

Intro to MS Excel



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Introduction

Microsoft Excel is a spreadsheet application. A spreadsheet is a program that manipulates numbers by the use of formulas.

The Excel Application Window

Ribbon

Ribbon Tabs

Quick Access Toolbar

Office Button/File Menu

Name Box

Formula Bar

Mouse Pointer

Status Bar

Row and Column Headings

Cell

Active Cell

Tab Scrolling Buttons

Sheet Tabs

Scroll Bars

Entering Data

Labels

Values

Cell Address

Select a Cell

Entering Data into a Cell

Click on the cell where the data is to be entered. Input data. Press Enter.

Erasing and Correcting Data in Cells

- You want to remove the data in a cell completely, leaving the cell blank. In this case, select the cell and press the delete key.
- You want to correct one or more characters in a cell. Select the cell, click on the formula bar, and insert, backspace, or delete characters as needed.
- You want to replace the contents of a cell with entirely different data. It is not necessary to erase what is there already. Select the cell, and type and enter the new data.

Saving Files and Filenames

Saving a file is taking the document you just created and putting it away in permanent storage – the disk. If a file is saved, you can use it again, whenever you need it. To save a file, the computer needs to be told two pieces of information: 1) where to store the file, which usually means either the hard disk (c:) or removable disk (i.e.: USB drive), and which, if any, folder on the disk; and 2) what to name the file.

Click the Office Button or File Menu on the Ribbon, Click Save. The Save As dialog box will appear. Here's where you put in those two pieces of information: 1) where you want to save the file in (which disk and which folder) – that's called **Save in**, and 2) what you want to name the file - that's called **File name**.

To tell the computer where to save, select the folder where you want to store the file. To tell the computer the filename, click on the textbox and use the delete and backspace keys on the keyboard to erase what's there, then type the filename you want. When you're all done, click the Save button.

New Document

Click the Office Button or File Menu, click New, select Blank Document, and click the Create button.

Opening a Document

Click the Office Button or File menu; click Open. The Open Dialog Box will appear. Maneuver your mouse to the location where you file is saved. Select the file and click the Open button.

Formulas

A formula is a mathematical calculation entered in cell where the answer is to appear. Start with the equal sign and input using cell addresses; for example **=A1+A2**, with no spaces. For addition, use the plus sign (+), minus sign for subtraction (-), asterisk for multiplication (*) and slash for division (/).

Functions

Function - A built-in formula that performs a special calculation automatically. Ex. SUM. There are functions for Statistical Analysis, Financial Analysis, Database Operations and many more. A function is input into the cell where the answer is to appear, using the following format: =Function Name(**Argument**)

Range - a group of contiguous cells. A range is always in the shape of a rectangle. A range address is the cell address of the top left cell and bottom right cell, separated by two periods. For example the range A1..B3 includes the cells A1, A2, A3, B1, B2, and B3.

Argument - The number, cell, or range of cells to be affected by the function.

Sum - Adds all the values in a range of cells. =SUM(1st cell of range:last cell of range)

Copy

When formulas are copied, the cell references change relative to their new location in the spreadsheet. This is called Relative Cell Reference. To copy a cell, select cell or cells to be copied and click Copy command from Clipboard group on the Home tab. Select cell or cells where copy is to go and click the Paste command from the Clipboard group on the Home tab.

Inserting Columns and Rows

When a column or row is inserted, existing columns or rows move to allow for the newly created space. Click on a cell where the column or row is to be inserted. Click Insert from the Cells group on the Home tab. Click Insert Sheet Rows from the menu.

Deleting Columns and Rows

When a column or row is deleted, existing columns or rows shift to fill in the space left by the deletion. Click on a cell in the column or row that is to be deleted. Click Delete from the cells group on the Home tab. Click Delete Sheet Rows or Columns from the menu.

Formatting Data

Formatting changes the appearance of data. Highlight the range of values, and then select the format tool you want to apply. Cells can be formatted before or after data is entered. *Never input dollar signs, percent signs or commas when inputting numbers. Input all numbers unadorned; then format them.*

Changing Column Width

Column widths can be changed so values or text can fit or have a better appearance. Numeric data that exceeds the column width does not flow into the next column. If the column is not wide enough to display a numeric value, Excel fills the cell with number signs (#####). The column can be widened.

Point to right edge of column heading. Pointer becomes a cross with a double-headed arrow. Hold down left mouse button. Drag left to make column narrower or right to make column wider. Release mouse button.

Printing Tables Worksheets with Lines

When you print a spreadsheet, by default, the lines around the cells do not print out; making it sometimes difficult to read the data in the spreadsheet. To help with readability, you can print the spreadsheet with lines around all the cells. From the Sheet Options group on the Page Layout tab, click the checkbox under Gridlines, next to the Print option.

Help

If you are in need of help in accomplishing a task in Excel, you can hit the F1 key on the keyboard and search for the answer to your question.