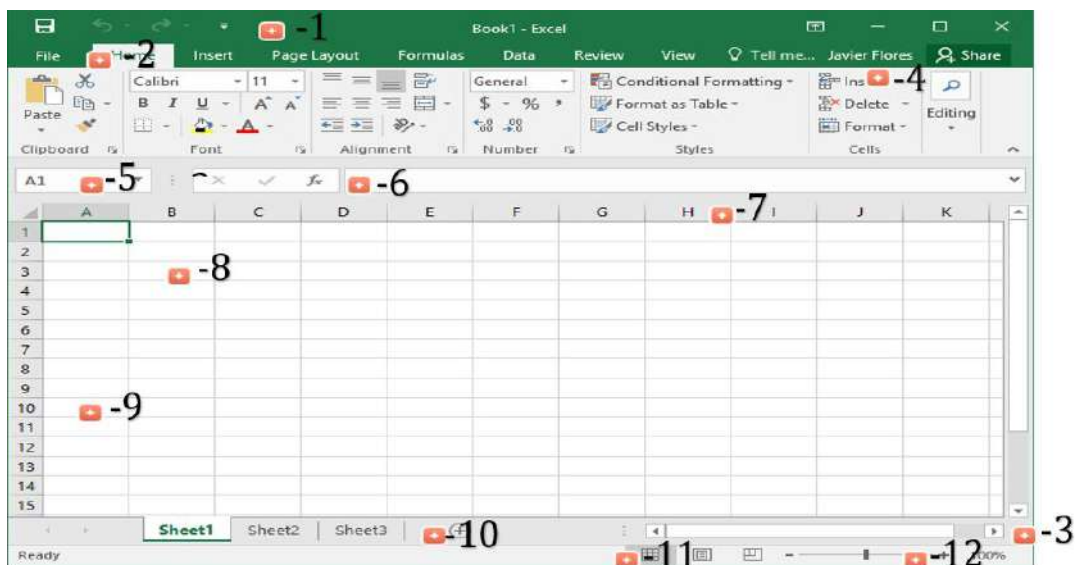# Microsoft Excel

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

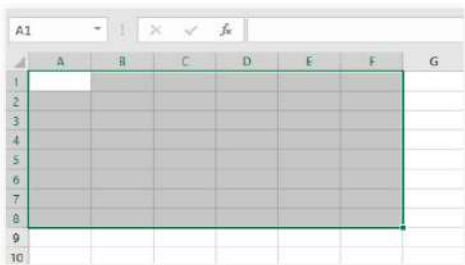Cell - a rectangle; where a row and column intersect

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

Rows = NUMBERS (1, 84, 105)
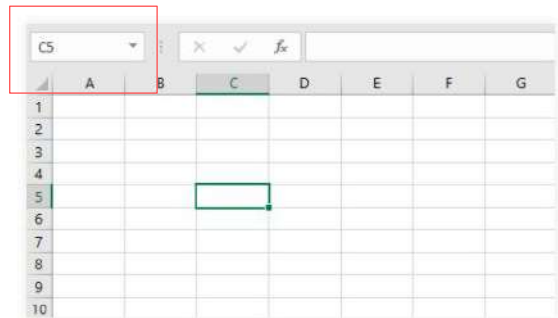
Cell name/address = A1, B84, J105

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:C21)

Cell range **A1:F8**

Ranges 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
I	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

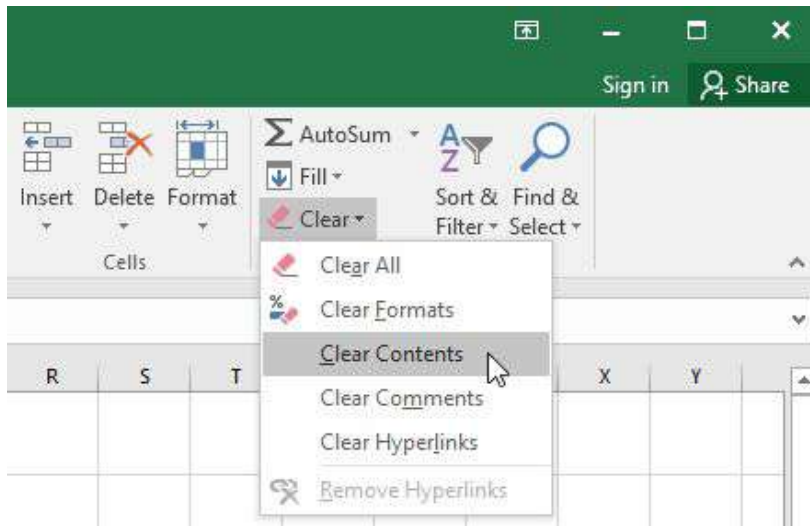What can be inserted into the cells?

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

Deleting Content vs Deleting Cells

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

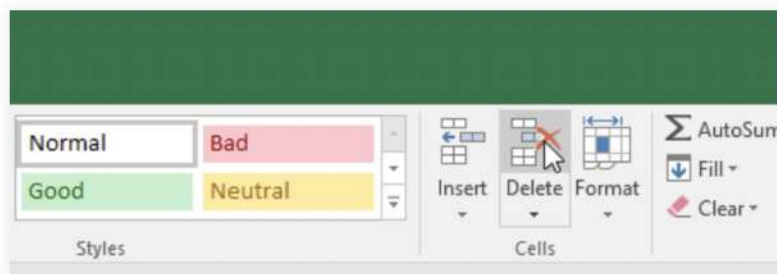Delete cells: make the rectangles disappear and shift the other rectangles up/over

Clearing Content

Home Tab -> far right side

Deleting Cells

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

| 14 | HR | Alvin | Rios | | X | | | |

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

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

Step 1:   Step 2:

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

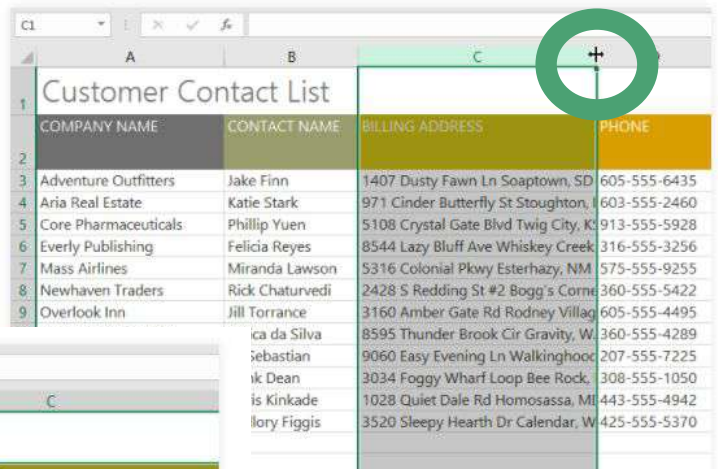This is what it looks like when copying the same thing

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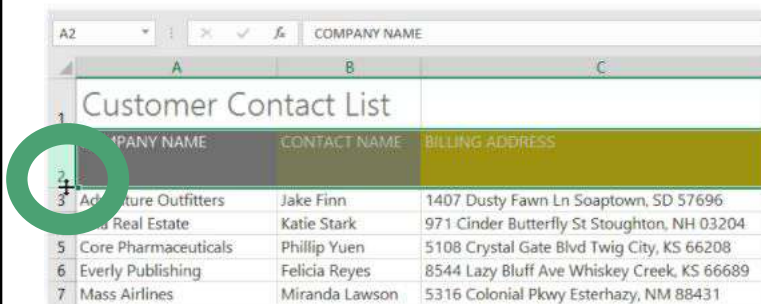
Other Fill Handle Uses

Modifying Rows, Columns, and Cells

Modifying Rows & Columns

Double-click to autofit contents

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

Modify all at once

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

OR right-click

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

AFTER

BEFORE

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!
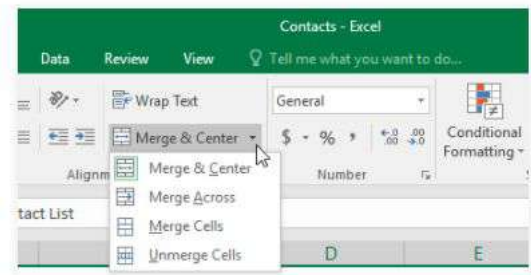
Formatting Cells

★ 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"

Number Formats

★ Tells your spreadsheet what type of data you are entering
★ Easier to read AND easier to use
★ Selec the cells, apply the format

Number Formats

Formula bar
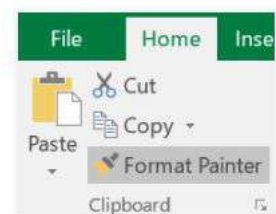
No percentage formatting | Percentage formatting | Written as decimal

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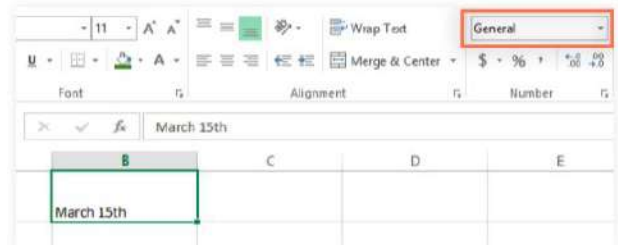
Excel is smart.....but not that smart

Even more options
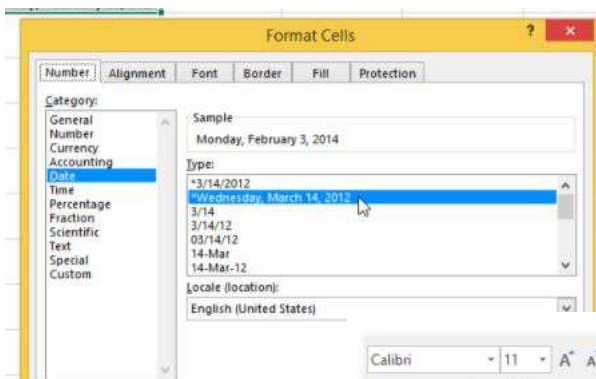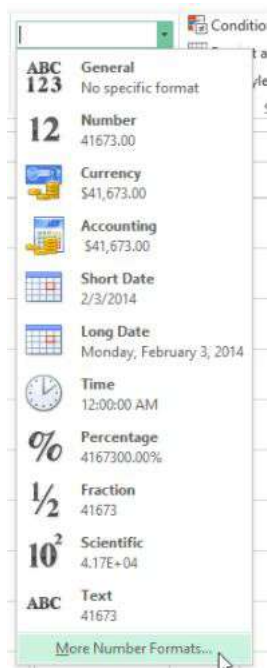
increase/decrease decimal

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

16	Kellerman, Frances

... | 2011 Sales | 2(

Ready

Activate

Activate:
2017 Sales
2016 Sales
2015 Sales
2014 Sales
2013 Sales
2012 Sales
2011 Sales
2010 Sales
2009 Sales
2008 Sales
2007 Sales
2006 Sales
2005 Sales
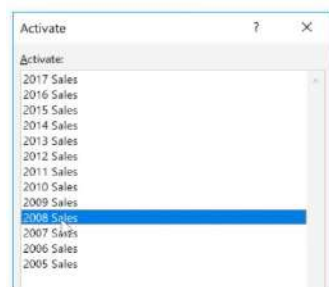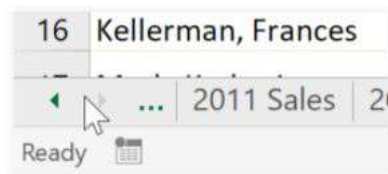
★ Sometimes helpful to "group" sheets
★ Make the SAME change on ALL sheets at once
   ○ BE CAREFUL: if they are not all exactly the same, this won't work!
★ Use the control (Ctrl) and click all the sheet tabs you want to group
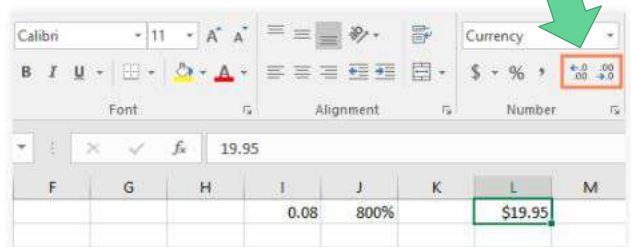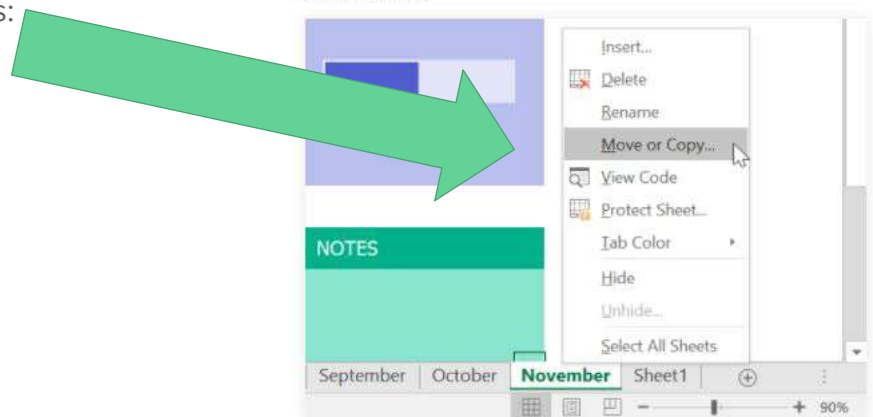★ Ungroup: right-click

August	September	October	November	December	Expenses Summary

Find & Replace - Great for LOTS of data

Home Tab

Σ AutoSum ▾
Fill ▾
Clear ▾

Sort & Find &
Filter ▾ Select ▾

Find...
Replace...
Go To...
Go To Special...
Formulas
Comments
Conditional Formatting
Constants
Data Validation
Select Objects
Selection Pane...

Find and Replace   ? ×

Find   Replace

Find what: Accounting

Replace with: Finance

Options >>

Replace All   Replace   Find All   Find Next   Close
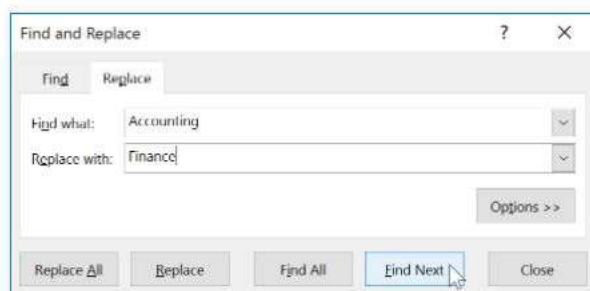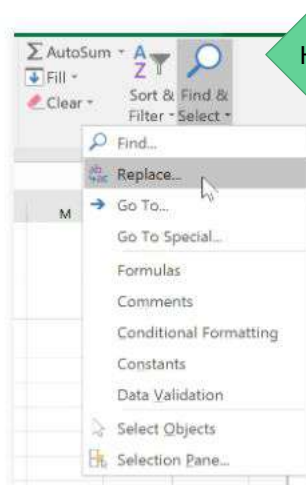
Spelling/Grammar/Review Tools - Similar to Word!

Printing
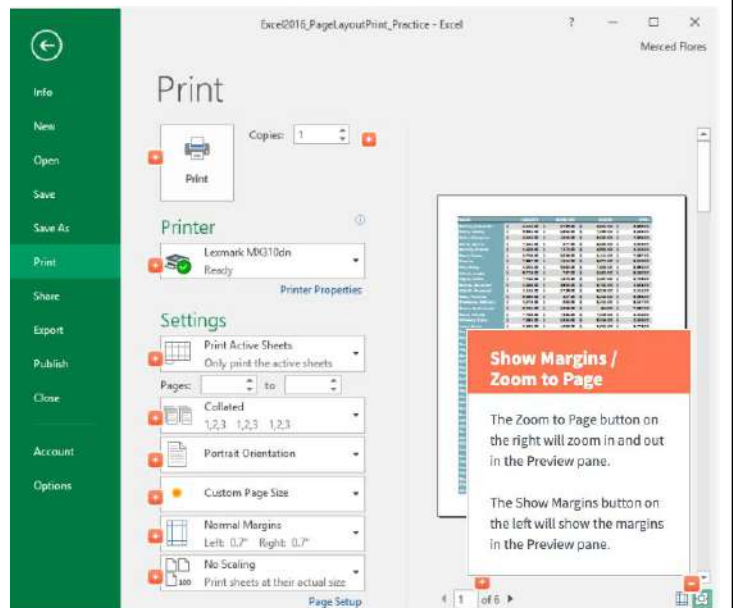
Scaling content when printing

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

Adjusting Page Breaks

Change views

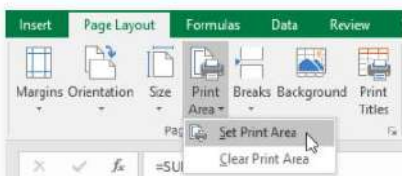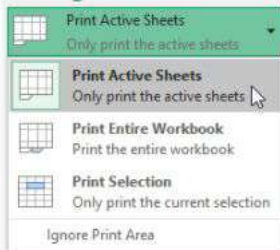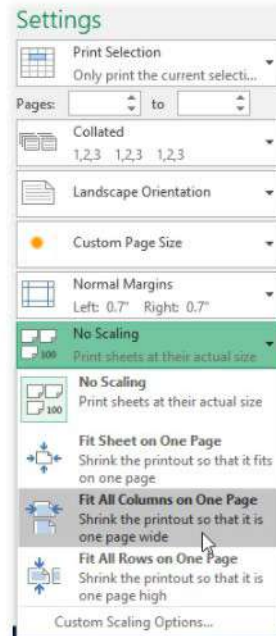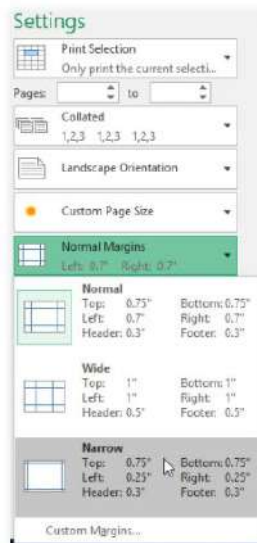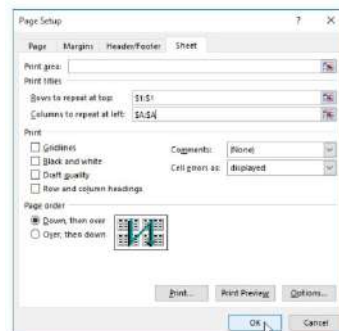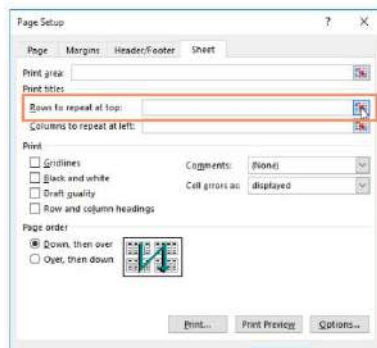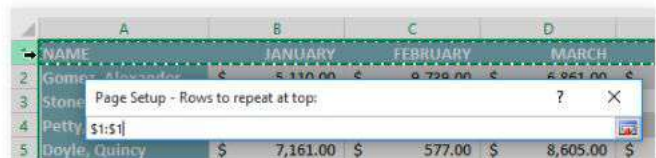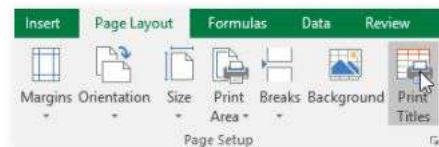|							
16	Green, Buckminster	$	8,765.00	$	8,258.00	$	636.00	$	7,087.00
17	Evans, Marcia	$	7,703.00	$	7,235.00	$	7,619.00	$	2,410.00
18	Williams, Claire	$	7,032.00	$	6,255.00	$	9,218.00	$	5,106.00
19	Lucas, Basia	$	5,233.00	$	1,650.00	$	3,052.00	$	3,779.00
20	Day, Salvador	$	627.00	$	7,909.00	$	3,204.00	$	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	Parrish, 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