Introduction to Excel

## Basic Excel Skills

Learning Guide
Excel Basics

Excel is the industry standard spreadsheet application, with hundreds of built in functions it is the perfect tool for analysing data quickly. The latest versions have user friendly Wizards that enable new users to complete complex tasks quickly.

Data is entered in cells. Click on a cell and start typing.
See your text in the Formula bar.

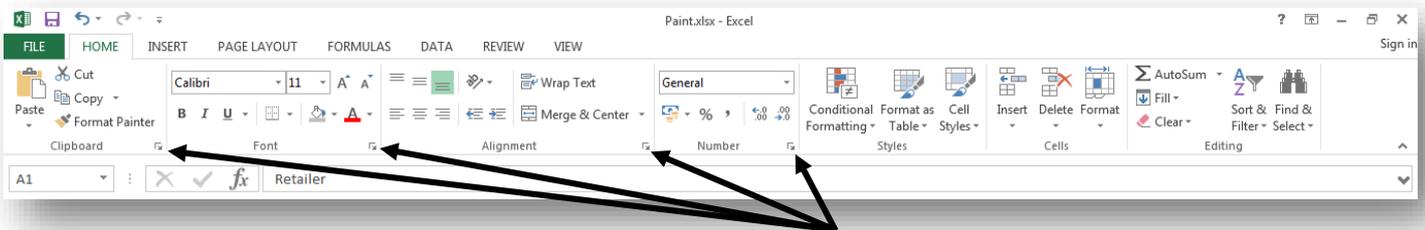To the left is the cell "address" in this case A2 (Column A Row 2)
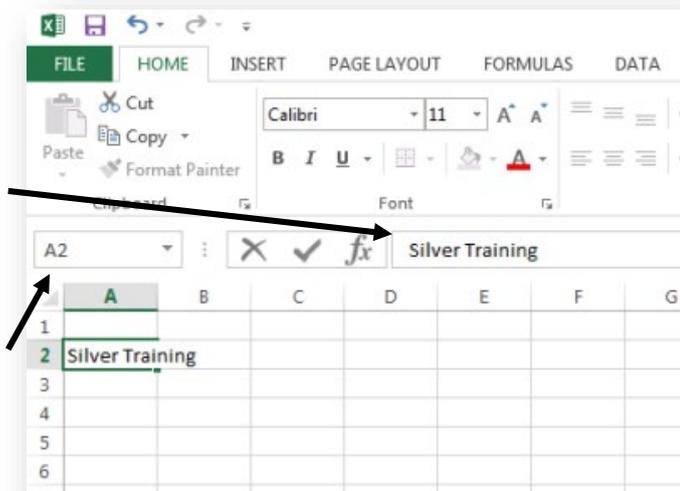
Tip You can navigate around the sheet with the mouse or the keyboard arrow keys

Undo last entry
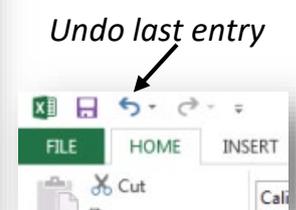
The Ribbon.
If you're familiar with MS Office applications you will recognise the Ribbon. Here you can access 100's of commands that allow you to manipulate Excel
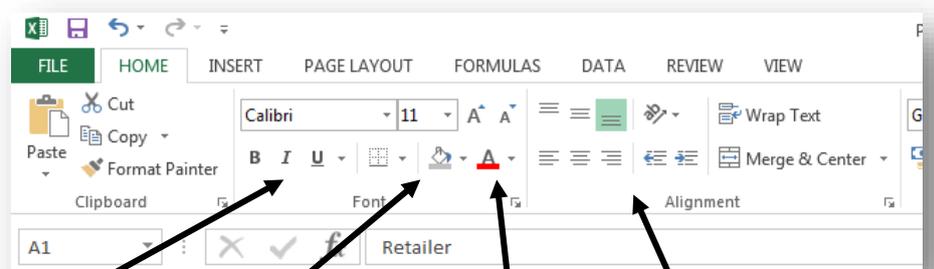
Tip – Where you see an arrow below the menu, there are further options available.

Formatting:

Every cell can be formatted individually.

You can even copy and paste using the Format Painter.

Font style   Cell colour   Font colour   Text alignment

The menu ribbon is dynamic, so if you are working with Charts, the Chart ribbon appears , with all the commands that relate to Charts.

Tip: If you hover over an icon on the menu ribbon – a further help balloon will appear
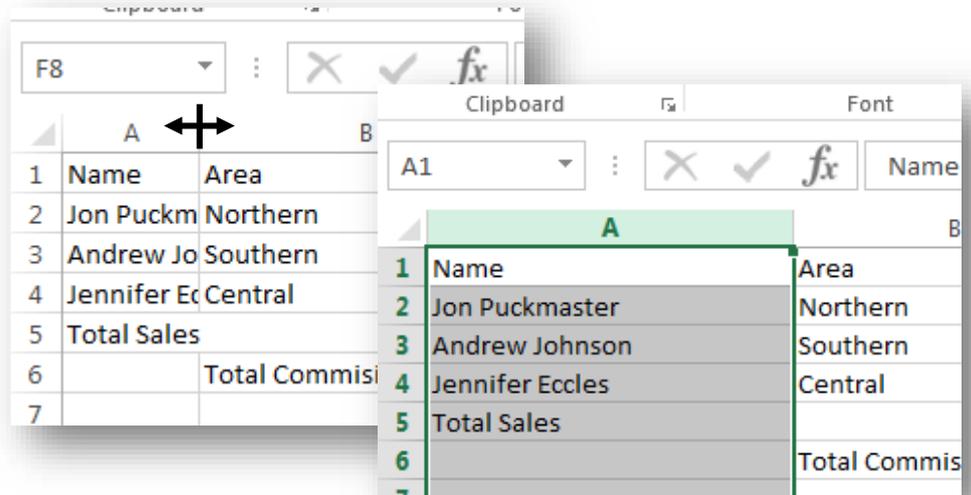
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Managing the spreadsheet

Cells can be made larger or smaller, rows and columns can be deleted or inserted and columns and rows can be hidden to make the spreadsheet easier to read.

Click on a Column header between two columns.
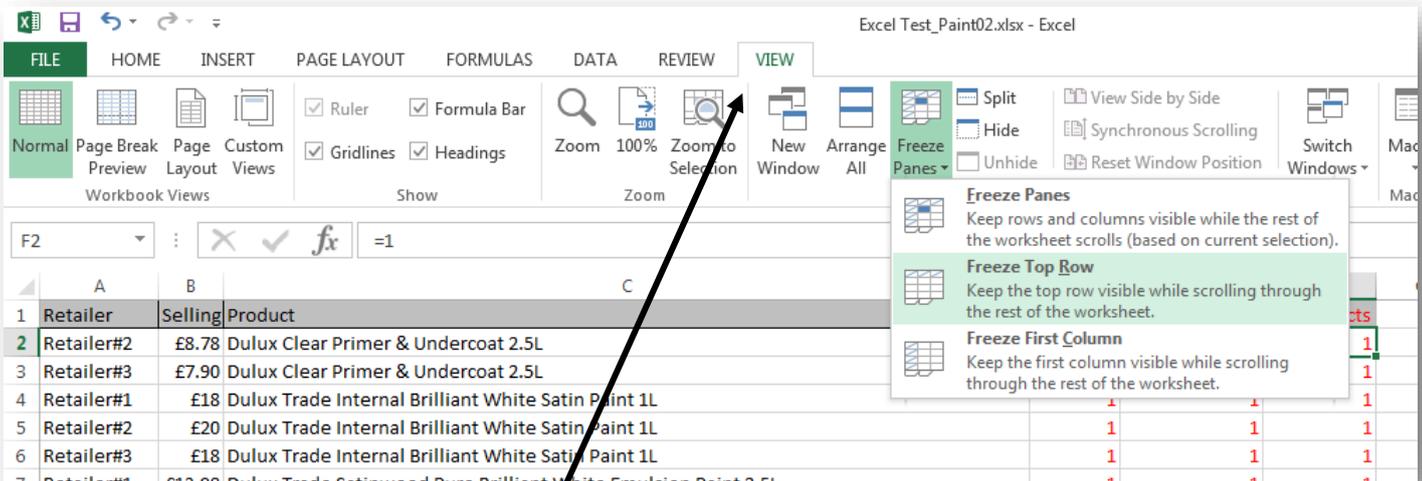
The mouse changes to a double arrow –

Drag the column to the desired width.

Click between a Row header to the same thing.

Tip – **If you make a mistake you can enter: CTRL and Z together, to undo the last action**

Excel allows you to freeze parts of the spreadsheet to make reading easier

1.	Click on the VIEW tab on the menu Ribbon
2.	Click on Freeze Frames
3.	Here we have selected Freeze Top Row
4.	Now we can see the headings when we are scrolling down our spreadsheet.

Tip: You can also split the spreadsheet into 4 parts for easier viewing.

Learning Guide

Calculations

The backbone of Excel is its ability to carry out complex calculations quickly and easily. All of Excels functions are accompanied by a Wizard that helps you complete the formula . Below is one of the most commonly used - AutoSum
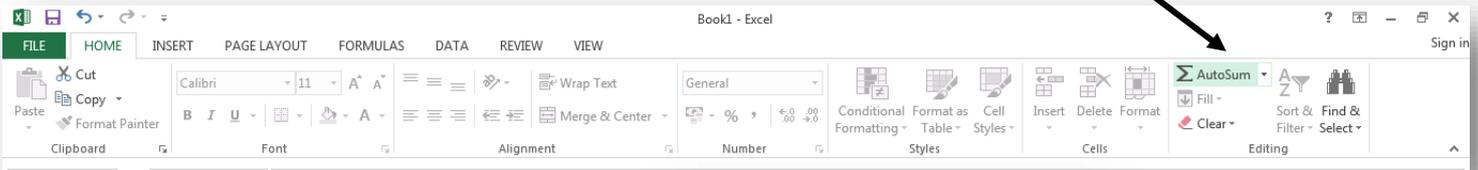
Here we have a column of figures we want to add up. AutoSum makes this very easy.

1. First, we click on the cell we want to put the answer in. In this case just below the figures.
2. Click on the AutoSum icon on the HOME ribbon.
3. Immediately we see that AutoSum has found the figures the cells are highlighted by a flashing border.
4. Use the Enter or Return key on your keyboard to complete the calculation.
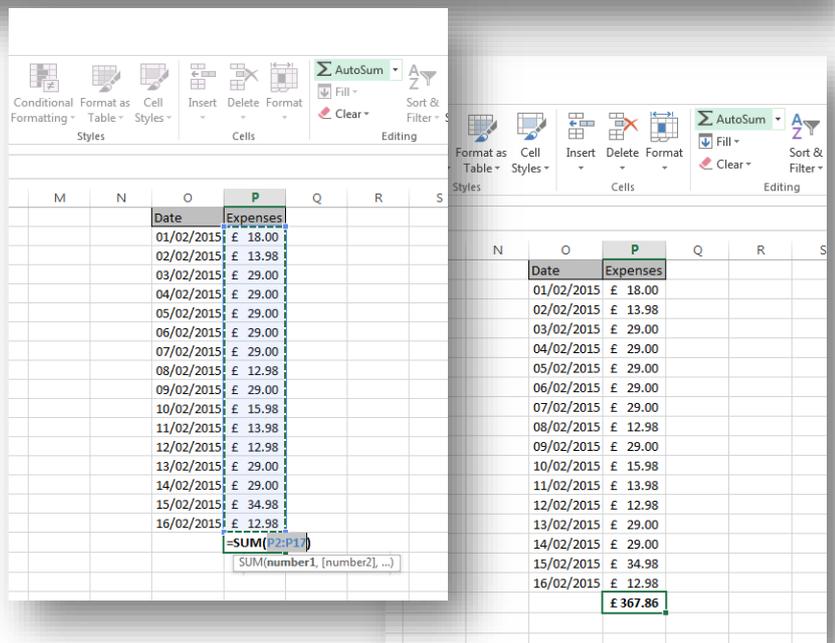
Common calculations

All formulas and calculations in Excel start with the Equals sign = . Here some examples of the more common calculations you will use:

1. To ADD two cells together simply use the **+** sign. Starting in cell C1, enter = then click on cell A1, enter **+** then click on cell B1.
2. Your answer is in cell C1.
3. If we want to subtract something then we simply use the Minus sign - . See the formula in the Formula Bar.
4. To divide we use **/** and to multiply we use *****
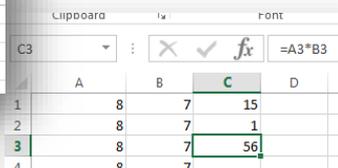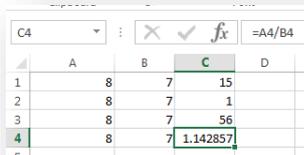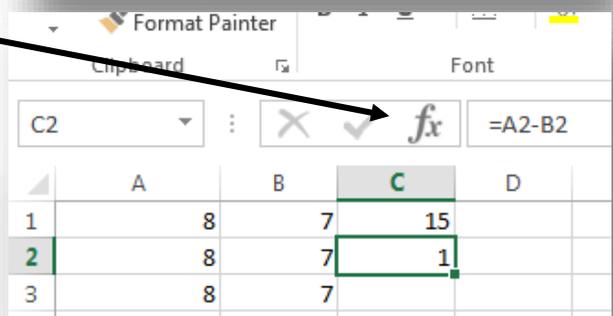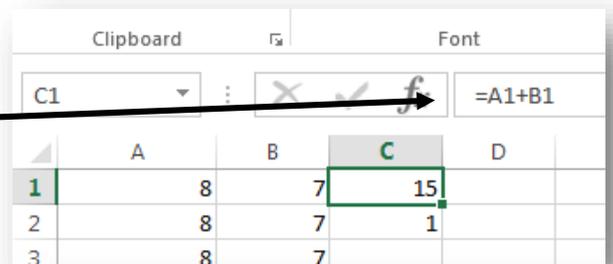
Tip: You can see all the formulas in the FORMULAs tab on the ribbon