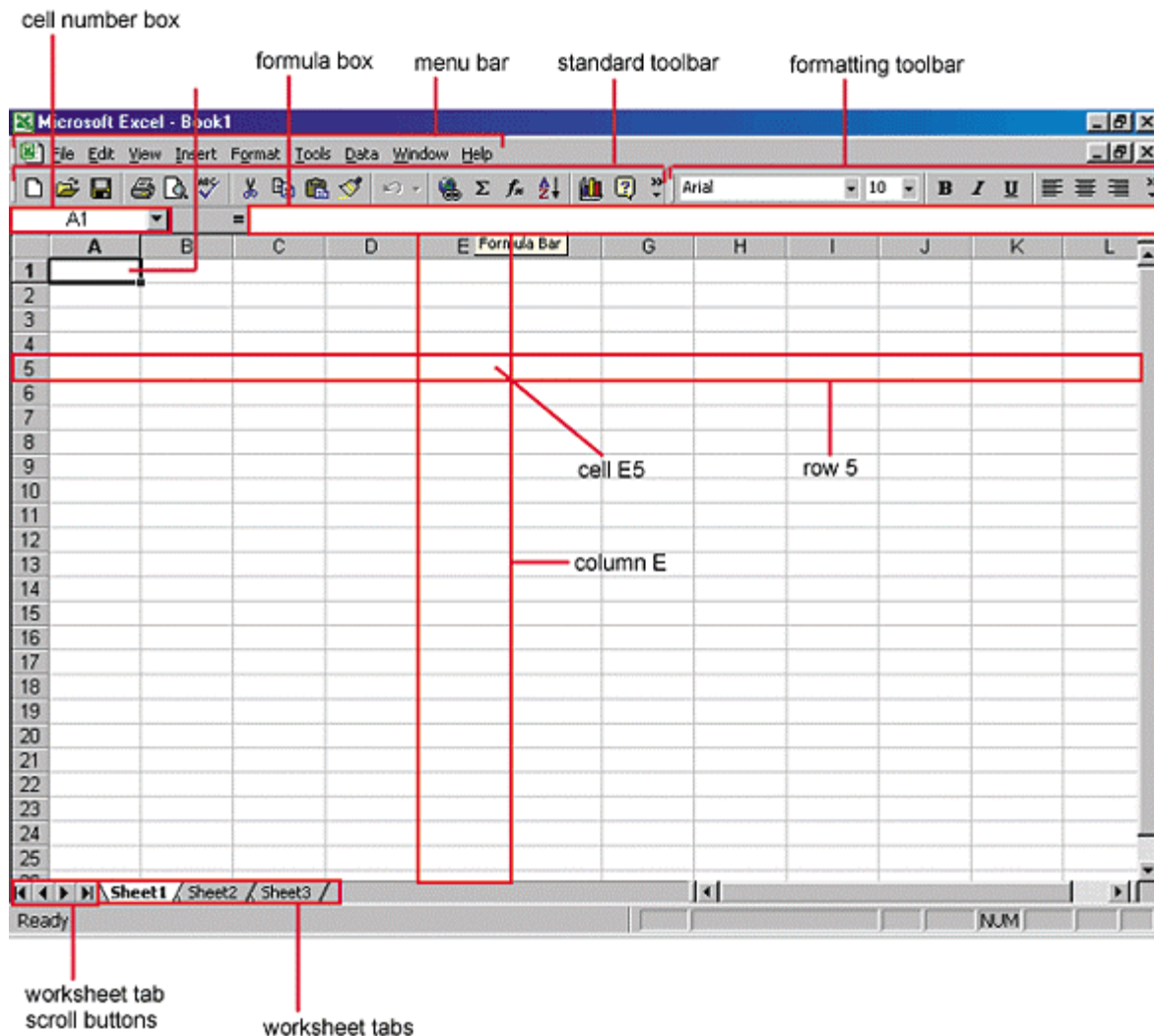


EXCEL-JUST THE BASICS

Excel allows you to create spreadsheets much like paper ledgers that can perform automatic calculations. Each Excel file is a **workbook** that can hold many **worksheets**. The worksheet is a grid of **columns** (designated by letters) and **rows** (designated by numbers). The letters and numbers of the columns and rows (called **labels**) are displayed in gray buttons across the top and left side of the worksheet. The intersection of a column and a row is called a **cell**. Each cell on the spreadsheet has a **cell address** that is the column letter and the row number. Cells can contain either text, numbers, or mathematical formulas.

Microsoft Excel 2000 Screen Elements



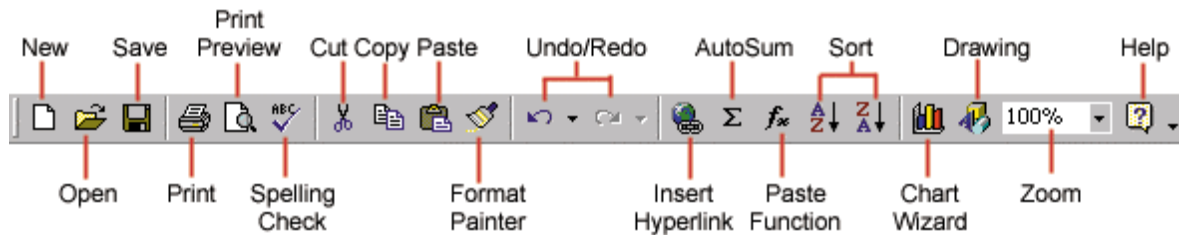
Adding and Renaming Worksheets

The worksheets in a workbook are accessible by clicking the worksheet tabs just above the status bar. By default, three worksheets are included in each workbook. To add a sheet, select **Insert|Worksheet** from the menu bar. To rename the worksheet tab, right-click on

the tab with the mouse and select **Rename** from the shortcut menu. Type the new name and press the **ENTER** key.

The Standard Toolbar

This toolbar is located just below the menu bar at the top of the screen and allows you to quickly access basic Excel commands.



New - Select **File|New** from the menu bar, press **CTRL+N**, or click the **New** button to create a new workbook.

Open - Click **File|Open** from the menu bar, press **CTRL+O**, or click the **Open** folder button to open an existing workbook.

Save - The first time you save a workbook, select **File|Save As** and name the file. After the file is named click **File|Save**, **CTRL+S**, or the Save button on the standard toolbar.

Print - Click the Print button to print the worksheet.

Print Preview - This feature will allow you to preview the worksheet before it prints.

Spell Check - Use the spell checker to correct spelling errors on the worksheet.

Cut, Copy, Paste, and Format Painter - These actions are explained in the [Modifying A Worksheet](#) section.


Undo and Redo - Click the backward **Undo** arrow to cancel the last action you performed, whether it be entering data into a cell, formatting a cell, entering a function, etc. Click the forward **Redo** arrow to cancel the undo action.

Insert Hyperlink - To insert a hyperlink to a web site on the Internet, type the text into a cell you want to be the link that can be clicked with the mouse. Then, click the Insert Hyperlink button and enter the web address you want the text to link to and click **OK**.

Autosum, Function Wizard, and Sorting - These features are discussed in detail in the [Functions](#) tutorial.

Zoom - To change the size that the worksheet appears on the screen, choose a different percentage from the Zoom menu.

Creating Formulas

1. Click the cell in which you want to enter the formula.
2. Type = (an equal sign).
3. Click the Function Button 
4. Select the formula you want and step through the on-screen instructions

Another way to utilize Excel Functions

You can easily total the sum or get an average of an entire column or multiple columns at once. To do this:

- Select the column(s) you wish to total (drag the mouse over the columns you want to select).
- Now, click the AutoSum button (the E symbol).

Moving Through Cells

Use the mouse to select a cell you want to begin adding data to and use the keyboard strokes listed in the table below to move through the cells of a worksheet.

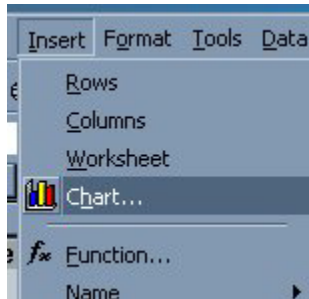
Movement	Key stroke
One cell up	up arrow key
One cell down	down arrow key or ENTER
One cell left	left arrow key
One cell right	right arrow key or TAB
Top of the worksheet (cell A1)	CTRL+HOME
End of the worksheet (last cell containing data)	CTRL+END
End of the row	CTRL+right arrow key
End of the column	CTRL+down arrow key
Any cell	File Go To menu bar command

Inserting A Chart

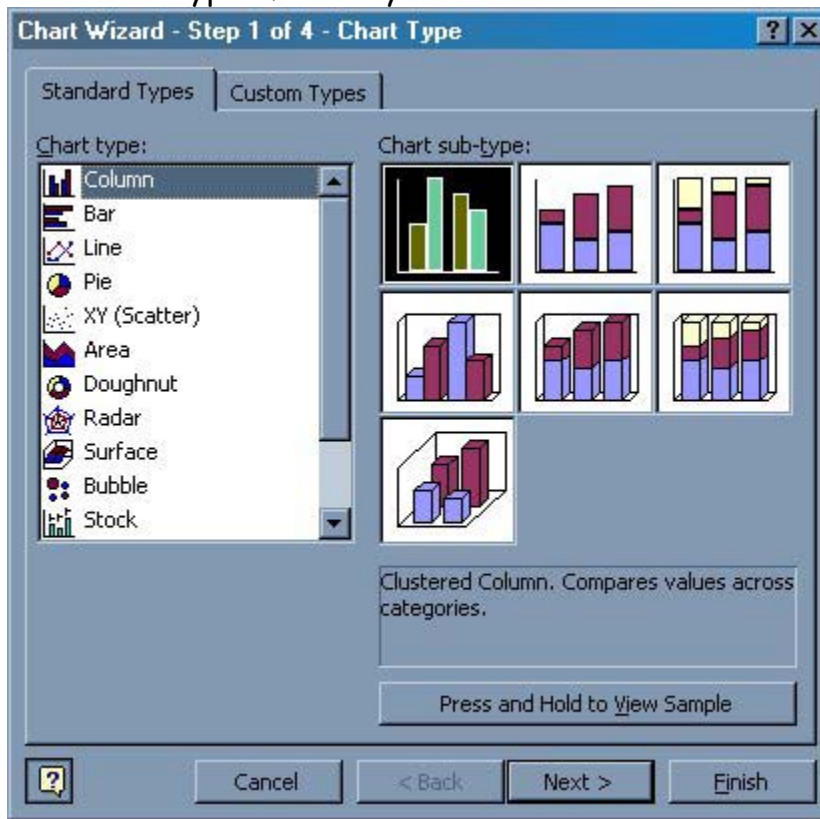
1. Select over the text you want to make your chart with

Year	State	Population
2000	Indiana	5,000,000
2000	Ohio	7,000,000
2000	Michigan	12,000,000

2. Click **Insert --> Chart**



3. Select the type of chart you want

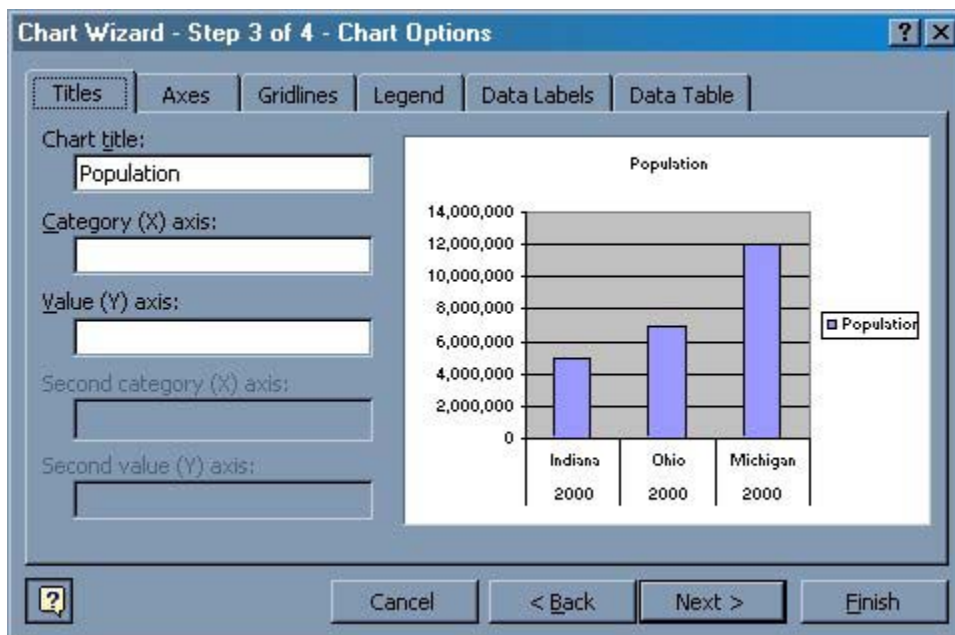


4. Confirm or change your data range

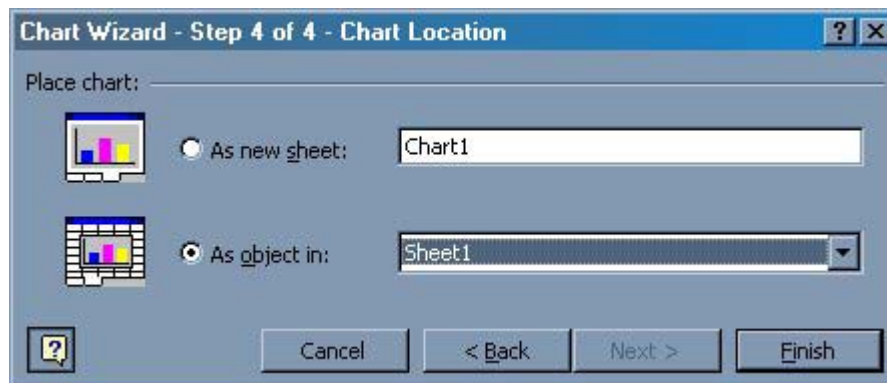
5. Update the Chart Options

Type in a Title under the Title Tab (Make sure you label the Chapter & Prob. #)

If you need a percentage, click on the "Data Labels" tab and check "Percentage"



6. Select if you want to put it into the current worksheet or into a new worksheet



Quickly sorting columns in Excel

You can quickly and easily sort columns in Excel. To do this:

- Select the column or columns.
- Click the Sort Ascending (A to Z) or Sort Descending (Z to A) button

Locating the last entry in a row or column.

If you are working in a large worksheet, you may find it difficult to locate the last entry in a row or column. However, there is a solution for this.

To locate the last entry in a row:

- Press Ctrl + Right arrow until you arrive in row IV.
- Press Ctrl + Left arrow.

To locate the last entry in a column:

- Press Ctrl + Down arrow until you arrive in column 65536.
- Press Ctrl + Up arrow.

Spell checking all worksheets in a workbook.

You may have more than one worksheet in a workbook that you want to check for errors. There is an easy way to check all of your worksheets at once for errors. To do this:

- Right-click any one of the worksheet tabs.
- When the context menu appears, click Select All Sheets.
- Press F7.

Now, a spell check will take place on each worksheet in your workbook.

References

<http://www.tutorialbox.com/tutors/off2000/excel/basics.html>

<http://www.bcschools.net/staff/ExcelHelp.htm>

<http://www.computertips.com/Microsoftoffice/MsExcel/Submenu.htm>

<http://webfaculty.aub.edu.lb/~webwork/Tutorial/florida/excel/>

<http://www.fgcu.edu/support/office2000/excel/>