

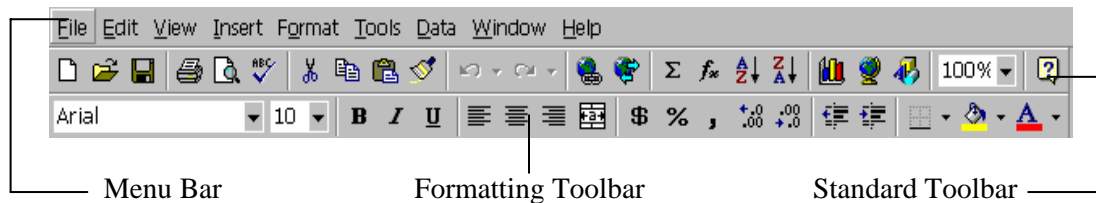
Learning the Basics of Microsoft Excel for Windows:

Microsoft Excel is a spreadsheet program used by many individuals and businesses to keep financial and accounting records. In this introductory lesson you will learn how to create a new spreadsheet, enter both text and numerical data, write simple arithmetic formulas and use the chart wizard.

Start ⇒ Programs ⇒ Microsoft Office ⇒ Microsoft Excel.

The Tool Bars

At the top of the screen you should see Microsoft Excel-Book1. This tells you what program you are running (Excel) and which file you have open (Book1). An Excel WorkBook consists of three Worksheet pages but may contain as many as 255.



The Menu Bar

Just below you can see the menu headings File, Edit, View, Insert, Format, Tools, Data, Window, and Help. If you click on any of these menu headings, you will see a variety of tasks available under each. In this introductory lesson we will be using **File** and **Format**.

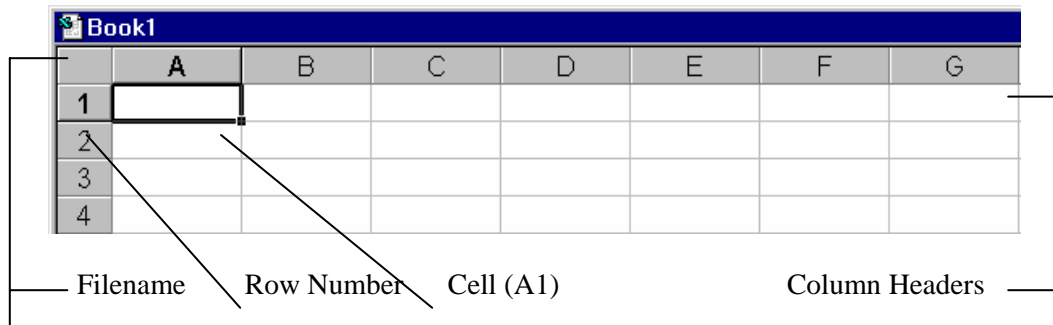
The Button Bars

Below the menu headings there is a line of “buttons” or icons (beginning with a dog-eared sheet of paper and ending with a lightbulb/question mark) that serve as shortcuts for common editing tasks. This is the **Standard Toolbar**.

Along the third line of the Microsoft Excel screen header you will find more editing functions. This is the **Formatting Toolbar**.

The Spreadsheet

The Excel spreadsheet screen is divided into a grid of cells. Each cell has its own **Cell Address** consisting of a **Column Letter** and **Row Number**. Thus, the first cell is A1, to the right of that is B1, C1, D1, etc. A Worksheet is made up of 256 columns by 16,384 rows. The letters A-Z designate columns, then the letters are doubled. (AA, AB, AC through IV)



Creating a Spreadsheet in Microsoft Excel

To move from cell to cell, place the mouse icon over the desired cell and click once. The selected cell should be outlined. Now we are ready to start entering data and writing formulas. Follow along with the steps below.

1. Click in Cell A1, **Type:** Third Quarter Sales
2. Click in Cell A3, **Type** Sales
3. Tab to Cell B3, **Type** July
4. Using the **AutoFill**, position the pointer over the **fill handle** on cell B3. The handle is located at the lower right edge of a cell. Drag the **handle** over cells C3 and D3. Notice it automatically filled in the months August and September.
5. Click in Cell E3, **Type** Totals
6. Click in Cell A4, **Type** Wholesale Sales
7. Click in Cell A5, **Type** Internet Sales
8. Click in Cell A6, **Type** Total Sales
9. **AutoFit:** Sometimes the data is too wide to fit in a cell and flows into the next, several number symbols (###) appear in the cell instead of the number. **Double-click** the border between the **Column A** heading and the **Column B** heading. Excel resizes the column to the amount needed. Use AutoFit after formatting cells and applying calculations.
10. **Formatting**, clicking on a row number will select the row, while clicking on a column heading will select the column before applying formatting changes. Click on **Row 1**, change to **Font** to **14**, and then click **Bold**.
11. Click **Row 3**, click on **Bold**, and click **Center**.
12. Click **Row 6**, then click on **Bold**.
13. You will have to go back and **AutoFit** the columns.

Your spreadsheet should look like this:

	A	B	C	D	E
1	Third Quarter Sales				
2					
3	Sales	July	August	September	Totals
4	Wholesale Sales				
5	Internet Sales				
6	Total Sales				
7					

14. Enter sales for July, August and September.

Sales	July	August	September
Wholesale Sales	8400	9050	9700
Internet Sales	7200	7250	7250

Writing Basic Formulas in Microsoft Excel

At this point you will need to write a formula to total sales. Formulas are instructions that you enter to perform calculations. The results of a formula update instantly when the data changes. When entering a formula begin with an equal (=) sign. When building a formula use the plus (+) for addition, the minus (-) for subtraction, the asterisk (*) for multiplication and the slash (/) for division. You use the cell address and not the actual data in your formula. Example: in cell B3 typing =B1+B2 would return the sum of B1 and B2 in cell B3.

1. To calculate the Total Sales for July, click in Cell B6, **Type:** =B4+B5 then hit Enter. The contents of cell B4 and B5 have been added and are displayed in cell B6.
2. You can copy this formula to calculate August and September's Total Sales by using the **AutoFill** feature. (described in Creating a Spreadsheet, step 4)
3. To total the Wholesale Sales for the quarter another way to add cells is to use **AutoSum**. When you want to add two or more cells, click in the cell where you want the results to appear and click the **AutoSum** button. This button is located on the Standard Toolbar and looks like this:



4. Click in cell E4, then click the **AutoSum** button. Notice the sum formula is displayed, now **Press Enter** to display the results.
5. Use **AutoFill** to copy the formula to cell E4 and E5.

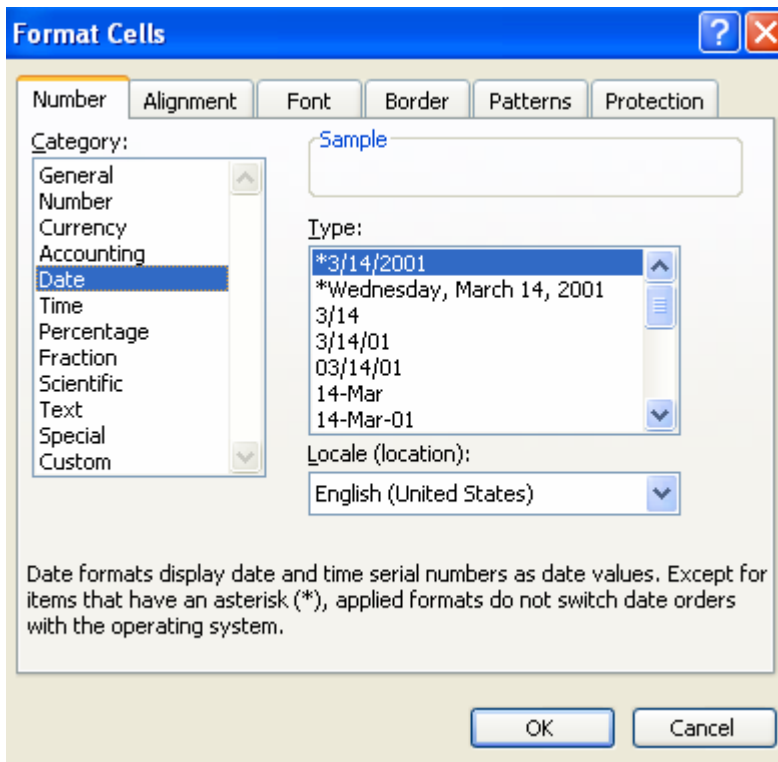
Your spreadsheet should now look like this:

	A	B	C	D	E
1	Third Quarter Sales				
2					
3	Sales	July	August	September	Totals
4	Wholesale Sales	8400	9050	9700	27150
5	Internet Sales	7200	7250	7250	21700
6	Total Sales	15600	16300	16950	48850
7					

Formatting Numbers

Numbers can be formatted in many ways from currency, accounting, social security numbers, phone numbers, dates and times. Before you change the number format, you need to know that those formats are reflected in your chart. Not all spreadsheets will need a chart, but when you do it is best to keep the formatting simple.

You can select a row a column or one cell, then choose Format/Cells/Numbers. When you choose from the category listing you may also have to choose a type. For Example:



Saving Your Spreadsheet

1. To save this spreadsheet click on the **File** menu and select **Save As**, giving you the **Save As** dialog box. In the **Save In** click on the arrow to the right of the **Save In** field, and choose your location from the menu.
2. Name your spreadsheet in the **File Name** field at the bottom of the dialog box, retaining the **.xls** extension.
3. Click on **OK** to accept drive choice and filename.

Printing Your Microsoft Excel Spreadsheet

To print your spreadsheet, click on the **File** menu and select **Print**. Click **OK**.

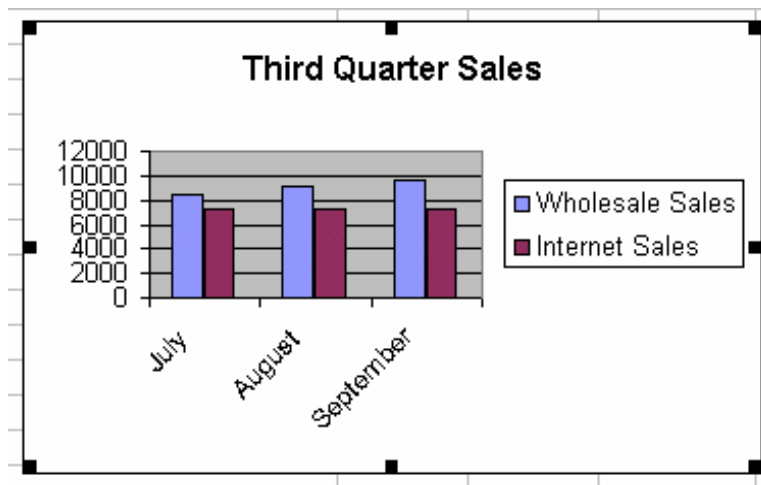
Charts

In many situations, data can be more easily understood if the data is represented graphically in a chart. Charts can either be embedded on the same worksheet or on a separate worksheet. Data and charts are linked when a data cell changes so does the chart. By default, data is displayed in a column chart.

Create a Chart using Chart Wizard

1. Using our newly created spreadsheet, select A3 thru D5. Do not select the totals.
2. Click the Chart Wizard button on the Standard Toolbar.
3. The Office Assistant is displayed. Click **No, Don't Provide Help Now**.
4. Verify that the **Column** chart type and the first chart sub-type are selected. Click Next
5. Verify the data range for the chart is correct.
6. Confirm that the Rows Option is selected. Click Next
7. Click in the **Chart Title** box, Type **Third Quarter Sales** and click Next.
8. Verify that the **As Object in Sheet 1** option is selected. (this places the chart on the same page as the spreadsheet) Click Finish
9. Click and drag to move the chart below the data in the Worksheet.

Your chart should look like this:



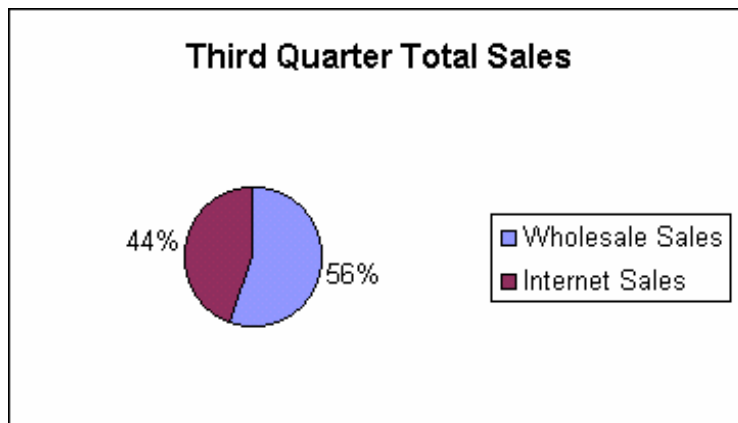
Changing the Chart Type

1. Right-click a blank area of the chart and choose **Chart Type**
2. Under Chart Type, choose **Bar** and the first sub-type in the first row, click OK
3. A new chart replaces the first chart.

Displaying a Second Chart for the Same Spreadsheet

Let's create a Pie Chart to show the percentage of Total sales that belong to Wholesale Sales compared to Internet Sales for the Third Quarter.

1. Select Cell A4 and A5.
2. Hold down the Control Key and select E4 and E5. This is non-consecutive selecting.
3. Click on the Chart Wizard
4. Choose Pie Chart Type and the first chart sub-type.
5. Click Next, Click Next a second time.
6. In the Chart Options dialog box, **type** Third Quarter Sales in the Chart Title area. Click the tab Data Labels.
7. Select one of the Data Labels, like show percent.
8. Click Next then Finish.
9. Move your new chart below the first chart.



Deleting a Chart

Click anywhere within a chart to select the chart. You can tell if a chart is selected because it has chart handles. These are the black boxes on the corners and center edges of the box around the chart. **Press Delete**. The chart will be deleted so you can start again.

Modifying Chart Elements

Each of the Charts elements can be modified. Place your mouse pointer over different elements in the chart, **Right-mouse Click** to receive the menu for formatting that area. You will find such elements as Value and Category Axis, a Plot Area, a Chart Title and the Legend. You can make changes to the font, color, placement or the labels for the axes.