


Excel 2003: Basics

Opening Excel



Open Excel by double-clicking on the desktop icon (or single-click & press Enter on the keyboard). Or use Start>Programs>Microsoft Office>Excel or some combination of menus & sub-menus.

Close Excel by clicking on the X in the upper right.  Close the spreadsheet by clicking on the X below these buttons.

Characteristics of a Worksheet

A cell can contain up to 32,767 characters, but column width is only 255 characters.

A worksheet can contain up to 65,536 rows and up to 256 columns.

The number of worksheets in a workbook is restricted by available memory of the computer.

Adding More Worksheets

You can add more worksheets by using by right-clicking on the worksheet's tab and choosing Insert>Worksheet.

You can change the name of your worksheet by right-clicking on the worksheet's tab and choosing Rename. Worksheet names:

- Can be up to 31 characters in length.
- Cannot contain colons, slash marks, backslashes, question marks, or asterisks.
- Cannot be enclosed in square brackets.
- Cannot be the same as another sheet in the group.


Editing

When you open a new workbook, the cell A1 is active in the first worksheet.

You can start typing in that cell right away or you can move to another cell.

You can use the arrow keys or the mouse to select a cell.

Press Enter or leave the cell to put the information into the computer's memory.

You can use the Undo button  or Edit>Undo to undo the last 16 actions in your worksheet.

Using the Keyboard

Press the Enter button if you want to type in the cell below.

Press the Tab key if you want to type in the cell to the right.

Use Shft+Tab if you want to type in the cell to the left.

Use Shft+Enter if you want to type in the cell above.

You can edit individual characters in a cell by double-clicking the cell and selecting individual characters to edit. Within the cell, using these buttons will allow you to move in the cell.

Home	Moves the insertion point to the beginning of the cell entry.
End	Moves the insertion point to the end of the cell entry.
Right (→)	Moves the insertion point one character to the right in the cell entry.
Left (←)	Moves the insertion point one character to the left in the cell entry.
Backspace	Deletes characters or selected text to the left of the insertion point.
Delete	Deletes characters or selected text to the right of the insertion point.

Formulas

Examples of formulas:

=34567^2

=A1 + B5

=SUM(C7:W7)

=SQRT(8+1)

To create a formula, first select the cell where you want the result.

Type = in the formula bar to let Excel know that a formula is coming.

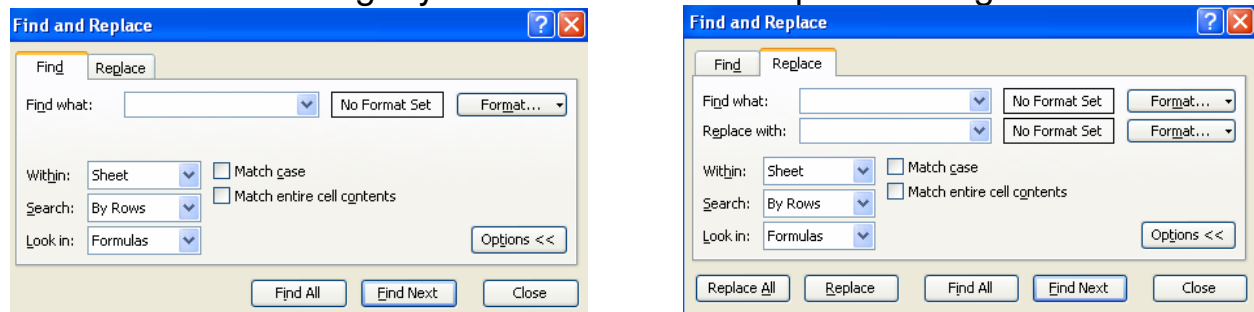
Type in operators and values. You can use cell or range references which are column first, then row.

Press the Enter key.

Finding and Replacing Information

You can use Edit>Find or Edit>Replace.

Either command will get you to the Find and Replace dialog box.



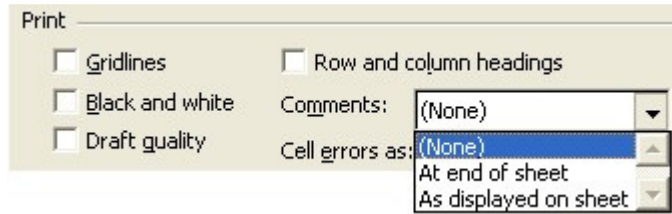
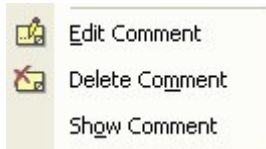
- In Find what, type the word, phrase, or number you are seeking. A question mark (?) matches any single character. An asterisk (*) matches any string of characters.
- In the Replace with, type what you want instead of what is found. If you leave this box blank, it will clear the phrase in the Find What box.
- In Within, choose Sheet or Workbook
- In Search, choose columns or rows. Searching by columns is usually faster.
- In Look in, choose formulas or values.
- Use Match case when you want to distinguish between uppercase and lowercase characters.
- Use Match entire cells only when you want to search for an exact and complete match of characters specified in the Find what text box. If this option is not selected, the Find feature will locate partial information.
- Click Find All to see a list of all incidents.
- Click Find Next to find the first or next incident in the table.
- Use Replace All if you want all incidents changed. Use Replace if you want to change each incident separately.

Inserting Comments

To insert a comment about a cell, click on the cell. Use Insert>Comment and type the information in the yellow box. (You can delete the name posted at the beginning of the note.) Click in another cell to close the comment. Notice that there is a red mark in the upper right of the cell with the comment. Comments are also available in the Reviewing Toolbar. To see this toolbar, use View>Toolbars and click on Reviewing.

Once a comment has been created, it can be modified. To change the comment text, right-click on the cell and use Edit Comment. Make changes in the comment box. To remove comment, right-click on the cell and use

Delete Comment. To have the comment continually showing, right-click on the cell and use Show Comment. To hide the comment, right-click on the cell and use Hide Comment.



To print comments, use File>Page Setup and go to the Sheet tab. In the “Print Comments:” area, click on the drop-down arrow and choose “At end of sheet” or “As displayed on sheet.”

Changing Column Width and Row Height

If you see a row of pound signs (#####) in the cell, the column is not wide enough to display the numerical value contained in that cell. To change the column width, use Format>Column>AutoFit Selection which adjusts the width of the column to the widest entry. (If you add other entries later, the width may need to be readjusted.)

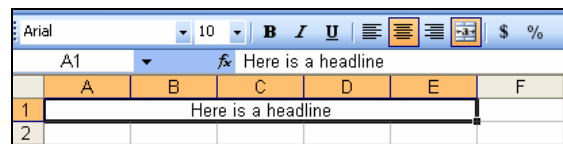
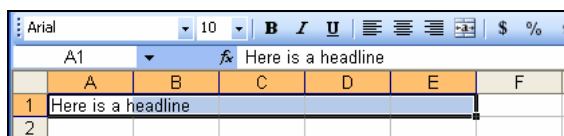
To change the row height, use Format>Row>AutoFit to adjust the height of the row to the tallest entry. (If you add other entries later, the height may need to be adjusted.)

Merge and Center




If you want a title to go across several columns, type the title in the left cell. Select all the cells that include the distance for the title. Click on the Merge & Center button.

Notice that in this example cell A1 is now enlarged to a width of 5 columns & the text is centered. (When you merge cells, the cells to the right of the first one, Cells B1, C1, D1, & E1, are inaccessible.)



Sorting

Excel provides database-sorting capacity. If there are rows of information, data can be sorted based on a certain column heading and the row information will stay together. For example, if there was a list of employees and you wanted to sort the list by birth dates, you could click anywhere in the Birthdate column, click on a sorting button,  and see the results of the sort.

Use Data>Sort to have more choices about sorting. If the list starts with a header row, the list can be sorted by the Header row name.



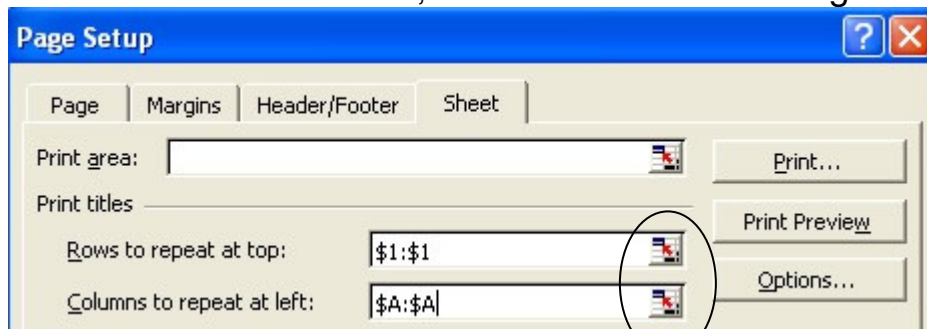
Here are the rules for sorting in ascending order. The rules for sorting in descending order are reversed for the first 3 rules.

- Numbers are sorted from the smallest negative number to the largest positive number.
- Dates and times are sorted based on their underlying value.
- Text and text that includes numbers is sorted as follows: 0 1 2 3 4 5 6 7 8 9 (space) ! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ ` { | } ~ A B C D E F G H I J K L M N O P Q R S T U V W X Y Z.
- All error values are equal and are not sorted.
- Blanks are always sorted last.

Printing Multiple Sheets with Repeated Row or Column

If you have information over multiple sheets and you want to keep track of information in the top row or left column, you can have that row or column repeated on every printed page.

Use File>Page Setup and go to the Sheet tab. Depending on whether a row or column is needed, click on the box at the right of the entry box.



Click on the row or column needed. It is usually the first row or the first column.

Click on Print Preview to see if the information is accurate. Then click on Print or OK.