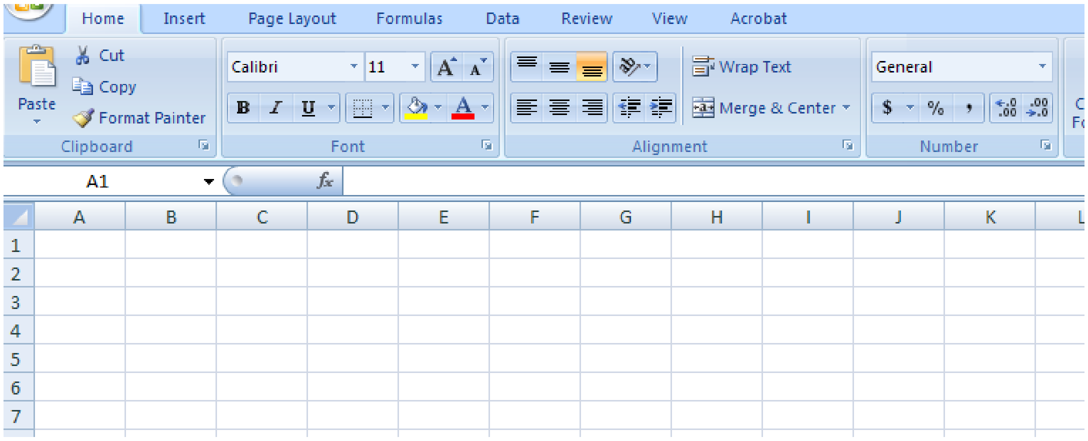
Excel Window Worksheet

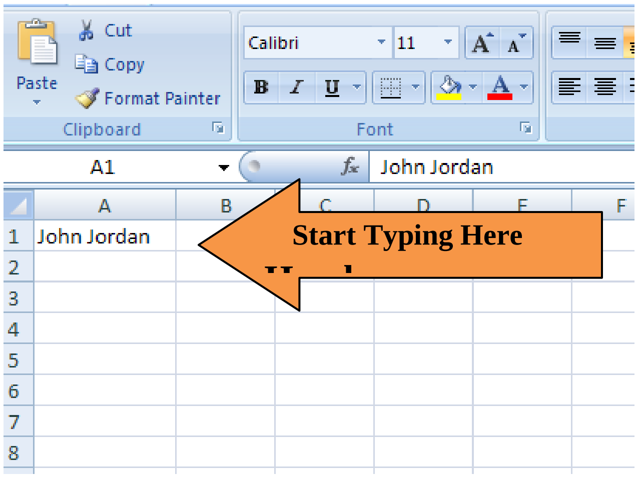
Microsoft Excel is an electronic spreadsheet. You can use it to organize your data into rows and columns. You can also use it to perform mathematical calculations quickly.


Home
Insert
Page Layout
Formulas
Data
Review
View
Acrobat
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
Font
Wrap Text
Merge & Center
Alignment
General
Number
A1
A
B
C
D
E
F
G
H
I
J
K
L
1
2
3
4
5
6
7

Microsoft Excel consists of worksheets. Each worksheet contains columns and rows. The columns are lettered A to Z and then continuing with AA, AB, AC and so on;

Enter Data

First, place the cursor in the cell in which you want to start entering data. Type some data, and then press Enter. If you need to delete, press the Backspace key to delete one character at a time.


Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
Font
A1
A
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C
D
E
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1
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3
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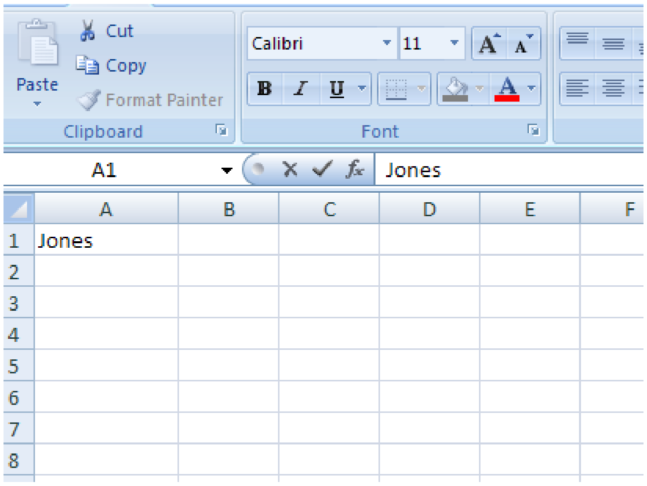
5
6
7
8
Start Typing Here

A1: John Jordan

Edit a Cell

After you enter data into a cell, you can edit the data by pressing F2 while you are in the cell you wish to edit.


Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
Font
A1
A
B
C
D
E
F

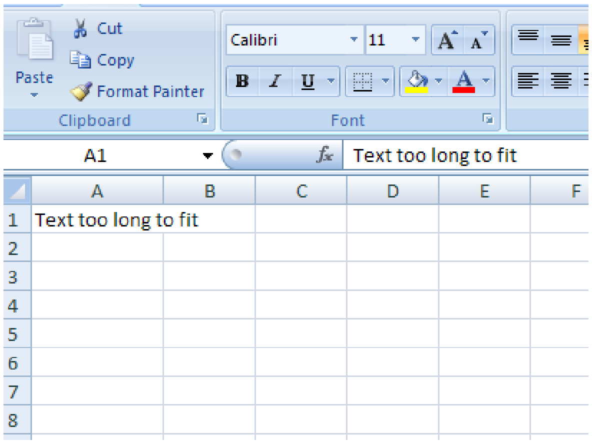
A1: Jones

Change "John" to "Jones."

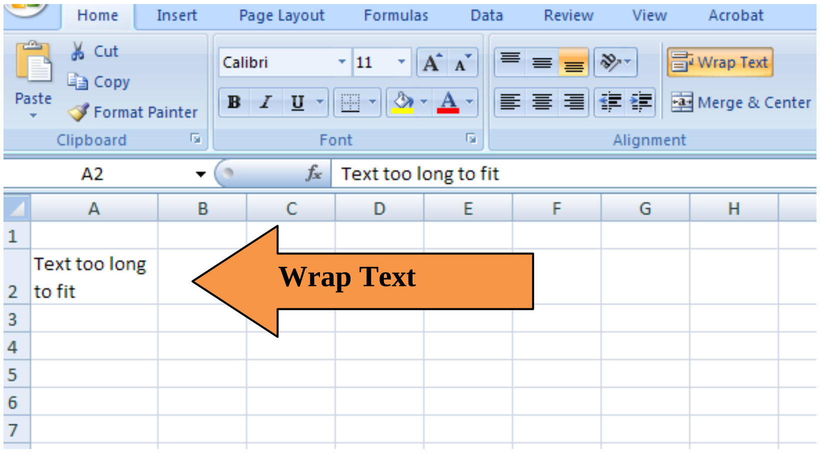
1. Move to cell A1.
2. Press F2.
3. Use the Backspace key to delete the "n" and the "h."
4. Type **nes**.
5. Press Enter.

Wrap Text

When you type text that is too long to fit in a cell, the text overlaps the next cell. If you do not want it to overlap the next cell, you can wrap the text.


Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
Font
A1
A
B
C
D
E
F

A1: Text too long to fit

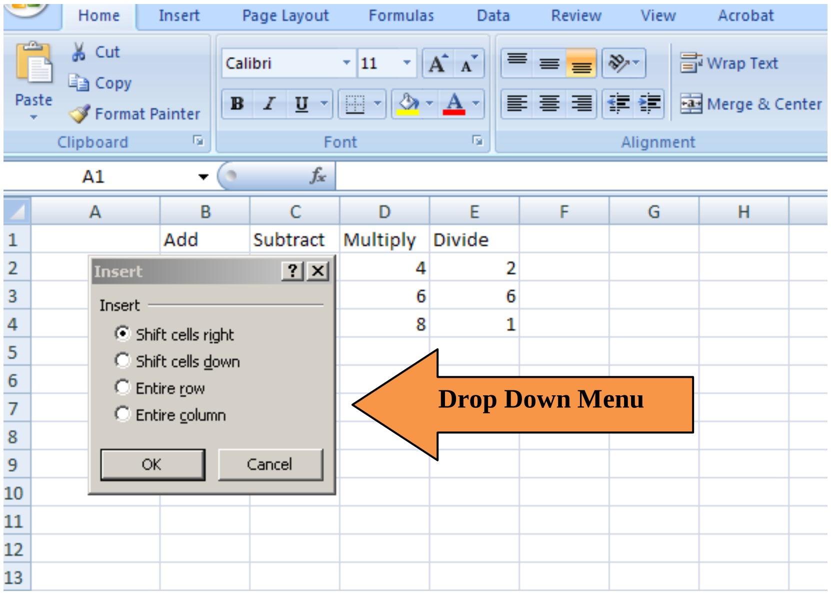

Home
Insert
Page Layout
Formulas
Data
Review
View
Acrobat
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
Font
Wrap Text
Merge & Center
Alignment
A2
Wrap Text

A2 *fx* Text too long to fit

	A	B	C	D	E	F	G	H
1								
2	Text too long to fit							
3								
4								
5								
6								
7								

1. Move to cell A2.
2. Type **Text too long to fit**.
3. Press Enter
4. Return to cell A2.
5. Choose the Home tab.
6. Click the Wrap Text button. Excel wraps the text in the cell.

Insert Columns and Rows


Home
Insert
Page Layout
Formulas
Data
Review
View
Acrobat
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
Font
Wrap Text
Merge & Center
Alignment
A1
Insert
?
OK
Cancel
Drop Down Menu

	A	B	C	D	E	F	G	H
1		Add	Subtract	Multiply	Divide			
2				4	2			
3				6	6			
4				8	1			

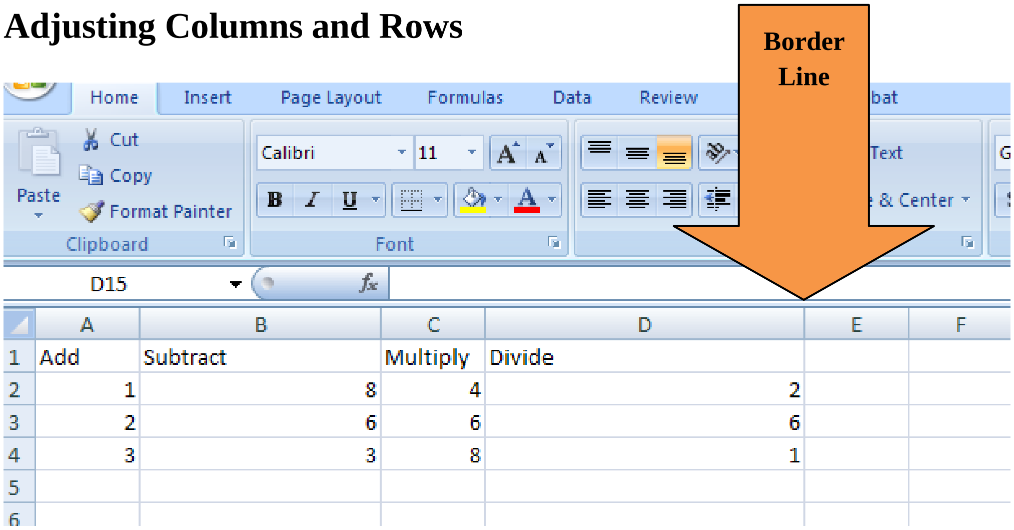
Insert

Insert
- ● Shift cells right
- ○ Shift cells down
- ○ Entire row
- ○ Entire column

To insert a column or a row:

1. Click on A to select column A.
2. Right click the mouse and column is inserted
3. Or click in cell under A and a menu appears.
4. Click Insert Sheet Columns. Excel inserts a new column.
5. Click anywhere on the worksheet to remove your selection.

Adjusting Columns and Rows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Page Layout
Formulas
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Paste
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Format Painter
Clipboard
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& Center
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D15
fx

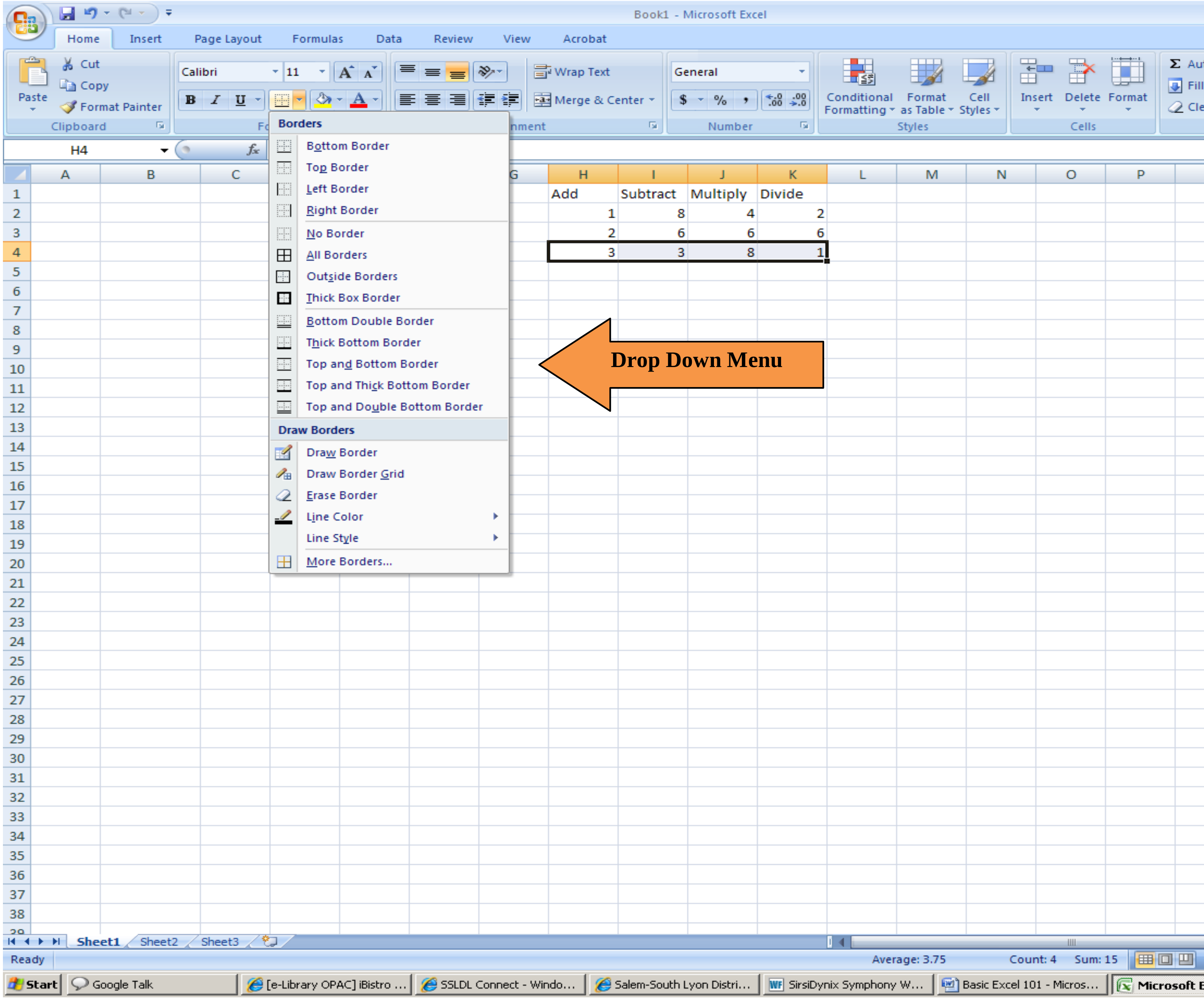
Border Line

	A	B	C	D	E	F
1	Add	Subtract	Multiply	Divide		
2	1	8	4	2		
3	2	6	6	6		
4	3	3	8	1		
5						
6						

1. You can adjust columns and row by clicking on the letter or number of a given cell
2. Click on Auto Format icon
3. Select Auto-Fit Column Width
4. Columns or rows will be adjusted and as you enter data, the cell will automatically become larger or smaller

Create Borders

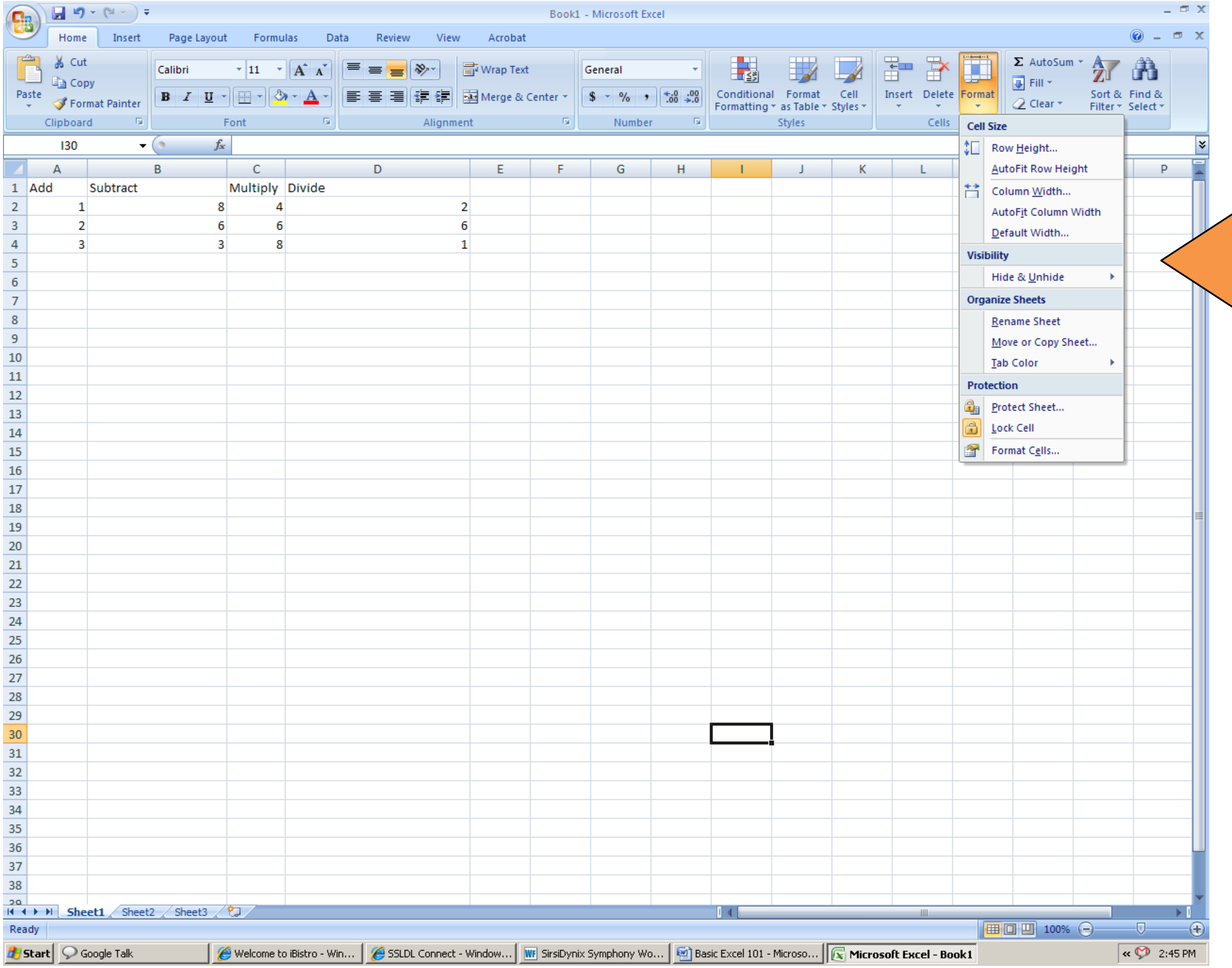
You can use borders to make entries in your Excel worksheet stand out. You can choose from several types of borders.


Book1 - Microsoft Excel
Home
Insert
Page Layout
Formulas
Data
Review
View
Acrobat
Borders
Bottom Border
Top Border
Left Border
Right Border
No Border
All Borders
Outside Borders
Thick Box Border
Bottom Double Border
Thick Bottom Border
Top and Bottom Border
Top and Thick Bottom Border
Top and Double Bottom Border
Draw Borders
Draw Border
Draw Border Grid
Erase Border
Line Color
Line Style
More Borders...
Drop Down Menu
Average: 3.75
Count: 4
Sum: 15

Add	Subtract	Multiply	Divide
1	8	4	2
2	6	6	6
3	3	8	1

1. Highlight the cells you wish to put in a border
2. Click the down arrow next to the Borders button ⊞. and a drop down menu appears.
3. Click Border of your choice. Excel adds the border you chose to the selected cells.

Formatting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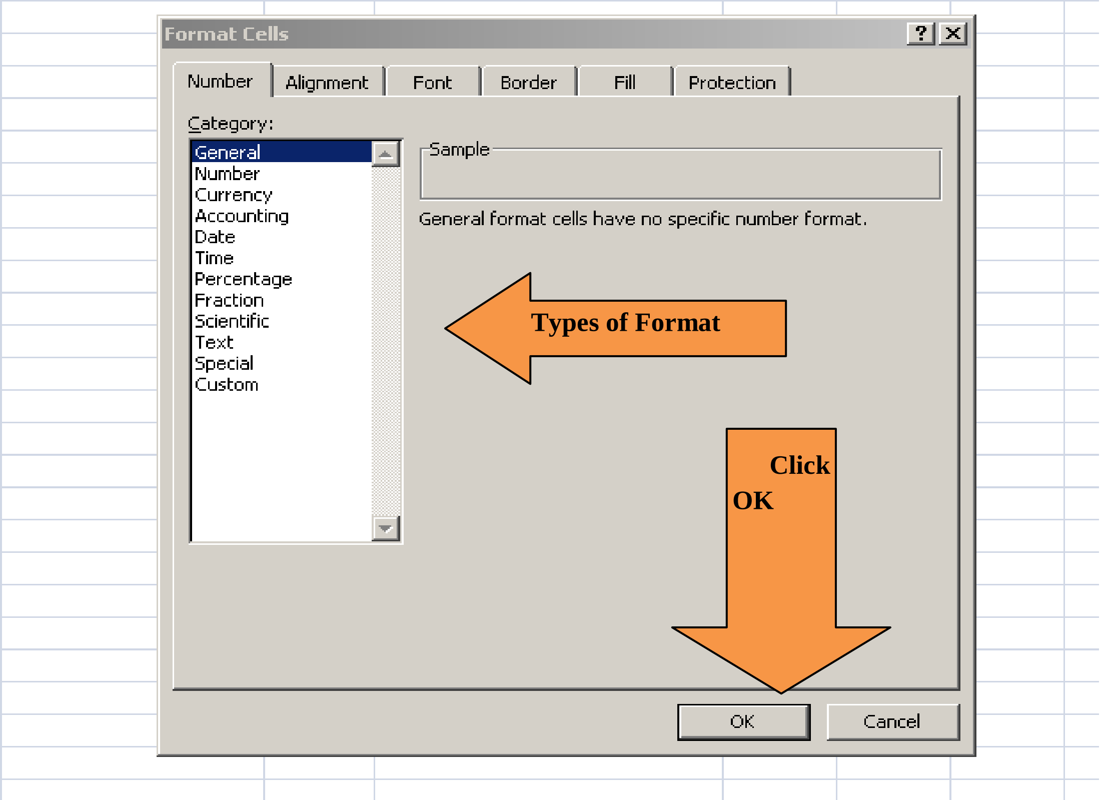
Clipboard
Calibri
11
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
AutoSum
Fill
Clear
Sort & Filter
Find & Select
I30
Cell Size
Row Height...
AutoFit Row Height
Column Width...
AutoFit Column Width
Default Width...
Visibility
Hide & Unhide
Organize Sheets
Rename Sheet
Move or Copy Sheet...
Tab Color
Protection
Protect Sheet...
Lock Cell
Format Cells...
Sheet1
Sheet2
Sheet3
Ready
100%
Start
Google Talk
Welcome to iBistro - Win...
SSLDL Connect - Window...
SirsiDynix Symphony Wo...
Basic Excel 101 - Microso...
Microsoft Excel - Book1
2:45 PM

A	B	C	D
Add	Subtract	Multiply	Divide
1	8	4	2
2	6	6	6
3	3	8	1

1. Highlight the cells you wish to Format
2. Click on the Format button and a drop down menu appears.
3. Select Format cells


Format Cells
Number
Alignment
Font
Border
Fill
Protection
Category:
General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom
Sample
OK
Cancel

General format cells have no specific number format.

Types of Format

Click OK

4. Select item category and the selected cell will be formatted

Entering a Formula

Save a File

1. Click the Office button. A menu appears.
2. Click Save. The Save As dialog box appears.
3. Go to the directory in which you want to save your file.
4. Type **Lesson1** in the File Name field.
5. Click Save. Excel saves your file.

Close Excel

Close Microsoft Excel.

1. Click the Office button. A menu appears.
2. Click Close. Excel closes.