BASIC USAGE OF MICROSOFT EXCEL

Note: There are several ways to accomplish any task in Excel. Some of the ways are listed below.

A. MOVING WITHIN A SPREADSHEET

1) Move the mouse around the spreadsheet until it is over the cell you want and left click to select it.
2) Use the <Tab> key to move to the right.
3) Use the <Enter> key to move down.
4) Use the <F5> key to move to a desired cell.
   i. Enter the cell (column and row) that you wish to move to, e.g. “C5” will take you to Column C, row 5.
5) Hold down the <Ctrl> and <End> keys to move to the end of entered data
6) Hold down the <Ctrl> and <Home> keys to move to the beginning of entered data

B. HIGHLIGHTING (SELECTING) A GROUP OF CELLS

1) Using the mouse
   i. Use your mouse to select the top left cell of the group you wish to select.
   ii. Press and hold down the left mouse button down.
   iii. Drag the mouse over the cells you wish to select.
   iv. Release the mouse button once you have highlighted the desired selection.
2) Using the <Shift> key
   i. Use your mouse to select the top left cell of the group you wish to select.
   ii. Press and hold down the <Shift> key.
   iii. Select the bottom right cell of the desired selection.
   iv. Release the <Shift> key.

C. MOVING INFORMATION

1) Using the <Shift> key
   i. Highlight the cells that you wish to move
   ii. Press and hold the <Shift> key
   iii. Press and hold the left mouse button
   iv. Use the mouse to move the information (an “I” bar will appear as you move the mouse. Position the mouse so that the “I” bar is where you want the information to go.)
D. COPYING/INSERTING INFORMATION

1) Inserting a column
   i. Select the column to the right of where you wish to insert a column by clicking on the column header, e.g. click on “D” to select the D column.
   ii. Click on “Insert” in the menu bar.
   iii. Select “Column” from the drop down menu.

2) Inserting a row
   i. Select the row below where you wish to insert a row by clicking on the row number, e.g. click on “6” to select row six.
   ii. Click on “Insert” in the menu bar.
   iii. Select “Row” from the drop down menu.

3) Copying a selection of cells.
   i. Select the cells that you wish to copy.
      1. Using the icons in the tool bar.
         a. Click on the copy icon in the tool bar.
         b. Select the beginning cell where you wish to copy the information.
         c. Click on the paste icon in the tool bar.
      2. Using the drop down menu
         a. Click on “Edit” in the menu bar.
         b. Select “copy” from the drop down menu.
         c. Select the beginning cell where you wish to copy the information.
         d. Click on “Edit” in the menu bar.
         e. Select “paste” from the drop down menu.
      3. Using the mouse
         a. Press the right mouse button.
         b. Select “copy”
         c. Select the beginning cell where you wish to copy the information.
         d. Press the right mouse button.
         e. Select “paste”

4) Inserting a selection of cells (Great to use if you don’t want to disrupt information on the same row or column!)
   i. To insert a selection of cells into a row
      1. Select the information below where you wish to insert cells.
      2. Press the right mouse button.
      3. Select “Shift Cells Down.”
4. Click “OK”

ii. To insert a selection of cells into a column
   1. Select the information to the right of where you wish to insert cells.
   2. Press the right mouse button.
   3. Select “Shift Cells Right.”
   4. Click “OK”

5) Using Autofill (This can be used to copy a series, e.g. 1,2,3,4,5…)
   i. If you will be copying a series, enter at least the first three cells of
      information in the series.
   ii. Use your mouse to select the cell(s) that you wish to copy.
   iii. Place the cursor on the small black square in the bottom right hand corner of
        the selected cell(s).
   iv. Press and hold the left mouse button down.
   v. While holding down the mouse button drag the box down for as many cells
      as you wish to fill.
   vi. Release the mouse button.

E. FORMATTING CELLS – This process is similar to using any Microsoft
   program.
   1) Select the cells that you wish to format
   2) Press the right mouse button.
   3) Select “Format Cells”
      i. Font
         1. Select the “Font” tab to edit font, font style, font size, underline,
            color and effects can be changed as desired.
      ii. Alignment
         1. Select the “Alignment” tab to set vertical & horizontal alignment and
            orientation (angle of text) can be adjusted.
      iii. Number
         1. Select the “Number” tab to select the numerical format and adjust
            decimal places shown.
      iv. Border
         1. Select the “Border” tab to add borders around a cell or selection of
            cells.
            2. The line type for the border can also be selected.
      v. Pattern (Shading the Cells)
1. Select the “Pattern” tab to select a color to shade selected cells with.

4) Column Width
   i. Entering a Width
      1. Select a cell within the column you wish to edit.
      2. Select “Format” in the menu bar
      3. Select “Column” from the drop down list
      4. Select “Width”
      5. Enter the desired width.
      6. Select “Ok”
   ii. Automatic Width (Adjusts to width of all cells in a column to the length of the longest cell in that column.
      1. Position the mouse to the right of the column header, i.e. position mouse on the line between columns C & D to adjust the length of the cells in column C.
      2. Double click the left mouse button.

5) Row Height
   i. Entering a Height
      1. Select a cell within the row you wish to edit.
      2. Select “Format” in the menu bar
      3. Select “Row” from the drop down list
      4. Select “Height”
      5. Enter the desired height
      6. Select “Ok”

F. FREEZING PANES - Freezes rows or columns so that they remain on screen as you scroll through the spreadsheet
   1) Select the cell to the right of the column you want to freeze and below the row you want to freeze.
   2) Click on “Window” in the menu bar.
   3) Select “Freeze Panes” from the drop down menu.

G. HEADER ROWS – To Repeat Rows at the Top of Every Page
   1) Select “File” from the menu bar.
   2) Select “Page Setup” from the drop down menu.
   3) Click on the “Sheet” tab.
   4) Under Print Titles, click in the empty box next to “Rows to Repeat at Top”
i. Typing the information
   1. Type in the rows you wish to print at the top of every page using a $ in front of the row number and a colon between the first and last row you wish to repeat, e.g. if you wish to have rows 1-3 repeat, type in “$1:$3”.
   2. Click “OK”

OR

ii. Click on the icon to the right of the empty box.
   1. Select the rows you wish to repeat by highlighting them.
   2. Click on the icon to the right of the pop up box.
   3. Click “OK”

H. HEADERS & FOOTERS
1) To Insert a Header
   i. Select “File” from the menu bar.
   ii. Select “Page Setup from the drop down menu.
   iii. Click on the “Header/Footer” tab.
   iv. Click on “Custom Header”
   v. Click in the box in relation to how you want the header to be placed, e.g. if you want the header centered at the top of the page, click in the center box.
   vi. There are seven automatic insert icons that can be used or the header information can be typed in manually.
      1. The “A” button is used to format the font of the header.
      2. The “#” button is used to insert the page number.
      3. The “++” button is used to insert the total number of pages.
      4. The button that looks like a calendar is used to insert the date.
      5. The button that looks like a clock is used to insert the time.
      6. The button with the Excel symbol is used to insert the file name.
      7. The button that looks like a card is used to insert the tab of the spreadsheet.

Select the Box for the Position of the Header and Either Type Header Information or Use the Icons to Automatically Insert Information
2) To Insert a Footer
   i. Select “File” from the menu bar.
   ii. Select “Page Setup from the drop down menu.
   iii. Click on the “Header/Footer” tab.
   iv. Click on “Custom Footer”
   v. Follow 8.1.5 and 8.1.6 above.

I. SAVING YOUR FILE
   1) Select “File” in the menu bar.
   2) Select “Save as” from the drop down menu
   3) Click in the “File name” entry box and enter the title of the document.
   4) From the drop down box at the top of the “Save as” box, select your folder.
   5) Click “Save”

J. PRINTING YOUR FILE
   1) Select “File” from the menu bar (Hint: Prior to doing this, you can select a specific portion of the document that you wish to print by highlighting the cells.)
   2) Select “Print Preview”
   3) Click on “Setup”
      i. Click on the Page Tab
         1. Select the orientation you wish to print in: either Landscape or Portrait
         2. Scale the document if you wish to by either fitting information to a page or by adjusting the size to fit more to a page.
         3. If the paper size will be anything besides letter, select the size in the drop down box.
      ii. Click on the Margins Tab
         1. Select the margins.
         2. The information can be centered on the page horizontally, vertically or both by selecting the boxes in front of those choices.
      iii. To add a Header and/or Footer see section 8.
      iv. Click on the Sheet Tab
         1. To use print titles, see section 7.
         2. To print gridlines (as opposed to borders), select that box.
   4) Click “Close” to return to the document view or click “Print” to print the file.

K. WORKING WITH MORE THAN ONE SPREADSHEET – SAME FILE
   1) There are three sheets automatically with each file. To add additional sheets, right click in the sheet tabs and select “Insert.”
   2) To name a sheet, double click on the tab and type in the name or right click on the tab and select “Rename.”
   3) To switch between sheets, simply select the tab of the sheet you wish to view.

   Click on the Tab of the Sheet You Want to Work On