Excel

AIM

Learn how to navigate and use basic features of Microsoft Excel

Getting Started

Navigating the Interface

- Quick Access Toolbar
  - The **Quick Access Toolbar lets** you access common commands no matter which tab is selected. By default, it includes the **Save**, **Undo**, and **Redo** commands.
- Ribbon
  - The **Ribbon** contains all of the **commands** you will need to perform common tasks in Excel. It has multiple **tabs**, each with several **groups** of commands.
- Command Group
  - Each group contains a series of different **commands**. Simply click any command to apply it. Some groups also have an **arrow** in the bottom-right corner, which you can click to see even more commands.
- Tell me
  - The **Tell me** bar allows you to search for commands, which is especially helpful if you don't remember where to find a specific command.

Navigating the Interface

- Name Box
  - The **Name box** displays the **location**, or **name**, of a **selected cell**.
- Formula Bar
  - In the **formula bar**, you can enter or edit **data**, a formula, or a **function** that will appear in a specific cell.
- Cell
  - Each rectangle in a workbook is called a **cell**. A cell is the **intersection** of a row and a column. Simply click to **select** a cell.
- Column
  - A **column** is a group of cells that runs from the top of the page to the bottom. In Excel, columns are identified by **letters**.
- Row
  - A **row** is a group of cells that runs from the left of the page to the right. In Excel, rows are identified by **numbers**.

Navigating the Interface

- Worksheet
  - Excel files are called **workbooks**. Each workbook holds one or more **worksheets**. Click the tabs to switch between them, or right-click for more options.
- Scroll Bar
  - The scroll bars allow you to scroll up and down or side to side. To do this, click and drag the **vertical** or **horizontal scroll bar**.
- Zoom
  - Click and drag the **slider** to use the **zoom control**. The number to the right of the slider reflects the **zoom percentage**.

Navigating the Interface

- Backstage view
  - Info
    - It contains information on the current workbook.
  - New
    - You can create a **new blank workbook**, or you can choose from a large selection of **templates**.
  - Open
    - From here, you can **open workbooks** saved to your computer.
  - Save/Save As
    - You'll use **Save** and **Save As** to save workbooks to your computer.
  - Print
    - From the Print pane, you can change the **print settings** and print your workbook. You can also see a **preview** of your workbook.
  - Export
    - From here, you can export your workbook in another file format.
  - Options
    - Here, you can change various Excel **options and settings**

Creating, Opening and Saving Workbooks

Creating a Workbook

– Blank Workbook

– Templates

- Several templates will appear below the **Blank workbook** something more specific.

- A **template** is a file that serves as a starting point for a new document. When you open a **template**, it is pre-formatted in some way.

- When you find something you like, select a template to preview it. Click **Create** to use the selected template.

Opening a Workbook

- Open an existing workbook
  - Recent
    - A list of recently edited documents will appear
  - This PC
    - Browse

Saving a Workbook

- **Save**
  - When you create or edit a workbook, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can click the Save command to save it with the same name and location.

- **Save As**
  - You'll use this command to create a **copy** of a workbook while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

Working with Cells and Sheets

Cell Basics

- Every worksheet is made up of thousands of rectangles, which are called **cells**. A cell is where a row and column meet.

- Columns are identified by **letters (A, B, C)**

- Rows are identified by **numbers (1, 2, 3)**.

- Each cell has its own **name**—or **cell address**—based on its column and row, for example the topmost left corner is A1.

- Cell Content
  - Any information you enter into a spread sheet will be stored in a cell. Each cell can contain different types of **content**, including **text**, **formatting**, **formulas**, and **functions**.

Select and Insert Cell Content

- Select a cell
  - Click a **cell** to select it.
  - A **border** will appear around the selected cell, and the **column heading** and **row heading** will be highlighted.
- Select a cell range
  - Click and drag the mouse until all of the **adjoining cells** you want to select are **highlighted**.
- Insert Content
  - Click a **cell** to select it
  - Type something into the selected cell, then press **Enter** on your keyboard
  - The content will appear in the **cell** and the **formula bar**. You can also input and edit cell content in the formula bar.

Deleting Cell Content and Cells

- Deleting Cell Content
    - Select the **cell(s)** with content you want to delete.
    - Select the **Clear** command on the **Home** tab, then click **Clear Contents**.
    - You can also use the **Delete** key or **Backspace** on your keyboard to delete content
- Deleting Cells
    - Select the **cell(s)** you want to delete.
    - Select the **Delete** command from the **Home** tab on the **Ribbon**.
    - You can also right click selected cells and select delete
    - The cells below will **shift up** and **fill in the gaps**.

Copy, Cut and Paste Cell Content

- Copy
  - Select the **cell(s)** you want to **copy**.
  - Click the **Copy** command on the **Home** tab or you can Right-click the mouse and use the Copy command
  - Select the **cell(s)** where you want to **paste** the content. The copied cell(s) will have a **dashed box** around them.
  - Click the **Paste** command on the **Home** tab or you can Right-click the mouse and select the Paste command

- Cut
  - Select the **cell(s)** you want to **cut**.
  - Select the **Cut** command on the **Home** tab or you can Right-click the mouse and use the Cut command
  - Select the cells where you want to **paste** the content.
  - The cut cells will now have a **dashed box** around them.
  - Select the **Paste** command on the **Home** tab or you can Right-click the mouse and select the Paste command

- Undo and Redo
  - Excel allows you to undo your most recent action when you make a mistake.
  - To do this, locate and select the Undo command on the Quick Access Toolbar.
  - the Redo command allows you to reverse the last undo

Fill Cells

- Fill
  - Select the **cell(s)** containing the content you want to use, then hover the mouse over the lower-right corner of the cell so the **fill handle** appears.
  - Click and drag the **fill handle** until all of the cells you want to fill are selected.
  - Release the mouse to **fill** the selected cells.

- Series Fill
  - Select the cell range that contains the series you want to continue.
  - Click and drag the fill handle to continue the series.
  - continuing a series with the fill handle
  - Release the mouse. If Excel understood the series, it will be continued in the selected cells.

Formatting Cells

- **Changing Font**
  - Select the text you want to modify.
  - On the **Home** tab, click the **drop-down arrow** next to the **Font** box. A menu of font styles will appear.
  - Select the font style you want to use.

- Changing Font Size
  - Select the text you want to modify.
  - On the **Home** tab, click the Font size drop-down arrow. Select a font size from the menu. If the font size you need is not available in the menu, you can click the Font size box and **type** the desired font size, then press **Enter**.

- Changing Font Colour
  - Select the text you want to modify.
  - On the **Home** tab, click the **Font Colour** drop-down arrow. The **Font Colour** menu appears.
  - Select the font colour you want to use. The font colour will change in the document.

- ***Bold, Italic and Underline Commands***
  - Select the text you want to modify.
  - On the Home tab, click the Bold (**B**), Italic (*I*), or Underline (U) command in the **Font** group. In our example, we'll click Bold.

- Number Formats
  - Go to the **Home** tab, click the **Number Format** drop-down menu in the **Number** group, and select the desired format.

Modifying Columns, Rows and Cells

Modify Width and Height

- Manually Modify
  - position the mouse over the **column or row line** in the **heading** so the cursor becomes a **double arrow**.
  - Click and drag the mouse to **increase** or **decrease** the width or height.
  - Release the mouse. The **width or height** will be changed.

- Auto Fitting
  - Position the mouse over the column or row line in the heading so the cursor becomes a double arrow.
  - Double-click the mouse. The width or height will be changed automatically to fit the content.

Insert or Delete Rows and Columns

- Insert a row or column
  - Select the **column or row heading** to the right or below where you want the new one to appear. For example, if you want to insert a column between columns D and E, select **column E**.
  - Click the **Insert** command on the **Home** tab.

- To delete a row or column
  - Select the **row or column** you want to delete. In our example, we'll select **row 9**.

- Click the **Delete** command on the **Home** tab.

Wrap and Merge

- Wrap
  - Select the cells you want to wrap. In this example, we'll select the cells in column C.
  - Click the Wrap Text command on the Home tab.
  - The text in the selected cells will be wrapped.
  - Click the Wrap Text command again to unwrap the text.

- Merge
  - Select the cell range you want to merge. In our example, we'll select A1:F1.
  - Click the Merge & Center command on the Home tab. In our example, we'll select the cell range A1:F1.
  - The selected cells will be merged, and the text will be centered.

Basic Formulas

Intro to Basic Formulas

- Excel uses standard operators for formulas, such as a **plus sign** for addition (**+**), a **minus sign** for subtraction (**-**), an **asterisk** for multiplication (*****), a **forward slash** for division (**/**)

- All formulas in Excel must begin with an **equals sign** (=). This is because the cell contains, or is equal to, the formula and the value it calculates.

- Any formula using multiple operators will use order of operations PEMDAS (**Parentheses, Exponential, Multiplication** and **Division, Addition** and **subtraction)**

This means that =5+5*2 will equal 15 not 20 unless you make the formula =(5+5)*2

Intro to Basic Formulas

- Select the **cell** that will contain the formula.
- Type the **equals sign (=)**. Notice how it appears in both the **cell** and the **formula bar**.
- Type or click the **cell address** of the cell you want to reference first in the formula
- A **blue border** will appear around the referenced cell.
- Type the **mathematical operator** you want to use. In our example, we'll type the **multiply sign** (*).
- Type or click the **cell address** of the cell you want to reference second in the formula: cell **D11** in our example.
- A **red border** will appear around the referenced cell.
- Press **Enter** on your keyboard. The formula will be **calculated**, and the **value** will be displayed in the cell. If you select the cell again, notice that the cell displays the result, while the formula bar displays the formula.
- Autosum – automatically calculates the sum total (addition).
- AutoFill Formulas

Page Layout and Review

Page Layout

- Page Orientation
  - Select the **Layout** tab.
  - Click the **Orientation** command in the Page Setup group.
    - Portrait
    - Landscape

Spelling, Grammar and Help

- Spelling and Grammar
  - From the **Review** tab, click the **Spelling & Grammar** command.
  - The **Spelling and Grammar** pane will appear on the right. For each error in your document, Word will try to offer one or more **suggestions**. You can select a suggestion and click **Change** to correct the error or Ignore.
  - Word will move through each error until you have reviewed all of them. After the last error has been reviewed, a dialog box will appear confirming that the spelling and grammar check is complete. Click **OK**

- Microsoft office help

Printing

Printing

- Select the **File** tab. **Backstage view** will appear.
- Select **Print**. The **Print** pane will appear.
  - Preview Pane
    - Here, you can see a preview of how your worksheet will look when printed.
  - Print
    - Click this button to print the document.
  - Copies
    - Here, you can choose how many copies you want to print.
  - Printer
    - If you have multiple printers, select the one you want to use.
  - Print Range
    - Here, you can choose to print the entire document, just the current page, or custom print to print specific pages.
  - Scaling
    - Here, you can choose how to scale your worksheets for printing. E.g Fit sheet on one page

	A	B	C	D	E	F	G
1			**BUDGET SUPPLIES INVOICE**				
2			Sabrosa Empanadas & More 1202 Biscayne Bay Drive Orlando, FL 32804				
3	*SUPPLY ORDERS*						
4	Number	ITEM	Received	Out of Stock	QUANTITY	PRICE PER UNIT	LINE TOTAL
5	1	Napkins (box of 250)	X		18	$3.00	$54.00
6	2	Plates (box of 50)	X		9	$14.25	$128.25
7	3	Bowls (box of 50)			12	$11.99	$143.88
8	4	Forks (box of 100)			15	$8.75	$131.25
9	5	Spoons (box of 100)			15	$8.75	$131.25
10	TOTAL						$588.63
11							
12		JUNE BUDGET	$1,200				
13		JULY BUDGET	$1,500				
14		TOTAL	$2,700				

Training Resources

- **Training Resources – Comprehensive:**
- https://edu.gcfglobal.org/en/
- **Training Resources – Session Specific:**
- https://edu.gcfglobal.org/en/excel2016/
- https://support.office.com/en-gb/excel