Resources

There are a variety of available resources for further practice and additional training. Here is a selection of our recommended resources.

1-on-1 Technology Tutoring

If you would like individual help, the library offers one-on-one Tech Tutoring by appointment. Stop by the Information Desk at any location to sign up or call 704-416-0100.

GCF Learn Free

Find many other Excel lessons for free on www.gcflearnfree.org. They have both text-based and video tutorials on a wide variety of topics.

Lynda.com

Charlotte Mecklenburg Library provides free access to Lynda.com through our website. Simply navigate to www.cmlibrary.org > Resources> Lynda.com. Once there, you will be asked to enter your library card number and then you can search the huge collection of online tutorials. Excel tutorials as well as many other options are available to you at home and in the library. These tutorials can be very in-depth and allow you to work along with an instructor with free downloads and other resources.

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spreadsheet basics

Getting Started Guide

What is a spreadsheet?

A spreadsheet is a way to organize data into rows and columns. This format allows users to calculate, analyze, and visually represent data.
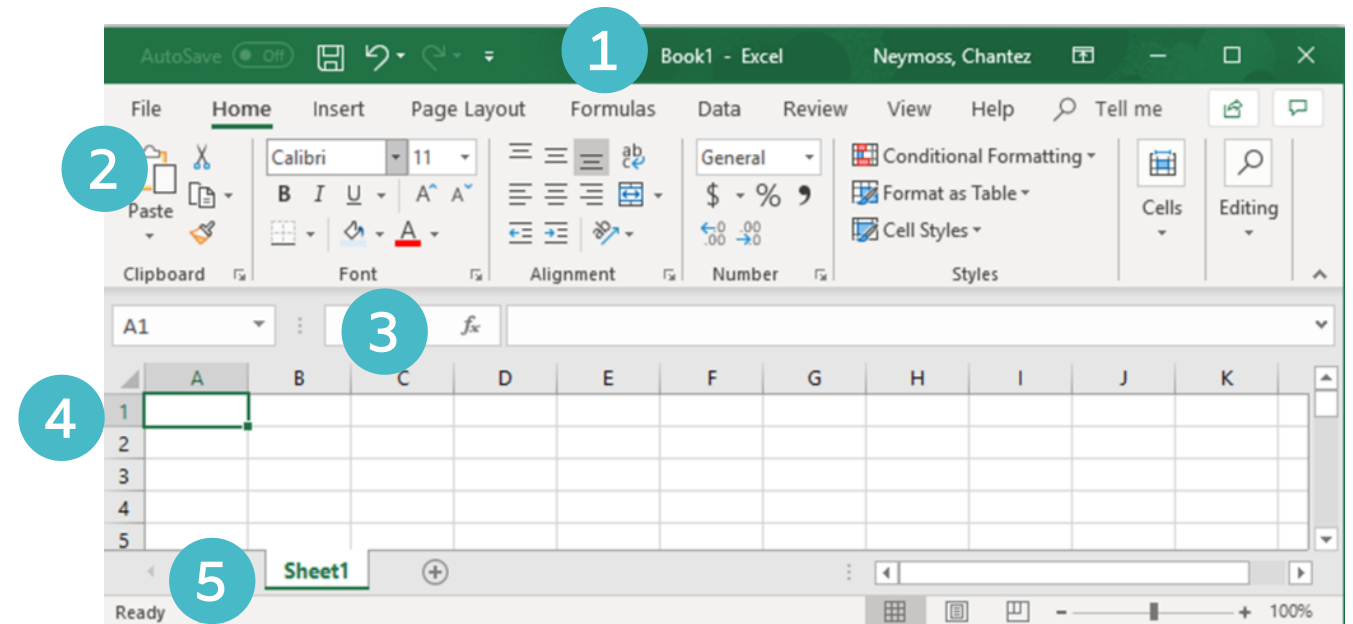

Parts of a Spreadsheet

(1) Title Bar Displays title of workbook and other quick acces information.

(2) Ribbon Menu Contains all of your commonly needed options, grouped by category. The ribbon is grouped into tabs and each tab is grouped by category within that tab.

(3) Formula Bar Left-hand side indicates the cell you are currently in. The right-hand side allows you to type directly into the selected cell.Formulas display here.

(4) Cell The intersection of a column (noted by a letter) and a row (noted by a number). Cell A1 is selected in both examples.

(5) Worksheet Tabs Each workbook can contain multiple sheets. Here you can rename your sheet and add additional sheets.

Navigating Excel

Microsoft Excel is part of the Office Suite, which includes Word, Powerpoint, and more. This program is available on library public computers, or the software can be purchased for home use.

Navigating Google Sheets

Google Sheets is part of the Google Suite of offerings, which includes Docs, Slides, and Drive. Google Sheets is cloud-based, meaning it is not downloaded on your computer, but accessed by going online. It is free to use with a Gmail account.