

#### QUICK EXCEL TUTORIAL

The Very Basics

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## Titles & Column Headers



- When we work on spread sheets we often need to have a title and/or header clearly visible.
- Merge & Center lets us place titles across multiple cells by merging them into one big cell.
- □ This is handy for Titles / category headers.
- There is also a handy Unmerge cells option under the down arrow.



- Those column letters and row numbers are necessary for any math.
- All math equations are started with an = sign. This lets Excel know you want to do math.
- As the little formula box shows we are "SUM"-ing cells A3 & B3 and since we are in cell C3 this is where the answer will show up.

## **Quick Addition**



- Say you have along list of numbers you want to add that is where the "Auto Sum" comes in to play.
- The little Sigma symbol Iets you select a column or row of numbers and adds them up for you....no need to remember cell locations.

## **Skipping Things When Adding**

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- When we add across an entire column, or down an entire row we separate the starting and ending cells with a : (colon) and this tells Excel to take everything in-between those two cells.
- To skip around in your math you can separate the cell addresses with a , (coma) instead.

## Copying Stuff... So you don't have to type as much.





Click & Move Cross

- Excel has a few handy ways to Copy & Move stuff around without messing up your math. (usually)
- When you place your mouse cursor on the little black box at the bottom right of the cell you are working in you can click & drag the information in that cell into as many other cells as you like. Formulas are also automatically changed to match the new location.
- When you see a cross with four arrows that means you can click and move that cell info to anywhere else in the spread sheet...this moves the cell without copying it.

## Other Math Symbols To Use.

- Excel is good at math and for those who want to do something besides adding well you just have to remember four symbols.
- □ 1. + is add...oops I said not adding.
- □ 2. is subtraction. Yup just like grade school.
- $\square$  3. \* is multiplication. X can get to confusing.
- 4. / is division. Because a sideways L just isn't on the keyboard.

#### But what if...

#### I'm working with Money or Percent's

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- Easy as highlighting what column / row you want to be considered cash and click on the \$ symbol on the menu bar...notice it does other currencies too.
- For percentages just highlight and click the % symbol and presto your numbers are now percentages.

## The Bottom of the Screen



- At the bottom of the screen you can see which worksheet (for accounting folks - ledger page) your are on, and changing between them is as easy as clicking.
- Double clicking on the tab lets you rename it anything you'd like.
- Before you ask yes you can do math across sheets, but that's probably a little to complicated for today's discussion.

## When in doubt – Right Click

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- Right clicking the mouse brings up alternative option menus...these menus vary depending on where you are.
- They have some pretty handy options that save you from hunting down the right button on the tool bar.

#### Freeze Panes. Aka Keeping your headings or other important info visible at all times

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- Way over to the right, under the "View" tab there is an option to "Freeze Panes".
- This option allows you to keep a row or column visible no matter how far your scroll / move away from it.
- This is really handy for long or wide spreadsheets.

#### A not so basic tool: Charts & Graphs



- Lastly Excel has a very easy to use chart / graph feature.
- You simply highlight what you want as part of your graph / chart.
- □ Then Under "Insert" choose the style graph you want.

#### And Presto you Have a Chart / Graph

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## Lastly we'll talk about Sorting

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- Sorting come's in really handy with long lists.
- □ Simply choose how you want to sort your list. (A-Z or Z-

#### A) and click it.



## Sort Warning



- One warning about Sorting.
- You can (if you choose) sort just one column / row of data
- This means that anything related to that data in an adjacent column/row won't follow the sort...this can really mess up your data so be careful and pay attention to the Sort Warnings.

#### I think that covers the Excel Basics

# Any Questions?

