## Getting Started with Microsoft Excel

Excel is basically a table. You can use it to organize and analyze data, perform calculations, and create charts or graphs to visualize information. Using Excel to organize your data allows you and your teammates to make better decisions.

1
- Click on the *Start Menu* to open a list of programs on your computer

2
- Scroll til you see *Excel*
  - *or*
- Type the letter *e* to jump to the programs that start with E
- Click the *Excel icon*
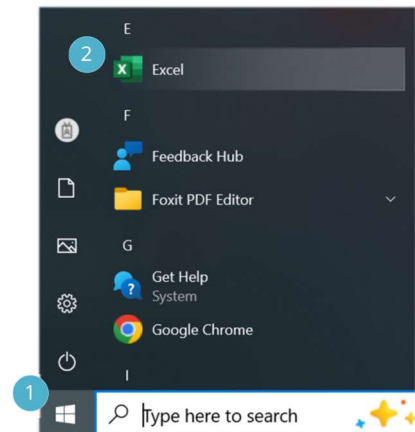
Navigating Microsoft Files *(all applications)*

3
- Every Microsoft file has a *ribbon* at the top

4
- The ribbon is divided into *tabs*

5
- Each tab is divided into *groups*
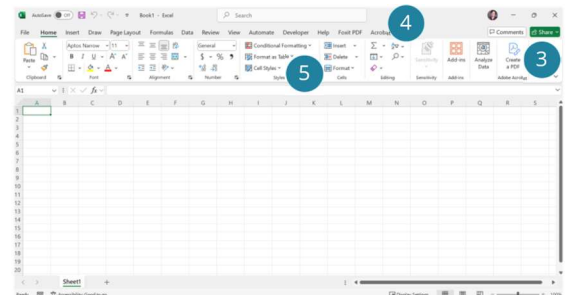
Navigating Excel Files

6
- An Excel file is called a *workbook*
- A workbook can have multiple *worksheets* (*also called* *spreadsheets*)
- Worksheets consist of the following main elements

7
  - *Rows* (numbers)

8
  - *Columns* (letters)

9
  - *Cells* are at the intersection of a row and column *(example A1)*

10
- You easily can see what cell you're in by looking at the *name box*
- Use your mouse or arrow keys to move to different cells
  - *or*
- Press *Enter* to move down or *Tab* to move right
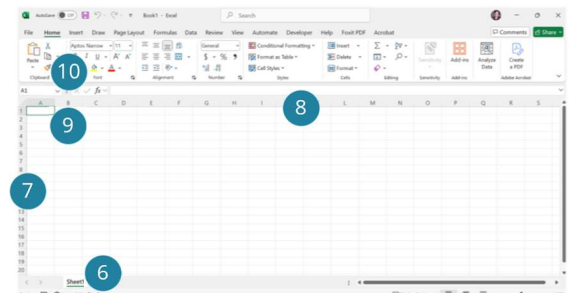
Entering and Editing Data

- Use your mouse to click a cell and type to enter text or numbers
  - *or*
- Use the arrow keys to move the cell you want and begin typing
 - *NOTE:* If data exists in that cell, it will be overwritten
  - *or*
- **(11)** Use your mouse to click in *formula bar* and begin typing
- To edit a cell, double-click the cell
  - *or*
- press *F2* on your keyboard
  - *or*
- Click in the formula bar
- Each row is an item, each column is information about that item
- To delete everything in a cell, select the cell and press *Delete* on your keyboard
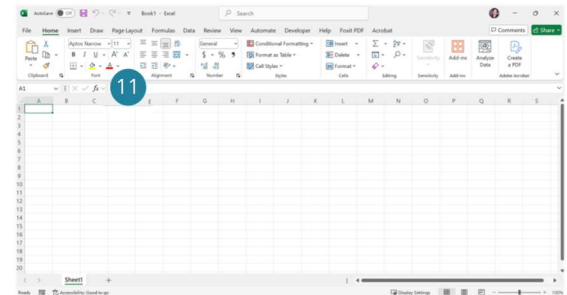
Formatting for Clarity

Formatting makes your information easier to read. You also can use formatting to call out important data.

- Select the cells you want to format
- **(12)** Use the *Home* tab to apply formatting
  - In the Font group
    - *Bold* **B**
    - *Underline* U
    - **(13)** *Italics* I
    - *Font* and *font size* [Aptos Narrow] [11]
    - *Fill* color
    - *Borders*
  - **(14)** In the *Alignment* group
    - *Left*, *center* or *right*
- **(15)** To add a new worksheet, click the plus sign
- To rename a worksheet, double-ckick the worksheet name
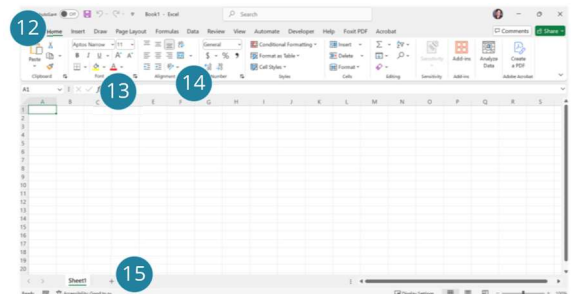
Saving, Closing and Re-Opening

You always want to ensure you save your files. Saving correctly means you won't lose your work. It also means you won't overwrite someone else's work. When you save your file, you should use descriptive names that will be easily recognizable in the future.

- Saving, closing and reopening files is done using the *File* tab on the ribbon
- **(16)** To save a file, select *Save As* or *Save a Copy*
- **(17)** To close a workbook, select *Close*
- **(18)** To re-open a recently-used file, click the file name in the *Recent* list
- **(19)** To re-open an older file, select *Open*, find your file and click on it to open
- **(20)** To close Excel, click the *X* in the top right corner