



Excel 2019

Part 1

Revised January 2020

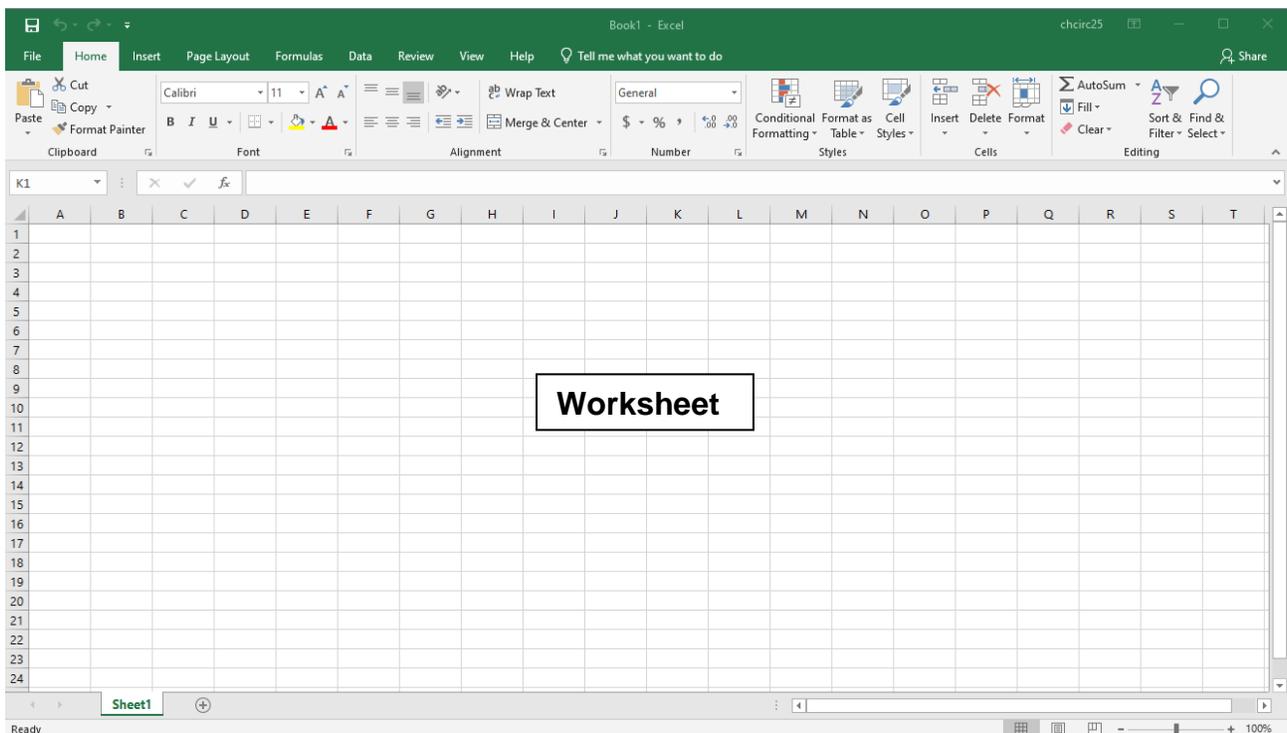
Excel is a spreadsheet program. Its purpose is to keep track of data, and it has the capability to perform mathematical computations and display data in a variety of tables and charts to make it easier to analyze. This class is the first of a seven part series and is meant for Excel beginners. Excel Part 1 covers the layout of the Excel screen, the basics of entering/editing data, and inserting/deleting cells and worksheets.

Opening Excel in Windows

1. Click on the **Windows**  button in the task bar in the lower left corner of the screen
2. An alphabetical list of all programs appears in the menu. Scroll to **Excel**
3. The Excel start screen opens; click on **blank workbook**

The Excel Screen

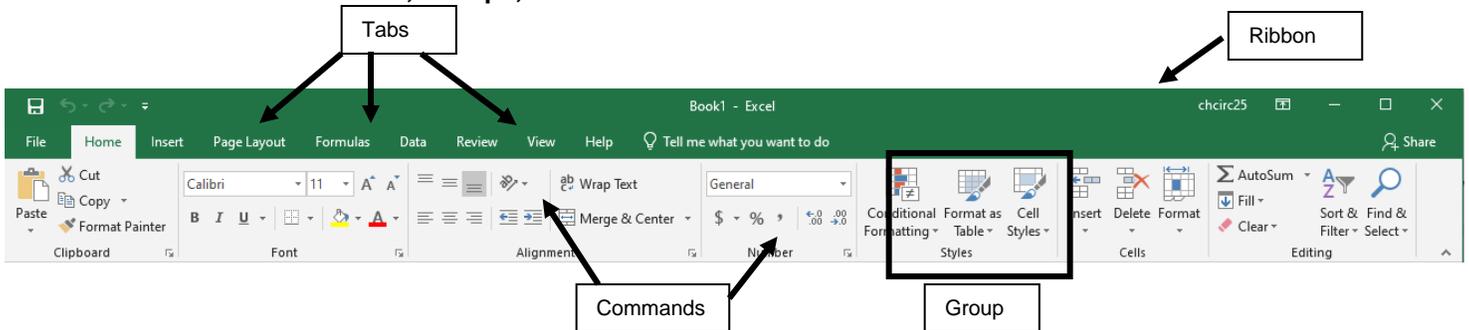
Microsoft Excel workbooks contain one **worksheet**, but more sheets can be added. Worksheets are divided into cells by columns (vertical) and rows (horizontal).



Components of the Excel Window

The Ribbon

The **Ribbon** is the large **graphic user interface (GUI)** that appears at the top of the Excel screen. The ribbon is divided into **Tabs, Groups, and Commands**.



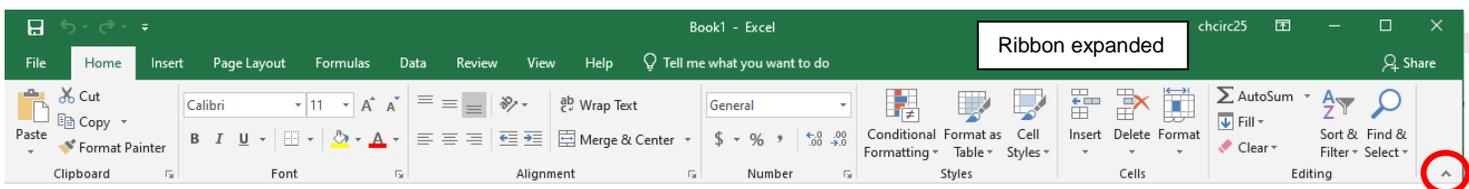
Each **tab** opens with different **groups of commands**. Microsoft attempts to make the placement of the commands within both groups and tabs as intuitive as possible to make them easy to find. The **Excel 2019 Ribbon** allows users to quickly access all of the program's features and commands with a minimal number of mouse clicks.

The ribbon consists of seven standard tabs in Excel. These standard tabs are **File, Home, Insert, Page Layout, Formulas, Data, Review, and View**. To change to a different tab, click on the tab to make it active.

Ribbon Groups further organize tools and commands. For example, tools for changing font formats are arranged together in the **Font group** on the **Home** ribbon. Within each group are related command buttons. Click buttons to issue commands or open dialog boxes.

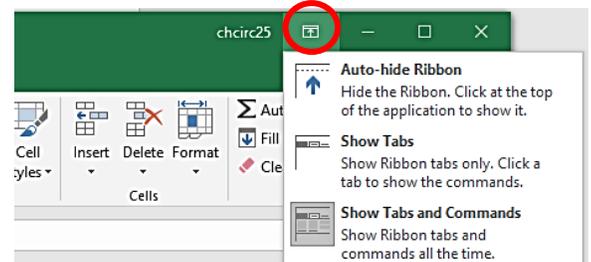
Minimizing the Ribbon

When the **Ribbon** is visible, it can be minimized so that only the tab names show by clicking the upward pointing **Minimize Ribbon** arrow in the upper right corner of the application (next to the question mark).

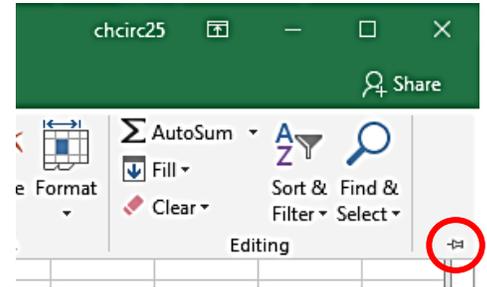


Expanding the Ribbon

If the ribbon is minimized, it can still be accessed by clicking on a tab or by clicking the **Ribbon Display Options** button → **Show Tabs and Commands**



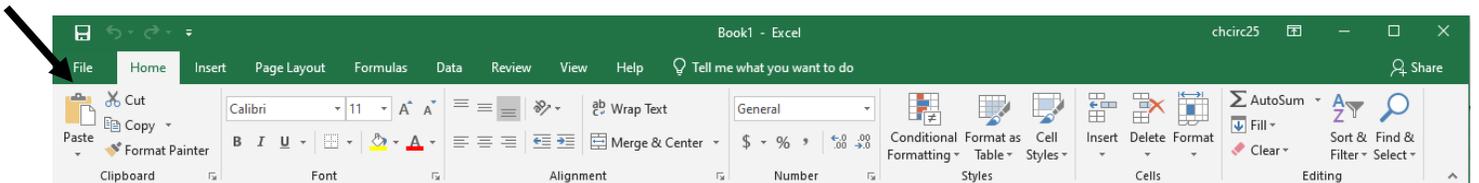
A second way to maximize the ribbon is by clicking on a **Tab** and then clicking on the **pin icon** in the lower right corner of the ribbon.



NOTE: The keyboard shortcut **Ctrl+F1** can be used to minimize or expand the ribbon.

File Tab

Found in the upper left corner of the Excel 2019 window, the green **File tab** opens Excel's backstage view.



Backstage View

The options under the File tab include:

Info: See information about the current workbook, manage versions, and set protection controls

New: Create a new, blank workbook, or choose from a large selection of templates

Open: Open existing Excel workbooks

Save: Save your workbook to your computer or to your OneDrive

Save As: Create a copy of your workbook or save it in a different file format

Print: See a print preview and print worksheets

Share: Invite people to view and collaborate on your workbook. Workbooks can also be shared by emailing it as an attachment

Export: Export a workbook in another format, such as PDF or Excel 1997-2003

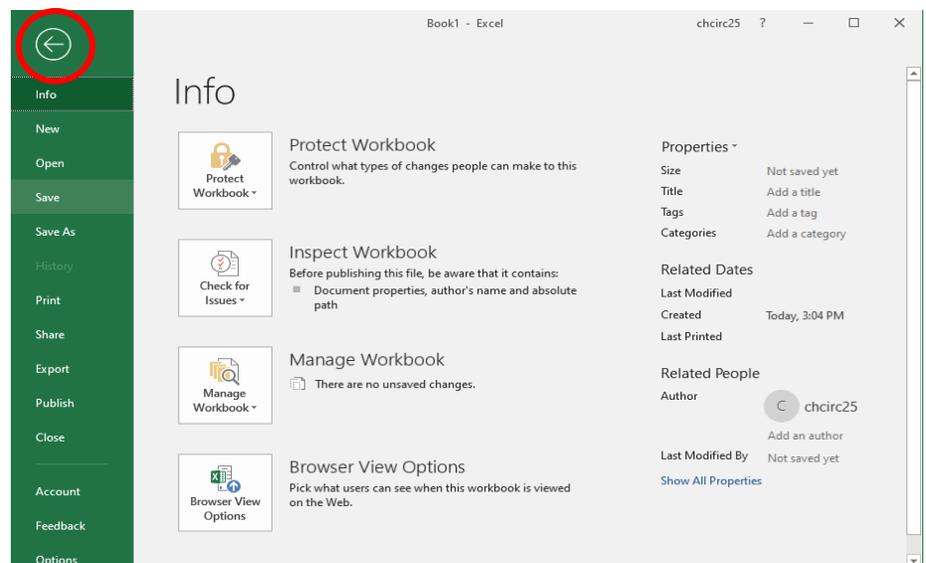
Close: Click to close the current workbook.

Account: Access your Microsoft account information

Options: Opens Excel options section

To close the **Backstage** view and return to the normal worksheet view, do one of the following:

- Click the **back arrow** in the upper left corner of the screen
- Press the **Escape** key

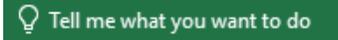


Quick Access Toolbar

The **Quick Access Toolbar** is used to store shortcuts to frequently used command or features. By default, **Save**, **Undo**, and **Redo** are available. The toolbar can be customized to include additional commands. Click the downward-pointing arrow and chose commands by clicking on them. Click commands again to deselect.

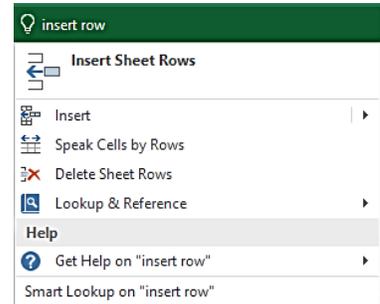


Tell Me Box



The **Tell me what to do box** located at the top of the Excel window works like a search bar to help you quickly find tools or commands.

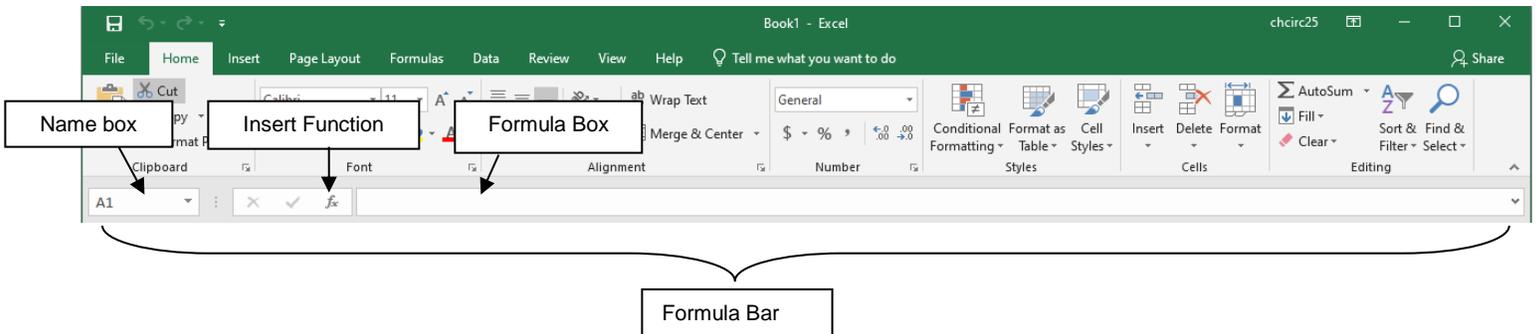
Enter words in the Tell Me box about what you want to do next and quickly **get to features you want to use**. You can also use Tell Me to find **help** about what you're looking for or use **Smart Lookup** to research or define the term you entered.



Formula Bar

The address of the cell in which the cursor is located, known as the **active cell**, displays in the **Name Box**, located on the left side of the **Formula Bar**. Information entered into the active cell is displayed in the **Formula Box**, located on the right side of the formula bar.

To the right of the Name Box is the **Insert Function** button, which can be used to perform simple and complex mathematical calculations on data. Functions are discussed in more detail in other Excel classes.

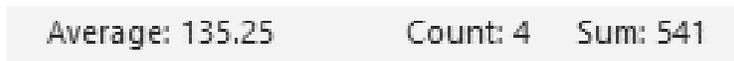


Status Bar

The **Status Bar** is at the bottom of the Excel window and contains the **status** information, **page view commands**, and **zoom slider**.



Information such as the sum, average, minimum, and maximum value of selected numbers also displays in the status bar.



The **page view commands** change the view of the Excel worksheet. Switch between **Normal**, **Page Layout**, and **Page Break Preview**.



The **zoom slider** either **zooms in** (makes larger) or **zooms out** (makes smaller) the view of an Excel worksheet. Clicking the [-] on the left side of the Zoom slide shrinks the view by 10%. Clicking the [+] makes the view 10% larger. Sliding the zoom slider to the left shrinks the worksheet and sliding to the right enlarges it.

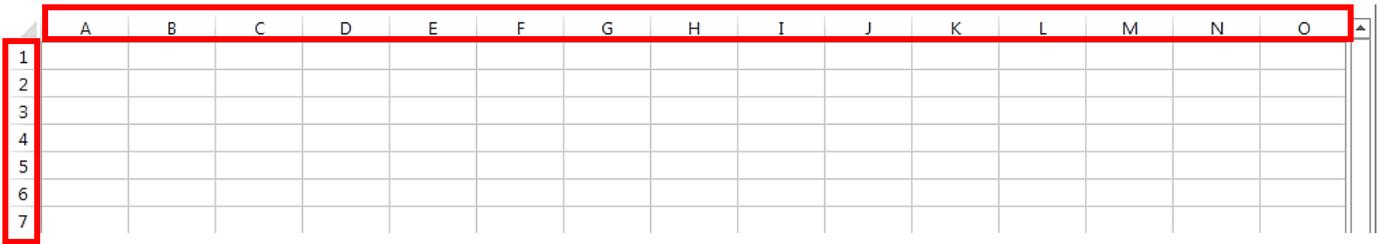


NOTE: Changing the view on the screen does not affect the actual size of the spreadsheet when printed.

Cells

Excel worksheets are divided into cells by columns and rows. The column headings go from A to Z and then continue with AA, AB, etc. On the left side of the screen are the row headers, starting with 1.

The combination of a column coordinate and a row coordinate make up a **cell address**. For example, the cell located in the upper-left corner of the worksheet is cell **A1**, meaning column A, and row 1. Cell E10 is located under column E on row 10. Data is entered into the cells on a worksheet.



NOTE: When identifying a cell by its address, the column letter is always listed first, followed by the row number.

Getting Around in Excel

To move from cell to cell, use the **arrow keys** on the keyboard or the mouse to point and click on another cell. To move across larger areas, use the **Page Up** and **Page Down** keys on the keyboard. **Ctrl + Home** moves the cursor to cell **A1** of the current worksheet.

Practice Exercise: Moving Around the Worksheet

Up and Down Arrow

- Click on cell A1
- Press the down arrow key several times
- Press the up arrow key several times



Left and Right Arrow

- Press the right arrow key several times
- Press the left arrow key several times

Enter

- Press the Enter key (The cursor moves down a row.)

Tab

- Press the Tab key several times (The cursor moves to the right one cell at a time)

Shift+Tab

Hold down the Shift key and press Tab (The cursor moves to the left one cell at a time)

Page Up and Page Down

- Press the Page Up key
- Press the Page Down key



Ctrl+Home

- Click on cell E10
- Hold down the Ctrl key and press the Home key (The cursor moves to cell A1)

Practice Exercise: Moving to Cells Quickly

Name Box

The Name Box can be used to go to a specific cell; type the cell in the Name Box and press Enter.

- Type B10 in the Name box
- Press Enter (The cursor moves to cell B10)

- Type Z254 in the Name box
- Press Enter (The cursor moves to cell Z254)



Entering Data on the Worksheet

Three types of data can be entered into a cell:

1. **Values (numbers)** – numbers are automatically right aligned in the cell
2. **Labels (text)** – any non-mathematical entry, usually a title for a row or column of data; automatically left aligned in the cell
3. **Formulas or Functions (mathematical)** – any kind of mathematical computation (calculation)

To enter data into the cells, select a cell either by clicking it with the mouse or using the arrow keys on the keyboard. Enter the number or text and hit **Enter** (cursor moves down) or **Tab** (cursor moves to the right) to record the entry and go to the next active cell.

Practice Exercise: Entering Data on the Worksheet

On **Sheet1**, enter the following data:

1. In cell **A1**, type **CHUH Library Monthly Book Sales**
2. In cell **A3**, type **January**, press **tab**
3. In cell **B3**, type **February**, press **tab**
4. In cell **C3**, type **March**, press **tab**
5. In cell **D3**, type **1st QTR Totals**, press **tab** and then use the arrow keys to move to cell **A4**
6. In cells **A4-A7**, type **100** – Press **enter** after typing in each cell to move down a row
7. In cells **B4-B7**, type **200** – Press **enter** after typing in each cell to move down a row
8. In cells **C4-C7**, type **300** – Press **enter** after typing in each cell to move down a row

	A	B	C	D	E
1	CHUH Library Monthly Book Sales				
2					
3	January	February	March	1st QTR Totals	
4	100	200	300		
5	100	200	300		
6	100	200	300		
7	100	200	300		

Editing Cells

To edit data in a cell:

- Click on the cell and type new data. This method erases the previous contents of the edited cell.
- OR
- Double-click on the cell to edit part of the data; a blinking cursor appears. Use keyboard keys (arrows, backspace, delete, letter keys etc...) to edit the contents of the cell.

Selecting Cells

Select a cell or multiple cells using the **click and drag** method.

To select all cells on a worksheet, use one of the following methods:

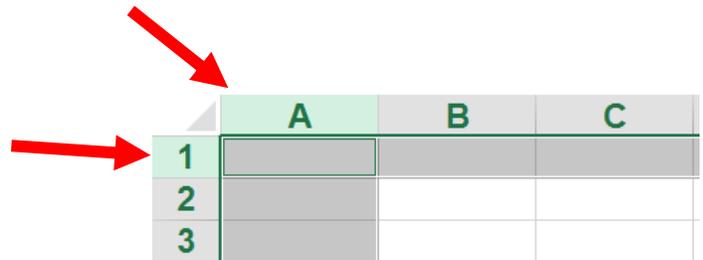
- Click the **Select All** button, the block adjacent to the **A** and the **1**
- Use the keyboard shortcut **Ctrl + A**



NOTE: If the worksheet contains data, Ctrl+A selects the region where the active cell is located. Pressing Ctrl+A a second time selects the entire worksheet.

Selecting an Entire Column or Row

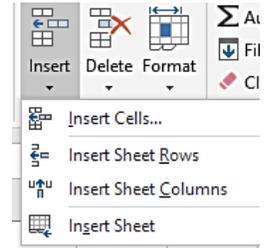
1. Click on a column or row heading. Column headings are letters and row headings are numbers.



Inserting Cells

It is often necessary to insert more cells into a worksheet.

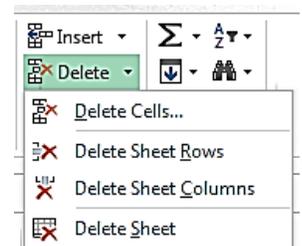
1. Click on a cell, row, or column adjacent to where new cells will be added
2. Go to **Home** tab → **Cells** group → **Insert** command → **Insert Cells**
3. In the **Insert dialog box**, make sure the proper bullet is selected, depending on what is needed
4. Click **OK**



Insert **columns** or **rows** the same way; choose either **Insert Sheet Rows** or **Insert Sheet Columns** from the drop-down list. The last item on the list, **Insert Sheet**, inserts a new worksheet into the active document.

Deleting Cells

1. Select the cells to be deleted
2. Go to **Home** tab → **Cells** group → **Delete** command down arrow
3. Choose **Delete Cells**, **Delete Sheet Rows**, or **Delete Sheet Columns**
4. If prompted, select how the remaining cells should move to fill in the deleted space



NOTE: Choose carefully, as the entire spreadsheet could be affected— it often makes the most sense to insert or delete an entire row or column.

Moving (Cutting), Copying, and Pasting Cells

To **move** cells to a new location:

1. Select the cells to be moved
2. Go to **Home** tab → **Clipboard** group → **Cut** command 
3. Click in the new location for the cells and go to **Home** tab → **Clipboard** group → **Paste** command 

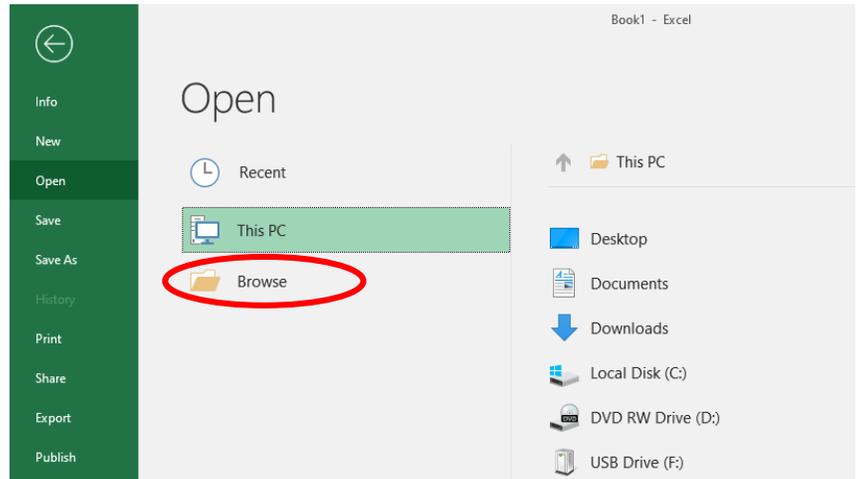
To **copy** cells to a new location:

1. Select the cells to be copied
2. Go to **Home** tab → **Clipboard** group → **Copy** command 
3. Click in the new location for the cells and go to **Home** tab → **Clipboard** group → **Paste** command

NOTE:
The keyboard shortcuts **Ctrl+X** (cut), **Ctrl+C** (copy) and **Ctrl+V** (paste) can be used to cut, copy and paste content.

Opening an Existing Workbook

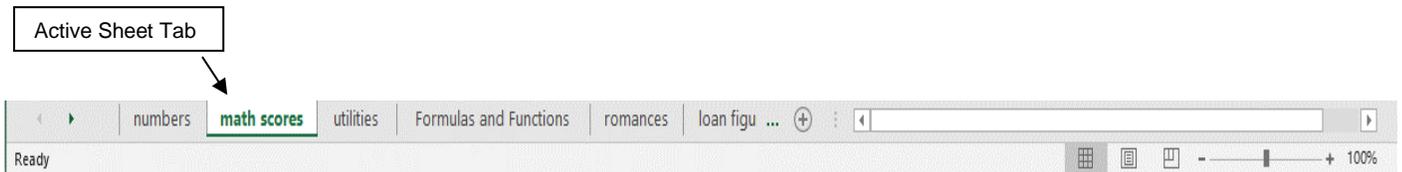
1. To open a workbook that is already saved on the computer, go to the **File** tab → **Open**
2. Click on **Computer** → **Browse**
3. Double-click on the document **excel_practice_file** in the **My Documents** folder to open the existing class document



Worksheets

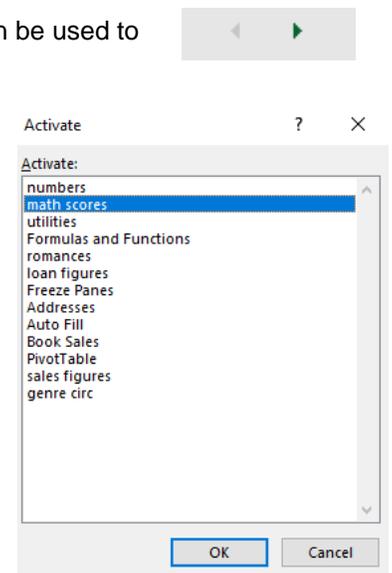
Below the spreadsheet at the bottom of the window are the **sheet tabs**. By default, each Excel workbook has one sheet but more sheets can be added. The **Active Sheet** name is in bold.

Moving Between Sheets



If more worksheets exist than can be displayed at one time, the arrow buttons can be used to scroll through the sheet tabs.

- To get to the first or last sheet, hold the **CTRL** key down and click either the **Left arrow** or **Right arrow**.
- **Right click** on the arrows to view a list of all sheets then click on the name of a specific sheet and press OK to move to that sheet.



NOTE: The arrow buttons only work when all of the sheet tabs don't fit on the bottom of the screen. If all of the sheet tabs in a workbook are visible, the arrow keys do nothing.

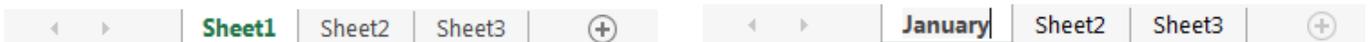
Creating a New Sheet

The **New Sheet** command is located on the right side of the menu, next to the last sheet.



Renaming/Moving/Deleting a Worksheet

- To **rename** a worksheet, **double-click directly on the sheet tab**. When the current name is highlighted in gray, type in a new name and hit **Enter** on the keyboard.



- To **move** a worksheet, click on the tab and **drag it** to the new location.
- To **delete** a worksheet, right-click the tab of the sheet and choose **Delete** from the shortcut menu.

Practice Exercise: Sheets

1. Add a new worksheet
2. Rename the new sheet **August Budget**
3. Move the **August Budget** sheet to after the **numbers** sheet

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