

## Introduction to MS Excel

\*Disclaimer: These instructions were written for the 1997 version of Excel, but the same principles apply to more recent versions.

### 1. Entering Labels and Values

Move to desired cell with the mouse or arrow key. Type letters or numbers into cell. Press Enter or an arrow key to insert your entry into the current cell.

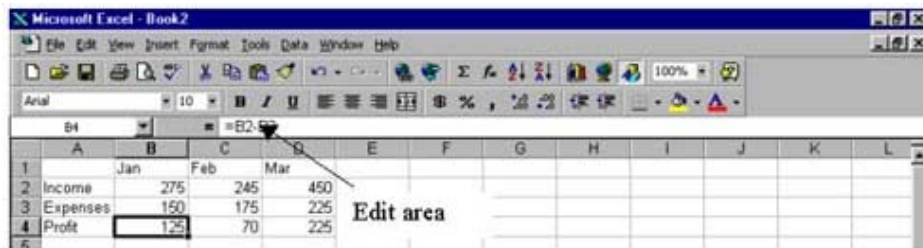
### 2. Entering Formulas and Functions

=b2-b3 is a basic formula that will subtract the number that is in b3 from the number in b2. All formulas must begin with an equal sign. The operators used for other calculations are:

- |    |   |                 |                |          |
|----|---|-----------------|----------------|----------|
| a. | + | (plus sign)     | Addition       | =b12+b13 |
| b. | * | (asterisk)      | Multiplication | =b12*b13 |
| c. | / | (forward slash) | Division       | =b12/b13 |

A function is a built-in formula with a name that Excel recognizes. Common functions are SUM, AVERAGE, MAX, MIN, and COUNT. Functions consist of the function name and the cells to be summed. In these examples b2 is the first number to be summed or averaged and d2 is the last. Every cell between these two is included in the function.

=SUM (b2 : d2)	=MIN (b2 : d2)
=AVERAGE (b2 : d2)	=COUNT (b2 : d2)
=MAX (b2 : d2)	

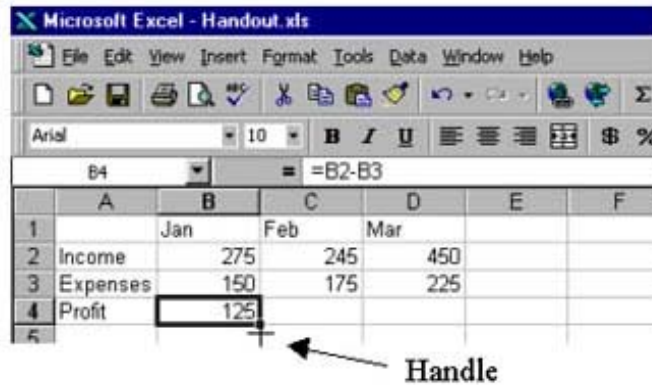


### 3. Editing Cells

- Select the cell(s) to edit and press delete to remove contents.
- Select the cell(s) to edit and type over to change the contents.
- Select the cell(s) to edit and make changes by clicking in the edit area, then use the delete and backspace keys or insert text.

### 4. Copying Items

Select the cells containing the item(s) you want to copy. To fill in adjacent cells, drag the fill handle of the selected cell(s) (be sure the mouse pointer is a + ) to the copy destination.

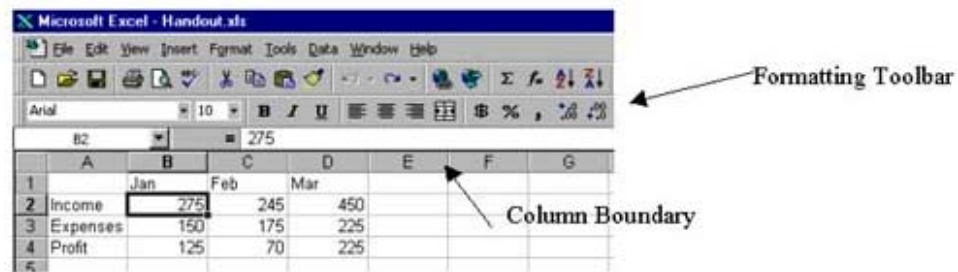


## 5. Deleting Columns Or Rows

Place the cursor in the column or row you want to delete. Choose **Edit, Delete** from the menu. Select either entire row or entire column and choose **OK**.

## 6. Inserting Columns or Rows

Place the cursor where you want to insert the row or column. Choose **Insert, Column** or **Row**.



## 7. Changing Column Width

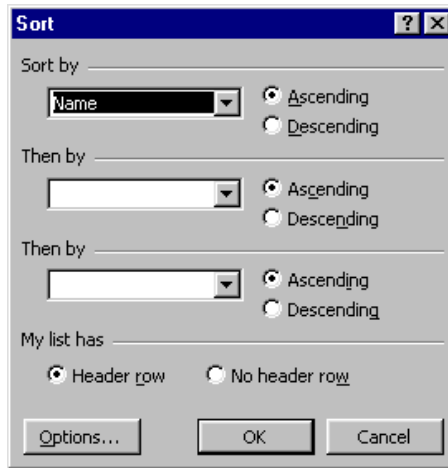
Click and drag the column boundary on the right side of the column heading until the column is the width you want.

## 8. Formatting

Select the cells to format and use the formatting Toolbar to obtain the desired appearance (bold, italics, underline, alignment, etc).

## 9. Sorting

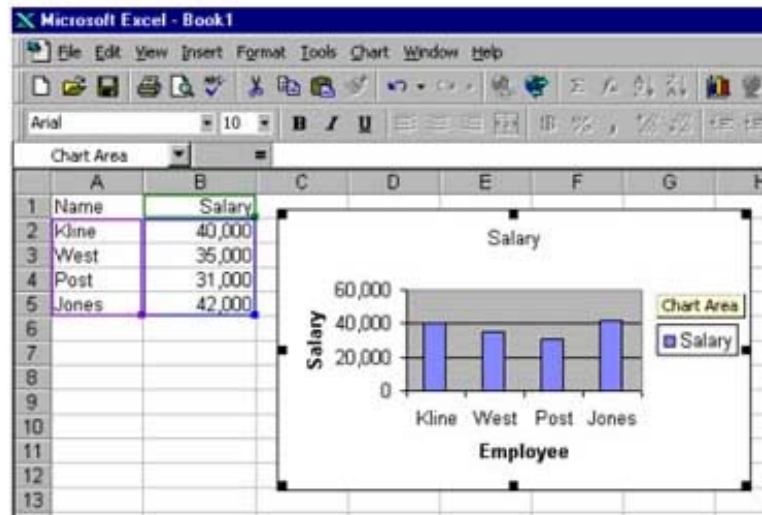
Click and drag over the items to sort. Include all of the items, but not the labels (column name). Click on **Data** and **Sort**. Under **Sort by**, specify the column by which you want to sort data. Select an option. Choose **OK**.



## 10. Creating a Chart (Graph)

Click and drag over the labels and data that you want in your chart. Click on the **Chart Wizard** button. Choose the desired options in the chart wizard.

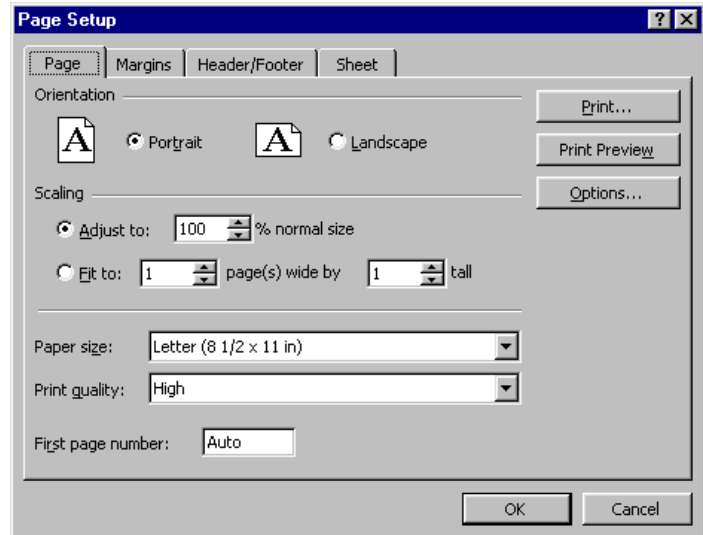
- To size the chart, click and drag on one of the diagonal handles.
- To move the chart, click on an empty space within the chart and drag it to the desired place.
- To change the chart titles: Double-click on the titles.



## 11. Page Setup

- Orientation and Paper Size:** To change the paper orientation to landscape or to change the paper size, choose **File, Page Setup, Page** and make desired choices.
- Margins:** Choose **Margins** under **Page Setup** to adjust the margins of the worksheet.

- c. *Page Numbering:* Choose **Header/Footer**, click on the down arrow in the Header or Footer area and choose the desired page number style.
- d. *Printing titles on each page:* Choose **Sheet** and type in the row (A1) to include as a title on each page.
- e. *Printing lines (gridlines) on the worksheet:* Choose **Sheet** and check the gridlines box.



## 12. Print Preview

**File, Print Preview** allows you to see how the worksheet will look when it is printed out.

## 13. Printing

**File, Print.** Select print range (all or specific pages). Choose **OK**.

## 14. Saving Your Worksheet

**File, Save As.** Make sure the drive and folder are correct. Give the worksheet a name, but let Excel add the .xls extension.

## 15. Opening a File

**File, Open.** (Or click on the Open button) Double-click on the folder if it is not selected. Double-click on the desired file name.