



Excel 2016 Basics

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1) Create, open and
view a workbook





Click on the "Start" button on the lower left corner of your screen.



Then



- click on the Excel Icon
- use the "search" field for Excel
- Click on an existing worksheet

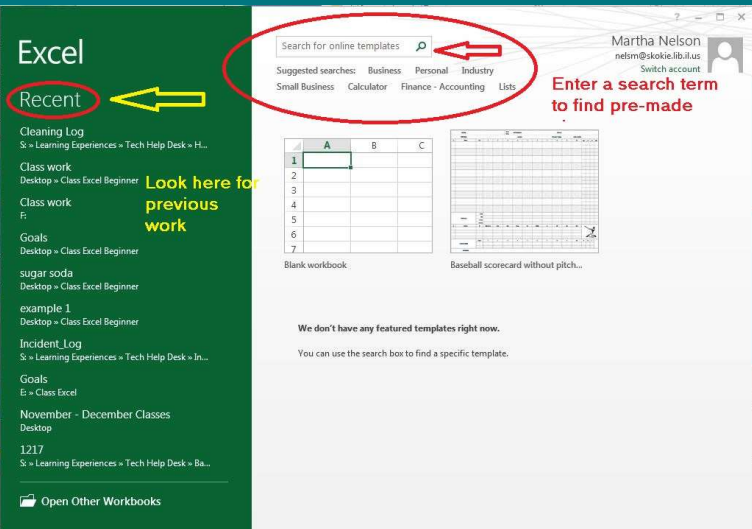


The screenshot shows the Microsoft Excel interface with several annotations:

- Quick Access Toolbar:** A red box highlights the top-left corner containing the Save, Undo, and Redo icons.
- Book1 - Excel:** A yellow box highlights the workbook name in the title bar.
- Default title:** A yellow box highlights the default title in the title bar.
- Vertical scroll bar:** A purple arrow points to the vertical scroll bar on the right side of the worksheet.
- Horizontal scroll bar:** A purple arrow points to the horizontal scroll bar at the bottom of the worksheet.
- Print views and Zoom slider:** A purple arrow points to the print and zoom controls at the bottom right of the worksheet.
- Can have multiple sheets in a workbook:** A red box highlights the "Sheet1" tab at the bottom of the window.

A brand new worksheet!





Excel

Recent ←

Look here for previous work

Search for online templates

Enter a search term to find pre-made

Blank workbook

Baseball scorecard without pitch...

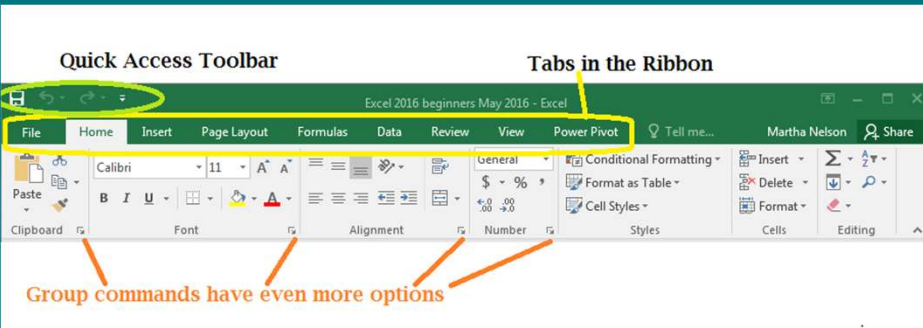
We don't have any featured templates right now.

You can use the search box to find a specific template.

Click on the File tab, then New. You can use a template to get a quick start on a project. Or click on the Blank workbook.

The Ribbon

Click on each Tab to see sub-menu controls.

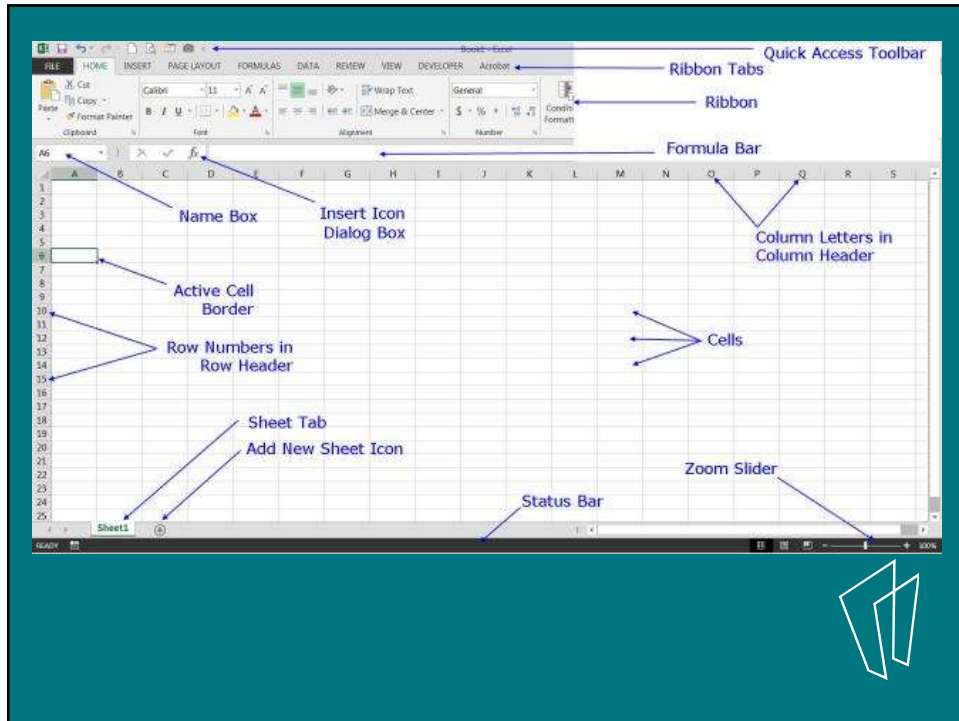


Quick Access Toolbar

Tabs in the Ribbon

Group commands have even more options

Each tab has its own collection of groups. Each group has many options and controls. Most groups have even more stuff when you click on the bottom right hand corner.



Minimize, Maximize / Restore Down, Close

A close-up of the window title bar for 'Martha Nels - Ribbon Display Options'. The standard Windows window controls (Minimize, Maximize/Restore Down, and Close) are visible. A yellow circle highlights these controls, with a yellow arrow pointing to them from the text above. A new icon, the Ribbon Display Options button, is located to the left of the standard controls.

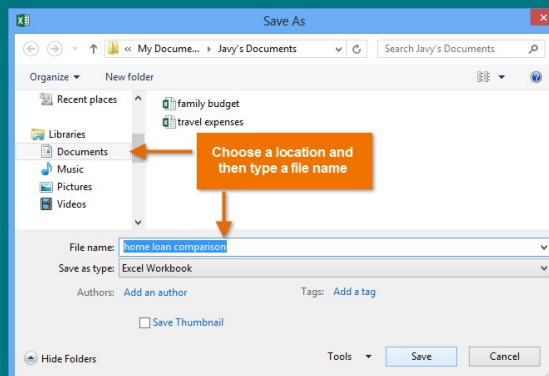
The upper right corner has the standard Window's controls, plus a new one: the Ribbon Display Options.

If you ever notice that the Ribbon has disappeared, click the Ribbon Display Options and restore it.

2) Save workbooks



Click on the **File** tab.
Then click on **Save As**.
Finally, click **“Browse”**.
Click desired location, like Desktop or a
flash drive. Rename the file here, too.



3) Enter and Edit Data



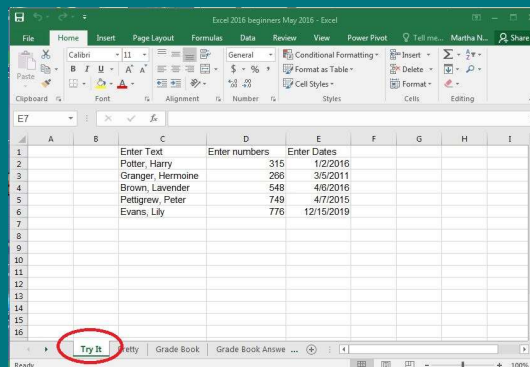
There are three data types:

- Text
- Numbers
- Dates and time (which are actually numbers)



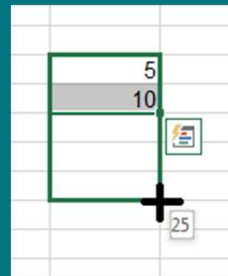
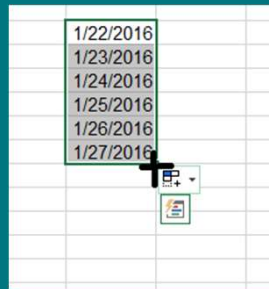
Exercise #1

- Enter data in your worksheet. Tab is “Try It”
- Use mouse and arrow keys to move around the spreadsheet.



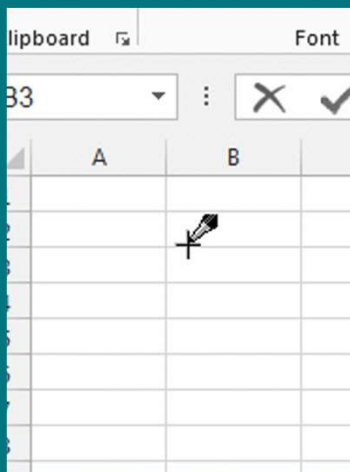
How to select two or more cells at a time

1. Click on one cell, that is the “active” cell, and its name will be in the name box. It will stay white.
2. Press the shift key.
3. Click on another cell. Everything between the two cells will turn grey, and the active cell is still white.



Autofill – enter repeating data very quickly.

1. Select a cell. Put your mouse over the lower right hand “dot” of that cell. The “dot” is called the handle.
2. For dates, just left-mouse click, hold, and drag down.
3. For numbers, select two cells, and drag down.



Auto-fill #1:

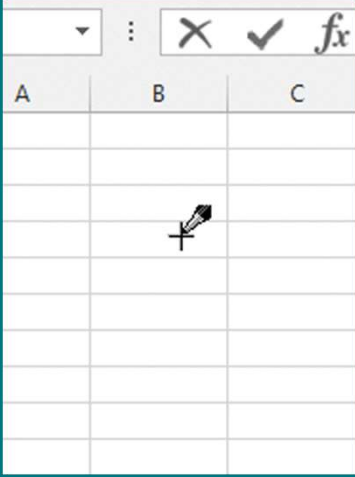
Copy data down a column.

Enter data in a cell, press Enter.

Then, mouse over lower right hand corner handle and drag down.



Auto-fill #2:




Increment data down a column.

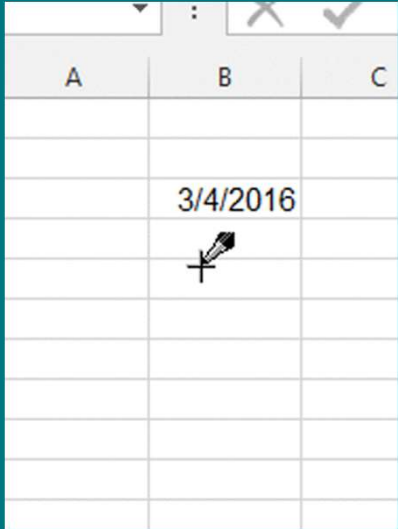
Enter data in two cells that touch, press Enter.

Select both cells. (click on first cell, hold shift key, click on second cell)

Hold down the handle and pull down.




Auto-fill #3:



Increment a date.

Enter data in cell, press Enter.

Hold down the handle and pull down or across.



Exercise #2

In the “Try It” tab, use Autofill to fill in the cells.

- Click & drag one cell’s handle to repeat the data in new cells.
- Select two adjacent cells. Click and drag those two cells and create a series.



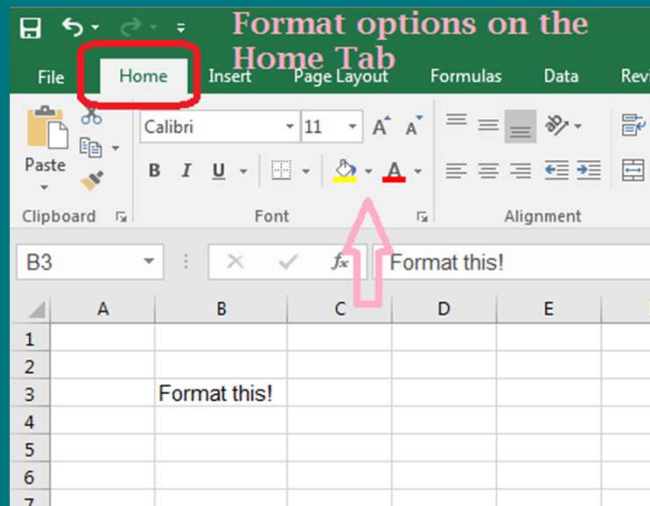
4) Format cells, rows and columns

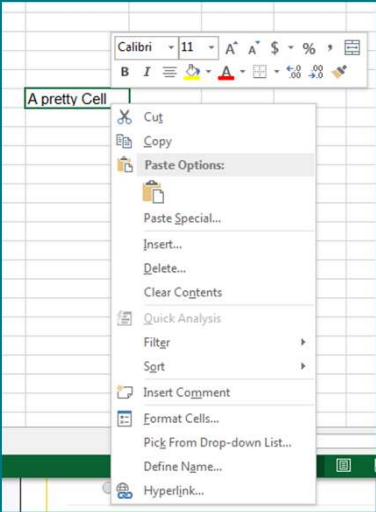


There are many ways to format individual cells, a selection of cells, columns, and rows. These are just a few.



From the Home Tab
Select the desired cells first.


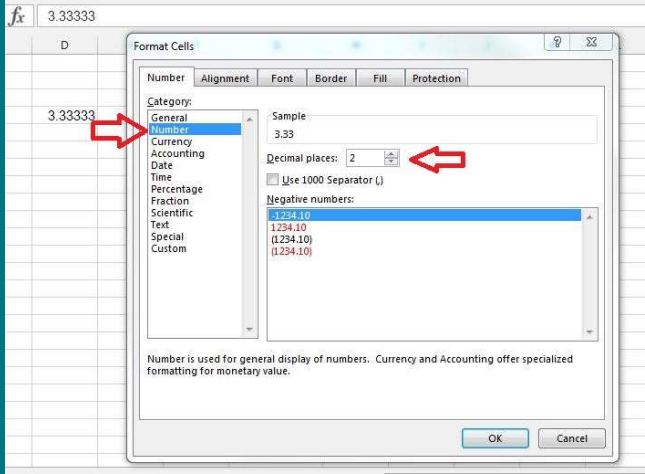




A screenshot of an Excel spreadsheet with a right-click context menu open over a cell containing the text 'A pretty Cell'. The menu includes options like Cut, Copy, Paste Options, Paste Special, Insert, Delete, Clear Contents, Quick Analysis, Filter, Sort, Insert Comment, Format Cells, Pick From Drop-down List, Define Name, and Hyperlink. The 'Format Cells...' option is highlighted.


Mini Tool Bar

<right click> in a cell pulls up common formatting options.

A screenshot of the 'Format Cells' dialog box in Excel. The 'Number' tab is selected, and the 'General' category is chosen. The 'Sample' field shows '3.33'. The 'Decimal places' is set to 2. A red arrow points to the 'Format Cells' option in the context menu from the previous slide, and another red arrow points to the 'Decimal places' spinner.

Select Format Cells from mini toolbar.
Tab options have many choices



Exercise #3

- Format data using the Mini-toolbar
- Format data using the Home > Font, Alignment, and Number groups.

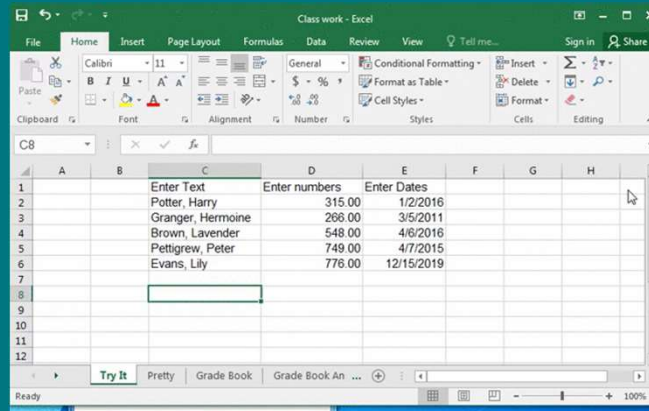


Format data using the Mini-toolbar

- Format data using the Home > Font, Alignment, and Number groups.



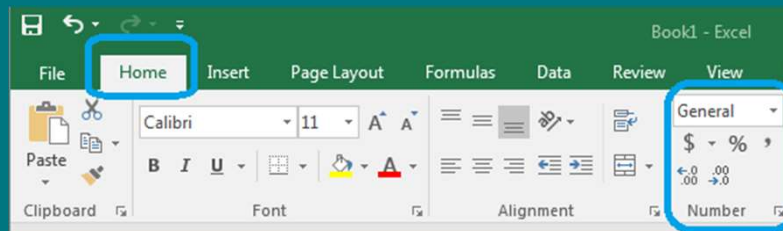
Format numbers



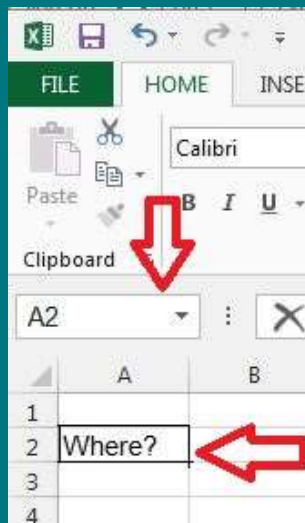
Exercise #4

Format numbers using the Home > Number subgroup.

- Add a \$ sign to show it is currency.
- Or give something only 2 decimal places.
- Make negative numbers red.



5) Work with cell references



The "Where?" is in Column A, Row 2.

Its address is A2.

A2 is displayed in the name box. This is the **Relative Reference** to this cell.

If the cell was \$A\$1, that would be an **Absolute Reference** (covered in more advanced classes).



6) Intro functions and formulas



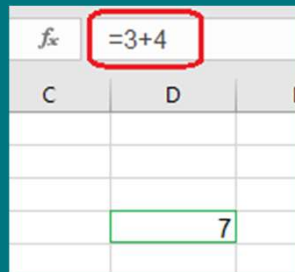
Formulas begin with an equal sign

All functions are formulas, but not all formulas are functions.



Simple: Click in a cell to make it active.

Go to the Formula bar and type the following:



fx		
=3+4		
C	D	E
	7	

The answer appears in the cell!

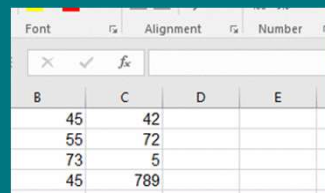


Fancier: Click in a cell to make it active.

Go to the Formula bar,

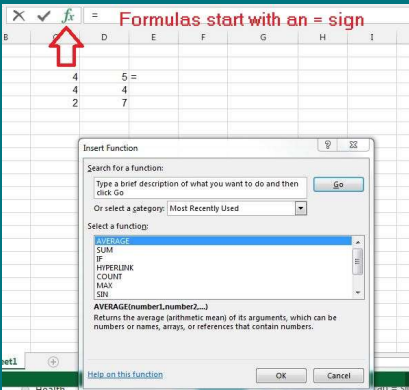
Type an equal sign.

Then click on the first cell, enter a + sign, then click on the second cell.



Font				Alignment				Number			
✕				✓				fx			
B	C	D	E	B	C	D	E	B	C	D	E
45	42			45	42			45	42		
55	72			55	72			55	72		
73	5			73	5			73	5		
45	789			45	789			45	789		





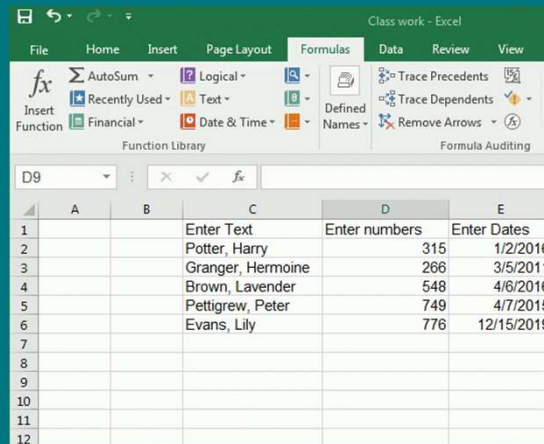
Formulas start with an = sign

Click on the fx to see many options.

Several ways to do formulas.
Click empty cell under a series of numbers

All functions are formulas, but not all formulas are functions.

Let's AutoSum!




The screenshot shows the Microsoft Excel interface with the 'Formulas' ribbon selected. The 'AutoSum' button is highlighted in the 'Function Library' group. Below the ribbon, a spreadsheet is visible with the following data:

	A	B	C	D	E
1			Enter Text	Enter numbers	Enter Dates
2			Potter, Harry	315	1/2/2016
3			Granger, Hermoine	266	3/5/2011
4			Brown, Lavender	548	4/6/2016
5			Pettigrew, Peter	749	4/7/2015
6			Evans, Lily	776	12/15/2019
7					
8					
9					
10					
11					
12					




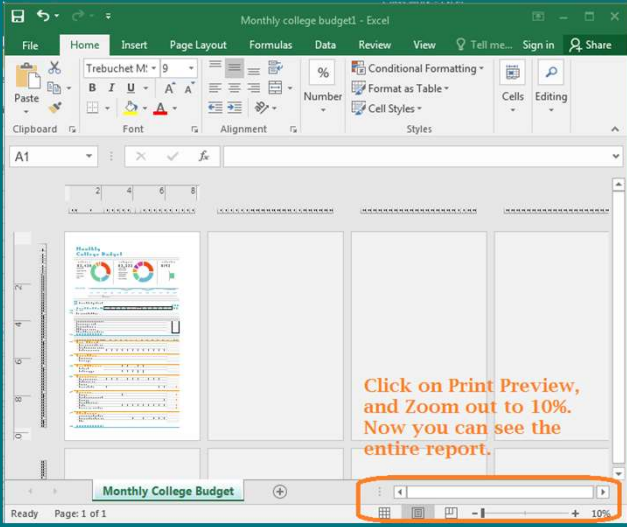
7) Print workbooks






Different Page views **Zoom slider**

At the bottom of the worksheet, to the left of the zoom slider, you will find the different page views. Click on the middle one **Page Layout** to see how the report will print out. From here you can easily add Headers or Footers, page numbers, etc.

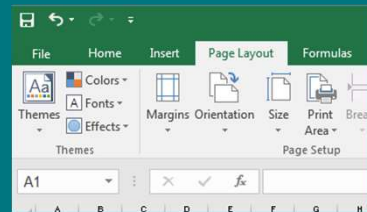
Try **Print Preview** and slide the **zoom bar** to the **left** to see the whole report

Click on **Print Preview**, and **Zoom out to 10%**. Now you can see the **entire report**.

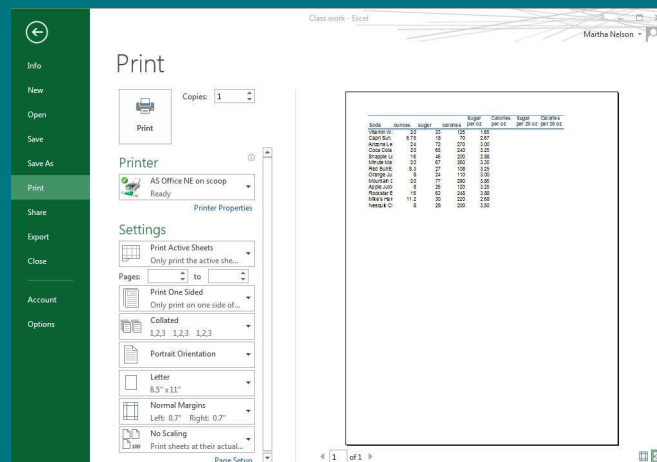


In the **Page Layout** tab, click on the little “down arrow” underneath each option.

- use “narrow **margin**” to give more room for the report.
- Change the **Orientation** allows for a wider report in Landscape.
- Print Area > Set print area – allows you to print only a selected range of cells.



File > Print - this will bring up the Print Preview. Here you can see if the worksheet fits the paper. Change the orientation to landscape for a wide report.



More Excel classes:

- Charts and Graphs
- Formulas and Functions
- Making a Budget using Excel



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