

# Part 3

## Microsoft Excel Tutorial

### Start the Program

From the **Start** icon select **Programs** and **Microsoft Excel**.

#### To open a new file

From the Menu **File- New** select **Workbook** under the general tab and click the OK button

#### To open an existing file

Excel allows many files to be opened simultaneously.

If you need to open an existing file, the steps are as follows:

From the main menu **File - Open**

Select the file

Click the **Open** button

### Enter Text and Numbers

Excel has Rows, Columns and cells. Each cell has its unique name. This can be retrieved by locating the crossing Rows and columns.

The screenshot shows the Microsoft Excel interface with a budget spreadsheet. The spreadsheet has columns A through K and rows 1 through 15. Cell C5 is selected and contains the value 5000. A blue box highlights 'C5' in the column header, and a blue arrow points to the selected cell. A blue arrow also points from the value '5000' in the formula bar to the cell. A blue arrow points from the text 'Selected cell' to the cell. Green arrows indicate the 'Column' and 'Row' directions. A purple arrow points to the row number '15' with the label 'Row Number'.

	A	B	C	D	E	F	G	H	I	J	K
1	My Budget										
2			May 2002								
3			Budget	Actual							
4	Income										
5	Salary		5000	5000							
6											
7											
8	Expenses										
9	Bond		2500	2500							
10	Installment Car		1500	1500							
11	Clothing Account		500	700							
12	Groceries		1000	1300							
13	Water Account		150	170							
14	Electricity Account		200	180							
15	Telephone Account		100	50							

Referring to the above screen shot, " My Budget" is in cell A1. That is Column A Row 1.

"May 2002" is entered in Column C and Row 2 therefore we refer to its location as Cell C2.

Clicking on any cell and typing either a number word or sentence followed by the Enter Key will display that contents in the selected cell.

Enter the following in the blank sheet. Use the mouse to click on a cell or the arrow keys to move around.

1. In Cell A1 "My Budget"
2. Select cell A4 type" Income"
3. In A8 type Expenses

Completed the worksheet as the diagram above.

## Changing and formatting data

### Selecting a range

Before any formatting can be made the selected cell or range of cells (many cells) have to be selected /highlighted.

A Range can be selected by clicking and dragging the mouse over the desired range.

Alternatively using the arrow keys move to the start of a range, hold the Shift key down and use the arrow keys to expand the range.

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

The above is an example of range B4 to D9 (B4:D9) being highlighted

Data in a worksheet can be changed, formatted, copied or deleted. This can be done by first selecting the appropriate cells.

To delete the contents of a cell

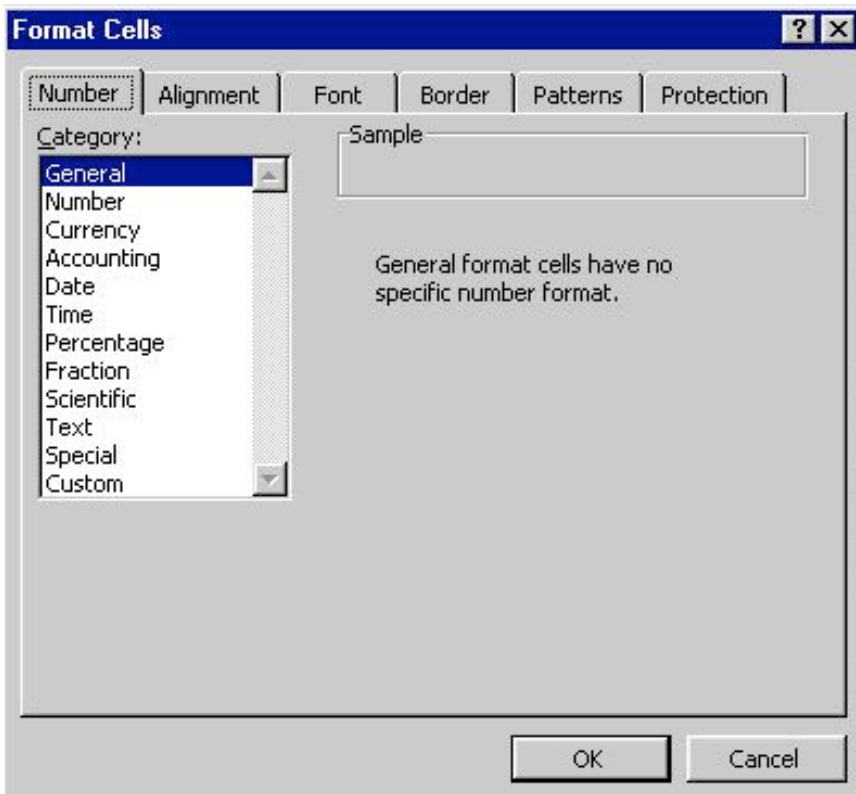
Select a cell or a range, press the delete button on your keyboard

As in MSWord you can also Cut, Copy, and Paste individual cells or ranges.

	A	B	C	D	E
1				Column Heading	
2					
3					
4					
5					
6					
7					
8	Row Number				
9					
10					
11					

An entire row or column can be selected by clicking on the row number or column heading

To format a selected range highlight the range and choose the **Format** from the menu, select **Cells**



The above dialogue box appears.

Open a new worksheet (**File New**) and play around with the following options.

The **Number** Tab allows formatting to numbers and text. ".22" can be formatted to Percentage 20% by selecting the Percentage in the Category List.

The **Alignment** Tab allows **Text Alignment**, **Text Control** and **Orientation**

The **Font** Tab allows you to change the **Font**, **Font Style** the **Size** of a cell(s), **Underline** and **Colour** Properties

The **Border** Tab allows for **Boarder** and **Line Styles**

Close the file - **File - Close** Excel will prompt you to save changes, as this was a file created to test the formatting options choose **No**.

This should return you to your original file.

To change a cell's contents. Click on cell and change it in the formula bar.

To increase the width of a column click on the line between the column headings and drag it to the required width.

To increase the height of a row, click on the line between the Row numbers and drag it to the required height.

To insert or delete a column or row Select the entire row or column, right click and select **Delete** or **Insert**

When you make a mistake use the **Undo** Icon or from the menu **Edit - Undo**

	A	B	C	Formula Bar	D	E
1		<b><u>My Budget</u></b>				
2			<b><u>May 2002</u></b>			
3			<b>Budget</b>		<b>Actual</b>	
4		<b><i>Income</i></b>				
5		Salary	R5,000.00		R5,000.00	
6						
7						
8		<b><i>Expenses</i></b>				
9		Bond	R2,500.00		R2,500.00	
10		Installment Car	R1,500.00		R1,500.00	
11		Clothing Account	R500.00		R700.00	
12		Groceries	R1,000.00		R1,300.00	
13		Water Account	R150.00		R170.00	
14		Electricity Account	R200.00		R180.00	
15		Telephone Account	R100.00		R50.00	
16		<b>Total Expenses</b>	<b>=SUM(C9:C15)</b>		<b>=SUM(D9:D15)</b>	
17		<b>Balance</b>	<b>=+C16-C5</b>		<b>=+D16-D5</b>	

Format your file as above and add the following formulas

## Formulas

In cell F17 type "+1000+2000" followed by pressing the Enter key.

Excel calculates this as 3000.

In cell F18 type "50"

Move the selected cell to F19 Type "+" Click on F18 Type "+" click on F17 and the Enter button.

In cell F19 Excel adds the value of cell F18 and cell F17.

Cell F19 = F18 + F17

F19 = 50 + 3000

Therefore F19 =3050

In cell C16 type =SUM(C9:C15)

This tells Excel to sum/add the range C9 to C15

The" = " denotes this is a calculation or formula.

=+C16-C5 or +C16-C5

This formula instructs Excel to take the value of C16 and subtract C5 from it.

The Multiplication sign is a Star \*

Example

=500 \* 2

This will result in a cell having the value of 1000

The division sign is a slash /

Example

=500 / 2

This will result in a cell having the value of 250

Remember that you do not have to add spaces in calculation.

## Saving and Printing

### Save the file to a specific location

1. Click **File - Save As**
2. Select the appropriate directory to save the file in
3. Give the file a name in the **File Name** box.
4. Click on the **Save** button.

All Excel files have a default extension of xls

After any changes made to a file remember to save changes then close the file.

Always name files with meaningful names that can easily be remembered

### Print the file

Click **File - Print - Preview**

If you not happy with this printing view

Click on the **Page Break Preview** button

Adjust the page breaks by clicking and dragging on them.

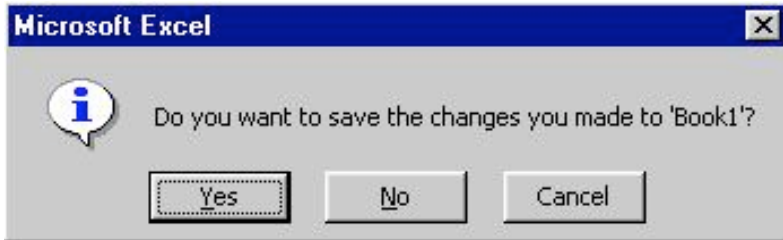
To remove a page break drag them off the screen.

Click **File - Print** or the print icon to print

	A	B	C	D	E	F	G
1		<b>My Budget</b>					
2			<b>May 2002</b>				
3			<b>Budget</b>	<b>Actual</b>			
4		<b>Income</b>					
5		Salary	R5,000.00	R5,000.00			
6							
7							
8		<b>Expenses</b>					
9		Bond	R2,500.00	R2,500.00			
10		Installment Car	R1,500.00	R1,500.00			
11		Clothing Account	R500.00	R700.00			
12		Groceries	R1,000.00	R1,300.00			
13		Water Account	R150.00	R170.00			
14		Electricity Account	R200.00	R180.00			
15		Telephone Account	R100.00	R50.00			
16		<b>Total Expenses</b>	<b>R5,950.00</b>	<b>R6,400.00</b>			
17		<b>Balance</b>	<b>R950.00</b>	<b>R1,400.00</b>			
18							
19							
20							
21							
22							

# Exit Excel

On completion of using Excel, select **File Exit** from the main menu.



If any changes are not saved Excel will prompt you with further options

Choosing the Yes button, Excel will return you to the Save as dialogue box

Choosing the No button, Excel will not save and will Exit the program.

Choosing the Cancel button will return you to the workbook.