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Excel Essentials

Jim Snediker
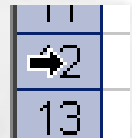
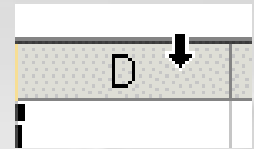**Suzi Huisman**

Selecting Cells and Ranges

To select a:

- Single Cell – click on the cell
- Single Row – click on the row number
- Single Column – click on the column letter

To de-select:

- Select something else

Selecting multiple Cells, Rows, Columns

- Contiguous cells
  - Use the mouse and drag across cells **OR**
  - Click the upper-left cell, press and hold SHIFT, click the lower-right cell
- Non-contiguous cells
  - Click the 1st cell
  - Press and hold CTRL
  - Click the remaining cells

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Entering Data

- Select cell and type directly into the cell **OR**

- Select cell and then Click in Formula Bar to type the data in the Formula bar

- Complete typing using Enter key or other navigation key (Tab, Arrow, etc.) or ✔

- Cancel typing using Esc or ✖

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Editing Data

Editing options

Double-click cell and make changes directly in the cell. Press Enter key or click on green checkmark. ✓

OR

Select cell to be edited and make corrections in the Formula Bar. Press Enter key or click on green checkmark. ✓

Clearing Cells

Clearing options

Select cell(s) to be cleared

Press **Delete** key

OR

On the Home tab , in the Editing group, click on the arrow next to the Clear button, and then select Clear Contents

The data in the cell is erased. Any formatting will remain and will be applied to new data that you enter later

Copying using the Fill handle

Fill handle is the small black square in the lower-right corner of the selection. When you point to the fill handle, the pointer changes to a black cross ╋

Fill handle

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1. Select the cell
2. Point to the fill handle; look for black cross
3. Drag the fill handle over the adjacent cells into which you want to copy the data

Fill handle - Repetitive or Sequential data

Repetitive Data

- Select the cell which contains data or formula to be copied
- Use the Fill handle to drag across adjacent cells

Sequential Data
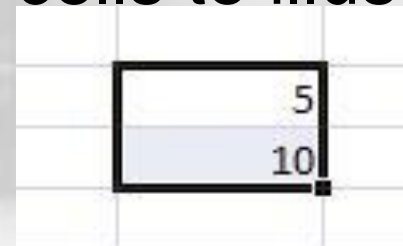
- Enter data in two adjacent cells to illustrate the desired sequence

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- Select both cells
- Use the Fill handle to drag across adjacent cells

Fill Handle – Repetitive or Sequential data

Sequential data Exceptions – select a single cell containing the starting value, then drag

- Days of the Week, Months of the Year
- Dates

You can alter Fill handle behavior by holding down the CTRL key during the drag operation

Databases/Lists/Tables

- Creating a Database/List/Table spreadsheet
  - Each spreadsheet row is a Database entry
  - Each spreadsheet column is a Field in the Database
  - Format column headers in a unique way (font, size, bold, etc)
  - Use borders to separate column headers from the data rows
  - Avoid blank rows and columns

Resizing Columns

Options:

1. Drag right-hand border to desired size
2. Double click right-hand border to auto size
3. Select column(s), right click, select Column Width and enter desired size

Resizing Rows

Options:

1. Drag lower border to desired size
2. Select row(s), right click, select Row Height and enter desired size

Inserting entire rows or columns

1. Select the row or column where you want to insert a new row or column

2. Right-click the selection to display the shortcut menu and click Insert
OR
Home | Cells | Insert | Insert Sheet Rows or Columns

   You can select multiple rows/columns and the Insert will add a corresponding number of new rows/columns

Deleting rows & columns

1. Select the row(s) or column(s)
2. Right-click and choose Delete from the shortcut menu
OR
Home | Cells | Delete | Delete Sheet Rows or Columns

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Hiding Columns (and Rows)

To hide a column so that it is not visible:

- Select the column(s) to be hidden.
- Right-click and select **Hide** from the shortcut menu.
  OR
  On the **Home** tab in the **Cells** group, click on **Format**. Select **Visibility** and then **Hide & Unhide**.

- To Unhide, select the columns on each side of the hidden column(s). Right-click and select **Unhide** from the shortcut menu.
- You can also use the menus as outlined above.

Freezing Panes

- To freeze "header" rows and columns so that they do not scroll:
  - Select "control" cell. Rows above and Columns to the left of the control will be frozen.

    On the **View** tab, in the **Window** group, select **Freeze Panes**

- To unfreeze

    On the **View** tab, in the **Window** group, select **Freeze Panes and then Unfreeze Panes**

Sorting

To sort the spreadsheet rows based on the values in a particular column:

Select a cell in the column which is to control the sort (select a cell below any column headers)

Click on **Sort & Filter** in the **Editing** group

For more complex sorts:

Click on **Sort & Filter** in the **Editing** group and then choose **Custom Sort**

Filter a List

- Select the row that contains the column headers

- On the **Home** tab in the **Editing** group, select **Sort & Filter** and then **Filter**
  - Click on the drop-down in the column to be used for filtering
  - Select the value to be used for filtering

Turn off Filtering

On the **Home** tab in the **Editing** group, select **Sort & Filter** and then **Filter**

Multiple Worksheets

Position the mouse pointer over one of the Sheet tabs and Right-click to:

- Delete an existing sheet
- Insert a new sheet
- Rename a sheet
- Move a sheet
- Copy a sheet
- Set/Clear a color for the tab
- Hide/Unhide a sheet

Rearrange the order of Sheet tabs using Drag/Drop

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Data Entry Dropdown List

- Create list of values to be used in Dropdown
- Select the cells that will use the list
- On the **Data** tab in the **Data Tools** group, select **Data Validation**
- Choose **Allow List**, and then select the cells containing the list

Using the Dropdown List

- Select cell where data is to be entered
- Click on dropdown arrow
- List appears showing all valid values for the cell
- Click on desired selection

Printing

The usual options:

- Portrait or Landscape

- Margins

- Select pages

- # of copies

Printing

Some special options:

- You can print the entire sheet or a selected area

- Scale to fit

- Repeat selected rows, columns on each page

- Print gridlines or not

Print Basics

- Excel will print all rows and columns that it *thinks* contain data.
- Sometimes Excel gets confused if you delete data or format blank cells.
- **Suggestions**:
  - **Always** preview before you print a spreadsheet.
  - Use File, Print to open the Print dialog, where you can choose to print only part of the sheet or workbook.

Print Preview

(2007) Office button | Print | Print preview

(2010) File | Print - preview appears on right

Shows what your document will look like when it is printed. You should always preview before you print. By checking carefully before you actually print, you can avoid mistakes and save a lot of time and paper.

It is especially important to preview spreadsheets because they often are too wide to fit on one sheet.

Working with the Print Area

- **Defining a print area**: There will be times when you want to print only part of a worksheet. You can do this by defining a *print area*. After you've done so, only that part of the worksheet will print until you either clear the print area or define a new one.
  1. Select a range of cells
  2. Page Layout tab | Page Setup Group | Print Area | Set Print Area
- **Clearing a print area:**
  1. Print Area | Clear Print Area

Page Layout tab | Page Setup dialog expander

The way your spreadsheet fits onto paper can be controlled from the **Page Setup** dialog. You can select the size and orientation of the paper, the width of margins, what goes in the header and footer of each page, and the order of printing cells for sheets that will take several pieces of paper.

Page Setup: Page Tab

Orientation: Choose Portrait or Landscape.

Scaling: You can reduce the size of your document on the page by a percentage or you can make it fit into a certain number of pages.
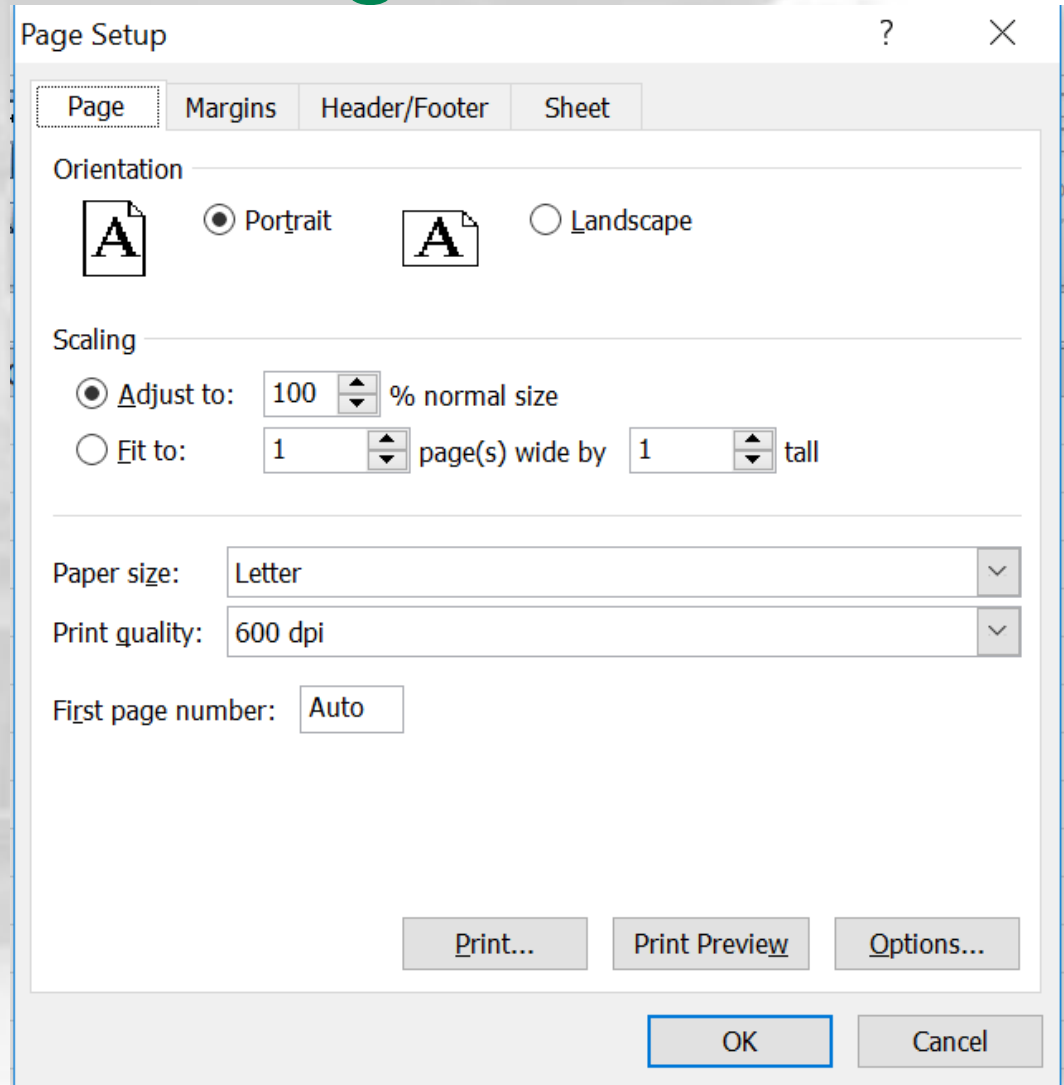
Page Setup, Sheet tab

Important for multi-page worksheets.

1. Use the Print Area to specify that Excel print only a certain range of the worksheet.

2. Use the Print titles section to specify you want a row or column of headings to be repeated on every page

3. Use this tab to specify whether or not gridlines will show on the printout.