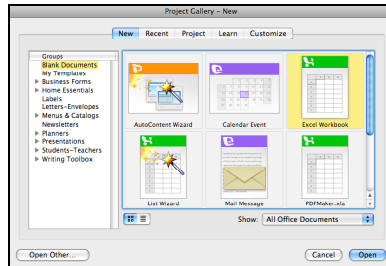




Introduction to Excel

**Note: Some of the instructions below may vary, depending on what version of PowerPoint you are using. This tutorial is based on Microsoft Office 2004.*

- Launch Excel, make sure “Excel Workbook” is highlighted (see below) and click Open.

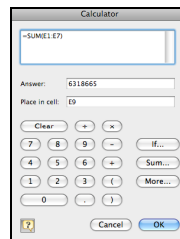


ENTERING DATA:

- To enter data in an Excel spreadsheet, highlight a cell with your cursor and simply start typing.

CREATING FORMULAS:

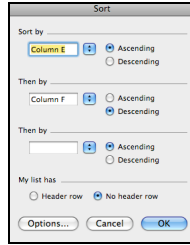
- To create a formula (for example, add up a series of numbers), go to the Formula Bar. If you don't see it at the top of your spreadsheet, go to View > Formula Bar.
- Highlight an empty cell located below the series of numbers you want to total and then click on the calculator icon found in the Formula Bar. A calculator prompt will pop up (see below).



- To total the numeric values in a column, simply click on “Sum” and then highlight the cells on your Excel spreadsheet you want to total. You should see something like: =SUM(C1:C12) in the Formula bar.

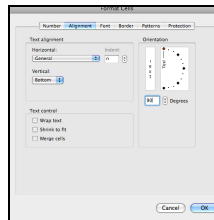
SORTING DATA:

- To sort data (for example, put names in alphabetical order), highlight the column you want to sort and go to Data > Sort. The “Sort” pop-up will then prompt you to select Ascending or Descending. Select Ascending if you want to sort names A > Z or numbers from lowest to highest. Or select Descending if you want to sort names Z > A or numbers from highest to lowest.



CUSTOMIZING ROWS/COLUMNS:

- Three features in Excel that I use often are Alignment, Text Wrap, and Colors.
 - a. **Alignment:** To change the direction of your text from horizontal to vertical, highlight the cells with your cursor and go to Format > Cells. At the top of the “Format Cells” pop up, select the “Alignment” button. Next place your cursor on the red diamond in the “Orientation” box (see below) and move it from 0 degrees to 90 degrees. Click OK. Your text will now be displayed vertically instead of horizontally.



- b. **Text Wrap:** If you have a lot of text in one of the cells and would like to format it so that the text wraps within the column’s width, go to Format > Cells (select “Alignment”) and check the box that says “Text Wrap” under Text Control. Click OK.
- c. **Colors/Borders:** To add color to your spreadsheet, highlight a few cells and go to Format > Cells. Select the “Patterns” button at the top of the pop-up and choose a color. Click OK. You can also add borders to your cells by selecting the “Border” button from the top bar.

DELETING ROWS/COLUMNS:

- To delete an entire row or column, click on the number to the far left of the row or the letter at the very top of the column and go to Edit > Delete.

ADDING A HEADER/FOOTER:

- To add a header or footer to your spreadsheet, go to File > Page Setup. Click on the Header/Footer button at the top of the pop-up and then “Customize Header” or “Customize Footer”.

PRINTING YOUR SPREADSHEET:

- Because Excel spreadsheets tend to have so much information, it’s often hard to fit all the data onto one page. Before you start printing, notice the icons at the bottom left of your spreadsheet. Hover your cursor over the icons and click on the middle one (the “Page Layout View”). This will allow you to see what will be printed on each page.

- To adjust what gets printed on each page, select the next icon over to the right (the “Page Break Preview”). It will then prompt you to move the vertical and horizontal blue lines to determine where the page breaks should occur.
- To increase or decrease the size of your spreadsheet, go to File > Page Setup and adjust the percentage under Scaling (see below).

