Introductory Microsoft Excel

Opening Excel
- Click Start
- Select Programs
- Go to Microsoft Office
- Click on Microsoft Excel 2007

Examining the excel application window
- The intersection of a column and a row is called a cell
- A cell name is composed of a column letter followed by its row number, such as A1,
- Spreadsheets are also called worksheets, and worksheets are contained within a workbook
- The main area in a worksheet is called a work area formed of columns and rows
Creating a new workbook
When Microsoft Excel is opened, a new workbook is automatically created. Otherwise, to create a new workbook
- Click the Office Button, then New
- Select Blank Workbook from the new menu
- Click Create

Saving a workbook
- Click the Office Button, Save or click on the save icon from the Quick Access toolbar

Opening an existing workbook
- Click the Office Button, Open
- Locate and select your file
- Click Open

Renaming a worksheet
- Double-click on the “Sheet” tab at the bottom of the worksheet or right-click on the “Sheet” tab and select Rename, type over existing sheet name

Inserting a worksheet to a workbook
- Right-click on any current worksheet tab
- Select Insert
- Choose Worksheet and click OK
Moving the worksheet order within a workbook

- Click the worksheet tab you need to move and hold the mouse down
- Drag the worksheet where desired and release the mouse

Copying a worksheet

- Right-click on the worksheet tab that needs to be copied, choose Move or Copy
- Select move to end and click the create a copy check box

Deleting a worksheet

- Right-click on the worksheet tab that needs to be deleted, choose Delete
- Click Delete again

Auto-complete feature

Numbers, Days and Months of the year

- Enter two cell values at two different rows or columns
- Select both cells that are beginning the sequence
- Move the mouse to the right bottom corner of the second cell until you see the cursor change to the plus sign
- Click and hold and drag down the cell to the desired cell position/value and release the mouse
**Sorting a list**

- **Select** a column or range of data that needs to be sorted
- Click the **Data Tab Menu**, go to the **Sort & Filter** group, click **Sort**

![Sorting a list](image)

- The **Sort Window** will open
- Select a sort criteria
- Click **OK**

**Filtering a list**

- Click anywhere within the list or range of data to filter
- Click the **Data Tab Menu**, go to the **Sort & Filter** group
- Click **Filter**

FYI:
- ✓ You are able to sort each column by choosing any criteria, or you can use the custom feature
- ✓ You can remove the filter by clicking on Data Tab Menu, Sort & Filter group, Filter
- ✓ If you need to sort only a few columns and rows, select your column(s) range and proceed with the filtering
- ✓ You may also use the Advanced Filter option by clicking on Data Menu, Sort & Filter, Advanced Filter

**Formulas**

- Click the **Formulas Tab Menu, Insert Function** or click directly on the insert function icon \( \text{fx} \) next to the formula bar,
- Select the needed function by category (Financial, Statistical, Database, Logical, etc) using the drop down menu, or search for it by name
- Select your **function**
- Click **OK**
This opens the **Function Argument** window

- Make sure the cell data range is correct, then click **OK**

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**Working with cells, rows, and columns**

**Formatting cell data and appearance**

- Select the cells to format
- Click the **Home Menu Tab**, Choose the formatting group and make changes
- Or, right-click on the selected cell range, choose **Format Cells**
- That will open the Format Cells Window

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- You can manipulate the appearance of a cell by using these features: bold, italic, underline, font, font size, font color, and the background color
- You can also use the currency, percentage and decimal options for numbers by using the **number tab**
- You can use **borders** around cells by choosing the **Border** tab
- You can add an angle to a cell heading by choosing the **Alignment** tab
Inserting and deleting cells, rows, and columns

- To insert cells, **right-click** within the cell, click **Insert** from the menu

![Insert dialog box](image)

- Or click the **Home Menu Tab**, go to the **Cells** group, use the **Insert** drop menu, make your selection
- To delete, click the **Home Menu Tab**, go to the **Cells** group, use the **Delete** drop down menu, make your selection

**FYI:**
- If you need to insert columns or rows, click the **Home Menu Tab**, go to **Cells** group, use the **Insert** drop down menu
- If you need to delete them, click the **Home Menu Tab**, go to the **Cells** group, use the **Delete** drop down menu, make your selection
- You may also delete rows and columns by selecting them, then **right-clicking** and selecting **Delete**

**Formatting column and row width and height**

- **Select** a cell or range of cells, columns, or rows that need new width and height size
- Click the **Home Menu Tab**, go to the **Cells** group, Use the **Format drop down menu**
• Click OK

FYI:
✓ You can use the Auto-fit feature to the width of columns or the height of rows by highlighting the columns or rows consecutively.
✓ Releasing and positioning the mouse between any two highlighted column/row labels.
✓ Double-clicking and releasing the mouse.

**Hiding Columns and Rows**
• Select a column or row to hide.
• Right-Click, choose **Hide**.
• To unhide, place the cursor just to the right/below of the column/row that was hidden and the cursor will change appearance to having two separate lines with arrows off of each side, when it looks like this, **right-click**, click **Unhide**.

**Working with charts**

**Creating a chart**
• Select the cell range or ranges that you would like to include in the chart (hold the Ctrl key on the keyboard and select different ranges from the worksheet if you aren’t creating a chart using the all of the information).
• Click the **Insert Tab Menu**, go to the **Charts** group, make a selection or open the group dialogue box for more options and make a selection.
• Select your **Chart type**
• Click **OK**

**Formatting the Chart – where is your mouse positioned?**

• **Right-click** on either Axis, choose **Format Axis** from the menu
• Select the option that best suites your need for changes (number, line style, line color, alignment, etc.)

• Right-click on the plot area of the chart, choose **Format Plot Area** and select your choice (patterns, font and properties)
- Right-click on the chart area, choose **Format Chart Area**
- Right-click on the data series in the chart, choose **Format Data Series**
- Right-click on the legend in the chart, choose **Format Legend**

**Headers and Footers**

- Select the Worksheet or Chart in the Workbook that needs a Header or Footer
- Click the **Insert Menu**, go to the **Text** group
- Click **Header & Footer**
- Click **Custom Header** or **Custom Footer**
- Enter information
- Click **OK**

**Printing worksheets**

- Click **File**, **Print**

**Help**

**Using the Help wizard**

- Click **Question Mark Icon** in upper right corner of the screen
- **Type in** your question
- Click **Search**
- Click a topic to get help with
- Follow the step-by-step instructions