



Microsoft Excel 2013

Beginning Intro Level

Get an understanding of word processing, learn how to maneuver the menus and tabs, setup the work space to suit the way you work, format a simple document.

Zach Martin,
Instructor

Table of Contents

Getting Started.....	3
❖ What Is a Spreadsheet?	3
❖ The Excel Interface.....	3
❖ Getting to Know Excel.....	3
❖ Opening a Spreadsheet.....	3
❖ Creating a Spreadsheet from a Template.....	4
❖ Saving and Closing a Workbook.....	4
Moving Around	5
❖ Viewing Your Spreadsheet.....	5
❖ Selecting Cells	5
❖ Moving From Cell to Cell.....	5
Entering and Editing Data	6
❖ Entering Text and Numbers.....	6
❖ Cutting, Copying, and Pasting Information.....	6
❖ Using Auto Fill to Save Time.....	7
❖ Editing Information in a Cell	7
❖ Using Undo and Redo	7
Formatting Cells	8
❖ Changing Font Attributes.....	8
❖ Choosing Content Format.....	8
Working With Formulas.....	9
❖ Entering a Simple Mathematical Equation	9
❖ Creating Formulas With Cell References	9
❖ Building Basic Functions.....	9
❖ Using the Function Wizard.....	10
❖ Creating Totals With AutoSum.....	10

Notes:

Getting Started

❖ *What Is a Spreadsheet?*

Uses:

- Budgets
- Expenses
- Lists
- Rosters
- Tracking Sheets
- Forms
- Schedules
- Anything else you can think of!

❖ *The Excel Interface*

Interface Elements:

- Office button (2007) or File Tab (2010)
- Sub-menu arrows
- Quick Access toolbar
- Ribbons and tabs
- Buttons and drop-down menus
- Dialog box launcher
- Help button

❖ *Getting to Know Excel*

Key Terms:

- Worksheet
- Worksheet tab
- Workbook
- Cell
- Column
- Row
- Formula Bar

❖ *Opening a Spreadsheet*

To open a new, blank workbook:

1. Click the Office button or File tab.
2. Click New.
3. Click the Create button.

To open an existing spreadsheet:

1. Click the Office button or File tab.
2. Select Open.
3. Navigate to the file you want.
4. Double-click the file.

Helpful Hint:

Check the list of recently-used documents on the Office button or File tab menu to find the file you want quickly.

❖ *Creating a Spreadsheet from a Template*

To create a new document from a template:

1. Click the Office button or File tab.
2. Select New.
3. In the Templates section, select Installed Templates.
4. Double-click the template you want.

❖ *Saving and Closing a Workbook*

To save a workbook:

1. Click the Office button or File tab.
2. Select Save.

To save a workbook under a different name:

1. Click the Office button or File tab.
2. Select Save As.
3. Navigate to the folder where you want to save the workbook.
4. In the File Name field, type a name for the file.
5. Click Save.

To close a workbook:

1. Click the lower X in the upper-right corner of the interface.

HOT TIPS:

- To make your spreadsheet compatible with earlier versions of Excel, select Excel 97-2003 from the Save as type drop-down menu.
- To convert previous versions of Excel to Excel 2013, go to the Office button or File tab and select Convert.

Moving Around

❖ *Viewing Your Spreadsheet*

To change views in Excel:

- Click the Normal, Page Layout, or Page Break Preview buttons.
- Click the View tab and select a view option.
- Select or deselect interface elements such as the ruler, the formula bar, or headings.
- Use the zoom controls in the bottom-right corner of the interface.
- On the View tab, click the 100% button or the Zoom to Selection button.

❖ *Selecting Cells*

To select a single cell:

- Click in the cell you want to work with.

To select a range of cells:

1. Click in the first cell of the range you want to select.
2. Hold down the mouse button while you drag the mouse pointer to the last cell you want to select.
3. Release the mouse button.

HOT TIP:

If you want to select non-neighboring cells, hold down the Ctrl key and select the additional cells.

❖ *Moving From Cell to Cell*

To move from cell to cell:

- Click directly in the cell you want.
- Press Enter to move one cell down.
- Press Tab to move one cell to the right.
- Use your arrow keys to move from cell to cell.
- Press Page Up to go one screen up.
- Press Page Down to go one screen down.
- Press Ctrl + Home to go the upper-left corner of the worksheet.
- Press Ctrl + End to go to the lower-right corner of the worksheet.

Entering and Editing Data

❖ *Entering Text and Numbers*

To enter information in a cell:

1. Select the cell.
2. Type the information.
3. Press Enter, Tab, or an arrow key to accept that entry.

To enter information using the Formula Bar:

1. Select the cell.
2. Click in the Formula Bar.
3. Type the information you want to add.
4. Press Enter, Tab, or an arrow key to accept that entry.

HOT TIP:

Press **Alt + Enter** to add a hard return to a text entry in a cell.

❖ *Cutting, Copying, and Pasting Information*

To copy information:

1. Select the cell(s) you want to copy.
2. Click the Copy button.

To cut information:

1. Select the cell(s) you want to cut.
2. Click the Cut button.

To paste information:

1. Select the cell(s) where you want the information to be added.
2. Click the Paste button.

Helpful Hint:

Access the cut, copy, and paste commands from the right-click menu or with the keyboard shortcuts:

- Cut = Ctrl + X
- Copy = Ctrl + C
- Paste = Ctrl + V

❖ *Using Auto Fill to Save Time*

To copy information into multiple cells:

1. Select the cell you want to copy.
2. Click the Auto Fill handle, and drag it to the cells where you want the information added.

To fill a series of data:

1. Enter information for the first two cells in the series.
2. Select the two cells.
3. Click the Auto Fill handle and drag it to the cells where you want the information added.

HOT TIP:

Use the Auto Fill Options button to add or remove formatting for the information.

❖ *Editing Information in a Cell*

To replace information in a cell:

1. Select the cell.
2. Type the new information.
3. Press Tab, Enter, or an arrow key to accept the change.

To edit information in a cell:

1. Double-click in the cell.
2. Edit the information.
3. Press Tab or Enter to accept the change.

❖ *Using Undo and Redo*

To undo an action:

1. Click the Undo button.

To redo an action:

2. Click the Redo button.

HOT TIP:

Use the Undo drop-down arrow to undo several actions at a time.

Formatting Cells

❖ *Changing Font Attributes*

To change the font:

1. Click the Font drop-down arrow.
2. Select the font you want.

To change the font size:

1. Click the Font Size drop-down arrow.
2. Select the size you want.

To use or remove bold, italics, or underlining:

1. Click the Bold, Italics, or Underline button.

To change alignment:

1. Click the Left, Center, or Right alignment button.

To change font color:

1. Click the Font Color drop-down arrow.
2. Select the color you want.

❖ *Choosing Content Format*

To choose content format:

1. Select the cells you want to format.
2. Click the Number Format drop-down arrow.
3. Select the style option you want.

Helpful Hints:

- Use the Number Style buttons for currency, percentage, commas, and decimal places.
- Click the Number dialog box launcher for more options.

Working With Formulas

❖ *Entering a Simple Mathematical Equation*

To enter a simple formula:

1. Click in the cell where you want your formula.
2. Type an Equal Sign (=), followed by the formula.
3. Press Enter.

Mathematical Symbols

- + Addition
- Subtraction
- * Multiplication
- / Division

Order of Operations

- Parentheses
- Exponents
- Multiplication and Division
- Addition and Subtraction

❖ *Creating Formulas With Cell References*

To create a formula with a cell reference:

1. Click in the cell where you want the formula.
2. Type an Equal Sign to start the formula.
3. Type the formula, and click in the cell you want to reference at the right place in the formula.
4. Press Enter.

❖ *Building Basic Functions*

To create a basic function:

1. Click in the cell where you want the function.
2. Type an Equal Sign.
3. Type the name for the function.
4. Type an opening parenthesis.
5. Type the arguments for the function.
6. Type the closing parenthesis.
7. Press the Enter key.

❖ *Using the Function Wizard*

To insert a function with the wizard:

1. Click the Insert Function button on the Formula Bar.
2. Click the drop-down arrow.
3. Select the category you want.
4. Select the function you want.
5. Click OK.
6. Fill in the fields for the various arguments.
7. Click OK.

Helpful Hint:

Use the Collapse button to return to the spreadsheet to select your cells.

HOT TIP:

Check the formula result or click the Help link to help you with your setup.

❖ *Creating Totals With AutoSum*

To create a total using AutoSum:

1. Click in the cell where you want your total.
2. Click the AutoSum button.
3. Press Enter.

Helpful Hint:

Click and drag the cell range border to adjust the formula.

HOT TIP:

Click the AutoSum drop-down arrow for more function choices.