

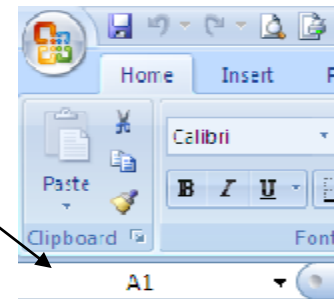


Overview


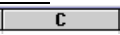


These instructions are for Windows; for the Macintosh, as a general rule, substitute the Command key (the one next to the Shift key) when you see “Ctrl key.” Right clicking can be done with a new Mac mouse in spite of the fact there is no left/right button.

Moving the Cell Pointer

1. You may simply click the mouse into the desired cell.
2. To move to Cell A1, hold down the **Ctrl** key and tap **Home**.
3. To move to the next cell to the right, tap the **Tab** key or the **Right Arrow** key. To move to the left, hold the **Shift** key and tap the **Tab** key or use the **Left Arrow** key.
4. To move to the cell just below, tap the **Enter** key or the **Down Arrow** key.
5. To move to the cell just above, hold the **Shift** key and tap the **Enter** key or tap the **Up Arrow** key.
6. To move to the right-hand corner cell of your last entered data, hold down the **Ctrl** key and tap **End**.
7. To go to a specific cell, click in the area called *the Name Box* on the upper left where you see your present cell address and type in the desired location; i.e. J260, then tap **Enter**. This would place your cursor in Column J, Row 260. A short-cut key is **F5** (the “goto” key). Type the cell address (with no spaces) and click **OK**.



Highlighting Cells

1. A single cell or several adjoining cells—keep in mind that the cursor in Excel, generally known as a cell pointer, can assume several shapes. When activating a cell or several cells, be sure the cell pointer is in the shape of a fat white cross , then click in the middle of the first cell and hold the mouse button down to continue to highlight cells.
2. A column—click on the alphabetic letter of that column found at the top of the column in the gray area. 
3. A row—click on the number of the row found at the far left.  |
4. A large area—click at the beginning of the area, hold down the **Shift** and click at the end of the range; thus selecting everything between the click and Shift/click.
5. The worksheet—either click on the upper left-hand blank corner of the spreadsheet above Row 1  or hold down the **Ctrl** key and tap **A**.



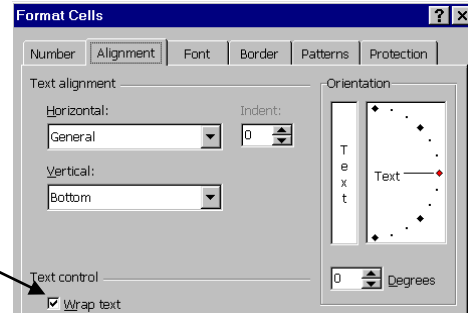


Putting in Text

When typing in text, you will notice that it appears in two places—in the cell, itself, and in the formula bar above the ruler. The text isn't actually entered into the cell until the **Enter** key is tapped. To make corrections, either click into the formula bar next to where you want the correction to be made or double-click into the cell, itself.

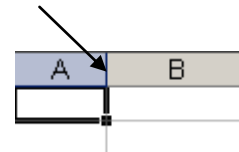
Making text wrap within a cell

1. Right-click into the cell. From the “baby” menu, select **Format cells**.
2. Click on the **Alignment** tab, then click into the white box next to **Wrap text**.
3. Finally click **OK**.
4. The row in which this cell has been formatted will increase in height to accommodate the text.
5. **If you want text broken at a specific point**, click in the area where you want the break, hold down the **Alt** key and tap **Enter**. All text remains in the same cell but one line of text will be below the other line of text



Making columns automatically fit the text.

Since text is considered a “label” by Excel, it is allowed to expand into another column to accommodate the length of the text. To make Excel automatically resize the column to make the longest text fit within the column, move to the line in the area that separates one column from another. The cursor will change into a 2-headed arrow; double-click.



Automatic Fill/Copy Feature

Whatever cell in which the cell pointer is located will have a dark outline with the bottom right-hand corner showing a small shape (which, for our purposes, we'll call a “fill corner”).




Bring the cell pointer to the fill corner. When the arrow becomes a thin black cross +, click and hold the mouse button down and drag across the cells you wish to fill or copy.

Filling Numbers

1. Type the first number in the cell in which you want to begin.
2. Type the second number in the next cell--this will let Excel know what increments you wish to fill with. For example, typing a 1 in the first cell and a 2 in the second cell will mean that the cells you move to will increase in increments of 1 (1, 2, 3, 4, etc.). Typing a 0 in the first cell and a 5 in the second cell will cause numbers to fill in increments of 5 (0, 5, 10, 15, etc.)




3. When the cell pointer becomes the fat white cross , click on the first cell and drag through the second cell. NOTE: the first cell remains white but will be active.
4. Move to the fill corner; allow the cell pointer to become the thin black cross +, click and drag as far as you need to go.

Filling Text (i.e. months, days of the week)

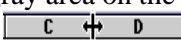
Excel will automatically fill in common columnar or row headings. For example, type MONDAY. Move to the fill corner, allow the arrow to become the thin black cross +, click and drag until you've highlighted the number of cells you need for the other days of the week. Release the mouse button and TUESDAY, WEDNESDAY, etc. will fill into the cells that had been highlighted. The same method will work for months of the year, phrases such as QTR. 1, QTR. 2 or copying the same word or formula down or across a number of cells.

To fill in the time of day as in a schedule, type the time you wish to begin with (i.e. **8:00** in the morning) followed by a space and **am** without periods—**8:00 am**. Tap **Enter**. If the “am” turns into capital letters (8:00 AM), Excel is recognizing it as a code and you're ready to proceed. Next type the increment you wish to fill with (i.e. 8:30 am). Highlight those two cells, move to the fill corner and drag to fill in the rest of the times.


Centering Text Across Several Columns

1. Type the text in Cell A1.
2. Highlight the columns that you wish to have the text centered over by dragging across the row to where you want it to stop.
3. Click on the **Merge and Center** button found on the **Home** ribbon. 

Changing Columns Widths

To make text or values fit within a column (values will look like a bunch of ##### if the column is too narrow), click in the gray area on the line separating the columns. When the cell pointer becomes a two-sided arrow  (between C and D), either double-click for an automatic fit or click and hold. A vertical line will appear which can be moved either left or right to narrow or widen the column.


Changing Row Heights

Widening or narrowing row heights is done much the same way as for column widths. Move to the gray area on the left to the line separating rows. When the cell pointer becomes a two-sided arrow , click and drag to the desired height.


Inserting a Row or Column

1. For a new column, click anywhere in the column to the **right** of where you want the new column.
2. Select **Insert** from the menu items at the top of the screen and then **Column**.




3. If you wish to insert more than one column, be certain the cell pointer is a white cross , then click and drag in the gray, alphabetic area across the same number of columns you wish to insert, then select **Insert/Columns**.
4. Inserting a new row is done in the exact same manner as for the column. Be certain that the cell pointer is located in the row just **below** where you want the new row.
5. Select **Insert/Row**.
6. To insert more than one row, follow the instructions for inserting more than one column except drag down the number of rows you want.

Performing Mathematical Calculations

1. **Addition**—First be certain to begin the calculation in the cell in which you want the answer. To add a row or column of figures, on the **Home** ribbon use the **Autosum Button** . It will automatically select the range you wish to add (for example, B3:B10). Be certain this range is correct; if not, highlight the range you want by clicking and dragging across the desired cells. This automatically updates the range. Press **Enter** to get the result.

To put in your own formula, always be certain to begin with the equal sign (=).

2. **Multiplication**—go to the cell where you want the answer and tap the = key. Next click on the cell containing the multiplier. Now type the **Asterisk** (*) by holding down the **Shift** key and tapping the **8** or using the asterisk above 9 in the number pad. Next click on the cell containing the multiplicand (it makes no difference if the multiplier or multiplicand is entered first or second). Press the **Enter** key. The answer will appear in the cell where you first typed the = sign.
3. **Subtraction**—follow the same steps as above except use the **Hyphen** (-) key to separate the cells.
4. **Division**—again follow the same steps except with the **Slash** key (/)—the same key that the question mark is located on or the slash key found on the number pad above 8.
5. For more elaborate formulas such as averages, means, etc., go to the **Function Wizard Button**  to the left of the formula bar and select the function you wish to have performed.

Creating an Absolute Cell Address

When copying formulas, it is sometimes necessary to make certain that Excel does not move off a specific cell. To prevent this from happening, tap **F4** (the absolute key). This will place the symbol (\$) around the cell address which tells Excel not to move from that particular cell as you copy or fill.

Using Multiple Sheets

One file can contain numerous sheets which can be seen at the bottom of the screen. If you wish to give each sheet a unique name (such as a month or budget line), **double click** on the tab that says Sheet 1 (or Sheet 2, etc.). This will highlight the sheet name. Type the desired name then tap the **Enter** key. The tabs can be colored by right-clicking on it, select Tab Color, and the color desired.



If you wish to put the same information on several spreadsheets, click on the sheet name, hold down the **Ctrl.** key and click on each sheet name you wish to include. The information that you put on the active sheet you see on your screen will appear in the exact same cells and with the same formatting on all of the other sheets which you have selected. To deselect the sheets, click once on any sheet tab other than the one you started with.

Working With a Large Spreadsheet

Often a spreadsheet will be too large to see on one screen. Information such as column or row headings is lost as you scroll to other areas of your spreadsheet. If you need to compare information that is found on opposite ends, you have two options described below:

Freeze the panes

Place the cursor just below and to the immediate right of the information (such as column and row headings) that you want to have remain on the screen at all times. Go to the **View** ribbon and click on **Freeze Panes**.



Split the window by creating a second vertical or horizontal window

This process allows you to scroll independently in two different areas of your spreadsheet. **NOTE: The panes must be unfrozen in order to create the additional windows.** For a vertical window, go to the scrollbar at the bottom of your screen. Move to the double bars that you see on the right-hand side of the arrow.




When your cursor turns into a 2-headed arrow, drag towards the left. You will see a heavy vertical line as you are dragging. When the line is at the location where you want to split the screen, let go of the mouse button.

To remove the extra window, move to the bar that is splitting your window; and when you see the 2-headed arrow, simply double click.

For a horizontal window, follow the same steps except the double bar will be located at the top end of the vertical scroll bar at the right side of your screen. Again look for the 2-headed arrow, click and hold, then pull down.

Printing a Worksheet

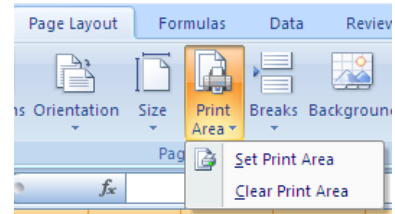
Go to the worksheet you wish to print. Excel will create a print range. Go to the **Office** button in the upper left corner and select **Print**.

NOTE: It is wise to check the **Print Preview**  to be certain you have the type of printout you want.



Specifying a specific area of a worksheet to print

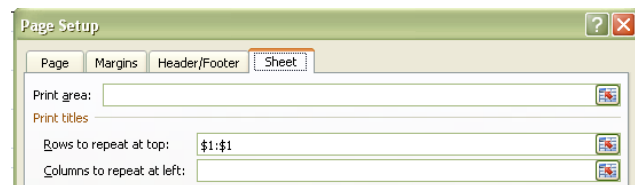
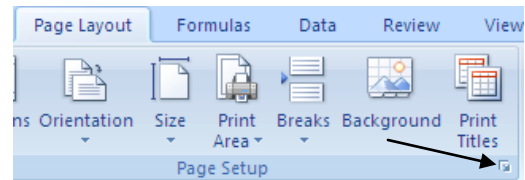
1. Highlight the entire area you wish to print.
2. Click on the **Page Layout** ribbon.
3. Move to **Print Area** and select **Set Print Area**.
4. Then go through the normal print procedure.



Printing row/column headings

If more than one page is being printed, it is generally necessary to be certain that either the row headings or column headings (or both) be included on the next pages in order to identify the information. The following steps show how easy this is:

1. From the **Page Layout** ribbon, select **Page Setup** by clicking on the arrow to the far right.
2. Click on the **Sheet** tab.
3. Where it says “Rows/Columns to repeat at top/left, click on the small square with the red arrow. This reduces the size of the dialogue box and allows you to select the row (click on the row number) or column (click on the column letter).



4. Click on the square again to restore the dialogue box to its original size.
5. At this point, you might want to click on **Print Preview** to see the results and be certain your spreadsheet will print with the appropriate headings.