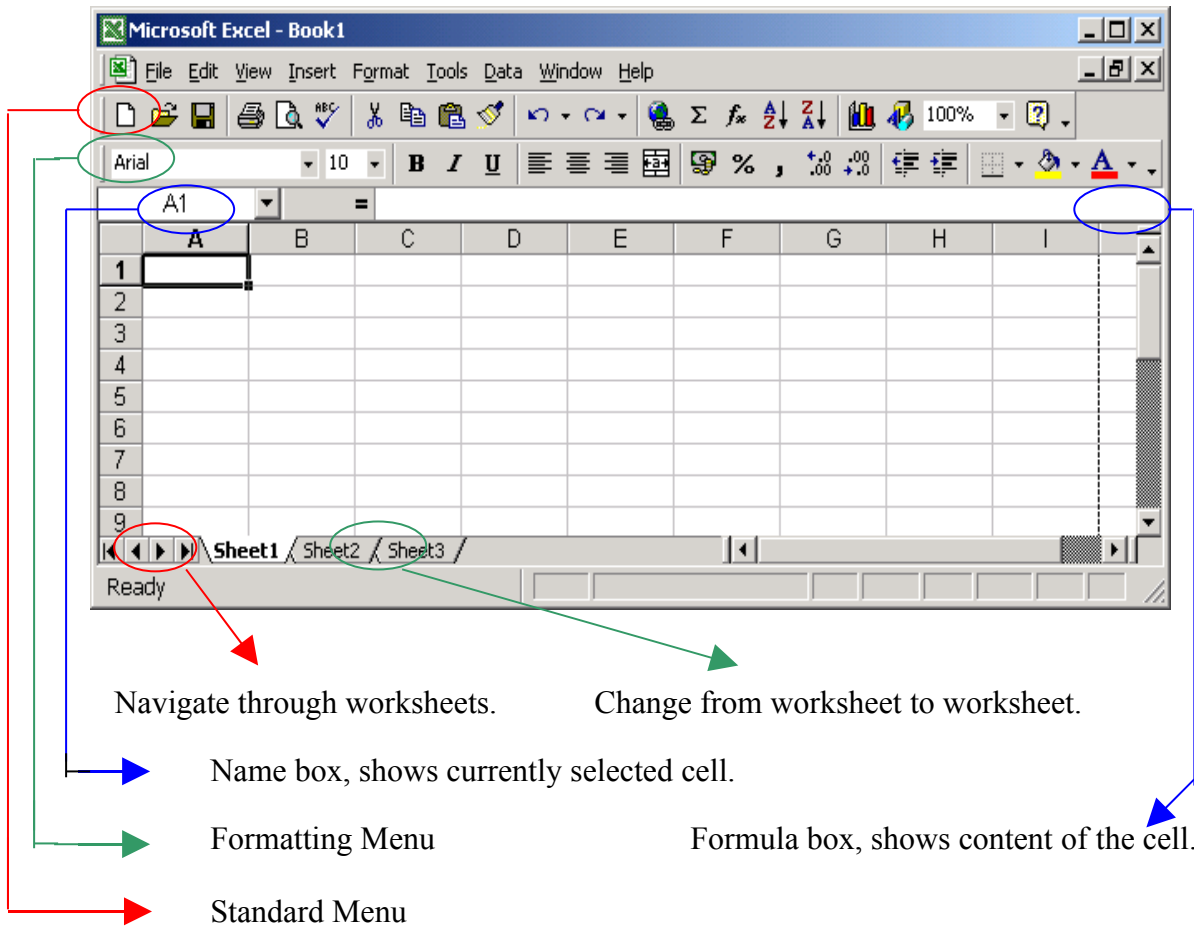


















<u>Standard Menu.....</u>	<u>2</u>
<u>Add or Remove buttons .....</u>	<u>6</u>
<u>Formatting Menu.....</u>	<u>7</u>
<u>Text Colour .....</u>	<u>9</u>
<u>Add or Remove buttons .....</u>	<u>10</u>
<u>Print Preview.....</u>	<u>11</u>
<u>Drawing Menu.....</u>	<u>15</u>
<u>AutoShapes .....</u>	<u>16</u>
<u>Line .....</u>	<u>17</u>
<u>Arrow .....</u>	<u>17</u>
<u>Rectangle .....</u>	<u>17</u>
<u>Oval .....</u>	<u>17</u>
<u>Changing objects .....</u>	<u>17</u>
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<u>Clip Art .....</u>	<u>18</u>
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<u>Fill .....</u>	<u>20</u>
<u>Line Colour .....</u>	<u>20</u>
<u>Text Colour .....</u>	<u>20</u>
<u>Line Style .....</u>	<u>21</u>
<u>Dash Style .....</u>	<u>21</u>
<u>Arrow Style .....</u>	<u>22</u>
<u>Shadow .....</u>	<u>22</u>
<u>3-D .....</u>	<u>23</u>
<u>Add or Remove buttons .....</u>	<u>23</u>




## Standard Menu

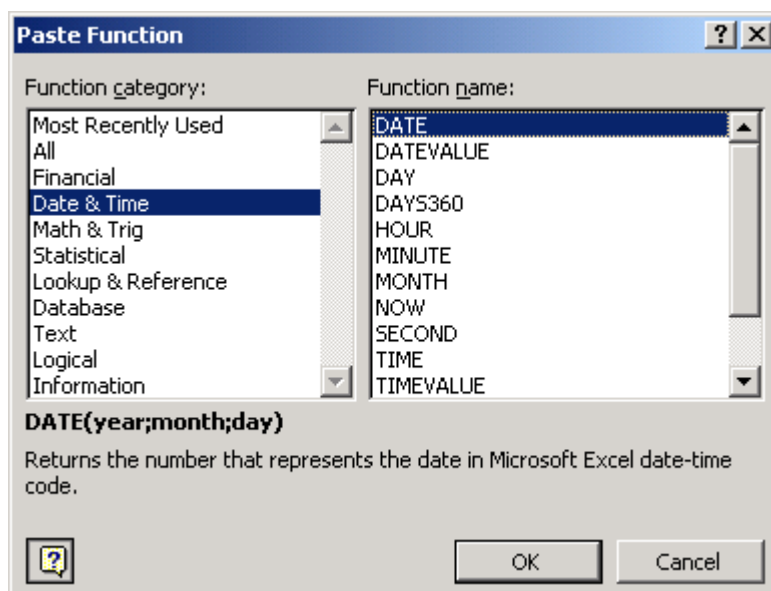


-  Open new workbook.
-  Open an existing workbook or document
-  Save changes. Or save new workbook as, a name and location must be given.
-  Print current worksheet to the Windows default printer, or already selected printer.
-  Print preview. See your worksheet before printing it. See **Print Preview**.
-  Spell check text within selected cells.
-  Cut selected text or object (Ctrl + X).
-  Copy selected text or object (Ctrl + C).

-  Paste clipboard content (Ctrl + V).
-  Format Painter. This allows you to highlight and format a number of cells to the same format (colour, size, font, background etc.) as the selected cell.
-  Undo last action (Ctrl + Z).
-  Clicking ▾ will allow you to choose which operation you wish to undo.
-  Redo last undone action (Ctrl + Y).
-  Clicking ▾ will allow you to choose which undone operation you wish to redo.
-  Insert a hyperlink (Ctrl + K). Allows you to insert a link to a web page.
-  AutoSum. Addition of all the cells selected.

1. Click on a cell where you want the total of an addition of certain cells.
2. Click .
3. Select all the cells in the addition. A list of cells may be automatically selected. To deselect these cells click on one of the cells you want in the addition. Other cells may be added using the **Shift** and **Ctrl** keys and the left mouse button. This will add a group of cells or an individual cell to the addition.
4. Click on total cell to confirm your choice of cells.

 Paste Function.



Provides a list of all available Excel functions that can be used.

Select the one that you wish to use, and follow the on screen help.



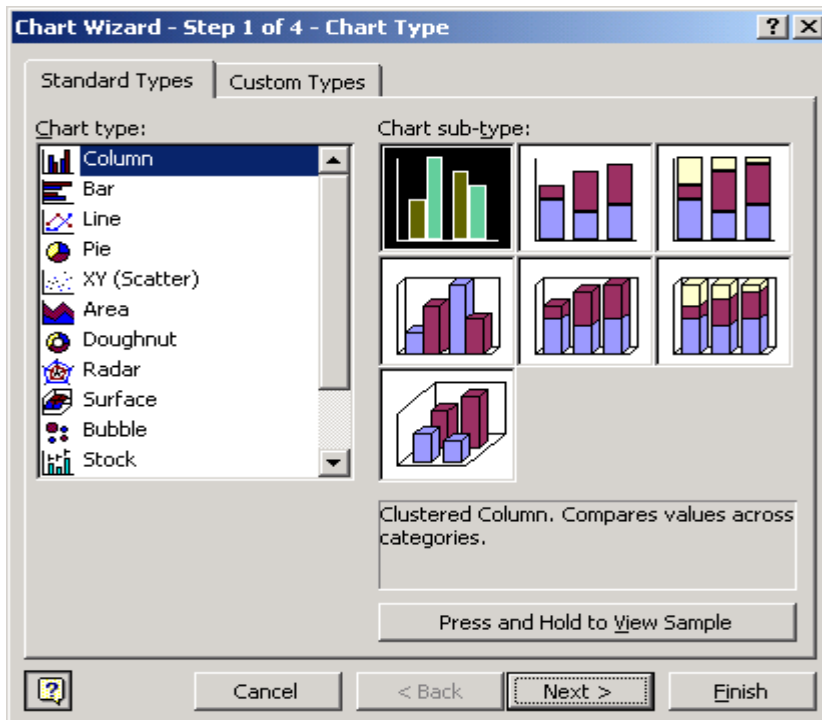
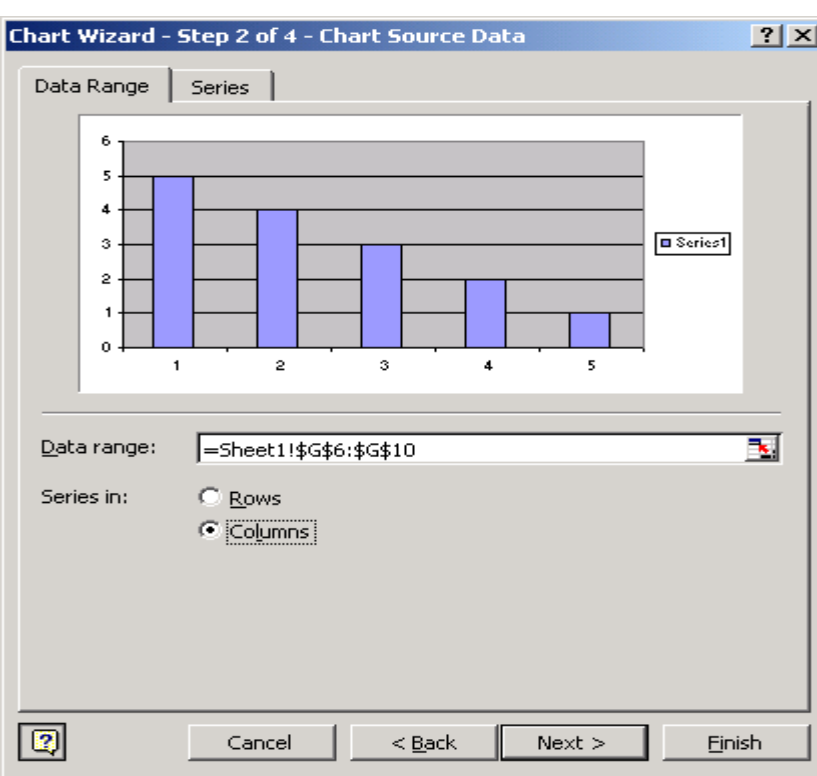

-  Sort a column or selected cells in ascending order.
-  Sort a column or selected cells in descending order.

Chart Wizard.




Choose the type of chart you wish to insert.




Select the data range by clicking on  or enter the range manually.

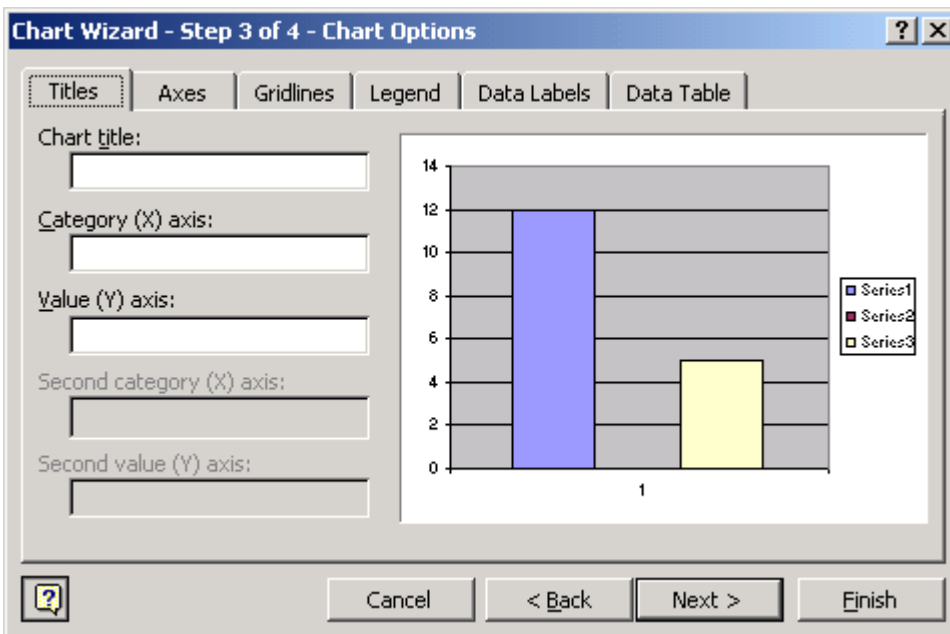
Once you have selected the range, select whether the data is in Columns or Rows. This will have an affect on the chart. See the chart preview example.

 Choose data range.

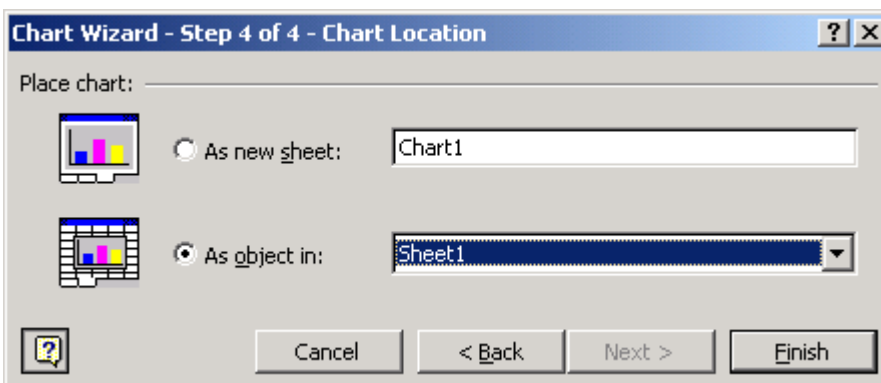



1. Click on the cell which is the start of the chart data.
2. Click on the cell which is the end of the chart data, whilst holding down *Shift*.
3. Click  to return to chart wizard.

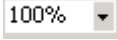
You can now click on *Finish*, or continue with the last 2 steps to add more detail to the chart.



You can even specify the location of the chart. By default it will be in the current worksheet.



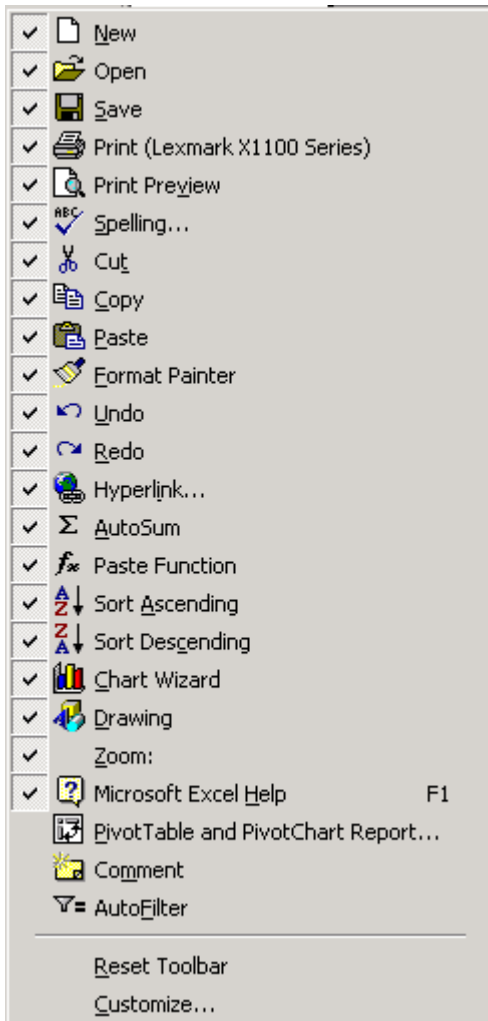
 This will display the Drawing menu. Please see *Drawing Menu*.

 100% Zoom, enlarge or shrink current view.

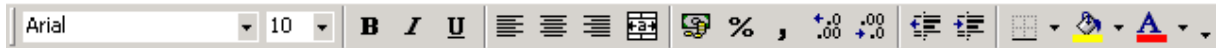
 Excel Help (F1).

- Add or Remove buttons

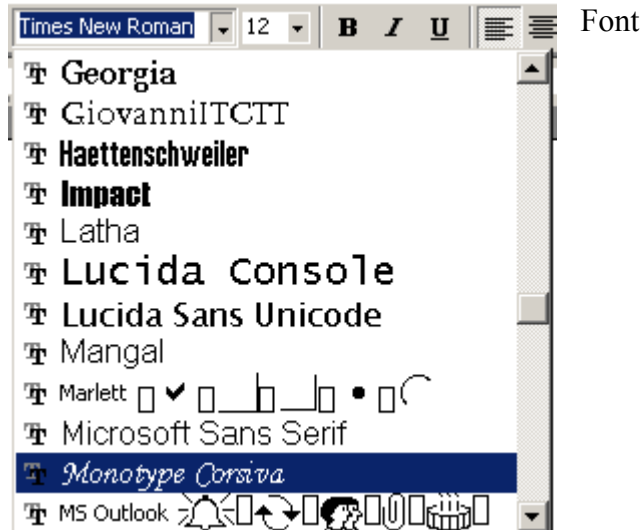
This allows you to add or remove buttons from this toolbar



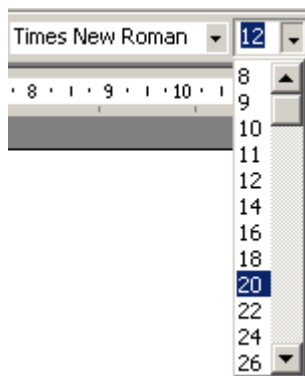
## Formatting Menu



Text –



Text - Size



Text – Bold    (Ctrl + B)

Text – Italic    (Ctrl + I)

Text – Underline    (Ctrl + U)



Align text [Left](#)




[Centre](#) text



Align text [Right](#)




Merge cells and centre text.


 Currency. The number within the selected cell is changed and shown as money eg. 3 becomes 3,00 €

% Percentage style. The number within the selected cell is changed and shown as a percentage 1 becomes 100%. Therefore 50% is 0,5.


’ Comma style, correct formatting of decimal places is applied. Therefore 2 becomes 2,00 and 0,6 becomes 0,60, as the comma style is set to two decimal places.

*Currency, Percentage and Comma styles are amongst the styles that can be changes by going to main menu **Format** → **Styles**.*


 Increase decimal place by one in the number within the selected cell. Therefore 2,3 becomes 2,30.

 Decrease decimal place by one in the number within the selected cell. Therefore 2,36 becomes 2,4.

 Decrease text indentation (**Shift + <TAB>**)

 Increase text indentation (**<TAB>**)

 Set selected cells border to border style selected.

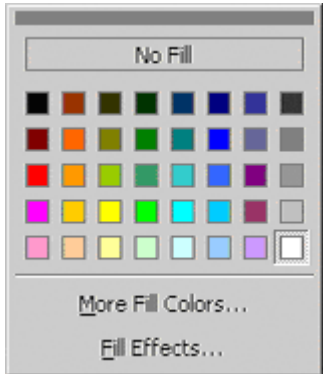
 Select border style. Clicking ▾ will display all border styles that can be chosen.



 **Fill**

Change the background colour of selected cells, or the colour of the selected object.

1. **Select cell** or **object** by **clicking** on the cell/object with the **left mouse button**.
2. **Click** on the little **downward** pointing **arrow** to the left of the **Fill** icon.
3. **Choose** the new fill **colour**.



4. Colour changes

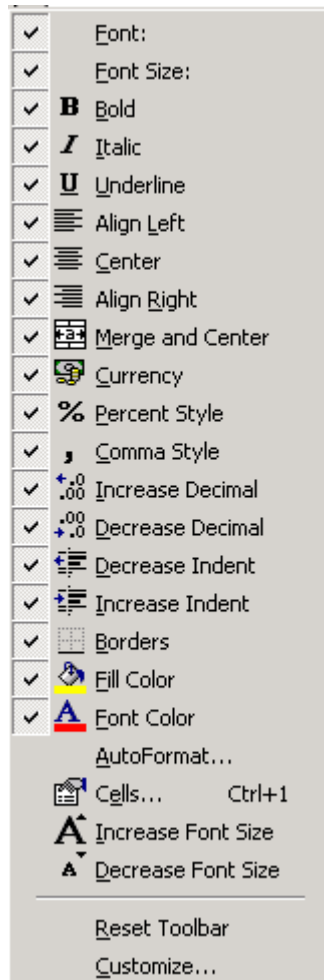


 **Text Colour**

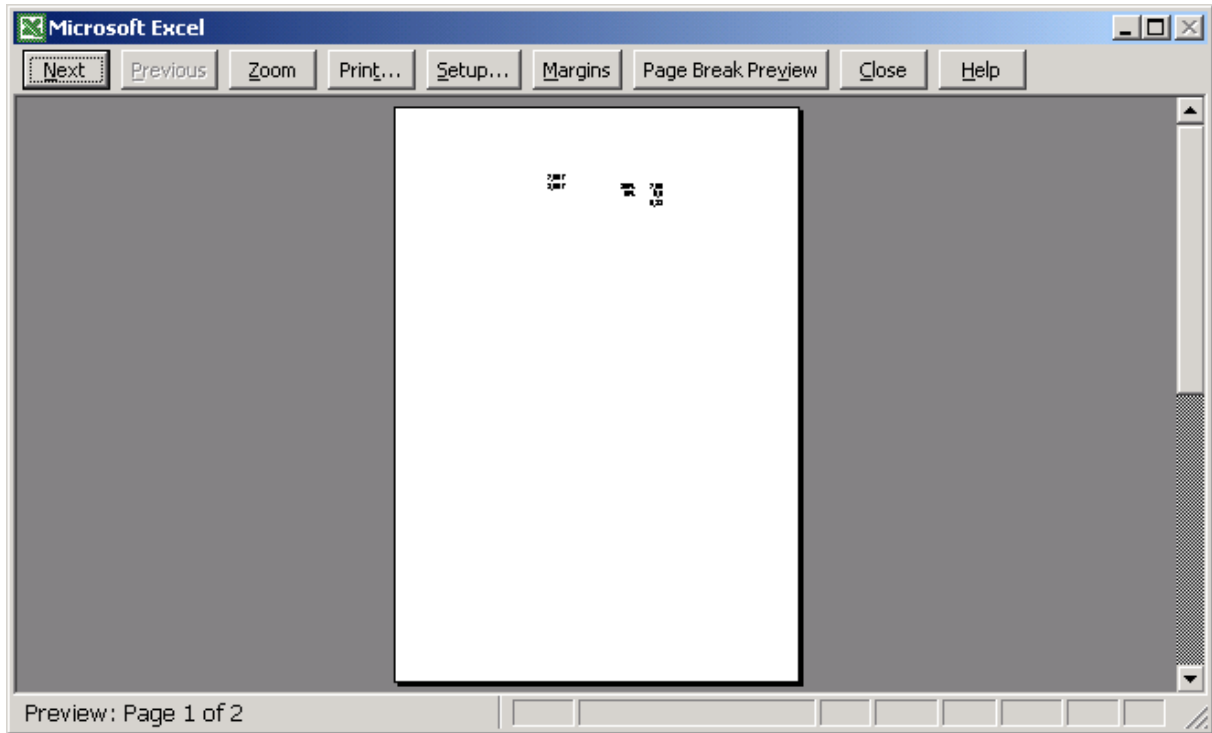
1. **Select cell** (*go to step 3*) or **select text** by **clicking** and **holding** down **left mouse button**.
2. **Move mouse** left to right, so as the text to be changed is highlighted.
3. **Click** on the little **downward** pointing **arrow** to the left of the **Text Colour** icon.
4. **Choose** the new fill **colour**.

▼ Add or Remove buttons

This allows you to add or remove buttons from the *Formatting* toolbar



## Print Preview

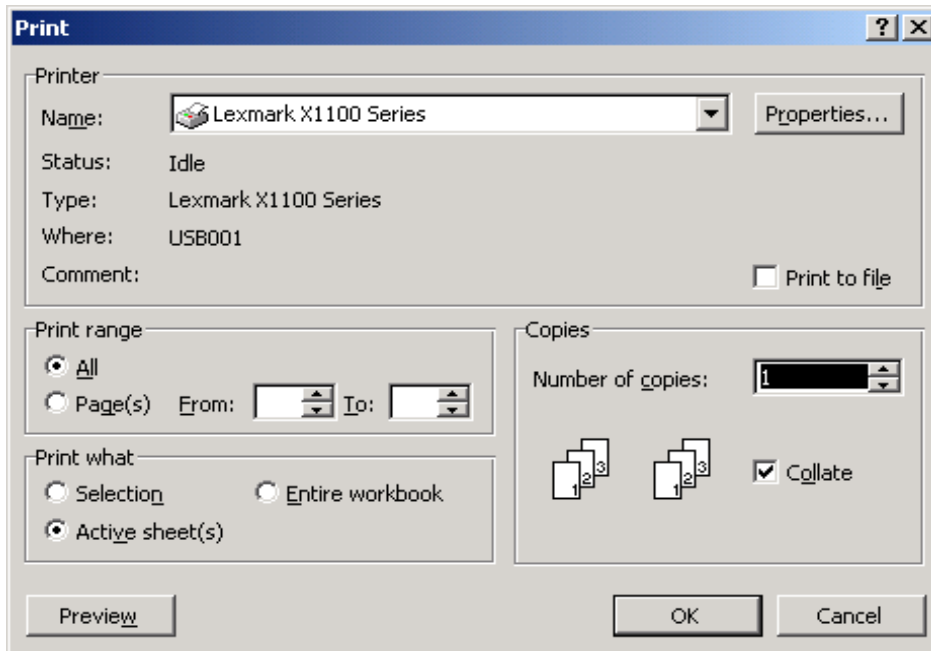


If there are 2 or more pages the  and  buttons may be used to switch between or to navigate through the pages.

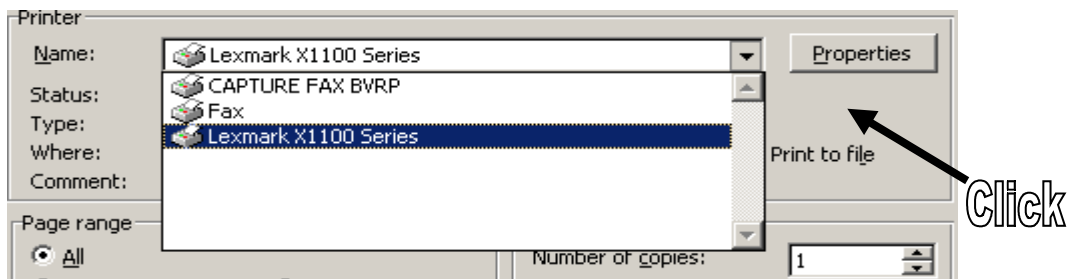
 Zoom in/out.

Print...

Print setup



**Name:** The name of the default Windows printer, or currently selected printer.  
Click with left mouse button and choose the printer you want to print to.



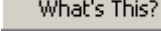
**Print to File** Sends the documents to a file rather than a printer.

Properties

This will show the properties form of your printer, this will differ depending on which printer or fax machine is chosen and their make or model. The list of options will be nearly the same for all printers.

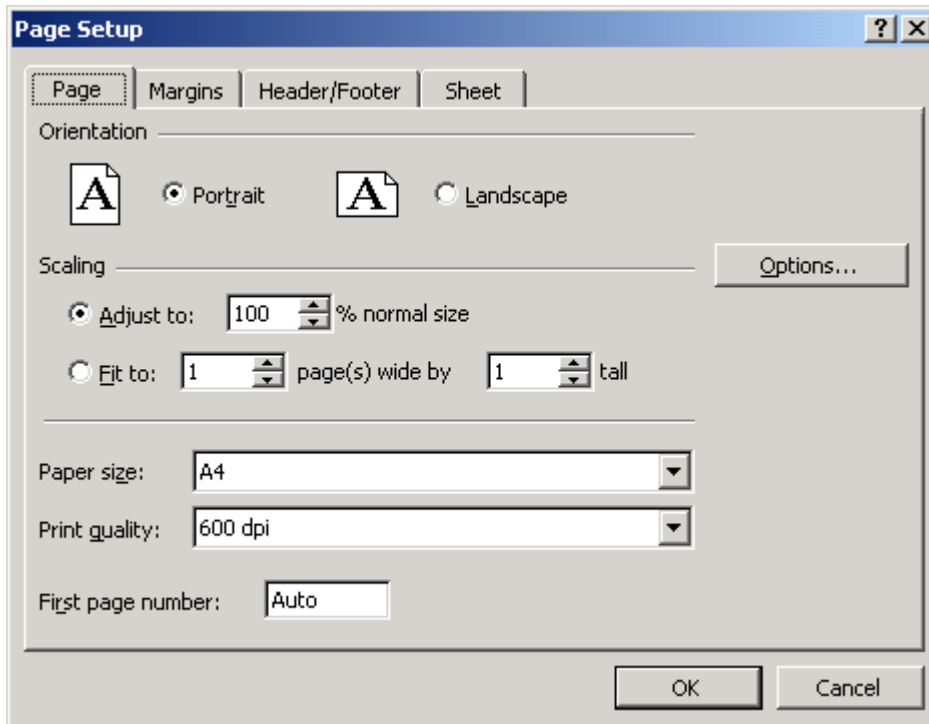
*Please see your printer manual for more details*

The other **Print** options are quite clearly understandable. If in doubt, [click](#) with the [left mouse button](#) on the object you wish help with and press **F1** for MS Excel help.

You can also [click](#) with the [right mouse button](#) and when you see  [click](#) with the [left mouse button](#) and you obtain a quick help message.

Setup...

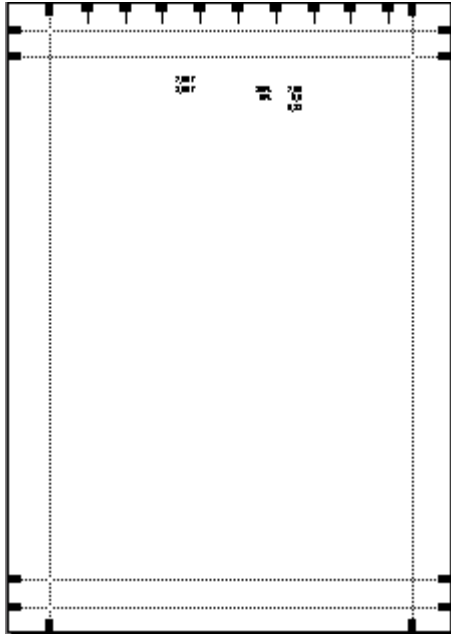
Page formatting options.



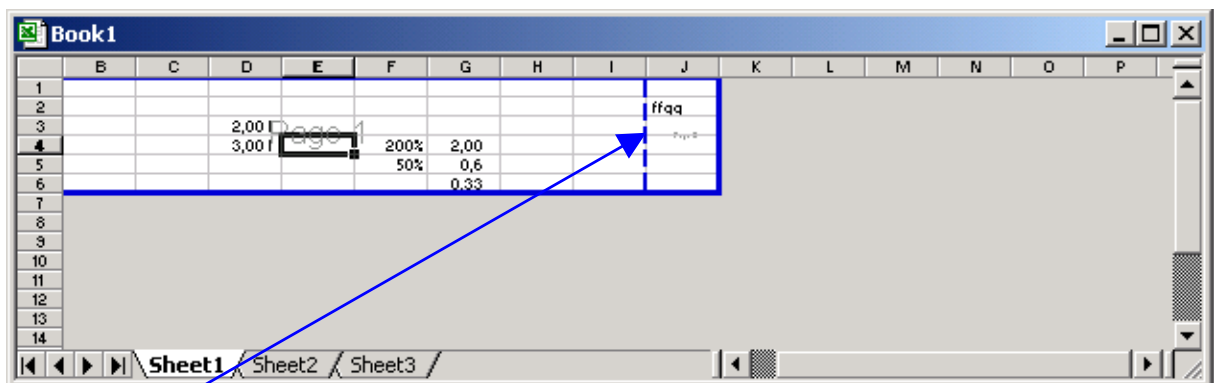
Here you can set the page form and size, the headers and footers, page order and margins.

Margins

Allows you to change the margins shown below by clicking on the margin line, hold down left mouse button and drag mouse.

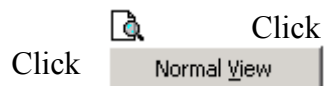


Page Break Preview



The Page Break position, can be adjusted by clicking on the line and dragging it in the desired direction.

To return to the view normal:-



Close

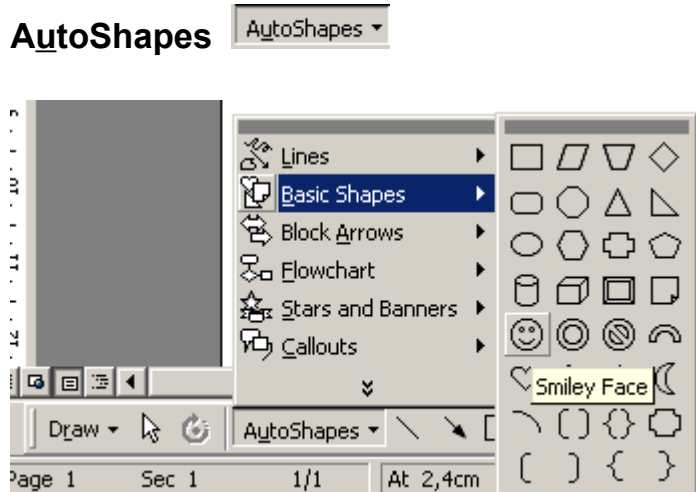
Close Print Preview view.

Help

MS Excel help. Opens directly on the Print Preview help page.

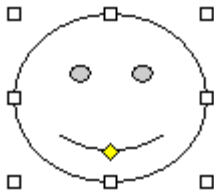


## AutoShapes

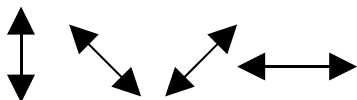


You will see a cursor (pointer) like this +

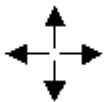
1. Click with **left mouse button** where you want to draw the object.
2. Holding the **left mouse button down**, resize the object on **moving the mouse**.
3. **Release left mouse button** when object size is correct.



Placing the cursor over one of these white squares will produce one of the following cursors.



The object may be pulled in the shown direction so as to resize and reshape the object. This is done by holding down the **left mouse button** and **moving the mouse** in the desired direction.



The object may be moved. By holding down the **left mouse button**, and **moving the mouse**, the object can be displaced.

4. When **finished**, click with **left mouse button** anywhere but the on but object.
5. **Left or right clicking** on the **object** will permit **changes** to be made once again.

## Line

1. Click on the *Line* button.
2. Click and hold down left mouse button, at the desired position in the document.
3. Move the mouse in the direction in which the line must be drawn.
4. Release the left mouse button when the line is the correct length.

## Arrow

1. Click on the *Arrow* button.
2. Click and hold down left mouse button, at the desired position in the document.
3. Move the mouse in the direction in which the arrow must point.
4. Release the left mouse button when the arrow line is the correct length.

## Rectangle

1. Click on the *Rectangle* button.
2. Click and hold down left mouse button, at the desired position in the document.
3. Move the mouse in the direction in which the rectangle must be drawn.
4. Release the left mouse button rectangle is of the desired size and form.

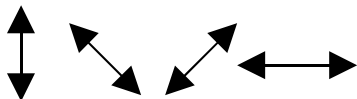
## Oval

1. Click on the *Oval* button.
2. Click and hold down left mouse button, at the desired position in the document.
3. Move the mouse in the direction in which the oval must be drawn.
4. Release the left mouse button oval is of the desired size and form.

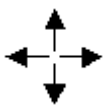
## Changing objects

Click on the object using the left mouse button.

Placing the cursor over one of these white squares or in the middle of the object will produce one of the following cursors.




The object may be pulled in the shown direction so as to resize and reshape the object. This is done by holding down the left mouse button and moving the mouse in the desired direction.



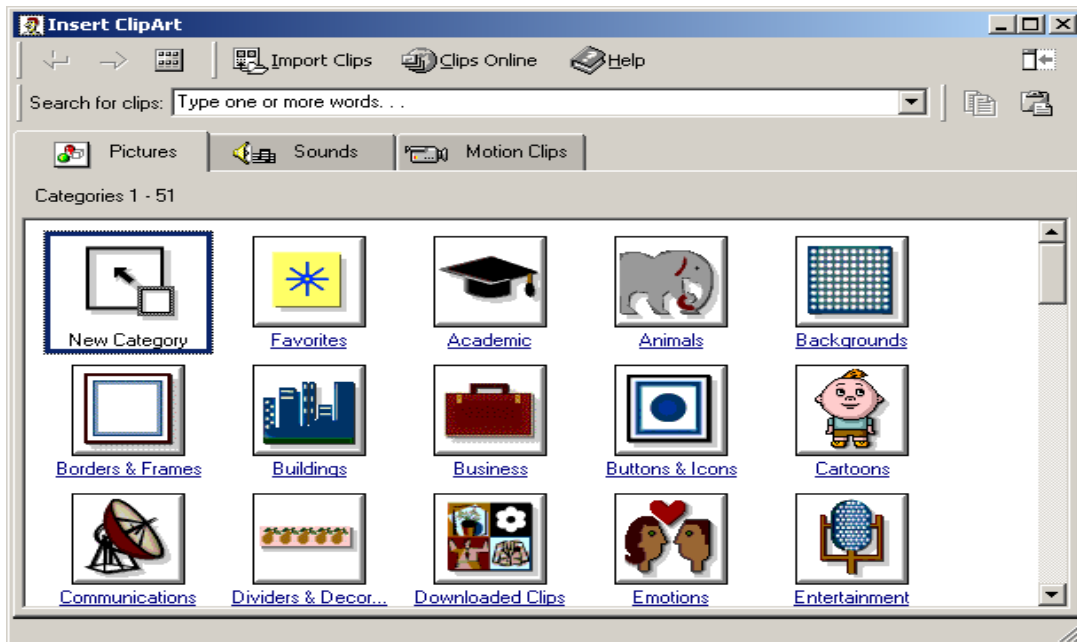
The object may be moved. By holding down the left mouse button, and moving the mouse, the object can be moved.

## Text Box

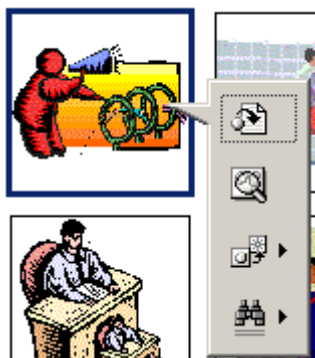
You will see a cursor (pointer) like this 

1. Click and hold down left mouse button at the position where the **Text Box** is desired.
2. Move mouse to size and position the text box.
3. Release left mouse button.
4. Enter text.
5. Click with left mouse button anywhere outside of text box.
6. Click with left mouse button on **Text Box** to change text or form.

## Clip Art



1. Click with left mouse button on the categories desired to find a clip art.
2. Click with left mouse button on image.

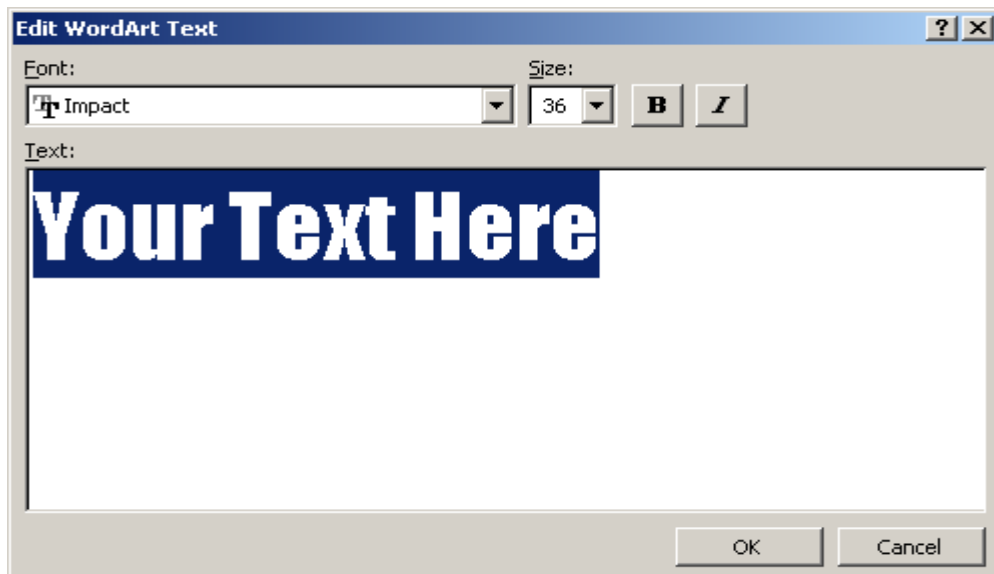


3. Click with left button on  to insert image into the document.

## WordArt



1. Select a style from those shown above.
2. Enter the text to be shown.



3. Click with the left mouse button on one of the small white squares.

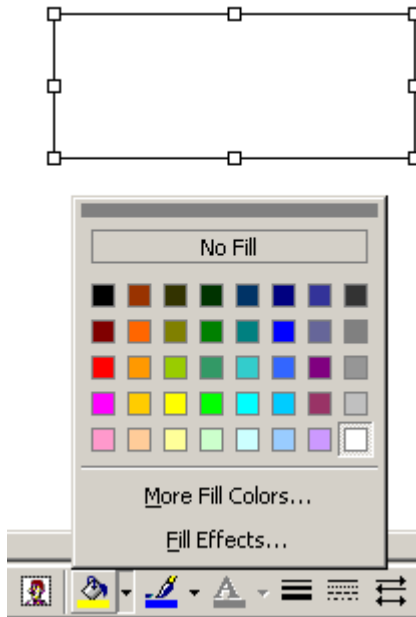


4. Holding down the left button, move the mouse so as to resize your text.
5. Release left mouse button when text size and position are correct.

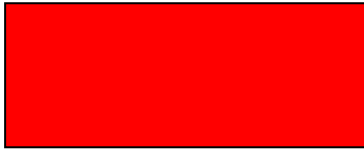
## Fill

To change to entire colour of an object such as a rectangle.

5. Select drawn object by clicking on the object with the left mouse button.
6. Click on the little downward pointing arrow to the left of the **Fill** icon.
7. Choose the new fill colour.



1. Colour changes



## Line Colour

This is used to change the colour of a line already drawn .


1. Select drawn line by clicking on the line with the left mouse button.
2. Click on the little downward pointing arrow to the left of the **Line Colour** icon.
3. Choose the new fill colour.

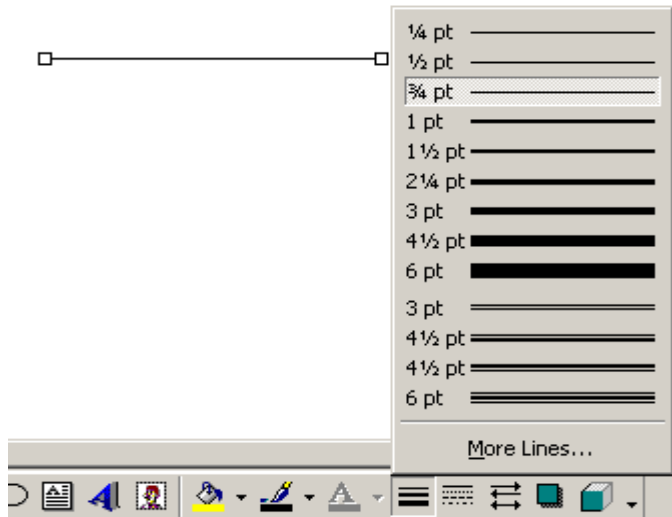
## Text Colour

5. Select text by clicking and holding down left mouse button.
6. Move mouse left to right, so as the text to be changed is highlighted.
7. Click on the little downward pointing arrow to the left of the **Text Colour** icon.
8. Choose the new fill colour.

## Line Style

This allows changes to be made to an already drawn line or arrow.

1. Select the line by clicking on it with the left mouse button.
2. Click on the **Line Style** button 




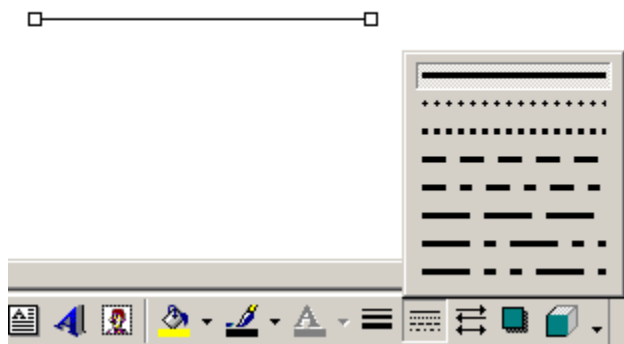
3. Choose the new line style.



## Dash Style

This allows changes to be made to an already drawn line or arrow.

1. Select the line by clicking on it with the left mouse button.
2. Click on the **Dash Style** button 




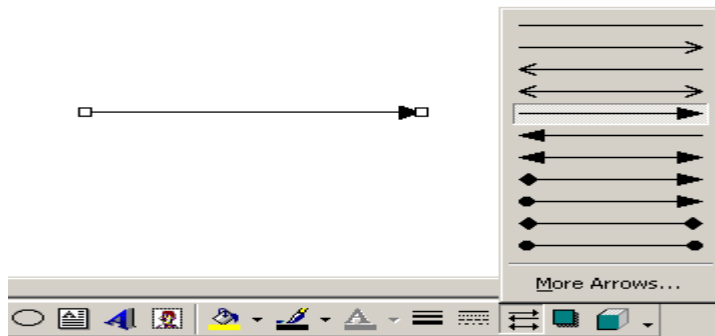
3. Choose the new line style



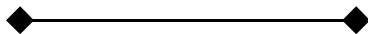
## Arrow Style

This allows changes to be made to an already drawn line or arrow.

1. Select the arrow by clicking on it with the left mouse button.
2. Click on the *Arrow Style* button  with left mouse button.




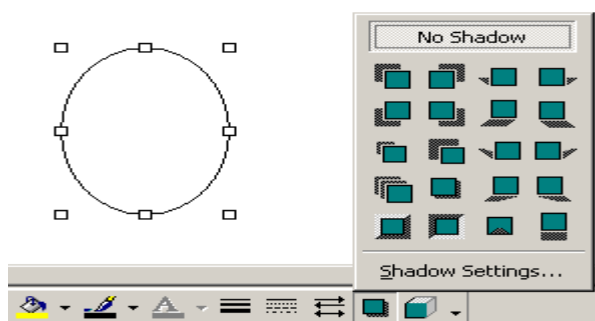
3. Change style.



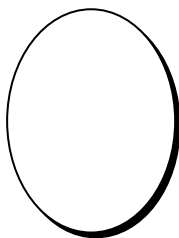
## Shadow

This allows you to add a shadow to an object be it a line or an oval etc.

1. Select the object by clicking on it using the left mouse button.
2. Click on *Shadow* button .




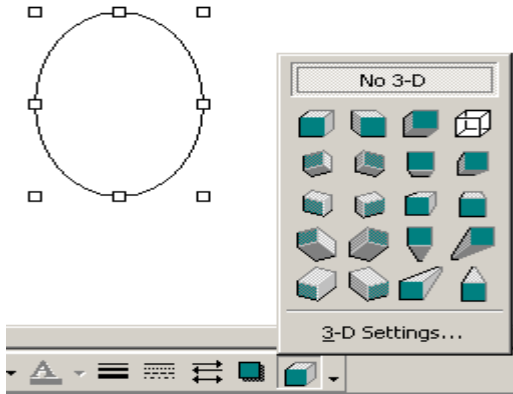
3. Choose the direction of the shadow



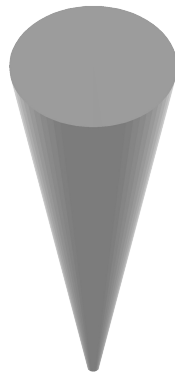
### 3-D

This allows you to apply a 3-D effect to an object.

1. Select the **object** by **clicking** on it using the **left mouse button**.
2. Click on **3-D button** .



3. Choose the **3-D style**.



### Add or Remove buttons

This allows you to add or remove buttons from this toolbar *Drawing*.

