

Microsoft Excel
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To Load Microsoft Excel

Double click the Microsoft Office 2000 folder on the Windows 95 Desktop and double click the Microsoft Excel icon from the folder window.

To Retrieve a Spreadsheet

Select File from the menu bar and click Open from the pull down menu to bring up the Open dialog box. Select the drive that contains your spreadsheet [3 ½ Floppy (A:) or zip disk from the Look in: box in the top left-hand section of the screen, click the spreadsheet's name in the middle of the dialog box, and click the Open button in the top right-hand corner.

To Save a Spreadsheet

Select File from the menu bar and click Save As from the pull down menu to bring up the Save As dialog box. If you wish to save your spreadsheet in a different format (as a Quattro Pro file for example) select the format from the Save as type option in the bottom left-hand corner of the dialog box. Select the drive that contains your spreadsheet [3 ½ Floppy (A:) or zip disk] from the Save in: box in the top left-hand section of the screen, click one time in the File name box in the bottom left-hand corner, type the name you wish to give to your spreadsheet, and click the Save button in the top right-hand corner. If you don't have a disk, you can save to the Shared K: drive (the server hard drive), but keep in mind that the K: drive is periodically cleaned off. Once you have saved your document, saving can be done by simply selecting File from the menu bar and clicking Save from the pull down menu. Remember to SAVE YOUR WORK OFTEN! (NOTE: Save As should be used when either saving your work for the first time or when renaming a spreadsheet. Save should be used once the spreadsheet has been initially saved.)

To Use Help

The Help menu option in Excel is an important function to know. The Microsoft Excel Help menu option under Help displays the Contents, Answer Wizard and Index tabs in a window on the right-hand side of the screen. They allow you to search for information on any question you type in. Before asking someone else for help, check out the Help menu option and see if you can help yourself.

To Cut and Paste

Select the block of text you would like to move (cut) by either clicking and dragging your mouse over the selection or putting your cursor at the beginning of the selection, holding down the <Shift> key, and using your arrows on the keyboard to block the section. Click on Edit in the menu bar and select Cut from the pull down menu, move your cursor to the beginning of the location you would like to move the selection to, click on Edit in the menu bar, and select Paste from the pull down menu.

To Copy and Paste

Select the block of text you would like to copy by either clicking and dragging your mouse over the selection or putting your cursor at the beginning of the selection, holding down the <Shift> key, and using your arrows on the keyboard to block the section. Click on Edit in the menu bar and select Copy from the pull down menu, move your cursor to the beginning of the location you would like to copy the selection to, click on Edit in the menu bar, and select Paste from the pull down menu.

To Format Text and Data

Most of the formatting options are available in the Format menu option. To format text or data in your spreadsheet, select the block of text you would like to format by either clicking and dragging your mouse over the selection or putting your cursor at the beginning of the selection, holding down the <Shift> key, and using the arrows on the keyboard to block or highlight the section. Select Format from the menu bar and click Cells from the pull down menu. Here you will see many options available to you for formatting text and data in your spreadsheet.

To Insert and Delete Rows and Columns

The options to insert rows and columns can be found under the Insert menu option in the menu bar. The options to delete rows and columns can be found under the Edit menu option in the menu bar. When deleting a row or column, Excel will delete the row or column your pointer is currently in when you select the delete option. If you wish to delete row 5, your pointer should be somewhere in row 5 when you select Delete from the Edit menu option. If you wish to delete column D, your pointer should be anywhere within column D when you select Delete from the Edit menu option. When inserting a row or column, Excel inserts rows above the row your pointer is currently in and inserts columns to the left of the column your pointer is currently in. For instance, if you would like to insert a row between rows 16 and 17, your pointer should be somewhere in row 17 when you select Row from the Insert menu option. If you wish to insert a column between columns I and J, your pointer should be somewhere in column J when you select Column from the Insert menu option.

To Create Formulas

The first rule in creating spreadsheet formulas is to always refer to the cell that contains the data and don't refer to the data itself unless the data is not located somewhere within the spreadsheet (in which case you should probably consider putting it somewhere within your spreadsheet). Addition of cells is denoted using the + sign, subtraction of cells is denoted using the - sign, multiplication of cells is denoted using the * sign, and division of cells is denoted using the / sign. Formulas should begin with the = sign to let Excel know you are creating a formula and not a label. If, however, you are putting your formula within parentheses or using an operator function to create the formula, you will not need to start the formula with the = sign. Two ways to add up the data in cells C5, C6, and C7 would be: =c5+c6+c7 or =sum(c5..c7) keeping in mind that the operator function used in the second example can only be used when adding up a continuous row or column of data. Two ways to add up the cells C5, C6, and C7 and divide the total by cell C8 would be: (c5+c6+c7)/c8 or =sum(c5..c7)/c8 realizing from previous mathematical training that if you had not used parentheses in the first example you wouldn't have gotten the answer you wanted. There are many things you can do in Excel with formulas, but they are easier to create if you first figure out how you would make the calculation yourself by hand. Then translate it to spreadsheet language.

To Print a Spreadsheet

Select File from the menu bar and click Print from the pull down menu to bring up the Print dialog box. Select a printer by clicking on the down arrow next to the Printer name: box. To print to the laser printer nearest your computer, select the printer name containing the same letter identification that your computer has (For example: Printer D). To print to the color printer behind the MAA Help Desk, select Color Printer. Make a print selection in the left-hand section of the screen, and select the number of copies you wish to print on the right-hand section of the screen. Click the OK button to print your document. To pick up color print copies, remember your computer's name, go to the MAA Help Desk, and tell the assistant your computer's name so (s)he can release your print job. Your Eagle Express or Eagle Vend Card will be debited \$.20 per printed page.

To Exit Microsoft Excel

Click File from the menu bar and select Exit from the pull down menu. If you haven't already saved your spreadsheet (or the changes to your spreadsheet), Excel will ask if you would like to save now. If you would like to save, click Yes and refer to the To Save a Spreadsheet section of this handout. Otherwise, click No to exit Excel and you will return to the Windows 95/98 Desktop.