



Microsoft Excel 2016

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204100 IT AND MODERN LIFE

Outline

- 1. Excel Basics**
- 2. Calculation and Formula**
- 3. Charts**
- 4. Other Spreadsheet Works on Excel**



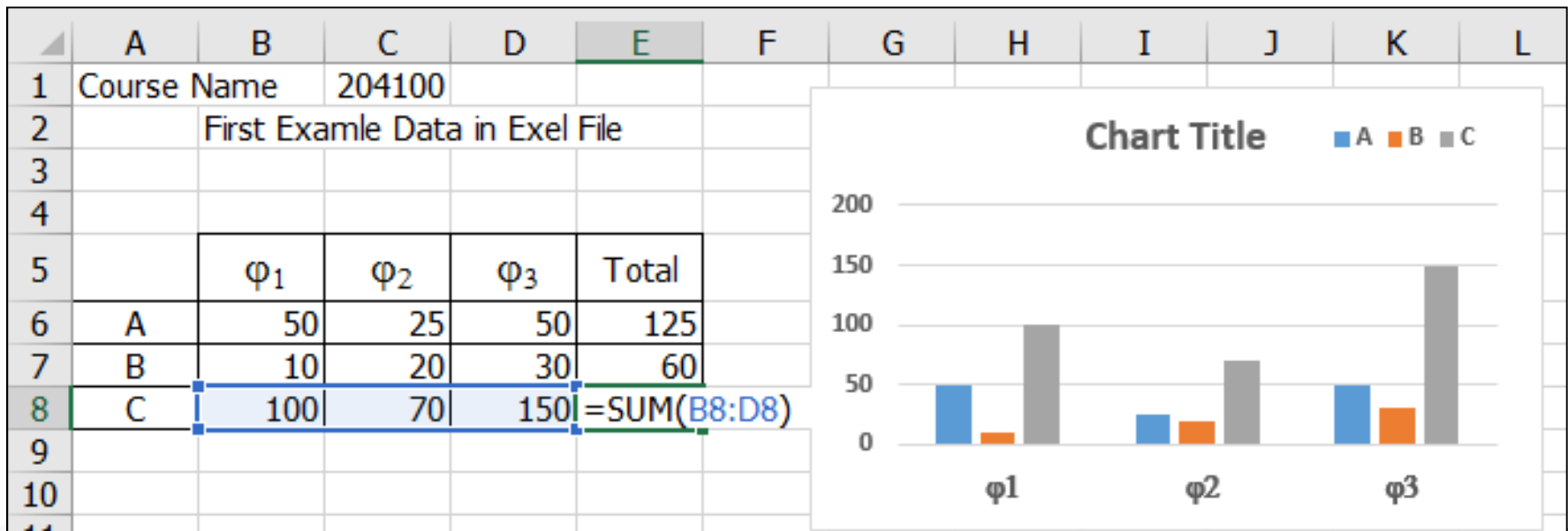
1. Excel Basics

1. **Introduction to Microsoft Excel**
2. **Inputting, Correcting and Erasing Data in a Cell**
3. **Auto Fill**
4. **Managing Cells, Rows and Columns in a Worksheet**
5. **Formatting Cells' Data**
6. **Managing Worksheets**
7. **Managing Workbooks**
8. **Printing and Printing Setup**



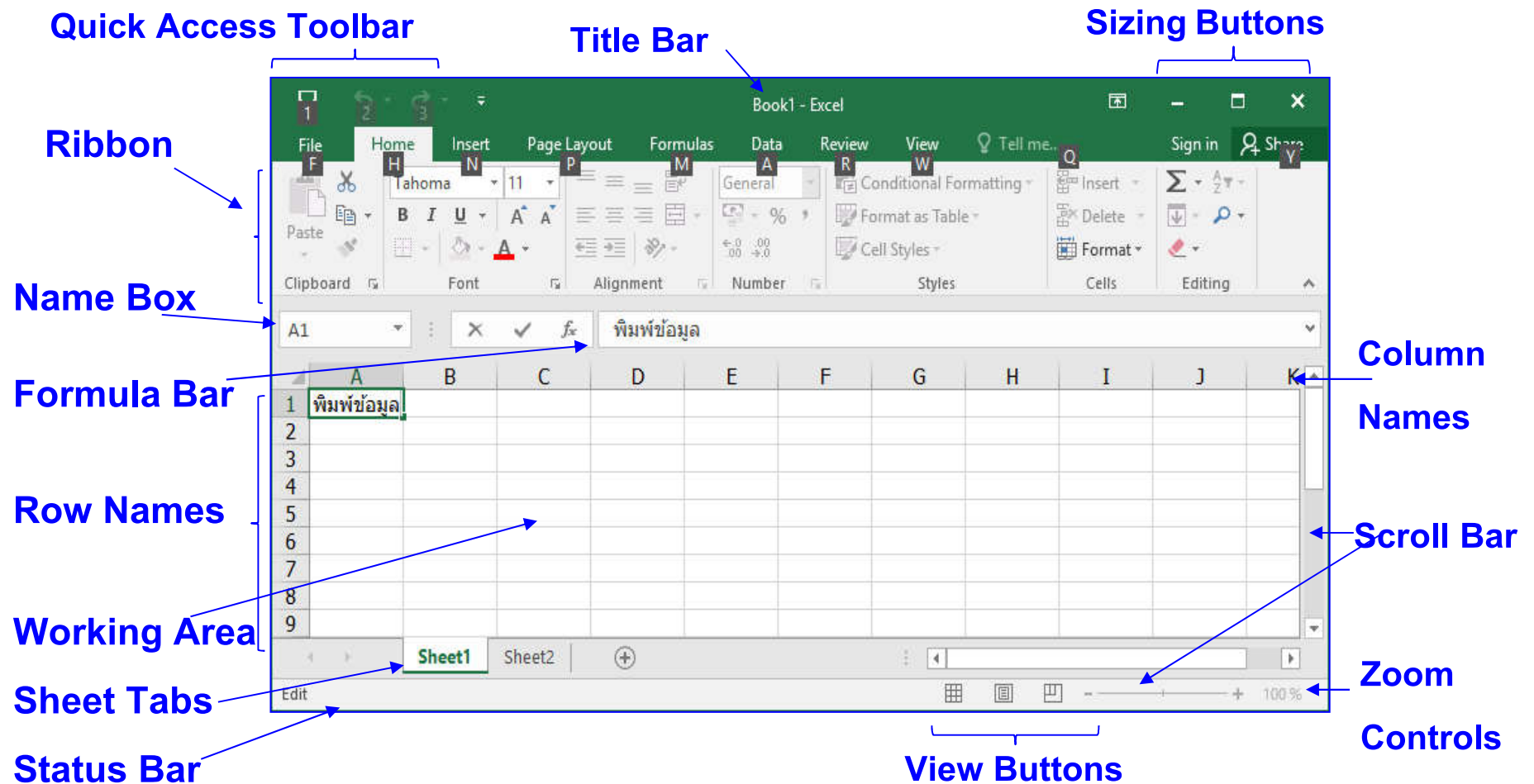
1.1 Introduction

- ❖ Part of Microsoft Office program package
- ❖ Excel is a spreadsheet application, where you can manage (mostly) numerical data, perform calculation, provide statistical summary, drawing charts, even use text, images and symbols to help make you points.



1.1 Introduction – Getting Start

❖ Click  >> All apps >> Excel 2016 >> Blank Workbook



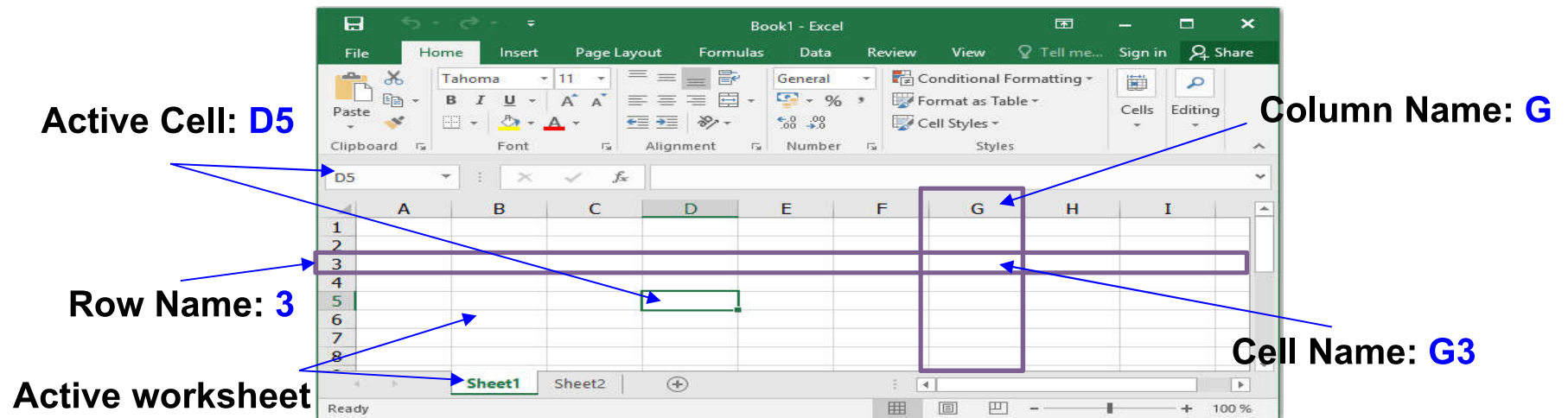
1.1 Introduction – Workbooks and Worksheets

- ❖ A file created by Excel (.xls or .xlsx) is called a **workbook**.
- ❖ A workbook is a collection of spreadsheets, called **worksheets** or **sheets** in excel. A worksheet is a working area that allow users to input data, easily perform correcting and calculation. The data in a worksheet are presented in a tabular form.
- ❖ Each entry (box) in the worksheet/table is called a **cell**.



1.1 Introduction – Cell Name

- ❖ The name of a cell, **F3** for example, come from the name of the column (the letter(s)) and the name of the row (the number) the cell is located at. Hence, **F3** means the cell that is located at column **F** and row **3**.



- The row name is used to reference the vertical position of the cell. A row name can be from 1 to 1,048,576
- The column name is used to reference the horizontal position of the cell. A column name can be from A to XFD.

1.2 Inputting, Correcting and Erasing Data

1) Inputting data in a cell

(1) Click the cell and type

- A. Text data (align left by default, cannot be used in calculation)
- B. Numerical data (align right by default, can be used in calculation)

	A	B	C
1	ราคา	จำนวน	
2	100	15	
3			

(2) When you finish, press Enter or the arrow key or click ☒ at the formula bar

2) Cancelling inputting or correcting data in a cell

Press ESC or click ☐ at the formula bar

1.2 Inputting, Correcting and Erasing Data

3) Entering multiple lines in a cell

- Type out the first line, then press **Alt + Enter**.
- The text will be separated into multiple lines, but remain in one cell, as shown.
- **Alt + Enter** will force the text to go to a new line at where your cursor is in the text when you press the key.

Long text without Alt+Enter
nor text wrapping

	A		C	D
1	ราคา	จำนวน		
2	100	15		
3				
4		ใส่ข้อความยาวเกินช่องเซลล์		
5		ใส่ข้อความยาวเกินช่องเซลล์		
6				
7				

Long text with Alt+Enter



1.2 Inputting, Correcting and Erasing Data

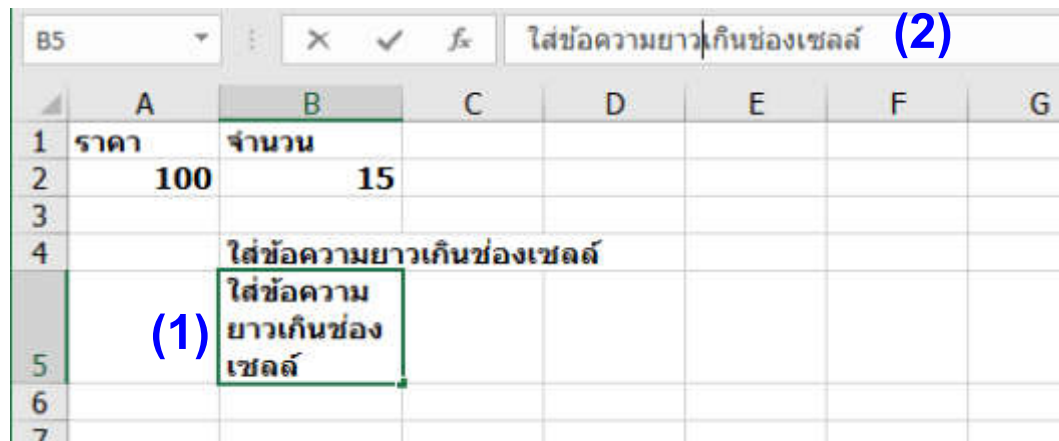
4) There are two ways to correcting data in a cell

(1) At the cell itself

- Double-click the cell
- or Click the cell, and press **F2**

(2) At the formula bar

- Click the cell and click at the formula bar



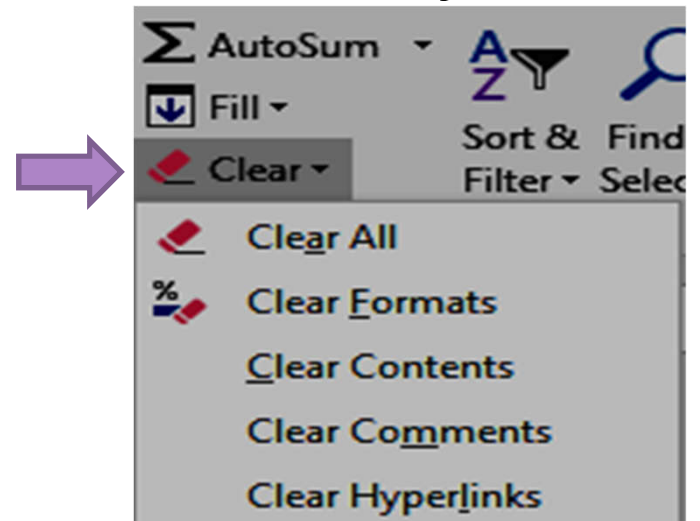
1.2 Inputting, Correcting and Erasing Data

5) Erasing data in a cell

(1) Select the cell you want to erase data.

(2) Do one of the followings:

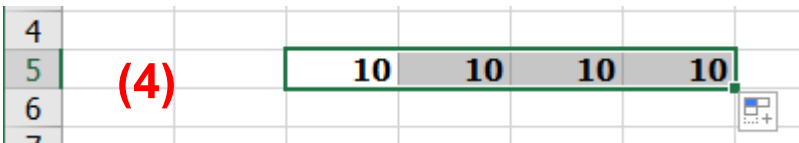
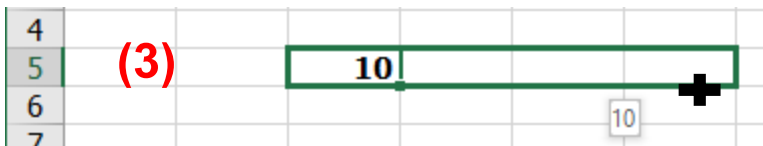
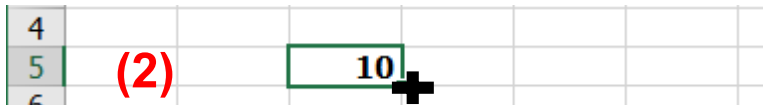
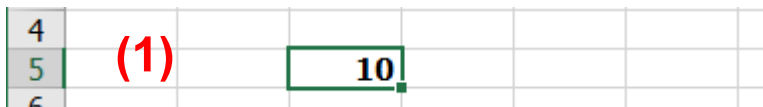
- ✓ Press **Delete**.
- ✓ Right-click and select **Clear Contents**.
- ✓ Under **Home** tab, click **Clear** command and select how you want to clear the cell.



1.3 Auto Fill

1) Auto fill the cells with **copies**

Example Input 10 at the starting cell and click the lower right corner, hold and drag to the right Excel will automatically fill the cells in range with 10 ,as shown below.



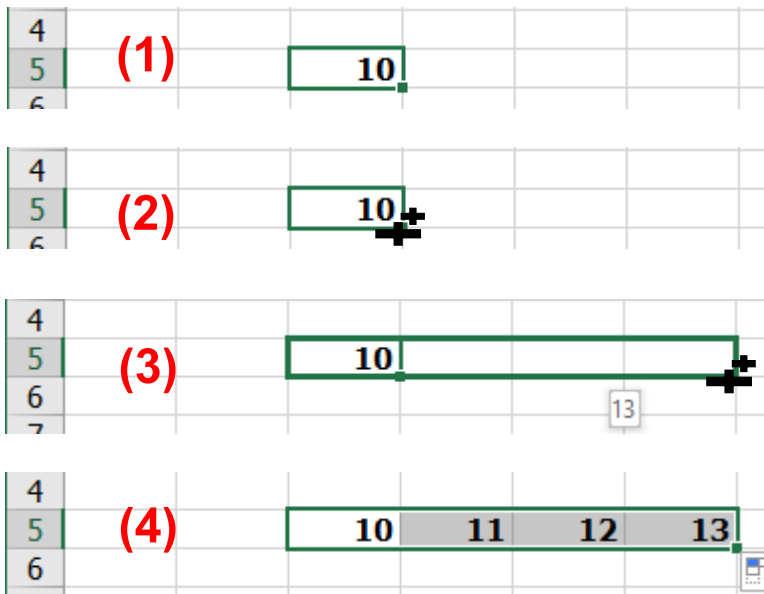
- 1) Input data in the starting cell
- 2) Click the lower right corner of the starting cell and hold, the mouse icon will change to +
- 3) Drag the mouse vertically (same column) or horizontally (same row)
- 4) When you stop the dragging and release the mouse key, Excel will fill copies of data in the starting cell automatically to the cells in the mouse-dragging path



1.3 Auto Fill

2) Autofill with increasing or decreasing sequence (one starting cell)

Example Input 10 at the starting cell and click the lower right corner, hold and drag with Ctrl key also pressed Excel will automatically fill the cells in range with 11 12 13, as shown below.



- 1) Input data in the starting cell
- 2) Click the lower right corner of the starting cell and hold with Ctrl key also pressed, the mouse icon will change to ++
- 3) Drag the mouse vertically or horizontally
- 4) When you stop the dragging and release the mouse key, Excel will fill data automatically to the cells in the mouse-dragging path, in increasing or decreasing order, depending on the direction of dragging



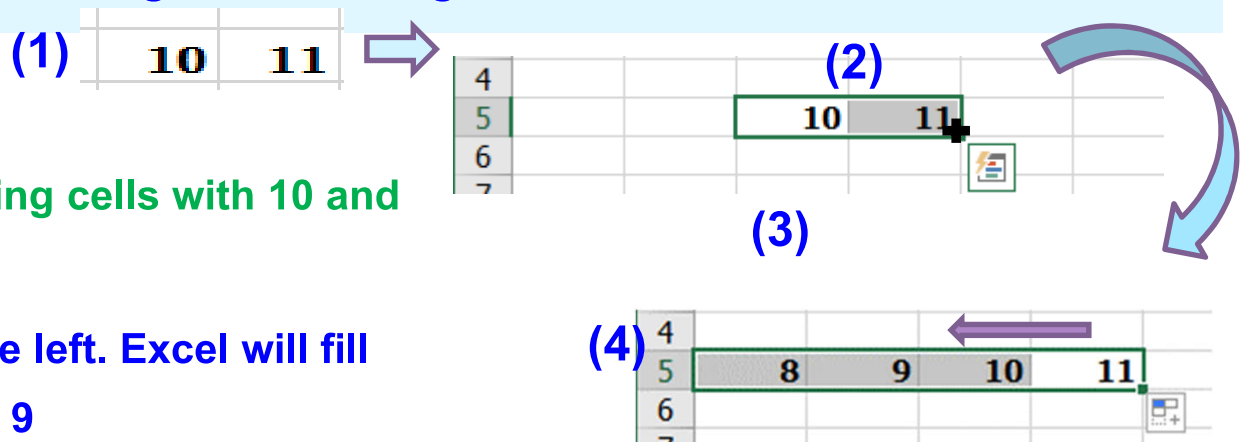
1.3 Auto Fill

3) Autofill with increasing or decreasing sequence (two starting cells)

- (1) Input data in **two (or even more) starting cells**
- (2) Select both cells, then click on the lower right corner of the selection
- (3) Drag the mouse vertically (same column or horizontally (same row))
- (4) When you stop the dragging and release the mouse key, Excel will **fill data automatically** the cells in the mouse-dragging path, **in increasing or decreasing order, to match the ordering in the starting cells.**

Example:

- Input data in the starting cells with 10 and 11
- Dragging mouse to the left. Excel will fill the cells in with 8 and 9



1.3 Auto Fill

4) Using Auto Fill Options

- (1) - (3) Perform auto fill
- (4) **Auto Fill Options** will appear at the lower right corner of the sequence, click it.
- (5) Select how you want to perform Auto Fill

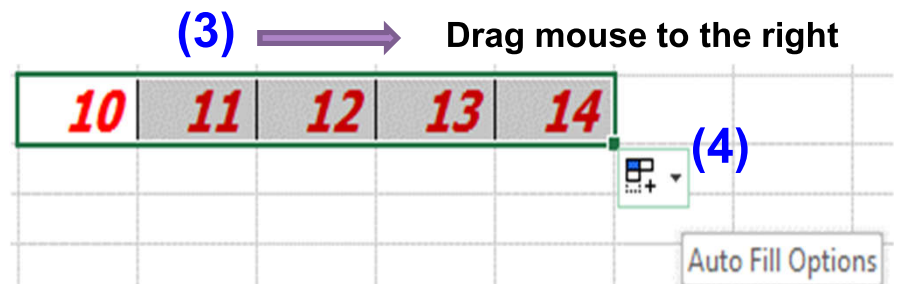
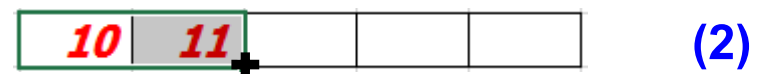
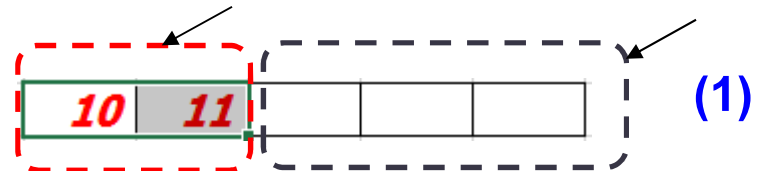
Example: The starting cells are 10 and 11

font → Tahoma

Size 16, bold, italics,
with red color

font → Tahoma

Size 11, normal,
with black color



1.3 Auto Fill

4) Using Auto Fill Options (cont.)

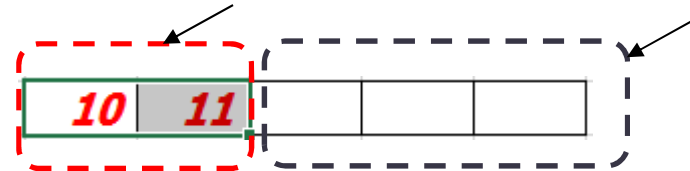
(1) - (3) Perform auto fill

(4) **Auto Fill Options** will appear at the lower right corner of the sequence, click it.

Example: The starting cells are 10 and 11

font → Tahoma Size 16,
bold, italics, with red color

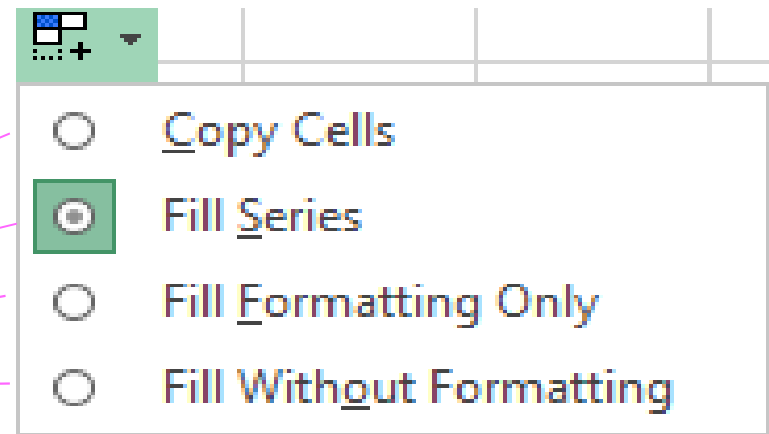
font → Tahoma Size 11,
normal, with black color



(5) Select how you want to perform Auto Fill

Results

<i>10</i>	<i>11</i>	<i>10</i>	<i>11</i>	<i>10</i>
<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>
<i>10</i>	<i>11</i>			
<i>10</i>	<i>11</i>	12	13	14

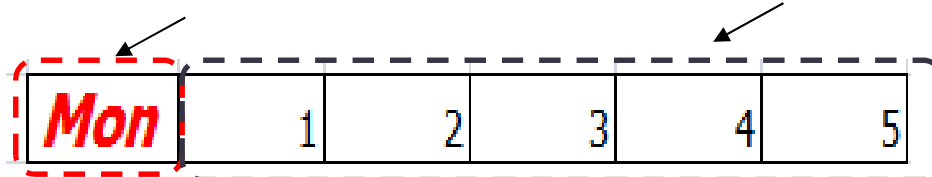


1.3 Auto Fill

5) Auto Fill with date data

font → Tahoma Size 16,
bold, italics, with red color

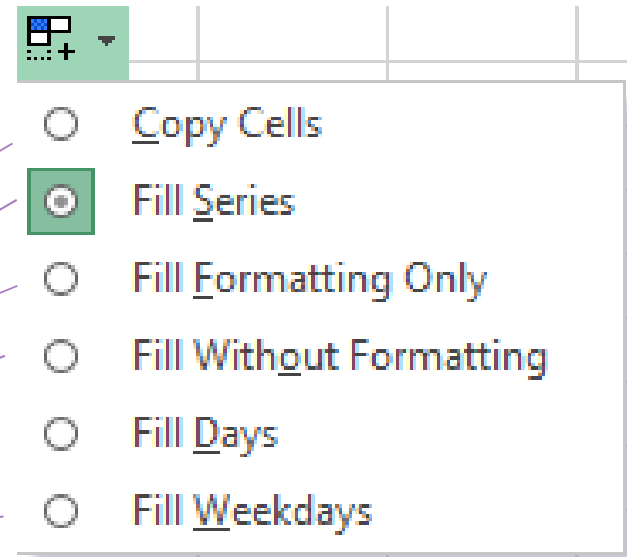
font → Tahoma Size 11,
normal, with black color



<i>Mon</i>	1	2	3	4	5
-------------------	---	---	---	---	---

Results

<i>Mon</i>	<i>Mon</i>	<i>Mon</i>	<i>Mon</i>	<i>Mon</i>	<i>Mon</i>
<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<i>Mon</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Mon</i>	Tue	Wed	Thu	Fri	Sat
<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Mon</i>	<i>Tue</i>



1.4 Managing Cells, Rows and Columns

1) Selecting cells

In order to work with the data, you need
to select cells containing them

1.1) Selecting a cell

1.2) Select cells in a row: by clicking
at the row header

1.3) Select cells in a column: by
clicking at the column header

1.4) Selecting group of adjacent cells:

by click-and-drag over the group you
want to select.

	A	B	C	D	E	F	G	H
1	A1	B1	C1	D1				
2	A2	B2	C2	D2				
3	A3	B3	C3	D3				
4								
5	A5	B5	C5	D5	E5	F5	G5	
6						F6	G6	
7								

Selecting row 5

	A	B	C	D	E	F	G	H
1	A1	B1	C1	D1				
2	A2	B2	C2	D2				
3	A3	B3	C3	D3				
4								
5	A5	B5	C5	D5	E5	F5	G5	
6						F6	G6	
7								

Selecting column D

	A	B	C	D	E	F	G	H
1	A1	B1	C1	D1				
2	A2	B2	C2	D2				
3	A3	B3	C3	D3				
4								
5	A5	B5	C5	D5	E5	F5	G5	
6						F6	G6	
7								

Selecting cells from A1 to D3



1.4 Managing Cells, Rows and Columns

1.5) Selecting groups of non-adjacent cells:

- (1) Select the first adjacent group of cells
- (2) Press **Ctrl** and hold, then select the second adjacent group of cells
- (3) Repeat (2) until you have selected all cells you need

Example:

- (1) Click-and-drag to select cells A1 to C3
- (2) Press **Ctrl** and hold
- (3) Click-and-drag to select cells A1 to F5 to G6

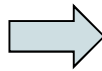
	A	B	C	D	E	F	G	H
1	A1	B1	C1	D1				
2	A2	B2	C2	D2				
3	A3	B3	C3	D3				
4								
5	A5	B5	C5	D5	E5	F5	G5	
6						F6	G6	
7								



1.4 Managing Cells, Rows and Columns

1.6) Selecting multiple columns and/or rows

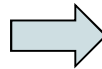
From select multiple groups in 1.5, you can also select a row or a column as a group.



	A	B	C	D	E	F	G	H
1	A1	B1	C1	D1				
2	A2	B2	C2	D2				
3	A3	B3	C3	D3				
4								
5	A5	B5	C5	D5	E5	F5	G5	
6						F6	G6	
7								

1.7) Selecting entire sheet

- ✓ Click the upper left corner of the sheet
- ✓ Or press **Ctrl + A**



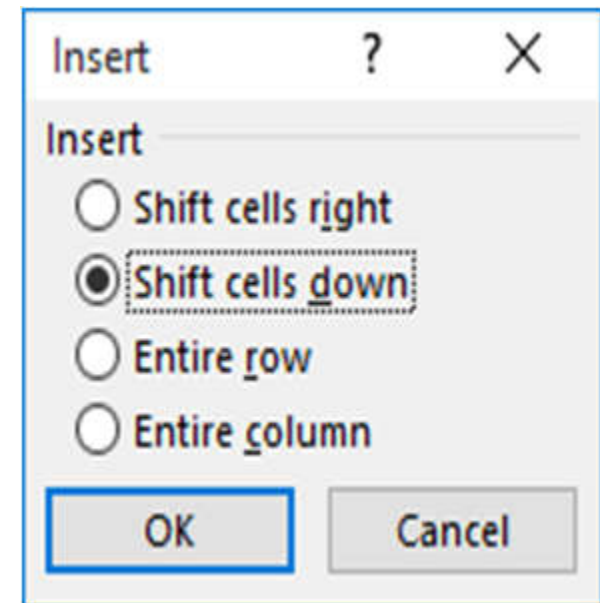
	A	B	C	D	E	F	G	H
1	A1	B1	C1	D1				
2	A2	B2	C2	D2				
3	A3	B3	C3	D3				
4								
5	A5	B5	C5	D5	E5	F5	G5	
6						F6	G6	
7								



1.4 Managing Cells, Rows and Columns


2) Inserting cells into a worksheet

- (1) Select a cell where you want to insert a new cell.
- (2) Right-click and select **Insert**
- (3) Choose how you want to insert the cell(s)



Example of inserting a cell with **Shift cells down**

	A	B	C	D
1	A1	B1	C1	
2	A2	B2	C2	
3	A3	B3	C3	
4				



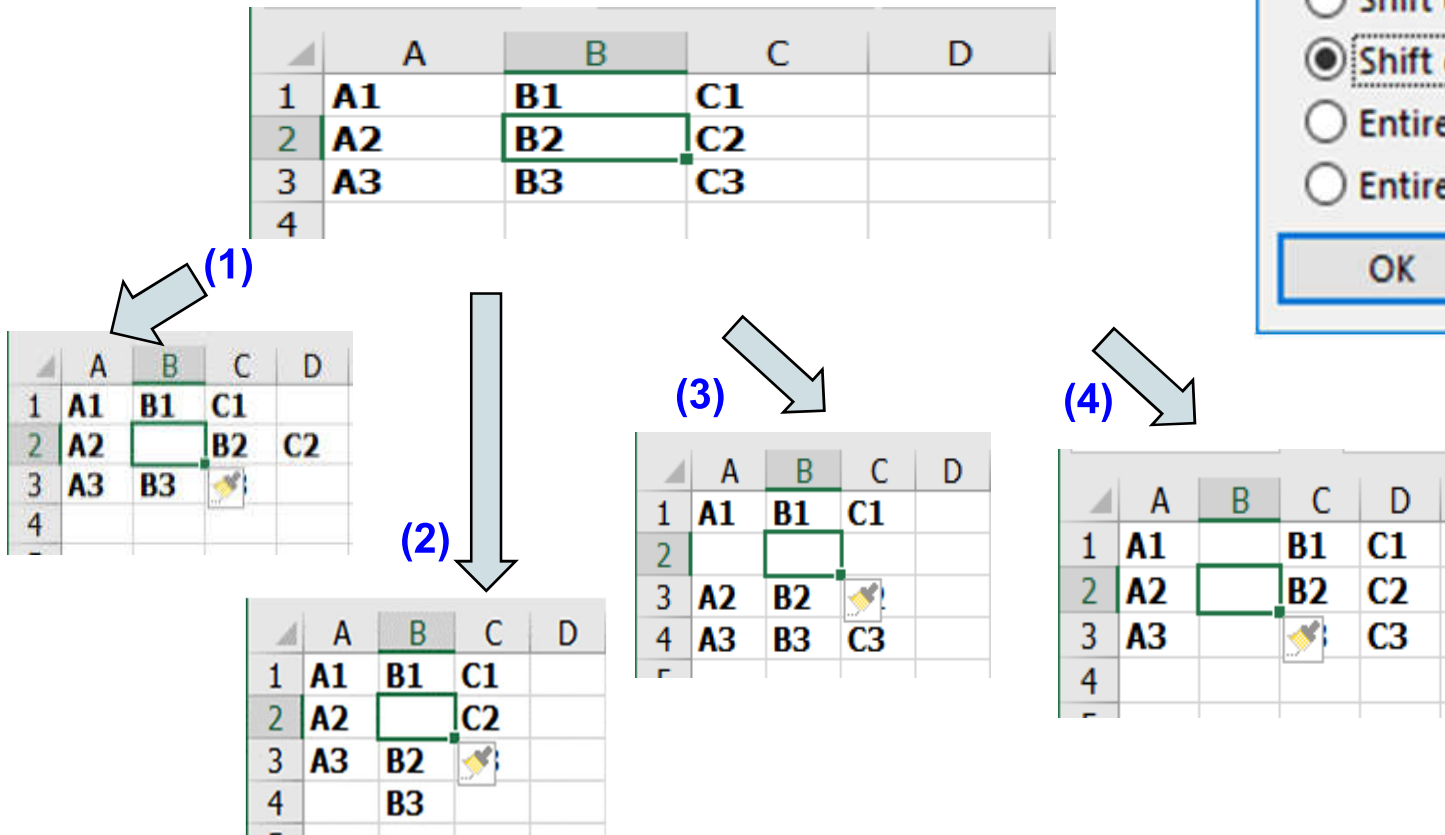
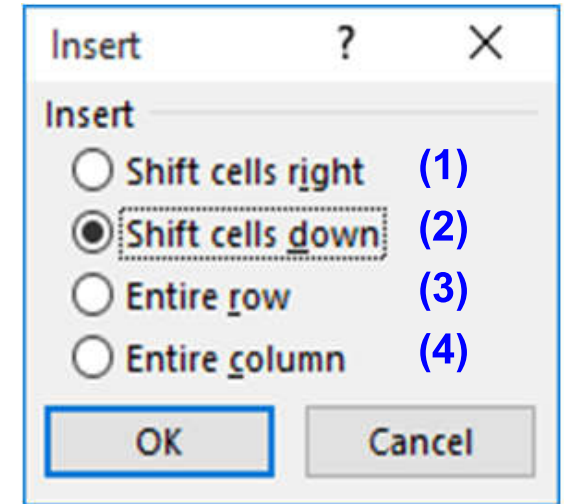
	A	B	C	D
1	A1	B1	C1	
2	A2		C2	
3	A3	B2		
4		B3		



1.4 Managing Cells, Rows and Columns

2) Inserting cells (cont.)

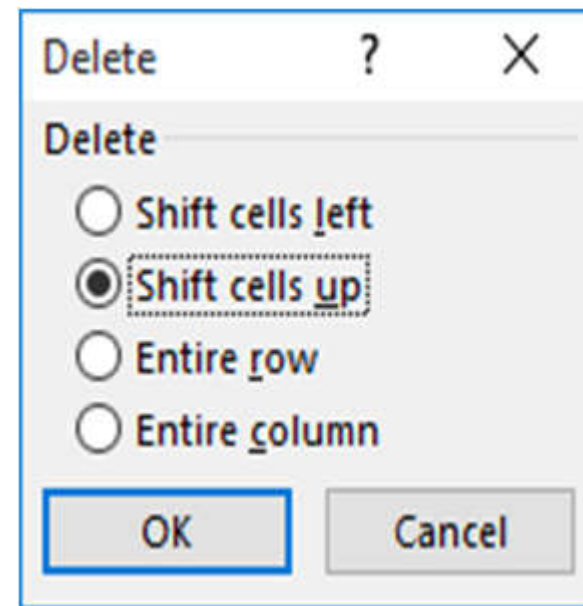
Example of inserting a cell at B2 with different options



1.4 Managing Cells, Rows and Columns

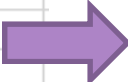
3) Deleting cells

- (1) Select a cell (or cells) you want to delete
- (2) Right-click and select **Delete**
- (3) Select how you want to delete



Example of deletion with **Shift cells up**

	A	B	C	D
1	A1	B1	C1	
2	A2	B2	C2	
3	A3	B3	C3	
4				



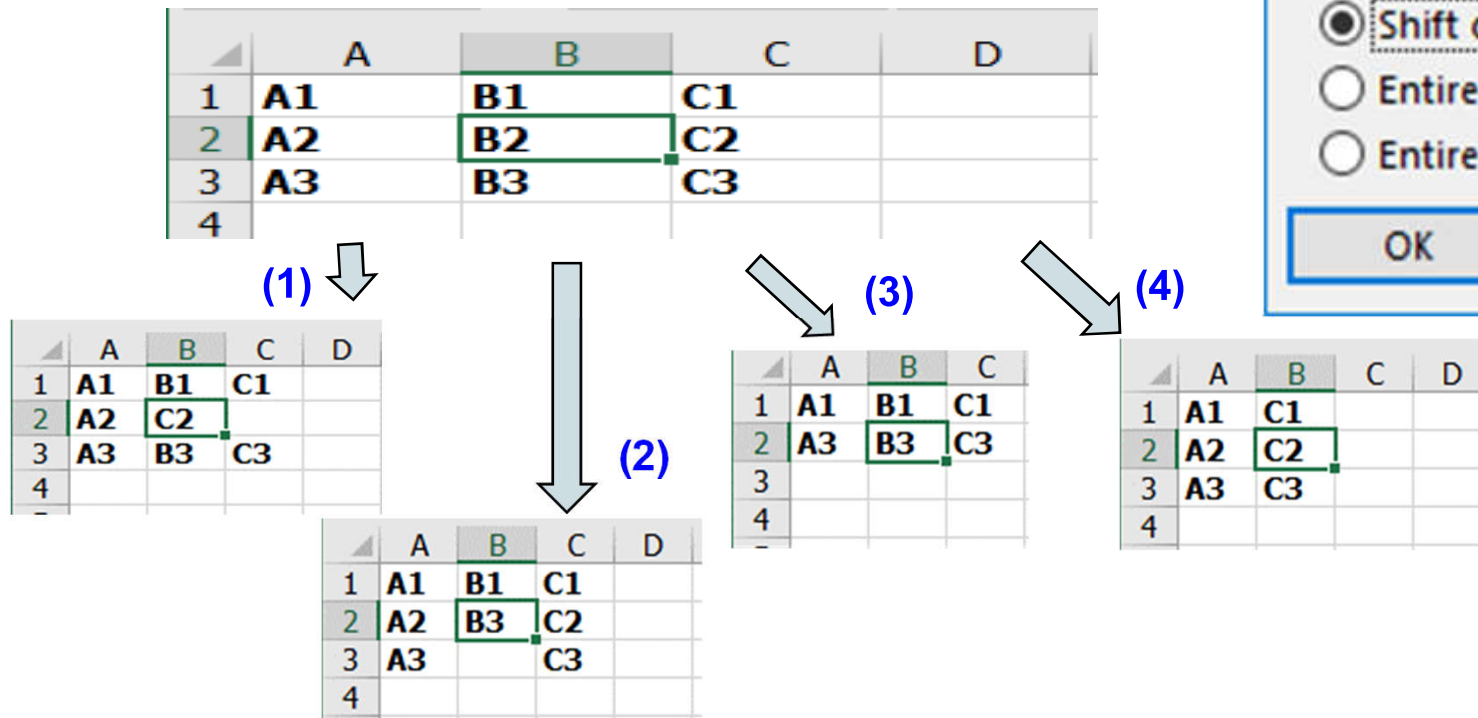
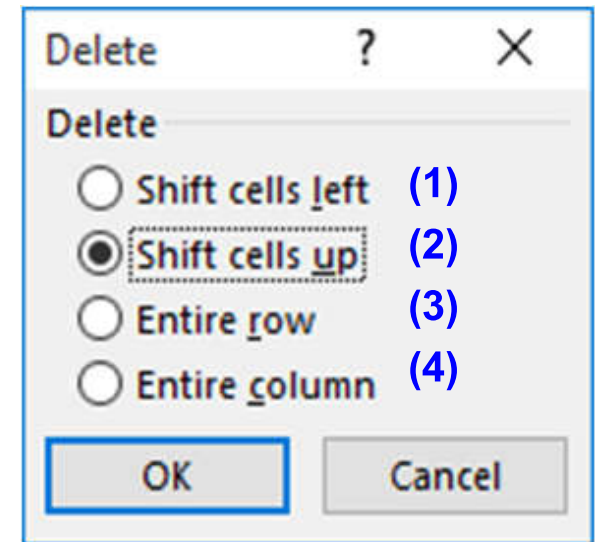
	A	B	C	D
1	A1	B1	C1	
2	A2	B3	C2	
3	A3		C3	
4				



1.4 Managing Cells, Rows and Columns

3) Deleting cells (cont.)

Example of deleting B2 cell with different options



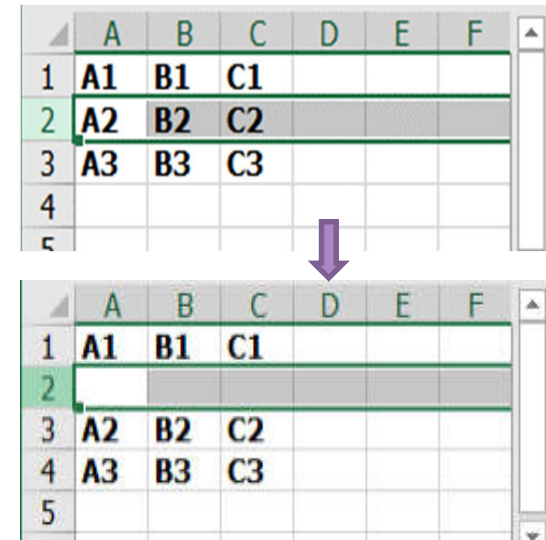
1.4 Managing Cells, Rows and Columns

4) Inserting a row (or a column)

(1) Selecting target row (or column)

(2) Right-click and select **Insert**

Example: inserting a row above row 2



	A	B	C	D	E	F
1	A1	B1	C1			
2	A2	B2	C2			
3	A3	B3	C3			
4						
5						

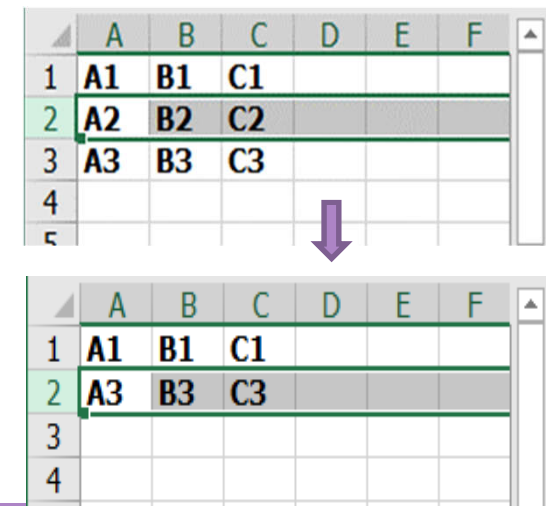
	A	B	C	D	E	F
1	A1	B1	C1			
2						
3	A2	B2	C2			
4	A3	B3	C3			
5						

5) Deleting a row (or a column)

(1) Selecting target row (or column)

(2) Right-click and select **Delete**

Example: deleting row 2



	A	B	C	D	E	F
1	A1	B1	C1			
2	A2	B2	C2			
3	A3	B3	C3			
4						
5						

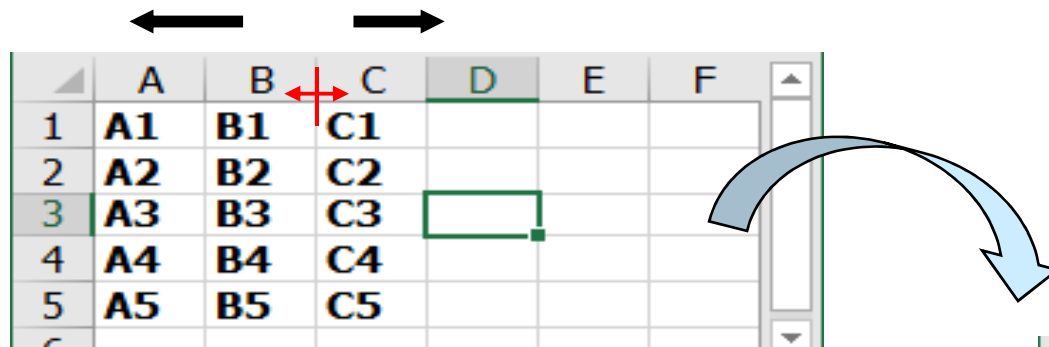
	A	B	C	D	E	F
1	A1	B1	C1			
2	A3	B3	C3			
3						
4						



1.4 Managing Cells, Rows and Columns

6) Changing row's height or column's width

(1) Move the mouse to border of two columns or two row, the mouse icon should change to two arrows (as the red one below)



(2) Click-and drag the border to increase/decrease the height/width

	A	B	C	D	E
1	A1	B1	C1		
2	A2	B2	C2		
3	A3	B3	C3		
4	A4	B4	C4		
5	A5	B5	C5		
6					



1.4 Managing Cells, Rows and Columns

7) Hide or unhide rows or columns

(1) To hide, select the rows or the column

	A	B	C	D	E	F
1	A1	B1	C1			
2	A2	B2	C2			
3	A3	B3	C3			
4	A4	B4	C4			
5	A5	B5	C5			

(2) Right-click and select **Hide**

	A	B	C	D	E	F
1	A1	B1	C1			
3	A3	B3	C3			
4	A4	B4	C4			
5	A5	B5	C5			
6						

Example: hiding row 2

(1) To unhide, drag the mouse to cover rows or columns you want to unhide.

	A	B	C	D	E	F
1	A1	B1	C1			
3	A3	B3	C3			
5	A5	B5	C5			
6						

(2) Right-click and select **Unhide**

	A	B	C	D	E	F
1	A1	B1	C1			
2	A2	B2	C2			
3	A3	B3	C3			
4	A4	B4	C4			
5	A5	B5	C5			

Example: hiding row 2 and 4



1.5 Formatting Cells' Data

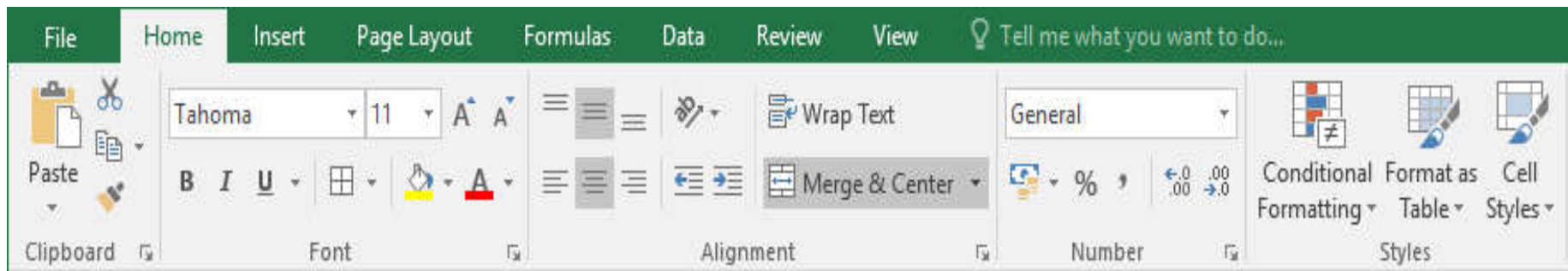
At **Home** tab, there are a few tools you can use to format data on a cell:

1.5.1) Changing **Font**: such as font type, color, size

1.5.2) Changing **Alignment**

1.5.3) Changing **Number** format

1.5.4) Quick formatting with **Styles**



1)

2)

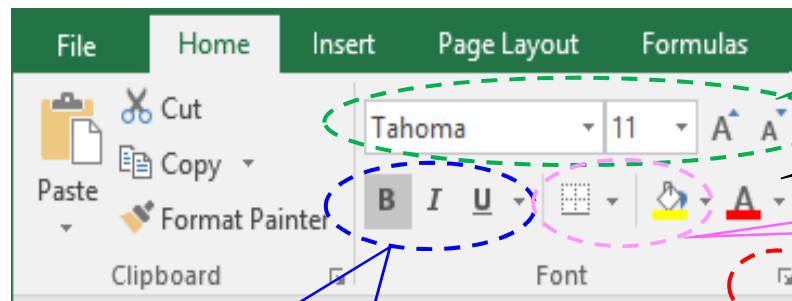
3)

4)



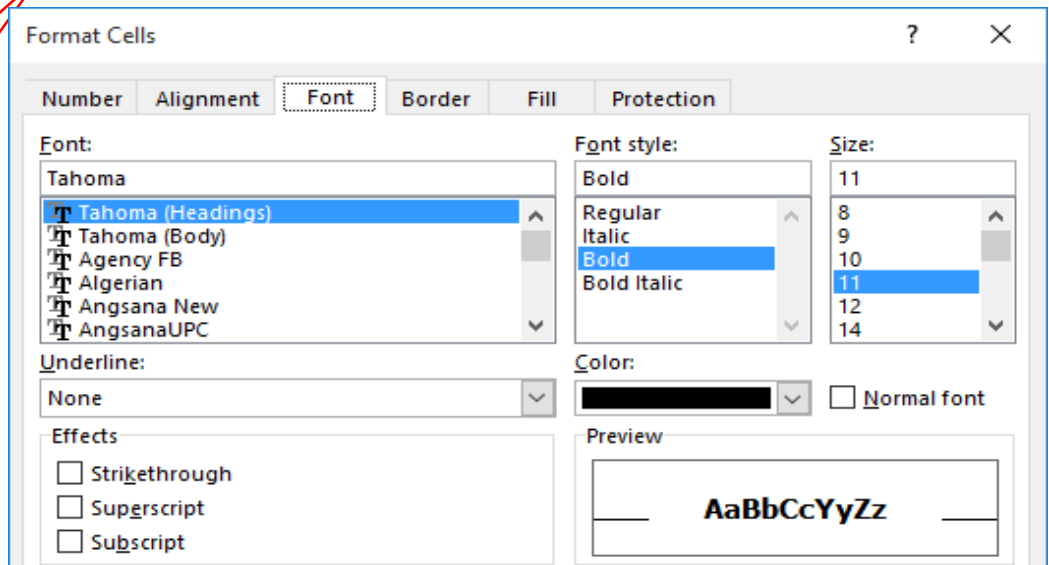
1.5.1 Formatting Fonts in a Cell

Home → Font



Font effects such as bold, italics, etc.

Open **Font** tab in **Format Cells** dialog



This works the same way as in Word or PowerPoint



1.5.2 Text Alignment

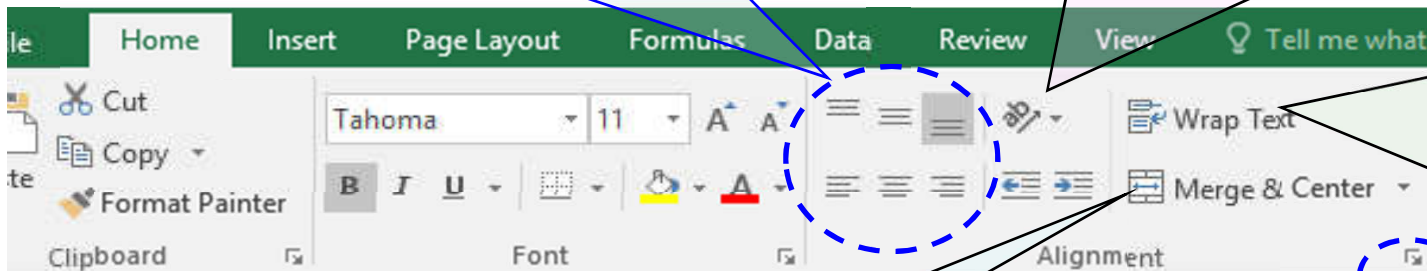
Home → Alignment

Text alignment

Align the text both horizontally and vertically

Orientation

Changing text direction angle, from -90 degree to 90 degree



Merge & Center

Merge selected cells into one cell, with center alignment

Wrap text

Automatically arrange text into multiple line if it is too long.

Open **Alignment** tab in **Format Cells** dialog



1.5.2 Text Alignment

Alignment tab in **Format Cells** dialog.

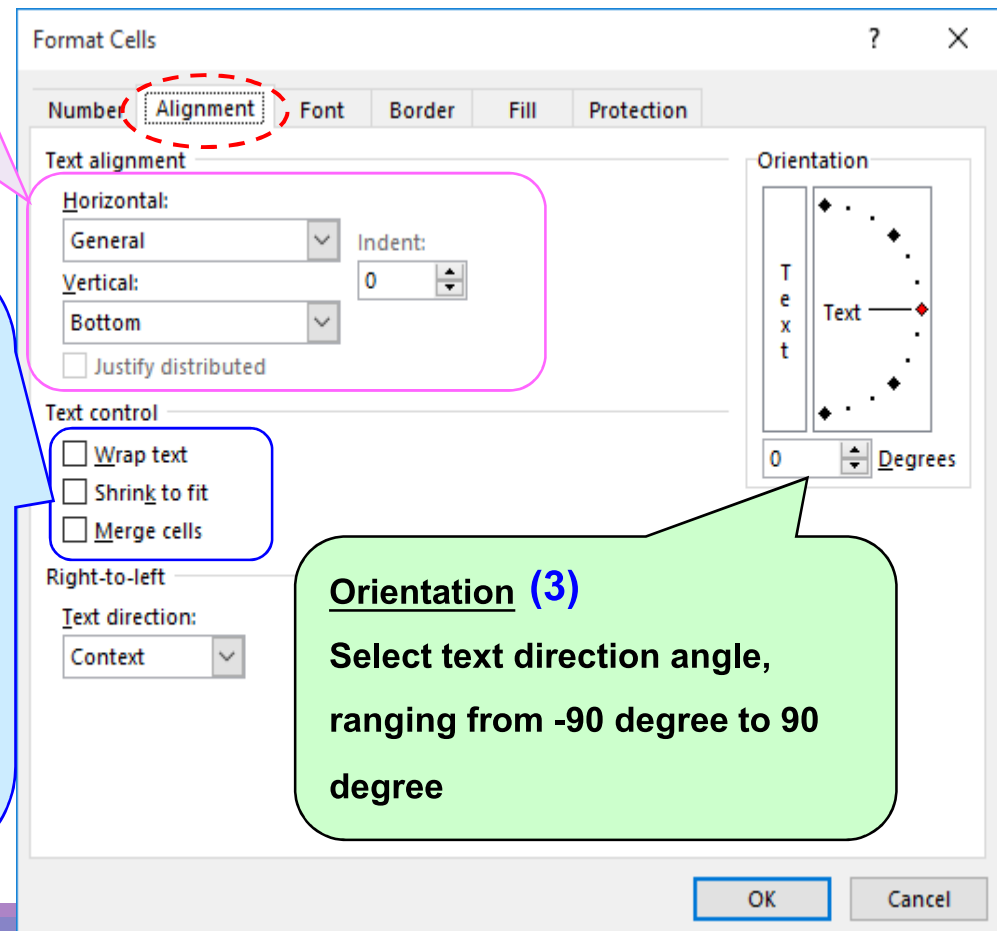
Text alignment (1)

Select **Horizontal** and **Vertical** alignment.

Text control (2)

Text formatting options

- **Wrap text** automatically arrange too-long text into multiple line.
- **Shrink to fit** automatically reduce font size of too-long text, so that it fit the cell.
- **Merge cells** merges selected cells into one.



Orientation (3)

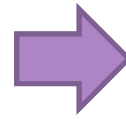
Select text direction angle, ranging from -90 degree to 90 degree



1.5.2 Text Alignment

Example of cell formatting

	A	B	C	D
1	ราคา	จำนวน		
2	1000	1		
3	2050	2		
4	300	3		
5	ราคารวมทั้งหมด		6000	
6				

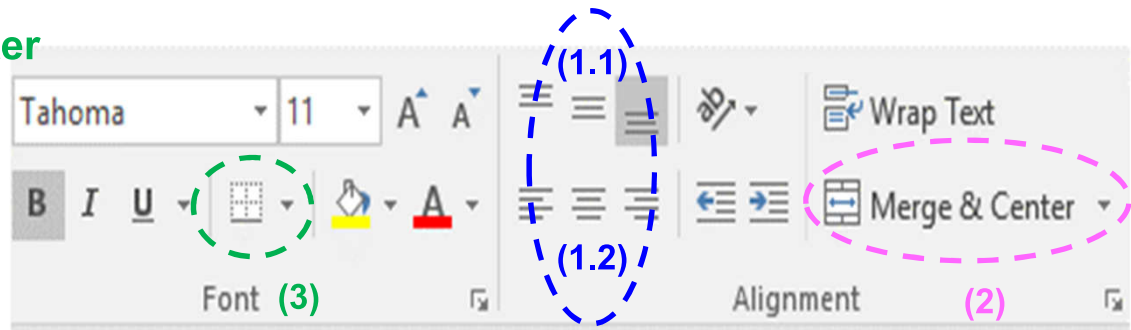


	A	B	C	D
1	ราคา	จำนวน		
2	1000	1		
3	2050	2		
4	300	3		
5	ราคารวมทั้งหมด		6000	
6				

(1) In cell A1 and B1 Arrange the text to be in the middle of the cell by choosing

(1.1) **Middle Align**, and (1.2) **Center**

(2) Merge & Center cells C1 to C4, and cells A5 and B5

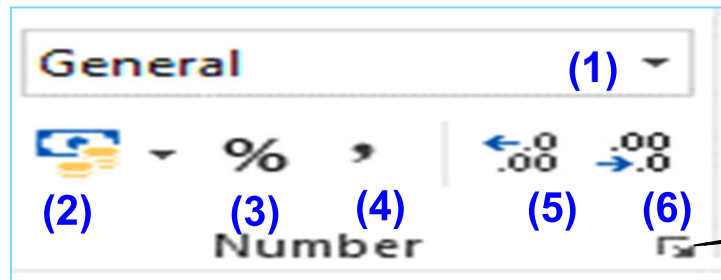


(3) Set borders for cell A1 to C5



1.5.3 Number Formatting

1) Formatting number at **Home** → **Number**



Open **Number** tab in **Format Cells** dialog

- (1) **Number Format** : select different type of number format
- (2) **Accounting Number Format** : also select currency to be displayed
- (3) **Percentage Style** : Display the number in percentage. For example, 0.1 → 10%
- (4) **Comma Style** : include commas into the number
- (5) **Increase Decimal**
- (6) **Decrease Decimal**



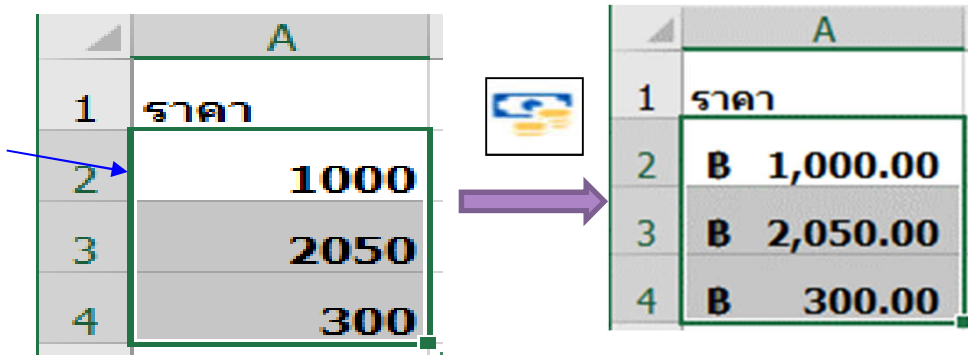
1.5.3 Number Formatting

1) Formatting number at Home → Number (cont.)

Example:

(1) Enter data into cell A2 to A4 and select them

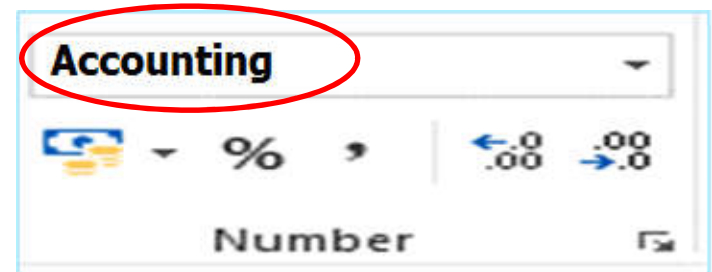
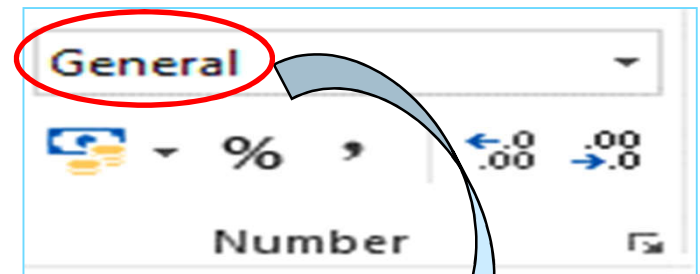
(2) Select  (Accounting Number Format)



	A
1	ราคา
2	1000
3	2050
4	300

	A
1	ราคา
2	B 1,000.00
3	B 2,050.00
4	B 300.00

We start with General format



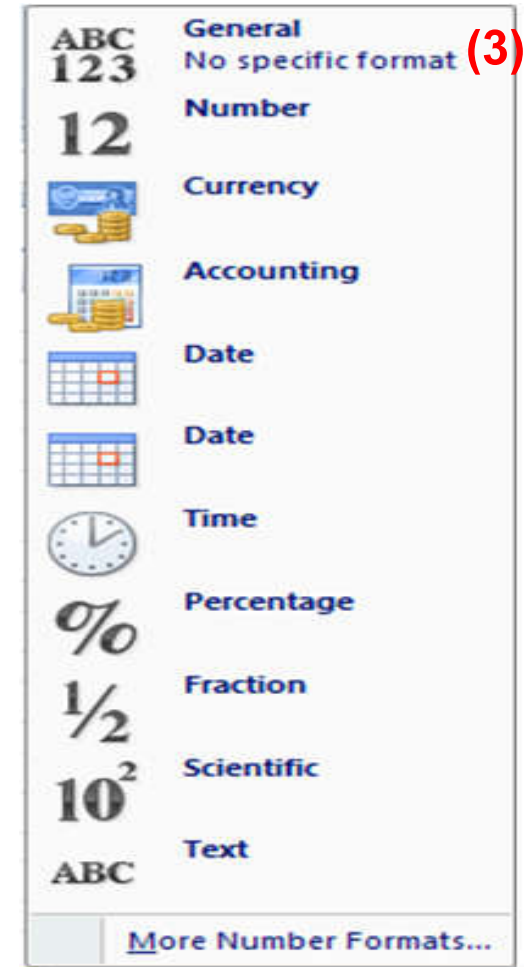
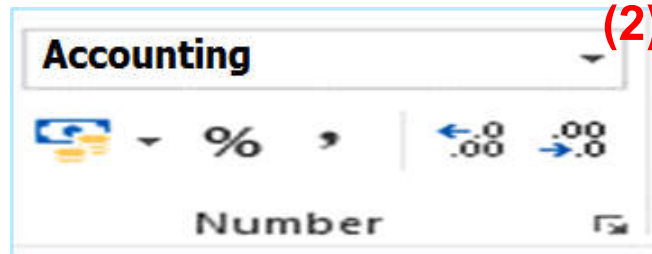
The format is now Accounting




1.5.3 Number Formatting

2) Cancelling number formatting

	A
1	ราคา
2	B 1,000.00
3	B 2,050.00
4	B 300.00



(1) From example, select cells A2 to A4

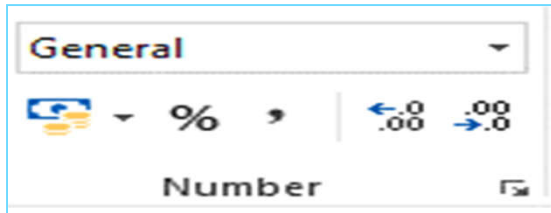
(2) Under **Home** → **Number**, click  next to **Number Format**, number formats will appear for selection (3)

(3) Select **General**,
The numbers will change back

	A
1	ราคา
2	1000
3	2050
4	300

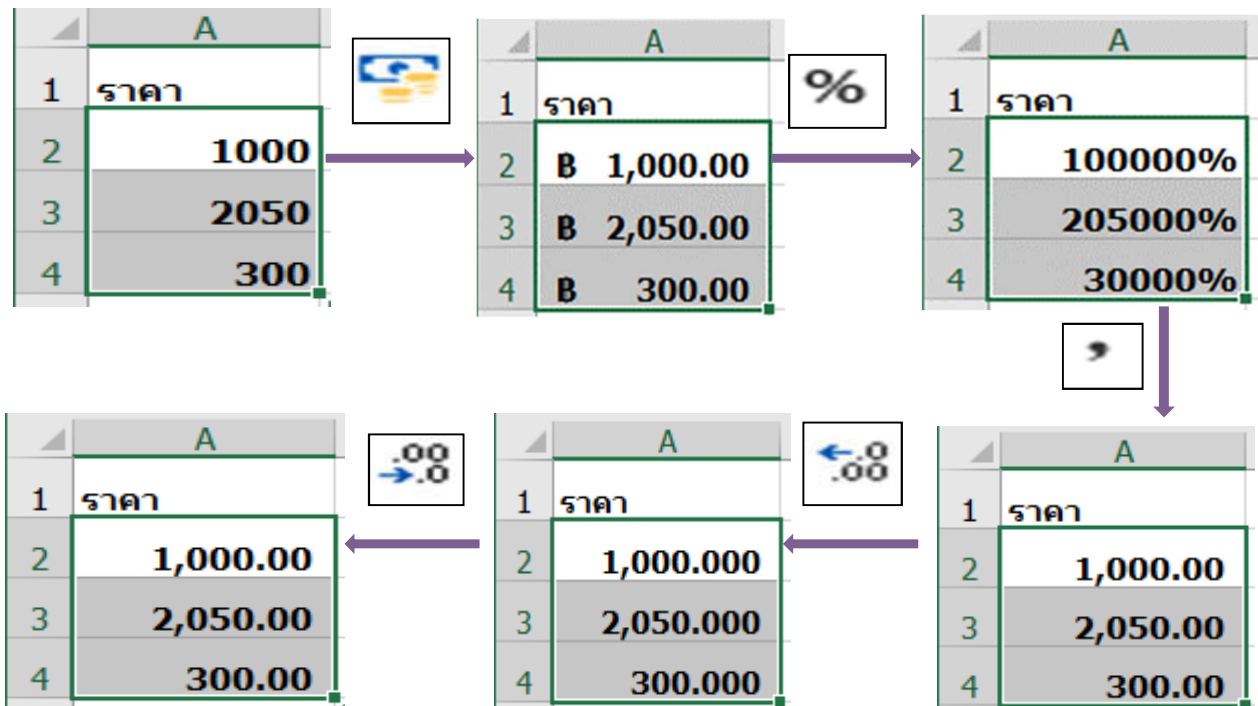


1.5.3 Number Formatting



Formatting Commands

From example,
select cells A2 to A4



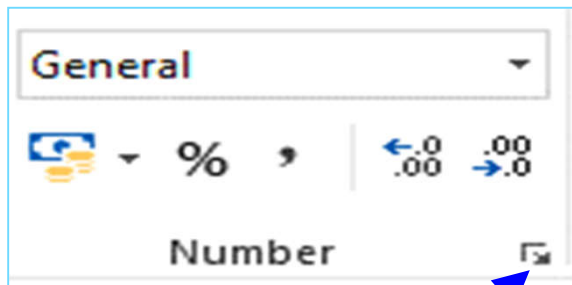
1.5.3 Number Formatting

3) Formatting with Format Cells dialog

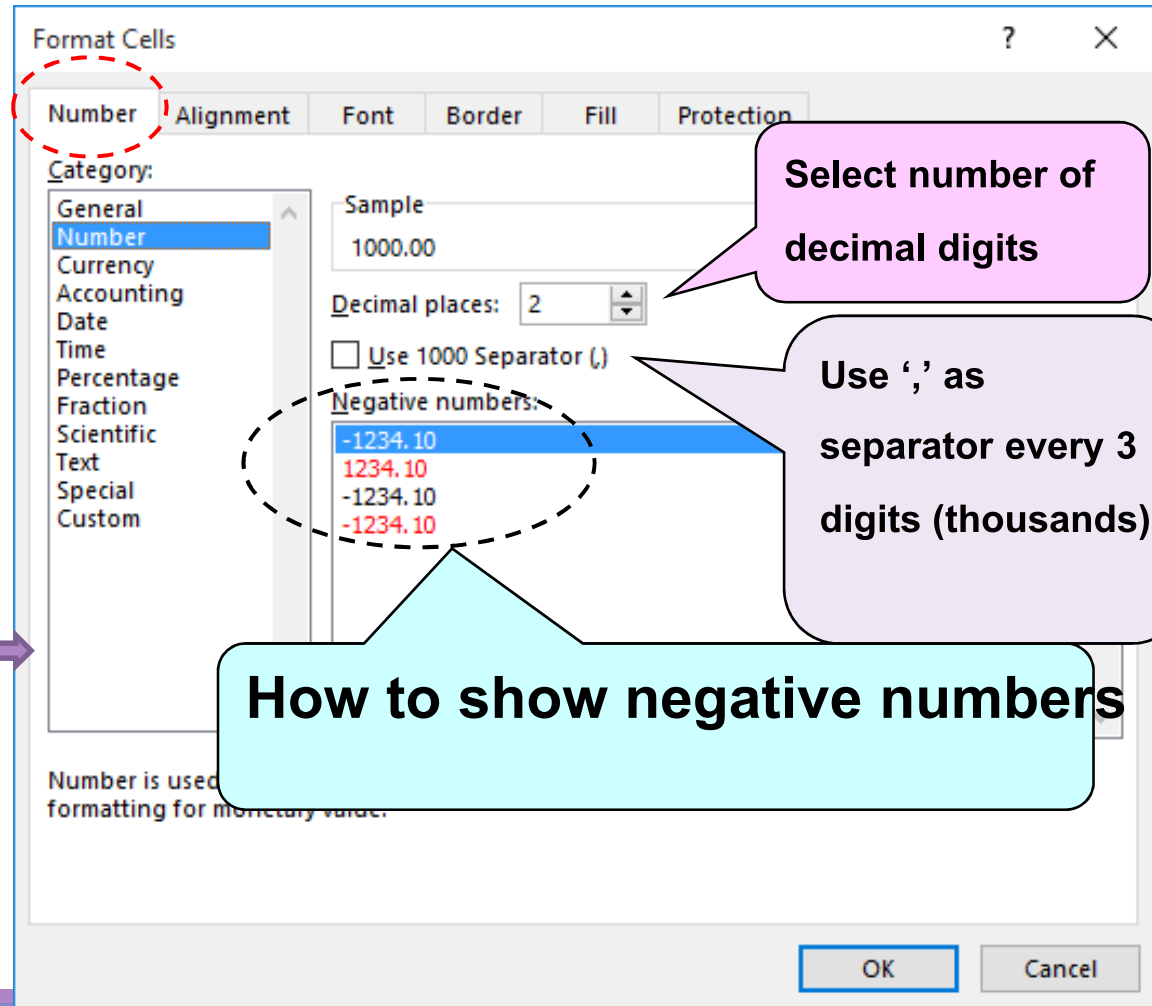
	A
1	ราคา
2	1000
3	2050
4	300
5	

(1) Select A2 to A4

(2) Right-click → **Format Cells**



or click here



Select number of decimal digits

Use ',' as separator every 3 digits (thousands)

How to show negative numbers



1.5.3 Number Formatting

Category	Description and Extra Options
General	No specific number format. Number will appear as you type it.
Number	Used for general display of number. You can choose decimal places (how many digits after '.'), whether to use 1000 separator (',' to separate every 3 digits), and how to display negative numbers.
Currency	General display for monetary values. You can pick currency symbol and how negative number will be displayed.
Accounting	Similar format with Currency but the currency symbol will be at the left side of the cell, while the number will be right-aligned.
Date	Display number as date, and date formatting option
Time	Display number as time, and time formatting option



1.5.3 Number Formatting

Category	Description and Extra Options
Percentage	Multiply the value by 100 and close the number with percent symbol (%) at the end. For example, number .75 will be displayed as 75%
Fraction	Show number as fraction, where we can select the denominator (base). For example, .75 can be displayed as 3/4, 12/16, or 75/100.
Scientific	Display number in scientific format. For example, .75 as 7.50E- 01
Text	Number are treated as text and will be displayed as entered.
Special	Special number such as postal code or phone number
Custom	Use number format code to display number.



1.5.4 Quick Formatting with Cell Styles

1) Using Cell Styles

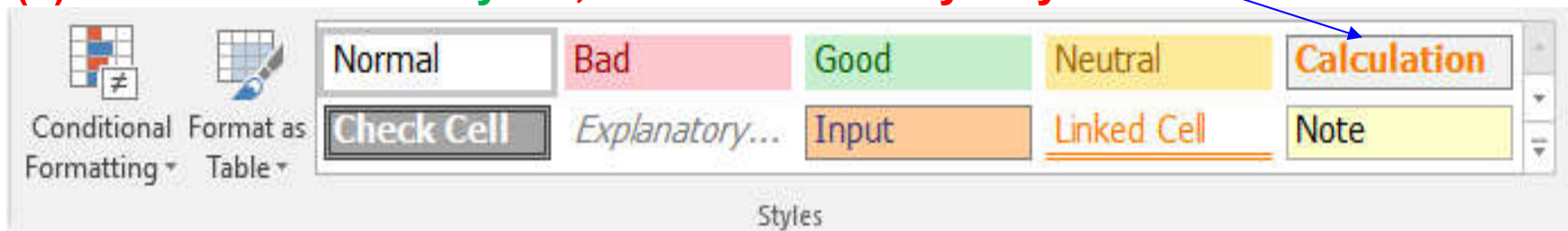
(1) Select the cells

	A	B	C	D
1	ราคา	จำนวน		
2	1000	1		
3	2050	2		
4	300	3		
5	ราคารวมทั้งหมด		6000	
6				
7				

The Result

	A	B	C
1	ราคา	จำนวน	
2	1000	1	
3	2050	2	
4	300	3	
5	ราคารวมทั้งหมด		6000

(2) Under Home → Styles , select the cell styles you want



1.5.4 Quick Formatting with Cell Styles

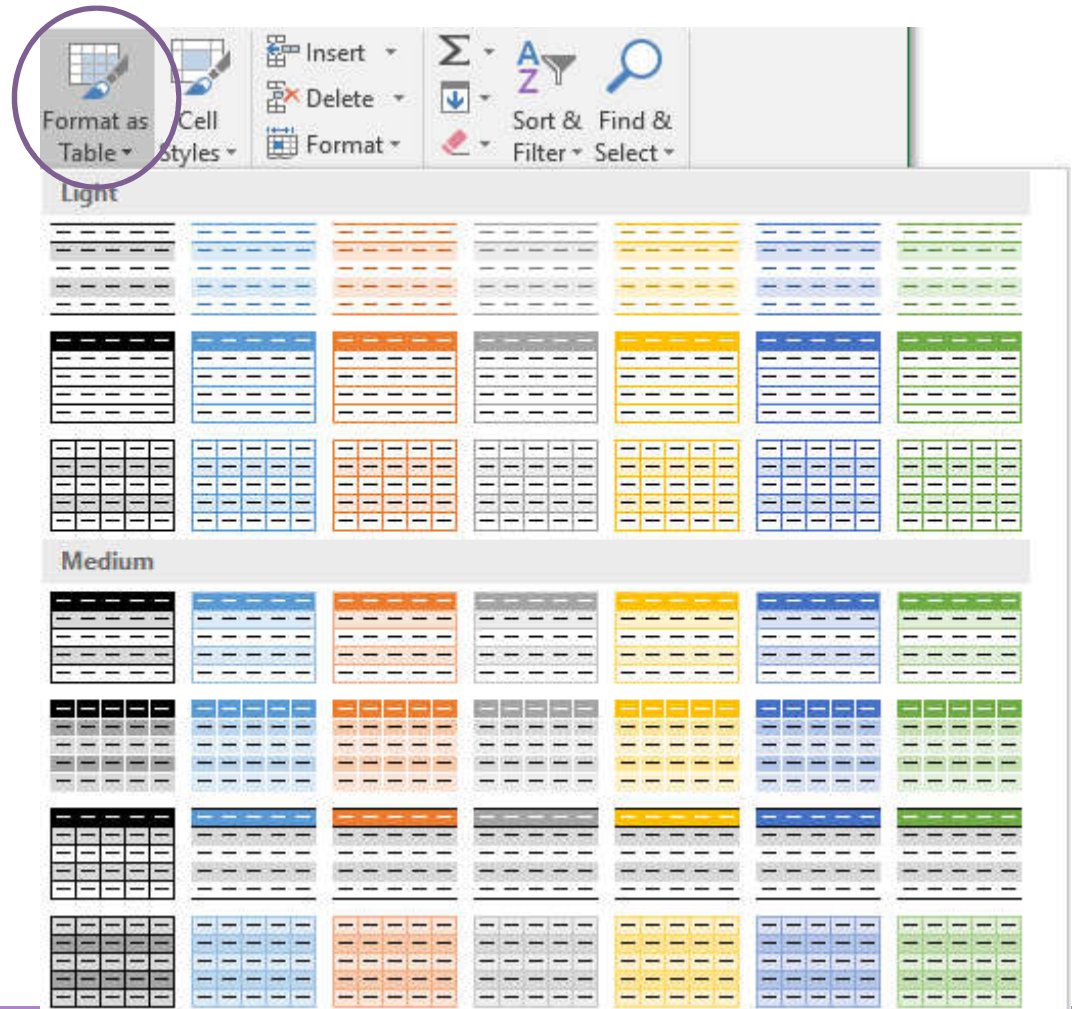
2) Using Format As Table

(2) Click Home → Format as Table

(1) Select cells

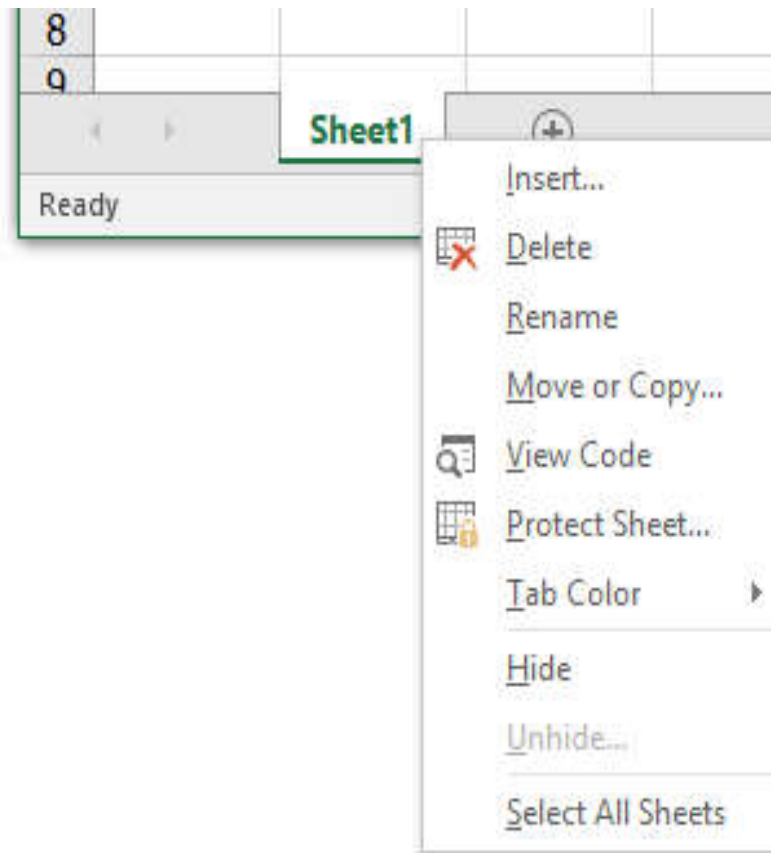
	A	B	C	D
1	ราคา	จำนวน		
2	1000	1		
3	2050	2		
4	300	3		
5	ราคารวมทั้งหมด		6000	
6				
7				

(3) Select the table styles



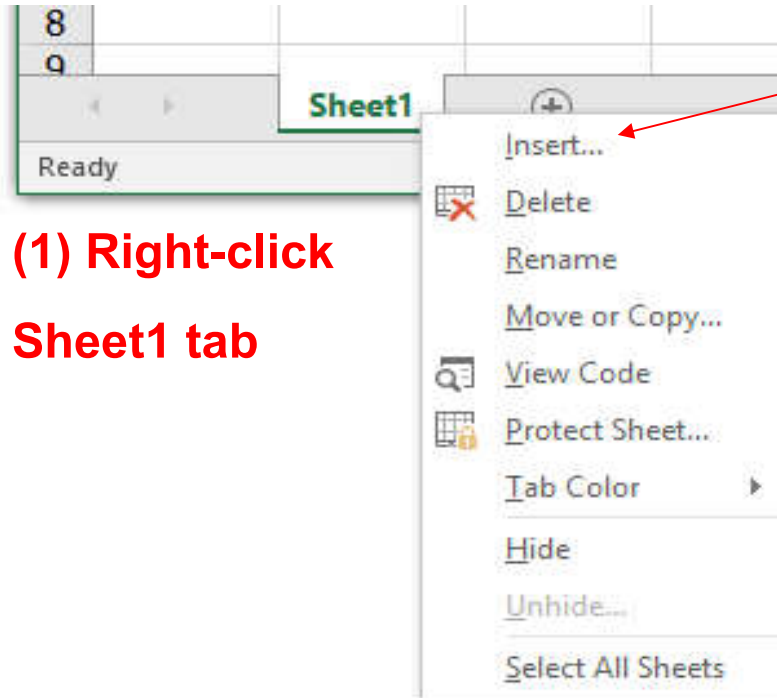
1.6 Managing Worksheet

(1) Right-click sheet tab, and (2) select the option



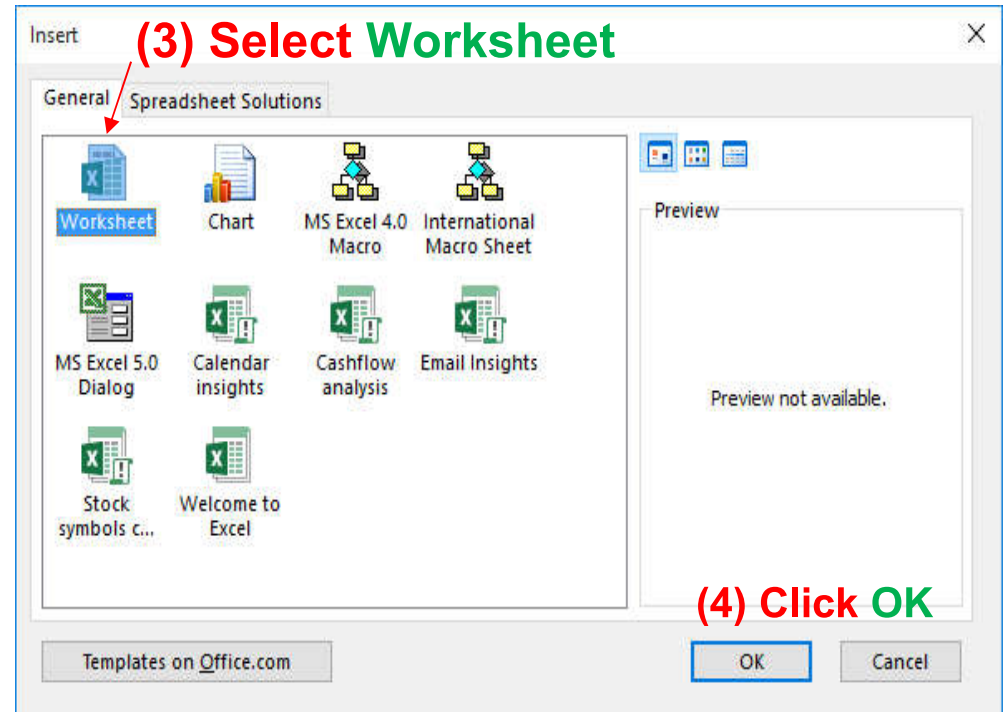
1.6.1 Adding a Worksheet

❖ Add a sheet in front of Sheet1



(1) Right-click
Sheet1 tab

(2) Select Insert



(3) Select Worksheet

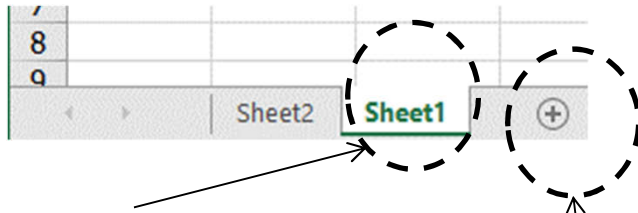
(4) Click OK

The new sheet (Sheet2) will
appear in front of Sheet 1



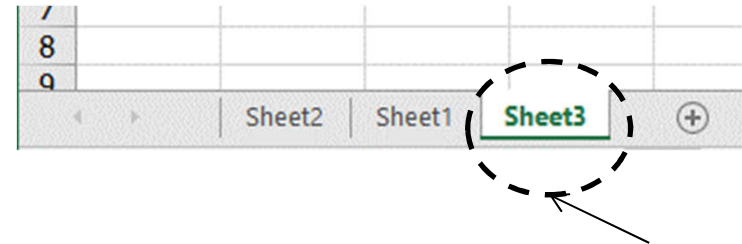
1.6.1 Adding a Worksheet

- ❖ Adding a worksheet with **New Sheet (+)** command



Sheet1 is currently
the active sheet.

Click New Sheet



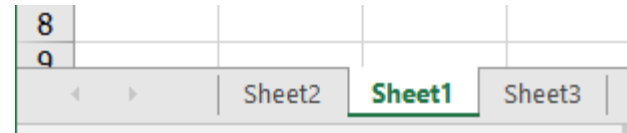
New sheet will
appear behind the
active sheet.




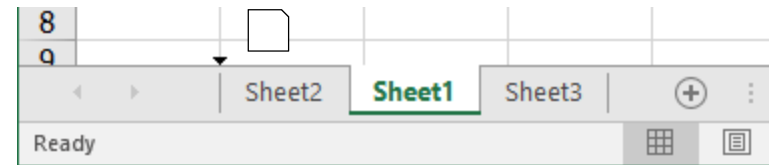
1.6.2 Moving/Copying a Worksheet – 1st Method

2) Move or Copy a sheet – with click-and-drag

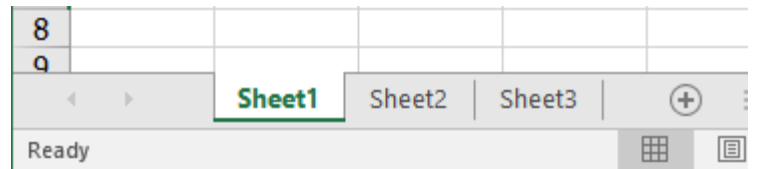
(1) Select the sheet you want to move or copy



(2) Click the sheet tab and drag to the new location. A  symbol will appear.



(In case of copying, press and hold **Ctrl** as well)



(3) Stop the dragging at the intended destination, the sheet will be move/copy there.



1.6 Moving/Copying a Worksheet – 2nd Method

2) Move or Copy a sheet – with Move or Copy dialog

(1) Select the sheet you want to move or copy

(2) Right-click and select **Move or Copy**. The dialog box will appear.

(3) Select the where you want to move or copy the sheet

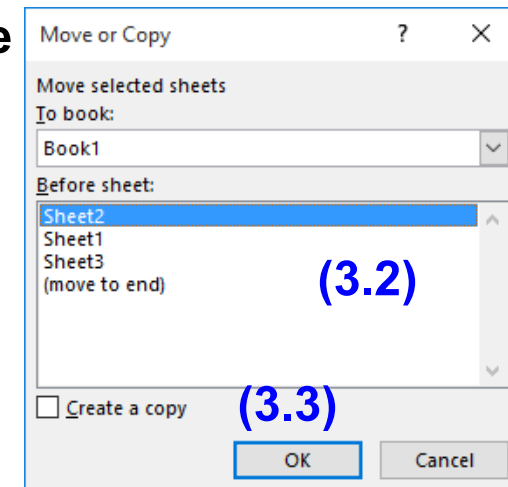
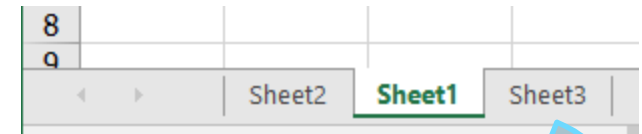
(3.1) The destination workbook

(3.2) The sheet you want the

moved/copied sheet to appear

before.

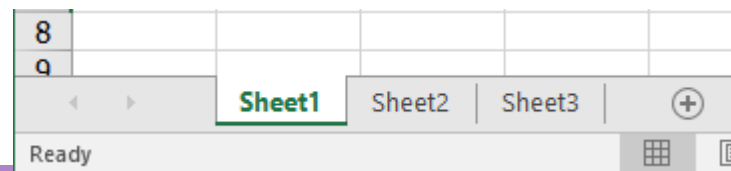
(3.3) Click **OK**



(3.1)

(3.2)

(3.3)



Example: moving Sheet1 to before Sheet2



1.6 Managing Worksheets

Other Actions	Steps
3) Deleting a Sheet	(1) Select the sheet (2) Right-click → Delete
4) Renaming a Sheet	(1) Select the sheet (2) Right-click → Rename (3) Type in the new name
5) Hiding a Sheet	(1) Select the sheet (2) Right-click → Hide



1.6 Managing Worksheets

6) Unhiding a sheet

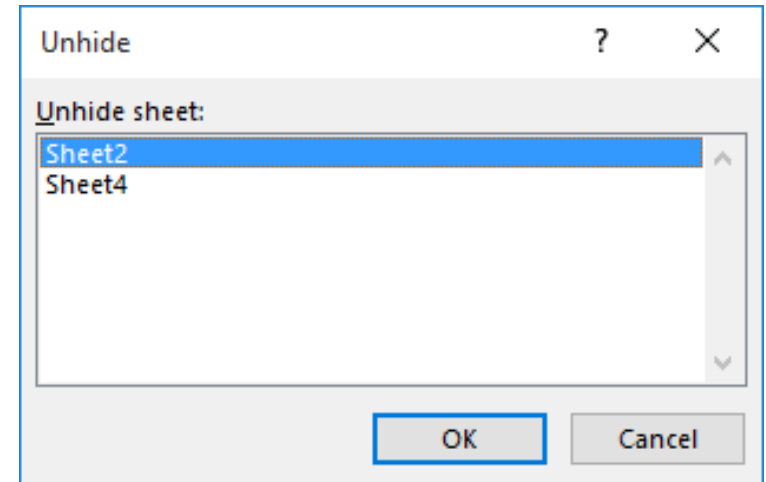
(1) Right-click the sheet tab.

(2) Select **Unhide**.

The Unhide dialog box will appear.

(3) Select the sheet you want to unhide.

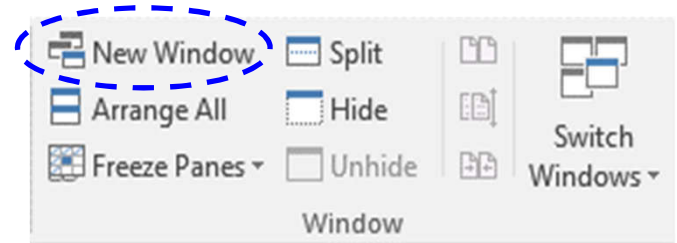
(4) Click **OK**



1.6 Managing Worksheets

6) Working with worksheets on different windows

Go to **View** tab (or press **Alt+W**)



6.1) Putting worksheets on different windows

(Usually, worksheets in the same workbook will share one window)

(1.1) Select the sheet

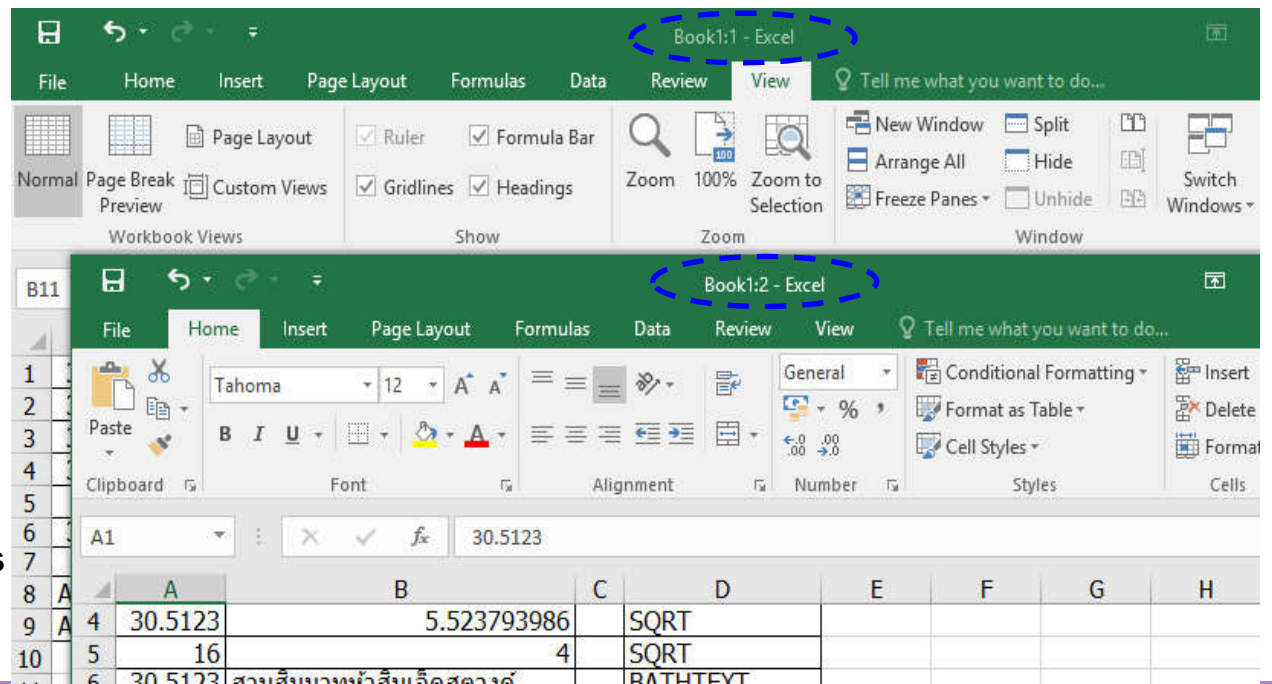
(1.2) Click **New Window**

A new window will appear
with the following title format:

Workbook : Sheet number

Ex. **Book1:1** and **Book1:2**

Working with either
windows will affect the sheets
in the workbook **Book1.xlsx**



1.6 Managing Worksheets

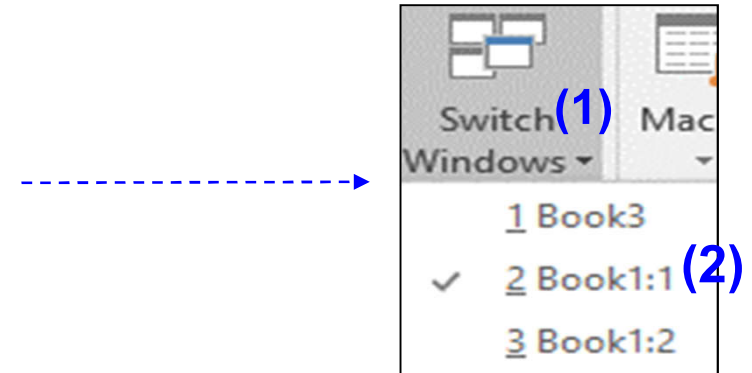
6) Working with multiple windows

Go to **View** tab (or press **Alt+W**)

6.2) Switch Windows

(1) Click ▼ at **Switch Windows**

(2) Select the window you want



6.3) Arrange all windows

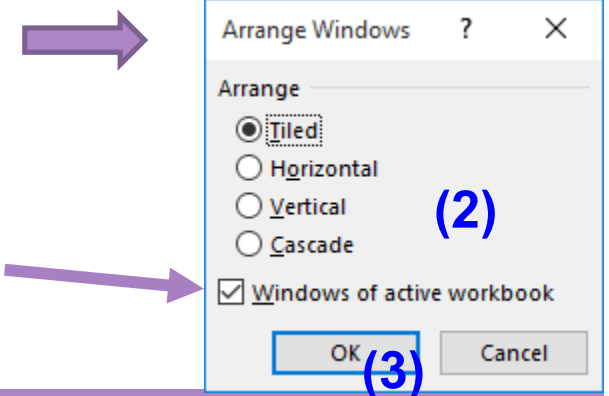
(1) Click **Arrange All**

(2) Select how to arrange the windows

(3) Click **OK**



If you want to arrange only windows
from the active workbook, check here



1.6 Managing Worksheets

6) Working with multiple windows (cont.)

Go to **View** tab (or press **Alt+W**)

6.4) Arrange the windows to appear side by side)

 View Side by Side

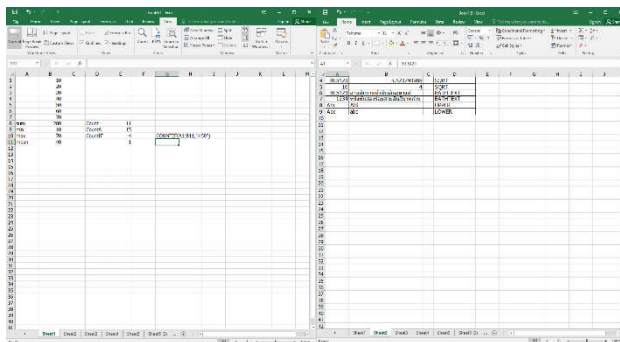
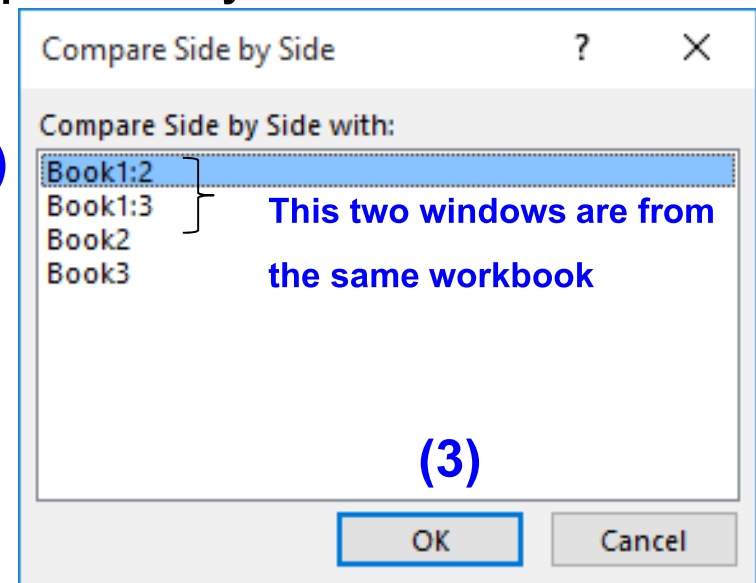
(1)

(1) Click **View Side by Side**

(2) Select the windows you want to appear side by side

(3) Click **OK**

(2)



1.7 Managing Workbooks (Files)

- ❖ Go to **File** tab or press **Alt+F**, workbook (file) menu will appear.

1) Creating a new workbook

- Click **New** or press **Alt+N**
- Select **Blank Workbook** or other templates

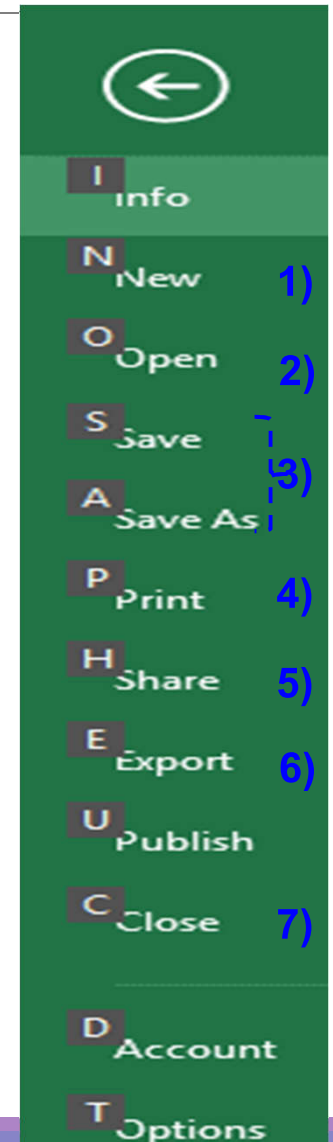
2) Opening existing workbook

- Click **Open** or press **Alt+O**

3) Saving the workbook

- Click **Save** or press **Alt+S**, but if you want to save the workbook in other format, or in other location, click **Save As**

Mostly similar to other MS Office products



1.7 Managing Workbooks

- ❖ Go to **File** tab or press **Alt+F**, workbook (file) menu will appear.

4) Print the workbook

- Click **Print** or press **Alt+P**

5) Share the workbook

- Click **Share** or press **Alt+H**

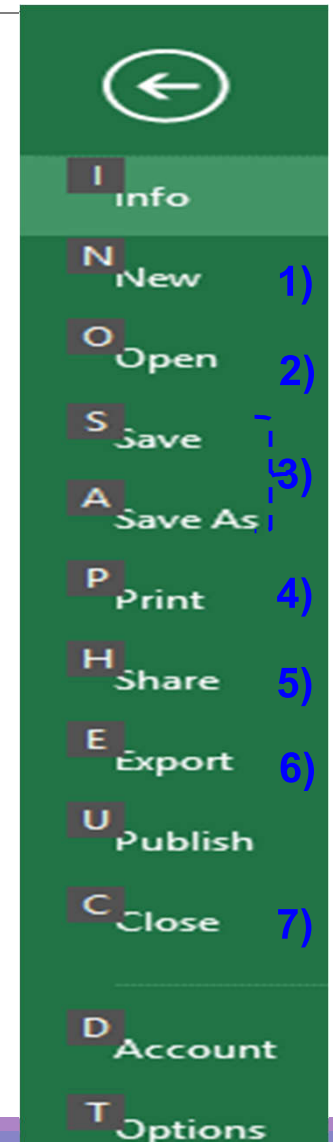
6) Saving the workbook in other format

- Click **Export** or press **Alt+E**

7) Close the workbook

- Click **Close** or press **Alt+C**

Most will be similar to other MS office programs

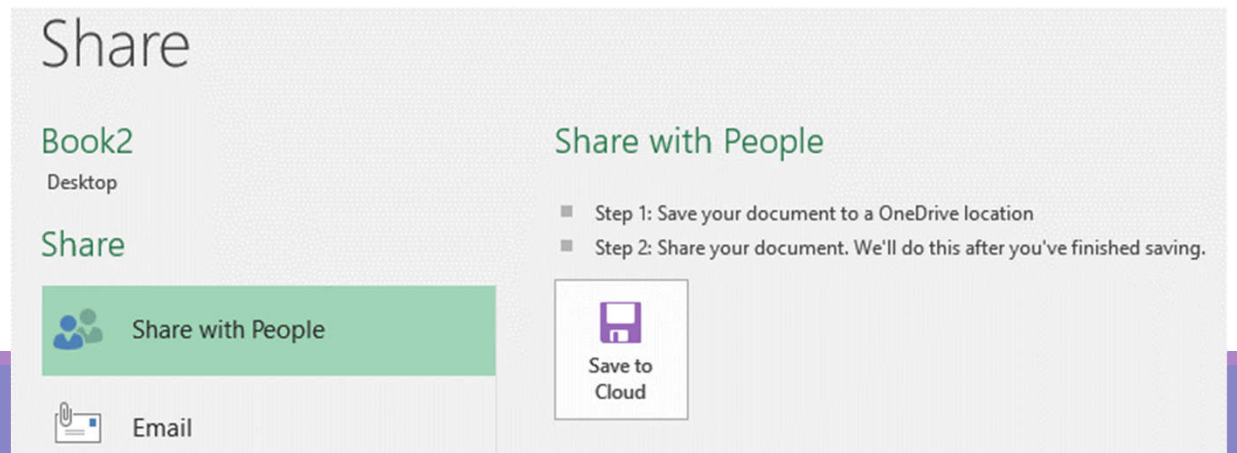
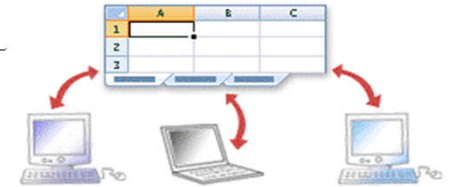


1.7 Managing Workbooks

Sharing a Workbook

- ❖ Go to **File** → **Share** or press **Alt+H**
- ❖ User can create a shared workbook by putting on the network for other users to work on the workbook at the same time.
- ❖ You need to upload or create the workbook on OneDrive (or by SharePoint Online library) via the web browser first
- ❖ Some features are not supported on shared workbook
- ❖ To learn more, go to:

<https://support.office.com/en-US/Excel> or **Collaborate** → **Share files**



1.7 Managing Workbooks

Exporting the Workbook

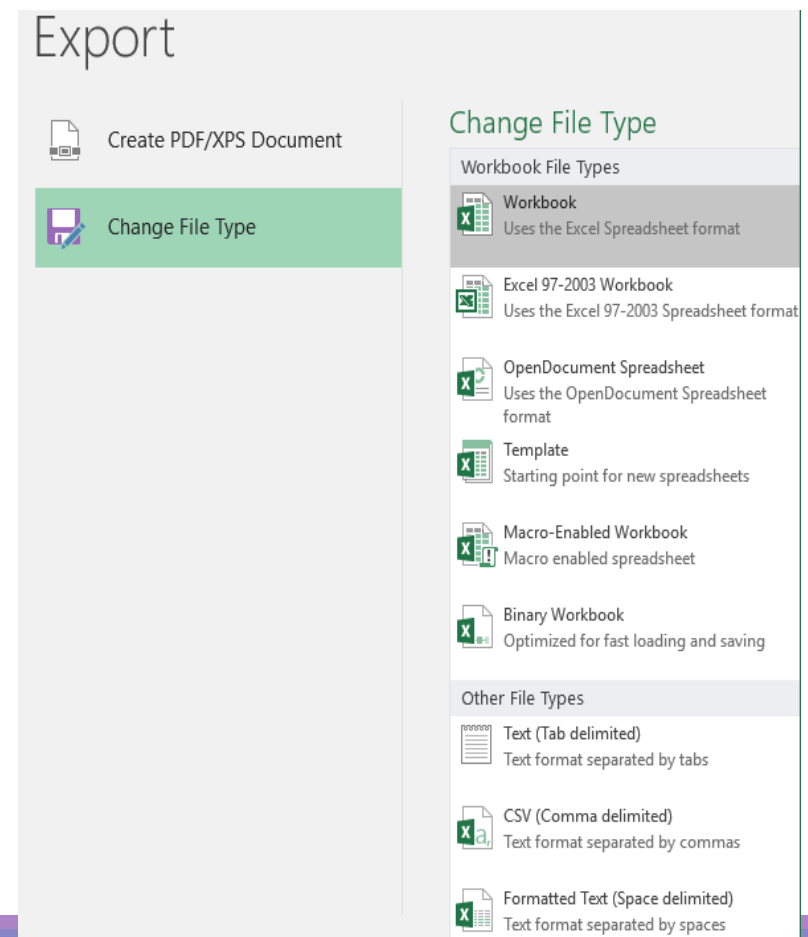
Go to **File** → **Export** or press **Alt+E**

Target file types will appear

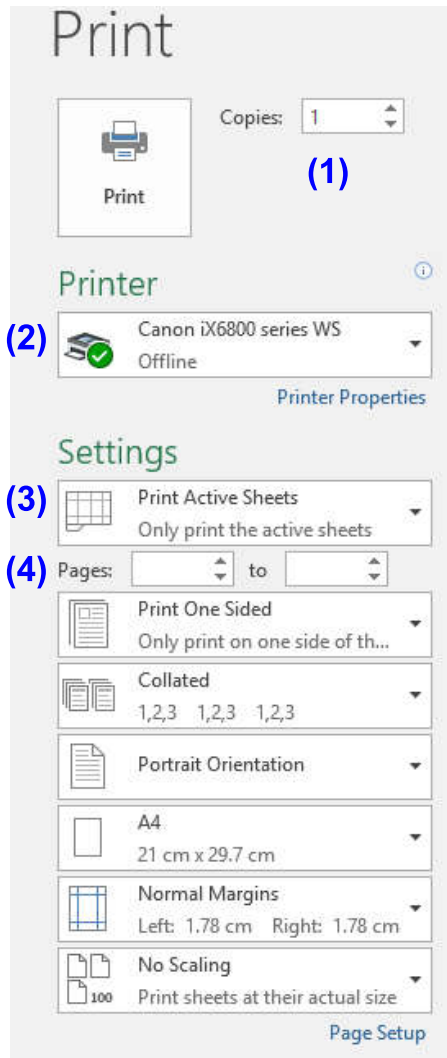
(1) **Create PDF/XPS Document**

(2) **Change File Type to**

- **Excel 97-2003 Workbook → .xls**
- **Text (Tab delimited) → .txt**
- **CSV (Comma delimited) → .csv**



1.8 Printing and Printing Setup



Printing the Workbook

Go to **File** → **Print** or press **Alt+P**

You can specify the print setting, as follows:

(1) Copies: Click ▲ (or ▼) or type the number of copies you want to print

(2) Printer: select the printer to print

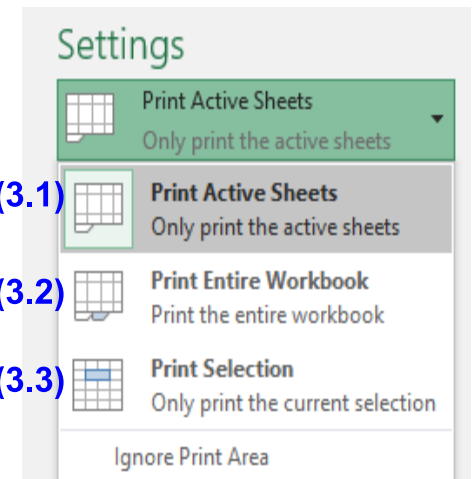
(3) Select what to print

(3.1) Only active sheets

(3.2) All sheets on the workbook

(3.3) Only currently selected cells

(4) Pages: data range to be printed

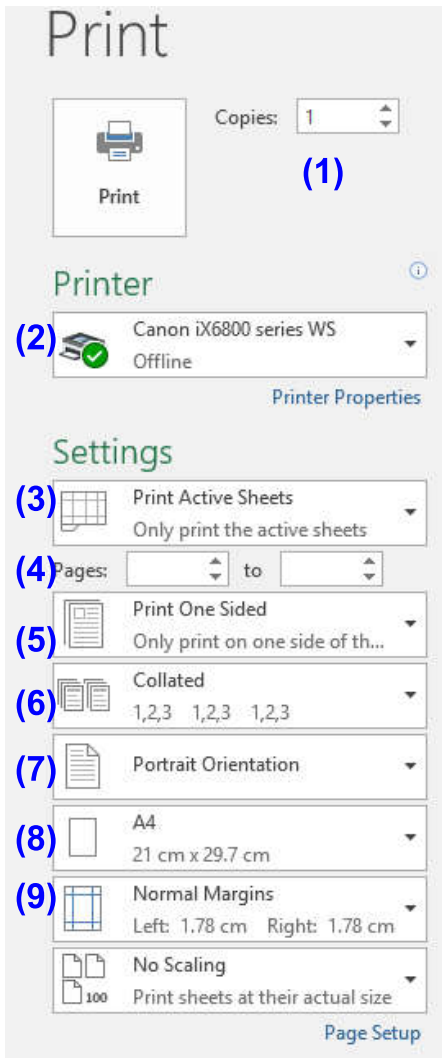


1.8 Printing and Printing Setup

Printing the Workbook

Go to **File** → **Print** or press **Alt+P**

You can specify the print setting, as follows:



(5) Print on one side, or both

(6) Print one copy at a time (Collated), or print all copies of one page at a time (Uncollated)

(7) Portrait or Landscape Orientation

(8) Paper Size: Letter, Legal, A4 for example

(9) Select page's margins

1.8 Printing and Printing Setup

Printing the Workbook

Go to **File** → **Print** or press **Alt+P**

You can specify the print setting, as follows: (10.1)

(10) Scaling option

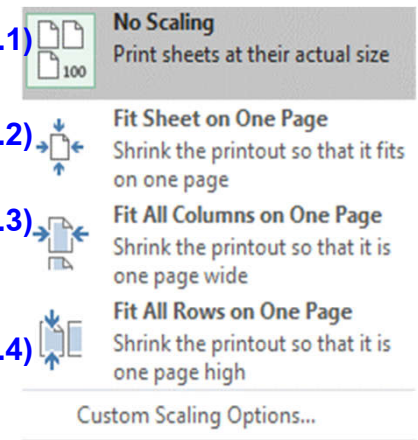
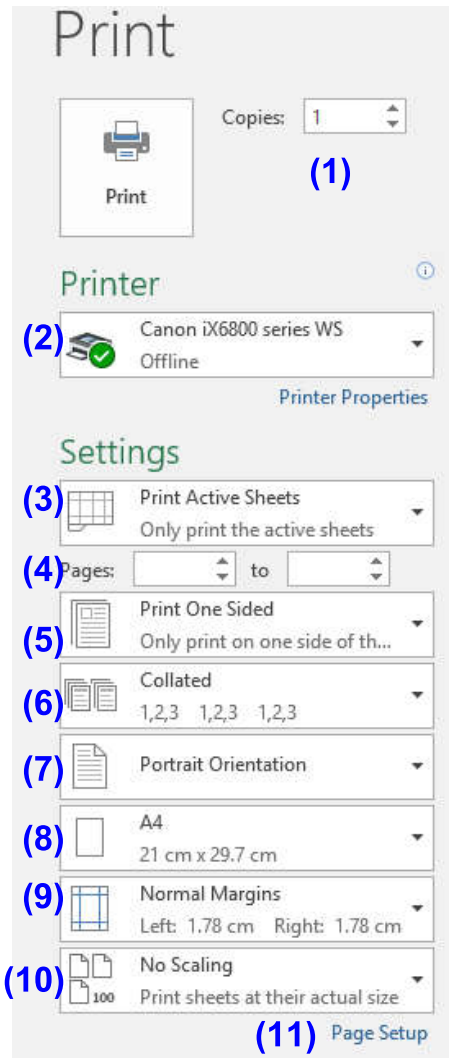
(10.1) No Scaling

(10.2) Make sure the sheet fit in 1 page

(10.3) Make sure the all columns fit in 1 page (fit the width)

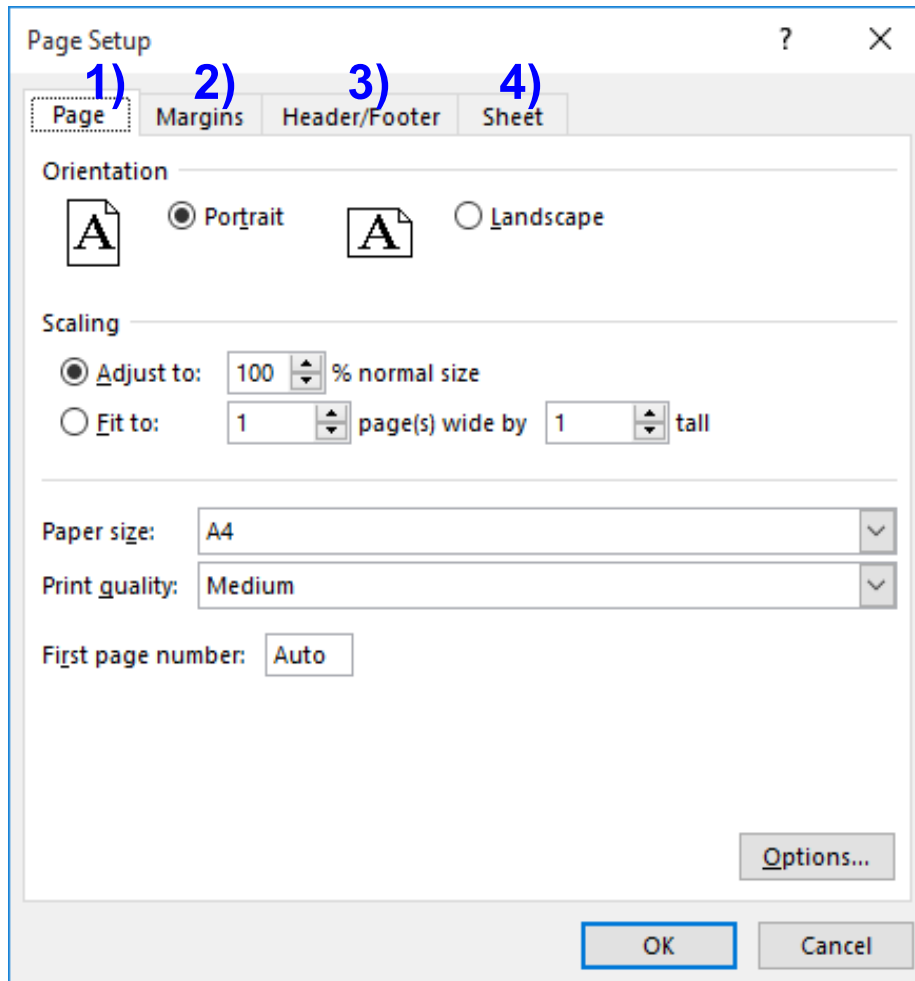
(10.4) Make sure the all rows fit in 1 page (fit the height)

(11) Go to **Page Setup** dialog, for more option



1.8 Printing and Printing Setup

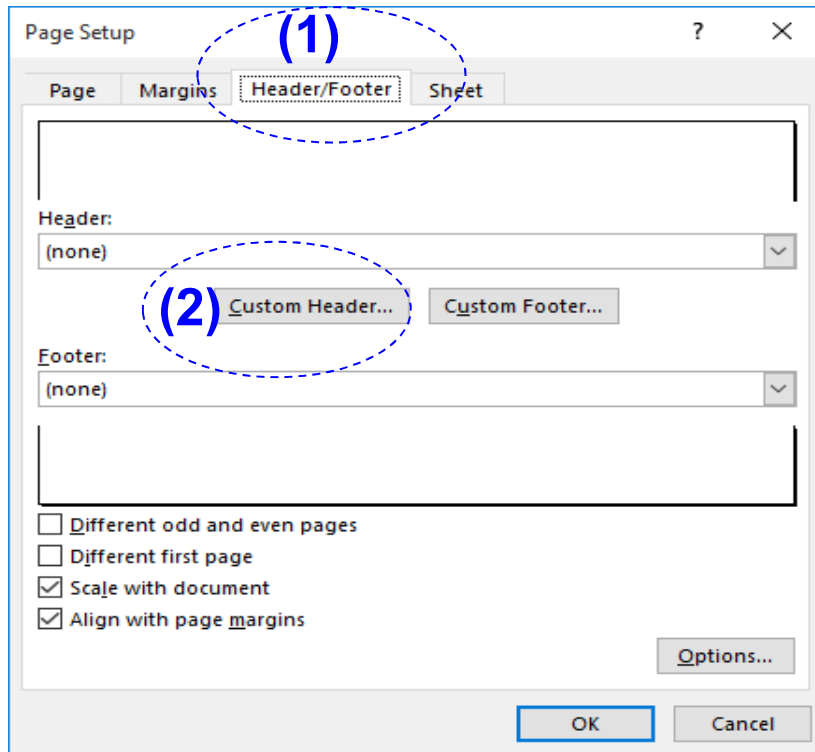
Page Setup dialog (cont.)



- 1) Page : select page type, paper size, and how to print on it
- 2) Margins : setting page's margins
- 3) Header/Footer : inserting information in the header/footer, such as file name or page number
- 4) Sheet : setting how to print a sheet, such as showing/hiding column and header names

1.8 Printing and Printing Setup

Page Setup dialog (cont.)



Example:

Adding Date , File name , and page number  at the header.

