PacificCPE

Excel 2019: Getting Organized And Staying That Way

Course #4165A

Business

2 Credit Hours

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EXCEL 2019: GETTING ORGANIZED AND STAYING THAT WAY

Topics covered in this course include how to navigate larger worksheets, add commands to cells in a worksheet, fill and replace data, delete worksheets, open multiple windows to compare data, and manage information from one worksheet to another.

LEARNING ASSIGNMENTS AND OBJECTIVES

As a result of studying each assignment, you should be able to meet the objectives listed below each individual assignment.

SUBJECTS

Maintaining the Worksheet
Maintaining Mulitple Worksheets

Study the course materials from pages 1 to 56

Complete the review questions at the end of each chapter

Answer the exam questions 1 to 10

Objectives:

- Identify how to freeze panes and split worksheets for better editing.
- Recognize the best procedures for working with multiple worksheets.

NOTICE

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Program publication date **11/5/2018**

EXAM OUTLINE

- **TEST FORMAT:** The final exam for this course consists of 10 multiple-choice questions and is based specifically on the information covered in the course materials.

- **ACCESS FINAL EXAM:** Log in to your account and click Take Exam. A copy of the final exam is provided at the end of these course materials for your convenience, however you must submit your answers online to receive credit for the course.

- **LICENSE RENEWAL INFORMATION:** This course qualifies for **2** CPE hours.

- **PROCESSING:** You will receive the score for your final exam immediately after it is submitted. A score of 70% or better is required to pass.

- **CERTIFICATE OF COMPLETION:** Will be available in your account to view online or print. If you do not pass an exam, it can be retaken free of charge.

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CHAPTER 1: MAINTAINING THE WORKSHEET

Chapter Objective

After completing this chapter, you should be able to:

- Identify how to freeze panes and split worksheets for better editing.

In This Chapter

- Zooming in and out on a worksheet
- Splitting the Workbook window into two or four panes
- Freezing columns and rows onscreen for worksheet titles
- Attaching comments to cells
- Naming your cells
- Finding and replacing stuff in your worksheet
- Looking up stuff using online resources in the Research task pane
- Controlling when you recalculate a worksheet
- Protecting your worksheets

Each worksheet in an Excel 2019 workbook offers an immense place in which to store information. But because even a regular size computer monitor (which is quite large when compared to a regular Windows tablet or smartphone screen) lets you see only a tiny bit of any of the worksheets in a workbook at a time, the issue of keeping on top of information is not a small one (pun intended).

Although the Excel worksheet employs a coherent cell-coordinate system that you can use to get anywhere in the great big worksheet, you have to admit that this A1, B2 stuff — although highly logical — remains fairly alien to human thinking. (I mean, saying, “Go to cell IV88,” just doesn’t have anywhere near the same impact as saying, “Go to the corner of Hollywood and Vine.”) Consider for a moment the difficulty of coming up with a meaningful association between a 2015 depreciation table and its location in the cell range AC50:AN75 so that you can remember where to find it in your income tax worksheet.

In this chapter, I show you some of the more effective techniques for maintaining and keeping on top of information. You find out how to change the perspective on a worksheet by zooming in and out on the information, how to split the document window into separate panes so that you can display different sections of the worksheet at the same time, and how to keep particular rows and columns on the screen at all times.

And, as if that weren’t enough, you also see how to add comments to cells, assign descriptive, English-type names to cell ranges (like Hollywood_and_Vine!), and use the Find and Replace commands to locate and, if necessary, replace entries anywhere in the worksheet. Finally, you see how to control when Excel recalculates the worksheet and how to limit where changes can be made.

ZOOMING IN AND OUT

So what to do when trying to edit the company’s huge spreadsheet on your fancy new Microsoft Surface tablet with its not-so-generous 10.6-inch screen or even on your 15-inch screen laptop? Does this mean that you’re doomed to straining your eyes to read all the information in those tiny cells, or you’re scrolling like mad trying to locate a table you can’t seem to find? Never fear, the Zoom feature is here in the form of the Zoom slider on the Status bar. You can use the Zoom slider to quickly increase the magnification of part of the worksheet or shrink it down to the tiniest size.

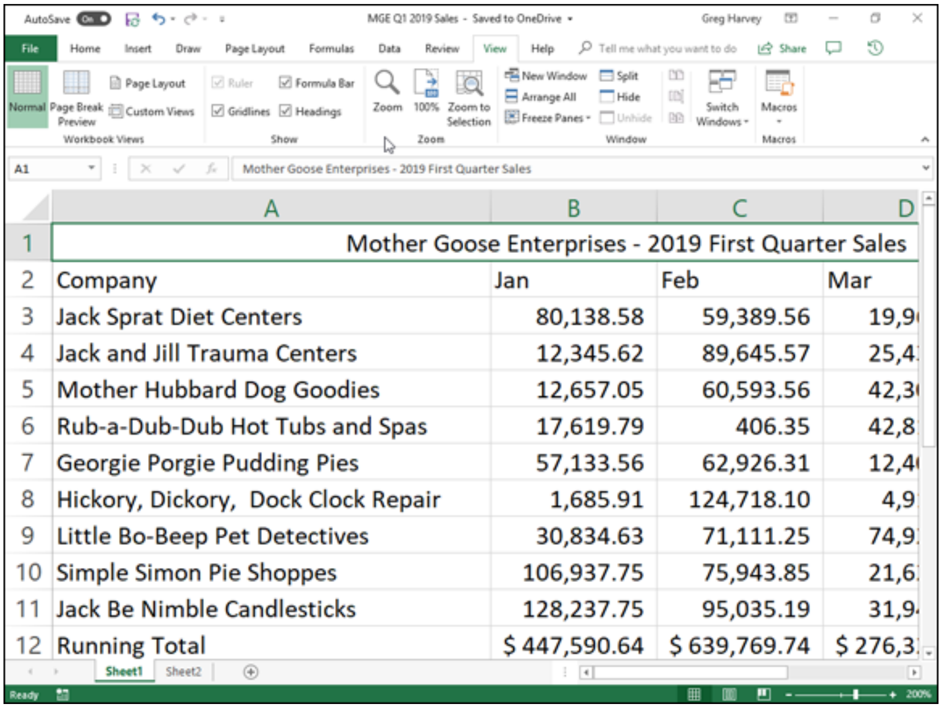
You can use the Zoom slider on the Status bar of the Excel window in several ways, depending upon the device you’re using:

- Drag the Zoom slider button to the left or the right on the slider to decrease or increase the magnification percentage (with 10% magnification being the lowest percentage when you drag all the way to the left on the slider and 400% magnification being the highest percentage when you drag all the way to the right).
- Click the Zoom Out (with the minus sign) or the Zoom In button (with the plus sign) at either end of the slider to decrease or increase the magnification percentage by 10%.
- On a touchscreen, use the stretch-and-pinch gesture with your thumb and forefinger on your touchscreen device to quickly zoom in and out on the cells of your worksheet and move the Zoom slider at the same time.

In Figure 6-1, you can see a blowup of the worksheet after increasing it to 200% magnification (twice the normal size). To blow up a worksheet like this, drag the Zoom slider button to the right until 200% appears on the Status bar to the left of the slider. (You can also do this by clicking View → Zoom and then clicking the 200% button in the Zoom dialog box, if you really want to go to all that trouble.) One thing’s for sure: You don’t have to go after your glasses to read the names in those enlarged cells! The only problem with 200% magnification is that you can see only a few cells at one time.

FIGURE 6-1

Zooming a sample worksheet to 200% magnification.


AutoSave On
MGE Q1 2019 Sales - Saved to OneDrive
Greg Harvey
File
Home
Insert
Draw
Page Layout
Formulas
Data
Review
View
Help
Tell me what you want to do
Share
Normal
Page Break Preview
Page Layout
Custom Views
Workbook Views
Ruler
Formula Bar
Gridlines
Headings
Show
Zoom
100%
Zoom to Selection
Zoom
New Window
Arrange All
Freeze Panes
Split
Hide
Unhide
Switch Windows
Window
Macros
Macros
Sheet1
Sheet2
Ready
200%

A1 Mother Goose Enterprises - 2019 First Quarter Sales

	A	B	C	D
1	Mother Goose Enterprises - 2019 First Quarter Sales			
2	Company	Jan	Feb	Mar
3	Jack Sprat Diet Centers	80,138.58	59,389.56	19,9
4	Jack and Jill Trauma Centers	12,345.62	89,645.57	25,4
5	Mother Hubbard Dog Goodies	12,657.05	60,593.56	42,3
6	Rub-a-Dub-Dub Hot Tubs and Spas	17,619.79	406.35	42,8
7	Georgie Porgie Pudding Pies	57,133.56	62,926.31	12,4
8	Hickory, Dickory, Dock Clock Repair	1,685.91	124,718.10	4,9
9	Little Bo-Beep Pet Detectives	30,834.63	71,111.25	74,9
10	Simple Simon Pie Shoppes	106,937.75	75,943.85	21,6
11	Jack Be Nimble Candlesticks	128,237.75	95,035.19	31,9
12	Running Total	$ 447,590.64	$ 639,769.74	$ 276,3

In Figure 6-2, check out the same worksheet, this time at 40% magnification. To reduce the display to this magnification, you drag the Zoom slider button to the left until 40% appears on the Status bar in front of the slider.

Whew! At 40% of normal screen size, the only thing you can be sure of is that you can't read a thing! However, notice that with this bird's-eye view, you can see at a glance how far over and down the data in this worksheet extends and how much empty space there is in the worksheet.

The Zoom dialog box (View → Zoom or Alt+WQ) offers five precise magnification settings — 200%, 100% (normal screen magnification), 75%, 50%, and 25%. To use other percentages besides those, you have the following options:

- If you want to use precise percentages other than the five preset percentages (such as 150% or 85%) or settings greater or less than the highest or lowest percentage (such as 400% or 10%), click within the Custom button's text box in the Zoom dialog box, type the new percentage, and press Enter.
- If you don't know what percentage to enter in order to display a particular cell range on the screen, select the range, click View → Zoom to Selection on the Ribbon or press Alt+WG or the Fit Selection option in the Zoom dialog box. Excel figures out the percentage necessary to fill your screen with just the selected cell range.