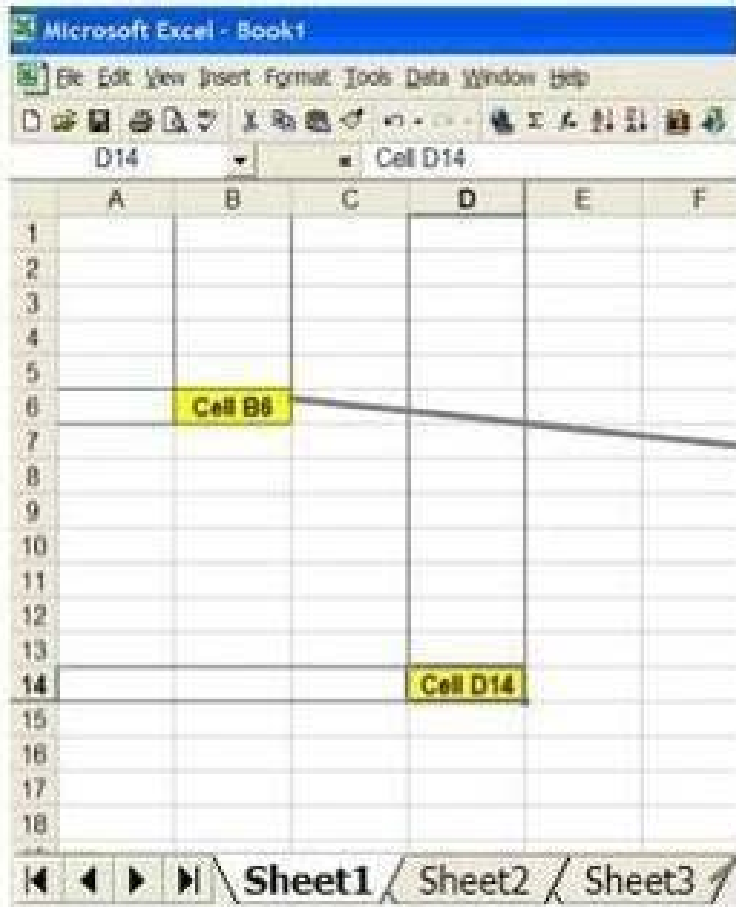


Excel Training & Tips

Introduction to Excel

- Users can organize data, create charts, and perform calculations.
- Users can create large spreadsheets, reference information from other spreadsheets, import from other Office programs.
- Audience Participation – Nakara, Pachia, Ray, Margarita, Pete, Beth.

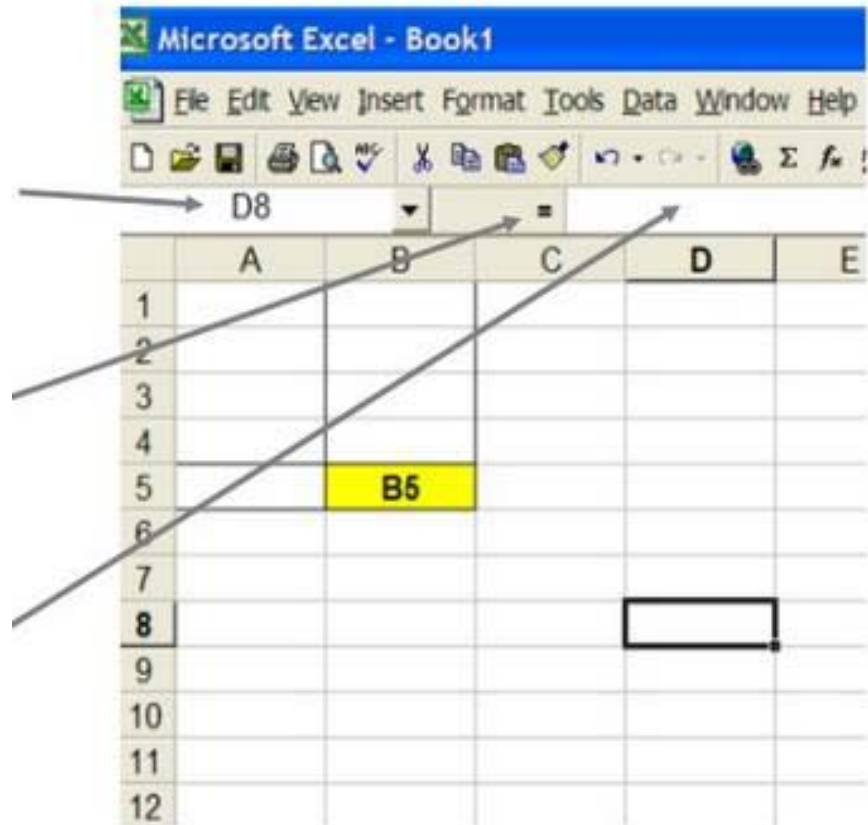
Overview of the Excel Screen



- Excel consists of workbooks. Within each workbook, there is an infinite number of worksheets.
- Each worksheet contains **columns and rows**.
- Where a **column** and a **row** intersect is called the **cell**. For example, cell B6 is located where Column B and Row 6 meet. You enter your data into the cells on the worksheet.
- The tabs at the bottom of the screen represent different worksheets that make up a workbook. You can use the scrolling buttons on the left to bring other worksheets into view.

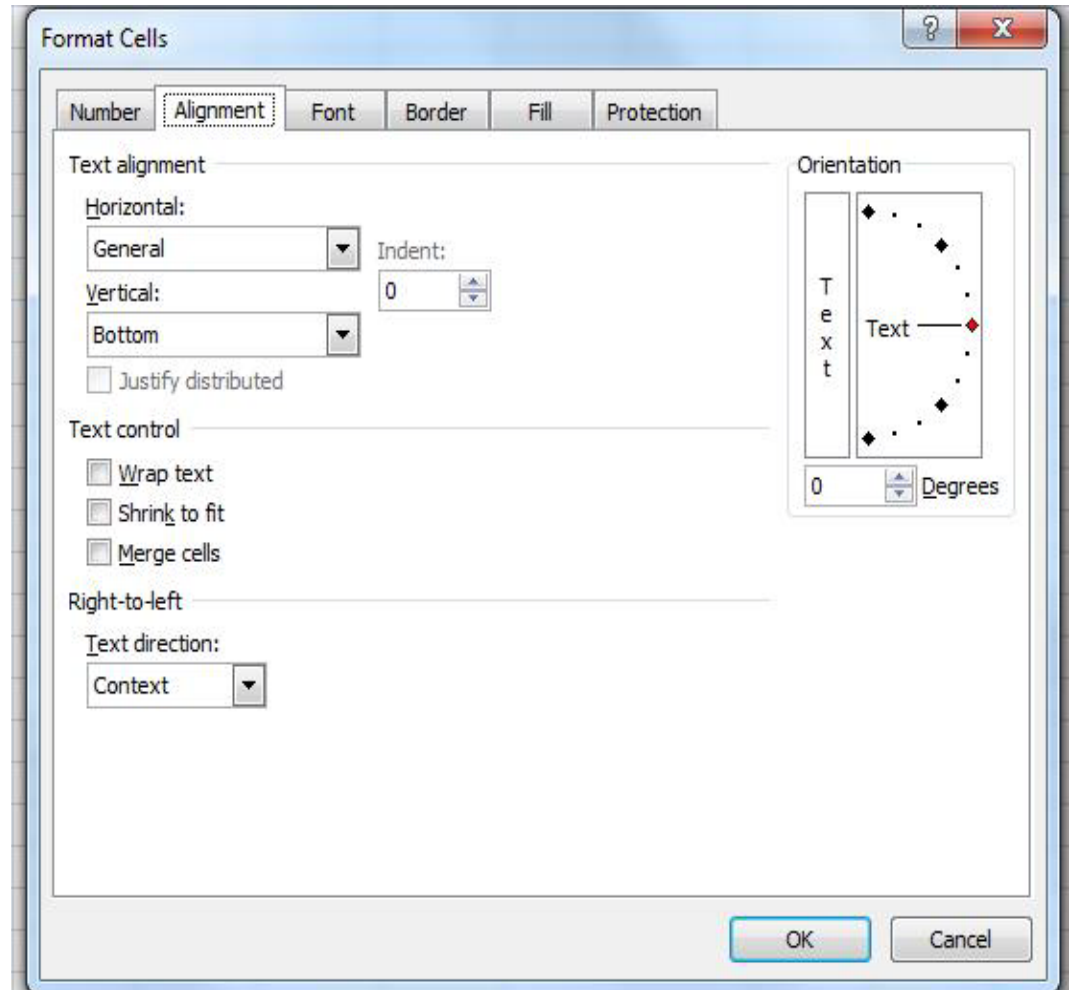
Overview of Excel Screen

- The **Name Box** indicates what cell you are in. This cell is called the “**active cell.**” This cell is highlighted by a black box.
- The “=” is used to edit your formula on your selected cell.
- The **Formula Bar** indicates the contents of the cell selected. If you have created a formula, then the formula will appear in this space.



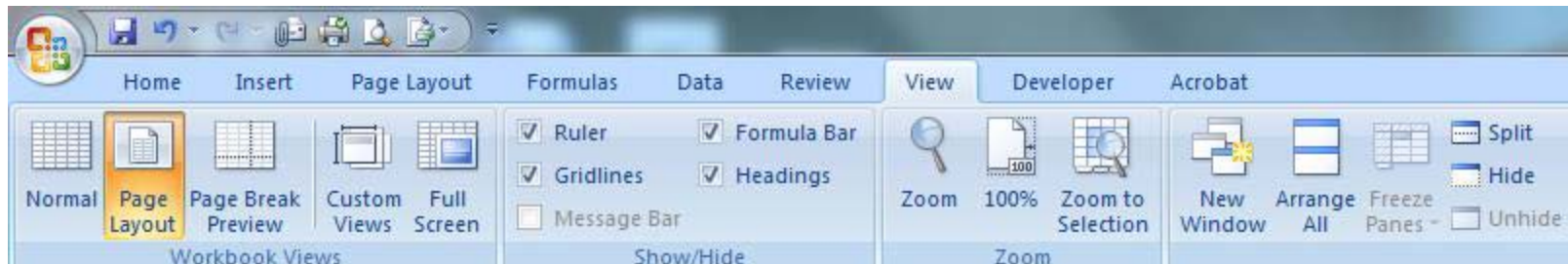
Home Tab/Ribbon

- You can change the colors, borders, sizes, alignment, and font of a certain cell/cells by going to the **font, alignment, and/or number** group under **Home** tab.



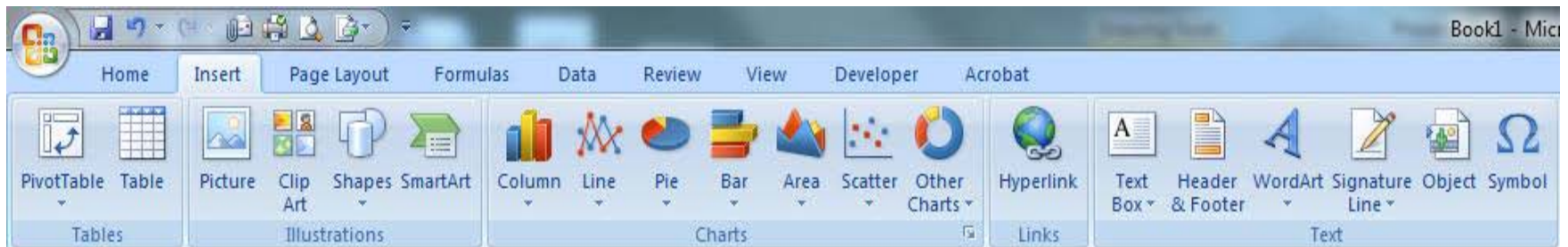
View Tab/Ribbon

- You can change the view of your work so that you can see it page by page and/or adjust where page breaks occur.



Insert Tab/Ribbon

- You can **insert** Headers and Footers, text boxes, pictures, etc. to your work.



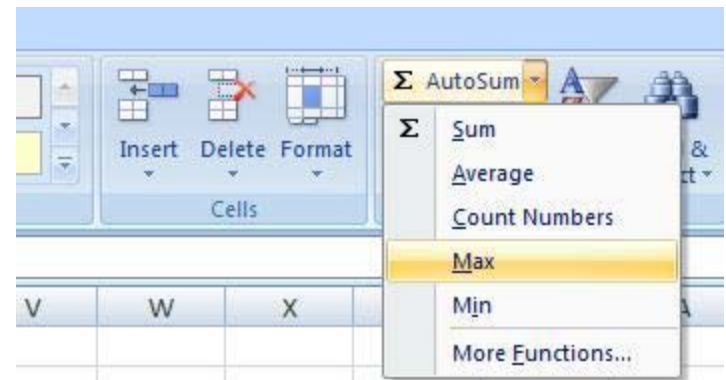
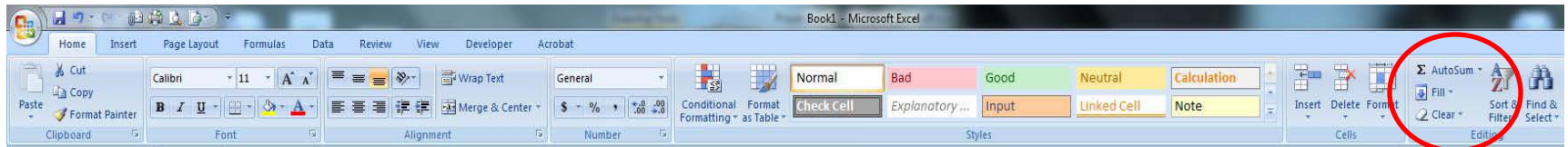
Review Tab/Ribbon

- You can add comments about a specific cell for future reference or an entire worksheet.



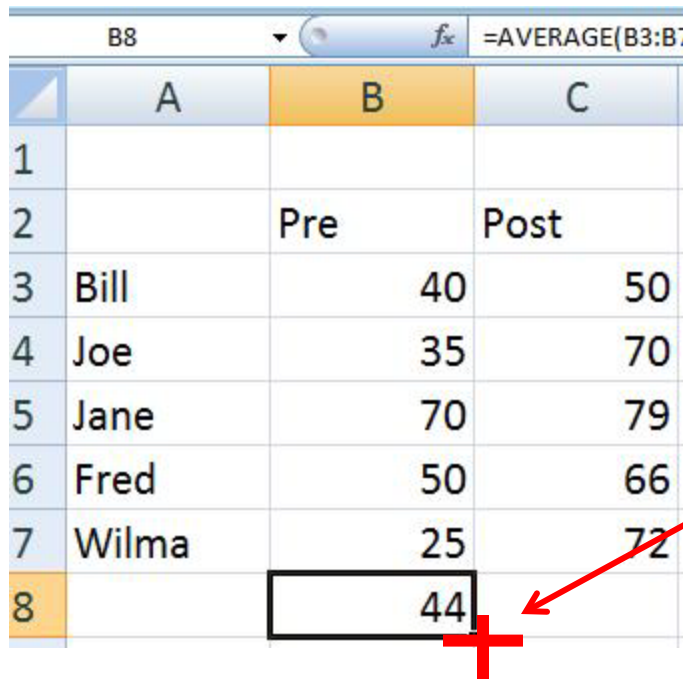
Entering Formulas

- When entering numerical data, you can command Excel to do any mathematical function.
- Start each formula with an equal sign “=”.
- Use the **editing group** in the **Home tab**.
- To **add** cells together, be in the active cell you want your answer to be, click on the **auto sum** button, make sure all the cells you want in your formula are highlighted. The answer will then appear:



Copy Formulas

- Once you have generated a formula, you can copy it to other cells.



	A	B	C
1			
2		Pre	Post
3	Bill	40	50
4	Joe	35	70
5	Jane	70	79
6	Fred	50	66
7	Wilma	25	72
8		44	

Once you place your mouse in the lower right-hand corner of the cell with the formula you want to copy, you will get a **+** sign, you can then copy your formula by clicking and dragging to the cells you want the formula to be copied to.

Charting Information

- Highlight the area you want charted.

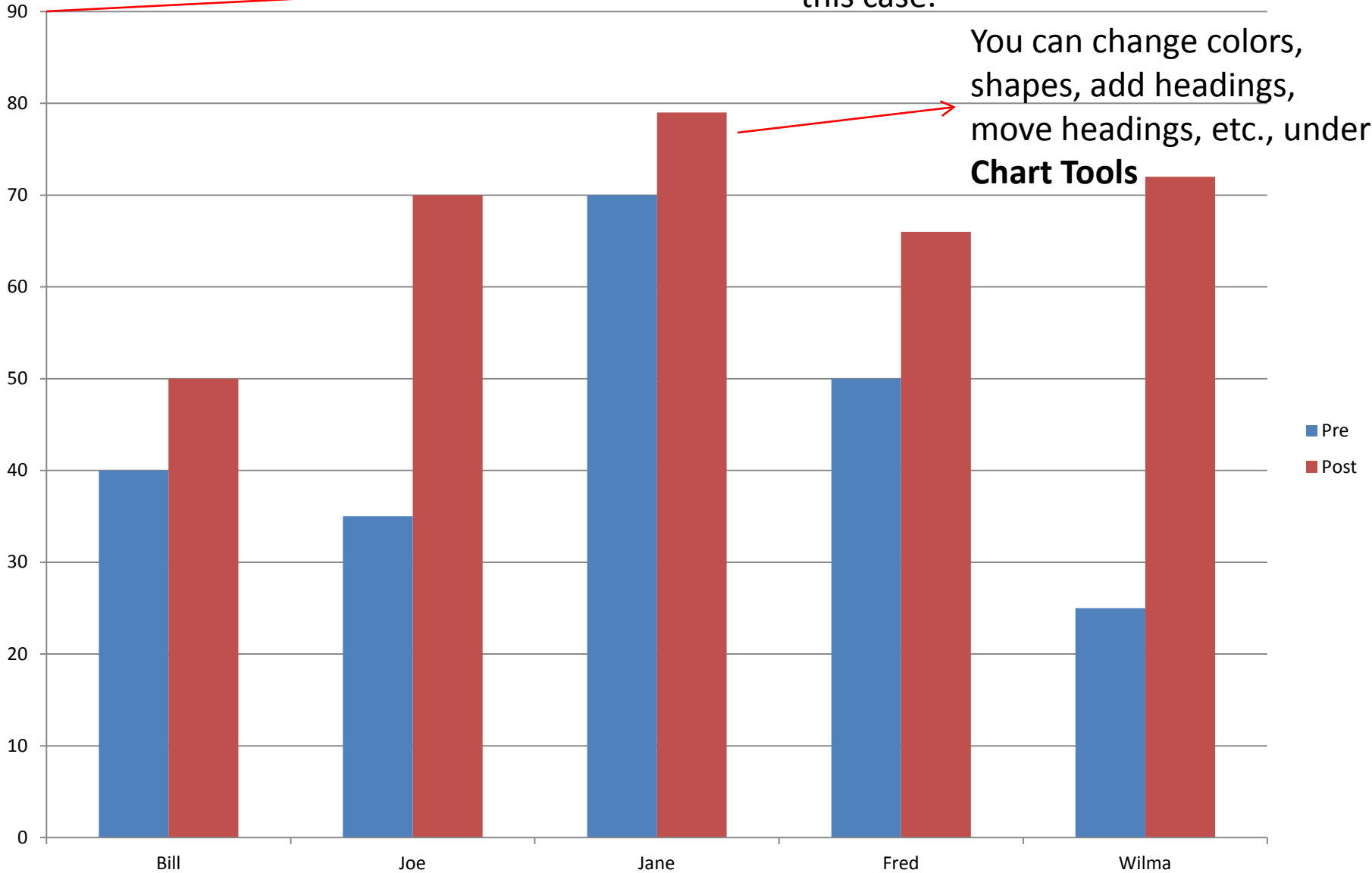
	Pre	Post
Bill	40	50
Joe	35	70
Jane	70	79
Fred	50	66
Wilma	25	72

- Push **F11**

Results:

Format cells to change to 100 in this case.

You can change colors, shapes, add headings, move headings, etc., under **Chart Tools**



Grouping a Workbook

- Occasionally there is a need to have many worksheets with the same format, or the same template). Therefore, instead of copying and pasting the formatting between all of them, you can “group” them and format them as one, and afterwards ungroup them and work on each one separately.
 - Click on first worksheet, hold **Shift** key, click on last worksheet you want to include.
 - Whatever you place on worksheet 1 will be on all worksheets. **A HUGE TIME SAVER!!**

Using Non-continuous Cells to Chart

- Highlight first group of info to be charted.
- Hold **CTRL key** and highlight other info.

	Pre	Post
Bill	40	50
Joe	35	70
Jane	70	79
Fred	50	66
Wilma	25	72
	44	67.4

Push **F11**

Entering Formulas

- **Subtraction:** To subtract cells, use the “-” sign.
- **Division:** To divide cells, use the “/” sign.
- **Multiplication:** To multiply cells, use the “*” sign.

Helpful Tutorial and Other Sites

- <http://www.free-training-tutorial.com/>
(GREAT SITE!!)
- <https://templates.office.com/>
- <http://www.theexceladdict.com/quicktips.htm>