

Creating and Editing Workbooks

CHAPTER OVERVIEW

Microsoft Excel (Excel) is a spreadsheet program you can use to create electronic workbooks to organize numerical data, perform calculations, and create charts. Using Excel, both new and advanced users can create useful and powerful business spreadsheets. This chapter covers the basics of creating and editing an Excel workbook.

STUDENT LEARNING OUTCOMES (SLOs)

After completing this chapter, you will be able to:

- SLO 1.1** Create, save, and open an Excel workbook (p. E1-3).
- SLO 1.2** Edit a workbook by entering and deleting text and numbers, using the *Fill Handle* to complete a series, and using the cut, copy, and paste features (p. E1-6).
- SLO 1.3** Create a basic formula using *AutoSum* (p. E1-16).
- SLO 1.4** Format a worksheet using different font attributes, borders, shading, cell styles, themes, and the *Format Painter* (p. E1-19).
- SLO 1.5** Resize, insert, delete, and hide and unhide columns and rows in a worksheet (p. E1-20).
- SLO 1.6** Insert, delete, edit, format, and rearrange worksheets (p. E1-31).
- SLO 1.7** Customize the Excel window by changing views, adjusting zoom level, freezing panes, and splitting a worksheet (p. E1-36).
- SLO 1.8** Finalize a workbook by spell checking, adding document properties, applying page setup options, and printing (p. E1-41).

CASE STUDY

Paradise Lakes Resort (PLR) is a vacation company with four resort chains located throughout northern Minnesota. PLR asks employees to use standard formats for spreadsheets to ensure consistency in spreadsheet appearance. In the *Pause & Practice* projects for Chapter 1, you create business workbooks for the *Paradise Lakes Resort*.

Pause & Practice 1-1: Create a business workbook.

Pause & Practice 1-2: Create basic formulas using *AutoSum* and format a workbook.

Pause & Practice 1-3: Customize cell contents and edit spreadsheet structure.

Pause & Practice 1-4: Customize the window and finalize the workbook.

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JR Anderson



Excel Chapter 1 Mcgraw Hill Higher Education:

Adopting the Beat of Appearance: An Psychological Symphony within **Excel Chapter 1 Mcgraw Hill Higher Education**

In a world eaten by monitors and the ceaseless chatter of fast communication, the melodic elegance and mental symphony produced by the prepared word usually diminish into the background, eclipsed by the relentless sound and interruptions that permeate our lives. Nevertheless, located within the pages of **Excel Chapter 1 Mcgraw Hill Higher Education** a wonderful fictional treasure full of raw thoughts, lies an immersive symphony waiting to be embraced. Crafted by an elegant musician of language, that captivating masterpiece conducts visitors on a mental trip, skillfully unraveling the hidden tunes and profound impact resonating within each cautiously crafted phrase. Within the depths with this moving evaluation, we shall explore the book is main harmonies, analyze its enthralling publishing model, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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