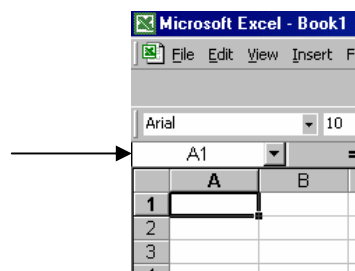


An Excel Worksheet

Due to the size of a worksheet, the screen is only able to display a small portion of it at any one time. A complete worksheet contains 256 columns and 65,536 rows, which equates to 16,777,216 cells! A cell is located at the intersection of a row and column and is identified by its column and row number. For example, the first cell of a worksheet is cell A1.

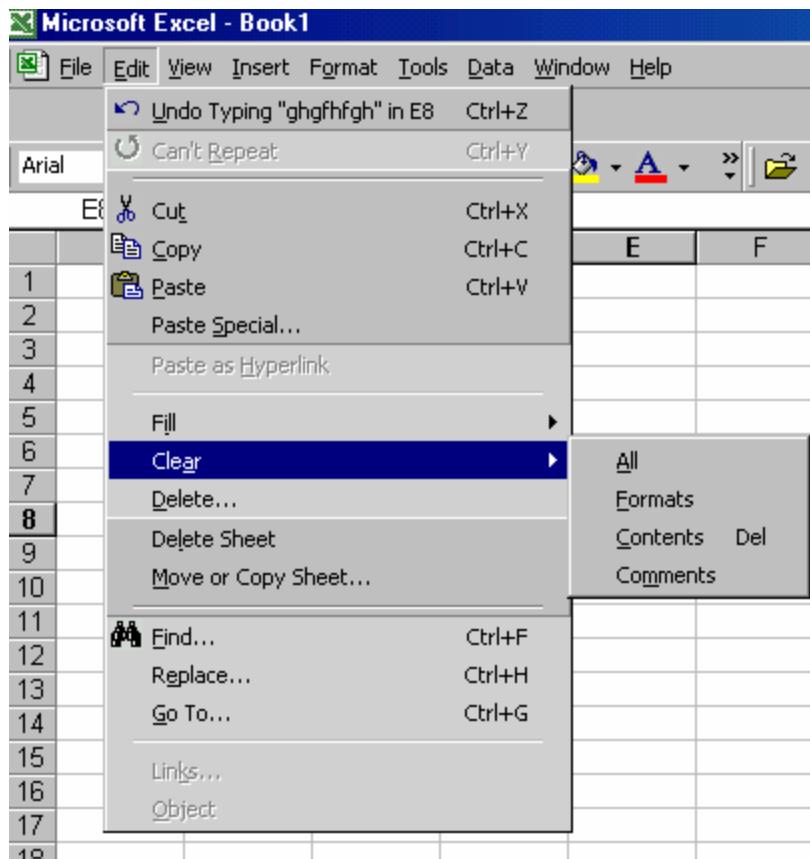
This cell is highlighted when you load Excel for the first time. You will always know which cell you are positioned on by looking at the first section of the Formula Bar (sometimes called the Name Box). See the diagram below...



Clearing a Cell

If you wish to erase all of the contents in a cell and leave the cell blank, first select the cell or cells to be erased and then either press the DELETE key on the keyboard or choose the Edit Clear command. If you use the DELETE key, only the cells contents will be deleted, the formatting will remain.

If you have chosen the Edit Clear command, select from one of the options listed below:



Using Drag and Drop

This command is slightly quicker than using the cut and Paste method, but the information does not go into the Clipboard.

1. Select the cells that you wish to move.

	A	B	C	D
1	Sales Data			Amount
2	Jan			100
3	Feb			300
4	Mar			250
5				

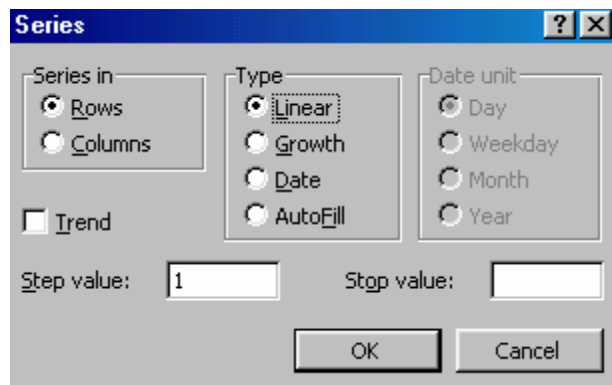
2. Move the mouse pointer to the edge of the selected area until the mouse pointer changes to an arrow.

	A	B	C	D
1	Sales Data			Amount
2	Jan			100
3	Feb			300
4	Mar			250
5				

← Move mouse pointer to black outline area

Series

The series option enables you to specify different types of fill, such as Linear, Growth, Dates or AutoFill. Select the relevant fill type and specify the Series In required, for example, by Rows or Columns and click on OK.

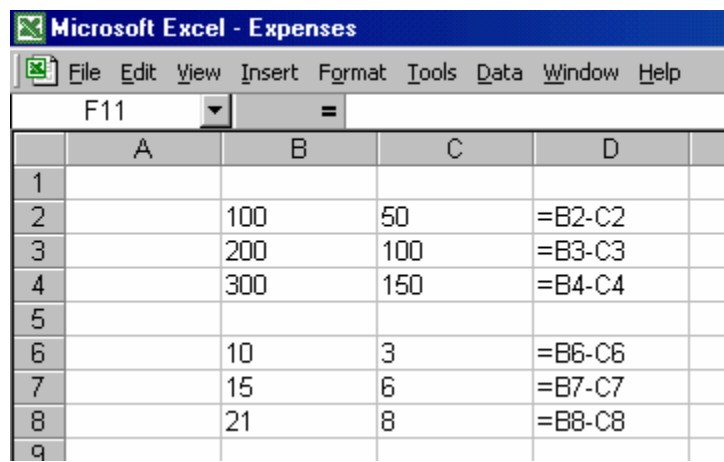


Relative and Absolute References in Formulas

When writing a formula, you are able to leave a cell reference relative or make it absolute. By default, all cell references when included in a formula are relative. You will only need to worry about this if you are going to copy the formula. This is because relative cell references change and absolute references do not.

A relative reference in a formula indicates the number of rows or columns that the cell is located away from the formula cell. For example, if the formula you were writing was in B3 and you included the cell A2 in it, you are really stating, use the cell that is one column to left and one row up. Therefore, when you copy the formula the system will adjust this reference so that it is always using the cell that is one column left and one row up from the cell you copy the formula into. i.e. if the formula was copied to C3, the reference used would change to B2, as this was one column to the left and one row up from C3.

Look at the examples in the following worksheets – they are displaying formulas in the cells rather than their results.



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Expenses". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The active cell is F11, and the formula bar shows an equals sign (=). The worksheet contains the following data:

	A	B	C	D	
1					
2		100	50	=B2-C2	
3		200	100	=B3-C3	
4		300	150	=B4-C4	
5					
6		10	3	=B6-C6	
7		15	6	=B7-C7	
8		21	8	=B8-C8	
9					