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.
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

Quick Access Toolbar

Workbooks name

Ribbon

Formula bar

Vertical Scroll bar

Zoom Slider

Horizontal Scroll bar

Worksheet Navigation

Worksheet tab

Worksheet

Navigation

Horizontal Scroll bar

Vertical Scroll bar

Zoom Slider

Formula bar

Ribbon

Workbook name

Quick Access Toolbar
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.
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.
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 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.
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:

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:

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.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Font Group" /></td>
<td>Click the drop down arrow to select from the list of all possible <strong>fonts</strong>.</td>
</tr>
<tr>
<td><img src="image" alt="Font Size" /></td>
<td>Click the drop down arrow to select a different <strong>font size</strong>.</td>
</tr>
<tr>
<td><img src="image" alt="Font Style" /></td>
<td>Click the buttons to either increase or decrease the <strong>font size</strong>.</td>
</tr>
<tr>
<td><img src="image" alt="Font Effects" /></td>
<td>Click the buttons to make the selected data <strong>bold</strong>, <em>italicized</em>, or underlined. The drop down arrow provides a list of underline styles.</td>
</tr>
<tr>
<td><img src="image" alt="Borders" /></td>
<td>Add <strong>borders</strong> around cells.</td>
</tr>
<tr>
<td><img src="image" alt="Background Color" /></td>
<td>Add a <strong>background color</strong> to selected cells.</td>
</tr>
<tr>
<td><img src="image" alt="Font Color" /></td>
<td>Click the drop down button to change the <strong>font color</strong> of the selected data.</td>
</tr>
</tbody>
</table>
THE HOME TAB: ALIGNMENT

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

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Vertical alignment" /></td>
<td><strong>Vertical alignment</strong> 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.</td>
</tr>
<tr>
<td><img src="image" alt="Horizontal alignment" /></td>
<td><strong>Horizontal alignment</strong> 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.</td>
</tr>
<tr>
<td><img src="image" alt="Orientation" /></td>
<td>The <strong>Orientation</strong> button allows you to adjust the angle and rotation of a cell’s contents.</td>
</tr>
<tr>
<td><img src="image" alt="Decrease or increase indentation" /></td>
<td><strong>Decrease</strong> or <strong>increase</strong> indentation within a cell.</td>
</tr>
<tr>
<td><img src="image" alt="Wrap text" /></td>
<td><strong>Wrap text</strong> within a cell so that the cell’s contents don’t go outside the cell’s borders.</td>
</tr>
<tr>
<td><img src="image" alt="Merge and Center" /></td>
<td>The <strong>Merge and Center</strong> button allows you to merge selected cells and then center the new cell’s contents.</td>
</tr>
</tbody>
</table>
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.

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