

# RHP Computer Applications Class

10-1 Introduction to Excel

Name \_\_\_\_\_



This assignment begins a new program called Excel. Excel is a spreadsheet program. Spreadsheets are good for entering and analyzing data from a variety of sources.

Open up Excel and look around the screen. You will notice that it looks very much like Word. The big difference is that instead of having blank white space to compose a letter, you have a grid in front of you. Each rectangle in the grid can be used to hold data or a formula. Each cell also has its own cell reference, which includes a letter and a number. The top left cell has a reference of A1 (very similar to the game of Battleship).

Start out by entering the data in the cells below. Make sure to put the right numbers in the right cells!

For right now, to move around from cell to cell, use the arrow keys. Enter the value for each cell, followed by the arrow key for the direction you want to go.

You will notice that the Word "International" is too wide to fit in its cell.

Don't worry about that, we will fix it later.

	A	B	C	D	E	F	G	H	I	J	K
1	Region	1992	1993	1994	1995	1996	1997	1998			
2	East	84439.33	85499.54	86559.75	87619.96	88680.17	89740.38	90800.59			
3	West	81033.4	82455.33	83877.26	85299.19	86721.12	88143.05	89564.98			
4	North	45992.11	44388.34	42784.57	41180.8	39577.03	37973.26	36369.49			
5	South	34522.18	32944.3	31366.42	29788.54	28210.66	26632.78	25054.9			
6	International	45399.26	50433.46	55467.66	60501.86	65536.06	70570.26	75604.46			
7	Universal	77433.12	78344.55	79255.98	80167.41	81078.84	81990.27	82901.7			
8											
9											
10											

Save this worksheet in your folder as **1-1 Excel**.

Next, we will learn how to navigate around in your worksheet. You can always use the mouse to move around, but using the keyboard is much quicker.

Download the document 10-1a Worksheet. Type your answers into this worksheet; you will email this document to me later.

Make sure cell A1 is selected (click on A1 with the mouse or space up using the arrow keys. Using your worksheet as a guide, hit the keys in the left column and type what it does in the right column.

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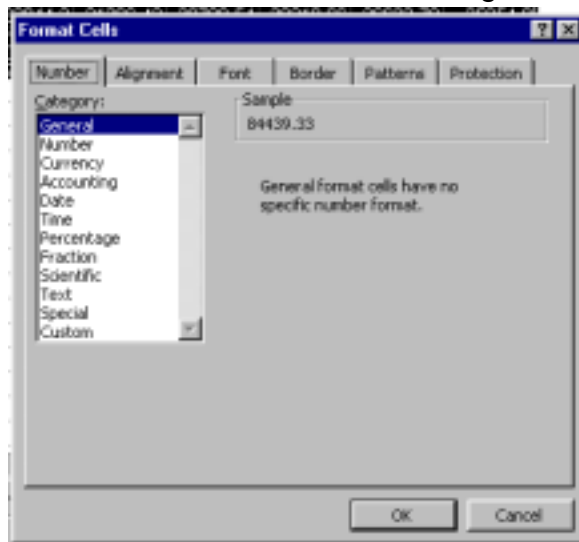
Let's now adjust the width of column A so that 'International' fits. Select column A by clicking on the letter A. The entire column should turn black. Next, move the cursor to the right so that it is on the border between column A and B. The cursor should change to a line with two arrows pointing to the left and right. Click and drag the column border to the right until the word 'International' fits.

You will notice at this point that the data we have entered looks sloppy. Let's clean it up by applying some formatting. Select the data cells by clicking on cell B2 and dragging to H7. This area should now be in black (selected), and should look like the following.

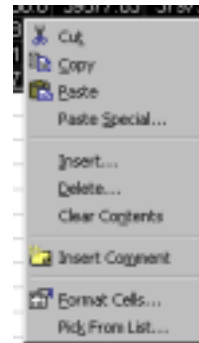
Region	1992	1993	1994	1995	1996	1997	1998
East	84439.33	85499.54	86559.75	87619.96	88680.17	89740.38	90800.59
West	81033.4	82455.33	83877.26	85299.19	86721.12	88143.05	89564.98
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International	45399.26	50433.46	55467.66	60501.86	65536.06	70570.26	75604.46
Universal	77433.12	78344.55	79255.98	80167.41	81078.84	81990.27	82901.7

With the mouse, place the cursor anywhere in the black area and click on the right mouse button. The following menu should appear:

Choose *Format Cells*. A large window appears with



different tabs. Make sure the number tab is selected, and under Category, select Currency. Make sure you are displaying two places past the decimal. Look at the sample box to make sure it looks OK.



Next, go to the Patterns tab and choose a color for your cells. Choose a light pale color (towards the bottom) so that you will still be able to see your numbers. Choosing a bright or dark color will hide the numbers

when you print on a black and white printer. When you are done selecting your color, hit OK.

To see, click in any cell in your worksheet to unselect the cell block. You will notice that the numbers appear a little squished. In fact, if a number can't fit in a cell, the cell fills with '\*\*\*\*\*'. This means that the number is too wide to fit. Let's adjust all the columns at the same time. To select all the columns, click on the small gray rectangle above the number 1 and to the left of column A. Your entire worksheet has been selected. Next, place the cursor between column A and B so that the cursor changes to opposite arrows again and then double-click.

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Although it may look like nothing happened, the program has automatically changed the column width in every column to fit the data you entered. This will really come in handy later on.

Email the spreadsheet and worksheet to me at [rhp@denovodental.com](mailto:rhp@denovodental.com).  
The subject of the email is **Compapp 10-1 *lastname***.