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**Microsoft Office**  
**Class 4 – Microsoft Excel part 1**  
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Excel is a spreadsheet program; it is used for organizing and manipulating data. You can create and organize tables. You can perform calculations and you can create charts.

Most of the standard shortcuts in Excel are the same as Microsoft Word. The editing functions (Bold, Italics, Underline, Font, Size, Copy, Paste, etc...) are exactly the same in Excel as they are in Microsoft Word.

In Excel, you work with worksheets instead of documents (Microsoft Word).

### **Excel Basics**

It is very important to understand how excel is laid out. Excel is like a grid. You will see letters A, B, C...horizontally across the top of the sheet. These are the headers for the columns. Vertically you will see sequential numbering. These are the row headers.

Columns go up and down and rows go left to right.

You refer to specific cells by its Column Letter and Row Number. For example, the cell in the up most left corner is considered A1.

To enter things into cells you simply click on the cell that you want and you enter the text or numbers you want and you hit either Enter or Tab. Think of each cell as its own entity. Meaning...you can perform customizations and manipulations on each individual cell. If you bold one cell it does not bold all cells.

- You can highlight multiple cells.
- You can perform auto fills on series by putting the mouse pointer over the bottom right corner of the cell range and dragging the box. Dates, Months, Numbers, Patterns, etc...
- You can insert, rename, and delete the sheets. By default three sheets are opened in a new Excel file.
- You can insert a row by right clicking on the Row Header (The numbers vertically on the left)
- You can insert a column by right clicking on a Column Header (The letters horizontally displayed across the top.
- You can sort information alphabetically.



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To modify the information in a cell you can double click in the cell.  
You can merge cells together.

### **Cell Properties and Calculations**

Occasionally you will need to change the type of the cell from a number to currency or another format. You can change the cell type by right clicking the cell and going to 'Format Cells.' This is especially important if you want to add decimal places, make the cell a currency, adjust the alignment, change the font, add a border, or insert a background.

You can perform calculations on your values.

When you want to perform a calculation you can either click the small 'fx' to insert function, or you can type an = sign in the cell. If you click the 'fx' it will guide you through picking the right formula and the right cells.

If you just type in an = sign, you will have to type in the formula manually. Once you have a few formula's memorized it is faster to manually type in the formula.

Here are some popular functions

Add Numbers =sum

Average Number =average

Middle Number =median

Smallest Number =min = small

Largest Number =max =large

If a number is to big for the cell you will see #####

You can simply drag the edge of the column or row to increase its size.

In the next class we'll go over charts, conditional formatting, and printing in Excel



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