



Cramsession™ for MOUS Excel 2000

This study guide will help you prepare for the MOUS Excel 2000 Exam. Exam topics include Working with Cells, Files, Worksheets, Formulas, Functions and Charts.



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The Standard Toolbar

To enable the standard tool bar, click View - Toolbars – Standard. . The Majority of Excel’s functions can be applied by clicking on the corresponding function button located on the Standard Toolbar.



Use Undo and Redo

The undo and redo functions are represented on the Standard Toolbar as left and right arrows. To undo recent actions one by one, click on the Undo arrow. To undo several actions at once, click on the arrow next to Undo button and then and select the actions you wish to delete. To “undo the undo”, use the redo button.



Clear cell content

To clear content, click on a cell that you wish to empty and press DELETE. To clear the formatting or comments, go to Edit and select Clear.

Enter text, dates, and numbers

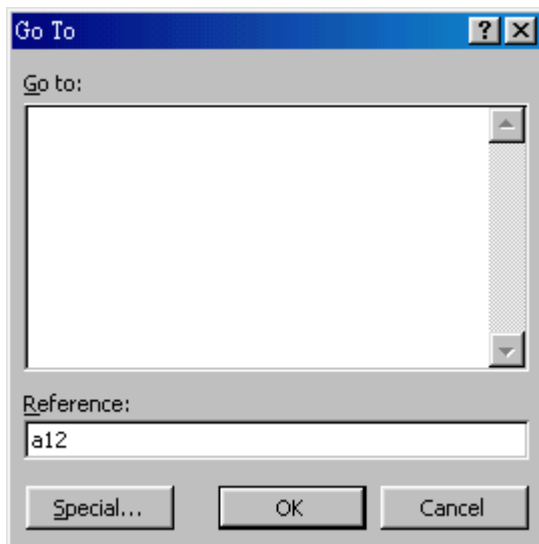
To enter text or numbers click on a cell, key in the value and press ENTER. To enter a date, key in a slash or a hyphen to separate the parts of the date. To enter time based on a 12-hour clock, key in a space and then “a” or “p” after the time. (a is for AM and p is for PM.)

Edit cell content

To edit the cell content, double click at a cell and type in the modification. To turn this editing capability on or off, go to Tools - Options - Edit and click on "Edit directly in cell".

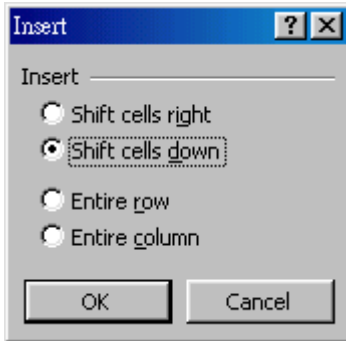
Go to a specific cell

Go to Edit - Go to, and type in the cell reference.

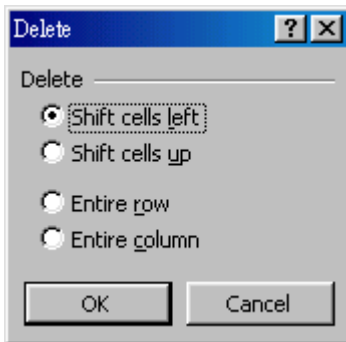


Insert and delete

To insert a row, column or cell, click on a cell and choose Insert – Cells, then select what you want to insert.

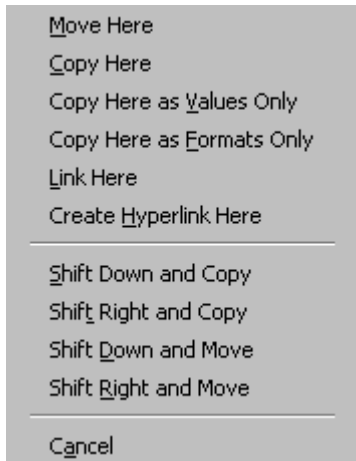


To delete, click on the cell and choose Edit – Delete. Be sure to select the appropriate cell shift, as it will affect the positioning of the other cells.

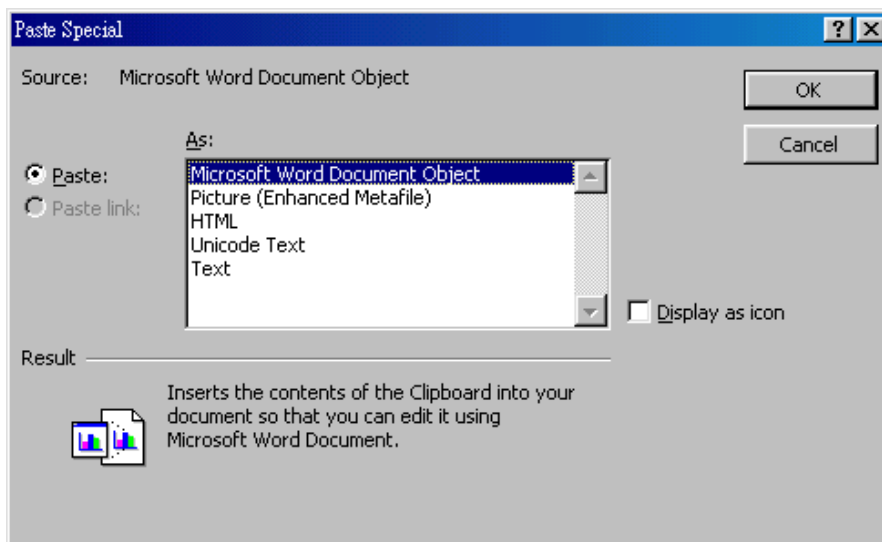


Cut, copy, paste, paste special and move selected cells, use the Office Clipboard

The fastest way to perform these functions is to use mouse drag and drop. Right click on the cell you wish to move then drag it to the desired location and release the right mouse button to drop the content. You will see the following box:

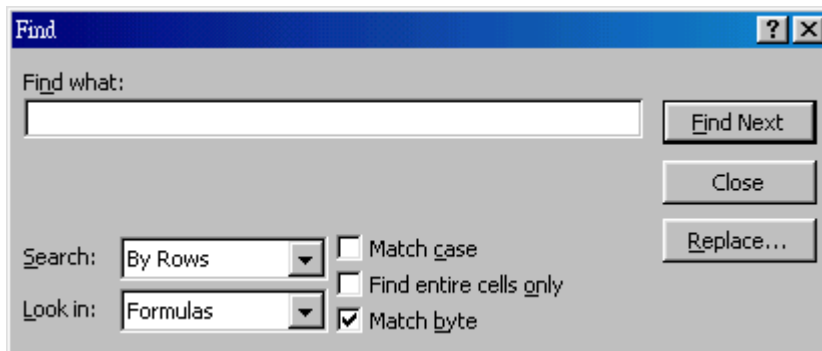


Select how you want this move or copy to be done. To paste only a particular item from the clipboard, go to the Clipboard toolbar and click on the item you want to paste. To paste as specific formats, go to the target position and choose Edit – Paste Special.

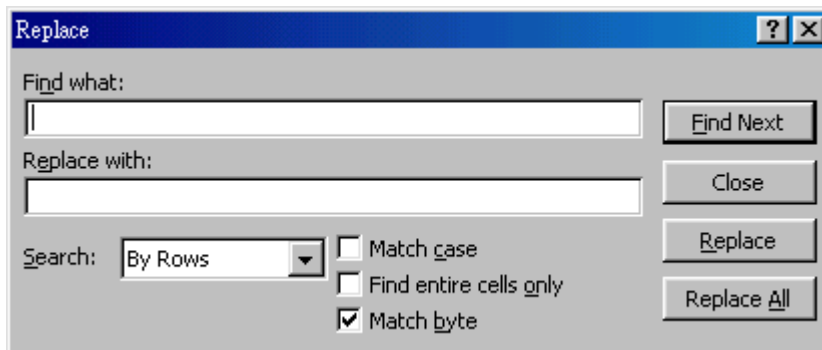


Use Find and Replace

To access the Find dialog box, click Edit – Find.



To access the Replace dialog box, click Edit – Replace.

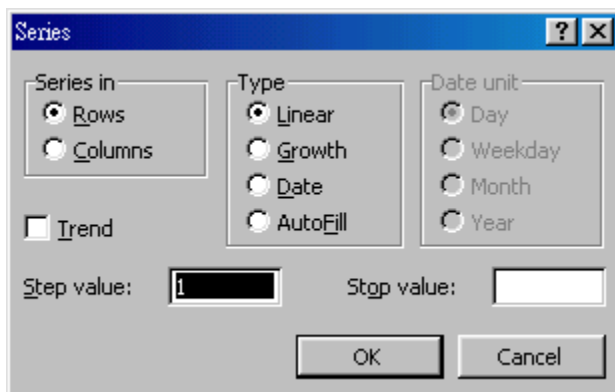


The replace function will replace items one by one. There is also a Replace All function to simultaneously replace all instances of the item within the document.

Work with series

To fill in a series of items, select the first cell in the range, and then key in the starting value. To increment the series by a specified amount, select the next cell in the range and enter the next value. The difference between the two cells will determine the amount by which the series is incremented. Then, by dragging the fill handle over the range you want to fill, you can complete the series using this fill process.

Additional options are available when you use the right mouse button to do the drag and fill:

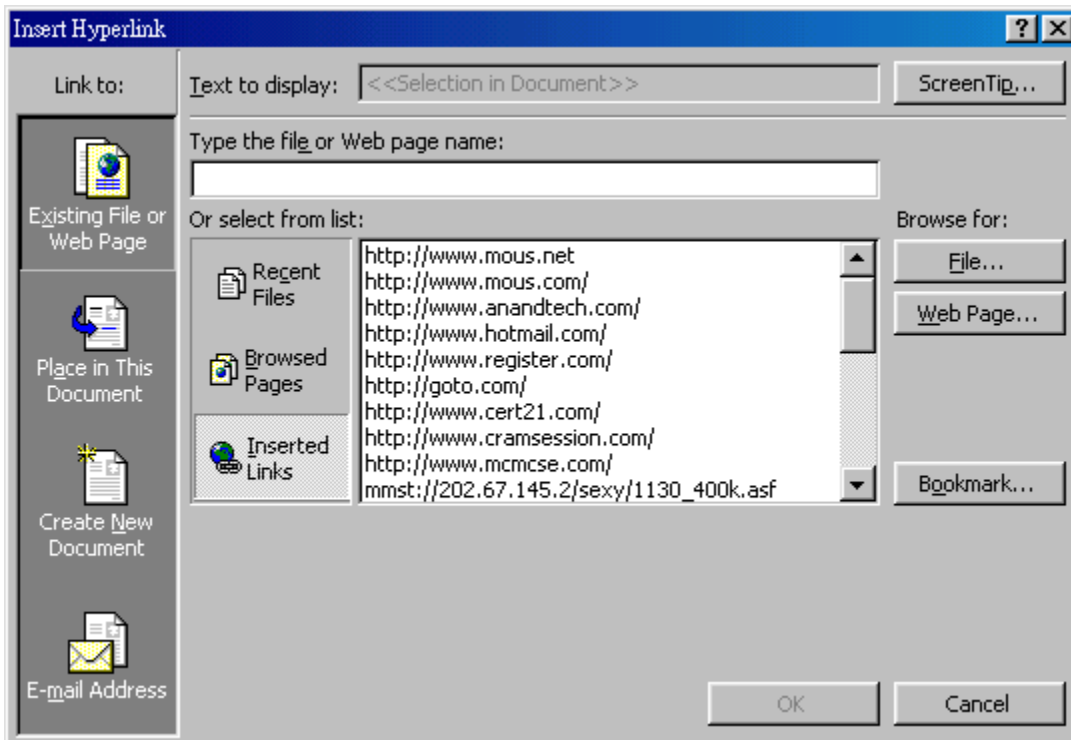


Create hyperlinks

To create a hyperlink, at the cell you want the link, click the hyperlink icon on the Standard Toolbar.

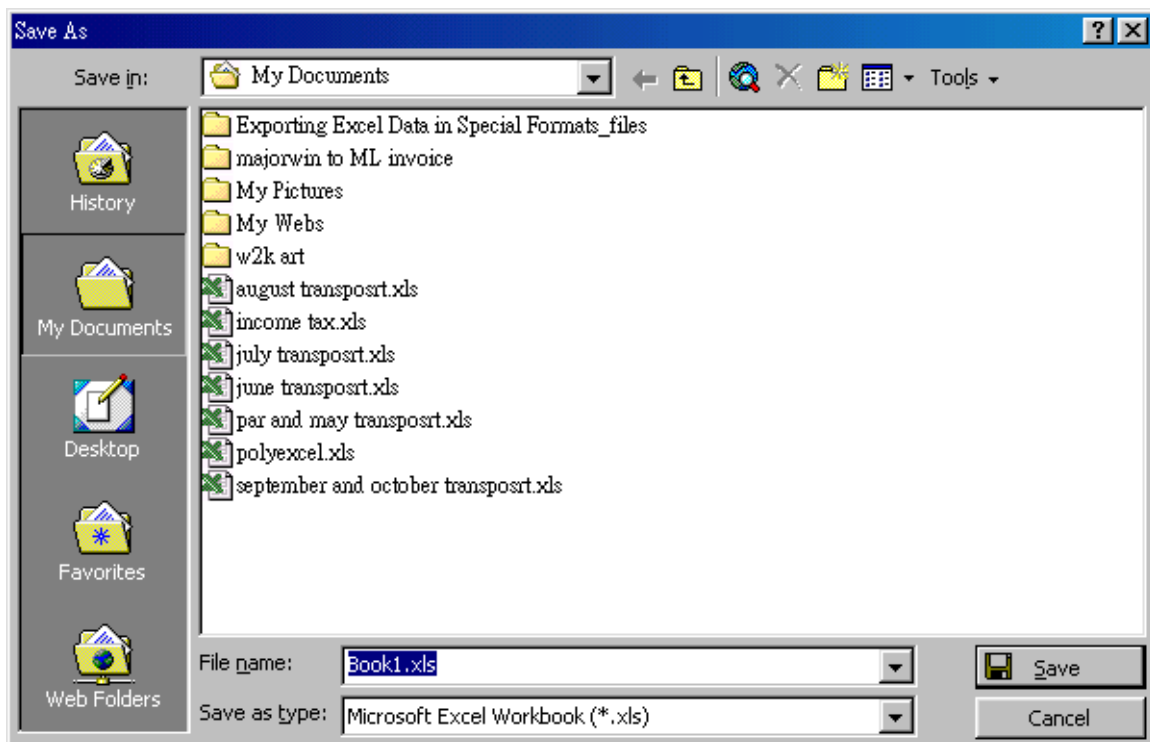


The following window will pop up. From here you can specify the type of link you wish to create, where it leads, and what text is displayed.



Use Save As (different name, location, format)

To save to the existing file, simply click the save button on the standard toolbar. To save as a different file or to specify an alternate location / format, click File and choose Save as.



Choose the Save as type to specify the file format.

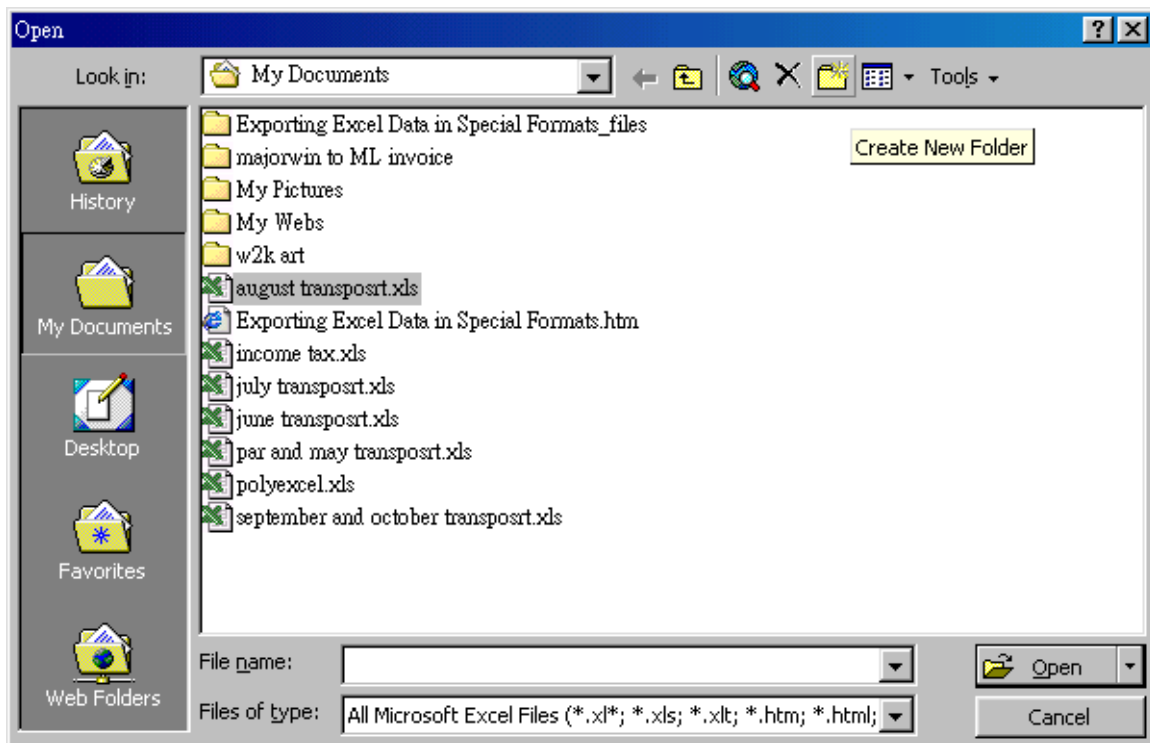
Locate and open an existing workbook

This can be done by clicking on the open button on the standard toolbar or by clicking on File - Open.



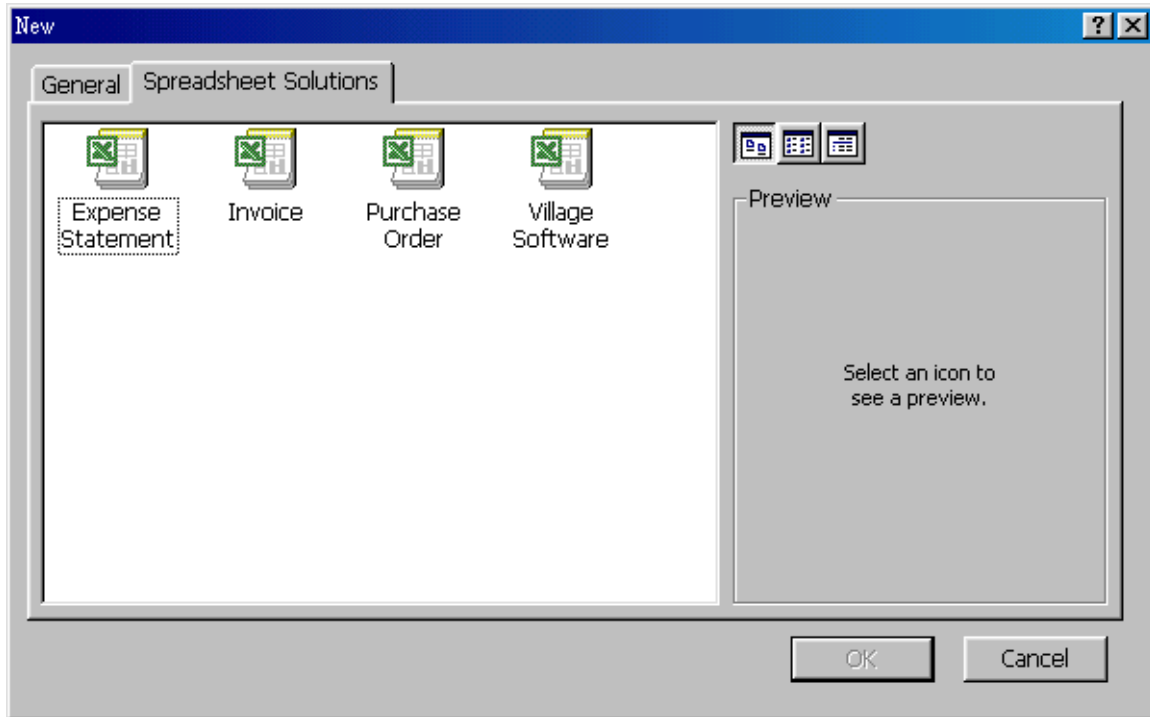
Create a folder

When specifying a file location, it is also possible to create a new folder using the following icon:



Use templates to create a new workbook

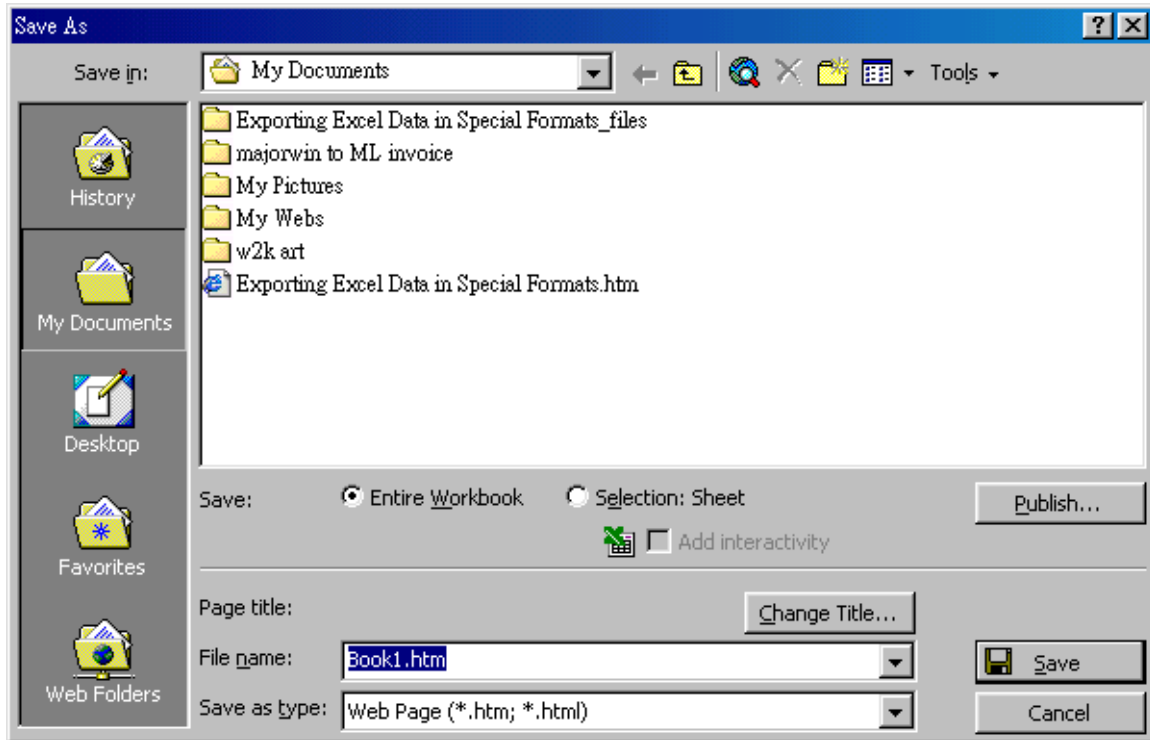
To use existing templates, go to File and click New – Spreadsheet solutions.



To use an Excel template you have created, use Windows Explorer to locate and click on the template file. A new file based on the template will be created.

Save a worksheet/workbook as a Web Page

Go to File – Save as web page.



To save just a particular worksheet, click on the Selection: Sheet option. Note that for a web page the file extension is either .htm or .html.

Send a workbook via email

File – Send to – Mail Recipient or Mail Recipient (as attachment). You must have an email account for this function to work.

Use the Office Assistant

To enable the Assistant, select the Help menu and click Show the Office Assistant or Hide the Office Assistant to enable or disable it.

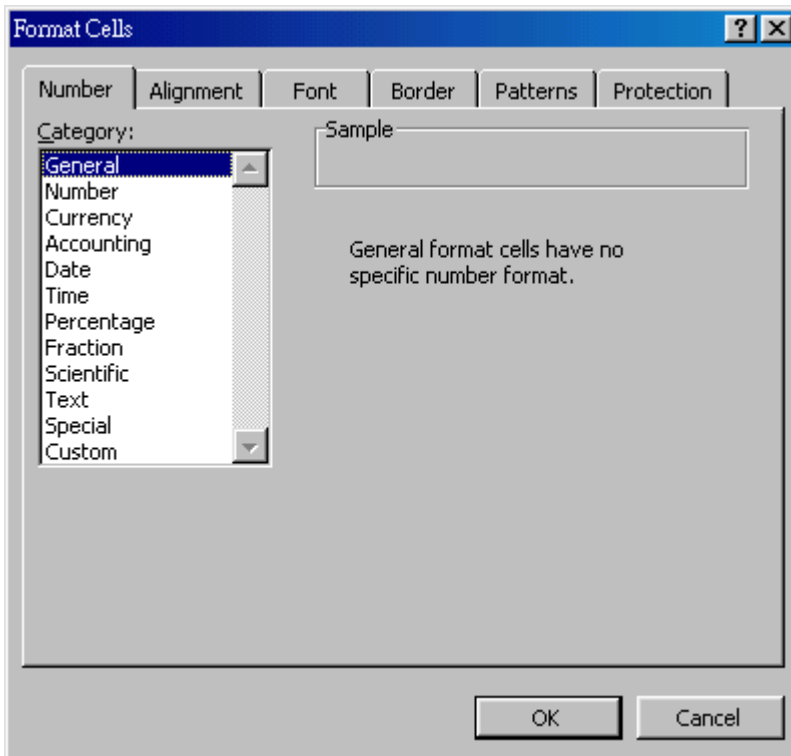
Apply font styles (typeface, size, color and styles)



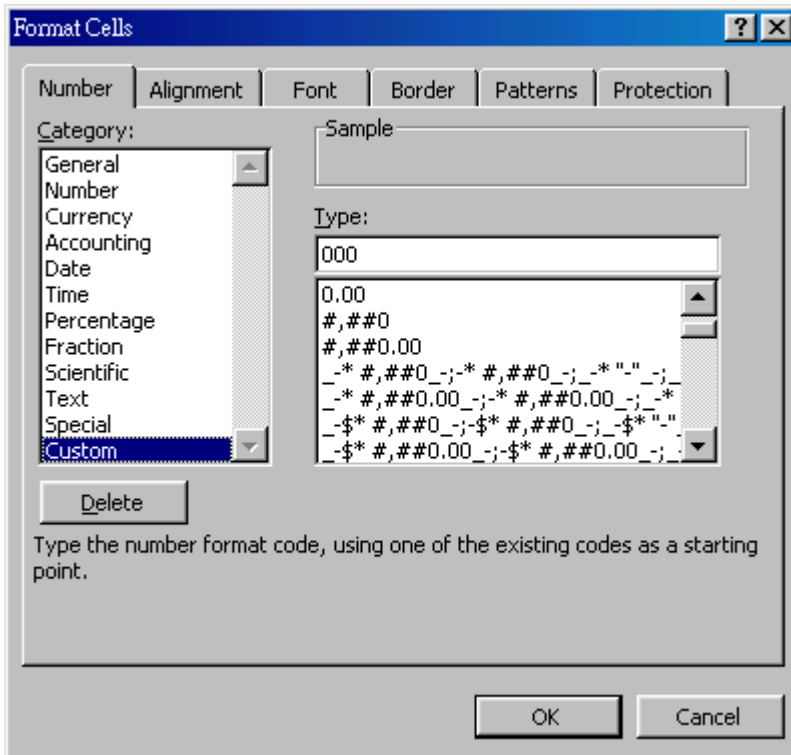
For general formatting, make sure the formatting toolbar is enabled by choosing View – Toolbars – Formatting.

Apply number formats (currency, percent, dates, comma)

Right click on the cell and select Format Cells. There are many cell types to choose from.



If the built-in number formats are not sufficient, go to the Custom category on the Number tab and create a custom one:



Modify size of rows and columns

Drag the edges of the row and column headers to resize dynamically.

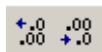
Modify alignment of cell content

Click on the appropriate alignment buttons of the Formatting toolbar.



Adjust the decimal place

Again, you can locate the decimal buttons from the Formatting toolbar. You can choose to increase or decrease decimal.



Use the Format Painter

This is located on the Standard Toolbar. It allows you to copy only the formatting and not the content. Select a cell that has the formatting you want, then click the Format Painter and select the target cell range. To copy the formatting to several locations, double-click the Format Painter button. When finished, single click on it to release.



Apply autoformat

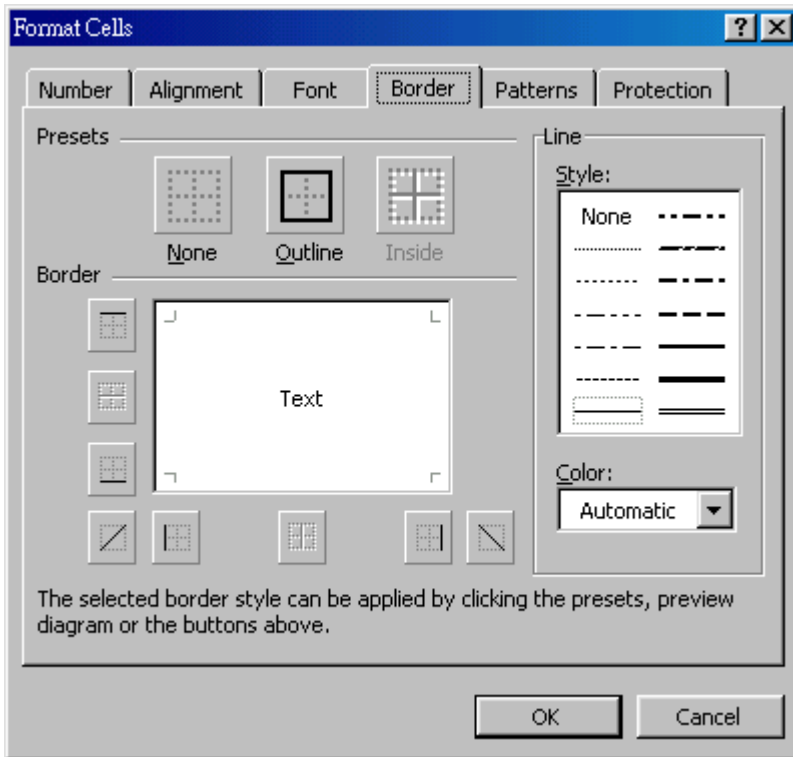
Select the range to format, then go to the Format menu and click AutoFormat. There are many different formats available. To use only selected parts of the autoformat, click Options and make your selection from there.

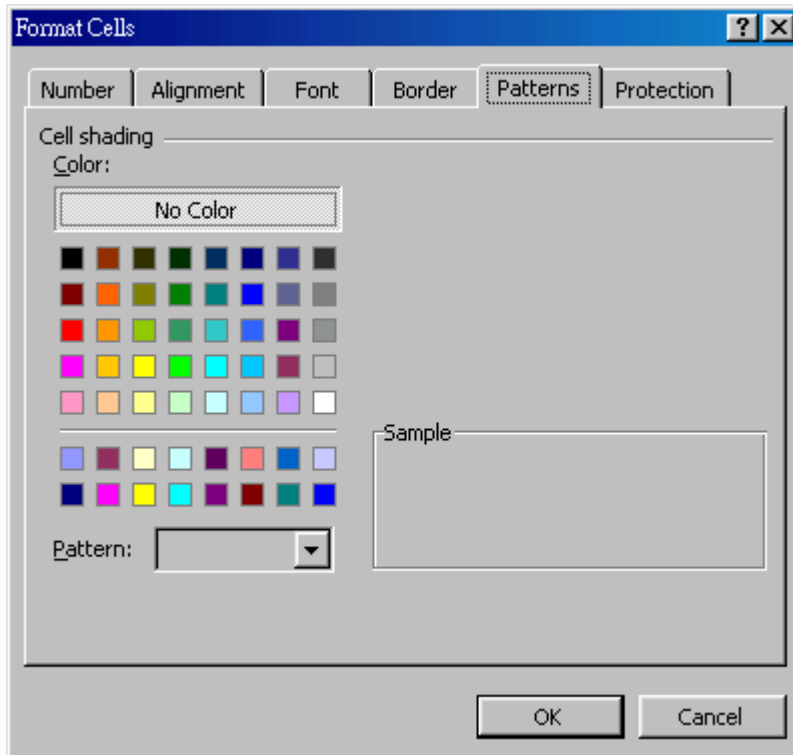


Apply cell borders and shading

Select the cell range and then go to Format – Cells. To insert borders, click on the border tab. For shading, click on the pattern tab.





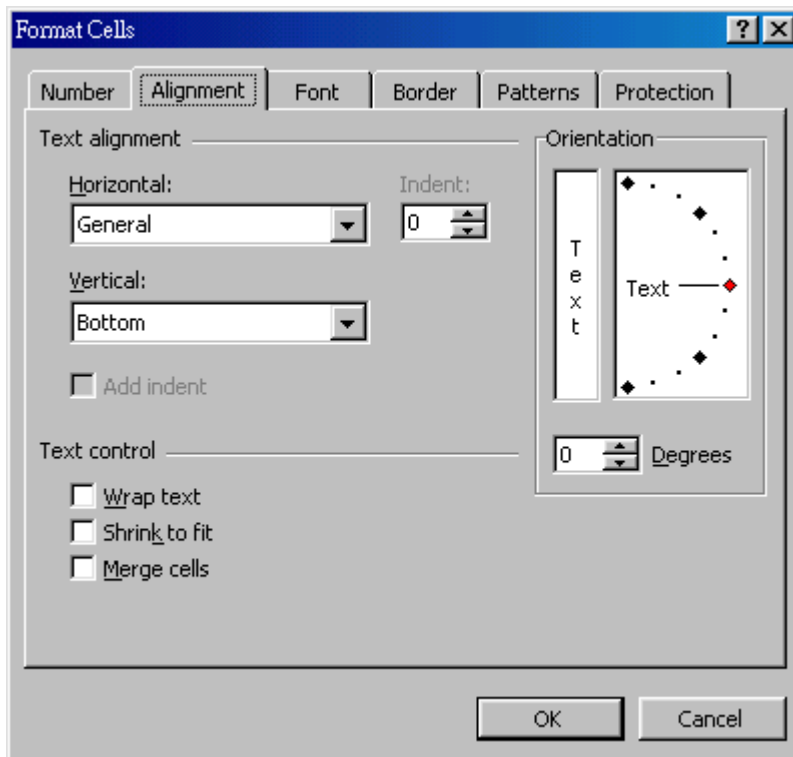


Merging cells

There are two different types of merging. To merge a selection of cells within a row or column, click Format - Cells - Alignment - "Merge cells". To merge specific cells of a row and center the content, use the Merge and Center button on the formatting toolbar.

Rotate text and change indents

To rotate text, go to Format - Cells - Alignment and adjust the degree.



To change indents, simply adjust the Indent value.

Define, apply, and remove a style

Select the cell that has the combination of formats to be included in the new style, then go to Format – Style to define a new style. To apply the style to the selected cell click OK. To define the style without applying it, click Add instead. If you want to delete a style, click delete in the Style name box.

Preview and print worksheets & workbooks

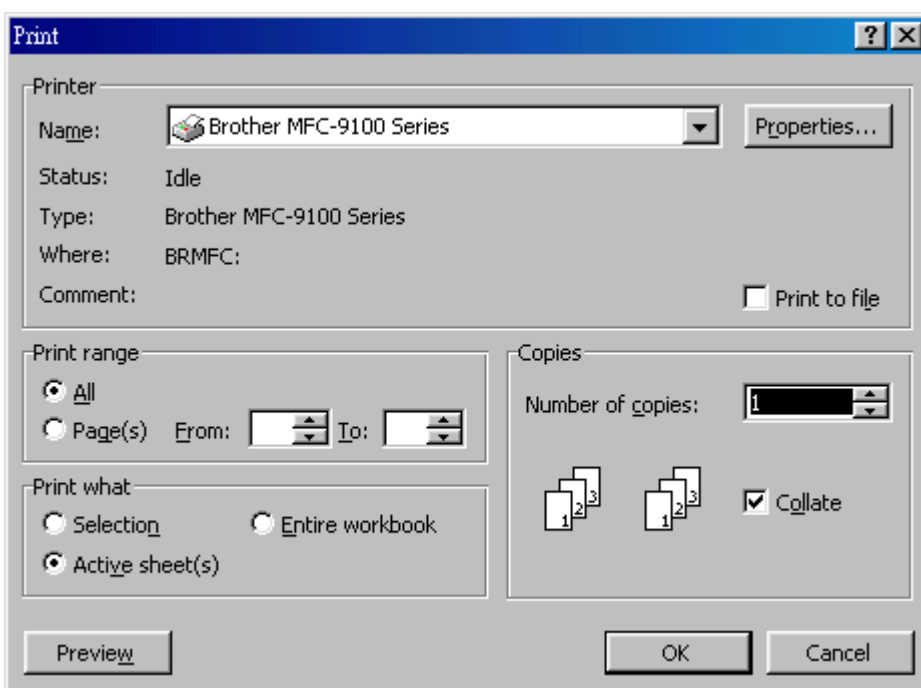
Go to File and choose Print Preview.

Use Web Page Preview

Go to File and choose Web Page Preview. Excel will call up the browser to review.

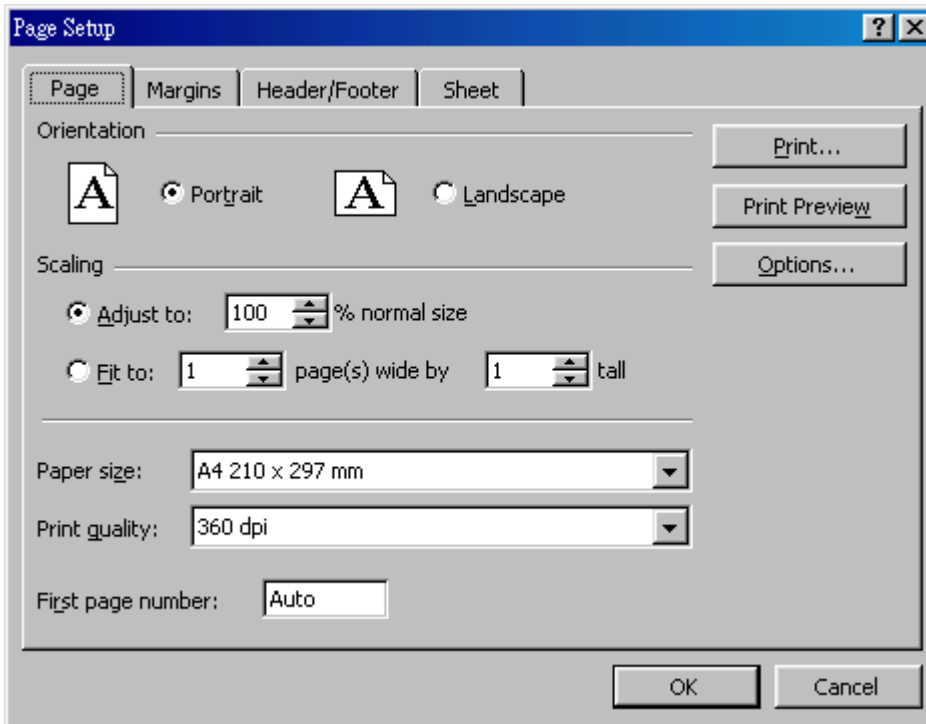
Print a selection

Select a range of cells. To print, go to File and click Print, then select to print only the selection.



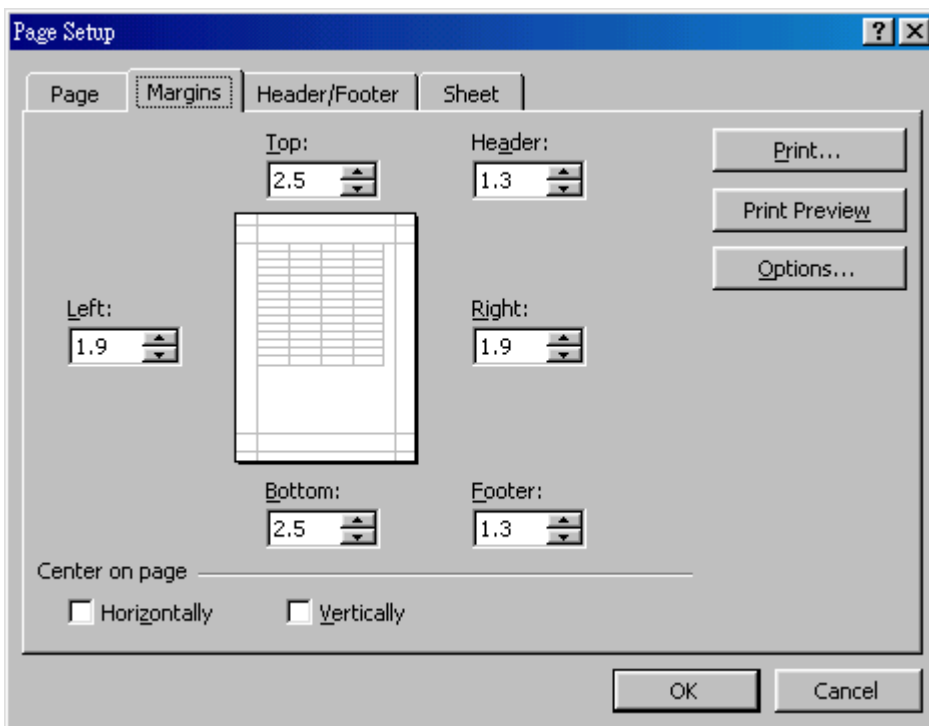
Change page orientation and scaling

Go to File – Page setup – Page.



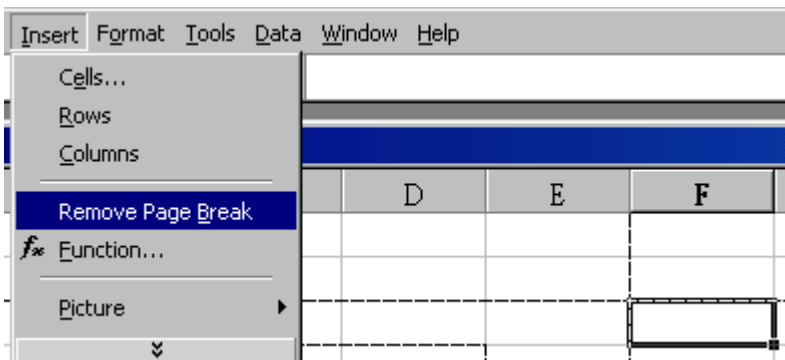
Set page margins and centering

Go to File – Page setup – Margins.



Insert and remove a page break

To insert a page break, click Insert – Page Break. To remove the break, place the cursor next to the break and choose Insert – Remove Page Break.

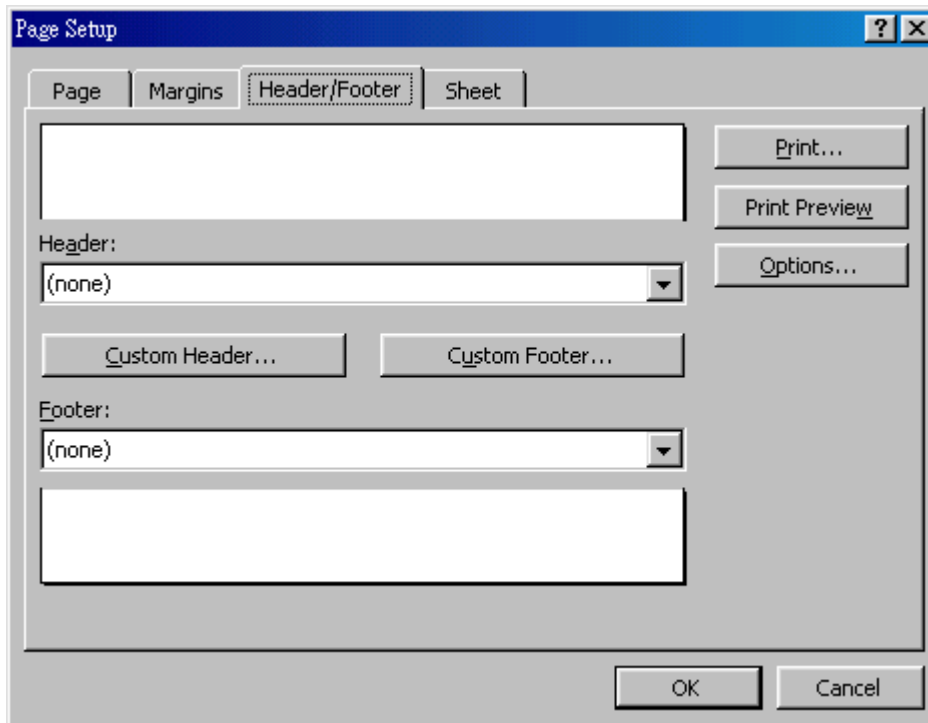


Set print, and clear a print area

Select the range of cells that make up the print area, then go to File and choose Print Area – Set Print Area. To clear it, choose Clear Print Area.

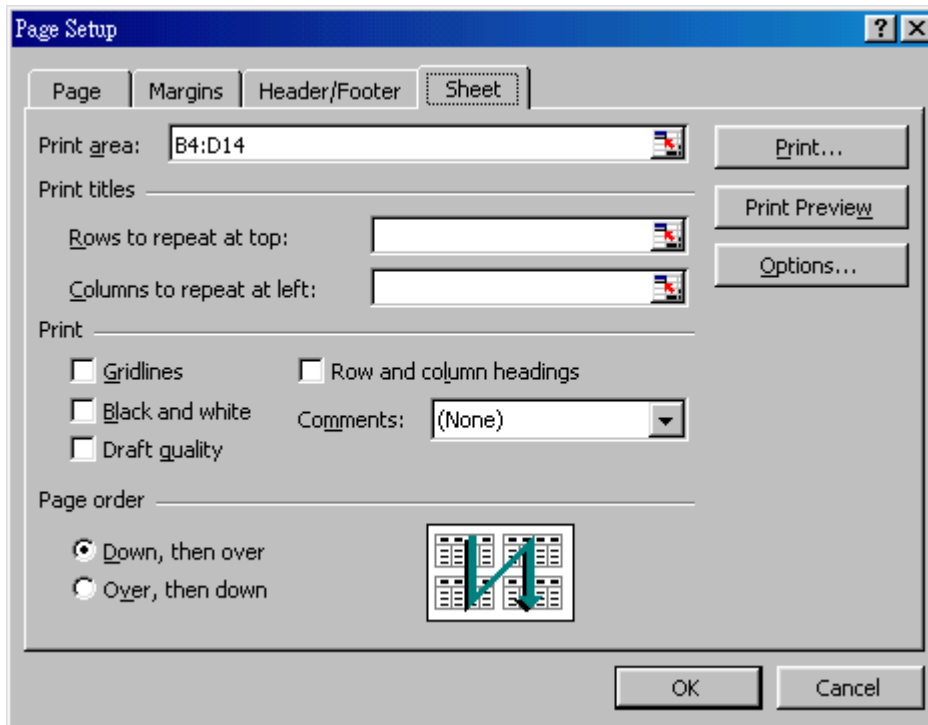
Set up headers and footers

Go to View – Header and Footer. There are example headers and footers to choose from.



Set print titles and options (gridlines, print quality, row & column headings)

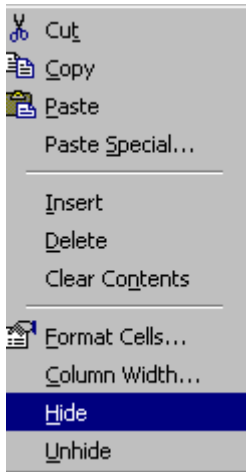
Go to File – Page Set Up – Sheet.



To define the Print Titles, click on the corresponding fields, then go to the worksheet and select the range.

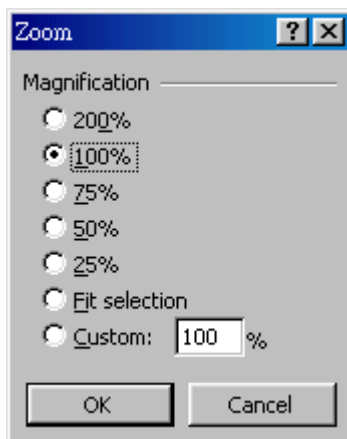
Hide and unhide rows and columns

Right click on the desired rows or columns and choose Hide or Unhide.



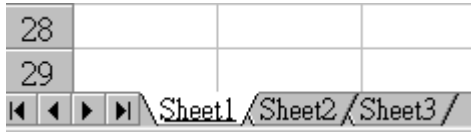
Change the zoom setting

Click on View – Zoom.



Move between worksheets in a workbook

To move between worksheets, click on the tabs at the bottom of the display canvas.



Check spelling

Click on tools – Spelling.

Rename a worksheet

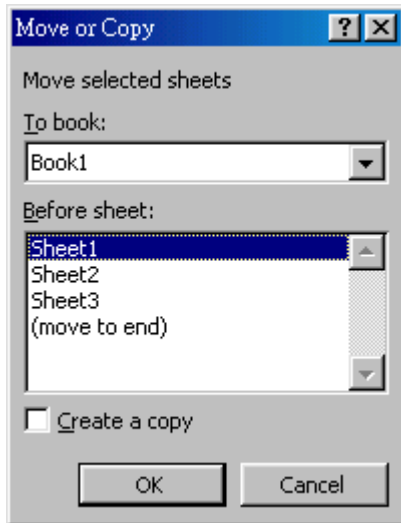
Right click on the tabs at the bottom of the display canvas and choose Rename.

Insert and Delete worksheets

Right click on the tabs at the bottom of the display canvas and choose Insert / Delete.

Move and copy worksheets

Right click on the tabs at the bottom of the display canvas and choose Move or Copy, then specify the new location.



Link worksheets

To set a reference to a cell in another worksheet (and link different worksheets), in a formula, use the following syntax:

Sheet2!A1

This will establish a connection to Sheet2's A1 cell.

Special thanks to
[Michael Yu](http://www.michaelyu.freesevers.com/)
for contributing this Cramsession.
Please visit his site at
<http://www.michaelyu.freesevers.com/>