Microsoft Excel Basics

Part 1: Excel Toolbars

1. Go to VIEW and then choose TOOLBARS. Make sure that there are checkmarks in front of STANDARD, FORMATTING, & REVIEWING.

2. Review the basic parts of the Excel window.

FORMULA BAR

TOOLBARS

COLUMNS

CELL D5

ROWS
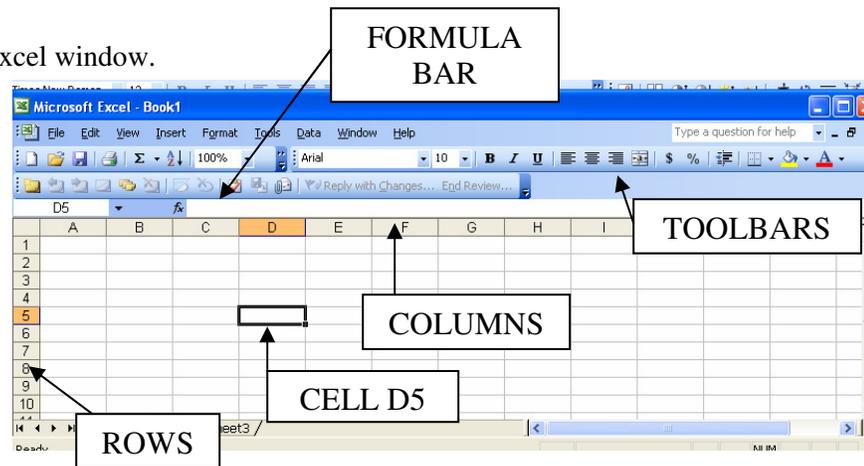
Part 2: Entering Data

1. To enter data, click in a cell and type in the information you want in that cell.

2. Click ENTER or TAB to move to a different cell. You can also click in a different cell to enter data.
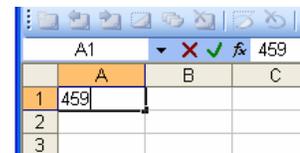
Try This #1*: Enter the following data into the cells listed: A1 – 459, A2 – 345, A3 – 123*

Part 3: Entering Formulas

1. To enter a formula, click in the cell where you want the formula applied.

2. Go to the FORMULA BAR and enter the following formula ➔ =A1+A2+A3
   NOTE: A formula must begin with the equal (=) sign.
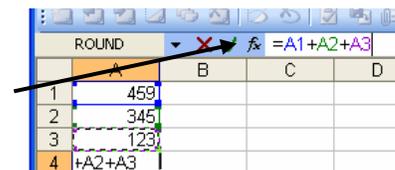
3. Strike the ENTER key and the number in A4 should show the sum of the three Numbers you entered in the first three columns.

Try This #2 *- You can also enter formulas by typing an = sign in the FORMULA BAR and then click on the cell you want to use followed by the operation sign you need. Continue until you have all the cells you want and strike the ENTER key. Enter numbers in cells B1 to B3 and set up a formula in cell B4 to find the sum of the numbers.*

Try This #3 – *Delete the formula in cell B4 and replace it with the following: =SUM(B1:B3) . Strike the ENTER key. What happened?*

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Part 4: Copying Formulas

1. To copy a formula, click in the cell with the formula (Cell B4), right-click, and choose COPY. You can also go to the EDIT menu and choose COPY.
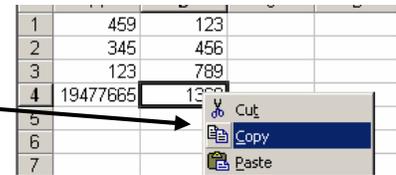
2. Click in cell C4, right-click, and choose PASTE. You can also go to the EDIT menu and choose PASTE.
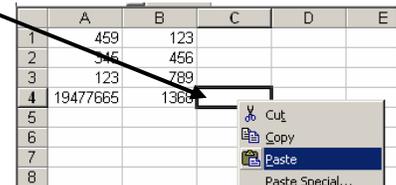
Try This #4 - Enter numbers in cells C1, C2, & C3. The sum of these three numbers should appear in cell C4. Did it work? If not, figure out the problem and fix it.

Part 5: Rows, Columns, & Text

1. Select the row or column you would like to have deleted, right-click the mouse, and choose DELETE. If you goof and delete the wrong row or column, go to the EDIT menu and choose UNDO.

2. Follow the same procedure for inserting rows or columns, but choose INSERT from the right-click menu.

Try This #6 - Insert a row at the top of your worksheet. Highlight row #1, right-click the mouse, and choose INSERT. You should now have a row at the top. Enter a heading for each column – A – Red Team, B – Blue Team, C – Green Team.

3. You can also change the size of the cells. Select the group of cells you would like to change and then go to the FORMAT menu. Choose either ROW → HEIGHT or COLUMN → WIDTH. Enter a number in the window and click OK. You can also change the height or width by dragging the dividing lines between the row numbers or column letters.

Try This #7 – Change the row height to 15 and the column width to 15. Did it work?

4. To change the format of the text in specific cells, select the cells you want to change and then use the buttons and menus on the formatting tool bar.

Font   Font Size   Style   Alignment

Microsoft Excel Basics
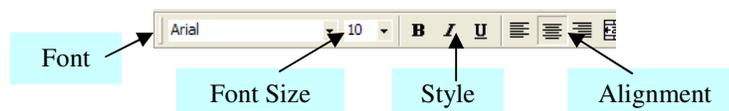
Part 6: Creating A Chart

1. Select the cells A1 to C4 and then click the CHART WIZARD button on the toolbar.

2. Use the CHART WIZARD to help you create a cool chart to display your data.

Try This #8 – Create a pie chart to display your data. Use the wizard to help you add a title to your graph and place it in your worksheet.

Try This #9 – Create a bar graph to display your data. Add a title and labels for your X-axis (Team Name) and Y-axis (Points Scored).
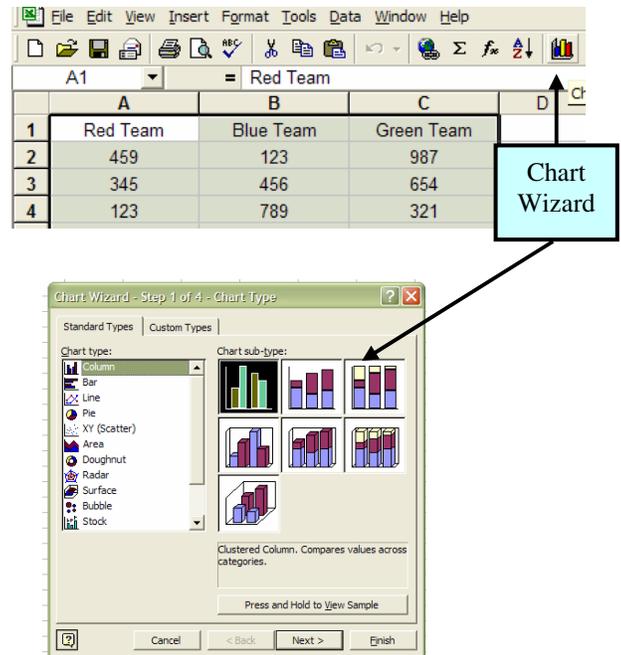
Part 7: Printing
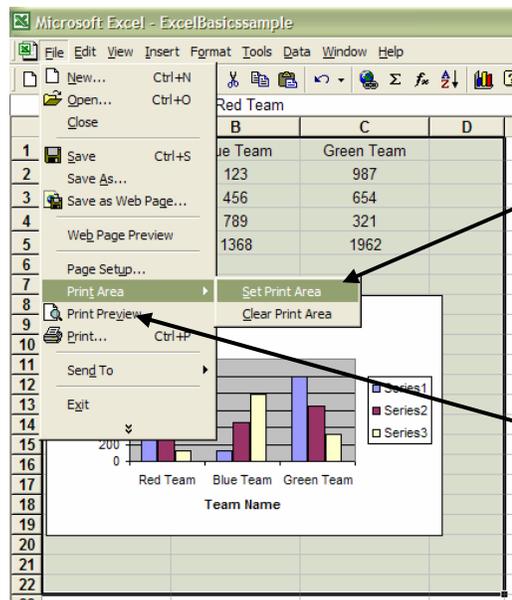
1. Select the cells that you would like to print. Be sure to include enough space for your chart.

2. Go to the FILE menu and choose PRINT AREA → SET PRINT AREA.

3. To print the worksheet, go to the FILE menu and select PRINT PREVIEW from the menu to see what it will look like. If it is ok, click the PRINT button at the top of the screen.

Part 8: Saving

1. Go to the **FILE** menu and select **SAVE AS** or **SAVE** from the menu.

2. Find **your folder** on the student server and open it.

3. Enter **Excel Practice** as the name for your file and click the **SAVE** button.

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Butterfly Brigade Spreadsheet Requirements

Your group will need to work together to create a spreadsheet that displays the data that has been assigned to you. Follow these steps to complete this task:

- ➢ Decide the information you will need to display and enter titles for each column. You will also want to enter the information for each row in the first column.

- ➢ Enter the data you have compiled.

- ➢ Use formulas to find the totals for each column and/or row.

- ➢ Choose a graph that best displays your data. Insert it into the same sheet with the data. You can adjust the look of your graph, but make sure the information is easy to read!

Saving Butterfly Brigade files …

1. Go to the **FILE** menu and select **SAVE AS** or SAVE from the menu.

2. Find the **Butterfly Brigade** folder on the **JHApps** server and open the folder for your **CLASS PERIOD**.

3. Enter a name for your group's file and click the **SAVE** button.

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