



# Microsoft Excel for Beginners: creating and using spreadsheets

## Uses for Microsoft Excel:

- expenses
- budgets
- data to be analyzed, summarized, or graphed

## Terminology

- worksheet = one sheet or tab within a file (like a piece of paper in a ledger)
- workbook = an entire file (like a ledger)
- cell = location of one piece of data
- row = horizontal series of cells designated by a number
- column = vertical series of cells designated by a letter
- cell reference = location of a cell described by the intersection of a column and row (letter then number) (ex: A1)
- formula = math problem
- formula bar (located at the top of the worksheet) = displays the data or formula within a selected cell

## Getting Around a Worksheet

- Move to a cell by clicking on the cell with the mouse.
- The arrow keys on the keyboard can also be used to move to a cell.
- A worksheet can be renamed by double-clicking on its name at the bottom of the screen, typing a new name, and pressing Enter on the keyboard.
- A workbook is named when the file is saved. The file name becomes the workbook name.

## Entering Data

- Enter data by typing numbers, letters, or words directly into a cell.
  - Move to the cell using the arrow keys or mouse.
  - Type the letters, numbers, or words.
- Data can also be entered by typing numbers, letters, or words in the formula bar.
  - Move to the cell using the arrow keys or mouse.
  - Click in the formula bar.
  - Type the letters, numbers, or words.

## Selecting Cells

- Select a cell by moving to it with the arrow keys or mouse.
  - A dark outline surrounds the selected cell.
  - The data or formula contained in that cell is displayed in the formula bar.
- Select multiple cells as follows.
  - A row of cells can be selected by clicking on the row number on the left side.

- A column of cells can be selected by clicking on the column letter at the top.
- The entire worksheet can be selected by clicking on the arrow in the top left.
- When multiple cells are selected, they are all surrounded by a dark outline and all of the cells are blue except one.

### **Formatting Data**

- Formatting data refers to changing the appearance of the data but not the data itself.
- To format data, first select the cell or cells to be formatted and then change the formatting.
- Use the tools in the Font group on the Home tab to change the following.
  - font
  - font size
  - emphasis (bold / italic / underlined)
  - font color
  - fill color
  - borders
- Click on the arrow at the bottom right of the Alignment group to bring up the Format Cells dialog box opened to the Alignment tab. Use options within this dialog box to change the vertical alignment of the text, the horizontal alignment of the text, and the text orientation.
- Resize a column by clicking on and dragging the line to the right of the column letter.
- Resize a row by clicking on and dragging the line below the row number.
- Resize a column to best fit the text within it by double-clicking on the line to the right of the column letter.
- Resize a row to best fit the text within it by double-clicking on the line below the row number.
- Use the tools in the Number group on the Home tab to change the number format. The default format is General. The most common number formats are:
  - Currency
  - Short Date
  - Long Date
- Click on “More Number Formats” in the Number Format tool in the number group for additional formats for each of the following.
  - number
  - currency
  - date
  - time

### **Saving and Printing**

- Save a workbook as follows.
  - Click on the File tab.
  - Save a workbook for the first time as follows.
    - Click on Save As.
    - Select a location, name the publication, and click on Save.
  - Save changes to a workbook by clicking on Save.

- Print a worksheet as follows.
  - Click on the File tab.
  - Click on Print.
  - Look at the preview on the right side of the screen.
  - Click on Print again.

### **Tips**

- Save often.
- Look at the formula bar to see the data or formula contained within a single cell.
- Use the number format options.
  - The Currency format makes monetary amounts easier to understand at a glance.
  - The date formats make dates display appropriately within the cells.
- Do not be afraid to ask for help.