

Beginning Excel

Objectives:

The Learner will:

- Become familiar with terminology used in Microsoft Excel
- Create a simple workbook
- Use a simple formula
- Format Cells
- Add Columns, Rows, and Pages
- Borders

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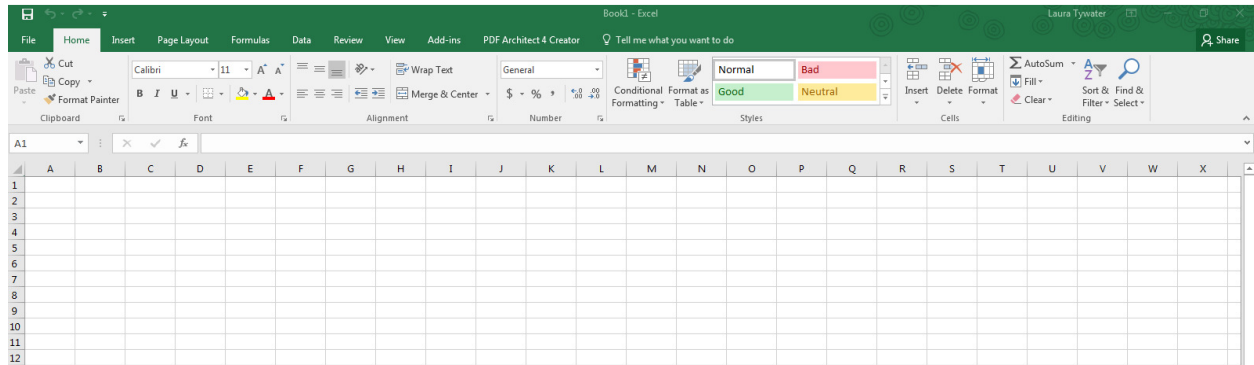


Terminology

Worksheet = a row-and-column matrix sheet on which you work

Spreadsheet = this type of computer application

Workbook = the book of pages that is the standard Excel document.



Cell

The workbook is made up of cells. There is a cell at the intersection of each row and column.

A cell can contain a value, a formula, or a text entry.

Rows, Columns, and Sheets

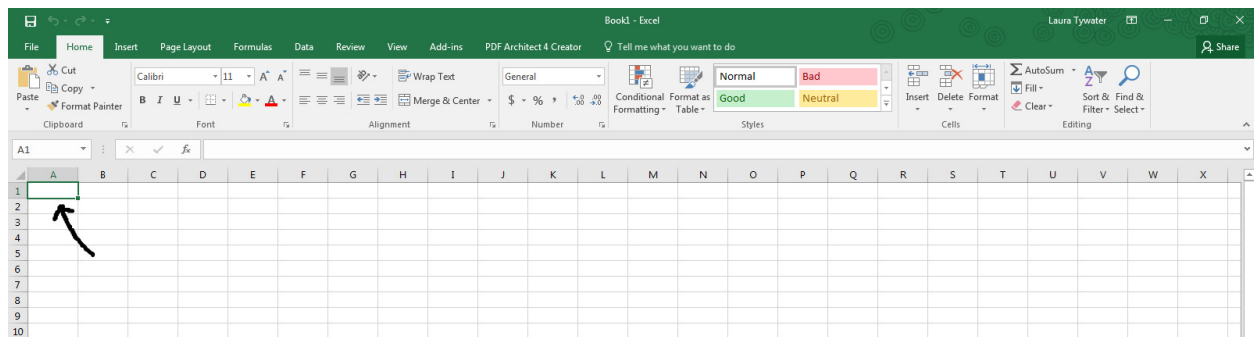
The Excel worksheet contains 16,384 rows that extend down the worksheet, numbers 1 through 16384.

The worksheet contains 256 columns that extend across the worksheet, lettered A through Z, AA through AZ, BA through BZ, and continuing IA through IZ.

The Excel workbook can contain as many as 256 sheets, labeled Sheet 1 through Sheet 256. The initial number of sheets in a workbook, which can be changed by the user, is 16.

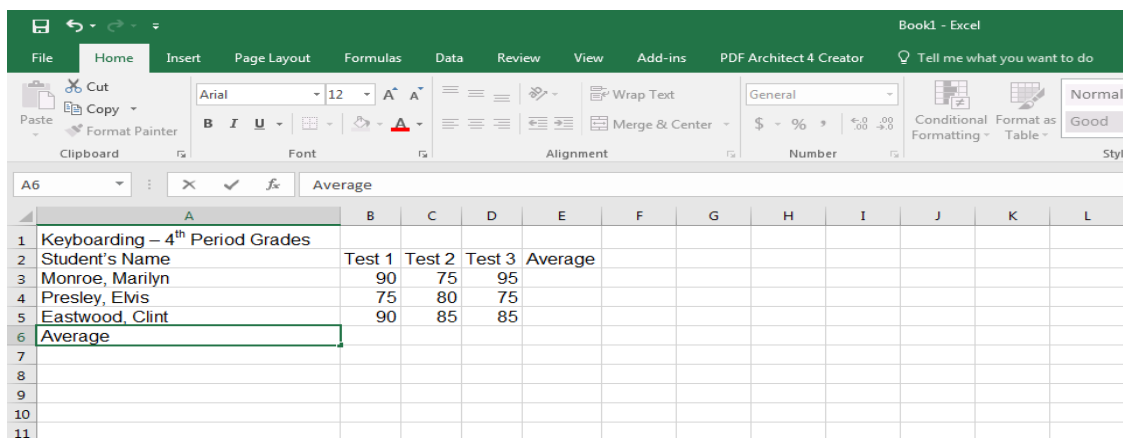
Cell references

Cell references are the combination of column letter and row number. For example, the upper-left cell of a worksheet is A1.



Typing into Cells

1. In cell A1, type *Keyboarding – 4th Period Grades*
2. Type as follows:
 - Cell A2 type *Student's Name*
 - Cell B2 type *Test1*
 - Cell C2 type *Test 2*
 - Cell D2 type *Test 3*
 - Cell E2 type *Average*
3. Type in cells: A3 – *Monroe, Marilyn*; A4 – *Presley, Elvis*; and A5 – *Eastwood, Clint*
4. Type in cells: B3 – *90*; C3 – *75*; and D3 - *95*
5. Type in cells: B4 – *75*; C4 – *80*; and D4 – *75*
6. Type in cells: B5 – *90*; C5 – *85*; and D5 – *85*
7. Type in cell A6 – *Average*

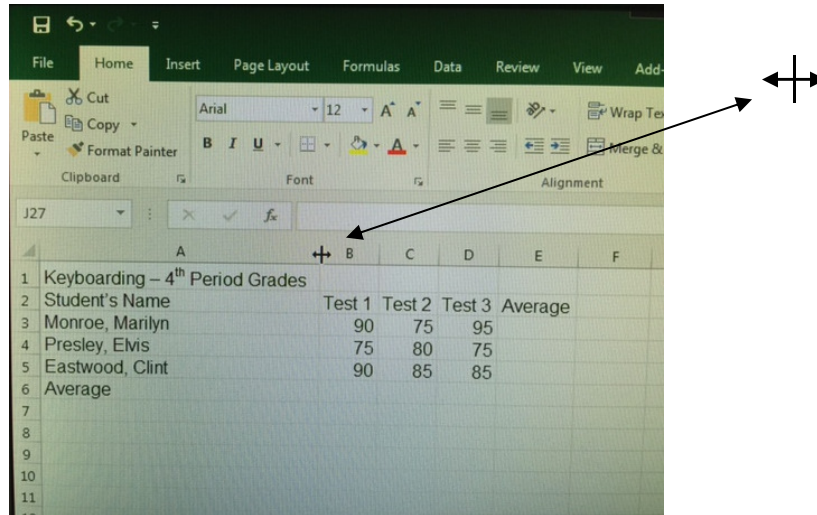


The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Keyboarding – 4 th Period Grades											
2	Student's Name	Test 1	Test 2	Test 3	Average							
3	Monroe, Marilyn	90	75	95								
4	Presley, Elvis	75	80	75								
5	Eastwood, Clint	90	85	85								
6	Average											
7												
8												
9												
10												
11												

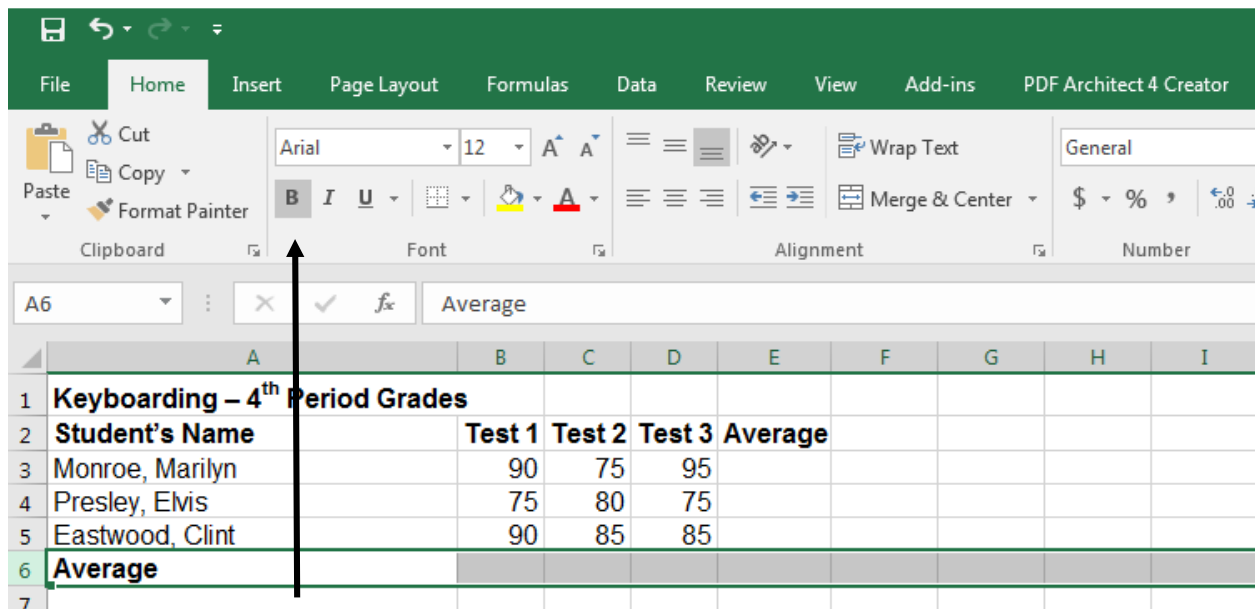
Changing Cell Size

1. Point with your mouse between the A and B columns. When the cursor changes to a line crossed by a double-sided arrow, click and drag the column to the right. This will make the A column wider.
2. Point with your mouse between the B and C columns. When the cursor changes to a line crossed by a double-sided arrow, **quickly double click** the left mouse button. Notice that the column automatically adjusts to fit the text.
3. Adjust the width of all columns through E.



Making Text Bold

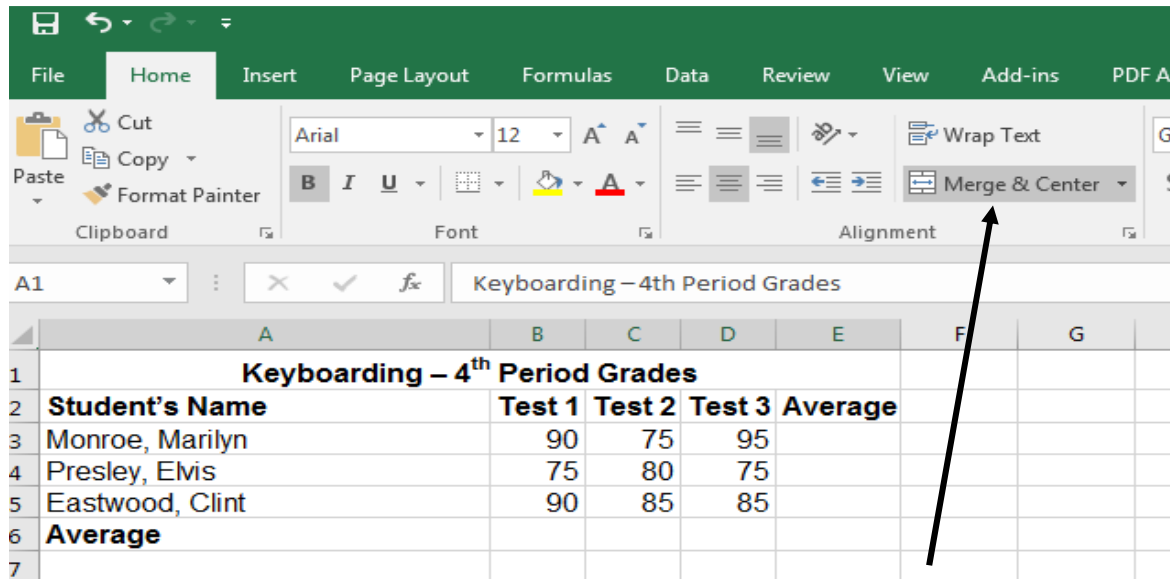
1. Select cell A1 by clicking on the cell. Then, point to the B icon on the tool bar.
2. Bold the text in cells: A2; B2; C2; D2; E2; and A6.



Bold icon

Merge and Center

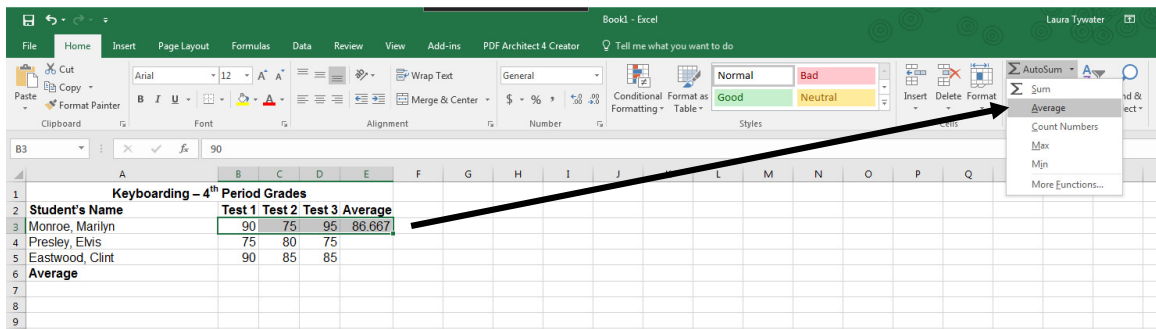
Click in cell A1 and drag through cell E1 to select all cells. Release the left mouse button. With your mouse, click the Merge and Center icon on the toolbar. This will center your heading.



Merge and Center Icon

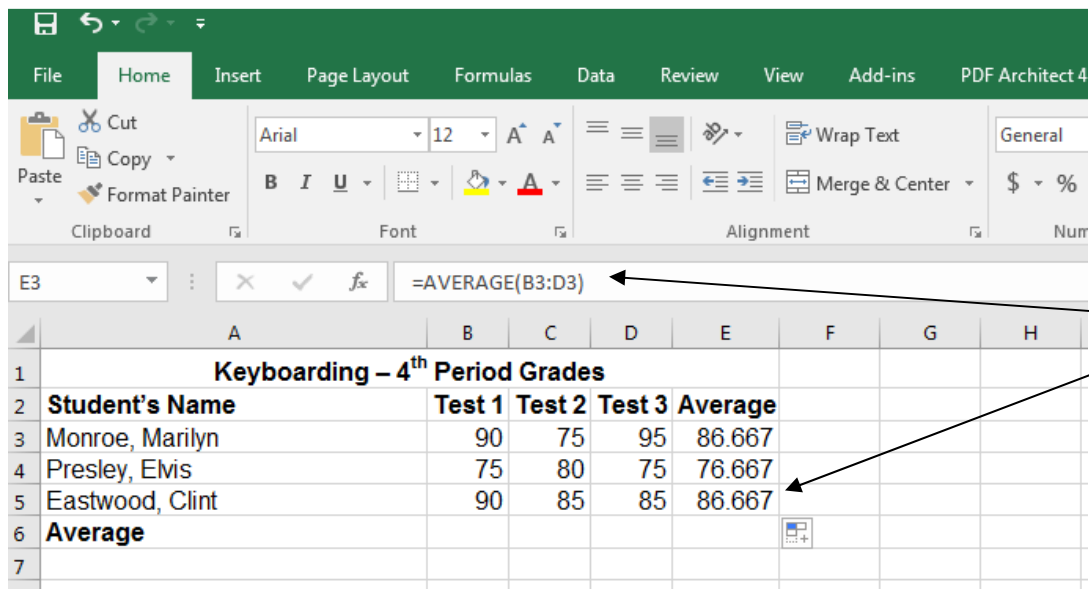
Using a Formula

1. Click and highlight B3, C3, and D3
2. Click the dropdown menu icon next to the Σ AutoSum and choose Average



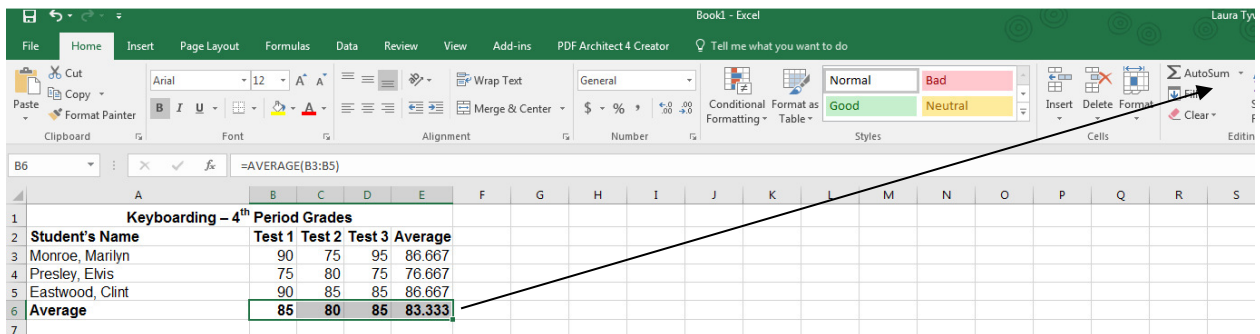
Copy formula to other cells

1. Point to the right bottom of cell E3 until you get the plus sign.
2. When you get the plus sign, click and hold down the left mouse button.
3. Drag through cell E5
4. Excel will automatically fill in averages for Cells E4 and E5.



Excel will automatically calculate the formula and copy it in the cells you highlight.

5. Now use the same method as above to find the average for Test 1, this will be in Cell C6. Use the drag method to calculate the averages for Tests 2, Test 3, and Average.

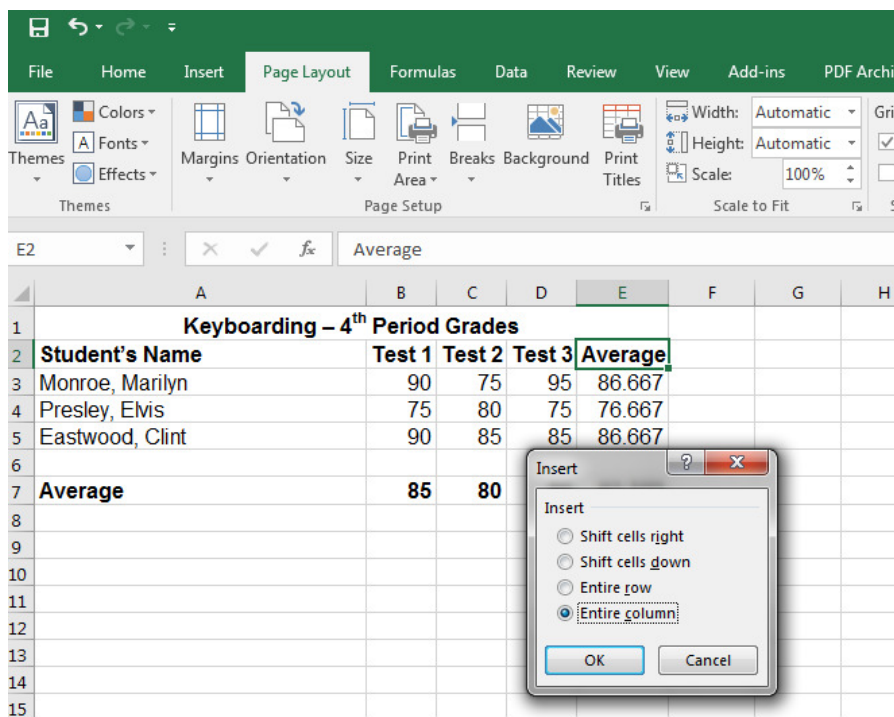
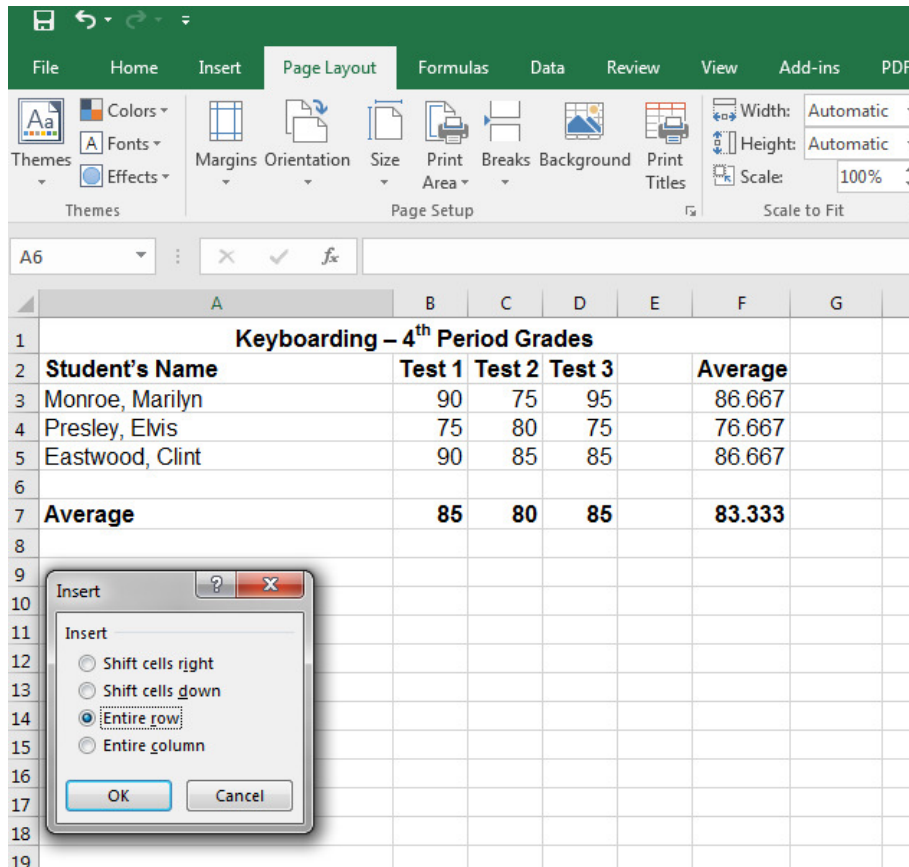


Adding columns & rows

Left click row 6.

Right click and choose “insert” or “insert rows” from pop up menu.

If necessary, choose “Entire row” from the following pop up menu



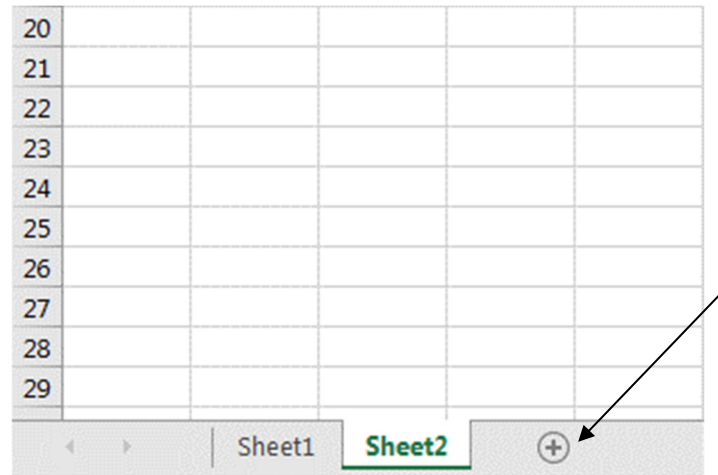
To insert a column, click E column then right click on the E. Choose “insert column”, then choose “Entire column” if prompted.

In your new row A6 enter Woman, Wonder in B6 enter 95, C6 enter 100, D6 enter 90
In E2 enter “Test 4” E3 enter 95, E4 enter 85, E5 enter 90, E6 enter 95

How do we get the “Average” formula to extend to F6, and E7??
(refer back to page 5 if necessary! ☺)

Add a Page to a Workbook

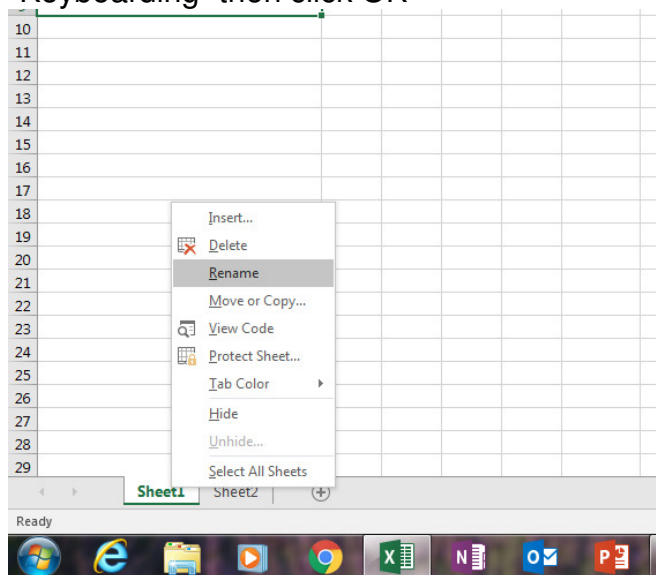
At the bottom of the Excel page, click the + sign next to the tab that says “Sheet 1”



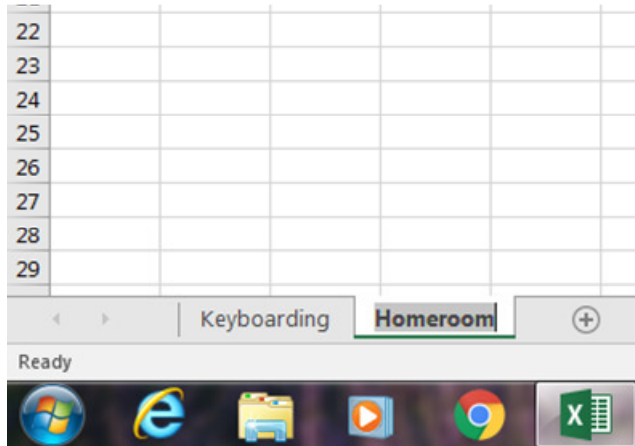
Automatically, a new page will appear called “Sheet 2”

Naming Pages in a Workbook

Right click over top of tab that says “Sheet 1” and choose “rename” and call it “Keyboarding” then click OK

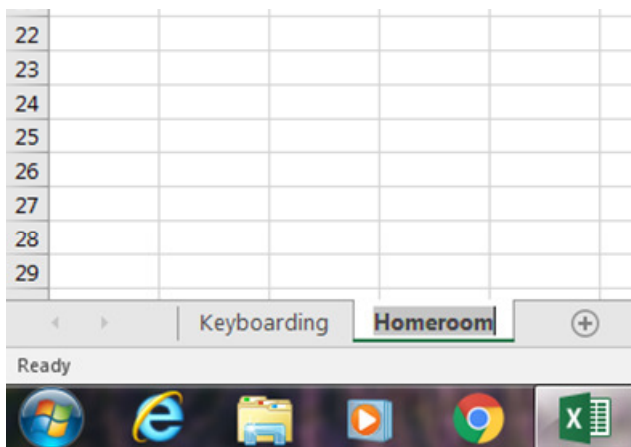


Right click over top of tab that says “Sheet 2” and choose “rename” and call it “Homeroom” click OK



Copy & Pasting data from another worksheet

Now, you will paste data into this HOMEROOM sheet.

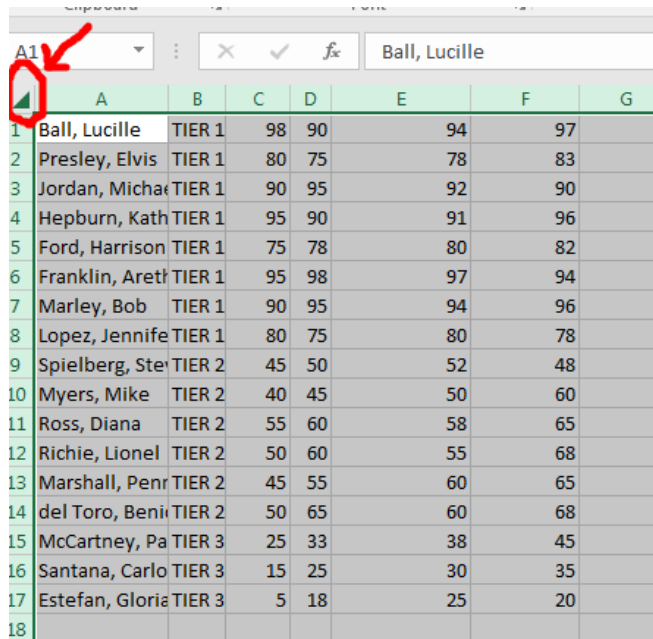


Open the “Fake Homeroom” workbook. Select and highlight the data from the spreadsheet and **use the CTRL + C keyboard shortcut to copy the data**

Go back to the “Inservice Excel Spreadsheet” workbook you’ve created and click on “Homeroom” tab. Right click in cell A1 and choose “paste”.

Ta-da!! You have just copied data from one Excel worksheet and pasted into your Excel Workbook!

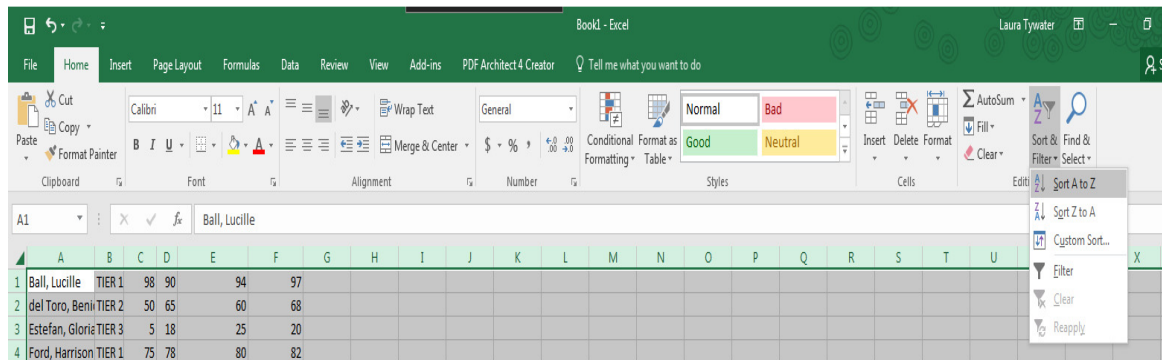
Discuss the difference between Paste and Paste Special- show an example



	A	B	C	D	E	F	G
1	Ball, Lucille	TIER 1	98	90		94	97
2	Presley, Elvis	TIER 1	80	75		78	83
3	Jordan, Michael	TIER 1	90	95		92	90
4	Hepburn, Kath	TIER 1	95	90		91	96
5	Ford, Harrison	TIER 1	75	78		80	82
6	Franklin, Aretha	TIER 1	95	98		97	94
7	Marley, Bob	TIER 1	90	95		94	96
8	Lopez, Jennifer	TIER 1	80	75		80	78
9	Spielberg, Steven	TIER 2	45	50		52	48
10	Myers, Mike	TIER 2	40	45		50	60
11	Ross, Diana	TIER 2	55	60		58	65
12	Richie, Lionel	TIER 2	50	60		55	68
13	Marshall, Penn	TIER 2	45	55		60	65
14	del Toro, Benicio	TIER 2	50	65		60	68
15	McCartney, Paul	TIER 3	25	33		38	45
16	Santana, Carlos	TIER 3	15	25		30	35
17	Estefan, Gloria	TIER 3	5	18		25	20
18							

Sorting

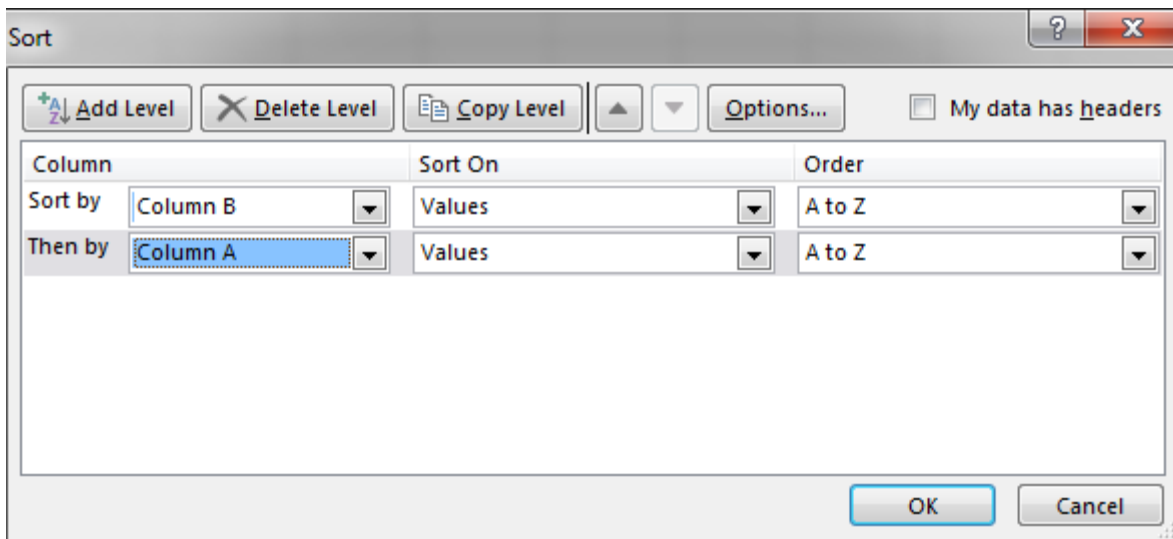
Using the “homeroom” spreadsheet, click the small triangle again in the upper left corner to highlight all of the data and then click “Sort and Filter” and choose “Sort A to Z”



This will sort the students by the first column in ABC order

Custom Sorting

1. Click the small triangle again in the upper left corner to highlight all of the data and then click “Sort and Filter” and choose “Custom Sort”
2. Choose “Add Level” and sort by “Column B” based on values, then by “Column A” based on values. Click ok.

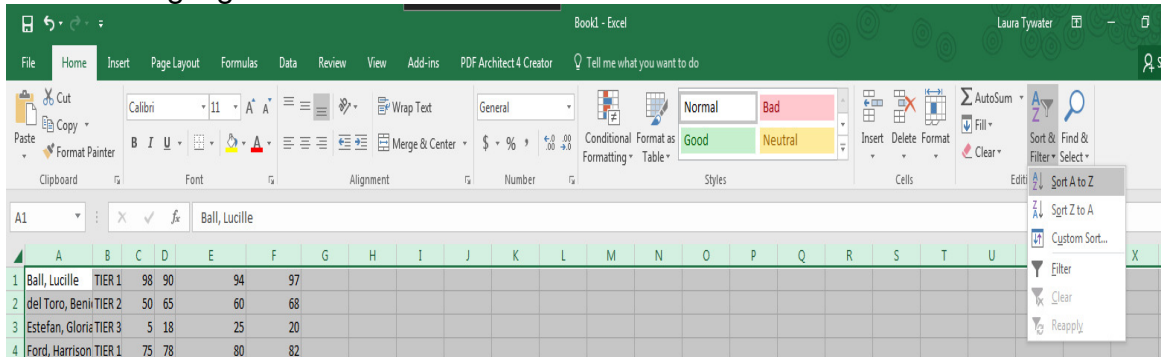


This will sort your homeroom by their Tier Level THEN by ABC order.

Through the sort box, you can sort by any column. **A HINT, if you select only one column, it sorts only that column, not the entire document. Make sure you select what you want sorted before or your data will become mixed and confusing!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!**

Sort & Filter

Using the “homeroom” spreadsheet, click the small triangle again in the upper left corner to highlight all of the data and then click “Sort and Filter” and choose “Filter”

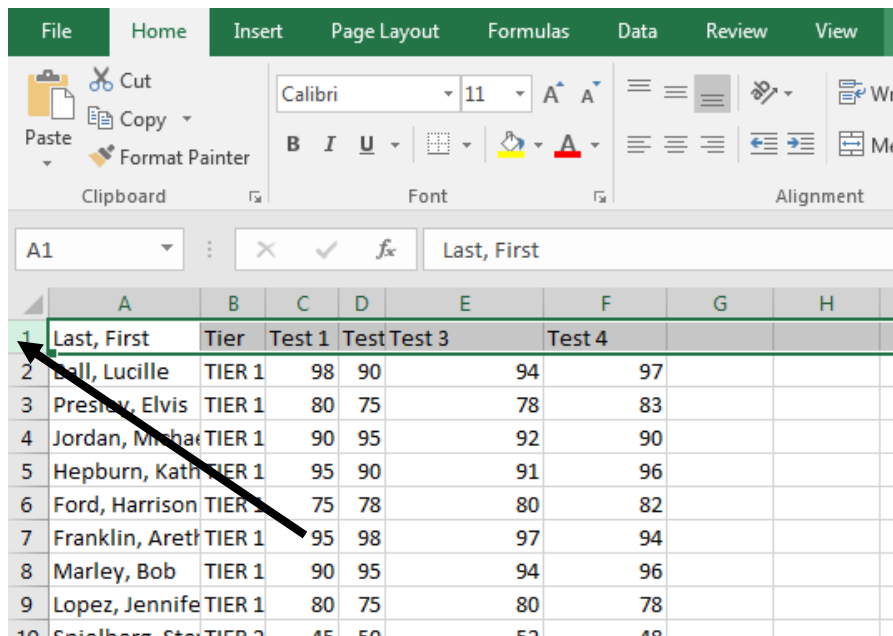
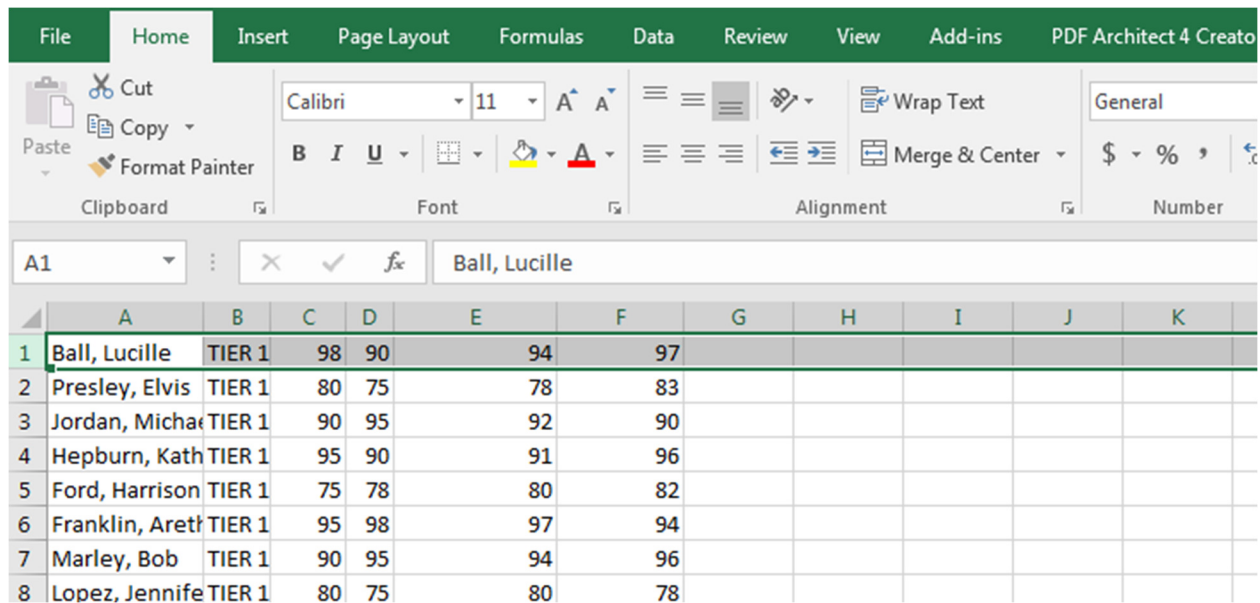


Notice the drop down option for each header. Select Tier and filter by Tier 1. Next, filter by Tier 2.

	A	B	C	D	E	F
1	Last, First	Tier	Test	Test	Test	Test
2	Ball, Lucille	TIER 1	98	90	94	97

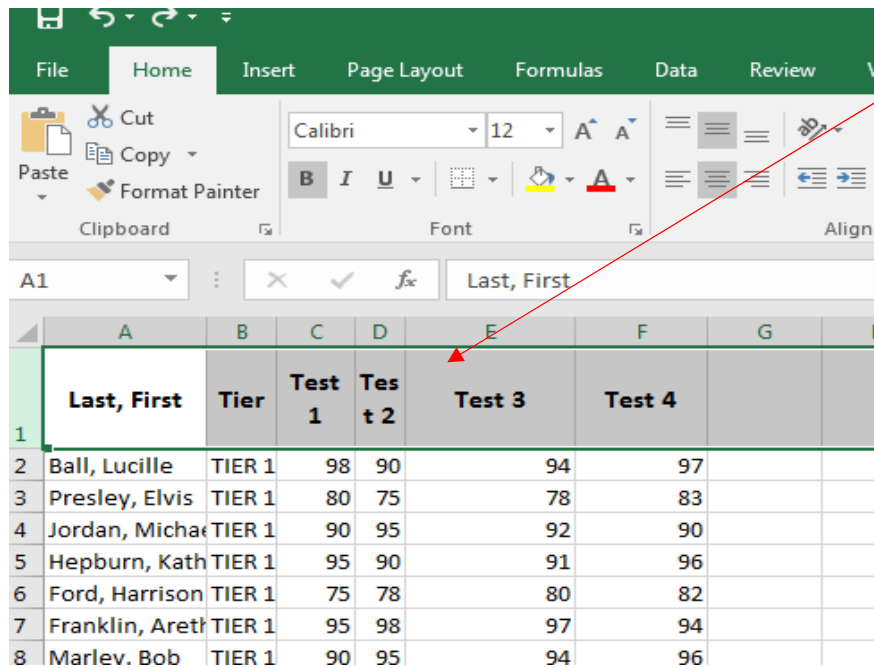
Formatting Cells

Using the “Homeroom” list which you have opened, click on row 1. The entire row should be highlighted.:



1. Using the mouse, place the cursor on this highlighted line and right click with the right mouse button.
2. On the menu that appears, choose Format Cells...
3. Choose the second tab: Alignment.
4. In the box for Horizontal, choose: Center.
5. In the box for Vertical, choose: Center.
6. In the Text control box, click to place a check beside: Wrap text.
7. Then, choose the tab for Font.
8. Choose Font style: Bold Size: 12

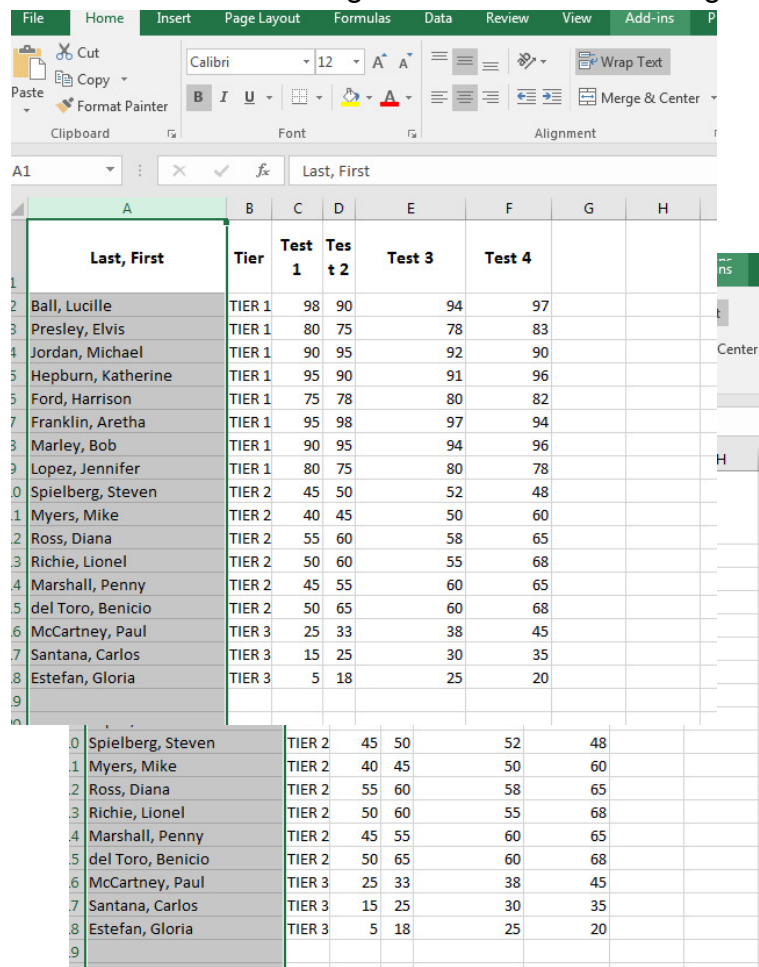
When you look at the Excel sheet, you will notice the top of the sheet looks like this:



	A	B	C	D	E	F	G	H
1	Last, First	Tier	Test 1	Test 2	Test 3	Test 4		
2	Ball, Lucille	TIER 1	98	90	94	97		
3	Presley, Elvis	TIER 1	80	75	78	83		
4	Jordan, Michael	TIER 1	90	95	92	90		
5	Hepburn, Kath	TIER 1	95	90	91	96		
6	Ford, Harrison	TIER 1	75	78	80	82		
7	Franklin, Areth	TIER 1	95	98	97	94		
8	Marlev. Bob	TIER 1	90	95	94	96		

Using one of the techniques we used earlier to adjust column size, adjust the columns to suit you.

9. Choose column A and click the centering button on the Formatting toolbar:

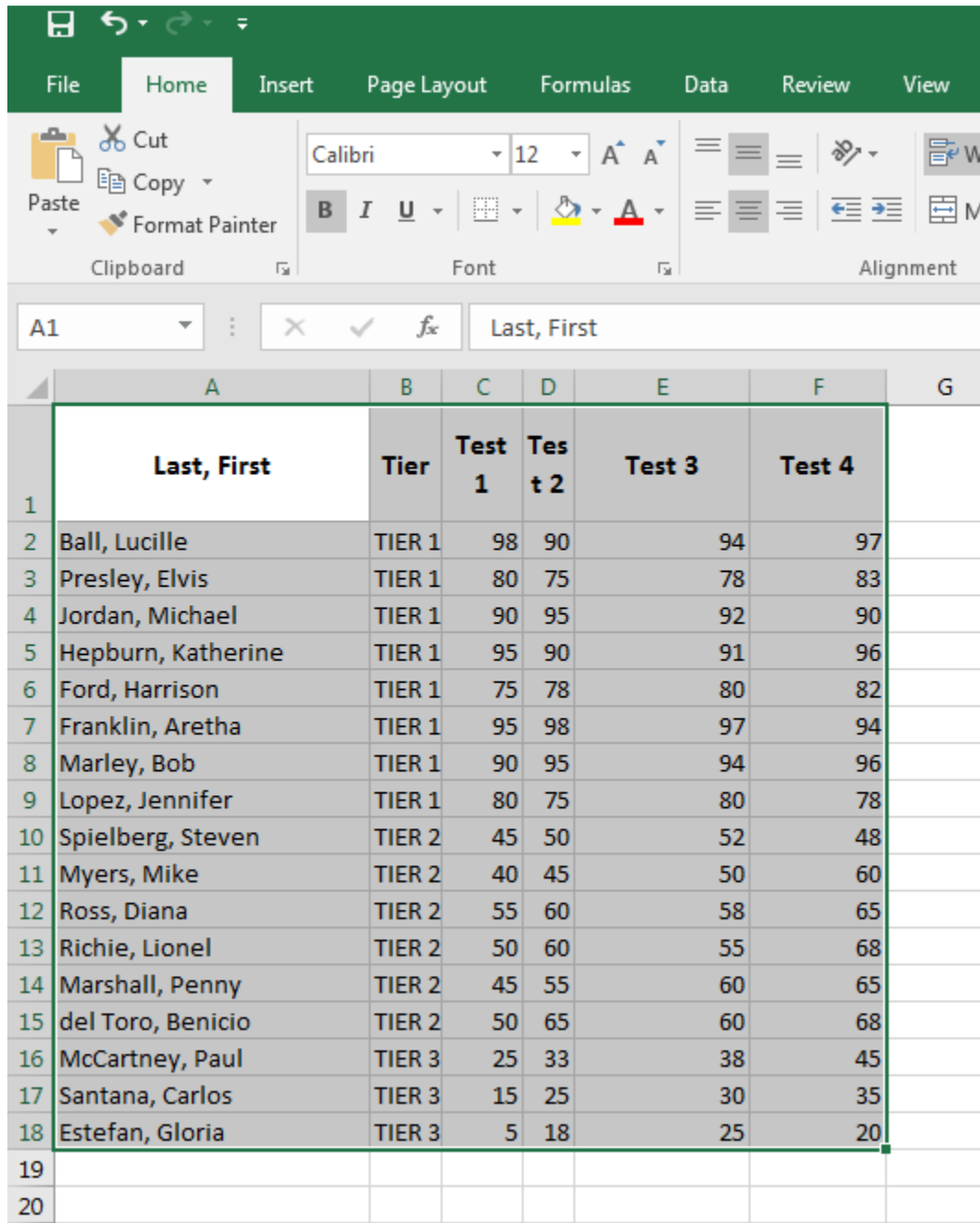


	A	B	C	D	E	F	G	H
1	Last, First	Tier	Test 1	Test 2	Test 3	Test 4		
2	Ball, Lucille	TIER 1	98	90	94	97		
3	Presley, Elvis	TIER 1	80	75	78	83		
4	Jordan, Michael	TIER 1	90	95	92	90		
5	Hepburn, Katherine	TIER 1	95	90	91	96		
6	Ford, Harrison	TIER 1	75	78	80	82		
7	Franklin, Aretha	TIER 1	95	98	97	94		
8	Marley, Bob	TIER 1	90	95	94	96		
9	Lopez, Jennifer	TIER 1	80	75	80	78		
10	Spielberg, Steven	TIER 2	45	50	52	48		
11	Myers, Mike	TIER 2	40	45	50	60		
12	Ross, Diana	TIER 2	55	60	58	65		
13	Richie, Lionel	TIER 2	50	60	55	68		
14	Marshall, Penny	TIER 2	45	55	60	65		
15	del Toro, Benicio	TIER 2	50	65	60	68		
16	McCartney, Paul	TIER 3	25	33	38	45		
17	Santana, Carlos	TIER 3	15	25	30	35		
18	Estefan, Gloria	TIER 3	5	18	25	20		
19								
20	Spielberg, Steven	TIER 2	45	50	52	48		
21	Myers, Mike	TIER 2	40	45	50	60		
22	Ross, Diana	TIER 2	55	60	58	65		
23	Richie, Lionel	TIER 2	50	60	55	68		
24	Marshall, Penny	TIER 2	45	55	60	65		
25	del Toro, Benicio	TIER 2	50	65	60	68		
26	McCartney, Paul	TIER 3	25	33	38	45		
27	Santana, Carlos	TIER 3	15	25	30	35		
28	Estefan, Gloria	TIER 3	5	18	25	20		
29								
30								

- (Everything in the column should center. If it does not, click the centering button one more time. Sometimes it removes the centering command and has to be clicked a second time to apply centering to the entire column.)
- 10.Center the columns for: Tier, Test 1, Test 2, Test 3, and Test 4

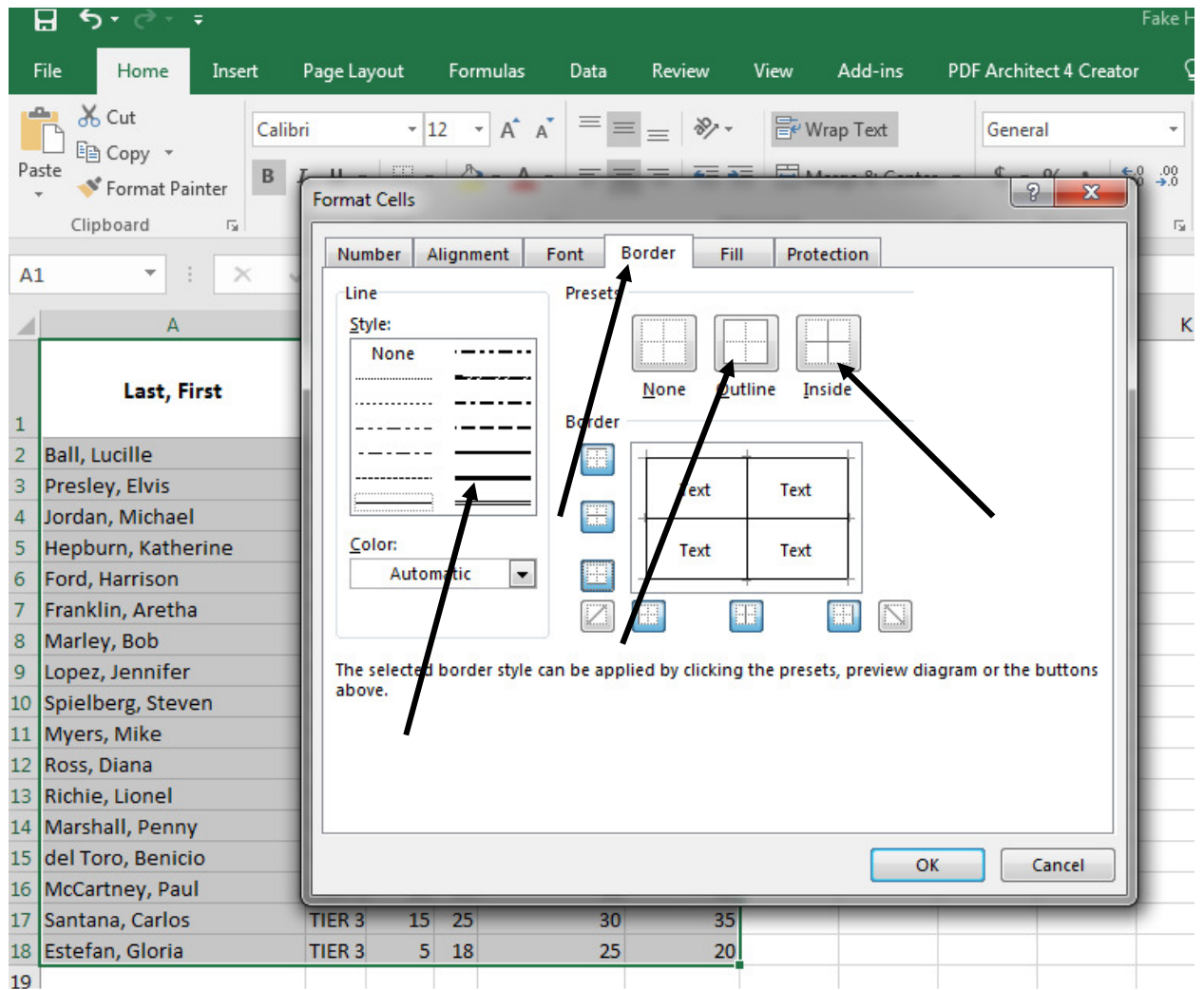
Borders

1. Select all cells that have typing in them:



	A	B	C	D	E	F	G
1	Last, First	Tier	Test 1	Test 2	Test 3	Test 4	
2	Ball, Lucille	TIER 1	98	90	94	97	
3	Presley, Elvis	TIER 1	80	75	78	83	
4	Jordan, Michael	TIER 1	90	95	92	90	
5	Hepburn, Katherine	TIER 1	95	90	91	96	
6	Ford, Harrison	TIER 1	75	78	80	82	
7	Franklin, Aretha	TIER 1	95	98	97	94	
8	Marley, Bob	TIER 1	90	95	94	96	
9	Lopez, Jennifer	TIER 1	80	75	80	78	
10	Spielberg, Steven	TIER 2	45	50	52	48	
11	Myers, Mike	TIER 2	40	45	50	60	
12	Ross, Diana	TIER 2	55	60	58	65	
13	Richie, Lionel	TIER 2	50	60	55	68	
14	Marshall, Penny	TIER 2	45	55	60	65	
15	del Toro, Benicio	TIER 2	50	65	60	68	
16	McCartney, Paul	TIER 3	25	33	38	45	
17	Santana, Carlos	TIER 3	15	25	30	35	
18	Estefan, Gloria	TIER 3	5	18	25	20	
19							
20							

2. Using the mouse, place the cursor on the highlighted area and right click with the right mouse button. On the menu that appears, choose Format Cells...
3. Choose the tab that says *Border*

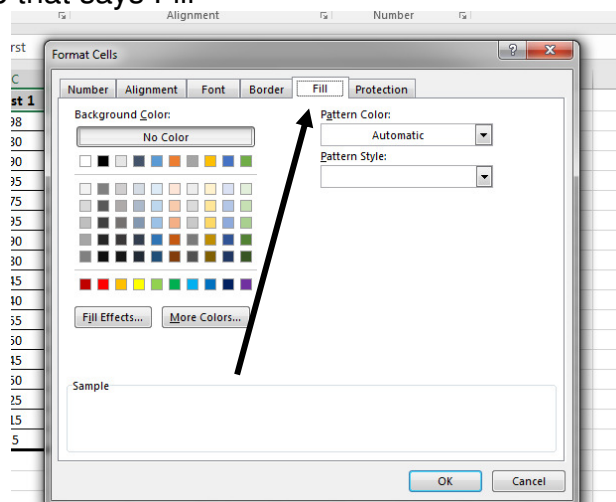


4. Under the Style: menu – choose the bold line
5. When the bold line is highlighted, click the button that says: *Outline*
6. Click the line that shows a narrower line
7. Click the Inside box
8. Click OK
9. Click anywhere on the Excel sheet to turn off the selection of the cells.
10. Your chart should now have a heavy border with thin lines separating all the cells.

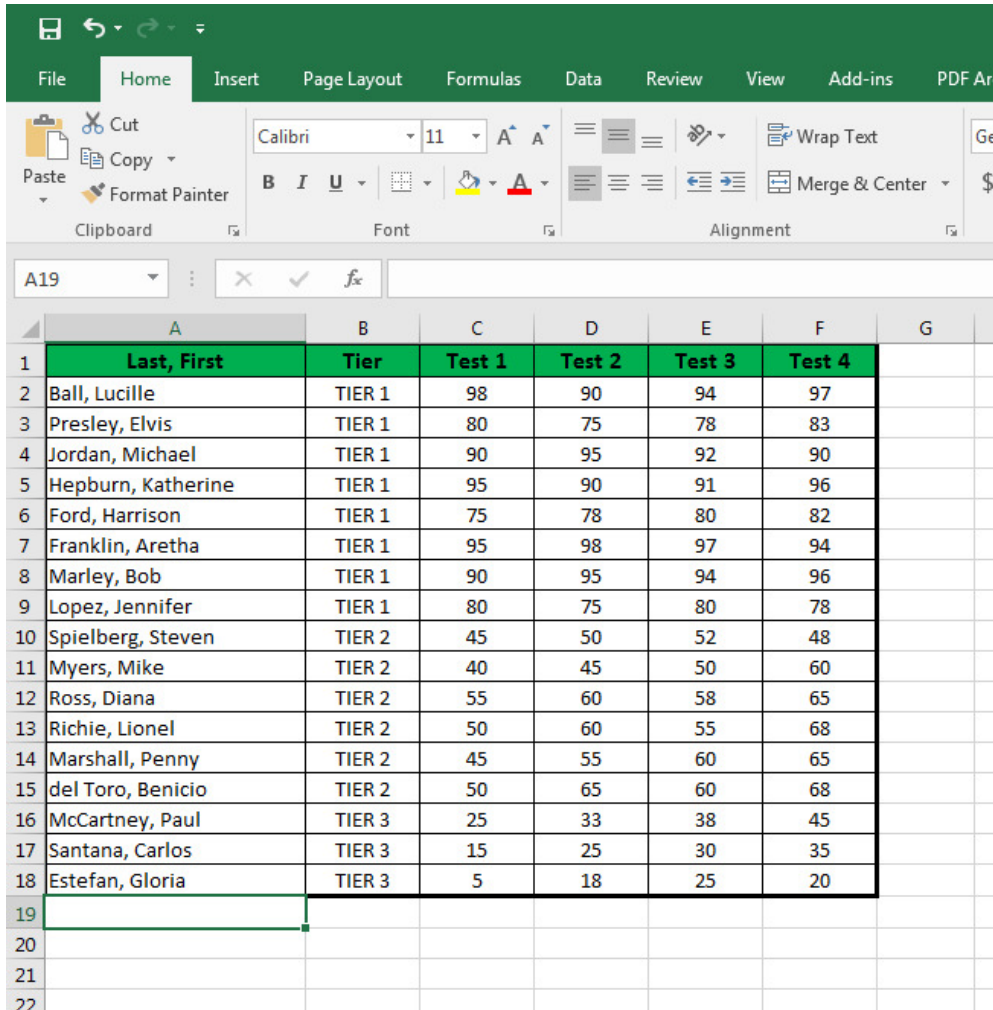
	A	B	C	D	E	F	G	H	I
1	Last, First	Tier	Test 1	Test 2	Test 3	Test 4			
2	Ball, Lucille	TIER 1	98	90	94	97			
3	Presley, Elvis	TIER 1	80	75	78	83			
4	Jordan, Michael	TIER 1	90	95	92	90			
5	Hepburn, Katherine	TIER 1	95	90	91	96			
6	Ford, Harrison	TIER 1	75	78	80	82			
7	Franklin, Aretha	TIER 1	95	98	97	94			
8	Marley, Bob	TIER 1	90	95	94	96			
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13	Richie, Lionel	TIER 2	50	60	55	68			
14	Marshall, Penny	TIER 2	45	55	60	65			
15	del Toro, Benicio	TIER 2	50	65	60	68			
16	McCartney, Paul	TIER 3	25	33	38	45			
17	Santana, Carlos	TIER 3	15	25	30	35			
18	Estefan, Gloria	TIER 3	5	18	25	20			
19									

ADDING COLOR

1. Select the cells that include the words: *Last, First, Tier, Test 1, Test 2, Test 3, and Test 4*
2. Right click on the highlighted cells and choose **Format Cells** again.
3. Choose the tab that says Fill



4. Choose a color.
5. Click OK.
6. Your cells should now be colored.



	A	B	C	D	E	F	G
1	Last, First	Tier	Test 1	Test 2	Test 3	Test 4	
2	Ball, Lucille	TIER 1	98	90	94	97	
3	Presley, Elvis	TIER 1	80	75	78	83	
4	Jordan, Michael	TIER 1	90	95	92	90	
5	Hepburn, Katherine	TIER 1	95	90	91	96	
6	Ford, Harrison	TIER 1	75	78	80	82	
7	Franklin, Aretha	TIER 1	95	98	97	94	
8	Marley, Bob	TIER 1	90	95	94	96	
9	Lopez, Jennifer	TIER 1	80	75	80	78	
10	Spielberg, Steven	TIER 2	45	50	52	48	
11	Myers, Mike	TIER 2	40	45	50	60	
12	Ross, Diana	TIER 2	55	60	58	65	
13	Richie, Lionel	TIER 2	50	60	55	68	
14	Marshall, Penny	TIER 2	45	55	60	65	
15	del Toro, Benicio	TIER 2	50	65	60	68	
16	McCartney, Paul	TIER 3	25	33	38	45	
17	Santana, Carlos	TIER 3	15	25	30	35	
18	Estefan, Gloria	TIER 3	5	18	25	20	
19							
20							
21							
22							

TidBit: TYPING ON MORE THAN ONE LINE WITHIN ONE CELL

It is possible to type more than one line within one cell.

Choose a cell below the last name on the list you just finished formatting.

Within the cell, type: *This is a test.*

Hold down the **Alt** key and press **Enter**.

Type: *See it works.*

Then, press **Enter** again.

Notice that both sentences appear in the same cell.

Creating A Basic Chart in Excel

****For best results, please follow steps in numbered order**

1. By dragging over data with your mouse (while left-click button is pressed), select TWO columns to chart.

2. **Include the title** of the column in the selection.

	A	B	C	D
1	Last, First	Tier	Test 1	Test 2
2	Ball, Lucille	TIER 1	98	
3	Presley, Elvis	TIER 1	80	
4	Jordan, Michael	TIER 1	90	
5	Hepburn, Kath	TIER 1	95	
6	Ford, Harrison	TIER 1	75	
7	Franklin, Aret	TIER 1	95	
8	Marley, Bob	TIER 1	90	95
9	Lopez, Jennife	TIER 1	80	75
10	Spielberg, Ste	TIER 2	45	50
11	Myers, Mike	TIER 2	40	45
12	Ross, Diana	TIER 2	55	60
13	Richie, Lionel	TIER 2	50	60
14	Marshall, Peni	TIER 2	45	55
15	del Toro, Beni	TIER 2	50	65
16	McCartney, Pa	TIER 3	25	33
17	Santana, Carlo	TIER 3	15	25
18	Estefan, Glori	TIER 3	5	18

3. Make sure you are on the **INSERT** tab in the menu.

4. Choose **Bar Chart** icon in Menu.

5. Choose the **1st** bar chart icon. In 2D section.

	B	C	D	E	F	G	H	I
	Tier	Test 1	Test 2	Test 3	Test 4			
	TIER 1	98	90	94	97			
	TIER 1	80	75	78	83			
	TIER 1	90	95	92	90			
	TIER 1	95	90	91	96			
	TIER 1	75	78	80	82			
	TIER 1	95	98	97	94			
	TIER 1	90	95	94	96			
	TIER 1	80	75	80	78			
	TIER 2	45	50	52	48			
	TIER 2	40	45	50	60			
	TIER 2	55	60	58	65			
	TIER 2	50	60	55	68			

