

Excel Beginner

Superintendent's Conference Day

November 8, 2016

8:00 am – 9:00 am



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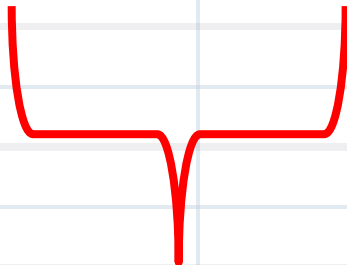
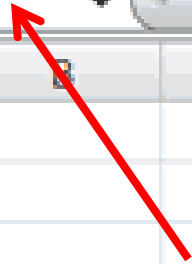
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Name Box

Formula Bar

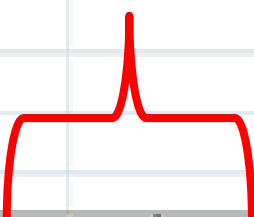
Active cell

Columns

Worksheet tabs



Row



Sheet1

Sheet2

Sheet3

Ready

100%

Let's Create a New Spreadsheet

- Select cell A1 and type in the title **ABC Doughnuts Best Sellers**
- Select cell B2 and type in the word **January**
- Select cell C2 and type in the word **February**
- Select cell A3 and type in the word **Jam**
- Select cell A4 and type the word **Chocolate**
- Select cell A5 and type in the word **Total**
- Select cell D2 and type in the word **Total**

Entering in Numerical Data

- In cell B3, type in 100
- In cell B4, type in 250
- In cell C3, type in 195
- In cell C4, type in 150

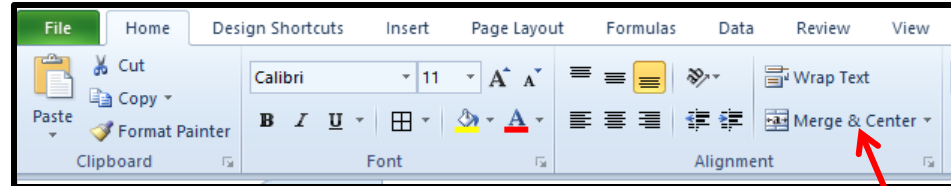
Totals



- Select cells B5 and C5
- Click the AutoSum button (*located on the Home tab and in the editing group option*)
- Click Enter
- Select cells D3 and D4 and D5
- Click the AutoSum button
- Click Enter

Formatting

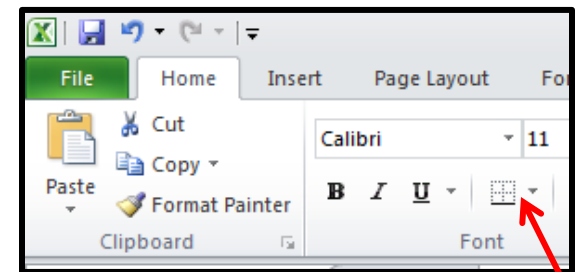
- Select Cells A1, A3, A4, A5, B2, C2, D2 and click the “BOLD” option (*TIP - hold down the “CTRL” key while selecting these cells*)
- Select cells A1 through D1 and click the “Merge & Center” option



- Select cells A1, A3, A4, A5, B2, C2, D2
- Increase the font size to 14 by selecting the drop down arrow on the font size menu

Making a Border

- Select all the cells from A1 through D5
- Go to the Font section group on the Home tab
- Click the borders/grid down down button



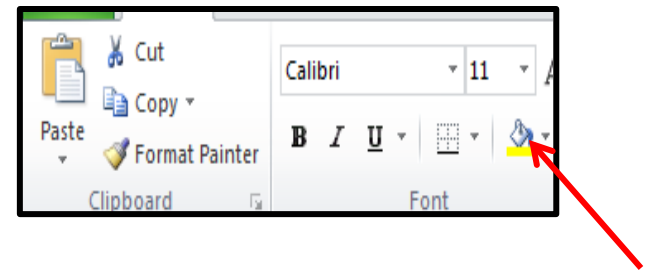
- Select the “all borders option”
- Click on any empty cell to see the border

Make a Chart

- Select cells A2 through C4 (*TIP - do not include the Total numbers*)
- Click on the insert tab and go to charts section
- Click the column chart option
- Select the first option under the 2-D column category
- You can click and drag this chart around

Applying Colors

- Select the **complete title**
- Select the **paint can icon** – select a color that you like



- Select **cells A2 through D2 and A3 through A6** and select a **fill color**
- Select **cell D5** and select a different **fill color** to make the total figure stand out

Tips/Tricks

- *“I’m going to inspire people around me by doing anything I can, even if it’s something really small”* - Ralph Waldo Emerson

#1

- Autofill cells without having to type all the information in each cell, one-by-one.

#2

- Color Code Worksheet Tabs

Learning Website

- <http://www.gcflearnfree.org/>