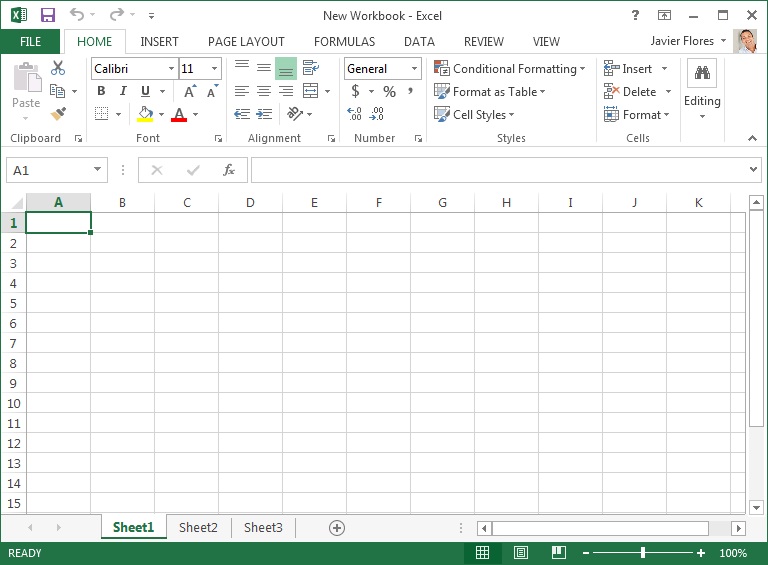
***Basic Excel 2013***

*Microsoft’s* ***Excel 2013*** is the electronic spreadsheet program within the Microsoft Office Suite. An electronic spreadsheet is an application you use to perform numeric calculations and to analyze and present numeric data.

**Loading (starting) the Excel 2013 Program**

There are several ways to start, or load the *Excel* program. The two most common methods are by using the ***Start*** menu (far left-bottom of the screen) or by clicking a desktop shortcut for the *Excel* program if it is available. If you use the Start menu, the steps will vary slightly depending on the version of Windows you are using. At this time, we will load the *Excel* 2013 program from the Start menu, and observe the screen layout.



**Spreadsheets**  
A spreadsheet is an electronic document that stores various types of alphabetic and numeric data.  There are vertical **columns** and horizontal **rows**.  A **cell** is where the column and row intersect.  In the illustration above, the **active cell** is **A1**. A cell can contain data and can be used in calculations.  Multiple spreadsheets are put together to create a workbook.  Microsoft Word is known as a word processor; similarly Excel can be considered to be a math processor.

**Entering Data –** Three types of data are entered onto worksheets:

* **Text – always starts with an alphabetic character (a-z)**
* **Numbers – starts with a number, but can also contain: .$,%.-**
* **Formulas and functions – starts with “=” sign**

**Exercise 1 - Creating a Worksheet** <depress the “Enter” key or the arrow keys after each line>

**Cell Type this data**A1 NPL-Basic Excel Example 1

A3 Type your actual first and last name (example: “Joe Smith”)

C5 Travel Books

D5 Qty

C6 Hawaii

C7 California

C8 Florida

D6 10

D7 2

D8 4

D9 =SUM(d6:d8) We will go to the “Editing” group and select “AutoSum”

**Home tab introduction: Font, Alignment and Number groups**

* Font Group – Font shape and size; bold, italics and underline; fill and font color
* Alignment group – left, center and right justification; top, middle, and bottom align
* Number group – Number, currency, percentage, date, text,”$”, and more
* Performing Calculations: = (starts formula), + (add), - (subtract) \* (multiply) / (divide) ^ (raise to the power) [example 4^2]

**Exercise 2 - Modifying a Worksheet – depress “Enter” key or arrow keys after each line**

**Cell Type this data**E4 Average

E5 Cost

E6 18

E7 22

E8 20

F5 Total

F6 =d6\*e6

F7-F8 we will ***select*** cell F6, and ***fill down*** through cell F8

F9 =Sum(f6:f8)

**Exercise 3 - Modifying a Worksheet – Inserting a row**

**Insert a row after row 7 (between California and Florida):**

Cell C8: Illinois Cell D8: 5 Cell E8: 15 Cell F8: fill down from cell F7

**Very Important – Double check your formulas! Here’s how to do a quick check:**

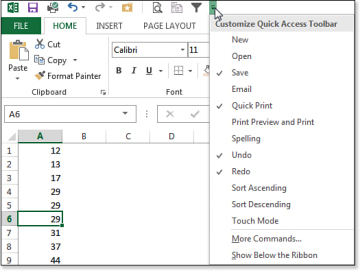
**Exercise 4 – To verify and show formulas within the worksheet**

1. Click “**Formulas**” tab

2. In the “**Formula Auditing**” group, click “**Show Formulas**”

**Quick Access Toolbar**

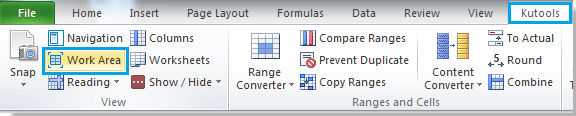
The **quick access toolbar** is a customizable toolbar that contains commands that you may want to use.  You can place the quick access toolbar above or below the ribbon.  To change the location of the quick access toolbar, click on the arrow at the end of the toolbar and click “**Show Below the Ribbon”**.

[](javascript:popUp('/content/images/chap3_9780789748577/elementLinks/03fig22_alt.jpg'))

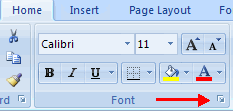
You can also add items to the quick access toolbar.  Right click on any item in the Office Button or the Ribbon and click Add to Quick Access Toolbar and a shortcut will be added.

**Ribbon**

The ribbon is the panel at the top portion of the document and has seven *tabs*:  **File, Home, Insert, Page Layout, Formulas, Data, Review, and View.**  Each tab is divided into *groups*.  The groups are logical collections of features designed to perform function that you will utilize in developing or editing your Excel spreadsheets.



Commonly utilized features are displayed on the Ribbon.  To view additional features within each group, click the arrow at the bottom right corner of each group. This will display a “dialog box” on your screen.



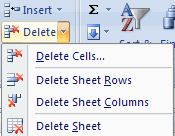
**Tabs Groups contained within the Tab**

**File:** Opening existing worksheets, and saving and printing worksheets

**Home**:  Clipboard, Fonts, Alignment, Number, Styles, Cells, Editing  
**Insert**: Tables, Illustrations, Charts, Links, Text  
**Page Layouts**: Themes, Page Setup, Scale to Fit, Sheet Options, Arrange  
**Formulas**: Function Library, Defined Names, Formula Auditing, Calculation  
**Data**:  Get External Data, Connections, Sort & Filter, Data Tools, Outline  
**Review**:  Proofing, Comments, Changes  
**View**: Workbook Views, Show/Hide, Zoom, Window, Macros

**Delete Cells, Rows and Columns -** To delete cells, rows, and columns:

* Place the cursor in the cell, row, or column that you want to delete
* Click the **Delete** button on the **Cells** group of the **Home** tab
* Click the appropriate choice:  **Cell, Row, or Column**

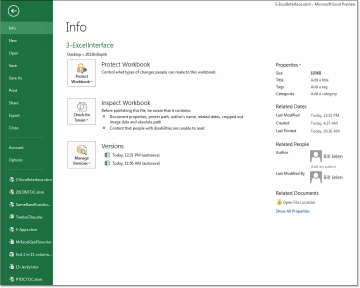


**Backstage view – Where you go to open, save and print worksheets**

**Exercise 5 - Save a Workbook -** When you save a workbook, you have two choices: **Save** or **Save As**.

To save a document:

* Click the **File** tab (this takes you to “Backstage” view
* Click **Save As (directs the file to a folder and names the file)**

[](javascript:popUp('/content/images/chap3_9780789748577/elementLinks/03fig25_alt.jpg'))

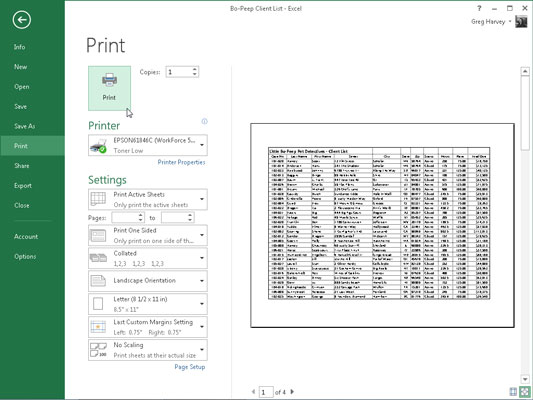
You may need to use the **Save As** feature when you need to save a workbook under a different name or to save it for earlier versions of Excel.  Remember that older versions of Excel will not be able to open an Excel 2013 worksheet unless you save it as an Excel 97-2003 Format. To use the “**Save as”** feature:

**Exercise 6 - Open a Workbook -** To open an existing workbook:

* Click the File tab and follow the prompts (you are in **Backstage** view)

**Exercise 7 - Page printing**

* **Click the “File” tab which leads you to “Backstage” view**
* **Along the left side of screen, click on “Print”**



**Tip – Use *Google™,*** [**www.*youtube.com***](http://www.youtube.com)***, and*** [*www.gcflearnfree.org*](http://www.gcflearnfree.org) **for assistance at home**

For assistance with any Excel topic:

* In *Google*™ search box, type (example): ***Excel 2013 Tutorial “formulas”***
* In www.youtube.com search box, type (example): ***Excel 2013 Tutorial “formulas”***
* Here is an excellent tutorial website: [www.gcflearnfree.org](http://www.gcflearnfree.org)

Practice / Practice / Practice - The best way to retain what you learned today is by practice using Excel daily for the next several days

Thank you for participating in Basic Excel 2013

Consider enrolling in the next session

***INTERMEDIATE EXCEL 2013***

Covers inserting charts into spreadsheets, changing chart types, moving charts, validating formulas and functions, reviewing Excel templates and much more.