

Spreadsheet Basics *Tip Sheet* for Excel

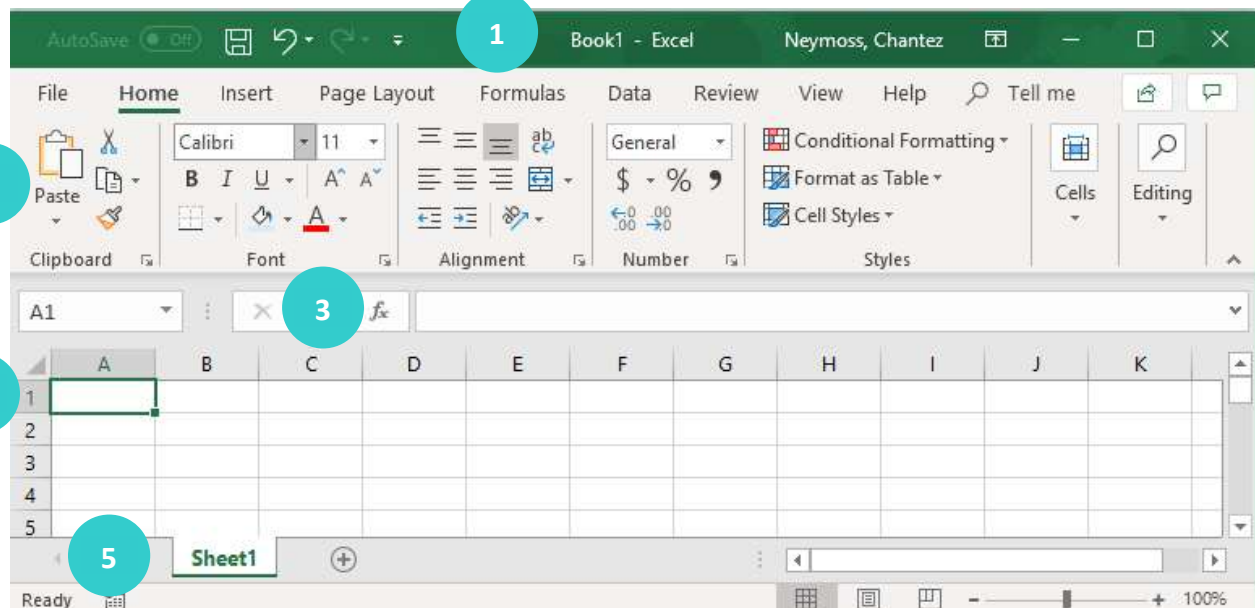


What is a Spreadsheet?

A spreadsheet is a way to organize data into rows and columns. This format allows users to calculate, analyze, and visually represent data. Excel is not the only spreadsheet program. Other examples include Google Sheets and Numbers (by Apple).

Navigating Excel

Excel is the spreadsheet software offered by Microsoft Office. The Excel layout is like other Microsoft Office products. There is a horizontal menu across the top of the page-the 'ribbon menu'-where you can find most of the options for editing and formatting.











1. **Title Bar** Displays title of workbook and other quick access 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 above.
5. **Worksheet Tabs** Each workbook can contain multiple sheets. Here you can rename your sheet and add additional sheets.

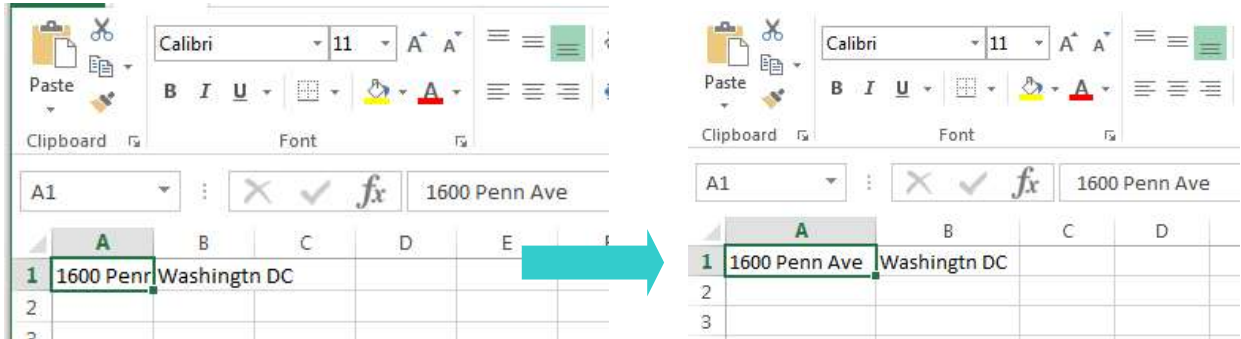
Interacting with Cells

Different pointer shapes in Excel will help indicate if you are in the correct place and mode to do a certain task. Pay attention to these when you are selecting multiple cells or adjusting columns and rows.

Shape	Context	Action
	The default pointer shape; appears in most Excel workspace contexts	Moves cell pointer or selects a range of cells
	Appears when the pointer is on the border of a window	Adjusts window size
	Appears when the pointer is between a row or column divider	Adjusts height and width of rows and columns
	Appears when you are editing cell contents	Provides a text insertion point
	Appears when the pointer is on a column or row heading	Selects columns or rows
	Appears when the pointer is placed over a cell border, graphic, or other object	Moves cells, graphics, or objects
	Appears when the pointer is on the "fill corner" of a cell or cell range	AutoFills other cells with similar information
	Appears when mouse is placed over the <i>Ribbon</i>	The standard Microsoft Windows pointer; selects <i>Ribbon</i> and menu options

Adjusting Rows & Columns

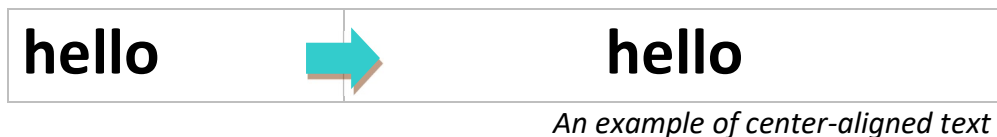
By hovering above the column or row you want to adjust you can drag to increase or decrease the size. You can also double-click and Excel will autofit your row or column to the content.



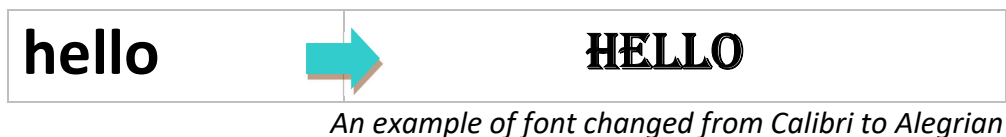
Formatting Your Cells

Excel allows you to change the look of your content in Excel as well as meaningfully change the type of data. Using formatting tools, you can turn a number into currency or a percentage.

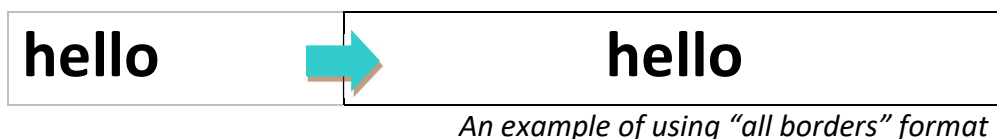
Alignment – This determines how the data will be aligned within the cell (left-side, centered, or right-side).



Font – Select the type of font to be used within the cells.



Border – This option lets you choose what type of border, if any, you would like around the cells or some of the cells.



Fill – This allows you to change the background color of the cell.



An example of a yellow fill color

Number – This allows you to choose how to represent the numbers that are entered into a cell (number, currency, time, etc.).



An example of the "Long Date" format

Formatting your numbers is important because Excel can understand and process numbers in a way it can't process text. By being specific in your number formats, you can get the most out of Excel once you start calculating and using formulas.

Sorting Your Data

Once you have a spreadsheet that contains a lot of data, you may want to sort it in order to locate information more quickly. You can easily sort numerically or alphabetically.

Sorted by date



Date	Staff	Hours Worked
2/1/2019	Mark	3
2/2/2019	John	8
2/3/2019	Jenny	5

Sorted by name



Date	Staff	Hours Worked
2/3/2019	Jenny	5
2/2/2019	John	8
2/1/2019	Mark	3

To sort your data, click **Sort & Filter** on the home tab and click **Custom Sort**. This will allow you to select what you want to sort (Sort By) and how to sort it (Order). “Sort On” will usually stay on Cell Values.

*Make sure you check “my data has headers” if you labeled your columns. You don’t want Excel to sort your headers mixed in with your data.

Excel Formulas & Functions

Excel can calculate basic equations like addition, subtraction, multiplication, and division. By writing an equation in reverse, Excel will calculate it for you.

$$=2+2 \rightarrow 4$$

You can also add cells together, instead of numbers. This add the value of whatever is contained within the cell. These are called **cell references**.

	A
1	2
2	2
3	

$$=a1+a2 \rightarrow 4$$

There are also premade functions you can use that will make equations even easier.

$$=SUM(b2:b5) \text{ is the same as } =b2+b3+b4+b5$$

The “autosum” function is a button you can click that will do this calculation for you.