

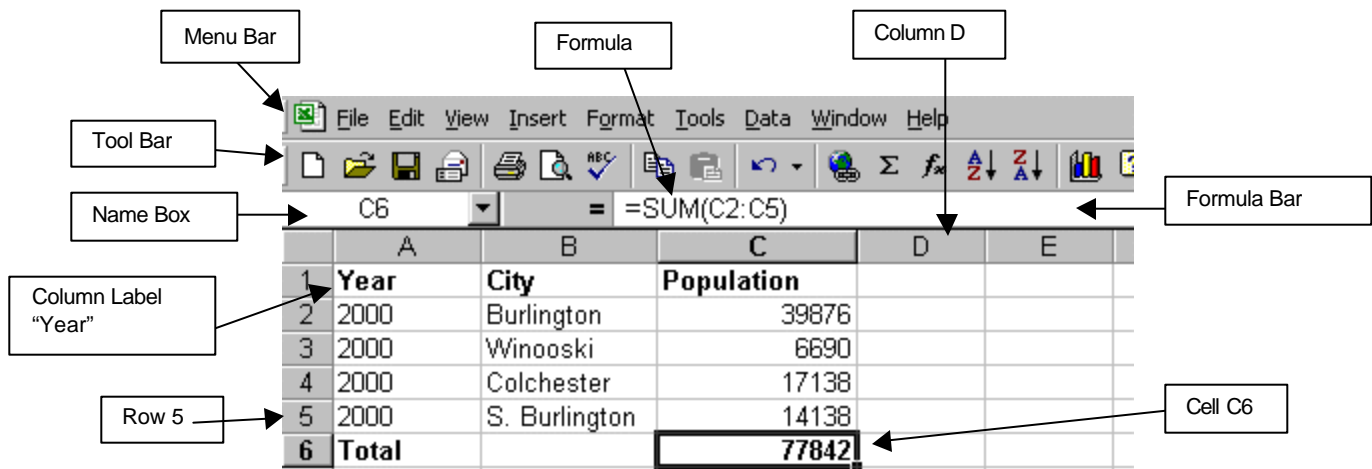
# Bailey/Howe Library

## Basic Guide to Microsoft Excel

### About Excel

Microsoft Excel is a spreadsheet program that allows you to manage numerical data. Excel spreadsheets are made up of columns that are named by letters, and rows that are indicated by numbers. Rows and columns can be labeled. The intersections of rows and columns are called cells. Every unique piece of data will be placed in a cell. Formulas are used to perform mathematical functions on data in a group of cells.

### The Parts of an Excel Spreadsheet



### Adding Data to an Excel Spreadsheet



- To add data to a spreadsheet position your cursor in a cell and type the information desired.
- Move across a row by using the TAB key.
- Move down a column by using the ENTER key.

### Manipulating Data

See one of the manuals listed on the reverse side of this document for instructions on performing more complex mathematical functions.

Task	Special Instructions	Menu Path	Toolbar Icon	Keyboard Command
<b>Perform Addition</b>	Highlight all cells to be added in a row or a column plus one empty cell. Click on toolbar icon. Formula is displayed in the formula bar using cell names as references.	N/A		N/A
<b>Sort Data</b>	Highlight a cell in the column by which you want to sort. Data will remain in appropriate rows when sort is executed.	Data →Sort →Sort by: Choose <b>ascending</b> or <b>descending</b> [OK]	Ascending  Descending 	N/A


## Formatting Excel Data

Task	Special Instructions	Menu Path	Toolbar Icon	Keyboard Command
<b>Format Numbers</b> Use this to change the appearance of a number according to its type.	Highlight one or more cells.	Format →Cells →[Tab] Numbers →Select category →Choose options	N/A	N/A
<b>Set Number of Decimal Places</b>	Highlight one or more cells.	Format →Cells →[Tab] Numbers →Select Number →Choose number of decimal places	Increase  Decrease 	N/A
<b>Other Format Options</b> To format fonts, cell borders, and more.	Highlight one or more cells.	Format →Cells → [Tab] Choose (Number, Font, Borders etc.) →Select options	N/A	N/A

## Formatting an Excel Document

Task	Special Instructions	Menu Path	Toolbar Icon	Keyboard Command
<b>Insert Additional Rows &amp; Columns</b>	Place cursor in any cell. Columns insert to the left of the selected cell and rows insert above selected cell.	Insert →Choose <b>Row</b> or <b>Column</b>	N/A	N/A
<b>Delete Rows or Columns</b>	Place cursor in any cell of row or column to delete.	Edit →Delete →Choose <b>Entire Row</b> or <b>Entire Column</b>	N/A	N/A
<b>Change Column Width</b>	Highlight column name and drag cursor.	Format →Column →Width (set value)		

## Creating Charts in Excel

Task	Special Instructions	Menu Path	Toolbar Icon	Keyboard Command
<b>Make a Simple Chart</b>  Create bar charts, pie charts and more.	Highlight the data cells to be included in the chart.  After creating a chart you may copy and paste it into any other document (such as a Word or PowerPoint document).	Insert →Chart →Select Chart Type: [NEXT] →Chart Source: Change if needed [NEXT] →Chart Options: Change if needed [NEXT] →Chart Location: Change if desired [FINISH]		N/A

For more help see: *Microsoft Office 2000 for Windows for Dummies*. REF DESK HF 5548.4 .M525 W356 1999