

Introduction to Excel

Microsoft Excel is most commonly used for storing spreadsheet data. It also contains many other features that enable you to manipulate and present your data in many other ways: a complex calculator, a scheduler, an accounts program, mailing lists, and many others, using colors, borders, and charts.

To start *Microsoft Excel*

Click on **Start** on the **Taskbar**.

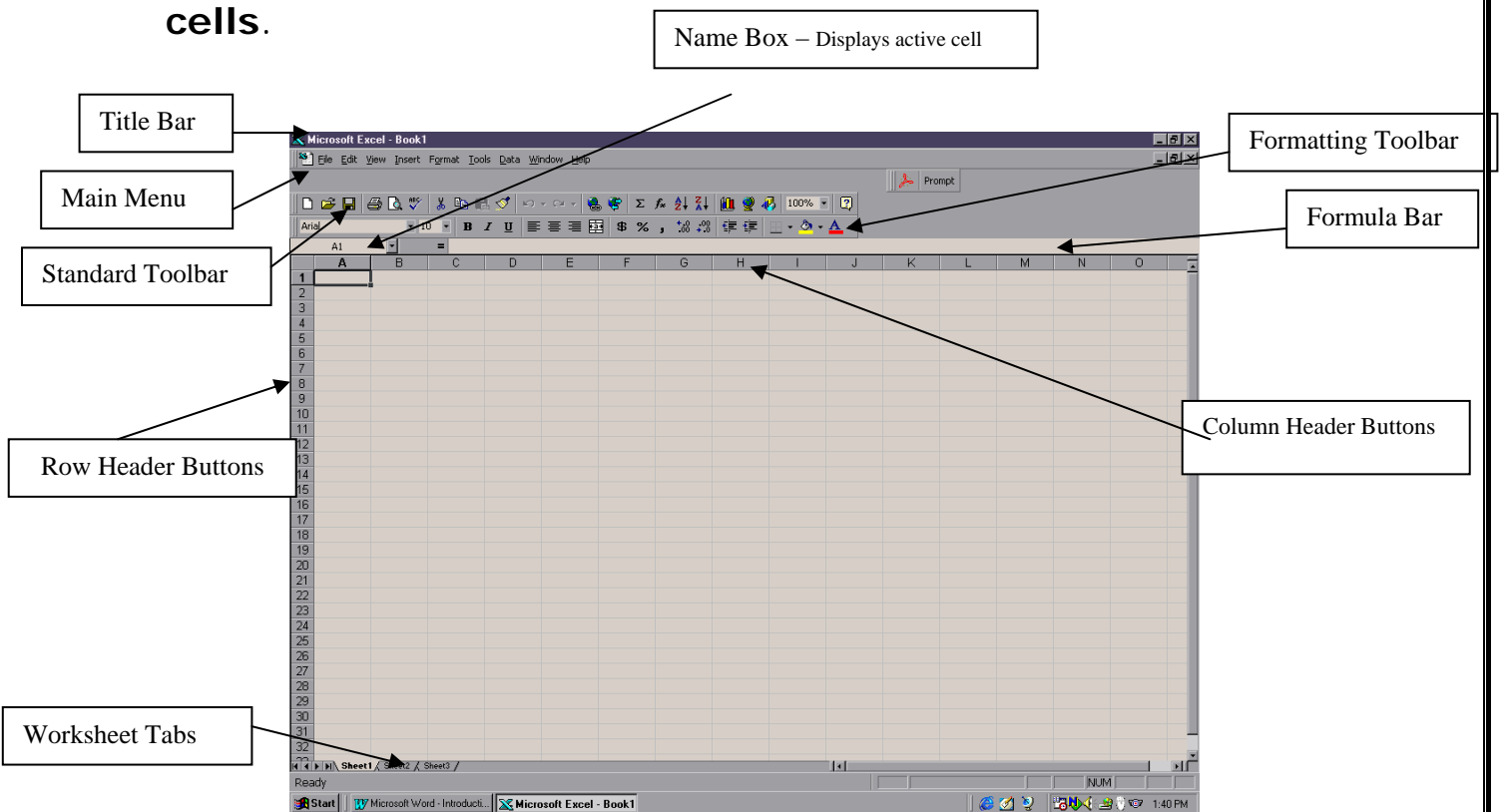
Move your pointer to **Programs**.

Move your pointer to **Excel** and left-click.

(If there is already a shortcut icon on your desktop, you can just double-click on the icon.)

A new Excel worksheet consists of a two-dimensional grid with data-storage spaces. The individual spaces are called **cells**.

Name Box – Displays active cell



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If the Formatting Toolbar doesn't appear below the Standard Toolbar, place the cursor over the Formatting Toolbar handle. When the four-headed arrow appears, hold down the mouse button and drag the toolbar into position.

You can customize a toolbar by clicking the arrow at the far right of the formatting toolbar. Then, click on the **Add or Remove Button Box** that appears. From the drop-down menu that opens, click to check the buttons you want.

Saving and Naming a Workbook

Click on **File** on the main menu.

Click on **Save As**.

In the **File name box**, type in the name you want.

Following other saves as you complete your work, you can just click on the **Save button** on the **Standard Toolbar**.

Renaming a Worksheet within a Workbook



Double-click on the existing name on the tab at the bottom of the screen to highlight it.

Type in the new name you want.

Press **Enter**.

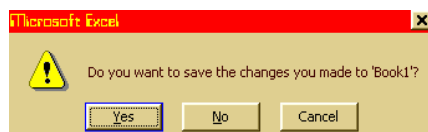
Switching Between Worksheets

Click on the tab at the bottom of the screen to go to that worksheet in the workbook.

Closing a Workbook

Click the X (Close button) on the top right of the screen.

If you have made any changes since your last save, a dialog box appears to ask you if you want to save the changes. Click on **Yes** if you do.



Opening a Saved Workbook

Click on **New** on the Standard Toolbar.

Opening a New Workbook

Click on **Open** on the Standard Toolbar. On the dialog box that opens, click on the workbook you want to open. Then, click on **Open** on the bottom right of the dialog box.

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