

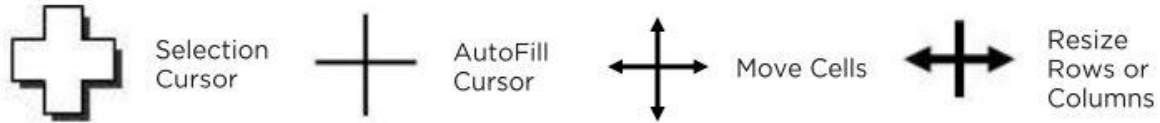
Vocabulary

- **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.

The screenshot shows an Excel spreadsheet with a budget table. The table has columns for months (Jan, Feb) and rows for categories (Income, Salary, Interest, Miscellaneous, Income Total, Expenses). The 'Income Total' cell contains the formula $=B5+B6+B7$. Callouts provide instructions on how to enter a formula manually.

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**.

AutoSum

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

The screenshot shows an Excel spreadsheet with a budget table. The table has columns for months (Jan, Feb, Mar, Apr, May, Nov, Dec) and rows for categories (Expense, Housing, Rent, Insurance, Utilities, Housing Total). The 'Housing Total' cell contains the formula $=SUM(B12:B14)$. Callouts provide instructions on how to use the AutoSum feature.

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**.

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?

- 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.