

Things you need to know

These are general instructions for the most frequently used skills, e.g. entering data, formatting data, entering formulas and formatting your spreadsheet..

<u>Skill</u>	<u>Instructions</u>
Enter information: (Sometimes called entering data).	<p>1/ Use direction keys <u>Or</u> click the mouse to move to the cell where the text/numbers will be typed.</p> <p>2/ Type the data.</p> <p>3/ Repeat <i>until</i> all data has been entered.</p> <p>Note! When you type words they will go to the left of a column.</p> <p>When you type numbers they will go to the right of a column.</p> <p>You must line up the words and numbers so that they look neat. See the instructions called Align headings, words and numbers which are below.</p>
Change data:	<p>1/ Use direction keys <u>Or</u> mouse to move to cell where words/numbers are to be changed.</p> <p>2/ Type new data. (The existing data will disappear).</p>
Highlight:	<p><u>To highlight several cells</u> - Hold the mouse button on first cell. Drag across/down the cells until highlighted (Just try again if it doesn't work).</p> <p><u>Remember!</u> The first cell will look as though it has not been highlighted.</p> <p><u>To highlight an entire column</u> - click the letter above the column.</p> <p><u>To highlight an entire row</u> - click the number next to the row</p>
Align headings, words and numbers: (Line them up).	<p>1/ Highlight the information to be aligned.</p> <p>2/ Click the correct tool at the top of the screen.</p> <p>Align Left or Center or Align Right</p>

<p>Change the column width:</p>	<p><u>To Widen columns</u> -</p> <p>1/ Move the mouse pointer to the line <i>between</i> the field titles.</p> <p>2/ When you get a cross with two arrow heads on a horizontal line, hold down mouse button and drag across to new position.</p>
<p>Insert a column:</p>	<p>1/ Highlight the column to the right of where the new column will be.</p> <p>2/ Click the Insert Column tool at the top of the screen <u>Or</u> click the Insert menu and then click Columns.</p>
<p>Insert a row:</p>	<p>1/ Highlight the row under where the new one will be.</p> <p>2/ Click the Insert Row tool at the top of the screen <u>Or</u> click the Insert menu and then click Rows.</p>
<p>Delete a column:</p>	<p>1/ Highlight the column that you want to delete, so click the letter above the column.</p> <p>2/ Click the Edit menu and then click Delete.</p>
<p>Delete a row:</p>	<p>1/ Highlight the row that you want to delete, so click the number next to the row.</p> <p>2/ Click the Edit menu and then click Delete.</p>
<p>Currency: (Change to £ and p).</p>	<p>1/ Highlight the numbers you want to change.</p> <p>2/ Click the Currency tool at the top of the screen (It has money on it).</p>

<p>Decimals:</p> <p>(Change to)</p>	<p>1/ Highlight the numbers you want to change.</p> <p>2/ Click the Increase Decimal tool. (This will increase the number of decimal points automatically for all the highlighted cells).</p> <p>Click once for 1 decimal place, twice for 2 decimal places etc.</p>
<p>Integer:</p> <p>(Change to whole numbers without decimal places).</p>	<p>1/ Highlight the numbers you want to change.</p> <p>2/ Click the Decrease Decimal tool (This will increase the number of decimal points automatically for all the highlighted cells).</p> <p>Click once to reduce by one decimal place, twice by two decimal places etc</p>
<p>Date Format</p>	<p>1/ Highlight the cells containing the dates</p> <p>2/ Click Format then Cells</p> <p>3/ Click on Number Tab, then choose Date from the Category listings</p> <p>4/ On the right you will see a list of possible formats, click the one you want then click OK</p>
<p>Adding up a row or column (the easy way!):</p>	<p>1/ Click in the cell where the answer must be.</p> <p>2/ Click the AutoSum tool (It looks like an M sideways!).</p> <p>3/ Press Enter.</p>
<p>Use a formula to:</p> <p>add +</p> <p>subtract -</p> <p>multiply *</p> <p>Divide /</p> <p>Note! When using these symbols you should remember to type brackets around the part of the sum that must be done first. E.g. (4x3)+2</p>	<p><u>The symbols for formulas are on the left</u></p> <p>1/ Click where the answer is to be.</p> <p>2/ Type =</p> <p>3/ Click onto the first cell in calculation.</p> <p>4/ Type the correct symbol.</p> <p>5/ Click onto the next cell in calculation.</p> <p>6/ Repeat steps 3 to 5 until complete.</p> <p>7/ When calculation is complete click picture of tick or press Enter.</p>

<p>Replicate (copy) formula:</p>	<p>1/ Click into the cell/formula that you want to copy and then click the Copy icon.</p> <p>2/ Highlight the cell/s where you want the copied formula to appear and then click the Paste button</p> <p>3/ Press Enter.</p> <p>There are several other ways of doing this, ask your tutor.</p>
<p>Change margin size:</p>	<p>1/ Click the File menu.</p> <p>2/ Click Page Setup. (<u>f</u> it does not say Left margin etc. click Margins).</p> <p>3/ Click the Up and Down arrows next to the Left, Right, Top and Bottom margin headings. Alter the numbers to 1 (1cm) or 1.5.</p>
<p>Change paper orientation i.e. Landscape or Portrait</p>	<p>1/ Click on the File menu.</p> <p>2/ Click Page Setup.</p> <p>3/ Click on Paper Size.</p> <p>4/ Click on either Portrait or Landscape as required.</p> <p>5/ Click OK</p>