ESTES VALLEY LIBRARY
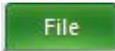Computer & Technology Class

Microsoft Excel 2011 Basics

Start Excel

You are now looking at a blank **Workbook.**

Saving Your Workbook

Before we begin work; save your workbook. Use a meaningful name for the book so you can find it again later. For the class use the file name budget.

Click the **File Tab** located on the upper left corner

File

1. Select **Save**
2. The **Save As Dialog Box** will appear
3. Change the **Save in** box to the location where you wish to save your document (Flash drive)
4. Microsoft may offer you a suggested name. You can delete it and type in any name you wish.
5. In the **File Name** box, type in the file name for your workbook.
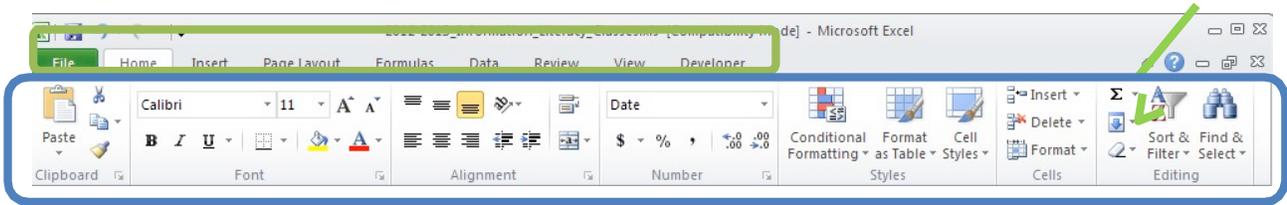6. Click the **Save** button
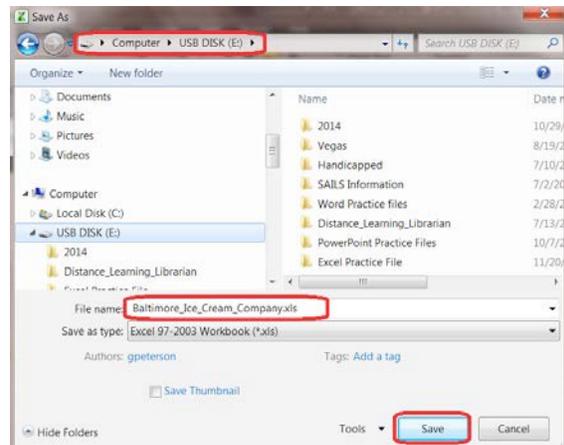
While you are working occasionally press **Command S** to make sure you save your work.
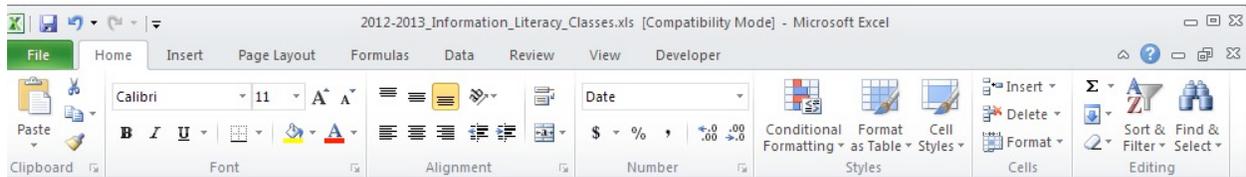
The Ribbon

You should see the **Ribbon** across the top of Microsoft Excel. The ribbon contains Tabs, Groups, and Commands
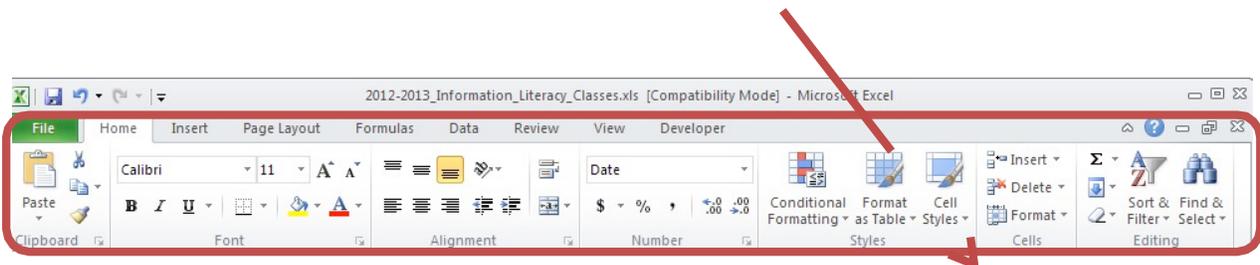
At the top of the ribbon you will find the **Tabs**. Tabs contain logical Groups of Commands you can use in the program. (File, Home, Insert, Page Layout...)

Within each tab are **Groups** or sets of related commands which are logically related to the tab. Each Group has a descriptive label at the bottom (Clipboard, Font, Alignment, Number, Styles...)

Within each group are related **Commands** these may be buttons that perform an action or boxes in which you can select or enter information.

Below the ribbon is the Worksheet and below the worksheet are tabs indicating which worksheet in the Workbook you are working with.
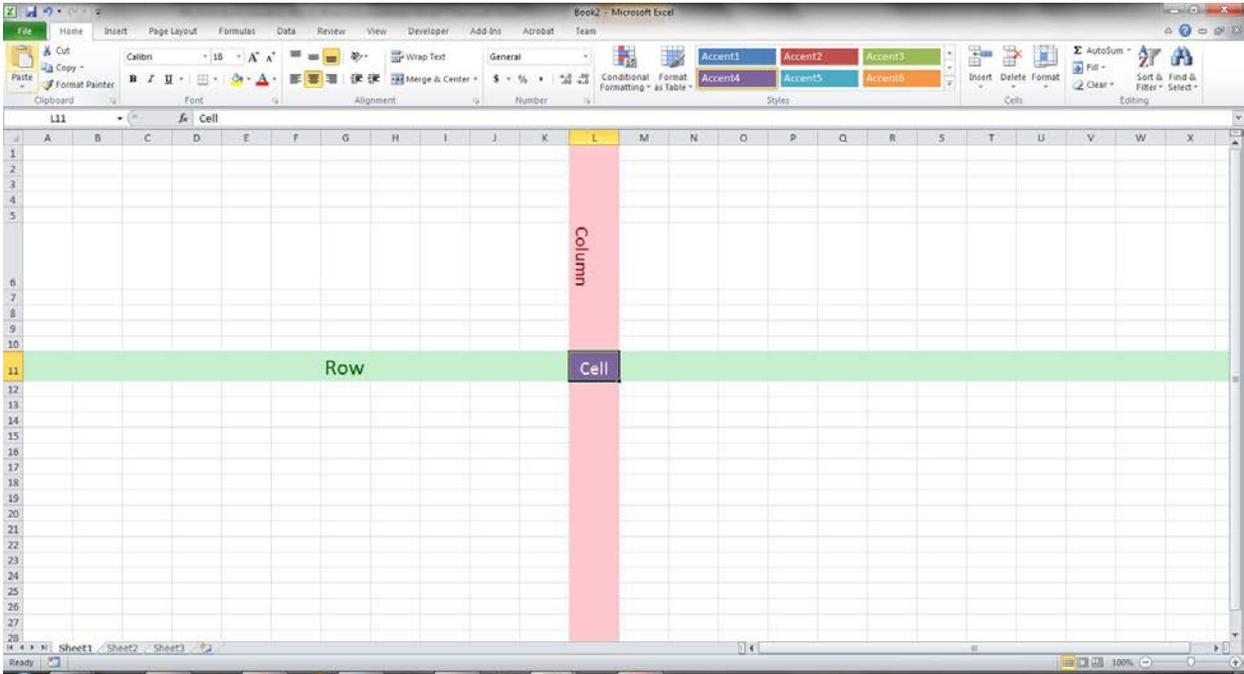
Entering Text, Numbers and Formulas

Each square on the worksheet is called a cell. Enter (type) your data into each cell. Its location is determined by the column letter and row number. Cells can contain numbers, text, or formulas.

If any character other than a number is entered in a cell the entire cell is assumed to contain text. All formulas must start with an equal sign **=.**

Formulas are used to calculate cell values. All formulas must begin with an equals (=) sign. Also, when creating formulas, use the cell location, not what is in the cell to create your formula.

Example: **=C4+D4+E4**

	A	B	C	D	E	F
1						
2		Baltimore Ice Cream Conpany				
3			January	February	March	Total
4		Cones	450	550	800	=C4+D4+E4
5		Shakes	125	240	355	
6		Sundaes	295	450	490	

After you type in the formula, press the [Enter] key on your keyboard. The formula will be replaced by the result in that cell.

	A	B	C	D	E	F
1						
2		Baltimore Ice Cream Conpany				
3			January	February	March	Total
4		Cones	450	550	800	1800
5		Shakes	125	240	355	
6		Sundaes	295	450	490	

The basic operators you can use in your formulas are:

+	-	*	/
Addition	Subtraction	Multiplication	Division

Identifying Excel Cursors

As you navigate around Excel with the mouse you will notice that the mouse cursor changes. Some of the cursors you may see are:

Select Cells	Autofill	Move Cells	Resize Rows	Resize Columns

Using AutoFill

One of the most powerful tools in Excel is Autofill. If Excel recognizes a repeating pattern it will automatically fill cells with that pattern. In the lower right hand corner of each cell is a small black square known as the **AutoFill Handle** . When you place the mouse cursor over this handle it changes to the **AutoFill** , holding down the left mouse button and dragging the mouse across or down the page will cause cells to be filled in using the pattern. Some of the patterns Excel recognizes are:

Monday, Tuesday, … or Mon Tues …

January February … or Jan Feb …

Autofill also works with formulas

Formatting Cells

As stated before, entering anything other than a number in a cell makes Excel think that you are entering text. (You can tell because everything moves to the left of the cell.) The $ is considered a text character so you need to format cells to show dollar amounts correctly. Number formatting commands are found in the **Number** group on the **Home** tab. To display your data as dollars just select the cell(s) you want and click on the $ in this group.
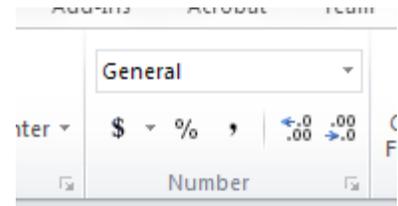
Sometimes cells are too narrow to display the entire number or text placed in them and you might see something like this. To correct this place your mouse cursor at the top of the page on the line between the cell you want to fix and the next cell. Make sure the cursor changes to the **resize cursor** and double click to automatically resize the column to fit the largest value in the column.
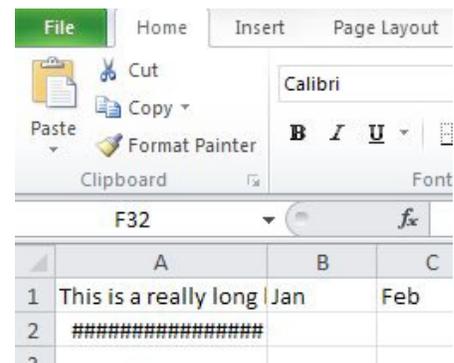
Using Autosum
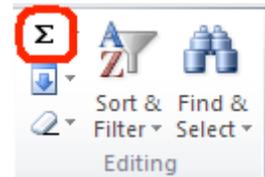
On the right side of the **Home** tab you will find the **Edit** group. One of the more useful commands in this group is the **AutoSum** command.

To use this command just click in the cell where you want the answer placed then click on the **AutoSum** button.

You will notice a *marquee* around some cells that Excel thinks you want to add. If Excel guesses correctly, just press the [Enter] key. If Excel does not guess the correct cells you want to add, click and drag over the cells you want (Make sure you see the Selection Cursor on ⊕.) and then press the [Enter] key.

Baltimore Ice Cream Company					
	January	February	March	Total	Average
Cones	450	550	800	=SUM(C4:E4)	
Shakes	125	240	355	SUM(number1, [numb	
Sundaes	295	450	490		

Printing Your Worksheet

Printing - Click the **File** tab located on the upper left corner

a. Click **Print**

b. The **Print Dialog Box** appears

   i. The **Copies** should be set to **1**

   ii. The **Settings** should be set to print **All Active Sheets**

      1. You can change this to **Entire Workbook** which prints every sheet

   iii. The orientation by default is **Portrait**. You can change the orientation to **Landscape** if you need to display additional columns of data.

      1. You can use the spin box to change the number of copies

   iv. Click the **OK** button.
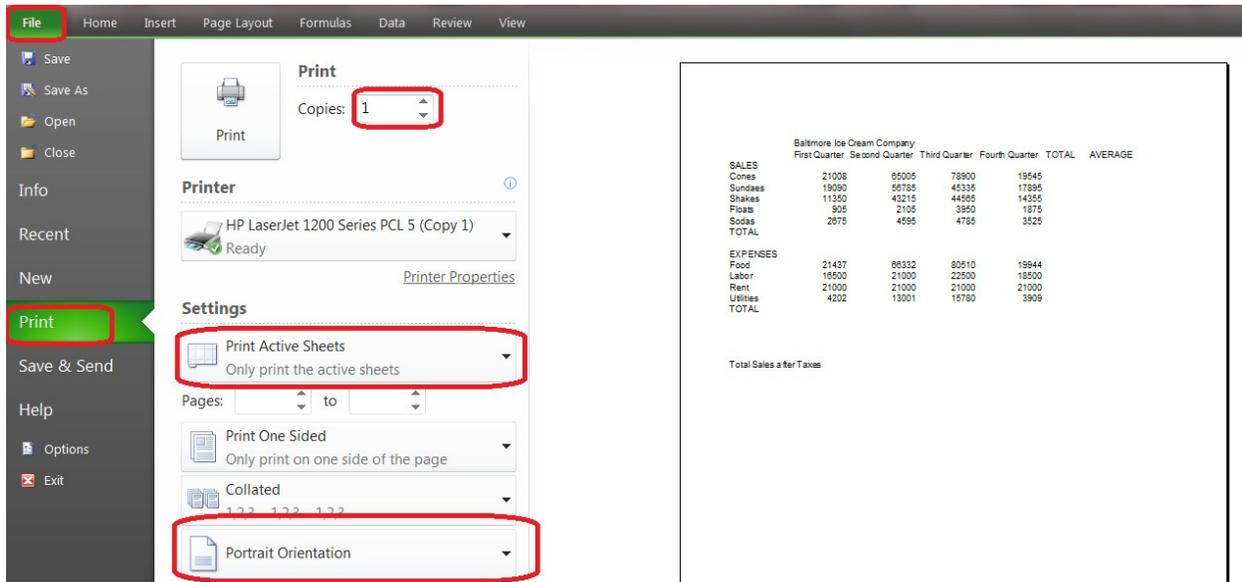
9. **Exit Excel** - You can still loose your work if you do not exit properly. To close the Excel application:

a. Click the [File] tab, and then select **Exit.**

i. If you have not saved your work, you will be asked if you want to save it – Click **YES** and save your work