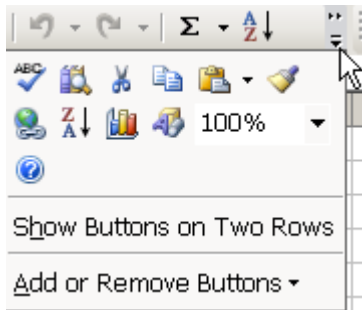
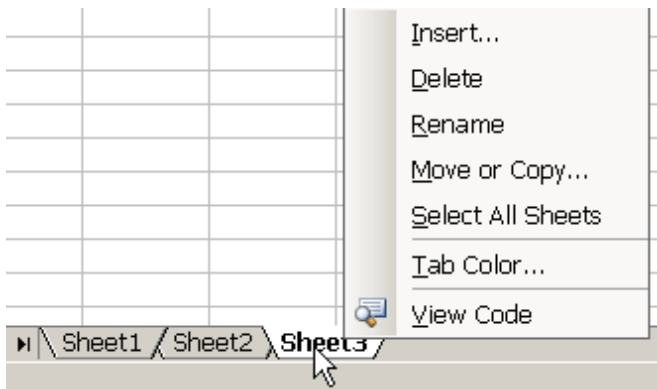


Microsoft Excel – An Introduction

A spreadsheet program that allows users to perform numeric calculations, organize data, create charts, and produce professional documents. Arrange standard and formatting toolbars on two rows click on down arrow at end of standard toolbar and select.



When Excel is first opened you are working in a notebook which consists of many worksheets. Right click to perform actions on sheets.

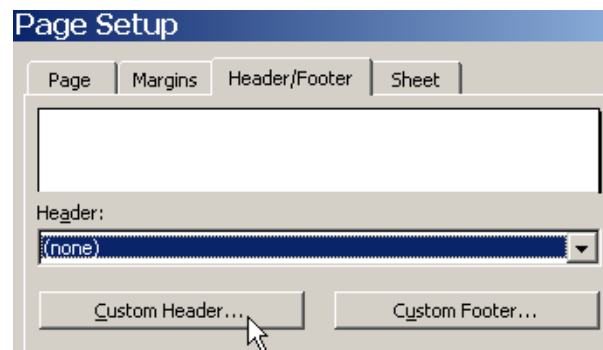
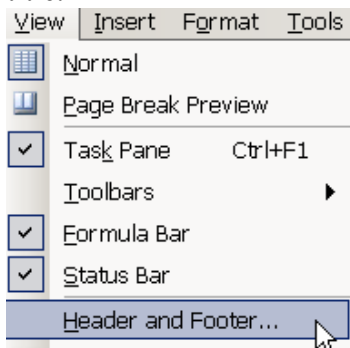


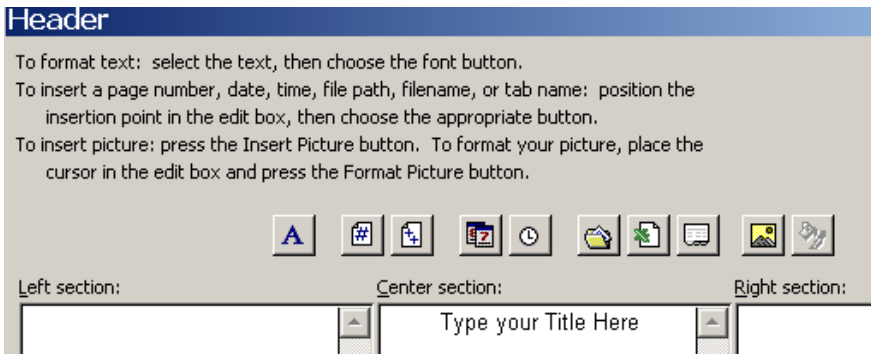
Click, drag, and drop a worksheet to rearrange the order of sheets.



Within each worksheet are gridlines, and cells. The Active Cell is the cell which has been selected to input new data. If the cell currently has data and you click and begin entering new data, the old data will be deleted. The cell address is a combination of a column letter and a row number and gives each cell a reference.

To insert a heading (title) you first must click View – select “Header and Footer” – click “Custom Header” - type title.





Insert row by clicking on row number and highlighting entire row. Click Insert – Row. Insert column by clicking on column letter before which you wish to insert a column. Click Insert – Column.

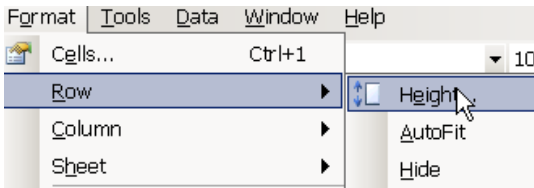
Click View – Page Break Preview – Manually adjust page breaks. Reset Excel page breaks (while in Page Break Preview) by clicking in any cell and clicking “Reset All Page Breaks”.

When creating a worksheet the first row typically represents column headings. You can create headings by typing the title on adjacent cells or by typing text on multiple lines. In order to use multiple lines you must hold the “Alt” key down and press enter and continue typing text which serves as a title/heading.

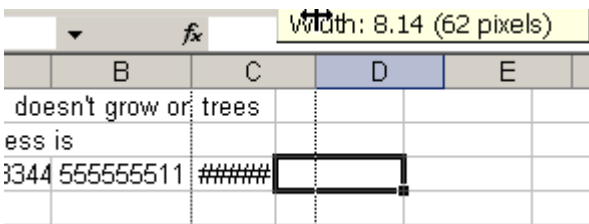
	A	B	C
1	The sun is shining brightly		
2			
3		The sun is shining brightly	

~OR~

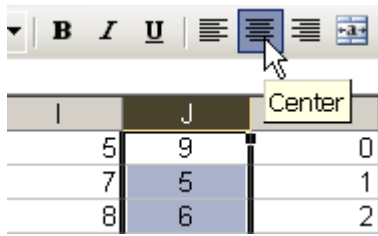
Click Format – Row – and type preferred height of selected cell.



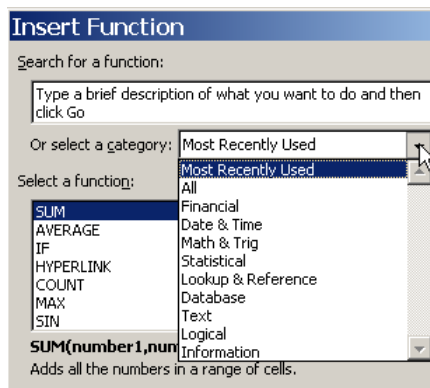
Adjust column width by clicking on the border to the right of the column heading until it turns to a cross, then simply drag the column to make the column wider or narrower.



Click column heading to highlight entire column and click alignment button to change alignment.

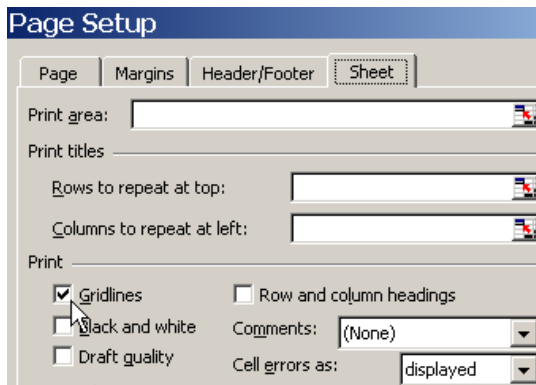


Single click allows you to make changes in Formula bar, while a double click allows you to make changes in the actual cell.



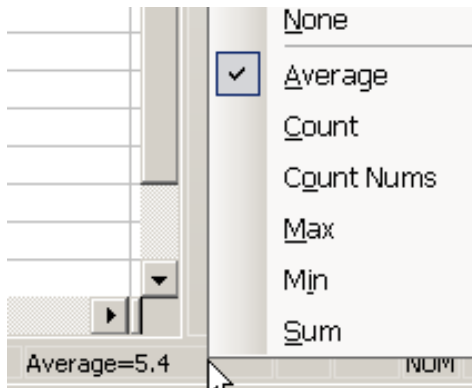
Print

To print Excel worksheet with gridlines click File – Page Setup – check Gridlines box. You can also create a Header/Footer in this action in addition to clicking “View” on the menu bar.



AutoCalculate

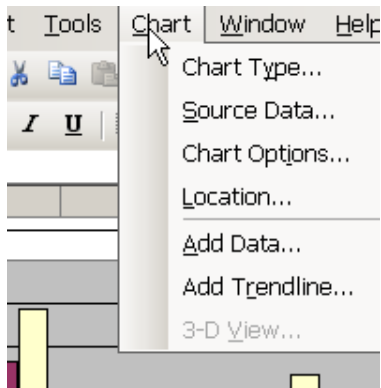
Select the range of cells containing the numbers of which you wish to check. Then right click the AutoCalculate area (lower right hand corner of excel workbook); verify shortcut menu is displaying the function you wish to perform; and the sum of selected range will be displayed in the AutoCalculate area.



Insert Charts

Insert – Charts – for entire sheet being sure to exclude totals. Highlight selected sections and then click Insert – Charts.

To edit an existing chart you must first select the chart to which you wish to change, then click “Chart” on the menu bar and select “Chart Type” to change the type of chart.



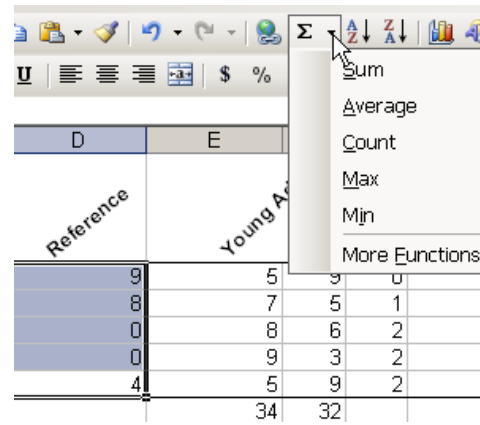
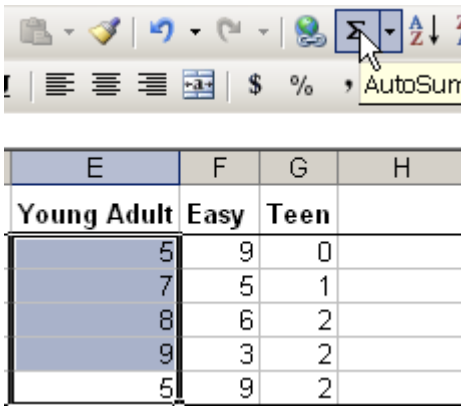
Formulas

You can create formulas by entering formulas or referencing values. The equal (=) sign tells Excel to perform a calculation.

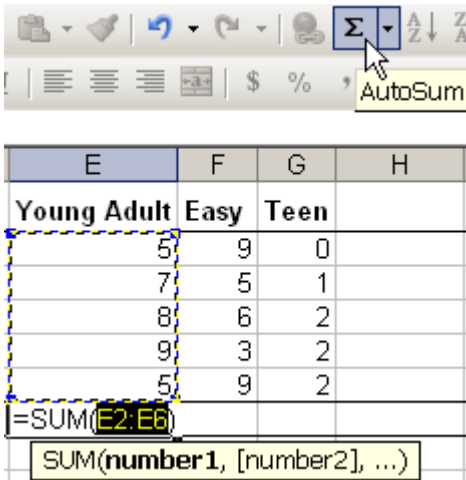
Autosum & Entering a Function

Totals a selected range of data and inserts calculated sum in cell directly under data. There are several ways to perform this function:

Highlight the data of which you want to SUM and click the AutoSum button. The function total will be inputted in the cell directly underneath. You can also select from the drop down menu to choose a different function.



Select a blank cell below a column in which you want the total displayed. Click the AutoSum button and a border surrounds the data of which you want summed or other options available in the AutoSum drop down menu.



Click in the blank cell directly under the data and enter the formula in the formula bar. Always start with = and depending on preferred function type that in. It could be =SUM, =AVERAGE, and other mathematical functions.

Format Cells

Text can be rotated to appear at an angle.

