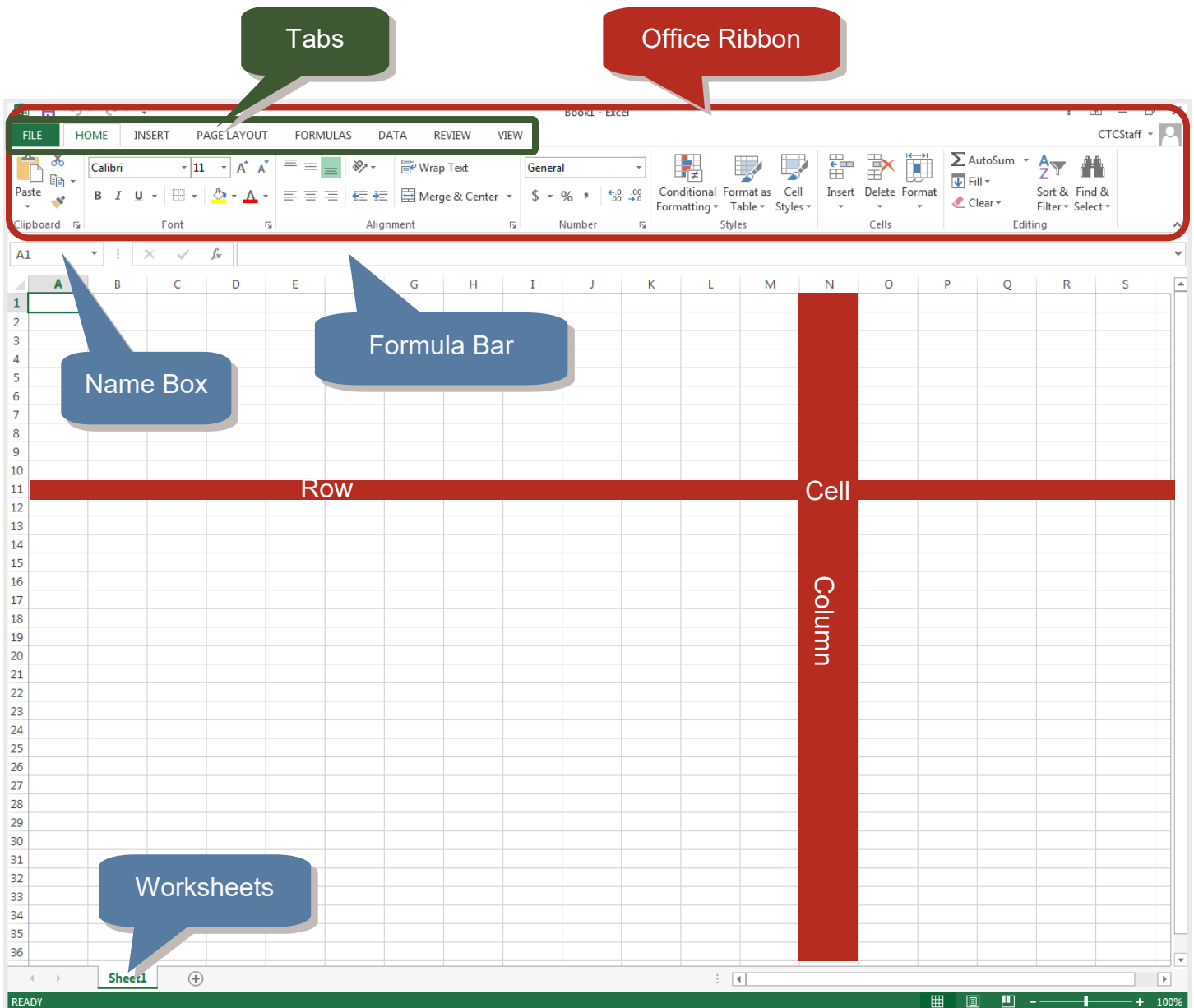


Microsoft Excel: Basics

PC Class

Handouts available at glensidepld.org/technology



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.

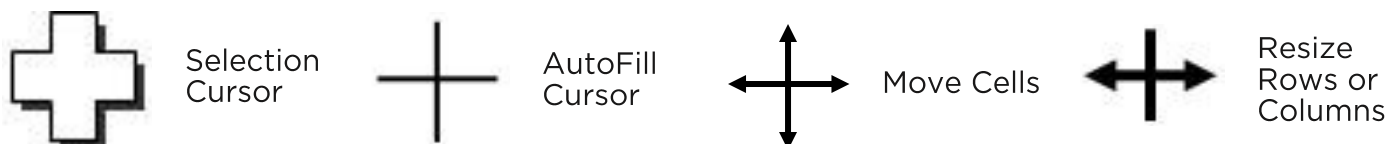
Formula: an equation placed in a cell to add, subtract, and perform other calculations.

Workbook: a single file of Excel.

Worksheet or Spreadsheet: a single page within a workbook.

Cursors to Look Out For:

Different cursors allow you to access different features. These are commonly seen cursors.



Autofill

Easily fill in repeating data or cycles Excel recognizes.

1 Type in your first value (number/date/month). Then press **Enter**. Click back into the cell.

2 Click on the **AutoFill handle** in the lower right corner of cell.

3 Drag across your columns or rows until you see the value where you want to stop.

Formatting Cells

Cells can display values in a format you choose, e.g. 2000 versus \$2000.00.

1 Click and drag to select the range of cells you want to change.

2 Click on the dropdown menu in the Number grouping on the Home tab.

3 Click on the formatting style you want.

Basic Math

Excel will do the math for you. Whenever you change a value that impacts the total, Excel will even automatically update the value in the cell.

1 Click in the cell where you want the total to appear. Press the = key.

2 Click in the cell with the first value you want to add. Press the + button.

3 Click in the cell with the second value you want to add. Press the + key.

4 You can add as many cells as you like. Press Enter when you are done.

NOTICE: Check the formula in the Formula Bar.

The screenshot shows a spreadsheet with columns for months (Jan, Feb) and rows for expenses (Salary, Interest, Miscellaneous, Income Total). The formula bar displays $=B5+B6+B7$.

AutoSum

Excel can add together contiguous cells for you with just one button!

1 Click in the cell where you want the total.

2 Click on the AutoSum button.

3 Verify that your marquee is surrounding the numbers you want to add. Then press Enter.

The screenshot shows a spreadsheet with columns for months (Jan, Feb, Mar, Apr, May, Nov, Dec) and rows for expenses (Personal Budget, Housing, Rent, Insurance, Utilities, Housing Total). The formula bar displays $=SUM(B12:B14)$.

Printing

Make sure Excel is going to print your spreadsheet in the most effective layout.

The screenshot shows the Microsoft Excel 'Print' dialog box for a file named 'Excel Basics Personal Budget - Excel'. The left sidebar contains options: Info, New, Open, Save, Save As, **Print**, Share, Export, Close, Account, and Options. The 'Print' settings are as follows:

- Copies:** 1
- Printer:** CTC HP4350 workstation on... (Ready)
- Settings:**
 - Print Active Sheets (Only print the active sheets)
 - Pages: 1 to 1
 - Print One Sided (Only print on one side of th...)
 - Collated (1,2,3 1,2,3 1,2,3)
 - Landscape Orientation
 - Letter (8.5" x 11")
 - Narrow Margins (Left: 0.25" Right: 0.25")
 - Fit Sheet on One Page (Shrink the printout so that it...)

Three callouts point to specific settings:

- Change the Orientation of the spreadsheet.** (Points to Landscape Orientation)
- Change the Margins.** (Points to Narrow Margins)
- Use Scaling to make it fit to one page.** (Points to Fit Sheet on One Page)

The background shows a 'Personal Budget' spreadsheet with columns for months (May-Dec) and rows for various expenses (Mortgage/Rent, Utilities, etc.).

LIBRE OFFICE

If you want to work with spreadsheets, but you can't afford Excel, download Libre Office from libreoffice.org

Room for Notes: