QUICK EXCEL TUTORIAL

The Very Basics

You Are Here.

Titles & Column Headers

Text Alignment

Merging Cells

	A	B	C	D	E	F	G
1	The Very Basics						
2	1	1	2				
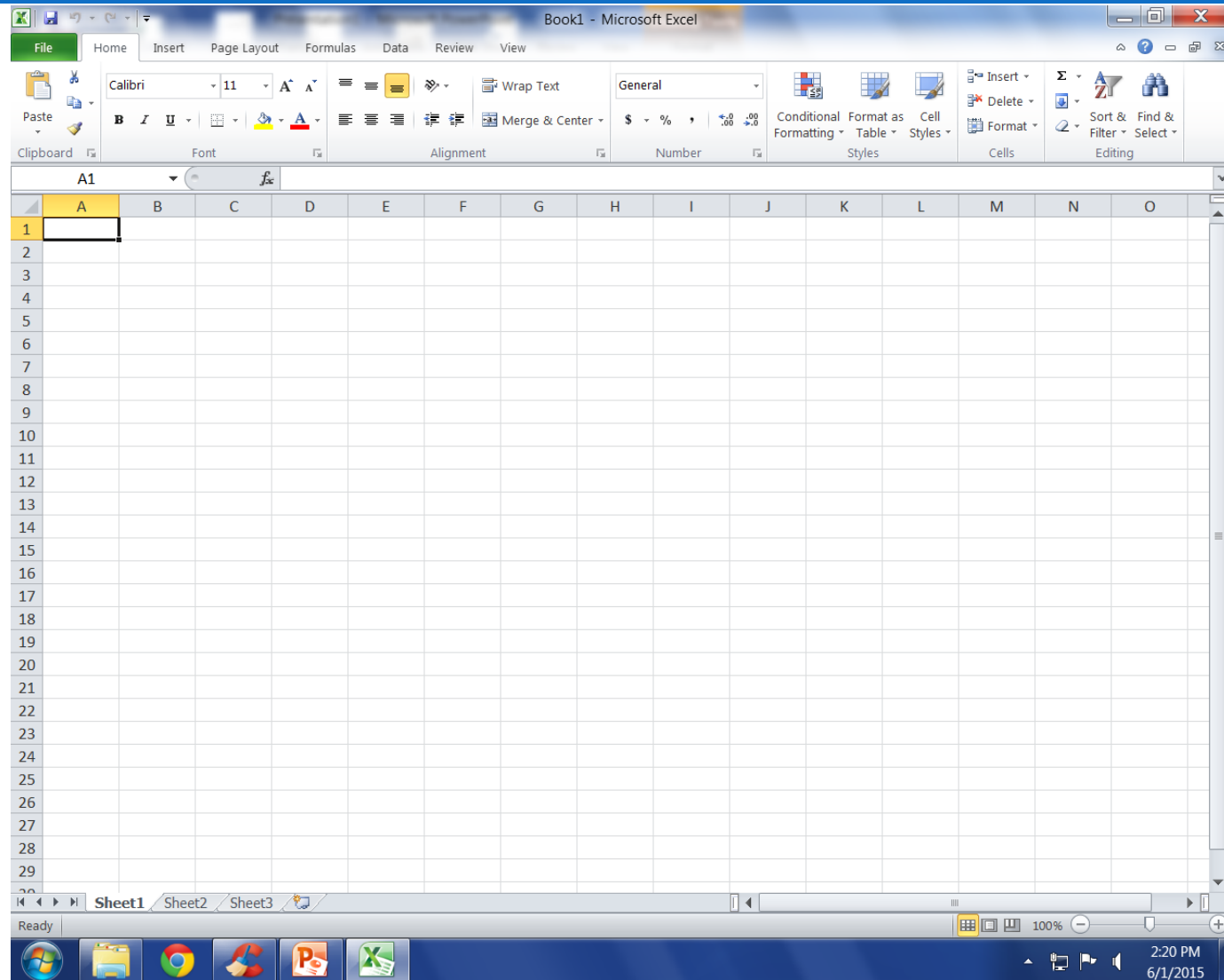
A1 — The Very Basics
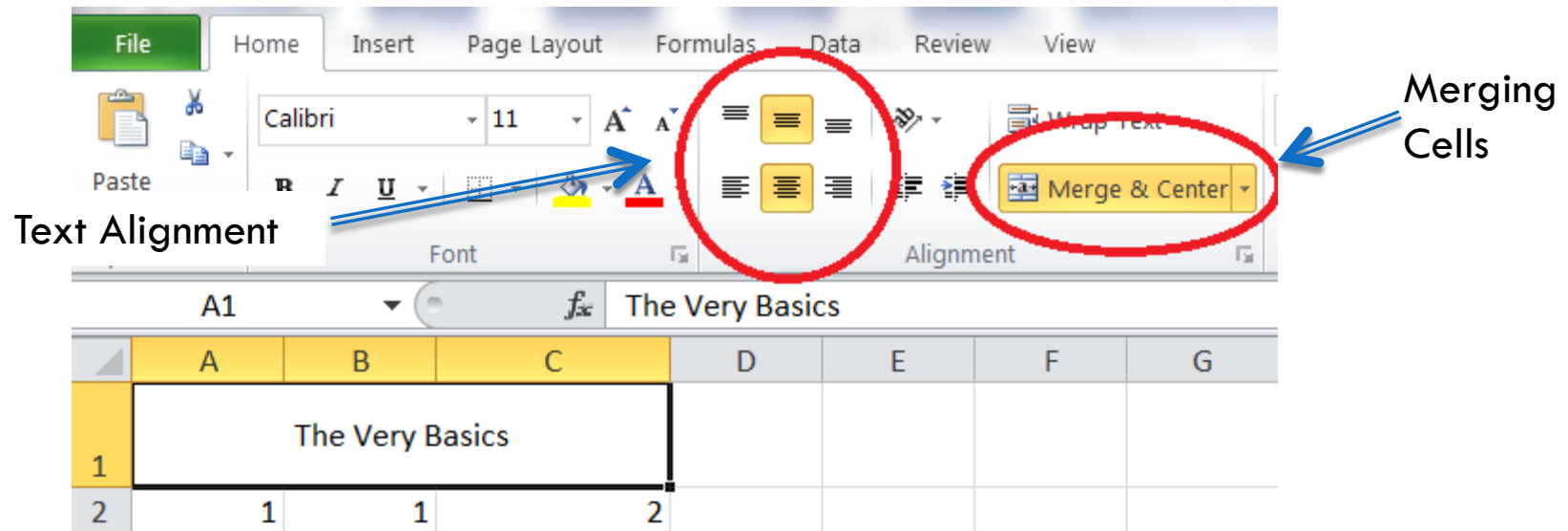
- When we work on spread sheets we often need to have a title and/or header clearly visible.
- Merge & Center lets us place titles across multiple cells by merging them into one big cell.
- This is handy for Titles / category headers.
- There is also a handy Unmerge cells option under the down arrow.

Basic Math

The Magic Math Box

=SUM(A3:B3)

	A	B	C	D	E
1	The Very Basics				
2	Apples	Oranges	Total Fruit		
3	1	1	2		

Be where you want the answer to show up

- ☐ 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
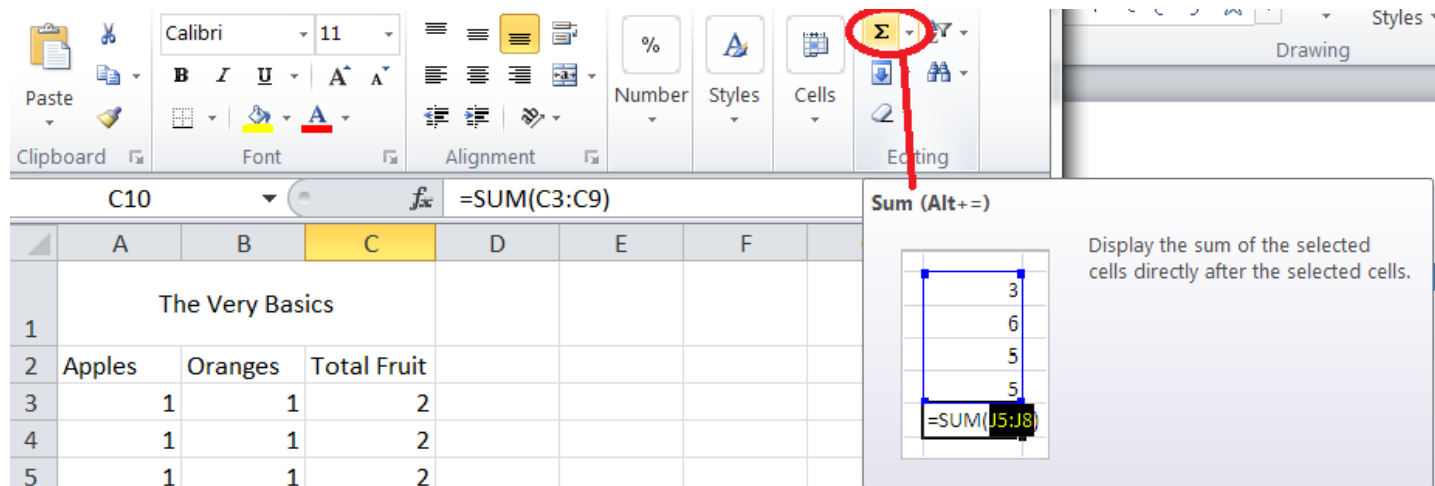
- Say you have along list of numbers you want to add that is where the "Auto Sum" comes in to play.

- The little Sigma symbol Σ lets you select a column or row of numbers and adds them up for you….no need to remember cell locations.

Skipping Things When Adding

| E3 | ▼ | ⊙ | f_x | =SUM(A3,C3) |

◢	A	B	C	D	E
1		The Very Basics			
2	Apples	Oranges	Pears	Total Fruit	Just Apples & Pears
3	1	1	1	3	2
4	1	1	1	3	
5	1	1	1	3	

- 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.

Copy Cross
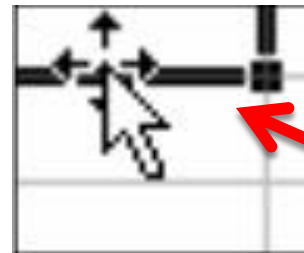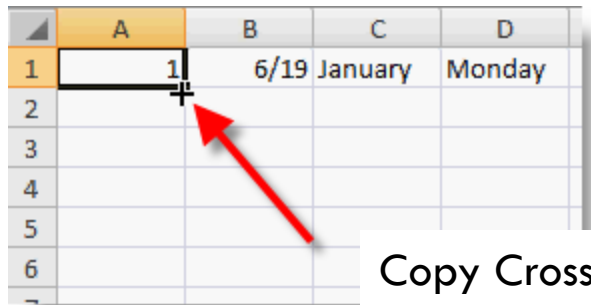
Click & Move Cross

- 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.

- 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
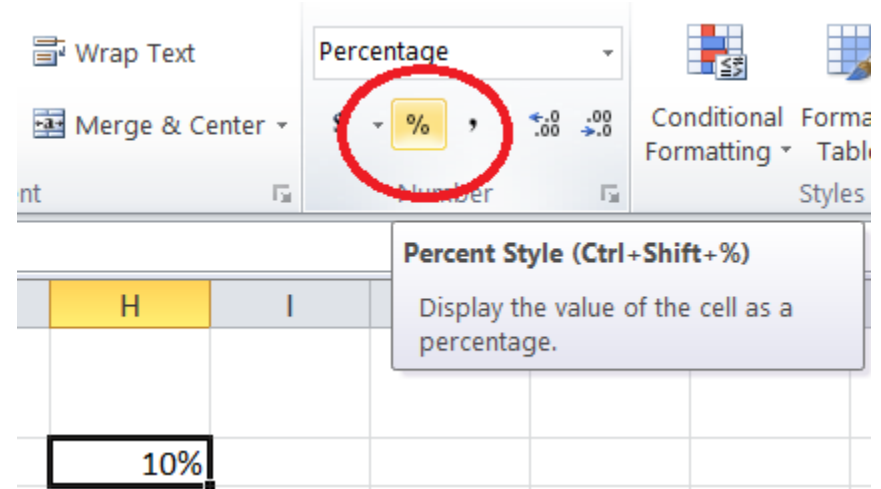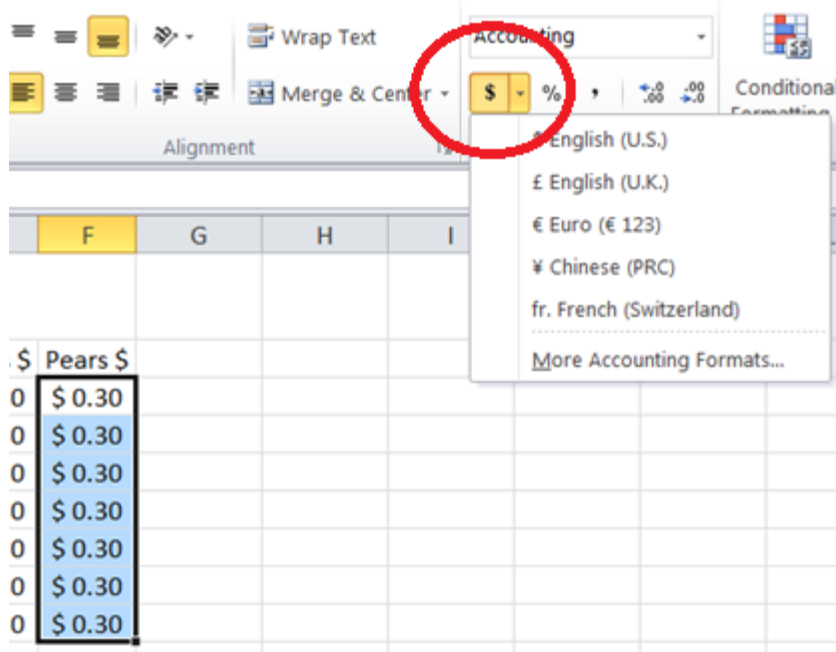
- Easy as highlighting what column / row you want to be considered cash and click on the $ symbol on the menu bar…notice it does other currencies too.

- For percentages just highlight and click the % symbol and presto your numbers are now percentages.

The Bottom of the Screen
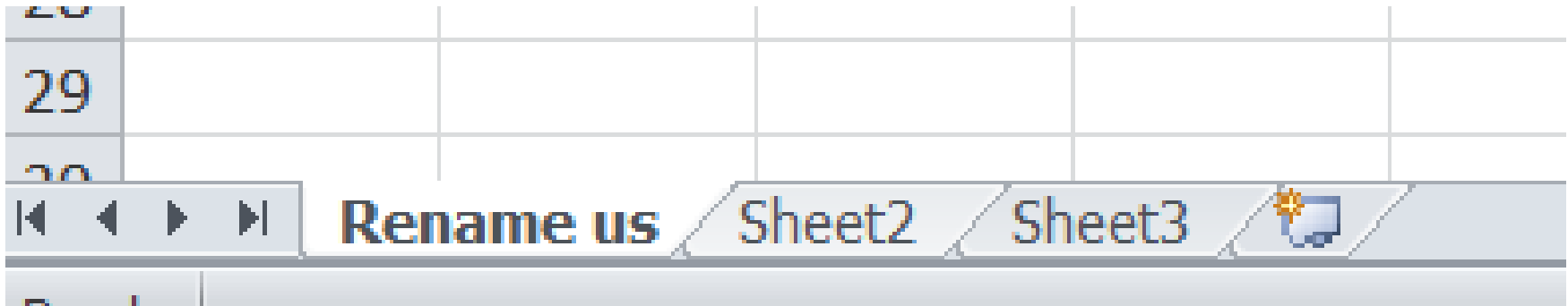
- At the bottom of the screen you can see which worksheet (for accounting folks - ledger page) your are on, and changing between them is as easy as clicking.

- 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
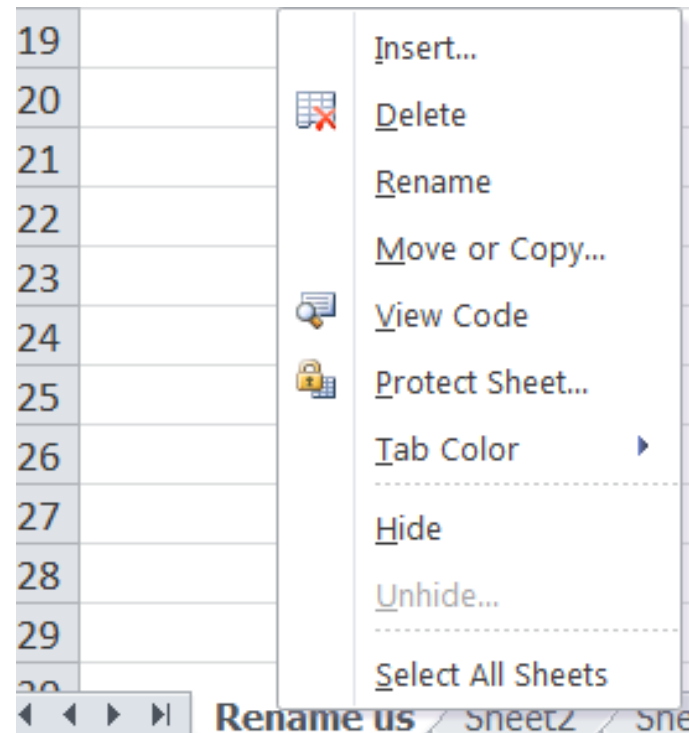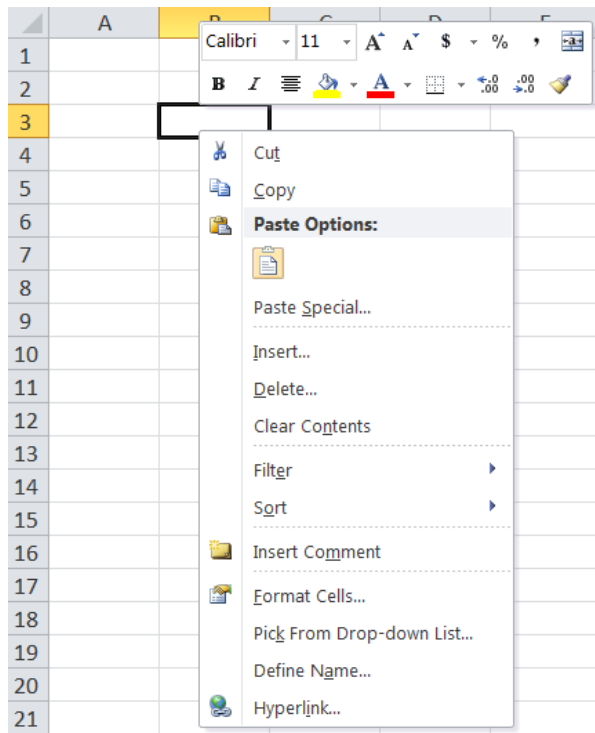
- Right clicking the mouse brings up alternative option menus…these menus vary depending on where you are.

- 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
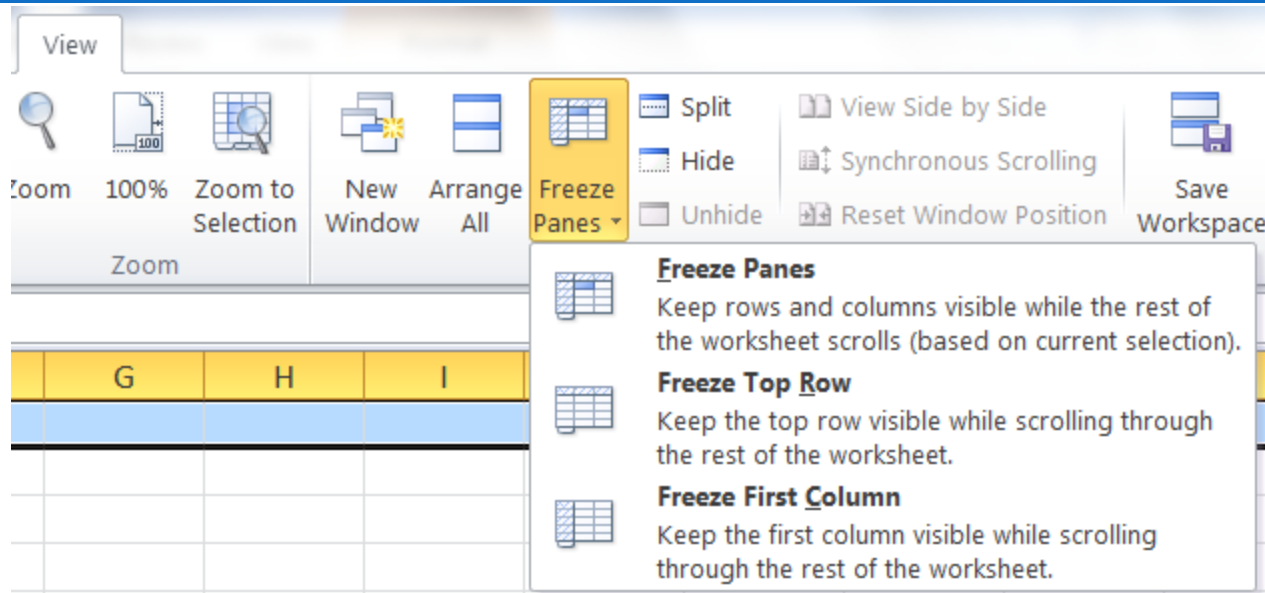

- Way over to the right, under the "View" tab there is an option to "Freeze Panes".

- 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
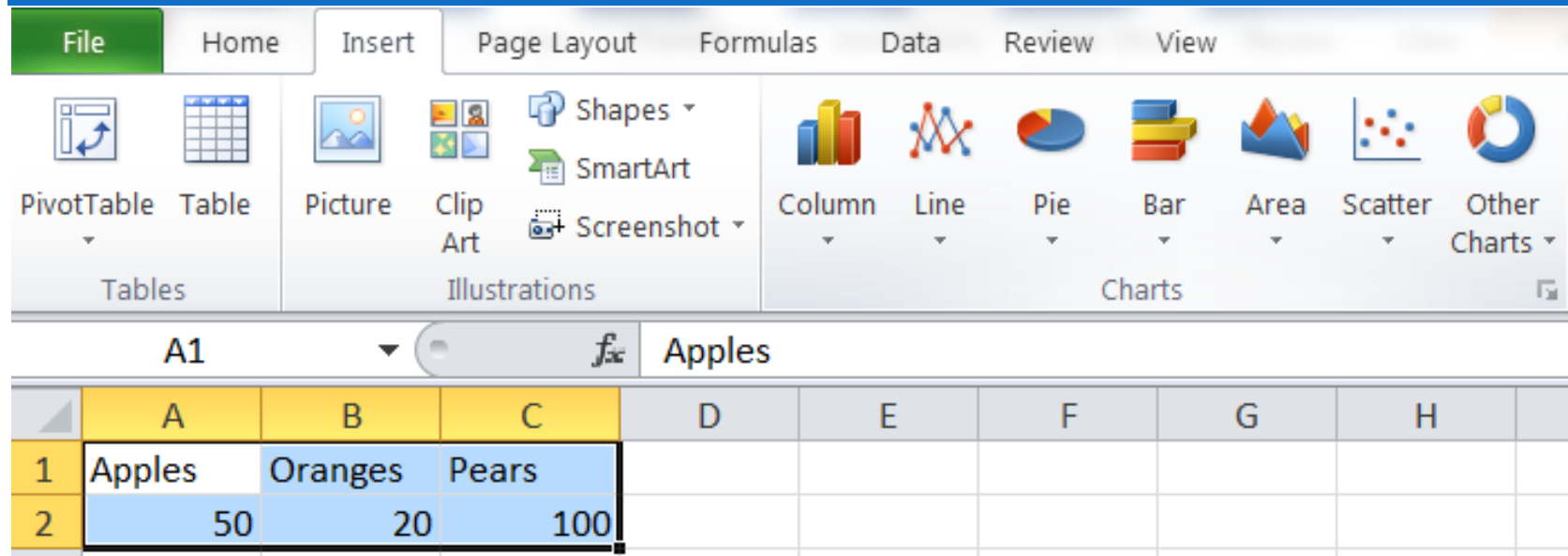
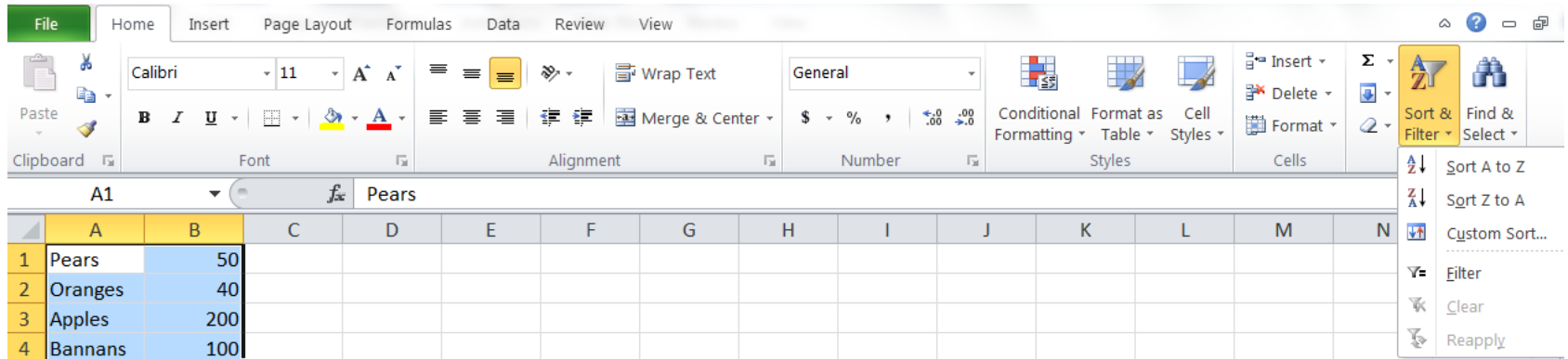
- Lastly Excel has a very easy to use chart / graph feature.

- 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
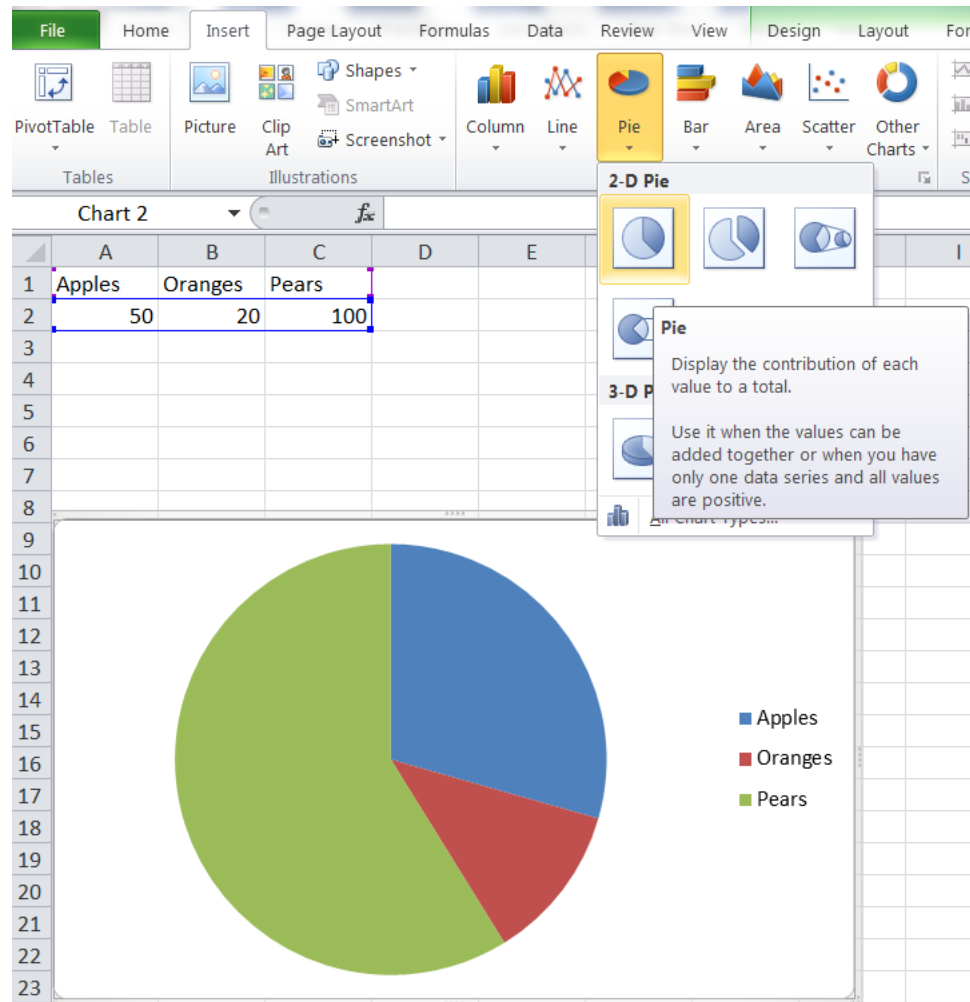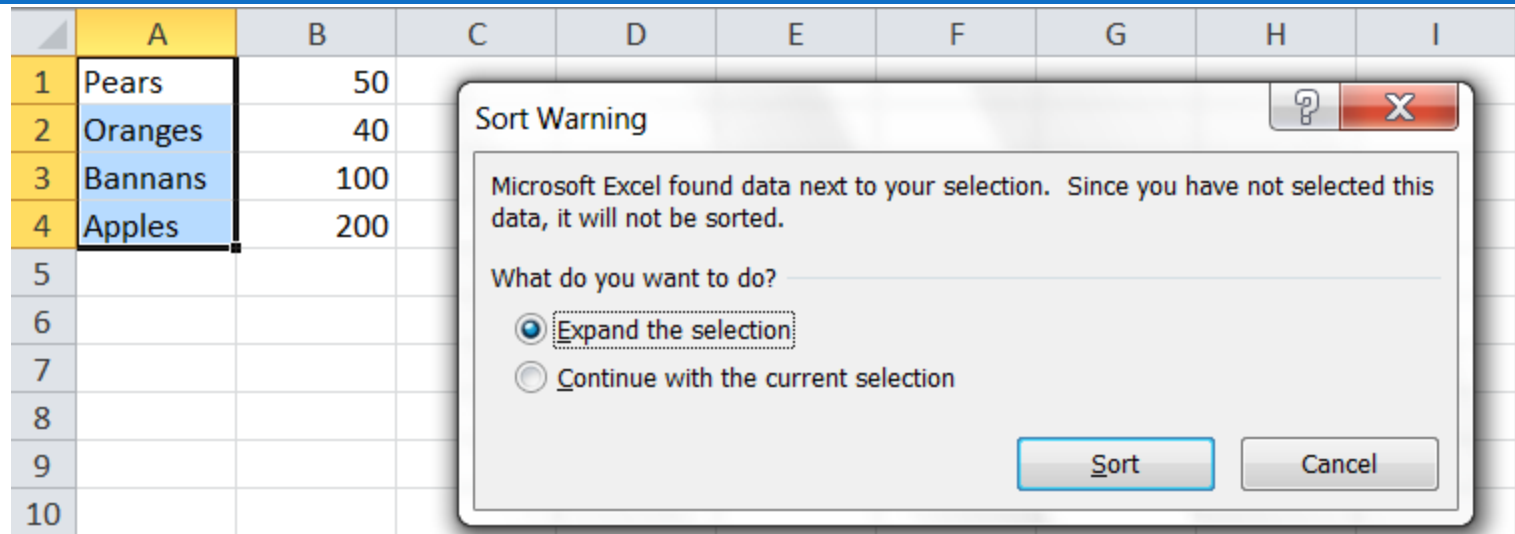
Lastly we'll talk about Sorting

☐ 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.

☐ Presto your list is sorted

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?