



Excel Basics

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Microsoft Excel is a spreadsheet and is designed to help you easily manipulate numeric data and generate charts to represent that data. Microsoft Excel gives the user a great deal of flexibility in formatting items like budgets, year end reports, grade books and other numerical data.

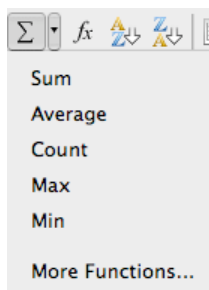
Building a Basic Spreadsheet

A spreadsheet is made up of a series of **columns and rows**, much like a table in MS Word. The columns are identified with A, B, C, etc. across the worksheet, and the rows are identified with numerically, e.g. Row 1, Row 2, etc., down the left side of a worksheet. We refer to the top left cell as **A1**. You can add additional column headers by typing in any of the cells in Row 1.

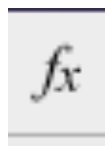
To input data, simply place your cursor in a cell and begin typing. To advance to the next column, use the tab key; to start entering data in a new row, use the return key. Excel accepts both text and numerical data.

Entering Basic Functions

Excel's greatest strength is its ability to do calculations for you, so that there is less chance for error when doing mathematical, statistical, or financial calculations. To place a function in a cell, you can use the **Function Button** located on the toolbar. The most common functions, including sum, average, count, minimum, and maximum, are located on the Function button.



Function Button

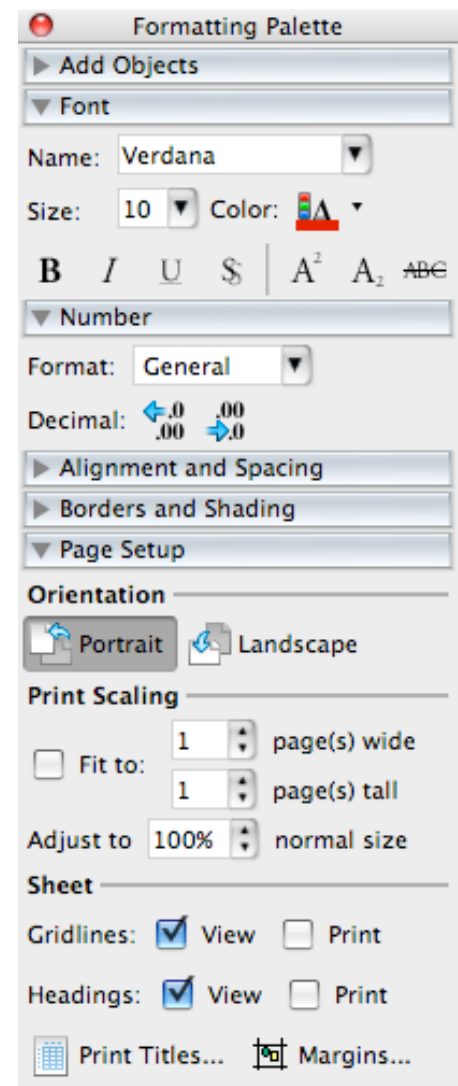


Paste Function

If you would like to peruse all the functions that Excel has in its library, use the **Paste Function Button** or select the *More Functions...* item on the Function Button.

Formatting Your Worksheet

You can format the data in your worksheet using the same tools available in all of the Microsoft Suite products. They are located in the Formatting Palette and allow you to change fonts, size, color, style, and alignment; add borders and shading to cells; determine how the numerical data is shown; and print options.



Making a Basic Chart

After building your first spreadsheet it's time to put your data into graphical form.

1. Using the mouse highlight the area of your spreadsheet that you wish to chart. You can select non-contiguous cells by using the Command / Apple key on a Mac or the Control Key on a PC.

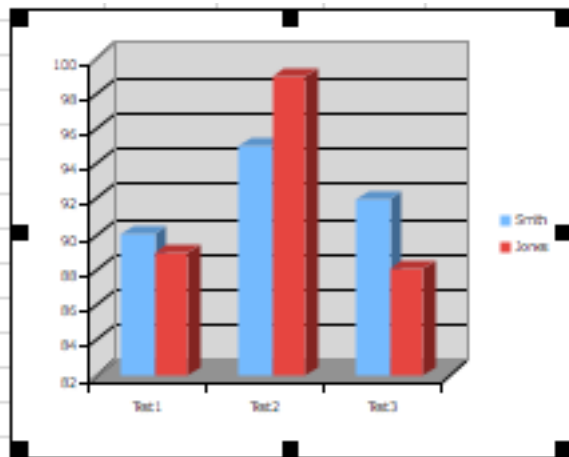
Name	Test 1	Test 2	Test 3	Total	Percentage
Smith	90	95	92	277	0.92
Jones	89	99	88	276	0.92

2. Now with that area still highlighted select the **Chart Tool** from the button bar or use the chart option from the **Insert Menu**.



Chart Tool

3. This will open up the Chart Wizard, that will walk you through several options for creating your chart, including the type of chart you wish to use, e.g. bar, column, pie, etc. Generally, once you have selected the *type* of chart you are interested in, you can click on the Finish button in the lower right hand corner of the Wizard.
4. Excel will now generate your chart, and place it on your worksheet (unless you have specified in the Wizard to place it in a separate worksheet).



Taking the Next Step

Using HotLinks in your documents

Using Microsoft Excel and Microsoft Word in conjunction it is possible to create **HotLink** between your spreadsheet and word processing documents. This feature allow you to update word processing documents containing spreadsheet information without ever re-copying or re-pasting the spreadsheet information.

To create a **HotLink** do the following:

1. Create a new practice document in Microsoft Word or open an existing Microsoft Word document.
2. Without closing Microsoft Word, open the Microsoft Excel document that contains the information that you want to paste into your word processing document.
3. Select the chart or spreadsheet area that you wish to paste into Word and then using the edit menu select **Copy**.
4. Now switch to Microsoft Word and place your cursor where you want the chart or spreadsheet to appear.
5. Using the **Edit Menu**, select **Paste Special** making sure that you click on the **Paste Link** radio button.
6. Your chart or spreadsheet data will now be placed into your word processing document.

To test your hot link, go back to Microsoft Excel and change some of the values in your spreadsheet. Then switch back to Word to see if the **HotLink** works.