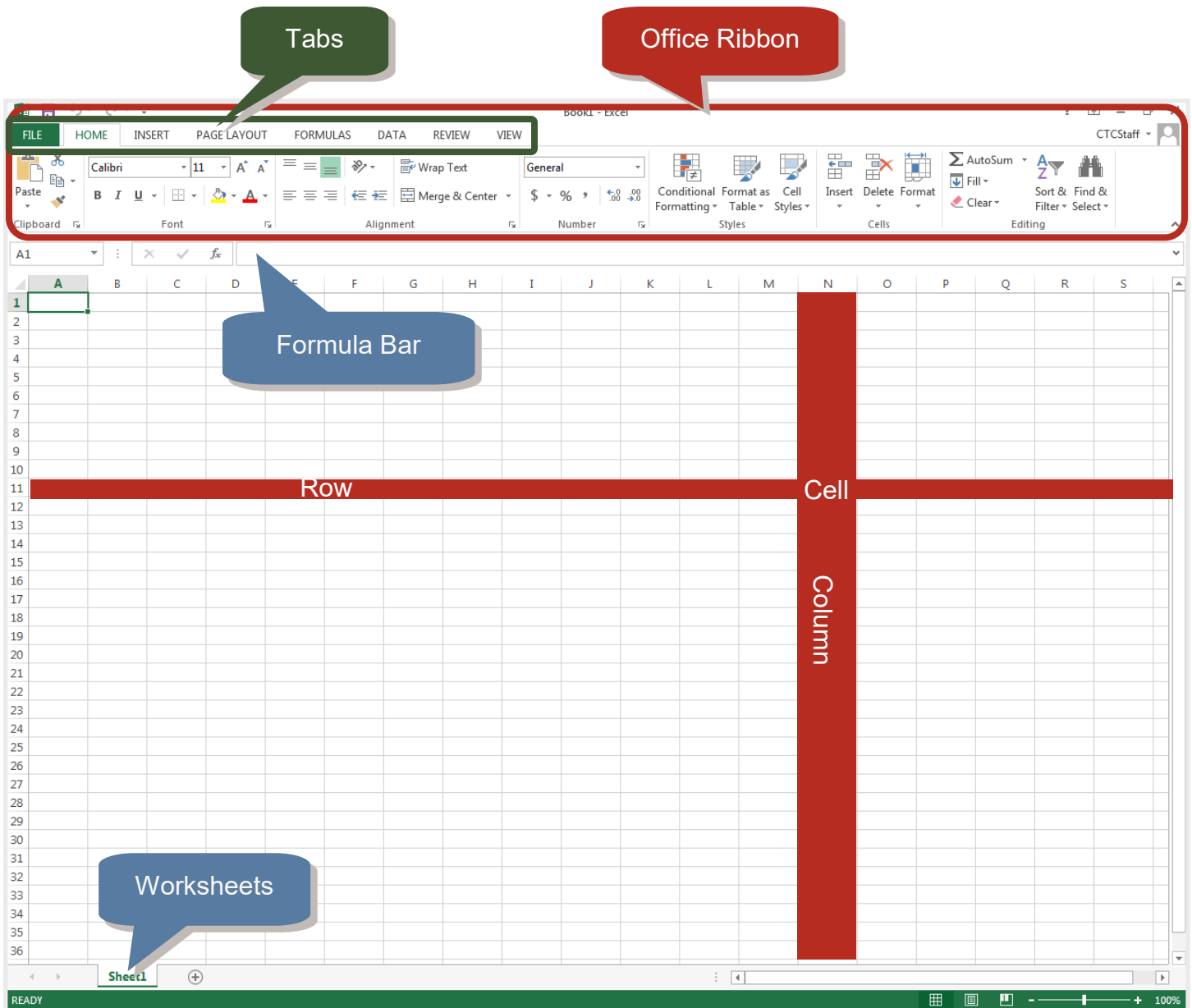


Microsoft Excel: Basics



Row: all the cells going in a horizontal line across your worksheet, identified by a number.

Column: all the cells going in a vertical line down your worksheet, identified by a letter.

Cell: a unique location, identified by the intersection of the row number and column letter.

Formula: an equation placed in a cell to add, subtract, and perform other calculations.

Workbook: a single file of Excel.

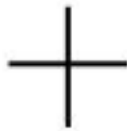
Worksheet or Spreadsheet: a single page within a workbook.

Cursors to Look Out For:

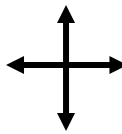
Different cursors allow you to access different features. These are commonly seen cursors.



Selection
Cursor



AutoFill
Cursor



Move Cells



Resize Rows
or Columns

Autofill

Easily fill in repeating data or cycles Excel recognizes.

1 Type in your first value (number/date/month). Then press **Enter**. Click back into the cell.

2 Click on the **AutoFill handle** in the lower right corner of cell.

3 Drag across your columns or rows until you see the value where you want to stop.

Formatting Cells

Cells can display values in a format you choose, e.g. 2000 versus \$2000.00.

1 Click and drag to select the range of cells you want to change.

2 Click on the dropdown menu in the Number grouping on the Home tab.

3 Click on the formatting style you want.

Basic Math

Excel will do the math for you. Whenever you change a value that impacts the total, Excel will even automatically update the value in the cell.

1 Click in the cell where you want the total to appear. Press the = key.

2 Click in the cell with the first value you want to add. Press the + button.

3 Click in the cell with the second value you want to add. Press the + key.

4 You can add as many cells as you like. Press Enter when you are done.

NOTICE: Check the formula in the Formula Bar.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Income												
Salary		2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500
Interest		0	0	0	0	0	0	0	0	0	0	0
Miscellaneous		0	0	0	0	0	0	0	0	0	0	0
Income Total		=B5+B6+B7										
Expenses												

AutoSum

Excel can add together contiguous cells for you with just one button!

1 Click in the cell where you want the total.

2 Click on the AutoSum button.

3 Verify that your marquee is surrounding the numbers you want to add. Then press Enter.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Personal Budget												
Expense												
Housing												
Rent		700.00	\$700.00									
Insurance		\$70.00	\$70.00									
Utilities		\$75.00	\$75.00	\$75.00	\$75.00							
Housing Total		=SUM(B12:B14)										

Printing

Make sure Excel is going to print your spreadsheet in the most effective layout.

The screenshot shows the Excel 'Print' dialog box for a spreadsheet titled 'Excel Basics Personal Budget - Excel'. The left sidebar contains navigation options: Info, New, Open, Save, Save As, Print (selected), Share, Export, Close, Account, and Options. The 'Print' section shows 'Copies: 1' and a 'Print' button. The 'Printer' section shows 'CTC HP4350 workstation on...' is 'Ready'. The 'Settings' section includes: 'Print Active Sheets' (selected), 'Print One Sided', 'Collated' (1,2,3), 'Landscape Orientation' (selected), 'Letter' (8.5" x 11"), 'Narrow Margins' (Left: 0.25" Right: 0.25"), and 'Fit Sheet on One Page' (selected). Three callouts point to these settings: 'Change the Orientation of the spreadsheet.' points to 'Landscape Orientation', 'Change the Margins.' points to 'Narrow Margins', and 'Use Scaling to make it fit to one page.' points to 'Fit Sheet on One Page'. The background shows a 'Personal Budget' spreadsheet with columns for months (May-Dec) and rows for various expenses like Mortgage/Rent, Utilities, Eating Out, and Living Totals.

WHERE TO GET MORE HELP:

The Library: come to the desk and ask for help or attend more classes.

LearningExpress Library & Gale Courses

- Available at www.deerparktx.gov/library with your library card
 - Select E-Library | Online Courses | One of the Above
 - Both have tutorials for Excel and other Office products.

Microsoft Support:

- Go to <https://support.office.com/>
Select Excel—Offers multiple training videos, tips, and templates.

Adapted, with permission, from [Denver Public Library's Computer Class](#) curriculum.