

Introduction to Microsoft Excel

Adjusting Toolbar

1. Grab and drag the toolbar handle located on the left side of the toolbar to adjust its location.
2. If there is a tool missing from your toolbar, click **Tools** and drag down to **Customize**.
3. Click the **Commands** tab.
4. Choose the **Category**.
5. Click/Hold/Drag the missing tool to the toolbar.
6. Close the Customize dialog box.

Moving within a worksheet

1. To select any cell, click it. For example, click cell **A1**.
2. To move one cell to the right, press **TAB**, or to move one cell to the left, press **SHIFT + TAB**. In other words, Shift makes Tab go backwards.
3. To move one cell down, right, up, or left, use the arrow keys.
4. To move to the uppermost-left cell, **A1**; press **CTRL+HOME**.
5. To move to any cell, on the **Edit** Menu, click **Go To** and then type any cell number (for example, J18).
6. To move down in the worksheet, press **PAGE DOWN**.
7. To move up in the worksheet, press **PAGE UP**.
8. To move to the first column of the worksheet, press **HOME**.

Moving from worksheet to worksheet

- Click the **Worksheet tabs** in the left-bottom area on the worksheet.

Adding a worksheet

1. Click **Insert** and drag down to **Worksheet**.
2. If the new worksheet is not located where you want it, then right click on the **Worksheet tab** located at the left-bottom and drag the worksheet to the location of your choice. (For example, move sheet1 between sheet2 and sheet3.)

Deleting a worksheet

1. Move your cursor to the **Worksheet tabs** located at the left-bottom of the spreadsheet.
2. Right click on the worksheet that you want to delete.
3. Drag to **Delete**.
4. Click **OK**.

Renaming a worksheet

1. Move your cursor to the **Worksheet tabs** located at the bottom of the spreadsheet.
2. Right click on the worksheet that you want to rename.
3. While the title is highlighted, type in a new name for your worksheet.

Introduction to Microsoft Excel

Move/Cut/Copy & Paste Data

1. Highlight the cell or select the range of cells you want to move or copy.
2. Click **Edit** and scroll down to **Cut or Copy**. The Cut command removes the data from your worksheet as it places it on the clipboard. The “Marching Ants” will appear around the selected cells. This indicates that the data is on the Clipboard.
3. Select the cell where you want to paste the data. The cell you select will become the upper-left cell of the block of data being pasted.
4. Click **Edit** and scroll down to **Paste**. If you use Copy, the data is inserted in the new location and still exists in the original location.
5. You can also use the shortcuts for **Cut, Copy and Paste** that are located on your toolbar.

Drag and Drop Data

6. Highlight the cell or select the range of cells you want to move or copy.
7. Move your cursor to the border of the cell or range and you will see a pointer appear.
8. Hold down the left mouse button and drag the selected cells to the desired spot. A rectangular outline will show you where the cells you are moving or copying will be inserted if you release the mouse button at that point.
9. Release the mouse to move the data to the cell location you want.

Adjusting column width

When ##### appears in the cell, the cell is too narrow for the data to be displayed.

1. Select the columns in your worksheet by clicking the **A** column header and dragging across to the last column in which you have data entered.
2. Move the cursor over the border between any two-column headers until the pointer changes to a double-headed arrow.
3. Double-click. The column will automatically adjust the width to the longest text in their respective columns.

Split Screen: The Split Screen option will allow you to view two parts of the spreadsheet at the same time.

1. Find the **split box icon** at the top of the vertical scroll bar. When your cursor changes to a split pointer (double headed arrow), Click/Hold/Drag to the left until it is between columns you want to split (such as column A & B).
2. Find the **split box icon** at the right of the horizontal scroll bar. When cursor changes to a split pointer (double headed arrow), Click/Hold/Drag up until it is between the rows you want to split (such as 1 & 2). This will allow you to see the Column labels as you scroll down the worksheet.

Sorting function in Excel

1. Select the column that you want to sort.
2. Click **Data** and drag down to **Sort**.
3. Under **Sort by**, select **Column letter you want to sort** and then click **Ascending or Descending**.
4. If you are sorting by more than one criteria, then you will need to fill in **Then by..**

Introduction to Microsoft Excel

5. Under **My list has**, select **Header Row** or **No Header Row**.
6. Click **OK**.
7. To save the sort, click **File** and drag down to **Save**.

Using Automatic Fill

1. Click on the cell you want to copy or fill to the cells below.
2. Move your cursor to the bottom corner of the cell. You should see a cross appear. This is the fill handle.
3. Click and drag the fill handle to select the cells you want to fill.

Formatting Row and Columns

Formatting Numbers in Cells

1. Highlight the cell for which you want to change the number format or select the range of cells you want to format.
2. Click **Format** and drag down to **Cells** and the Format Cells dialog box will appear.
3. Click the **Number** tab.
4. In the Category list box, choose the type of number you want to display. For example, click on Currency if you are working with dollar figures.
5. Depending on the category you select, you may be able to choose the number of decimal places, a currency symbol, or how you display negative numbers.
6. Click **OK**.

Rotating the text in Rows

1. Highlight the cell for which you want to change the alignment format or select the range of cells you want to format.
2. Click **Format** and drag down to **Cells** and the Format Cells dialog box will appear.
3. Click the **Alignment** tab.
4. Drag the **Orientation** bar to 45°, 90°, -45°, -90°, or type 45, 90, -45, -90 in the **Degrees** box.
5. Click **OK**. The text and cells are now at an angle.

Outlining the Cell Border

1. Highlight the cell for which you want to change the border format or select the range of cells you want to format.
2. Click **Format** and drag down to **Cells** and Format Cells dialog box will appear.
3. Click the **Border** tab.
4. Click **Outline**. If you have selected a range of cells, then you will also need to click **Inside** too.
5. Click **OK**.

Fonts

1. Highlight the cell for which you want to change the font format or select the range of cells you want to format.

Introduction to Microsoft Excel

2. Click **Format** and drag down to **Cells** and the Format Cells dialog box will appear.
3. Click the **Font** tab.
4. Select the Font, Style, Size, Color, etc. that you want to change.
5. Click **OK**.

Inserting Columns or Rows

Inserting a Row

1. If you want to insert a single row, first highlight any cell in the row above the place you want to insert the new row.
2. Click **Insert** and drag down to **Rows**.
3. The existing data will be nudged downward.
4. You can also right click on the row number and choose **Insert** from the shortcut menu that appears.
5. Now you are ready to add your data to the new rows

Inserting a Column

1. A column is inserted to the left of the cursor location. Highlight any cell in that column.
2. Click **Insert** and scroll down to **Columns**.
3. You can also right click on the column letter and choose **Insert** from the shortcut menu that appears.
4. Now you are ready to add your data to the new column.

Deleting Columns or Rows

1. Highlight a cell in the row or column you want to delete.
2. Click **Edit** and scroll down to **Delete**.
3. You can also right click on one of the selected cells and choose **Delete** from the shortcut menu. *Don't press the DEL key. This will not delete the column or row.
4. In the Delete dialog box, select the Entire Row or the Entire Column option. To delete the selected cells without removing the entire column or row, you can choose Shift Cells Left or Shift Cells Up.
5. Click **OK**.

To delete entire columns or rows without having the Delete dialog box

1. Highlight the column or row.
2. Click **Edit** and drag down to **Delete**.
3. You can also right click and choose **Delete** from the shortcut menu.

Creating a Chart using the ChartWizard

1. Highlight the data you want to use in your chart. Be sure to include any column and row headings you want to use within the graph. If you forget this step, you can always select the data later from within the ChartWizard. Be careful not to include TOTALS or you'll skew the chart.

Introduction to Microsoft Excel

2. Click **Insert** and drag down to **Chart**, or click on the ChartWizard icon located on your toolbar.
3. In the first ChartWizard dialog box, click on the chart type and subtype you want. If these choices don't seem to be enough, click the **Custom Types** tab on the dialog box.
4. To see a sample of a chart, select it and use the **Press and Hold To View Sample** button.
5. When you have made a decision, click **Next**.
6. In the second ChartWizard dialog box, you will choose and confirm which data to graph.
7. If this information is correct, click **Next**. If it is not, make the needed changes.
8. In the third ChartWizard dialog box, you will fill in the Chart Title, the Location of the Legend, Axes, Gridlines, and the Data Labels.
9. Complete this information and click **Next**.
10. In the fourth ChartWizard dialog box, you can choose to place your chart in an existing worksheet. This is called an embedded chart. To do this, select the **As Object** in the option button and choose a worksheet from the dropdown list.
11. To place the chart in a separate chart sheet, select **As New Sheet** option button, then you can type an optional sheet name in the text box that's provided. (A chart sheet is a worksheet that contains only a chart, not the data it's based on).
12. Click **Finish**.
13. If you elected to place your chart in a specific worksheet, the chart may obscure some of the data in the worksheet. Use the Chart toolbar to change the placement and size of the chart.
14. If you choose **As New Sheet**, Excel places your chart in a chart sheet it adds to your workbook. The chart practically fills the sheet.

Printing Gridlines or Row & Column Headings

1. Click **File** and drag down to **Page Setup**.
2. Click the **Sheet** tab.
3. Click in the empty box beside of **Gridlines or Row & Column Headings**.
4. Click **OK**.
5. Now you are ready to print your spreadsheet.

Print Preview

1. Click **File** and drag down to **Print Preview**.
2. If you need to print the Gridlines or Row & Column Headings or to change the Margins, click **Setup** and make the necessary changes.
3. Click **Print**.

Printing

1. Click **File** and drag down to **Print**.
2. You can choose to print your Entire Workbook, a Selection, or the Active Sheet.
3. You can click on **Preview** to preview your worksheet before printing.
4. Click **OK**.

Introduction to Microsoft Excel

Formulas & Functions

A function is a built-in formula that lets you add the contents of numerous cells without having to add each cell separately.

Formulas:

Addition =A1+A2

Subtraction =A1-A2

Multiplication =A1*A2

Division =A1/A2

Common Functions:

=SUM(D2:H2) means add cell D2+E2+F2+H2.

=AVERAGE(H4:H8) means add H4+H5+H6+H7+H8 and divide by the number of cells.

Notes:

Introduction to Microsoft Excel

