

Introduction to

# Microsoft Excel



A Beginner's Guide to Working With  
Spreadsheet Applications

**Ascension Parish Library  
Introduction to Microsoft Excel 2000  
Workshop Handout**

**What is Microsoft Excel?**

- Spreadsheet software package sold by Microsoft
- Used to create spreadsheets to perform calculations
- Excel allows you to enter formulas so that when your data changes, your calculated values change as well
- Can create spreadsheets such as
  - Household Budgets
  - Cost sheets
  - Documents involving calculations
  - Tables of information
  - And much more
- In addition Excel will let you
  - Sort Data
  - Create Charts
  - Check Spelling and Grammar
  - And much more

**How to Create an Excel Spreadsheet**

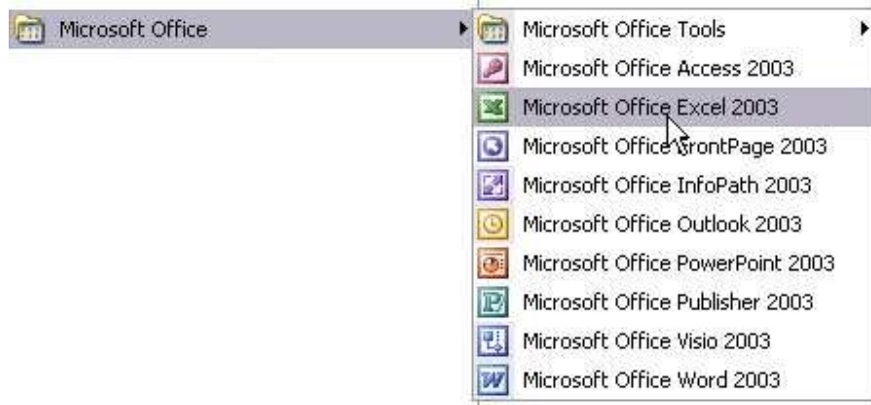
- From the icon on your Desktop



- Double click on the icon that looks like

- OR From the Start Menu

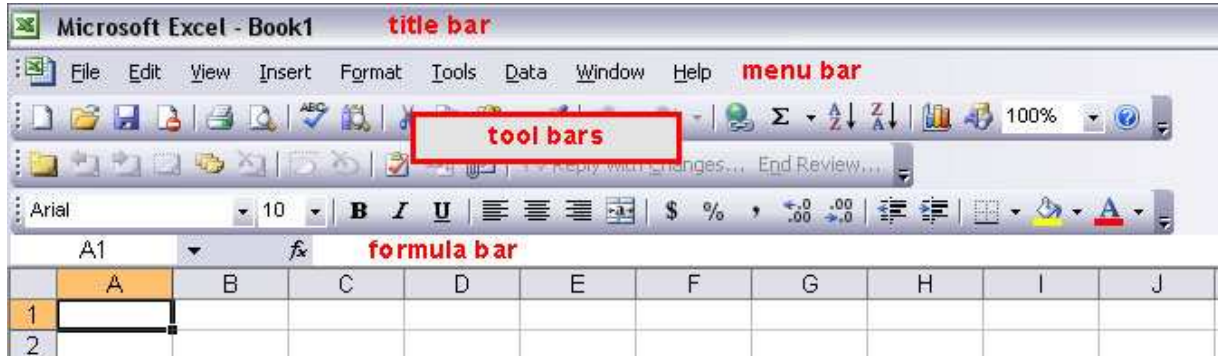
- Click Start at the bottom left corner of the screen
- Move your mouse up to Programs
- Find the Excel icon and click it once



- A blank Excel Spreadsheet with 3 sheets (Sheet 1, Sheet 2, and Sheet 3) will automatically appear on the screen for you to use

**Ascension Parish Library  
Introduction to Microsoft Excel 2000  
Workshop Handout**

**Title bar, Menu bar, Toolbars, and Status bar in Word**

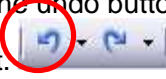
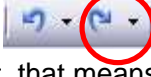



- The Title bar is the bar at the top of your MS Excel window that displays the title of your spreadsheet
- Menu bar
  - When you click on an item on the menu bar, a menu will drop down giving you more actions to choose from
- Toolbars
  - Picture buttons that allow quick and easy access to common functions used in MS Excel
  - Slowly moving your mouse over the buttons will display the function of the buttons
- Formula bar
  - Contains the currently Highlighted Cell location and its contents

**How to Save an Excel Spreadsheet**

- On the Menu at the top left of the screen, click:
  - File
  - Save
- If it is the first time you are saving the spreadsheet, you must tell the computer what to name your file and where to put it.
- If you are unsure of where to store your file you can save it under the My Documents folder or to the Desktop

**Undo is your Friend!**

- On the toolbar, the undo button will allow you to undo each action that you have done up to a certain point. 
- Redo will redo any actions that you undid 
- If the undo or redo buttons are grayed out, that means that you cannot undo or redo 
- If you make a mistake, simply click on the Undo button, and it will undo your mistake.

**Ascension Parish Library  
Introduction to Microsoft Excel 2000  
Workshop Handout**

**What is a Column?**

- A Column is the vertical set of data labeled by letters
- For Example this is Column A



**What is a Row?**

- A Row is the horizontal set of data labeled by numbers
- For Example this is Column 1



**What is a Cell?**

- A Cell is an individual block of data that has a column and row coordinate
- For Example this is Cell A1

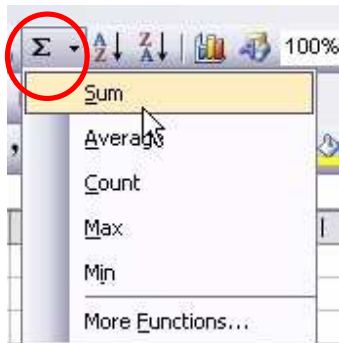


**How do I edit the contents of a Cell?**

- Click once on a cell to overwrite the entire cell contents
- Double click on the cell to edit specific cell contents
- OR Click once on the cell and edit the cell contents in the Formula Bar at the top of the screen

**How do I Sum a Column of data?**

- Highlight the data you want to sum
- Click on the AutoSum button on the toolbar



- Your sum will appear and change as your data changes

**What is a Formula?**

- A Formula allows you to create calculations based on cells
- When you change the cell values, the calculations change as well

**Ascension Parish Library  
Introduction to Microsoft Excel 2000  
Workshop Handout**

- For Example:
- In this formula,  $C = A1 + B1$  which is  $5 + 8$

	A	B	C
1	5	8	=A1+B1

- The value of C is 13

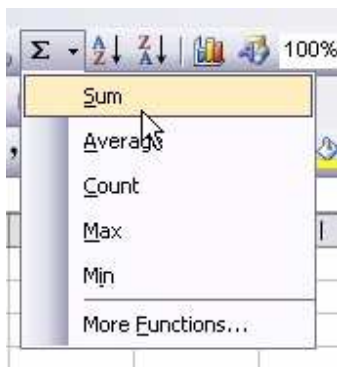
	A	B	C
1	5	8	13

- If you change the 5 or 8 to a different number, you will change the value of C automatically

	A	B	C
1	5	2	7

**How do I create a Formula?**

- Always begin formulas with the equal sign =
- For calculating cells
  - Highlight one of the cells
  - Press Enter on the keyboard
  - Enter your +-\* / (calculation sign)
  - Highlight another cell
  - Repeat until you are done with the calculation
  - Press Enter on the keyboard to finish the calculation
- For a range of Cells, highlight the range you want and continue with your calculation
- Excel provides a number of built in functions to perform calculations such as
  - SUM
  - AVERAGE
  - COUNT
  - Etc., for more functions see Excel Help



**How do I find out how to do more in Excel?**

- Open Excel Help at the end of the menu and search on what you're looking for
- Come to the library for more classes on Excel and other software programs

**Ascension Parish Library  
Introduction to Microsoft Excel 2000  
Workshop Handout**

**Additional Resources**

The following list of books can provide you with additional information and training. A video is also included. The books and video are owned by Ascension Parish Library and may be found by using the call number and location provided. You may also request that books and videos be sent the Ascension Parish Library closest to you. You can also search our catalog for additional resources. Visit us at <http://www.ascension.lib.la.us/apl> and click *Search the Catalog*

- *How To Do Everything With Microsoft Office Excel 2003* / Guy Hart-Davis / 005.54 HAR (Gonzales, Galvez, Donaldsonville)
- *Excel 2002 For Dummies*, Greg Harvey / 005.369 HAR (Gonzales, Galvez, Donaldsonville)
- *Learning Excel XP Essentials Beginning* [videorecording], Dennis P. Taylor / V 005.369 LEA (Gonzales)
- *Microsoft Excel 2002, Microsoft Office Specialist*, Barbara Clemens / 005.369 CLE (Gonzales, Galvez, Donaldsonville)
- *Microsoft Office Excel 2003 Fast & Easy*, Diane Koers / 005.54 KOE (Gonzales, Galvez, Donaldsonville)