

# Excel for Beginners: Introduction to Spreadsheets

## Key Takeaways


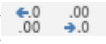
### Introduction and Set-up:

- A spreadsheet is used to organize, sort and arrange data efficiently and calculate numerical data. It consists of individual cells, arranged in rows and columns.
- Other spreadsheet brands include but are not limited to: Microsoft Excel, Google Sheets, LibreOffice Calc, and Zoho Sheets.
- A spreadsheet cell's name is its column and row name respectively, an example would be **C9** where **C** is the column name and **9** name of the row.

### Basic Data-Entry:

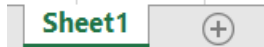
- Spreadsheets work on a granular format where each cell contains a single, key piece of information.
- To navigate the spreadsheet, you can use the **enter key** to move to the next row and the **tab key** to move to the next column, or the cursor keys.
- To zoom into the document, click on the **ctrl +mouse button**.
- To adjust the size of the cells, **click and drag** the border on the right of the column heading to manually adjust, or **double click** the border to automatically resize the column based on the size of the existing content.

### Basic Cell-Formatting:

- You'll find most of the basic formatting menus, in the "**Home**" tab of the spreadsheet.
- The **alignment** menu () contains the settings to fine-tune the position of the text in each cell such as align right and top align as well as increasing and decreasing indentations.
- The Regional Formatting affects the number formats, thousands delimiter and more. To change this:
  - ☐ Go to the File tab
  - ☐ Click on options
  - ☐ Click on the Regional Format Settings
  - ☐ Click on the dropdown and select the region of your choice.
- The **Increase Decimal** and **Decrease Decimal** buttons () are used to adjust the number of decimal places for any number (such as Currency, Accounting and Percentages).

## Create an Inventory Table:

- Additional worksheets can be added in the same workbook to have multiple data-sets in a single file.
- To add another worksheet, click on the plus button found next to the Sheet names.



- To rename the sheet, right click on the sheet name and click rename.

## Format the Inventory Table:

- Number-formatting helps excel organize, compute and sort data automatically. This helps create clear and consistent spreadsheets.
- To help make the data more human-friendly, it helps to make full use of the formatting tools such as emboldening the titles, changing fonts and colors, using the correct number formats, etc.
- A row of Hashes in a cell (#####) indicates that the number in the cell is too long to display. Increase the column width to resolve the problem.


## Creating Handy Calculations:

- Functions are premade formulae that spreadsheet software provides to help users save time.
- An equal sign (=) is added at the beginning of a cell to specify that the cell contains a formula or function.
- When typing a formula, use the following symbols: + for addition, - for subtraction, \* for multiplication, and / for division.

## Absolute and Relative Cell-Referencing :

- A dollar sign (\$) can be placed before a column address or a row address or both, to make an absolute cell reference.
- An absolute cell reference is one that does not change when it's moved or copied.
- A relative cell reference is one that changes when the formula is copied to another location.

## Conditional Formatting:

- Conditional formatting comes in handy when we want to highlight certain cells based on a specific condition.
- To apply, highlight your chosen range of cells and click on the conditional formatting button at the right side of the Home tab. 
- The conditional formatting tab provides a lot of options from rule types to specific cell format and the conditions you want to set. Formulae can also be used.
- You can see all conditional formatting rules applied on the sheet through the setting on top of the tab. 