Microsoft Excel

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Introduction to Excel

Excel is a computer program used to create electronic spreadsheets. Within Excel, users can organize data, create charts, and perform calculations. Excel is a convenient program because it allows the user to create large spreadsheets, reference information from other spreadsheets, and it allows for better storage and modification of information. Excel operates like other Microsoft (MS) Office programs and has many of the same functions and shortcuts of other MS programs.
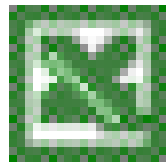

Microsoft Excel

Overview of the Excel Screen

Before working with Excel, it is essential to first become familiar with the Excel screen. The following will help you to recognize the various parts of an Excel screen and their functions.

The **Title bar** is located at the very top of the screen. The Title bar displays the name of the workbook you are currently using.

Microsoft Excel - Book1

The **Menu bar** is located just below the Title bar. The Menu bar is used to give instructions to the program.

File Edit View Insert Format Tools Data Window Help
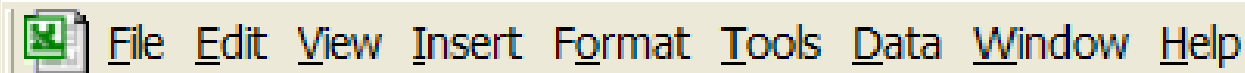
Overview of the Excel Screen

Toolbars provide shortcuts to menu commands. There are many different toolbars and the user can choose which toolbars are shown on the screen. To enable more toolbars go to "View" on the Menu bar, select Toolbars, then select which toolbar you wish to add to the screen.
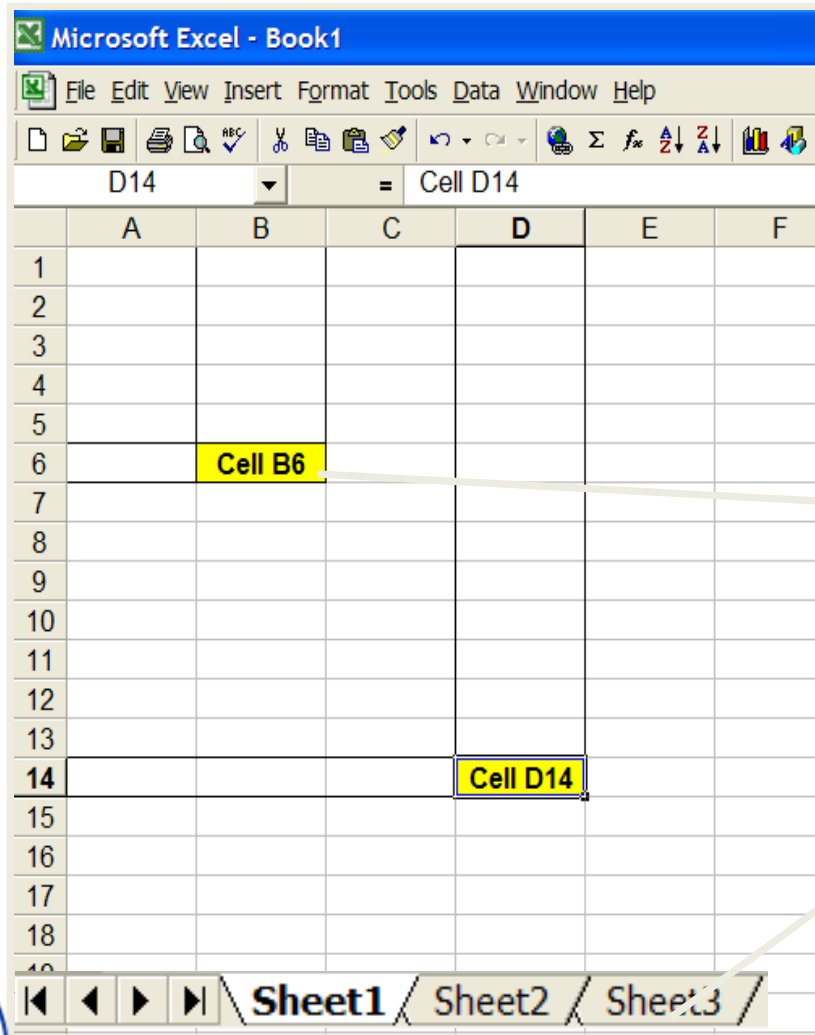
The Standard Toolbar provides shortcuts to the File Menu, as well as mathematical functions, chart creation, and sorting.

The Formatting Toolbar provides shortcuts to font formatting as well as mathematical functions.

The Status Toolbar allows the user to view if the current worksheet is ready to enter data.
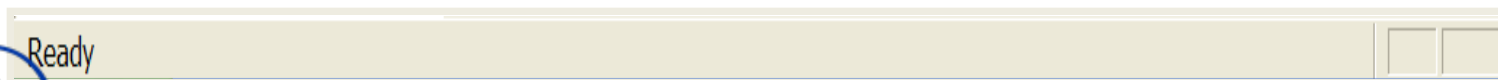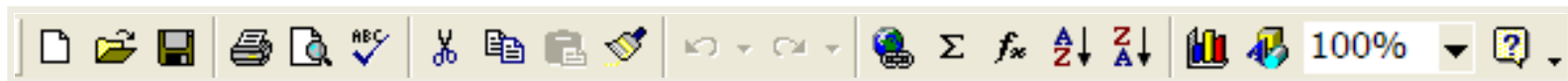
Overview of the Excel Screen

- Microsoft Excel consists of workbooks. Within each workbook, there is an infinite number of worksheets.

- Each worksheet contains **columns and rows.**

- Where a column and a row intersect is called the **cell**. For example, cell B6 is located where column B and row 6 meet. You enter your data into the cells on the worksheet.

- The tabs at the bottom of the screen represent different worksheets within a workbook. You can use the scrolling buttons on the left to bring other worksheets into view.

Overview of the Excel Screen

- The **Name Box** indicates what cell you are in. This cell is called the **"active cell."** This cell is highlighted by a black box.

- The **"="** is used to edit your formula on your selected cell.

- The **Formula Bar** indicates the contents of the cell selected. If you have created a formula, then the formula will appear in this space.
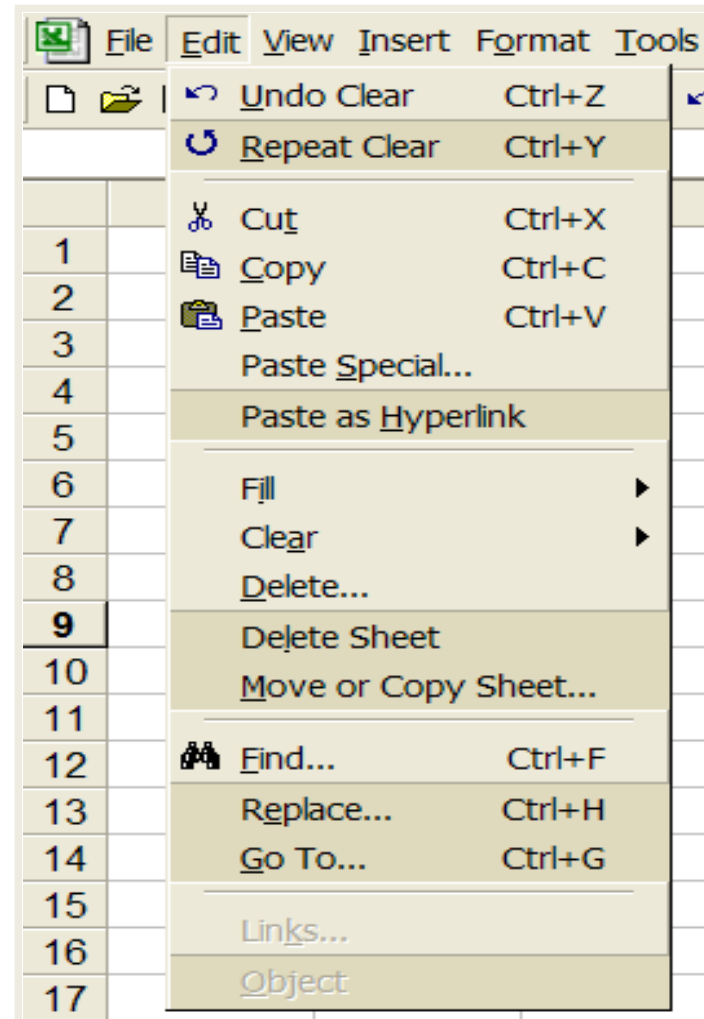

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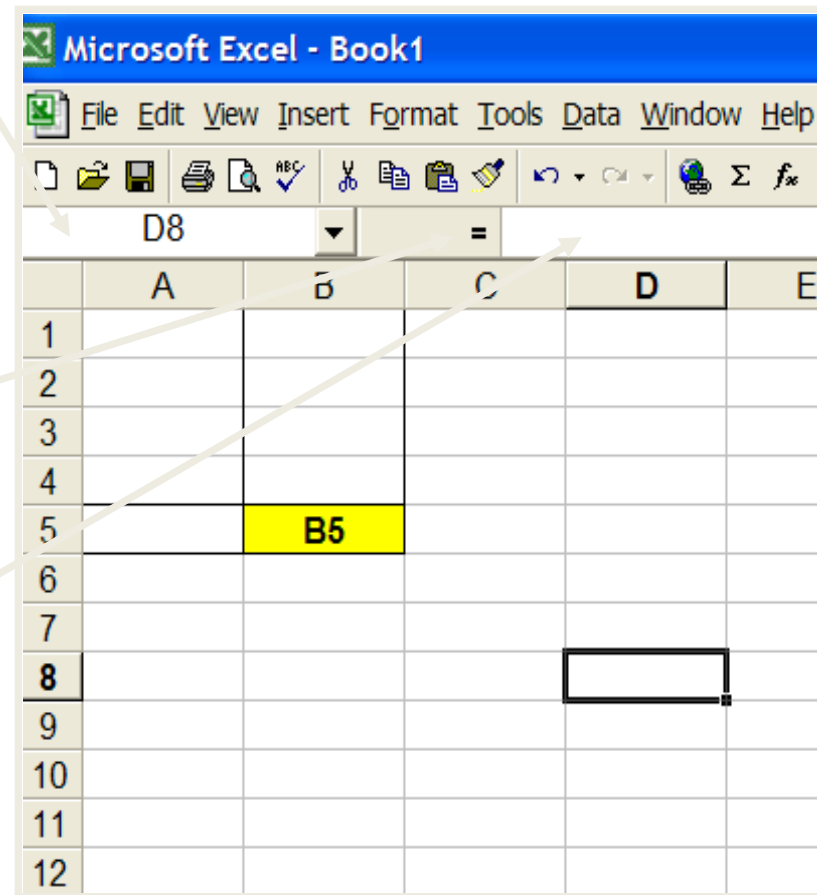
File Menu

- When first opening Excel a worksheet will automatically appear. However, if you desire to open a file that you previously worked on go to the **"File"** option located in the top left corner. Select **"Open."**

- To create a new worksheet go to the **"File"** option and select **"New."**

- To save the work created go to the **"File"** option and select **"Save."**

- To close an existing worksheet go to the **"File"** option and select **"Close."**

- To exit the program entirely go to the **"File"** option and select **"Exit."**
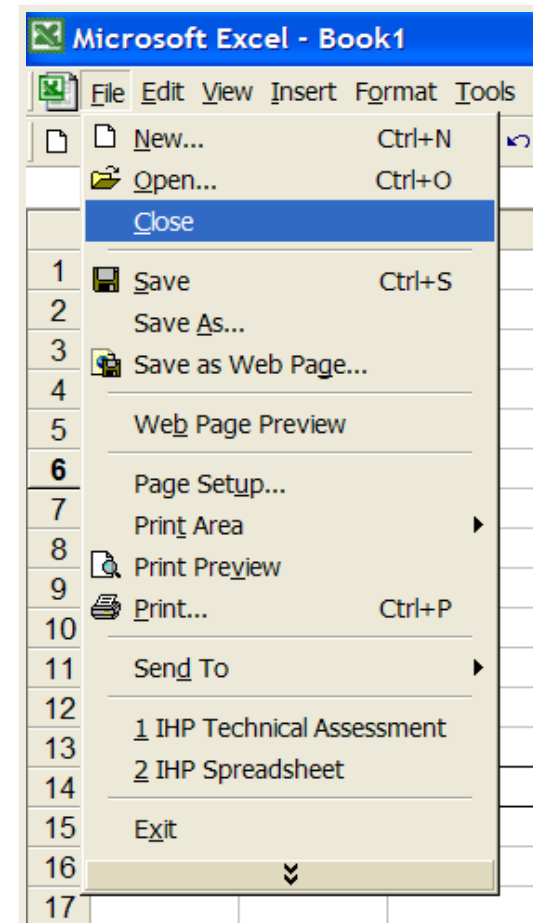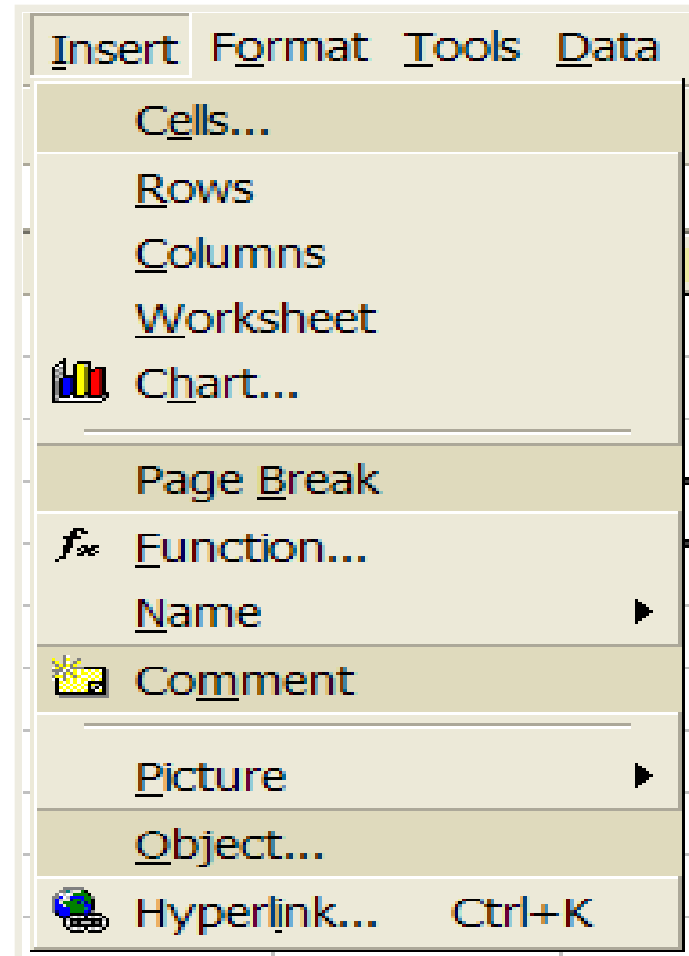
Edit Menu

- Among the many functions, the Edit Menu allows you to make changes to any data that was entered. You can:

- Undo mistakes made. Excel allows you to undo up to the last 16 moves you made.

- Cut, copy, or paste information.

- Find information in an existing workbook

- Replace existing information.

|	File	Edit View Insert Format Tools
		Undo Clear	Ctrl+Z
		Repeat Clear	Ctrl+Y
1		Cut	Ctrl+X
2		Copy	Ctrl+C
3		Paste	Ctrl+V
4		Paste Special...
5		Paste as Hyperlink
6		Fill
7		Clear
8		Delete...
9		Delete Sheet
10		Move or Copy Sheet...
11		
12		Find...	Ctrl+F
13		Replace...	Ctrl+H
14		Go To...	Ctrl+G
15		Links...
16		Object
17		

Insert Menu

- The Insert Menu allows you to:

- Add new worksheets, rows, and columns to an existing.

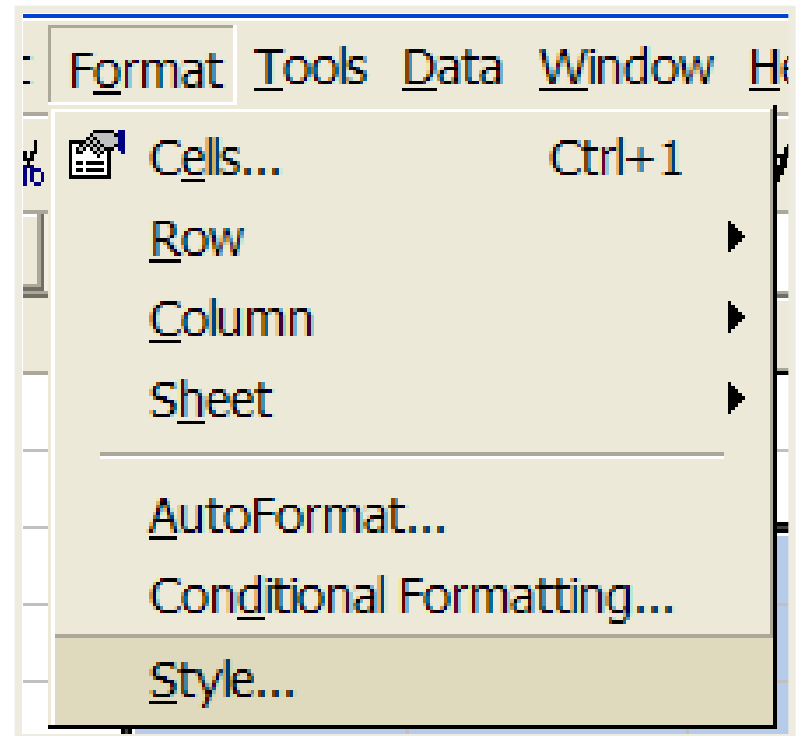- You can also insert charts, pictures, and objects onto your worksheet.

| Insert | Format | Tools | Data |

- Cells...
- Rows
- Columns
- Worksheet
- Chart...
- Page Break
- Function...
- Name ▶
- Comment
- Picture ▶
- Object...
- Hyperlink...   Ctrl+K

Format Menu

- You can change the colors, borders, sizes, alignment, and font of a certain cell by going to the "Cell" option in the Format Menu.
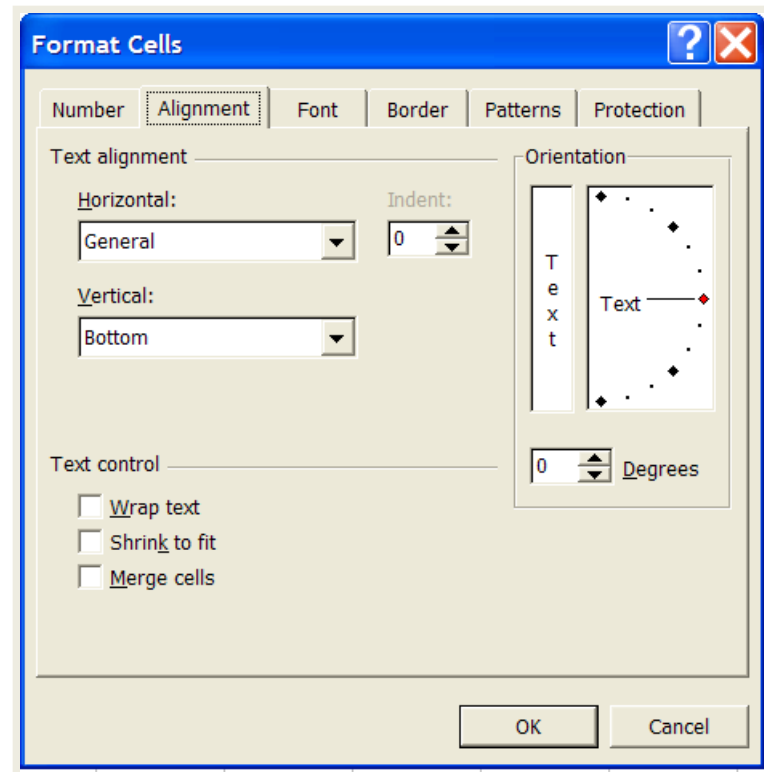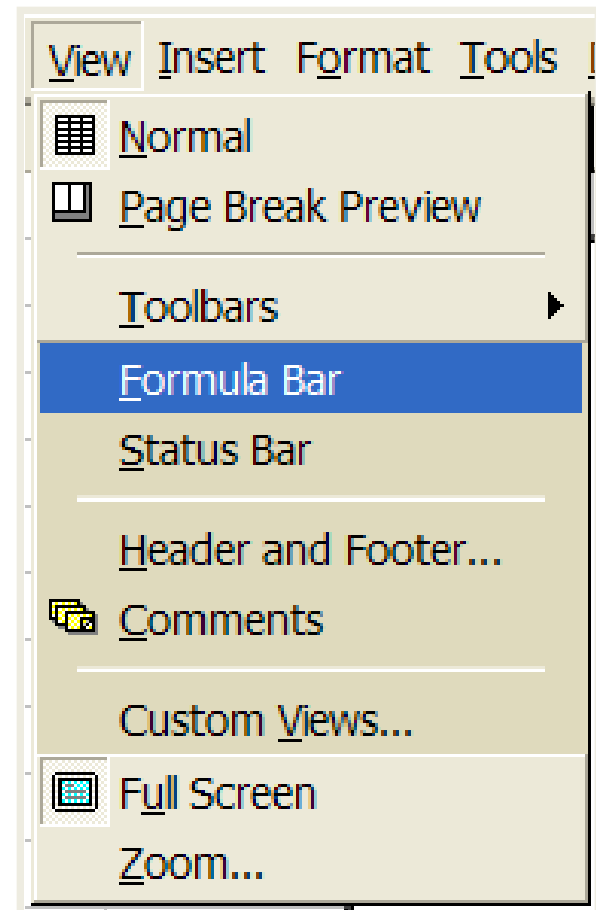
Format Menu

- You can change row and column width and height in the "Row" and "Column" options.

- You can rename worksheets and change their order in the "Sheet" option.

- The "AutoFormat" option allows you to apply pre-selected colors, fonts, and sizes to entire worksheets.

| Format | Tools | Data | Window | He |

Cells...   Ctrl+1

Row ▶

Column ▶

Sheet ▶

AutoFormat...

Conditional Formatting...

Style...

View Menu

- The View menu allows you different options of viewing your work.

- You can enable a Full Screen view that changes the view to include just the worksheet and Menu bar.

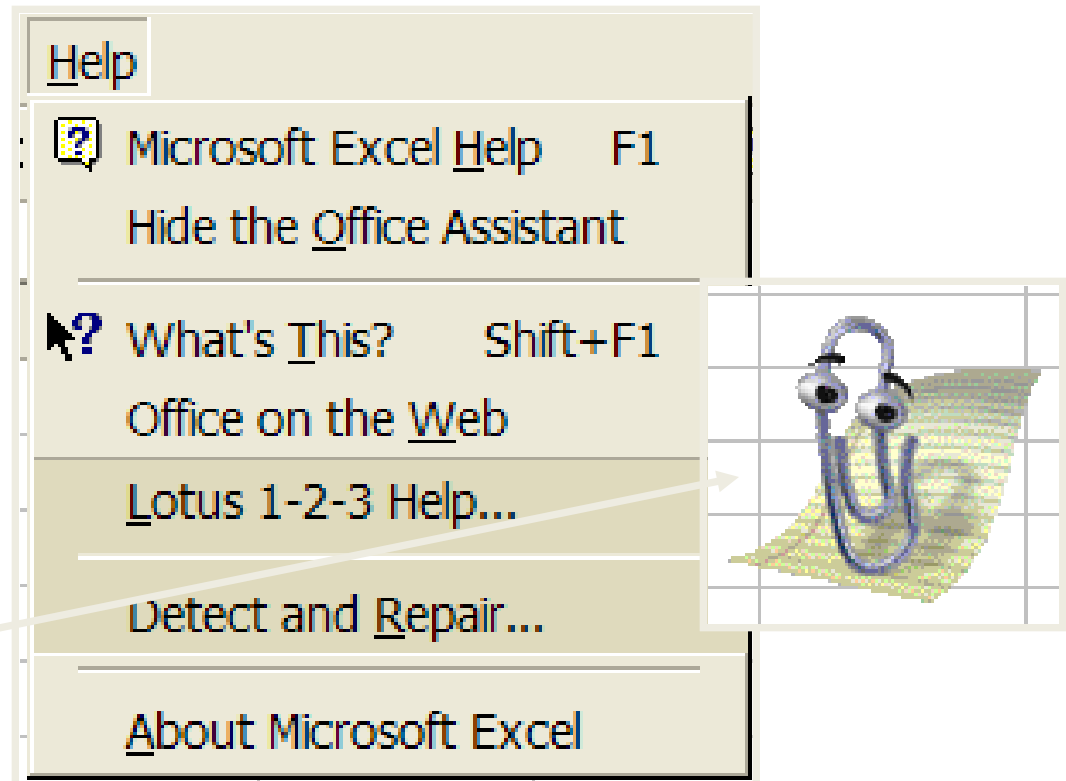- You can zoom in on your worksheet to focus on a smaller portion.

View Insert Format Tools

- Normal
- Page Break Preview
- Toolbars ▶
- Formula Bar
- Status Bar
- Header and Footer...
- Comments
- Custom Views...
- Full Screen
- Zoom...

View Menu

- You can change the view of your work so that it is page by page.

- You can insert Headers and Footers to your work.

- You can add comments about a specific cell for future reference.
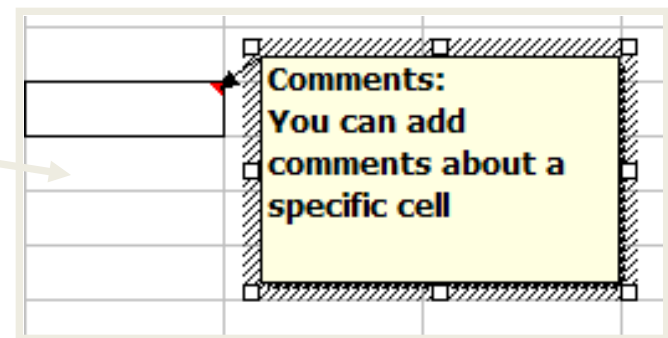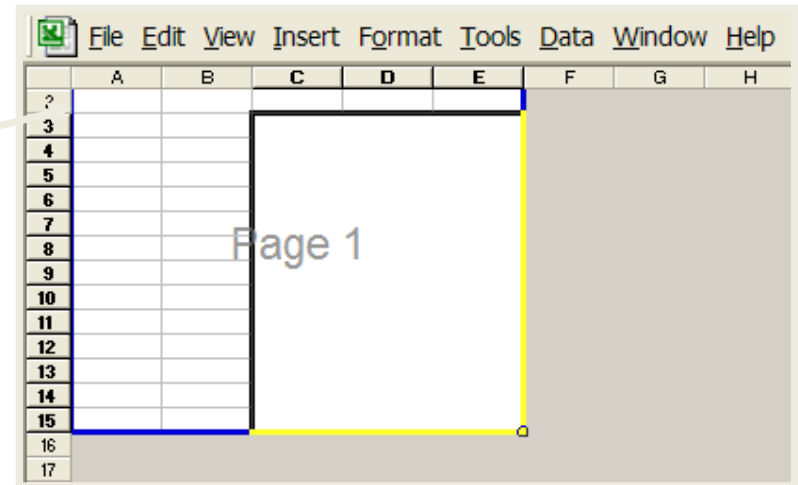
Help Menu and Office Assistant

- The Help Menu is used to answer any questions you many have with the program.

- You can also get online assistance if it is needed.

- The Office Assistant is a shortcut to the Help Menu. You can ask the assistant a question and it will take you directly to an index of topics that will help you solve your problem.

Help

| ? Microsoft Excel Help | F1 |
| Hide the Office Assistant |

What's This?   Shift+F1

Office on the Web

Lotus 1-2-3 Help...

Detect and Repair...

About Microsoft Excel

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Excel Worksheets

With Excel, you will be working with different worksheets within a workbook. Often times it is necessary to name the different worksheets so that it is easier to find them. To do so you must:

1_Double click to highlight an existing worksheet

Sheet2

2_Type in what you would like to rename the worksheet

Rename Worksheet

Entering Formulas

- When entering numerical data, you can command Excel to do any mathematical function.

- Start each formula with an equal sign (=). To enter the same formulas for a range of cells, use the colon sign ":"

ADDITION FORMULAS

● To add cells together use the "+" sign.

To sum up a series of cells, highlight the cells, then click the auto sum button. The answer will appear at the bottom of the highlighted box.

Entering Formulas

SUBTRACTION FORMULAS

- To subtract cells, use the "-" sign.

DIVISION FORMULAS

- To divide cells, use the "/" sign.

MULTIPLICATION FORMULAS

- To multiply cells, use the "*" sign.

Tips for Entering Data

- To highlight a series of cells click and drag the mouse over the desired area.

- To move a highlighted area, click on the border of the box and drag the box to the desired location.

- You can sort data (alphabetically, numerically, etc). By highlighting cells then pressing the sort shortcut key.
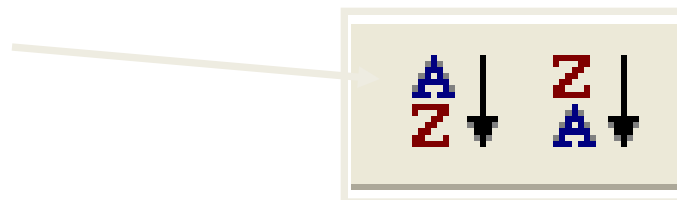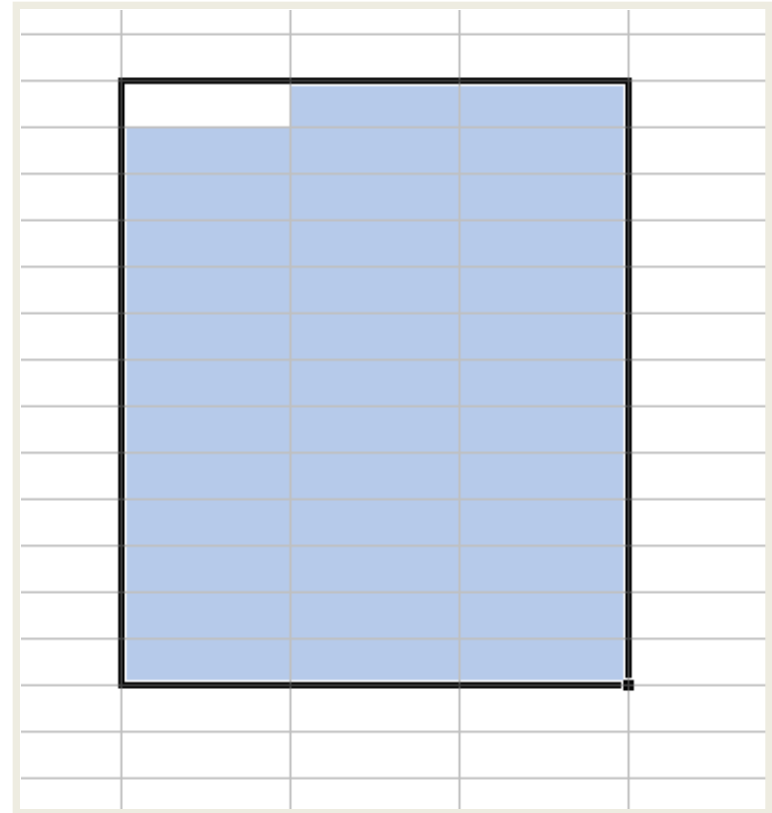
Tips for Entering Data

- You can cut and paste to move data around.

- To update your worksheets, you can use the find and replace action (under the Edit Menu).

- To change the order of worksheets, click and drag the worksheet tab to the desired order.
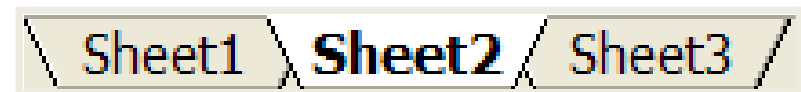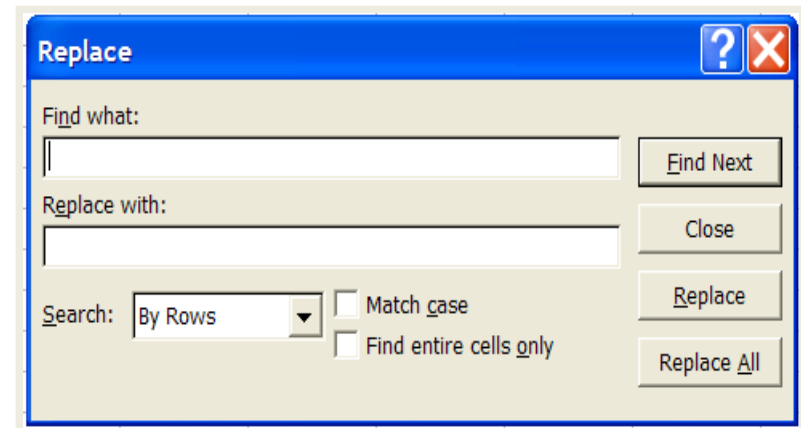
Formatting Workbooks

To add borders to cells, you can select from various border options.

To add colors to text or cells, you can select the text color option or the cell fill option, then select the desired color.

To change the alignment of the cells, highlight the desired cells and select any of the three alignment options.
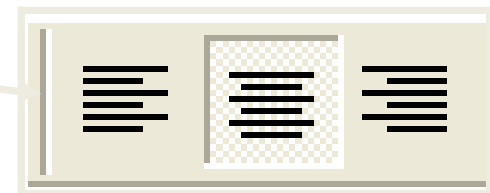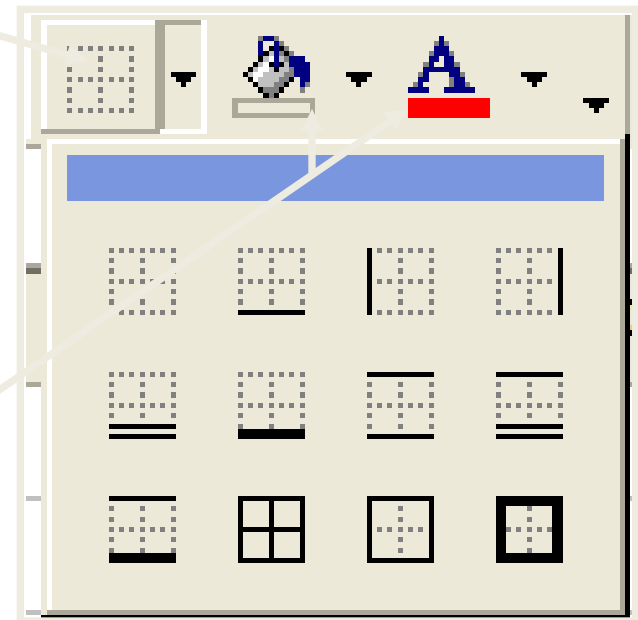
Formatting Workbooks

- To check the spelling of your data, highlight the desired cells and click on the spell check button.

- When entering dollar amounts, you can select the cells you desire to be currency formatted, then click on the "$" button to change the cells.

- You can bold, italicize, or underline any information in the cells, as well as change the styles and fonts of those cells.
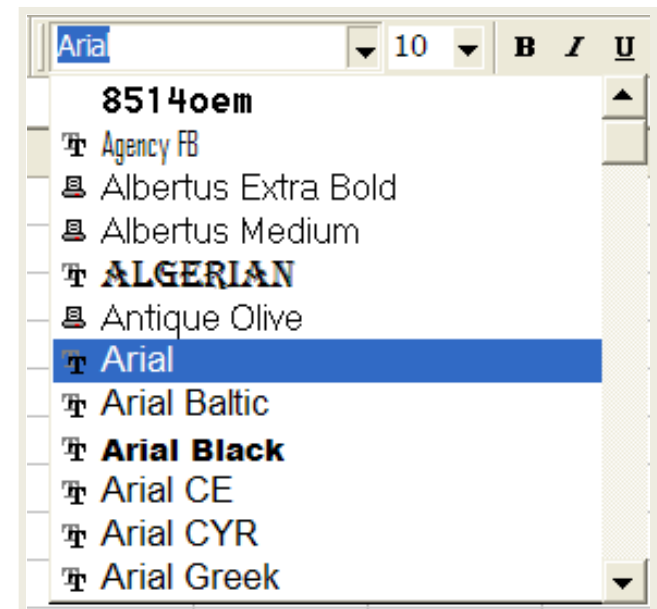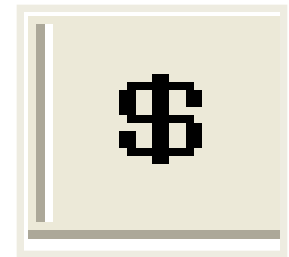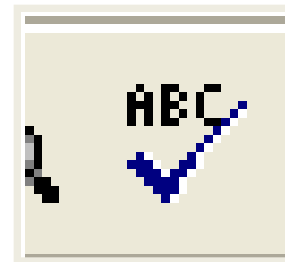
Creating Charts

- With the Excel program you can create charts with the "Chart Wizard."

- Step 1: Choose a chart type.

- Step 2: Highlight the data that you wish to be included in the chart.
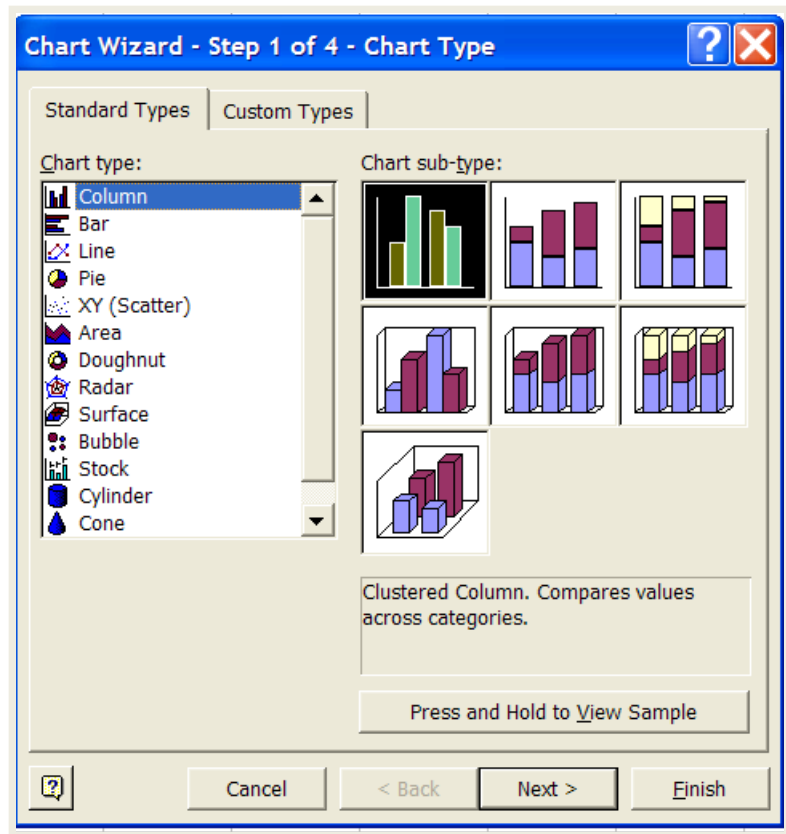
Creating Charts

- Step 3: Change chart options. Here you can name the chart and the axes, change the legend, label the data points, and many other options.
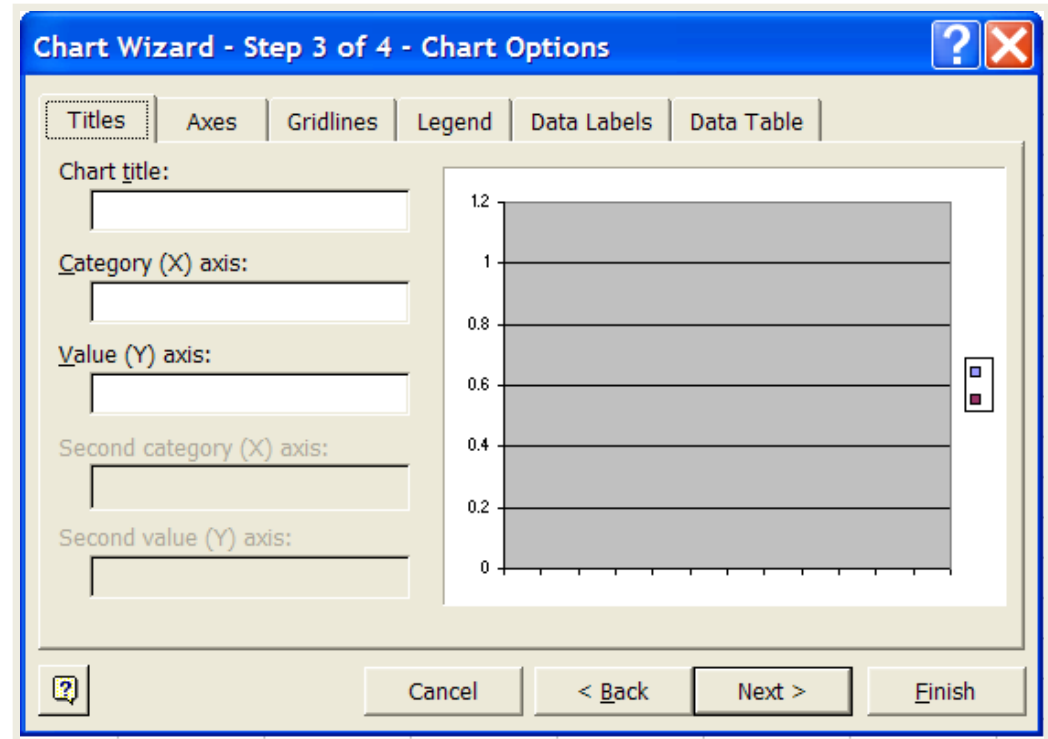- Step 4: Choose a location for the chart.

Freezing Panes

If you need the information in one column to freeze, while still being able to scroll through the rest of the data follow these instructions:

Step 1: Highlight a specific column.

Step 2: Go to the Window Menu and click "Freeze Panes."

Step 3: The cells to the left of the highlighted column should be frozen while you are still able to scroll about the rest of the worksheet (Notice that column A remains while column H is next to it).
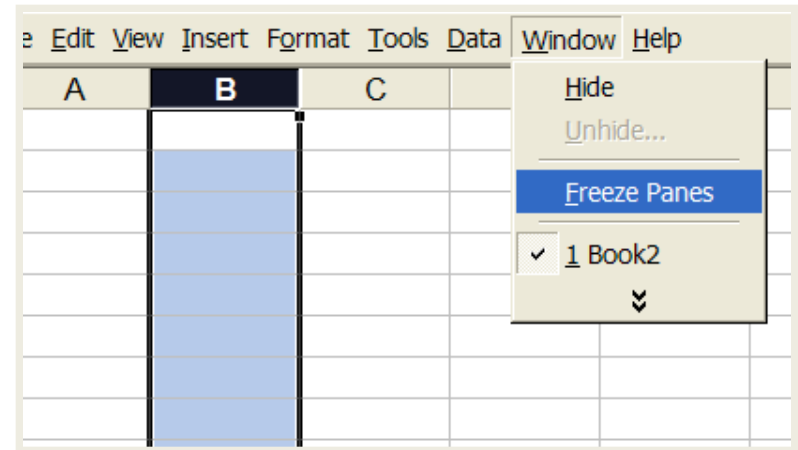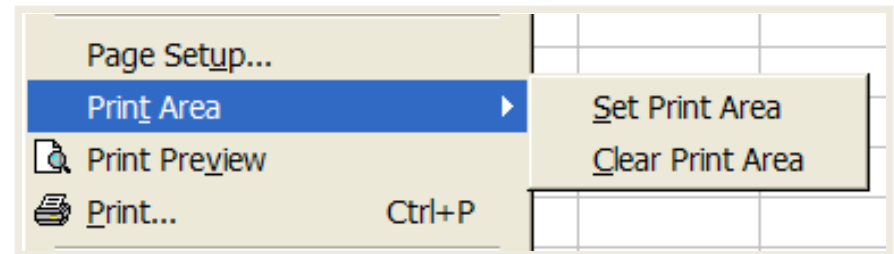
# Printing

- When printing a worksheet you have a few options.

- You can go to "Page Setup" to change the features of your work (the margins, the paper size, the tabs, etc.) This will affect how your project will be printed.

Printing

- You can select "Print Area," which allows you to only print a highlighted area.

- You can preview your printing job by selecting "Print Preview."

- Finally, you can print your job by going to the File Menu and selecting "Print," or you can use the shortcut button.

Page Setup...

Print Area ▶

Set Print Area
Clear Print Area

Print Preview

Print...   Ctrl+P
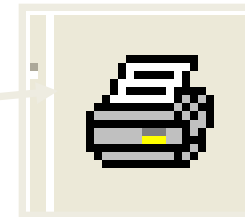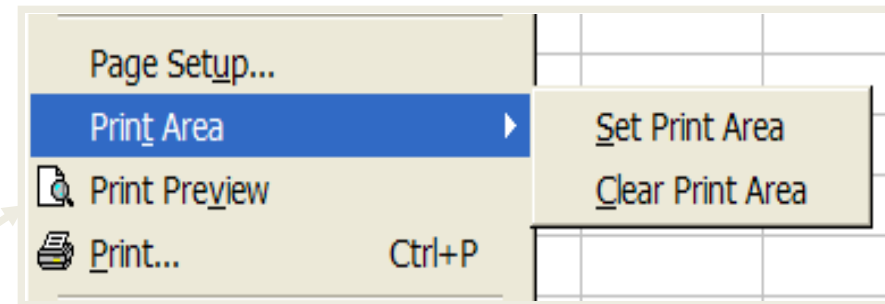
Keyboard Shortcuts

- Here are some basic keyboard shortcuts:
    - Shift + arrow key = highlight information
    - CTLR + A = Select All
    - CTRL + C = Copy Information
    - CTRL + X = Cut Information
    - CTRL + V = Paste Information
    - CTRL + Z = Undo Information
    - HOME = Move to the beginning of the worksheet