

Excel is a Microsoft Office spreadsheet program used to organize data, perform mathematical calculations, or create a chart of data.

The spreadsheet is comprised of cells that contain numbers, text, or formulas. Excel can be used to create a contact list, budget, or organize all sorts of information.

The screenshot shows the Microsoft Excel interface. The Ribbon is highlighted in green and contains tabs for FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, and VIEW. The HOME tab is active, showing options for Clipboard, Font, Alignment, and Number. The Formula Bar is labeled and shows the formula bar icon. The Cell Address is shown as 'I22'. The spreadsheet grid shows a loan calculation with labels for 'Row' and 'Column'.

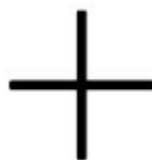
	A	B	E	F	G
	Price of car	\$20,000.00			
	Down Payment	\$5,000.00			
3	Amount to finance	\$15,000.00	Total Paid	\$17,455.19	
4	Years of loan	2	Total Interest	\$2,455.19	
5	Interest Rate	15.00%			
6					
7					
8	Row				
9					
10	Montly Payment	\$727.30			
11					
12					
13					

## Cursors

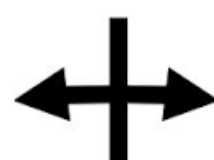
Selection Cursor



AutoFill Cursor

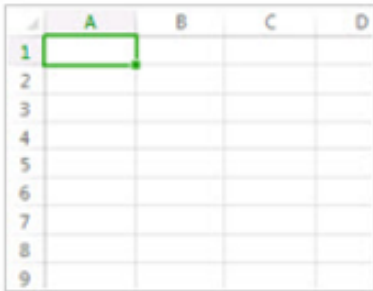


Resize Rows/Columns



## Create a new workbook

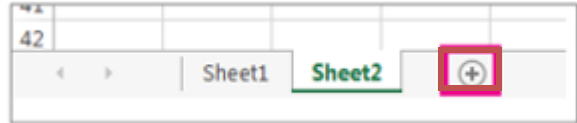
1. Click **File** → **New**
2. Under **New**, click **Blank worksheet**.



Blank workbook

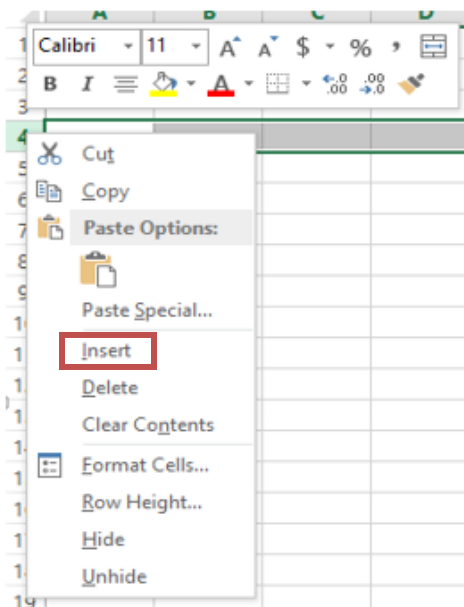
## Insert a new worksheet

Click the **New Sheet** button at bottom left.





## Insert a row

Right click on row → **Insert**

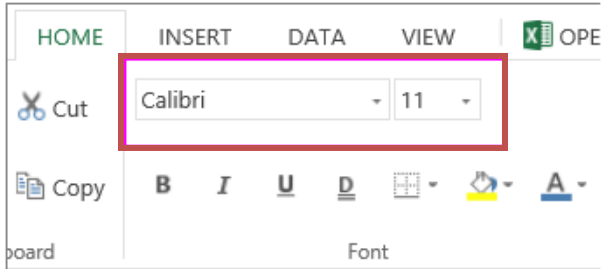


## AutoFill

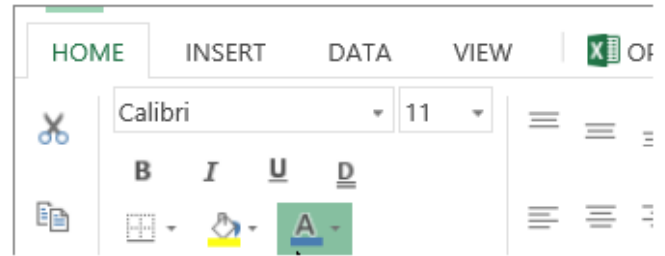
Fill in repeating data into cells using the fill handle .

1. Select the cells that contain the data you wish to expand.
2. Drag the fill handle across the cells you want to fill.
3. Click **Auto Fill Options** , to change how you want to fill the selection.

## Change Font Style & Size

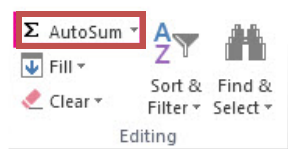


## Change Font Color



## AutoSum Row or Columns

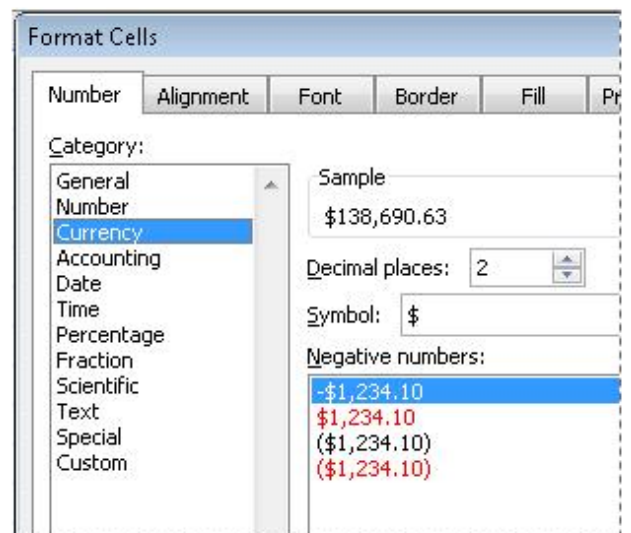
1. Select cells you want to autosum
2. Select **AutoSum**



	A	B	C	D
1		Jan	Feb	
2	Entertainment			
3	Cable TV	52.98	52.98	
4	Video rentals	7.98	11.97	
5	Movies	16.00	32.00	
6	CDs	18.98	29.99	
7	Totals	=SUM(B3:B6)		

## Format a Cell Number

1. Select the cell you want to format.
2. Right click → Format Cell



## Add Cell Borders

Home → Borders



## Learn More!

[Lynda.com](http://Lynda.com) (PCCLD Database)

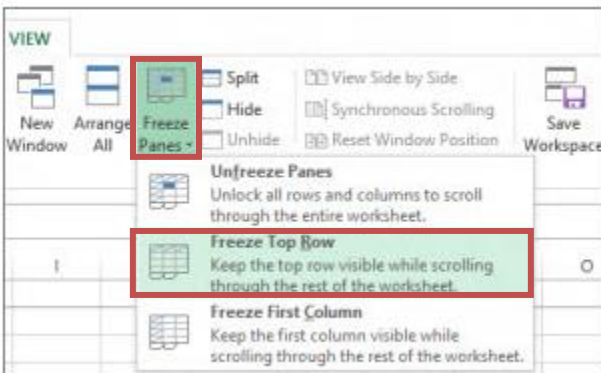
[Denverlibrary.org](http://Denverlibrary.org)

[GCF LearnFree.org](http://GCF LearnFree.org)

[Support.office.com](http://Support.office.com)

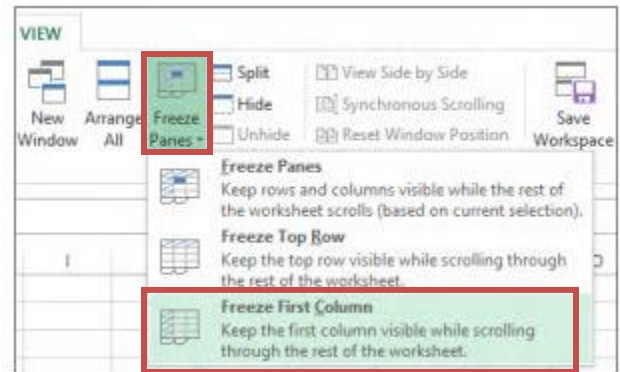
## Freeze Top Row

View → Freeze Pane → Freeze Top Row



## Freeze First Column

View → Freeze Pane → Freeze First Column



## Basic Functions

Add two cells = A2+A10

Add cell range =SUM(A2:A10)

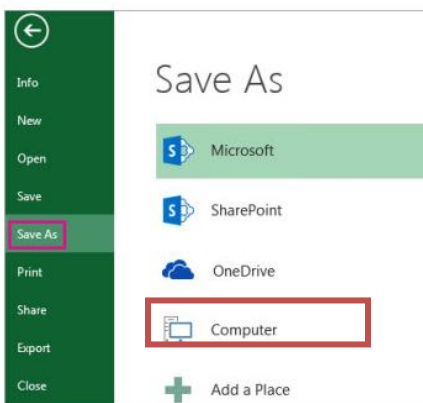
Subtraction =A2-A3

Multiplication =A2\*A3

Division =A3/A2

## Save a workbook

File → Save As → Choose File



## Printing

Adjust orientation, change margins, & fit sheet on one page.

