



Excel 2013

Familiarize Yourself with the Excel Screen

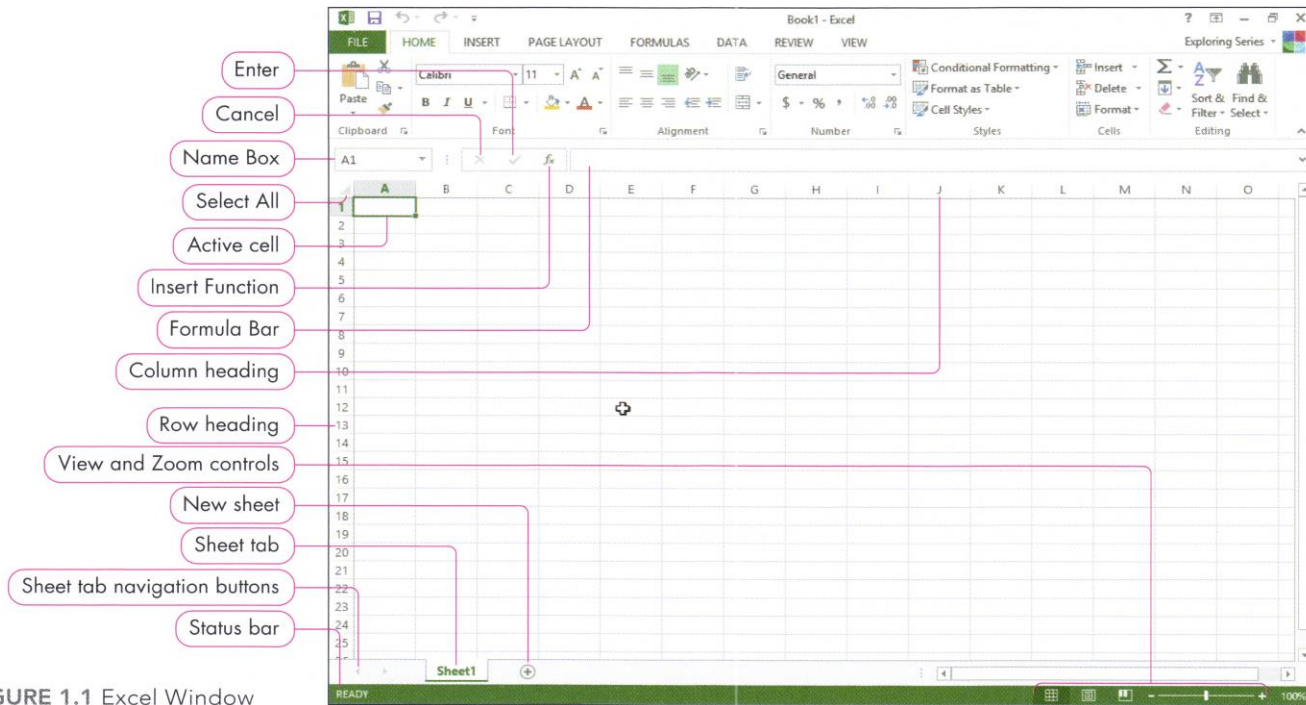
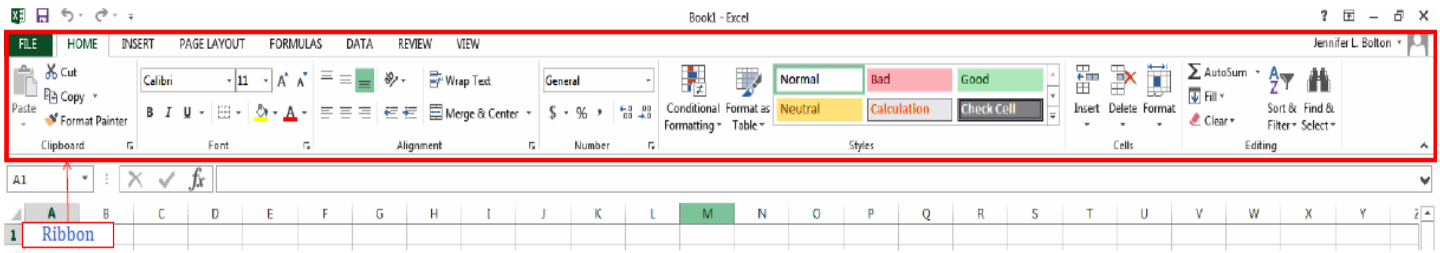


FIGURE 1.1 Excel Window

Excel Screen Descriptions	
Name	Description
Ribbon	The tabs that allow you to modify your excel worksheets layouts and looks
Enter	When entering data in the formula bar you can click the enter button to stay in the active cell
Cancel	When entering data in the formula bar you can click cancel to revert back to the previous data
Name Box	Identifies the active cell
Select All	Click to select all data in the active worksheet
Active Cell	The active cell, which is also noted by a dark green border
Insert Function	To display the function dialog box
Formula Bar	Shows the contents of the active cell
Column Heading	The letters A,B,C,D etc.
Row Heading	The numbers 1,2,3,4 etc.
View Control	Control the view of the active worksheet – Normal, Page Layout, or Page Break
Zoom Control	Control the zoom in which you view the active worksheet
New Sheet	Inserts a new worksheet on the right of the current worksheet
Sheet Tab	Displays the worksheet(s) in the open workbook
Sheet tab navigation buttons	If your workbook contains more sheets not displayed, click buttons to scroll left and right
Status Bar	Displays information on the selected command or operation in progress.

Excel 101: Begin with the Basics

Lets Set Up Our Worksheets

Open File:

- ❖ Chapter 1
- ❖ Sheet 1 tab
- ❖ Overview of Excel ribbons and page layout
 - Add Cell Borders
 - On the Ribbon locate the Font section
 1. Click in Cell A1
 2. Click box on bottom right of green border
 3. Drag across until you get to E1
 4. Find the Grid Box icon
 5. Click the arrow next to the box to expand the dropdown list
 6. Select the border you want
 - Change Page Orientation
 - On the Ribbon select Page Layout tab
 1. Click down arrow under Orientation
 2. Select Landscape
 - Change Margins
 - On the Ribbon select Page Layout tab
 1. Click down arrow under Margins
 2. Select preferred Margin
 - Creating a Header
 - On the Ribbon select the View tab
 1. Select Page Layout
 2. Hover over the top where it states- Click to add header
 3. Click left header box
 - a. This will bring up the design tools
 4. Select the File Name button
 - a. This will enter &[amp]File] and when printed will list the saved name of the workbook
 5. Click the top right header box
 6. Select Current Date
 - a. This will enter &[amp]Date] and when printed will list date it was printed
 7. Close page layout view by selecting the normal view button on the bottom right corner



- ❖ Click *Control + Page Down* = Moves to the *Tips Sheet* worksheet

Tips Sheet Worksheet

- ❖ Review keyboard shortcuts
 - Click *Alt* = Displays shortcuts for ribbon functions
 - Move to the 1st cell of the worksheet = Click *Control + Home*
 - Move cell name to 1st cell
 - Click in Cell A6
 - Click *Control + X*
 - Click in Cell A1
 - Click *Control + V*
 - Aligning columns and/or worksheet
 - Highlight the area you wish to align
 - On the Ribbon select the center align icon from the *Alignment* section
 - Click *Control + A* to highlight the entire worksheet
 - Center the worksheet on the printed page:
 - Click the *Page Layout* tab
 - Click the arrow in the bottom right corner of the *Page Setup* section
 - Click the *Margins* tab
 - Under the *Center on Page* section, place a check mark next to your selection
 - Click *OK*
 - Bold text
 - Highlight the cells you wish to change (ex. A25-B25)
 - Click *Control + B*
 - Italicize text
 - Highlight the cells you wish to change
 - Click *Control + I*
 - Undo last action
 - Click *Control + Z*
 - Check spelling
 - Click *F7*
 - Print
 - Click *Control + P*
 - Save
 - Click *Control + S* or *F12*

- ❖ Click *Control + Page Down* = Moves to the *01. Entering Formulas* worksheet

Creating Simple Formulas and Functions

Cell Values	
Column A	Description of Number Value
Column B	Value
Column C	Blank
Column D	Description of formula wanted
Column E	Symbol(s) to use
Column F	Total of formula

When entering a formula you must always start with the = sign

In Cell F2 enter formula:

1. Type =
2. Click B2
3. Type +
4. Click B3
5. Hit Enter on keyboard
 - a. Answer 32

In Cell F3 enter formula:

1. Type =
2. Use left arrow key to B2
3. Type -
4. Use left arrow key to B3
5. Hit Enter on keyboard
 - a. Answer 28

In Cell F4 enter formula:

1. On the ribbon select the *Formulas* tab (or hit the Alt key and use the shortcut M)
2. Click *Insert Function*
3. Search function – *Product*
4. Click OK
5. Number 1 Click search button on right
6. Select B2
 - a. Value will show on right
7. Click Number 2
8. Select B3
 - a. Value will show on right
9. Click OK
 - a. Answer 60

Use any of the above steps to cell F5 – type complete formula or use the insert function (function = Quotient)

Be sure to use the divide symbol (/)

- a. Answer 15

Order of Precedence

Also known as *Please Excuse My Dear Aunt Sally*

Order of Precedence		
Order	Description	Symbol
1	Parentheses	()
2	Exponentiation	^
3	Multiplication and Division	* and /
4	Addition and Subtraction	+ and -

My Accounts Worksheets:


Tips to make using the worksheets and data easier

❖ Freezing Rows and Columns

Freeze Options	
Option	Description
Freeze Panes	Keeps columns above and to the left of the active cell visible as you scroll through data
Freeze Top Row	Keeps only row 1 visible as you scroll through data
Freeze First Column	Keeps only column A visible as you scroll through data

1. On the ribbon – select *View* tab
2. Select down arrow to *Freeze Top Row*
3. Select *Unfreeze Panes* to return the worksheet to original

❖ Completing a Sequence with Auto Fill:

1. Insert a column before column A
2. Click A1: Name the cell Control
3. In cell A2 enter 1
4. In cell A3 enter 2
5. Select cells A2 and A3
6. Click box on bottom right of green border 
7. Drag down to the last row of the worksheet ***OR***
8. Double click on the small green box in the right and corner
9. This can be done for any sequence you want: dates, days, months etc

❖ Mid Command

=mid(text, start_num, num_characters)

Name your extra cells:


1. Cell G1 – add cell name Fund
2. Cell H1 – add cell name Func
3. Cell I1 – add cell name Obj
4. Cell J1 – add cell name Sub Obj
5. Cell K1 – add cell name Org
6. Cell L1 – add cell name PIC
7. Cell M1 – add cell name Loc

Enter the command to each cell:

1. Cell G2 – =mid(click cell A2,1,3) Hit *Enter* key
2. Cell H2 – =mid(click cell A2,5,2) Hit *Enter* key
3. Cell I2 – =mid(click cell A2,8,4) Hit *Enter* key
4. Cell J2 – =mid(click cell A2,13,2) Hit *Enter* key
5. Cell K2 – =mid(click cell A2,16,3) Hit *Enter* key
6. Cell L2 – =mid(click cell A2,20,2) Hit *Enter* key
7. Cell M2 – =mid(click cell A2,23,3) Hit *Enter* key

❖ Copy Formatting with Auto Fill

To copy formatting down:

1. Highlight G2
2. Click box on bottom right of green border 
3. Drag down to the last row of the worksheet OR
4. Double click on the small green box in the right and corner
5. Repeat steps 1-4 with all other columns

❖ Conditional Formatting:

1. Highlight the cells you want to add the formatting to (ex. Highlight column F)
2. In the ribbon click *Conditional Formatting*
3. Expand the dropdown menu next to *Highlight Cell Rules*
4. Select *Less Than*
5. Enter 0 in the pop up window field
6. Click *OK*
7. If you scroll down you will now see all negative balances are marked in red

❖ Sort Data:

1. Click anywhere in the worksheet that contains data
2. In the ribbon click the *Data* tab
3. Click *Sort*
4. From the *Sort By* dropdown select *Pic*
5. Click *OK*
6. Click *OK* on the next popup window

❖ Sum Data:

1. Go to cell N28
2. Type = sum(
3. Click on cell F28 and drag the box to cell F2
4. Click *Enter*
5. ***OR*** Go to cell N28 and click Alt =
6. Highlight the cells you wish to total
7. Click *Enter*