Launch the Microsoft Excel Program

Click on the program icon on the taskbar or in the Start/Programs menu. 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 \textless Enter\textgreater 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 \textless Delete\textgreater 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 \textquotedblleft X\textquotedblright box will \textquotedblleft cancel\textquotedblright 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 ( ) 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

 página de documento, incluyendo el contenido naturalizado para cada sección.

2. Haga clic en el pequeño cuadro en la esquina inferior derecha de la línea de recuadro activo (cuando el cursor se ve como una cruz), y haga drag across the columns

OR

3. Resalte las celdas restantes y copie y pegue la fórmula.

**Freeze Panes**

Una manera de ver la página en la pantalla de forma más clara es con **Freeze Panes**. Esto hace que los encabezados de columna y las descripciones de fila que elija permanezcan en vista cuando deslice la hoja a través de una hoja grande. Esta opción se encuentra en el menú Window bajo la pestaña “View”. Seleccione la celda justo debajo del encabezado de columna y a la derecha de cualquier columna que contenga descripciones de fila. Entonces, seleccione **View**→**Window**→**Freeze Panes**. Para apagar esta característica, verá que la misma opción en el menú Window ahora dice **“Unfreeze Panes”**.

**Preparing to Print**

En la pestaña “File” de la parte superior de la pantalla, can configure margenes, orientación de papel, cabeceras/ pies de página y tamaño de impresión desde el menú **Page Setup**. Si su hoja de cálculo casi se ajusta a una página, puede utilizar el menú **Scale to Fit** bajo la pestaña “Page Layout” para especificar **Print to 1 page wide by 1 page tall**. Esto evita una columna o algunas filas que imprimen en una página separada. En el menú **Sheet Options** bajo la pestaña “Page Layout”, también puede elegir imprimir o no las líneas de cuadrícula.

**Multisheet Sheets**

Asimismo, en el menú **Sheet Options** bajo la pestaña “Page Layout”, hay una opción para seleccionar cualquier encabezado de columna (“Rows to repeat at top”) o etiquetas de columna (“Columns to repeat at left”), que desea imprimir en páginas sucesivas si su hoja de cálculo es lo suficientemente larga para imprimir en más de una página.
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. Techniques for working with Charts will be provided in the Excel charts 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 2010 does not include Microsoft Office Assistant.