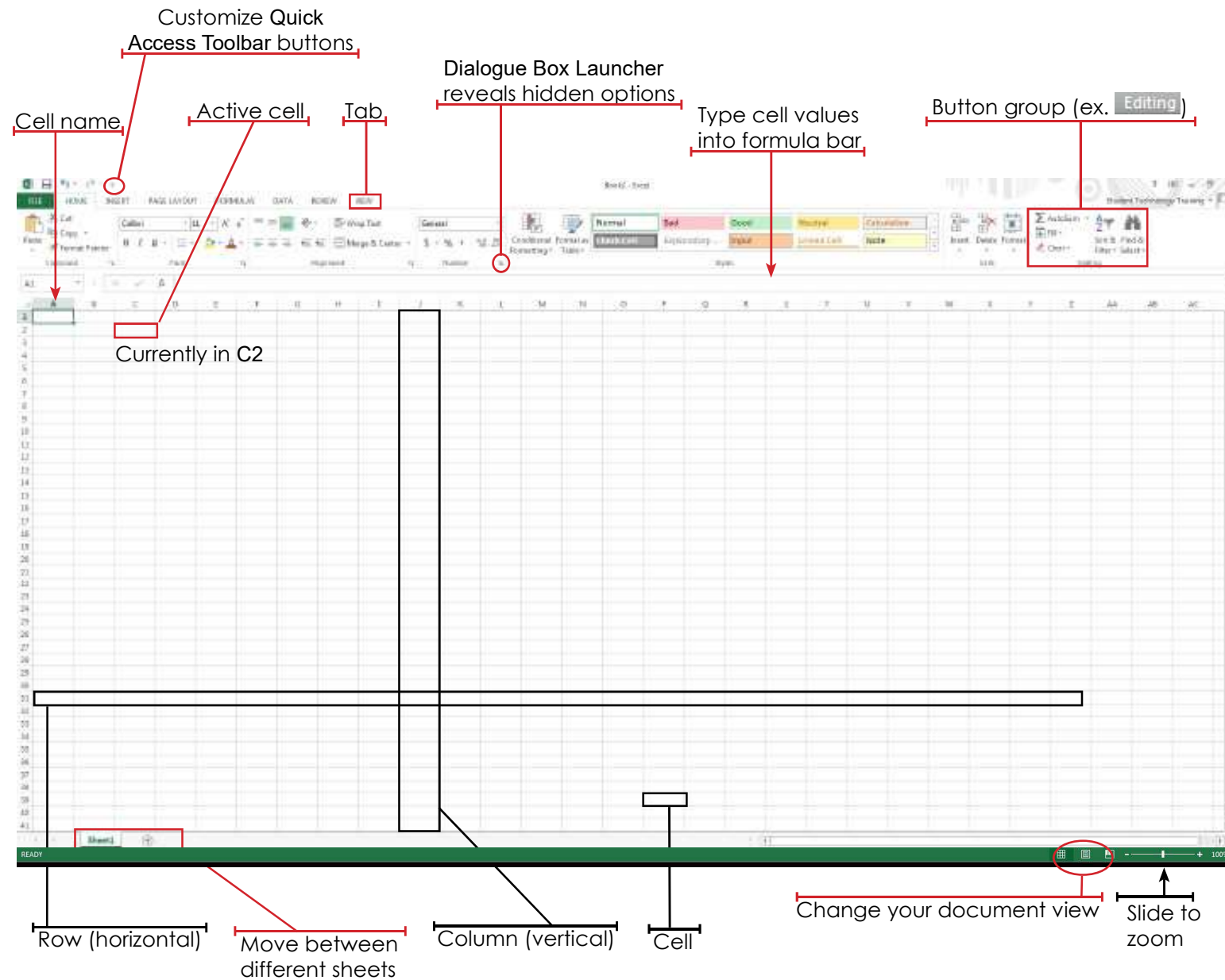


EXCEL WORKSPACE OVERVIEW



KEYBOARD SHORTCUTS

Move between	↑ ↓ → ←
Move one cell to the	Tab
Move one cell to the	Shift + Tab
Down one cell	Enter
Up one cell	Shift + Enter
Up one screen	Page Up
Down one screen	Page Down
To cell A1	Ctrl + Home
To last cell with data	Ctrl + End

Microsoft Excel 2016

GETTING STARTED

Excel is a spreadsheet program that can be used for arranging, organizing, and analyze data. In this workshop you will be introduced to the basic layout, addition of text and graphs/charts, and formulas.

DOWNLOAD WORKSHOP FILES

Go the STC Workshops page (<http://www.wwu.edu/techcenter/pages/workshops.shtml>) and select Microsoft Excel I (**excel2.exe for PC, use the .zip for Mac**)

Click '**Save File**' and save to the Desktop

Double-click **Excel_1.exe** on the Desktop, this will create a folder on your desktop called "**train-ing temp**".

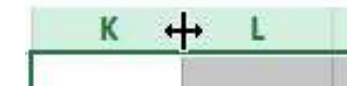
Double-click **Examples.xls** to open.

CHANGE ROW AND COLUMN SIZE

Hover your cursor above the desired row or column headings until ↓ appears.

Click to select the entire row or column you want to resize. For multiple rows or columns hold Shift or Ctrl and then select the desired rows or columns.

Hover cursor over the line dividing the row or columns and click then drag with +.



ABSOLUTE & RELATIVE CELL REFERENCE

A **relative cell reference** is the cell's column letter and row number which changes when the cell is copied to a new location.

A1 A\$1\$

An **absolute cell reference** consists of the cell's column letter and row number preceded by a dollar sign (\$) and does not change when copied to a new cell.

INSERT AND EDIT DATA

Click on a cell and begin typing to enter data.

Excel

Data can also be entered or edited in to formula bar.

f

Note: Typing from the same cell as previous data without double clicking into the cell will erase the previous data.

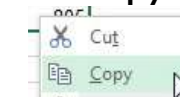
MOVE AND COPY DATA

Click on the cell you want to move. Then move your cursor to the cell border.

When a 4 directional arrow appears then click and drag to the new location.



To copy, select a cell and right-click, then select **copy** from the drop-down menu.



Note: Moving data doesn't change the relative cell reference, but copying does.

INSERT SYMBOLS INTO CELLS

Select a cell.

Click the **Insert** Tab on the Ribbon. Under the **Symbols** Button Group Select **Symbol**.



Expenses

Expenses™



FIND THE SUM WITH A FUNCTION

Click on cell B13 and type =sum(Now click and drag from B5 down to B12. Push Enter.

Tip: Another way to select a range of data is to type the start and end cell names after =sum(. To select data from one cell through another cell, seperate the names with a : . To select specific cells that are not directly next to each other seperate with a , (ex. B5:B12 or B5, B7, B12).

MULTIPLY DATA

Type 3 into H5. Then select H6 and type =(B6*H5) Push Enter to display the cost of books for 3 students during fall quarter.

SORT VALUES

Click on cell H4 and type 1. Click on H5 and type 2. Now highlight H4 and H5. Hover your cursor over the black box on the right corner of the highlighted cells until + appears.

To Sort: Select Table from the sheet list. Select (do not highlight) the Grade column. Under the Home tab, in the Editing Button Group, select Sort & Filter.

MERGE CELLS

Return to the Budget Sheet Select A3 through E3. Under the Home tab and alignment button group click Merge and Center.

CHANGE NUMBER FORMATTING

Highlight B5 through E20. Under the Home tab in the Number button group, select the \$.

Highlight C5-C12, D5-D12, and E5-E12. Then click AutoSum Under the Home Tab in the Editing Button Group.

Note: Click the AutoSum drop-down menu to reveal more functions (Average, Min, Max, etc.).

Note: Instead of using * to multiply you can also type =Product(cellname,cellname). (ex: =Product(B6,H5))

Click the + and drag your cursor down to H16. Tip: Other common data patterns (ex. even numbers, increments of 5, days of the week) will also work for this.

To Filter: Follow all of the previous steps but instead of selecting Sort A to Z, select Filter. A drop-down arrow will now appear next to the Grade Heading. Select this and then deselect any values you don't want displayed. Note: Data is not erased and can be redisplayed by selecting Sort and Filter and reselecting Filter.

Note: If you merge two cells, the cell will display only the left-most data and delete anything else.

Under this same Button Group select to increase or decrease the decimal place.

INSERT WORD ART

Click the Insert tab and under the Text button group select WordArt . Now select the style you would like. and begin typing in the text box provided.

INSERT DATA INTO A CHART

Highlight A4 through E12. Click the Insert tab, under the Charts button group select the Column Chart.

In the drop-down menu select the leftmost 2D column graph. Right-click on the X or Y axis to change the axis font or chart type.

Now, right-click the Y axis and select Format Axis. Under Axis Options, under Bounds change the Maximum number to 2500.

Switch View and Layout

Select the View tab. Under the Show Button Group you can select or deslect Ruler, Formula Bar, Gridlines, or Headings.

Note: This will not change what shows up when printing. By deafult none of these appear when printed.

In the Page Layout Tab under the Sheet Options button group, There are options to select or delect Gridlines or Headings when Printed.

To format the art, use the Format tab that appears when the word art is selected.

To format the text (color, size, font) highlight the text and select the Home tab. Then continue to format the text just like any other text.

Select the Chart Tool Tab on the Ribbon under the Design tab click Add Chart Element.

From here, under the Axis Titles you can add Horizontal Axis Titles and Vertical Axis Titles. Double click into the title to change the text.

Following the previous steps, under Add Chart Element in the Chart Title select Above Chart or Centered Overlay.

There are also a series of Preset Layouts for Graphs if you select the Design Tab and in the Chart Layout Button Group select Quick Layout.

PRINT YOUR SPREADSHEET

Click File and then Print. To Print a selection, Highlight the specifc item you was printed, then select File, Print, and then under Settings choose Print Selection. Only print the current selection