

Introduction to Excel 2003

Rockaway Township Library, NJ

developed by Barb Hauck-Mah

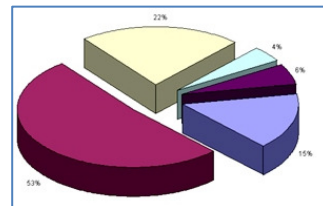
<http://www.rtlibrary.org/excel2003handout.pdf>



What is Excel?

It is a Microsoft Office computer software program to organize and analyze numbers, data and labels in spreadsheet form.

Excel makes it to easy to translate tables of data into charts and graphs for presentations.



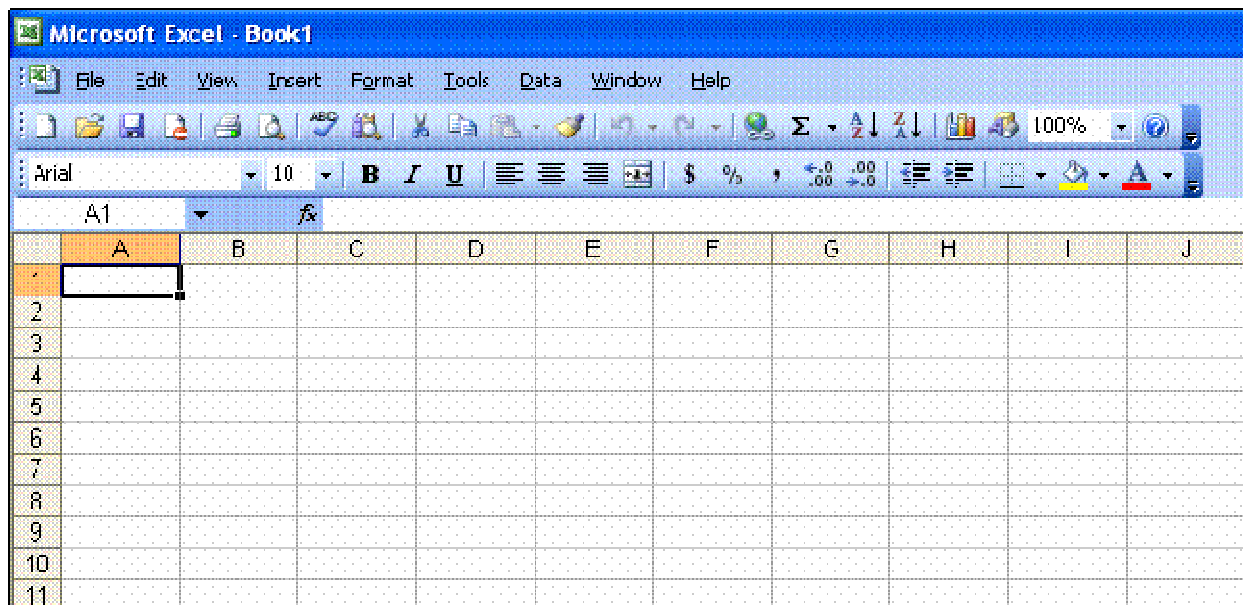
What we will learn in Introduction to Excel 2003

HOW TO - open and save Excel files

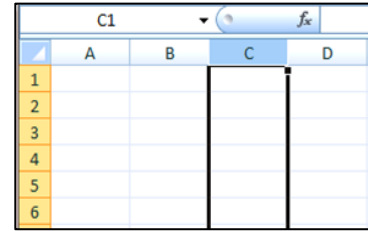
- enter data and move around a spreadsheet
- use Excel formulas
- Write basic math formulas
- identify and edit mistakes
- change the style and format of data
- print a spreadsheet

When you open Excel, a new worksheet opens

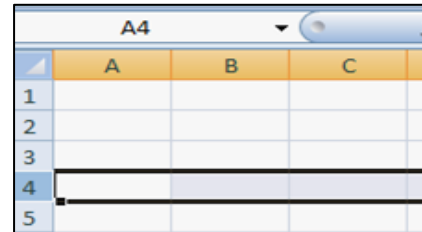
An Excel page is a grid with COLUMNS, ROWS and CELLS.



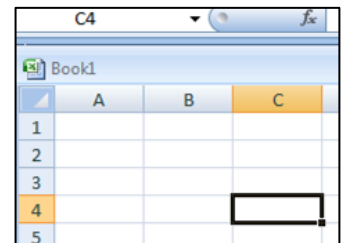
COLUMN is one vertical space from top to bottom in the spreadsheet. COLUMN C is highlighted.



A **ROW** is one horizontal space running left to right across the sheet. ROW 4 highlighted



A **CELL** is the black box. A CELL NAME is the column letter and the row number. When you click in a cell, you can see the cell name in the cell name box C4 cell highlighted.



How to Move Around the Excel sheet

Using the two scroll bars: They are on the **right side** and on the **bottom** of the screen. The scroll bar helps you to **move up** or **down, right** or **left**, fast.

Moving to a cell: Point with mouse and Left Click into the cell

Using the Keyboard

Click Up Arrow key to move UP one cell

Click Down Arrow to move DOWN one cell

Moving across a Row

Click Tab key to move one cell at a time across a row

Click arrow keys to move LEFT or RIGHT one cell at a time



Practice 1 Moving around in Excel

Open Excel 2003

Click on Column B

Click on Row 6

Click on Cell C6

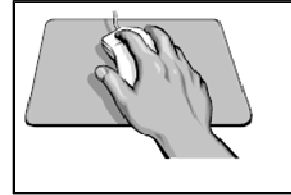
Use the Tab key to move to E6

Move from E6 to A8

Scroll down to Row 20

Scroll over to Column P

Type L30 in Cell Name box and hit enter



Mouse Practice: How to Highlight cells in Excel

1. Put the cursor to the left of words or numbers you select.
2. Put your first finger on the left mouse button.
3. Hold down the left mouse button.
4. Move the mouse across the words or numbers.
5. Lift up your finger.
6. You see the 1st cell is white

	A	B	C
1			
2	Expenses	2009	2010
3			

How do I deselect words or numbers?

After you make changes to a word, click on the

white part of the screen. When you deselect words, cells are no longer blue

	A	B	C
1			
2	Expenses	2009	2010
3			

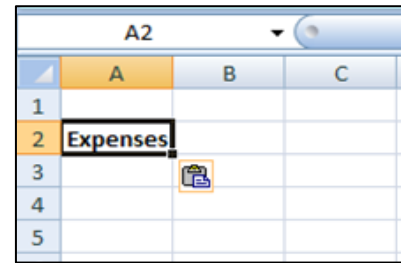
How to Add Data to a Spreadsheet

Three Types of Data can be typed in an Excel cell

DATA TYPE	EXAMPLES
Words	Names, labels, months, addresses, titles
Numbers	Any number 1,000 .3524 -4.8
Formulas	=B+C2 =c3/c8 = SUM(A1:A10)

How do I put data in a cell?

1. Click a cell.
2. Type a word or a number.
3. Press Enter key
4. The cursor moves to the cell below.
5. Type another word or number
6. Press the arrow keys on the keyboard to move to the cell beside



Editing and Deleting Data

How do I change data I typed in a cell?

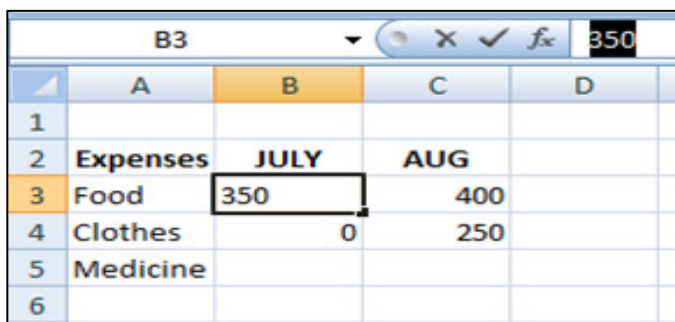
1. Click the cell with the data you want to change.
2. Type different data in the same cell.
3. Press Enter key

How do I delete data?

- 1) In a cell, use **Backspace** key to delete a character at a time & retype **OR**
- 2) Place cursor in the cell or highlight some cells and press **Delete** key **OR**
- 3) Highlight cell(s) to delete and click "**Delete**"

How do I change data in a cell?

- 1) Click in formula area of the Formula bar.
- 2) Backspace to delete and retype the data

A screenshot of an Excel spreadsheet. The active cell is B3, which contains the number "350". The spreadsheet shows columns A, B, C, and D, and rows 1 through 6. The data is as follows:

	A	B	C	D
1				
2	Expenses	JULY	AUG	
3	Food	350	400	
4	Clothes	0	250	
5	Medicine			
6				

Click here in formula bar

Practice 2 Create an Excel worksheet

Start in Cell A2. Enter the data in each cell as shown in table below

	A	B	C	D	E
1	Expenses	JAN	FEB	MAR	TOTAL
2	Food	200	175	200	
3	Gas	30	32	30	
4	Entertainment	20	0	15	
5	Phone	60	60	60	
6	Total				

Practice 3 Save a new Excel file

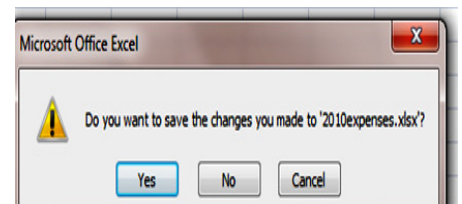
How to save a file for the first time

- 1) In "File" in Menu Bar, click "Save As" first time you save a new file
- 2) Type file name for example, "Expenses"
- 3) Click SAVE button
- 4) Look at the name of your file top center, above worksheet

SAVE your work often by clicking "File" and "Save

5) Exit Excel by clicking in top right corner.

6) If you changed the file, this box will appear



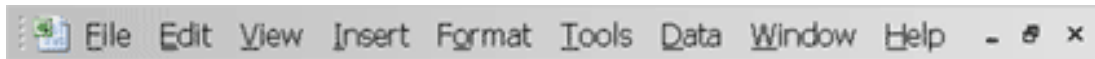
7) Click No if you do not want to save changes.
OR Click Yes if you do.



NOTE—You will need a flash drive to save your Excel files on the public computers at a library

How to Open an existing Excel file

- 1) Open All Programs, Office, Excel 2003
- 2) Click Open folder and MY DOCUMENTS window opens
- 3) Click on Excel file from list and click OPEN button

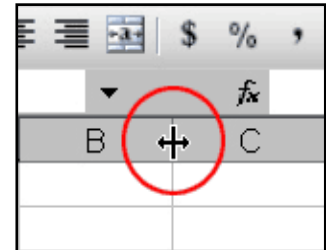


Change the Size of a Column

Click on the right line of the column and you see

Drag mouse across to make column wider.

Click below line for row change.

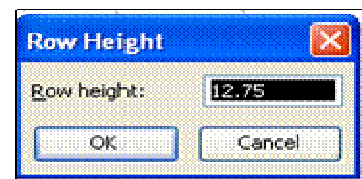
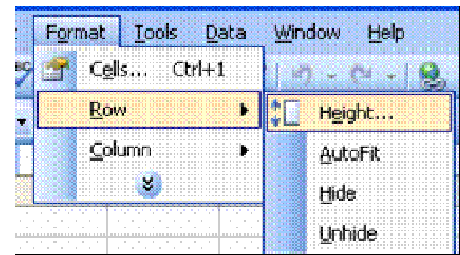


How to Change Size with Autofit: Click the Format menu.

Autofit will change the width of a column to the size of the widest data

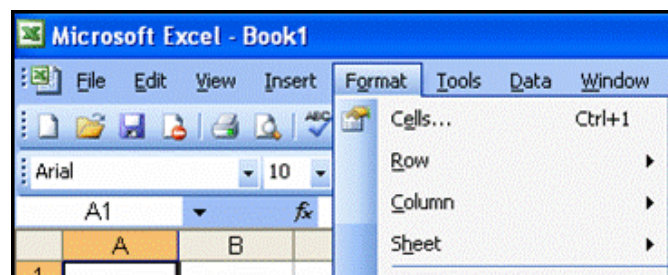
How to Set Row Height

- 1) Highlight the Row(s) to change row height
- 2) Click **FORMAT** button on top right
- 3) Select **Row Height** and popup box appears
- 4) Backspace to change row size to 26
- 5) Click Ok to save the change



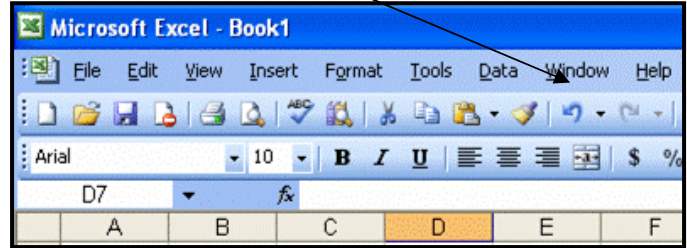
Practice 4 Changing Column and Row Sizes

- 1) In Excel file 2010 expenses , make COLUMN E wider, using
- 2) Make COLUMN A wider using FORMAT button and AUTOFIT
- 3) Change the height of ROW 2 to 28



Bonus Practice-The Undo and Redo buttons

In Excel, it is easy to fix a mistake Using the UNDO buttons
Arrow buttons are in the top left corner.

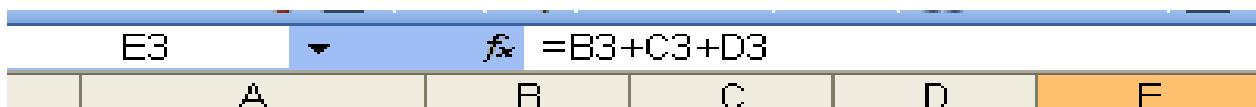
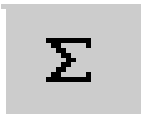


Arrows can be seen when changes are made UNTIL THE FILE IS SAVED. If you make a mistake, click UNDO to return to previous step.

Using AutoSum for Addition

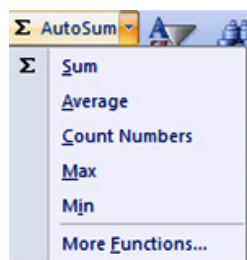
AUTOSUM is a built-in Excel formula for addition. AUTOSUM adds rows and columns of numbers and calculates the total

1. Highlight cells you want to add plus the last cell for the total
2. Click AUTOSUM button
3. Total appears in last cell
4. Look in formula bar fx to see formula



How to do math calculations in Excel

1) Use built-in general math formulas like AUTOSUM



Click on AUTOSUM menu for more built-in formulas
AVERAGE calculates the average value of the numbers in the row or column you highlighted

MAX notes the largest number and **MIN** the smallest number in the cells you highlighted

2) Write your own formulas

Every formula in Excel must start with = (the equal sign)

Use CELL NAMES and symbols in writing a formula =B3+C3+D3

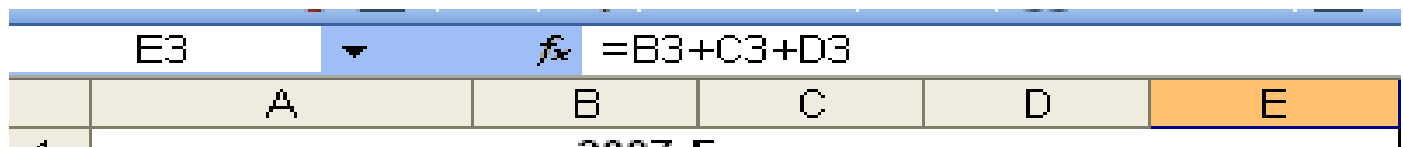
Type Formulas in the cell where you want the result to be

Example: Add Food expenses for July, August and September

Practice In cell E3, type this formula =B3+C3+D3

As you type, a colored box appears around each CELL NAME in formula, so you can check that the CELL NAMES are correct

The formula shows in cell E3 and also in the FORMULA BAR



Click Enter key on keyboard

Click in Cell E3 where you typed the Formula. Both the formula and the SUM result are stored there

How to write basic formulas



Addition =B3+C3

Subtraction =E8-E3

Multiplication =E8*4

NOTE--Some formulas can include a number value, instead of a CELL NAME

as a

Division =E6/E8

Copy formulas with AutoFill

Excel fills cells automatically to copy a formula, date, or number

FILL HANDLE Find the small black square in the lower right corner of the highlighted area and click for +

Grab the+ Fill Handle and drag your mouse to fill the formula in empty cells.

	E3				
	A	B	C	D	E
1	2007 Expenses				
2	EXPENSES	JAN	FEB	MAR	Q1
3	Medicine	\$ 100.00	\$ 100.00	\$ 100.00	\$ 300.00
4	Groceries	\$ 300.00	\$ 375.00	\$ 325.00	\$1,000.00
5	Gas	\$ 50.00	\$ 40.00	\$ 45.00	\$ 135.00
6	Entertainment	\$ 75.00	\$ 150.00	\$ 500.00	

Practice 5 Writing Math Formulas

Use Excel file from Practice 2 to answer the questions below
Use AutoSum, AutoFill or write a formula

- 1) Total expenses for each row
- 2) Total expenses for each column
- 3) Grand total expenses
- 4) Total expenses minus food expenses
- 5)

	A	B	C	D	E	F
1	2010 Home Expenses					
2	Expenses	JULY	AUG	SEPT	Q3	
3	Food	\$350	\$400	\$450	\$1,200	=e3/e8
4	Clothes	\$0	\$250	\$100	\$350	
5	Medicine	\$50	\$50	\$50	\$150	
6	Phone	\$100	\$125	\$125	\$350	
7	Entertainment	\$30	\$60	\$50	\$140	
8	TOTAL	\$530	\$885	\$775	\$2,190	
9						

Formatting in Excel

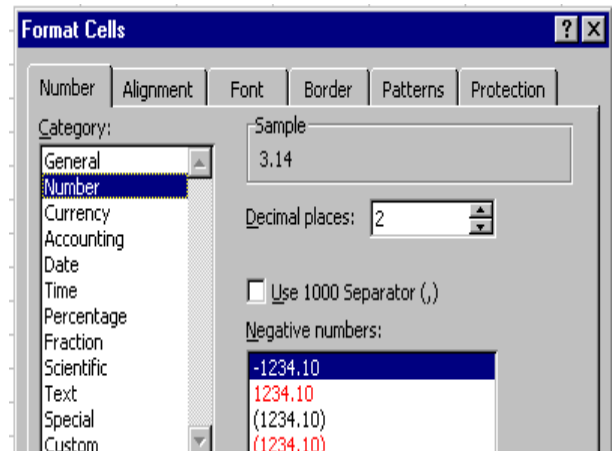
In Excel, you can change the font size, typestyle and color of your data .You can add Bold, Italics or different background colors

You can align data in the center, left or right



How to add \$ signs

- 1) Highlight all the cells to format
- 2) Click Format on top right
- 3) Select format cells
- 4) In Format window, click to



select Currency

5) Click OK to save changes and close

Centering data by Using the Formatting Toolbar

1. Move the cursor to cell you want to format.
2. Click the Center icon, which is located on the Formatting toolbar.



Practice 6 Formatting activities

Use the Excel file from Practice 5 to do activities below

- 1) Add dollar signs to all expense numbers
- 2) Add Bold formatting to data in Row 2.
- 3) Align Center all data in Row 2
- 4) In F3, enter the formula =e3/e8. The answer will be a decimal. Change the format of F3 to a percentage with 0 decimal places

How to Insert and delete

Insert a column

Insert a new column: Place cursor in cell directly to the right of where you would like the column. Click **Insert >> Columns**

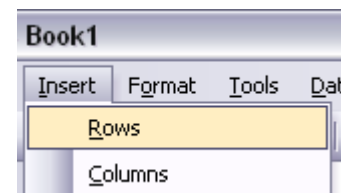
To insert a few columns, highlight the # of columns you want to add

Practice To insert 3 columns, highlight 3 columns and click insert

Insert a row

Insert a blank row: Place cursor right below where you want to add a row. Click **Insert >> Rows**

Insert multiple rows:: Place cursor as above, highlight the number of new rows needed and Click **Insert>> Rows**



TIP: Excel formulas or formatting are still okay after insert and delete

Delete a column or row

- 1) Highlight area to delete
- 2) Click Delete button on top and select Delete option

Practice 7 Inserting and Deleting practice

Use Excel file from Practice 6 for activities below

- 1) Insert 1 column between A and B. Label it June
- 2) Insert 2 columns between D and E.
- 3) Delete 1 of the columns added in 2)
- 4) Insert 1 row above entertainment. Label it School.
- 5) Use the undo (backwards blue arrow) to delete row added in 4)

How to Print

Check your Excel worksheet before you print it. You can do this in Print Preview

- 1) SAVE your work
- 2) Click File in top left corner
- 3) Select Print Preview
- 4) Click PAGE SETUP to change page layout from vertical to horizontal

Practice 8 Print an Excel worksheet

Use any saved Excel worksheet for these activities

- 1) Open Excel 2003
- 2) Open a saved document
- 3) Save the document
- 4) Click File menu top left to open print
- 5) Select print preview
- 6) View margins, change margins of document and save
- 7) Open Page Setup and change Print orientation
- 8) Click Print to send Excel document to your printer

You must have a printer attached to your computer, and printer software installed on your computer to be able to print

For More help and practice

Click on ? help button in top right corner of Excel screen

Microsoft has dozens of free Excel 2003 tutorials online

<http://office.microsoft.com/en-us/excel-help/CL010057150.aspx?CTT=97>

Baycon Group Excel 2003 tutorial

<http://www.baycongroup.com/excel2003/index.htm>

Free Excel 2003 Video Tutorials (visuals and text but no sound)

<http://www.free-training-tutorial.com/>

Goodwill Community Foundation Free computer tutorials

For English go to <http://www.gcflearnfree.org/excel2003>

Their Spanish website version of tutorials is being developed-check back