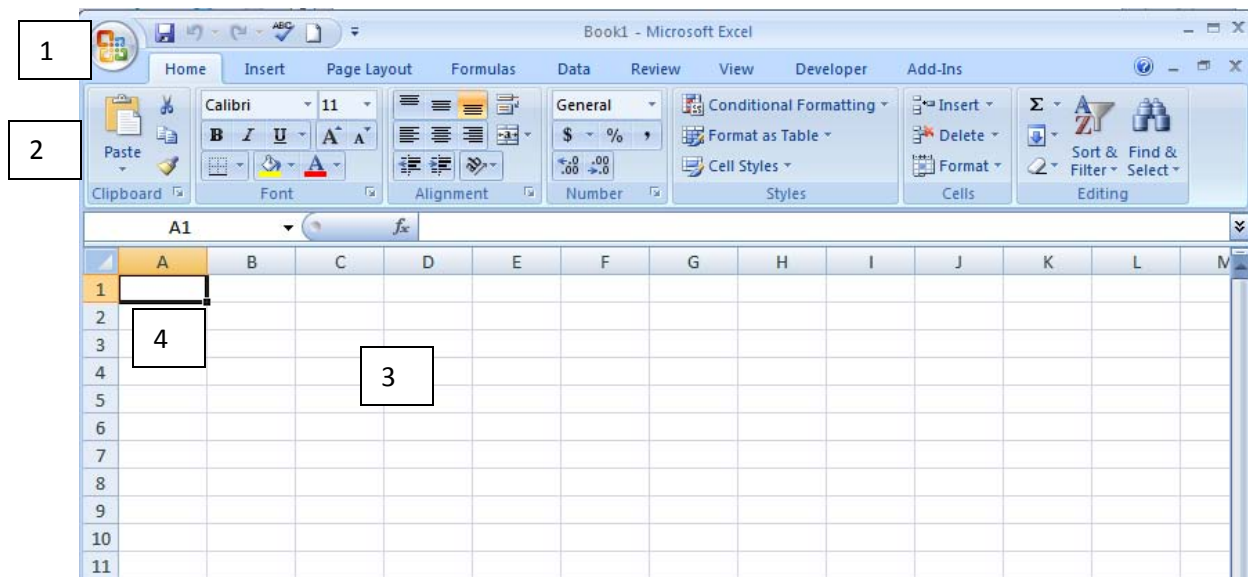


Basic Excel

The Excel screen



1.	The Office Button	The Office button is where you will find New, Open, Save and Print commands. You will also find the Excel Options button.
2.	Office 2007 Ribbon	The ribbon is the panel at the top portion of the document. There are seven tabs: Home, Insert, Page Layouts, Formulas, Data, Review, and View. Each tab is divided into groups. The groups are logical collections of features designed to perform a function that you will utilize in developing or editing your Excel spreadsheets.
3.	The Sheet	The spreadsheet is displayed in columns and rows. You work within a cell. You select cells, format cells and place formulas in cells.
4.	Active Cell	The active cell has the dark border and the column and row indicators are colored.

Moving the Active Cell

To move from cell to cell, place the mouse icon over the desired cell and click once. The selected cell should be outlined.

First cell of Worksheet	CTL + Home
Last cell of Worksheet	CTL + End
Beginning of Row	Double Click the left border of the active cell
End of Row	Double Click the right border of the active cell

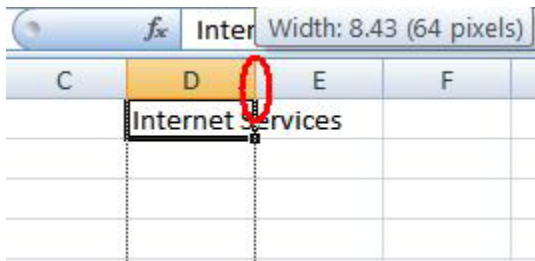
Top of Column	Double Click the top border of the active cell
Bottom of Column	Double Click the bottom border of the active cell
Specific Cell	Click within that cell or Click in the Name Box, type the cell address then press enter

Entering Data

Entering data is a 3 step process. Click the cell where you want to enter data, type the data then press **ENTER** key on the keyboard. To speed up the data entry you can also use the **TAB** key instead of the Enter key on the keyboard. The Enter key moves the active cell down while the Tab key moves the active cell to the right while staying in the current row.

Widening Columns

After entering data you will probably notice that some text is wider than the cell. There are two ways to correct the text from over lapping cells.



1. Place the mouse pointer on the line between the columns. (See example: Internet Services in column D is flowing into column C so D needs to be wider.)
2. The pointer will change to a double headed arrow. Double click on the line. Excel will automatically widen the column to support the longest text.

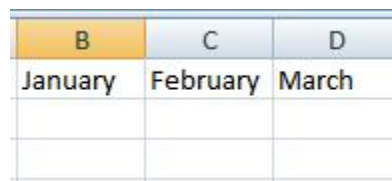
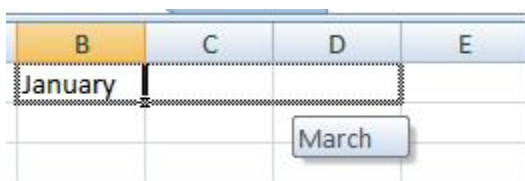
3. Or you could just click hold and drag the double headed arrow to the right and you be the judge of how wide you want the column.

Auto Fill Feature

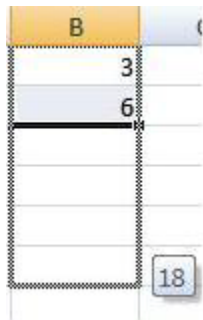
Excel uses a feature called Auto Fill to save you time entering data when the data follows a pattern. Try a few of these examples.

Many people will use Excel for a budget. When working a budget you might use the months of the year. The Auto Fill handle will save you time from typing January – December over the next 12 columns headings or down the next 12 rows. Excel will follow a pattern across columns or down rows.

1. Click in cell B1, type **January** , take a look at the border around the cell, the lower right hand corner has a break in the border, this is the Auto Fill Handle area.
2. Place the mouse pointer over the corner until you see the Plus sign
3. Click hold and drag over the cells you wish to fill. You will see the grayed image and the months in the background. When you release the mouse the cells will fill in.



Using Auto Fill for a series of numbers



1. Type the starting value for the series, type the next value in the next cell to establish a pattern. Example: Column B is going to be counted by 3's. In cell B1 type the number 3, in cell B2 type the number 6, press enter. You have created the pattern.

2. Select B1 and B2, the auto fill handle is now a block in the lower corner.

3. Place the mouse pointer over the block until you see the thin Plus Sign. Drag the handle down and you will see the grayed image of the pattern the auto fill handle is creating. When you release the mouse the cells will fill in with the pattern of numbers.

Tip: You can use the AutoFill handle to copy formulas to adjacent cells.

Editing a Cell

Double Click within the cell, the cursor appears after the last character in that cell. Arrow left or right, to the appropriate location to make any changes needed, then click outside the cell or press Enter.

Selecting Tips

One cell	Click on the cell
More than one cell	Click hold and drag
One row	Click on the row number
One column	Click on the column letter
Consecutive cells, rows or columns	Click on the first cell, row or column, place the pointer on the last cell, row or column to be selected, hold down the shift key and click the mouse in that last location.
Non-consecutive cells, rows or columns	Hold down the Control Key when selecting the cells, rows or columns.

Creating the Spreadsheet

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. 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 the **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 in total sales. Formulas are instruction 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 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.

	A	B	C
1	Third Quarter Sales		
2			
3	Sales	July	August
4	Wholesale Sales	8400	9050
5	Internet Sales	7200	7250
6	Total Sales	=b4+b5	
7			

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. See how Excel highlights each cell reference you type with a different color.
2. You can copy this formula to calculate August and Septembers Total Sales by using the **AutoFill** feature.
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 **Home** Ribbon, **Editing** group (at the end of the ribbon) and looks like this: Σ
4. Click in cell E4, now click the **AutoSum** button. Notice the sum formula is displayed. If Excel has highlighted the proper data then **Press Enter**.

3	Sales	July	August	Septempter	Totals
4	Wholesale Sales	8400	9050	9700	=SUM(B4:D4)
5	Internet Sales	7200	7250	7250	SUM(number1, [number2], ...)
6	Total Sales	15600	16300	16950	
7					

Tip:

5. Use **AutoFill** to copy the formula to cell E4 and E5.

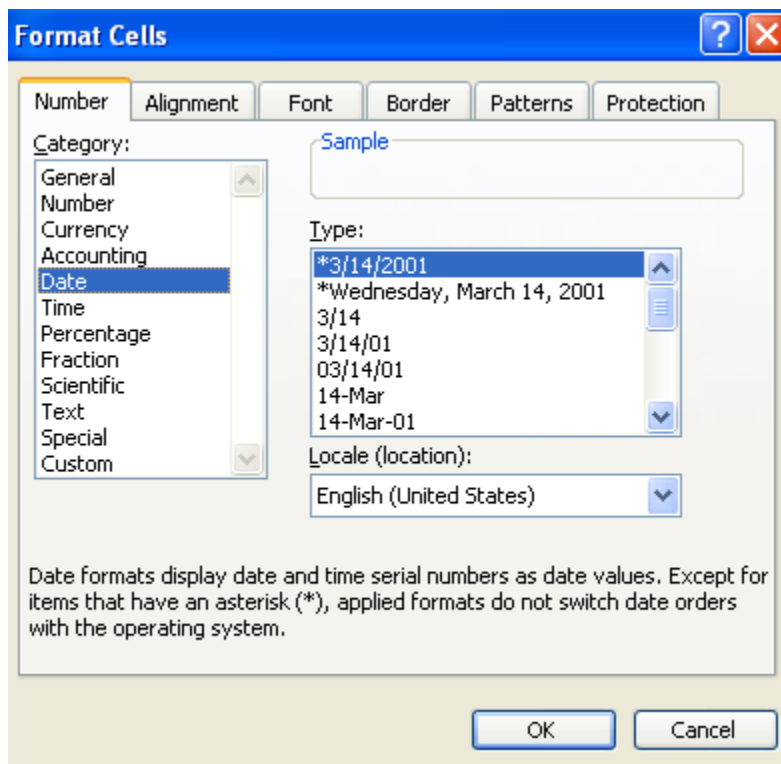
Your spreadsheet should now look like this:

	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 how 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 **Home** Ribbon, **Number** grouping, click the dialog box launcher. 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 **Office Button** pause over **Save As**, the default is Excel 2007 (XLSX). If you share this format with others only other Office 2007 or Mac Office 2008 users will have full access. Users of older version will have to have the compatibility pack to open this document. You can also Save As the older version Excel 97-2003 which makes it compatible with more users.
2. Name your spreadsheet in the **File Name** field at the bottom of the dialog box.
3. Click on **OK** to accept drive choice and filename.

Printing Your Microsoft Excel Spreadsheet

To print your spreadsheet, click on the **Office Button**, then 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.

Create a Chart using Chart Wizard

1. Using our newly created spreadsheet, select A3 thru D5. Do not select the totals.
2. From the **Insert Ribbon Chart** grouping click the drop-down of the chart type you are going to work with.
3. A chart is automatically created and displayed on the screen. You should now see 3 new **Chart Tool Ribbons, Design, Layout and Format**. **Note:** Any time you click outside the chart these tools will go away, they are contextual ribbons. Meaning your chart must be selected.

Design Ribbon: This allows you to change the chart type, if it is not what you wanted. You can also switch the columns for the rows. The Layout group allows you to select one of several predefined layouts and these include Titles, Legend and Axis.

Layout Ribbon: These groups that allow you to customize the chart. Selecting a column series allows you to change the color under the **Current Selection** group. Under the **Labels** group you can place the Chart Title, Legend and label any series. From the **Axes** you can add gridlines and take them away.

Format Ribbon: You can change the **Shape** style or add **Word Art**. You can also change the charts bars and column height and width.

Chart designing and coloring is a decided by each individual, just keep in mind who is going to view this chart and how. If you do not have the money for color printing, then keep the design in shades of gray. If the chart will be used in a PowerPoint Presentation, less is better, keep it simple.

Getting Additional Help

Microsoft On-line training: [Excel](#) There are 20 online training session

[About.Com Excel tutorials](#)

[Ask Mr. Excel](#)