

Intro to Excel

Excel is a Microsoft spreadsheet program, which can be used for budgets, calculations, and charts.

Frequently Used Terms and Definitions:

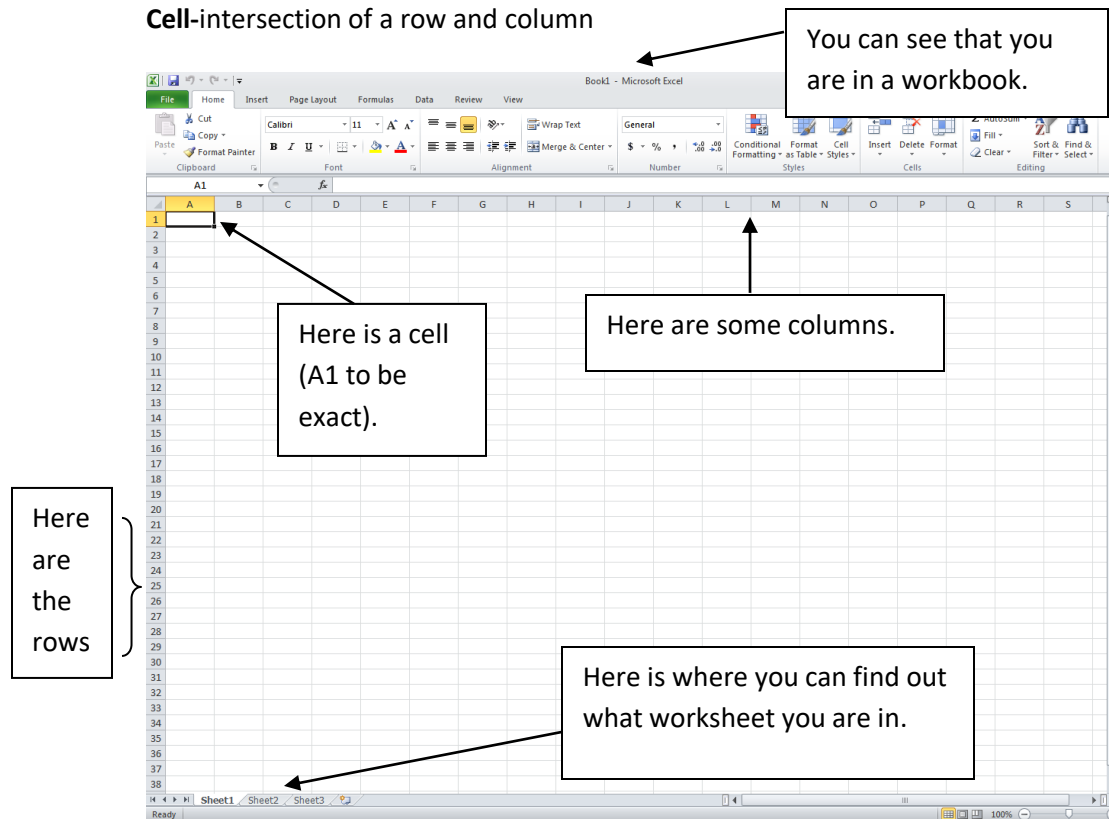
Worksheet-an individual spreadsheet

Workbook-group of worksheets

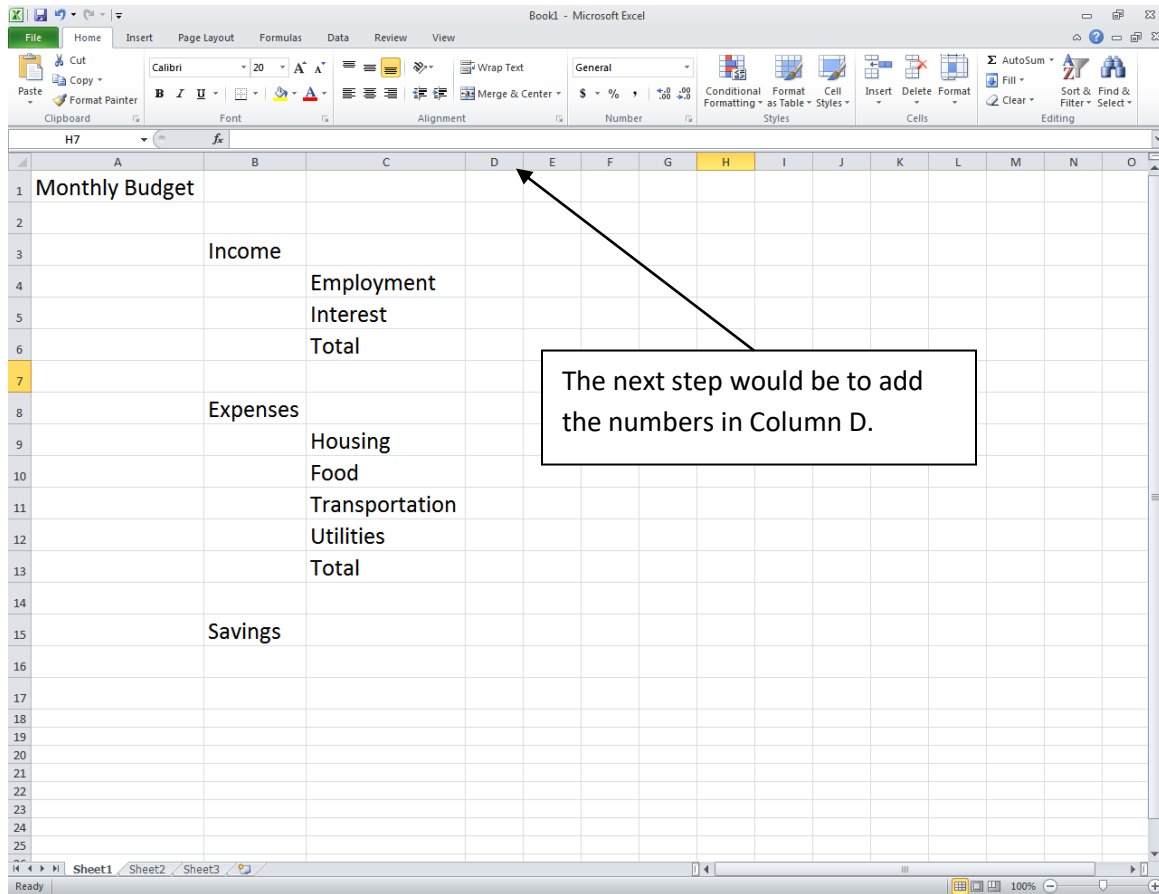
Column-vertical group of data; indicated by letters running along the top of the spreadsheet

Row-horizontal group of data; indicated by numbers running along the left side of the spreadsheet

Cell-intersection of a row and column



Here is the start of a budget in Excel:



As you can see in the above budget, some of the words seem to go into the next column. However, if you were to type numbers in Column D, the words would be chopped off in Column C. In order for you to be able to read all of the words and numbers in both column C and D, you will need to resize the columns.

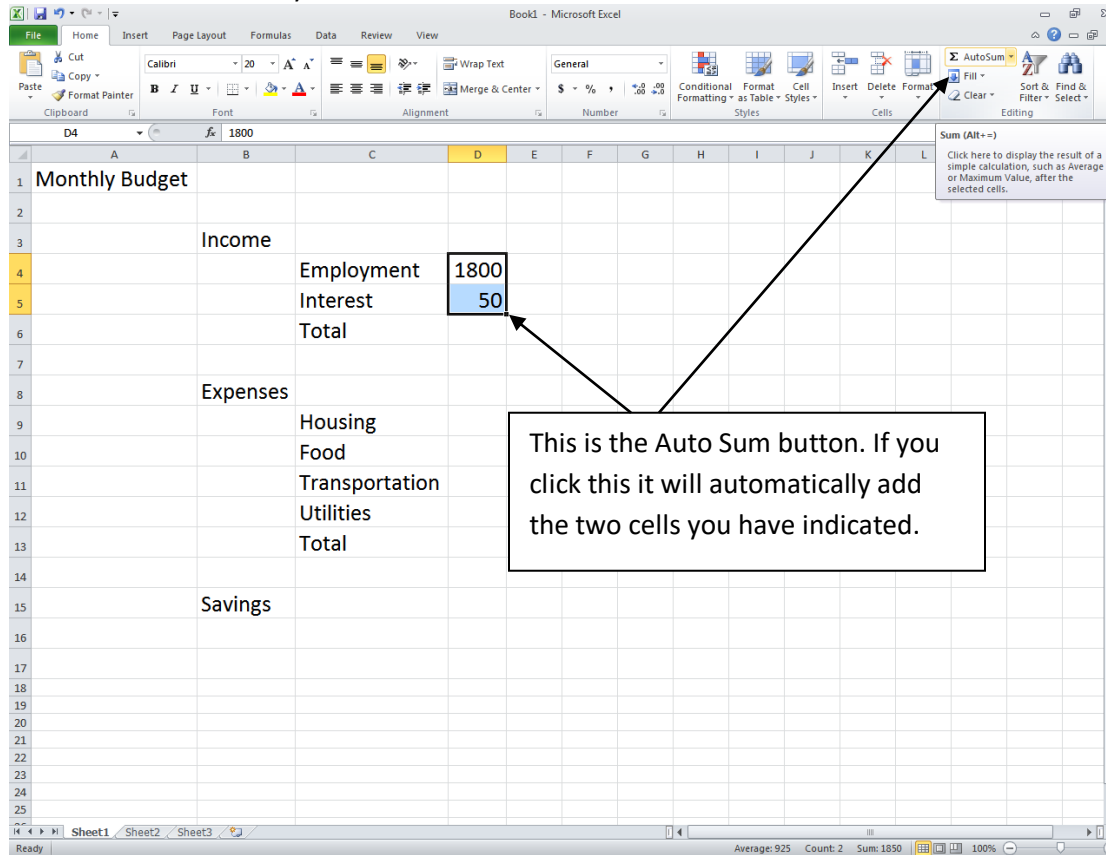
Steps to do this-

1. Put your cursor in between Column C and D.
2. When your cursor changes from a fat white plus sign to a horizontal line with arrows coming out of it, double click.
3. Now your columns should be resized.

Formulas:

In order to make a budget work correctly, you will need to have some basic knowledge of how formulas work. There are two that we will be working with today.

The first one is using the Auto Sum. By using this, you can automatically add a row or column without typing a formula. You will have highlighted the row or column that you want to add and then click the auto sum button:



Here are the results:

Book1 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

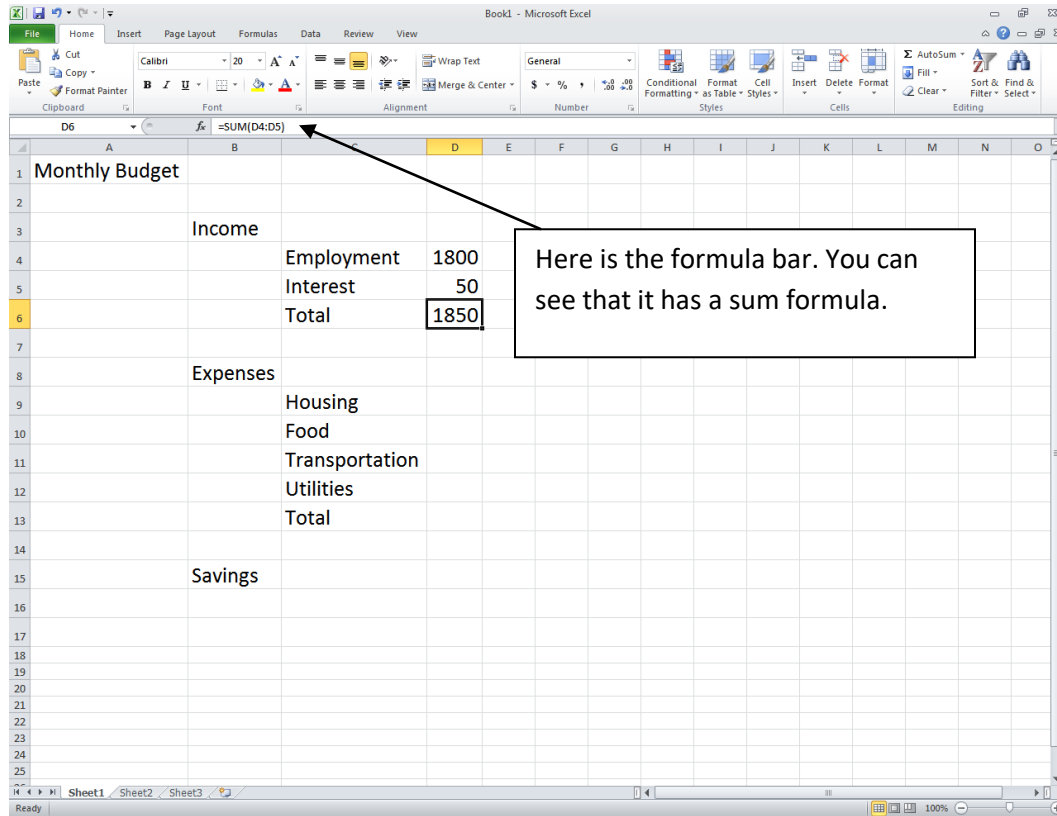
Clipboard Font Alignment Merge & Center General Conditional Formatting Styles Insert Delete Format AutoSum Fill Sort & Find & Filter Editing

OZ

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Monthly Budget														
2															
3		Income													
4			Employment	1800											
5			Interest	50											
6			Total	1850											
7															
8		Expenses													
9			Housing												
10			Food												
11			Transportation												
12			Utilities												
13			Total												
14															
15		Savings													
16															
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Ready Sheet1 | Sheet2 | Sheet3

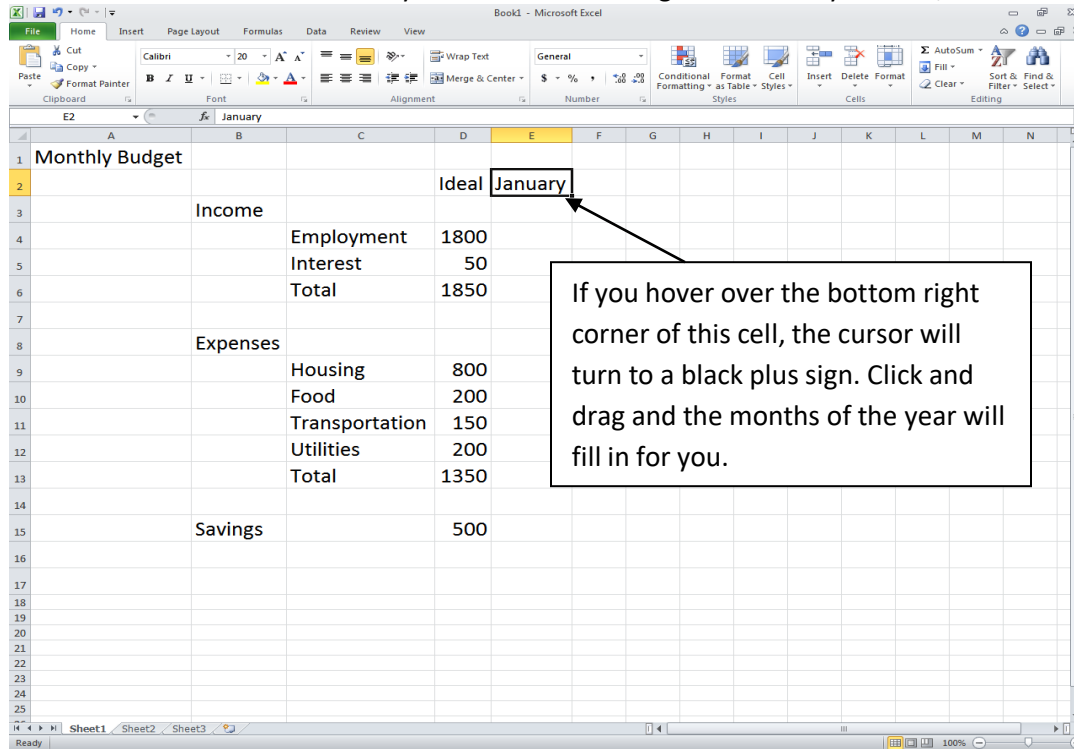
If you were to click into cell D6, you would see a formula written there:



For a regular formula, there are a few things that you need to remember:

1. You always have to put an = sign once you are in the cell where you want the formula.
2. You should always use the cell marker (ex. D6) instead of the value in the cell.
3. Try to think about what the result will be and compare to what you get. If it doesn't make sense than something might have been written in wrong.

If we wanted to make this budget for the whole year, we could do that. We would make Column D the “ideal” and then starting with Column E we would use the months of the year. Instead of having to label every column, there is the fill handle. For instance:



Book1 - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Monthly Budget				January	February	March	April	May	June	July		
2		Income		Ideal									
3			Employment	1800									
4			Interest	50									
5			Total	1850									
6													
7		Expenses											
8			Housing	800									
9			Food	200									
10			Transportation	150									
11			Utilities	200									
12			Total	1350									
13													
14		Savings		500									
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													

Here is the finished list.

You can also use the fill handle for formulas, for both columns and rows, etc. A very neat tool!

You always have the option to add a column or row as well as delete a column or row. For instance, we have decided that we do not want a blank row in between the Income section and the Expenses section. You would put your cursor in one of the cells in that blank row. Then you go to the Home tab, Cells group and click on Delete:

Book1 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Conditional Formatting Styles Cell Styles Insert Delete Format Clear Sort & Filter Find & Select

Delete Cells...

Delete Sheet Rows

Delete Sheet Columns

Delete Sheet

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Monthly Budget			Ideal	January	February	March	April	May	June	July		
2		Income											
3			Employment	1800									
4			Interest	50									
5			Total	1850									
6													
7		Expenses											
8			Housing	800									
9			Food	200									
10			Transportation	150									
11			Utilities	200									
12			Total	1350									
13													
14		Savings		500									
15													
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Sheet1 Sheet2 Sheet3

Ready

You have a few different choices here. This time you want to "Delete Cells." You still need to watch the screen very carefully because another box pops up.

Result:

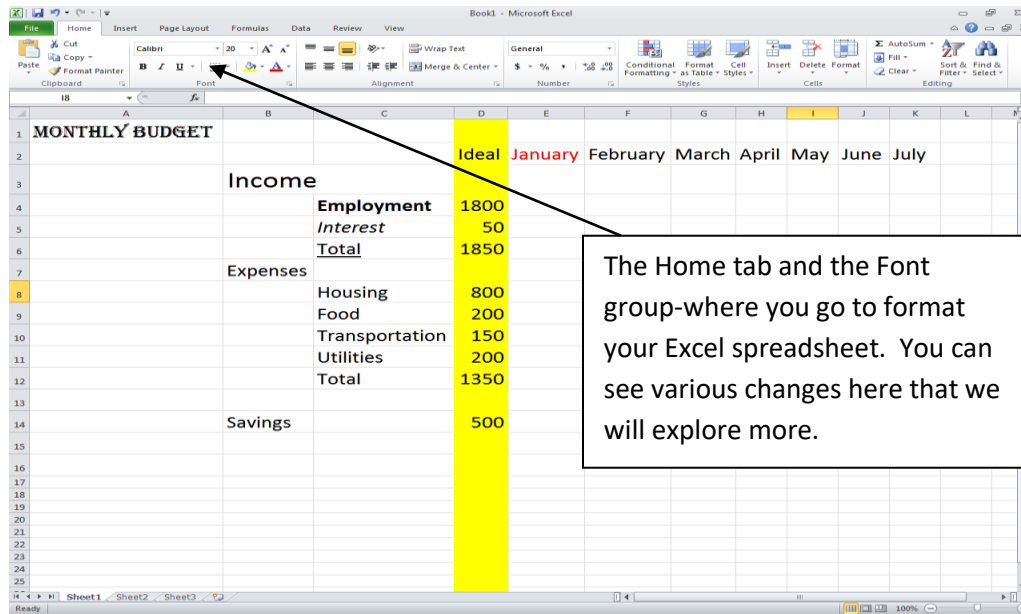
The screenshot shows a Microsoft Excel spreadsheet titled 'Book1 - Microsoft Excel'. The spreadsheet is set up for a monthly budget. The columns are labeled with months: January, February, March, April, May, June, and July. The rows are organized into three main categories: Income, Expenses, and Savings. The 'Expenses' row is highlighted in yellow. The data is as follows:

	January	February	March	April	May	June	July
Income							
Employment	1800						
Interest	50						
Total	1850						
Expenses							
Housing	800						
Food	200						
Transportation	150						
Utilities	200						
Total	1350						
Savings	500						

In order to add columns or rows, you go to the same group and “Insert Cells.” Again you need to be very careful of the screen and read everything!

Formatting your spreadsheet:

A word of caution-most of the formatting that you might do in Word, is unnecessary in Excel. However, you should know how to highlight a row or change the font in Excel just like you would in Word. All of these commands can be found in the Home Tab and the Font group.



Printing Your Worksheet:

More so than in Word, you may need to change the Page Layout to Landscape to print more efficiently in Excel.

If you go to the File tab, and then to the Print option, with the Print Settings you have the option to change your page to Landscape. This is illustrated below:

