



# Microsoft<sup>®</sup> Excel<sup>®</sup> 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

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E V E N T   N U M B E R   /   D A T E



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## 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:

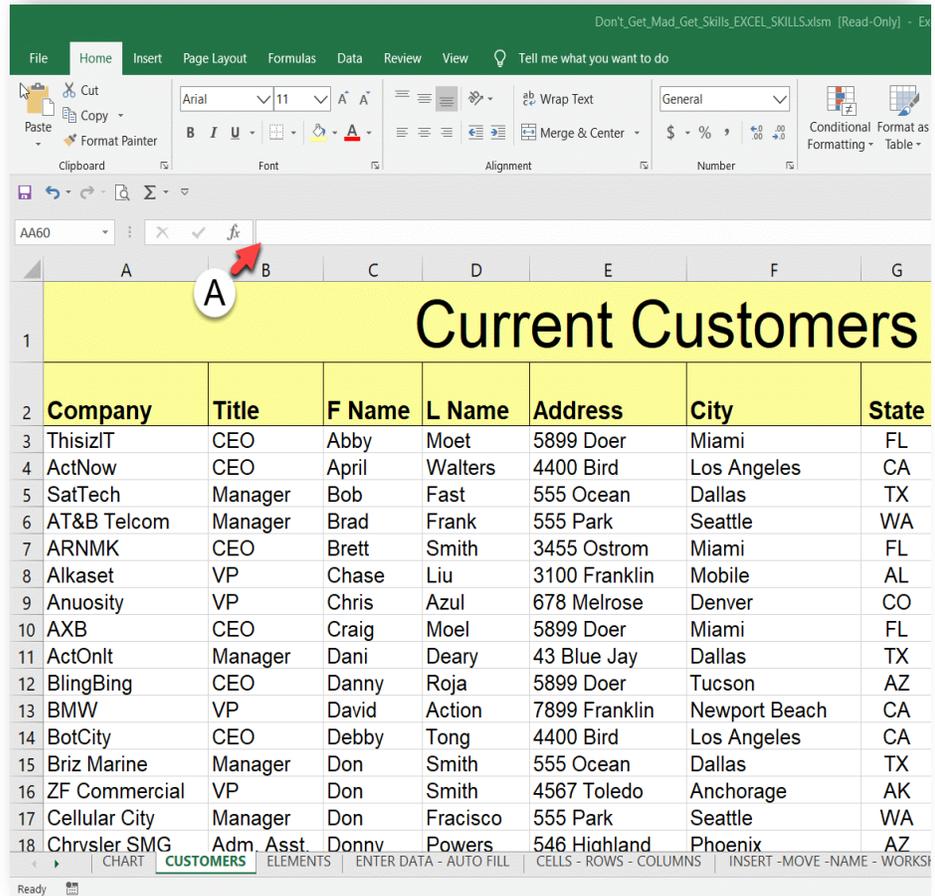
1. Double-click on a cell.
2. Press **F2**.
3. Click on the **Formula Bar [A]**.

### To expand or scroll the formula bar:

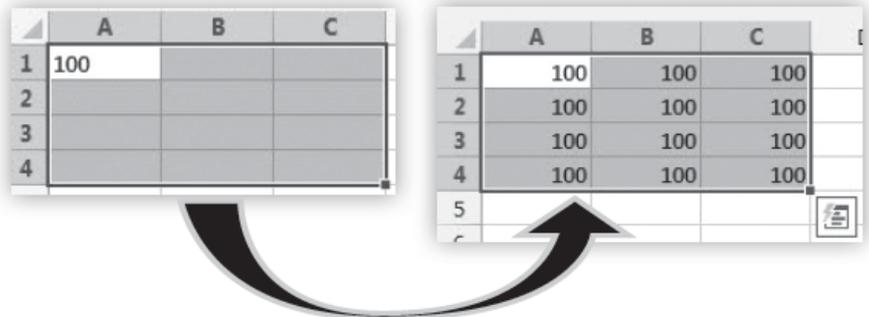
1. On the far right of the **Formula Bar**, click the down arrow **[B]**.
2. You can expand the **Formula Bar** even further by placing your mouse cursor on the bar. When it turns into a **double arrow**, click and drag.

### 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!



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# Building Your Worksheet

## The AutoFill Feature

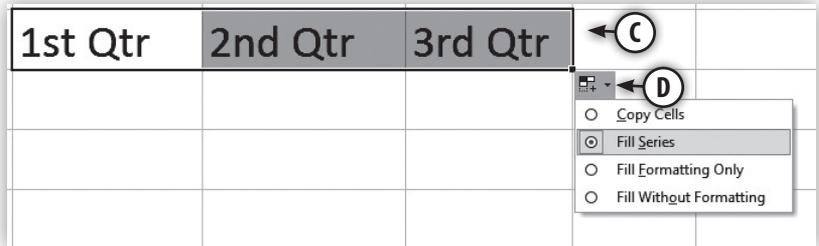
Few Excel features are more helpful than AutoFill, which enables you to fill out a series of entries in a data table or list.

### 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.



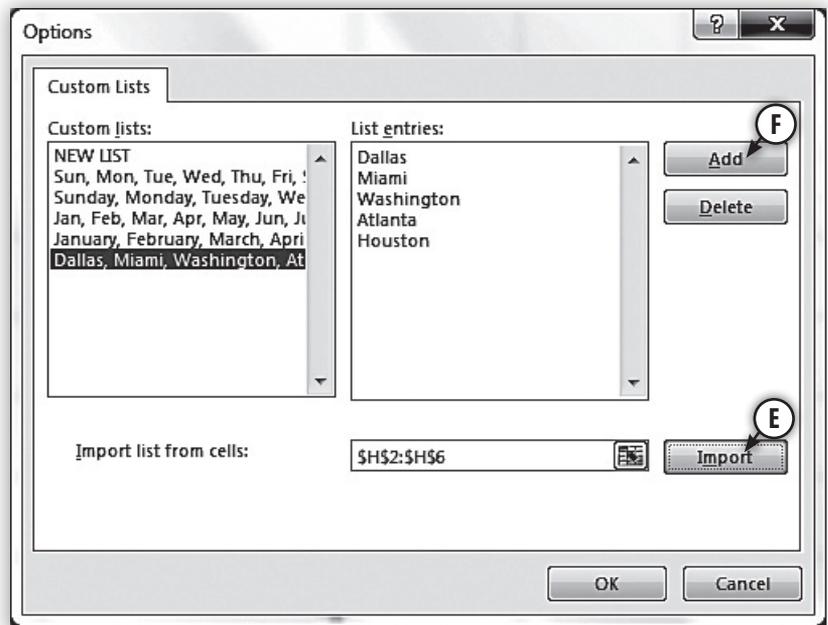
Remember when using the handle **AutoFill** [A], Excel replicates everything in the cell, including the contents, formatting, and any comment assigned to the cell. If you want to change this, use the **AutoFill Options** dropdown arrow [D].

### 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].



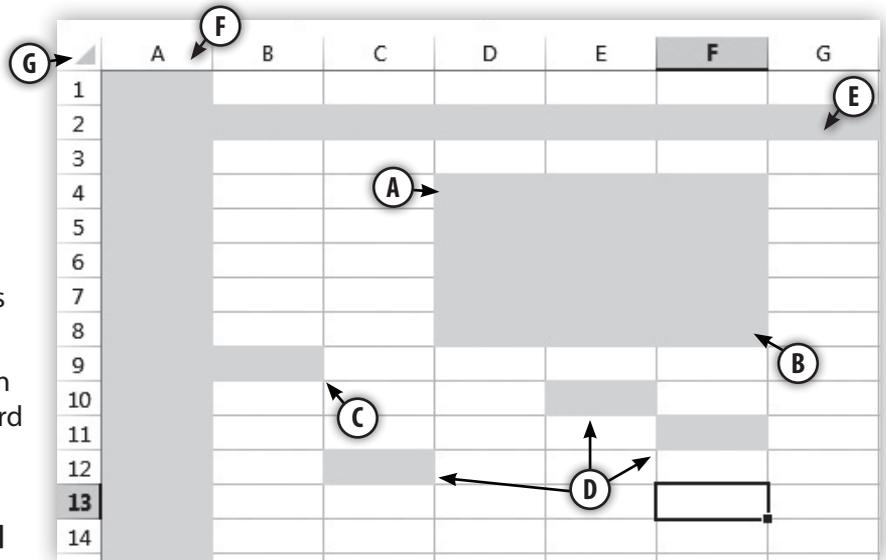
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# Building Your Worksheet

## 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.

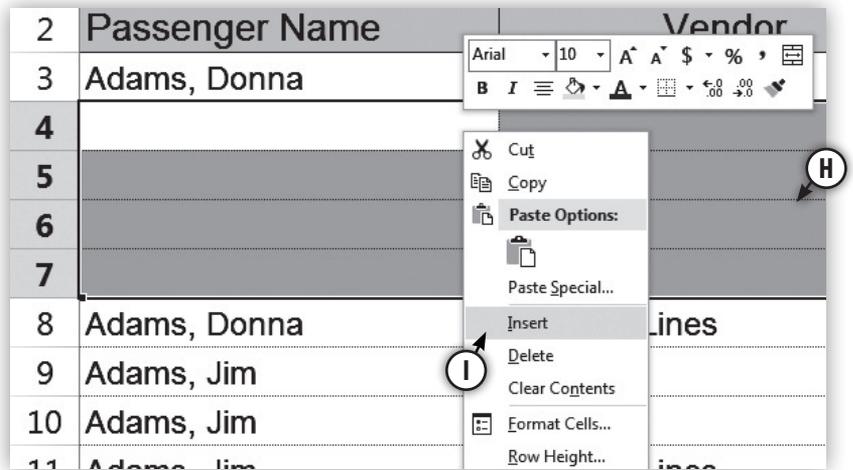
**CTRL+SHIFT+ARROW:** Jumps from the active cell to the last entry in a column or row, highlighting all cells between the two points.

**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:

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



### Shortcuts:

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

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## 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:

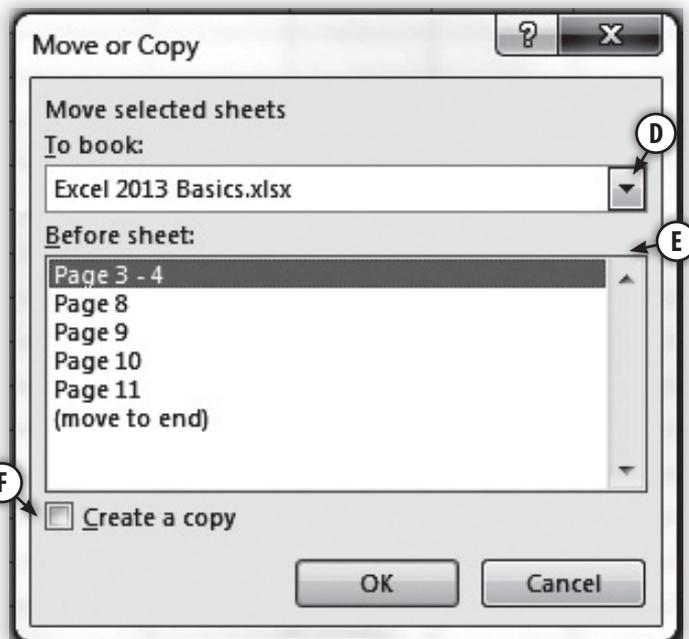
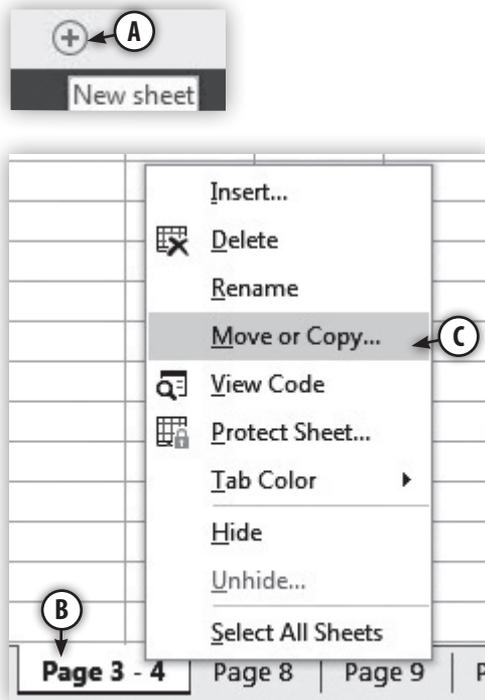
Left-click and drag the worksheet tab to a new location.

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.



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# Building Your Worksheet

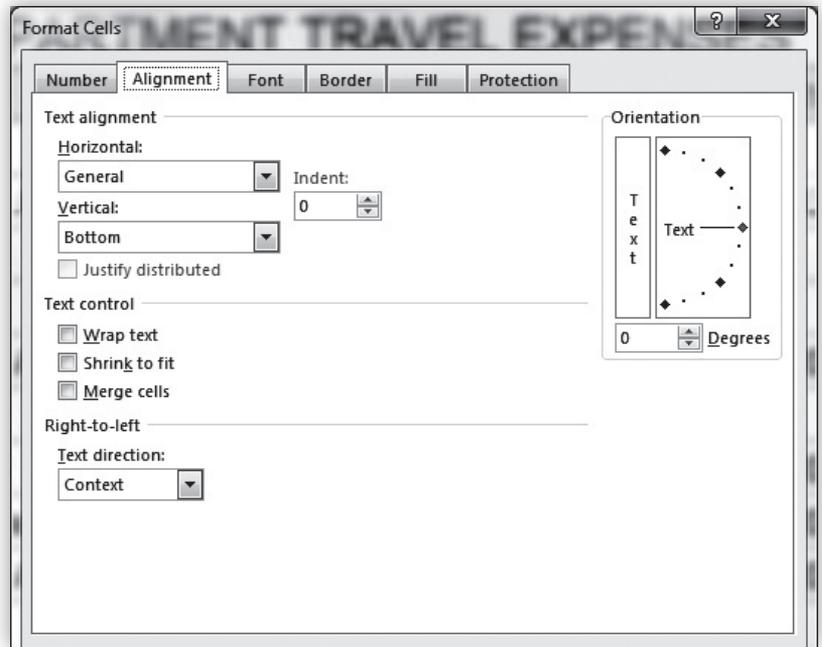
## The Format Cells Dialog Box

### 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.

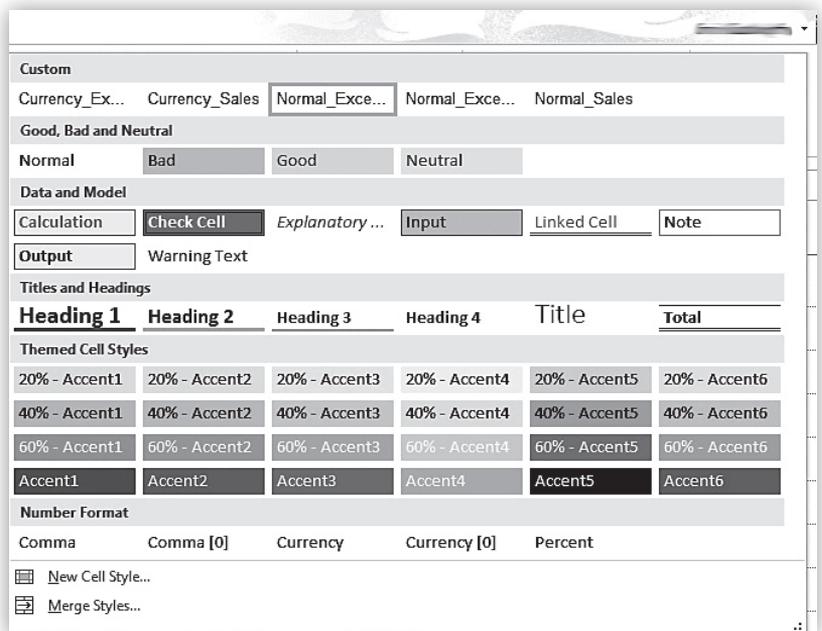


### Apply Cell Styles:

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.



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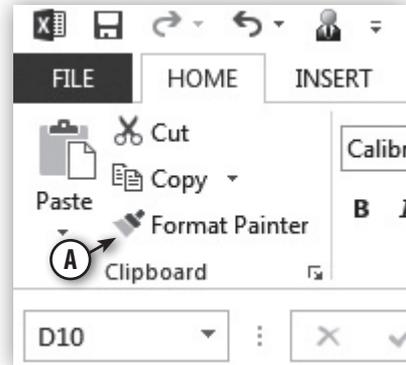
## Building Your Worksheet

## 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.

Steel Pipe	
	2,000
	2,500
	1,250
	3,750

## NOTES