

# Introduction to Excel



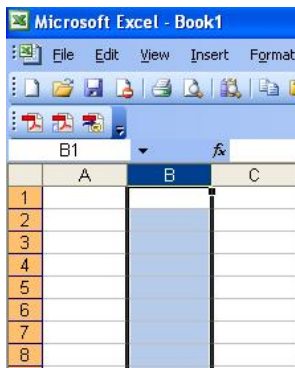
## Introduction

This HOWTO is a brief overview of Excel for new users.

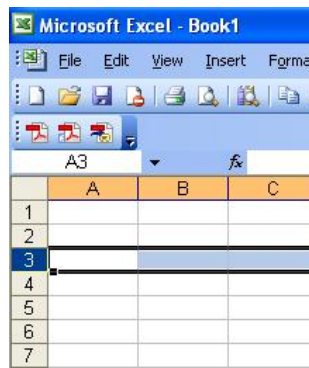
## Parts of Excel

There are three parts to an Excel spreadsheet.

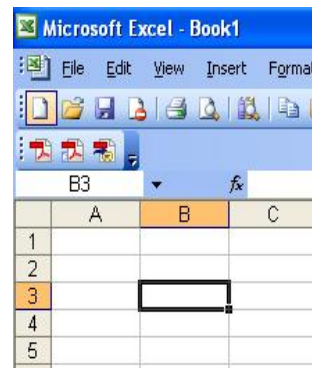
### Columns



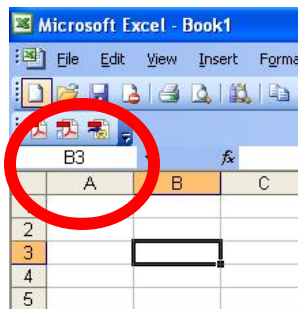
### Rows



### Cells



You can tell where you are by looking at the name box. This will tell you the **column** and **row** you are in.

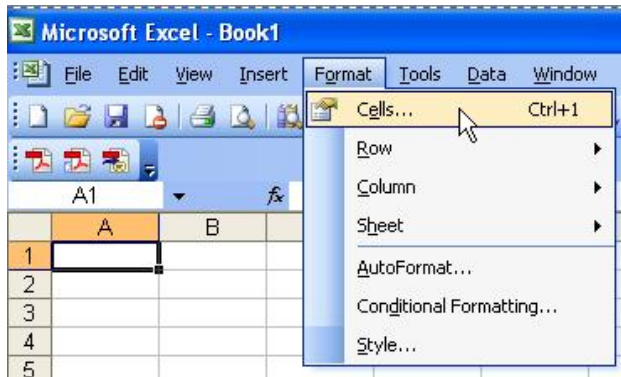


## Basic Formatting

**Boldfacing**, *italics*, underlining, and **text colors** are all done the same way as word. However, numbers, alignments, and decimals places are handled slightly differently.

To format a cell or groups of cells:

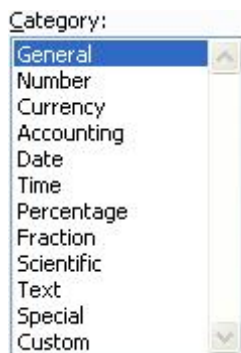
- 1) Select the groups of cells you want to format
- 2) Click on to the Format menu, and then Cells...



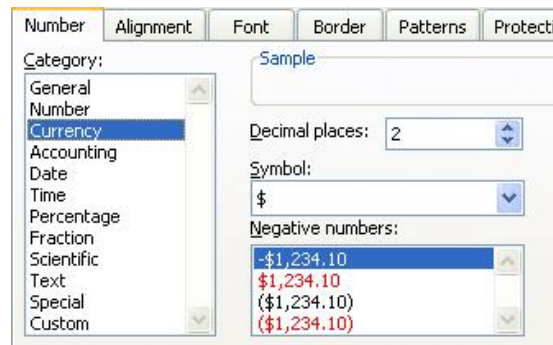
- 3) Note the tabs on the **Format Cells** tabs



- 4) The number tab defines how numbers are presented. Numbers can be formatted in any number of ways.



Here's an example to format a cell as currency. So if you type in 23.45 in the cell, it will be Automatically formatted as \$23.45



## Basic Formulas

Half the fun of spreadsheet is to enter formulas. Formulas allow automatic computation of values in different cells. There are hundreds of different types of formulas you can create.

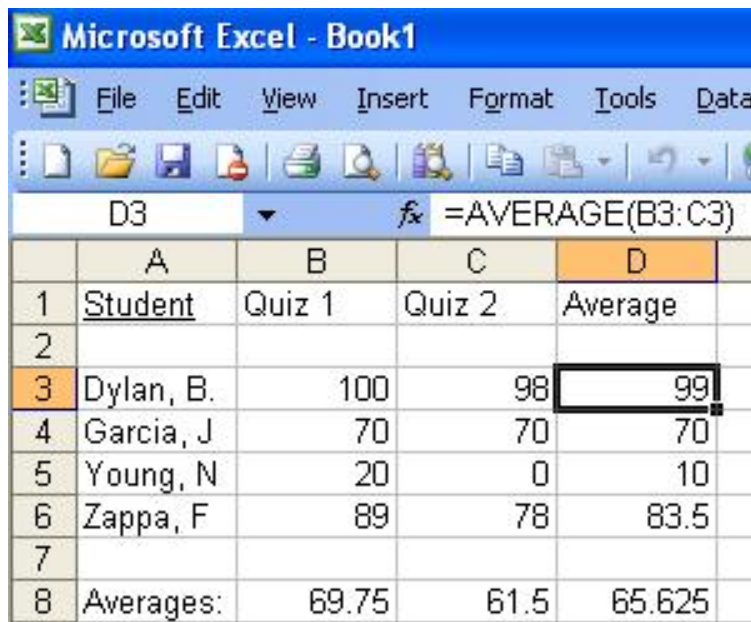
Most formulas have the following syntax:

=OPERATION(CELL:RANGE)

Here are some examples:

=sum(A1:A2)            This formula adds cell a1 and a2.  
=sum(a1:b4)            This formula add everything between A1 and B4  
=average(b3:c3)        This formula averages the contents of b3 to c3  
=mode(b3:z3)           This formula gives the mode for range b3 to z3

Let's take a look at a quick example.



The screenshot shows the Microsoft Excel interface. The title bar reads "Microsoft Excel - Book1". The menu bar includes File, Edit, View, Insert, Format, Tools, and Data. The toolbar contains various icons for file operations and editing. The formula bar shows the active cell D3 with the formula =AVERAGE(B3:C3). The spreadsheet data is as follows:

	A	B	C	D
1	Student	Quiz 1	Quiz 2	Average
2				
3	Dylan, B.	100	98	99
4	Garcia, J	70	70	70
5	Young, N	20	0	10
6	Zappa, F	89	78	83.5
7				
8	Averages:	69.75	61.5	65.625