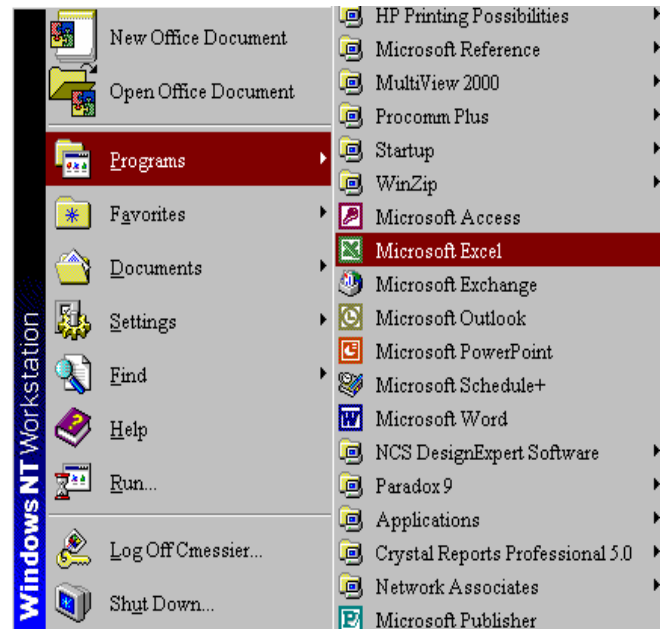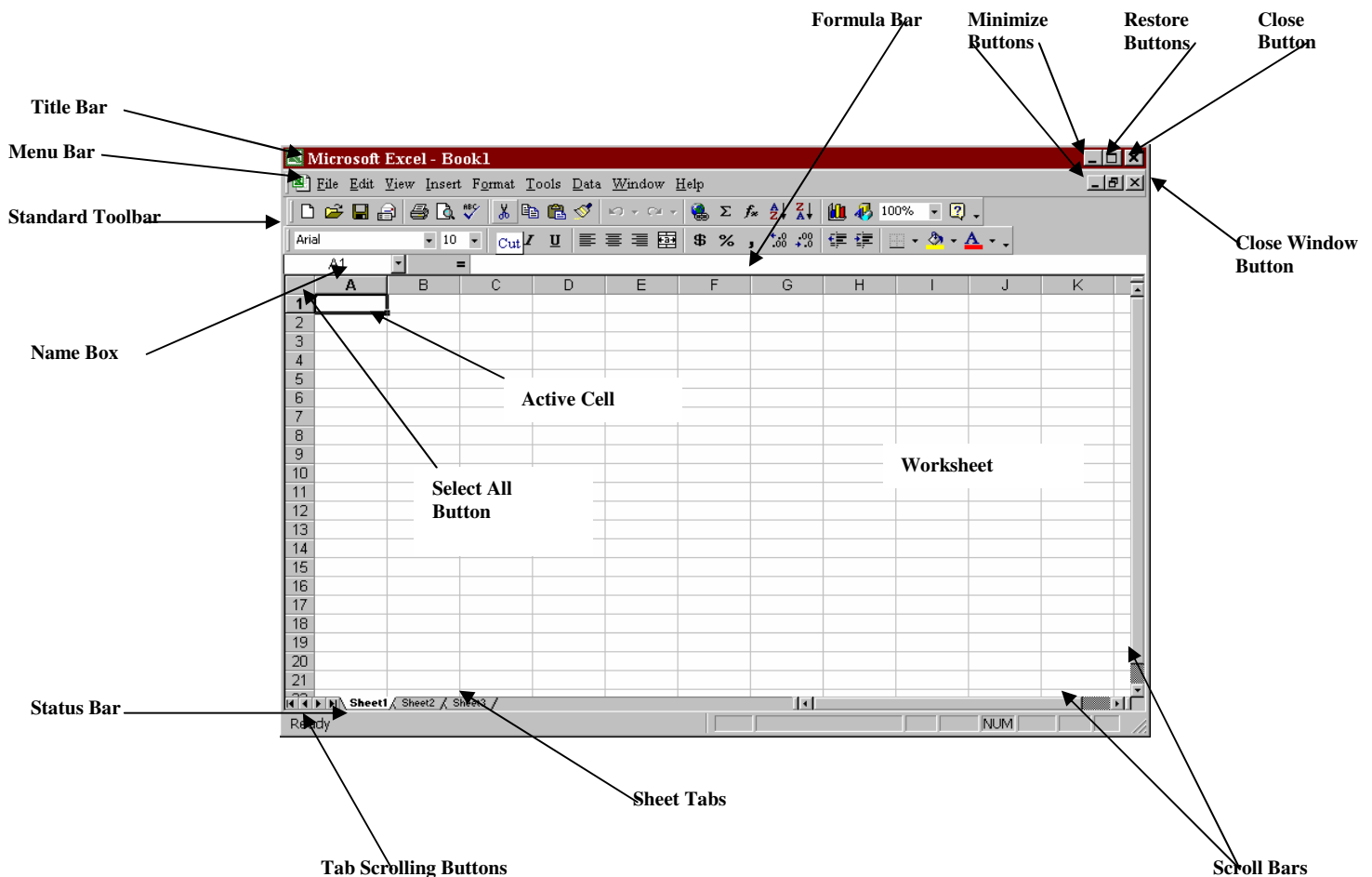# MICROSOFT EXCEL TUTORIAL HANDOUT

Opening Microsoft Excel

1.   Click on the **START** button.

2.   Click on **PROGRAMS.**

3.   Click on **MICROSOFT EXCEL.**

The *Excel* Screen

Formula Bar

Minimize Buttons

Restore Buttons

Close Button

Title Bar

Menu Bar

Standard Toolbar

Close Window Button

Name Box

Active Cell

Worksheet

Select All Button

Status Bar

Sheet Tabs

Tab Scrolling Buttons

Scroll Bars

Title Bar:	Displays the name of the current program and workbook.
Menu Bar:	Displays the names of the Excel menus.
Standard: Toolbar	Displays the buttons of the most frequently used functions.
Name Box:	Displays the coordinates of the active cell.
Formula Bar:	Displays the contents of the active cell.
Status Bar:	Displays information about a selected command as well as the status of certain keys, such as CapsLock and NumLock
Scroll Bars:	Used to move through the worksheet. You can move up, down, left, and right.
Select All Button	Selects every cell in a worksheet.
Sheet Tabs:	Displays the names of the worksheets within a workbook.
Tab Scrolling Buttons:	Used to scroll through the worksheets in a workbook.
Worksheet:	A single page in a workbook, divided into rows and columns. Columns and rows intersect to form cells.
Active Cell:	The cell surrounded by a border where you enter or edit data.
Minimize button:	Minimizes the window to a button on the Windows taskbar.
Maximize/Restore: button	Toggles (switches back and forth) between displaying a window in its maximum size and restoring a window to its previous size.
Close Window Button:	Closes the current window.
Close Button:	Closes the current program.

> ## Tip
> Move the mouse pointer over a button on the toolbar and a ToolTip will appear. This is the name of the button which gives a brief description of its purpose.

OPENING AND CLOSING A WORKBOOK

Opening A New Workbook:

1.   Click on the **FILE** menu.

2.   Click on **NEW.**

3.   Click **OK**

   OR

1.   Click on the **NEW** button.   ▯

Existing Workbook:

1.   Click on the **FILE** menu.

2.   Click on **OPEN**.

3.   Once the explorer window opens, select the files you wish to open.
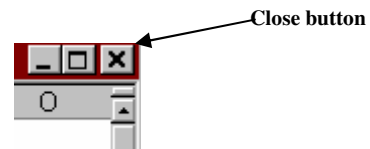
4.   Click **OPEN**.

   OR

1.   Click on the **OPEN** button 📂.

2.   Once the explorer window opens, select the file you wish to open.

3.   Click **OPEN**.

Closing a Workbook:

1.   Click on the **CLOSE WINDOW** button
        in the top-right corner of the window.

   OR

1.   Click on the **FILE** menu.

2.   Click **CLOSE**.

NAVIGATING THROUGH A WORKSHEET

TO MOVE	PRESS
Left one column	[←] or Shift + Tab
Right one column	[→] or Tab
To the first column in the worksheet	[Ctrl] [←]
To the last column in the worksheet	[Ctrl] [→]
To the last column in the row with data	[Ctrl] [→]
To the first column in the row with data	[Ctrl] [←]
Up one row	[↑] or Shift + Enter
Down one row	[↓] or Enter
To the next worksheet Page	[Ctrl] [Page Down]
To the previous worksheet Page	[Ctrl] [Page Up]
Up one screen	[Page Up]
Down one screen	[Page Down]
Beginning of worksheet	[Ctrl] [Home]
To the last cell with data	[Ctrl] [End]
Left one screen	[Alt] [Page Up]
Right One Screen	[Alt] [Page Down]

Moving Between Worksheets:

1.   Click on the desired sheet tab at the bottom left of the Excel window.

Scrolling Through a Worksheet

1.   Click on the left, right , up, or down scroll arrows to move one column/row.

        OR

        Drag the horizontal or vertical scroll box along the scroll bar to move the window in the corresponding direction.

        OR

        Click the scroll bar (either to the left or right of the horizontal scroll box, or above or below the vertical scroll box) to move the window in the direction of the mouse pointer.

Renaming Worksheets

1.   Double-click the desired sheet tab.

2.   Type the new name.

3.   Press **ENTER**.

> **Tip**
> You can right-click a sheet tab to insert or delete worksheets.

Selecting Cells

Single Cell:

1.	Click on the desired cell.
	The cell will have a black border,
	which indicates that this is the
	active cell.

A Range of Cells:

Using the Mouse
1.	Click on the cell in the upper, left-hand corner of the range.

2.	Move the mouse pointer to the lower, right-hand corner and release.

Using the Keyboard
1.	Click on the cell in the upper, left-hand corner of the range.

2.	Hold down the **SHIFT** key

3.	Click on the cell in the lower, right-hand corner of the range.

	OR

1.	Hold down the **SHIFT** key while pressing the arrow keys.

Nonadjacent Cells

1. Click on the first cell.

2. Hold down the **CTRL** key.

3. Click on the remaining desired cells.

A Single Row or Column:

1. Click on the desired row or column heading.

More Than One Adjacent Column or Row:

1. Click and move the mouse pointer over
    the desired rows and columns.

Every Cell in A Worksheet:

1. Click on the **SELECT ALL** button.

Select All button   Column C is selected

CREATING A WORKSHEET

Entering Data:

1.   Select a cell.

2.   Enter the data.

3.   Press **ENTER** or click on the ✔ in the formula bar

Entering a Range of Data:

1.   Select the cells.

2.   Enter the date

3.   Press **ENTER**.

4.   Continue until all cells are filled.

Editing Data:

1.   Double-click the cell.

   OR

1.   Click on the cell.

2.   Click on the formula bar.

   OR

1.   Click on the cell

2.   Press F2.

   OR

1.   Click on the **CANCEL** button in the formula
        bar to erase data before it is entered.

Cancel   Enter

	A	B	C	D
1	123564			
2				
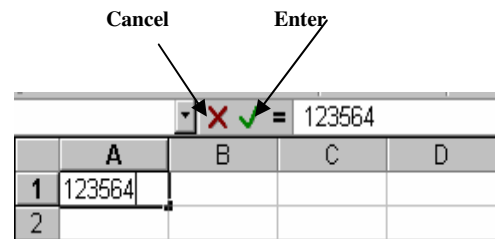
CREATING FOLDERS

You can create your own folders to organize your files. You can also create folders within folders.

1.   Click on the **FILE** menu.

2.   Click **SAVE AS.**

3.   Click on the **CREATE NEW FOLDER** button .

4.   Type the desired name for the folder in the space provided

SAVING A DOCUMENT

*Use **SAVE AS:** when you are saving a new document and you need to name it or if you are opening a document and saving it with a new name. This does not replace the old file.*

*Use **SAVE:** when you are saving changes made to an existing document. The old information will be overwritten.*

Save As:

1.   Click the **FILE** menu.

2.   Click **SAVE AS.**
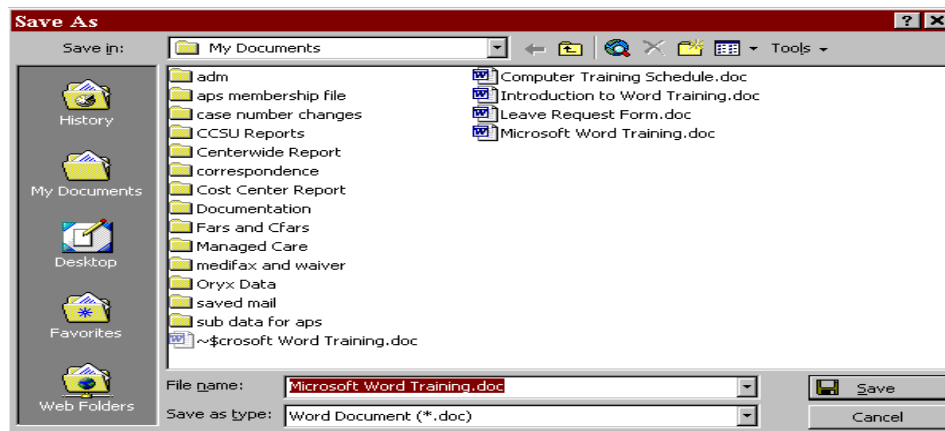
3.   Click on the **SAVE IN** drop down list to select the drive and folder where you wish to save this document.

4.   In the **FILE NAME** text box, type in the name you wish to give this document.

5.   Select *"Microsoft Excel Workbook"* from the **FILE TYPE** text box.

6.   Click **SAVE**

Save:

1.   Use the **SAVE** button   or press [Ctrl] [S]

FORMATTING CELLS, ROWS, AND COLUMNS

Numbers:
> *Formatting can be done before or after data is entered.*

1. Select the cell(s)

2. Click on the **FORMAT** menu.

3. Click on **CELLS.**

4. Select a format from the **CATEGORY** list.

5. Click on the number of decimal places to be used, if applicable.

6. Click **OK.**

    OR

1. Select the cell(s).

2. Right-click

3. Click on **FORMAT CELLS** and follow steps 4-6 from above.
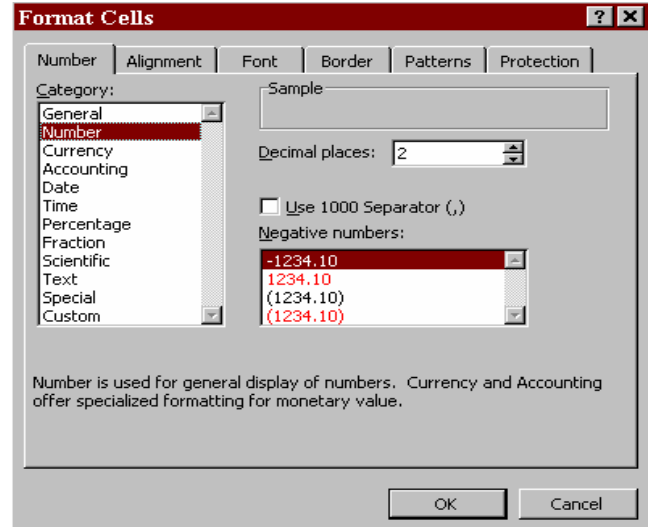
Cell Alignment:

1. Select the cell(s).

2. Click on the **FORMAT** menu.

3. Click the **ALIGNMENT** tab.

4. Choose the desired alignment by clicking on the drop down menu in the horizontal section.

5. Click **OK.**
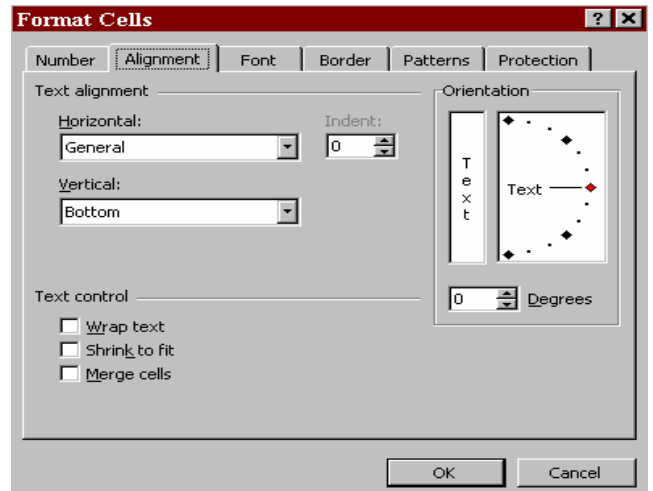
Change Font:

1.   Select the cell(s).

2.   Click on the **FORMAT** menu.

3.   Click on **CELLS**.

4.   Click on **FONT**.

5.   Make changes and click **OK**.
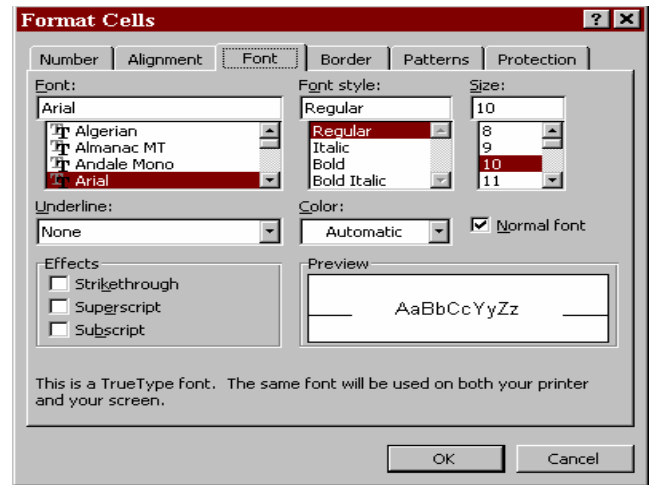
The Formatting Toolbar can also be used to make changes.

1.   Select the cell(s).

2.   Click on the desired button.
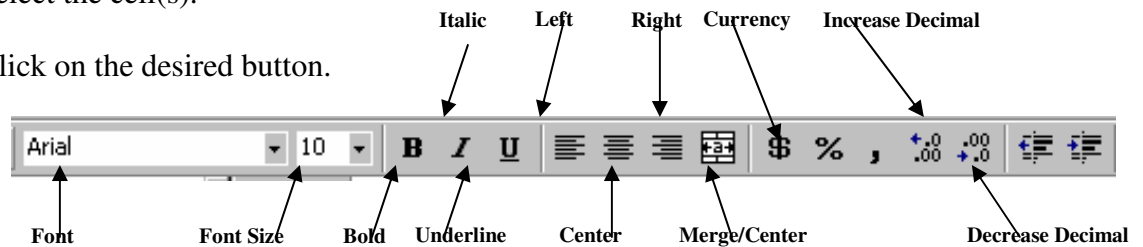
Resize Columns And Rows:

Adjust the width of a column:

1.   Move the mouse pointer to the right of the column heading border until it turns into a double headed arrow

2.   Click and drag to the border to the right or left.

3.   Release the mouse at the desired width.
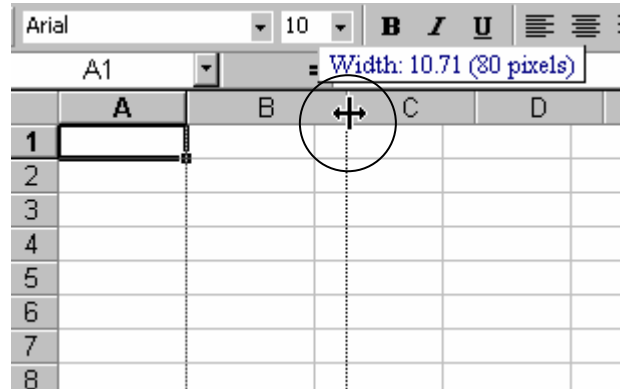
       OR

1.   Move the mouse pointer to the right of the column heading border until it turns into a double headed arrow.

2.   Double-click. The column is automatically resized to fit the widest entry.

Adjust the width of Multiple Columns:

1.   Select desired columns.

2.   Click on the **FORMAT** menu.

3.   Click on **COLUMN**.

4.   Click on **WIDTH.**

5.   Enter the desired width.

6.   Click **OK**.

INSERTING, DELETING, AND MERGING CELLS

Inserting Cells:

1.   Select the cell(s) above or to the left of the
         cells you want to move.

2.   Click on the **INSERT** menu.

3.   Click on **CELLS**.

4.   Click on appropriate selection.

5.   Click **OK**.

         OR
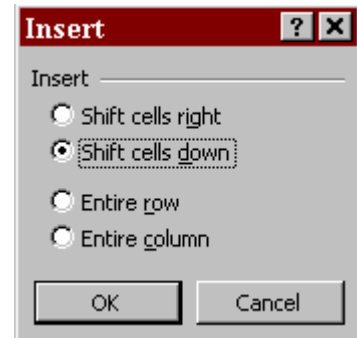
1.   Select the cell(s) above or to the left of the cells you want to move.

2.   Right-click.

3.   Click on **INSERT**.

4.   Follow steps 3-5 from above.

Inserting Rows and Columns:

1.   Select a cell to the left of the column or above the row that will be moved.

2.   Click on the **INSERT** menu.

3.   Click on **COLUMNS** or **ROWS**

         OR

1.   Right-click the column or row heading.

2.   Follow steps 2-3 from above.

Deleting Cells:

1. Select the cell(s) to delete.

2. Click on the **EDIT** menu.

3. Click on **DELETE**.

4. Click on appropriate selection.

5. Click **OK**.

   OR

1. Select the cell(s) to delete.

2. Right-click.

3. Follow steps 3-5 from above.
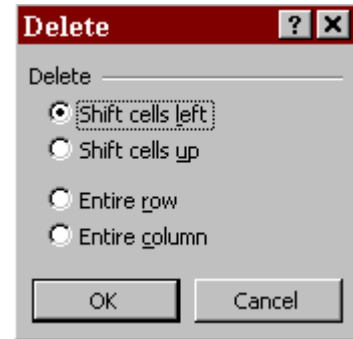
Deleting Rows and Columns:

1. Select at least one cell in the column or row.

2. Click on the **EDIT** menu.

3. Click on **DELETE**

4. Click on appropriate selection.

5. Click **OK**.
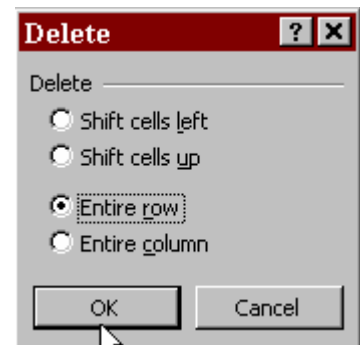
Merging Cells:

1. Select the cells you want to merge.

2. Click the **MERGE AND CENTER** button on the toolbar.

> **Tip**
>
> Click the **Undo** button to reverse the last change made. To "undo the undo" click the **Redo** button.

PRINTING WORKSHEETS AND WORKBOOKS

Previewing a Worksheet:

To preview the worksheet before you print it, click the **PRINT PREVIEW** button ⬚.

To exit the Print Preview screen, click on **CLOSE**.

Setting the Print Area:

1.   Select the area of the worksheet that is to be printed.

2.   Click on the **FILE** menu.

3.   Click on **PRINT AREA**.

4.   Click on **SET PRINT AREA**.

Clearing the Print Area:

1.   Click on the **FILE** menu.

2.   Click on **PRINT AREA**.

3.   Click on **CLEAR PRINT AREA**.

Printing:

1.   Click on the **FILE** menu.

2.   Click on **PRINT**. A dialog box
         will appear.

3.   Select the options you wish to change
         (page name, name of printer, etc.)

4.   Select the number of copies.

5.   Click **OK**.
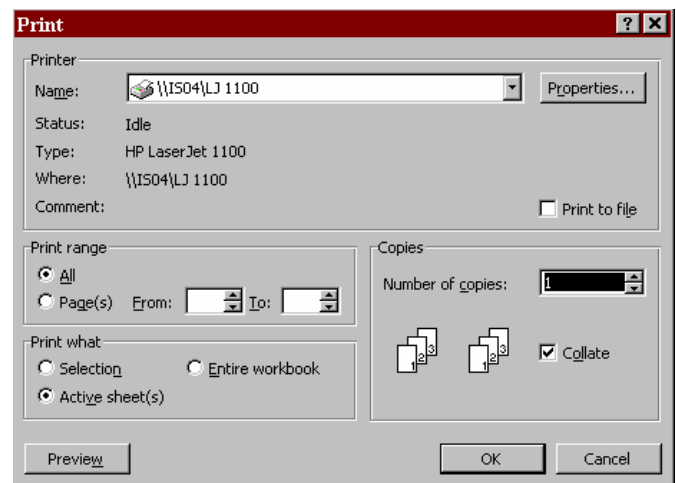
         OR

1.   Click the **PRINT** button 🖨 on the toolbar.

CREATING FORMULAS

The following mathematical operators can be used in a formula:

^	**Exponentiation**
*	**Multiplication**
/	**Division**
+	**Addition**
-	**Subtraction**

***Operations should be performed in the order listed above.

Entering a Formula:

1.   Click on the desired cell.

2.   Type **=** and the cell names.

3.   Press **ENTER.**

OR

1.   Click on the desired cell.

2.   Type **=**

3.   Click on the appropriate cell.

4.   Enter the desired mathematical operator.

5.   Repeat steps 3 & 4 until the formula is complete.

6.   Press **ENTER** or click on t he ✔ on the **FORMULA BAR**.

> **Tip**
> You can use lowercase or uppercase letters when typing cell references.

Copying a Formula:

1.   Select the cell with the formula you want to copy.

2.   Point to the fill handle.

3.   Move the fill handle to the last cell in the range.
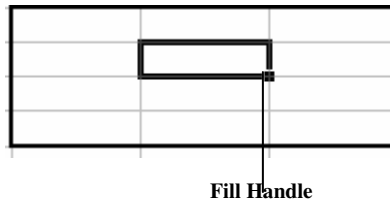
Fill Handle

> **Tip**
> The fill handle can be used to complete a series of years,
> dates, days, etc.

Editing a Formula:

1.   Click on the appropriate cell.

2.   Position the insertion point in the **FORMULA BAR**, or click on the
         EDIT FORMULA button **=** on the formula bar.
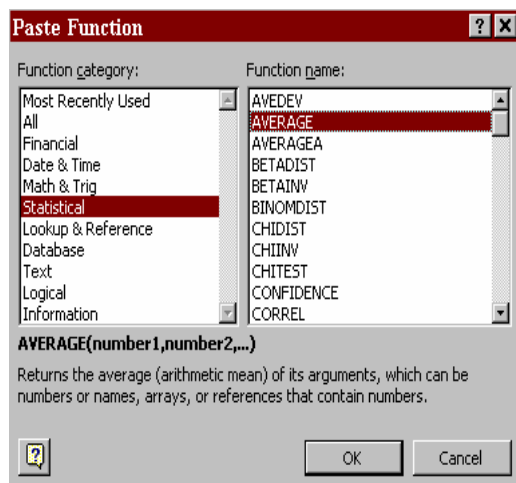
3.   Make the changes and press **ENTER**.

Deleting a Formula:

1.   Click on the appropriate cell

2.   Press **DELETE**.

USING FUNCTIONS

*A **function** is a special formula, "built-in" to Excel, that performs a specific task*

1.   Click on a cell.

2,   Click the **PASTE FUNCTION** button f_x on the toolbar.

3.   Select the desired function and enter necessary information.

4.   Click **OK**.
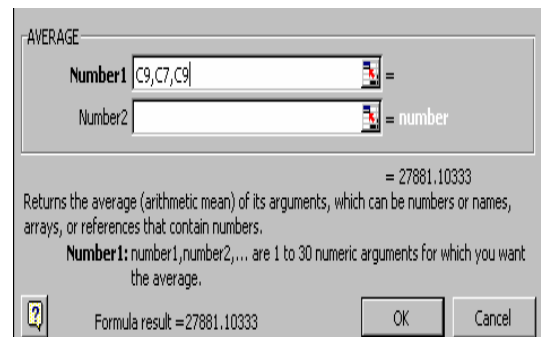
Using Autosum:

Autosum is a button on the toolbar which allows you to total adjacent cells.

1.   Select the cell that will contain the total.

2.   Click on the **AUTOSUM** button Σ
       on the toolbar.

3.   Modify the formula if needed.

4.   Press **ENTER**

MOVING DATA

Cutting, Copying, and Pasting :

Cutting text removes data from a cell while copying duplicates the data so that it can be pasted to another location.

1.   Select the cell(s) that contain the data to be cut or copied.

2.   Click on the **CUT** or **COPY** button.

3.   Select the cell(s) where the data will be pasted.

4.   Click on the **PASTE** button.

Copying Data Using the Fill Handle:

1.   Select the cell(s) that contain the data to be copied.

2.   Drag the fill handle to the desired cells.

Paste Special:

Paste Special allows you to choose which parts of a cell you want to paste. You can paste only the cell's formatting, formula, or width if desired.

1.   Select the cells that you want
        to cut or copy.

2.   Click on the **CUT** or **COPY** button.

3.   Select the cell(s) where the data
        will be pasted.

4.   Click on the **EDIT** menu.

5.   Click on **PASTE SPECIAL**

6.   Click on the desired pasteoption.
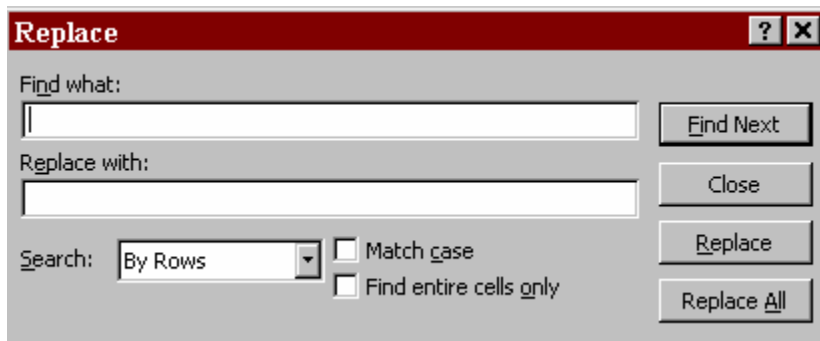
7.   Click **OK**.

FIND AND REPLACE

Find:

1. Go to the beginning of the document
   by pressing **[Ctrl] [Home].**

2. Click on the **EDIT** menu.

3. Click on **FIND**.

4. Click on the **FIND** tab in the dialog
   box that opens.

5. Enter the word or number you wish to find in the **"FIND WHAT"** text
   box.

6. Click on the **SEARCH** drop-down menu and click on rows or columns.

7. Click on the **LOOK IN** drop-down menu and click on formulas, values,
   or comments.

8. Click on **FIND NEXT**.

9. Click **OK** when finished.
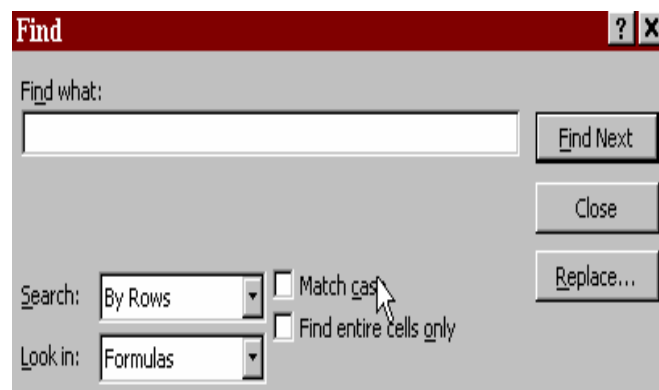
Replace:

1.   Repeat steps 1thru 3 from above.

2.   Click on the **REPLACE TAB** in
           the dialog box that opens.

3.   Enter the word or number you wish
           to find in the **"FIND WHAT"** text box.

4.   Enter the word or number you wish to
           replace it with in the **"REPLACE WITH"**
           text box.

5.   Click on the **SEARCH** drop-down menu
           and click on rows or columns.

6.   Click on **REPLACE ALL** to replace every occurrence.

BORDERS AND SHADING

Adding Borders to Cells:

Borders can be placed around a cell, a range of cells, or an entire worksheet.
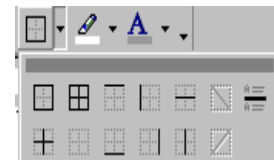
1. Select the cell(s).

2. Click on the **FORMAT** menu.

3. Click on **CELLS**.

4. Click on the **BORDER** tab.

5. Choose which edges you want to add the border to in the **PRESETS** and **BORDER** sections.

6. Select the desired border line type and color.

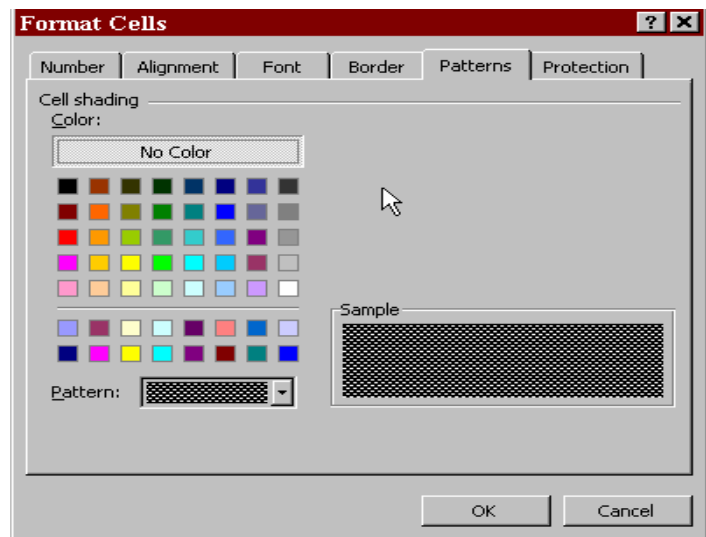7. Click **OK**.
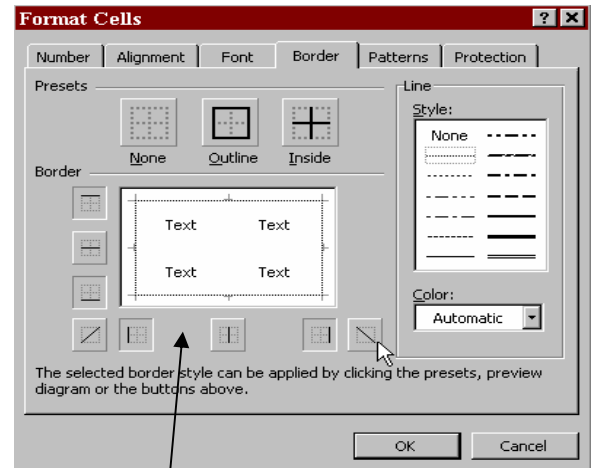
Border Preview Box

OR

1. Click on the **BORDERS** drop-down menu on the toolbar.

2. Select the desired options.

Adding Shading:

1.   Select the cell(s).

2.   Click on the **FORMAT** menu.

3.   Click on **CELLS**.

4.   Click the **PATTERNS** tab.

5.   Select the desired color and pattern.
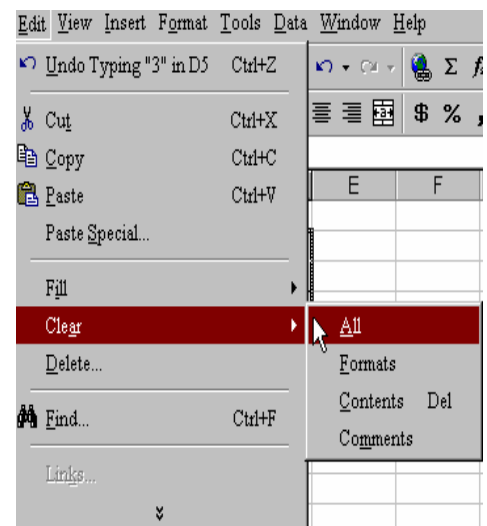
6.   Click **OK**.

OR

1.   Click on the **FILL COLOR** drop-down menu on the toolbar.

2.   Click on the desired color.

Clearing Cell Contents and Formats:

*The **delete** key deletes values, but does not delete formatting. The Clear command deletes contents, formatting, or both.*

1.   Select the cell(s).

2.   Click on the **EDIT** menu.

3.   Click on **CLEAR**.
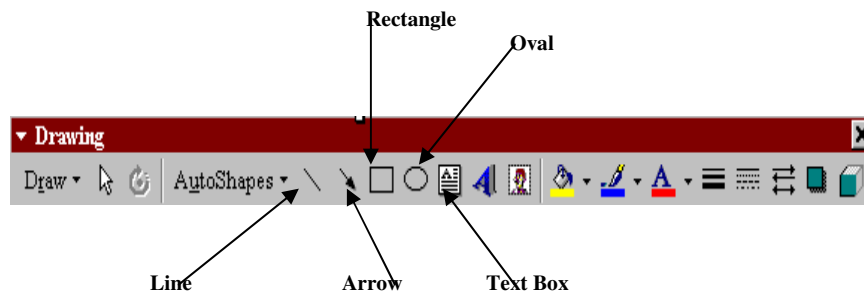
4.   Click on the desired option.

Displaying the Drawing Toolbar:

1.   Click on the **VIEW** menu.

2.   Click on **TOOLBARS**.

3.   Click on **DRAWING**.

   OR

1.   Click on the **DRAWING** button on the toolbar.

Creating Lines and Objects:

1.   Click the button on the **DRAWING** toolbar for the line or object you want to create.

2.   Drag to the desired location in the worksheet.

**Resizing Lines and Objects:**

1.   Click on the line or object to select it.

2.   Move the mouse pointer over a sizing handle.

3.   Move the sizing handle until the desired size is reached.

Deleting Lines and Objects:

1.   Click on the line or object.
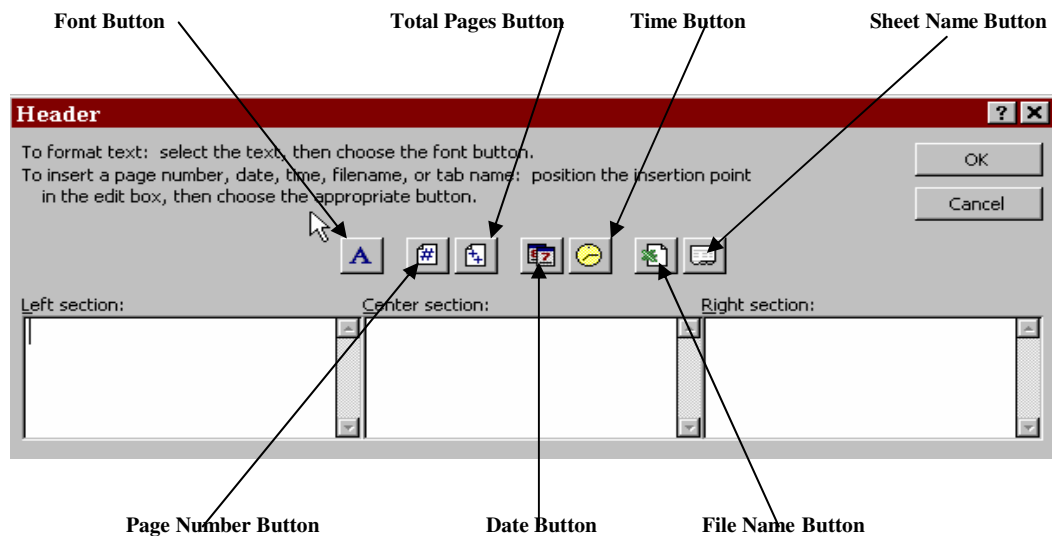
2.   Press the **DELETE** key.

ADDING HEADERS AND FOOTERS

1. Click on the **VIEW** menu.

2. Click on **HEADER AND FOOTER.**

3. Click on the header or footer drop-down menu and select the desired header and footer.

4. Click **OK**.
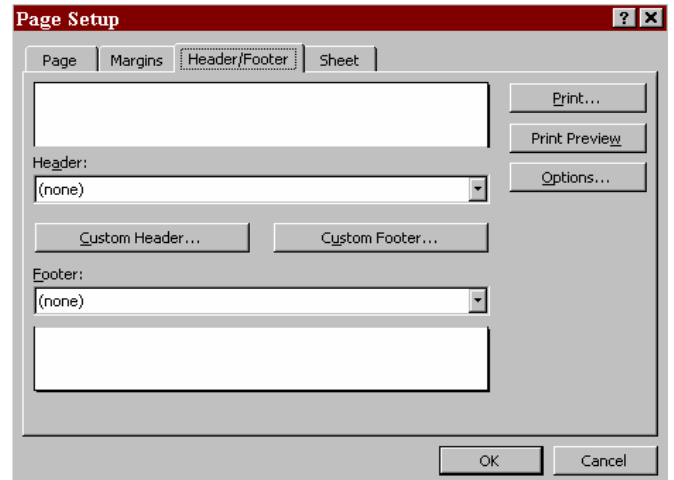
Customizing Headers and Footers:

1. Repeat steps 1 & 2 from above.

2. Click on the **CUSTOM HEADER** or **CUSTOM FOOTER** button.
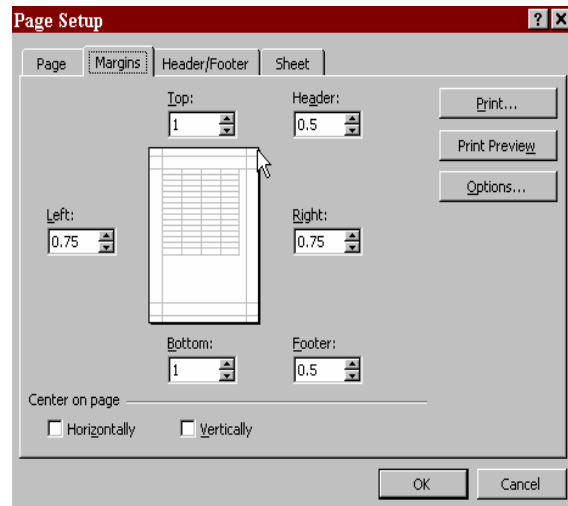
3. Type desired text and field codes into the appropriate sections.

4. Click **OK** in the Header/Footer dialog box.

5. Click **OK** in the Page Setup dialog box.

MAKING CHANGES TO THE PAGE LAYOUT

Changing Margins:

1. Click on the **FILE** menu.

2. Click on **PAGE SETUP**.

3. Click on the **MARGINS** tab.

4. Change the margins by clicking on the arrows or typing a new setting into the text box.

5. Click **OK**.

Inserting and Deleting Page Breaks:

Insert
1. Select a cell below and to the right of where you want the page break to be added.

2. Click on the **INSERT** menu.

3, Click on **PAGE BREAK**.

Delete
1. Follow steps 1 & 2 from above.

2. Click on **REMOVE PAGE BREAK**.

Previewing Page Breaks:

1. Click on the **VIEW** menu.

2. Click on **PAGE BREAK PREVIEW**.

CREATING CHARTS

Creating a Chart with the Chart Wizard

1.   Select the desired data.

2.   Click on the Chart Wizard button
      on the toolbar

3.   Click on the desired chart type
      and sub-type in the Step 1 of 4
      dialog box and click **NEXT**.

4.   Click **ROWS** or **COLUMNS** in the
      Step 2 of 4 dialog box.

5.   Enter titles for the chart and axes in
      Step 3 of 4 dialog box click **NEXT**.

6.   Click on **AS NEW SHEET** to create
      a chart sheet in the STEP 4 of 4
      dialog box. Click on **AS OBJECT
      IN** to create an embedded chart.

7.   Click **FINISH**.
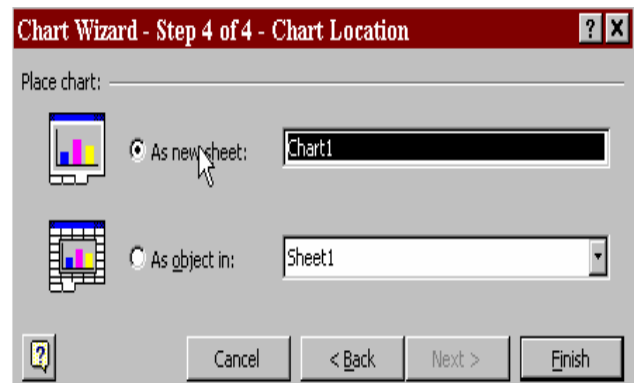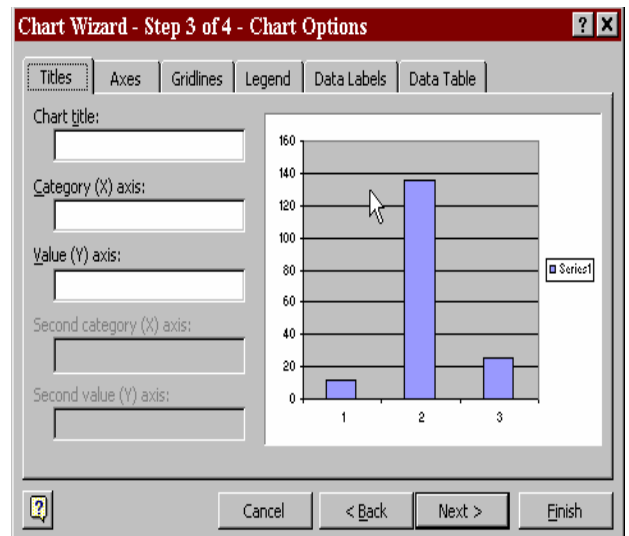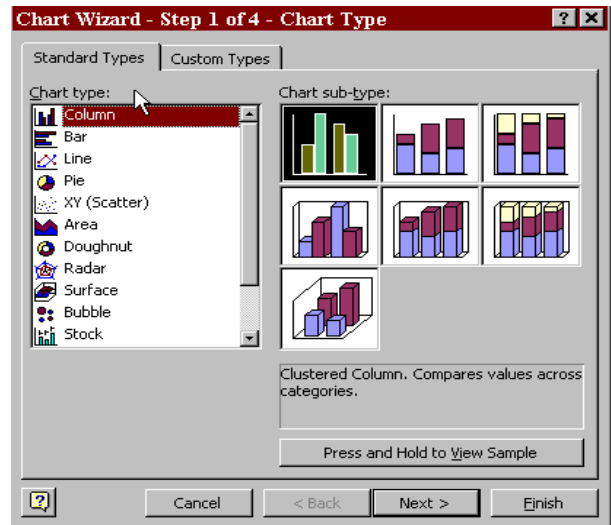
Deleting a Chart Sheet:

1.   Select the desired chart sheet tab.

2.   Click on the **EDIT** menu.

3.   Click on **DELETE SHEET**.

4.   Click **OK**.

Previewing and Printing a Chart Sheet:

1.   Click the desired chart sheet tab.

2.   Click on the **PREVIEW** button on the toolbar.

3.   Click the **PRINT** button on the preview toolbar.

> **Tip**
> **You can move and resize a chart the same way you move objects.**

HELP

Getting Help:

There are two types of help within Word. One is the Screen Tips and the other is the
Office Assistant.

> **Screen Tip:** A brief explanation about an item on the screen. It is used
> when you are unsure about what an item is or what it does..

> **To Activate Screen Tips:**

> 1.   Click on **HELP** on the Menu bar.

> 2.   Click on **WHAT'S THIS?**

> 3.   Click on the item you want to know about.

OFFICE ASSISTANT

Office Assistant: An animated icon displayed on the screen. When activated, it offers
tips on how to use Word's features or you can search a topic for step-
by-step instructions for completing a specific task.

If the Office Assistant is not visible, click on the OFFICE ASSISTANT button ❓ *on
the MENU bar.*

To Activate Office Assistant:

1.   Click on the **ASSISTANT.** A window
opens asking "What Would You Like To Do?"

2.   The assistant automatically tries to guess
what you need help on. If you do not see the topic
you are looking for, type your question in the text
box and click on the **SEARCH** button.

3.   To view topic instructions click on the bullet
of that topic.

To Deactivate Office Assistant:

1.   Right click on the **ASSISTANT** and click **HIDE.**