**Near East University**

**CIS 152 Course**

**Text book : Microsoft office 2010 Gary Shelly And Misty Vermaat**

**1. Microsoft PowerPoint.**

Microsoft PowerPoint 2010

Course Outline & Guide

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# Microsoft PowerPoint 2010 – Overview

* 1. What is it?

PowerPoint 2010 is the latest and greatest visual presentation application from Microsoft. It is one of the many software programs that make up MS Office 2010 which is available only for the Windows PC operating system. It is used for creating slideshows for presentations

* 1. Previous versions:
		1. Windows PC: Office 2003 – is compatible with 2010 if the updated compatibility package is downloaded and installed
	2. Apple Mac: Office 2004 – still the latest version (2010 is not available for the Mac) and has no compatibility with the Windows PC 2010 version. However, if a file that is created using
	3. It is recommended that during the installation of Office 2010 you also uninstall your older version(s) of Office. Although you can have multiple versions installed at the same time you will encounter problems. The most noteworthy issue is trying to open two versions of one program. For instance, if you open both Word 2003 and Word 2010, then restart your computer you will find that Word will not open right away. In fact, your computer will need to reinstall upon trying to open Word 2003 or Word 2010 taking a considerable amount of time

# The new Office 2010 interface

* 1. What is this?

Known as a Graphical User Interface (GUI) it uses windows, icons, pull-down menus, and the mouse to make using the program easier to learn and work with

* 1. Title bar
		1. File name, format, mode, application
	2. Quick Access Toolbar
		1. **Save**, **Undo**, **redo**, and the **toolbar** is completely customizable
	3. The Office button
		1. Similar to the PowerPoint 2003 **File** menu
		2. **New**, **Open**, **Save**, **Print**, and so on…
			1. Those with arrows have additional commands you can choose
		3. Buttons in bottom right
			1. **PowerPoint** **Options**
			2. **Exit** **PowerPoint**
	4. The PowerPoint Ribbon
		1. Biggest interface change from previous versions
		2. **Home**, **Insert**, **Design**, **Animations**, and so on...
		3. The **Ribbon** is context sensitive
			1. It may change depending on what you do
		4. Each Tab has a number of groups
			1. When you hover your mouse pointer over a group item a tool tip will typically appear
		5. In the bottom right of most group panels you’ll find a little diagonal arrow
			1. Hover to discover shortcut
			2. Click to launch a new window for more options and choices within that group
		6. The Help button (circle w/ a question mark inside) is located above and to the right of the **Ribbon**
			1. Once selected a new **PowerPoint Help** window appears
				1. Help Categories

Select any Topic under **Browse** **PowerPoint** **Help** to find more helpful Subtopics

* + - * 1. Help Search

Click inside the textbox, type a topic, and click **Search**

* + - 1. You can also navigate and find other helpful options (like **Home** and **Print**) on the **toolbar** located near the top of the **Help** window
		1. Keyboard shortcuts
			1. The **Alt** key turns on all visible shortcuts (numbers and letters)
			2. Next, press the keyboard key with the letter or number that represents what you want
			3. Then you’ll see that the groups within that choice now have shortcuts showing so you can choose the specific option within
			4. The **Alt** key turns off all visible shortcuts as well
		2. Minimize/Maximize the Ribbon
			1. Right-click on any tab or tab group and select Minimize the Ribbon

# Creating and Saving presentations

* 1. What is this?

Presentations can be created using blank or advanced templates. They need to be saved if you want to work with them again

* 1. When opening PowerPoint 2010 it automatically starts with a new presentation (slideshow)
	2. To close the file, select **Office Button > Close**
	3. Creating a new presentation
		1. Select **Office Button > New**
		2. In the top middle of the new window under **Blank and recent** click **Blank Presentation** and then select the **Create** button in the bottom right of the window
	4. Saving a presentation
		1. Try to save your files when you begin to prevent the possibility of losing your presentation later due to some random computer failure
		2. To save a presentation, select **Office Button > Save** or **Save As**
			1. This time, simply choose **Save**
			2. Select **My Documents** as the location to save
				1. This is the default location to save
				2. This is the best choice to save all of your files as it is easy to back up this folder
				3. You can also make folders within the **My Documents** folder for better organization
			3. Give the file a name, **mypresentation**
			4. In the **Save as type:** textbox, **PowerPoint Presentaion** will save as a PowerPoint 2010 file **(.pptx)** and is not compatible with older versions unless the compatibility package was installed on the computer that tries to open the file
		3. Note: For future file saving use the keyboard shortcut to save: **Ctrl+S**
		4. To save as an older file format
			1. Select **Office Button > Save As > PowerPoint 97-2003**
				1. This will save as a **.ppt**
				2. Click **save**
			2. In the **Title bar** it now shows the file is a .**ppt** and you are working in the **Compatibility Mode**
				1. This means that you will not have the new PowerPoint 2010 specific features
				2. This also means your PowerPoint 97-2003 file is compatible with the older versions of PowerPoint
		5. Close this file, create a new PowerPoint 2010 file and save as a **yourname.pptx**

# Visual aids

* 1. What are these?

Visual aids help you with creating and editing your presentations. They help with the layout and design and better ways to view the slide and the objects within

* 1. Views
		1. Can be found on the **Ribbon** and the **Status Bar** (bottom right)
			1. On the **Ribbon,** select the **View** tab **>** in the **Presentation Views** group
			2. **Normal**
				1. This is should be your primary working view
				2. What you see is what it will look like when you view the slideshow
				3. **Slides** and **Outline** column

Thumbnail version of slides

Outline of the slide content, slide by slide

* + - * 1. **Notes**

Speaker notes window pane

* + - 1. **Slide Sorter**
				1. Ideal for previewing the flow of your slides
				2. Used to easily rearrange your slides
			2. **Notes Page**
				1. A larger view for your notes
			3. **Slide Show**
				1. Starts the presentation and shows the slides in full screen view
			4. **Master Views**
				1. A way to create and modify a master template
				2. These will be covered in the PowerPoint II class
	1. Zoom
		1. Default: zoom fits to screen
		2. **Zoom** **Slider**
			1. Bottom right corner
		3. **View** Tab
			1. **Zoom** group
				1. **Zoom** gives you the % of zoom option
				2. **Fit to Window** fits the slide in the slide pane
		4. Easiest way to zoom **Ctrl + [your mouse scroll]**

# Slide design

* 1. What is this?

A set of unified design elements that provides a look for your document by using color, fonts, and graphics

* 1. Setup the dimensions and orientation
		1. On the **Ribbon,** select the **Design** tab **>** in the **Page Setup** group **>** click **Page Setup**
			1. In the **Page Setup** window you can set the slide dimensions, the number to begin with, orientation, and even the orientation for the **notes**, **handouts**, and **outline**
			2. In the **Slides sized for:** drop-down menu choose, **On-screen show (4:3)**
			3. Under **Orientation** set the **slides** to **Landscapes** and **notes**, **handouts**, and **outline** to **Portrait**
		2. Click the **OK** button
	2. Choose a slide theme
		1. Themes change the look and feel of the show as they use consistent colors, graphics, and text properties
		2. On the **Ribbon,** select the **Design** tab **>** in the **Themes** group **>** hover over any slide design thumbnail (you’ll see the design change in the main slide) > click on the **Metro** theme
	3. Choose a color scheme
		1. Colors carry a meaning and feeling in the presentation. Try to choose a color scheme that matches not only the colors that may already exist in what you are presenting but also those that help carry the message
		2. On the **Ribbon,** select the **Design** tab **>** in the **Themes** group **>** click on **Colors** (drop down menu)
			1. Choose a color scheme
			2. To create your own select **Create New Theme Colors...**
	4. Choose a font
		1. Fonts also carry a meaning and feeling in the presentation. Try to be consistent with your font choice by using one throughout. If you use two then be sure the fonts are complimentary
		2. On the **Ribbon,** select the **Design** tab **>** in the **Themes** group **>** click on **Fonts** (drop down menu)
			1. Click on a theme font
	5. Choose a background
		1. On the **Ribbon,** select the **Design** tab **>** in the **Background** group **>** click on **Background Styles** (drop down menu)
			1. Choose a background
		2. To hide background graphics, check ✓ the box next to **Hide Background Graphics**

# Title slide

* 1. What is this?

A title slide is usually the first slide of a presentation. The title and subtitle and sometimes the authors name are included

* 1. Working with text
		1. In the textbox prompting you to, “**click to add subtitle**” click inside the box and type **[your name]**
		2. To resize the textbox, move your mouse pointer to one of the corners or sides of the box on the sizing handle, click and drag
		3. To move the textbox, move your mouse pointer into the border of the textbox (not on a sizing handle), click and drag
		4. In the textbox prompting you to, “**click to add title**” click inside the box and type the misspelled combination of **WEB DESGIN**
	2. Spell check

A way for you to check and potentially correct your spelling mistakes

* + 1. Click inside the textbox that has your name
		2. The red jagged underline under **DESGIN** indicates that MS Word identified the word as a misspelling
		3. A Quick fix
			1. Move your mouse pointer into **DESGIN** and right-click
			2. From the list of word options in the menu, select **DESIGN**

# Presentation outline

* 1. What is this?

An outline is a great way to let your audience know what is covered in your presentation. Often the outline slide includes a bulleted list of the main topics

* 1. Create a new slide
		1. On the **Ribbon,** select the **Home** tab **>** in the **Slides** group **>** click on **New Slide** (drop down menu)
		2. From the drop down menu select, **Title and Content**
		3. In the textbox that has, “**Click to add title**” click inside and type: **Outline**
	2. Create a bulleted list
		1. Click inside the text that reads, “**Click to add text**” of the textbox in the middle area
		2. Type a line of text and then tap the **Enter (return)** key on your keyboard (bullets will automatically be created):
			+ **Needs Assessment**
			+ **Web Site Objectives**
			+ **Strategy** **and** **Plan**
			+ **Design** **and** **Develop**
			+ **Evaluation** **Instruments**
	3. Edit a bulleted list
		1. Select the list (bulleted text)
		2. On the **Ribbon,** select the **Home** tab **>** in the **Paragraph** group **>** click on **Bullets** (drop down arrow to the right)
		3. Roll your mouse pointer over the different bullets in the drop down menu
		4. Choose any one from the list

#  Undo and Redo

* 1. What are these?

Commands that allow you to correct mistakes by moving backward or forward in time

* 1. To regain the bullets you just had
		1. Use this keyboard shortcut to go back in time
			1. **Ctrl+Z**
		2. If you go back to far, then try this keyboard shortcut to go forward
			1. **Ctrl+Y**

#  Slide with text and image

* 1. What is this?

A slide that allows for text (usually a bulleted list) and an image. By using the preformatted layouts you can create a consistent looking presentation

* 1. Create a new slide
		1. On the **Ribbon,** select the **Home** tab **>** in the **Slides** group **>** click on **New Slide** (drop down menu)
		2. From the drop down menu select, **Two Content**
		3. In the textbox that has, “**Click to add title**” click inside and type: **Needs Assessment**
	2. Create a bulleted list
		1. Click inside the text that reads, “**Click to add text**” of the left textbox
		2. Type:
			+ **Usually skipped**
			+ **The way things are**
			+ **The way they should be**
			+ **Client needs**
			+ **Customer Needs**
			+ **Baseline**
	3. Insert clipart
		1. In the right box that reads, “**Click to add text**” hover your mouse pointer over the images on the inside
		2. Click on the one that reads “**Clip Art**” (in a pop up tool tip)
			1. A **Clip Art** column now appears to the right of your screen
			2. In the **Search For:** text box type, **puzzle**
			3. Click the **Go** button
			4. A number of image results will appear below
			5. To input one into your slide, simply click on it
	4. Edit your clip art
		1. Move clip art
			1. Click once on the image to select it
			2. Move your mouse pointer inside the image, click, and drag
		2. Resize clip art
			1. Click once on the image to select it
			2. Move your mouse pointer to one of the corner sizing handles, click, and drag
		3. Close the **Clip Art** window

#  Slide consistency

* 1. What is this?

When creating a slideshow you want to make sure the colors, fonts, images, and positions of objects remain consistent

* 1. In the **Slides** column on the left of your screen, select the second slide (**outline)**
		1. Notice how the title and the text are in different positions than in the third slide. The size of the font is also different.
	2. Create a new slide
		1. First, select the second slide
			1. New slides appear directly after the selected slide
		2. On the **Ribbon,** select the **Home** tab **>** in the **Slides** group **>** click on **New Slide** (drop down menu)
		3. From the drop down menu select, **Two Content**
	3. Copy and paste

This is an option for you to cut, copy, and paste selections of text and other objects in you document

* + 1. Select the second slide using the **Slides** column on the left
		2. Copy text
			1. Select the text, **Outline** in the title
			2. Use the keyboard shortcut, **Ctrl+C**
		3. Paste text
			1. Select the new slide (third slide) in the **Slides** column on the left
			2. Click once inside the textbox that reads, **Click to add title**
			3. Use the keyboard shortcut, **Ctrl+V**
			4. You should now see **Outline** appear in the textbox
	1. Class challenge
		1. Have the class copy and paste the bulleted list from the second slide to the new (third) slide, into the left main text box that reads, **Click to add text**
	2. Delete a slide
		1. Select the old **Outline** slide (second slide)
		2. Tap the **Delete** key on your keyboard

#  Slide with multimedia

* 1. What is this?

A slide using multimedia includes movie or sound files. These files can be played when the slide appears or when clicked

* 1. Create a new slide
		1. Select the third slide (your last slide)
		2. On the **Ribbon,** select the **Home** tab **>** in the **Slides** group **>** click on **New Slide** (drop down menu)
		3. From the drop down menu select, **Two Content**
		4. In the textbox that has, “**Click to add title**” click inside and type: **Web Site Objectives**
	2. Create a bulleted list
		1. Click inside the text that reads, “**Click to add text**” of the right textbox in the middle area
		2. Type:
			+ **Meet needs**
			+ **Modern design**
			+ **Latest technology**
			+ **Ease of use**
			+ **Room for growth**
	3. Insert movie/sound file
		1. In the left middle box that reads, “**Click to add text**” hover your mouse pointer over the images on the inside
		2. Click on the one that reads “**Insert Media Clip**” (in a pop up text box)
			1. An **Insert Movie** window now appears
			2. Look in **Desktop > Course Folder > PowerPoint I**
			3. Select the **webObjectives.mov** file
			4. Click the **OK** button
		3. A new window appears that reads, **How do you want the movie to start in the slideshow?**
			1. **Automatically** means the movie will play once the slide opens
			2. **When clicked** means you have the control to open the movie whenever you are ready by clicking on it in the slide during your presentation
			3. Choose **When Clicked**
	4. Move and resize your movie
		1. Move the movie
			1. Click once on the movie to select it
			2. Move your mouse pointer inside the movie, click and drag
		2. Resize the movie
			1. Click once on the movie to select it
		3. Move your mouse pointer to one of the corner sizing handles, click and drag

#  Slide with chart/graph

* 1. What is this?

A slide which displays an interactive Microsoft Excel chart/graph. The chart is created and edited in Excel while using PowerPoint

* 1. Create a new slide
		1. Select the forth slide (your last slide)
		2. On the **Ribbon,** select the **Home** tab **>** in the **Slides** group **>** click on **New Slide** (drop down menu)
		3. From the drop down menu select, **Comparison**
		4. In the textbox that has, “**Click to add title**” click inside and type: **Strategy and Plan**
	2. Create a chart comparison
		1. Click inside the small textbox that reads, “**Click to add text**” on the left just above the large content textbox in the middle of the slide
			1. Type: **Past product availability**
		2. Click inside the small textbox that reads, “**Click to add text**” on the right just above the large content textbox in the middle of the slide
			1. Type: **Future product availability**
	3. Insert a chart/graph
		1. In the left main content textbox click on the icon that reads **Insert Chart** when you hover your mouse over it
		2. A new **Insert Chart** window appears
			1. Select the **Pie** chart
			2. Click on the **OK** button
		3. A new **Excel** spreadsheet window appears
			1. Type the following into the spreadsheet

|  |  |
| --- | --- |
|  | 2000-2006 |
| Baseballs | 20 |
| Bats | 15 |
| Shoes | 10 |
| DVD's | 5 |

* + - 1. Close Excel
	1. Class challenge
		1. Have the class insert a chart in the right content textbox
		2. Afterwards, show how it is done and input a pie chart using the following:

|  |  |
| --- | --- |
|  | 2010--> |
| Baseballs | 10 |
| Bats | 10 |
| Shoes | 10 |
| DVD's | 10 |

1. Save the file

#  Preview your slideshow

* 1. What is this?

A way to view the visual presentation as your audience will see it

* 1. Preview the show
		1. On the **Ribbon,** select the **View** tab **>** in the **Presentation Views** group > Click **Slide Show**
		2. The first slide will open and fill the entire screen
		3. Navigate the show
			1. To advanced to the next slide, use the right 🡪 arrow key on your keyboard
			2. To go back use your left 🡨 arrow key
			3. To leave the show altogether use the **Esc** key

#  Slide transition

* 1. What is this?

This is a special effect used to change from one slide into the next

* 1. Use a transition
		1. Select the first slide using the **Slides** column
		2. On the **Ribbon,** select the **Animations** tab **>** in the **Transition to This Slide** group > Use the down arrow for **More** **transition** choices > Hover and then click one of the rectangular transition thumbnails (they show the type of transition in the shape)
		3. In the **Slides** column, just to the left of the slide 1 thumbnail you will now see a slide transition icon
	2. Apply to all slides
		1. On the **Ribbon,** select the **Animations** tab **>** in the **Transition to This Slide** group **>** click **Apply to All**
		2. All slide thumbnails now have the transition icon to the left
	3. Discuss other options like transition speed and sound
	4. Preview the Slideshow
		1. Try using the keyboard shortcut **F5**

#  Object animation

* 1. What is this?

Often objects like textboxes, photos, charts, and so on in your presentation could be enhanced by animating them. It is particularly helpful to give a presentation with an animated bulleted list

* 1. Animate
		1. Title
			1. Select the second slide
			2. Click once inside the slide’s title, **Outline**
			3. On the **Ribbon,** select the **Animations** tab **>** in the **Animations** group **>** click **Custom Animation**
			4. In the new **Custom Animation** column to the right
				1. Click the **Add Effect,** select **Entrance > More Effects**

In the **Add Entrance Effect** window select any animation

Click the **OK** button

* + - * 1. Under **Modify:** you can change any available options for that **animation**
			1. To delete this effect, right click on the effect as it appears in the large box below **Modify:** and choose **Remove**
			2. To bring it back, use the keyboard shortcut, **Ctrl+Z**
		1. Bulleted List
			1. Click once inside the slide’s bulleted list
			2. Add an effect following the same procedure
			3. Modify the options for the effect if you want to
			4. Notice that the effect applies to the entire list
	1. Challenge the class to animate slides 1 & 3
	2. Preview the slideshow
	3. Save the file

#  Saving as a slideshow

* 1. What is this?

When you are ready to present do not open your .pptx. Instead there is a better way to open straight into the slideshow without having to go into edit mode

* 1. Save as a .pptx
		1. Always save your file as a .pptx first. This will preserve the file in a state that you can open again and edit like today
	2. Save as a .ppsx
		1. Select **Office Button > Save As > PowerPoint Show**
			1. In the **Save As** window save the file in the same location as your .pptx
			2. Save as **yourname.ppsx**
			3. For compatibility with older PowerPoint versions you could save the file as a **.pps**
	3. Close PowerPoint and tryout your new presentation

**2.Microsoft word**

**Microsoft Word**

a. Creating a new word document

b. Opening an existing document

c. Editing and Saving a document

d. Typing a text, deleting, inserting, finding, replacing, copying and moving text

e. Justifying texts

f. Bold, Italics, Underline, Strike, Double Strike and Colouring text

g. Selecting Font and Font Sizes

h. Formatting page, margins, page size, portrait and landscape

i. Inserting symbols, pictures

j. Using Bullets

k. Using and manipulating tables, inserting / deleting of rows and columns

l. Sorting tables

m. Using Header and footer, Inserting Page number

n. Changing character width and line spacing

o. Printing of a document, Using print preview

p. Copy / moving text between two different documents

q. Typing More than one language in the same text

r. Shortcuts for various activities in MS Word

****

# Microsoft Excel

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# Chapter 8Workbooks and Worksheets

This chapter explains the navigation and selection techniques for working with workbooks and worksheets. On completion of this chapter you should be able to:

* Navigate within and between worksheets
* Select cell ranges
* Rename a worksheet

Files for this chapter:

* Sales
* Budget

## Workbooks and Worksheets

### Workbooks

The Workbook contains worksheets that you can use to enter data or figures. When you open a new workbook in Excel by default you will have three worksheets named Sheet1, Sheet2 and Sheet3. The sheet names appear on the tabs at the bottom of the workbook window. The tab of the active sheet appears lighter in colour. You can use the tabs to move from one worksheet to another by pressing Control Page Up or Control Page Down.

### Worksheets

A worksheet is made up of cells formed by intersecting rows and columns. Each row and column is individually identified. The rows are identified by numbers and the columns by letters of the alphabet. Each worksheet has 16,384 columns, so when column Z is reached, the columns continue with AA, AB etc.

### Cells

The intersection of a row and a column is called a cell. The letter of the column and the number of the row are the cell coordinates. For example, column C, row 4 is known as C4. This is also known as the cell address or cell reference. The letter always precedes the number in the cell address. The active cell is the indicated by a thick black line surrounding the cell border.

### Range of Cells

A range of cells refers to all cells between, and including, two cell addresses. The two cell addresses are separated by a full colon. For example, to refer to all the cells between column A row 1 and column F row 1, the range would be A1:F1. To refer to all the cells between column A row 3 and column G row 10, the range would be A3:G10

## Navigate Within & Between Worksheets

### Navigate Within a Worksheet

You can move around the worksheet by pressing Up, Down, Left or Right Arrows, or by using a combinations of keys as listed below. The coordinates of the cell you have moved to will be displayed in the Name Box and the row number and column letter will also appear bolded.

The following keystrokes are used to navigate within a workbook:

Right Arrow moves one cell to the right

Left Arrow moves one cell to the left

Up Arrow moves up one cell

Down Arrow moves down one cell

Control Right Arrow moves to the last column in a block of data. If there are blank columns in the worksheet it will stop at the column of data immediately before the blank column. Press Control Right Arrow again to move to the beginning of the next block of data and so on. When there are no more blocks of data it will move to the very last cell in the row (column XFD)

Control Left Arrow moves to the first column of data. If there are blank columns in the worksheet it will stop at the column of data immediately before the blank column. Press Control Left Arrow again to move to the end of the next block of data and so on

Control Down Arrow moves down to the first occurrence of data in a column. Press Control Down Arrow again to move to the end of the data in the column unless there are blank rows in the column. If there are blank rows, it will move to the next row in the column which has data. If you press Control Down Arrow when you have reached the end of the data, it will move to the very last row in the spreadsheet (row 1,048,576)

Control Up Arrow moves up through the data in a column. Press Control Up Arrow again to move to the beginning of the data in the column unless there are blank rows in the column. If there are blank rows, it will move to the next row in the column which contains data

Home moves to the first cell in the row

End does NOT move to the last cell in a row, instead it activates END MODE. This will be explained in the selecting cells section

Control Home moves to cell A1

Control End moves to the last cell used in the worksheet (the lower right hand corner)

JAWS Users to Navigate Within a Worksheet:

To list the contents of the active column press Insert Shift C

To list the contents of the active row press Insert Shift R

To list visible cells with data press Control Shift D

To say the visible range of cells in the active window press Alt Shift V

To read the sheet name, cell contents and coordinates press Insert Tab

To give detailed cell appearance press Insert Tab twice

## Select Cells and Ranges

When two or more cells are selected it is referred to as a range of cells. The following keystrokes will select specific ranges:

Shift Right Arrow extends the selection one cell to the right

Shift Left Arrow extends the selection one cell to the left

Shift Up Arrow extends the selection up one cell

Shift Down Arrow extends the selection down one cell

Control Shift Right Arrow extends the selection to the last column in a block of data. Where blank columns occur it is necessary to press Control Shift Right Arrow again to extend the selection to the end of the next block of data

Control Shift Left Arrow extends the selection to the first column in a block of data. Where blank columns occur it is necessary to press Control Shift Left Arrow again to extend the selection to the beginning of the next block of data

Control Shift
Up/Down Arrows extends the selection to cover all occurrences of data in the column unless there are blank rows in the column. If there are blank rows the selection will stop at the last cell with data in it. Press Control Shift Up/Down Arrow again to extend the selection to the first occurrence of data beyond the blank row. Press Control Shift Up/Down Arrow again to extend the selection to the end of the block of data in the column

Shift Home extends the selection to the first column in the row

Control Shift Home extends the selection from the active cell to cell A1

Control Shift End extends the selection from the active cell to the last cell used in the worksheet (the lower right hand corner)

Control Spacebar selects the entire column

Shift Spacebar selects the entire row

Control A selects the entire worksheet

Control Shift 8
(Top Row) selects all adjacent cells in the current data range

### Cancel the Selection

To cancel the selection you can either press any Arrow or press Shift Backspace to cancel the selection and return to the active cell.

#### Practical Exercise: Navigate and Select within a Worksheet

1. Open the workbook ‘Sales’ and ensure the sheet ‘Cities Quarter Sales’ is displayed
2. Ensure the active cell is A1 and the text is First Quarter Sales
3. Press Control Down Arrow to move to cell A4 which is the next cell that has data and holds the text of Perth
4. Press Control Right Arrow to move to cell D4 which is the last cell before a blank column and holds the March figure for Perth
5. Press Control Right Arrow again to move to cell F4 which is the next cell before a blank column and holds the Total for Perth
6. Press Control Shift Left Arrow twice to select from the Total figure to the row heading of Perth
7. Press Control Shift Down Arrow to extend the selection to include the other 3 cities and the sales figures for the 3 months
8. Press Control Home to move to cell A1
9. Press Down Arrow 5 times to move to cell A6 which holds the text Melbourne
10. Press Control Shift 8 to select the adjacent cells, the blank column between the city data and the total column will not be selected
11. Press Control End to move to the last cell that holds the Total for Sydney which is F7
12. Press Control Home to move to cell A1
13. JAWS users press Insert Shift C to list the contents of the active column and select Brisbane
14. JAWS users press Insert Shift R to list the contents of the active row
15. Save the workbook and leave it open for another practical exercise

End of Practical Exercise

#### Practical Exercise: Select Data

1. Open the workbook ‘Budget’ and ensure the sheet ‘Budget’ is displayed
2. Go to cell A5
3. Press Shift Spacebar to select all of the entries in the row
4. Press Shift Backspace to return to the active cell A5
5. Go to cell A12
6. Press Control Shift Down Arrow twice to select up to and including cell A22 this will select from EXPENSES up to and including TOTAL EXPENSES
7. Press Shift Backspace to return to the active cell A12
8. Go to cell B13
9. Press Control Shift Down Arrow twice to select up to and including cell B22 the Total Expenses figure of $2051.00
10. Press Shift Backspace to return to the active cell B13
11. Press Control Spacebar to select the whole of column B
12. To select column C as well as column B, press Shift Right Arrow. You have now selected column C as well as column B
13. Press Shift Backspace to return to the active cell B13
14. Press Control Home to go to cell A1
15. Press Control Shift End to select all data in the worksheet
16. Press Shift Backspace to return to cell A1 or any Arrow to cancel the selection
17. Save the workbook and leave it open for another practical exercise

End of Practical Exercise

### JAWS users: Set Current Row to Column Titles

You can set the row that contains the column headings as column titles so that JAWS will read the column headings as you move from cell to cell. Ensure you are in a cell on the column heading row. **Set Column Titles to Row** by pressing Insert Alt Control C. This will need to be set for each sheet in the workbook.

### ZoomText users: Change Colour Theme for Better Selection Contrast

You may find it difficult to determine what cells are selected. Changing the colour scheme for Excel will not be beneficial, nor will changing the colour scheme within ZoomText.

You will need to change the colour theme within the operating system to achieve a high contrast when cells are selected. By changing the colour theme all applications will change appearance. To do this:

1. Press Windows Key and then either:
	1. Tab once and then Down Arrow to the Control Panel and press Enter
	2. Type “Control Panel” into the Search box and press Enter
2. Tab to ‘Change Theme’ under the heading Appearance and Personalisation and press Enter
3. Press Down Arrow to move to ‘Basic and High Contrast Themes’ and ensure the focus is on Windows 7 Basic
4. Press Right Arrow to select either:
	1. High Contrast 1: yellow text on black background
	2. High Contrast 2: green text on black background
	3. High Contrast Black: white text on black background
	4. High Contrast White: black text on white background
5. Press Enter to activate
6. Press Alt F4 to close the Control Panel

End of Instructions

### Select a Range of Cells Using the Go To Function

The Go To function can also be used to select a range of cells. Type the first cell address then the : (colon) then the last cell address which is referred to as the range in the Reference text box and then press Enter. The cell range is then selected. When typing the cell range do not put any spaces in the cell range. For example the cell range would be A1:E10

Using the F5 Go To function, enables you to select one or more cell addresses regardless of whether they are adjacent or non adjacent. To select more than one range, type the first range and then separate each cell range with a comma.

#### Practical Exercise: Select Adjacent and Non Adjacent Cells

1. Ensure the workbook ‘Budget’ is open and the sheet ‘Budget’ is displayed
2. Press F5 then type “B5” and press Enter to move to cell B5
3. Press F5 then type “E9” and press Enter to move to cell E9
4. To select adjacent cells B3 to B9 press F5 and type the range “B3:B9” and press Enter
5. To include the cell range of C3 to D9 press Shift Right Arrow twice. The adjacent cell range B3:D9 is now selected
6. Either press Shift Backspace or any Arrow to cancel the selection
7. To select non adjacent cells press F5 and type “A12:A22, E12:E22” and press Enter
8. To cancel the selection press Shift Backspace or any Arrow
9. Save the workbook and leave it open for the next practical exercise

End of Practical Exercise

### Move Between Worksheets

Control Page Down moves to the worksheet on the right

Control Page Up moves to the worksheet on the left

JAWS Users to Move Between Worksheets:

To list the worksheets and also move between them press Control Shift S

#### Practical Exercise: Move Between Workbooks

1. Ensure the workbook ‘Sales’ is open and sheet ‘Cities Quarter Sales’ is displayed
2. Press Control Page Down three times to move to the ‘Perth February’ sheet
3. Press Control Page Up to move to the ‘Sales Chart Perth Jan’ chart sheet
4. JAWS users press Control Shift S to list the sheets and move to the ‘Products’ sheet
5. ZoomText users press Control Page Up to move back to the ‘Products’ sheet
6. Save the workbook and leave it open for the next practical exercise

End of Practical Exercise

## Rename a Worksheet

When you open a new workbook the three worksheets are named with the default names ‘Sheet1’, ‘Sheet2’ and ‘Sheet3’. You can change the worksheet names. Worksheet names can be up to 31 characters long including spaces. You cannot use the colon, slash, backslash, question mark or asterisk in the sheet name.

#### Practical Exercise: Rename a Worksheet

1. Ensure the workbook ‘Budget’ is open and the sheet ‘Budget’ is displayed
2. Press Alt H then O then R (Home Ribbon, Format, Rename)
3. Type the name “Budget First Quarter” and press Enter
4. Move to the ‘Income’ sheet and rename it “Income First Quarter”
5. Move to the ‘Expenses’ sheet and rename it “Expenses First Quarter”
6. Save and close the workbook

End of Practical Exercise

This is the end of this Chapter. You should now be able to:

* Navigate within and between worksheets
* Rename a worksheet

Complete Review Exercises 1 and 2

## Quick List Keystrokes

JAWS Users:

List contents of column Insert Shift C

List contents of row Insert Shift R

List visible cells with data Control Shift D

Say visible range of cells Alt Shift V

Say sheet name, cell contents
and coordinates Insert Tab

Give detailed cell appearance Insert Tab (twice quickly)

List worksheets Control Shift S

Set Row to Column Titles Insert Alt Control C

All Users:

Select cells until blank Control Shift Arrows

Select row Shift Spacebar

Select column Control Spacebar

Select adjacent cells Control Shift 8

Select cells and range F5

Move to right worksheet Control Page Down

Move to left worksheet Control Page Up

Go To F5

Rename Sheet Alt H then O R

This is the end of the quick list for this chapter.