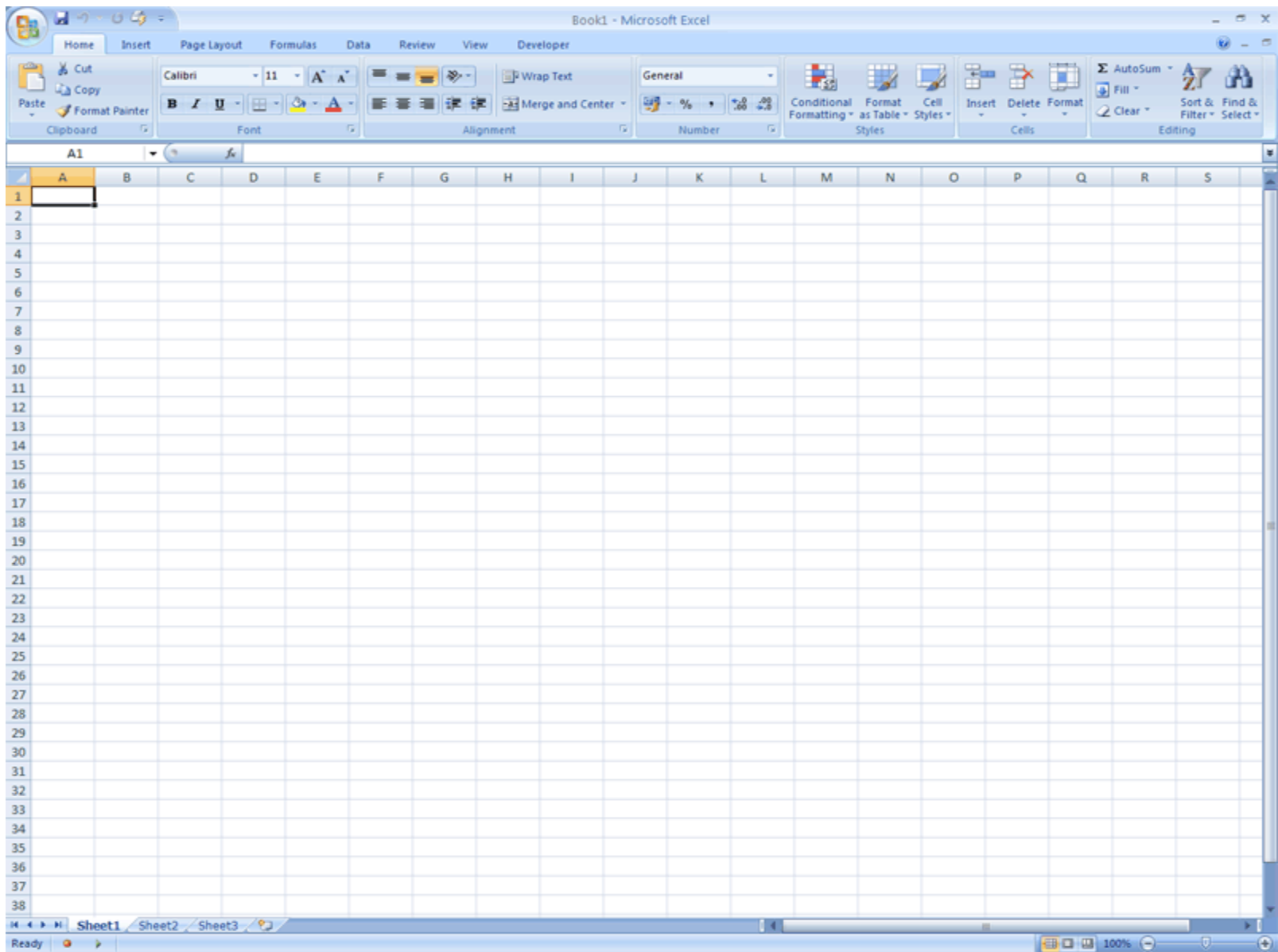
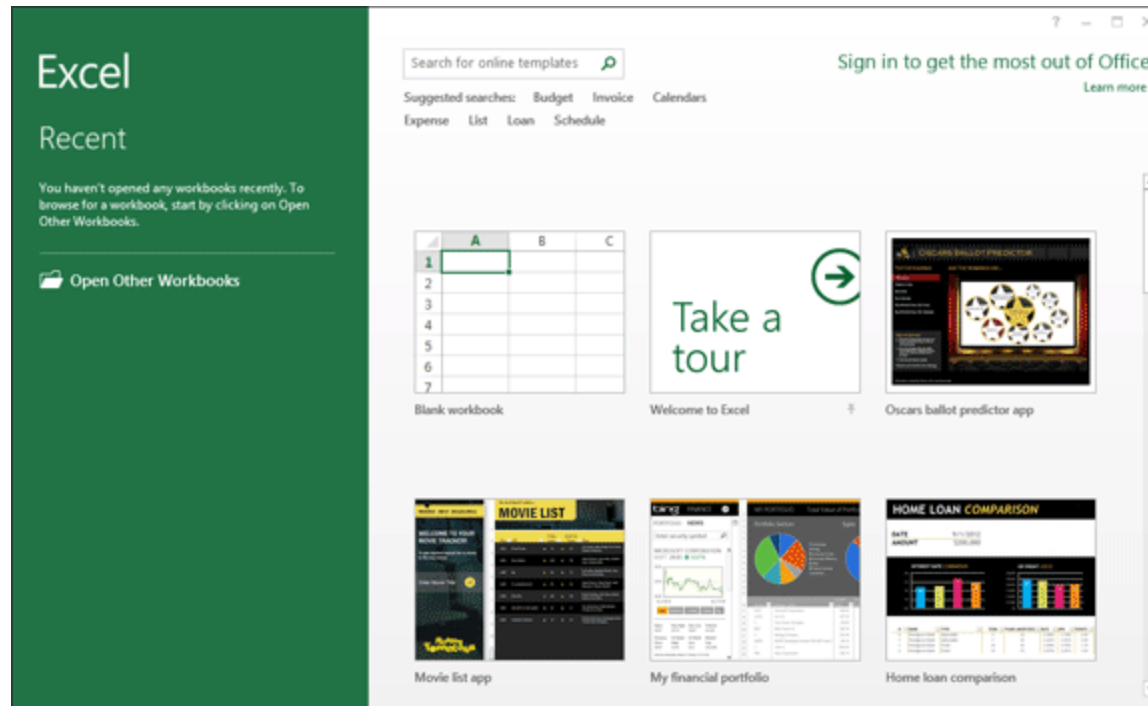


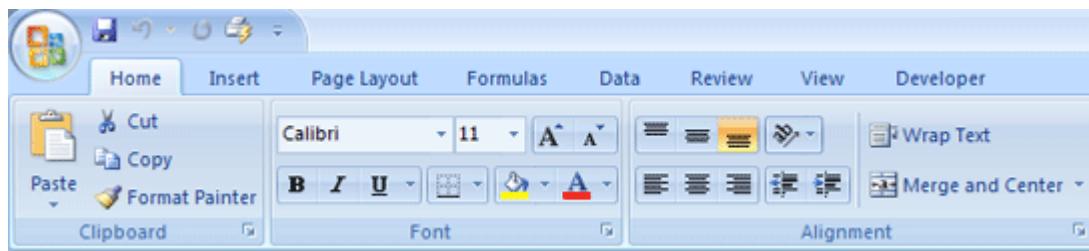
Introduction to Excel for Beginners



Excel 2007

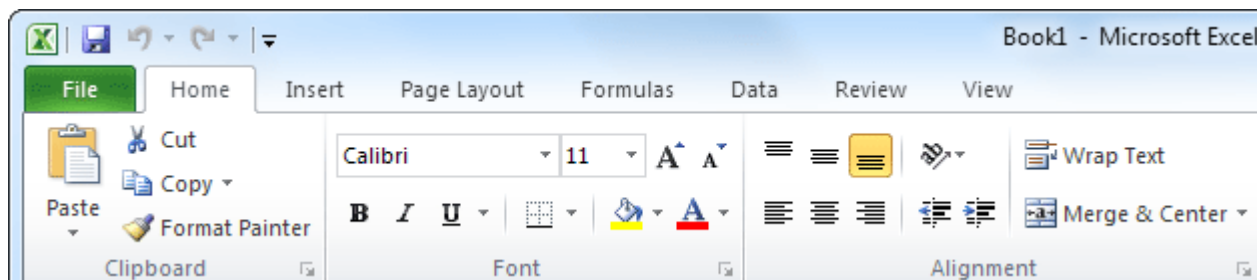
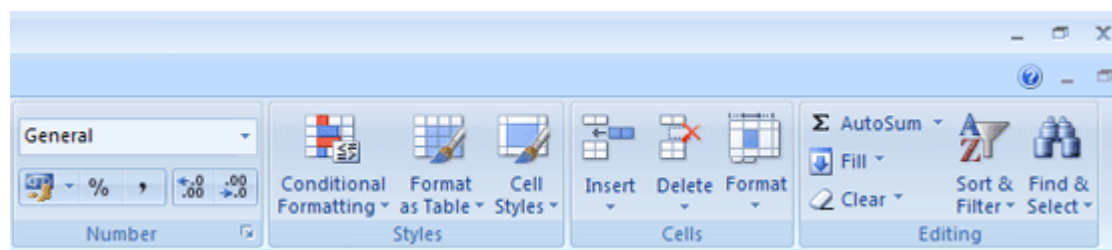


Excel 2013 to 2016 Main Screen



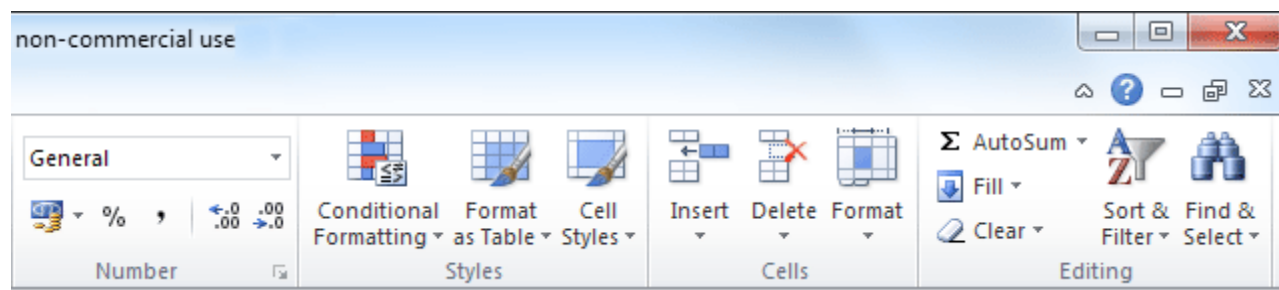
Left side of ribbon Excel 2007

Right side of ribbon 2007



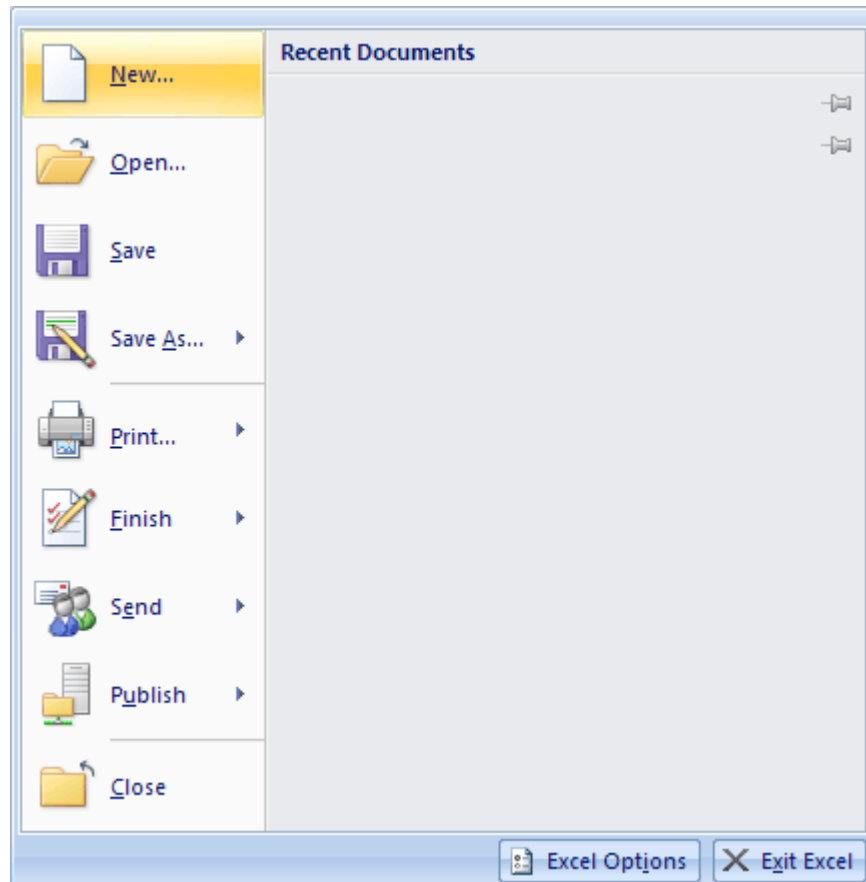
Left side of ribbon 2016

Right side of ribbon 2016

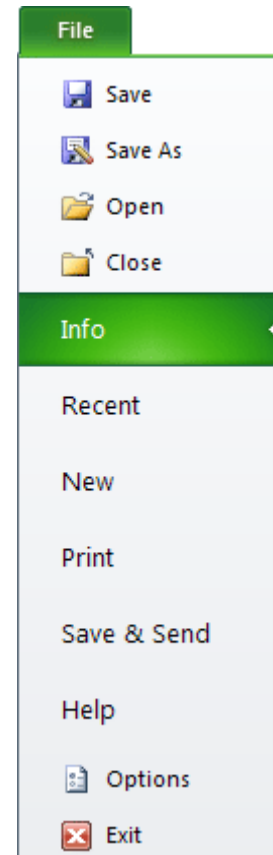




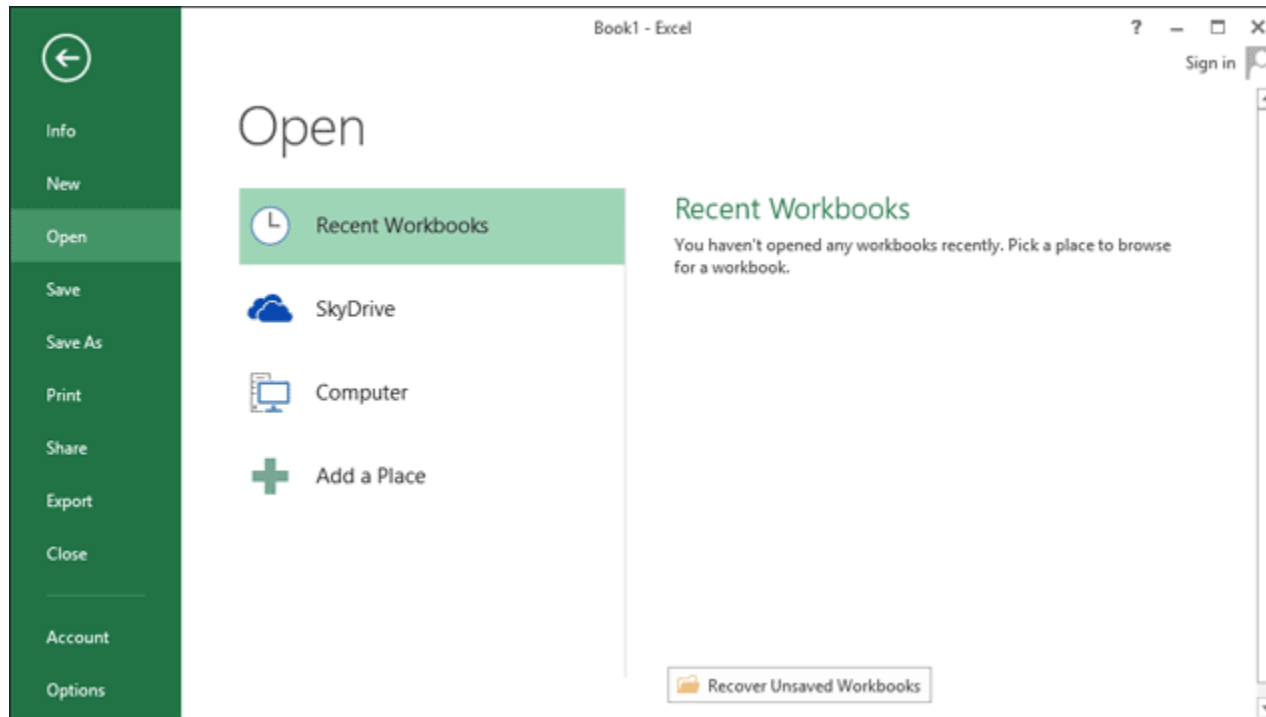
File Button Excel 2007



File Menu 2007



File Menu Excel 2010



File Menu Excel 2013 - 16

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					

Column

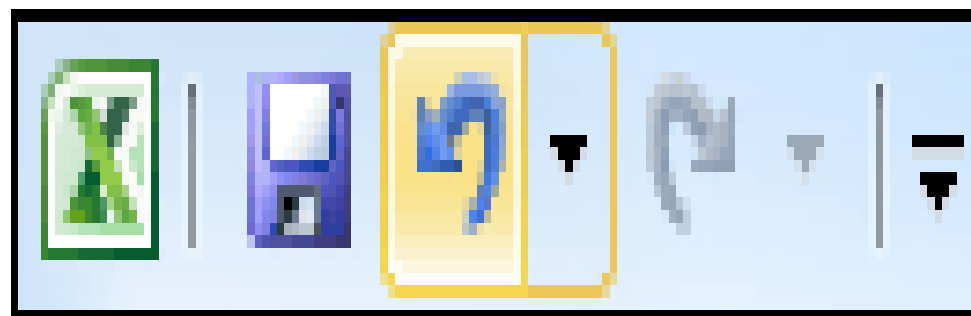
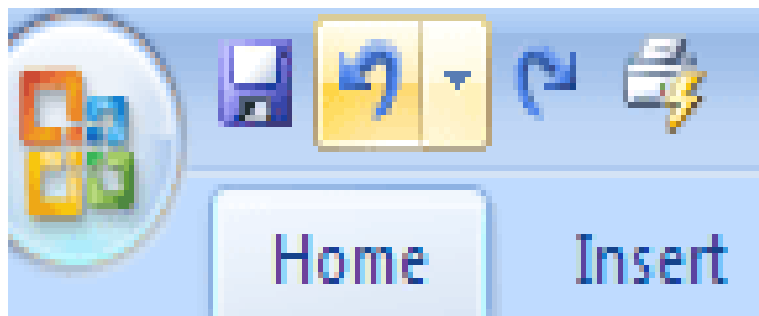
Row

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

A1				
	A	B	C	
1				
2				
3				
4				

C3				
	A	B	C	
1				
2				
3				
4				

A5				
	A	B	C	
1	Numbers			
2	3			
3	6			
4	9			
5				
6				



- Typing '9' in A4
- Typing '6' in A3
- Typing '3' in A2
- Typing 'Numbers' in A1
- Undo 3 Actions

Exercise

- Type the word "Numbers" (with no quotation marks)
- Hit the Enter key on your keyboard
- The active cell will move down one, to cell A2
- Type the number 3, and again hit the Enter key on your keyboard
- The active cell will move down one, to cell A3
- Now put the number 6 into cell A3, and the number 9 in cell A4
- After you have typed the number 9, and hit the Enter key, you should see that cell A5 is now the active cell

A5

	A	B	C	D	E
1	Numbers				
2	3				
3	6				
4	9				
5					
6					

Formula Bar

A1 ▾ X ✓ fx Numbers					
	A	B	C	D	E
1	Numbers				
2	3				
3	6				
4	9				
5					

A2 ▾ fx 3				
	A	B	C	D
1	Add these Numbers			
2	3			
3	6			
4	9			
5				

	A ↓	B	C
1	Add these Numbers		
2	3		
3	6		
4	9		
5			

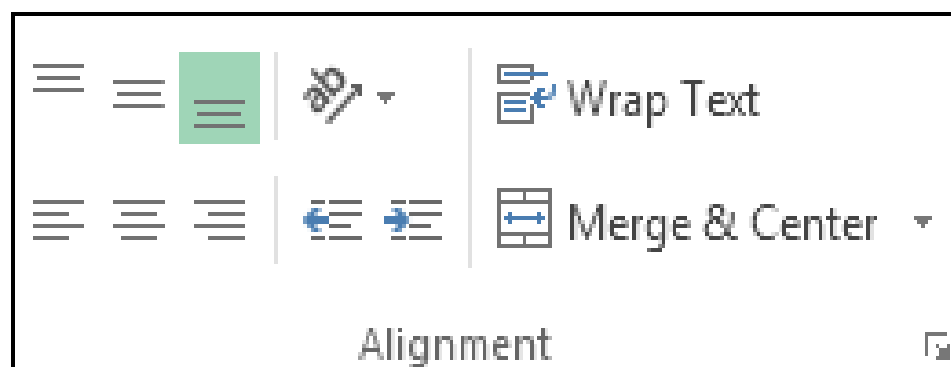
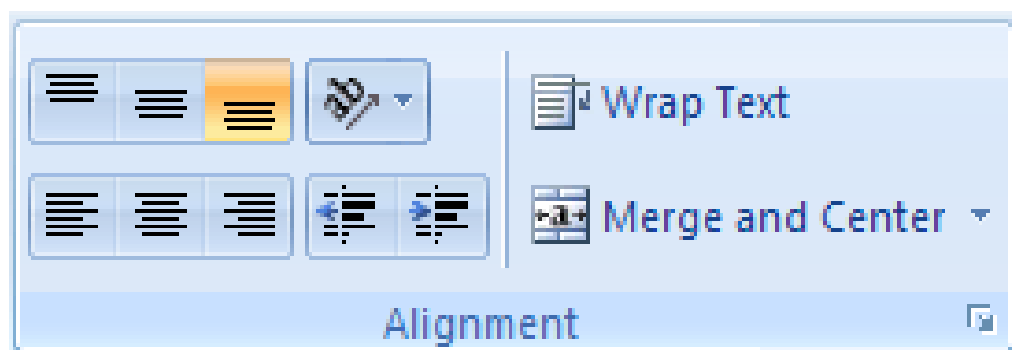
	A ↔	B	C
1	Add these Numbers		
2	3		
3	6		
4	9		
5			

A2 Width: 19.00 (138 pixels) <i>fx</i>			
	A	B	
1	Add these Numbers ↔		
2	3		
3	6		
4	9		
5			

A2 <i>fx</i>			
	A	B	
1	Add these Numbers		
2	3		
3		6	
4		9	
5			

A2		<i>f_x</i>
	A	B
1	Add these Numbers	
2		3
3		6
4		9
5		

A1		Add these Numbers		
	A	B	C	D
1	Add these Numbers			
2	3			
3	6			
4	9			
5				



Format Cells

Number Alignment Font Border Fill Protection

Text alignment

Horizontal:
General

Vertical:
Bottom

Indent: 0

☐ Justify distributed

Text control

☐ Wrap text

☐ Shrink to fit

☐ Merge cells

Right-to-left

Text direction:
Context

Orientation

Text

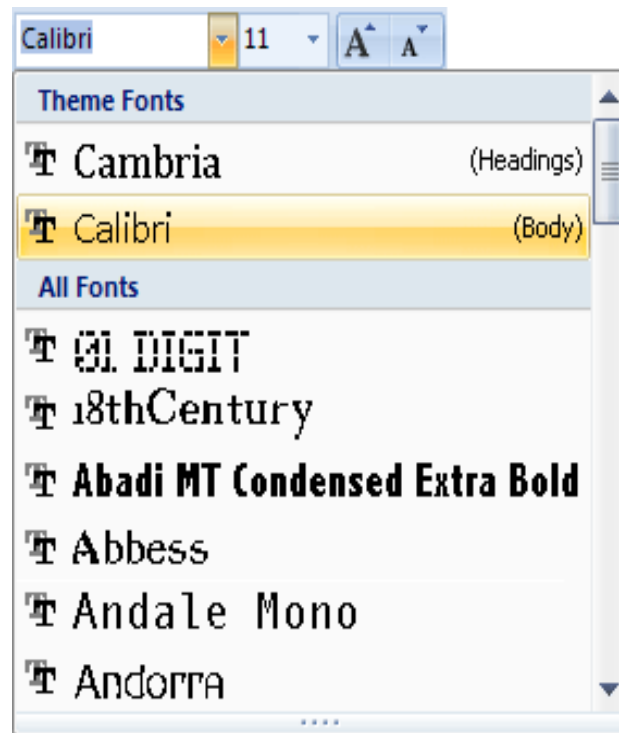
0 Degrees

OK Cancel

Horizontal:

Left (Indent)	▼
General	▲
Left (Indent)	
Center	
Right (Indent)	
Fill	
Justify	
Center Across Selection	
Distributed (Indent)	▼

	A	B
1	Add these Numbers	
2	3	
3	6	
4	9	
5		
6		
7		



Format Cells

Number Alignment **Font** Border Fill Protection


Font: Calibri
Calibri Light (Headings)
Calibri (Body)
Agency FB
Aharoni
Algerian
Andalus

Font style: Regular
Regular
Italic
Bold
Bold Italic

Size: 11
8
9
10
11
12
14

Underline: None

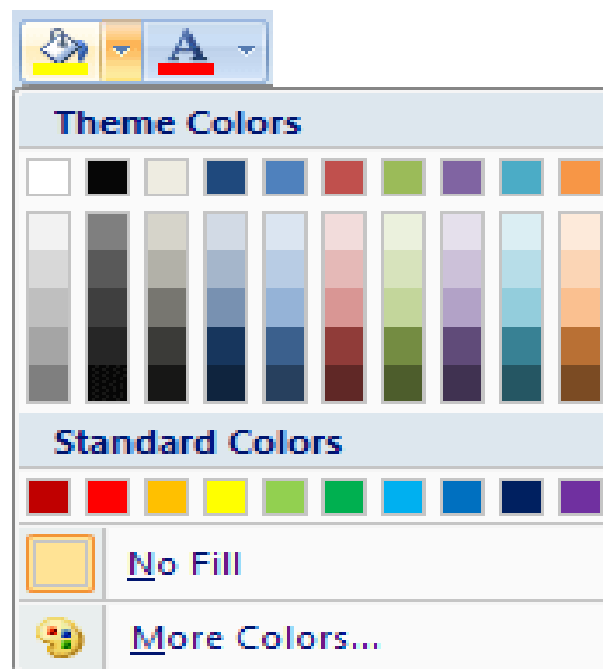
Effects
☐ Strikethrough
☐ Superscript
☐ Subscript

Color:  ☒ Normal font

Preview
AaBbCcYyZz

This is a TrueType font. The same font will be used on both your printer and your screen.

OK Cancel

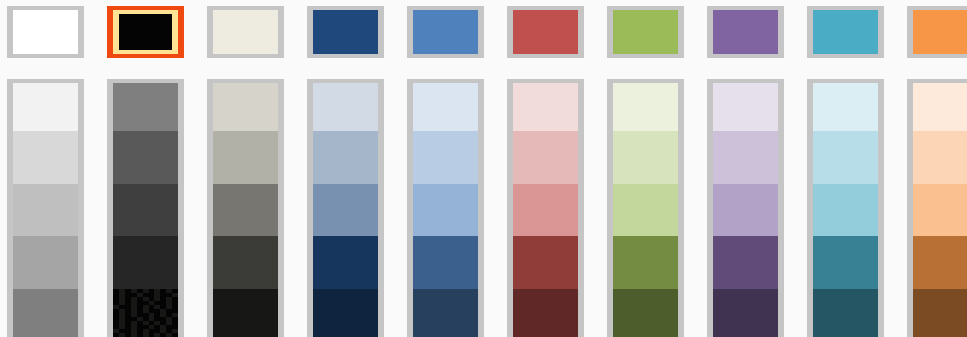


	A	B	C
1	Add these Numbers		
2	3 6 9 12		
3			
4			
5			
6			



Automatic

Theme Colors



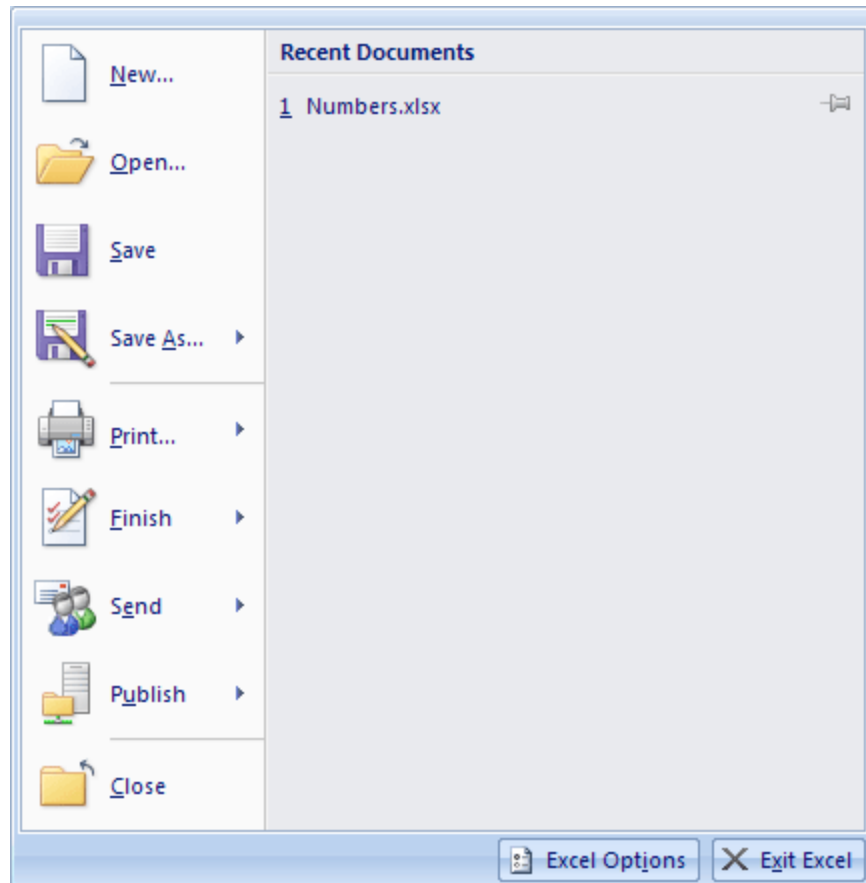
Standard Colors

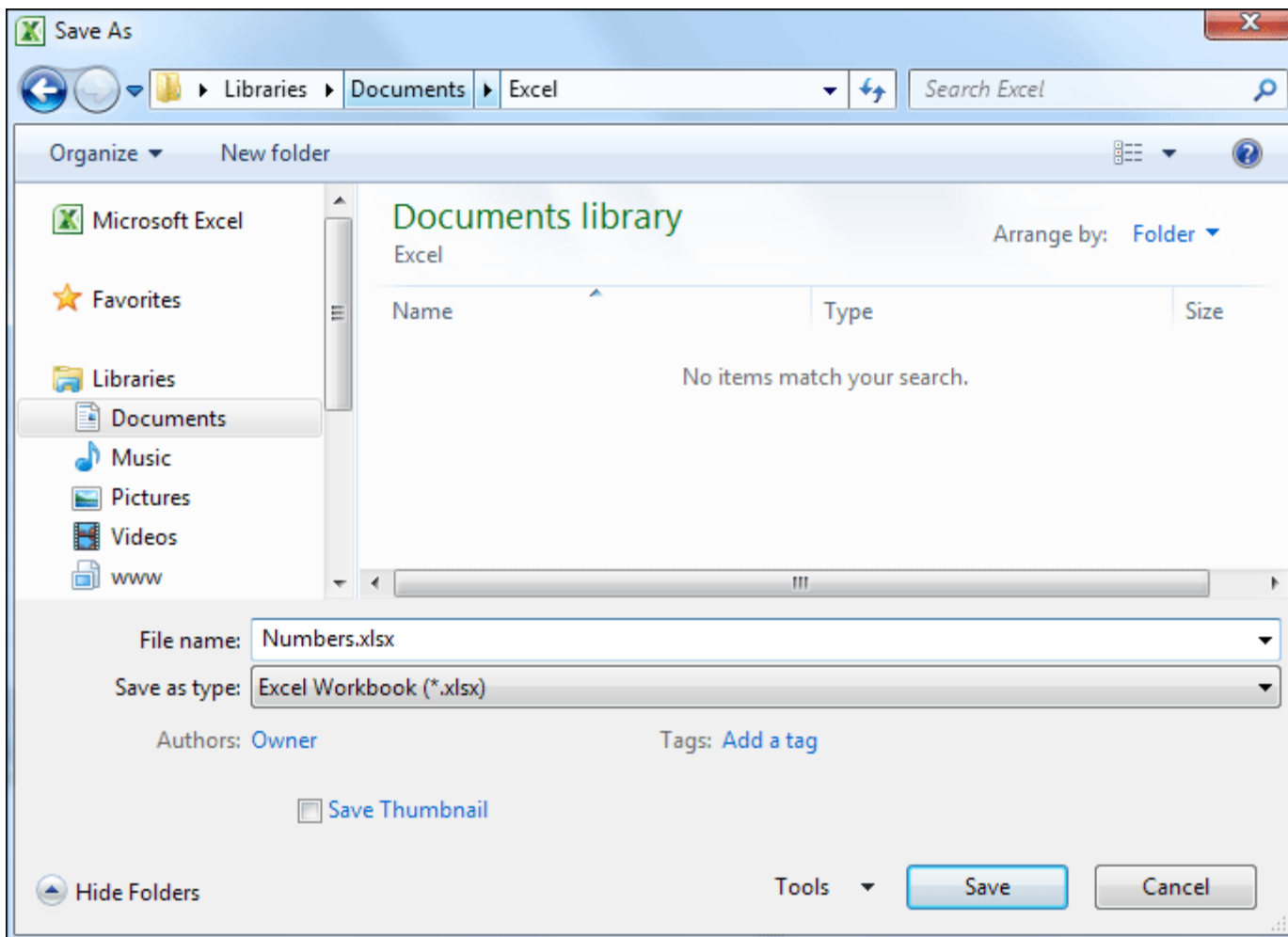


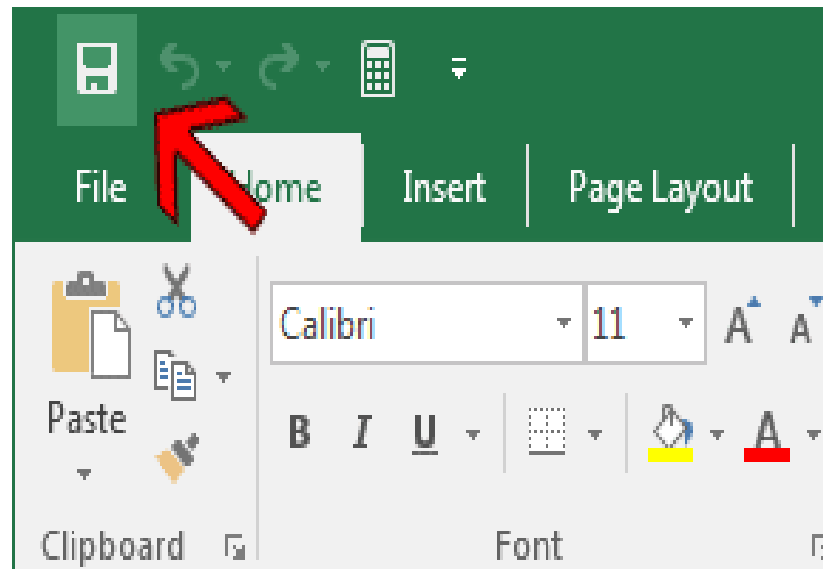
More Colors...

	A	B	C
1	Add these Numbers		
2	3		
3	6		
4	9		
5	12		
6			











Info

New

Open

Save

Save As

Print

Share

Export

Close

Save As



OneDrive



Computer



Add a Place



Computer

Recent Folders



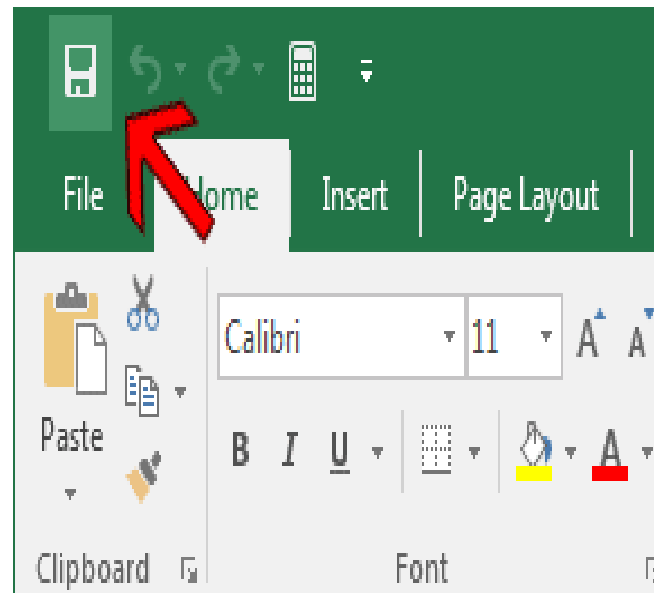
My Documents

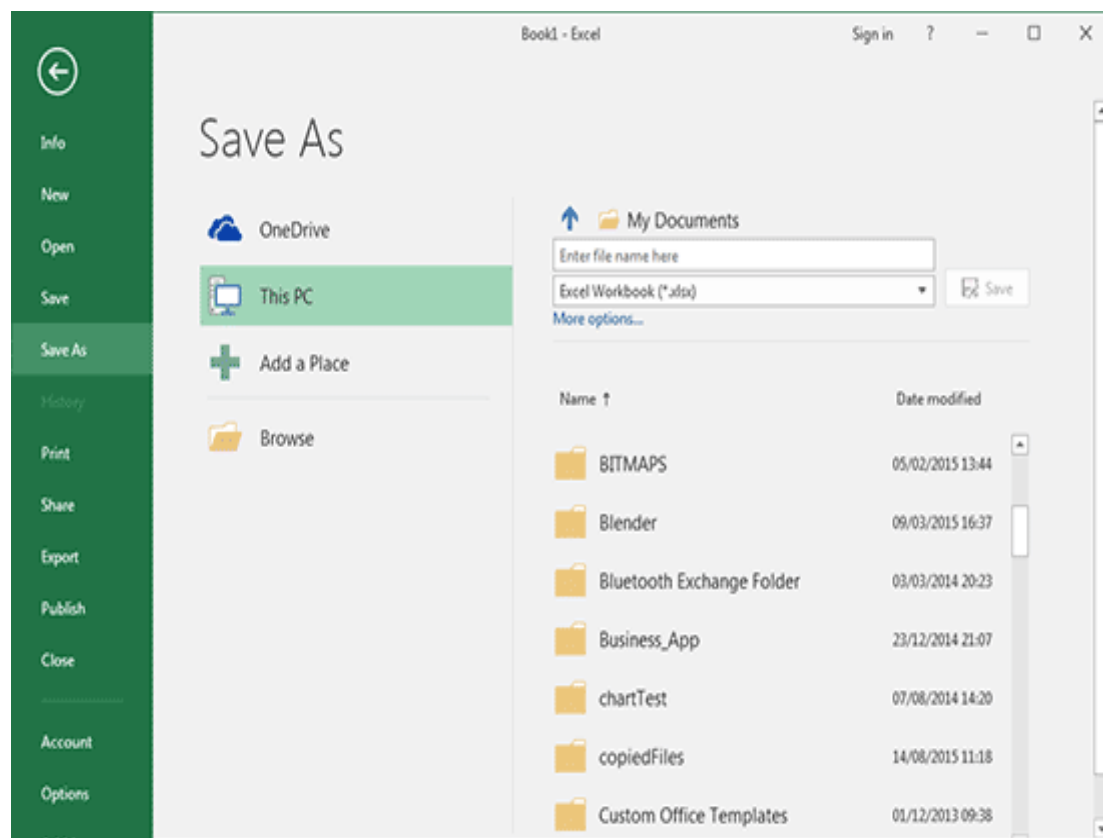


Desktop



Browse





Save As



OneDrive



This PC



Add a Place



Browse



My Documents

Enter file name here

Excel Workbook (*.xlsx)



Save

[More options...](#)



This PC

Enter file name here

Excel Workbook (*.xlsx)



Save

[More options...](#)



Current Document Location



Desktop



Downloads

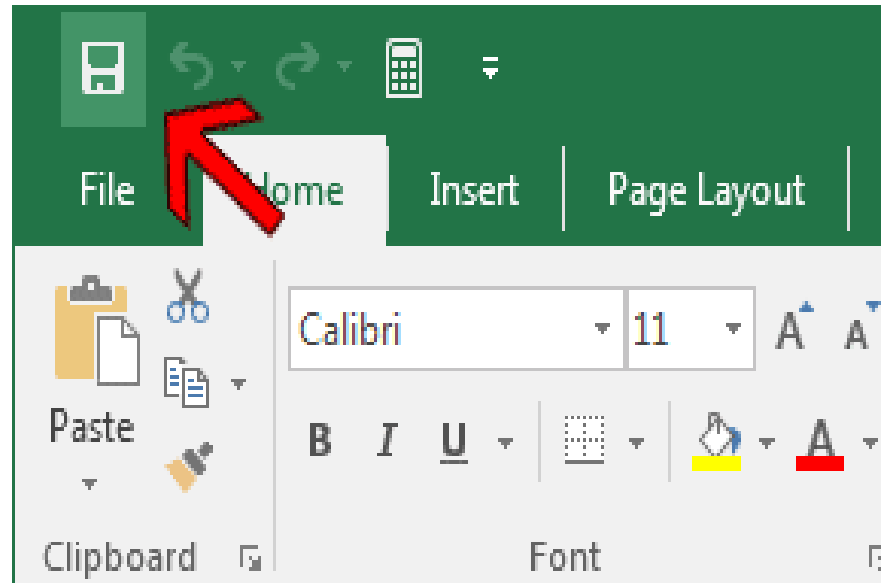


My Documents



Local Disk (C:)

Excel Workbook (*.xlsx) ▼
Excel Workbook (*.xlsx)
Excel Macro-Enabled Workbook (*.xlsm)
Excel Binary Workbook (*.xlsb)
Excel 97-2003 Workbook (*.xls)
XML Data (*.xml)
Single File Web Page (*.mht, *.mhtml)
Web Page (*.htm, *.html)
Excel Template (*.xltx)
Excel Macro-Enabled Template (*.xltm)
Excel 97-2003 Template (*.xlt)
Text (Tab delimited) (*.txt)
Unicode Text (*.txt)
XML Spreadsheet 2003 (*.xml)
Microsoft Excel 5.0/95 Workbook (*.xls)
CSV (Comma delimited) (*.csv)
Formatted Text (Space delimited) (*.prn)
Text (Macintosh) (*.txt)
Text (MS-DOS) (*.txt)
CSV (Macintosh) (*.csv)
CSV (MS-DOS) (*.csv)
DIF (Data Interchange Format) (*.dif)
SYLK (Symbolic Link) (*.slk)
Excel Add-in (*.xlam)
Excel 97-2003 Add-in (*.xla)
PDF (*.pdf)
XPS Document (*.xps)
Strict Open XML Spreadsheet (*.xlsx)
OpenDocument Spreadsheet (*.ods)



Category:

General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom

Sample

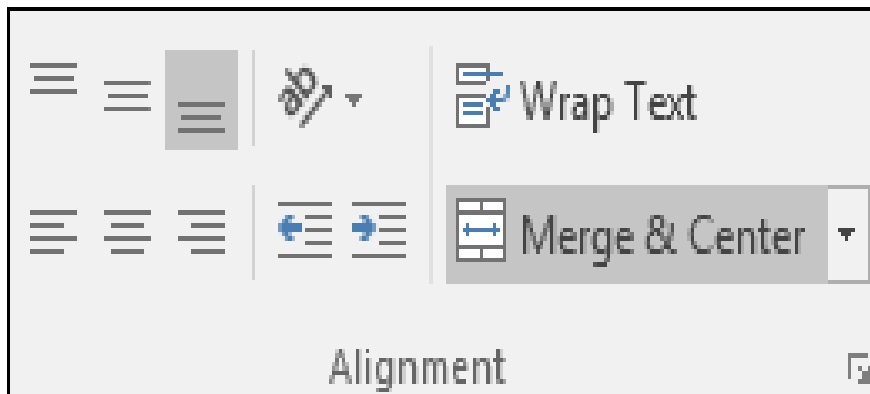
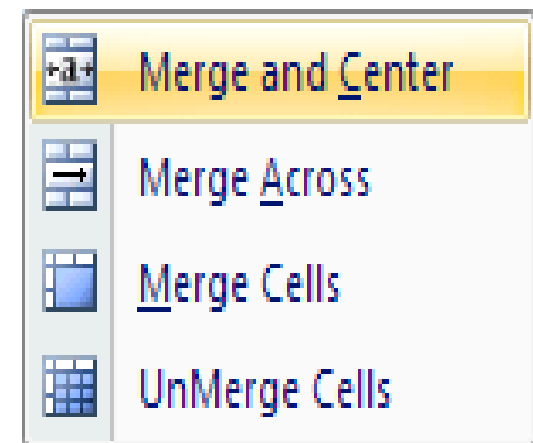
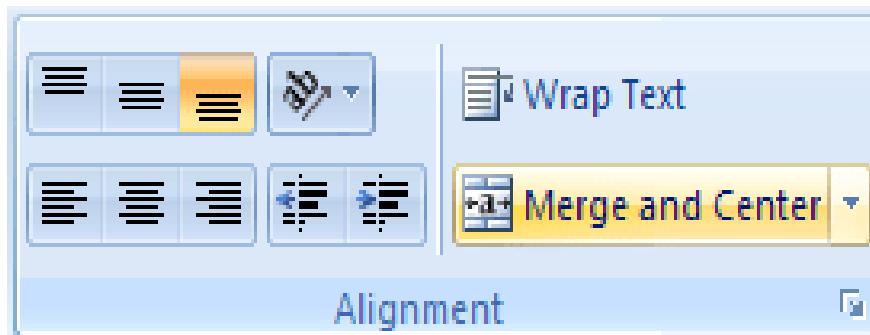
Decimal places: 2

Symbol: £

Negative numbers:

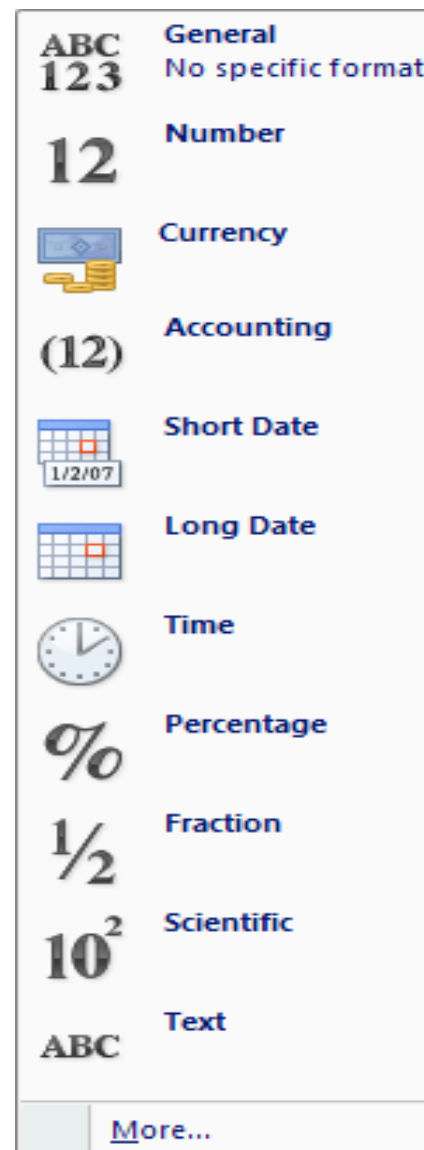
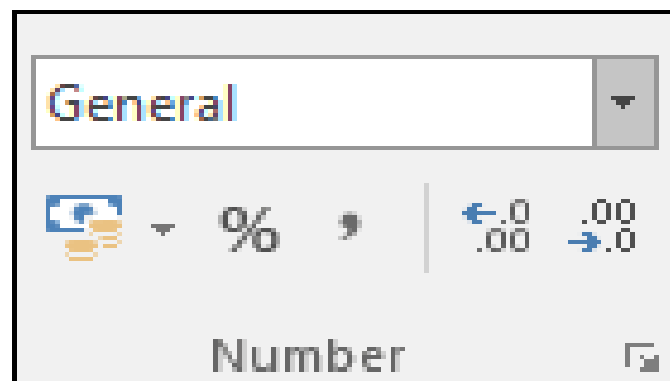
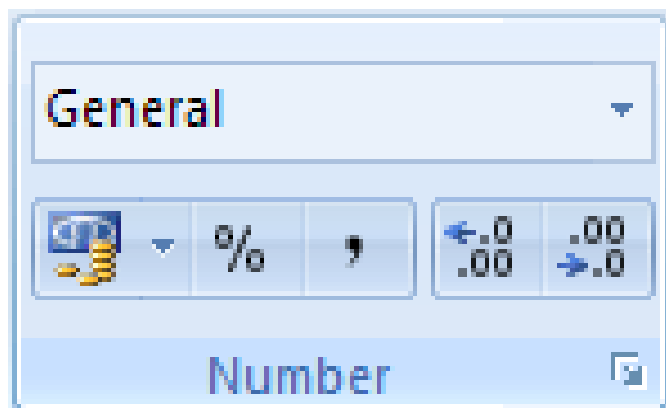
-£1,234.10
£1,234.10
-£1,234.10
-£1,234.10

	A	B	C	D
1	Shopping Bill			
2				
3	Item	Number	Price Each	
4	Mars Bars	4	£0.35	
5	Aeros	10	£0.32	
6	Twixes	4	£0.39	
7	Crisps	12	£0.35	
8	Pop	4	£0.59	
9				



Exercise

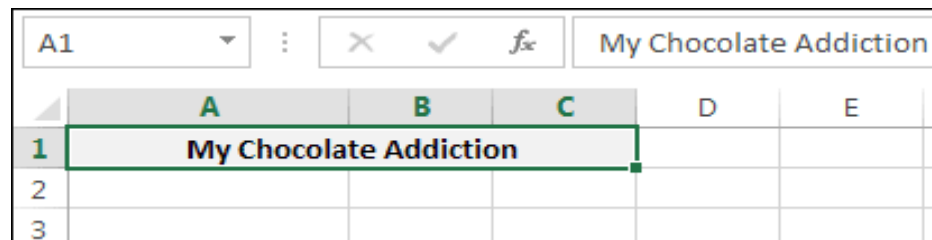
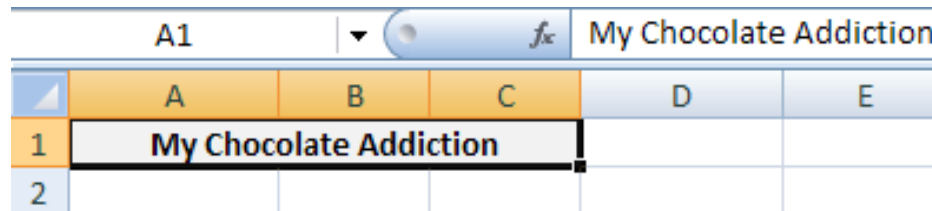
	A	B	C	D
1	Shopping Bill			
2				
3	Item	Number	Price Each	
4	Mars Bars	4	£0.35	
5	Aeros	10	£0.32	
6	Twixes	4	£0.39	
7	Crisps	12	£0.35	
8	Pop	4	£0.59	
9				



Section 2

	A	B	C	D	E	F	G	H
1	My Chocolate Addiction							
2								
3		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4	Mars Bars	1	2	1	3	3	2	5
5	Twix	7	5	3	2	4	2	4
6	Bounty	8	3	2	3	4	1	4
7	Other	1	2	2	2	2	1	1
8								
9	Day Totals	17	12	8	10	13	6	14
10								

- 1) Click inside of cell A1 on a new spreadsheet
- 2) Type the text "My Chocolate Addiction", then press the Enter key on your keyboard
- 3) Highlight the cells A1, B1 and C1, and [Merge the cells](#), just like you did for Review One



B3		fx	Monday		
	A	B	C	D	
1	My Chocolate Addiction				
2					
3		Monday			
4					

	A	B	C
1	My Chocolate Addiction		
2			
3		Mond	
4			

	A	B	C
1	My Chocolate Addiction		
2			
3		Monday	
4			

	B3			f _x	Monday			
	A	B	C	D	E	F	G	H
1	My Chocolate Addiction							
2								
3		Monday						+
4							Sunday	
5								

	A	B	C	D	E	F	G	H
1	My Chocolate Addiction							
2								
3		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4								

	A	B	C	D	E	F	G	H
1	My Chocolate Addiction							
2								
3		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4	Mars Bars							
5	Twix							
6	Bounty							
7	Other							
8								
9	Day Totals							

	A	B	C	D	E	F	G	H
1	My Chocolate Addiction							
2								
3		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4	Mars Bars	1						
5	Twix	7						
6	Bounty	8						
7	Other	1						
8								
9	Day Totals							

Tuesday: 2, 5, 3, 2

Wednesday: 1, 3, 2, 2




Thursday: 3, 2, 3, 2

Friday: 3, 4, 4, 2

Saturday: 2, 2, 1, 1




Sunday: 5, 4, 4, 1

	A	B	C	D	E	F	G	H
1	My Chocolate Addiction							
2								
3		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4	Mars Bars	1	2	1	3	3	2	5
5	Twix	7	5	3	2	4	2	4
6	Bounty	8	3	2	3	4	1	4
7	Other	1	2	2	2	2	1	1
8								
9	Day Totals							











B9				B4 + B5 + B6 + B7	
	A	B	C	D	
1	My Chocolate Addiction				
2					
3		Monday	Tuesday	Wednesday	
4	Mars Bars	1	2	1	
5	Twix	7	5	3	
6	Bounty	8	3	2	
7	Other	1	2	2	
8					
9	Day Totals	B4 + B5 + B6 + B7			
10					

	A	B	C	D	E	F	G	H
1	My Chocolate Addiction							
2								
3		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4	Mars Bars	1	2	1	3	3	2	5
5	Twix	7	5	3	2	4	2	4
6	Bounty	8	3	2	3	4	1	4
7	Other	1	2	2	2	2	1	1
8								
9	Day Totals							





	A	B	C	D	E	F	G	H
1	My Chocolate Addiction							
2								
3		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4	Mars Bars	1	2	1	3	3	2	5
5	Twix	7	5	3	2	4	2	4
6	Bounty	8	3	2	3	4	1	4
7	Other	1	2	2	2	2	1	1
8								
9	Day Totals							
10								





B9				B4 + B5 + B6 + B7	
	A	B	C	D	
1	My Chocolate Addiction				
2					
3		Monday	Tuesday	Wednesday	
4	Mars Bars	1	2	1	
5	Twix	7	5	3	
6	Bounty	8	3	2	
7	Other	1	2	2	
8					
9	Day Totals	B4 + B5 + B6 + B7			
10					

=SuB4 + B5 + B6 + B7

-  SUBSTITUTE
-  SUBTOTAL
-  SUM
-  SUMIF
-  SUMIFS
-  SUMPRODUCT
-  SUMSQ
-  SUMX2MY2
-  SUMX2PY2
-  SUMXMY2

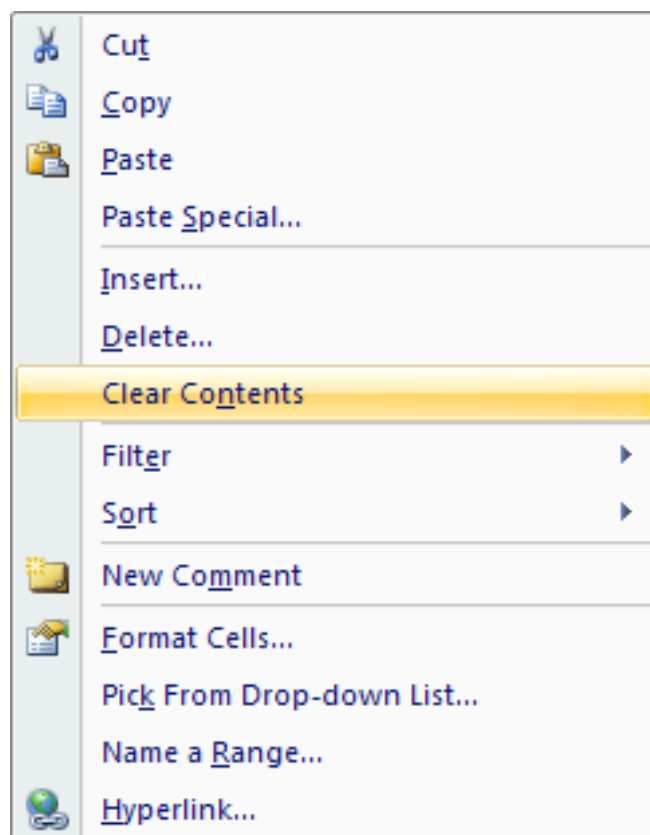
	E	F	G	
	Adds all the numbers in a range of cells			
	Thursday	Friday	Saturday	S
	3	3	2	
	2	4	2	
	3	4	1	
	2	2	1	

SUM		   		=SUM(B4 + B5 + B6 + B7	
	A	B	C	SUM(number1, [number2], ...)	
1	My Chocolate Addiction				
2					
3		Monday	Tuesday	Wednesday	Thursday
4	Mars Bars	1	2	1	3
5	Twix	7	5	3	2
6	Bounty	8	3	2	3
7	Other	1	2	2	2
8					
9	Day Totals	=SUM(B4 + B5 +			
10					

B9		   	=SUM(B4 + B5 + B6 + B7)		
	A	B	C	D	E
1	My Chocolate Addiction				
2					
3		Monday	Tuesday	Wednesday	Thursday
4	Mars Bars	1	2	1	3
5	Twix	7	5	3	2
6	Bounty	8	3	2	3
7	Other	1	2	2	2
8					
9	Day Totals	17			
10					

Monday	Tuesday	Wednesday	Thursday
1	2	1	3
7	5	3	2
8	3	2	3
1	2	2	2
17	=SUM(C4		

Monday	Tuesday	Wednesday	Thursday
1	2	1	3
7	5	3	2
8	3	2	3
1	2	2	2
17	=SUM(C4:C7		



SUM



=SUM(B4:B7)

	A	B	C	D
1	My Chocolate Addiction			
2				
3		Monday	Tuesday	Wednesday
4	Mars Bars	1	2	1
5	Twix	7	5	3
6	Bounty	8	3	2
7	Other	1	2	2
8				
9	Day Totals	=SUM(B4:B7)		
10				

	A	B	C	D	E	F	G	H
1	My Chocolate Addiction							
2								
3		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4	Mars Bars	1	2	1	3	3	2	5
5	Twix	7	5	3	2	4	2	4
6	Bounty	8	3	2	3	4	1	4
7	Other	1	2	2	2	2	1	1
8								
9	Day Totals	17						
10								

	A	B	C	D	E	F	G	H
1	My Chocolate Addiction							
2								
3		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4	Mars Bars	1	2	1	3	3	2	5
5	Twix	7	5	3	2	4	2	4
6	Bounty	8	3	2	3	4	1	4
7	Other	1	2	2	2	2	1	1
8								
9	Day Totals	17						
10								

H9 =SUM(H4:H7)

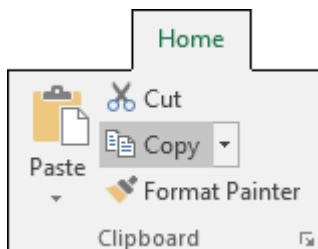
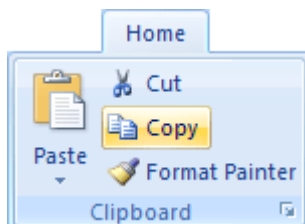
	A	B	C	D	E	F	G	H
1	My Chocolate Addiction							
2								
3		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4	Mars Bars	1	2	1	3	3	2	5
5	Twix	7	5	3	2	4	2	4
6	Bounty	8	3	2	3	4	1	4
7	Other	1	2	2	2	2	1	1
8								
9	Day Totals	17	12	8	10	13	6	14
10								

H9		fx		=SUM(H4:H7)				
	A	B	C	D	E	F	G	H
1	My Chocolate Addiction							
2								
3		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4	Mars Bars	1	2	1	3	3	2	5
5	Twix	7	5	3	2	4	2	4
6	Bounty	8	3	2	3	4	1	4
7	Other	1	2	2	2	2	1	1
8								
9	Day Totals	17	12	8	10	13	6	14
10								

H	I	J
Sunday		Individual Totals
5		17
4		
4		
1		
14		

H	I	J
Sunday		Individual Totals
5		17
4		
4		
1		
14		

J
Individual Totals
17
27
25
11



A4		
	A	B
1	My Chocolate Addi	
2		
3		Monday
4	Mars Bars	1
5	Twix	7
6	Bounty	8
7	Other	1
8		
9	Day Totals	17

1	My Chocolate Addiction				
2					
3		Monday	Tuesday	Wednesday	Thursday
4	Mars Bars	1	2	1	3
5	Twix	7	5	3	2
6	Bounty	8	3	2	3
7	Other	1	2	2	2
8					
9	Day Totals	17	12	8	10
10					
11	Number of Chocolate bars consumed in a week:				
12					
13	Cost of Addiction				
14					
15	Mars Bars				
16	Twix				
17	Bounty				
18	Other				
19					

11	Number of Chocolate bars consumed in a week:					80
12						
13	Cost of Addiction					
14		Price	Number	Cost		
15	Mars Bars					
16	Twix					
17	Bounty					
18	Other					
19						

B15 = Mars Bars £0.35

B16 = Twix £0.29

B17 = Bounty £0.32

B18 = Others £0.40

13	Cost of Addiction			
14		Price	Number	Cost
15	Mars Bars	£0.35		
16	Twix	£0.29		
17	Bounty	£0.32		
18	Other	£0.40		
19				

13	Cost of Addiction			
14		Price	Number	Cost
15	Mars Bars	0.35	17	
16	Twix	0.29	27	
17	Bounty	0.32	25	
18	Other	0.40	11	
19				

D15		fx		= B15 * C15				
	A	B	C	D	E	F	G	H
1	My Chocolate Addiction							
2								
3		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4	Mars Bars	1	2	1	3	3	2	5
5	Twix	7	5	3	2	4	2	4
6	Bounty	8	3	2	3	4	1	4
7	Other	1	2	2	2	2	1	1
8								
9	Day Totals	17	12	8	10	13	6	14
10								
11	Number of Chocolate bars consumed in a week:					80		
12								
13	Cost of Addiction							
14		Price	Number	Cost				
15	Mars Bars	0.35	17	£5.95				
16	Twix	0.29	27					
17	Bounty	0.32	25					
18	Other	0.40	11					
19								

11	Number of Chocolate bars consumed in a week:				80
12					
13	Cost of Addiction				
14		Price	Number	Cost	
15	Mars Bars	0.35	17	£5.95	
16	Twix	0.29	27	£7.83	
17	Bounty	0.32	25	£8.00	
18	Other	0.40	11	£4.40	
19					

SUM		=SUM(D15					
	A	B	C	SUM(number1, [number2], ...)	F	G	H
13	Cost of Addition						
14		Price	Number	Cost			
15	Mars Bars	0.35	17	£5.95			
16	Twix	0.29	27	£7.83			
17	Bounty	0.32	25	£8.00			
18	Other	0.40	11	£4.40			
19							
20	Weekly Cost of Chocolate Addition:				JM(D15		
21							

Number	Cost
17	£5.95
27	£7.83

SUM		X ✓ fx		=SUM(D15:D18		
	A	B	C	SUM(number1, [number2], ...)	F	G
13	Cost of Addiction					
14		Price	Number	Cost		
15	Mars Bars	0.35	17	£5.95		
16	Twix	0.29	27	£7.83		
17	Bounty	0.32	25	£8.00		
18	Other	0.40	11	£4.40		
19						
20	Weekly Cost of Chocolate Addiction:				D15:D18	
21						

13	Cost of Addiction						
14		Price	Number	Cost			
15	Mars Bars	0.35	17	£5.95			
16	Twix	0.29	27	£7.83			
17	Bounty	0.32	25	£8.00			
18	Other	0.40	11	£4.40			
19							
20	Weekly Cost of Chocolate Addiction:					£26.18	
21	Annual Cost of Chocolate Addiction:					£1,361.36	
22							
23							