

## HELPFUL HINTS. . . BEFORE YOU BEGIN

### **TO OPEN A NEW DOCUMENT:** (Shortcut = *Ctrl + N*)

1. Choose *File*.
2. Choose *New*.
3. Choose *Workbook*.
4. Choose *OK*.

### **TO OPEN AN EXISTING EXCEL DOCUMENT:** (Shortcut = *Ctrl + O*)

1. Choose *File*.
2. Choose *Open*.
3. Find the file that you wish to open.
4. Choose *Open*.

### **TO SAVE YOUR DOCUMENT:** (Shortcut = *Ctrl + S*)

1. Choose *File*.
2. Choose *Save*.
3. Enter a name for your file. Choose a name that will help you to identify the file.
4. Choose *Save*.

\*Save frequently to protect yourself against accidental loss of work.

### **TO USE HELP:** (Shortcut = *F1*)

1. Choose *Help*.
2. Choose *Microsoft Word Help*.
3. Enter a term describing what you want help with.  
(e.g. save, copy, paste, mail merge, etc)
4. Choose *Search*.
5. Choose the summary that matches your question or enter a new search term.
6. *Microsoft Excel Help* will appear with instructions related to the question you asked.

### **TO UNDO THE LAST TASK YOU DID:** (Shortcut = *Ctrl + Z*)

1. Choose *Edit*.
2. Choose *Undo . . .*

### **TO REDO THE TASK YOU UNDOED:** (Shortcut = *Ctrl + Y*)

1. Choose *Edit*.
2. Choose *Redo*.

## BEFORE YOU BEGIN:

- Determine what information you want to enter.
- Decide how you want to lay out the information

## TO ENTER INFORMATION INTO A CELL:

A cell is a square in which information may be entered.

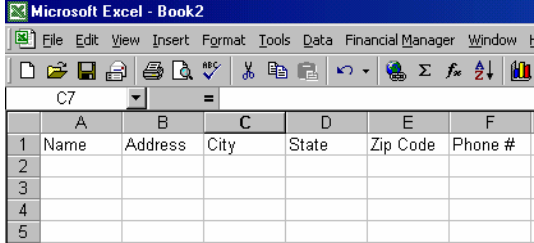
Each cell corresponds to a number and a letter. In the example on the right, "Address" is in cell B1.

1. Select a cell (A black box will appear around the selected cell).
2. Enter the information for that cell.

## TO ADD A HEADER ROW:

A header row is a row at the top of the document that helps to identify the information in each of the columns (below it).

A header row is useful if you have information you may want to sort later or if the information is not easily identifiable on its own (e.g. mostly numbers). In the picture above, the header row includes all of the information entered in line 1.



The screenshot shows the Microsoft Excel interface with a spreadsheet. The active cell is C7. The spreadsheet has a header row in row 1 with columns A through F. The header row contains the following text: Name, Address, City, State, Zip Code, and Phone #. Rows 2 through 5 are empty.

	A	B	C	D	E	F
1	Name	Address	City	State	Zip Code	Phone #
2						
3						
4						
5						

A row is a series of information that is entered horizontally across the screen. For example, all the information entered next to 1 (on the left of the screen) is part of that row.

A column is a series of information entered vertically down the screen. For example, all of the information entered in the cells below C.

## TO COPY A SINGLE CELL: (Shortcut = *Ctrl* + *C*)

Excel allows you to copy the data from one cell into another. This is especially helpful if the cell contains a lengthy piece of information.

1. Select the cell.
2. Choose *Edit*.
3. Choose *Copy* to copy the information in that cell.
4. Then, paste the information into the new cell.

## TO PASTE INFORMATION INTO A NEW CELL: (Shortcut = *Ctrl* + *V*)

1. Select the cell that you want to add the copied information into.
2. Choose *Edit*.
3. Choose *Paste*.

### TO COPY DATA FROM ONE CELL INTO MULTIPLE CELLS IN A ROW:

1. Highlight the cell containing the data and the contiguous cells you want to add that data into.
2. Choose *Edit*.
3. Choose *Fill*.
4. Choose *Down* to fill down (Shortcut = *Ctrl + D*)  
Choose *Right* to fill right (Shortcut = *Ctrl+ R*)

### TO SORT THE DATA ENTERED:

Excel allows you to sort the data you enter in ways that are meaningful to you.

1. Choose *Data*.
2. Choose *Sort*.
3. The *Sort* box will appear, allowing you to choose how you want to sort the data.
4. At this time, the data to be sorted will be highlighted. Only the data highlighted will be included in the sort. If data you want to sort is not highlighted, choose *Cancel*. Then highlight the data you want included in the sort and begin these steps again.



Ascending – from A to Z or  
from 0 to 99

Descending – from Z to A or  
From 99 to 0

5. Choose what you want to sort by.
6. Choose *ascending* or *descending*.
7. Make sure to specify whether your list has a *Header row* or *No header row*.
8. Choose *Ok*.
9. The data will sort according to the methods you chose.

\* Don't like the results of your sort? Remember, you can undo the last action you performed (including a sort) by pressing *Ctrl + Z*.

## WORKING WITH NUMBERS

### TO ENTER A FORMULA:

Excel will perform calculations based on formulas that you enter into cells. Addition, subtraction, multiplication, division and many other functions can be performed by entering formulas into a cell.

Mathematical Operations		
Function	Symbol	Formula
Add	+	=(A2+B2)
Subtract	-	=(A2-B2)
Multiply	*	=(A2*B2)
Divide	/	=(A2/B2)
Exponents	^	=A2^3 = (A2*A2*A2)
Percentage	%	=20%

### TO FIND THE SUM OF CELLS:

This will calculate the sum of all the selected cells.

1. Choose the cell where you want the total to appear.
2. Type **=SUM(**
3. Highlight the cells you want to add.
4. Press the *Enter* key.

\*If you want to add a range of cells you can also type **=SUM(B2:B6)** instead of selecting the cells with the mouse (steps 2 and 3 above). This formula would add all of the values in the cells from B2 to B6 (including those cells) as shown in the example below.

The screenshot shows the Microsoft Excel interface. The formula bar at the top displays the formula `=SUM(B2:B6)`. Below it is a spreadsheet with the following data:

	A	B	C	D
1	Percent	Amount	Total	
2	300%	4	12	
3	200%	4	8	
4	50%	4	2	
5	4%	4	0.16	
6	25%	4	1	
7	Total	20	23.16	
8				

The formula or contents of the selected cell appears in the formula bar.

This is the selected (or activated) cell. It is the sum of the values entered in cells B2 through B6. Changing the number in any of these cells will change the total in this cell.

### TO SUBTRACT CELLS:

1. Choose the cell where you want the results to appear.
2. Type =
3. Select the first cell in the formula
4. Type -
5. Select the cell you want to subtract from the first cell.
6. Press the *Enter* key.

### TO MULTIPLY CELLS:

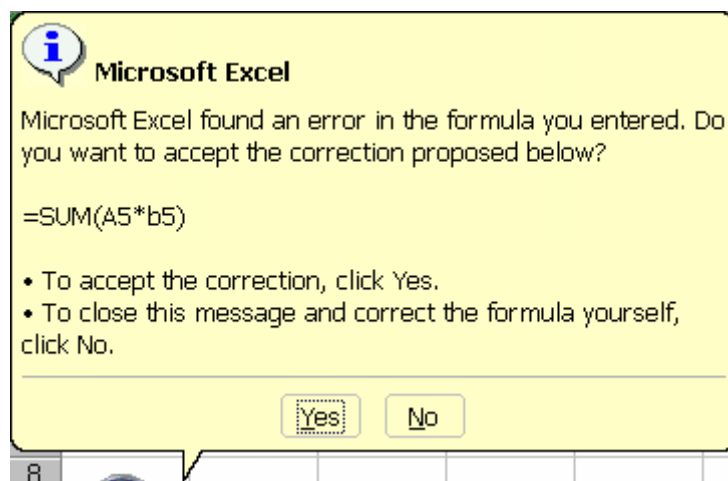
1. Choose the cell where you want the results to appear.
2. Type =
3. Select the first cell you want to multiply
4. Type \*
5. Select the second cell you want to multiply
6. Press the *Enter* key.

### TO DIVIDE CELLS:

1. Choose the cell where you want the results to appear.
2. Type =
3. Select the first cell in the formula
4. Type /
5. Select the second cell in the formula.
6. Press the *Enter* key.

### TO FIX AN ERROR IN YOUR FORMULA:

If there is an error in your formula, Excel will let you know. If you made a common error, Excel will suggest a correction to the formula as in the example below:

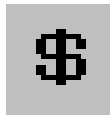


If the suggestion is correct, choose *Yes*.

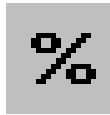
If the correction is incorrect, choose *No* and try entering the formula again.

## FORMATTING NUMBERS

There are many shortcuts on the Formatting Toolbar (at the top of the screen) that allow you to change the formatting of the values in a cell.



Adds a dollar sign to the selected cells.  
This is useful to distinguish monetary amounts from other numerical values.



Adds a percent sign to the value in the selected cells.  
This is useful to identify percentages, which is especially important when using them in formulas.



Allows you to decrease the number of decimal places in each of the selected cells.



Allows you to increase the number of decimal places shown in each of the selected cells.

## FORMATTING TEXT



Select a font

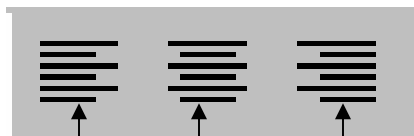
Change font size

Bold

Italics

Underline

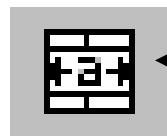
## FORMATTING CELLS



Align Left

Center

Align Right



Use this icon to merge selected cells.

In row 1, cells A, B, and C were merged into one cell.

A small Excel spreadsheet with two rows and three columns (A, B, C). Row 1, column A contains the text "JULY INCREASES", which is merged across columns A, B, and C. Row 2, column A contains "Percent", column B contains "Amount", and column C contains "Total". An arrow points from the "Merge and Center" icon above to the merged cell in row 1.

## REMOVING AND ADDING DATA:

Sometimes you will want to add or remove data from your spreadsheet. For example, while creating a list of addresses you may later want to add the telephone number of the individuals on the list.

### TO ADD A COLUMN OF DATA:

1. Select a cell in the column immediately to the right of where you want the new column to appear. (e.g. If you select a cell in column C and insert a new column, the new column will appear between column B and C.)
2. Choose *Insert*.
3. Choose *Column*.

\*Don't forget to name the column if you are using a header row.

### TO ADD A ROW OF DATA:

1. Select a cell in the row immediately below where you want to insert the new data. (e.g. If you select a cell in row 3 and insert a new row, the new row will appear between row 2 and 3.)
2. Choose *Insert*.
3. Choose *Row*.

\*If the order of the data is irrelevant, you can simply add the new data at the end of the existing data.

### TO CLEAR THE INFORMATION IN A CELL/CELLS:

1. Select the cell(s) you want to clear.
2. Press the *Delete* key.

### TO REMOVE AN ENTIRE ROW:

1. Select a cell in the row you wish to delete.
2. Choose *Edit*.
3. Choose *Delete*.
4. Choose *Entire Row*.

### TO REMOVE AN ENTIRE COLUMN OF DATA:

1. Select a cell in the column you wish to delete.
2. Choose *Edit*.
3. Choose *Delete*.
4. Choose *Entire Column*.

### TO SELECT AN ENTIRE COLUMN/ROW:

This is useful for changing the formatting of all the cells in a column/row at one time.

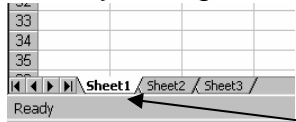
1. Choose the letter at the top of the column or the number on the left of the row.
2. The entire column or row will become highlighted.

# WORKSHEETS

A worksheet is a collection of information. When you begin Microsoft Excel you are opening a workbook. Each time you start a new workbook, it contains three worksheets. You may only want to use one worksheet. However, you may want to add additional worksheets to your workbook. For example, you could create a workbook about your finances. You could have a separate worksheet for each month in the year, but all the information would be in the same workbook.

## TO MOVE FROM ONE WORKSHEET TO ANOTHER:

When you begin Excel, Sheet 1 will automatically be the worksheet displayed.



To move to another worksheet, simply select the tab corresponding with the worksheet you would like to use. The tab of the worksheet in use will be white.

Here you can tell Sheet 1 is in use because the name is in bold and the tab is in white.

## TO NAME A WORKSHEET:

You can name a worksheet to describe its contents. For example, if you had a workbook to keep track of your finances on a monthly basis you might name each of your worksheets after a month.

1. Select the worksheet you wish to name.
2. Click the right mouse button.
3. Choose *Rename*.
4. Type a name for the worksheet.

## TO ADD A WORKSHEET:

1. Select the worksheet immediately to the right of where you want to insert the new worksheet.
2. Choose *Insert*.
3. Choose *Worksheet*.

### **This is just the beginning!**

There are many other things that you can do with Microsoft Excel!

- Create a chart or graph based on the data you entered
- Filter the data you enter to show only specific records (e.g. the top ten records)
- Validate data by specifying the types of data that can be entered
- Add borders/shading to cells in the document
- Add a password to protect your document from changes