Introduction to Microsoft Excel

Organizing a Workbook

Presenter: Jamie Pena

JEFFERSON COUNTY
LIBRARY
DISTRICT

Huntingford Lecture Series

When Your Grandpa Is a Bot: AI, Death, and Digital Doppelgangers

- **10/9** (In-Person; registration required), 6:00 – 7:30 pm
- **10/16** (Live Online, registration not required), 6:00 – 7:30 pm

After his father passed away, Muhammad Aurangzeb Ahmad brought him back—digitally. To give his young children the experience of knowing their grandfather, he created an artificial intelligence (AI) simulation he called "Grandpa Bot" that could act like his father. As his kids grow up interacting with Grandpa Bot, Ahmad has had to confront firsthand the increasingly blurred lines between what is human and what is code.

Videos

- Video versions of these classes can be found on the Jefferson County Library event calendar at:

- https://jclibrary.librarymarket.com/events/month

Note about Excel

- Please note that in these classes we will be learning how to use Microsoft Excel 2019.

- If using a different version, features may be in locations other than what is in this class.

Learning Objectives

- Use copy and paste to quickly write repeating data.
- Use cut and paste to move data to different cells.
- Make new worksheets to have more places to type data.
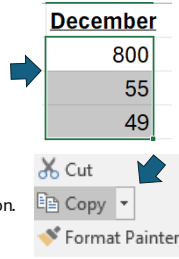- Make or delete columns/rows.

Vocabulary

Copy – to make a duplicate of data to be pasted in another location. The data is left in the original location.
Cut – to remove data from its original location to be pasted to another location.
Insert – to add additional columns or rows.
Paste – to copy data to another location. Used with Copy or Cut.
Rename – to give a file or sheet a different name.
Worksheet tab – where multiple spreadsheets can be located.

Slide 1

What data repeats itself? What else appears new in this spreadsheet?

Slide 2

Warm Up

Which items on the budget change each month?

Which are the same?

Winter Budget

	A	B	C	D
1	**Type**	**December**	**January**	**February**
2	rent	800	800	800
3	internet	55	55	55
4	phone	49	49	49
5	food	419	380	390
6	clothes	405	112	61

How did this person organize their winter budget?

What headings did they use?

Slide 3

Copy & Paste

Each month I pay the same amount for **rent, internet, and phone.**

To save time, I can use Copy and Paste to transfer this data.

Winter Budget

	A	B	C	D
1	**Type**	**December**	**January**	**February**
2	rent	800	800	800
3	internet	55	55	55
4	phone	49	49	49
5	food	419	380	390
6	clothes	405	112	61

Copying Data

First, I highlight my cells.

A green border appears around my cells.

December

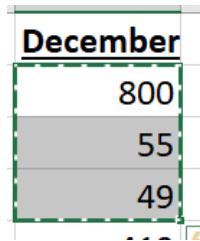| |
|---|
| 800 |
| 55 |
| 49 |

Then I click **Copy** on the ribbon.

✂ Cut
📋 Copy ▾
🖌 Format Painter

Copy Keyboard shortcut: Ctrl / Command + C

Copy

Once copied, the cells will have a blinking border around them.

This indicates the data is on my clipboard.

December

800
55
49

Tip: Clipboard

To see what is currently on your clipboard click on the small arrow next to "Clipboard"

File | Home | Inse

Paste
✂ Cut
📋 Copy ▾
🖌 Format Painter
Clipboard
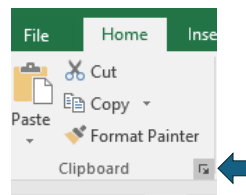
Paste

To paste:

Click on the cell you want your data to begin in.

In this case, I click on C2.

	A	B	C
1	**Type**	**December**	**January**
2	rent	800	
3	internet	55	
4	phone	49	

Paste Data

After selecting my cell, I click the Paste button on the ribbon.
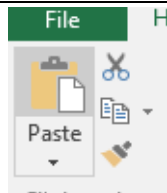
Paste Keyboard shortcut: Ctrl / Command + V

Paste Data

B	C
December	**January**
800	800
55	55
49	49

My text now appears in the January column.

Task

Using what you've learned:

1. Finish entering the January data for phone and clothes.
2. Enter the heading for **February.**
3. **Copy and paste** the data that is the same into February.
4. Complete the remaining February expenses.
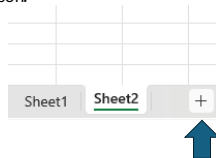

Worksheet Tab

A workbook can have multiple **worksheets** or **sheets**.
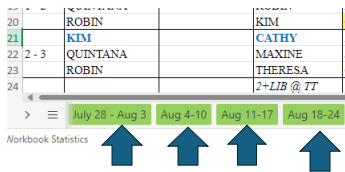
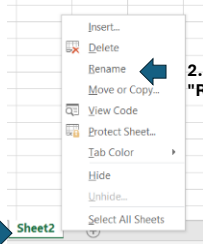## Adding a Worksheet

• I would like to organize my workbook by season.

At the bottom left-hand side of your screen click the plus sign to create a new sheet.

Renaming Sheets

- To rename your sheet:
- Right click on the tab
- Click Rename.
- Type the name of your sheet.
- Press Enter.

Insert…	
Delete	
Rename	2. Click "Rename"
Move or Copy…	
View Code	
Protect Sheet…	
Tab Color →	
Hide	
Unhide…	
Select All Sheets	

1. **Right-click:** → Sheet2

Apple users: Ctrl + click = right click.

Moving Sheets

- Sheets can be moved to be in the order you like:

- To move a sheet, click and drag the tab to your preferred order.

Winter | Spring   Spring | Winter

Quiz

- How do I rename a sheet?
- How do I copy data?
- How do I paste data?
- How do I rearrange a sheet?

Summer

I already copied, pasted, and updated my "Summer" budget. However, I made a couple of mistakes. What mistakes did I make?
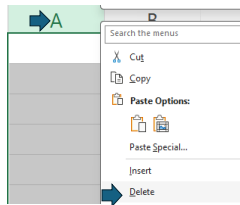
	A	B	C	D	E	F
1		Type	July	June	August	
2		rent	800	800	800	
3		internet	55	55	55	
4		phone	49	49	49	
5		food	401	376	422	
6		clothes	120	24	185	
7						

Delete

To delete a column:

Right-click on the column letter.

Select **Delete**.

Search the menus

- Cut
- Copy
- Paste Options:
- Paste Special...
- Insert
- Delete

Corrected

• Now my spreadsheet has the correct number of columns.

	A	B	C	D
1	Type	July	June	August
2	rent	800	800	800
3	internet	55	55	55
4	phone	49	49	49
5	food	401	376	422
6	clothes	120	24	185
7				

Inserting a column

|	A	B	C	D
1	Type	July	June	August
2	rent	800	800	800
3	internet	55	55	55
4	phone	49	49	49
5	food	401	376	422
6	clothes	120	24	185
7				

- June and July are out of order.

- I need to add a new column.

Inserting a column

- To add a new column:

- **Right-click** on the column letter.

- Click **Insert**.

- Note: columns are always inserted to the left of the active cell.

Inserting a column

	A	B	C	D	E
	Type		July	June	August
	rent		800	800	800
	internet		55	55	55
	phone		49	49	49
	food		401	376	422
	clothes		120	24	185

- To add a new column:

- **Right-click** on column C.

- Click **Insert**.

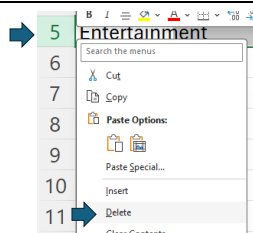- Note: columns are always inserted to the left of the active cell.

Insert Rows

- You can also insert and delete rows.

- To insert a row:

- **Right-click** on the number.

- Click **Insert**.

- Note: the row is always inserted above the active cell.
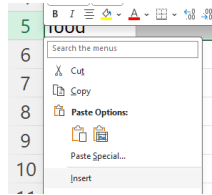
Delete Rows

- To delete a row:

- **Right-click** on the number.

- Click **Delete**.

Highlight a column

- I want to cut and paste the data from my June column to the blank column.

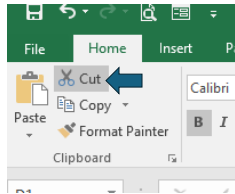- First, I highlight the June column by clicking on the column letter.

Cut the data

To cut data:

Click **Cut** on the Ribbon.

Tip: Cut keyboard shortcut:
Ctrl / Command + X

Paste Data

To paste the cut data:

Click the first cell you want the data to begin in (B1).
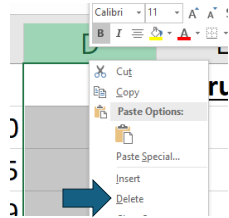
Paste Data

On the ribbon, click
Paste.
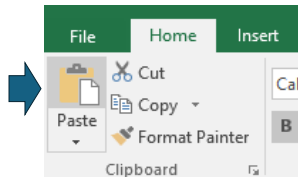
Paste

My June data now
appears in column B.

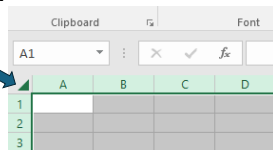|	A	B	C	D
1	**Type**	**June**	**July**	
2	rent	800	800	
3	internet	55	55	
4	phone	49	49	
5	food	376	401	
6	clothes	24	120	
7				

Delete a Column

• The last step is to delete the empty column D.

• **Right-click** on the letter for Column D.

• Click **Delete**.

Tips: Highlight a Sheet

Clicking the triangle will
highlight an entire sheet.

Next Class

- Title: Formatting Data

Practice making important text stand out using the buttons in the ribbon.

For assistance, please contact the Jefferson County Library at **360-385-6544** or information@jclibrary.info to set up a **One-on-One Tech Help** appointment.