

Easy Steps



Unit 18743 (V4)

**Produce a spreadsheet from instructions
using supplied data**

with

Microsoft Excel 2013

- ☒ Easy to follow
- ☒ Step-by-step instructions
- ☒ Covers Unit Standard Criteria

A Cheryl Price Publication

Unit Standard 18743 (Version 4)

Produce a spreadsheet from instructions using supplied data - Excel 2013

This book covers the course outline for the following New Zealand Qualifications Authority Unit Standard:

Unit Standard 18743 (v4) - **GENERIC COMPUTING (Level 1, Credit 2)**
Produce a spreadsheet from instructions using supplied

All topics in this Unit Standard are included in this book.

Retrievable exercise files are used with this book and listed on page x. These are available as a free download from our web site at www.cherylprice.co.nz. Instructions for downloading the exercises are included on page xi.

This book has been written using Microsoft Excel 2013 with Windows 8.1.

Free Resource: A free resource "What is a Spreadsheet" (with manual exercises) is available on our Resources page at www.cherylprice.co.nz. This is an excellent resource for total beginners to spreadsheets or for those students who have difficulty understanding spreadsheet concepts.

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Introduction

Welcome to Unit Standard 18743 v4 Produce a spreadsheet from instructions using supplied data with Microsoft Excel 2013.

This book has been written using Microsoft Excel 2013 with Windows 8.1. (The Windows 7 operating system can be used. However screen shots will differ slightly from those shown in this book.)

Retrieval Exercise Files

Some exercise files have been created for you to prevent time in keying in many exercises. You can then open these files and use the features of Excel to manipulate and format text.

A list of these files is shown on page x and instructions for downloading these files from our web site are included on page xi.

What you will learn

In this course you will learn how to –

Produce a spreadsheet from instructions using supplied data

- Data is entered using labels and values and formatted.
- Cell functions and/or formulae are used which include add, subtract, multiply, divide and sum.
- Two different types of graphs are produced and printed.

How you will learn

This book is divided into sections. Each section page lists the learning outcomes for that section. You will work through each section and do all exercises (or those instructed by your tutor).

Each section contains several quizzes to revise the skills learnt. A Practice Assessment is included at the end of the book to test the overall understanding across all topics. Our books include accumulation and consolidation of learning which carries across each section.

After you have completed the book your tutor will give you the actual Unit Standard Assessment.

Word meaning boxes

Sometimes you will see a box at the left side of the page of a line that has dotted underlining. This box will contain information to help you understand the meaning of the underlined word (or how that word is formed). An example is shown below.

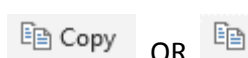
forecast
= to
calculate a
future
result

Data can therefore be altered to re-calculate budgets and to forecast results using different sales figures. Worksheets can be saved, opened and printed as required.

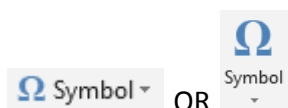
Different Excel buttons

Depending on the size of your Excel screen, buttons on the ribbon may vary to those shown in this book. The icon with the word of that feature may show, or the icon only.

For example, the Copy button in the Clipboard group on the Home tab may be displayed in either of the following ways.



The Symbol button can show as either -



Shortcut keys

Shortcut keys are indicated in the left margin, usually the first time they are used. An example follows.

Ctrl S

- 1 Click on the Save button  on the Quick Access Toolbar .
- 2 Type a file name for your document then click on Save.

Glossary

Generally when a word(s) is first used that is a technical term or a word that you may not know that relates to an exercise, or a particular Excel 2013 feature, a description is given. You will also see that such words are in **bold**.

These terms are listed on each section page, an example is shown below. Explanations are also included in the Glossary at the end of the book.



In this section you will come across the following words highlighted in bold. This indicates that the word is included in the Glossary at the end of the book together with a description of that word.

Arguments
Backstage View
Cell reference
Cells
Charts

Data
Default
Dynamic
Exponential format
Fill handle

Formula
Functions
Gridlines

Icons used in this book

This book contains icons to help guide you in your learning.

The following list shows the icon and its meaning.



Learning Outcomes

Learning Outcomes are displayed on the section page and describe what you will learn in that section.



EXERCISE 1

These are the exercises that you are required to do. Often there will be an introduction sentence to tell you what you will be doing in that exercise.



These are notes for your information.

Quiz 1

Each quiz revises the learning as you work through the book.



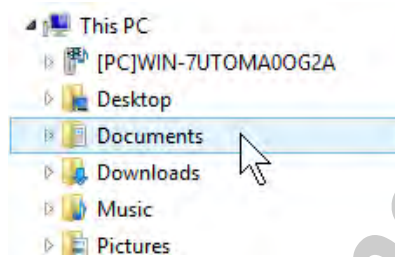
Practice Assessment

The Practice Assessment at the end of the book covers consolidation of topics learnt and provides practice for students prior to sitting the actual Unit Standard Assessment.

Save Options

When a document is saved you will be requested to select the location, ie Computer then click on the Browse button and select the folder required. You can eliminate this procedure by selecting the location and saving directly to the Save dialog box and therefore bypass Backstage view.

For the purposes of this book we have used the Documents folder within This PC as the default folder. This folder is shown below which is the shortcut for the actual path name of C:\Users\User Name\Documents. This means that files you open and save will be on your hard drive.



Use the following instructions to specify the Documents folder as the default file location:

- 1 Click on the **FILE** tab then click on **Options**.
- 2 Click on **Save** at the left.
- 3 Ensure that the Documents folder is displayed as the Default local file location as shown below.

- ☒ Don't show the Backstage when opening or saving files
- ☐ Show additional places for saving, even if sign-in may be required.
- ☐ Save to Computer by default

Default local file location:

C:\Users\Cheryl\Documents\

[Browse...](#)

- 4 Also ensure that *Don't show the Backstage when opening or saving files* option displays a tick.
- 5 Remove the tick from the next option *Show additional places for saving, even if sign-in may be required.*
- 6 Click on OK.



If you wish to open and save files to OneDrive (ie the cloud) use instructions on the next page.

If you have Windows 8, or have updated to Windows 8.1 from Windows 8, SkyDrive may be displayed instead of OneDrive but is essentially the same.

OneDrive

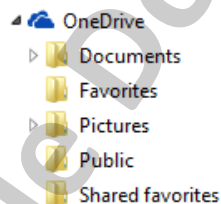
OneDrive is a cloud storage application from Microsoft. It is one of the major online file storage options competing with Dropbox and Google Drive.



Because files are stored “in the cloud” (in addition to your hard drive) it means that you can access those files from anywhere in the world because you will always have access to the OneDrive application and your files. You do however need an Internet connection for the files to be updated from your hard drive to OneDrive.



Saving to OneDrive

OneDrive is automatically set up when Microsoft Office 2013 (ie Office 365) is installed on your computer. A OneDrive folder will be displayed on the Navigation Pane in Windows Explorer as below.



Files can be saved manually by clicking on the Save button  on the Quick Access Toolbar, specifying a name for your file then clicking on the  OneDrive icon (you may wish to double click on Documents and save to that folder).

OneDrive as the Default File Location

Use the following instructions if you wish to specify OneDrive as your default file location.

- 1 Click on the **FILE** tab then click on **Options**.
- 2 Click on **Save** at the left.
- 3 Ensure that the C:\Users\User Name\OneDrive\Documents folder is displayed as the Default local file location as shown on the next page. (You may need to retype the location)
- 4 Also ensure that *Don't show the Backstage when opening or saving files* option displays a tick.

- 5 Remove the tick from the next option *Show additional places for saving, even if sign-in may be required.*

- ☒ Don't show the Backstage when opening or saving files
- ☐ Show additional places for saving, even if sign-in may be required.
- ☐ Save to Computer by default

Default local file location:

C:\Users\Cheryl\OneDrive\Documents

Browse...

- 6 Click on OK.

OneDrive Website

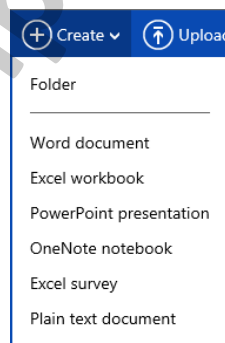
You can log in to the OneDrive website using your web browser with your login name and password.

The website is www.OneDrive.live.com.



You can upload photos and use files and share files.

New files can be created through OneDrive by clicking on **Create** and selecting the program you wish to use, eg Excel (web applications in OneDrive are slightly cut-down versions of Office 2013 programs).



Sharing Files

From within Excel 2013 you can save files to OneDrive (usually to the Documents folder) and then share those files. You can then click on the **FILE** tab, on **Share** and invite people to share files in OneDrive.

Alternatively, you can right click on a file in the OneDrive website (see above) and select Sharing.

Use Google in your web browser to search for additional information on OneDrive.

Exercise Files used in this book

(Instructions are included on the following page for downloading retrievable files from our web site at www.cherylprice.co.nz)

Names of files	
Clarkson Contractors	Sandi's Budget for Charts
Hemana Stationery Supplies	The Corner Dairy
Sandi's Budget	



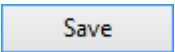
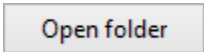
Sample Document

Downloading Exercise Files

The exercise files listed on the previous page can be downloaded from the Cheryl Price web site using the instructions below.



For the purposes of this book we have specified Exercise files to be downloaded to the Documents folder within This PC which is the shortcut for the actual pathname of C:\Users\User Name\Documents. This is where files will be opened from and saved to.

1	In the address bar of Internet Explorer, type: www.cherylprice.co.nz
2	Press Enter on the keyboard to display the Cheryl Price website.
3	Click in the Product Search box and type the number of this unit standard, as shown at the right. <div data-bbox="1056 669 1362 853" data-label="Image"> </div>
4	Click on 
5	Click on US 18743
6	Under the Exercise Files heading click on the underlined blue hyperlink, ie Book Exercise Files – V4 Excel 2013 Free Download The File Download dialog box will display.
7	<p>a Click on  Save as then</p> <p>b Change file name to <i>US18743 v4Excel 2013 Book Exercise Files</i>.</p> <p>c Click on the Documents folder shown below.</p> <div data-bbox="647 1397 1027 1615" data-label="Image"> </div> <div data-bbox="379 1653 453 1720" data-label="Image"> </div> <p>The Documents folder under This PC is the shortcut for C:\Users\User Name\Documents</p> <p>d Click on .</p>
8	<p>a Click on .</p> <p>b Right click on the zipped exercise file and select Extract All. Click on Extract. A folder will be created containing the exercise files.</p> <p>c Delete the Compressed (zipped) Folder.</p>

NZQA Outcomes and Evidence Requirements

Unit Standard 18743 (Version 4)

Title	Produce a spreadsheet from instructions using supplied data		
Level	1	Credits	2

Purpose	People credited with this unit standard are able to produce a spreadsheet from instructions using supplied data.
----------------	--

Classification	Computing > Generic Computing
-----------------------	-------------------------------

Available grade	Achieved
------------------------	----------

Explanatory notes

- 1 Candidates are required to produce and print a spreadsheet using supplied data and instructions that specify the formatting, graphic, and print layout requirements, and where the formulae should be placed in the spreadsheet.
- 2 Legislation relevant to this unit standard includes but is not limited to the:
Copyright Act 1994
Copyright (New Technologies) Amendment Act 2008
Health and Safety in Employment Act 1992,
Privacy Act 1993;
and any subsequent amendments.
- 3 An assessment resource to support computing unit standards (levels 1 to 4) can be found on the NZQA website at www.nzqa.govt.nz/asm.
'The Computing Process - a clarification document' contains further information and can be found on the NZQA website.

Outcomes and evidence requirements

Outcome 1

Produce a spreadsheet from instructions using supplied data.

Evidence requirements

- 1.1 Data is entered into the spreadsheet, using labels and values, in accordance with instructions.
- 1.2 Data is formatted in accordance with instructions.

- 1.3 Spreadsheet cell functions and/or formulae are used in accordance with the instructions.
- Range includes but is not limited to – add, subtract, multiply, divide, sum.
- 1.4 Two different types of graphs are produced from spreadsheet cell ranges in accordance with instructions.
- 1.5 The spreadsheet and graphs are printed in accordance with the layout requirements of the instructions.

Planned review date	31 December 2016
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 July 2002	31 December 2013
Revision	2	16 July 2004	31 December 2013
Review	3	22 May 2009	31 December 2015
Rollover and Revision	4	19 September 2013	N/A

Consent and Moderation Requirements (CMR) reference	0226
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Sample Document

What is a Spreadsheet?

The Excel 2013 Screen

Open a Workbook

Add Data to a Workbook



Learning Outcomes

At the end of this section you should be able to -

- ☐ Understand spreadsheets
- ☐ Identify elements of a spreadsheet
- ☐ Start Excel 2013
- ☐ Move around the workbook window
- ☐ Understand rows, columns and cells
- ☐ Open a workbook
- ☐ Identify labels, values and formula
- ☐ Add data to a workbook
- ☐ Save a workbook
- ☐ Print a worksheet
- ☐ Close a workbook



In this section you will come across the following words highlighted in bold. This indicates that the word is included in the Glossary at the end of the book together with a description of that word.

Backstage View
Cell References
Cells
Charts
Column Headings
Columns
Data
Dialog Box
Dialog Box Launcher
Formulas
Formula Bar
Function

Horizontal Scroll Bar
Key Tips
Labels
Name Box
Navigation Pane
Print Preview
Quick Access Toolbar
Quick Print Button
Range
Range Finder
Ribbon
Ribbon Groups

Row Headings
Rows
Sheet Tabs
Spreadsheet
Status Bar
Tabs
Values
Vertical Scroll Bar
Workbook
Worksheet

Spreadsheets

A **spreadsheet** is essentially a large chart composed entirely of rectangular spaces (called **cells**). A spreadsheet is made up of **rows** and **columns**. The **data** that is entered into cells can be stored as values, text, numbers or formulas.

Excel 2013 (or any spreadsheet program) makes calculations easy - it replaces your pencil, paper and calculator. If you change data in a **worksheet**, all **formulas** associated with that data will be automatically recalculated accordingly. Data can be altered to calculate budgets and to forecast results. Worksheets can be saved on disk, retrieved and printed as required.

Charts can be created in a variety of different styles to show data in visual form. When spreadsheet data is changed, the information in the chart is updated and vice versa.

Spreadsheets are widely used -

- 1 ***In industry and commerce for***
 - financial accounts
 - forecasting and projection results
 - recording and comparing data
 - personnel details
- 2 ***At home for***
 - budgeting
 - calculations, eg painting, wallpapering
 - savings and travelling expenses
- 3 ***At schools for***
 - test and examination results
 - timetables
 - school rolls
- 4 ***At clubs for***
 - membership fees
 - sports results
 - sponsorship details

Examples of other spreadsheet programs are Corel Quattro Pro, SuperCalc and OpenOffice Calc (the last of which can be freely downloaded from the Internet).

Spreadsheet/Worksheet

The word spreadsheet is a general term for any document created by a spreadsheet program; a spreadsheet is referred to in Excel 2013 as a worksheet. Both of these terms are used throughout this book but they refer to the same thing.

Unit Standard 18743 uses the term spreadsheet, so this word is used to refer to learning points that are directly relevant to the 18743 assessment.

Working with Spreadsheets

In a spreadsheet program **cell references** are used and not the actual numbers, to calculate what is contained in the cells (ie the intersection of a column and a row). If the actual numbers are changed then the calculations (referred to as formulas) will update.

intersection
= where
two items
meet

Manual versus Computerised Spreadsheets

Before spreadsheet software programs, calculations were made on grid paper. To give you an understanding of how this relates to a spreadsheet, our example below shows each column indicated by an alphabetical letter and each row by a number. The characters used to identify each column are referred to as **column headings**. The numbers used to identify each row are referred to as **row headings**. The intersection of a column and row is referred to as a cell, eg cell A1 contains the text Michael's Budget, cell B8 contains the total of cells B5, B6 and B7. This is an example of a basic manual spreadsheet with data written onto the grid.

Elements of a Spreadsheet

	A	B	C	D	E	Column Heading
1	Michael's Budget					
2	April-June					Labels
3						
4		April	May	June	Total	
5	Bus Fares	35.00	32.00	38.50	105.50	Values
6	Entertainment	20.00	15.00	25.00	60.00	
7	Haircuts	12.00	12.00	12.00	36.00	
8	Total	\$67.00	\$59.00	\$75.50	\$201.50	
9						

The figures from each column would be added on a calculator and the total written into the Total row at the bottom of each column. You might also need to calculate each row across and insert the total amount in the Total column. The Total in cell E8 would then be the same whether added down column E, or across row 8 (ie it is a double check). The above spreadsheet would display in Excel as shown below.

	A	B	C	D	E
1	Michael's Budget				
2	April-June				
3					
4		April	May	June	Total
5	Bus Fares	35.00	32.00	38.50	105.50
6	Entertainment	20.00	15.00	25.00	60.00
7	Haircuts	12.00	12.00	12.00	36.00
8	Total	\$67.00	\$59.00	\$75.50	\$201.50
9					

Labels

Labels are text or numbers that are not used in a mathematical formula or equation. They help the reader understand different parts of a worksheet, ie column headings, row headings, title of a worksheet, etc.

Values

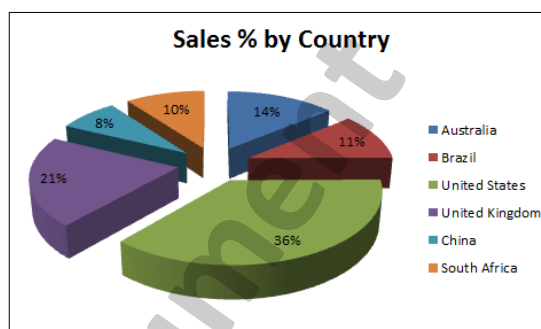
Values are data that is used to calculate results or the end result of a calculation.

Reference to particular data is described by the use of cell references to show how an amount is calculated, eg the Total Bus Fares figure of \$105.50 would be shown in an electronic spreadsheet as a formula, =SUM(B5:D5) which simply means to add the contents of cells B5+C5+D5. If one of the figures is changed, the formula will update automatically because cell references are used to calculate and not actual figures.

Samples of Spreadsheets

	A	B	C	D	E	F	G	H
1	Day Trippers							
2								
3	Tours	January	February	March	April	May	June	Total
4	Hinterland Tour	256	353	178	125	374	322	1608
5	The Coast Tour	312	262	285	310	345	370	1884
6	Bryon Bay and Tweed Heads	408	478	324	314	423	384	2331
7	Fraser Island	993	810	826	786	874	882	5171
8	Brisbane in a Day	554	487	512	456	492	414	2915
9	Brisbane at Night	452	435	478	398	416	488	2667
10	Total	2975	2825	2603	2389	2924	2860	16576

	A	B	C	D	E	F
1	VitaHealth Products - Worldwide Sales					
2	2016					
3						
4		Q1	Q2	Q3	Q4	Total
5	Australia	105,000	95,600	87,500	160,200	448,300
6	Brazil	85,000	92,300	75,000	96,000	348,300
7	United States	199,000	357,000	224,785	391,255	1,172,040
8	United Kingdom	153,000	169,000	158,700	180,250	660,950
9	China	62,500	52,500	49,000	82,000	246,000
10	South Africa	75,000	84,000	70,400	96,100	325,500
11						
12	Total	679,500	850,400	665,385	1,005,805	3,201,090
13						
14						
15	2015					
16						
17		Q1	Q2	Q3	Q4	Total
18	Australia	55,000	88,000	76,000	155,350	374,350
19	Brazil	75,000	85,300	72,400	95,000	327,700
20	United States	155,000	225,000	123,950	250,780	754,730
21	United Kingdom	125,000	255,690	155,890	175,500	712,080
22	China	65,000	45,650	45,000	75,000	230,650
23	South Africa	78,000	89,000	65,890	95,200	328,090
24						
25	Total	553,000	788,640	539,130	851,830	2,732,600
26						
27						
28	2014					
29						
30		Q1	Q2	Q3		
31	Australia	125,000	98,500	85,400		
32	Brazil	75,000	85,500	72,350		
33	United States	185,500	355,780	212,500		
34	United Kingdom	145,500	165,780	155,500		
35	China	65,000	51,500	54,000		
36	South Africa	72,500	82,200	75,400		
37						
38	Total	668,500	839,260	655,150		




	A	B	C	D	E	F	G
1	Te Kea Trading Company						
2	Pricing Structure for Annual Sale						
3							
4							
5	Product	Cost Price	Retail Price	% Margin	Quantity in Stock	Value of Stock	Sale Price
6							
7	Calendars	\$ 11.00	\$ 18.95	41.95%	50	\$ 550.00	\$ 17.06
8	Saucepans	75.00	95.00	21.05%	25	1,875.00	85.50
9	Electric Jug	42.00	75.50	44.37%	32	1,344.00	67.95
10	Men's Sweatshirt	24.00	42.95	44.12%	55	1,320.00	38.66
11	Weedeater	185.00	269.90	31.46%	24	4,440.00	242.91
12	T-Shirts	15.00	24.85	39.64%	75	1,125.00	22.37
13	Garden Shed	295.00	375.50	21.44%	11	3,245.00	337.95
14	Crockpot	120.00	159.90	24.95%	30	3,600.00	143.91
15							

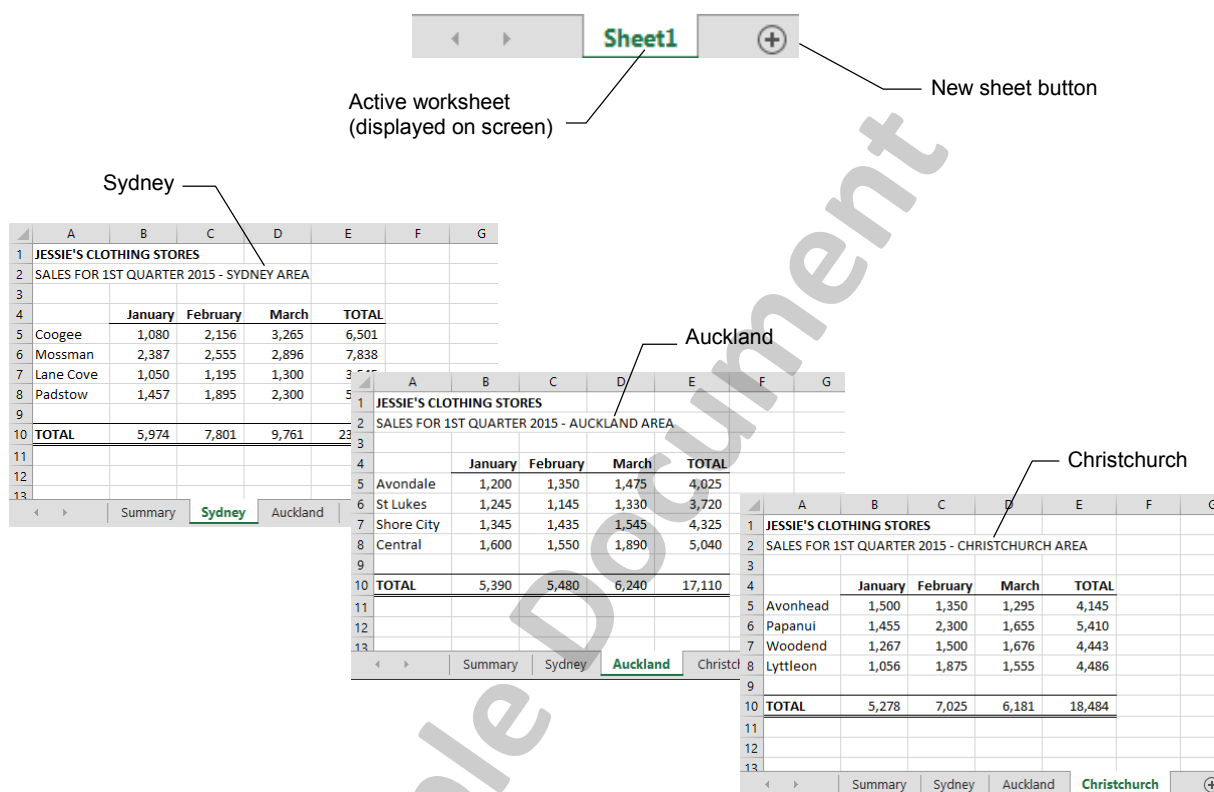
Advantages of Spreadsheets

- Calculations can be performed quickly and easily.
- Figures can be quickly calculated and if data is altered the calculations automatically adjust.
- Worksheets within a workbook can be used for different groups of data. Data from a group of worksheets can be calculated onto one summary worksheet.
- Charts can be used to visually display data - bar, column, pie, line.
- Data can be manipulated, grouped and sorted into a specific order for lists, databases, etc. Data within a spreadsheet can then be quickly located.

The Workbook

A **workbook** is a single file in Excel. Each new workbook contains one worksheet which is named as *Sheet1*. Worksheets are designed to display different data, eg a company might use a worksheet for each sales branch, then a final worksheet which totals all sales figures from each branch and displays a summary.

Sheet tabs are displayed at the bottom of the screen. You can move from worksheet to worksheet by clicking on a sheet tab, as shown below. (Additional sheets can be added by clicking on the New sheet button )



Active worksheet (displayed on screen)

New sheet button

Sydney

Auckland

Christchurch

Each sheet tab can contain different areas/costings, etc within a workbook. A summary of the sheet tabs is often displayed on the first or last sheet tab.



	A	B	C	D	E	F	G
1	JESSIE'S CLOTHING STORES						
2	SALES FOR 1ST QUARTER 2015 - SUMMARY						
3							
4		January	February	March	TOTAL		
5	Sydney	5,974	7,801	9,761	23,536		
6	Auckland	5,390	5,480	6,240	17,110		
7	Christchurch	5,278	7,025	6,181	18,484		
8							
9	TOTAL	16,642	20,306	22,182	59,130		
10							
11							
12							
13							

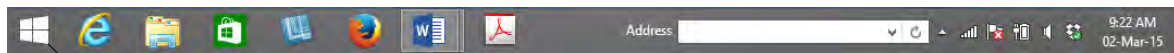
Summary

Starting Excel 2013

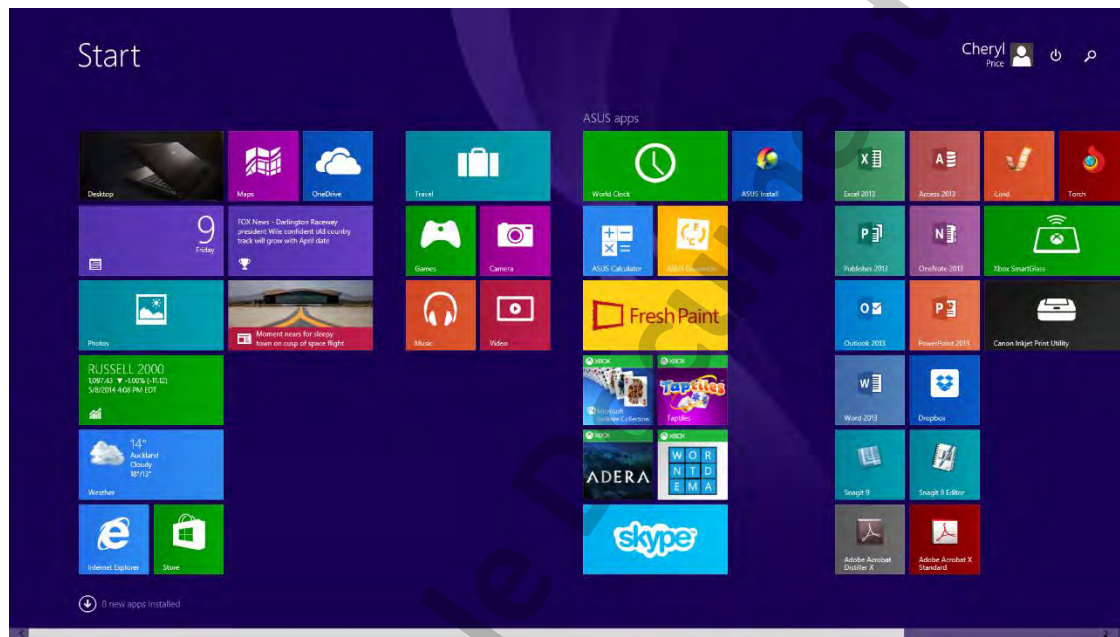


EXERCISE 1

- 1 If the Start screen shown below is not displayed, click on the Windows key  on your keyboard.
OR
Move your mouse pointer to the very bottom left of the window where the Start button  is displayed as shown below.




Start button




Click here to display the Start button

Click here to scroll across the screen





Depending on your screen size, there may be other icons for applications that cannot be displayed. Click on  at the bottom right of the screen to scroll across and view further icons. (Yours will be slightly different and may have more, or less programs displayed.)

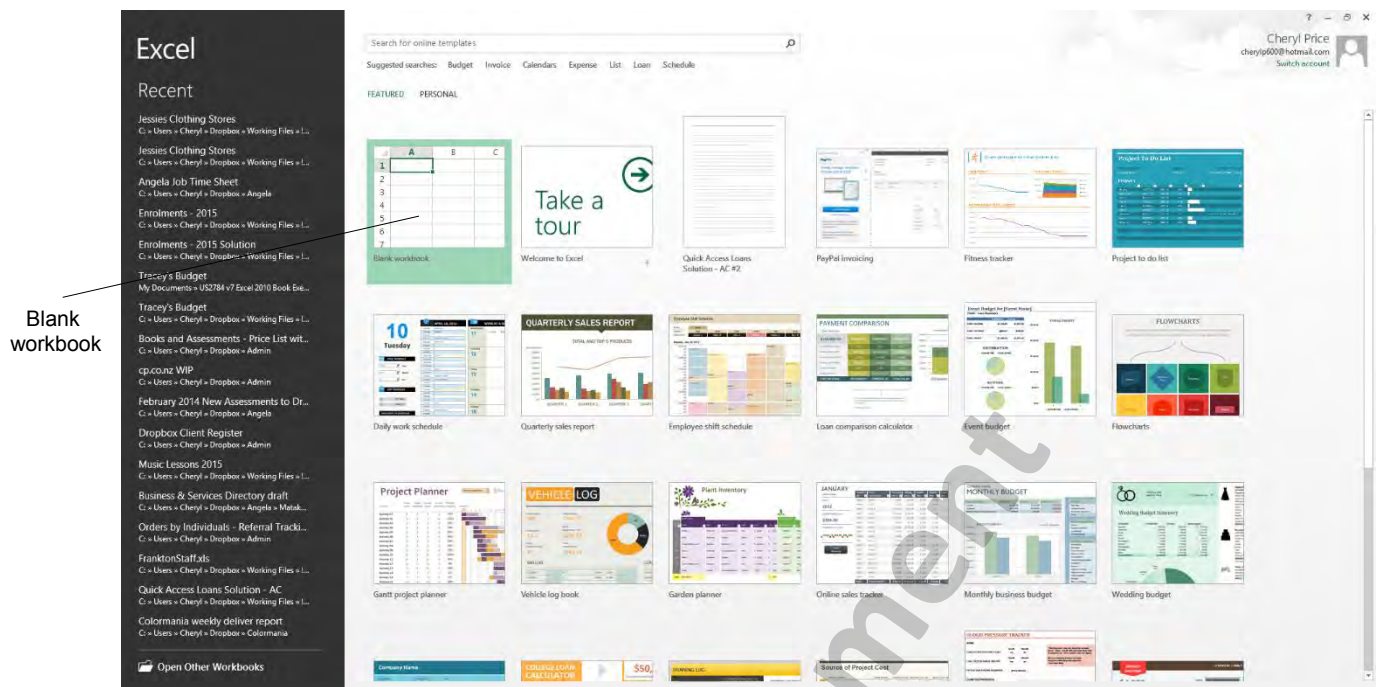


- 2 Click on the Excel 2013 program icon .



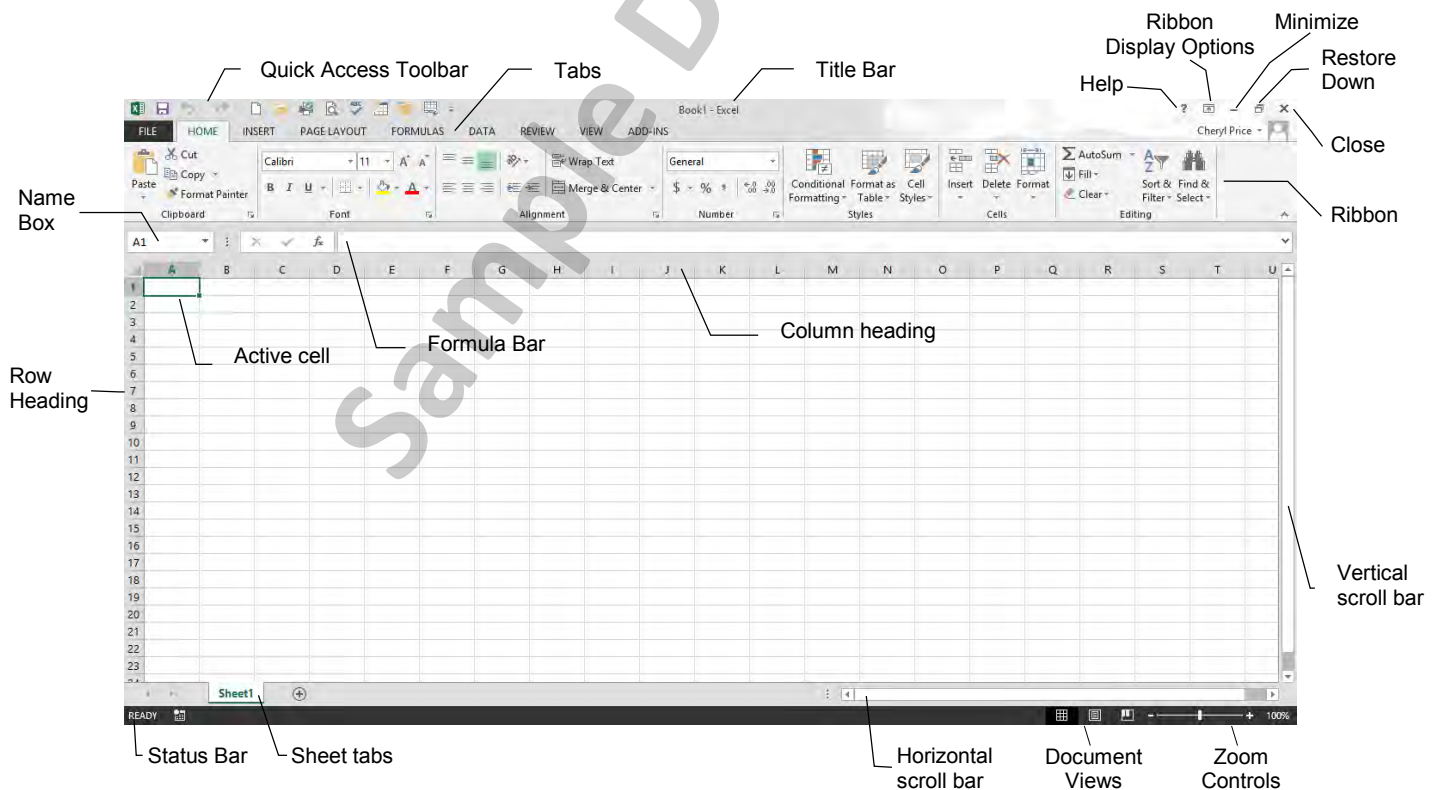
If you wish to make it easier to access Excel in future, right click on the Excel icon  on the taskbar at the bottom of the screen and select  Pin this program to taskbar . You can simply click on this icon to launch Excel in future.

Microsoft Excel will open. If Excel 2013 has been used previously then **Backstage View** will be displayed as shown below. (Recent documents are shown at the left.)



3 Click on Blank workbook as indicated above.

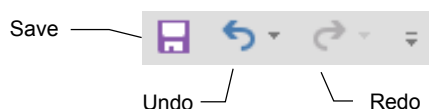
The Excel Screen



The **FILE** tab contains all basic tasks such as opening, saving and printing a spreadsheet.

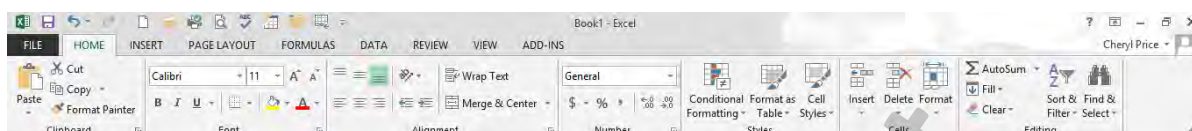
Quick Access Toolbar

The **Quick Access Toolbar** contains commands to Save, Undo and Redo. Frequently used commands can be added to this menu.



The Ribbon

The **Ribbon** provides access to all the tools required for working with a spreadsheet.



Tabs

Tabs are displayed above the ribbon. The FILE tab displays a menu but the other tabs are specific to the ribbon; click on the tab to display the ribbon required.

There are nine default tabs:



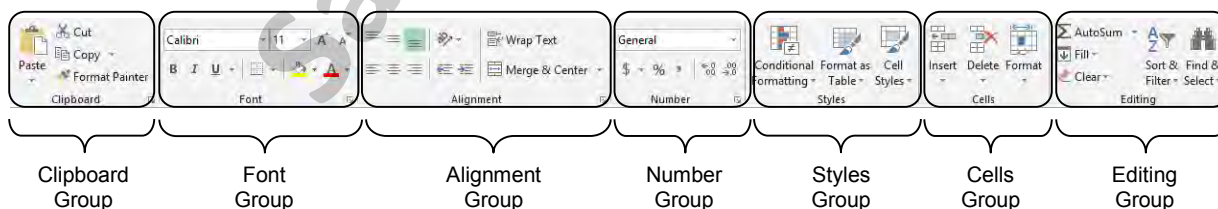
There are also hidden tabs that appear when appropriate, such as the Chart Tools. These are displayed when you are working on a chart and disappear again when you have finished.



Ribbon Groups

Ribbons are split into **Ribbon Groups**, (eg the Font Group).

Each group contains command buttons appropriate to a particular action; the font formatting tools are located in the Font Group.

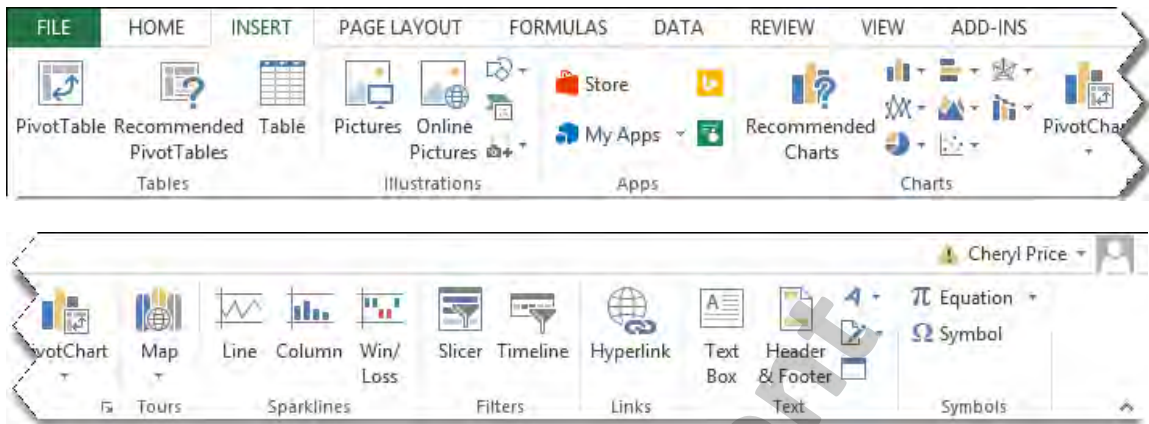





EXERCISE 2

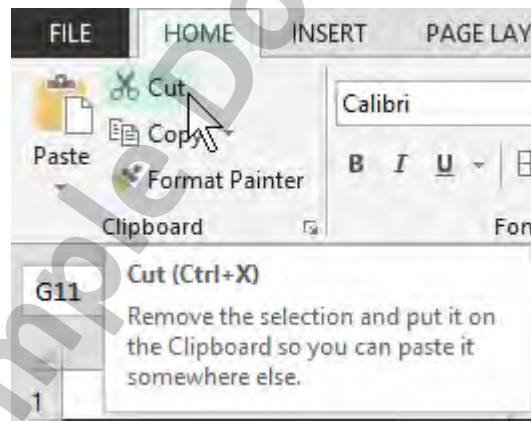
- 1 Position the mouse pointer on the INSERT tab. Click on it.

The displayed buttons will change accordingly as shown below.



- 2 Click on the HOME tab.
- 3 Position the mouse pointer on the  button. (On your screen this button may not display the word “Cut”).

A short description of the button is shown in a small box below the Ribbon together with the shortcut key for that feature, ie Ctrl X.



- 4 Move along other buttons on the HOME tab to view their descriptions.

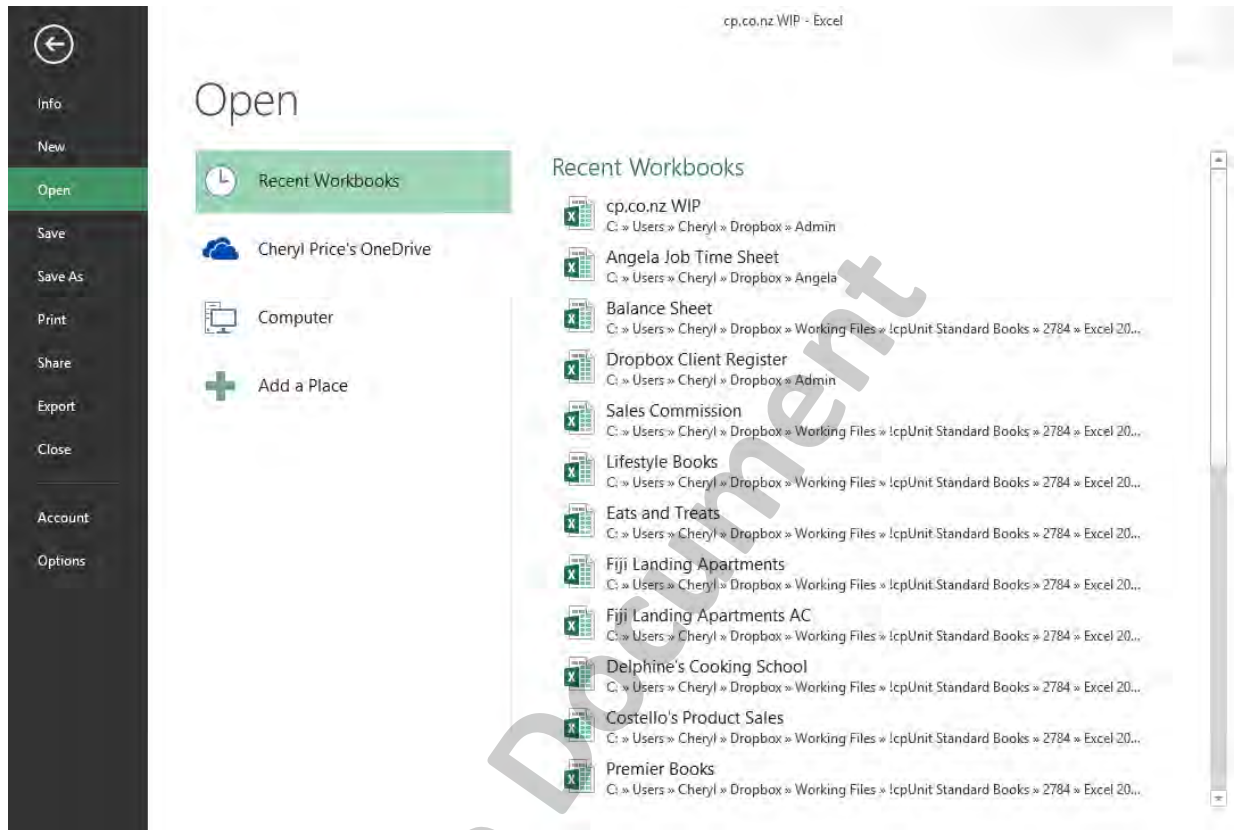
The FILE tab

The **FILE** tab is located at the top left corner of the screen. It enables access to the common tasks for all Microsoft Office programs such as New, Open, Save and Print.



EXERCISE 3

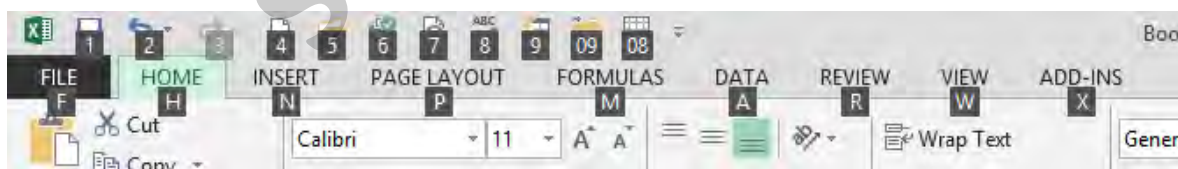
- 1 Click on the **FILE** tab.
- 2 Click on the different options at the left. At the right relevant details relating to that option will be displayed. The Recent Workbooks option is shown below.



- 3 Click on the Back button  to return to your worksheet.

Key Tips

The keyboard can be used to select tabs on the Ribbon and buttons on the Quick Access Toolbar. If you press Alt, **Key Tips** become active.



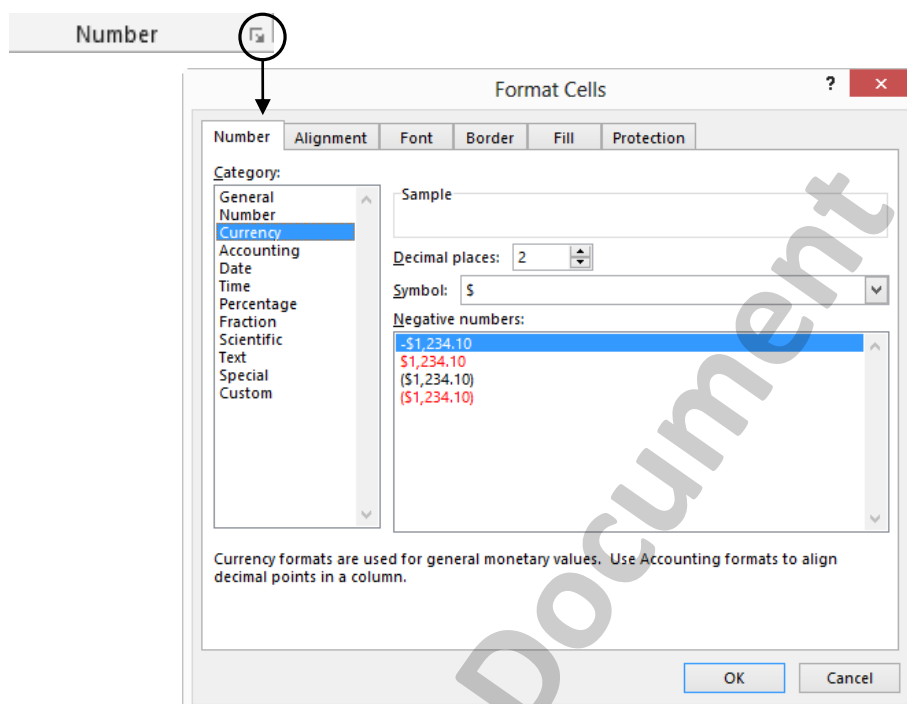
These small badges display Key Tips labels with various letters and numbers. Pressing Alt in conjunction with these keys on the keyboard will trigger the associated command or function. For example, to save the workbook press Alt and then 1.

Dialog Box Launcher

The **Dialog Box Launcher** is the small diagonal arrow in the bottom right corner of some groups. When you click on this button, it displays an associated dialog box.

A **dialog box** usually contains more settings or advanced features.

For example, the Number dialog box allows you to make formatting changes to the contents of the current cell ie to change figures to two decimal places.



Close Window/Close Excel



EXERCISE 4

- 1 Click on the Close button at the top right of the screen as shown below.



If you are asked to save changes click on No.

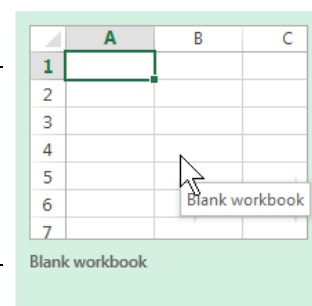
OR

- 2 Click on the **FILE** tab and select **Close**.



Ctrl N

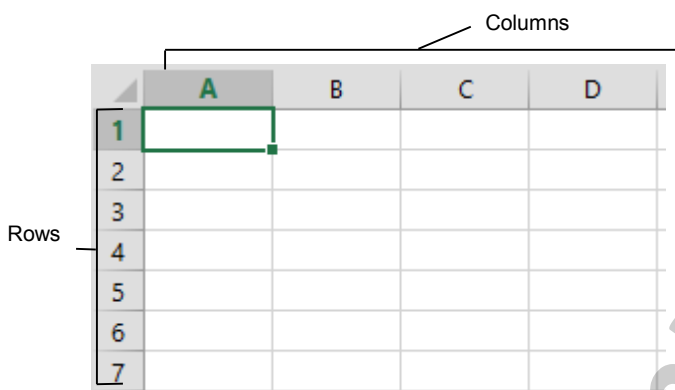
If you close a worksheet when in Excel and want to create another worksheet, you need to click on **FILE**, ensure **New** is selected then click on Blank workbook as shown at the right.



The Excel Worksheet

Ledger sheet
= accounting records sheet

The Excel worksheet is the computer equivalent of a paper ledger sheet. It is made up of a grid consisting of columns and rows. This worksheet environment can make working with numbers easy.

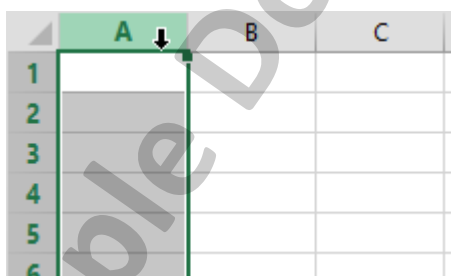


Column and Row Headings

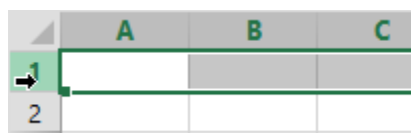


EXERCISE 5

- 1 Ensure a new blank worksheet is displayed.
- 2 Move the mouse pointer to display as a downwards arrow next to the A in column A.
- 3 Click and column A will be selected as shown below.



- 4 Move the mouse pointer to column D. Click on the column heading D to select that column.
- 5 Move the mouse pointer to display at the left of 1 in the first row (ie row 1).
- 6 Click and row 1 will be selected as shown below.



- 7 Move the mouse pointer to the row 5 heading and click to select the row.