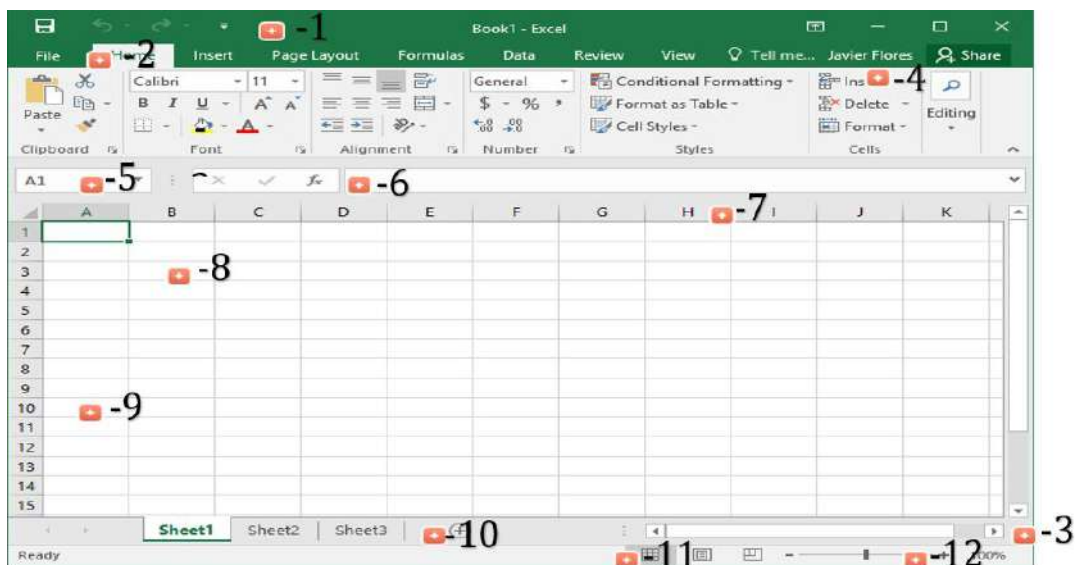


Microsoft Excel

Unit 1



Excel Interface

Creating & Opening Workbooks

- ★ Workbook: an excel file (like we had a document in Word)
 - Blank or templates
- ★ Worksheet: individual “pages” within a workbook; different tabs
- ★ Pinning files: keeps them “at the top of your list”

Saving & Sharing Workbooks

- ★ Save to Desktop if turning in right away
- ★ Schoology will not display it correctly
- ★ Make sure you turn in the file WITHOUT ~\$
- ★ Can be exported as PDF so that anyone can view the file

Cell Basics

Cell - a rectangle; where a row and column intersect

Columns = LETTERS (A, B, J, V)

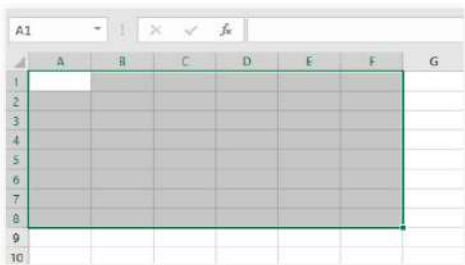
Rows = NUMBERS (1, 84, 105)

Cell name/address = A1, B84, J105

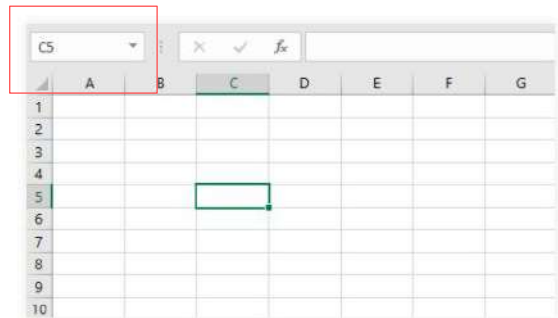
Identifying cells

- ★ Name appears in name box
- ★ Cell Range = a group of cells
 - A1:A5 means A1 through A5
 - Can be horizontal, vertical, or diagonal (A1:C2)

Cell range **A1:F8**



Range names from top left cell to bottom right cell



Inserting Content

1. Select cell (click once on it)
 - a. No need to double click
2. Begin typing
3. Hit return/enter when finished

Tips:

- ★ Use the arrow keys to navigate from cell to cell
- ★ Use the enter/return key to move down a row OR when you're done typing
- ★ Use the tab key to move across a row



Used for selecting cells



The I-beam - indicates that you may type text in this area.



The fill handle - used for copying formula or extending a data series.



Used to select a whole row/column when positioned on the row number or column letter.



Appears at the border of the column letters. Drag to widen or narrow the width of a column.



Appears at the border between the row numbers. Drag to increase or decrease the height of a row.

Cursor Options

Inserting Content

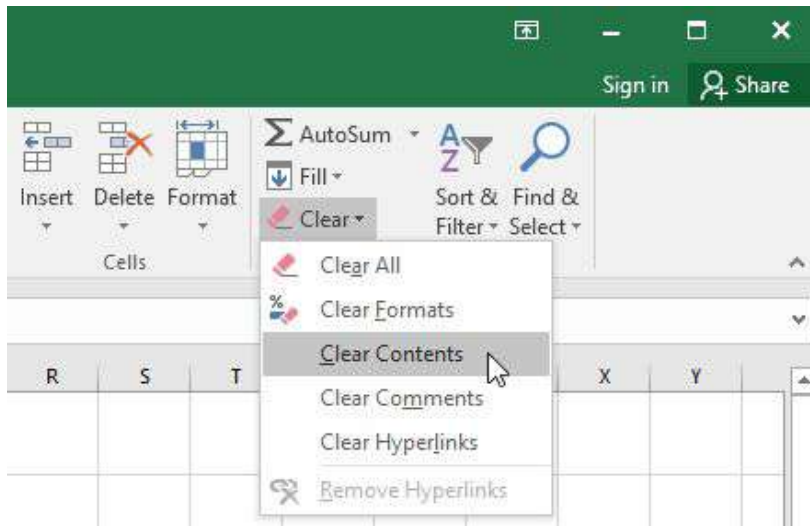
1. Text
2. Numbers
3. Formulas/Functions
4. Formatting Attributes (change the way the content is displayed; %, \$, etc)

What can be inserted into the cells?

Deleting Content vs Deleting Cells

Delete content: erase what is in the cells (like using backspace/delete)

Delete cells: make the rectangles disappear and shift the other rectangles up/over



Home Tab -> far right side

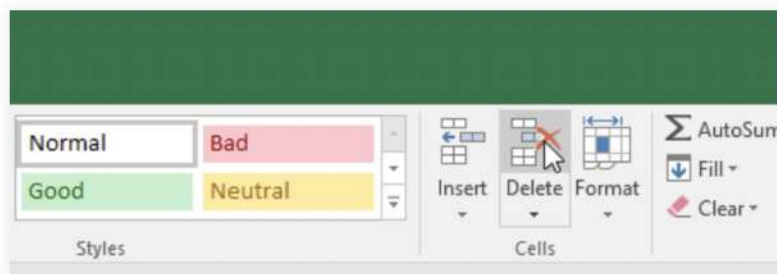
Clearing Content

Deleting Cells

Select the cells to be deleted first!
Home tab -> Far right

14	HR	Alvin	Rios		X				
----	----	-------	------	--	---	--	--	--	--

- 2 Select the **Delete** command from the **Home** tab on the **Ribbon**.



Cut, Copy, Paste

- ★ Basically, all the same
- ★ Many more paste options
 - Just know they exist
- ★ Drag and Drop cells (rather than cut and paste):
 - 4 directional arrow

Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales	Walter	Rivera	wrivera	X	X	X
Sales	Heidi	Lee		X	X	X
Claims	Josie	Gates		X	X	X
Accounting	Wendy	Crocker		X	X	X
Accounting	Loretta	Johnson		X	X	X
Claims	Misty	Whitfield		X	On hold	X
Marketing	Matilda	Lewis		X	On hold	X
Accounting	Elizabeth	Hicks		X	X	X
HR	Alvin	Rios		X	X	X
HR	Brian	Gainnes		X	X	X
Sales	Megan	Bosworth		X	X	X
Claims	Maria	Menzies		X	X	X
Claims	Michael	Russell		X	X	X



NOTICE how the cursor looks

Drag and Drop (can use instead of cut or copy/paste)

Step 1:

Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales	Walter	Rivera	wrivera	X	X	X
Sales	Heidi	Lee		X	X	X
Claims	Josie	Gates		X	X	X
Accounting	Wendy	Crocker		X	X	X
Accounting	Loretta	Johnson		X	X	X
Claims	Misty	Whitfield		X	On hold	X
Marketing	Matilda	Lewis		X	On hold	X
Accounting	Elizabeth	Hicks		X	X	X
HR	Alvin	Rios		X	X	X
HR	Brian	Gainnes		X	X	X
Sales	Megan	Bosworth		X	X	X
Claims	Maria	Menzies		X	X	X
Claims	Michael	Russell		X	X	X

Step 2:

Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales	Walter	Rivera	wrivera	X	X	X
Sales	Heidi	Lee		X	X	X
Claims	Josie	Gates		X	X	X
Accounting	Wendy	Crocker		X	X	X
Accounting	Loretta	Johnson		X	X	X
Claims	Misty	Whitfield		X	On hold	X
Marketing	Matilda	Lewis		X	On hold	X
Accounting	Elizabeth	Hicks		X	X	X
HR	Alvin	Rios		X	X	X
HR	Brian	Gainnes		X	X	X
Sales	Megan	Bosworth		X	X	X
Claims	Maria	Menzies		X	X	X
Claims	Michael	Russell		X	X	X

Fill Handle

- ★ FILLS in data, series, etc. automatically

- ★ Copy cells:

- Select cell (click once)
- Thin, black 4 directional plus sign (no arrows)
- Drag down/over

- ★ Copy series:

- Select multiple cells in the series so Excel can pick up what the series is
- Drag down/over

User Name	Part 1	Part 2	Part 3
wrivera	X	X	X
	X	X	
	X		X
	X	X	
	X		X
	X	On hold	
	X	On hold	
	X	X	X
	X	X	
	X	X	
	X	X	
	X	X	
	X	X	

Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales	Walter	Rivers	wrivera	X	X	X
Sales	Heidi	Lee		X	X	
Claims	Josie	Gates		X	X	X
Accounting	Wendy	Crocker		X	X	
Accounting	Loretta	Johnson		X	X	X
Claims	Misty	Whitfield		X	On hold	
Marketing	Matilda	Lewis		X	On hold	
Accounting	Elizabeth	Hicks		X	X	X
HR	Alvin	Rios		X	X	
HR	Brian	Gainnes		X	X	
Sales	Megan	Bosworth		X	X	
Claims	Maria	Menzies		X	X	
Claims	Michael	Russell		X	X	

This is what it looks like when copying the same thing

Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales	Walter	Rivers	wrivera	X	X	X
Sales	Heidi	Lee		X	X	
Claims	Josie	Gates		X	X	X
Accounting	Wendy	Crocker		X	X	
Accounting	Loretta	Johnson		X	X	X
Claims	Misty	Whitfield		X	On hold	
Marketing	Matilda	Lewis		X	On hold	
Accounting	Elizabeth	Hicks		X	X	X
HR	Alvin	Rios		X	X	X
HR	Brian	Gainnes		X	X	X
Sales	Megan	Bosworth		X	X	X
Claims	Maria	Menzies		X	X	X
Claims	Michael	Russell		X	X	X

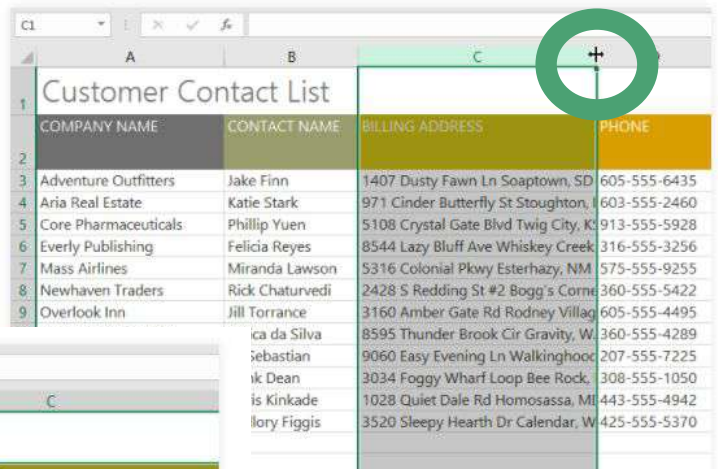
Select series: make sure to select at least two or three within the series so Excel knows what you're trying to do.

Other Fill Handle Uses

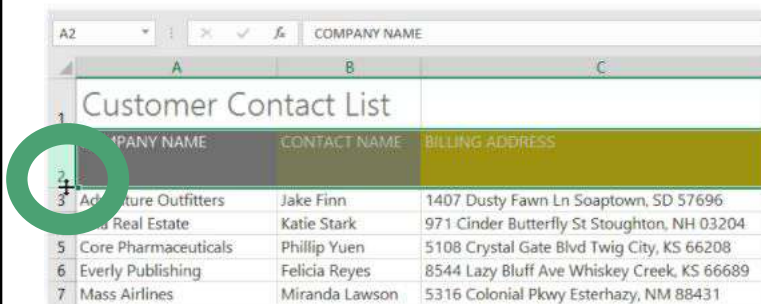
Modifying Rows, Columns, and Cells

Modifying Rows & Columns

Double-click to autofit contents




1	A	B	C	D
	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
2				
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD	605-555-6435
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, MA	603-555-2460
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS	913-555-5928
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS	316-555-3256
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM	575-555-9255
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner	360-555-5422
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village	605-555-4495
		ica da Silva	8595 Thunder Brook Cir Gravity, WI	360-555-4289
		sebastian	9060 Easy Evening Ln Walkinghooc	207-555-7225
		ik Dean	3034 Foggy Wharf Loop Bee Rock, MD	308-555-1050
		is Kinkade	1028 Quiet Dale Rd Homosassa, MI	443-555-4942
		lory Figgis	3520 Sleepy Hearth Dr Calendar, WI	425-555-5370



1	A	B	C
	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
2			
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

Click and drag the mouse to **increase** or **decrease** the row height.

Modify all at once



	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175	360-555
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324	605-555
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304	360-555
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126	207-555
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE 69823	308-555
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD 21610	443-555
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WA 99340	425-555
15				
16				

- ★ Can either drag
- ★ OR set actual size amounts on ribbon

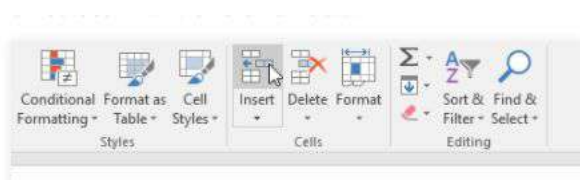
***Select ENTIRE row or column by clicking on letter or number

OR right-click

	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

D	E	F
PHONE	EMAIL ADDRESS	
605-555-6435	jake@adventureoutfitters.com	
603-555-2460	katie.stark@ariarealestate.com	
913-555-5928	yuenp@corepharmaceuticals.com	
316-555-3256	felicia@everlypublishing.com	
575-555-9255	mlawson@massairlines.com	
360-555-5422	info@newhaventraders.com	
605-555-4495	jtorrance@overlookinn.com	

Home Tab:



Insert or Delete

Other Features

- ★ “Move” = cut and paste
- ★ Hide/Unhide = right-click on the row or column
- ★ Doesn’t go where you want it to? UNDO!

Text Wrapping

- ★ **Keeps the width** of the column the same
- ★ “Stacks” the information on top of each other/on multiple lines

Select the cells first!

Home Tab -> Wrap Text

C	D
BILLING ADDRESS	FAX
1407 Dusty Fawn Ln Soap	605-555-8495
971 Cinder Butterfly St St	603-555-3
2201 Treasure Ct Ste 301	206-555-2
5108 Crystal Gate Blvd Ty	913-555-3
8544 Lazy Bluff Ave Whis	316-555-3
5316 Colonial Pkwy Ester	575-555-2
3160 Amber Gate Rd Rod	605-555-4

BEFORE

C	D
BILLING ADDRESS	FAX
1407 Dusty Fawn Ln Soap town, SD 57696	605-555-8495
971 Cinder Butterfly St Stoughton, NH 03204	603-555-3478
2201 Treasure Ct Ste 301 Good Thunder, WA	206-555-2305
5108 Crystal Gate Blvd Twig City, KS 66208	913-555-3461
8544 Lazy Bluff Ave Whiskey Creek, KS	316-555-3454
5316 Colonial Pkwy Esterhazy, NM 88431	575-555-2376
3160 Amber Gate Rd Rodney Village, SD	605-555-4495

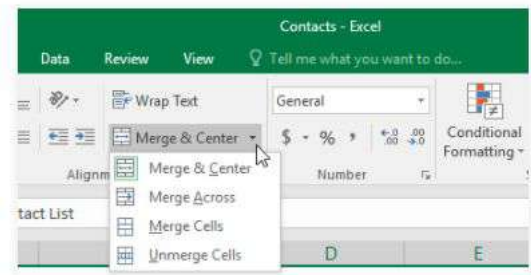
AFTER

Merging Cells

- ★ Combines cells into one larger cells
- ★ Perfect for headings or titles

1. Select the cells to merge (thick white plus)
2. Select appropriate option

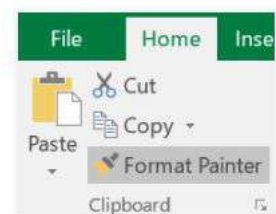
- ★ DON'T use this when your content won't fit within a cell!



Formatting Cells

- ★ Font Style
- ★ Font Size
- ★ Font Color
- ★ Cell Borders
- ★ Fill Colors
- ★ Cell Styles
- ★ Text Alignment (horizontal & Vertical)

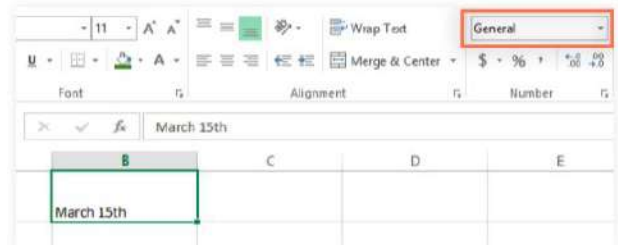
- ★ Format Painter:
 - Copy formatting from one cell to another
 - Select the cell w/ the formatting you want
 - Double-click the format painter button to “lock it on”



No percentage formatting			Percentage formatting			Written as decimal		
Item	Price	Sales Tax	Item	Price	Sales Tax	Item	Price	Sales Tax
Jacket	\$22.50	\$112.50	Jacket	\$22.50	\$1.13	Jacket	\$22.50	\$1.13
Sales Tax Rate	5		Sales Tax Rate	5%		Sales Tax Rate	0.05	

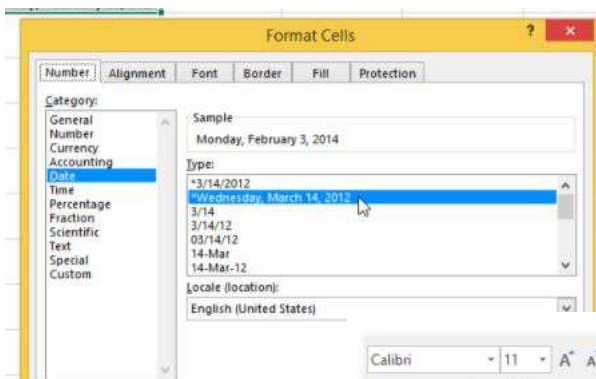
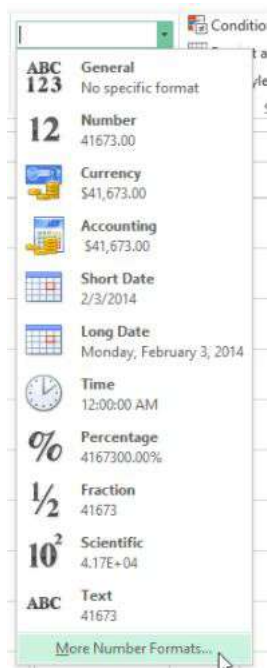
	Wrong	Right
Date	January 1st	1/1/2014
Percent	50	50%
Time	Noon	12:00 pm

Just be aware of WHAT you are entering and HOW it is formatted

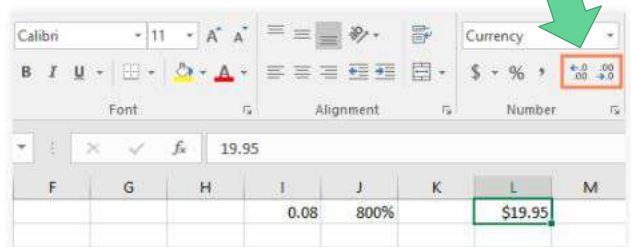


Excel is smart.....but not that smart

Even more options



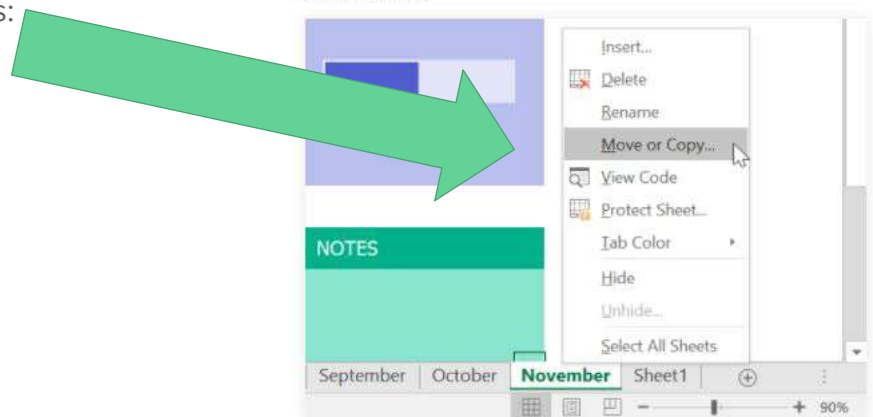
increase/decrease decimal



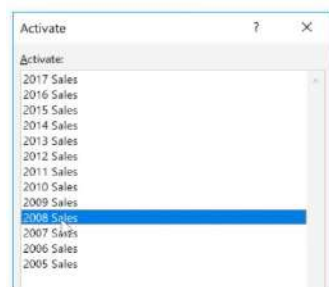
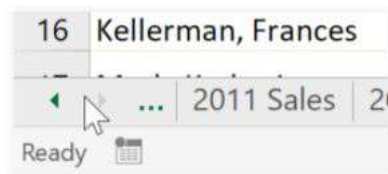
Working with Multiple Worksheets

Working with Multiple Worksheets

- ★ Default: at least one worksheet
- ★ Sometimes helpful to have many worksheets
- ★ Right-click options:



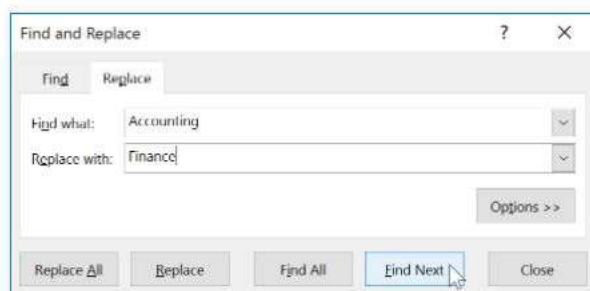
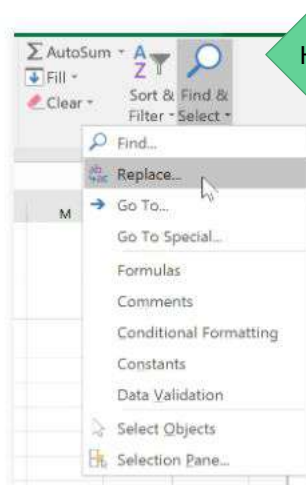
Multiple Worksheet Tabs



- ★ Sometimes helpful to “group” sheets
- ★ Make the **SAME** change on **ALL** sheets at once
 - BE CAREFUL: if they are not all exactly the same, this won't work!
- ★ Use the control (Ctrl) and click all the sheet tabs you want to group
- ★ Ungroup: right-click



Find & Replace - Great for LOTS of data

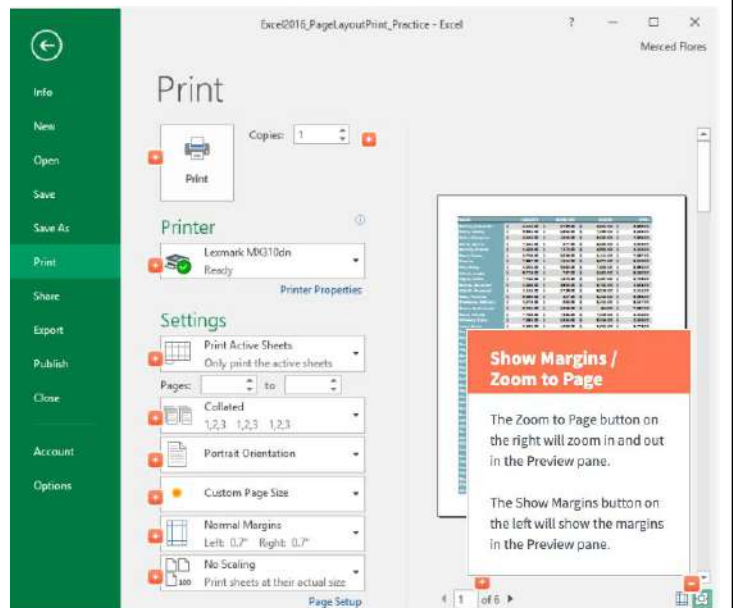
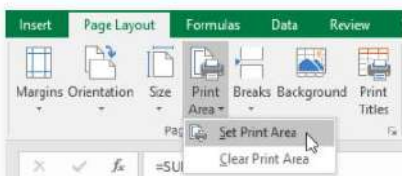
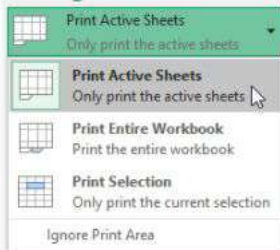


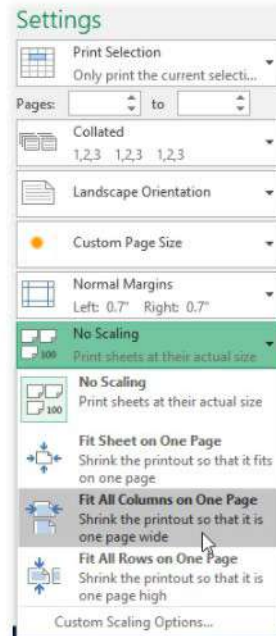
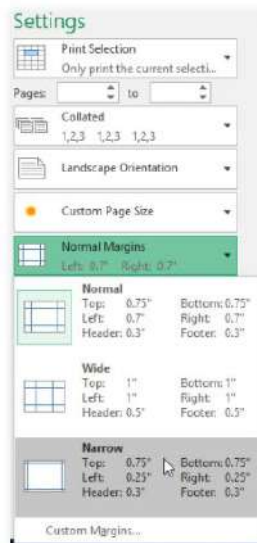


Spelling/Grammar/Review Tools - Similar to Word!

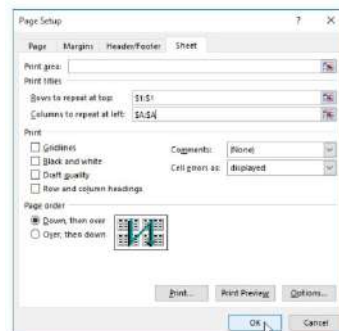
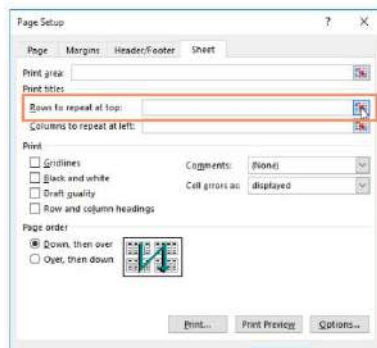
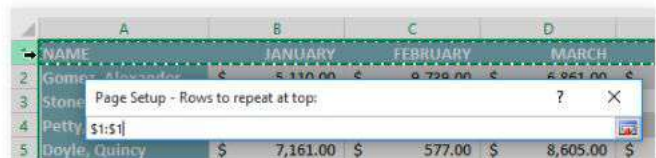
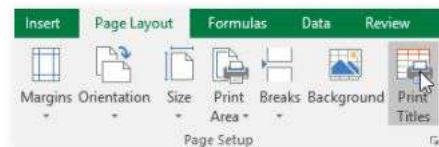
Printing

Settings





Scaling content when printing



Print titles - titles stick with the content on multiple printed pages

Adjusting Page Breaks



16	Green, Buckminster	\$	8,765.00	\$	8,258.00	\$	636.00	\$	7,087.00
17	Evans, Marcia	\$	7,703.00	\$	7,235.00	\$	7,619.00	\$	2,410.00
18	Williams, Claire	\$	7,032.00	\$	6,255.00	\$	9,218.00	\$	5,106.00
19	Lucas, Basia	\$	5,233.00	\$	1,650.00	\$	3,052.00	\$	3,779.00
20	Day, Salvador	\$	627.00	\$	7,909.00	\$	3,204.00	\$	7,710.00
21	Fleming, Aaron	\$	1,885.00	\$	4,996.00	\$	6,925.00	\$	3,493.00
22	Ross, May	\$	4,267.00	\$	9,590.00	\$	257.00	\$	8,210.00
23	Hogan, Kalia	\$	4,996.00	\$	8,430.00	\$	7,882.00	\$	4,876.00
24	Clemons, Amela	\$	4,267.00	\$	9,590.00	\$	257.00	\$	8,210.00
25	Huff, Amy	\$	6,925.00	\$	7,430.00	\$	7,882.00	\$	4,876.00
26	Doyle, Lani	\$	8,789.00	\$	7,621.00	\$	3,435.00	\$	8,015.00
27	Molina, Zeus	\$	4,075.00	\$	1,240.00	\$	2,243.00	\$	4,383.00
28	Guthrie, Mona	\$	9,779.00	\$	7,042.00	\$	3,373.00	\$	4,383.00
29	Ellis, Breanna	\$	8,369.00	\$	1,645.00	\$	3,527.00	\$	7,430.00
30	Hernandez, Vivien	\$	5,288.00	\$	5,276.00	\$	8,031.00	\$	4,876.00
31	Murphy, Haviva	\$	9,665.00	\$	1,126.00	\$	9,935.00	\$	2,611.00
32	Lowe, Morgan	\$	6,516.00	\$	1,112.00	\$	2,516.00	\$	7,565.00
33	Parish, Urielle	\$	3,052.00	\$	4,653.00	\$	9,474.00	\$	8,517.00
34	Brewer, Rachel	\$	619.00	\$	5,319.00	\$	8,891.00	\$	4,533.00
35	Larsen, Alden	\$	3,582.00	\$	2,286.00	\$	3,898.00	\$	7,565.00