

Excel for Beginners

Graduate Development Conference

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The Graduate School

Montclair State University

The Ribbon

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Insert

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Quick Access Toolbar

Any command can be placed on this toolbar.

Some basic conveniences are:
Save, Undo, New,
Open, Save As, Print,
Find, Select All

Quick Access Toolbar: Adding Functions

- Click the arrow icon at the far right on the QAT
- Click “More Commands”
- Under “Choose Commands From”, click “All Commands”
- Scroll through the list and select the desired command
- Click “Add”
- Repeat as necessary
- Click “OK”

Entering Text/Labels

- Click in cell
- Type text
- Press Enter

Entering Values

- Click in cell
- Type a value
- Press Enter

Format value:

- Click value
- On the Number section of the Home Ribbon, select desired format of value from dropdown menu

Creating Formulas

- Click in cell
- Press the “=” key
- Type the formula
- Press Enter

Basic Formulas

Basic Excel Functions/Formulas (range of cells entered as CR:CR):

<u>Function</u>	<u>Defined</u>
=SUM(range of cells)	Returns the sum of the selected cells
=AVERAGE(range of cells)	Returns the average of the selected cells
=MAX(range of cells)	Returns the highest value of the selected cells
=MIN(range of cells)	Returns the lowest value of the selected cells
=COUNT(range of cells)	Returns the number of values of the selected cells

Saving a Worksheet

- Select the Microsoft Office Button
- Select Save
- Type a file name
- Click Save

Editing Cells

- Position yourself in a cell you would like to edit
- Press the F2 key on the keyboard
- Use the backspace or delete keys to edit the cell
- Press Enter when you have finished editing the cell

Undo a command or
an action

➤ Press (Ctrl + Z) or
in the QAT, click
Undo (blue arrow that
curves backwards)

Formatting
Labels/Values

- Highlight cell(s)
- Select a font from the Font Section of the Home Ribbon
- Select a Point Size from the Font Section of the Home Ribbon

Centering Text Across Columns

- Highlight cell(s) that you would like Text to appear within
- Click the “Merge and Center” button on the Alignment section of the Home Ribbon

Creating a Basic Chart

- Highlight the data to be charted
- Select the Insert Ribbon
- Select a Chart Type
- Select a Chart Style

Enter a Chart Title

- Make sure you have selected a chart layout that includes a Title Area
- Double click where you see the Test Chart Title
- Enter a Title
- Press Enter

Size Your Chart

- Highlight the data to be charted
- Select the Insert Ribbon
- Select a Chart Type
- Select a Chart Style

Adjusting Chart Size

- Position your mouse on one of the corners of the chart
- Click and drag your mouse to either increase or decrease the size of the chart

Printing a Worksheet

- Open the file you would like to print
- Click the Microsoft Office button on the Ribbon
- Select the arrow to the right of Print
- Choose Print Preview (this shows how the worksheet will print)
- Click “Print”

Page Setup

- Click the Page Setup button in the Print Preview window
- Select desired tab (Page, Margins, Header/Footer, Sheet) and edit as necessary