

# Lesson 1-4: Open and navigate a workbook

## 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 postfix.

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

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

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

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

The interim versions are provided for two 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 load the example to give some clues about what has gone wrong.

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.

Excel uses the analogy of a book that has many pages. In Excel terminology we use the term: *Workbook* for the book and *Worksheet* for each of the pages. We'll be learning more about worksheets later in this session in *Lesson 1-7: View, 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:


[www.learnmicrosoftexcel.com](http://www.learnmicrosoftexcel.com)

2. Click the download link on the top left of the home page.



3. Download the sample files.

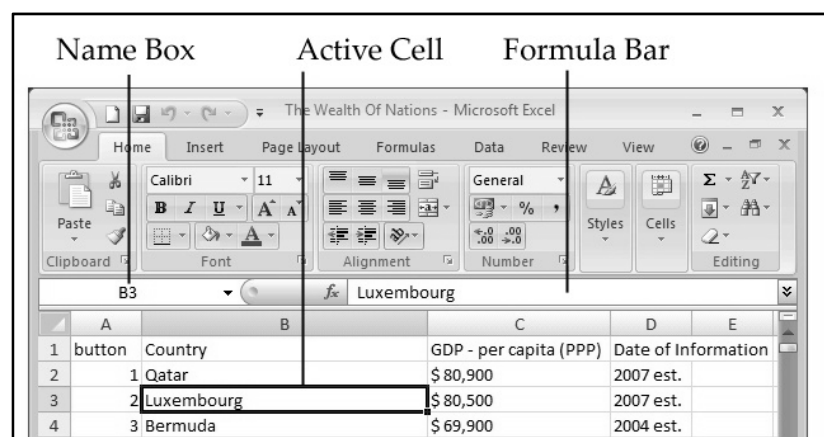
### 2 Open the sample workbook: *The Wealth of Nations*.

Open Excel and then click on the Office button  at the top left of the screen.

Select *Open* from the drop down menu. Navigate to the folder containing the sample files and double click *The Wealth of Nations* to open the sample workbook.

If you prefer to use the keyboard, another way to open a workbook is to hold down the <Ctrl> key and then press the <O> key.

### 3 Go to Cell Z3 using the Name box.



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.

**The Wealth of Nations**

## note

### Excel 2007 is big!

"Space is big - really big - you just won't believe how vastly, hugely mind-bogglingly big it is. You may think it's a long way down the road to the chemist, but that's just peanuts to space".

*Douglas Adams, The Hitchhikers' Guide to the Galaxy*

A compelling reason to upgrade from Excel 2003 to the new 2007 version is the sheer size of worksheets that can now be manipulated.

Excel versions 97-2003 were limited to 65,536 rows and 256 columns.

Many of my clients have needed to overcome the "65,000 row problem" in earlier Excel versions. Until now that meant moving to Access (Microsoft's database management application).

Excel 2007 worksheets can have up to 1,048,576 rows and 16,585 columns.

Put into more understandable terms.

- You could create a single worksheet with the name of every human being on the planet and you wouldn't run out of cells (in fact, you wouldn't have even used half of your worksheet).
- If you filled every cell and printed out the worksheet it would be 3.25 miles (5.24 kilometres) long and 320 yards (293 Metres) wide – that's a lot of paper.

Believe it or not, some of my clients aren't even happy with this and are now running into the "million row problem"!

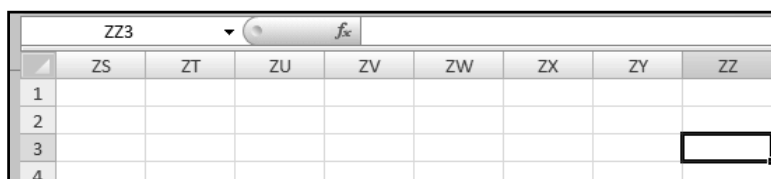
In Excel 2007 there are a little over a million rows and a little over sixteen thousand columns. You may wonder how it is possible to name all of these columns with only 26 letters in the alphabet.

When Excel runs out of letters it starts using two: X,Y,Z and then AA, AB, AC etc. But even two letters is 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 black line around it. The Active Cell's address is always displayed in the *Name Box* and its contents are displayed in the *Formula Bar*.

We 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 Excel's workbook window.

The vertical scroll bar runs from top to bottom of the worksheet 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 workbook window and allows you to move to the left and right in wide worksheets.

Here's how the scroll bars work:

