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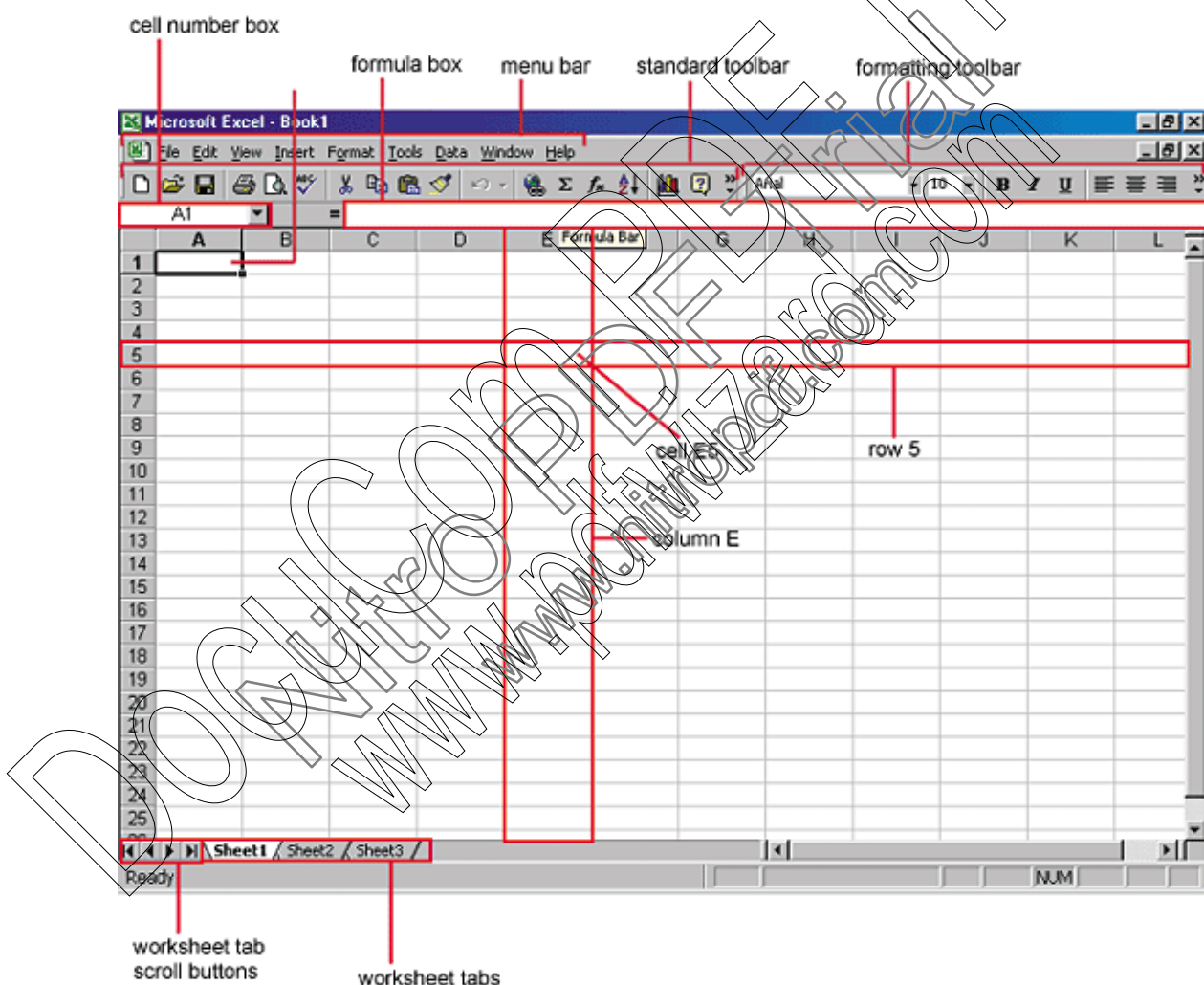
« **Excel tutorial menu**

**Spreadsheet
Basics**

Customizing Excel »

Excel allows you to create spreadsheets much like paper ledgers that can perform automatic calculations. Each Excel file is a **workbook** that can hold many **worksheets**. The worksheet is a grid of **columns** (designated by letters) and **rows** (designated by numbers). The letters and numbers of the columns and rows (called **labels**) are displayed in gray buttons across the top and left side of the worksheet. The intersection of a column and a row is called a **cell**. Each cell on the spreadsheet has a **cell address** that is the column letter and the row number. Cells can contain either text, numbers, or mathematical formulas.

Microsoft Excel 2000 Screen Elements



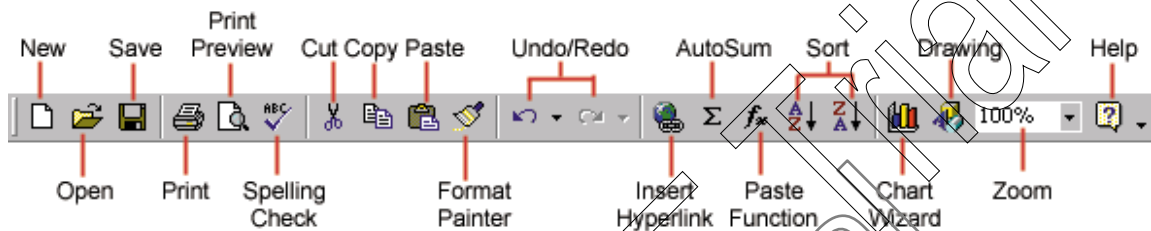
Adding and Renaming Worksheets

The worksheets in a workbook are accessible by clicking the worksheet tabs just above the status bar. By default, three worksheets are included in each workbook. To add a sheet, select **Insert | Worksheet** from the menu bar. To rename the worksheet tab,

right-click on the tab with the mouse and select **Rename** from the shortcut menu. Type the new name and press the **ENTER** key.

The Standard Toolbar

This toolbar is located just below the menu bar at the top of the screen and allows you to quickly access basic Excel commands.



New - Select **File|New** from the menu bar, press **CTRL+N**, or click the **New** button to create a new workbook.

Open - Click **File|Open** from the menu bar, press **CTRL+O**, or click the **Open** folder button to open an existing workbook.

Save - The first time you save a workbook, select **File|Save As** and name the file. After the file is named click **File|Save**, **CTRL+S**, or the **Save** button on the standard toolbar.

Print - Click the **Print** button to print the worksheet.

Print Preview - This feature will allow you to preview the worksheet before it prints.

Spell Check - Use the spell checker to correct spelling errors on the worksheet.

Cut, Copy, Paste, and Format Painter - These actions are explained in the [Modifying A Worksheet](#) section.

Undo and Redo - Click the backward **Undo** arrow to cancel the last action you performed, whether it be entering data into a cell, formatting a cell, entering a function, etc. Click the forward **Redo** arrow to cancel the undo action.

Insert Hyperlink - To insert a hyperlink to a web site on the Internet, type the text into a cell you want to be the link that can be clicked with the mouse. Then, click the **Insert Hyperlink** button and enter the web address you want the text to link to and click **OK**.

Autosum, Function Wizard, and Sorting - These features are discussed in detail in the [Functions](#) tutorial.

Zoom - To change the size that the worksheet appears on the screen, choose a different percentage from the Zoom menu.

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Spreadsheet Basics

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« Formulas and Functions

Sorting and Filling

Graphics »

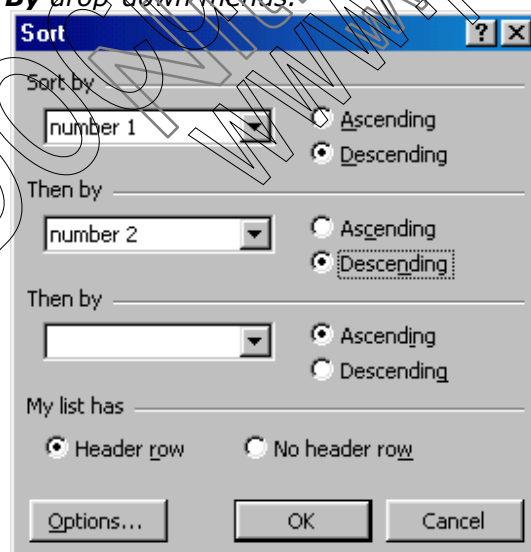
Basic Sorts

To execute a basic descending or ascending sort based on one column, highlight the cells that will be sorted and click the **Sort Ascending** (A-Z) button or **Sort Descending** (Z-A) button on the standard toolbar.

Complex Sorts

To sort by multiple columns, follow these steps:

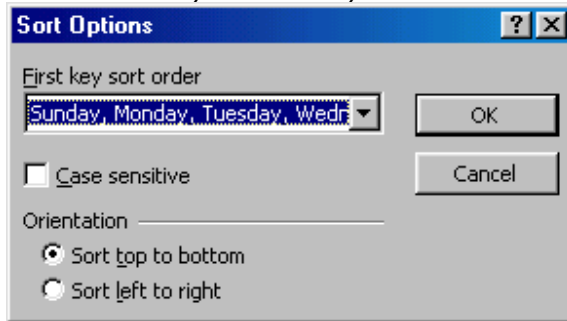
- Highlight the cells, rows, or columns that will be sorted.
- Select **Data | Sort** from the menu bar.
- From the **Sort** dialog box, select the first column for sorting from the **Sort By** drop-down menu and choose either ascending or descending.
- Select the second column and, if necessary, the third sort column from the **Then By** drop-down menus.



- If the cells you highlighted included the text headings in the first row, mark **My list**

has...Header row and the first row will remain at the top of the worksheet.

- Click the **Options** button for special non-alphabetic or numeric sorts such as months of the year and days of the week.



- Click **OK** to execute the sort.

Autofill

The Autofill feature allows you to quickly fill cells with repetitive or sequential data such as chronological dates or numbers, and repeated text.

- Type the beginning number or date of an incrementing series or the text that will be repeated into a cell.
- Select the handle at the bottom, right corner of the cell with the left mouse button and drag it down as many cells as you want to fill.
- Release the mouse button.

If you want to autofill a column with cells displaying the same number or date you must enter identical data to two adjacent cells in a column. Highlight the two cells and drag the handle of the selection with the mouse.

Alternating Text and Numbers with Autofill

The Autofill feature can also be used for alternating text or numbers. For example, to make a repeating list of the days of the week, type the seven days into seven adjacent cells in a column. Highlight the seven cells and drag down with the mouse.

Autofilling Functions

Autofill can also be used to copy functions. In the example below, column A and column B each contain lists of numbers and column C contains the sums of columns A and B for each row. The function in cell C2 would be "`=SUM(A2:B2)`". This function can then be copied to the remaining cells of column C by activating cell C2 and dragging the handle down to fill in the remaining cells. The autofill feature will automatically update the row numbers as shown below if the cells are reference relatively.

C2 = =SUM(A2:B2)				C11 = =SUM(A11:B11)					
	A	B	C	D		A	B	C	D
1	number 1	number 2	sum		1	number 1	number 2	sum	
2	87	49	136		2	87	49	136	
3	54	30			3	54	30	84	
4	34	10			4	34	10	44	
5	43	8			5	43	8	51	
6	24	23			6	24	23	47	
7	93	97			7	93	97	190	
8	40	32			8	40	32	72	
9	59	30			9	59	30	89	
10	82	87			10	82	87	169	
11	39	57			11	39	57	96	

« Formulas and Functions

Sorting and Filling

Graphics

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