

# After completing this lesson, you will be able to:

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- Create a workbook.
- Understand Microsoft Excel window elements.
- Select cells.
- Enter text, numbers, and dates in a worksheet.
- Enter a range of data.
- Edit cell contents.
- Rename and move between worksheets.
- Name and save a workbook.
- Open a workbook.
- Preview and print a worksheet.
- Close a workbook and quit Excel.

# Creating a Workbook

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## To create a workbook

- On the New Workbook task pane, click Blank Window (in the New section).

*Or*

1. On the File menu, click New.
2. On the New Workbook task pane, click Blank Window (in the New section).

*Or*

- Click the New button on the Standard toolbar.

# Selecting a Row or a Column in a Worksheet

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**To select a row or column in a worksheet**

- Click the row or column selector button.

# Selecting a Range of Cells

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## To select a range of cells

1. Click the top left cell of the range of cells.
2. Drag the mouse to the bottom right cell in the range of cells.

# Entering Data in a Cell

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## To enter data in a cell

1. Select a cell.
2. Type the data into the cell.
3. Press Enter.

# Entering Data into a Range of Cells

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## To enter data into a range of cells

1. Select the range of cells.
2. Type the data into the cells and press Enter.
3. Continue typing data and pressing Enter until the range of cells is filled.

# Editing the Contents of a Cell

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## To edit the contents of a cell

1. Double-click the cell.
2. Edit the data by deleting, inserting, and replacing characters.

# Naming and Saving Workbooks

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## To name and save a workbook

1. On the File menu, click Save As.
2. Navigate to the location in which you want to save the workbook
3. Select the text in the File name box, type the name of the workbook, and then click Save.



# Opening Workbooks

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## **To open a workbook**

1. On the Standard toolbar, click the Open button.
2. Click the Look in down arrow and navigate to the location of the desired workbook.
3. Click the name of the desired workbook and click Open.

# Renaming Worksheets

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## To rename a worksheet

1. Double-click the sheet tab of the worksheet that you want to rename.
2. Type a name for the worksheet and press Enter.

# Previewing and Printing Worksheets

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## To preview and print a worksheet

1. On the Standard toolbar, click the Print Preview button.
2. If necessary, click anywhere in the worksheet to increase the zoom factor.
3. On the Print Preview toolbar, click the Close button.
4. On the File menu, click Print.
5. Click OK.

# Closing Workbooks and Quitting Excel

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## **To close a workbook and quit Excel**

1. In the top-right corner of the workbook window, click the Close button.
2. In the top-right corner of the Excel window, click the Close button.