**MOAC Excel Lesson 2 Guided Notes**

**Software Orientation**

Excel’s HOME Tab

The ribbon in Microsoft Office Excel 2013 is made up of a series of each related to specific kinds of that you perform in Excel. The HOME tab, shown in Figure 2-1, contains the commands that people use the most when creating Excel documents. Having commands visible on the work surface enables you to see at a glance most asks you want to perform.

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1. If a command has an arrow associated with it, what does that indicate?
2. What happens when you click the dialogue box launcher associated with some groups?

**Creating Workbooks**

1. What are the 3 ways to create a new Microsoft Excel Workbook?

**Saving Workbooks**

1. What are the two questions you must answer when saving a file for the first time?
2. By default, in all Office Applications where are documents saved?

Create a folder for each lesson (Lesson 1, Lesson 2, Lesson 3, etc.) in your My Documents folder and save your files in the appropriate lesson folder.

**Saving a Workbook in a Previous Excel Format**

1. Can files created in earlier Excel versions be opened and revised in Excel 2013?

**Saving in Different File Formats**

1. Can you save an Excel 2013 file in a format other than .xlsx or .xls?

**Entering and Editing Basic Data in a Worksheet**

1. You can type data \_\_\_\_\_\_\_\_\_\_\_\_\_\_ into a worksheet cell or cells.
2. You can \_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_ information from another worksheet or from other programs.
3. What is the definition of copy?
4. To enter data in a cell, the cell has to be \_\_\_\_\_\_\_\_\_\_\_\_.
5. What key on the keyboard to you use to move to the next column?
6. What key do you use to move to the beginning of the next row?
7. You can use the \_\_\_\_\_\_\_\_\_\_\_ keys to move to an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cell or \_\_\_\_\_\_\_\_\_\_\_ on any cell to make that cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
8. Which key do you press to accept the entry?
9. Text is stored in only \_\_\_\_\_\_\_\_\_ cell even when it appears to \_\_\_\_\_\_\_\_\_\_\_ into adjacent cells. If an entry is longer than the cell \_\_\_\_\_\_\_\_\_\_\_\_ and the next cell contains data, the entry appears in \_\_\_\_\_\_\_\_\_\_\_\_\_ form.

**Changing the Column Width**

1. How is column width established?
2. If you add an entry in a column that extends beyond the column’s width, it is necessary to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ the column width to accommodate the entry.
3. How do you adjust the column width manually?
4. How do you automatically adjust the column width?

**Editing a Cells Contents**

1. To edit information in a worksheet, you can make changes \_\_\_\_\_\_\_\_\_\_ in the cell or edit the contents of a cell in the \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_.
2. Where is the formula bar located?
3. What does “selecting text” mean?
4. You can select a \_\_\_\_\_\_\_\_\_\_\_ cell or a \_\_\_\_\_\_\_\_\_\_ of the cell’s text in the \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ before you make changes.
5. You can also \_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_ in a cell to position the insertion point for \_\_\_\_\_\_\_\_\_.
6. While you are editing in the formula bar, you can press \_\_\_\_\_\_\_\_\_\_ to move to the beginning; \_\_\_\_\_\_\_\_ to move to the end or the \_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_ arrow keys to move one \_\_\_\_\_\_\_\_\_\_\_\_\_\_ at a time. Press \_\_\_\_\_\_\_\_\_\_\_\_ to delete characters after the insertion point. Press \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to delete characters before the insertion point.

**Using Data Types to Populate a Worksheet**

1. What are the 3 types of data you can enter in to Excel?
2. What is the definition of labels?
3. What is the definition of text entries?
4. \_\_\_\_\_\_\_\_\_\_\_\_\_ feature works only for entries that contain text or a combination of text and numbers.

**Entering Numeric Values**

1. What are the 4 ways numbers can be formatted?
2. By default, how are numeric values justified in a cell?
3. What is Auto Fill
4. What is a Fill Handle?
5. What is the definition of range?
6. Describe A1:C10
7. What is the definition of natural series?

**Copying a Data Series with the Mouse**

1. What is a copy pointer?

**Copying and Pasting Data**

1. How many copied or cut items can the clipboard store?
2. Define cut.