

Excel

COMPLETE BEGINNER'S GUIDE TO
MICROSOFT EXCEL - LEARN THE BASICS
OF MICROSOFT EXCEL IN JUST 7 DAYS!



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Complete Beginner's Guide To Microsoft Excel - Learn The Basics Of Microsoft Excel In Just 7 Days!

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Introduction

Microsoft is a huge company offering a wide selection of programs for your computer. Some of these programs are the operating system that actually runs your computer known as Windows. There is another program known as Microsoft Office and within that Office program there is a program known as Microsoft Excel.

If you are a computer person like myself you might remember a small company known as Lotus. Lotus created a small program called Lotus 123 which was a spreadsheet program that allowed you to calculate numbers, create forms and much more. Well, like almost everything else in the world Lotus was eaten up by the bigger fish in the sea mainly Microsoft with their introduction of Excel.

Microsoft Excel is a great program. It allows you to easily manage rows and tables of data and present them in a more professional manner. In this book we will introduce you to Microsoft Excel and what it can do. We will give you some basic foundations to how it will work and even a few advanced tips and tricks that you can use to get an understanding of this program.

At the end of the book you will be able to perform basic tasks and even complete a sample project or two that you have been playing around with. We will not be going into complex formulas or other details of the program since these are beyond the scope of the book.

This book is for someone brand new to Microsoft Excel and will get them moving forward with the basic information.

Chapter 1 –Introduction and Basic’s of Microsoft Excel

First off I wanted to thank you for taking the time to read this book. I also wanted to give you a little background on myself before we get started. I am a computer guy by trade.

I went to school for computers and have acquired a degree in computer science and with that the knowledge to use software programs such as this. With that being said I have also taught in the public school systems and have had students as young as ten and as old as sixty years of age.

Microsoft Excel is a program I know very well and will be teaching you the basics of this program here today. I am going to try and keep it simple and not go into technical details but if I do stray away I do apologize it is the technician side of me showing its head.

I am going to write this book as if you were in my classroom learning it for the first time. So I hope you enjoy my writing style and can follow along.

What is Microsoft Excel?

Before jumping deep into the program I wanted to give you a basic foundation of what the program is and what it is not. Excel is a spreadsheet program. A spreadsheet is a document that deals with columns and rows of data.

The people who would use a spreadsheet are general people who want to keep track of their household bills, companies who want to keep track of expenses or anyone who wants to or needs to deal with lots of numbers and data.

Microsoft Excel is not a word processor. You do not use this to write letters or full documents like this. Excel is meant to be used to do mostly math calculations and charts.

If you need to write letters and such you will want to look at Microsoft Word. If you need to add in charts and data into a letter or document you can take information from an excel file and import it or copy and paste it into a word document for later use.

When working with Microsoft applications they are setup with the same type of user interface as well as connect together pretty well. If you need to move data and information between one program and another you can do it fairly easily.

When looking at Microsoft Excel you will need to know basic math. I know you probably didn't want to hear this but this is what Excel is based on.

You will need to know basic algebra and other math functions to get the calculation results you desire.

Now you don't have to be Sheldon form Big Bang Theory here but if you are using Excel you are probably using it for a specific reason and the math that you will need to do will be math that you already know.

The Makeup of Excel

When you look at Excel you are presented with a screen with a grid. The grid is made up of columns and rows. Each column is assigned by a Letter from A to ZZZ.

Each row is assigned by a number. 1 through a million or so. Where the row and column meet up is known as a cell. This cell is where you will be inputting your data or information.

When looking at the excel screen you will see that the first cell is marked as A1. The cell right beneath that is A2 and the cell right next to A1 is B1. This pattern will be followed throughout the entire program.

The pages of the spreadsheet are called sheets. When looking at the very bottom you of the screen you will have Sheet 1, Sheet 2 and Sheet 3. Each of these sheets combined together form a book and this book is the complete excel file that you are working with.

So to break it down for you again here is how it works

A Book – A book is the excel file that you are working with. Cookbook.xls for example.

A sheet – A sheet is a tabbed page in the book. These can be found at the bottom of the screen. They are labeled Sheet 1, Sheet 2 and so on.

Columns and Rows – Each sheet is made up of columns and rows. Each column is assigned with a letter and each row with a number.

Cells – Cells are where a column and a row connect. So if you were to run your finger down column A down to row 7 you are on cell A7.

This is the foundation of Excel. If you can understand this then you can create spreadsheets. If you do not understand this go back through the explanation again and look at your excel page as you do. Once you have the basic concept we will start learning the basics of what you can do with Excel in the next chapter.

Chapter 2 – Getting Started Using Excel

When we first load up Excel we will be presented with the default screen that we mentioned earlier in the previous chapter. At the top of the screen you will see a ribbon bar.

The ribbon bar the default way that all of Microsoft programs will use. When you are looking to do a command or perform some type of task the commands or buttons to perform these tasks will be listed there.

Home Tab

The Home Tab is the tab that will allow you to do some basic formatting to your sheet. You can use the standard bold, underline, italics and others to make the basic look of your sheet presentable.

The numeric section of the home tab will allow you to format your numbers for currency types and decimal places. The styles panel will allow you to add a uniform style to your entire sheet that you can save and reuse for future projects. The Cells block will allow you to format specific cells in your document. And the editing panel will allow you to do some simple tasks such as search and replace.

Insert Tab

The Insert Tab will allow you to insert content into your sheet such as columns, rows, charts and graphics. This tab has a little bit more advanced stuff but we will be covering some of the basics later in the book.

Page Layout

The Page Layout Tab will allow you to play with margins and other aspects of the printed page. This tab should be one of the fist tabs you play with when setting up your document if you need to have any special formatting. The main option here would be your page orientation.

When working with spreadsheets this is pretty important. If you want to have a portrait or a landscape printout you will want to decide on this before digging too deep into your sheet. It will be harder to make changes to formatting if you start in one orientation and decide to move to the other half way through.

The Formula Tab

The Formula Tab is where you will go when you need to do your math calculations. This tab may look scary to some people and honestly it is and I as a computer guy really don't

spend too much time in here.

But when you start getting into doing a lot of math calculations beyond simple addition, subtraction, multiplication and division you will need to start playing around in this tab to find the right formula for your needs.

The Data Tab

The Data Tab is another advanced tab that most of you will not be using. There are a few functions and features that we will be exploring as we dive deeper into the program but for the most part just starting out you will not be using this tab for much of anything.

The Review Tab

The Review Tab will be useful in some cases. Like in a word processor you have spell check and a few other basic functions that you may find handy when dealing with a lot of data.

We will go through some of the features in this tab but again for the most part this will be some advanced stuff that the majority of people will not be needing.

The View Tab

The View Tab is another tab that will help with the visualization of the sheet you are working on at that moment. Most of the functions and features here will not be used but we will cover a few of them so you know they are there.

So this is the basic foundation of Excel. It may look scary but honestly 90% of what you see you will not use for standard day to day operations.

When you get more familiar with the program and your needs change then you will go more into detail of the program. For our purposes here today we are going to go over some basics and give you the foundation in which to grow from.

Your First Assignment

In our first assignment we are going to work with the basic functions of Excel. We are going to setup a basic sheet and play around with formatting and design. Once we are done with this I will give you a sheet to reproduce on your own and see how well you do.

Expanding Columns

The first thing that we will talk about is how to expand column. When you look at your excel sheet you will see that all of the cells are the same size. Well if you were to type text into the it would soon spillover into other fields.

What I want you to do is type in the following text into the A1 cell.

“The Family Budget”

You don't have to type the quotes but type the text. When you type the text in the field you will notice that the words spill over into the B1 field. If you were to move your mouse over into the B1 cell however you would see that there was no text within the field and you could actually add more text to that B1 field.

This is how Excel works. Whatever you put into one cell will stay in that cell and not spill over into other cells. You could have as much or as little text in these fields as you want and they would not spill over.

But how do you read the text if it is all blocked and covered? Well to read the text and to make the cells look nice you will want to expand the size of the cell. To do this you will move your mouse in between the gray letters A and B. There you will see the cursor change to a black cross. Holding down your left mouse button drag the cell to the right until the words fill the cell.

This is how you will change the size of your cells. The same can be done for columns. If you want to expand the size of the column move your mouse between the numbers 1 and 2 and holding down the left mouse button drag down to make the column bigger.

Another way that you can do this if you just can't get the mouse to cooperate is to change the cell size from the ribbon bar. What you will want to do is select the cell that you want to change and then go to the Home Tab and click on Format under the cells group.

Once you do this you will be presented with a menu. Here you can choose column width and row height. You will be presented with a box where you can enter in a number. Enter in the number for the height and width you want and click OK. The cell will change to your desired sizing.

Merging Cells

Now changing the size of the rows and the columns is great and all but there will be times that you don't want to change the size of all the columns and all the rows on your sheet.

There may be times where you just want to merge two cells together and keep the rest of the cells the same size.

To do this is very easy and it is called Merging cells. When you merge cells together you are combining them into one. For this example I want to merge Cells A1 and B1 together to form one cell. In order to do this we need to do a couple of steps.

First off all you will want to click on cell A1 and holding down the left mouse button drag to the right till you have A1 and B1 highlighted or selected. Once selected you will want to go under the Home Tab and under the alignment section you will see a dropdown that says Merge and Center.

What you will want to do is click on the dropdown arrow and reveal the list of options. Now it will all depend on how you want to present your data for the choice that you make here. For this example we are just going to use Merge Across. Click on that option and your two cells will be merged together.

If you have done this correctly you will no longer see the cell B1. All you will have is A1, A2, B2. B1 will have merged with A1 as planned.

Basic Functions

Now that you know how you can start to make your sheets look nice by merging cells and resizing the rows and columns it is time to get into the heart of what makes Excel do what it does. What we are going to do is some basic math functions. In this example we are going to add up some numbers that are in a column.

This same set of directions can be used for subtraction, division and other math functions. I am going to show you addition since it is the easiest and most used function you will need to perform.

In column A I want you to start on row 4. So you will be in cell A4. You can choose any row or column that you wish but for this example I am going to make it simple. Now in A4 I want you to type in the number 5. In A5 type 9, in row A6 type 22, In row A7 type 52.

Now you can change your numbers if you wish and you will be doing that in a moment. But for this example lets use the same numbers. Now I want you to move your mouse to A9. This is where your answer will appear.

Writing formulas

When it comes to writing formulas they can become quite complex in nature. If you are taking information from multiple cells and even multiple sheets your formula will look very odd. For our example I wanted to keep it very simple.

When creating a you will want to start with the = sign. The = will tell Excel that you are going to be working on a formula or other calculation. Next you will want to give the name of the action you wish to perform. In our case we want to add the numbers together so we will use the word sum.

So your formula should look like this at this point. =sum

Now we need to tell it what we want to add together. To do this we need to work in some algebra. We want to add up the numbers in cells A4 through A7. To do this we need to put the equation in (). So now your formula would look like this.

=sum()

Now we need to add the cells we want to add and to do this we can do it one of two ways. We can put each and every cell we want to add together in the list which would take forever and be complicated when getting into large numbers of cells. Or we can use the : to connect the group of cells together. So I think we will use the : to make life easier.

So to add up the cells our formula would now look like this.

=sum(a4:a7)

If you were to type this into the A9 cell and hit enter you would receive the value of 88 which is the answer to the equation. Well what would happen now if you made a mistake or wanted to change a number. Wouldn't that mess up my numbers and calculations? Well yes if you were just to type in the numbers instead of using formulas. But since you are using formulas as long as you don't touch the formula itself you can play with the numbers all you want and they will always add up to the right numbers.

Go ahead and play with the numbers. See what will happen when you make a change.

Formatting your numbers

Once you start with these calculations you will need to format your numbers so that they make sense.

When working with numbers are they money, dates, different currencies or what are they? In order to make sense of your numbers you need to be able to format your numbers.

In order to format them you will need to select the numbers (cells) that you want to format.

Then under the numbers section of the home tab you will see a dropdown and some other options to format your cells. Depending on what your numbers represent you will make the appropriate choice.

Errors

When working with numbers and data there may come a time where you will see this error occur. #####

This is a sign that the information that is contained in the cell can not fill the cell. Basically it means that the cell needs to be widened in order to see the information. To fix this all you need to do is increase the size of the column by either using the merging of the cells like shown above or if you don't care about the column width go ahead and change the width of the column until your numbers and data show up correctly.

Filling Data

When we work with data and formulas in particular there will be times when a column or a row will need to use the same formula or have the same text as previous cells. One way that you can do this is to type in the formula or text over and over again until all of the cells are filled or you can simply use the fill command.

With the fill command you will be able to take the information in one cell and repeat it in multiple cells. Now one thing that you might be thinking is if you are using a formula that says A5:A7 wouldn't all the cells that were filled have the same data? Well no. Excel is smart enough to know what you are looking to do and will make the appropriate adjustments.

To use the fill command click your mouse on the cell you wish to repeat. Then holding down the left mouse button drag down or to the right (depending on what you want to do) and let go. The cells that you want to fill should now be highlighted.

The next step is to go under the home tab and the editing panel and select Fill. From here you can select to fill down, left, right or up. The choice you make will be determined by what type of data you want to fill with. Try a few different options with different types of text and formulas and see the results that you get.

Removing Duplicates

One of the main functions that I use Excel for is to remove duplicate data. When working with clients or gathering information off the web I will want to remove the duplicates that will just take up space and my time to go through. The type of data I deal with will be e-mail addresses, web sites and even different product types.

The type of information that you use is not important but removing the duplicates from a list is. Let's say for example you have a list of company names and addresses you have gathered. Or even better yet you have information that has been gathered from several employees doing research and you want to put all of the information in one sheet but remove the duplicate content that each employee has gathered.

To do this you will need to use the remove duplicates function. With this function you are able to remove all types of duplicate data from your sheets and keep everything up to date and organized.

To do this you will want to select all of the fields that contain your data. Then under the Data tab you want to locate the button that says "Remove Duplicates". Once you have all of your data selected click this button Excel will remove all of the duplicate entries.

Visualizing your data

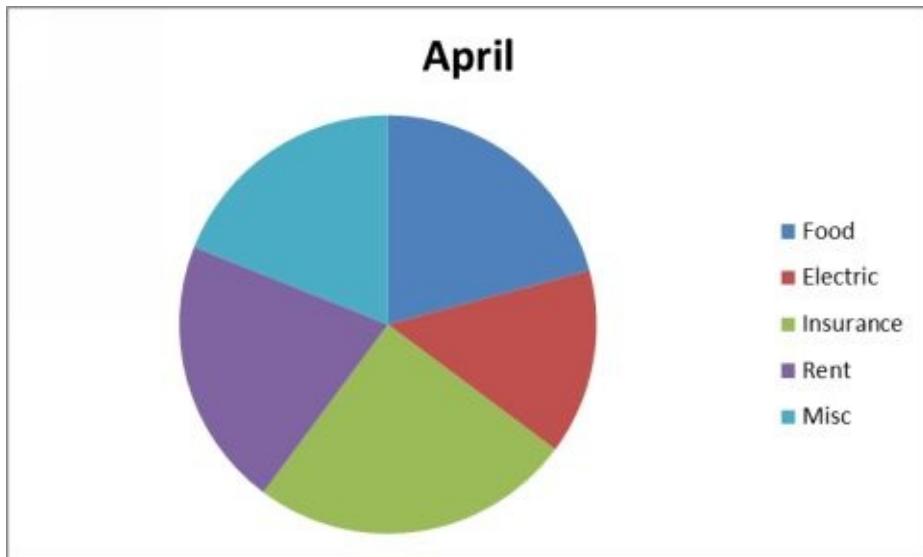
When it comes to data a bunch of numbers on the screen can be very confusing and sometimes not really helpful. One thing that you can do is visualize this data more by creating charts and graphs.

When creating a chart and graph you will want to make sure that you have all of your data laid out in a logical way. Listed below is a small budget that I put together that you can copy to test this out.

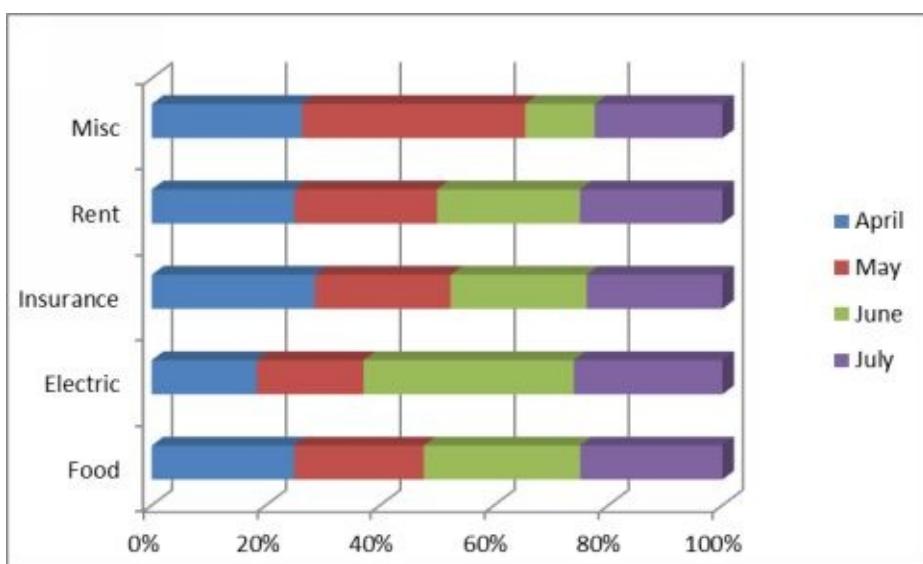
	April	May	June	July
Food	\$ 500.00	\$ 456.00	\$ 549.00	\$ 500.00
Electric	\$ 344.00	\$ 350.00	\$ 688.00	\$ 487.00
Insurance	\$ 600.00	\$ 500.00	\$ 500.00	\$ 500.00
Rent	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Misc	\$ 455.00	\$ 677.00	\$ 211.00	\$ 387.00

Now these numbers are not real and you can feel free to put in your own numbers but this will give you an idea on how to make a chart. Once you have this data together highlight all of the data and click on the Insert Tab at the top.

When you are in the Insert tab you will see some images of different types of graphs and charts. To make a chart that represents your data is very simple. All you need to do is select the type of chart that you want to create and click on it. Excel will then take your data and make a graphical chart depicting the data.



Here is am image of a pie chart that was generated from the information and the data that we entered into Excel.



Here is a line chart depicting the same data that we entered above but being shown in a different way.

When working with your data it is very easy to change the graphical representation of what the data depicts. When using graphs and charts you can easily give a graphical representation of your idea, concept and data to others without being boring or technical.

Protecting your Data

When working with data there may be times that you will need to send a file to a coworker or even to someone to manage data in a project. No matter what your reason there will be times that you don't want your data changed or alter in any way. To protect your data you will need to use a password or other code.

Now this is an advanced topic that many of you will not need to know but it is a good idea to know that it exists just in case you need it or will want to use Excel for another purpose.

To protect your data you will want to go to the Review Tab and look under the changes option. There you will be able to protect your data and information.

When you visit this tab you will have three basic options. First is to protect the sheet. The next is to protect the workbook and the third is to share the workbook. If you recall from the beginning of the book the difference between a sheet and a book? If not go back to the first chapter for a review.

When on this page you will want to decide on which one you will protect. For this example we will protect the sheet since we only have one and don't really care if anyone else uses the other two sheets or creates additional sheets.

When you click on the button you will be presented with another dialog box. This box will present you with several different options and questions. The first is the password that you want to protect your sheet with.

The password can be anything that you want. I suggest that it be a password that you use and will remember in case you need to get in and make changes to the sheet and give to your employees or customers. If you forget your password you will have to recreate the sheet again and this could be tedious and time consuming depending on the type of sheet and information contained within.

Next will be the restrictions that you want to prevent others from doing. There are several different restrictions that you can impose on your sheets.

You don't have to choose them all but you do need to choose at last one. There are a few that are already checked. You can keep these or select your own.

Once you have selected your password and the restrictions click OK and your workbook will be protected.

Your Homework

For your homework I want you to create the following sheet in Excel. I want you to use the tools I talked about in the book to fill fields, perform the addition in the fields and more.

If you can get the workbook to look like the one below and function correctly then you have the basic understanding of Excel and will be able to move on to more advanced topics of the program. If you can't then go through the book again and again and use what we have as a reference.

I want you to create a home budget. I want you to list all of the items that you use such as Food, Rent, Utilities and more.

I want you to map it out for the entire year so that each month you know how much you are spending on these items. Once you are done save the file and come back to it each month to enter in the data for that month.

At the end of the year you will have a clear picture of where you are spending your money and what you need to cut back on.

Personal Monthly Budget

PROJECTED MONTHLY INCOME		Income 1	\$4,300	
		Extra income	\$300	
		Total monthly income	\$4,600	
ACTUAL MONTHLY INCOME		Income 1	\$4,000	
		Extra income	\$300	
		Total monthly income	\$4,300	
HOUSING		Projected Cost	Actual Cost	Difference
Mortgage or rent		\$1,000	\$1,000	\$0
Phone		\$54	\$100	(\$46)
Electricity		\$44	\$56	(\$12)
Gas		\$22	\$28	(\$6)
Water and sewer		\$8	\$8	\$0
Cable		\$34	\$34	\$0
Waste removal		\$10	\$10	\$0
Maintenance or repairs		\$23	\$0	\$23
Supplies		\$0	\$0	\$0
Other		\$0	\$0	\$0
<i>Subtotals</i>		\$1,195	\$1,236	(\$41)
TRANSPORTATION		Projected Cost	Actual Cost	Difference
Vehicle payment				\$0
Bus/taxi fare				\$0
Insurance				\$0
Licensing				\$0
Fuel				\$0
Maintenance				\$0
Other				\$0
<i>Subtotals</i>		\$0	\$0	\$0
INSURANCE		Projected Cost	Actual Cost	Difference
Home				\$0
Health				\$0
Life				\$0
Other				\$0
<i>Subtotals</i>		\$0	\$0	\$0
FOOD		Projected Cost	Actual Cost	Difference
Groceries				\$0
Dining out				\$0
Other				\$0
<i>Subtotals</i>		\$0	\$0	\$0
PETS		Projected Cost	Actual Cost	Difference
Food				\$0
Medical				\$0
Grooming				\$0
Toys				\$0
Other				\$0
<i>Subtotals</i>		\$0	\$0	\$0
PERSONAL CARE		Projected Cost	Actual Cost	Difference
Medical				\$0
Hair/nails				\$0
Clothing				\$0
Dry cleaning				\$0
Health club				\$0
Organization dues or fees				\$0
Other				\$0
<i>Subtotals</i>		\$0	\$0	\$0
PROJECTED BALANCE		(Projected income minus expenses)		\$3,405
ACTUAL BALANCE		(Actual income minus expenses)		\$3,064
DIFFERENCE		(Actual minus projected)		(\$341)
ENTERTAINMENT		Projected Cost	Actual Cost	Difference
Video/DVD				\$0
CDs				\$0
Movies				\$0
Concerts				\$0
Sporting events				\$0
Live theater				\$0
Other				\$0
<i>Subtotals</i>		\$0	\$0	\$0
LOANS		Projected Cost	Actual Cost	Difference
Personal				\$0
Student				\$0
Credit card				\$0
Credit card				\$0
Credit card				\$0
Other				\$0
<i>Subtotals</i>		\$0	\$0	\$0
TAXES		Projected Cost	Actual Cost	Difference
Federal				\$0
State				\$0
Local				\$0
Other				\$0
<i>Subtotals</i>		\$0	\$0	\$0
SAVINGS OR INVESTMENTS		Projected Cost	Actual Cost	Difference
Retirement account				\$0
Investment account				\$0
Other				\$0
<i>Subtotals</i>		\$0	\$0	\$0
GIFTS AND DONATIONS		Projected Cost	Actual Cost	Difference
Charity 1				\$0
Charity 2				\$0
Charity 3				\$0
<i>Subtotals</i>		\$0	\$0	\$0
LEGAL		Projected Cost	Actual Cost	Difference
Attorney				\$0
Alimony				\$0
Payments on lien or judgment				\$0
Other				\$0
<i>Subtotals</i>		\$0	\$0	\$0
TOTAL PROJECTED COST				\$1,195
TOTAL ACTUAL COST				\$1,236
TOTAL DIFFERENCE				(\$41)

Conclusion

Well there you have it. This is the basic functionality of Excel. As you can see there is a lot of tasks that you can perform with the program and with some more practice you will be able to master the program fairly easily.

When it comes to Excel as long as you understand the basics and can perform some basic calculations picking up on all of the little tips and tricks of the program will become easy.

When deciding to use excel make sure that you are using the right program for your task. As you can see you can create a lot of different things with a few clicks of the mouse and some simple data. You can keep track of some inventory, your household bills and expenses and much more.

In this book I wanted to give you some basic foundations that you can use to start creating some cool spreadsheets. The information and data that you need to collect and manage is all on you. The program can easily manage any type of information that you can give it.

From here it will be your job to start putting in data, seeing what formulas you need in order to get the answers that you are looking for and start getting organized with your new knowledge of Excel.

I hope that you enjoyed this book and have gotten some good information out of it. If you did please leave an honest review so that others will be able to learn how to use Excel and other programs like it.

Thank you for your time and I hope to see you again real soon. To your success and enjoy Excel!