Chapter 2

Excel Basics

# Chapter 2 Questions

# To put data into a cell, you must first select the cell by clicking on it. As you type, the data is also automatically entered into the formula bar.

# Text entries into cells are often referred to as labels, while numbers or formula entries are referred to as values.

# The # signs indicate the column width is too small to display the cell value.

# To change column width place the mouse pointer to the right of the column header you wish to change. The cursor should change into a line with two arrows pointing left and right. While holding the mouse button down drag the column to the right to increase the width and to the left to decrease the width. To change row height place the mouse pointer on the bottom of the row header you wish to change. The cursor should change into a line with two arrows pointing up and down. While holding the mouse button down drag the row up to increase the height and down to decrease the height.

# The appearance of data on a worksheet is controlled by a cell’s formatting. Formatting does not change the text or numbers in a cell. Instead, formatting changes the way the text or numbers appear in the worksheet.

# The Format Painter tool copies formats from one cell and pastes them unto another.

# All formulas begin with the equal sign (=) followed by cell references, numbers, math symbols, or functions.

# The SUM function argument contains a reference to a series of cells you want summed.

# Parentheses specify the order of calculation in a formula. The inner most set of parentheses are calculated first, followed by the next inner most set of parentheses etc.

# AutoFill allows you to quickly copy a formula down or across a series of cells on a worksheet. If the cells have relative references the formula changes as it is replicated.

# Absolute references would be used in a formula so that when it is replicated, either by using the copy and paste commands or by using AutoFill, that part of the formula designated as an absolute reference would not change.

# The cell reference C6 is changed to an absolute reference by placing a $ in front of both the column and row reference ($C$6).

# To insert a column or row, click on the column or row header (for instance column B, click on the B, or row 5, click on the 5), then right click to reveal the short cut menu, then click insert.

# To change the name of a sheet in a workbook, double-click the sheet name, type a new name, then press Enter.

# To print a workbook or worksheet first edit the page setup, preview the print job, then print the job.

# Chapter 2 Assignments

# Coast Jeweler’s Trial Balance for March 31, 2009

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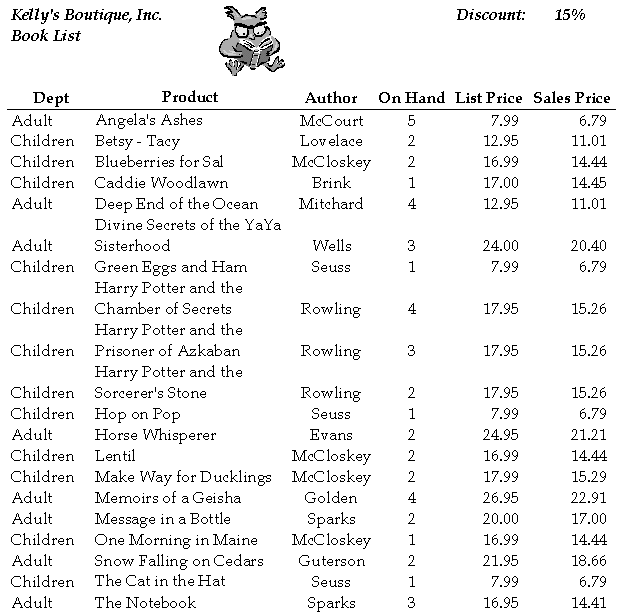
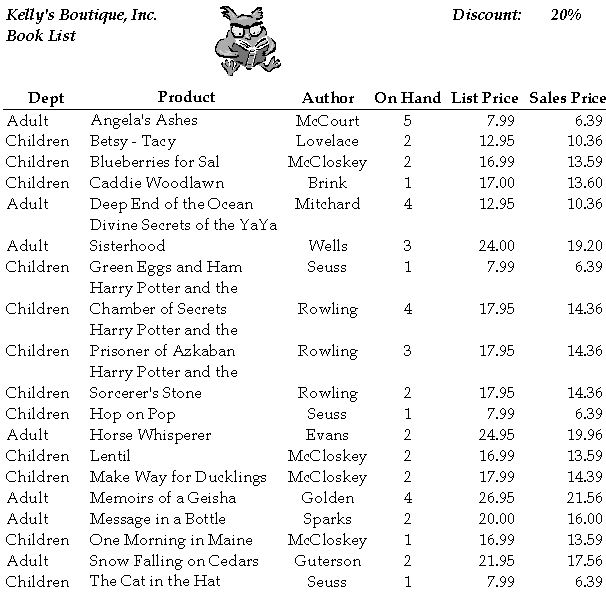
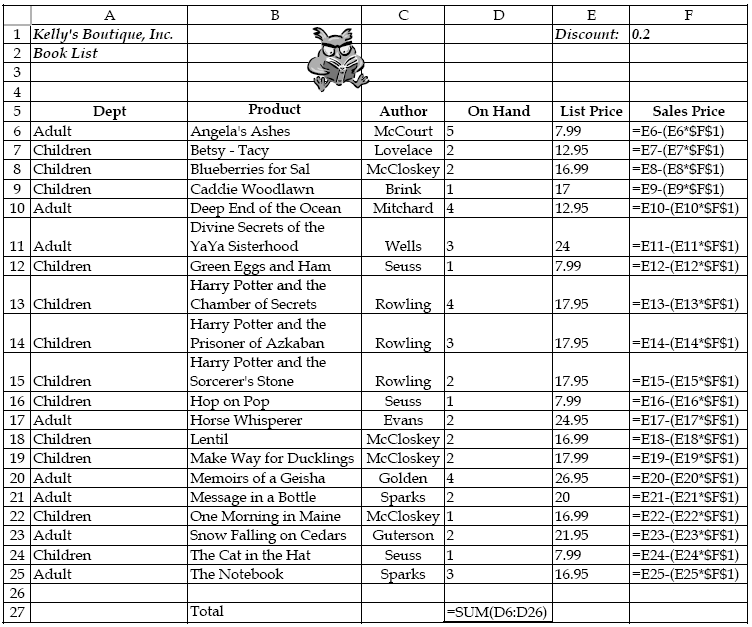
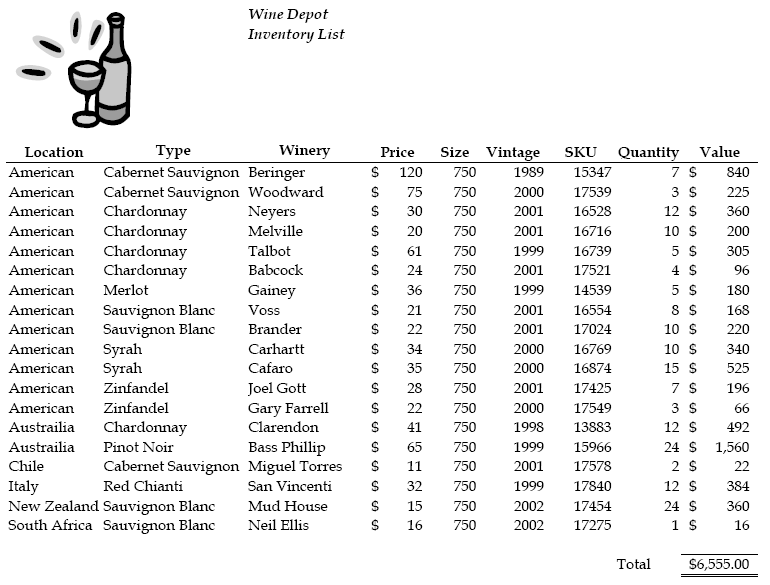
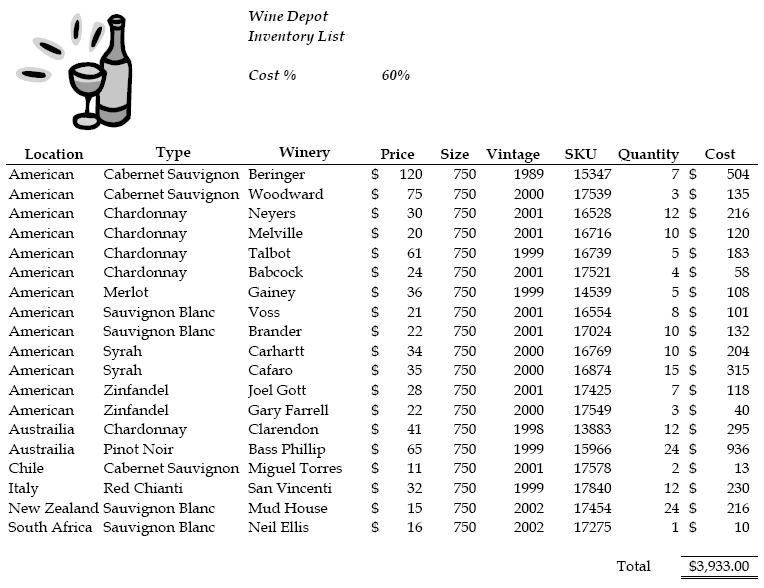
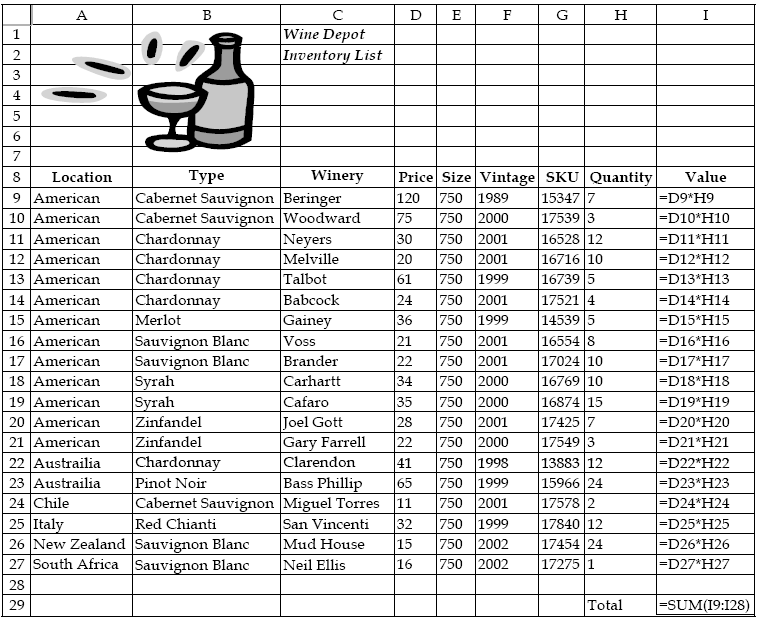
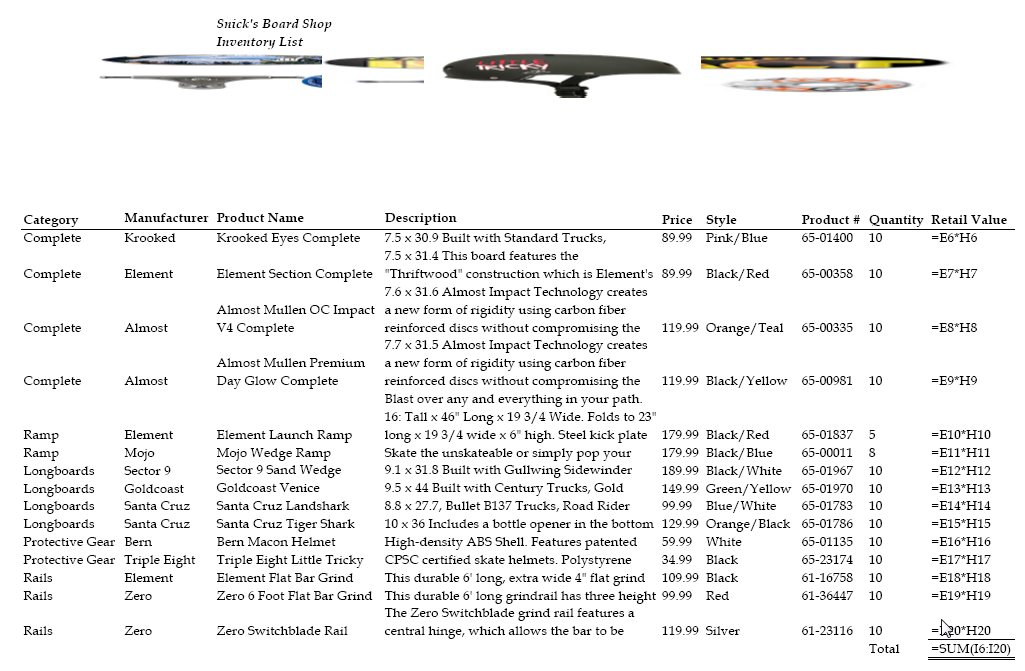
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# Coast Jeweler’s Diamond Ring Sales

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# Chapter 2 Cases

1. Kelly’s Boutique
   1. 
   2. 
   3. 
   4. 
2. Wine Depot
   1. 
   2. 
   3. 
   4. 
3. Snick’s Board Shop  
   1. 
   2. 
   3. 
   4. 