

EXCEL QUICK START

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BASICS

Microsoft Excel is a spreadsheet program which enables you to set up and maintain budgets, perform financial and scientific analyses, and create graphs.

A spreadsheet is a grid of cells arranged into rows and columns. Rows are identified by numbers and columns are identified by letters. A cell can be referred to by its address, which is the column letter followed by the row number, e.g. A1, B5, Q37. You can also create labels for cells and ranges of cells.

Worksheets are grouped into workbooks. You can have a number of spreadsheets stored under the one filename. To access a worksheet, simply click on one of the tabs.

MOVING AROUND

Replace Existing Information with New Information

1. Click on the cell containing information that needs to be replaced.
2. Type the new information.
3. Press the **Enter** key.

Make Changes to Existing Information

1. Double click on the cell containing information that needs to be edited.
2. Notice the cursor flashing within this information. Move the cursor around and add or delete characters.
3. Press the **Enter** key.

Erase Information

1. Click once on the cell (or select multiple cells) containing information that needs to be erased.
2. Press the Delete key on the keyboard.

Select a range of cells

1. Click and hold down the left mouse button while dragging the mouse to select more than one cell.
2. Release the mouse when you have selected all of the cells that you want.

Notice that the first cell in a range is not highlighted like the rest of the cells in a range.

Select Multiple Non-Contiguous Ranges

1. Click and hold the left mouse while dragging the mouse to select more than one cell.
Release the mouse button after you have selected the required cells.
2. Hold down the Ctrl key and use the mouse to select another range of cells. Repeat this procedure for each of the ranges required.
3. Release both the mouse and the Ctrl key after you have selected all of the desired cell ranges.

Moving from cell to cell

To move:	Keystroke
Up, down, left, right	Arrow keys
Left or right	Tab or Shift + Tab
Up or down one window	Page Up or Page Down
To the farthest cell in a given	Ctrl + Arrow
To the beginning of the row	Home
To the beginning of the sheet	Ctrl + Home
To the last cell containing data	Ctrl + End
To go to a specific cell	F5 (GOTO), enter cell #

Merging Cells



- Enter text into a cell
- Select the range of cells that you want the text to occupy by highlighting them.
- Click the Merge and Center button on the Formatting toolbar.

FORMATTING IN EXCEL

Excel allows you to perform functions in multiple ways. Many of the basic features can be accessed on the Formatting Bar. For more advanced features, use the Format menu.



Changing Column Width

1. Point to the letter of the column that you want to widen or narrow.
2. Move the mouse pointer to the right so that it rests on the black column border. At this point, the mouse changes shape to a two-headed horizontal arrow.
3. Clicking or dragging the mouse to the left will decrease the width; to the right will increase the column size.

An alternative to this method is to double-click on the black column border; Excel will

automatically adjust the column to the size of the longest entry within that column.

Autofill Feature

- Enter a number or formula in a cell
- Position your cursor over the bottom right hand corner of the black box until the white plus sign becomes a black one.
- Click and drag to the desired area.

Inserting Columns/Rows

Single Column

1. Place the pointer anywhere within the column that you want to shift to the right to allow for a new column.
2. Choose Insert from the menu bar.
3. Choose Columns.

Single Row

1. Place the pointer anywhere within the row where you want to insert a row above it.
2. Choose Insert from the menu bar.
3. Choose Row.

Deleting Columns/Rows

1. Click once on the letter of the column or the row number you wish to delete.
2. Choose Edit from the menu.
3. Choose Delete (make certain that you choose "Delete"; do not choose "delete sheet" because it will get rid of your entire spreadsheet).

Formatting Numbers

There are 5 buttons on the Formatting Bar that can be used to quickly format numbers. From left to right on the bar, the formatting styles and functions are Currency, Percentage, Comma, Decrease Decimals, and Increase Decimals. The Format menu offers many more choices for formatting numbers.

1. Choose Format Cells from the menu.
2. Click on the Number tab.
3. Choose the Category.
4. Indicate your preferences for other options that appear, such as number of decimal places, date format, etc.

Autosum Feature



On the Standard Toolbar you will see the AutoSum button. This function allows for the quick calculation of rows or columns of numbers.

1. To make use of this feature, first select the cell where you want the result of the calculation to appear. Then click on the AutoSum icon.
2. Excel then looks for cells close by which it thinks you may be trying to calculate. If you require a different range, use your mouse to highlight those cells, otherwise accept what Excel selects, by pressing the Enter key on your keyboard. The result of the calculation will then be entered into the cell you chose.

FORMULAS

Functions

1. To use a function, first select the cell where you want the answer to appear.
2. Click on the Function Wizard button
3. In the window that appears, select the function you require.
4. Choose the Function name from the choices. Notice that a brief description of each function appears as you cycle through the list.
5. Follow any prompts that may appear after you select a function. You are usually prompted to indicate the range of numbers you want to include in your calculation.

Formulas

If you do not see a function in the function list that can perform what you require, you are able to create your own formula to achieve your desired calculation. You are able to use a variety of mathematical symbols to create the formula, including parentheses if required.