Use of Microsoft Excel continues:

**Spreadsheet Basics**

- Screen elements
- Adding and renaming worksheets
- The standard toolbar - opening, closing, saving, and more.
- Headers & Footer, formatting cells, inserting page numbers etc.
- Changing and editing print layout and specifying cell print areas
- Automatic and Manual computation of arithmetic operations (functions and formulas) e.g. =sum(b1:g1), =average(b1:g1)
- Automatic copy of a particular applied to a cell to other cells.

**Customizing Excel**

- Menus
- Customize toolbars
- Recording a macro
- Running a macro

**Modifying a Worksheet**

- Moving through cells
- Adding worksheets, rows, and columns
- Resizing rows and columns
- Selecting cells
- Moving and copying cells
- Freeze panes

**Formatting Cells**

- Formatting toolbar
- Format Cells dialog box
- Dates and times
- Styles
- Style dialog box
- Create a new style
- Format Painter
- AutoFormat
Data to be used for illustration:

(source: http://www.fgcu.edu/support/office2000/excel/)

<table>
<thead>
<tr>
<th></th>
<th>Textbook</th>
<th>Quantity</th>
<th>Price</th>
</tr>
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<tbody>
<tr>
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<td>Biology</td>
<td>4</td>
<td>$99.99</td>
</tr>
<tr>
<td>2</td>
<td>Chemistry</td>
<td>2</td>
<td>$79.95</td>
</tr>
<tr>
<td>3</td>
<td>Calculus</td>
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<td>$65.99</td>
</tr>
<tr>
<td>4</td>
<td>English</td>
<td>12</td>
<td>$49.99</td>
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<td></td>
<td></td>
<td>$1,621.67</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>Sales Tax 6%</td>
</tr>
<tr>
<td>7</td>
<td></td>
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<td>Total $1,718.97</td>
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