

Identify Excel 2013 Window Components

To start Excel, Microsoft Windows must be running. Similar to starting any program in Office, you can use the Start screen thumbnail on the Windows taskbar, the Start button on your keyboard, or you may have a shortcut on your desktop you prefer to use. If you need additional assistance, ask your instructor or technical support person. **CASE** *You decide to start Excel and familiarize yourself with the worksheet window.*

- ▶ 1. Start Excel, click **Open Other Workbooks** on the navigation bar, click **Computer**, then click **Browse** to open the Open dialog box
2. In the Open dialog box, navigate to the location where you store your Data Files, click **EX A-1.xlsx**, click **Open**

The file opens in the Excel window.


3. Click the **FILE** tab, click **Save As** on the navigation bar, click **Computer**, then click **Browse** to open the Save As dialog box
- ▶ 4. In the Save As dialog box, navigate to the location where you store your Data Files if necessary, type **EX A-Trip Advisor Payroll Calculator** in the File name text box, then click **Save**

Using **FIGURE A-3** as a guide, identify the following items:

- The **Name box** displays the active cell address. "A1" appears in the Name box.
- The **formula bar** allows you to enter or edit data in the worksheet.
- The **worksheet window** contains a grid of columns and rows. Columns are labeled alphabetically and rows are labeled numerically. The worksheet window can contain a total of 1,048,576 rows and 16,384 columns. The intersection of a column and a row is called a **cell**. Cells can contain text, numbers, formulas, or a combination of all three. Every cell has its own unique location or **cell address**, which is identified by the coordinates of the intersecting column and row. The column and row indicators are shaded to make identifying the cell address easy.
- The **cell pointer** is a dark rectangle that outlines the cell you are working in. This cell is called the **active cell**. In **FIGURE A-3**, the cell pointer outlines cell A1, so A1 is the active cell. The column and row headings for the active cell are highlighted, making it easier to locate.
- **Sheet tabs** below the worksheet grid let you switch from sheet to sheet in a workbook. By default, a workbook file contains one worksheet—but you can have as many as 255, in a workbook. The New sheet button to the right of Sheet 1 allows you to add worksheets to a workbook. **Sheet tab scrolling buttons** let you navigate to additional sheet tabs when available.
- You can use the **scroll bars** to move around in a worksheet that is too large to fit on the screen at once.
- The **status bar** is located at the bottom of the Excel window. It provides a brief description of the active command or task in progress. **The mode indicator** in the lower-left corner of the status bar provides additional information about certain tasks.

5. Click cell **A4**

Cell A4 becomes the active cell. To activate a different cell, you can click the cell or press the arrow keys on your keyboard to move to it.

- ▶ 6. Click cell **B5**, press and hold the mouse button, drag  to cell **B14**, then release the mouse button

You selected a group of cells and they are highlighted, as shown in **FIGURE A-4**. A selection of two or more cells such as B5:B14 is called a **range**; you select a range when you want to perform an action on a group of cells at once, such as moving them or formatting them. When you select a range, the status bar displays the average, count (or number of items selected), and sum of the selected cells as a quick reference.

FIGURE A-3: Open workbook

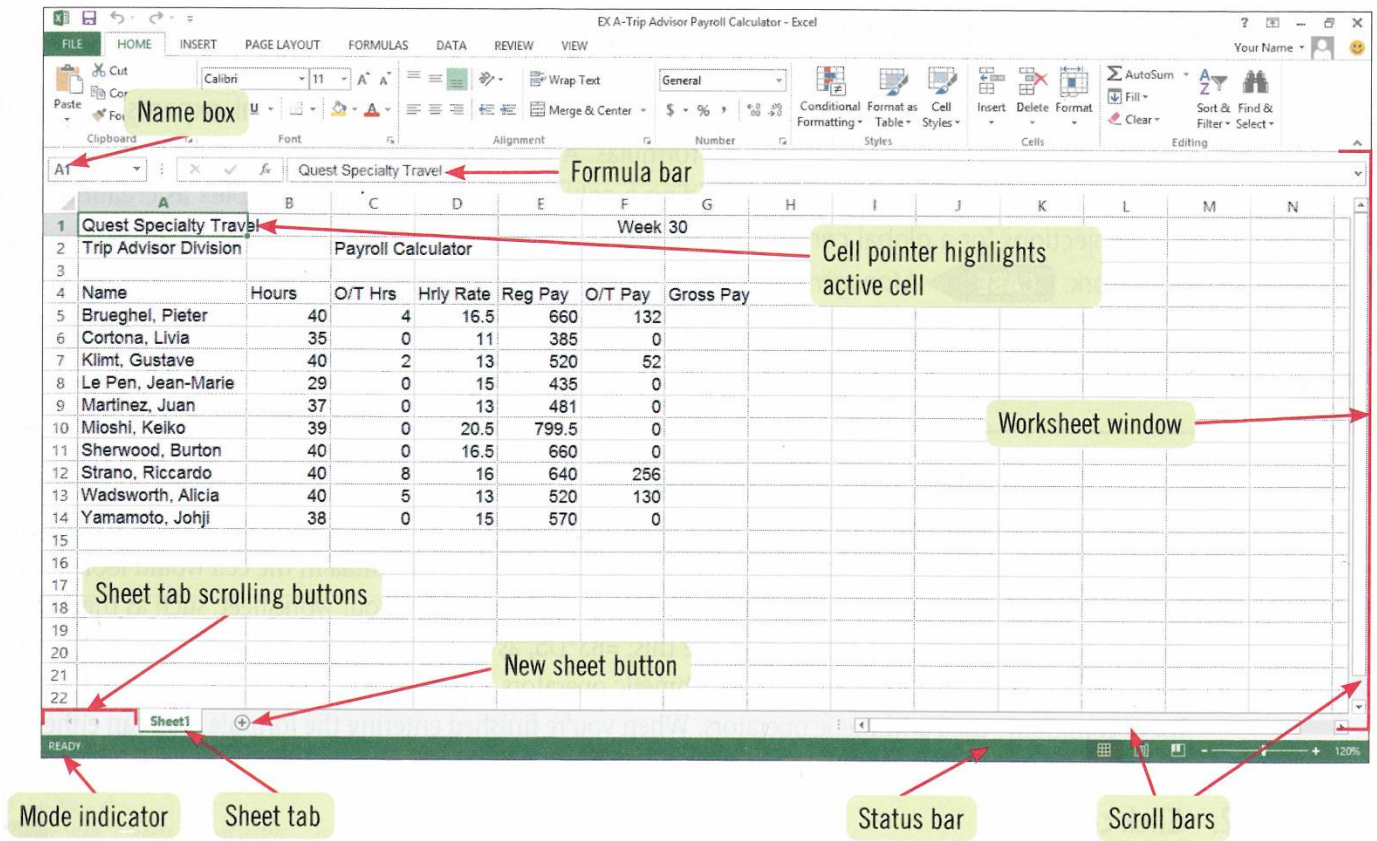


FIGURE A-4: Selected range

