









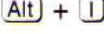

## Undo Multiple Actions

1. Click arrow on **Undo** button  on the Quick Access Toolbar.
2. Drag through actions to undo, and then click.
  - ✓ *You can only undo consecutive actions, beginning with the action at the top of the list.*





## Delete (Clear) Cell Contents

1. Select desired cell(s).
  2. Press **Delete** key 
    - OR
    - a. Click **Home** tab  **H**
- Editing Group**
- b. Click **Clear** button  **E**
  - c. Click **Clear Contents**  **C**





## Save Workbook (Ctrl+S)

1. Click **Office Button**  **Alt**, **F**
2. Click **Save**  **S**
  - OR
  - Click **Save** button  on Quick Access Toolbar.
3. Type name in **File name** text box.
4. Click **Save in** drop-down arrow  **Alt** + **I**
5. Select drive and folder in which to save workbook.
  - ✓ *You can skip steps 4 and 5 and click a folder on the Places bar, such as My Documents.*
6. Click **Save**  **Enter**
  - ✓ *To save the workbook in a different file format such as HTML, select that format from the **Save as type** list before you click Save.*

## Close Workbook

1. Click **Office Button**  **Alt**, **F**
2. Click **Close**  **C**
3. Click **Yes** to save changes  **Y**
  - OR
  - Click **No** to cancel changes  **N**

## Exit Excel and Save Files

1. Click **Office Button**  **Alt**, **F**
2. Click **Exit Excel**  **X**
3. Click **Yes** to save changes  **Y**
  - OR
  - Click **No** to cancel changes  **N**

## EXERCISE DIRECTIONS


1. Start Excel, if necessary.
2. Start a new document using the Service invoice (Simple Blue design) template.
  - ✓ *You'll need to download the template from Microsoft Office Online. You'll find the template listed in the Invoices category.*
  - ✓ *If you cannot download the template, you can copy it from the data files folder to your Templates folder:  **02Sales Invoice.xltx**. After copying the template, use the My Templates category to use the template to create a document from the template.*
3. Save the file as **02MAAC Invoice\_xx**.
  - ✓ *Be sure to save the workbook using the new .XLSX format.*
4. Click cell F3 and press Delete.
5. Click cell A3. Type **MAAC** but *do not press Enter*.
6. Instead, press Backspace to erase characters as needed, and change the entry to **Michigan Ave. Athletic Club**, then press Enter.
7. Press Delete to remove [Your Company Slogan Here] from cell A4.
8. In cell B8, type **Hoji Chen** and press Enter.
9. Use the Clear Contents command to clear cell B9 [Company Name].
10. In cell B10, type **12 W. 21st Street** and click the Enter button on the Formula bar.
11. Use the down arrow key to move to cell B11, and type the city and state: **Chicago, Illinois**. Press the Spacebar twice, and then type the ZIP Code **60602**. Press Enter to finalize the entry and move to cell B12.
12. Begin typing the phone number: **881-2127**, but before finalizing, you realize that you do not have the correct number so press Esc to abort the entry.
13. For now, you will clear the cell where the phone number should go, and if you get it later on, you'll add it. Press Delete to clear cell B12.
14. Use the arrow keys to move to cell A15. Type your name and press Tab to move to cell C15.
15. Type the rest of the entries shown in Illustration A. Correct any errors by pressing Backspace, or if the entry has already been finalized, by retyping it.
16. Click cell A43. Click in the Formula bar, and edit the cell to replace just the text, [Your Company Name] with **Michigan Ave. Athletic Club**.
17. In cell A46, type the club's address and phone number: **200 W. Michigan Ave. - Chicago, Illinois - 60614 - (606) 559-1200**.
18. Close the workbook, saving all changes.



Illustration A

S02MAAC Invoice.xlsx - Microsoft Excel

	A	B	C	D	E	F	G
1	YOUR LOGO HERE		<h1>Invoice</h1> <p>Date:</p> <p>Invoice #: [100]</p> <p>Customer ID: [ABC12345]</p>				
3	Michigan Ave. Athletic Club						
4							
5							
6							
7							
8	To:	Hoji Chen					
9							
10			12 W. 21st Street				
11			Chicago, Illinois 60602				
12							
13							
14	Salesperson	Job	Payment Terms	Due Date			
15	Jennifer Fulton	AR Supervisor	Due upon receipt				
16							
17	Qty	Description	Unit Price	Line Total			
18		Massage - per hour					
19		Facial					
20		Body wrap					
21		Resistance training - per hour					
22							

Service Invoice



## ON YOUR OWN

1. Start Excel, if necessary.
2. Create a new workbook using the template Weekly time sheet by client and project.
  - ✓ You'll need to download this template from Microsoft Office Online. You'll find the template listed in the Time sheets category.
  - ✓ If you cannot download the template, you can copy it from the data files folder to your Templates folder: **02Time sheet.xlsx**. After copying the template, use the My Templates category to use the template to create a document from the template.
3. Save the file as **OXL02\_xx**.
  - ✓ Be sure to save the workbook using the new .XLSX format.
4. Enter the information shown in Illustration A.
  - ✓ To remove the comment in cell D8, click the Clear button in the Editing group on the Home tab, and choose the Clear Comments command. You'll learn about comments in Exercise 14. You'll enter a date in Exercise 4.
  - ✓ You'll enter the other data in Exercise 4.
5. Close the workbook, saving all changes.

Illustration A

SOXL02.xlsx - Microsoft Excel

Day	Client Code	Project Code	Billable Hours	Other Hours	Total
Monday	3/28/2008	HCD01	FR01		
Tuesday	3/29/2008	HWD23	WP02		
Wednesday	3/30/2008	HLL12	FR01		
Thursday	3/31/2008	HWD23	FR02		
Friday	4/1/2008	HCD01	FR03		
Saturday	4/2/2008	HCD01	WP02		
Sunday	4/3/2008	HLL15	FR02		
Total hours					

Contractor signature \_\_\_\_\_ Date \_\_\_\_\_

Weekly Time Sheet