

SkillzSet Series

Excel Level 1



About The Author

Donna M Parsons
Digital Security Consulting and Training



- Computer Training Director and Security Lead for a government entity.
- College Instructor with over twenty years' experience.
- Testified in Court as An Expert Witness in Computer Forensics.
- Graduate of the FBI Citizens Academy Newark, NJ

Donna Parsons is a 2007 Graduate of the FBI Citizen's Academy and she has held various positions with the FBI Citizens Academy Alumni including Secretary, Education Chair, and Community Outreach. As a college instructor, Donna has delivered a wide variety of Computer Science courses including those specifically related to, Computer Forensics, Information and Network Security, Linux, Adobe, CompTIA, Microsoft Office Suite, Coding, QuickBooks and Accounting procedures

Donna provides cutting-edge hardware and software technology integration solutions and infrastructure training to a wide variety of clients and is recognized as a world class leader in digital security. She has testified in Court as an expert witness in Computer Forensic Data and recovery.

For more than 20 years, Donna has deployed her techniques in system management and administration, threat identification and analysis, data mining and forensic recovery. Her data recovery efforts include Fortune 500 clients, government agencies, and other technical dependent organizations.

Donna has earned numerous certifications from worldwide providers in the computer and technology arena. While still very much engaged in teaching and writing, Donna also generously volunteers her time speaking about Cyber Crime and Security threats within the US.

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Student Manual

Important Lab Requirements

This section will provide students with the necessary computer software, hardware and skill level requirements to use this student manual effectively.

SkillzSet Lab

This section includes detailed step-by-step instructions to successfully carry out and complete the hands-on exercise.

Review Quiz

This section is a brief recap or summary of the key concepts and skills covered, used to reinforce learning.

Extended Learning Lab

This lab reinforces previously learned lessons by providing focused, hands-on practice in a real-world environment. It allows students to revisit key concepts, apply them in realistic scenarios, and build greater confidence when using Excel.

Answer Key

The reference tool that provides the correct responses to questions or exercises, allowing students to check their understanding of the material covered.

Tip

A computer tip is a helpful piece of instruction designed to make using a computer easier and more efficient.

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Important Lab Requirements

This section outlines the essential lab requirements for working with Microsoft[®] Excel and using this manual.

Students are expected to have access to a PC computer with a functional version of Microsoft[®] Excel installed and a printer installed to print your work.

You will need to have an understanding of:

- Basic computer skills
 - Desktop icons and the start button
- The computer mouse
 - Left click vs right click
- The computer keyboard
 - Navigation and function keys
- A basic understanding of file and folder structure

Knowledge of these common tools will help students understand and utilize the lab activities in this manual which will help promote a positive learning experience.

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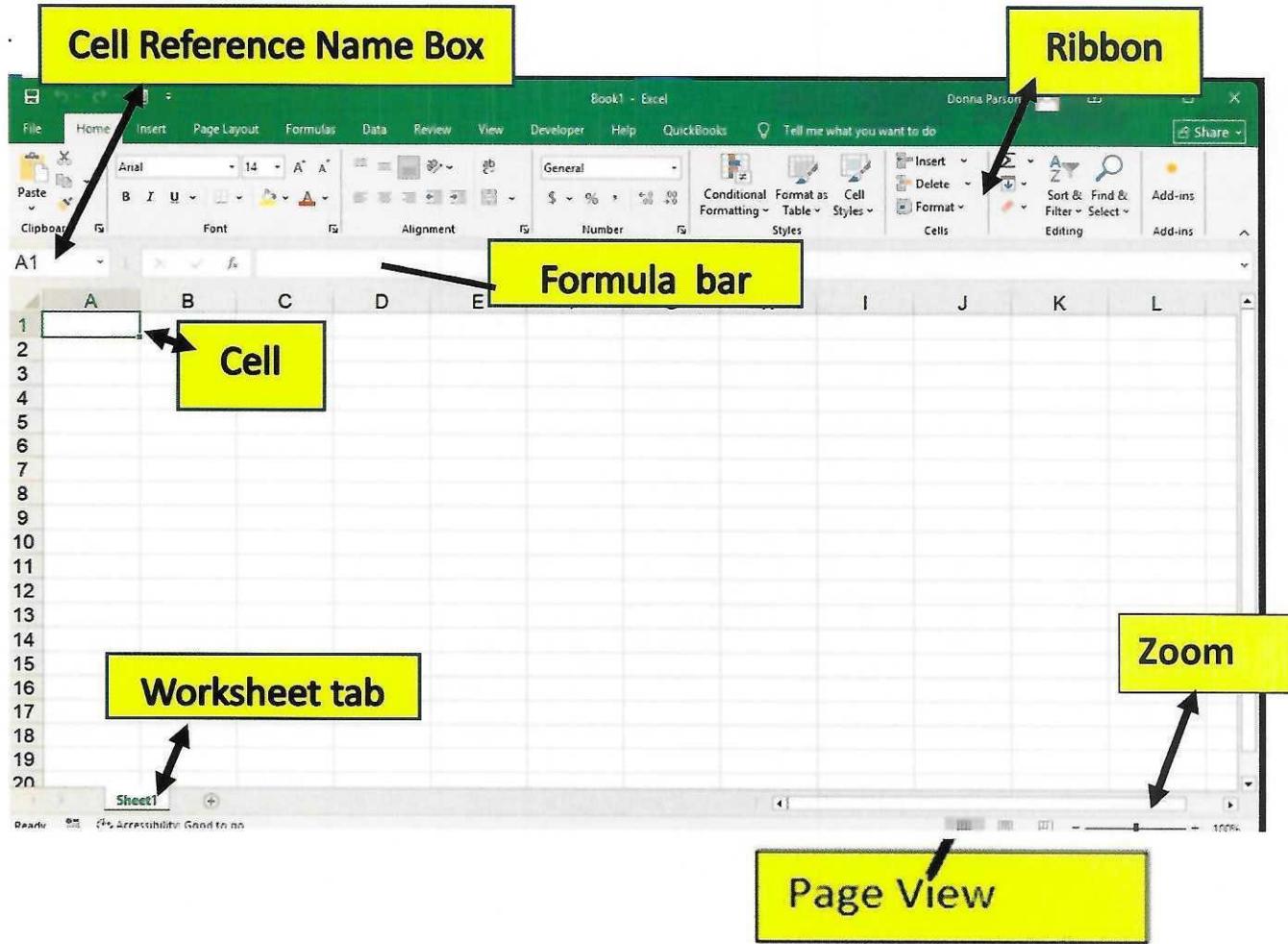
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Navigating the Excel Interface

1. An **Excel workbook** is a workspace that can be compared to a folder with individual files. Within the workbook are worksheets. Each worksheet acts like a tabbed page where you can enter information, perform calculations, and build organized systems. You can customize each sheet for example you may want to have a worksheet for all twelve months of the year.

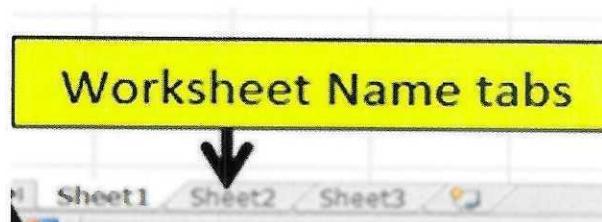


By default, “Book1” is the workbook default file name when Excel opens.

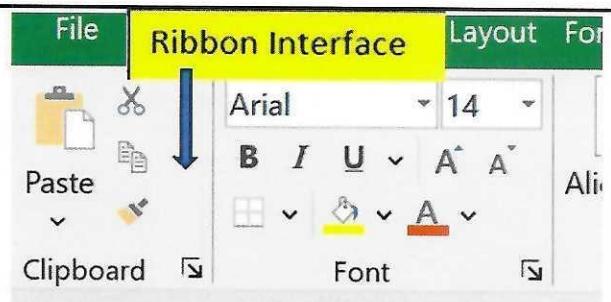


A **worksheet name tab** is a tabbed file sheet that is located at the bottom of the workbook. It allows you to select between different worksheets within the same workbook. Each tabbed, sheet file represents a separate page

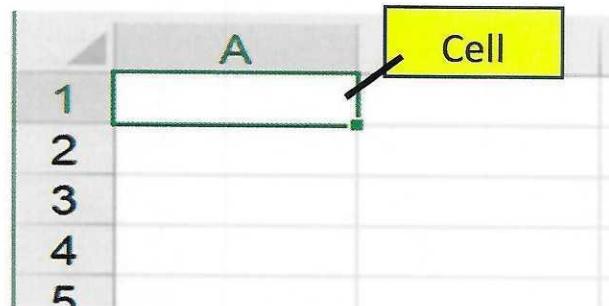
Worksheet Name tabs



The **Ribbon Interface** is the main panel at the top of the Excel workbook window. It is designed to help quickly find the different tools you may need. These tools are contained within the named tabs that opens up a set of options grouped by specific function.

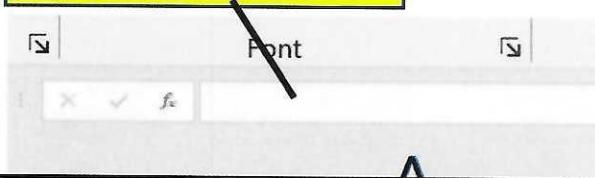


A **cell** is an area of the worksheet where you can enter data. Each cell can hold text, numbers, dates, or formulas. Each cell has its own name, called a **cell reference**, based on its column letter and row number. For example, cell A1 is in column A and row 1.



The **Formula Bar** is an area located above the column headers where you can enter or edit the contents of the selected cell. It also allows you to view a formula that was entered in a cell so it can be revised.

Formula Bar



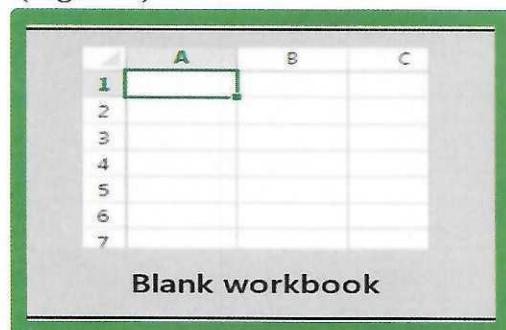
Working with the Excel Interface

The goal of this lab is to become comfortable with the Excel interface and locate the items contained within. The Excel workbook interface presents a grid-based area where multiple sheets coincide, enabling you to organize, analyze, and visually control your data within a single structured environment.

SkillzSet Lab

1. Open Excel to a new blank workbook (**Figure a**)

(Figure a)



2. With your left mouse button select (left click) on the different tabs

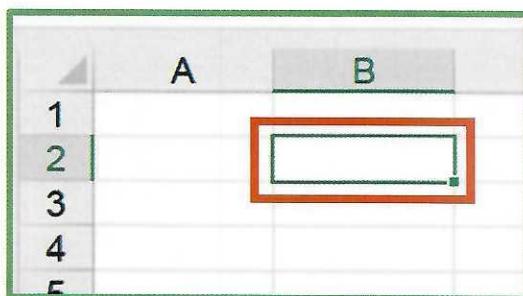
- ✓ Home,
- ✓ Insert,
- ✓ Page Layout.

Observe the tools below each ribbon and how the tools change with every tab.

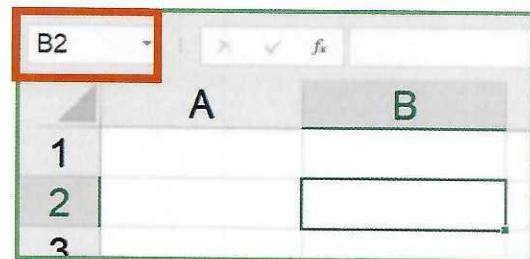


3. Left click your mouse and select cell:

- ✓ B2



4. Notice the new cell name (B2) appears In the **Cell Reference Name** box and changes every time you select a different cell.

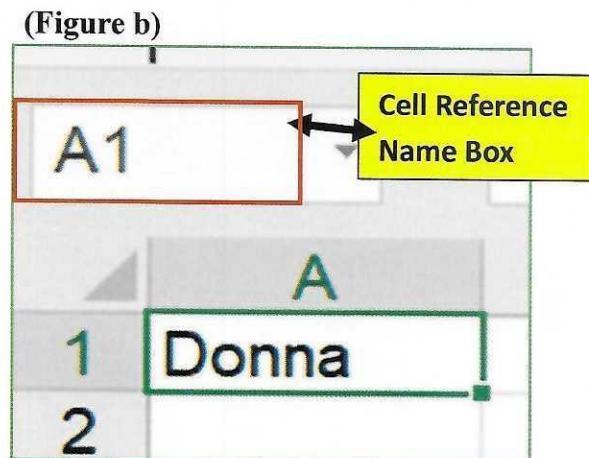


	B2							
		A		B				
1								
2								
3								

5. Left click to select A1 and enter the text "Donna" and press enter on your keyboard.
(Figure b)

6. Select cell A1
7. The Active Cell with the text "Donna" is highlighted in **(figure b)** to the right.
8. Look at the **Cell Reference Name Box** and its cell name is →A1

(Figure b)



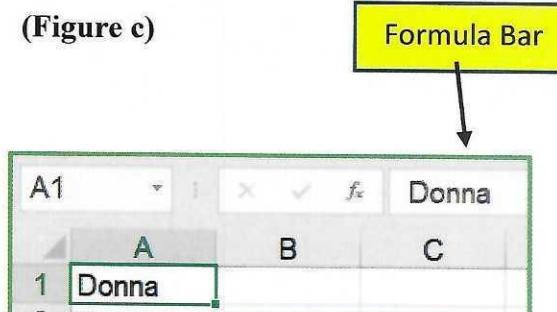
	A1							
		A						
1			Donna					
2								

With your mouse select cell A1 and type **your name (over the name Donna)** into the cell.
9. Press the Enter key on your keyboard.
10. Left click your mouse in cell **A1**.
11. Observe the information contained in the **Formula Bar** that also displays the text data that you entered. **(Figure c)**

► **TIP**

You can edit the information (your name) in cell A1 or the formula bar!

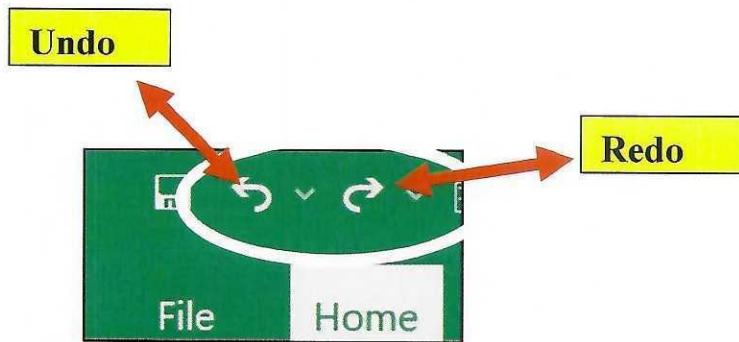
(Figure c)



	A1							
		A		B	C			
1			Donna					
2								

Undo and Redo

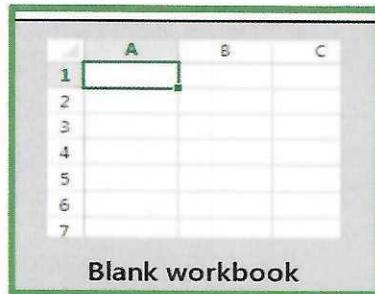
The undo and redo buttons are located in the **Quick Access toolbar**. By selecting the undo button, it will delete the last step created. By selecting the redo, it brings back the last deleted / removed step.



SkillzSet Lab

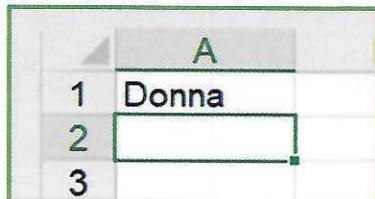
1. Open a blank new workbook
(Figure a)

(Figure a)



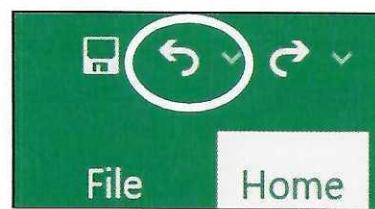
2. Type your name in cell A1
(Figure b)
3. Press the enter key on your keyboard.

(Figure b)



4. Select (left click your mouse) on the **undo** button(icon) in your quick access toolbar. **(Figure c)**

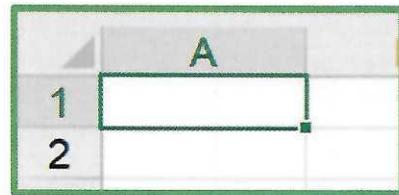
(Figure c)



5. What occurs?

Answer

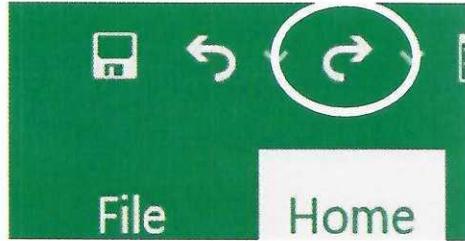
6. The text you typed is now deleted!



		A
1		
2		

(Figure d)

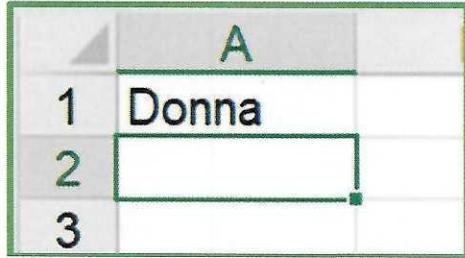
7. Select the **redo** button on the Quick access toolbar (Figure d)



8. What occurs?

Answer: Your text reappears!
(Figure e)

(Figure e)



		A
1		Donna
2		
3		

9. Select → file → close

(Figure f)

(Figure f)



10. Select → do not save your workbook

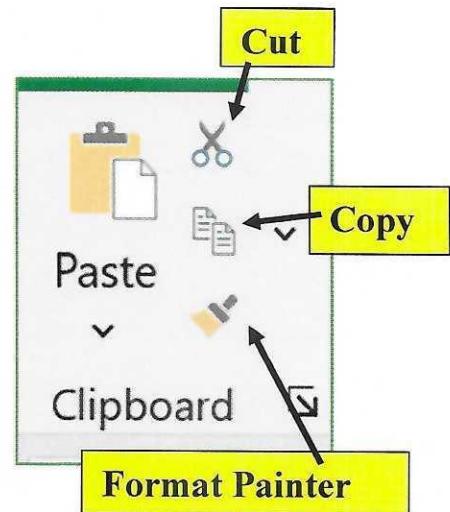
The Clipboard Group

What is the Clipboard Group in Excel?

The **Clipboard group** is a section located in the Home tab that helps you move or copy information from one place to another. It includes basic tools like **Cut**, **Copy**, **Paste** and **format painter**.

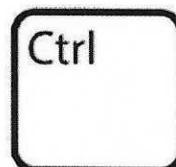
When you **cut** the cell's contents you want to move it. When you **copy**, you're making a duplicate of the cell's contents. The **paste** function places the cut/copied item to a new / desired location

There's also a small icon in the bottom corner of the Clipboard group. If you click it, it opens a panel showing a list of the last items copied.



TIP

The keyboard short key to Copy is **CTRL +C**



The keyboard shortcut key to paste **CTRL+V**

SkillzSet Lab

(Figure a)

1. Open a blank new workbook and enter the data as shown

- ✓ A1 Date
- ✓ B1 Name

(Figure a)

	A	B
1	Date	Name
2		
3		

(Figure b)

2. Select cell a1

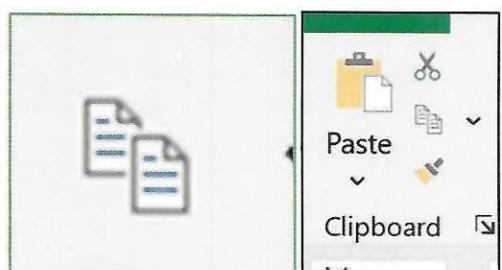
(Figure b)

A	
1	Date
2	

3. Select the copy icon in the clipboard group.

(Figure c)

(Figure c)



Review Quiz

1. What does the icon Format Painter do?

- A. To insert a chart
- B. To copy and paste text only
- C. To apply the same formatting option from the selected cell to another cell
- D. None of the above

2. The shortcut key to copy is CTRL +R?

True/False

3. Which of the following actions will remove your cell contents and place it on the clipboard?

- A. Erase
- B. Cut
- C. Paste
- D. Redo

4. What happens when you select the small arrow in the bottom-right corner of the Clipboard group?

- A. It creates a new, blank workbook.
- B. It clears all contents of the cell.
- C. It opens the Clipboard pane to show last copied items.
- D. It saves the file automatically to your My Documents Folder.