

BEGINNING EXCEL

BEGINNING EXCEL



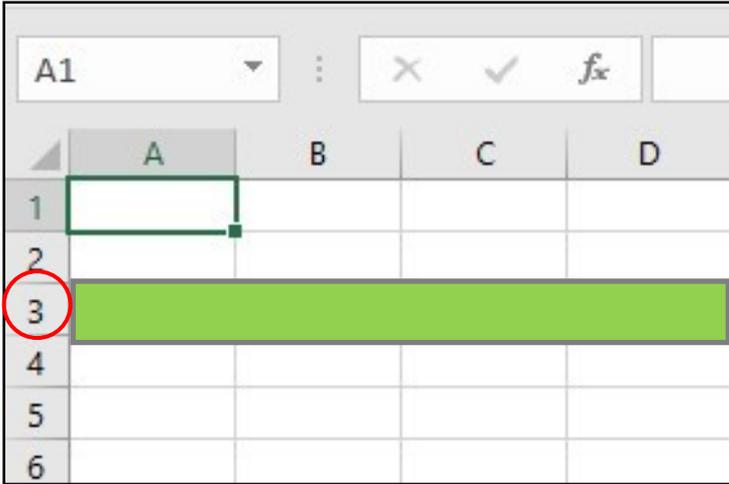
While its primary function is to be a “number cruncher”, Excel is a versatile program that is used in a variety of ways.

Because it easily organizes, manages, and displays information, you will be able to quickly find helpful information and draw conclusions.

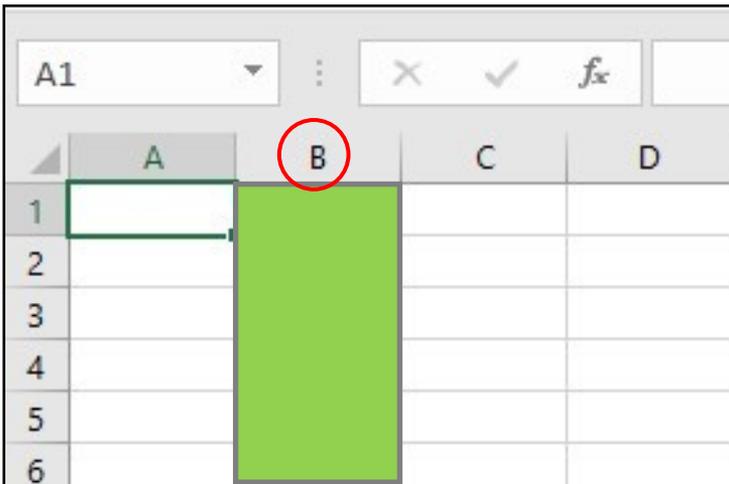
	A	B	C	D	E
1	New Used Car				
2		Max Price	15500		
3		Down Pay	10%		
4		Cash Need	1550		
5					
6	Date	Amount	Total		
7	January	100	100		
8	February	100	200		
9	March	100	300		
10	April		300		
11	May		300		
12	June		300		
13	July		300		
14	August		300		
15	September		300		
16	October		300		
17	November		300		
18	December		300		
19					
20		Still Need	=C4-C18		
21					

PARTS OF A WORKSHEET

Rows – Run horizontally across a worksheet and are labeled with numbers.



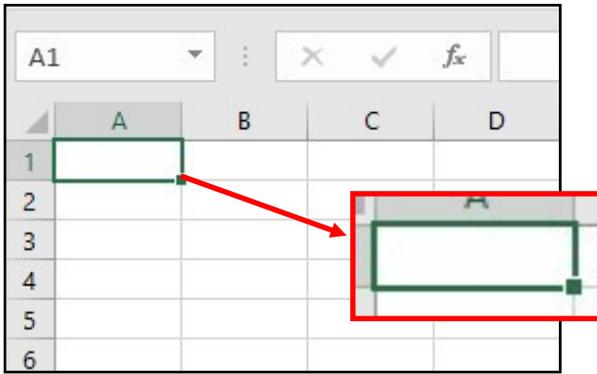
Columns – Run vertically down the worksheet and are labeled with letters.



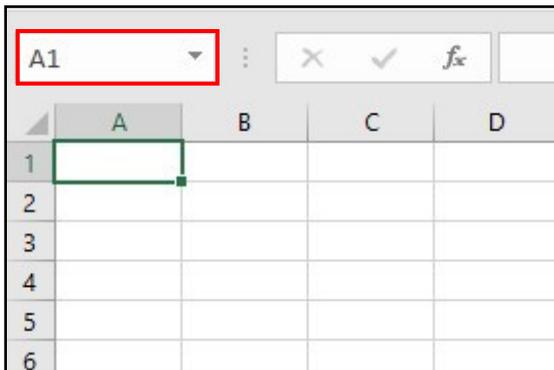
PARTS OF A WORKSHEET

Cells – The intersecting spaces where a column and a row meet.

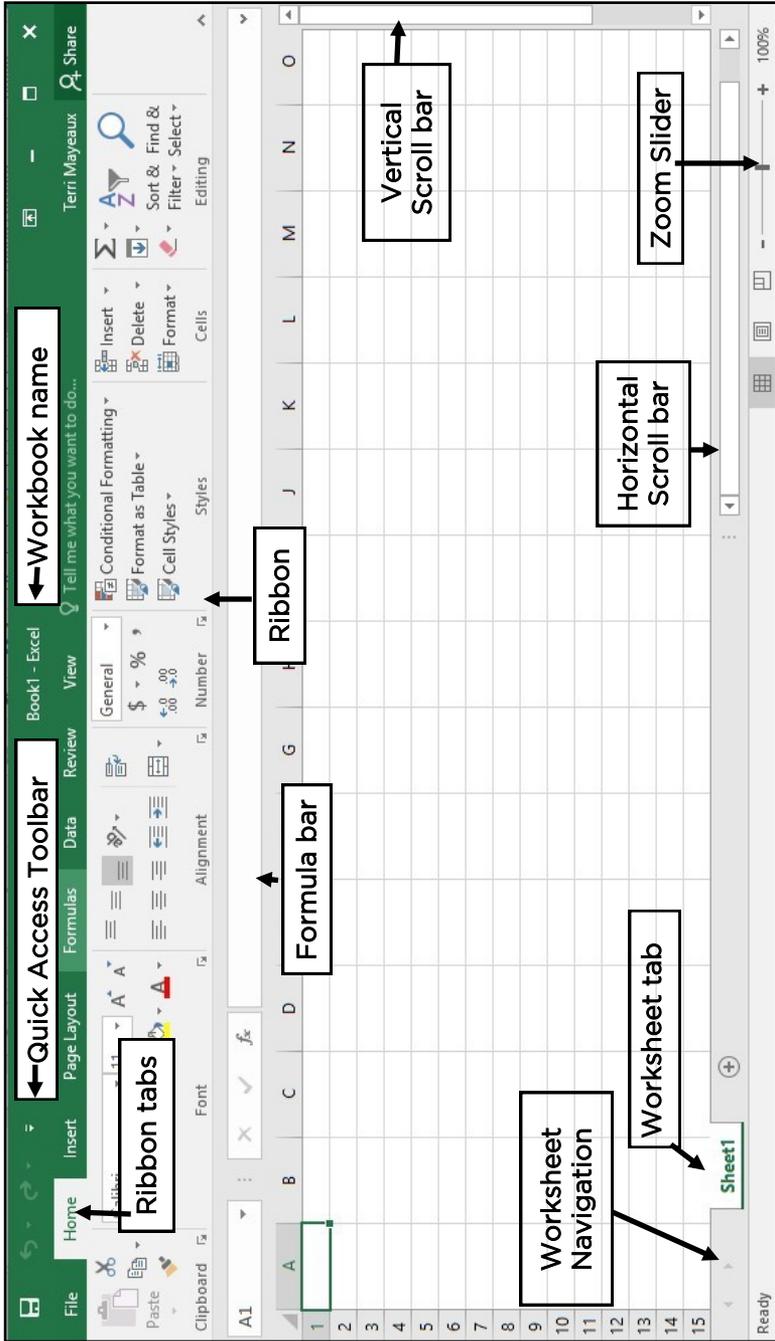
Active Cell – The active cell is the cell you have selected. It has a thick border around it, called the cell selector.



Name Box – Displays the active cell's name.



EXCEL AND WORKSHEET PARTS



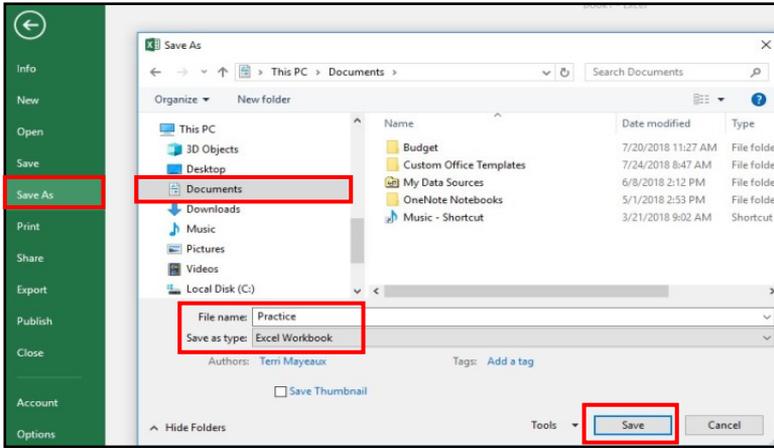
NAVIGATE A WORKSHEET

Worksheet – The workspace that can contain elements such as spreadsheets and charts. Each worksheet has a corresponding tab.

While there are many ways to move to the cell you want to select, here are some basic ways to move your cursor in a worksheet.

- **Enter** – Moves the cell selector down one row.
- **Shift + Enter** – Moves the cell selector up one row.
- **Tab** – Moves the cell selector one cell to the right.
- **Shift + Tab** – Moves the cell selector one cell to the left.
- **Arrow keys** – Move the cell selector in the direction of the arrow (up, right, down, or left.)
- **Scroll bars** – Move the spreadsheet up or down, right or left, either by clicking on the small arrow buttons or by dragging the actual bar. Don't forget to use the scroll wheel on your mouse as well.
- **Ctrl + Home** – Moves the cursor to the first cell of the spreadsheet, usually A1.
- **Ctrl + End** – Moves the cursor to the last cell of the spreadsheet.

SAVE A WORKBOOK



Workbook – The big “container” that organizes related worksheets into one file. The workbook name is the filename.

To save a new workbook:

1. Click the **File** tab.
2. Select **Save As**.
3. Navigate to the location where you want to save the file.
4. Give the file a name and retain Excel Workbook as the Save As Type.
5. Click **Save**.

To save an existing, previously saved workbook:

From the Quick Access Toolbar, click the **Save** (floppy disk) button, which is the first button on the toolbar.

ADD DATA TO A SPREADSHEET

New Used Car		
	Max Price	\$15,500.00
	Down Payment %	10%
	Cash Needed	1550
Date	Amount	Total
January	100	100.00
February	100	200.00
March	100	300.00
April		300.00
May		300.00
June		300.00
July		300.00
August		300.00
September		300.00
October		300.00
November		300.00
December		300.00

Spreadsheet – An arrangement of data in rows and columns.

While you can open a blank workbook and just start typing, pre-planning can yield rewards in the long run. You may still need to make unanticipated edits as you create your spreadsheet.

To enter data into a spreadsheet, select the cell you want to add information to, and then type. Text naturally aligns to the left of a cell, while numbers align to the right.

ADD DATA TO A SPREADSHEET

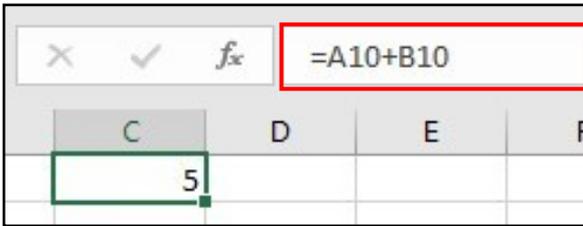
Think of Excel as having “layers” that you work with.

- The first layer is the worksheet grid.
- The second layer becomes evident when you type data in a cell. The insertion point keeps blinking until you set your “typing layer” into the cell by pressing Enter, Tab, or an arrow key.
- When you enter numbers, only type the numbers, not the commas or dollar signs that you might want. “Apply formatting” to a spreadsheet is yet another “layer” you’ll add by using the Ribbon buttons.

Tip: If ##### appears in a cell, the cell is not big enough to show all of the data. Expand the size of the cell to have the information appear.

Notes

THE FORMULA BAR



The formula bar has two main functions.

1. **Display all of a cell's contents.** Text entered into a cell only observes the boundaries of that cell if the adjacent cell also contains data. Check a cell's contents by looking at the formula bar.
2. **Display the formula in a cell.** The cell shows the answer to the equation; the formula bar shows the calculation that produced the answer.

As you type in a cell, buttons to the left of the formula bar are temporarily active.

Tip: When you click the button, it acts like the Enter key in that it enters data into a cell; however, the active cell does not move.

WRITE A BASIC FORMULA

Although Excel can perform complex math calculations, writing simple math equations is often all that's needed.

To write a formula, remember these four rules:

- **All formulas must begin with an equals sign.** Without the equals sign, Excel understands what has been entered to be text.
- **Use cell references whenever possible.** Using cell references allows the cell contents to be edited without your needing to also edit the formula.
- **Use a math operator.** Basic formulas simply add (+), subtract (-), multiply (*), or divide (/). Use the numeric keypad for the easiest way to type these operators.
- **No spaces when you type.** If you add spaces in a formula, Excel makes that edit for you and removes them.

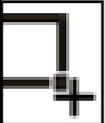
Notes

MOUSE POINTERS

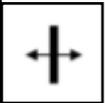
The appearance of the mouse pointer in Excel is crucial. The following list explains how the mouse might look and what it does.



Normal or **Select** pointer – This cursor, shaped like a white cross with a black border, allows you to select a cell or group of cells.



Autofill pointer – As you hover the mouse over the fill handle, the mouse pointer becomes a black plus sign. Use this cursor to copy formulas or complete number patterns.



Resizing pointer – Shaped like a plus sign, it only appears when the mouse hovers over the boundary line between two column letters or two row numbers. Arrows on the pointer indicate the direction the boundary line can be dragged.



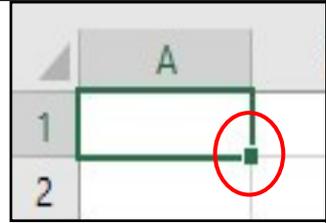
Move pointer – The plus sign with arrows pointing in all directions is used to drag data from one location to another.



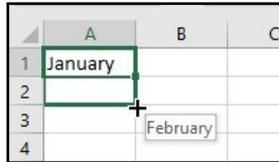
Arrow pointer – Appears when the mouse hovers over a column letter or a row number. Click the mouse to select row(s) or column(s).

THE FILL HANDLE

The fill handle is the little square in the lower right of an active cell. Use it to copy dates, patterns, or formulas to contiguous (next to each other) cells.



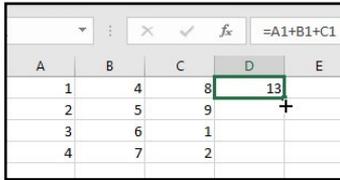
To complete listing a series of days/months to adjacent cells:



1. Enter the first day/month (either the complete spelling or abbreviated).
2. Click the checkmark button to stay in the same cell.
3. Hover the mouse over the fill handle until the cursor becomes a thin plus sign.
4. Click and drag the mouse to finish the list.

THE FILL HANDLE

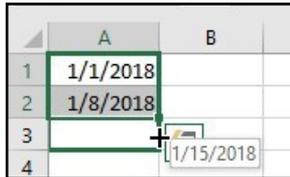
To copy a formula to adjacent cells:



	A	B	C	D	E
1		4	8	13	
2		5	9		
3		6	1		
4		7	2		

1. Enter the first formula.
2. Click the checkmark button to stay in the same cell.
3. Hover the mouse over the fill handle until the cursor becomes a thin plus sign.
4. Click and drag the mouse to copy the formula.

To copy a pattern of dates or numbers:



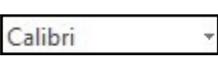
	A	B
1	1/1/2018	
2	1/8/2018	
3	1/15/2018	
4		

1. Enter the first two dates/numbers of the pattern in the first two cells to establish the pattern.
2. Select the two cells.
3. Hover the mouse over the fill handle until the cursor becomes a thin plus sign.
4. Click and drag the mouse to continue the pattern.

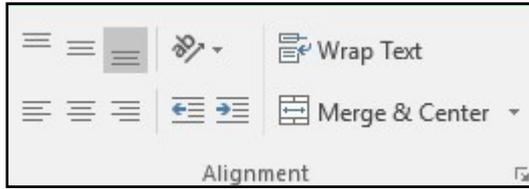
THE HOME TAB: FONT GROUP



Use the buttons in the **Font** group to make changes to your spreadsheet's fonts.

	Click the drop down arrow to select from the list of all possible fonts .
	Click the drop down arrow to select a different font size .
	Click the buttons to either increase or decrease the font size .
	Click the buttons to make the selected data bold , <i>italicized</i> , or <u>underlined</u> . The drop down arrow provides a list of underline styles.
	Add borders around cells.
	Add a background color to selected cells.
	Click the drop down button to change the font color of the selected data.

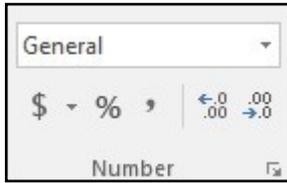
THE HOME TAB: ALIGNMENT



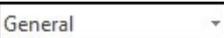
Use the buttons in the **Alignment** group to adjust the positioning of a cell's contents.

	<p>Vertical alignment within a cell. The default is for data to be at the bottom of the cell. It can also be at the top or the middle.</p>
	<p>Horizontal alignment within a cell. While the type of data determines default right or left alignment, this can be changed. Cell contents can also be centered within the cell.</p>
	<p>The Orientation button allows you to adjust the angle and rotation of a cell's contents.</p>
	<p>Decrease or increase indentation within a cell.</p>
	<p>Wrap text within a cell so that the cell's contents don't go outside the cell's borders.</p>
	<p>The Merge and Center button allows you to merge selected cells and then center the new cell's contents.</p>

THE HOME TAB: NUMBER GROUP



The **Number** group is used to format numbers and dates. While the Ribbon buttons provide quick formatting for common issues, click the drop down arrow to the right of “General” for a list of more formats you may want to use.

	<p>General formats letters and characters as text, numbers as numbers, and dates as dates.</p>
	<p>The Accounting button adds currency formatting to a cell.</p>
	<p>Converts numbers to percents. For example, type a “1” in a cell, then click the % button for 100%.</p>
	<p>The comma button adds commas and two decimal places to large numbers.</p>
	<p>Increase or decrease the number of decimal places in a number.</p>

Online Learning opportunities:
mymcpl.org/online-learning

