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BSBITU306

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Word 2016

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Navigating through a document

Scrollbars

The vertical scrollbar is positioned at the right of the Word window. The vertical scrollbar contains the scroll box. Clicking and dragging the scroll box up and down the scrollbar moves you up and down through the document pages.

When using a mouse, the easiest way to move the scroll box is to roll the mouse wheel upwards to move up through the document and downwards to move down.

The horizontal scrollbar will display at the bottom of the window only if the window is too narrow to display the whole document on screen.

Insertion point

When the mouse pointer is moved within text, it displays as an insertion point I , sometimes called an I-Beam. You can move the insertion point to the location required, then click the left mouse button to set the cursor at that position.

Keyboard

Use the arrow keys on the keyboard to move up and down a line at a time and left and right a character at a time.

Keyboard shortcuts

The following are some useful keyboard shortcuts for moving through Word documents.

Action	Keys
End of document	Ctrl End
Beginning of document	Ctrl Home
One word at a time	Ctrl → or Ctrl ←
Down one paragraph	Ctrl ↓
Up one paragraph	Ctrl ↑
Beginning of line	Home key
End of line	End key

Navigation Pane

When a document contains headings, you can use the Navigation Pane to move to a specific part of a document.

Check Headings is selected at the top of the Navigation Pane and any headings in the document will be displayed as shown at the right.

Click on Pages to display thumbnails (reduced versions) of each page in the document. Click on a thumbnail to move to that page.
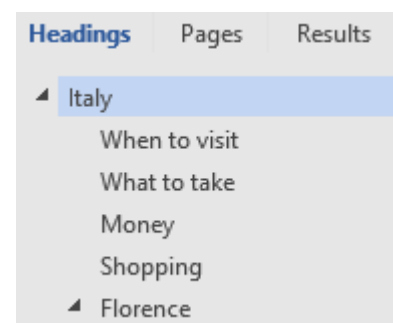
SELECTING TEXT

Selecting text (also called highlighting) is used to define text that you wish to do something to; delete, move, copy, change the font, size, etc. The most commonly used method of selecting text is to hold down the left mouse button and drag across and/or down the text.

When the insertion point is moved into the Selection Bar area at the left of your document it will display as a right-pointing arrow ⬁ . By dragging up or down in this area you can select lines of text quickly.
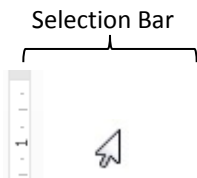
Selection Bar

The area to the left of your text is called the Selection Bar. When you move your mouse into the Selection Bar it changes to a mouse pointer. Quick selection movements can be made using the Selection Bar by simply clicking and dragging.

Text can also be selected by using the methods described below.

Selecting text using the mouse

A character	Click and drag across a character.
A word	Double click in a word.
A sentence	Ctrl click anywhere in a sentence.
A line	Move the mouse pointer into the Selection Bar and click.
A paragraph	Move the mouse pointer into the Selection Bar. Point to the paragraph and double click. OR Triple click in the actual paragraph.
To select text between two points	Click at the beginning of the text to be selected. Move the insertion point to the end of the text. Hold down the Shift key and click.
Random selections	Hold down the Ctrl key and select each group of text.
To select the whole document	Press Ctrl A. OR Triple click in the Selection Bar.

If text is selected and you press a key on the keyboard the text will be overwritten or deleted.

Exercise 23

1   Open Word and open the file called **Italy**.

2   Practise selecting text using the methods described.

3   Select the fourth paragraph (*The climate is hotter…*) and press the Delete key.

4   Close the document without saving.

Excel 2016

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Author: Software Publications writing team

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FORMATTING YOUR WORKSHEET

The Home Ribbon contains a variety of formatting tools.
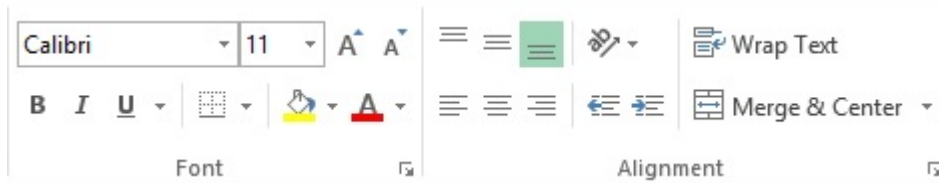
Exercise 28

1   Using **Play On Music Store**, select cells B4 to E4.

Ctrl B   2   Click on the Bold button **B** in the Font Group. Keep the cells selected.

3   Click on the Align Text Right button ≡ in the Alignment Group to right align the column headings. Keep the cells selected.

4   From within the Font Group, click on the ▾ of the Borders button and select Bottom Border ⊟ Bottom Border, to display a line at the bottom of the selected cells.

5   Press Ctrl Home and click **B** to bold the text *Play On Music Store*.

6   Click on cell A9 and press Ctrl B (applies bold formatting).

7   Select cells A9 to E9. Click on the ▾ of the Borders button and select Top and Double Bottom Border ⊟ Top and Double Bottom Border.

This will place a single line above and a double line below the selected cells. Click in the worksheet to deselect.

	A	B	C	D	E
1	**Play On Music Store**				
2	Sales for the 1st Quarter 2016				
3					
4		**January**	**February**	**March**	**Total**
5	North Sydney	21050	19870	15477	56397
6	Parramatta	22010	23698	24850	70558
7	Bankstown	25678	30889	29561	86128
8	Belleview	39450	28556	27433	95439
9	**Total**	**108188**	**103013**	**97321**	**308522**

8   Save and close the workbook.

CHECKING THE WORKSHEET

It is important that all text, numbers and formulas entered into your worksheet are checked carefully. Make sure all data entered matches the original data.

The following methods can be used to check formulas manually:

- Double click in a cell and look at the coloured references. Also check the formula and range on the Formula Bar.

- Use a calculator to check that totals are correct.

Displaying and printing formulas

An efficient way to check a worksheet is to display all the formulas contained within it. The worksheet can then be printed with the formulas displayed.

The Show Formulas feature is located in the Formula Auditing Group on the Formulas Ribbon.
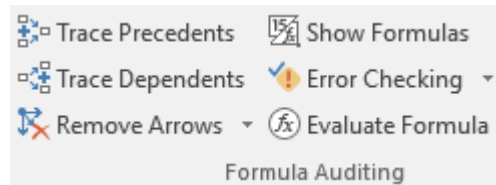
Exercise 45

1   Open the file called **Enrolments - 2016** from the *978-1-925291-33-9 CSS BSBITU202 304 exercise files* folder.

2   Display the Formulas Ribbon. Click on [Show Formulas] in the Formula Auditing Group.

3   Change the page layout to landscape (use the Orientation button on the Page Layout Ribbon).

4   Print a copy of the worksheet with formulas displayed.

5   Click on [Show Formulas] again to hide the formulas. Change the page orientation back to portrait.

   Tip

   Pressing Ctrl [~] turns formulas on and off.

6   Double check the formulas on the printout, checking the correct range is shown in each formula. There are three errors to correct.

7   Format the worksheet appropriately, changing the fonts and adding borders.

8   Use Print Preview to ensure the worksheet will print on one page.

9   Save and close the workbook.

Spelling

The Spelling feature checks for words which are not in the Excel dictionary and gives you suggested words. Words can also be added to the dictionary. The Spelling tool is found in the Proofing Group on the Review Ribbon.
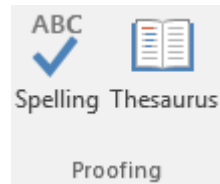
F7 To start checking spelling, click on the Spelling button. Excel checks from where the cursor is positioned in your worksheet. The Spelling feature will only check the current worksheet or selected worksheets.

When the Spelling dialog box appears, the incorrect word is shown in the *Not in Dictionary:* box.
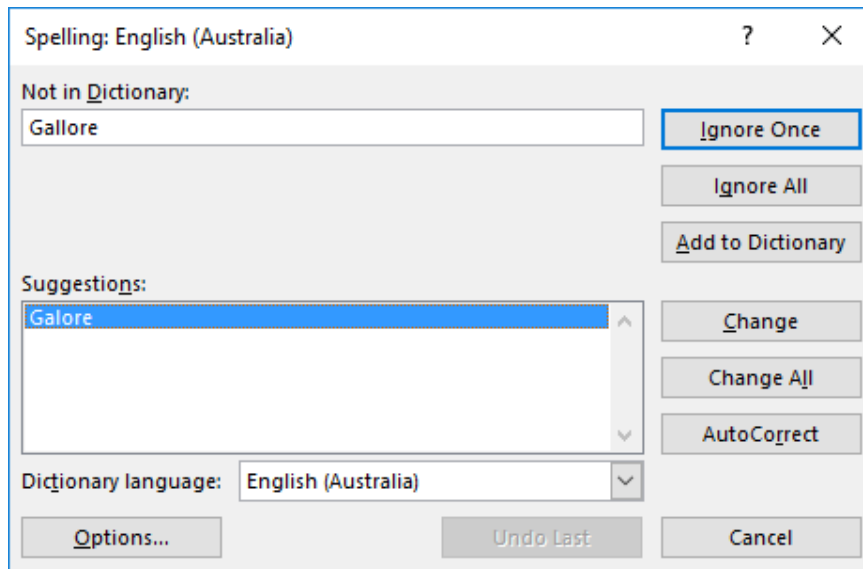
The *Suggestions:* box lists other suggested words. You can either click on a word in the *Suggestions:* box or type in the correct word in the *Not in Dictionary:* box. To replace the incorrect word with the text in the *Not in Dictionary:* box, click on the Change button. To skip over, click on Ignore.

Important
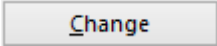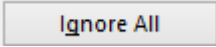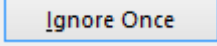
Proofread your work as the Spelling tool will not pick up the incorrect *use* of a word. Excel matches words against its dictionary and only displays a word that is *spelt* incorrectly.

Exercise 46

1   Open the workbook called **Ocean commissions July** from the *978-1-925291-33-9 CSS BSBITU202 304 exercise files* folder.

2   Check cell A1 is active.

3   Display the Review Ribbon. Click on the Spelling button located in the Proofing Group.

       The incorrectly spelt word Gallore will be displayed in the *Not in Dictionary:* box.

4   Check *Galore* is selected in the *Suggestions:* box and click on [Change] .

5   Click on [Ignore All] to ignore all instances of the word *Prezzees* and click on [Ignore Once] to ignore the word *Tazz*.

6   Click on OK and save the workbook. Leave it open for the next exercise.

GRIDLINES

Gridlines are automatically displayed in a worksheet. They are not printed by default. The Sheet Options Group on the Page Layout Ribbon allows you to change how gridlines are viewed and printed.

Worksheet displays are changed for the current workbook only. All new workbooks will default to the standard Excel display.

Turning off gridlines

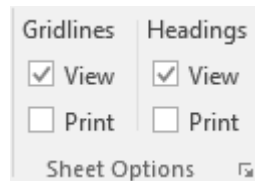Gridlines can be turned off to display a worksheet without any background.

Exercise 47

1   Using **Ocean commissions July**, display the Page Layout Ribbon.

2   In the Sheet Options Group, click in the *View* check box under Gridlines to uncheck this option. Look at the screen to see the results.

3   Click in the check box again to turn the gridlines back on.

4   Leave the workbook open for the next exercise.

Printing gridlines

It is possible to print a worksheet with gridlines.

Exercise 48

1   Using **Ocean commissions July** check the Page Layout Ribbon is displayed.

2   In the Sheet Options Group, click in the *Print* check box under Gridlines to tick this option.

3   Preview the workbook; gridlines will display on the preview.

4   Print one copy of the worksheet.

5   Save and close the workbook.

INSERTING AND DELETING

After a worksheet has been created, it may be necessary to insert or delete rows or columns. The insertion or deletion of rows is performed using the Cells Group on the Home Ribbon.
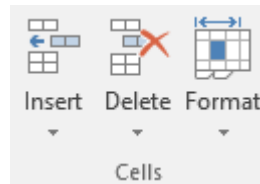
Exercise 49

1   Open the workbook called **Pay calculations** from the *978-1-925291-33-9 CSS BSBITU202 304 exercise files* folder.

2   Calculate the total pay for each employee and display the result in column D. (Multiply Hours Worked by the Pay Rate.)

3   Calculate the grand total, placing the result in cell D10.

4   Leave the workbook open for the next exercise.

Inserting rows

Before inserting a row, click on the row header number *below* where the new row is to be inserted.

If more than one row is selected, then the number of rows selected will be inserted, e.g. in the following diagram rows 6 to 8 are selected. When ![icon] Insert Sheet Rows is selected three rows would be inserted above row 6.

	A	B	C	D
1	Weekly Pay			
2				
3	Employee Last Name	Hours Worked	Pay Rate	Total Pay
4	Harris	35	$18.50	$647.50
5	Ingram	40	$22.00	$880.00
6	Morris	40	$20.00	$800.00
7	Paresh	37	$22.00	$814.00
8	Reynolds	45	$20.00	$900.00
9	Sawyer	40	$18.50	$740.00
10	Singh	37	$20.00	$740.00
11	Total			$5,521.50

Exercise 50

1   Using **Pay calculations**, click on row header `5` to select the row.

2   Display the Home Ribbon. Click on the arrow at the bottom of the Insert button and select ![icon] Insert Sheet Rows .

A blank row has been inserted as row 5 and the original data that was in this row has moved down to row 6, with each subsequent row moving down also.

3   Type the following into the new row: 5 | Ingram | 40 | $22.00 .

4   Drag the fill handle from cell D4 down to cell D5 to calculate the Total Pay.

5   Leave the workbook open for the next exercise.

Inserting columns

Before inserting a column, click on the column header number to the *right* of where the new column is to be inserted.

The column width is determined by the width of the column to the left of the new column inserted, in this case column A. If more than one column is selected, the number of columns selected will be inserted.

Exercise 51

1   Using **Pay calculations**, click on column header B to select the entire column.

2   Click on the arrow at the bottom of the Insert button ⌄ and select
      ᵁ⬆ᵁ Insert Sheet Columns .

A new column has been inserted as column B with the original data that was in this column moved to the right.

3   In cell B3 type: **Employee**

4   Press Alt Enter and type: **First Name**

5   Press Enter. Type the names listed below into column B.

Employee First Name
Nigel
Amanda
Harvey
Asenla
Francis
Angela
Miranda

6   Leave the workbook open for the next exercise.

Updating formulas

If rows/columns are inserted outside the existing formula range in Totals rows/columns, the Totals formulas may not be updated automatically. It is important to check the formulas.

Exercise 52

1   Using **Pay calculations**, insert a row above row 4.

The formatting from the row above will be automatically applied to the new row and will have to be changed.

2   With the row selected, click on the Bold button to turn off bold formatting in this row.

3   Click on the Fill Color drop-down arrow and select No Fill to remove the yellow colour.

4   Type the following into the new row:

	Employee Last Name	Employee First Name	Hours Worked	Pay Rate
3				
4	Briars	Marcel	38	20

5   Format cell D4 to Currency.

6   Insert the appropriate formula in cell E4. (You can use the fill handle and drag up from cell E5.)

7   Double click on cell E12 and look at the data range – it has not been updated. Redo the formula to reflect the correct cell references.

8   Leave the workbook open for the next exercise.

Deleting rows

When a row is deleted, the contents of that row are removed and all remaining rows move upwards.

Exercise 53

1   Using **Pay calculations**, click on row header 9 .

2   Click on the arrow at the bottom of the Delete button   and select
    ☒ Delete Sheet Rows .

3   Leave the workbook open for the next exercise.

Deleting columns

Deleting a column will remove the contents and move all remaining columns to the left.

Exercise 54

1   Using **Pay calculations**, click on column header A to select the column.
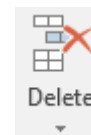
2   Click on the arrow at the bottom of the Delete button   and select
    ☒ Delete Sheet Columns .

Ctrl Z 3   Click on the Undo button   to restore the deleted column.

4   Save and close the workbook

COPYING AND MOVING DATA

Data can be moved and copied as follows:

- The *Clipboard* is a general area of Windows where data can be stored and then pasted to another location of the workbook or another Windows application.

- The *Drag and Drop* feature is a quick way to copy or cut data to adjoining cells.

Copying data using drag and drop

Exercise 55

1   Open the workbook called **Sunshine Flowers** from the *978-1-925291-33-9 CSS BSBITU202 304 exercise files* folder.

2   Select cells A3 to E9. Position the mouse pointer at the bottom edge of the selected range, as shown below. The mouse pointer will display as ⤡.

	A	B	C	D	E
1	SUNSHINE FLOWERS				
2					
3		Jan	Feb	Mar	Apr
4	Otago	2176	3540	1795	2179
5	Windsor	1300	1500	1500	2303
6	Bluff	1821	2714	1821	2100
7	Glen Eden	1795	3850	1879	2585
8					
9	Total	7092	11604	6995	9167
10					

3   Hold down the Ctrl key and click and drag the selected range down so the top of the range is highlighted in row 11 as displayed below.

	A	B	C	D	E
1	SUNSHINE FLOWERS				
2					
3		Jan	Feb	Mar	Apr
4	Otago	2176	3540	1795	2179
5	Windsor	1300	1500	1500	2303
6	Bluff	1821	2714	1821	2100
7	Glen Eden	1795	3850	1879	2585
8					
9	Total	7092	11604	6995	9167
10					
11					
12					
13					
14					
15					
16					
17					

4   Release the left mouse button. The selected range has been copied to rows 11 to 17. Headings and rows can then be amended as required.

5   Close the worksheet without saving changes.

Note

If you do not hold down the Ctrl key while dragging, the data will be moved instead of being copied.

Moving data

Data can be moved within a worksheet to alter the layout. When data is moved (cut), it is removed from the original location and placed into another area of the worksheet/workbook.

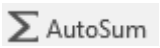### *Moving data using the Clipboard*

The tools used to copy and move data are found in the Clipboard Group on the Home Ribbon.
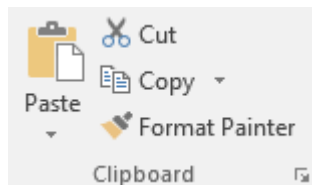
Exercise 56

1   In a new workbook create the following worksheet:

	A	B	C	D
1	**Trade Supplies Ltd**			
2	*Margins for Models 1129-1137*			
3				
4	**Model No.**	**Retail Price**	**Cost Price**	**Margin**
5	1137	2249	2000	
6	1129	499	420	
7	1130	3590	3200	
8	1131	995	700	
9	1132	4105	3800	
10	1133	1250	1000	
11	1134	4890	4300	
12	1135	775	600	
13	1136	3500	2000	

2   Select cells D5 to D13. Type: **=B5-C5**

3   Press Ctrl Enter. This method allows you to enter a formula and copy it into selected cells at one time.

4   Using the Number Group on the Home Ribbon, apply the Number format with a comma and 0 decimal places to the Retail Price, Cost Price and Margin columns.

5   In cell A15 apply bold and type: **Total**

6   Select cells B15 to D15 and click on Σ AutoSum .

7   Apply a Top and Double Bottom Border to the Total row (A15 to D15).

8   Save the workbook as **Trade Supplies** in your working folder.

9   To move the data in row 5, click on row header 5 to select the entire row.

10 Click on the Cut button ✂ Cut in the Clipboard Group.

11 Click on row heading 14 which is the row you are moving the data to.

12 Press Enter.

Ctrl X 13 Click on cell A2. Click on ✂ Cut .

14 Click on cell A17. Click on the Paste button Paste .

15 Leave the workbook open for the next exercise.

Moving data using drag and drop

Drag and drop allows you to cut and paste data using the mouse pointer. It also allows you to retain data on the Clipboard.

Columns cannot be moved if cells are merged.

Using the Shift key enables columns/rows to be *moved and inserted* between existing columns/rows. By holding down Ctrl and Shift columns/rows can be *copied and inserted*.

Exercise 57

1   Using **Trade Supplies**, click on column header B to select that column.

2   Move the mouse pointer to the right of the column as shown below.

	A	B	C	D
1	Trade Supplies Ltd			
2				
3				
4	Model No.	Retail Price	Cost Price	Margin
5				
6	1129	499	420	79
7	1130	3,590	3,200	390
8	1131	995	700	295
9	1132	4,105	3,800	305
10	1133	1,250	1,000	250
11	1134	4,890	4,300	590
12	1135	775	600	175
13	1136	3,500	2,000	1,500
14	1137	2,249	2,000	249
15	Total	21,853	18,020	3,833
16				
17	Margins for Models 1129-1137			

3   Hold down the Shift key and click and drag column B so your mouse pointer is between columns C and D.

4   Release the left mouse button while still holding down the Shift key.

The Retail Price column will be positioned between the Cost Price and Margin columns.

5   Release the Shift key.

6   Save and close the workbook.

CALCULATING PERCENTAGES

1   Open **Premier Books** from the *978-1-925291-33-9 CSS BSBITU202 304 exercise files* folder.

2   Select cells B6 to F17. Click on the Number Group Dialog Box Launcher button .

3   Check Number is selected from the *Category:* box.

4   Click in the *Use 1000 Separator (,)* check box to remove the tick.

5   Change the number of decimal places to 2. Click on OK.

6   Using the Percentage formula summary table calculate percentages as follows:

a   In cell B20 type: 5% of Total Sales then insert the appropriate formula in cell E20.

b   In cell B21 type: Total Sales Increased by 5% then insert the formula in cell E21.

c   In cell B22 type: Total Sales Decreased by 5% then insert the formula in cell E22.

Percentage formula summary

Operation	Description of formula	Excel formula
To find the percentage of a value	Multiply the value by the percentage	=F17*5% e.g. 5% **of** cell F17
To calculate a percentage increase	Multiply the value by the increased percentage	=F17*105% e.g. cell F17 **increased** by 5%
To calculate a percentage decrease	Multiply the value by the decreased percentage	=F17*95% e.g. cell F17 **decreased** by 5%

7   Select cells E20 to E22 and apply currency formatting with two decimal places.

8   Select cells B4 to F4 and format the text to bold and aligned at the right.

9   Select cells B17 to F17 and apply a Top and Double Bottom Border style to selected cells.

10   Bold the text in cell A17 (Total).

11   Save and close the workbook.

FUNCTIONS

Functions can perform tasks such as addition, calculating the average of a group of values, inserting the date, calculating angles, calculating the value of an investment over a period.

The following exercises demonstrate common functions that you may use in a worksheet. The AutoSum button can be used to select some of the commonly used functions.
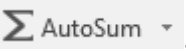
Exercise 59

1   Open the workbook called **Blinds and screens** from the *978-1-925291-33-9 CSS BSBITU202 304 exercise files* folder.

2   Calculate the Total column and Total row.

3   Leave the workbook open for the next exercise.

Average

The Average function returns the average value within a selected range of cells, i.e.

=AVERAGE(number1,number2,...)

Exercise 60

1   Using **Blinds and screens**, in cell I5 type the heading: **Average**

2   Click on cell I7.

3   Click on the ˅ of the AutoSum button ∑ AutoSum ˅ .

4   Select Average.

The Formula Bar will display the AVERAGE function and a suggested range.

January	February	March	April	May	June	Total	Average
2030.00	2450.00	2315.00	2489.00	2680.00	2886.00	14850.00	=AVERAGE(B7:H7)
1058.00	1145.00	1396.00	1225.00	1587.00	1663.00	8074.00	AVERAGE(**number1**, [number2], ...)
1560.00	1662.00	1689.00	1558.00	1788.00	1950.00	10207.00	
890.00	988.00	860.00	587.00	655.00	732.00	4712.00	
755.00	796.00	662.00	571.00	952.00	852.00	4588.00	
390.10	410.60	425.00	435.00	376.00	325.00	2361.70	

The suggested range is incorrect as it includes the Total column.

5   In the worksheet select cells B7 to G7.

January	February	March	April	May	June	Total	Average
2030.00	2450.00	2315.00	2489.00	2680.00	2886.00	14850.00	=AVERAGE(B7:G7)
1058.00	1145.00	1396.00	1225.00	1587.00	1663.00	8074.00	AVERAGE(**number1**, [number2], ...)
1560.00	1662.00	1689.00	1558.00	1788.00	1950.00	10207.00	

6   Press Enter.

7   Use the fill handle to copy the formula down the column to row 14.

8   Delete the formula from cell I13.

9   Leave the workbook open for the next exercise.

Pie chart

Pie charts are used to display proportions comparing one portion of data against an entire group. You can only display one group of data (data series) at a time.

The following chart compares the proportion of total sales as a percentage as contributed by the different country. It is easy to see straight away that America is contributing the highest amount to the total.

## Total Sales for Janaury

Australia 22%
America 40%
China 18%
United Kingdom 20%
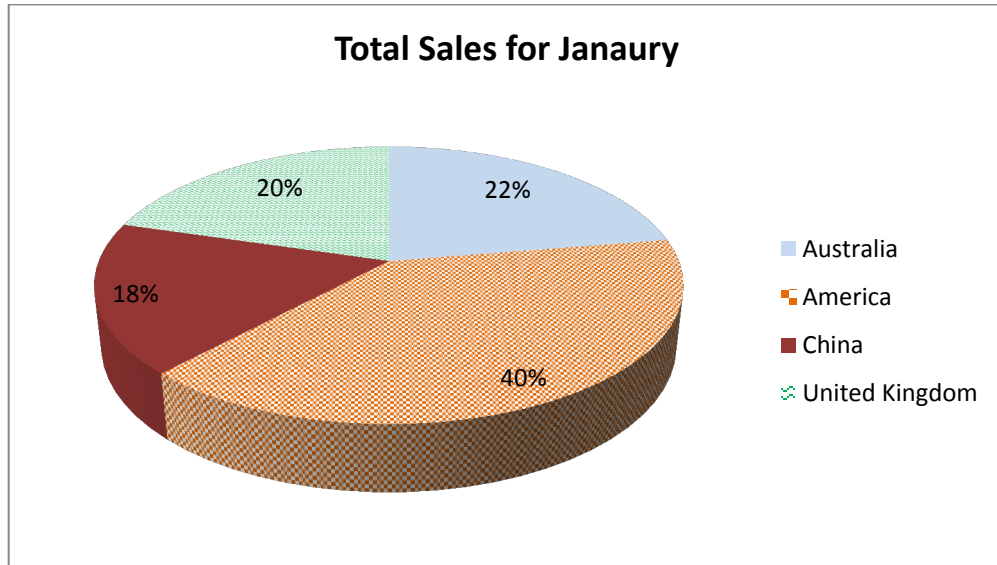
Scatter chart

A scatter chart is used to compare two sets of data to see whether there is a correlation between them (i.e. whether they are connected in some way). Scatter charts tend to be used most commonly with scientific data.

In the example below, the weight and resting pulse rate of a sports team are compared to see if there is a correlation. Since the points generally follow a trend line it suggests there is indeed a correlation between pulse rate and weight.

Pulse Rate and Weight

(Pulse Rate (bpm) vs Weight)
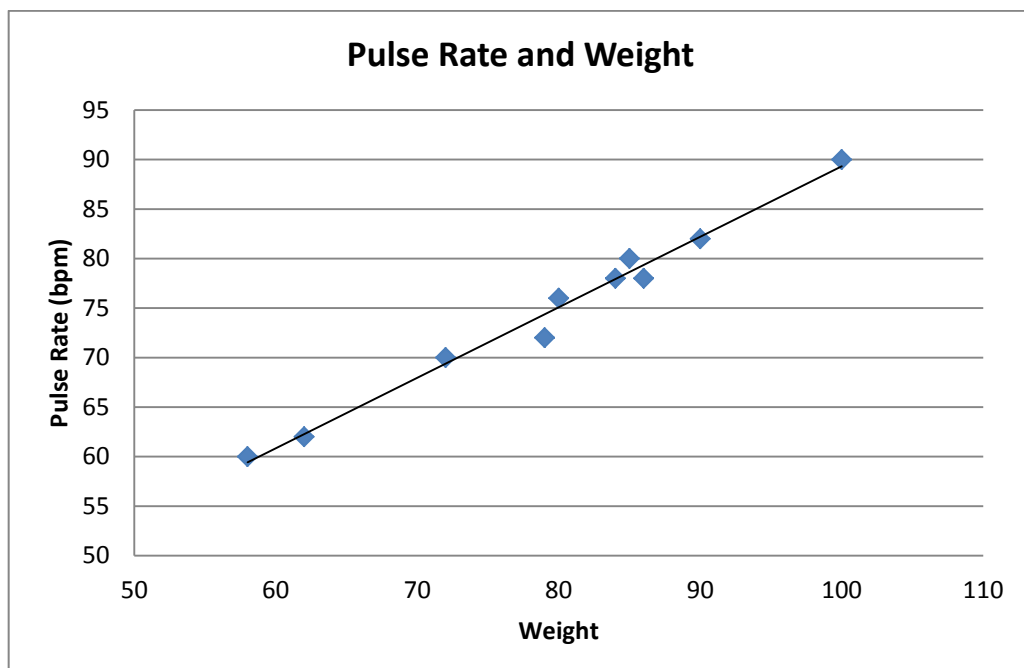
CREATING CHARTS

Excel provides a range of charts which can be used to display data in a graphical manner. Charts can be inserted into your workbook using the Charts Group on the Insert Ribbon.
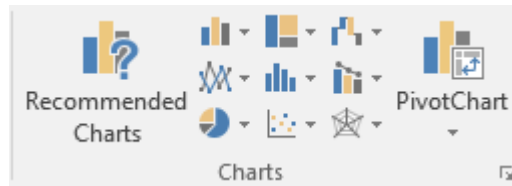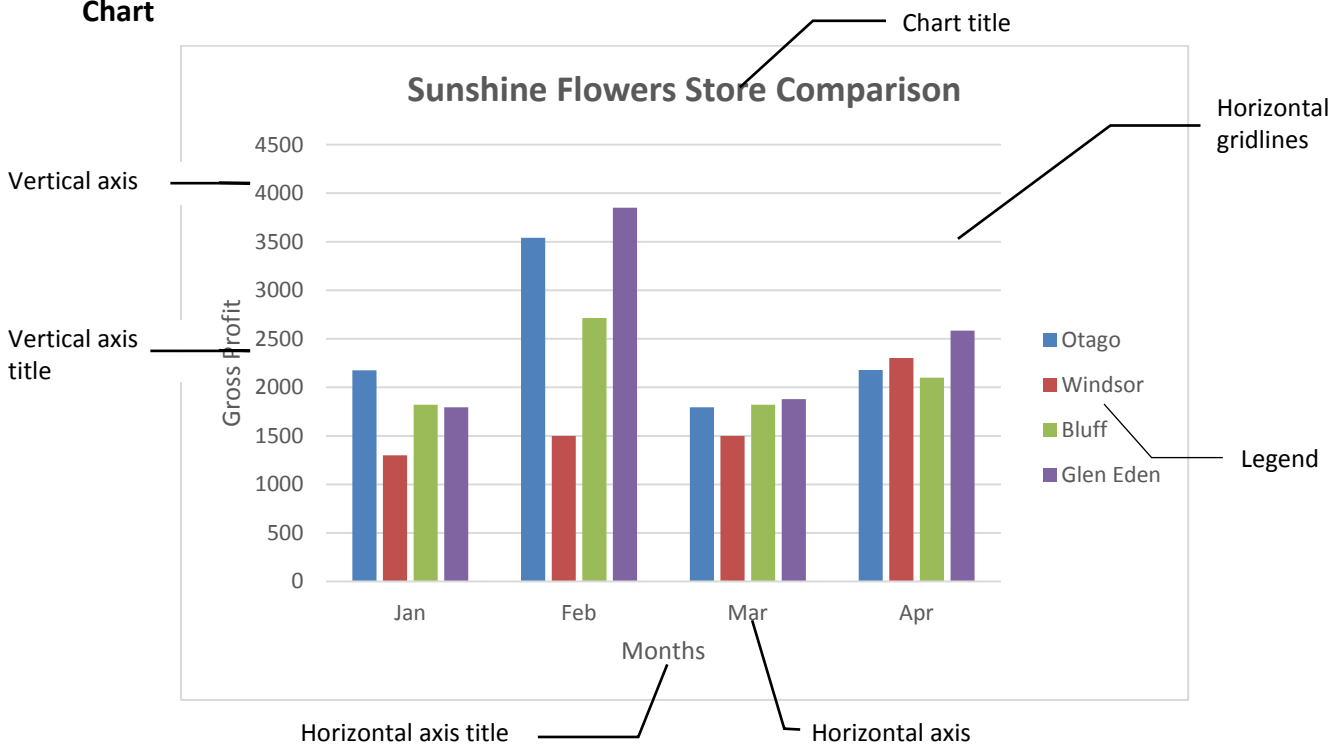

Charts and data

Charts can be embedded into your current worksheet or added as a new worksheet in a workbook file. An example of a column chart is shown below along with the worksheet data used to create the chart.

Chart data

Chart

Creating a column chart

1   Open the workbook called **IT spending** from the *978-1-925291-33-9 CSS BSBITU202 304 exercise files* folder.

2   Select cells A4 to D7.

3   Display the Insert Ribbon. Click on the Insert Column or Bar Chart button in the

    Charts Group. A menu of column chart types will display. Select Clustered Column .

    The chart will be inserted into the current worksheet.

4   Save the workbook and leave it open for the next exercise.

Formatting a chart

Click on the edge of the chart to make it active. There should be a frame around the chart

with handles in each corner .

It is important to click on the edge of the chart. If you click within the chart you may inadvertently select a component of the chart rather than the chart itself.

When a chart is active the Ribbon displays additional Chart Tools (Design and Format tabs). These provide a range of tools for customising charts.
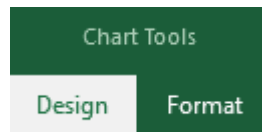

Chart styles

The Chart Styles Group is used to apply a different style to your chart.

1   Using **IT spending**, check the chart is active and that the Design tab is selected from the Chart Tools on the Ribbon.

2   Click on the More button to the right of the Chart Styles Group. A range of chart styles will display.

3   Select Style 6 (position the mouse over the style to display the name).

4   Leave the workbook open for the next exercise.

Changing chart type

The type of chart can be changed, e.g. a column chart can be changed to a line chart, a bar chart or a different type of column chart.

Exercise 66

1   Using **IT spending**, check the chart is active and that the Design tab is selected from the Chart Tools on the Ribbon.
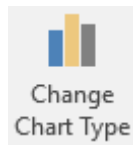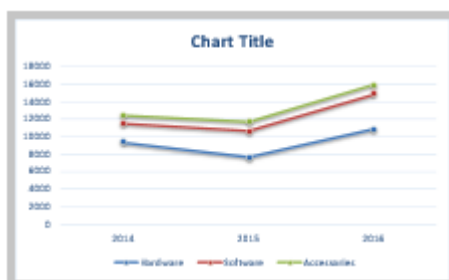

2   Click on the Change Chart Type button . The Change Chart Type dialog box will display.
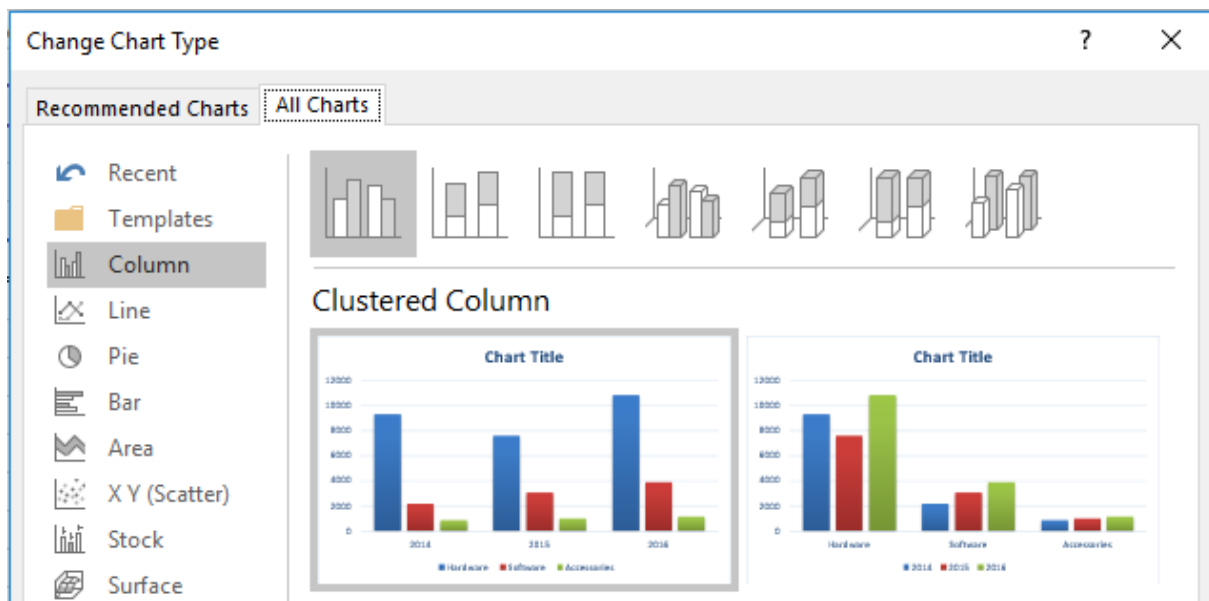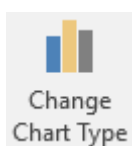

3   Select Line from the menu at the left.

4   Click on the Stacked Line with Markers button .

5   Check the sample chart at the left is selected.

6   Move the mouse over the selected sample chart. The preview will enlarge. This option displays the dates along the horizontal axis.

7   Click on OK. The chart will display as a line chart.

8   Click on again. Select Bar from the menu at the left.