

AGEC 115: Decision Tools for Ag Econ and Agribusiness

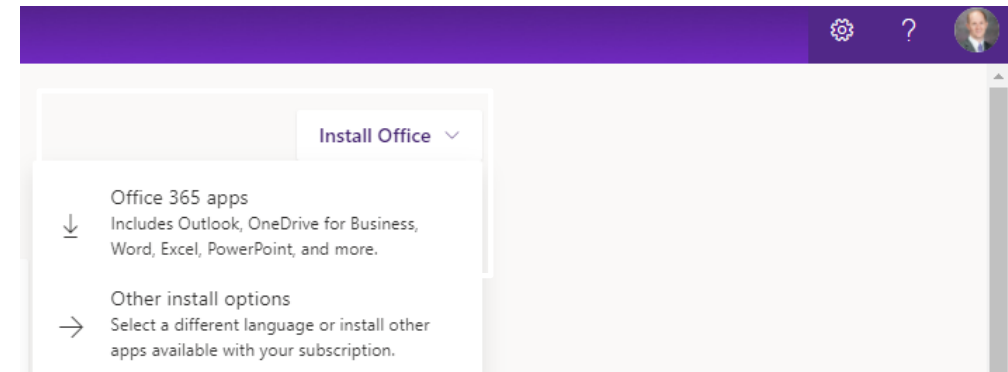
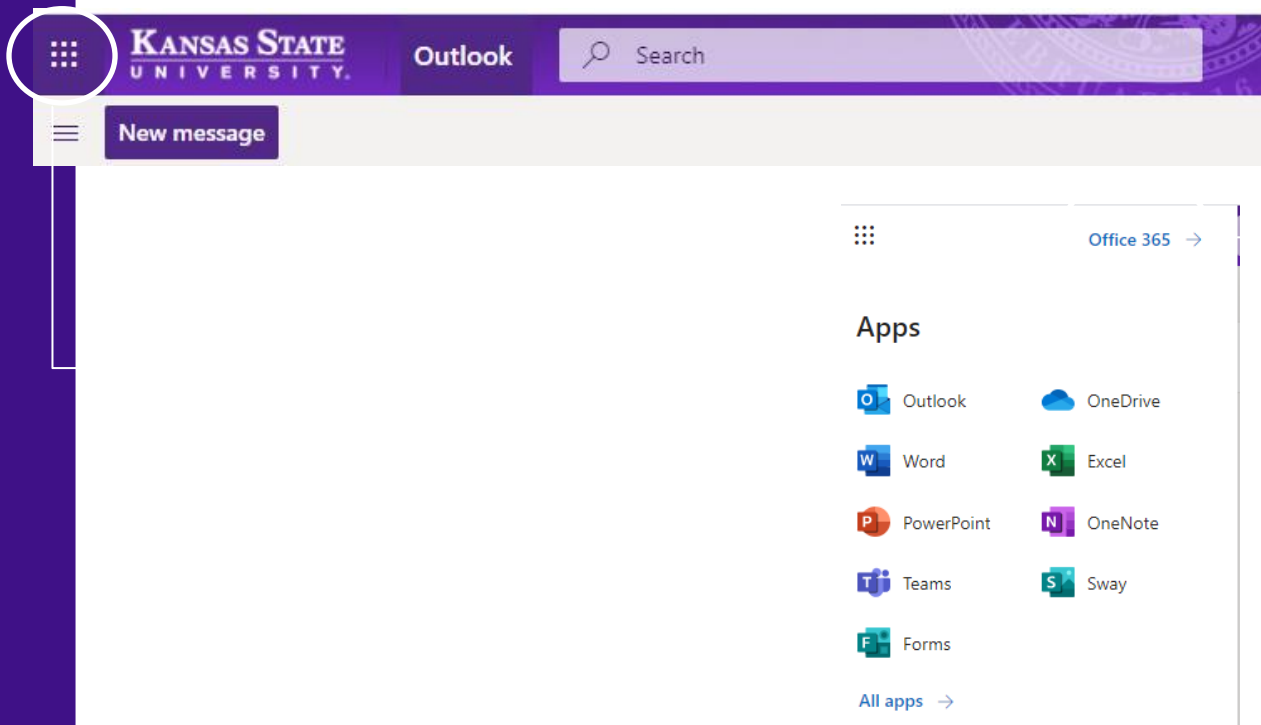
Chapter 1. Excel Logistics

Instructor: Walter Ac-Pangan
walterac@ksu.edu

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Manhattan, Kansas

Microsoft 365

- Available through your webmail (webmail.ksu.edu)
- Five “free” downloads per student

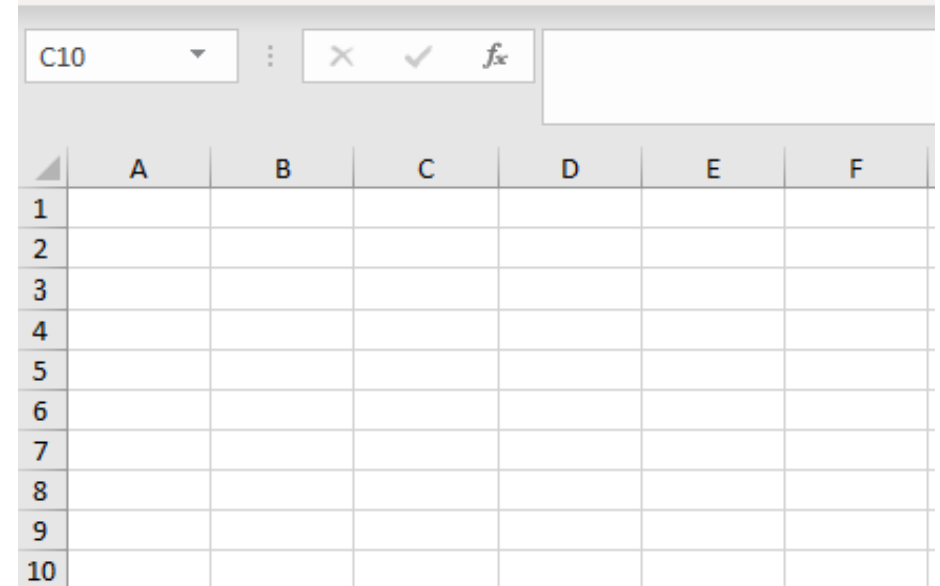


File Types

- Typically, you would want to save your spreadsheets as .XLSX files.
- You can save files as .XLS to ensure compatibility.
- You can save files in other useful formats (PDF, CSV, etc.)

Input Data

- Excel works on a cell-based system. Columns are identified as letters while rows are numbers.
- Can input data manually through your keyboard or copying and pasting external data.
- Add, insert or delete rows of information.

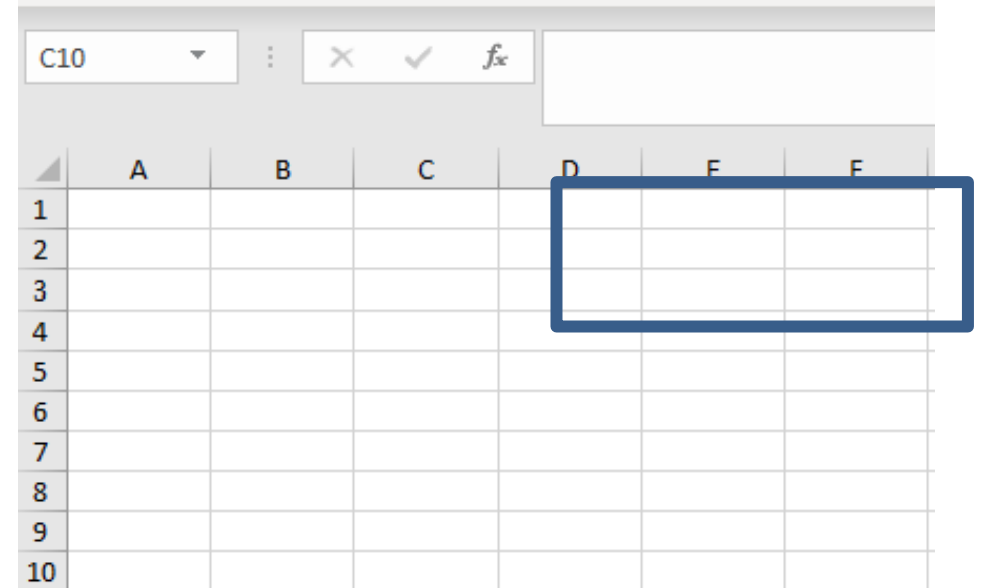


The image shows a screenshot of an Excel spreadsheet. The formula bar at the top displays 'C10' and a function icon. The spreadsheet grid has columns labeled A through F and rows numbered 1 through 10. The grid is currently empty.

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Formula Bar

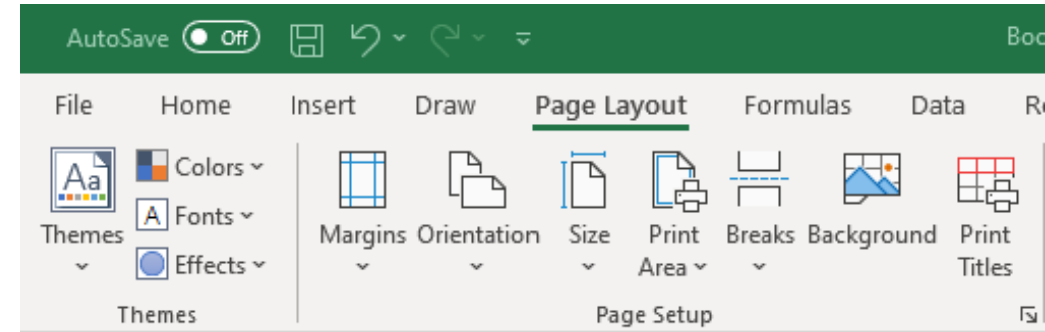
- You can input data by selecting a certain cell or range and type or paste information.
- Could also use the formula bar to insert information.



Page Layout

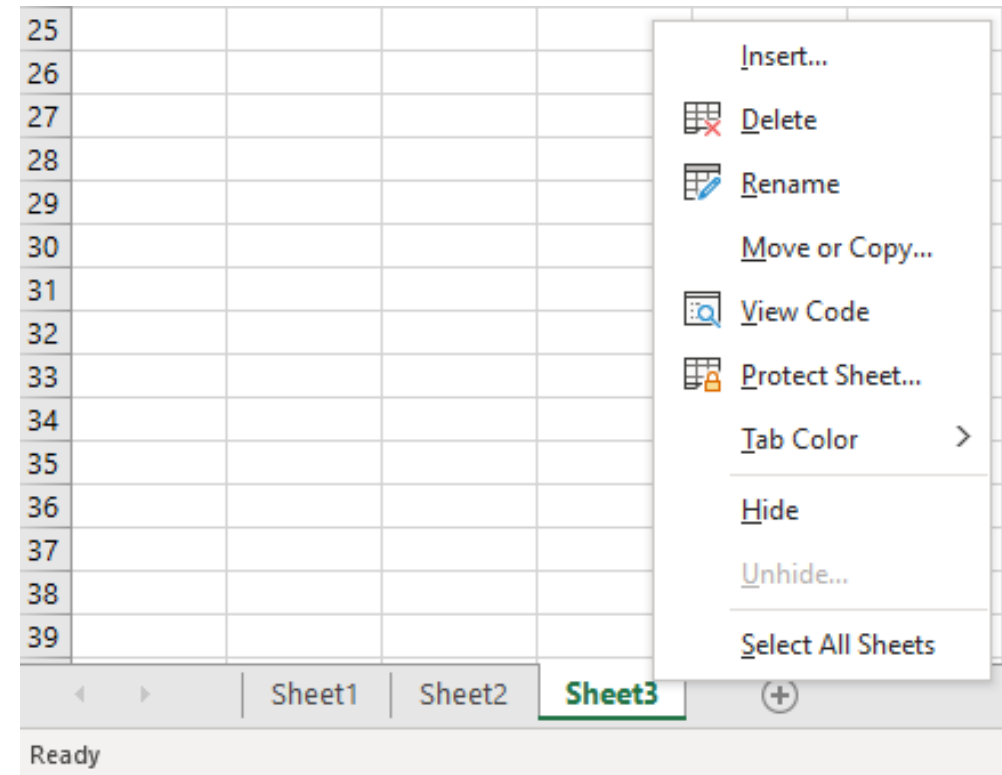
- Think about the end-user or consumer of your spreadsheet.
- Modify the layout to fit content to your specifications.
- Find text. (Shortcut: Ctrl + F).

[Excel SC](#)



Tabs

- The entire spreadsheet documents is referred to as a workbook.
- Individual “tabs” referred to as sheets.
- Can insert, delete, group, move, duplicate and color sheets.





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