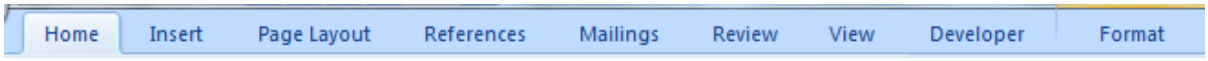
Microsoft Excel Basics

Part 1: Excel Tabs

1 - Double-click the "Microsoft Excel 2007" button on the desktop or go to the START menu and find it in the list of programs.

2 – Choose BLANK DOCUMENT and click CREATE.

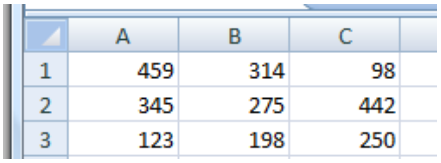
3 - Notice the TABS at the top of the screen. We will be using those during our lessons.



Part 2: Entering Data

1. To enter data, click in a cell and type in the information you want in that cell.

2. Click ENTER or TAB to move to a different cell. You can also click in a different cell to enter data.



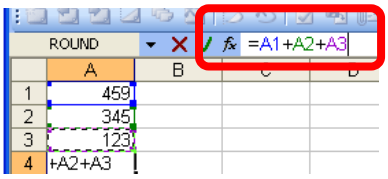
	A	B	C
1	459	314	98
2	345	275	442
3	123	198	250

Try This #1: *Enter numbers in the cells as shown in the table.*

Part 3: Using Formulas

1. To enter a formula, click in the cell where you want the formula applied.

2. Go to the FORMULA BAR and enter the following formula ➔ =A1+A2+A3
   NOTE: A formula must begin with the equal (=) sign.

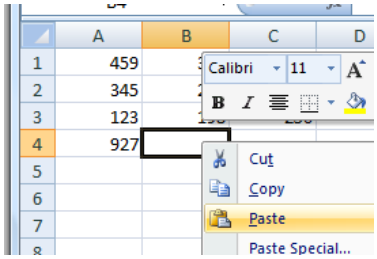


3. Strike the ENTER key and the number in cell A4 should equal 927, which is the sum of the three numbers you entered in the first three columns.

Try This #2 *- Delete the formula in cell A4 and replace it with the following: =SUM(A1:A3) . Strike the ENTER key. What happened?*

4. To copy a formula, click in the cell with the formula (cell A4), right-click, and choose COPY. You can also go to the EDIT menu and choose COPY.

5. Click in cell B4, right-click, and choose PASTE. You can also go to the EDIT menu and choose PASTE.



Try This #3 *- Create formulas in Column D to find the sum of the numbers in each row. Were you able to do this?*

IT'S TIME TO SAVE!

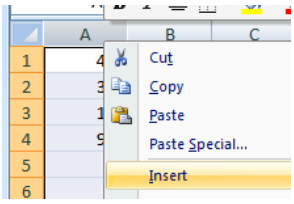
1 - Click on the OFFICE BUTTON and choose "Save".

2 – Click on the ▼ next to the "Save in:" window at the top and choose the one with your user name.
You must choose YOUR FOLDER on the JHSTUDENT drive to save it in the right place!

3 –Change the FILE NAME to *ExcelPractice* and then click SAVE.

QUICK TIP: Save your work often! Click the 🖫 button to save your work.

Part 4: Working with Rows, Columns, & Text



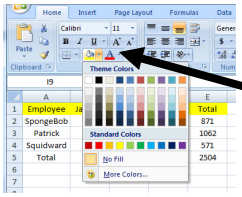
1. Right-click on the A at the top of the first column and choose INSERT. What happened?

Try This #4 - *Use the same process to insert a row above the first one. Remember if you click on a letter or number you will select the entire row or column.*

	A	B	C	D	E
1	Employee	January	February	March	Total
2	SpongeBob	459	314	98	871
3	Patrick	345	275	442	1062
4	Squidward	123	198	250	571
5	Total	927	787	790	2504

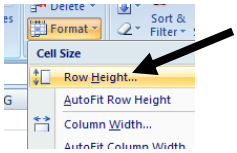
2. Enter the text as shown in the chart at left.

3. Cell in cell A1 and drag the cursor to cell E5 to select all of the cells with text or data.



4. Use the text tools in the HOME tab to format your text.

5. Select cells A1 to E1 and then click the paint bucket to add color to those cells.
Note: Click the next to the bucket to pick a different color.

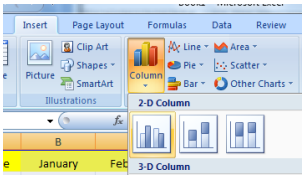


6. Select all of the cells with text or data. Select the FORMAT button and then choose ROW HEIGHT. Enter 15 and click OK.

Try This #5 - *Use the same process to change the COLUMN WIDTH to 12.*

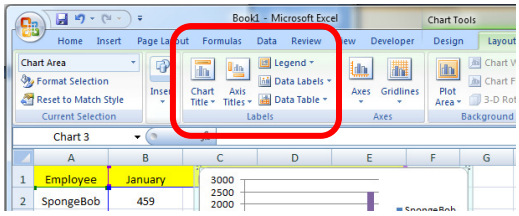
Save your work often! Click the 🖫 button to save your work.

Part 5: Creating A Chart



1. Select all of the cells with text or data.

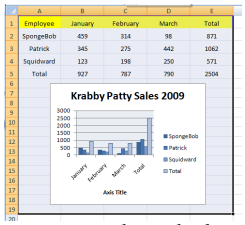
2. Click the INSERT tab and choose COLUMN from the chart area. Select a style to create a chart showing your data.



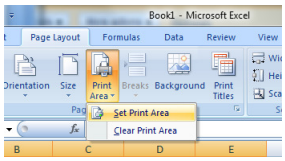
3. Use the options in the LABELS area to customize your table by adding a chart title, axis titles, etc.

Try This #6 - *Add "Krabby Patty Sales 2009" as the chart title and then label the y-axis as "Sales" and x-axis as "Salesperson".*

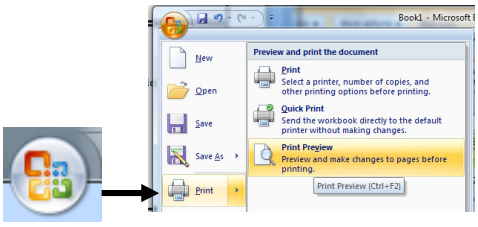
Part 6: Printing Options



1. Move your chart below your data. Click and drag to select enough cells to include all your data as well as the chart.



2. Click the PAGE LAYOUT tab, choose PRINT AREA, and SET PRINT AREA.



3. Click the OFFICE BUTTON, choose PRINT, and then choose PRINT PREVIEW. If the page looks the way you want it, click PRINT.