

## Recipes4Success®



## PIZZO PBL

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# PIZZO PBL

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## Insert a Column

Excel 2003

Click the column letter heading where want to insert a new column.

	A	B	C ↓	D
1	Reggie	12	Chocolate	Football
2	Javier	11	Chocolate	Soccer
3	Donna	12	Strawberry	Tennis
4	Anne	11	Vanilla	Soccer
5	Albert	10	Vanilla	Football

Go to the Insert menu and choose Columns.

You will see a new column to the left of the column you chose.

	A	B	C	D	E
1	Reggie	12		Chocolate	Football
2	Javier	11		Chocolate	Soccer
3	Donna	12		Strawberry	Tennis
4	Anne	11		Vanilla	Soccer
5	Albert	10		Vanilla	Football

You can now add data to the column.

## Insert a Row

Excel 2003

Click the row number heading where want to insert a new row.

	A	B	C	D
1	Reggie	12	Chocolate	Football
2	Javier	11	Chocolate	Soccer
3	Donna	12	Strawberry	Tennis
4	Anne	11	Vanilla	Soccer
5	Albert	10	Vanilla	Football

Go to the Insert menu and choose Rows.

You will see a new row above the row you chose.

	A	B	C	D
1	Reggie	12	Chocolate	Football
2				
3	Javier	11	Chocolate	Soccer
4	Donna	12	Strawberry	Tennis
5	Anne	11	Vanilla	Soccer
6	Albert	10	Vanilla	Football

You can now add data to the row.

## Change a Number's Format

Excel 2003

Select a cell or range of cells to format.

	A	B
1	111.25	
2	0.25	
3	382	
4	11.1	

To format numbers using Currency Style, click the Currency Style button on the

Formatting toolbar.



The style will be applied to the selected cells.

	A	B
1	\$ 111.25	
2	\$ 0.25	
3	\$ 382.00	
4	\$ 11.10	
5		

To format numbers as percentages, click the Percent Style button on the Formatting toolbar.



The style will be applied to the selected cells.

	A	B
1	11125%	
2	25%	
3	38200%	
4	1110%	
5		

To format numbers so that large numbers are displayed with commas, click the Comma Style button on the Formatting toolbar.



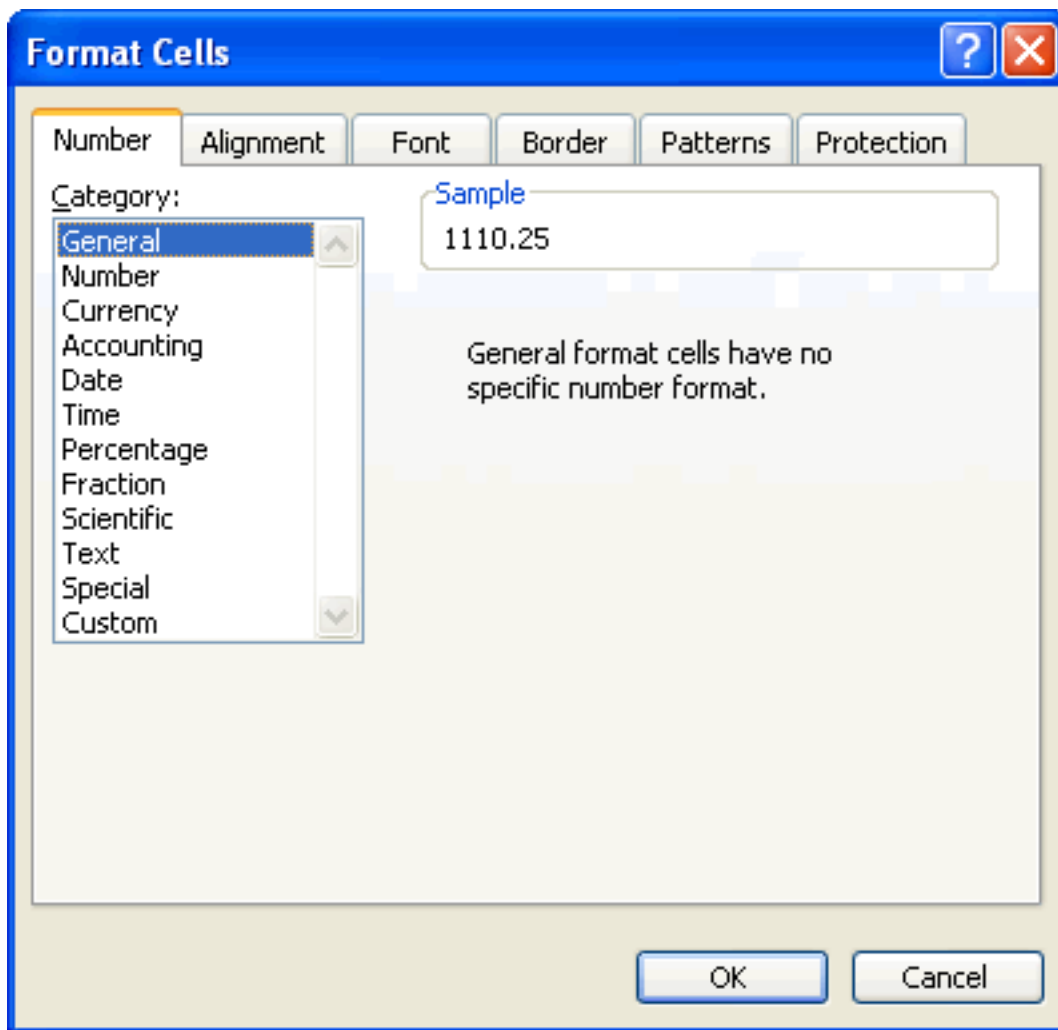
The style will be applied to the selected cells.

	A	B
1	1,110.25	
2	0.25	
3	3,820.00	
4	11.10	
5		

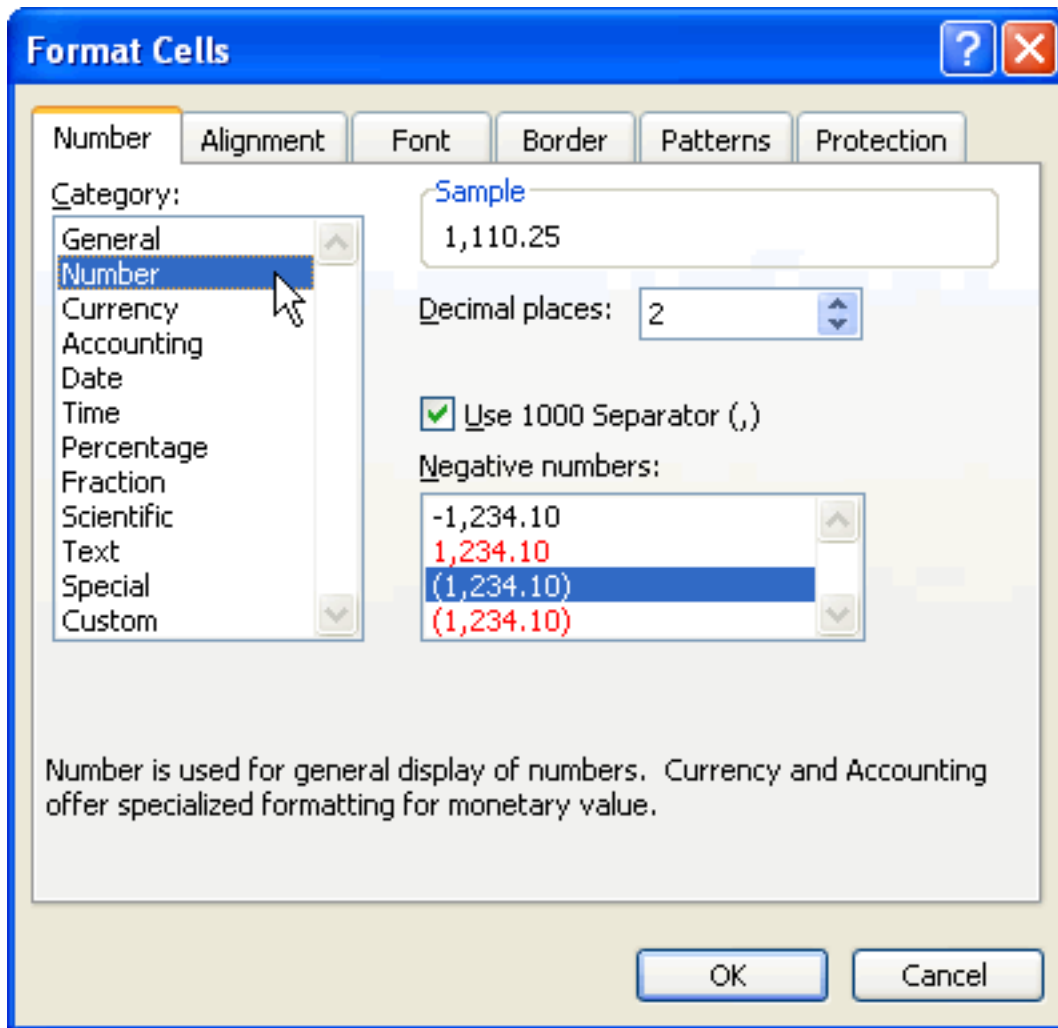
There are many more options for formatting numbers in cells.

To use a different style, go to the Format menu and choose Cells.

You will see the Format Cells dialog.



Select a category from the list.



Choose the options for the category you chose.

When you are done, click the OK button.

## Create an AutoSum

Excel 2003

Click the cell where you want to show the sum.



	A	B	C	D	E	F
1		Monday	Tuesday	Wednesday	Thursday	Friday
2	Red	2	1	7	3	7
3	Green	4	9	3	4	5
4	Blue	7	4	5	2	2
5	Yellow	4	3	7	6	4
6	Orange	3	6	9	3	5
7	Totals					

Click the AutoSum button on the toolbar.



Excel will select a range of cells.

	A	B	C	D	E	F
1		Monday	Tuesday	Wednesday	Thursday	Friday
2	Red	2	1	7	3	7
3	Green	4	9	3	4	5
4	Blue	7	4	5	2	2
5	Yellow	4	3	7	6	4
6	Orange	3	6	9	3	5
7	Totals	=SUM(B2:B6)				
8		SUM(number1, [number2], ...)				

Press the Enter key on the keyboard.

You will see the sum in the cell.

	A	B	C	D	E	F
1		Monday	Tuesday	Wednesday	Thursday	Friday
2	Red	2	1	7	3	7
3	Green	4	9	3	4	5
4	Blue	7	4	5	2	2
5	Yellow	4	3	7	6	4
6	Orange	3	6	9	3	5
7	Totals	20				
8						

## Extend Data Series

Excel 2003

To extend a series down a column, click the cell containing the data you want to use.

	A	B
1		1-Feb
2	Station 1	
3		
4		
5		

Click the small black box on the bottom right corner of the selected cell.

	A	B
1		1-Feb
2	Station 1	
3		

Drag the cursor to the last cell in the column to which you want to extend the series.

	A	B
1		1-Feb
2	Station 1	
3		
4		
5		
6		Station 4
7		

Release the mouse button.

Your worksheet will update to reflect the new data.

	A	B
1		1-Feb
2	Station 1	
3	Station 2	
4	Station 3	
5	Station 4	
6		
7		

You can use the same process to extend a series across a row instead of down a column.

Click the extend box and drag the cursor along the row.

	A	B	C	D
1		1-Feb		
2	Station 1			3-Feb
3	Station 2			
4	Station 3			
5	Station 4			

Release the mouse button to extend the series to the cells you selected.

	A	B	C	D
1		1-Feb	2-Feb	3-Feb
2	Station 1			
3	Station 2			
4	Station 3			
5	Station 4			

You can also use this feature to apply a cell's formula, number, or text to other cells.

## Multiply Numbers

Excel 2003

Click the cell where you want the multiplication result of two numbers.

	A	B	C
1	5	6	+

Press the Equals key (=) on the keyboard.

	A	B	C
1	5	6	=

Click the first cell you want to multiply.

	A	B	C
1	+	5	6

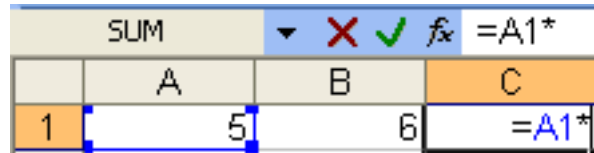
=A1

You will see the name of the cell after the equals sign in the Formula Bar.

$f_x$  =A1

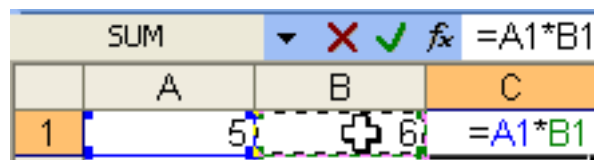
Press the Asterisk (\*) key on the keyboard.

You will see the symbol after the cell name in the Formula field.



SUM			
	A	B	C
1	5	6	=A1*

Click the second cell you want to multiply.

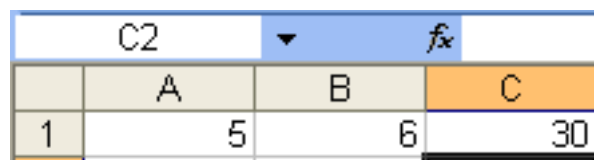


SUM			
	A	B	C
1	5	6	=A1*B1

You will see the name of the cell name after the plus symbol in the Formula Bar.

Press the Enter key on the keyboard.

You will see the result in the cell.

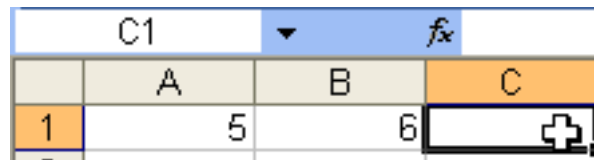


C2			
	A	B	C
1	5	6	30

## Subtract Numbers

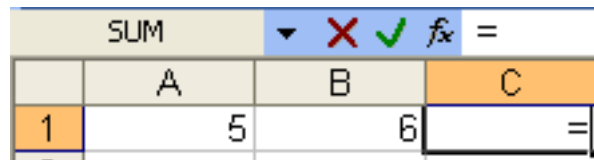
Excel 2003

Click the cell where you want the subtraction result of two numbers.



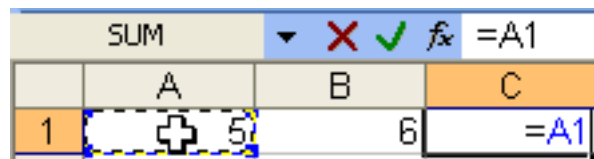
	A	B	C
1	5	6	+

Press the Equals key (=) on the keyboard.



	A	B	C
1	5	6	=

Click the cell you want to subtract from.



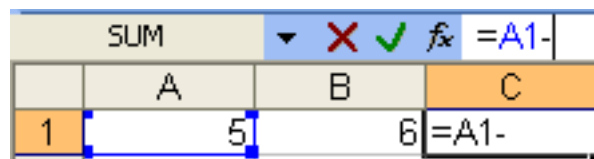
	A	B	C
1	+   5	6	=A1

You will see the name of the cell after the equals sign in the Formula Bar.

*fx* =A1

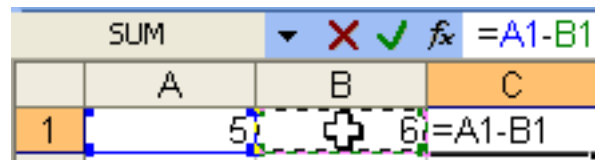
Press the Minus (-) key on the keyboard.

You will see the symbol after the cell name in the Formula field.



	A	B	C
1	-   5	6	=A1-

Click the cell you want to subtract.

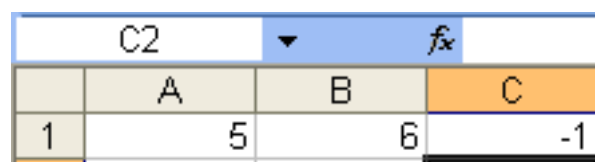


The screenshot shows the Excel interface. The formula bar at the top displays the formula  $=A1-B1$ . Below it, a spreadsheet grid is visible with columns labeled A, B, and C, and row 1. Cell A1 contains the value 5, and cell B1 contains the value 6. A plus sign cursor is positioned over cell C1, indicating that the formula is being entered into that cell.

You will see the name of the cell name after the plus symbol in the Formula Bar.

Press the Enter key on the keyboard.

You will see the result in the cell.



The screenshot shows the Excel interface after the formula has been executed. The formula bar now shows the cell reference C2. The spreadsheet grid shows the result of the calculation: cell C1 now contains the value -1.