

Microsoft® Excel

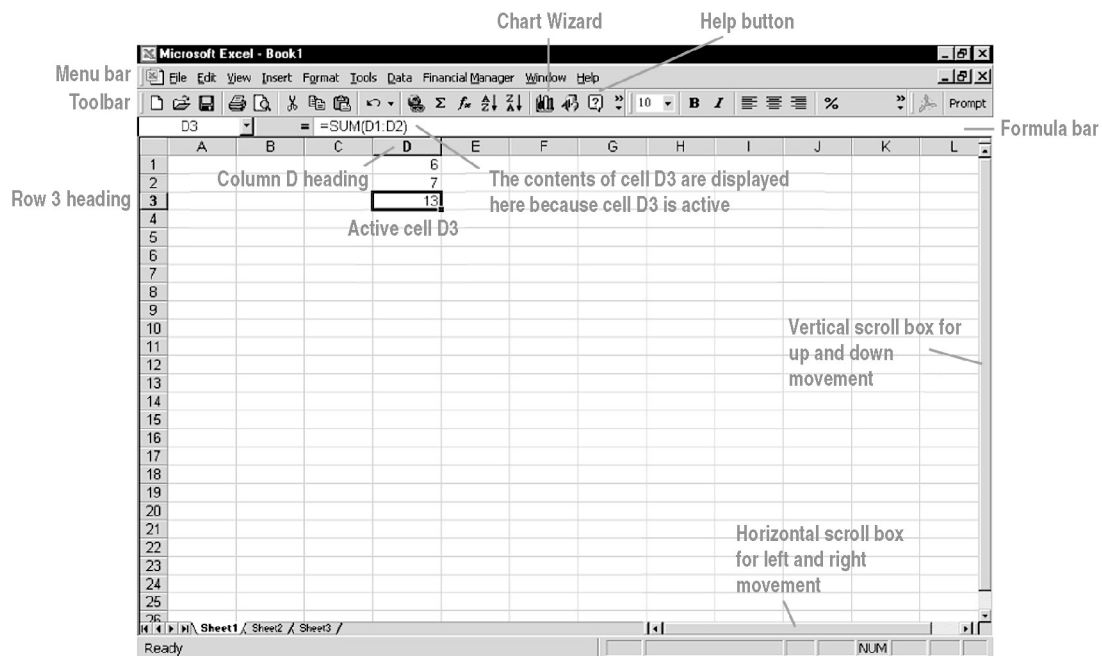
Open

Access Microsoft® Excel from the **Start** menu or directly from a desktop icon.

The Basics

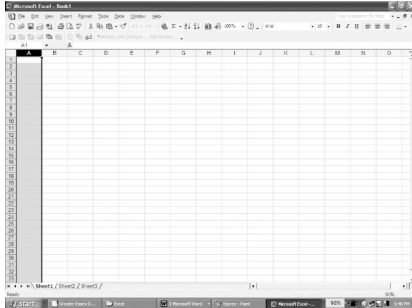
The Microsoft® Excel spreadsheet screen is called a worksheet.

- Each cell has a cell address. For example, the address of the active cell shown is D3 (column D, row 3).
- The toolbar contains the most commonly used functions from the menus, such as **Save**, **Print**, **Copy**, and **Paste**.
- The formula bar displays the address and the contents of the cell in which you are currently working.
- The Chart Wizard takes you through the steps of creating a chart (graph) that displays the data in the spreadsheet.

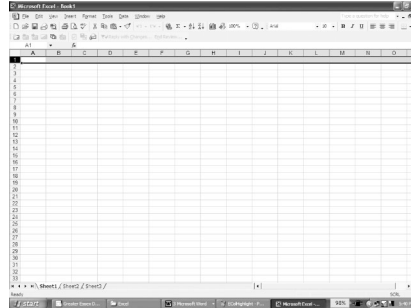


Microsoft® Excel

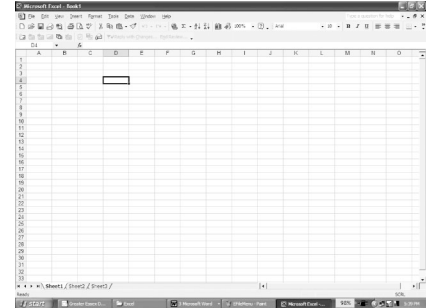
To highlight an entire column, click the column letter.



To highlight an entire row, click the row number.



To select the cell into which you wish to enter data, click the cell.



Menus

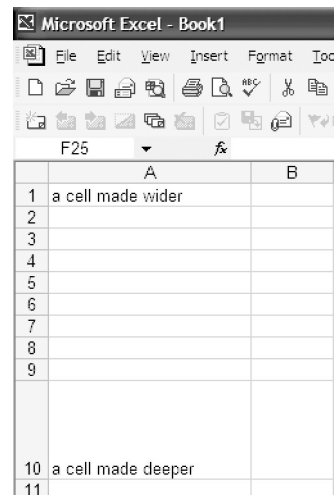
To display a menu, click on the menu name in the menu bar.

File	Edit	Options
<p>The File menu is open, showing options such as New..., Open..., Save, Save As..., Search..., Print Area, Print Preview, Print..., and Exit. The 'Save' option is highlighted.</p>	<p>The Edit menu is open, showing options such as Undo, Repeat, Cut, Copy, Paste, Office Clipboard..., Paste Special..., Fill, Clear, Delete..., Delete Sheet, Move or Copy Sheet..., Find..., Replace..., Go To..., Links..., and Object. The 'Copy' option is highlighted.</p>	<p>The Insert > Chart... menu path is shown. The 'Chart...' option is highlighted.</p>
<p>Use this menu to Save your file, to Print your file, or to Open an existing file.</p>	<p>Use this menu to Copy or Cut highlighted data, to Paste data previously copied, or to Fill a selected row or column.</p>	<p>Use this menu to create a graph by clicking the Chart... menu command.</p>

Microsoft® Excel

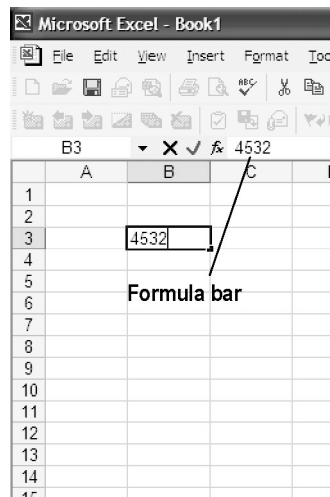
Cell Sizing

To adjust cell size, click on the edge of the cell column heading (A, B, ...), and drag to widen or click on the bottom of the cell row heading (1, 2, ...), and drag to deepen.



Entering Data

Click on the cell into which you wish to enter data (here B3), and type in your data. The data can be numeric, alphabetic, or alphanumeric. You may widen or deepen the row/column as necessary to hold the data. To edit existing data, click the cell, then click the formula bar.

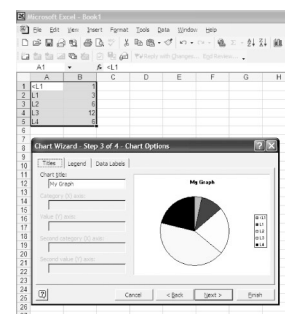
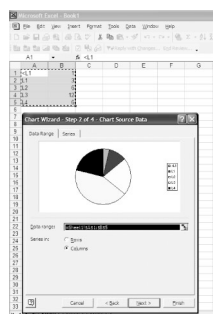
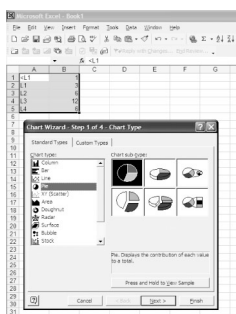


Creating a Graph

Select the cells containing the data you wish to graph. On the **Insert** menu, click **Chart...**

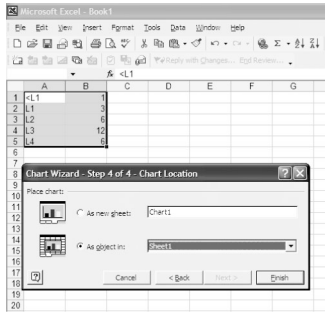
Select the type of graph you wish to create. Here **Pie** (or circle) graph has been chosen. Click the **Next** button.

Select proper **Data range** and **Series in**. Click the **Next** button.

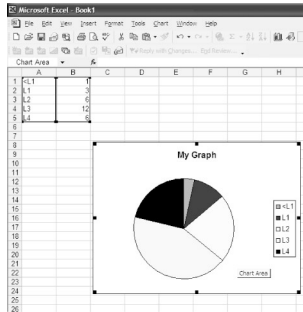


Microsoft® Excel

Label your graph as needed, and click the **Next** button.



Select **As object in**, and click **Finish**.



Position the graph where you would like it on the spreadsheet, and click. Your graph will appear.

