

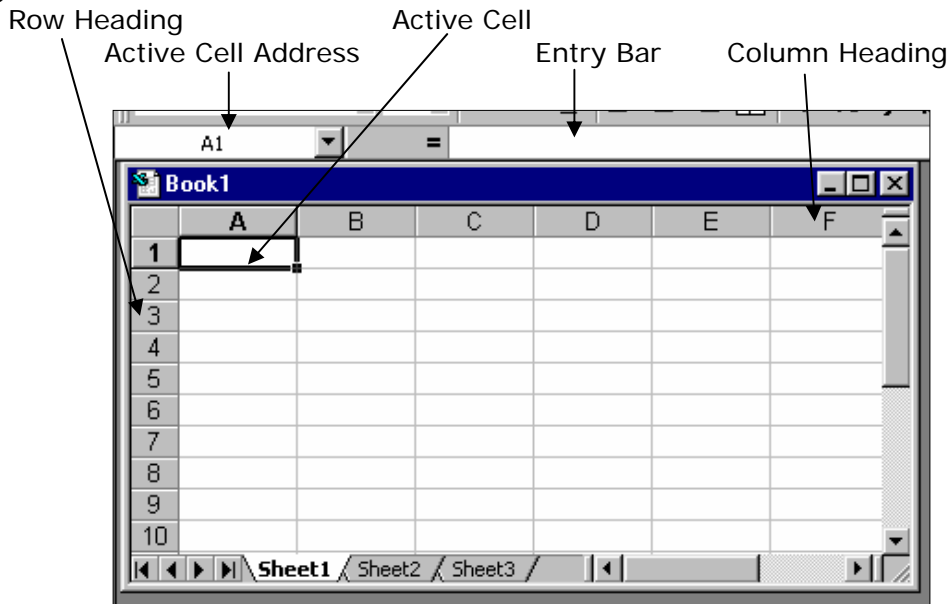
Getting Started with Excel

Open the Microsoft Excel application.

Key Spreadsheet Concepts

NOTE: Notice that when the mouse is on the spreadsheet it appears as a crossbar known as the **Spreadsheet Tool**.

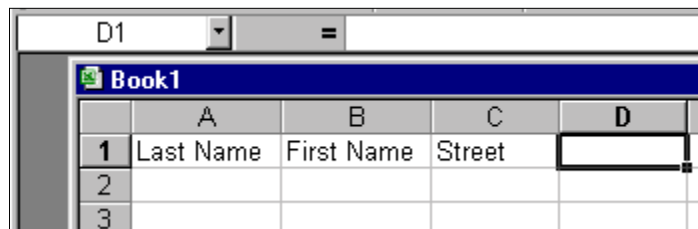
The spreadsheet itself is a grid of rows (going across) and columns (going down).



- Each column is labeled with a letter at the top. Each row is labeled with a number at the left. The intersection of a row and column is called a cell. Each cell has a unique address, which consists of the column letter and row number (i.e., D5).
- You enter a cell's contents using the entry bar at the top of the spreadsheet. You can enter text, numbers, or formulas into cells.
- Formulas are not actual values like text or numbers. Instead, formulas are a set of instructions that Excel follows to produce a value for a cell. You see a cell's formula in the entry bar. The formula's results appear as the actual value in the spreadsheet cell.
- The spreadsheet always has one current (active) cell, and that cell has a heavy border. The contents of the current cell, if any, appear in the entry bar.

Entering Data in Cells

1. Click in the cell where you want the Data.
2. Type the information. You will see it displayed in the Entry Bar.
3. Press Enter or Return.

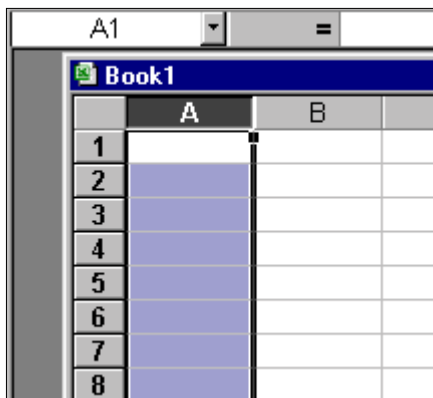


Moving from Cell to Cell

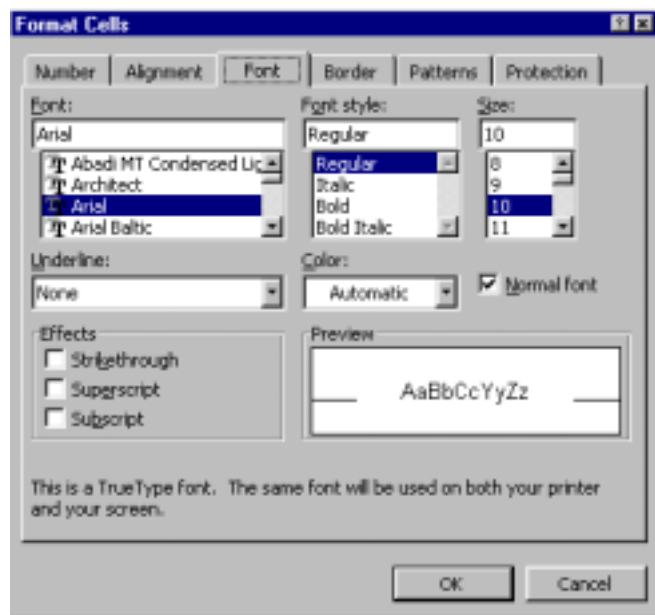
1. Press Enter or Return to move down a column of cells.
2. Press Tab to move to the right.
3. Use the arrow keys or click with the mouse to move anywhere on the spreadsheet.

Formatting Cells

1. Click on a column heading (the letters) to select a whole column. The entire column should become highlighted. To select an entire row, click on the row heading (the numbers).



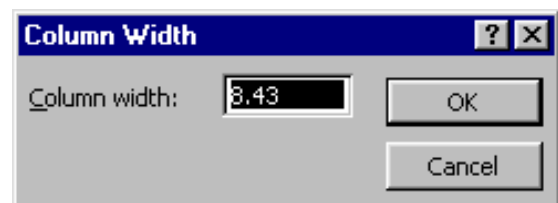
2. You can make many changes to the properties of the cells, such as Alignment, Font, Border, etc.
3. Click in a cell or select a column or row.



4. Select **Format** from the menu bar at the very top of the page and choose **Cells**.

Customizing the Size of Rows and Columns

1. Click on **B** in the column heading.
2. Select **Format** from the menu bar at the top of the page.
3. Choose **Column**, then choose **Width**.



4. Change the number in the **Column Width** box. Larger numbers will make wider columns. Then click on **OK**.
5. For **Rows**, select **Format>Row>Height**.

Resize Using the Mouse

1. Position the mouse so you see the double arrow pointer between Column Headings.

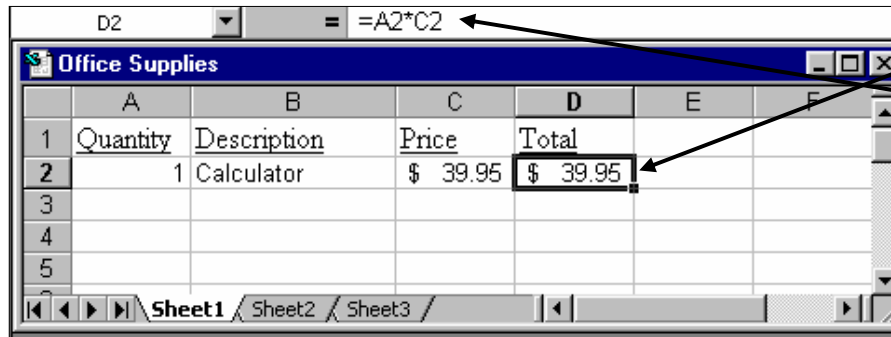


2. Click and drag the border until the column is the size you want.



3. You can also change the size of rows using the same procedure.

Entering Formulas



1. Click in cell **D2**.
2. Type in a formula such as **=A2*C2**.
3. Press **Enter**.
4. This will multiply the contents of cell A3 times the contents of cell C3.

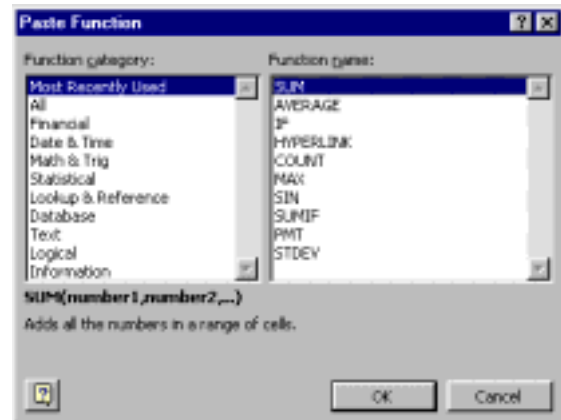
Begin a formula with an **equal sign** to let Excel know that you're entering a formula and not numbers or text.

Functions are predefined, named formulas. For example, the SUM function produces a total for a range of cells.

Paste Function

1. Select a cell by clicking in it.

2. Choose **Insert** from the menu bar. Choose **Function**. Under Function Name choose **SUM**. Click on **OK**.



3. A box opens up. Confirm that the correct range of cells appears in the box in the space next to **Number 1** (D2:D4). Click on **OK**.

4. In the entry bar you will see the **SUM** function you selected preceded by the = sign.

NOTE: The colon (:) tells the computer to use the first cell given and all cells in between, as well as the last cell given. For example **D2:D4** tells the computer to use the data in cells **D2**, **D3**, and **D4**.

