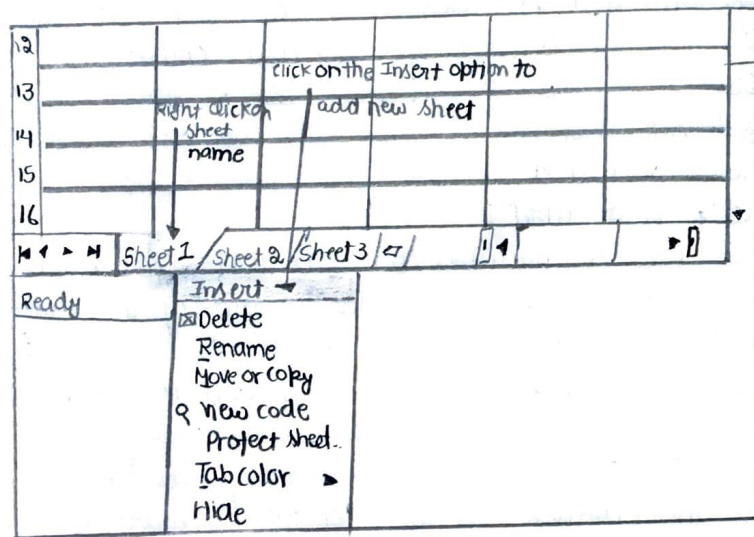


Create a New Worksheet



4 How to create, Save, Print and Rename a workbook? And also show how to add new ^{worksheet} workbook?

CREATE A WORKBOOK: Excel files are called workbook. Each workbook holds one or more worksheet. (also known as spreadsheets).

To create a new workbook:

i) Click the file tab to move on backstage view.

ii) Select new

iii) select blank workbook under Available templates.

(iv) Click Create. A new workbook appears in the excel window.

SAVING A WORKBOOK: To save the workbook:

1. click the file tab and select save or save as option,

2. Select a folder where you would like to save the sheet, Enter file name which you want to give to your sheet and select a save as type, by default it is .xlsx format.

3. Finally click on Save button and your sheet will be saved with the entered name in the selected folder.

Renaming A worksheet: To rename a worksheet:

1. Double-click the sheet tab to select it. The text is highlighted by a black box.

2. Right click on the sheet tab and select Rename option from the shortcut menu. The text is highlighted by a black box.

3. Type a new name for the worksheet

4. Press the enter key.

To create and add a new worksheet: To create a new worksheet:

1. Right click the sheet name and select Insert option.

2. Now you will see the insert dialog box with select worksheet option as selected from the General tab. Click ok button.

3. A new blank sheet will be displayed and you can start typing.

	Print Active Sheet only print the active sheet
	Print Active Sheet only Print the active sheets
	Print Entire Workbook Print the entire workbook
	Print selection only print the current selection
	Ignore Print Area

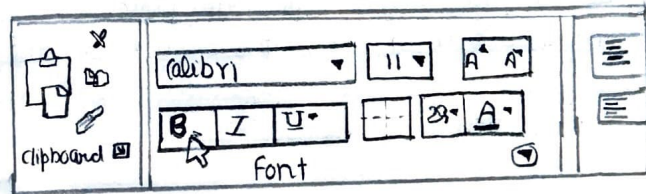
Print A worksheet! To print a worksheet:

1. Select the worksheet that you want to print.
2. To print multiple worksheet, click the first worksheet, hold down the ctrl key, then click the other worksheet you want to select.
3. Click file, and then click print.
4. OR
4. Press ctrl+P. The print pane window appears.
5. Click the print button.

To Print the Entire Workbook:

1. Click the file tab → Print to access the print pane.
2. Select Print Entire workbook from the print range drop-down menu.
3. Click the print button.

(Formatting Text in a Worksheet: Bold or italic)



15. Formatting Worksheet:-

a) ~~Cell formatting~~ B, I, U (b) Underlined.

b) Font family (Font style, font colour, font size)

c) Cut, Copy, paste

a) To format Text in Bold or italic:

1. Left-click a cell to select it or drag your cursor over the text in the formula bar to select it.

2. Click the bold or italic commands.

b) To format text as underlined: Select the cell or cells you want to format.

1) Click the drop-down arrow next to the underline command.

3) Select the single underline or double underline option.

c) Font Family:

→ To change the font style: 1. Select the cell or cells you want to format.

2. Left-click the drop-down arrow next to the font style box on the Home tab.

3. Select a font style from the list.

→ To change the font size: 1. Select the cell or cells you want to format.

2. Left-click the drop-down arrow next to the font size box on the Home tab.

3. Select a font size from the list.

→ To change the text color: 1. Select the cell or cells you want to format.

2. Left-click the drop-down arrow next to the text color command. A color palette will appear.

3. Select a color from the palette.

OR

4. Select more colors. A dialogue box will appear.

5. Select a colour.

6. Click OK.

d) Cut, Copy, paste!

→ To select the cell or cell range you want to cut.

(i) Click the cut button on the home tab. Press $\text{Ctrl} + X$.

(ii) Click the cell where you want to paste your data.

(iii) Click the paste button. Press $\text{Ctrl} + V$.

• Copying data in Microsoft Excel.

i) Using a keyboard shortcut click a cell or multiple cells to highlight them.

2. Press and hold down the Ctrl key on the keyboard.

3. Press and release the C Key without releasing the Ctrl key.

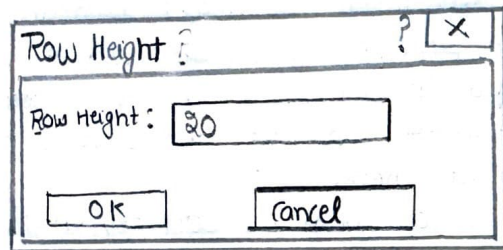
4. A moving border will appear around the selected cell.

5. Click the destination cell. When copying multiple cells of data, click the cell in the top left corner of the destination range.

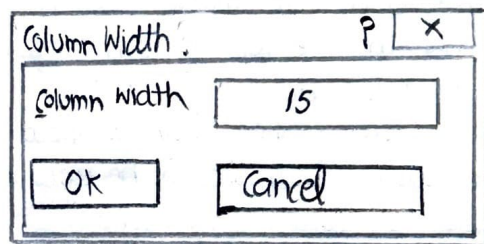
6. Press and hold down the Ctrl key on the keyboard.

7. Press and release the V Key without releasing the Ctrl key.

8. The duplicated data should now be in both the original and destination locations.



(Row Height dialog box)



(Column Width dialog box)

16 Cell Formatting: Cell width, Cell height, Colour, Border, Cell numbering (Row & Column)

i) To set column width with a specific measurement:

- Select the column you want to modify.
- Click on Home tab → cells group → Format Command. The format drop-down menu appears. Select column width.
- The column width dialog box appears. Enter a specific measurement.
- Click OK. The width of each selected column will be changed in your worksheet.

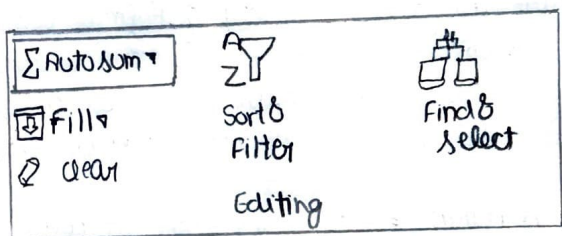
ii) To set Row Height with a specific Measurement:

- Select the rows you want to modify.
- Click on Home tab → cells group → Format Command. The format drop-down menu appears. Select Row Height.
- The Row Height dialog box appears. Enter a specific measurement.
- Click OK. The selected Rows height will be changed in your worksheet.

iii) To add a border: • Select the cell or cells you want to format.

- Click the drop down arrow next to the borders command on the Home tab. A menu will appear with border options.
- Left click an option from the list to select it.

	A	B	C	D	E	F	G	H
1								
2		128						
3		345						
4		243						
5		97						
6		187						
7								
8								



	A	B	C	D	E	F	G
2							
2		128					
3		345					
4		243					
5		97					
6		187					
7		1000					

17. How to use autosum?

- Type the numbers to be included in the formula in separate cells of a column in worksheet.
- Highlight the range of numbers to be added, from cell B2 to cell B6.
- Click the Home tab $\rightarrow$ Editing group $\rightarrow$ Autosum Command.
- The sum of the numbers will be added to cell B7, or the cell immediately beneath the defined range of numbers.
- Notice the formula, $=\text{Sum}(B2:B6)$, has been defined to cell B7.

	A	B
1	1	
2	2	
3		
4		
5		

(Fill handle)

18. How to use fill series in MS excel?

1. Select one or more cells you want to use as a basis for filling additional cells.
for a series like 1, 2, 3, 4, 5, type 1 and 2 in the first two cells.
2. Drag the fill handle 
3. If needed click Auto fill options  and the option you want.

Select a cell from the column

	A	B
1	3	
2	4	
3	5	
4	-44	
5	0	



(Sorting: Sort smallest to largest)

	A	B
1	-44	
2	0	
3	3	
4	4	
5	5	

(Sorted list)

19. What is sorting and how you use it?

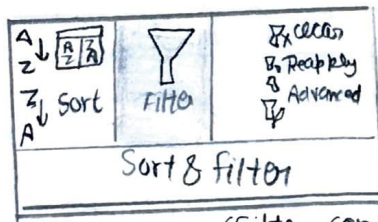
Sorting or Data sorting is a common spreadsheet task that allows you to easily reorder your data.

To Sort in Numerical order:

- i) Select a cell in the column you want to sort (a column with numbers).
- ii) Click the sort & filter command in the editing group on the Home tab. Select sort smallest to largest.
- iii) Now the data in the spreadsheet will be organised numerically from the smallest to largest value.

(Select any cell within the range for filtering)

	A	B	C	D
1	LAST	FIRST	DAY	Amount
2	Goel	Amit	Monday	250
3	Kumar	Prem	Monday	400
4	Sharma	Puneet	Wednesday	340
5	Singh	Georgy	Wednesday	530
6	Mittal	Arvind	Thursday	400



(Filter Command)

1	A	B	C	
1	LAST ☒	FIRST ☒	Day ☒	Amount ☒
4	Sharma	Puneet	3	340

(Filtering: Filtered data)

Q. What is filter? and how to use it in MS excel?

Filtering: Filtering data in MS excel refers to displaying only the rows that meet certain conditions. (The other rows get hidden).

Follow the below mentioned steps to do this

- i) Place a cursor on the Header row
- ii) choose data tab >> filter to set filter.
- iii) Click the drop down arrow in the Area row Header and remove the check mark from select All, which unselects everything.
- iv) Then select the check mark for size 36 which will filter the data and displays data of shoe size 36.
- v) Some of the row numbers are missing; these rows contain the filtered (hidden) data.
- vi) There is a drop-down arrow in the Area column now shows a different graphic - an icon that indicates the column is filtered.