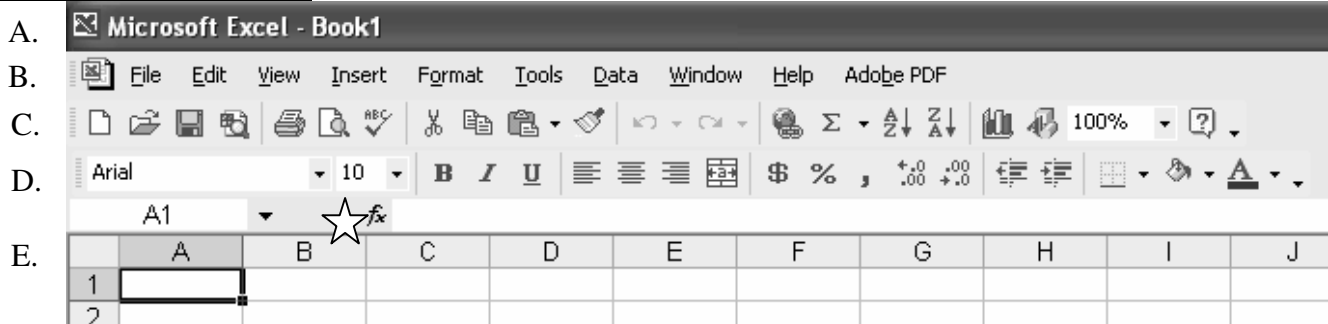


A Guide to Microsoft Excel

LAYOUT OF THE PAGE



- A. **Title Bar** – Shows the name of the currently displayed document. *Book 1, 2, 3*, etc. is the generic name Excel gives to documents that have not been saved.
- B. **Menu Bar** – Provides access to every command and function available in Excel.
- C. **Standard Toolbar** – the buttons on this bar are common to many programs, and include New, Open, Save, Print, Cut, Copy, and Paste.
- D. **Formatting Toolbar** – the buttons on this bar change the appearance of the cells, and include font size and face, bold, underline, center, cell style, and spacing.
- E. **Row and Column Heading Buttons** – all cells in Excel are part of a grid. Each cell can contain data, and is referred to by a letter and number. For example, the first cell is A1.

ENTERING DATA

The dark box surrounding cell A1 above is Excel's version of a cursor, and is called the **Cell Pointer**. It determines where the text is going to appear when you begin typing. To move the cell pointer, you may use the mouse or a variety of keys on the keyboard

- Tab or Right Arrow Key (→): move the cursor to the right
- Enter or Down Arrow Key: move the cursor down

EDITING DATA

If there is data in a cell, and you would like to change it, simply move the cell pointer to that cell and begin typing. Any new data that you type replaces the old.

To replace a section of the data, you must click in the Insert Formula Bar (☆), use the arrows to move to number or letter you need to correct, and then use the backspace key to erase the character.

INSERTING AND DELETING CELLS

To Insert a Single Cell:

Click on the Cell to the right, or underneath the Insertion Point

Go to Insert → Cells

- **OR**, Right-click → Insert

To Delete a Single Cell:

Click on the Cell that you would like to delete

Go to Edit → Delete

- Or, Right-click → Delete

To Insert an Entire Row or Column

Click on Row Number underneath or the Column Letter to the right of the location you need to insert.

Go to Insert → Rows

- Or, Right-click → Insert

To Delete an Entire Row or Column

Click on the Row or Column you need to delete

Go to Edit → Delete

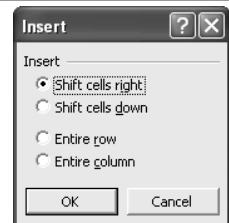
- Or, Right-Click → Delete

WHERE WILL THE CELLS GO?

When you insert on an individual cell, a box appears.

Make sure you select the correct direction, or your data may become misaligned.

Note: You may also insert an entire row or column (a handy shortcut).



CHANGING SIZE

You may need to adjust the width or height of a cell to make the text or a number fit.

Note: If there is *no* text in the adjacent cell, the overflowing text is visible, so it is not always necessary to adjust the cell size.

Move your mouse pointer to the line between the two characters in the Column Heading Buttons. The mouse pointer changes to a double-headed arrow with a line through it. (↔)

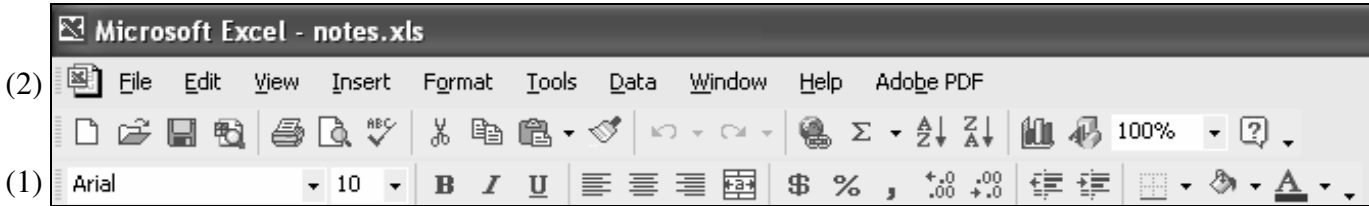
Click and Drag to the left or right to increase or decrease the size of the cells.

****Try This!** Move your mouse pointer in between two column headings, and then double-click. The cells in the left row will automatically adjust in size to accommodate the largest data in any cell.

FORMATTING


To make formatting changes, first select the cell by clicking on it, and then apply the changes as needed.

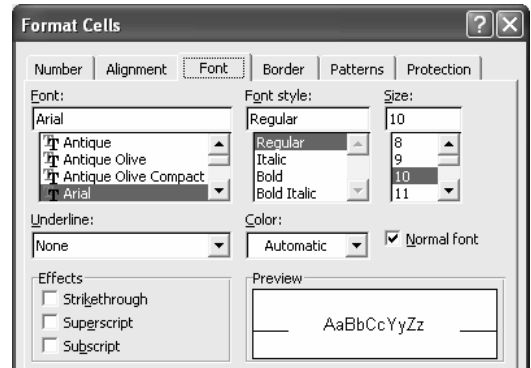
When formatting a cell, or a series of cells in Excel, you may use the *Formatting Toolbar* (1), or *Go to Format → Cells* (2) using the menus at the top of the screen. The Menu bar almost always offers more choices and customization options. The first instructions below reflect the method for the formatting toolbar, the second for the Menu bar.




Note: Many formatting changes affect the size of the text or data. You may need to readjust your cells to achieve the correct appearance.

Font Face

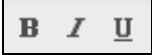
- Click on the down-pointed arrow to the right of the current font face, , then select a different font. **OR**
- In the Format Cells window, select the Font tab, then select from the **Font** list.




Font Size

- Click on the down-pointed arrow to the right of the current font size , and then select a different size. **OR**
- In the Format Cells window, select the Font tab, then select from the **Size** list.

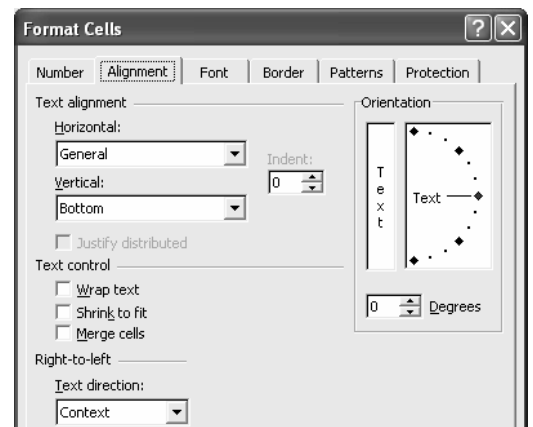
Emphasis – Bold, Italics, Underline

- Click once to activate the desired emphasis.  Click again to deactivate. **OR**
- In the Format Cells window, select the Font tab, and select your emphasis from the **Font Style** menu.


Text Color

- Click the Text Color Button . **OR**
- In the Format Cells window, select the Font Tab, and then use the **Color** menu to select the color.

Alignment – Aligns the text along an edge of one or more cells
Note: the alignment is dependant on the walls of the cell. To align text over more than one cell, use the Merge and Center icon.




To align one cell:



- Select from the Alignment buttons . **OR**
- In the Format Cells window, select the Alignment tab, and choose the correct alignment from the **Horizontal** menu.

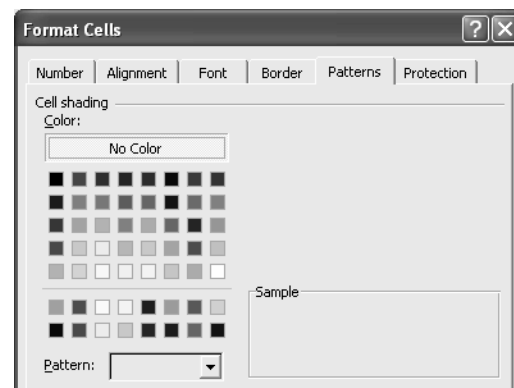
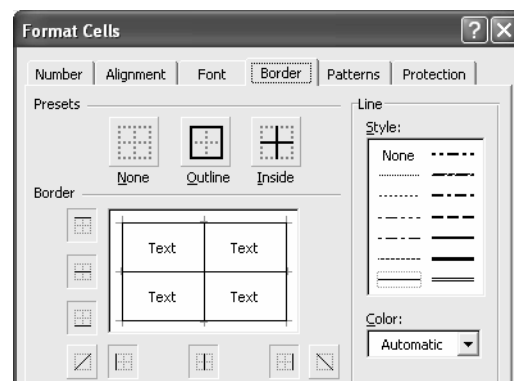
To center one cell across several cells:

2004			
January	542	669	7801

- Beginning with the cell you would like to center, highlight a range of cells. Click the *Merge and Center* icon.  **OR**
- Highlight the section of cells you would like to center, go to Format → Cells, click the alignment tab, and click **Merge Cells**. Then from the **Horizontal** menu, select Center.

Background Color and Border

- To place a border around a cell:
 - Select the cell, or series of cells around which you would like to place a border. Click the down-pointed arrow to the right of the Borders icon , and select the correct border. **OR**
 - From the Format Cells window, select the Border tab, and select the type of line, thickness, and location of the border.
- Background Color:
 - Click on the down-pointed arrow to the right of the Fill color icon , and select from the list of colors. **OR**
 - From the Format cells window, select the Patterns tab, and select a color for the background of the cell.

**FORMULAS**

The heart of Excel is its ability to calculate formulas from the data entered into the cells

Each formula begins with an = sign. This indicates to the program that it needs to perform a calculation. The program displays the result of the calculation in the cell. For example, if you typed “= 6 + 9”, the cell would display 15.

Simple mathematical functions			What the formula looks like	Cell Display
+	=	addition	=8+2	10
-	=	subtraction	=8-2	6
*	=	multiplication	=8*2	16
/	=	division	=8/2	4