**Day 2 Excel Basics**

**Numbers and Excel**

Know how to undo, so that you are not afraid to experiment:　↖ and ctrl z

Play around, open up tabs, look at help, cursor over toolbars, watch for text at bottom of screen, right click, double click, etc.  Mess around with a blank work book.  Add and delete worksheets.

Terminology: Workbook, worksheet, tabs, cells (address, rows, columns, menus, buttons.)

An exercise:
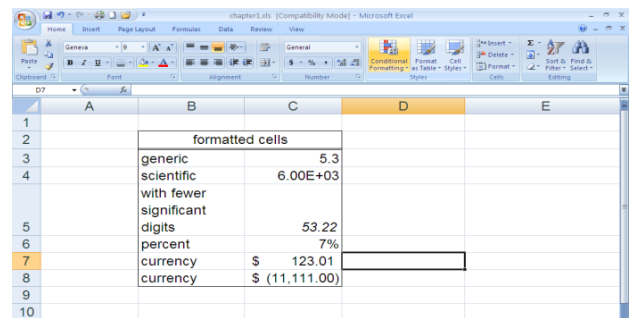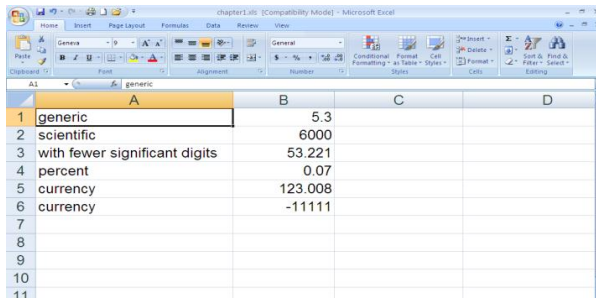
We want to make the work sheet above look like the other work sheet by making format changes

(Click around a little and show labeling of cells, formula bar.)

**Inserting Rows and Columns**
Select row 1 and insert 2 rows.　　　　Select column A and insert a column

**Numerical Formats**
Select cell C4 (6000) and change format to scientific (Home, cells, format, format cells) (number, 2 decimal places).　　　　Note ####, widen the column
Select C6 and use the format tool bar to change to (Home, Number, %)
Select C7 & C8 change to accounting $　Note: ( ) for negative numbers in accounting format
　　　　Compare currency vs. accounting.
Select C5 and decrease decimal .00→.0

**Merge, Wrap and Borders**
Select C8 change to bold, and C5 to italic
Type "formatted cells" in B2 then Merge and Center B2 & C2 (Home, Alignment, ←a→)
Select B5 and wrap text (Home, Alignment, ⬚◣　　　　(Show how to adjust width of both columns)

Then add Borders to match