Excel How To

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Parts of the Spreadsheet

➢ A, B, C, etc. are the heads of the **columns**.
➢ 1, 2, 3, etc. are the heads of the **rows**.
➢ A **cell** is created by the intersection of a column and a row.
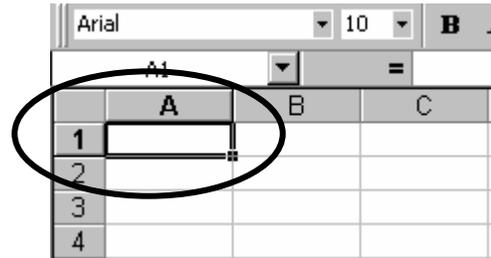
➢ The **cell address** is located in the upper left corner of the grid and consists of the column letter and row number (ex: A1).
➢ The **entry bar** shows the contents of the currently selected cell.
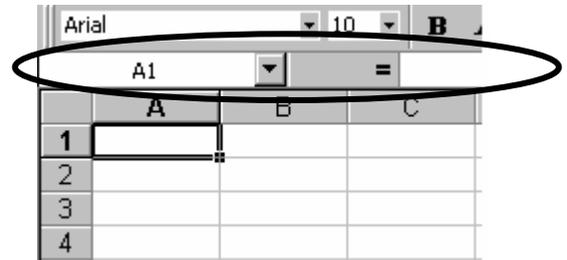
➢ A **range** is created when you click and drag across a group of cells, creating a rectangular group of connected cells.
➢ The cell you started from when creating the range is the **anchor point**.
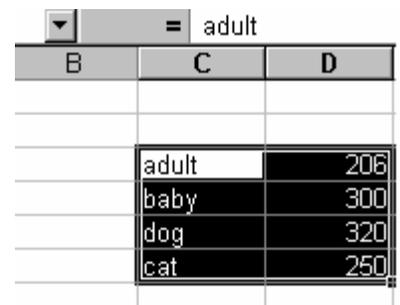
Entering Data in the Spreadsheet

1. Click once in the cell where you want your data to go. A darker box should now surround that cell.

2. Use the keyboard to enter your data. You can enter text, numbers, or formulas. **Note**: what you typed won't appear in the cell just yet. Your data will appear in the entry bar at the top of the screen. The entry bar works just like a word processor—you can make changes in the entry bar if you see a mistake.

3. Press the **Return** key to enter your data in the cell.

Graphing Data in the Spreadsheet

1. Highlight (click, hold and drag over) the data that you want to graph, both text labels and numbers. Note: make sure that you don't have any extra/blank cells highlighted.

2. Click on the graph shortcut button OR from the "Insert" menu choose "Chart".
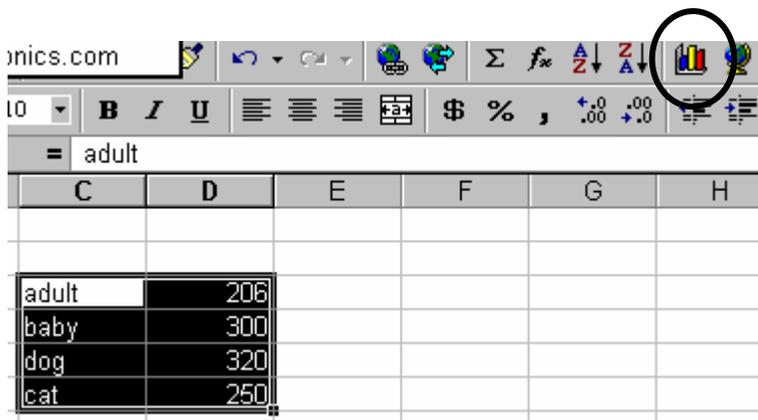
3. Click on the appropriate chart type and sub-type, then click on "Next".
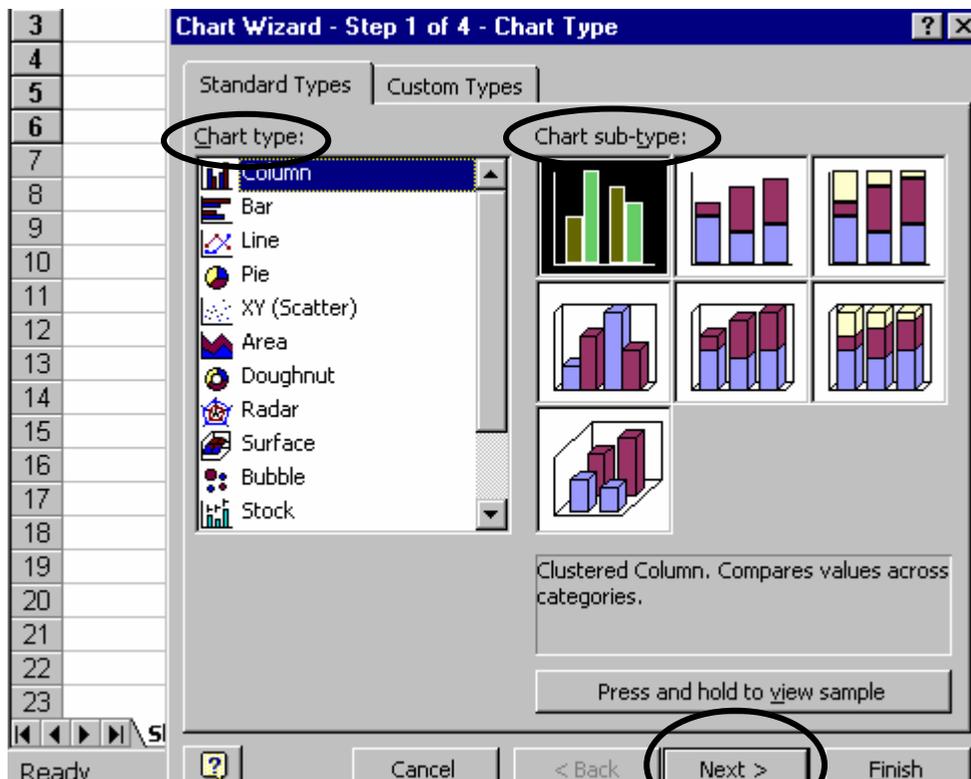
4. Click on the "Next" button again.
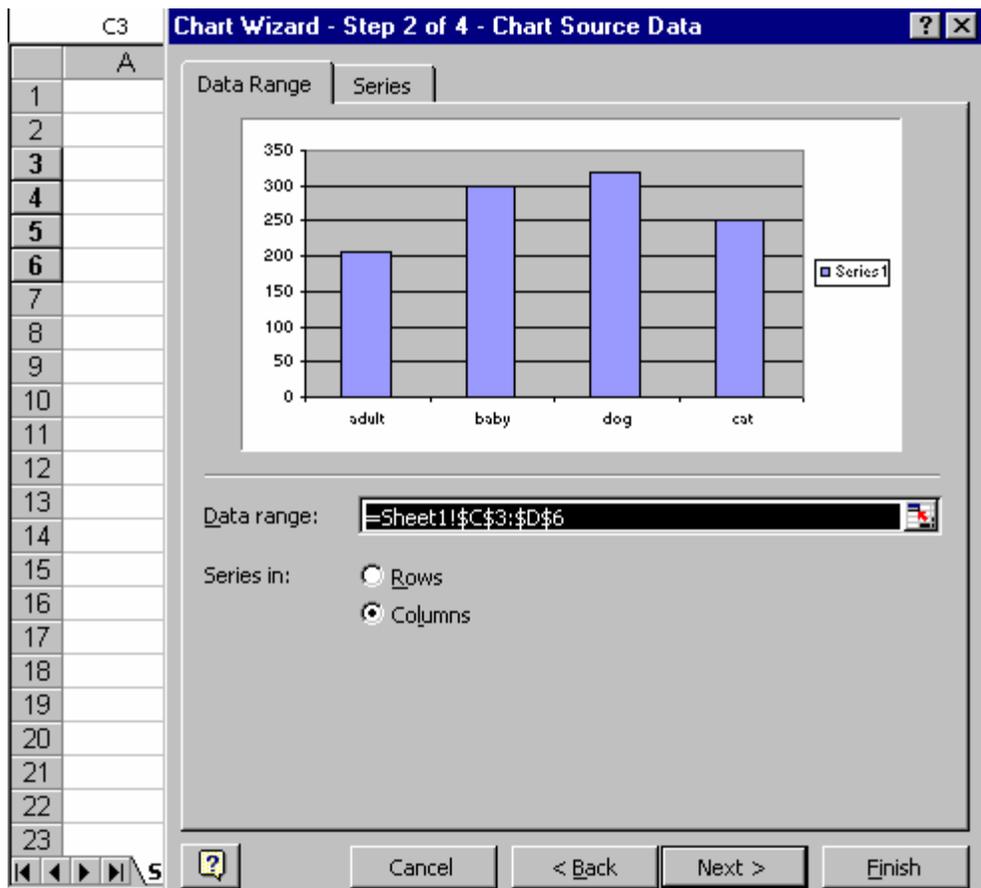
5. Click on the **Title** tab to enter a title for your graph and a label for the *X* and *Y* axes; click on the **Legend** tab to edit the graph legend; click on the **Data Labels** tab to edit the data labels. Then click on the "Next" button again.
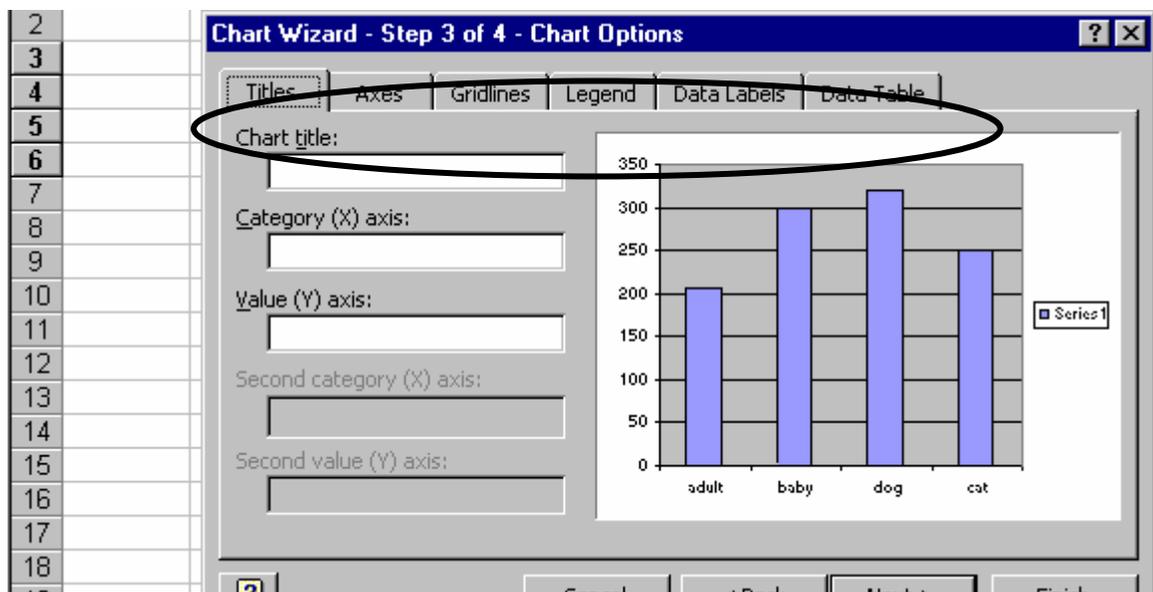
7. Choose "As object in" to place the graph in the spreadsheet, next to your data table. Choose "As new sheet" to place the graph on a separate sheet of paper. Then click on "Finish".
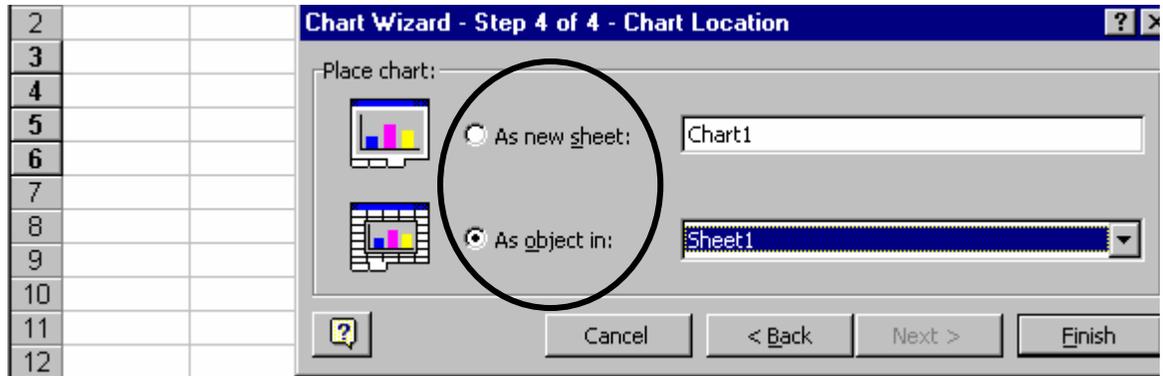

Editing Graphs in the Spreadsheet

➢ To change the colors of any part of the graph …
1. Click on the item that you want to change (you should see small, dark boxes around the edges of the item that you are changing; for pie slices, bars, etc. you must click once on the chart then again on the specific slice/bar/etc. that you want to change).
2. Click on the small triangle to the right of the paint bucket.
3. Select the color that you want.
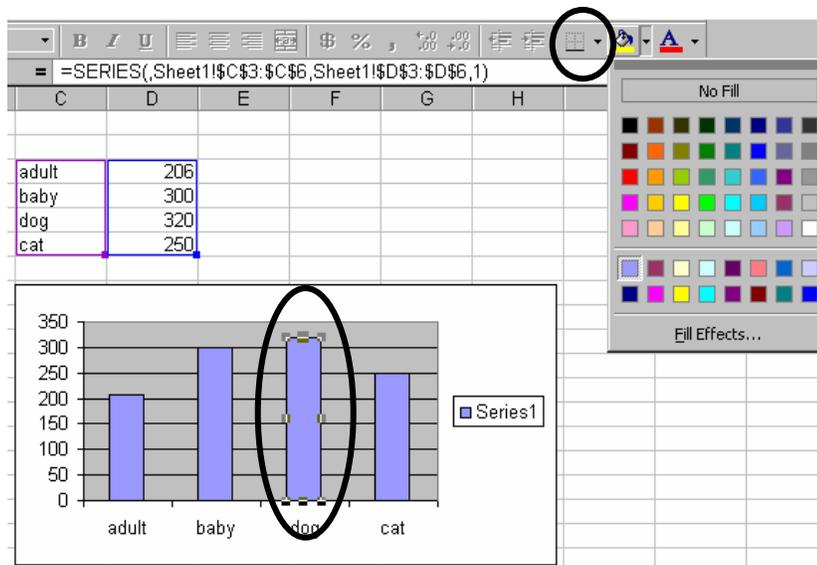
➢ To change other graph options, right click on the graph. A menu of choices will appear—choose the option that you would like to change. Note: the title is under "Chart Options".
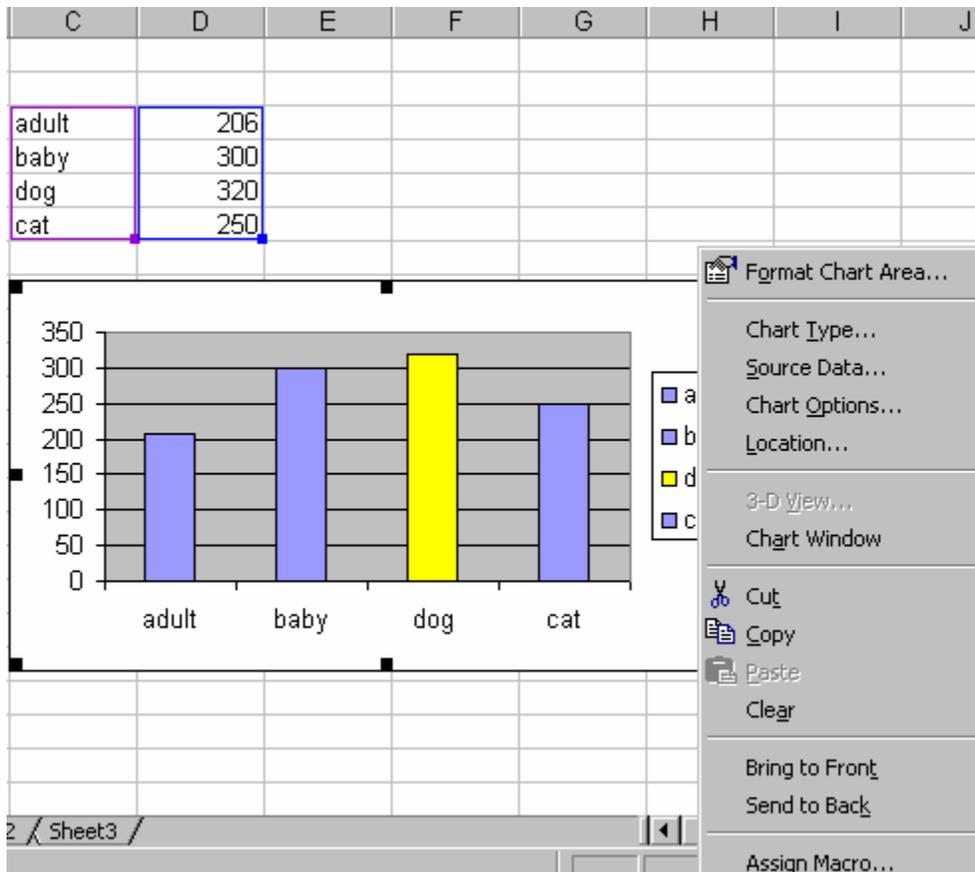
"Format Chart Area" lets you change the border, font, background color.
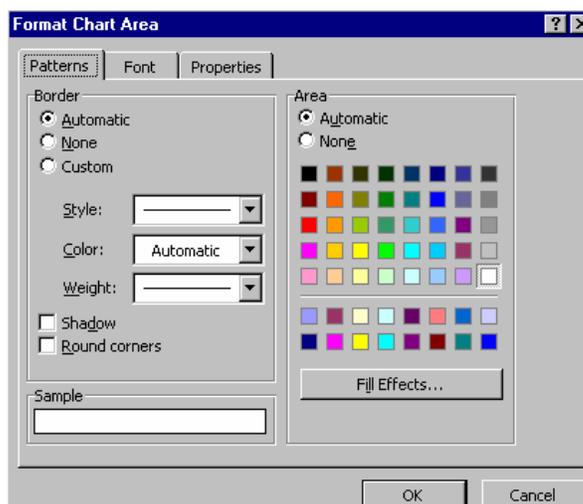
Calculating Data in the Spreadsheet

If you want to use the spreadsheet to calculate numbers, you must create a formula. Formulas tell the computer what and how to calculate. Formulas must always start with an equals sign and must also include the cells involved in the calculation and a mathematical operator. Excel uses the following mathematical operators:

Operator	Performs	Sample Formula	Result
+	Addition	=A1+A2	Enters the total of the values in cells A1 and A2.
-	Subtraction	=A1-A2	Subtracts the value in cell A2 from the value in cell A1.
*	Multiplication	=A2*3	Multiplies the value in cell A2 by 3.
/	Division	=A1/50	Divides the value in cell A1 by 50.

To enter a formula:

1. Click once in the cell where you want your total to go. A darker box should now surround that cell.

2. Type the equal sign (=).

3. Type the formula. The formula will appear in the cell and in the entry bar.

SUM		X ✔ =	=SUM(D3:D6)	
	A	B	C	D
1				
2				
3			adult	206
4			baby	300
5			dog	320
6			cat	250
7				=SUM(D3:D6)

4. Press the Enter key. Note: you won't see your formula in the cell. Instead you will see the answer or solution to the calculation.

3			adult	206
4			baby	300
5			dog	320
6			cat	250
7				1076