

important

Organizing your sample files folder

When you complete a lesson that involves a sample file that is changed, you will be instructed to save the file with a suffix.

By the time you've completed the course you'll have sample files such as:

Sales-1
Sales-2
Sales-3
Sales-4 ... etc

The first file is the sample file that you downloaded and the others (with the number suffix) are interim versions as you complete each lesson.

The sample file set includes the starting sample file and all interim versions.

The interim versions are provided for three reasons:

1. If your work-in-progress becomes unusable (for example after a system crash) you can continue without starting at the beginning again.
2. If a lesson doesn't seem to give the results described, you can view the example to get some clues about what has gone wrong.
3. When you have completed the course you will use this book as a reference. The interim versions allow you to work through any of the lessons in isolation if you need to remind yourself how to use a specific Excel feature.

It is a good idea to place the sample files in a different folder to your saved work. If you don't do this you'll be overwriting the sample interim files (such as Sales-1, Sales-2 etc) with your own finished work.

The Wealth of Nations

Lesson 1-5: Download the sample files and open/navigate a workbook

Excel uses the analogy of a book that has many pages. In Excel terminology, the term: *Workbook* is used for the entire book and *Worksheet* for each of the pages. You'll be learning more about worksheets later in this session in: *Lesson 1-9: View, move, add, rename, delete and navigate worksheet tabs*.

1 Download the sample files (if you haven't already done so).

1. Open your web browser and type in the URL:
http://ExcelCentral.com
2. Click the *Sample Files* link on the top left of the home page.
3. Download the sample files for *Excel 2016 Basic Skills*.

It is strongly recommended that you click the *Recommended Option* button to download the sample files as a self-extracting .EXE file. This avoids the *Protected View* issue discussed on the facing page sidebar.

2 Open the sample workbook: *The Wealth of Nations*.

1. Open Excel.
2. Click *Open Other Workbooks* on the left-hand menu bar.
3. Click: *Browse* in the list beneath *Open*.
4. Navigate to your sample files. If you downloaded using the recommended option and didn't change the normal file location you will find these in the *C:/Practice* folder.
5. Open the *Excel 2016 Basic Skills* folder.
6. Open the *Session 1* folder.
7. Double click *The Wealth of Nations* to open the sample workbook.

3 Go to Cell ZZ3 using the Name Box.

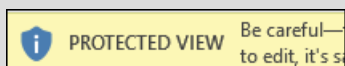
Rank	Country	GDP - per capita (PPP)	Date of information
1	Qatar	\$137,200	2014 est.
2	Luxembourg	\$97,600	2014 est.
3	Liechtenstein	\$89,400	2009 est.
4	Macau	\$88,700	2013 est.

note

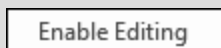
Potential problem when downloading sample files

Protected View is a security feature that was first introduced in Excel 2010. It is designed to protect you from potential viruses by treating all files downloaded from the Internet as being suspicious.

Any workbooks that are downloaded from the Internet, or are sent by e-mail attachment, will open in *Protected View* by default.



The user then has to click an *Enable Editing* button to use the file as normal:



While some users may find it useful to be reminded about the origin of their files, others may find this feature annoying.

To avoid seeing this message whenever you open a sample file, we recommend that you download using the recommended option:



This downloads the entire sample file set as a digitally signed self-extracting executable file.

We also offer an alternative method to download:



This has been provided because some companies (or anti-virus products) block the download of executable files.

If you download using the zip file option, you'll have to click the *Enable Editing* button every time you open a sample file.

Excel uses the letter of the column and the number of the row to identify cells. This is called the *cell address*. In the above example, the cell address of the active cell is B3.

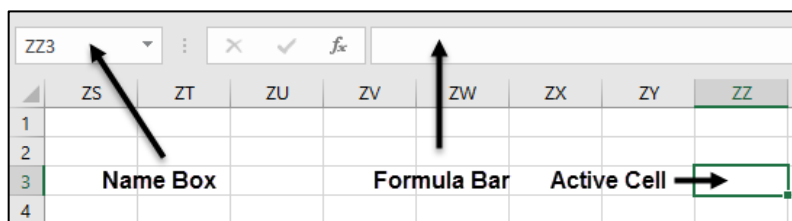
In Excel 2016 there are a little over a million rows and a little over sixteen thousand columns. You may wonder how it is possible to name these columns with only 26 letters in the alphabet.

When Excel runs out of letters it starts using two: X, Y, Z and then AA, AB, AC etc. But even two letters are not enough. When Excel reaches column ZZ it starts using three letters: ZX, ZY, ZZ and then AAA, AAB, AAC etc.

The currently selected cell is called the *Active Cell* and has a green line around it. The Active Cell's address is always displayed in the *Name Box* and its contents are displayed in the *Formula Bar*.

You can also use the *Name Box* to move to a specific cell.

To see this in action, type **ZZ3** into the *Name Box* and then press the **<Enter>** key. You are teleported to cell ZZ3:



- 4 Return to Cell A1 by pressing **<Ctrl>+<Home>**.
- 5 Go to the end of the worksheet by pressing **<Ctrl>+<End>**.
- 6 Use the scroll bars.

There are two scroll bars for the Excel window.

The vertical scroll bar runs from top to bottom of the window and allows you to quickly move up and down the worksheet.

The horizontal scroll bar is at the bottom right hand side of the window and allows you to move to the left and right in wide worksheets. Here's how the scroll bars work:

