

# Excel Spreadsheet Helps

**Workbook** – blank Excel file

**Worksheets** – each new workbook contains 3 new worksheets (you usually use one), consists of **columns** and **rows** that intersect to form **cells**, tabs at bottom left of screen indicate worksheets,

**Note:** part on the screen is only a small portion of worksheet

## To Move Around

- Use arrow keys
- Use mouse
- To get to cell A1 – Mac or PC – press Control key and Home key
- Use Name Box :

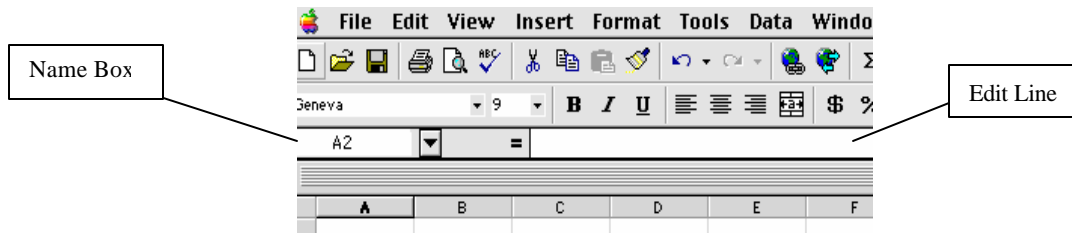


Diagram 1

## To Change Column/Row Height

- Move cursor between columns/rows, when it changes to intersecting lines, then click & drag to desired size

## To Edit Cells

- Click in the Edit Line and make changes (*see Diagram 1*)
- Select cell and type over
- To erase all information in one or more cells – select cells and go to **Edit** menu>**Cut**>**All**

## To Insert Rows/Columns

- Highlight the row or column
- Go to the Insert Menu to Rows or Columns

## To Change Formatting (font, size, style, alignment,)

- Select the cells to change and click on the formatting tool bar to make your changes

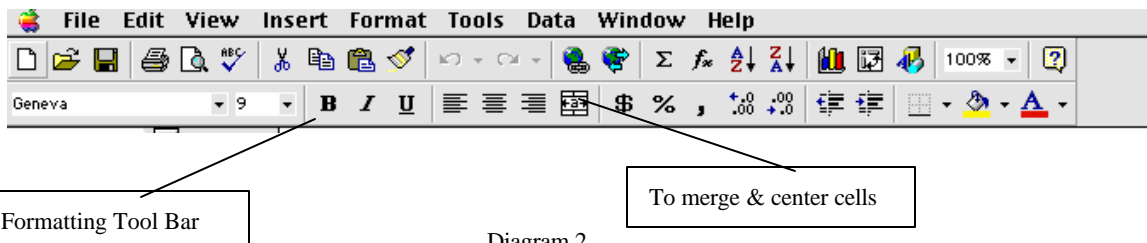


Diagram 2

- Mac (Excel 2001) – has a formatting palette where you have easy access to many formatting options such as text alignment, text orientation, borders and shading, etc.

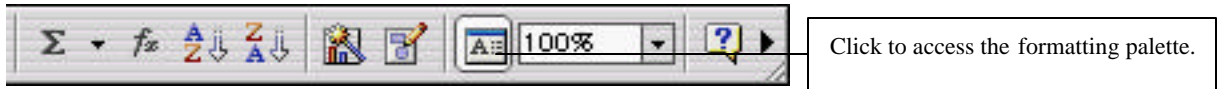



Diagram 3 (Macintosh)

### To Add Grid Lines When Printing

- Go to File Menu to Page Setup
- Click on the Sheet Tab
- Under the topic “Print” select the “Gridlines” box

### To Create a Chart

- Select the cells you want included in the chart
- Click on the Chart Wizard on the Standard Tool Bar  

- Select the type of chart you want then click next
- Step 3 in the Chart Wizard allows you to add a title, a name for the X and Y axis
- Make sure information is correct then click finish
- To delete a chart – select entire chart – go to Edit menu>Clear>All

### To Change the Legend Names in a Chart

- Mac – select chart and go to the Chart Menu to Source Data, PC – Right click on the chart and go to Source Data
- Click on the Series Tab and select the word “series 1” in the series box and then in the name box type in the name you want, repeat this for “series 2”

(Note: If you type in a name in the Name Box, the legend text or data series name is no longer linked to a worksheet cell.)

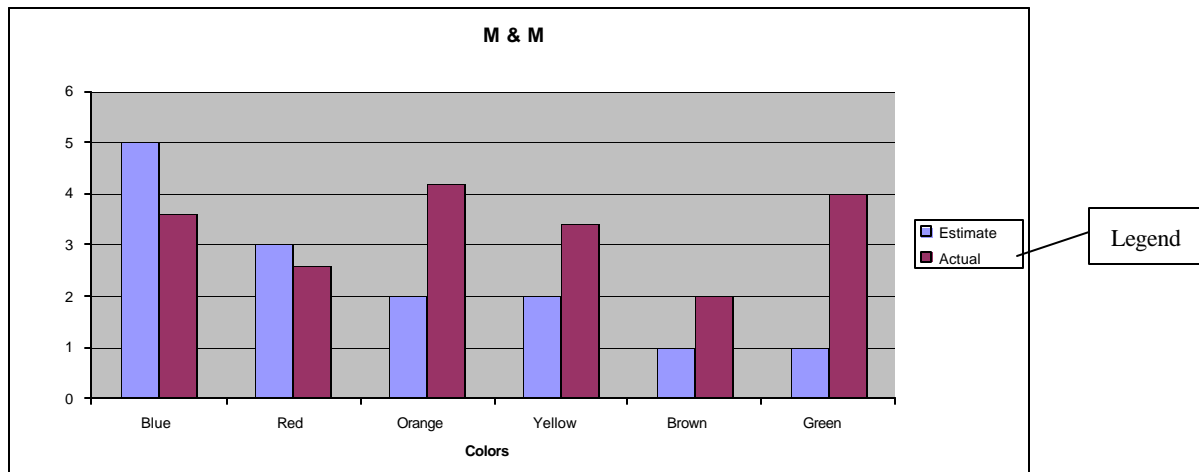


Diagram 4

### To Change all the Colors in One Series of a Chart

- Double click on one of the bars. A window will come up that allows you to choose a color.

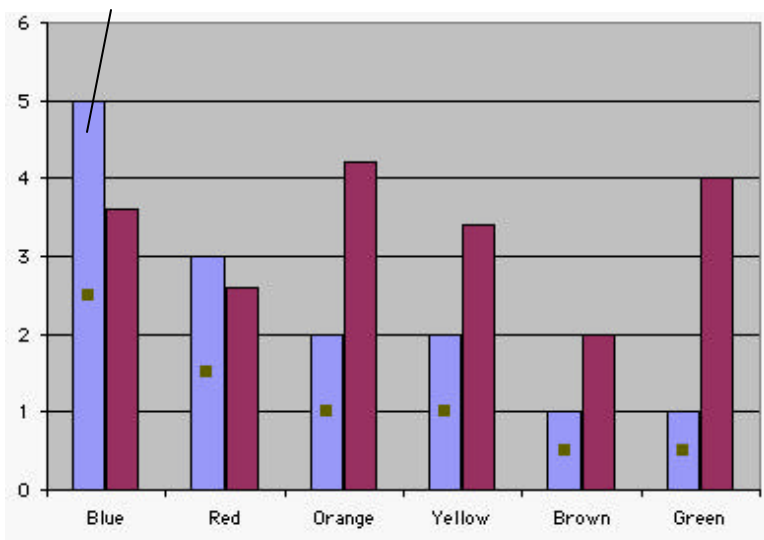


Diagram 5

### To Change One Bar Only

Click once on one of the bars (all bars in the series will be selected)

Wait 2-3 seconds and click only the bar you want to change. Now your bar is selected. Next, double click the bar. A window will come up that allows you to choose a color.

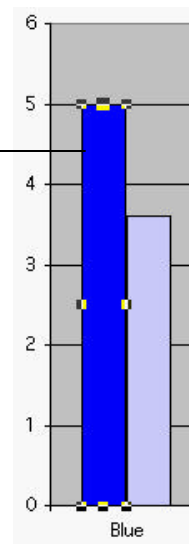


Diagram 6

## Formulas

- Select cell where you want formula to be entered
- Click equal sign



Diagram 7

- Select formula you want, average, sum, etc. (see Diagram 8 below)
- Type in correct cell numbers that you want to be calculated
- Click OK

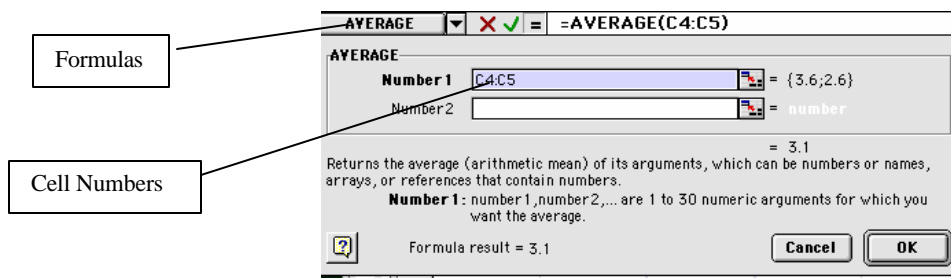


Diagram 8

**Note:** sequence of calculations follows mathematical order  
“Please Excuse My Dear Aunt Sally”

**P**arenthesis

**E**xponents

**M**ultiplication

**D**ivision

**A**ddition

**S**ubtraction

AutoSum – (easy way to calculate sum)

- Select cell where you want total and click “Sigma” symbol on Standard Tool Bar



To Fill Formulas:

- Move cursor to lower right corner of selected cell with answer, drag down or right

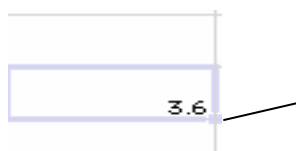


Diagram 9