# learnit

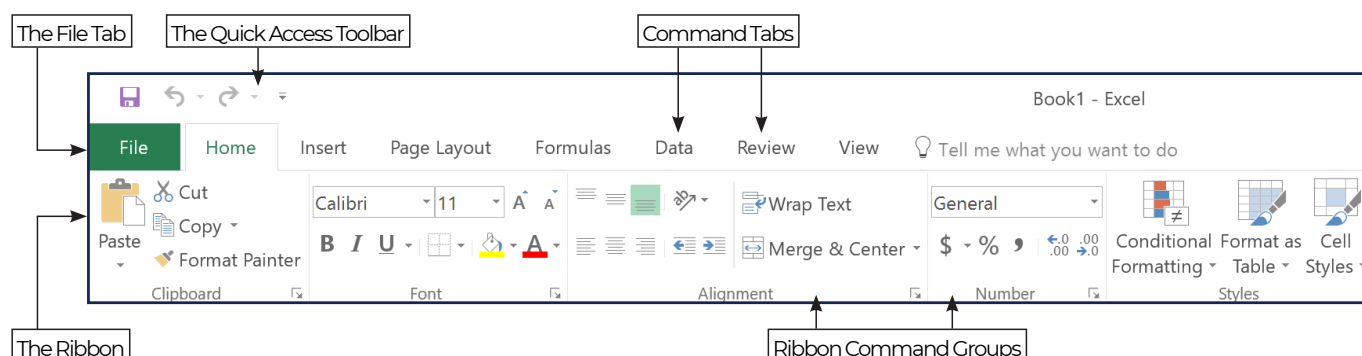## Course Reference Handout

# MICROSOFT EXCEL - INTRODUCTION

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(415) 693-0250

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# DAY 1

# MICROSOFT EXCEL — learnit

## Module 01

The File Tab | The Quick Access Toolbar | Command Tabs

Book1 - Excel

File | Home | Insert | Page Layout | Formulas | Data | Review | View | Tell me what you want to do

Cut · Copy · Paste · Format Painter | Clipboard | Calibri 11 · B I U | Font | Wrap Text · Merge & Center | Alignment | General · $ · % · | Number | Conditional Formatting · Format as Table · Cell Styles | Styles

The Ribbon

Ribbon Command Groups

## Terms and Definitions:

### Ribbon:
The Ribbon in Excel 2016 replaces what were known as the Standard Toolbar & the Formatting Toolbar in previous versions of Excel. To switch the display from one set of commands to another on the Ribbon, click on the Command Tabs which were known as the Menu Bar commands in previous versions of Excel.

### The File Tab:
The File Tab, located at the far left of the Ribbon, replaces the File Menu command from previous versions of Excel.

### The Quick Access Toolbar:
The Quick Access Toolbar is the only customizable toolbar in Excel 2016. Add command buttons you use often to the Quick Access Toolbar when you don't to have to select different Command Tabs to find commands, or when the command is not currently available on the Ribbon. To customize the Quick Access Toolbar click the arrow to it's right.

### Cell:
The cell is the basic building block of an Excel worksheet.

### Cell Address:
The cell address is the location of a cell in a worksheet, – referring to the Column Letter and the Row Number (always in that order!) of the cell in the worksheet.

### Range:
The range is two or more selected cells. To refer to a range of cells, specify the first cell and the last cell of a range separated by a colon symbol. For example, if all the cells from A1 to B5 were selected, it would be referenced as A1:B5.

### Workbook:
The term is used to refer to a Microsoft Excel file. Microsoft Excel 2007-16 Workbook files have a file extension of .xlsx.

### Worksheet:
A worksheet is an individual sheet within an Excel Workbook file. Each worksheet has over 16,000 Columns and over one million Rows.

## Navigation and Cell Selection:

- To enter data and move DOWN, use the [ENTER] key.
- To enter data and move to the RIGHT, use the [TAB] key.
- ARROW KEYS may also be used to move from cell to cell.

- You can also enter data and move to another cell by typing and then simply left-clicking another cell.
- To select a range of cells, left-click and drag from the first cell to the last cell, and release the left mouse button.

**QUICK TIPS**
To select all the cells in a worksheet, either click the area where Column A meets Row 1 – or – use the keyboard combination of [CTRL] + [A]

- To select an entire COLUMN, click the Column Header (the letter at the top of the column).
- To select an entire ROW, click the Row Header (the letter at the left of the row).

**QUICK TIPS**
To select multiple non-adjacent ranges of cells, select your first range of cells, then while holding down the [CTRL] key, select any additional ranges of cells. This works with rows and columns as well!

## Terms and References:

### Formula:
A mathematical operation involving addition, subtraction, multiplication, or division.

### Function:
A built in feature of Excel that can assist in performing complex mathematical operations or provide other data analysis or data retrieval functionality.

### Relative Cell Reference:
A reference to a cell in a formula or function that WILL be adjusted if the formula or function is copied. Relative cell references do not contain Dollar Signs, such as A5 or E15.

### Absolute Cell Reference:
A reference to a cell in a formula or function that will NOT be adjusted if the formula or function is copied. Absolute cell references are indicated by Dollar Signs, such as $A$5 or $E$15.

### Mathematical Operators:
The symbols used to indicate mathematical operations.

| Symbol | Operation |
|--------|-----------|
| + | Addition |
| - | Subtraction |
| * | Multiplication |
| / | Division |
| ^ | Exponential |

## To Write a Formula:

- Begin by selecting a cell you want the result of your calculation to appear in.
- Start the formula by typing an "equal sign" [=].
- Refer to cells in your formula by clicking them or by typing a cell's address.
- Insert mathematical operators as needed. Press the [ENTER] key when complete.

### Example of a Formula:

| | A | B |
|---|---|---|
| 1 | Sales: | $23,500 |
| 2 | Commision Rate: | 10% |
| 3 | Total Commision: | $ 2,350 |

In the illustration to the left, cell B3 contains a formula that multiplies the amount in cell B1 by the percentage in cell B2. The formula would be written as:

**=B1*B2**

## Adding a Range of Numbers:

To add a range of numbers, such as in a row or column, click the cell you want the sum total to appear in, and then click the AutoSum button $\Sigma$ located on the left of the Ribbon. If needed, select the correct range of cells to add and press the [ENTER] or [TAB] keys to insert the Sum Total of the selected cells.
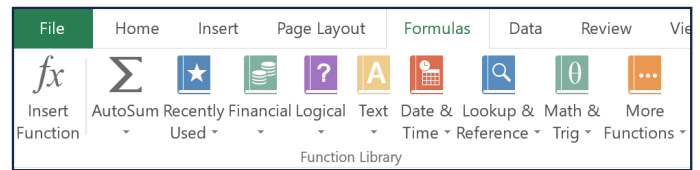


## Creating Functions:

Click the Formulas Command Tab located above the Ribbon to display the Formulas Ribbon. Select from various Function categories, or Libraries, to begin building functions with the help of Excel.

## Using AutoFill to Copy a Formula or Function :
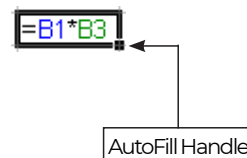


- Select the cell containing the formula or function you wish to copy.
- Drag the AutoFill Handle of the cell down or to the right accordingly. The AutoFill Handle is the black box in the lower right of the cell.

# Module 02

## Moving or Copying Data:

- First select the range of cells you want to move or copy.
- To MOVE the data, click the Cut button from the Home Tab Ribbon or use the keyboard combination of [CTRL] + [X]
- To COPY the data, click the Copy button from the Home Tab Ribbon or use the keyboard combination of [CTRL] + [C]
- Select the first cell you want to move or copy the data to.
- Click the PASTE button from the Home Tab Ribbon or use the keyboard combination of [CTRL] + [V].

### Note:

This method will allow you paste the data multiple times. If you need to only paste the data one time, you can use the [ENTER] key to paste after copying or cutting data.

## AutoFill a Series of Values:

To automatically fill in a series of text values, such as the months of the year, the days of the week or a series such as 1st QTR, 2nd QTR, 3rd QTR, etc. begin by typing a starting value and then drag the AutoFill handle.

**TRY NOW** Click on a cell and type Week 1 and press the [ENTER] key. Now select the cell containing "Week 1" and drag the AutoFill Handle either down or to the right.

## Customise the AutoFill values:

Select the File Tab from the upper-left corner of the screen. From the File View click the Options in the lower-left. Click the Advance option from the choices on the left and then click the Edit Custom Lists... button in the General category of options to add or modify custom lists.
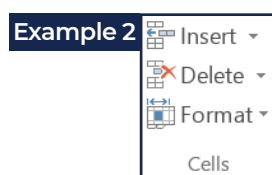
## Inserting Rows and Columns:

### To insert new rows:

Select a cell in a Row you want to insert a new row above. Then select the Home Command Tab above the Ribbon if necessary and then click the arrow to the right of or below the Insert button on the right side of the Ribbon. Depending on how much room you have on your screen, the arrow may be below (example 1) or to the left (example 2) of the Insert button.
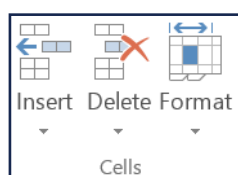


**Example 1**



**Example 2**

### To insert new columns:

Select a cell in a Column you want to insert a new column to the left of. Then select the Home Command Tab above the Ribbon if necessary and then click the arrow to the right of the Insert button on the right side of the Ribbon.

**QUICK TIPS** To insert more than one row or column at a time, select as many rows or columns as you want to insert, and then execute the Insert Rows/Columns command as described previously. New rows will appear above the selected rows – and new columns will appear to the left of selected columns.

## Formatting Cells:

### To apply Cell Formatting:
Select the range of cells you want to apply the formatting to and then select from the commands located on the Home Ribbon.

QUICK TIPS

Copy formats from one cell and apply them to other cells using the Format Painter command. The Format Painter command button appears in the Clipboard group of the Home Ribbon.

Format Painter

## Managing Worksheets:

### To Scroll between Multiple Sheets in a Workbook:
Select one of the four Sheet Tab navigation buttons in the lower left of the screen.

QUICK TIPS

Right-click the sheet tab scroll buttons to see a menu of sheet tabs to select for navigation.

### To INSERT new worksheets:
Click the arrow to the right of Insert located towards the right of the Home Ribbon.

### To RENAME a worksheet:
Double-click the tab containing the worksheet name, and then type a new worksheet name. Press [ENTER] when complete.

### To MOVE a worksheet:
Click and drag the worksheet before or after any others.

### To MOVE or COPY a worksheet to another workbook file:
- Select the sheet you want to move or copy.
- Open the other workbook file you want to move or copy the sheet into.
- Select the arrow to the right of the Format button from the Home Ribbon and select Move or Copy Sheet.
- In the Move or Copy window, select the workbook you want to move or copy to. If you want to COPY, be sure to select the check box in the lower-left.

## Freezing Rows or Columns:

### To freeze a row, a column or both:
Select the range of cells that make up your list of records containing row and/or column labels you wish to freeze or "lock into place." Select the View Command Tab above the Ribbon and then click on the Freeze Panes button for various "freeze" options.
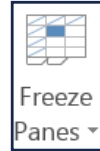
Freeze Panes

### To Un-Freeze:
Click on the Freeze Panes button and then select Unfreeze Panes.

## Spell-Checking:

Microsoft Excel uses the same dictionary as other Microsoft Office applications (such as Microsoft Word) so that you may have Excel automatically check the spelling of your spreadsheets. Click the Review Command Tab above the Ribbon and then select the Spelling button on the far left side of the Ribbon.

QUICK TIPS

Use the F7 keyboard shortcut to begin running the Spell Check feature.

## To set Page Setup, Print Preview and Print Options:

Select the File Tab on the left of the Ribbon, and click the Print option.