It is important that information in a spreadsheet is not only accurate; it also has to be readable. A spreadsheet whose rows and columns are not clearly labeled is useless to the person trying to read it.

	A (n)	B (p)	C (c)	(r)	(p)
1	n	p	c	r	p
2	1	5	28	5	-23
3	2	5	31	10	-21
4	3	5	34	15	-19
5	4	5	37	20	-17
6	5	5	40	25	-15
7	6	5	43	30	-13
8	7	5	46	35	-11
9	8	5	49	40	-9
10	9	5	52	45	-7
11	10	5	55	50	-5
12	11	5	58	55	-3
13	12	5	61	60	-1
14	13	5	64	65	1
15	14	5	67	70	3
16	15	5	70	75	5
17	16	5	73	80	7
18	17	5	76	85	9
19	18	5	79	90	11

While a spread sheet that is laid out in a clear arrangement with labeling and an easy to read font can be quickly scanned and understood.

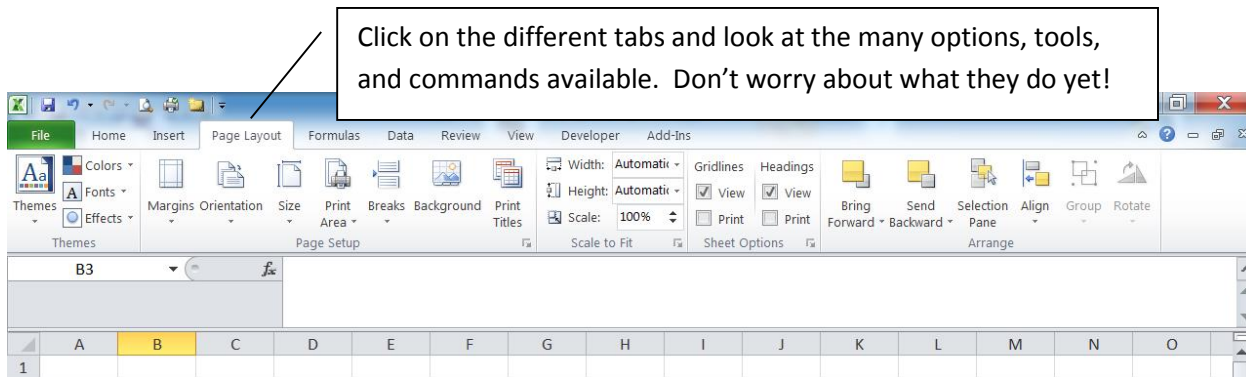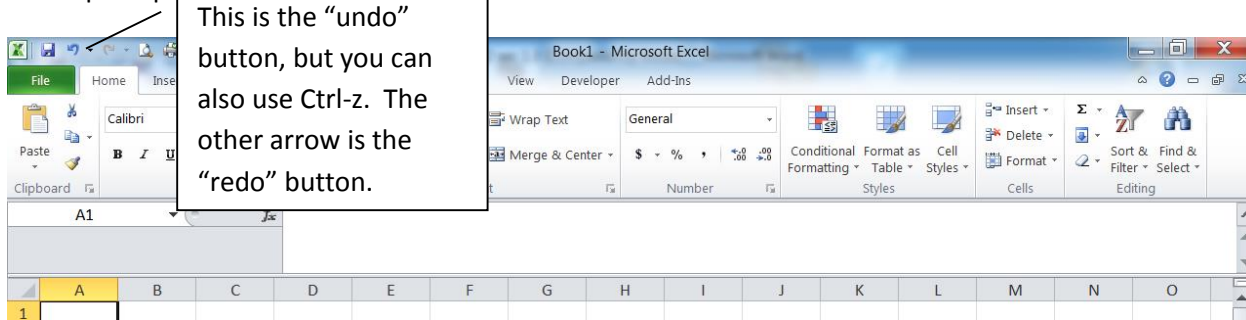|	Number of units	Selling price	Cost to manufacture	Revenue	Profit
1					
2	1	$5.00	$28.00	$5.00	-$23.00
3	2	$5.00	$31.00	$10.00	-$21.00
4	3	$5.00	$34.00	$15.00	-$19.00
5	4	$5.00	$37.00	$20.00	-$17.00
6	5	$5.00	$40.00	$25.00	-$15.00
7	6	$5.00	$43.00	$30.00	-$13.00
8	7	$5.00	$46.00	$35.00	-$11.00
9	8	$5.00	$49.00	$40.00	-$9.00
10	9	$5.00	$52.00	$45.00	-$7.00
11	10	$5.00	$55.00	$50.00	-$5.00
12	11	$5.00	$58.00	$55.00	-$3.00
13	12	$5.00	$61.00	$60.00	-$1.00
14	13	$5.00	$64.00	$65.00	$1.00
15	14	$5.00	$67.00	$70.00	$3.00
16	15	$5.00	$70.00	$75.00	$5.00
17	16	$5.00	$73.00	$80.00	$7.00
18	17	$5.00	$76.00	$85.00	$9.00
19	18	$5.00	$79.00	$90.00	$11.00

But keep in mind that too much formatting will also defeat the goal of clarity.

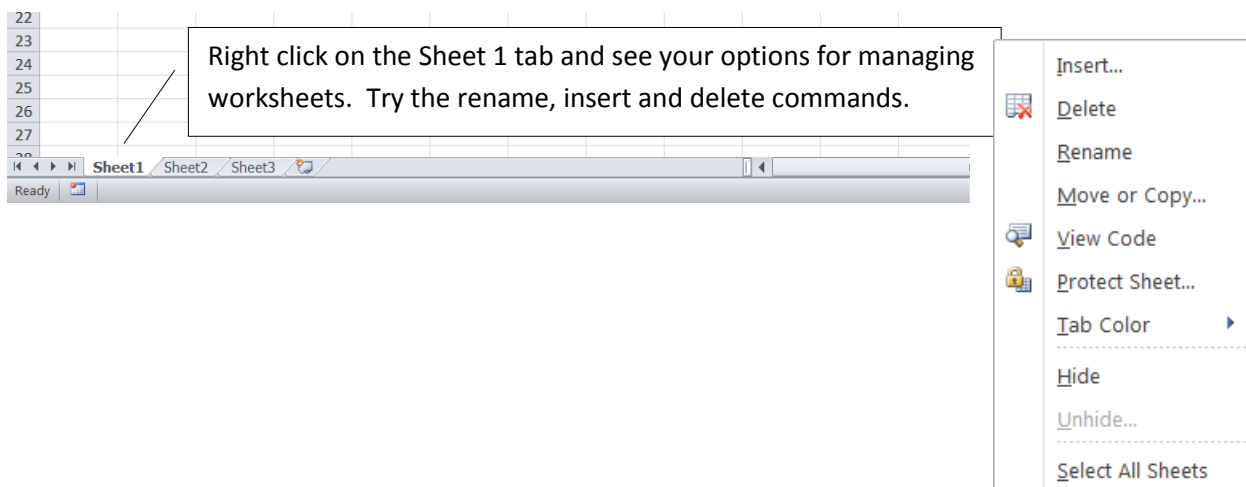|	Number of units	Selling price	Cost to manufacture	Revenue	Profit
1					
2	1	$5.00	$28.00	$5.00	-$23.00
3	2	$5.00	$31.00	$10.00	-$21.00
4	3	$5.00	$34.00	$15.00	-$19.00
5	4	$5.00	$37.00	$20.00	-$17.00
6	5	$5.00	$40.00	$25.00	-$15.00
7	6	$5.00	$43.00	$30.00	-$13.00
8	7	$5.00	$46.00	$35.00	-$11.00
9	8	$5.00	$49.00	$40.00	-$9.00
10	9	$5.00	$52.00	$45.00	-$7.00
11	10	$5.00	$55.00	$50.00	-$5.00
12	11	$5.00	$58.00		Our first dollar of profit!
13	12	$5.00	$61.00		
14	13	$5.00	$64.00	$65.00	$1.00
15	14	$5.00	$67.00	$70.00	$3.00
16	15	$5.00	$70.00	$75.00	$5.00
17	16	$5.00	$73.00	$80.00	$7.00
18	17	$5.00	$76.00	$85.00	$9.00
19	18	$5.00	$79.00	$90.00	$11.00

Some of you may be experienced Excel users, while others are using Excel for the first time. There are a few things to keep in mind as you explore what can be done with Excel. First, there are usually multiple ways to do the same thing. You can decide which methods are easiest for you. Second, don't be afraid to experiment. There is an "undo" option, so you can try and try again. One of our goals for this class is for you to learn to solve problems with confidence, persistence and openness to alternate approaches.

Let's open up Excel and take a look around:

This is the "undo" button, but you can also use Ctrl-z. The other arrow is the "redo" button.

Click on the different tabs and look at the many options, tools, and commands available. Don't worry about what they do yet!
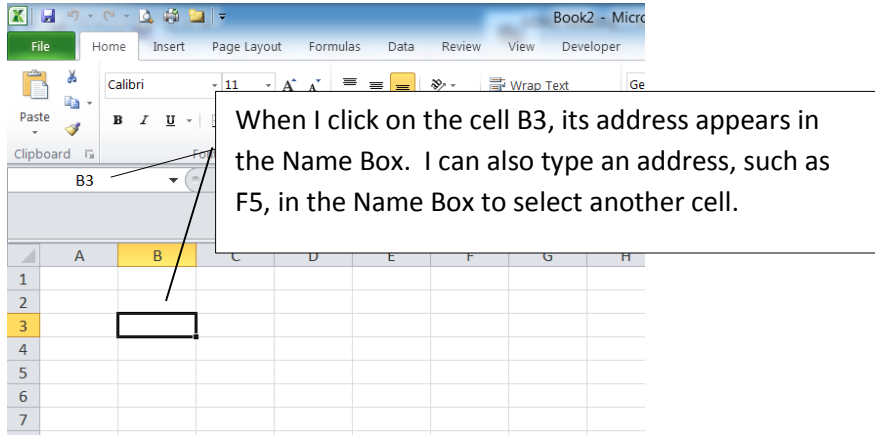
As you click on the tabs, let your cursor float over the different icons. You will see text appear that describes what the tools will do. Next try left-clicking on some of the tools, and then right-clicking.

When you open a new Excel file you are creating a "workbook". By default, each workbook contains three worksheets. You can add or delete worksheets to a workbook, and rename them appropriately.

Right click on the Sheet 1 tab and see your options for managing worksheets. Try the rename, insert and delete commands.

Insert...
Delete
Rename
Move or Copy...
View Code
Protect Sheet...
Tab Color
Hide
Unhide...
Select All Sheets

In Excel, the columns are identified by letter and the rows by number. The "address" of each cell is given by its column and row.

When I click on the cell B3, its address appears in the Name Box. I can also type an address, such as F5, in the Name Box to select another cell.
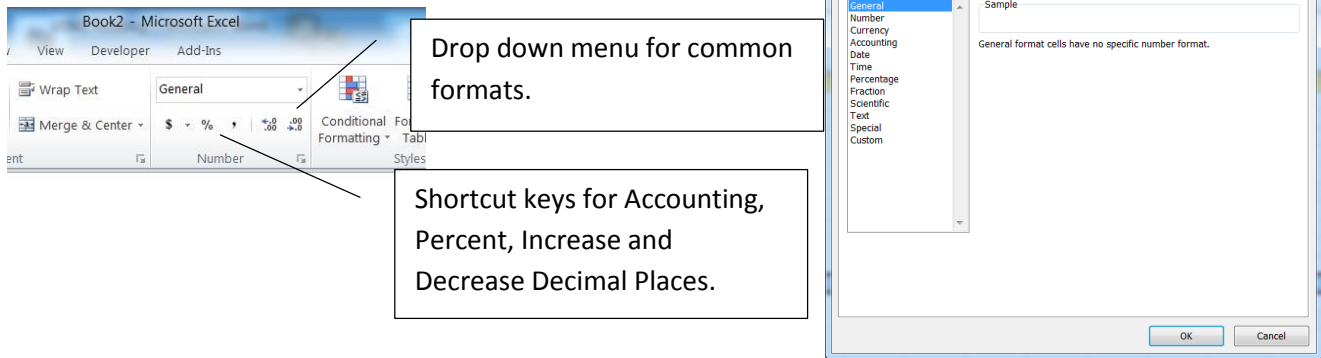
There are several more tools I want you to look at, but it will be easier to go over those with the video. Below is a summary of many of the topics covered on the video.
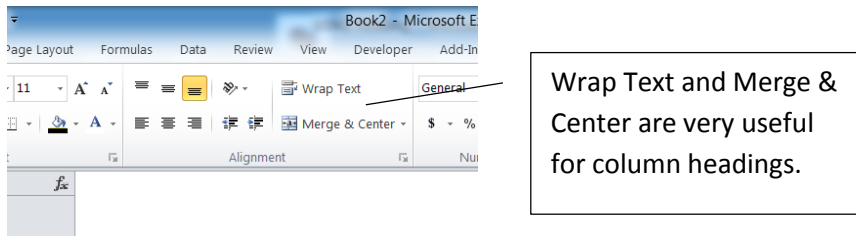
Inserting Rows and Columns
One option is to right-click on the row number (or column letter) and select insert, or select the Insert button under the Home tab.
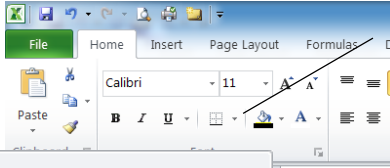
Numerical Formats
Use the Number tools under the Home tab. There are shortcut options for common formats or you can open the whole tool box.
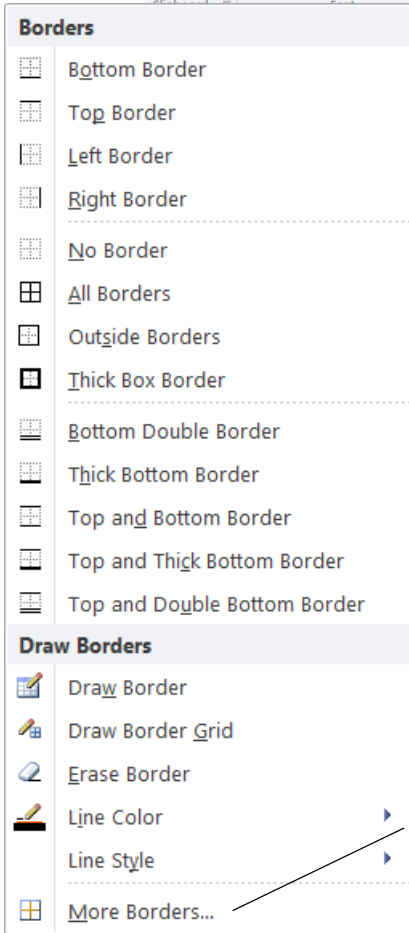

Drop down menu for common formats.

Shortcut keys for Accounting, Percent, Increase and Decrease Decimal Places.

Merge, Wrap and Borders

Wrap Text and Merge & Center are very useful for column headings.

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The Borders tool also has a drop down menu with shortcuts to frequently used options

Borders

	Bottom Border
	Top Border
	Left Border
	Right Border
	No Border
	All Borders
	Outside Borders
	Thick Box Border
	Bottom Double Border
	Thick Bottom Border
	Top and Bottom Border
	Top and Thick Bottom Border
	Top and Double Bottom Border

Draw Borders

	Draw Border
	Draw Border Grid
	Erase Border
	Line Color ▶
	Line Style ▶
	More Borders...

Or you can open up the full menu of options.