

Microsoft Excel

What is Excel and What can you do with it?

Spreadsheet software

- ▶ Organize information in columns and rows
- ▶ Perform math on data
- ▶ Create charts

An Excel file is called a **Workbook**.

A Worksheet is a single "page" of a Workbook

- ▶ **File > Save:** Save Workbook
- ▶ **File > Open:** Open Existing Workbook
- ▶ **File > New :** Templates
- ▶ **File>Print:** To Print

Parts of a Spreadsheet

The screenshot shows the Microsoft Excel interface. The ribbon is at the top, with tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The Home tab is active, showing groups for Proofing (Spelling, Research, Thesaurus, Translate) and Language (New Comment, Delete, Previous, Next). The Review tab is also visible, showing groups for Comments (Show/Hide Comment, Show All Comments, Show Ink) and Changes (Protect Sheet, Protect Workbook, Share Workbook, Track Changes). The current cell is A1, and the formula bar is empty. The spreadsheet grid is visible, with columns A through N and rows 1 through 24. Red arrows point to the ribbon, the current cell (A1), the 'Select All Cells' button (the small square at the top-left of the grid), and the formula bar.

Ribbon →

Current Cell →

Select All Cells →

Function in selected cell →

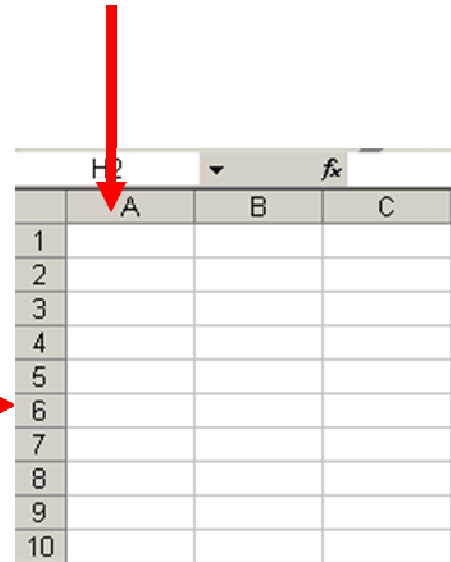
Cells: individual segments of information

Rows: horizontal strips of cells (unlimited)

Columns: vertical strips of cells (unlimited)

Columns vs. Rows

- ▶ **Columns are Vertical and use letters**



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

- ▶ **Rows are Horizontal and use #'s**

Select Cells/Edit Cells

- ▶ **Select Cell (click on it) & Start Typing**
- ▶ **Double Click to Edit/Change Specific Text**
- ▶ **Or Click in function box after selecting cell...**

Moving around the cells

- ▶ **Tab** (moves right a cell)
- ▶ **Shift+Tab** (moves left a cell)
- ▶ **Enter** (moves down a cell)
- ▶ **Shift+Enter** (moves up a cell)

Tabs

- ▶ **File** (save & print)
- ▶ **Home** (common formatting)
- ▶ **Insert** (adding Charts, Pictures, etc.)
- ▶ **Page Layout** (set how it prints)
- ▶ **Formulas** (math functions)
- ▶ **Data** (managing information in cells)
- ▶ **Review** (Spell Check and Translation)
- ▶ **View** (how the spreadsheet looks)

Text/Data Formatting (Home Tab)

Format Text

- ▶ Alignment
 - ▶ Left
 - ▶ Center
 - ▶ Right
- ▶ **Bold** / *Italics* / Underline
- ▶ Change Font
- ▶ **Color**

Format Cell

- ▶ Right Click > Format Cells...
 - ▶ General
 - ▶ Number
 - ▶ Currency/Accounting
 - ▶ Date/Time
 - ▶ Percentage
 - ▶ Fraction
 - ▶ Text

Sort Data

- ▶ Sort (Data>Sort)
 - ▶ Select Your Data (highlight cells)
 - ▶ Alphabetically
 - ▶ By Number

Insert/Copy/Paste/Etc.

- ▶ Pictures
 - ▶ Insert>Picture>Clip Art
 - ▶ Insert>Picture>From File (photos)
- ▶ Copy (Ctrl+c) ▶ Cut (Ctrl+x) ▶ Paste (Ctrl+v)
- ▶ Undo (Ctrl+z) ▶ Redo (Ctrl+y)

Print Formatting (Page Layout Tab)

- ▶ Set your page up just as you want it...
 - ▶ Margins
 - ▶ Orientation
 - Portrait (vertical)
 - Landscape (horizontal)

Formulas & Functions

Formulas are simple entries with math using relative cells

Functions are similar, but use Excel proprietary functions, such as =SUM

Formula Example

- ▶ You want to add the contents of Cells A1 and A2
- ▶ Type the following into cell A3: =A1+A2

Function Example...

- ▶ You want to add the Cells between A1 and A15
- ▶ Type the following into cell A16: =SUM(A1:A15)