

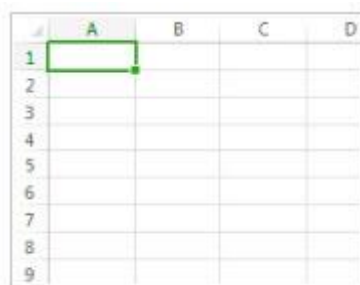
Basic tasks in Excel 2013

Excel is an incredibly powerful tool for getting meaning out of vast amounts of data. But it also works really well for simple calculations and tracking almost any kind of information. The key for unlocking all that potential is the grid of cells. Cells can contain numbers, text or formulas. You put data in your cells and group them in rows and columns. That allows you to add up your data, sort and filter it, put it in tables, and build great-looking charts. Let's go through the basic steps to get you started.

Create a new workbook

Excel documents are called workbooks. Each workbook has sheets, typically called spreadsheets. You can add as many sheets as you want to a workbook, or you can create new workbooks to keep your data separate.

1. Open an Excel Workbook
2. Double click the **Blank workbook**.



Blank workbook

Enter your data exactly like the example provided

1. Click an empty cell. For example, cell A1 on a new sheet.

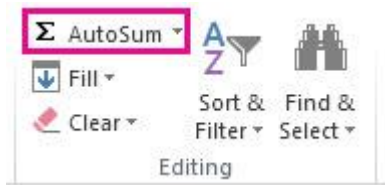
Cells are referenced by their location in the row and column on the sheet, so cell A1 is in the first row of column A.

2. Type text or a number in the cell (information from example sheet).
3. Press Enter or Tab to move to the next cell.

Use AutoSum to add your data

When you've entered numbers in your sheet, you might want to add them up. A fast way to do that is by using **AutoSum**.

1. Select the cell below the total box (your goal is to get the total for Rent, Gas & Water)
2. Click **Home** > **AutoSum**, or press Alt+=.



AutoSum adds up the numbers and shows the result in the cell you selected.

Do this for each row of numbers.

Create a simple formula

Adding numbers is just one of the things you can do, but Excel can do other math too. Try some simple formulas to add, subtract, multiply or divide your numbers.

1. Select the first cell under the **Play Cell** column. Type an equal sign (=). That tells Excel that this cell will contain a formula.
2. Type a combination of numbers and calculation operators, like the plus sign (+) for addition, the minus sign (-) for subtraction, the asterisk (*) for multiplication, or the forward slash (/) for division.

For example, enter **=2+4** in the first cell and press enter, enter **=4-2** in the cell below that one and press enter, enter **=2*4** in the following cell and press enter. Finally, enter **=4/2** in the last box and press enter.

3. That runs the calculation.

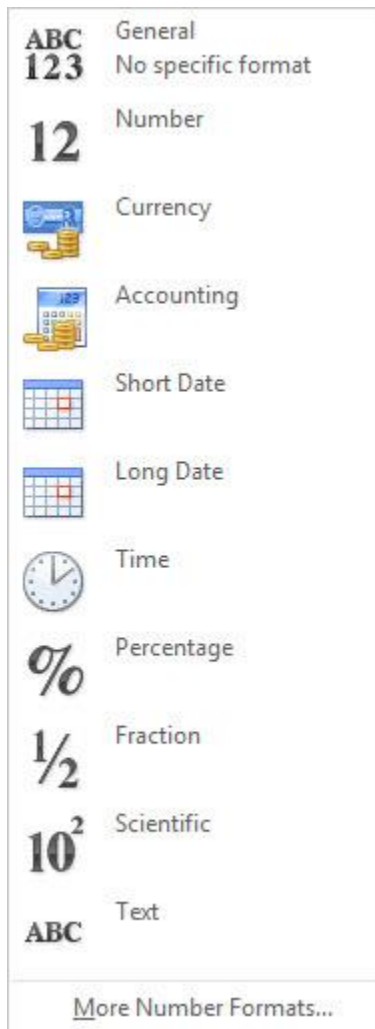
Apply a number format

To distinguish between different types of numbers, add a format, like currency, percentages, or dates.

1. Select all the **numerical values** in the worksheet (except the Play Cell).
2. Click **Home** > Arrow next to **General**.



3. Pick a currency format.

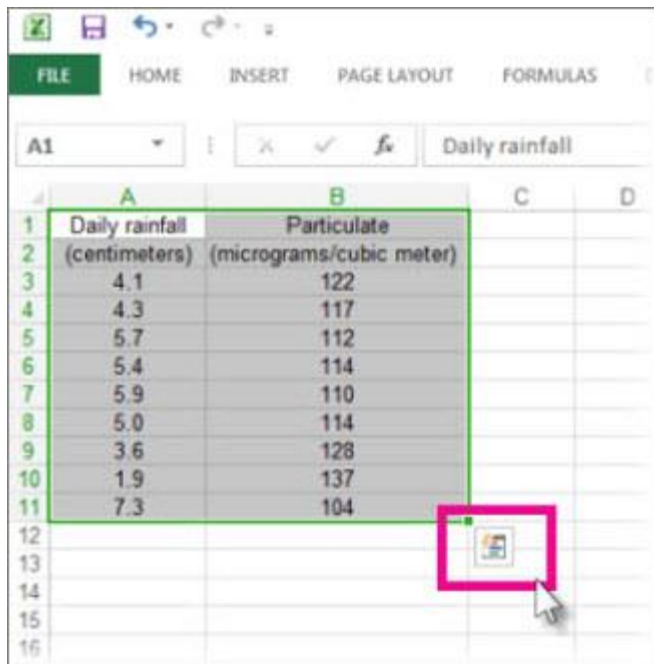


If you don't see the number format you're looking for, click **More Number Formats**.

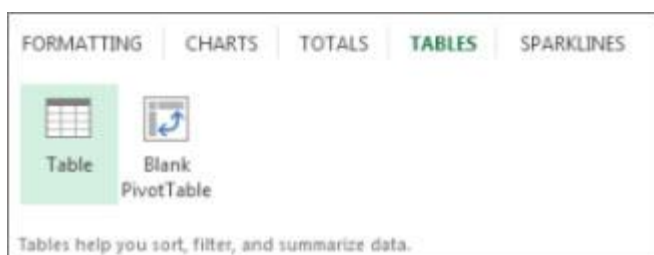
Add meaning to your data

1. Select your data by clicking the first cell and dragging to the last cell in your data (**Do not include the Play Cell**).

2. Click the **Quick Analysis** button  in the bottom-right corner of the selection (see following page).




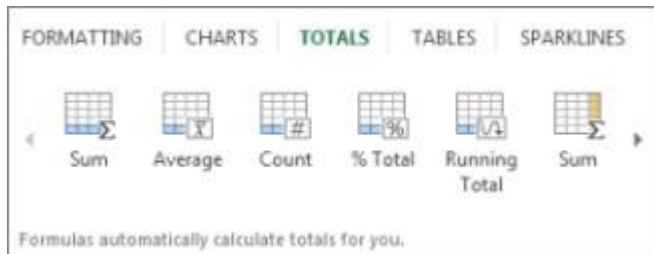
3. Click **Formatting**, move your cursor to the **Icon Set** button so you can see how your data will look. Click the button.



Show totals for your numbers


Quick Analysis tools let you total your numbers quickly. Whether it's a sum, average, or count you want, Excel shows the calculation results right below or next to your numbers.

1. Select the cells that contain numbers (**do not include the Play Cell values**).
2. Click the **Quick Analysis** button  in the bottom-right corner of the selection.
3. Click **Totals**, move your cursor across the sum button to see the calculation results for your data, and then click the sum button to apply the totals (see following page).



Show your data in a chart

The Quick Analysis tool recommends the right chart for your data and gives you a visual presentation in just a few clicks.

1. Select all cells except the Play Cells in your chart.
2. Click the **Quick Analysis** button  that appears in the lower-right corner of your selection.
3. Click **Charts**, move across the recommended charts to see which one looks best for your data, and then click the one that you want.



NOTE Excel shows different charts in this gallery, depending on what's recommended for your data.

Save your work

1. Click the **Save** button on the **Quick Access Toolbar**, or press Ctrl+S.



If you've saved your work before, you're done.

2. If this is the first time, go on to complete the next steps:
 1. Under **Save As**, pick where to save your workbook, and then browse to a folder.
 2. In the **File name** box, enter a name for your workbook.
 3. Click **Save** to finish.