

Learn more about Excel

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- Goodwill Free Learning – go to <https://www.gcflearnfree.org/topics/office2016/> and scroll to Excel 2016.
- Books from our collection: 005.54 M5EXC

Exercise #1 – create and save an .xls file

Create an Excel file

Excel files have a suffix of `.xl` or `.xls` To start the program “Excel” – do one:

- A
- Click on the Start button in the lower left corner
 - Type “Excel” in the search bar, press enter
 - Click on the “X” or “XL” icon
- B
- Click on the “X” or “XL” icon if it's already on the desktop or tool bar at the bottom of the screen.



In the opening screen, do **one** action:

- To find an existing Excel workbook, click on a file name on the left-hand column, or the “Open Other Workbooks” at the bottom of the screen to search other files.
- Enter a search term in the template search field to find examples of pre-formatted things, like “resume” or “calendar” or “brochure”. Click enter and find a suitable template. Click **Create**.
- **Click on the Blank workbook** to start a new workbook.

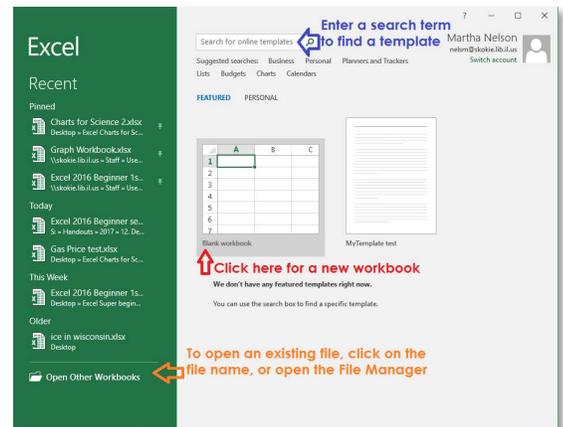


Figure 1 create a new workbook

Save a Workbook

In the center of the top-most row of a Word document, you will find the doc's name, or if is yet to be named, it will be called Document1, etc. Saving the document allows you continue to edit it later.

1. In the ribbon, click **File**.
2. In the Info screen, click **Save**.
3. If this is the first time you are saving this document, you will be brought to the Save As screen. Word wants to know where you want to save the doc.
4. Double-click This PC or Click Browse; this brings up the File Explorer.
5. Click on Desktop (or wherever you want to save it to) and give the file a useful name. Click **Save**.



Figure 2

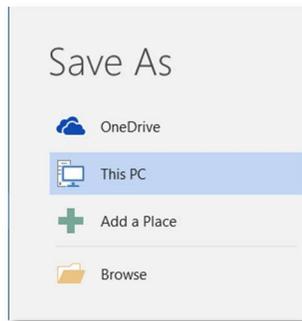


Figure 3

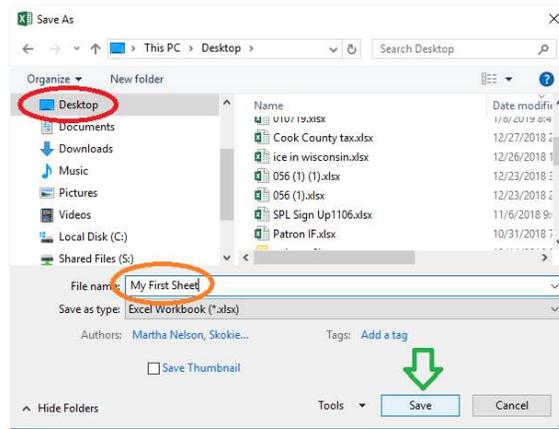


Figure 4 save to Desktop and give it a name.

When Library computers are logged off or turned off, they “forget” all your work. To save permanently a document, bring a flash drive or email a saved doc it to yourself.

In the Save As dialog box, scroll down to find your flash drive's name. Click on it, or any sub-file. Now click on Save.



Figure 3 flash or thumb drive

The Ribbon

As with all Microsoft programs, there are many ways to do the same thing. The easiest way to learn the “controls” is to look at the ribbon in the upper fifth of the screen.

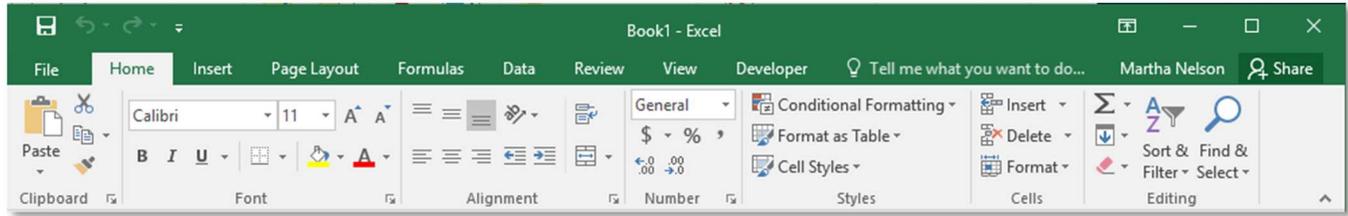


Figure 4 the Ribbon is the top 2" of the screen. Here are all the controls.

The metaphor is a filing system: click on each “tab” to see its controls. Click on `File`, `Home`, `Insert`, etc. to get familiar with what is on them.

In this class, we’ll mostly use the Home tab. You’ll see several down-arrows ▼, click them to get even more choices.

`Clipboard` controls the Copy and Paste options.

`Font` lets you change the font's color and size.

`Number` (in the middle) is a quick way to designate currency, date, or a regular number.

`Styles` quickly lets you change the entire document's look

`Editing` does `Find` and `Replace` functions.

Once you get comfortable with using the ribbon, moving on to the short-cuts.

To copy or cut some words (or even pages), click the left mouse down at the beginning of the word(s) and while keeping the mouse down drag the cursor to the end of the word(s). This **selects** what you want to copy or cut.

Now, hold the Ctrl key down with one finger, and with another finger tap the `c` or `x` key once.

Finally, move the cursor to where you want to paste the data. Hold down the Ctrl key and then press the `v` key down.

Most useful shortcuts:

<Ctrl c>	Copy
<Ctrl v>	Paste
<Ctrl x>	Cut
<Ctrl z>	Undo
<Ctrl y>	Re-do
<Ctrl b>	Make Bold
<Ctrl u>	Underline
<Ctrl s>	Save
<Ctrl ←>	Jump to left, top, right, bottom of sheet.

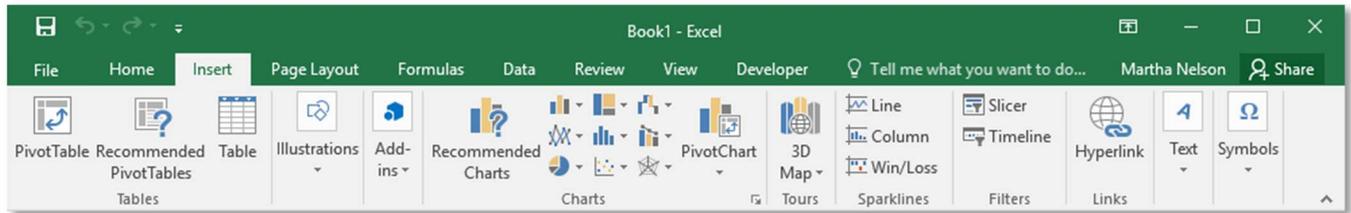


Figure 5 The Insert tab contains advanced items like Pivot Tables and Charts.

Take a more advanced class and learn how to turn data into beautiful and useful charts.

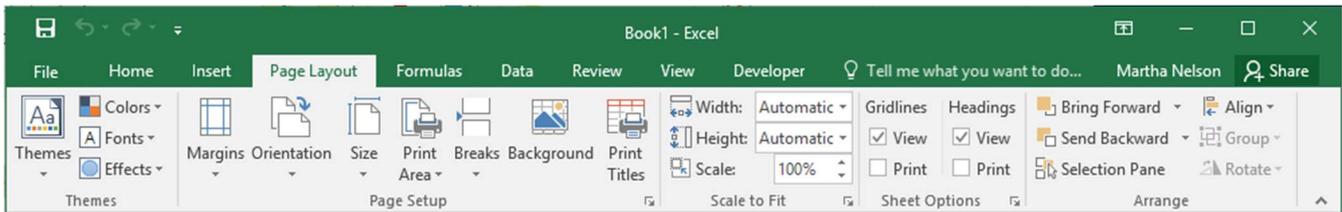


Figure 6 - Page Layout controls printing options.

Do a “Print Preview” (File > Print) of your report to make sure it fits on the number of pages you expect to use. Making the margins smaller, rotating the report to landscape, and creating titles are all done on the Page Layout tab.

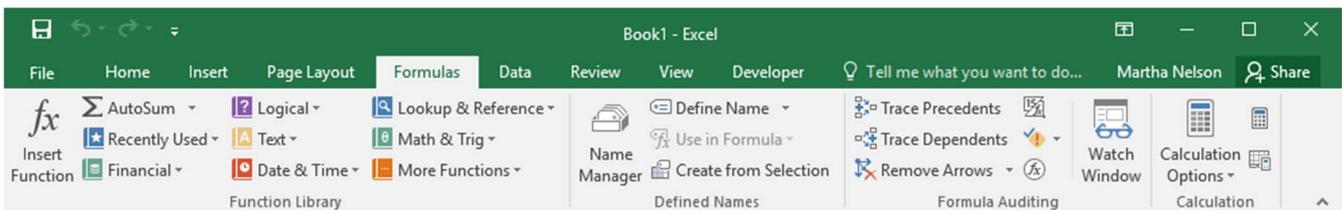


Figure 7- The Formulas tab holds the math functions.

Excel is awesome at math, and from the Formulas tab you can find everything. The Insert Function, on the left, brings up a dialog box where you can search for a formula. Select the function and the Function Arguments box pops up and helps you select the input to the function. The library offers an entire class on formulas and functions.

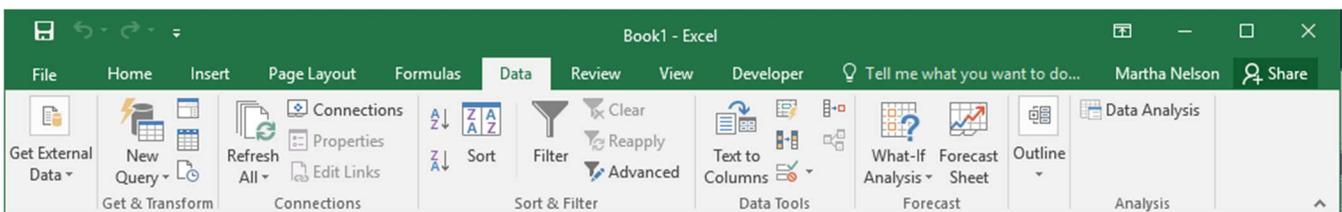
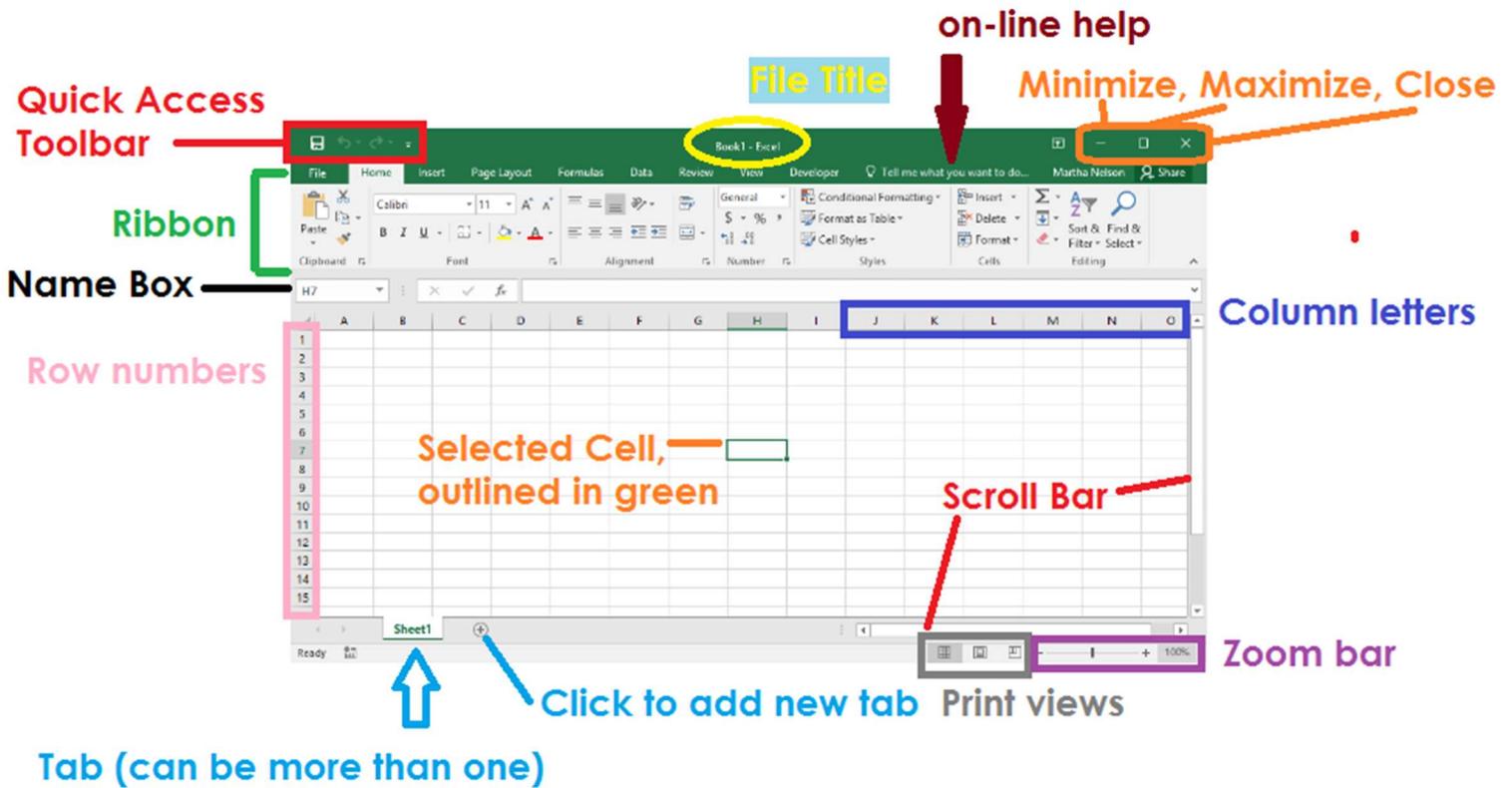


Figure 8 The Data tab sorts and filters.

Besides Sort and Filter, the Refresh All button is here, useful for Pivot Tables.



Excel stores two data types: text and numbers. Dates and times are really numbers – the count of how many days relative to 1/1/1970.

However, a cell, a row or column, or a range of cells can be:

- Formatted using the Home tab. Ex: Bold or colored
- Formatted by a conditional formatting rule
- Calculated with a function or formula.
- Hidden – right click on row or column name, and select "Hide" or "Unhide"

Mouse pointers



This open arrow appears when you mouse over the ribbon or other controls.



Select one cell or a group of cells



Resize a row or column by clicking on the line dividing the column letters or row numbers.



Fill pointer – when you mouse over the bottom right corner of a selected cell



Insertion pointer or I-Beam
Allows you to insert text. Appears in the Formula Bar and in Text Boxes