

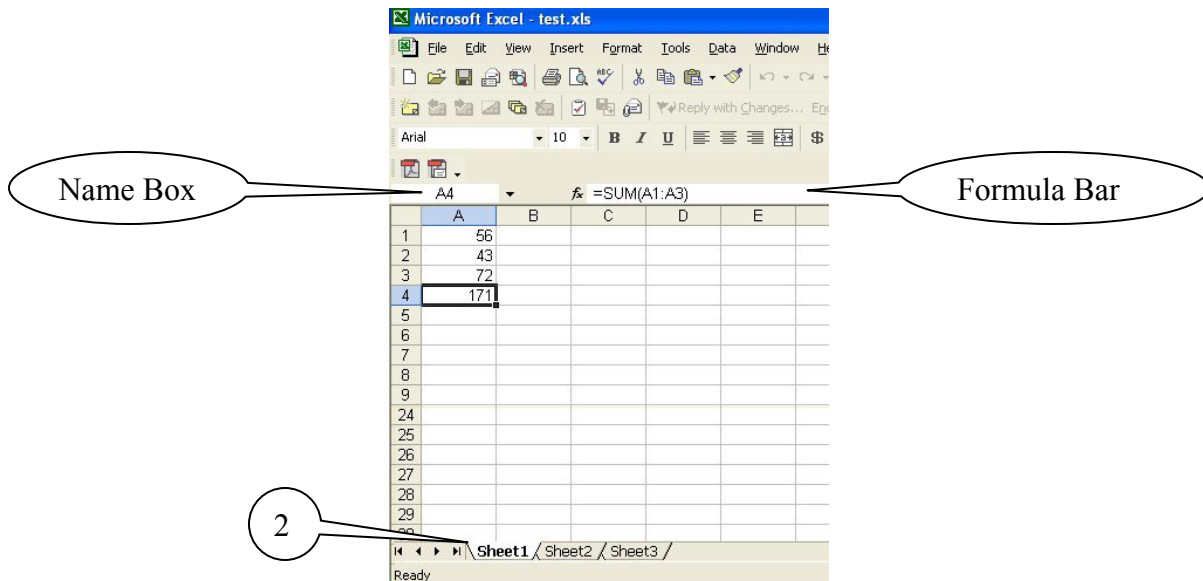
Excel Basics

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The Excel Environment

1. When you open Excel, it opens a blank workbook.
2. By default, it has three worksheets for you to work on, though you can add more, up to a total of 256 sheets. To add worksheets, select Insert, Worksheet.
3. In addition to the standard toolbar and formatting toolbar, Excel contains a formula bar and name box.
4. The name box contains the name of the cell that is currently active, or selected. The name box can be used in navigation, and to give cells names other than the standard “A4” or “C24”.
5. The formula bar displays the content of the cell. If the cell contains a formula, you will always see that in the formula bar. Formulas can also be edited from the formula bar.



Editing

- To enter data in a cell, click in the cell to make it the active cell, and type.
- If you click on a cell that already has data in it and type, it will over-write the contents of the cell.
- To edit the cell contents without overwriting:
 - press F2 to enter edit mode OR
 - double-click to enter edit mode OR
 - edit from the formula bar
- Using the delete key on the keyboard removes the contents of a cell, leaving the cell in place.
- Using edit, delete (from the menu bar), deletes the cell and moves another cell into its place.

Inserting a column

Select a column (click the column heading – such as A, B, C)

From the menu bar, select Insert column

The new column will be inserted to the left of the selected column.

Deleting a column

Select the column (click the column heading)

From the menu bar select edit, delete.

Inserting a row

Select a row (click the row heading number – such as 1, 2, 3)
From the menu bar, select Insert, row.
The new row will appear immediately above the selected row.

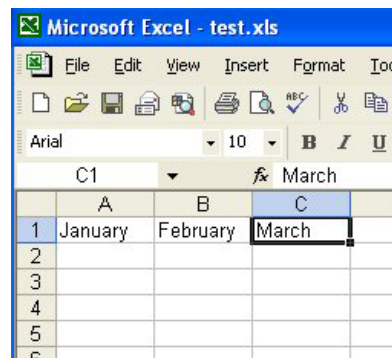
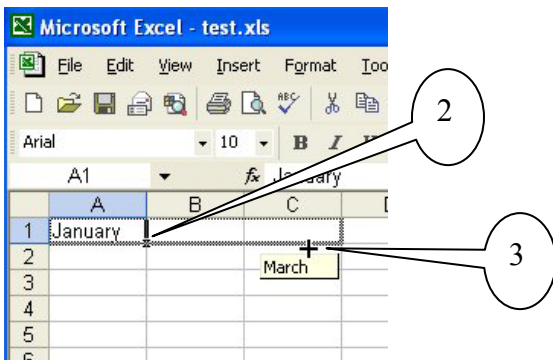
Deleting a row

Select the row (by clicking the row heading)
From the menu bar, select edit, delete

Using Auto-fill

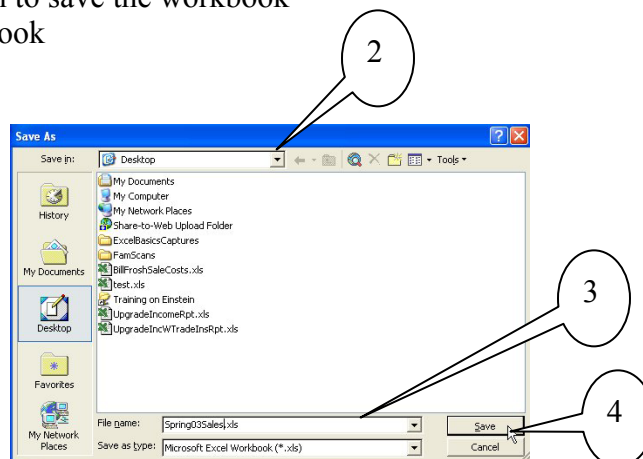
When typing row or column headings, you may be able to use the auto-fill feature to complete common series such as month names, days of the week, or number series.

1. In a cell, type January and press enter
2. Select the cell with January in it, and hover your mouse pointer over the lower right corner until you see the small black cross.
3. Click and drag with the small black cross to fill adjacent cells with the series.



Saving a workbook

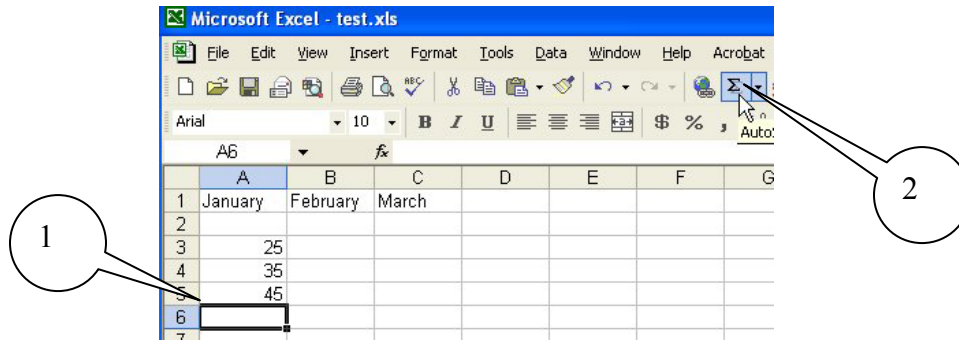
1. Click the save button on the toolbar OR
From the menu bar, select File, Save.
2. Select the location you wish to save the workbook
3. Enter a name for the workbook
4. Click Save



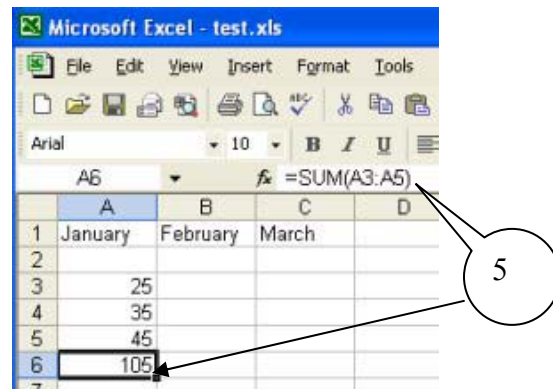
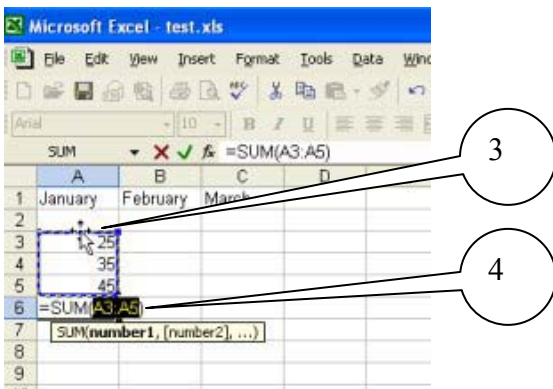
Formulas

Calculating Sums

1. Click to select the cell where you want the sum to appear.
2. On the standard toolbar, click the AutoSum button.

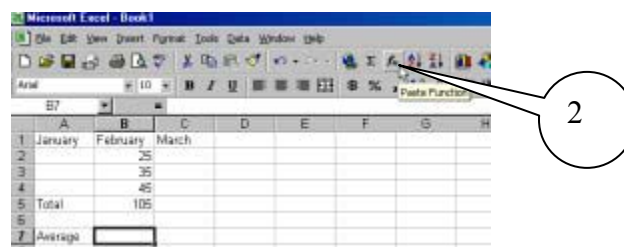


3. Review the range of cells that Excel will use in the sum, and drag the outline to correct the range, if necessary.
4. When the correct range is selected, press enter.
5. The sum will appear in the cell, and the completed formula will appear in the formula bar.

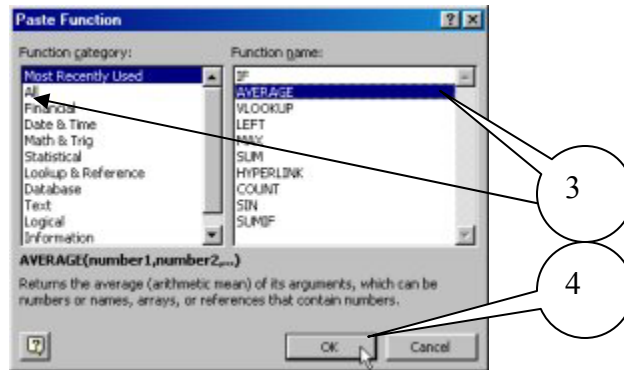


Other Types of Formulas

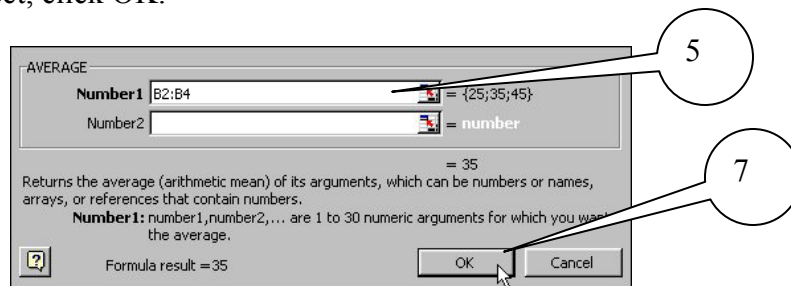
1. Select the cell where you wish the calculation to appear
2. From the menu bar, select Insert, function (or use the paste function button on the toolbar)



- In the paste function dialog, select the function you wish from the list on the right side of the screen. If you don't see your function under the "most recently used" category, try the "all" category.
- When you have selected your function, click OK



- Verify the range of numbers that Excel should calculate that function on. If the range is incorrect, you can edit it in the box.
- If you need to see your work to verify the range, the dialog box can be dragged out of the way.
- When the range is correct, click OK.



Navigation Tips

Ctrl + Home	Moves to cell A1
Ctrl + End	Move to the last cell on the worksheet, in the bottom-most used row of the rightmost used column.
Home	Move to the beginning of the row.
Arrow keys	Move one cell up, down, left, or right.
Page Down	Move down one screen
Page Up	Move up one screen
Alt + Page Down	Move one screen to the right
Alt + Page Up	Move one screen to the left
Ctrl + A	Select the entire sheet

Freeze Panes

To freeze the row headings or column headings:

Select the cell to freeze from (all cells above and to the left of this cell will be frozen).
From the menu bar, select Window, Freeze Panes.

Formatting

1. Select the cells you wish to format.
2. From the menu bar, select Format, Cells.
3. In the format cells dialog, select the tab for the type of formatting you wish (numbers, font, borders, etc).
4. Select the formatting options you want.
5. Click OK.

Number formats

Number format options are available from format cells, and include:

- Currency style: gives you a dollar sign immediately to the left of the number, and optional decimal places
- Accounting style: Gives you a dollar sign on the left edge of the cell and optional decimal places
- Date formats
- Special formats : including zip codes, SSNs and phone numbers
- Custom formats

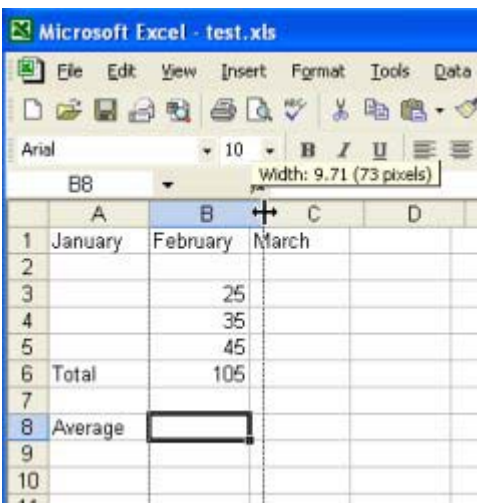
Column and Row Sizes

To adjust column width:

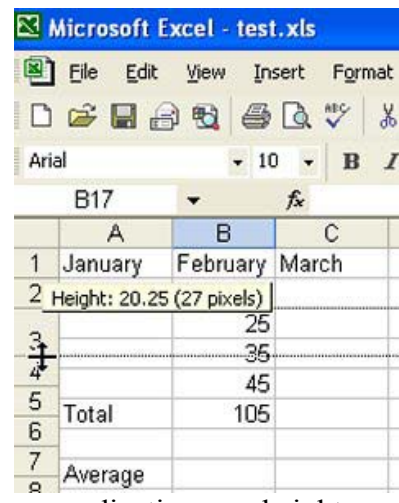
Double click(to make narrower) or click and drag (to make wider) on the border between two columns, in the heading area

To adjust row height:

Double click (to make shorter) or click and drag (to make taller) on the border between two rows, in the row heading



adjusting column width



adjusting row height

Printing Options

Preview

Always preview your spreadsheet before printing to be sure the layout is what you expected.

From the menu bar, select File, Print Preview

From the Print Preview dialog, you can access several other options such as margins, page setup and page break.

Typical things you may wish to adjust before printing a spreadsheet:

- Gridlines
- Margins
- Header/Footer
- Page breaks
- Set Print Titles

Gridlines

1. To print a sheet with gridlines visible, select file, page setup
2. On the sheet tab, click the checkbox for gridlines, and click OK

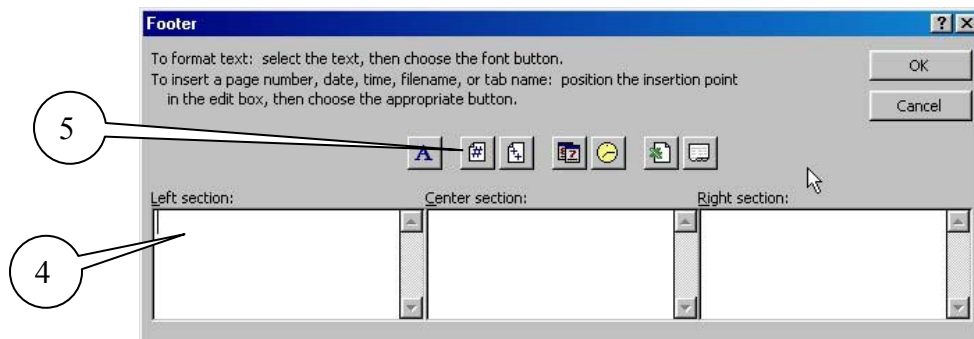
Margins

1. From the menu bar, select File, Page Setup.
2. On the margins tab, adjust the margins and click OK.
3. Remember to adjust header and footer margins too if you are using those fields.

Header/Footer

A header or footer contains text or info that will appear at the top or bottom of every page.

1. From the menu bar, select File, Page Setup.
2. Select the Header Footer tab.
3. Click the custom header (or custom footer) button.
4. Enter the text for your header (or footer).
5. Use the buttons in the custom header/footer window for automatic page numbering.
6. When your text and/or data is set, click OK



Setting Page Breaks

1. To control where the page breaks are in a document, select View, Page Break Preview.
2. **View page breaks** Manually inserted page breaks appear as solid lines. Dashed lines indicate where Microsoft Excel will break pages automatically.
3. **Move a page break** Drag the page break to a new location. Moving an automatic page break changes it to a manual page break.
4. **Insert vertical or horizontal page breaks** Select a row or column below or to the right of where you want to insert a horizontal or vertical page break, right-click, and then click **Insert Page Break**.
5. **Remove page breaks** Drag the page break outside of the print area. To remove all manual page breaks, right-click any cell on the worksheet and then click **Reset All Page Breaks**.
6. Click the print preview button to return to print preview
7. Click the normal view button to return to the normal document.

Print titles

Use print titles to make your column or row headings appear at the top of every printed page.

1. From the menu bar, select File, Page Setup.
2. Select the Sheet tab.
3. Use the “Rows to repeat at top” or “Columns to repeat at left” areas depending on which you wish to see on every printed page
4. Click the colored button just to the right of that field
5. In your worksheet, click to select the row or column you wish to repeat (use the column or row heading)
6. Back in the Page Setup window, click OK

