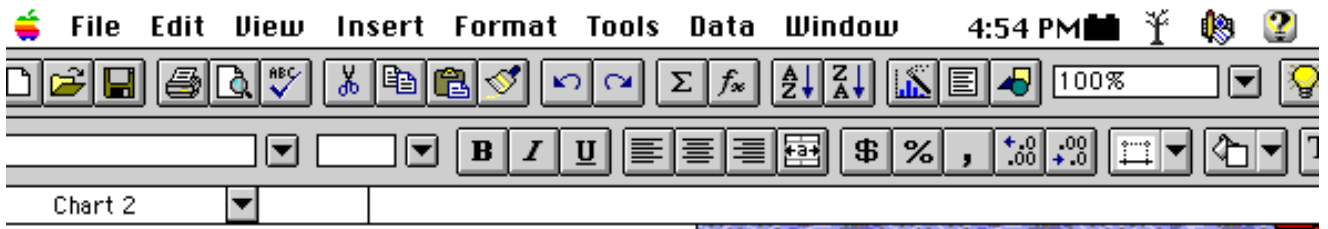




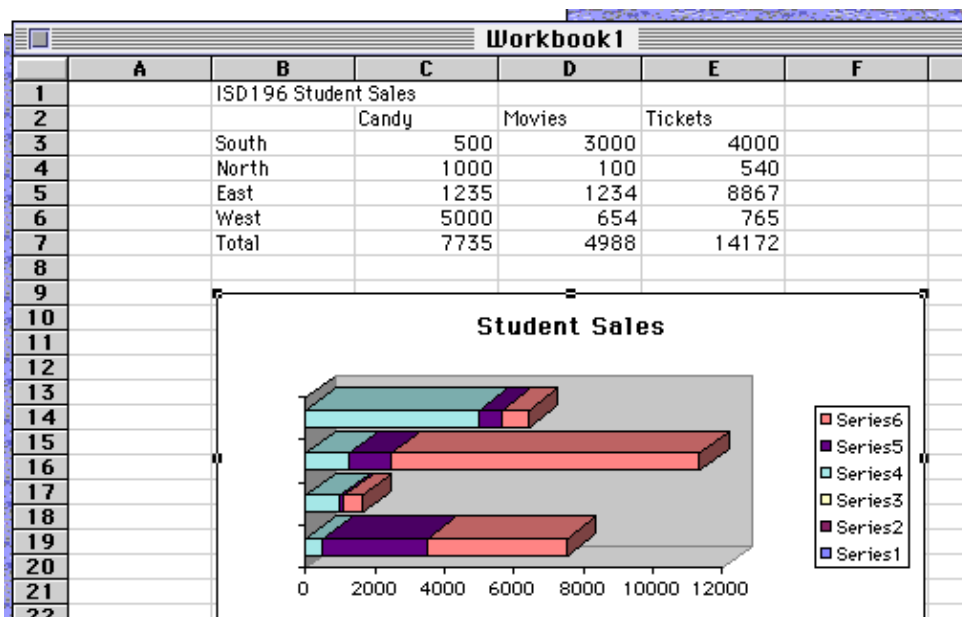
## Basic Instructions for Using Microsoft Excel

### Spreadsheet Basics



### MS Excel (SS): Creating a New Document

1. Select the Microsoft Excel from the hard drive, double-click to open it. Next, double-click on the application icon, this will bring you to the worksheet.
2. Data is stored and displayed in cells. A cell is addressed by column letter and row number. Your current cell address is displayed in the address box. You move around in the spreadsheet by clicking a cell with the mouse or using the tab or arrow keys



## **MS Excel (SS): Opening an Existing Document from Within the Application**

1. Choose “Open” from under the “File” menu.
2. The “Preview” dialog box will open displaying the existing documents.
3. Choose the document you want to open from the displayed list.
4. Click the “Open” button and the document will be displayed on screen.

## **MS Excel (SS): Saving a Document**

1. Choose “Save As” from under the “File” menu.
2. In the “Save As” dialog box that appears, type in the name for your document, then click on “Save”.

Note: It is recommended that you save your documents frequently while working on them. To do this go under the “File” menu and down to “Save”, this will update your document with the latest changes you’ve made.

## **MS Excel (SS): Entering and Editing Data**

1. To enter data you will select a cell by clicking on it and then typing your data. What you are typing will show up in the entry bar.
2. Press Return or Enter.

Hint: The X and check mark between the Address box and Entry bar can be used to cancel or accept an entry you've just typed.

Move data around on the worksheet

1. Highlight the data and drag it or use the Cut, Copy or Paste command from the Edit menu.

Editing Data

1. Click on the cell to edit.
2. Type the new data or click and drag over the data to change.

## **MS Excel (SS): Building Formulas to Calculate Values**

1. All Microsoft Excel formulas start with an equal sign (=).
2. Click on the cell to contain the formula. (i.e. AutoSum, sums the column)
3. Click the AutoSum button.

(Microsoft Excel looks around at the data and guess that you want to add the column of numbers above the cell. It writes the formula, suggesting the range of numbers to sum.)

To copy the formula to the other columns

1. Drag the fill handle (black box in lower right hand corner of highlighted cell) from the current cell through the cells to copy the formula to.

ISD196 Student Sales				
	Candy	Movies	Tickets	
South	500	3000	4000	
North	1000	100	540	
East	1235	1234	8867	
West	5000	654	765	
Total	7735	4988	14172	

## MS Excel (SS): Managing Lists of Data

To Sort

1. Click and drag over the area (cells) to be sorted.
2. From the Menu bar, select Data and choose Sort.
3. Click on the Sort By.....
4. Click on the Options needed
5. Choose OK.

## MS Excel (SS): Formatting Data

1. Select the cells to be formatted. (click and drag to highlight)
2. Click a style button (i.e. currency)

To widen columns

1. Drag over the column headings to widen.
2. Move the pointer to line between columns to widen and double click.  
(automatically adjusts headings to width of widest value in each column.)

To Format the Data

1. Click on the cell or drag over a group of cells to format.
2. From the Format menu, choose AutoFormat
3. Select and autoforamt or choose your own style.
4. Click OK.

To align the title across columns

1. Select the range to align
2. Click the Center Across Columns button.

## MS Excel (SS): Creating a Chart

1. Select the range to contain the labels for the chart data.
2. MS Excel for Windows: Hold down CTRL while you select the data to chart.  
MS Excel for Macintosh: hold down COMMAND while you select the data to chart.
3. Click the ChartWizard button.
4. You've already select the rang you want to chart, so choose the Next button.
5. Select the chart type, choose Next button.
6. Next button to accept chart.
7. Next button to continue.

9. Legend options. (may want None-No)
10. Give Chart a Title, choose Finish button.

Note: Microsoft excel creates the chart on the worksheet and displays the Chart toolbar. You can hide the chart toolbar or drag it out of your way.

### **MS Excel (SS): Printing a File**

1. Save your work.
  2. Choose "Page Setup" from under the "File" menu.
  3. In the Page Setup dialog box, select the Margins tab.
  4. Under Center On page, select the Horizontally or Vertically box.
- To Hide the gridlines when printing
1. Select the Sheet tab.
  2. Under Print, clear the Gridlines check box.
- To print the color formatting as black-and-white
1. Under Print, select the Black and White check box
  2. Choose the OK button.
- To preview what will print
1. Click Print Preview button
  2. Click the mouse button to magnify the area around the pointer. Click again to view the full page.
  3. Click on Print button.

### **MS Excel (SS): Quitting the Document**

1. Save your work.
2. Choose "Quit" from under the "File" menu.