

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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