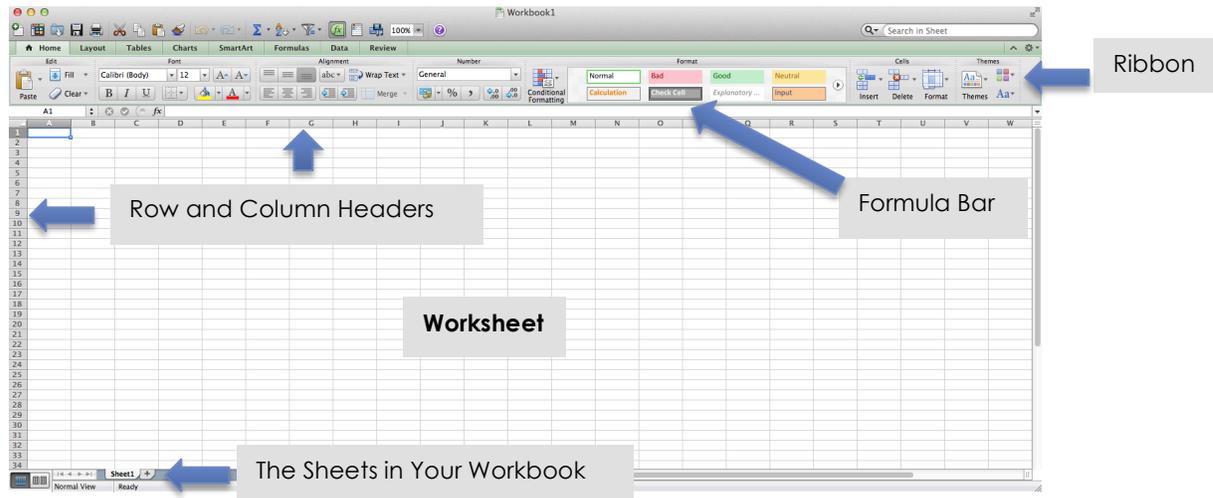


Beginning Excel [Mac-Office 2011]

Exploring the Excel Window



The Basics

Moving Around

You can move around the cells in your worksheet with your **Mouse**, by using the **Tab Key** (to move to the right), **Return Key** (to move down), or by using the **Arrow Keys** on your keyboard.

Entering Data

Once a cell is active you can type in it.

Formatting Data

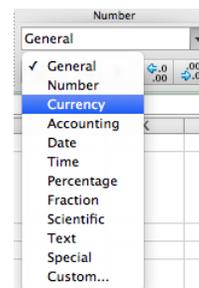
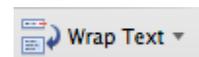
By default, all numbers will align to the right in a cell, and all text will align to the left.

Selecting Multiple Cells

You can click and drag with your mouse across multiple cells to format multiple data at once.

Use the buttons in the **Home Tab** of the ribbon to **Format Text & Numbers**

- Make data bold, center aligned, etc.
- Wrap text in a cell by clicking the **Wrap Text** button on the Home Tab in your Ribbon.
- In the **Numbers Section** of your **Home Tab**, you can make numbers appear as currency or another formatting option.



Formatting Tips

To select non-adjacent cells, hold down the **Command Key** on your keyboard and click in the cell(s) you want to select.

Copying and Pasting Data

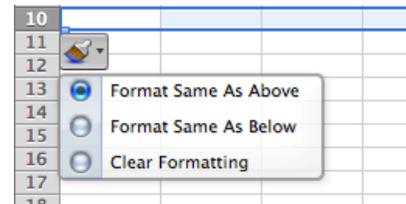
There are several ways to copy and paste data in Excel.

- You can use traditional copy and paste by selecting a cell and then selecting Copy/Paste.
- You can select multiple cells and copy them. Excel will copy the formatting. For instance, if you select 6 cells in a column and copy, you can just click in the uppermost cell for where you'd like to paste and select Paste. Excel will place the data in the 6 cells.
- You can also click and drag. Click on a cell that contains the data you want to copy. Grab the box in the lower right corner and drag down. If you want sequential numbers or dates, type the data in the first two cells, highlight both, then click on the box in the lower right corner and drag.

Inserting And Resizing Columns & Rows

Inserting an Empty Column/Row

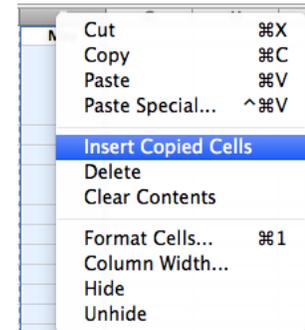
1. Hold down the Control Key on your keyboard and click on the Column/Row header letter or number. You may also Right-click if you have a two-button mouse.
2. A menu will appear. Select Insert. A new Row/Column will appear.
3. A paintbrush will appear. When you click on it, you will get formatting options. Choose the one that works best for you. If there are no formatting considerations, just press return on your keyboard.



Inserting Copied Data into a New Row and Column

This is slightly different than copying and pasting data, and a good tool to use when you have a large amount of data you want to copy into an entirely new column.

1. Control + Click or Right-Click on the column/row header.
2. Select Copy.
3. Control + Click or Right-Click on the Column/Row Header where you'd like the new data to be.
4. Select Insert Copied Cells.
5. Excel will insert a copy of the cells into a new Column/Row and shift the other data to the right (columns) or down (rows).



Resizing Columns and Rows

1. Move your cursor over the border between the column or row headings until you see a double-headed arrow.
2. Click and drag to resize the column/row.

Formulas and Functions

You can calculate values in your spreadsheet using formulas and functions.

Formula Basics

A *Formula* is almost like a calculator, where you select the cells you want to calculate and put in your mathematical symbols (+, -, *, /).

If you want to add the values of three non-adjacent cells, for instance, you can use a formula.

1. Click on the cell where you want your answer to appear.
2. Within the Cell or in the Formula Bar, type = (The equal symbol tells Excel you want to perform a formula/function).
3. Click on the cells you want to add.
4. Press Return

NOTE: The default for Excel is addition. So when you click on cells, Excel will automatically add them. You will need to put in the correct symbol if you want Excel to perform a different operation (* for multiply, for instance).

Function Basics

Functions allow you to perform an operation with a large range of cells. The most common Functions people use are:

SUM (to add a range of cells)

AVERAGE (to average a range of cells)

MAX (returns the largest number in a range of cells)

MIN (returns the smallest number in a range of cells)

The setup for any Function is =NAME_OF_FUNCTION(RANGE_OF_CELLS)

For instance =SUM(A1:A15) would add all of the data in cells A1 through A15

You don't need to type in the range of cells. Once you start your Function, you can type =SUM{, then click and drag over the range of cells and press return to complete your function.

You can also COPY functions by clicking and dragging. Once you've set up a Function for one column, for instance, you can click and drag across so the same function repeats – Excel automatically assumes it's for the subsequent column.

The "IF" Function

The IF function is useful if you want to assign a statement to certain values. For instance if you want to make a certain number equal a letter grade, or if you want to state that a certain number is either over or under budget.

IF statements can be tricky. What you need to remember is to close all of the parenthesis for each IF statement in order for your function to work properly.

`IF(C2>89,"A",IF(C2>79,"B",IF(C2>69,"C",IF(C2>59,"D","F"))))`

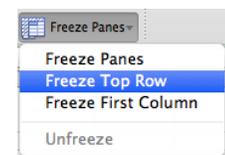
In the example above, we are asking Excel to return a letter grade based on a percentage. If the value in C2 is greater than 89, return an "A," If the value in C2 is greater than 79, return a "B," etc. The "F" at the end is telling Excel that if none of the parameters apply, return an "F" grade. There are 4 IF statements in this function, so at the end, you have to close the parentheses four times.

Sorting and Filtering Data

In order to effectively manage a list of information, you first need to make sure that your worksheet data is organized properly. For example, the data should be arranged in labeled columns and should not contain any blank rows or blank columns.

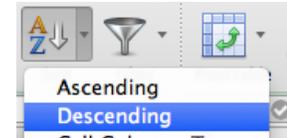
If you have blank rows, click on the Control+Click on the Row number and then select Delete. This will delete the entire row.

TIP! If you have long columns of data, you can Freeze the header row. On the Layout Tab of your Ribbon, click on Freeze Panes, and then select Freeze Top Row.



Sorting By a Single Column

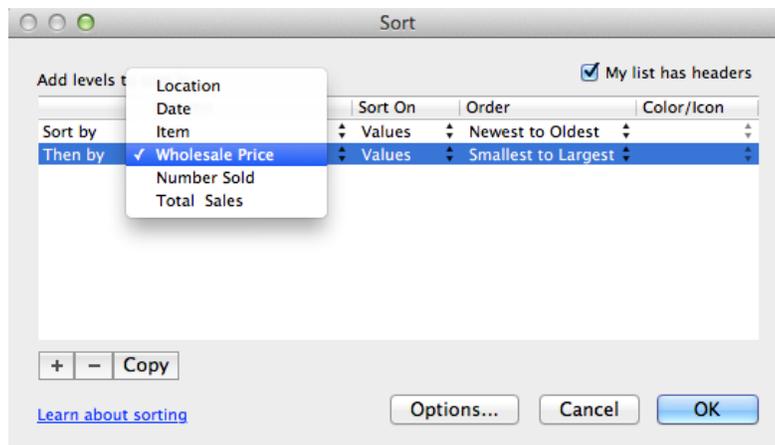
1. Click on any cell in the Column you want to sort by.
2. On the Data Tab in your Ribbon, under Sort and Filter, click on the arrow next to Sort.
3. Choose how you'd like the information arranged.



Sorting Several Columns at Once

If you want to have two sort criteria, for instance arranging a list by date and then by expenditure in Descending Order, you will need to set up a Custom Sort.

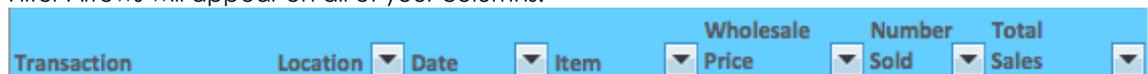
1. On the Data Tab in your Ribbon, under Sort and Filter, click on the arrow next to Sort.
2. Select Custom Sort. A Window will appear.
3. Click the + button in the lower left corner to add a criteria.
4. In the Column section, click on the arrows and select the additional column you'd like to sort by.
5. Click OK.



Filtering a List

While sorting arranges all items either alphabetically or numerically, filtering shows only those items that meet certain criteria. For example, you might want to see only those transactions that occurred on a specific date.

1. Click anywhere in the column you'd like to filter.
2. On the Data Tab in your Ribbon, under Sort and Filter, click on the Filter Button (not the little arrow).
3. Filter Arrows will appear on all of your columns.



4. Click on the arrow to the right of the column header you'd like to filter.
5. By default, Excel includes all data. You need to first UNCHECK the (Select All) box. Then you can select the criteria you're looking for.
6. Now only the data that matches your criteria is visible.
7. To **Remove** a filter, click on the Filter Arrow in your column header again and select **Clear Filter** in the window that appears.

