Microsoft Excel — Handout 1
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NCC Continuing Education
Class Website: bit.ly/ncc-excel

The Office Interface:

Excel uses the Microsoft Office User Interface, which is also used by Microsoft Word and PowerPoint.

Top row:
- Quick Access Toolbar
  - At the left end; For often used commands
- Title Bar
  - In the middle; Shows the title of the spreadsheet
  - Can be used to move the Excel window
- Window Controls
  - At the right; Minimize, Maximize/Restore, Quit

The *Ribbon*:

The band of command buttons near the top of the window.
- Ribbon Tabs
  - Each tab reveals a different set of commands
  - File, Home, Insert, etc.
- File Menu
  - For file commands, e.g., Save, Print, Share
- Groups
  - The Ribbon is broken into Groups to make it easier to find commands
- Command Buttons
  - Buttons, List Boxes and Combo Boxes
  - *Combo Box is a combination List Box & Text Box*
- Show/Hide the Ribbon (Rt-click any tab)

The Status Bar
- The bottom line of the window
- Shows certain properties of the file
- View buttons are at the right
  - E.g., Normal, Page Layout, Page Break Preview
- Zoom controls are at the extreme right

Quick Tips:
- Screen Tips: Revealed when mouse pointer hovers over an object
- Context Menu: Revealed when you click the right mouse button
  - (or Control + mouse button on the Mac)
- Alt key: Lets you to access the Ribbon via the keyboard, without mouse

The Excel Interface:

In addition to the Office user interface, Excel has its own unique interface.

Name Box
- For naming cells or ranges (groups) of cells

Formula Bar
- Displays or edits cell values or formulas

Worksheet Grid
- Columns and Rows
  - Columns are vertical, as in a building
- Cell Addresses (or *References*)
  - Column Letter & Row Number:
- The *Active Cell*
  - Has a thick border and a Fill Handle at the LR corner

Worksheet Tabs
- Each Excel file is a *Workbook*
- Workbooks can have many *Worksheets*

The Status Bar
- Mode:
  - Ready: When Excel is waiting for your input
  - Edit: When you are editing a cell
  - Point: When you are adding a cell reference by clicking it
- Summaries when you select a *Range* (group) of cells
  - Average, Count, and Sum

Navigating a Worksheet

Mouse
- Click any cell or use the scroll wheel

Arrow keys
- Use to scroll up, down, left, or right

Name Box
- Enter a cell address, e.g., F7

Go to Command
- Click: **Home > Find & Select > Go To…**

Jumps
- Move to the top left of a spreadsheet
  - **Ctrl + Home**
- Move to the bottom right of a worksheet
  - **Ctrl + End**
- Move one screen to the right or left
  - **Alt + PageUp or PageDn**
- Jump to the bottom of a column of values
  - Double-click bottom border of the active cell

Entering and Editing Cell Contents

Enter data:
- Click cell, type, and press Enter

Edit data (2 methods):
- Click and edit the Formula Bar
- Edit Mode in a Cell:
  - Double-click cell
  - Or, press F2

Types of Data:
- Text, Values, Formulas

Selecting Cells and Ranges

Select a single cell:
- Click it with the mouse
- Or, Navigate to it with the arrow keys

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Select a range of cells:
With the Mouse:
Click in middle of first cell and hold down left
mouse button
Drag to the end of the selected range
With the Keyboard:
Click the first cell
Hold down Shift key
Press one of the Arrow keys
With the Keyboard and Mouse:
Click the first cell, hold down Shift key
Click the last cell in the selection range

Selecting Noncontiguous Ranges
Select the first cell or range
Hold down the Ctrl (Control) key
Click additional cells to include

Cell Formatting: The Font Group

Font, Font size, Style (Bold, Italic, Underlined),
Border, Fill (background) color, Font color

Cell Formatting: The Alignment Group

Alignment Options:
Vertical (Top, Middle, Bottom), Wrap Text,
Horizontal (Left, Center, Right), Merge &
Center
The Default Alignment:
Bottom of cells
Left for text, Right for Values and Dates

Cell Formatting: Tips and Tricks

Format Painter:
Select desired format
Click: Home > Format Painter
Click any cell
Cell Styles:
Select any cell
Click: Home > Cell Styles, or click ▼ in the Styles
group
Choose the desired style

Changing Column Widths/Row Heights

Column Width:
Using the Mouse:
Drag the boundary on the right side of the column
heading (A, B, etc.) left or right
To AutoFit the width: Double-click boundary
Using the Ribbon
Click: **Home > Format > Column Width**
To AutoFit the width:
Click: **Home > Format > AutoFit Column Width**
Row Height: Similar to Column Widths

Copy or Move Cells

Copy and Paste (5 different methods)

[End]

Right-click cell, choose Copy,
Right-click destination, choose Paste
Ctrl + C, Ctrl + V
Click: Home > Copy, Click: Home > Paste
Hold down Ctrl key, Drag border of cell,
Release Ctrl key, Choose: Copy Cell
Hold down Alt key, Press: h c c
Release Alt key, Select destination
Hold down Alt key, Press: h v p
Move a Cell (Cut & Paste; 5 methods)
Right-click cell, choose **Cut**,
Right-click destination, choose Paste
Ctrl + X, Ctrl + V
Click: **Home > Cut**, Click: **Home > Paste**
Drag border of cell to destination
Hold down Alt key, Press: h x
Release Alt key, Select destination,
Hold down Alt key, Press: h v p

Auto Fill and Auto Fill Options

Copy a cell or fill out a series by dragging with the mouse

Drag with the Fill Handle
Fill Handle: Small box in lower right corner of the
Active Cell
Turns into a black plus sign
Click and drag to adjacent cells
Fill a Series
January, February, etc., Mon, Tue, etc.
Auto Fill Options
Copy Cells, Fill Series, Fill Formatting Only, Fill
Without Formatting
Fill a Pattern
Enter enough cells to establish a pattern
E.g., 1, 3, or Mon, Wed, Fri, Mon, Wed, Fri
Select the cells
Drag the Fill Handle to the desired cells

Clearing Cell Contents and/or Formatting

Delete key or Backspace key:
Deletes Contents
Menu
Click: **Home > Clear** and choose:
Clear All, Formats, or just Contents

The "F" Word (Formulas)

Four Rules of Formulas
1. Always start with an equal sign (=)
2. Don't use numbers; use cell references
3. Always check the results
4. Similar cells should have similar formulas
Parentheses are not needed, except:
For Functions, as in =SUM(B3:C4)
To change order of operations: =(D4-D3)/D3