

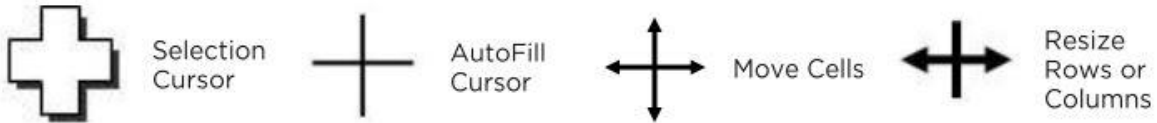
Vocabulary

- **Row:** All the cells going in a horizontal line across your worksheet, identified by a number.
- **Column:** All the cells going in a vertical line down your worksheet, identified by a letter.
- **Cell:** A unique location, identified by the intersection of the row number and column letter.
- **Formula:** An equation placed in a cell to add, subtract, and perform other calculations.

- **Workbook:** A single file of Excel.
- **Worksheet or Spreadsheet:** A single page within a workbook.

Cursors to Look Out For:

Different cursors allow you to access different features. These are commonly seen cursors.



Autofill

Easily fill in repeating data or cycles Excel recognizes.

1 Type in your first value (number/date/month). Then press **Enter**. Click back into the cell.

2 Click on the **AutoFill** handle in the lower right corner of cell.

3 Drag across your columns or rows until you see the value where you want to stop.

Formatting Cells

Cells can display values in a format you choose, e.g. 2000 versus \$2000.00.

1 Click and drag to select the range of cells you want to change.

2 Click on the dropdown menu in the Number grouping on the Home tab.

3 Click on the formatting style you want.

Basic Math

Excel will do the math for you. Whenever you change a value that impacts the total, Excel will even automatically update the value in the cell.

1 Click in the cell where you want the total to appear. Press the **=** key.

2 Click in the cell with the first value you want to add. Press the **+** button.

3 Click in the cell with the second value you want to add. Press the **+** key.

4 You can add as many cells as you like. Press **Enter** when you are done.

NOTICE: You can always check your formula in the **Formula Bar**.

	Jan	Feb	Mar	Apr	May	Jun	Jul
Income							
Salary	2500	2500	2500	2500	2500	2500	2500
Interest	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0
Income Total	=B5+B6+B7						
Expenses							

AutoSum

Excel can add together contiguous cells for you with just one button!

1 Click in the cell where you want the total.

2 Click on the **AutoSum** button.

3 Verify that your marquee is surrounding the numbers you want to add. Then press **Enter**.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Personal Budget												
Income					\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Expenses					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Housing					\$700.00	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00
Rent					\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00
Insurance					\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
Utilities					\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
Housing Total					=SUM(B12:B14)							

Printing

Make sure Excel is going to print your spreadsheet in the most effective layout.

1 Click on the **Page Layout** tab.

2 Click on **Print Titles**.

3 Select the **Page** tab.

OPTION: Change your page orientation.

OPTION: Make documents fit to a certain number of pages.

4 Click on **Print Preview** to see what your document will look like.

5 Click on **OK**.

Need more help?

- Be sure to sign up for another class at the Baldwin Borough Public Library.
- Check out a book from the library to learn more.
- Come to the library and practice on a library computer.
- Visit: <http://www.gcflearnfree.org/popular/excel2013>. This page contains some review on Microsoft Excel.
- Call Pam at the Baldwin Borough Public Library and schedule a one-on-one appointment: 412-885-2255.