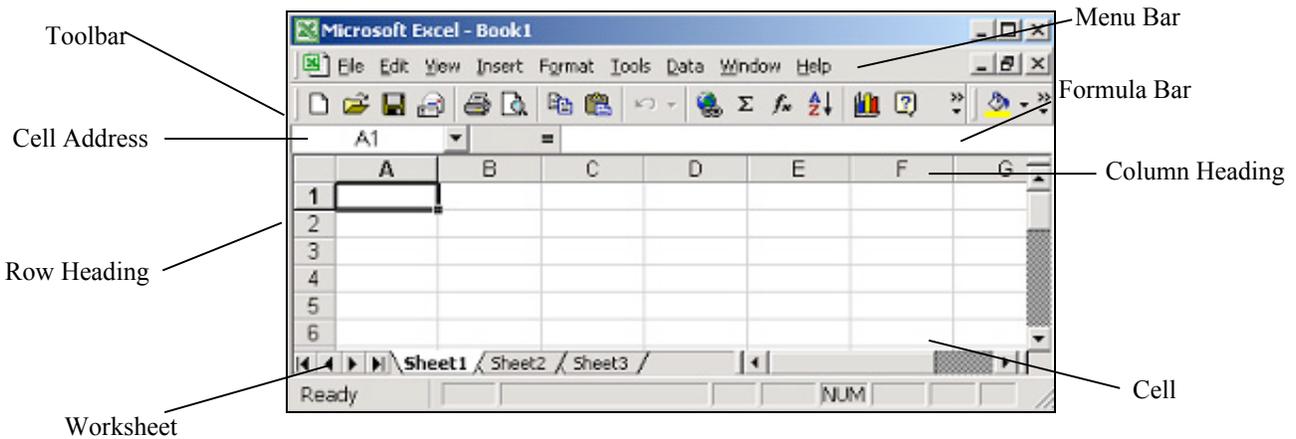


MICROSOFT EXCEL

PART 1: THE BASICS

ANATOMY OF A SPREADSHEET



CREATE A NEW BLANK WORKSHEET

1. Go to the **File** Menu.
2. Choose **New**.

OPEN AN EXISTING WORKBOOK

Double-click the spreadsheet file.

OR

1. Launch *Excel*.
2. Go to the **File** menu.
3. Choose **Open**.
4. Find the file you want to open (you may need to navigate through your computer to find it).
5. Click the **Open** button.

NAVIGATING THE SPREADSHEET

Click in the cell you want to move to.

OR

Use the directional arrow keys to move to a cell.

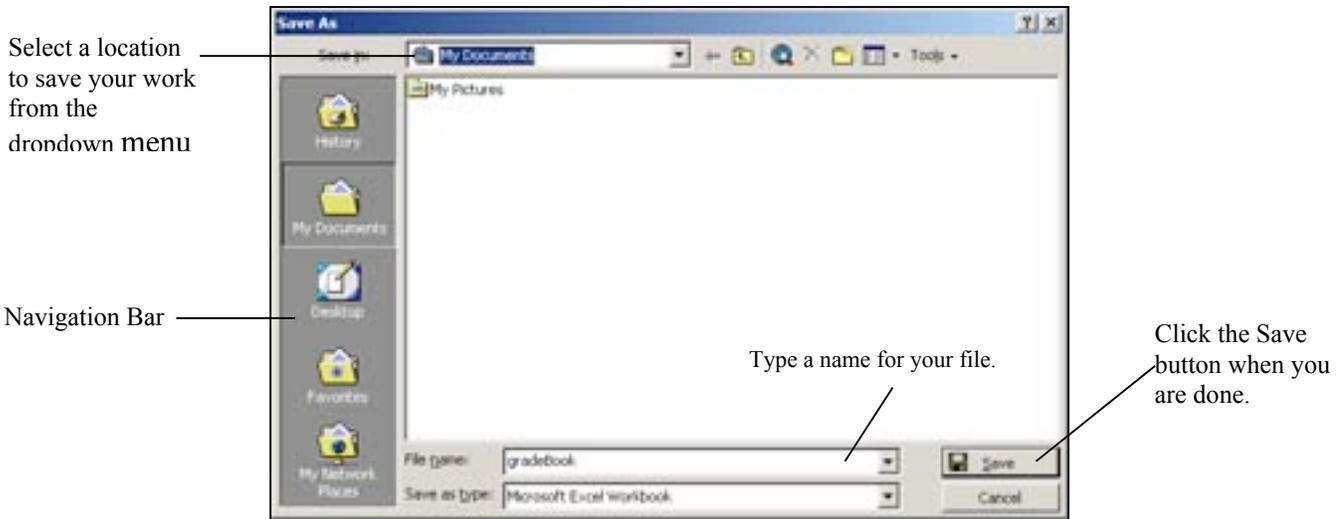
SELECTING CELLS

- Select a single cell by clicking it with the mouse or moving to it with the arrow keys.
- Select multiple contiguous cells by clicking the first cell you want in the selected range and dragging the mouse to the last cell in the range.
- To select multiple non-contiguous cells on the same worksheet (or on different worksheets) press the control (Ctrl) key while clicking each cell.

SAVE A WORKBOOK

To save a new (untitled) workbook

1. Go the **File** menu.
2. Choose **Save**.
3. Choose the folder you want to save in (use the navigation bar or the drop down menu).
4. Give the workbook a name.
TIP: When naming files, do not use spaces, punctuation, or non-alphanumeric characters
5. Click **Save**.



Save an Existing Workbook to which you have made changes

1. Go to the **File** menu.
2. Choose **Save**.

REMEMBER: 1. SAVE EARLY. SAVE OFTEN.
2. NEVER EVER store the only copy of your work on a floppy disk.

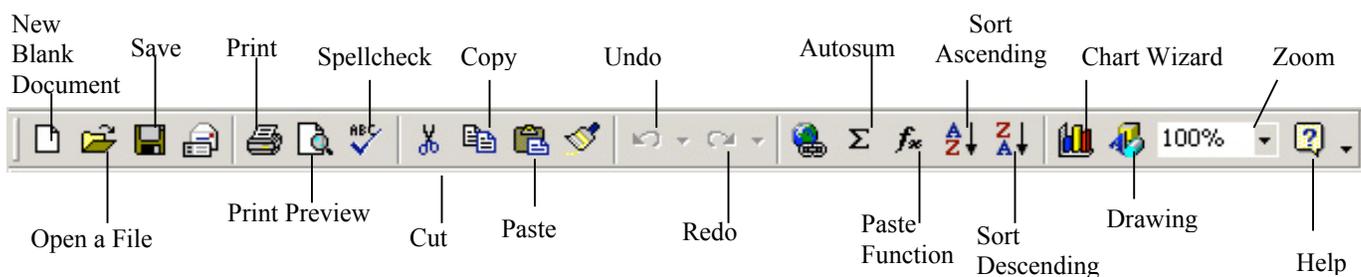
ENTERING DATA INTO THE SPREADSHEET

Click the cell into which you want to enter data. You can enter data straight into the cell or type in the **Formula Bar**.

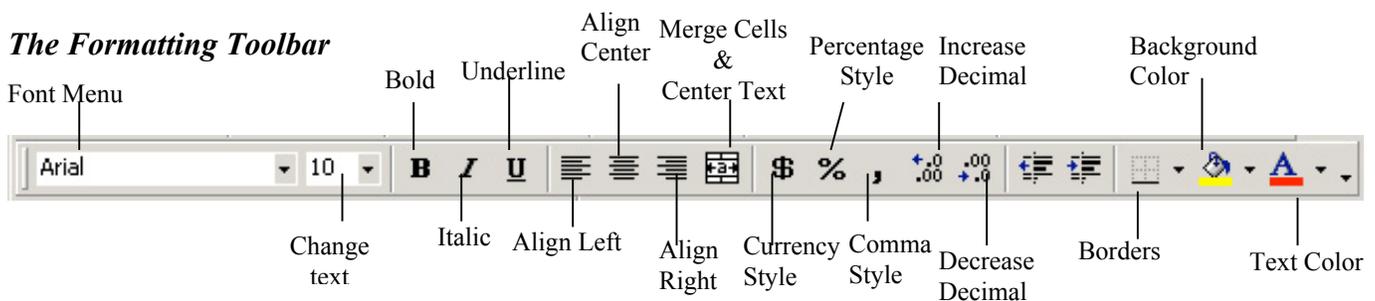
TOOLBARS

There are many toolbars available to assist you with various common functions in the *Microsoft Office* suite. From all *Office* programs, including *Excel*, you may access the toolbars by going to the **View** menu, selecting **Toolbars**, and choosing the Toolbar you would like to use. Here are two of the most commonly used *Excel* Toolbars:

The Standard Toolbar



The Formatting Toolbar



FORMATTING DATA

Text in a cell can be formatted just like it can be in *Word*. Select the cell(s) whose text you want to format. Click the appropriate formatting option (Bold, Italics, Text Color, font) on the **FORMATTING TOOLBAR**. **OR**

1. Go to the **Format Menu**.
2. Choose **Cells**.
3. Click the **Font** tab.
4. Select the formatting options you want.
5. Click **OK**.

Note that there are more formatting options available under the font tab in the cells formatting dialog box than there are on the default Formatting toolbar.

SPECIAL FORMATTING FOR NUMBERS

Sometimes numeric may need to be in a particular style (such as dollar amounts, dates and times, or percentages). To format special numeric data, select the cell(s) you want to format. Percentage and currency formatting are available on the default **Formatting Toolbar**. More numeric formatting options can be found if you:

1. Go to the **Format** menu.
2. Choose **Cells**.
3. Click the **Numbers** tab.

RESIZING COLUMNS AND ROWS

There are several ways to resize columns and rows:

1. Click the left or right side of a row/column heading until the double-arrow appears.
2. Drag the double-arrow until the row/column is the desired size.

OR

1. Go to the **Format** menu.
2. Choose **Row** or **Column**.
3. Choose **Height** or **Width**.
4. Enter the size (in points) that you want your row/column to be.

FITTING DATA IN A CELL

Sometimes you may want the size of your row/column to match the contents of a cell. Here are two useful functions:

Autofit

The autofit function will resize the column/row to the size of its contents.

1. Select the cell you want to fit the row/column to.
2. Go the **Format** menu.
3. Choose **Row** or **Column**.
4. Choose **Autofit**.

Wrap Text

If you want your text to wrap around to fit the column width (this will increase row height):

1. Go to the **Format** menu.
2. Choose **Cells**.
3. Click the **Alignment Tab**.
4. Under **Text Control**, check the **Wrap Text** box.
5. Click **OK**.

FILLING CELLS

You may be entering data in a regular series (such as numbers that increment by 10, the months of the year, etc.). You can do this automatically using *Autofill*.

Autofill

1. Enter data into a few cells (however many it takes to establish the pattern of the series).
2. Select these cells. They will be the beginning of your series.
3. Click the **Fill Handle** in the lower right corner of the last selected cell and drag it across/down the cells you want to fill.

Sometimes you may want to copy a formula or data into different cells. To do this use the following steps:

Copy & Paste

1. Select the cell(s) you want to copy.
2. Go to the **Edit** menu and choose **Copy**.
3. Select the cell(s) into which you want to paste the copied data.
4. Go to the **Edit** menu and choose **Paste**.

THE AUTOSUM FUNCTION

Use the *autosum* function to find the sum of a series of numbers.

1. Select the cells containing the numbers you want to add.
2. Click the **Autosum** button on the **Formatting** toolbar.
3. The sum of the selected numbers will appear after the last selected cell.

CREATING YOUR OWN FUNCTIONS

While *Excel* does come with many pre-made functions (formulas), you may also need to create your own from time to time.

1. Click the cell that you want the result of your function to appear in.
2. Click the **equals** sign at the beginning of the **Formula Bar**.
3. Click the first cell whose contents you want to include in the formula.
4. Type the appropriate **math operator** in the **Formula Bar**.
5. Click the next cell you want to include in your formula.
6. Repeat steps 4 through 5 until you have completed your formula.
7. Press the **Enter** key.

Math Operators

+	Addition
-	Subtraction
*	Multiplication
/	Division
^	Exponents
()	Grouping

Order of Precedence

Math Operations are performed in this order:

Parentheses Exponents Multiplication Division Addition Subtraction

HINT: Please Excuse My Dear Aunt Sally