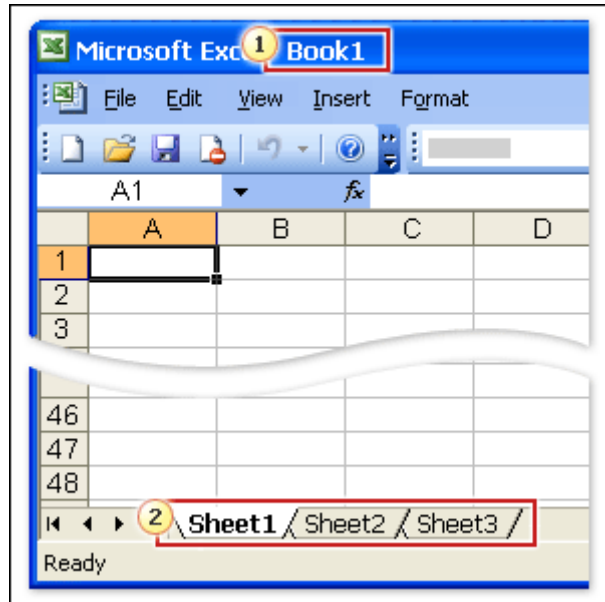




INTRODUCTION

When you start Excel you're faced with a big empty grid. There are letters across the top and numbers down the left side. And there are tabs at the bottom named Sheet1 and so forth.



In the photo above, two figures have been highlighted. I'll explain them below.

Figure 1: Is Workbook Name.

This is the name of your file.

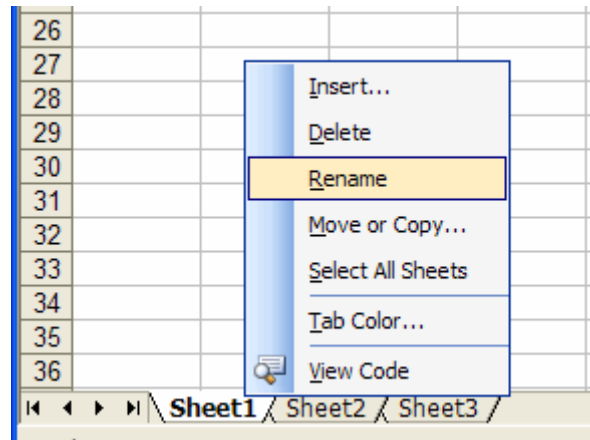
Figure 2: These are Worksheet Names

These are the separate spreadsheets that make up your workbook.

When you start Excel, you open a file that's called a **workbook**. Each new workbook comes with three **worksheets**, like pages in a document. Each worksheet has a name on its **sheet tab** at the bottom left of the workbook window: **Sheet1, Sheet2, and Sheet3**. You view a worksheet by clicking its sheet tab.



It's a good idea to rename the sheet tabs to make the information on each sheet easier to identify. This can be done by “**Right Clicking**” on the worksheet name and selecting “**Rename**” like in the photo below.

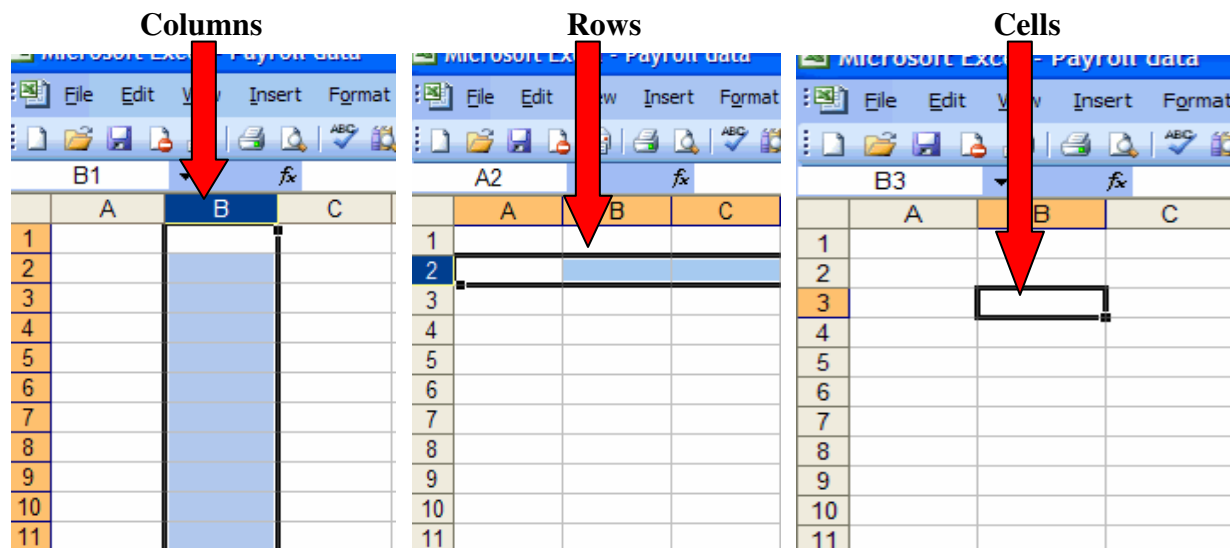


For example, you might have sheet tabs called January, February, and March for payroll information such as salaries, budget items etc.

You can add additional worksheets if you need more than three. Or if you don't need as many as three, you can delete one or two (but you don't have to). These processes can be accomplished by “**Right Clicking**” in the same manner as shown above.

GETTING TO KNOW THE LAYOUT

Worksheets are divided into columns, rows, and cells. That's the grid you see when you open up a workbook. **Columns** go from **top to bottom** on the worksheet, vertically. **Rows** go from **left to right** on the worksheet, horizontally. A **cell** is the space where one column and one row meet; it looks like an **individual box**. Examples are seen below:





Each row has a heading. Row headings are numbers beginning from 1. Each column has an alphabetical heading at the top. The first 26 columns have the letters from A through Z. After Z the letters begin again in pairs, AA through AZ. All columns have alphabetical headings. You can see this in the picture below:

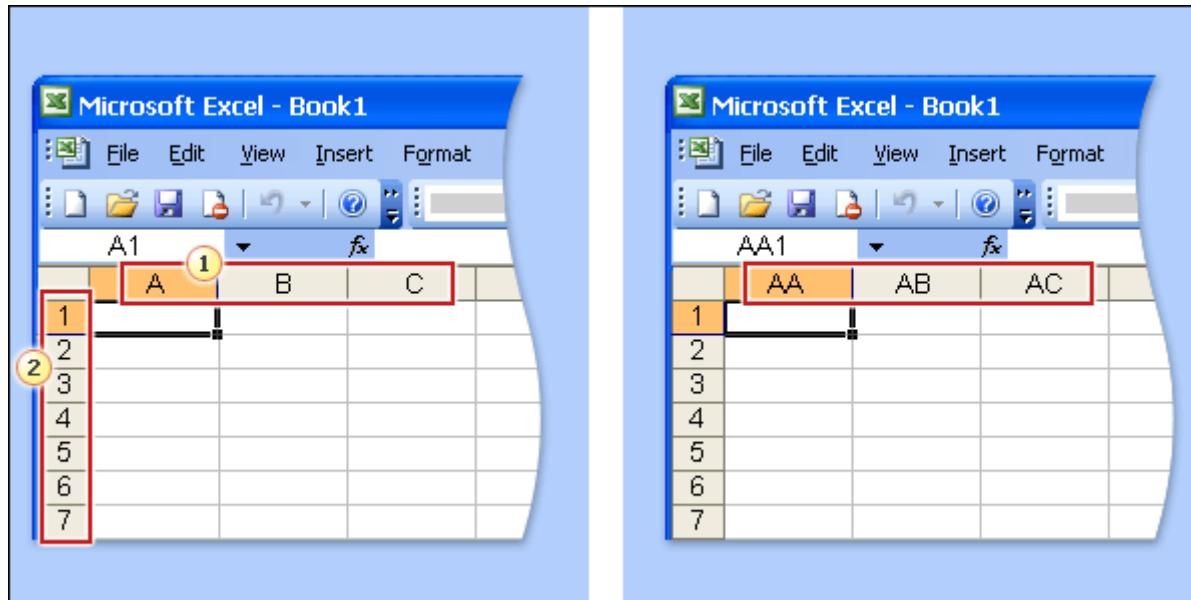


Figure 1: Column headings

Figure 2: Row headings

The alphabetical headings on the columns and the numerical headings on the rows tell you where you are in a worksheet when you click a cell. The headings combine to form the cell address, also called the **cell reference**. You'll learn more about this as we continue.

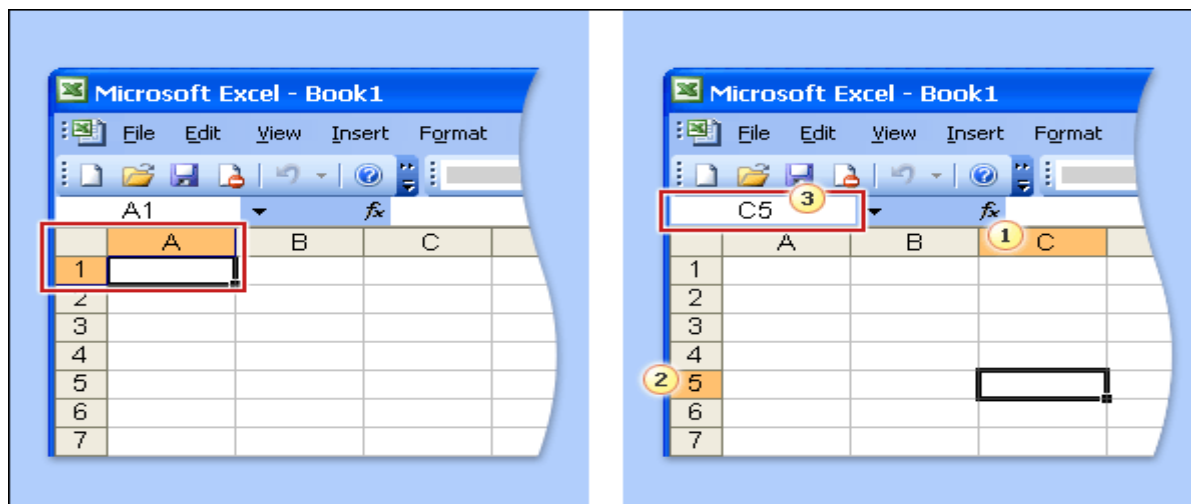


Figure 3 shows the combination of figures 1 and 2 to show you the **cell reference** that you are working in (in this case: **C5**). All of these indicators are not too important when you're right at



the very top of the worksheet in the very first few cells. But when you work further and further down or across the worksheet, they can really help you out. Also remember: **You can insert new columns or rows in the same manner used to create a new worksheet, by “Right Clicking” and choosing “Insert.”**

Cells are where you get down to business and enter data in a worksheet.

When you select any cell, it becomes the **active** cell. When a cell is active, it is **outlined in black**, and the headings for the column and the row in which the cell is located are **highlighted**, as seen in the picture above.

You can enter two basic kinds of data into worksheet cells: **numbers** and **text**.

WORKING IN EXCEL

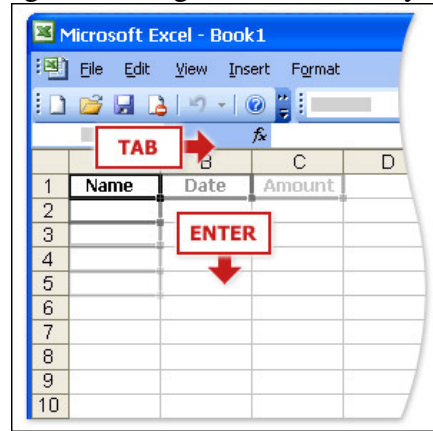
When you enter data, it's a good idea to start by entering titles at the top of each column, so that anyone who shares your worksheet can understand what the data means (and so that you can understand it yourself, later on). You'll often want to enter row titles too.

In the picture, the column titles are the months of the year, across the top of the worksheet (**Figure 1**) while the row titles run down the left side and are Employees (**Figure 2**). In this case, this worksheet shows whether or an employee received any overtime during the months listed.

	A	B	C
1		January	February
2	Employee A	Yes	Yes
3	Employee B	Yes	No
4	Employee C	No	Yes
5	Employee D	Yes	No

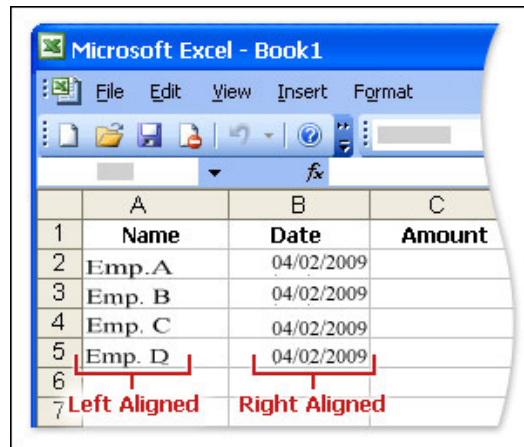


As you enter data in your worksheet, you will need to move from cell to cell. Pressing “**Tab**” moves you from left to right. Pressing “**Enter**” moves your active cell downward.



FORMATTING CELLS IN EXCEL

Sometimes you may need information to appear in a certain way within the cells. You can **format** the cells in order to get the appearance that you want. Take this image for example:



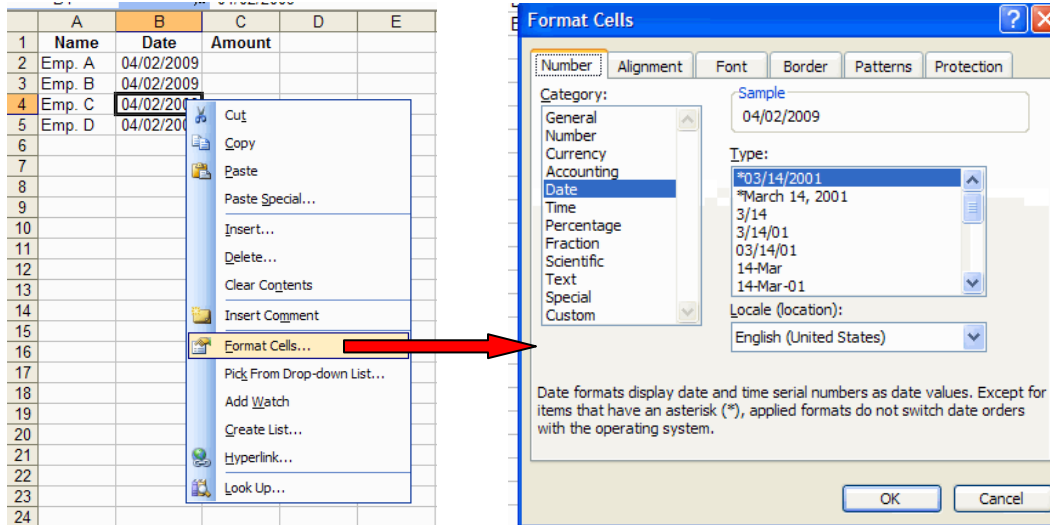
The employees listed are all “**Left Aligned**” while the Dates are all “**Right Aligned.**”

You may also notice that a lot of times you will want more than just flat text or numbers. Just like setting alignments in the picture above. You may need to enter dollar amounts, dates, percentages, etc.



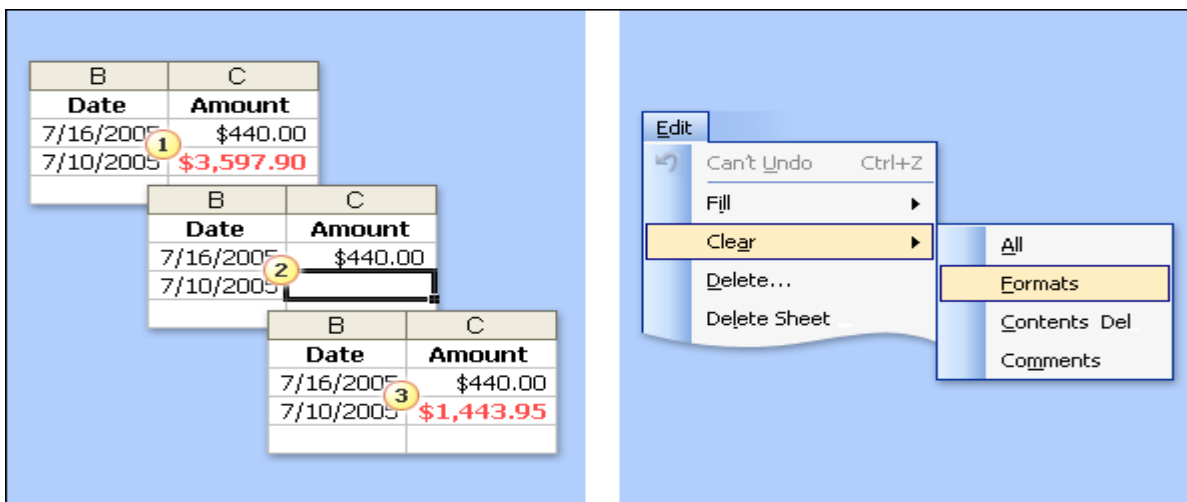
Local Government Corporation Beginners Excel

You can do this by “**Right Clicking**” the cell of your choice and selecting “**Format**” as in the pictures below.



As you'll notice, the formatting menu allows you to change the appearance of the cells and manipulate the appearance of the data entered. Also, if the data that you have entered doesn't seem to fit in a cell, you can resize the column or row by “**Right Clicking**” on the column or row and selecting “**Row Height**” or “**Column Width**,” and making your changes there.

A Small Tip: Sometimes you may make a mistake in formatting, and you'll want to remove a particular format or change a formatted cell. Take for example the picture below. I've highlighted a particular number in red, but have changed my mind. The problem is that I can't just delete the number because it turns red as soon as I reenter it. In this case I have to **Clear the Format**. You do this by going to “**Edit**” in the main toolbar, selecting “**Clear**,” then “**Formats**.” This will return the cell to normal. See Picture:





ENTERING FORMULAS INTO EXCEL

In this section, I'll cover only the very basics of entering formulas. A more in depth discussion will take place in the *Intermediate Excel Class*.

Below I'll cover different operators that you can use for formulas, as well as summing up a column or row.

FORMULAS

Let's take a look at the picture below. In this example I've set up a small worksheet to look at a small monthly entertainment budget.

	A	B	C	D
1		Jan	Feb	
2	Entertainment			
3	Cable TV	52.98	52.98	
4	Video rentals	7.98	11.97	
5	Movies	16.00	32.00	
6	CDs	18.98		
7	Totals			
8				
9				

In the picture above, I've left the February entry for CD's blank. Let's say that for this month, I purchased two CD's instead of one. Instead of adding the totals and then entering the data, a formula can be used that will make Excel do all the work.

The two CDs purchased in February cost \$12.99 and \$16.99. The total of these two values is the CD expense for the month. You do math in Excel by typing simple formulas into cells. **Excel formulas always begin with an equal sign (=)**. Here's the formula typed into cell C6 to add 12.99 and 16.99: **=12.99+16.99**


	A	B	C	D
1		Jan	Feb	
2	Entertainment			
3	Cable TV	52.98	52.98	
4	Video rentals	7.98	11.97	
5	Movies	16.00	32.00	
6	CDs	18.98	=12.99+16.99	
7	Totals			

Figure 1: This is the Formula =12.99+16.99

Figure 2: This is the result given to you by the formula

Figure 3: This is the Formula Bar that shows what formula was typed in the cell.



If you wonder later on how you got this result, the formula is visible in the **formula bar**  near the top of the worksheet whenever you select the cell in which you added the formula.

In the previous example I used addition in my formula, but a variety of options are available. You can use any of these mathematical operators to build formulas.

Math operators	
Add (+)	=10+5
Subtract (-)	=10-5
Multiply (*)	=10*5
Divide (/)	=10/5

You can even use multiple operators in a single cell if you choose.

The last kind of formula that we will look at in this document is the **Sum function**. This allows you to add up a **total from a range of cells**. See the example below.

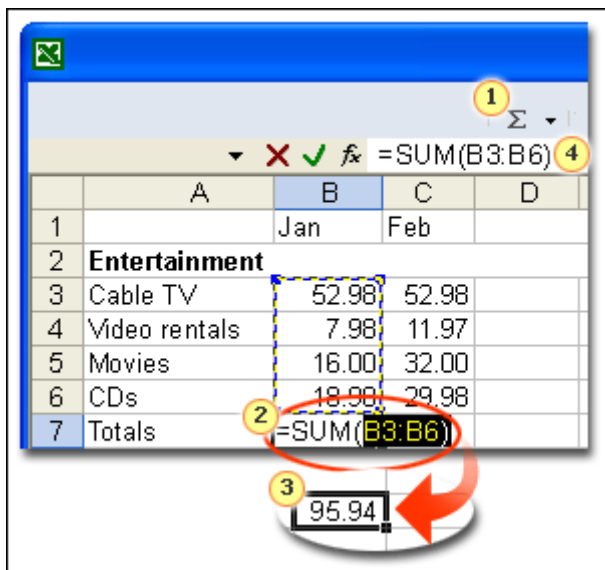


Figure 1: Select cell B7 and then click the **AutoSum** button.

Figure 2: A color marquee surrounds the cells in the formula, and the formula appears in cell B7.

Figure 3: Press ENTER to display the result in cell B7

Figure 4: Select cell B7 to display the formula in the formula bar.

Since this is a little more complex. Let's go over it one more time:

To add up the total of expenses for January, you wouldn't have to type all those values again. Instead you could use a prewritten formula, called a **function**.



You could get the January total by **selecting cell B7**, then clicking **AutoSum** Σ on the **Standard** toolbar. This enters the **SUM function**, which adds up all the values in a range of cells.

Pressing ENTER displays the **SUM function result 95.94** in cell B7. **The formula =SUM(B3:B6)** appears in the formula bar whenever cell B7 is selected.

In looking at the formula (=SUM(B3:B6)), **B3:B6** is the information, called the **argument**, that **tells the SUM function what to add**. By using a **cell reference** (B3:B6) instead of the values in those cells, Excel can automatically update the SUM if values in other cells change later on. **The colon (:) in B3:B6 indicates a cell range in column B, rows 3 through 6. The parentheses are required to separate the argument from the function.**

PRINTING YOUR WORKBOOK

Once you've finished with your Workbook, you can **save it** for later, or you can **print it**.

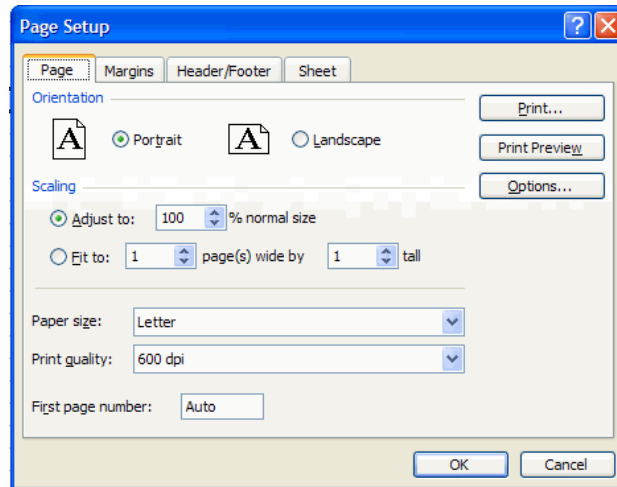
To do either, you need to select the **"File"** option from the toolbar.

The screenshot shows the 'File' menu in Microsoft Excel with the following options and callouts:

- "File" Option**: Points to the 'File' menu header.
- You can save your work.**: Points to the 'Save' option.
- You can set printing options.**: Points to the 'Page Setup...' option.
- You can preview how your workbook will look when printed.**: Points to the 'Print Preview' option.
- Or skip all that and just print your document.**: Points to the 'Print...' option.



Should you choose to print, the first option that you should select is “**Page Setup.**” This will take you to the Page Setup menu. It allows you various options that affect the appearance of your workbook when it is printed. See the picture below:



The “Page Setup” option allows you set up the orientation of the page during printing; you can set margins, add headers or footers, as well as choose if you want gridlines to show on your document.

Set the options that you want, preview the document, and then you are off to printing your first Excel Workbook.

THAT’S IT FOR THE BEGINNERS COURSE IN EXCEL. I HOPE ENJOYED IT.