

4. Click the **Save** button.

Your original workbook (Navigate) is closed. The new workbook (Practice Navigate) is displayed.

Selecting cells

The following table identifies a few ways to select an area in an Excel spreadsheet.

Select	Description
Click cell	By clicking (using the left mouse button) once while your mouse pointer is over a cell you select that single cell.
Hold [SHIFT] & click	By clicking on cell A1 (to make it the active cell) and then moving your mouse pointer to cell address D5, you press down the [SHIFT] key and click D5. This will select the range from A1 to D5 and all cells between.
Hold [CTRL] & click	Non-contiguous cell selection. To select more than one group of cells in two or more separate areas.
Press & drag	By pressing down the left mouse button while over a cell and dragging to a new location you select the area that is between the starting point and the ending point.
[CTRL] & [SHIFT] + [EIGHT]	Click inside the table area and press [CTRL] + A. The old keyboard shortcut is: [CTRL] and [SHIFT] together, and press the [EIGHT]. (<i>Not the number keypad.</i>)
CTRL +] (<i>closing bracket</i>)	Selects Formulas that directly reference the active cell – if there is not one a message will appear

1. Select cell **A4**.

Click once on the word North.

2. Hold down the [**SHIFT**] key and click **E7**.

The area from A4 to E7 is select.

Your screen should look like this.

A4		fx North			
	A	B	C	D	E
1					
2					
3		Jan	Feb	Mar	Qtr Totals
4	North	300	298	321	919
5	South	298	276	302	876
6	East	302	279	337	918
7	West	311	321	342	974
8					

Tip: If your mouse has a wheel it can also be used to navigate the spreadsheet. Roll the wheel away from you, you scroll up the spreadsheet. Roll the wheel to you, you scroll down the spreadsheet. If you click the wheel the movement feature is turned on and as you move the mouse left, right, up or down you scroll in that direction. Click the wheel a second time to turn it off.

3. While over **B3**, press and hold down the left mouse button. Move the mouse to cell **E3**.
4. Release the mouse button.

Your screen should look like this.

B3		fx				Jan
	A	B	C	D	E	
1						
2						
3		Jan	Feb	Mar	Qtr Tot	
4	North	300	298	321	919	
5	South	298	276	302	876	
6	East	302	279	337	918	
7	West	311	321	342	974	
8						

- Select cell **B5**.
The same as Clicking on cell B5.
- Press [**CTRL**] + **A**.

Tip: Press [CTRL] & [SHIFT] together with one hand and with the other hand press the [EIGHT]. This will select the table area as well.

Your screen should look like this.

B5		fx				298
	A	B	C	D	E	
1						
2						
3		Jan	Feb	Mar	Qtr Totals	
4	North	300	298	321	919	
5	South	298	276	302	876	
6	East	302	279	337	918	
7	West	311	321	342	974	
8						

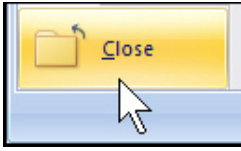
Close the workbook

- Click the **Office Button**
The keyboard shortcut is [CTRL] + [F4] to close the workbook.



2. Click the **Close** button.

The keyboard shortcut is **[CTRL] + [F4]** to close the workbook.







Creating a Workbook and Modifying a Worksheet

We create a workbook by opening Excel or while in Excel clicking the, New menu item on the Office Button menu. After we have opened a new workbook we will enter text and numbers to build our first worksheet. As you type text into a cell you create labels. With a few labels to structure your worksheet you can enter data, formulas, and functions to make your worksheet complete.

As you start to enter data, remember that **[ENTER]** completes the entry and pressing **[ESC]** cancels it. We will work with both of these keys as we go through the next section.

Before we start editing a single cell or multiple cells we need to review the mouse pointer. Excel is a very powerful application and using the mouse can be a great tool, once we learn it's signs. The way the mouse communicates with us is by changing its symbol or sign. The table below will help you identify each pointer's sign and its function.

Pointer	Function
	The white plus symbol identifies that your mouse is in a position to select cell(s). If you click the left mouse button you will select the cell underneath. If you press and drag the mouse you can select more than one cell.
	The standard white arrow head mouse pointer with the four black arrows identifies that your mouse is in a position to move cell(s). If you press and hold your left mouse button down and drag, when you release the mouse button at the new location the contents of the cell you are dragging will be moved to the new location.
	The black plus symbol in the lower right corner of a selected cell, identifies that you are over the AutoFill handle. You will use the AutoFill handle later in this book.
	The I-beam symbol identifies that you are over a cell that is in edit mode. Edit mode means that you can type, edit and make correction to the contents of the active cell. If the cell has a formula or text, you can place the cursor between any characters by moving the I-beam to the desired location and click.

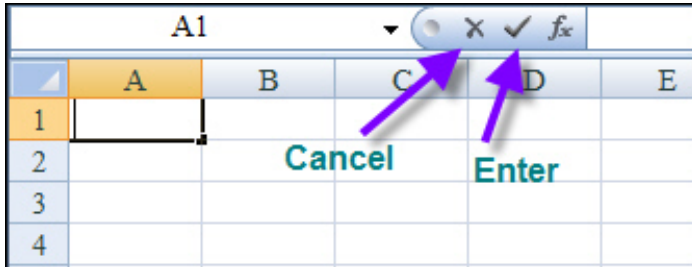
Creating a New Workbook

In this section, you learn the basics of creating a workbook and adding information. After you complete the text or numbers in an individual cell you will press **[ENTER]** or **[TAB]**. If you press the **[ENTER]** key the active cell moves down one. If you press **[TAB]** the active cell moves to the right.

There is one more item that you should be aware of. The Enter and Cancel button located to the right of the Name box is a handy button when you have your hand on the mouse. The red X is for Cancel and

the green check mark is for Enter. The trick is that you cannot see them unless you are in edit mode (*typing in a cell*). Remember that if you are in edit mode most of your menu commands will not work. Clicking on the red X is the same as pressing the [ESC] key and clicking on the green check mark is the same as pressing [CTRL] + [ENTER].

The [CTRL] + [ENTER] key combination is the same as [ENTER] but the active cell dose not move.

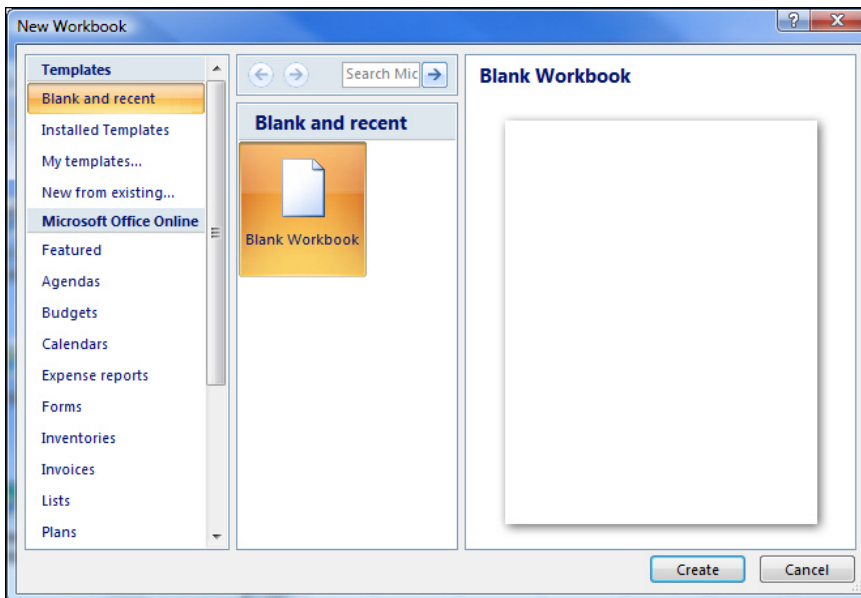


Adding labels

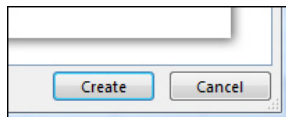
Next you will create a new workbook to begin filling in information on your spreadsheet.

1. Click the **Office Button** and click **New**.

Your screen should look like this.



2. Click the **Create** button to create a new workbook.



3. Type: **First Quarter Sales** and press [ENTER] three times.
4. Type: **Widget 201** and press [ENTER].