

# Notes In Book

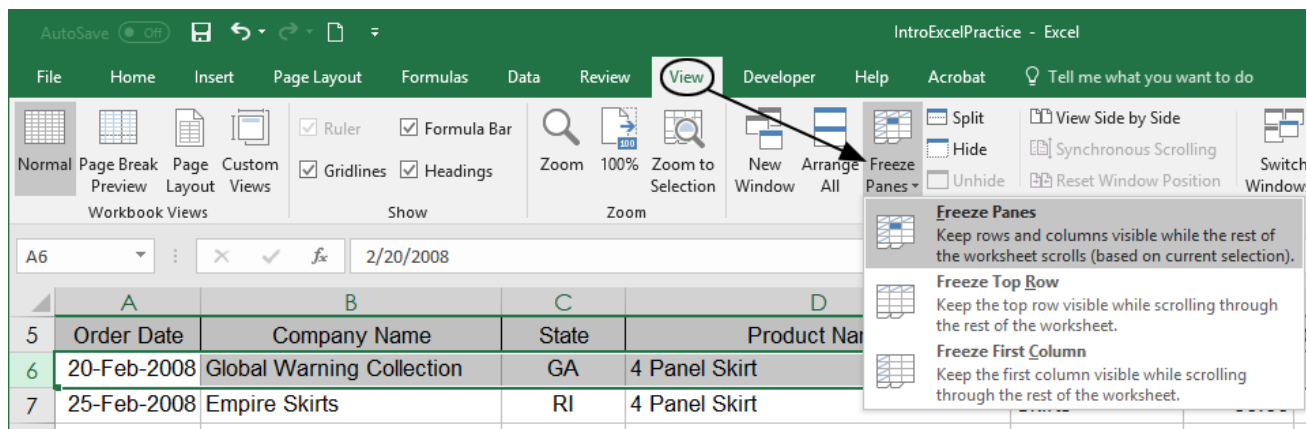
**Freeze Sheet Panes** If your worksheet has too many rows of data you will lose sight of your column labels when you scroll down.

**Note:** We can split a window once vertically, horizontally, or both.



1. Select a cell *below* or the row *below* the column labels;
2. On the View tab of the Ribbon, select the Freeze Panes Button » Freeze Panes command.

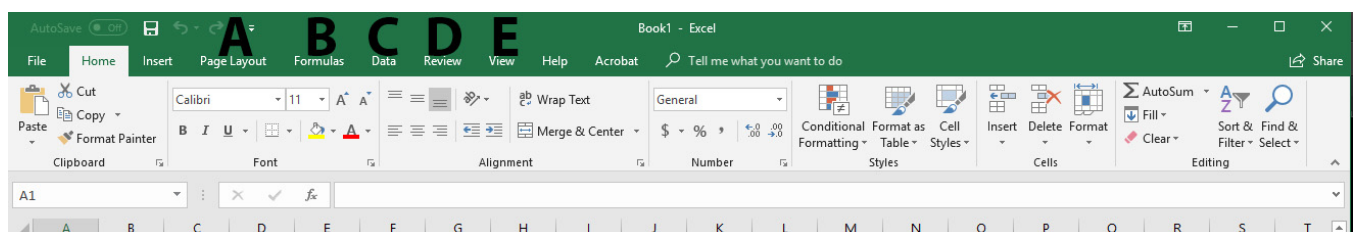
Figure 1.1 View Tab Freeze Panes Command



## Homework / Actual Test Question

A sheet has many rows of data. Scrolling down below row 40 loses sight of the column labels in row 1. Identify which tab of the ribbon contains the Freeze Panes command.

1. A
2. B
3. C
4. D
5. E



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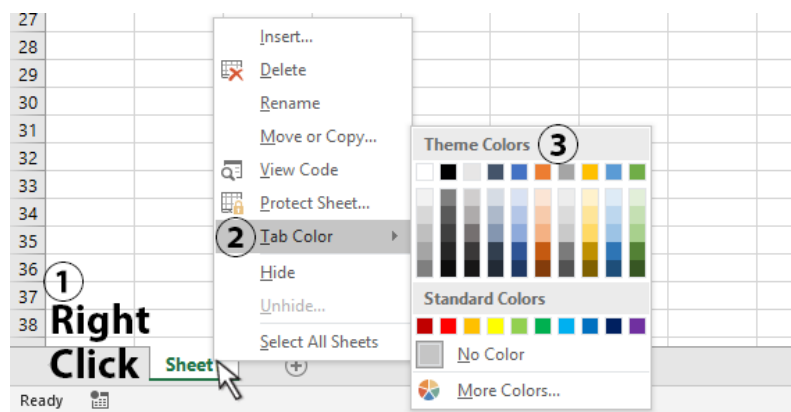
## Change the Color of a Sheet Tab

To change the color of a worksheet tab:

1. Right click on a sheet;
2. Select the Tab Color command and choose a color from the submenu; or,

On the ribbon, select the Home tab » Format » Tab Color » Color command;

Figure 1.2 Change A Worksheet Tab Color



## Homework / Actual Test Question

You work as an Assistant at XYZ Company. You are using Microsoft Office Excel to create a workbook. You are asked to make the worksheet tabs to appear in colors as shown below.



How do you change the color of worksheet tabs?

1. You should consider right-clicking on the tab and selecting Tab Color from the menu.
2. You should consider left-clicking on the tab and selecting Sheet Color from the menu.
3. You should consider selecting the Font Color tool on the Home tab.
4. You should consider selecting the Colors tool in the Themes group on the Page Layout tab.

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## Filter Data

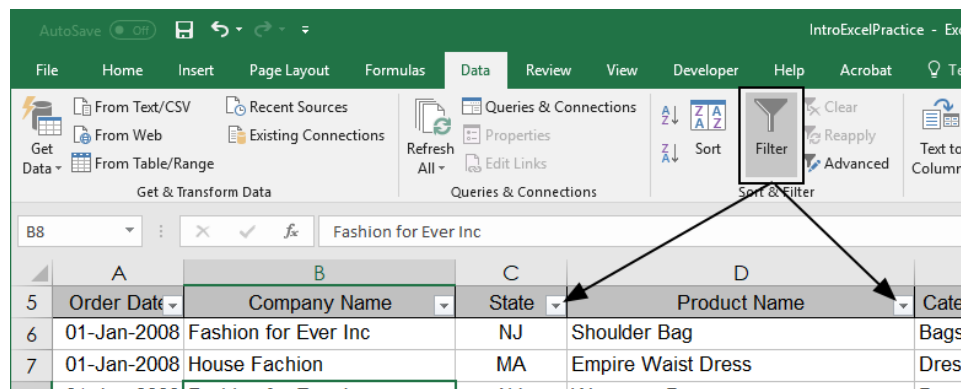


Data filters produce a recordset. A recordset is a subset of rows based on column criteria. Recordsets are similar to database queries or views. While filter is a technical term some people use the less technical term drop down.

### To Filter Data:

1. Left click a cell inside data that will be filtered;
  2. Either:
    - Select the Home tab » Sort and Filter » Filter command;
    - Select the Data tab » Filter button; or
- Note:** The keyboard shortcut is **Ctrl+Shift+I** (I for list)

Figure 1.3 Filter Data



## Homework / Actual Test Question

You are employed at XYZ Company. All workstations in XYZ's office have Windows 10 installed, and run Microsoft Excel. You are in the process of reviewing XYZ's annual sales report that was created using Microsoft Excel. You only want to view entries pertaining to a certain sales representative, for a certain product. You do not want to sift through unnecessary information, or consume unnecessary man hours. Which of the following actions should you take?

1. You should consider making use of Autofilter.
2. You should consider inserting a Slicer.
3. You should consider inserting a PivotTable report.
4. You should consider inserting a PivotChart report.

## Notes In Book

### 3-Dimensional Formulas and Functions

#### The Benefit of Grouping Worksheets

*To group a range of worksheets click the left most worksheet in the range. Hold the shift key and click the right most worksheet in the range.*

When worksheets are grouped anything that we type, format, insert or delete will occur on the other selected worksheets as well. To ungroup the sheets either right click a worksheet tab inside the group and choose ungroup, or left click any worksheet tab outside the selected sheets.

## Homework / Actual Test Question

Ron works as a Manager for Tech Cloud. He is creating a report in Microsoft Excel. He has entered data in five worksheets in a workbook. He wants to enter a disclaimer message in the A1 cell of each sheet in the workbook. Which of the following is the easiest way to accomplish the task?

1. Write a disclaimer message in the A1 cell of the first sheet. Copy the disclaimer message and paste it on the remaining sheets.
2. Select all the five sheets. Click the first sheet. Write a disclaimer message in the A1 cell of the active sheet.
3. Select all the five sheets. Write a disclaimer message in the A1 cell of the active sheet.
4. Write a disclaimer message in the A1 cell of the first sheet. In the other sheets, insert a formula that points to the A1 cell of the first worksheet.