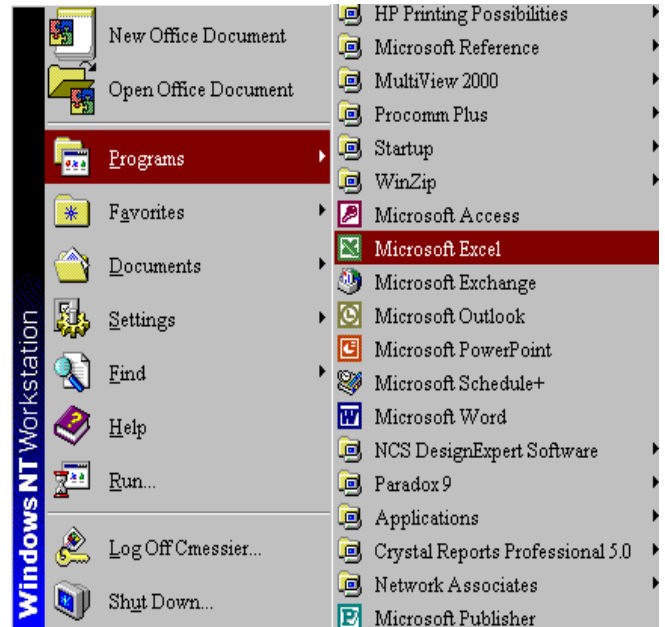


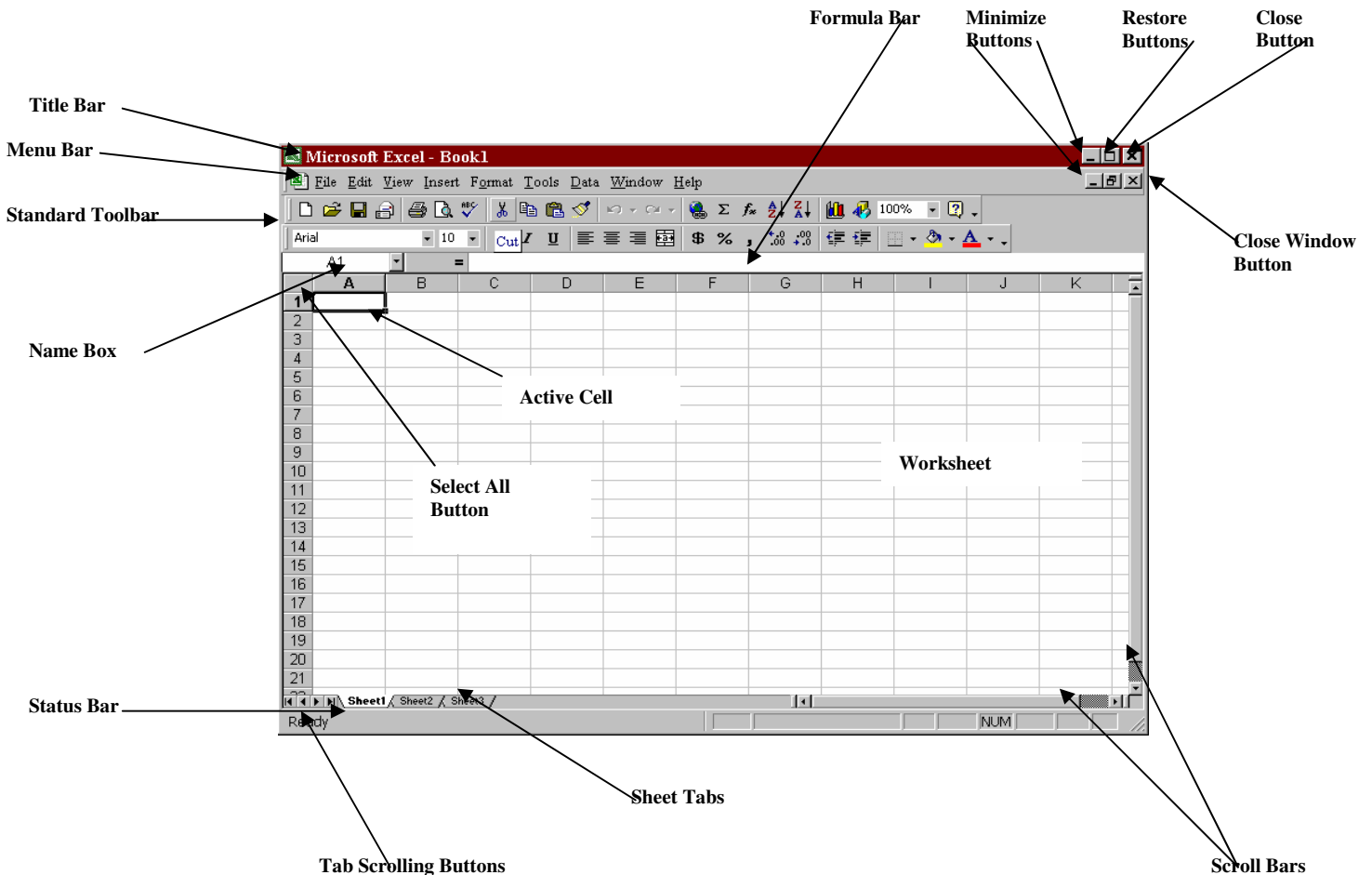
# MICROSOFT EXCEL TUTORIAL HANDOUT

## Opening Microsoft Excel

1. Click on the **START** button.
2. Click on **PROGRAMS**.
3. Click on **MICROSOFT EXCEL**.



## The Excel Screen



|                                     |  |
|-------------------------------------|--|
| <b>Title Bar:</b>                   | Displays the name of the current program and workbook.   |
| <b>Menu Bar:</b>                    | Displays the names of the Excel menus.   |
| <b>Standard:<br/>Toolbar</b>        | Displays the buttons of the most frequently used functions.  |
| <b>Name Box:</b>                    | Displays the coordinates of the active cell.   |
| <b>Formula Bar:</b>                 | Displays the contents of the active cell.  |
| <b>Status Bar:</b>                  | Displays information about a selected command as well as the status of certain keys, such as CapsLock and NumLock              |
| <b>Scroll Bars:</b>                 | Used to move through the worksheet. You can move up, down, left, and right.  |
| <b>Select All Button</b>            | Selects every cell in a worksheet.   |
| <b>Sheet Tabs:</b>                  | Displays the names of the worksheets within a workbook.  |
| <b>Tab Scrolling<br/>Buttons:</b>   | Used to scroll through the worksheets in a workbook.   |
| <b>Worksheet:</b>                   | A single page in a workbook, divided into rows and columns. Columns and rows intersect to form cells.                          |
| <b>Active Cell:</b>                 | The cell surrounded by a border where you enter or edit data.  |
| <b>Minimize button:</b>             | Minimizes the window to a button on the Windows taskbar.   |
| <b>Maximize/Restore:<br/>button</b> | Toggles (switches back and forth) between displaying a window in its maximum size and restoring a window to its previous size. |
| <b>Close Window Button:</b>         | Closes the current window.   |
| <b>Close Button:</b>                | Closes the current program.  |

### **Tip**

Move the mouse pointer over a button on the toolbar and a ToolTip will appear. This is the name of the button which gives a brief description of its purpose.

## OPENING AND CLOSING A WORKBOOK

### Opening A New Workbook:

1. Click on the **FILE** menu.
2. Click on **NEW**.
3. Click **OK**


*OR*

1. Click on the **NEW** button. 

### Existing Workbook:

1. Click on the **FILE** menu.
2. Click on **OPEN**.
3. Once the explorer window opens, select the files you wish to open.
4. Click **OPEN**.

*OR*

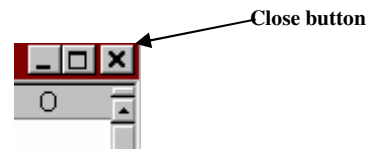
1. Click on the **OPEN** button .
2. Once the explorer window opens, select the file you wish to open.
3. Click **OPEN**.

### Closing a Workbook:

1. Click on the **CLOSE WINDOW** button in the top-right corner of the window.

*OR*

1. Click on the **FILE** menu.
2. Click **CLOSE**.

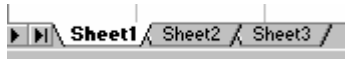


## NAVIGATING THROUGH A WORKSHEET

| TO MOVE   | PRESS                |
|---|----------------------|
| <b>Left one column</b>                          | [←] or Shift + Tab   |
| <b>Right one column</b>                         | [→] or Tab           |
| <b>To the first column in the worksheet</b>     | [Ctrl] [←]           |
| <b>To the last column in the worksheet</b>      | [Ctrl] [→]           |
| <b>To the last column in the row with data</b>  | [Ctrl] [→]           |
| <b>To the first column in the row with data</b> | [Ctrl] [←]           |
| <b>Up one row</b>                               | [↑] or Shift + Enter |
| <b>Down one row</b>                             | [↓] or Enter         |
| <b>To the next worksheet Page</b>               | [Ctrl] [Page Down]   |
| <b>To the previous worksheet Page</b>           | [Ctrl] [Page Up]     |
| <b>Up one screen</b>                            | [Page Up]            |
| <b>Down one screen</b>                          | [Page Down]          |
| <b>Beginning of worksheet</b>                   | [Ctrl] [Home]        |
| <b>To the last cell with data</b>               | [Ctrl] [End]         |
| <b>Left one screen</b>                          | [Alt] [Page Up]      |
| <b>Right One Screen</b>                         | [Alt] [Page Down]    |

### **Moving Between Worksheets:**

1. Click on the desired sheet tab at the bottom left of the Excel window.



### **Scrolling Through a Worksheet**

1. Click on the left, right, up, or down scroll arrows to move one column/row.

***OR***

Drag the horizontal or vertical scroll box along the scroll bar to move the window in the corresponding direction.

***OR***

Click the scroll bar (either to the left or right of the horizontal scroll box, or above or below the vertical scroll box) to move the window in the direction of the mouse pointer.

### **Renaming Worksheets**

1. Double-click the desired sheet tab.
2. Type the new name.
3. Press **ENTER**.

#### **Tip**

You can right-click a sheet tab to insert or delete worksheets.

## Selecting Cells

### Single Cell:

1. Click on the desired cell.  
The cell will have a black border, which indicates that this is the active cell.

|   | A | B | C |
|---|---|---|---|
| 1 |   |   |   |
| 2 |   |   |   |
| 3 |   |   |   |
| 4 |   |   |   |
| 5 |   |   |   |

### A Range of Cells:

#### *Using the Mouse*

1. Click on the cell in the upper, left-hand corner of the range.
2. Move the mouse pointer to the lower, right-hand corner and release.

#### *Using the Keyboard*

1. Click on the cell in the upper, left-hand corner of the range.
2. Hold down the **SHIFT** key
3. Click on the cell in the lower, right-hand corner of the range.

**OR**

1. Hold down the **SHIFT** key while pressing the arrow keys.

|   | A | B | C | D |
|---|---|---|---|---|
| 1 |   |   |   |   |
| 2 |   |   |   |   |
| 3 |   |   |   |   |
| 4 |   |   |   |   |
| 5 |   |   |   |   |
| 6 |   |   |   |   |
| 7 |   |   |   |   |

## Nonadjacent Cells

1. Click on the first cell.
2. Hold down the **CTRL** key.
3. Click on the remaining desired cells.

|   | A | B | C |
|---|---|---|---|
| 1 |   |   |   |
| 2 |   |   |   |
| 3 |   |   |   |
| 4 |   |   |   |
| 5 |   |   |   |
| 6 |   |   |   |

## A Single Row or Column:

1. Click on the desired row or column heading.

## More Than One Adjacent Column or Row:

1. Click and move the mouse pointer over the desired rows and columns.

## Every Cell in A Worksheet:


1. Click on the **SELECT ALL** button.

The image shows a spreadsheet grid with columns A through F and rows 1 through 10. The 'Select All' button, which is the top-left cell (A1), is highlighted in dark grey. An arrow points from the text 'Select All button' to this cell. Column C is selected, indicated by a dark grey background for the column header and a red background for the cells below it. An arrow points from the text 'Column C is selected' to the header of Column C.

|    | A | B | C | D | E | F |
|----|---|---|---|---|---|---|
| 1  |   |   |   |   |   |   |
| 2  |   |   |   |   |   |   |
| 3  |   |   |   |   |   |   |
| 4  |   |   |   |   |   |   |
| 5  |   |   |   |   |   |   |
| 6  |   |   |   |   |   |   |
| 7  |   |   |   |   |   |   |
| 8  |   |   |   |   |   |   |
| 9  |   |   |   |   |   |   |
| 10 |   |   |   |   |   |   |

## CREATING A WORKSHEET

### Entering Data:

1. Select a cell.
2. Enter the data.
3. Press **ENTER** or click on the  in the formula bar

### Entering a Range of Data:

1. Select the cells.
2. Enter the data
3. Press **ENTER**.
4. Continue until all cells are filled.

### Editing Data:

1. Double-click the cell.

**OR**

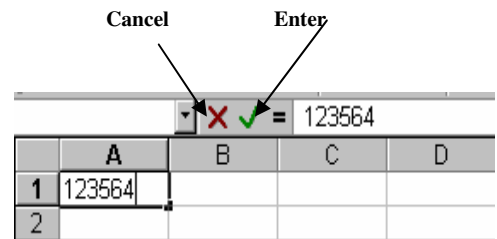
1. Click on the cell.
2. Click on the formula bar.

**OR**

1. Click on the cell
2. Press F2.


**OR**

1. Click on the **CANCEL** button in the formula bar to erase data before it is entered.



## CREATING FOLDERS

*You can create your own folders to organize your files. You can also create folders within folders.*

1. Click on the **FILE** menu.
2. Click **SAVE AS**.
3. Click on the **CREATE NEW FOLDER** button .
4. Type the desired name for the folder in the space provided



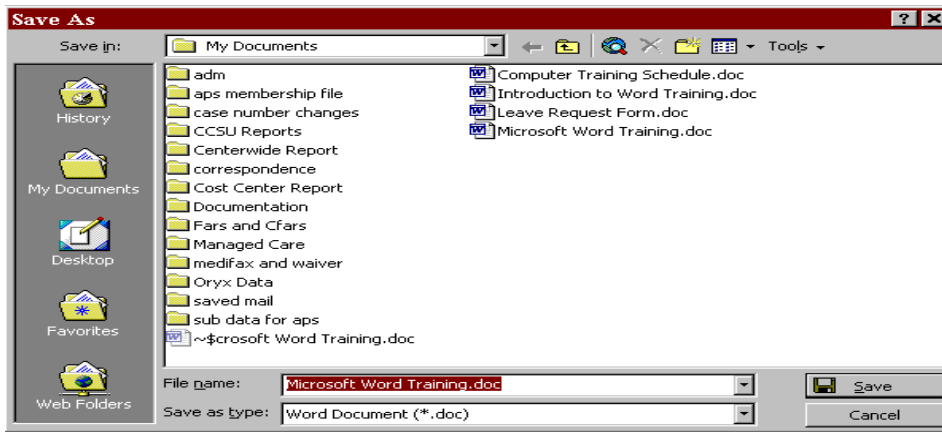
## SAVING A DOCUMENT

Use **SAVE AS**: when you are saving a new document and you need to name it or if you are opening a document and saving it with a new name. This does not replace the old file.

Use **SAVE**: when you are saving changes made to an existing document. The old information will be overwritten.

### Save As:

1. Click the **FILE** menu.
2. Click **SAVE AS**.



3. Click on the **SAVE IN** drop down list to select the drive and folder where you wish to save this document.
4. In the **FILE NAME** text box, type in the name you wish to give this document.
5. Select “Microsoft Excel Workbook” from the **FILE TYPE** text box.
6. Click **SAVE**

### Save:

1. Use the **SAVE** button  or press [Ctrl] [S]

## FORMATTING CELLS, ROWS, AND COLUMNS

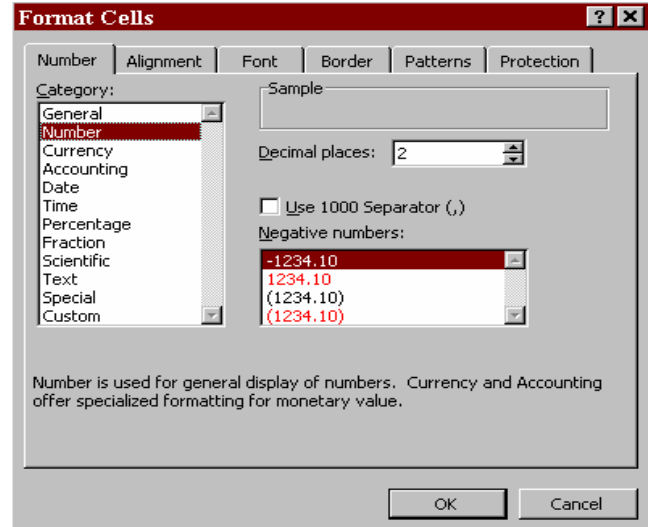
### Numbers:

*Formatting can be done before or after data is entered.*

1. Select the cell(s)
2. Click on the **FORMAT** menu.
3. Click on **CELLS**.
4. Select a format from the **CATEGORY** list.
5. Click on the number of decimal places to be used, if applicable.
6. Click **OK**.

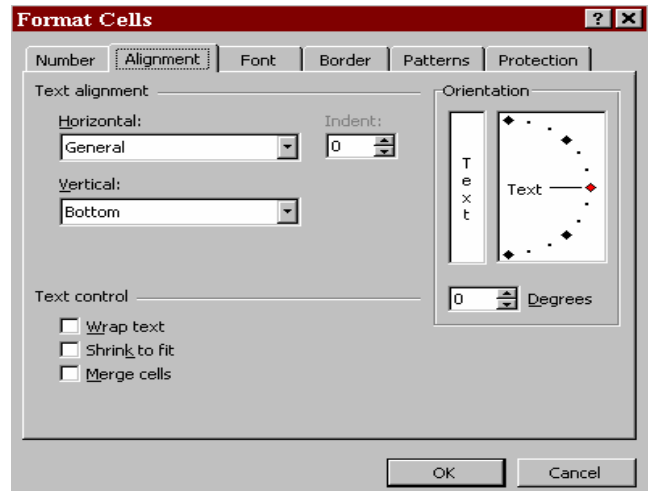
**OR**

1. Select the cell(s).
2. Right-click
3. Click on **FORMAT CELLS** and follow steps 4-6 from above.



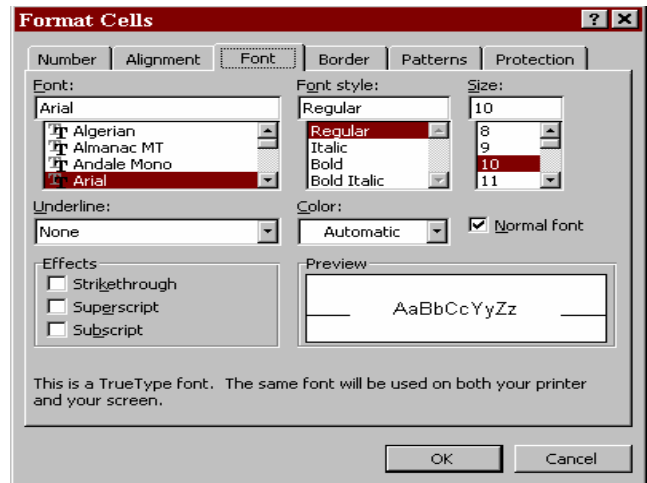
### Cell Alignment:

1. Select the cell(s).
2. Click on the **FORMAT** menu.
3. Click the **ALIGNMENT** tab.
4. Choose the desired alignment by clicking on the drop down menu in the horizontal section.
5. Click **OK**.



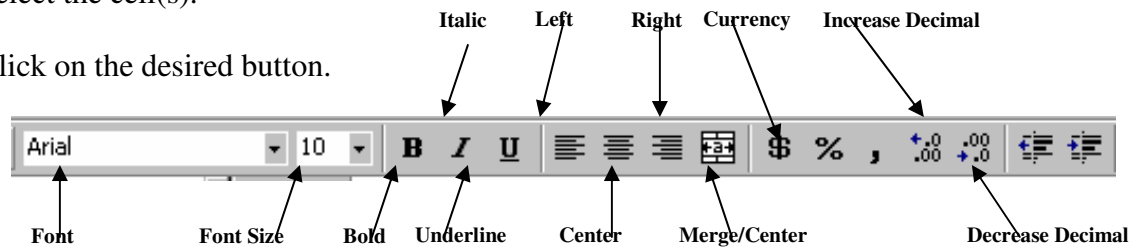
## Change Font:

1. Select the cell(s).
2. Click on the **FORMAT** menu.
3. Click on **CELLS**.
4. Click on **FONT**.
5. Make changes and click **OK**.



## The Formatting Toolbar can also be used to make changes.

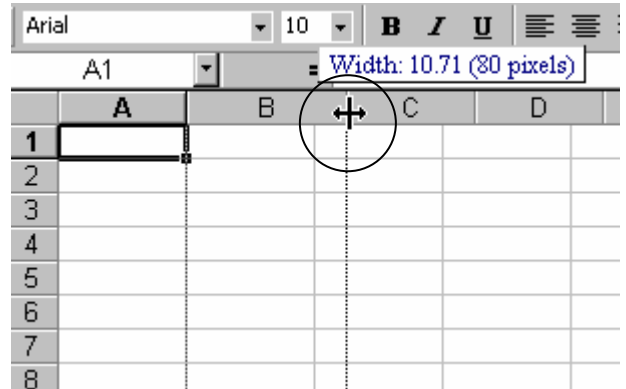
1. Select the cell(s).
2. Click on the desired button.



## Resize Columns And Rows:

*Adjust the width of a column:*

1. Move the mouse pointer to the right of the column heading border until it turns into a double headed arrow
2. Click and drag to the border to the right or left.
3. Release the mouse at the desired width.



**OR**

1. Move the mouse pointer to the right of the column heading border until it turns into a double headed arrow.
2. Double-click. The column is automatically resized to fit the widest entry.

*Adjust the width of Multiple Columns:*

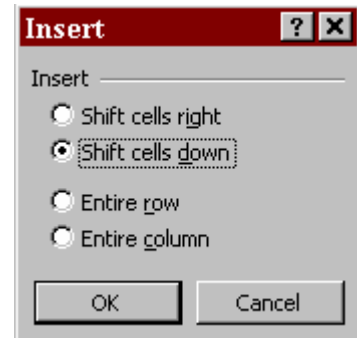
1. Select desired columns.
2. Click on the **FORMAT** menu.
3. Click on **COLUMN**.
4. Click on **WIDTH**.
5. Enter the desired width.
6. Click **OK**.



## INSERTING, DELETING, AND MERGING CELLS

### Inserting Cells:

1. Select the cell(s) above or to the left of the cells you want to move.
2. Click on the **INSERT** menu.
3. Click on **CELLS**.
4. Click on appropriate selection.
5. Click **OK**.



### *OR*

1. Select the cell(s) above or to the left of the cells you want to move.
2. Right-click.
3. Click on **INSERT**.
4. Follow steps 3-5 from above.

### Inserting Rows and Columns:

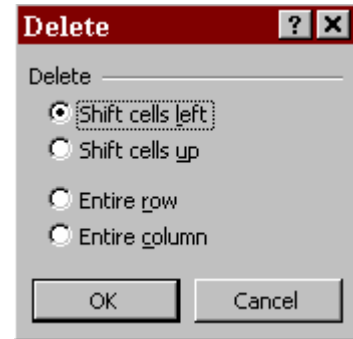
1. Select a cell to the left of the column or above the row that will be moved.
2. Click on the **INSERT** menu.
3. Click on **COLUMNS** or **ROWS**

### *OR*

1. Right-click the column or row heading.
2. Follow steps 2-3 from above.

### Deleting Cells:

1. Select the cell(s) to delete.
2. Click on the **EDIT** menu.
3. Click on **DELETE**.
4. Click on appropriate selection.
5. Click **OK**.

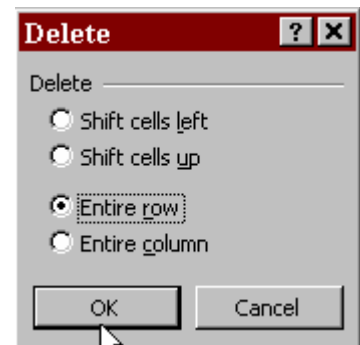


**OR**


1. Select the cell(s) to delete.
2. Right-click.
3. Follow steps 3-5 from above.

### Deleting Rows and Columns:



1. Select at least one cell in the column or row.
2. Click on the **EDIT** menu.
3. Click on **DELETE**
4. Click on appropriate selection.
5. Click **OK**.



### Merging Cells:


1. Select the cells you want to merge.
2. Click the **MERGE AND CENTER** button  on the toolbar.

**Tip**

Click the **Undo** button  to reverse the last change made. To “undo the undo” click the **Redo** button .

## PRINTING WORKSHEETS AND WORKBOOKS

### Previewing a Worksheet:

To preview the worksheet before you print it, click the **PRINT PREVIEW** button .

To exit the Print Preview screen, click on **CLOSE**.

### Setting the Print Area:

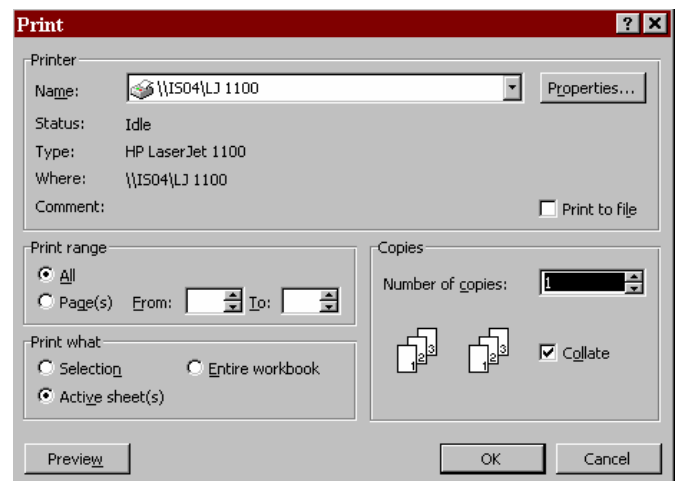
1. Select the area of the worksheet that is to be printed.
2. Click on the **FILE** menu.
3. Click on **PRINT AREA**.
4. Click on **SET PRINT AREA**.

### Clearing the Print Area:


1. Click on the **FILE** menu.
2. Click on **PRINT AREA**.
3. Click on **CLEAR PRINT AREA**.

### Printing:

1. Click on the **FILE** menu.
2. Click on **PRINT**. A dialog box will appear.
3. Select the options you wish to change (page name, name of printer, etc.)
4. Select the number of copies.
5. Click **OK**.



*OR*

1. Click the **PRINT** button  on the toolbar.

## CREATING FORMULAS

The following mathematical operators can be used in a formula:


- ^**      **Exponentiation**
- \***      **Multiplication**
- /**      **Division**
- +**      **Addition**
- **Subtraction**

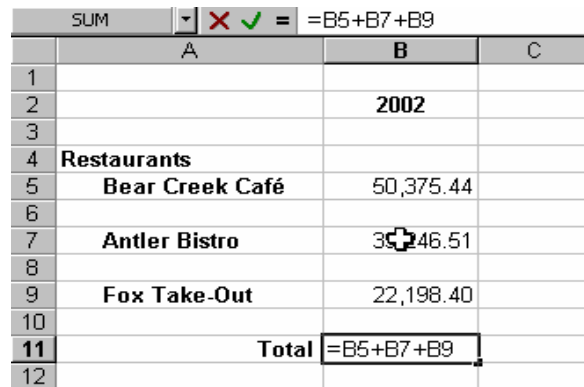
**\*\*\*Operations should be performed in the order listed above.**

### Entering a Formula:

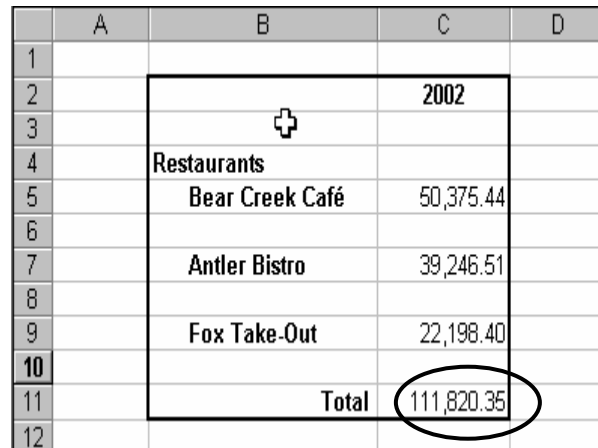
1. Click on the desired cell.
2. Type = and the cell names.
3. Press **ENTER**.

**OR**

1. Click on the desired cell.
2. Type =
3. Click on the appropriate cell.
4. Enter the desired mathematical operator.
5. Repeat steps 3 & 4 until the formula is complete.
6. Press **ENTER** or click on the  on the **FORMULA BAR**.



|    |                        | SUM          | =         | =B5+B7+B9 |
|----|------------------------|--------------|-----------|-----------|
|    | A                      | B            | C         |           |
| 1  |                        |              |           |           |
| 2  |                        | 2002         |           |           |
| 3  |                        |              |           |           |
| 4  | <b>Restaurants</b>     |              |           |           |
| 5  | <b>Bear Creek Café</b> | 50,375.44    |           |           |
| 6  |                        |              |           |           |
| 7  | <b>Antler Bistro</b>   | 39,246.51    |           |           |
| 8  |                        |              |           |           |
| 9  | <b>Fox Take-Out</b>    | 22,198.40    |           |           |
| 10 |                        |              |           |           |
| 11 |                        | <b>Total</b> | =B5+B7+B9 |           |
| 12 |                        |              |           |           |



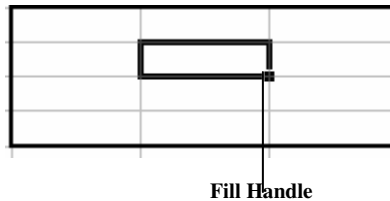
|    | A                      | B            | C          | D |
|----|------------------------|--------------|------------|---|
| 1  |                        |              |            |   |
| 2  |                        |              | 2002       |   |
| 3  |                        | +            |            |   |
| 4  | <b>Restaurants</b>     |              |            |   |
| 5  | <b>Bear Creek Café</b> | 50,375.44    |            |   |
| 6  |                        |              |            |   |
| 7  | <b>Antler Bistro</b>   | 39,246.51    |            |   |
| 8  |                        |              |            |   |
| 9  | <b>Fox Take-Out</b>    | 22,198.40    |            |   |
| 10 |                        |              |            |   |
| 11 |                        | <b>Total</b> | 111,820.35 |   |
| 12 |                        |              |            |   |

**Tip**

You can use lowercase or uppercase letters when typing cell references.

### Copying a Formula:


1. Select the cell with the formula you want to copy.
2. Point to the fill handle.
3. Move the fill handle to the last cell in the range.



#### Tip

The fill handle can be used to complete a series of years, dates, days, etc.

### Editing a Formula:


1. Click on the appropriate cell.
2. Position the insertion point in the **FORMULA BAR**, or click on the **EDIT FORMULA** button  on the formula bar.
3. Make the changes and press **ENTER**.

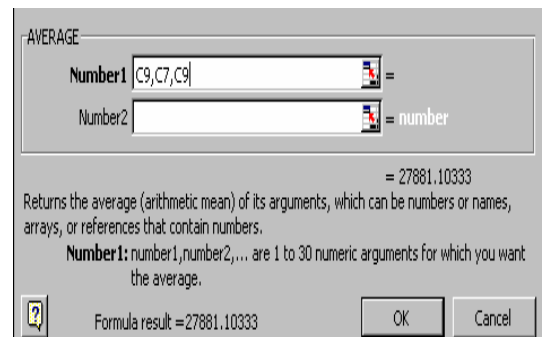
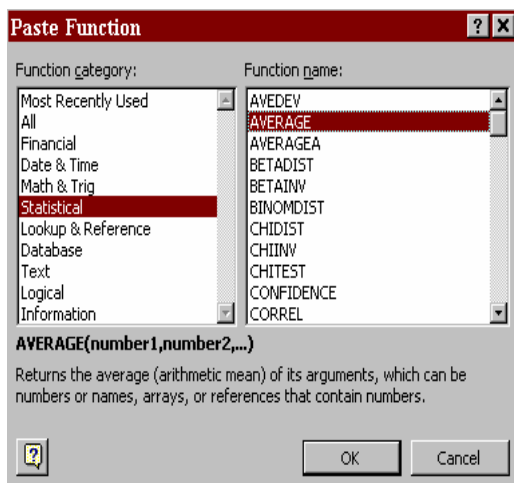
### Deleting a Formula:

1. Click on the appropriate cell
2. Press **DELETE**.

## USING FUNCTIONS


A **function** is a special formula, “built-in” to Excel, that performs a specific task

1. Click on a cell.
2. Click the **PASTE FUNCTION** button  on the toolbar.
3. Select the desired function and enter necessary information.
4. Click **OK**.



### Using Autosum:

*Autosum* is a button on the toolbar which allows you to total adjacent cells.




1. Select the cell that will contain the total.
2. Click on the **AUTOSUM** button  on the toolbar.
3. Modify the formula if needed.
4. Press **ENTER**

|   | A | B           | C | D |
|---|---|-------------|---|---|
| 1 |   |             |   |   |
| 2 |   | 4           |   |   |
| 3 |   | 5           |   |   |
| 4 |   | 6           |   |   |
| 5 |   | =SUM(B2:B4) |   |   |
| 6 |   |             |   |   |

## MOVING DATA

### Cutting, Copying, and Pasting :

*Cutting text removes data from a cell while copying duplicates the data so that it can be pasted to another location.*

1. Select the cell(s) that contain the data to be cut or copied.
2. Click on the **CUT** or **COPY** button.  
3. Select the cell(s) where the data will be pasted.
4. Click on the **PASTE** button. 

### Copying Data Using the Fill Handle:

1. Select the cell(s) that contain the data to be copied.
2. Drag the fill handle to the desired cells.

### Paste Special:

*Paste Special allows you to choose which parts of a cell you want to paste. You can paste only the cell's formatting, formula, or width if desired.*

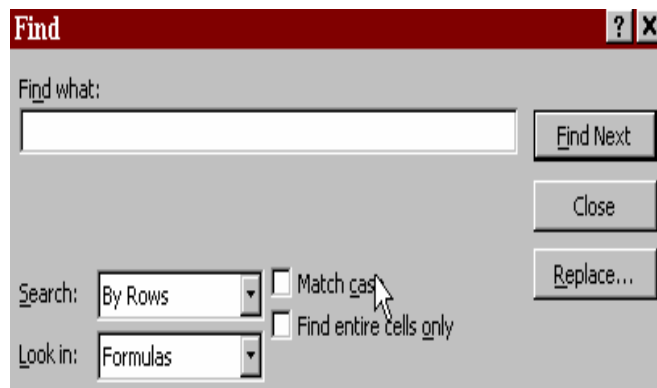
1. Select the cells that you want to cut or copy.
2. Click on the **CUT** or **COPY** button.
3. Select the cell(s) where the data will be pasted.
4. Click on the **EDIT** menu.
5. Click on **PASTE SPECIAL**
6. Click on the desired paste option.
7. Click **OK**.



## FIND AND REPLACE

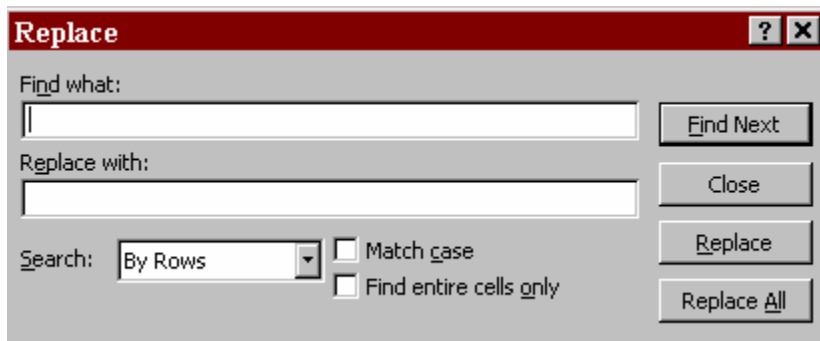
### Find:

1. Go to the beginning of the document by pressing **[Ctrl] [Home]**.
2. Click on the **EDIT** menu.
3. Click on **FIND**.
4. Click on the **FIND** tab in the dialog box that opens.
5. Enter the word or number you wish to find in the “**FIND WHAT**” text box.
6. Click on the **SEARCH** drop-down menu and click on rows or columns.
7. Click on the **LOOK IN** drop-down menu and click on formulas, values, or comments.
8. Click on **FIND NEXT**.
9. Click **OK** when finished.



## Replace:

1. Repeat steps 1 thru 3 from above.
2. Click on the **REPLACE TAB** in the dialog box that opens.
3. Enter the word or number you wish to find in the “**FIND WHAT**” text box.
4. Enter the word or number you wish to replace it with in the “**REPLACE WITH**” text box.
5. Click on the **SEARCH** drop-down menu and click on rows or columns.
6. Click on **REPLACE ALL** to replace every occurrence.

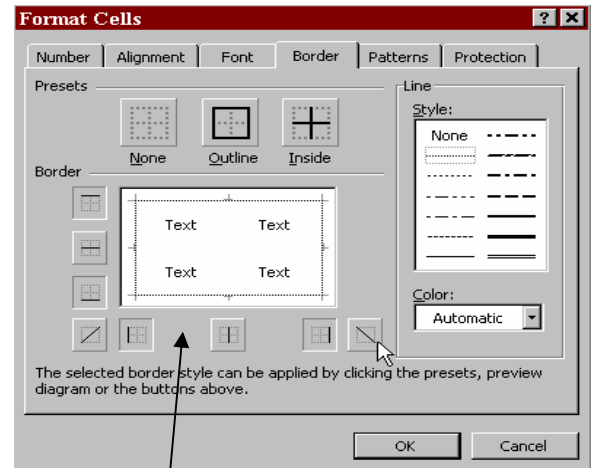


## BORDERS AND SHADING

### Adding Borders to Cells:

*Borders can be placed around a cell, a range of cells, or an entire worksheet.*

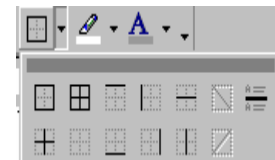
1. Select the cell(s).
2. Click on the **FORMAT** menu.
3. Click on **CELLS**.
4. Click on the **BORDER** tab.
5. Choose which edges you want to add the border to in the **PRESETS** and **BORDER** sections.
6. Select the desired border line type and color.
7. Click **OK**.



**Border Preview Box**

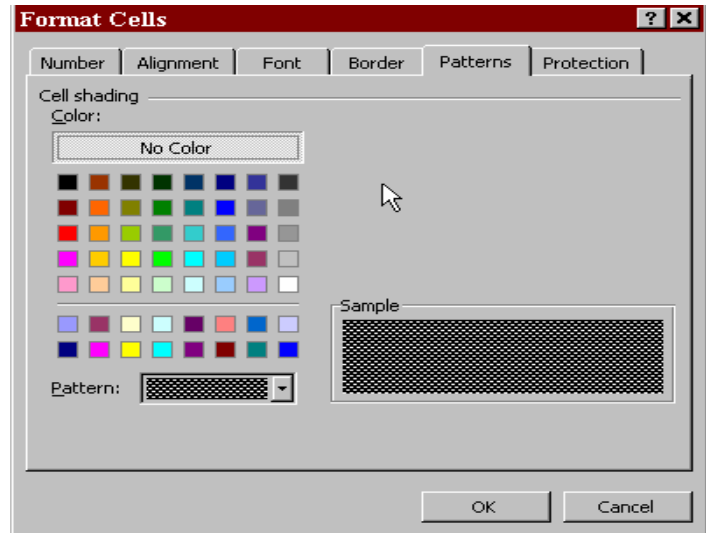
### **OR**

1. Click on the **BORDERS** drop-down menu on the toolbar.
2. Select the desired options.



## Adding Shading:

1. Select the cell(s).
2. Click on the **FORMAT** menu.
3. Click on **CELLS**.
4. Click the **PATTERNS** tab.
5. Select the desired color and pattern.
6. Click **OK**.



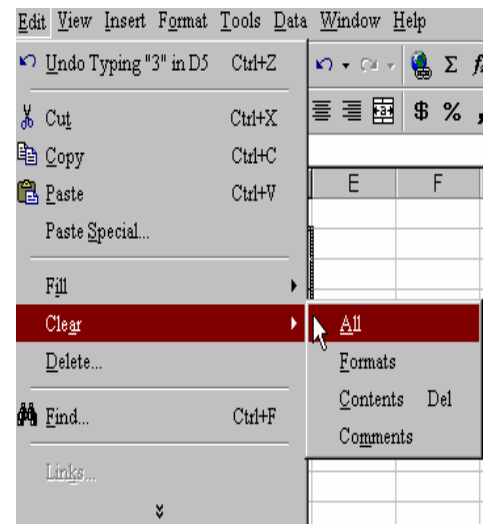
**OR**

1. Click on the **FILL COLOR** drop-down menu on the toolbar.
2. Click on the desired color.

## Clearing Cell Contents and Formats:

The **delete** key deletes values, but does not delete formatting. The **Clear** command deletes contents, formatting, or both.

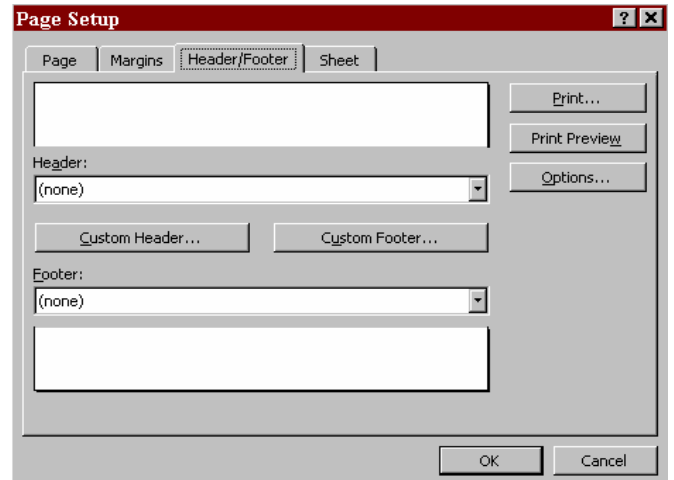
1. Select the cell(s).
2. Click on the **EDIT** menu.
3. Click on **CLEAR**.
4. Click on the desired option.





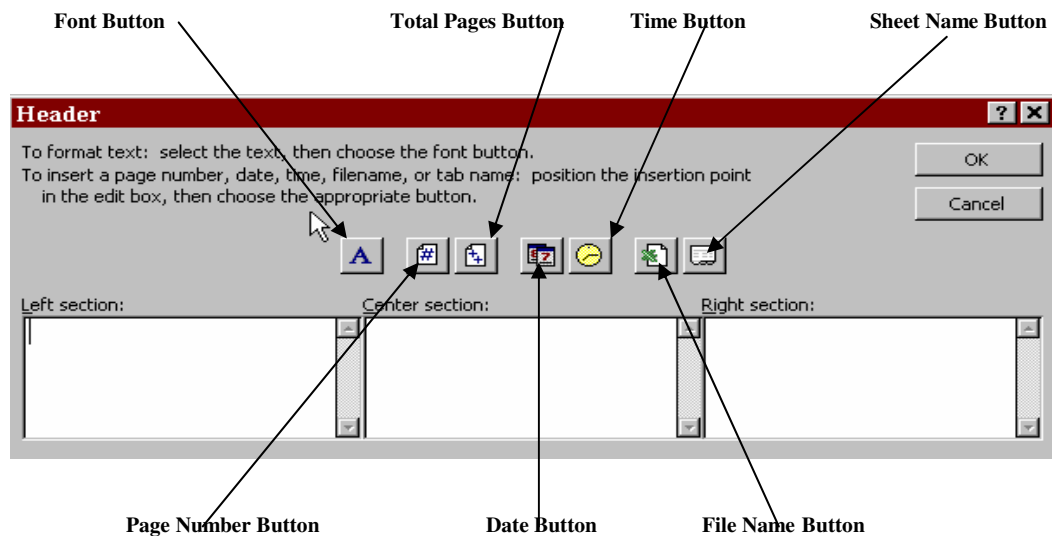
## ADDING HEADERS AND FOOTERS

1. Click on the **VIEW** menu.
2. Click on **HEADER AND FOOTER**.
3. Click on the header or footer drop-down menu and select the desired header and footer.
4. Click **OK**.



### Customizing Headers and Footers:

1. Repeat steps 1 & 2 from above.
2. Click on the **CUSTOM HEADER** or **CUSTOM FOOTER** button.

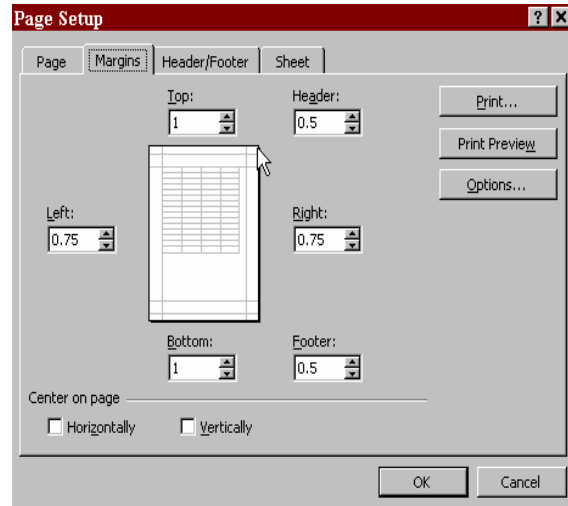


3. Type desired text and field codes into the appropriate sections.
4. Click **OK** in the Header/Footer dialog box.
5. Click **OK** in the Page Setup dialog box.

## MAKING CHANGES TO THE PAGE LAYOUT

### Changing Margins:

1. Click on the **FILE** menu.
2. Click on **PAGE SETUP**.
3. Click on the **MARGINS** tab.
4. Change the margins by clicking on the arrows or typing a new setting into the text box.
5. Click **OK**.



### Inserting and Deleting Page Breaks:

#### *Insert*

1. Select a cell below and to the right of where you want the page break to be added.
2. Click on the **INSERT** menu.
3. Click on **PAGE BREAK**.

#### *Delete*


1. Follow steps 1 & 2 from above.
2. Click on **REMOVE PAGE BREAK**.

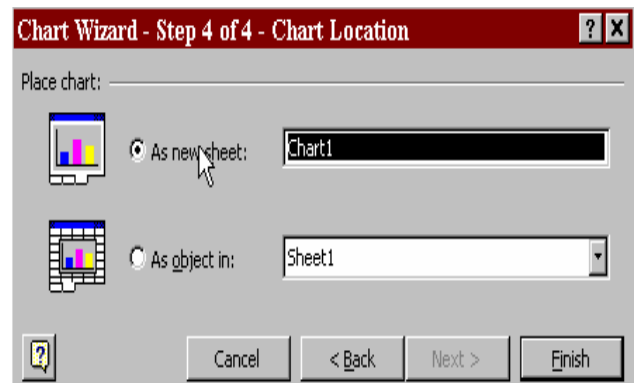
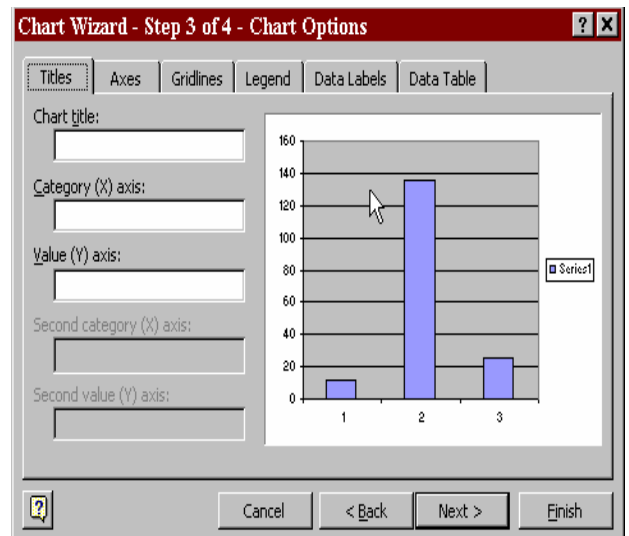
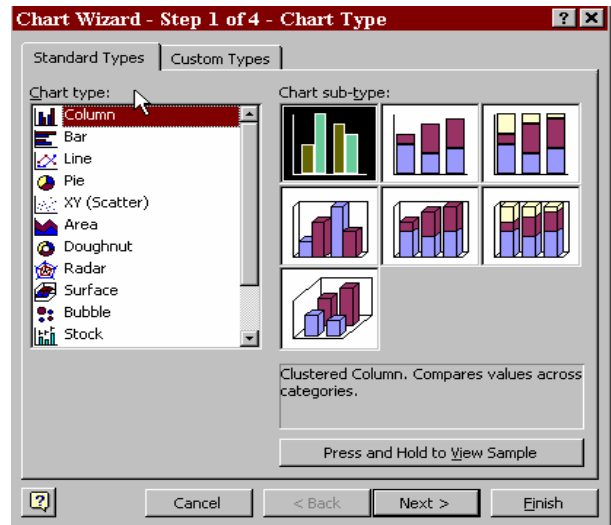
### Previewing Page Breaks:

1. Click on the **VIEW** menu.
2. Click on **PAGE BREAK PREVIEW**.

## CREATING CHARTS

### Creating a Chart with the Chart Wizard


1. Select the desired data.
2. Click on the Chart Wizard button  on the toolbar
3. Click on the desired chart type and sub-type in the Step 1 of 4 dialog box and click **NEXT**.
4. Click **ROWS** or **COLUMNS** in the Step 2 of 4 dialog box.
5. Enter titles for the chart and axes in Step 3 of 4 dialog box click **NEXT**.
6. Click on **AS NEW SHEET** to create a chart sheet in the STEP 4 of 4 dialog box. Click on **AS OBJECT IN** to create an embedded chart.
7. Click **FINISH**.



### **Deleting a Chart Sheet:**

1. Select the desired chart sheet tab.
2. Click on the **EDIT** menu.
3. Click on **DELETE SHEET**.
4. Click **OK**.

### **Previewing and Printing a Chart Sheet:**

1. Click the desired chart sheet tab.
2. Click on the **PREVIEW** button on the toolbar. 
3. Click the **PRINT** button on the preview toolbar.

**Tip**  
You can move and resize a chart the same way you move objects.

# HELP

## *Getting Help:*

There are two types of help within Word. One is the Screen Tips and the other is the Office Assistant.


**Screen Tip:** A brief explanation about an item on the screen. It is used when you are unsure about what an item is or what it does..

### **To Activate Screen Tips:**

1. Click on **HELP** on the Menu bar.
2. Click on **WHAT'S THIS?**
3. Click on the item you want to know about.

## **OFFICE ASSISTANT**

**Office Assistant:** An animated icon displayed on the screen. When activated, it offers tips on how to use Word's features or you can search a topic for step-by-step instructions for completing a specific task.

*If the Office Assistant is not visible, click on the **OFFICE ASSISTANT** button  on the **MENU** bar.*

### **To Activate Office Assistant:**

1. Click on the **ASSISTANT**. A window opens asking "What Would You Like To Do?"
2. The assistant automatically tries to guess what you need help on. If you do not see the topic you are looking for, type your question in the text box and click on the **SEARCH** button.
3. To view topic instructions click on the bullet of that topic.

### **To Deactivate Office Assistant:**

1. Right click on the **ASSISTANT** and click **HIDE**.

