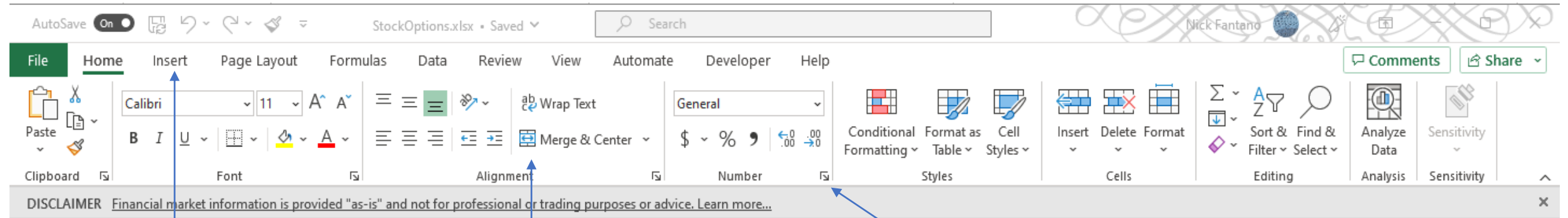# Beginning Excel

This course will cover :

- Explore the Microsoft Office Excel environment and create a basic worksheet.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbook contents.
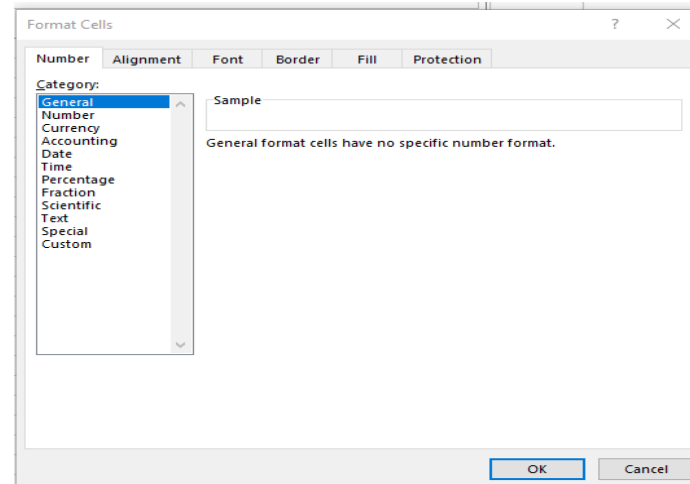- Manage large workbooks.

The Basics

The Ribbon – The ribbon in Excel is a graphical interface that organizes commands as a set of tabs.

Each Menu Item will present a different ribbon.
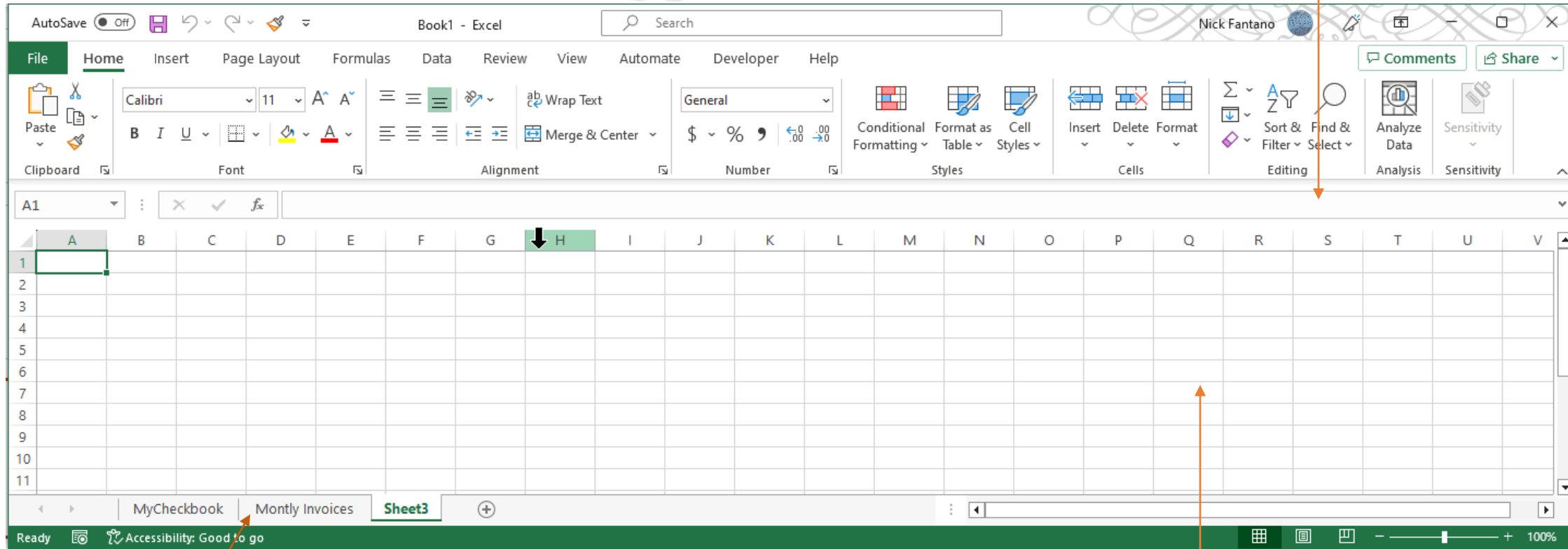
Each tab on the ribbon has a set of commands.

Some tabs have a set of properties that can be changed to alter the presentation.

Workbooks, Worksheets and Cells Oh My!

Columns(max 16,384)

Rows
(max 1,048,576)

Worksheets (Max 255)

Cells

Navigation

You can always move cell to cell with your mouse or the arrows on the keyboard. But when attempting to find the last column or the last row of a spreadsheet that can be tedious. Here are some of the most common shortcut keys in Excel.

On a Windows PC

Useful Excel Shortcuts for Navigation

Shortcut Key	Action
[Ctrl] [Page ▼]	Move to the next worksheet
[Ctrl] [Page ▲]	Move to the previous worksheet
[Ctrl] [Tab]	Switch between Excel Workbooks
[Ctrl] [▼]	Move to the bottom of the data region Other arrow keys - move to the edge of the data region
[Ctrl] [Shift] [▼]	Move to the bottom of the data region and highlight the range in between Other arrow key to move & highlight in different direction
[Ctrl] A	Select data in current region
[Home]	Move to the first cell in the same row
[Ctrl] [Home]	Move to cell A1
[Ctrl] [End]	Move to the last used cell on the worksheet
[Ctrl] [Backspace]	Show active cell
[Tab]	Move one cell to the right
[Shift] [Tab]	Move one cell to the left
[Enter]	Move one cell down
[Shift] [Enter]	Move one cell up
[F2]	Edit cell content
[Alt] [Enter]	Inside the formula bar to create a new paragraph
[Ctrl] N	Open a new workbook
[Ctrl] O	Open a workbook (Open menu)
[Ctrl] S	Save a workbook
[Ctrl] W	Close a workbook
[Shift] [F11]	Insert a new worksheet
[Ctrl] [+]	Insert a new cell/row/column
[Ctrl] [-]	Delete a cell/row/column
[Shift] [Space]	Select the row
[Ctrl] [Space]	Select the column
[Ctrl] B	Bold
[Ctrl] 1	Format cells dialog box
[F4]	Repeat last edit

Alt keys to access Quick Access Toolbar & Menu items

Mac

Useful Excel Shortcuts for Navigation Mac

Shortcut Key	Action
[Ctrl] [Page ▼]	Move to the next worksheet
[Ctrl] [Page ▲]	Move to the previous worksheet
⌘-~	Switch between Excel Workbooks
/ Option-Left Arrow	
⌘-A	Select data in current region
[Home] or [Fn]-[>]	Move to the first cell in the same row
[Ctrl][Home]	Move to cell A1
[Ctrl] [End] [Ctrl]-[Fn]->	Move to the last used cell on the worksheet
	Show active cell
right arrow	Move one cell to the right
left arrow	Move one cell to the left
down arrow	Move one cell down
up arrow	Move one cell up

Copying Data

Using The Mouse

1. Go to the cell you want to copy.
2. Right click with the mouse and select copy
3. Go to the cell you want to copy to.
    a) Right click and select paste.
4. To Paste to multiple cells, go to first cell in the range
    a) Right Click that cell and hold down the shift key
    b) Click on the last cell in the range. This highlights the range.
    c) Right click and press paste.

Using The Keyboard

1. Go to the cell you want to copy.
2. Hold down the Ctrl key and press C (Ctrl+C)
3. Go to the cell you want to copy to.
    a) Ctrl + V
4. To Paste to multiple cells, go to first cell in the range
    a) Hold down the shift key
    b) Click on the last cell in the range. This highlights the range.
    c) Ctrl + V

When copying formulas

When you copy a formula Excel will always change the formula cell reference. If Cell C1 has the formula =A1+B1. When this is copied to Cell C2 it becomes =A2+B2.

Stop This Behavior

To stop this behavior you can place $ signs in front of the cell you would like to keep from changing when copying.

Working with Large amounts of Data

- You can sort Data in Excel which will actually change the spreadsheet you are working with.

- You can create a Table in Excel which allows you to organize the data but does not change the underlying spreadsheet.

- Create a table that will allow you to organize data.

- To Create a table you must have headers.

- You must highlight the whole data set.

Working with Creating a Worksheet

- Use Auto Fill to create spreadsheets quickly.

- Fill Dates with Months, and Years

- Fill Days, and only weekdays.

- Create a Custom List that allows Excel to fill tables.

- Use Flash Fill to expedite your work.

- Shortcut for Flash Fill Ctrl+ E

Next Steps

On May 22 we will be offering an intermediate course that will show how to use advance formulas to lookup data in a different worksheet, how to combine data in two worksheets.

We will learn how to use charts and graphs to graphically represent the data in the spreadsheet.

We will show how to automate emails from within Excel to send emails from Custom List.

Next Class May 22, 2023