Microsoft Excel:
Basics

DENVER PUBLIC LIBRARY

Tabs

Office Ribbon

Formula Bar

Row

Cell
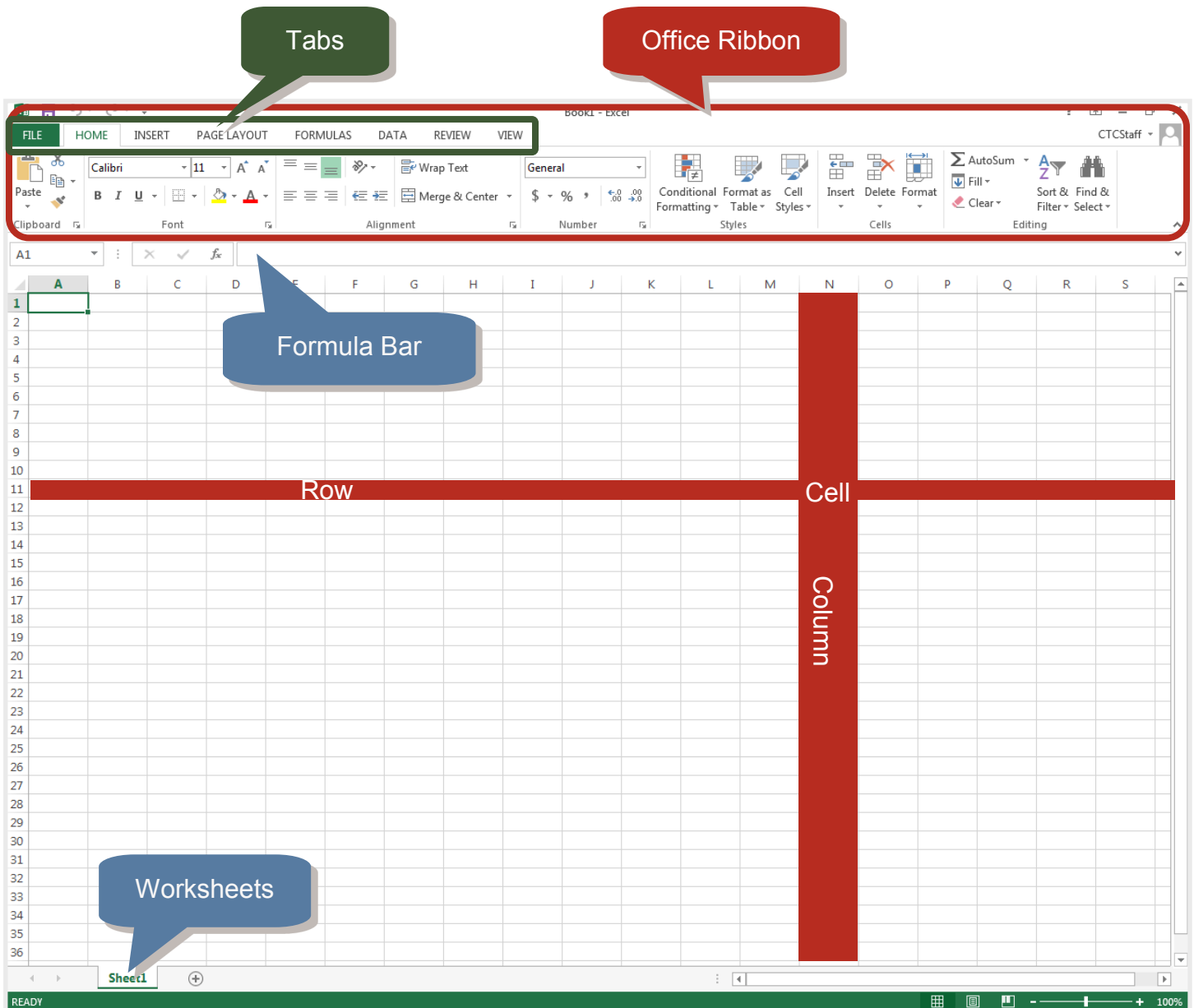
Column

Worksheets

Row: all the cells going in a horizontal line across your worksheet, identified by a number.

Column: all the cells going in a vertical line down your worksheet, identified by a letter.

Cell: a unique location, identified by the intersection of the row number and column letter.

Formula: an equation placed in a cell to add, subtract, and perform other calculations.

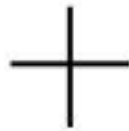**Workbook:** a single file of Excel.

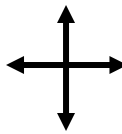**Worksheet or Spreadsheet:** a single page within a workbook.

Cursors to Look Out For:

Different cursors allow you to access different features. These are commonly seen cursors.

Selection Cursor

AutoFill Cursor

Move Cells

Resize Rows or Columns

Autofill

Easily fill in repeating data or cycles Excel recognizes.

1 Type in your first value (number/date/month). Then press **Enter**. Click back into the cell.

2 Click on the **AutoFill handle** in the lower right corner of cell.

3 Drag across your columns or rows until you see the value where you want to stop.

Formatting Cells

Cells can display values in a format you choose, e.g. 2000 versus $2000.00.

1 Click and drag to select the range of cells you want to change.

2 Click on the dropdown menu in the Number grouping on the Home tab.

3 Click on the formatting style you want.

Basic Math

Excel will do the math for you. Whenever you change a value that impacts the total, Excel will even automatically update the value in the cell.

1 Click in the cell where you want the total to appear. Press the = key.

NOTICE:
Check the formula in the Formula Bar.

2 Click in the cell with the first value you want to add. Press the + button.

3 Click in the cell with the second value you want to add. Press the + key.

4 You can add as many cells as you like. Press Enter when you are done.

AutoSum

Excel can add together contiguous cells for you with just one button!

1 Click in the cell where you want the total.

2 Click on the AutoSum button.

3 Verify that your marquee is surrounding the numbers you want to add. Then press Enter.

Printing

Make sure Excel is going to print your spreadsheet in the most effective layout.

Change the Orientation of the spreadsheet.

Change the Margins.

Use Scaling to make it fit to one page.

LIBRE OFFICE

If you want to work with spreadsheets, but you can't afford Excel, download Libre Office from libreoffice.org

WHERE TO GET MORE HELP:

The CTC: come to the desk and ask for help, schedule a 1-on-1 tutoring lesson, attend more classes, or come to Drop In Tech Help to answer your questions.

Google Search: Go to www.google.com Type in MS Excel 2013 and your question. If you want video instruction, click Video in the left most column.

Gcflearnfree.org: continue your education in Word, Excel, PowerPoint or many other software. Find tutorials, videos, and a quiz to see how far you've come!

Lynda Library: Use this library database to learn more about Excel, Word, or any computer topic! Library card and account required.