
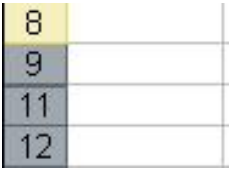




# Using Computers

## Spreadsheet Module

### Useful information

Below are some additional information that you may find useful when working with Excel. Please feel free to add your findings to the list. Show and tell others in the group your findings and how it could benefit them.

<p>Create a new document</p>	<p>File - New - Blank Workbook.</p>
<p>Saving a document</p>	<p>File - Save As - Check against Save In it says '3 ½ floppy (A)' - enter File name - Save</p>
<p>Closing a document</p>	<p>File - Close</p>
<p>Splitting a toolbar</p>	<p>Hover between the &gt;&gt; symbol and the Font box until you see a cross with arrow heads. Left click and keep finger down - drag mouse slightly downwards</p>
<p>Retrieving a toolbar</p>	<p>Right click on format - ticks should be next to standard and formatting</p>
<p>Undo and Redo</p> 	<p>Using Undo (or Redo) repeatedly undoes (or redoes) your last series of actions. To view a list of recent actions that you can undo or redo, click the arrow at the right of the buttons.</p>
<p>Inserting symbols and special characters</p>	<p>Sometimes special symbols and characters are required within your document. You may need a ✓, ☞, →, ½, ©, Ç, È. To insert these symbols, choose Insert - Symbol or Special Characters tab. Select the symbol or character, click insert and then close.</p> <p>For the symbols I have used in the above paragraph you will find them in the Symbols tabs, click in the box against 'Font', and select Wingdings. Click onto the symbol - insert - close.</p>
<p>Hide and unhide rows and columns</p> 	<p>To hide a row or column, select it by clicking its heading and choosing Format - Row/Column - Hide.</p> <p>To unhide a row, select the rows above and below the hidden row, and choose Format - Row - Unhide.</p> <p>To unhide a column, select the columns at the left and right of the hidden column, and then Format - Column - Unhide.</p>

<p>Freeze row and column titles</p>	<p>You may want to see your headings when working with a large spreadsheet. To freeze your headings, click the heading of the row directly beneath the one you want to be always displayed. Choose Window - Freeze Panes. To unfreeze a row, choose Window - Unfreeze Panes.</p>
<p>Wrap content in a cell</p>	<p>To display multiple lines of text within a cell, select the cell. Choose Format - Cells - Alignment tab. Under text control, select Wrap text - OK.</p>
<p>Change cell orientation</p> 	<p>Excel offers the ability to rotate or 'orient' cell contents to a specified angle. To change a cell alignment, click in the cell. Choose Format - Cell - Alignment tab - type 90 in the degrees box, and click ok. Another option is to instead of typing of the number click and drag the red diamond in the orientation area.</p>
<p>Hide and unhide rows and columns</p>	<p>To hide a row or column, select it by clicking its heading and choosing Format - Row/Column - Hide. To unhide a row, select the rows above and below the hidden row, and choose Format - Row - Unhide. To unhide a column, select the columns at the left and right of the hidden column, and then Format - Column - Unhide.</p>
<p>Freeze row and column titles</p>	<p>You may want to see your headings when working with a large spreadsheet. To freeze your headings, click the heading of the row directly beneath the one you want to be always displayed. Choose Window - Freeze Panes. To unfreeze a row, choose Window - Unfreeze Panes.</p>
<p>Wrap content in a cell</p> 	<p>To display multiple lines of text within a cell, select the cell. Choose Format - Cells - Alignment tab. Under text control, select Wrap text - OK.</p>