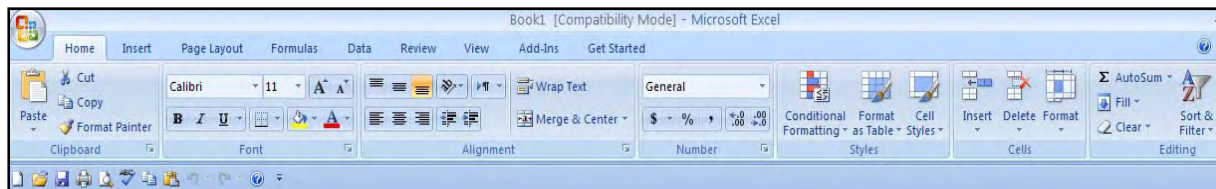


Launch the Microsoft Excel Program

Click on the program icon in Launcher or the Microsoft Office Shortcut Bar. A worksheet is a grid, made up of columns, which are lettered and rows, and are numbered. At the intersection of each row and column is a cell, which has a coordinate address called a “Cell Reference” (A1 or C5, etc.).

The **Menu** and **Toolbar** in Excel (see below) look much like the Word tools and most of the tools behave as you would expect.



Selecting Cells

To select a single cell -- click on it with the pointer.

To select a group of cells -- click on a cell and drag to select remaining cells.

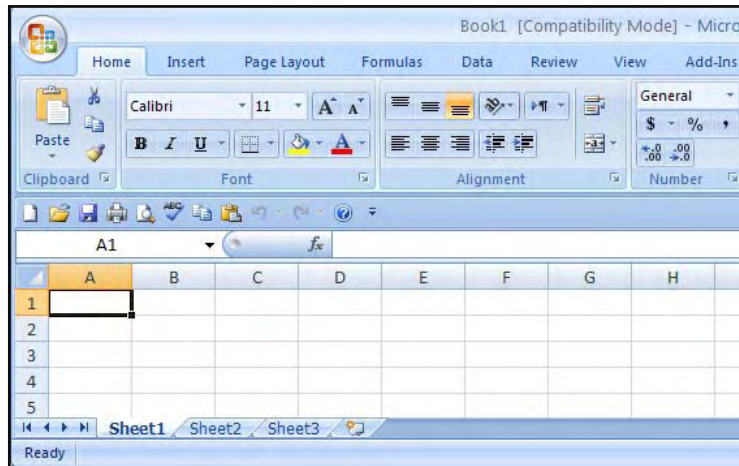
To select a row of cells -- click on the number of the row.

To select a column of cells -- click on the letter of the column.

Moving from one cell to the next

- **Use Tab key** to move right to the next adjacent cell.
- **Use arrow keys** to move in any direction or within a cell.
- **Use the mouse** -- point to the cell you want and click the mouse button.

Spreadsheet Features



When you select a single cell, it becomes active with a heavy dark border around it. In the upper left-hand corner of the spreadsheet, you will see the **cell reference** for the active cell (**A1** in the figure below). All typing enters first into the **Formula Bar**, which is to the right of the cell reference. When you press **<Enter>** all information typed in the

Formula bar is entered into the active cell on the worksheet.

Entering Numbers

You can copy and paste cells. One shortcut is to click on the little box in the lower right hand corner of the active cell frame (the cursor becomes a crosshair), and drag it across the columns or rows.

Another neat trick is to first select the range of cells into which you will enter data. This allows you to tab from one cell to the next within this range of cells. If you are entering data into three columns (e.g. B, C and D) when you reach column D, the tab key will automatically return you to the next row in column B.

Correcting a mistake

If you are still in the formula bar when you realize that you have made an error, just delete backwards by pressing **<Delete>** or use your mouse to correct the mistake like you would in any word processor. If you have made a mistake in a cell that has already been entered into the spreadsheet, first click on the cell with the error. Then, click in the Formula Bar and edit the error. After you have finished editing, hit enter. Hitting the **"X"** box will "cancel" your new work and will return the cell back to its original state.

Formatting Cells

In the “Home” tab, there are various options for formatting under the categories of Font, Alignment, Number, Styles, Cells, and Editing.

We can format numbers in various ways to specify Currency, Percent, Comma and Increase or Decrease Decimal places.

In the same “Home” tab, there are various formatting options to format cells. You will find the options to format cells as dates or text, align or wrap text, merge cells, apply borders or shading or colors. Look at the available options.

Building a Formula

A formula is used to calculate results from some collection of data. The most common function is to sum a range of numbers using the common mathematical operations of addition (+), subtraction (-), multiplication (*) and division (/). Formulae can also be used to count data, average data, and perform more advanced functions.

To construct a sum for example, do the following:

1. Click on the cell that you want to contain the formula.
2. Press the equal sign (=) type “**SUM(**” (without the quotes), which will notify EXCEL that you want to sum a range of cells.
3. Highlight the range of cells for which you want the sum. Type a “**)**”.
4. When you have the correct formula in the Formula Bar, click on the “**✓**” button or press **<Enter>**. The total is displayed in the cell.

An even quicker way to Sum a column or row is to click on the SUM icon (Σ) on the toolbar. Look carefully at the range of cells that are selected. If one row is blank, the formula will only select up to the first empty row. If you want to select a different range of cells, simply click and drag the mouse over the range to select it.

Notice: When you click on the cell containing a total, you will see the formula in the formula Bar. You can change a formula by clicking in the Formula Bar and editing as described earlier in “Correcting a mistake”.

Copy a Formula

To save time and keep your spreadsheet accurate, once you have the formula you need copy the formula into the remaining “Total” cells:

1. Select the cell that has the formula in it.

2. Click on the little box in the lower right hand corner of the active cell outline (when cursor looks like a crosshair), and drag it across the columns

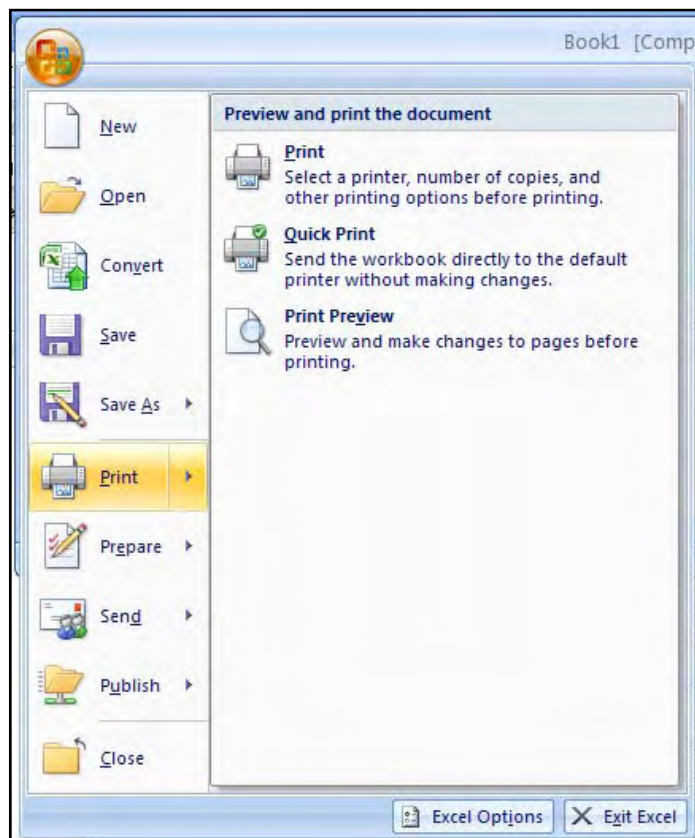
OR

3. Highlight remaining Total cells and copy and paste the formula.

Freeze Panes

One way to view the page on the screen more clearly is to **Freeze Panes**. This makes the column headings and row descriptions you choose to remain in view when you scroll through a large sheet. This option is found under the Window Menu under the “View” tab. Select the cell just below the row containing column headings and to the right of any column that contains row descriptions. Then, select **View→Window→Freeze Panes**. To turn off this feature, you will see that the same option under the Window menu now reads “**Unfreeze Panes**”.

Preparing to Print



Page Setup

Margins, paper orientation, headers/footers and print size can be set from the Page Setup Menu under the “Print Layout” tab.

If a spreadsheet nearly fits on one page, you can use Scale to Fit menu under the “Page Layout” tab to specify **Print to 1 page wide by 1 page tall**. This avoids a single column or a few rows printing on a separate page. On the Sheet Options menu under “Page Layout” tab, you can also choose whether to print the gridlines or not.

Multipage Sheets

Also on the Sheet Options menu under the “Page Layout” tab, there is an option to select any column headings (“**Rows to repeat at top**”) or row labels (“**Columns to repeat at left.**”) that you want to print on

subsequent pages if your spreadsheet is long enough to print on more than one page.

You do this by first clicking in the **Rows to Repeat** and **Columns to Repeat** boxes on the **Sheet**

tab then click on the rows or columns in your spreadsheet. You can also specify the print area in this window, which may be only a section of the full spreadsheet.

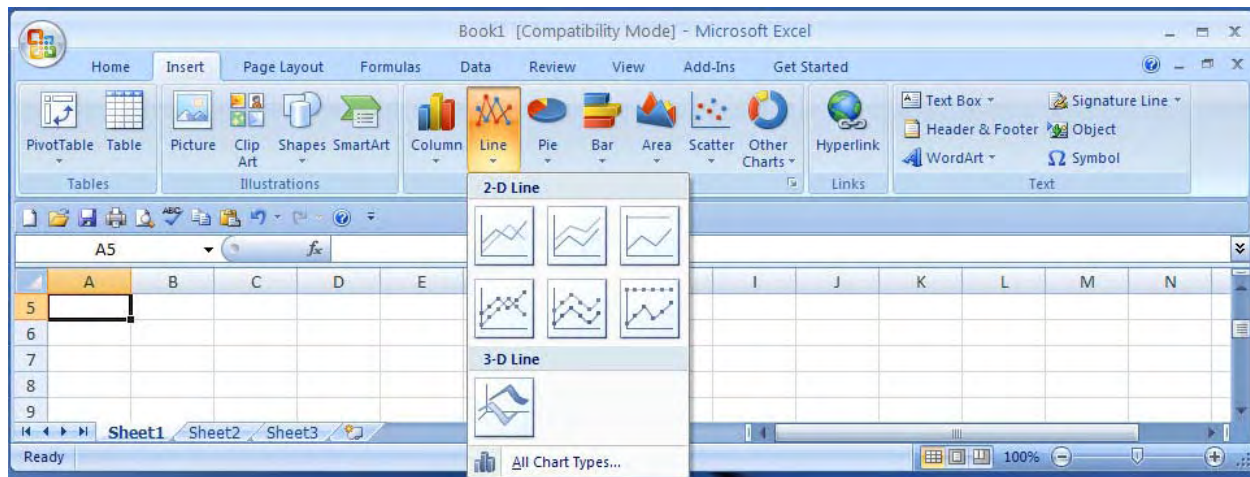
Print Preview

Always use **Print Preview** before printing a spreadsheet to verify that you will print only what you want to print, and that the printout will look the way you expect it to look on the page. You can set the margins and layout in this view. When you have finished adjusting the spreadsheet in **Print Preview** mode, click on the **Close** button to return to the spreadsheet for editing.

When you are sure the spreadsheet looks the way you intend, select **Print** and specify the printer you want the spreadsheet printed to, if it is not the default. Spreadsheets can be printed in color to capture special details, such as red fonts for negative numbers, or colored bars or pie sections in charts.

Making a Chart

In the Chart menu under “Insert” tab, you can choose the types of charts you want to create. Advanced techniques for working with Charts will be provided in the Advanced Excel workshop.



Excel Help

Use **Help** on the Menu Bar or click the **?** icon on the Toolbar.

- Use the search box to enter key words for specific information.
- Key topics are listed under various categories.
- Microsoft 2007 does not include Microsoft Office Assistant.