

# Getting Started With: Excel

Handouts available at [glensidepld.org/technology](http://glensidepld.org/technology)

## What is a Spreadsheet?

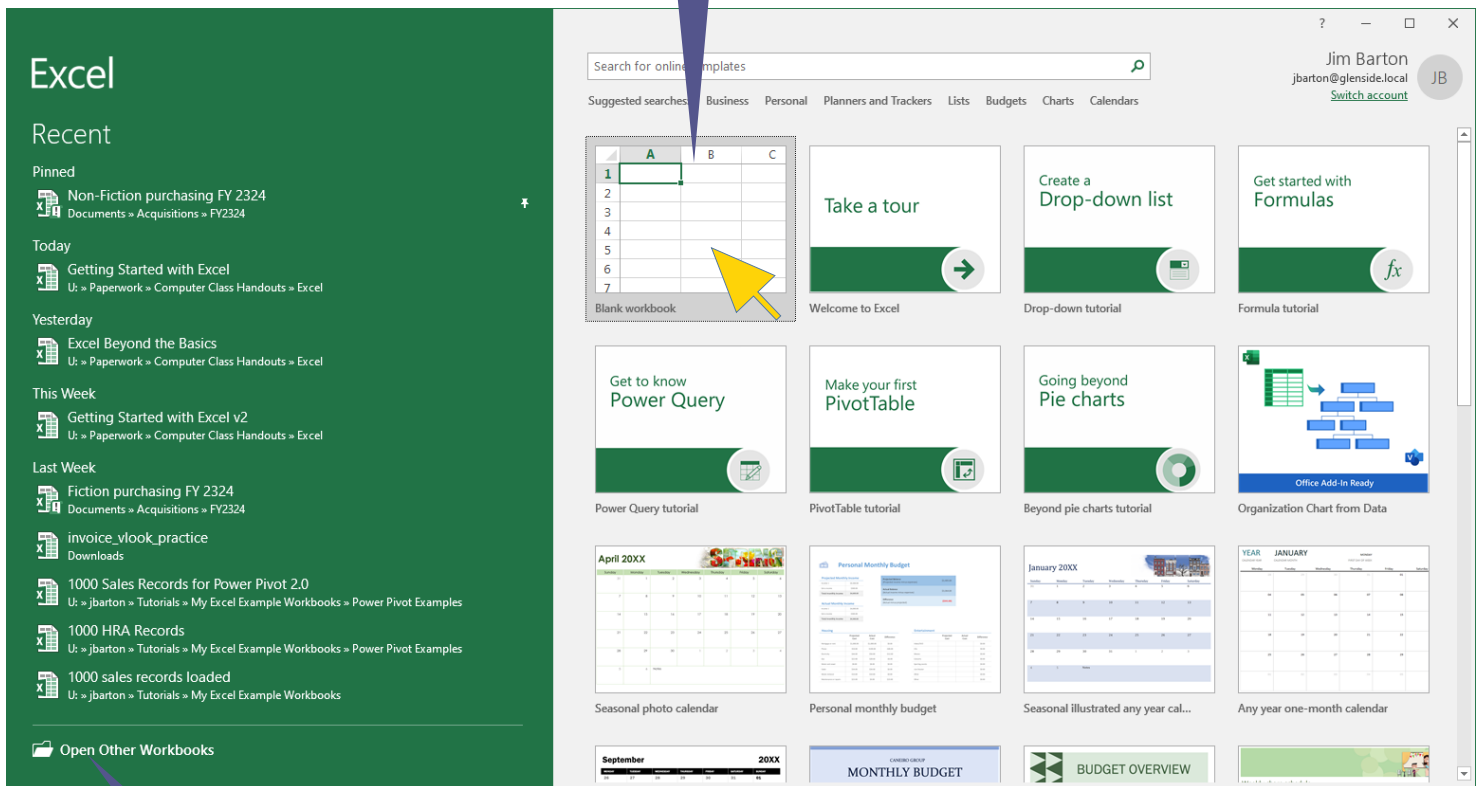
An electronic document in which data is arranged in the rows and columns of a grid and can be manipulated and used in calculations.

Technically, an Excel file is called a **Workbook**, and contains one or more individual **Worksheets**

When you open Excel, you will typically see the **Start Screen**, as below. On the left is a list of recently opened workbooks. On the right, a sample of available online **Templates**, as well as some tutorials and a search box for more templates.

Note: Some templates can be quite complex. Be careful making changes to a template unless you're sure you understand how it works "under the hood."

Recently opened workbooks on the left, templates and template search box on the right. To create a new workbook from scratch, click on Blank Workbook.



Click here to open other workbooks from your computer, a network, or cloud drive.

## Parts of a Worksheet

These are important parts of the Excel work environment. We will see examples on the next page.

### Sheets

Double click on the sheet **tab** to change name

Click the + inside the circle to add a sheet

A sheet is composed of **cells**, arranged in **rows** and **columns**

### The Ribbon

The **ribbon** is the tabbed command bar above the sheet

Each tab contains many **command buttons**, arranged in groups

Some of these commands can only be activated with a mouse click; others may also have keyboard shortcuts

### Cells

Each sheet contains many cells

To enter data in a cell, select it, either with a mouse click or arrow keys, and start typing

To replace the data in a cell, just select and type over it

To edit the data in a cell, **double click** it or press **F2**

Every cell is identified by a **cell reference** or address; the intersection of row and column (ex: G8)

A selected or active cell's reference can be found in the **Name Box**

The actual contents of a cell, either static data or a calculation, is shown in the **Formula Bar**

### Rows and Columns

As we've seen, sheets are composed of rows and columns

Changes to the width or height of cells affect the entire row or column

### Entering Data

When you begin typing in a cell, the cursor is in **edit mode** and many commands on the ribbon are grayed out. New data or changes to a cell's data are not saved until you:

Press **Enter** (saves data, moves cursor to the next row)

Press **Tab** (saves data, moves cursor one cell to the right)

**Click** on another cell

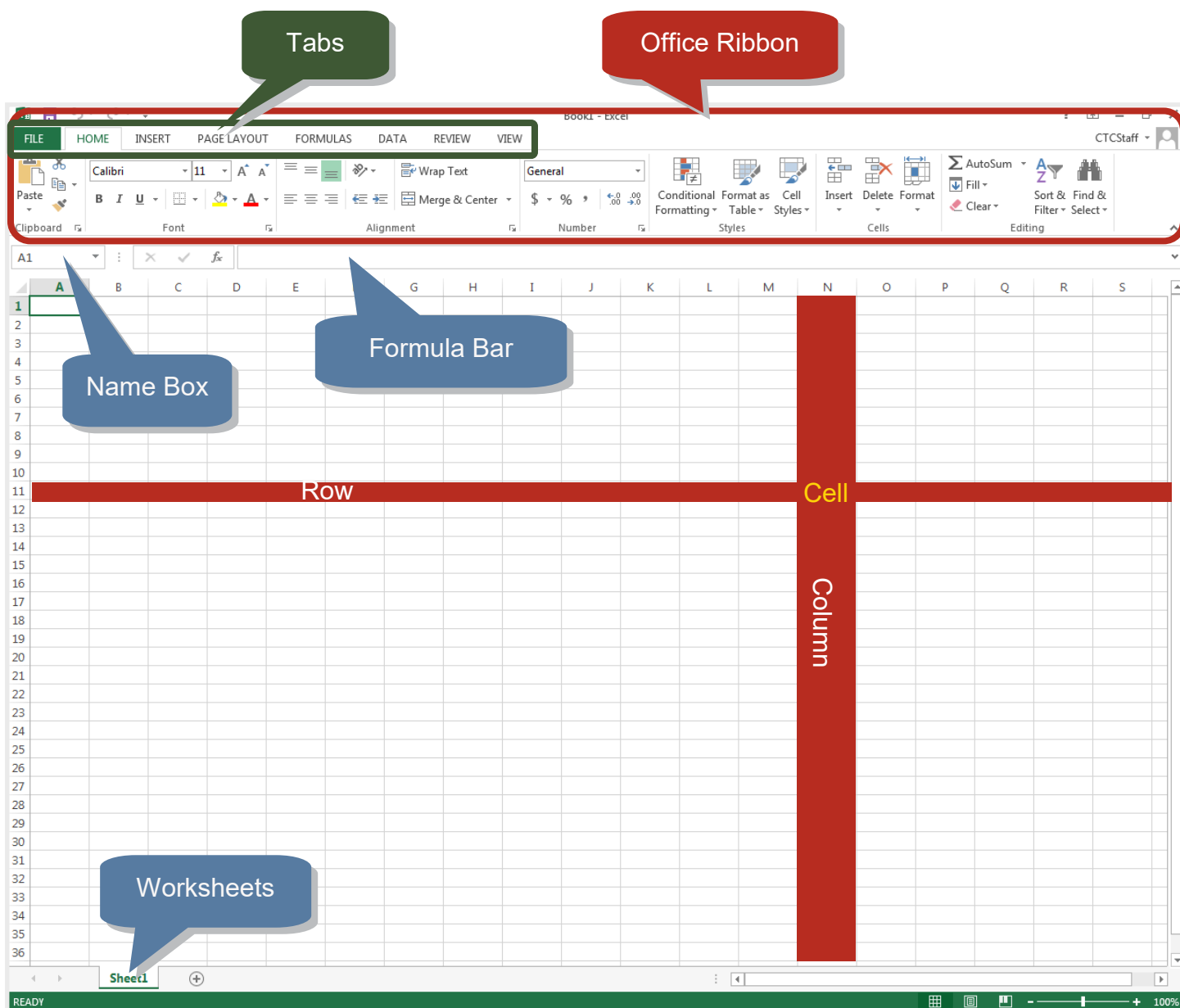
As noted above, you can edit existing data by double clicking on the cell, pressing F2 (you can also edit directly in the Formula Bar)

### Saving Your Work

Actions like **Save**, **Save As**, **Print**, **New**, etc. are found on the **File tab**

## The Worksheet

Below is an open worksheet showing **rows**, **columns**, and **cells** (Note the intersection of the row and column marked in red, the cell N11. All commands are located on the **Ribbon**. Currently the **Home Tab** is selected.



**Row:** all the cells going in a horizontal line across your worksheet, identified by a number.

**Column:** all the cells going in a vertical line down your worksheet, identified by a letter.

**Cell:** a unique location, identified by the intersection of the row number and column letter.

**Formula:** an equation placed in a cell to add, subtract, and perform other calculations.

**Workbook:** a single file of Excel.

**Worksheet or Spreadsheet:** a single page within a workbook.

## Cursors

Microsoft Excel has six different cursor shapes that each perform a specific task. Excel users need to know what each cursor shape means and how to use it.



The **Default** cursor style. Appears when navigating the sheet or selecting cells or ranges.



The **Move** cursor appears when hovering over a cell, range or object. You can click and drag the data or object.



The **Autofill** cursor appears when you hover over the autofill handle and lets you click and drag to copy or increment cell contents.

	A	B	C	D
1	1	2011	a	
2	2	2012	b	
3	3	2013	c	
4				
5				



The **Resize** cursors appears between rows or columns. Click and drag to resize the entire row/column.



	22
	23
	24

	F
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The **Arrows** appear when you hover over rows or columns and let you select the entire row/column.

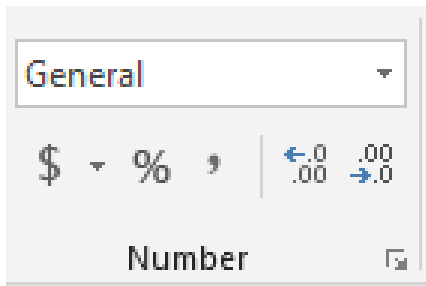
	A	B
1	Excel	
2		
3		

When you are either entering or editing existing data in a cell, the blinking cursor identifies **Edit** mode.

## Understanding and choosing correct data formats

is crucial to using Excel effectively.

**Format** choices can be found in the **Number Group** on the **Home Tab** of the Ribbon.



There are two basic formats: **Numbers** and **Text**, but there are many types of numbers, including dates, currencies, and more.

If you don't select a format, the default General style will be applied. Excel will format your data based upon its analysis.

Here is the number 12345 formatted as different Excel data types. Notice that the last type, Text, is aligned to the left of the cell. All the others, which are types of numbers, are aligned by default to the right.

Format	Appearance
General	12345
Number	12345.00
Currency	\$12,345.00
Accounting	\$ 12,345.00
Short Date	10/18/1933
Long Date	Wednesday, October 18, 1933
Time	12:00:00 AM
Percentage	1234500%
Fraction	12345
Scientific	1.23E+04
Text	12345

**12345 is a date?** Yes, Excel does date calculations by assigning a number to every date, starting at number 1, which is equal to 1/1/1900. October 18, 1933 is 12,345 days from January 1, 1900. This takes into account leap years.

## Keyboard Shortcuts

Many of the most important actions in Excel can be accomplished much more quickly by using keyboard shortcut combinations (or “hotkeys”). You may already be familiar with some of the basics, such as Ctrl-C for Copy. Here’s a more complete list.

Note: these are for the Windows keyboard layout. Mac users can, in most cases, substitute the Apple Command Key (⌘) for the Ctrl key.

To do this action...	Press this key combo
Close a workbook.	Ctrl+W
Open a workbook.	Ctrl+O
Go to the <b>Home</b> tab.	Alt+H
Save a workbook.	Ctrl+S
Copy selection.	Ctrl+C
Paste selection.	Ctrl+V (or right-click for paste special)
Undo recent action.	Ctrl+Z (Very Important!)
Remove cell contents.	Delete
Choose a fill color.	Alt+H, H
Cut selection.	Ctrl+X
Go to the <b>Insert</b> tab.	Alt+N
Apply bold formatting.	Ctrl+B
Center align cell contents.	Alt+H, A, C
Go to the <b>Page Layout</b> tab.	Alt+P
Go to the <b>Data</b> tab.	Alt+A
Go to the <b>View</b> tab.	Alt+W
Create a Table from a range.	Ctrl + T
Open the context menu.	Shift+F10 or Windows Menu key
Add borders.	Alt+H, B
Delete column.	Alt+H, D, C
Go to the <b>Formula</b> tab.	Alt+M
Hide the selected rows.	Ctrl+9
Hide the selected columns.	Ctrl+0

