



Microsoft® Excel® The Basics 2007-2016

SEMINAR WORKBOOK



`=SUM(B2:G2)`

– A SIMPLE SELECTION THAT SUMS THE VALUES OF A ROW.

`=AVERAGE(A1:A10)`

– SHOWS A SIMPLE AVERAGE, ALSO SIMILAR TO $(SUM(A1:A10)/9)$

`COUNT(A1:C1)` – NOW IT CAN COUNT ROWS.





Microsoft Excel *The Basics* 2007-2016

N A M E

E V E N T N U M B E R / D A T E



Microsoft, Windows, Excel, Access, Project, SharePoint, SkyDrive, Word, PowerPoint, and Visio are all registered trademarks of Microsoft Corporation.

DISCLAIMER: The principles and suggestions in this workbook and the **MICROSOFT® EXCEL® 2013 – BASICS** seminar are presented to apply to diverse personal and company situations. These materials and the overall seminar are for general informational and educational purposes only. The materials and the seminar, in general, are presented with the understanding that Fred Pryor Seminars is not engaged in rendering legal advice. You should always consult an attorney with any legal issues.

Data Entry 101

A few basic rules on data entry:

- You must select the cell where you want to enter the data.
- Any entry you make in a cell that contains data replaces that data.
- Every entry that you make in any cell must be completed with an action, such as clicking or hitting enter.

To type information in a cell:

1. Select an empty cell.
2. Type the information.
3. Press the **Enter** or **Tab** key on the keyboard.

Three ways to edit a cell:

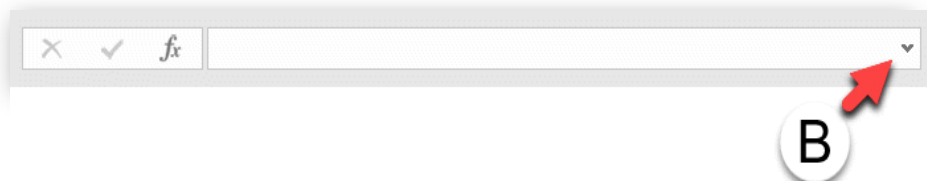
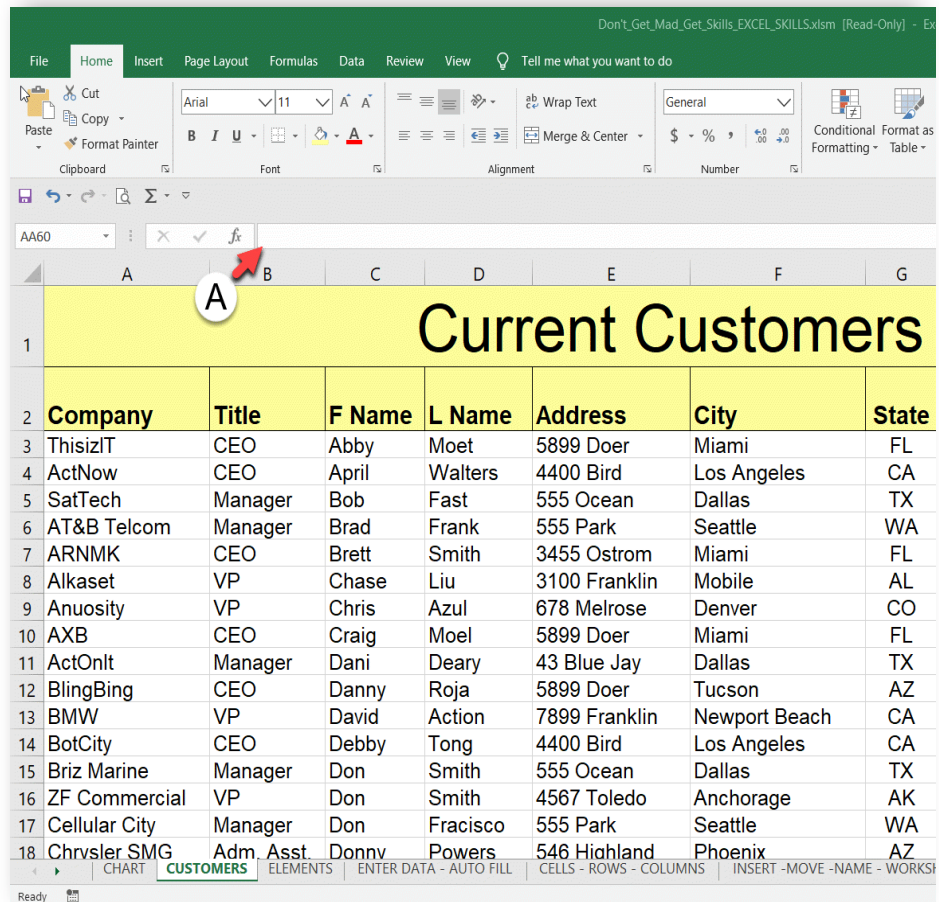
1. Double-click on a cell.
2. Press **F2**.
3. Click on the **Formula Bar** [A].

To expand or scroll the formula bar:

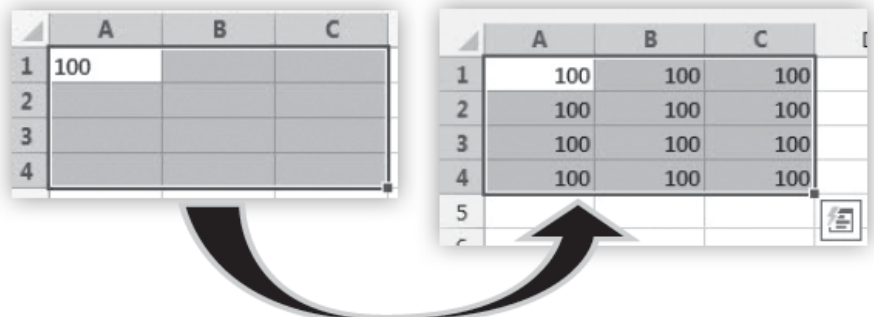
1. On the far right of the **Formula Bar**, click the down arrow [B].
2. You can expand the **Formula Bar** even further by placing your mouse cursor on the bar. When it turns into a **double arrow**, click and drag.

Five things that go into an Excel worksheet:

1. Text
2. Numbers
3. Formulas and functions
4. Formatting
5. Graphics



Select multiple cells while making an entry and then press **Ctrl + Enter** to simultaneously enter that data into all the cells in your selection!



MODULE

2

Building Your Worksheet

The AutoFill Feature

Few Excel features are more helpful than AutoFill, which enables you to fill out a series of entries in a data table or list.

To fill a series:

1. Select a cell containing data that can fill a series [A].
2. Left-click on the **AutoFill Handle** [B] then drag up, down, left or right to fill the series.

To fill a value:

1. Select the cell containing the value to be copied [C].
2. Press and hold the **CTRL** key on the keyboard.
3. While holding the **CTRL** key down, left-click and drag the fill handle left, right, up, or down.

Remember when using the handle **AutoFill** [A], Excel replicates everything in the cell, including the contents, formatting, and any comment assigned to the cell. If you want to change this, use the **AutoFill Options** dropdown arrow [D].

To fill a sequence:

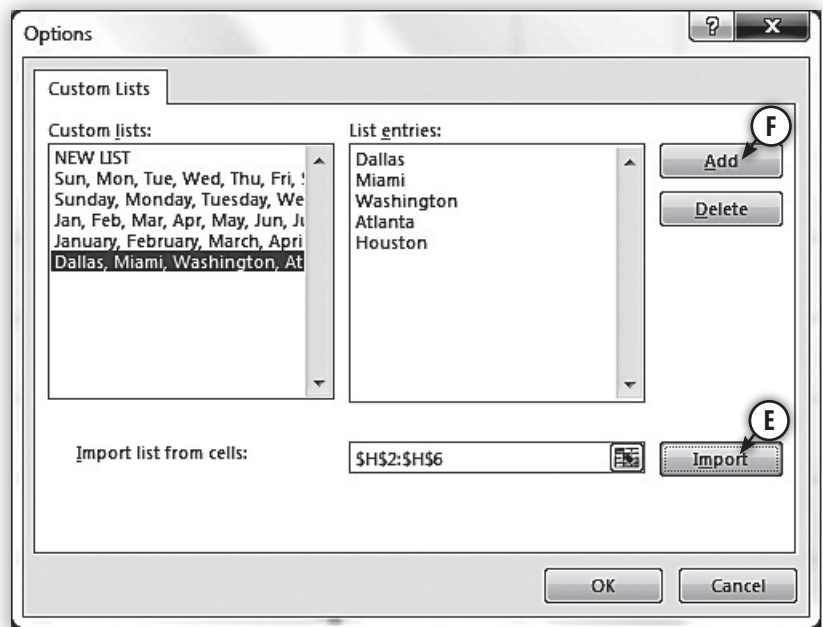
1. Highlight the sequence.
2. Click the **AutoFill** handle.
3. Drag up or down.

To make a custom list:

1. Create or highlight an existing list.
2. Select **File, Options, Advanced (ALT + FT)** then scroll down and click the **Edit Custom List's** button.
3. An **Options** dialog box appears. In this example, a predetermined list is selected from the worksheet. Select **Import** [E].
4. Click **Add** [F].

January				
		November		
		December		
November	December	January	February	March
		February		
		March		

1st Qtr	2nd Qtr	3rd Qtr		



MODULE

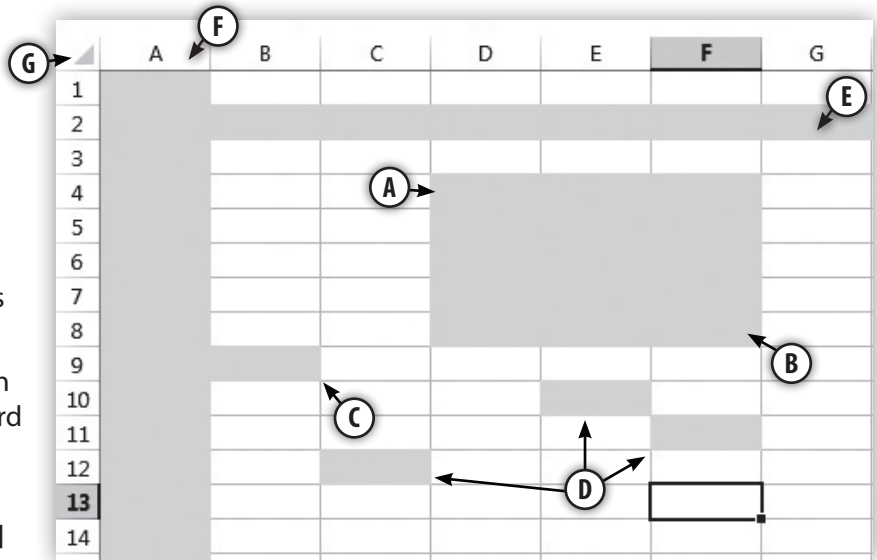
2

Building Your Worksheet

Working with Cells, Rows and Columns

To select cells, columns and rows:

1. **The SHIFT key:** Click the first cell [A], then press and hold the **Shift** key on the keyboard while selecting a second cell [B] to select all cells to select all cells between the two.
2. **The CTRL Key:** Click the first cell [C], then hold down the **CTRL** key on the keyboard while selecting additional cells [D] to select all clicked items.
3. **Row or Column Headers:** Click a **Row [E]** or **Column [F] Header** to select an entire row or column. Click and drag across several **Column** or **Row Headers** to select multiple rows and columns.
4. **The Sheet Selection Button:** Select an entire worksheet by clicking the **Sheet Selection** button [G]. The same selection can be made by pressing **CTRL + AA** on the keyboard.



Other Options:

SHIFT+ARROW: Highlights one cell at a time in the direction of the arrow.

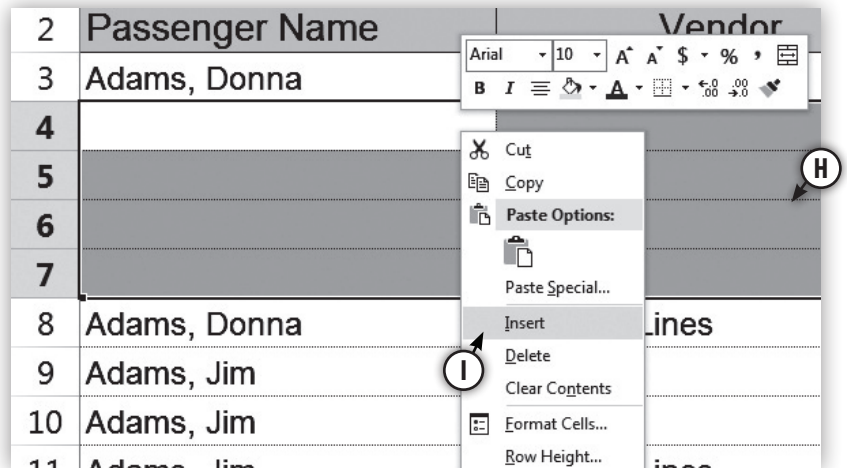
CTRL+SHIFT+ARROW: Jumps from the active cell to the last entry in a column or row, highlighting all cells between the two points.

SHIFT+CLICK: Highlights from the current to the previously active cell.

SHIFT+CTRL+ARROW: selects an entire column or row, stopping at any blank cells.

To insert or delete rows or columns:

1. Select the rows or columns to be deleted, or the number of rows or columns to be inserted [H].
2. Right-click any selected cell and select **Insert** or **Delete** [I].



Shortcuts:

Cut	CTRL +
Copy	CTRL +
Paste	CTRL +
Undo	CTRL +
Redo	CTRL +
Save	CTRL +

MODULE

2

Building Your Worksheet

Insert, Move, Copy and Rename Worksheets

To insert a new, blank worksheet:

1. Click the **New Sheet** button [A] next to the worksheet tabs.

To reposition a Worksheet:

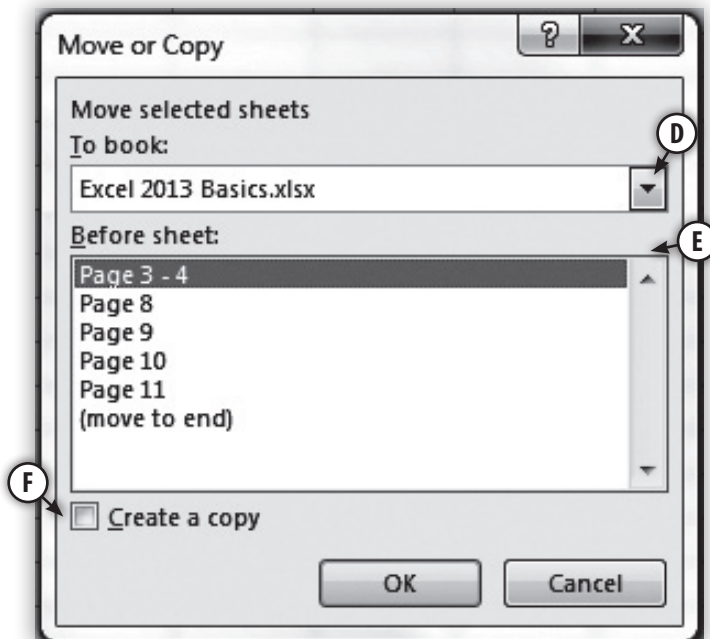
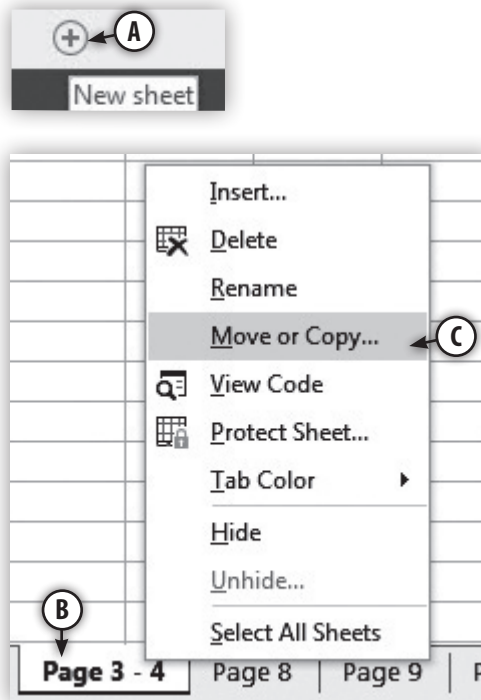
Left-click and drag the worksheet tab to a new location.

To move or Copy a Worksheet:

1. Right-click the worksheet tab to be moved or copied [B].
2. Select **Move or Copy** [C] from the right-click menu.
3. Select the destination workbook for the moved or copied sheet from the **To book** dropdown menu [D]. The current workbook is selected by default.
4. Select the worksheet position in the destination workbook in the **Before sheet** panel [E].
5. Take one of two actions:
 - a. Leave the **Create a copy** checkbox [F] unchecked to move the sheet.
 - b. Select the **Create a copy** checkbox [F] to create a copy of the sheet.
6. Click the **OK** button.

To rename a worksheet:

1. Double-click the tab for the sheet to be renamed.
2. Type the new sheet name.
3. Press **Enter**.



To copy a sheet quickly, press and hold the **CTRL** key on the keyboard while clicking and dragging the sheet tab to new location.

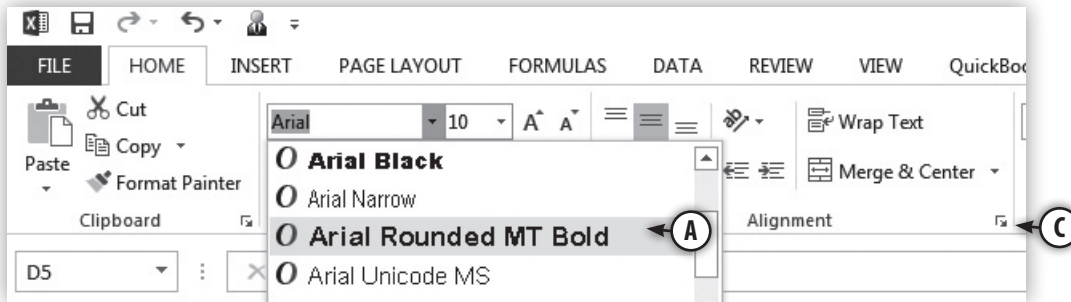


Press **CTRL + Page Down** or **CTRL + Page Up** to move quickly through your sheets.

MODULE
2

Building Your Worksheet

Formatting Sheets and Data



FName	LName	Title
Jaime	Swindell	Engineer
Mani	Russo	Manager
Vicki	Brannon	VP Sales

Formatting makes your data easier to read and understand while making it look more interesting and professional.

Buttons on the Home Tab:

The **Home** tab holds a lot of quick formatting options. Click a formatting button and the format is applied to the active or selected cells. The **Font**, **Alignment**, and **Styles** groups on the **Home** tab are example of formatting features.

Live Preview:

If it is a format option with a dropdown arrow, a **Live Preview** is displayed in the dropdown list as well as your worksheet. You can see how the format appears before choosing it. See **[A]** and **[B]** to see examples of a **Live Preview**.

Dialog Box Launcher:

Click a **Dialog Box Launcher [C]** to see more formatting options than what are available on the ribbon.

NOTES

MODULE

2

Building Your Worksheet

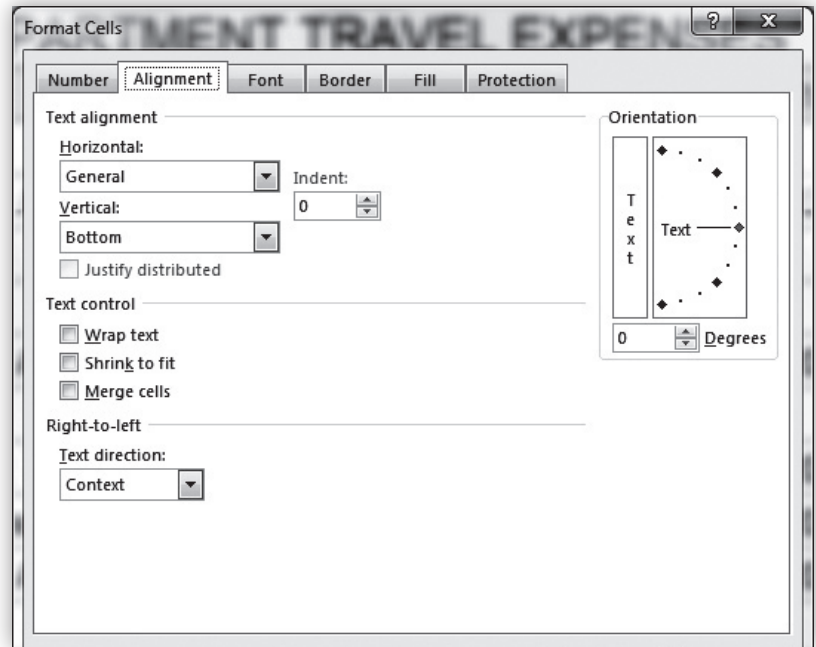
The Format Cells Dialog Box

Experiment with Options:

Dialog boxes provide access to many useful options not available directly on the **Ribbon**. Don't be afraid to experiment with them – no changes are irreversible. Any setting that can be activated, can be deactivated.



To remove borders from a cell range, select the **Border** dropdown arrow in the **Font** group on the **Home** tab and then choose the option.

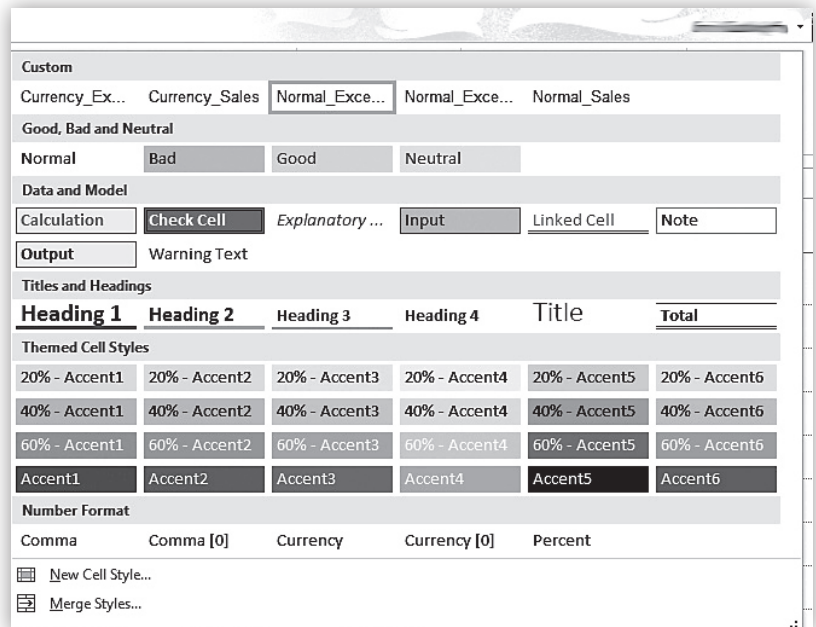


Apply Cell Styles:

Cell styles save time when formatting. When it comes to options, there are many to choose from.



After you close the Style Gallery, Excel adds a thumbnail for the new style to a custom section at the top of the **Cell Styles** gallery. To apply this style to other selections in the worksheet, click its thumbnail in the **Custom** section of the gallery.



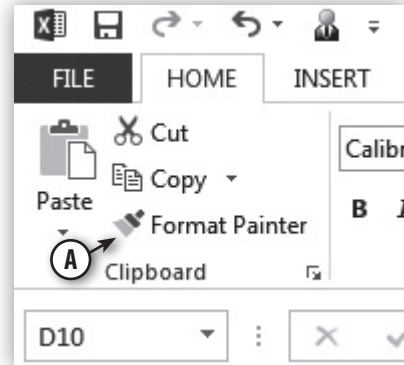
Building Your Worksheet

The Format Painter

Once a desired look has been achieved, it is easy to apply that same formatting to additional cells using a tool called the **Format Painter** on the **Home** tab.

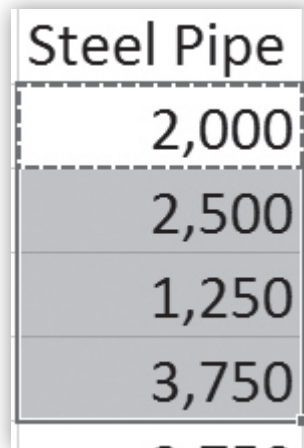
To copy or paste formatting from one cell to another:

1. Select the cell with the formatting to be copied.
2. Click the **Format Painter [A]** button on the **Home** tab.
3. Select the cells to which the formatting should be applied.
4. The **Format Painter** button automatically turns off.



To copy or paste formatting several times:

1. Select the cells with the formatting to be copied.
2. Double-click the **Format Painter [A]** button on the **Home** tab.
3. Select the cells where the formatting should be applied.
4. Continue selecting cells to where you want the formatting applied. The **Format Painter** continues to apply formatting until you turn it off.
5. To turn the **Format Painter** off, either press the **ESC** key, or click the **Format Painter** button again.



NOTES