

SECTION I: What is Excel?

Microsoft Excel is a spreadsheet application that is commonly used for a variety of uses. At its core, Excel is a table consisting of rows and columns. Excel is composed of rows and columns and uses a spreadsheet to display data. Features include: calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications.

What can I do with this?

The data within a table can be sorted by any column, which means that the rows can be ordered by last name or first name alphabetically, by the ID number ascending or descending, by the amount paid ascending or descending, or by the date. You can also filter the data in the table to have only specific values show.

SECTION II: Cells, Rows, and Columns

What is a cell?

A cell, outlined in green below, is an individual block within a table in which you can enter values, such as words or numbers.

What are rows and columns?

Rows, outlined in red below, are a horizontal group of cells. Columns, outlined in blue below, are a vertical group of cells.

Last name	First name	Banner ID	Amount paid	Date paid
Smith	John	745082	1,000	6/10/2014
Doe	Jane	967034	5,000	6/5/2014
Laman	Samantha	204573	3,000	5/31/2014
Cather	Kyle	853725	7,000	6/3/2014
Wilson	Owen	363084	2,500	6/8/2014
Jones	Katherine	642986	6,500	6/2/2014
Jackson	Michael	438715	3,250	5/27/2014
O'neal	Samueal	543981	2,750	6/1/2014
Eaton	Isabella	194382	1,525	6/7/2014
Rent	Gabriel	793281	4,525	5/29/2014

This is a row

This is a cell

This is a column

Inserting rows and columns

To Add a Row:

1. Select the entire row below where you want to add the new row.