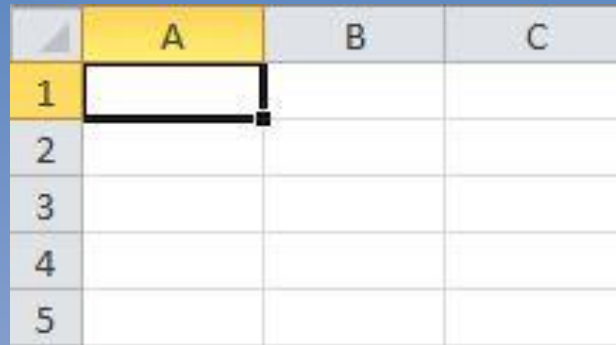




Quick Guide to Excel

Getting Started

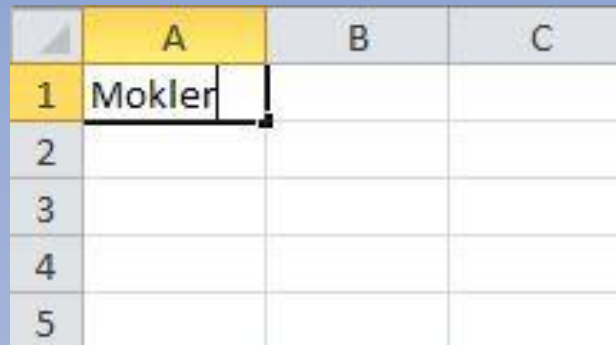
To input information, click on a cell...



A screenshot of an Excel spreadsheet with columns A, B, and C, and rows 1 through 5. The cell at the intersection of column A and row 1 is selected, indicated by a thick black border and a small black square cursor in the bottom-right corner of the cell.

	A	B	C
1			
2			
3			
4			
5			

And just start typing



A screenshot of the same Excel spreadsheet as above, but now the text 'Mokler' is entered into the selected cell A1. The text is positioned to the left of the cell's border, and the cursor is still visible at the end of the text.

	A	B	C
1	Mokler		
2			
3			
4			
5			

Useful Tools



Like in Microsoft Word, the font style and size can be changed

This button fills the selected cell with the color you select

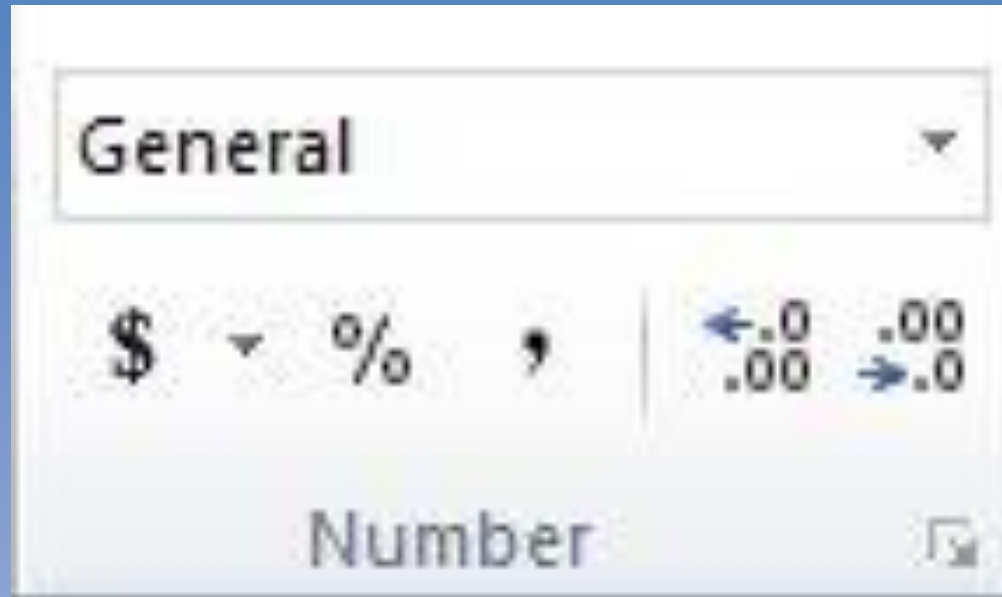
Useful Tools



Here you can align contents of a cell according to how you want

Use this button if the content of a cell does not fit and you would like for it to appear entirely within that cell

Useful Tools



The number format can be changed here
(ex. Time, money, date, etc.)

Useful Tools

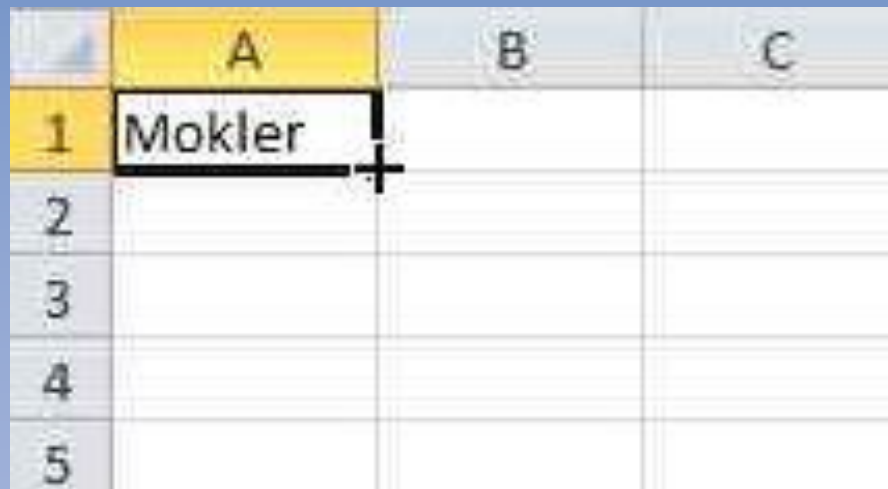


Rows or columns can be added or deleted here

Autofill

Excel has an option to automatically fill in a row or column for you

- To fill a row or column with repeated information

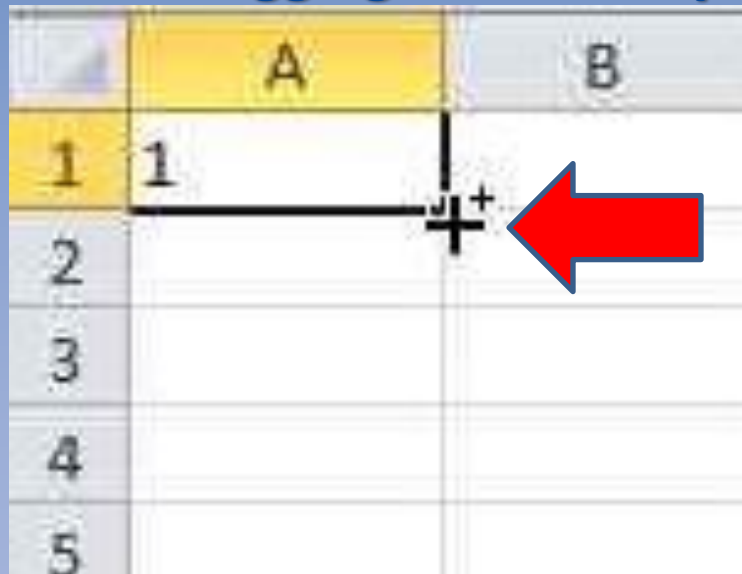


Click the bottom right corner of the cell and drag either across the row or to the bottom of the column

Autofill

With certain information, such as numbers or months, you can autofill by increments of one

- To do so, hold CTRL on the keyboard while clicking and dragging the same spot

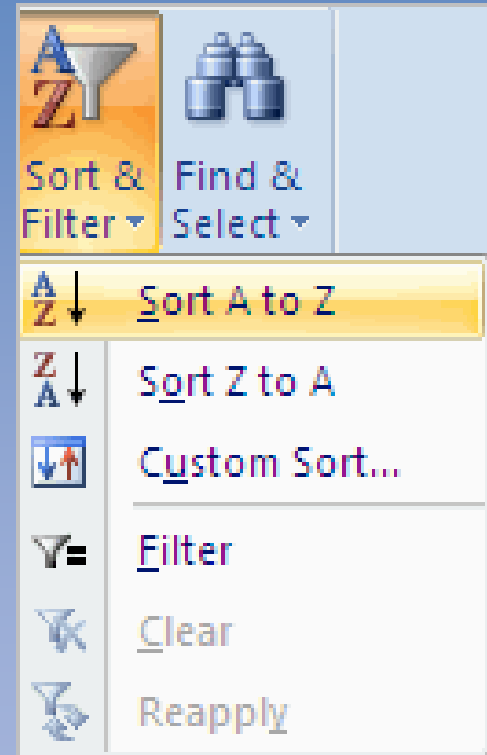


It should look like this

Sorting

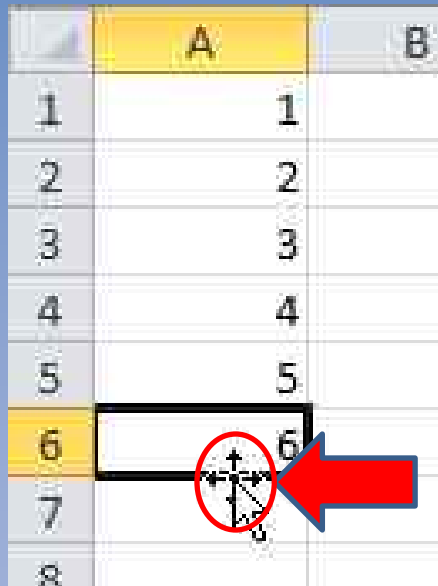
Columns can be sorted into ascending or descending order

- Highlight the column you would like to sort
- At the end of the toolbar there is a “Sort & Filter” button, click it and select either A to Z or Z to A



Moving to Another Cell

To move something to another cell simply click and move the border of the cell you would like to move and place it where you want



You should see the sign with four arrows

Using AutoSum

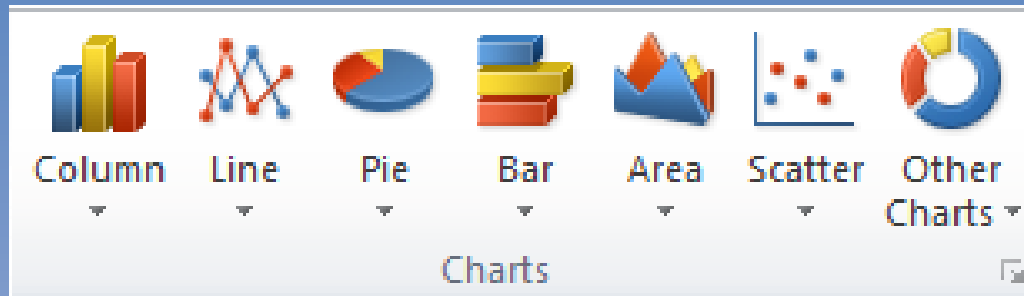
When dealing with numbers, Excel can automatically add or find the average of a set of data in an entire row

- To do so, highlight the set of data, or row, you would like to calculate. Then hit the Σ (auto sum) sign and click the function you want



Charts

You can convert your data on the Excel spreadsheet into different kinds of charts

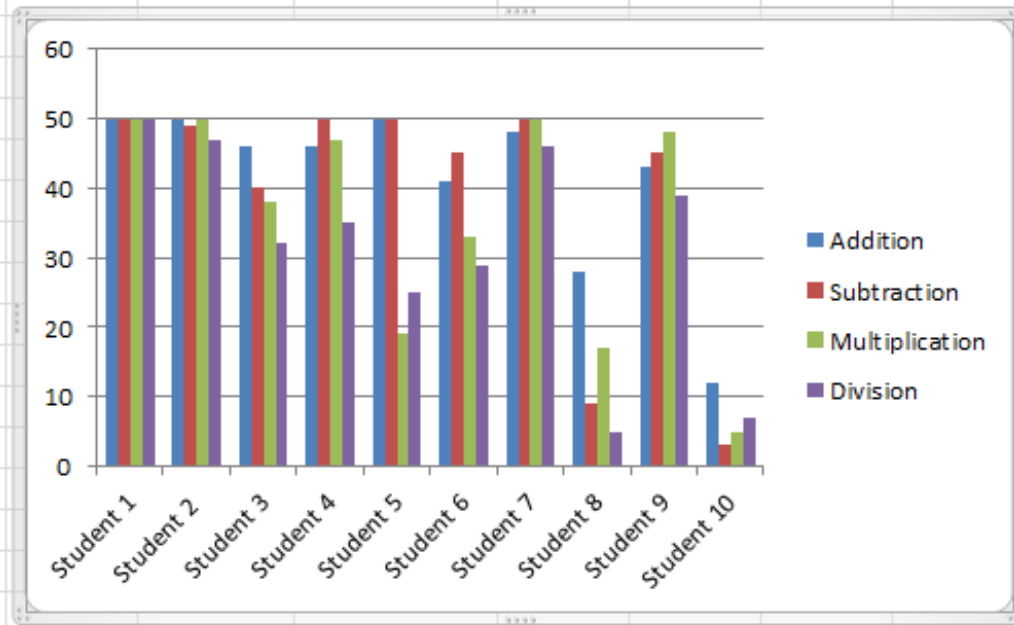


Highlight the data you want to graph, go to the Insert tab, select the type of chart you want and it will automatically turn your information into a chart

- You can print your chart by selecting it and going to file, then “print”

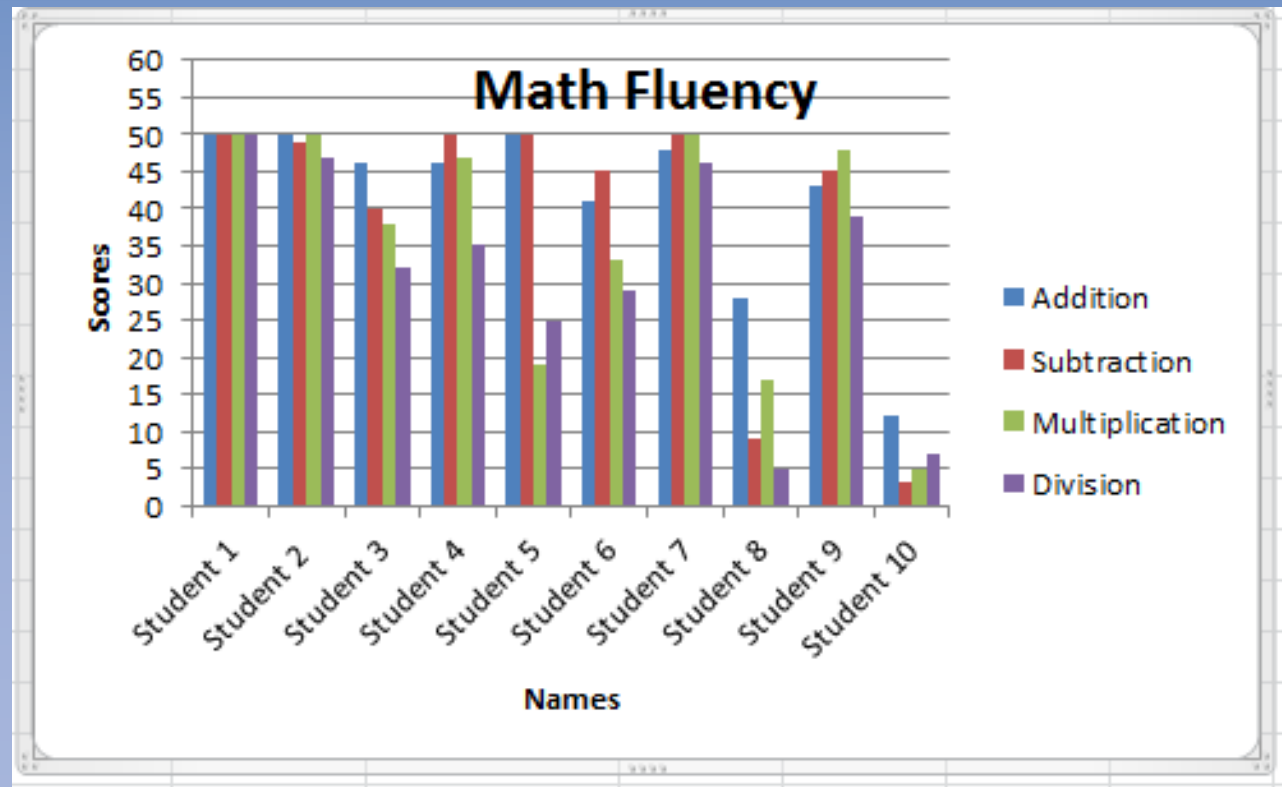
Charts

Name	Addition	Subtraction	Multiplication	Division
Student 1	50	50	50	50
Student 2	50	49	50	47
Student 3	46	40	38	32
Student 4	46	50	47	35
Student 5	50	50	19	25
Student 6	41	45	33	29
Student 7	48	50	50	46
Student 8	28	9	17	5
Student 9	43	45	48	39
Student 10	12	3	5	7



Charts

In the Layout tab you can add titles, modify the legend, and change the values.



Charts

You may do a chart or graph for your whole class or you can do it for individual students.

