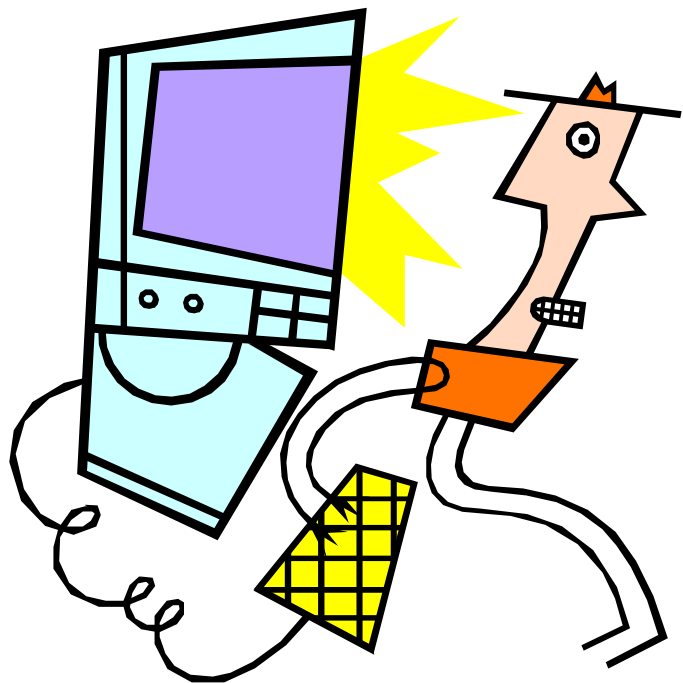


# Getting Started with Excel

by Libby Baker



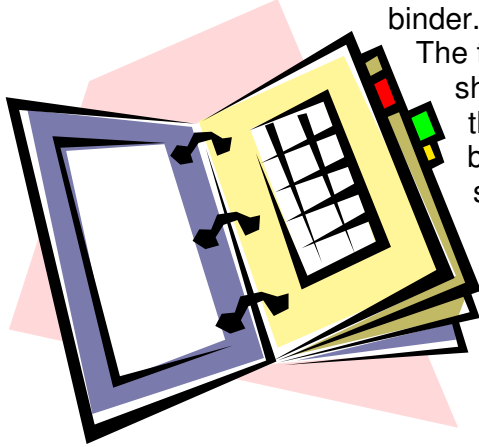
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## Workbooks



A workbook is the electronic equivalent of a three-ring binder. Inside new workbooks you'll find 16 sheets. The tab on the active sheet is always bold. Each sheet's name appears on a tab at the bottom of the workbook. You can move or copy sheets between workbooks, and you can rearrange sheets within a workbook.

### Creating a New Workbook

When Excel opens, a new workbook is automatically created. If you need another choose File New or select the New button on the toolbar.



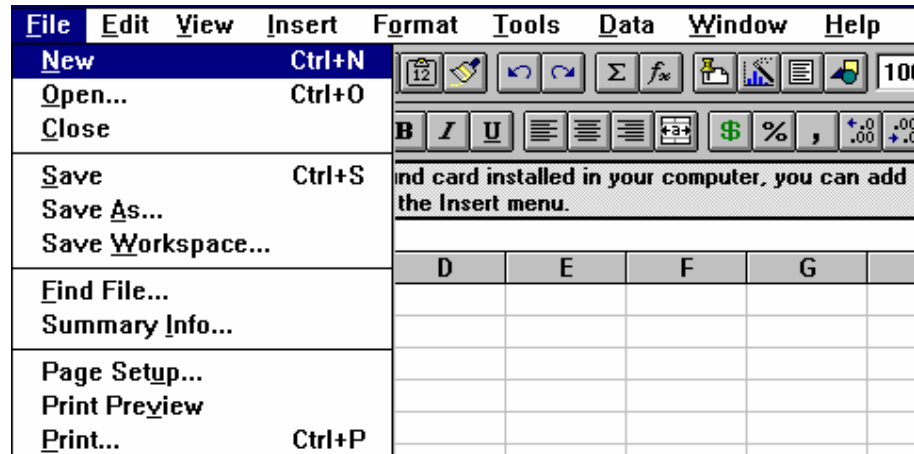
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Notes:

## Oh Say Can You See?!

When you create a workbook, Excel displays it in a window. Various parts of the screen include:

- **Menu Bar** - pull down menus accessed by mouse action or the Alt key combined with the underlined letter of the command name



- **Title Bar** - includes Microsoft Excel and the Workbook name

Microsoft Excel - Book1

- **Formula Bar** - shows the contents of the active cell

=SUM(A3:A11)

- **Worksheet Area** - a grid made up of columns and rows denoted by letters and numbers respectively

	A	B	C	D	E
1					
2		JAN	FEB	MAR	
3	Rent	600	600	600	
4	Phone	123	234	234	
5	Power	433	345	345	
6	Entertainment	454	345	45	
7	<b>Total</b>	1610	1524	1224	
8					
9					

- **Status Bar** - displays information about the command selected at the bottom left corner of the screen
- **Scroll Bars** - horizontal and vertical to move through the worksheet
- **Icon triangles** - select next, previous, first and last sheets
- **Tabs** - displays the name of active sheet  
***Double-click a tab to name the selected sheet***

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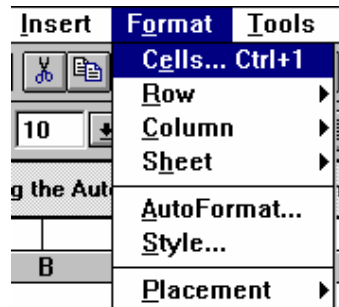
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## Selecting Commands in Excel

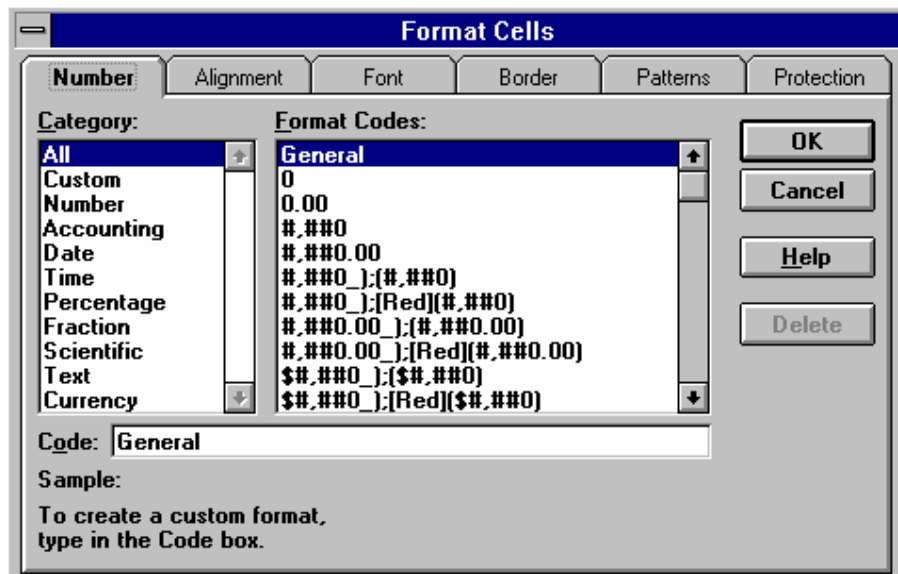
There are usually several methods to achieve the same result in Excel. Choose the method that suits you.

### Pull Down Menus

Menu commands are grouped into pull down menus across the menu bar. These can be accessed by the mouse or using Alt with the underlined letter of the command.



Many menus are grouped with tabs for faster selection.



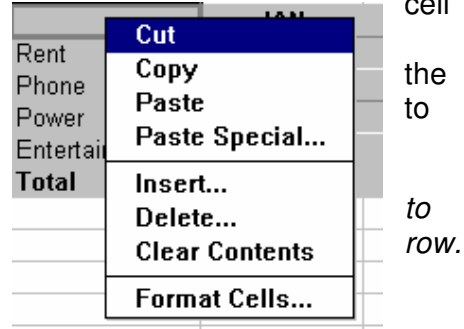
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## Shortcut Menus



Using your right mouse button will give you access to abbreviated or Shortcut menus. They contain many commands for the cell or object you have selected. To use commands switch your left button.

*Try your right button select a column or*

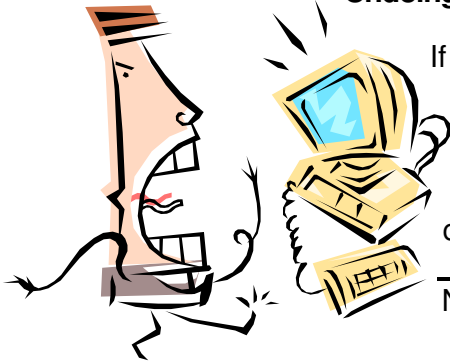


## Toolbar Buttons

Using Toolbar buttons or icons is often the easiest way of selecting a command. Some have a three dimensional light grey appearance when pressed and can be turned off and on.

To see a description of a tool without invoking it, point to the tool with your mouse. The name of the button will appear in a yellow box and a further description in your status bar at the bottom of the window.

## Undoing Commands



If you change your mind or make a mistake, you can choose the Undo command from the Edit menu to reverse your last command or other action or click the Undo button. The Undo command changes to show the most recent command or action that is affected by Undo.

Notes:

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## Entering Data

You can enter two types of data in a worksheet.

1. A constant value is data that you type directly into a cell. It can be a numeric value, including a date, time, currency, percentage, fraction or scientific notation.
2. A formula is a sequence of values, cell references, functions or operators that produce a new value from existing values. Formulas always begin with an equal sign (=).

### When you see #####

If a number is too long to be displayed in a cell, Excel displays a series of number signs (#####) in the cell. If you widen the column to accommodate the width of the number, the number is displayed in the cell.

*Note: Try double clicking on the vertical line between the column letters for best fit*

## Saving a Workbook

You should save your work frequently. If you have a power outage or some other problem, you can start again on your last saved version of a workbook.

### To save your work

Click on the save button or select File Save. 

To save your work with a different file name.

1. From the File menu, choose Save As.
2. Type the file name you want to use.
3. Choose the OK button.

*Once you've saved the workbook, save it again frequently, and definitely before that tea break!*

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## Opening & Closing Workbooks

To open a saved workbook:



1. Click the Open button or from the File menu, choose Open.
2. Double-click the directory that contains the file.
3. Double-click on the file name.

The last four files that you have worked on appear at the bottom of the File Menu. As an alternative to using the File Open command, you can select a file from the bottom of the File Menu and it will open.

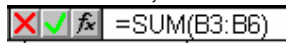
To close a workbook:

- 1 From the File menu, choose Close.
- 2 Choose the Yes button to save changes, the No button to discard changes, or the Cancel button to cancel the command.
- 3 If you haven't previously named your workbook type a name in the File name: box.
- 4 Choose the OK button.

## Editing Cell Contents

You can edit a cell by typing a new entry over and existing one or by editing part of the information within the cell.

### To edit within a cell

1. Double-click the cell. When you edit a formula the formula is displayed and the value is hidden.
2. You can use Delete, Backspace and Ctrl Delete to delete to the end of the line. Try double-clicking for easy selection.
3. To accept your changes into the cell, click the enter box or press Enter. 
4. To cancel edits, click the cancel box or press Esc.

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Notes:

## Creating Formulas



Using a formula can help you analyse data on a worksheet. With a formula you can perform operations, such as addition and multiplication. Think of a formula as one side of an equation whose result is shown in the cell. An Excel formula always begins with an equal sign (=).

### Arithmetic Operators

+	Addition	-	Subtraction
/	Division	*	Multiplication
%	Percent	^	Exponentiation

### Examples

=B4+B8

=C6\*12.5%

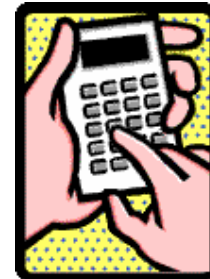
=C9/9

=Z42-Z41

=20^2\*.15

=(B6\*5)+C5

*Note: You can use Excel as a calculator if required. eg. =56\*49*




## Autosum

A function is a built-in formula that takes a value or values, performs an operation and returns a value. The values that you give to a function are called arguments. For example, instead of typing the formula

=B1+B2+B3

you can use the SUM function to build the formula

=SUM(B1:B3)

*Note: When you use the AutoSum button  Excel types the function for you and even suggests the range of cells you want to add.*

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Notes:

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## Cut, Copy & Paste

You can change the location of cells on a worksheet by copying or moving cells to a different part of the same worksheet, to another worksheet within a workbook, or to another application.

### Copying Cells

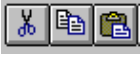
1. Select the cells you want to copy
2. Choose Copy from the Edit menu or shortcut menu. The area is marked with a moving border
3. Choose Paste from the Edit menu or shortcut menu. Paste again or press Esc.



### Moving Cells

1. Select the cells you want to move
2. Choose Cut from the Edit menu or shortcut menu. The area is marked with a moving border.
3. Choose Paste from the Edit menu or shortcut menu.

*Note: In addition to using menu commands to cut, copy and paste you can use the toolbar buttons or*

*shortcut keys.* 

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Notes:

## Clearing Cells

When you clear cells, you remove the cell contents, but the cells remain on the worksheet.

1. Select the cells you want to clear.
2. Press the Delete key on your keyboard. The cell contents are cleared and the cells remain.

You can also clear cells by selecting them, choosing Clear from the Edit menu and then selecting All, Contents, Formats, or Notes.

## Formatting Cells

Use formatting to add emphasis to your data, or to make worksheets easier to read and more visually appealing. You can format numbers to have \$'s and limited decimal places. You can choose to make labels **Bold**, *Italics* or bigger. You can centre or turn a cell on it's side. Border and Patterns can give you a 3-D look.



You can format worksheet cells before or after you enter your data. Apply cell formats by choosing the Cells command from the Format menu or try your right mouse button. The most frequently used formats are also available as buttons on the Formatting toolbar.



1. Select the range you would like to format.
2. Choose Format Cells and pick the tab(s) with the formatting you want.
3. Choose OK.

Notes:

## Printing

### Choosing What to Print

Select a range of cells to print unless you would like to print the entire sheet.

From the Print command under the File menu make your Print Range selection. Then choose Print Preview.

### Previewing What Will Print



By previewing your sheet, you can see each page as it will print, with the correct margins and page breaks, and the headers and footers in place.

Previewing a sheet can save you time and a few trees!

To preview click the Print Preview button. 

Your cursor turns into a magnifying glass and will zoom the portion of your sheet selected. If satisfied you may select the Print button. If adjustments are required select the Setup button.

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Notes: