

# EXCEL

**The Complete Beginners Guide To Learning  
The Fundamentals Of Excel Today**



J O N A T H A N   W A L L A C E

# **Excel:**

## The Complete

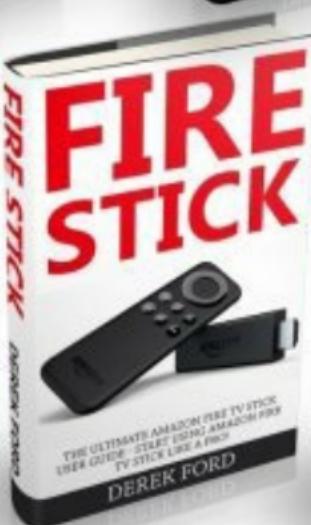
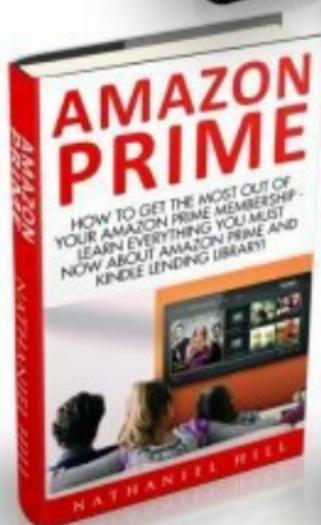
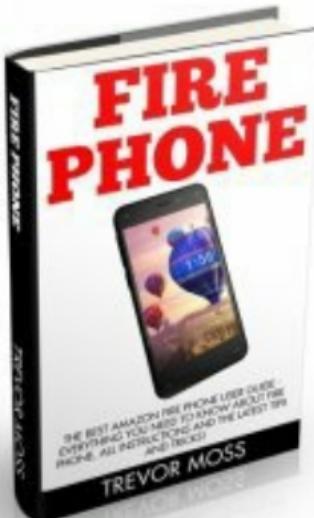
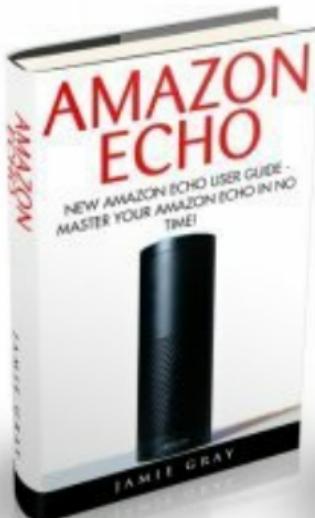
### Beginners Guide to

### Learning the

### Fundamentals of

### Excel Today!

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# Introduction

Microsoft has been launching products to your windows that has not only revolutionized the computer using experience but also our lives too. Microsoft office has special software in it that will not only help you to enter data in it but also you can manipulate this data in several different ways.

If you know how to use excel sheet then you have many amazing job opportunities as well. There are many software out there that could be used as an Alternative to excel but believe me,

excel is the easiest and the most continent software that you will ever get. This book is dedicated to excel sheet only.

Excel sheets could be used in a number of ways, you can enter your research data in it, you may use it to calculate your class grades if you are a teacher, you may be able to mathematical calculations if you are some mathematician, you may enter the records of your employees if you are a boss at a company, you may use excel spreadsheet in stock exchange market and there are many more areas where you can use excel spreadsheet. Imagine all the things you could do if you learn to operate excel sheet.

Excel program besides having its wide range of application is easy to use and has a very eye catching interface that you will love. There may be a number of websites and step by step instructions using which you could learn to operate some function of the excel software but through this book you will be able to develop some independent skills for this software that is nowhere to be found.

You will be amazed at things that you would be able to do after reading this book with the excel program. So without further a due, I think we must get started.

# **Chapter 1 – A beginner’s guide to excel worksheet**

## **Introduction to the Microsoft Excel**

Microsoft Excel is software that is widely used in offices and record keeping companies. It comes with a very user friendly worksheet which has many rows and columns. You could simply type in the data in those rows and columns and save it for future view.

It is like the digital paper in which you could save unlimited stuff up. Excel was initially used to solve complex mathematical equations but now it has many different uses. These uses will be

discussed later in detail. For now let's take a look at how Microsoft excel worksheet is constructed and how you could use it.



## **Excel Worksheet's Interface:**

Once you click on the excel program a window will pop up and when you maximize it (if it's already not maximized) you will see a excel worksheet. It's just like the mathematic copy of small children in which the pages were divided into rows and columns.

Scroll up and down the page and all you will see is these pages divided into rows and columns. If you closely look at the top of each column you will see A, B, C and so on written on it.

One complete row is named according to the column in which it lies. For

example the first row is called A1 the second is called A2 and so on. Rows have numbers whereas the columns are expressed in alphabetic. One row and its column together are called a cell.

For example, you want to add number 25 and 40 written in cell A1 and B3 respectively. Although you could it manually in a more convenient way but it's just a small example to make you understand how things works in excel. You simply put in the formula =A1+B3. And thus you will get the correct answer. Isn't that simple? Well, no worries if you have not understood it properly yet. We will soon dig into the details of it.

- **The name box:** Right above the column A of the worksheet is the

name box. It basically tells which cell you are on. For example if you have clicked Column B and row 4 it will show B4 as to tell you where you are currently at. It helps you form the formulas.

- **The formula bar:** To locate it just look above the column D. It basically tell you the content of the cell that you have chosen.
- **The workbook:** You may be working on more than one worksheet of the excel program which means there are a number of worksheets in excel opened at the time, the workbook automatically opens up a window comprising of the empty

worksheets. You can see the names of the worksheets that you have saved in the lowest bar on the excel window.

For example if you are currently working on 2 worksheets you will see the names worksheet 1 and worksheet 2 at the lower bar of the window. You may save the names of the sheet as you like and then the saved names will appear at the bottom of the bar.

- **Operating the worksheet:** There will be scrolling slides at the right side of the sheet. You can simply use it to move up and down, left and right across the sheet. You may even

use the keyboard arrow keys to explore the spreadsheet. When a sheet finishes simply press and enter key and new row will appear with the same number of columns in it. You may press tab keys to navigate across the sheets too. Simple as that? Isn't it?

## **How to select the cells?**

There are a number of techniques using which you could select cells in the worksheet, here are some of these:

- If you want to select a single cell then click inside it
- If you want to select one more extra row then click on the row numbers

that you want to select

- If you want to select a column or number of columns then simply click on the column letters.
- Maybe at times you want to select group of cells that are placed closed to each other then you must press shift and drag the cursor till the last cell you want to select and release the shift key. Or you may use the computer mouse by clicking the left side of the mouse and dragging the cursor to the last cell you want to select. Simple as that. Now look at the name to find out the name of it.
- Now if you want to select the cells that are placed far apart then press

and hold the Control (Ctrl) key and click on the cells you want to choose

- To select the whole worksheet you may simply click on select on the top bar and chose select all.

## **How to enter the records in the sheet?**

It's simple. Click on the cell you want to add data to and type in the given data. Whatever you type you will see in the formula bar. If you want to add dates then excel may automatically default it to the existing year that you will not be able to edit.

All you can do in this situation is to click the formula bar and edit in it and press enter after you are done editing.

You may click on the cell you want to edit and immediately press the f2 button to edit it.

## **How to thin out the cell contents?**

- Press Ctrl + D after you select a cell in which you wish to write the same content as the above cell.
- To fill the cells with the same data as that of the left cells simply press the Ctrl + R after selecting the cell in which you want to write.

## **How to copy and move the cells?**

If you want to move the cell contents then simple click on the cell using the

right side of the mouse and choose the option cut and wherever you want to paste it right click there and choose the option paste. Remember when you choose the cut option the content from that cell gets deleted.

If you want to paste many group of cells, simply drag the cursor from the starting point to the end point and use the same process to copy or cut and then paste the content elsewhere on the sheet or anywhere else such as a doc file.

Once you are done pasting simply press the escape option (ESC) to make sure that the border of the selected or pasted cells no longer remains animated. You may simply click elsewhere to remove this affect as well.

## **How to delete and add the cells?**

- One way to delete the cells and having a backup is to cut the cells using the cut option. This way you may be able to paste the data that is entered wrongly in a wrong set of cells.
- If you want to delete an entire row or an entire column simply click with the right side of the mouse on the row number or the column number and press the delete button from the keyboard. If you want to delete the rows that are separated press and hold the control (Ctrl) key from the keyboard and select the

rows then hit the delete (Del) button. Alternatively you may right click from the mouse and select the delete option from the pop up small window.

- If you want to add new rows, click on the insert option at the top bar and wherever you desire to add the rows place the cursor there and after opening the insert option, click on add rows. You may even press F4 key to do so.
- For adding new columns, click on wherever you want to add the column and insert it or simply press the F4 key.
- For deleting set of columns and

rows highlight them all before by dragging the cursor over them and then click the delete button.

## **How to rename a worksheet?**

Open the sheet you want to name or rename. From the bar present at the top, select the rename sheet option. A window will pop up and simply write the name you want to add. You may even rename the worksheet by clicking double time on the worksheet in the bottom bar.

## **How to add a worksheet?**

If you want to add a brand new worksheet then click on the empty rows and using the right click, scroll to the

insert option and add your new worksheet.

## **How to delete a worksheet?**

If you have screwed up and want to start all over again, simply right click the worksheet option from the top bar in the enterprise menu and click on the delete the inactive sheets or the click on the sheet name to delete it from the same list of options.

## **How to transfer a worksheet in a new or the previous worksheets in a workbook?**

Simply right click on the tab with the name format and click on the move or

copy option. Then inside this option you must scroll down to the book and then click on the new book. For transferring it to a previous existing workbook simply copy the whole sheet to the previous workbook and delete the original one.

## **What is a communal error?**

A sign in modern which is called a hash tag if appears in excel means that there is an error in the sheet. When many hashtags appears together it means that data cannot be viewed in the cells for some the cell is very thin.

# **Chapter 2 – Understandings the expressions in the excel program**

In order to understand the scientific expressions in the excel program we must learn the five basic principles of the formulas that are present in the excel sheet. So let's get started with it:

## Insert Function



Search for a function:

Type a brief description of what you want to do and then click

Go

Or select a category:

Select a function:

BAHTTEXT

CHAR

CLEAN

CODE

CONCATENATE

DOLLAR

EXACT

**BAHTTEXT(number)**

Converts a number to

Text

Most Recently Used

All

Financial

Date & Time

Math & Trig

Statistical

Lookup & Reference

Database

**Text**

Logical

Information

Engineering



Go

Help on this function

OK

Cancel

Any formula that is present in the Excel is presented with a sign that is called equal. It is presented as (=). Anywhere you will see a formula on the Excel you will find an equal sign at the start of it.

Wherever you write the formula, I mean in whichever cell you enter the formula; it is the same cell where the answer will be provided to you.

To identify the column or row, the columns or rows names are used in the formulas.

To add, subtract, divide and multiply, the symbols that will be used are +, -, / and \*

Don't worry if your formula has

capital letters! It is Excel's design. For example, you will never see a1, b5, you will always see A6-A5 or B6/M4 etc. One formula may have complex demands as well. Such as (A1-A3)/C8. Just as in scientific formulas PEDMAS rule is applied, in excel sheet thus rule applies here too. So don't worry about the calculations it does. It is always accurate as long as you put the right formula.

## **How to copy paste the formulas?**

For example, you have applied a formula that basically adds 2 and 3 and the answer is the C1 column which is 5. All you need to do is to right click that

answer cell and select them and from the top bar in the Excel window select the content option and choose the convert the text into formula.

You will see a windows popped up in and in it your 5 will be converted to a formula that you have used such as A1+A2. Simple click on the formula and copy it using the right click of the mouse and paste in the anywhere you like.

This specially works when you are working with complex formulas and typing in a complex formula again and again may come with big chances of error. So in this case if you simply copy and paste the formulas then things are going to get easier for you in the life you live in the excel world.

## **How to lock up cells so they don't get removed cleared, changed or so?**

When you add complex formulas right for the first time while you still are editing lots of things in the sheet, there is a chance that you may accidentally screw it up. Excel knows that such may happen therefore, it comes with an option that allows you to shield your difficult formulas from any further changings.

All you need to do is follow the given steps and lock up your precious formula. Select the cells you want to lock and right click on them and get to the format window from the options. From there navigate to the protection menu and

check the locked button. Don't forget to click ok after you have locked it.

## **How to deal with that hashtags when the formulas are right but the space is low for the answer?**

Sometimes it happens that when you divide numbers certain values comes up that that can't fully fit into cells so when you do it, the hashtags appear. Don't worry you may try formatting the cells. First expand cell a little and if the same happens then go to the format option of the cells and set the cell to express smaller decimal points that could easily fit into your cell.

I hope these two chapters have helped

you in clearing up your understanding about the basics of the Excel. If yes, then let's continue reading and doing.

# **Chapter 3 – Learn about the excel tools**

In this section we will mostly be dealing with the formats that are you can do in the Excel. There are still a number of techniques that you are not yet familiar with. Therefore, this chapter will help you gain some mastery over those techniques as well. So I think, without further a due, we must get started!

ABC



Spelling

Research

Thesaurus

Translate



New Comment



Comment



Protect Sheet



Protect Workbook



Share Workbook



Share Workbook

Proofing

Comments

Changes

Calibri

11

A

A

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B

I



1

2

3

4

5

6

7

H &lt; &gt; N

Ready



Cut

Copy

Paste

Paste Special...

Insert...

Delete...

Clear Contents

Filter

Sort

Insert Comment

Format Cells...

Pick From Drop-down List...

Name a Range...

Hyperlink...

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## **What are the tabs that are responsible for the formatting in the Excel?**

Now you must open your excel tool and tally the information side by side to learn better about your excel program. Otherwise you would not understand a word written in this chapter.

So basically there are 6 tabs that are responsible for the formatting of the cells that are present in your Excel. These tabs are

- The font tab
- The number tab
- The border tab
- The alignment tab

- The protection tab
- The fill tab

Each and cell in a worksheet can be formatted and each tab has many variety of properties. In this section, we will be looking at detail in the tabs that have been mentioned above in order to better understand it. For the purpose of better understanding, it is recommended that you keep your Excel open and learn whatever has been taught in this section through practical exposure. So without further a due, let's get stared.

1. **The number tab:** Have you ever used Microsoft word software? Have you seen a number tab on it? Well, it's quite different in the Excel.

It has all the information related to the cell. Usually Excel has default setting as General. But you can change it anytime you like.

Let's talk about the default setting for some time. Default setting consists of time, date, number, accounting, percentages, fractions, text, custom and the special one. Now there is an option on this tab where you could select the number of decimals that you want for your cell to eliminate the communal error.

Default number tab is very user friendly, you click on date, date comes up and you click on text, text comes up. Usually people operate

excel in its default form but you may change it as you like. If you accidentally enter the date in the currency cell then you will see an error and it will not allow you do so. You may visually be presented with the serial numbers of the dates to realize your mistake. If you accidentally enter a formula in the date cell then you will not get the answer. So, excel is not only vigilant about what it does but it makes you wonder too that what have you done wrong. For specifying that which cell is which you may simply add the cell range and format the cells to the date, currency or the number or the text

format. Simply!

2. **The alignment tab:** The tab next to the number tab is the alignment tab. It allows you to arrange the content in the cell. You may add indent, combine the cells or such using this option. You may even position the text of the cell using this tab. So, in short it has a lot to offer in terms of placing and formatting your text.
3. **The font tab:** Another tab right next to the previous tab is the font tab that simply allows you to change the font of the text in the cells. You may simply change the font style, size and color. You may also bold or italics the content. Anything that you can do

with the text in the font tab of the word, pretty much you could do it here too.

4. **The border tab:** Consider that you want to make some group of cells prominent in the sheet. What can you do? Well, use the border tab. It allows you put borders and highlight them to make a group of cells prominent. You may select from variety of styles and colors to set the cells.
5. **The fill tab:** Just like the highlighter that you use in the word tab, you may simply fill the cell color using the options from this tab. It is basically meant for your ease.

For example, if you have an exam tomorrow but you have read through the excel sheet you may simply highlight the important values that you need to remember using this option and when you are going to revise this, then the highlighted portion will stand out from amongst the billions of values written in the sheet.

This way you be able to read through the text easily and will be able to make sense of the entire work by connecting those little pieces of highlighted information together.

6. **The protection tab:** This is the most important tool that you will see in

the entire Excel because it allows you to freely edit and mess up with the file expected the locked cells. It is the last tab in the format windows. When you click on it you will be provided with options such as hide or lock.

You may hide the content if you don't want anyone else to see it or if the content is no longer needed for further calculations in the sheet or you may simply lock the content so that it does not get Altered or deleted by mistake.

# **Chapter 4 – Some shortcuts to Excel operations to increase your productivity**

Sometimes it is difficult to search the commands again and again when you are already so confused in the Excel world. Therefore, it is essential that you must learn some small tips and tricks that will allow you to gain access to the most widely used commands in the Excel world.

These shortcuts are very easy to memorize and if you have a bad memory you may write all the shortcuts down on a piece of paper and keep it in your

view as it will help you in navigating to the desired commands within no big time. Shortcuts always come in handy so try to memorize them as much as possible.



Following is a list of shortcuts that you may need to use again and again while using the excel sheet at different points in time or maybe even within the same time duration. So let's take a look at them.

- **To sort the tables in ascending and descending order:** You will need this following shortcut:

For arranging the table in ascending manner you just need to press and hold ALT, A, S, A keys together at the same time.

For arranging the table in descending manner you just need to press and hold ALT, A, S, D keys together at

the same time

You might be wondering why this shortcut is important. Well, you may want to orient yourself with the data therefore, you would need the table to be arranged in a manner in which you could make sense out of it. Once the table is sorted you are ready to review the items and present it in front of everyone.

- **The auto filter shortcut:** So, you will need this option when you will be analyzing the data in the Excel sheet. You may use the following shortcut to remove the filter labels:  
Press ALT+A and T or press Ctrl, shift and L

- **Deleting the columns and rows and inserting new ones:** This is the most used command and you may get tired going up and down for the insertion and deletion of the cells. Using the following shortcut you may save yourself a lot of time.

To insert a row press from the keyboard ALT,I and R together and for inserting the columns press ALT,I and C together from the keyboard.

For deleting rows press Alt, H, D and R and for deleting the columns press Alt, H, D, and C together.

- **To insert a table:** Inserting a table in the Excel could get real messy because to reach to the table you

have to navigate a number of places. Therefore having a short cut with you will save you a lot of trouble. Once you know how to use a pivot table you may need it more often than ever so here's a shortcut to it:

Simply press Alt, D, N, P and F together or press Alt-N, V and the enter button.

- **To format the numbers:** Now you may want to put certain format of numbers in a cell and while different in the different one, you may use the following commands:

For percentage format press Ctrl, shift and number 5

For making the cell answer in only

two decimal places press Ctrl, shift and l

- **To insert a comment:** If you sending an excel file to someone to make some changings or providing them feedback on their work then you may simply use the following command to make sure you have inserted the comment without any mess of searching through the tabs. Simply press Alt, R and C buttons from the keyboard

- **To navigate through the sheet**

It may be sometimes too tiring to scroll the sheet using the bars at the right side of the window. Instead use the following shortcuts

To select the tab press Ctrl and page down button from the keyboard

You may press Ctrl and page up button to go all the way up to the top of the page.

It depends on the number of times you click the page up or down button that decides where you would land.

- **To Select the cells:**

If you want to select the whole table which depends upon the selection of a current cell then press Ctrl, Shift and 8

To select an entire column, press Ctrl and space

To select the entire row, press the shift and the space bar button

If you want to move to the cells to select them in the worksheet use the directional keys or the arrow keys on the keyboard

- **Shortcuts for editing and saving the content:**

Press F2 to edit the contents in the cells you have chosen

Press Ctrl and C for copying the data

You may press Ctrl and V to paste the data

Press Ctrl and S to save the data

So you don't have to click on the undo button again and again simply press Ctrl and Z as many times as you like to go back to the data

Press Ctrl and A to select the whole

data on the worksheet

To cut the data use the Ctrl and X command

To add the borders you may simply use the commands Ctrl, shift and &

To paste special content use Ctrl, A and V command.

- To enter time and date in the cells**

For adding the present or the current date in the cell, use the commands Ctrl +;

You may even add the present time or the current time in the cell using similar command. Simply press Ctrl, shift +;

- Some shortcuts for the formulas that are widely used:** So, those

who really use worksheets of Excel for doing the calculations this may come in handy:

Press F9 for calculations of the worksheets

Press Ctrl, Shift and U in order to view the formula bar by spreading it out

Press Shift and F9 for the calculation work on the active worksheets

To select the range of cells you want to calculate simply press ALT and equal to symbol from the keyboard

So folks, that's all about the shortcuts. Hopefully you have memorized one or two.

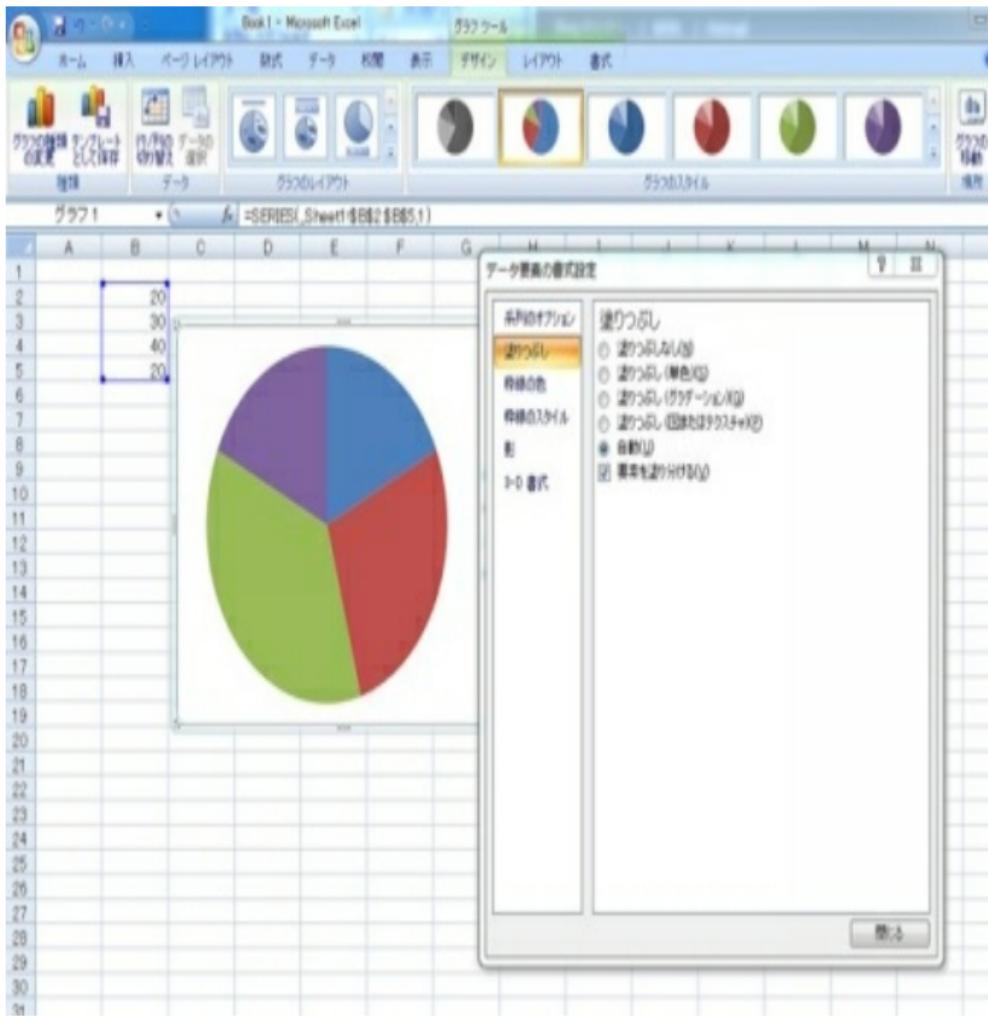
# **Chapter 5 – Building the excel chart**

You know that you could make charts in the Excel too. Because using charts it is easier and more convenient to read the data and present it to others therefore, excel has come up with this option too. You will never run out of options that excel provides you. Trust me!

You can simply make charts on the excel sheet and convert them into data or move to other worksheets as well. But mostly, the charts made on excel sheet are used in power points presentation.

Although PowerPoint gives you the

opportunity to make charts and illustrations there too but you see that in PowerPoint charts you have to make sections on your own whereas in Excel data is already there, you will be given a customized chart which will be more accurate to use in professional presentations. In this section you will be introduced to the different kinds of charts that the Excel provides you with and how one can gain access to them.



When you are working on the Excel you will have an idea that what kind of chart

you will need and what kind of chart will suit best to the audience. All you need to do is search the options in the bar and get the one you want out of it. So, without further a due, let's take a look at the kind of charts that is most used in the Excel.

Excel provides you with the following four kinds of charts that are amazing to look at and very easy to understand. These are:

1. Pie chart
2. Bar chart
3. Line chart
4. Column chart

Now let us take a look at each kind in a little more detail.

**I. Pie chart:** Have you ever seen a pie? It is rounded and could easily be divided into small portions. Right? But the pie chart that the Excel provides is not for eating. Jokes apart, it is used to represent data that has a single unit.

For example, it will only show you percentages from your data. It is most widely used when you have a data from a survey. For example that you want to find out how many males have participated in your survey sample.

Then if you use it then the pie chart

will be illustrating it by diving itself into two portions in which less space will be for the males if there were more females in the sample and vice versa. It is not necessary that the pie chart always appears broken or cracked. You may choose different colors for different portions as well.

2. **Column chart:** Then comes the column chart. In layman's language it is often referred as a bar chart because of its shape. For example if you want to represent that in each column what is the price of petrol, cellphone or a car. Each column may be year wise specific.

So, let's say in year 2008 petrol was

\$75 and cellphone was 100\$ so when you utilize this option then bars will appear in different colors, each color will represents a column. I know it is difficult to understand just in the written form but once you will make it, you will understand better! Moreover, excel has the ability to present charts in 3D forms also. It is advance level task. So, we are not discussing it here.

3. **Bar chart:** It is very similar to the column chart. It is presented on two axis. The x axis is for the statistically calculated values and the y axis represents the quarters. It also comes in 3 D.

**4. Line chart:** Line chart makes it simple. You simply are presented with x and y axis and the values are plotted and connected using a line. Each line has a different color therefore, distinguishing one group of cells from the others.

## **How to insert charts in the excel sheet?**

You need to follow the following directions to insert charts in the excel sheet:

1. First of all, select a range of cells. Let's say you have selected A1 to B9
2. Now click on the insert option in the

bar at the top of the windows and then choose the kind of charts you want to add. Let's say you have chosen line chart.

3. Now choose what dimension you would like to keep your chart in. For example, 2D or 3D. Let's say you have chosen 2 D.
4. You will see the line chart that is customized already

## **What if I want to design my chart?**

It happens that you do not like the default design of the chart that the Excel presents you with. It's okay. You have unlimited chances to change the design of the chart into any design you like. All

you need to do is to follow the given steps:

### **To change the chart type:**

- Go to the chart option from the insert tab and change the existing chart to any chart from line to bar or to pie.

### **To switch between the axis:**

You may want to display the price on the x axis whereas by default it is being showed on the y axis. No problem! You can completely switch it by using the following steps:

- Select the chart you want to change
- Then click on the design tab that

appears right after you clicked the chart on the top of the bar of the Excel windows

- Then from there select switch rows and columns. And adjust according to your own needs.

### To give chart a title:

- Select the chart you want to give a title to
- Design tab will appear
- Go to the layout option
- Then click on the chart title and locate your title anywhere you want; top, bottom or the center.

## To move chart from one place to another:

When a chart will be inserted it will not pop up in separate windows but on the same worksheet you are working on. It may get annoying for you. Therefore, Excel has a simple solution for this for you. Follow the given instructions and move your chart away from the place where you are still working:

- Select the chart that is to moved
- Click on the design option
- Then go to the move chart option
- A dialogue box will appear, it will ask if you want to move your chart away to a new sheet or any other desired location. For your

convenience, you should select the new sheet and click the OK button. Your chart has been moved!

So did you enjoy making charts? I hope you did!

# Conclusion

I really hope you have enjoyed learning through this book as I have put all my best efforts to make it easy on you to have your concepts about the Excel sheet cleared through this little user friendly book. I believe that you have gone through each and every section of this book while operating and practically handling the Excel side by side to better learn the instructions written it.

Because if you have done this then I am pretty sure that you must have mastered all the commands that are provided in this book and while practicing you might have discovered new things too.

Now that you know that Excel is very excellent software to organize your data and present it visually to others using the illustrations such as charts and highlights. You have gained access to most of the commands that are most commonly used in the excel program by learning and practicing.

You also must know that there are jobs out in the world who need people who could operate excel sheets, you should try applying there too. Who knows you may end up getting a job. Search for some online sites that require excel sheet experts and apply there. It is time that you put your skills into some good use too.

Excel sheets are very eye catching way

to present your data, so next time if you are planning to show off to the world that what you are capable of doing with the excel sheet, just wait for your presentation day and use the excel tools to make it look more interesting and surprising.

No matter if you are a student or a simple employee who hold records if you are able to use excel sheet then you are able to convince others about your work. In the end I would really like you to not only rely on this books for learning Excel instead exhaust other resources too. Because the more you know, the better you are capable of doing. You may even watch YouTube tutorials if you are a visual learner.