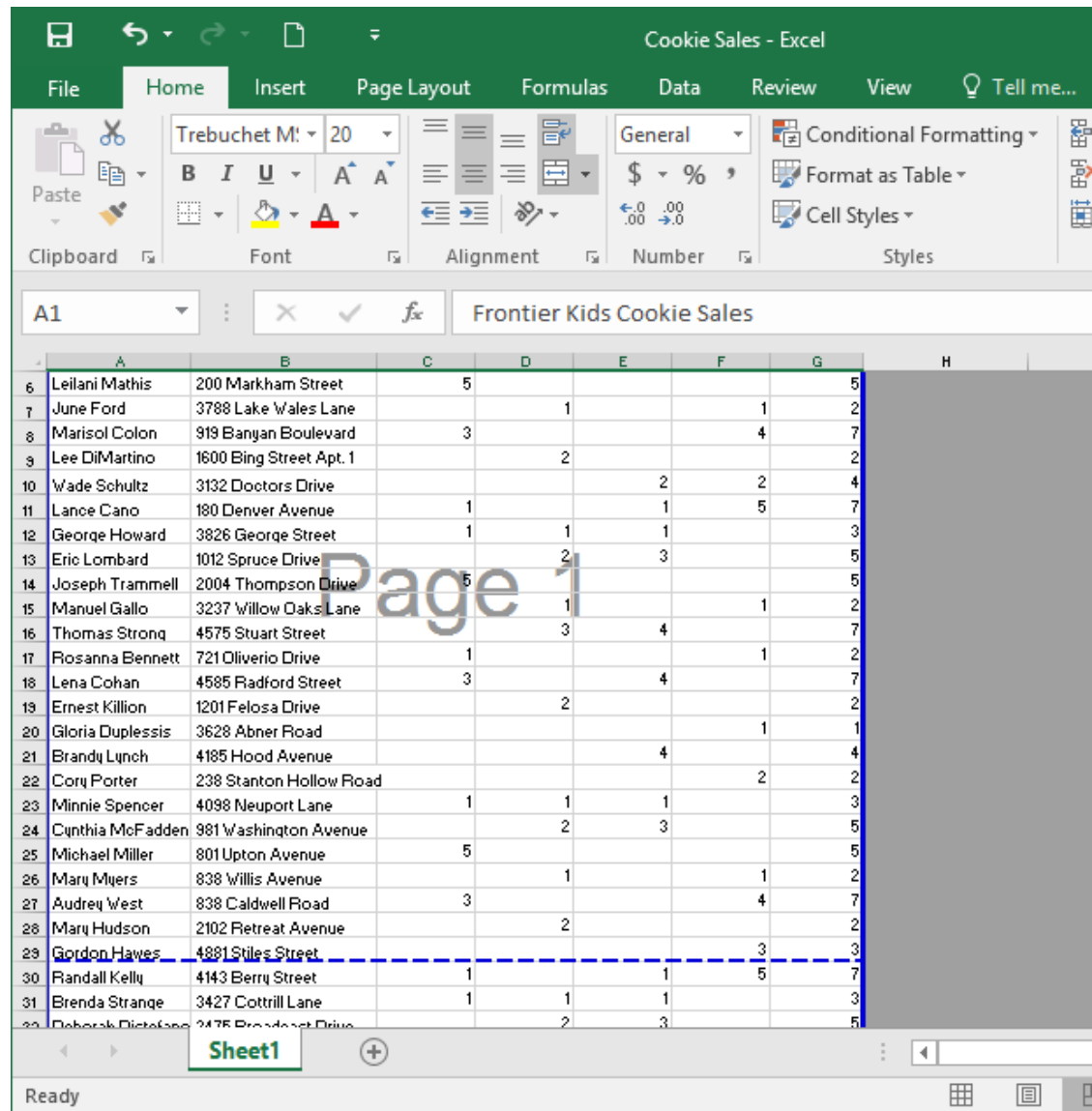
- **Normal view** is the default view for all worksheets in Excel.



- **Page Layout view** displays how your worksheets will appear when printed. You can also add headers and footers in this view.



- **Page Break view** allows you to change the location of page breaks, which is especially helpful when printing a lot of data from Excel.

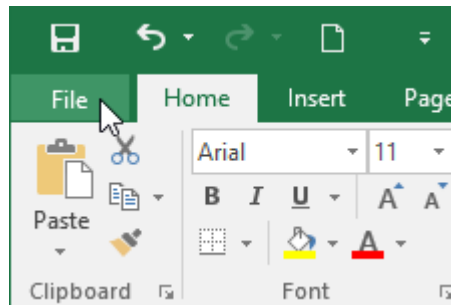


Backstage view

Backstage view gives you various options for saving, opening a file, printing, and sharing your workbooks.

To access Backstage view:

1. Click the **File** tab on the **Ribbon**. **Backstage view** will appear.

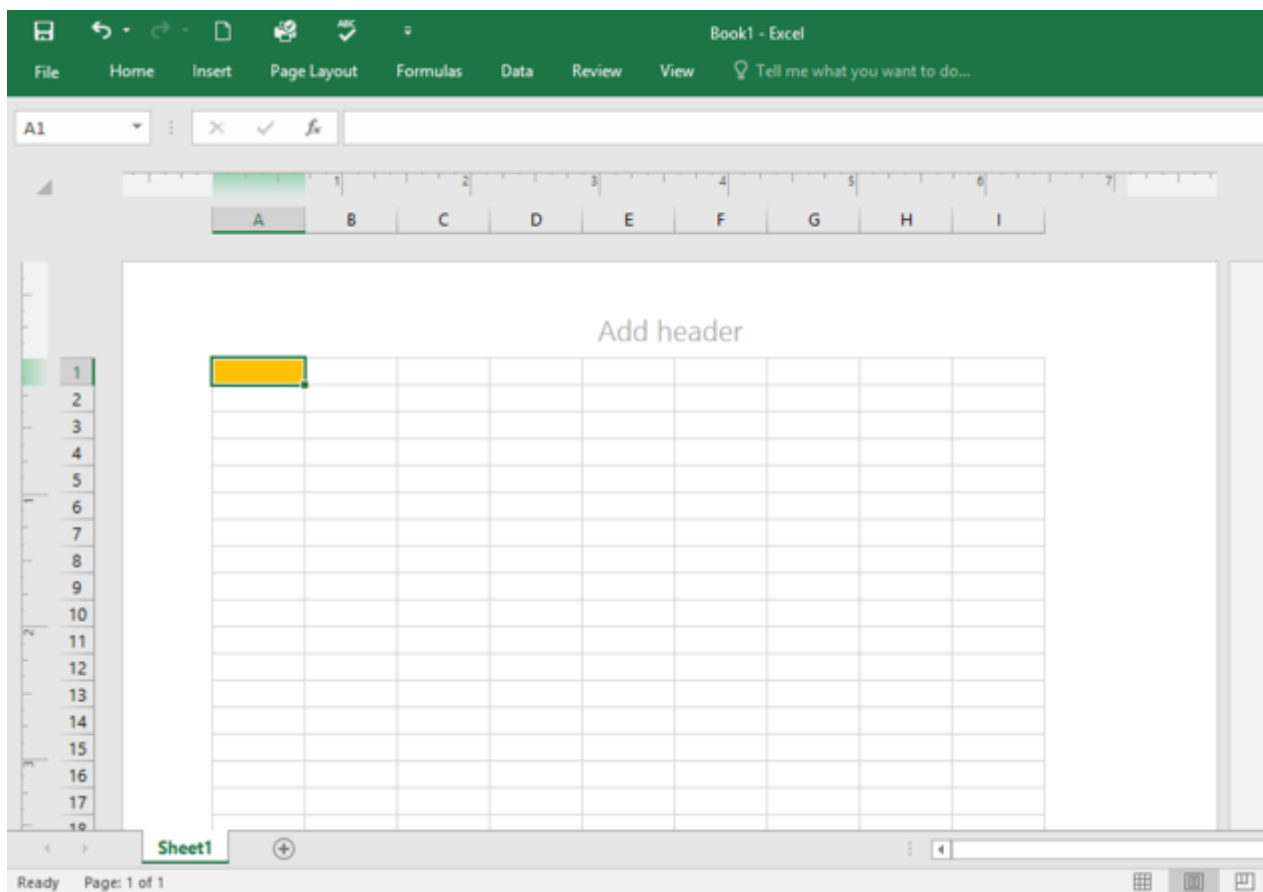


Click the buttons in the interactive below to learn more about using Backstage view.

A screenshot of the Microsoft Excel Backstage view for the 'File' tab. The left sidebar is green and contains a back arrow icon and the following menu items: Info, New, Open, Save, Save As, Print, Share, Export, Publish, Close, Account, and Options. The main area is light gray and titled 'Cookie Sales - Excel'. Below the title is the word 'Info' and the file name 'Cookie Sales'. The path is shown as '\\psf » Home » Documents » Excel 2016'. There are three main sections: 'Protect Workbook' with a lock icon and a description 'Control what types of changes people can make to this workbook.'; 'Inspect Workbook' with a document icon and a description 'Before publishing this file, be aware that it contains:' followed by two bullet points: 'Content that people with disabilities find difficult to read' and 'A setting that automatically removes properties and personal information when the file is saved'. Below the second bullet point is a link: 'Allow this information to be saved in your file'. 'Manage Workbook' with a document icon and a description 'Check in, check out, and recover unsaved changes.' followed by 'Today, 9:50 AM (autosave)'. On the right side, there are three sections: 'Properties' with a dropdown arrow and sub-items 'Size', 'Title', 'Tags', and 'Categories'; 'Related Dates' with sub-items 'Last Modified', 'Created', and 'Last Printed'; and 'Related People' with sub-items 'Author' and 'Last Modified By'. At the bottom right, there is a section for 'Related Documents' with a document icon and the text 'Open File Location' and a link 'Show All Properties'.

Challenge!

1. Open **Excel 2016**.
2. Click **Blank Workbook** to open a new spreadsheet.
3. Change the **Ribbon Display Options** to **Show Tabs**.
4. Using the **Customize Quick Access Toolbar**, click to add **New**, **Quick Print**, and **Spelling**.
5. In the **Tell me bar**, type the word **Color**. Hover over **Fill Color** and choose a **yellow**. This will fill a cell with the color yellow.
6. Change the worksheet view to the **Page Layout** option.
7. When you're finished, your screen should look like this:



8. Change the **Ribbon Display Options** back to **Show Tabs and Commands**.
9. **Close** Excel and **Don't Save** changes.

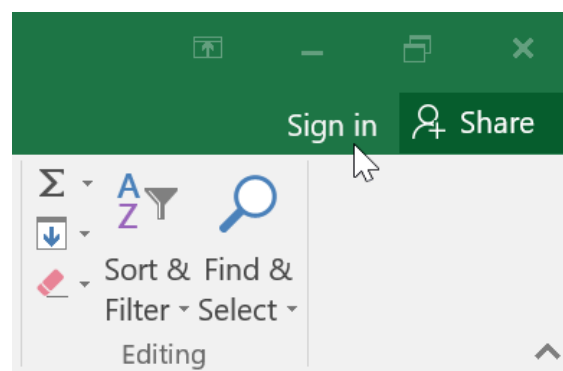
Introduction

Many of the features in Office are geared toward saving and sharing files online. **OneDrive** is Microsoft's online storage space you can use to save, edit, and share your documents and other files. You can access OneDrive from your computer, smartphone, or any of the devices you use.

To get started with OneDrive, all you need to do is set up a free **Microsoft account**, if you don't already have one.

If you don't already have a Microsoft account, you can go to the [Creating a Microsoft Account](#) lesson in our Microsoft Account tutorial.

Once you have a Microsoft account, you'll be able to sign in to Office. Just click **Sign in** in the upper-right corner of the Excel window.



Benefits of using OneDrive

Once you're signed in to your Microsoft account, here are a few of the things you'll be able to do with OneDrive:

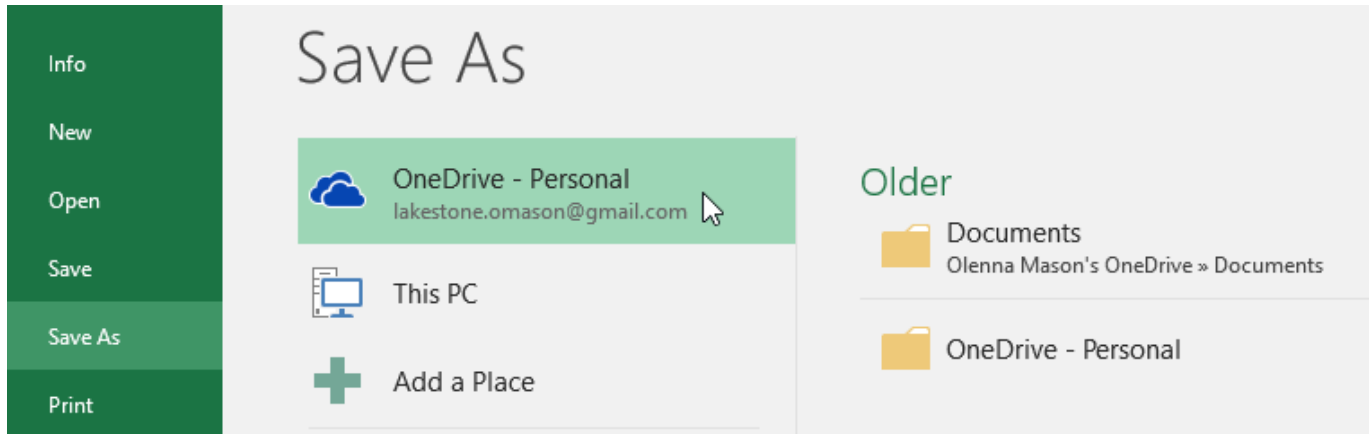
- **Access your files anywhere:** When you save your files to OneDrive, you'll be able to access them from any computer, tablet, or smartphone that has an Internet connection. You'll also be able to create new documents from OneDrive.
- **Back up your files:** Saving files to OneDrive gives them an extra layer of protection. Even if something happens to your computer, OneDrive will keep your files safe and accessible.
- **Share files:** It's easy to share your OneDrive files with friends and coworkers. You can choose whether they can edit or simply read files. This option is great for collaboration because multiple people can edit a document at the same time (this is also known as co-authoring).

Saving and opening files

When you're signed in to your Microsoft account, OneDrive will appear as an option whenever you save or open a file. You still have the option of saving files to your computer. However, saving files to your OneDrive

allows you to access them from any other computer, and it also allows you to share files with friends and coworkers.

For example, when you click **Save As**, you can select either OneDrive or This PC as the save location.



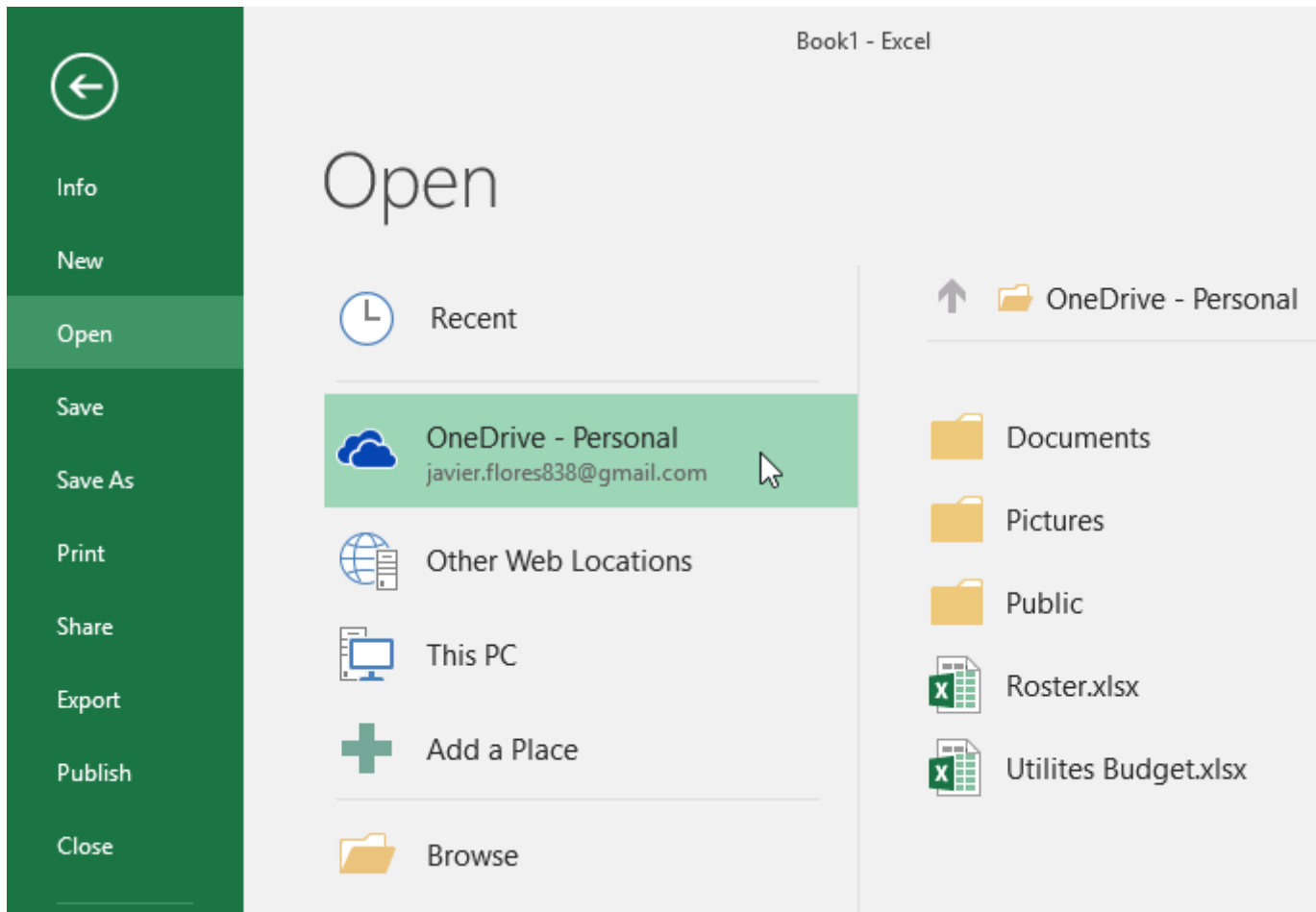
Introduction

Excel files are called **workbooks**. Whenever you start a new project in Excel, you'll need to **create a new workbook**. There are several ways to start working with a workbook in Excel. You can choose to **create a new workbook**—either with a **blank workbook** or a predesigned **template**—or **open an existing** workbook.

Watch the video below to learn more about creating and opening workbooks in Excel.

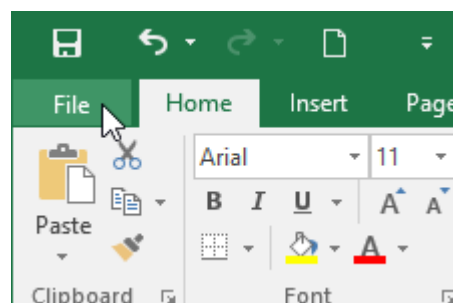
About OneDrive

Whenever you're opening or saving a workbook, you'll have the option of using your **OneDrive**, which is the online file storage service included with your Microsoft account. To enable this option, you'll need to **sign in** to Office. To learn more, visit our lesson on **[Understanding OneDrive](#)**.

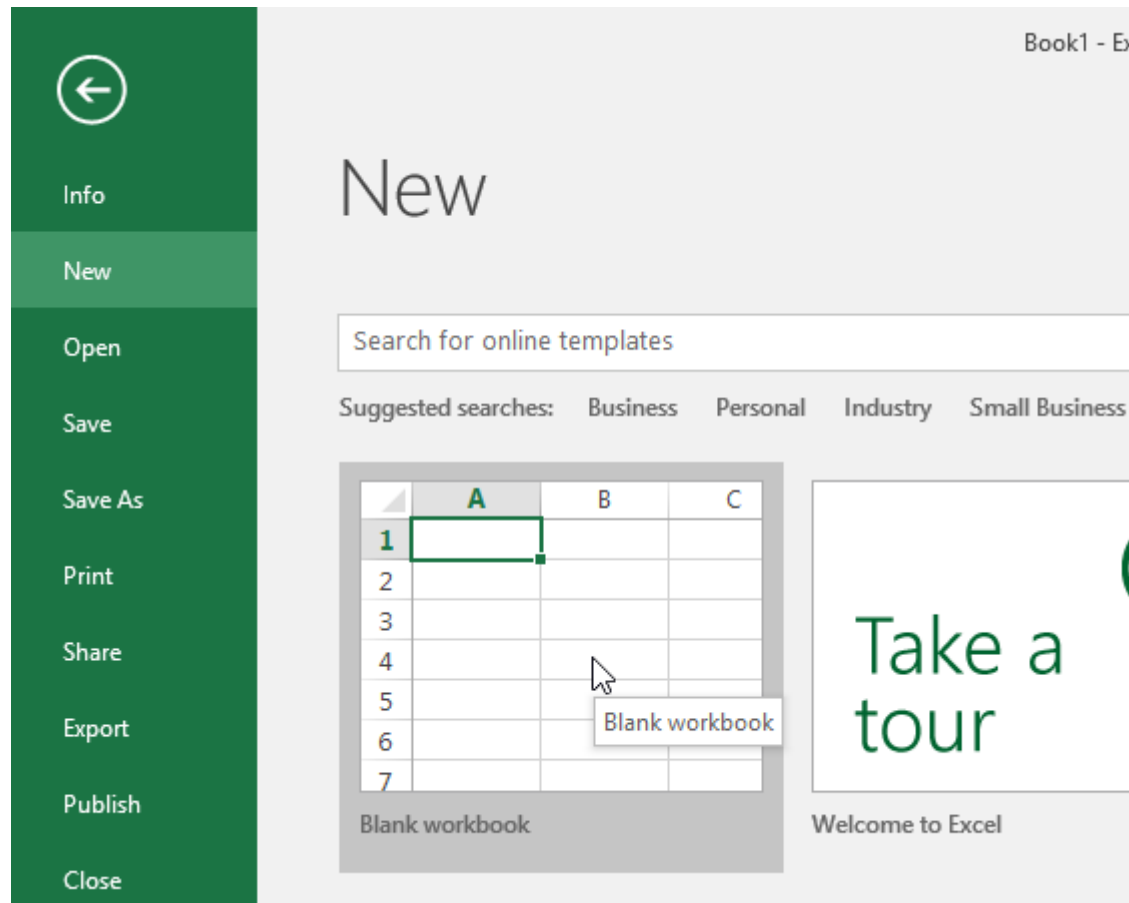


To create a new blank workbook:

1. Select the **File** tab. **Backstage view** will appear.



2. Select **New**, then click **Blank workbook**.

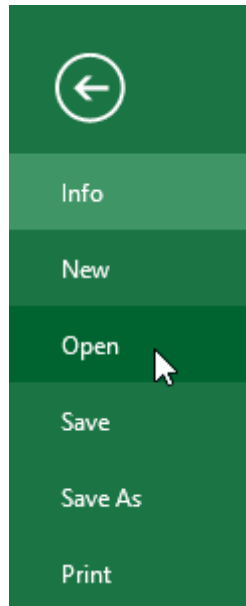


3. A new blank workbook will appear.

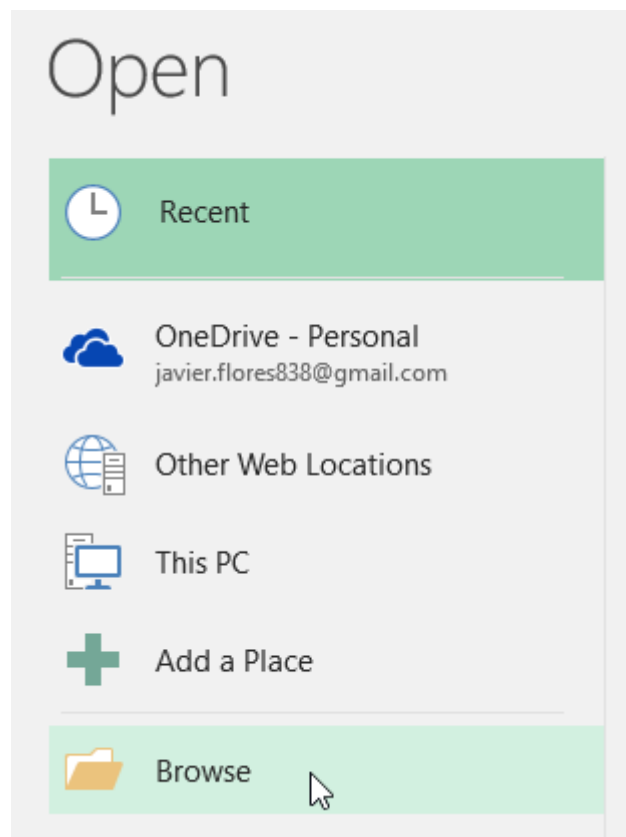
To open an existing workbook:

In addition to creating new workbooks, you'll often need to open a workbook that was previously saved. To learn more about saving workbooks, visit our lesson on [Saving and Sharing Workbooks](#).

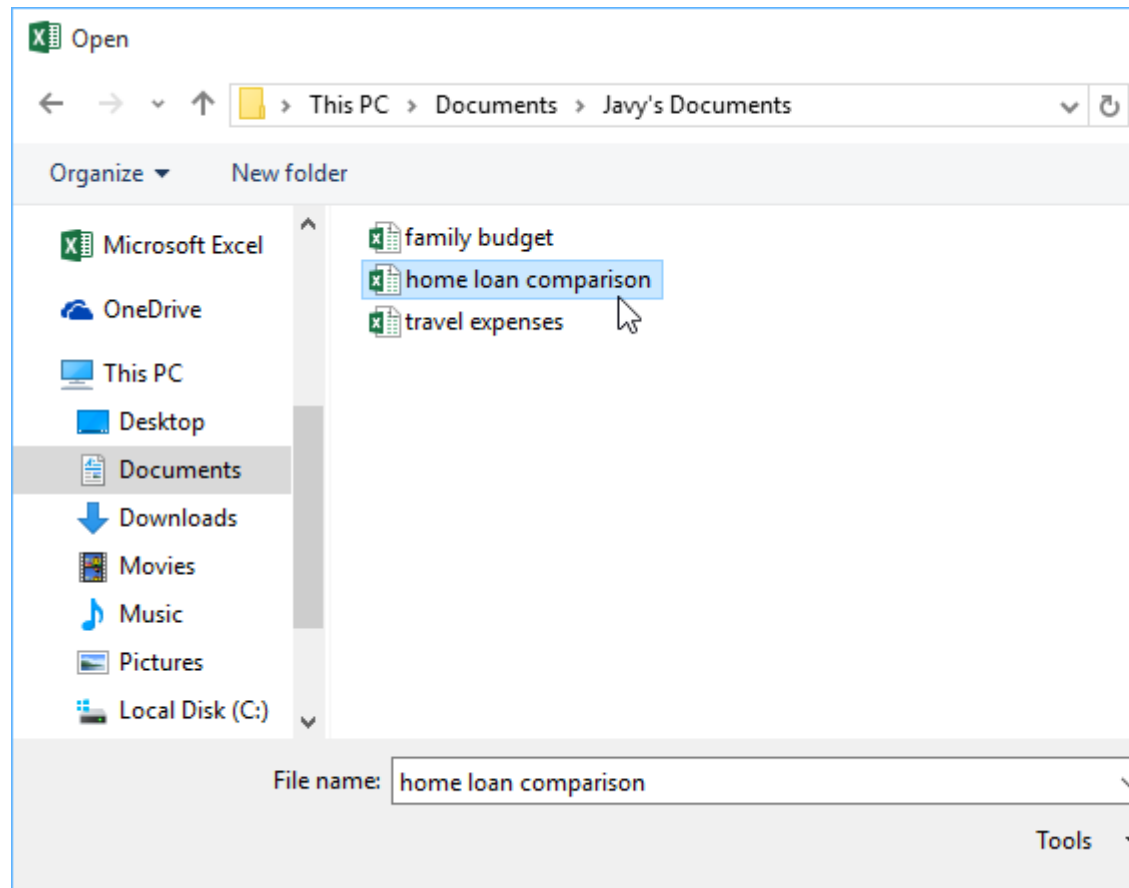
1. Navigate to **Backstage view**, then click **Open**.



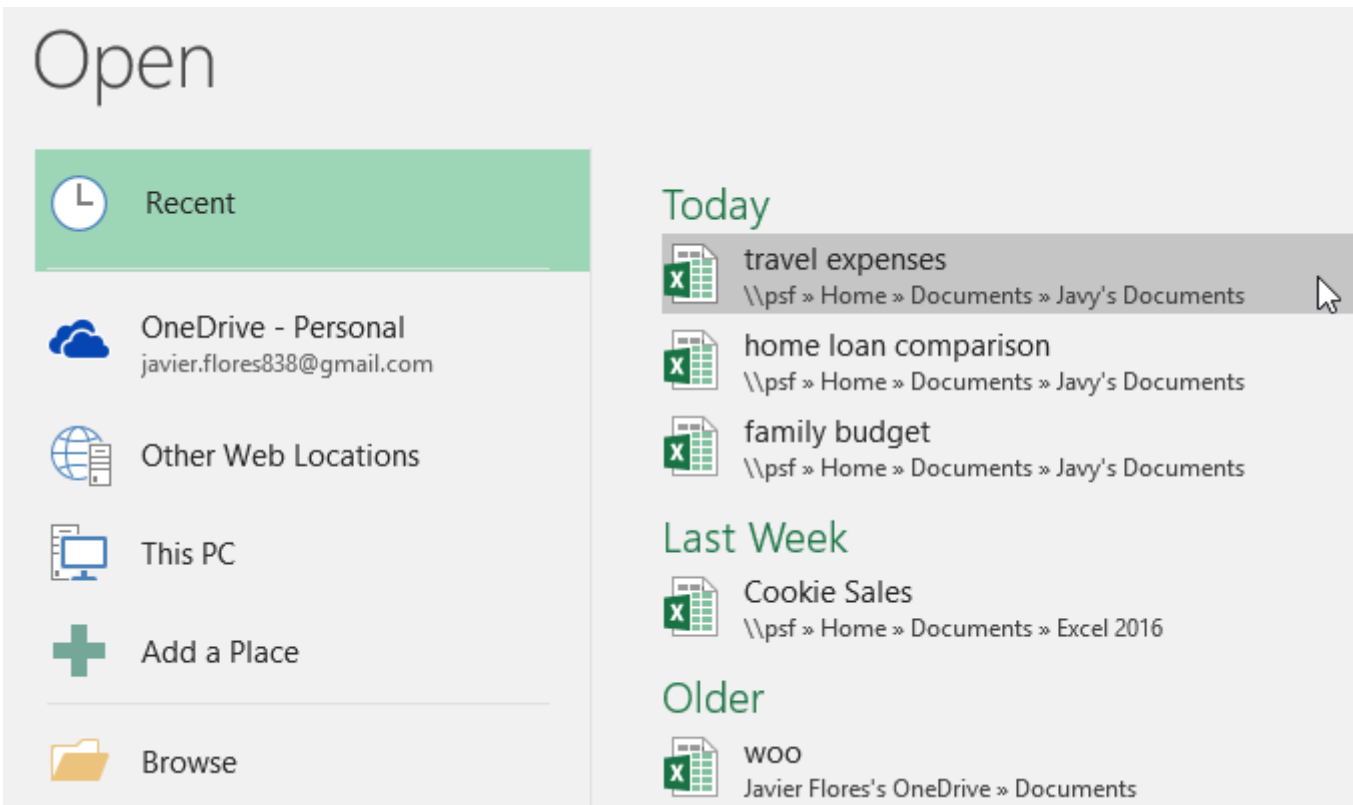
2. Select **Computer**, then click **Browse**.
Alternatively, you can choose **OneDrive** to open files stored on your **OneDrive**.



3. The **Open** dialog box will appear. Locate and select your **workbook**, then click **Open**.



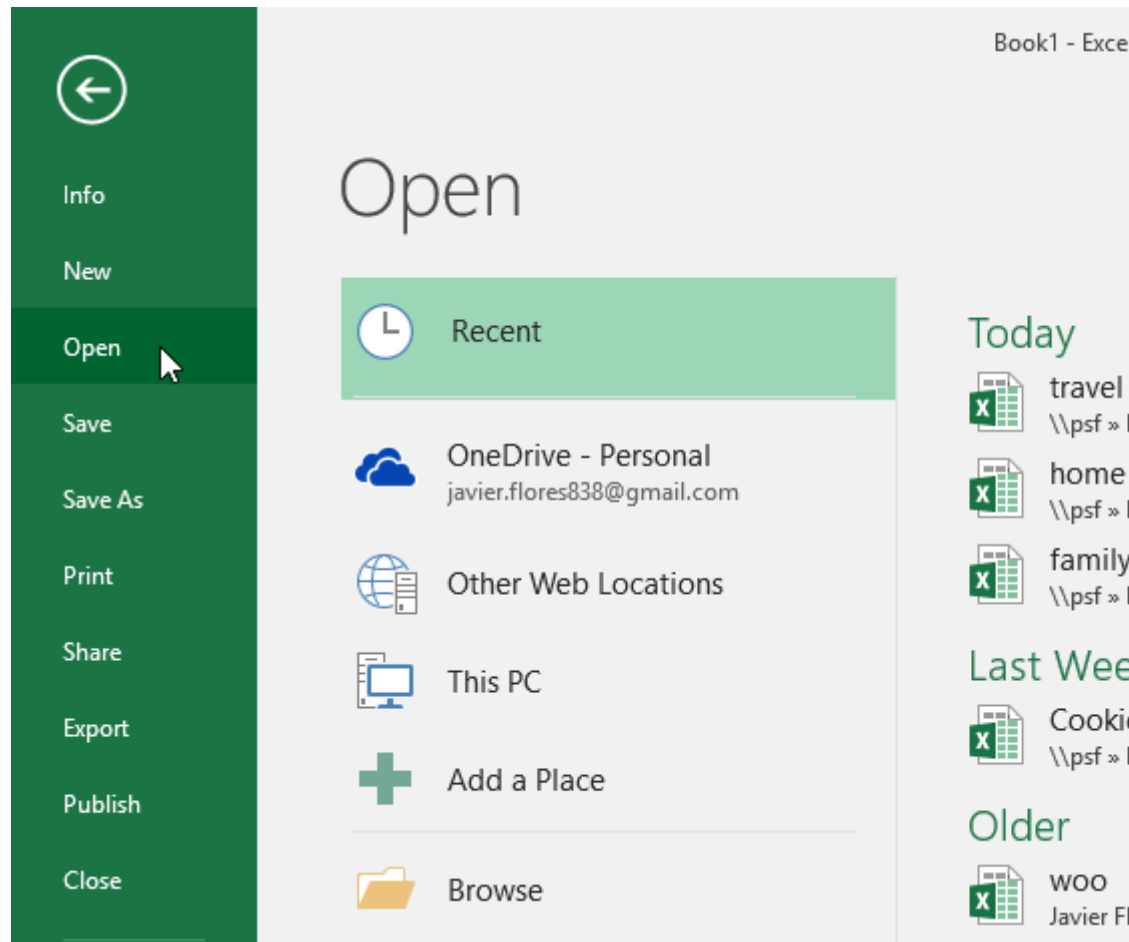
If you've opened the desired workbook recently, you can browse your **Recent Workbooks** rather than search for the file.



To pin a workbook:

If you frequently work with the **same workbook**, you can **pin it** to Backstage view for faster access.

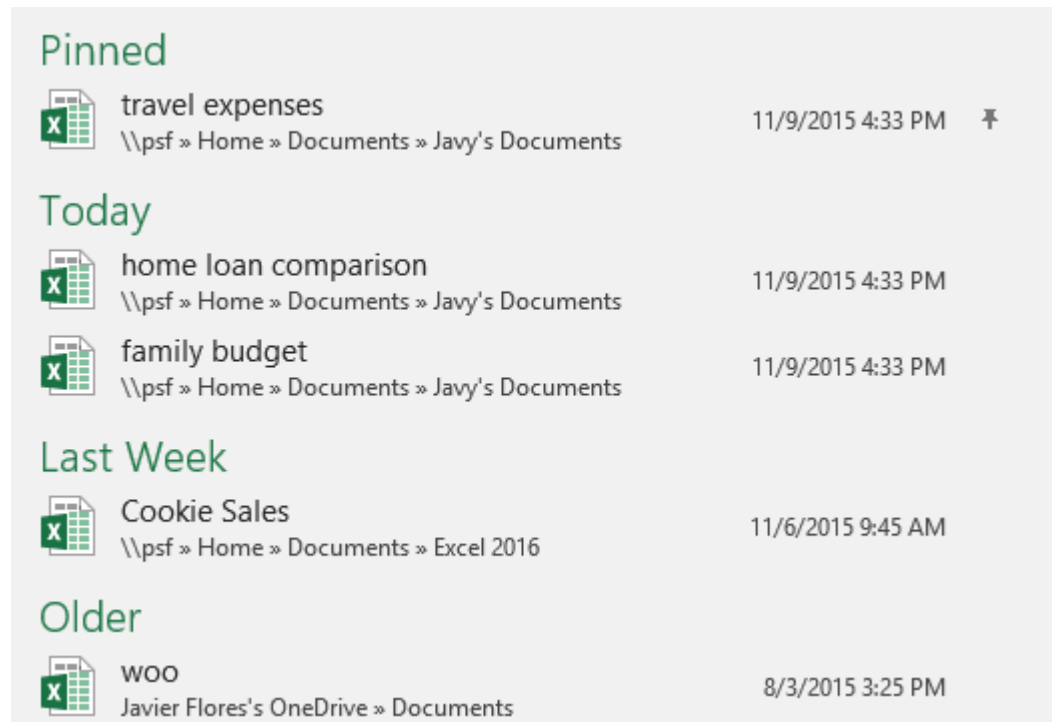
1. Navigate to **Backstage view**, then click **Open**. Your **recently edited workbooks** will appear.



2. Hover the mouse over the **workbook** you want to pin. A **pushpin icon** will appear next to the workbook. Click the **pushpin icon**.



3. The workbook will stay in Recent Workbooks. To **unpin** a workbook, simply click the pushpin icon again.

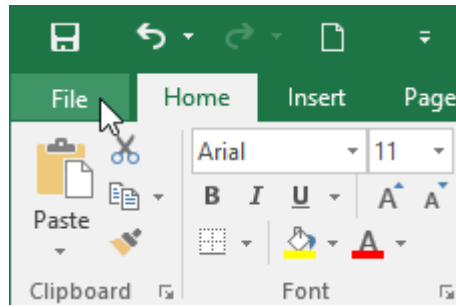


Using templates

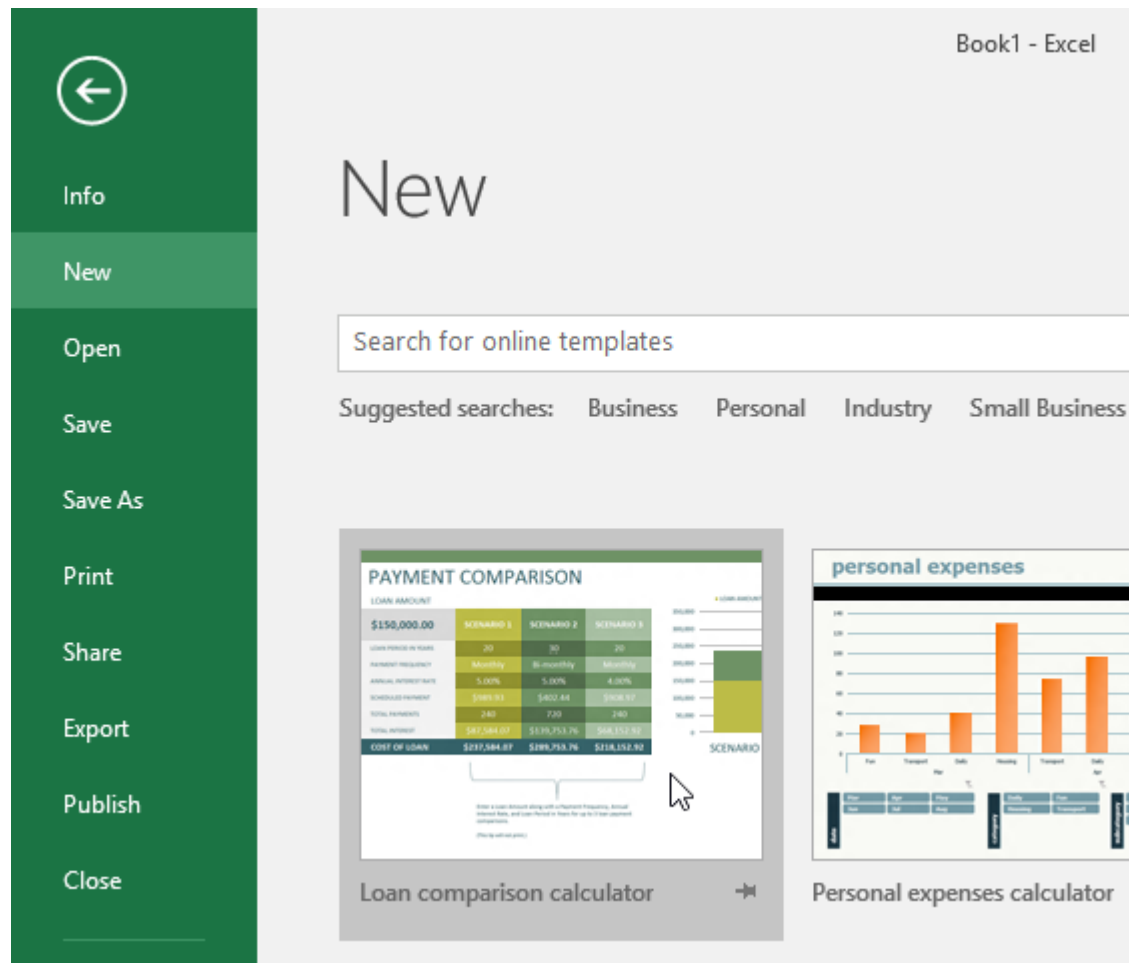
A **template** is a **predesigned spreadsheet** you can use to create a new workbook quickly. Templates often include **custom formatting** and **predefined formulas**, so they can save you a lot of time and effort when starting a new project.

To create a new workbook from a template:

1. Click the **File** tab to access **Backstage view**.



2. Select **New**. Several templates will appear below the **Blank workbook** option.
3. Select a **template** to review it.



4. A **preview** of the template will appear, along with **additional information** on how the template can be used.
5. Click **Create** to use the selected template.

PAYMENT COMPARISON

LOAN AMOUNT: \$150,000.00

	SCENARIO 1	SCENARIO 2	SCENARIO 3
LOAN TERM IN YEARS	20	30	20
NUMBER OF PAYMENTS	Monthly	Bi-monthly	Monthly
ANNUAL INTEREST RATE	5.00%	5.00%	4.00%
SO EXHAUSTED AMOUNT	\$237,584.07	\$402,774	\$281,917
TOTAL PAYMENTS	240	720	240
TOTAL REPAYMENT	\$87,584.07	\$439,773.76	\$68,152.92
COST OF LOAN	\$237,584.07	\$289,753.76	\$218,152.92

THIS TABLE SHOWS ONLY THE PAYMENT FREQUENCY, ANNUAL INTEREST RATE, AND LOAN TERM. YOU CAN ALSO FILTER BY YEAR TO COMPARE DIFFERENT SCENARIOS.
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Provided by: [Microsoft Corporation](#)

This template helps you compare multiple scenarios to ascertain which one is best. Contains 3 scenarios that can all be customized as required.

Download size: 152 KB

6. A new workbook will appear with the **selected template**.

You can also browse templates by **category** or use the **search bar** to find something more specific.

New

Home

Family budget (monthly)

Family monthly budget planner

Category

- Budgets
- Family
- Household
- Personal
- Expense
- Calculator
- Charts
- Lists
- Planners
- Monthly

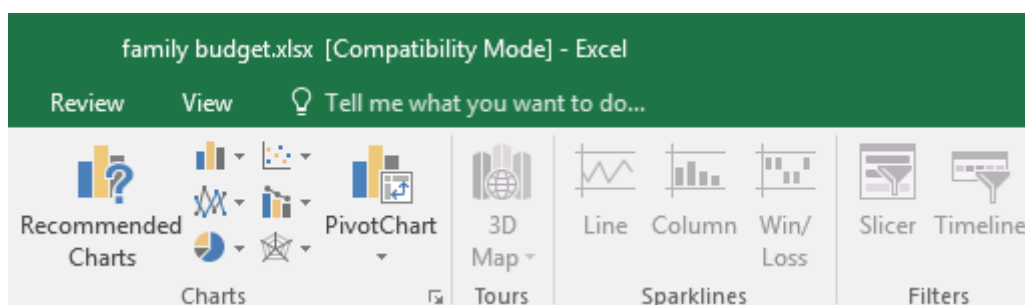
It's important to note that not all templates are created by Microsoft. Many are created by third-party providers and even individual users, so some templates may work better than others.

Compatibility Mode

Sometimes you may need to work with workbooks that were created in earlier versions of Microsoft Excel, such as Excel 2003 or Excel 2000. When you open these types of workbooks, they will appear in **Compatibility Mode**.

Compatibility Mode **disables** certain features, so you'll only be able to access commands found in the program that was used to create the workbook. For example, if you open a workbook created in Excel 2003, you can only use tabs and commands found in Excel 2003.

In the image below, you can see that the workbook is in Compatibility Mode, which is indicated at the top of the window to the right of the file name. This will disable some Excel 2016 features, and they will be grayed out on the Ribbon.



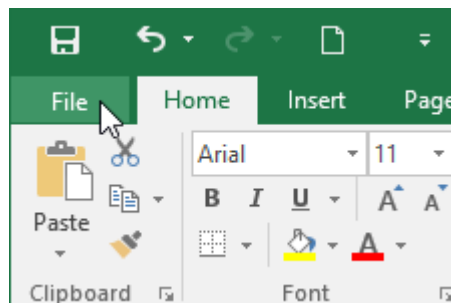
In order to exit Compatibility Mode, you'll need to **convert** the workbook to the current version type. However, if you're collaborating with others who only have access to an earlier version of Excel, it's best to leave the workbook in Compatibility Mode so the format will not change.

To convert a workbook:

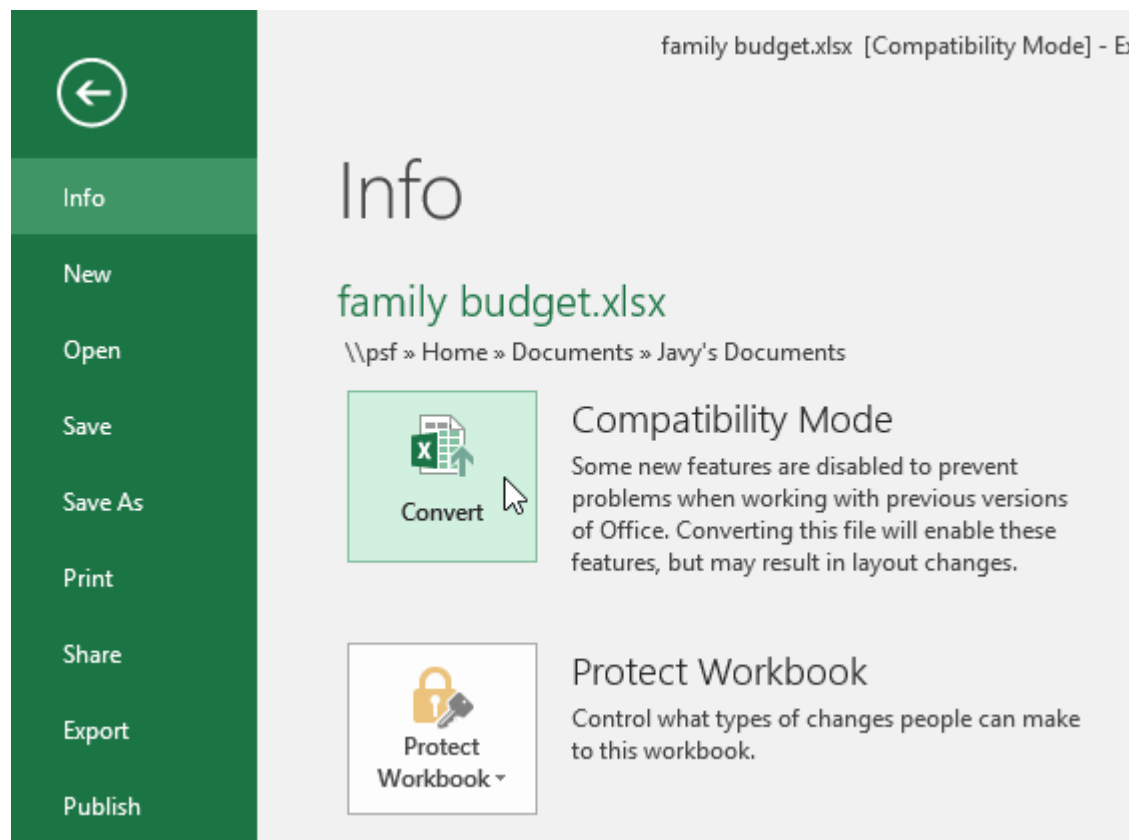
If you want access to all of the Excel 2016 features, you can **convert** the workbook to the 2016 file format.

Note that converting a file may cause some changes to the **original layout** of the workbook.

1. Click the **File** tab to access Backstage view.

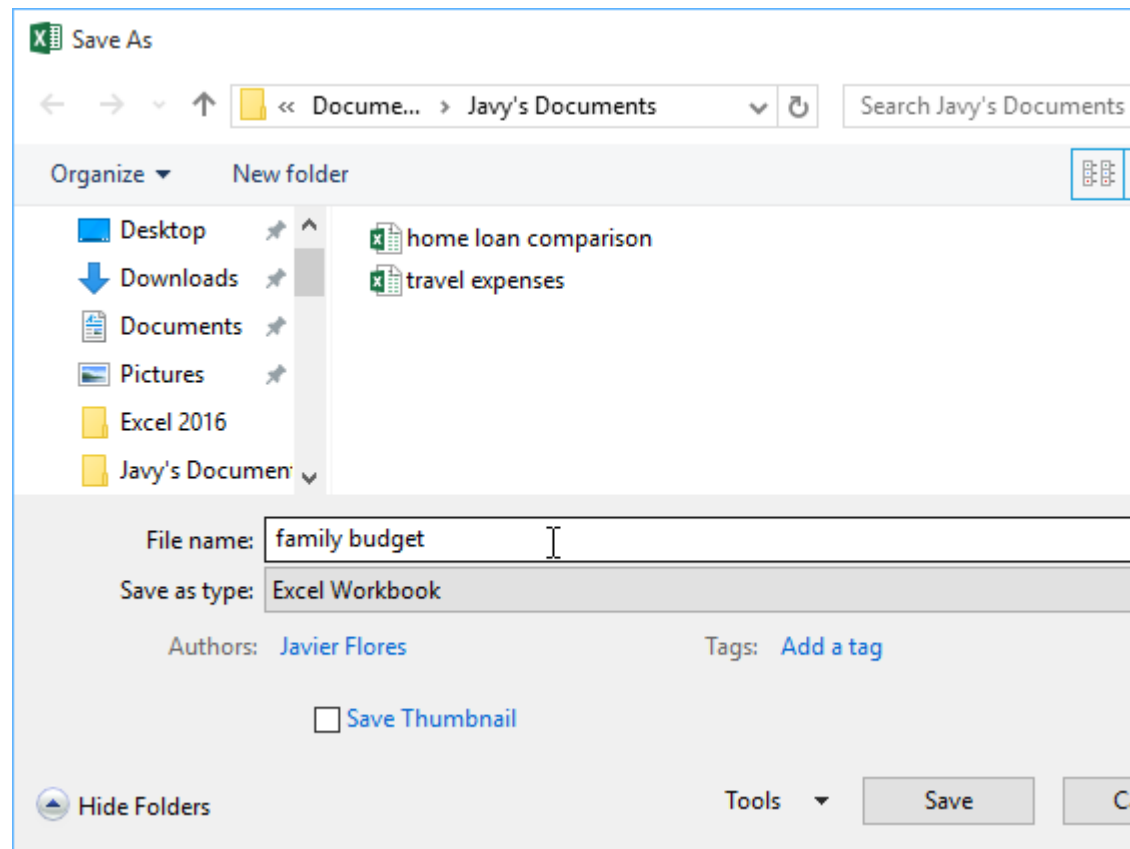


2. Locate and select **Convert** command.



3. The **Save As** dialog box will appear.
Select the **location** where you want to

save the workbook, enter a **file name** for the workbook, and click **Save**.



4. The workbook will be converted to the newest file type.

Challenge!

1. Open our **practice workbook**.
2. Notice that our workbook opens in **Compatibility Mode**. **Convert** the workbook to the 2016 file format. A dialog box will appear asking if you would like to close and reopen the file in order to see the new features. Choose **Yes**.
3. Lastly, in the Backstage view, **pin** a file or folder.

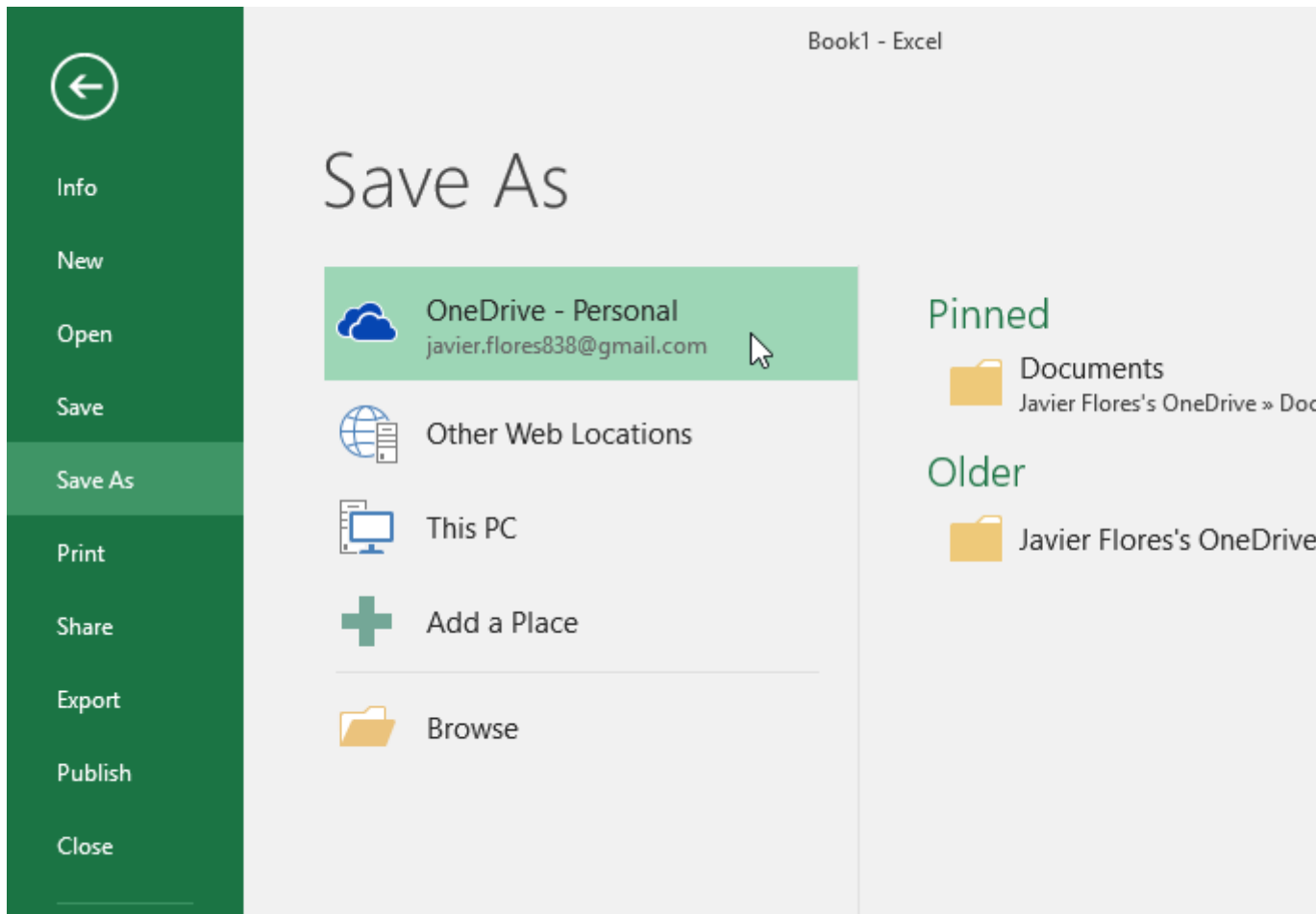
Introduction

Whenever you create a new workbook in Excel, you'll need to know how to **save** it in order to access and edit it later. As with previous versions of Excel, you can save files **locally** to your computer. But unlike older versions, Excel 2016 also lets you save a workbook to **the cloud** using **OneDrive**. You can also **export** and **share** workbooks with others directly from Excel.

Watch the video below to learn more about saving and sharing workbooks in Excel.

About OneDrive

Whenever you're opening or saving a workbook, you'll have the option of using your **OneDrive**, which is the online file storage service included with your Microsoft account. To enable this option, you'll need to **sign in** to Office. To learn more, visit our lesson on **Understanding OneDrive**.



Save and Save As

Excel offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences:

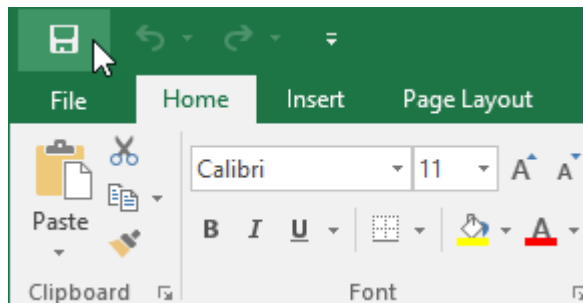
- **Save:** When you create or edit a workbook, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can just click the Save command to save it with the same name and location.

- **Save As:** You'll use this command to create a **copy** of a workbook while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

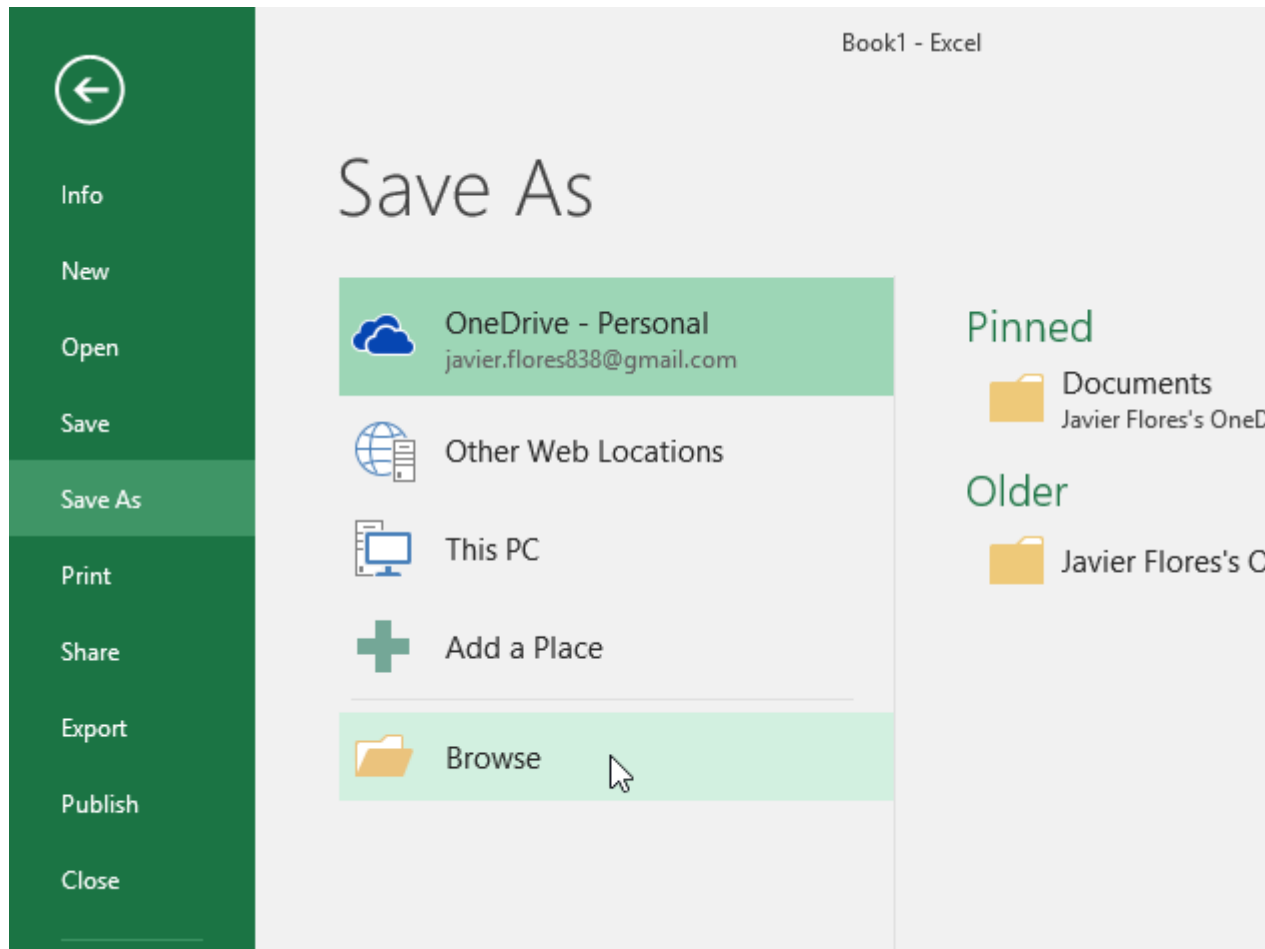
To save a workbook:

It's important to **save your workbook** whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to **where you save** the workbook so it will be easy to find later.

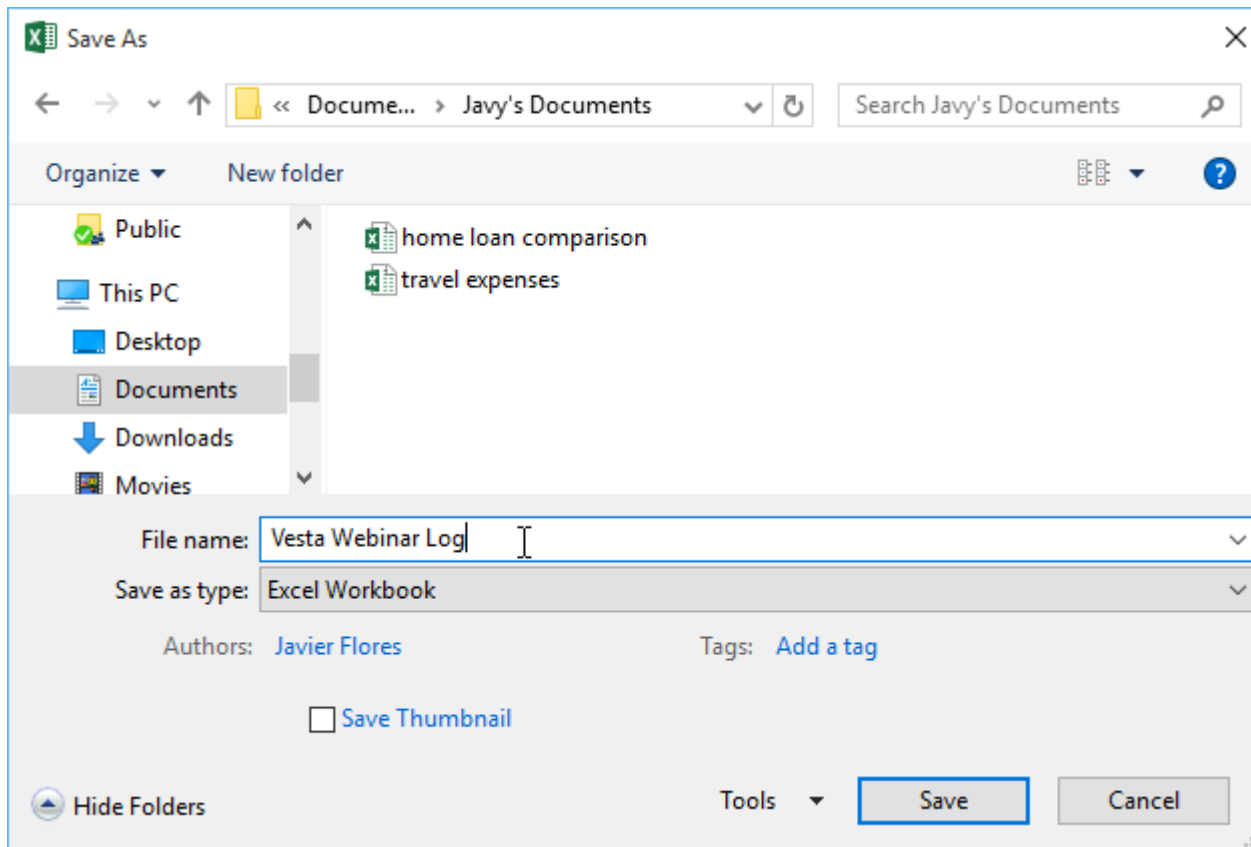
1. Locate and select the **Save** command on the **Quick Access Toolbar**.



2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.
3. You'll then need to choose **where to save** the file and give it a **file name**. To save the workbook to your computer, select **Computer**, then click **Browse**. Alternatively, you can click **OneDrive** to save the file to your OneDrive.



4. The **Save As** dialog box will appear. Select the **location** where you want to save the workbook.
5. Enter a **file name** for the workbook, then click **Save**.



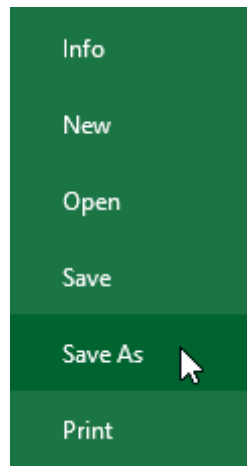
6. The workbook will be **saved**. You can click the **Save** command again to save your changes as you modify the workbook.

You can also access the **Save** command by pressing **Ctrl+S** on your keyboard.

Using Save As to make a copy

If you want to save a **different version** of a workbook while keeping the original, you can create a **copy**. For example, if you have a file named **Sales Data**, you could save it as **Sales Data 2** so you'll be able to edit the new file and still refer back to the original version.

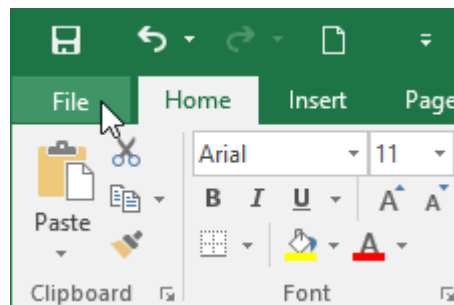
To do this, you'll click the **Save As** command in Backstage view. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.



To change the default save location:

If you don't want to use **OneDrive**, you may be frustrated that OneDrive is selected as the default location when saving. If you find it inconvenient to select **Computer** each time, you can change the **default save location** so **Computer** is selected by default.

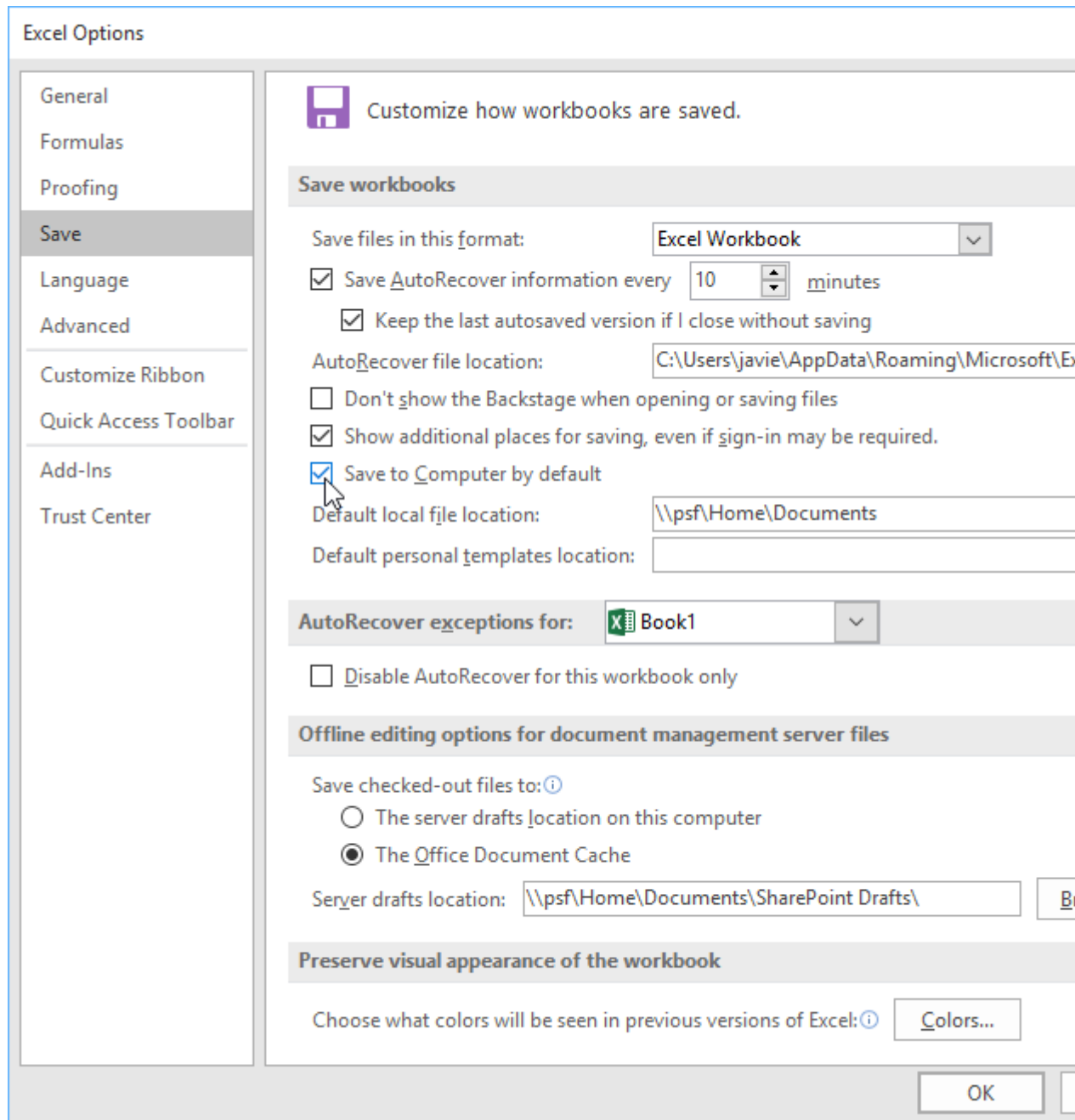
1. Click the **File** tab to access **Backstage view**.



2. Click **Options**.



3. The **Excel Options** dialog box will appear. Select **Save**, check the box next to **Save to Computer by default**, then click **OK**. The default save location will be changed.

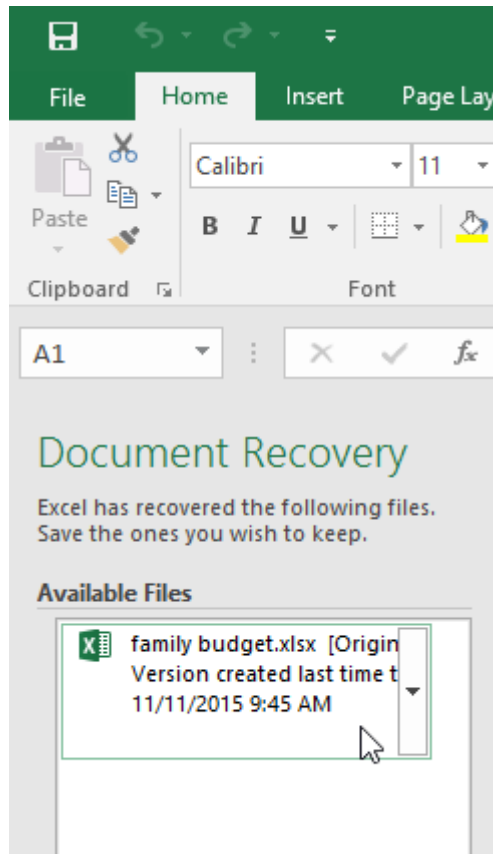


AutoRecover

Excel automatically saves your workbooks to a temporary folder while you are working on them. If you forget to save your changes or if Excel crashes, you can restore the file using **AutoRecover**.

To use AutoRecover:

1. Open Excel. If **autosaved versions** of a file are found, the **Document Recovery** pane will appear.
2. Click to **open** an available file. The workbook will be **recovered**.



By default, Excel autosaves every 10 minutes. If you are editing a workbook for less than 10 minutes, Excel may not create an autosaved version.

If you don't see the file you need, you can browse all autosaved files from **Backstage view**. Just select the **File** tab, click **Manage Versions**, then choose **Recover Unsaved Workbooks**.

family budget [Last saved by user] - Excel

←

Info

New

Open

Save

Save As

Print

Share

Export

Publish

Close


Account

Options

Info

family budget


\\psf » Home » Documents » Javy's Documents



Protect Workbook ▾

Protect Workbook

Control what types of changes people can make to this workbook.




Check for Issues ▾

Inspect Workbook

Before publishing this file, be aware that it contains:

- Document properties, author's name and absolute path




Manage Workbook ▾

Manage Workbook


Check in, check out, and recover unsaved changes.

 There are no unsaved changes.



Recover Unsaved Workbooks

Browse recent unsaved files



Browser View Options

Pick what users can see when this workbook is viewed on the Web.

options

Exporting workbooks

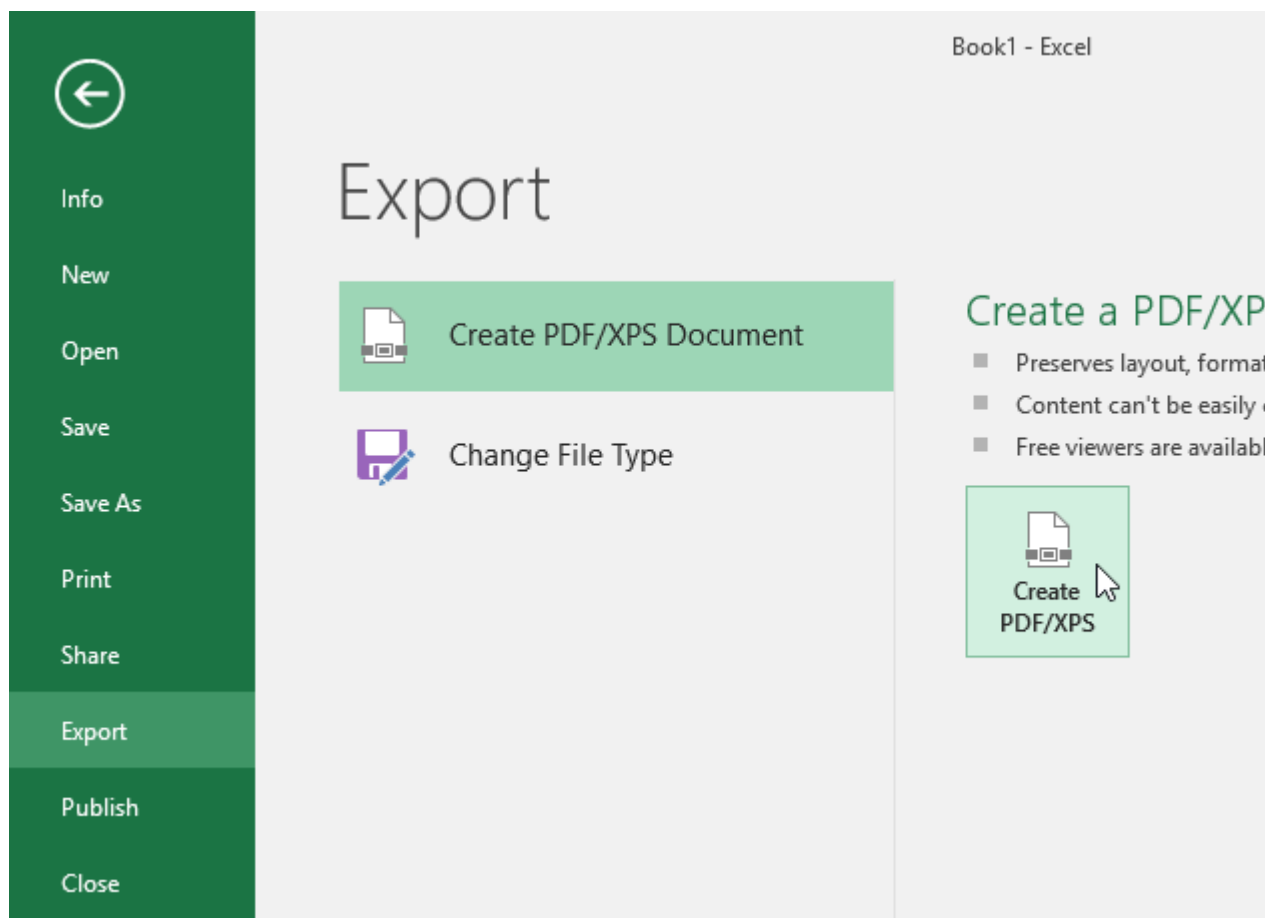
By default, Excel workbooks are saved in the **.xlsx** file type. However, there may be times when you need to use **another file type**, such as a **PDF** or **Excel 97-2003**

workbook. It's easy to **export** your workbook from Excel to a variety of file types.

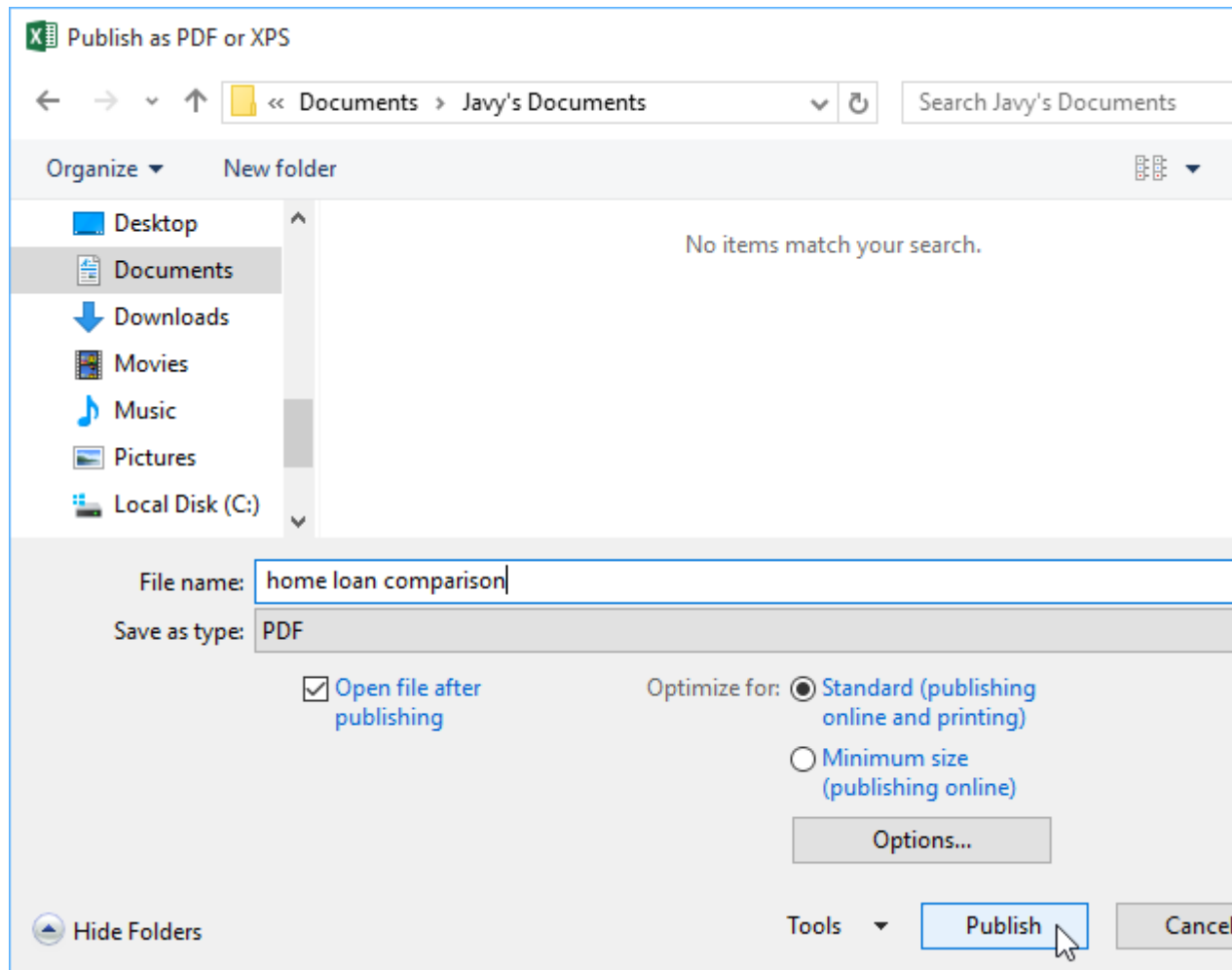
To export a workbook as a PDF file:

Exporting your workbook as an **Adobe Acrobat document**, commonly known as a **PDF file**, can be especially useful if you're sharing a workbook with someone who does not have Excel. A PDF will make it possible for recipients to view but not edit the content of your workbook.

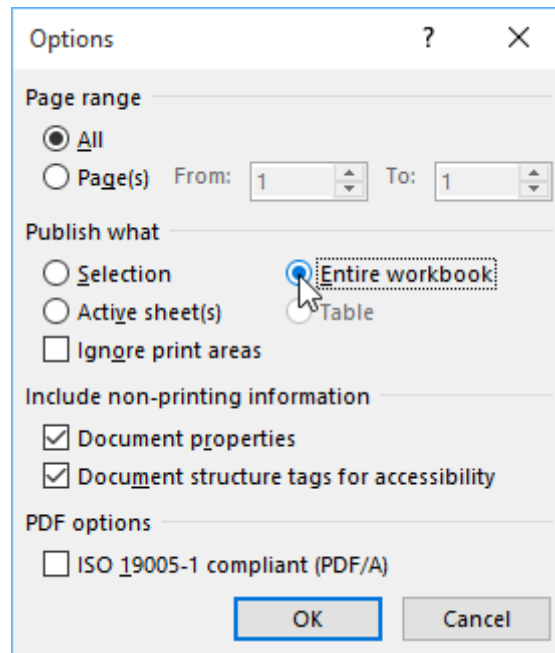
1. Click the **File** tab to access **Backstage view**.
2. Click **Export**, then select **Create PDF/XPS**.



3. The **Save As** dialog box will appear. Select the **location** where you want to export the workbook, enter a **file name**, then click **Publish**.



By default, Excel will only export the **active worksheet**. If you have multiple worksheets and want to save all of them in the same PDF file, click **Options** in the **Save As** dialog box. The **Options** dialog box will appear. Select **Entire workbook**, then click **OK**.

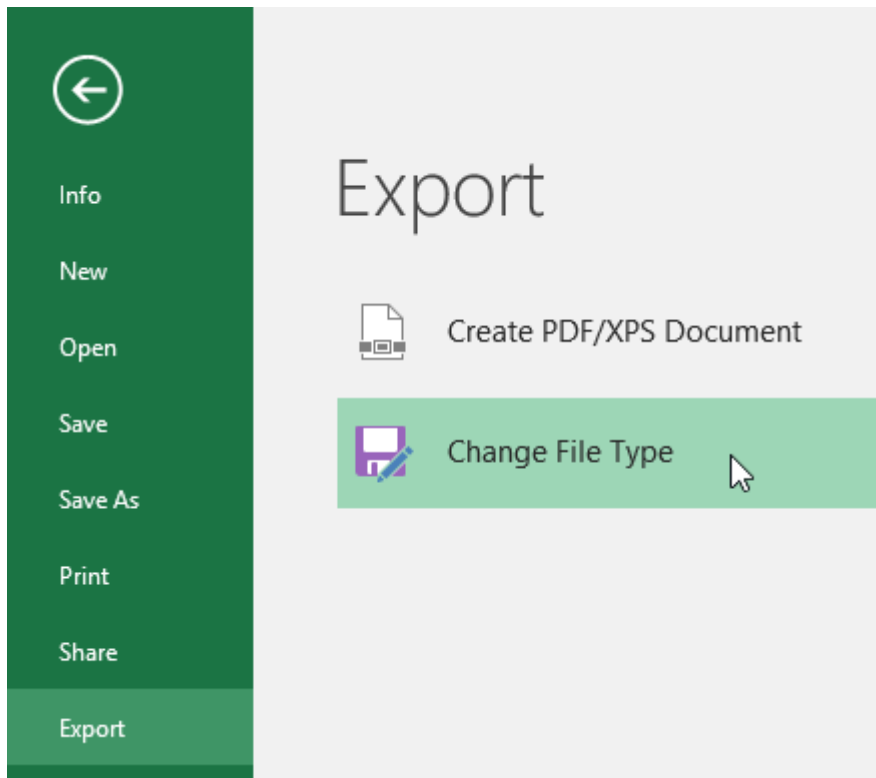


Whenever you export a workbook as a PDF, you'll also need to consider how your workbook data will appear on each **page** of the PDF, just like **printing** a workbook. Visit our [Page Layout and Printing](#) lesson to learn more about what to consider before exporting a workbook as a PDF.

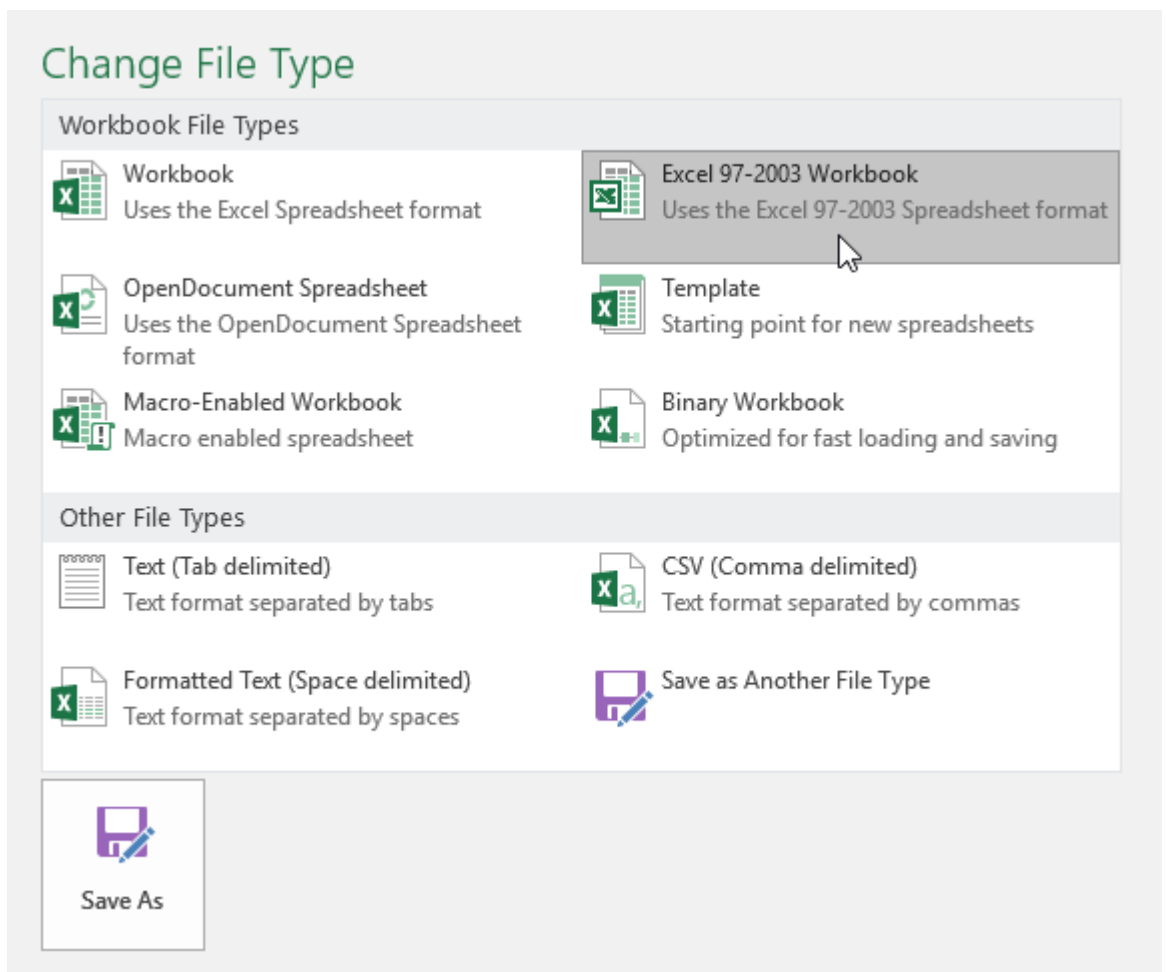
To export a workbook to other file types:

You may also find it helpful to export your workbook to other file types, such as an **Excel 97-2003 workbook** if you need to share with people using an older version of Excel, or a **.CSV file** if you need a **plain-text version** of your workbook.

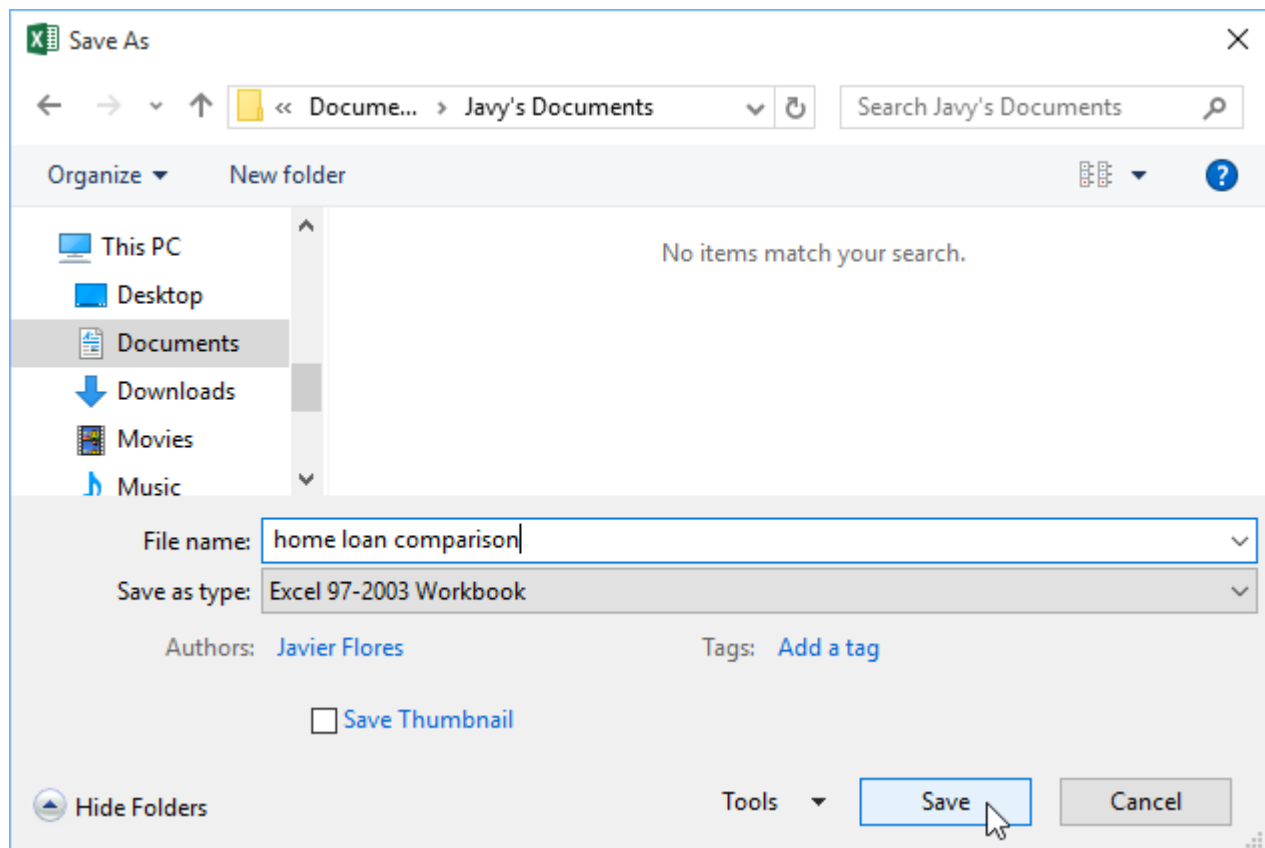
1. Click the **File** tab to access **Backstage view**.
2. Click **Export**, then select **Change File Type**.



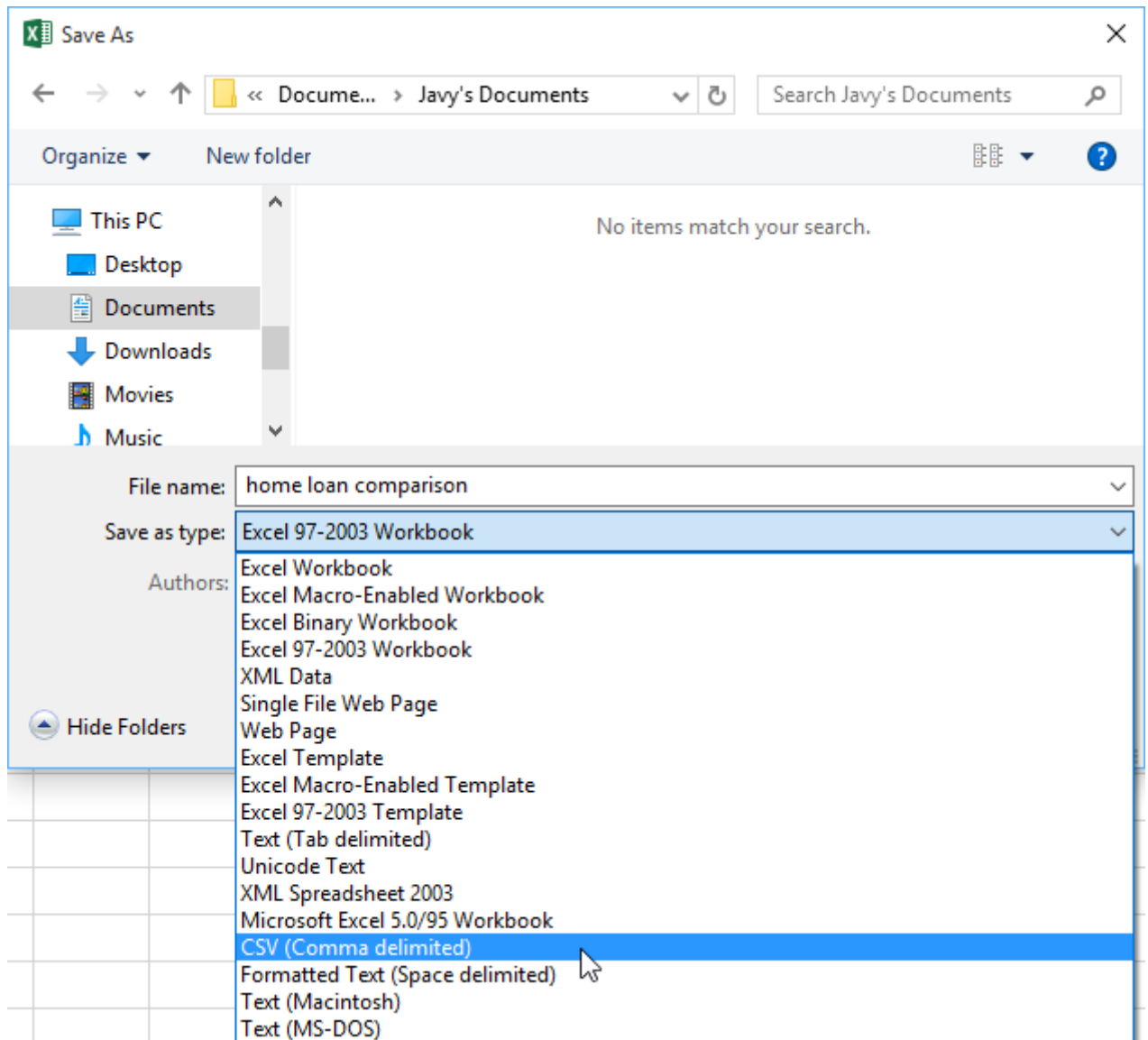
3. Select a common **file type**, then click **Save As**.



4. The **Save As** dialog box will appear. Select the **location** where you want to export the workbook, enter a **file name**, then click **Save**.



You can also use the **Save as type:** drop-down menu in the **Save As** dialog box to save workbooks in a variety of file types.



Sharing workbooks

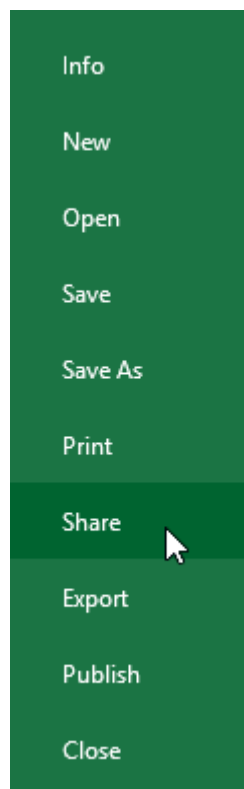
Excel makes it easy to **share and collaborate** on workbooks using **OneDrive**. In the past, if you wanted to share a file with someone you could send it as an email attachment. While convenient, this system also creates **multiple versions** of the same file, which can be difficult to organize.

When you share a workbook from Excel, you're actually giving others access to the **exact same file**. This lets you and the people you share with **edit the same workbook** without having to keep track of multiple versions.

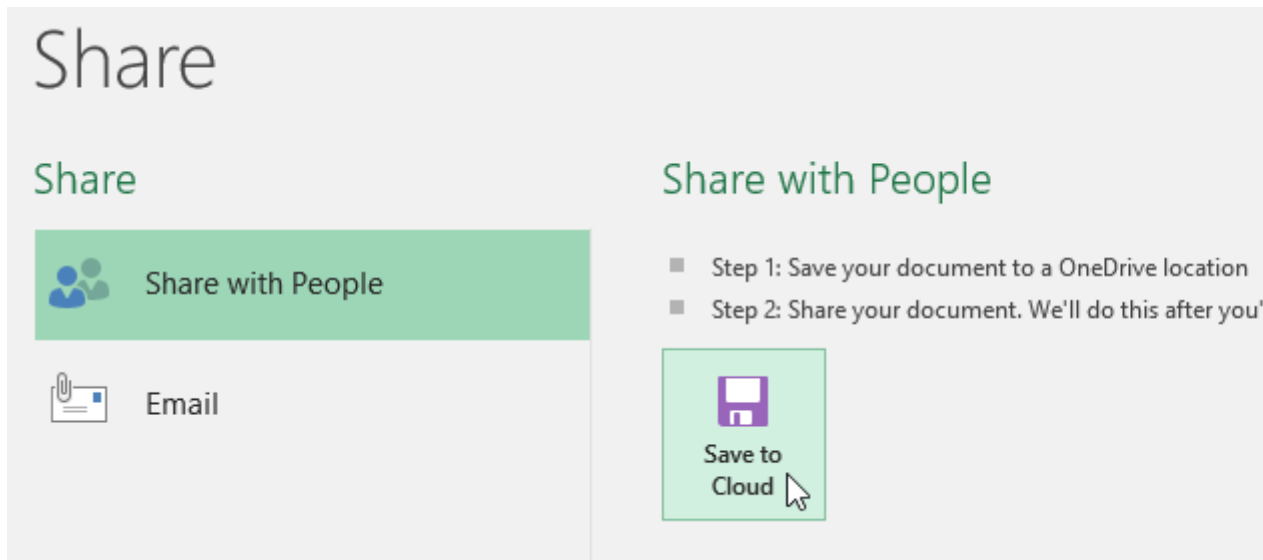
In order to share a workbook, it must first be **saved to your OneDrive**.

To share a workbook:

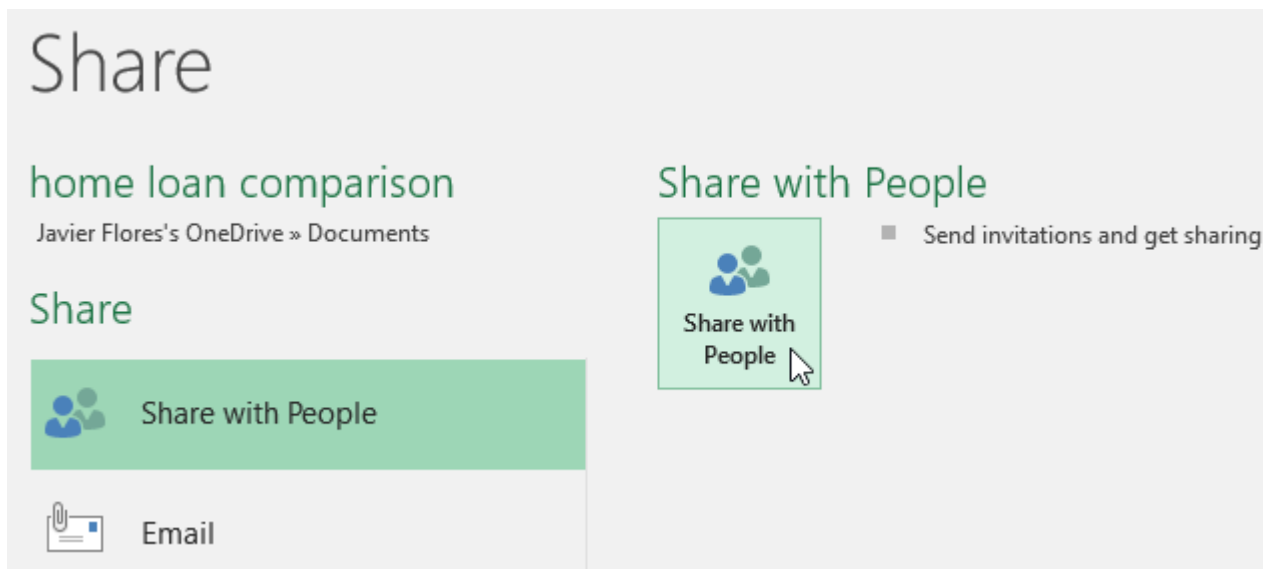
1. Click the **File** tab to access **Backstage view**, then click **Share**.



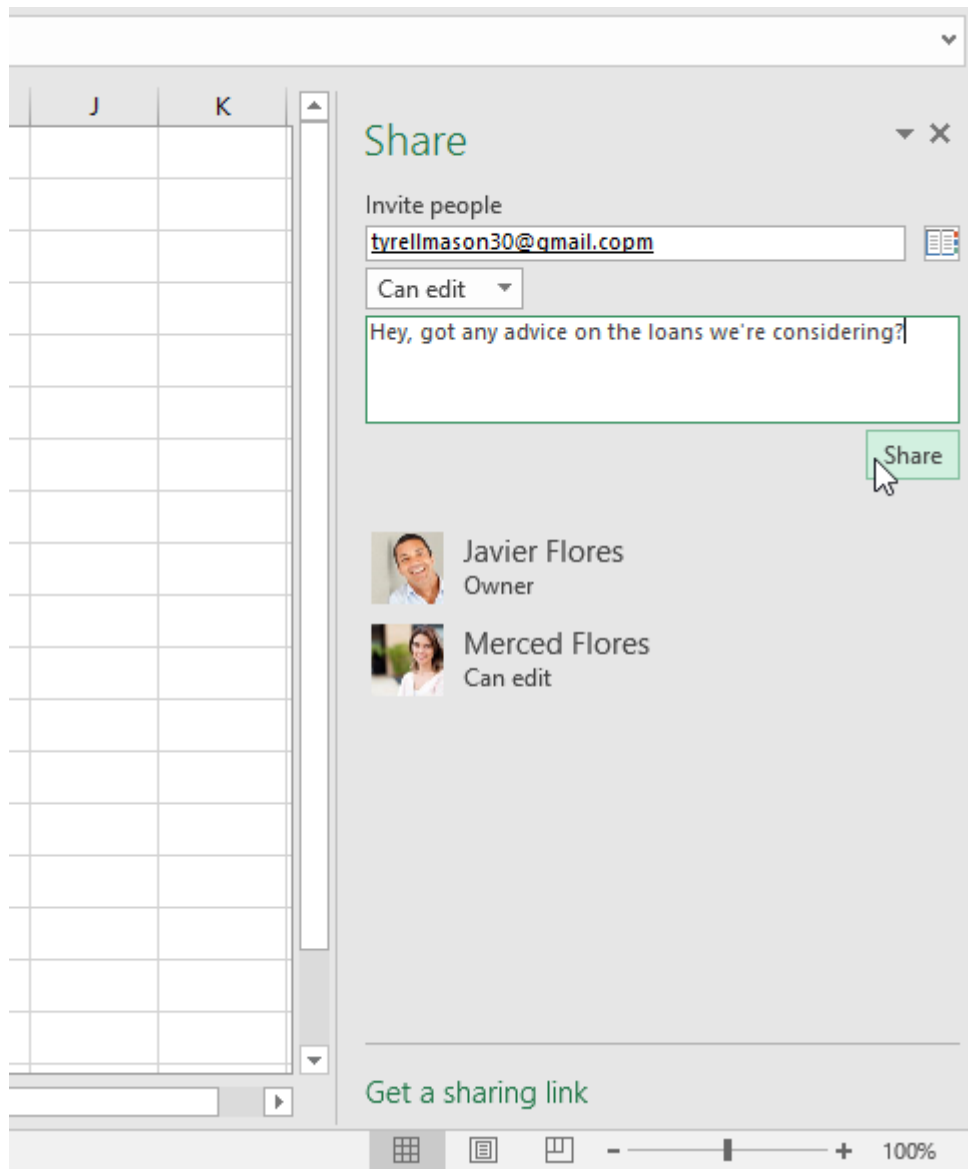
2. The **Share** pane will appear. If you have not already done so, you will be prompted to save your document to **OneDrive**. Note that you may need to navigate back to the Share pane after saving.



3. On the **Share** pane, if your document is saved to OneDrive, click the **Share with People** button.



4. Excel will return to Normal view and open the **Share** panel on the right side of the window. From here, you can invite people to share your document, see a list of who has access to the document, and set whether they can edit or only view the document.



Challenge!

1. Open our **practice workbook**.
2. Using the **Save As** option, create a copy of the workbook and name it **Saving Practice Challenge**. You can save the copy to a folder on your computer or to your **OneDrive**.
3. **Export** the workbook as a **PDF** file.

Introduction

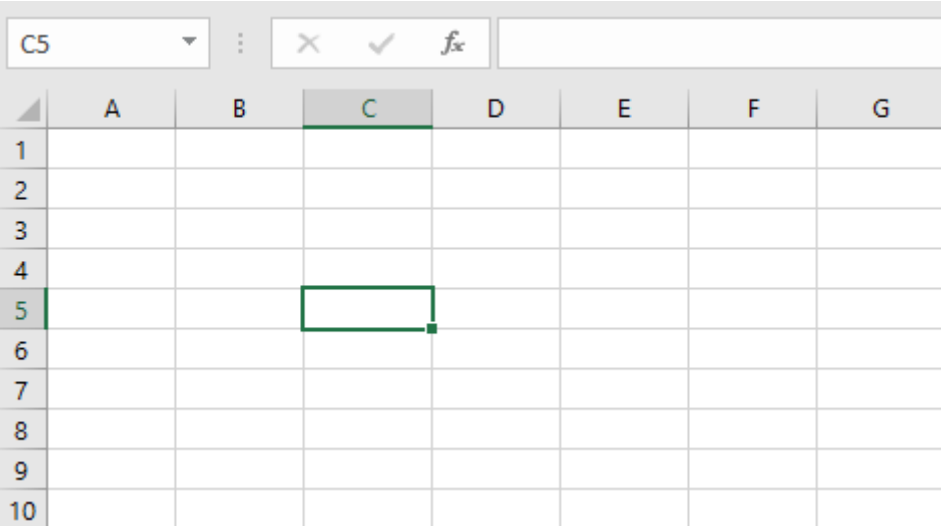
Whenever you work with Excel, you'll enter information—or **content**—into **cells**. Cells are the basic building blocks of a worksheet. You'll need to learn the basics of **cells** and **cell content** to calculate, analyze, and organize data in Excel.

Optional: Download our [practice workbook](#). Watch the video below to learn more about the basics of working with cells.

Understanding cells

Every worksheet is made up of thousands of rectangles, which are called **cells**. A cell is the **intersection** of a **row** and a **column**—in other words, where a row and column meet.

Columns are identified by **letters (A, B, C)**, while rows are identified by **numbers (1, 2, 3)**. Each cell has its own **name**—or **cell address**—based on its column and row. In the example below, the selected cell intersects **column C** and **row 5**, so the cell address is **C5**.

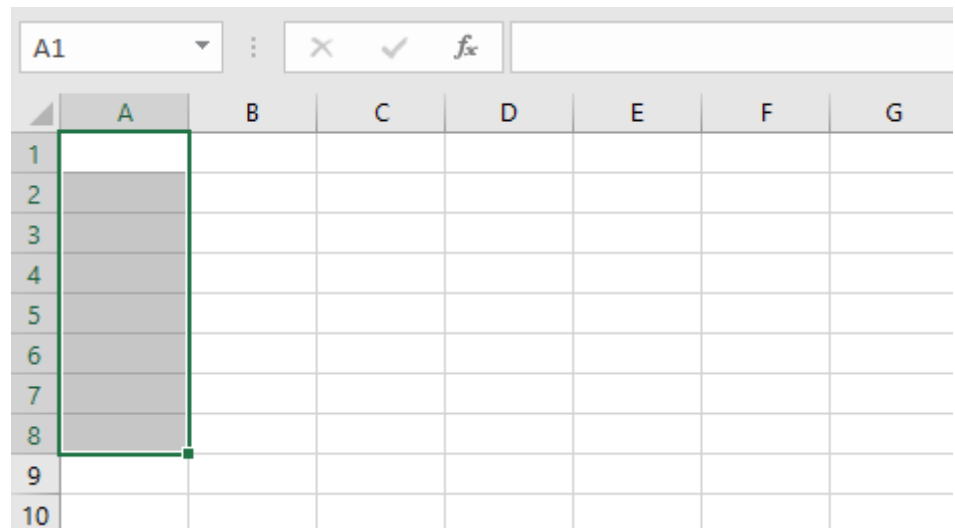


	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

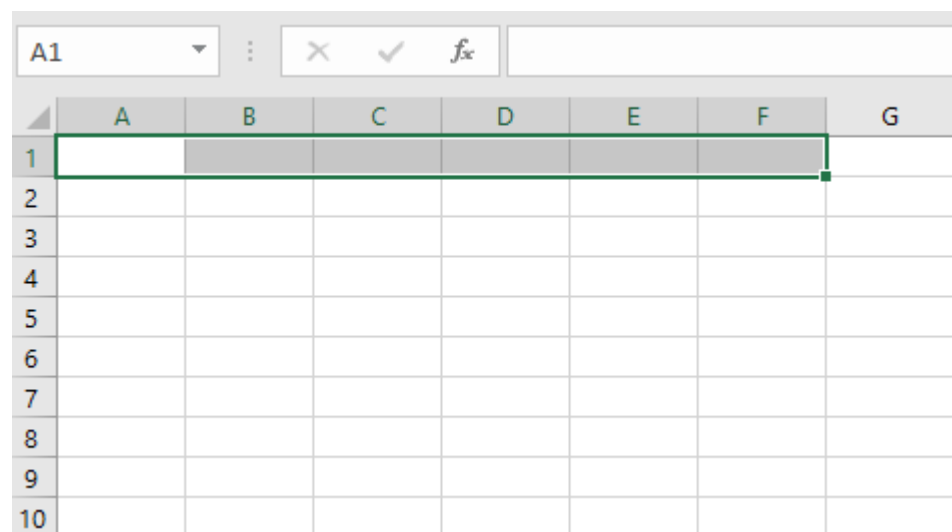
Note that the cell address also appears in the **Name box** in the top-left corner, and that a cell's **column** and **row headings** are **highlighted** when the cell is selected.

You can also select **multiple cells** at the same time. A group of cells is known as a **cell range**. Rather than a single cell address, you will refer to a cell range using the cell addresses of the **first** and **last** cells in the cell range, separated by a **colon**. For example, a cell range that included cells A1, A2, A3, A4, and A5 would be written as **A1:A5**. Take a look at the different cell ranges below:

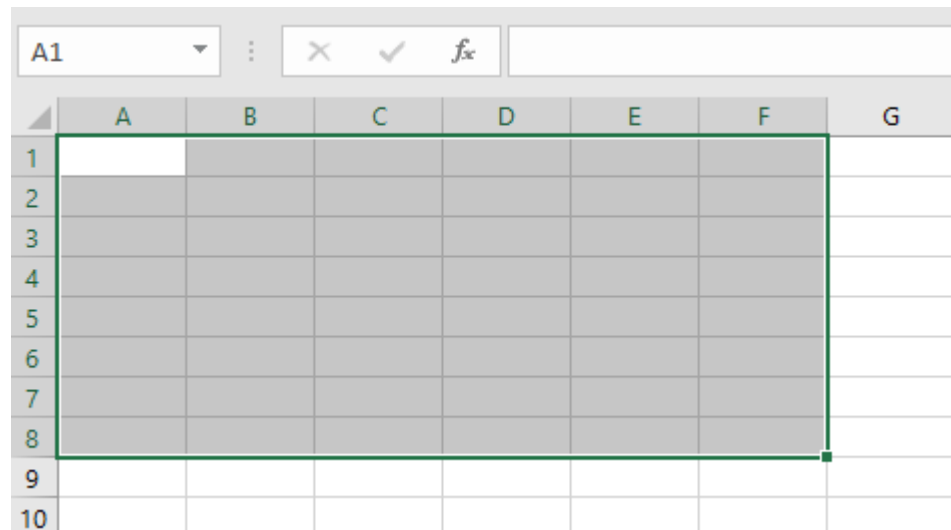
- Cell range **A1:A8**



- Cell range **A1:F1**



- Cell range **A1:F8**



If the columns in your spreadsheet are labeled with numbers instead of letters, you'll need to change the default **reference style** for Excel. Review our Extra on [What are Reference Styles?](#) to learn how.

To select a cell:

To input or edit cell content, you'll first need to **select** the cell.

1. Click a **cell** to select it. In our example, we'll select cell **D9**.
2. A **border** will appear around the selected cell, and the **column heading** and **row heading** will be highlighted. The cell will remain selected until you click another cell in the worksheet.

	A	B	C	D	E	F
1	VESTA Leadership Training					
2	6-Part Series					
3	INSURANCE GROUP					
4	Department	First Name	Last Name	User Name	Part 1	Part 2
5	Sales	Walter	Rivera	wrivera	X	X
6	Sales	Heidi	Lee		X	X
7	Claims	Josie	Gates		X	X
8	Accounting	Wendy	Crocker		X	X
9	Accounting	Loretta	Johnson		X	
10	Sales	Walter	Rivera		X	
11	Claims	Misty	Whitfield		X	
12	Marketing	Matilda	Lewis		X	
13	Accounting	Elizabeth	Hicks		X	
14	HR	Alvin	Rios		X	
15	HR	Brian	Gaines		X	
16	Sales	Megan	Bosworth		X	
17	Claims	Maria	Menzies		X	
18	Claims	Micheal	Russell		X	
19						

You can also select cells using the **arrow keys** on your keyboard.

To select a cell range:

Sometimes you may want to select a larger group of cells, or a **cell range**.

1. Click and drag the mouse until all of the **adjoining cells** you want to select are **highlighted**. In our example, we'll select the cell range **B5:C18**.
2. Release the mouse to **select** the desired cell range. The cells will remain selected until you click another cell in the worksheet.

14R x 2C X ✓ fx Walter

	A	B	C	D	E	F
1	VESTA Leadership Training					
2	6-Part Series					
3	INSURANCE GROUP					
4	Department	First Name	Last Name	User Name	Part 1	Part 2
5	Sales	Walter	Rivera	wrivera	X	X
6	Sales	Heidi	Lee		X	X
7	Claims	Josie	Gates		X	X
8	Accounting	Wendy	Crocker		X	X
9	Accounting	Loretta	Johnson		X	
10	Sales	Walter	Rivera		X	
11	Claims	Misty	Whitfield		X	
12	Marketing	Matilda	Lewis		X	
13	Accounting	Elizabeth	Hicks		X	
14	HR	Alvin	Rios		X	
15	HR	Brian	Gaines		X	
16	Sales	Megan	Bosworth		X	
17	Claims	Maria	Menzies		X	
18	Claims	Micheal	Russell		X	
19						

Cell content

Any information you enter into a spreadsheet will be stored in a cell. Each cell can contain different types of **content**, including **text**, **formatting**, **formulas**, and **functions**.

- **Text:** Cells can contain **text**, such as letters, numbers, and dates.

	A	B	C	D	E
1	Date	Sales	Percentage of Total		
2	4/4/16	93	0.71		
3	4/5/16	42	0.78		
4	4/6/16	46	0.86		
5	4/7/16	73	0.28		
6	4/8/16	12	0.49		
7	4/9/16	24	0.65		
8	4/10/16	19	0.57		
9					
10					

- **Formatting attributes:** Cells can contain **formatting attributes** that change the way letters, numbers, and dates are displayed. For example, percentages can appear as 0.15 or 15%. You can even change a cell's **text** or **background color**.

	A	B	C	D	E
1	Date	Sales	Percentage of Total		
2	April 4, 2016	\$93.00	71%		
3	April 5, 2016	\$42.00	78%		
4	April 6, 2016	\$46.00	86%		
5	April 7, 2016	\$73.00	28%		
6	April 8, 2016	\$12.00	49%		
7	April 9, 2016	\$24.00	65%		
8	April 10, 2016	\$19.00	57%		
9					
10					

- **Formulas and functions:** Cells can contain **formulas** and **functions** that calculate cell values. In our example, **SUM(B2:B8)** adds the value of each cell in the cell range B2:B8 and displays the total in cell B9.

1	Date	Sales	Percentage of Total
2	April 4, 2016	\$93.00	71%
3	April 5, 2016	\$42.00	78%
4	April 6, 2016	\$46.00	86%
5	April 7, 2016	\$73.00	28%
6	April 8, 2016	\$12.00	49%
7	April 9, 2016	\$24.00	65%
8	April 10, 2016	\$19.00	57%
9	Weekly Sales	\$309.00	
10			

To insert content:

1. Click a **cell** to select it. In our example, we'll select cell **F9**.

4	Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
5	Sales	Walter	Rivera	wrivera	X	X	On hold
6	Sales	Heidi	Lee		X	X	On hold
7	Claims	Josie	Gates		X	X	X
8	Accounting	Wendy	Crocker		X	X	
9	Accounting	Loretta	Johnson		X		X
10	Sales	Walter	Rivera		X		X
11	Claims	Misty	Whitfield		X		

2. Type something into the selected cell, then press **Enter** on your keyboard. The content will appear in the **cell** and the **formula bar**. You can also input and edit cell content in the formula bar.

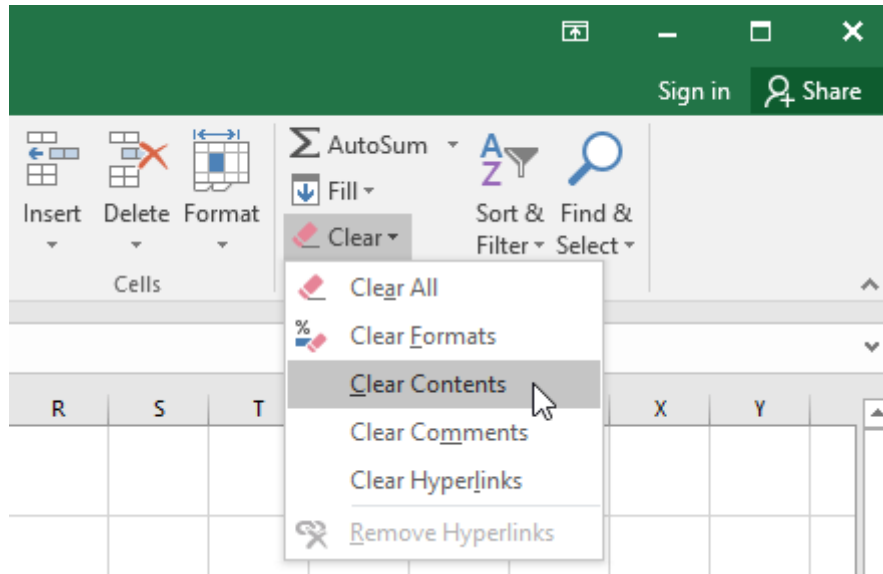
VESTA Leadership Training 6-Part Series							
INSURANCE GROUP							
Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
Sales	Walter	Rivera	wrivera	X	X	On hold	X
Sales	Heidi	Lee		X	X	On hold	
Claims	Josie	Gates		X	X		X
Accounting	Wendy	Crocker		X	X		
Accounting	Loretta	Johnson		X	X		X
Sales	Walter	Rivera		X			X
Claims	Misty	Whitfield		X			

To delete (or clear) cell content:

1. Select the **cell(s)** with content you want to delete. In our example, we'll select the cell range **A10:H10**.

VESTA Leadership Training 6-Part Series							
INSURANCE GROUP							
Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
Sales	Walter	Rivera	wrivera	X	X	On hold	X
Sales	Heidi	Lee		X	X	On hold	
Claims	Josie	Gates		X	X		X
Accounting	Wendy	Crocker		X	X		
Accounting	Loretta	Johnson		X	X		X
Sales	Walter	Rivera		X			X
Claims	Misty	Whitfield		X			
Marketing	Matilda	Lewis		X			
Accounting	Elizabeth	Hicks		X			X
HR	Alvin	Rios		X			

2. Select the **Clear** command on the **Home** tab, then click **Clear Contents**.



3. The cell contents will be deleted.

A screenshot of an Excel spreadsheet. The spreadsheet has a yellow header row (row 1) with the text 'VESTA Leadership Training' and '6-Part Series'. Row 2 is also yellow with the text 'INSURANCE GROUP'. Row 3 is white with the text 'INSURANCE GROUP'. Row 4 is the start of a table with the following columns: Department, First Name, Last Name, User Name, Part 1, Part 2, and Part 3. The table contains data for rows 5 through 14. Row 10 is highlighted with a green border. The formula bar at the top shows 'A10' and the formula is empty.

	A	B	C	D	E	F	G	H
1	VESTA Leadership Training							
2	6-Part Series							
3	INSURANCE GROUP							
4	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
5	Sales	Walter	Rivera	wrivera	X	X	On hold	X
6	Sales	Heidi	Lee		X	X	On hold	
7	Claims	Josie	Gates		X	X		X
8	Accounting	Wendy	Crocker		X	X		
9	Accounting	Loretta	Johnson		X	X		X
10								
11	Claims	Misty	Whitfield		X			
12	Marketing	Matilda	Lewis		X			
13	Accounting	Elizabeth	Hicks		X			X
14	HR	Alvin	Rios		X			

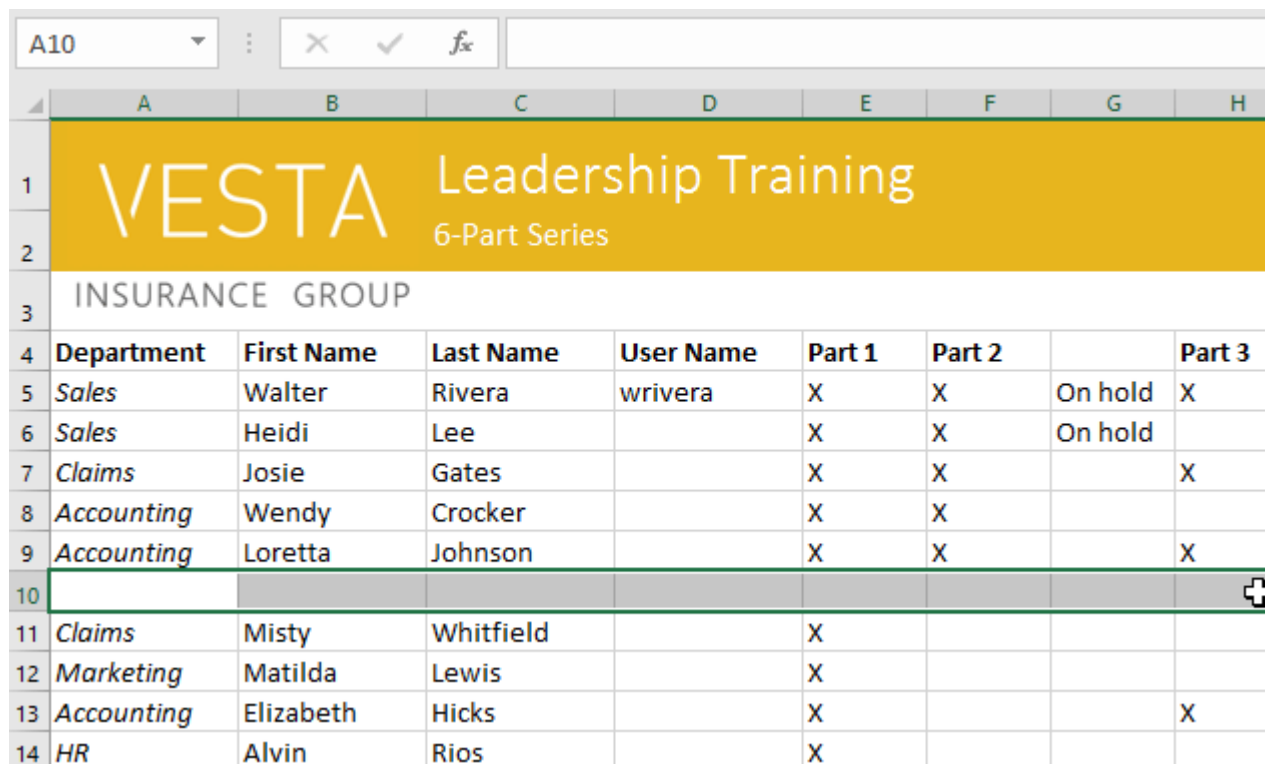
You can also use the **Delete** key on your keyboard to delete content from **multiple cells** at once.

The **Backspace** key will only delete content from one cell at a time.

To delete cells:

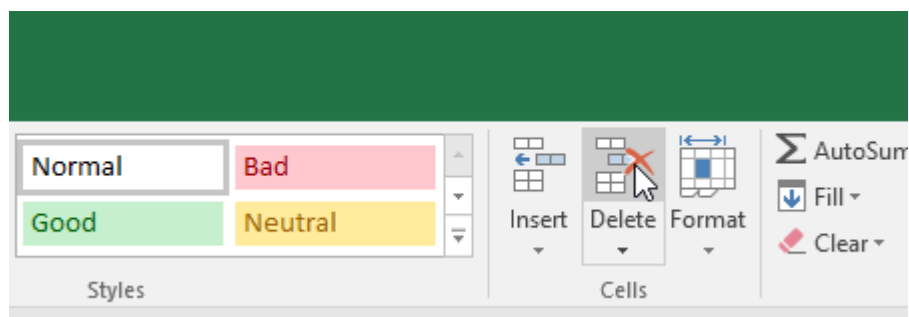
There is an important difference between deleting the content of a cell and **deleting the cell itself**. If you delete the entire cell, the cells below it will **shift to fill in the gaps** and **replace the deleted cells**.

1. Select the **cell(s)** you want to delete. In our example, we'll select **A10:H10**.



Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
Sales	Walter	Rivera	wrivera	X	X	On hold	X
Sales	Heidi	Lee		X	X	On hold	
Claims	Josie	Gates		X	X		X
Accounting	Wendy	Crocker		X	X		
Accounting	Loretta	Johnson		X	X		X
Claims	Misty	Whitfield		X			
Marketing	Matilda	Lewis		X			
Accounting	Elizabeth	Hicks		X			X
HR	Alvin	Rios		X			

2. Select the **Delete** command from the **Home** tab on the **Ribbon**.



3. The cells below will **shift up** and **fill in the gaps**.

VESTA Leadership Training							
6-Part Series							
INSURANCE GROUP							
Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
Sales	Walter	Rivera	wrivera	X	X	On hold	X
Sales	Heidi	Lee		X	X	On hold	
Claims	Josie	Gates		X	X		X
Accounting	Wendy	Crocker		X	X		
Accounting	Loretta	Johnson		X	X		X
Claims	Misty	Whitfield		X			
Marketing	Matilda	Lewis		X			
Accounting	Elizabeth	Hicks		X			X
HR	Alvin	Rios		X			
HR	Brian	Gaines		X			

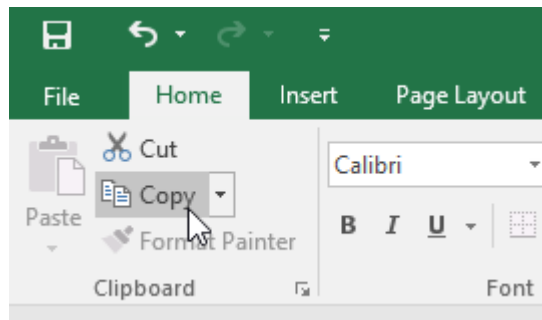
To copy and paste cell content:

Excel allows you to **copy** content that is already entered into your spreadsheet and **paste** that content to other cells, which can save you time and effort.

1. Select the **cell(s)** you want to **copy**. In our example, we'll select **F9**.

VESTA Leadership Training 6-Part Series							
INSURANCE GROUP							
Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
Sales	Walter	Rivera	wrivera	X	X	On hold	X
Sales	Heidi	Lee		X	X	On hold	
Claims	Josie	Gates		X	X		X
Accounting	Wendy	Crocker		X	X		
Accounting	Loretta	Johnson		X	X		X
Claims	Misty	Whitfield		X			
Marketing	Matilda	Lewis		X			
Accounting	Elizabeth	Hicks		X			X
HR	Alvin	Rios		X			
HR	Brian	Gaines		X			
Sales	Megan	Bosworth		X			
Claims	Maria	Menzies		X			
Claims	Micheal	Russell		X			

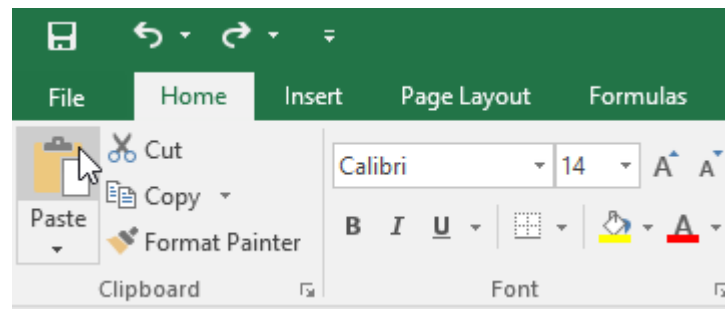
2. Click the **Copy** command on the **Home** tab, or press **Ctrl+C** on your keyboard.



3. Select the **cell(s)** where you want to **paste** the content. In our example, we'll select **F12:F17**. The copied cell(s) will have a **dashed box** around them.

VESTA Leadership Training 6-Part Series							
INSURANCE GROUP							
Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
Sales	Walter	Rivera	wrivera	X	X	On hold	X
Sales	Heidi	Lee		X	X	On hold	
Claims	Josie	Gates		X	X		X
Accounting	Wendy	Crocker		X	X		
Accounting	Loretta	Johnson		X	X		X
Claims	Misty	Whitfield		X			
Marketing	Matilda	Lewis		X			
Accounting	Elizabeth	Hicks		X			X
HR	Alvin	Rios		X			
HR	Brian	Gaines		X			
Sales	Megan	Bosworth		X			
Claims	Maria	Menzies		X			
Claims	Micheal	Russell		X			

4. Click the **Paste** command on the **Home** tab, or press **Ctrl+V** on your keyboard.

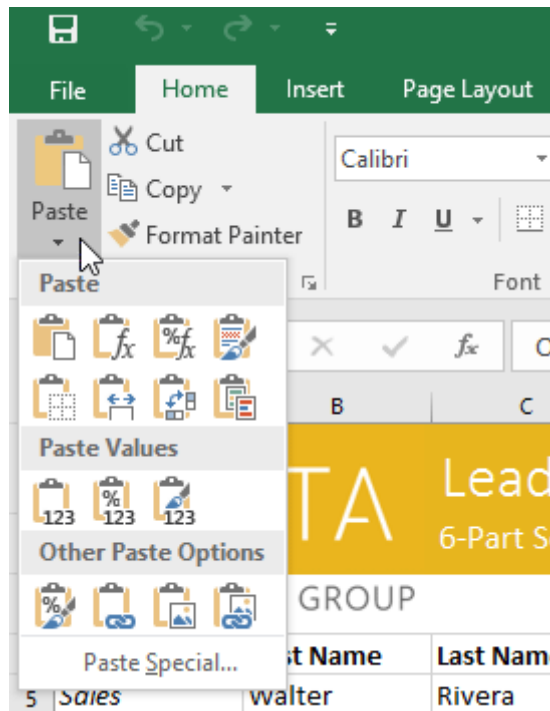


5. The content will be **pasted** into the selected cells.

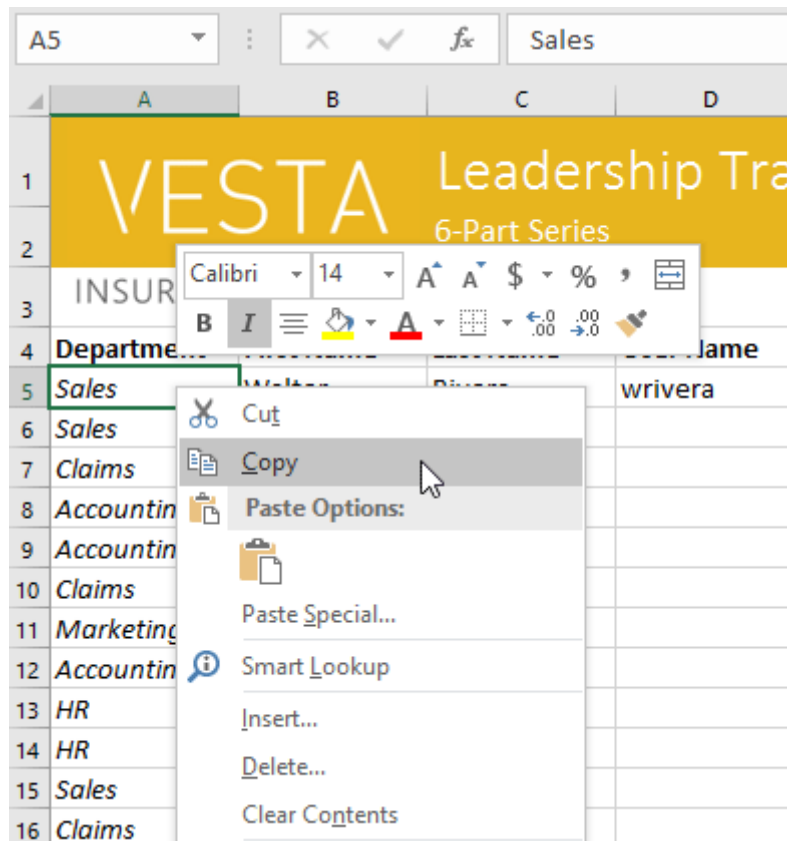
VESTA Leadership Training 6-Part Series							
INSURANCE GROUP							
Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
Sales	Walter	Rivera	wrivera	X	X	On hold	X
Sales	Heidi	Lee		X	X	On hold	
Claims	Josie	Gates		X	X		X
Accounting	Wendy	Crocker		X	X		
Accounting	Loretta	Johnson		X	X		X
Claims	Misty	Whitfield		X			
Marketing	Matilda	Lewis		X			
Accounting	Elizabeth	Hicks		X	X		X
HR	Alvin	Rios		X	X		
HR	Brian	Gaines		X	X		
Sales	Megan	Bosworth		X	X		
Claims	Maria	Menzies		X	X		
Claims	Micheal	Russell		X	X		

To access more paste options:

You can also access **additional paste options**, which are especially convenient when working with cells that contain **formulas** or **formatting**. Just click the **drop-down arrow** on the **Paste** command to see these options.



Instead of choosing commands from the Ribbon, you can access commands quickly by **right-clicking**. Simply select the **cell(s)** you want to **format**, then right-click the mouse. A **drop-down menu** will appear, where you'll find several **commands** that are also located on the Ribbon.



To cut and paste cell content:

Unlike copying and pasting, which **duplicates** cell content, **cutting** allows you to **move** content between cells.

1. Select the **cell(s)** you want to **cut**. In our example, we'll select **G5:G6**.
2. Right-click the mouse and select the **Cut** command. Alternatively, you can use the command on the **Home** tab, or press **Ctrl+X** on your keyboard.

G5 On hold

VESTA Leadership Training						
6-Part Series						
INSURANCE GROUP						
Department	First Name	Last Name	User Name	Part 1	Part 2	
Sales	Walter	Rivera	wrivera	X	X	On hold
Sales	Heidi	Lee		X	X	On hold
Claims	Josie	Gates		X	X	
Accounting	Wendy	Crocker		X	X	
Accounting	Loretta	Johnson		X	X	
Claims	Misty	Whitfield		X		
Marketing	Matilda	Lewis		X		
Accounting	Elizabeth	Hicks		X	X	
HR	Alvin	Rios		X	X	
HR	Brian	Gaines		X	X	
Sales	Megan	Bosworth		X	X	
Claims	Maria	Menzies		X	X	
Claims	Micheal	Russell		X	X	

3. Select the cells where you want to **paste** the content. In our example, we'll select **F10:F11**. The cut cells will now have a **dashed box** around them.
4. Right-click the mouse and select the **Paste** command. Alternatively, you can use the command on the **Home** tab, or press **Ctrl+V** on your keyboard.

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home', and the 'Clipboard' group is active. The spreadsheet has a yellow header for 'VESTA Leadership Training 6-Part Series' and a section for 'INSURANCE GROUP'. A table lists employees with columns for Department, First Name, Last Name, User Name, Part 1, Part 2, and Part 3. The text 'On hold' is present in cells F5 and F6. A context menu is open over cell F5, with the 'Cut' option selected.

Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales	Walter	Rivera	wrivera	X	X	On hold X
Sales	Heidi	Lee		X	X	On hold
Claims	Josie	Gates		X	X	X
Accounting	Wendy	Crocker		X	X	
Accounting	Loretta	Johnson		X	X	
Claims	Misty	Whitfield		X		
Marketing	Matilda	Lewis		X		
Accounting	Elizabeth	Hicks		X	X	
HR	Alvin	Rios		X	X	
HR	Brian	Gaines		X	X	
Sales	Megan	Bosworth		X	X	
Claims	Maria	Menzies		X	X	
Claims	Micheal	Russell		X	X	

- The cut content will be **removed** from the original cells and **pasted** into the selected cells.

VESTA Leadership Training 6-Part Series							
INSURANCE GROUP							
4	Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
5	Sales	Walter	Rivera	wrivera	X	X	X
6	Sales	Heidi	Lee		X	X	
7	Claims	Josie	Gates		X	X	X
8	Accounting	Wendy	Crocker		X	X	
9	Accounting	Loretta	Johnson		X	X	X
10	Claims	Misty	Whitfield		X	On hold	
11	Marketing	Matilda	Lewis		X	On hold	
12	Accounting	Elizabeth	Hicks		X	X	X
13	HR	Alvin	Rios		X	X	
14	HR	Brian	Gaines		X	X	
15	Sales	Megan	Bosworth		X	X	
16	Claims	Maria	Menzies		X	X	
17	Claims	Micheal	Russell		X	X	
18							

To drag and drop cells:

Instead of cutting, copying, and pasting, you can **drag and drop** cells to move their contents.

1. Select the **cell(s)** you want to **move**. In our example, we'll select **H4:H12**.
2. Hover the mouse over the **border** of the selected cell(s) until the mouse changes to a **pointer with four arrows**.

VESTA Leadership Training							
6-Part Series							
INSURANCE GROUP							
Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
Sales	Walter	Rivera	wrivera	X	X		X
Sales	Heidi	Lee		X	X		
Claims	Josie	Gates		X	X		X
Accounting	Wendy	Crocker		X	X		
Accounting	Loretta	Johnson		X	X		X
Claims	Misty	Whitfield		X	On hold		
Marketing	Matilda	Lewis		X	On hold		
Accounting	Elizabeth	Hicks		X	X		X
HR	Alvin	Rios		X	X		
HR	Brian	Gaines		X	X		
Sales	Megan	Bosworth		X	X		
Claims	Maria	Menzies		X	X		
Claims	Micheal	Russell		X	X		

- Click and drag the cells to the **desired location**. In our example, we'll move them to **G4:G12**.

H4 Part 3

VESTA Leadership Training							
6-Part Series							
INSURANCE GROUP							
Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
Sales	Walter	Rivera	wrivera	X	X		X
Sales	Heidi	Lee		X	X		
Claims	Josie	Gates		X	X		X
Accounting	Wendy	Crocker		X	X		X
Accounting	Loretta	Johnson		X	X		X
Claims	Misty	Whitfield		X	On hold		
Marketing	Matilda	Lewis		X	On hold		
Accounting	Elizabeth	Hicks		X	X		X
HR	Alvin	Rios		X	X		
HR	Brian	Gaines		X	X		
Sales	Megan	Bosworth		X	X		
Claims	Maria	Menzies		X	X		
Claims	Micheal	Russell		X	X		

4. Release the mouse. The cells will be **dropped** in the selected location.

VESTA Leadership Training 6-Part Series						
INSURANCE GROUP						
Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales	Walter	Rivera	wrivera	X	X	X
Sales	Heidi	Lee		X	X	
Claims	Josie	Gates		X	X	X
Accounting	Wendy	Crocker		X	X	
Accounting	Loretta	Johnson		X	X	X
Claims	Misty	Whitfield		X	On hold	
Marketing	Matilda	Lewis		X	On hold	
Accounting	Elizabeth	Hicks		X	X	X
HR	Alvin	Rios		X	X	
HR	Brian	Gaines		X	X	
Sales	Megan	Bosworth		X	X	
Claims	Maria	Menzies		X	X	
Claims	Micheal	Russell		X	X	

To use the fill handle:

If you're copying cell content to adjacent cells in the same row or column, the **fill handle** is a good alternative to the copy and paste commands.

1. Select the **cell(s)** containing the content you want to use, then hover the mouse over the lower-right corner of the cell so the **fill handle** appears.

VESTA Leadership Training							
6-Part Series							
INSURANCE GROUP							
Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3	
Sales	Walter	Rivera	wrivera	X	X	X	
Sales	Heidi	Lee		X	X		
Claims	Josie	Gates		X	X	X	
Accounting	Wendy	Crocker		X	X		
Accounting	Loretta	Johnson		X	X	X	
Claims	Misty	Whitfield		X	On hold		
Marketing	Matilda	Lewis		X	On hold		
Accounting	Elizabeth	Hicks		X	X	X	
HR	Alvin	Rios		X	X		
HR	Brian	Gaines		X	X		
Sales	Megan	Bosworth		X	X		
Claims	Maria	Menzies		X	X		
Claims	Micheal	Russell		X	X		

- Click and drag the **fill handle** until all of the cells you want to fill are selected. In our example, we'll select **G13:G17**.

VESTA Leadership Training 6-Part Series							
INSURANCE GROUP							
4	Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
5	Sales	Walter	Rivera	wrivera	X	X	X
6	Sales	Heidi	Lee		X	X	
7	Claims	Josie	Gates		X	X	X
8	Accounting	Wendy	Crocker		X	X	
9	Accounting	Loretta	Johnson		X	X	X
10	Claims	Misty	Whitfield		X	On hold	
11	Marketing	Matilda	Lewis		X	On hold	
12	Accounting	Elizabeth	Hicks		X	X	X
13	HR	Alvin	Rios		X	X	
14	HR	Brian	Gaines		X	X	
15	Sales	Megan	Bosworth		X	X	
16	Claims	Maria	Menzies		X	X	
17	Claims	Micheal	Russell		X	X	
18							
19							

3. Release the mouse to **fill** the selected cells.

VESTA Leadership Training 6-Part Series							
INSURANCE GROUP							
4	Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
5	Sales	Walter	Rivera	wrivera	X	X	X
6	Sales	Heidi	Lee		X	X	
7	Claims	Josie	Gates		X	X	X
8	Accounting	Wendy	Crocker		X	X	
9	Accounting	Loretta	Johnson		X	X	X
10	Claims	Misty	Whitfield		X	On hold	
11	Marketing	Matilda	Lewis		X	On hold	
12	Accounting	Elizabeth	Hicks		X	X	X
13	HR	Alvin	Rios		X	X	X
14	HR	Brian	Gaines		X	X	X
15	Sales	Megan	Bosworth		X	X	X
16	Claims	Maria	Menzies		X	X	X
17	Claims	Micheal	Russell		X	X	X
18							
19							

To continue a series with the fill handle:

The fill handle can also be used to **continue a series**. Whenever the content of a row or column follows a sequential order, like **numbers (1, 2, 3)** or **days (Monday, Tuesday, Wednesday)**, the fill handle can guess what should come next in the series. In most cases, you will need to select **multiple cells** before using the fill handle to help Excel determine the series order. Let's take a look at an example:

1. Select the cell range that contains the series you want to continue. In our example, we'll select **E4:G4**.
2. Click and drag the fill handle to continue the series.

VESTA Leadership Training 6-Part Series							
INSURANCE GROUP							
Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3	
Sales	Walter	Rivera	wrivera	X	X	X	
Sales	Heidi	Lee		X	X		
Claims	Josie	Gates		X	X	X	
Accounting	Wendy	Crocker		X	X		
Accounting	Loretta	Johnson		X	X	X	
Claims	Misty	Whitfield		X	On hold		
Marketing	Matilda	Lewis		X	On hold		
Accounting	Elizabeth	Hicks		X	X	X	
HR	Alvin	Rios		X	X	X	
HR	Brian	Gaines		X	X	X	
Sales	Megan	Bosworth		X	X	X	
Claims	Maria	Menzies		X	X	X	
Claims	Micheal	Russell		X	X	X	

3. Release the mouse. If Excel understood the series, it will be continued in the selected cells. In our example, Excel added **Part 4**, **Part 5**, and **Part 6** to **H4:J4**.

VESTA Leadership Training								
6-Part Series								
INSURANCE GROUP								
Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3	Part 4	Part 5
Sales	Walter	Rivera	wrivera	X	X	X		
Sales	Heidi	Lee		X	X			
Claims	Josie	Gates		X	X	X		
Accounting	Wendy	Crocker		X	X			
Accounting	Loretta	Johnson		X	X	X		
Claims	Misty	Whitfield		X	On hold			
Marketing	Matilda	Lewis		X	On hold			
Accounting	Elizabeth	Hicks		X	X	X		
HR	Alvin	Rios		X	X	X		
HR	Brian	Gaines		X	X	X		
Sales	Megan	Bosworth		X	X	X		
Claims	Maria	Menzies		X	X	X		
Claims	Micheal	Russell		X	X	X		

Challenge!

1. Open our [practice workbook](#).
2. Select cell **D6** and type **hlee**.
3. **Clear the contents** in row 14.
4. **Delete** column G.
5. Using either **cut and paste** or **drag and drop**, move the contents of row 18 to row 14.
6. Use the **fill handle** to put an X in cells F9:F17.
7. When you're finished, your workbook should look like this:

	C	D	E	F	G	H	I
1	Leadership Training						
2	6-Part Series						
3							
4	Last Name	User Name	Part 1	Part 2	Part 3		
5	Rivera	wrivera	X	X	X		
6	Lee	hlee	X	X			
7	Gates		X	X	X		
8	Crocker		X	X			
9	Johnson		X	X	X		
10	Rivera		X	X	X		
11	Whitfield		X	X			
12	Lewis		X	X			
13	Hicks		X	X	X		
14	Russell		X	X			
15	Gaines		X	X			
16	Bosworth		X	X			
17	Menzies		X	X			

Introduction

By default, every row and column of a new workbook is set to the same **height** and **width**. Excel allows you to modify column width and row height in different ways, including **wrapping text** and **merging cells**.

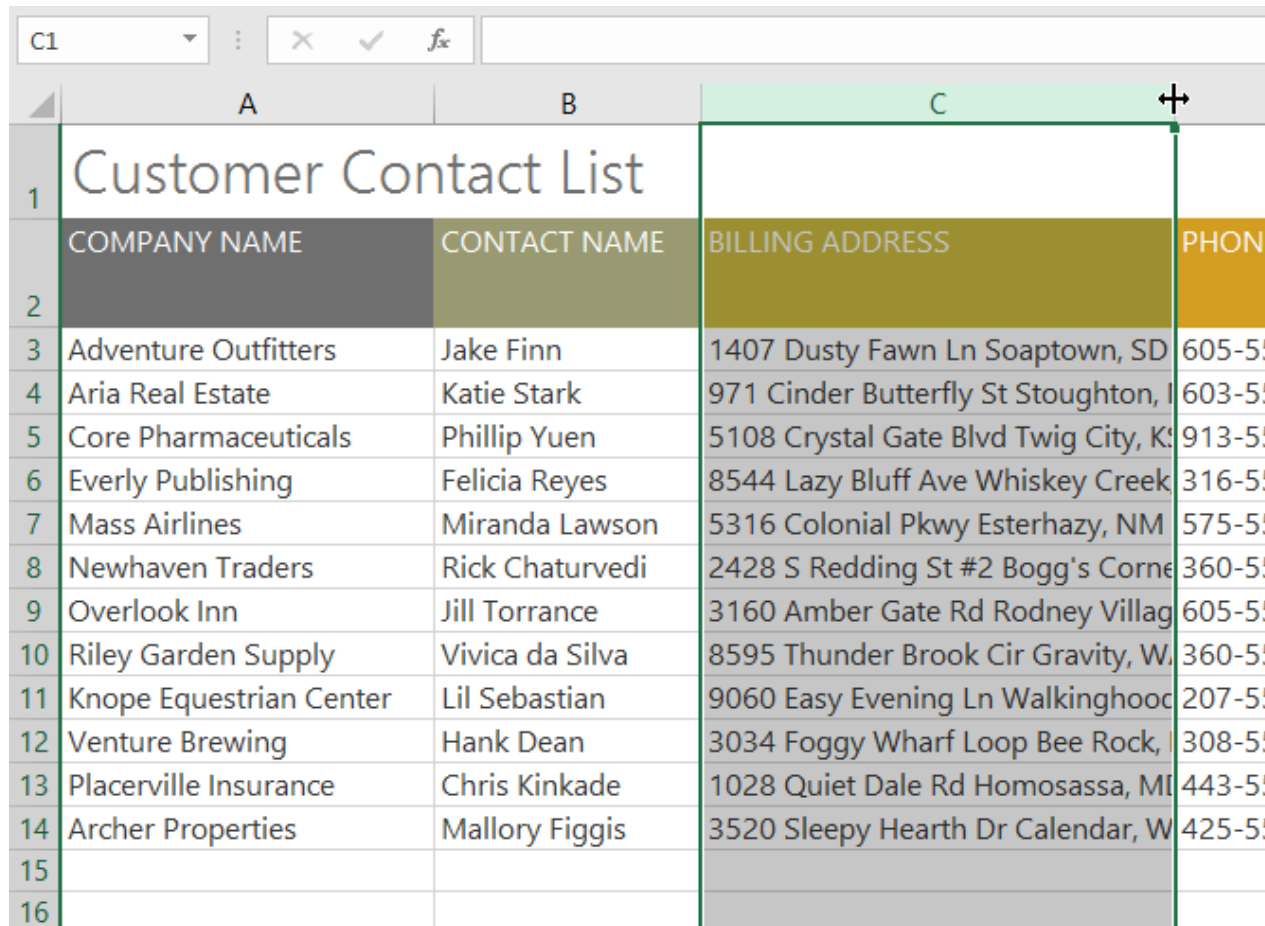
Optional: Download our [practice workbook](#).

Watch the video below to learn more about modifying columns, rows, and cells.

To modify column width:

In our example below, column C is too narrow to display all of the content in these cells. We can make all of this content visible by changing the **width** of column C.

1. Position the mouse over the **column line** in the **column heading** so the cursor becomes a **double arrow**.



	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD	605-5
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, I	603-5
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, K	913-5
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek	316-5
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM	575-5
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corne	360-5
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Villag	605-5
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, W	360-5
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghoo	207-5
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock,	308-5
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MI	443-5
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, W	425-5
15				
16				

2. Click and drag the mouse to **increase** or **decrease** the column width.

Customer Contact List			
COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD	605-555-64
Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, I	603-555-24
Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, K	913-555-59
Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek	316-555-32
Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM	575-555-92
Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corne	360-555-54
Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Villag	605-555-44
Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, W	360-555-42

3. Release the mouse. The **column width** will be changed.

Customer Contact List		
COMPANY NAME	CONTACT NAME	BILLING ADDRESS
Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431
Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175
Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324
Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304
Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126
Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE 69823
Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD 21610
Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WA 99340

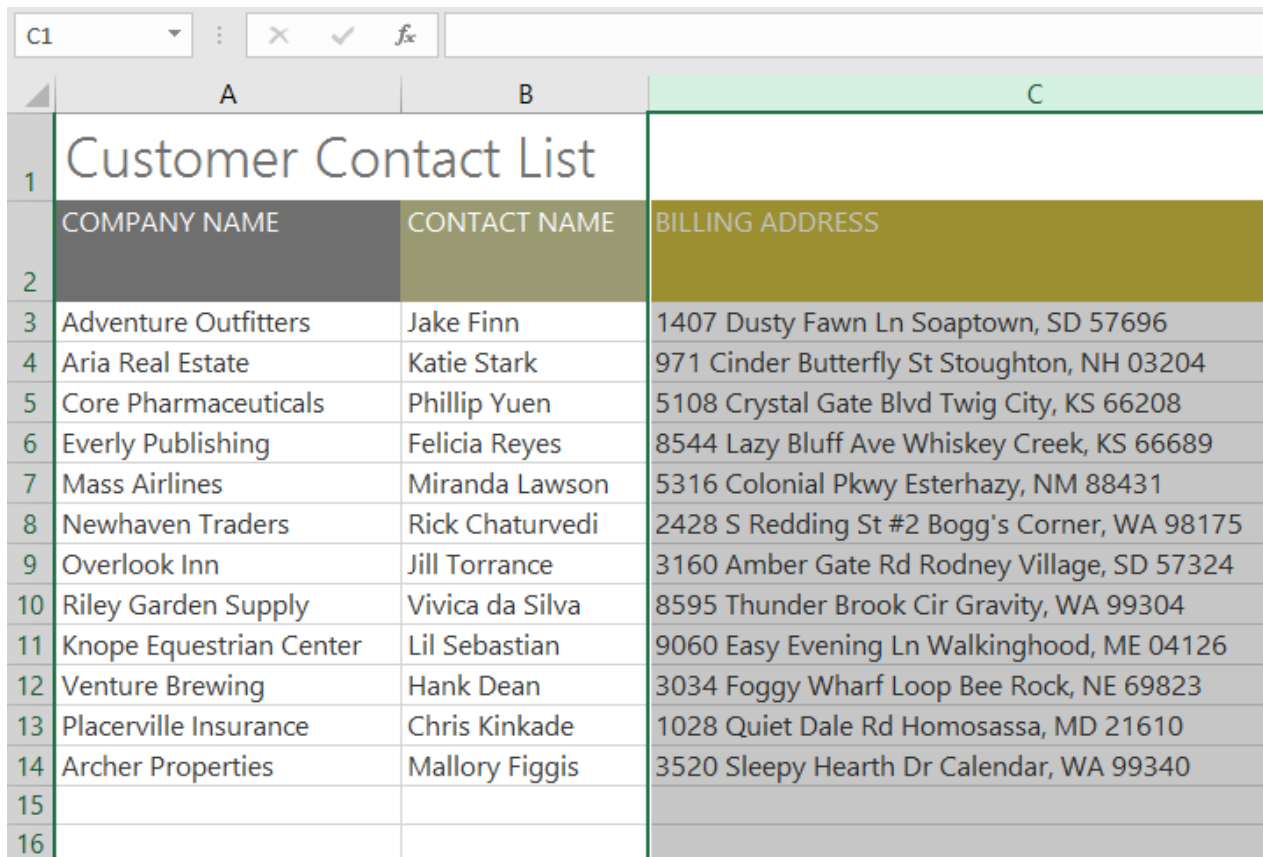
With numerical data, the cell will display **pound signs** (#####) if the column is too narrow.

Simply **increase the column width** to make the data visible.

To AutoFit column width:

The **AutoFit** feature will allow you to set a column's width to fit its content **automatically**.

1. Position the mouse over the **column line** in the **column heading** so the cursor becomes a **double arrow**.

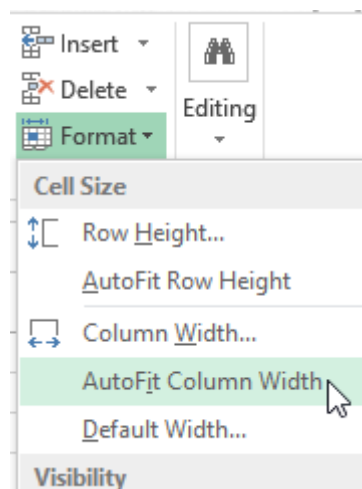


	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE 69823
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD 21610
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WA 99340
15			
16			

2. Double-click the mouse. The **column width** will be changed automatically to fit the content.

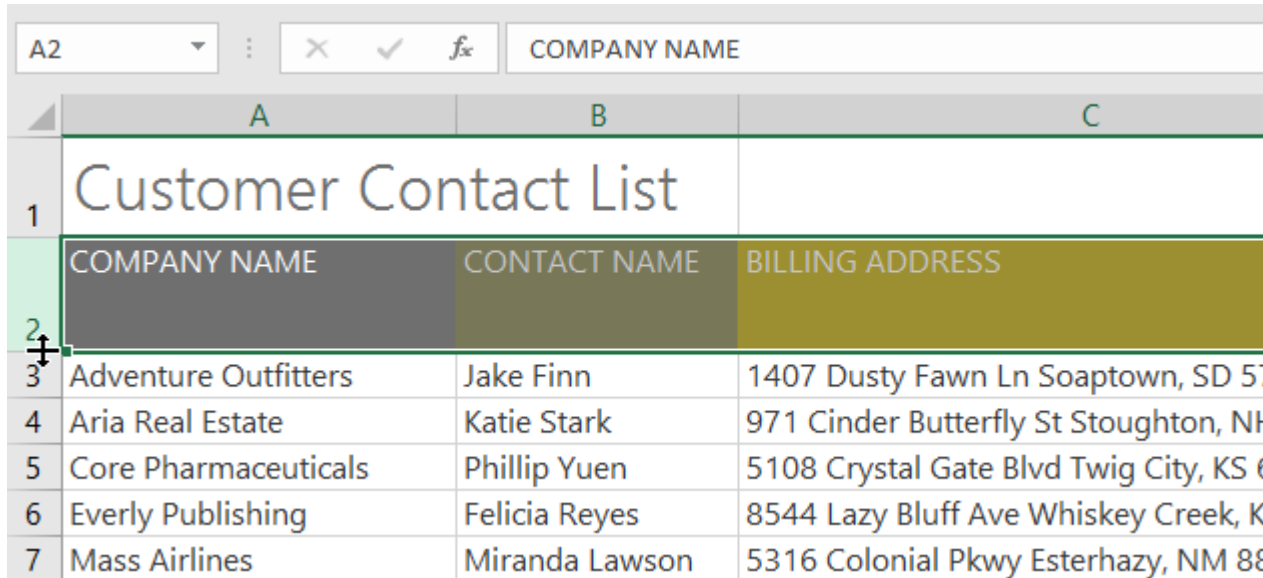
	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 9817
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE 69823
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD 21610
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WA 99340
15			
16			

You can also AutoFit the width for several columns at the same time. Simply select the columns you want to AutoFit, then select the **AutoFit Column Width** command from the **Format** drop-down menu on the **Home** tab. This method can also be used for **row height**.



To modify row height:

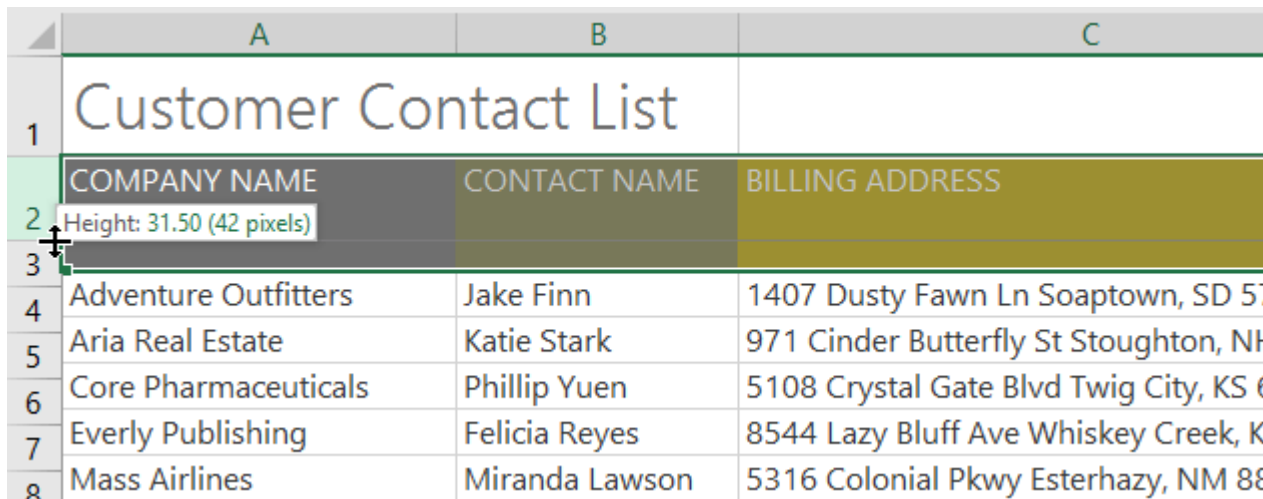
1. Position the **cursor** over the **row line** so the cursor becomes a **double arrow**.



A screenshot of an Excel spreadsheet. The active cell is A2, containing the text 'COMPANY NAME'. The spreadsheet has three columns: A (COMPANY NAME), B (CONTACT NAME), and C (BILLING ADDRESS). Row 1 is a title row with 'Customer Contact List'. Row 2 is the header row with 'COMPANY NAME', 'CONTACT NAME', and 'BILLING ADDRESS'. Row 3 is the first data row with 'Adventure Outfitters', 'Jake Finn', and '1407 Dusty Fawn Ln Soaptown, SD 57055'. Row 4 has 'Aria Real Estate', 'Katie Stark', and '971 Cinder Butterfly St Stoughton, NH 03489'. Row 5 has 'Core Pharmaceuticals', 'Phillip Yuen', and '5108 Crystal Gate Blvd Twig City, KS 66449'. Row 6 has 'Everly Publishing', 'Felicia Reyes', and '8544 Lazy Bluff Ave Whiskey Creek, KS 66449'. Row 7 has 'Mass Airlines', 'Miranda Lawson', and '5316 Colonial Pkwy Esterhazy, NM 88008'. A double arrow cursor is positioned over the horizontal line between row 2 and row 3.

1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57055
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03489
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66449
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66449
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88008

2. Click and drag the mouse to **increase** or **decrease** the row height.



A screenshot of an Excel spreadsheet, similar to the previous one, but with a tooltip showing 'Height: 31.50 (42 pixels)' over the selected row 2. The double arrow cursor is still present over the row line between row 2 and row 3.

1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57055
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03489
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66449
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66449
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88008

3. Release the mouse. The **height** of the selected row will be changed.

A2				COMPANY NAME			
A		B		C			
1	Customer Contact List						
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS				
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 5				
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, N				
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 6				
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, K				
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88				

To modify all rows or columns:

Instead of resizing rows and columns individually, you can modify the height and width of every row and column at the same time. This method allows you to set a **uniform size** for every row and column in your worksheet. In our example, we will set a **uniform row height**.

1. Locate and click the **Select All** button just below the **name box** to select every cell in the worksheet.

Customer Contact List			
	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 5
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, N
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, K
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner,
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village,
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, I
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, N
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WA
15			
16			

2. Position the mouse over a **row line** so the cursor becomes a **double arrow**.
3. Click and drag the mouse to **increase** or **decrease** the row height, then release the mouse when you are satisfied. The row height will be changed for the entire worksheet.

Customer Contact List			
	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 6
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, K
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner,
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village,
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 9

Inserting, deleting, moving, and hiding

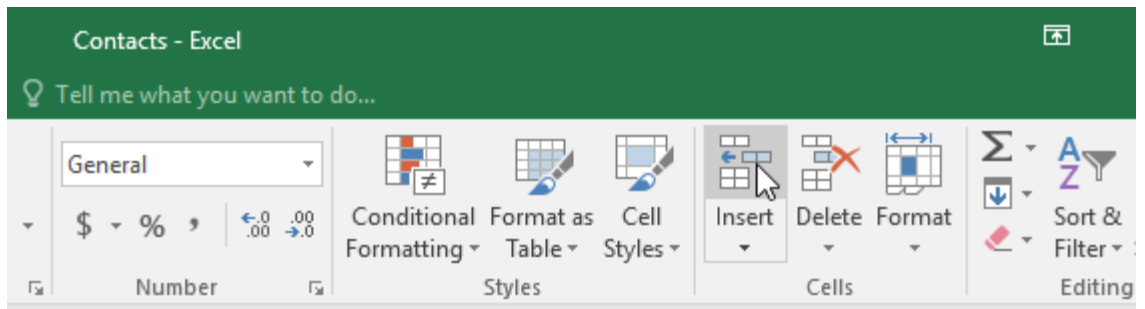
After you've been working with a workbook for a while, you may find that you want to **insert new** columns or rows, **delete** certain rows or columns, **move** them to a different location in the worksheet, or even **hide** them.

To insert rows:

1. Select the **row heading** below where you want the new row to appear. In this example, we want to insert a row between rows 4 and 5, so we'll select **row 5**.

	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 6
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, K
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88

2. Click the **Insert** command on the **Home** tab.



3. The **new row** will appear **above** the selected row.

	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 5
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH
5			
6	Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 6
7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, K
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88

When inserting new rows, columns, or cells, you will see a **paintbrush icon** next to the inserted cells. This button allows you to choose how Excel formats these cells. By default, Excel formats inserted rows with the same formatting as the cells in the row above. To access more options, hover your mouse over the icon, then click the **drop-down arrow**.

4	Aria Real Estate	Katie Stark
5		
6	Pharmaceuticals	Phillip Yuen
7		Felicia Reyes
	Mass Airlines	Miranda Lawson

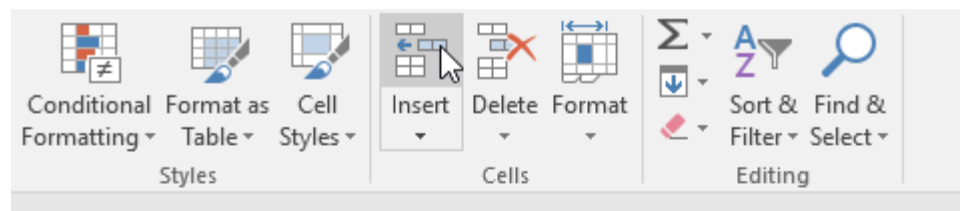
Format Same As Above
 Format Same As Below
 Clear Formatting

To insert columns:

1. Select the **column heading** to the right of where you want the new column to appear. For example, if you want to insert a column between columns D and E, select **column E**.

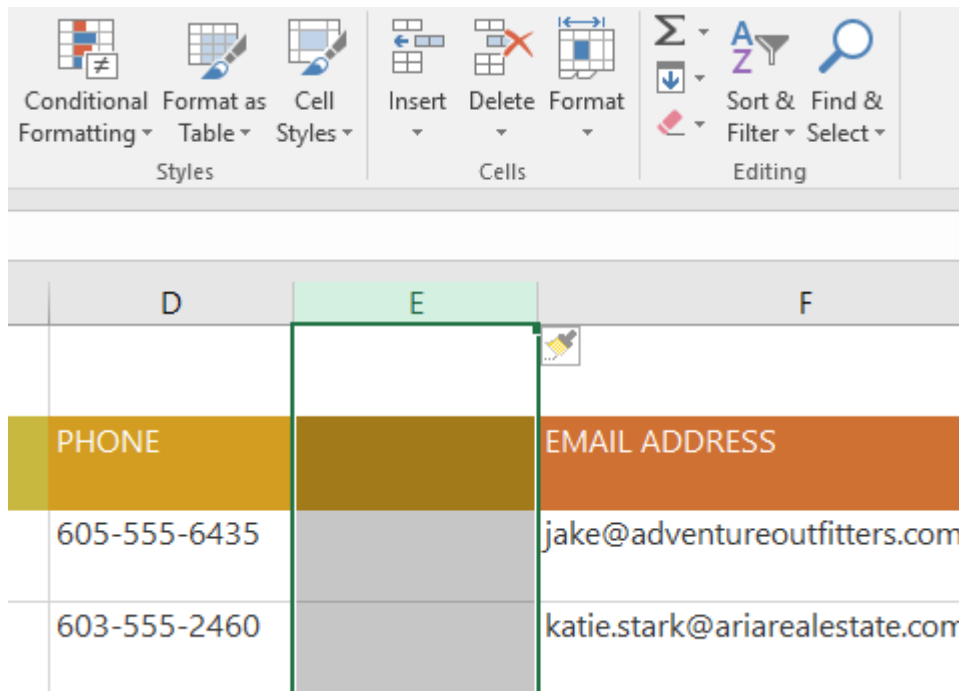
	D	E	F
PHONE		EMAIL ADDRESS	
605-555-6435		jake@adventureoutfitters.com	
603-555-2460		katie.stark@ariarealestate.com	
913-555-5928		yuenp@corepharmaceuticals.com	
316-555-3256		felicia@everlypublishing.com	
575-555-9255		mlawson@massairlines.com	
360-555-5422		info@newhaventraders.com	
605-555-4495		jtorrance@overlookinn.com	

2. Click the **Insert** command on the **Home** tab.



	D	E	F
PHONE		EMAIL ADDRESS	
605-555-6435		jake@adventureoutfitters.com	
603-555-2460		katie.stark@ariarealestate.com	

3. The **new column** will appear **to the left** of the selected column.



When inserting rows and columns, make sure you select the entire row or column by clicking the **heading**. If you select only a cell in the row or column, the **Insert** command will only insert a new cell.

To delete a row or column:

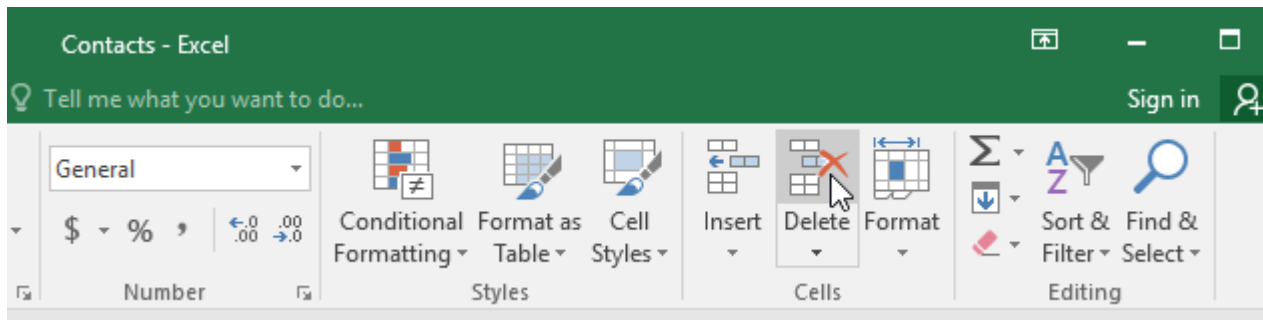
It's easy to delete a row or column that you no longer need. In our example we'll delete a row, but you can delete a column the same way.

1. Select the **row** you want to delete. In our example, we'll select **row 9**.

7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, K
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88
9	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner,
10	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village,
11	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA

Ready

2. Click the **Delete** command on the **Home** tab.



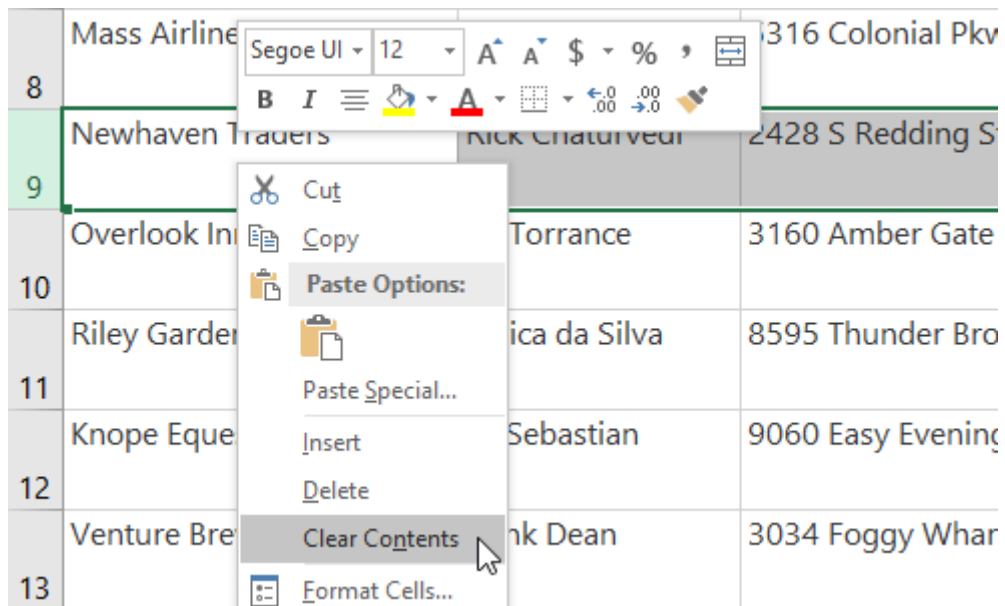
3. The **selected row** will be deleted, and those around it will **shift**. In our example, **row 10** has moved up, so it's now **row 9**.

7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, K
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village,
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, M

Ready

It's important to understand the difference between **deleting** a row or column and simply **clearing its contents**. If you want to remove the **content** from a row or column without causing others

to shift, **right-click a heading**, then select **Clear Contents** from the drop-down menu.



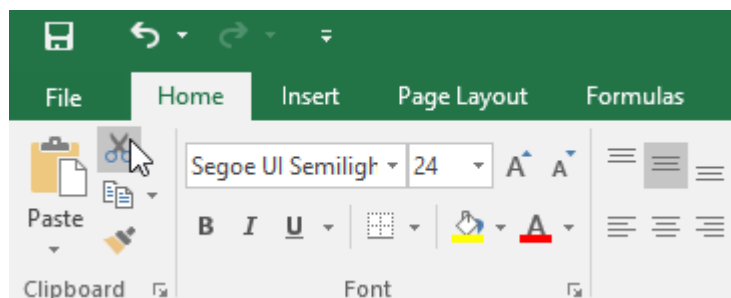
To move a row or column:

Sometimes you may want to **move** a column or row to rearrange the content of your worksheet. In our example we'll move a column, but you can move a row in the same way.

1. Select the desired **column heading** for the column you want to move.

C	D	E	
BILLING ADDRESS	PHONE	FAX	EMAIL
1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-6435		jake
971 Cinder Butterfly St Stoughton, NH 03204	603-555-2460		katie
5108 Crystal Gate Blvd Twig City, KS 66208	913-555-5928		yuen
8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555-3256		felic
5316 Colonial Pkwy Esterhazy, NM 88431	575-555-9255		mlav

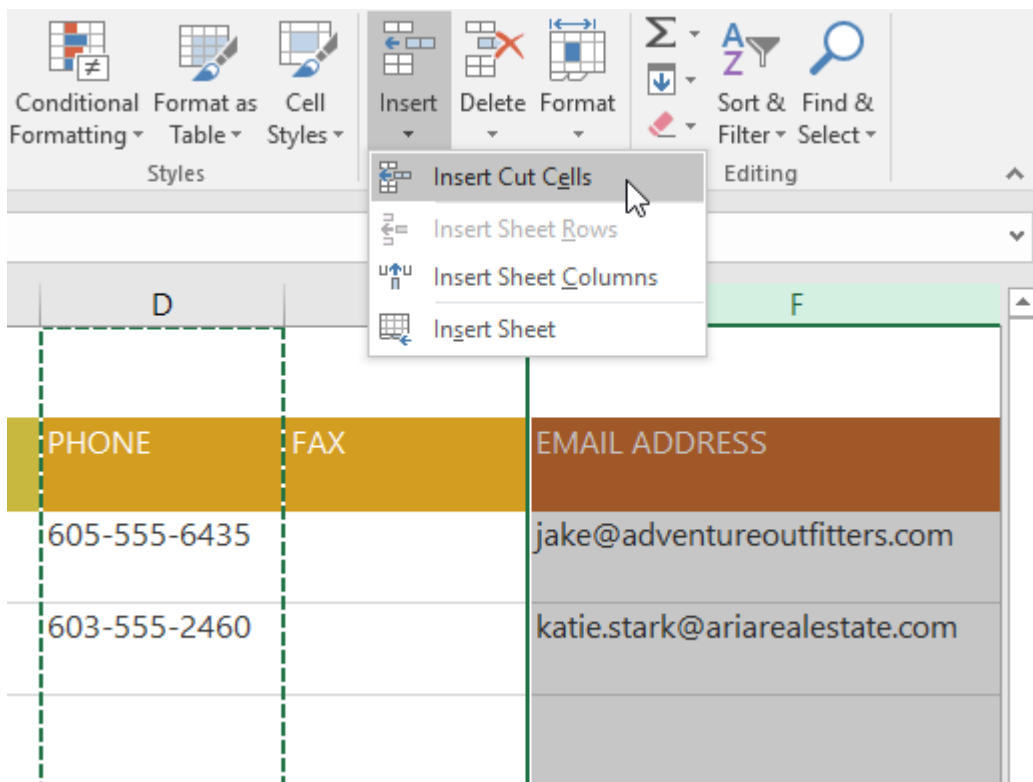
2. Click the **Cut** command on the **Home** tab, or press **Ctrl+X** on your keyboard.



3. Select the **column heading** to the right of where you want to move the column. For example, if you want to move a column between columns E and F, select **column F**.

C	D	E	
BILLING ADDRESS	PHONE	FAX	EMAIL ADDRESS
1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-6435		jake@adventureoutfitters.com
971 Cinder Butterfly St Stoughton, NH 03204	603-555-2460		katie.stark@ariarealestate.com
5108 Crystal Gate Blvd Twig City, KS 66208	913-555-5928		yue@adventureoutfitters.com
8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555-3256		felicity@adventureoutfitters.com
5316 Colonial Pkwy Esterhazy, NM 88431	575-555-9255		mla@adventureoutfitters.com

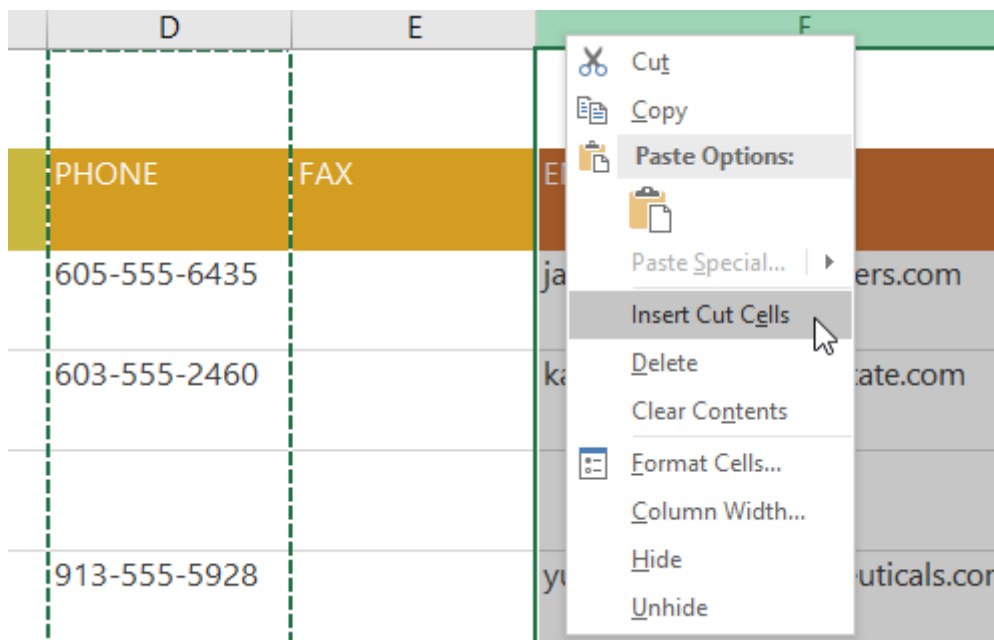
- Click the **Insert** command on the **Home** tab, then select **Insert Cut Cells** from the drop-down menu.



- The column will be **moved** to the selected location, and the columns around it will shift.

C	D	E	
BILLING ADDRESS	FAX	PHONE	EMAIL
1407 Dusty Fawn Ln Soaptown, SD 57696		605-555-6435	jake
971 Cinder Butterfly St Stoughton, NH 03204		603-555-2460	katie
5108 Crystal Gate Blvd Twig City, KS 66208		913-555-5928	yu
8544 Lazy Bluff Ave Whiskey Creek, KS 66689		316-555-3256	felic
5316 Colonial Pkwy Esterhazy, NM 88431		575-555-9255	mlav

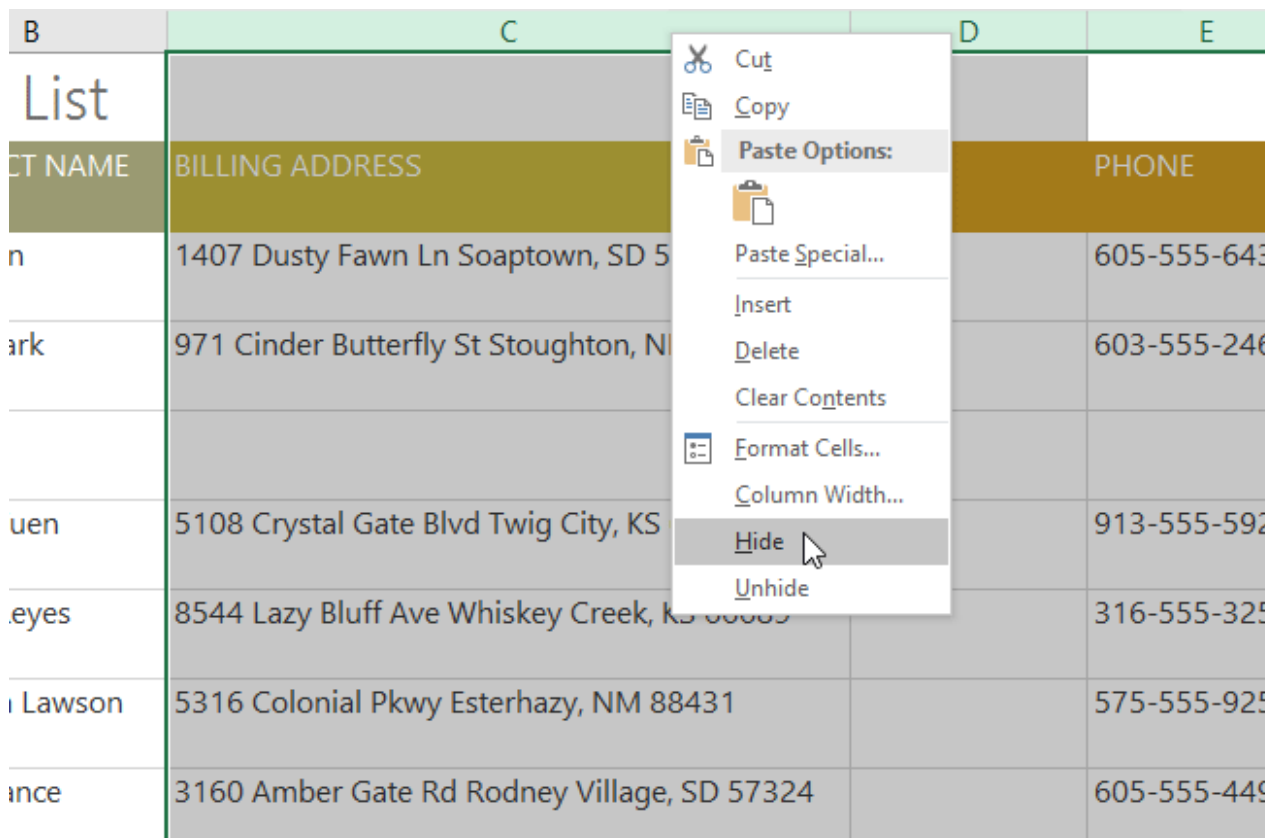
You can also access the **Cut** and **Insert** commands by right-clicking the mouse and selecting the **desired commands** from the drop-down menu.



To hide and unhide a row or column:

At times, you may want to **compare** certain rows or columns without changing the organization of your worksheet. To do this, Excel allows you to **hide** rows and columns as needed. In our example we'll hide a few columns, but you can hide rows in the same way.

1. Select the **columns** you want to **hide**, right-click the mouse, then select **Hide** from the **formatting** menu. In our example, we'll hide columns C, D, and E.



B	C	D	E
List			
CT NAME	BILLING ADDRESS		PHONE
n	1407 Dusty Fawn Ln Soaptown, SD 5		605-555-643
ark	971 Cinder Butterfly St Stoughton, N		603-555-246
uen	5108 Crystal Gate Blvd Twig City, KS		913-555-592
eyes	8544 Lazy Bluff Ave Whiskey Creek, Ks 66609		316-555-325
i Lawson	5316 Colonial Pkwy Esterhazy, NM 88431		575-555-925
ince	3160 Amber Gate Rd Rodney Village, SD 57324		605-555-449

2. The columns will be **hidden**. The **green column line** indicates the location of the hidden columns.

	A	B	F
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	EMAIL ADDRESS
3	Adventure Outfitters	Jake Finn	jake@adventureoutfitters.com
4	Aria Real Estate	Katie Stark	katie.stark@ariarealestate.com
5	Bishop Research		
6	Core Pharmaceuticals	Phillip Yuen	yuenp@corepharmaceuticals.com
7	Everly Publishing	Felicia Reyes	felicia@everlypublishing.com
8	Mass Airlines	Miranda Lawson	mlawson@massairlines.com
9	Overlook Inn	Jill Torrance	jtorrance@overlookinn.com

- To **unhide** the columns, select the columns on **both sides** of the hidden columns. In our example, we'll select columns **B** and **F**. Then right-click the mouse and select **Unhide** from the **formatting** menu.

	A	B	F
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	EMAIL ADDRESS
3	Adventure Outfitters	Jake Finn	jake@adventureoutfitters.com
4	Aria Real Estate	Katie Stark	katie.stark@ariarealestate.com
5	Bishop Research		
6	Core Pharmaceuticals	Phillip Yuen	yuenp@corepharm.com
7	Everly Publishing	Felicia Reyes	felicia@everly.com
8	Mass Airlines	Miranda Lawson	mlawson@massairlines.com
9	Overlook Inn	Jill Torrance	jtorrance@overlookinn.com

- Cut
- Copy
- Paste Options:
- Paste Special...
- Insert
- Delete
- Clear Contents
- Format Cells...
- Column Width...
- Hide
- Unhide

4. The hidden columns will reappear.

B	C	D	E
List			
CONTACT NAME	BILLING ADDRESS	FAX	PHONE
Adventure Outfitters	1407 Dusty Fawn Ln Soaptown, SD 57696		605-555-6432
Aria Real Estate	971 Cinder Butterfly St Stoughton, NH 03204		603-555-2400
Bishop Research			
Core Pharmaceuticals	5108 Crystal Gate Blvd Twig City, KS 66208		913-555-5920
Everly Publishing	8544 Lazy Bluff Ave Whiskey Creek, KS 66689		316-555-3230
Mass Airlines	5316 Colonial Pkwy Esterhazy, NM 88431		575-555-9230
Overlook Inn	3160 Amber Gate Rd Rodney Village, SD 57324		605-555-4430

Wrapping text and merging cells

Whenever you have too much cell content to be displayed in a single cell, you may decide to **wrap the text** or **merge** the cell rather than resize a column. Wrapping the text will automatically modify a cell's **row height**, allowing cell contents to be displayed **on multiple lines**. Merging allows you to combine a cell with adjacent empty cells to create **one large cell**.

To wrap text in cells:

1. Select the cells you want to wrap. In this example, we'll select the cells in **column C**.
2. Click the **Wrap Text** command on the **Home** tab.

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home', and the 'Wrap Text' button is highlighted in the 'Alignment' group. Below the ribbon, the formula bar shows 'C1'. The spreadsheet contains a table with the following data:

	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soap	605-555-8
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St St	603-555-3
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301	206-555-2
6	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Tv	913-555-3
7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whis	316-555-3
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Ester	575-555-2
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rod	605-555-4

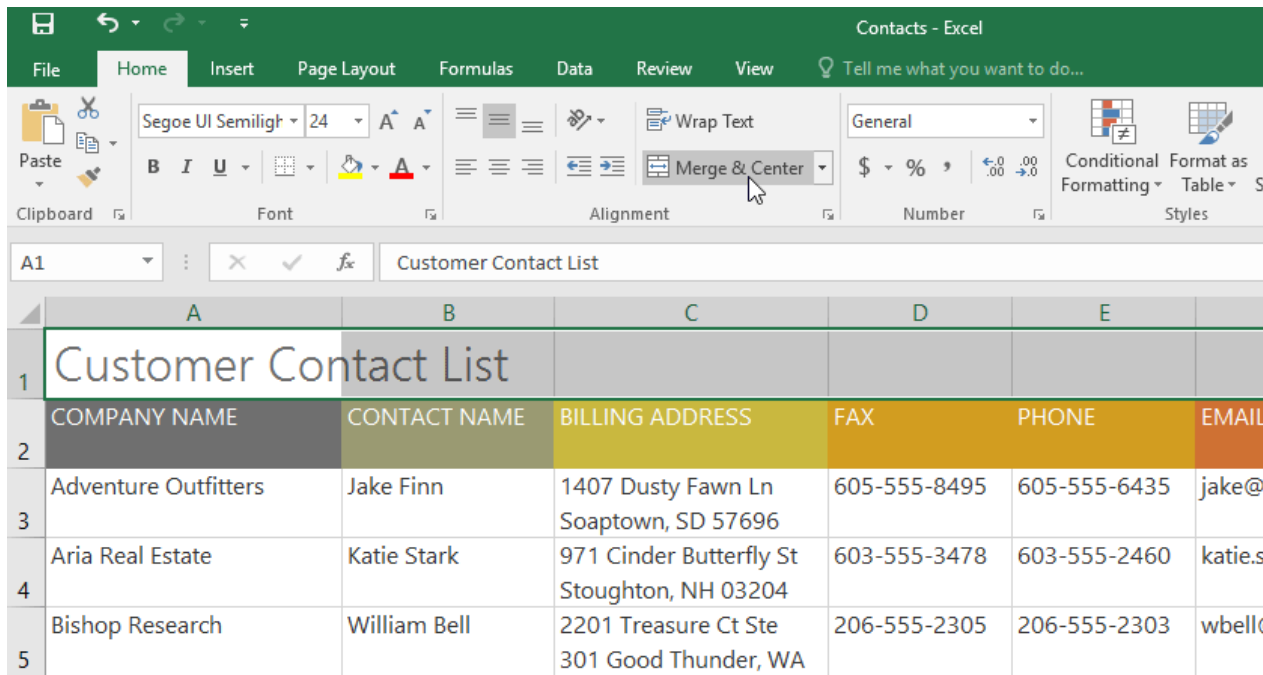
3. The text in the selected cells will be **wrapped**.

	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-8
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-3
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301 Good Thunder, WA	206-555-2
6	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555-3
7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS	316-555-3
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555-2
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD	605-555-4

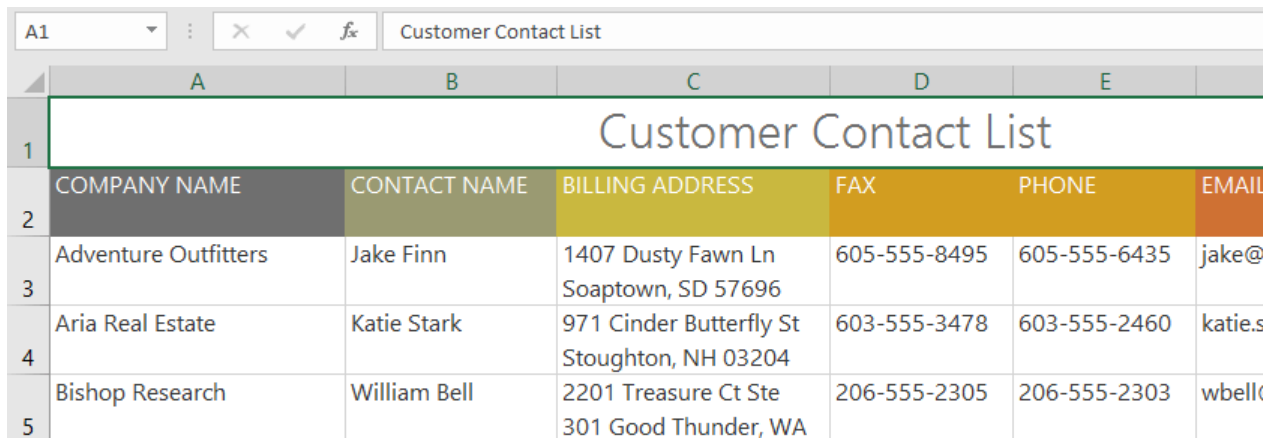
Click the **Wrap Text** command again to **unwrap** the text.

To merge cells using the Merge & Center command:

1. Select the **cell range** you want to merge. In our example, we'll select **A1:F1**.
2. Click the **Merge & Center** command on the **Home** tab. In our example, we'll select the cell range **A1:F1**.

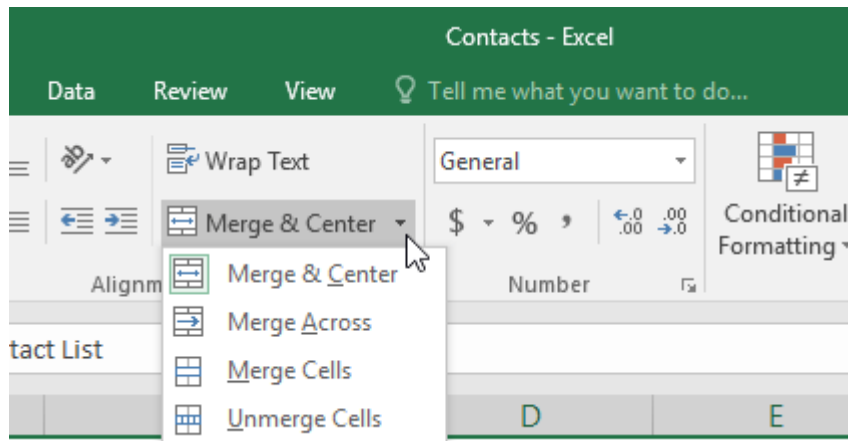


3. The selected cells will be **merged**, and the text will be **centered**.



To access more merge options:

If you click the drop-down arrow next to the **Merge & Center** command on the **Home** tab, the **Merge** drop-down menu will appear.



From here, you can choose to:

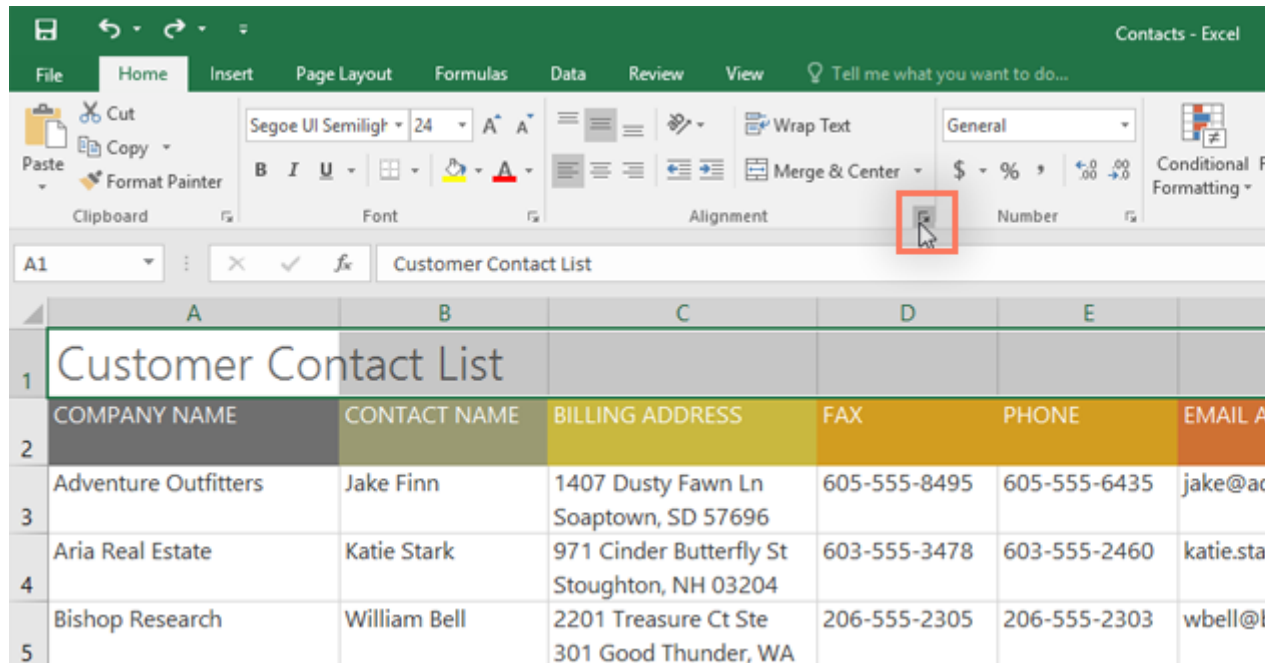
- **Merge & Center:** merges the selected cells into **one cell** and **centers** the text
- **Merge Across:** merges the selected cells into **larger cells** while keeping each **row** separate
- **Merge Cells:** merges the selected cells into one cell but **does not center** the text
- **Unmerge Cells:** unmerges selected cells

You'll want to be careful when using this feature. If you merge multiple cells that all contain data, Excel will keep only the contents of the upper-left cell and discard everything else.

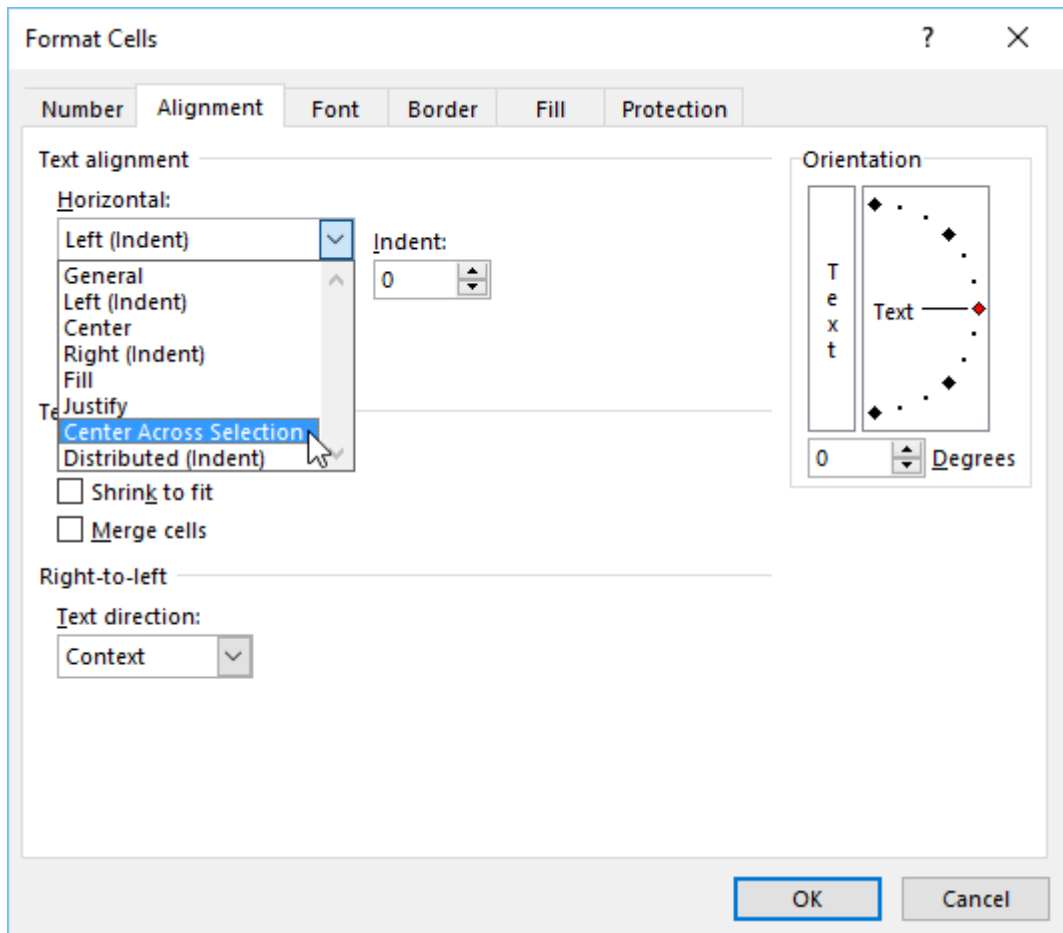
To center across selection:

Merging can be useful for organizing your data, but it can also create problems later on. For example, it can be difficult to move, copy, and paste content from merged cells. A good alternative to merging is **Center Across Selection**, which creates a similar effect without actually combining cells.

1. Select the desired cell range. In our example, we'll select **A1:F1**. **Note:** If you already merged these cells, you should **unmerge them** before continuing to step 2.
2. Click the **small arrow** in the lower-right corner of the **Alignment** group on the **Home** tab.



3. A dialog box will appear. Locate and select the **Horizontal** drop-down menu, select **Center Across Selection**, then click **OK**.



4. The content will be centered across the selected cell range. As you can see, this creates the same visual result as merging and centering, but it preserves each cell within A1:F1.

	A	B	C	D	E		
1	Customer Contact List						
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX	PHONE	EMAIL	
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-8495	605-555-6435	jake@	
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-3478	603-555-2460	katie.s	
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301 Good Thunder, WA	206-555-2305	206-555-2303	wbell@	

Challenge!

1. Open our [practice workbook](#).
2. **Autofit Column Width** for the entire workbook.
3. Modify the **row height** for rows 3 to 14 to **22.5 (30 pixels)**.
4. **Delete** row 10.
5. **Insert** a column to the left of column C. Type **SECONDARY CONTACT** in cell **C2**.
6. Make sure cell **C2** is still selected and choose **Wrap Text**.
7. **Merge and Center** cells A1:F1.
8. **Hide** the **Billing Address** and **Phone** columns.
9. When you're finished, your workbook should look something like this:

	A	B	C	F
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	SECONDARY CONTACT	EMAIL ADDRESS
3	Adventure Outfitters	Jake Finn		jake@adventureoutfitters.com
4	Aria Real Estate	Katie Stark		katie.stark@ariarealestate.com
5	Core Pharmaceuticals	Phillip Yuen		yuenp@corepharmaceuticals.com
6	Everly Publishing	Felicia Reyes		felicia@everlypublishing.com
7	Mass Airlines	Miranda Lawson		mlawson@massairlines.com
8	Newhaven Traders	Rick Chaturvedi		info@newhaventraders.com
9	Overlook Inn	Jill Torrance		jtorrance@overlookinn.com
10	Knope Equestrian Center	Lil Sebastian		lil@knopeequestrian.com
11	Venture Brewing	Hank Dean		hdean@venturebrewing.com
12	Placerville Insurance	Chris Kinkade		chris.kinkade@placervilleins.com
13	Archer Properties	Mallory Figgis		malloryf@archerproperties.com
14				

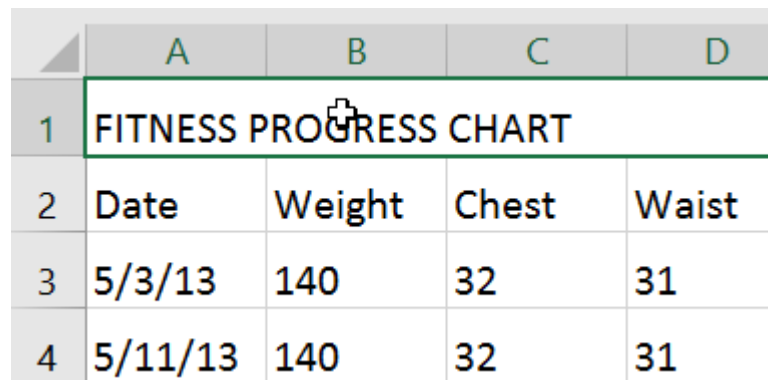
Introduction

All cell content uses the same **formatting** by default, which can make it difficult to read a workbook with a lot of information. Basic formatting can customize the **look and feel** of your workbook, allowing you to draw attention to specific sections and making your content easier to view and understand.

Optional: Download our [practice workbook](#). Watch the video below to learn more about formatting cells in Excel.

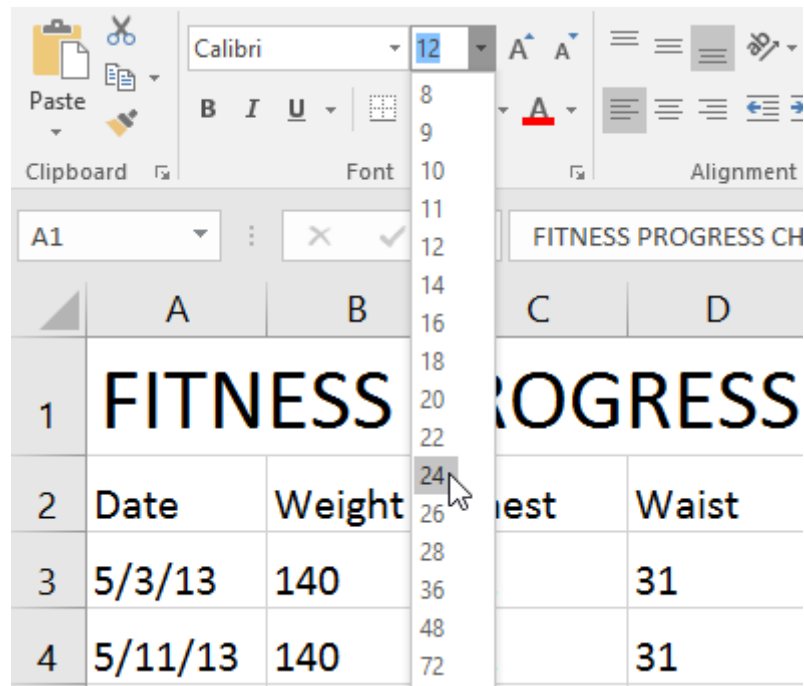
To change the font size:

1. Select the **cell(s)** you want to modify.



	A	B	C	D
1	FITNESS PROGRESS CHART			
2	Date	Weight	Chest	Waist
3	5/3/13	140	32	31
4	5/11/13	140	32	31

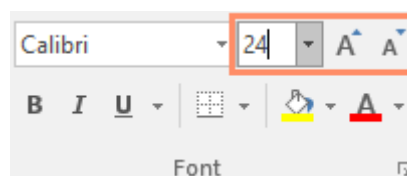
2. On the **Home** tab, click the **drop-down arrow** next to the **Font Size** command, then select the desired **font size**. In our example, we will choose **24** to make the text **larger**.



3. The text will change to the **selected** font size.

	A	B	C	D	E	F
1	FITNESS PROGRESS CHART					
2	Date	Weight	Chest	Waist	Hips	Forearm
3	5/3/13	140	32	31	40	11.5
4	5/11/13	140	32	31	39.5	11.5

You can also use the **Increase Font Size** and **Decrease Font Size** commands or enter a **custom font size** using your keyboard.



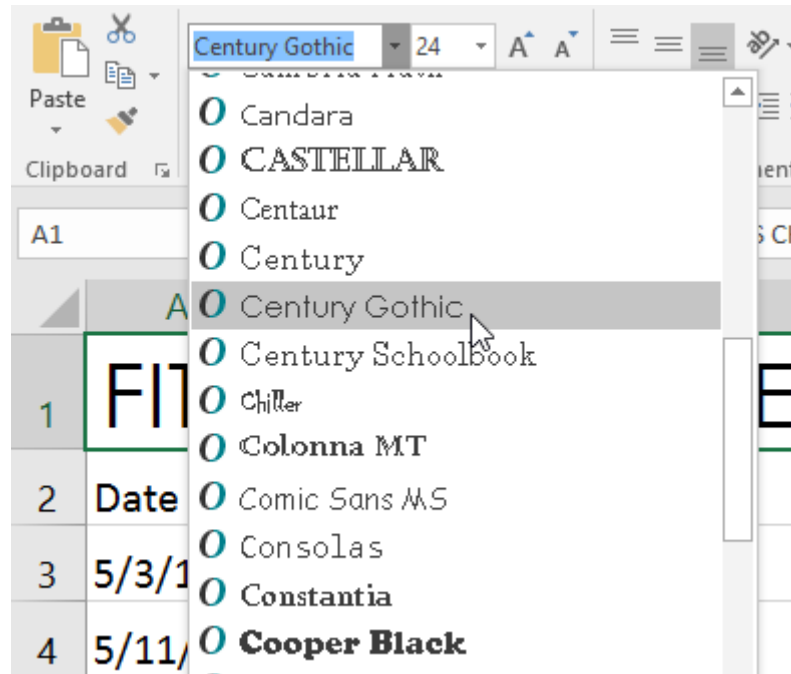
To change the font:

By default, the font of each new workbook is set to Calibri. However, Excel provides many other fonts you can use to customize your cell text. In the example below, we'll format our **title cell** to help distinguish it from the rest of the worksheet.

1. Select the **cell(s)** you want to modify.

	A	B	C	D
1	FITNESS+PROGRESS			
2	Date	Weight	Chest	Waist
3	5/3/13	140	32	31
4	5/11/13	140	32	31

2. On the **Home** tab, click the **drop-down arrow** next to the **Font** command, then select the desired **font**. In our example, we'll choose **Century Gothic**.



3. The text will change to the **selected font**.

	A	B	C	D
1	FITNESS PROGRE			
2	Date	Weight	Chest	Waist
3	5/3/13	140	32	31
4	5/11/13	140	32	31

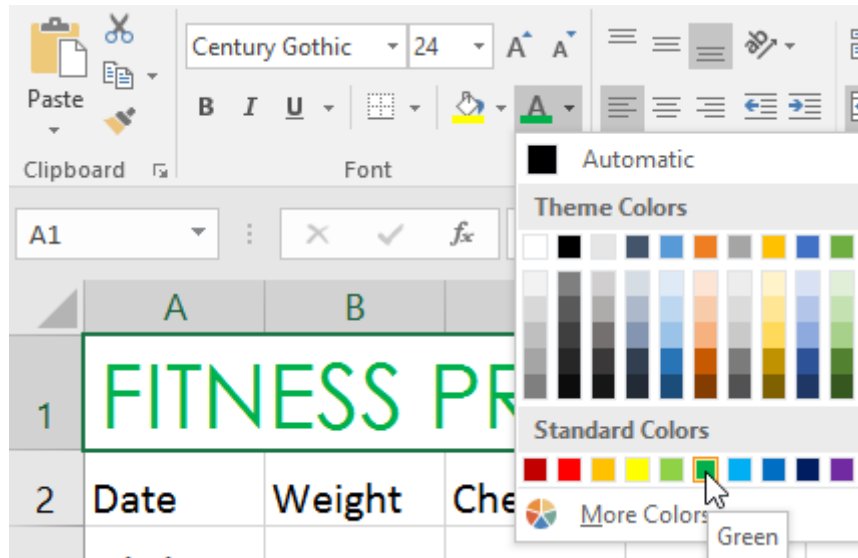
When creating a workbook in the workplace, you'll want to select a font that is easy to read. Along with Calibri, standard reading fonts include Cambria, Times New Roman, and Arial.

To change the font color:

1. Select the **cell(s)** you want to modify.

	A	B	C	D	E
1	FITNESS PROGRESS				
2	Date	Weight	Chest	Waist	Hips
3	5/3/13	140	32	31	40
4	5/11/13	140	32	31	39.5

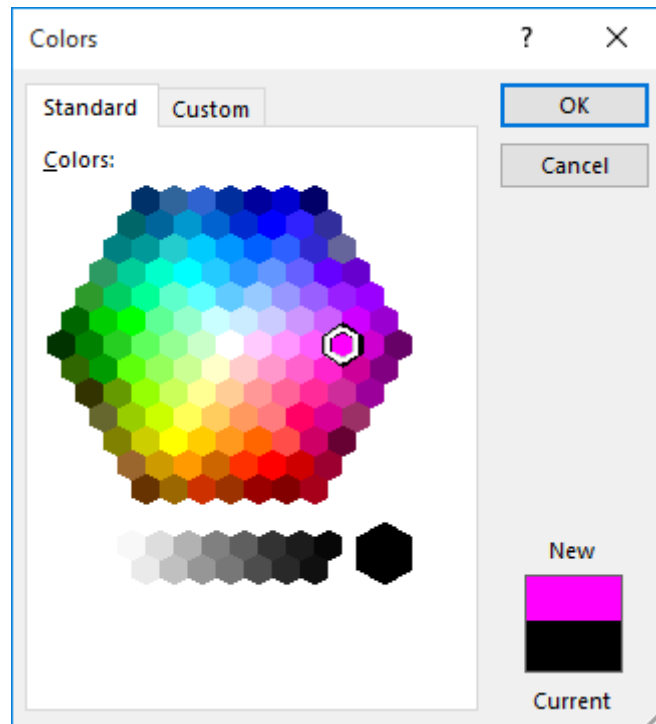
2. On the **Home** tab, click the **drop-down arrow** next to the **Font Color** command, then select the desired **font color**. In our example, we'll choose **Green**.



3. The text will change to the **selected font color**.

	A	B	C	D	E
1	FITNESS PROGRESS				
2	Date	Weight	Chest	Waist	Hips
3	5/3/13	140	32	31	40
4	5/11/13	140	32	31	39.5

Select **More Colors** at the bottom of the menu to access additional color options. We've changed the font color to a bright pink.

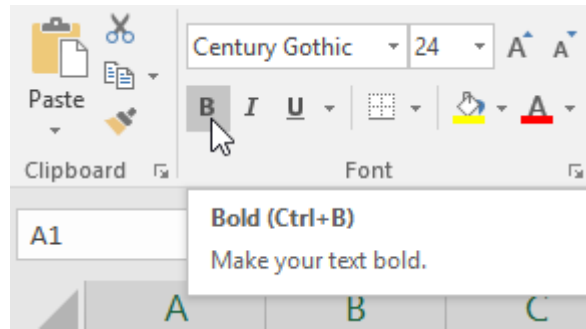


To use the Bold, Italic, and Underline commands:

1. Select the **cell(s)** you want to modify.

	A	B	C	D	E
1	FITNESS PROGRESS				
2	Date	Weight	Chest	Waist	Hips
3	5/3/13	140	32	31	40
4	5/11/13	140	32	31	39.5

2. Click the Bold (**B**), Italic (*I*), or Underline (U) command on the **Home** tab. In our example, we'll make the selected cells **bold**.



3. The **selected style** will be applied to the text.

	A	B	C	D	E
1	FITNESS PROGRESS				
2	Date	Weight	Chest	Waist	Hips
3	5/3/13	140	32	31	40
4	5/11/13	140	32	31	39.5

You can also press **Ctrl+B** on your keyboard to make selected text **bold**, **Ctrl+I** to apply **italics**, and **Ctrl+U** to apply an **underline**.

Cell borders and fill colors

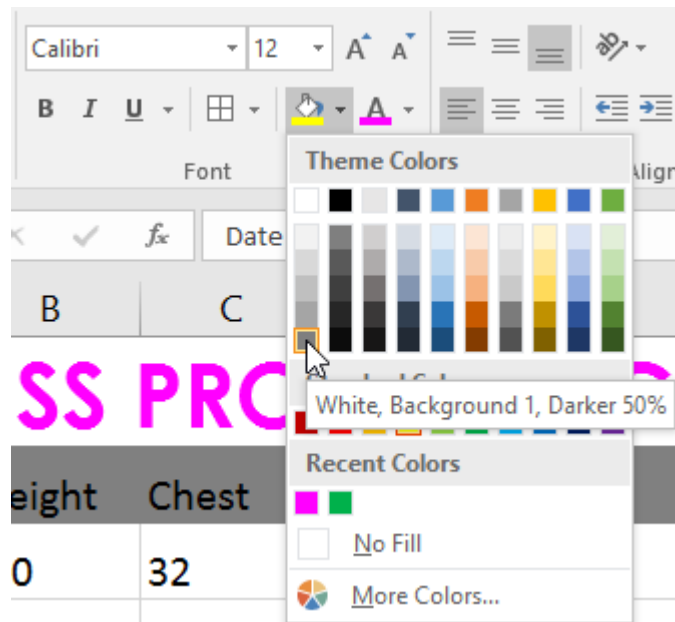
Cell borders and **fill colors** allow you to create clear and defined boundaries for different sections of your worksheet. Below, we'll add cell borders and fill color to our **header cells** to help distinguish them from the rest of the worksheet.

To add a fill color:

1. Select the **cell(s)** you want to modify.

	A	B	C	D	E	F	G	H	
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Es
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.
6	5/26/13	138	31	30	39	11	103.4	35.6	0.
7	6/1/13	138	31	30	39	11	103.4	35.6	0.

2. On the **Home** tab, click the **drop-down arrow** next to the **Fill Color** command, then select the **fill color** you want to use. In our example, we'll choose a dark gray.



3. The **selected fill color** will appear in the selected cells. We've also changed the **font color** to **white** to make it more readable with this dark fill color.

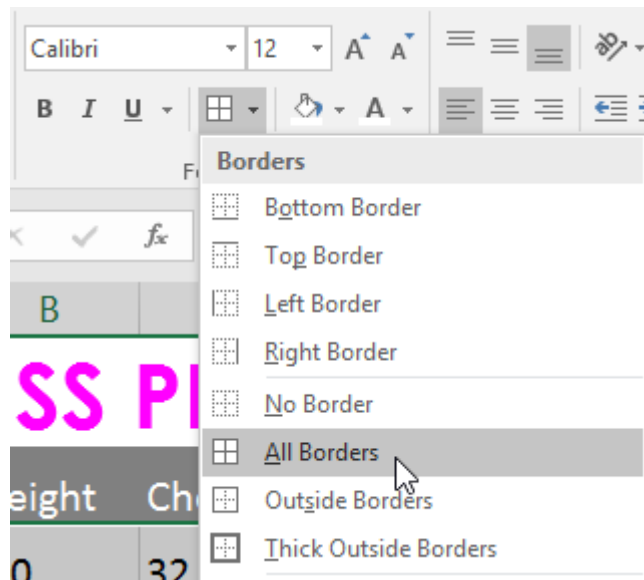
	A	B	C	D	E	F	G	H	
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Es
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.
6	5/26/13	138	31	30	39	11	103.4	35.6	0.
7	6/1/13	138	31	30	39	11	103.4	35.6	0.

To add a border:

1. Select the **cell(s)** you want to modify.

	A	B	C	D	E	F	G	H	
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Es
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.
6	5/26/13	138	31	30	39	11	103.4	35.6	0.
7	6/1/13	138	31	30	39	11	103.4	35.6	0.

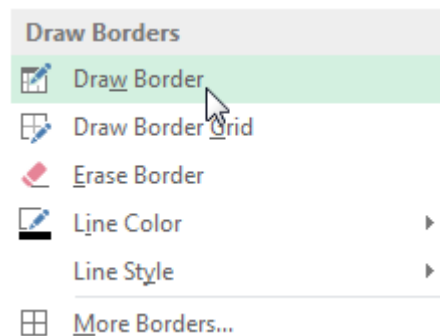
2. On the **Home** tab, click the **drop-down arrow** next to the **Borders** command, then select the **border style** you want to use. In our example, we'll choose to display **All Borders**.



3. The selected border style will appear.

	A	B	C	D	E	F	G	H	
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Es
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.
6	5/26/13	138	31	30	39	11	103.4	35.6	0.
7	6/1/13	138	31	30	39	11	103.4	35.6	0.

You can draw borders and change the **line style** and **color** of borders with the **Draw Borders** tools at the bottom of the Borders drop-down menu.



Cell styles

Instead of formatting cells manually, you can use Excel's **predesigned cell styles**. Cell styles are a quick way to include professional formatting for different parts of your workbook, such as **titles** and **headers**.

To apply a cell style:

In our example, we'll apply a new cell style to our existing **title** and **header cells**.

1. Select the **cell(s)** you want to modify.

	A	B	C	D	E	F	G	H	
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Es
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.
6	5/26/13	138	31	30	39	11	103.4	35.6	0.
7	6/1/13	138	31	30	39	11	103.4	35.6	0.

- Click the **Cell Styles** command on the **Home** tab, then choose the **desired style** from the drop-down menu.

- The selected cell style will appear.

	A	B	C	D	E	F	G	H
1	FITNESS PROGRESS CHART							
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat
3	5/3/13	140	32	31	40	11.5	103.8	36.2
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8
6	5/26/13	138	31	30	39	11	103.4	35.6
7	6/1/13	138	31	30	39	11	103.4	35.6


Applying a cell style will **replace** any existing cell formatting except for text alignment. You may not want to use cell styles if you've already added a lot of formatting to your workbook.

Text alignment

By default, any text entered into your worksheet will be aligned to the bottom-left of a cell, while any numbers will be aligned to the bottom-right. Changing the **alignment** of your cell content allows you to choose how the content is displayed in any cell, which can make your cell content easier to read.

Click the arrows in the slideshow below to learn more about the different text alignment options.

	A	B	C	D
1	First Name	Last Name	Email Address	
2				



Left Align: Aligns content to the left border of the cell

	A	B	C	D	E
1	First Name	Last Name	Email Address		
2					

•

	A	B	C	D	E
1	First Name	Last Name	Email Address		
2					

•

	A	B	C	D	E
1	First Name	Last Name	Email Address		
2					

•

	A	B	C	D	E
1	First Name	Last Name	Email Address		
2					

•

	A	B	C	D	E
1	First Name	Last Name	Email Address		
2					

•



- 1
- 2
- 3

- 4
- 5
- 6

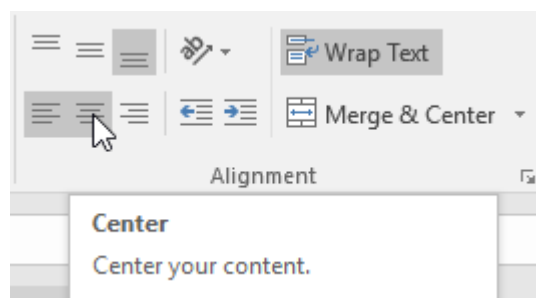
To change horizontal text alignment:

In our example below, we'll modify the alignment of our **title** cell to create a more polished look and further distinguish it from the rest of the worksheet.

1. Select the **cell(s)** you want to modify.

	A	B	C	D	E	F	G	H	
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Es
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.
6	5/26/13	138	31	30	39	11	103.4	35.6	0.
7	6/1/13	138	31	30	39	11	103.4	+	35.6

2. Select one of the three **horizontal alignment** commands on the **Home** tab. In our example, we'll choose **Center Align**.



3. The text will **realign**.

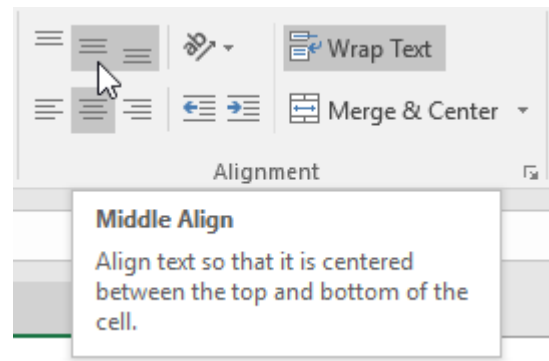
	A	B	C	D	E	F	G	H
1	FITNESS PROGRESS CHART							
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat
3	5/3/13	140	32	31	40	11.5	103.8	36.2
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8
6	5/26/13	138	31	30	39	11	103.4	35.6
7	6/1/13	138	31	30	39	11	103.4	35.6

To change vertical text alignment:

1. Select the **cell(s)** you want to modify.

	A	B	C	D	E	F	G	H
1	FITNESS PROGRESS CHART							
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat
3	5/3/13	140	32	31	40	11.5	103.8	36.2
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8
6	5/26/13	138	31	30	39	11	103.4	35.6
7	6/1/13	138	31	30	39	11	103.4	35.6

2. Select one of the three **vertical alignment** commands on the **Home** tab. In our example, we'll choose **Middle Align**.



3. The text will **realign**.

	A	B	C	D	E	F	G	H
1	FITNESS PROGRESS CHART							
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat
3	5/3/13	140	32	31	40	11.5	103.8	36.2
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8
6	5/26/13	138	31	30	39	11	103.4	35.6
7	6/1/13	138	31	30	39	11	103.4	35.6

You can apply **both** vertical and horizontal alignment settings to any cell.

Challenge!

1. Open our [practice workbook](#).
2. Click the **Challenge** worksheet tab in the bottom-left of the workbook.
3. Change the **cell style** in cells **A2:H2** to **Accent 3**.
4. Change the **font size** of row 1 to **36** and the font size for the rest of the rows to **18**.
5. **Bold** and **underline** the text in row 2.
6. **Change the font** of row 1 to a font of your choice.
7. **Change the font** of the rest of the rows to a different font of your choice.
8. Change the **font color** of row 1 to a color of your choice.
9. Select all of the text in the worksheet, and change the **horizontal alignment** to center align and the **vertical alignment** to middle align.
10. When you're finished, your worksheet should look something like this:

Menu Plan for November							
Week of:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11/1 - 11/7	Turkey Tacos	Spaghetti Squash Casserole	Veggie Pizza	Leftovers	Chicken Tetrazini	Eat Out/Take Out	CH
11/8 - 11/14	Steak and Veggies	Leftovers	Steak Tacos	Buffalo Chicken Casserole	Soup and Sandwiches	Eat Out/Take Out	Bu
11/15 - 11/21	Pad Thai	Grilled Chicken and Salad	Leftovers	Tomato Soup and Grilled Cheese	Beef Stroganoff	Eat Out/Take Out	B
11/22 - 11/28	Chicken and Rice	Leftovers	Pork Chops	Hot dogs and hamburgers	Thanksgiving Dinner	Leftovers	T

What are number formats?

Whenever you're working with a spreadsheet, it's a good idea to use appropriate **number formats** for your data. Number formats tell your spreadsheet exactly what type of data you're using, like percentages (%), currency (\$), times, dates, and so on.

Watch the video below to learn more about number formats in Excel.

Why use number formats?

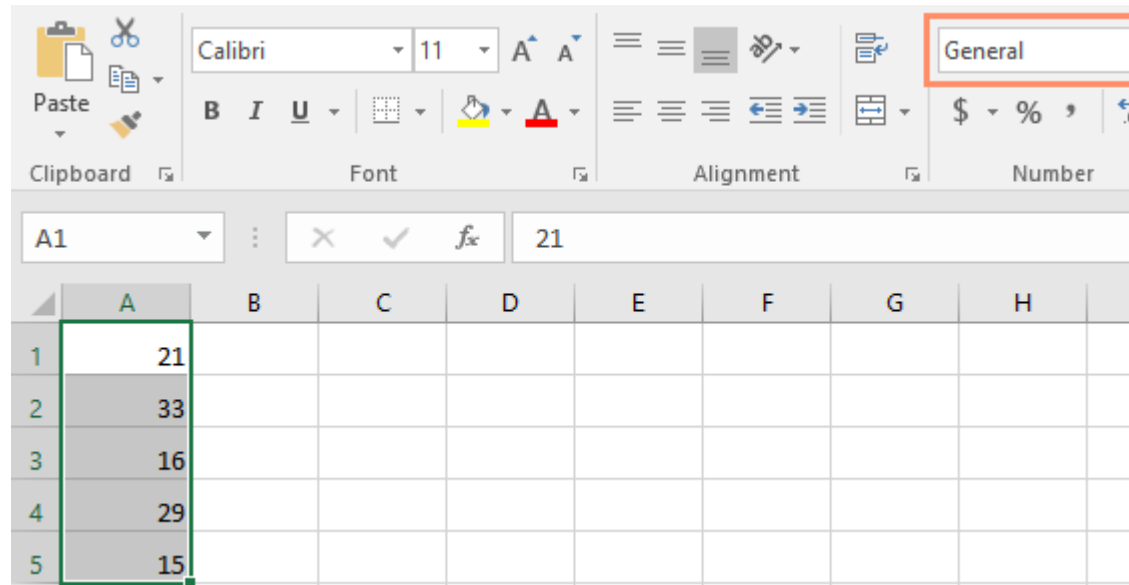
Number formats don't just make your spreadsheet easier to read—they also make it easier to use. When you apply a number format, you're telling your spreadsheet exactly **what types of values** are stored in a cell. For example, the **date** format tells the spreadsheet that you're entering **specific calendar dates**. This allows the spreadsheet to better understand your data, which can help ensure that your data remains consistent and that your formulas are calculated correctly.

If you don't need to use a specific number format, the spreadsheet will usually apply the **general** number format by default. However, the general format may apply some small formatting changes to your data.

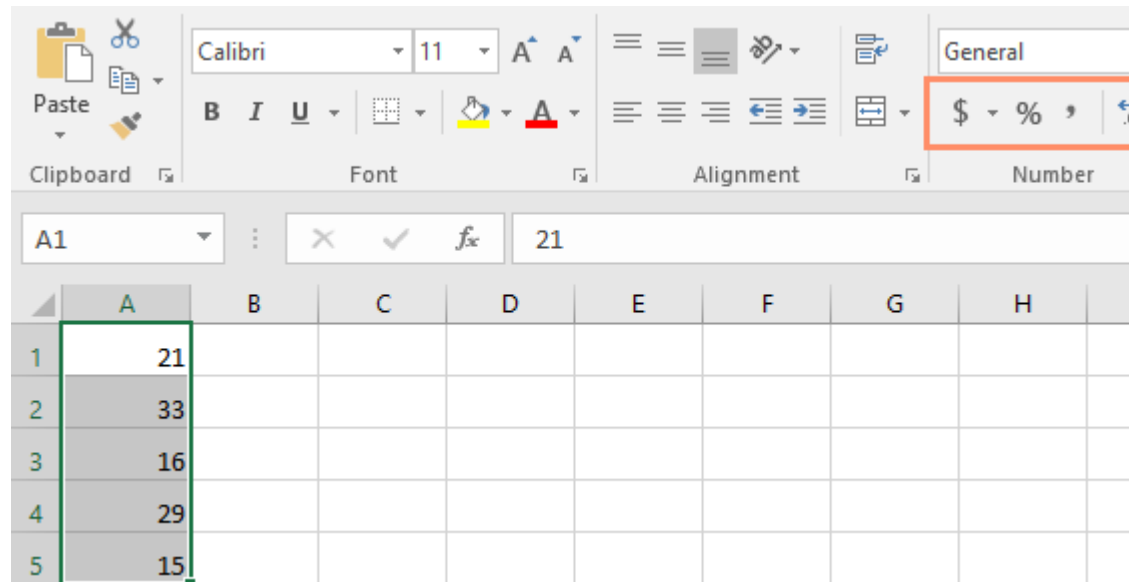
Applying number formats

Just like other types of formatting, such as changing the font color, you'll apply number formats by selecting cells and choosing the desired formatting option. There are two main ways to choose a number format:

- Go to the **Home** tab, click the **Number Format** drop-down menu in the **Number** group, and select the desired format.

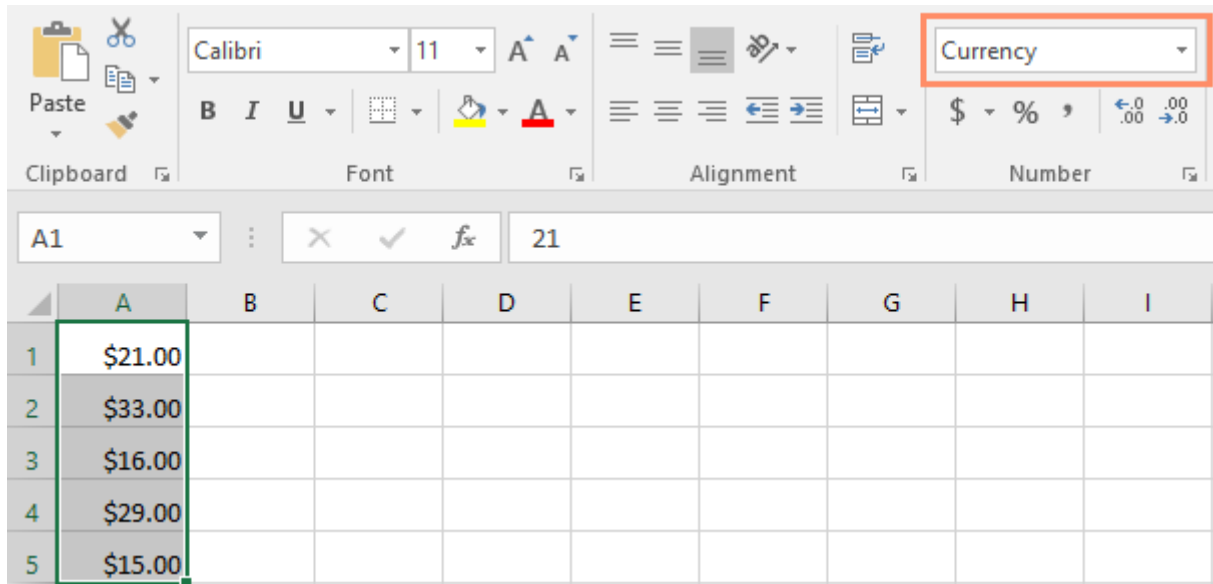


- You can also click one of the quick number-formatting commands below the drop-down menu.

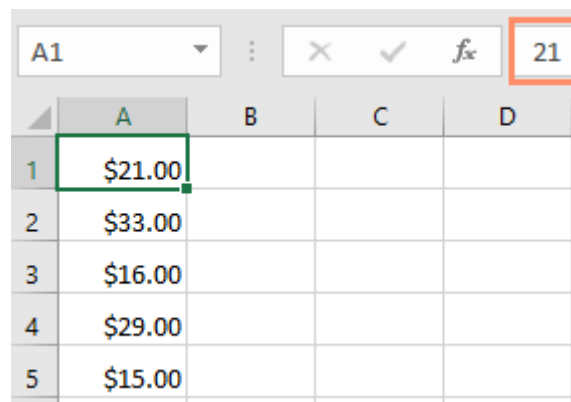


You can also select the desired cells and press **Ctrl+1** on your keyboard to access more number-formatting options.

In this example, we've applied the **Currency** number format, which adds currency symbols (\$) and displays two decimal places for any numerical values.





If you select any cells with number formatting, you can see the **actual value** of the cell in the formula bar. The spreadsheet will use this value for formulas and other calculations.



Using number formats correctly

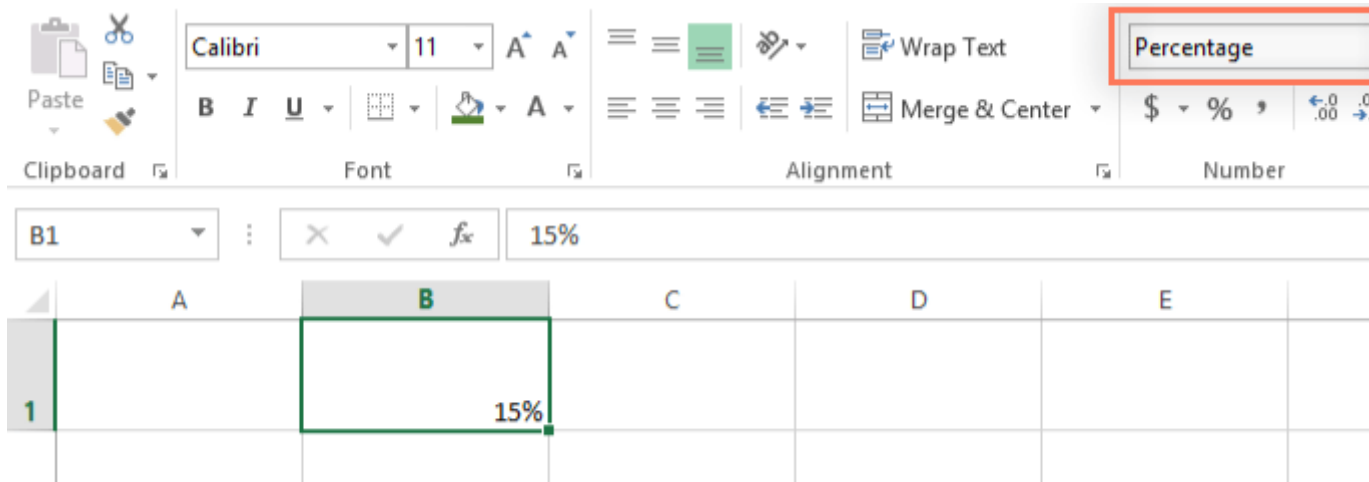
There's more to number formatting than selecting cells and applying a format. Spreadsheets can actually apply a lot of number formatting **automatically** based on the way you enter data. This means you'll need to enter data in a way the program can understand, and then ensure that those cells are using the proper number format. For example, the image below shows how to use number formats correctly for dates, percentages, and times:

	 Wrong	 Right
Date	January 1st	1/1/2014
Percent	50	50%
Time	Noon	12:00 pm

Now that you know more about how number formats work, we'll look at a few different number formats in action.

Percentage formats

One of the most helpful number formats is the **percentage (%)** format. It displays values as percentages, such as **20%** or **55%**. This is especially helpful when calculating things like the cost of sales tax or a tip. When you type a percent sign (%) after a number, the percentage number format will be applied to that cell **automatically**.



As you may remember from math class, a percentage can also be written as a **decimal**. So 15% is the same thing as 0.15, 7.5% is 0.075, 20% is 0.20, 55% is 0.55, and so on. You can review [this lesson](#) from our [Math tutorials](#) to learn more about converting percentages to decimals. There are many times when percentage formatting will be useful. For example, in the images below, notice how the **sales tax rate** is formatted differently for each spreadsheet (5, 5%, and 0.05):



=C2*C4		
B	C	D
Item	Price	Sales Tax
Jacket	\$22.50	\$112.50
Sales Tax Rate	5	

No percentage formatting

=C2*C4		
B	C	D
Item	Price	Sales Tax
Jacket	\$22.50	\$1.13
Sales Tax Rate	5%	

Percentage formatting

B
Item
Jacket
Sales Tax R

Wri

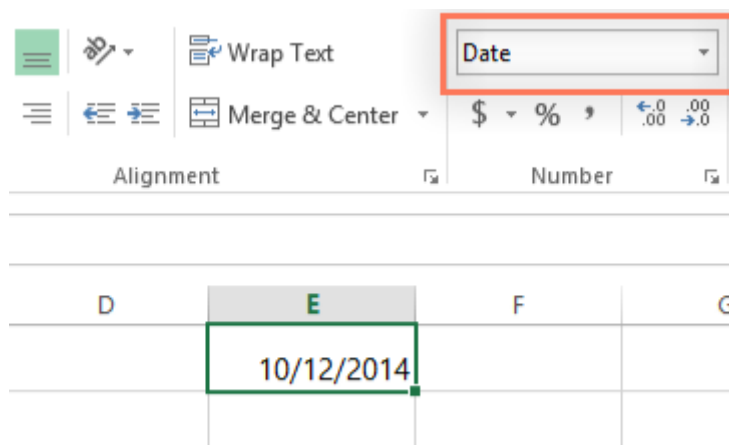
As you can see, the calculation in the spreadsheet on the left didn't work correctly. Without the percentage number format, our spreadsheet thinks we want to multiply \$22.50 by 5, not 5%. And while the spreadsheet on the

right still works without percentage formatting, the spreadsheet in the middle is easier to read.

Date formats

Whenever you're working with **dates**, you'll want to use a date format to tell the spreadsheet that you're referring to **specific calendar dates**, such as July 15, 2014. Date formats also allow you to work with a powerful set of date functions that use time and date information to calculate an answer.

Spreadsheets don't understand information the same way a person would. For instance, if you type **October** into a cell, the spreadsheet won't know you're entering a date so it will treat it like any other text. Instead, when you enter a date, you'll need to use a **specific format** your spreadsheet understands, such as **month/day/year** (or **day/month/year** depending on which country you're in). In the example below, we'll type **10/12/2014** for October 12, 2014. Our spreadsheet will then automatically apply the date number format for the cell.



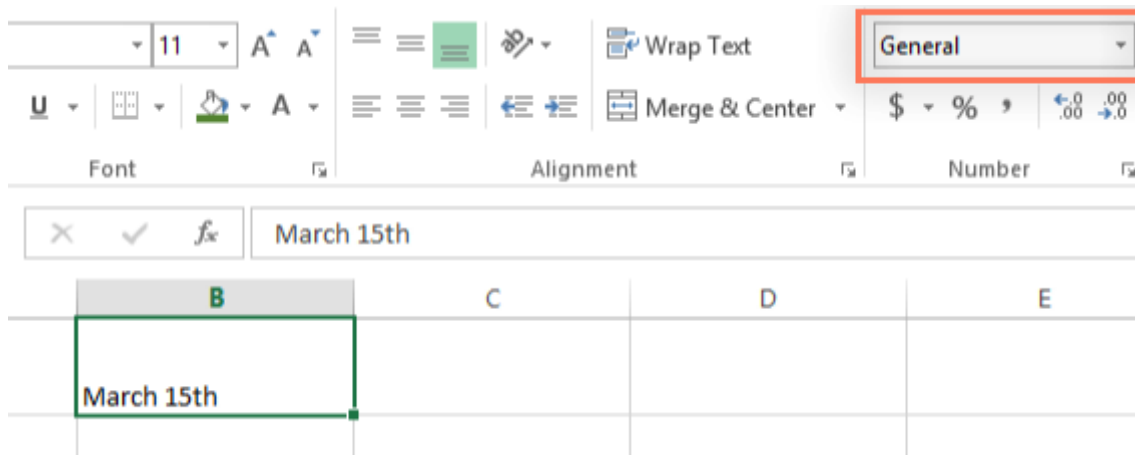
Now that we have our date correctly formatted, we can do many different things with this data. For example, we

could use the fill handle to continue the dates through the column, so a different day appears in each cell:

D	E	F
	10/12/2014	
		10/18/2014

D	E	F
	10/12/2014	
	10/13/2014	
	10/14/2014	
	10/15/2014	
	10/16/2014	
	10/17/2014	
	10/18/2014	

If the date formatting isn't applied automatically, it means the spreadsheet did not understand the data you entered. In the example below, we've typed **March 15th**. The spreadsheet did not understand that we were referring to a date, so this cell is still using the **general** number format.



On the other hand, if we type **March 15** (without the "th"), the spreadsheet **will** recognize it as a date. Because it doesn't include a year, the spreadsheet will automatically add the current year so the date will have all of the necessary information. We could also type the date several other ways, such as **3/15**, **3/15/2014**, or **March 15 2014**, and the spreadsheet would still recognize it as a date.

Try entering the dates below into a spreadsheet and see if the date format is applied automatically:

- 10/12
- October
- October 12
- October 2016
- 10/12/2016
- October 12, 2016
- 2016
- October 12th

Other date formatting options

To access other date formatting options, select the **Number Format** drop-down menu and choose **More Number Formats**. These are options to display the date differently, like including the day of the week or omitting the year.

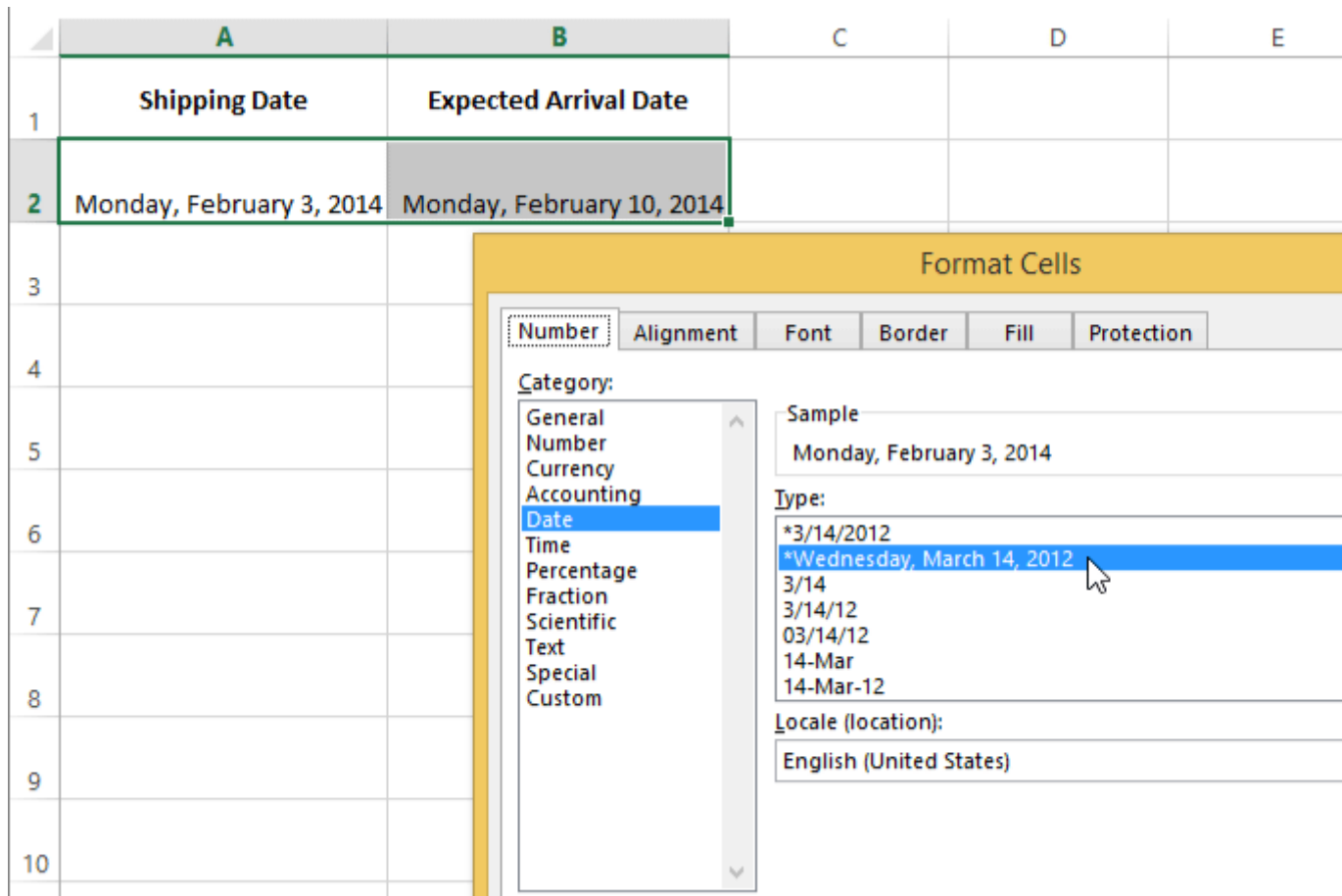
The screenshot shows the Microsoft Excel interface. The ribbon includes the Font and Alignment groups. The active cell is A2, containing the date '2/3/2014'. The spreadsheet has two columns: 'Shipping Date' (A) and 'Expected Arrival Date' (B). The date '2/3/2014' is in cell A2, and '2/10/2014' is in cell B2. The 'Number Format' dropdown menu is open, showing various options. The 'More Number Formats...' option is highlighted at the bottom of the menu.

	A	B
1	Shipping Date	Expected Arrival Date
2	2/3/2014	2/10/2014
3		
4		
5		
6		
7		
8		
9		

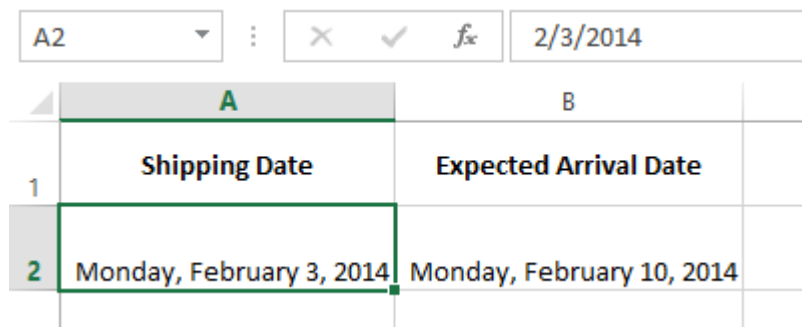
- ABC 123 General
No specific format
- 12 Number
41673.00
- Currency
\$41,673.00
- Accounting
\$41,673.00
- Short Date
2/3/2014
- Long Date
Monday, February 3, 2014
- Time
12:00:00 AM
- % Percentage
4167300.00%
- 1/2 Fraction
41673
- 10² Scientific
4.17E+04
- ABC Text
41673

More Number Formats...

The **Format Cells** dialog box will appear. From here, you can choose the desired date formatting option.



As you can see in the formula bar, a custom date format doesn't change the actual date in our cell—it just changes the way it's displayed.



Number formatting tips

Here are a few tips for getting the best results with number formatting:

- **Apply number formatting to an entire column:** If you're planning to use one column for a certain type of data, like dates or percentages, you may find it easiest to select the entire column by clicking the column letter and applying the desired number formatting. This way, any data you add to this column in the future will already have the correct number format. Note that the header row usually won't be affected by number formatting.

	A	B	C	D	E
1	Item Name	Price			
2	Measuring Cups	\$4.99			
3	Ladel	\$2.99			
4	Slotted Spoon	\$2.79			
5	12" Skillet	\$14.59			
6	Garlic Press	\$7.45			
7					
8					
9					
10					

- **Double-check your values after applying number formatting:** If you apply number formatting to existing data, you may have unexpected results. For example, applying **percentage (%)** formatting to a cell with a value of 5 will give you 500%, not 5%. In this case, you'd need to retype the values correctly in each cell.

	A	B
1	Percentage of Total	
2		500%
3		7300%
4		1200%
5		550%
6		1200%

- If you reference a cell with number formatting in a formula, the spreadsheet may automatically apply the same number formatting to the new cell. For example, if you use a value with currency formatting in a formula, the calculated value will also use the currency number format.

	A	B	C
1	\$184.50	\$92.25	

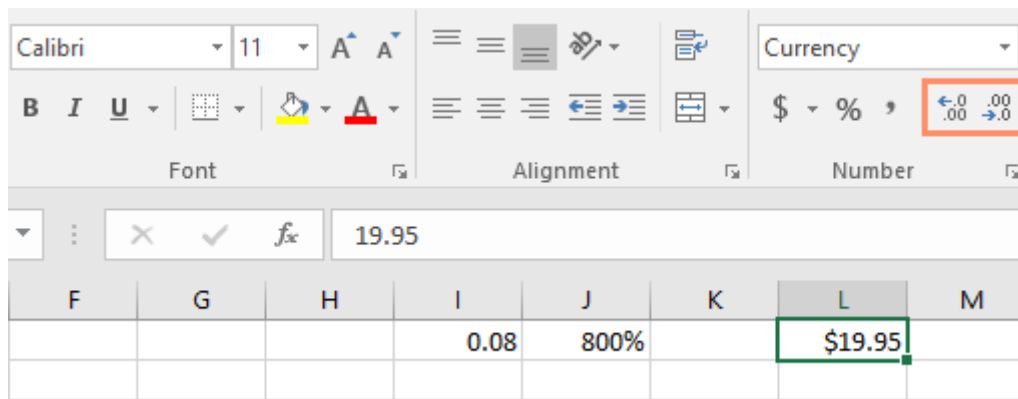
Formula bar: B1 :

- If you want your data to appear **exactly as entered**, you'll need to use the **text** number format. This format is especially good for numbers you don't want to perform calculations with, such as phone numbers, zip codes, or numbers

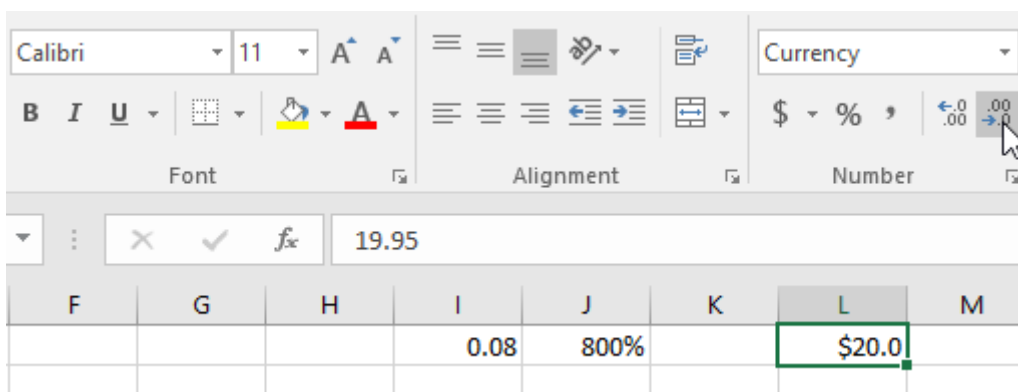
that begin with 0, like **02415**. For best results, you may want to apply the text number format before entering data into these cells.

Increase and Decrease Decimal

The **Increase Decimal** and **Decrease Decimal** commands allow you to control how many decimal places are displayed in a cell. These commands don't change the value of the cell; instead, they display the value to a set number of decimal places.




Decreasing the decimal will display the value rounded to that decimal place, but the actual value in the cell will still be displayed in the formula bar.



The **Increase/Decrease Decimal** commands don't work with some number formats, like **Date** and **Fraction**.

Challenge!

1. Open our [practice workbook](#).
2. In cell **D2**, type today's date and press **Enter**.
3. Click cell **D2** and verify that it is using a **Date** number format. Try changing it to a different date format (for example, **Long Date**).
4. In cell **D2**, use the **Format Cells** dialog box to choose the **14-Mar-12** date format.
5. Change the sales tax rate in cell **D8** to the **Percentage** format.
6. Apply the **Currency** format to all of **column B**.
7. In cell **D8**, use the **Increase Decimal** or **Decrease Decimal** command to change the number of decimal places to **one**. It should now display **7.5%**.
8. When you're finished, your spreadsheet should look like this:

	A	B	C	D
1		Customer Invoice Bad Llama Peruvian Coffee 2121 14th Avenue Circle Drive Raleigh, NC 27607		Invoice
2				2
3	ITEM DESCRIPTION	UNIT PRICE	QUANTITY	LINE TOTAL
4	Cusco Dark Roast	\$6.59	3	
5	Amazon Amanecer Breakfast Roast	\$6.89	8	
6	Sacred Valley Medium Roast	\$6.49	10	
7	Machu Picchu Special Blend	\$7.29	2	
8	SALES TAX RATE:			
9	TAX:			
10	TOTAL:			

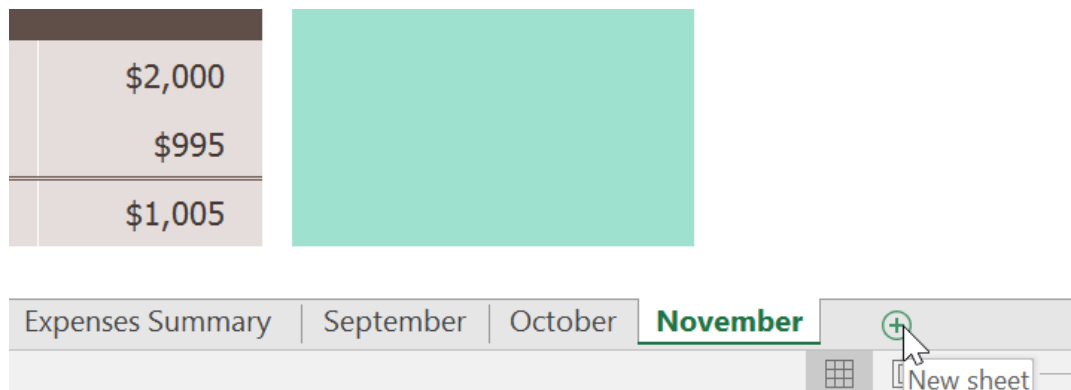
Introduction

Every workbook contains at least one **worksheet** by default. When working with a large amount of data, you can create **multiple worksheets** to help organize your workbook and make it easier to find content. You can also **group** worksheets to quickly add information to multiple worksheets at the same time.

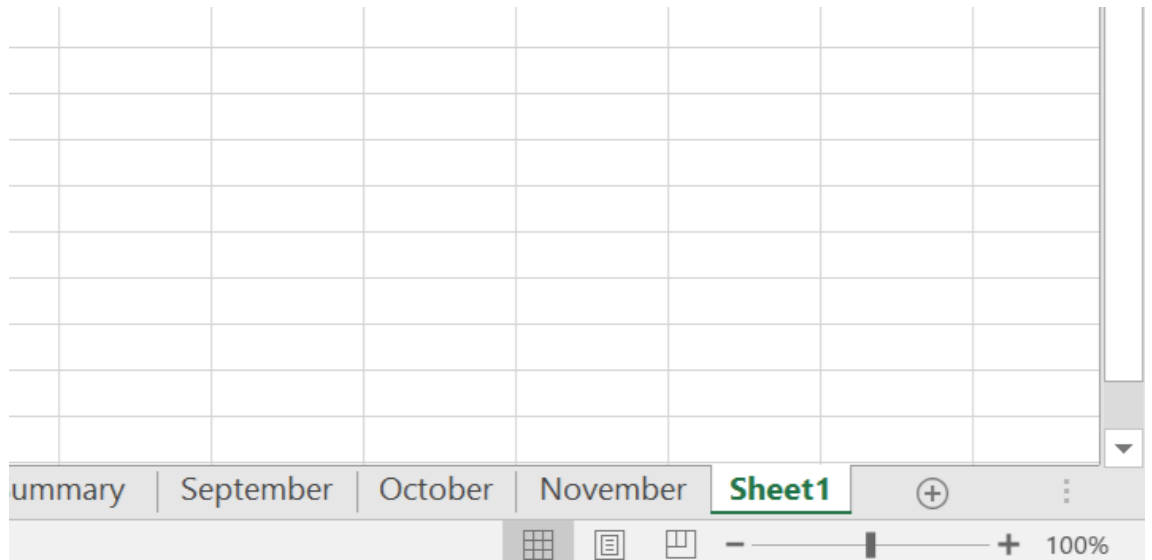
Optional: Download our [practice workbook](#). Watch the video below to learn more about using multiple worksheets.

To insert a new worksheet:

1. Locate and select the **New sheet** button near the bottom-right corner of the Excel window.



2. A new **blank worksheet** will appear.

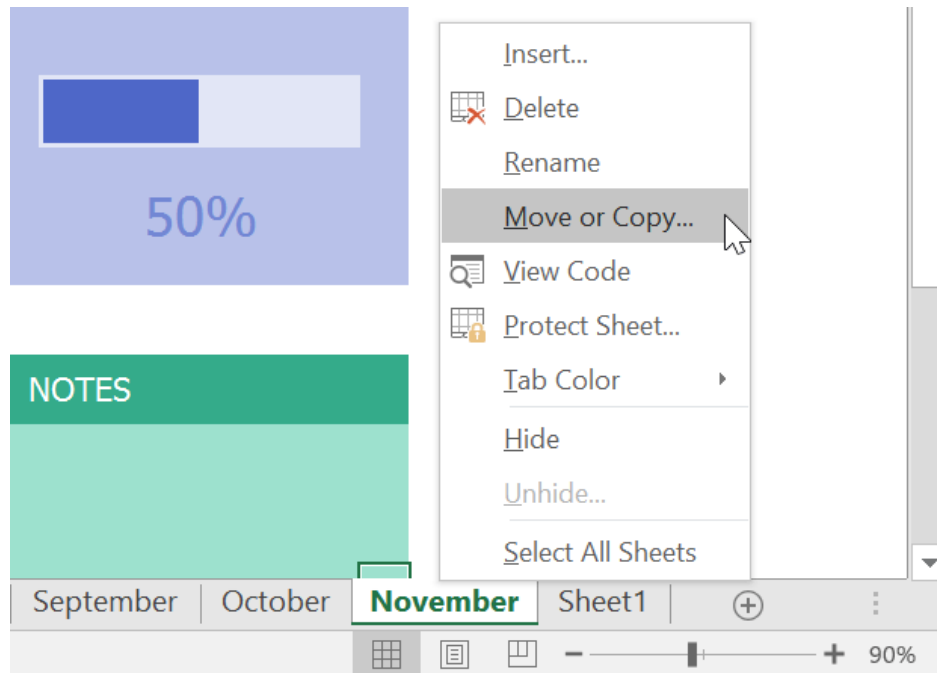


By default, any new workbook you create in Excel will contain one worksheet, called **Sheet1**. To change the **default number** of worksheets, navigate to **Backstage view**, click **Options**, then choose the desired number of worksheets to include in each new workbook.

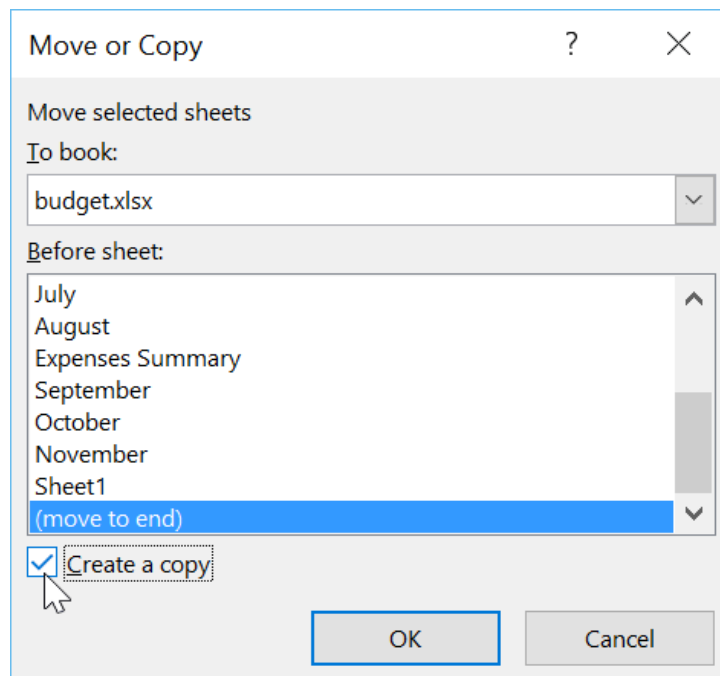
To copy a worksheet:

If you need to **duplicate** the content of one worksheet to another, Excel allows you to **copy** an existing worksheet.

1. Right-click the worksheet you want to copy, then select **Move or Copy** from the worksheet menu.

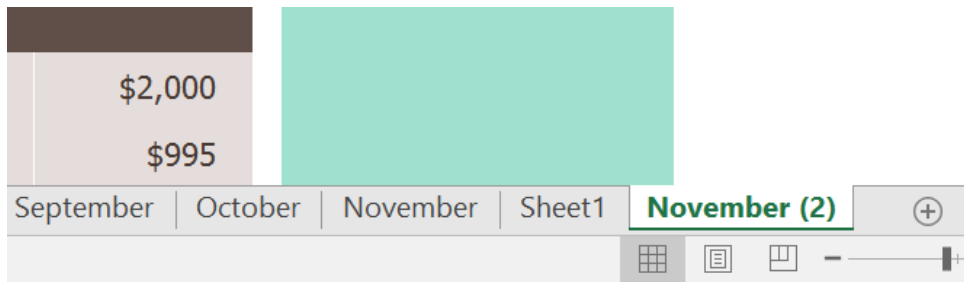


2. The **Move or Copy** dialog box will appear. Choose where the sheet will appear in the **Before sheet:** field. In our example, we'll choose **(move to end)** to place the worksheet to the right of the existing worksheet.
3. **Check the box** next to **Create a copy**, then click **OK**.



4. The worksheet will be **copied**. It will have the same title as the original worksheet, as well as a **version number**. In our example, we copied the **November** worksheet, so our new worksheet is named **November (2)**. All content from the

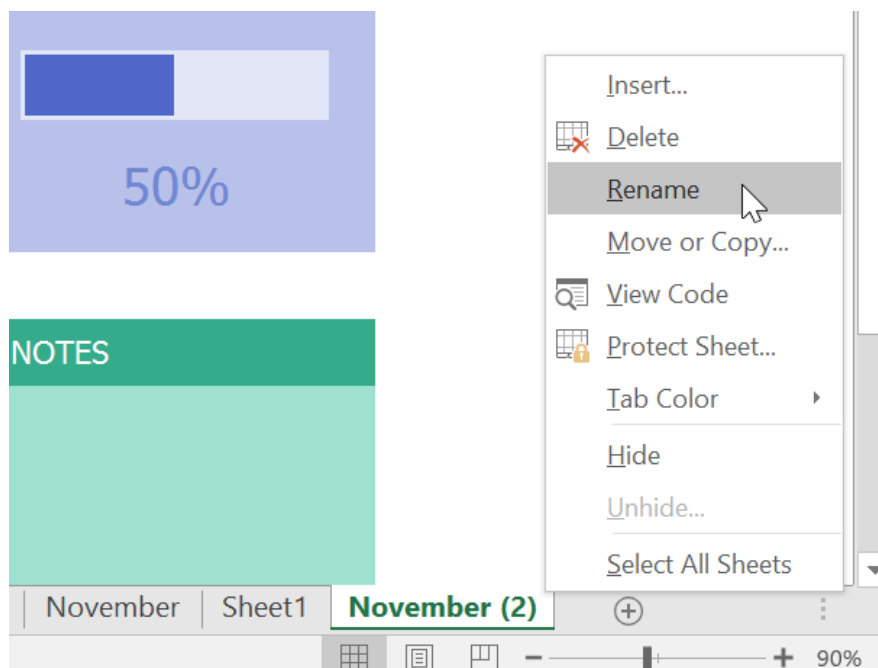
November worksheet has also been copied to the new worksheet.



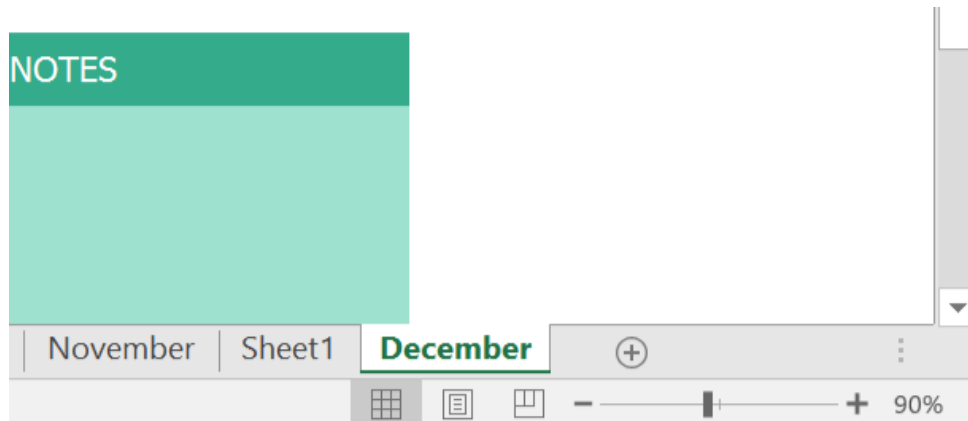
You can also copy a worksheet to an entirely different **workbook**. You can select any workbook that is currently open from the **To book:** drop-down menu.

To rename a worksheet:

1. Right-click the **worksheet** you want to rename, then select **Rename** from the worksheet menu.

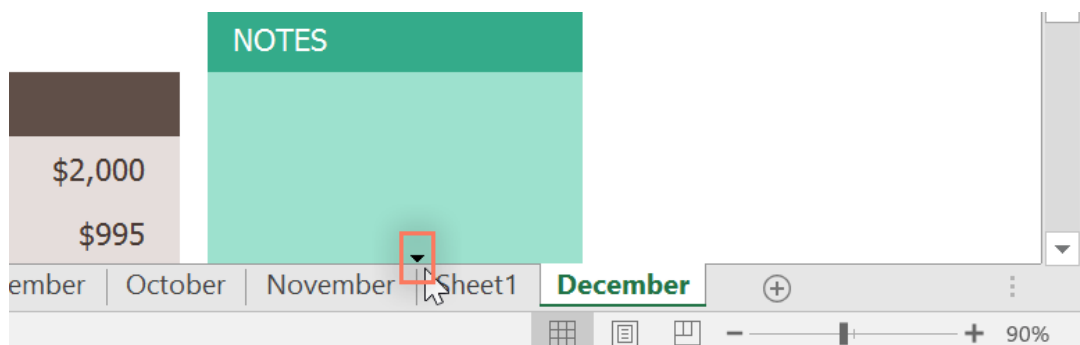


2. Type the **desired name** for the worksheet.
3. Click anywhere outside the worksheet tab, or press **Enter** on your keyboard. The worksheet will be **renamed**.

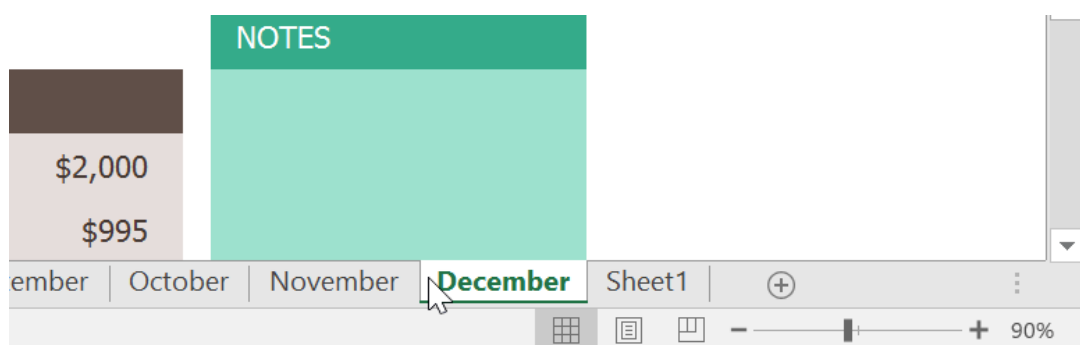


To move a worksheet:

1. Click and drag the worksheet you want to move until a **small black arrow** appears above the desired location.

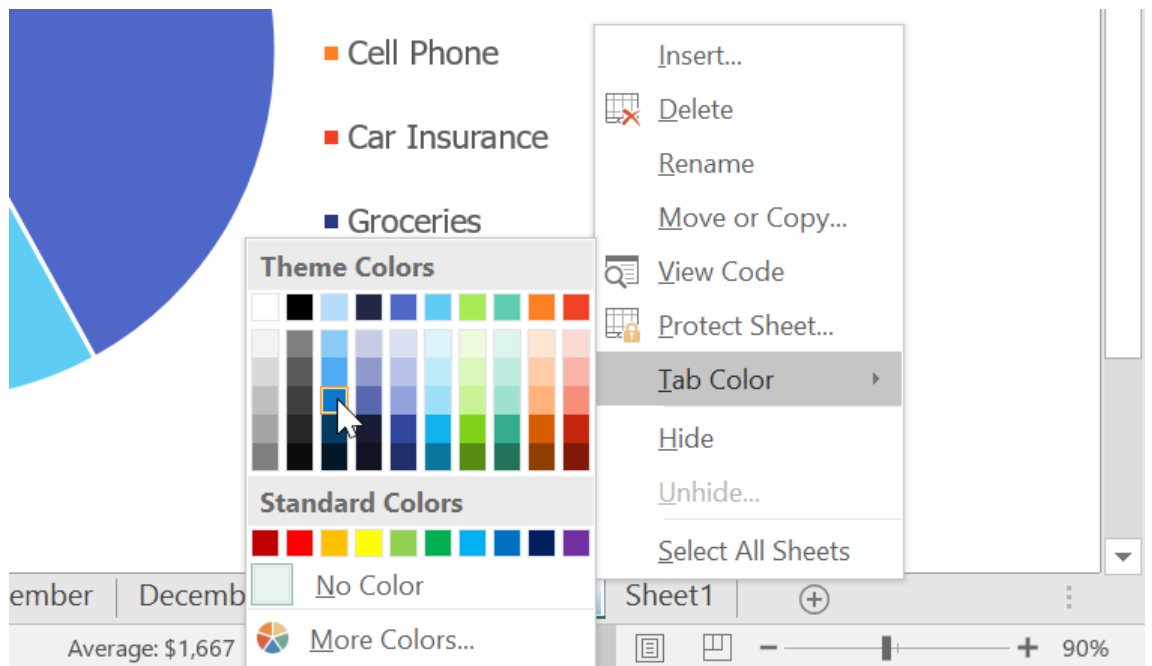


2. Release the mouse. The worksheet will be moved.

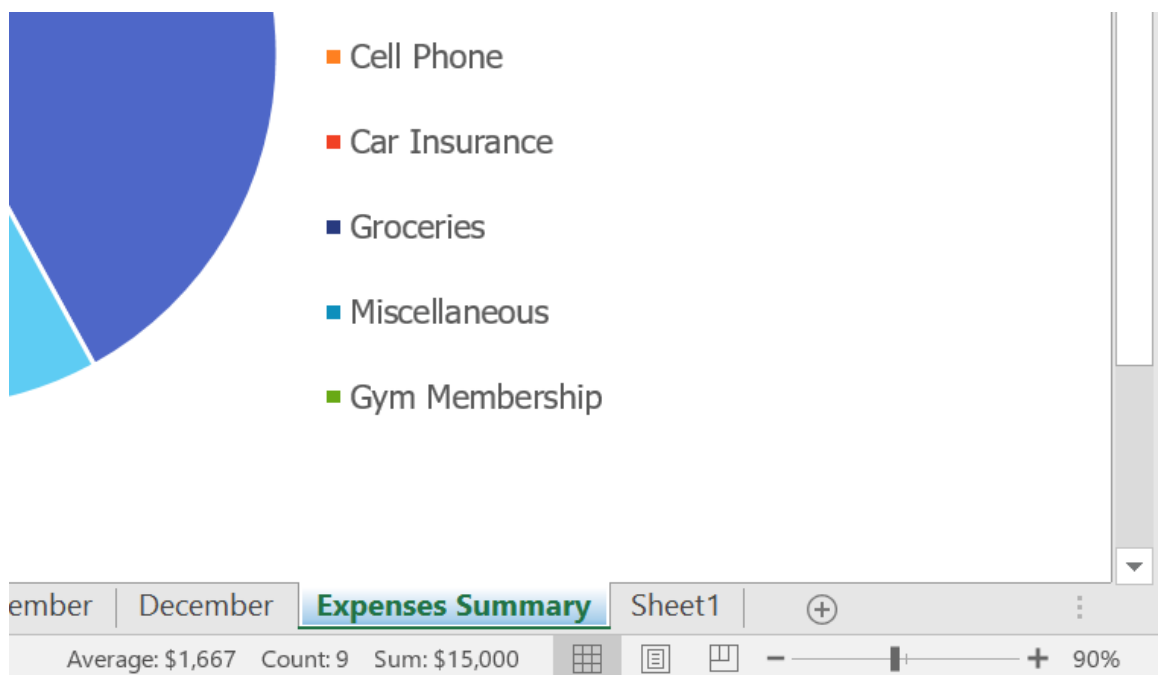


To change the worksheet tab color:

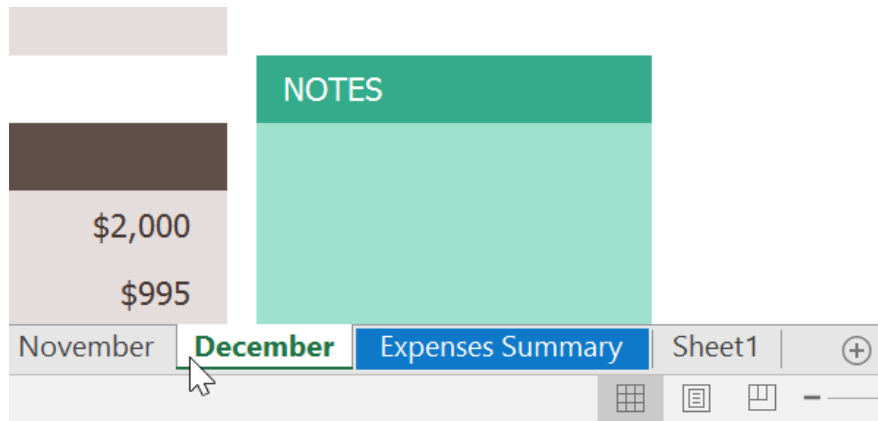
1. Right-click the desired worksheet tab, and hover the mouse over **Tab Color**. The **Color** menu will appear.
2. Select the desired **color**.



3. The worksheet tab color will be **changed**.

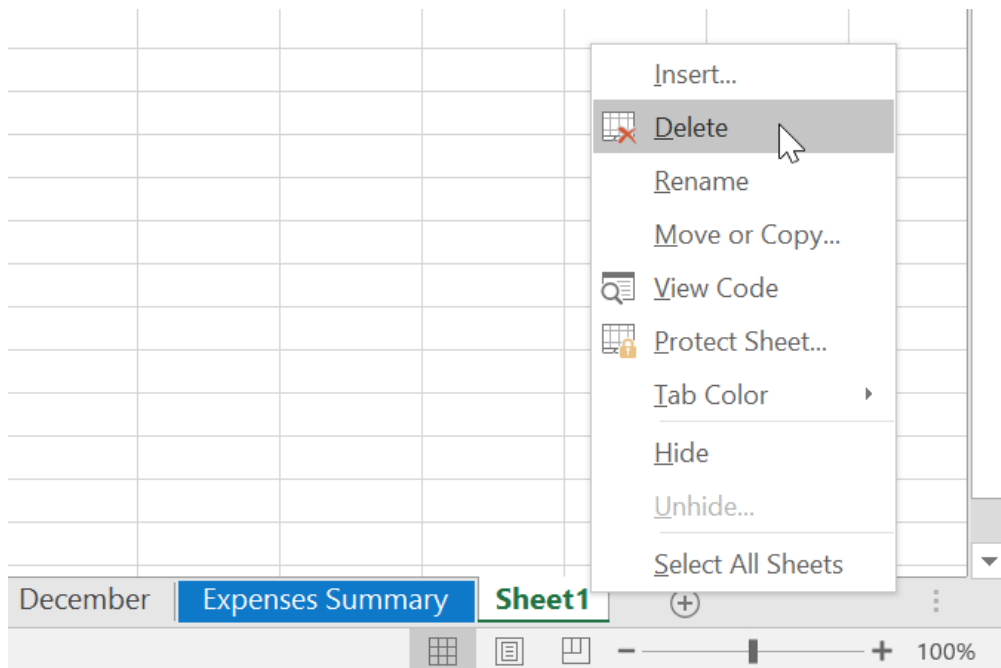


The worksheet tab color is considerably **less noticeable** when the worksheet is selected. Select another worksheet to see how the color will appear when the worksheet is not selected.



To delete a worksheet:

1. Right-click the **worksheet** you want to delete, then select **Delete** from the worksheet menu.



2. The worksheet will be **deleted** from your workbook.



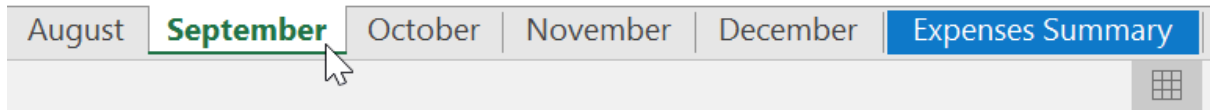
If you want to prevent specific worksheets from being edited or deleted, you can **protect them** by right-clicking the desired worksheet and selecting **Protect Sheet** from the worksheet menu.

Grouping and ungrouping worksheets

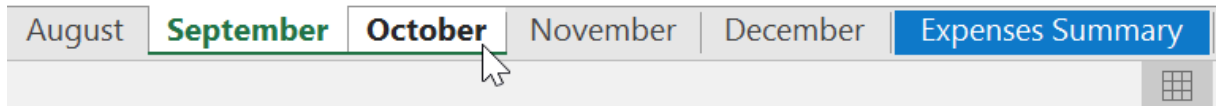
You can work with each worksheet **individually**, or you can work with multiple worksheets at the same time. Worksheets can be combined together into a **group**. Any changes made to one worksheet in a group will be made to **every worksheet** in the group.

To group worksheets:

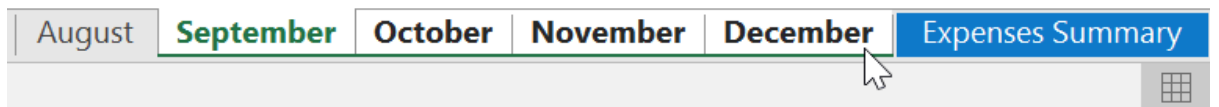
1. Select the **first worksheet** you want to include in the **worksheet group**.



2. Press and hold the **Ctrl** key on your keyboard. Select the **next worksheet** you want in the group.



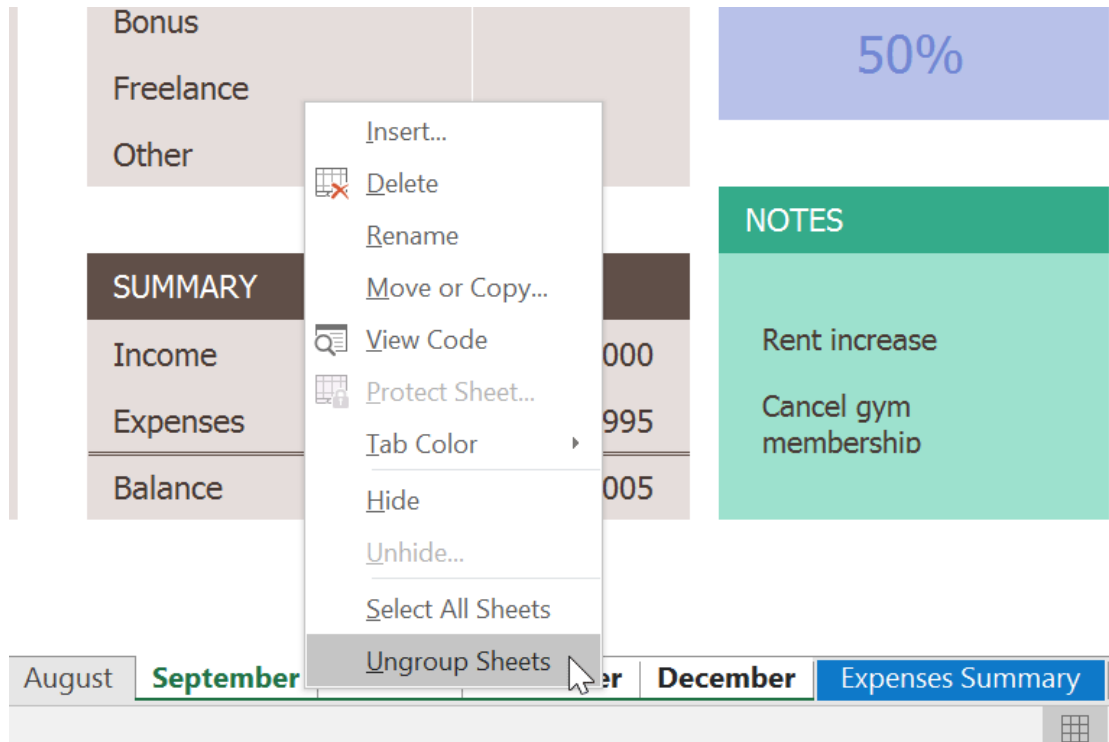
3. Continue to select worksheets until all of the worksheets you want to group are selected, then release the **Ctrl** key. The worksheets are now **grouped**.



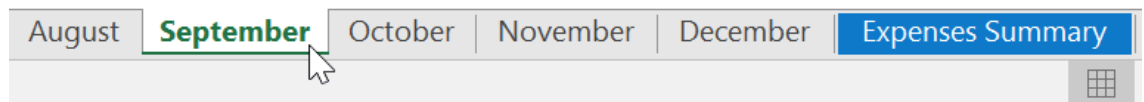
While worksheets are grouped, you can navigate to any worksheet within the group. Any **changes** made to one worksheet will appear on **every worksheet** in the group. However, if you select a worksheet that is not in the group, all of your worksheets will become **ungrouped**.

To ungroup worksheets:

1. Right-click a worksheet in the group, then select **Ungroup Sheets** from the worksheet menu.



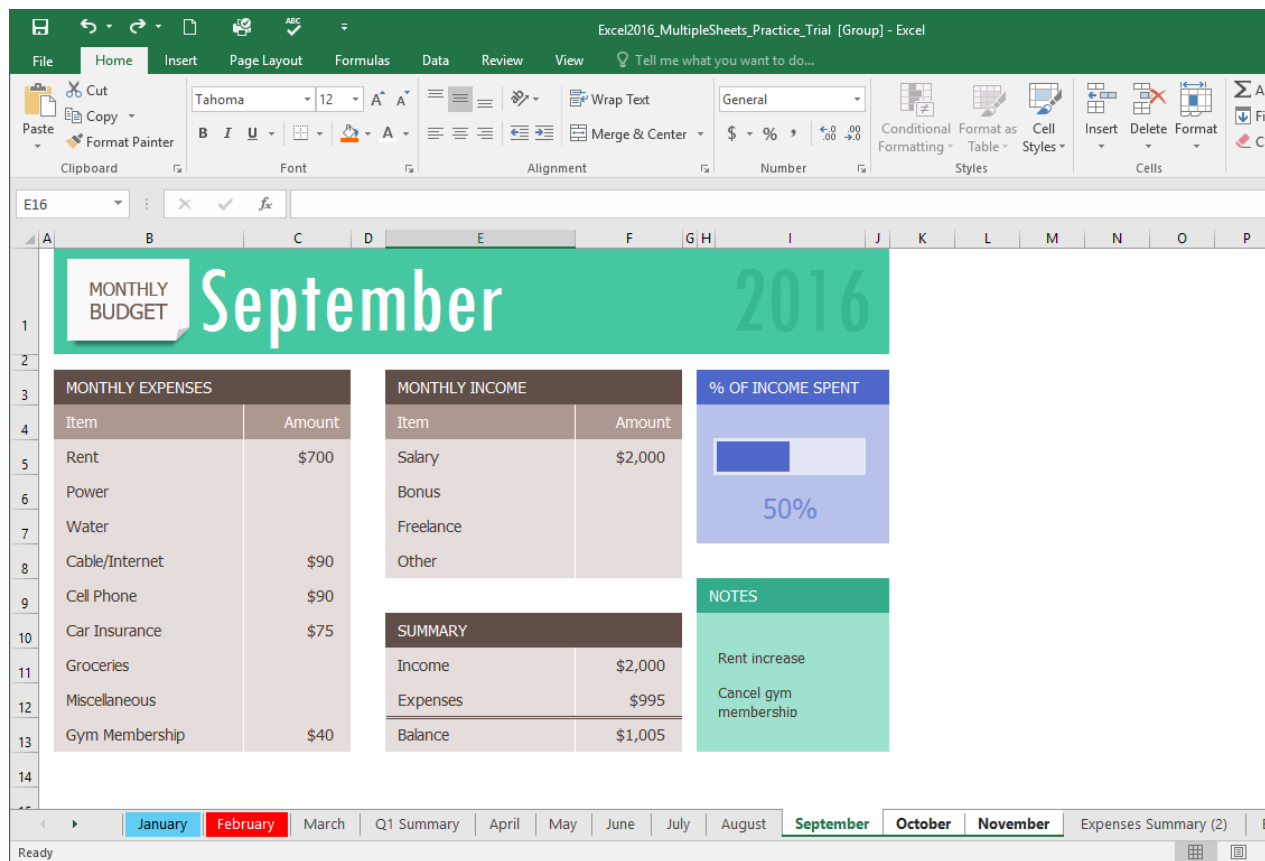
2. The worksheets will be **ungrouped**. Alternatively, you can simply click any worksheet not included in the group to **ungroup all worksheets**.



Challenge!

1. Open our [practice workbook](#).
2. Insert a **new** worksheet, and **rename** it **Q1 Summary**.
3. Move the **Expenses Summary** worksheet to the far right, then move the **Q1 Summary** worksheet so that it is between **March** and **April**.

4. **Create a copy** of the Expenses Summary worksheet by right-clicking the tab. Do not just copy and paste the content of the worksheet into a new worksheet.
5. Change the **color** of the January tab to **blue** and the color of the February tab to **red**.
6. Group the worksheets **September, October, and November**.
7. When you're finished, your workbook should look something like this:



Introduction

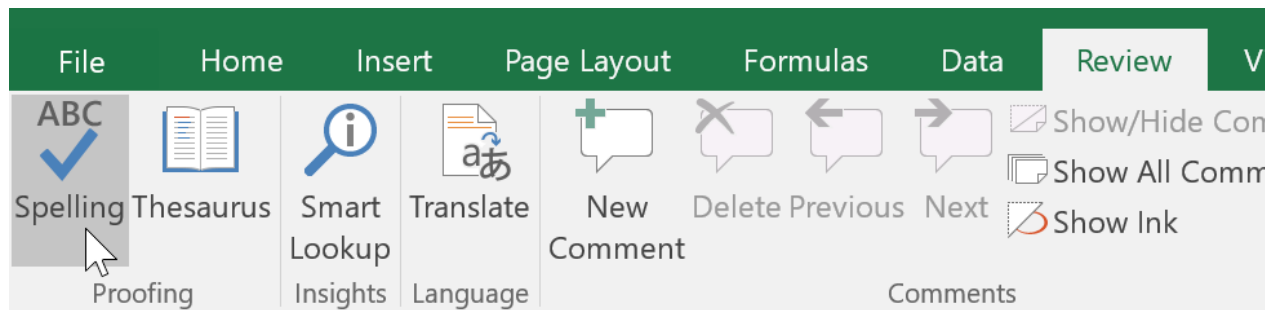
Before sharing a workbook, you'll want to make sure it doesn't include any spelling errors. Fortunately, Excel includes a **Spell Check** tool you can use to make sure everything in your workbook is spelled correctly.

If you've used the Spell Check feature in Microsoft Word, just be aware that the Spell Check tool in Excel, while helpful, is not as powerful. For example, it won't check for grammar issues or check spelling as you type.

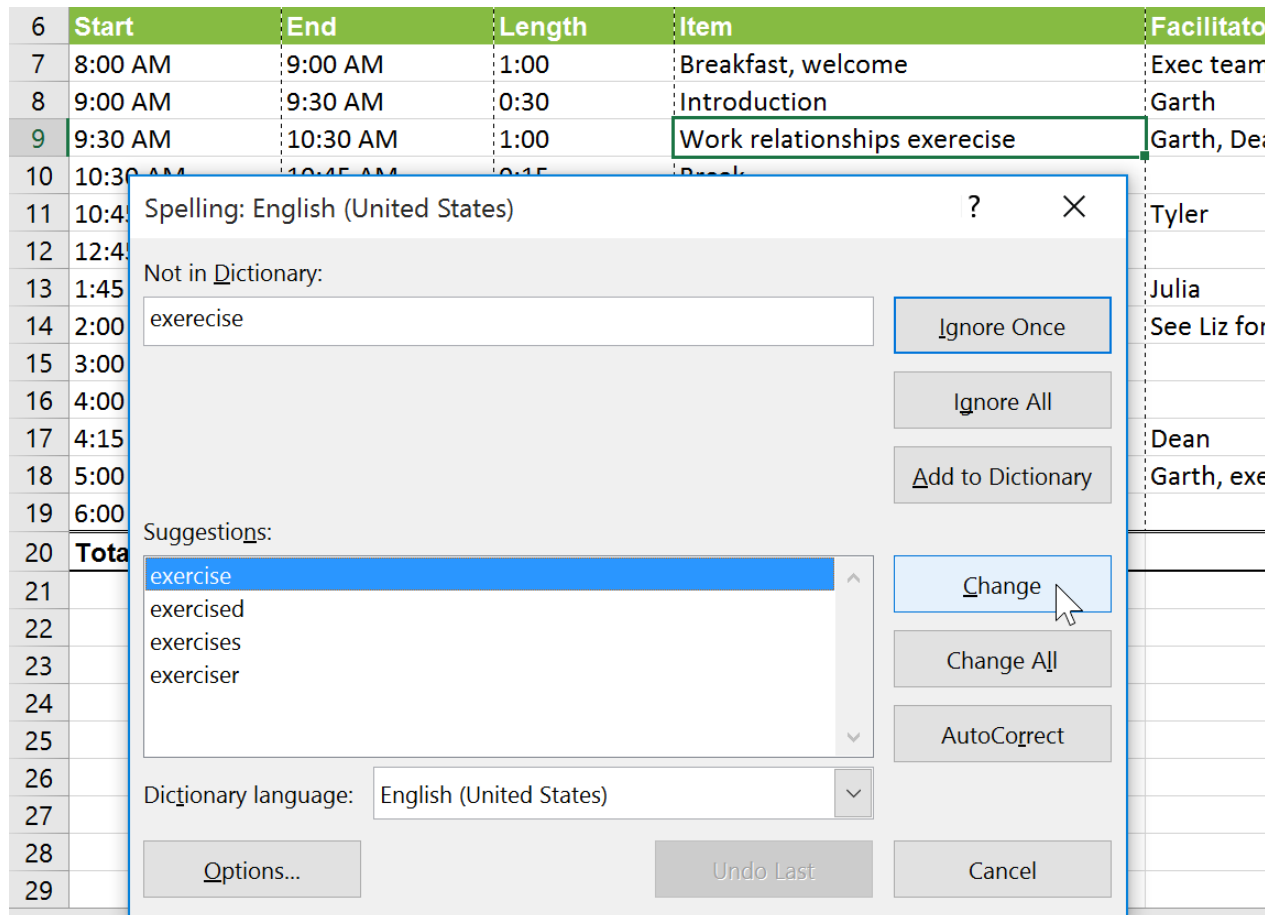
Optional: Download our [practice workbook](#).

To use Spell Check:

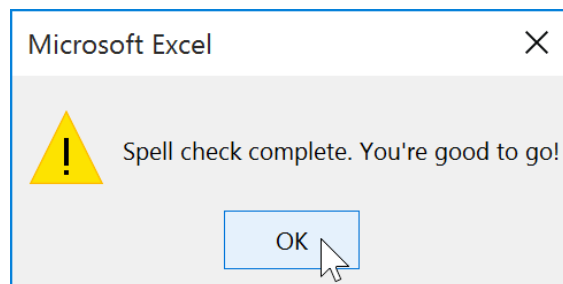
1. From the **Review** tab, click the **Spelling** command.



2. The **Spelling** dialog box will appear. For each spelling error in your worksheet, Spell Check will try to offer **suggestions** for the correct spelling. Choose a suggestion, then click **Change** to correct the error.



3. A dialog box will appear after reviewing all spelling errors. Click **OK** to close Spell Check.



If there are no appropriate suggestions, you can also enter the correct spelling manually.

Ignoring spelling "errors"


Spell Check **isn't always correct**. It will sometimes mark certain words as incorrect even if they're spelled correctly. This often happens with names, which may not

be in the dictionary. You can choose **not** to change a spelling "error" using one of the following three options:

- **Ignore Once:** This will skip the word without changing it.
- **Ignore All:** This will skip the word without changing it and also skip all other instances of the word in your worksheet.
- **Add:** This adds the word to the dictionary so it will never appear as an error again. Make sure the word is spelled correctly before choosing this option.

Challenge!

1. Open our [practice workbook](#).
2. Click the **Challenge** worksheet tab in the bottom-left of the workbook.
3. Run the **Spell Check** to correct any spelling errors in the workbook.
4. Correct the words **coffe** and **medum** using the **suggested spelling**.
5. **Ignore** the spelling suggestion for the word **Amanecer**.
6. When you're finished, your worksheet should look like this:

	A	B	C	D
1		CUSTOMER INVOICE Bad Llama Peruvian Coffee 2121 14th Avenue Circle Drive Raleigh, NC 27607		Invoice #: 40 Date: 7/17
2	ITEM DESCRIPTION	UNIT PRICE	QUANTITY	LINE TOTAL
3	Cusco Dark Roast	\$6.59	3	\$19
4	Amazon Amanecer Breakfast Roast	\$6.89	8	\$55
5	Sacred Valley Medium Roast	\$6.49	10	\$64
6	Machu Picchu Special Blend	\$7.29	2	\$14
7	TAX:			\$11
8	TOTAL:			\$165

7. **Bonus Step!** There is one error Spell Check didn't catch. Can you spot it? **Hint:** It's in one of the item descriptions.

Introduction

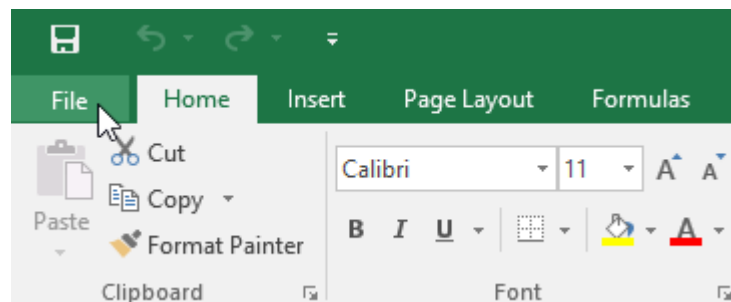
There may be times when you want to **print a workbook** to view and share your data **offline**. Once you've chosen your **page layout** settings, it's easy to preview and print a workbook from Excel using the **Print** pane.

Optional: Download our [practice workbook](#).

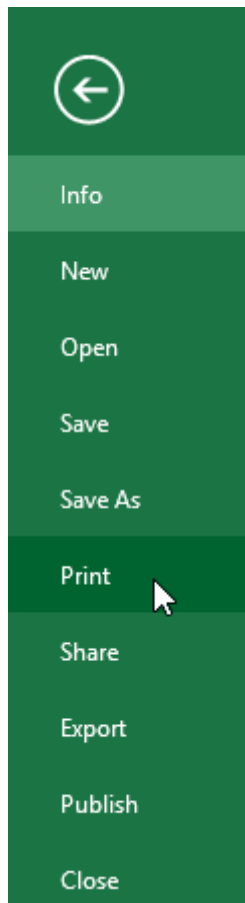
Watch the video below to learn more about page layout and printing.

To access the Print pane:

1. Select the **File** tab. **Backstage view** will appear.



2. Select **Print**. The **Print** pane will appear.



Click the buttons in the interactive below to learn more about using the Print pane.



Info

New

Open

Save

Save As

Print

Share

Export

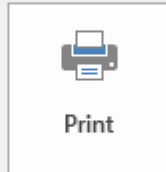
Publish

Close

Account

Options

Print



Print

Copies: 1

Printer



Lexmark MX310dn

Ready

[Printer Properties](#)

Settings



Print Active Sheets

Only print the active sheets

Pages: to 

Collated

1,2,3 1,2,3 1,2,3



Portrait Orientation



Custom Page Size



Normal Margins

Left: 0.7" Right: 0.7"



No Scaling



Print sheets at their actual size

[Page Setup](#)

NAME	POSITION	PHONE	ADDRESS
Smith, John	1	555-1234	123 Main St
Smith, John	2	555-1234	123 Main St
Smith, John	3	555-1234	123 Main St
Smith, John	4	555-1234	123 Main St
Smith, John	5	555-1234	123 Main St
Smith, John	6	555-1234	123 Main St
Smith, John	7	555-1234	123 Main St
Smith, John	8	555-1234	123 Main St
Smith, John	9	555-1234	123 Main St
Smith, John	10	555-1234	123 Main St
Smith, John	11	555-1234	123 Main St
Smith, John	12	555-1234	123 Main St
Smith, John	13	555-1234	123 Main St
Smith, John	14	555-1234	123 Main St
Smith, John	15	555-1234	123 Main St
Smith, John	16	555-1234	123 Main St
Smith, John	17	555-1234	123 Main St
Smith, John	18	555-1234	123 Main St
Smith, John	19	555-1234	123 Main St
Smith, John	20	555-1234	123 Main St
Smith, John	21	555-1234	123 Main St
Smith, John	22	555-1234	123 Main St
Smith, John	23	555-1234	123 Main St
Smith, John	24	555-1234	123 Main St
Smith, John	25	555-1234	123 Main St
Smith, John	26	555-1234	123 Main St
Smith, John	27	555-1234	123 Main St
Smith, John	28	555-1234	123 Main St
Smith, John	29	555-1234	123 Main St
Smith, John	30	555-1234	123 Main St
Smith, John	31	555-1234	123 Main St
Smith, John	32	555-1234	123 Main St
Smith, John	33	555-1234	123 Main St
Smith, John	34	555-1234	123 Main St
Smith, John	35	555-1234	123 Main St
Smith, John	36	555-1234	123 Main St
Smith, John	37	555-1234	123 Main St
Smith, John	38	555-1234	123 Main St
Smith, John	39	555-1234	123 Main St
Smith, John	40	555-1234	123 Main St
Smith, John	41	555-1234	123 Main St
Smith, John	42	555-1234	123 Main St
Smith, John	43	555-1234	123 Main St
Smith, John	44	555-1234	123 Main St
Smith, John	45	555-1234	123 Main St
Smith, John	46	555-1234	123 Main St
Smith, John	47	555-1234	123 Main St
Smith, John	48	555-1234	123 Main St
Smith, John	49	555-1234	123 Main St
Smith, John	50	555-1234	123 Main St

◀ 1 of 6 ▶

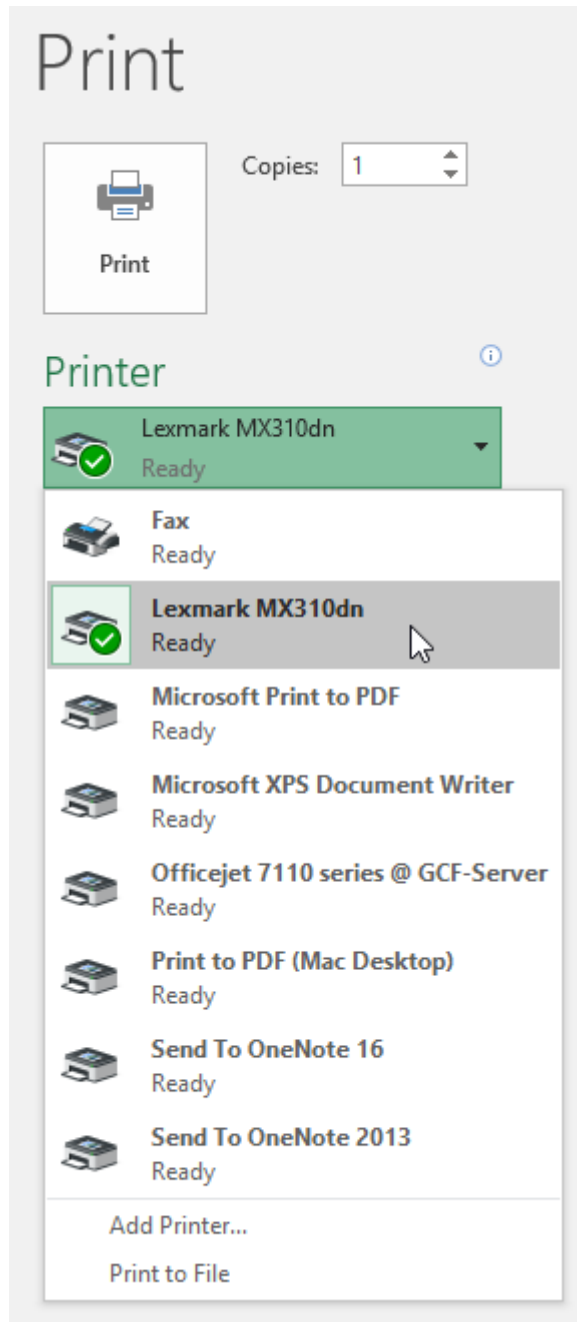
Show Margins / Zoom to Page

The Zoom to Page button on the right will zoom in and out in the Preview pane.

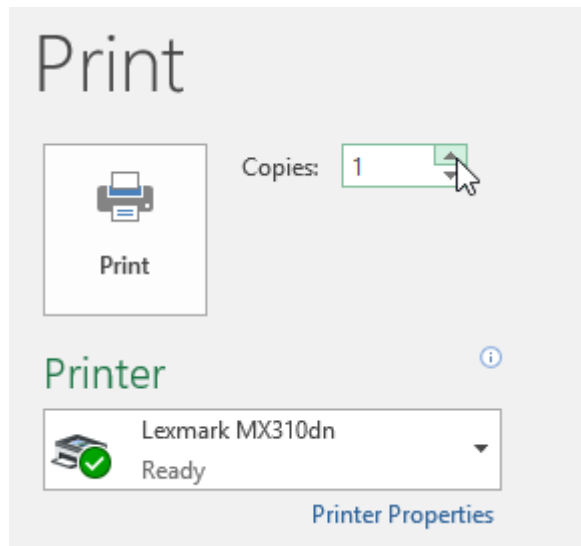
The Show Margins button on the left will show the margins in the Preview pane.

To print a workbook:

1. Navigate to the **Print** pane, then select the desired **printer**.

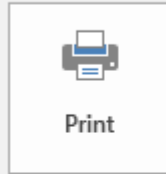


2. Enter the number of **copies** you want to print.



3. Select any additional **settings** if needed (see above interactive).

Print



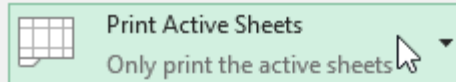
Copies: 1

Printer

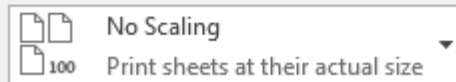
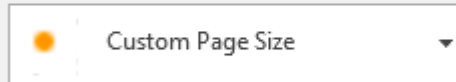
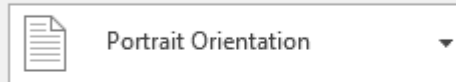


[Printer Properties](#)

Settings

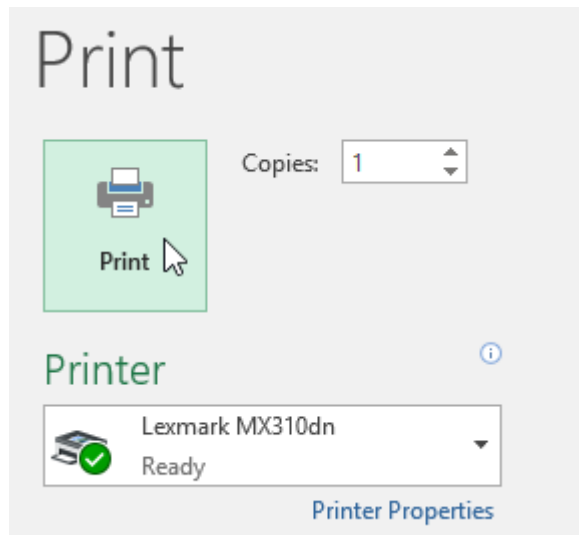


Pages: [] to []



[Page Setup](#)

4. Click **Print**.



Choosing a print area

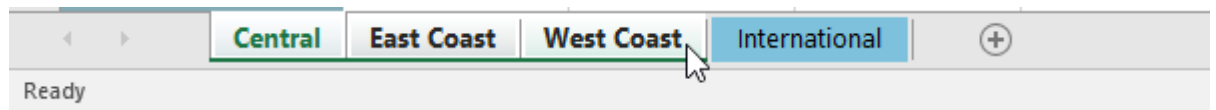
Before you print an Excel workbook, it's important to decide exactly what information you want to print. For example, if you have multiple worksheets in your workbook, you will need to decide if you want to print the **entire workbook** or only **activeworksheets**. There may also be times when you want to print only a **selection** of content from your workbook.

To print active sheets:

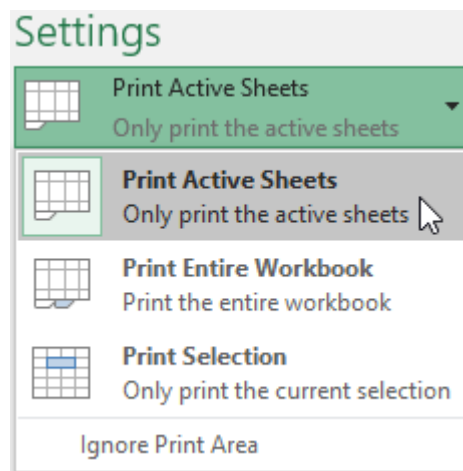
Worksheets are considered active when **selected**.

1. Select the **worksheet** you want to print. To print **multiple worksheets**, click the first worksheet, hold

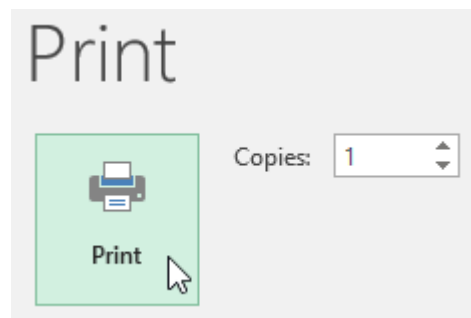
the **Ctrl** key on your keyboard, then click any other worksheets you want to select.



2. Navigate to the **Print** pane.
3. Select **Print Active Sheets** from the **Print Range** drop-down menu.

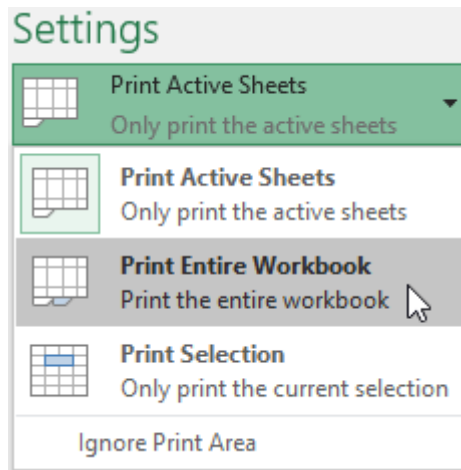


4. Click the **Print** button.

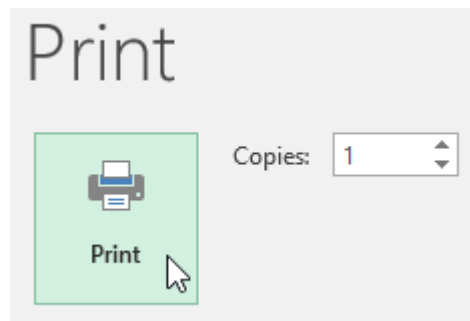


To print the entire workbook:

1. Navigate to the **Print** pane.
2. Select **Print Entire Workbook** from the **Print Range** drop-down menu.



3. Click the **Print** button.



To print a selection:

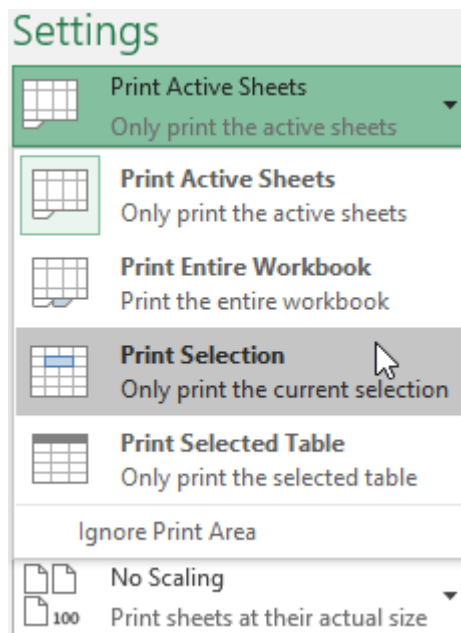
In our example, we'll print the records for the top 40 salespeople on the Central worksheet.

1. Select the **cells** you want to print.

	A	B	C	D	E	F	G	H	I	J	K	L
1	NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
2	Gomez, Alexander	\$ 5,110.00	\$ 9,739.00	\$ 6,861.00	\$ 3,889.00	\$ 6,292.00	\$ 8,518.00	\$ 5,110.00	\$ 9,739.00	\$ 6,861.00	\$ 3,889.00	\$ 6,292.00
3	Stone, Jeremy	\$ 9,935.00	\$ 8,365.00	\$ 7,639.00	\$ 3,533.00	\$ 9,665.00	\$ 1,126.00	\$ 9,935.00	\$ 8,365.00	\$ 7,639.00	\$ 3,533.00	\$ 9,665.00
4	Petty, Cheyenne	\$ 6,640.00	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 6,076.00	\$ 5,130.00	\$ 6,640.00	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 6,076.00
5	Doyle, Quincy	\$ 7,161.00	\$ 577.00	\$ 8,605.00	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 2,516.00	\$ 7,565.00	\$ 6,256.00	\$ 7,703.00	\$ 7,239.00
6	Conrad, Alfonso	\$ 4,108.00	\$ 7,172.00	\$ 6,964.00	\$ 2,122.00	\$ 9,542.00	\$ 8,252.00	\$ 4,108.00	\$ 7,172.00	\$ 6,964.00	\$ 2,122.00	\$ 9,542.00
7	Good, Carlos	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 7,087.00	\$ 1,568.00	\$ 8,922.00	\$ 358.00	\$ 9,943.00	\$ 4,964.00	\$ 7,032.00	\$ 6,292.00
8	Rice, Ivy	\$ 7,897.00	\$ 1,544.00	\$ 9,071.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00	\$ 3,052.00	\$ 4,653.00
9	Min, Wang	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 8,392.00	\$ 745.00	\$ 9,721.00	\$ 9,442.00	\$ 2,224.00	\$ 1,968.00	\$ 5,110.00	\$ 9,721.00
10	Alford, Lacota	\$ 9,778.00	\$ 737.00	\$ 6,302.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00	\$ 9,474.00	\$ 8,517.00	\$ 5,233.00	\$ 4,267.00	\$ 9,557.00
11	Hogan, Abdul	\$ 7,750.00	\$ 4,275.00	\$ 4,267.00	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 7,639.00	\$ 3,533.00	\$ 9,665.00	\$ 3,052.00	\$ 4,653.00
12	Reeves, Savannah	\$ 1,568.00	\$ 8,922.00	\$ 8,765.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00	\$ 2,224.00	\$ 1,968.00	\$ 5,061.00	\$ 7,032.00	\$ 6,292.00
13	Abbott, Raymond	\$ 1,413.00	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 8,550.00	\$ 5,731.00	\$ 1,413.00	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 8,550.00
14	Glass, Mufutau	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 9,293.00	\$ 6,804.00	\$ 1,492.00	\$ 3,779.00	\$ 9,405.00	\$ 3,588.00	\$ 6,640.00	\$ 4,046.00
15	Chambers, Bethany	\$ 4,573.00	\$ 605.00	\$ 3,215.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00	\$ 9,935.00	\$ 8,365.00
16	Green, Buckminster	\$ 8,765.00	\$ 8,258.00	\$ 636.00	\$ 7,087.00	\$ 1,568.00	\$ 8,922.00	\$ 8,765.00	\$ 8,258.00	\$ 636.00	\$ 7,087.00	\$ 1,568.00
17	Evans, Marcia	\$ 7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00	\$ 1,425.00	\$ 8,732.00	\$ 7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00	\$ 1,425.00
18	Williams, Claire	\$ 7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 5,106.00	\$ 2,881.00	\$ 4,462.00	\$ 7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 5,106.00	\$ 2,881.00
19	Lucas, Basia	\$ 5,233.00	\$ 1,650.00	\$ 3,052.00	\$ 3,779.00	\$ 9,405.00	\$ 3,588.00	\$ 677.00	\$ 9,293.00	\$ 6,804.00	\$ 9,935.00	\$ 8,365.00
20	Day, Salvador	\$ 627.00	\$ 7,909.00	\$ 3,204.00	\$ 7,710.00	\$ 7,161.00	\$ 577.00	\$ 8,365.00	\$ 7,639.00	\$ 3,533.00	\$ 7,703.00	\$ 7,239.00
21	Fleming, Aaron	\$ 1,885.00	\$ 4,996.00	\$ 6,925.00	\$ 3,493.00	\$ 2,469.00	\$ 5,118.00	\$ 9,019.00	\$ 5,144.00	\$ 8,550.00	\$ 4,996.00	\$ 8,430.00
22	Ross, May	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,750.00
23	Hogan, Kalia	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00	\$ 885.00	\$ 6,579.00	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00	\$ 885.00
24	Clemons, Amela	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,700.00	\$ 4,000.00	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,700.00
25	Huff, Amy	\$ 6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00	\$ 6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00
26	Doyle, Lani	\$ 8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00	\$ 5,248.00	\$ 840.00	\$ 8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00	\$ 5,248.00
27	Molina, Zeus	\$ 4,075.00	\$ 1,240.00	\$ 2,243.00	\$ 4,383.00	\$ 3,425.00	\$ 5,545.00	\$ 9,779.00	\$ 7,042.00	\$ 9,293.00	\$ 9,779.00	\$ 7,042.00
28	Guthrie, Mona	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00	\$ 3,425.00	\$ 5,545.00	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00	\$ 3,425.00
29	Ellis, Breanna	\$ 8,369.00	\$ 1,645.00	\$ 3,527.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 6,302.00	\$ 358.00
30	Hernandez, Vivien	\$ 5,288.00	\$ 5,276.00	\$ 8,031.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00	\$ 619.00	\$ 5,319.00	\$ 8,891.00	\$ 4,996.00	\$ 8,430.00
31	Murphy, Haviva	\$ 9,665.00	\$ 1,126.00	\$ 9,935.00	\$ 2,611.00	\$ 4,106.00	\$ 5,631.00	\$ 9,632.00	\$ 7,803.00	\$ 6,076.00	\$ 1,928.00	\$ 6,557.00
32	Lowe, Morgan	\$ 6,516.00	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00	\$ 6,256.00	\$ 8,794.00	\$ 6,516.00	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00	\$ 6,256.00
33	Parrish, Urielle	\$ 3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00	\$ 3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00	\$ 5,233.00
34	Brewer, Rachel	\$ 619.00	\$ 5,319.00	\$ 8,891.00	\$ 4,533.00	\$ 7,752.00	\$ 3,756.00	\$ 9,739.00	\$ 6,861.00	\$ 3,889.00	\$ 3,527.00	\$ 5,573.00
35	Larsen, Alden	\$ 3,582.00	\$ 2,286.00	\$ 3,898.00	\$ 7,565.00	\$ 6,256.00	\$ 8,794.00	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 4,548.00	\$ 6,190.00
36	Miller, Evangeline	\$ 7,134.00	\$ 7,595.00	\$ 7,130.00	\$ 619.00	\$ 5,319.00	\$ 8,891.00	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 666.00	\$ 6,210.00
37	Conrad, Channing	\$ 6,302.00	\$ 358.00	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 737.00	\$ 6,302.00	\$ 358.00	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00
38	Fisher, Clio	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00	\$ 8,910.00	\$ 8,369.00	\$ 1,645.00	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00	\$ 8,910.00	\$ 8,369.00
39	O'Connor, Hayden	\$ 4,707.00	\$ 3,391.00	\$ 5,556.00	\$ 6,210.00	\$ 5,994.00	\$ 248.00	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 3,527.00	\$ 5,573.00
40	Ayala, Kendall	\$ 9,385.00	\$ 2,501.00	\$ 3,609.00	\$ 3,177.00	\$ 7,134.00	\$ 7,595.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00	\$ 666.00	\$ 6,210.00
41	Curry, Emma	\$ 885.00	\$ 6,979.00	\$ 4,996.00	\$ 7,897.00	\$ 1,544.00	\$ 9,071.00	\$ 9,405.00	\$ 3,588.00	\$ 1,912.00	\$ 1,413.00	\$ 6,759.00

2. Navigate to the **Print** pane.

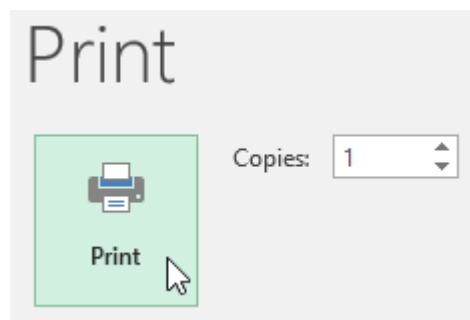
3. Select **Print Selection** from the **Print Range** drop-down menu.



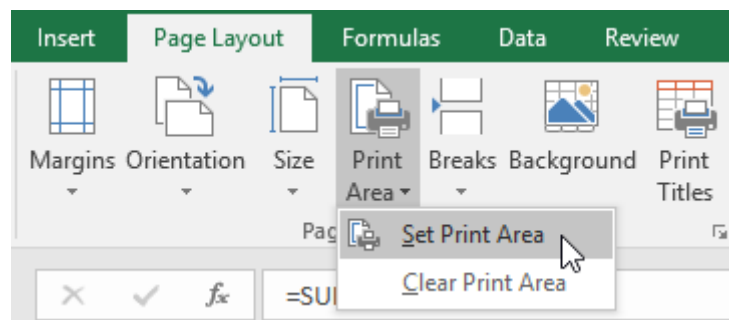
4. A **preview** of your selection will appear in the **Preview** pane.

NAME		JANUARY		FEBRUARY		MARCH		APRIL
Gomez, Alexander	\$	5,110.00	\$	9,739.00	\$	6,861.00	\$	3,889.00
Stone, Jeremy	\$	9,935.00	\$	8,365.00	\$	7,639.00	\$	3,533.00
Petty, Cheyenne	\$	6,640.00	\$	4,046.00	\$	9,632.00	\$	7,803.00
Doyle, Quincy	\$	7,161.00	\$	577.00	\$	8,605.00	\$	4,046.00
Conrad, Alfonso	\$	4,108.00	\$	7,172.00	\$	6,964.00	\$	2,122.00
Good, Carlos	\$	6,759.00	\$	9,019.00	\$	5,144.00	\$	7,087.00
Rice, Ivy	\$	7,897.00	\$	1,544.00	\$	9,071.00	\$	8,210.00
Min, Wang	\$	4,046.00	\$	9,632.00	\$	7,803.00	\$	8,392.00
Alford, Lacota	\$	9,778.00	\$	737.00	\$	6,302.00	\$	8,430.00
Hogan, Abdul	\$	7,750.00	\$	4,275.00	\$	4,267.00	\$	6,759.00
Reeves, Savannah	\$	1,568.00	\$	8,922.00	\$	8,765.00	\$	4,653.00
Abbott, Raymond	\$	1,413.00	\$	6,759.00	\$	9,019.00	\$	5,144.00
Glass, Mufutau	\$	9,590.00	\$	257.00	\$	8,210.00	\$	9,293.00
Chambers, Bethany	\$	4,573.00	\$	605.00	\$	3,215.00	\$	8,517.00
Green, Buckminster	\$	8,765.00	\$	8,258.00	\$	636.00	\$	7,087.00
Evans, Marcia	\$	7,703.00	\$	7,235.00	\$	7,619.00	\$	2,410.00
Williams, Claire	\$	7,032.00	\$	6,255.00	\$	9,218.00	\$	5,106.00
Lucas, Basia	\$	5,233.00	\$	1,650.00	\$	3,052.00	\$	3,779.00
Day, Salvador	\$	627.00	\$	7,909.00	\$	3,204.00	\$	7,710.00
Reming, Aaron	\$	1,885.00	\$	4,996.00	\$	6,925.00	\$	3,493.00
Ross, May	\$	4,267.00	\$	9,590.00	\$	257.00	\$	8,210.00
Hogan, Kalia	\$	4,996.00	\$	8,430.00	\$	7,882.00	\$	4,876.00
Clemons, Amela	\$	4,267.00	\$	9,590.00	\$	257.00	\$	8,210.00
Huff, Amy	\$	6,925.00	\$	7,430.00	\$	7,882.00	\$	4,876.00
Doyle, Lani	\$	8,789.00	\$	7,621.00	\$	3,435.00	\$	8,015.00
Molina, Zeus	\$	4,075.00	\$	1,240.00	\$	2,243.00	\$	4,383.00
Guthrie, Mona	\$	9,779.00	\$	7,042.00	\$	3,373.00	\$	4,383.00
Ellis, Breanna	\$	8,369.00	\$	1,645.00	\$	3,527.00	\$	7,430.00
Hernandez, Vivien	\$	5,288.00	\$	5,276.00	\$	8,031.00	\$	4,876.00
Murphy, Haviya	\$	9,665.00	\$	1,126.00	\$	9,935.00	\$	2,611.00
Lowe, Morgan	\$	6,516.00	\$	1,112.00	\$	2,516.00	\$	7,565.00
Parrish, Urielle	\$	3,052.00	\$	4,653.00	\$	9,474.00	\$	8,517.00
Brewer, Rachel	\$	619.00	\$	5,319.00	\$	8,891.00	\$	4,533.00
Larsen, Alden	\$	3,582.00	\$	2,286.00	\$	3,898.00	\$	7,565.00
Miller, Evangeline	\$	7,134.00	\$	7,595.00	\$	7,130.00	\$	619.00
Conrad, Channing	\$	6,302.00	\$	358.00	\$	9,943.00	\$	4,964.00
Fisher, Clio	\$	3,527.00	\$	5,575.00	\$	4,046.00	\$	8,910.00
O'Connor, Hayden	\$	4,707.00	\$	3,391.00	\$	5,556.00	\$	6,210.00
Ayala, Kendall	\$	9,385.00	\$	2,501.00	\$	3,609.00	\$	3,177.00
Curry, Emma	\$	885.00	\$	6,979.00	\$	4,996.00	\$	7,897.00
Long, Bert	\$	745.00	\$	9,721.00	\$	725.00	\$	7,235.00
Hooper, Aiko	\$	2,881.00	\$	4,462.00	\$	7,032.00	\$	8,365.00
Henry, Jordan	\$	2,849.00	\$	7,186.00	\$	666.00	\$	7,042.00
Glover, Chandler	\$	7,172.00	\$	6,964.00	\$	2,122.00	\$	4,876.00
O'Neil, Nicholas	\$	1,425.00	\$	8,732.00	\$	7,703.00	\$	2,356.00
Wilkinson, Dustin	\$	5,889.00	\$	9,385.00	\$	2,501.00	\$	3,609.00

5. Click the **Print** button to print the selection.



If you prefer, you can also set the **print area** in advance so you'll be able to visualize which cells will be printed as you work in Excel. Simply **select** the cells you want to print, click the **Page Layout** tab, select the **Print Area** command, then choose **Set Print Area**. Keep in mind that if you ever need to print the entire workbook, you'll need to clear the print area.



Adjusting content

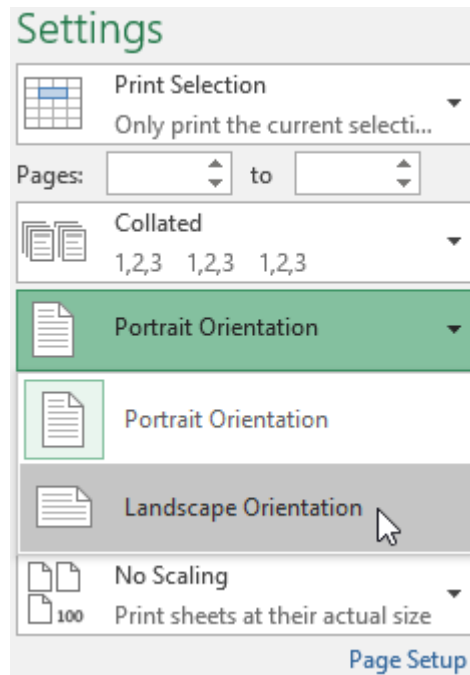
On occasion, you may need to make **small adjustments** from the Print pane to fit your workbook content neatly onto a printed page. The Print pane includes several tools to help fit and scale your content, such as **scaling** and **page margins**.

To change page orientation:

Excel offers two page orientation options: **landscape** and **portrait**. **Landscape** orients the

page **horizontally**, while **portrait** orients the page **vertically**. In our example, we'll set the page orientation to landscape.

1. Navigate to the **Print** pane.
2. Select the desired orientation from the **Page Orientation** drop-down menu. In our example, we'll select **Landscape Orientation**.



3. The new page orientation will be displayed in the Preview pane.

NAME		JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Gomez, Alexander	\$	5,110.00	\$ 9,739.00	\$ 6,861.00	\$ 3,889.00	\$ 6,292.00	\$ 8,518.00
Stone, Jeremy	\$	9,935.00	\$ 8,365.00	\$ 7,639.00	\$ 3,533.00	\$ 9,665.00	\$ 1,126.00
Petty, Cheyenne	\$	6,640.00	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 6,076.00	\$ 5,130.00
Doyle, Quincy	\$	7,161.00	\$ 577.00	\$ 8,605.00	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00
Conrad, Alfonso	\$	4,108.00	\$ 7,172.00	\$ 6,964.00	\$ 2,122.00	\$ 9,542.00	\$ 8,252.00
Good, Carlos	\$	6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 7,087.00	\$ 1,568.00	\$ 8,922.00
Rice, Ivy	\$	7,897.00	\$ 1,544.00	\$ 9,071.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00
Min, Wang	\$	4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 8,392.00	\$ 745.00	\$ 9,721.00
Alford, Lacota	\$	9,778.00	\$ 737.00	\$ 6,302.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00
Hogan, Abdul	\$	7,750.00	\$ 4,275.00	\$ 4,267.00	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00
Reeves, Savannah	\$	1,568.00	\$ 8,922.00	\$ 8,765.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00
Abbott, Raymond	\$	1,413.00	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 8,550.00	\$ 5,731.00
Glass, Mufutau	\$	9,590.00	\$ 257.00	\$ 8,210.00	\$ 9,293.00	\$ 6,804.00	\$ 1,492.00
Chambers, Bethany	\$	4,573.00	\$ 605.00	\$ 3,215.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00
Green, Buckminster	\$	8,765.00	\$ 8,258.00	\$ 636.00	\$ 7,087.00	\$ 1,568.00	\$ 8,922.00
Evans, Marcia	\$	7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00	\$ 1,425.00	\$ 8,732.00
Williams, Claire	\$	7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 5,106.00	\$ 2,881.00	\$ 4,462.00
Lucas, Basia	\$	5,233.00	\$ 1,650.00	\$ 3,052.00	\$ 3,779.00	\$ 9,405.00	\$ 3,588.00
Day, Salvador	\$	627.00	\$ 7,909.00	\$ 3,204.00	\$ 7,710.00	\$ 7,161.00	\$ 577.00
Fleming, Aaron	\$	1,885.00	\$ 4,996.00	\$ 6,925.00	\$ 3,493.00	\$ 2,469.00	\$ 5,118.00
Ross, May	\$	4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00
Hogan, Kalia	\$	4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00	\$ 885.00	\$ 6,979.00
Clemons, Amela	\$	4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,700.00	\$ 4,000.00
Huff, Amy	\$	6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00
Doyle, Lani	\$	8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00	\$ 5,248.00	\$ 840.00
Molina, Zeus	\$	4,075.00	\$ 1,240.00	\$ 2,243.00	\$ 4,383.00	\$ 3,425.00	\$ 5,545.00
Guthrie, Mona	\$	9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00	\$ 3,425.00	\$ 5,545.00
Ellis, Breanna	\$	8,369.00	\$ 1,645.00	\$ 3,527.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00
Hernandez, Vivien	\$	5,288.00	\$ 5,276.00	\$ 8,031.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00
Murphy, Haviva	\$	9,665.00	\$ 1,126.00	\$ 9,935.00	\$ 2,611.00	\$ 4,106.00	\$ 5,631.00
Lowe, Morgan	\$	6,516.00	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00	\$ 6,256.00	\$ 8,794.00
Parrish, Urielle	\$	3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00
Brewer, Rachel	\$	619.00	\$ 5,319.00	\$ 8,891.00	\$ 4,533.00	\$ 7,752.00	\$ 3,756.00

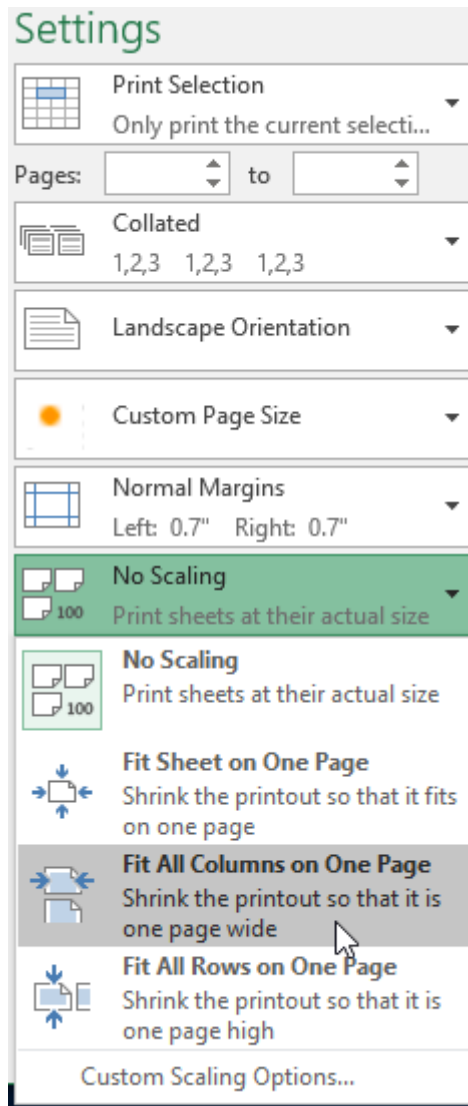
To fit content before printing:

If some of your content is being cut off by the printer, you can use **scaling** to fit your workbook to the page automatically.

1. Navigate to the **Print** pane. In our example, we can see in the Preview pane that our content will be cut off when printed.

NAME		JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Gomez, Alexander	\$	5,110.00	\$ 9,739.00	\$ 6,861.00	\$ 3,889.00	\$ 6,292.00	\$ 8,518.00
Stone, Jeremy	\$	9,935.00	\$ 8,365.00	\$ 7,639.00	\$ 3,533.00	\$ 9,665.00	\$ 1,126.00
Petty, Cheyenne	\$	6,640.00	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 6,076.00	\$ 5,130.00
Doyle, Quincy	\$	7,161.00	\$ 577.00	\$ 8,605.00	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00
Conrad, Alfonso	\$	4,108.00	\$ 7,172.00	\$ 6,964.00	\$ 2,122.00	\$ 9,542.00	\$ 8,252.00
Good, Carlos	\$	6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 7,087.00	\$ 1,568.00	\$ 8,922.00
Rice, Ivy	\$	7,897.00	\$ 1,544.00	\$ 9,071.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00
Min, Wang	\$	4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 8,392.00	\$ 745.00	\$ 9,721.00
Alford, Lacota	\$	9,778.00	\$ 737.00	\$ 6,302.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00
Hogan, Abdul	\$	7,750.00	\$ 4,275.00	\$ 4,267.00	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00
Reeves, Savannah	\$	1,568.00	\$ 8,922.00	\$ 8,765.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00
Abbott, Raymond	\$	1,413.00	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 8,550.00	\$ 5,731.00
Glass, Mufutau	\$	9,590.00	\$ 257.00	\$ 8,210.00	\$ 9,293.00	\$ 6,804.00	\$ 1,492.00
Chambers, Bethany	\$	4,573.00	\$ 605.00	\$ 3,215.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00
Green, Buckminster	\$	8,765.00	\$ 8,258.00	\$ 636.00	\$ 7,087.00	\$ 1,568.00	\$ 8,922.00
Evans, Marcia	\$	7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00	\$ 1,425.00	\$ 8,732.00
Williams, Claire	\$	7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 5,106.00	\$ 2,881.00	\$ 4,462.00
Lucas, Basia	\$	5,233.00	\$ 1,650.00	\$ 3,052.00	\$ 3,779.00	\$ 9,405.00	\$ 3,588.00
Day, Salvador	\$	627.00	\$ 7,909.00	\$ 3,204.00	\$ 7,710.00	\$ 7,161.00	\$ 577.00
Fleming, Aaron	\$	1,885.00	\$ 4,996.00	\$ 6,925.00	\$ 3,493.00	\$ 2,469.00	\$ 5,118.00
Ross, May	\$	4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00
Hogan, Kalia	\$	4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00	\$ 885.00	\$ 6,979.00
Clemons, Amela	\$	4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,700.00	\$ 4,000.00
Huff, Amy	\$	6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00
Doyle, Lani	\$	8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00	\$ 5,248.00	\$ 840.00
Molina, Zeus	\$	4,075.00	\$ 1,240.00	\$ 2,243.00	\$ 4,383.00	\$ 3,425.00	\$ 5,545.00
Guthrie, Mona	\$	9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00	\$ 3,425.00	\$ 5,545.00
Ellis, Breanna	\$	8,369.00	\$ 1,645.00	\$ 3,527.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00
Hernandez, Vivien	\$	5,288.00	\$ 5,276.00	\$ 8,031.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00
Murphy, Haviva	\$	9,665.00	\$ 1,126.00	\$ 9,935.00	\$ 2,611.00	\$ 4,106.00	\$ 5,631.00
Lowe, Morgan	\$	6,516.00	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00	\$ 6,256.00	\$ 8,794.00
Parrish, Urielle	\$	3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00
Brewer, Rachel	\$	619.00	\$ 5,319.00	\$ 8,891.00	\$ 4,533.00	\$ 7,752.00	\$ 3,756.00

2. Select the desired option from the **Scaling** drop-down menu. In our example, we'll select **Fit All Columns on One Page**.



3. The worksheet will be **condensed** to fit onto a single page.

NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL	
Barney, Barbara	3	211.00	3	9,799.00	3	2,810.00	3	2,880.00	3	2,260.00	3	2,120.00	3	97,890.00
Barry, Beverly	3	980.00	3	2,300.00	3	7,180.00	3	9,000.00	3	1,110.00	3	9,860.00	3	1,110.00
Billy, Christine	3	2,040.00	3	4,000.00	3	8,810.00	3	7,260.00	3	2,180.00	3	2,000.00	3	7,830.00
Cheryl, Quinn	3	7,110.00	3	277.00	3	8,010.00	3	4,010.00	3	9,840.00	3	7,820.00	3	7,820.00
David, Katherine	3	4,010.00	3	7,170.00	3	8,990.00	3	2,110.00	3	9,260.00	3	1,110.00	3	9,260.00
David, Orlan	3	4,710.00	3	9,010.00	3	2,110.00	3	7,280.00	3	2,280.00	3	2,810.00	3	7,280.00
Paul, Jay	3	7,870.00	3	2,010.00	3	8,070.00	3	7,110.00	3	4,070.00	3	7,110.00	3	7,110.00
Willy, Wang	3	4,010.00	3	9,840.00	3	7,110.00	3	2,810.00	3	7,110.00	3	2,110.00	3	9,790.00
Yvonne, Lucille	3	9,770.00	3	787.00	3	8,010.00	3	2,810.00	3	7,880.00	3	2,110.00	3	9,790.00
Yvonne, Lucille	3	7,110.00	3	4,770.00	3	4,170.00	3	9,010.00	3	2,110.00	3	2,110.00	3	9,790.00
Yvonne, Bernard	3	2,110.00	3	2,810.00	3	8,110.00	3	1,070.00	3	2,110.00	3	2,110.00	3	7,880.00
Yvonne S. Raymond	3	1,010.00	3	4,770.00	3	2,110.00	3	2,110.00	3	2,110.00	3	2,110.00	3	7,880.00
Steve, Richard	3	9,260.00	3	277.00	3	8,110.00	3	9,260.00	3	2,810.00	3	2,810.00	3	9,260.00
Charmaine, William	3	4,770.00	3	800.00	3	8,110.00	3	2,110.00	3	2,280.00	3	2,810.00	3	7,280.00
Henry, Edmondette	3	8,710.00	3	2,310.00	3	8,810.00	3	7,280.00	3	8,810.00	3	2,810.00	3	9,810.00
Henry, Henry	3	7,110.00	3	7,280.00	3	2,110.00	3	2,110.00	3	7,110.00	3	2,110.00	3	7,110.00
W. Marie, Clara	3	7,280.00	3	4,010.00	3	8,110.00	3	2,110.00	3	2,810.00	3	2,110.00	3	9,810.00
Lucas, Brian	3	2,110.00	3	1,010.00	3	8,110.00	3	9,810.00	3	2,110.00	3	2,110.00	3	7,280.00
Dee, Barbara	3	4,770.00	3	7,880.00	3	8,110.00	3	7,110.00	3	2,810.00	3	2,810.00	3	7,280.00
Wynne, Jason	3	1,010.00	3	4,980.00	3	8,810.00	3	4,080.00	3	2,110.00	3	2,110.00	3	9,810.00
Paul, Ray	3	4,070.00	3	9,260.00	3	2,110.00	3	7,280.00	3	4,070.00	3	2,110.00	3	9,260.00
Wynne, Kelly	3	4,980.00	3	2,810.00	3	7,280.00	3	4,070.00	3	2,810.00	3	2,810.00	3	9,260.00
Christine, Sandra	3	4,070.00	3	9,260.00	3	2,110.00	3	7,280.00	3	4,070.00	3	2,810.00	3	9,260.00
Paul, Amy	3	4,010.00	3	7,280.00	3	2,110.00	3	2,110.00	3	4,010.00	3	2,110.00	3	9,260.00
Cheryl, Lynn	3	4,770.00	3	7,280.00	3	8,110.00	3	2,110.00	3	2,110.00	3	2,110.00	3	9,260.00
Walter, Debra	3	4,070.00	3	1,110.00	3	8,110.00	3	8,110.00	3	2,110.00	3	2,110.00	3	9,260.00
Burling, Marie	3	9,770.00	3	7,280.00	3	8,110.00	3	8,110.00	3	2,110.00	3	2,110.00	3	9,260.00
W. Eugene	3	2,110.00	3	1,010.00	3	8,110.00	3	7,280.00	3	2,110.00	3	2,110.00	3	9,260.00
Wendell, Alan	3	2,110.00	3	2,110.00	3	8,110.00	3	2,110.00	3	2,110.00	3	2,110.00	3	9,260.00
Walter, Marie	3	9,260.00	3	1,110.00	3	9,810.00	3	2,110.00	3	2,110.00	3	2,110.00	3	9,260.00
Janet, Megan	3	4,010.00	3	1,110.00	3	8,110.00	3	2,110.00	3	2,110.00	3	2,110.00	3	9,260.00
Patricia, Linda	3	8,110.00	3	4,010.00	3	9,770.00	3	2,110.00	3	2,110.00	3	2,110.00	3	9,260.00
Barbara, Ronald	3	9,810.00	3	2,810.00	3	8,810.00	3	2,810.00	3	2,110.00	3	2,110.00	3	9,260.00
Leann, John	3	4,010.00	3	1,110.00	3	8,810.00	3	7,280.00	3	2,110.00	3	2,110.00	3	9,260.00
Willy, Virginia	3	7,280.00	3	7,280.00	3	7,110.00	3	2,110.00	3	2,810.00	3	2,110.00	3	9,260.00
Donald, Channing	3	4,010.00	3	280.00	3	9,810.00	3	2,110.00	3	2,110.00	3	2,110.00	3	9,260.00
Walter, Ray	3	8,110.00	3	2,110.00	3	8,810.00	3	2,110.00	3	2,110.00	3	2,110.00	3	9,260.00
OT, James, Madeline	3	4,770.00	3	2,810.00	3	8,110.00	3	2,110.00	3	2,110.00	3	2,110.00	3	9,260.00
Debra, Heidi	3	9,810.00	3	2,200.00	3	8,110.00	3	2,110.00	3	2,110.00	3	2,110.00	3	9,260.00
Carly, Emma	3	2,810.00	3	4,970.00	3	4,980.00	3	7,280.00	3	2,110.00	3	2,110.00	3	9,260.00

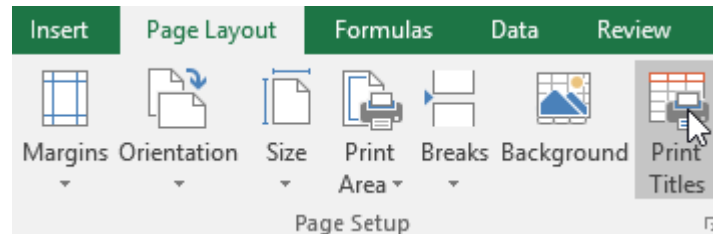
Keep in mind that worksheets will become more **difficult to read** as they are scaled down, so you may not want to use this option when printing a worksheet with a lot of information. In our example, we'll change the scaling setting back to **No Scaling**.

To include Print Titles:

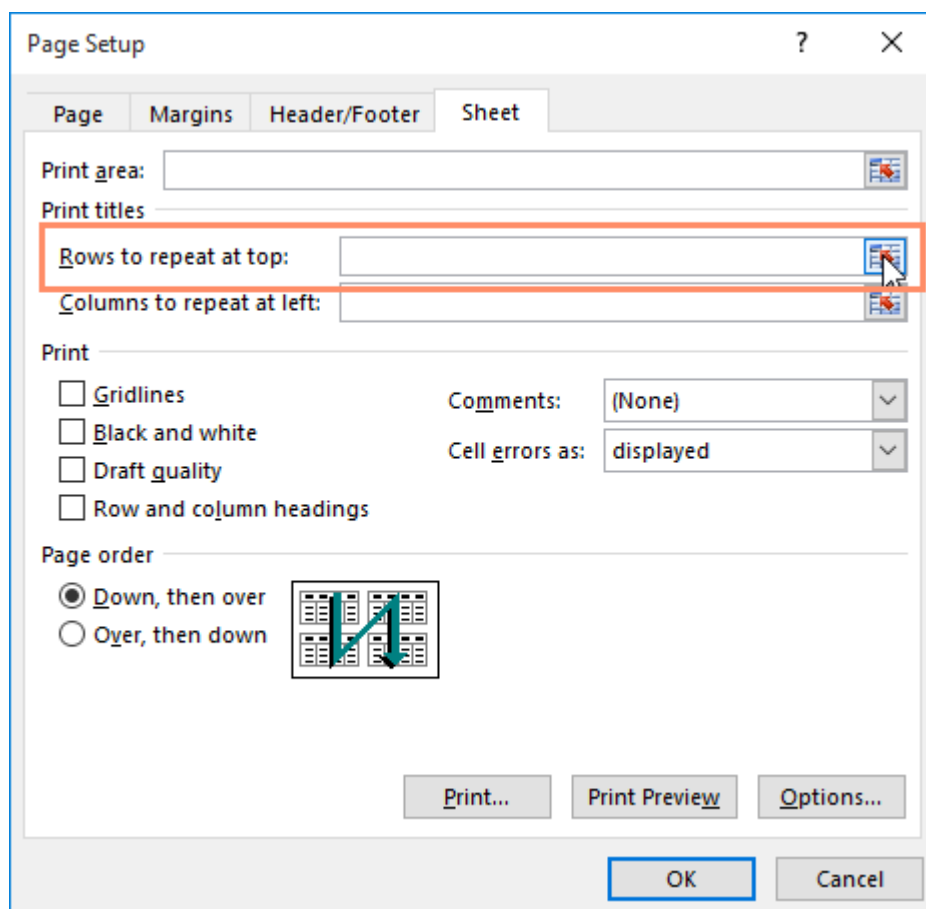
If your worksheet uses **title headings**, it's important to include these headings on each page of your printed worksheet. It would be difficult to read a printed workbook if the title headings appeared only on the first

page. The **Print Titles** command allows you to select specific rows and columns to appear on each page.

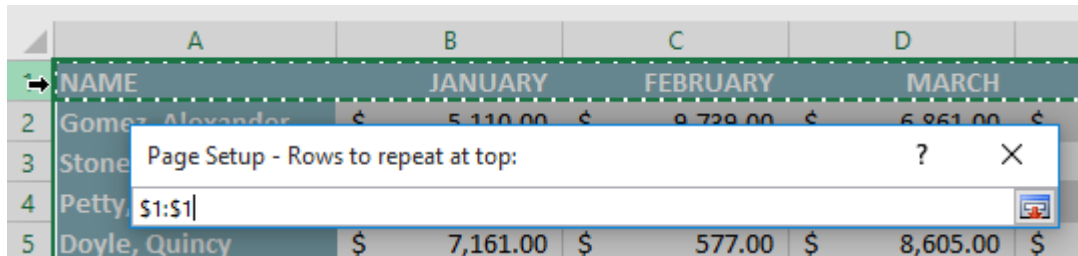
1. Click the **Page Layout** tab on the **Ribbon**, then select the **Print Titles** command.



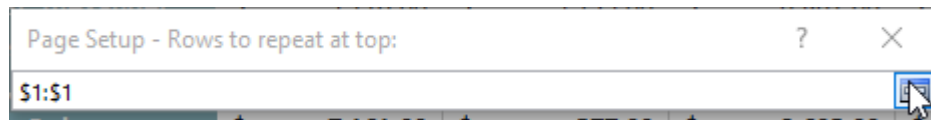
2. The **Page Setup** dialog box will appear. From here, you can choose **rows** or **columns** to repeat on each page. In our example, we'll repeat a row first.
3. Click the **Collapse Dialog** button next to the **Rows to repeat at top:** field.



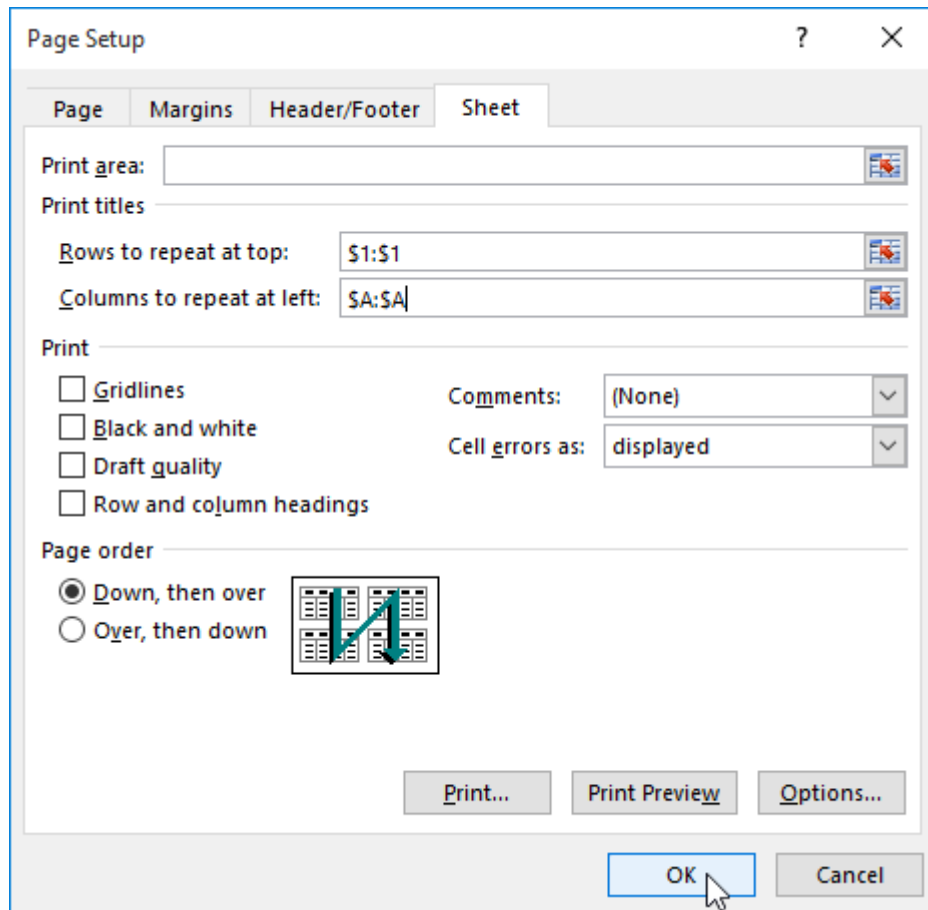
- The cursor will become a small **selection arrow**, and the **Page Setup** dialog box will be collapsed. Select the **row(s)** you want to repeat at the top of each printed page. In our example, we'll select row 1.



- Row 1 will be added to the **Rows to repeat at top:** field. Click the **Collapse Dialog** button again.



- The **Page Setup** dialog box will expand. To repeat a column as well, use the same process shown in steps 4 and 5. In our example, we've selected to repeat row 1 and column A.
- When you're satisfied with your selections, click **OK**.

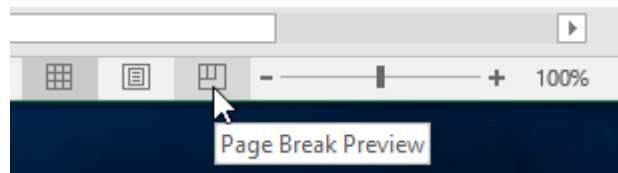


8. In our example, row 1 appears at the top of every page, and column A appears at the left of every page.

NAME	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Larsen, Aiden	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 4,548.00	\$ 619.00	\$ 5,319.00
Miller, Evangeline	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 666.00	\$ 6,210.00	\$ 5,994.00
Conrad, Channing	\$ 6,302.00	\$ 358.00	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 737.00
Fisher, Olio	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00	\$ 8,910.00	\$ 8,369.00	\$ 1,645.00
O'Connor, Hayden	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00
Ayala, Kendall	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00	\$ 666.00	\$ 6,210.00	\$ 5,994.00
Curry, Emma	\$ 9,405.00	\$ 3,588.00	\$ 1,912.00	\$ 1,413.00	\$ 6,759.00	\$ 9,019.00

To adjust page breaks:

1. Click the **Page Break Preview** command to change to Page Break view.



2. Vertical and horizontal **blue dotted lines** denote the page breaks. Click and drag one of these lines to adjust that page break.

16	Green, Buckminster	\$ 8,765.00	\$ 8,258.00	\$ 636.00	\$ 7,087.00
17	Evans, Marcia	\$ 7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00
18	Williams, Claire	\$ 7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 5,106.00
19	Lucas, Basia	\$ 5,233.00	\$ 1,650.00	\$ 3,052.00	\$ 3,779.00
20	Day, Salvador	\$ 627.00	\$ 7,909.00	\$ 3,204.00	\$ 7,710.00
21	Fleming, Aaron	\$ 1,885.00	\$ 4,996.00	\$ 6,925.00	\$ 3,493.00
22	Ross, May	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00
23	Hogan, Kalia	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00
24	Clemons, Amela	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00
25	Huff, Amy	\$ 6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00
26	Doyle, Lani	\$ 8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00
27	Molina, Zeus	\$ 4,075.00	\$ 1,240.00	\$ 2,243.00	\$ 4,383.00
28	Guthrie, Mona	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00
29	Ellis, Breanna	\$ 8,369.00	\$ 1,645.00	\$ 3,527.00	\$ 7,430.00
30	Hernandez, Vivien	\$ 5,288.00	\$ 5,276.00	\$ 8,031.00	\$ 4,876.00
31	Murphy, Haviva	\$ 9,665.00	\$ 1,126.00	\$ 9,935.00	\$ 2,611.00
32	Lowe, Morgan	\$ 6,516.00	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00
33	Parrish, Urielle	\$ 3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00
34	Brewer, Rachel	\$ 619.00	\$ 5,319.00	\$ 8,891.00	\$ 4,533.00
35	Larsen, Alden	\$ 3,582.00	\$ 2,286.00	\$ 3,898.00	\$ 7,565.00

3. In our example, we've set the horizontal page break between rows 21 and 22.

16	Green, Buckminster	\$ 8,765.00	\$ 8,258.00	\$ 636.00	\$ 7,087.00
17	Evans, Marcia	\$ 7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00
18	Williams, Claire	\$ 7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 5,106.00
19	Lucas, Basia	\$ 5,233.00	\$ 1,650.00	\$ 3,052.00	\$ 3,779.00
20	Day, Salvador	\$ 627.00	\$ 7,909.00	\$ 3,204.00	\$ 7,710.00
21	Fleming, Aaron	\$ 1,885.00	\$ 4,996.00	\$ 6,925.00	\$ 3,493.00
22	Ross, May	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00
23	Hogan, Kalia	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00
24	Clemons, Amela	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00
25	Huff, Amy	\$ 6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00
26	Doyle, Lani	\$ 8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00
27	Molina, Zeus	\$ 4,075.00	\$ 1,240.00	\$ 2,243.00	\$ 4,383.00
28	Guthrie, Mona	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00
29	Ellis, Breanna	\$ 8,369.00	\$ 1,645.00	\$ 3,527.00	\$ 7,430.00
30	Hernandez, Vivien	\$ 5,288.00	\$ 5,276.00	\$ 8,031.00	\$ 4,876.00
31	Murphy, Haviva	\$ 9,665.00	\$ 1,126.00	\$ 9,935.00	\$ 2,611.00
32	Lowe, Morgan	\$ 6,516.00	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00
33	Parrish, Urielle	\$ 3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00
34	Brewer, Rachel	\$ 619.00	\$ 5,319.00	\$ 8,891.00	\$ 4,533.00
35	Larsen, Alden	\$ 3,582.00	\$ 2,286.00	\$ 3,898.00	\$ 7,565.00

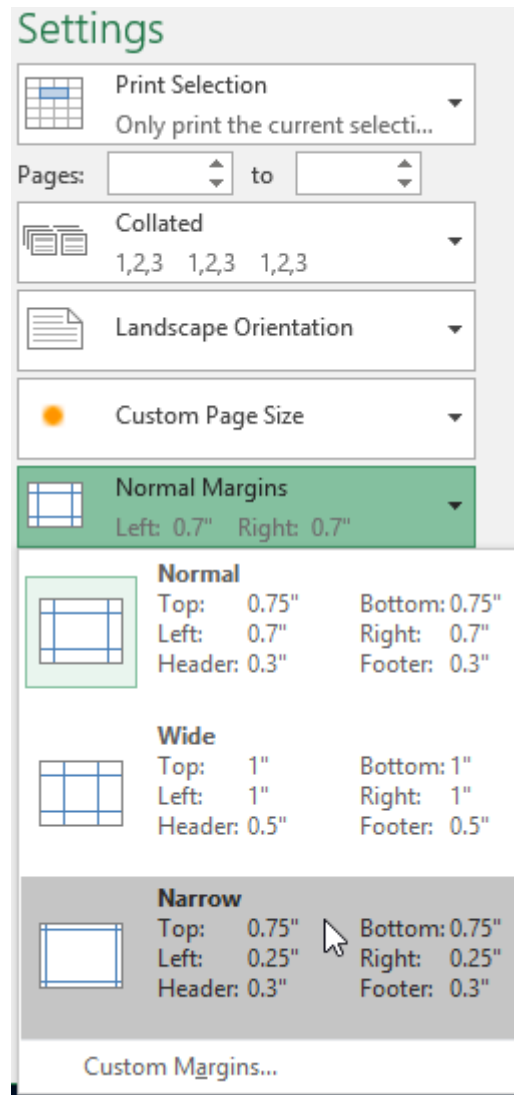
4. In our example, all the pages now show the same number of rows due to the change in the page break.

NAME	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Ross, May	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00
Hogan, Kalia	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00	\$ 885.00	\$ 6,979.00
Olemons, Amelia	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,700.00	\$ 4,000.00
Huff, Amy	\$ 6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00
Doyle, Lani	\$ 8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00	\$ 5,248.00	\$ 840.00
Moline, Zeus	\$ 9,779.00	\$ 7,042.00	\$ 9,295.00	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00
Guthrie, Mona	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00	\$ 3,425.00	\$ 5,545.00
Ellis, Breanna	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 6,302.00	\$ 358.00	\$ 9,943.00
Hernandez, Vivien	\$ 619.00	\$ 5,319.00	\$ 8,891.00	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00
Murphy, Heviva	\$ 9,632.00	\$ 7,803.00	\$ 6,076.00	\$ 1,928.00	\$ 6,595.00	\$ 677.00
Lowe, Morgan	\$ 6,516.00	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00	\$ 6,256.00	\$ 8,794.00
Parrish, Urielle	\$ 3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00
Brewer, Rachel	\$ 9,739.00	\$ 6,861.00	\$ 3,889.00	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00
Larsen, Alden	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 4,548.00	\$ 619.00	\$ 5,319.00
Miller, Evangeline	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 666.00	\$ 6,210.00	\$ 5,994.00
Conrad, Channing	\$ 6,302.00	\$ 358.00	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 737.00
Fisher, Olio	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00	\$ 8,910.00	\$ 8,369.00	\$ 1,645.00
O'Connor, Hayden	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00
Ayala, Kendall	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00	\$ 666.00	\$ 6,210.00	\$ 5,994.00
Curry, Emma	\$ 9,405.00	\$ 3,588.00	\$ 1,912.00	\$ 1,413.00	\$ 6,759.00	\$ 9,019.00

To modify margins in the Preview pane:

A **margin** is the space between your content and the edge of the page. Sometimes you may need to **adjust** the margins to make your data fit more comfortably. You can modify page margins from the **Print** pane.

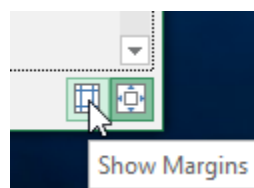
1. Navigate to the **Print** pane.
2. Select the desired margin size from the **Page Margins** drop-down menu. In our example, we'll select **Narrow Margins**.



3. The new page margins will be displayed in the Preview pane.

NAME	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
Ross, Miley	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00	★ \$ 68,698.00
Hogan, Kellie	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00	\$ 885.00	\$ 6,979.00	★ \$ 68,096.00
Oemons, Amelia	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,700.00	\$ 4,000.00	★ \$ 68,048.00
Huff, Amy	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00	★ \$ 67,988.00
Doyle, Leni	\$ 7,621.00	\$ 3,485.00	\$ 8,015.00	\$ 5,248.00	\$ 840.00	★ \$ 67,896.00
Moline, Zeus	\$ 7,042.00	\$ 9,293.00	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00	★ \$ 67,219.00
Guthrie, Mona	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00	\$ 3,425.00	\$ 5,545.00	★ \$ 67,094.00
Ellis, Breanna	\$ 8,210.00	\$ 7,750.00	\$ 6,302.00	\$ 358.00	\$ 9,943.00	★ \$ 66,549.00
Hernandez, Vivien	\$ 5,319.00	\$ 8,891.00	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	★ \$ 66,489.00
Murphy, Heviva	\$ 7,803.00	\$ 6,076.00	\$ 1,928.00	\$ 6,595.00	\$ 677.00	★ \$ 65,785.00
Love, Morgan	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00	\$ 6,256.00	\$ 8,794.00	★ \$ 65,518.00
Perrish, Urielle	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00	★ \$ 65,158.00
Brewer, Rachel	\$ 6,861.00	\$ 3,889.00	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00	★ \$ 64,507.00
Larsen, Aiden	\$ 9,632.00	\$ 7,803.00	\$ 4,548.00	\$ 619.00	\$ 5,319.00	★ \$ 64,348.00
Miller, Evangeline	\$ 4,876.00	\$ 1,885.00	\$ 666.00	\$ 6,210.00	\$ 5,994.00	★ \$ 64,201.00
Conrad, Channing	\$ 358.00	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 737.00	★ \$ 64,164.00
Fisher, Clio	\$ 5,575.00	\$ 4,046.00	\$ 8,910.00	\$ 8,369.00	\$ 1,645.00	★ \$ 64,144.00
O'Connor, Hayden	\$ 4,964.00	\$ 9,778.00	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00	★ \$ 63,939.00
Ayala, Kendell	\$ 7,619.00	\$ 2,410.00	\$ 666.00	\$ 6,210.00	\$ 5,994.00	★ \$ 63,535.00
Curry, Emma	\$ 3,588.00	\$ 1,912.00	\$ 1,413.00	\$ 6,759.00	\$ 9,019.00	★ \$ 63,468.00

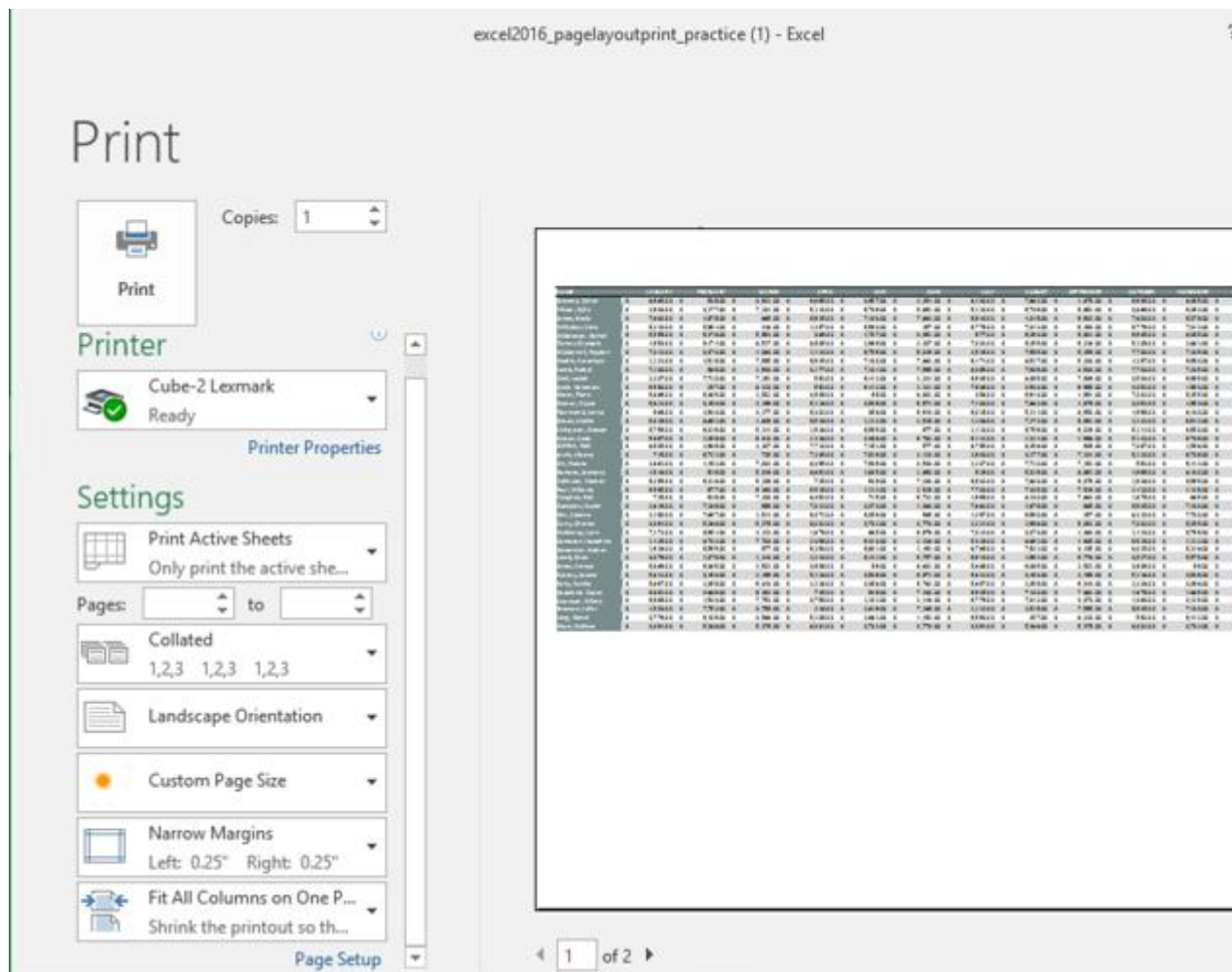
You can adjust the margins manually by clicking the **Show Margins** button in the lower-right corner, then dragging the **margin markers** in the **Preview** pane.



Challenge!

1. Open our [practice workbook](#).

2. Click the **East Coast** tab at the bottom of the workbook.
3. In the **Page Layout** tab, use the **Print Titles** feature to repeat **row 1** at the top and **column A** at the left.
4. Using the **Page Break Preview** command, move the break between rows 47 and 48 up so it's between rows 40 and 41.
5. In **Backstage view**, open the **Print Pane**.
6. In the **Print pane**, change the orientation to **Landscape**.
7. Change the margins to **Narrow**.
8. Change the scaling to **Fit All Columns on One Page**.
9. When you are finished, your print preview should look like this:



Introduction

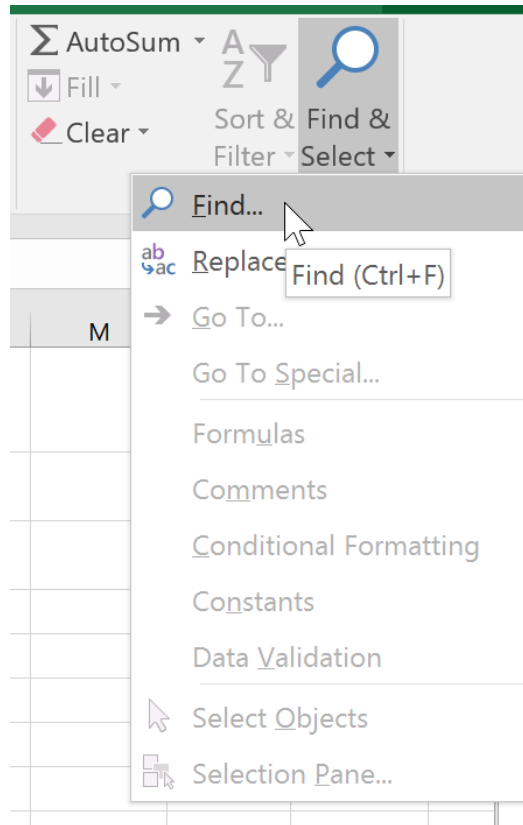
When working with a lot of data in Excel, it can be difficult and time consuming to locate specific information. You can easily search your workbook using the **Find** feature, which also allows you to modify content using the **Replace** feature.

Optional: Download our [practice workbook](#). Watch the video below to learn more about using Find & Replace.

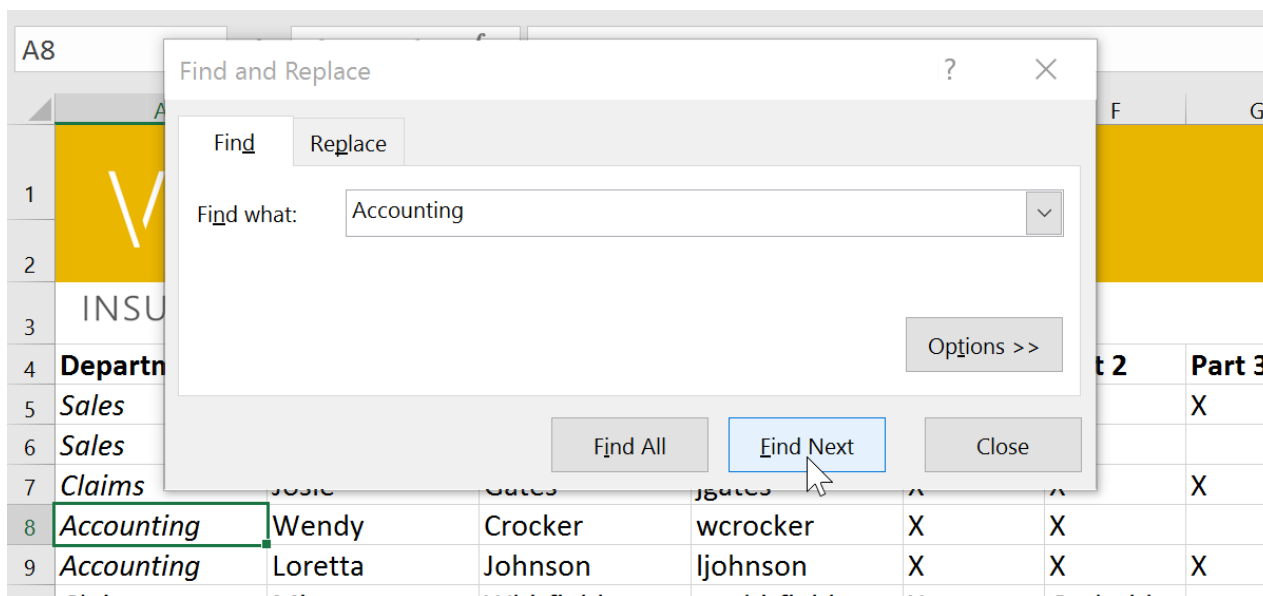
To find content:

In our example, we'll use the Find command to locate a specific department in this list.

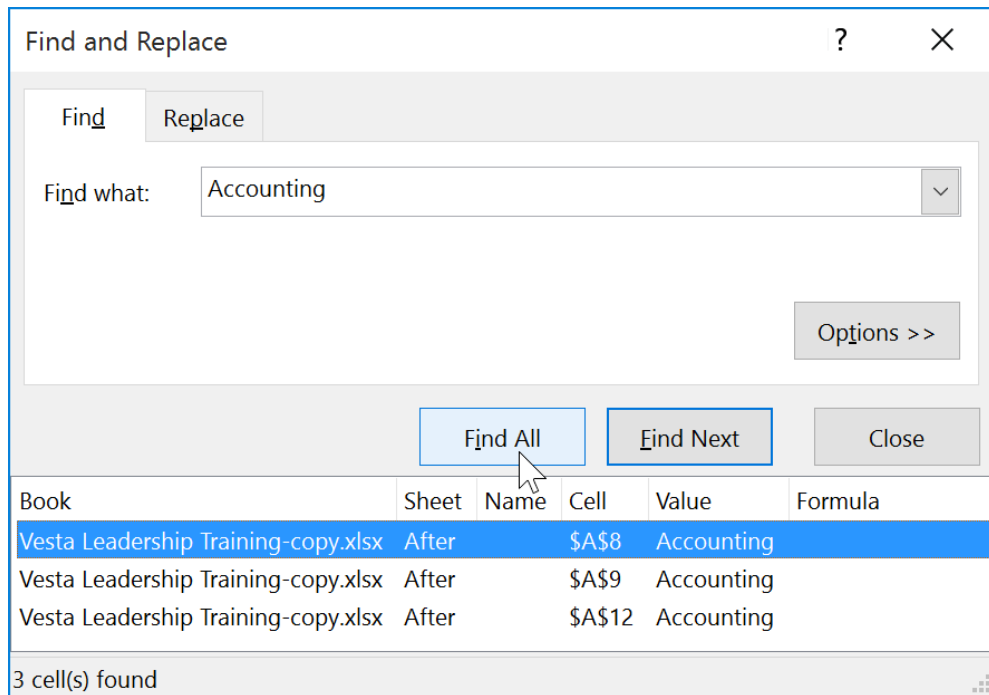
1. From the **Home** tab, click the **Find and Select** command, then select **Find** from the drop-down menu.



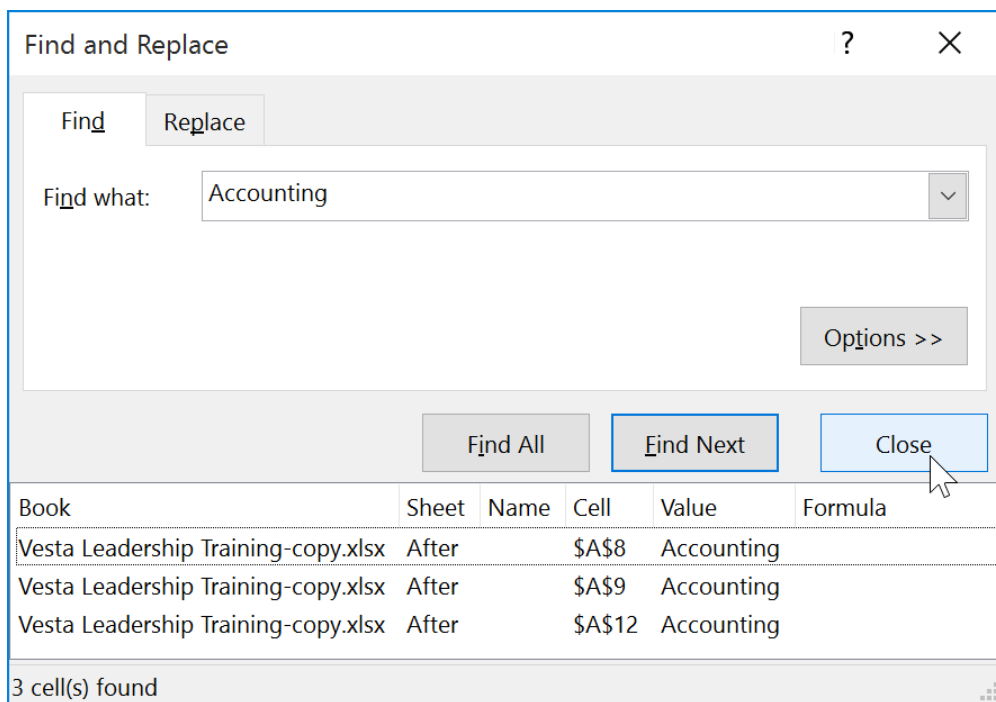
2. The **Find and Replace** dialog box will appear. Enter the **content** you want to find. In our example, we'll type the department's name.
3. Click **Find Next**. If the content is found, the cell containing that content will be **selected**.



4. Click **Find Next** to find further instances or **Find All** to see every instance of the search term.

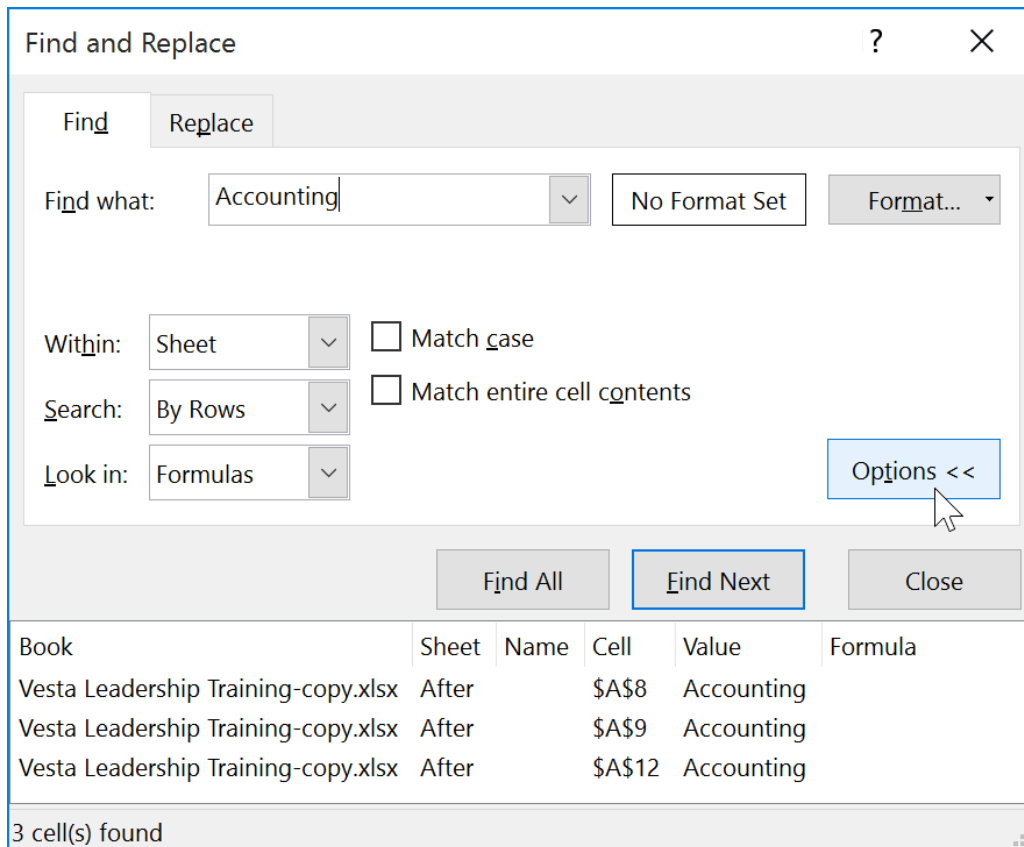


5. When you are finished, click **Close** to exit the Find and Replace dialog box.



You can also access the Find command by pressing **Ctrl+F** on your keyboard.

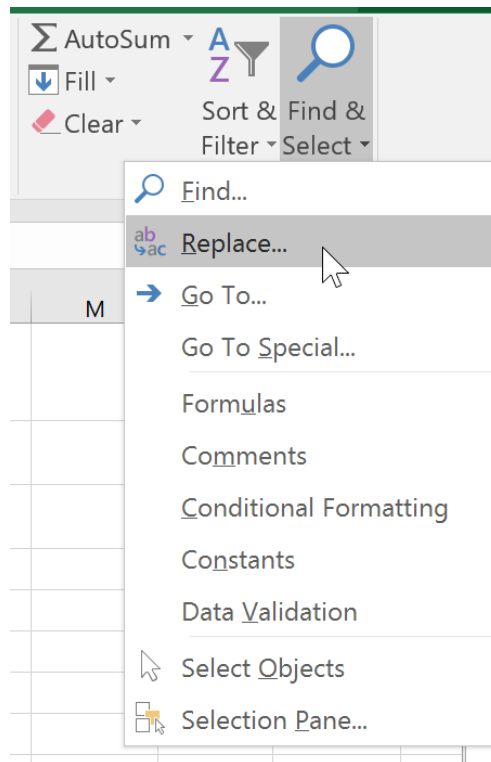
Click **Options** to see advanced search criteria in the Find and Replace dialog box.



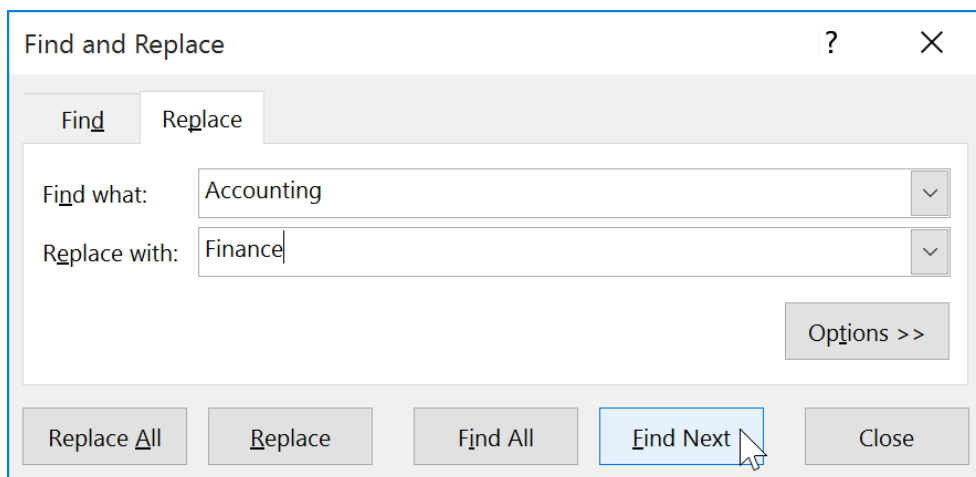
To replace cell content:

At times, you may discover that you've repeatedly made a mistake throughout your workbook (such as misspelling someone's name) or that you need to exchange a particular word or phrase for another. You can use Excel's **Find and Replace** feature to make quick revisions. In our example, we'll use Find and Replace to correct a list of department names.

1. From the **Home** tab, click the **Find and Select** command, then select **Replace** from the drop-down menu.

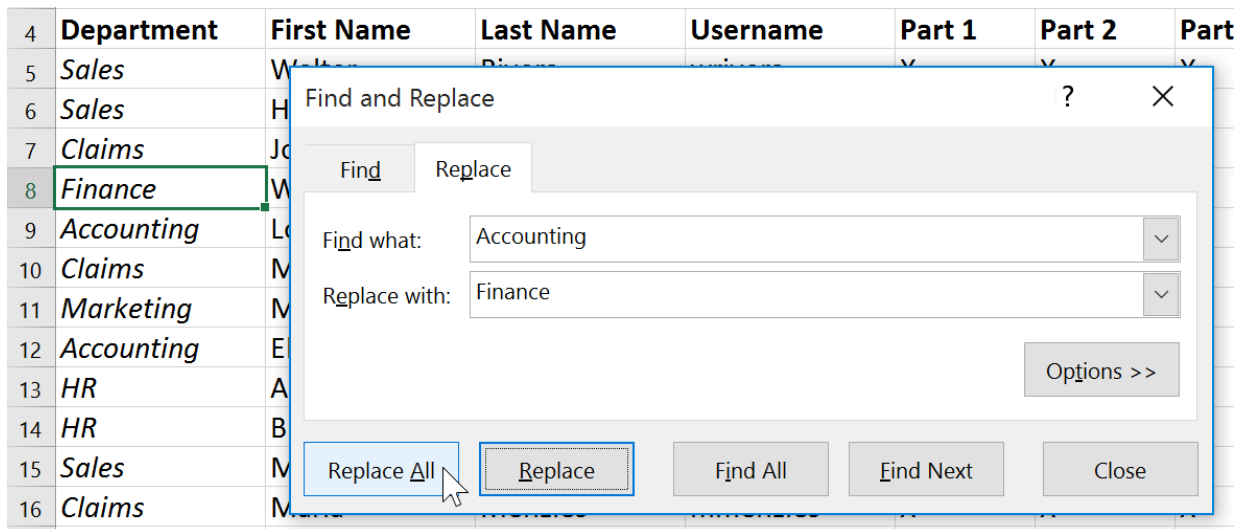


2. The **Find and Replace** dialog box will appear. Type the text you want to find in the **Find what:** field.
3. Type the text you want to replace it with in the **Replace with:** field, then click **Find Next**.

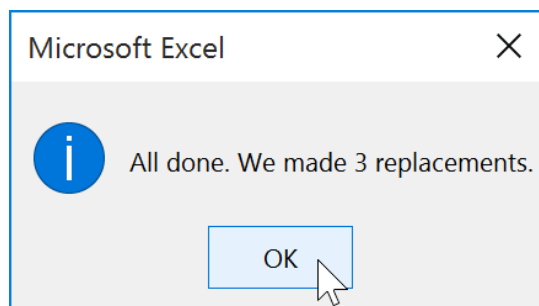


4. If the content is found, the cell containing that content will be **selected**.
5. **Review** the text to make sure you want to replace it.
6. If you want to replace it, select one of the **replace** options. Choosing **Replace** will replace individual instances, while **Replace All** will replace every instance of the

text throughout the workbook. In our example, we'll choose this option to save time.



7. A dialog box will appear, confirming the number of replacements made. Click **OK** to continue.



8. The selected cell content will be **replaced**.

4	Department	First Name	Last Name
5	Sales	Walter	Rivera
6	Sales	Heidi	Lee
7	Claims	Josie	Gates
8	Accounting	Wendy	Crocker
9	Accounting	Loretta	Johnson
10	Claims	Misty	Whitfield
11	Marketing	Matilda	Lewis
12	Accounting	Elizabeth	Hicks
13	HR	Alvin	Rios
14	HR	Brian	Gaines

4	Department	First Name	Last Name
5	Sales	Walter	Rivera
6	Sales	Heidi	Lee
7	Claims	Josie	Gates
8	Finance	Wendy	Crocker
9	Finance	Loretta	Johnson
10	Claims	Misty	Whitfield
11	Marketing	Matilda	Lewis
12	Finance	Elizabeth	Hicks
13	HR	Alvin	Rios
14	HR	Brian	Gaines

9. When you are finished, click Close to exit the Find and Replace dialog box.

4	Department	First Name	Last Name	Username	Part 1	Part 2	Part 3
5	Sales	Walter	Rivera	wrivera	X	X	X
6	Sales	Heidi	Lee	hlee	X	X	
7	Claims	Josie	Gates	jgates			
8	Finance	Wendy	Crocker	wcrocker			
9	Finance	Loretta	Johnson	ljohnson			
10	Claims	Misty	Whitfield	mwhitfield			
11	Marketing	Matilda	Lewis	mlewis			
12	Finance	Elizabeth	Hicks	ehicks			
13	HR	Alvin	Rios	arios			
14	HR	Brian	Gaines	bgaines			
15	Sales	Walter	Rivera	wrivera			
16	Claims	Josie	Gates	jgates			
17	Claims	Misty	Whitfield	mwhitfield			
18							

Find and Replace

Find what: Accounting

Replace with: Finance


Options >>

Replace All Replace Find All Find Next Close

Generally, it's best to avoid using **Replace All** because it doesn't give you the option of skipping anything you don't want to change. You should only use this option if you're absolutely sure it won't replace anything you didn't intend it to.

Challenge!

1. Open our [practice workbook](#).
2. Click the **Challenge** tab in the bottom-left of the workbook.
3. Crystal Lewis was married and changed her last name to Taylor. Use **Find and Replace** to change Crystal's last name from **Lewis** to **Taylor**. Be careful to **only** change Crystal's last name!
4. Find and replace **Bio** with **Biology**. Be careful **not** to change the major Biomedical Engineering!
5. Use **Find and Replace All** to replace the **Physics** major to **Physical Science**.
6. When you're finished, your worksheet should look like this:

	A	B	C	D	E	F
1	 Winston College First Responder Training					
2	Student Name	Gender	Major	CPR	First-Aid	AED
3	Jackson Collier	M	Math	X		X
4	Ming Li	F	Biomedical Engineering	X	X	
5	Sriya Patel	F	Women's Studies		X	X
6	Sadie Locke	F	Engineering	X		X
7	Maxine Germaine	F	Textiles	X	X	
8	John Carter	M	Math			
9	Porter Talia	M	Women's Studies	X		X
10	Jessica Jimenez	F	English	X	X	X
11	Joseph Lewis	M	Art		X	X
12	Kelly Greene	F	Engineering	X	X	X
13	Emerald D'Agostino	F	Biology		X	
14	Alyssa Jackson	F	Biology	X	X	
15	Tia Polero	F	Physical Science	X	X	
16	Richard Kim	M	Physical Science	X	X	X
17	Quentin Cutter	M	Biology		X	X
18	Joshua Brandt	M	Art	X		X
19	Crystal Taylor	F	Textiles	X	X	
20	Portia Keller	F	Math	X	X	
21	Marques Quentin	M	Biomedical Engineering	X	X	X
22	Asal Skasireddy	M	Physical Science	X		
23	Karen Greenwood	F	Women's Studies		X	X
24	Jackie Cranston	F	Biology	X		X
25	Martin Fuller	M	Physical Science		X	

Introduction

One of the most powerful features in Excel is the ability to **calculate** numerical information using **formulas**. Just like a calculator, Excel can add, subtract, multiply, and divide. In this lesson, we'll show you how to use **cell references** to create simple formulas.

Optional: Download our [practice workbook](#). Watch the video below to learn more about creating formulas in Excel.

Mathematical operators

Excel uses standard operators for formulas, such as a **plus sign** for addition (+), a **minus sign** for subtraction (-), an **asterisk** for multiplication (*), a **forward slash** for division (/), and a **caret** (^) for exponents.

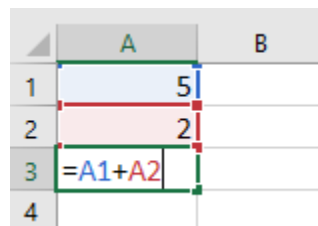
Addition	+
Subtraction	-
Multiplication	*
Division	/
Exponents	^

All formulas in Excel must begin with an **equals sign** (=). This is because the cell contains, or is equal to, the formula and the value it calculates.

Understanding cell references

While you can create simple formulas in Excel using numbers (for example, $=2+2$ or $=5*5$), most of the time you will use **cell addresses** to create a formula. This is known as making a **cell reference**. Using cell references will ensure that your formulas are always accurate because you can change the value of referenced cells without having to rewrite the formula.

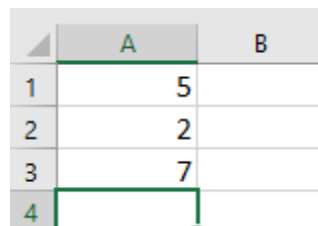
In the formula below, cell A3 adds the values of cells A1 and A2 by making cell references:



An Excel spreadsheet with columns A and B and rows 1 to 4. Cell A1 contains the number 5, cell A2 contains the number 2, and cell A3 contains the formula $=A1+A2$. The formula bar above the spreadsheet shows the formula $=A1+A2$.

	A	B
1	5	
2	2	
3	$=A1+A2$	
4		

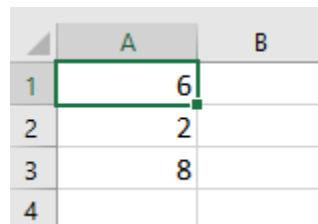
When you press Enter, the formula calculates and displays the answer in cell A3:



An Excel spreadsheet with columns A and B and rows 1 to 4. Cell A1 contains the number 5, cell A2 contains the number 2, and cell A3 contains the number 7. Cell A4 is empty.

	A	B
1	5	
2	2	
3	7	
4		

If the values in the referenced cells change, the formula automatically recalculates:



An Excel spreadsheet with columns A and B and rows 1 to 4. Cell A1 contains the number 6, cell A2 contains the number 2, and cell A3 contains the number 8. Cell A4 is empty.

	A	B
1	6	
2	2	
3	8	
4		

By combining a mathematical operator with cell references, you can create a variety of simple formulas in Excel. Formulas can also include a combination of cell references and numbers, as in the examples below:

=A1+A2	Adds cells A1 and A2
=C4-3	Subtracts 3 from cell C4
=E7/J4	Divides cell E7 by J4
=N10*1.05	Multiplies cell N10 by 1.05
=R5^2	Finds the square of cell R5

To create a formula:

In our example below, we'll use a simple formula and cell references to calculate a budget.

1. Select the **cell** that will contain the formula. In our example, we'll select cell **D12**.

	B	C	D
2			
3	QUANTITY	PRICE PER UNIT	LINE TOTAL
4	15	\$8.75	
5	18	\$2.59	
6	9	\$14.25	
7	12	\$2.99	
8			
9			
10		JUNE BUDGET	\$1,200
11		JULY BUDGET	\$1,500
12		TOTAL	+

2. Type the **equals sign (=)**. Notice how it appears in both the **cell** and the **formula bar**.

	B	C	D
2			
3	QUANTITY	PRICE PER UNIT	LINE TOTAL
4	15	\$8.75	
5	18	\$2.59	
6	9	\$14.25	
7	12	\$2.99	
8			
9			
10		JUNE BUDGET	\$1,200
11		JULY BUDGET	\$1,500
12		TOTAL	=

3. Type the **cell address** of the cell you want to reference first in the formula: cell **D10** in our example. A **blue border** will appear around the referenced cell.

	B	C	D
2			
3	QUANTITY	PRICE PER UNIT	LINE TOTAL
4	15	\$8.75	
5	18	\$2.59	
6	9	\$14.25	
7	12	\$2.99	
8			
9			
10		JUNE BUDGET	\$1,200
11		JULY BUDGET	\$1,500
12		TOTAL	=D10

4. Type the **mathematical operator** you want to use. In our example, we'll type the **addition sign (+)**.
5. Type the **cell address** of the cell you want to reference second in the formula: cell **D11** in our example. A **red border** will appear around the referenced cell.

SUM			
	B	C	D
2			
3	QUANTITY	PRICE PER UNIT	LINE TOTAL
4	15	\$8.75	
5	18	\$2.59	
6	9	\$14.25	
7	12	\$2.99	
8			
9			
10	JUNE BUDGET		\$1,200
11	JULY BUDGET		\$1,500
12	TOTAL		=D10+D11

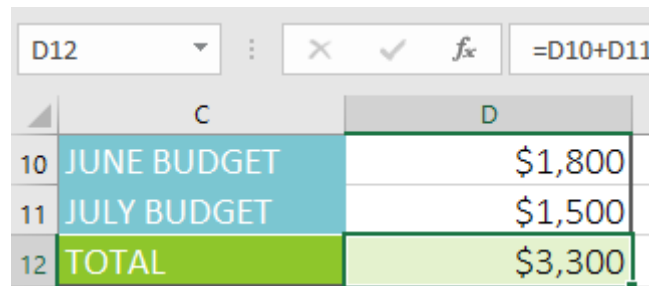
6. Press **Enter** on your keyboard. The formula will be **calculated**, and the **value** will be displayed in the cell. If you select the cell again, notice that the cell displays the result, while the formula bar displays the formula.

D12			
	B	C	D
2			
3	QUANTITY	PRICE PER UNIT	LINE TOTAL
4	15	\$8.75	
5	18	\$2.59	
6	9	\$14.25	
7	12	\$2.99	
8			
9			
10	JUNE BUDGET		\$1,200
11	JULY BUDGET		\$1,500
12	TOTAL		\$2,700

If the result of a formula is too large to be displayed in a cell, it may appear as **pound signs** (#####) instead of a value. This means the column is not wide enough to display the cell content. Simply **increase the column width** to show the cell content.

Modifying values with cell references

The true advantage of cell references is that they allow you to **update data** in your worksheet without having to rewrite formulas. In the example below, we've modified the value of cell D1 from \$1,200 to \$1,800. The formula in D3 will automatically recalculate and display the new value in cell D3.



	C	D
10	JUNE BUDGET	\$1,800
11	JULY BUDGET	\$1,500
12	TOTAL	\$3,300


Excel **will not always tell you** if your formula contains an error, so it's up to you to check all of your formulas. To learn how to do this, you can read the [Double-Check Your Formulas](#) lesson from our [Excel Formulas](#) tutorial.

To create a formula using the point-and-click method:

Instead of typing cell addresses manually, you can **point and click** the cells you want to include in your formula. This method can save a lot of time and effort when creating formulas. In our example below, we'll create a formula to calculate the cost of ordering several boxes of plastic silverware.


1. Select the **cell** that will contain the formula. In our example, we'll select cell **D4**.

D4

	A	B	C
1		Budget & Paper Supplies Sabrosa Empanadas & More 1202 Biscayne Bay Drive Orlando, FL 32804	
2	PAPER SUPPLY ORDERS		
3	ITEM	QUANTITY	PRICE PER UNIT
4	Plastic Silverware (box of 100)	15	\$8.75
5	Napkins (box of 250)	18	\$2.59
6	Plates (box of 50)	9	\$14.25
7	Plastic Cups (box of 100)	12	\$2.99
8			

2. Type the **equals sign (=)**.
3. Select the **cell** you want to reference first in the formula:
cell **B4** in our example. The **cell address** will appear in the formula.

B4

	A	B	C
1		Budget & Paper Supplies Sabrosa Empanadas & More 1202 Biscayne Bay Drive Orlando, FL 32804	
2	PAPER SUPPLY ORDERS		
3	ITEM	QUANTITY	PRICE PER UNIT
4	Plastic Silverware (box of 100)	15	\$8.75
5	Napkins (box of 250)	18	\$2.59
6	Plates (box of 50)	9	\$14.25
7	Plastic Cups (box of 100)	12	\$2.99
8			

=B4

4. Type the **mathematical operator** you want to use. In our example, we'll type the **multiplication sign (*)**.
5. Select the **cell** you want to reference second in the formula: cell **C4** in our example. The **cell address** will appear in the formula.

The screenshot shows an Excel spreadsheet with the following content:

PAPER SUPPLY ORDERS	
ITEM	PRICE PER UNIT
Plastic Silverware (box of 100)	\$8.75
Napkins (box of 250)	\$2.59
Plates (box of 50)	\$14.25
Plastic Cups (box of 100)	\$2.99

The formula bar at the top shows the formula `=B4*C4` being entered into cell C4. The spreadsheet also features a logo for 'SABROSA Empanadas & More' and a title 'Budget & Paper Supplies' with the address '1202 Biscayne Bay Drive, Orlando, FL 32804'.

6. Press **Enter** on your keyboard. The formula will be **calculated**, and the **value** will be displayed in the cell.

The screenshot shows an Excel spreadsheet with the following content:

- Formula Bar:** =B4*C4
- Row 1:**
 - Column A:** SABROSA Empanadas & More (Logo)
 - Column B:** Budget & Paper Supplies
 - Column C:** Sabrosa Empanadas & More
1202 Biscayne Bay Drive
Orlando, FL 32804
- Row 2:** PAPER SUPPLY ORDERS (Header)
- Row 3:** ITEM (Header), QUANTITY (Header), PRICE PER UNIT (Header)
- Row 4:** Plastic Silverware (box of 100), 15, \$8.75
- Row 5:** Napkins (box of 250), 18, \$2.59
- Row 6:** Plates (box of 50), 9, \$14.25
- Row 7:** Plastic Cups (box of 100), 12, \$2.99
- Row 8:** (Empty)

Copying formulas with the fill handle

Formulas can also be **copied** to adjacent cells with the **fill handle**, which can save a lot of time and effort if you need to perform the **same calculation** multiple times in a worksheet. The **fill handle** is the small square at the bottom-right corner of the selected cell(s).

1. Select the cell containing the formula you want to copy. Click and drag the **fill handle** over the cells you want to fill.

	B	C	D	E
2				
3	QUANTITY	PRICE PER UNIT	LINE TOTAL	
4	15	\$8.75	\$131.25	
5	18	\$2.59		
6	9	\$14.25		
7	12	\$2.99		
8				
9				

2. After you release the mouse, the formula will be copied to the selected cells.

	B	C	D	E
2				
3	QUANTITY	PRICE PER UNIT	LINE TOTAL	
4	15	\$8.75	\$131.25	
5	18	\$2.59	\$46.62	
6	9	\$14.25	\$128.25	
7	12	\$2.99	\$35.88	
8				
9				

To edit a formula:

Sometimes you may want to modify an existing formula. In the example below, we've entered an incorrect cell address in our formula, so we'll need to correct it.

1. Select the **cell** containing the formula you want to edit. In our example, we'll select cell **D12**.

D12			
=D9+D11			
	B	C	D
2			
3	QUANTITY	PRICE PER UNIT	LINE TOTAL
4	15	\$8.75	\$131.25
5	18	\$2.59	\$46.62
6	9	\$14.25	\$128.25
7	12	\$2.99	\$35.88
8			
9			
10	JUNE BUDGET		\$1,200
11	JULY BUDGET		\$1,500
12	TOTAL		+ \$1,500

2. Click the **formula bar** to edit the formula. You can also **double-click** the cell to view and edit the formula directly within the cell.

D12			
=D9+D11			
	B	C	D
2			
3	QUANTITY	PRICE PER UNIT	LINE TOTAL
4	15	\$8.75	\$131.25
5	18	\$2.59	\$46.62
6	9	\$14.25	\$128.25
7	12	\$2.99	\$35.88
8			
9			
10	JUNE BUDGET		\$1,200
11	JULY BUDGET		\$1,500
12	TOTAL		\$1,500

3. A **border** will appear around any referenced cells. In our example, we'll change the first part of the formula to reference cell **D10** instead of cell **D9**.

	B	C	D
2			
3	QUANTITY	PRICE PER UNIT	LINE TOTAL
4	15	\$8.75	\$131.25
5	18	\$2.59	\$46.62
6	9	\$14.25	\$128.25
7	12	\$2.99	\$35.88
8			
9			
10		JUNE BUDGET	\$1,200
11		JULY BUDGET	\$1,500
12		TOTAL	=D9+D11

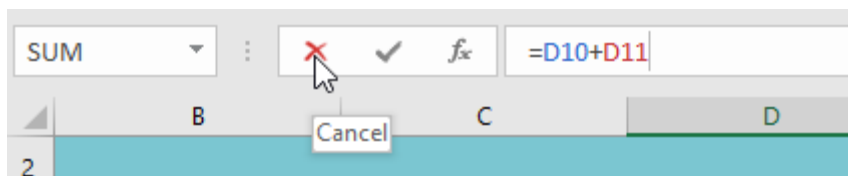
4. When you're finished, press **Enter** on your keyboard or select the **Enter** command in the formula bar.

	B	C	D
2			
3	QUANTITY	PRICE PER UNIT	LINE TOTAL
4	15	\$8.75	\$131.25
5	18	\$2.59	\$46.62
6	9	\$14.25	\$128.25
7	12	\$2.99	\$35.88
8			
9			
10		JUNE BUDGET	\$1,200
11		JULY BUDGET	\$1,500
12		TOTAL	=D10+D11

5. The formula will be **updated**, and the **new value** will be displayed in the cell.

	B	C	D
2			
3	QUANTITY	PRICE PER UNIT	LINE TOTAL
4	15	\$8.75	\$131.25
5	18	\$2.59	\$46.62
6	9	\$14.25	\$128.25
7	12	\$2.99	\$35.88
8			
9			
10		JUNE BUDGET	\$1,200
11		JULY BUDGET	\$1,500
12		TOTAL	\$2,700

If you change your mind, you can press the **Esc** key on your keyboard or click the **Cancel** command in the formula bar to avoid accidentally making changes to your formula.




To show all of the formulas in a spreadsheet, you can hold the **Ctrl** key and press ` (grave accent). The grave accent key is usually located in the top-left corner of the keyboard. You can press **Ctrl+`** again to switch back to the normal view.

Challenge!

1. Open our [practice workbook](#).
2. Click the **Challenge** tab in the bottom-left of the workbook.

3. Create a formula in cell **D4** that multiplies the quantity in **B4** by the price per unit in cell **C4**.
4. Use the **fill handle** to copy the formula in cell **D4** to cells **D5:D7**.
5. Change the price per unit for the fried plantains in cell **C6** to \$2.25. Notice that the line total automatically changes as well.
6. Edit the formula for the total in cell **D8** so it also adds cell **D7**.
7. When you're finished, your workbook should look like this:

	A	B	C	D
1			Customer Invoice Sabrosa Empanadas & More 1202 Biscayne Bay Drive Orlando, FL 32804	
2	Customer Invoice #19480			
3	ITEM	QUANTITY	PRICE PER UNIT	LINE TOTAL
4	Empanadas: Braised Short Rib	15	\$3.75	\$56.25
5	Empanadas: Nutella and Banana	18	\$2.59	\$46.62
6	Sides: Fried Plantains	15	\$2.25	\$33.75
7	Sides: Rice and Black Beans	12	\$2.15	\$25.80
8	TOTAL			\$162.42

Introduction

You may have experience working with formulas that contain only one operator, such as $7+9$. More complex formulas can contain **several mathematical operators**, such as $5+2*8$. When there's more than one operation in a formula, the **order of operations** tells Excel which operation to calculate first. To write formulas that will give you the correct answer, you'll need to understand the order of operations.

Optional: Download our [practice workbook](#). Watch the video below to learn more about complex formulas.

The order of operations

Excel calculates formulas based on the following **order of operations**:

1. Operations enclosed in **parentheses**
2. **Exponential** calculations (3^2 , for example)
3. **Multiplication** and **division**, whichever comes first
4. **Addition** and **subtraction**, whichever comes first

A mnemonic that can help you remember the order is **PEMDAS**, or **Please Excuse My Dear Aunt Sally**.

Click the arrows in the slideshow below to learn how the order of operations is used to calculate formulas in Excel.

Using the Order of Operation

P

$$10 + (6 - 3) / 2^2 *$$

E

M

D

A

S

While this formula may look complicated, we can use the order of operations step by step to find the right answer.

Using the Order of Operation

Parentheses

$$10 + (6 - 3) / 2^2 *$$

E

M

D

A

S

Using the Order of Operation

P $10 + (6 - 3) / 2^2 * 4 - 1$
Exponents $10 + 3 / 2^2 * 4 - 1$
M
D
A
S

Using the Order of Operation

P $10 + (6 - 3) / 2^2 * 4 - 1$
E $10 + 3 / 2^2 * 4 - 1$
Multiplication $10 + 3 / 4 * 4 - 1$
Division Whichever comes first!
A
S

Using the Order of Operation

P		$10 + (6 - 3) / 2^2 * 4 - 1$
E		$10 + 3 / 2^2 * 4 - 1$
Multiplication		$10 + 3 / 4 * 4 - 1$
Division	Whichever comes first!	$10 + 0.75 * 4 - 1$
A		
S		

Using the Order of Operation

P		$10 + (6 - 3) / 2^2 * 4 - 1$
E		$10 + 3 / 2^2 * 4 - 1$
M		$10 + 3 / 4 * 4 - 1$
D		$10 + 0.75 * 4 - 1$
Addition	Whichever comes first!	$10 + 3 - 1$
Subtraction		

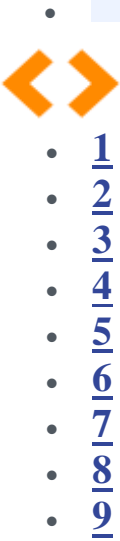
Using the Order of Operation

P	$10 + (6 - 3) / 2^2 * 4 - 1$
E	$10 + 3 / 2^2 * 4 - 1$
M	$10 + 3 / 4 * 4 - 1$
D	$10 + 0.75 * 4 - 1$
Addition	$10 + 3 - 1$
Subtraction	$13 - 1$

Whichever comes first!

Using the Order of Operation

P	$10 + (6 - 3) / 2^2 * 4 - 1$
E	$10 + 3 / 2^2 * 4 - 1$
M	$10 + 3 / 4 * 4 - 1$
D	$10 + 0.75 * 4 - 1$
A	$10 + 3 - 1$
S	$13 - 1 = 12$



Creating complex formulas

In the example below, we'll demonstrate how Excel uses the order of operations to solve a more complex formula. Here, we want to calculate the cost of **sales tax** for a catering invoice. To do this, we'll write our formula as `=(D3+D4+D5)*0.075` in cell **D6**. This formula will

add the prices of our items, then multiply that value by the 7.5% tax rate (which is written as 0.075) to calculate the answer.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D
2	MENU ITEM	UNIT PRICE	QUANTITY	LINE T
3	Tamales: Carnitas	\$2.29	20	\$
4	Tamales: Vegetable	\$2.29	30	\$
5	Empanadas: Nutella & Banana	\$3.99	40	\$15
6			TAX	=(D3+D4+D5)*0.075
7			TOTAL	
8				

The formula bar at the top shows: NETWORK... : X ✓ fx =(D3+D4+D5)*0.075

Excel follows the order of operations and first adds the values inside the parentheses: $(45.80+68.70+159.60) = 274.10$. It then multiplies that value by the tax rate: $274.10*0.075$. The result will show that the sales tax is **\$20.56**.

The screenshot shows the same Excel spreadsheet as above, but with the result of the calculation visible in cell D6:

	A	B	C	D
2	MENU ITEM	UNIT PRICE	QUANTITY	LINE T
3	Tamales: Carnitas	\$2.29	20	\$
4	Tamales: Vegetable	\$2.29	30	\$
5	Empanadas: Nutella & Banana	\$3.99	40	\$15
6			TAX	\$
7			TOTAL	
8				

The formula bar at the top shows: D6 : X ✓ fx =(D3+D4+D5)*0.075

It's especially important to follow the order of operations when creating a formula. Otherwise, Excel won't calculate the results accurately. In our example, if the **parentheses** are not included, the multiplication is calculated first and the result is incorrect. Parentheses are often the best way to define which calculations will be performed first in Excel.

	A	B	C	D
2	MENU ITEM	UNIT PRICE	QUANTITY	LINE T
3	Tamales: Carnitas	\$2.29	20	\$4
4	Tamales: Vegetable	\$2.29	30	\$6
5	Empanadas: Nutella & Banana	\$3.99	40	\$15
6			TAX	\$1
7			TOTAL	
8				

Formula bar: `=D3+D4+D5*0.075`

To create a complex formula using the order of operations:

In the example below, we'll use **cell references** along with **numerical values** to create a complex formula that will calculate the **subtotal** for a catering invoice. The formula will calculate the cost of each menu item first, then add these values.

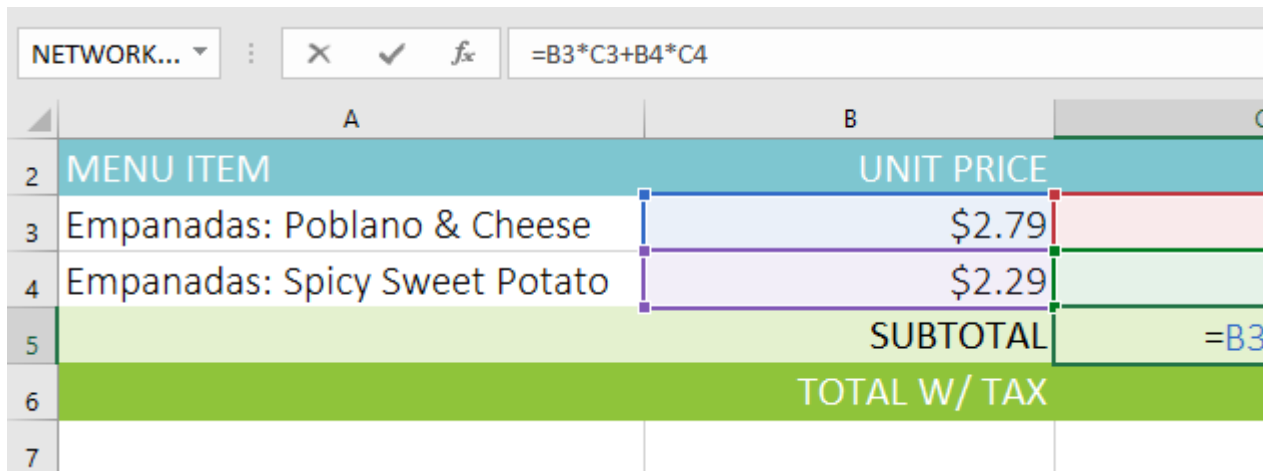
1. Select the **cell** that will contain the formula. In our example, we'll select cell **C5**.

	A	B	C
2	MENU ITEM	UNIT PRICE	
3	Empanadas: Poblano & Cheese	\$2.79	
4	Empanadas: Spicy Sweet Potato	\$2.29	
5		SUBTOTAL	
6		TOTAL W/ TAX	
7			

Formula bar:

2. Enter your **formula**. In our example, we'll type `=B3*C3+B4*C4`. This formula will follow the order of operations, first performing the multiplication: $2.79 * 35 =$

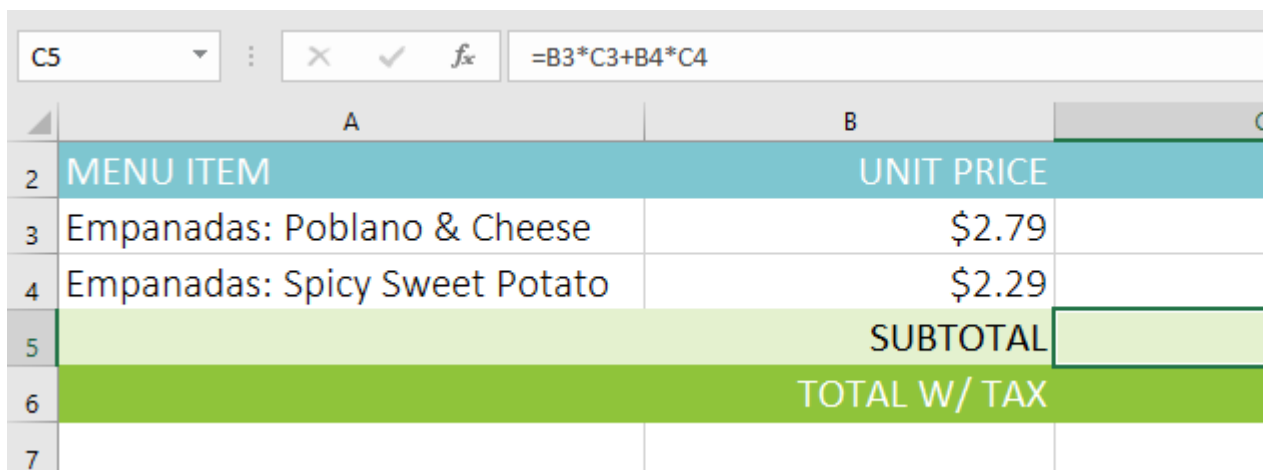
97.65 and $2.29 * 20 = 45.80$. It then will add these values to calculate the total: $97.65 + 45.80$.



The screenshot shows an Excel spreadsheet with a formula bar at the top containing the formula $=B3*C3+B4*C4$. The spreadsheet has columns A and B. Row 2 is a header with 'MENU ITEM' in column A and 'UNIT PRICE' in column B. Row 3 contains 'Empanadas: Poblano & Cheese' in column A and '\$2.79' in column B. Row 4 contains 'Empanadas: Spicy Sweet Potato' in column A and '\$2.29' in column B. Row 5 is a light green row with 'SUBTOTAL' in column B and '=B3' in column C. Row 6 is a dark green row with 'TOTAL W/ TAX' in column B. Row 7 is empty.

	A	B	C
2	MENU ITEM	UNIT PRICE	
3	Empanadas: Poblano & Cheese	\$2.79	
4	Empanadas: Spicy Sweet Potato	\$2.29	
5		SUBTOTAL	=B3
6		TOTAL W/ TAX	
7			

3. Double-check your formula for accuracy, then press **Enter** on your keyboard. The formula will calculate and display the **result**. In our example, the result shows that the subtotal for the order is **\$143.45**.



The screenshot shows the same Excel spreadsheet as above, but the formula bar now shows the result of the calculation, which is 143.45. The spreadsheet data is identical to the previous screenshot.

	A	B	C
2	MENU ITEM	UNIT PRICE	
3	Empanadas: Poblano & Cheese	\$2.79	
4	Empanadas: Spicy Sweet Potato	\$2.29	
5		SUBTOTAL	143.45
6		TOTAL W/ TAX	
7			

You can add **parentheses** to any equation to make it easier to read. While it won't change the result of the formula in this example, we could enclose the multiplication operations within parentheses to clarify that they will be calculated before the addition.

	A	B	C
2	MENU ITEM	UNIT PRICE	QUAN
3	Empanadas: Poblano & Cheese	\$2.79	
4	Empanadas: Spicy Sweet Potato	\$2.29	
5		SUBTOTAL	$= (B3 * C3) + (B4 * C4)$
6		TOTAL W/ TAX	
7			

Excel **will not always tell you** if your formula contains an error, so it's up to you to check all of your formulas. To learn how to do this, you can read the [Double-Check Your Formulas](#) lesson from our [Excel Formulas](#) tutorial.

Challenge!

For this challenge, you are going to work with another invoice like the one in our example. In the invoice, you will find the amount of tax for the order, the order's total, and the order's total if you were given a 10% discount.

1. Open our [practice workbook](#).
2. Click the **Challenge** worksheet tab in the bottom-left of the workbook.
3. In cell **D7**, create a formula that calculates the tax for the invoice. Use a sales tax rate of **7.5%**.
4. In cell **D8**, create a formula that finds the total for the order. In other words, this formula should add cells **D3:D7**.
5. In cell **D9** create a formula that calculates the total after a **10%** discount. If you need help understanding how to take a percentage off of a total, check out our lesson on [Discounts, Markdowns, and Sales](#).

6. When you're finished, your spreadsheet should look like this:

	A	B	C
	Catering Invoice		
	Sabrosa Empanadas & More		
	1202 Biscayne Bay Drive		Invoice
	Orlando, FL 32804		Date:
1			
2	MENU ITEM	UNIT PRICE	QUANTITY
3	Empanadas: Buffalo Chicken	\$2.98	20
4	Empanadas: Braised Short Rib	\$2.98	30
5	Empanadas: Fig and Goat Cheese	\$3.75	25
6	Sides: Black beans and rice	\$1.98	40
7			TAX
8			TOTAL
9			TOTAL AFTER DISCOUNT:

Introduction

There are two types of cell references: **relative** and **absolute**. Relative and absolute references behave differently when copied and filled to other cells. Relative references **change** when a formula is copied to another cell. Absolute references, on the other hand, remain **constant** no matter where they are copied.

Optional: Download our [practice workbook](#).

Watch the video below to learn more about cell references.

Relative references

By default, all cell references are **relative references**. When copied across multiple cells, they change based on the relative position of rows and columns. For example, if you copy the formula $=A1+B1$ from row 1 to row 2, the formula will become $=A2+B2$. Relative references are especially convenient whenever you need to repeat the same calculation across multiple rows or columns.

To create and copy a formula using relative references:

In the following example, we want to create a formula that will multiply each item's **price** by the **quantity**. Instead of creating a new formula for each row, we can create a single formula in cell **D2** and then copy it to the other rows. We'll use relative references so the formula calculates the total for each item correctly.

1. Select the **cell** that will contain the formula. In our example, we'll select cell **D4**.

	A	B	C	D
3	MENU ITEM	UNIT PRICE	QUANTITY	LINE TO
4	Empanadas: Beef Picadillo	\$2.99	15	+
5	Empanadas: Chipotle Shrimp	\$3.99	10	
6	Tamales: Chicken Tinga	\$2.29	20	
7	Tamales: Vegetable	\$2.29	30	
8	Arepas: Carnitas	\$2.89	10	
9	Arepas: Queso Blanco	\$2.49	20	
10	Empanadas: Apple Cinnamon	\$3.19	40	
11	Beverages: Horchata	\$1.89	25	
12	Beverages: Lemonade	\$1.89	35	
13	Beverages: Tamarindo	\$1.89	10	
14			TOTAL	\$
15				

2. Enter the **formula** to calculate the desired value. In our example, we'll type **=B4*C4**.

	A	B	C	D
3	MENU ITEM	UNIT PRICE	QUANTITY	LINE TO
4	Empanadas: Beef Picadillo	\$2.99	15	=B4
5	Empanadas: Chipotle Shrimp	\$3.99	10	
6	Tamales: Chicken Tinga	\$2.29	20	
7	Tamales: Vegetable	\$2.29	30	
8	Arepas: Carnitas	\$2.89	10	
9	Arepas: Queso Blanco	\$2.49	20	
10	Empanadas: Apple Cinnamon	\$3.19	40	
11	Beverages: Horchata	\$1.89	25	
12	Beverages: Lemonade	\$1.89	35	
13	Beverages: Tamarindo	\$1.89	10	
14	TOTAL			\$
15				

3. Press **Enter** on your keyboard. The formula will be calculated, and the result will be displayed in the cell.
4. Locate the **fill handle** in the bottom-right corner of the desired cell. In our example, we'll locate the fill handle for cell **D4**.

D4 \times \checkmark f_x $=B4*C4$

	A	B	C	D
3	MENU ITEM	UNIT PRICE	QUANTITY	LINE TO
4	Empanadas: Beef Picadillo	\$2.99	15	\$44
5	Empanadas: Chipotle Shrimp	\$3.99	10	
6	Tamales: Chicken Tinga	\$2.29	20	
7	Tamales: Vegetable	\$2.29	30	
8	Arepas: Carnitas	\$2.89	10	
9	Arepas: Queso Blanco	\$2.49	20	
10	Empanadas: Apple Cinnamon	\$3.19	40	
11	Beverages: Horchata	\$1.89	25	
12	Beverages: Lemonade	\$1.89	35	
13	Beverages: Tamarindo	\$1.89	10	
14	TOTAL			\$44
15				

5. Click and drag the **fill handle** over the cells you want to fill. In our example, we'll select cells **D5:D13**.

D4 \times \checkmark f_x $=B4*C4$

	A	B	C	D
3	MENU ITEM	UNIT PRICE	QUANTITY	LINE TO
4	Empanadas: Beef Picadillo	\$2.99	15	\$44
5	Empanadas: Chipotle Shrimp	\$3.99	10	
6	Tamales: Chicken Tinga	\$2.29	20	
7	Tamales: Vegetable	\$2.29	30	
8	Arepas: Carnitas	\$2.89	10	
9	Arepas: Queso Blanco	\$2.49	20	
10	Empanadas: Apple Cinnamon	\$3.19	40	
11	Beverages: Horchata	\$1.89	25	
12	Beverages: Lemonade	\$1.89	35	
13	Beverages: Tamarindo	\$1.89	10	
14	TOTAL			\$44
15				

6. Release the mouse. The formula will be **copied** to the selected cells with **relative references**, displaying the result in each cell.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D
3	MENU ITEM	UNIT PRICE	QUANTITY	LINE TOTAL
4	Empanadas: Beef Picadillo	\$2.99	15	\$44.85
5	Empanadas: Chipotle Shrimp	\$3.99	10	\$39.90
6	Tamales: Chicken Tinga	\$2.29	20	\$45.80
7	Tamales: Vegetable	\$2.29	30	\$68.70
8	Arepas: Carnitas	\$2.89	10	\$28.90
9	Arepas: Queso Blanco	\$2.49	20	\$49.80
10	Empanadas: Apple Cinnamon	\$3.19	40	\$127.60
11	Beverages: Horchata	\$1.89	25	\$47.25
12	Beverages: Lemonade	\$1.89	35	\$66.15
13	Beverages: Tamarindo	\$1.89	10	\$18.90
14	TOTAL			\$537.50
15				

You can double-click the **filled cells** to check their formulas for accuracy. The relative cell references should be different for each cell, depending on their rows.

NETWORK... : X ✓ fx =B8*C8

	A	B	C	D
3	MENU ITEM	UNIT PRICE	QUANTITY	LINE TOTAL
4	Empanadas: Beef Picadillo	\$2.99	15	\$44.85
5	Empanadas: Chipotle Shrimp	\$3.99	10	\$39.90
6	Tamales: Chicken Tinga	\$2.29	20	\$45.80
7	Tamales: Vegetable	\$2.29	30	\$68.70
8	Arepas: Carnitas	\$2.89	10	=B8*C8
9	Arepas: Queso Blanco	\$2.49	20	\$49.80
10	Empanadas: Apple Cinnamon	\$3.19	40	\$127.60
11	Beverages: Horchata	\$1.89	25	\$47.25
12	Beverages: Lemonade	\$1.89	35	\$66.15
13	Beverages: Tamarindo	\$1.89	10	\$18.90
14	TOTAL			\$537.85
15				

Absolute references

There may be a time when you don't want a cell reference to change when copied to other cells. Unlike relative references, **absolute references** do not change when copied or filled. You can use an absolute reference to keep a row and/or column **constant**.

An absolute reference is designated in a formula by the addition of a **dollar sign (\$)**. It can precede the column reference, the row reference, or both.

\$A\$2	The column and the row do not change when copied
A\$2	The row does not change when copied
\$A2	The column does not change when copied

You will generally use the **\$A\$2** format when creating formulas that contain absolute references. The other two formats are used much less frequently.

When writing a formula, you can press the **F4** key on your keyboard to switch between relative and absolute cell references. This is an easy way to quickly insert an absolute reference.

To create and copy a formula using absolute references:

In the example below, we're going to use cell **E2** (which contains the tax rate at 7.5%) to calculate the sales tax for each item in **column D**. To make sure the reference to the tax rate stays constant—even when the formula is copied and filled to other cells—we'll need to make cell **\$E\$2** an absolute reference.

1. Select the **cell** that will contain the formula. In our example, we'll select cell **D4**.

	A	B	C	D
2				TAX RATE:
3	MENU ITEM	UNIT PRICE	QUANTITY	SALES TAX
4	Empanadas: Beef Picadillo	\$2.99	15	
5	Empanadas: Chipotle Shrimp	\$3.99	10	
6	Tamales: Chicken Tinga	\$2.29	20	
7	Tamales: Vegetable	\$2.29	30	
8	Arepas: Carnitas	\$2.89	10	
9	Arepas: Queso Blanco	\$2.49	20	
10	Empanadas: Apple Cinnamon	\$3.19	40	
11	Beverages: Horchata	\$1.89	25	
12	Beverages: Lemonade	\$1.89	35	
13	Beverages: Tamarindo	\$1.89	10	
14				TOTAL
15				

2. Enter the **formula** to calculate the desired value. In our example, we'll type $=\text{(B4*C4)*\$E\$2}$, making $\text{\$E\$2}$ an absolute reference.

NETWORK... : X ✓ fx =(B4*C4)*\$E\$2

	A	B	C	D
2				TAX RATE:
3	MENU ITEM	UNIT PRICE	QUANTITY	SALES TAX
4	Empanadas: Beef Picadillo	\$2.99	=(B4*C4)*\$E\$2	
5	Empanadas: Chipotle Shrimp	\$3.99	10	
6	Tamales: Chicken Tinga	\$2.29	20	
7	Tamales: Vegetable	\$2.29	30	
8	Arepas: Carnitas	\$2.89	10	
9	Arepas: Queso Blanco	\$2.49	20	
10	Empanadas: Apple Cinnamon	\$3.19	40	
11	Beverages: Horchata	\$1.89	25	
12	Beverages: Lemonade	\$1.89	35	
13	Beverages: Tamarindo	\$1.89	10	
14				TOTAL
15				

3. Press **Enter** on your keyboard. The formula will calculate, and the result will display in the cell.
4. Locate the **fill handle** in the bottom-right corner of the desired cell. In our example, we'll locate the fill handle for cell **D4**.

	A	B	C	D
2				TAX RATE:
3	MENU ITEM	UNIT PRICE	QUANTITY	SALES TAX
4	Empanadas: Beef Picadillo	\$2.99	15	\$3.36
5	Empanadas: Chipotle Shrimp	\$3.99	10	
6	Tamales: Chicken Tinga	\$2.29	20	
7	Tamales: Vegetable	\$2.29	30	
8	Arepas: Carnitas	\$2.89	10	
9	Arepas: Queso Blanco	\$2.49	20	
10	Empanadas: Apple Cinnamon	\$3.19	40	
11	Beverages: Horchata	\$1.89	25	
12	Beverages: Lemonade	\$1.89	35	
13	Beverages: Tamarindo	\$1.89	10	
14				TOTAL
15				

- Click and drag the **fill handle** over the cells you want to fill (cells **D5:D13** in our example).

	A	B	C	D
2				TAX RATE:
3	MENU ITEM	UNIT PRICE	QUANTITY	SALES TAX
4	Empanadas: Beef Picadillo	\$2.99	15	\$3.36
5	Empanadas: Chipotle Shrimp	\$3.99	10	
6	Tamales: Chicken Tinga	\$2.29	20	
7	Tamales: Vegetable	\$2.29	30	
8	Arepas: Carnitas	\$2.89	10	
9	Arepas: Queso Blanco	\$2.49	20	
10	Empanadas: Apple Cinnamon	\$3.19	40	
11	Beverages: Horchata	\$1.89	25	
12	Beverages: Lemonade	\$1.89	35	
13	Beverages: Tamarindo	\$1.89	10	
14				TOTAL
15				

6. Release the mouse. The formula will be **copied** to the selected cells with an **absolute reference**, and the values will be calculated in each cell.

D4				
: X ✓ fx =(B4*C4)*\$E\$2				
	A	B	C	D
2	TAX RATE:			
3	MENU ITEM	UNIT PRICE	QUANTITY	SALES TAX
4	Empanadas: Beef Picadillo	\$2.99	15	\$3.36
5	Empanadas: Chipotle Shrimp	\$3.99	10	\$2.99
6	Tamales: Chicken Tinga	\$2.29	20	\$3.44
7	Tamales: Vegetable	\$2.29	30	\$5.15
8	Arepas: Carnitas	\$2.89	10	\$2.17
9	Arepas: Queso Blanco	\$2.49	20	\$3.74
10	Empanadas: Apple Cinnamon	\$3.19	40	\$9.57
11	Beverages: Horchata	\$1.89	25	\$3.54
12	Beverages: Lemonade	\$1.89	35	\$4.96
13	Beverages: Tamarindo	\$1.89	10	\$1.42
14	TOTAL			\$
15				

You can double-click the **filled cells** to check their formulas for accuracy. The absolute reference should be the same for each cell, while the other references are relative to the cell's row.

NETWORK... : X ✓ fx =(B8*C8)*\$E\$2

	A	B	C	D	E
2				TAX RATE:	7.5
3	MENU ITEM	UNIT PRICE	QUANTITY	SALES TAX	LINE TOTAL
4	Empanadas: Beef Picadillo	\$2.99	15	\$3.36	\$48.2
5	Empanadas: Chipotle Shrimp	\$3.99	10	\$2.99	\$42.8
6	Tamales: Chicken Tinga	\$2.29	20	\$3.44	\$49.2
7	Tamales: Vegetable	\$2.29	30	\$5.15	\$73.8
8	Arepas: Carnitas	\$2.89	=(B8*C8)*\$E\$2		\$31.0
9	Arepas: Queso Blanco	\$2.49	20	\$3.74	\$53.5
10	Empanadas: Apple Cinnamon	\$3.19	40	\$9.57	\$137.1
11	Beverages: Horchata	\$1.89	25	\$3.54	\$50.7
12	Beverages: Lemonade	\$1.89	35	\$4.96	\$71.1
13	Beverages: Tamarindo	\$1.89	10	\$1.42	\$20.3
14				TOTAL	\$578.1
15					

Be sure to include the **dollar sign** (\$) whenever you're making an absolute reference across multiple cells. The dollar signs were omitted in the example below. This caused Excel to interpret it as a **relative reference**, producing an incorrect result when copied to other cells.

NETWORK... : X ✓ fx =(B8*C8)*E6

	A	B	C	D	E
2				TAX RATE:	7.5
3	MENU ITEM	UNIT PRICE	QUANTITY	SALES TAX	LINE TOTAL
4	Empanadas: Beef Picadillo	\$2.99	15	\$3.36	\$48.2
5	Empanadas: Chipotle Shrimp	\$3.99	10	#VALUE!	#VALU
6	Tamales: Chicken Tinga	\$2.29	20	\$2,208.19	\$2,253.9
7	Tamales: Vegetable	\$2.29	30	#VALUE!	#VALU
8	Arepas: Carnitas	\$2.89	=(B8*C8)*E6		\$65,169.2
9	Arepas: Queso Blanco	\$2.49	20	#VALUE!	#VALU
10	Empanadas: Apple Cinnamon	\$3.19	40	#####	#####
11	Beverages: Horchata	\$1.89	25	#VALUE!	#VALU
12	Beverages: Lemonade	\$1.89	35	#####	#####
13	Beverages: Tamarindo	\$1.89	10	#VALUE!	#VALU
14				TOTAL	#VALU
15					

Using cell references with multiple worksheets

Excel allows you to refer to any cell on any **worksheet**, which can be especially helpful if you want to reference a specific value from one worksheet to another. To do this, you'll simply need to begin the cell reference with the **worksheet name** followed by

an **exclamation point (!)**. For example, if you wanted to reference cell **A1** on **Sheet1**, its cell reference would be **Sheet1!A1**.

Note that if a worksheet name contains a **space**, you'll need to include **single quotation marks (' ')** around the name. For example, if you wanted to reference cell **A1** on a worksheet named **July Budget**, its cell reference would be **'July Budget'!A1**.

To reference cells across worksheets:

In our example below, we'll refer to a cell with a calculated value between two worksheets. This will allow us to use the **exact same value** on two different worksheets without rewriting the formula or copying data.

1. Locate the cell you want to reference, and note its worksheet. In our example, we want to reference cell **E14** on the **Menu Order** worksheet.

					TAX RATE:	
	A	B	C	D		
	MENU ITEM	UNIT PRICE	QUANTITY	SALES TAX	LIN	
4	Empanadas: Beef Picadillo	\$2.99	15	\$3.36		
5	Empanadas: Chipotle Shrimp	\$3.99	10	\$2.99		
6	Tamales: Chicken Tinga	\$2.29	20	\$3.44		
7	Tamales: Vegetable	\$2.29	30	\$5.15		
8	Arepas: Carnitas	\$2.89	10	\$2.17		
9	Arepas: Queso Blanco	\$2.49	20	\$3.74		
10	Empanadas: Apple Cinnamon	\$3.19	40	\$9.57	\$	
11	Beverages: Horchata	\$1.89	25	\$3.54		
12	Beverages: Lemonade	\$1.89	35	\$4.96		
13	Beverages: Tamarindo	\$1.89	10	\$1.42		
14					TOTAL	+
15						
16						
17						

2. Navigate to the desired **worksheet**. In our example, we'll select the **Catering Invoice** worksheet.

3	SERVICE	DESCRIPTION	LINE
4	Menu Order	Food & beverage	
5	Paper Goods	Plates, utensils, cups	\$
6	Rental Equipment	Tables, chairs, linens	\$
7	Service Fee	18% of food & beverage	
8	TOTAL		\$
9			
10			
11			
12			

Worksheet tabs: Catering Invoice | Menu Order | (+)

3. Locate and select the **cell** where you want the value to appear. In our example, we'll select cell **C4**.

C4			
	A	B	C
3	SERVICE	DESCRIPTION	LINE
4	Menu Order	Food & beverage	
5	Paper Goods	Plates, utensils, cups	\$
6	Rental Equipment	Tables, chairs, linens	\$
7	Service Fee	18% of food & beverage	
8	TOTAL		\$
9			

4. Type the **equals sign (=)**, the **sheet name** followed by an **exclamation point (!)**, and the **cell address**. In our example, we'll type **= 'Menu Order'!E14**.

NETWORK...			
= 'Menu Order'!E14			
	A	B	C
3	SERVICE	DESCRIPTION	LINE
4	Menu Order	Food & beverage	= 'Menu Or
5	Paper Goods	Plates, utensils, cups	\$
6	Rental Equipment	Tables, chairs, linens	\$
7	Service Fee	18% of food & beverage	\$
8	TOTAL		\$1
9			

5. Press **Enter** on your keyboard. The **value** of the referenced cell will appear. Now, if the value of cell E14 changes on the Menu Order worksheet, it will be updated automatically on the Catering Invoice worksheet.

C4			
= 'Menu Order'!E14			
	A	B	C
3	SERVICE	DESCRIPTION	LINE
4	Menu Order	Food & beverage	\$
5	Paper Goods	Plates, utensils, cups	\$
6	Rental Equipment	Tables, chairs, linens	\$
7	Service Fee	18% of food & beverage	\$
8	TOTAL		\$1
9			

If you **rename** your worksheet at a later point, the cell reference will be updated automatically to reflect the new worksheet name.

If you enter a worksheet name incorrectly, the **#REF!** error will appear in the cell. In our example below, we've mistyped the name of the worksheet. To edit, ignore, or investigate the error, click

the **Error** button beside the cell and choose an option from the **menu**.

	A	B	C
3	SERVICE	DESCRIPTION	LINE TOTAL
4	Menu Order	Food & beverage	#REF!
5	Paper Goods	Plates, utensils, cups	
6	Rental Equipment	Tables, chairs, linens	
7	Service Fee	18% of food & beverage	
8			TO
9			
10			

Challenge!

1. Open our [practice workbook](#).
2. Click the **Paper Goods** tab in the bottom-left of the workbook.
3. In cell **D4**, enter a formula that multiplies the unit price in **B4**, the quantity in **C4**, and the tax rate in **E2**. Make sure to use an **absolute cell reference** for the tax rate because it will be the same in every cell.
4. Use the **fill handle** to copy the formula you just created to cells **D5:D12**.
5. Change the tax rate in cell **E2** to 6.5%. Notice that all of your cells have updated. When you're finished, your workbook should look like this:

The screenshot shows an Excel spreadsheet with the following content:


SABROSA
Empanadas & More

Catering Invoice
Sabrosa Empanadas & More
1202 Biscayne Bay Drive
Orlando, FL 32804

Invoice #: _____
Date: 05/____/____

ITEM	UNIT PRICE	QUANTITY	SALES TAX
10.5" Extra Thick Dinner Plates - 20 count	\$3.79	15	\$3.70
8" Deep Dessert Plates - 15 count	\$3.99	20	\$5.19
16 oz. Beverage Cups - 30 count	\$1.29	10	\$0.84
12 oz. Styrofoam Coffee Cups - 20 count	\$1.59	15	\$1.55
50 count Plastic Spoons - White	\$2.59	6	\$1.01
50 count Plastic Forks - White	\$2.69	6	\$1.05
50 count Plastic Knives - White	\$2.19	6	\$0.85
100 count Dinner Napkins - Blue	\$1.39	3	\$0.27
75 count Beverage Napkins - Green	\$1.19	4	\$0.31
TOTAL			

- Click the **Catering Invoice** tab.
- Delete the value in cell **C5** and replace it with a **reference** to the total cost of the paper goods. **Hint:** The cost of the paper goods is in cell **E13** on the **Paper Goods** worksheet.
- Optional:** Use the same steps from above to calculate the sales tax for each item on the **Menu Order** worksheet. The total cost in cell **E14** should update. Then, in cell **C4** of the **Catering Invoice** worksheet, create a **cell reference** to the total you just calculated. **Note:** If you used our practice workbook to follow along during the lesson, you may have already completed this step.
- When you're finished, the **Catering Invoice** worksheet should look something like this:

	A	B
1		<h2>Catering Invoice</h2> <p>Sabrosa Empanadas & More 1202 Biscayne Bay Drive Orlando, FL 32804</p>
2		
3	SERVICE	DESCRIPTION
4	Menu Order	Food & beverage
5	Paper Goods	Plates, utensils, cups
6	Rental Equipment	Tables, chairs, linens
7	Service Fee	18% of food & beverage
8	TOTAL	

Introduction

A **function** is a **predefined formula** that performs calculations using specific values in a particular order. Excel includes many common functions that can be used to quickly find the **sum**, **average**, **count**, **maximum value**, and **minimum value** for a range of cells. In order to use functions correctly, you'll need to understand the different **parts of a function** and how to create **arguments** to calculate values and cell references.

The parts of a function

In order to work correctly, a function must be written a specific way, which is called the **syntax**. The basic syntax for a function is the **equals sign (=)**, the **function name** (SUM, for example), and one or more **arguments**. Arguments contain the information you want to calculate. The function in the example below would add the values of the cell range A1:A20.

Equals sign

=SUM(A1:A20)

Function name *Argument*



Working with arguments

Arguments can refer to both **individual cells** and **cell ranges** and must be enclosed within **parentheses**. You can include one argument or multiple arguments, depending on the syntax required for the function.

For example, the function **=AVERAGE(B1:B9)** would calculate the **average** of the values in the cell range B1:B9. This function contains only one argument.

NETWORK...					
X ✓ fx =AVERAGE(B1:B9)					
	A	B	C	D	E
1		1			
2		4			
3		5			
4		6			
5		8			
6		2			
7		3			
8		5			
9		6			
10		=AVERAGE(B1:B9)			
11					

Multiple arguments must be separated by a **comma**. For example, the function `=SUM(A1:A3, C1:C2, E1)` will **add** the values of all of the cells in the three arguments.

A5						
X ✓ fx =SUM(A1:A3,C1:C2,E1)						
	A	B	C	D	E	F
1	4		6		20	
2	8		10			
3	12					
4						
5	=SUM(A1:A3,C1:C2,E1)					
6						

Creating a function

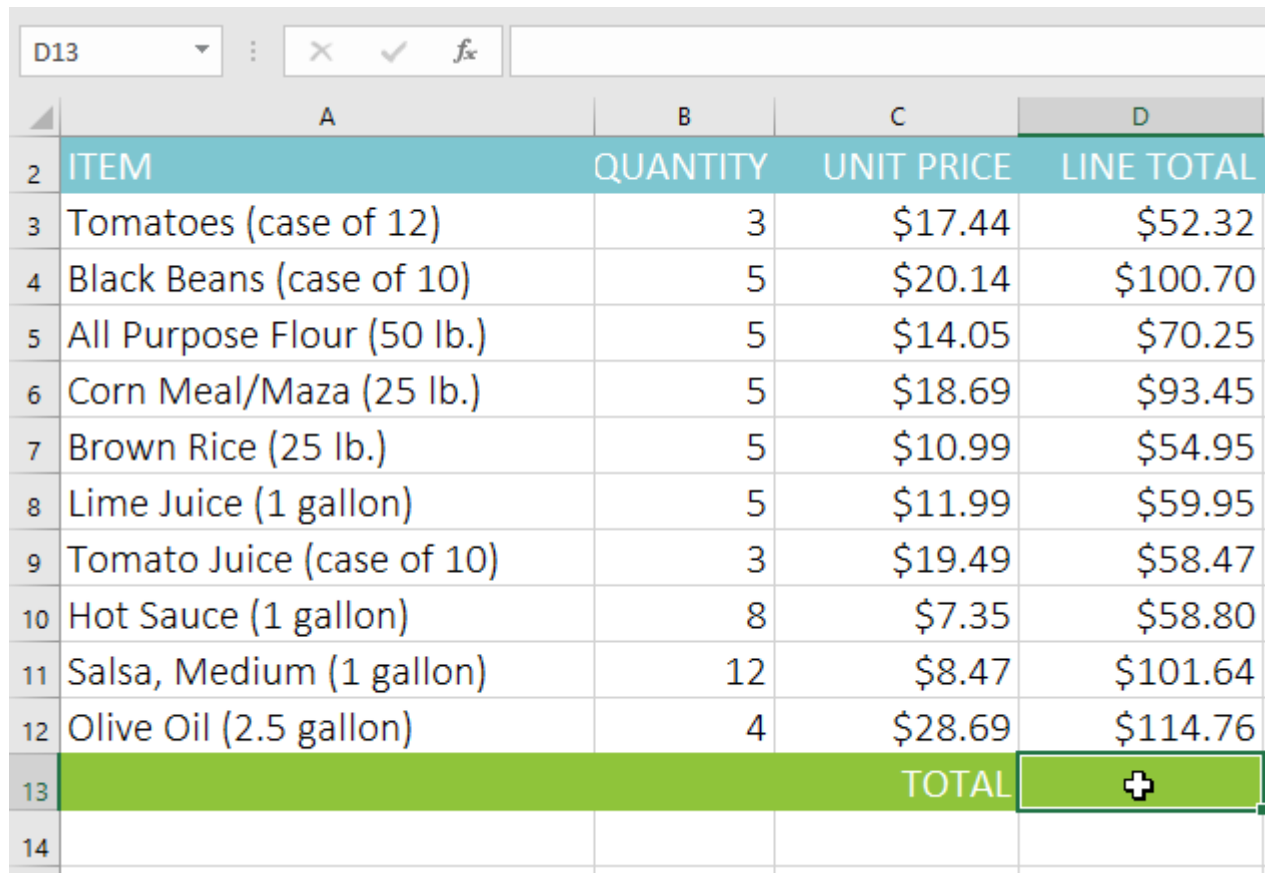
There are a variety of functions available in Excel. Here are some of the most common functions you'll use:

- **SUM:** This function **adds** all of the values of the cells in the argument.
- **AVERAGE:** This function determines the **average** of the values included in the argument. It calculates the sum of the cells and then divides that value by the number of cells in the argument.
- **COUNT:** This function **counts** the number of cells with numerical data in the argument. This function is useful for quickly counting items in a cell range.
- **MAX:** This function determines the **highest cell value** included in the argument.
- **MIN:** This function determines the **lowest cell value** included in the argument.

To create a function using the AutoSum command:

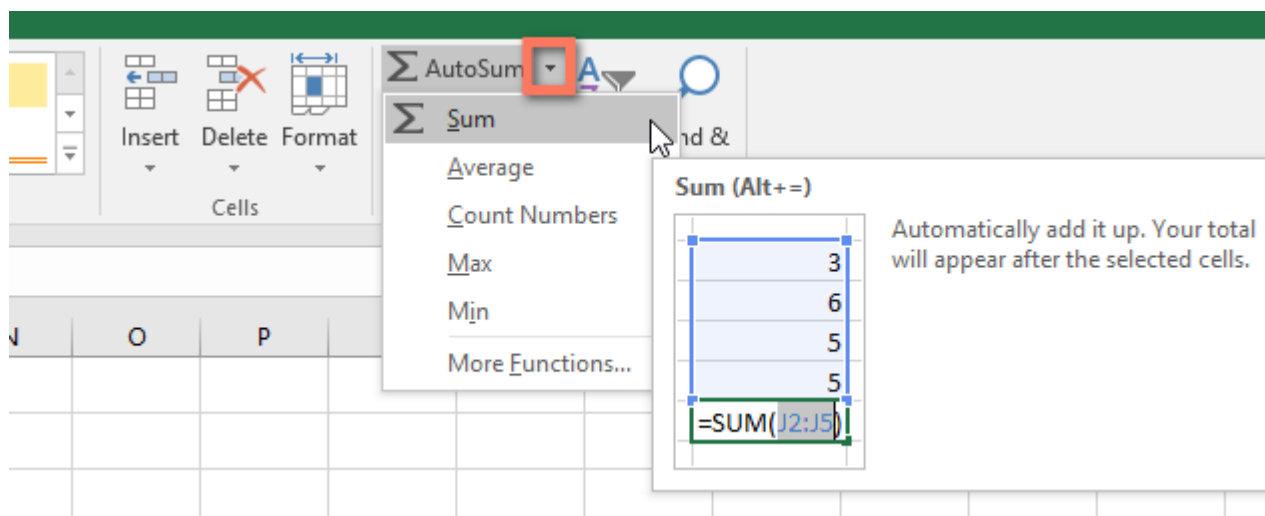
The **AutoSum** command allows you to automatically insert the most common functions into your formula, including SUM, AVERAGE, COUNT, MIN, and MAX. In the example below, we'll use the **SUM** function to calculate the **total cost** for a list of recently ordered items.

1. Select the **cell** that will contain the function. In our example, we'll select cell **D13**.

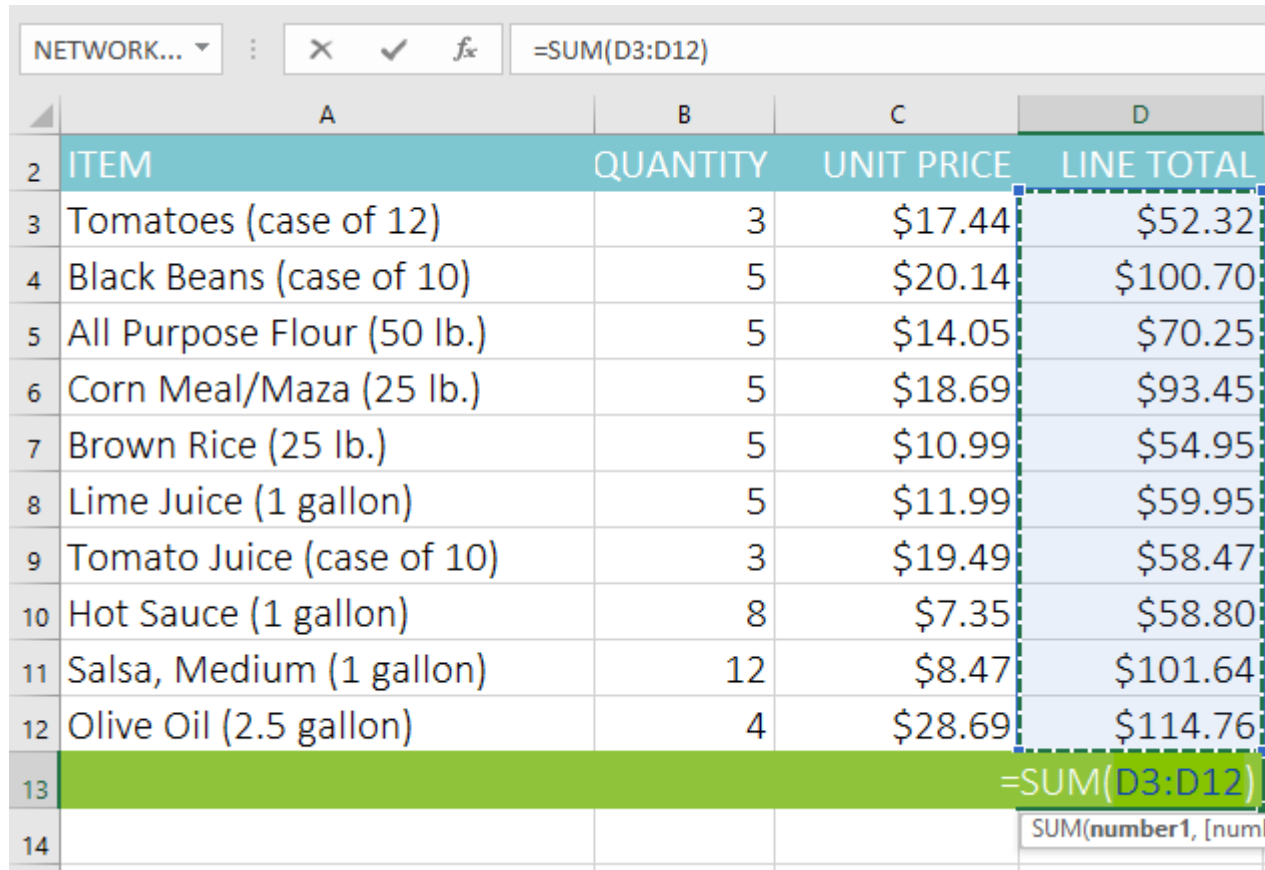


	A	B	C	D
2	ITEM	QUANTITY	UNIT PRICE	LINE TOTAL
3	Tomatoes (case of 12)	3	\$17.44	\$52.32
4	Black Beans (case of 10)	5	\$20.14	\$100.70
5	All Purpose Flour (50 lb.)	5	\$14.05	\$70.25
6	Corn Meal/Maza (25 lb.)	5	\$18.69	\$93.45
7	Brown Rice (25 lb.)	5	\$10.99	\$54.95
8	Lime Juice (1 gallon)	5	\$11.99	\$59.95
9	Tomato Juice (case of 10)	3	\$19.49	\$58.47
10	Hot Sauce (1 gallon)	8	\$7.35	\$58.80
11	Salsa, Medium (1 gallon)	12	\$8.47	\$101.64
12	Olive Oil (2.5 gallon)	4	\$28.69	\$114.76
13	TOTAL			+
14				

2. In the **Editing** group on the **Home** tab, click the **arrow** next to the **AutoSum** command. Next, choose the **desired function** from the drop-down menu. In our example, we'll select **Sum**.



3. Excel will place the **function** in the cell and automatically select a **cell range** for the argument. In our example, cells **D3:D12** were selected automatically; their values will be **added** to calculate the total cost. If Excel selects the wrong cell range, you can manually enter the desired cells into the argument.



	A	B	C	D
2	ITEM	QUANTITY	UNIT PRICE	LINE TOTAL
3	Tomatoes (case of 12)	3	\$17.44	\$52.32
4	Black Beans (case of 10)	5	\$20.14	\$100.70
5	All Purpose Flour (50 lb.)	5	\$14.05	\$70.25
6	Corn Meal/Maza (25 lb.)	5	\$18.69	\$93.45
7	Brown Rice (25 lb.)	5	\$10.99	\$54.95
8	Lime Juice (1 gallon)	5	\$11.99	\$59.95
9	Tomato Juice (case of 10)	3	\$19.49	\$58.47
10	Hot Sauce (1 gallon)	8	\$7.35	\$58.80
11	Salsa, Medium (1 gallon)	12	\$8.47	\$101.64
12	Olive Oil (2.5 gallon)	4	\$28.69	\$114.76
13				=SUM(D3:D12)
14				SUM(number1, [num

4. Press **Enter** on your keyboard. The function will be **calculated**, and the **result** will appear in the cell. In our example, the sum of D3:D12 is **\$765.29**.

	A	B	C	D
2	ITEM	QUANTITY	UNIT PRICE	LINE TOTAL
3	Tomatoes (case of 12)	3	\$17.44	\$52.32
4	Black Beans (case of 10)	5	\$20.14	\$100.70
5	All Purpose Flour (50 lb.)	5	\$14.05	\$70.25
6	Corn Meal/Maza (25 lb.)	5	\$18.69	\$93.45
7	Brown Rice (25 lb.)	5	\$10.99	\$54.95
8	Lime Juice (1 gallon)	5	\$11.99	\$59.95
9	Tomato Juice (case of 10)	3	\$19.49	\$58.47
10	Hot Sauce (1 gallon)	8	\$7.35	\$58.80
11	Salsa, Medium (1 gallon)	12	\$8.47	\$101.64
12	Olive Oil (2.5 gallon)	4	\$28.69	\$114.76
13			TOTAL	\$765.29
14				

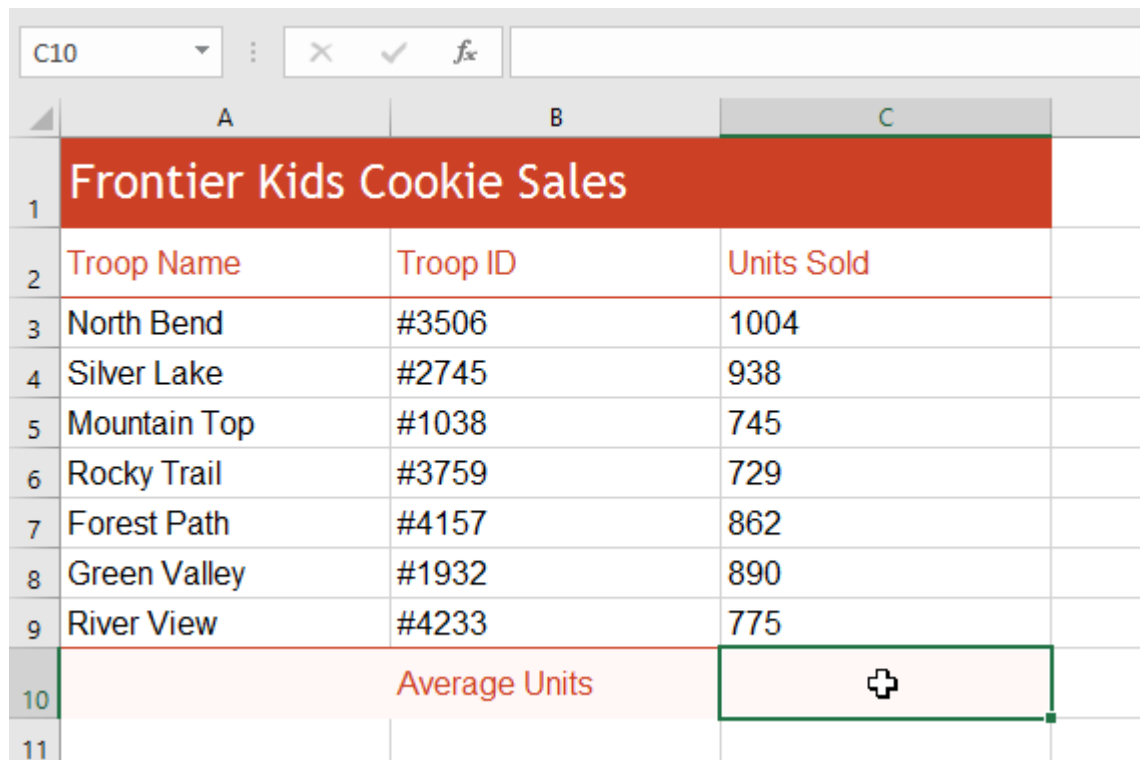
The **AutoSum** command can also be accessed from the **Formulas** tab on the **Ribbon**.

The screenshot shows the Microsoft Excel ribbon with the **Formulas** tab selected. The **AutoSum** button (represented by the sigma symbol Σ) is highlighted, and its dropdown menu is open. The menu options are: **Sum**, **Average**, **Count Numbers**, **Max**, **Min**, and **More Functions...**. The background shows the same spreadsheet as the first image, with the formula bar displaying `=SUM(D3:D12)`.

To enter a function manually:





If you already know the function name, you can easily type it yourself. In the example below (a tally of cookie sales), we'll use the **AVERAGE** function to calculate the **average number of units sold** by each troop.

1. Select the **cell** that will contain the function. In our example, we'll select cell **C10**.



Frontier Kids Cookie Sales		
Troop Name	Troop ID	Units Sold
North Bend	#3506	1004
Silver Lake	#2745	938
Mountain Top	#1038	745
Rocky Trail	#3759	729
Forest Path	#4157	862
Green Valley	#1932	890
River View	#4233	775
Average Units		

2. Type the **equals sign (=)**, and enter the desired **function name**. You can also select the desired function from the list of **suggested functions** that appears below the cell as you type. In our example, we'll type **=AVERAGE**.

Frontier Kids Cookie Sales			
	A	B	C
1	Frontier Kids Cookie Sales		
2	Troop Name	Troop ID	Units Sold
3	North Bend	#3506	1004
4	Silver Lake	#2745	938
5	Mountain Top	#1038	745
6	Rocky Trail	#3759	729
7	Forest Path	#4157	862
8	Green Valley	#1932	890
9	River View	#4233	775
10	Average Units		=AVERAGE
11			<ul style="list-style-type: none">  AVERAGE  AVERAGEA  AVERAGEIF  AVERAGEIFS
12			Returns the aver contain number
13			
14			

- Enter the **cell range** for the argument inside **parentheses**. In our example, we'll type **(C3:C9)**. This formula will add the values of cells C3:C9, then divide that value by the total number of values in the range.

Frontier Kids Cookie Sales		
Troop Name	Troop ID	Units Sold
North Bend	#3506	1004
Silver Lake	#2745	938
Mountain Top	#1038	745
Rocky Trail	#3759	729
Forest Path	#4157	862
Green Valley	#1932	890
River View	#4233	775
Average Units		=AVERAGE(C3:C9)

4. Press **Enter** on your keyboard. The function will be calculated, and the **result** will appear in the cell. In our example, the average number of units sold by each troop is **849**.

Frontier Kids Cookie Sales		
Troop Name	Troop ID	Units Sold
North Bend	#3506	1004
Silver Lake	#2745	938
Mountain Top	#1038	745
Rocky Trail	#3759	729
Forest Path	#4157	862
Green Valley	#1932	890
River View	#4233	775
Average Units		849

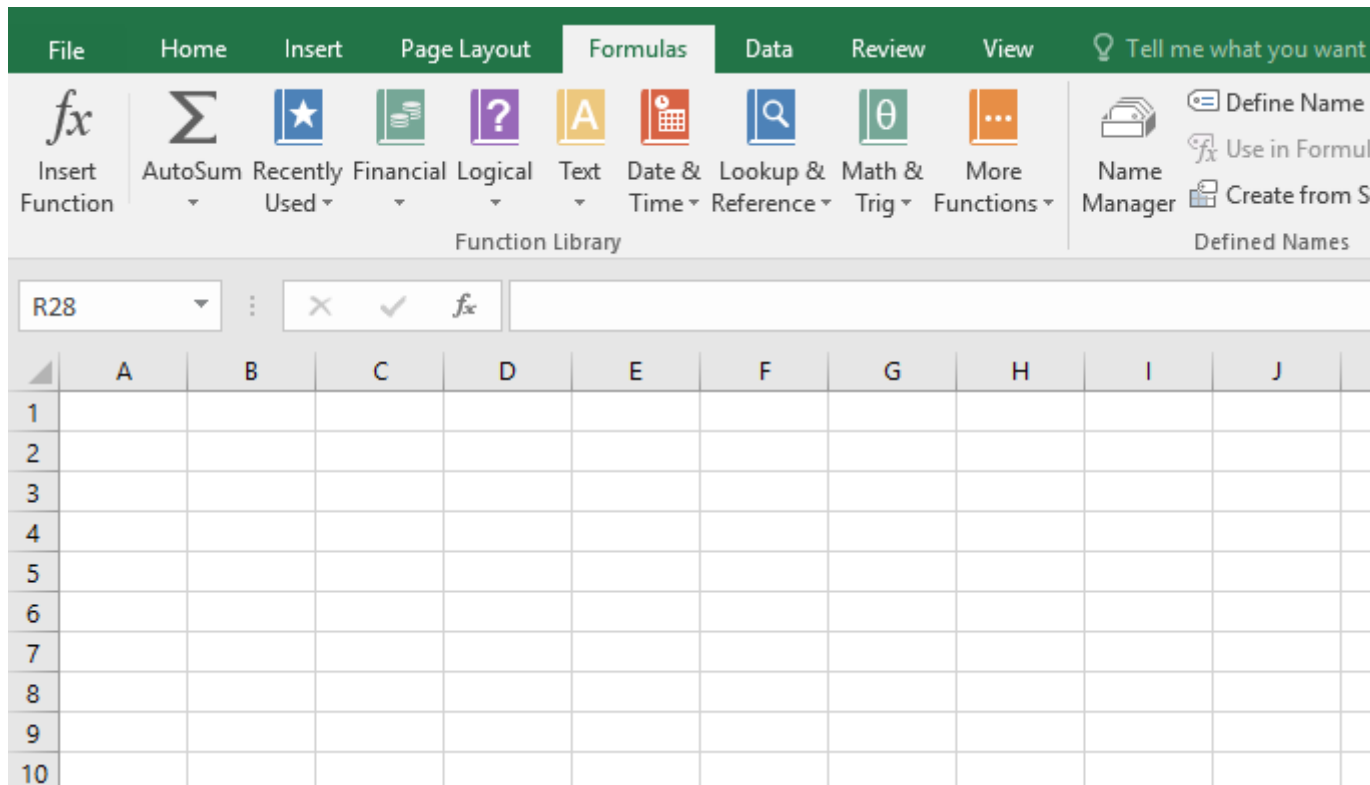
Excel **will not always tell you** if your formula contains an error, so it's up to you to check all of your formulas. To learn how to do this, read the **Double-Check Your Formulas** lesson from our **Excel Formulas** tutorial.

The Function Library

While there are hundreds of functions in Excel, the ones you'll use the most will depend on the **type of data** your workbooks contain. There's no need to learn every single function, but exploring some of the different **types** of functions will help you as you create new projects. You can even use the **Function Library** on the **Formulas** tab to browse functions by category, such as **Financial**, **Logical**, **Text**, and **Date & Time**.

To access the **Function Library**, select the **Formulas** tab on the **Ribbon**. Look for the **Function Library** group.

Click the buttons in the interactive below to learn more about the different types of functions in Excel.



Lookup & Reference

The **Lookup & Reference** category contains functions that will return results for finding and referencing information. For example, you can add a hyperlink to a cell (**HYPERLINK**) or return the value of a particular row and column intersection (**INDEX**).

To insert a function from the Function Library:

In the example below, we'll use the **COUNTA** function to count the total number of items in the **Items** column.

Unlike **COUNT**, **COUNTA** can be used to tally cells that contain data of any kind, not just numerical data.

1. Select the **cell** that will contain the function. In our example, we'll select cell **B17**.

	A	B	C	D
2	ITEM	QUANTITY	UNIT PRICE	LINE TOTAL
3	Tomatoes (case of 12)	3	\$17.44	\$52.32
4	Black Beans (case of 10)	5	\$20.14	\$100.70
5	All Purpose Flour (50 lb.)	5	\$14.05	\$70.25
6	Corn Meal/Maza (25 lb.)	5	\$18.69	\$93.45
7	Brown Rice (25 lb.)	5	\$10.99	\$54.95
8	Lime Juice (1 gallon)	5	\$11.99	\$59.95
9	Tomato Juice (case of 10)	3	\$19.49	\$58.47
10	Hot Sauce (1 gallon)	8	\$7.35	\$58.80
11	Salsa, Medium (1 gallon)	12	\$8.47	\$101.64
12	Olive Oil (2.5 gallon)	4	\$28.69	\$114.76
13			TOTAL	\$765.29
14				
15				
16	PURCHASE ORDER SUMMARY			
17	Total items ordered			
18	Most expensive item			
19	Average days in transit			
20				

2. Click the **Formulas** tab on the **Ribbon** to access the **Function Library**.
3. From the **Function Library** group, select the desired **function category**. In our example, we'll choose **More Functions**, then hover the mouse over **Statistical**.

The screenshot shows the Microsoft Excel interface with the 'Formulas' ribbon selected. The 'More Functions' button is highlighted with a red box. The dropdown menu is open, showing a list of function categories and a list of functions on the right. The spreadsheet below shows a table with columns for 'QUANTITY' and 'UNIT PRICE'.

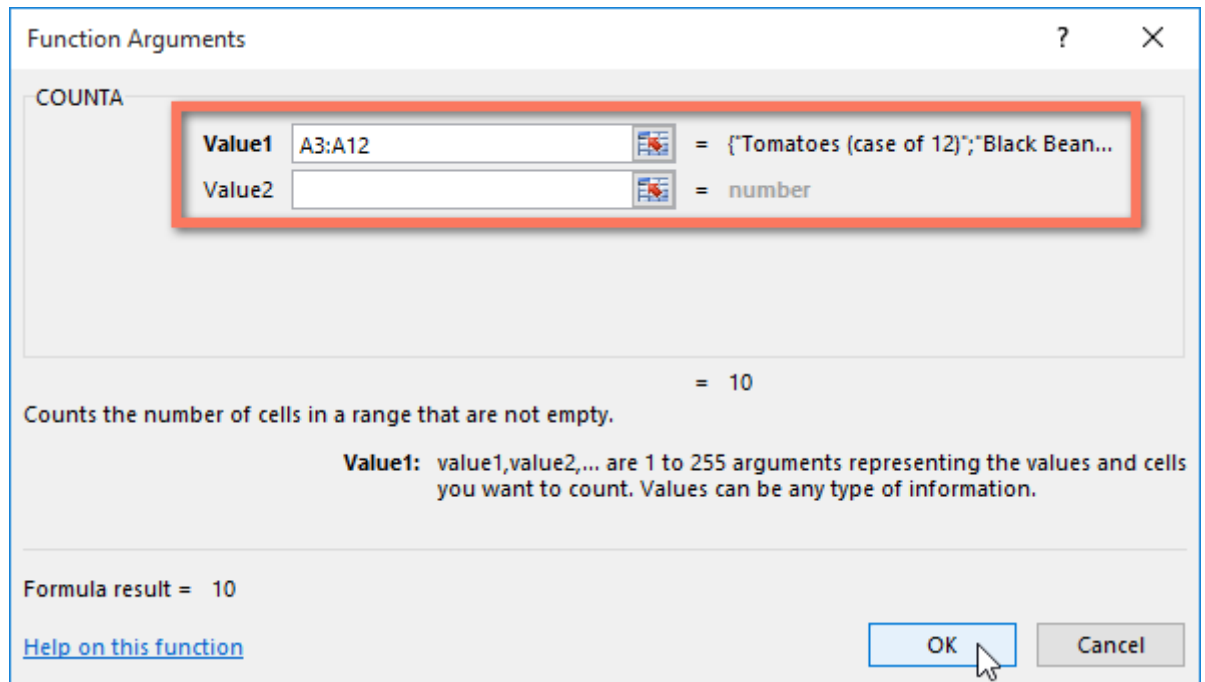
	B	C
	QUANTITY	UNIT PRICE
of 12)	3	\$1
of 10)	5	\$20.14
r (50 lb.)	5	\$14.05
i (25 lb.)	5	\$18.69
b.)	5	\$10.99
lon)	5	\$11.99
ise of 10)	3	\$19.49
lon)	8	\$7.35
1 gallon)	12	\$8.47
lon)	4	\$28.69
	TOTAL	\$76

4. Select the **desired function** from the drop-down menu. In our example, we'll select the **COUNTA** function, which will count the number of cells in the **Items** column that are not empty.

The screenshot shows the Microsoft Excel interface. The 'Formulas' ribbon is active, and the 'More Functions' dropdown menu is open. The 'COUNTA' function is highlighted in the list. A tooltip for 'COUNTA' is visible, showing the formula 'COUNTA(value1,value2)' and the description 'Counts the number of cells in a range that are not empty.' The background spreadsheet shows a table with columns 'QUANTITY' and 'UNIT PRICE'.

	QUANTITY	UNIT PRICE	
of 12)	3	\$1	
e of 10)	5	\$20.14	\$10
r (50 lb.)	5	\$14.05	\$7
i (25 lb.)	5	\$18.69	\$9
b.)	5	\$10.99	\$5
lon)	5	\$11.99	\$5
ise of 10)	3	\$19.49	\$5
lon)	8	\$7.35	\$5
1 gallon)	12	\$8.47	\$10
lon)	4	\$28.69	\$11
		TOTAL	\$76

5. The **Function Arguments** dialog box will appear. Select the **Value1** field, then enter or select the desired cells. In our example, we'll enter the cell range **A3:A12**. You may continue to add arguments in the **Value2** field, but in this case we only want to count the number of cells in the cell range **A3:A12**.
6. When you're satisfied, click **OK**.



7. The function will be **calculated**, and the **result** will appear in the cell. In our example, the result shows that a total of **10 items** were ordered.

	A	B	C	D
2	ITEM	QUANTITY	UNIT PRICE	LINE TOTAL
3	Tomatoes (case of 12)	3	\$17.44	\$52.32
4	Black Beans (case of 10)	5	\$20.14	\$100.70
5	All Purpose Flour (50 lb.)	5	\$14.05	\$70.25
6	Corn Meal/Maza (25 lb.)	5	\$18.69	\$93.45
7	Brown Rice (25 lb.)	5	\$10.99	\$54.95
8	Lime Juice (1 gallon)	5	\$11.99	\$59.95
9	Tomato Juice (case of 10)	3	\$19.49	\$58.47
10	Hot Sauce (1 gallon)	8	\$7.35	\$58.80
11	Salsa, Medium (1 gallon)	12	\$8.47	\$101.64
12	Olive Oil (2.5 gallon)	4	\$28.69	\$114.76
13			TOTAL	\$765.29
14				
15				
16	PURCHASE ORDER SUMMARY			
17	Total items ordered	10		
18	Most expensive item			
19	Average days in transit			
20				

The Insert Function command

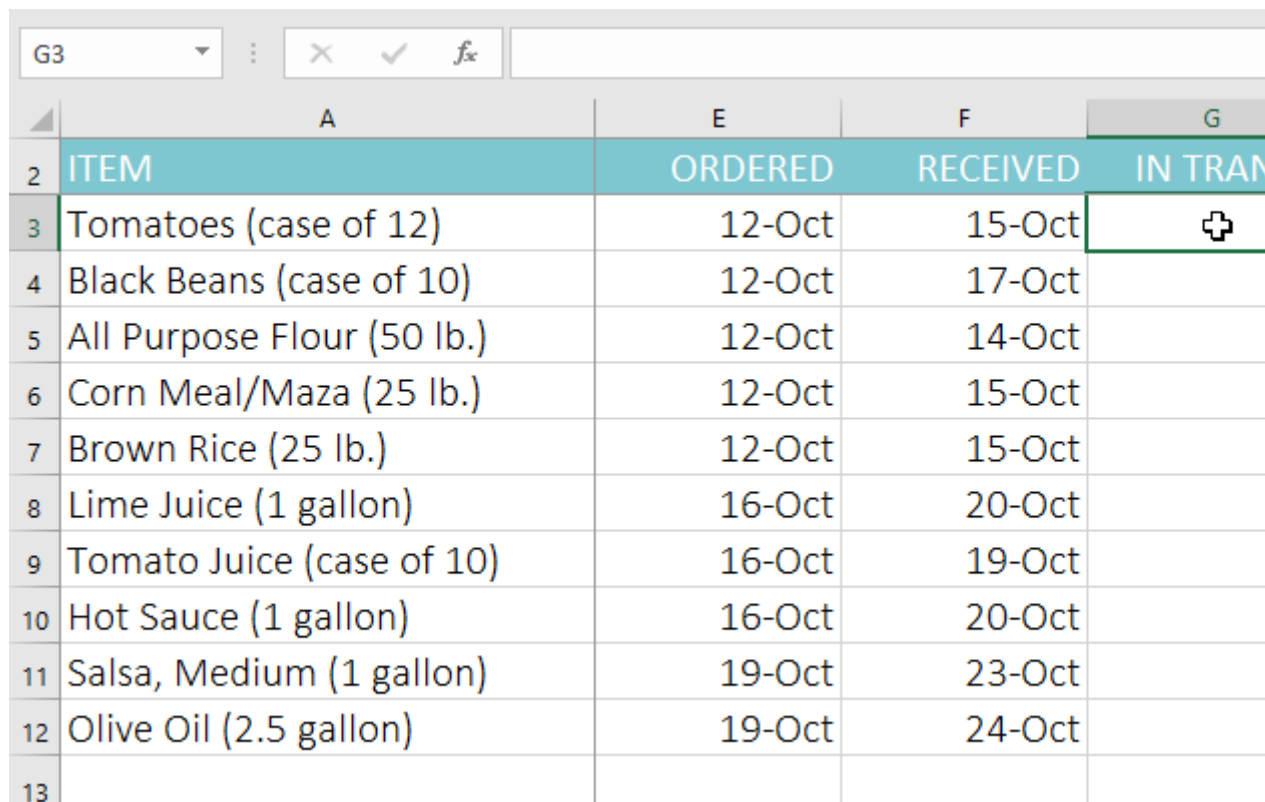
While the Function Library is a great place to browse for functions, sometimes you may prefer to **search** for

one instead. You can do so using the **Insert Function** command. It may take some trial and error depending on the type of function you're looking for; however, with practice, the Insert Function command can be a powerful way to find a function quickly.

To use the Insert Function command:

In the example below, we want to find a function that will calculate the **number of business days** it took to receive items after they were ordered. We'll use the dates in columns **E** and **F** to calculate the delivery time in column **G**.

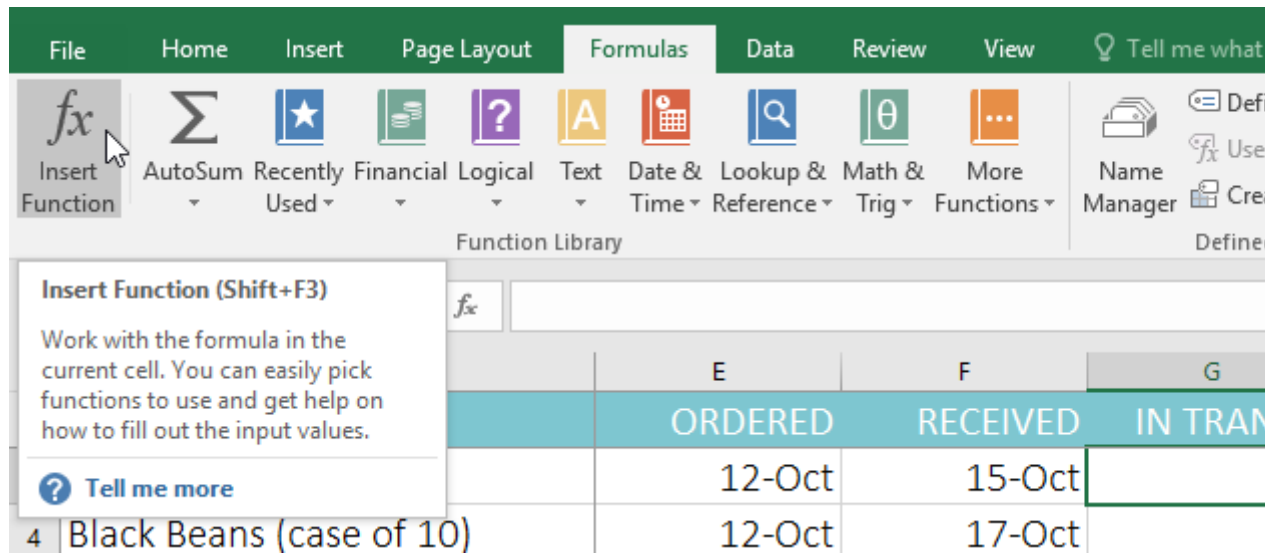
1. Select the **cell** that will contain the function. In our example, we'll select cell **G3**.



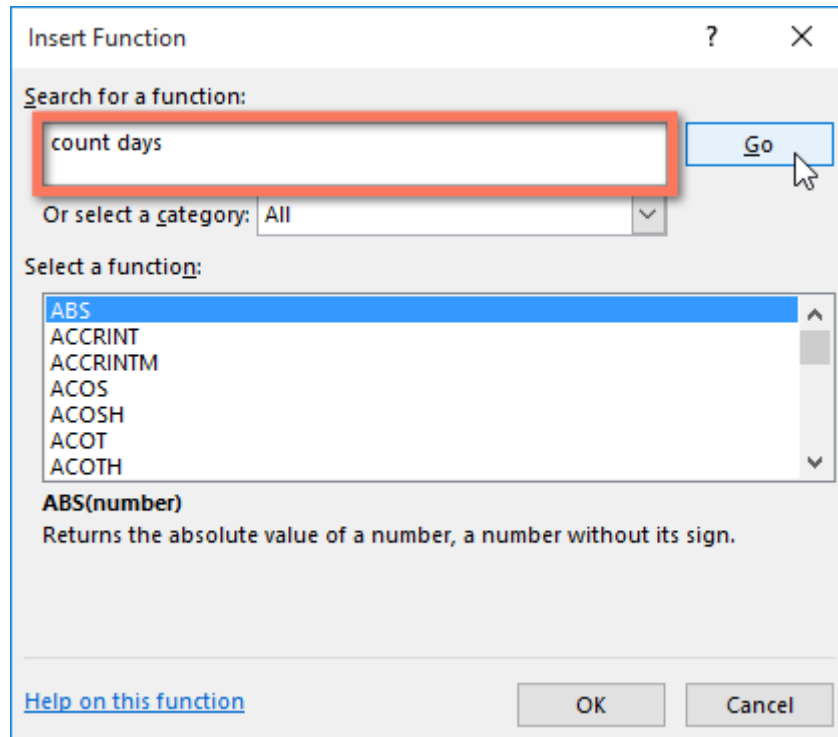
The screenshot shows an Excel spreadsheet with the following data:

	A	E	F	G
2	ITEM	ORDERED	RECEIVED	IN TRANSIT
3	Tomatoes (case of 12)	12-Oct	15-Oct	
4	Black Beans (case of 10)	12-Oct	17-Oct	
5	All Purpose Flour (50 lb.)	12-Oct	14-Oct	
6	Corn Meal/Maza (25 lb.)	12-Oct	15-Oct	
7	Brown Rice (25 lb.)	12-Oct	15-Oct	
8	Lime Juice (1 gallon)	16-Oct	20-Oct	
9	Tomato Juice (case of 10)	16-Oct	19-Oct	
10	Hot Sauce (1 gallon)	16-Oct	20-Oct	
11	Salsa, Medium (1 gallon)	19-Oct	23-Oct	
12	Olive Oil (2.5 gallon)	19-Oct	24-Oct	
13				

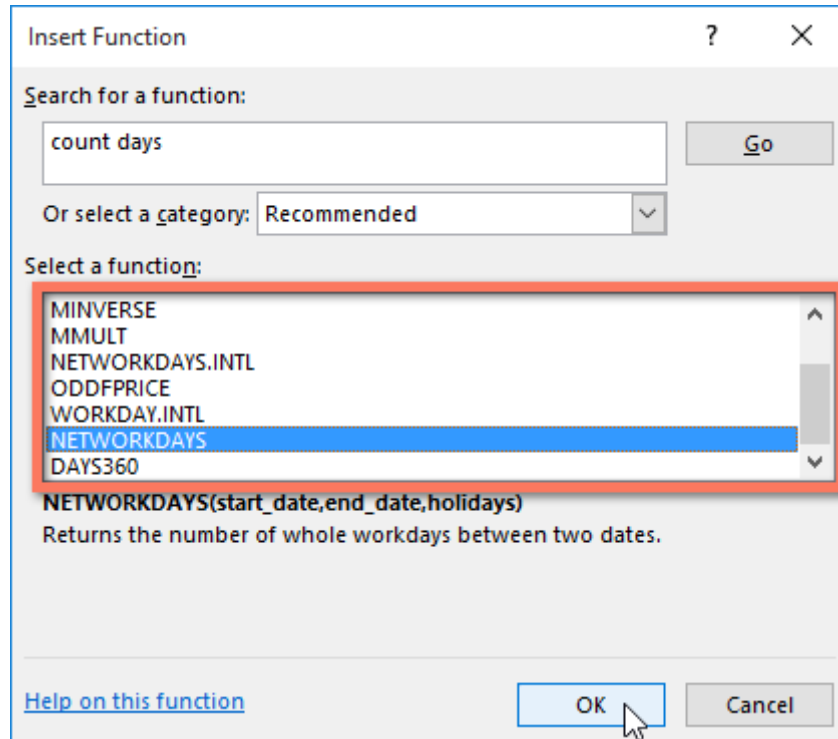
2. Click the **Formulas** tab on the **Ribbon**, then click the **Insert Function** command.



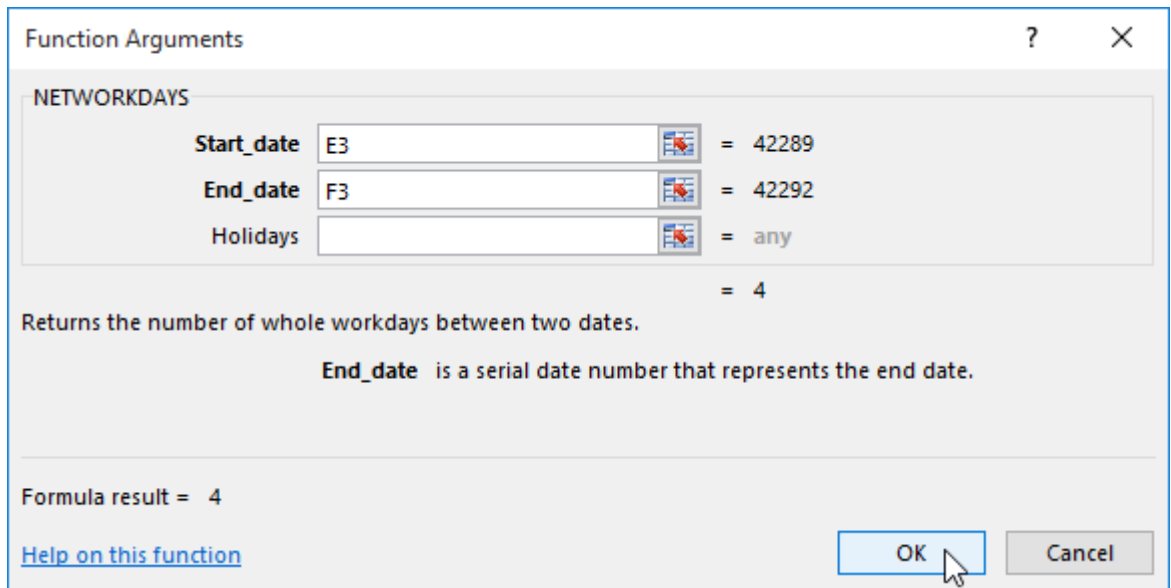
3. The **Insert Function** dialog box will appear.
4. Type a few **keywords** describing the calculation you want the function to perform, then click **Go**. In our example, we'll type **count days**, but you can also search by selecting a **category** from the drop-down list.



5. Review the **results** to find the desired function, then click **OK**.
In our example, we'll choose **NETWORKDAYS**, which will count the number of business days between the ordered date and received date.



6. The **Function Arguments** dialog box will appear. From here, you'll be able to enter or select the cells that will make up the arguments in the function. In our example, we'll enter **E3** in the **Start_date** field and **F3** in the **End_date** field.
7. When you're satisfied, click **OK**.

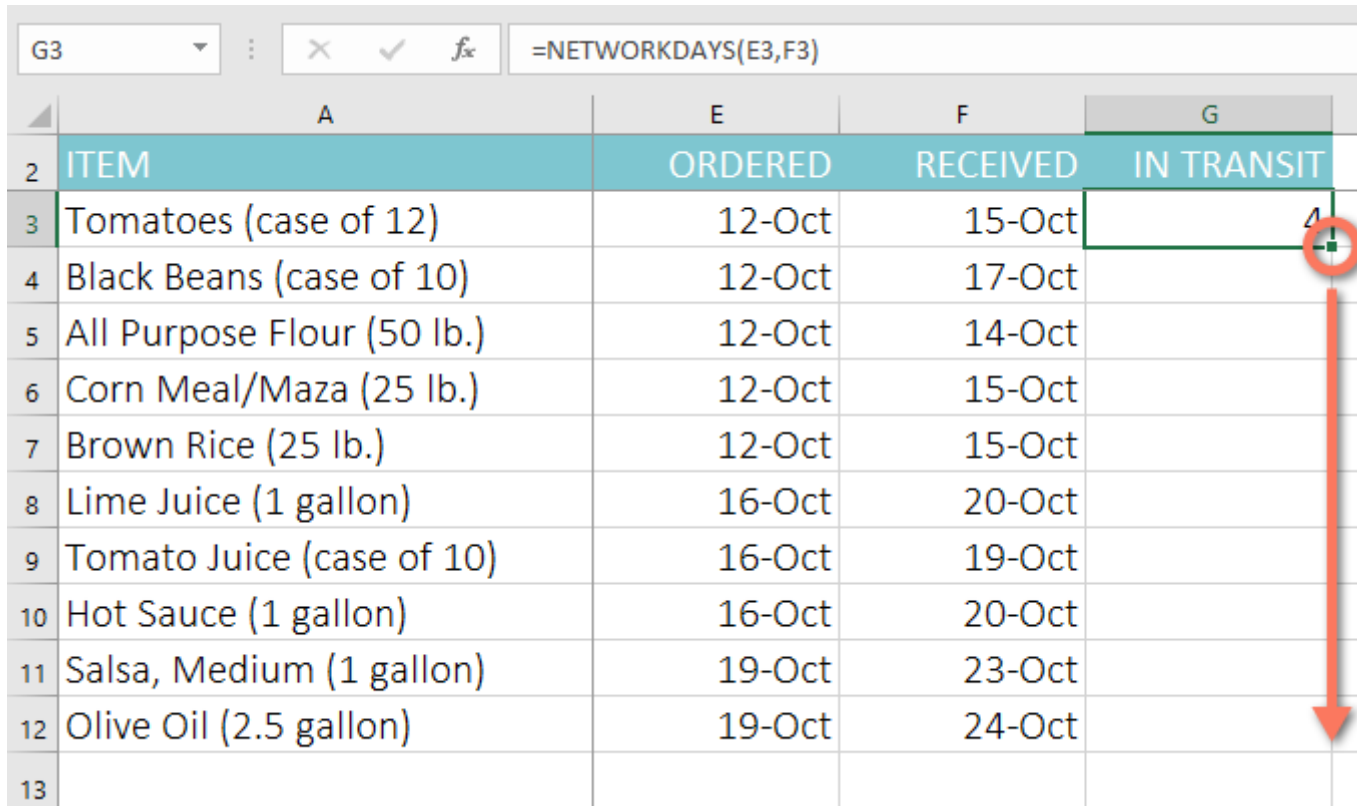


8. The function will be **calculated**, and the **result** will appear in the cell. In our example, the result shows that it took **four business days** to receive the order.

	A	E	F	G
2	ITEM	ORDERED	RECEIVED	IN TRAN
3	Tomatoes (case of 12)	12-Oct	15-Oct	
4	Black Beans (case of 10)	12-Oct	17-Oct	
5	All Purpose Flour (50 lb.)	12-Oct	14-Oct	
6	Corn Meal/Maza (25 lb.)	12-Oct	15-Oct	
7	Brown Rice (25 lb.)	12-Oct	15-Oct	
8	Lime Juice (1 gallon)	16-Oct	20-Oct	
9	Tomato Juice (case of 10)	16-Oct	19-Oct	
10	Hot Sauce (1 gallon)	16-Oct	20-Oct	
11	Salsa, Medium (1 gallon)	19-Oct	23-Oct	
12	Olive Oil (2.5 gallon)	19-Oct	24-Oct	
13				

Like formulas, functions can be copied to adjacent cells. Simply select the **cell** that contains the function, then click and drag the **fill handle** over the cells you want to

fill. The function will be copied, and values for those cells will be calculated relative to their rows or columns.



	A	E	F	G
2	ITEM	ORDERED	RECEIVED	IN TRANSIT
3	Tomatoes (case of 12)	12-Oct	15-Oct	
4	Black Beans (case of 10)	12-Oct	17-Oct	
5	All Purpose Flour (50 lb.)	12-Oct	14-Oct	
6	Corn Meal/Maza (25 lb.)	12-Oct	15-Oct	
7	Brown Rice (25 lb.)	12-Oct	15-Oct	
8	Lime Juice (1 gallon)	16-Oct	20-Oct	
9	Tomato Juice (case of 10)	16-Oct	19-Oct	
10	Hot Sauce (1 gallon)	16-Oct	20-Oct	
11	Salsa, Medium (1 gallon)	19-Oct	23-Oct	
12	Olive Oil (2.5 gallon)	19-Oct	24-Oct	
13				

To learn more:

If you're comfortable with basic functions, you may want to try a more advanced one like **VLOOKUP**. Check out our article on **How to Use Excel's VLOOKUP Function** for more information.

To learn even more about working with functions, visit our **Excel Formulas** tutorial.

Challenge!

1. Open our [practice workbook](#).
2. Click the **Challenge** tab in the bottom-left of the workbook.
3. In cell **F3**, insert a function to calculate the **average** of the four scores in cells **B3:E3**.
4. Use the **fill handle** to copy your function in cell **F3** to cells **F4:F17**.
5. In cell **B18**, use **AutoSum** to insert a function that calculates the **lowest** score in cells **B3:B17**.
6. In cell **B19**, use the **Function Library** to insert a function that calculates the **median** of the scores in cells **B3:B17**. **Hint:** You can find the median function by going to **More Functions > Statistical**.
7. In cell **B20**, create a **function** to calculate the **highest** score in cells **B3:B17**.
8. Select cells **B18:B20**, then use the **fill handle** to copy all three functions you just created to cells **C18:F20**.
9. When you're finished, your workbook should look like this:

	A	B	C	D	E
1	First Quarter Grades				
2	Student Name	Unit 1 Quiz 1	Unit 1 Test	Unit 2 Quiz 1	Unit 2 Quiz 2
3	Jackson Love	70	75	88	90
4	Priya Patel	97	100	92	95
5	Sharia Clemmons	95	97	45	79
6	Ming Lu	91	93	89	95
7	Sadie Carter	86	84	93	89
8	Jensen Howard	54	70	87	72
9	Tyriq Hilton	77	85	76	90
10	Maria Saldana	100	96	93	87
11	Kyle Jacobs	90	89	91	93
12	John Feinstein	89	67	84	87
13	Carter Zhou	75	68	82	83
14	Jose Marco Hernandez	93	87	86	91
15	Betsy Michaels	90	95	80	73
16	Dexter Cooper	62	71	76	84
17	Quanisha Johnson	100	98	86	89
18	Lowest Score	54	67	45	72
19	Median Score	90	87	86	89
20	Highest Score	100	100	93	95

Introduction

Excel workbooks are designed to store a lot of information. Whether you're working with 20 cells or 20,000, Excel has several features to help you **organize your data** and **find what you need**. You can see some of the most useful features below. And be sure to check out the other lessons in this tutorial to get step-by-step instructions for each of these features.

Freezing rows and columns

You may want to see certain rows or columns all the time in your worksheet, especially **header cells**. By **freezing rows or columns** in place, you'll be able to scroll through your content while continuing to view the frozen cells. In this example, we've frozen the top two rows, which allows us to view the dates no matter where we scroll in the spreadsheet.

	A	B	C	D	E	F
1	2014-2015 Sales Data					
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014
18	Hodges, Melissa	\$4,624.00	\$14,772.00	\$19,830.00	\$6,303.00	\$5,667.00
19	Jameson, Robinson	\$2,552.00	\$1,627.00	\$4,382.00	\$9,083.00	\$4,269.00
20	Kellerman, France	\$4,281.00	\$7,375.00	\$17,730.00	\$19,998.00	\$3,502.00
21	Mark, Katharine	\$4,679.00	\$3,058.00	\$1,497.00	\$5,722.00	\$5,853.00

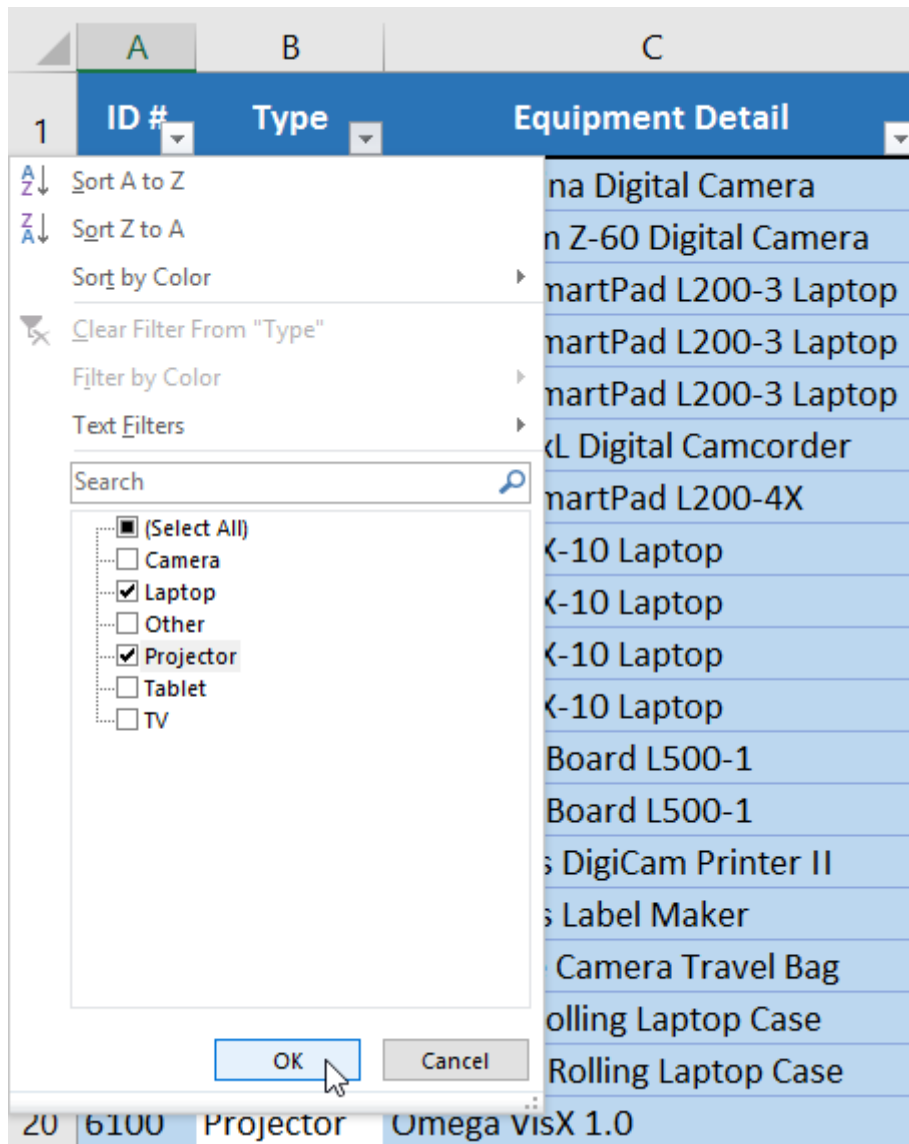
Sorting data

You can quickly **reorganize** a worksheet by **sorting your data**. Content can be sorted alphabetically, numerically, and in many other ways. For example, you could organize a list of contact information by last name.

	A	B	C	D
1	Customer Contact List			
2	CONTACT NAME	BILLING ADDRESS	PHONE	EMAIL ADDRESS
3	Chaturvedi, Rick	2428 S Redding St #2 B	360-555-5422	info@newhaventraders.com
4	Dean, Hank	3034 Foggy Wharf Loop	308-555-1050	hdean@venturebrewing.com
5	Figgis, Mallory	3520 Sleepy Hearth Dr	425-555-5370	malloryf@archerproperties.com
6	Finn, Jake	1407 Dusty Fawn Ln So	605-555-6435	jake@adventureoutfitters.com
7	Kinkade, Chris	1028 Quiet Dale Rd Ho	443-555-4942	chris.kinkade@placervilleins.com
8	Lawson, Miranda	5316 Colonial Pkwy Est	575-555-9255	mlawson@massairlines.com
9	Reyes, Felicia	8544 Lazy Bluff Ave Wh	316-555-3256	felicia@everlypublishing.com
10	Sebastian, Lil	9060 Easy Evening Ln V	207-555-7225	lil@knopeequestrian.com
11	Silva, Vivica	8595 Thunder Brook Ci	360-555-4289	vivica@rileygardensupply.com
12	Stark, Katie	971 Cinder Butterfly St	603-555-2460	katie.stark@ariarealestate.com
13	Torrance, Jill	3160 Amber Gate Rd R	605-555-4495	jtorrance@overlookinn.com
14	Yuen, Phillip	5108 Crystal Gate Blvd	913-555-5928	yuenp@corepharmaceuticals.com

Filtering data

Filters can be used to **narrow down** the data in your worksheet, allowing you to view only the information you need. In this example, we're filtering the worksheet to show only rows that contain the words **Laptop** or **Projector** in column B.




Summarizing data

The **Subtotal feature** allows you to quickly summarize your data. In our example, we've created a subtotal for **each T-shirt size**, which makes it easy to see how many we'll need in each size.

1	2	3	A	B	C	D	
1			Homeroom #	First Name	Last Name	Payment Method	T-Sh
2			105	Melissa	White	Debit Card	Sm
3			105	Esther	Yaron	Pending	Sm
4			135	Anisa	Naser	Check Bounced	Sm
5			220-A	Brigid	Ellison	Cash	Sm
6			220-A	Christopher	Peyton-Gomez	Check	Sm
7			220-B	Michael	Lazar	Cash	Sm
8			220-B	Malik	Reynolds	Cash	Sm
9			220-B	Wendy	Shaw	Cash	Sm
10						Small Count	
11			105	Nathan	Albee	Check	Med
12			105	Christiana	Chen	Check Bounced	Med
13			105	Sidney	Kelly	Check	Med
14			110	Matt	Benson	Money Order	Med
15			110	Gabriel	Del Toro	Cash	Med
16			135	James	Panarello	Check	Med
17			135	Chantal	Weller	Debit Card	Med
18			220-A	Chevonne	Means	Money Order	Med
19			220-B	Samantha	Bell	Check	Med
20			220-B	Avery	Kelly	Debit Card	Med
21						Medium Count	

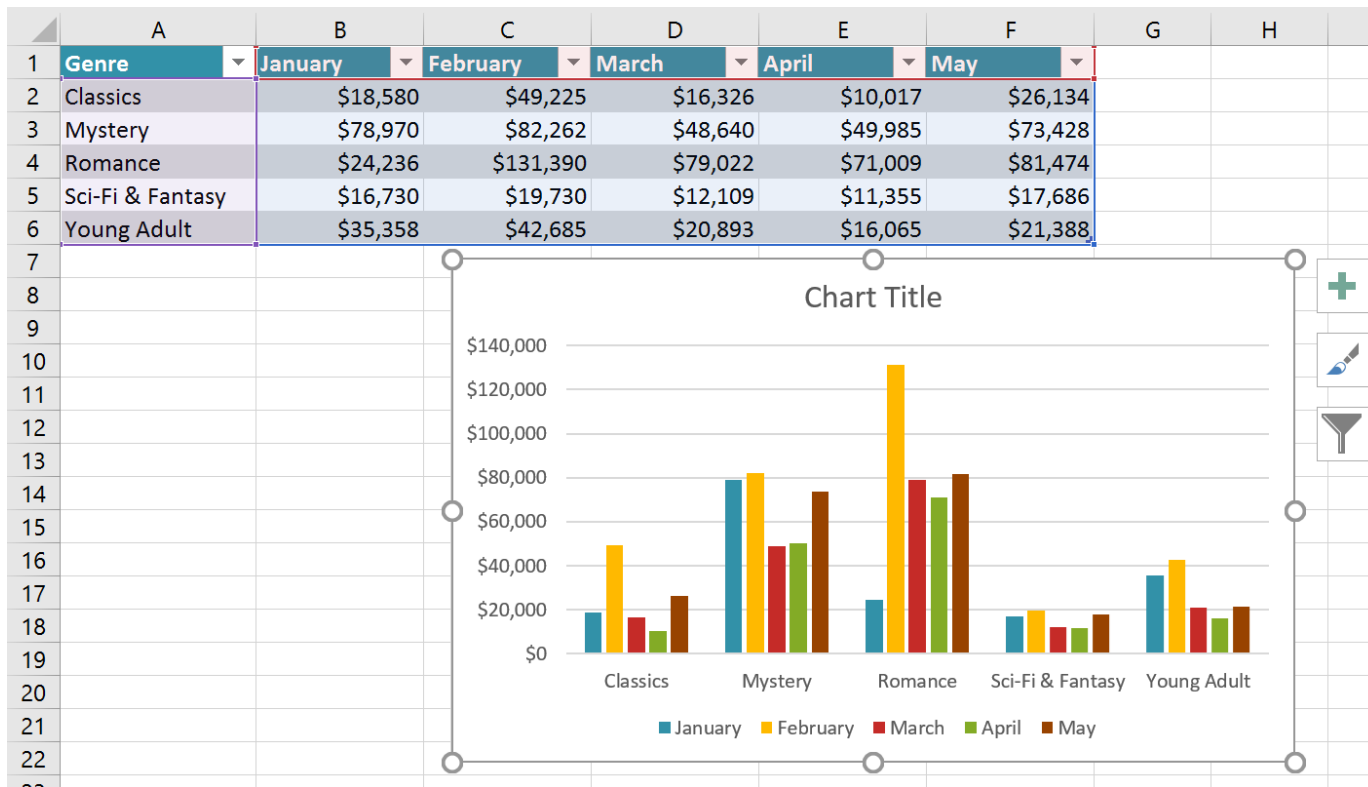
Formatting data as a table

Just like regular formatting, [tables](#) can improve the **look and feel** of your workbook, but they'll also help you **organize** your content and make your data easier to use. For example, tables have built-in sorting and filtering options. Excel also includes several **predefined table styles**, allowing you to create tables quickly.

	A	B	C	D
1			Catering Invoice Sabrosa Empanadas & More 1202 Biscayne Bay Drive Orlando, FL 32804	
			Invoice #: 5686 Date: 05/10/1	
2	MENU ITEM	UNIT PRICE	QUANTITY	LINE TOTAL
3	Empanadas: Beef Picadillo	\$2.99	15	\$44.8
4	Empanadas: Chipotle Shrimp	\$3.99	10	\$39.9
5	Tamales: Chicken Tinga	\$2.29	20	\$45.8
6	Tamales: Vegetable	\$2.29	30	\$68.7
7	Arepas: Carnitas	\$2.89	10	\$28.9
8	Arepas: Queso Blanco	\$2.49	20	\$49.8
9	Beverages: Horchata	\$1.89	25	\$47.2
10				


Visualizing data with charts

It can be difficult to interpret Excel workbooks that contain a lot of data. [Charts](#) allow you to illustrate your workbook data **graphically**, which makes it easy to visualize **comparisons** and **trends**.



Adding conditional formatting

Let's say you have a worksheet with thousands of rows of data. It would be extremely difficult to see patterns and trends just from examining the raw information. **Conditional formatting** allows you to automatically apply cell formatting—such as **colors**, **icons**, and **data bars**—to one or more cells based on the **cell value**.

	A	B	C	D	E	F
1			Westbrook Parker S			
2	Salesperson	May	June	July	August	Septemb
3	Albertson, Kathy	▼ \$3,799.00	▼ \$557.00	▼ \$3,863.00	▼ \$1,117.00	▢ \$8,237
4	Allenson, Carol	▲ \$18,930.00	▼ \$1,042.00	▢ \$9,355.00	▼ \$1,100.00	▢ \$10,185
5	Altman, Zoey	▼ \$5,725.00	▼ \$3,072.00	▼ \$6,702.00	▼ \$2,116.00	▢ \$13,452
6	Bittiman, William	▼ \$1,344.00	▼ \$3,755.00	▼ \$4,415.00	▼ \$1,089.00	▼ \$4,404
7	Brennan, Michael	▢ \$8,296.00	▼ \$3,152.00	▢ \$11,601.00	▼ \$1,122.00	▼ \$3,170
8	Carlson, David	▼ \$3,945.00	▼ \$4,056.00	▼ \$3,726.00	▼ \$1,135.00	▢ \$8,817
9	Collman, Harry	▢ \$8,337.00	▼ \$4,906.00	▢ \$9,007.00	▼ \$2,113.00	▢ \$13,090
10	Counts, Elizabeth	▼ \$3,742.00	▼ \$521.00	▼ \$4,505.00	▼ \$1,024.00	▼ \$3,528
11	David, Chloe	▢ \$7,605.00	▼ \$3,428.00	▼ \$3,973.00	▼ \$1,716.00	▼ \$4,839
12	Davis, William	▼ \$5,304.00	▼ \$1,562.00	▼ \$2,945.00	▼ \$1,176.00	▢ \$9,642
13	Dumlao, Richard	▢ \$9,333.00	▼ \$2,779.00	▼ \$7,549.00	▼ \$1,101.00	▼ \$5,850
14	Farmer, Kim	▼ \$1,103.00	▼ \$3,470.00	▼ \$3,862.00	▼ \$1,040.00	▢ \$10,024
15	Ferguson, Elizabeth	▼ \$1,333.00	▼ \$1,913.00	▼ \$4,596.00	▼ \$1,126.00	▼ \$5,503
16	Flores, Tia	▢ \$12,398.00	▼ \$2,883.00	▼ \$2,142.00	▼ \$2,014.00	▢ \$13,547
17	Ford, Victor	▼ \$3,251.00	▼ \$4,931.00	▢ \$8,283.00	▼ \$1,054.00	▢ \$9,543
18	Hodges, Melissa	▼ \$4,624.00	▼ \$4,798.00	▢ \$8,420.00	▼ \$1,389.00	▢ \$10,468
19	Jameson, Robinson	▼ \$2,552.00	▼ \$4,459.00	▼ \$2,248.00	▼ \$1,058.00	▼ \$6,267
20	Kellerman, Frances	▼ \$4,281.00	▼ \$4,172.00	▢ \$11,074.00	▼ \$1,282.00	▼ \$2,365

Using Find and Replace

When working with a lot of data, it can be difficult and time consuming to locate specific information. You can easily search your workbook using the **Find feature**, which also allows you to modify content using the **Replace** feature.

4	Department	First Name	Last Name	Username	Part 1	Part 2	Part
5	Sales	W	B	...	Y	Y	Y
6	Sales	H
7	Claims	J
8	Finance	W
9	Accounting	L
10	Claims	M
11	Marketing	M
12	Accounting	E
13	HR	A
14	HR	B
15	Sales	M
16	Claims	M

Find and Replace

Find Replace

Find what: Accounting

Replace with: Finance

Options >>

Replace All Replace Find All Find Next Close

Introduction

Whenever you're working with a lot of data, it can be difficult to **compare** information in your workbook. Fortunately, Excel includes several tools that make it easier to view content from different parts of your workbook at the same time, including the ability to **freeze panes** and **split** your worksheet.

To freeze rows:

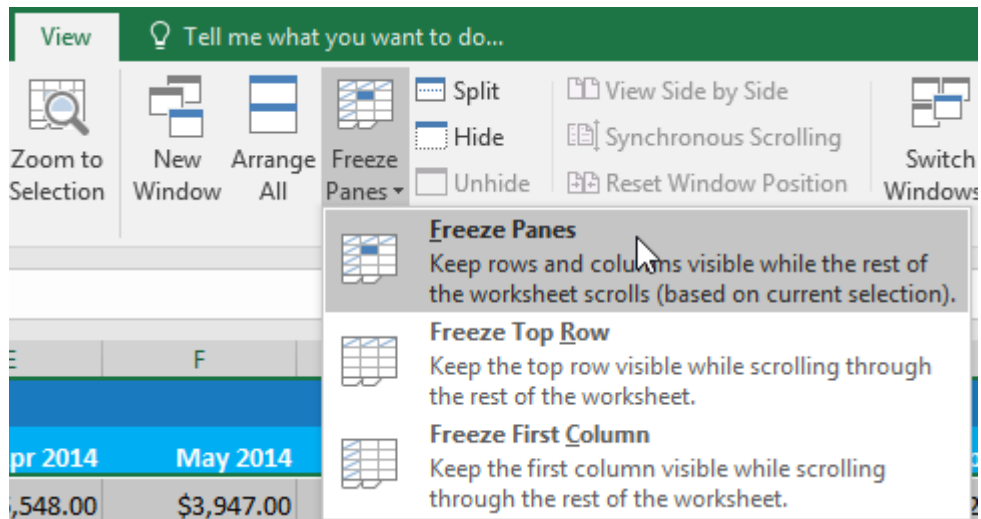
You may want to see certain rows or columns all the time in your worksheet, especially **header cells**.

By **freezing** rows or columns in place, you'll be able to scroll through your content while continuing to view the frozen cells.

1. Select the **row** below the row(s) you want to **freeze**. In our example, we want to freeze rows **1** and **2**, so we'll select row **3**.

	A	B	C	D	E	F
1	2014-2015 Sales Data					
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014
3	Albertson, Kathy	\$3,799.00	\$4,162.00	\$10,491.00	\$6,548.00	\$3,947.00
4	Allenson, Carol	\$18,930.00	\$3,993.00	\$9,133.00	\$19,845.00	\$4,411.00
5	Altman, Zoey	\$5,725.00	\$4,848.00	\$8,741.00	\$11,138.00	\$2,521.00
6	Bittiman, William	\$1,344.00	\$3,693.00	\$15,346.00	\$17,253.00	\$4,752.00

2. On the **View** tab, select the **Freeze Panes** command, then choose **Freeze Panes** from the drop-down menu.



- The rows will be **frozen** in place, as indicated by the **gray line**. You can **scroll down** the worksheet while continuing to view the frozen rows at the top. In our example, we've scrolled down to row **18**.

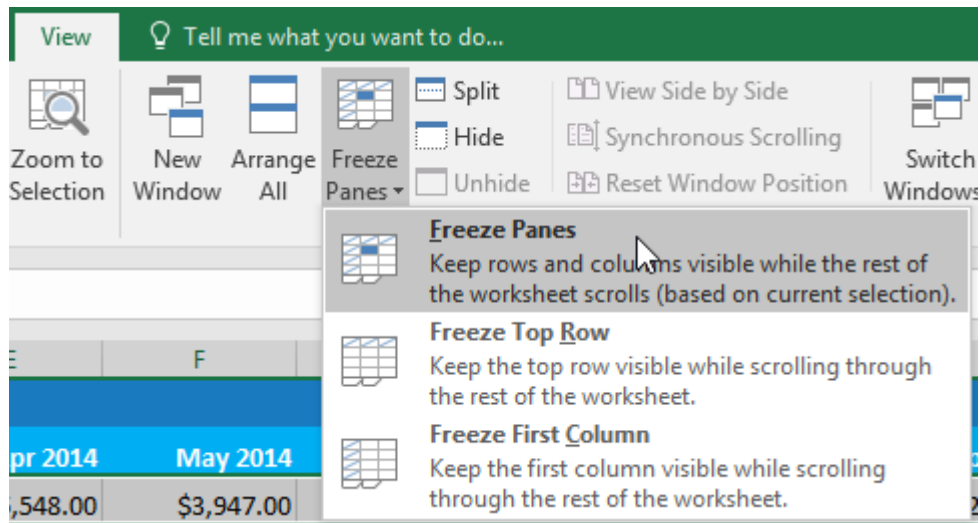
	A	B	C	D	E	F
1	2014-2015 Sales Data					
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014
18	Hodges, Melissa	\$4,624.00	\$14,772.00	\$19,830.00	\$6,303.00	\$5,667.00
19	Jameson, Robinson	\$2,552.00	\$1,627.00	\$4,382.00	\$9,083.00	\$4,269.00
20	Kellerman, France	\$4,281.00	\$7,375.00	\$17,730.00	\$19,998.00	\$3,502.00
21	Mark, Katharine	\$4,679.00	\$3,058.00	\$1,497.00	\$5,722.00	\$5,853.00

To freeze columns:

- Select the **column** to the right of the column(s) you want to **freeze**. In our example, we want to freeze **column A**, so we'll select column **B**.

	A	B	C	D	E	F
1	2014-2015 Sales Data					
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014
3	Albertson, Kathy	\$3,799.00	\$4,162.00	\$10,491.00	\$6,548.00	\$3,947.00
4	Allenson, Carol	\$18,930.00	\$3,993.00	\$9,133.00	\$19,845.00	\$4,411.00
5	Altman, Zoey	\$5,725.00	\$4,848.00	\$8,741.00	\$11,138.00	\$2,521.00
6	Bittiman, William	\$1,344.00	\$3,693.00	\$15,346.00	\$17,253.00	\$4,752.00

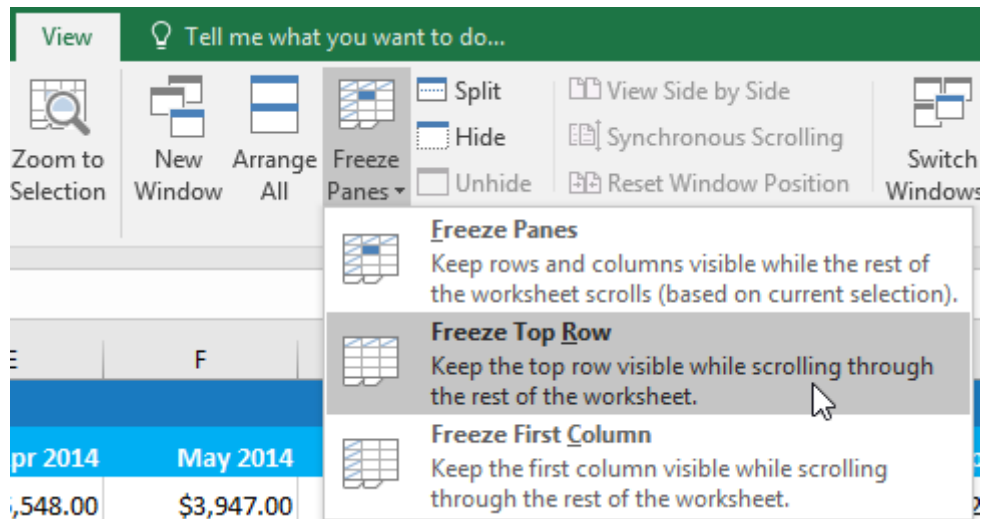
2. On the **View** tab, select the **Freeze Panes** command, then choose **Freeze Panes** from the drop-down menu.



3. The column will be **frozen** in place, as indicated by the **gray line**. You can **scroll across** the worksheet while continuing to view the frozen column on the left. In our example, we've scrolled across to column **E**.

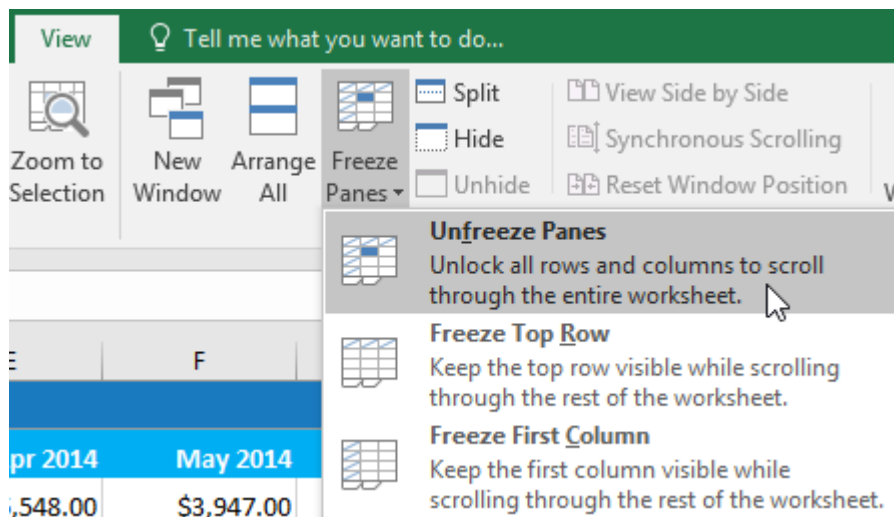
	A	E	F	G	H	I
1	2014-2015 Salesperson					
2	Salesperson	Apr 2014	May 2014	Jun 2014	Jul 2014	Aug 2014
3	Albertson, Kathy	\$6,548.00	\$3,947.00	\$557.00	\$3,863.00	\$1,117.00
4	Allenson, Carol	\$19,845.00	\$4,411.00	\$1,042.00	\$9,355.00	\$1,100.00
5	Altman, Zoey	\$11,138.00	\$2,521.00	\$3,072.00	\$6,702.00	\$2,116.00
6	Bittiman, William	\$17,253.00	\$4,752.00	\$3,755.00	\$4,415.00	\$1,089.00

If you only need to freeze the **top row** (row 1) or **first column** (column A) in the worksheet, you can simply select **Freeze Top Row** or **Freeze First Column** from the drop-down menu.



To unfreeze panes:

If you want to select a different view option, you may first need to reset the spreadsheet by unfreezing panes. To **unfreeze** rows or columns, click the **Freeze Panes** command, then select **Unfreeze Panes** from the drop-down menu.



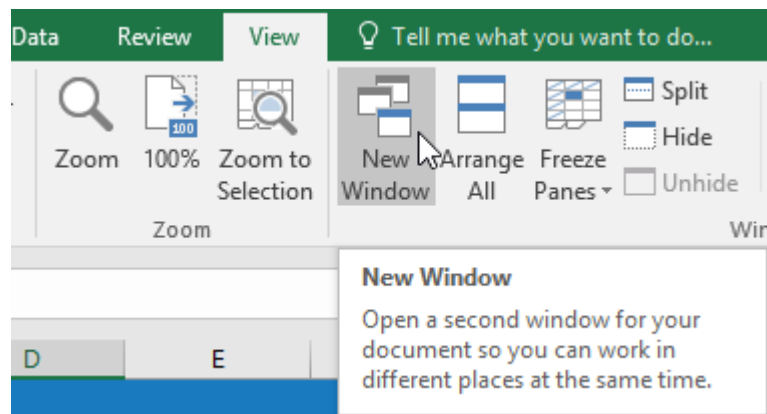
Other view options

If your workbook contains a lot of content, it can sometimes be difficult to compare different sections. Excel includes additional options to make your workbooks easier to view and compare. For example, you can choose to **open a new window** for your workbook or **split a worksheet** into separate panes.

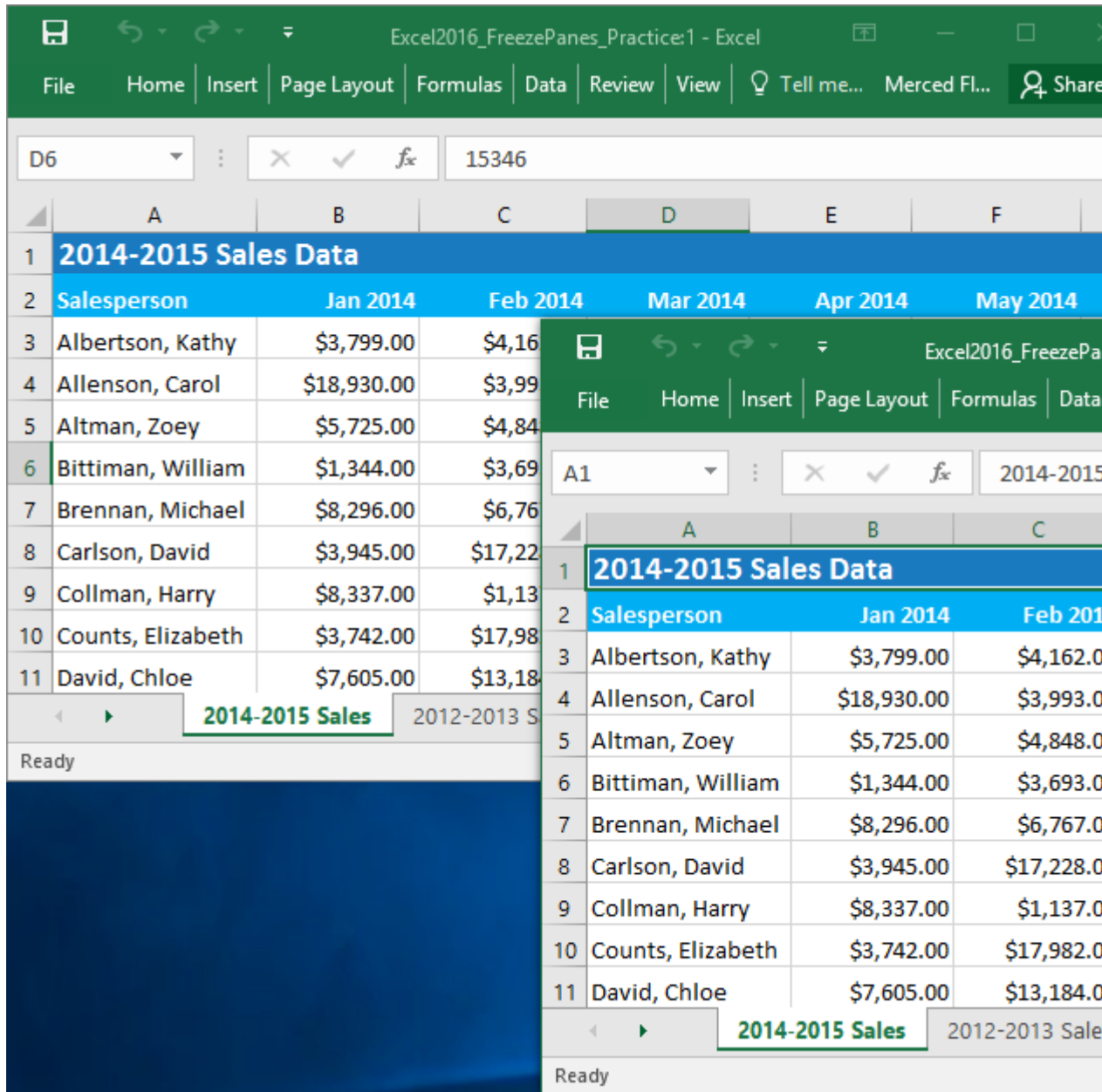
To open a new window for the current workbook:

Excel allows you to open **multiple windows** for a single workbook at the same time. In our example, we'll use this feature to compare two different **worksheets** from the same workbook.

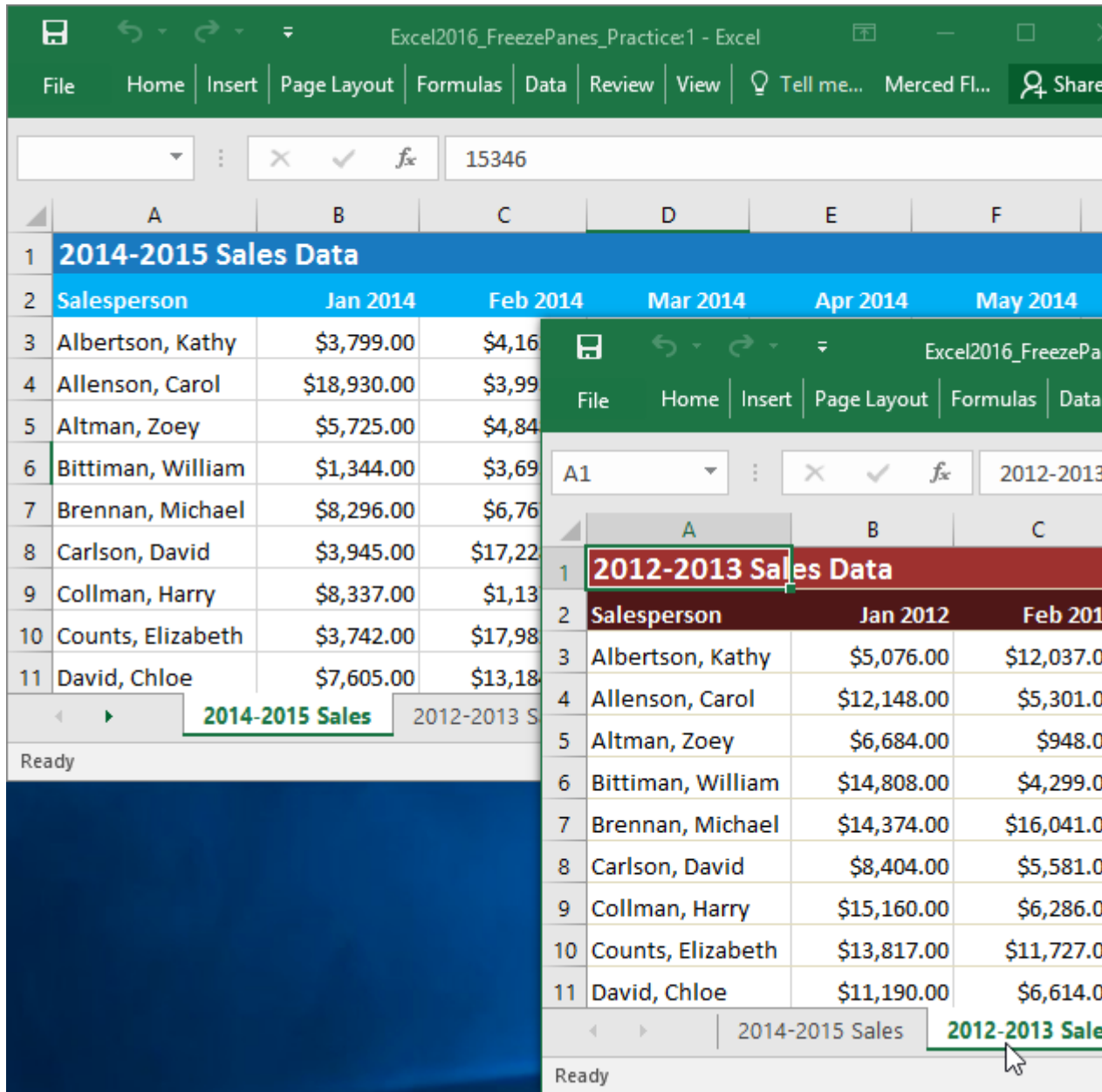
1. Click the **View** tab on the **Ribbon**, then select the **New Window** command.



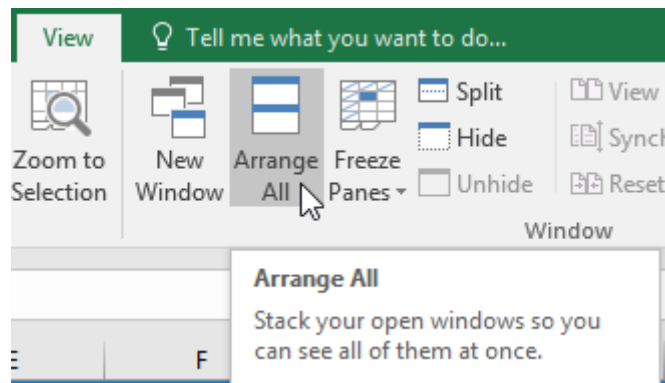
2. A **new window** for the workbook will appear.



3. You can now compare different worksheets from the same workbook across windows. In our example, we'll select the **2013 Sales Detailed View** worksheet to compare **2012** and **2013** sales.



If you have several windows open at the same time, you can use the **Arrange All** command to rearrange them quickly.



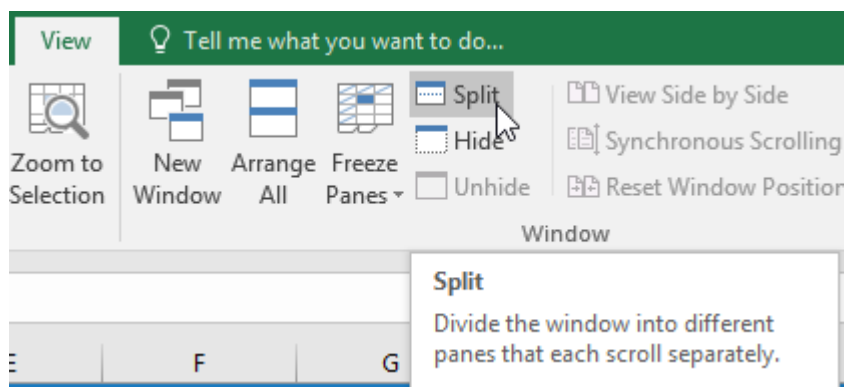
To split a worksheet:

Sometimes you may want to compare different sections of the same workbook without creating a new window. The **Split** command allows you to **divide** the worksheet into multiple panes that scroll separately.

1. Select the **cell** where you want to split the worksheet. In our example, we'll select cell **D6**.

	A	B	C	D	E	F
1	2014-2015 Sales Data					
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014
3	Albertson, Kathy	\$3,799.00	\$4,162.00	\$10,491.00	\$6,548.00	\$3,947.00
4	Allenson, Carol	\$18,930.00	\$3,993.00	\$9,133.00	\$19,845.00	\$4,411.00
5	Altman, Zoey	\$5,725.00	\$4,848.00	\$8,741.00	\$11,138.00	\$2,521.00
6	Bittiman, William	\$1,344.00	\$3,693.00	\$15,346.00	\$17,253.00	\$4,752.00
7	Brennan, Michael	\$8,296.00	\$6,767.00	\$14,791.00	\$14,130.00	\$4,964.00
8	Carlson, David	\$3,945.00	\$17,228.00	\$14,135.00	\$19,306.00	\$2,327.00
9	Collman, Harry	\$8,337.00	\$1,137.00	\$9,203.00	\$2,302.00	\$3,967.00
10	Counts, Elizabeth	\$3,742.00	\$17,982.00	\$9,949.00	\$17,075.00	\$4,670.00
11	David, Chloe	\$7,605.00	\$13,184.00	\$10,986.00	\$5,401.00	\$3,379.00

2. Click the **View** tab on the **Ribbon**, then select the **Split** command.



3. The workbook will be **split** into different **panes**. You can scroll through each pane separately using the **scroll bars**, allowing you to compare different sections of the workbook.

	A	B	C	I	J	K
1	2014-2015 Sales Data					
2	Salesperson	Jan 2014	Feb 2014	Aug 2014	Sep 2014	Oct 2014
3	Albertson, Kathy	\$3,799.00	\$4,162.00	\$1,117.00	\$8,237.00	\$8,690.00
4	Allenson, Carol	\$18,930.00	\$3,993.00	\$1,100.00	\$10,185.00	\$18,749.00
5	Altman, Zoey	\$5,725.00	\$4,848.00	\$2,116.00	\$13,452.00	\$8,046.00
14	Farmer, Kim	\$1,103.00	\$13,531.00	\$1,040.00	\$10,024.00	\$18,389.00
15	Ferguson, Elizabet	\$1,333.00	\$6,165.00	\$1,126.00	\$5,503.00	\$10,686.00
16	Flores, Tia	\$12,398.00	\$13,779.00	\$2,014.00	\$13,547.00	\$21,983.00
17	Ford, Victor	\$3,251.00	\$13,670.00	\$1,054.00	\$9,543.00	\$11,967.00
18	Hodges, Melissa	\$4,624.00	\$14,772.00	\$1,389.00	\$10,468.00	\$12,677.00
19	Jameson, Robinson	\$2,552.00	\$1,627.00	\$1,058.00	\$6,267.00	\$14,982.00

4. After creating a split, you can click and drag the vertical and horizontal dividers to change the size of each section.

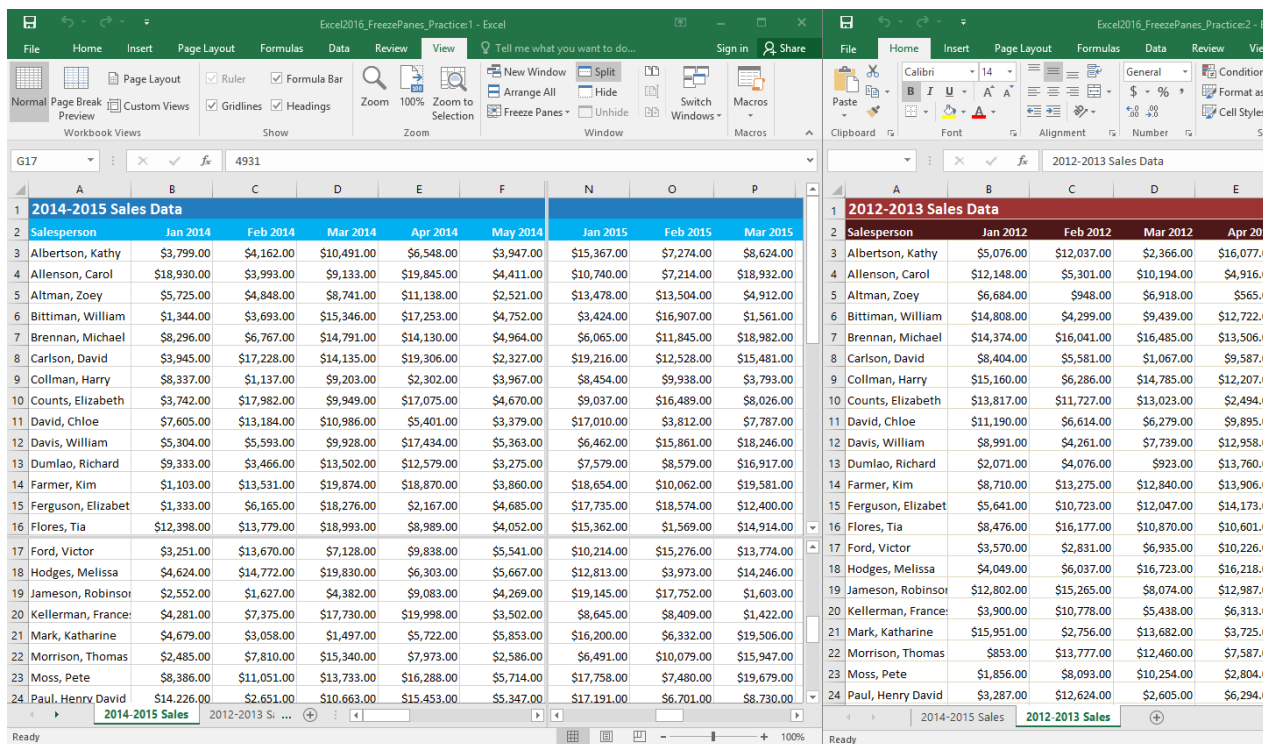
To remove the split, click the **Split** command again.

Challenge!

Within our example file, there is A LOT of sales data. For this challenge, we want to be able to compare data for different years side by side. To do this:

1. Open our **practice workbook**.
2. Open a **new window** for your workbook.
3. **Freeze First Column** and use the horizontal scroll bar to look at sales from 2015.
4. **Unfreeze** the first column.
5. Select cell **G17** and click **Split** to split the worksheet into multiple panes. **Hint:** This should split the worksheet between rows 16 and 17 and columns F and G.

6. Use the horizontal scroll bar in the bottom right of the window to move the worksheet so that **Column N**, which contains data for January 2015, is next to **Column F**.
7. Open a **new window** for your workbook, and select the **2012-2013 Sales** tab.
8. Move your windows so they are side by side. Now you're able to compare data for similar months from several different years. Your screen should look something like this:



Introduction

As you add more content to a worksheet, organizing this information becomes especially important. You can quickly **reorganize** a worksheet by **sorting** your data. For example, you could organize a list of contact information by last name. Content can be sorted alphabetically, numerically, and in many other ways.

Types of sorting

When sorting data, it's important to first decide if you want the sort to apply to the **entire worksheet** or just a **cell range**.

- **Sort sheet** organizes all of the data in your worksheet by one column. Related information across each row is kept together when the sort is applied. In the example below, the **Contact Name** column (column **A**) has been sorted to display the names in alphabetical order.

	A	B	C	
1	Customer Contact List			
2	CONTACT NAME	BILLING ADDRESS	PHONE	EMAIL ADDRESS
3	Chaturvedi, Rick	2428 S Redding St #2 B	360-555-5422	info@newhave
4	Dean, Hank	3034 Foggy Wharf Loop	308-555-1050	hdean@ventur
5	Figgis, Mallory	3520 Sleepy Hearth Dr	425-555-5370	malloryf@arch
6	Finn, Jake	1407 Dusty Fawn Ln So	605-555-6435	jake@adventu
7	Kinkade, Chris	1028 Quiet Dale Rd Ho	443-555-4942	chris.kinkade@
8	Lawson, Miranda	5316 Colonial Pkwy Est	575-555-9255	mlawson@ma
9	Reyes, Felicia	8544 Lazy Bluff Ave Wh	316-555-3256	felicia@everly
10	Sebastian, Lil	9060 Easy Evening Ln V	207-555-7225	lil@knopeeque
11	Silva, Vivica	8595 Thunder Brook Ci	360-555-4289	vivica@rileyga
12	Stark, Katie	971 Cinder Butterfly St	603-555-2460	katie.stark@ar
13	Torrance, Jill	3160 Amber Gate Rd R	605-555-4495	jtorrance@ove
14	Yuen, Phillip	5108 Crystal Gate Blvd	913-555-5928	yuenp@corepl

- **Sort range** sorts the data in a range of cells, which can be helpful when working with a sheet that contains several tables. Sorting a range will not affect other content on the worksheet.

	A	B	C	D
1				
2	EXERCISES	SET 1		SET 2
3		REPS	WEIGHT (lbs)	REPS
4	Bench Press	14	65	12
5	Bench Press (Decline)	10	60	8
6	Triceps Extension	15	35	20
7	Average	13.9	50.5	12.5
8				
9		Running Log		
10		Date	Distance (miles)	Time (hrs:mins)
11		25-Jun	2.8	0:45
12		26-Jun	3	0:44
13		27-Jun	2.75	0:42
14		29-Jun	3.25	0:44
15		30-Jun	3.25	0:45
16		2-Jul	2.5	0:44
17		3-Jul	3	0:30
18		Total	20.55	
19				

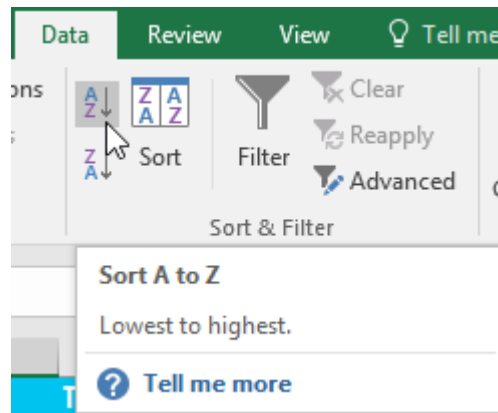
To sort a sheet:

In our example, we'll sort a T-shirt order form alphabetically by **Last Name** (column C).

1. Select a **cell** in the column you want to sort by. In our example, we'll select cell **C2**.

	A	B	C	D	E
1	Homeroom #	First Name	Last Name	T-Shirt Size	Payment Method
2	105	Christiana	Chen	Medium	Check Bounced
3	105	Derek	MacDonald	Large	Cash
4	105	Esther	Yaron	Small	Pending
5	105	Melissa	White	Small	Debit Card
6	105	Nathan	Albee	Medium	Check
7	105	Sidney	Kelly	Medium	Check
8	110	Gabriel	Del Toro	Medium	Cash
9	110	Kris	Ackerman	Large	Money Order

2. Select the **Data** tab on the **Ribbon**, then click the **A-Z command** to sort A to Z, or the **Z-A command** to sort Z to A. In our example, we'll sort A to Z.



3. The worksheet will be **sorted** by the selected column. In our example, the worksheet is now sorted by **last name**.

	A	B	C	D	E
1	Homeroom #	First Name	Last Name	T-Shirt Size	Payment Method
2	110	Kris	Ackerman	Large	Money Order
3	105	Nathan	Albee	Medium	Check
4	220-B	Samantha	Bell	Medium	Check
5	110	Matt	Benson	Medium	Money Order
6	105	Christiana	Chen	Medium	Check Bounced
7	110	Gabriel	Del Toro	Medium	Cash
8	220-A	Brigid	Ellison	Small	Cash
9	220-A	Juan	Flores	X-Large	Pending

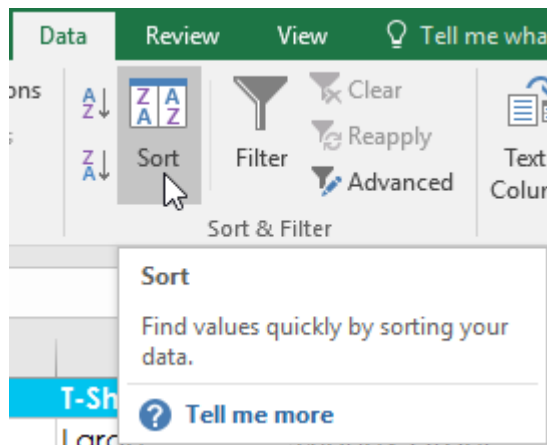
To sort a range:

In our example, we'll select a **separate table** in our T-shirt order form to sort the number of shirts that were ordered on different dates.

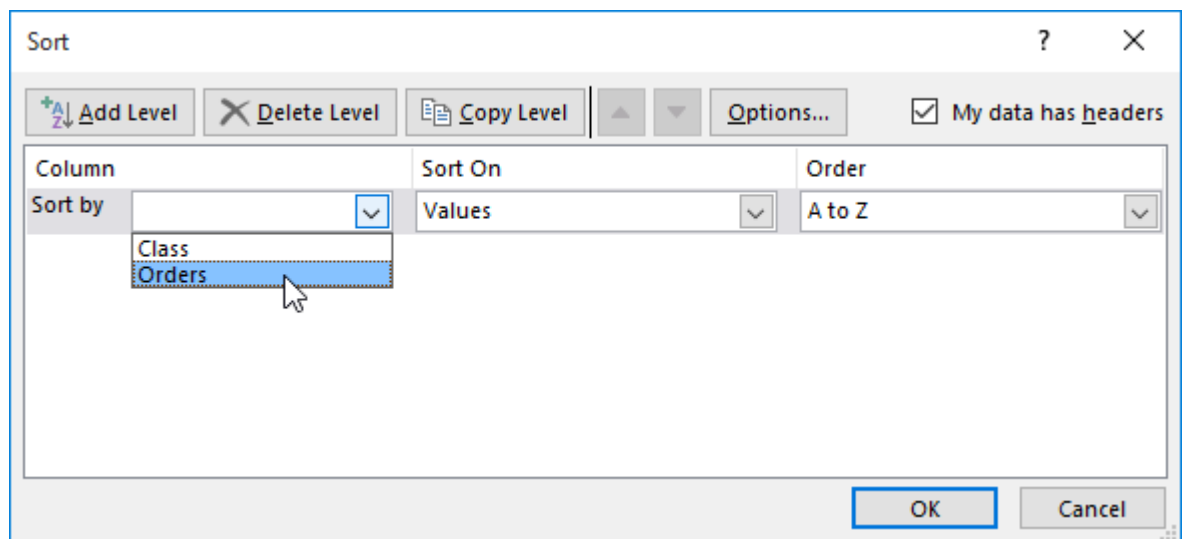
1. Select the **cell range** you want to sort. In our example, we'll select cell range **G2:H6**.

	F	G	H	I
	Total Orders (by Grade)			
		Class	Orders	
		Freshmen	5	
		Sophomore	7	
		Junior	10	
		Senior	5	

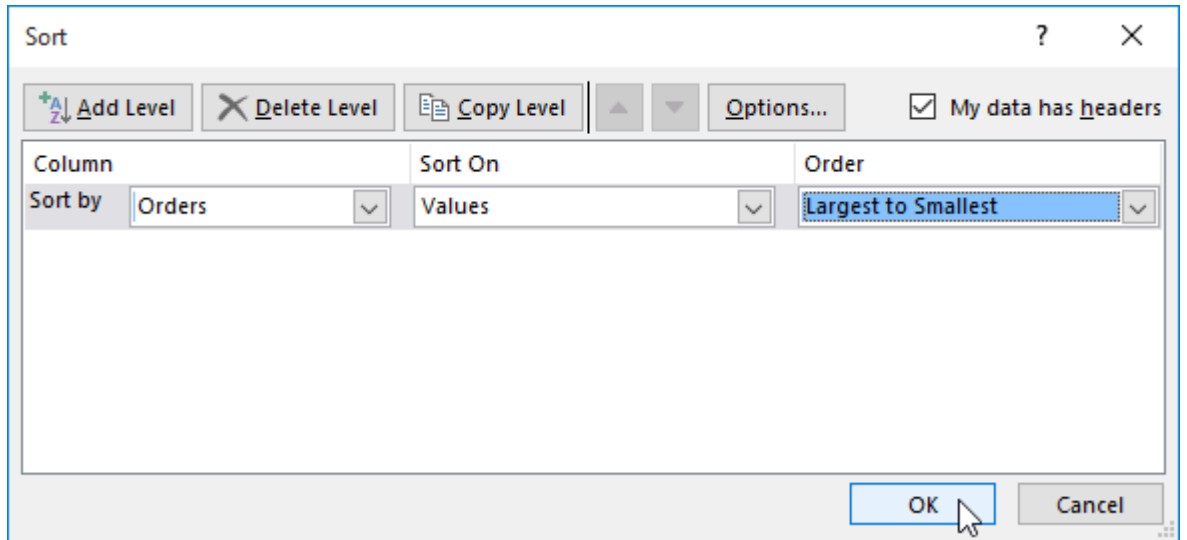
2. Select the **Data** tab on the **Ribbon**, then click the **Sort** command.



3. The **Sort** dialog box will appear. Choose the **column** you want to sort by. In our example, we want to sort the data by the number of T-shirt orders, so we'll select **Orders**.



4. Decide the **sorting order** (either ascending or descending). In our example, we'll use **Largest to Smallest**.
5. Once you're satisfied with your selection, click **OK**.



6. The cell range will be **sorted** by the selected column. In our example, the Orders column will be sorted from **highest to lowest**. Notice that the other content in the worksheet was not affected by the sort.

	F	G	H	I
		Total Orders (by Grade)		
		Class		Orders
		Junior		10
		Sophomore		7
		Freshmen		5
		Senior		5

If your data isn't sorting properly, double-check your cell values to make sure they are entered into the worksheet correctly. Even a small typo could cause problems when sorting a large worksheet. In the example below, we forgot to include a hyphen in cell A18, causing our sort to be slightly inaccurate.

	A	B	C	D
1	Homeroom #	First Name	Last Name	T-Shirt Size
16	135	Jordan	Weller	Large
17	135	Alex	Yuen	Large
18	220A	Christopher	Peyton-Gomez	Small
19	220-A	Brigid	Ellison	Small
20	220-A	Juan	Flores	X-Large
21	220-A	Chevonne	Means	Medium

Custom sorting

Sometimes you may find that the default sorting options can't sort data in the order you need. Fortunately, Excel allows you to create a **custom list** to define your own sorting order.

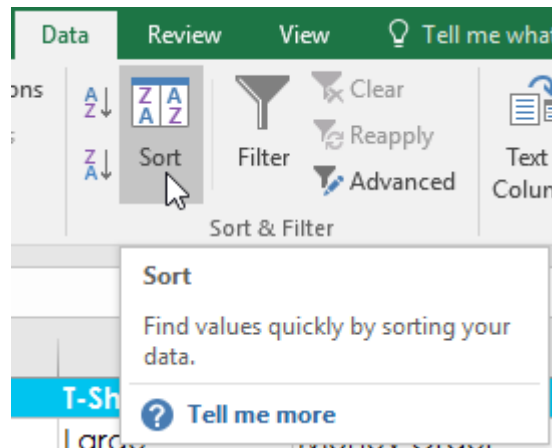
To create a custom sort:

In our example below, we want to sort the worksheet by **T-Shirt Size** (column **D**). A regular sort would organize the sizes alphabetically, which would be incorrect. Instead, we'll create a custom list to sort from smallest to largest.

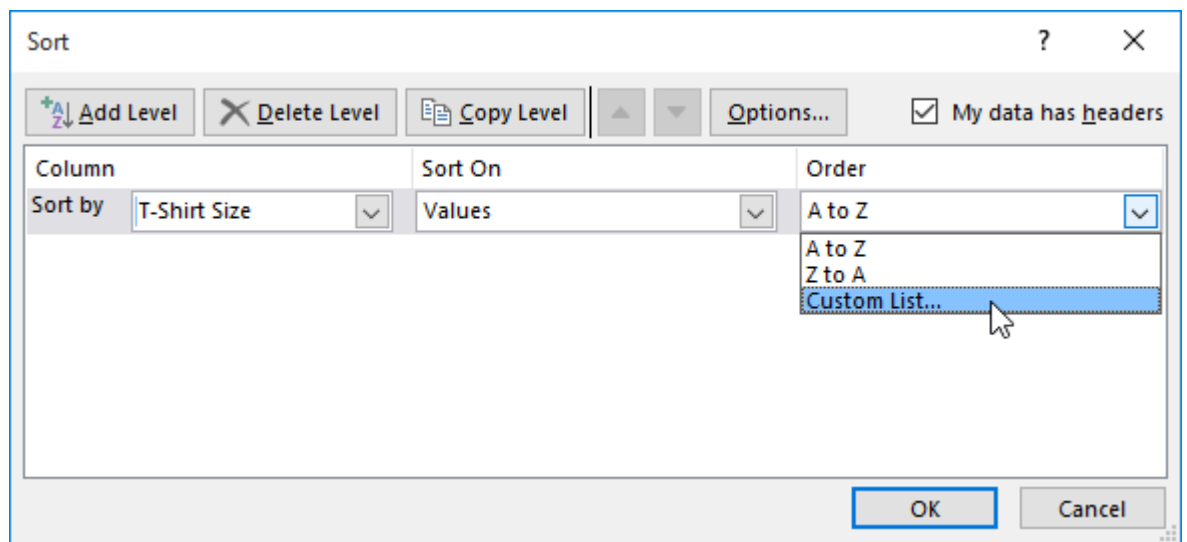
1. Select a **cell** in the column you want to sort by. In our example, we'll select cell **D2**.

	A	B	C	D	E
1	Homeroom #	First Name	Last Name	T-Shirt Size	Payment Method
2	110	Kris	Ackerman	Large	Money Order
3	105	Nathan	Albee	Medium	Check
4	220-B	Samantha	Bell	Medium	Check
5	110	Matt	Benson	Medium	Money Order
6	105	Christiana	Chen	Medium	Check Bounced
7	110	Gabriel	Del Toro	Medium	Cash
8	220-A	Brigid	Ellison	Small	Cash
9	220-A	Juan	Flores	X-Large	Pending
10	220-B	Tyrese	Hanlon	X-Large	Debit Card

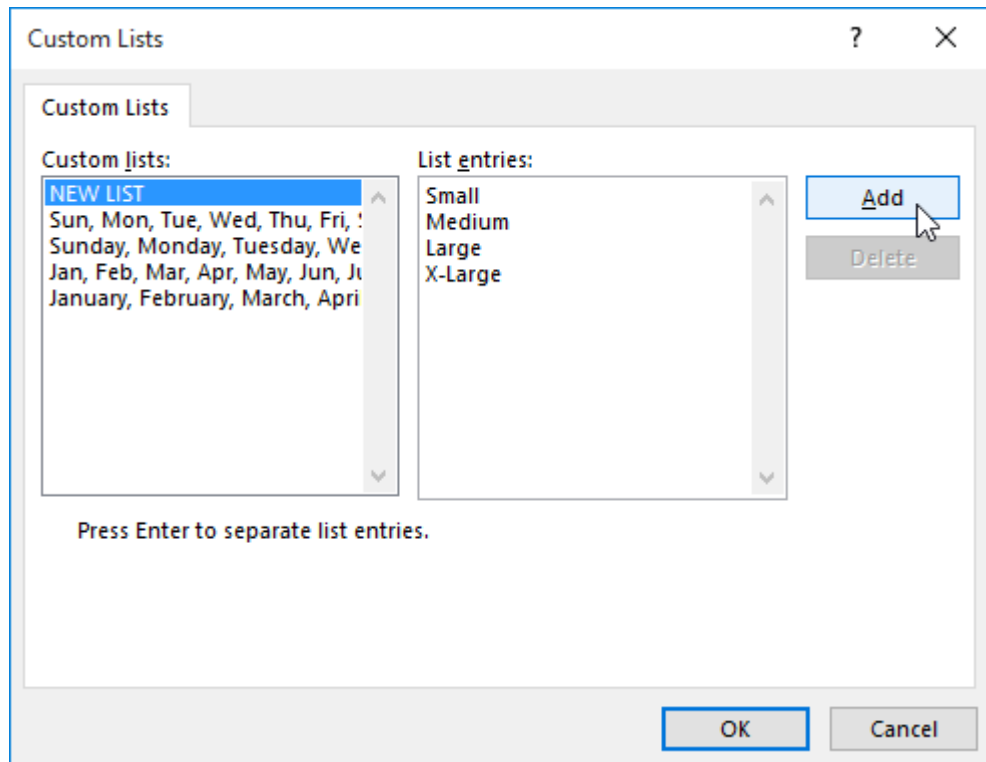
2. Select the **Data** tab, then click the **Sort** command.



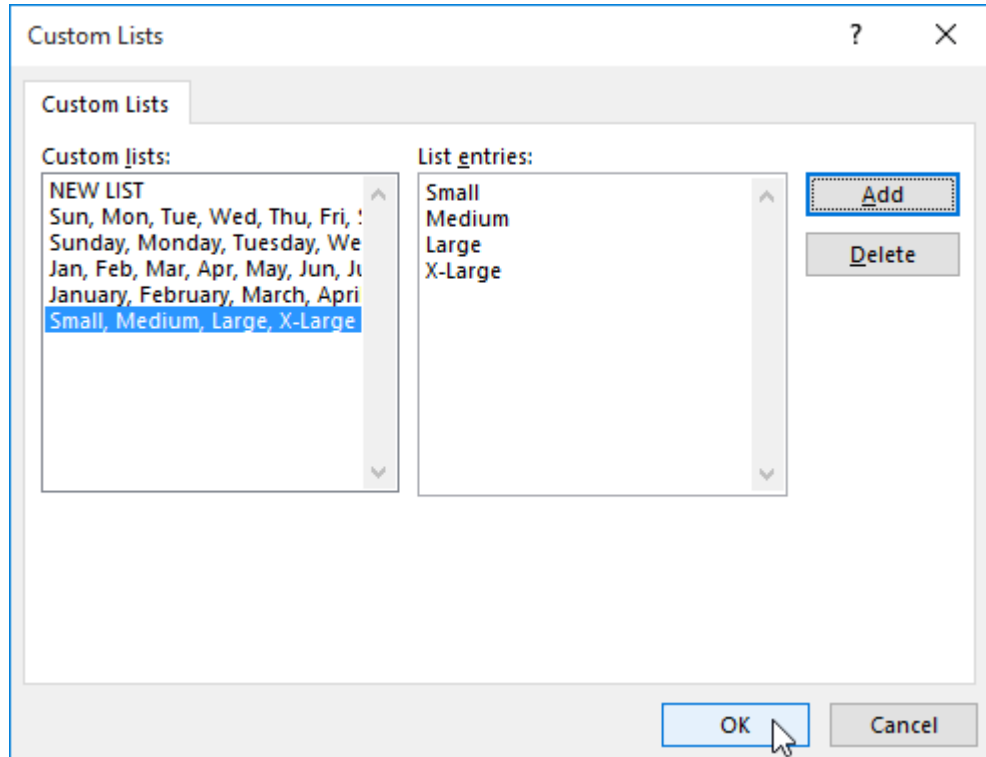
3. The **Sort** dialog box will appear. Select the **column** you want to sort by, then choose **Custom List...** from the **Order** field. In our example, we will choose to sort by **T-Shirt Size**.



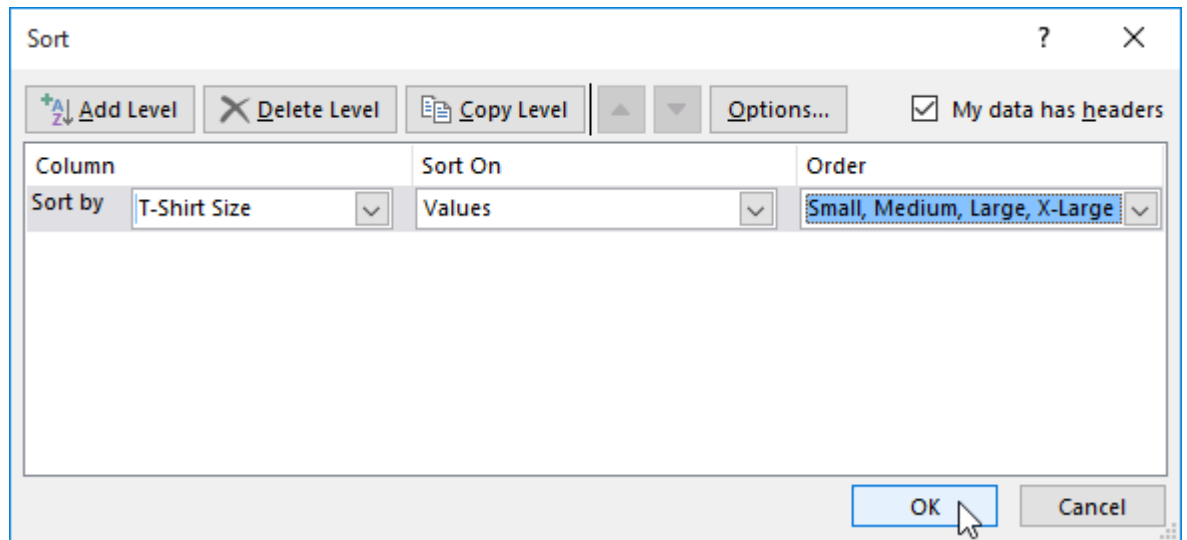
4. The **Custom Lists** dialog box will appear. Select **NEW LIST** from the **Custom Lists:** box.
5. Type the items in the desired custom order in the **List entries:** box. In our example, we want to sort our data by T-shirt size from **smallest** to **largest**, so we'll type **Small, Medium, Large, and X-Large**, pressing **Enter** on the keyboard after each item.



6. Click **Add** to save the new sort order. The new list will be added to the **Custom lists:** box. Make sure the new list is **selected**, then click **OK**.



7. The **Custom Lists** dialog box will close. Click **OK** in the **Sort** dialog box to perform the custom sort.



8. The worksheet will be **sorted** by the custom order. In our example, the worksheet is now organized by T-shirt size from smallest to largest.

	A	B	C	D	E
1	Homeroom #	First Name	Last Name	T-Shirt Size	Payment Method
2	220-A	Brigid	Ellison	Small	Cash
3	220-B	Michael	Lazar	Small	Cash
4	135	Anisa	Naser	Small	Check Bounced
5	220-A	Christopher	Peyton-Gomez	Small	Check
6	220-B	Malik	Reynolds	Small	Cash
7	220-B	Wendy	Shaw	Small	Cash
8	105	Melissa	White	Small	Debit Card
9	105	Esther	Yaron	Small	Pending
10	105	Nathan	Albee	Medium	Check
11	220-B	Samantha	Bell	Medium	Check
12	110	Matt	Benson	Medium	Money Order
13	105	Christiana	Chen	Medium	Check Bounced
14	110	Gabriel	Del Toro	Medium	Cash
15	105	Sidney	Kelly	Medium	Check
16	220-B	Avery	Kelly	Medium	Debit Card
17	220-A	Chevonne	Means	Medium	Money Order
18	135	James	Panarello	Medium	Check
19	135	Chantal	Weller	Medium	Debit Card
20	110	Kris	Ackerman	Large	Money Order
21	105	Derek	MacDonald	Large	Cash

Sorting levels

If you need more control over how your data is sorted, you can add multiple **levels** to any sort. This allows you to sort your data by **more than one column**.

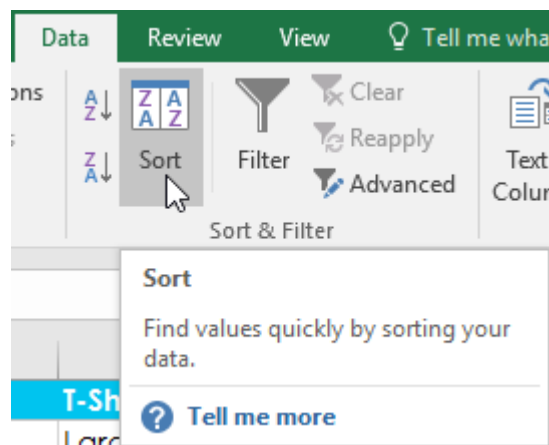
To add a level:

In our example below, we'll sort the worksheet by **T-Shirt Size** (Column **D**), and then by **Homeroom Number** (column **A**).

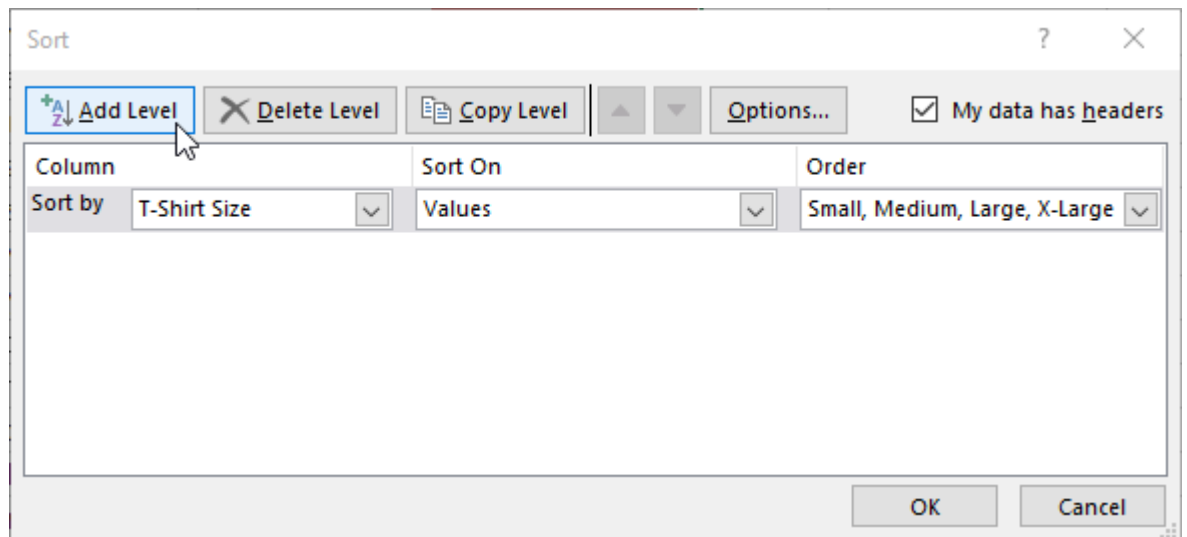
1. Select a **cell** in the column you want to sort by. In our example, we'll select cell **A2**.

	A	B	C	D	E
1	Homeroom #	First Name	Last Name	T-Shirt Size	Payment Method
2	220-A	Brigid	Ellison	Small	Cash
3	220-B	Michael	Lazar	Small	Cash
4	135	Anisa	Naser	Small	Check Bounced
5	220-A	Christopher	Peyton-Gomez	Small	Check
6	220-B	Malik	Reynolds	Small	Cash
7	220-B	Wendy	Shaw	Small	Cash
8	105	Melissa	White	Small	Debit Card
9	105	Esther	Yaron	Small	Pending
10	105	Nathan	Albee	Medium	Check

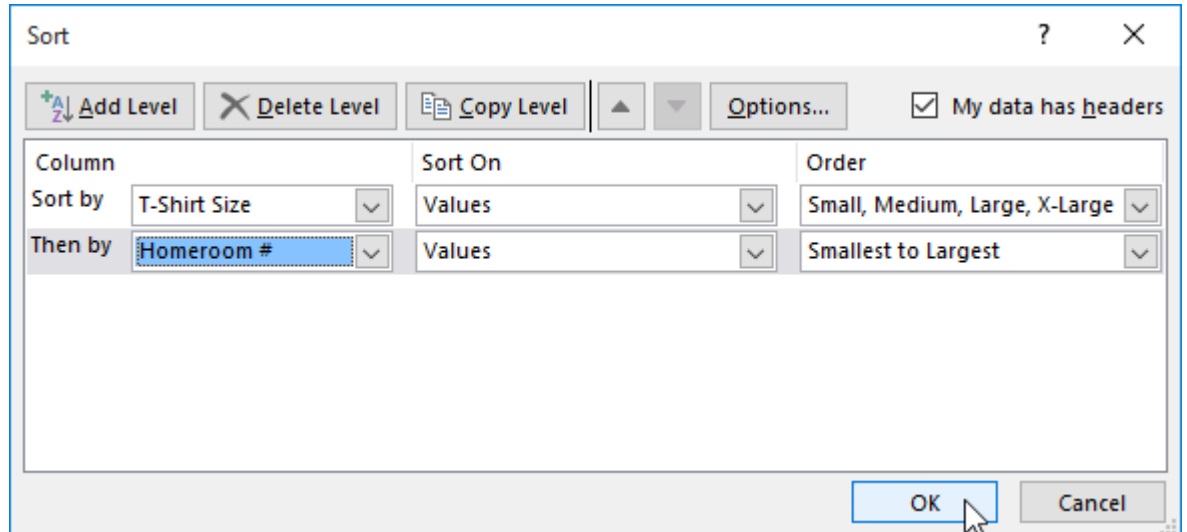
2. Click the **Data** tab, then select the **Sort** command.



3. The **Sort** dialog box will appear. Select the first column you want to sort by. In this example, we will sort by **T-Shirt Size** (column **D**) with the custom list we previously created for the Order field.
4. Click **Add Level** to add another column to sort by.



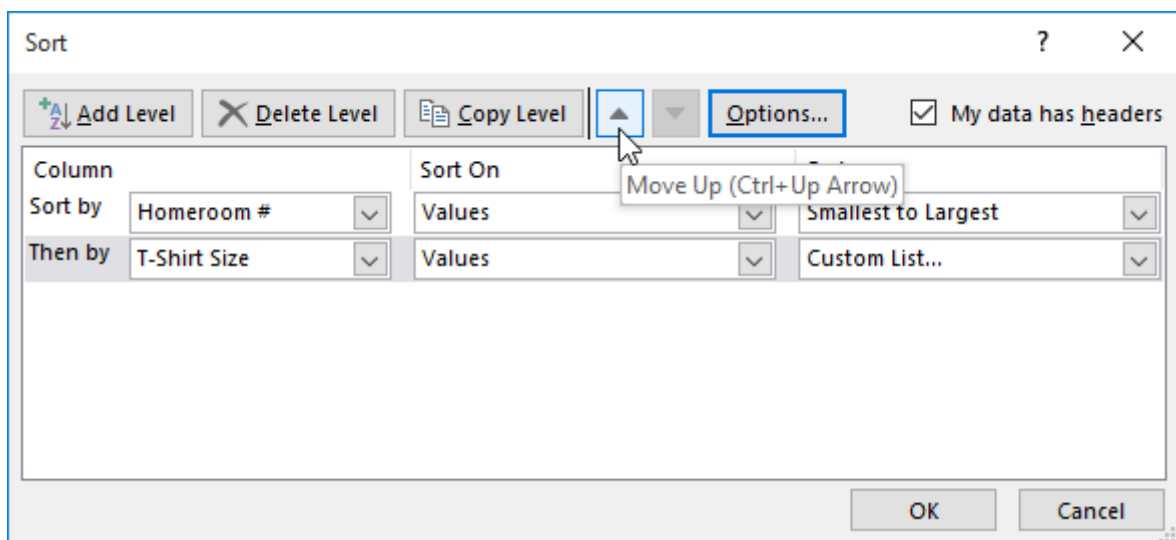
5. Select the next column you want to sort by, then click **OK**. In our example, we'll sort by **Homeroom #** (column **A**).



6. The worksheet will be **sorted** according to the selected order. In our example, the orders are sorted by T-shirt size. Within each group of T-shirt sizes, students are sorted by homeroom number.


	A	B	C	D	E
1	Homeroom #	First Name	Last Name	T-Shirt Size	Payment Method
2	105	Melissa	White	Small	Debit Card
3	105	Esther	Yaron	Small	Pending
4	135	Anisa	Naser	Small	Check Bounced
5	220-A	Brigid	Ellison	Small	Cash
6	220-A	Christopher	Peyton-Gomez	Small	Check
7	220-B	Michael	Lazar	Small	Cash
8	220-B	Malik	Reynolds	Small	Cash
9	220-B	Wendy	Shaw	Small	Cash
10	105	Nathan	Albee	Medium	Check
11	105	Christiana	Chen	Medium	Check Bounced
12	105	Sidney	Kelly	Medium	Check
13	110	Matt	Benson	Medium	Money Order
14	110	Gabriel	Del Toro	Medium	Cash
15	135	James	Panarello	Medium	Check
16	135	Chantal	Weller	Medium	Debit Card
17	220-A	Chevonne	Means	Medium	Money Order
18	220-B	Samantha	Bell	Medium	Check
19	220-B	Avery	Kelly	Medium	Debit Card
20	105	Derek	MacDonald	Large	Cash
21	110	Kris	Ackerman	Large	Money Order

If you need to change the order of a multilevel sort, it's easy to control which column is sorted first. Simply select the desired **column**, then click the **Move Up** or **Move Down** arrow to adjust its priority.



Challenge!

1. Open our [practice workbook](#).
2. Click the **Challenge** tab in the bottom-left of the workbook.
3. For the main table, create a **custom sort** that sorts by **Grade** from **Smallest to Largest** and then by **Camper Name** from **A to Z**.
4. Create a sort for the **Additional Information** section. Sort by **Counselor (Column H)** from **A to Z**.
5. When you're finished, your workbook should look like this:

	A	B	C	D	E	F	G	H	
1			CAMP KATONKA			NORDMAN, ID			
2	Camper Name	Gender	Grade	Cabin Color	Counselor				
3	Bennett Hobbs	Male	6	Blue	Hernandez				
4	Claire Smith	Female	6	Pink	Stone				
5	Kacey Cranston	Female	6	Pink	Stone				
6	Kia Willard	Female	6	Pink	Stone				
7	Ricardo Gonzalez	Male	6	Blue	Hernandez				
8	Tia Carter	Female	6	Pink	Stone				
9	William Krywinski	Male	6	Blue	Hernandez				
10	Flora Jones	Female	7	Green	Gorecki				
11	Kelly Suvari	Female	7	Green	Gorecki				
12	Ken Crowder	Male	7	Black	Patel				
13	Mark Mealer	Male	7	Black	Patel				
14	Priyanka Chopra	Female	7	Green	Gorecki				
15	Taquan Holder	Male	7	Black	Patel				
16	Brenna Alexander	Female	8	Yellow	Chang				
17	Haruto Takamani	Male	8	Orange	Smith				
18	Jenna Hobbs	Female	8	Yellow	Chang				
19	John Gibbs	Male	8	Orange	Smith				
20	Mary Clarence	Female	8	Yellow	Chang				
21	Miles Goldstein	Male	8	Orange	Smith				
22	Shivangi Patel	Female	8	Yellow	Chang				
23	Susana Jimenez	Female	8	Yellow	Chang				
24	Adir Hassan	Male	9	Purple	Assaf				
25	Jessica Locklear	Female	9	Red	Leslie				
26	Jordan Hargett	Male	9	Purple	Assaf				
27	Mariela Flores	Female	9	Red	Leslie				
28	Niall St. Clair	Male	9	Purple	Assaf				
29	Nimah Al Massri	Female	9	Red	Leslie				
30	Priya Dwivedi	Female	9	Red	Leslie				

Additional Information		
Camper Name	Counselor	Allergies
Bennett Hobbs	Hernandez	Bees, C...
Ricardo Gonzalez	Hernandez	Dairy
Mariela Flores	Leslie	Bees, To...
Nimah Al Massri	Leslie	Nuts, Eg...
Taquan Holder	Patel	Peanuts
Kacey Cranston	Stone	Milk, Soy...

Introduction

If your worksheet contains a lot of content, it can be difficult to find information quickly. **Filters** can be used to **narrow down** the data in your worksheet, allowing you to view only the information you need.

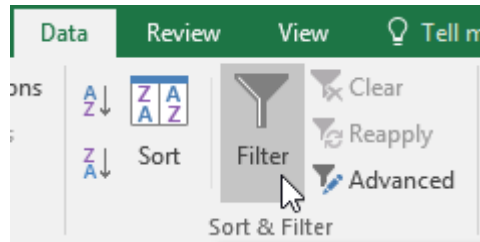
To filter data:

In our example, we'll apply a filter to an equipment log worksheet to display only the laptops and projectors that are available for checkout.

1. In order for filtering to work correctly, your worksheet should include a **header row**, which is used to identify the name of each column. In our example, our worksheet is organized into different columns identified by the header cells in row 1: **ID#, Type, Equipment Detail**, and so on.

	A	B	C	D	E
1	ID #	Type	Equipment Detail	Checked Out	Checked In
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-15	06-Aug-15
4	1021	Laptop	15" EDI SmartPad L200-3 Laptop	15-Sep-15	01-Oct-15
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	16-Aug-15
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15	
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15	
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15	
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-15	26-Sep-15

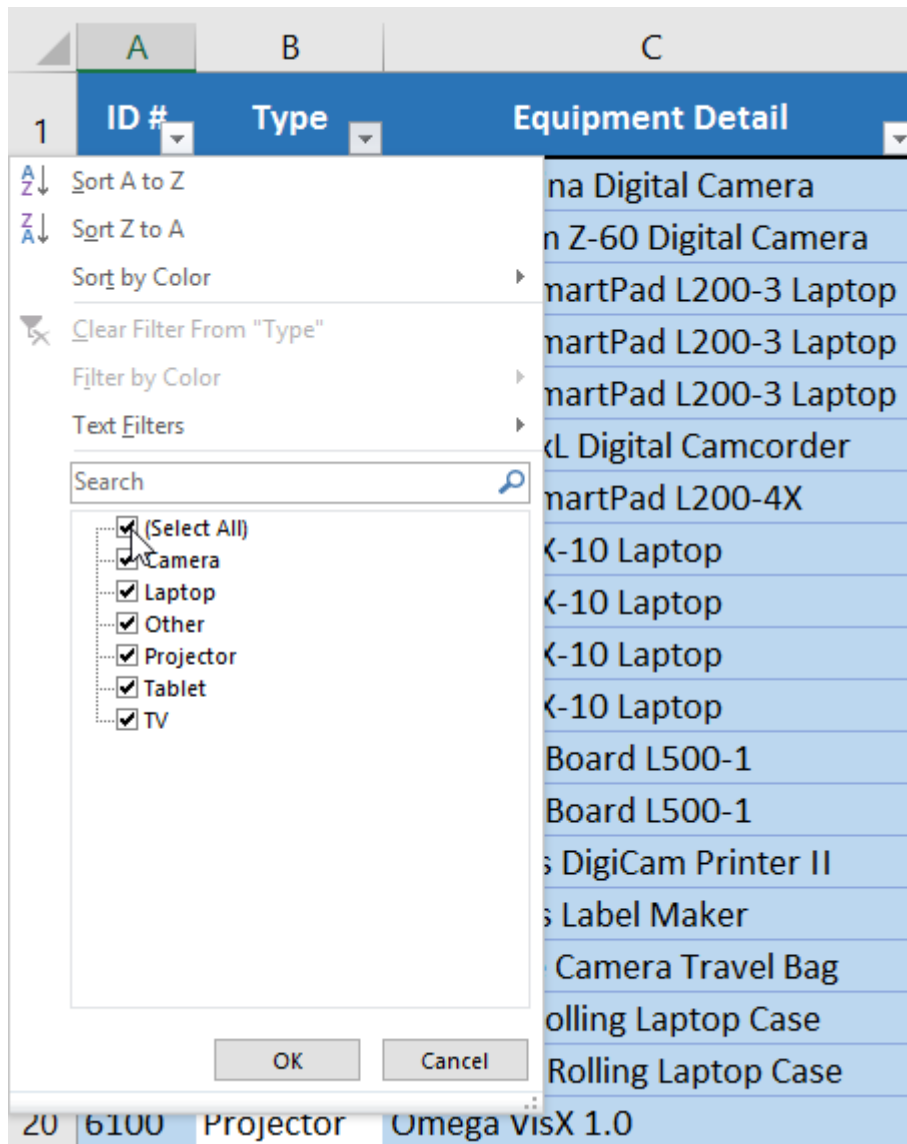
2. Select the **Data** tab, then click the **Filter** command.



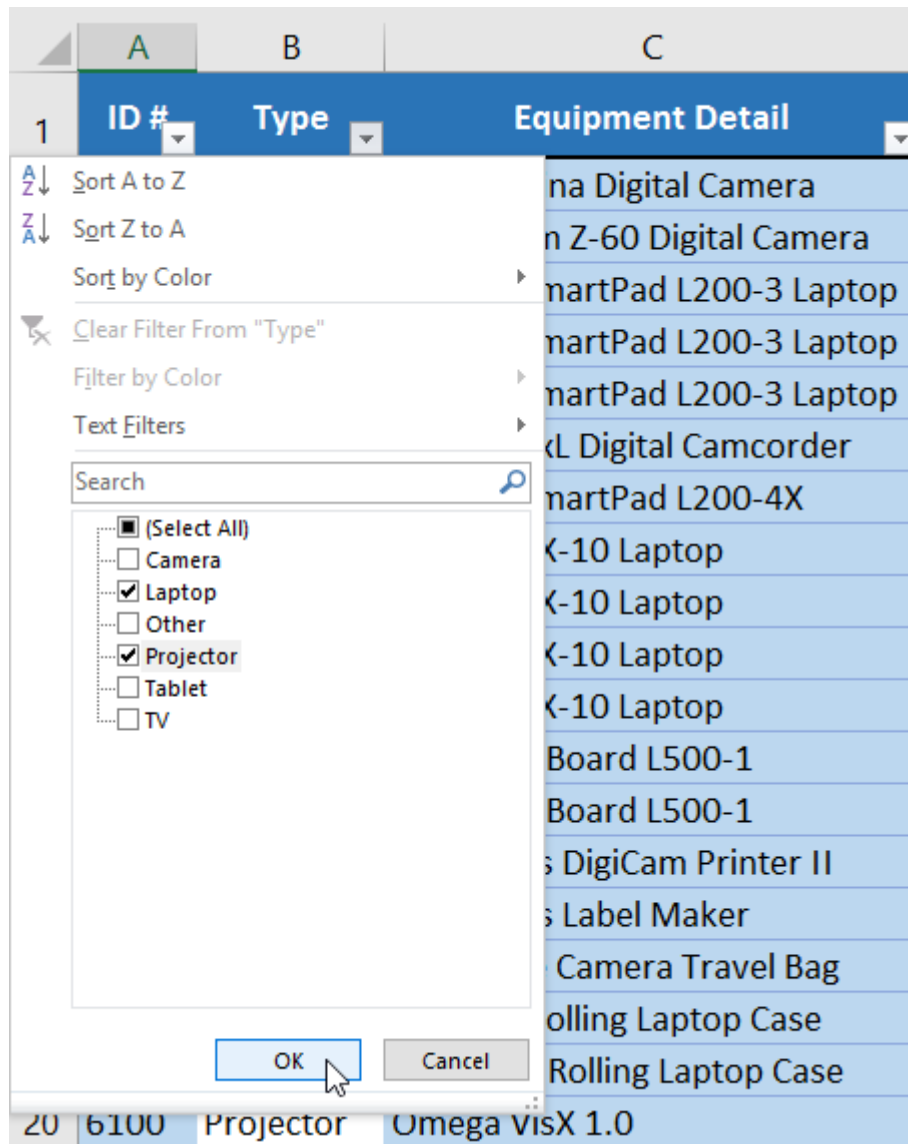
3. A **drop-down arrow** will appear in the header cell for each column.
4. Click the **drop-down arrow** for the column you want to filter.
In our example, we will filter column **B** to view only certain types of equipment.

	A	B	C
1	ID #	Type	Equipment Detail
2	3000	Camera	Canon Lumina Digital Camera
3	3005	Camera	Canon Z-60 Digital Camera
4	1021	Laptop	15" EDI SmartPad L200-3
5	1022	Laptop	15" EDI SmartPad L200-3
6	1023	Laptop	15" EDI SmartPad L200-3

5. The **Filter menu** will appear.
6. **Uncheck** the box next to **Select All** to quickly deselect all data.



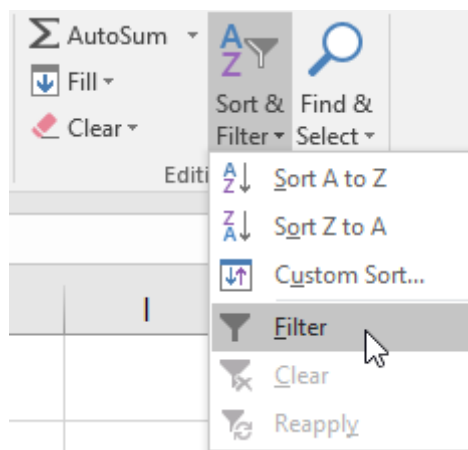
7. **Check** the boxes next to the data you want to filter, then click **OK**. In this example, we will check **Laptop** and **Projector** to view only these types of equipment.



8. The data will be **filtered**, temporarily hiding any content that doesn't match the criteria. In our example, only laptops and tablets are visible.

	A	B	C	D	E
1	ID #	Type	Equipment Detail	Checked Out	Checked In
4	1021	Laptop	15" EDI SmartPad L200-3 Laptop	15-Sep-15	01-Oct-15
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	16-Aug-15
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15	
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15	
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-15	26-Sep-15
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15
20	6100	Projector	Omega VisX 1.0	28-Sep-15	01-Oct-15
21	6101	Projector	Omega VisX 1.0	26-Sep-15	27-Sep-15
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15
23	6200	Projector	Saris Lux T-80	01-Sep-15	04-Sep-15
24	6301	Projector	Saris Lux T-81 Lite	10-Sep-15	
25	6302	Projector	Saris Lux T-81 Lite	08-Sep-15	15-Sep-15
31					
32					

Filtering options can also be accessed from the **Sort & Filter** command on the **Home** tab.



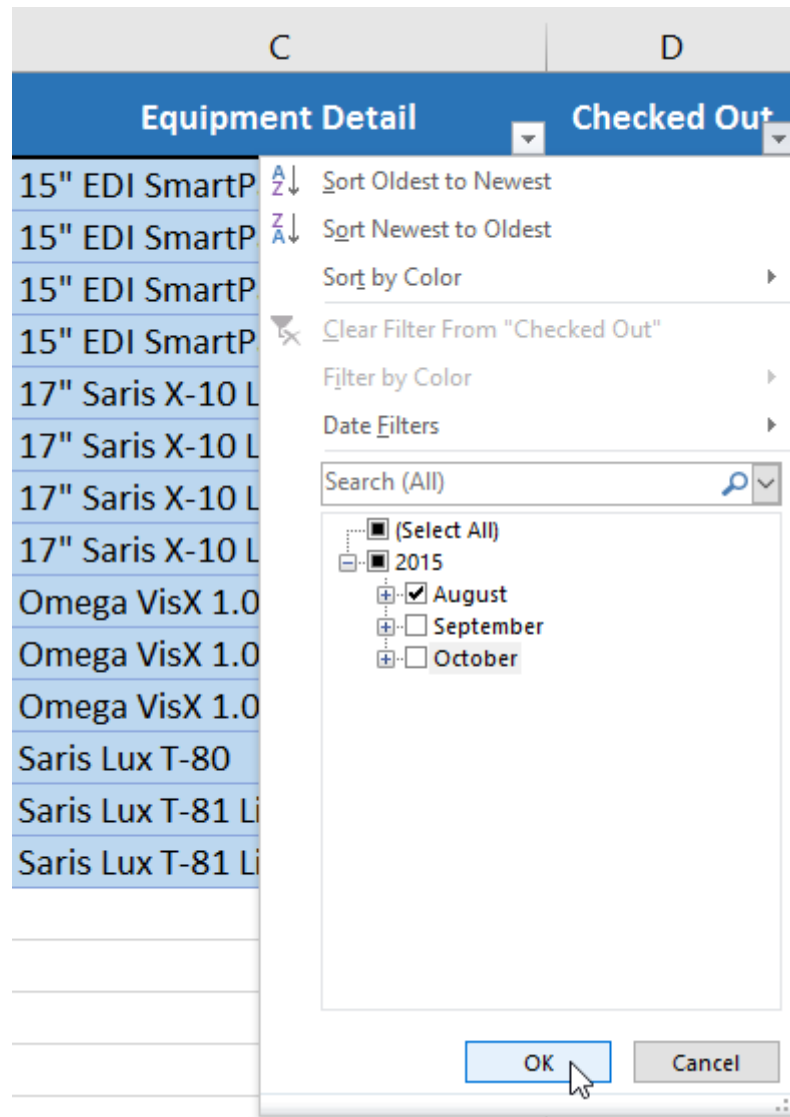
To apply multiple filters:

Filters are **cumulative**, which means you can apply **multiple filters** to help narrow down your results. In this example, we've already filtered our worksheet to show laptops and projectors, and we'd like to narrow it down further to only show laptops and projectors that were checked out in August.

1. Click the **drop-down arrow** for the column you want to filter. In this example, we will add a filter to column **D** to view information by date.

	A	B	C	D	E
1	ID #	Type	Equipment Detail	Checked Out	Checked In
4	1021	Laptop	15" EDI SmartPad L200-3 Laptop	15-Sep-15	01-Oct-15
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	15
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15	
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15	
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-15	26-Sep-15
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15
20	6100	Projector	Omega VisX 1.0	28-Sep-15	01-Oct-15
21	6101	Projector	Omega VisX 1.0	26-Sep-15	27-Sep-15
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15
23	6200	Projector	Saris Lux T-80	01-Sep-15	04-Sep-15
24	6301	Projector	Saris Lux T-81 Lite	10-Sep-15	
25	6302	Projector	Saris Lux T-81 Lite	08-Sep-15	15-Sep-15
31					
32					

2. The **Filter menu** will appear.
3. **Check** or **uncheck** the boxes depending on the data you want to filter, then click **OK**. In our example, we'll uncheck everything except for **August**.



4. The new filter will be applied. In our example, the worksheet is now filtered to show only laptops and tablets that were checked out in August.

	A	B	C	D	E
1	ID #	Type	Equipment Detail	Checked Out	Checked In
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	16-Aug-15
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15
31					
32					

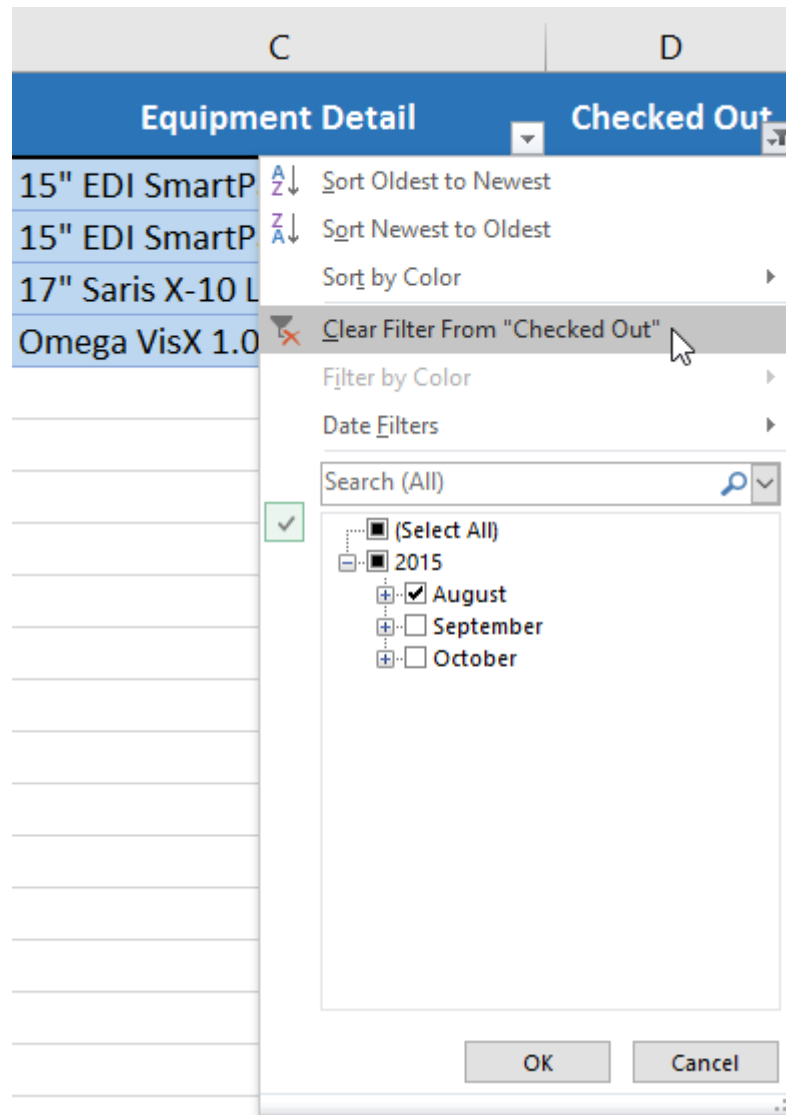
To clear a filter:

After applying a filter, you may want to remove—or **clear**—it from your worksheet so you'll be able to filter content in different ways.

1. Click the **drop-down arrow** for the filter you want to clear. In our example, we'll clear the filter in column **D**.

	A	B	C	D	E
1	ID #	Type	Equipment Detail	Checked Out	Checked In
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	16-Aug-15
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	16-Aug-15
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15
31					
32					

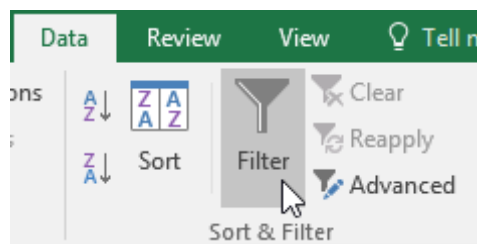
2. The **Filter menu** will appear.
3. Choose **Clear Filter From [COLUMN NAME]** from the Filter menu. In our example, we'll select **Clear Filter From "Checked Out"**.



4. The filter will be cleared from the column. The previously hidden data will be displayed.

	A	B	C	D	E
1	ID #	Type	Equipment Detail	Checked Out	Checked In
4	1021	Laptop	15" EDI SmartPad L200-3 Laptop	15-Sep-15	01-Oct-15
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	15-Sep-15
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15	
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15	
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-15	26-Sep-15
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15
20	6100	Projector	Omega VisX 1.0	28-Sep-15	01-Oct-15
21	6101	Projector	Omega VisX 1.0	26-Sep-15	27-Sep-15
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15
23	6200	Projector	Saris Lux T-80	01-Sep-15	04-Sep-15
24	6301	Projector	Saris Lux T-81 Lite	10-Sep-15	
25	6302	Projector	Saris Lux T-81 Lite	08-Sep-15	15-Sep-15
31					
32					

To remove all filters from your worksheet, click the **Filter** command on the **Data** tab.



Advanced filtering

If you need a filter for something specific, basic filtering may not give you enough options. Fortunately, Excel

includes many **advanced filtering tools**, including **search, text, date, and number filtering**, which can narrow your results to help find exactly what you need.

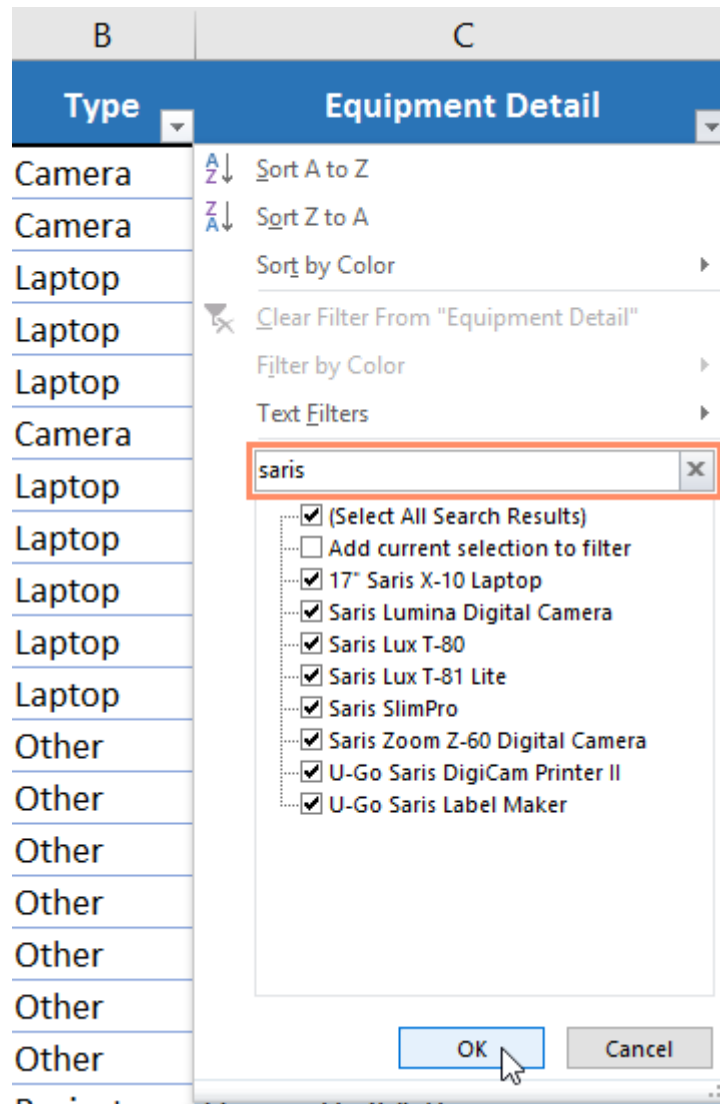
To filter with search:

Excel allows you to **search** for data that contains an exact phrase, number, date, and more. In our example, we'll use this feature to show only **Saris** brand products in our equipment log.

1. Select the **Data** tab, then click the **Filter** command. A **drop-down arrow** will appear in the header cell for each column. **Note:** If you've already added filters to your worksheet, you can skip this step.
2. Click the **drop-down arrow** for the column you want to filter. In our example, we'll filter column **C**.

	A	B	C	D	E
1	ID #	Type	Equipment Detail	Checked Out	Checked In
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15
3	3005	Camera	Saris Zoom Z-60 Digital Camera	06-Aug-15	06-Aug-15
4	1021	Laptop	15" EDI SmartPad L200-3 Laptop	15-Sep-15	01-Oct-15
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	16-Aug-15
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15	
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15	
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15	

3. The **Filter menu** will appear. Enter a **search term** into the **search box**. Search results will appear automatically below the **Text Filters** field as you type. In our example, we'll type **saris** to find all Saris brand equipment. When you're done, click **OK**.



4. The worksheet will be **filtered** according to your search term. In our example, the worksheet is now filtered to show only Saris brand equipment.

	A	B	C	D	E
1	ID #	Type	Equipment Detail	Checked Out	Checked In
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-15	06-Aug-15
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15	
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15	
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-15	26-Sep-15
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-15	05-Aug-15
16	3900	Other	U-Go Saris Label Maker	13-Jun-15	20-Jun-15
23	6200	Projector	Saris Lux T-80	01-Sep-15	04-Sep-15
24	6301	Projector	Saris Lux T-81 Lite	10-Sep-15	
25	6302	Projector	Saris Lux T-81 Lite	08-Sep-15	15-Sep-15
26	1011	Tablet	Saris SlimPro	04-Oct-15	
27	1012	Tablet	Saris SlimPro	29-Sep-15	
31					
32					

To use advanced text filters:

Advanced text filters can be used to display more specific information, like cells that contain a certain number of characters or data that excludes a specific word or number. In our example, we'd like to exclude any item containing the word **laptop**.

1. Select the **Data** tab, then click the **Filter** command. A **drop-down arrow** will appear in the header cell for each column. **Note:** If you've already added filters to your worksheet, you can skip this step.
2. Click the **drop-down arrow** for the column you want to filter. In our example, we'll filter column **C**.

	A	B	C	D	E
1	ID #	Type	Equipment Detail	Checked Out	Checked In
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15
3	3005	Camera	Saris Zoom Z-60 Digital Camera	Equipment Detail: (Showing All)	06-Aug-15
4	1021	Laptop	15" EDI SmartPad L200-3 Laptop	15-Sep-15	01-Oct-15
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	16-Aug-15
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15	
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15	
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15	

- The **Filter menu** will appear. Hover the mouse over **Text Filters**, then select the desired text filter from the drop-down menu. In our example, we'll choose **Does Not Contain** to view data that does not contain specific text.

5. The data will be filtered by the selected text filter. In our example, our worksheet now displays items that do not contain the word **laptop**.

	A	B	C	D	E
1	ID #	Type	Equipment Detail	Checked Out	Checked In
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-15	06-Aug-15
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15	
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15
13	2050	Other	EDI SmartBoard L500-1	05-Oct-15	06-Oct-15
14	2051	Other	EDI SmartBoard L500-1	01-Oct-15	05-Oct-15
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-15	05-Aug-15
16	3900	Other	U-Go Saris Label Maker	13-Jun-15	20-Jun-15
17	4800	Other	7N Deluxe Camera Travel Bag	27-Jul-15	06-Aug-15
20	6100	Projector	Omega VisX 1.0	28-Sep-15	01-Oct-15
21	6101	Projector	Omega VisX 1.0	26-Sep-15	27-Sep-15
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15

To use advanced number filters:

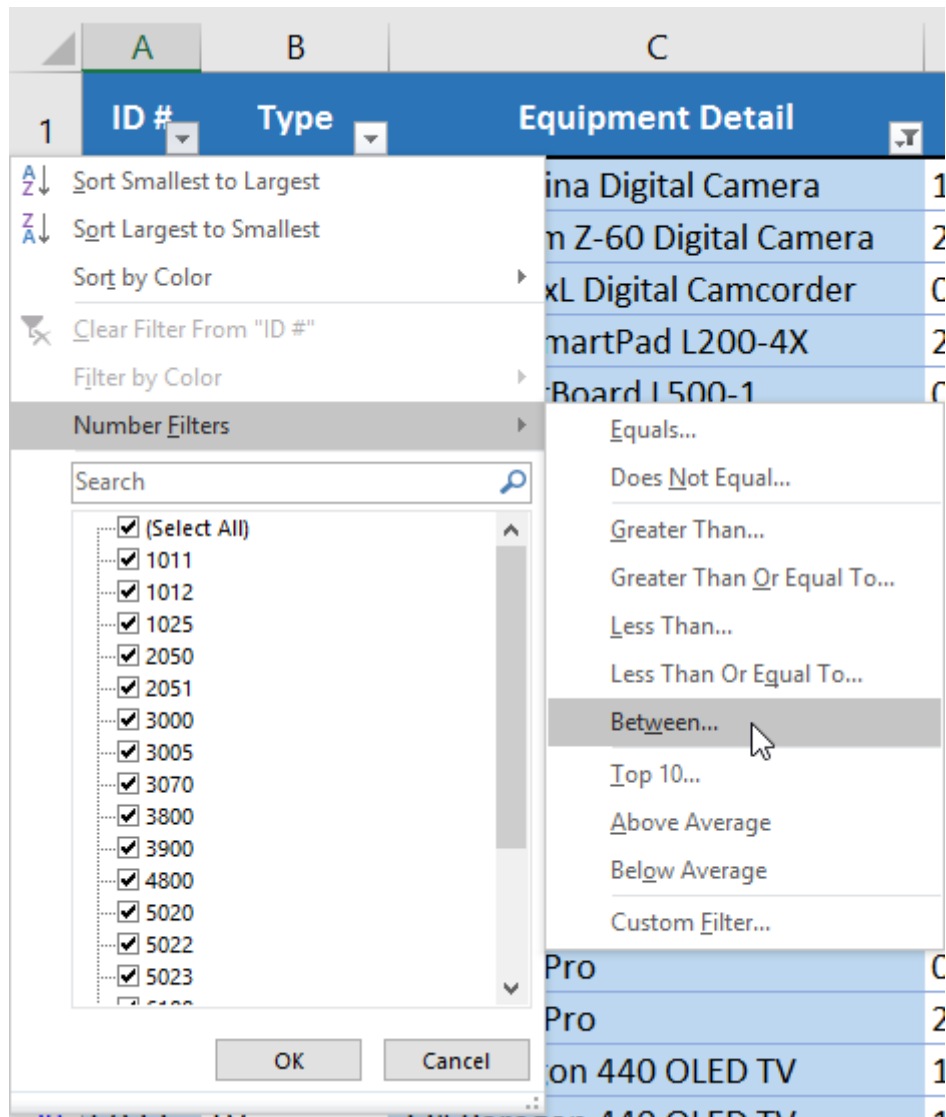
Advanced number filters allow you to manipulate numbered data in different ways. In this example, we'll display only certain types of equipment based on the range of ID numbers.

1. Select the **Data** tab on the Ribbon, then click the **Filter** command. A **drop-down arrow** will appear in the header cell for each column. **Note:** If you've already added filters to your worksheet, you can skip this step.

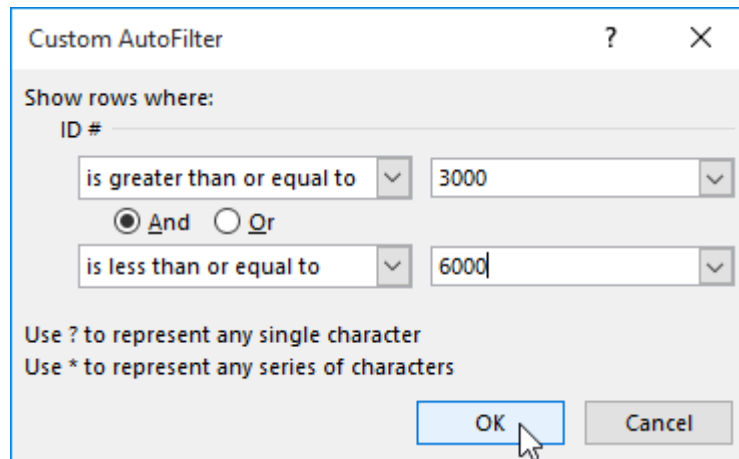
2. Click the **drop-down arrow** for the column you want to filter.
In our example, we'll filter column **A** to view only a certain range of ID numbers.

	A	B	C	D	E
1	ID #	Type	Equipment Detail	Checked Out	Checked In
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-15	06-Aug-15
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15	
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15
13	2050	Other	EDI SmartBoard L500-1	05-Oct-15	06-Oct-15
14	2051	Other	EDI SmartBoard L500-1	01-Oct-15	05-Oct-15
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-15	05-Aug-15
16	3900	Other	U-Go Saris Label Maker	13-Jun-15	20-Jun-15
17	4800	Other	7N Deluxe Camera Travel Bag	27-Jul-15	06-Aug-15
20	6100	Projector	Omega VisX 1.0	28-Sep-15	01-Oct-15
21	6101	Projector	Omega VisX 1.0	26-Sep-15	27-Sep-15

3. The **Filter menu** will appear. Hover the mouse over **Number Filters**, then select the desired number filter from the drop-down menu. In our example, we'll choose **Between** to view ID numbers between a specific number range.



- The **Custom AutoFilter** dialog box will appear. Enter the desired **number(s)** to the right of each filter, then click **OK**. In our example, we want to filter for ID numbers greater than or equal to **3000** but less than or equal to **6000**, which will display ID numbers in the 3000-6000 range.



5. The data will be filtered by the selected number filter. In our example, only items with an ID number between **3000** and **6000** are visible.

	A	B	C	D	E
1	ID #	Type	Equipment Detail	Checked Out	Checked In
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-15	06-Aug-15
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15	
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-15	05-Aug-15
16	3900	Other	U-Go Saris Label Maker	13-Jun-15	20-Jun-15
17	4800	Other	7N Deluxe Camera Travel Bag	27-Jul-15	06-Aug-15
28	5020	TV	32" Paragon 440 OLED TV	11-Aug-15	13-Aug-15
29	5022	TV	32" Paragon 440 OLED TV	17-Jul-15	17-Jul-15
30	5023	TV	50" Paragon 490L LED TV	01-Oct-15	01-Oct-15
31					
32					

To use advanced date filters:

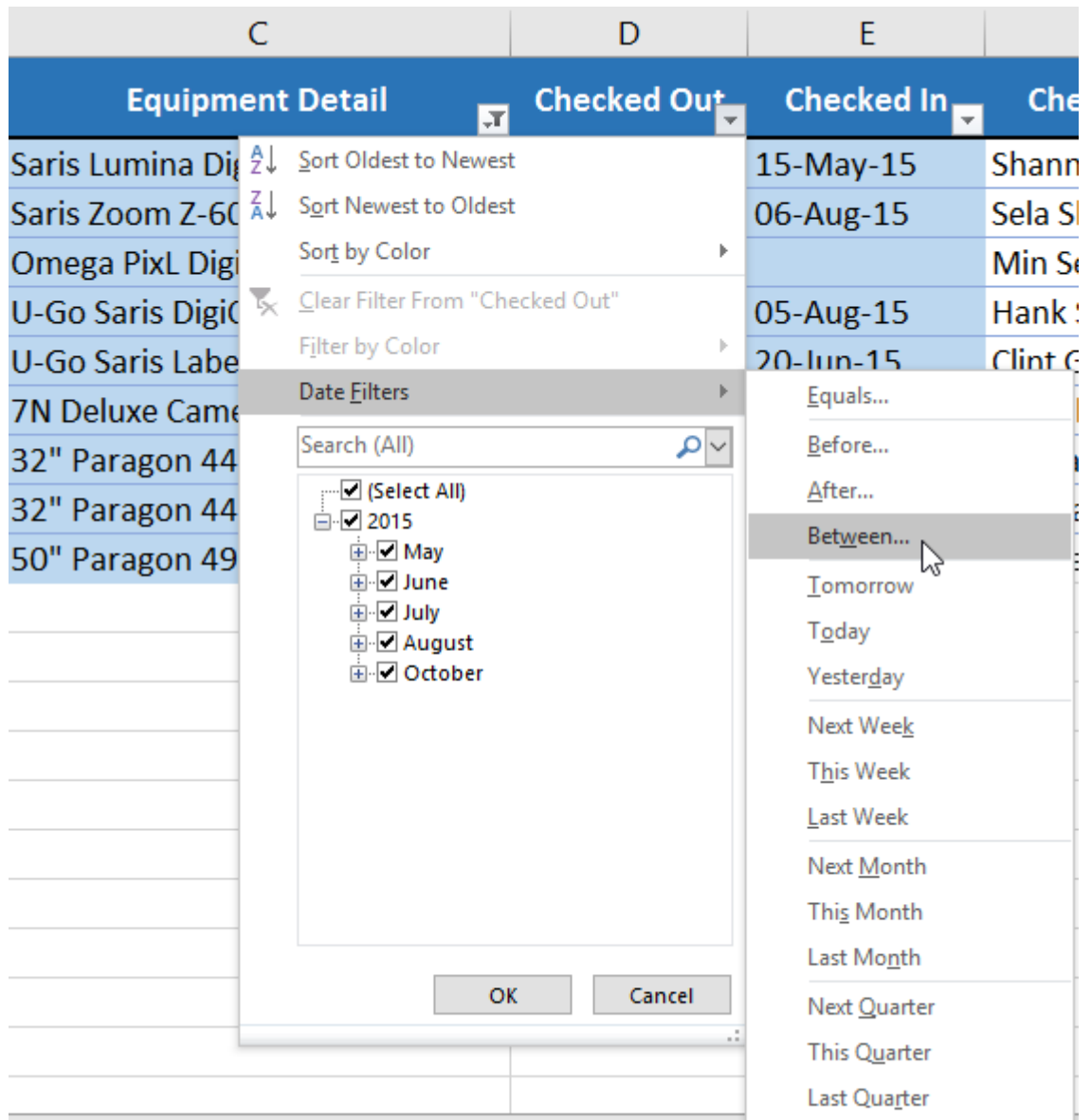
Advanced date filters can be used to view information from a certain time period, such as last year, next quarter, or between two dates. In this example, we'll use advanced

date filters to view only equipment that has been checked out between July 15 and August 15.

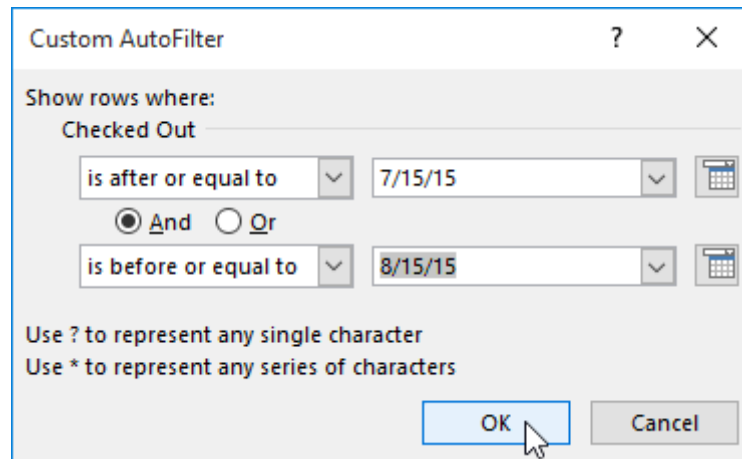
1. Select the **Data** tab, then click the **Filter** command. A **drop-down arrow** will appear in the header cell for each column. **Note:** If you've already added filters to your worksheet, you can skip this step.
2. Click the **drop-down arrow** for the column you want to filter. In our example, we'll filter column **D** to view only a certain range of dates.

	A	B	C	D	E
1	ID #	Type	Equipment Detail	Checked Out	Checked In
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-15	15
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15	
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-15	05-Aug-15
16	3900	Other	U-Go Saris Label Maker	13-Jun-15	20-Jun-15
17	4800	Other	7N Deluxe Camera Travel Bag	27-Jul-15	06-Aug-15
28	5020	TV	32" Paragon 440 OLED TV	11-Aug-15	13-Aug-15
29	5022	TV	32" Paragon 440 OLED TV	17-Jul-15	17-Jul-15
30	5023	TV	50" Paragon 490L LED TV	01-Oct-15	01-Oct-15
31					
32					

3. The **Filter menu** will appear. Hover the mouse over **Date Filters**, then select the desired date filter from the drop-down menu. In our example, we'll select **Between** to view equipment that has been checked out between July 15 and August 15.



- The **Custom AutoFilter** dialog box will appear. Enter the desired **date(s)** to the right of each filter, then click **OK**. In our example, we want to filter for dates after or equal to **July 15, 2015**, and before or equal to **August 15, 2015**, which will display a range between these dates.



5. The worksheet will be filtered by the selected date filter. In our example, we can now see which items have been checked out **between July 15 and August 15**.

	A	B	C	D	
1	ID #	Type	Equipment Detail	Checked Out	Che
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-15	06-Au
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-15	05-Au
17	4800	Other	7N Deluxe Camera Travel Bag	27-Jul-15	06-Au
28	5020	TV	32" Paragon 440 OLED TV	11-Aug-15	13-Au
29	5022	TV	32" Paragon 440 OLED TV	17-Jul-15	17-Jul
31					
32					

Challenge!

1. Open our **practice workbook**.
2. Click the **Challenge** tab in the bottom-left of the workbook.
3. **Apply a filter** to show only **Electronics** and **Instruments**.

4. Use the **Search** feature to filter item descriptions that contain the word **Sansei**. After you do this, you should have **six** entries showing.
5. **Clear** the Item Description filter.
6. Using a **number filter**, show loan amounts **greater than or equal to** \$100.
7. Filter to show only items that have deadlines in 2016.
8. When you're finished, your workbook should look like this:

	A	B	C	D	E
1	ID#	Customer Last Name	Item Description	Item Type	Lo
7	2045	Smith	15" Suzu Laptop	Electronics	
13	2965	Haley	Milano 4/4 Size Cello with Hard Case	Instrument	
14	2345	Marquez-Jimenez	Sansei Portable Gaming System Black	Electronics	
19	1056	Dwivedi	1950s Steel Lap Slide Guitar	Instrument	
25	4956	Gorecki	15.6" 500 GB Sansei Laptop	Electronics	

Introduction

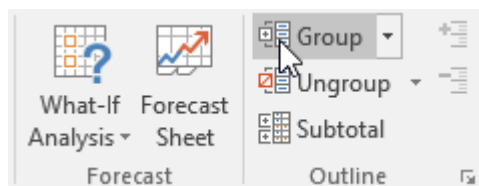
Worksheets with a lot of content can sometimes feel overwhelming and even become difficult to read. Fortunately, Excel can organize data into **groups**, allowing you to easily **show** and **hide** different sections of your worksheet. You can also summarize different groups using the **Subtotal** command and create an **outline** for your worksheet.

To group rows or columns:

1. Select the **rows** or **columns** you want to group. In this example, we'll select columns **B**, **C**, and **D**.

	A	B	C	D	E
1	Homeroom #	First Name	Last Name	Payment Method	T-Shirt Size
2	105	Melissa	White	Debit Card	Small
3	105	Esther	Yaron	Pending	Small
4	135	Anisa	Naser	Check Bounced	Small
5	220-A	Brigid	Ellison	Cash	Small
6	220-A	Christopher	Peyton-Gomez	Check	Small
7	220-B	Michael	Lazar	Cash	Small
8	220-B	Malik	Reynolds	Cash	Small
9	220-B	Wendy	Shaw	Cash	Small
10	105	Nathan	Albee	Check	Medium

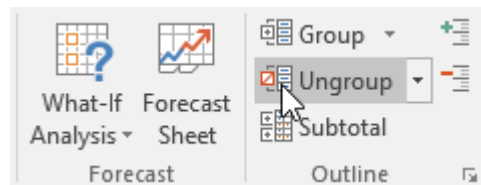
2. Select the **Data** tab on the **Ribbon**, then click the **Group** command.



3. The selected rows or columns will be **grouped**. In our example, columns **B**, **C**, and **D** are grouped.

	A	B	C	D	E	
1		Homerroom #	First Name	Last Name	Payment Method	T-Shirt Size
2	105	Melissa	White	Debit Card	Small	
3	105	Esther	Yaron	Pending	Small	
4	135	Anisa	Naser	Check Bounced	Small	
5	220-A	Brigid	Ellison	Cash	Small	
6	220-A	Christopher	Peyton-Gomez	Check	Small	
7	220-B	Michael	Lazar	Cash	Small	
8	220-B	Malik	Reynolds	Cash	Small	
9	220-B	Wendy	Shaw	Cash	Small	
10	105	Nathan	Albee	Check	Medium	

To **ungroup** data, select the grouped rows or columns, then click the **Ungroup** command.



To hide and show groups:

1. To hide a group, click the minus sign, also known as the **Hide Detail** button.

	A	B	C	D	E
1	Homeroom #	First Name	Last Name	Payment Method	T-Shirt Size
2	105	Melissa	White	Debit Card	Small
3	105	Esther	Yaron	Pending	Small
4	135	Anisa	Naser	Check Bounced	Small
5	220-A	Brigid	Ellison	Cash	Small
6	220-A	Christopher	Peyton-Gomez	Check	Small
7	220-B	Michael	Lazar	Cash	Small
8	220-B	Malik	Reynolds	Cash	Small
9	220-B	Wendy	Shaw	Cash	Small
10	105	Nathan	Albee	Check	Medium

2. The group will be **hidden**. To show a hidden group, click the plus sign, also known as the **Show Detail** button.

	A	E	F	G
1	Homeroom #	T-Shirt Size		
2	105	Small		
3	105	Small		
4	135	Small		
5	220-A	Small		
6	220-A	Small		
7	220-B	Small		
8	220-B	Small		
9	220-B	Small		
10	105	Medium		

Creating subtotals

The **Subtotal** command allows you to automatically **create groups** and use common functions like SUM, COUNT, and AVERAGE to

help **summarize** your data. For example, the **Subtotal** command could help to calculate the cost of office supplies by type from a large inventory order. It will create a hierarchy of groups, known as an **outline**, to help organize your worksheet.

Your data must be correctly **sorted** before using the Subtotal command, so you may want to review our lesson on **Sorting Data** to learn more.

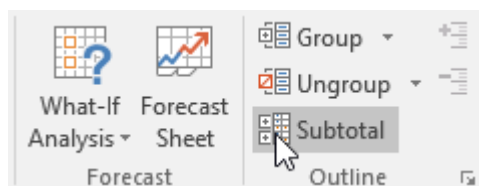
To create a subtotal:

In our example, we'll use the Subtotal command with a T-shirt order form to determine how many T-shirts were ordered in each size (Small, Medium, Large, and X-Large). This will create an **outline** for our worksheet with a **group** for each T-shirt size and then **count** the total number of shirts in each group.

1. First, **sort** your worksheet by the data you want to subtotal. In this example, we'll create a subtotal for each T-shirt size, so our worksheet has been sorted by T-shirt size from smallest to largest.

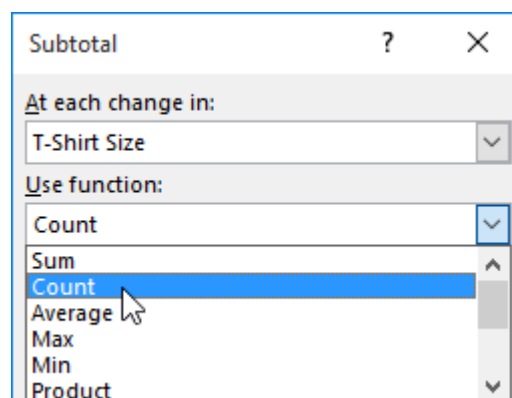
	A	B	C	D	E
1	Homeroom #	First Name	Last Name	Payment Method	T-Shirt Size
2	105	Melissa	White	Debit Card	Small
3	105	Esther	Yaron	Pending	Small
4	135	Anisa	Naser	Check Bounced	Small
5	220-A	Brigid	Ellison	Cash	Small
6	220-A	Christopher	Peyton-Gomez	Check	Small
7	220-B	Michael	Lazar	Cash	Small
8	220-B	Malik	Reynolds	Cash	Small
9	220-B	Wendy	Shaw	Cash	Small
10	105	Nathan	Albee	Check	Medium
11	105	Christiana	Chen	Check Bounced	Medium
12	105	Sidney	Kelly	Check	Medium
13	110	Matt	Benson	Money Order	Medium
14	110	Gabriel	Del Toro	Cash	Medium

2. Select the **Data** tab, then click the **Subtotal** command.



3. The **Subtotal** dialog box will appear. Click the drop-down arrow for the **At each change in:** field to select the **column** you want to subtotal. In our example, we'll select **T-Shirt Size**.

4. Click the drop-down arrow for the **Use function:** field to select the **function** you want to use. In our example, we'll select **COUNT** to count the number of shirts ordered in each size.



5. In the **Add subtotal to:** field, select the **column** where you want the **calculated subtotal** to appear. In our example, we'll select **T-Shirt Size**. When you're satisfied with your selections, click **OK**.

Subtotal

At each change in:
T-Shirt Size

Use function:
Count

Add subtotal to:
 Homeroom #
 First Name
 Last Name
 T-Shirt Size

Replace current subtotals
 Page break between groups
 Summary below data

Remove All OK Cancel

6. The worksheet will be **outlined** into **groups**, and the **subtotal** will be listed below each group. In our example, the data is now grouped by T-shirt size, and the number of shirts ordered in that size appears below each group.

1	2	3	A	B	C	D	E
1			Homeroom #	First Name	Last Name	Payment Method	T-Shirt Si
2			105	Melissa	White	Debit Card	Small
3			105	Esther	Yaron	Pending	Small
4			135	Anisa	Naser	Check Bounced	Small
5			220-A	Brigid	Ellison	Cash	Small
6			220-A	Christopher	Peyton-Gomez	Check	Small
7			220-B	Michael	Lazar	Cash	Small
8			220-B	Malik	Reynolds	Cash	Small
9			220-B	Wendy	Shaw	Cash	Small
10						Small Count	
11			105	Nathan	Albee	Check	Medium
12			105	Christiana	Chen	Check Bounced	Medium
13			105	Sidney	Kelly	Check	Medium
14			110	Matt	Benson	Money Order	Medium
15			110	Gabriel	Del Toro	Cash	Medium
16			135	James	Panarello	Check	Medium
17			135	Chantal	Weller	Debit Card	Medium
18			220-A	Chevonne	Means	Money Order	Medium
19			220-B	Samantha	Bell	Check	Medium
20			220-B	Avery	Kelly	Debit Card	Medium
21						Medium Count	

To view groups by level:

When you create subtotals, your worksheet it is divided into different **levels**. You can switch between these levels to quickly control how much information is displayed in the worksheet by clicking the **Level** buttons to the left of the worksheet. In our example, we'll switch between all three levels in our outline. While this example contains only three levels, Excel can accommodate up to eight.

1. Click the **lowest level** to display the least detail. In our example, we'll select **level 1**, which contains only the **grand count**, or total number of T-shirts ordered.

	A	B	C	D	E
1	Homeroom #	First Name	Last Name	Payment Method	T-Shirt Size
+	33			Grand Count	2
	34				
	35				

2. Click the **next level** to expand the detail. In our example, we'll select **level 2**, which contains each subtotal row but hides all other data from the worksheet.

	A	B	C	D	E
1	Homeroom #	First Name	Last Name	Payment Method	T-Shirt Size
+	10			Small Count	
+	21			Medium Count	1
+	27			Large Count	
+	32			X-Large Count	
-	33			Grand Count	2

3. Click the **highest level** to view and expand all of your worksheet data. In our example, we'll select **level 3**.

	A	B	C	D	E	
1	Homeroom #	First Name	Last Name	Payment Method	T-Shirt Size	
·	2	105	Melissa	White	Debit Card	Small
·	3	105	Esther	Yaron	Pending	Small
·	4	135	Anisa	Naser	Check Bounced	Small
·	5	220-A	Brigid	Ellison	Cash	Small
·	6	220-A	Christopher	Peyton-Gomez	Check	Small
·	7	220-B	Michael	Lazar	Cash	Small
·	8	220-B	Malik	Reynolds	Cash	Small
·	9	220-B	Wendy	Shaw	Cash	Small
-	10				Small Count	
·	11	105	Nathan	Albee	Check	Medium
·	12	105	Christiana	Chen	Check Bounced	Medium
·	13	105	Sidney	Kelly	Check	Medium

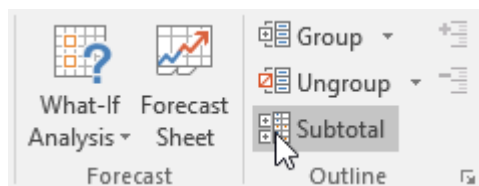
You can also use the **Show** and **Hide Detail** buttons to show and hide the groups within the outline.

	A	B	C	D	E
1	Homeroom #	First Name	Last Name	Payment Method	T-Shirt Size
10				Small Count	8
21				Medium Count	10
22	105	Derek	MacDonald	Cash	Large
23	110	Kris	Ackerman	Money Order	Large
24	110	Regina	Olivera	Pending	Large
25	135	Jordan	Weller	Money Order	Large
26	135	Alex	Yuen	Wrong Amount	Large
27				Large Count	5
32				X-Large Count	4
33				Grand Count	27

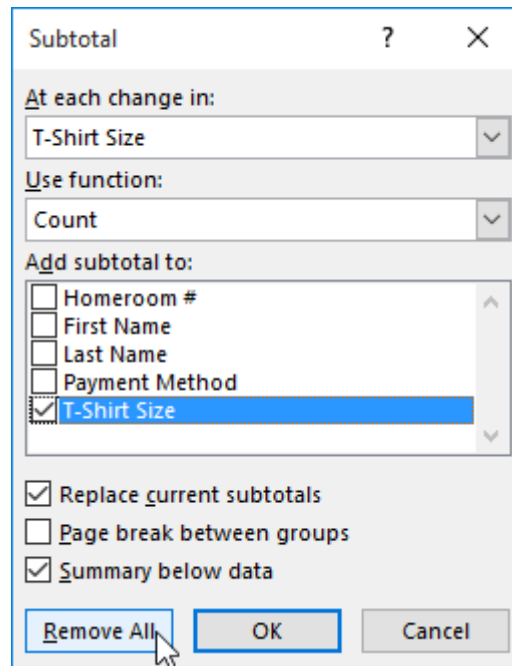
To remove subtotals:

Sometimes you may not want to keep subtotals in your worksheet, especially if you want to reorganize data in different ways. If you no longer want to use subtotaling, you'll need **remove it** from your worksheet.

1. Select the **Data** tab, then click the **Subtotal** command.

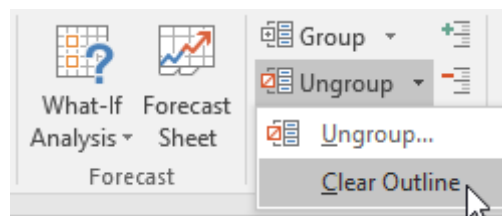


2. The **Subtotal** dialog box will appear. Click **Remove All**.



3. All worksheet data will be **ungrouped**, and the subtotals will be **removed**.

To remove all groups without deleting the subtotals, click the **Ungroup** command drop-down arrow, then choose **Clear Outline**.

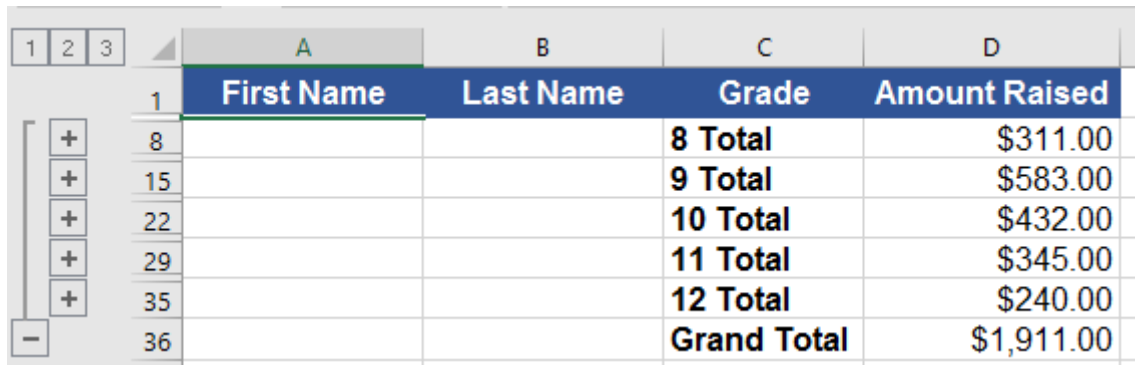


Challenge!

1. Open our **practice workbook**.
2. Click on the **Challenge** tab in the bottom-left of the workbook.
3. **Sort** the workbook by **Grade** from smallest to largest.
4. Use the **Subtotal** command to group at each change in **Grade**.
Use the **SUM** function and add subtotals to **Amount Raised**.

5. Select **Level 2** so that you only see the subtotals and grand total.

6. When you're finished, your workbook should look like this:



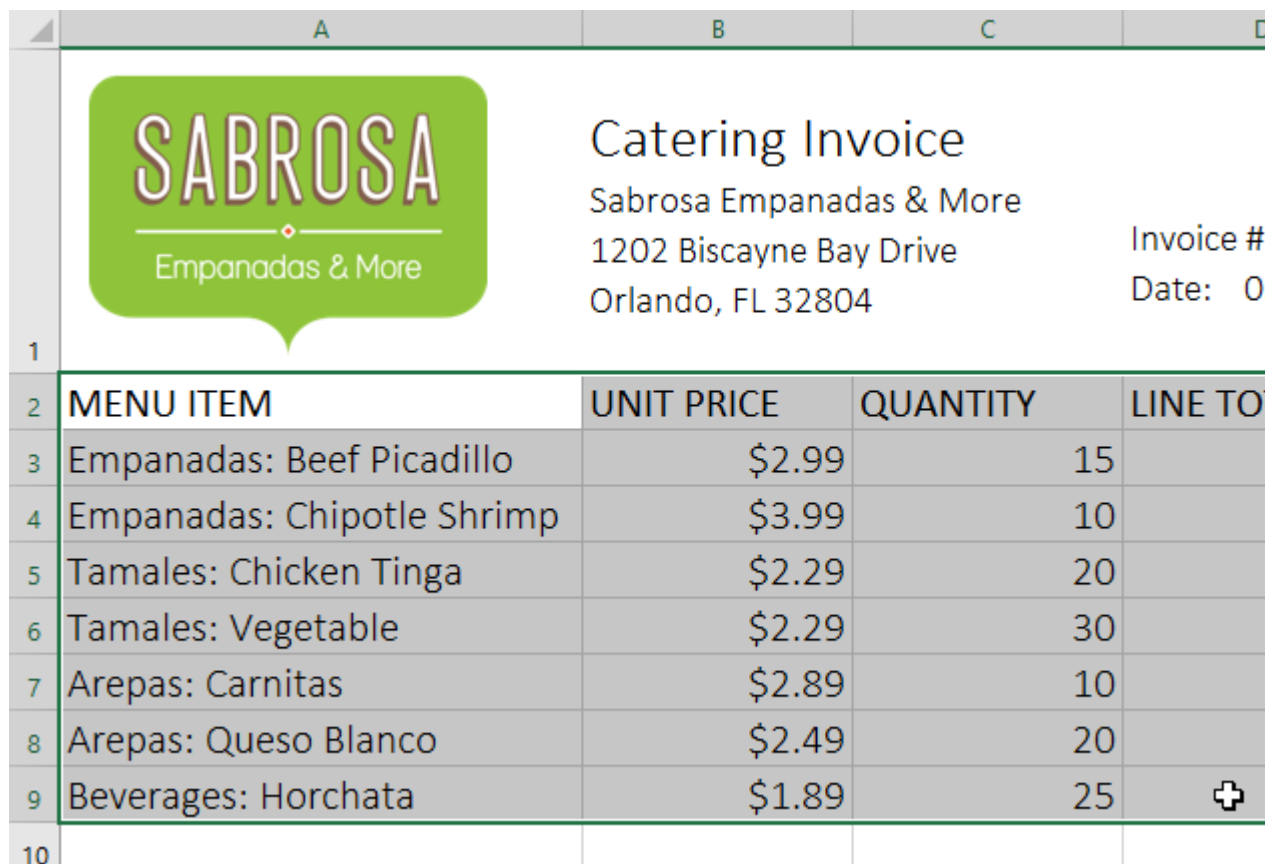
	A	B	C	D
1	First Name	Last Name	Grade	Amount Raised
8			8 Total	\$311.00
15			9 Total	\$583.00
22			10 Total	\$432.00
29			11 Total	\$345.00
35			12 Total	\$240.00
36			Grand Total	\$1,911.00


Introduction

Once you've entered information into your worksheet, you may want to format your data as a **table**. Just like regular formatting, tables can improve the **look and feel** of your workbook, and they'll also help you **organize** your content and make your data easier to use. Excel includes several **tools** and **predefined table styles**, allowing you to create tables quickly and easily.

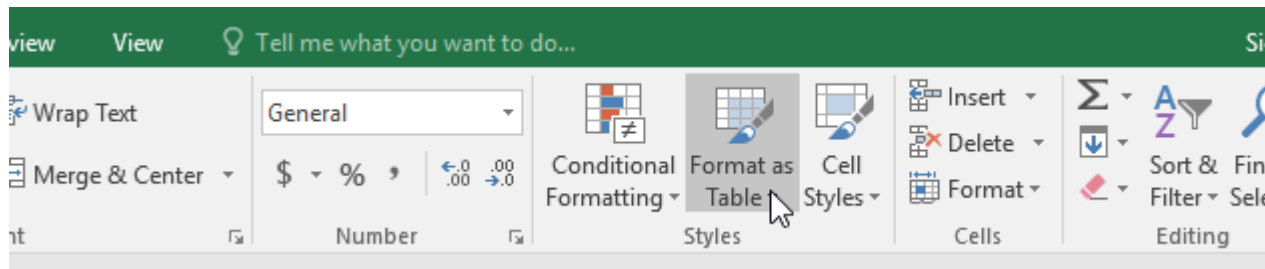
To format data as a table:

1. Select the **cells** you want to format as a table. In our example, we'll select the cell range **A2:D9**.

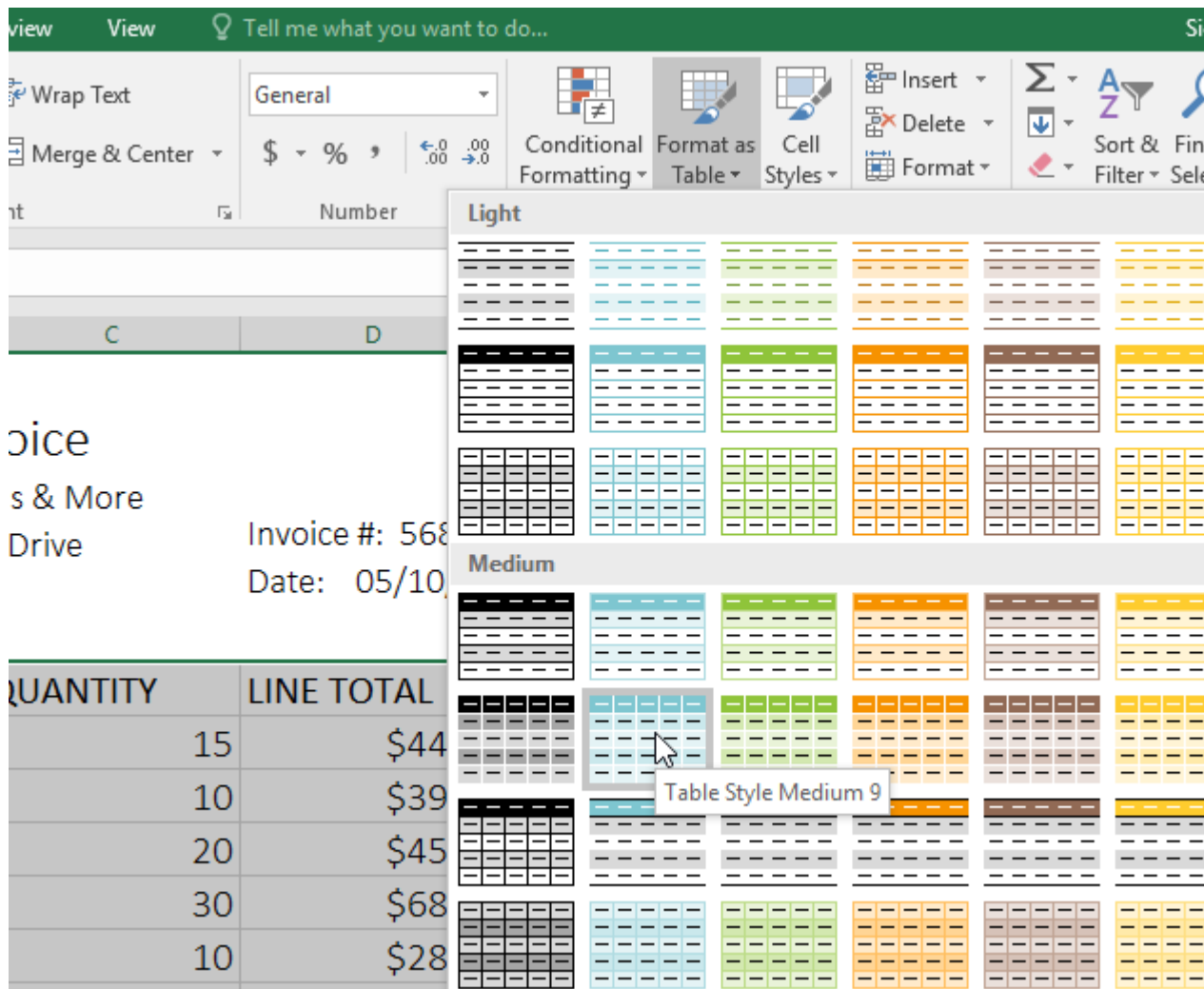


	A	B	C	D
1		Catering Invoice		
		Sabrosa Empanadas & More		Invoice #
		1202 Biscayne Bay Drive		Date: 0
		Orlando, FL 32804		
2	MENU ITEM	UNIT PRICE	QUANTITY	LINE TO
3	Empanadas: Beef Picadillo	\$2.99	15	
4	Empanadas: Chipotle Shrimp	\$3.99	10	
5	Tamales: Chicken Tinga	\$2.29	20	
6	Tamales: Vegetable	\$2.29	30	
7	Arepas: Carnitas	\$2.89	10	
8	Arepas: Queso Blanco	\$2.49	20	
9	Beverages: Horchata	\$1.89	25	+
10				

2. From the **Home** tab, click the **Format as Table** command in the **Styles** group.




3. Select a **table style** from the drop-down menu.



4. A dialog box will appear, confirming the selected **cell range** for the table.

5. If your table has **headers**, check the box next to **My table has headers**, then click **OK**.

1	A	B	C	D
		Catering Invoice Sabrosa Empanadas & More 1202 Biscayne Bay Drive Orlando, FL 32804	Invoice # Date: 0	
2	MENU ITEM	UNIT PRICE	QUANTITY	LINE TO
3	Empanadas: Beef Picadillo			15
4	Empanadas: Chipotle Shrimp			10
5	Tamales: Chicken Tinga			20
6	Tamales: Vegetable			30
7	Arepas: Carnitas			10
8	Arepas: Queso Blanco	\$2.49		20
9	Beverages: Horchata	\$1.89		25
10				


Format As Table ? X

Where is the data for your table?

My table has headers

OK Cancel

6. The cell range will be formatted in the selected **table style**.

1	A	B	C	D
		Catering Invoice Sabrosa Empanadas & More 1202 Biscayne Bay Drive Orlando, FL 32804	Invoice # Date: 0	
2	MENU ITEM	UNIT PRICE	QUANTITY	LINE TO
3	Empanadas: Beef Picadillo	\$2.99	15	
4	Empanadas: Chipotle Shrimp	\$3.99	10	
5	Tamales: Chicken Tinga	\$2.29	20	
6	Tamales: Vegetable	\$2.29	30	
7	Arepas: Carnitas	\$2.89	10	
8	Arepas: Queso Blanco	\$2.49	20	
9	Beverages: Horchata	\$1.89	25	
10				

Tables include **filtering** by default. You can filter your data at any time using the **drop-down arrows** in the header cells. To learn more, review our lesson on [Filtering Data](#).


Modifying tables

It's easy to modify the look and feel of any table after adding it to a worksheet. Excel includes many different options for customizing a table, including **adding rows or columns** and changing the **table style**.

To add rows or columns to a table:

If you need to fit more content into your table, Excel allows you to modify the **table size** by including additional rows and columns. There are two simple ways to change the table size:

- Enter **new content** into any adjacent row or column. The row or column will be roped into the table automatically.

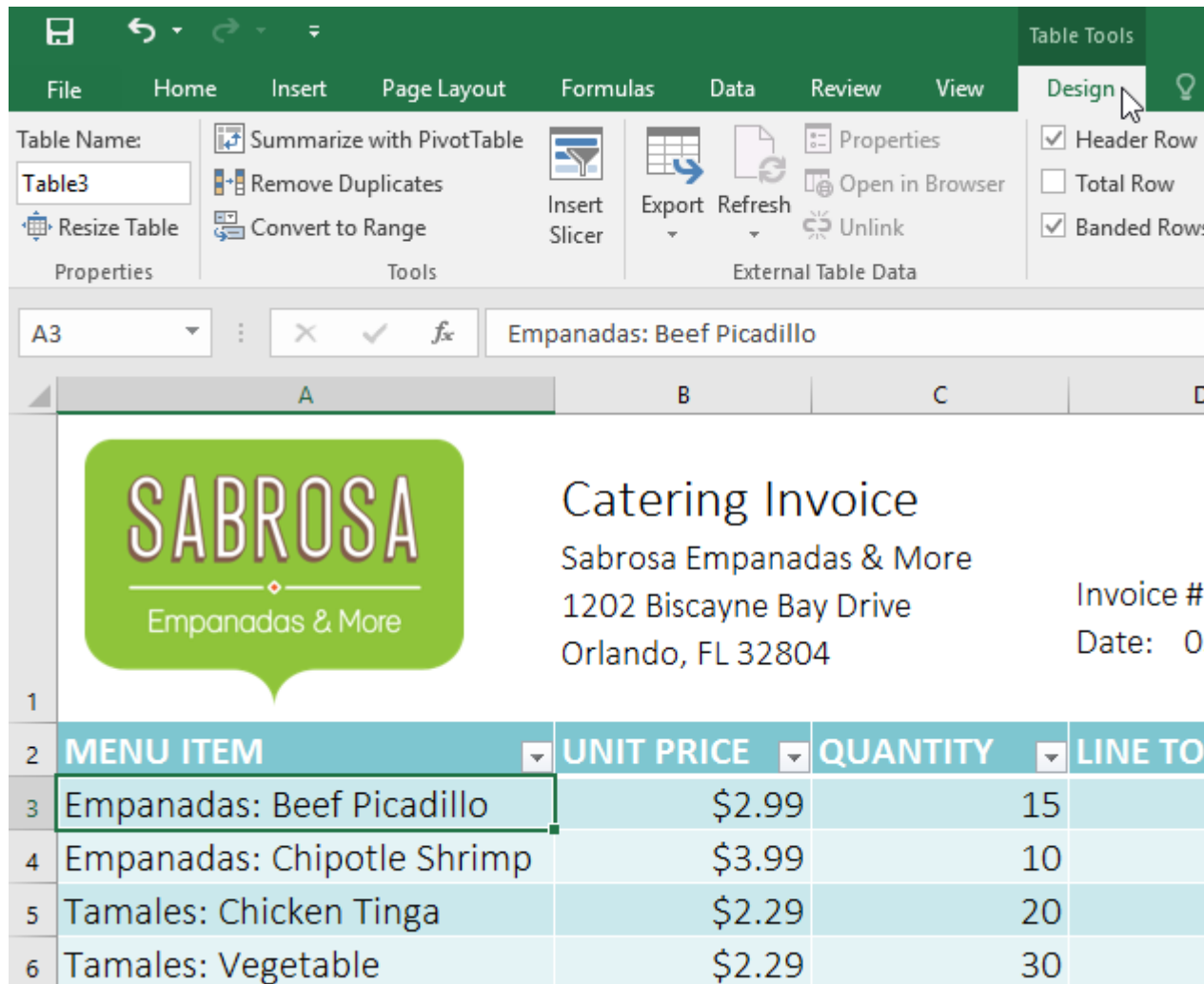
	A	B	C
1		Catering Invoice Sabrosa Empanadas & More 1202 Biscayne Bay Drive Orlando, FL 32804	
2	MENU ITEM	UNIT PRICE	QUANTITY
3	Empanadas: Beef Picadillo	\$2.99	15
4	Empanadas: Chipotle Shrimp	\$3.99	10
5	Tamales: Chicken Tinga	\$2.29	20
6	Tamales: Vegetable	\$2.29	30
7	Arepas: Carnitas	\$2.89	10
8	Arepas: Queso Blanco	\$2.49	20
9	Beverages: Horchata	\$1.89	25
10	Beverages: Lemonade		
11			

- Click and drag the **bottom-right corner** of the table to create additional rows or columns.

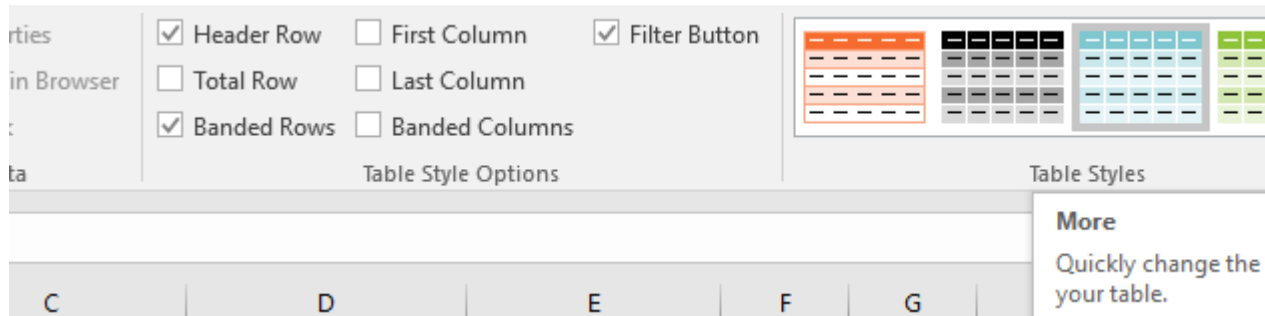
	A	B	C
1		Catering Invoice Sabrosa Empanadas & More 1202 Biscayne Bay Drive Orlando, FL 32804	
2	MENU ITEM	UNIT PRICE	QUANTITY
3	Empanadas: Beef Picadillo	\$2.99	15
4	Empanadas: Chipotle Shrimp	\$3.99	10
5	Tamales: Chicken Tinga	\$2.29	20
6	Tamales: Vegetable	\$2.29	30
7	Arepas: Carnitas	\$2.89	10
8	Arepas: Queso Blanco	\$2.49	20
9	Beverages: Horchata	\$1.89	25
10			
11			
12			
13			

To change the table style:

1. Select **any cell** in your table, then click the **Design** tab.



2. Locate the **Table Styles** group, then click the **More** drop-down arrow to see all available table styles.



3. Select the desired **table style**.

Header Row First Column
 Total Row Last Column
 Banded Rows Banded Columns


Table Style

QTY	LINE TOTAL
15	\$44.85
10	\$39.90
20	\$45.80
30	\$68.70
10	\$28.90
20	\$49.80
25	\$47.25

Invoice #: 5686B
 Date: 05/10/16

Medium
 Dark
 Table Style Dark 11
 New Table Style...

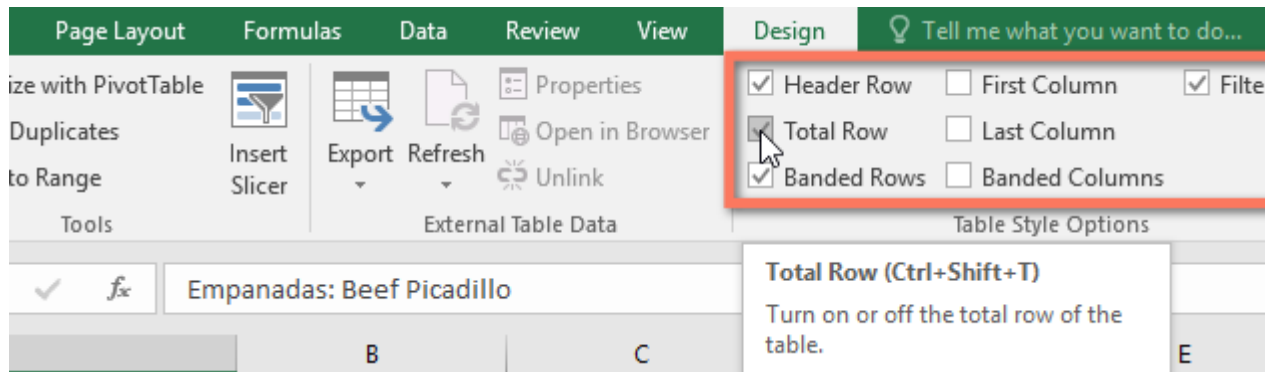
4. The **table style** will be applied.

	A	B	C	D
1			Catering Invoice Sabrosa Empanadas & More 1202 Biscayne Bay Drive Orlando, FL 32804	
			Invoice #	
			Date: 0	
2	MENU ITEM	UNIT PRICE	QUANTITY	LINE TO
3	Empanadas: Beef Picadillo	\$2.99	15	
4	Empanadas: Chipotle Shrimp	\$3.99	10	
5	Tamales: Chicken Tinga	\$2.29	20	
6	Tamales: Vegetable	\$2.29	30	
7	Arepas: Carnitas	\$2.89	10	
8	Arepas: Queso Blanco	\$2.49	20	
9	Beverages: Horchata	\$1.89	25	
10				


To modify table style options:

You can turn various options **on** or **off** to change the appearance of any table. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

1. Select **any cell** in your table, then click the **Design** tab.
2. **Check** or **uncheck** the desired options in the **Table Style Options** group. In our example, we'll check **Total Row** to automatically include a **total** for our table.



- The table style will be modified. In our example, a **new row** has been added to the table with a **formula** that automatically calculates the total value of the cells in column D.

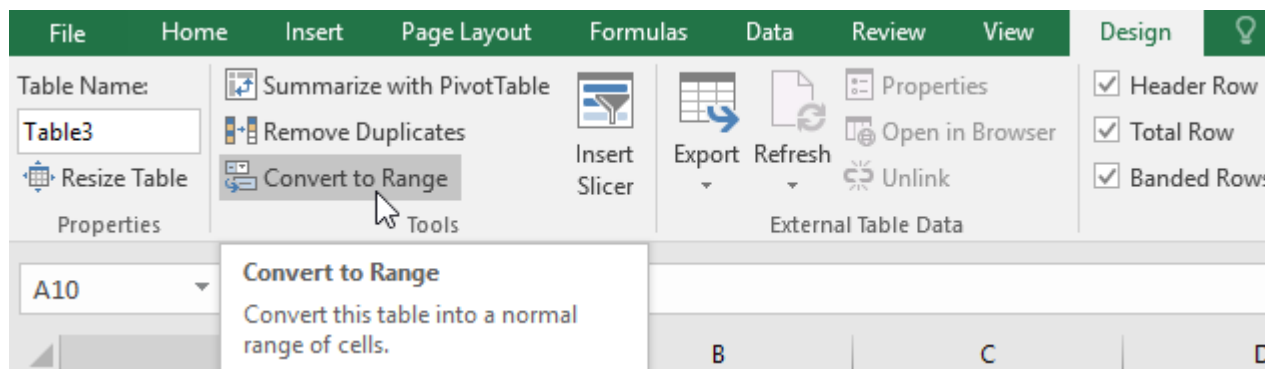
	A	B	C	D
1			Catering Invoice Sabrosa Empanadas & More 1202 Biscayne Bay Drive Orlando, FL 32804	
				Invoice # Date: 0
2	MENU ITEM	UNIT PRICE	QUANTITY	LINE TO
3	Empanadas: Beef Picadillo	\$2.99	15	
4	Empanadas: Chipotle Shrimp	\$3.99	10	
5	Tamales: Chicken Tinga	\$2.29	20	
6	Tamales: Vegetable	\$2.29	30	
7	Arepas: Carnitas	\$2.89	10	
8	Arepas: Queso Blanco	\$2.49	20	
9	Beverages: Horchata	\$1.89	25	
10	Total			\$
11				

Depending on the type of **content** you have—and the **table style** you've chosen—these options can affect your table's appearance in various ways. You may need to experiment with a few different options to find the exact style you want.


To remove a table:

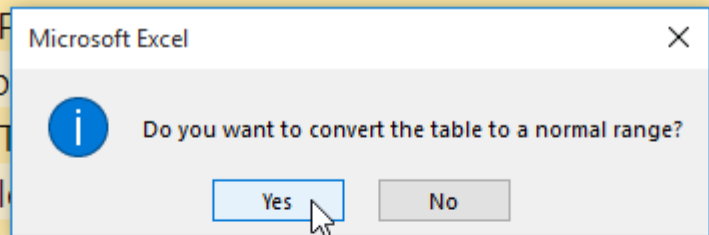
It's possible to remove a table from your workbook without losing any of your data. However, this can cause issues with certain types of **formatting**, including colors, fonts, and banded rows. Before you use this option, make sure you're prepared to reformat your cells if necessary.

1. Select **any cell** in your table, then click the **Design** tab.
2. Click the **Convert to Range** command in the **Tools** group.




3. A dialog box will appear. Click **Yes**.

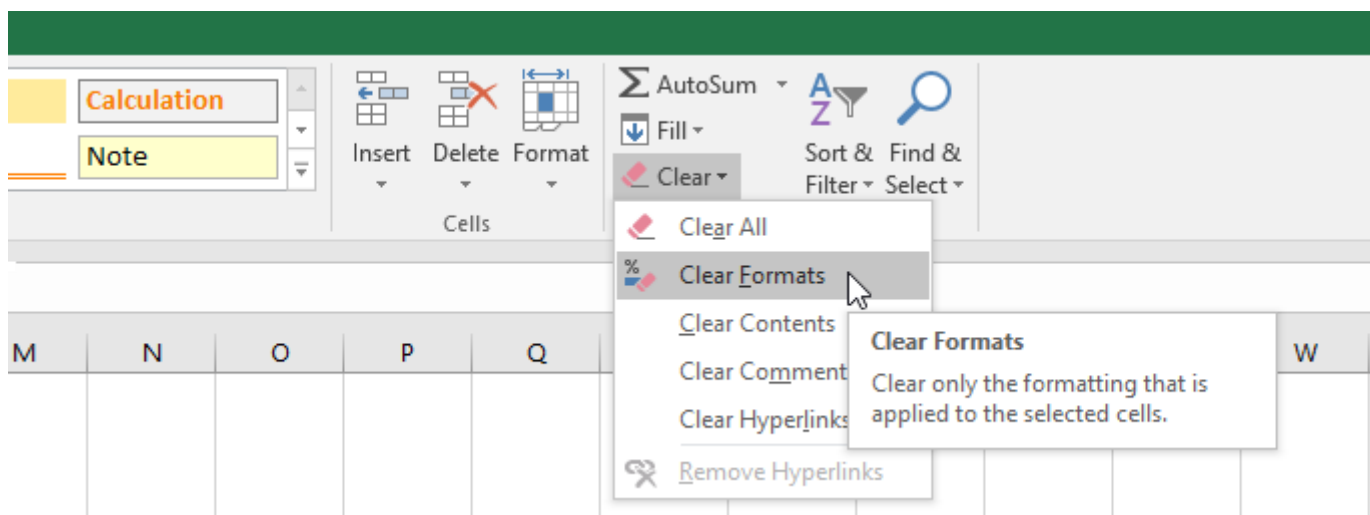
	A	B	C	D
1			Catering Invoice Sabrosa Empanadas & More 1202 Biscayne Bay Drive Orlando, FL 32804	
				Invoice # Date: 0
2	MENU ITEM	UNIT PRICE	QUANTITY	LINE TO
3	Empanadas: Beef P			15
4	Empanadas: Chipol			10
5	Tamales: Chicken T			20
6	Tamales: Vegetabl			30
7	Arepas: Carnitas	\$2.89		10
8	Arepas: Queso Blanco	\$2.49		20
9	Beverages: Horchata	\$1.89		25
10	Total			\$
11				



4. The range will no longer be a table, but the cells will retain their data and formatting.

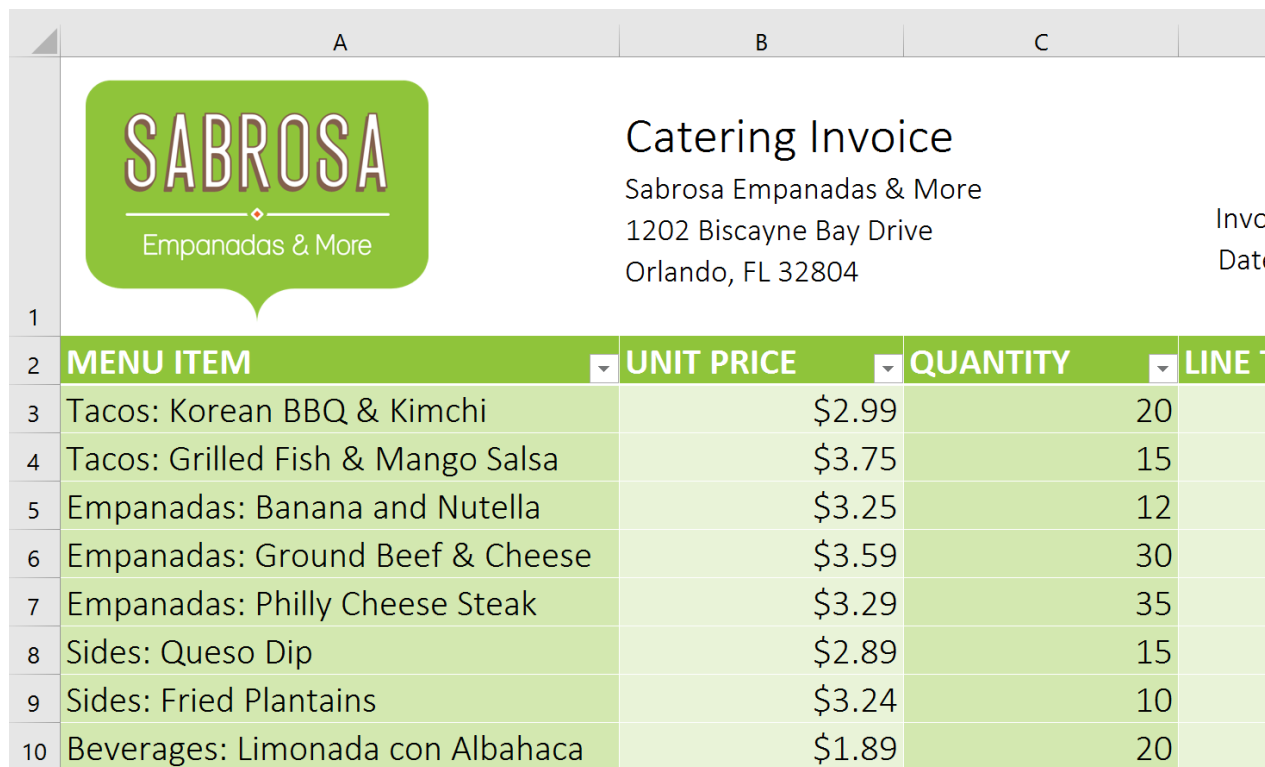
	A	B	C	D
1			Catering Invoice Sabrosa Empanadas & More 1202 Biscayne Bay Drive Orlando, FL 32804	
				Invoice # Date: 0
2	MENU ITEM	UNIT PRICE	QUANTITY	LINE TO
3	Empanadas: Beef Picadillo	\$2.99	15	
4	Empanadas: Chipotle Shrimp	\$3.99	10	
5	Tamales: Chicken Tinga	\$2.29	20	
6	Tamales: Vegetable	\$2.29	30	
7	Arepas: Carnitas	\$2.89	10	
8	Arepas: Queso Blanco	\$2.49	20	
9	Beverages: Horchata	\$1.89	25	
10	Total			\$
11				


To restart your formatting from scratch, click the **Clear** command on the **Home** tab. Next, choose **Clear Formats** from the menu.



Challenge!

1. Open our [practice workbook](#).
2. Click the **Challenge** tab in the bottom-left of the workbook.
3. Select cells **A2:D9** and **format as table**. Choose one of the **light styles**.
4. **Insert a row** between rows 4 and 5. In the row you just created, type **Empanadas: Banana and Nutella**, with a unit price of **\$3.25**, and a quantity of **12**.
5. Change the **table style** to **Table Style Medium 10**.
6. In **Table Style Options**, uncheck **banded rows** and check **banded columns**.
7. When you're finished, your workbook should look like this:



	A	B	C	
1		Catering Invoice Sabrosa Empanadas & More 1202 Biscayne Bay Drive Orlando, FL 32804		Inv Dat
2	MENU ITEM	UNIT PRICE	QUANTITY	LINE T
3	Tacos: Korean BBQ & Kimchi	\$2.99	20	
4	Tacos: Grilled Fish & Mango Salsa	\$3.75	15	
5	Empanadas: Banana and Nutella	\$3.25	12	
6	Empanadas: Ground Beef & Cheese	\$3.59	30	
7	Empanadas: Philly Cheese Steak	\$3.29	35	
8	Sides: Queso Dip	\$2.89	15	
9	Sides: Fried Plantains	\$3.24	10	
10	Beverages: Limonada con Albahaca	\$1.89	20	

Introduction

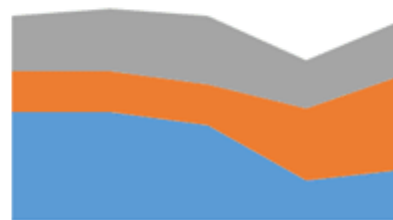
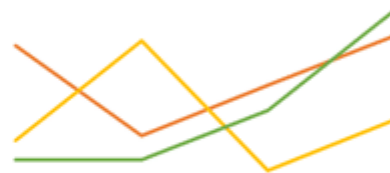
It can be difficult to interpret Excel workbooks that contain a lot of data. **Charts** allow you to illustrate your workbook data **graphically**, which makes it easy to visualize **comparisons** and **trends**.

Understanding charts

Excel has several different **types of charts**, allowing you to choose the one that best fits your data. In order to use charts effectively, you'll need to understand how different charts are used.

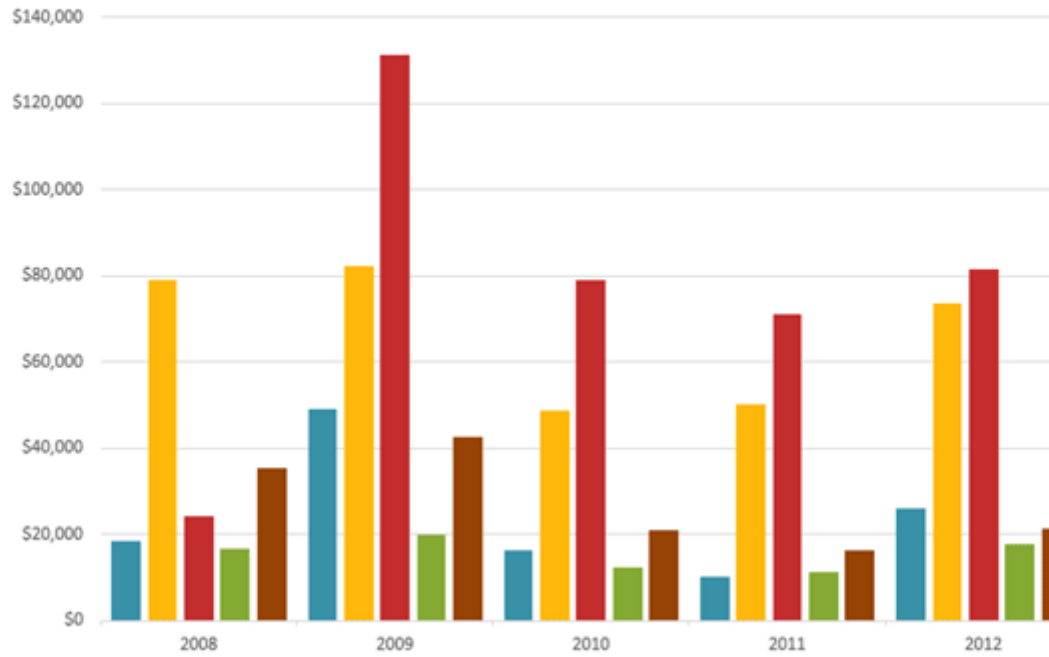
Click the arrows in the slideshow below to learn more about the types of charts in Excel.

Types of Charts



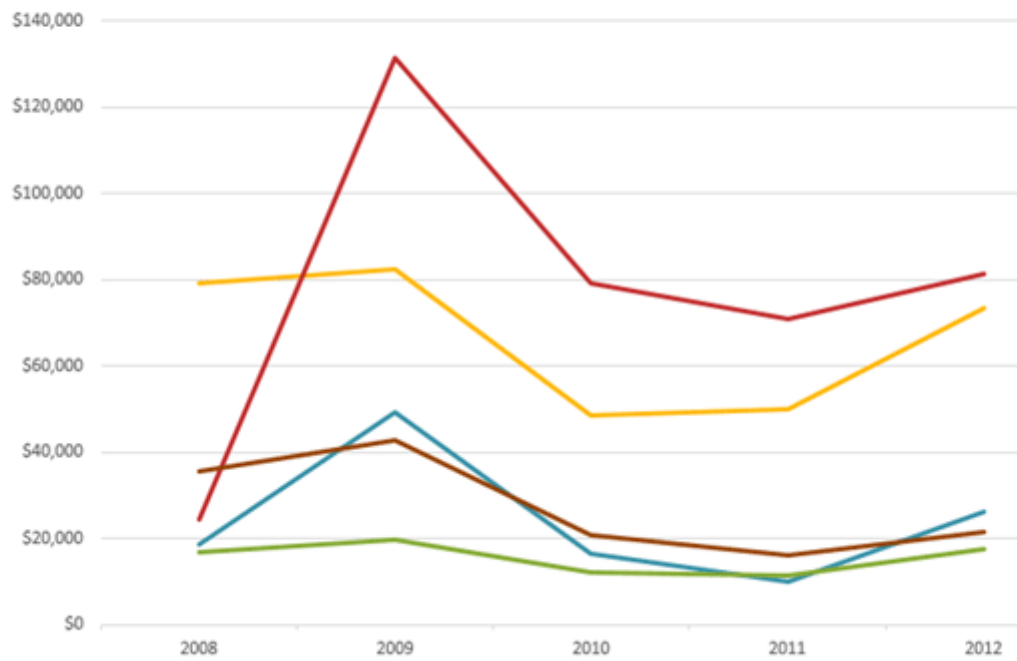
Excel has a variety of chart types, each with its own advantages. Click the arrows to see some of the different types of charts available in Excel.

Column

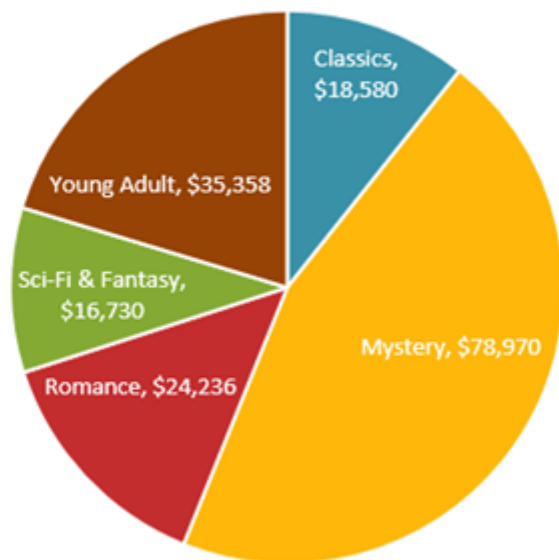


•

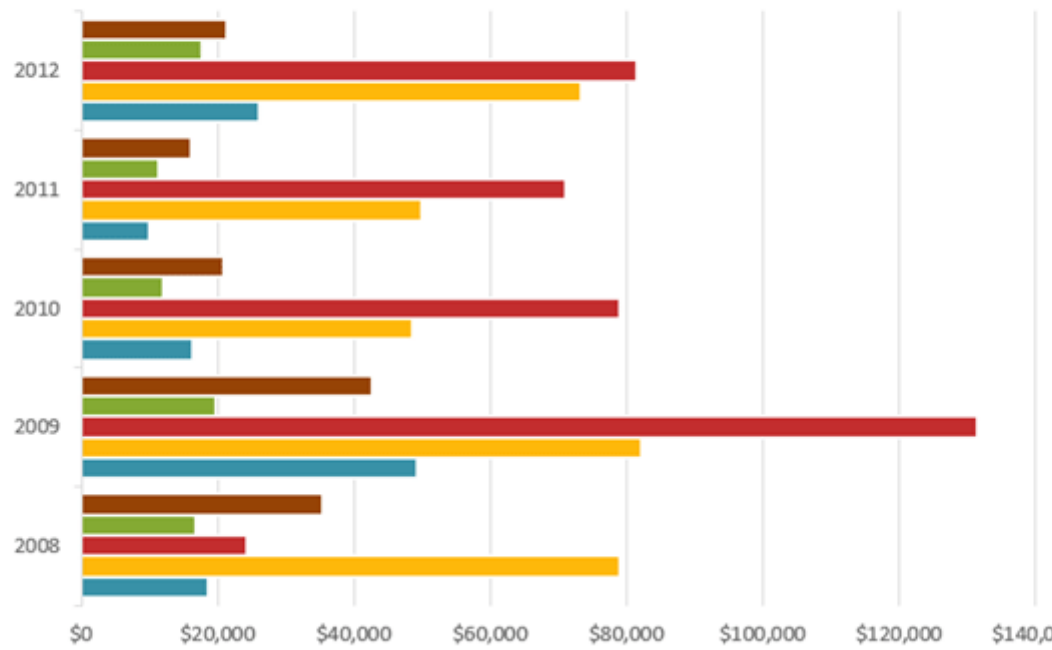
Line



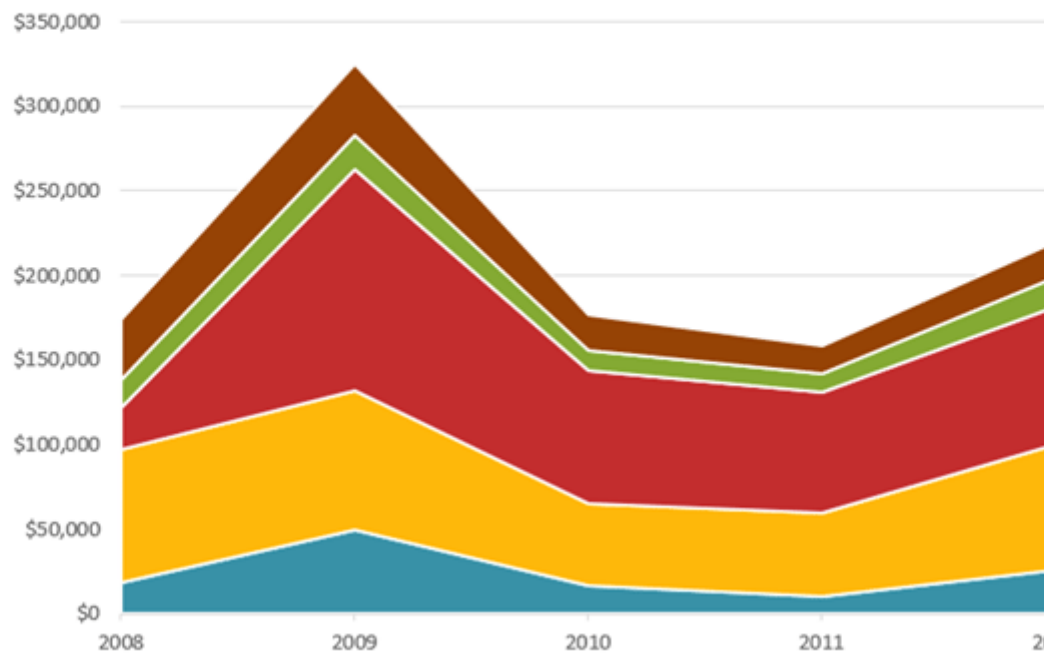
Pie



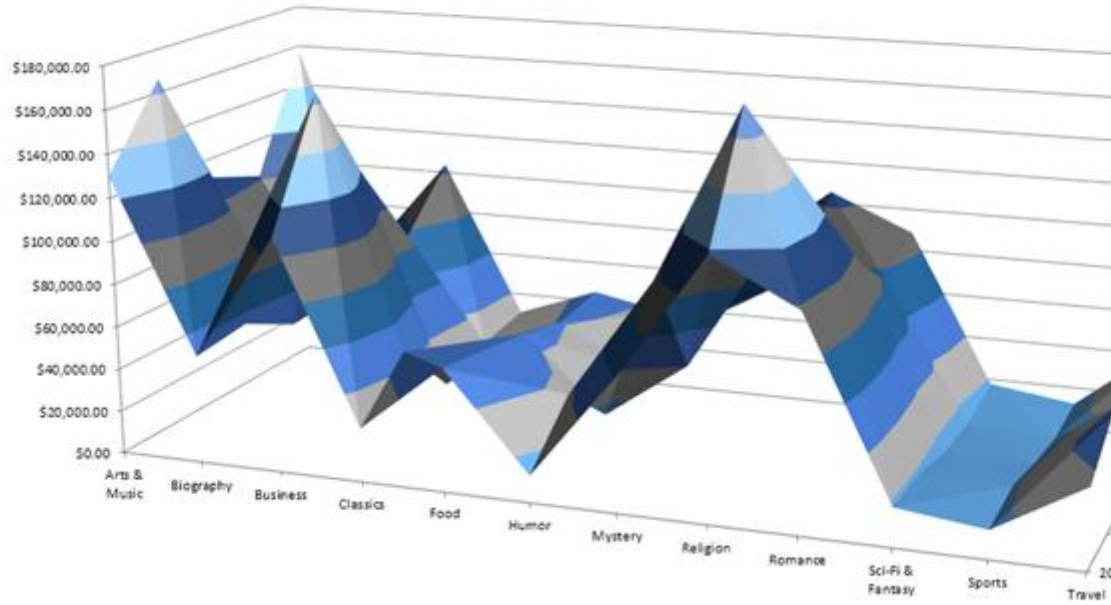
Bar



Area



Surface



•



GCF
LearnFree.org

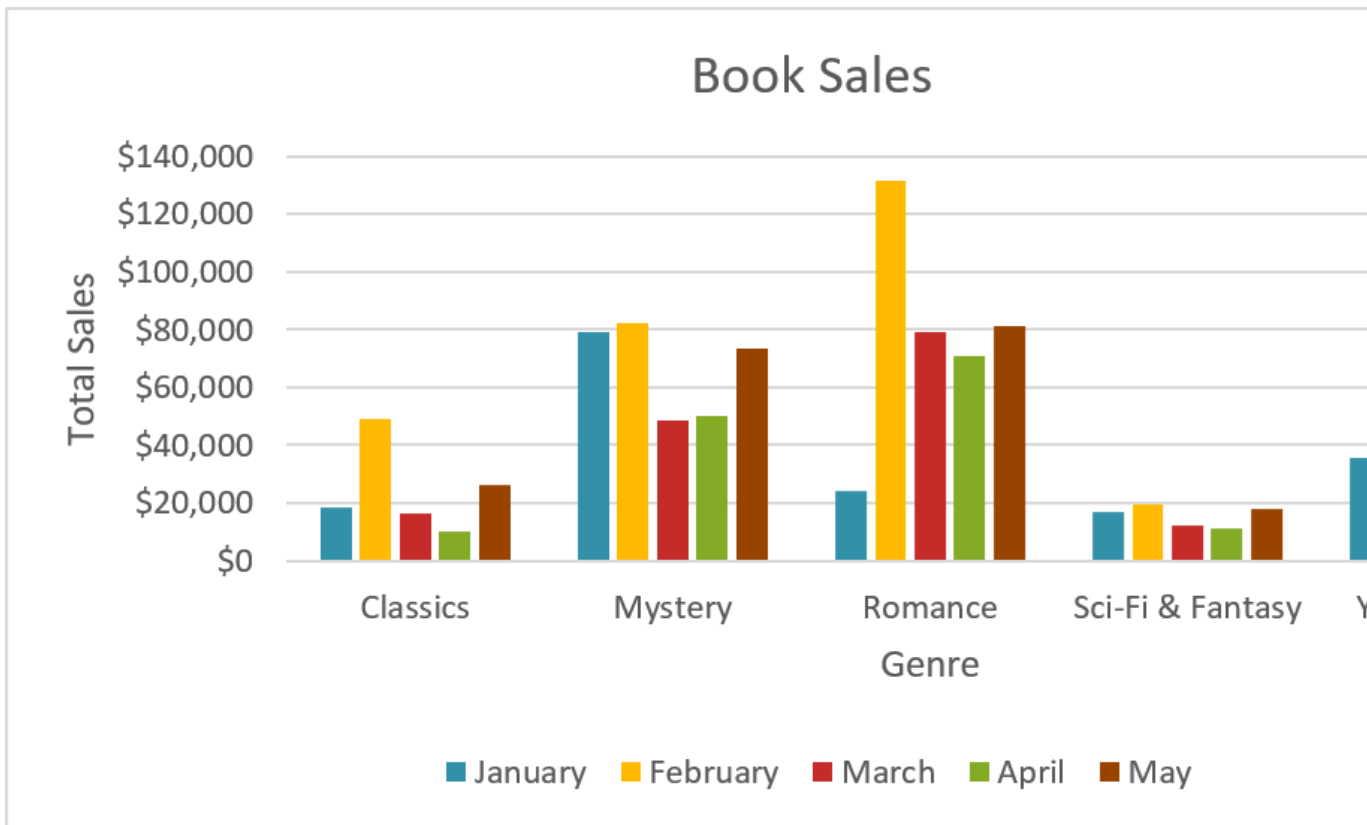


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- [1](#)
- [2](#)
- [3](#)
- [4](#)
- [5](#)
- [6](#)
- [7](#)
- [8](#)

In addition to chart types, you'll need to understand how to **read a chart**. Charts contain several different elements, or parts, that can help you interpret the data.

Click the buttons in the interactive below to learn about the different parts of a chart.

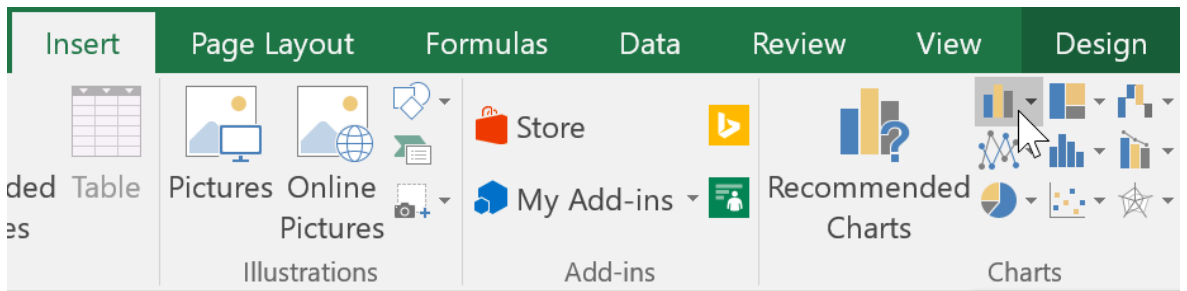


To insert a chart:

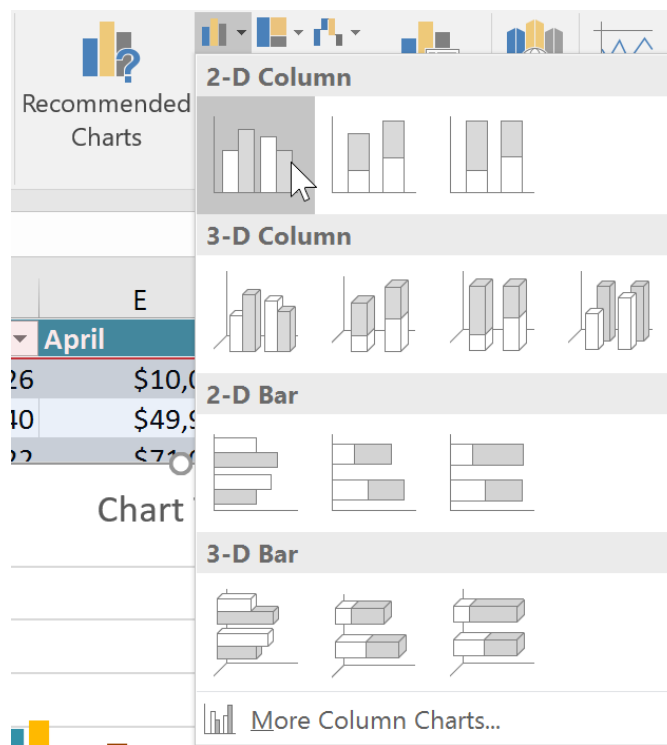
1. Select the **cells** you want to chart, including the **column titles** and **row labels**. These cells will be the source data for the chart. In our example, we'll select cells A1:F6.

	A	B	C	D	E	F
1	Genre	January	February	March	April	May
2	Classics	\$18,580	\$49,225	\$16,326	\$10,017	\$26,000
3	Mystery	\$78,970	\$82,262	\$48,640	\$49,985	\$73,000
4	Romance	\$24,236	\$131,390	\$79,022	\$71,009	\$81,000
5	Sci-Fi & Fantasy	\$16,730	\$19,730	\$12,109	\$11,355	\$17,000
6	Young Adult	\$35,358	\$42,685	\$20,893	\$16,065	\$21,000
7						
8						

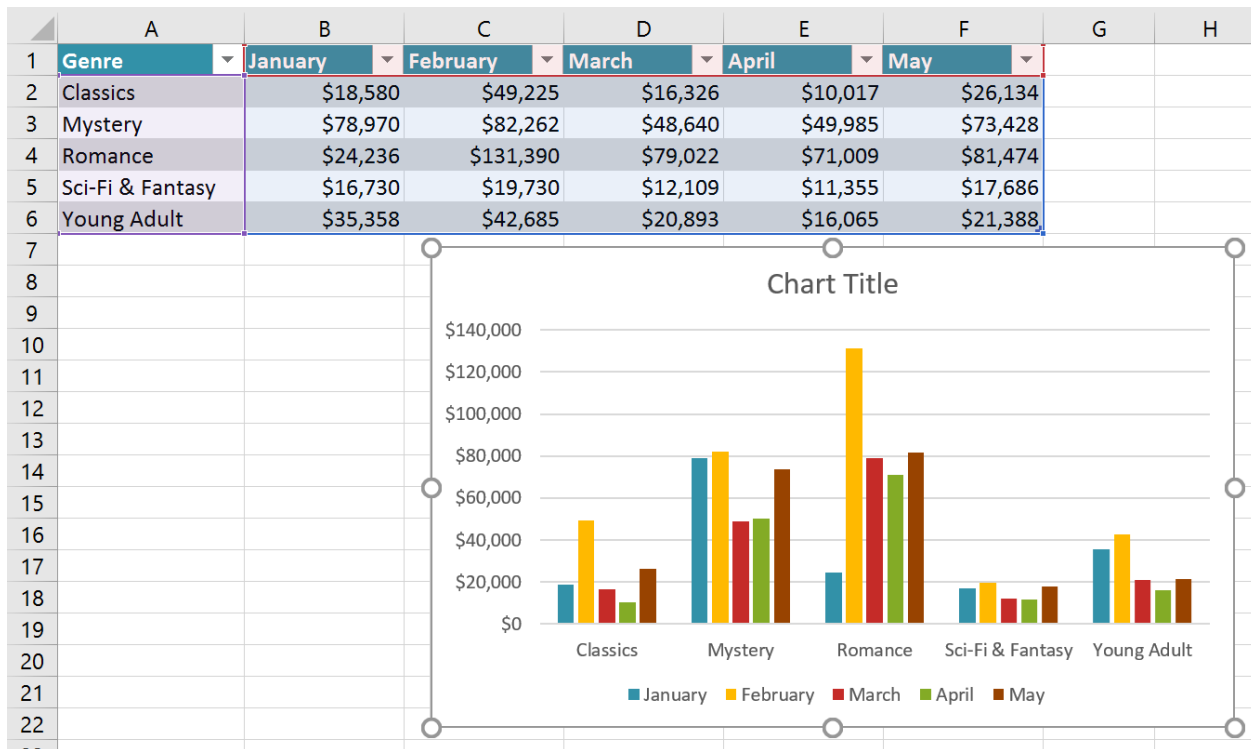
2. From the **Insert** tab, click the desired **Chart** command. In our example, we'll select **Column**.



3. Choose the desired **chart type** from the drop-down menu.



4. The Selected chart will be inserted into the worksheet.



If you're not sure which type of chart to use, the **Recommended Charts** command will suggest several different charts based on the source data.

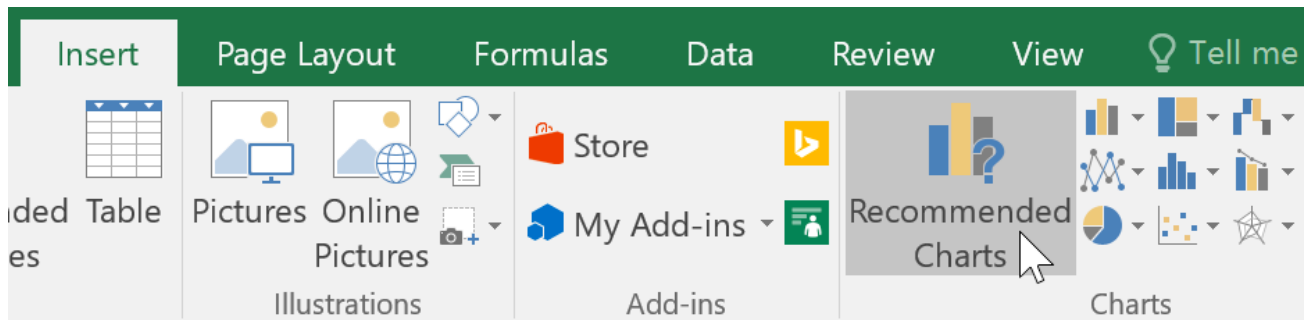
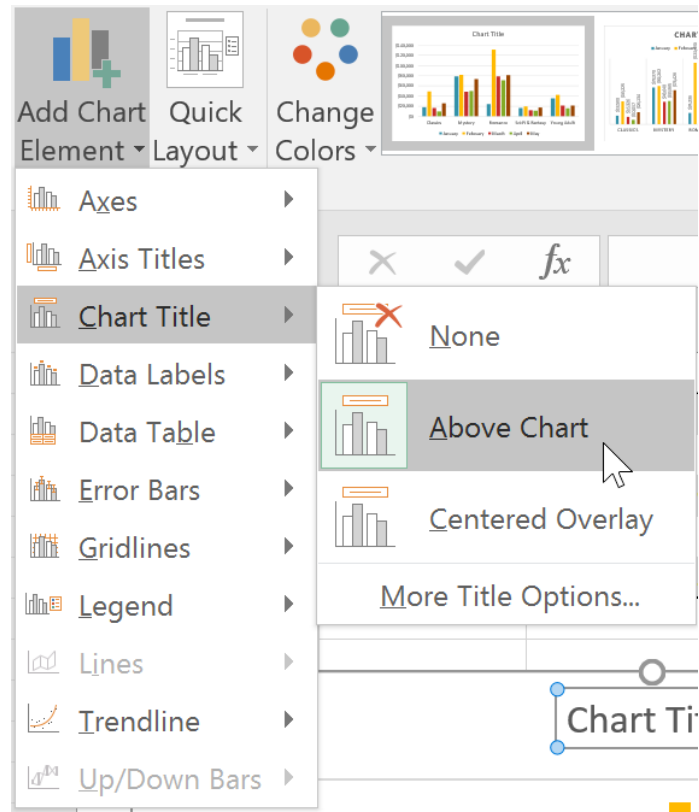


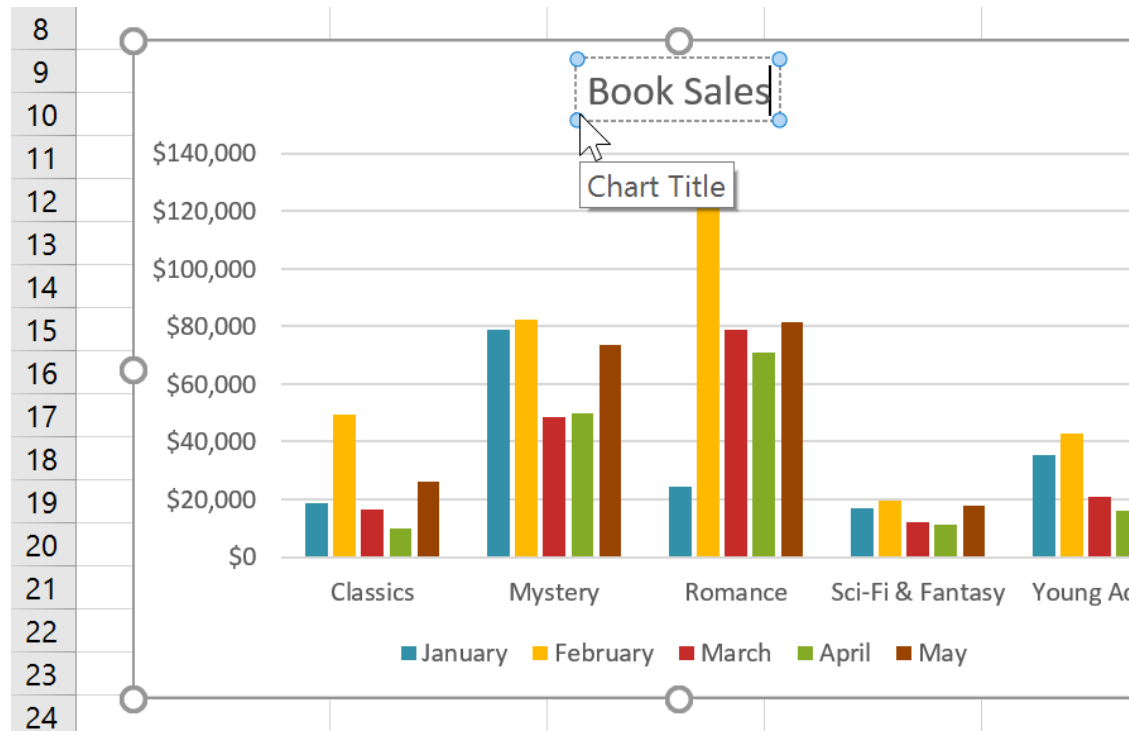
Chart and layout style

After inserting a chart, there are several things you may want to change about the way your data is displayed. It's easy to edit a chart's **layout** and **style** from the **Design** tab.

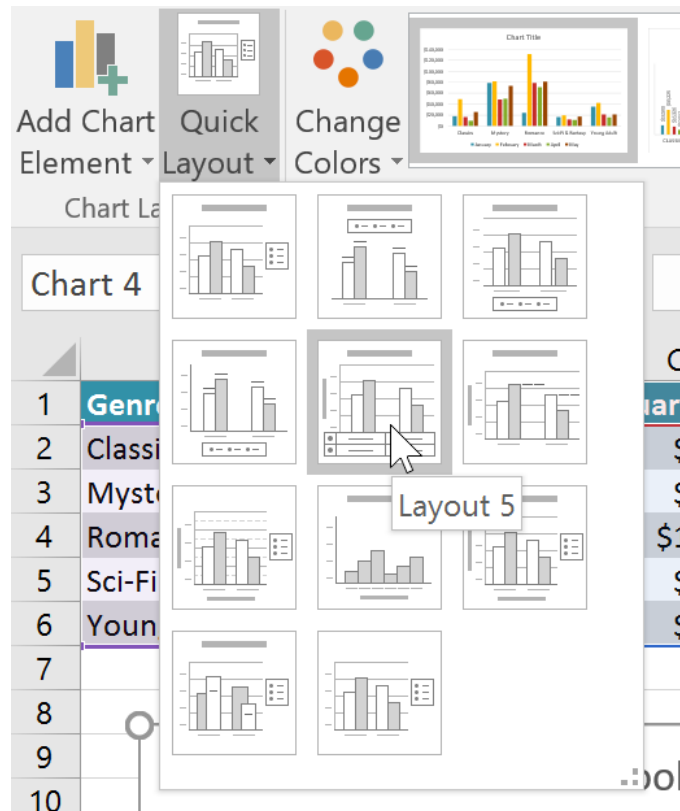
- Excel allows you to add **chart elements**—such as **chart titles**, **legends**, and **data labels**—to make your chart easier to read. To add a chart element, click the **Add Chart Element** command on the **Design** tab, then choose the **desired element** from the drop-down menu.



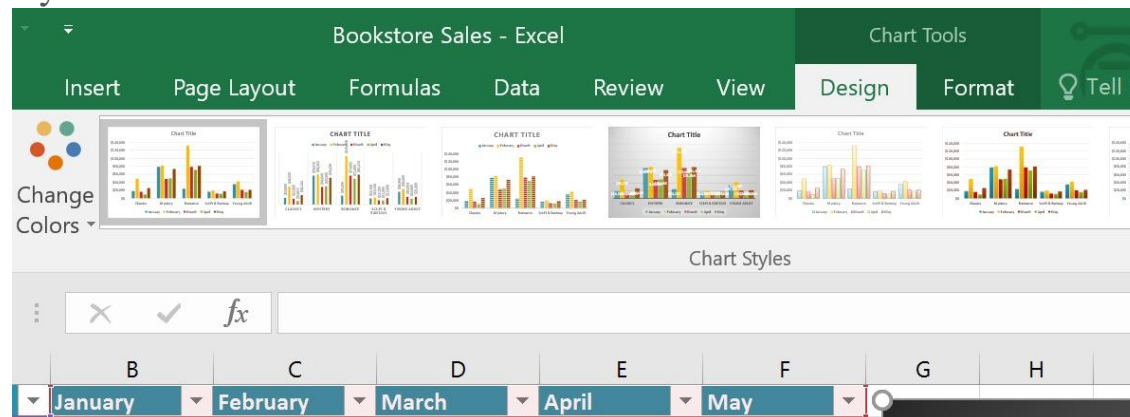
- To **edit** a chart element, like a **chart title**, simply double-click the **placeholder** and begin typing.



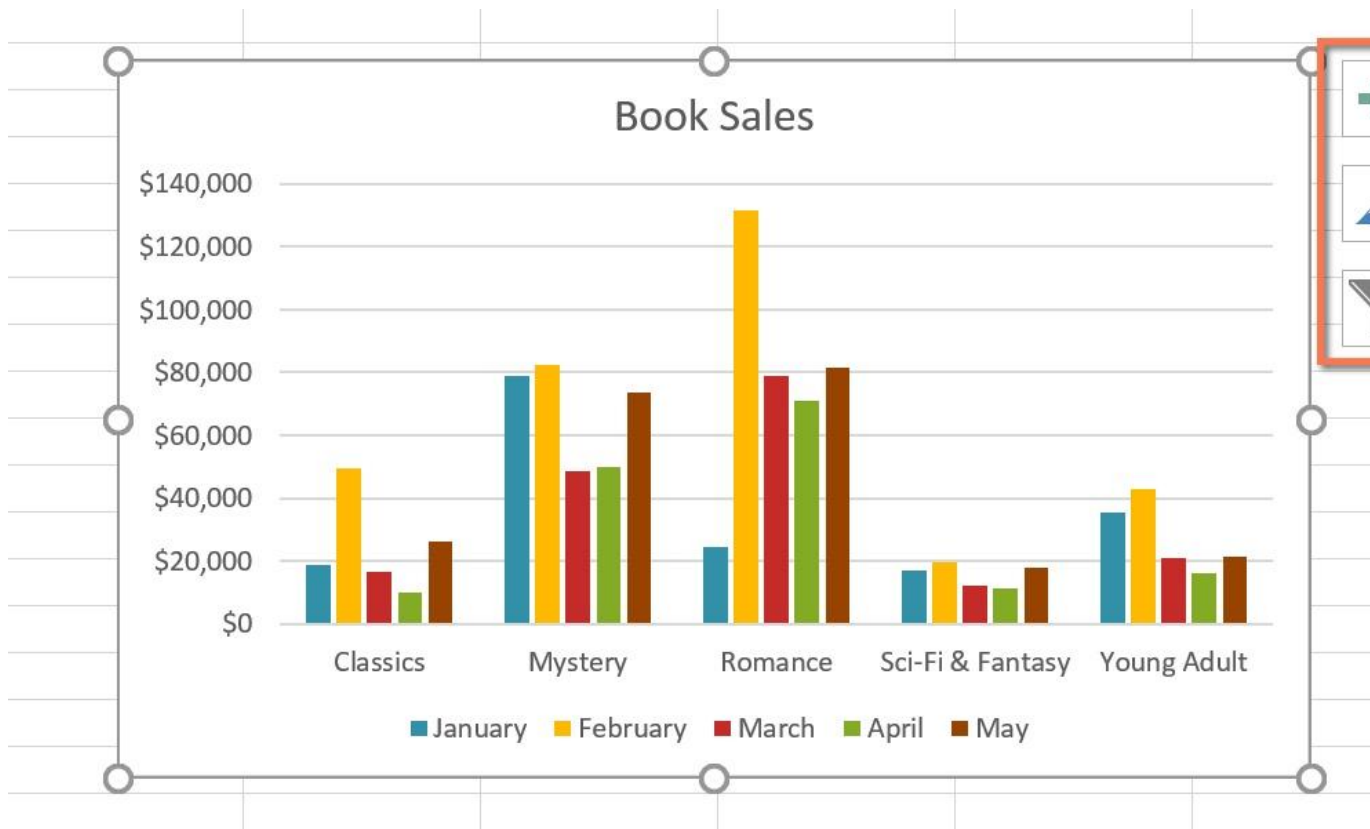
- If you don't want to add chart elements individually, you can use one of Excel's predefined layouts. Simply click the **Quick Layout** command, then choose the **desired layout** from the drop-down menu.



- Excel also includes several **chart styles**, which allow you to quickly modify the look and feel of your chart. To change the chart style, select the **desired style** from the **Chart styles** group. You can also click the drop-down arrow on the right to see more styles.



You can also use the chart formatting shortcut buttons to quickly **add chart elements**, change the **chart style**, and **filter** the chart data.

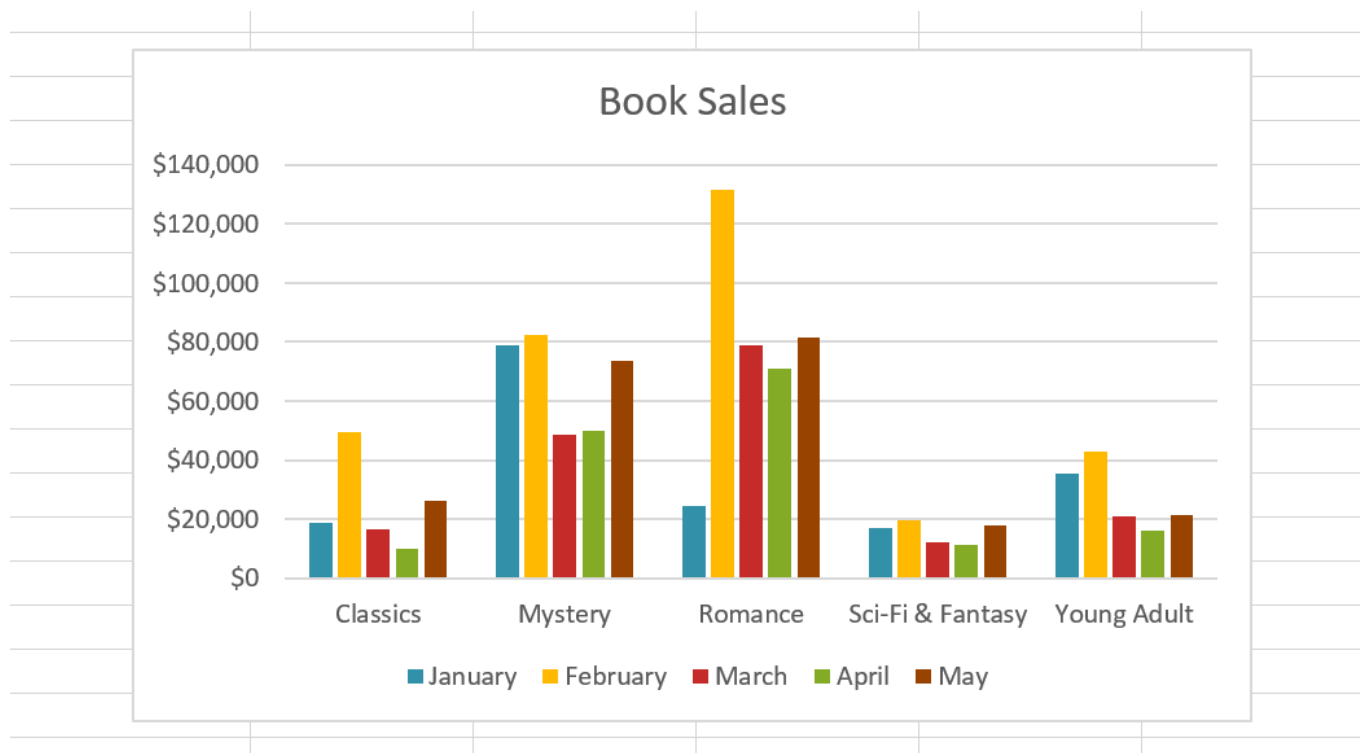


Other chart options

There are many other ways to customize and organize your charts. For example, Excel allows you to **rearrange** a chart's data, change the **chart type**, and even **move** the chart to a different location in a workbook.

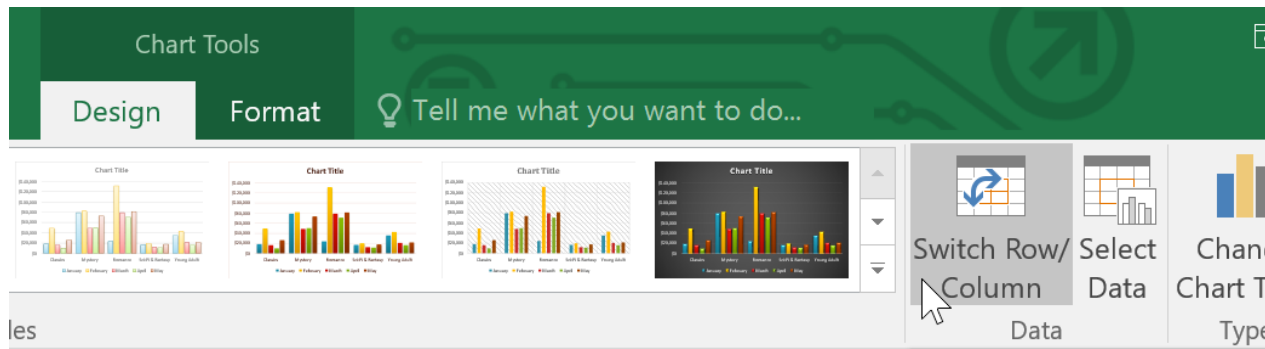
To switch row and column data:

Sometimes you may want to change the way charts **group** your data. For example, in the chart below Book Sales data is grouped **by genre**, with columns for **each month**. However, we could switch the rows and columns so the chart will group the data **by month**, with columns for **each genre**. In both cases, the chart contains the same data—it's just organized differently.

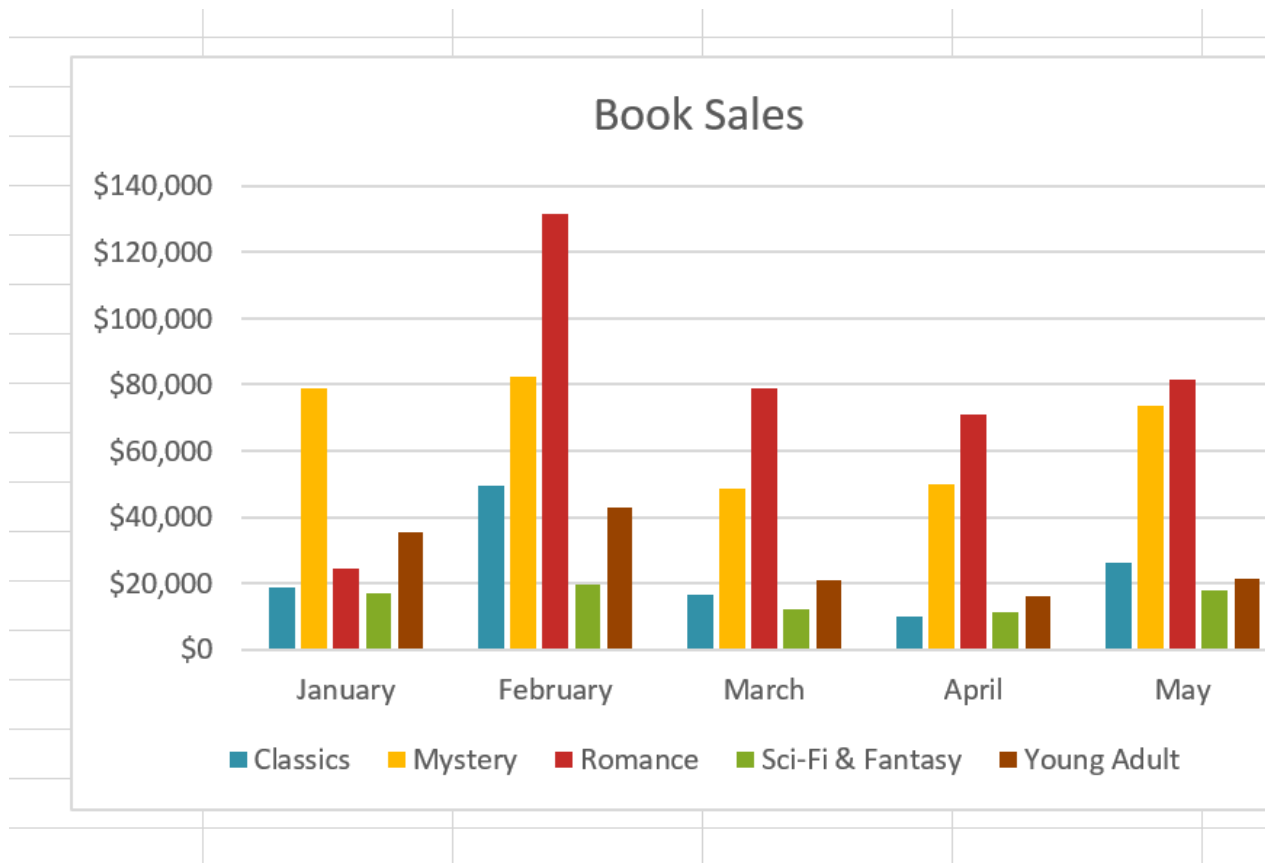


1. Select the **chart** you want to modify.

2. From the **Design** tab, select the **Switch Row/Column** command.



3. The rows and columns will be **switched**. In our example, the data is now grouped by month, with columns for each genre.

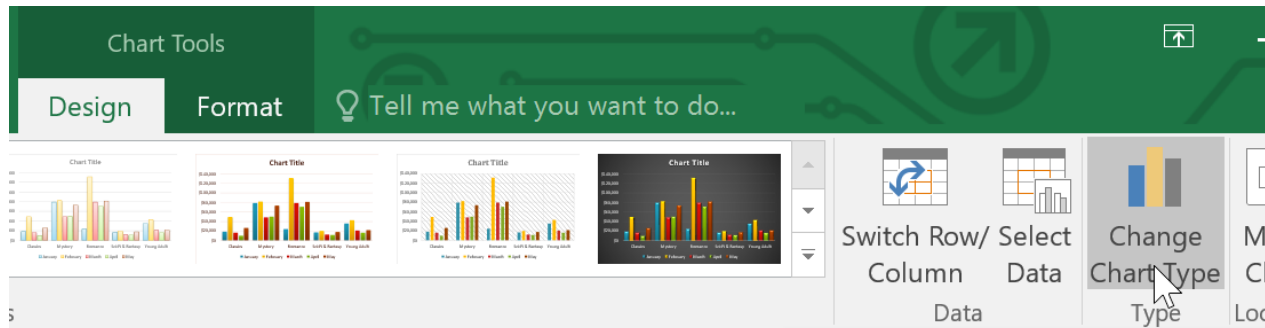


To change the chart type:

If you find that your data isn't well suited to a certain chart, it's easy to switch to a new chart type. In our

example, we'll change our chart from a column chart to a line chart.

1. From the **Design** tab, click the **Change Chart Type** command.



2. The **Change Chart Type** dialog box will appear. Select a new chart **type** and **layout**, then click **OK**. In our example, we'll choose a **Line** chart.

Change Chart Type

Recommended Charts All Charts

- Recent
- Templates
- Column
- Line**
- Pie
- Bar
- Area
- X Y (Scatter)
- Stock
- Surface
- Radar
- Treemap
- Sunburst
- Histogram
- Box & Whisker
- Waterfall
- Combo

Line

Book Sales

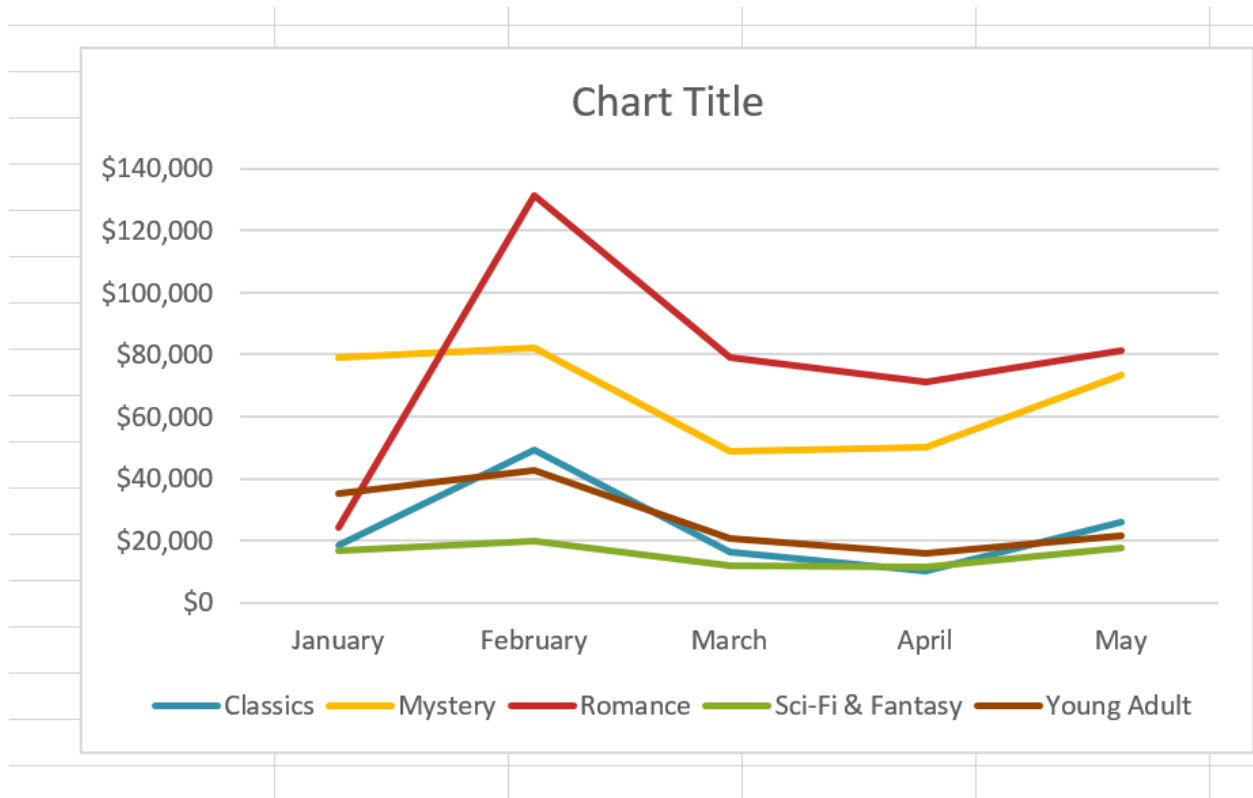
Month	Classics	Mystery	Romance	Sci-Fi & Fantasy	Young Adult
January	\$200,000	\$500,000	\$300,000	\$150,000	\$250,000
February	\$700,000	\$800,000	\$750,000	\$500,000	\$700,000
March	\$300,000	\$600,000	\$800,000	\$200,000	\$300,000
April	\$200,000	\$500,000	\$200,000	\$100,000	\$200,000
May	\$300,000	\$700,000	\$800,000	\$200,000	\$250,000

Book Sales

Month	Classics	Mystery	Romance	Sci-Fi & Fantasy	Young Adult
January	\$200,000	\$500,000	\$300,000	\$150,000	\$250,000
February	\$700,000	\$800,000	\$750,000	\$500,000	\$700,000
March	\$300,000	\$600,000	\$800,000	\$200,000	\$300,000
April	\$200,000	\$500,000	\$200,000	\$100,000	\$200,000
May	\$300,000	\$700,000	\$800,000	\$200,000	\$250,000

OK Cancel

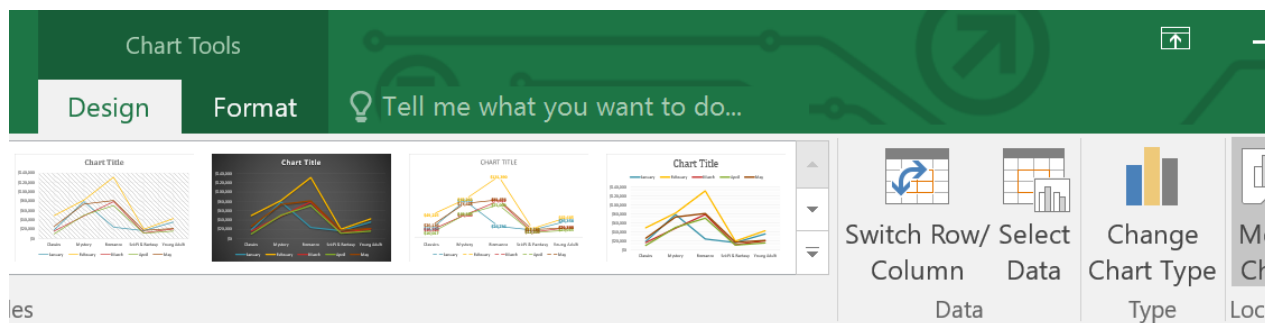
3. The selected chart type will appear. In our example, the line chart makes it easier to see trends in sales data over time.



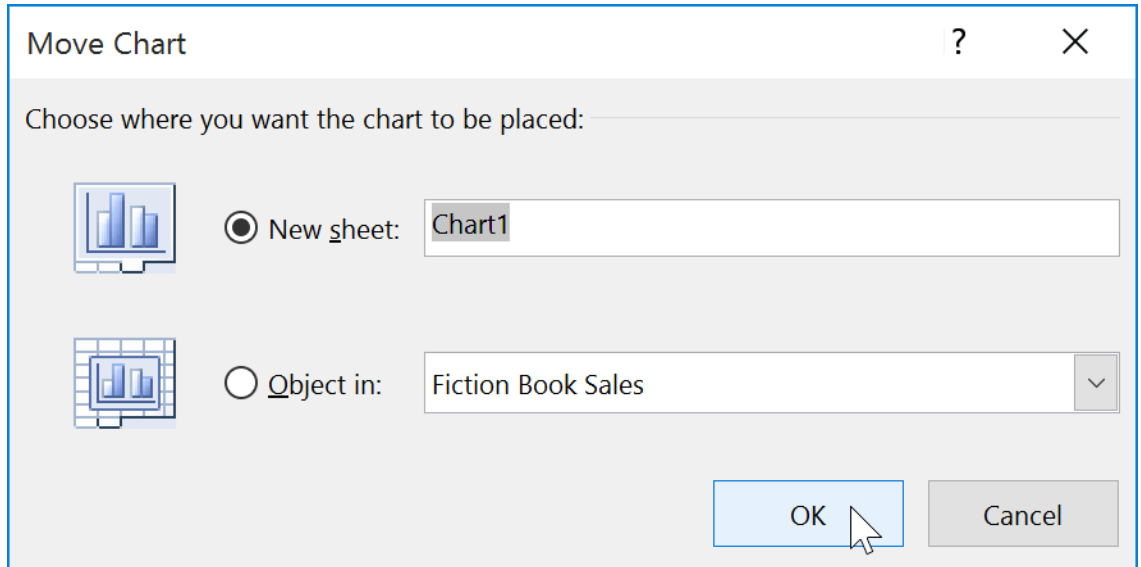
To move a chart:

Whenever you insert a new chart, it will appear as an object on the same worksheet that contains its source data. Alternatively, you can **move** the chart to a **new worksheet** to help keep your data organized.

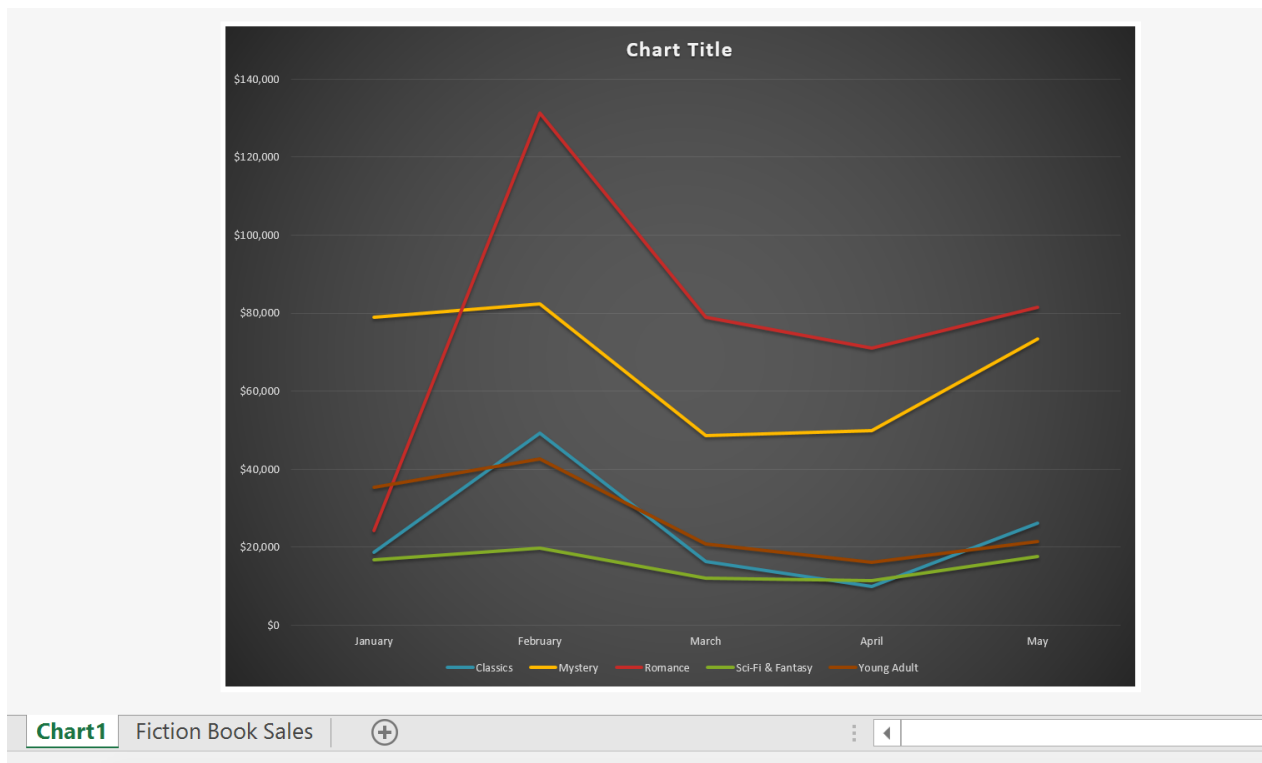
1. Select the **chart** you want to move.
2. Click the **Design** tab, then select the **Move Chart** command.



3. The **Move Chart** dialog box will appear. Select the **desired location** for the chart. In our example, we'll choose to move it to a **New sheet**, which will create a new worksheet.
4. Click **OK**.

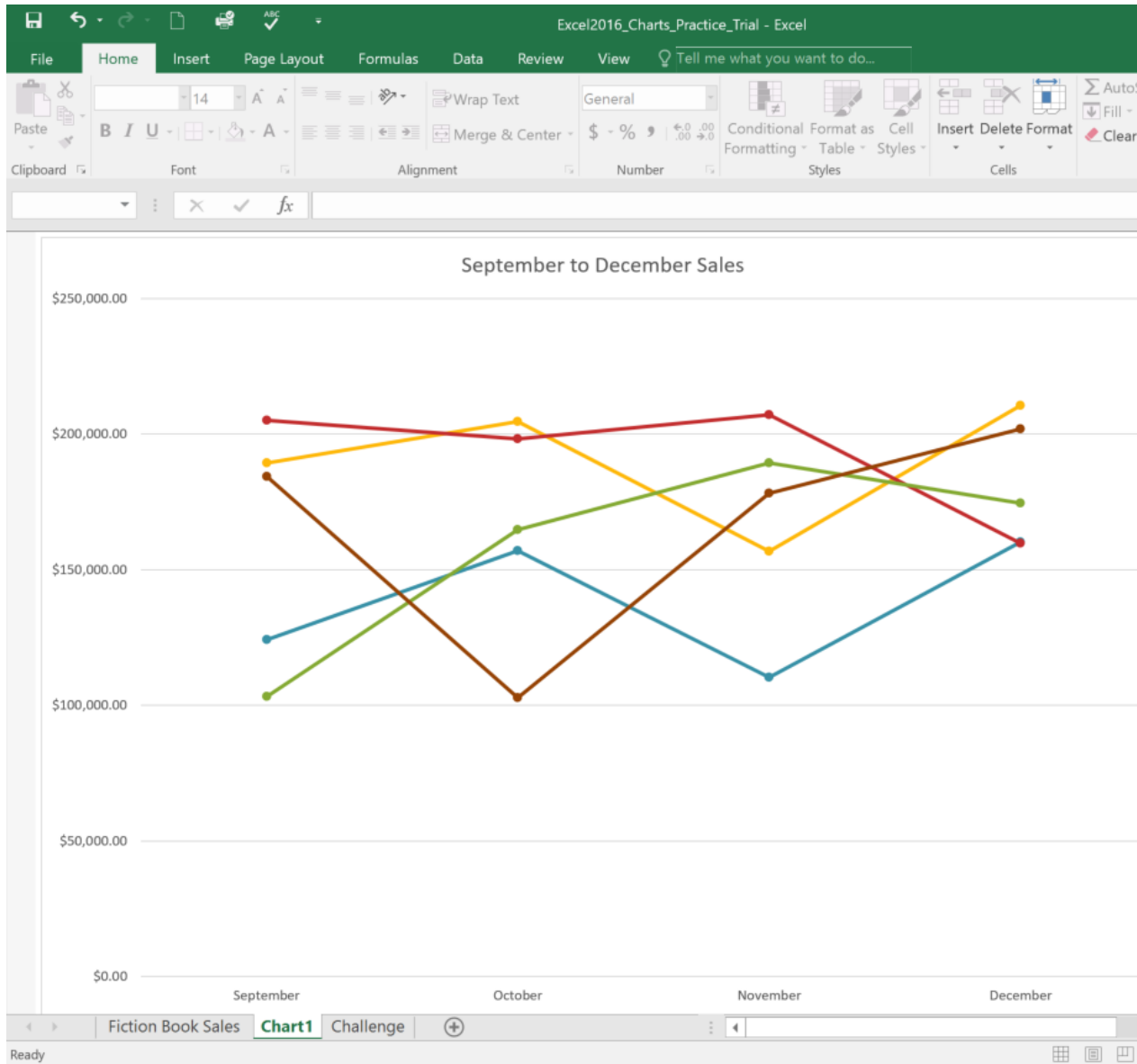


5. The chart will appear in the selected location. In our example, the chart now appears on a new worksheet.



Challenge!

1. Open our [practice workbook](#).
2. Click the **Challenge** tab in the bottom-left of the workbook.
3. Select cells **A1:E6** and insert a **2D Clustered Column** chart.
4. Change the **chart title** to **September to December Sales**.
5. Use the **Switch Row/Column** command. The columns should now be grouped by month, with a different color for each salesperson.
6. **Move** the chart to a **new sheet**.
7. Change the **chart type** to **line with markers**.
8. Use the **Quick Layout** command to change the layout of the chart.
9. When you're finished, your workbook should look something like this:



Introduction

Let's say you have a worksheet with thousands of rows of data. It would be extremely difficult to see patterns and trends just from examining the raw information. Similar to charts and sparklines, **conditional formatting** provides another way to visualize data and make worksheets easier to understand.

Understanding conditional formatting


Conditional formatting allows you to automatically apply formatting—such as **colors**, **icons**, and **data bars**—to one or more cells based on the **cell value**. To do this, you'll need to create a **conditional formatting rule**. For example, a conditional formatting rule might be: **If the value is less than \$2000, color the cell red**. By applying this rule, you'd be able to quickly see which cells contain values less than \$2000.

	A	B	C	D	E
2	Salesperson	May	June	July	August
3	Albertson, Kathy	\$3,799.00	\$557.00	\$3,863.00	\$1,117.00
4	Allenson, Carol	\$18,930.00	\$1,042.00	\$9,355.00	\$1,100.00
5	Altman, Zoey	\$5,725.00	\$3,072.00	\$6,702.00	\$2,116.00
6	Bittiman, William	\$1,344.00	\$3,755.00	\$4,415.00	\$1,089.00
7	Brennan, Michael	\$8,296.00	\$3,152.00	\$11,601.00	\$1,122.00
8	Carlson, David	\$3,945.00	\$4,056.00	\$3,726.00	\$1,135.00
9	Collman, Harry	\$8,337.00	\$4,906.00	\$9,007.00	\$2,113.00
10	Counts, Elizabeth	\$3,742.00	\$521.00	\$4,505.00	\$1,024.00
11	David, Chloe	\$7,605.00	\$3,428.00	\$3,973.00	\$1,716.00

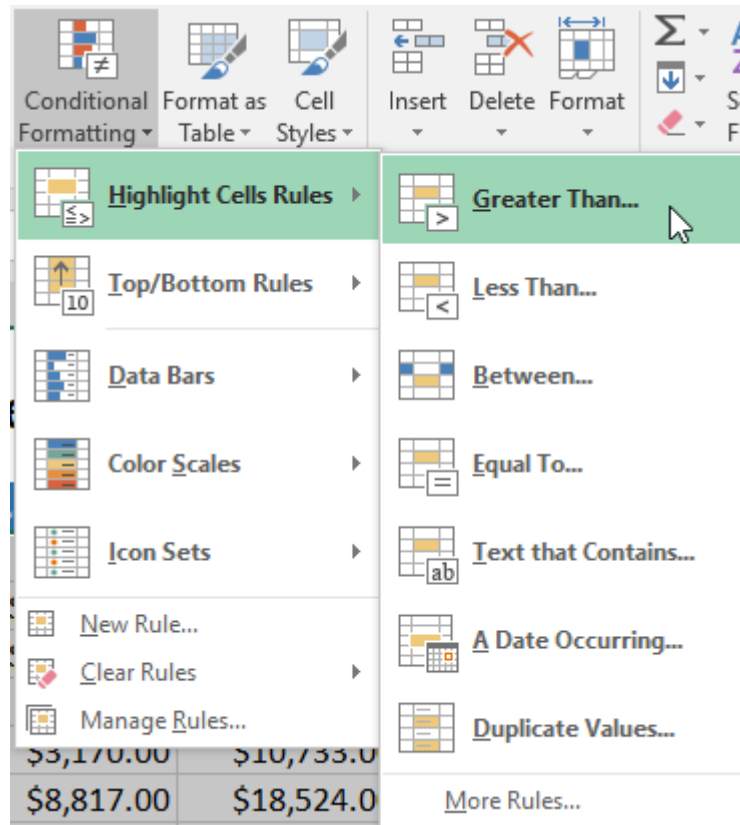
To create a conditional formatting rule:

In our example, we have a worksheet containing sales data, and we'd like to see which salespeople are meeting their monthly sales goals. The sales goal is \$4000 per month, so we'll create a conditional formatting rule for any cells containing a value higher than 4000.

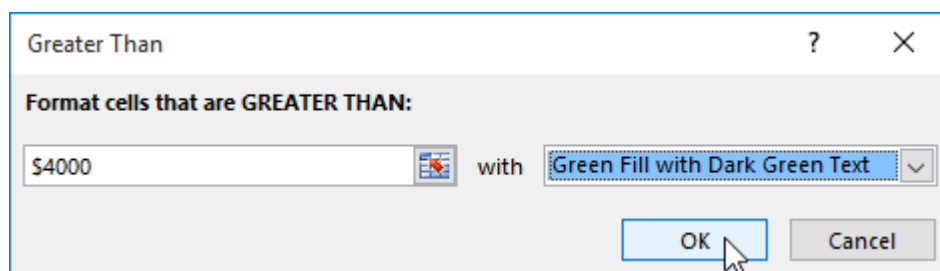
1. Select the **desired cells** for the conditional formatting rule.

	A	B	C	D	E	F
1			Westbrook Parker S			
2	Salesperson	May	June	July	August	Septem
3	Albertson, Kathy	\$3,799.00	\$557.00	\$3,863.00	\$1,117.00	\$8,23
4	Allenson, Carol	\$18,930.00	\$1,042.00	\$9,355.00	\$1,100.00	\$10,185
5	Altman, Zoey	\$5,725.00	\$3,072.00	\$6,702.00	\$2,116.00	\$13,452
6	Bittiman, William	\$1,344.00	\$3,755.00	\$4,415.00	\$1,089.00	\$4,404
7	Brennan, Michael	\$8,296.00	\$3,152.00	\$11,601.00	\$1,122.00	\$3,170
8	Carlson, David	\$3,945.00	\$4,056.00	\$3,726.00	\$1,135.00	\$8,817
9	Collman, Harry	\$8,337.00	\$4,906.00	\$9,007.00	\$2,113.00	\$13,090
10	Counts, Elizabeth	\$3,742.00	\$521.00	\$4,505.00	\$1,024.00	\$3,528
11	David, Chloe	\$7,605.00	\$3,428.00	\$3,973.00	\$1,716.00	\$4,839
12	Davis, William	\$5,304.00	\$1,562.00	\$2,945.00	\$1,176.00	\$9,642
13	Dumlao, Richard	\$9,333.00	\$2,779.00	\$7,549.00	\$1,101.00	\$5,850
14	Farmer, Kim	\$1,103.00	\$3,470.00	\$3,862.00	\$1,040.00	\$10,024
15	Ferguson, Elizabeth	\$1,333.00	\$1,913.00	\$4,596.00	\$1,126.00	\$5,503
16	Flores, Tia	\$12,398.00	\$2,883.00	\$2,142.00	\$2,014.00	\$13,547
17	Ford, Victor	\$3,251.00	\$4,931.00	\$8,283.00	\$1,054.00	\$9,543
18	Hodges, Melissa	\$4,624.00	\$4,798.00	\$8,420.00	\$1,389.00	\$10,468
19	Jameson, Robinson	\$2,552.00	\$4,459.00	\$2,248.00	\$1,058.00	\$6,267
20	Kellerman, Frances	\$4,281.00	\$4,172.00	\$11,074.00	\$1,282.00	\$2,365


2. From the **Home** tab, click the **Conditional Formatting** command. A drop-down menu will appear.
3. Hover the mouse over the desired **conditional formatting type**, then select the **desired rule** from the menu that appears. In our example, we want to **highlight cells** that are **greater than \$4000**.




4. A dialog box will appear. Enter the **desired value(s)** into the blank field. In our example, we'll enter 4000 as our value.
5. Select a **formatting style** from the drop-down menu. In our example, we'll choose **Green Fill with Dark Green Text**, then click **OK**.



6. The conditional formatting will be applied to the selected cells. In our example, it's easy to see which salespeople reached the \$4000 sales goal for each month.

	A	B	C	D	E	F
1		Westbrook Parker S				
2	Salesperson	May	June	July	August	Septem
3	Albertson, Kathy	\$3,799.00	\$557.00	\$3,863.00	\$1,117.00	\$8,231.00
4	Allenson, Carol	\$18,930.00	\$1,042.00	\$9,355.00	\$1,100.00	\$10,185.00
5	Altman, Zoey	\$5,725.00	\$3,072.00	\$6,702.00	\$2,116.00	\$13,452.00
6	Bittiman, William	\$1,344.00	\$3,755.00	\$4,415.00	\$1,089.00	\$4,404.00
7	Brennan, Michael	\$8,296.00	\$3,152.00	\$11,601.00	\$1,122.00	\$3,170.00
8	Carlson, David	\$3,945.00	\$4,056.00	\$3,726.00	\$1,135.00	\$8,811.00
9	Collman, Harry	\$8,337.00	\$4,906.00	\$9,007.00	\$2,113.00	\$13,090.00
10	Counts, Elizabeth	\$3,742.00	\$521.00	\$4,505.00	\$1,024.00	\$3,524.00
11	David, Chloe	\$7,605.00	\$3,428.00	\$3,973.00	\$1,716.00	\$4,835.00
12	Davis, William	\$5,304.00	\$1,562.00	\$2,945.00	\$1,176.00	\$9,642.00
13	Dumlao, Richard	\$9,333.00	\$2,779.00	\$7,549.00	\$1,101.00	\$5,850.00
14	Farmer, Kim	\$1,103.00	\$3,470.00	\$3,862.00	\$1,040.00	\$10,024.00
15	Ferguson, Elizabeth	\$1,333.00	\$1,913.00	\$4,596.00	\$1,126.00	\$5,503.00
16	Flores, Tia	\$12,398.00	\$2,883.00	\$2,142.00	\$2,014.00	\$13,547.00
17	Ford, Victor	\$3,251.00	\$4,931.00	\$8,283.00	\$1,054.00	\$9,543.00
18	Hodges, Melissa	\$4,624.00	\$4,798.00	\$8,420.00	\$1,389.00	\$10,468.00
19	Jameson, Robinson	\$2,552.00	\$4,459.00	\$2,248.00	\$1,058.00	\$6,267.00
20	Kellerman, Frances	\$4,281.00	\$4,172.00	\$11,074.00	\$1,282.00	\$2,365.00

















You can apply multiple conditional formatting rules to a cell range or worksheet, allowing you to visualize different trends and patterns in your data.

	A	B	C	D	E	F
1			Westbrook Parker Sa			
2	Salesperson	May	June	July	August	Septemb
3	Albertson, Kathy	\$3,799.00	\$557.00	\$3,863.00	\$1,117.00	\$8,237.00
4	Allenson, Carol	\$18,930.00	\$1,042.00	\$9,355.00	\$1,100.00	\$10,185.00
5	Altman, Zoey	\$5,725.00	\$3,072.00	\$6,702.00	\$2,116.00	\$13,452.00
6	Bittiman, William	\$1,344.00	\$3,755.00	\$4,415.00	\$1,089.00	\$4,404.00
7	Brennan, Michael	\$8,296.00	\$3,152.00	\$11,601.00	\$1,122.00	\$3,170.00
8	Carlson, David	\$3,945.00	\$4,056.00	\$3,726.00	\$1,135.00	\$8,817.00
9	Collman, Harry	\$8,337.00	\$4,906.00	\$9,007.00	\$2,113.00	\$13,090.00
10	Counts, Elizabeth	\$3,742.00	\$521.00	\$4,505.00	\$1,024.00	\$3,528.00
11	David, Chloe	\$7,605.00	\$3,428.00	\$3,973.00	\$1,716.00	\$4,839.00
12	Davis, William	\$5,304.00	\$1,562.00	\$2,945.00	\$1,176.00	\$9,642.00
13	Dumlao, Richard	\$9,333.00	\$2,779.00	\$7,549.00	\$1,101.00	\$5,850.00
14	Farmer, Kim	\$1,103.00	\$3,470.00	\$3,862.00	\$1,040.00	\$10,024.00
15	Ferguson, Elizabeth	\$1,333.00	\$1,913.00	\$4,596.00	\$1,126.00	\$5,503.00
16	Flores, Tia	\$12,398.00	\$2,883.00	\$2,142.00	\$2,014.00	\$13,547.00
17	Ford, Victor	\$3,251.00	\$4,931.00	\$8,283.00	\$1,054.00	\$9,543.00
18	Hodges, Melissa	\$4,624.00	\$4,798.00	\$8,420.00	\$1,389.00	\$10,468.00
19	Jameson, Robinson	\$2,552.00	\$4,459.00	\$2,248.00	\$1,058.00	\$6,267.00
20	Kellerman, Frances	\$4,281.00	\$4,172.00	\$11,074.00	\$1,282.00	\$2,365.00

Conditional formatting presets

Excel has several predefined styles—or **presets**—you can use to quickly apply conditional formatting to your data. They are grouped into three categories:

- **Data Bars** are horizontal bars added to each cell, much like a **bar graph**.

	\$3,863.00		\$1,117.00		\$8,237.00		\$8,690.00
	\$9,355.00		\$1,100.00		\$10,185.00		\$18,749.00
	\$6,702.00		\$2,116.00		\$13,452.00		\$8,046.00
	\$4,415.00		\$1,089.00		\$4,404.00		\$20,114.00

- **Color Scales** change the color of each cell based on its value. Each color scale uses a **two- or three-color gradient**. For example, in the **Green-Yellow-Red** color scale, the **highest** values are green, the **average** values are yellow, and the **lowest** values are red.


\$3,863.00	\$1,117.00	\$8,237.00	\$8,690.00
\$9,355.00	\$1,100.00	\$10,185.00	\$18,749.00
\$6,702.00	\$2,116.00	\$13,452.00	\$8,046.00
\$4,415.00	\$1,089.00	\$4,404.00	\$20,114.00

- **Icon Sets** add a specific icon to each cell based on its value.

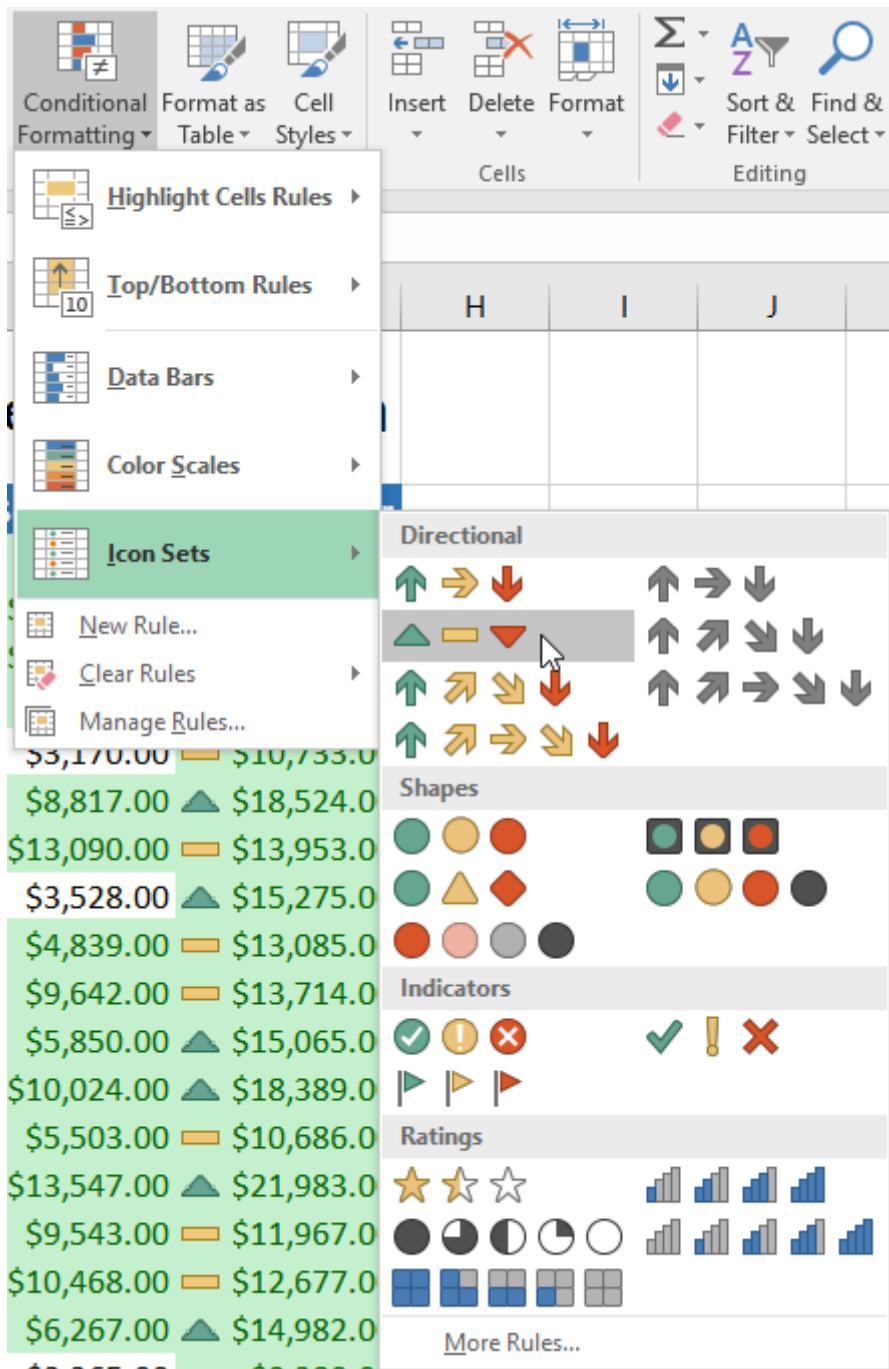
▼ \$3,863.00	▼ \$1,117.00	▬ \$8,237.00	▬ \$8,690.00
▬ \$9,355.00	▼ \$1,100.00	▬ \$10,185.00	▲ \$18,749.00
▼ \$6,702.00	▼ \$2,116.00	▬ \$13,452.00	▬ \$8,046.00
▼ \$4,415.00	▼ \$1,089.00	▼ \$4,404.00	▲ \$20,114.00

To use preset conditional formatting:


1. Select the **desired cells** for the conditional formatting rule.

	A	B	C	D	E	F
1		Westbrook Parker S				
2	Salesperson	May	June	July	August	Septem
3	Albertson, Kathy	\$3,799.00	\$557.00	\$3,863.00	\$1,117.00	\$8,231.00
4	Allenson, Carol	\$18,930.00	\$1,042.00	\$9,355.00	\$1,100.00	\$10,185.00
5	Altman, Zoey	\$5,725.00	\$3,072.00	\$6,702.00	\$2,116.00	\$13,452.00
6	Bittiman, William	\$1,344.00	\$3,755.00	\$4,415.00	\$1,089.00	\$4,404.00
7	Brennan, Michael	\$8,296.00	\$3,152.00	\$11,601.00	\$1,122.00	\$3,170.00
8	Carlson, David	\$3,945.00	\$4,056.00	\$3,726.00	\$1,135.00	\$8,811.00
9	Collman, Harry	\$8,337.00	\$4,906.00	\$9,007.00	\$2,113.00	\$13,090.00
10	Counts, Elizabeth	\$3,742.00	\$521.00	\$4,505.00	\$1,024.00	\$3,528.00
11	David, Chloe	\$7,605.00	\$3,428.00	\$3,973.00	\$1,716.00	\$4,839.00
12	Davis, William	\$5,304.00	\$1,562.00	\$2,945.00	\$1,176.00	\$9,642.00
13	Dumlao, Richard	\$9,333.00	\$2,779.00	\$7,549.00	\$1,101.00	\$5,850.00
14	Farmer, Kim	\$1,103.00	\$3,470.00	\$3,862.00	\$1,040.00	\$10,024.00
15	Ferguson, Elizabeth	\$1,333.00	\$1,913.00	\$4,596.00	\$1,126.00	\$5,503.00
16	Flores, Tia	\$12,398.00	\$2,883.00	\$2,142.00	\$2,014.00	\$13,547.00
17	Ford, Victor	\$3,251.00	\$4,931.00	\$8,283.00	\$1,054.00	\$9,543.00
18	Hodges, Melissa	\$4,624.00	\$4,798.00	\$8,420.00	\$1,389.00	\$10,468.00
19	Jameson, Robinson	\$2,552.00	\$4,459.00	\$2,248.00	\$1,058.00	\$6,267.00
20	Kellerman, Frances	\$4,281.00	\$4,172.00	\$11,074.00	\$1,282.00	\$2,365.00

2. Click the **Conditional Formatting** command. A drop-down menu will appear.
3. Hover the mouse over the **desired preset**, then choose a **preset style** from the menu that appears.



4. The conditional formatting will be applied to the selected cells.

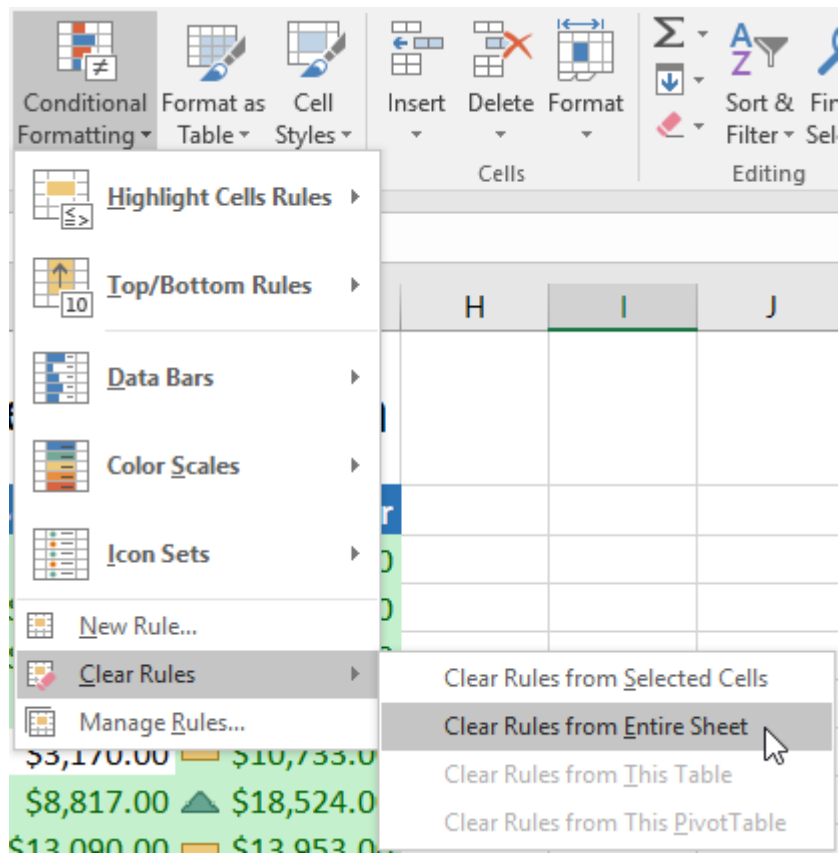
	A	B	C	D	E	F
1			Westbrook Parker S			
2	Salesperson	May	June	July	August	September
3	Albertson, Kathy	▼ \$3,799.00	▼ \$557.00	▼ \$3,863.00	▼ \$1,117.00	▬ \$8,231.00
4	Allenson, Carol	▲ \$18,930.00	▼ \$1,042.00	▬ \$9,355.00	▼ \$1,100.00	▬ \$10,185.00
5	Altman, Zoey	▼ \$5,725.00	▼ \$3,072.00	▼ \$6,702.00	▼ \$2,116.00	▬ \$13,452.00
6	Bittiman, William	▼ \$1,344.00	▼ \$3,755.00	▼ \$4,415.00	▼ \$1,089.00	▼ \$4,404.00
7	Brennan, Michael	▬ \$8,296.00	▼ \$3,152.00	▬ \$11,601.00	▼ \$1,122.00	▼ \$3,170.00
8	Carlson, David	▼ \$3,945.00	▼ \$4,056.00	▼ \$3,726.00	▼ \$1,135.00	▬ \$8,811.00
9	Collman, Harry	▬ \$8,337.00	▼ \$4,906.00	▬ \$9,007.00	▼ \$2,113.00	▬ \$13,090.00
10	Counts, Elizabeth	▼ \$3,742.00	▼ \$521.00	▼ \$4,505.00	▼ \$1,024.00	▼ \$3,528.00
11	David, Chloe	▬ \$7,605.00	▼ \$3,428.00	▼ \$3,973.00	▼ \$1,716.00	▼ \$4,839.00
12	Davis, William	▼ \$5,304.00	▼ \$1,562.00	▼ \$2,945.00	▼ \$1,176.00	▬ \$9,642.00
13	Dumlao, Richard	▬ \$9,333.00	▼ \$2,779.00	▼ \$7,549.00	▼ \$1,101.00	▼ \$5,850.00
14	Farmer, Kim	▼ \$1,103.00	▼ \$3,470.00	▼ \$3,862.00	▼ \$1,040.00	▬ \$10,024.00
15	Ferguson, Elizabeth	▼ \$1,333.00	▼ \$1,913.00	▼ \$4,596.00	▼ \$1,126.00	▼ \$5,503.00
16	Flores, Tia	▬ \$12,398.00	▼ \$2,883.00	▼ \$2,142.00	▼ \$2,014.00	▬ \$13,547.00
17	Ford, Victor	▼ \$3,251.00	▼ \$4,931.00	▬ \$8,283.00	▼ \$1,054.00	▬ \$9,543.00
18	Hodges, Melissa	▼ \$4,624.00	▼ \$4,798.00	▬ \$8,420.00	▼ \$1,389.00	▬ \$10,468.00
19	Jameson, Robinson	▼ \$2,552.00	▼ \$4,459.00	▼ \$2,248.00	▼ \$1,058.00	▼ \$6,267.00
20	Kellerman, Frances	▼ \$4,281.00	▼ \$4,172.00	▬ \$11,074.00	▼ \$1,282.00	▼ \$2,365.00

Removing conditional formatting


To remove conditional formatting:

1. Click the **Conditional Formatting** command. A drop-down menu will appear.
2. Hover the mouse over **Clear Rules**, and choose which rules you want to clear. In our example, we'll select **Clear Rules from**

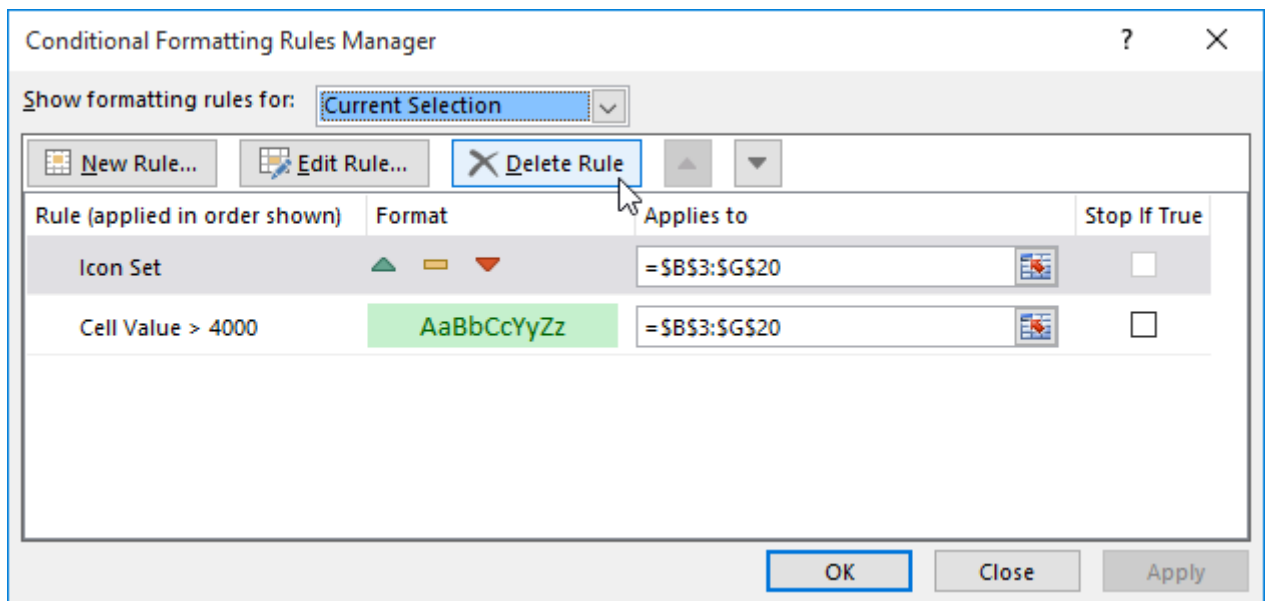
Entire Sheet to remove all conditional formatting from the worksheet.



3. The conditional formatting will be removed.

	A	B	C	D	E	F
1			Westbrook Parker S			
2	Salesperson	May	June	July	August	Septem
3	Albertson, Kathy	\$3,799.00	\$557.00	\$3,863.00	\$1,117.00	\$8,23
4	Allenson, Carol	\$18,930.00	\$1,042.00	\$9,355.00	\$1,100.00	\$10,18
5	Altman, Zoey	\$5,725.00	\$3,072.00	\$6,702.00	\$2,116.00	\$13,45
6	Bittiman, William	\$1,344.00	\$3,755.00	\$4,415.00	\$1,089.00	\$4,40
7	Brennan, Michael	\$8,296.00	\$3,152.00	\$11,601.00	\$1,122.00	\$3,17
8	Carlson, David	\$3,945.00	\$4,056.00	\$3,726.00	\$1,135.00	\$8,81
9	Collman, Harry	\$8,337.00	\$4,906.00	\$9,007.00	\$2,113.00	\$13,09
10	Counts, Elizabeth	\$3,742.00	\$521.00	\$4,505.00	\$1,024.00	\$3,52
11	David, Chloe	\$7,605.00	\$3,428.00	\$3,973.00	\$1,716.00	\$4,83
12	Davis, William	\$5,304.00	\$1,562.00	\$2,945.00	\$1,176.00	\$9,64
13	Dumlao, Richard	\$9,333.00	\$2,779.00	\$7,549.00	\$1,101.00	\$5,85
14	Farmer, Kim	\$1,103.00	\$3,470.00	\$3,862.00	\$1,040.00	\$10,02
15	Ferguson, Elizabeth	\$1,333.00	\$1,913.00	\$4,596.00	\$1,126.00	\$5,50
16	Flores, Tia	\$12,398.00	\$2,883.00	\$2,142.00	\$2,014.00	\$13,54
17	Ford, Victor	\$3,251.00	\$4,931.00	\$8,283.00	\$1,054.00	\$9,54
18	Hodges, Melissa	\$4,624.00	\$4,798.00	\$8,420.00	\$1,389.00	\$10,46
19	Jameson, Robinson	\$2,552.00	\$4,459.00	\$2,248.00	\$1,058.00	\$6,26
20	Kellerman, Frances	\$4,281.00	\$4,172.00	\$11,074.00	\$1,282.00	\$2,36

Click **Manage Rules** to edit or delete **individual** rules. This is especially useful if you've applied **multiple rules** to a worksheet.



Challenge!

1. Open our [practice workbook](#).
2. Click the **Challenge** worksheet tab in the bottom-left of the workbook.
3. Select cells **B3:J17**.
4. Let's say you're the teacher and want to easily see all of the grades that are below passing. Apply **Conditional Formatting** so it **Highlights Cells** containing values **Less Than 70** with a **light red fill**.
5. Now you want to see how the grades compare to each other. Under the **Conditional Formatting** tab, select the **Icon Set** called **3 Symbols (Circled)**. **Hint:** The names of the icon sets will appear when you hover over them.
6. Your spreadsheet should look like this:

	A	B	C	D	E	F	G	H
1	First Quarter Grades							
2	Student Name	Unit 1 Quiz 1	Unit 1 Test	Unit 2 Quiz 1	Unit 2 Quiz 2	Unit 2 Test	Unit 3 Quiz 1	Unit 3 Test 1
3	Jackson Love	70	75	88	90	72	69	75
4	Priya Patel	97	100	92	95	96	68	95
5	Sharia Clemmons	95	97	45	79	83	95	94
6	Ming Lu	91	93	89	95	97	84	85
7	Sadie Carter	86	84	93	89	94	77	88
8	Jensen Howard	54	70	87	72	85	65	74
9	Tyriq Hilton	77	85	76	90	68	72	78
10	Maria Saldana	100	96	93	87	88	87	92
11	Kyle Jacobs	90	89	91	93	94	88	95
12	John Feinstein	89	67	84	87	85	80	90
13	Carter Zhou	75	68	82	83	85	84	66
14	Jose Marco Hernandez	93	87	86	91	93	95	82
15	Betsy Michaels	90	95	80	73	76	71	88
16	Dexter Cooper	62	71	76	84	80	85	87
17	Quanisha Johnson	100	98	86	89	93	95	96
18								

7. Using the Manage Rules feature, remove the **light red fill**, but keep the **icon set**.


Introduction

Let's say someone asked you to proofread or collaborate on a workbook. If you had a printed copy, you might use a red pen to edit cell data, mark spelling errors, or add comments in the margins. Excel allows you to do all of these things electronically using the **Track Changes** and **Comments** features.

Understanding Track Changes

When you turn on the **Track Changes** feature, every cell you edit will be **highlighted** with a unique border and indicator. Selecting a marked cell will show the details of the change. This allows you and other reviewers to see what's been changed before accepting the revisions permanently.

In the image below, each edited cell has a blue border and a small triangle in the upper-left corner.

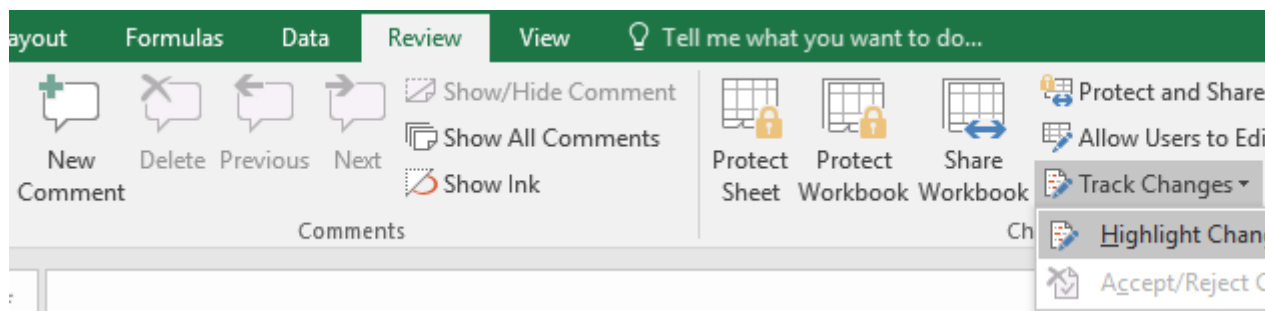
C	D	E	F	G	H	I
Length	Item	Facilitator				
1:00	Breakfast, welcome	Exec team				
0:30	Introduction	Garth				
1:00	Work relationships exercise	Garth, Dean, Liz				
0:15	Break					
2:00	Cady Falls hike (strategy game?)	Tyler				
1:00	Lunch (with strategy game team)					
0:15	Strategy debrief	Julia 				
1:00	Getting to know your team	See Liz for info				
1:00	Strengths exercise					
0:30	Break/Snack					
0:45	Redwoods hike	Dean				
1:00	Team-building exercise	Garth, exec team				
1:00	Dinner					
11:15						

Javier Flores, 11/12/2015 1:51 PM
Changed cell E13 from 'TBD' to 'Julia'.

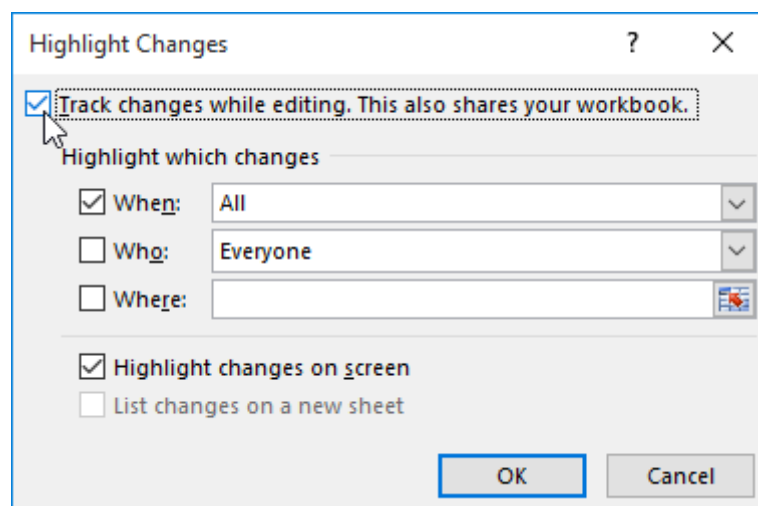
There are some changes Excel **cannot** track. Before using this feature, you may want to review Microsoft's list of [changes that Excel does not track or highlight](#). You cannot use Track Changes if your workbook includes **tables**. To remove a table, select it, click the **Design** tab, then click **Convert to Range**.

To turn on Track Changes:

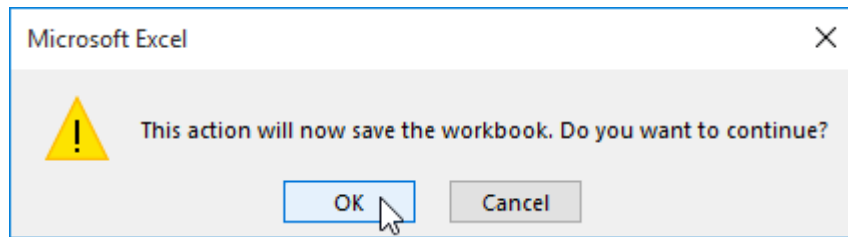
1. From the **Review** tab, click the **Track Changes** command, then select **Highlight Changes** from the drop-down menu.



2. The **Highlight Changes** dialog box will appear. Check the box next to **Track changes while editing**. Verify that the box is checked for **Highlight changes on screen**, then click **OK**.



3. If prompted, click **OK** to allow Excel to save your workbook.



4. Track Changes will be **turned on**.
 A **triangle** and **border color** will appear in any cell you edit. If there are multiple reviewers, each person will be assigned a different color.
5. Select the edited cell to see a summary of the tracked changes.
 In our example below, we've changed the content of cell D14 from ? to **Getting to know your team**.

Item	Facilitator
Breakfast, welcome	Exec team
Introduction	Garth
Work relationships exercise	Garth, Dean, Liz
Break	
Cady Falls hike (strategy game?)	
Lunch (with strategy game team)	
Strategy debrief	Julie
Getting to know your team	Se
Strengths exercise	
Break/snack	
Redwoods hike	Dean
Team-building exercise	Garth, exec team
Dinner	

Javier Flores, 11/5/2015 11:13 AM:
 Changed cell D14 from '?' to 'Getting to know your team'.

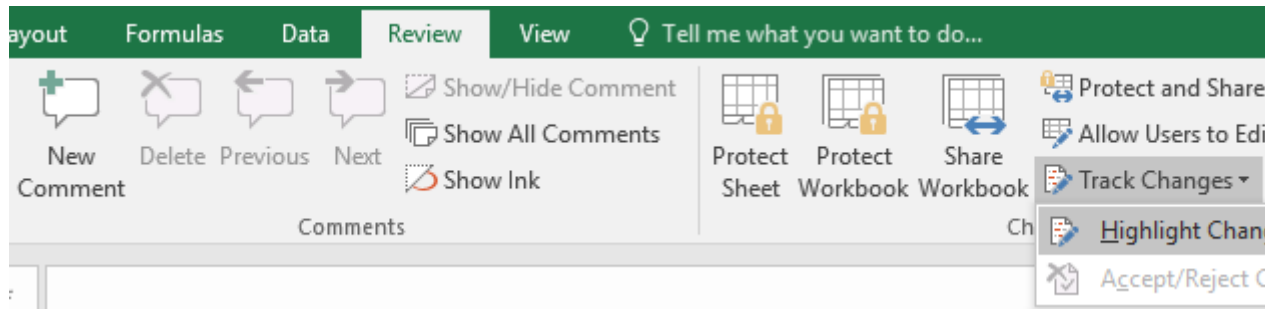
When you turn on Track Changes, your workbook will be **shared** automatically. Shared workbooks are designed to be stored where other users can access and edit the workbook at the same time, such as a network. However, you can also track changes in a local or personal copy, as seen throughout this lesson.

To list changes on a separate worksheet:

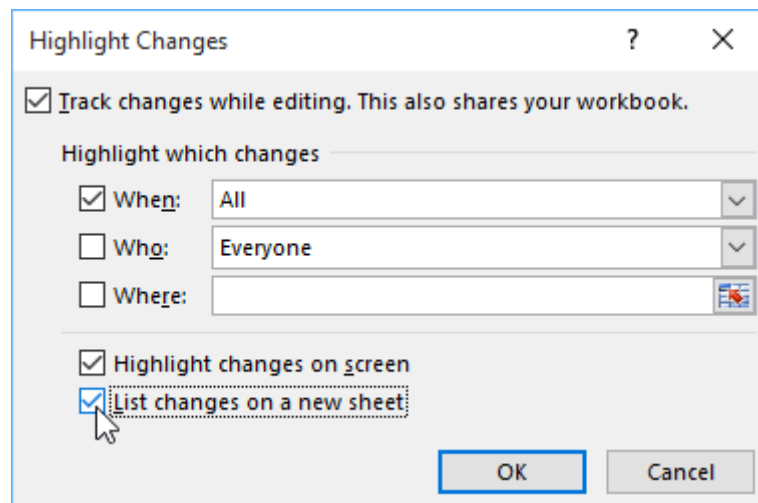
You can also view changes on a new worksheet, sometimes called the **Tracked Changes history**. The history lists everything in your worksheet that has been

changed, including the **old value** (previous cell content) and the **new value** (current cell content).

1. **Save** your workbook.
2. From the **Review** tab, click the **Track Changes** command, then select **Highlight Changes** from the drop-down menu.



3. The **Highlight Changes** dialog box will appear. Check the box next to **List changes on a new sheet**, then click **OK**.



4. The tracked changes will be listed on their own worksheet, called **History**.

	A	B	C	D	E	F	G		
	Action							New	
1	Number ▾	Date ▾	Time ▾	Who ▾	Change ▾	Sheet ▾	Range ▾	Value	
2	1	11/11/15	4:00 PM	Javier Flores	Cell Change	Agenda Planner	D14	Getting to kn	
3	2	11/11/15	4:00 PM	Javier Flores	Cell Change	Agenda Planner	E11	Liz, Julia	
4	3	11/11/15	4:00 PM	Javier Flores	Cell Change	Agenda Planner	E15	Garth	
5	4	11/11/15	4:00 PM	Javier Flores	Cell Change	Agenda Planner	E16	Wayne	
6	5	11/11/15	4:00 PM	Javier Flores	Cell Change	Agenda Planner	A17		
7	6	11/11/15	4:00 PM	Javier Flores	Cell Change	Agenda Planner	A19		
8	7	11/11/15	4:00 PM	Javier Flores	Cell Change	Agenda Planner	B19		
9									
10	The history ends with the changes saved on 11/11/2015 at 4:00 PM.								
11									

◀ ▶ | Agenda Planner | **History** | (+)

Ready

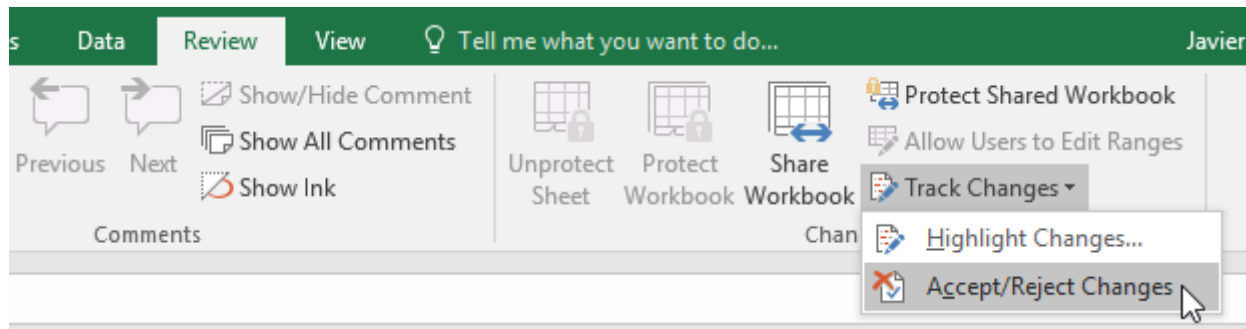
To **remove** the History worksheet from your workbook, you can either **save** your workbook again or uncheck the box next to **List changes on a new sheet** in the **Highlight Changes** dialog box.

Reviewing changes

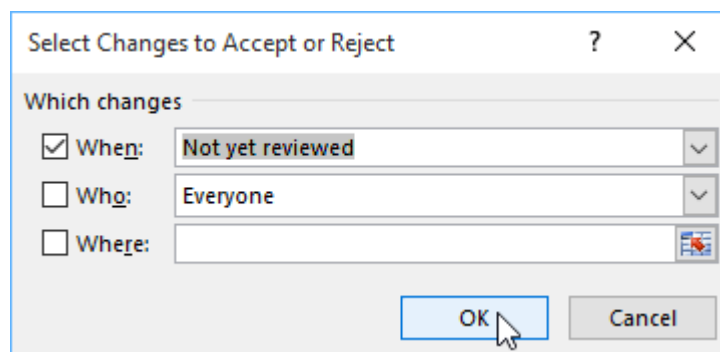
Tracked changes are really just **suggested** changes. To become permanent, the changes must be **accepted**. On the other hand, the original author may disagree with some of the tracked changes and choose to **reject** them.

To review tracked changes:

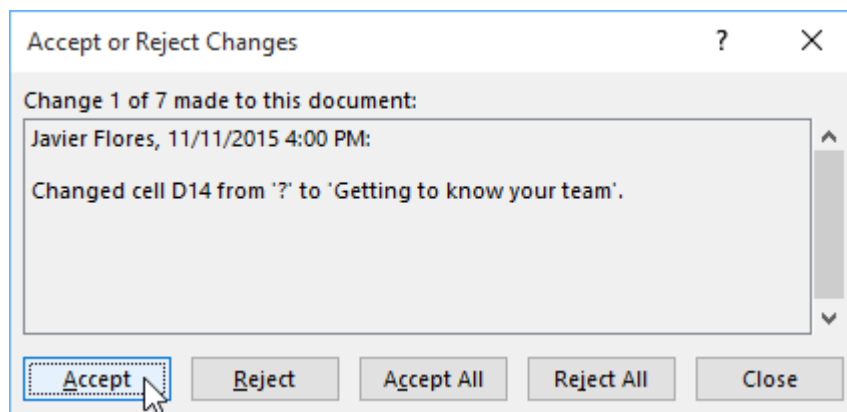
1. From the **Review** tab, click **Track Changes**, then select **Accept/Reject Changes** from the drop-down menu.



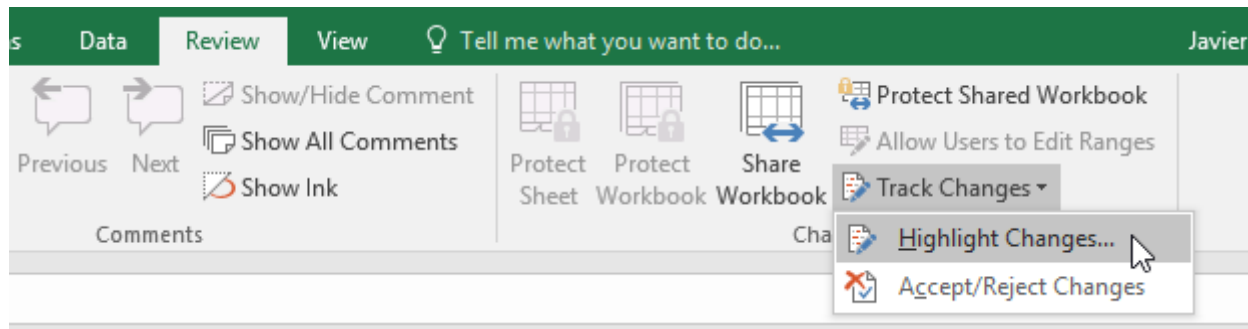
2. If prompted, click **OK** to save your workbook.
3. A dialog box will appear. Make sure the box next to the **When:** field is checked and set to **Not yet reviewed**, then click **OK**.



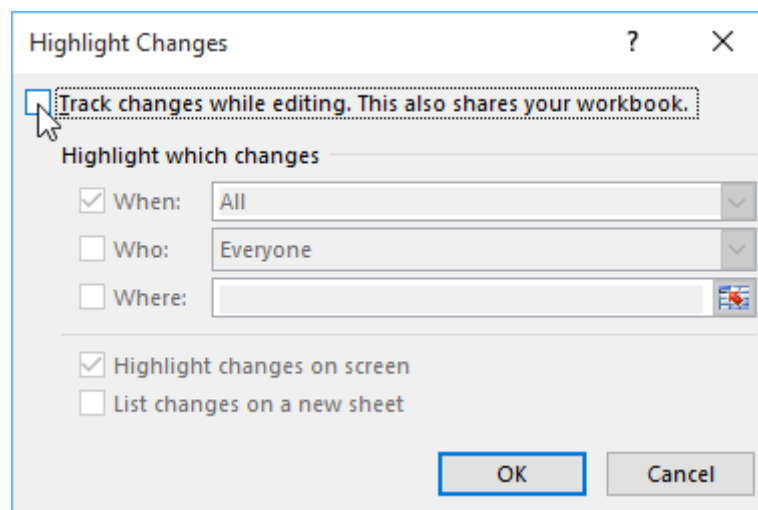
4. A dialog box will appear. Click **Accept** or **Reject** for each change in the workbook. Excel will move through each change automatically until you have reviewed them all.



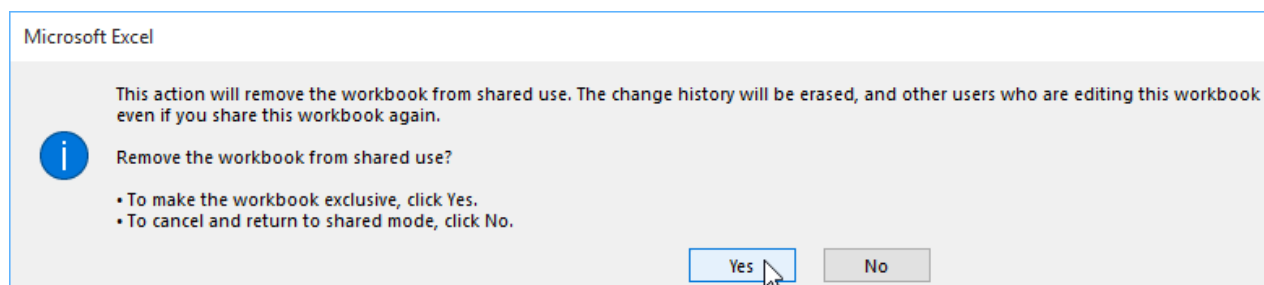
5. Even after accepting or rejecting changes, the tracked changes will still appear in your workbook. To remove them completely, you'll need to **turn off** Track Changes. From the **Review** tab, click **Track Changes**, then select **Highlight Changes** from the drop-down menu.



6. A dialog box will appear. Uncheck the box next to **Track changes while editing**, then click **OK**.



7. Click **Yes** to confirm that you want to turn off Track Changes and stop sharing your workbook.



To accept or reject all changes at once, click **Accept All** or **Reject All** in the Accept or Reject Changes dialog box.

Turning off Track Changes will remove any tracked changes in your workbook. You will not be able to view, accept, or reject changes; instead, all changes will be accepted **automatically**. Always review the changes in your worksheet before turning off Track Changes.

Comments

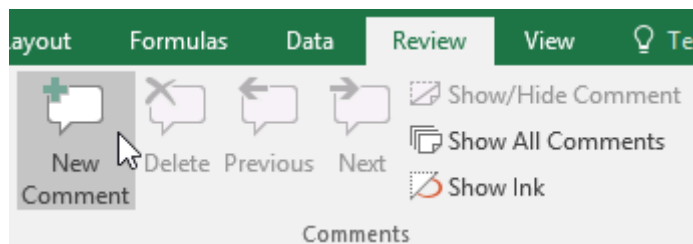
Sometimes you may want to add a **comment** to provide feedback instead of editing the contents of a cell. While often used in combination with Track Changes, you don't necessarily need to have Track Changes turned on to use comments.

To add a comment:

1. Select the **cell** where you want the comment to appear. In our example, we'll select cell **D17**.

	A	B	C	D	E
6	Start	End	Length	Item	Facilitator
7	8:00 AM	9:00 AM	1:00	Breakfast, welcome	Exec team
8	9:00 AM	9:30 AM	0:30	Introduction	Garth
9	9:30 AM	10:30 AM	1:00	Work relationships exercise	Garth, Dean, Liz
10	10:30 AM	10:45 AM	0:15	Break	
11	10:45 AM	12:45 PM	2:00	Cady Falls hike (strategy game?)	Liz, Julia
12	12:45 PM	1:45 PM	1:00	Lunch (with strategy game team)	
13	1:45 PM	2:00 PM	0:15	Strategy debrief	Julia
14	2:00 PM	3:00 PM	1:00	Getting to know your team	See Liz for info
15	3:00 PM	4:00 PM	1:00	Strengths exercise	Garth
16	4:00 PM	4:30 PM	0:30	Break/snack	Wayne
17	4:00 PM	5:00 PM	1:00	Redwoods hike	Dean
18	5:00 PM	6:00 PM	1:00	Team-building exercise	Garth, exec tea
19	7:00 PM	8:00 PM	1:00	Dinner	
20	Total		11:30		

2. From the **Review** tab, click the **New Comment** command.



3. A **comment box** will appear. Type your comment, then click anywhere outside the box to close the comment.

D	E	F
Item	Facilitator	
Breakfast, welcome	Exec team	
Introduction	Garth	
Work relationships exercise	Garth, Dean, Liz	
Break		
Cady Falls hike (strategy game?)	Liz, Julia	
Lunch (with strategy game team)		
Strategy debrief	Julia	
Getting to know your team	See Liz for info	
Strengths exercise	Garth	
Break/snack	Wayne	
Redwoods hike	Dean	
Team-building exercise	Garth	
Dinner		

Javier Flores:
How long is this hike? |

4. The comment will be added to the cell, represented by the **red triangle** in the top-right corner.

D	E
Getting to know your team	See Liz for info
Strengths exercise	Garth
Break/snack	Wayne
Redwoods hike	Dean
Team-building exercise	Garth, exec team
Dinner	

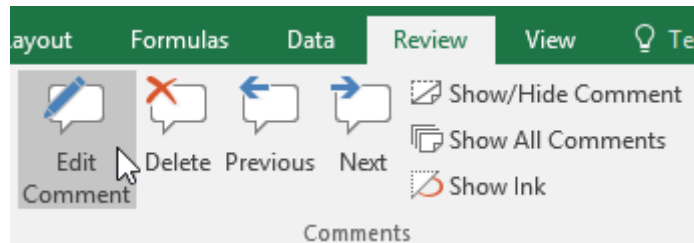
5. Select the cell again to view the comment.

D	E	F
Item	Facilitator	
Breakfast, welcome	Exec team	
Introduction	Garth	
Work relationships exercise	Garth, Dean, Liz	
Break		
Cady Falls hike (strategy game?)	Liz, Julia	
Lunch (with strategy game team)		
Strategy debrief	Julia	
Getting to know your team	See Liz for info	
Strengths exercise	Garth	
Break/snack	W	
Redwoods hike	De	
Team-building exercise	Garth	
Dinner		

Javier Flores:
How long is this hike?

To edit a comment:

1. Select the **cell** containing the comment you want to edit.
2. From the **Review** tab, click the **Edit Comment** command.



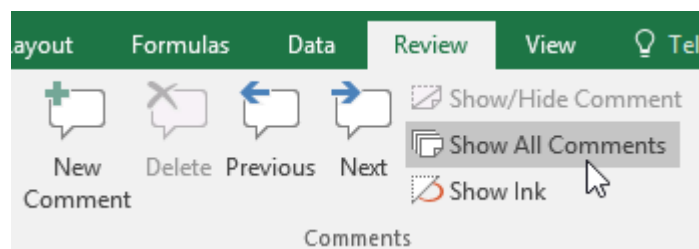
3. The **comment box** will appear. Edit the comment as desired, then click anywhere outside the box to close the comment.

D	E	F
Item	Facilitator	
Breakfast, welcome	Exec team	
Introduction	Garth	
Work relationships exercise	Garth, Dean, Liz	
Break		
Cady Falls hike (strategy game?)	Liz, Julia	
Lunch (with strategy game team)		
Strategy debrief	Julia	
Getting to know your team	See Liz for info	
Strengths exercise	Garth	
Break/snack		
Redwoods hike	D	
Team-building exercise	G	
Dinner		

Javier Flores:
 How long is this hike?
 Liz told me it was only 1 mile.

To show or hide comments:

1. From the **Review** tab, click the **Show All Comments** command to view every comment in your worksheet at the same time.



2. All comments in the worksheet will appear. Click the **Show All Comments** command again to hide them.

D	E	F	G	H
Item	Facilitator			
Breakfast, welcome	Exec team			
Introduction	Garth			
Work relationships exercise	Garth, Dean, Liz			
Break				
Cady Falls hike (strategy game?)	Liz, Julia			
Lunch (with strategy game team)	Ju			
Strategy debrief	Se			
Getting to know your team	Garth			
Strengths exercise	Garth			
Break/snack	W			
Redwoods hike	De			
Team-building exercise	Garth			
Dinner				

Javier Flores:
I think the game during the hike will be enough.

Javier Flores:
Julia might be willing to lead this activity.

Javier Flores:
How long is this hike?
Liz told me it was only 1 mile.

You can also choose to show and hide individual comments by selecting the desired cell and clicking the **Show/Hide Comment** command.


The screenshot shows the Microsoft Excel interface. The 'Review' ribbon is active, and the 'Show/Hide Comment' button is highlighted. Below the ribbon, a spreadsheet is visible with the following data:

Length	Item	Facilitator
1:00	Breakfast, welcome	Exec team
0:30	Introduction	Garth
1:00	Work relationships exercise	Garth, Dean, Liz
0:15	Break	
2:00	Cady Falls hike (strategy game?)	Liz, Liz
1:00	Lunch (with strategy game team)	Ju
0:15	Strategy debrief	Se
1:00	Getting to know your team	Garth
1:00	Strengths exercise	Wayne
0:30	Break/snack	Dean
1:00	Redwoods hike	Garth, exec team
1:00	Team-building exercise	
1:00	Dinner	
11:30		

A comment box is visible over cell E13, containing the text: **Javier Flores:**
I think the game during the hike will be enough.

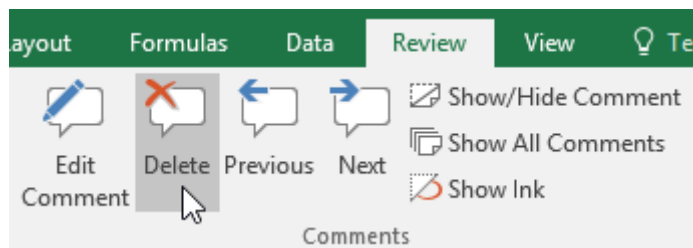
To delete a comment:

1. Select the **cell** containing the comment you want to delete. In our example, we'll select cell **E13**.


D	E	F	G	H
Item	Facilitator			
Breakfast, welcome	Exec team			
Introduction	Garth			
Work relationships exercise	Garth, Dean, Liz			
Break				
Cady Falls hike (strategy game?)	Liz, Julia			
Lunch (with strategy game team)				
Strategy debrief	Julia 			
Getting to know your team	See Liz for info			
Strengths exercise	Garth			
Break/snack	Wayne			
Redwoods hike	Dean			
Team-building exercise	Garth, exec team			
Dinner				

Javier Flores:
Julia might be willing to lead this activity.

- From the **Review** tab, click the **Delete** command in the **Comments** group.



- The comment will be deleted.


D	E	F
Item	Facilitator	
Breakfast, welcome	Exec team	
Introduction	Garth	
Work relationships exercise	Garth, Dean, Liz	
Break		
Cady Falls hike (strategy game?)	Liz, Julia	
Lunch (with strategy game team)		
Strategy debrief	Julia 	
Getting to know your team	See Liz for info	
Strengths exercise	Garth	
Break/snack	Wayne	
Redwoods hike	Dean	
Team-building exercise	Garth, exec team	
Dinner		

Challenge!

1. Open our [practice workbook](#).
2. Turn on **Track Changes**.
3. Replace the value in cell **D14** with **Rope Bridge Activity**.
4. Change cell **E15** to say **Julia**.
5. **Save** your workbook.
6. **List changes** on a **new sheet**. After you do this, the worksheet should look like this:

	A	B	C	D	E	F	G	H	I
	Action							New	Old
1	Number	Date	Time	Who	Change	Sheet	Range	Value	Value
2	1	11/27/2015	9:11 AM	John Doe	Cell Change	Agenda Planner	D14	Rope Bridge Activity ?	
3	2	11/27/2015	9:11 AM	John Doe	Cell Change	Agenda Planner	E15	Julia	<blank>
4									
5	The history ends with the changes saved on 11/27/2015 at 9:11 AM.								

7. Return to the **Agenda Planner** tab.
8. Add a **comment** to cell **E16** that says **snacks will be provided by the exec team**.
9. When you're finished, your workbook should look like this:

E16											
A	B	C	D	E							
1	 <table border="1" data-bbox="758 324 1583 425"> <tr> <td>Event:</td> <td>Team-Building Retreat</td> </tr> <tr> <td>Location:</td> <td>Waverly Point Nature Preserve</td> </tr> <tr> <td>Date:</td> <td>August</td> </tr> </table>					Event:	Team-Building Retreat	Location:	Waverly Point Nature Preserve	Date:	August
Event:						Team-Building Retreat					
Location:						Waverly Point Nature Preserve					
Date:						August					
2											
3											
4											
5	AGENDA PLANNER										
6	Start	End	Length	Item	Facilitator						
7	8:00 AM	9:00 AM	1:00	Breakfast, welcome	Exec team						
8	9:00 AM	9:30 AM	0:30	Introduction	Garth						
9	9:30 AM	10:30 AM	1:00	Work relationships exercise	Garth, Dean, Liz						
10	10:30 AM	10:45 AM	0:15	Break							
11	10:45 AM	12:45 PM	2:00	Cady Falls hike (strategy game?)							
12	12:45 PM	1:45 PM	1:00	Lunch (with strategy game team)							
13	1:45 PM	2:00 PM	0:15	Strategy debrief	Julia						
14	2:00 PM	3:00 PM	1:00	Rope Bridge Activity	See Liz for info						
15	3:00 PM	4:00 PM	1:00	Strengths exercise	Julia						
16	4:00 PM	4:30 PM	0:30	Break/snack							
17	4:15 PM	5:00 PM	0:45	Redwoods hike	Dean						
18	5:00 PM	6:00 PM	1:00	Team-building exercise	Garth, exec team						
19	6:00 PM	7:00 PM	1:00	Dinner							
20	Total		11:15								

10. **Accept All Changes**, then **turn off Track Changes**.

Introduction

Before sharing a workbook, you'll want to make sure it doesn't include any spelling errors or information you want to keep private. Fortunately, Excel includes several tools to help **finalize** and **protect** your workbook, including **Document Inspector** and the **Protect Workbook** feature.

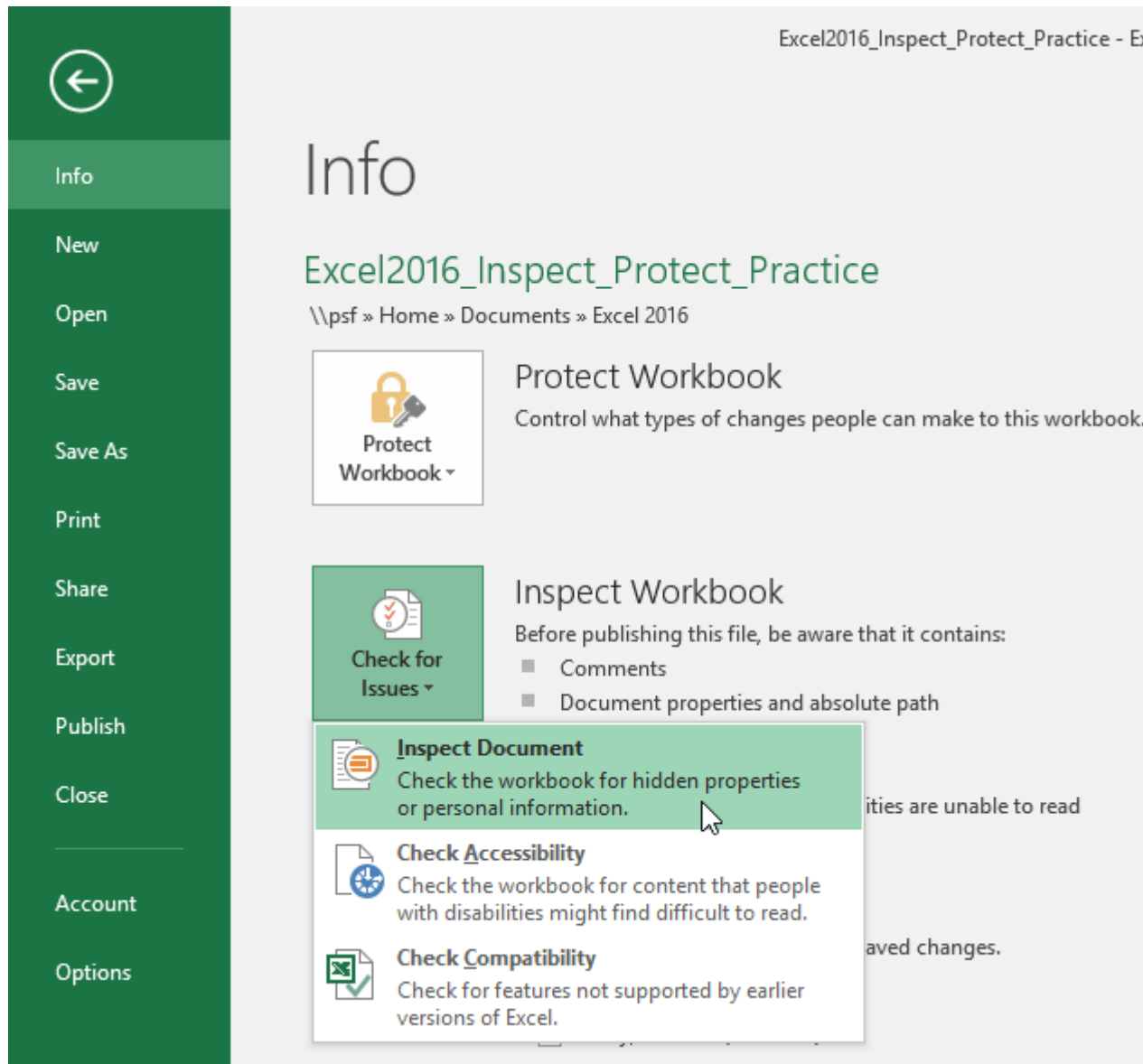
Document Inspector

Whenever you create or edit a workbook, certain **personal information** may be added to the file automatically. You can use Document Inspector to remove this information before sharing a workbook with others.

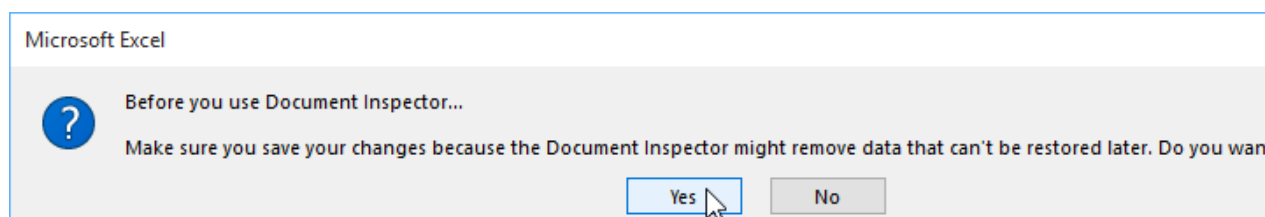
Because some changes may be permanent, it's a good idea to save an additional copy of your workbook before using the Document Inspector to remove information.

To use Document Inspector:

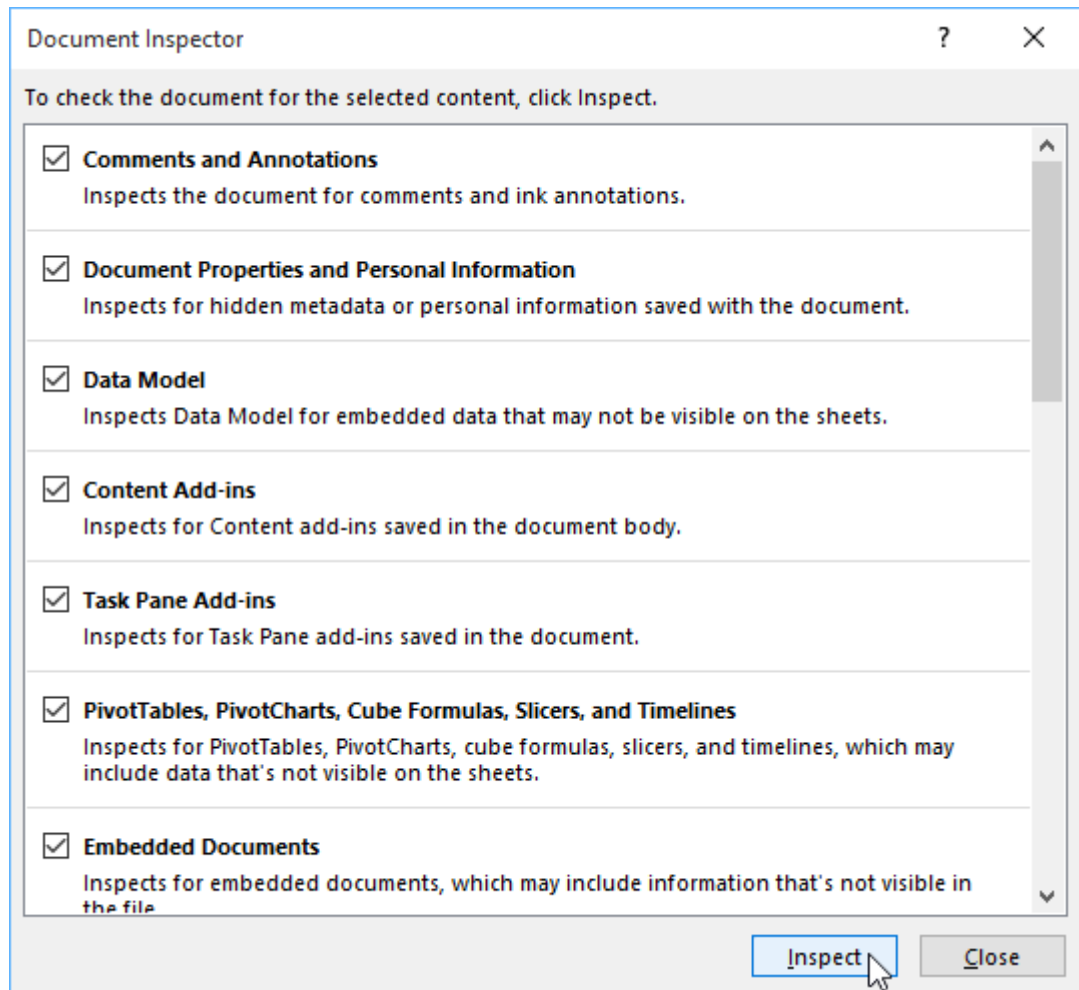
1. Click the **File** tab to access **Backstage view**.
2. From the **Info** pane, click **Check for Issues**, then select **Inspect Document** from the drop-down menu.



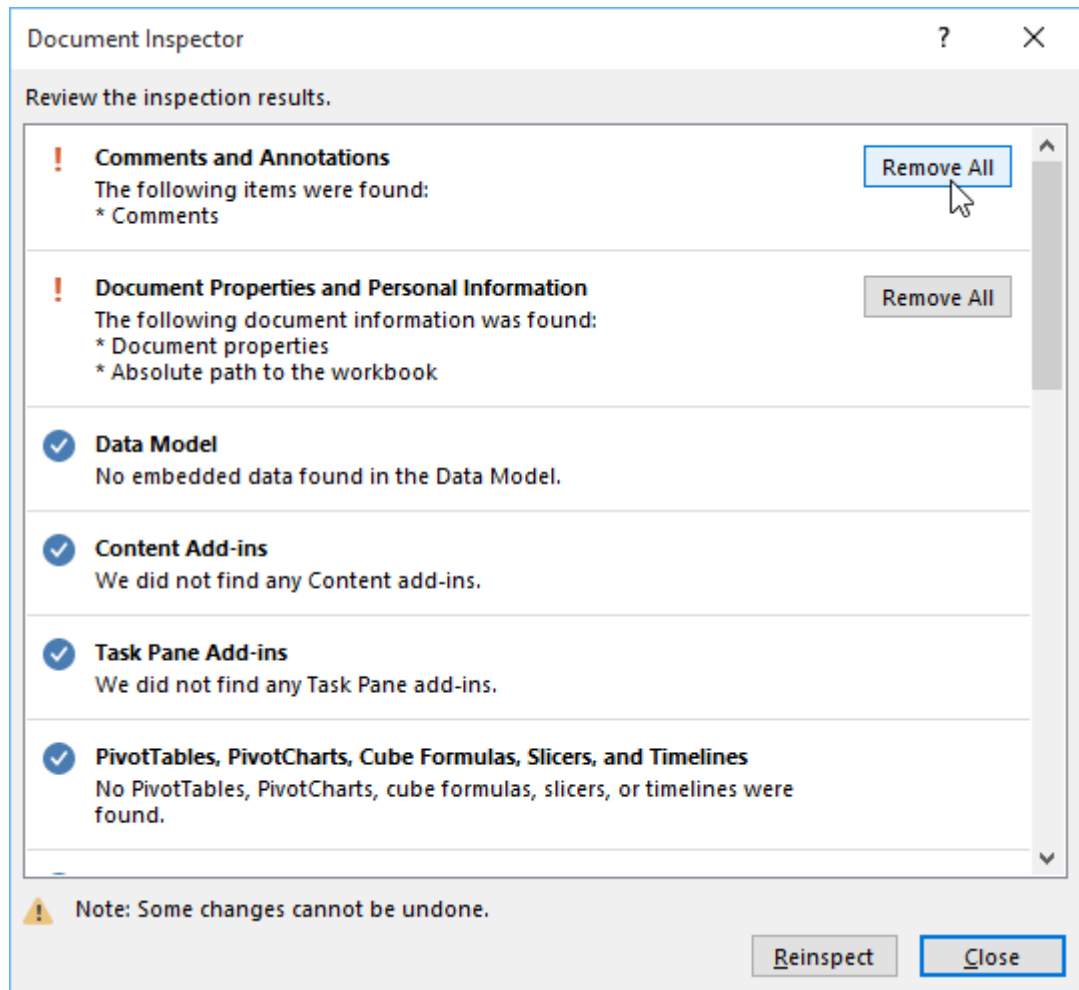
3. You may be prompted to save your file before running **Document Inspector**.



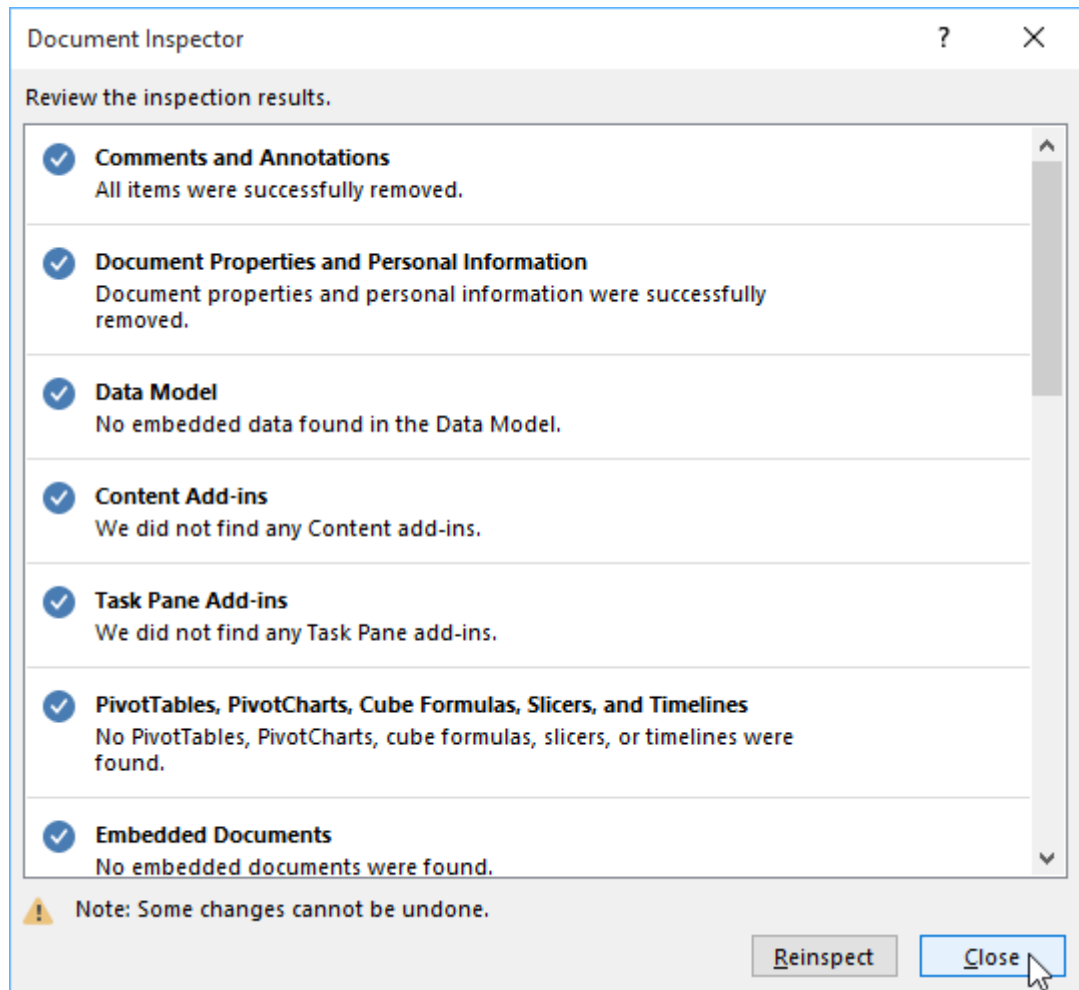
4. **Document Inspector** will appear. Check or uncheck boxes, depending on the content you want to review, then click **Inspect**. In our example, we'll leave everything selected.



5. The **inspection results** will appear. In our example, we can see that our workbook contains comments and some personal information, so we'll click **Remove All** on both items to remove this information from the workbook.



6. When you're done, click **Close**.



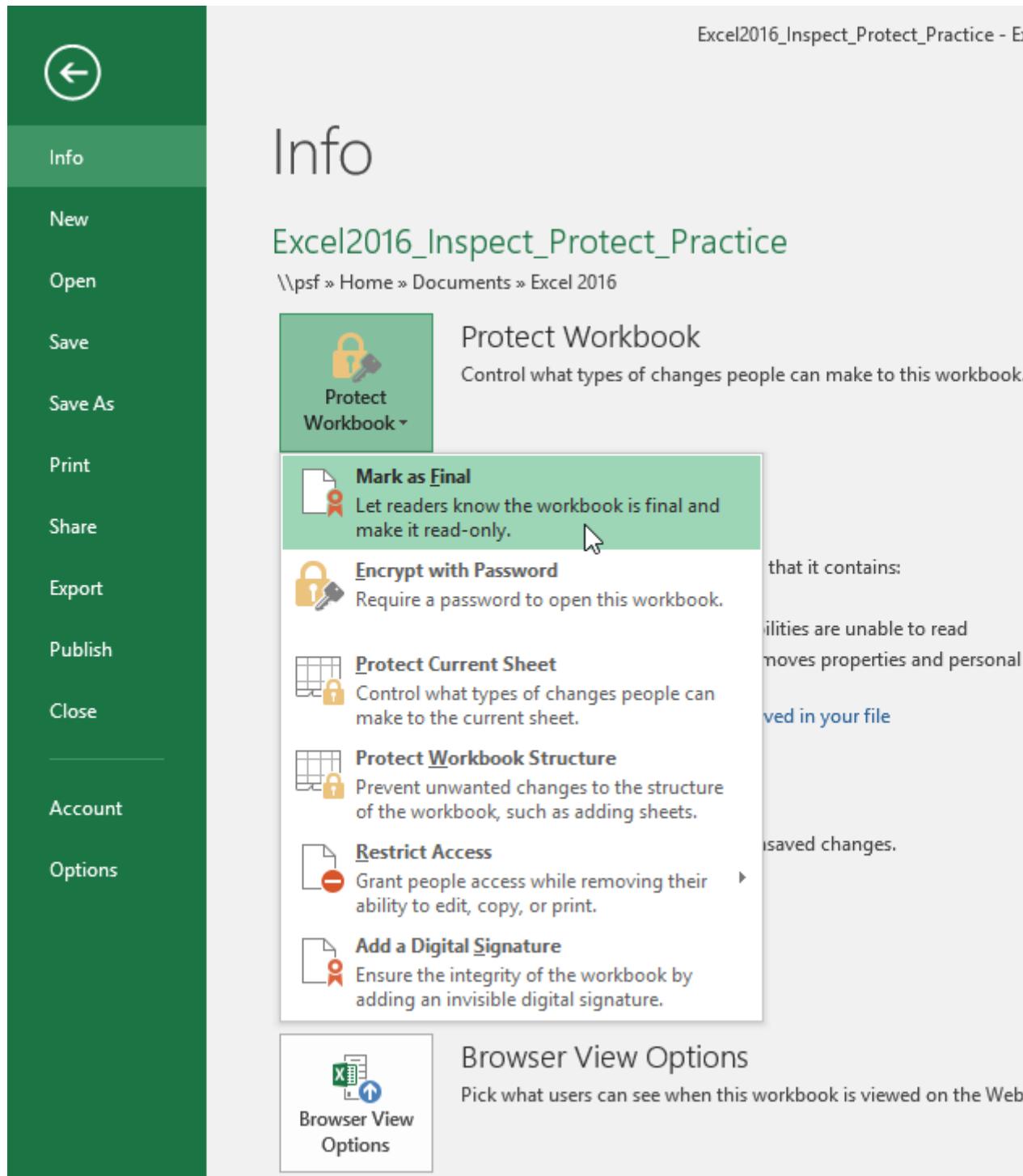
Protecting your workbook

By default, anyone with access to your workbook will be able to open, copy, and edit its content unless you **protect** it. There are many different ways to protect a workbook, depending on your needs.

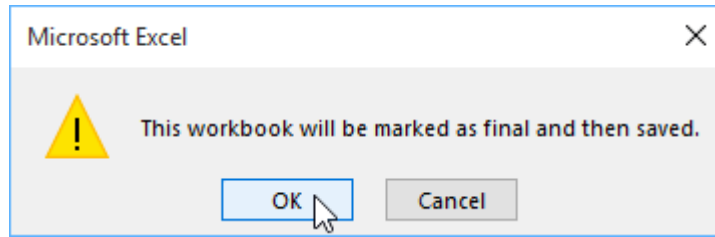
To protect your workbook:

1. Click the **File** tab to access **Backstage view**.

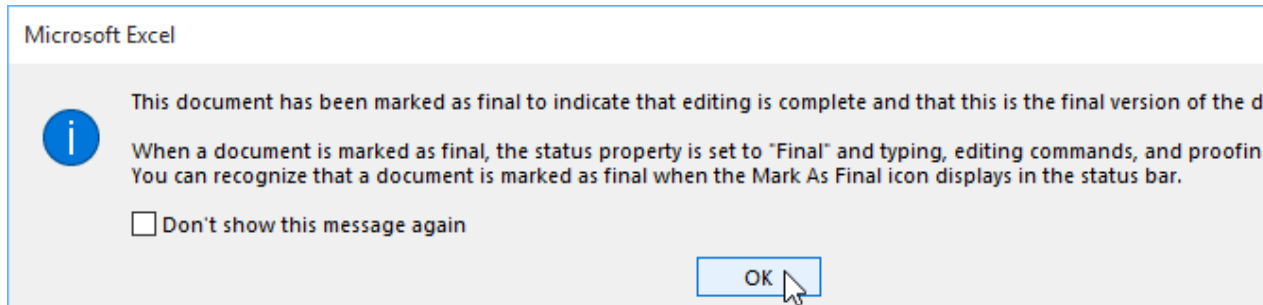
2. From the **Info** pane, click the **Protect Workbook** command.
3. In the drop-down menu, choose the option that best suits your needs. In our example, we'll select **Mark as Final**. Marking your workbook as final is a good way to discourage others from editing the workbook, while the other options give you even more control if needed.



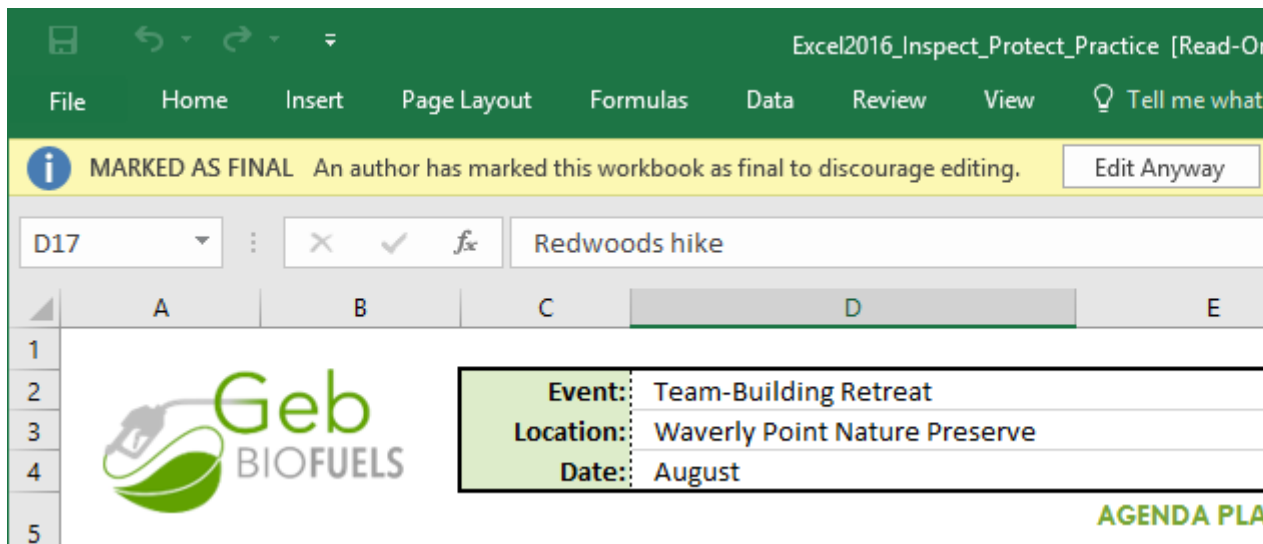
4. A dialog box will appear, prompting you to save. Click **OK**.



5. Another dialog box will appear. Click **OK**.



6. The workbook will be marked as final.



Marking a workbook as final will not prevent others from editing it. If you want to prevent people from editing it, you can use the **Restrict Access** option instead.

Challenge!

1. Open our [practice workbook](#).

2. Use **Document Inspector** to check the workbook and **remove** anything it finds.

3. **Protect** the workbook by **Marking As Final**.

When you're finished, your workbook should look something like this:

Excel2016_Inspect_Protect_Practice_Trial [Read-Only] - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do... Sign in Share

MARKED AS FINAL An author has marked this workbook as final to discourage editing. Edit Anyway

A2 139

Order #	Customer Name	Item Description	Order Total	Phone Number
139	Seferian Wilkes	6" Double Layer Chocolate Cake	\$15.45	555-248-1756
394	Marla Gaston	10" White Cake with Chocolate Icing	\$17.25	555-122-9875
219	Juan Ricardo	15" Dutch Apple Pie	\$9.56	555-398-2839
150	Andrez Gorecki	6" Double Layer Chocolate Cake	\$15.45	555-486-5387
265	Sing Lu	10" French Silk Pie	\$8.87	555-336-2576
123	Devesh Assaf	15" Dutch Apple Pie	\$9.56	555-765-9874
108	Jerry Cranston	10" Chocolate Cake with Espresso Icing	\$19.87	555-132-1472
298	Mariela Lopes	6" Double Layer Chocolate Cake	\$15.45	555-987-2315
304	Linda Steinwater	12" Spice Cake with Maple Icing	\$16.75	555-423-3572
203	Archibald Grant	10" French Silk Pie	\$8.87	555-865-2834

Agenda Planner Challenge

Ready 100%

Introduction

When you have a lot of data, it can sometimes be difficult to analyze all of the information in your worksheet. **PivotTables** can help make your worksheets more manageable by **summarizing** your data and allowing you to **manipulate** it in different ways.

Using PivotTables to answer questions

Consider the example below. Let's say we wanted to answer the question **What is the amount sold by each salesperson?** Answering it could be time consuming and difficult; each salesperson appears on multiple rows, and we would need to total all of their different orders individually. We could use the **Subtotal** command to help find the total for each salesperson, but we would still have a lot of data to work with.

	A	B	C	D	E
1	Salesperson	Region	Account	Order Amount	Month
2	Albertson, Kathy	East	29386	\$925.00	January
3	Albertson, Kathy	East	74830	\$875.00	February
4	Albertson, Kathy	East	90099	\$500.00	February
5	Albertson, Kathy	East	74830	\$350.00	March
6	Brennan, Michael	West	82853	\$400.00	January
7	Brennan, Michael	West	72949	\$850.00	January
8	Brennan, Michael	West	90044	\$1,500.00	January
9	Brennan, Michael	West	82853	\$550.00	February
10	Brennan, Michael	West	72949	\$400.00	March
11	Davis, William	South	55223	\$235.00	February
12	Davis, William	South	10354	\$850.00	January
13	Davis, William	South	50192	\$600.00	March
14	Davis, William	South	27589	\$250.00	January
15	Dumlao, Richard	West	67275	\$400.00	January
16	Dumlao, Richard	West	41828	\$965.00	February

Fortunately, a PivotTable can instantly **calculate** and **summarize** the data in a way that will make it much easier to read. When we're done, the PivotTable will look something like this:

Row Labels	Sum of Order Amount
Albertson, Kathy	\$2,650.00
Brennan, Michael	\$3,700.00
Davis, William	\$1,935.00
Dumlao, Richard	\$1,490.00
Flores, Tia	\$4,565.00
Post, Melissa	\$1,690.00
Thompson, Shannon	\$3,160.00
Walters, Chris	\$4,375.00
Grand Total	\$23,565.00

Once you've created a PivotTable, you can use it to answer different questions by rearranging—or **pivoting**—the data. For example, let's say we wanted to answer **What is the total amount sold in each month?** We could modify our PivotTable to look like this:

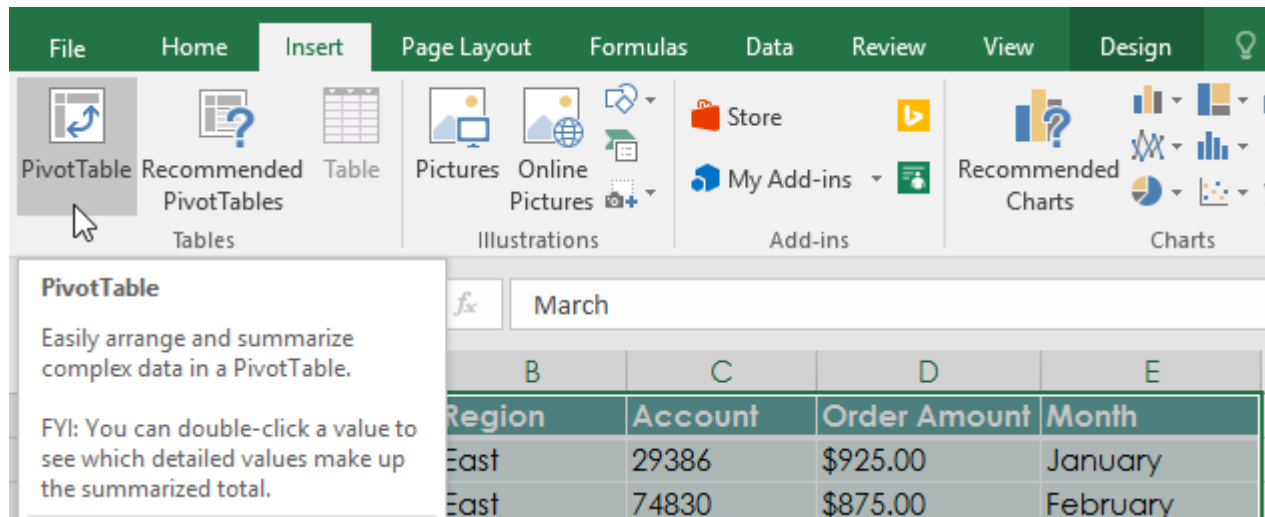
Row Labels	Sum of Order Amount
January	\$9,090.00
February	\$9,160.00
March	\$5,315.00
Grand Total	\$23,565.00

To create a PivotTable:

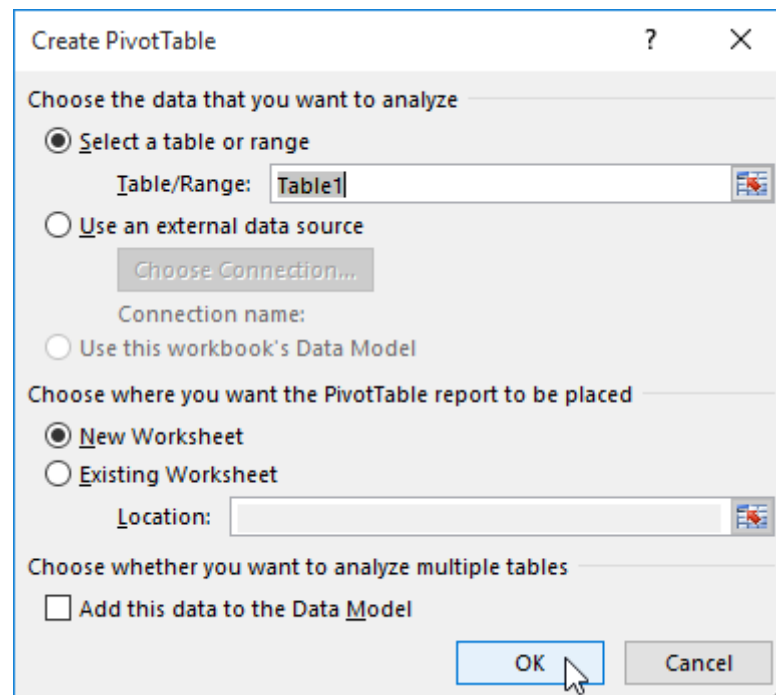
1. Select the **table** or **cells** (including column headers) you want to include in your PivotTable.

	A	B	C	D	E
1	Salesperson	Region	Account	Order Amount	Month
2	Albertson, Kathy	East	29386	\$925.00	January
3	Albertson, Kathy	East	74830	\$875.00	February
4	Albertson, Kathy	East	90099	\$500.00	February
5	Albertson, Kathy	East	74830	\$350.00	March
6	Brennan, Michael	West	82853	\$400.00	January
7	Brennan, Michael	West	72949	\$850.00	January
8	Brennan, Michael	West	90044	\$1,500.00	January
9	Brennan, Michael	West	82853	\$550.00	February
10	Brennan, Michael	West	72949	\$400.00	March
11	Davis, William	South	55223	\$235.00	February
12	Davis, William	South	10354	\$850.00	January
13	Davis, William	South	50192	\$600.00	March
14	Davis, William	South	27589	\$250.00	January
15	Dumlao, Richard	West	67275	\$400.00	January
16	Dumlao, Richard	West	41828	\$965.00	February

2. From the **Insert** tab, click the **PivotTable** command.



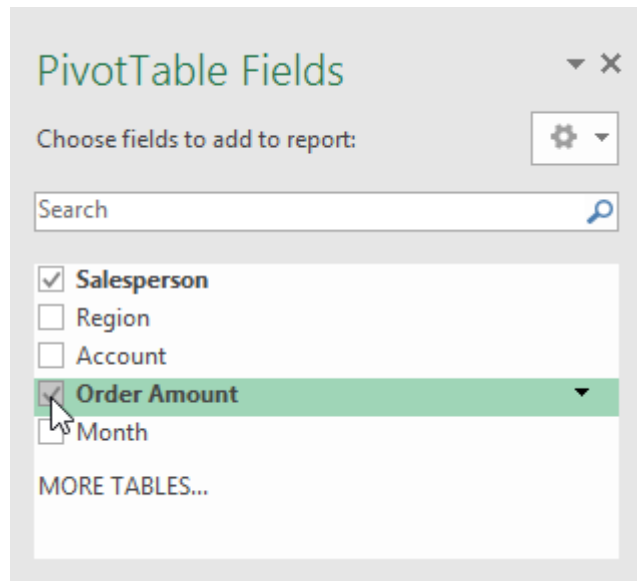
3. The **Create PivotTable** dialog box will appear. Choose your settings, then click **OK**. In our example, we'll use **Table1** as our source data and place the PivotTable on a **new worksheet**.



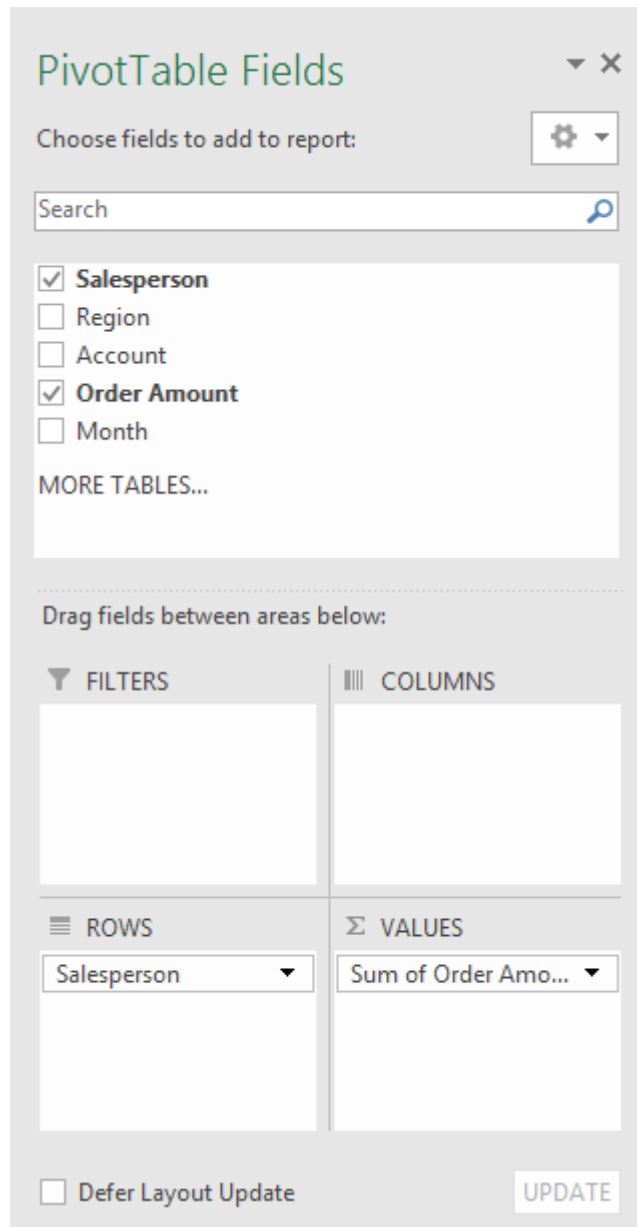
4. A blank **PivotTable** and **Field List** will appear on a new worksheet.

The screenshot displays an Excel spreadsheet with a PivotTable named 'PivotTable1' in the range A3:C5. The PivotTable is currently empty. To the right, the 'PivotTable Fields' task pane is open, showing a list of fields to be added to the report: Salesperson, Region, Account, Order Amount, and Month. The 'Order Amount' field is checked. Below the field list, there are four drag-and-drop areas labeled FILTERS, COLUMNS, ROWS, and VALUES. The 'Order Amount' field is being dragged into the VALUES area. The spreadsheet has columns A through E and rows 1 through 25. The status bar at the bottom shows 'Sheet1' and a 'Defer Layout Update' checkbox.

5. Once you create a PivotTable, you'll need to decide which **fields** to add. Each field is simply a **column header** from the source data. In the **PivotTable Field List**, check the box for each field you want to add. In our example, we want to know the total **amount** sold by each **salesperson**, so we'll check the **Salesperson** and **Order Amount** fields.



6. The selected fields will be added to one of the four areas below. In our example, the **Salesperson** field has been added to the **Rows** area, while **Order Amount** has been added to **Values**. Alternatively, you can **drag and drop** fields directly into the desired area.



- The PivotTable will calculate and summarize the selected fields. In our example, the PivotTable shows the **amount sold by each salesperson**.

	A	B
1		
2		
3	Row Labels	Sum of Order Amount
4	Albertson, Kathy	2650
5	Brennan, Michael	3700
6	Davis, William	1935
7	Dumlao, Richard	1490
8	Flores, Tia	4565
9	Post, Melissa	1690
10	Thompson, Shannon	3160
11	Walters, Chris	4375
12	Grand Total	23565
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

PivotTable Fields

Choose fields to add to report:

Search

Salesperson
 Region
 Account
 Order Amount
 Month

MORE TABLES...

Drag fields between areas below:

FILTERS	COLUMNS
ROWS	VALUES
Salesperson	Sum of Order Amount

Defer Layout Update

Just like with normal spreadsheets, you can sort the data in a PivotTable using the **Sort & Filter** command on the Home tab. You can also apply any type of **number formatting** you want. For example, you may want to change the number format to **Currency**. However, be aware that some types of formatting may disappear when you modify the PivotTable.

Row Labels	Sum of Order Amount
Flores, Tia	\$4,565.00
Walters, Chris	\$4,375.00
Brennan, Michael	\$3,700.00
Thompson, Shannon	\$3,160.00
Albertson, Kathy	\$2,650.00
Davis, William	\$1,935.00
Post, Melissa	\$1,690.00
Dumlao, Richard	\$1,490.00
Grand Total	\$23,565.00

If you change any of the data in your source worksheet, the PivotTable **will not update automatically**. To manually update it, select the PivotTable and then go to **Analyze → Refresh**.

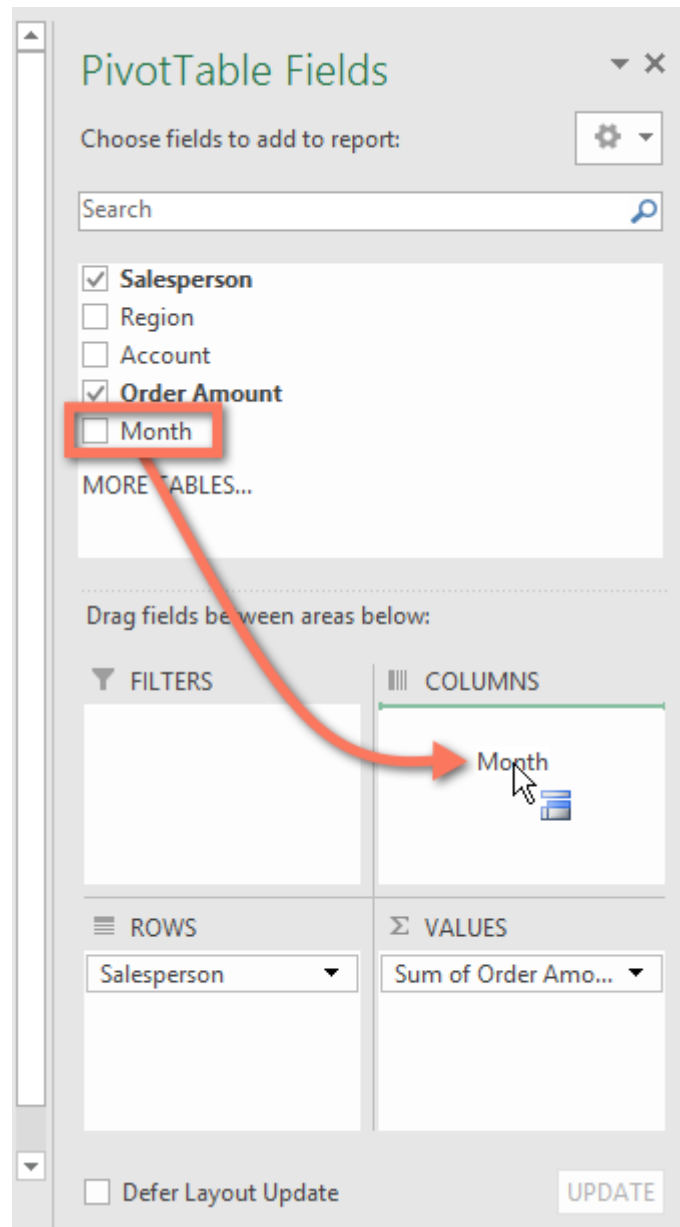
Pivoting data

One of the best things about PivotTables is that they can quickly **pivot**—or reorganize—your data, allowing you to examine your worksheet in several ways. Pivoting data can help you answer **different questions** and even **experiment** with your data to discover new trends and patterns.

To add columns:

So far, our PivotTable has only shown **one column** of data at a time. In order to show **multiple columns**, you'll need to add a field to the **Columns** area.

1. Drag a field from the **Field List** into the **Columns** area. In our example, we'll use the **Month** field.



2. The PivotTable will include multiple columns. In our example, there is now a column for each person's **monthly sales**, in addition to the **grand total**.

	A	B	C	D	E
1					
2					
3	Sum of Order Amount Column				
4	Row Labels	January	February	March	Grand Total
5	Flores, Tia	1655	985	1925	4565
6	Walters, Chris	355	2755	1265	4375
7	Brennan, Michael	2750	550	400	3700
8	Thompson, Shannon	1140	1720	300	3160
9	Albertson, Kathy	925	1375	350	2650
10	Davis, William	1100	235	600	1935
11	Post, Melissa	765	575	350	1690
12	Dumlao, Richard	400	965	125	1490
13	Grand Total	9090	9160	5315	23565
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					

PivotTable F

Choose fields to add

Search

Salesperson

Region

Account

Order Amount

Month

MORE TABLES...

Drag fields between

FILTERS

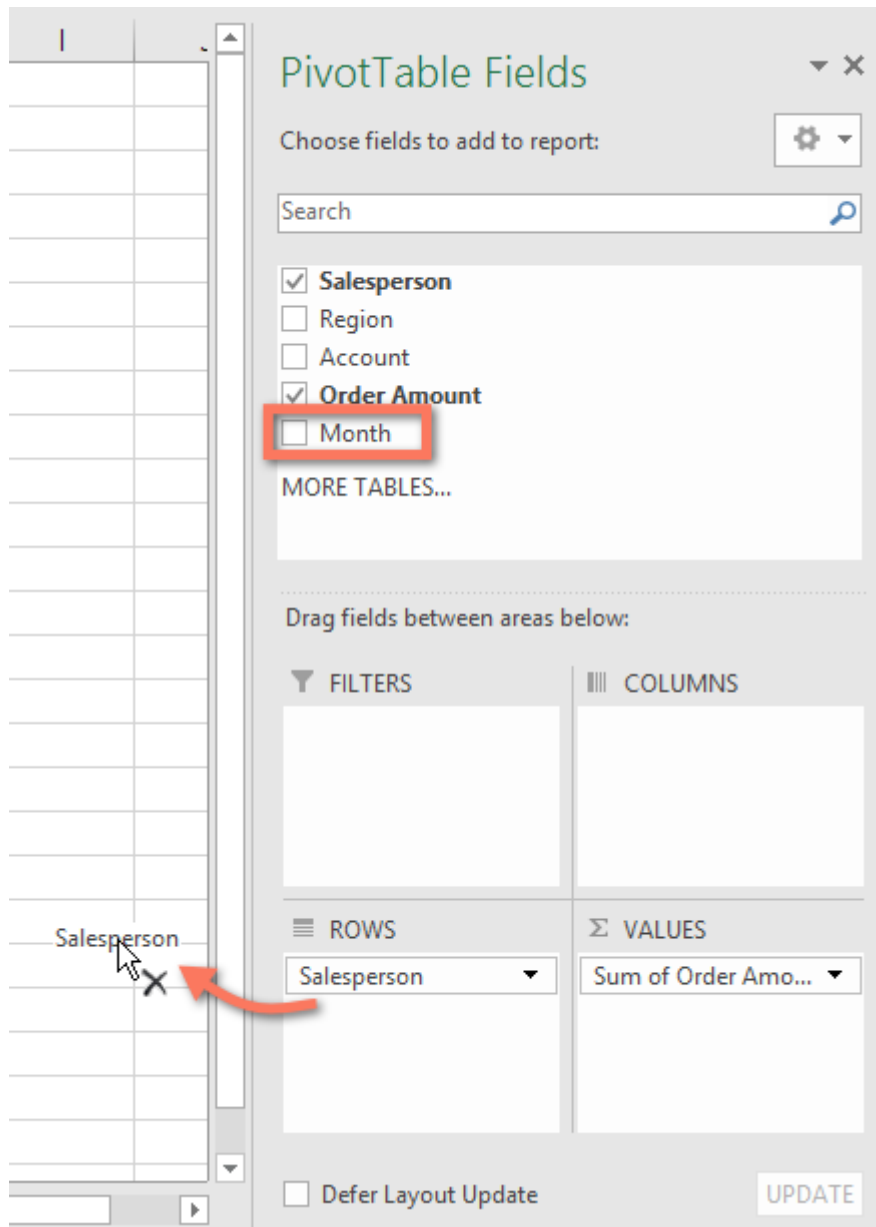
ROWS

Salesperson

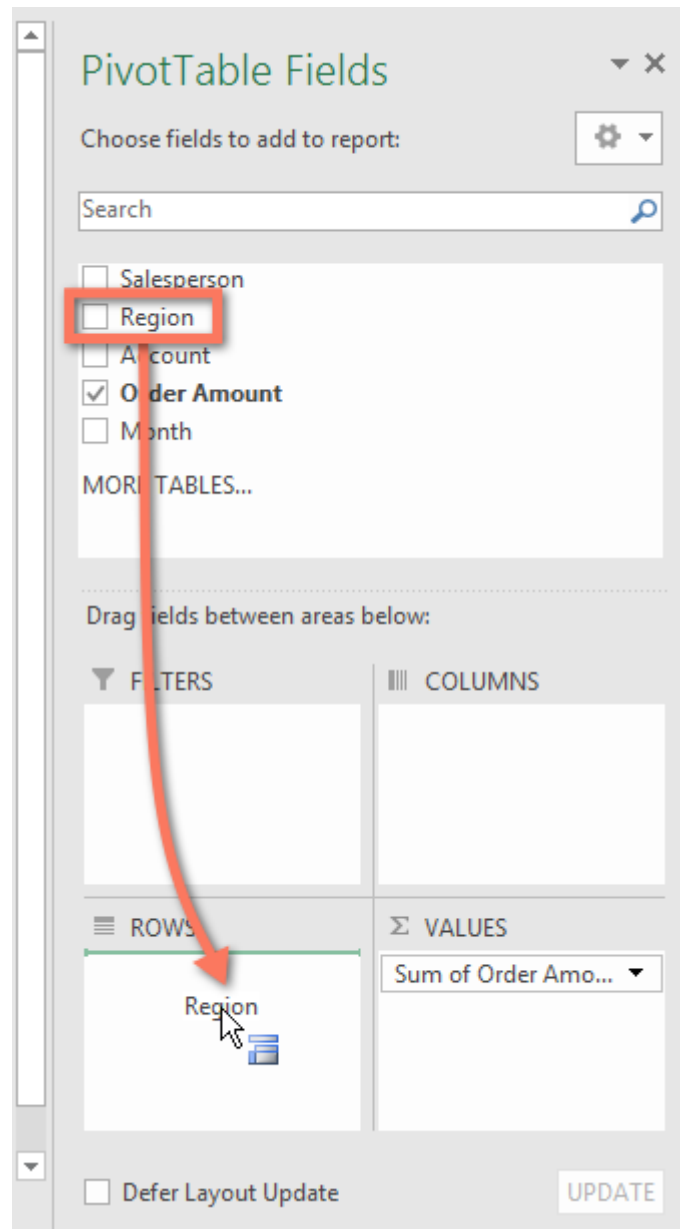
To change a row or column:

Changing a row or column can give you a completely different perspective on your data. All you have to do is **remove** the field in question, then **replace** it with another.

1. Drag the field you want to remove out of its **current area**. You can also **uncheck** the appropriate box in the **Field List**. In this example, we've removed the **Month** and **Salesperson** fields.



2. Drag a **new field** into the **desired area**. In our example, we'll place the **Region** field under **Rows**.



3. The PivotTable will adjust—or pivot—to show the new data. In our example, it now shows the **amount sold by each region**.

	A	B
1		
2		
3	Row Labels ▼	Sum of Order Amount
4	East	4340
5	North	3160
6	South	10875
7	West	5190
8	Grand Total	23565
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		

PivotTable Fields

Choose fields to add to report: ⚙

Search

- Salesperson
- Region**
- Account
- Order Amount**
- Month

MORE TABLES...

Drag fields between areas below:

▼ FILTERS	COLUMNS

☰ ROWS	Σ VALUES
Region ▼	Sum of Order Amo...

To learn more

Once you're comfortable with PivotTables, check out our [Doing More with PivotTables](#) lesson for even more ways to customize and manipulate them.

Challenge!

1. Open our [practice workbook](#).
2. Create a **PivotTable** in a separate sheet.
3. We want to answer the question **What is the total amount sold in each region?** To do this, select **Region** and **Order Amount**. When you're finished, your workbook should look like this:

Row Labels	Sum of Order Amount
East	4340
North	3160
South	10875
West	5190
Grand Total	23565

4. In the **Rows** area, remove **Region** and replace it with **Salesperson**.
5. Add **Month** to the **Columns** area.
6. Change the number format of cells **B5:E13** to **Currency**. **Note:** You might have to make columns C and D wider in order to see the values.
7. When you're finished, your workbook should look like this:

	A	B	C	D	E
1					
2					
3	Sum of Order Amount	Column Labels			
4	Row Labels	January	February	March	Grand Total
5	Albertson, Kathy	\$925.00	\$1,375.00	\$350.00	\$2,650.00
6	Brennan, Michael	\$2,750.00	\$550.00	\$400.00	\$3,700.00
7	Davis, William	\$1,100.00	\$235.00	\$600.00	\$1,935.00
8	Dumlao, Richard	\$400.00	\$965.00	\$125.00	\$1,490.00
9	Flores, Tia	\$1,655.00	\$985.00	\$1,925.00	\$4,565.00
10	Post, Melissa	\$765.00	\$575.00	\$350.00	\$1,690.00
11	Thompson, Shannon	\$1,140.00	\$1,720.00	\$300.00	\$3,160.00
12	Walters, Chris	\$355.00	\$2,755.00	\$1,265.00	\$4,375.00
13	Grand Total	\$9,090.00	\$9,160.00	\$5,315.00	\$23,565.00
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					

PivotTable

Choose field report:

Search

- Salespersons
- Region
- Account
- Order Amount
- Month

MORE TABLES

Drag fields to:

FILTERS

ROWS

Salespersons...

Defer Layout

Introduction

As you learned in our previous lesson, [Intro to PivotTables](#), PivotTables can be used to summarize and analyze almost any type of data. To help you manipulate your PivotTable—and gain even more insight into your data—Excel offers three additional tools: **filters**, **slicers**, and **PivotCharts**.

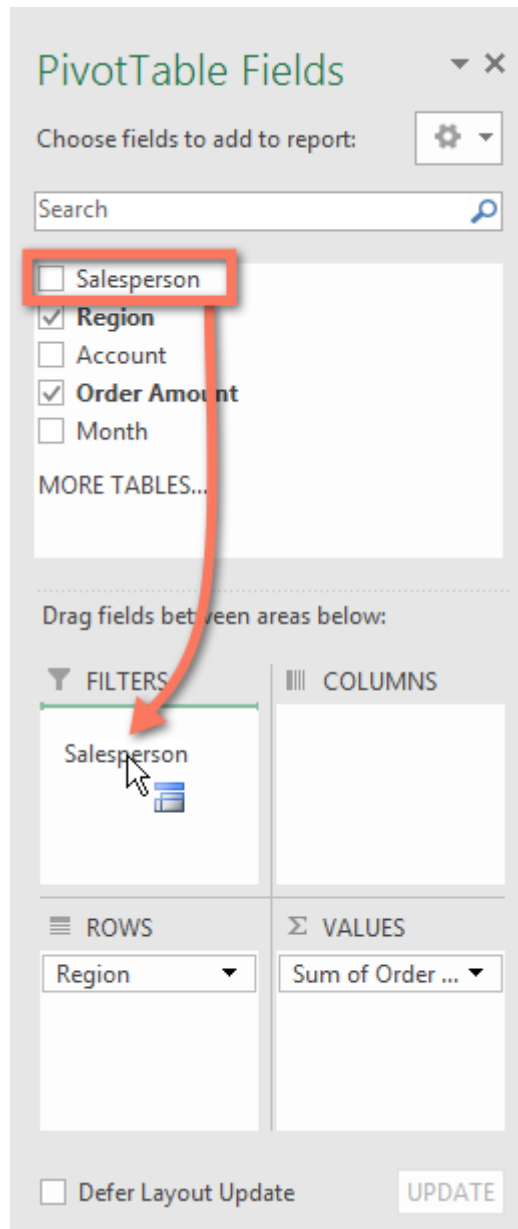
Filters

Sometimes you may want focus on a certain section of your data. **Filters** can be used to **narrow down** the data in your PivotTable, so you can view only the information you need.

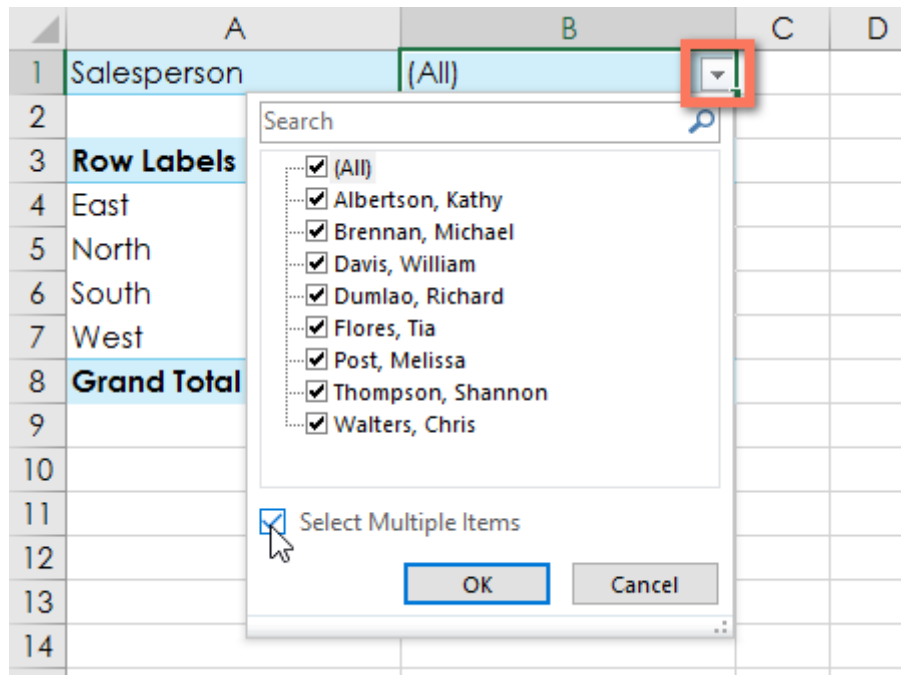
To add a filter:

In the example below, we'll filter out certain **salespeople** to determine how their individual sales are impacting each region.

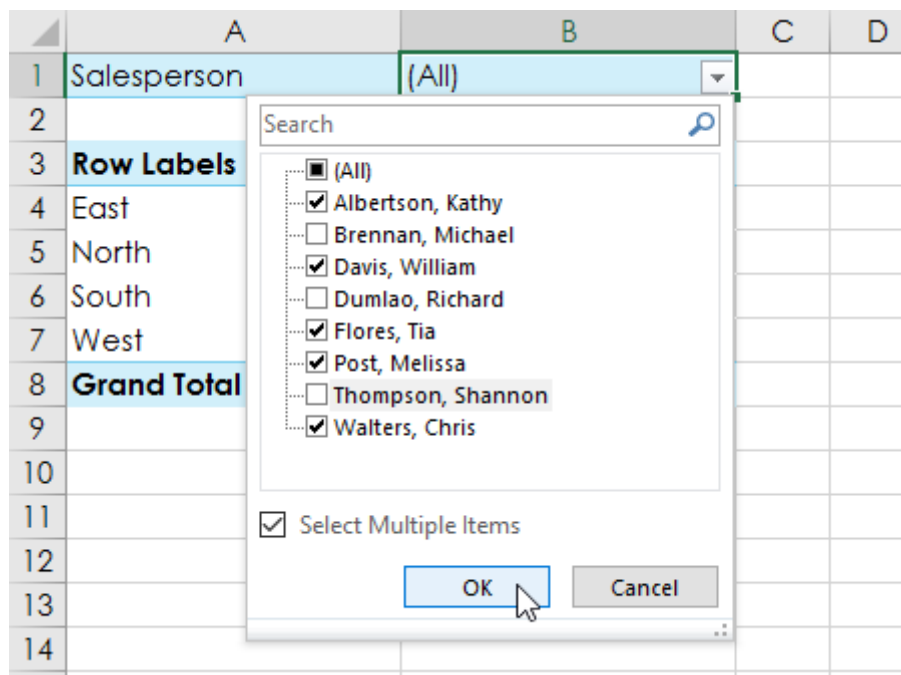
1. Drag a field from the **Field List** to the **Filters** area. In this example, we'll use the **Salesperson** field.



2. The **filter** will appear above the PivotTable. Click the **drop-down arrow**, then check the box next to **Select Multiple Items**.



3. **Uncheck** the box next to any item you don't want to include in the PivotTable. In our example, we'll uncheck the boxes for a few salespeople, then click **OK**.



4. The PivotTable will **adjust** to reflect the changes.

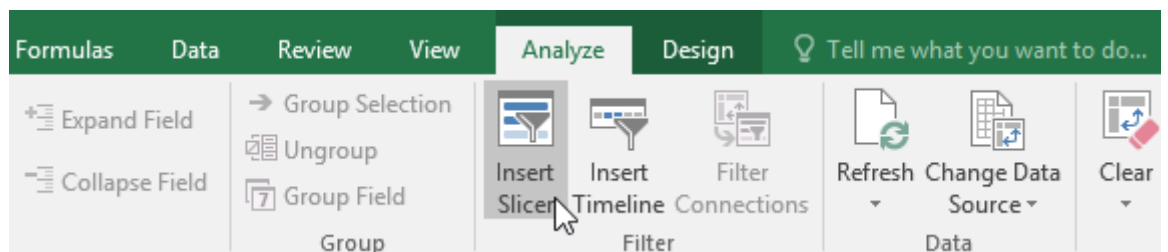
	A	B	C	D
1	Salesperson	(Multiple Items)		
2				
3	Row Labels	Sum of Order Amount		
4	East	4340		
5	South	10875		
6	Grand Total	15215		
7				
8				

Slicers

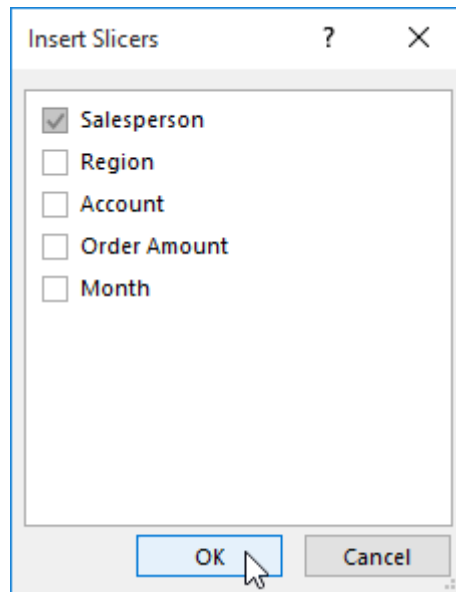
Slicers make filtering data in PivotTables even easier. Slicers are basically just **filters** but are easier and faster to use, allowing you to instantly pivot your data. If you frequently filter your PivotTables, you may want to consider using slicers instead of filters.

To add a slicer:

1. Select **any cell** in the PivotTable.
2. From the **Analyze** tab, click the **Insert Slicer** command.



3. A dialog box will appear. Check the box next to the desired **field**. In our example, we'll select **Salesperson**, then click **OK**.



4. The slicer will appear next to the PivotTable. Each selected item will be highlighted in **blue**. In the example below, the slicer contains all eight salespeople, but only **five** of them are currently selected.

	A	B	C	D	E	F	G	H
1	Salesperson	(Multiple Items)						
2								
3	Row Labels	Sum of Order Amount						
4	East	4340						
5	South	10875						
6	Grand Total	15215						
7								
8								
9								
10								
11								
12								
13								
14								
15								

5. Just like filters, only **selected** items are used in the PivotTable. When you **select** or **deselect** an item, the PivotTable will instantly reflect the change. Try selecting different items to see how they affect the PivotTable. Press and hold the **Ctrl** key on your keyboard to select **multiple** items at once.

	A	B	C	D	E	F	G	H
1	Salesperson	(Multiple Items)						
2								
3	Row Labels	Sum of Order Amount						
4	North	3160						
5	South	10875						
6	West	5190						
7	Grand Total	19225						
8								
9								
10								
11								
12								
13								
14								
15								

You can also click the **Filter icon** in the top-right corner of the slicer to select **all** items at once.

PivotCharts

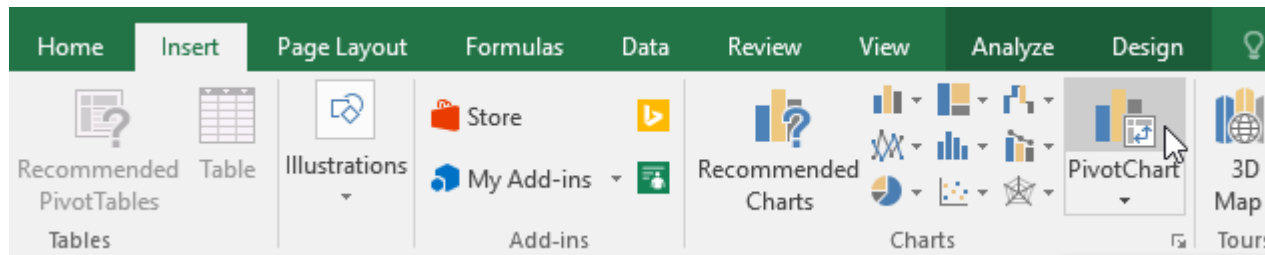
PivotCharts are like regular charts, except they display data from a **PivotTable**. Just like regular charts, you'll be able to select a **chart type**, **layout**, and **style** that will best represent the data.

To create a PivotChart:

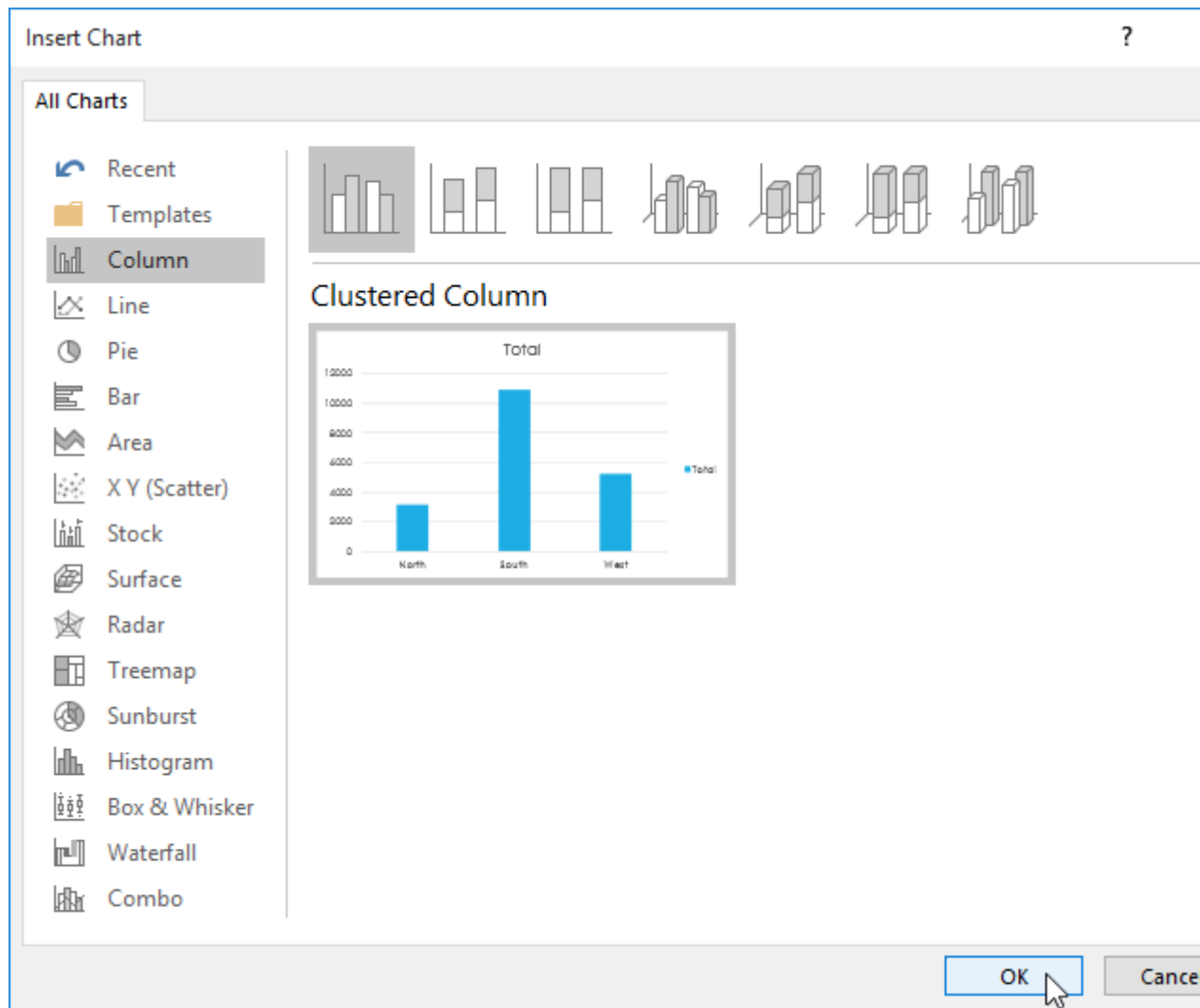
In the example below, our PivotTable is showing a portion of each region's **sales figures**. We'll use a PivotChart so we can see the information more clearly.

1. Select **any cell** in your PivotTable.

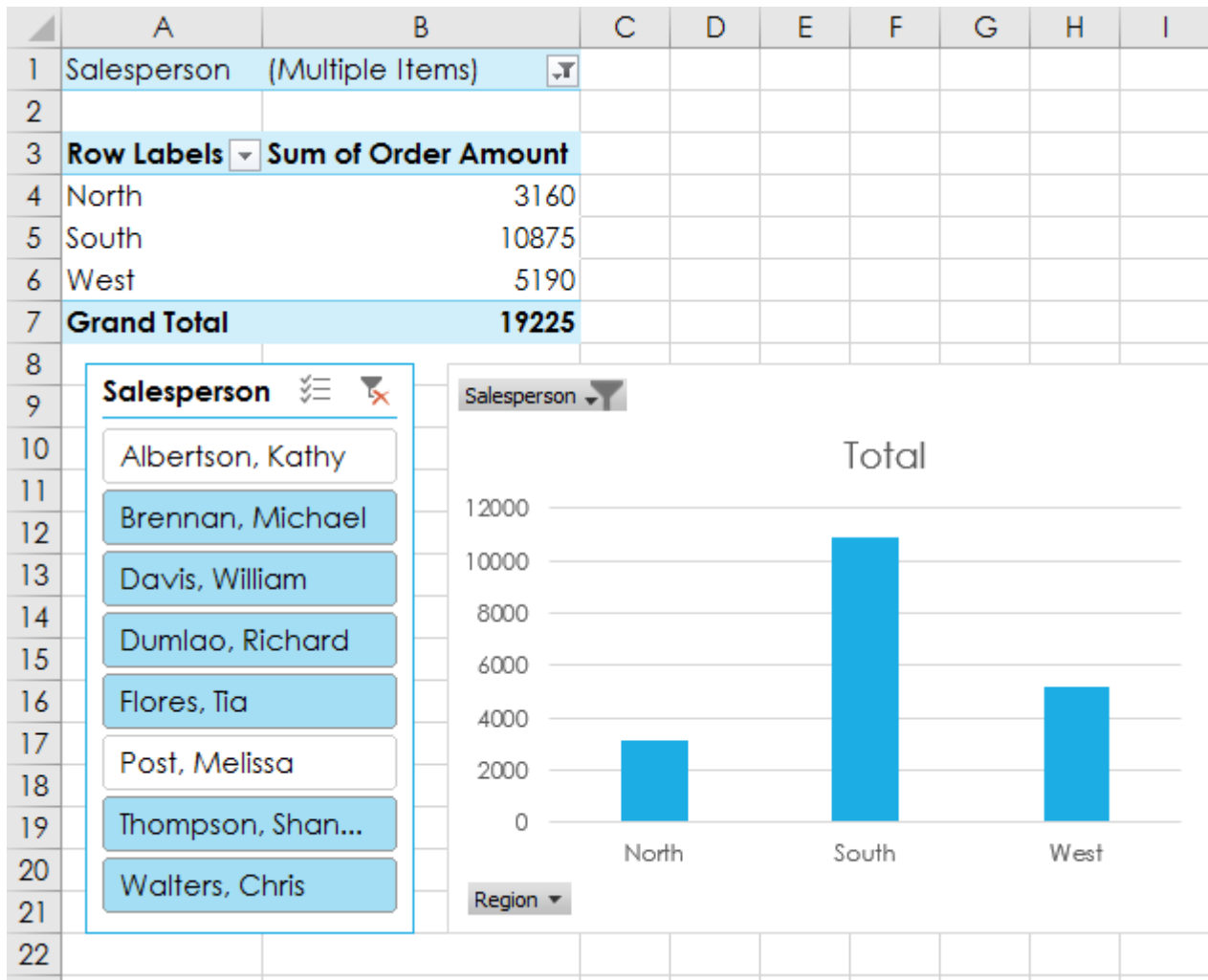
2. From the **Insert** tab, click the **PivotChart** command.



3. The **Insert Chart** dialog box will appear. Select the desired **chart type** and **layout**, then click **OK**.



4. The PivotChart will appear.

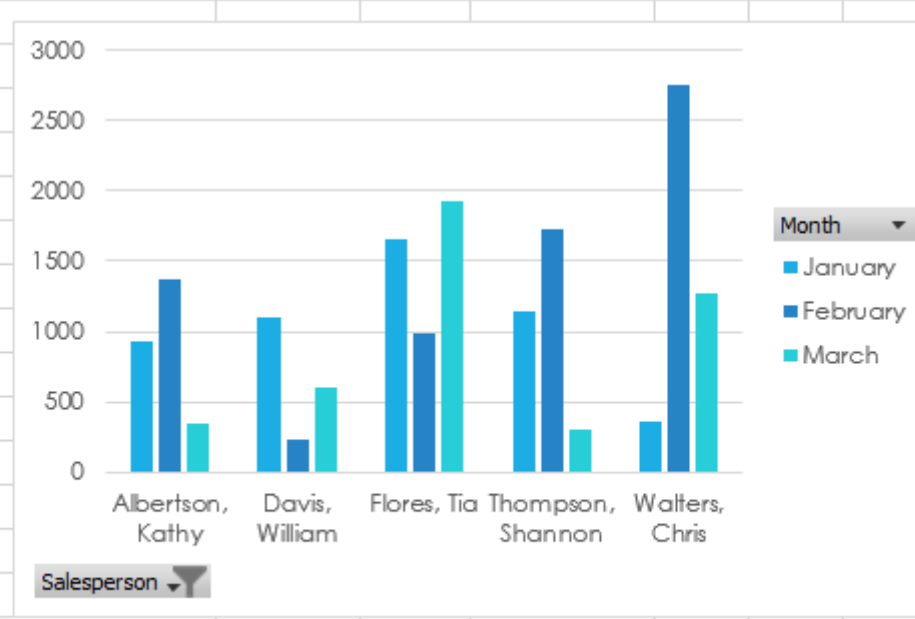


Try using **filters** or **slicers** to narrow down the data in your PivotChart. To view different subsets of information, change the **columns** or **rows** in your PivotTable. In the example below, we've changed the PivotTable to view the **monthly sales** for each salesperson.

Sum of Order Amount	Column Labels				
Row Labels	January	February	March	Grand Total	
Albertson, Kathy	925	1375	350	2650	
Davis, William	1100	235	600	1935	
Flores, Tia	1655	985	1925	4565	
Thompson, Shannon	1140	1720	300	3160	
Walters, Chris	355	2755	1265	4375	
Grand Total	5175	7070	4440	16685	

Salesperson [Filter Icon] [Reset Icon]

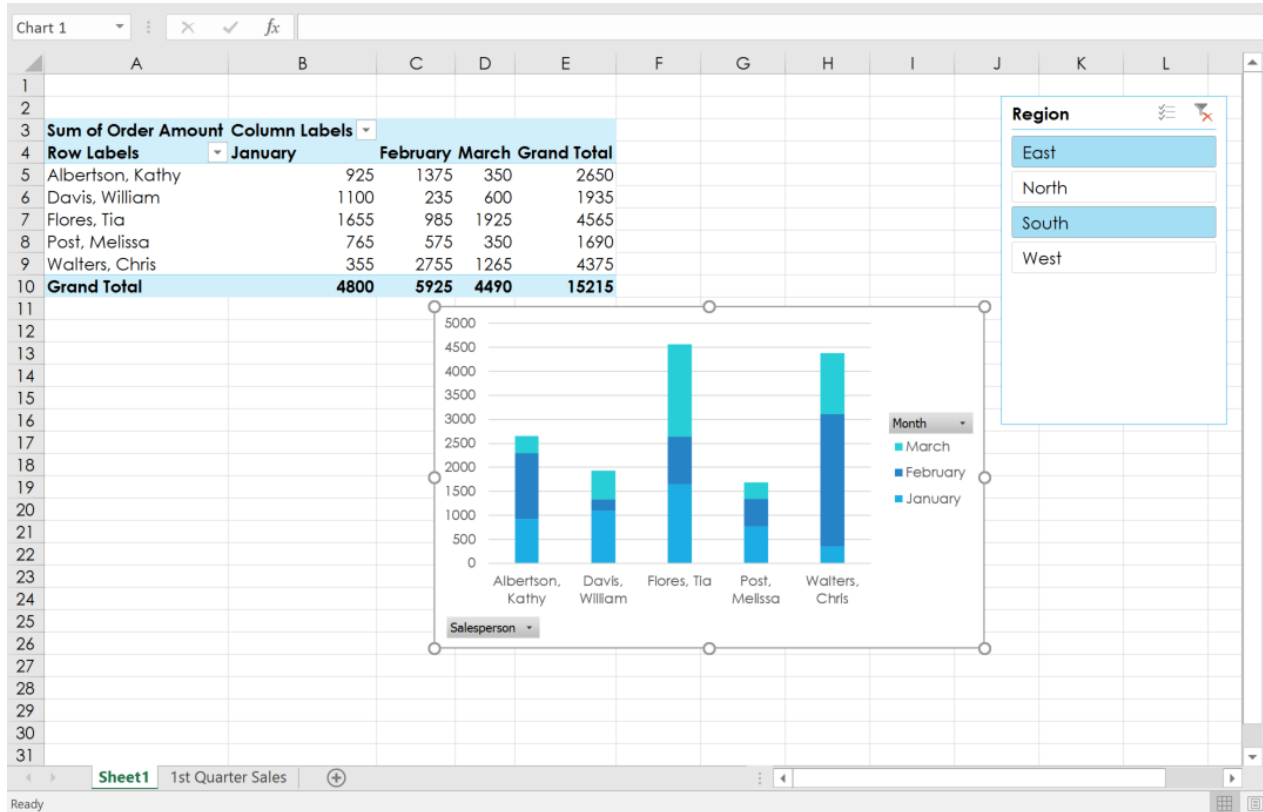
- Albertson, Kathy
- Brennan, Michael
- Davis, William
- Dumlao, Richard
- Flores, Tia
- Post, Melissa
- Thompson, Shan...
- Walters, Chris



Challenge!

1. Open our [practice workbook](#).
2. In the **Rows** area, remove **Region** and replace it with **Salesperson**.
3. Insert a **PivotChart**, and choose the type **Line with Markers**.
4. Insert a **slicer** for **Regions**.
5. Use the **slicer** to only show the **South** and **East** regions.
6. Change the **PivotChart** type to **Stacked Column**.

7. In the **PivotChart Fields** pane to the right, add **Month** to the **Legend (Series)** area. **Note:** You can also click the PivotTable and then add **Month** to the **Columns** area; the result will be the same.
8. When you're finished, your workbook should look something like this:



Introduction

Excel includes many powerful tools to perform complex mathematical calculations, including **what-if analysis**. This feature can help you **experiment** and **answer questions** with your data, even when the data is incomplete. In this lesson, you will learn how to use a what-if analysis tool called **Goal Seek**.

Goal Seek

Whenever you create a formula or function in Excel, you put various parts together to calculate a **result**. **Goal Seek** works in the opposite way: It lets you start with the **desired result**, and it calculates the **input value** that will give you that result. We'll use a few examples to show how to use Goal Seek.

To use Goal Seek (example 1):

Let's say you're enrolled in a class. You currently have a grade of 65, and you need at least a 70 to pass the class. Luckily, you have one final assignment that might be able to raise your average. You can use Goal Seek to find

out **what grade you need on the final assignment** to pass the class.

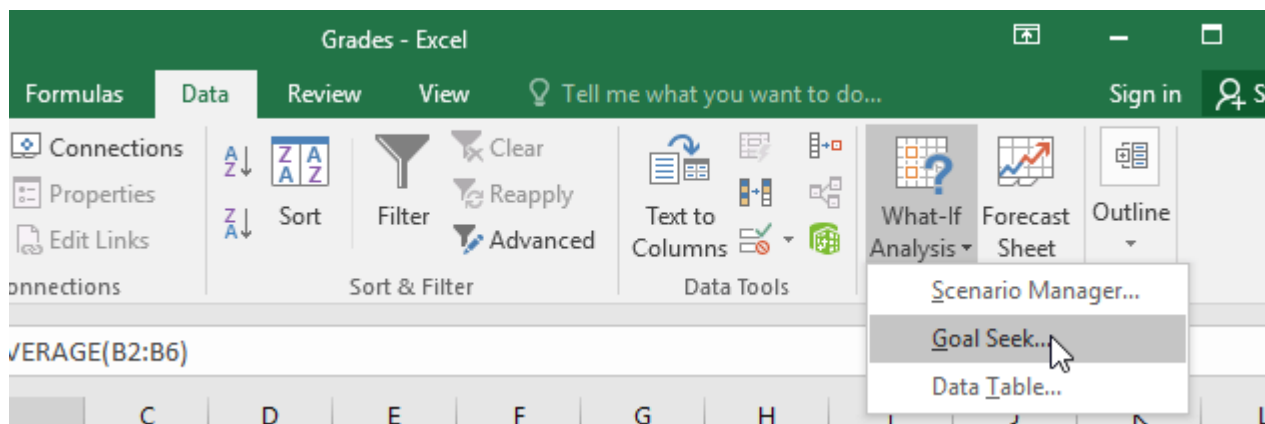
In the image below, you can see that the grades on the first four assignments are **58, 70, 72, and 60**. Even though we don't know what the fifth grade will be, we can write a formula—or function—that calculates the final grade. In this case, each assignment is weighted equally, so all we have to do is average all five grades by typing **=AVERAGE(B2:B6)**. Once we use Goal Seek, cell **B6** will show us the minimum grade we'll need to make on that assignment.

	A	B	C	D
1	Assignment	Grade		
2	Paper 1	58		
3	Paper 2	70		
4	Quiz	72		
5	Lab	60		
6	Final Exam			
7	Final Grade	=AVERAGE(B2:B6)		
8				

1. Select the cell with the value you want to change. Whenever you use Goal Seek, you'll need to select a cell that already contains a **formula** or **function**. In our example, we'll select cell **B7** because it contains the formula **=AVERAGE(B2:B6)**.

	A	B	C	D
1	Assignment	Grade		
2	Paper 1	58		
3	Paper 2	70		
4	Quiz	72		
5	Lab	60		
6	Final Exam			
7	Final Grade	65		
8				

- From the **Data** tab, click the **What-If Analysis** command, then select **Goal Seek** from the drop-down menu.



- A dialog box will appear with three fields. The first field, **Set cell:**, will contain the desired result. In our example, cell **B7** is already selected.

The second field, **To value:**, is the desired result. In our example, we'll enter **70** because we need to earn at least that to pass the class.

The third field, **By changing cell:**, is the cell where Goal Seek will place its answer. In our example, we'll select cell **B6** because we want to determine the grade we need to earn on the final assignment.

4. When you're done, click **OK**.

The screenshot shows an Excel spreadsheet with the following data:

Assignment	Grade
Paper 1	58
Paper 2	70
Quiz	72
Lab	60
Final Exam	
Final Grade	65

The formula bar shows the formula `=AVERAGE(B2:B6)` in cell B6. A Goal Seek dialog box is open, showing the following settings:

- Set cell: B7
- To value: 70
- By changing cell: \$B\$6

The dialog box has OK and Cancel buttons.

5. The dialog box will tell you if Goal Seek was able to find a solution. Click **OK**.

The screenshot shows the Goal Seek Status dialog box with the following information:

- Goal Seeking with Cell B7 found a solution.
- Target value: 70
- Current value: 70

The dialog box has Step, Pause, OK, and Cancel buttons. A mouse cursor is pointing at the OK button.

6. The result will appear in the specified cell. In our example, Goal Seek calculated that we will need to score at least a 90 on the final assignment to earn a passing grade.

B6		90	
	A	B	
1	Assignment	Grade	
2	Paper 1	58	
3	Paper 2	70	
4	Quiz	72	
5	Lab	60	
6	Final Exam	90	+
7	Final Grade	70	
8			

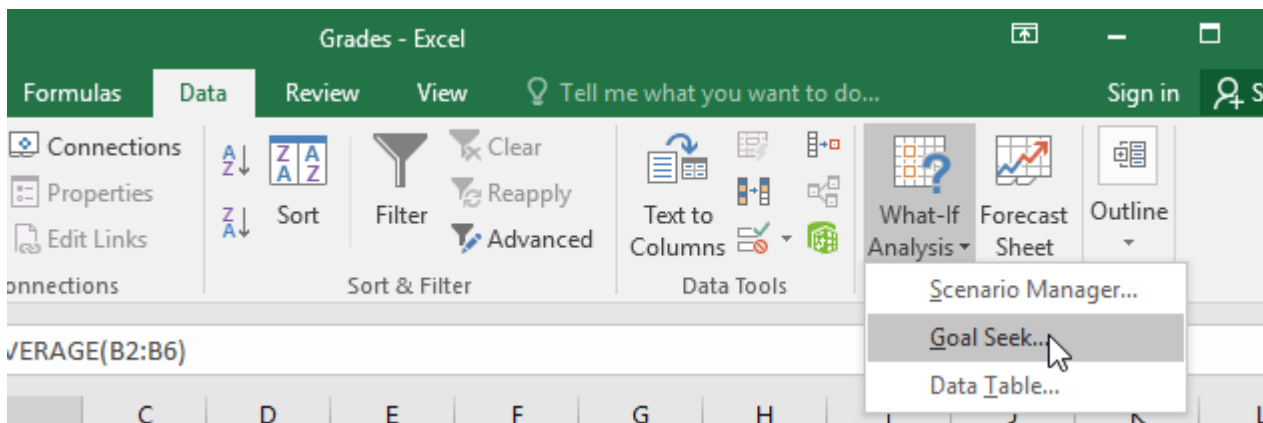
To use Goal Seek (example 2):

Let's say you're planning an event and want to invite as many people as you can without exceeding a budget of \$500. We can use Goal Seek to figure out how many people to invite. In our example below, cell **B5** contains the formula $=B2+B3*B4$ to calculate the total cost of a room reservation, plus the cost per person.

1. Select the cell with the value you want to change. In our example, we'll select cell **B5**.

	A	B	C	D
1	Guest Budget			
2	Reservation fee	\$230.00		
3	Price per person	\$14.50		
4	Number of guests			
5	Budget	\$230.00		
6				

- From the **Data** tab, click the **What-If Analysis** command, then select **Goal Seek** from the drop-down menu.



- A dialog box will appear with three fields. The first field, **Set cell:**, will contain the desired result. In our example, cell **B5** is already selected.

The second field, **To value:**, is the desired result. In our example, we'll enter **500** because we only want to spend \$500.

The third field, **By changing cell:**, is the cell where Goal Seek will place its answer. In our example, we'll select

cell **B4** because we want to know how many guests we can invite without spending more than \$500.

4. When you're done, click **OK**.

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The spreadsheet contains the following data:

	A	B	C	D	E	F	G
1	Guest Budget						
2	Reservation fee	\$230.00					
3	Price per person	\$14.50					
4	Number of guests						
5	Budget	\$230.00					
6							

The formula bar shows the formula for cell B4: $=B2+B3*B4$. The Goal Seek dialog box is open, with the following settings:

- Set cell: B5
- To value: 500
- By changing cell: \$B\$4

5. The dialog box will tell you if Goal Seek was able to find a solution. Click **OK**.

6. The result will appear in the specified cell. In our example, Goal Seek calculated the answer to be approximately 18.62. In this case, our final answer needs to be a whole number, so we'll need to round the answer up or down. Because rounding up would cause us to exceed our budget, we'll **round down** to 18 guests.

	A	B	C	D
1	Guest Budget			
2	Reservation fee	\$230.00		
3	Price per person	\$14.50		
4	Number of guests	18.6207		
5	Budget	\$500.00		
6				

As you can see in the example above, some situations will require the answer to be a whole number. If Goal Seek gives you a decimal, you'll need to **round up or down**, depending on the situation.

Other types of what-if analysis

For more advanced projects, you may want to consider the other types of what-if analysis: **scenarios** and **data tables**. Instead of starting from the desired result and working backward, like with Goal Seek, these options allow you to test multiple values and see how the results change.

- **Scenarios** let you substitute values for **multiple cells** (up to 32) at the same time. You can create as many scenarios as you want and then compare them without changing the values manually. In the example below, we're using scenarios to compare different venues for an upcoming event.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F
1	Guest Budget					
2	Reservation fee	\$0.00				
3	Price per person	\$30.00				
4	Number of guests	21				
5	Budget	\$630.00				
6						
7						
8						
9						
10						

The formula bar shows the formula for cell B5: $=B2+B3*B4$.

The Scenario Manager dialog box is open, showing the following scenarios:

- Luigi's Pizza (12 Guests Max)
- Luella's BBQ (No deposit)** (selected)
- Casa Llama (Hourly Rate)

Changing cells: \$B\$2:\$B\$3
Comment:

For more information on scenarios, check out [this article](#) from Microsoft.

- **Data tables** allow you to take one or two variables in a formula and replace them with **as many different values as you want**, then view the results in a table. This

option is especially powerful because it shows **multiple results** at the same time, unlike scenarios or Goal Seek. In the example below, we can view 24 possible results for a car loan.

Loan Amount	20000				
Term (months)	60				
Interest Rate					
Payment	(\$333.33)	36	48	60	72
	5.5%	-\$603.92	-\$465.13	-\$382.02	-\$326.76
	6.0%	-\$608.44	-\$469.70	-\$386.66	-\$331.46
	6.5%	-\$612.98	-\$474.30	-\$391.32	-\$336.20
	7.0%	-\$617.54	-\$478.92	-\$396.02	-\$340.98
	7.5%	-\$622.12	-\$483.58	-\$400.76	-\$345.80
	8.0%	-\$626.73	-\$488.26	-\$405.53	-\$350.66

For more information on data tables, check out [this article](#) from Microsoft.

Challenge!

1. Open our [practice workbook](#).
2. Click the **Challenge** tab in the bottom-left of the workbook.
3. In cell **B8**, create a **function** that calculates the **average** of the sales in **B2:B7**.
4. The workbook shows Dave's monthly sales amounts for the first half of the year. If he reaches a \$200,000 mid-year average, he

will receive a 5% bonus. Use **Goal Seek** to find how much he needs to sell in June in order to make the \$200,000 average.

5. When you're finished, your workbook should look like this:

	A	B
1	Month	Sales
2	January	\$157,274.00
3	February	\$187,349.00
4	March	\$179,291.00
5	April	\$202,025.00
6	May	\$212,685.00
7	June	\$261,376.00
8	Mid-Year Average	\$200,000.00