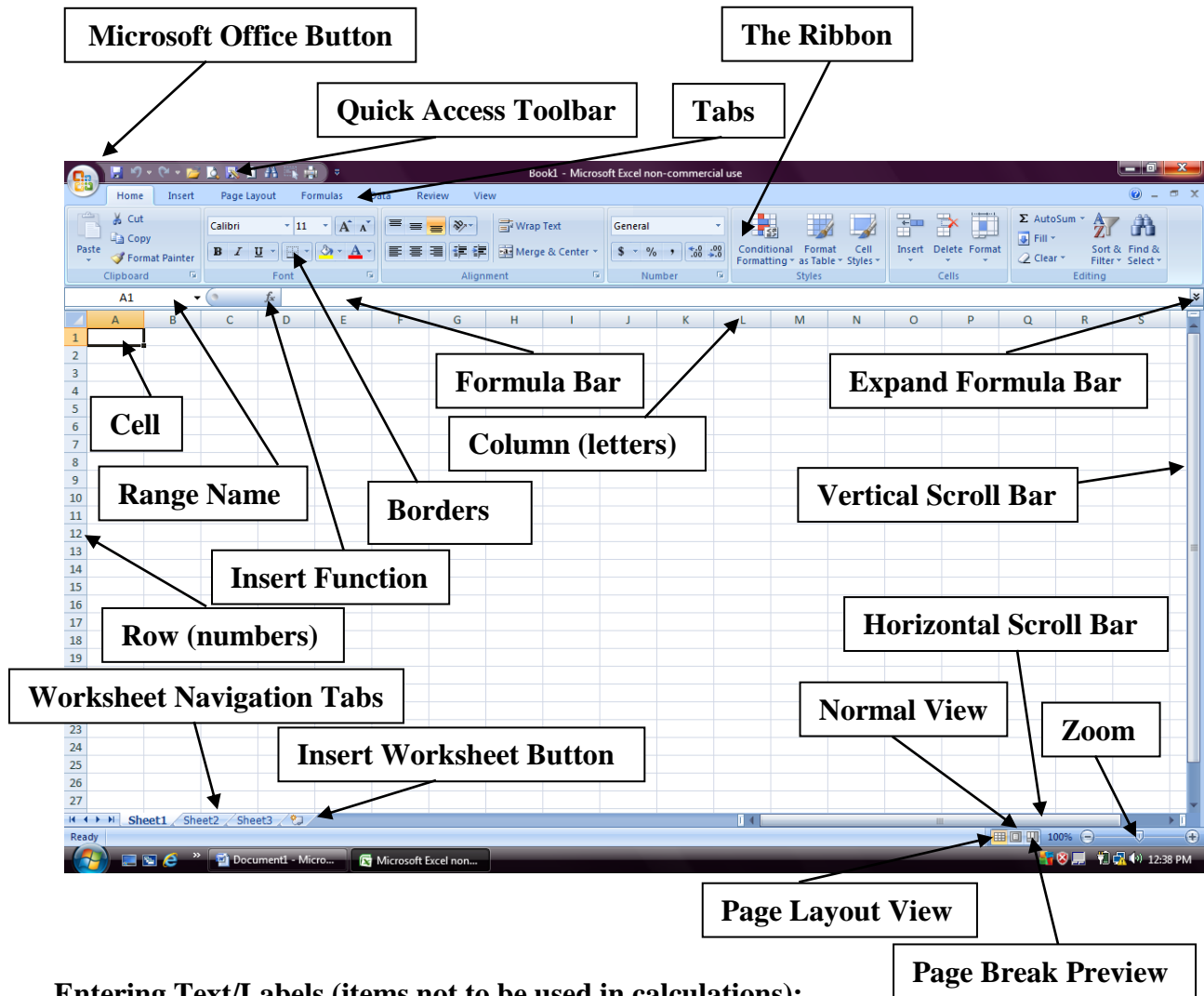


## Excel for Beginners Quick Reference Guide



### **Entering Text/Labels (items not to be used in calculations):**

Click in cell > Type text > Press Enter

### **Entering Values (numerical pieces of information that will be used in calculations):**

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

<b><u>Function</u></b>	<b><u>Defined</u></b>
=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

**Autosum Function:**

Click the cell where you would like the Total to be located > Press the Autosum button on the Home Ribbon > Once the selected values are accurate, press Enter

**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/action:**

Press (Ctrl + Z) or In the Quick Access Toolbar, 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

To Enter a Title on your Chart: 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  
To Size the Chart: 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)

**Page Setup:**

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

**Quick Access Toolbar – to add functions to the toolbar:**

Click the Microsoft Office button > Click Excel Option button at bottom of Dialog Box > Select Customize > Select All Commands from the Choose Command window > Scroll down and select the command you would like to add to the toolbar > Click the Add button > Repeat as desired > Click OK

*For more detailed instructions, please visit the  
Montclair State University Office of Information Technology's website at:  
<http://oit.montclair.edu> > Documentation >  
Microsoft Office 2003 and 2007 > Introduction Excel 2007*

*The direct link is:*

**[http://oit.montclair.edu/documentation/ms\\_office/office2007/excel/Excel\\_Intro\\_to\\_2007.pdf](http://oit.montclair.edu/documentation/ms_office/office2007/excel/Excel_Intro_to_2007.pdf)**