

5. Click the **File** tab to open the Backstage view, then select **Save**. Note that "Save As" remains highlighted.
6. In the left column, select **Computer**. Then click **Browse**.
7. Browse to the Excel01lessons folder on your computer.
8. In the File name: text area, type **1_1**. Click the **Save as type:** drop-down to view the many save formats available in Excel 2013.
9. Select **Excel Workbook** from the **Save as type:** drop-down and click **Save**.
10. Close the workbook.

Project 1-2: Utilizing the Ribbon

In this exercise you'll work with the Ribbon tabs.

1. Open Excel and create a new blank document. (No need to save.)
2. Click the **File** tab (Backstage) and survey the file-management options available.
3. Press **Escape** to return to the main editing screen. Add a title to Slide 1, then select the new title text.
4. In the **Home** tab, expand the font gallery. Press **T** to jump down the font list. Choose **Times New Roman** and note the font change in the title box.
5. Select **Undo** from the Quick Access Toolbar (or press **Ctrl+Z**).
6. Experiment with commands in the **Insert**, **Design**, and other tabs.
7. Click **File > Exit**. When prompted, elect not to save the document.

Proficiency Assessment

Project 1-3: Entering Data

You will create an Excel worksheet containing a list of items sold at a recent garage sale. Excel's tools for quick data entry speed up the process.

1. Create a new workbook. Click the **File** tab, choose **Save**, navigate to Excel01lessons folder, and name the workbook **Sale_Items_1**.
2. In cell **A1**, type **Item**. Press **Tab**.
3. In cell **B1**, type **Cost**. Press **Tab**.
4. In cell **C1**, type **Quantity**. Press **Tab**.
5. In cell **D1**, type **Total Cost**. Press **Return** to move the cursor to **A2**.
6. Type each of the following item names and press **Return** after each: **sneakers**, **shirt (L)**, **shirt (S)**, **books**. The last entry will appear in **A5**.
7. Click in **B2**, type **\$5**, and press **Return**.
8. Type **\$2**, then click on the small handle at the lower right of the selected cell, called the **AutoFill** handle, and drag it down to **B5**. All three cells will display **\$2**.
9. Click in cell **C2**, then click in the **Formula** bar and type **2**.
10. Hit **Return**. Type the following values, hitting **Return** after each one: **1**, **3**, **10**.
11. Save the file and close the workbook.

Project 1-4: Editing and Extending a Workbook

In this exercise, you will add formulas to the previously created workbook.

1. Click the **File** tab. A list of recent locations and documents will appear. Under Recent Workbooks, select **Sale_Items_1**.
2. Select cell **D2**. In the Formula bar, type `=product(` but do not press **Return**.
3. Click and drag from **B2** to **C2** to select those cells. The Formula bar now reads `=product(B2:C2)`.
4. Press **Return**. Cell **D3** is selected, and **D2** displays the number 10.
5. Click cell **D2** and drag its AutoFill handle down to **D5**. The column fills with numbers representing total sales cost: 2, 6, and 20.
6. Click cell **B4** and type 5, then press **Return**. The values in **B4** and **D4** will update.
7. Choose **Save As** and name the file **Sales_Items_2**. Close the file.
8. Leave Excel open for the next exercise.

Mastery Assessment

Project 1-5: Using Display Modes

1. Hit **Ctrl+N** to create a new file.
2. In cell **A1**, type *Sample entry 1*.
3. Drag its AutoFill handle down to populate the first 60 cells of column **A**.
4. Open the **View** tab and click **Page Layout**. Note that Excel fills up the entire first page with dozens of rows before breaking for page 2.
5. Select **Page Break Preview**. Drag the blue dotted line, which indicates a page break, up to roughly row 10.
6. Reselect **Page Layout**. Excel has moved the page break to its new location.
7. Press **Ctrl+W** to close the document. When prompted to save, select **Don't Save**. Leave Excel open for the next exercise.

Project 1-6: Customizing the Quick Access Toolbar

1. Click the arrow on the Quick Access Toolbar to open the **Customize Quick Access Toolbar** drop-down menu.
2. Select **Sort Ascending** from the menu.
3. Reopen the dropdown menu and select **More Commands...**
4. From the left-hand list, select **Create Chart** and click **Add>>**.
5. Click **Customizations: Reset** and select **Reset only Quick Access Toolbar**. Click **Yes** at the prompt, then click **OK**.
6. Close Excel.

9. Click **Formulas > AutoSum > Sum**, then select the range B23:B26. Press **Return**.
10. Save and close your document.

Proficiency Assessment

Project 2-3: Working with Rows

In this exercise you will work with several rows of data at once.

1. Open the project file 2-3-source and save it as project_2-3_rows.
2. Select row 1 by clicking on the row label "1." Apply boldface formatting to the row (**Ctrl+B**).
3. Freeze row 1 (**View > Freeze Panes > Freeze Top Row**).
4. Select row 23. Right click the label and select **Insert Row**.
5. Insert three more empty rows in the same spot.
6. Select row 31 and Copy its contents.
7. Select row 23 and Paste the clipboard contents.
8. Change the contents of cell C23 to **March total**.
9. Select cell D23. Click in the Formula bar. Drag the handles of the blue bounding box to change the selected cell range to B2:B22. Press **Return**.
10. Select the column C heading and click **Home > Cells > Format > AutoFit Column Width** to resize the column.
11. Select rows 2 through 22. Right click in the selected range and choose **Hide**.
12. Repeat step 11 for rows 27 through 30 (the April data).
13. Save and close your document.

Project 2-4: Rows and Columns

In this exercise you will reformat rows and columns in a worksheet.

1. Open the project file 2-4-source and save it as project_2-4_columns.
2. Click and drag to select the labels for rows 26 and 31 (and the hidden rows between). Right click one of the labels and select **Unhide**.
3. Click and drag to select the headings for columns C and D.
4. Press **Ctrl+X** to cut.
5. Click the heading for column E and press **Ctrl+V** to paste.
6. Select cells A27:A30. From the **Home > Number group**, select **Short Date** from the drop-down menu. Note that applying the Date data format to the whole column would mislabel the header cell as a Date.
7. Save and close your document.

Knowledge Assessment

True/False

Circle T if the statement is true or F if the statement is false

- T F 1. A number with a thousands separator but no currency symbol has the Comma Style.
- T F 2. Accounting Format aligns both currency symbols and decimal points.
- T F 3. Excel offers Social Security and Phone Number format support.
- T F 4. The background color of a cell is called the Cell Shade.
- T F 5. Merge & Center adds up the contents of several cells and displays the sum in a single large cell.
- T F 6. To add a thick borderline around the edges of a multi-cell selection, use the All Borders option.
- T F 7. You can modify the borders of a cell range using the Border Eraser tool.
- T F 8. To copy the fill color and data format between cells, use the Format Painter.
- T F 9. Selecting a new Page Theme will clear the data formatting in a document.
- T F 10. Conditional Formatting uses rules to determine the content or style of a cell.

Fill in the Blanks

Complete the following sentences by writing the correct word or words in the blanks provided.

1. Themes and Color Schemes can be selected from galleries in the _____ tab.
2. A Font Set consists of default fonts for _____ and _____ cells.
3. The command for adjusting text wrapping is found in the _____ group of the _____ tab.
4. To automatically expand a column to display its entire contents, use the _____ tool.
5. In addition to changing font, size, and color, you can alter your data's text attributes. Options include _____, _____, _____, and _____.
6. Data formatted with the Text format will not be used in _____.
7. To display \$5 as \$5.00, apply the _____ command twice.
8. Calendar entries can be formatted as _____ (e.g., 2/13/1979) or _____ (e.g., Tuesday, February 13, 1979).
9. In Excel, numbers are also known as _____.
10. To format a calendar date like 21 /:/ December /:/ 2005, use a _____ number format.

Competency Assessment

Project 3-1: Formatting Numeric Data

In this exercise you will apply a variety of number formats to the same data.

1. Create a new blank workbook.
2. Fill the range A1:A7 with the following text labels, one per cell: General, Date, Currency, Percentage, Scientific, Accounting, Time.
3. Type the number 4509.334 in cell B1.
4. Drag the AutoFill handle down to fill cells B2:B7 with the same number.
5. Select cell B2.
6. From the drop-down menu in the Home > Number group, select Short Date.