

Excel 101Handout

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The following guide is based on Excel 2010 & 2016;
for other versions of Excel, steps may vary.

Excel interface layout

Quick Access toolbar: Perform common tasks such as Save and Undo. Can be customize through drop-down menu. -- **Ribbon:** Tabs across the top, group common excel options. -- **Formula bar:** Displays current cell address and cell contents. -- **Workspace:** Main work area; identified by column headings (letters) across the top, and row headings (numbers) along the left edge, tabs (at the bottom) for select worksheets. -- **Status bar:** (located at lower edge of the screen). Gives program's current mode (i.e. any special keys engaged), and it enables you to select a new worksheet view (i.e. print view) and to zoom in and out on the worksheet.

Freeze Panes

View > Freeze Panes > Freeze Top Row (to lock first row) or position active cell where you wish the lock to occur and select View > Freeze Panes > Freeze Panes (applies above and to the right of current cell).

Resizing Column Width or Row Height


1) [Point] at the dividing line between the column or row headings. The mouse pointer changes into a double-headed arrow .
2) [Drag] to change the width or height. Or to AutoFit to the widest/highest, [Double Click] the line between column/row headers.

Or to enter a measurement:

1. Select entire row/column to adjust.
2. Right click over row or column
3. Select either Row Height or Column Width
4. Enter a height or width, then [Click] OK.

To change several columns or rows, select them ALL first.

Inserting Rows or Columns


1) Select a row or column heading.  (New above or columns insert to the left, and rows the selection. To insert several rows or columns, select that number of rows or columns)
2) Choose Home>Insert>Insert sheet row/column.


Formatting

1) Select the cells you want to format.

2) On the Home tab, see sections for formatting Fonts, Alignment, Number. For open more options, [Click] on lower right corner.

For *borders and shadings*, select the borders button

 in the Font section on the Home tab. A drop-down menu appears, with various border options that can be applied.

To *merge and center contents*, select range of cells to merger across, and [Click]  Merge & Center ▾

Use *style templates* to automatically apply formatting: Home> Format as table. The Table Tools tab will appear.

Adding/Editing Contents of a Cell

- 1) [Click] on the cell to make it active.
- 2) [Click] in the Formula Bar to edit. Or edit directly by [Double Click] the cell. Or press <F2> to edit.
- 3) When finished, press <Enter> or [Click] Check mark in formula bar or [Click] outside the cell .
To cancel editing: [Click] X mark in formula bar or press <Esc>.

Auto Fill

Select cell with content to copy/paste. Fill handle will appear as a small solid square in the bottom-right corner of the selected cell(s). Hover mouse over Fill Handle till turns to a black cross. [Double Click] to auto fill down.

Entering Sequence of Numbers


- 1) Enter first two numbers into adjacent cells.
- 2) Select the two cells.
- 3) [Drag] the fill handle downward into adjacent cells -- *best used for small lists*. Or [Double click] fill handle -- *best used for large lists*.

Sort Data lists

Select the custom sort option from the button, located on the Home tab, under Editing group.

Paste Special options

From the Home Tab, select menu for more options. Example:

Select values-only.  To copy only data and not formulas.

Select Transpose option to change data from row to columns orientation and vice versa.

Formulas

Formulas can contain numbers, arithmetic operators, references to other cells and functions.

All formulas begin with an equals sign (=).


Use () parentheses to surround parts of a formula to be calculated first.

Entering a Formula

- 1) [Click] the cell in which the result is to appear.
- 2) Type =, then the rest of the formula. Instead of typing a cell reference you can also [Click] on the cell, or select a range of cells. Or [Click] on the
- 3) Press <Enter>

Functions

Pre-built formulas that refer to by name (e.g. =SUM, =AVERAGE). Common functions are viewable from the status bar. For detailed help, [Click] the Insert

Function button  in the formula bar. When typing in a function, a ScreenTip shows what needs to be specified for that function.

Quick Entry: Choose HOME tab, then  AutoSum ▾

Viewing the Worksheet as it will print

[Click] Page break view button in the status bar.



[Drag] page breaks (blue lines) to desired position, then to return to Normal view [Click] first button.

Printing the Worksheet

Configure settings in the Page Layout Tab. Quickly set margins, choose page print size, etc.

[Click] on Page Setup to preview layout, set repeating rows/columns for each page or add headers/footers to print out.

Navigation Tips

Scrollbar

Use a *horizontal scroll* to move left and right through

the sheet and a *vertical scroll* on the right edge to move up and down.

View/Zoom Slider 

Excel Mouse Pointers & Keyboard Shortcuts

https://www.dickinson.edu/download/downloads/id/2558/excel_pointer_shapes_pdf

Check out these resources for more helpful tips

Get Started with Excel 2016

<https://www.gcflernfree.org/excel2016/getting-started-with-excel/1/>

Create your first workbook using Excel 2016.

<https://support.office.com/en-us/article/Create-your-first-workbook-using-Excel-2016-053ace65-e74b-47cd-a4e3-7f3f44e66ad8>

Excel 2016 Quick Start. <https://support.office.com/en-us/article/Excel-2016-Quick-Start-94b00f50-5896-479c-b0c5-ff74603b35a3?ui=en-US&rs=en-US&ad=US>

Excel Formulas: 10 Formulas That Helped Me Keep My Job. <https://blog.udemy.com/excel-formulas/>

Excel: Advanced Formulas and Functions

https://tutorials.ischool.utexas.edu/index.php/Excel:_Advanced_Formulas_and_Functions

How to Master Microsoft Office Excel.

<https://lifelifehacker.com/how-to-master-microsoft-office-excel-1767973710>

Convert Text to Columns Wizard.

<http://www.excel-easy.com/examples/text-to-columns.html>

Advanced VLOOKUP formula examples: nested vlookup with multiple criteria, two-way lookup.

<https://www.ablebits.com/office-addins-blog/2014/07/29/vlookup-formula-examples/>