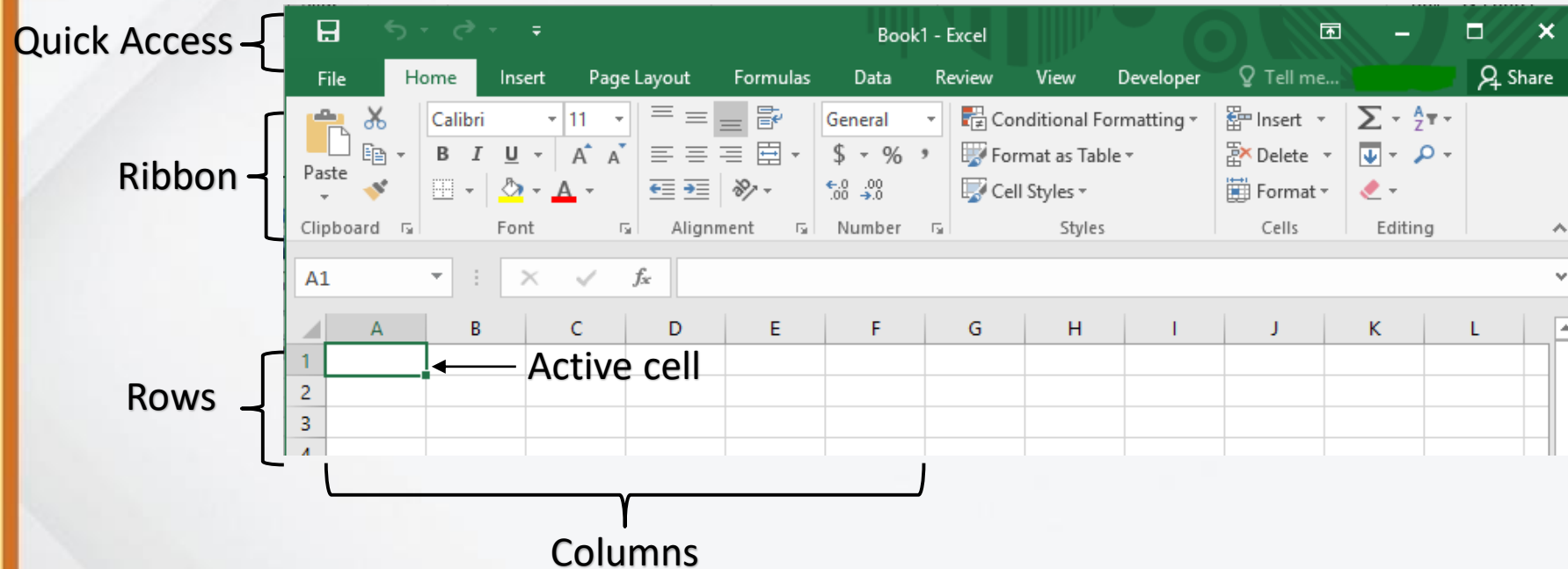# Microsoft Excel Basics

Course Learning Objectives

Welcome to Excel Basics!

We'll learn how to:

- Enter information in a spreadsheet
- Format spreadsheets
- Edit and modify spreadsheets
- AutoSum and an introduction to functions

Spreadsheet Intro

Quick Access

Ribbon

Rows

Active cell

Columns

The Ribbon
- a menu of actions Excel can do

Quick Access toolbar
- at the very top-left of the window

Rows
- labeled along the left side with numbers

Cells
- each cell has an address, its column and row: A1, B2, G77, etc.

Active cell
- the active cell has a dark box around it
- click or use the keyboard to make a cell active

Working with Cells

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Selecting Cells

- **Multiple cells** – Click and hold the left mouse button, then drag to select more cells

- **Discontinuous cells** – Hold the **Ctrl** key, then click the cells you want to select

- **All cells –** Click the small square between Row 1 and Column A.

Moving Around

- **Tab** moves one cell to the right, and **Shift + Tab** moves one cell to the left

- **Arrow keys** move left, right, up, and down

- **Enter** moves down one row, and **Shift + Enter** moves up one row

Entering Data

Change the column width by double clicking between the two lines.
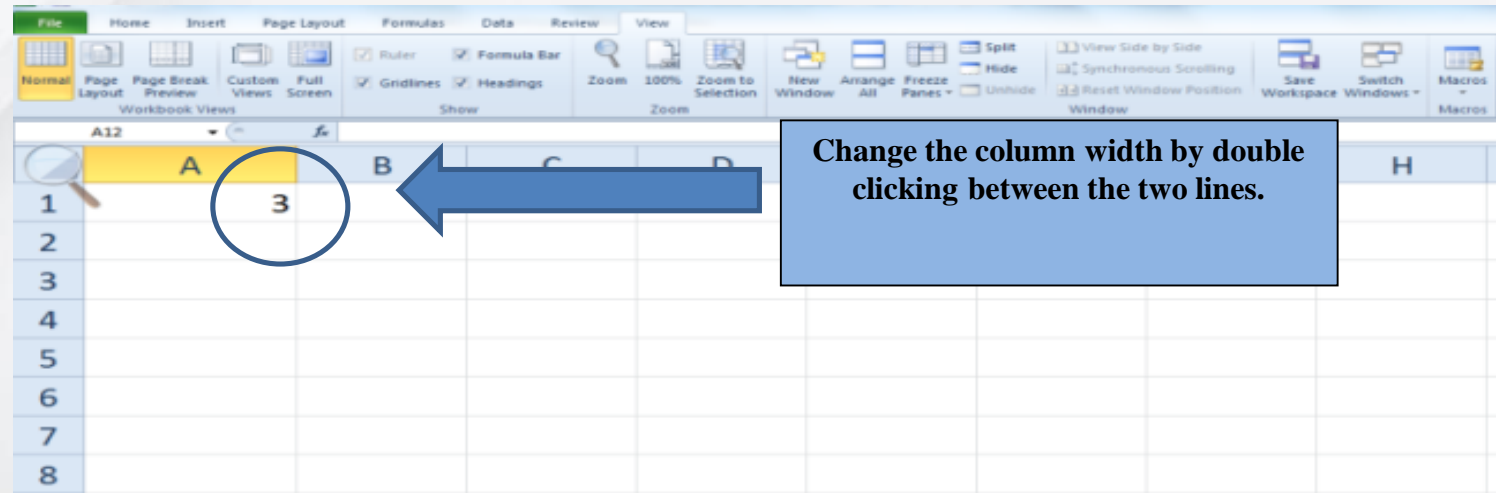
- Anything typed appears in the active cell

- Text will spill into the next cell to the right

- Press **Enter** to enter the data in the active cell

- Double-click the line between two columns or rows to automatically fit the column width to the widest cell.

Filling Cells

- Select the cells with data to fill
- Drag the fill handle across cells and release the mouse button.
- If the cell contains a number, date, or time period that Excel can extend in a series, the values are incremented instead of copied when you use the fill handle.

Move and Copy

Moving cells

- Select the cells you want to move

- Point to the border of the selection

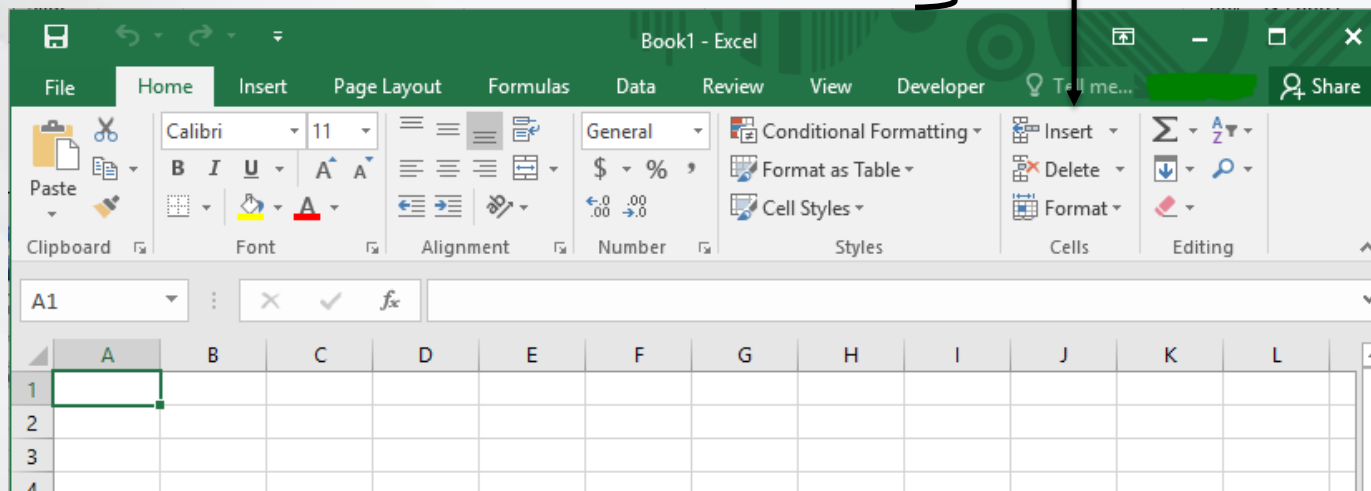- Drag the selection to the cell where you want it to go

Copying cells

- To copy the cells to nonadjacent cells,
  hold down the **CTRL** key as you drag.

- You can also use the **Cut**, **Copy** and **Paste** buttons.

Inserting Rows

To insert a row

- Select the cell that is below where the new row will be
- Click on the **Home** tab
- Go to the **Cells** group.
- Select **Insert**.
- Select **Insert Sheet Rows**

Deleting Rows and Columns

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To delete a row

– Select the row.

– Go to the **Home** tab and **Cells** group.

– Select **Delete** and select **Delete Sheet Rows**.

*Hint: selecting the row and hitting the **Delete** key on your keyboard will delete the contents of the row, but not the row itself.*

To delete a column

– Select the column.

– Go to the **Home** tab and **Cells** group.

– Select **Delete** and select **Delete Sheet Columns**.

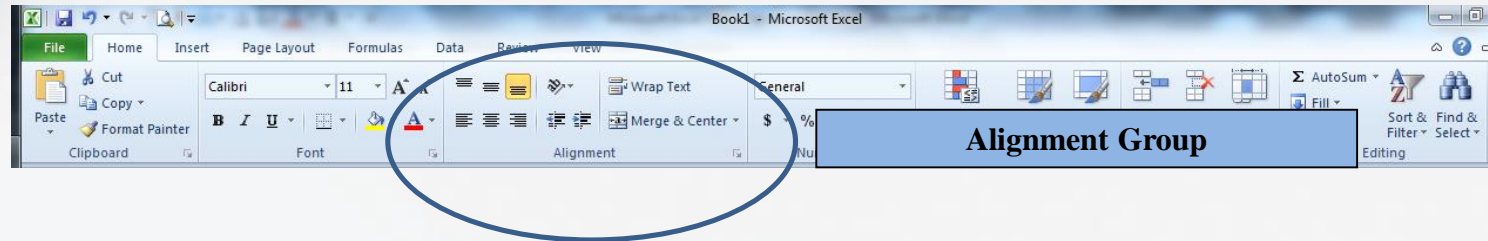*Hint: right clicking the mouse will also insert and delete columns and rows.*

AutoSum

AutoSum inserts a prewritten function.

- A function is a process the computer does. It takes inputs and return an output, or answer.

- The AutoSum button can insert the following functions:
  - Sum, Average, Count, Max, Min

- Try using AutoSum on a row and column of numbers!
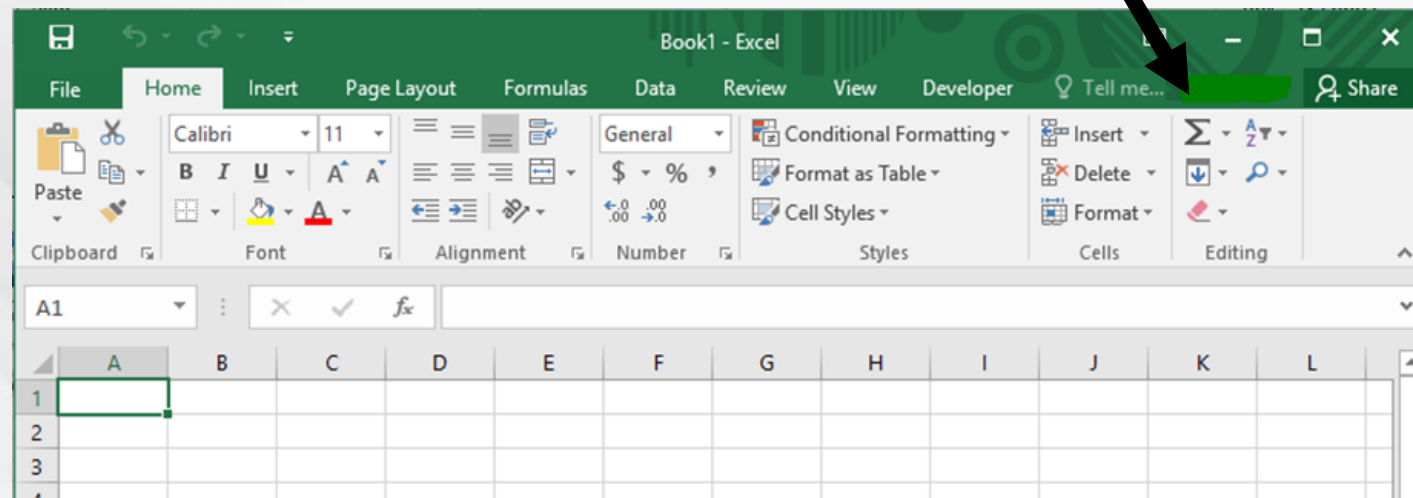
Alignment Group

- **Wrap Text** – Makes cell data fit in the width of the column instead of spilling text into the next cell.

- **Merge and Center** – Combines selected cells into one cell and centers the data in it. You won't see any grid lines in merged cells, because they are treated as one cell.

- **Font Group** – Under the font group you can choose the font style, size, color, underlining, and more.

Number Group

- The **Number's** group on the **Home** tab can change the format of data to date, time, currency, decimal numbers, etc.

- If you don't want Excel to make any assumptions about the type of data you enter in a cell, choose the **General** category.
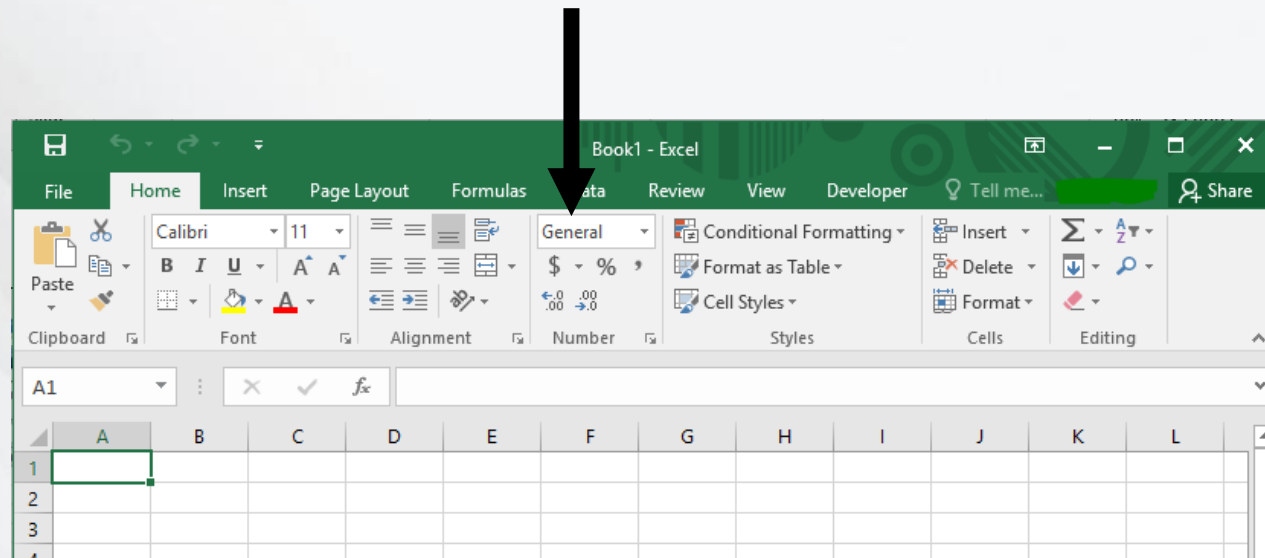
Cell Colors and Borders
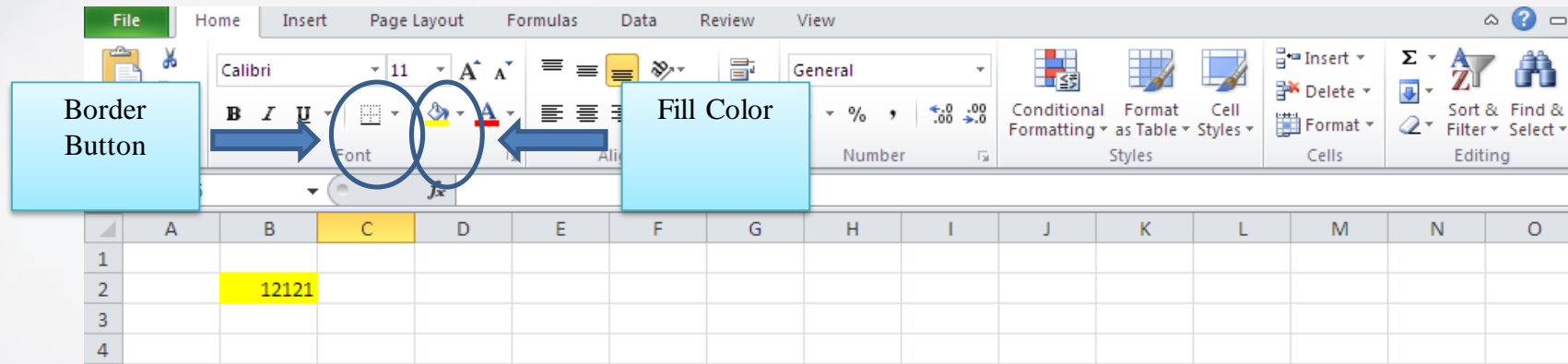
- Under the font tab, use the Fill Color tool to select a cell shading color. This colors cell background, not the text

- Use the Text Color tool to change the color of cell data

- The border button toggles cell borders. You can also select special border styles and colors.

Mulitple Sheets

- Excel workbooks begin with 3 sheets. You can add, delete, and rename sheets. You can also copy formatting from one sheet to the other.

- **Renaming Sheets** - Right click on the sheet and choose **Rename**. Then type the name you want and hit the **Enter** key.

- **Adding Sheets** – Right click on one of the worksheet tabs at the bottom of the screen. Choose **Insert** and **Worksheet.**

- **Moving Sheets** - To move a worksheet, click on the tab and drag it where you want it to go.

Charts, graphs, sparklines

- Excel is most powerful when the data is placed into a table. A table format is necessary if you want to add charts and visual graphics.

- Your data will work best if it's kept in small atomic units. For example, if entering a name, use two columns, one for first name, and a second for last name.

- Include headers when setting up a chart to make the information easier to understand.

Top Excel Tips

- The undo button is your friend! Use undo to fix any mistakes – it can be activated several steps backwards.

- When you open Excel it will automatically display at the intersection of the last row and column that has data entered. If you open your spreadsheet and it doesn't look familiar, use the scroll bars on the bottom and left side to return to the top left corner of the spreadsheet.

- Format is important! When in doubt, choose General. If you are trying to type in text or numbers and the program isn't displaying correctly, it is likely a format incompatibility.

- Experiment with different Excel functions by making a copy of your spreadsheet and trying different formulas and setups.

- Organize your data in small chunks. Example first name, then last name is better than whole name in one cell.

- There are differences between Excel 365 and Excel desktop versions. If you don't see a feature that you need, try opening the file in a desktop version. It will have more features and an easier interface.

Questions? Comments?

Additional Resources

- Coming up! More in-person computer learning classes
Check the library's event calendar at https://poudrelibraries.evanced.info/

- Check out LinkedIn Learning, a provider of learning videos for all types of computer programs. Free access through the library website with your library card.
https://www.linkedin.com/learning-login/go?authUUID=nLj5zAK%2BQ6idOPK1mTScng%3D%3D&trk=learning_login_sign_in_with_library_card

- GCF Global; a self-paced online tutorial
https://edu.gcfglobal.org/en/search/?q=excel#gsc.tab=0&gsc.ref=english&gsc.q=excel&gsc.page=1

- Northstar Digital Literacy; online learning and badge system for computer skills
https://www.digitalliteracyassessment.org/launch-from/12111-TBPD-poudre-river-public-library-district

Did we meet your needs?

https://www.surveymonkey.com/r/2021PRPLD