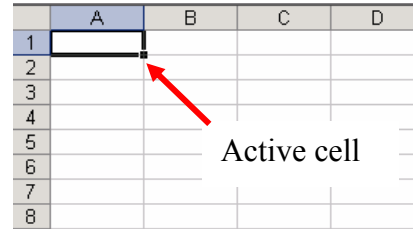


An Intro Guide to Microsoft Excel XP / 2003

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The Excel Workbook

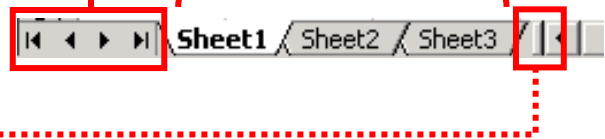
- Collection of worksheets
- Each worksheet is a combination of columns and rows
255 columns, 64,000+ rows per sheet
- Cell identification is
Column heading + Row heading
- Active cell pictured = A1



Excel Worksheets

Workbooks have multiple worksheets

- Sheet titles are listed in lower left corner
- Use the left-most set of scroll bars to navigate through the worksheets
- The visible space for the title area can be adjusted
- Right-click a sheet name for options about that worksheet



Move a Worksheet

Tip: Word merges default to the first sheet in the workbook

1. Place the cursor over a sheet tab
2. Click and drag it to a new location



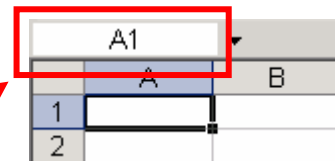
Navigate in Excel

Mouse

- Click on any cell to make it the active cell

Keyboard

←→↑↓ arrows	Moves the active cell in corresponding direction
Tab (Shift+Tab is opposite)	Moves active cell left to right
Enter (Shift + Enter is opposite)	Moves active cell down one
Home	Moves active cell to column A of current row
Ctrl + Home	Moves active cell to A1
Page Down	Moves active cell one screen down
Page Up	Moves active cell one screen up
F5	Opens Go To window



Name Box

Enter the cell address in the Name Box (top left corner)

Selecting Ranges

Continuous Ranges

Option A

- Click on a column or row heading to select the entire column or row

Option B

- Click and drag the range of text

Tip: When selecting a range of cells, start in one corner and drag diagonally across to the opposite corner

Option C

1. Click and release the cell in the top-left corner of the range (this cell is now active)
2. While holding down the Shift key, click in the cell located in the bottom-right corner of the range

Option D

- Hold the Shift key down while using the keyboard commands listed in the table on the previous page

Option E (selects the entire spreadsheet)

- Click in the left-most column heading



Non-Contiguous Ranges

1. Select a range as described above
2. While holding down the Ctrl key, select additional ranges

Entering Data

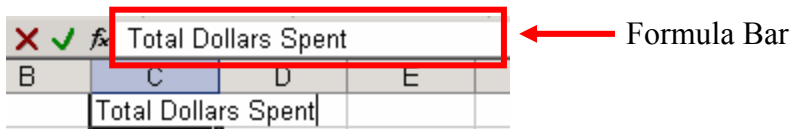
Text (data) is entirely stored within the active cell.

Text may appear as if it is flowing into adjacent cells, but it is not

	A	B	C	D
1	This is an example of "overflowing" text			
2				

The Formula Bar

This is the location of the actual “typing”



Editing Text

Option A

1. Click in the cell to edit
2. Make the changes in the Formula Bar

Option B

1. Double-click on the cell to edit
2. The cursor will appear within the active cell
3. Make changes as needed

Resizing Columns

1. Select the column (or range of columns) to resize
2. Open the Format menu and choose Column

Width: Allows user to set exact width

AutoFit: Resizes column to width of widest text

Hide: Hides the selected column(s)

Unhide: Shows the hidden columns contained within the selected range

Tip: to unhide a column, select a range of columns starting on the left and ending on the right of the hidden column.

Resizing Rows

1. Select the row (or range of rows) to resize
2. Open the Format menu and choose Row

Height: Allows user to set exact height

AutoFit: Resizes the row to height of tallest text

Hide: Hides the selected row(s)

Unhide: Shows the hidden rows contained within the selected range

Tip: to unhide a row, select a range of rows starting on the above and ending below the hidden row.

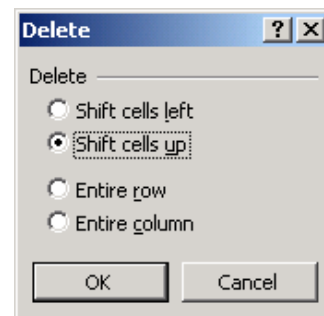
Inserting Additional Rows, Columns or Cells

Tip: Rows are inserted above the active cell and columns are inserted to the left of the active cell

1. Select a cell where you want to insert a new column or row
2. Open the Insert menu and choose either Cells, Rows, or Columns

Deleting Column, Rows, or Cells

1. Select a cell in the column or row to be deleted
2. Open the Edit menu and choose Delete
3. Make your choice from the Delete dialogue window



Clear Cell Contents

1. Select the cell or range of cells to clear
2. Open the Edit menu and choose Clear
3. Make a choice from the menu

All: Clears everything – data, formulas, comments, and formatting

Contents: Clears data and formulas but leaves the formatting and the comments

Formatting: Leaves the data and formulas but removes the formatting

Comments: Removes the comments

Sorting

Warning: Special caution must be used when sorting within Excel

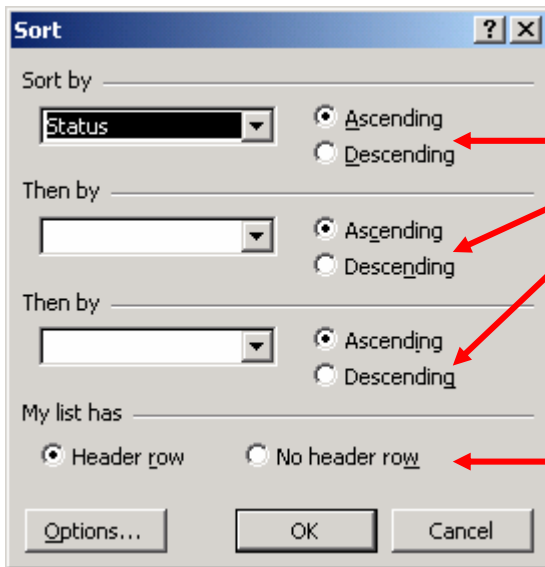
Tip: It is advisable NOT to use the sort buttons on the toolbar



1. Select the range of data to sort
 - a. Include the entire range of data with the exception of totals (column heading should be selected)

	A	B	C	D	E
1	Status	Sound	Unsound	Dilapidated	Total
2	Upper	13	0	0	13
3	Upper-Middle	9	1	1	11
4	Middle	37	3	6	46
5	Lower-Middle	36	38	34	108
6	Lower	36	39	52	127
7	Total	131	81	93	305

2. Open the Data menu and choose Sort
3. The Sort dialogue window opens



Use these sections to make your sort preferences

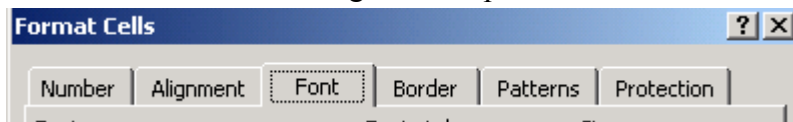
This tells the sort tool if your first row is data or column headings

4. Click the OK button to sort the data

Yes, another sorting tip: Check your sort immediately after performing it. If it is not correct, undo your actions right away.

Formatting the Data

1. Select the cell, or range of cells
2. Open the Format menu and choose Cells
3. Each tab of the Formatting window provides access to different types of formatting



Freeze Panes

This tool is very beneficial for locking columns or rows in place so that they are always visible when scrolling down through a list.

Notice the first column is still in view

	A	B	C	D	E	F	G
1		Class	Gender	Hall Type	Hall Name	Major	Frisbee
15	14	Sophomori	Male	Greek	Sigma Pi	MSC	No
16	15	Freshmen	Male	RH	Dodds	MUS	No
17	16	Freshmen	Male	RH	Kemp	NUR	No
18	17	Junior	Male	RH	Kemp	MAT	No
19	18	Senior	Female	Greek	Kappa Delt	ECO	Yes
20	19	Freshmen	Female	RH	Dodds	ENG	Yes
21	20	Junior	Female	RH	Munsell	MAT	Yes
22	21	Junior	Female	RH	Munsell	MSC	Yes
23	22	Junior	Female	RH	Munsell	MAT	Yes

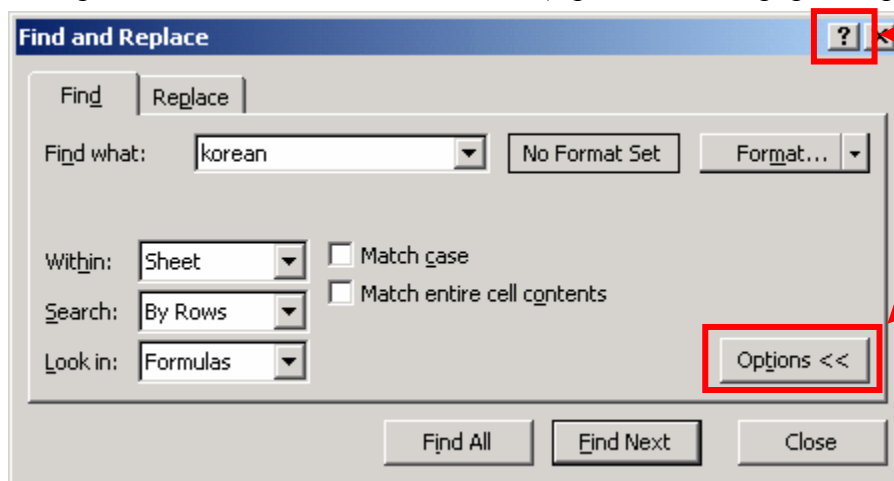
1. Select the cell directly below and to the right of the row and column you want to lock in place
2. Open the Window menu and choose Freeze Panes

To remove: Open the Window menu and choose Unfreeze Panes

Find

A similar tool to the Find tool in Word.

1. Select a range of text to be searched
2. Open the Edit menu and choose Find (replace is also a popular option)



- Click the Options button for more features
- Click the “?” to learn more about the options

Printing

Print Areas

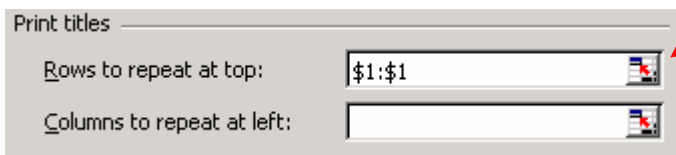
By default, Excel prints only (or all) of the cells that contain data. For more precise control, use the Print area controls.

1. Select the range (or ranges) of cells you wish to print
2. Open the File menu and choose Print Area

Print Titles

The column or row headings that you would like printed on each page.

1. Open the File menu and choose Page Setup
2. Click on the Sheet tab
3. Click on this button to select the column headings to repeat



4. Select the rows to repeat in the spreadsheet
5. Click this button when complete



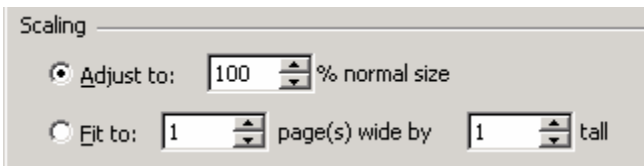
6. Repeat as necessary for any repeating columns
7. Click the OK button to close the Page Setup dialogue box

Special Page Setup Options

Excel can automatically resize your spreadsheets

Open the File menu and choose Page Setup

Use the special options on the Page tab to auto-scale the print job



Page Break Preview

Excel offers a special preview that allows the author to control the page breaks

1. Open the View menu and choose Page Break Preview
2. Blue lines represent the page breaks
3. The author can drag them (within reason) to the location of the desired page breaks

Simple Formulas

Number crunching is why Excel was created. The information here will provide only an introduction to formulas.

Formulas calculate values within a spreadsheet. They can use data within the spreadsheet, or data that is a constant within the formula.

To refer to data within the spreadsheet, the cell names should be used within the formula, not the actual numbers.

A Quick Review of Math Functions

Exponential: This is the ^ symbol and raises a number to that power

Multiplication: This is the * symbol. A1 * B1 multiplies the values of A1 and B1

Division: This is the / symbol. A1 / B1 would divide the number in A1 by the number in B1

Addition: This is the + symbol. A1 + B1 add the first two cells of the top row

Subtraction: This is the - symbol. A1 - B1 subtracts the value in B1 from A1

Logical Precedence

This is the order Excel will calculate your formulas

Items contained within parenthesis ()

Exponential

Multiplication and division

Addition and subtraction

If two operator of equal precedence occur, Excel will handle them on a left to right basis.

Build a Formula

For this example, we will sum the total of the first three columns.

	A	B	C	D
1	50	42	43	
2				
3				

Tip: All formulas begin with the = sign

1. Select the cell to contain the formula (D1 in this example)
2. Type the = sign, click cell A1, enter the + symbol, click B1, enter the + symbol, click C1
3. Hit the enter key
4. The total appears in D1

Formulas Vs. Values

Values appear in the cell and formulas appear in the Formula Bar

Click once on cell D1 from the formula above

	A	B	C	D
1	50	42	43	135
2				