



Module 2: Excel Basics

1 BASICS

Installing Excel

- Go to office.com or use the app store
- Sign in with a Microsoft account
- Install and launch Excel

Opening Excel

- Search "Excel" from the taskbar
- Click to open
- Choose recent files or browse via **Open**

+ Creating a New Workbook

- Select **Blank Workbook** or a template
- Excel file = **Workbook**
- Tabs inside = **Worksheets**



Workbook Components

Element	Layout	Description
Rows	1, 2, 3...	Horizontal
Columns	A, B, C...	Vertical
Cell	A1, B2, etc.	Row + Column intersection

Ribbon Tabs Overview

Tab	Use
Home	Formatting, font, cut/copy/paste
Insert	Charts, images, tables
Page Layout	Margins, themes
Formulas	SUM, AVERAGE, etc.
Data	Sorting, filtering
Review	Spelling, comments
View	Zoom, Freeze Panes



Tip: Ctrl + N → New Workbook

2 WORKSHEET BASICS

What is a Worksheet?

- A sheet/page inside an Excel file
- Use multiple sheets for organised data

Sheet Operations

Action	How-To
Rename	Double-click the tab name
Add	Click + next to last sheet
Delete	Right-click tab → Delete
Move	Drag tab left or right
Color tab	Right-click → Tab Color
View full name	Hover if cut off

Example Usage


- Sheet 1: Marks
- Sheet 2: Attendance
- Sheet 3: Summary

3 DATA FORMATS

Editing Cells


- Double-click a cell or use the formula bar

Types of Data

Type	Example	Use
Text	"Name", "Class A"	Labels or headings
Number	150, -20, 99.50	For calculations
Date	15 May 2025	Format in Date style
Formula	=A1+B1	Starts with 

Format Options (Home → Number group)

- General, Number, Currency, Accounting
- Date, Time, Percentage, Fraction
- Scientific, Text, Special, Custom

 Excel dates start from **01 Jan 1900**

4 DATA HANDLING BASICS (CUT, COPY & PASTE)

Navigation Shortcuts

Action	Shortcut
Jump to last filled cell	Ctrl + Arrow key
Select data step-by-step	Shift + Arrow
Select all in direction	Ctrl + Shift + Arrow

Cut, Copy, Paste

Action	Shortcut
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y

Paste Options

Option	Use
Paste	All data & formatting
Formulas	Only formulas
Values	Only result values
Formatting	Style only
Transpose	Switch rows ↔ columns
Picture	Paste as an image
Keep Source	Maintain original formatting

Deleting

- Delete content: Select cell → Press Delete
- Delete row/column: Right-click → Delete
- Clear: Removes content only (not structure)

5 SAVING AND PRINTING BASICS

Save Options

Option	Shortcut	Use
Save	Ctrl + S	Save current file
Save As	F12	Save new file or copy

Protect Workbook

- Go to: **File → Info → Protect Workbook → Set Password**
 - This allows you to add password protection to your workbook for security.

Printing

- **File → Print** or **Ctrl + P**
 - This opens the print dialogue to select your printer and configure settings.

Views

Located at the **bottom right corner**.

View Name	Use
Normal View	Default view for editing
Page Layout View	Adjust margins and page layout
Page Break Preview	View how data splits across pages

