

WELCOME TO BEGINNER EXCEL

Where we hope to...
EXCEL
...erate Your Life



What is Excel?

- ◆ An electronic spreadsheet program and a powerful tool for analyzing and presenting information:
 - ◆ Spreadsheet
 - ◆ Used for entering and analyzing data
 - ◆ Graphics
 - ◆ Used for creating charts to represent the numeric data
 - ◆ Database
 - ◆ Used for compiling and sorting lists.

Understanding Basic Terminology

- ◆ Workbook
 - ◆ A single Excel file containing one or more worksheets e.g. sheet 1, sheet 2, sheet 3
- ◆ Cell
 - ◆ The intersection of a row and a column, it holds a single value, label or formula, comments, format etc.
- ◆ Cell Address
 - ◆ Excel has 16, 777, 216 cells available per worksheet (65, 536 rows x 256 columns) Each cell has its own distinct address.
- ◆ Active Cell
 - ◆ the cell currently displayed in an almost solid box.

Create, Open and Save Workbooks

- ◆ Create a New Blank Workbook File > New or CTRL N
- ◆ Create a Workbook From a Template File > New > Template
- ◆ Open Excel Files File > Open
- ◆ Get Help Click on help icon
- ◆ Save Workbooks File > Save as

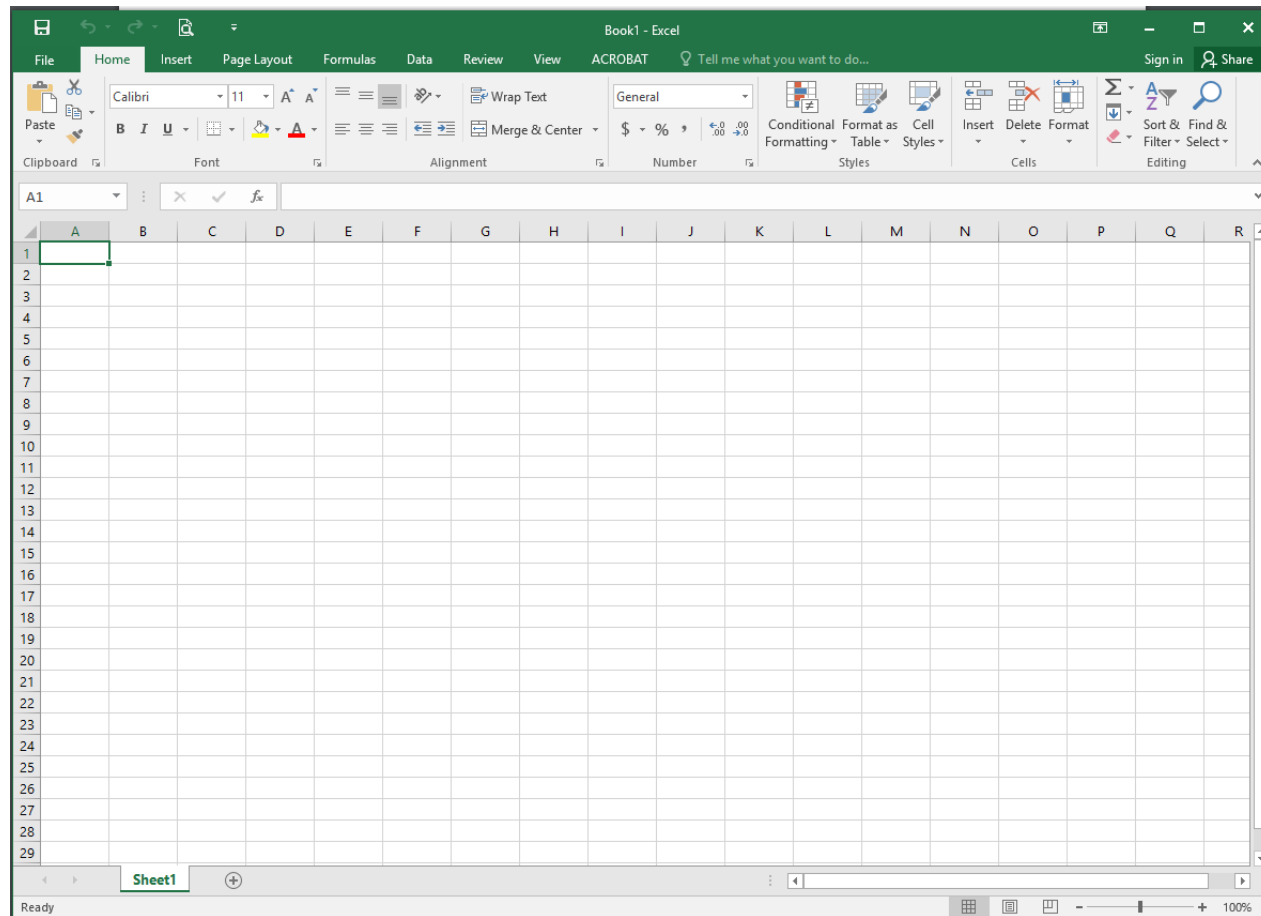
Moving around the worksheet

- ◆ Scroll
- ◆ Arrows moves one cell at a time
- ◆ Home moves to column A in whichever row the cursor is in.
- ◆ Ctrl + Home Move to cell A1 regardless of where cursor may be
- ◆ Ctrl + End Moves to last cell in data table
- ◆ Ctrl + G /F5 Displays the Go To dialog box – move you quickly to a specific cell

Selecting Cells

- ◆ Select a range of cells
 - ◆ Cut, Copy, Paste or Drag n Drop Data
 - ◆ A Single cell – click on cell
 - ◆ Extend selection – click on the cell, hold mouse and drag.
 - ◆ Entire Row – Select row header
 - ◆ Entire column – select column header
 - ◆ Entire worksheet – select All button in top left corner
 - ◆ Select cells in a row – Shift Key
 - ◆ Select cell not in a row – Ctrl Key
- ◆ Use Use Clipboard (Edit > Office Clipboard)

Opening View



Opening View Activity

Rename Book 1

Move Cursor to 'File' Tab,

Click once,

Select Save As,

Type: Excel Level 1 and save

Now Book1 is called Excel Level 1

Rename Sheets and Delete a sheet

Move Cursor to 'Sheet 1' Tab,

Right Click once,

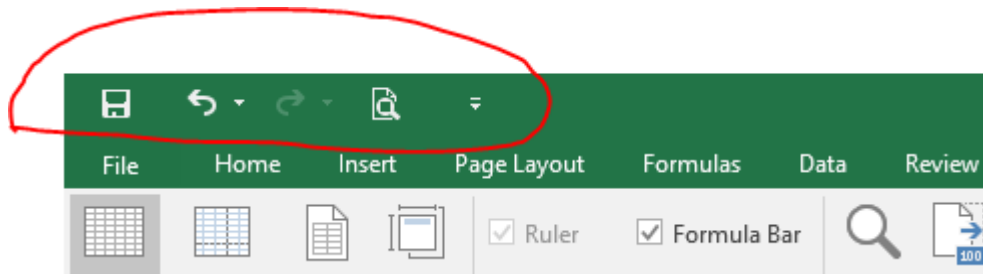
Select Rename,

Sheet 1 becomes highlighted change Sheet 1 to Page 1, hit enter.

Do the same for Sheet 2.

On the third sheet select and delete sheet 3.

The Quick Access Toolbar



Right Click on File and see how to Relocate and Customize the Quick Access Toolbar

File Tab



When you right click on File

- Customize Quick Access Toolbar...
- Show Quick Access Toolbar Below the Ribbon
-
- Customize the Ribbon...
- Minimize the Ribbon

Quick Access Tool Bar Activity

Relocate Quick Access Tool Bar

Move Cursor over 'File' Tab, Right Click

Select Show Quick Access Toolbar Below the Ribbon

Now the Quick Access Toolbar shows below the ribbon.

Move Cursor over 'File' Tab, Right Click

Select Show Quick Access Toolbar Above the

Ribbon Now the Quick Access Toolbar shows above the ribbon.

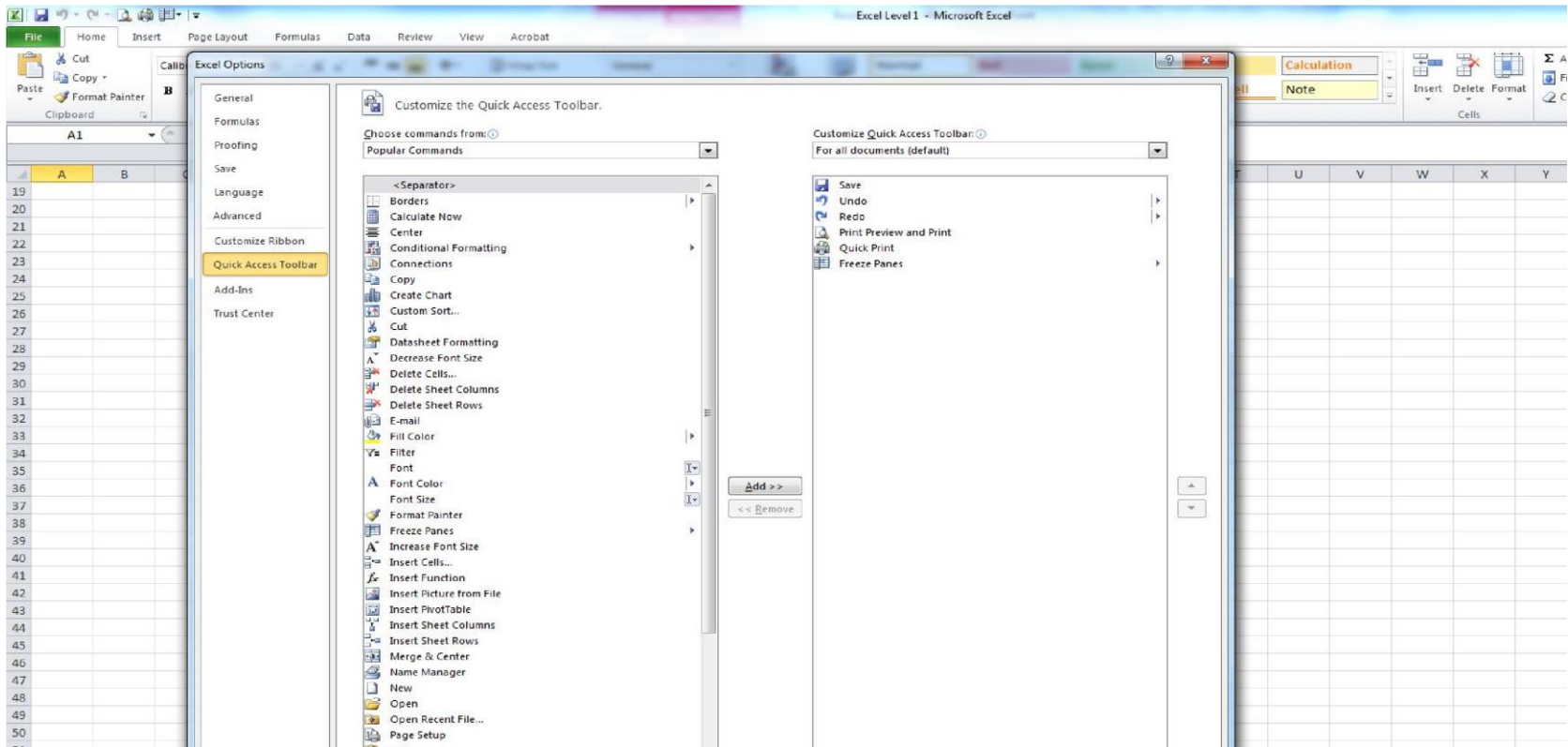
Customize the Quick Access Toolbar

Move Cursor over 'File' Tab, Right Click

Select Customize Quick Access Toolbar

And your page will look like ...

Quick Access Tool Bar Customization



Quick Access Tool Bar

Customization Activity

To Add Feature to the Quick Access Tool Bar

Left Click on Font Color, (located in left box)

Left Click on Add and Okay

Font Color now in the toolbar

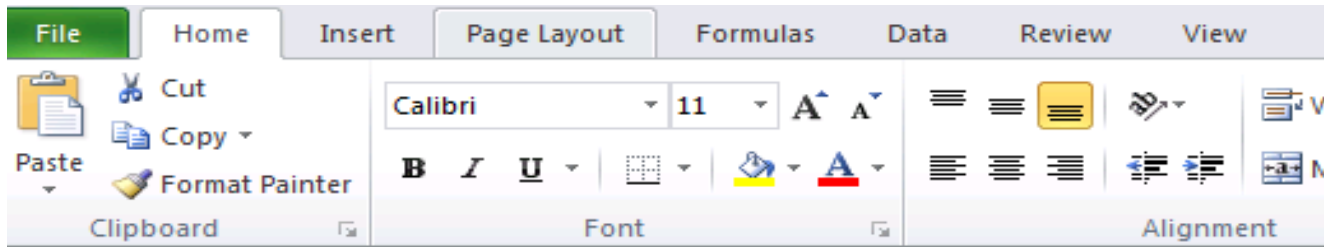
To Remove Feature to the Quick Access Tool Bar

Left Click on Font Color, (located in the right box)

Left Click on Remove and Okay

Font Color now disappears from the toolbar

The Ribbon



Right Click on File and see how to Customize the Ribbon and how to add a Quick Access Toolbar

File Tab



When you right click on File

- Customize Quick Access Toolbar...
- Show Quick Access Toolbar Below the Ribbon
-
- Customize the Ribbon...
- Minimize the Ribbon

The Ribbon Activity

To Minimize the Ribbon

Move Cursor over 'File' Tab, Right Click for options to appear
Left Click - Minimize the Ribbon Now the ribbon is 'gone'.

Move Cursor over 'File' Tab, Right Click for option to appear
Left Click - Minimize the Ribbon

Now the Quick Access Toolbar shows above the ribbon.

Customize the Ribbon

Move Cursor over 'File' Tab, Right Click
Select Customize The Ribbon
And your page will look like ...

The screenshot displays the Microsoft PowerPoint 2010 interface. The 'Excel Options' dialog box is open, with the 'Customize the Ribbon' tab selected. The 'Choose commands from' dropdown is set to 'Popular Commands'. The 'Main Tabs' list on the right includes 'Home', 'Clipboard', 'Font', 'Alignment', 'Number', 'Style', 'Cells', 'Editing', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', 'Developer', 'Add-Ins', 'Acrobat', and 'Background Removal'. The 'Home' tab is checked. The background slide is titled 'Worksheet and Zoom' and features a plus sign icon. The 'Alberta PowerSchool Users Group' logo is visible in the bottom right corner of the slide. The taskbar at the bottom shows the system tray with the time 3:00 PM and date 11/14/2014.

The Ribbon Customization Activity

To Add Feature to The Ribbon you must first add a custom group on the Right Hand Side by selecting 'New Group'

Left Click on Fill Color, (located in left box)

Left Click on Add and Okay

Fill Color is now in the Ribbon

To Remove Feature to the Ribbon

Left Click on FillColor, (located in the right box)

Left Click on Remove and Okay

Fill Color now disappears from the toolbar

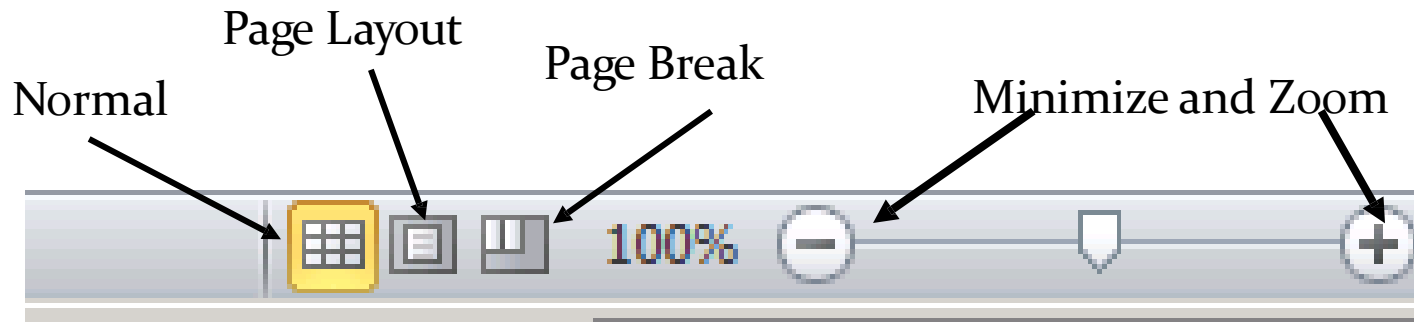
The Home tab



- ◆ Font Group
- ◆ AA Font Larger/Smaller
- ◆ Aa Capitalization
- ◆ Shading: To shade a cell
- ◆ Borders: To add a border to a cell
- ◆ Format Painter: Click and Double Click
- ◆ Sort & Filter
- ◆ Find & Select

Viewing Options

- ◆ Found on the bottom right of the spreadsheet



Enter, Edit and Delete Data

- ◆ Data Selection Methods
- ◆ Use Autofill and AutoComplete
- ◆ Cut, Copy, Paste and Paste Special
- ◆ Resize Columns and Rows
- ◆ Insert and Delete Columns, Rows, Cells
- ◆ Use Undo, Redo and Repeat
- ◆ Spellcheck and AutoCorrect
- ◆ Use Find, Replace and Go To
- ◆ Align Content to cells
- ◆ Use Lines and Borders
- ◆ Clear Cell Content and Formatting

Copy and Paste

- ◆ **Highlight Cells** – Select a group of cells by holding **CTRL** Key and randomly choosing a few cells copy (using Fastkeys CtrlC) and paste (using right click choices) into another column

Rows & Columns

- ◆ Select a Row or Column
 - ◆ Add a Row or Column
 - ◆ Delete a Row or Column
 - ◆ Row/Column spacing
 - ◆ Auto Spacing
 - ◆ Colour
 - ◆ Row or Column
 - ◆ Sheet
- Move worksheet, Add worksheet etc.

FASTKEYS (Usually Universal)

FASTKEYS	
CTRL/S	Save
CTRL/P	Print
CTRL/N	New Document
CTRL/O	Open Document
CTRL/X	Cut
CTRL/C	Copy
CTRL/V	Paste
CTRL/Z	Undo
CTRL/F	Find
Enter	Cell below current cell
Shift/Enter	Cell above current cell
Tab	Next cell
Shift/Tab	Previous cell
Home	Cell at beginning of row
End +Direction Arrow	Last cell in a row/column
Shift+End+Direction	Select text to last cell
CTRL/Home	Beginning of document
CTRL/End	End of document [Bottom Right Corner]
CTRL/G or F5	GoTo ...[cell address/named range]

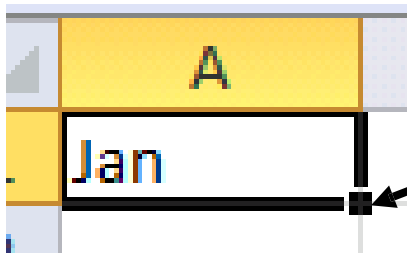
The following work in Edit Mode Only	
CTRL/Right Arrow	Next word
CTRL/Left Arrow	Previous Word
CTRL/Up Arrow	Previous Paragraph
CTRL/Down Arrow	Next Paragraph
End	End of the line
Home	Beginning of the line

Fill Data Examples

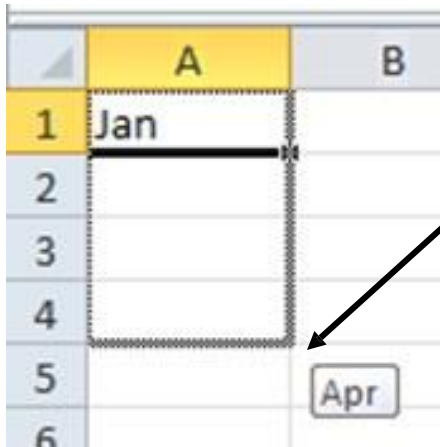
Try the Following Examples

Type this	Fill to insert the following
Jan	Feb, Mar, Apr, May...
January	February, March, April, ...
Mon	Tue, Wed, Thu, ...
Monday	Tuesday, Wednesday, ...
Quarter 1	Quarter 2, ...
Qtr. 1	Qtr. 2...
10:00	11:00, 12:00...
10:00, 10:10	10:20, 10:30, 10:40....
2, 4	6,8,10,...
1	With the CTRL held down 2,3,4,5,6, ...

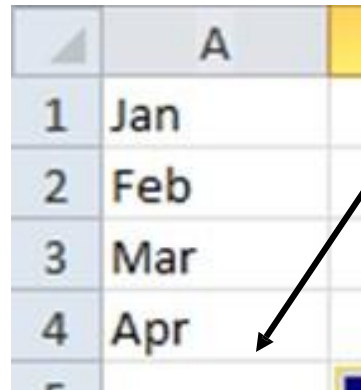
How to Fill data down



Click on the top cell and find the square on the bottom right corner hover until a thin + shows – then pull square down to the next row(s)



then pull square down to the next row(s) – Let go of the square where you are note the population of data



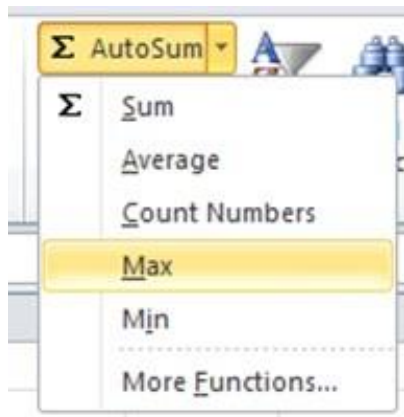
Design & Build Simple formulas

- ◆ Begin formulas in the cell you want the answer to appear
- ◆ Start with equal sign (=)
- ◆ Symbols used in Excel for standard mathematical operators:
 - * Multiplication
 - / Division
 - + Addition
 - Subtraction

Basic Formulas Con't

Quick Sum, Average, Count

- ◆ Highlight a group of values View bottom right on the Status Bar
- ◆ Or if you click the down arrow by AutoSum you will get the following choices:



Using common functions with cell ranges

- =SUM Sums the range of specified cells
- =AVERAGE Averages the specified cells)totals the range and divides the total by the number of entries
- =MIN Displays the minimum value of specified cells
- =MAX Displays the maximum value of specified cells
- =COUNT Counts the number of non-blank cells in the specified range.
- EXAMPLE: < cell address>:<last cell address>
 - A10:B15
 - D25:B5
 - ◆ C5:C2
- ◆ Example: to calculate the sum total of the cell range of C6 to C18 you can enter the formula as any one of the following
 - =C6+C7+C8+C9+C10+C11+C12+C13+C14+C15+C16+C17+C18
 - =SUM(C6:C18
 - =SUM(C6:C12,C13,C14,C15,C16,C17,C18)

Worksheet

- ◆ Rename, Insert, Delete, Copy and Move worksheet
- ◆ Add color to Worksheet Tabs
- ◆ Use Lines and Borders



THANK YOU
for attending Excel

I hope that you have found this
course and the entire conference
beneficial.