

Beginning Excel

Microsoft Excel is a spreadsheet program that allows you to organize your data into lists and then summarize, compare, manipulate, and present your data in a graph.

A spreadsheet is the form used to create the list and allow you to change it.

Objectives:

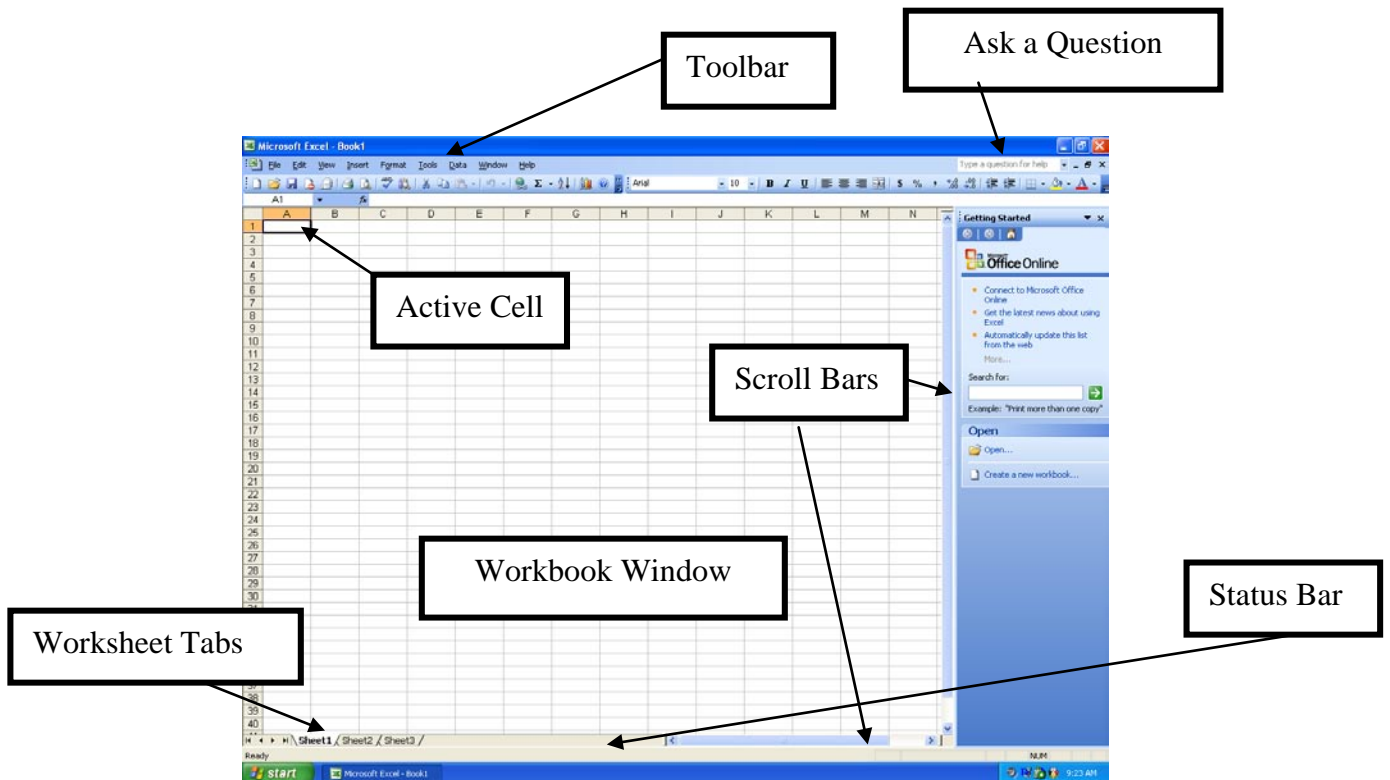
- **Get started with Excel.**
- **Navigate in an Excel document.**
- **Create a workbook - Entering Text and numbers**
- **Create and use simple formulas like AutoSum.**

Starting the Excel Program

If you have not created an Excel spreadsheet you may have to start from the beginning to launch Excel. (**START>PROGRAMS>MICROSOFT OFFICE EXCEL**). Once you have opened this program the first time you can just click on it from the start menu.

Bottom of the File Menu gives a list of the most recently used Word documents to make it easier to retrieve a commonly used document.

Navigating in an Excel Document

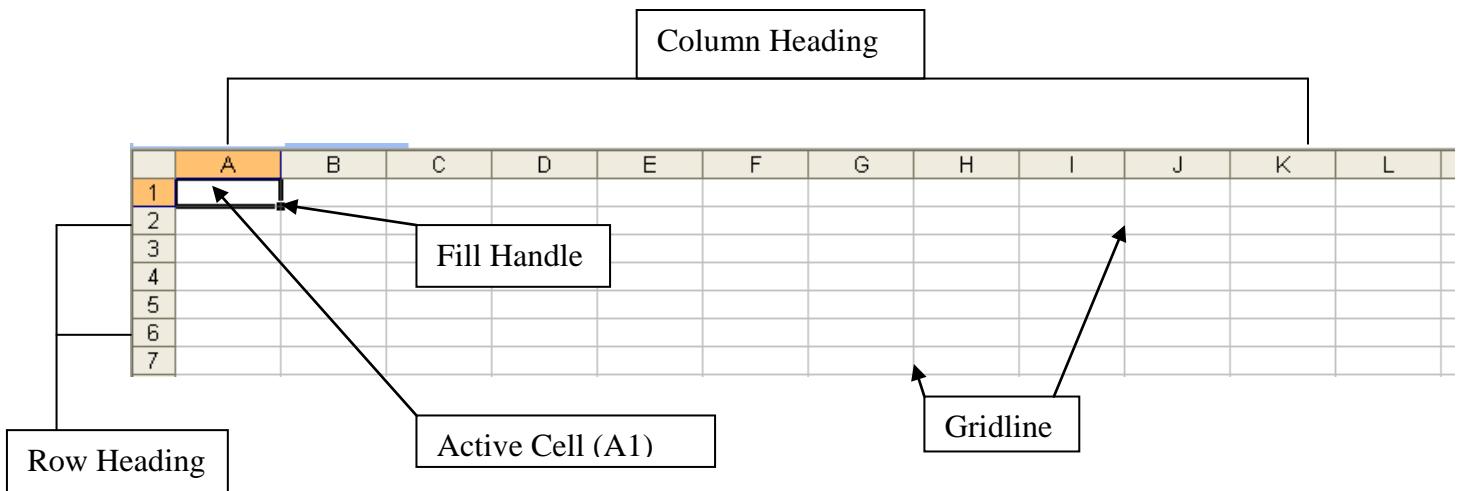


Creating a Workbook

Workbooks are saved as files:

Worksheets are a page within the workbook.

- Sheets can be inserted (Insert | Worksheet)
- Sheets can be renamed (either double-click on sheet name and type in the new name, or right-click and choose rename).
- Worksheet components - Row heading, Column Heading, Active Cells, Fill Handle, Gridlines. (For identifying specific cells think of the game battleship, they all have the column name followed by the row).

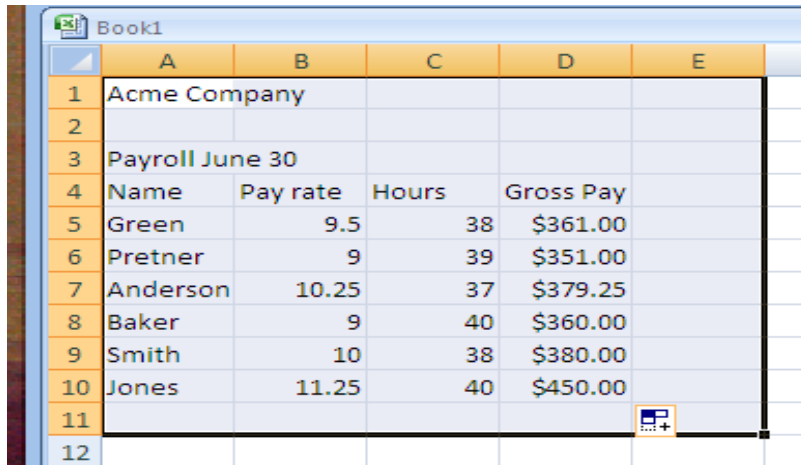


Moving around in Excel –

- Ctrl + Home - Top of the worksheet (Cell A1).
- Ctrl + End - End of the worksheet.
- Home - Beginning of row
- Arrow keys - Moves up one line/space at a time in the various directions.
- Page up - Moves up one screen at a time.
- Page down - Moves down one screen at a time.
- Scroll bars - Moves up/down/right/left in a document.

Enter in the information as below:

Name	Pay rate	Hours	Gross Pay
Anderson	9.5	38	
Simonson	9	39	
Baker	10.25	37	
Jacobson	9	40	
Smith	11.25	40	



Entering Text and Numbers

- Numbers (press the enter key, tab, arrow or click anywhere else when done). Numbers are always right justified (on the right side of the cell) in order to be used in formulas.
- Text (press enter key, tab, arrow, or click elsewhere when it is done). Text is usually left justified in the cell. You can center justify if you need.

Revising Text and Numbers

- Just type over the information in the cell
- Click on the cell and edit using the formula bar
- Double-click in the cell and edit directly
- Clear contents using the delete key and edit the information

Selecting Multiple (Range) Cells

Using cell pointer, hold the mouse button down and drag until the desired cells are selected.

Working with Numbers

Creating Formulas

1. Click on the cell you want the formula in.
2. Type in an equal sign. (=) All formulas begin with “=”.
3. Click the first cell you want in the formula or give its coordinates.
4. Type in an operation command. Use the cell coordinates to describe the cells you want to add together, or whatever function you want performed.
5. Finish by using the enter button.

Operation	Symbol
Start Formula	=
Addition	+
Subtraction	-
Multiplication	*
Division	/
Precedence	Enclose in ()
Equal to	=
Not equal to	< >
Greater than	>
Less than	<

Entering Simple Formulas

- 1). Using one process:

Select a cell and type =8+4. If you hit enter the answer 12.

- 2). Using two operations:

Select a cell and type =4+2*3, hit enter and the result is 10.

3). Why would you get 10? The answer is based on the **Order of Operation Precedence**. The program will automatically do multiplication and division before addition and subtraction unless you use parentheses to override the Precedence.

Example: Select a cell and type =(4+2)*3, hit enter and then you get 18.

AutoSum Toolbar button “ Σ ” enters formula “=sum ()

AutoFill Using the Fill handle to drag formula across or down (big square pointer turns into a +) when positioned over the lower right corner of the active cell.