

Microsoft Excel

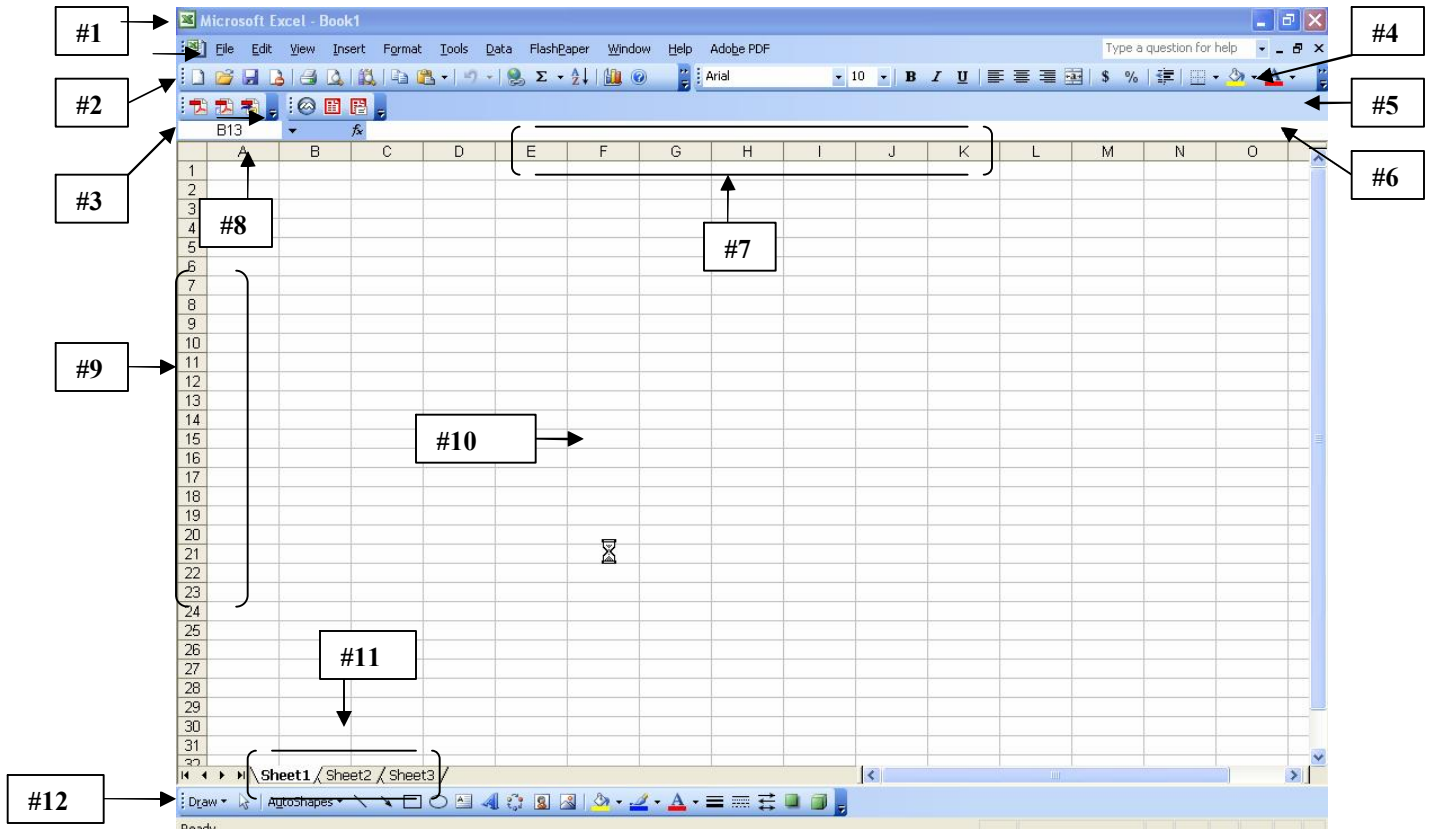
Back To The Basics Microsoft Office 2003

In this course you will learn about

- Launch Microsoft Excel
- Use the Start Menu to access Excel
- Create and save a simple spreadsheet.
- Enter data into a spreadsheet.
- Format rows and columns.
- Insert rows and columns.
- Delete rows and columns.
- Insert functions into a spreadsheet.
- Use the AutoFill feature.
- Create a simple chart from data.
- Insert a custom Header and Footer into a spreadsheet.
- Close the spreadsheet.
- Exit Microsoft Excel.

New Terms:

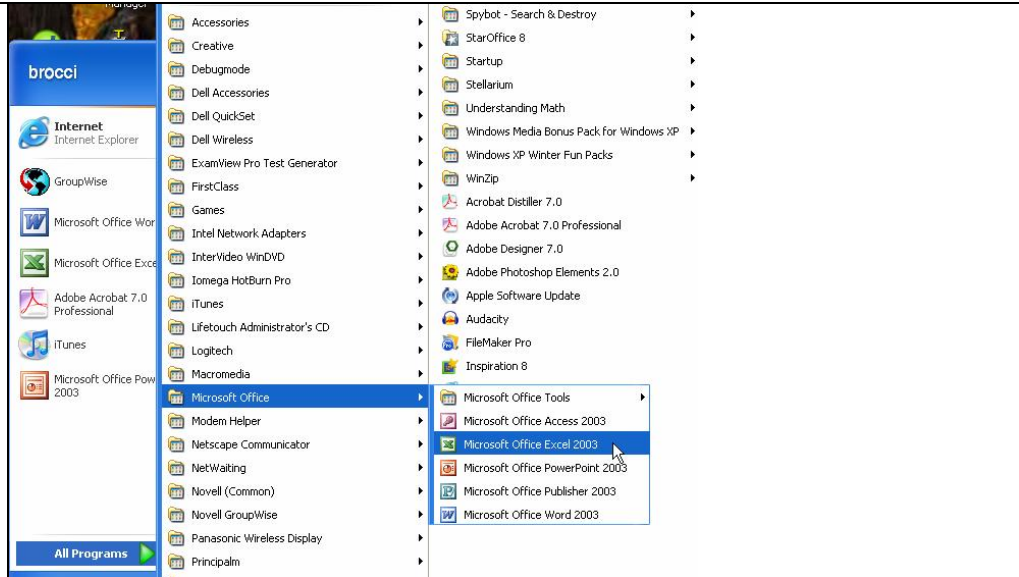
Spreadsheet	Program used to record, analyze, and present quantitative information.
Row	Goes across horizontally—from left to right.
Column	Goes vertically--from top to bottom
Cell	The intersection of a row and column
Data	Information that is enter into the spreadsheet
Label	Labels are used to identify the data in the cells



1. Title Bar
2. Menu Bar
3. Name Box
4. Formatting Toolbar
5. Standard Toolbar
6. Formula Toolbar
7. Column Headings
8. Active Cell
9. Row Headings
10. F15 is the cell address
11. Sheet Tabs
12. Drawing Toolbar

These are the main parts of Excel that you should get to know by name!

Creating a document
Go to *Start>All Programs>Microsoft Office>Microsoft Excel 2003*

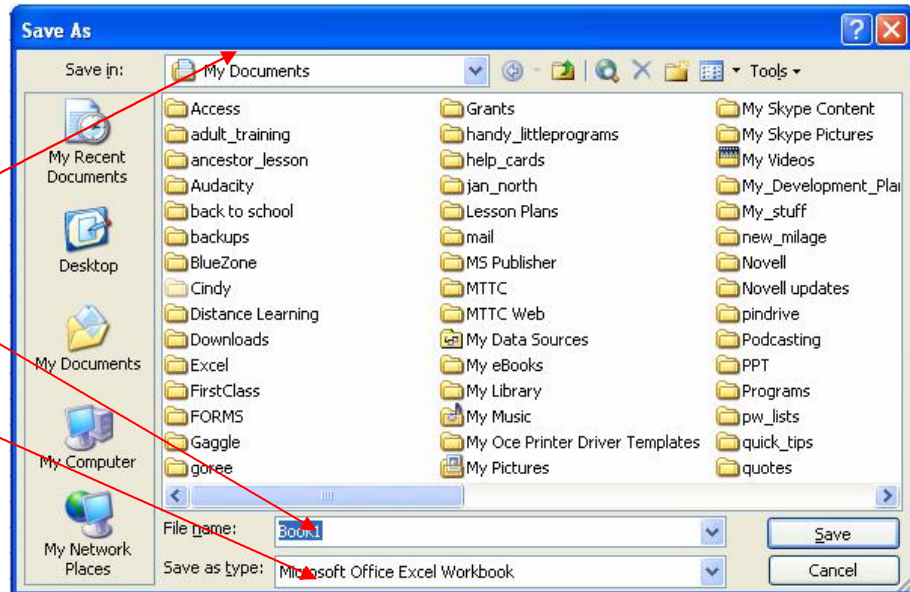


Save your document before you begin

Go to *File> Save...*
Choose where you want to save in the "Save In" box (*My documents* is often the default)
Name your file
The file type should say Excel Spreadsheet.
Click Save.

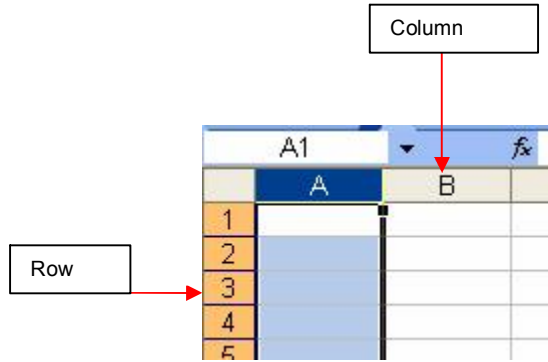
To reopen your document

The next time you access your document, you will need to first open **Microsoft Excel**.
Go to *File>Open*.
Browse to your document and double click to open.



Selecting Rows or Columns

1. To select an entire row/column, click on the heading of the row/column you want, such as the 3 for row 3 or the A for column A. To select multiple rows/columns click on the row/column heading and drag the cursor to highlight the number of rows/columns you want.

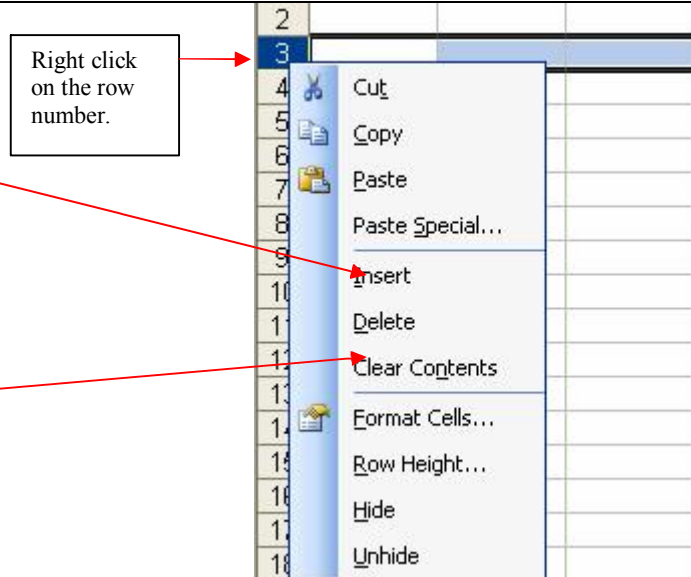


Inserting Rows or Columns

Right-click on a row or column heading. Select *Insert* from the pop-up menu.

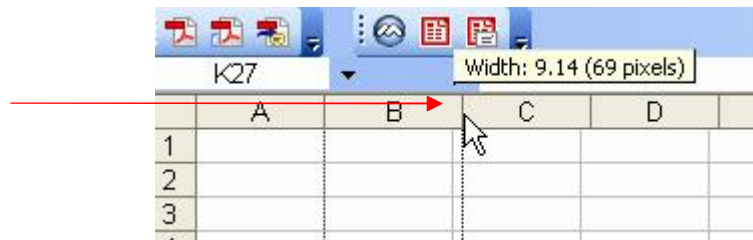
Deleting Rows or Columns

Same as above only this time choose *Delete*.

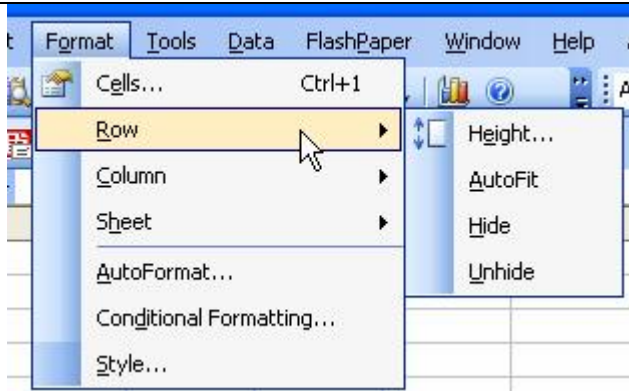


Adjusting Row Height or Column Width

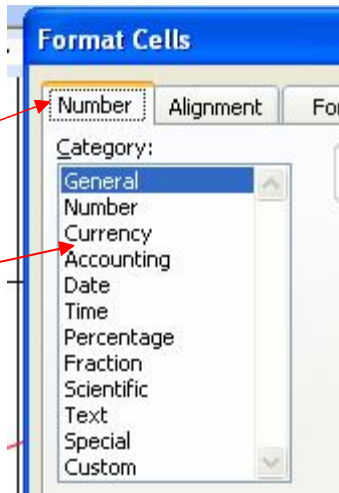
Place the mouse over the boundary line of the row or column heading. Click and drag the boundary to increase or decrease the row height or column width. You can also double click on the heading boundary to change the height or width of cells.



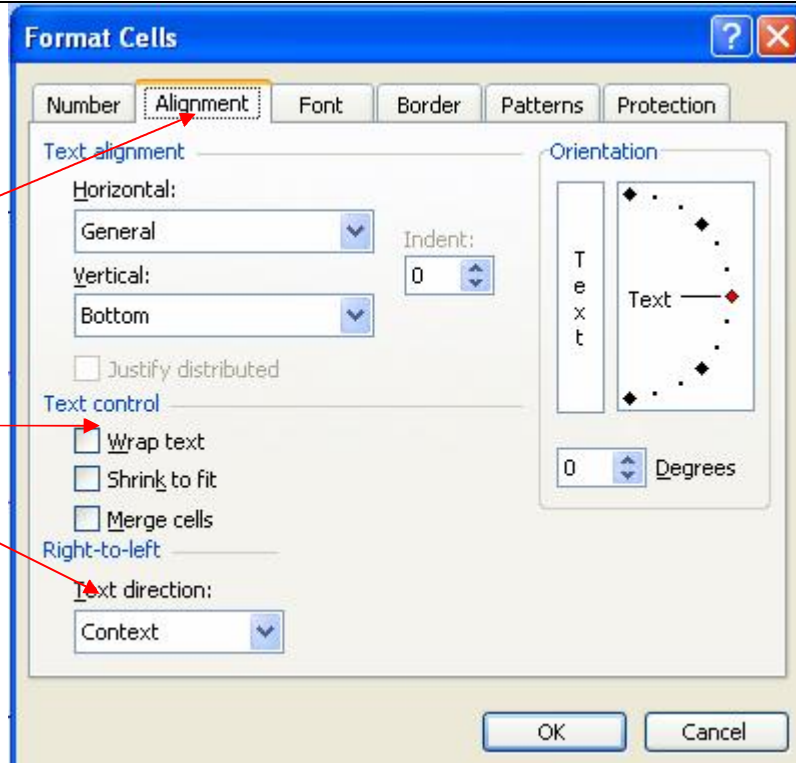
Adjusting Row height or Column width
 You can also go to *Format > Row/Column* and change the Height or Width of the cells.



Formatting Cell Contents
 Select the cell(s) to format. Select *Cells* from the *Format* menu. Click on the *Number* tab in window. Select a formatting option from the *Category* list box. Select which type of formatting you want from the *Type* list box. Click the *Ok* button when finished.

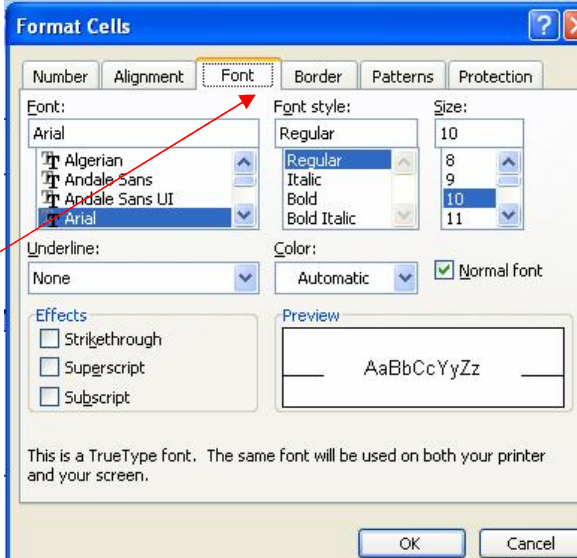


Aligning Text
 Select the cells that text alignment changes will be made to. Select *Cells* from the *Format* menu. Click on the *Alignment* tab in the *Format Cells* window. Choose the desired alignment options for the *horizontal* and *vertical* text. Under *Text control* put a bullet in front of the one you choose. Choose *Text direction*. Click the *OK* button.



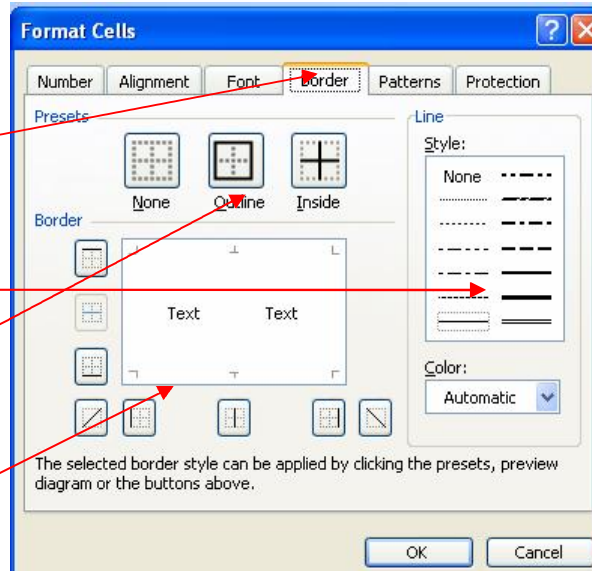
Setting Font Attributes.

Select the cell(s) that font changes will be made to. Select *Cells* from the *Format* menu. Click on the *Font* tab in the *Format Cells* window. Choose the desired attributes and click the *Ok* button.



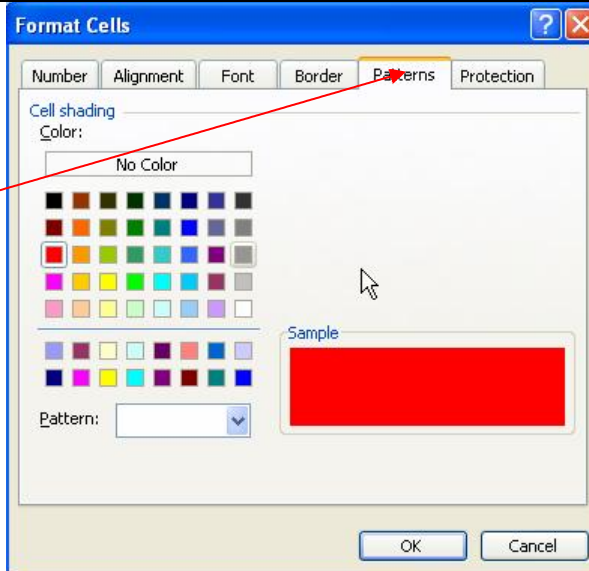
Formatting Cell Borders

Select the cell(s) that will contain the border. Select *Cells* from the *Format* menu. Click on the *Borders* tab in *Format cells* window. Choose the style and color for the boarder in the *Lines* section. Choose a border by clicking the icons in the *Presets* and *Border* sections. A preview of the border appears in the middle of the *Format cells* window. Click the *OK* button to apply the new border to the selected cells.



Adding Color to Cells

Select the cell(s) that will contain the color. Select *Cells* from the *Format* menu. Click on the *Patterns* tab in the *Format cells* window. Choose the desired fill color and/or pattern. Click the *OK* button when finished.



Clearing Cell Formatting

Select the cell(s) to be cleared Press the *Delete* key.

Entering Data

Click the cell where you want to enter data and type in the data. Press the *Tab* key to move to the next cell in the same row or press the *Enter* key to move to the next row below. To enter the same data into several cells at once, select the cells where you want to enter the data, type in the data and press *Ctrl+Enter*.

	A	B	C	D
1				
2				
3	225	225	225	225
4	225	225	225	225
5	225	225	225	225
6	225	225	225	225

Overwriting Data

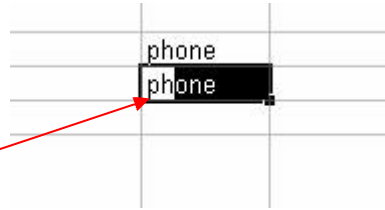
If you wish to change the data entered into a cell, click in the cell and type the new data in. The old data will be replaced with the new data. You can also edit by clicking

	A	B	C	D	E
1					
2					Total
3	September	36	45	76	157
4	October	44	35	65	144
5	November	76	56	48	180
6	December	77	67	78	222
7	January	59	68	76	203

on your data in the formula bar.

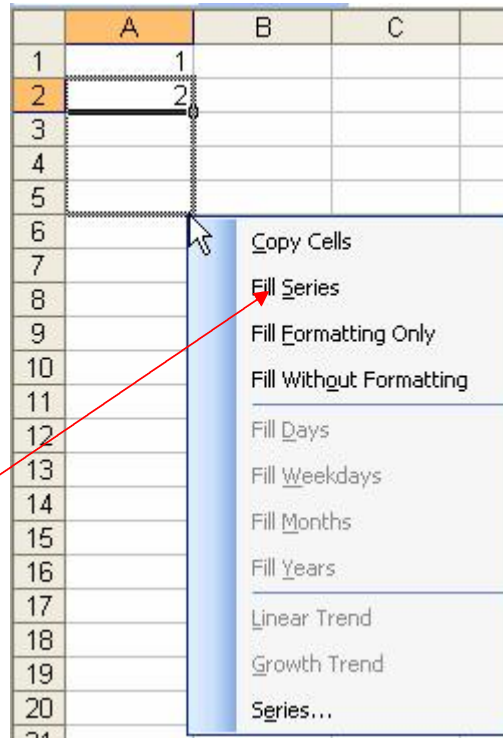
Using Auto Complete

If the first few text characters you type in a cell match an existing entry in that column, Excel will fill in the remaining character for you. When Excel fills in the remaining character press *Enter* to accept the proposed entry Or, continue typing to replace the automatically entered character or press *Backspace* to delete the automatically entered characters.



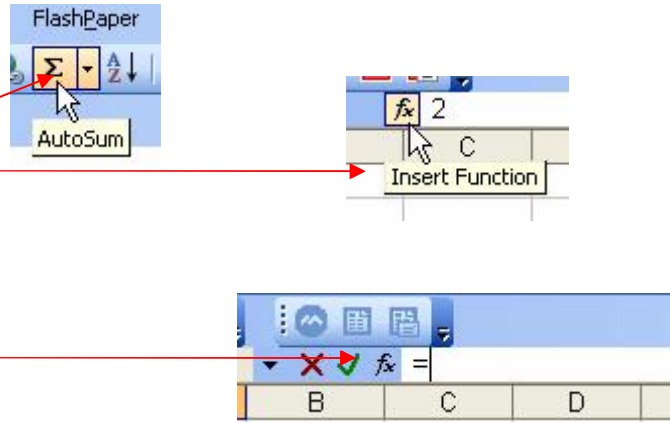
Using Auto Fill

Select the first cell in the range you want to fill, and enter the starting value for the series. To increment the series by a specified amount, select the next cell in the range and enter the next item in the series. Select the cell(s) that contain the starting values. Drag the fill handle over the range you want to fill. To specify the type of series, use the right mouse button to drag the fill handle over the range, and then click the appropriate command on the pop-up menu.



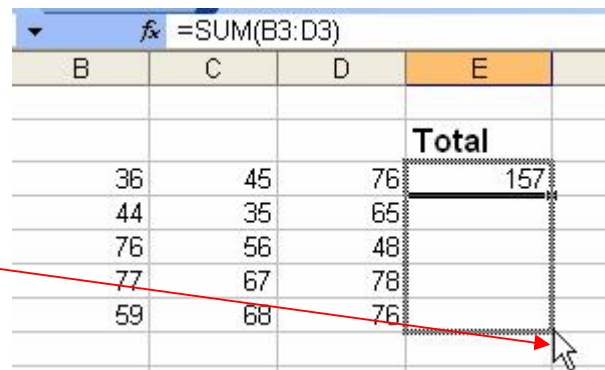
Formula Bar

Select the cell that will contain the formula. Click on the *Autosum* or the *Paste Function* button. Enter an equal sign (=). Enter the formula into the *Formula Input Area* of the Formula bar. Reference cells by their cell address (i.e. A10, B14). Enter parenthesis around calculation that are to be performed first. Remember “*Please Excuse My Dear Aunt Sally*” Click the *Accept Formula* button or hit the Enter key.



Copying Formulas to a Range of Cells

Select the cell with the formula. Click on the fill handle. Drag the handle across or down, depending on which cells you want to have the same formula. Excel will automatically change the formula that you are copying to the new range of cells.



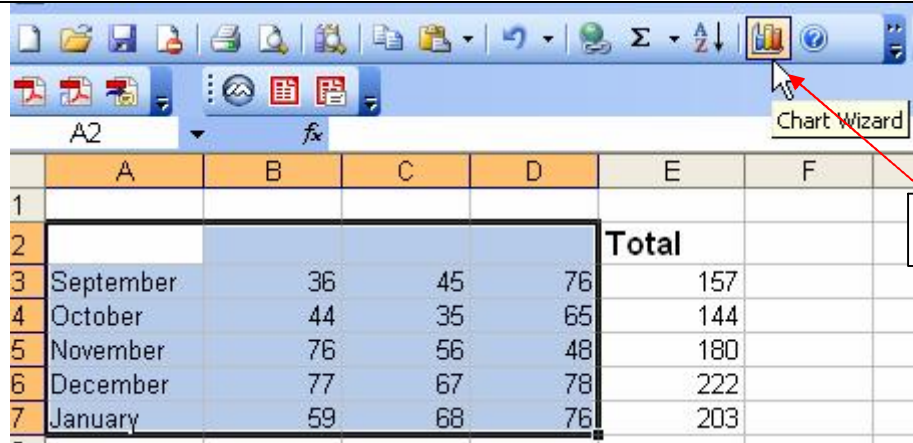
Copying and Pasting

Type in one formula for the first column or row in the spreadsheet. Select that cell and copy the contents. Go to

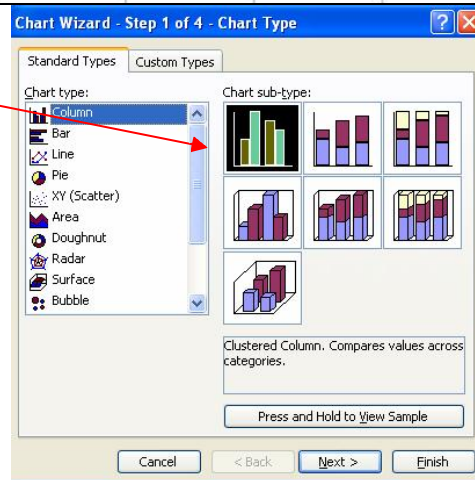


Edit and choose *Copy* or press *Ctrl +C*/ Or use the shortcuts (Copy & Paste) from the menu bar. Highlight all the cells that you want to paste to. They must be consecutive. Choose *Paste* from the Edit menu or use *Ctrl +V*.

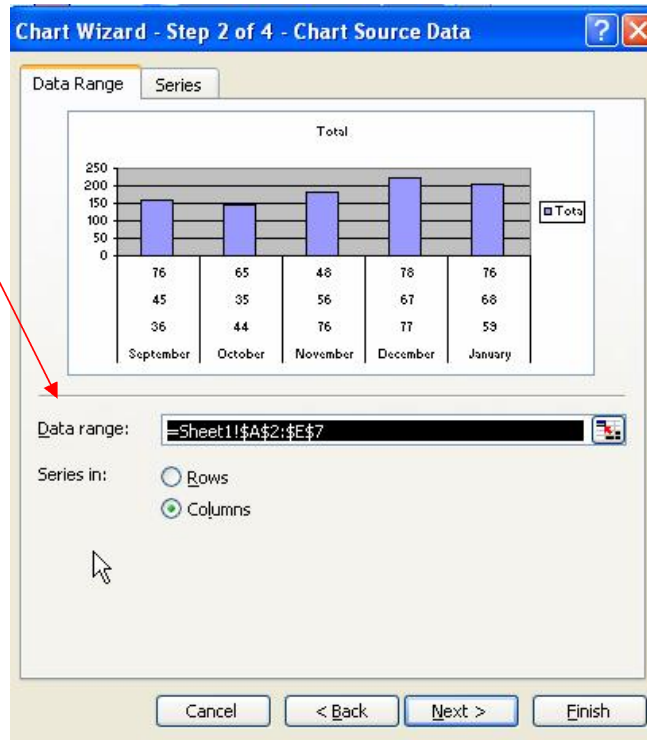
Charts
Select the cells whose data will be contained in the chart. Click the *Chart Wizard* button or select *Chart* from the *Insert* menu.



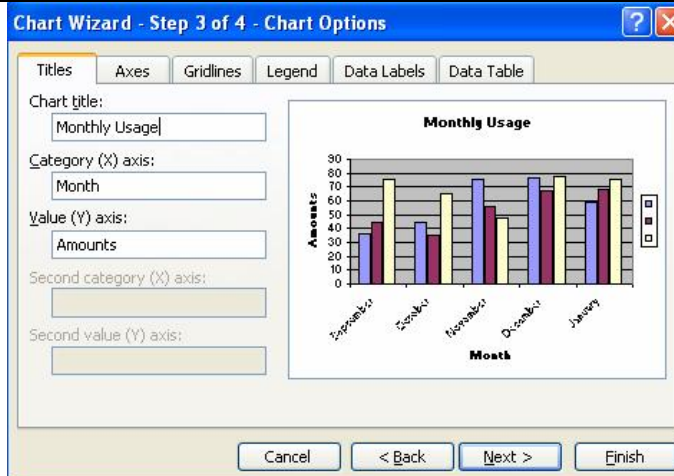
Choose the *Chart Type and Sub-Type*. Click the *Next* button.



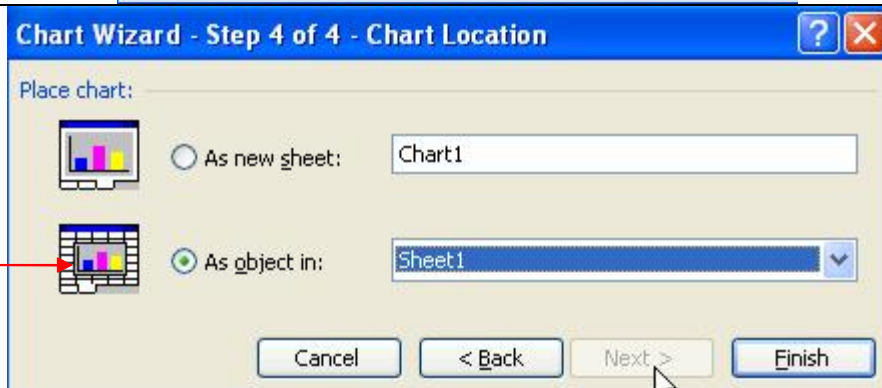
Make any needed changes to Data Range and Series. (These will be filled in automatically with the cell references you chose in step one. If you did not do that or wish to change/modify the cell ranges, do so here). Click Next.



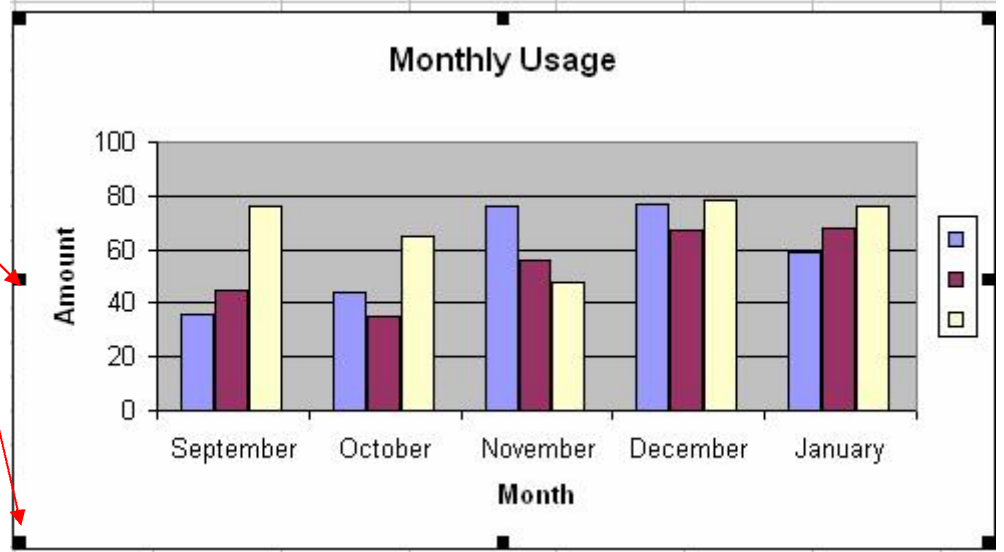
Click the appropriate tab to make changes to the Titles, Axes, Gridlines, Legend, Data Label, and Data Table. Your changes will be displayed in the preview window. Click the Next button.



Choose the chart location. You can specify whether to create a new chart sheet or place the chart on an existing worksheet. For now we will choose "as object in: sheet 1". Click Finish.

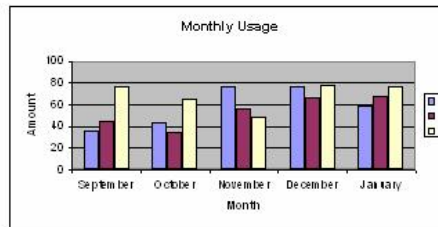


Move the chart by dragging it to the desired location on the worksheet. You can resize the chart by dragging any of the eight handles. To edit any portion of a completed chart, double-click on the area of the chart you wish to change, or right click on the area you desire to change and select *Format*.



To preview your spreadsheet and chart go to *File > Print Preview*. Make sure you do not have the chart selected otherwise all that you will see is the chart in the preview.

			Total
September	36	45	76
October	44	35	65
November	76	56	48
December	77	67	78
January	59	68	76



Miscellaneous Spreadsheet Notes

- To Insert a Header which will define the page:
 - ★ Go to **View**
 - ★ Choose **Header or Footer**
 - ★ Choose **Custom Header**
- To change the page to print out sideways, go to File:
 - ★ Scroll to **Page Setup**
 - ★ Choose **Landscape** and click **OK**.
- To view formulas in a spreadsheet:
 - ★ Go to **Tools**
 - ★ Scroll down to **Options**
 - ★ Choose **view**
 - ★ Click on **Formulas**, and then click **OK**
- To Fill down or Fill Across in a column or row:

- ★ Figure out the first formula to be used in a cell.
 - ★ Grab it by its grab handle and pull down or across.
5. To Round or change the number of decimals in a number.
- ★ Highlight the number or numbers you want to change.
 - ★ Go to **Format** and down to **cells**.
 - ★ Choose the number index.
 - ★ Click on **number** and change the decimal places from 2 to 0. (If you want it to round).
6. To view gridlines when you print:
- ★ Go to **File**
 - ★ Choose **Page Set-Up**
 - ★ Click on the **sheet tab** at the top.
 - ★ Click in front of **Gridlines** to put a check mark in the box.