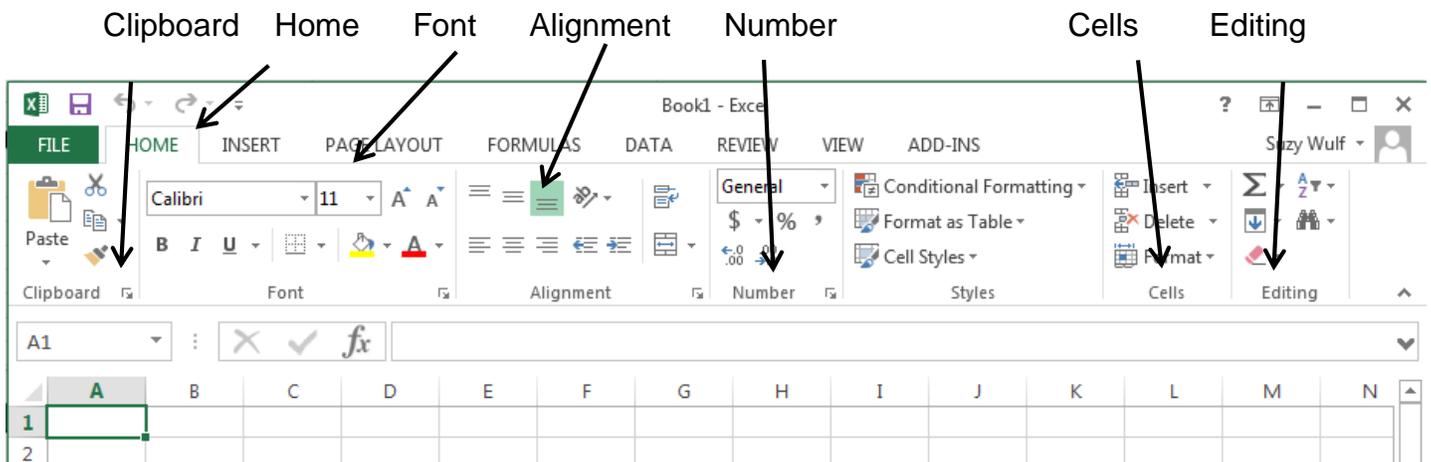
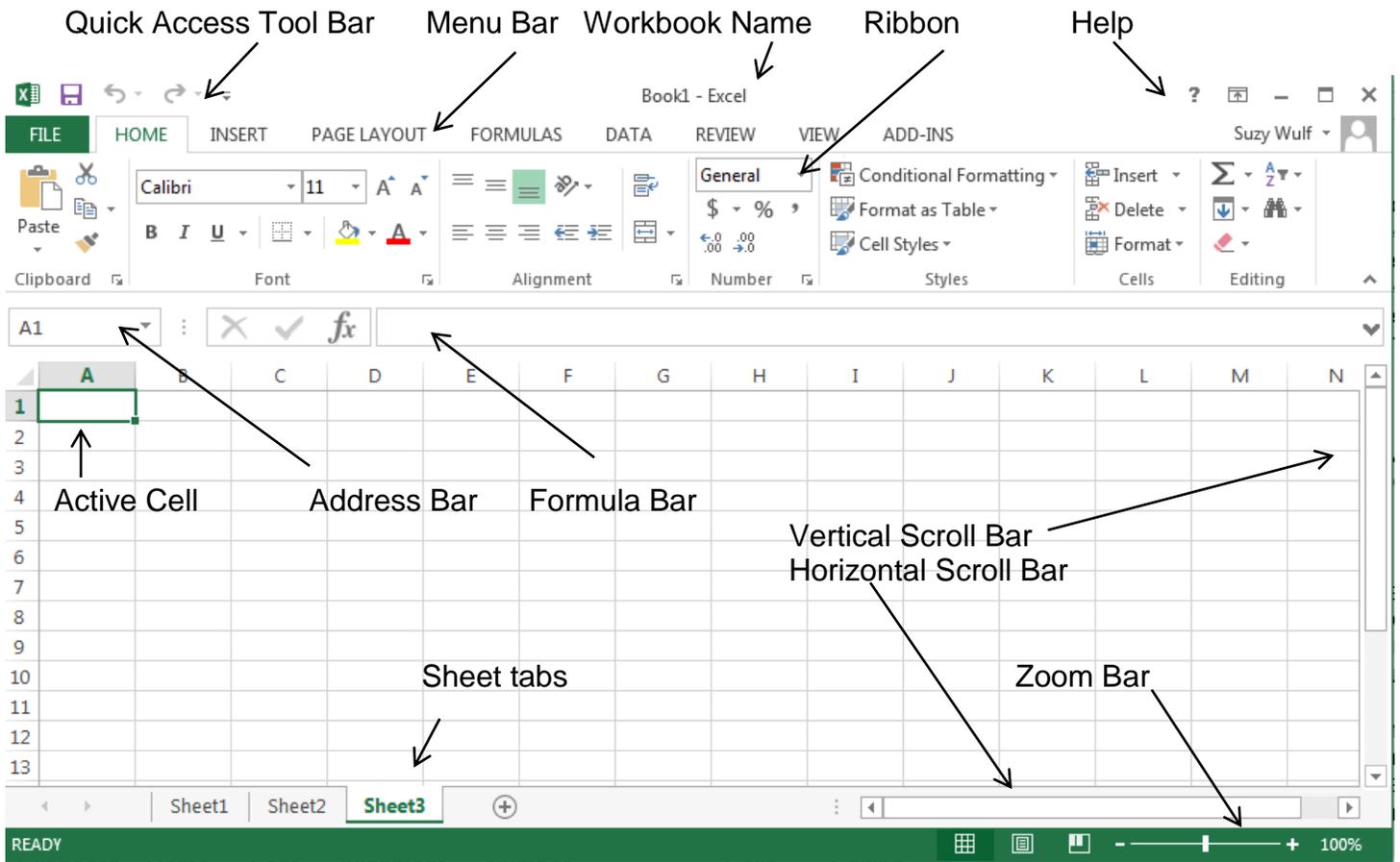


Introduction to Excel 2013 Part 1



Definitions:

Workbook – Collection of sheets saved under one name

Cell – Intersection of column and row e.g. A1, C20

Active Cell – Cell with the black border. Entries are made into the active cell

Range – Rectangular collection of cells defined by upper left and lower right corners e.g. A1:C20.
The : is used to separate the beginning and ending cells of a range.

Selecting active cell

The active cell can be selected in the following ways: type the cell address into the Address Bar and press ENTER, point to the cell with the mouse and left click, use arrow keys to maneuver to the desired cell, use ENTER key (Vertically down), SHIFT/ENTER key (Vertically up), TAB key (Horizontally right), and SHIFT/TAB key (Horizontally left) to maneuver to the cell.

Selecting Multiple Cells (The selected cells will be highlighted in blue with the active cell white)

Dragging – (The cells to be selected must be in a continuous group.) Point to one end of the group of cells, hold down the left mouse button, point to the other end of the group of cells and release the mouse button.

Clicking - If the cells are together in a continuous group, point to one end of the group of cells and click, point to the other end of the group of cells, hold down the SHIFT key and click. Release the SHIFT key. If the cells are in adjacent rows and/or columns, point to one of the corner cells and click, point to the diagonally opposite corner, hold down the SHIFT key and click. Release the SHIFT key. If the cells are not together, click on one of the desired cells, hold down the CTRL key and click on each of the other cells. Release the CTRL key when all of the cells have been selected.

Select Row/Column

A whole row or whole column is selecting by clicking in the border on the row number or column letter. The multiple cell techniques also work with rows and columns.

Cell Entries:

Text – Any entry not able to be used arithmetically e.g. Name, Zip Code, SSN

Number – Any cell entry able to be used arithmetically

Cells use the following default rules: Text – Left justified; Numbers – Right justified; Formula results – Right justified. Justification can be changed using the icons in the “Alignment” group on the “Home” menu tab.

Completing Cell entries

Type the entry then press ENTER (the active cell moves down) or press SHIFT/ENTER (the active cell moves up, if possible) or press TAB (the active cell moves right) or press SHIFT/TAB (the active cell moves left, if possible) or press one of the Arrow keys (the active cell moves in the direction of the arrow pressed).

Editing cell entries

Select the cell containing the data to be edited. Editing can take place on the Formula Bar or in the cell itself. To edit on the Formula Bar, click on the cell and then on the Formula Bar entry where the changes are to take place. Make the changes, press ENTER, SHIFT/ENTER, TAB, OR SHIFT/TAB when done. To edit in the cell, double-click on the entry where the changes are to be made. Make the changes, press ENTER, SHIFT/ENTER, TAB, OR SHIFT/TAB when done. The left and right arrow keys may be used to move one character at a time in the direction of the arrow. The down arrow key moves the insertion point to the end of the entry. The up arrow has no function while editing.

Cell Attributes:

Bold, Italic, Underline, Border, Color Fill, Font Color are changed using the “Font” group on the “Home” menu tab. Cell justification is changed using the “Alignment” group on the “Home” menu tab. For numbers, the number of decimal places can be changed using the icons in the “Number” group on the “Home” menu tab. Cell height and width can be changed using the icons in the “Cells” group on the “Home” menu tab.

Column Width/Row Height

Select the cell(s), select “Format” from the “Cells” group on the “Home” tab. Select “Auto-Fit Width/Height”.

Insert/Delete Cell/Column/Row

Select the cell, column, or row. Select “Insert”/”Delete” from the “Cells” group on the “Home” tab.

Deleting cell entries

Select the cell(s) containing the data to be deleted. Press the DELETE key.

Data series

Excel can automatically fill in cells based on a cell entry or entries. Text entries require only one entry. Numeric patterns require two entries to establish the pattern. Enter a value or values to be used into a cell(s). Point to the black square in the lower right corner, (the pointer turns to a black cross), of the cell (The auto-fill handle) and drag it in the direction of the cells to be filled.

Arithmetic operators and order of operations

() Grouping
/ Division

^ Raising to a power
+ Addition

* Multiplication = Equal
- Subtraction

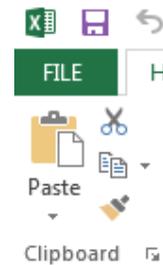
	A	B	C	D	E
1	Arithmetic				
2					
3	Add	Subtract	Multiply	Divide	
4	4	4	4	4	
5	2	2	2	2	
6	6	2	8	2	
7	=A4+A5	=B4-B5	=C4*C5	=D4/D5	
8					
9	Grouping				
10					
11	2+4*2+10/5 = 18			2+4*(2+10/5) = 18	
12	or			or	
13	2+4*2+10/5 = 14			(2+4)*2+10/5 = 14	
14	or			or	
15	2+4*2+10/5 = 12			2+(4*2)+10/5 = 12	

Formulas/Functions

Cell entries which will be arithmetic must begin with an = sign e.g. =A1+A2, =Sum(A1:A2), a shortcut to the Sum function is the Σ icon. This icon is in the editing group of the “Home” menu tab.

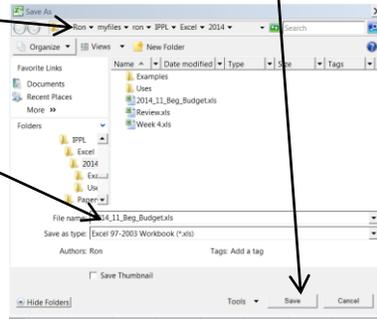
Copy/Cut/Paste

Copy makes a copy and leaves the original material in place. Cut makes a copy and removes the original material from its location. Paste places the copy in a new location; additionally, when copying formulas, Excel can adjust the formulas, (relative address) to reflect the new location. The Cut/Copy/Paste icons are in the Clipboard group on the “Home” menu tab.



Saving a Workbook

Select “File” on the menu bar. Select “Save” from the drop down menu. In this dialog box chose a file name and location for the saved file and click “Save”.

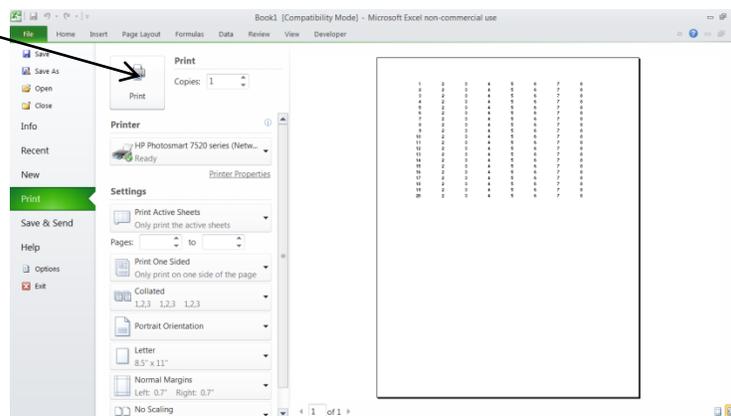


Building a Workbook

	A	B	C	D	E	F
1	Personal Budget					
2						
3		Jan	Feb	Mar	Apr	Total
4	Income					
5	Wages	100	110			210
6	Expenses					
7	Cellular telephone	5	7			12
8	Food	20	12			32
9	Gas/Fuel	20	15			35
10	Home telephone	10	15			25
11	Mortgage/Rent	20	40			60
12	Utilities	15	25			40
13	Expense Total	90	114	0	0	204
14						
15	Wages minus Expenses	10	-4	0	0	6

Printing a Workbook

Select “File” on the menu bar. Select “Print” from the drop down menu. In this dialog box click the “Print” button.



Open a file

Select “File” from the Menu bar, select “Open” from the drop down menu, find the file name in the “Recent” list and click on that file name or navigate to the place where the file is stored, double-left click on the file name.