easy

Microsoft® Excel® 2010

See it done. Do it yourself.

Michael Alexander

QUE

EASY MICROSOFT EXCEL 2010

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INTRODUCTION

Welcome to the world of Excel. Okay, that's a bit cheesy. But if you look around the business world, the financial world, the manufacturing world, and any other industry you can of, you will see people using Excel. Excel is everywhere. It is by far the most used program in the history of business applications. So in a very real way, it is truly a world of Excel. This is probably why you've picked up this book. You need a way to accelerate your learning and get up to speed in Excel.

Well, worry not, dear reader. Whether you're boning up on Excel for a new job (congratulations, by the way), a school project, or just for home use, this book is perfect for you. *Easy Microsoft Office Excel 2010* provides concise, visual, step-by-step instructions for the most common tasks you need to do in Excel. You won't be inundated with fancy descriptions of every little function and feature. We get right to the core tasks you need to get started fast. You learn how to create, edit, format, and print worksheets, as well as how to create charts and use Excel formulas. Just about everything you need to get up and running with Excel is in this one easy book.

WHAT'S IN THIS BOOK

First, you will explore the user interface. You'll get a sense of where to choose tasks, where to enter information, and how to move around in Excel. From there, you'll learn how to manage your Excel files. This includes creating new Excel workbooks, saving workbooks, and moving worksheets between workbooks.

Next, you'll explore the various methods for getting data into Excel. You will also walk through some techniques that allow you to manage and more easily work with the data in your Excel worksheets.

You'll continue on with the topic of formatting data. Here, you'll learn how to make your workbook your own by adding colors and applying fonts. You'll also learn how to make your data more readable by applying number formatting and cell formatting.

After you've covered the basics, you'll get a solid introduction to Excel functions and formulas. You'll first learn how to create and implement your own formulas. Then you'll get tutorials on how to use the most commonly used Excel functions.

Next, you'll explore charting in Excel. Here, you'll get an understanding of how to create charts in Excel and how to customize them to fit your needs. From there, you'll continue on to discover some of the ways you can add graphics and other visualizations into your Excel worksheets.

We'll round out your introduction to Excel with the topic of printing. Although printing sounds trivial, you'll discover that there are many print options you can use to configure your workbooks to print properly.

Finally, for those of you preparing yourself for a corporate job, Chapter 9, "Working with Excel Pivot Tables," introduces you to the topic of Pivot Tables. One of the most useful features in Excel, pivot tables allow any Excel analyst to analyze large amounts of data with just a few clicks.

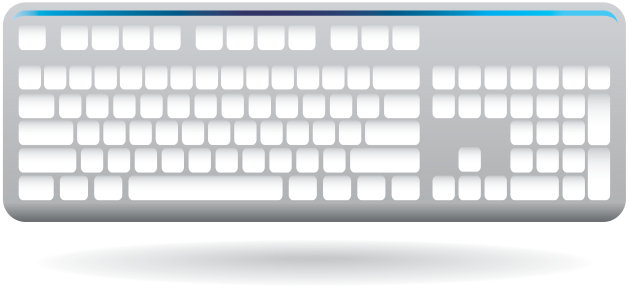
After going through all the topics covered in this book, you will be able to say that you know how to use Excel!

Chapter 3

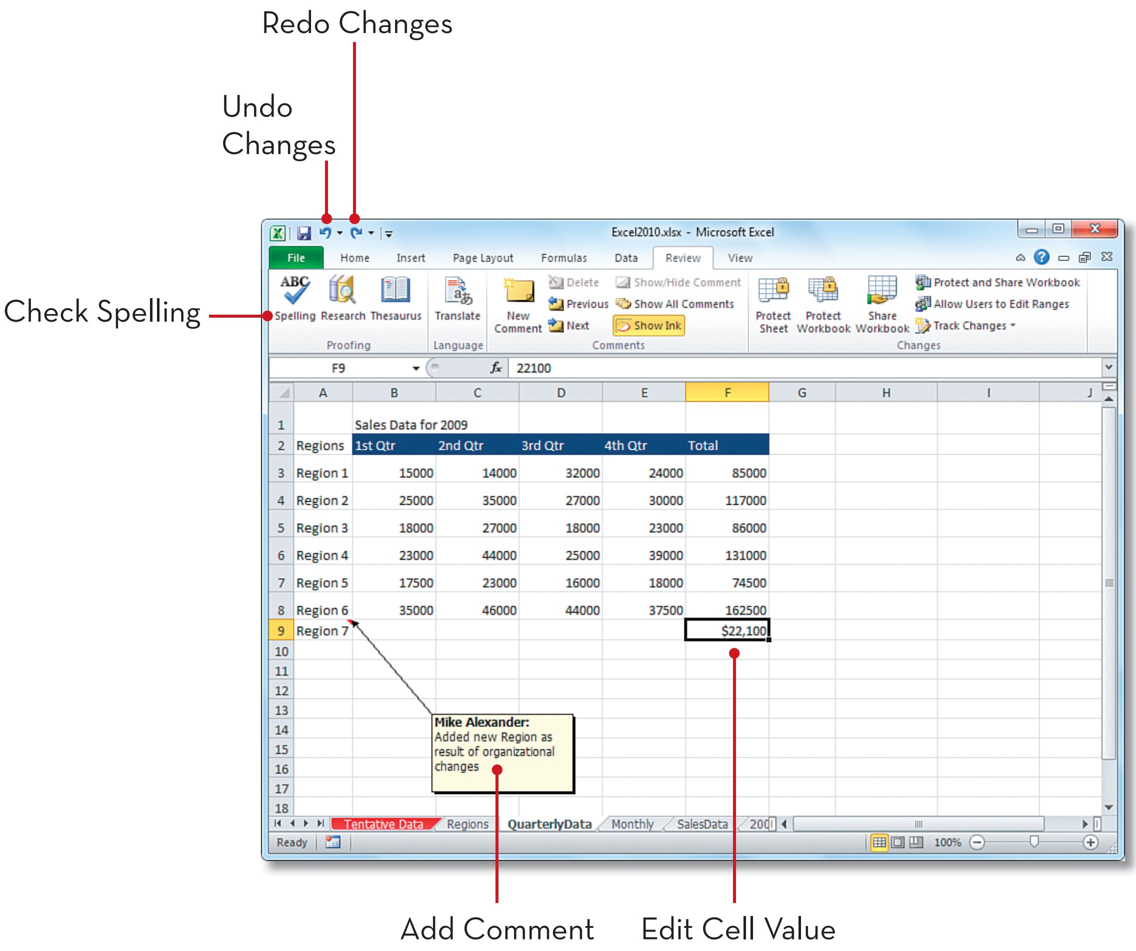
ENTERING AND MANAGING DATA

Data is the technical term for the text and numbers you enter into an Excel worksheet. Each cell in an Excel worksheet can contain data made up of text, numbers, or any combination of both.

The capability to make changes to the values in your worksheet is what makes Excel such a valuable analysis tool. You can insert a cell, row, or column. You also can delete or change entries, find and replace data, and even check for spelling errors. Besides editing the data in your worksheets, you can add comments to remind yourself of information.



ENTERING DATA AND MAKING CHANGES


Redo Changes
Undo Changes
Check Spelling
Add Comment
Edit Cell Value
Excel2010.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Spelling
Research
Thesaurus
Proofing
Translate
Language
New Comment
Delete
Previous
Next
Show/Hide Comment
Show All Comments
Show Ink
Comments
Protect Sheet
Protect Workbook
Share Workbook
Protect and Share Workbook
Allow Users to Edit Ranges
Track Changes
Changes
Tentative Data
Regions
QuarterlyData
Monthly
SalesData
200
Ready
100%

F9 22100

Sales Data for 2009

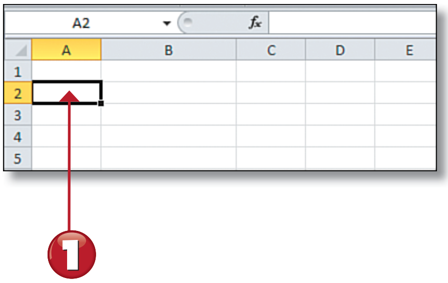
Regions	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
Region 1	15000	14000	32000	24000	85000
Region 2	25000	35000	27000	30000	117000
Region 3	18000	27000	18000	23000	86000
Region 4	23000	44000	25000	39000	131000
Region 5	17500	23000	16000	18000	74500
Region 6	35000	46000	44000	37500	162500
Region 7					$22,100

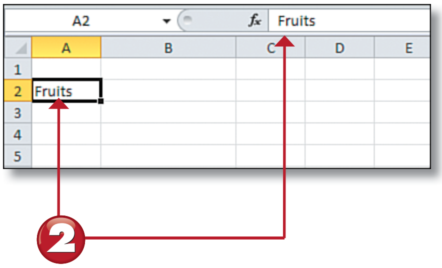
Mike Alexander:
Added new Region as result of organizational changes

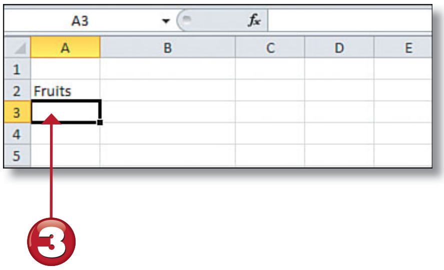
ENTERING DATA

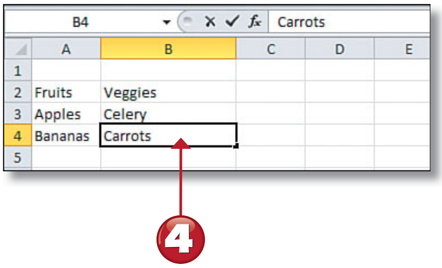
The quickest and easiest way to get data into Excel is to enter the data via the keyboard. You can enter data into a blank worksheet or add data to an existing worksheet. For example, you can enter in the word *fruits* in cell A2 and press the Enter key.

Start


A2
fx
A
B
C
D
E
1
2
3
4
5
1


A2
fx
Fruits
A
B
C
D
E
1
2 Fruits
3
4
5
2


A3
fx
A
B
C
D
E
1
2 Fruits
3
4
5
3


B4
fx
Carrots
A
B
C
D
E
1
2 Fruits Veggies
3 Apples Celery
4 Bananas Carrots
5
4

1. Click the cell you want to edit, making it active.
2. Enter some data (in this case, **Fruits**) in the cell. As you type, the data will also show in the Edit bar.
3. Press the **Enter** key when your edit has been made. Excel makes the cell below (the one you just edited) the active cell.
4. Enter some data into a few different cells, pressing the arrow keys to move around.

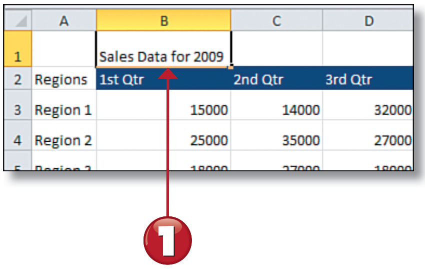
End

TIP

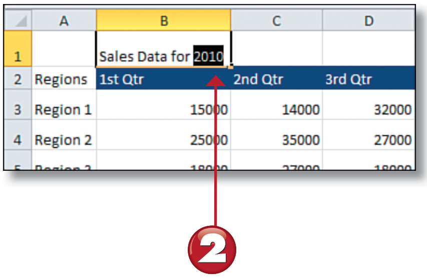
Correcting Data While Editing If you make a mistake while entering data, simply press the Backspace key to delete all or a portion of your entry and enter the correct data. ■

EDITING AND DELETING EXISTING DATA

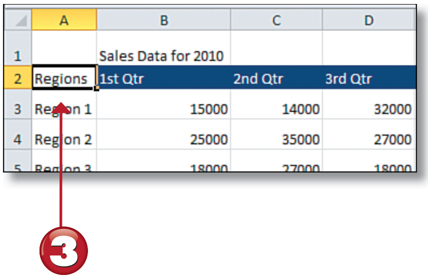
You can always replace a cell's contents with new data. This comes in handy when you need to correct typing errors or when a cell contains the wrong data. You can also easily erase the contents of a cell by using the Delete key. Erasing a cell is useful when you change your mind about the contents after you enter the data in the cell.



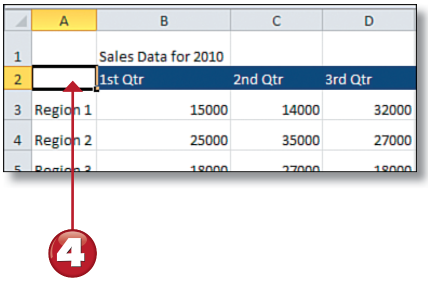
	A	B	C	D
1		Sales Data for 2009		
2	Regions	1st Qtr	2nd Qtr	3rd Qtr
3	Region 1	15000	14000	32000
4	Region 2	25000	35000	27000
5	Region 3	18000	27000	18000



	A	B	C	D
1		Sales Data for 2010		
2	Regions	1st Qtr	2nd Qtr	3rd Qtr
3	Region 1	15000	14000	32000
4	Region 2	25000	35000	27000
5	Region 3	18000	27000	18000



	A	B	C	D
1		Sales Data for 2010		
2	Regions	1st Qtr	2nd Qtr	3rd Qtr
3	Region 1	15000	14000	32000
4	Region 2	25000	35000	27000
5	Region 3	18000	27000	18000



	A	B	C	D
1		Sales Data for 2010		
2		1st Qtr	2nd Qtr	3rd Qtr
3	Region 1	15000	14000	32000
4	Region 2	25000	35000	27000
5	Region 3	18000	27000	18000

Start

1. Double-click the cell you want to edit.
2. Edit the portion of data you need changed.
3. To delete a value, click on the target cell.
4. Press the **Delete** button on your keyboard.

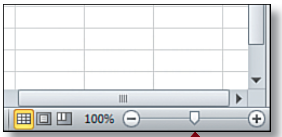
End

TIP

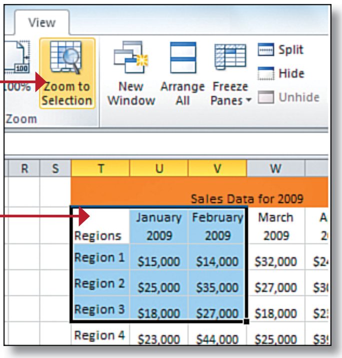
Use Your Arrow Keys You can press the left and/or right arrow keys on your keyboard to move the insertion point where you want to make changes. ■

ZOOMING INTO YOUR DATA

If you want to zoom in and get a closer look at data in your worksheet, you can select a higher percentage of magnification. On the other hand, if you want to zoom out so more of the worksheet shows on the screen at one glance, select a lower percentage of magnification. Excel 2010 provides several ways to zoom in and out.

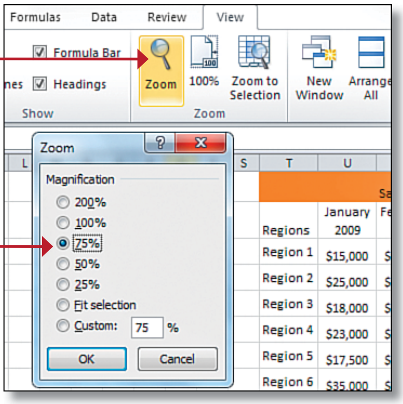


Start


2
View
100%
Zoom to Selection
New Window
Arrange All
Freeze Panes
Split
Hide
Unhide
Zoom
R
S
T
U
V
W

Sales Data for 2009

Regions	January 2009	February 2009	March 2009
Region 1	$15,000	$14,000	$32,000
Region 2	$25,000	$35,000	$27,000
Region 3	$18,000	$27,000	$18,000
Region 4	$23,000	$44,000	$25,000


3
Formulas
Data
Review
View
Formula Bar
Headings
Show
Zoom
100%
Zoom to Selection
New Window
Arrange All
Zoom
?
OK
Cancel

Zoom

Magnification
○ 200%
○ 100%
● 75%
○ 50%
○ 25%
○ Fit selection
○ Custom: 75 %

Regions	January 2009
Region 1	$15,000
Region 2	$25,000
Region 3	$18,000
Region 4	$23,000
Region 5	$17,500
Region 6	$35,000

1. Slide the **Zoom Slider** on the lower-right corner of Excel. Watch your worksheet increase and reduce in magnification as you slide.

2. Select a **Range** and choose the **Zoom to Selection** command on the View tab. Note how Excel automatically increases or reduces magnification so that only that selection is visible.

3. Select the **Zoom** command on the View tab, then choose your desired magnification. After you click the **OK** button, observe how Excel applies your zoom preference.

End

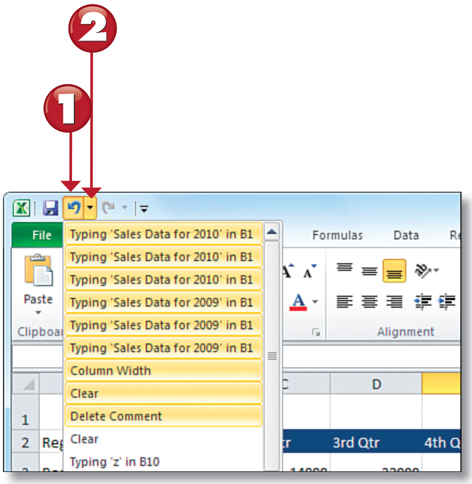
TIP

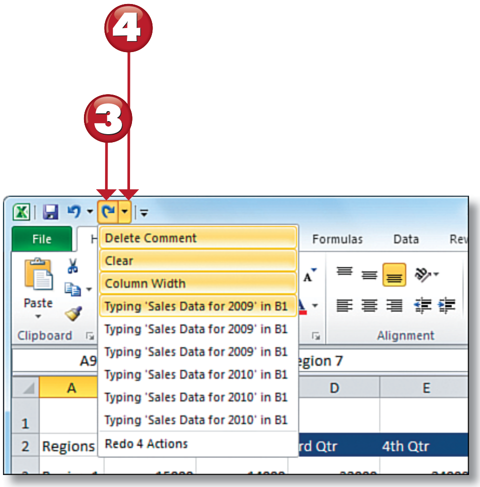
Zoom with your Mouse Wheel You can use your mouse wheel as another quick way to zoom. Hold down the Ctrl key on your keyboard while you spin your mouse wheel. This increases or reduces magnification depending on the direction you spin (up or down). ■

UNDOING AND REDOING CHANGES

If you make a mistake while working on your spreadsheet and you detect your error immediately, you can undo your action. In addition, if you undo an action by mistake, you can use Excel to quickly redo it.

Start


2
1
File
Paste
Clipboard
Typing 'Sales Data for 2010' in B1
Typing 'Sales Data for 2010' in B1
Typing 'Sales Data for 2010' in B1
Typing 'Sales Data for 2009' in B1
Typing 'Sales Data for 2009' in B1
Typing 'Sales Data for 2009' in B1
Column Width
Clear
Delete Comment
Clear
Typing 'z' in B10
Formulas
Data
Alignment
D
3rd Qtr
4th Q


4
3
File
Paste
Clipboard
Delete Comment
Clear
Column Width
Typing 'Sales Data for 2009' in B1
Typing 'Sales Data for 2009' in B1
Typing 'Sales Data for 2009' in B1
Typing 'Sales Data for 2010' in B1
Typing 'Sales Data for 2010' in B1
Typing 'Sales Data for 2010' in B1
Redo 4 Actions
Formulas
Data
Alignment
A9
A
D
E
Regions
3rd Qtr
4th Qtr

1. To undo your most recent action, simply click the **Undo** icon on the Quick Access Toolbar.
2. Click on the **drop-down button** next to the Undo icon to undo all actions to a certain point.
3. To redo your most recent action, simply click the **Redo** icon on the Quick Access Toolbar.
4. Click on the **drop-down button** next to the Redo icon to redo all actions to a certain point.

End

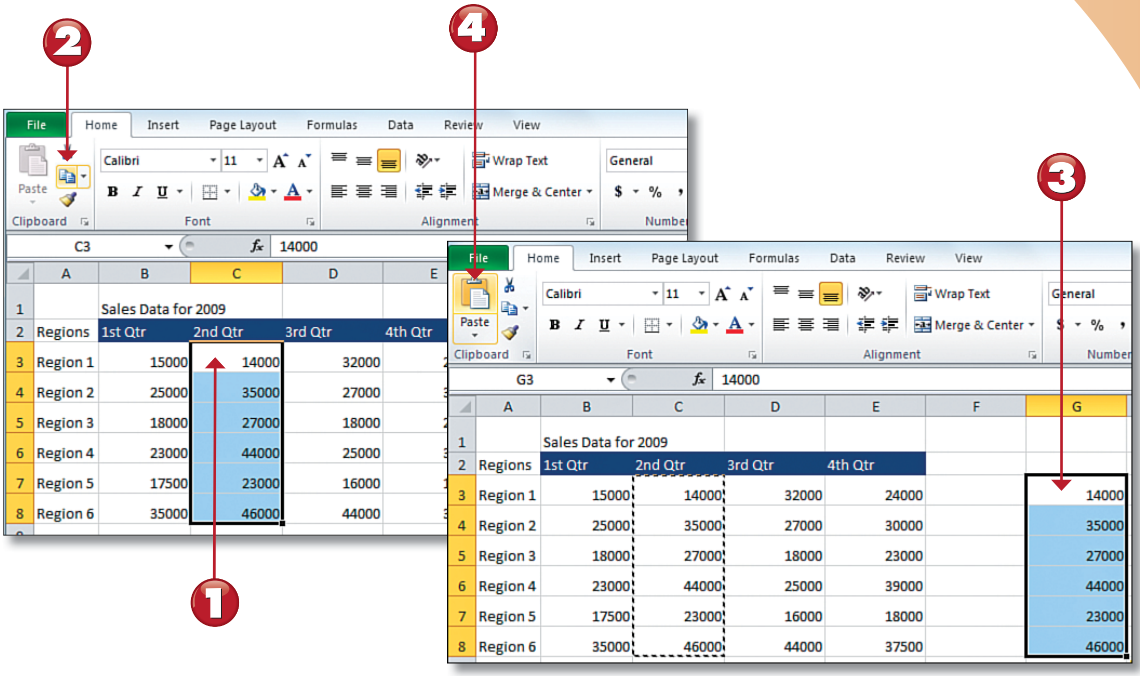
TIP

Using Keyboard Shortcut Keys A quick and easy way to undo an action is to use the Ctrl+Z shortcut. Simply hold down the Ctrl key while pressing the Z key. You can redo an action using the Ctrl+Y shortcut. ■

COPYING AND PASTING DATA

You can avoid the trouble of retyping duplicate information in a worksheet by cutting or copying data from one part of worksheet to another. For example, if you need to duplicate a column of data, there is no need to retype that data. You can copy the data and paste it where you need it. If you want to move the column, you can cut it from its location and paste it to a new location.

Start


2
4
3
1
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Paste
Calibri
11
Wrap Text
Merge & Center
General
Clipboard
Font
Alignment
Number

C3 f_x 14000

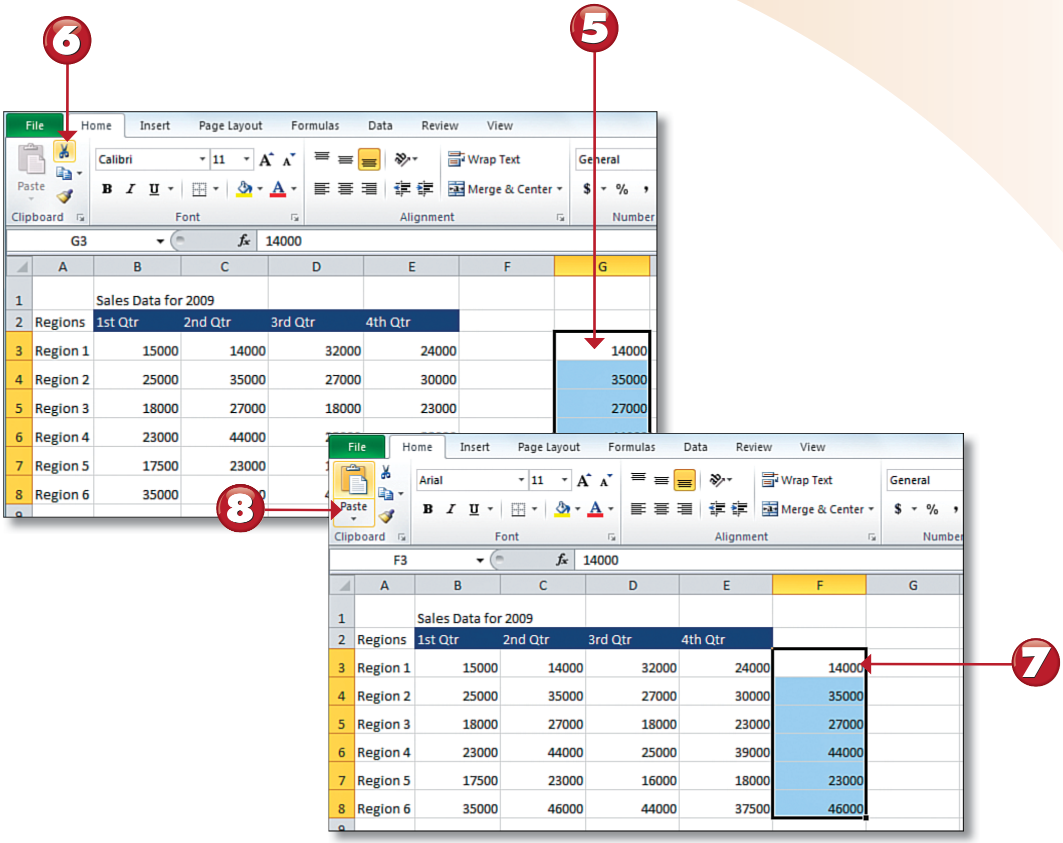
	A	B	C	D	E
1		Sales Data for 2009			
2	Regions	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
3	Region 1	15000	14000	32000	
4	Region 2	25000	35000	27000	
5	Region 3	18000	27000	18000	
6	Region 4	23000	44000	25000	
7	Region 5	17500	23000	16000	
8	Region 6	35000	46000	44000	

G3 f_x 14000

	A	B	C	D	E	F	G
1		Sales Data for 2009					
2	Regions	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
3	Region 1	15000	14000	32000	24000		14000
4	Region 2	25000	35000	27000	30000		35000
5	Region 3	18000	27000	18000	23000		27000
6	Region 4	23000	44000	25000	39000		44000
7	Region 5	17500	23000	16000	18000		23000
8	Region 6	35000	46000	44000	37500		46000

1. To copy and paste, click the first cell in the range you want to copy and then drag down to highlight the entire range.
2. Click the **Copy** command on the Home tab.
3. Click the cell to which you want the range to be pasted.
4. Click the **Paste** command on the Home tab. Excel duplicates your range.

Continued


6
5
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Paste
Calibri
11
Wrap Text
Merge & Center
General
Clipboard
Font
Alignment
Number
8
Arial
7

G3 14000

	A	B	C	D	E	F	G
1		Sales Data for 2009					
2	Regions	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
3	Region 1	15000	14000	32000	24000		14000
4	Region 2	25000	35000	27000	30000		35000
5	Region 3	18000	27000	18000	23000		27000
6	Region 4	23000	44000				
7	Region 5	17500	23000				
8	Region 6	35000					

F3 14000

	A	B	C	D	E	F	G
1		Sales Data for 2009					
2	Regions	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
3	Region 1	15000	14000	32000	24000	14000	
4	Region 2	25000	35000	27000	30000	35000	
5	Region 3	18000	27000	18000	23000	27000	
6	Region 4	23000	44000	25000	39000	44000	
7	Region 5	17500	23000	16000	18000	23000	
8	Region 6	35000	46000	44000	37500	46000	

5 To copy and paste, click the first cell in the range you want to copy and then drag down to highlight the entire range.

6 Click the **Cut** command on the Home tab.

7 Click the cell you want the range pasted to.

8 Click the **Paste** command on the Home tab. Excel moves your range.

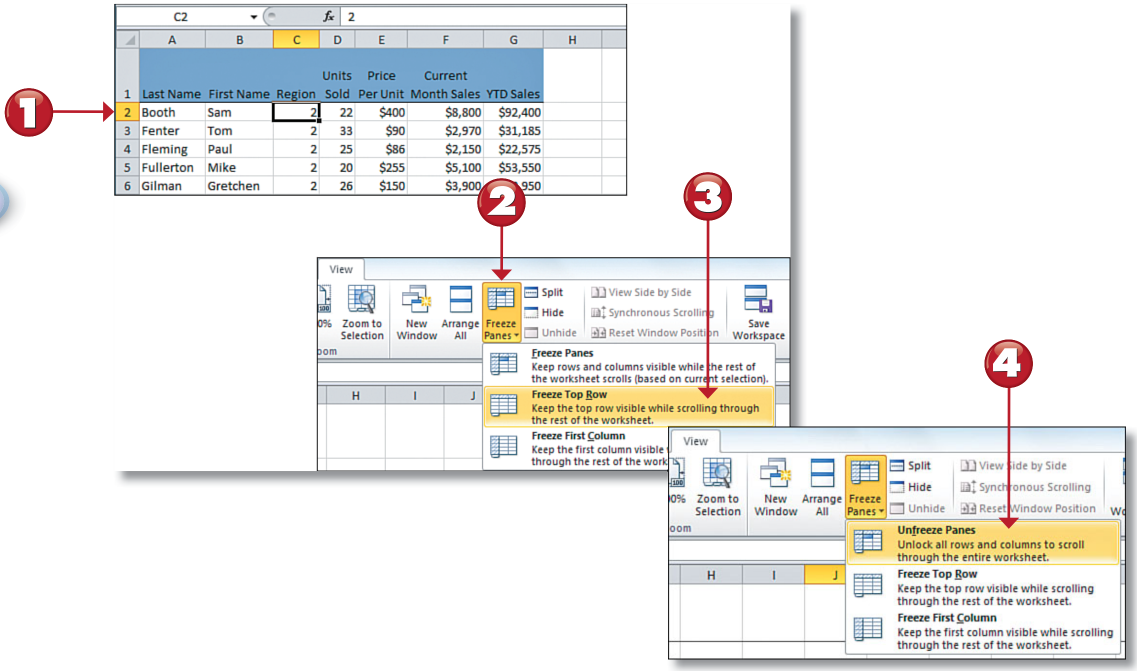
End

TIP

Using Keyboard Shortcut Keys A quick and easy way to copy and paste data is to use the Ctrl+C and Ctrl+V shortcuts. Hold down the Ctrl key while pressing the C key to copy. Then hold down the Ctrl key while pressing the V key to paste. To cut and paste, you can use the Ctrl+X and Ctrl+V shortcut key combinations. ■

FREEZING ROWS AND COLUMNS

You might create worksheets that are so large that you cannot view all your data on the screen at the same time. In addition, if you have added row or column labels and you scroll down or to the right, you'll lose sight of your labels and which data field you're reviewing. For example, if you are reviewing sales data in columns E and F, it would be nice to see the row title of the cells you are referencing. To help, you can *freeze* the heading rows and columns so that they're always visible.



	A	B	C	D	E	F	G
1	Last Name	First Name	Region	Units Sold	Price Per Unit	Current Month Sales	YTD Sales
2	Booth	Sam	2	22	$400	$8,800	$92,400
3	Fenter	Tom	2	33	$90	$2,970	$31,185
4	Fleming	Paul	2	25	$86	$2,150	$22,575
5	Fullerton	Mike	2	20	$255	$5,100	$53,550
6	Gilman	Gretchen	2	26	$150	$3,900	950

Freeze Panes
Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).

Freeze Top Row
Keep the top row visible while scrolling through the rest of the worksheet.

Freeze First Column
Keep the first column visible while scrolling through the rest of the worksheet.

Unfreeze Panes
Unlock all rows and columns to scroll through the entire worksheet.

Start

1. Click in the cell below the row you want to freeze.
2. On the View tab, click the **Freeze Panes** command.
3. Click **Freeze Top Row**. At this point, you will be able to scroll down and still see the first row of your data table.
4. To unfreeze the panes, go back to the **Freeze Panes** command and click the **Unfreeze Panes** command.

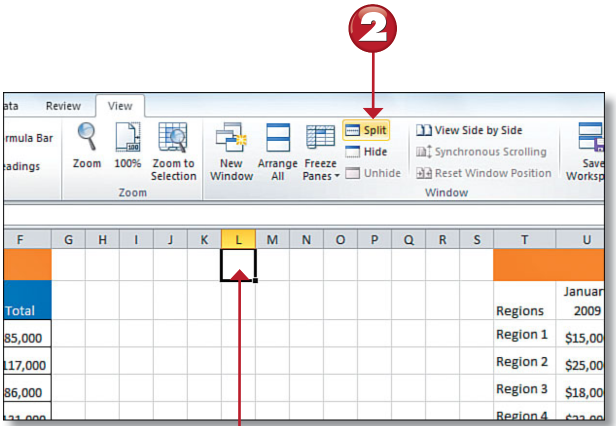
End

TIP

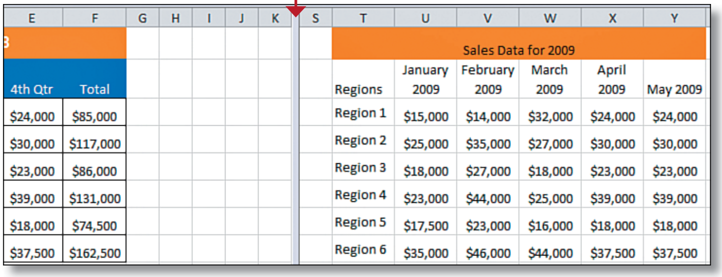
Freezing a Column If you are freezing a column, click the cell to the right of the column you want to freeze. Then follow the steps outlined here, but select the **Freeze First Column** command. ■

SPLITTING A WORKSHEET

By *splitting* a worksheet, you can scroll independently into different horizontal and vertical parts of a worksheet. This is useful if you want to view different parts of a worksheet or copy and paste between different areas of a large worksheet.


2
ata
Review
View
rmula Bar
adings
Zoom
100%
Zoom to Selection
Zoom
New Window
Arrange All
Freeze Panes
Split
Hide
Unhide
View Side by Side
Synchronous Scrolling
Reset Window Position
Window
Save Worksp
F G H I J K L M N O P Q R S T U
Total
Regions
January 2009
Region 1
Region 2
Region 3
Region 4
85,000
117,000
86,000
$15,00
$25,00
$18,00
1

Start


3
E F G H I J K S T U V W X Y

4th Qtr	Total	Regions	January 2009	February 2009	March 2009	April 2009	May 2009
$24,000	$85,000	Region 1	$15,000	$14,000	$32,000	$24,000	$24,000
$30,000	$117,000	Region 2	$25,000	$35,000	$27,000	$30,000	$30,000
$23,000	$86,000	Region 3	$18,000	$27,000	$18,000	$23,000	$23,000
$39,000	$131,000	Region 4	$23,000	$44,000	$25,000	$39,000	$39,000
$18,000	$74,500	Region 5	$17,500	$23,000	$16,000	$18,000	$18,000
$37,500	$162,500	Region 6	$35,000	$46,000	$44,000	$37,500	$37,500

Sales Data for 2009

1. Click in the cell where you want to split the worksheet.
2. On the View tab, click the **Split** command. You will now see a split bar separating your worksheet into two independently scrollable sections.
3. Move through the worksheet and see how easily you can simultaneously view other parts of the worksheet.

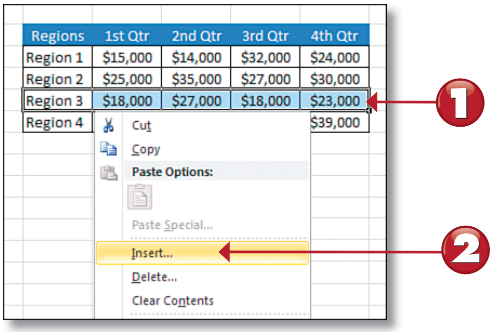
End

NOTE

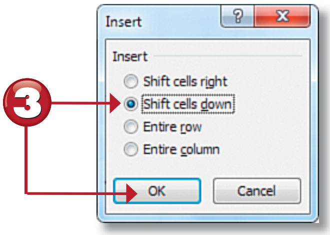
Removing Split Bars To remove the split bars, click the Split command on the View tab. ■

INSERTING CELLS

There might be times when you need to insert new cells into the middle of your dataset. For example, if you have a table that shows data by region, you might need to insert blank cells to accommodate a new region. To avoid retyping all the data again or copying and pasting, you can insert cells and shift the current cells to their correct locations.

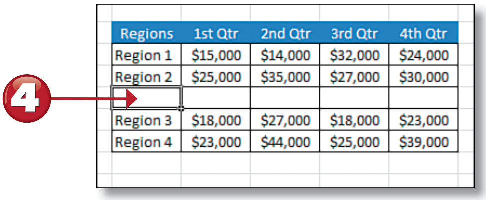


Regions	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Region 1	$15,000	$14,000	$32,000	$24,000
Region 2	$25,000	$35,000	$27,000	$30,000
Region 3	$18,000	$27,000	$18,000	$23,000
Region 4				$39,000



Insert

Insert
○ Shift cells right
● Shift cells down
○ Entire row
○ Entire column



Regions	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Region 1	$15,000	$14,000	$32,000	$24,000
Region 2	$25,000	$35,000	$27,000	$30,000
Region 3	$18,000	$27,000	$18,000	$23,000
Region 4	$23,000	$44,000	$25,000	$39,000

Start

1. Select the cell or cells that need to be shifted to insert new cells.
2. Right-click and choose the **Insert** option.
3. In the Insert dialog box, choose whether you want to shift existing cells right or down to make room for the new cells. Then press the **OK** button.
4. Click in your newly created cells and start adding data.

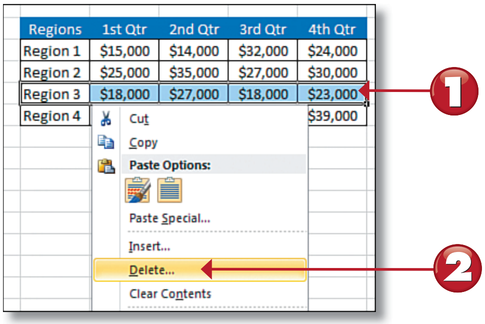
End

CAUTION

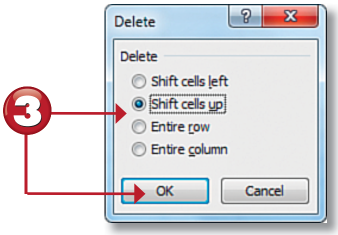
Watch for Misaligned Data When Inserting Cells Be aware that when you insert a cell, the cells below or to the right of that cell shift (one row down or one column to the right). Be careful that when this happens, your data table does not become misaligned. If it does, you may want to use the Insert Rows or Insert Columns options (explained later in this chapter). ■

DELETING CELLS

As you work with worksheets, you might find that data needs to be eliminated to keep the worksheet up to date. You can easily delete extraneous cells and shift existing cells to their correct locations.

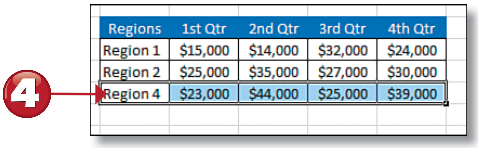


Regions	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Region 1	$15,000	$14,000	$32,000	$24,000
Region 2	$25,000	$35,000	$27,000	$30,000
Region 3	$18,000	$27,000	$18,000	$23,000
Region 4				$39,000



Delete

○ Shift cells left
● Shift cells up
○ Entire row
○ Entire column



Regions	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Region 1	$15,000	$14,000	$32,000	$24,000
Region 2	$25,000	$35,000	$27,000	$30,000
Region 4	$23,000	$44,000	$25,000	$39,000

Start

1. Select the cell or cells that need to be deleted.
2. Right-click and choose the **Delete** option.
3. In the Delete dialog box, choose whether you want to shift existing cells left or up to fill the empty space left by the deleted cells. Press the **OK** button.
4. Observe that Excel has deleted the specified cells.

End

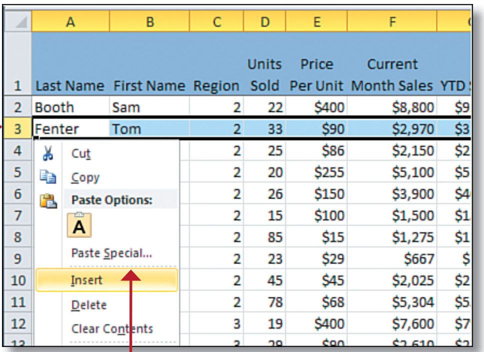
CAUTION

Watch for Misaligned Data When Deleting Cells Be aware that when you delete a cell, the cells below or to the right of that cell shift (one row up or one column to the left). Be careful that when this happens, your data table does not become misaligned. If it does, you may want to use the Delete Rows or Delete Columns options (explained later in this chapter). ■

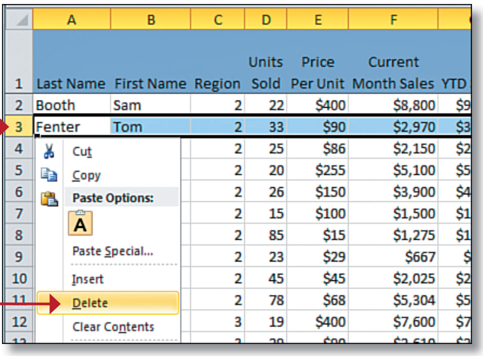
INSERTING AND DELETING ROWS

You can insert extra rows into a worksheet to make more room for additional data or formulas. Adding more rows, which gives the appearance of adding space between rows, can also make the worksheet easier to read. Alternatively, you can delete rows from a worksheet to close up some empty space or remove unwanted information.

Start



	A	B	C	D	E	F	G
1	Last Name	First Name	Region	Units Sold	Price Per Unit	Current Month Sales	YTD
2	Booth	Sam	2	22	$400	$8,800	$9
3	Fenter	Tom	2	33	$90	$2,970	$3
4			2	25	$86	$2,150	$2
5			2	20	$255	$5,100	$5
6			2	26	$150	$3,900	$4
7			2	15	$100	$1,500	$1
8			2	85	$15	$1,275	$1
9			2	23	$29	$667	$
10			2	45	$45	$2,025	$2
11			2	78	$68	$5,304	$5
12			3	19	$400	$7,600	$7



	A	B	C	D	E	F	G
1	Last Name	First Name	Region	Units Sold	Price Per Unit	Current Month Sales	YTD
2	Booth	Sam	2	22	$400	$8,800	$9
3	Fenter	Tom	2	33	$90	$2,970	$3
4			2	25	$86	$2,150	$2
5			2	20	$255	$5,100	$5
6			2	26	$150	$3,900	$4
7			2	15	$100	$1,500	$1
8			2	85	$15	$1,275	$1
9			2	23	$29	$667	$
10			2	45	$45	$2,025	$2
11			2	78	$68	$5,304	$5
12			3	19	$400	$7,600	$7

1. Right-click on the row number of the existing row where you want to insert a new row.
2. Click the **Insert** option. Excel automatically adds a new row.
3. To delete a row, right-click on the row number of the existing row that you want deleted.
4. Click the **Delete** option. Excel automatically removes the specified row.

End

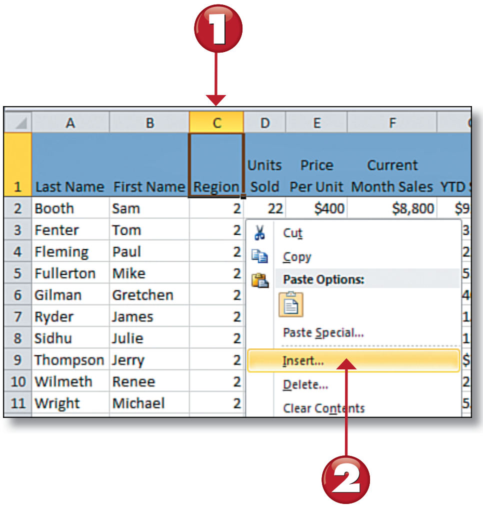
TIP

Hide Rows instead of Delete Rows If there is a chance you will need the rows you are deleting, another alternative is to leave them intact—only hidden. Hide them by selecting your rows, right-clicking, and then selecting the Hide option. This way, the rows will not be visible, but you can always get them back by unhiding them. ■

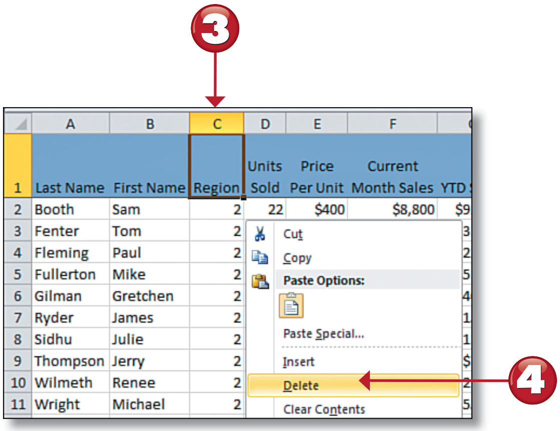
INSERTING AND DELETING COLUMNS

You can insert extra columns into a worksheet to make room for more data or formulas. Adding more columns, which gives the appearance of adding space between columns, can also make the worksheet easier to read. Alternatively, you might want to delete columns from a worksheet to close up some empty space or remove unwanted information.

Start



	A	B	C	D	E	F
1	Last Name	First Name	Region	Units Sold	Price Per Unit	Current Month Sales
2	Booth	Sam	2	22	$400	$8,800
3	Fenter	Tom	2			
4	Fleming	Paul	2			
5	Fullerton	Mike	2			
6	Gilman	Gretchen	2			
7	Ryder	James	2			
8	Sidhu	Julie	2			
9	Thompson	Jerry	2			
10	Wilmeth	Renee	2			
11	Wright	Michael	2			



	A	B	C	D	E	F
1	Last Name	First Name	Region	Units Sold	Price Per Unit	Current Month Sales
2	Booth	Sam	2	22	$400	$8,800
3	Fenter	Tom	2			
4	Fleming	Paul	2			
5	Fullerton	Mike	2			
6	Gilman	Gretchen	2			
7	Ryder	James	2			
8	Sidhu	Julie	2			
9	Thompson	Jerry	2			
10	Wilmeth	Renee	2			
11	Wright	Michael	2			

1. Right-click on the column letter of the existing column where you want to insert a new column.
2. Click the **Insert** option. Excel automatically adds a new column.
3. To delete a column, right-click on the column number of the existing column that you want deleted.
4. Click the **Delete** option. Excel automatically removes the specified column.

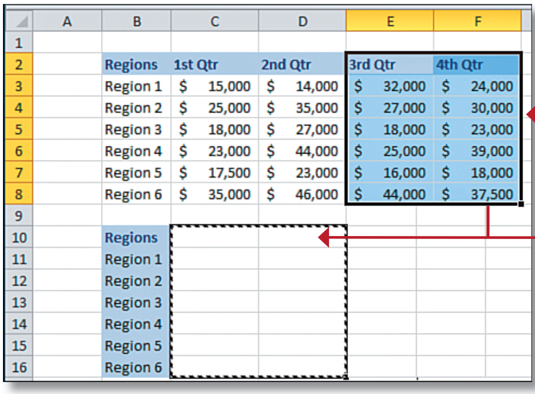
End

TIP

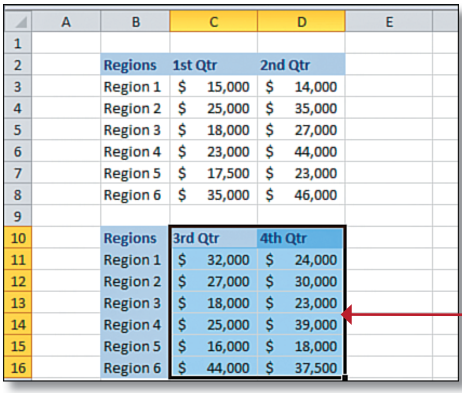
Hide Columns instead of Delete Columns You can always hide your columns instead of deleting them for good. This way, you can always get them back simply by unhiding them. Select the columns you want to hide, right-click, and then select the Hide option. To unhide, select the columns to the left and right of the hidden columns, right-click, and then select the Unhide option. ■

MOVING DATA

Excel lets you move information from one cell into another cell, which means you do not have to type the data into the new cell and then erase the data in the old location. You might want to move data in a worksheet because the layout of the worksheet has changed.



	A	B	C	D	E	F
1						
2		Regions	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
3		Region 1	$ 15,000	$ 14,000	$ 32,000	$ 24,000
4		Region 2	$ 25,000	$ 35,000	$ 27,000	$ 30,000
5		Region 3	$ 18,000	$ 27,000	$ 18,000	$ 23,000
6		Region 4	$ 23,000	$ 44,000	$ 25,000	$ 39,000
7		Region 5	$ 17,500	$ 23,000	$ 16,000	$ 18,000
8		Region 6	$ 35,000	$ 46,000	$ 44,000	$ 37,500
9						
10		Regions				
11		Region 1				
12		Region 2				
13		Region 3				
14		Region 4				
15		Region 5				
16		Region 6				



	A	B	C	D	E
1					
2		Regions	1st Qtr	2nd Qtr	
3		Region 1	$ 15,000	$ 14,000	
4		Region 2	$ 25,000	$ 35,000	
5		Region 3	$ 18,000	$ 27,000	
6		Region 4	$ 23,000	$ 44,000	
7		Region 5	$ 17,500	$ 23,000	
8		Region 6	$ 35,000	$ 46,000	
9					
10		Regions	3rd Qtr	4th Qtr	
11		Region 1	$ 32,000	$ 24,000	
12		Region 2	$ 27,000	$ 30,000	
13		Region 3	$ 18,000	$ 23,000	
14		Region 4	$ 25,000	$ 39,000	
15		Region 5	$ 16,000	$ 18,000	
16		Region 6	$ 44,000	$ 37,500	

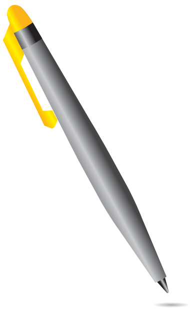
Start

1. Select the cells you want to move.
2. Click the border of the selected cells and drag the cells to the location in the worksheet where you want to move the data.
3. Observe that Excel has moved your data.

End

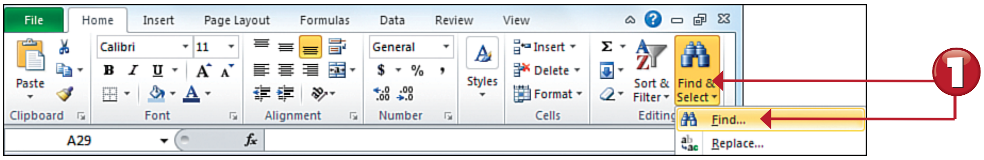
NOTE

Moving vs Cutting and Pasting Moving data is essentially the same action as cutting and pasting data. That is, both actions allow you to move large chunks of data from one location to another. But you would typically "move" data when you need to move the data a short distance and don't want to take your hand off the mouse. ■

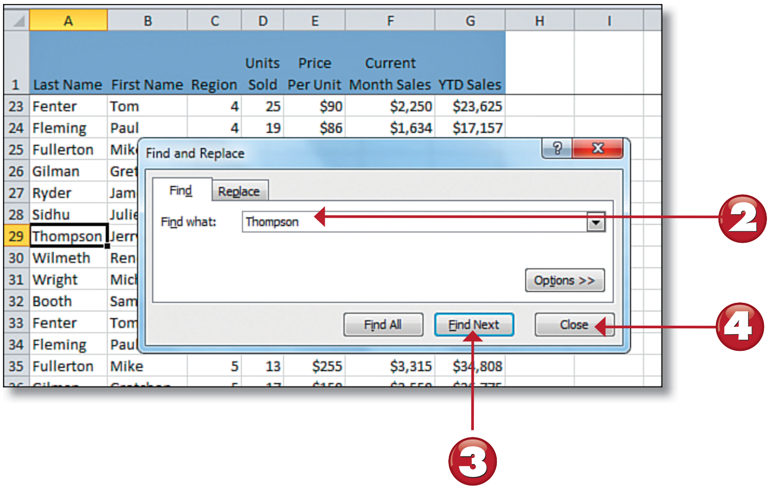


FINDING DATA

You will often encounter situations where you will need to find specific information in a large spreadsheet. For example, suppose you want to quickly find the row that shows the sales information for Jerry Thompson. Instead of scanning each row for the data you need, which can be time consuming, you can use Excel's Find feature.


File
Home
Insert
Page Layout
Formulas
Data
Review
View
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
Find...
Replace...
A29
1

Start



	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	Region	Units Sold	Price Per Unit	Current Month Sales	YTD Sales		
23	Fenter	Tom	4	25	$90	$2,250	$23,625		
24	Fleming	Paul	4	19	$86	$1,634	$17,157		
25	Fullerton	Mik							
26	Gilman	Gret							
27	Ryder	Jam							
28	Sidhu	Julie							
29	Thompson	Jerr							
30	Wilmeth	Ren							
31	Wright	Mich							
32	Booth	Sam							
33	Fenter	Tom							
34	Fleming	Paul							
35	Fullerton	Mike	5	13	$255	$3,315	$34,808		

Find what: Thompson

Find and Replace
Find
Replace
Options >>
Find All
Find Next
Close
2
4
3

1. On the Home tab, click **Find and Select**, and then click **Find** or press shortcut key Ctrl+F.

2. In the Find What text box, enter the data you want to find.

3. Click the **Find Next** button. Excel finds the first instance of the data you typed and makes the cell that contains it the active cell. You can click the **Find Next** button to search for the next instance.

4. Click the **Close** button when you are done searching.

End

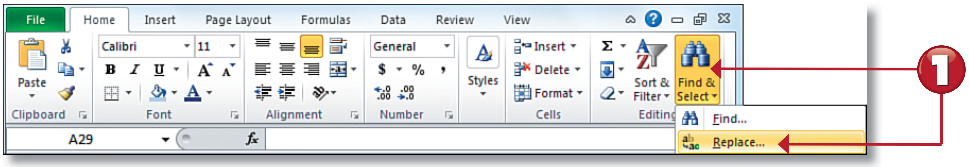
TIP

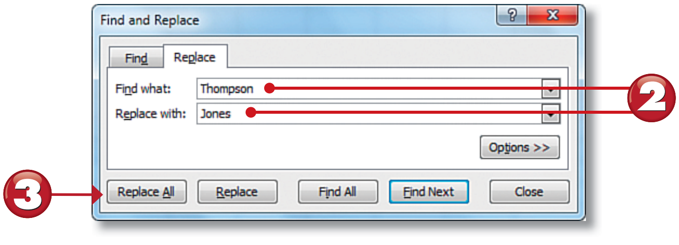
Finding All Instances Click the Find All button in the Find and Replace dialog box to view a list, complete with cell locations and worksheet tab names, of all the instances of the data you entered in the Find What text box. While there, you can press Ctrl+A to have Excel select all the cells in that list. ■

REPLACING DATA

Imagine that you discover some data in your table in which a company's name has been consistently misspelled, or that a salesperson you reference in a data table has changed his last name. You definitely would not want to find and replace all that data manually. Fortunately, Excel enables you to search for instances of incorrect or outdated data and replace it with new data using its Find and Replace feature.

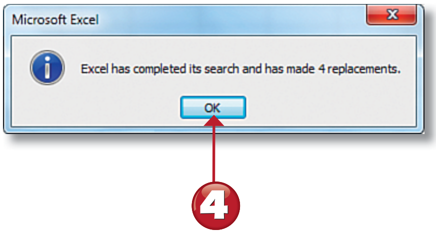
Start


File
Home
Insert
Page Layout
Formulas
Data
Review
View
Calibri
11
General
Insert
Delete
Format
Paste
Styles
Sort & Filter
Find & Select
Clipboard
Font
Alignment
Number
Cells
Editing
A29
Find...
Replace...
1


Find and Replace
Find
Replace
Options >>
Replace All
Replace
Find All
Find Next
Close
2
3

Find what: Thompson

Replace with: Jones


Microsoft Excel
OK
4

Excel has completed its search and has made 4 replacements.

1. On the Home tab, click **Find and Select** and then click **Replace**.
2. In the Find What text box, type the data you would like to find. Press the Tab key to move the cursor to the Replace With text box, and type the replacement data.
3. Click **Replace All** to replace all instances of the data you typed. (Alternatively, click **Find Next** to find the first instance of the data and click **Replace** to replace it.)
4. Excel notifies you of the number of replacements it made. Click **OK**.

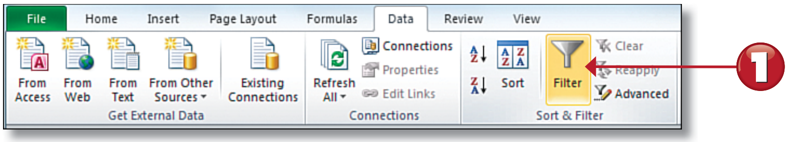
End

TIP

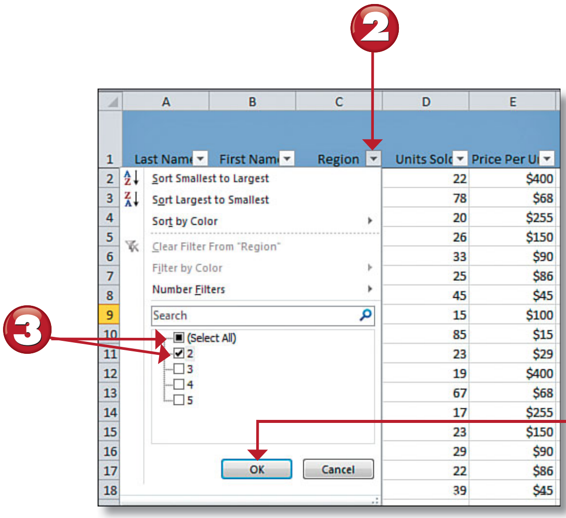
Narrowing Your Search Criteria Clicking on the Options button on the Find and Replace dialog box reveals a few options you can use to make search criteria more specific. To conduct a case-sensitive search (for example, finding all instances of "Thompson" but not "thompson"), choose the Match Case option. Choose Match Entire Cell Contents to limit your search to cells that contain no more and no less than the data you type. ■

APPLYING A DATA FILTER

When working with a large data table, it is sometimes useful to filter the table so that you can only see or work with a specific set of records. For instance, let's say you only want to see the sales reps in Region 2. When you want to work with a subset of records, you can use Excel's Filter. The Filter function allows you to see only those records that meet the criteria you select.

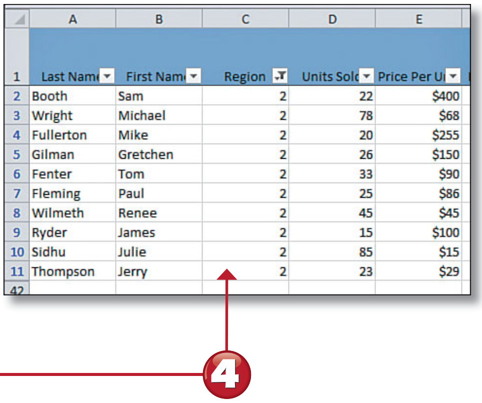

File
Home
Insert
Page Layout
Formulas
Data
Review
View
From Access
From Web
From Text
From Other Sources
Existing Connections
Get External Data
Refresh All
Connections
Properties
Edit Links
Connections
Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
1

Start


2
3
A
B
C
D
E
Last Nam
First Nam
Region
Units Sol
Price Per U
Sort Smallest to Largest
Sort Largest to Smallest
Sort by Color
Clear Filter From "Region"
Filter by Color
Number Filters
Search
(Select All)
OK
Cancel

	Units Sol	Price Per U
2	22	$400
3	78	$68
4	20	$255
5	26	$150
6	33	$90
7	25	$86
8	45	$45
9	15	$100
10	85	$15
11	23	$29
12	19	$400
13	67	$68
14	17	$255
15	23	$150
16	29	$90
17	22	$86
18	39	$45

☐ (Select All)
☑ 2
☐ 3
☐ 4
☐ 5



1	Last Nam	First Nam	Region	Units Sol	Price Per U
2	Booth	Sam	2	22	$400
3	Wright	Michael	2	78	$68
4	Fullerton	Mike	2	20	$255
5	Gilman	Gretchen	2	26	$150
6	Fenter	Tom	2	33	$90
7	Fleming	Paul	2	25	$86
8	Wilmeth	Renee	2	45	$45
9	Ryder	James	2	15	$100
10	Sidhu	Julie	2	85	$15
11	Thompson	Jerry	2	23	$29

1. Click on the **Filter** command on the Data tab.

2. You will immediately see filter drop-downs inside each of your header columns. Click on the drop-down selector for the column you want to filter.

3. Click the **(Select All)** option to clear all the check boxes, then click the check box next to the value by which you want to filter.

4. Click the **OK** button to apply the filter. Observe the funnel icon on the filtered column, indicating a filtered state.

End

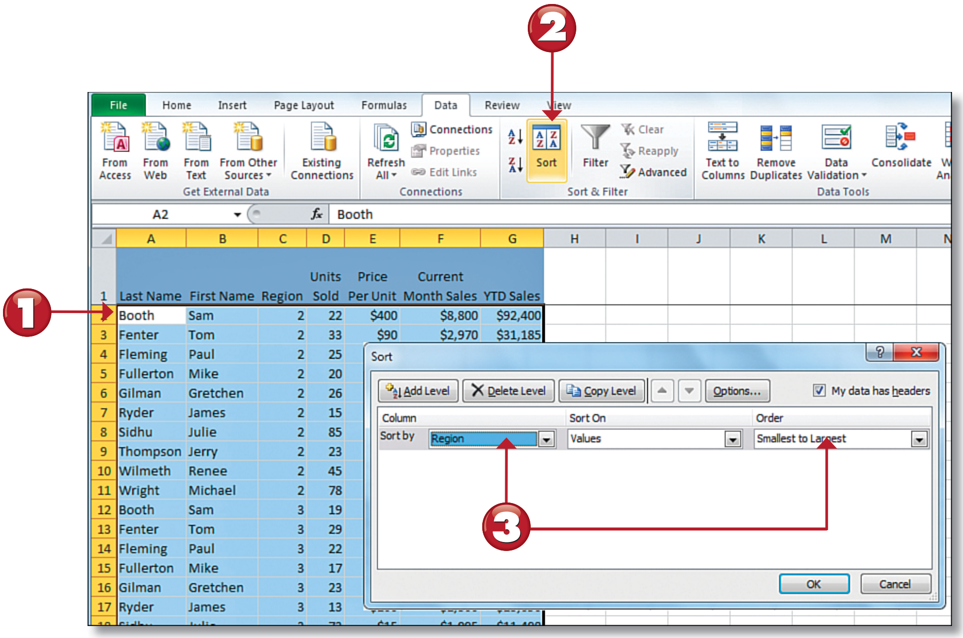
TIP

Removing Data Filter Drop-downs To remove the data filter drop-downs, simply go to the Data tab and select the Filter command. This clears all filters and eliminates the drop-downs from your header labels. ■

SORTING DATA

You will often want to change the ordering of your data. For example, you might want to sort a table of sales reps by their regions, then by YTD sales. You can meet this need by using Excel's Sort function.

Start


②
①
③
File
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Review
View
From Access
From Web
From Text
From Other Sources
Get External Data
Existing Connections
Refresh All
Connections
Properties
Edit Links
Connections
Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
Text to Columns
Remove Duplicates
Data Validation
Consolidate
Data Tools
Add Level
Delete Level
Copy Level
Options...
OK
Cancel

A2 | Booth

	A	B	C	D	E	F	G
1	Last Name	First Name	Region	Units Sold	Price Per Unit	Current Month Sales	YTD Sales
2	Booth	Sam	2	22	$400	$8,800	$92,400
3	Fenter	Tom	2	33	$90	$2,970	$31,185
4	Fleming	Paul	2	25			
5	Fullerton	Mike	2	20			
6	Gilman	Gretchen	2	26			
7	Ryder	James	2	15			
8	Sidhu	Julie	2	85			
9	Thompson	Jerry	2	23			
10	Wilmeth	Renee	2	45			
11	Wright	Michael	2	78			
12	Booth	Sam	3	19			
13	Fenter	Tom	3	29			
14	Fleming	Paul	3	22			
15	Fullerton	Mike	3	17			
16	Gilman	Gretchen	3	23			
17	Ryder	James	3	13			

Sort

☑ My data has headers

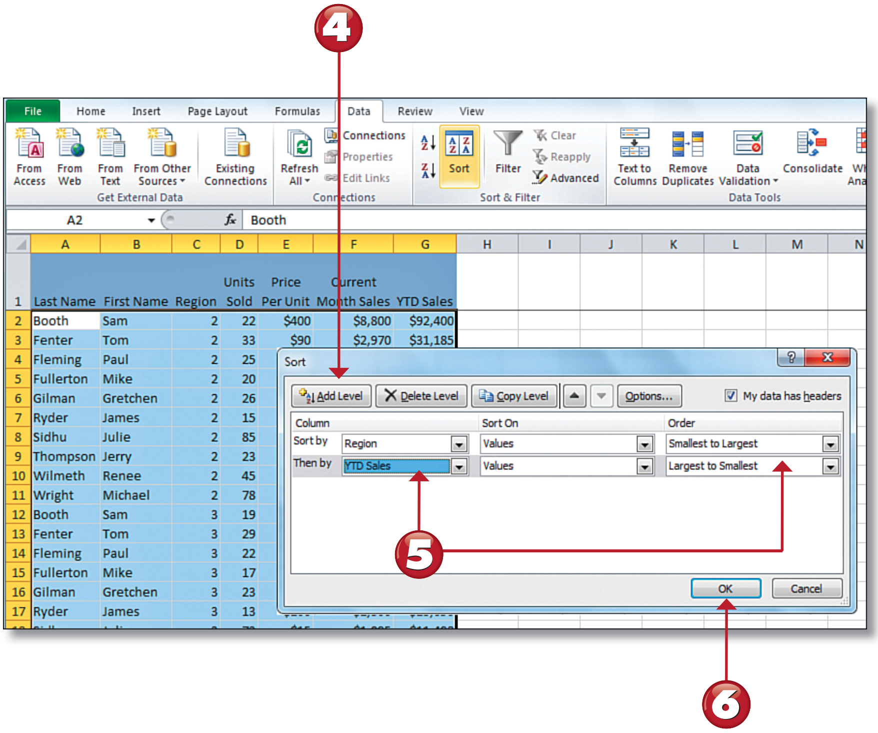
Column		Sort On	Order
Sort by	Region	Values	Smallest to Largest

① Click on any cell within the data table you are going to sort.

② On the Data tab, click the **Sort** command.

③ The Sort Dialog box opens. Select the field you want to sort and then specify whether you want to sort Smallest to Largest or Largest to Smallest.

Continued


4
File
Home
Insert
Page Layout
Formulas
Data
Review
View
From Access
From Web
From Text
From Other Sources
Existing Connections
Get External Data
Refresh All
Connections
Properties
Edit Links
Connections
Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
Text to Columns
Remove Duplicates
Data Validation
Consolidate
Data Tools
Sort
Add Level
Delete Level
Copy Level
Options...
OK
Cancel
5
6

A2 — Booth

	A	B	C	D	E	F	G
1	Last Name	First Name	Region	Units Sold	Price Per Unit	Current Month Sales	YTD Sales
2	Booth	Sam	2	22	$400	$8,800	$92,400
3	Fenter	Tom	2	33	$90	$2,970	$31,185
4	Fleming	Paul	2	25			
5	Fullerton	Mike	2	20			
6	Gilman	Gretchen	2	26			
7	Ryder	James	2	15			
8	Sidhu	Julie	2	85			
9	Thompson	Jerry	2	23			
10	Wilmeth	Renee	2	45			
11	Wright	Michael	2	78			
12	Booth	Sam	3	19			
13	Fenter	Tom	3	29			
14	Fleming	Paul	3	22			
15	Fullerton	Mike	3	17			
16	Gilman	Gretchen	3	23			
17	Ryder	James	3	13			

☑ My data has headers

	Column	Sort On	Order
Sort by	Region	Values	Smallest to Largest
Then by	YTD Sales	Values	Largest to Smallest

4 Click the **Add Level** button to add another level of sorting.

5 Select another field to sort by, then specify whether you want to sort Smallest to Largest or Largest to Smallest.

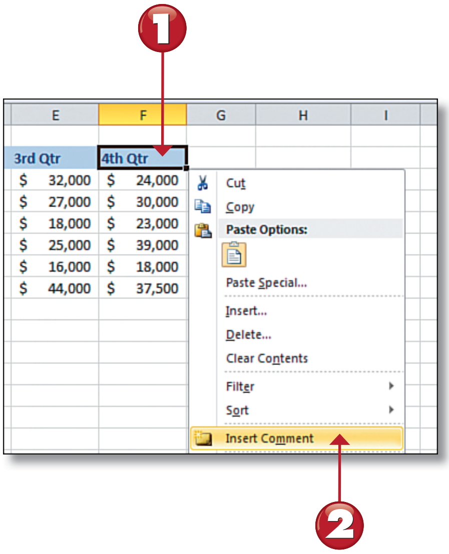
6 After you click the **OK** button, Excel immediately applies your custom sort.

End

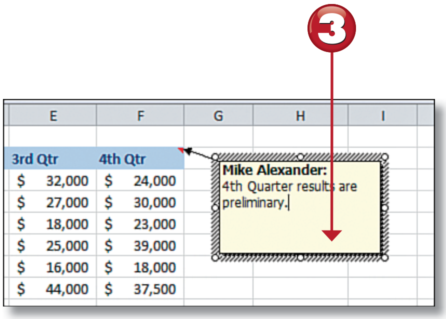
ADDING AND MANAGING CELL COMMENTS

Some cells contain data that requires an explanation or special attention. Comments provide a way to attach this type of information to individual cells without cluttering the cells with extraneous information. A red triangle indicates that a cell contains a comment, which you can view in several different ways. After a comment is in place, Excel makes it easy to edit or delete it.

Start

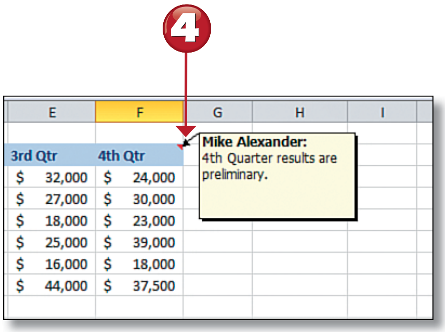


3rd Qtr	4th Qtr
$ 32,000	$ 24,000
$ 27,000	$ 30,000
$ 18,000	$ 23,000
$ 25,000	$ 39,000
$ 16,000	$ 18,000
$ 44,000	$ 37,500



3rd Qtr	4th Qtr
$ 32,000	$ 24,000
$ 27,000	$ 30,000
$ 18,000	$ 23,000
$ 25,000	$ 39,000
$ 16,000	$ 18,000
$ 44,000	$ 37,500

Mike Alexander:
4th Quarter results are preliminary.



3rd Qtr	4th Qtr
$ 32,000	$ 24,000
$ 27,000	$ 30,000
$ 18,000	$ 23,000
$ 25,000	$ 39,000
$ 16,000	$ 18,000
$ 44,000	$ 37,500

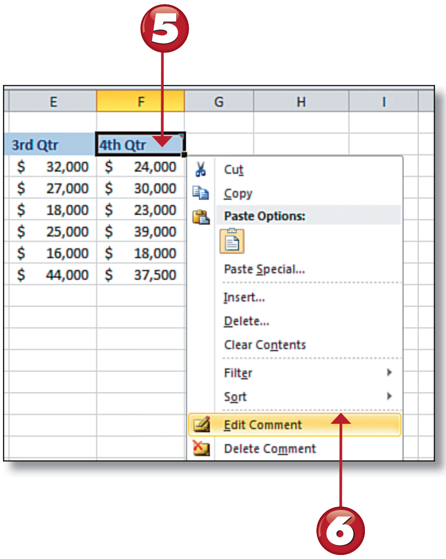
Mike Alexander:
4th Quarter results are preliminary.

1. Right-click the cell to which you want to add a comment.
2. Select **Insert Comment**.
3. Type the desired text into the comment area. When you're finished, click anywhere in the worksheet to accept the comment.
4. The cell's upper-right corner now contains a red triangle, indicating the presence of a comment. To view the comment, hover the mouse pointer over the triangle.

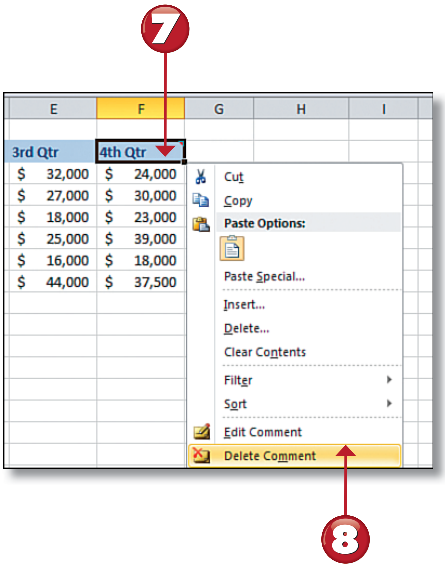
Continued

TIP

Display Comments Without Hovering You can make Excel display a cell's comments without the need to hover over the cell. To do so, right-click the commented cell and select Show/Hide Comments. To re-hide the comment, right-click the commented cell and select Hide Comment. ■


5
E
F
G
H
I
Cut
Copy
Paste Options:
Paste Special...
Insert...
Delete...
Clear Contents
Filter
Sort
Edit Comment
Delete Comment
6

3rd Qtr		4th Qtr	
$	32,000	$	24,000
$	27,000	$	30,000
$	18,000	$	23,000
$	25,000	$	39,000
$	16,000	$	18,000
$	44,000	$	37,500


7
E
F
G
H
I
Cut
Copy
Paste Options:
Paste Special...
Insert...
Delete...
Clear Contents
Filter
Sort
Edit Comment
Delete Comment
8

3rd Qtr		4th Qtr	
$	32,000	$	24,000
$	27,000	$	30,000
$	18,000	$	23,000
$	25,000	$	39,000
$	16,000	$	18,000
$	44,000	$	37,500

5 To edit a comment, right-click on the commented cell.

6 Select the **Edit Comment** option.

7 To delete a comment, right-click on the commented cell.

8 Select the **Delete Comment** option.

End

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