

Excel Training - Beginner

March 14, 2018

Working File

- File was emailed to you this morning, please log in to your email, download and open the file.
- Once you have the file – PLEASE CLOSE YOUR EMAIL.
- Open Excel

Overview

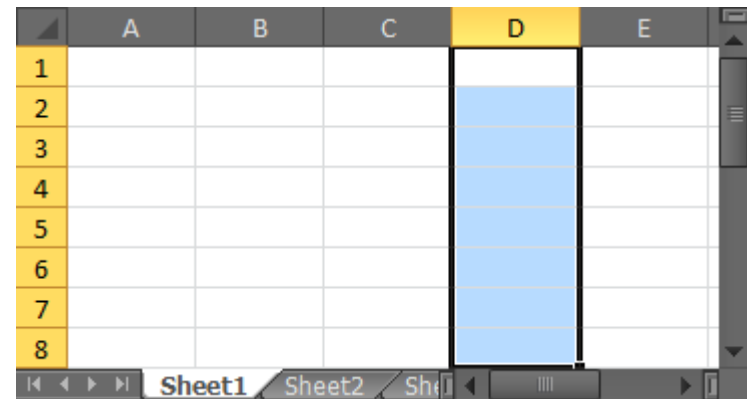
- Excel is a spreadsheet, a grid made from columns and rows. It is a software program that can make number manipulation easy and somewhat painless.
- The nice thing about using a computer and spreadsheet is that you can experiment with numbers without having to RE-DO all the calculations.

Basics of a Spreadsheet

- Spreadsheets are made up of
 - Columns
 - Rows
 - and their intersections are called cells

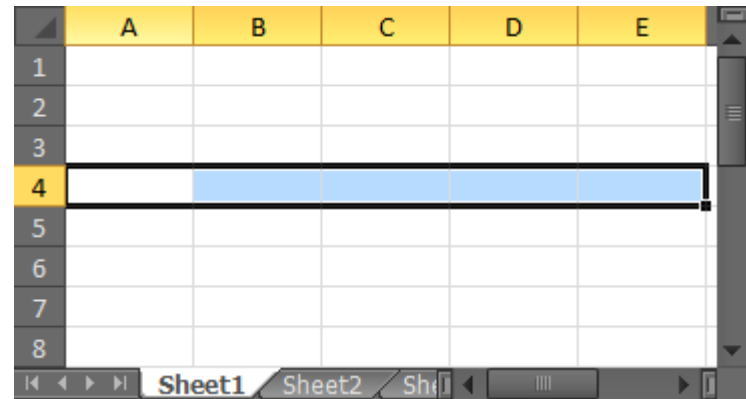
What is a COLUMN ?

- In a spreadsheet the **COLUMN** is defined as the vertical space that is going up and down the window. **Letters** are used to designate each **COLUMN'S** location.
- COLUMN labeled D is highlighted.



What is a row?

- In a spreadsheet the ROW is defined as the horizontal space that is going across the window. Numbers are used to designate each ROW'S location.
- ROW labeled 4 is highlighted.

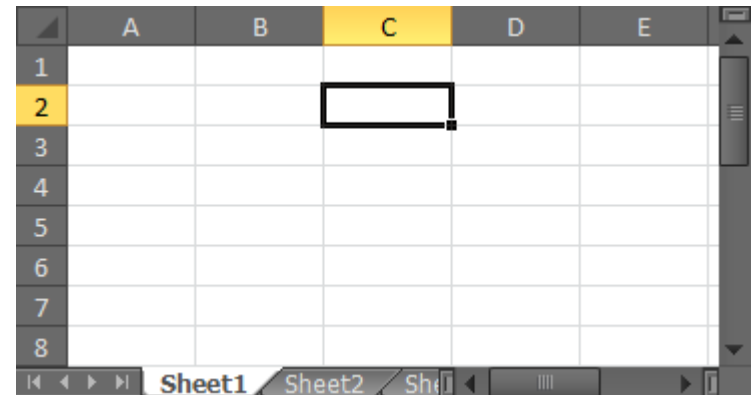


A screenshot of a spreadsheet application. The grid shows columns A through E and rows 1 through 8. Row 4 is highlighted in light blue. The column headers A, B, C, D, and E are in yellow. The row numbers 1, 2, 3, 4, 5, 6, 7, and 8 are in grey. The spreadsheet has a tab bar at the bottom with 'Sheet1', 'Sheet2', and 'Sheet3' visible. The 'Sheet1' tab is selected.

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					

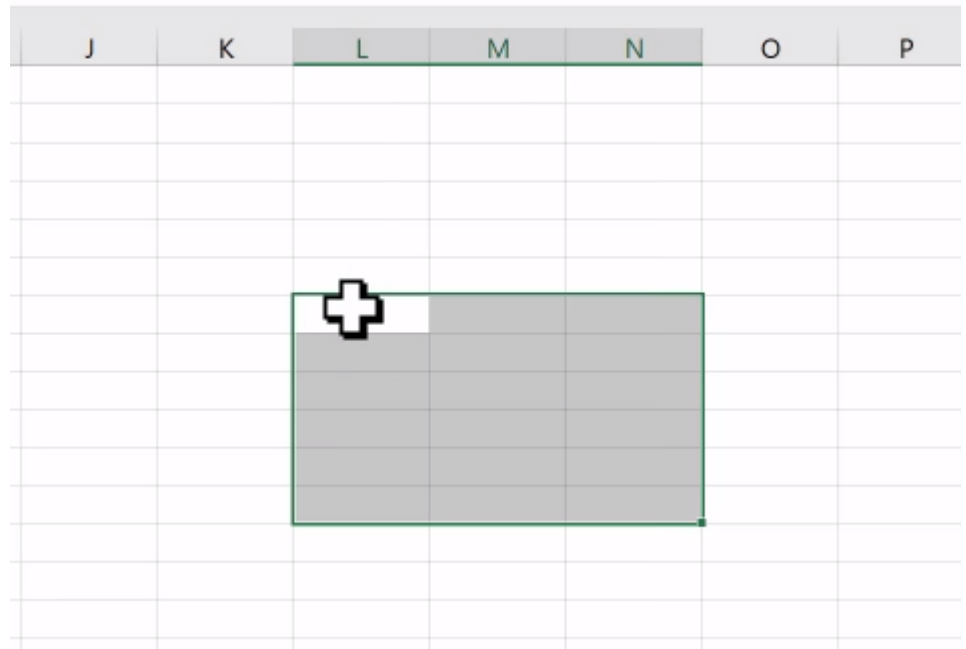
What is a CELL ?

- A CELL is the space where a row and column intersect. Each CELL is assigned a name according to its COLUMN letter and ROW number.
- In the above diagram the CELL labeled C2 is highlighted.



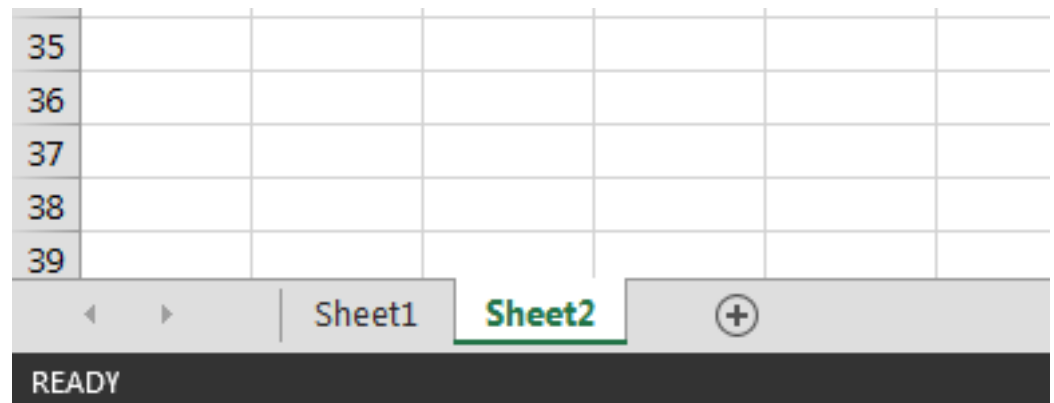
What is a Range ?

- A RANGE is a group of cells that are next to each other. Ranges can also be named.
- In the below diagram the RANGE labeled L7:N12 (L7 THRU N12) is highlighted.



What is a Sheet ?

- A Sheet is the individual worksheet. You can have multiple SHEETS within one Excel file (known as a WORKBOOK).
- To add a SHEET, click the plus sign next to the last sheet. You can also click on each name to rename, copy or delete a sheet.



Labels

- Labels are text entries
- Labels help identify what we are talking about
- Labels do not have a value associated with them
- Sometimes called 'headers'

	A	B	C	D	E	F	G	H
1	First Name	Last Name	Company Name	Address 1	City	State	Zip	Phone
2	Sharon	Aguilar	Maury Delicatessen	10370 Walnut	Tulsa	Minnesota	79113	(552) 586-1179
3	Meredith	Alvarado	Bannister Housekeeping	7583 Balsam	Hempstead	California	63792	(369) 509-9323
4	Warren	Bailey	Xerxes Choice	8594 Larch	Arlington	Minnesota	66175	(710) 928-0548
5	Phyllis	Chan	Duplex Management	8928 Oak	Atlanta	Massachusetts	11348	(750) 149-8782
6	Crystal	Dixon	Maury Delicatessen	10775 Myrtle	Albuquerque	Colorado	10326	(678) 920-7996
7	Michelle	Galloway	Bannister Housekeeping	5639 Hickory	New Orleans	Arizona	83935	(977) 207-9548
8	Jeanne	Garrison	Indigo Dyes	586 Beech	Detroit	Washington	18676	(540) 945-6457
9	Nora	Nichols	Early Evening Meals	1569 Angelica	Brookhaven	Oklahoma	11276	(644) 617-4055
10	Esther	Nicholson	Last Night Inn	368 Eucalyptus	Chicago	Florida	21803	(324) 028-0709
11	Edna	Oneill	Fly-a-Weigh, Inc.	3489 Hackberry	Tulsa	Missouri	27250	(996) 808-3136
12	Arlene	Osborn	Famous Tacos	5684 Holly	Cleveland	Texas	19502	(229) 442-3775
13	Shawn	Vargas	Fly-a-Weigh, Inc.	14857 Balsam	Chicago	Pennsylvania	75616	(296) 527-3526
14	Cassie	Walton	Dewey Welcome Wagon	6200 Hackberry	Phoenix	Virginia	46424	(287) 977-0607

Column/Row Sizes

- Columns

- Text entered into a cell may “look” to flow into the next column.
- To correct, place mouse cursor on the line between columns.
- Mouse should change to a solid line. Double Click
- Column should change to the width needed to show the cell text.

- Rows

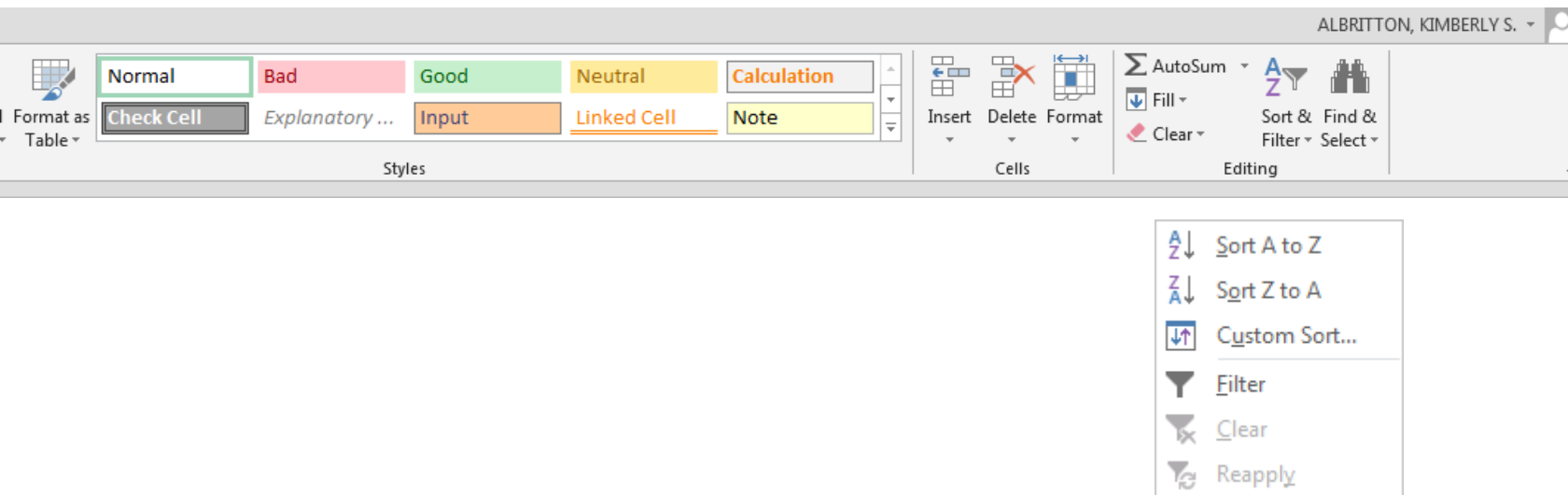
- Text entered into a cell may “look” to flow into the below row or is hidden.
- To correct, place mouse cursor on the line between the rows.
- Mouse should change to a solid line. Double Click
- Column should change to the width needed to show the cell text.

Sorting

- Arranging data so it's easy to analyze
- You can sort the data alphabetically, from highest to lowest, or by a number of additional criteria (such as cell color)

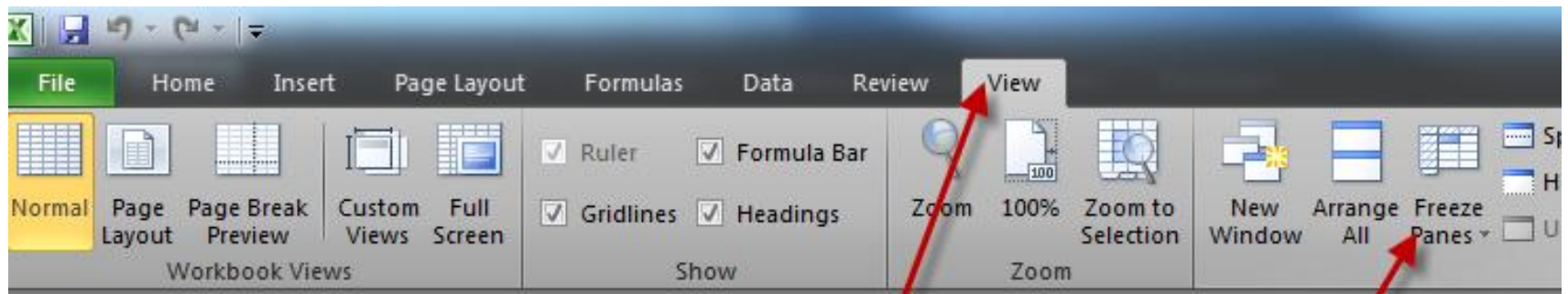
Filters

- The Filter is a quick and easy way to find and work with a subset of data in a range of cells.



Freeze Headers

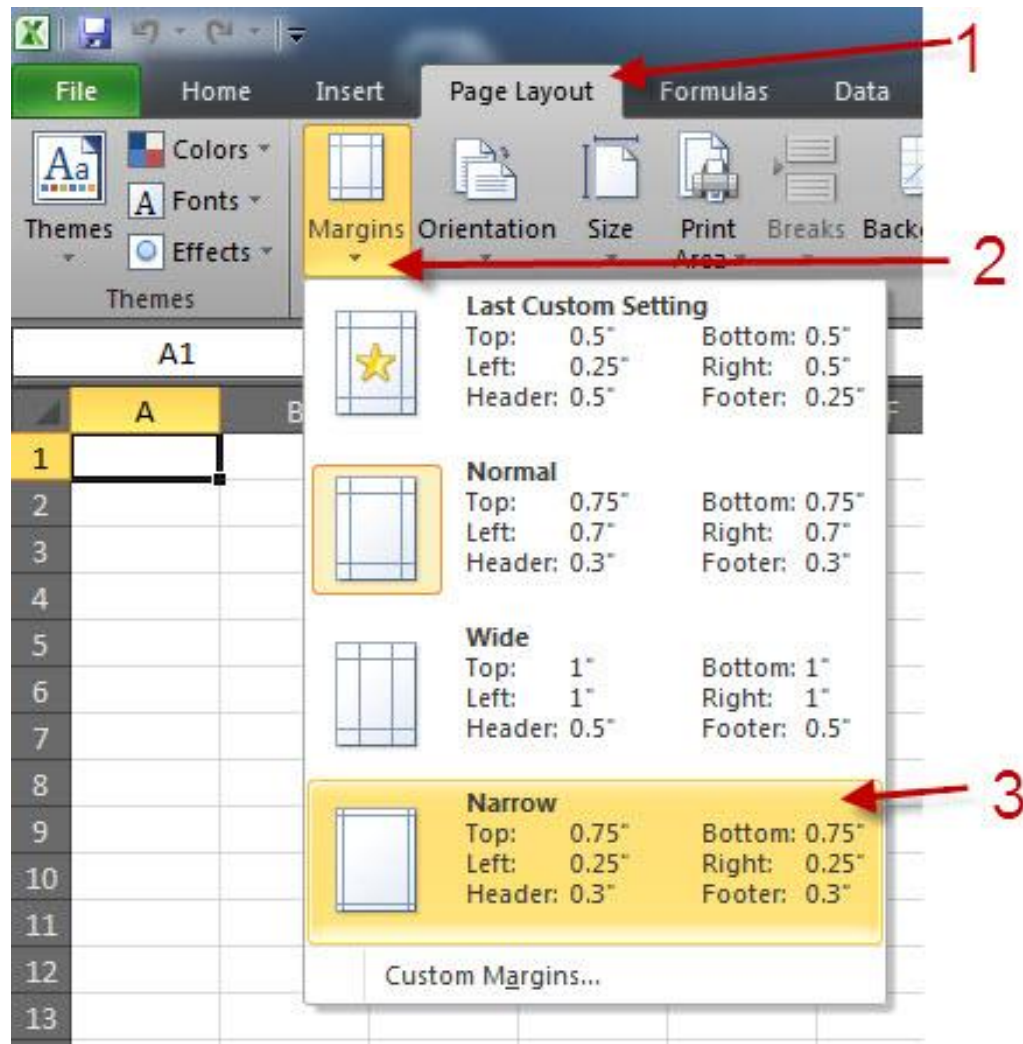
- To freeze a row in your worksheet, highlight the row where you wish all rows before the highlighted row to be frozen or locked, go to Window>Freeze Panes and you will see a line appear across your worksheet. Everything above the line is frozen and will remain in view when you scroll down your worksheet.



1

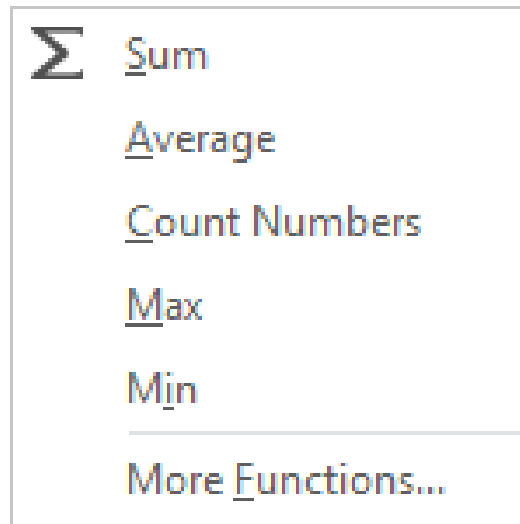
2

Narrow margins



Auto Sum

- Used to quickly add a column or row
- Don't have to manually type formula

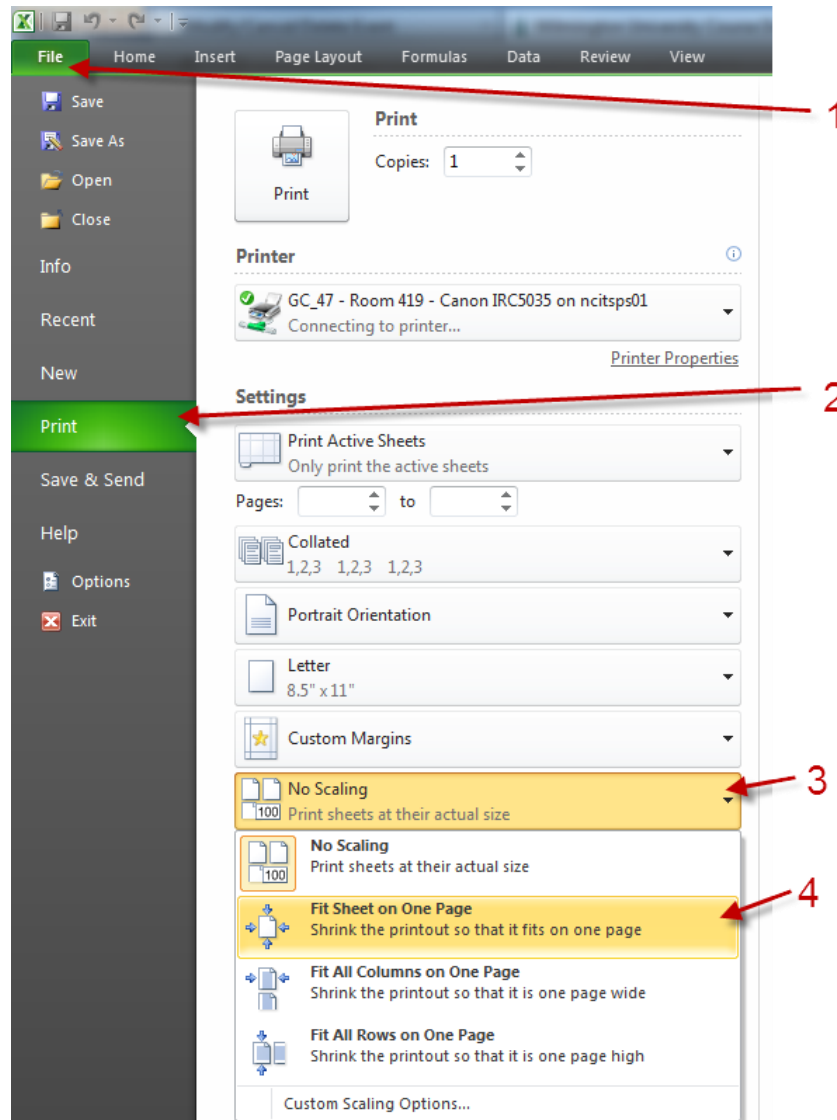


Formulas

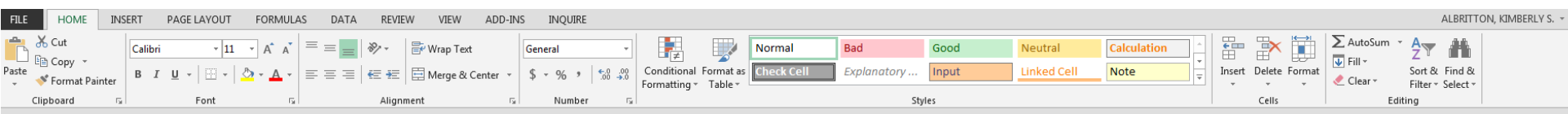
- Formulas are math equations that CALCULATE a value to be displayed.
- DO NOT type in the numbers; type in the equation.
- It is BEST to Reference as much data as possible as opposed to typing data into equations. That way when OTHER information changes, we DO-NOT have to change the equations or type in information again.

Wilmington University, Inc.			
Hours Worked Report			
Department Name			
	Pay date	Hours	Pay Rate
Employee Name	15-Jul	10.00	8.00
	29-Jul	10.00	
	15-Aug	10.00	
	31-Aug	10.00	
	15-Sep	10.00	
	30-Sep	10.00	
	15-Oct	10.00	
	29-Oct	10.00	
	15-Nov	10.00	
	30-Nov	10.00	
	15-Dec	10.00	
	20-Dec	10.00	
	14-Jan	10.00	
	31-Jan	10.00	
	15-Feb	10.00	
	28-Feb	10.00	
	15-Mar	10.00	
	31-Mar	10.00	
	6-Apr	10.00	
	30-Apr	10.00	
	13-May	0.00	
	31-May	0.00	
	15-Jun	0.00	
	30-Jun	0.00	
	Totals	200.00	1,600.00

Shrink to fit



Toolbar/Tabs



- Tabs – Home/Insert/Page Layout/Formulas/Data/.....etc
- Groups – Clipboard/Fonts/Alignment
- Launch Button – right hand corner of each group for more options
- Copy/Paste – Copy data and fill to a new cell
- Format Painter – Copy formatting from one cell and paste to another
- Bold/Italics/Underline – format text within cell.
- Align – Left/Middle/Right and Top/Middle/Bottom
- Wrap Text – All text will show within cell, instead of wrapping into next cell
- Merge & Center – Combine multiple cells
- Number – format type of numbers (currency, percentage, scientific, etc).

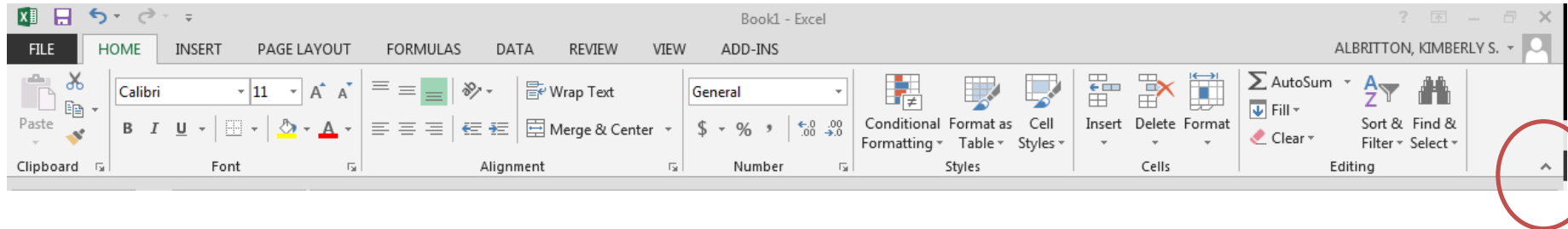
Simple Formulas

- Creating a simple formula
 - Type “=2+4”
- Now, let's reference other cells within the formula
 - Type “=A2+B2”

Excel Tips 'n Tricks

Getting Around Excel

- Ribbon
 - Show vs. Hide



- Use Mouse Scroll to move thru Ribbon Menus
- Copy/Paste/Format-Painter (double click)
 - Single vs multiple cell formatting
- Fill Tricks
 - Months / Dates / Numbers (double click fill +)
 - Fill – Tool Bar

Multiple Worksheets

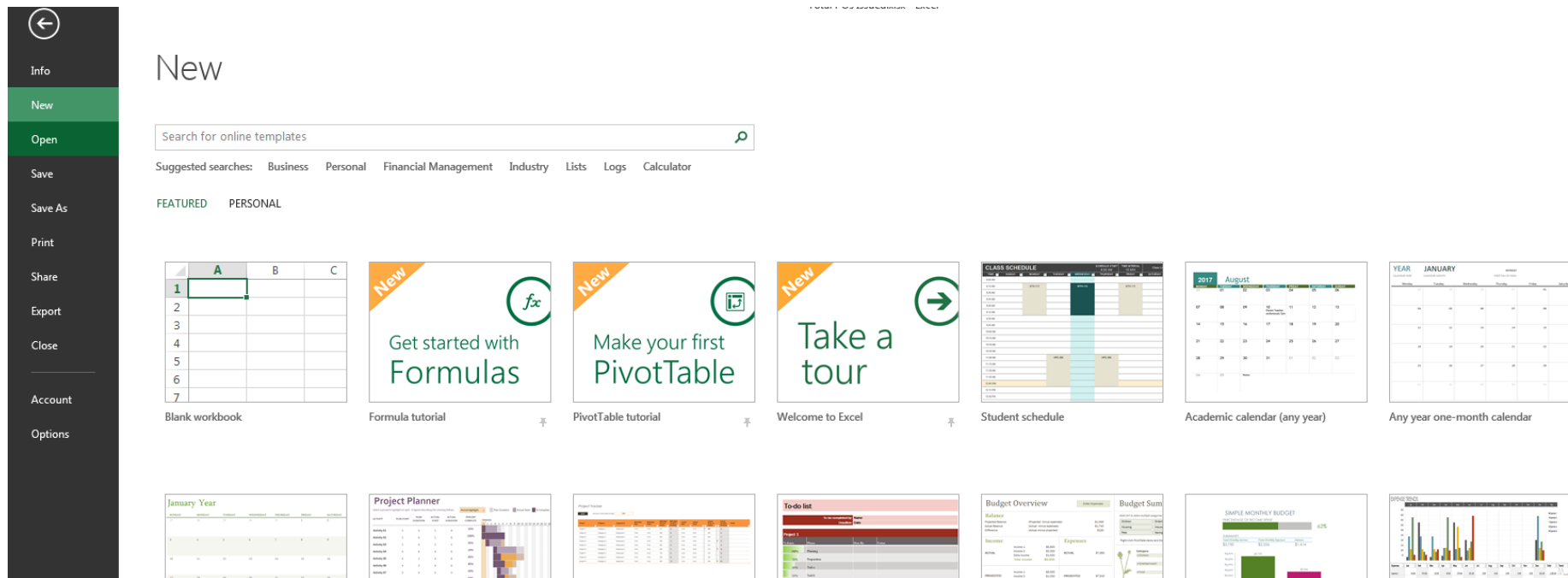
- Double click to rename worksheet
- Move or Copy worksheet (also re-arrange)
- Why Multiple Worksheets
 - Duplicate copy of data
 - Don't delete the original data set
 - Test formulas/tables/etc
 - Sort large groups of data
 - Separate information by year/month

Keyboard Tricks

- Ctrl + F (Find)
- Ctrl + C (Copy)
- Ctrl + V (Paste)
- Ctrl + X (Cut)
- Ctrl + Z (Undo)
- Ctrl + Y (Redo)
- Ctrl + End (end of sheet/data)
- Ctrl + Home (A1)
- Ctrl + Shift + End (highlight current to last cell)
- Ctrl + B (Bold)
- Ctrl + D (Fill down)
- F2 (edit cell)
- Ctrl + Page UP/Down (toggle between sheets)

Additional Training Resources

- Open Excel, Click New
- Various “Getting Started” tutorials are available”
 - Take a Tour
 - Formula
 - Pivot table



Additional Training Resources

- Beginner Excel Training -
<https://www.youtube.com/watch?v=rwbho0CgEAE>
- Intermediate Excel Training =
https://www.youtube.com/watch?v=lxq_46nY43g