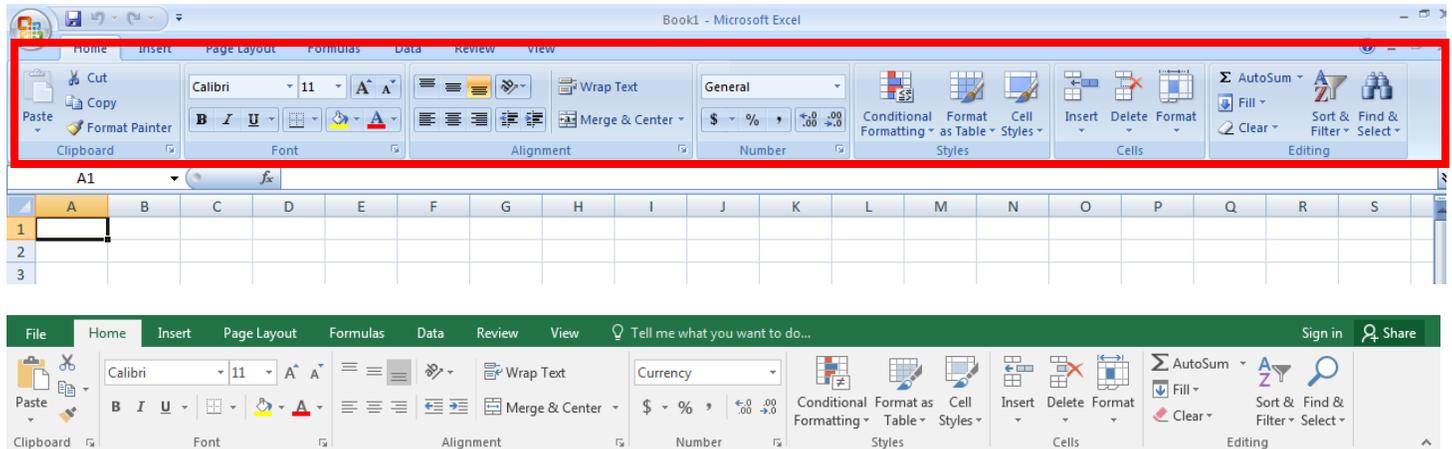# Basic Excel

Excel is a spreadsheet program for organizing data.

It can help you keep lists, budgets, inventories, schedules, and more.

Ribbon:

Workbook – The workbook is this entire file, made up of worksheets

Worksheet – Each page in an Excel file, made up of rows and columns of cells

    Add sheets with "Insert Worksheet" tab or ⊕ to the right of current sheets OR Shift + F11
    Rename sheets – Right click and select Rename
    You can even change the tab color by right clicking and open the Tab Color drop down menu

Cells – The intersection of a row and a column

Rows – Adjacent cells in a row from left to right, these are numbered
    Records – Data about a specific object is usually entered across a row, this set of data is called a record
        Each row contains a record

Columns – Cells stacked in columns from the top to the bottom of the spreadsheet, each column is assigned a letter
    column names go to AA, AB, AC, etc. after A-Z is used

Ranges – rectangular groups of cells ex: L7:N12

To add rows or columns:

    Rows – Right click the row number below where you want to add a row and select insert
        This will insert a new row ABOVE the row you right clicked

    Columns – Right click the column letter to the right of where you want to add a column and select insert
        This will insert a new column to the LEFT of the column you right clicked

How to navigate cells:

      Tap Enter to move down, Shift + Enter to move up

      Tab to move to the right, Shift + Tab moves left

Select a single row or column by left clicking on the row number or column letter

Box to left of A = select whole sheet

Click once to select a cell – If you type it will add data to that cell but does not insert your cursor IN the cell

      Double click to get cursor IN a cell (useful for editing cells)

Ctrl + z (undo)

Good data management = contiguous range of data; no empty rows, columns, or cells

      This will also allow other features to work properly such as sorting and filtering or removing duplicates

Expand the width of a column or height of a row (so writing fits) – Click, hold, and drag to desired width from

      between the row numbers or column letters OR – short cut – double click to format column width to length

      of longest word OR highlight all columns by clicking and dragging on the column letters all the

      way across to end of data, then double click between any two columns and all will be resized together

Merge and Center:

      Merging cells allows you to create titles, labels, or headers for your columns or rows that span multiple

            columns or rows

      Select the cells you want to merge, only data in the upper left cell will be kept -> click "Merge and Center"

            Home Tab -> Alignment Group -> "Merge and Center" OR arrow -> drop down menu/more options

Copying data across rows and columns – hold the cursor over the bottom right hand corner of a cell until you see

      a black cross -> drag down or to the right to copy the data to other cells

Populating in ascending order – enter data in two adjacent cells in the same column or row -> select both cells ->

      place cursor in bottom right hand corner of the last cell -> drag down (column) or across (row)

Number Formatting cells ($, dates, etc) – Home Tab -> Number Group -> drop down menu next to "General"

      Here you can change the formatting for any number such as automatically add $ to currency, or have

            dates show in your preferred format; just highlight the cell, cells, range, or column that you want

            the formatting selection to apply to before you select the format

Formulas:

You can place a formula in any cell but usually directly below the data you use in your formula

Addition: =sum(C3:C8) OR click and drag on range and hit enter and it will add it OR select range and
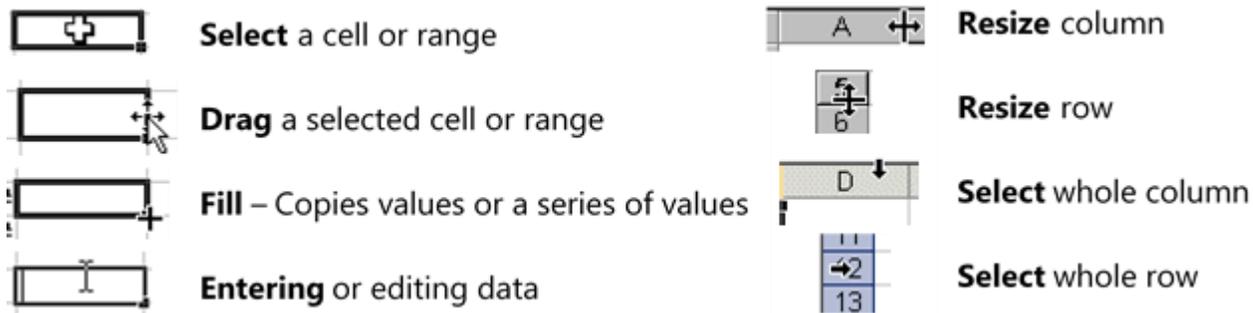then click on autosum button (Σ sigma) Home Tab -> Editing Group

Other common formulas: =average() =max() [highest] =min() [lowest]

Find more formulas: Formulas Tab -> Function Library Group -> Browse drop down menus ->
last drop down menu option "Insert Fuction" OR hover over a formula name to see a description

Basic chart:

Select the data including titles and labels -> Insert -> choose chart type

Mouse Pointer Shapes in Excel:

Select a cell or range			**Resize** column
Drag a selected cell or range			**Resize** row
Fill – Copies values or a series of values			**Select** whole column
Entering or editing data			**Select** whole row

Other Resources: Youtube -> "Beginner's Guide to Excel" by Technology for Teachers and Students
gcflearnfree.org