EXCEL

The Complete User's Guide To Microsoft Excel - How To Become An Excel Expert In No Time!

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Introduction

In this modern world of technology, everyone has to deal with computers at least to some extent during the day, whether they are actively a part of the computer world, they do it for work, or they just enjoy being online and gathering the benefits the web has to offer.

In addition to the drive to be a part of the online and computer world, you will notice that the reasons aren't always purely recreational, and that there are countless businesses that are looking to hire someone that is able to use a wide range of different programs for one reason or another.

Students are always taking part in computers for their studies, research, and papers, and there are always going to be those that need to use computers to get a wide range of activities done in a short amount of time.

With all this in mind, it's a good idea to know how to use a computer, and not just how to use the basics of a computer, but how to use the computer inside and out. How to thoroughly understand different programs and how they work, and how to apply that knowledge to what you are doing.

The more you are able to take your knowledge of computers into the workplace, the better off you are going to be. There is one program in particular that is especially useful to be familiar with. More and more businesses are adapting it for their own use, which means there is a much greater demand for it than for any other program.

This coveted program is Microsoft Excel, and it is one that you will greatly benefit from learning how to use. It is the number one spreadsheet program for businesses across the globe, and the benefits that come from knowing how to use it are going to make you a prime candidate in any employer's eye.

Not only that, but you yourself will benefit from knowing how to use it, as you will then be able to access, create, and use a variety of other programs. All in all, this is one of the best options you can choose when you are learning to use a new computer program.

So if you are ready to further your knowledge in computer technology, you have come to the right place.

No matter what your skill level is, I am going to show you how to become fluent in Microsoft Excel, and in no time at all you are going to be on top of your game with the program, and in your field.

Chapter 1 – Excel Excellence: And Overview

I fully believe if you want to become proficient at anything, you have to first understand it and what you are doing with it. The Microsoft Excel program is no different.

If you are going to be good at using the program, you will first need to understand the program and how it works. Then, you can take what you know and be able to choose what you need to do to make it work.

First of all, Excel is a spreadsheet program that has been developed by Microsoft for Windows, Androids, and the other operating systems that fall under the umbrella of Microsoft.

Its primary functions include calculating various things for the user, graphing tools, pivot tables, and even a macro programming language.

Businesses across the map can use this program, as it tracks and calculates profits and losses, helps plan business interactions in the future, keeps track of current progress and helps keep track of items and to-do lists through a checklist, and more.

You may think that graphs and such are only aimed toward banks, corporations, or different kinds of graphs for architecture, but if you have ever seen the internal workings of any business, you know that any kind of business will benefit from this program.

Looking at the program is intimidating at first, I know, but all you really need to know is how to use spreadsheets properly, and the rest is a breeze.

Everything on the program is related to spreadsheets in one way or another, so if you have an understanding of how to use a spreadsheet in a variety of ways, you are going to be able to use Excel.

Excel has been designed to use raw data, which means you are going to save yourself a lot of time in the long run as you don’t need to do a lot of pre-calculations yourself. Simply enter in the data into the program, using the spreadsheet you need, and you will get the answers you are looking for.

Sharing is caring, and Excel cares about how you share… and who you share it with.

One of the largest drawbacks to the online workplace is that it is filled with hackers and other cyber bullies that are on the hunt for your information. They don’t care how or why, they just want to get a hold of what you are doing and use it to their own benefit.

This truth has made it excessively difficult to be able to share company information even with your coworkers through the internet, because you never know what is going to be hacked into or stolen.

Microsoft Excel is incredibly sensitive to this problem, and is equipped with the highest levels of security to ensure that doesn’t happen to you or your business.

Excel takes the pain out of the process

You may or may not know how to use spreadsheets currently, or you may be one of the many that are intimidated by the idea of spreadsheets and are therefore nervous about taking on Excel.

Let me assure you, once you know the basics of the program, the rest is going to be as easy as pie. And Microsoft excel is incredibly sensitive to the fact spreadsheets can be really difficult to work with, so it has been programmed to make the process as simple as it can possibly be.

Management and analysis, taking the headache out of the intricate details of business

If you have ever had to deal with data entry, or if you are taking care of the internal workings of your own business, you know what it is like to have to both keep track of and analyze the different aspects of your business.

Excel understands this and makes the entire process a lot easier with its improved spreadsheets. You aren’t going to have any issues at all taking care of the analysis of the data you gather, or keeping it all straight.

As you can see, this program is geared toward those that have a lot of information and need to keep track of it all. This Excel is going to take care of the fine details for you, and this guide is going to help you break into the use of Excel.

So let’s step away from the overview now, and dig deeper into how you can use this yourself, and get your information organized and secure.

Chapter 2 – Getting Started On Excel: The Ribbon

Before we get into the actual spreadsheets programs, let’s take a moment to look around the main screen.

Looking around on the main page of Excel, you are going to see exactly what you would expect from a spreadsheet program: a spreadsheet.

You will find a sheet that has been divided into many different cells, and that each of these can be selected and named. They all coincide between letters and numbers, meaning going down on the side of the sheet you will find numbers starting with 1 and moving downward for as many columns as you choose.

On the top of the spreadsheet you will find letters, starting with “A” and moving on through the alphabet, again as far out as you would like them to go. As you can imagine, you will then be able to navigate with box you are looking for based on the coordinates of these numbers.

A group that runs from the left to the right of the page is called a *row.*

A group that runs vertically from the top to the bottom of the page is called a *column.*

Don’t worry, you are not going to be restricted by the page you can see directly on the screen in front of you, as each of the sheets can be extended, and you can move to where you need to be using both a horizontal and vertical dragging bar on the bottom and side of the spreadsheet.

As with Microsoft word, you are going to have a quick access toolbar located at the top right hand corner of the screen, and you will also be able to choose the layout of the spreadsheet in another menu on the lower left hand section of the screen.

Up above in your ribbon section, also located in the same place as you will find in Microsoft word, you will find everything you need to make basic commands on your spreadsheet, starting with simple things such as ‘open’ and ‘print’. If you have ever used an older version of Excel, these were not found in ribbon, so you will need to make minor adjustments to what you are used to doing.

Another handy thing you will find in this new version of Excel is that you can add tabs to your ribbon, meaning you can create your own commands that you use often and place them in an easily accessible spot, cutting down on the time you spend looking for different commands.

To add a specific box to your ribbon, all you need to do is right click on the ribbon,

then select ‘customize the ribbon’.

You will find that another box will appear, and you must select the ‘new tab’.

Make sure the proper groups is selected, then select the command that you wish to add to the toolbar, then click on ‘add’.

Another way you can do this is to drag and drop the commands into the toolbar, but I find that it is faster and a lot easier to select them and the ‘add’ button.

When you are finished with the commands you wish to add, simply click on ‘ok’ and you are done. Your new commands will appear on the toolbar, ready to be used when you need them.

The ribbon can be maximized or minimized, giving you as much room on the spreadsheet as you need, or as much room in the ribbon as you need. You will use the same button to both maximize and minimize the ribbon, and this is found in the upper left hand corner of the screen.

Though there are going to be slight differences between Excel and Word, they are both a part of Microsoft Office, so you are going to find the overall basic layout is the same.

Chapter 3 – Taking Short Cuts: The Quick Access Toolbar

No matter what you are doing, whether you are browsing around for the fun of it, working on a project, or simply getting used to using the new program, you are going to want that little something on hand that can take you where you need to be at a moment's notice.

What you want is the quick access toolbar.

This toolbar is much like the one you find in Microsoft Word, and it is located in the same spot on the screen, so you won't have an issue getting used to it there. As a Microsoft feature, the quick access toolbar always has the 'save', 'undo', and 'repeat' buttons right out in the open so you can access them immediately.

But one thing is a huge benefit of the quick access toolbar is that you can add your own commands to it, the same as you can for the ribbon. This is going to give you the opportunity to take care of all your actions with just a few clicks of your mouse, making the quick access toolbar faster than ever.

To add commands to your quick access toolbar, you need to start by clicking on the drop down menu which is located on the far right of the toolbar.

It is just a small arrow, but you will see it right on the end. Choose the command you wish to add from the list of commands in the menu, or if you don't see a command that you want, you can find more commands in the section that is labeled "more commands".

Select the command you wish, click on 'save', and your new command is going to appear on the list with the other commands up on the top right hand section of the screen.

Another thing that you are going to find in this same general area, though not in the same exact bar is the backstage view.

The backstage view is basically the internal workings of the document, and is much the same as what you found in Microsoft Word. It is the section in which you can name and save your file, you can add modifications to the specific workings of your file, and you can name the file what you wish.

This is also the area in which you will be able to save, share, and copy your file. Basically, this is the outer workings (or rather, the behind the scenes workings) of your document.

Saving it, copying it, naming it, and sending it to anyone else that you wish to see it, this is the section you want to familiarize yourself with when you work in a group, and you know you are going to send off your spreadsheet to others.

The layout of the backstage screen is much the same as you found in earlier versions of Excel, and incredibly similar to what you find in the 'file' section of Microsoft word.

Every command or function you need is in the form of a screen with the name of the function on it. Incredibly easy to find and use, and open for any user to easily navigate around the screen.

Each new sheet you open is called a ‘workbook’.

On the inverse side of that, each new workbook you open holds a new worksheet, or as we more commonly call them, spreadsheets.

To create a new spreadsheet, all you need to do is click on the file tab which is located in the upper right hand corner of the screen, near where you would find it in Microsoft word.

Select the ‘new workbook’ tab. It is going to be highlighted automatically, and it is in the top right corner of the list of files you will find in the backstage section. Select the ‘new’ file, then select the ‘create’ from the list of available templates.

This will appear near the bottom of your screen, and you simply must select that and you will find the window open and there will be a new, blank spreadsheet in front of you, ready for you to use it.

If you wish to save time with this, you can also access this blank sheet from the toolbar, or you can even make it a command that you can one click select from the list of commands on your toolbar.

No matter how you wish to do it, this is how you are going to navigate away from a spreadsheet you are already working on (do remember to save it if you need to access it again later on) and move onto a fresh, new look.

Now, if you want to select a file that you have already been working on, you follow the same technique getting into the backstage section of your workbook.

Instead of selecting the ‘new workbook’ file, you find the one that you saved and open that. The spreadsheet is going to appear the same as a file opens in other programs, and you can pick up where you left off.

Just remember to always save your new changes before you close the window. Though the spreadsheets automatically update the save from time to time while you work, you never know how long it has been since the last update and you don’t want to lose the time you spend working on a sheet.

Chapter 4 – Digging Up Pieces Of The Past: Importing Pieces

All in all, one of the biggest drawbacks to technology is when new versions of the old items come out. You know how to work something, you have been using something for months or even a few years, then all the sudden they change it and a new version comes out.

You are left to try to not only figure out how to work the new system, but you have to then try to salvage what you had from the other system. Hopefully, you can take what you had from the old system and put it into the new system, or you can at least update, save, and download onto the new system later.

Few times, though incredibly frustrating times when it does happen, are the times when you have to completely start from scratch. If you had documents on the old Microsoft Word once they updated it you know how frustrating it was to be unable to import the old files you had onto the new system

Thankfully, this is a glitch programmers are seeking to weed out of the systems, and are creating pieces that are compatible with older models of what you were working on.

If you did have an older version of Excel, this is a feature of the new Excel you are going to fall in love with. Everything that you had in your old system you can bring on over to the new one, with a handy little feature known as the compatibility mode.

Before you go wild with the new feature, you need to understand that compatibility mode will disable certain features, so you will be limited to only access commands that were available in the older model.

To simplify what I mean here, suppose you were to have a workbook that you created years ago, in the 2007 model of Excel. You have saved it all this time, and are now ready to finally get back to it, and you eagerly import the file to your new version of Excel.

It is going to work just fine in your new version, and you will be able to still save any of the updates that you add into the file, but it is important to note that you are only going to be able to use the things that were available in the Excel 2007 version.

Any of the new perks that came after are great to have now, but you won’t be able to use them on that particular file. Though this can be a bit frustrating if you are used to the fancy new gadgets, it is still a major step above having to start all over from scratch.

All in all, the more you get used to the new system, the better you will be able to navigate your way around it and get it to do what you want it to do. A lot of the time, all you have to do is be patient and work through the tabs until you find what file you want to use, or the action you want your program to execute.

I highly recommend you set up your version in advance, that is, you put in the new commands you wish it to have, you set up the new features you want to see in your files, and you organize the files you have on hand now with the files you saved before to keep everything straight.

Then, when you are ready to use any one of them, you will not only know where they are, but you will know how to access them, where to put them, and how to keep them safe and sound for later use.

As I said, once you are familiar with the program, you are going to be a pro at it in no time at all.

Chapter 5 – Making Sense Of It All: Practice Makes Perfect

You can read over and reread over this book a few times, but until you are actually into the program and learning how to use everything for real, this is merely head knowledge.

I think now is the perfect time for you to dive in and get a feel for how the program really works, and how you can make the changes you need to make and the adjustments you need to get used to in your current files.

So, get started.

Fire up the system you are using, and open up Excel. Look over the layout, keeping this book handy to see where everything is located and how to use it. Find where your old files are, try saving a rough draft copy of a file that you create, then go back and open that file, make changes, and save those.

Close off everything, start it all up again, and open everything. Go into the old files that you made, and make more changes, then save those. The more you get used to saving, closing, opening, and starting up, the faster and easier it is going to be the next time you do it, and if you have to do it when you are at work you will want to do it as quickly and easily as possible.

Once you have done this a few times, open up the program once more, then access your ribbon. Look over the layout of the ribbon, explore how things are set up, how they placed various items and how you can create your own commands.

I encourage you to create one or two commands, then close off the program. Open the program once more, then get back into the commands and see how they work.

Do the same with the quick access bar, and create a new command within that section, too. Close off everything once more, then open it all and see how quickly you can get into the various files you wish to access, and how easily you can get to where you want to go.

If you do happen to have some older files saves, make spare files of them, and import a couple of the files into the new system. This way you can practice with the new files, or rather, the saved older files, and see how you can make the changes on them based on the older versions they came from.

I recommend you make spare copies to do this so you don’t accidently make a change on a file that you didn’t mean to make, or one that you don’t want to be there permanently.

More often than not, you can go back and undo things that you did on the spreadsheets, but this is more difficult when you are using sheets that came from two different versions of the system.

All in all, if you take your time and familiarize yourself with the systems, you aren’t going to have an issue going from one to the other with your old files. Just take your time and have fun with it. Be patient with yourself and let yourself make a mistake or two, and see that you can fix it.

Both the older and newer versions of Excel are equipped with a help box, and you can get in there and see how to do things that you don’t understand, or to fix things you may have made a mistake on.

My point is that you can do this, as long as you give yourself the permission to make mistake and have fun with it. It’s only going to be as intimidating as you let it be.

Chapter 6 – Backup Is On The Way: Extra Sources

I know this book is going to help you get on your feet and get the ball rolling when it comes to the use of Excel, but there are always going to be times when you need to have that little extra bit of help to get something figured out, or when you need to see with your eyes how something is done versus reading about it.

That is why I wanted to include this last section, in case you need that extra boost to get through something confusing.

If you do find something that you simply do not understand, or that you really need to see someone do with your eyes so you know how to handle it, then you should check out sources such as Microsoft Office Help and Support, or even good old YouTube.

Both sources, and, of course, many others, are videos showing you how to do a particular function you need help getting through. You can be as specific as you need to be, and there is going to be a video to help you get through it. Of course, you may not ever need any of these sources to get through the beginning stages of the program, but it is always nice to know that they are there in the event you do need them.

If you have a Microsoft account, you can get the answers to all your questions for free, and you can even call the support team to ask for help through a particularly trying function on the program.

All in all, you aren’t going to get stuck in a way that can’t be solved, and you will always be able to make it through to figure out how to do something on the spreadsheet.

I find it is always useful to consider several different sources for doing something I can’t figure out, instead of feeling frustrated and stuck with just one. Odds are, you will be able to learn how to do things one way, or you will be able to watch someone do them in another way, and that is how you learn.

The biggest concern I have for you in this process is that you learn how to do things so you can continue to do them down the road. There is a major difference between seeing how something is done once and forgetting it, versus learning how to do something in the long term and never having an issue with it because you know how to handle it.

All in all, I hope this book was able to point you in the right direction and help you get through the roadblocks of the new Excel, and that you are well on your way to creating your spreadsheets for your business.

Conclusion

There you have it, everything you need to know to get started with Microsoft Excel, and everything you need to know to take your skills from beginner to expert in no time at all.

My goal with this book was to give you a guide that would help you get through all of the initial startups and into the advanced stages of use. As with anything, I know you will find this easier to do the more you practice, and the faster you are going to get it to do the actions you want it to do.

I know it can be frustrating at first, but with practice, you are going to be able to use the program as easily as you do anything else. Excel will become second nature to you just as much as you are able to text, type, print, or do anything else on your computer.

The key to this is to not get frustrated, to pay attention to what you are doing, and to understand what the different components are before you ask it to do something. A computer is only going to do what you ask it to do, so if you know what you are doing, you won’t have an issue with it at all. That is my goal with this guide, and that is going to be your goal with your system

So no matter how hard it appears to be at first, no matter how impossible it looks like it is going to be, or how confusion it all seems when you first start out, give yourself some time, and you are going to find that this is as easy as tying your shoes.

In no time at all you are going to be so well versed in the program nothing is going to be able to throw you through a loop, and you are going to be able to keep up with the production needs of your schedule, your workplace, and anything else you need from the program.

So are you ready to break out of the frustrating cycle of figuring things out on your own? My guide is here to help you, and take you out of the beginning stages and right into the professional league in just a matter of hours.

Don’t let anything hold you back, just jump in and do it.