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Take-Along Tutor:

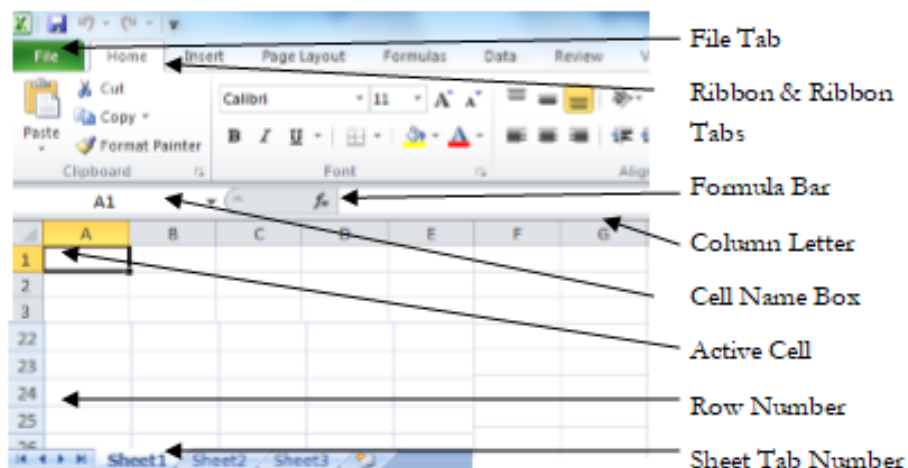
10 Ways to Excel with Excel 2013

Excel is a powerful data organization program. It utilizes spreadsheets to organize and collate information. Use this guide to get started with some essential Excel basics. If you need further assistance, please ask for help at the Reference Desk. We will be happy to answer any questions that you may have, or help you locate more guides to Excel.

What is a Spreadsheet?

A spreadsheet is a document that stores and organizes data. It can contain simple lists, or reflect complex relationships between sets of data. A spreadsheet is made of columns and rows; the place where a column and row intersect is called a cell. Each cell reflects the type of data that is entered into the row and column.

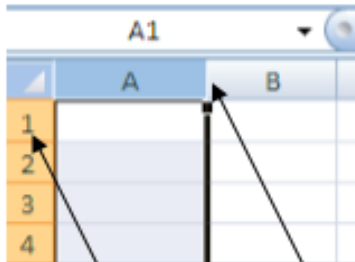
The key to making Excel work for you is to have your data ready. Whether you are creating an address list, a budget, or cataloging your CD collection, data is the basis of everything that is done in Excel.



Cell Width & Height

The width and height of each cell can be adjusted to reflect the type of data entered there. For example, if you need a short number reference at the beginning of each row, you can decrease the width of column A; if you need to enter a full address into a cell, you can increase the width of row 1. Row and column size can be set manually or can be set to adjust automatically. You can set the height or width when you begin the document, or when you have already entered data into the spreadsheet.

To manually adjust row or column size:



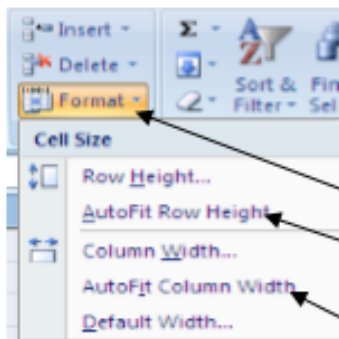
Place your mouse over the shaded border section at the beginning of the row or column (rows are numbered, columns are lettered). When you place your mouse on the edge of any cell or row heading, it will turn into a directional arrow.

Drag the arrow left / right to increase the column width, or up / down to increase the row width.

Place the mouse here to change row height

Place the mouse here to change column width

Directional arrow



To have the row or column size adjust automatically (autofit):

Select the rows or columns that you want to change.

On the **Home** tab, in the **Cells** group, click **Format**.

To autofit the row height, click here

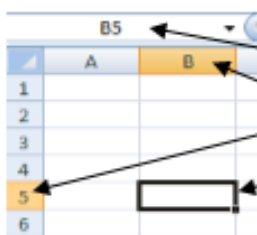
To autofit the column width, click here

Entering Data Into Cells

To enter data into a cell, you must follow three steps:

- 1) Click on the cell that you want to enter data into;
- 2) Enter the data into the cell;
- 3) Press enter or click on another cell to enter further data.

The fastest way to move from cell to cell in Excel is to use the tab keys or the arrow keys on your keyboard. The "active cell," or the cell that will receive any information that you type, is always the cell with the dark black outline (the active column and row are also highlighted in yellow, and the column reference is listed at the top left of the spreadsheet).



Column and Row Reference

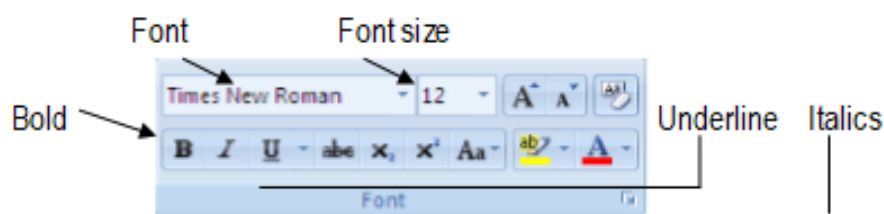
Active column and row

Active cell

Formatting Data

The appearance of data and text in Excel can be changed in the same manner as in Microsoft Word and other Office 2007 applications.

Bold, Italics, and Underline – Bold will make words appear in bold type. To bold a word, click on the bold button in the Font section of the ribbon (under the “Home” tab) and then type the word. To turn bold off, click on the bold button again. You can follow the same steps for italics and underline: To italicize a word, click on the italics button and type the word, or to underline, click on the underline button and type the word. You can also bold, italicize, or underline an existing word by highlighting it, then clicking on the appropriate button (see below).



Font – The font is the style of type for a document or portion of a document. The most common (“default”) font is Times New Roman (newspaper-style text) or Calibri. You can also change the font size. To change the font style, go to the “Font” section of the ribbon (under the “Home” tab). Click on the drop down arrow at the end of the current font setting (see above) and select a new font. To change the font size, click on the drop down arrow next to the font size and choose a new size.

Justification – Justification refers to how text lines up on a page or within a cell. Justification can be left, right, center, or full. Most documents are left justified (all text is aligned at the left). Excel will default to left justification. To alter the justification, you can click on the justification buttons in the “Alignment” section of the ribbon, under the “Home” tab.

Number Format — You can format the appearance of numbers to reflect percentages, monetary symbols, commas, and decimal places by using the Number section of the ribbon. To change the appearance of numbers in a cell or series of cells, select the cells then click on the appropriate format button in the ribbon.

Find & Replace – Find and replace searches for specific words within a spreadsheet. “Find” allows you to go to a specific number or cell label within a document (for example, you can find the word “groceries” within a spreadsheet). “Replace” will locate a word or number and replace it with a different word or number (for example, you can find the word “savings” and replace it with “debit”). **To find a word or number**, click on “Find” in the “Editing” section of the Home tab in the ribbon. A pop up window will appear. In the box labeled “Find what,” type the word or number you would like to locate, and then click on “Find Next.” The term will be highlighted within the spreadsheet. To close the pop up window, click “Cancel.”

Working With Your Data

There are three types of data that can be entered into an Excel spreadsheet — **Text** (a descriptive word or words), **firm numbers** (numbers that don't change in relationship to the cells around them — 5, \$4.00, 1.25, etc.), and **formulas** (=5+3, =4 x 8, etc.). *Please note, all formulas in Excel must begin with an equals (=) sign.*

A simple address book could consist of a column of names (text), a column of addresses (text and firm numbers), and a column of phone numbers (firm numbers).

	A	B	C
1	Suzy Snowflake	121 Snowstorm Circle	555-555-5784
2	Frosty Snowman	521 Park Lane	555-555-8471
3	Rudolph Reindeer	345 North Pole Landing	555-555-9658

Text Text plus firm numbers Firm Numbers

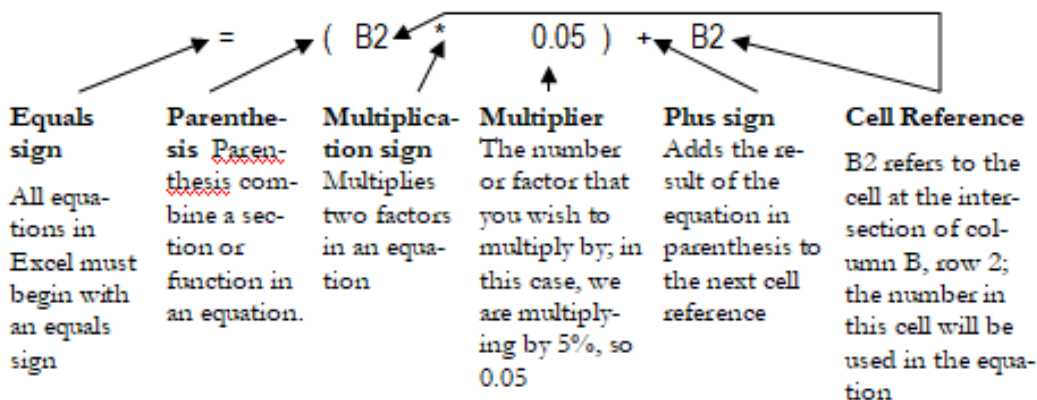
A budget spreadsheet could include text, firm numbers, and formulas. Formulas are a more advanced application of Excel, but they can be extremely useful. Formulas are typed directly into the formula box (*fx*). The results of the formula appear in the current, active cell.

C2		fx		=(B2*0.05)+B2	
	A	B	C	D	
1	Name	Income 2009	Projected Income		
2	Suzy Snowflake	\$50,000	\$52,500.00		
3	Frosty Snowman	\$40,000	\$42,000.00		
4	Rudolph Reindeer	\$30,000	\$31,500.00		
5					
6					

Text Firm numbers Formula box Formula results

The formula in the sample spreadsheet above looks like this: =(B2*0.05)+B2

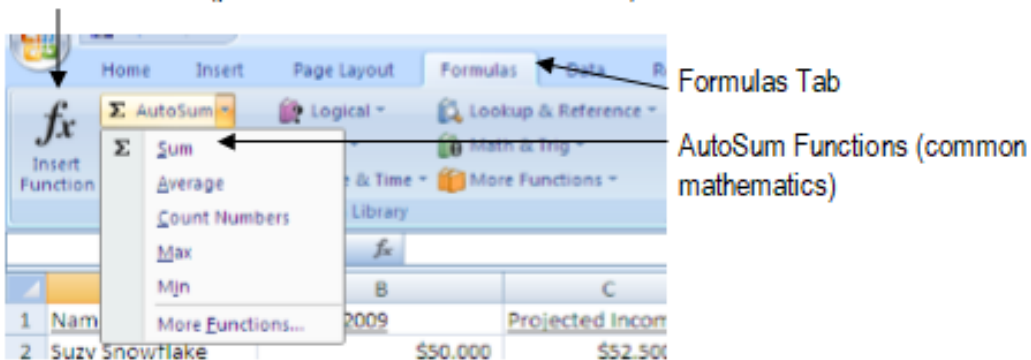
What does this mean? Let's break it down:



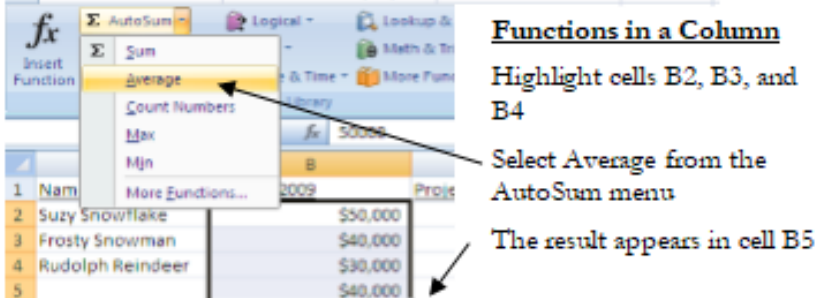
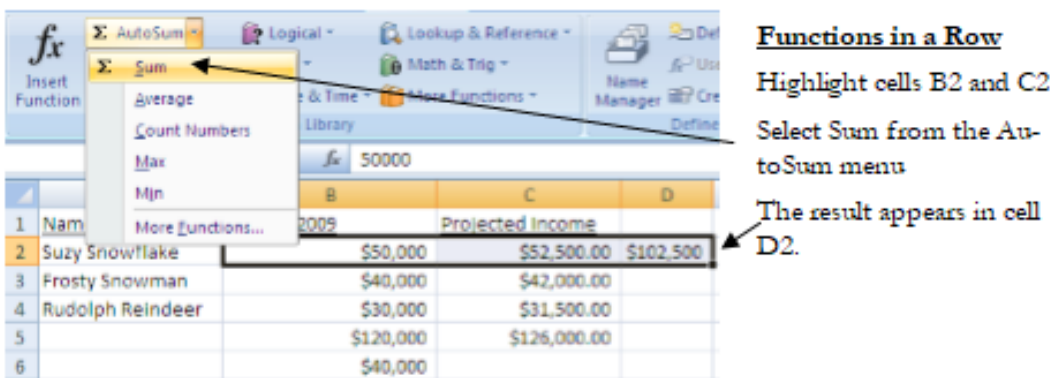
The results of the formula appear in column C in the spreadsheet above: $\$52,500.00 = (\$50,000 * 0.05) + \$50,000$

We can use the same formula, using new cell references, by right-clicking the mouse on the cell where the formula was originally entered, choosing "Copy", then pasting that equation into the next cell. So, the value in cell C3 is $\$42,000.00 = (\$40,000 * 0.05) + \$40,000$. DO NOT type the answer — the spreadsheet calculates it, using the equation entered.

Insert Functions (provides a search box for functions)

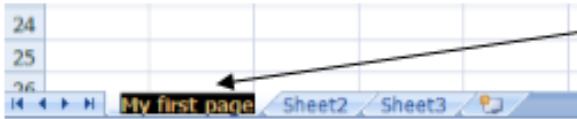


To use the preset functions, highlight the data that you want to work with in your spreadsheet (a row or a column of numbers). Then, choose the function that you would like to perform (SUM adds all numbers, AVERAGE averages the selected numbers, etc.). If you are working with a row of data, the result will appear in the cell to the immediate right of the last selected cell. If you are working with a column of data, the result will appear at the bottom of the column (see examples below).



Creating a Workbook

A Workbook is a collection of spreadsheets. At the bottom of each newly-launched Excel page, you will see three default sheets (see below). You can move between sheets by clicking on the tabs at the bottom of the page. Formulas and functions can be made to carry over and relate to data from multiple sheets in a workbook.



Sheet tabs at the bottom of an Excel page. To choose a new sheet, click on the tab. To rename a sheet, double-click on the sheet tab and type a new name.

Saving and Printing Your Spreadsheet

Excel spreadsheets can be saved in several formats:

Excel Workbook — Saves the file as an Excel Workbook (.xlsx). This is the default setting in Excel 2007, and the format that most people will use to save Excel files.

Excel Macro-Enabled Workbook — If you frequently use macros in a worksheet, you should save your work as a macro-enabled workbook (.xlsm). (Note — A macro is an advanced function in Excel. It is a pre-recorded set of instructions for frequently used commands.)

Excel Binary Workbook — Saves the file in a binary format, optimized for fast loading and saving.

Excel 97-2003 Workbook — Saves the file in a format that is fully compatible with older versions of Excel.

OpenDocument Spreadsheet — Saves the file in an XML-based file format. The purpose of OpenDocument is to make data accessible regardless of the proprietary software used (Microsoft, Apple, Sun, etc.).

PDF or XPS — Saves the file in a portable document format or Open XML Paper format. Both PDF and XPS save the document like a photo or snapshot or the original document, for viewing by others.

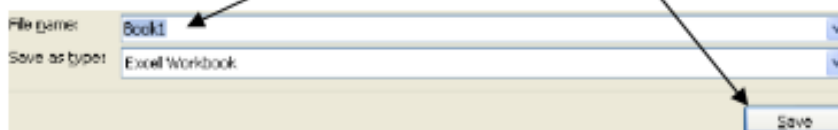
To save your workbook or spreadsheet:

Click the File tab.



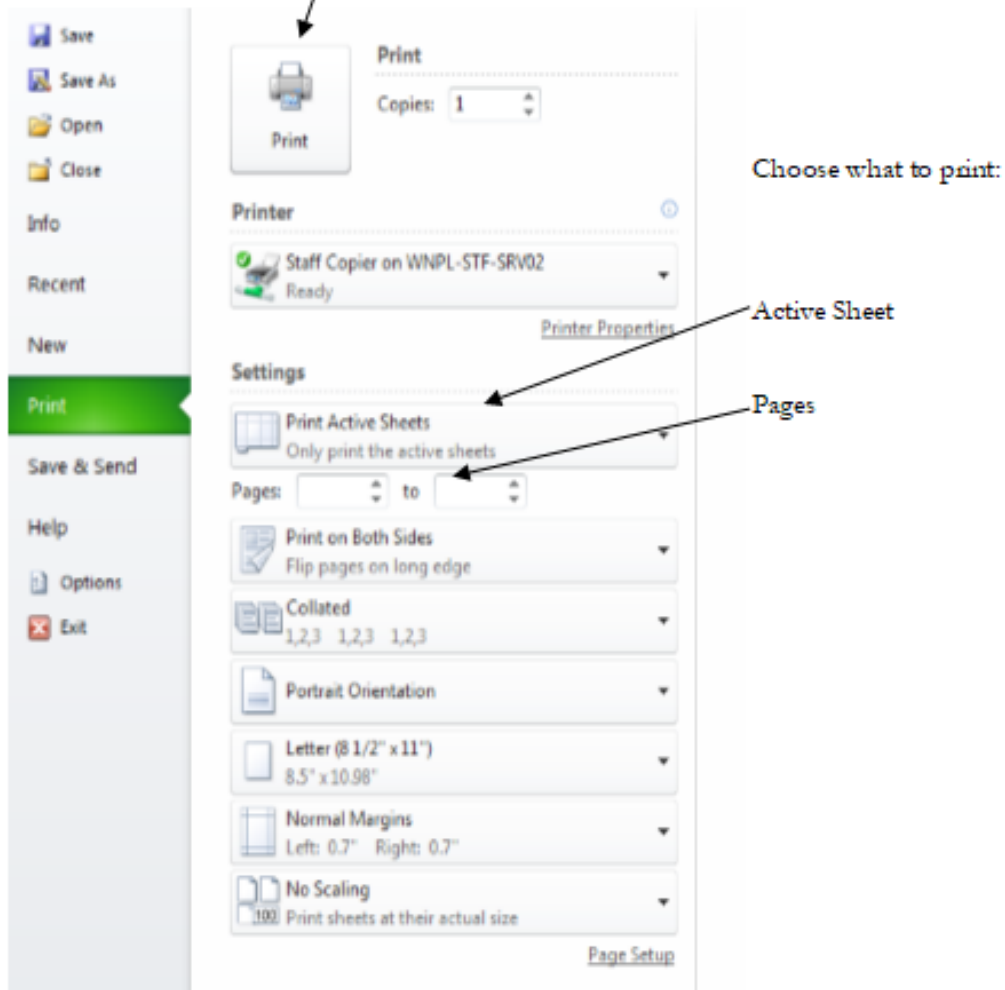
Choose Save As.

A pop-up dialog box will appear. Choose where you would like to save the file from the list of folders, then give it a name and click the Save button.



Printing Your Spreadsheet

To print your spreadsheet, click on the File tab and choose "Print." The print dialog box will appear. From the dialog box, you can choose how to print your spreadsheet. To print the active sheet, simply click "Print" at the top of the dialog box.



The image shows the Microsoft Excel Print dialog box. On the left is a vertical ribbon with options: Save, Save As, Open, Close, Info, Recent, New, **Print** (highlighted in green), Save & Send, Help, Options, and Exit. The main dialog area is titled "Print" and includes a printer icon and a "Print" button. Below this is a "Copies" field set to 1. The "Printer" section shows "Staff Copier on WNPL-STF-SRV02" as the selected printer, with a "Printer Properties" link. The "Settings" section contains several options: "Print Active Sheets" (selected, with the subtext "Only print the active sheets"), "Pages" (with two empty numeric input fields and a "to" separator), "Print on Both Sides" (selected, with the subtext "Flip pages on long edge"), "Collated" (selected, with the subtext "1,2,3 1,2,3 1,2,3"), "Portrait Orientation", "Letter (8 1/2" x 11")" (with the subtext "8.5" x 10.98"), "Normal Margins" (with the subtext "Left: 0.7" Right: 0.7"), and "No Scaling" (with the subtext ".100 Print sheets at their actual size"). A "Page Setup" link is at the bottom right. Annotations with arrows point to the "Print" button (labeled "Choose what to print:"), the "Print Active Sheets" dropdown (labeled "Active Sheet"), and the "Pages" input fields (labeled "Pages").