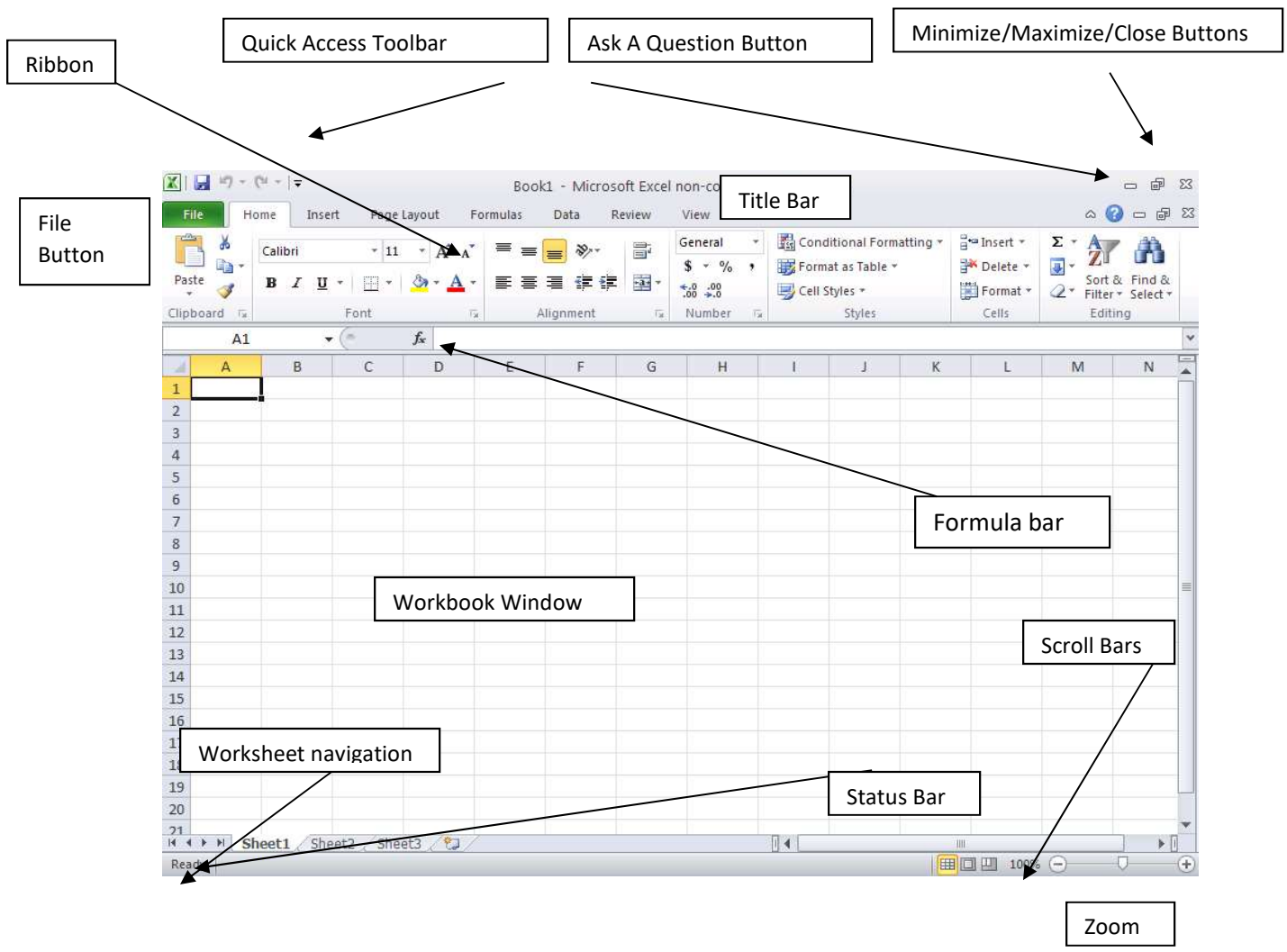


Excel Core Session 1

Instructor: Don Bremer

Overview of Microsoft Excel Menus and Toolbars

- Ask A Question Button (**TYPE, How do I use help?**)
- Title Bar - title of your active document
- Menu Bar
- Scroll Bars
- Status Bar
- Workbook/Active Worksheet
- Minimize/Maximize/Close Button
- Formula bar
- Cell, Row and Column



Customize Toolbar/Commands and Options

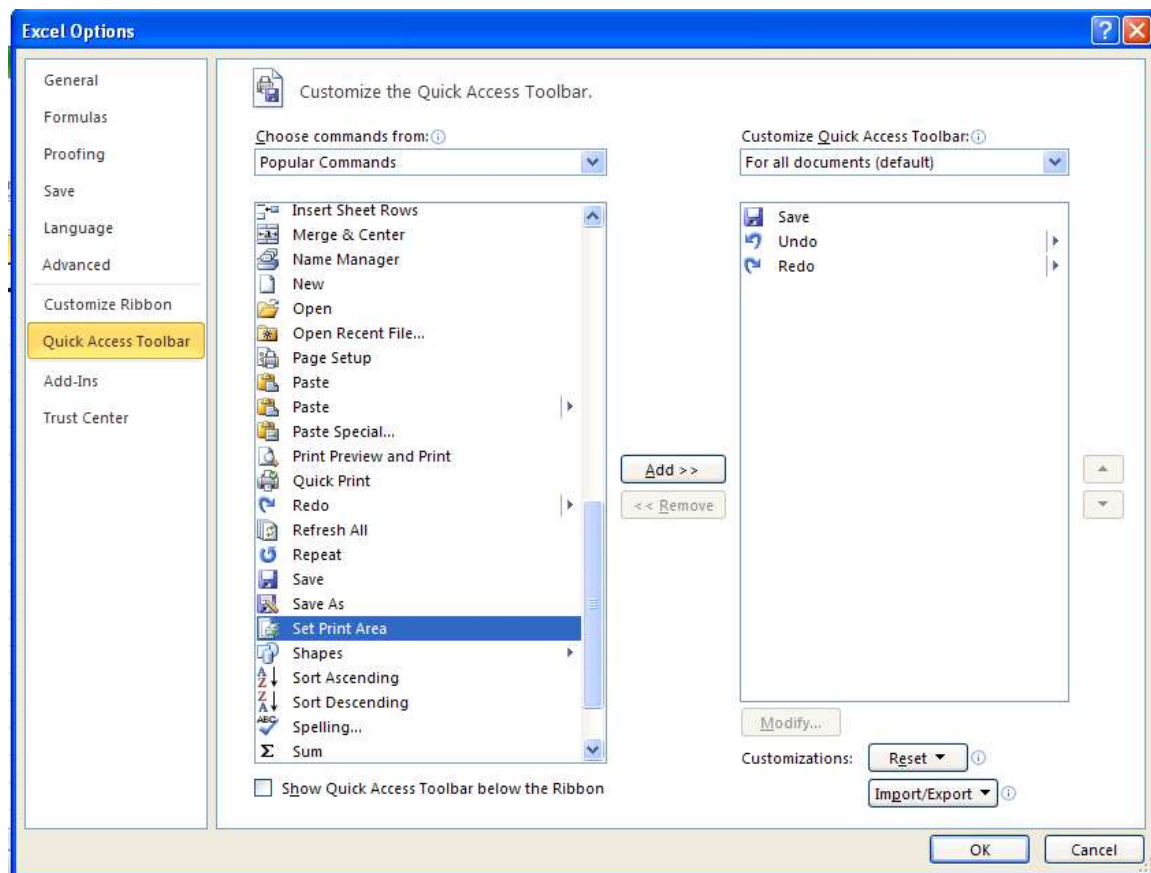
To locate right click on the toolbar and select More Commands...

- In the list of options **SELECT Set Print Area in the commands list, and ADD to Toolbar by clicking Add>>**.

Options tab

- The **Advanced** Section has most of the previous commands that were found in the older Option Menus.
- The **Popular** Section has the ability to change the color and the ability to change the user name.

This menu can also be accessed through the file menu and the **Excel Options** button.



Understanding and Moving around in Excel

Exercise One:

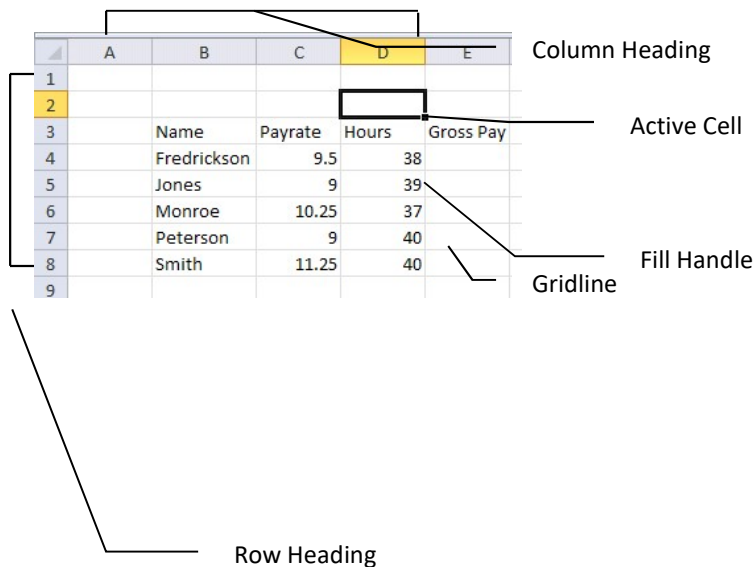
Enter in the information as below

Name	Payrate	Hours	Gross Pay
Fredrickson	9.5	38	
Jones	9	39	
Monroe	10.25	37	
Peterson	9	40	
Smith	11.25	40	

Workbooks are saved as files

Worksheets is a page within the workbook

- Sheets can be inserted (Insert>Worksheet)
- Sheets can be renamed (Double click on sheet name and type in new name)
- Worksheet Components



Moving Around in Excel

- Ctrl+Home – Top of worksheet (cell A1)
- Ctrl+End – End of worksheet
- Home – Beginning of row (column A in current row)
- Arrow keys – moves one line/space at a time in various directions
- Page up – Moves up one screen at a time
- Page down – Moves down one screen at a time
- Scroll bars – Moves up/down/right/left in a document

Entering Text and Numbers

- Numbers (press enter key, tab, arrow, or click elsewhere when done)
- Text (press enter key, tab, arrow, or click elsewhere when done)

Revising Text and Numbers

- Type over the information in the cell
- Click on the cell and edit using the formula bar
- Double-click in the cell and edit directly
- Clear contents using Delete key

Selecting Multiple (Range) Cells

Using cell pointer, hold the mouse button down and drag until the desired cells are selected.

Working with Numbers

Creating Formulas

Operation	Symbol
Start Formula	=
Addition	+
Subtraction	-
Multiplication	*
Division	/

Precedence	Enclose in ()
Equal to	=
Not equal to	<>
Greater than	>
Less than	<

1. Activate cell you want formula in
2. Type an equal sign (=) Formulas begins with “=”
3. Click the first cell you want in the formula
4. Type an operator
5. Click the next cell in the formula
6. Repeat steps 4 and 5 until formula is done
7. Finish entry by pressing Enter

Entering Simple Formulas

- 1) Using one operator:
 Select a cell and Type =8+4, Click on the Checkmark on the formula bar or hit the Enter Key the result is 12

- 2) Using two operators:
 Select a cell and Type =4+2*3, hit Enter, the result is 10

- 3) Key factor: Order of Operator Precedence - multiple and division within a formula is completed prior to adding and subtracting in a formula, unless you use parentheses to override the Precedence.
 Select a cell and Type =(4+2)*3, hit Enter, the result is 18