

Introduction to Microsoft Excel

1. What is Microsoft Excel?

- Microsoft Excel is a spreadsheet program included in the Microsoft Office suite. A spreadsheet is the computer equivalent of a paper ledger sheet. It consists of a grid made from columns and rows.
- Excel is used mostly for business purposes, to create spreadsheets, bar graphs, pie charts, and to organize data.

2. Why use Microsoft Excel?

- **Ease of Use:** Using Excel means that you can experiment with numbers without having to re-do all the calculations on your ledger each time one number changes. For this reason, spreadsheets are often helpful in business management, to create “what if” scenarios and compare results based on different variables.

3. How Microsoft Excel Works

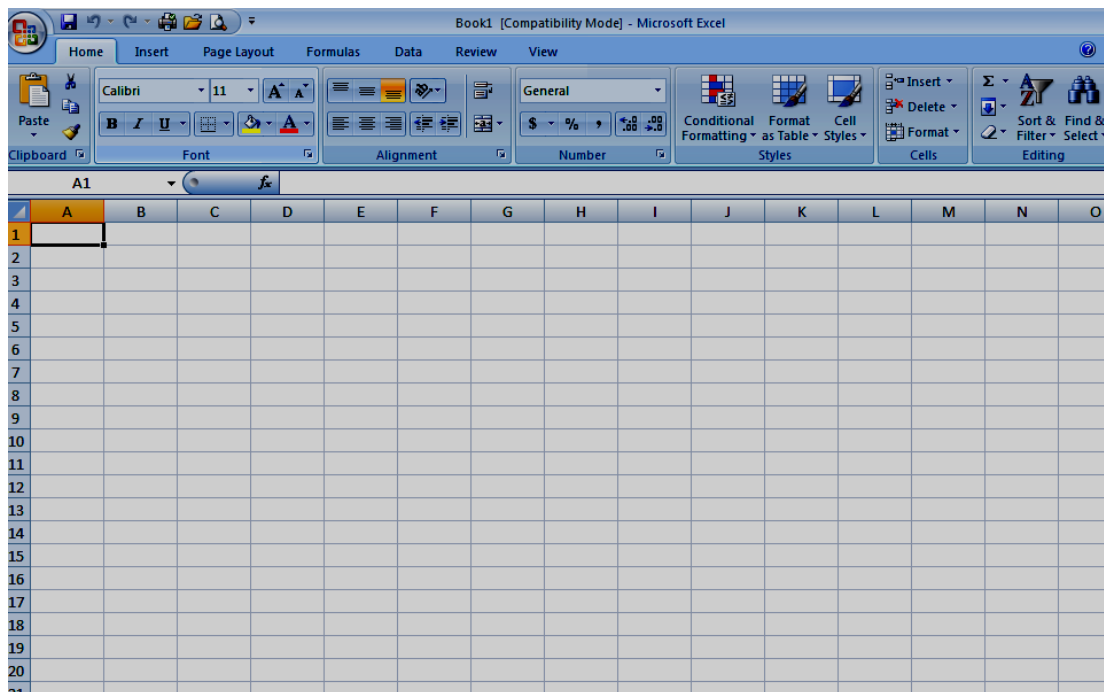
To use Excel, you will need a computer with **Microsoft Office** programs, and a printer if you want to print out your documents.

- Microsoft Office is included with many PCs (not Macs) at the time of purchase. It is not free software.
- If you do not have Microsoft Office on your home computer, you may use the computers at the library, which have Microsoft Office programs already installed.

To open Microsoft Excel, double-click on the shortcut on your desktop:



When you first open Microsoft Excel, it will look something like this:

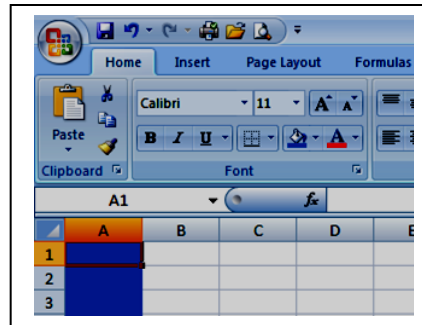


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4. Excel Spreadsheet Layout

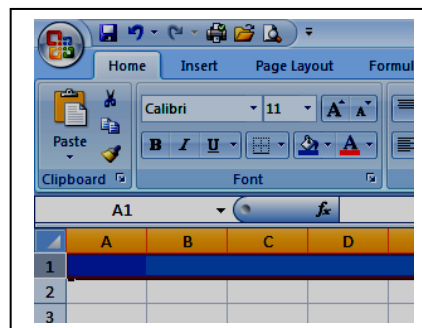
- Spreadsheets are made up of:
 - Columns – the vertical spaces in the spreadsheet, which are labeled with letters (A, B, C, etc.)

The highlighted section is Column A:



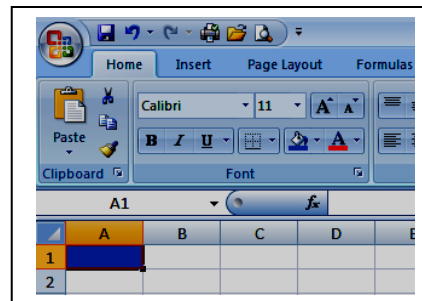
- Rows – the horizontal spaces in the spreadsheet, which are labeled with numbers (1, 2, 3, etc.)

The highlighted section is Row 1:



- Cells – the spaces where columns and rows intersect, which are labeled with their column letter and their row number (A1, B2, C3, etc.)

The highlighted section is Cell A1:



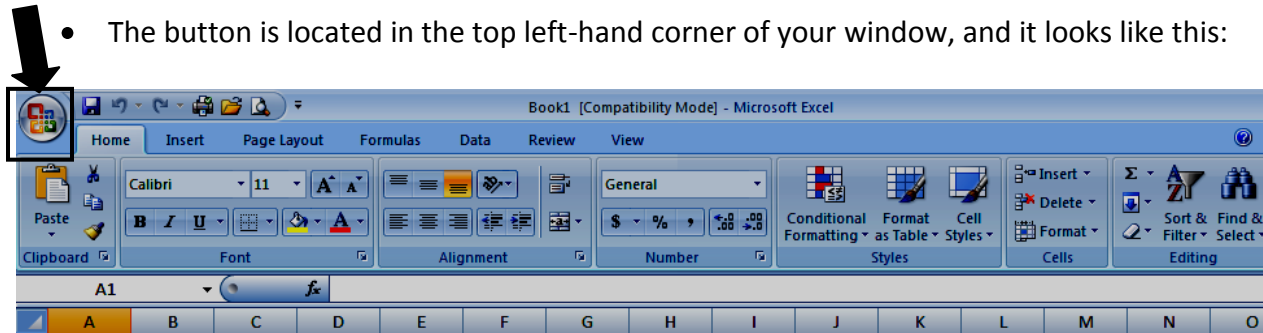
5. Excel Spreadsheet Data

- Excel spreadsheets accept 3 kinds of data:
 - Labels – text with no numerical value (Name, Day, Total, etc.)
 - Constants – a number with a constant value (4.5, 7, 250, etc.)
 - Formulas – a mathematical equation, which must begin with the = sign, used to calculate ($=3+5$, $=9*6+4$, $=72-12$, etc.)

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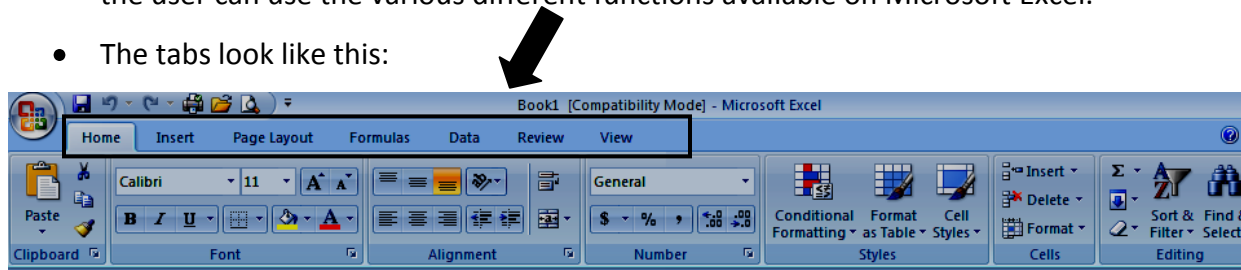
6. Microsoft Office Button

- This button is your shortcut to the major functions you will need almost every time that you use Microsoft Excel. You use this button to create a new spreadsheet, open an existing spreadsheet, save a spreadsheet, save as/rename a spreadsheet, see the print preview, print a spreadsheet, and close a spreadsheet.
- To access the options, click once with your left mouse button on the Microsoft Office button.
- The button is located in the top left-hand corner of your window, and it looks like this:

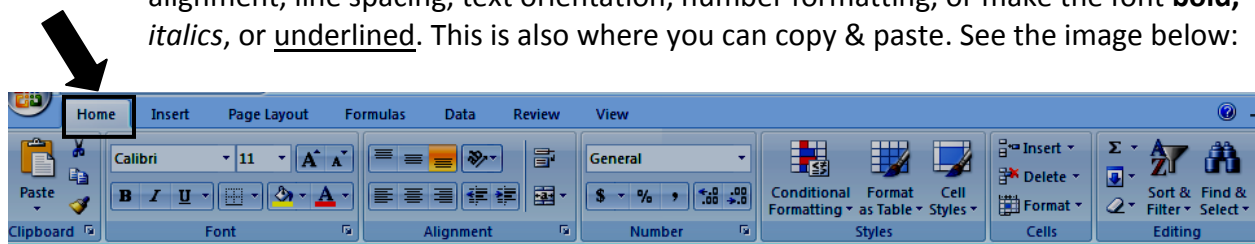


7. Tabs

- Across the top of the screen are the **tabs**. These tabs are comparable to menus, where the user can use the various different functions available on Microsoft Excel.
- The tabs look like this:

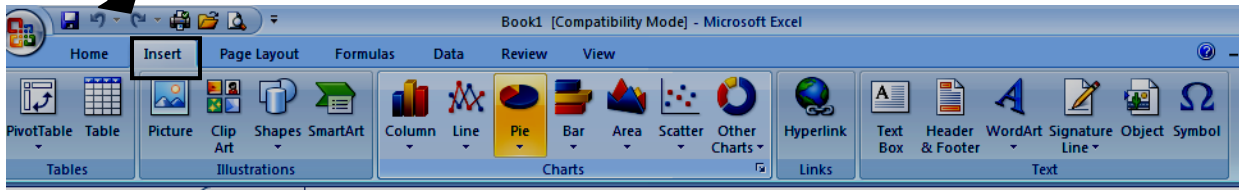


- Each tab offers a slightly different screen, offering different functions. In order, from left to right, the seven tabs and the options they offer are:
 - **Home:** This is the default tab, meaning Excel will open to this tab. Here you can change the type, size and color of font you are using. You can also choose your cell alignment, line spacing, text orientation, number formatting, or make the font **bold**, *italics*, or underlined. This is also where you can copy & paste. See the image below:

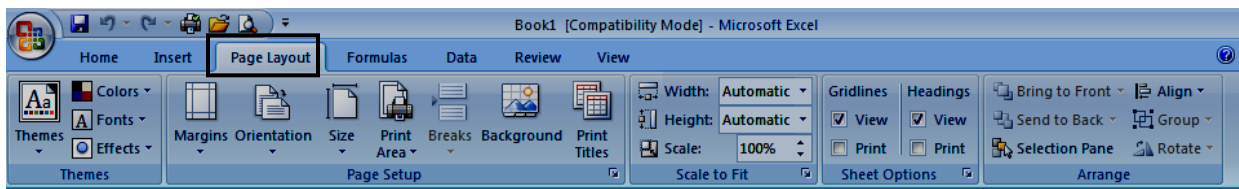


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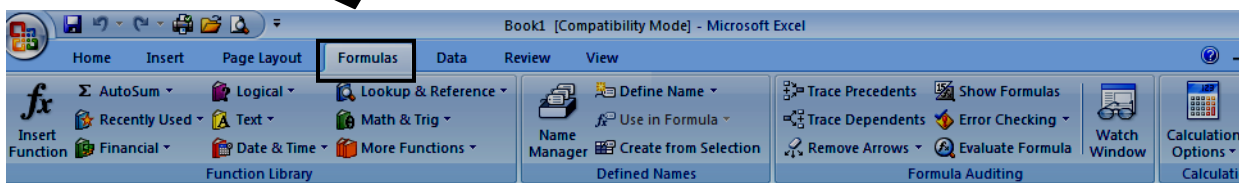
- **Insert:** The second tab allows you to add pictures, clip art, charts and graphs, and shapes to your document. It also helps you add headers, footers, and page numbers to your work. If you need to insert a table, you use this tab as well.



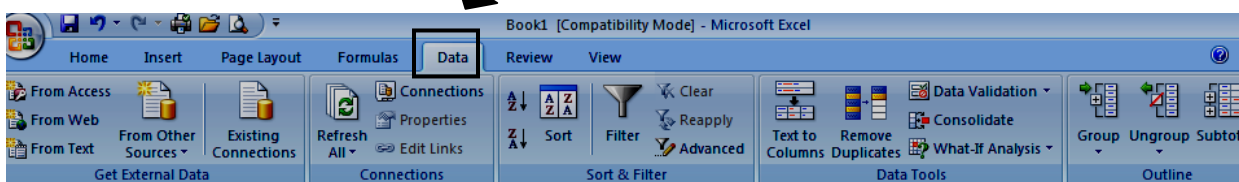
- **Page Layout:** The third tab is used to set the size of your page, choose the width of your margins, choose to display or print gridlines and headings, and choose whether you want your page to be oriented in a portrait or landscape fashion.



- **Formulas:** The fourth tab is used when creating formulas in your spreadsheet to do mathematical calculations. It allows the user to choose from a list of more advanced math and financial functions, and also to check for errors.

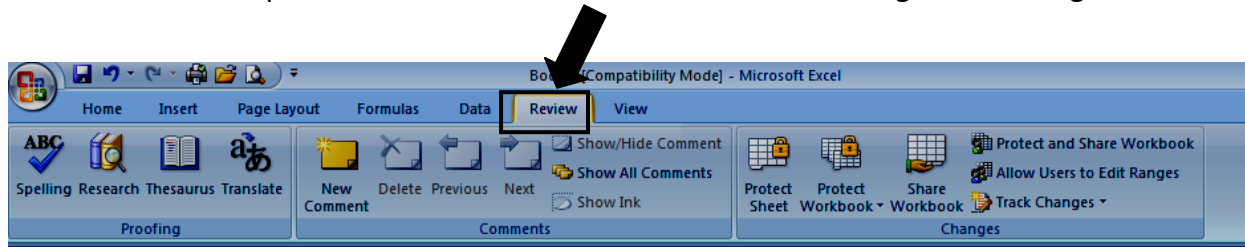


- **Data:** The fifth tab is used to import data from other sources, sort the columns or rows by various criteria, run a "What If" Analysis and remove duplicate data. It can be useful when you are more comfortable with the program and using it for business purposes. You probably won't use these functions daily, with the exception of the Sorting function, which lets you put your data in order alphabetically by sorting it in either ascending or descending order.

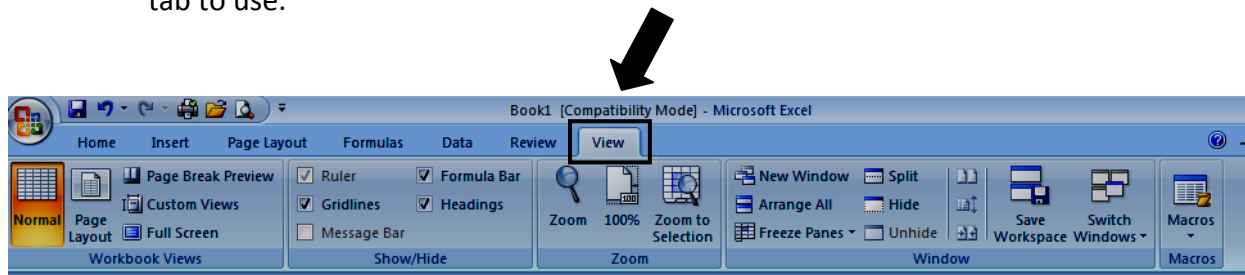


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- **Review:** The sixth tab, as the name suggests, reviews your work for spelling and grammar errors. It also has a thesaurus to improve your word choice and a way to lock the spreadsheet so that others can view it without being able to change the data.



- **View:** The seventh and final tab is used to see your document in other views. You can view the print layout or a page break preview to show where the page will end for printing purposes. It also allows you to view the ruler, so that you know how wide your margins are. If you need to zoom in or out on the screen, this is also the tab to use.



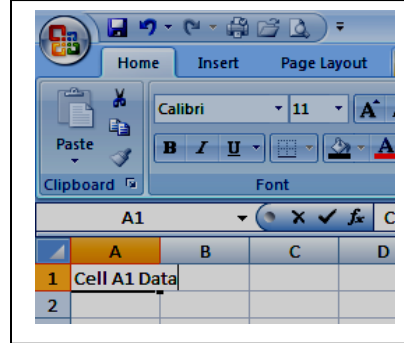
8. Working with Spreadsheets:

- **Creating a new spreadsheet:** Click on the Microsoft Office button once, then click on New.
- **Opening an existing spreadsheet:** Click on the Microsoft Office button once, then click on Open. This will open a dialog box, where you will locate the file you wish to open.
- **Saving a spreadsheet:** The first time you save a new document, click on the Microsoft Office button once, and then click on Save As. This will open a dialog box, where you will name your document and choose where to save the file. Then click save. Once the document has been saved once, you only need to click on the Microsoft Office button once, then click on Save. **MAKE SURE TO SAVE YOUR WORK OFTEN!**
- **Closing a spreadsheet:** There are two ways to close a document that you are working on. First, always SAVE before you close your spreadsheet. Then, either click the X in the upper right hand corner of your document, or click on the Microsoft Office button once, and then click on Close.

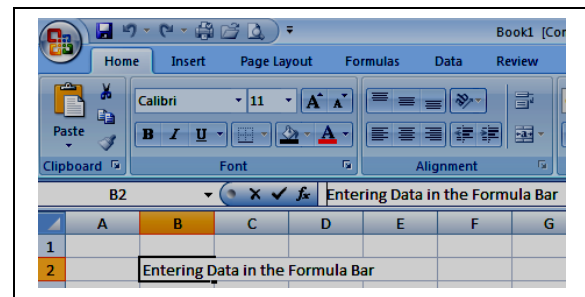
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9. Editing Spreadsheets:

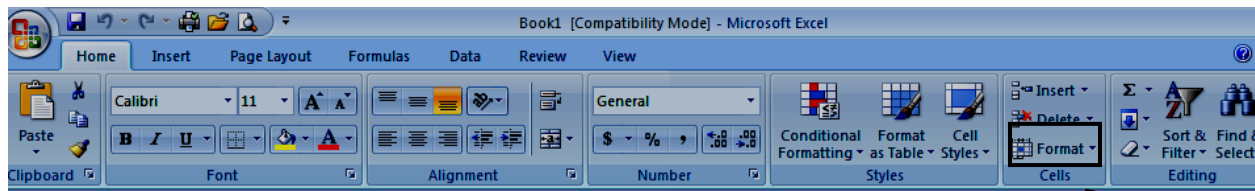
- **Entering Data:** You can enter data into Excel in two different ways: by typing directly in an active cell, or by typing in the formula bar.
 - To enter data in an active cell, click directly into the cell where you want the data to go, and then begin typing, as shown here:



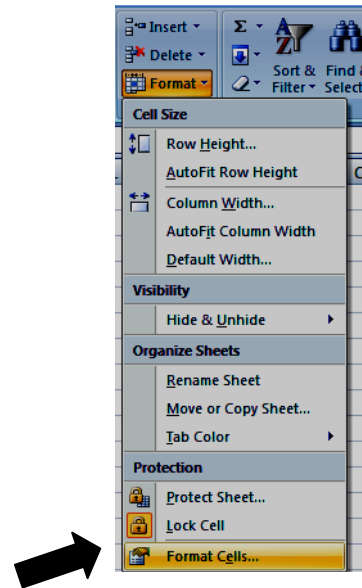
- To enter data into the formula bar, click directly into the cell where you want the data to go, place the cursor in the formula bar, and then begin typing, as shown here:



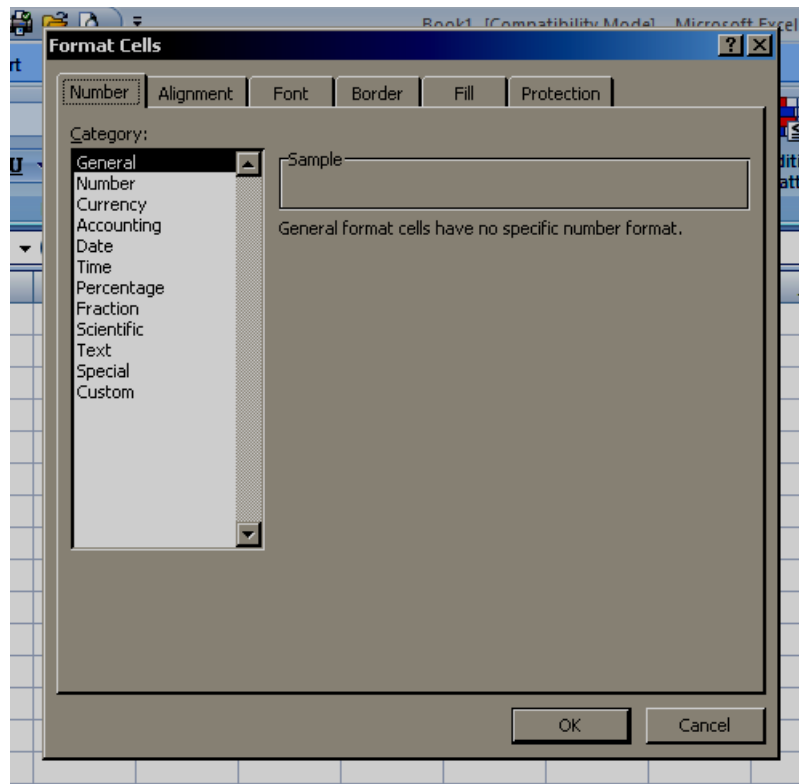
- **10. Formatting Cells:** There are several ways to format the cells on an Excel spreadsheet, such as Numbers, Dates, Currency, etc. The format is controlled with the format cells button on the Home tab.



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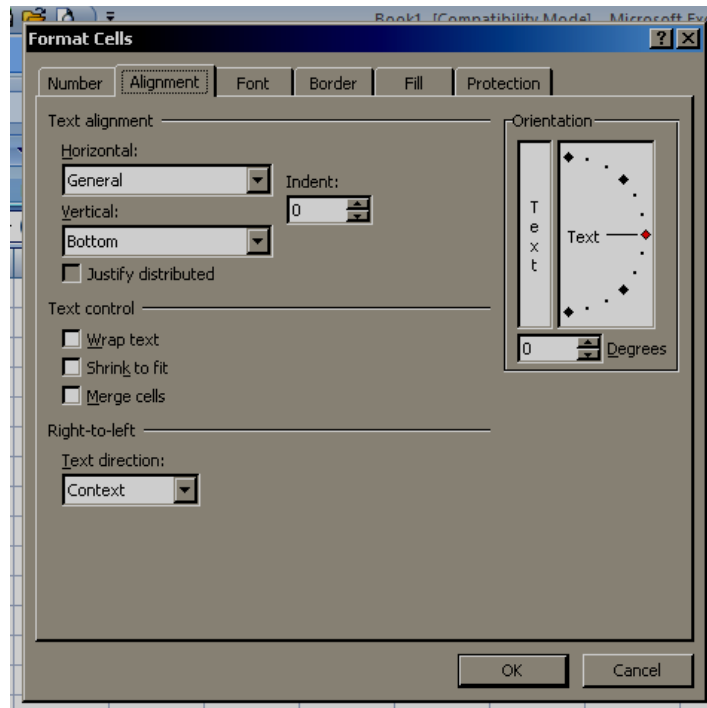


- **Numbers:** This is the section where the numbers entered can be changed from date format to currency format, etc. The dialog box looks like this:

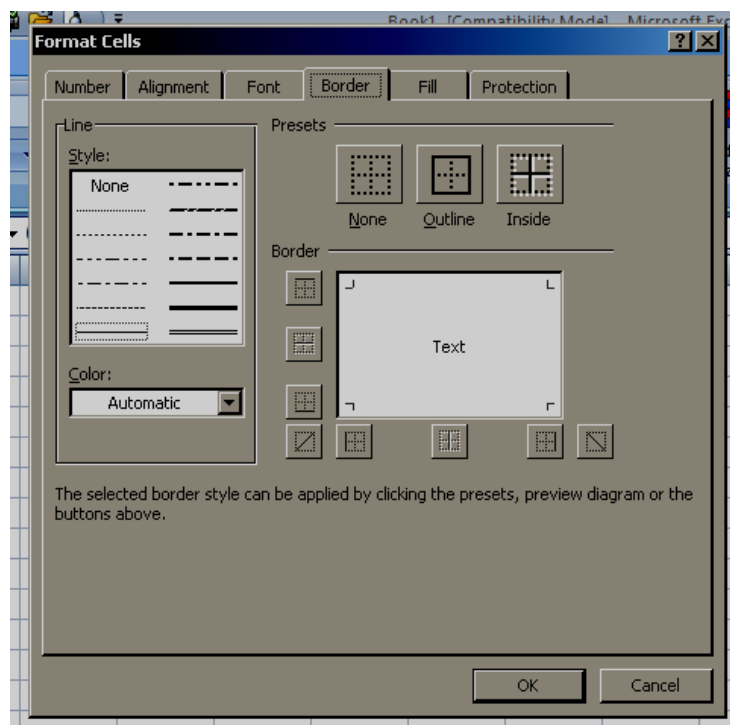


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- **Alignment:** On this tab, you can change the orientation of the text in each cell, you can change the alignment of the text (top, bottom), and you can wrap the text. This tab in the dialog box looks like this:



- **Borders:** On this tab, you can add or change the borders on the cells in your spreadsheet. This tab in the dialog box looks like this:



11. Any Questions?