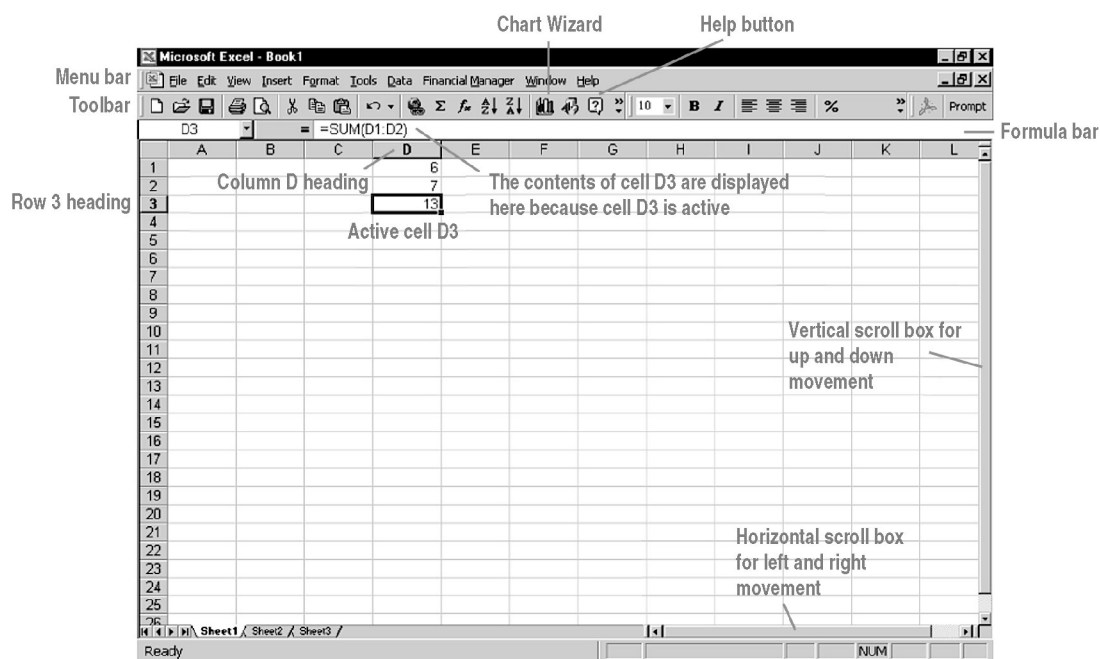# Microsoft® *Excel*

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.
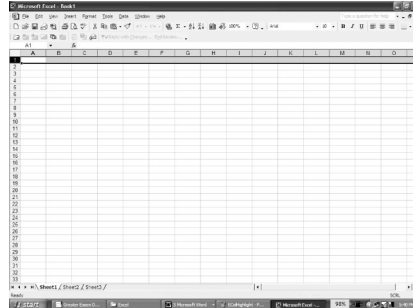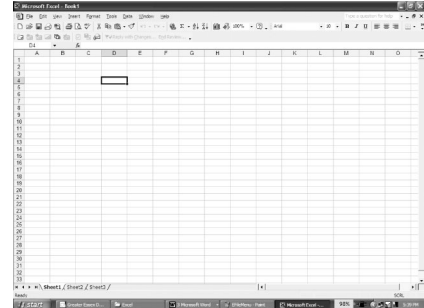
Microsoft® *Excel*

To highlight an entire column, click the column letter.
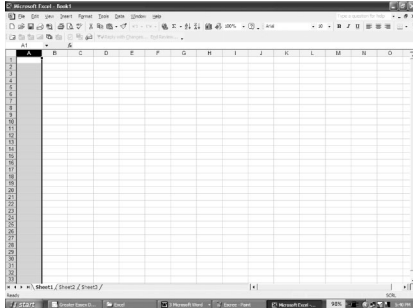
To highlight an entire row, click the row number.

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
Use this menu to **Save** your file, to **Print** your file, or to **Open** an existing file.	Use this menu to **Copy** or **Cut** highlighted data, to **Paste** data previously copied, or to **Fill** a selected row or column.	Use this menu to create a graph by clicking the **Chart…** menu command.

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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.
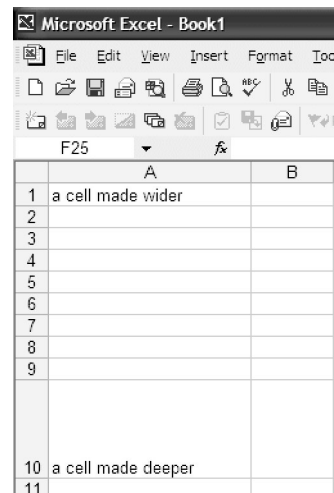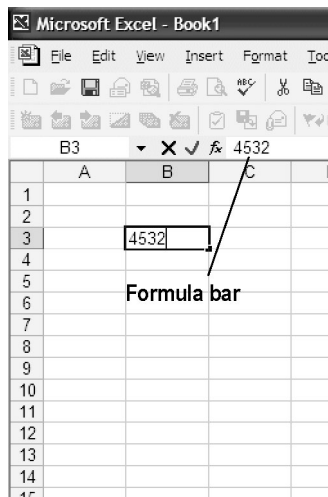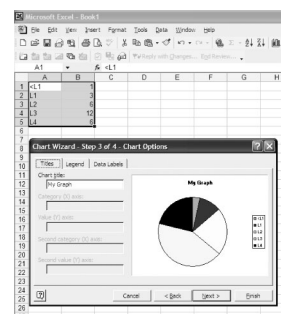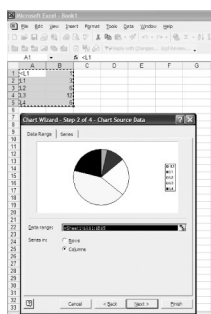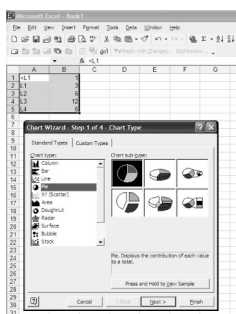
Creating a Graph

Select the cells containing the data you wish to graph. On the **Insert** menu, click **Chart…**.
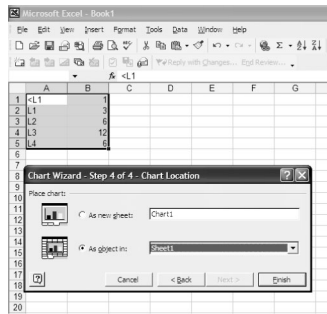
Select the type of graph you wish to create. Here **Pie** (or circle) graph has been chosen. Click the **Next** button.

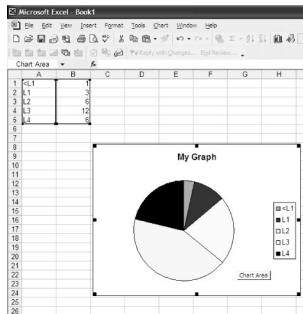Select proper **Data range** and **Series in**. Click the **Next** button.

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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.