

CSCI-1102: Introduction to Computing

Microsoft Excel 1: Basics

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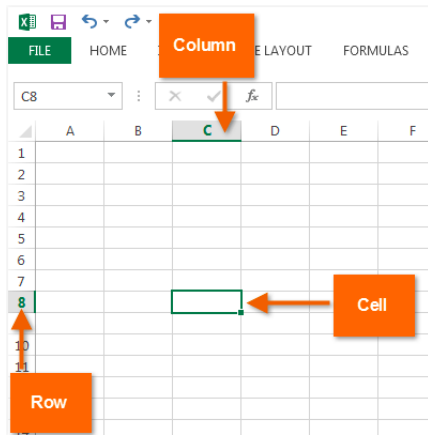
February 4, 2019

Excel Introduction

- ▶ Microsoft Excel is a **spreadsheet** program that allows you to store, organize, and analyze information.
- ▶ Excel files are called **workbooks**. Whenever you start a new project in Excel, you'll need to create a new workbook.
- ▶ The extension of excel workbook is **.xlsx**.

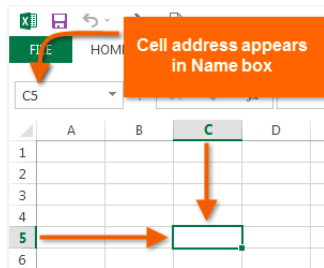
Understanding Cells

- ▶ Every worksheet is made up of thousands of rectangles, which are called **cells**.
- ▶ A cell is the **intersection** of a **row** and a **column**.
- ▶ **Columns** are identified by letters (A, B, C), while **rows** are identified by numbers (1, 2, 3).



Cell Address in Name Box

- ▶ Each cell has its own name, or **cell address**, based on its column and row.
- ▶ In the following example, the selected cell intersects column C and row 5, so the cell address is **C5**.
- ▶ The cell address will also appear in the **Name box**. Note that a cell's column and row headings are highlighted when the cell is selected.

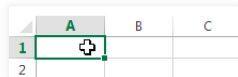


Cell Content

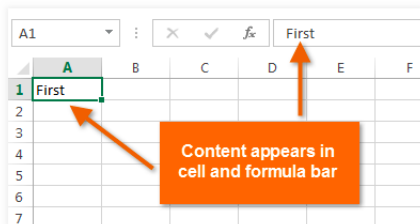
- ▶ Any information you enter into a spreadsheet will be stored in a cell.
- ▶ Each cell can contain different types of **content**, including **text**, **formatting**, **formulas**, and **functions**.

To insert content

- 1 Click a **cell** to select it.



- 2 Type **content** into the selected cell, then press **Enter** on your keyboard. The content will appear in the **cell** and the **formula bar**. You can also input and edit cell content in the formula bar.



Let's insert content

	A	B	C
1			
2	First Name	Middle Name	Last Name
3	Heidi	Lauren	Lee
4	Josie	Marie	Gates
5	Wendy	Anne	Crocker
6	Loretta	Susan	Johnson
7			
8			

To delete cells

- 1 Select the **cell** with content you want to delete.

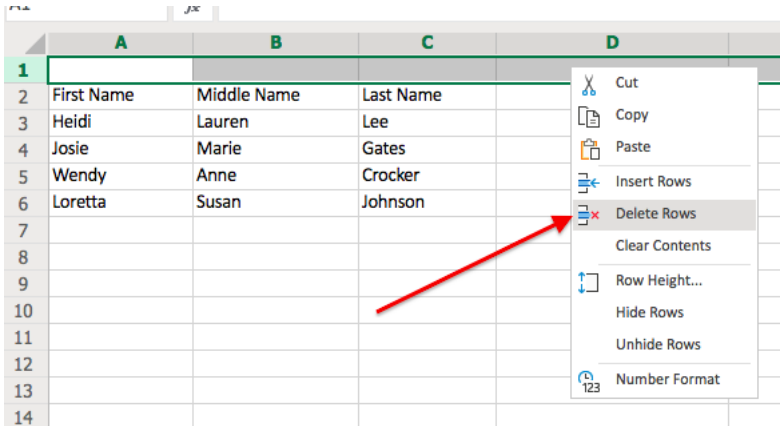
	A	B	C
1			
2	First Name	Middle Name	Last Name
3	Heidi	Lauren	Lee
4	Josie	Marie	Gates
5	Wendy	Anne	Crocker
6	Loretta	Susan	Johnson

- 2 Press the **Delete** or **Backspace** key on your keyboard. The cell's contents will be deleted.

	A	B	C
1			
2	First Name	Middle Name	Last Name
3	Heidi		Lee
4	Josie	Marie	Gates
5	Wendy	Anne	Crocker
6	Loretta	Susan	Johnson

To delete rows

- ▶ Select the row(s) you want to delete.
- ▶ Right click the selected row(s), then click Delete Rows.
- ▶ The row(s) will be deleted.



The screenshot shows an Excel spreadsheet with columns A, B, and C. Row 2 is the header row with 'First Name', 'Middle Name', and 'Last Name'. Rows 3 through 6 contain data: Heidi Lauren Lee, Josie Marie Gates, Wendy Anne Crocker, and Loretta Susan Johnson. A right-click context menu is open over row 6, and the 'Delete Rows' option is highlighted. A red arrow points to this option.

	A	B	C	D
1				
2	First Name	Middle Name	Last Name	
3	Heidi	Lauren	Lee	
4	Josie	Marie	Gates	
5	Wendy	Anne	Crocker	
6	Loretta	Susan	Johnson	
7				
8				
9				
10				
11				
12				
13				
14				

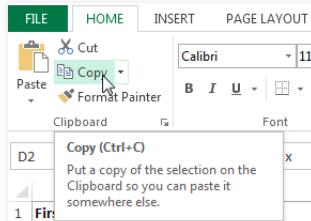
To copy and paste cell content

- ▶ Excel allows you to copy content that is already entered into your spreadsheet and paste that content to other cells, which can save you time and effort.

1 Select the **cell(s)** you want to **copy**.

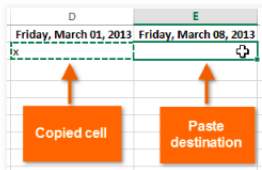
D	E
Friday, March 01, 2013	Friday, March 08, 2013
x	

2 Click the **Copy** command on the **Home** tab, or press **Ctrl+C** on your keyboard.

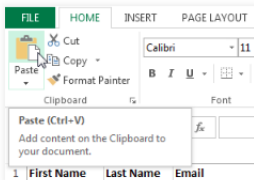


To copy and paste cell content

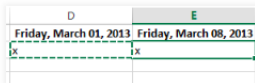
- 3 Select the **cell(s)** where you want to **paste** the content. The copied cells will now have a **dashed box** around them.



- 4 Click the **Paste** command on the **Home** tab, or press **Ctrl+V** on your keyboard.



- 5 The content will be **pasted** into the selected cells.



To use the fill handle:

- ▶ There may be times when you need to copy the content of one cell to several other cells in your worksheet. You could **copy and paste** the content into each cell, but this method would be time consuming. Instead, you can use the **fill handle** to quickly copy and paste content to adjacent cells in the same row or column.

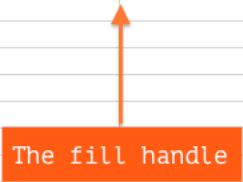
	A	B	C	D	E
	First Name	Middle Name	Last Name	Registration Fee	
	Heidi	Lauren	Lee	\$10.00	
	Josie	Marie	Gates	\$10.00	
	Wendy	Anne	Crocker	\$10.00	
	Loretta	Susan	Johnson	\$10.00	

The fill handle

Fill handle: Step 1

- ▶ Select the cell(s) containing the content you want to use. The fill handle will appear as a **small square** in the bottom-right corner of the selected cell(s).

A	B	C	D	E
First Name	Middle Name	Last Name	Registration Fee	
Heidi	Lauren	Lee	\$10.00	
Josie	Marie	Gates		
Wendy	Anne	Crocker		
Loretta	Susan	Johnson		



The fill handle

Fill handle: Step 2

- Click, hold, and drag the fill handle until all of the cells you want to fill are selected.

	A	B	C	D
	First Name	Middle Name	Last Name	Registration Fee
	Heidi	Lauren	Lee	\$10.00
	Josie	Marie	Gates	
	Wendy	Anne	Crocker	
	Loretta	Susan	Johnson	

Fill handle: Step 3

- **Release** the mouse to fill the selected cells.

	A	B	C	D
1	First Name	Middle Name	Last Name	Registration Fee
2	Heidi	Lauren	Lee	\$10.00
3	Josie	Marie	Gates	\$10.00
4	Wendy	Anne	Crocker	\$10.00
5	Loretta	Susan	Johnson	\$10.00
6				
7				
8				
9				

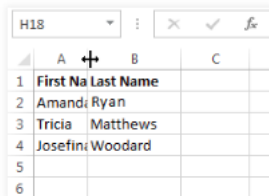
To modify column width

- In our example below, some of the content in column A cannot be displayed. We can make all of this content visible by changing the **width** of column A.

- 1 Position the mouse over the **column line** in the **column heading** so the **white cross**



becomes a **double arrow**



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C
1	First Na Last Name		
2	Amandi Ryan		
3	Tricia Matthews		
4	Josefini Woodard		
5			
6			

The column heading 'A' is highlighted, and a double-headed arrow cursor is positioned over the line between columns A and B, indicating that the width of column A is being adjusted.

To modify column width

- 2** Click, hold, and drag the mouse to **increase** or **decrease** the column width.

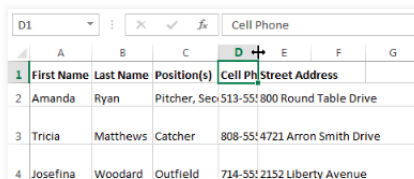
	A	B	C
1	First Name	Last Name	Full Name
2	Amanda	Ryan	Amanda Ryan
3	Tricia	Matthews	Tricia Matthews
4	Josefine	Woodard	Josefine Woodard
5			
6			

- 3 Release the mouse. The **column width** will be changed.

H18	:	X	✓	<i>f</i>
	A	B	C	
1	First Name	Last Name		
2	Amanda	Ryan		
3	Tricia	Matthews		
4	Josefina	Woodard		
5				
6				

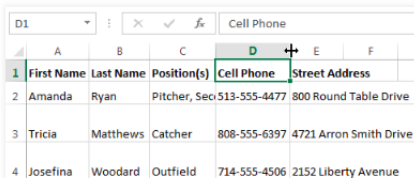
To AutoFit column width

- ▶ The **AutoFit** feature will allow you to set a column's width to fit its content **automatically**.
- ▶ Position the mouse over the column line in the column heading so the white cross Cursor becomes a double arrow.



	A	B	C	D	E	F	G
1	First Name	Last Name	Position(s)	Cell Phone	Street Address		
2	Amanda	Ryan	Pitcher, Sec	513-551	800 Round Table Drive		
3	Tricia	Matthews	Catcher	808-551	4721 Arron Smith Drive		
4	Josefina	Woodard	Outfield	714-551	2152 Liberty Avenue		

- ▶ Double-click the mouse. The column width will be changed automatically to fit the content.



	A	B	C	D	E	F	G
1	First Name	Last Name	Position(s)	Cell Phone	Street Address		
2	Amanda	Ryan	Pitcher, Sec	513-555-4477	800 Round Table Drive		
3	Tricia	Matthews	Catcher	808-555-6397	4721 Arron Smith Drive		
4	Josefina	Woodard	Outfield	714-555-4506	2152 Liberty Avenue		

Reference

<https://edu.gcfglobal.org/en/excel2013/>