

Excel Basic

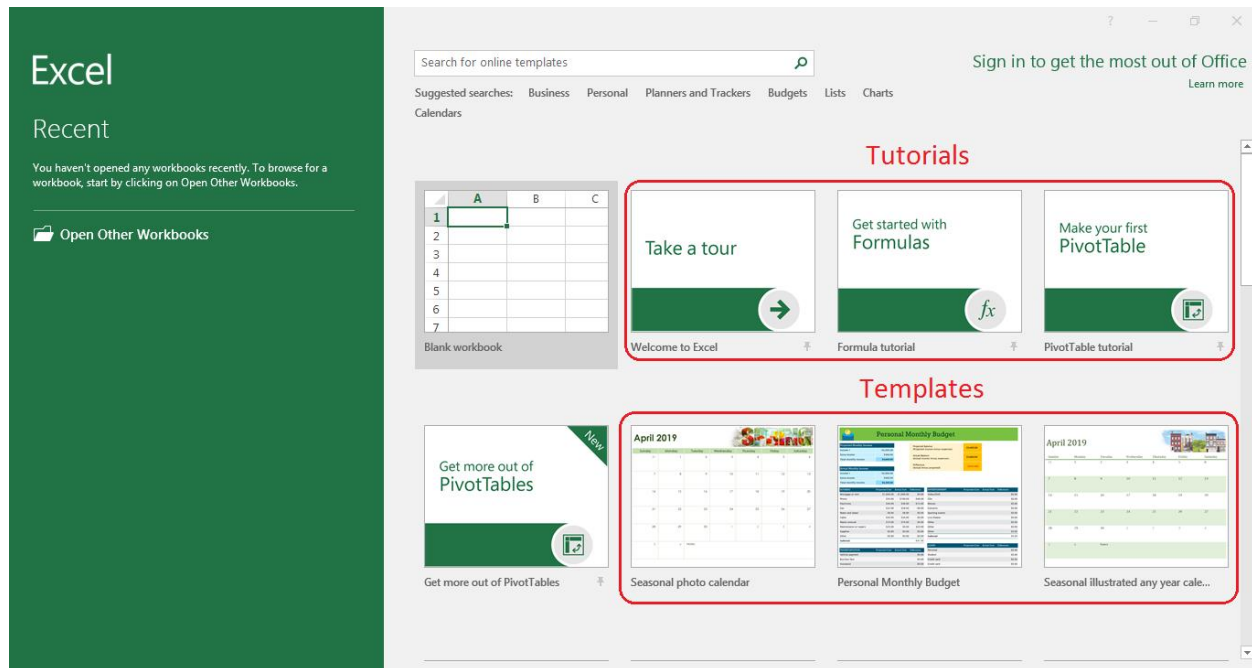
Excel is a **spreadsheet program** that allows you to **store, organize** and **analyze** information. Common uses for Excel include:

- Number Crunching
- Creating Charts and Tables
- Organizing Lists and Data

Learning Objectives

- Be able to navigate and manipulate Excel's layout and user interface
- Be able to enter, cut, copy, and paste data in Excel
- Be able to use basic formulas and functions

The Excel Interface

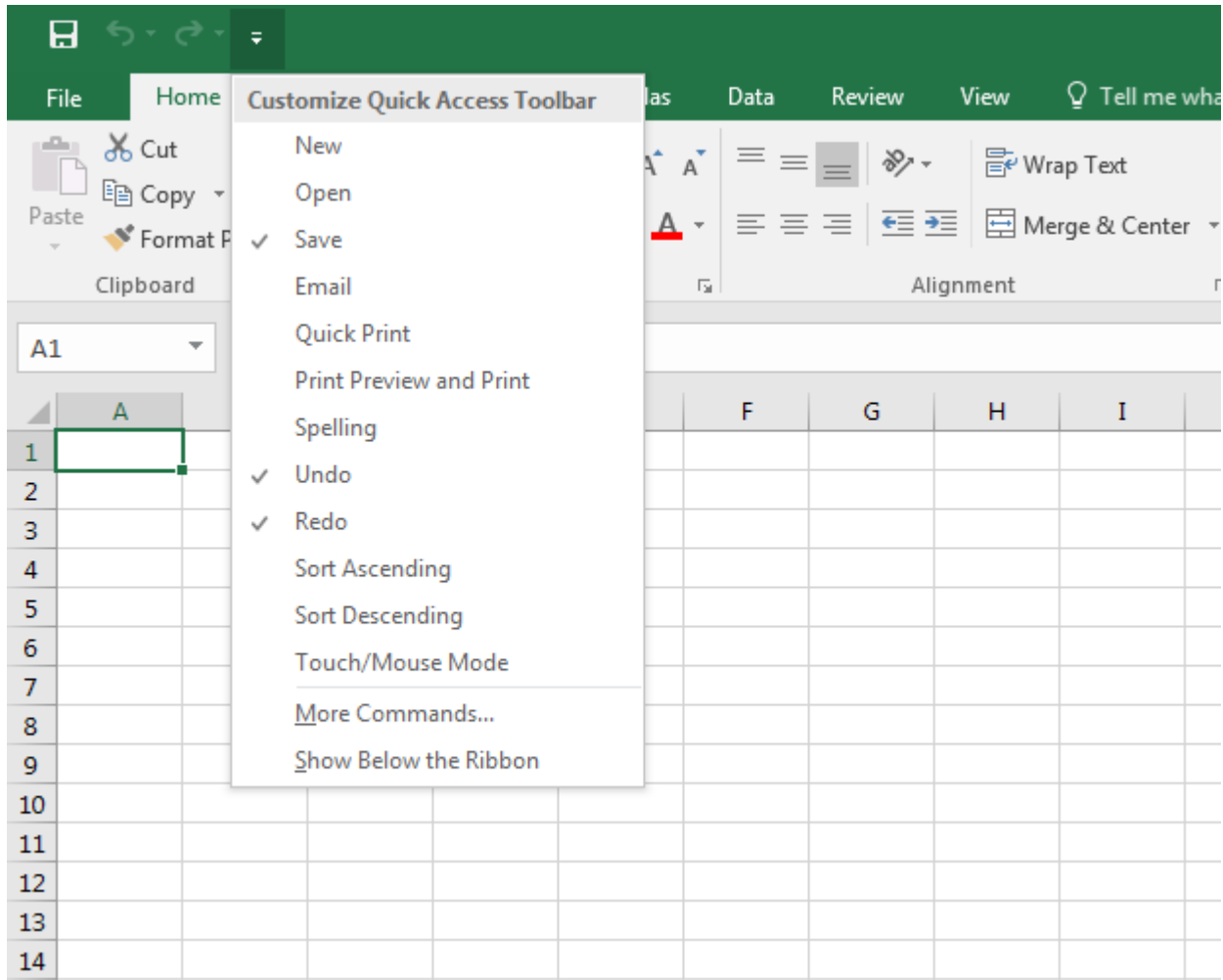


This is the Excel start screen. The start screen has buttons for:

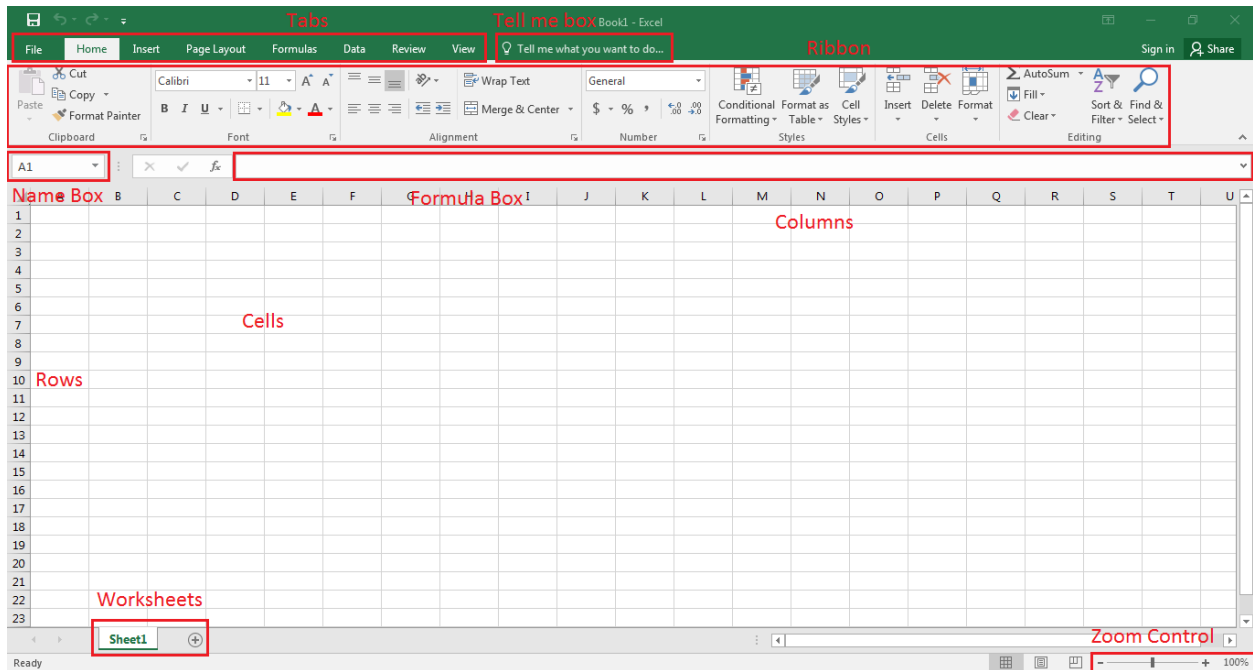
- Creating a blank workbook
- Familiarizing yourself with Excel by going through one of the tutorials
- Starting with a template

You can find more templates by scrolling down the start screen.

The Layout



At the far top left corner of the screen is the **quick access toolbar**. You can customize this toolbar to provide shortcuts to your most commonly used commands by left clicking on the button for its drop-down menu.



Located toward the top of the screen are the **tabs**, the **ribbon**, and the **Tell me box**. The ribbon contains buttons for various Excel commands. The tabs allow you to switch between different groups of commands. The Tell me box works like a search bar that helps you quickly find the tool or command you want to use.

Excel is organized as a grid of rectangles called **cells**, each of which can hold data. The rows are labeled in numerical order, and the columns in alphabetical order. The green box indicates which cells are currently selected.

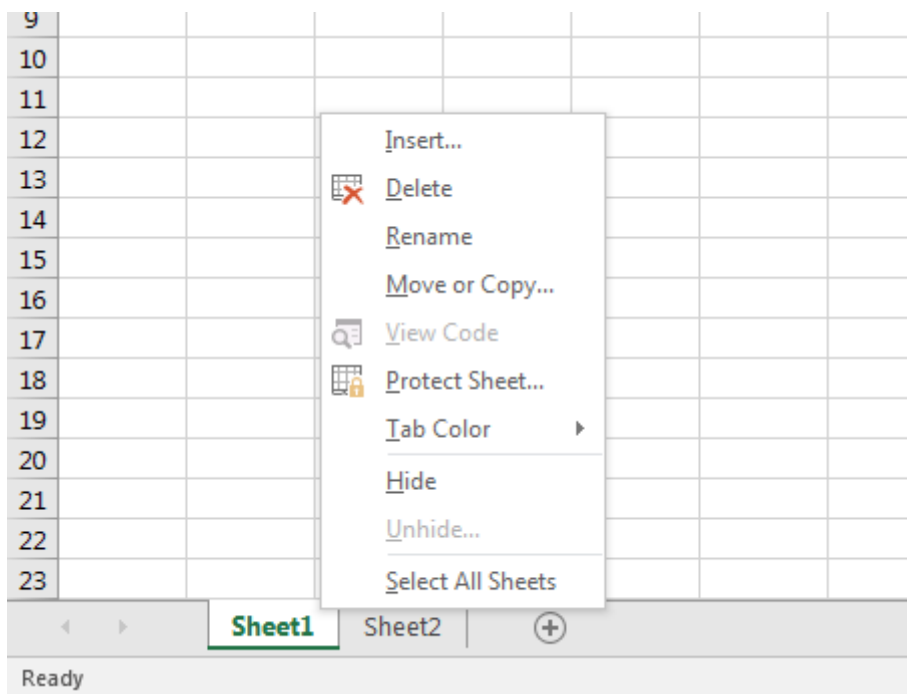
The **name box** beneath the left side of the ribbon tells you which cell is the **active** one – the cell that you will enter data into if you begin typing. If you select multiple cells, the active cell will typically be the one at the top left. Notice that the name box gives the name of the active cell as a letter plus a number – this tells you the column and row of the active cell. For example, the cell in the top left corner is A1. This is known as a **cell address**.

To the right of the name box is the **formula bar**. This is mainly used for formulas and its use will be explained in a later section.

Down at the bottom of the workbook are the worksheet and zoom control options. Worksheets behave like pages in a notebook, and allow you to better organize your data by placing different content on different worksheets. You can

add a blank worksheet to your workbook by left clicking on the plus button to the right of your list of worksheets.

If you add a worksheet, you should see two tabs at the bottom of your screen labeled Sheet1 and Sheet2. Left clicking on a tab will switch you over to that worksheet.



You can right click on a worksheet tab to bring up a menu that allows you to delete, rename, move, copy, or color code worksheets. As with most computer applications, left click is generally used to select and use tools and commands, and right click is used to bring up contextual menus that offer additional options.

Finally, you can use the scroll bars toward the bottom right of the screen to go to other parts of your worksheet.

Selecting Cells

Select a cell by left clicking on it, or select multiple cells by clicking a cell while holding down the left button and dragging your cursor across the cells you wish to select. Select an entire row or column by left clicking on the row number or column letter. Click and drag also works for selecting multiple rows or columns.

You can also select a range of cells by left clicking on the first cell you wish to select, holding down the Shift key, and then clicking on the last cell you wish to select. To select non-contiguous cells, rows, or columns, hold down the Ctrl key as you make your selections.

Navigating and Entering Data

To enter data into Excel, select a cell and begin typing. What you type will be stored in that cell and replace anything that was previously there. Once you are finished typing you can finalize your entry by left clicking on another cell, pressing Enter to move one cell down, pressing Tab to move one cell to the right, or using the direction keys to move your active cell around the worksheet.

Note that if you wish to *edit* the information in a cell instead of replacing it you have to double click the cell instead of just selecting it. Alternatively, you can select the cell you wish to edit, click on the formula bar, and make changes directly from there.

Undo and Redo

Some useful commands you might find yourself using often are Undo and Redo.

When you undo something, it reverses the last action you took. If you then decide you liked things the way they were before the undo, use the redo command to revert the changes. The undo and redo buttons can usually be found in the quick access toolbar at the top left corner of your screen, though it's often easier to use their shortcuts. The shortcut for undo is Ctrl-Z and the shortcut for redo is Ctrl-Y.

Deleting Data

To erase data from a cell, select the cells you wish to clear and press the Delete key, or right click on the selection and left click on “Clear Contents” in the contextual menu that appears.

The screenshot shows an Excel spreadsheet with a table of names and ages. The table is as follows:

7	Donald Trump	Business Exec	18
8	Oprah Winfrey	Television Pro	23
9	Jennifer Lawrence	Actress	19
10	Michael Jordan	Basketball Pla	17
11	Brad Pitt	Actor	22
12	Meryl Streep	Actress	23
13			
14			
15			
16			
17			

A right-click context menu is open over the selected cells (rows 9-12, column 4). The menu items are: Cut, Copy, Paste Options, Paste Special..., Smart Lookup, Insert..., Delete..., Clear Contents (highlighted), Quick Analysis, Filter, Sort, Insert Comment, Format Cells..., Pick From Drop-down List..., Define Name..., and Hyperlink... The status bar at the bottom shows 'Ready' and 'Sum: 185'.

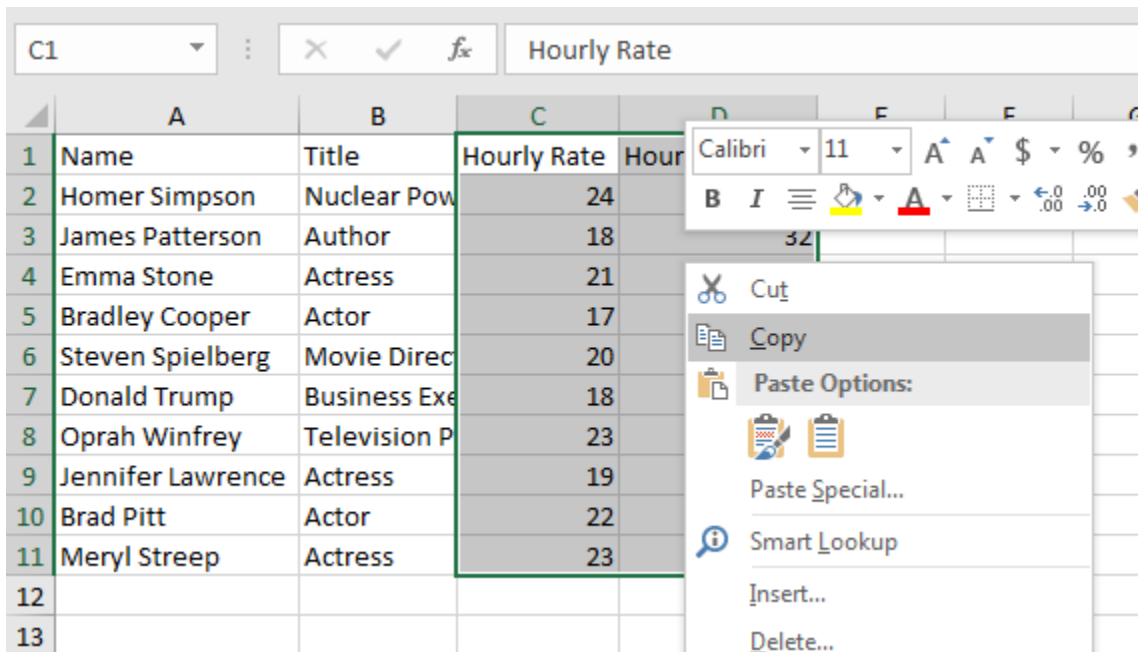
The screenshot shows the same Excel spreadsheet after deleting the data from rows 9-12, column 4. The table is now as follows:

7	Donald Trump	Business Exec	18	15
8	Oprah Winfrey	Television Pro	23	23
9				
10				
11				
12				
13				
14				
15				
16				
17				

The status bar at the bottom shows 'Ready' and 'Sum: 185'.

Copy, Cut, and Paste

Copying and pasting data in Excel works a lot like copying and pasting in Microsoft Word and most other applications. To do this, select the cells you wish to copy, right click to bring up the contextual menu and left click “Copy.” Select the cell you wish to paste to, then right click there and left click the leftmost icon under “Paste Options.” To save time while copying and pasting, use the shortcuts Ctrl-C for copy and Ctrl-V for paste.



	A	B	C	D	E	F	G	H	I	J
1	Name	Title	Hourly Rate	Hours Worked		Hourly Ra	Hours Wo	ked		
2	Homer Simpson	Nuclear Pow	24	27		24	27			
3	James Patterson	Author	18	32		18	32			
4	Emma Stone	Actress	21	39		21	39			
5	Bradley Cooper	Actor	17	16		17	16			
6	Steven Spielberg	Movie Direct	20	20		20	20			
7	Donald Trump	Business Exe	18	15		18	15			
8	Oprah Winfrey	Television P	23	23		23	23			
9	Jennifer Lawrence	Actress	19	28		19	28			
10	Brad Pitt	Actor	22	33		22	33			
11	Meryl Streep	Actress	23	25		23	25			
12										
13										

The screenshot shows the same data as the previous image, but with a dashed green border around the 'Hourly Rate' and 'Hours Worked' columns (C3:C11 and D3:D11). A small context menu is visible at the bottom right of the spreadsheet, showing '(Ctrl)'.

Besides copying and pasting, you can also cut and paste to move the contents of your selected cells to another location without leaving behind a copy. The shortcut for the Cut command is Ctrl-X.

	A	B	C	D	E	F	G	H
1	Name	Title				Hourly Rate	Hours Worked	
2	Homer Simpson	Nuclear Powerplant Technician				24	27	
3	James Patterson	Author				18	32	
4	Emma Stone	Actress				21	39	
5	Bradley Cooper	Actor				17	16	
6	Steven Spielberg	Movie Director				20	20	
7	Donald Trump	Business Executive				18	15	
8	Oprah Winfrey	Television Producer				23	23	
9	Jennifer Lawrence	Actress				19	28	
10	Brad Pitt	Actor				22	33	
11	Meryl Streep	Actress				23	25	
12								
13								

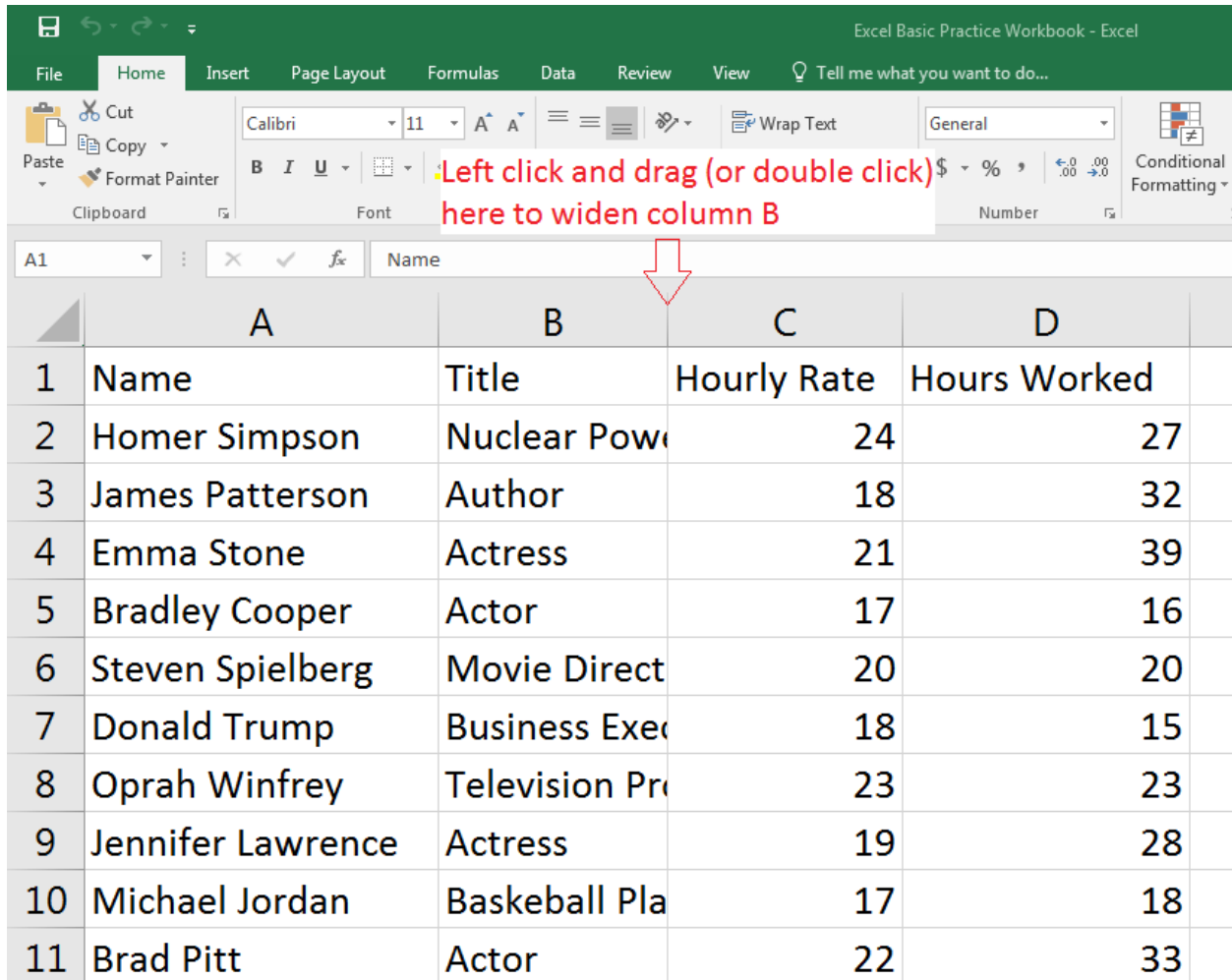
Alternatively, you can drag and drop cells from one place to another. To drag and drop, hover your cursor to one of the edges of your selection. Your cursor should transform into a four-way arrow. From here, hold down the left button and drag the selected cells to where you want them to go.

There are multiple paste options. These options do different things and can be used by left clicking on the appropriate icon when you go to paste something. For example, the Transpose Paste command will convert a copied or cut selection's rows to columns, or vice versa.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Name	Title	Hourly Rate	Hours Worked		Hourly Rate	24	18	21	17	20	18	23	19	22	23
2	Homer Simpson	Nuclear Powerplant Technician	24	27		Hours Worked	27	32	39	16	20	15	23	28	33	25
3	James Patterson	Author	18	32												
4	Emma Stone	Actress	21	39												
5	Bradley Cooper	Actor	17	16												
6	Steven Spielberg	Movie Director	20	20												
7	Donald Trump	Business Executive	18	15												
8	Oprah Winfrey	Television Producer	23	23												
9	Jennifer Lawrence	Actress	19	28												
10	Brad Pitt	Actor	22	33												
11	Meryl Streep	Actress	23	25												
12																
13																

Modifying Columns and Rows

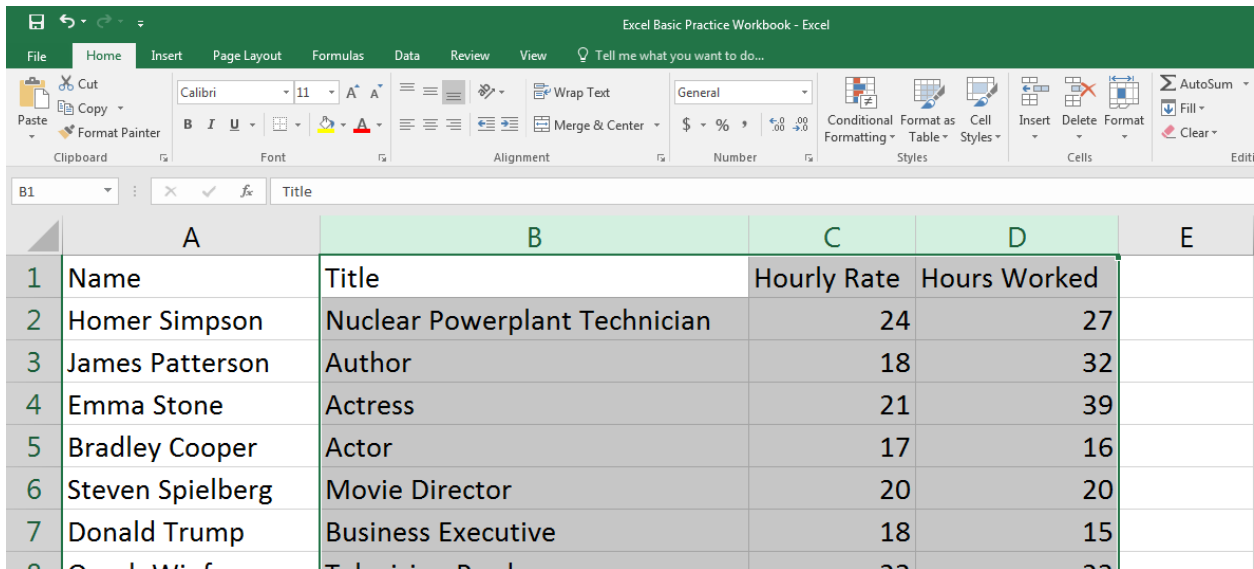
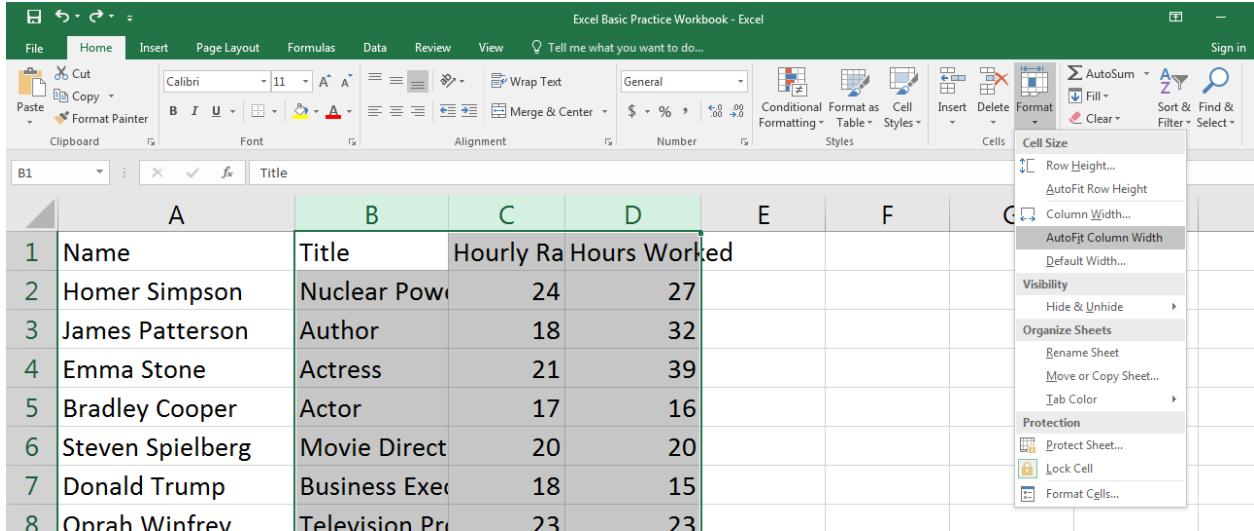
If the data you enter is too long for a cell, you can alter the width of the columns or the height of the rows to accommodate the text. To change the width of a cell, place your cursor on the division between the column letters, left click and drag the column until the width is acceptable. Another option is to double click on the division between the two columns. This will **AutoFit** the column to fit the text.



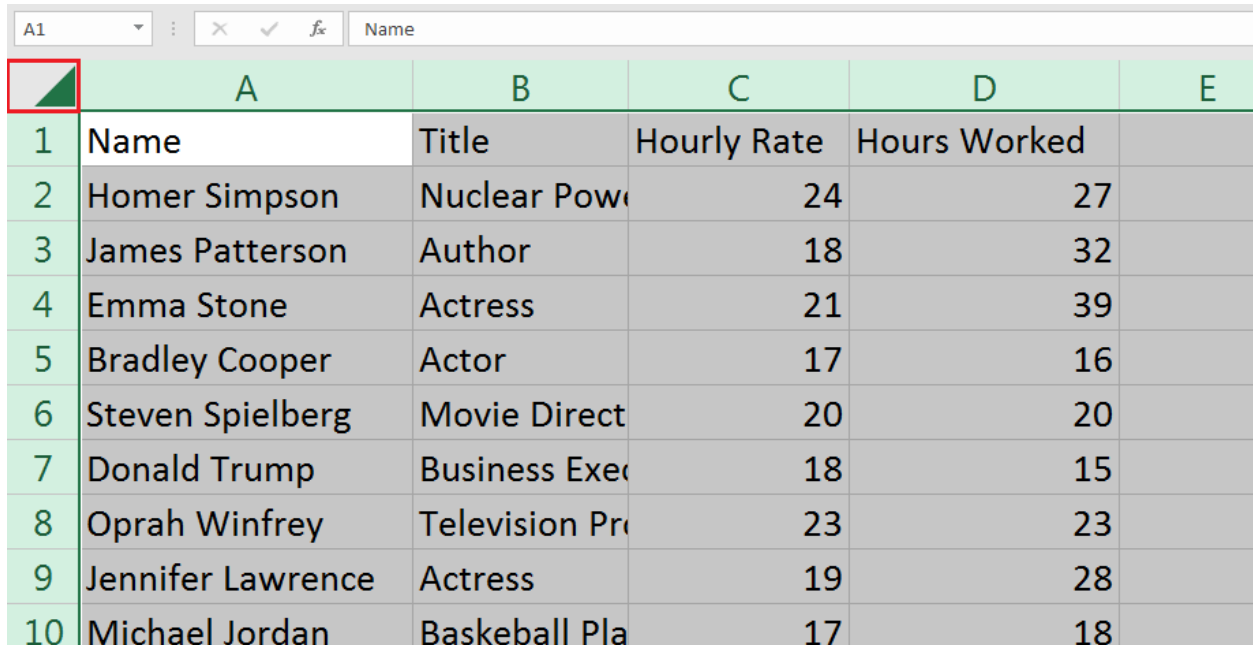
The screenshot shows the Microsoft Excel interface with a table containing 11 rows of data. The columns are labeled A, B, C, and D. A red arrow points to the boundary between columns B and C, with a text box above it that reads "Left click and drag (or double click) here to widen column B".

	A	B	C	D
1	Name	Title	Hourly Rate	Hours Worked
2	Homer Simpson	Nuclear Power	24	27
3	James Patterson	Author	18	32
4	Emma Stone	Actress	21	39
5	Bradley Cooper	Actor	17	16
6	Steven Spielberg	Movie Director	20	20
7	Donald Trump	Business Executive	18	15
8	Oprah Winfrey	Television Producer	23	23
9	Jennifer Lawrence	Actress	19	28
10	Michael Jordan	Basketball Player	17	18
11	Brad Pitt	Actor	22	33

AutoFit works for row height as well, and you can also use it for several rows or columns at the same time. To do this, select the rows or columns you wish to AutoFit, then select the appropriate command from the **Format** drop-down menu on the **Home** ribbon.

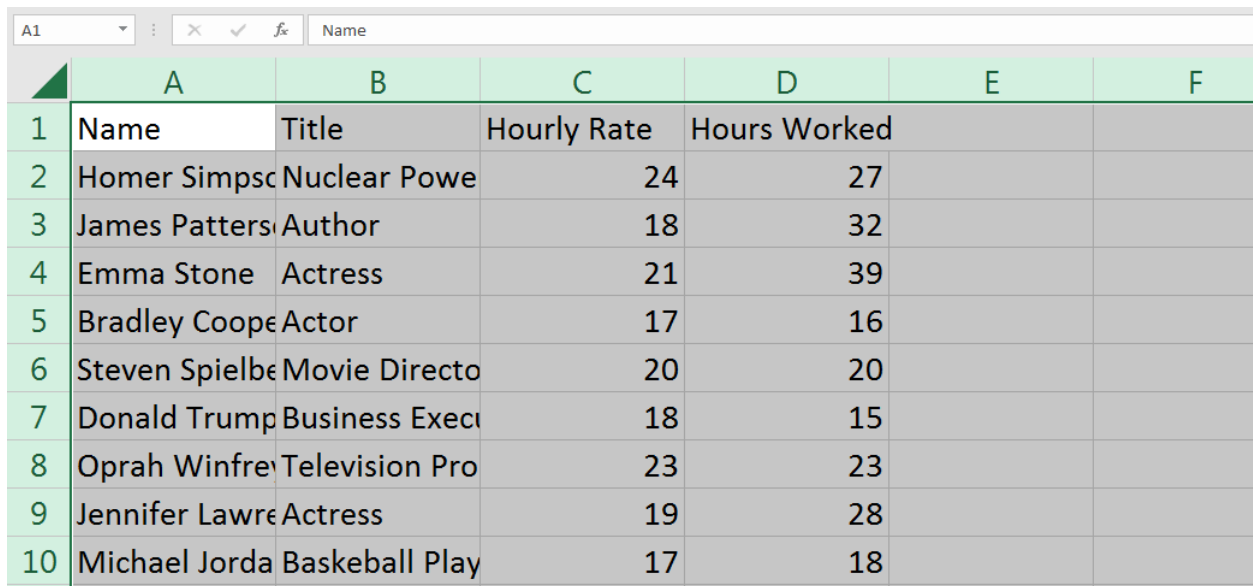


You can also modify every row and column in your spreadsheet at the same time. To do this, left click on the **Select All** button just below the name box.



	A	B	C	D	E
1	Name	Title	Hourly Rate	Hours Worked	
2	Homer Simpson	Nuclear Power	24	27	
3	James Patterson	Author	18	32	
4	Emma Stone	Actress	21	39	
5	Bradley Cooper	Actor	17	16	
6	Steven Spielberg	Movie Director	20	20	
7	Donald Trump	Business Executive	18	15	
8	Oprah Winfrey	Television Producer	23	23	
9	Jennifer Lawrence	Actress	19	28	
10	Michael Jordan	Basketball Player	17	18	

Then, hover your cursor over a row or column divider, and left click and drag until your rows or columns are the desired height or width.



	A	B	C	D	E	F
1	Name	Title	Hourly Rate	Hours Worked		
2	Homer Simpson	Nuclear Power	24	27		
3	James Patterson	Author	18	32		
4	Emma Stone	Actress	21	39		
5	Bradley Cooper	Actor	17	16		
6	Steven Spielberg	Movie Director	20	20		
7	Donald Trump	Business Executive	18	15		
8	Oprah Winfrey	Television Producer	23	23		
9	Jennifer Lawrence	Actress	19	28		
10	Michael Jordan	Basketball Player	17	18		

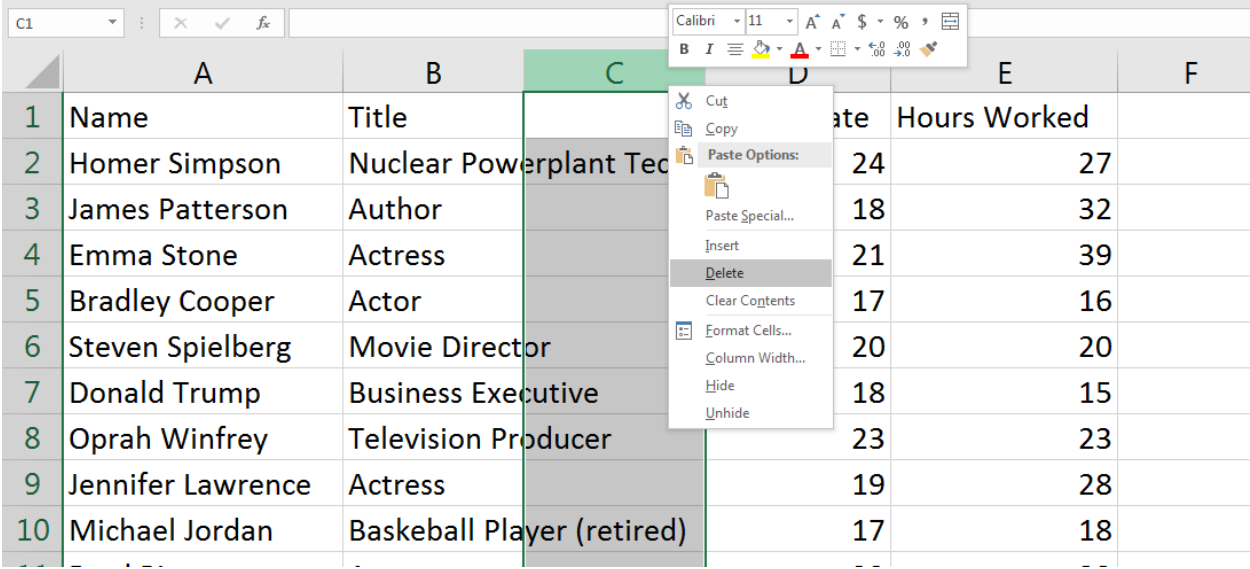
Inserting, Deleting, Moving, and Hiding

You can insert or delete columns and rows from your worksheet. To insert a column, select the column to the right of where you want your new column to appear, then right click on the selected column and left click on “Insert” in the contextual menu. This process works for rows as well.

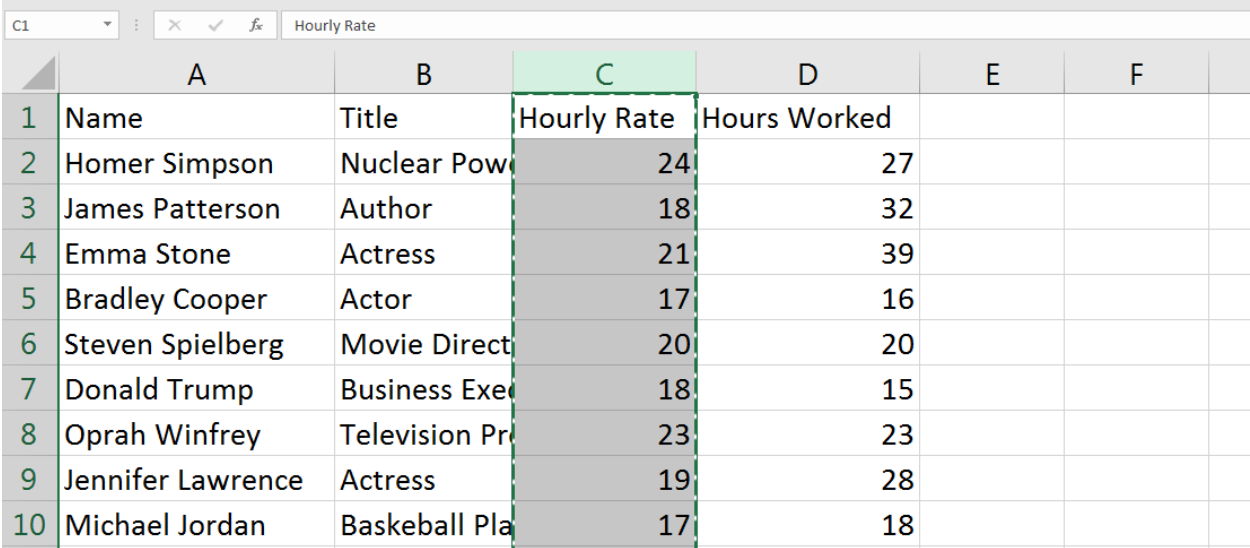
	A	B	C	D	E
1	Name	Title	Hourly Rate	Hours Worked	
2	Homer Simpson	Nuclear Powerplant Technician		27	
3	James Patterson	Author		32	
4	Emma Stone	Actress		39	
5	Bradley Cooper	Actor		16	
6	Steven Spielberg	Movie Director		20	
7	Donald Trump	Business Executive		15	
8	Oprah Winfrey	Television Producer	23	23	
9	Jennifer Lawrence	Actress	19	28	
10	Michael Jordan	Basketball Player	17	18	

	A	B	C	D	E	F
1	Name	Title		Hourly Rate	Hours Worked	
2	Homer Simpson	Nuclear Powerplant Technician		24	27	
3	James Patterson	Author		18	32	
4	Emma Stone	Actress		21	39	
5	Bradley Cooper	Actor		17	16	
6	Steven Spielberg	Movie Director		20	20	
7	Donald Trump	Business Executive		18	15	
8	Oprah Winfrey	Television Producer		23	23	
9	Jennifer Lawrence	Actress		19	28	
10	Michael Jordan	Basketball Player (retired)		17	18	

To delete a column, select the column, then right click on the column and left click on “Delete” in the contextual menu. Adjacent cells will move into where the deleted cells were. This process works for rows as well. You can also delete a selection of cells instead of an entire row or column.



Sometimes you may want to move a column or row to rearrange the content of your worksheet. To move a column, first select and cut that column.



Then, select the column to the right of where you want to move your original column, right click on the selection and left click on “Insert Cut Cells” in the contextual menu. This will move the original column to the selected location and shift the surrounding columns accordingly. This process works for rows as well. Note that cutting and pasting a row or column does *not* produce the same effect.

	A	B	C	D	E	F
1	Name	Title	Hourly Rate	Hours Worked		
2	Homer Simpson	Nuclear Power	24	27		
3	James Patterson	Author	18	32		
4	Emma Stone	Actress	21	39		
5	Bradley Cooper	Actor	17	16		
6	Steven Spielberg	Movie Director	20	20		
7	Donald Trump	Business Executive	18	15		
8	Oprah Winfrey	Television Producer	23	23		
9	Jennifer Lawrence	Actress	19	28		
10	Michael Jordan	Basketball Player	17	18		
11	Brad Pitt	Actor	22	23		

	A	B	C	D	E	F
1	Name	Title	Hours Worked		Hourly Rate	
2	Homer Simpson	Nuclear Power	27		24	
3	James Patterson	Author	32		18	
4	Emma Stone	Actress	39		21	
5	Bradley Cooper	Actor	16		17	
6	Steven Spielberg	Movie Director	20		20	
7	Donald Trump	Business Executive	15		18	
8	Oprah Winfrey	Television Producer	23		23	
9	Jennifer Lawrence	Actress	28		19	
10	Michael Jordan	Basketball Player	18		17	
11	Brad Pitt	Actor	33		22	

At times you may want to temporarily remove part of a worksheet from sight if things become too cluttered or unwieldy. To hide one or more columns, select those columns, right click on the selection and left click on “Hide” in the contextual menu. A vertical line will appear between the columns to the left and right of the hidden section to remind you that there hidden columns there.

The screenshot shows an Excel spreadsheet titled "Smith Family Budget 2015". The columns are labeled A through I. Columns G and H are currently hidden, indicated by a vertical line between columns F and I. A right-click context menu is open over column H, with the "Hide" option selected. The menu options include Cut, Copy, Paste Options, Paste Special..., Insert, Delete, Clear Contents, Format Cells..., Column Width..., Hide, and Unhide.

	A	B	C	D	E	F	G	H	I
1	Smith Family Budget 2015								
2									
3		Income	Mortgage	Utilities	Cell Phone	Groceries	Pet Care	Dining	Auto Gas
4	1/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$150	
5	2/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$150	
6	3/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$150	
7	4/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$150	
8	5/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$150	
9	6/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$150	
10	7/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$150	

The screenshot shows the same Excel spreadsheet after columns G and H have been unhidden. The budget table now includes columns for Pet Care, Dining, and Auto Gas. The data is as follows:

	A	B	C	D	E	F	G	H	I
1	Smith Family Budget 2015								
2									
3		Income	Mortgage	Utilities	Cell Phone	Groceries	Pet Care	Dining	Auto Gas and /
4	1/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$150	
5	2/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$150	
6	3/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$150	
7	4/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$150	
8	5/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$150	
9	6/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$150	
10	7/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$150	

To unhide hidden columns, select the columns to the left and right of the hidden section, right click the selection, and then left click on “Unhide” in the contextual menu. This process works for rows as well.

	A	B	C	D	E	F	G	H
1	Smith Family Budget 2015							
2								
3		Income	Mortgage	Utilities	Cell Phone	Groceries	Gas and Auto	
4	1/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$150	
5	2/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$150	
6	3/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$150	
7	4/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$150	
8	5/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$150	
9	6/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$150	
10	7/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$150	

Wrapping Text and Merging Cells

When you have too much content in a cell, you may want to wrap the text or merge multiple cells together in order to make your worksheet more readable without widening the columns. To wrap text, select the cells you want to alter and left click the “Wrap Text” button on the **Home** ribbon.

	A	B	C	D	E	F	G	H
1	Smith Family Budget 2015							
2								
3		Income	Mortgage	Utilities	Cell Phone	Groceries	Gas and Auto	
4	1/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$150	
5	2/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$150	
6	3/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$150	

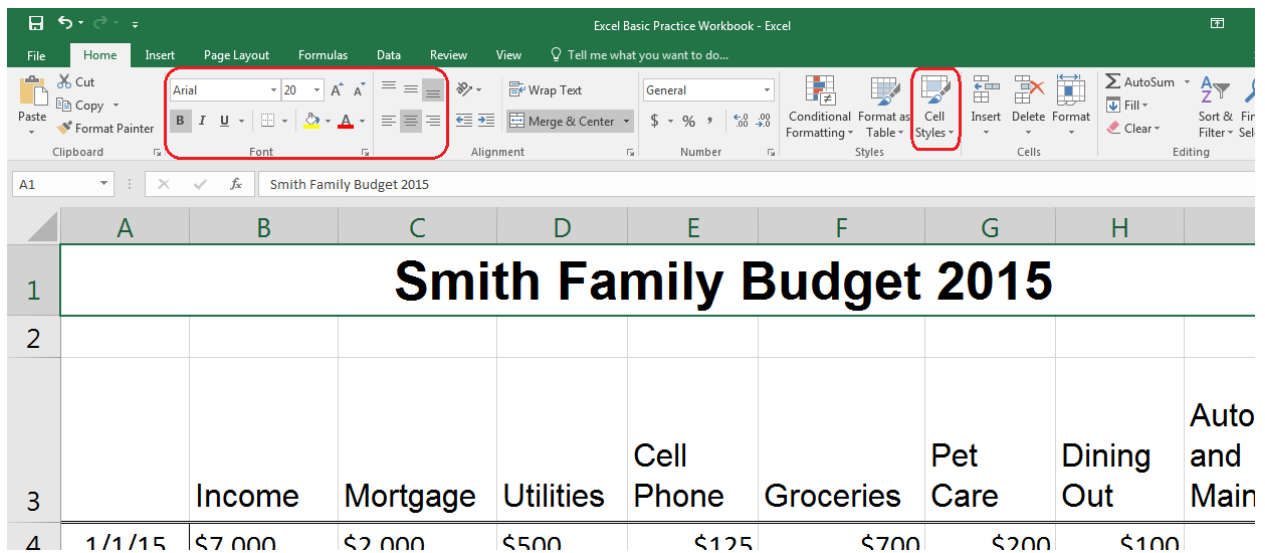
	A	B	C	D	E	F	G	H
1	Smith Family Budget 2015							
2								
3		Income	Mortgage	Utilities	Cell Phone	Groceries	Pet Care	Dining Out
4	1/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	
5	2/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	

Merge cells together by selecting the cells you want to combine and then left clicking on the “Merge & Center” button or one of the options in its drop-down menu.

	A	B	C	D	E	F	G	H	I
1	Smith Family Budget 2015								
2									
3		Income	Mortgage	Utilities	Cell Phone	Groceries	Pet Care	Dining Out	Auto Gas and Mainten
4	1/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	
5	2/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	

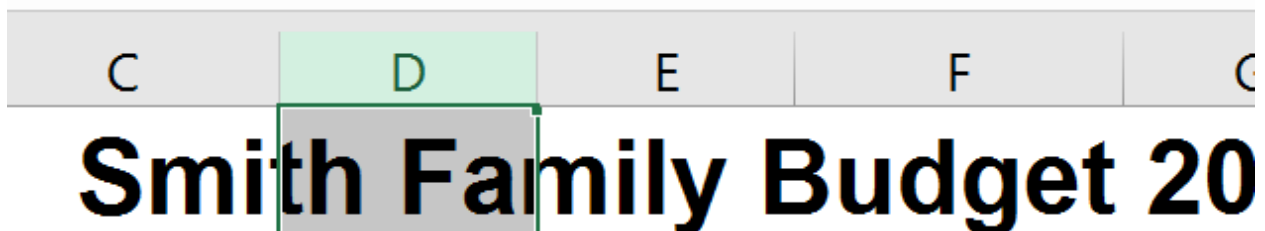
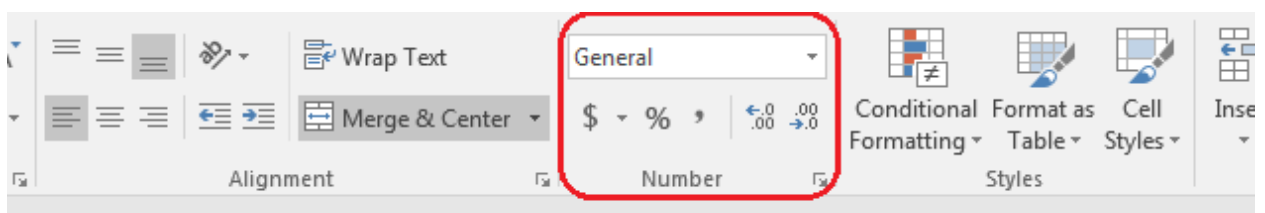
Formatting Cells

Like Microsoft Word, Excel offers many ways to alter the look of your worksheets. Features include the ability to edit **font size**, **font color**, **text alignment**, as well as **bold**, *italic*, and underline. You can also use the “Fill Color” button to **highlight** one or more cells, add **borders** to cells, or apply **cell styles**.



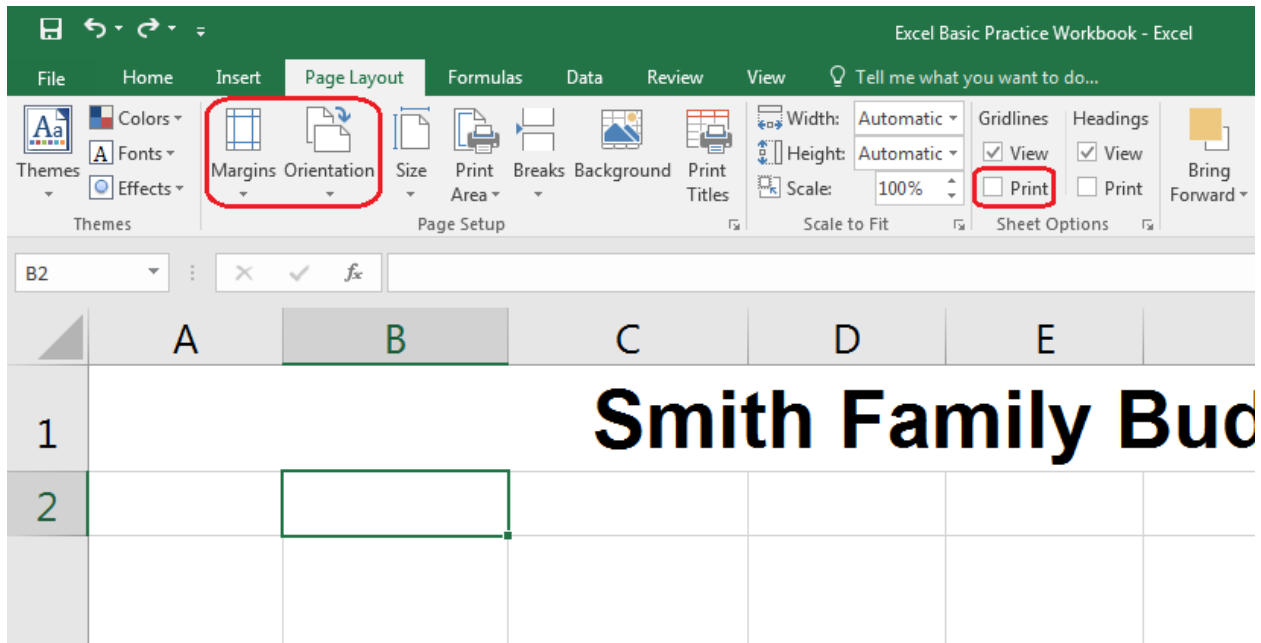
Number Formats

Excel allows you to present numerical data in a number of ways to make things easier to read and use. To adjust the number formatting of a section of your spreadsheet, select the cells you want to affect and use the number format options on the Home ribbon to make changes.



Printing Options

The **Page Layout** tab allows you to adjust how your spreadsheets will look when you print them.



The **Orientation** drop-down menu allows you to switch between the portrait and landscape layouts, and you can use the **Margins** menu to change how much white space will appear on each side of your spreadsheet when you print it. If you want your spreadsheet to be printed with the gridlines you see on screen, make sure to check that box before you print.

Sometimes your worksheets may be too wide to fit all your columns on a single page, even when you set your worksheets in landscape orientation. If this happens, try using the **scaling** drop-down menu on the print preview page to adjust the look of your spreadsheet. Note that this may shrink the size of your spreadsheets as they are printed.

Print

Printer

ISD Workroom Copier on ppl...
Ready: 1 document waiting
Printer Properties

Settings

Print Active Sheets
Only print the active sheets

No Scaling
Print sheets at their actual size

Fit Sheet on One Page
Shrink the printout so that it fits on one page

Fit All Columns on One Page
Shrink the printout so that it is one page wide

Fit All Rows on One Page
Shrink the printout so that it is one page high

Custom Scaling Options...

No Scaling
Print sheets at their actual size

Smith Family Budget 2015

	Income	Mortgage	Utilities	Cell Phone	Groceries	Pet Care	Dining Out	Auto Gas and Maintenance	Auto Insurance	Parking
1/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	\$100	\$250	\$25
2/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	\$100	\$250	\$25
3/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	\$100	\$250	\$25
4/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	\$100	\$250	\$25
5/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	\$100	\$250	\$25
6/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	\$100	\$250	\$25
7/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	\$100	\$250	\$25
8/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	\$100	\$250	\$25
9/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	\$100	\$250	\$25
10/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	\$100	\$250	\$25
11/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	\$100	\$250	\$25
12/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	\$100	\$250	\$25
1/1/16	\$7,500	\$2,000	\$550	\$150	\$725	\$225	\$125	\$125	\$175	\$50
2/1/16	\$7,500	\$2,000	\$550	\$150	\$725	\$225	\$125	\$125	\$175	\$50
3/1/16	\$7,500	\$2,000	\$550	\$150	\$725	\$225	\$125	\$125	\$175	\$50
4/1/16	\$7,500	\$2,000	\$550	\$150	\$725	\$225	\$125	\$125	\$175	\$50
5/1/16	\$7,500	\$2,000	\$550	\$150	\$725	\$225	\$125	\$125	\$175	\$50
6/1/16	\$7,500	\$2,000	\$550	\$150	\$725	\$225	\$125	\$125	\$175	\$50
7/1/16	\$7,500	\$2,000	\$550	\$150	\$725	\$225	\$125	\$125	\$175	\$50
8/1/16	\$7,500	\$2,000	\$550	\$150	\$725	\$225	\$125	\$125	\$175	\$50
9/1/16	\$7,500	\$2,000	\$550	\$150	\$725	\$225	\$125	\$125	\$175	\$50
10/1/16	\$7,500	\$2,000	\$550	\$150	\$725	\$225	\$125	\$125	\$175	\$50
11/1/16	\$7,500	\$2,000	\$550	\$150	\$725	\$225	\$125	\$125	\$175	\$50
12/1/16	\$7,500	\$2,000	\$550	\$150	\$725	\$225	\$125	\$125	\$175	\$50
1/1/17	\$8,000	\$2,000	\$600	\$175	\$750	\$250	\$150	\$200	\$300	\$75
2/1/17	\$8,000	\$2,000	\$600	\$175	\$750	\$250	\$150	\$200	\$300	\$75
3/1/17	\$8,000	\$2,000	\$600	\$175	\$750	\$250	\$150	\$200	\$300	\$75

Print

Printer

ISD Workroom Copier on ppl...
Ready: 1 document waiting
Printer Properties

Settings

Print Active Sheets
Only print the active sheets

Pages: to

Print One Sided
Only print on one side of th...

Collated
1,2,3 1,2,3 1,2,3

Landscape Orientation

8 1/2x11
8.5" x 11"

Normal Margins
Left: 0.7" Right: 0.7"

Fit All Columns on One Page
Shrink the printout so that it...

Smith Family Budget 2015

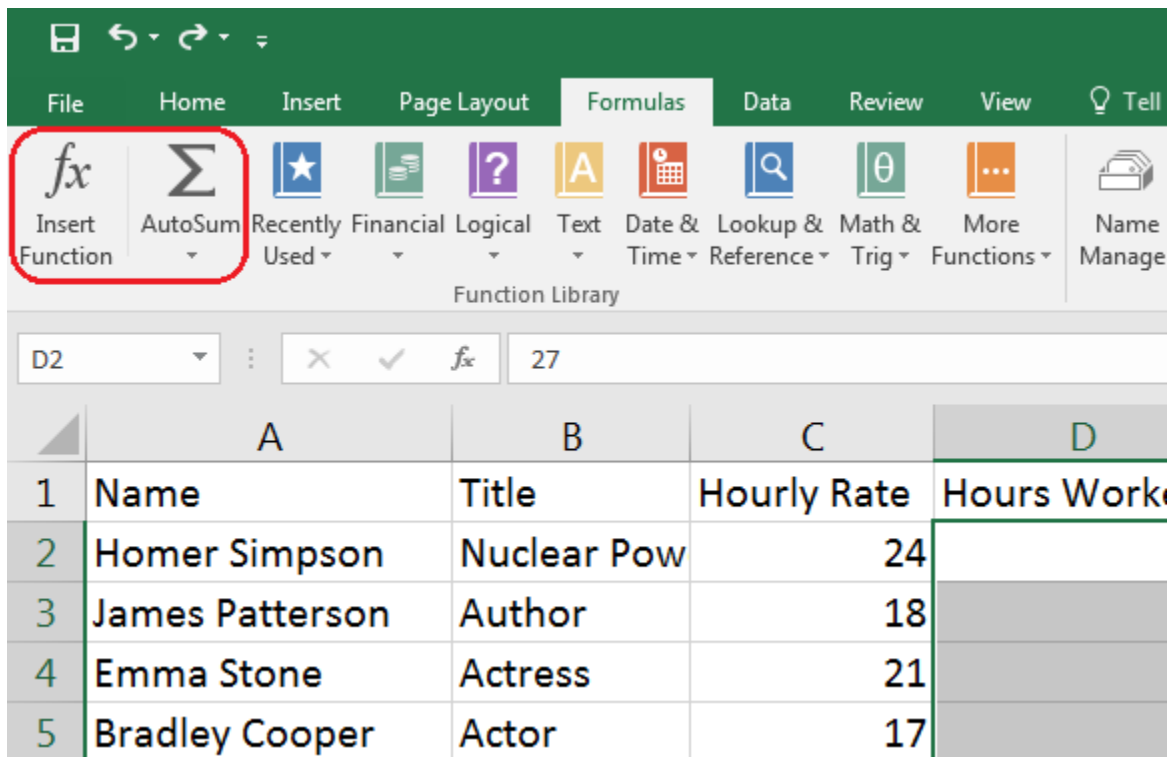
	Income	Mortgage	Utilities	Cell Phone	Groceries	Pet Care	Dining Out	Auto Gas and Maintenance	Auto Insurance	Parking	Entertainment	Internet and Cable	Medical Services	Expenses	Vacation	Savings
1/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	\$100	\$250	\$25	\$75	\$200	\$75	\$75	\$75	\$75
2/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	\$100	\$250	\$25	\$75	\$200	\$75	\$75	\$75	\$75
3/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	\$100	\$250	\$25	\$75	\$200	\$75	\$75	\$75	\$75
4/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	\$100	\$250	\$25	\$75	\$200	\$75	\$75	\$75	\$75
5/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	\$100	\$250	\$25	\$75	\$200	\$75	\$75	\$75	\$75
6/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	\$100	\$250	\$25	\$75	\$200	\$75	\$75	\$75	\$75
7/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	\$100	\$250	\$25	\$75	\$200	\$75	\$75	\$75	\$75
8/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	\$100	\$250	\$25	\$75	\$200	\$75	\$75	\$75	\$75
9/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	\$100	\$250	\$25	\$75	\$200	\$75	\$75	\$75	\$75
10/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	\$100	\$250	\$25	\$75	\$200	\$75	\$75	\$75	\$75
11/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	\$100	\$250	\$25	\$75	\$200	\$75	\$75	\$75	\$75
12/1/15	\$7,000	\$2,000	\$500	\$125	\$700	\$200	\$100	\$100	\$250	\$25	\$75	\$200	\$75	\$75	\$75	\$75
1/1/16	\$7,500	\$2,000	\$550	\$150	\$725	\$225	\$125	\$125	\$175	\$50	\$100	\$125	\$100	\$100	\$100	\$100
2/1/16	\$7,500	\$2,000	\$550	\$150	\$725	\$225	\$125	\$125	\$175	\$50	\$100	\$125	\$100	\$100	\$100	\$100
3/1/16	\$7,500	\$2,000	\$550	\$150	\$725	\$225	\$125	\$125	\$175	\$50	\$100	\$125	\$100	\$100	\$100	\$100
4/1/16	\$7,500	\$2,000	\$550	\$150	\$725	\$225	\$125	\$125	\$175	\$50	\$100	\$125	\$100	\$100	\$100	\$100
5/1/16	\$7,500	\$2,000	\$550	\$150	\$725	\$225	\$125	\$125	\$175	\$50	\$100	\$125	\$100	\$100	\$100	\$100
6/1/16	\$7,500	\$2,000	\$550	\$150	\$725	\$225	\$125	\$125	\$175	\$50	\$100	\$125	\$100	\$100	\$100	\$100
7/1/16	\$7,500	\$2,000	\$550	\$150	\$725	\$225	\$125	\$125	\$175	\$50	\$100	\$125	\$100	\$100	\$100	\$100
8/1/16	\$7,500	\$2,000	\$550	\$150	\$725	\$225	\$125	\$125	\$175	\$50	\$100	\$125	\$100	\$100	\$100	\$100
9/1/16	\$7,500	\$2,000	\$550	\$150	\$725	\$225	\$125	\$125	\$175	\$50	\$100	\$125	\$100	\$100	\$100	\$100
10/1/16	\$7,500	\$2,000	\$550	\$150	\$725	\$225	\$125	\$125	\$175	\$50	\$100	\$125	\$100	\$100	\$100	\$100
11/1/16	\$7,500	\$2,000	\$550	\$150	\$725	\$225	\$125	\$125	\$175	\$50	\$100	\$125	\$100	\$100	\$100	\$100
12/1/16	\$7,500	\$2,000	\$550	\$150	\$725	\$225	\$125	\$125	\$175	\$50	\$100	\$125	\$100	\$100	\$100	\$100
1/1/17	\$8,000	\$2,000	\$600	\$175	\$750	\$250	\$150	\$200	\$300	\$75	\$125	\$150	\$125	\$125	\$125	\$125
2/1/17	\$8,000	\$2,000	\$600	\$175	\$750	\$250	\$150	\$200	\$300	\$75	\$125	\$150	\$125	\$125	\$125	\$125
3/1/17	\$8,000	\$2,000	\$600	\$175	\$750	\$250	\$150	\$200	\$300	\$75	\$125	\$150	\$125	\$125	\$125	\$125
4/1/17	\$8,000	\$2,000	\$600	\$175	\$750	\$250	\$150	\$200	\$300	\$75	\$125	\$150	\$125	\$125	\$125	\$125
5/1/17	\$8,000	\$2,000	\$600	\$175	\$750	\$250	\$150	\$200	\$300	\$75	\$125	\$150	\$125	\$125	\$125	\$125
6/1/17	\$8,000	\$2,000	\$600	\$175	\$750	\$250	\$150	\$200	\$300	\$75	\$125	\$150	\$125	\$125	\$125	\$125
7/1/17	\$8,000	\$2,000	\$600	\$175	\$750	\$250	\$150	\$200	\$300	\$75	\$125	\$150	\$125	\$125	\$125	\$125
8/1/17	\$8,000	\$2,000	\$600	\$175	\$750	\$250	\$150	\$200	\$300	\$75	\$125	\$150	\$125	\$125	\$125	\$125
9/1/17	\$8,000	\$2,000	\$600	\$175	\$750	\$250	\$150	\$200	\$300	\$75	\$125	\$150	\$125	\$125	\$125	\$125
10/1/17	\$8,000	\$2,000	\$600	\$175	\$750	\$250	\$150	\$200	\$300	\$75	\$125	\$150	\$125	\$125	\$125	\$125
11/1/17	\$8,000	\$2,000	\$600	\$175	\$750	\$250	\$150	\$200	\$300	\$75	\$125	\$150	\$125	\$125	\$125	\$125
12/1/17	\$8,000	\$2,000	\$600	\$175	\$750	\$250	\$150	\$200	\$300	\$75	\$125	\$150	\$125	\$125	\$125	\$125

If you have multiple worksheets in your workbook, when you print you need to choose whether to only print the active sheet or all of them at once.

Formulas and Functions


Open the *Formula Tutorial* workbook and run through the “Basics” and “Introduction to Functions” sheets for an overview of **formulas**, **functions**, and **cell references**.

On the **Formulas** ribbon, select a range of cells and click on the “AutoSum” button to add the value of those cells together using that function, or select a blank cell and click on the “Insert Function” button to use to a more complicated function.



The screenshot shows the Microsoft Excel interface with the **Formulas** ribbon selected. The ribbon contains several groups of buttons: **Insert Function** (fx icon), **AutoSum** (Σ icon), **Recently Used** (star icon), **Financial** (calculator icon), **Logical** (question mark icon), **Text** (A icon), **Date & Time** (calendar icon), **Lookup & Reference** (magnifying glass icon), **Math & Trig** (theta icon), **More Functions** (three dots icon), and **Name Manager** (stack of papers icon). The **Insert Function** and **AutoSum** buttons are highlighted with a red box. Below the ribbon, the formula bar shows the active cell is D2, containing the value 27. The worksheet below contains a table with the following data:

	A	B	C	D
1	Name	Title	Hourly Rate	Hours Worked
2	Homer Simpson	Nuclear Pow	24	
3	James Patterson	Author	18	
4	Emma Stone	Actress	21	
5	Bradley Cooper	Actor	17	

	A	B	C	D	E
1	Name	Title	Hourly Rate	Hours Worked	
2	Homer Simpson	Nuclear Pow	24	27	
3	James Patterson	Author	18	32	
4	Emma Stone	Actress	21	39	
5	Bradley Cooper	Actor	17	16	
6	Steven Spielberg	Movie Direct	20	20	
7	Donald Trump	Business Exe	18	15	
8	Oprah Winfrey	Television Pr	23	23	
9	Jennifer Lawrence	Actress	19	28	
10	Michael Jordan	Basketball Pla	17	18	
11	Brad Pitt	Actor	22	33	
12	Meryl Streep	Actress	23	25	
13				276	
14					
15					

Autofill

Open the *Welcome to Excel* workbook and run through the “Fill” sheet for an overview of **autofill**.

More Resources

Library books and DVDs

GCFLearnFree.org

Lynda.com

[Gale Courses](#)

Youtube.com

Google or another search engine