Name: Carlos F Revilla

Quick Start Guide for **Excel**

If I need to…	Use these commands/directions…	WHERE CAN I GET MORE HELP?
Create a new workbook	Once you have opened excel you can double click on Blank Workbook and excel will load a new Blank Workbook.	https://www.linkedin.com/learning/learning-excel-2019/create-a-new-workbook?u=2203468 BTW- This^ links to Video tutorials teaching you the basics of excel and is extremely helpful!
Open an Existing workbook	When you open Excel, you can access already existing Workbooks through clicking on File in the top left (then a side window would appear) where you will find and double click on "open" this will enable you to look through your files for existing workbooks to work on/ access.	https://www.excel-easy.com/ this site is also useful for everything Excel ^
Add another sheet to my workbook	At the bottom of your workbook, you will see Sheet1 and next to it a + sign - simply click the plus to get a new sheet (2)	
Import Data	Click on Data at the top of your excel workbook -> Get data (top left) -> select from where you want to import the data -> select what type of file the data is in	
Add Values from separate Cells	=(cell column1)(cell row1) **+** (cell column2)(cell row2) Then press enter Example: =C3 + C4	https://support.microsoft.com/en-us/office/create-a-simple-formula-in-excel-11a5f0e5-38a3-4115-85bc-f4a465f64a8a
Subtract Values from separate Cells	=(cell column1)(cell row1) **-** (cell column2)(cell row2) Then press enter Example: =C3 - C4	https://support.microsoft.com/en-us/office/create-a-simple-formula-in-excel-11a5f0e5-38a3-4115-85bc-f4a465f64a8a
Multiply Values from separate Cells	=(cell column1)(cell row1) ***** (cell column2)(cell row2) Then press enter Example: =C3 ***** C4	https://support.microsoft.com/en-us/office/create-a-simple-formula-in-excel-11a5f0e5-38a3-4115-85bc-f4a465f64a8a

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Divide Values from separate Cells	=(cell column1)(cell row1) **/** (cell column2)(cell row2) Then press enter Example: =C3**/**C4	https://support.microsoft.com/en-us/office/create-a-simple-formula-in-excel-11a5f0e5-38a3-4115-85bc-f4a465f64a8a
Graph my data	Highlight your data-> click on insert at the top -> go to recommended charts->choose which type of graph you want to use to graph your data.	https://www.workzone.com/blog/how-to-make-a-graph-in-excel/
Excel Shortcuts	You can find loads of excel shortcuts here ->	https://www.customguide.com/cheat-sheet/excel-cheat-sheet.pdf

Quick Start Guide for **MATLAB**

If I need to…	Use these commands/directions…	More info is found….

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