Excel 2016

Introductory Course

OBJECTIVES:

- Navigate Comfortably in the Excel Environment
- Create a basic spreadsheet
- Learn how to format the cells and text
- Apply a simple math formula
- Generate a chart/graph

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About Spreadsheets

- A spreadsheet is an electronic document used to store data

- It is composed of vertical columns and horizontal rows

- A cell is the individual unit where the column and row intersect

- A cell can contain data that can be used in calculations within the spreadsheet

Overview of the Microsoft Excel Environment
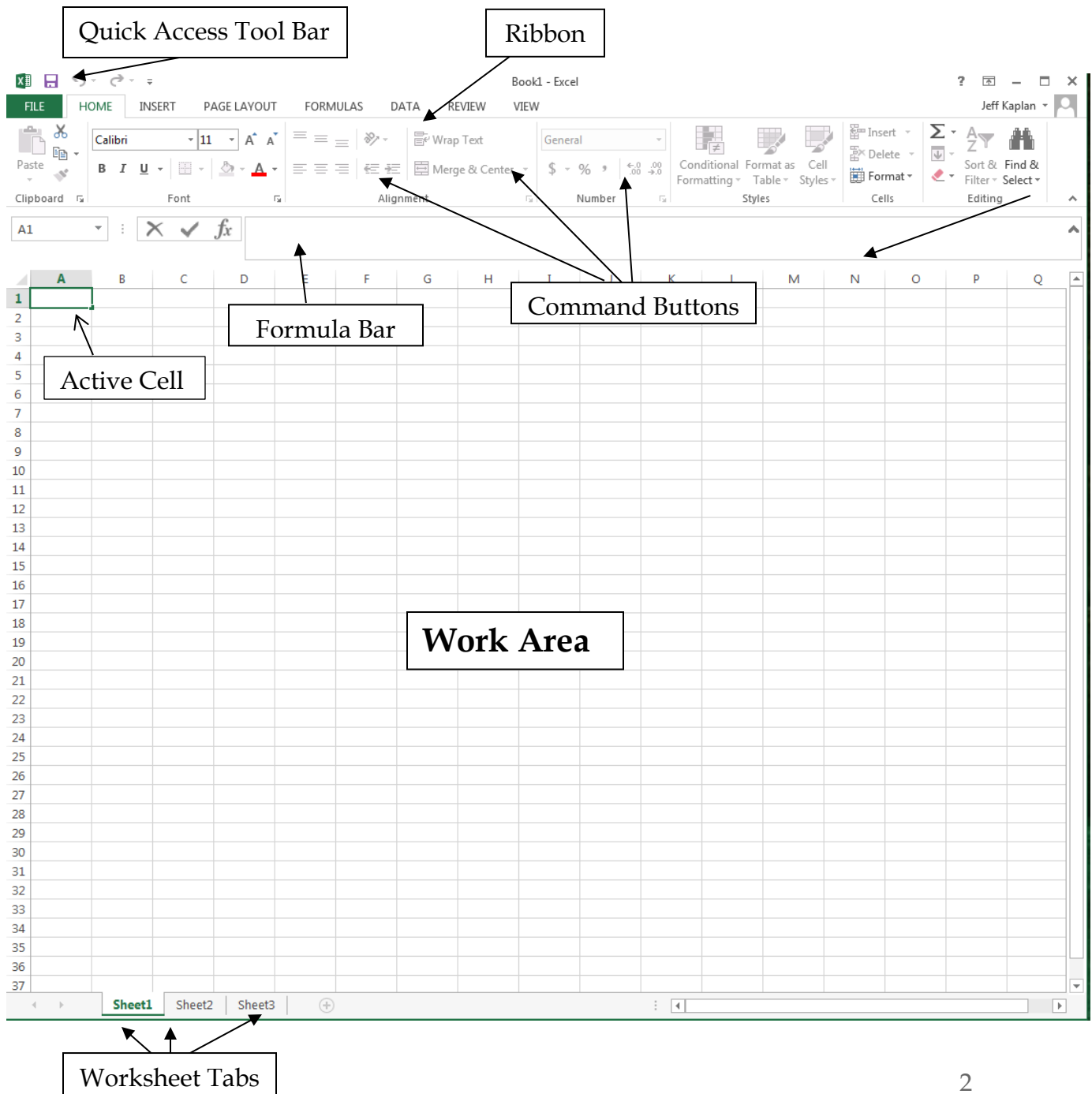
Quick Access Toolbar

- The Quick Access toolbar is located at the top left corner of the Excel Window
- The Quick Access toolbar provides shortcuts to frequently used commands such as Undo, Redo and Save

Title Bar

Book1 - Microsoft Excel

- Immediately adjacent to the Quick Access toolbar is the Title bar
- The Title bar displays the title of the workbook you are currently working on
- Excel names the first new workbook you open Book1
- By saving your workbook you can assign it a new name

The Ribbon
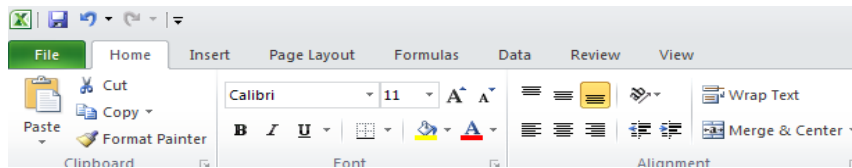
- The Ribbon sits just beneath the Title Bar and is divided into tabs
- Each tab displays groups of related command buttons
- Use the buttons to format data, insert formulas, create graphs and more

The Formula Bar
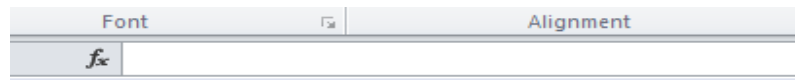
- The Formula Bar is located between the Ribbon and the Work Area
- The Formula Bar displays the data or formula stored in the Active Cell
- The Formula Bar can be used to enter or edit a formula, a function, or data in a cell

Work Area

- The work area is a grid composed of horizontal rows and vertical columns
- Each row is assigned a number and each column a letter
- The individual boxes created by the intersecting rows and columns are called cells
- In an Excel worksheet, the cell with the black outline is called the Active Cell
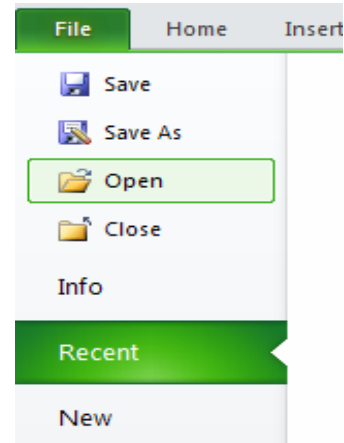- Data is always entered into the active cell

Using Microsoft Excel 2016

Create a New Workbook

- To create a new workbook click the File Tab

- Select "New"

Opening an Existing Workbook

- To open an existing workbook select "Open"

- Locate the workbook you wish to open from the dialogue box and double click the file name

Entering Text and Numbers

- To enter text or numbers into a cell, click on the cell and start typing

- To edit text double click on the cell and edit **OR**

- Select the cell, and then edit using the Formula (f_x) Bar

- To delete the contents of a cell, select the cell and hit the Delete key

Formatting Text and Numbers

- Select the cell(s) you wish to format

- Use the command buttons on the "Home" tab to format text within selected cells

- Options include changing font type, font size, font color, text alignment and more

Formatting Cells (including Columns and Rows)

- Right-click on any cell, group of highlighted cells, column or row

- Select "Format Cells" from the drop-down menu

- This will open a pop-up menu with several tabs at the top

- Use the command buttons in each tab to make formatting changes to the cells
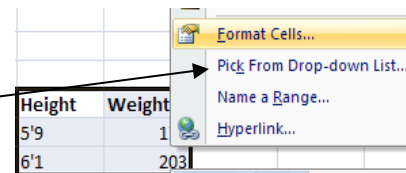
Mathematical Formulas: AutoSum

- To automatically calculate the sum of a selected group of cells, highlight the cells
- Select "AutoSum" at the far right of the "Home" tab
- Select "Sum" from the drop-down menu
- The sum will be displayed directly after the selected cells
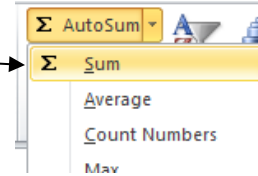
Mathematical Formulas: Calculating an Average

- To calculate the average of a selected group of cells, highlight the cells
- Select "AutoSum" at the far right of the "Home" tab
- Select "Average"
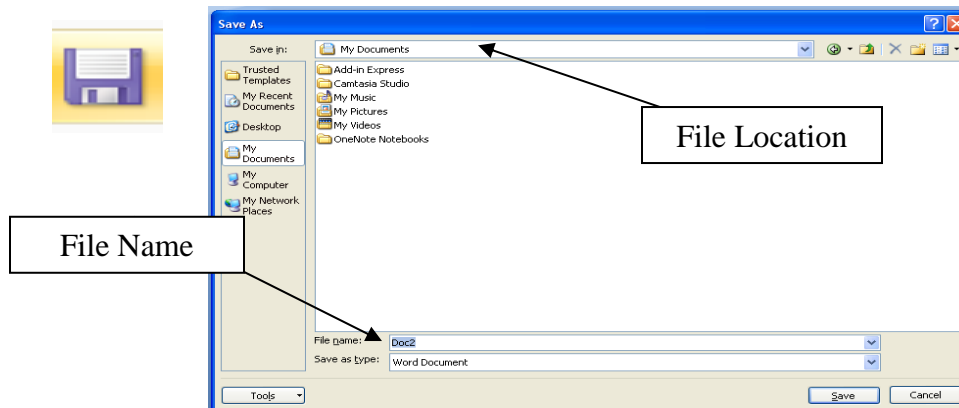- The Average will be displayed directly after the selected cells
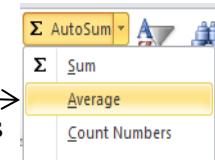
Generate Charts and Graphs from Existing Data

- Select the range of cells to show on the chart or graph, including headers
- Click the "Insert" tab on the Ribbon
- Select the type (and the sub-type) of chart to use
- Excel will generate the graph and place it on the worksheet

**Save**

File Location
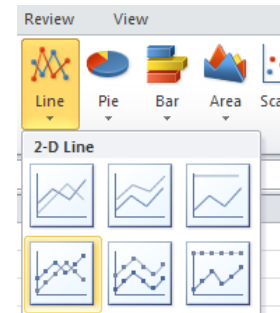
File Name

- The first time you Save a workbook a dialog box will appear
- File Name will be "Book1" (this is the default file name)
- Type the desired name of the Workbook in its place

- After a document has been saved once click the Save button on the Quick Access Bar periodically to save any changes you make

Save As

- Use Save As to save a copy of the file under a different name or location
- Click the File Tab on the Ribbon
- Select "SAVE AS"
- Select the desired file format
- Choose the location to save the file to e.g. My Computer or My Documents
- Type in the file name
- Click "SAVE"
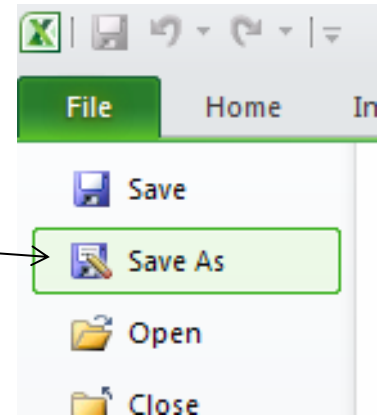
Printing

- Click the File tab on the Ribbon
- Select "Print" from the options on the left
- Select the correct Printer and Properties then click "Print"