



# Teacher's Guide

## PCIC<sup>3</sup>B2 GS3- Key Applications-Excel

*Text of Frequently Asked Questions*

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# Introduction

*PCIC<sup>3</sup>B2 GS3* includes a wealth of additional information presented in the *Frequently Asked Questions (FAQs)* section of each lesson. *PCIC<sup>3</sup>B2 GS3 FAQs* relate specifically to the content of the lesson and provide students with an additional source of information related to the topics being covered. The *PCIC<sup>3</sup>B2 GS3 Guide - FAQs* includes full text of the *FAQs* included in each lesson.

**Please Note:** FAQs are not used to meet IC<sup>3</sup> Exam Objectives.

# Unit 1

## B Introduction

Question 1: What knowledge and skills do I need to have before starting PCIC<sup>3</sup>B2?

Answer: If you haven't completed PCIC<sup>3</sup>A-Computing Fundamentals, you need to have the skills to work with basic computer program components, such as the operating system, buttons and icons, windows, menus, and dialog boxes. In addition, you need to have the basic skills to work with a computer's filing system. For example, you should be able to create, save, open, print, move, copy, rename, and delete files.

## B1 Unit 1

Question 1: How is Unit 1 structured?

Answer: Unit 1 contains:

- 21 lessons accompanied by Frequently Asked Questions
- 17 exercises
- 2 quizzes

Question 2: How long does it take to complete Unit 1?

Answer: Unit 1 takes approximately 7 hours and 30 minutes to complete:

Lessons:	3 hours
Questions & Answers:	1 hour and 30 minutes
Exercises:	2 hours
Quizzes:	1 hour
Total:	7 hours and 30 minutes

### B1.1 Spreadsheets Overview

Question 1: Are there any other spreadsheet programs besides Microsoft Excel?

Answer: Yes. Another popular spreadsheet program is OpenOffice Calc.

Question 2: Is there a difference between a worksheet and a spreadsheet?

Answer: Not really. Worksheet is a term used in Excel to refer to a spreadsheet. Essentially, a worksheet is the same as a spreadsheet.

### B1.2 Getting Started

Question 1: Is Microsoft Excel included on every computer as part of Windows?

Answer: No. If your computer does not have Microsoft Excel, you need to obtain and install it.

### **B1.3 Ribbon**

Question 1: Can I rearrange, add or remove any of the functions or groups on the Ribbon?

Answer: No. You can only minimize the Ribbon, meaning hide its function, as explained in the lesson.

Question 2: In some of the tabs on the Ribbon, all the functions in a group are not shown. Why?

Answer: If the Excel window is not displayed in full size, some of the groups in a tab will appear as buttons, not showing the functions they contain. If you click on a group button, its functions will be displayed under it.

### **B1.4 Entering Data**

Question 1: Why did number signs (#) appear in place of the number I typed in?

Answer: If the number is too large to fit in cell, number signs (#) may appear instead of the number. You can make the number appear normally by increasing the column's width as described in the "Resizing Rows and Columns" lesson. A large number may also be displayed in scientific notation. For example, the number 1,250,000,000 may be displayed as 1.25E+9, meaning 1.25 X (10 to the power of 9).

Question 2: When I entered a date in a cell, Excel changed its appearance. Why did this happen?

Answer: Excel displayed the date you entered in the cell in a predefined format. You can make the date appear the way you want by changing the cell's Number format as described in the "Number Formats" lesson.

### **B1.6 Editing Data**

Question 1: How can I delete data from several cells next to each other?

Answer: Simply select all the desired cells by dragging over them, and press the Delete key. The data in the cells will be deleted.

Question 2: How can I use the "Paste Options" button to change the appearance of the items that I paste?

Answer: After you paste an item, the "Paste Options" button will automatically appear next to the item. If you click on this button, a list of options will appear to let you change the item's appearance. These options will vary based on the type and format of the item. If the item is regular data, the following options will appear:

- **Keep Source Formatting:** Keeps the data's original formatting. For example, if you paste bold data in a cell with the normal style, the data will remain bold when pasted.

- Use Destination Theme: Changes the data's formatting to match the theme setting of the location where it is pasted. This setting applies only to data that uses a theme format such as a font or color.
- Match Destination Formatting: Changes the data's formatting to match that of the location where it is pasted. For example, if you paste bold data in a cell with the normal style, the data will appear normal when pasted.
- Values and Number Formats: Keeps the original formatting of the value and number. For example if you paste a date in a cell containing a regular number, the date will keep its original value and format when pasted.
- Keep Source Column Width: Changes the column width of the cell where the data is pasted to the width of the original cell.
- Formatting Only: Only applies the formatting of the data to the cell where it is pasted. For example, if you paste the number 100 displayed in bold into a cell containing the number 200 displayed in normal style, the cell's data will remain 200, but its style will change to bold.
- Link Cells: Links the cell where the data is pasted to the original cell. Therefore, if you change the data in the original cell, the data in the other cell will automatically change to reflect the change.

Question 3: When I delete data from a cell, why do the font and style of the old data remain and get applied to new data that I type in a cell?

Answer: When you delete a cell's data, Excel does not remove the formatting that had been previously applied to the cell. To remove a cell's formatting, first select the cell, then click on the "Clear" button in the "Editing" group, and select "Clear Formats" from the submenu. The formatting of the old data will be removed from the cell.

## **B1.8 Formulas**

Question 1: Why do number signs (#) appear in the cell where I entered a formula instead of the formula's result?

Answer: The number signs (#) appear because the result of the calculation is a number that is too large to fit in the cell. You can make the result appear by increasing the column's width as described in the "Resizing Rows and Columns" lesson.

Question 2: Why do I need to type in an equal sign before a formula?

Answer: The equal sign tells Excel that what follows is a formula, not regular data. If you don't enter the equal sign, the cell will show the characters that you've typed in; it will not calculate the formula's result. For example, if you want to add the values of cells A5 and B5, and you enter them without the equal sign, Excel will display the data in the cell as "A5+B5", however, with the equal sign, the data displayed in the cell will be the sum of data in cells "A5" and "B5."

## B1.10 Functions

Question 1: How does the "Insert Function" button next to the Formula bar work?

Answer: When you click on the "Insert Function" button, the "Insert Function" dialog box opens. You can select the desired function from the list under the "Select a Function" section. When you select a function, Excel will provide a brief description of it below the "Select a Function" section. The "Function Arguments" dialog box will open to let you enter the desired values in the function. Once you've made your selection, click on the "OK" button.

Question 2: What do the other functions, besides "Sum" and "Average", in the AutoSum menu perform?

Answer: The "Count" function counts the number of selected cells that contain numbers. The "Max" function finds the largest value in a set of selected cells that contain numbers. The "Min" function finds the smallest value in a set of selected cells that contain numbers.

## B1.12 Saving Workbooks

Question 1: If Excel crashes or the power is lost while I am working on a workbook, can I recover my unsaved changes?

Answer: Excel has an "AutoRecover" function that automatically saves your workbook in a recovery file, at regular intervals. The next time you start Excel after a crash or power failure, it will automatically open the recovery file. The file will contain the changes you made to your spreadsheet up until the last time the recovery file was saved. If you save the recovery file, it will replace the original document. If you don't save it, the file will be deleted and your unsaved changes will be lost.

The default "AutoRecover" interval is 10 minutes, which means every 10 minutes your document is saved in the recovery file. So you can lose only up to 10 minutes of work. You can decrease the interval to have the recovery file saved more frequently, and therefore reduce the amount of work that can potentially be lost. You can set the interval as follows:

- 1) Click on the "Office" button.
- 2) Click on the "Excel Options" button. The "Excel Options" panel will open.
- 3) Click on the "Save" item in the left hand pane.
- 4) In the "Save workbooks" section, make sure the "Save AutoRecover info every" check box is checked, and then enter the desired interval in the text box to its right. You can enter any interval between 1 and 120 minutes.
- 5) Click on "OK."

Please note that the "AutoRecover" function is for emergency use only. You will still need to manually save your documents.

Question 2: When I want to save my workbook as a text file, the following message pops up: "The selected file type does not support workbooks that contain multiple sheets." And the message also gives me an option of only saving the active sheet or saving each sheet as an individual file. What does this message mean?

Answer: This message is warning you that saving your workbook as a text file will save only the active worksheet. If you have data in the other worksheets, then you will either have to save each one individually or save the workbook using another file type.

Question 3: I opened and modified a workbook, but when I tried to save it, a dialog box appeared with a message indicating the file is read-only. How can I save the workbook?

Answer: You cannot save a read-only workbook in its existing file. However, you can save it as a new file. Simply, click on "OK" in the dialog box. The "Save As" dialog box will automatically appear to let you save the workbook as a new file.

### **B1.15 Creating a New Workbook**

Question 1: In the "New Workbook" task pane, what are the options listed under the "templates" category?

Answer: These options help you create pre-formatted spreadsheets, such as budgets, timesheets, or personal finance reports based on templates included in Excel.

### **B1.17 Opening Workbooks**

Question 1: The workbook I want to open does not appear in the "Open" dialog box. I'm sure the file is in the "Look-in" location I have selected. What's going on?

Answer: The file is not an Excel workbook. You need to select the file's type from the "Files of type" drop down list in the "Open" dialog box. For example, if the file is a Web page, you must select "Web pages and Web archives" from the list. You can also select "All Files" to display all the files that exist in the current look-in location.

Question 2: Can Excel help me find the file I'm trying to open?

Answer: Yes. You can get help in finding a file by entering the file's name in the "Search" text box at the upper right of the "Open" dialog box. Excel will search among the files in the current location and displays only the files that match what you typed.

### **B1.20 Fonts**

Question 1: If I open a workbook that was created on another computer, do its fonts change?

Answer: If the fonts used in the workbook exist on your computer, they won't be changed. If some of the fonts used in the workbook are not available on your computer, Excel automatically replaces the missing fonts with those that best match their size and appearance.



## B1.22 Alignment

Question 1: What are the horizontal alignment options available in the "Alignment" panel?

Answer: The following horizontal alignment options are available:

- "General" is Excel's default horizontal alignment.
- "Left (indent)" aligns the data to the left of the cell and allows you to select the amount of indentation in the "Indent" box.
- "Center" centers the data horizontally in the selected cell.
- "Right (indent)" aligns that data to the right of the cell and allows you to select the amount of indentation in the "Indent" box.
- "Fill" fills the cell by repeating its current data.
- "Justify" spaces the data horizontally between the left and right edge of the cell.
- "Center Across Selection" centers the data horizontally across multiple selected cells.
- "Distributed (Indent)" aligns that data to the right and left of the cell and allows you to select the amount of indentation in the "Indent" box.

## B1.24 Number Formats

Question 1: What are the other number format categories besides the ones described in the lesson?

Answer: The other number format categories include the following:

- "General" is the default number format. Normally, it makes the number appear just the way you type it.
- "Number" is used for the general display of numbers. You can specify the number of decimal places that you want to use, whether you want to use a thousands separator, and how you want to display negative numbers.
- "Currency" is used for monetary values. It displays the default currency symbol with the number.
- "Accounting" is also used for monetary values. However, it aligns the currency symbols and decimal points of the numbers in a column.
- "Date" displays the number as a date. You can select from a list of various date types.
- "Time" displays the number as a time value. You can select from a list of various time types.
- "Percentage" converts the number to a percentage by multiplying it by 100 and displaying the result with a percent (%) symbol.
- "Fraction" displays the number as a fraction. You can select from a list of fraction types.
- "Scientific" displays the number in exponential notation. For example, it displays 1000000 as 1.00E+10, which is 1.00 times 10 to the 6th power. You

can specify the number of decimal places that you want to include in the number.

- "Text" treats the content of a cell as text, even if it is a number, and displays it the way it is typed.
- "Special" displays the number as a postal code, Social Security number, or telephone number.
- "Custom" lets you create a custom format based on the list of number types available.

## **B1.26 Format Painter**

Question 1: What format setting does the "Format Painter" copy?

Answer: You can use the "Format Painter" to copy a cell's number format, and its data formats such as font type, size, style, color, and alignment.

## **B1.28 Resizing Rows & Columns**

Question 1: Can I resize multiple rows or columns at the same time?

Answer: Yes. To resize multiple rows at the same time, first select them as a group by dragging over their row numbers. Then click on the "Format" button in the "Cells" group of the "Home" tab, select "Row Height" from the menu, and specify the desired height as you would for a single row.

Similarly, to resize multiple columns at the same time, first select them as a group by dragging over their column letters. Then click on the "Format" button in the "Cells" group, select "Column Width" from the menu, and specify the desired width as you would for a single column.

Question 2: What is the "Point" measurement unit?

Answer: The "Point" unit is typically used for measuring the height of images on the screen, such as worksheet rows and fonts. There are 72 points in one inch. Therefore, a height of 72 points would be one inch, and a height of 18 pixels would be a quarter of an inch.

Question 3: What is the "pixel" measurement unit?

Answer: A "Pixel" is a dot on the computer screen. It is the smallest possible area that can be displayed on the computer's monitor. The monitor displays an image using thousands of pixels positioned closely together in a grid. In a color monitor, each pixel may have a different color. By specifying the number of pixels and the color of each pixel, programs display images on the monitor. The number, spacing, and colors of pixels depend on the on the monitor and the computer's display settings. A display which is 800 pixels wide by 600 pixels high can display images consisting of 480,000 pixels. Pixels are positioned a fraction of a millimeter apart.

A pixel is also used as a unit for measuring the size of objects on the screen, such as a row's height, and a column's width. The absolute size of an image when measured in pixels depends on the computer's display settings. For example, a row height of 60 pixels on a screen that is 600 pixels high occupies 1/10th of the screen's height. However, the same row height of 60 pixels on a screen that is 1200 pixels high only occupies 1/20th of the screen's height.

Question 4: What is the "Number of characters" measurement unit?

Answer: The "Number of characters" unit refers to the number of characters that can fit in the width of a cell if the characters use the standard font (Arial, 10 point, regular style). For example, a width of 12 characters indicates that the column's cells are wide enough to fit a maximum of 12 characters using the standard font.

### **B1.30 Printing**

Question 1: Why does the "Print" function in the "Office" menu appear dimmed?

Answer: The "Print" function is not available. This may be due to the following:

- a) The printer is not turned on.
- b) The printer is not properly connected to your computer.
- c) The printer may not be selected. Select the printer from the "Print" dialog box.
- d) The printer driver may not have been installed properly. Install the printer driver according to the instructions that came with your printer.

Question 2: Why does only part of my spreadsheet print?

Answer: Your printer may not have enough memory. Try printing a very small spreadsheet. If all of it prints, then the spreadsheet you're trying to print is too large for your printer's memory. You can try printing a few pages of the spreadsheet at a time. You may also want to add memory to your printer. See your printer's manual for instructions on how to add memory.

Question 3: Can I set my spreadsheet to print on a paper other than the standard letter size (8.5x11 inches) paper?

Answer: Yes. You can set your spreadsheet to print on any size paper that your printer supports. You can set the spreadsheet's paper size as follows:

- 1) Select the "Page Layout" tab.
- 2) Click on the "Size" button in the "Page Setup" group.
- 3) Select the desired paper size from the menu.

Question 4: What is the function of the "collate" check box in the "Print" dialog box?  
Answer: The "collate" check box specifies the order in which a spreadsheet's pages will be printed when you are printing multiple copies of several pages in a spreadsheet. For example, when you are printing 2 copies of a 3 page spreadsheet:

If "collate" is checked, the pages will be printed in the following order:  
page 1, page 2, page 3, page 1, page 2, page 3.

If "collate" is unchecked, the pages will be printed in the following order:  
page 1, page 1, page 2, page 2, page 3, page 3.

By default, the "collate" check box is checked.

### **B1.33 Office Clipboard**

Question 1: How many items does the clipboard store?  
Answer: The clipboard stores up to the last 24 items that were cut or copied.

### **B1.35 Getting Help**

Question 1: How can I get help about a specific dialog box?  
Answer: Simply click the question mark on the right of the dialog box's title bar. The "Help" window will open, displaying the topics related to the dialog box.

### **B1.38 Unit 1 End**

Question 1: Can I review the sections I've already visited?  
Answer: Yes. You can either use the "Previous" section button or the "Table of Contents" to go to the desired section.

# Unit 2

## B2 Unit 2

Question 1: How is Unit 2 structured?

Answer: Unit 2 contains:

- 17 lessons accompanied by Frequently Asked Questions
- 1 Reading Supplement
- 16 exercises
- 2 quizzes

Question 2: How long does it take to complete Unit 2?

Answer: Unit 2 takes approximately 5 hours and 30 minutes to complete:

Lessons & Reading Supplement:	2.0 hours and 30 minutes
Questions & Answers:	30 minutes
Exercises:	1 hour and 30 minutes
Quizzes:	1 hour
Total:	5 hours and 30 minutes

### B2.1 Filling Cells

Question 1: Can I drag the "Fill Handle" left or up, instead of right or down?

Answer: Yes. You can drag the "Fill handle" left or up to fill a group of cells with decreasing series values. For example, if you drag the "Fill handle" of a cell containing "March" left two cells, "January" and "February" will appear in the cells. Similarly, if you drag the "Fill handle" of a cell containing "Item 3" up two cells, "Item 1" and "Item 2" will appear in the cells.

Question 2: When I select a cell, its "Fill handle" is not displayed. How can I make it appear?

Answer: You can make the "Fill handle" appear as follows:

- 1) Click on the "Office" button.
- 2) Click on the "Excel Options" button.
- 3) Click on the "Advanced" button in the left pane.
- 4) Turn on the "Enable fill handle and cell drag-and-drop" check box.
- 5) Click on the "OK" button.

### B2.3 Moving & Copying Data Efficiently

Question 1: Can I move the data contained in a group of cells that are not next to each other?

Answer: No. You can only move the data contained in a group of adjacent cells.

Question 2: Can I copy the data contained in a group of cells that are not next to each other?  
Answer: Yes. However, the cells containing the data must be in the same row or column. First, you must select the cells by holding down the "Control" key and clicking on each cell. You can then copy the data as follows:

- 1) Click on the "Copy" button in the "Clipboard" group of the "Home" tab.
- 2) Click on the cell where you want the first data in the group to be copied.
- 3) Click on the "Paste" button in the "Clipboard" group. The first data in the group will be copied in the specified cell. The other data in the group will be copied in the adjacent cells.

Note: You cannot copy the data contained in a group of non-adjacent cells by dragging.

Question 3: Can I delete the data contained in a group of cells that are not next to each other?  
Answer: Yes. First, you must select the cells by holding down the "Control" key and clicking on each cell. Then simply press the "Delete" key.

## **B2.5 Inserting & Deleting Cells**

Question 1: When I insert or delete a cell, do I need to change the cell references in formulas to reflect the shift in the cell positions?  
Answer: No. Excel will automatically update the formulas to reflect any change in cell references.

Question 2: I deleted a cell and shifted the cells below it up one cell. Now, the data in the cells below do not correctly correlate with data in the adjacent columns. How can I fix this?  
Answer: You can insert a cell in the appropriate location in the column where the cell was deleted and move the data below it down so it correctly correlates with the data in the adjacent columns.

Question 3: Why did "#REF!" appear in a cell after I deleted another cell?  
Answer: The cell where "#REF!" appeared contains a formula that referred to the cell you deleted. Before deleting a cell, make sure no formulas refer to it.

## **B2.7 Inserting & Deleting Rows & Columns**

Question 1: When I insert or delete a row or column, do I need to change the cell references in formulas to reflect the shift in the cell positions?  
Answer: No. Excel will automatically update the formulas to reflect any change in cell references.

Question 2: Can I insert several rows or columns at the same time?  
Answer: Yes. You can insert several rows at the same time as follows:

- 1) First click on the row number above which you want to insert the new rows, and drag down over as many rows as you want to insert. For example, if you want to insert 3 rows above row 5, then click on row 3's number and drag over row 4's and row 5's numbers. Rows 3, 4, and 5 will be selected.
- 2) Then, click on the "Insert" button in the "Cells" group of the "Home" tab, and select "Insert Sheet Rows" from the menu. Three rows will be inserted above the rows you selected.

Similarly, you can insert several columns at the same time as follows:

- 1) First click on the column letter to the left of which you want to insert the new columns, and drag to the right over as many columns as you want to insert. For example, if you want to insert 3 rows to the left of column C, then click on column C's letter and drag over column D's and column E's letters. Columns C, D, and E will be selected.
- 2) Then, click on the "Insert" button in the "Cells" group of the "Home" tab, and select "Insert Sheet Columns" from the menu. Three columns will be inserted to the left of the columns you selected.

## **B2.9 Data Fitting Errors**

Question 1: Can I make a long text appear in multiple lines so that it fits in a cell?  
Answer: Yes. You can make a cell's text appear in multiple lines as follows:

- 1) Select the cell.
- 2) Click on the "Wrap Text" button in the "Alignment" group of the "Home" tab.

The text will be displayed in multiple lines so that it fits in the cell.

## **B2.10 Spelling Check**

Question 1: Can I perform a spelling check on a specific part of my worksheet?  
Answer: Yes. First select the desired cells, and then run a spelling check. Excel will check the spelling of those cells only.

## **B2.12 Find & Replace**

Question 1: Can I find and replace data in only a part of my worksheet?  
Answer: Yes. First select the desired cells, and then run the "Find" or "Replace" function.

## **B2.15 Formulas Containing Multiple Operators**

Question 1: In what order does Excel perform calculations in a formula that does not contain any parentheses?

Answer: Excel performs calculations in the following default order:

- 1) Percent
- 2) Exponentiation
- 3) Multiplication and Division
- 4) Addition and Subtraction
- 5) Comparison Operators

## **B2.17 Commonly Used Functions**

Question 1: How can I use the other Excel functions besides those listed under the "AutoSum" button?

Answer: You can use any of the functions in Excel by following these steps:

- 1) Select the cell where you want to insert the function.
- 2) Click on the "AutoSum" button, and select "More Functions" from the functions list. The "Insert Function" dialog box will open.
- 3) Enter a brief description of the calculation that you want to perform in the "Search for a function" box, and click on the "Go" button. The functions related to the calculation will be displayed in the "Select a function" list. You can also select the desired function category from the "Or select a category" drop-down list. The list of the functions in that category will be displayed in the "Select a function" list.
- 4) Select the desired function. A brief description of the function will appear under the "Select a function" list. You can also click on the "Help on this function" link at the bottom of the dialog box to get additional information about the function.
- 5) Click on the "OK" button to insert the function in the selected cell.

## **B2.19 Inserting Functions in Formulas**

Question 1: How many functions does Excel provide?

Answer: Excel provides more than 200 functions that let you perform different types of calculations. It provides several categories of functions including math and trigonometry, financials, date and time, statistical, database, and logical functions.

Question 2: How can I find out which Excel functions are available for performing a specific calculation, and how can I get additional information about different functions?



Answer: You can get help with various Excel functions in the "Insert Function" dialog box. This dialog box contains a "Search for a function" text box that lets you find functions related to the calculation that you need to perform. You can type in a brief description of the calculation in this box, and click on the "Go" button. Excel will display the list of functions related to the calculation in the "Select a function" area. To get help on a function, first select it in the list, and then click on "Help on this function" displayed on the lower left corner of the dialog box. The "Help" page containing detailed information about the function will be displayed.

Question 3: Can I simply type in a function in a cell or the Formula bar instead of using the "Insert Function" button?

Answer: Yes, if you know a function's name and format, you can type it in a cell or the Formula bar.

## **B2.21 Modifying Formulas & Functions**

Question 1: Can I modify a formula or function without editing it in the Formula bar?

Answer: Yes. You can modify a formula or function directly in its cell by first double-clicking on it. The formula or function will appear in the cell, and the cells that the calculation refers to will be highlighted. You can then modify the formula or function by editing it in the cell. You may also be able to modify it by clicking or dragging the appropriate cells.

Question 2: Can I make the actual formulas and functions rather than their results appear in the worksheet?

Answer: Yes. You must change Excel's settings as follows:

- 1) Click on the "Office" button.
- 2) Click on the "Excel Options" button.
- 3) Click on the "Advanced" button in the left hand pane.
- 4) Under the "Display Options" section, turn on the "Show formulas in cells instead of their calculated results" check box.
- 5) Click on the "OK" button.

The actual formulas and functions will be displayed in the worksheet instead of their results. You can then view them all at once to make sure they are correct without having to select them one at a time.

## B2.23 Copying Formulas & Functions

Question 1: Can I copy a formula or function's result without copying the formula or function itself?

Answer: Yes. Follow these steps:

- 1) Click on the cell containing the formula.
- 2) Click on the "Copy" button in the "Clipboard" group of the "Home" tab.
- 3) Click on the cell where you want to paste the formula's result.
- 4) Click on the "Paste" button in the "Clipboard" group.
- 5) Click on the "Paste Options" button, and select "Values Only" from the list of options.

## B2.25 Formula & Function Errors

Question 1: Why does a green triangle appear in a cell that doesn't contain an error code?

Answer: The green triangle indicates that the formula or function may contain an error other than the standard errors mentioned in the lesson. The following are examples of non-standard errors:

1) A cell's formula or function does not match the pattern of the formulas and functions in the cells next to it. For example, if a cell contains the function `AVG(B1:B3)`, whereas the cells next to it contain `AVG(A2:A4)` and `AVG(C2:C4)`, the green triangle will appear indicating that the function may include the wrong data (B1:B3 instead of B2:B4).

2) A function leaves out a cell located next to the range of cells included in the function. For example, if a cell contains the function `=SUM(B2:B4)`, and cell B1 contains a number, the green triangle will appear indicating that the function may be incorrectly omitting cell B1.

## B2.27 Organizing Worksheets

Question 1: Can I add color to the worksheet tabs?

Answer: Yes, you can add color to a worksheet tab as follows:

- 1) Right-click on the desired worksheet tab.
- 2) Select "Tab Color" from the menu.
- 3) Click on the desired color.

The tab will appear in the color you selected.

## **B2.29 Templates**

Question 1: How can I quickly create a new workbook based on a template that I recently used?

Answer: The list of the templates you recently used is displayed in the "New Workbook" window, in the "Blank and Recent" pane. Simply select the desired template from this pane.

## **B2.31 Time Saving Tips**

Question 1: Are all of Excel's keyboard shortcuts listed anywhere?

Answer: Yes. Open the Help dialog box and type in "shortcut." Then select the "Excel Shortcut and Function keys" topic. A help page containing all the keyboard shortcuts for Excel will be displayed.

## **B2.36 Unit 2 End**

Question 1: Can I review the sections I've already visited?

Answer: Yes. You can either use the "Previous" section button or the "Table of Contents" to go to the desired section.

## Unit 3

### B3 Unit 3

Question 1: How is Unit 3 structured?

Answer: Unit 3 contains:

- 22 lessons accompanied by Frequently Asked Questions
- 1 Reading Supplement
- 18 exercises
- 2 quizzes

Question 2: How long does it take to complete Unit 3?

Answer: Unit 3 takes approximately 8 hours to complete:

Lessons:	2 hours and 30 minutes
Questions & Answers:	1 hour
Exercises:	3 hours
Quizzes:	1 hour and 30 minutes
Total:	8 hours

### B3.1 Wrapping Text in a Cell

Question 1: Is there another way to display all the text in a cell without wrapping the text?

Answer: Yes, you can shrink the text to fit in the cell by following these steps:

- 1) Select the cell.
- 2) Click on the "Alignment" dialog box launcher.
- 3) Turn on the "Shrink to Fit" check box.
- 4) Click on the "OK" button.

Question 2: When typing text in a cell, can I go to the next line within the cell?

Answer: Yes. Hold down the "Alt" key and press the "Enter" key. The cursor will move to the next line within the cell, and the cell's format will change to "Wrap Text."

Question 3: I have selected "Wrap Text" for a cell. However, the row's height is not automatically adjusted to show all the text lines in the cell. Why?

Answer: The row's height has been changed before. Once a row's height is changed, Excel remembers the height, and will no longer adjust it automatically when you select "Wrap Text" for a cell in the row. You can adjust the row's height to show all the lines in its cells, by double-clicking on the lower border of the row's number.

### **B3.3 Changing the Orientation of Data**

Question 1: Can I make the data in a cell appear upside down by entering 180 degrees for the orientation angle?

Answer: No. You can only enter angles between 90 and -90 degrees. The 90 degrees angle will make the data appear vertically, pointing up. The -90 degrees angle will make the data appear vertically, pointing down.

### **B3.5 Cell Borders**

Question 1: How can I remove some of the borders of one or more cells?

Answer: You can quickly erase the desired cell borders by following these steps:

- 1) Click on the down arrow to the right of the "Borders" button in the "Font" group of the "Home" tab. A list will appear.
- 2) Select the "Erase Border" item. The pointer will change to an eraser.
- 3) Drag the eraser over the desired cell borders to remove them.

### **B3.7 Cell Shading**

Question 1: How can I remove the shading color of one or more cells?

Answer: To quickly remove the shading color of the desired cells, follow these steps:

- 1) Select the cells.
- 2) Click on the down arrow to the right of the "Fill Color" button, in the "Font" group of the "Home" tab. A list will appear.
- 3) Select the "No Fill" item.

### **B3.9 Styles**

Question 1: How can I remove a style I've applied to certain cells in the worksheet?

Answer: To remove a style from cells in your worksheet, follow these steps:

- 1) Select the cells.
- 2) In the "Styles" group of the "Home" tab, click on "Normal" in the "Style" gallery.

Question 2: How can I delete a style from the "Style" gallery?

Answer: To delete a style from the "Style" gallery, follow these steps:

- 1) In the "Style" gallery Right-click on the style you want to delete. A menu will appear.
- 2) Select "Delete" from the menu.

## B3.12 Inserting Clip Art

Question 1: How can I view and organize the available clips on my computer?

Answer: You can organize the clips on your computer by clicking on "Organize Clips" at the bottom of the "Clip Art" task pane. The "Microsoft Clip Organizer" dialog box will appear. This dialog box displays the folders that contain clips on your computer. You can open the desired folder to view the clips inside it. You can also move clips from one folder to another to organize them as desired.

Question 2: How can I add a clip art to the existing collection?

Answer: To add a clip art to the collection, follow these steps:

- 1) Click on "Organize Clips" at the bottom of the "Clip Art" task pane. The "Microsoft Clip Organizer" dialog box will appear.
- 2) In the "File" menu, select "Add Clips to Organizer", and then select "On My Own." The "Add Clips to Organizer" dialog box will appear.
- 3) Locate the clip art that you want to add, select it, and then click on the "Add to" button. The "Import to Collection" dialog box will appear.
- 4) Select the folder where you want to place the clip art, or create a new folder by clicking on the "New" button. Then click on the "OK" button to add the clip art to the folder.

Question 3: How can I download clip art from the Internet?

Answer: To download clip art from the Internet, follow these steps:

- 1) Click on "Clip art on Office Online" at the bottom of the "Clip Art" task pane. The computer's browser program will start and take you to a special page for downloading clip art on Microsoft's web site.
- 2) Follow the directions provided on the page to view and download the desired clips.

Once the clips have been downloaded, the "Clip Organizer" dialog box will open, displaying the downloaded clips. These clips will be stored in the "Downloaded Clips" folder.

Question 4: How can I delete a clip art that I've inserted in my worksheet?

Answer: To delete a clip art, first select it, and then press the "Delete" key.

Question 5: How can I resize a clip art by an exact percentage?

Answer: To resize a clip art by an exact percentage, follow these steps:

- 1) Select the clip art.
- 2) In the "Format" tab, click on the "Size" dialog box launcher. The "Size and Properties" dialog box will appear, with the "Size" panel in front.

3) To resize the clip's height and width by the same percentage, check the "Lock aspect ratio" check box, and then enter the desired percentage in either the "Height" or "Width" box displayed in the "Scale" area.

To resize the clip's height and width by different percentages, uncheck the "Lock aspect ratio" check box, and then enter the desired percentages in the "Height" or "Width" boxes.

Question 6: How can I restore a clip art to its original size after I have resized it?

Answer: To restore a clip art to its original size, follow these steps:

- 1) Select the clip art.
- 2) In the "Format" tab, click on the "Size" dialog box launcher. The "Size and Properties" dialog box will appear, with the "Size" panel in front.
- 3) Click on the "Reset" button.

### **B3.14 Adding Drawings**

Question 1: Can I enter text inside a drawing that I inserted in my worksheet?

Answer: Yes. Simply select the drawing, and start typing. The text that you type will appear inside the drawing. Once you've entered the desired text, deselect the drawing.

Question 2: How can I delete a drawing that I've inserted in my worksheet?

Answer: To delete a drawing, simply select it, and then press the "Delete" key.

### **B3.16 Modifying Drawings**

Question 1: Can I change the tip of the arrow I've drawn in the worksheet?

Answer: Yes. Follow these steps:

- 1) Select the arrow.
- 2) Click on the right part of the "Shape Outline" button in the "Shape Styles" group of the "Format" tab.
- 3) Move the mouse pointer over "Arrows" in the menu, and select the arrow with the desired tip.

### **B3.19 Page Breaks**

Question 1: What is the difference between "automatic" and "manual" page breaks?

Answer: Excel automatically inserts a horizontal and vertical page break at the end of each page to continue the data on a new page. These page breaks are referred to as "automatic" page breaks. You can also insert a page break anywhere in the worksheet to start a new page there. The page breaks that you insert in the worksheet are referred to as "manual" page breaks.

You can view the worksheet's "automatic" and "manual" page breaks in the "Page Break Preview" mode. The "automatic" page breaks are displayed as dashed blue lines, and the "manual" page breaks are displayed as solid blue lines.

### **B3.21 Header & Footer**

Question 1: What are the options in the "Options" group of the header and footer "Design" tab?

Answer: If the "Different Odd & Even Pages" check box is selected, you can specify different headers and footers on odd-numbered pages and even-numbered pages. If the check box is not selected, the same header and footer will appear on both odd-numbered and even-numbered pages.

If the "Different First Page" check box is selected, you can specify a different header and footer on the first page than all other pages. If the check box is not selected, the same headers and footers will appear on all pages.

If the "Scale with Document" check box is selected, the header and footer will use the same font size and scaling as the worksheet itself. If the check box is not selected, the font size and scaling of the header and footer can be independent of the worksheet.

If the "Align with Page Margins" check box is selected, the left and right margins of the header and footer will be aligned with the left and right margins of the worksheet. If the check box is not selected, the left and right margins of the header and footer can be set differently from the worksheet's left and right margins.

### **B3.23 Hiding Rows & Columns**

Question 1: When I hide a row or column containing cells that are referred to in a formula or function, will the result of the formula or function be affected?

Answer: No. Excel will use the data in the hidden row or column to perform the calculations.

### **B3.25 Sorting Data**

Question 1: If I sort a column of data that contains blank cells in the middle, how will Excel sort the blank cells?

Answer: Excel will place the blank cells at the end of the column.



### **B3.27 Filtering Data**

Question 1: Can I format and print the filtered data?

Answer: Yes, after filtering the data, you can copy, edit, format, and print the filtered data without rearranging or moving it.

### **B3.29 Print Area**

Question 1: Can I set a print area consisting of different parts of a worksheet that are not next to each other?

Answer: Yes. To set a print area consisting of different parts of a worksheet, follow these steps:

- 1) Hold down the "Control" key on the keyboard, and select each of the desired parts by dragging over its cells.
- 2) Click on the "Page Layout" tab, click on the "Print Area" button in the "Page Setup" group, and select "Set Print Area" from the menu.

### **B3.31 Print Scaling**

Question 1: When I scale my worksheet to fit on specific number of pages, what will happen to the manual pages I have inserted?

Answer: When you scale a worksheet using the "Fit to" option, the manual page breaks in the worksheet will be ignored.

### **B3.33 Printing Titles & Gridlines**

Question 1: Can I make the row numbers and column letters of the worksheet appear in print?

Answer: Yes. To make the worksheet's row numbers and column letters print, follow these steps:

- 1) Click on the "Page Layout" tab, and then click on the "Print Titles" button in the "Page Setup" group. The "Page Setup" dialog box will open, with the "Sheet" panel in the front.
- 2) Turn on the "Row and Column Headings" check box.
- 3) Click on the "OK" button.

### **B3.35 Creating Charts**

Question 1: Is there a shortcut to quickly create a chart?

Answer: Yes. Simply select the cells containing the data series that you want to include in the chart, and then press the "F11" key on the keyboard. Excel will insert a chart with the default type and settings in a new worksheet.

### **B3.37 Modifying Charts – Part 1**

Question 1: If a chart's data includes hidden rows and columns, does the data in the hidden rows and columns appear in the chart?

Answer: By default, the data in hidden rows and columns does not appear in the chart. To make the data appear in the chart, follow these steps:

- 1) Select the chart.
- 2) Click on the "Select Data" button in the "Data" group of the "Design" tab.
- 3) Click on the "Hidden and Empty Cells" in the "Select Data Source" dialog box.
- 4) Click on the "Show data in the hidden rows and columns" check box.
- 5) Click on the "OK" button
- 6) Click on the "OK" button in the "Select Data Source" dialog box..

### **B3.39 Modifying Charts – Part 2**

Question 1: Can I label the bars in a chart with their data values?

Answer: Yes. You can label the bars in a chart as follows:

- 1) Select the chart.
- 2) Click on the "Layout" tab.
- 3) Click on the "Data Labels" button the "Labels" group.
- 4) Select the desired labeling option from the menu.

### **B3.41 Interpreting Data & Charts**

Question 1: Does Excel provide any data analysis tools?

Answer: Yes, Excel provides a set of data analysis tools called the "Analysis ToolPak." You can use these tools when you are performing complex statistical analyses.

To use the "Analysis ToolPak," click on the "Data" tab, and click on the "Data Analysis" button in the "Analysis" group. Then follow the instructions for specifying the data and the desired output.

If the "Analysis" group does not appear in the "Data" tab, or the "Data Analysis" button is not there, load the "Analysis ToolPak" as follows:

- 1) Click on the "Office" button.
- 2) Click on the "Excel Options" button.
- 3) Click on the "Add-Ins" button.
- 4) In the "Manage" box, select "Excel Add-ins" and then click on the "Go" button.
- 5) In the "Add-ins" dialog box, select the "Analysis ToolPak" check box, and click on the "OK" button. A dialog box will appear asking you if you want to install it.
- 6) Click on the "OK" button.

### **B3.44 Unit 3 End**

Question 1: Can I review the sections I've already visited?

Answer: Yes. You can either use the "Previous" section button or the "Table of Contents" to go to the desired section.