Excel basics Part 1 Handbook

**Part 1 – Working with Sheets and Cells**

**Examples:**

Chart 1 – Bar Chart

1. Select the “Dept” column then hold CTRL and select the “Avg. # of Years” column
2. From the “Insert” tab, click on “Recommended Charts”. Then select the “Clustered Bar” chart and click OK
3. Select the chart and from the “Design” tab under “Chart Tools” change the “Chart Style” to “Style 5”
4. Edit the chart title to read “Avg. Number of Years by Dept”
5. Select the chart and under the “Design” tab click “Add Chart Element”. From there, add a “Primary Horizontal” chart title of “Years”

Result:

Chart 2 – Scatter Plot

1. From the “Insert” tab, insert a scatter plot
2. Click on the created chart and under the “Design” tab, click on “Select Data”

**Exercises:**

**Part 2 – Entering and Storing Data**

**Part 3 – Helpful Tools and Resources**

**Part 4 – Resources**

1. [Excel Easy](https://www.excel-easy.com/basics.html)
   1. [Excel Easy – Keyboard Shortcuts](https://www.excel-easy.com/basics/keyboard-shortcuts.html)
2. [Office – Excel for Windows Training](https://support.office.com/en-us/article/excel-for-windows-training-9bc05390-e94c-46af-a5b3-d7c22f6990bb)
3. [Excel Help Center](https://support.office.com/en-us/excel)
4. [GCF Global – Excel 2016](https://edu.gcfglobal.org/en/excel2016/)
5. [Excel Jet](https://exceljet.net/)
   1. [Excel Jet – List of Shortcuts](https://exceljet.net/keyboard-shortcuts)
6. [Microsoft Excel Community](https://techcommunity.microsoft.com/t5/Excel/ct-p/Excel_Cat)
7. [Microsoft Answers Community](https://answers.microsoft.com/en-us/msoffice/forum?sort=LastReplyDate&dir=Desc&tab=All&status=all&mod=&modAge=&advFil=&postedAfter=&postedBefore=&threadType=All&isFilterExpanded=false&page=1)
8. Microsoft Excel Beginners Video Tutorial – [Level 1](https://www.youtube.com/watch?v=k1VUZEVuDJ8) & [Level 2](https://www.youtube.com/watch?v=bhZckWTLkJM)