

Microsoft® Excel

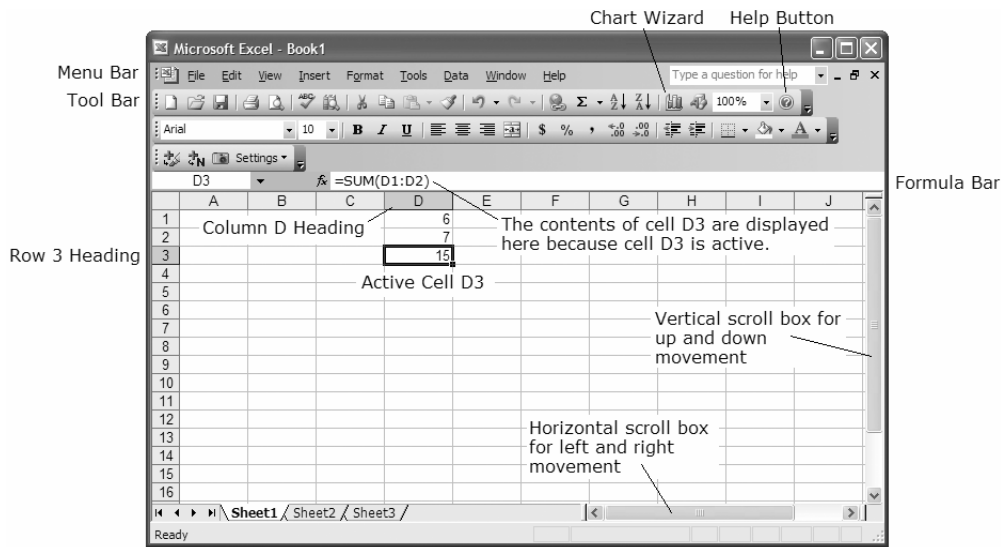
Open

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

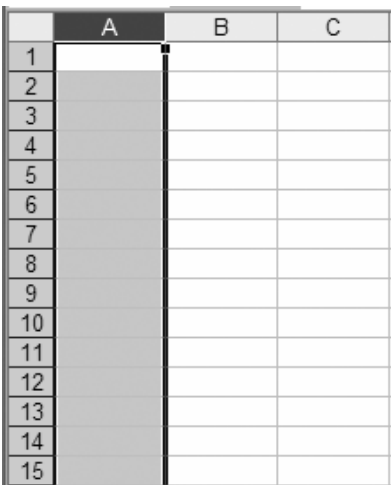
The Basics

The Microsoft® Excel spreadsheet screen is called a worksheet.

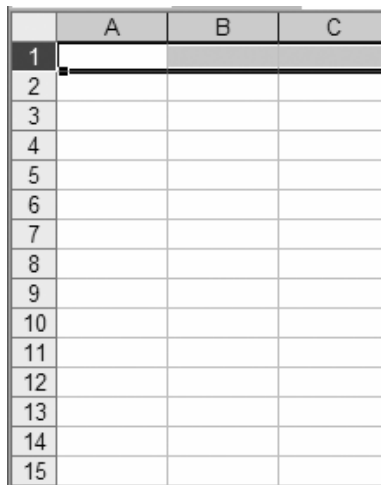
- Each cell has a cell address. For example, the address of the active cell shown is **D3** (column D, row 3).
- The toolbar contains the most commonly used functions from the menus, such as **Save**, **Print**, **Copy**, and **Paste**.
- The formula bar displays the address and the contents of the cell 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.



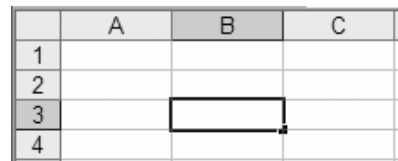
To highlight an entire column, click the column letter.



To highlight an entire row, click the row number.

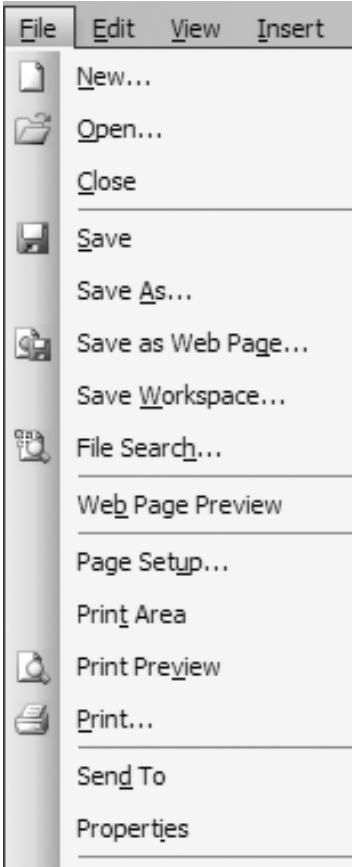
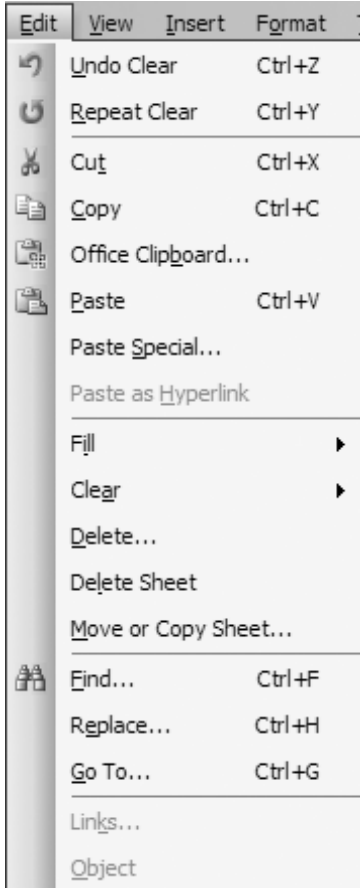
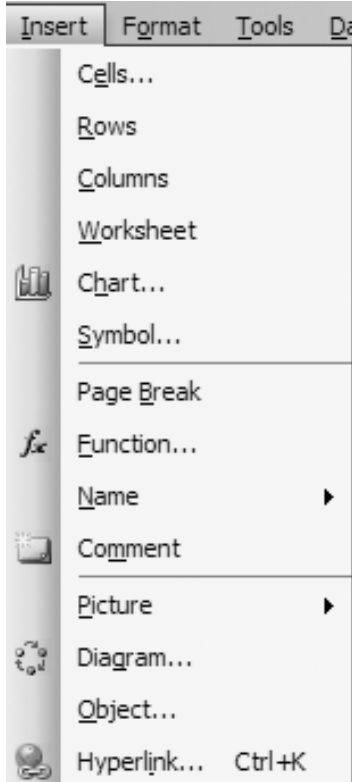


To select the cell into which you wish to enter data, click the cell.



Menus

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

File	Edit	Insert
 <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>



Cell Sizing

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

	A	B	C
1	a cell made wider		
2			
3			
4			
5			
6			
7			
8			
9			
10	a cell made deeper		
11			

Entering Data

Click on the cell into which you wish to enter data (such as 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, and then click the formula bar.

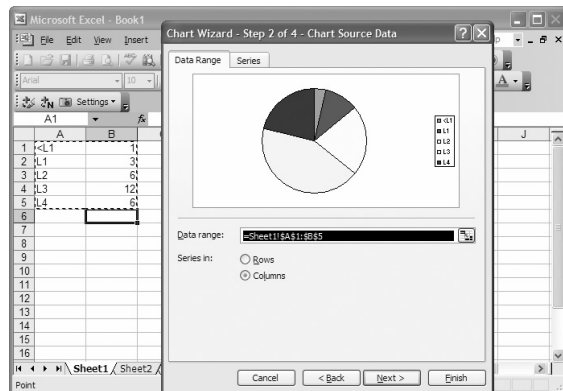
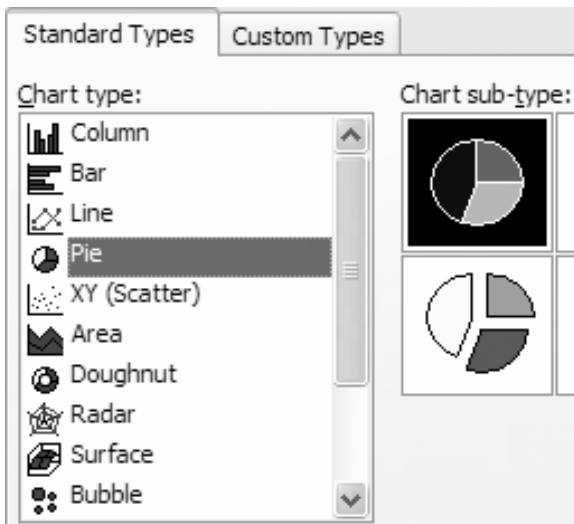
	A	B	C	D
1				
2				
3		4532		
4				
5				

Formula Bar: B3 4532

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.

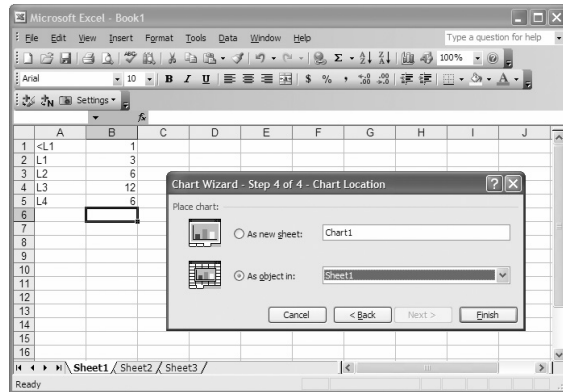
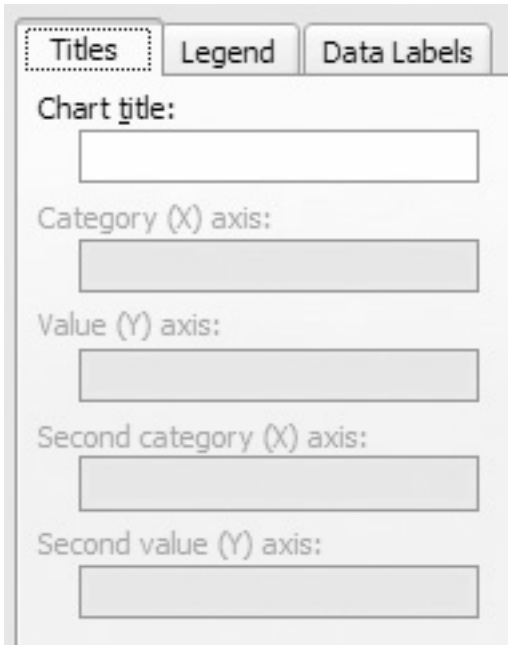


Name: _____

Date: _____

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.

