Microsoft Excel at the Pollard Memorial Library

Opening Excel

Double-click the Microsoft Excel icon on the desktop. Once the program is open, you will see a blank spreadsheet. A **spreadsheet** is a table of values commonly used for budgets or organizing data, like address lists.
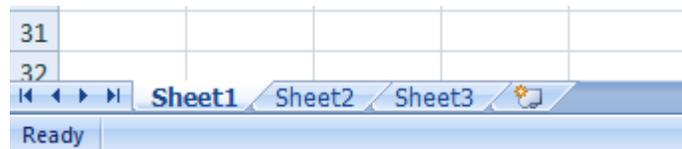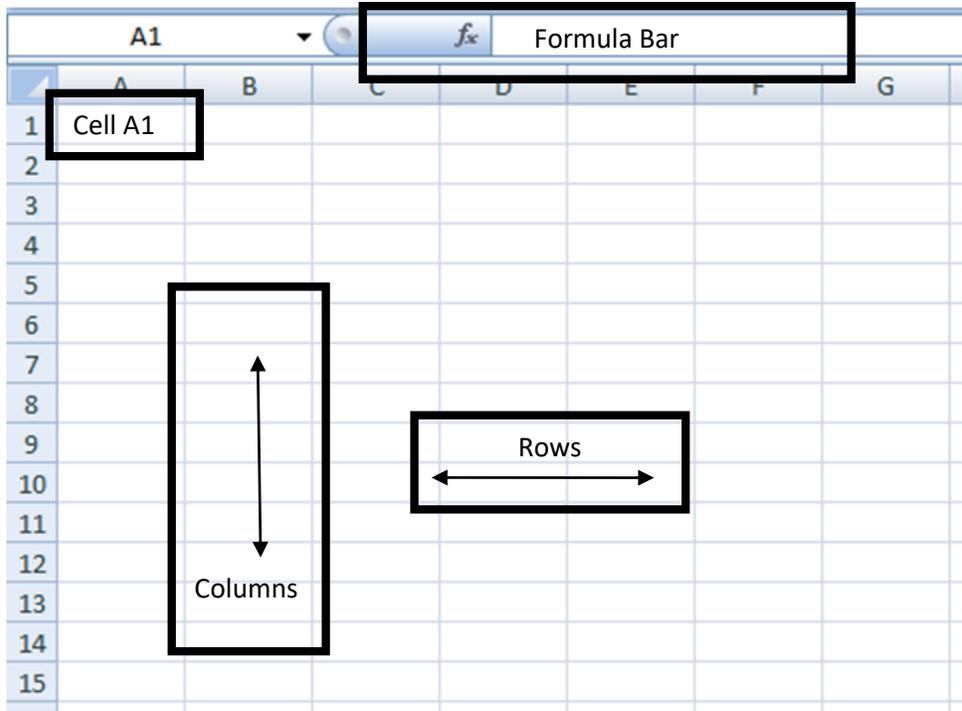
Parts of the Screen

The Excel screen has many of the same components as the Word screen, such as the Title Bar, Ribbon, Scroll Bars, and Status Bar.
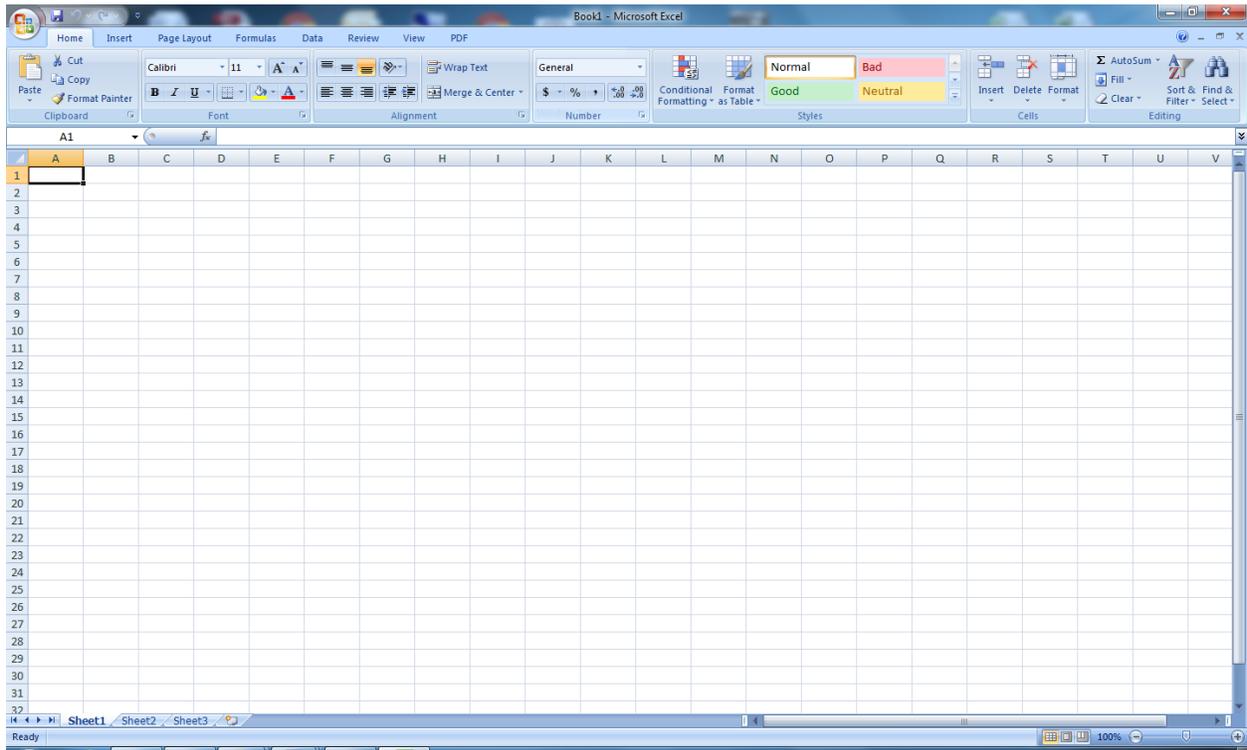
Rather than a Document Area, Excel contains **Worksheets**. Worksheets contain a grid of rows, represented by numbers, and columns, represented by letters. The intersection of a row and column is called a **cell**. Each cell is identified by its letter and number. A **Workbook** is an entire excel file. Workbooks usually contain 3 worksheets, but you can add more. The **Formula Bar** is located below the toolbar and displays text from the highlighted or active cell.
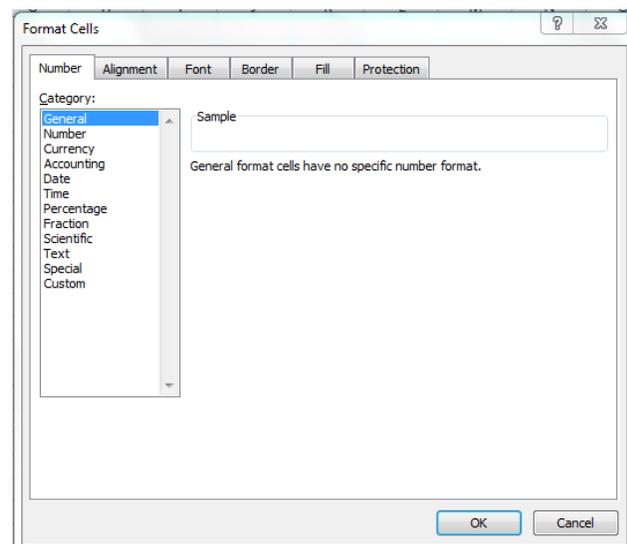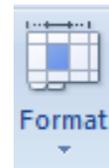
	A1		fx	Formula Bar		

	A	B	C	D	E	F	G
1	Cell A1						
2							
3							
4							
5							
6							
7							
8				Rows			
9							
10							
11							
12							
13		Columns					
14							
15							

Navigating Excel

Inputting Information

- When you type in a cell, it also appears in the formula bar, and vice versa.
- You can move between cells using the tab key, arrow keys, or moving your mouse.
- You can adjust the size of the rows and columns by:
    1. Placing your arrow on the line between row and column labels and clicking and dragging
    2. Using the Format icon

Format

- The Format icon gives you a dropdown menu. When you click Format Cells, a box appears that allows you to set the way numbers (dates, phone numbers, zip codes) appear and the alignment of the text within the cells.

Format Cells

Number | Alignment | Font | Border | Fill | Protection

Category:
General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom

Sample

General format cells have no specific number format.

OK | Cancel

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## Moving Text

To move cells, rows, or columns:

- Click on a cell, row, or column so you see a dark black border around it.
- Place your arrow on the border.
- Drag it to its new location.
- If you drag it to a cell, row, or column that already contains text, the text will be replaced.
- You can insert a row or column by clicking the Insert icon.
- You can delete a row or column by clicking the Delete icon.
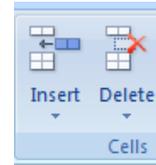
Sorting Text

You can sort your text or data so it appears in order.

- Select the data you want to sort.
- Click the Data tab.
- Click the Sort icon.
- Choose the column you would like to sort by.
- Choose ascending or descending (i.e. A-Z or Z-A).
- You can sort by multiple columns.
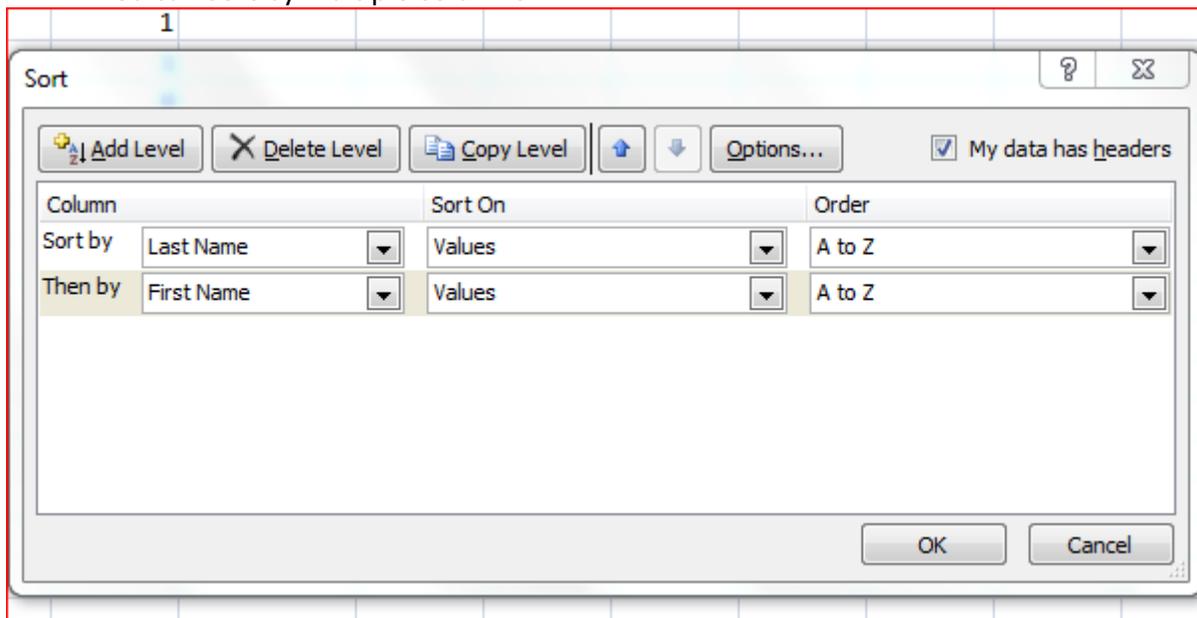
Autofill

You can duplicate or add ascending text or numbers across or down a series of cells using autofill.

- Select the cell you would like to start with.
- Click the black box in the bottom right corner of the cell.
- Drag it down or across the cells you would like to fill.
- When you release your mouse, the cells will be filled.
- To duplicate a word or text, choose Copy Cells.
- To create ascending numbers, months, etc., choose Fill Series.
- This works will formulas as well.
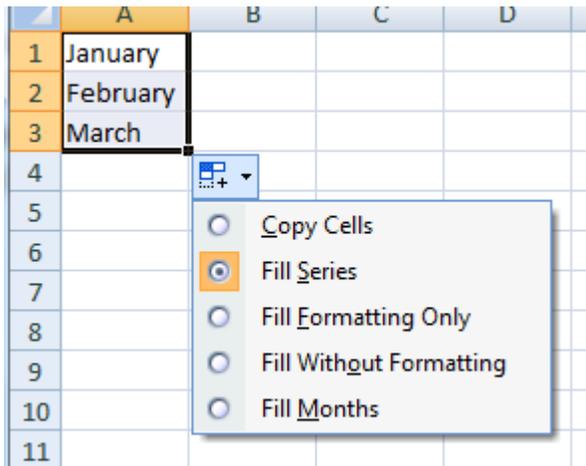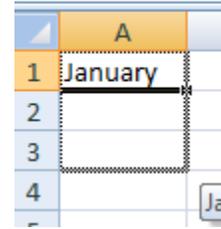
Working with Formulas

Excel can perform formulas and calculations, from simple to complicated. You can type simple equations directly in cells. When typing an equation, always type the = sign before the equation. For more complicated calculations or to create a budget or report, find the functions you need in the Formulas tab.
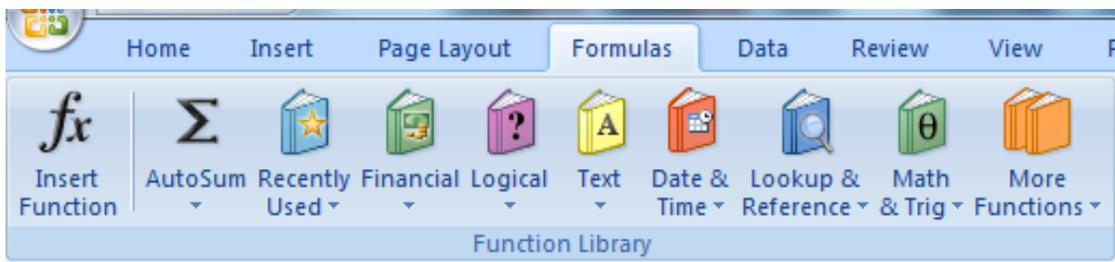
AutoSum

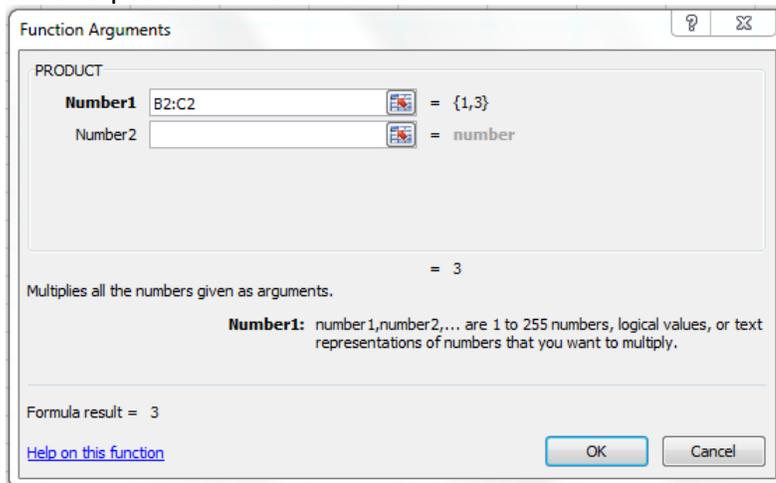AutoSum is a simple way to add a series of adjacent numbers.

- Highlight the numbers you would like to add.
- Click the AutoSum icon in either the Home or Formula tab.
- The sum will appear in the cell below or to the right of the series.
- If you click the cell with the answer, you will see the sum function in the formula bar.
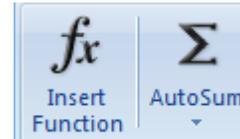
Inserting Formulas

To insert a formula

- Click in the cell where the answer should appear.
- Click the Insert Function icon or one of the function group icons and select the formula you would like to use.
- Type the cell names into the function box. (Excel may assume which cells you want to use and put them in the first field.

Function Arguments	? ✕

PRODUCT

Number1	B2:C2	= {1,3}
Number2		= number

= 3

Multiplies all the numbers given as arguments.

Number1: number1,number2,... are 1 to 255 numbers, logical values, or text representations of numbers that you want to multiply.

Formula result = 3

Help on this function   OK   Cancel

- You can type **first cell: last cell** to use a range of adjacent cells. If the cells are not adjacent, enter each cell into the box.
- You can insert a formula manually by typing directly into the cell or formula bar. Be sure to use the proper format. **=FUNCTION(cell, cell, cell…)** Always use the cell names rather than the numbers contained in the cells.
- If you click in another cell while working with a formula, Excel may add that cell to the equation.