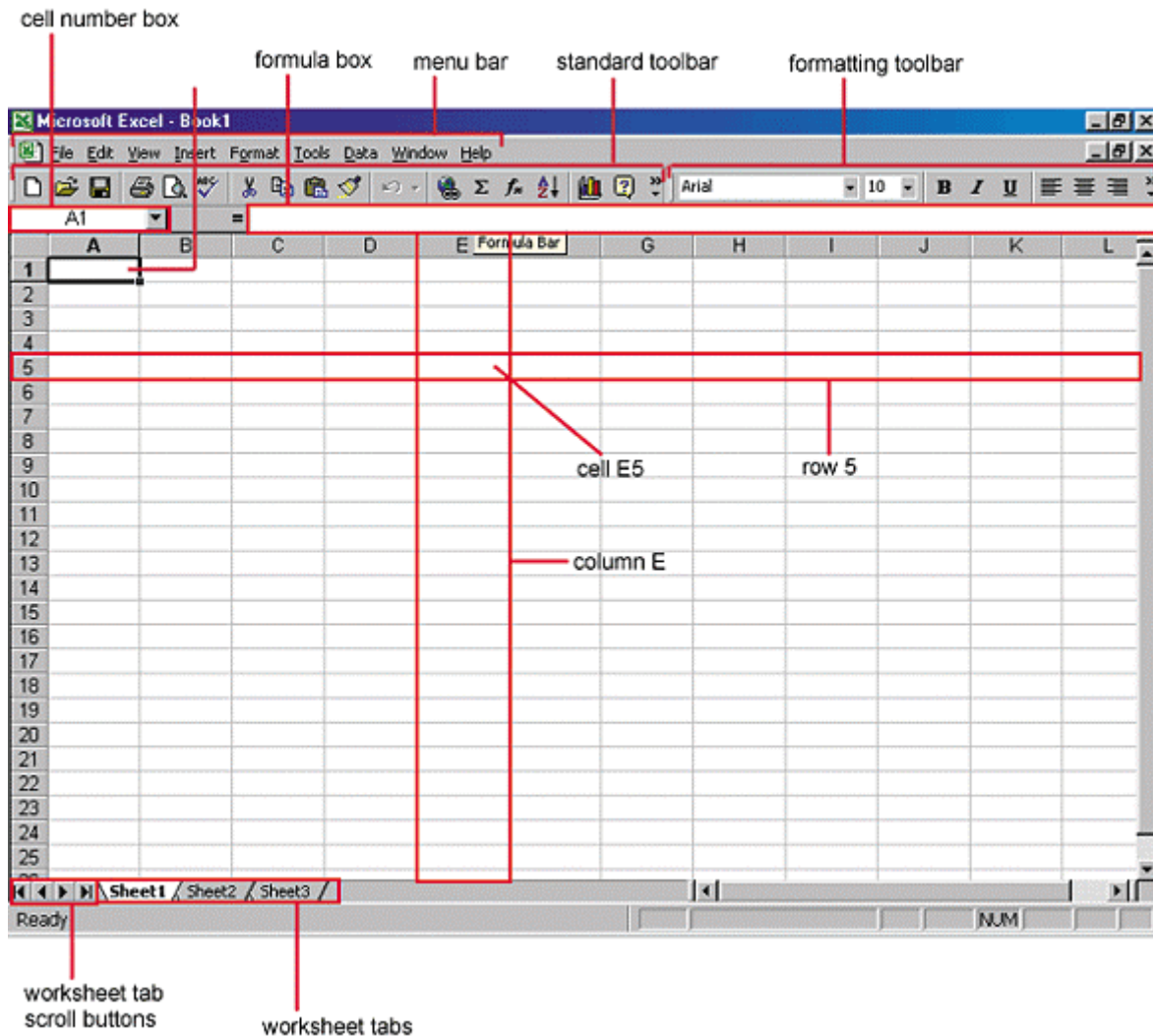


Excel allows you to create spreadsheets much like paper ledgers that can perform automatic calculations. Each Excel file is a **workbook** that can hold many **worksheets**. The worksheet is a grid of **columns** (designated by letters) and **rows** (designated by numbers). The letters and numbers of the columns and rows (called **labels**) are displayed in gray buttons across the top and left side of the worksheet. The intersection of a column and a row is called a **cell**. Each cell on the spreadsheet has a **cell address** that is the column letter and the row number. Cells can contain either text, numbers, or mathematical formulas.

### Microsoft Excel 2000 Screen Elements

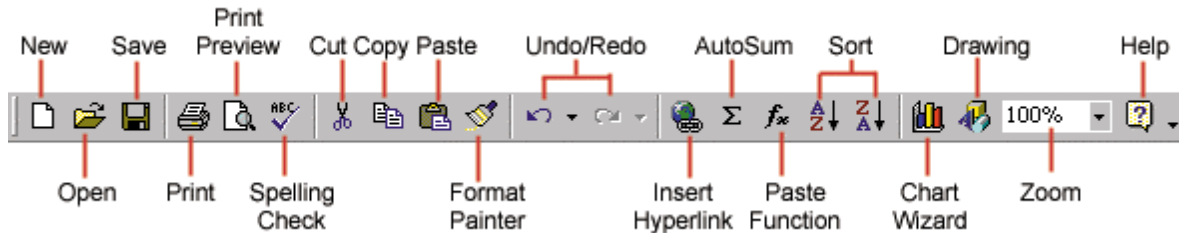


### Adding and Renaming Worksheets

The worksheets in a workbook are accessible by clicking the worksheet tabs just above the status bar. By default, three worksheets are included in each workbook. To add a sheet, select **Insert | Worksheet** from the menu bar. To rename the worksheet tab, right-click on the tab with the mouse and select **Rename** from the shortcut menu. Type the new name and press the **ENTER** key.

## The Standard Toolbar

This toolbar is located just below the menu bar at the top of the screen and allows you to quickly access basic Excel commands.



**New** - Select **File|New** from the menu bar, press **CTRL+N**, or click the **New** button to create a new workbook.

**Open** - Click **File|Open** from the menu bar, press **CTRL+O**, or click the **Open** folder button to open an existing workbook.

**Save** - The first time you save a workbook, select **File|Save As** and name the file. After the file is named click **File|Save**, **CTRL+S**, or the Save button on the standard toolbar.

**Print** - Click the Print button to print the worksheet.

**Print Preview** - This feature will allow you to preview the worksheet before it prints.

**Spell Check** - Use the spell checker to correct spelling errors on the worksheet.

**Cut, Copy, Paste, and Format Painter** - These actions are explained in the [Modifying A Worksheet](#) section.

**Undo and Redo** - Click the backward **Undo** arrow to cancel the last action you performed, whether it be entering data into a cell, formatting a cell, entering a function, etc. Click the forward **Redo** arrow to cancel the undo action.

**Insert Hyperlink** - To insert a hyperlink to a web site on the Internet, type the text into a cell you want to be the link that can be clicked with the mouse. Then, click the Insert Hyperlink button and enter the web address you want the text to link to and click **OK**.

**Autosum, Function Wizard, and Sorting** - These features are discussed in detail in the [Functions](#) tutorial.

**Zoom** - To change the size that the worksheet appears on the screen, choose a different percentage from the Zoom menu.