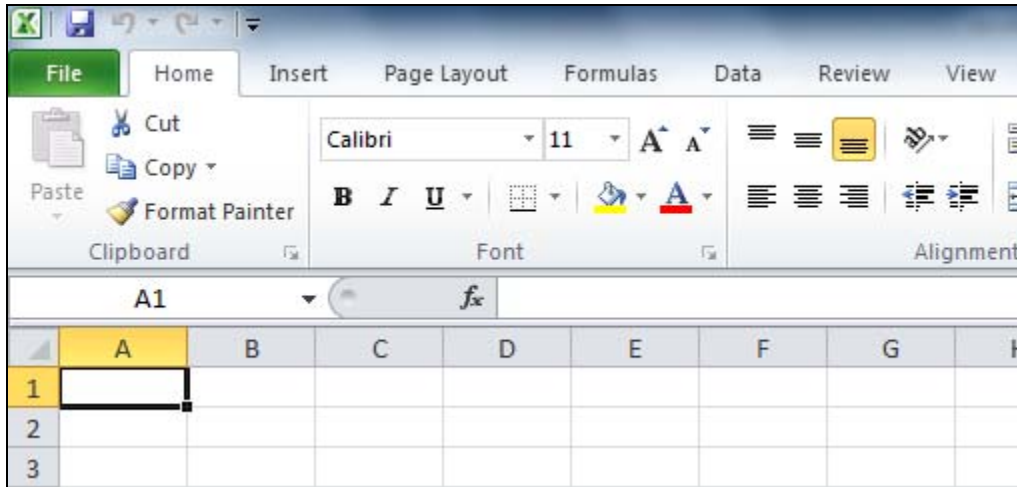


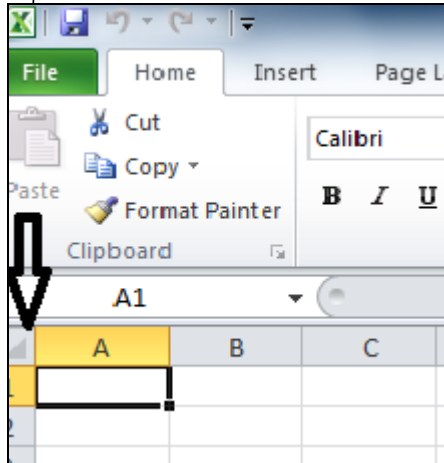
Excel Workshop



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November 2010

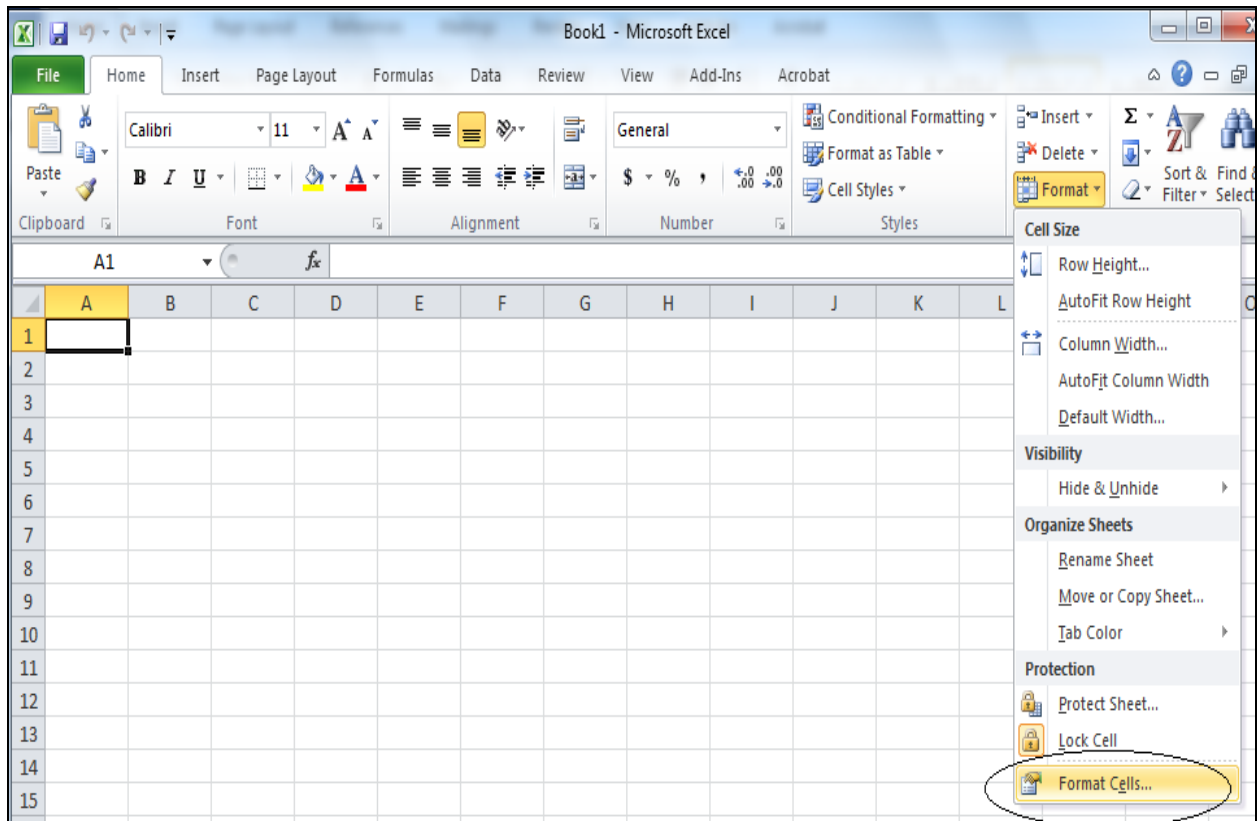
Excel Quick Start

Excel is spreadsheet program that lets users quickly calculate numeric data as well as display all sorts of data in tabular form. Spreadsheets are saved in a workbook with an .xlsx extension in MS Excel 2010.

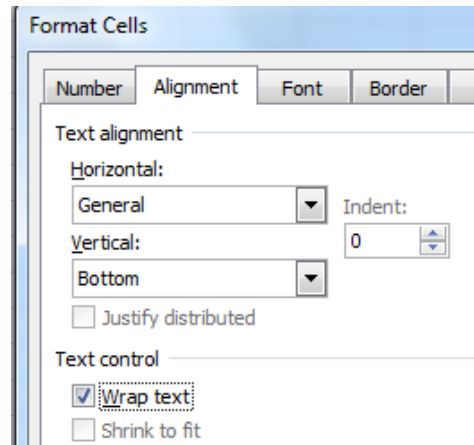


1. **Format Sheets** - It is best to format the worksheets from the start. Just click in the box above the **A** and **1** to select the whole sheet then click between the one and two to space the rows. Do the same between **A** and **B** to space the columns.

2. **Format Cells** - Text will roll over into another cell unless you format the cells. While the whole sheet is selected, click **format** and then select **Format cells**.

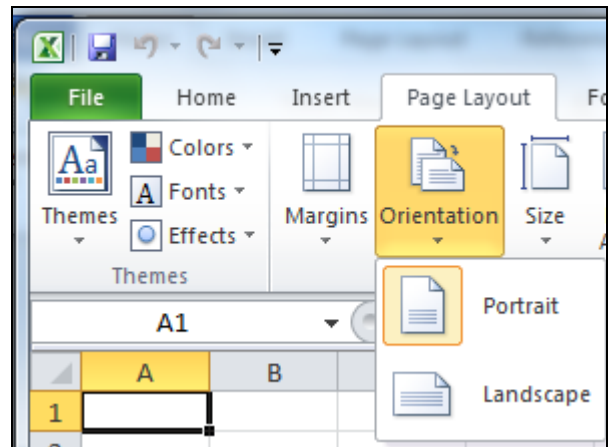


Click the **alignment** tab and click in the **wrap text** box.

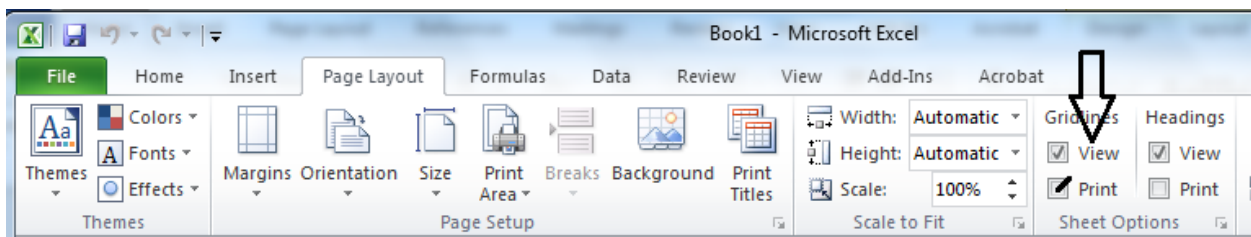


3. **Page Layout**- To continue the page set up, click on **Page Layout** tab on the menu bar, then select **Orientation**.

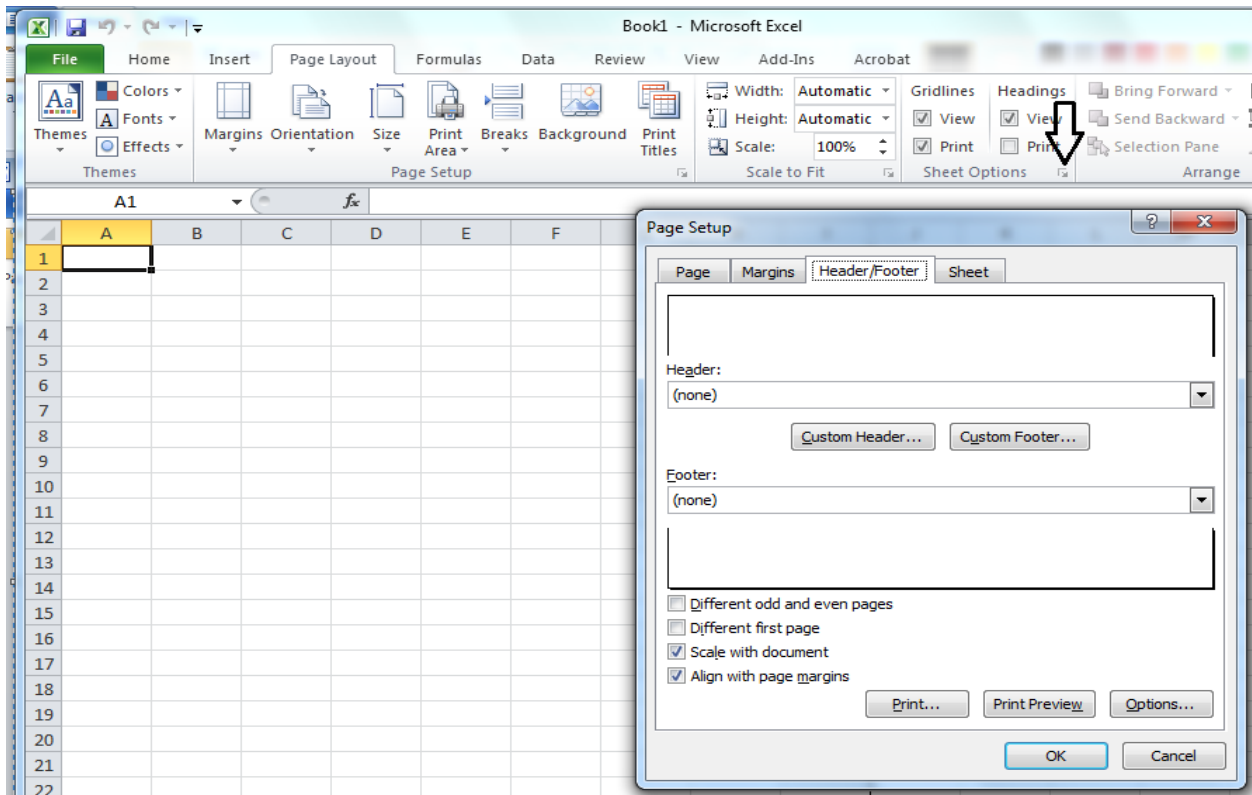
Click on **Landscape** if the chart will be fairly large, i.e. more than four columns. Next click on **margins** and set those as desired. When you go back to your worksheet, you can see dotted lines delineating the standard 8 ½ X 11 sheet of paper. You can adjust your columns to fit.



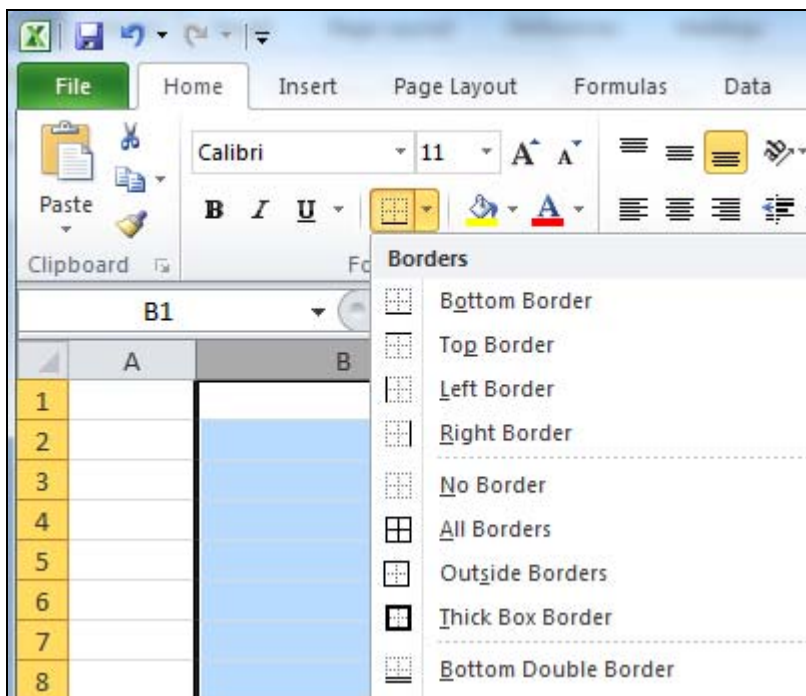
4. **Gridlines** - Most of the time you need gridlines. To set these, click in the gridlines box.



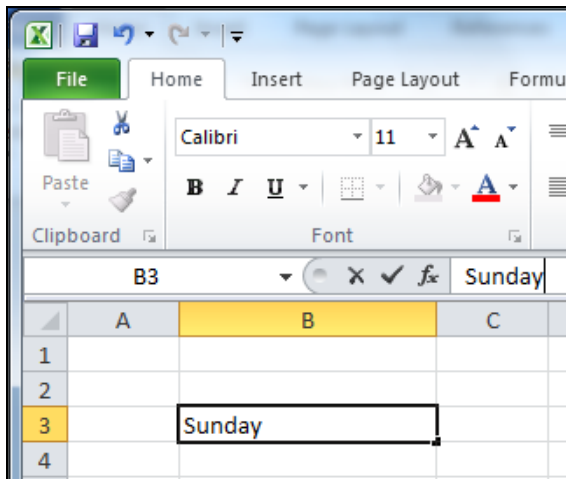
5. **Header and Footer**- If you need a header that goes on every sheet you print out so it is best to set this at first and footer, if desired. To do this, click the **Sheet Options** arrow then the **header/footer** tab. You can format the text, font and if desired, set pagination, dates etc. from this view by clicking custom header/footer.



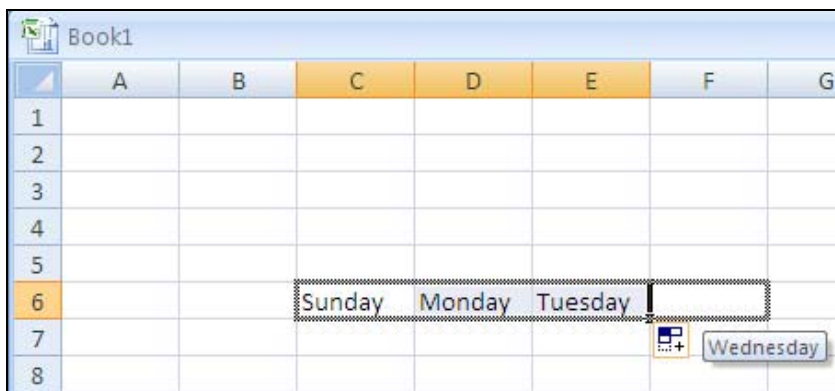
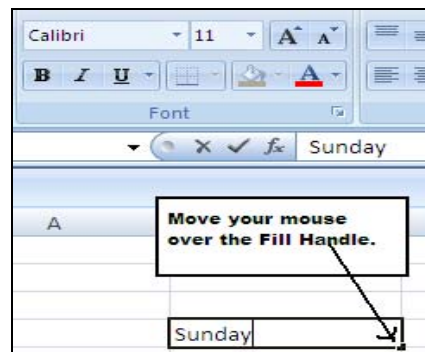
6. **Borders** - If you want darker gridlines between some columns, select the column by clicking at the top of it then go back to **Home** on the menu bar. Click on the **Border** icon, and then decide which line style you want on the right side then select where it should be positioned, i.e..right side of the column.



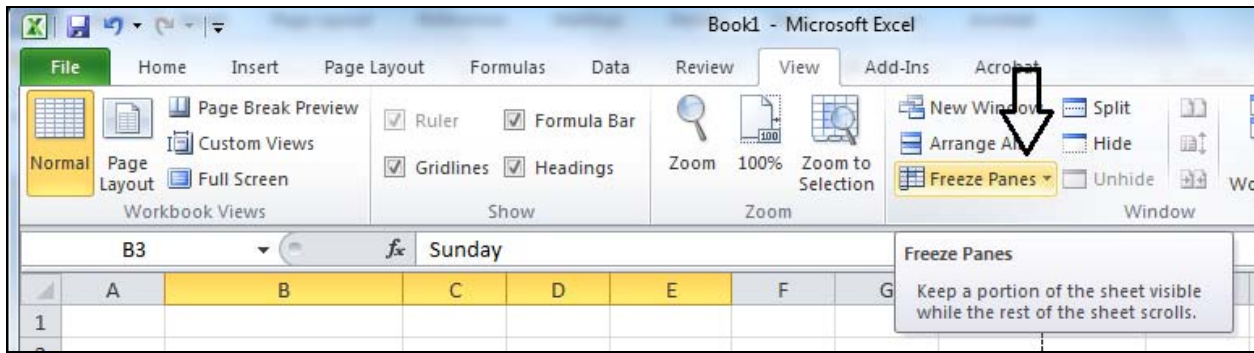
7. **Entering Text** - You may enter text or numbers either in the formula bar at the top or directly into each cell.



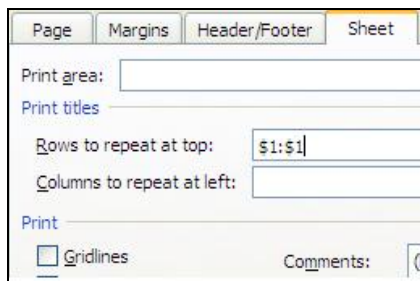
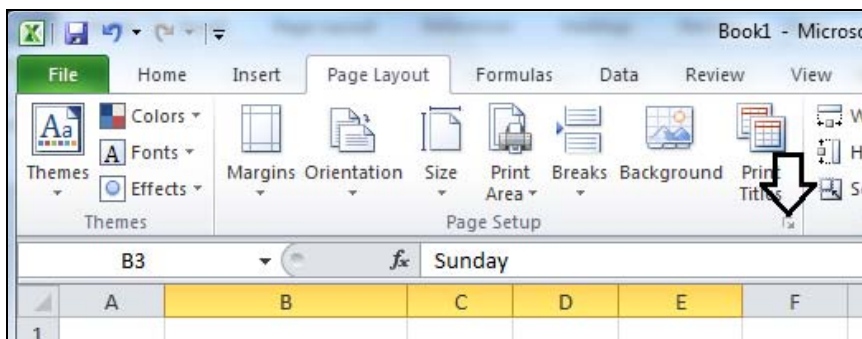
8. **Fill Handle** - Move your mouse over the Fill Handle to enter successive data like months of the year, days of the week.



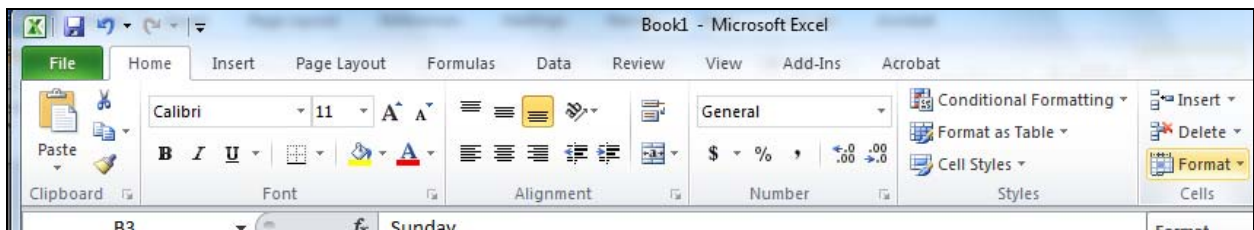
9. **Freeze Panes** - It is handy if you put headings each column to have them still show when you are way down on the 30th row for example. You can **freeze** the first row or two by clicking at the beginning of the row you want to freeze, then click **View** on the menu bar and selecting **freeze panes** using the dropdown arrow.

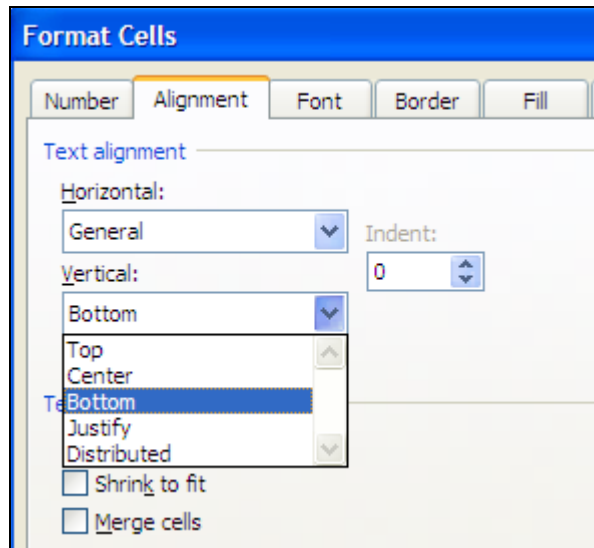
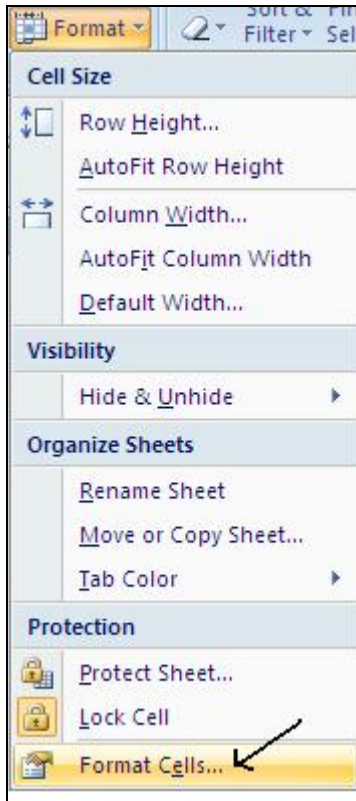


10. If you want your column headings to print on every page, click on file and page setup then click on the sheet tab. In the box rows to repeat at top, type **\$1:\$1**. If you want columns to repeat at the left, then in the columns to repeat type **\$A:\$A** for example.

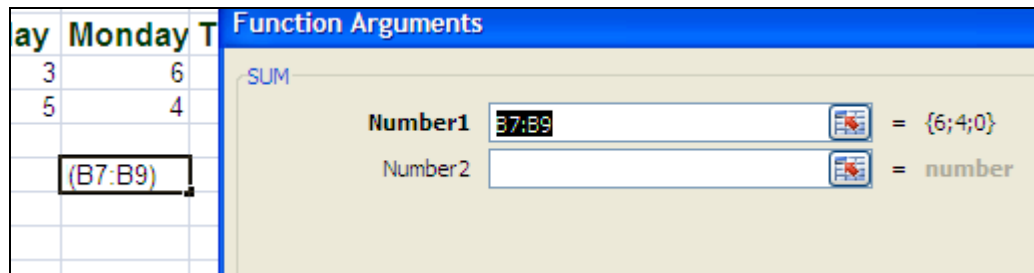
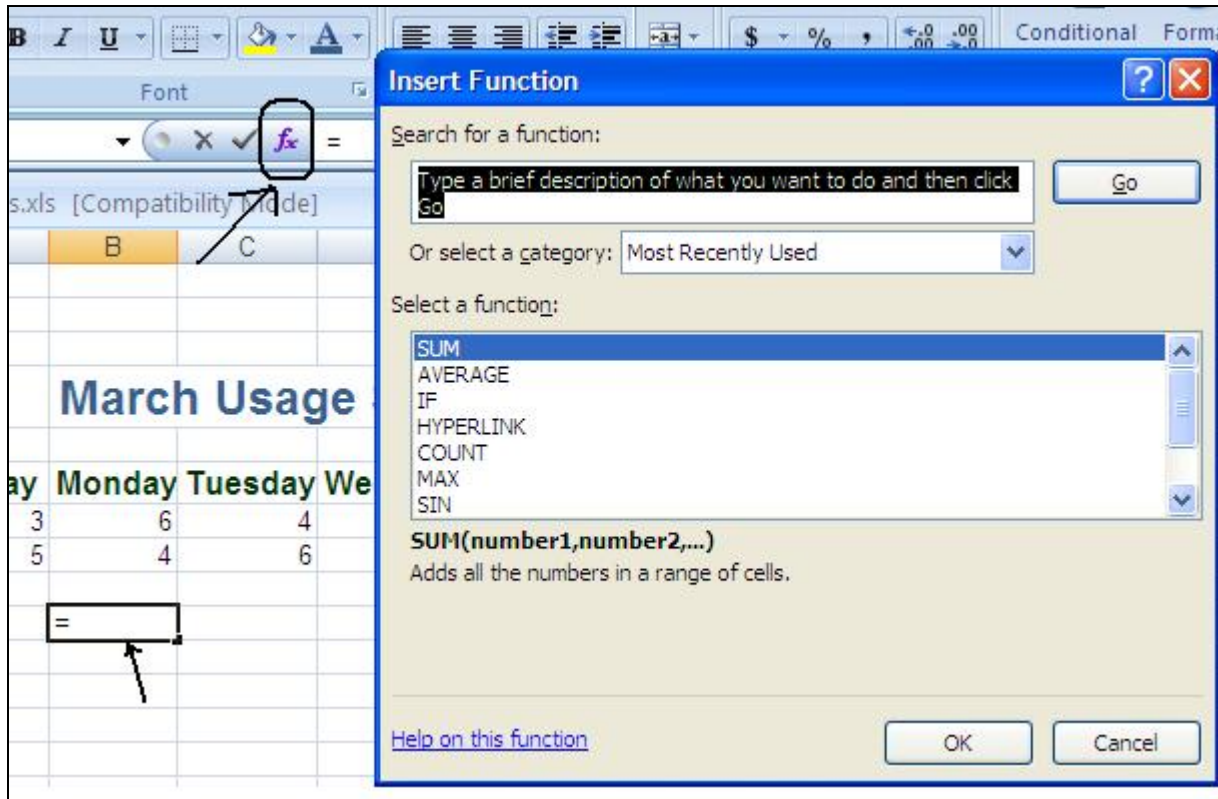


11. **Data entry.** A cell must be selected to enter data. Type characters or numbers into the cell or type at the top next to the equal sign. You can format where the data goes in the cell, i.e. right, top, bottom. You can click at the top of a column to have it apply to the whole column. Click on the **Home** tab>> **format**>> **format cells** and click on **alignment** then pick the arrow next to **horizontal** or **vertical**.



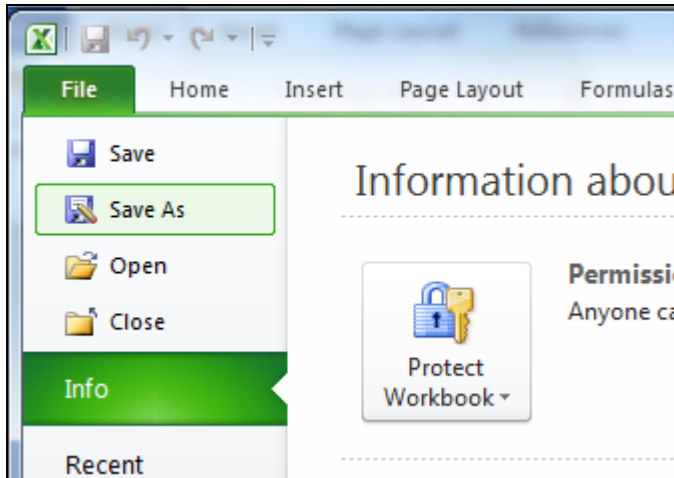


12. **Sums** - If you want to add numbers in a column, you would want horizontal right alignment. The best way is to enter a formula at the **end of the column**. Just click in the **bottom cell in the column**, then click on the **function icon in the formula area** and then click sum and make sure the correct column and rows are included in the formula.

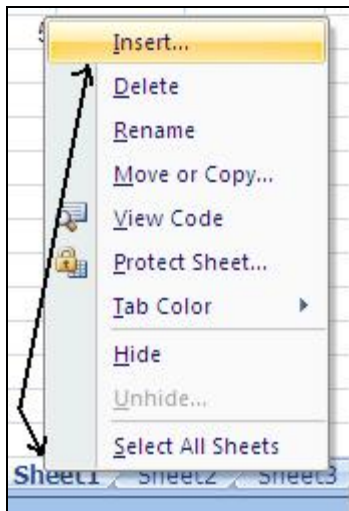


Using a formula gives the opportunity to change a number and the function immediately recalculates the amount.

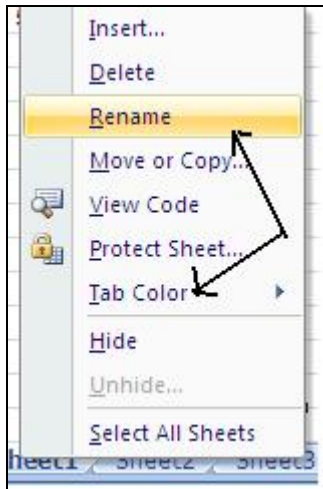
13. **Save the Workbook.** To save the workbook, click on the Office button and Save as. Give the workbook a name followed by the **.xlsx** extension, i.e. **project.xlsx**, if you will open the workbook in MS Excel 2010. If you need to revert to an earlier version, select the Excel 97-2003 workbook icon below.



14. **Adding worksheets** - You can make additional worksheets in the workbook by clicking at the bottom on the **sheet tab**. If you need to make more than 3 which is the default, click on insert and worksheet.



15. **Name the Worksheets.** You can rename the worksheets by right clicking on the tab of the worksheet and selecting Rename. You can also change the Tab color by selecting Tab color on the menu.



16. Print the worksheets/workbook. In Excel, when you use the Office icon and select print, the dialog box asks what you want to print. The default is the active worksheet. You can select the whole workbook, a single worksheet or several worksheets or just a selection.



You should select Preview and determine if what you need is in the print area. You might adjust the column width and move all the data into one sheet in Landscape rather than have it print a couple of columns on a new sheet.

17. Making graphs in Excel.

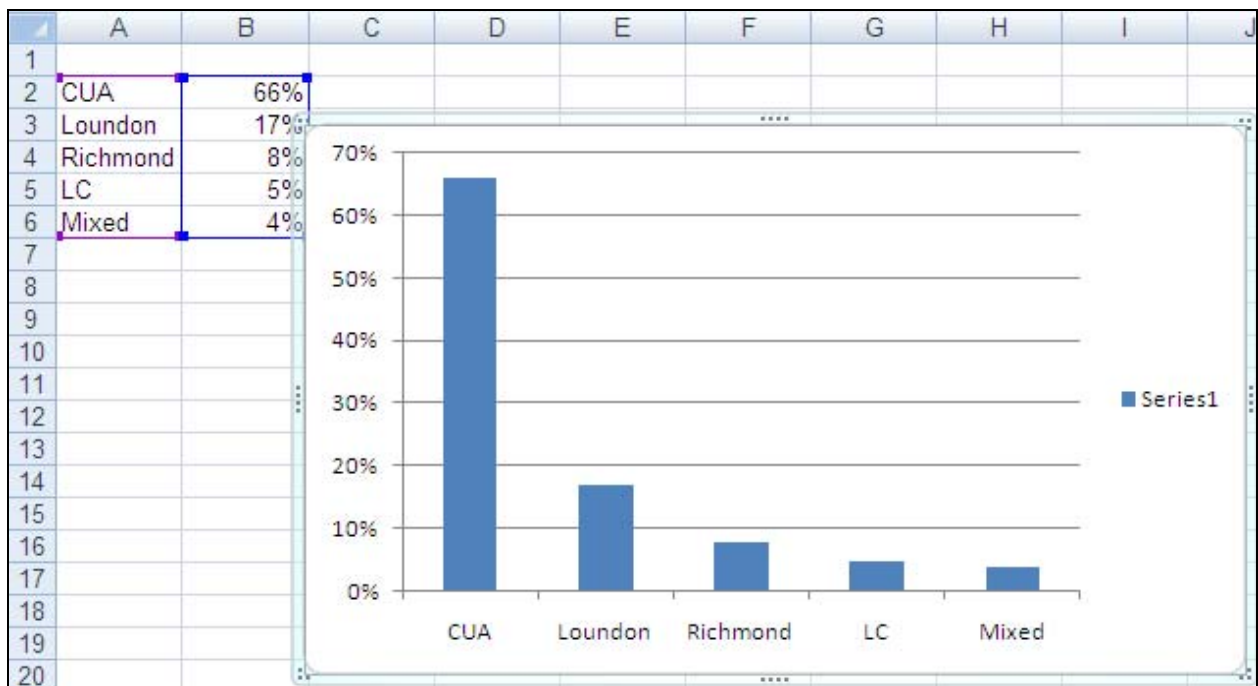
Let's enter data from the recent survey of library science. Sixty-six percent of the students take most of their courses on CUA campus, 17 percent on Loundon campus, 5 percent at the Library

of Congress site, and 8 percent at the Richmond site. 4 percent are mixed. Enter the sites in column A in rows 2-6 and numbers in column B in rows 2-6. You should change the number type to percentage. In this example, select **Column B**, then select **format cells** and choose **Number>>Percentage** and **zero** decimal places.

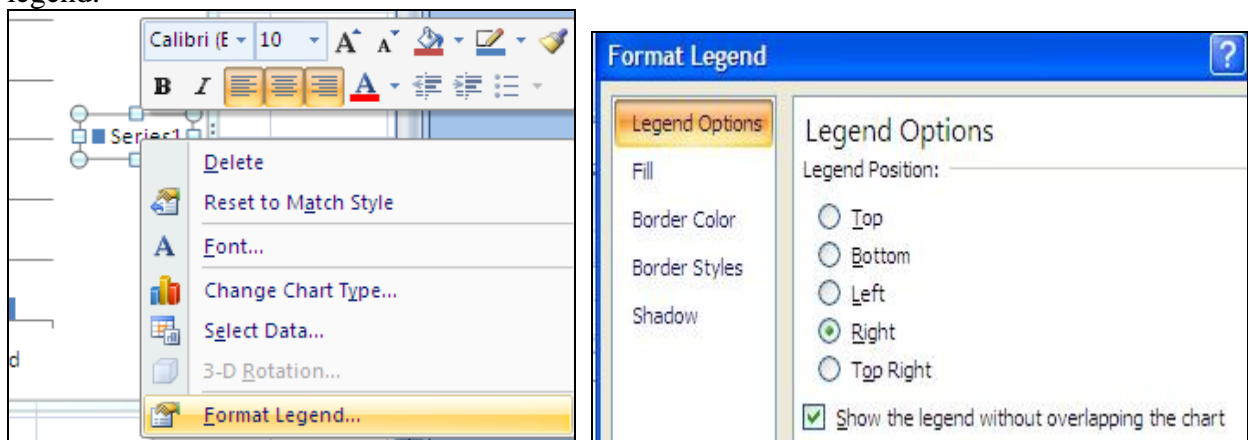
	A	B
1		
2	CUA	66%
3	Loundon	17%
4	Richmond	8%
5	Library of Congress	5%
6	Mixed	4%

After you have entered data in a column or row you may want to graph the data for a visual display. Highlight both the A and B columns. Select the **Insert** tab and then select the type of graph you want. We will select the column bar graph first.

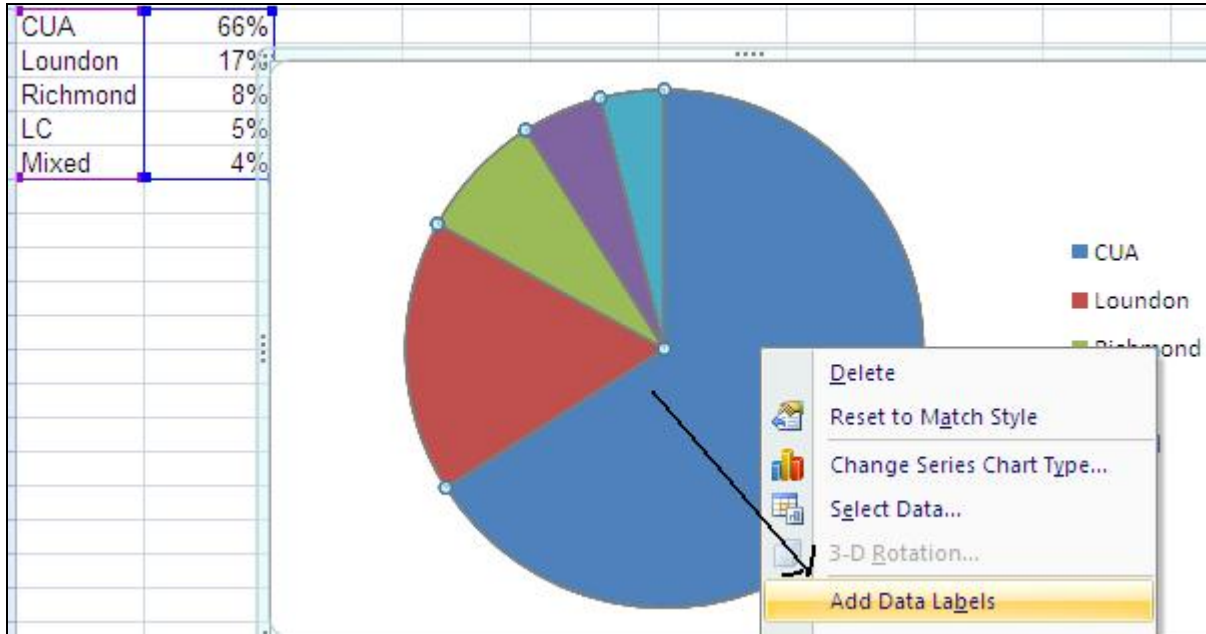
	A	B
1		
2	CUA	66%
3	Loundon	17%
4	Richmond	8%
5	Library of Congress	5%
6	Mixed	4%



Next right click on the **Series** area. Select **Format Legend**. You can change the position of the legend.



You may change the chart type as well from this menu. If you change to a pie chart, you can select the pie and then right click and from the menu add data labels.



You can change the labels to reflect your specific requirements.

