Excel Recitation 1

NO MORE JAVASCRIPT!

Introduction to Microsoft Excel

- Important notes:
    - **Feel free to use Excel on your own computers, but the Excel exam (last scheduled recitation) will be done on the lab computers so be familiar with Excel on the lab computers!**
- Excel documents are made up of "cells"
- Navigate around cells using arrow keys
    - Columns go from A, B, C…
    - Rows are numbered
- Click (or double-click) on type in values
- Worksheet – single spreadsheet
- Workbook – multiple spreadsheets
    - Ctrl + N for new sheet
- Auto-fill
    - Can fill consecutive dates, numbers, days, months, etc.
    - Type in the first few values, then drag to auto-fill (lower right-hand corner of highlighted cells)
- Formatting
    - Can insert rows/columns
    - Resize columns and rows ("#####" in a cell means that the cell is not big enough to display a value)
    - Right-click "Format Cells" to change borders, number type, and more
- Formulas
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    - Start with "=" sign
    - Referencing cells
        - Commas for single cells
        - Colon for ranges of cells
        - Relative referencing: cell references are updated when auto-filled or copied
        - Absolute referencing: references remain fixed (use "$" signs)
    - Some basic functions already in Excel:
        - Sum
        - Average