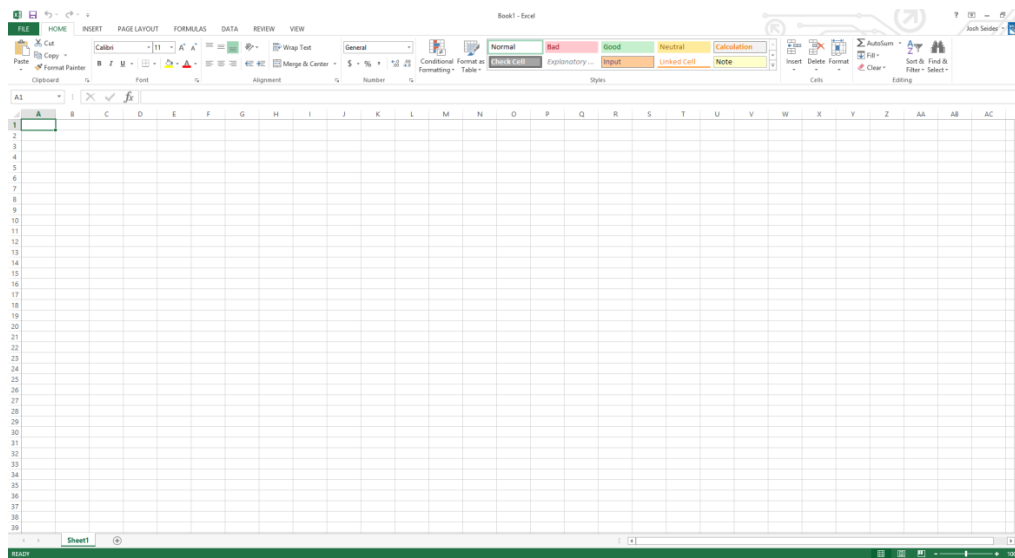




Microsoft Excel

Microsoft Excel is a basic data entry software. Utilize the spreadsheet to organize and analyze data, create graphs, etc.

1. Locate Microsoft Office. The easiest way to do this would be to perform a search through your programs. Move your cursor to the bottom left of the screen and click on the “Search” option. The placement may vary depending on your operating system.
2. Open Microsoft Excel. You are now in the basic interface of the program. As you can see below, you are brought up to a blank “worksheet” (i.e. the blank table). On this layout, you can begin typing in words or data.



3. Each blank box is called a “cell.”
 - I. Click on whichever box you want to enter information in and then start typing.

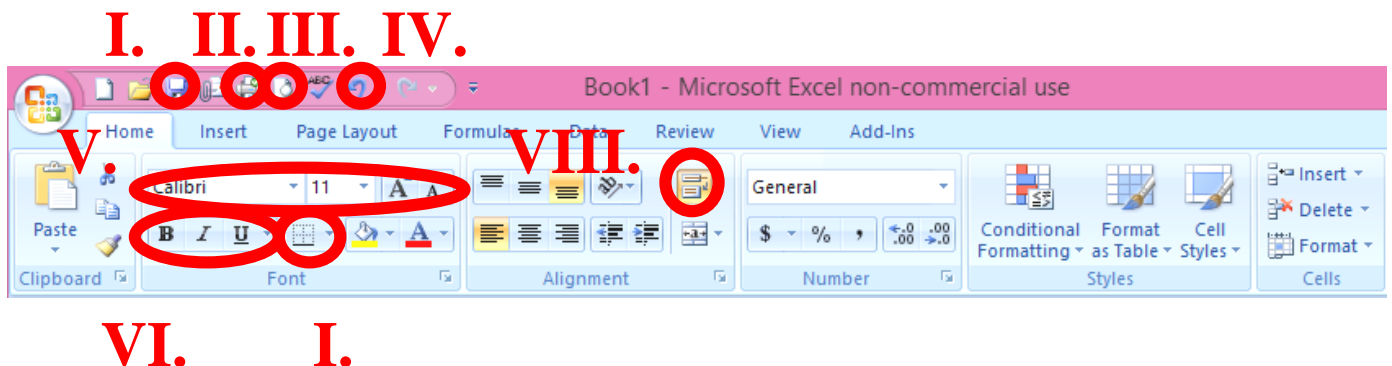
- II. Press "Enter" when complete.
- III. Write text into additional cells as desired.
- IV. In order to increase the width of the cell to wrap around the words, double click on the right side of the appropriate column as shown below.



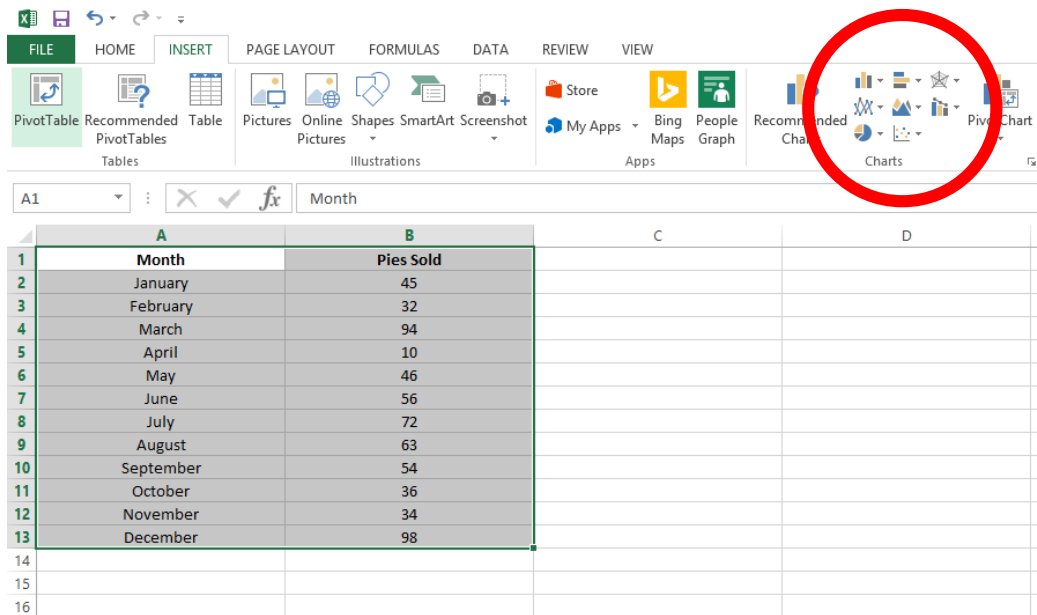
4. Excel is especially helpful for making tables or organizing data. For instance:

	A	B
1	Month	Pies Sold
2	January	45
3	February	32
4	March	94
5	April	10
6	May	46
7	June	56
8	July	72
9	August	63
10	September	54
11	October	36
12	November	34
13	December	98

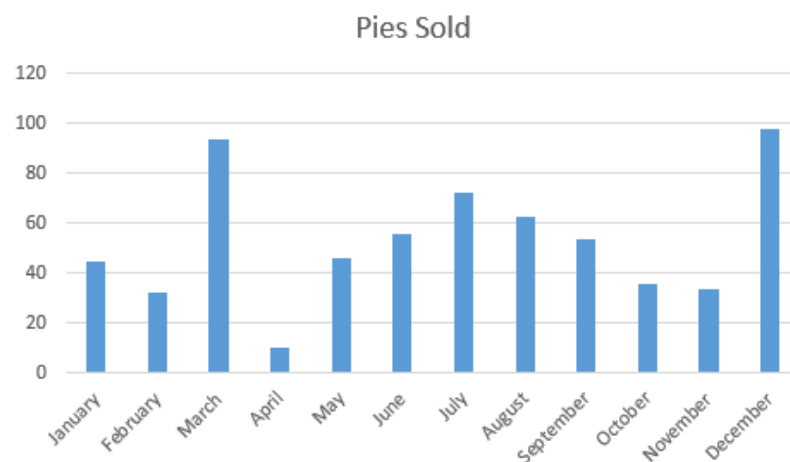
5. The basic buttons of Excel are as follows:



- I. Save: Click this button to save the document you are working on to your computer. Remember: you must save before you exit the program or your document will be lost when you try to access it again. The first time you save a document, you will be prompted to your files to organize your documents effectively for future use.
 - II. Quick Print: Once you are ready, print a hard copy..
 - III. Print Preview: Preview the page(s) before you print to make sure it looks just right.
 - IV. Undo: Made a mistake? You can click this button to erase the action that you just did. For example, if you typed in a word incorrectly, you can click the undo button and then that word will go away.
 - V. Text: Alter the style to match the theme and/or change the number in this box to change the size of the text you type.
 - VI. Font Style: You can change the look of your text. There are three styles: (1) **bold**, (2) *italic*, and (3) underline. Click the appropriate button and then the text you type after will be in that style.
 - VII. Border: Customize the spreadsheet by adding borders around the cells.
 - VIII. Wrap Text: This tools allows you to bring the text to the next line within given width limitations.
6. One of the most useful things you can do on Excel is making graphs. Once you have your data entered, Excel will automatically turn your data into a graph if you push a certain button. First, you must highlight the data you want to make into a graph:



- I. Make sure you are in the “Insert” tab on the top. Then find the “Charts” section (circled above) and pick the one that is most suitable to your data. For instance, the example data works well in a bar graph, so the bar graph picture will be selected.
- II. And then, you’re done! Excel will turn your data into a graph, like this:



Phone: (470) 222-5194

Email: content@technocademy.org

Website: www.technocademy.org