



California State University
BAKERSFIELD

Computer Training Workshop

Beginning Excel XP

Presented By
Information Resources Technology Support

Table of Contents

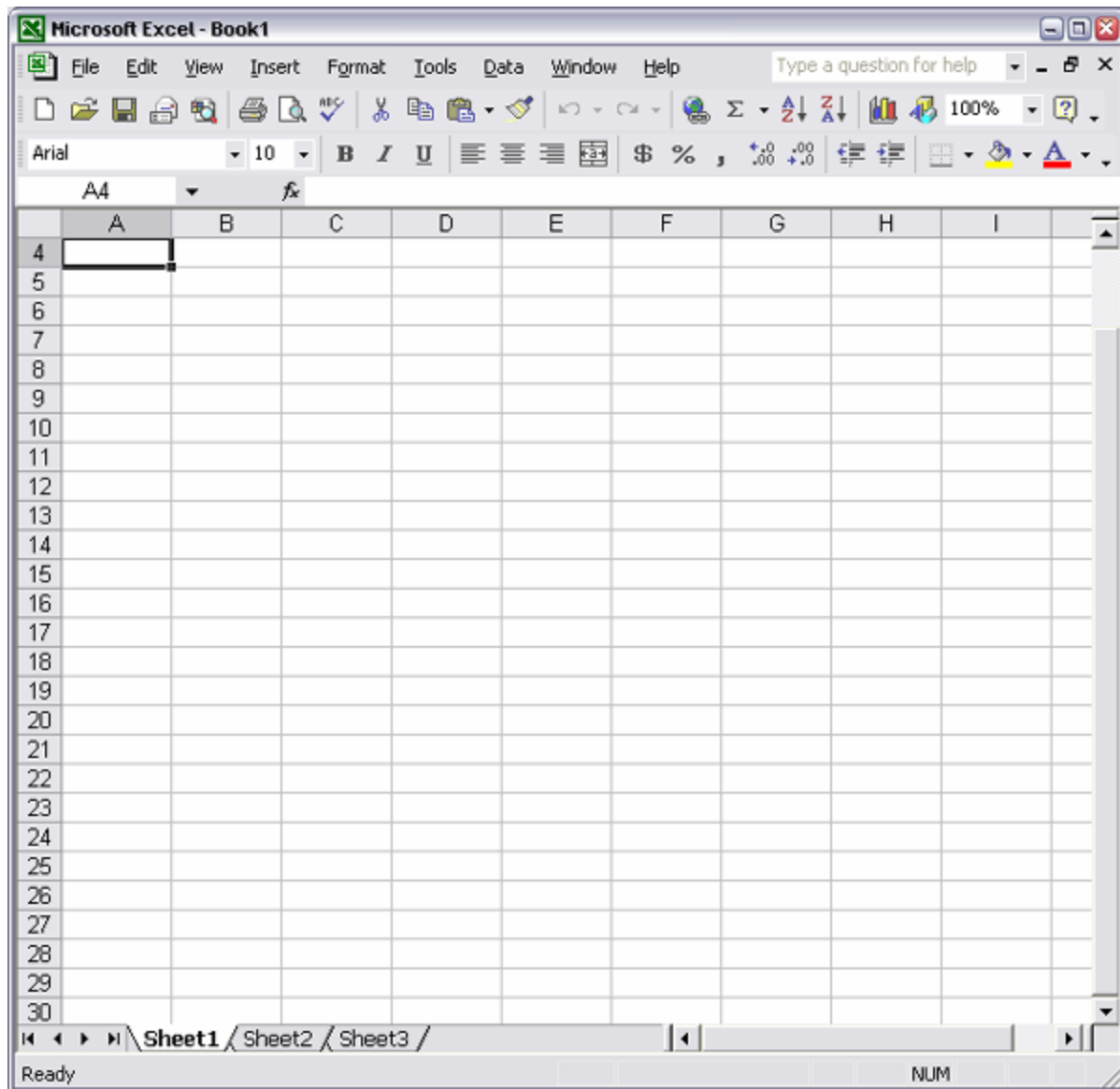
INTRODUCTION	2
EXCEL BASICS	2
MENUS	3
TOOLBARS	5
WORKSHEET BASICS.....	7
APPLYING FORMULAS.....	10
FORMATTING WORKSHEETS.....	11
QUESTIONS AND SURVEY.....	13

Introduction

Excel is a spreadsheet program. It's the bean-counter of Office XP. Excel activities include adding up budget totals, calculating sales commissions, totaling enrollment, figuring loan payments, and performing other math-oriented chores. Excel presents its' data as a large table that consists of rows and columns

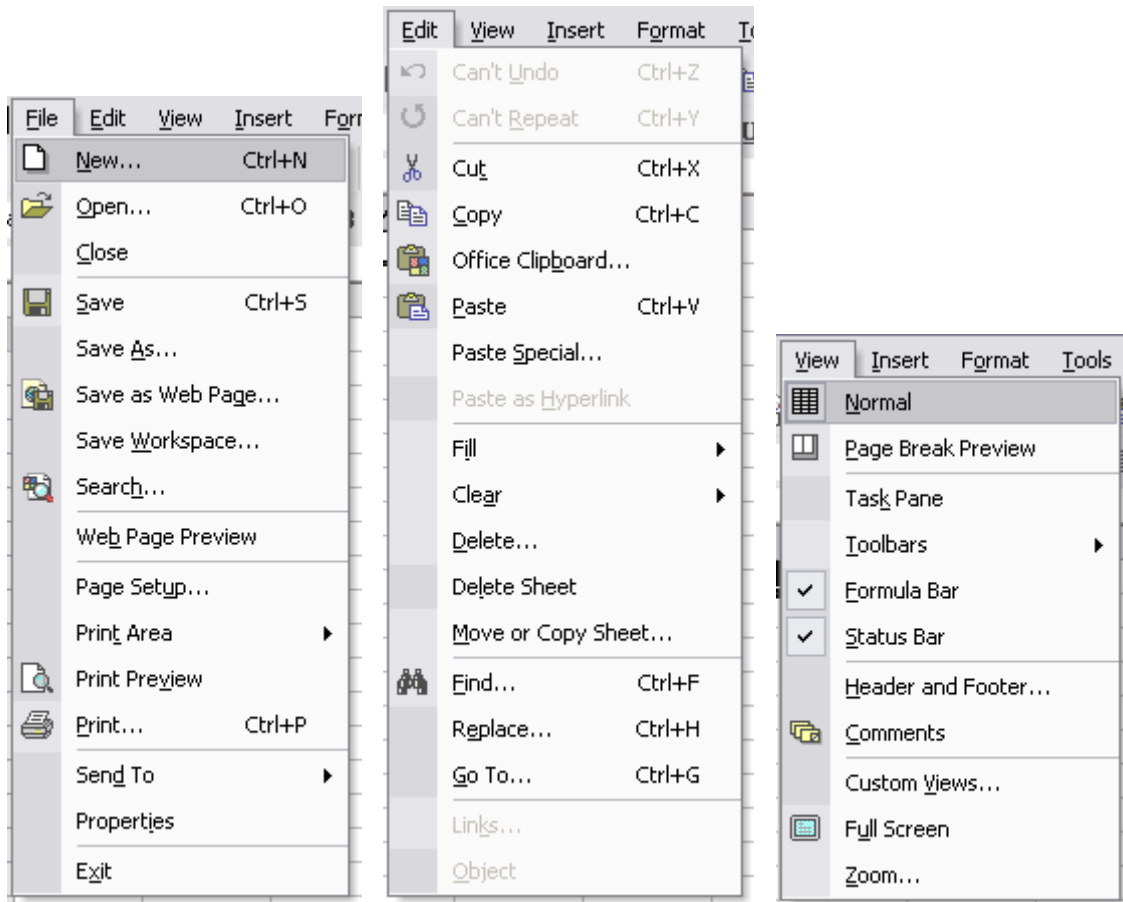
Excel Basics

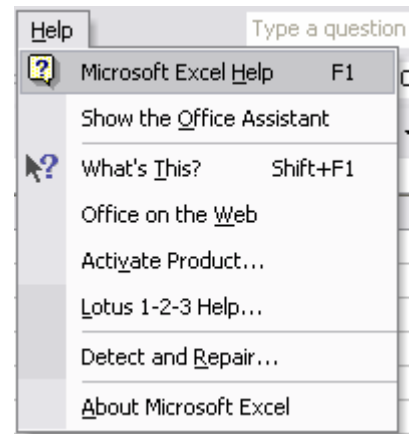
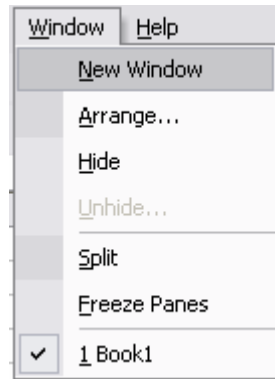
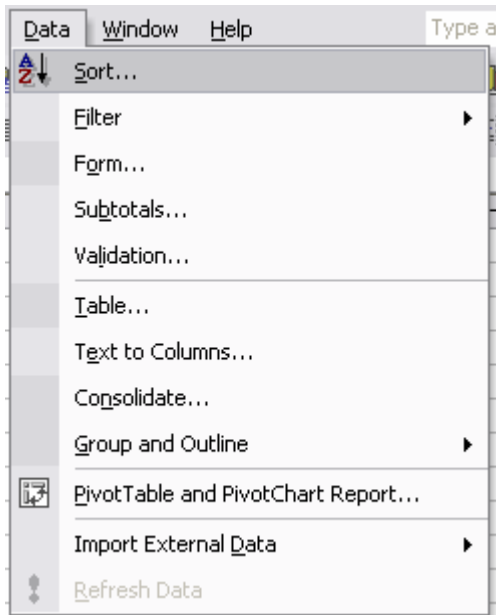
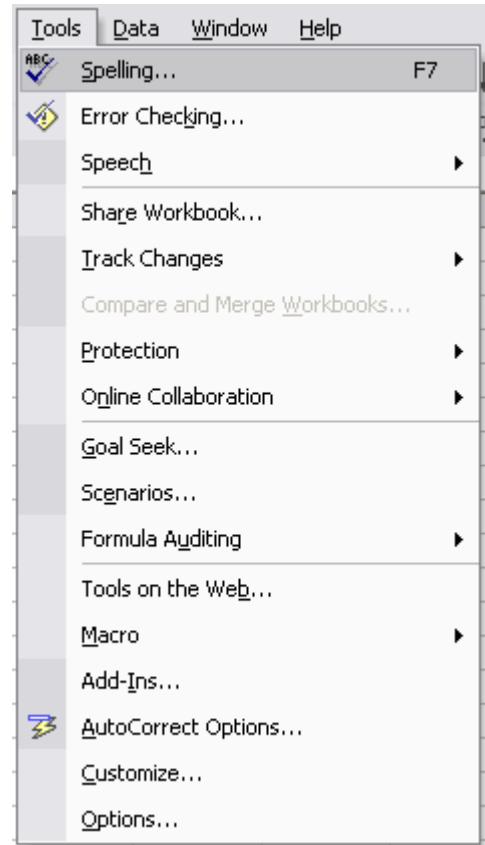
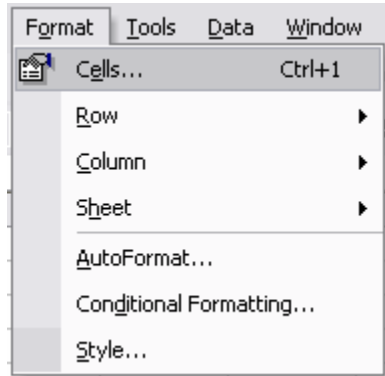
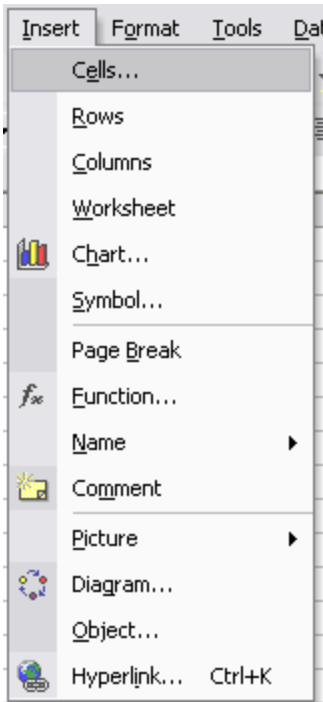
When you first open up Excel, the worksheet appears. The default window will have three worksheets present.



Menus

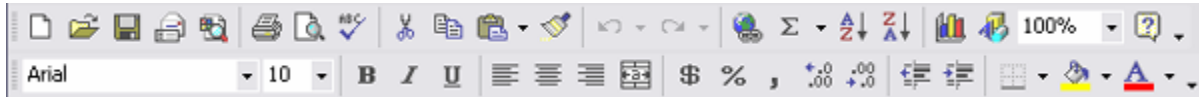
Menus are used to perform specific activities and functions in Excel. The following menus are within Excel:





Toolbars

Point to the toolbars and highlight each button on your toolbars to view a description.

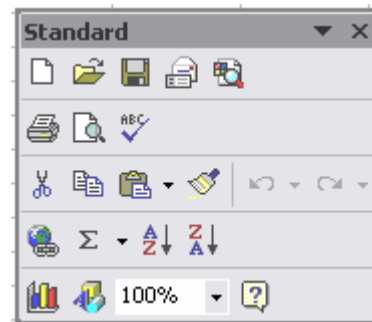


Toolbars are used for quick access to functions. Toolbars can be either “anchored” to one edge of the screen or “floating” at any position on the screen. They can also be customized and/or created from scratch.

Moving Toolbars

There are two methods of moving toolbars:

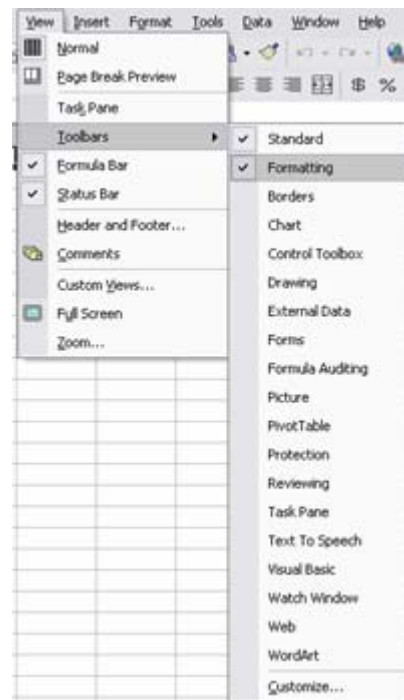
1. Click on the toolbar's title bar and drag the toolbar. The bar can be moved to any location on the screen. When the toolbar is away from the stationary position, the bar will float and can be moved around by the click and drag method on the title bar.



Adding and Removing Toolbars

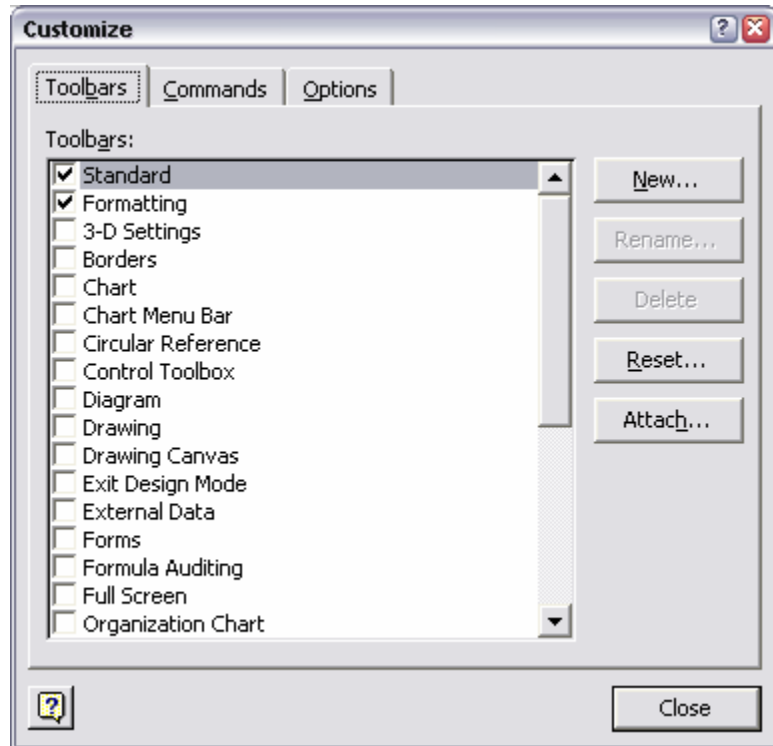
To add a toolbar to the desktop:

1. Select View > Toolbars, then check a desired toolbar from the list.
2. When a toolbar has a check mark by it in the View > Toolbars menu, then it is on the desktop. To remove a floating toolbar from the desktop, click on the close button at the upper right corner on the toolbar's title bar or uncheck the toolbar by going to the View > Toolbars menu, and clicking on the toolbar to uncheck it.



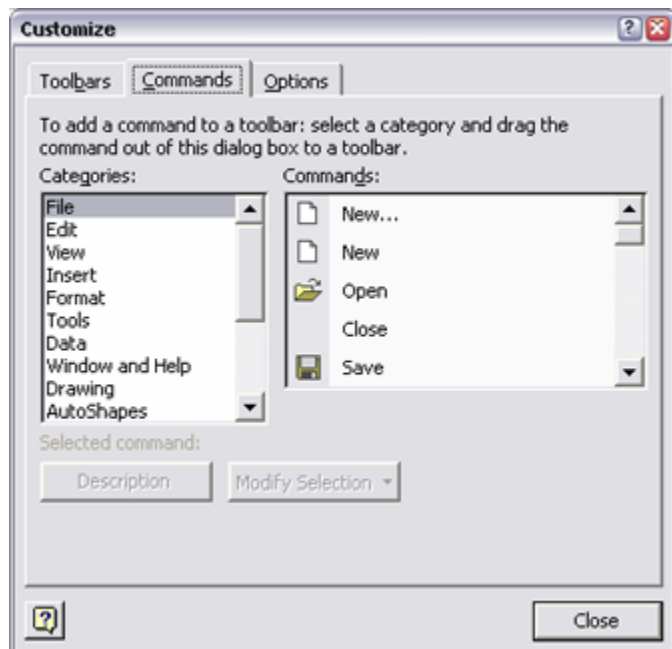
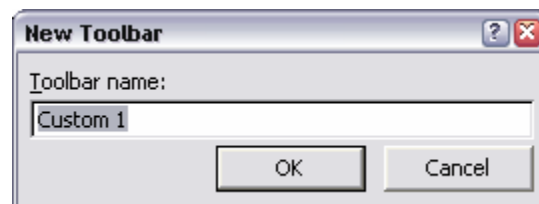
Customize and Creating Toolbars

Customizing and creating toolbars is accomplished from the same dialog box. Choose View > Toolbars > Customize from the menu bar. Select the Toolbars tab.



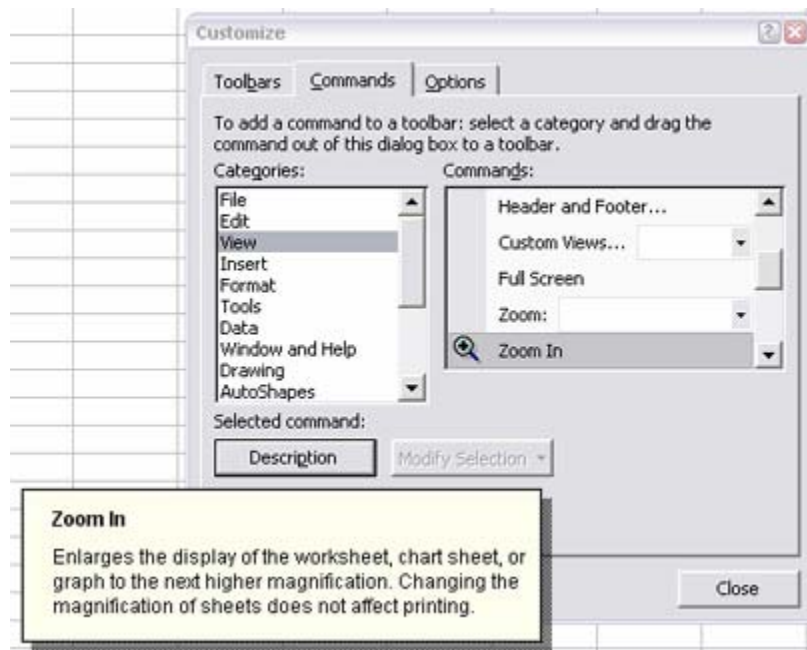
To create a new toolbar:

1. Click on the "New" button. Type a toolbar name and click OK. A floating toolbar will appear on the desktop.
2. Click on the Commands tab at the top of the dialog box and select the category with the commands you want to have in your toolbar.



CHANGE THIS!

3. Click and drag the commands (icon) to the toolbar one at a time. **Note:** After selecting a command, you can click on the description button to give you a description of the command.
4. When you finish looking through the categories and dragging over the commands to the new toolbar, click the Customize close button.



Worksheet Basics

Rows, Columns and Cells

A cell is an individual box within the document where data is entered. Worksheets consist of several cells.

Rows go across the worksheet from left to right

	A	B	C	D
1		March	April	May
2	Susan	12555	16545	16548
3				
4				
5				

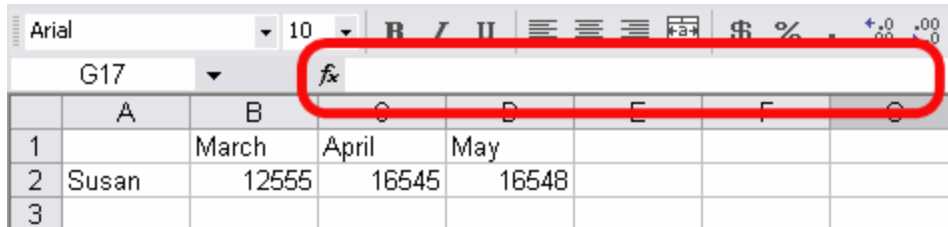
Columns go top to bottom

	A	B	C	D
1		March	April	May
2	Susan	12555	16545	16548
3				
4				
5				
6				

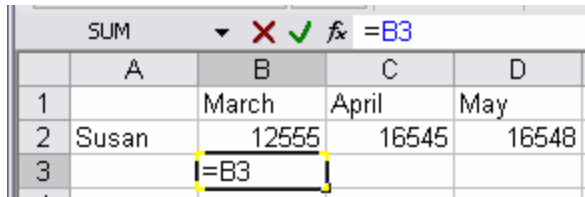
Cells are identified by their location using a number and letter system. For example, the cell shown in the following figure is "C2."

	A	B	C	D
1		March	April	May
2	Susan	12555	16545	16548
3				

The formula bar is used for entering data and formulas.

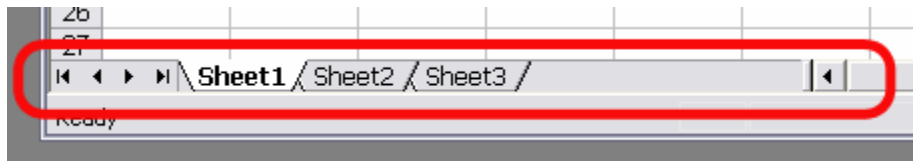


When a cell begins to have data:



Changing Worksheets

Every new document in Excel contains three worksheets. You can toggle between the worksheets by using the tabs as shown previously or by using the arrow buttons. You can add and remove worksheets as well.

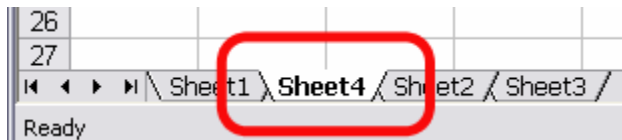


Adding, Moving and Deleting Sheets

Add a new sheet:

1. Select Insert > Worksheet

Be careful what sheet you have highlighted. The following may occur:

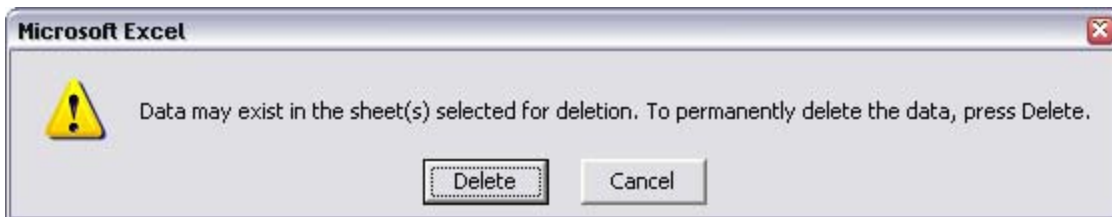


To move a worksheet:

1. Select worksheet 4 until you get an arrow and a picture of a paper.
2. Drag sheet 4 and drop after sheet 3.
3. The sheets are now in numerical order.

To delete a worksheet:

1. Highlight sheet 4 and Select Edit > Delete Sheet
2. You will be prompted to permanently delete the sheet. Click OK.



Note: You may press and hold the control key and then click the mouse button on the sheet tab, and a menu will pop up. Release the control key, and click on delete.

Worksheet Data Entry

Data Entry

Select a cell, either:

1. Click on the cell
2. Move through the sheet with arrow keys.
3. Use the tab key (use shift > tab to move backwards)
4. Pressing Enter will highlight the cell in the next row directly under the cell you originally highlighted. You can use the number pad to move between pages.
5. Enter the following data starting in cell b2 on worksheet 1

	A	B	C
1		Total Students	Classes
2		30	2
3		20	1
4		15	1
5		25	2
6		22	3
7		40	2

Once the data for a cell has been entered, you can do any of the following: Select the return key, arrow key or tab key to proceed to another cell.

- 1) Select Sheet 2 and enter more data. Be careful to put your information in the correct rows and columns. Use the example below for the new data.

	A	B
1		Students
2	Word	10
3	Excel	15
4	PowerPoint	18
5	Windows	20
6	Mac OS	12

This worksheet shows that there are a specific number of students in each class type.

Go back to worksheet1 and edit some cells:

1. Click on cell b2 and type over existing data with 10
3. Double click cell b3 and change to 50.
4. Select cell b4 and make all changes from within the formula bar to 20

	A	B	C	D
1		Total Students	Classes	
2		10	2	
3		50	1	
4		20	1	
5		25	2	
6		22	3	
7		40	2	

To delete the contents of a cell you can

- Hit the space bar, or
- Hit the delete key

Applying Formulas

Formulas are used to calculate math operations. Perform the following on worksheet2:

1. Type in cell b8: =sum(b2:b6)
2. Then hit the Return key.

When entering the equation:

	A	B
1		Students
2	Word	10
3	Excel	15
4	PowerPoint	18
5	Windows	20
6	Mac OS	12
7		
8		=sum(b2:b6)

After entering the equation:

	A	B
1		Students
2	Word	10
3	Excel	15
4	PowerPoint	18
5	Windows	20
6	Mac OS	12
7		
8		75

The following table includes the Excel Arithmetic operators:

Arithmetic Operator	Meaning	Example
+ (Plus Sign)	Addition	3+3
- (Minus sign)	Subtraction	3-1
	Negation	-3
* (Asterisk)	Multiplication	3*3
/ (Forward Slash)	Division	3/3
% (Percent Sign)	Percent	20%
^ (Caret)	Exponentiation	3^2 (The same as 3*3)

Note: Excel formulas have an order of precedence that needs to be observed in order to get the results you want. Excel performs operations in the following order:

- 1st: All operations in parentheses
- 2nd: Exponential equations or operations
- 3rd: Multiplication and division
- 4th: Addition and Subtraction

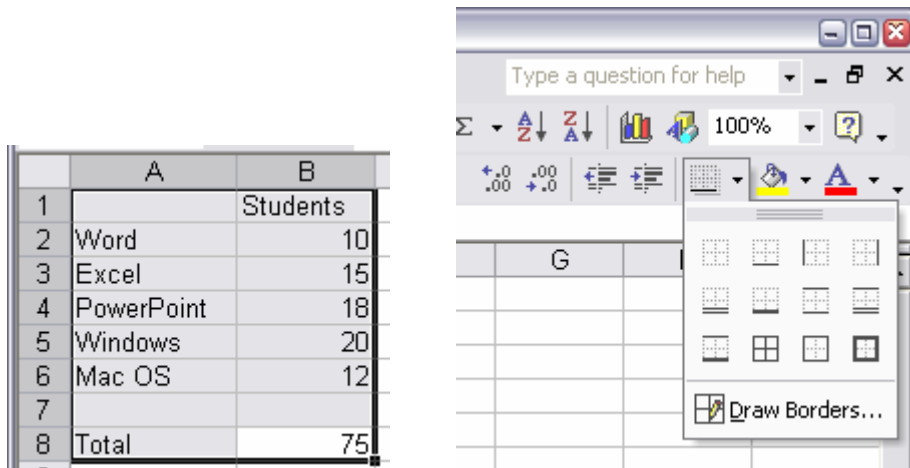
To get around the order of precedence that Excel uses by default, you can put parentheses around the part that you want to be calculated first. Use nested parentheses to create your own order of precedence.

Formatting Worksheets

Format Using the Toolbar

Once you have your data entered in the worksheet, it's time to format. The quick way is to use the toolbars. The toolbar buttons will toggle the selected item(s) on or off. Follow the steps below to format:

1. Highlight the information on worksheet 2 as shown below.
2. Click on the toolbar border button. Try the border shown.



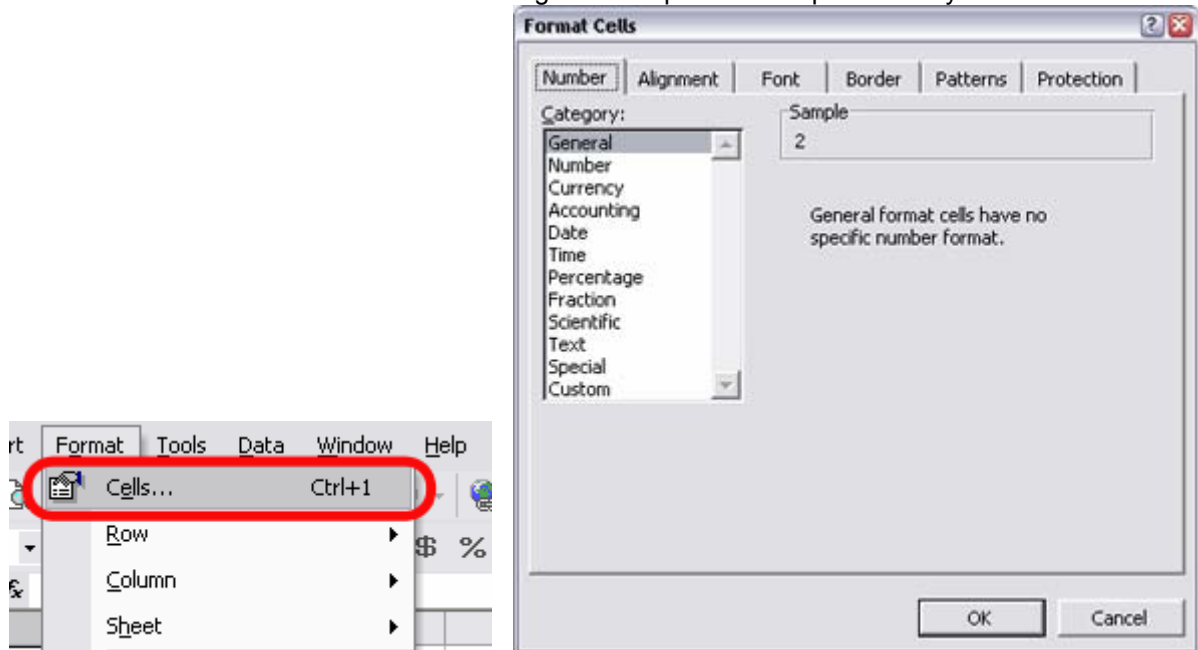
Format Using the Format Menu

Go back to Sheet1 and select and highlight the area (The area shown below may have different numbers.)

B	C
Total Students	Classes
10	2
50	1
20	1
25	2
22	3
40	2

1. Select Format > Cells

Note: All format commands will show a dialog box except when it is preceded by "Auto"



2. Set the desired format and click O.K. (Use general for now.) The cells can be formatted by a number of categories.

Tips:

If you are using numbers to calculate, use number.

If you are not using numbers to calculate, use general or text

If you are using a date, select the Date category

3. In the correct cells on worksheet3, type in the following information:

	A	B	C	D
1		January	February	March
2	Word	25	24	20
3	Excel	33	37	33
4	PowerPoin	43	48	45
5	Windows	40	42	30
6	Mac	27	32	29
7	FirstClass	38	42	28

4. Take 5 minutes to change the format of your worksheet.
5. Change the font, add a header, change the justification, and place a border around your information

Your final worksheet may look something like this:

Class Enrollment
First Quarter 2000

	January	February	March
Word	25.00	24.00	20.00
Excel	33.00	37.00	33.00
PowerPoint	43.00	48.00	45.00
Windows	40.00	42.00	30.00
Mac	27.00	32.00	29.00
FirstClass	38.00	42.00	28.00

- Start a new workbook. Take 10 minutes and type on the worksheet what you might use at work or home. A previously highlighted example is given:

	A	B	C	D
1		Jan	Feb	March
2	House	450	450	450
3	PGE	100	105	95
4	Water	25	25	25
5	Cable	19	19	19
6	Telephone	15	14	14.5
7	Food	225	220	185
8	Gas	45	42	48
9	Misc.	150	120	85

- Format the cells. Use the currency format, change the font, make a border, add a header and add a total row. Below are some hints:

10			
11	Total	=Sum(B2:B9)	
12		SUM(number1, [number2], ...)	

10			
11	Total	\$ 1,029.00	
12			

Hint: Select the cell to get a small square at the bottom-right corner of the cell (moving the mouse over this cell will change the pointer to a dark plus sign), click and drag the square across the two right cells. The formulas will carry over to the cells using the existing information.

11	Total	\$ 1,029.00	\$ 995.00	\$ 921.50
12				
13				
14				

Auto Fill Options

Questions and Survey

Please email any questions to training@csub.edu. We appreciate your feedback, which helps us improve our material. Please fill out a survey on the website at <http://www.csub.edu/helpdesk/training>.