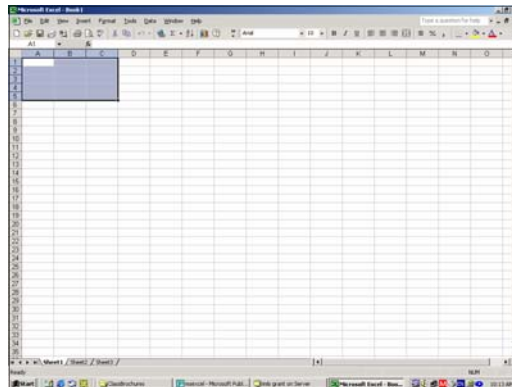


# Beginner's Guide to Microsoft Excel 2002

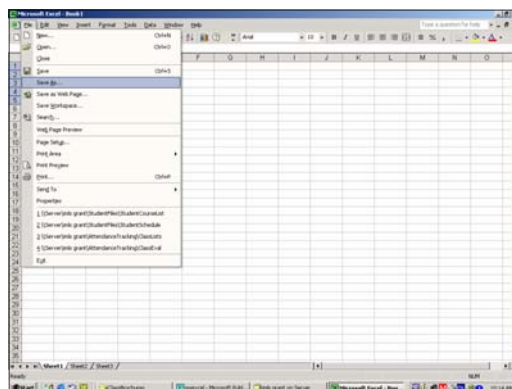
Microsoft Excel lets you create spreadsheets, which allow you to make budgets, track inventories, calculate profits, and design charts and graphs.

You can **move** the cursor either by using the mouse or by using the arrow keys on the keyboard.

1. Open **Start Menu**. Place arrow on Start icon and left click once.
2. Select **Programs** by moving the arrow to point on the word "programs"; a menu of various applications will appear to the right.
3. Move the arrow to point on **Microsoft Excel**, which highlights the text, then left click once to open the program.
4. A blank document should appear on your desktop as shown here.



5. To begin working with your document, it's good practice to give it a name and save it in a folder or wherever you prefer so you can easily find it.
6. To name your document, go to **File** menu, highlight **Save As** and left click once.

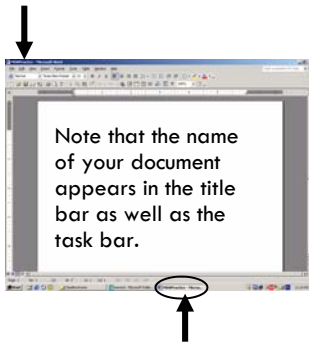


  
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### Quick Keys to Open Menus

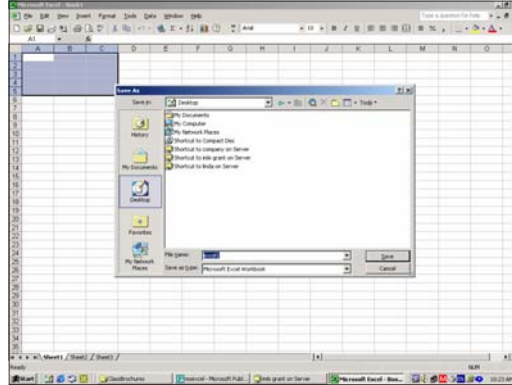
To use an Excel toolbar without the mouse, hold down **Alt** and press the underlined letter of the menu you would like to open. For example:  
Alt + T opens tools  
Alt + O opens format



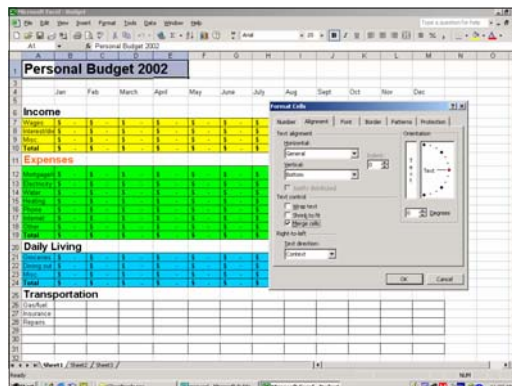
### Working with rows and columns

To adjust the height and width of rows and columns, go to the **Format** menu and select either Row or Column. A set of options will appear allowing you to specify size. You can also adjust sizes by placing your cursor on the row or column you wish to resize then holding down the left mouse button and dragging until the correct size is achieved.

7. A **Save As** window should appear as shown below.



8. At the top of the screen is a pull-down menu that allows you to select where you want to save your document. At the bottom of the screen is where you enter your **File Name**. After entering the name, click **Save** or hit the **Enter** key. For example, we have determined that we'll save the document to the desktop and name the file Excel1.
9. Now you can begin to work on your Excel document. (For this exercise we will be working with another document.)
10. Close the document you have just saved by clicking on the **X** at the top right, then open the file "Budget" located on the desktop.
11. A spreadsheet is divided into rows and columns. Each box is a **Cell** in which you store data, numbers, calculations, or words.
12. The first task you will perform will be to merge cells. Merging cells lets you group cells together and make them into one larger cell. Notice to the right side of the title, the black border is cut off. To make that show, select all of the cells that the title is in and merge them. To merge cells, go to the **Format** menu and select **Cells**. Click on the **Alignment** tab, and select **Merge Cells** under Text Control. Now do the same with all the other titles.

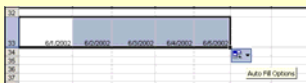


## NAVIGATING

To navigate in Excel, you need to learn two keys. The Tab key moves your cursor to the right. The Enter or Return key moves the cursor down one space. You can also use the arrow keys to get from one side to the other. And if you wish to not use your keyboard, the mouse is always an option.

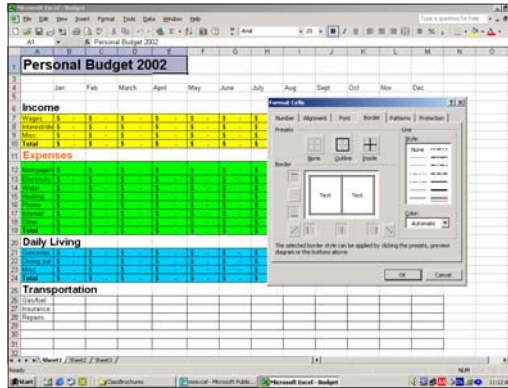
## SHORTCUTS

Excel has the ability to interpret certain functions that are often repeated. For example, you can enter the name of a month in a cell then highlight it and drag your cursor from the right corner of the cell across the row or down a column. The names of the months will appear sequentially.



You can do the same with dates, numbers, and intervals of dates and numbers. To define the interval, enter the first number/date in the cell and the second number/date in the next cell. Then highlight both cells, place the cursor on the right corner of the cell and drag to create a row or column.

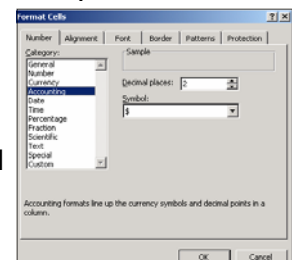
13. To make borders around the text, select the cells that you wish to put a border around. Go to the **Format** menu and select **Cells**. Click on the **Borders** tab. You can now customize the border using the options.



14. To practice entering data into cells, enter numbers in the cells in the green section on the worksheet. As you enter the data, you'll notice that the program is calculating the total for you. A formula to add the cells has been programmed.

15. In the Blue section you will learn how to do basic calculations with Excel. Fill out a few cells with numbers but leave the Total cells blank. Select the first Total cell, hit the = sign on your keyboard. When you hit the = sign you are telling Excel to do a calculation for you. Click the first cell you wish to calculate, hit the + key, then click the next cell you wish to add to the total, then repeat as necessary.

16. Now do the last section—Transportation—by yourself. The first step is to specify what kind of information you want in the cells. In this case, you want currency. Select the cells then go to the **Format** menu and select **Cells**; a dialog box will appear as shown to the right. Select the **Number** tab. A list of number options will appear. For this exercise, you are using **Accounting**. Make sure 2 is specified in the **Decimal** places box and the American currency symbol (\$) is selected in the **Symbol** box. Hit the OK button. The currency symbol should appear in the cells you selected. Next you should make it a different color. Select all the cells you wish to colorize and click on the **Fill Color** button on your toolbar. (It's next to the paint brush and looks like a paint bucket being tipped over.)



### FORMULA SHORTCUT

You can also add rows and columns by writing the formula as follows:  
 =sum(B12:B16)  
 (B is the column designation:  
 12 is the row designation)

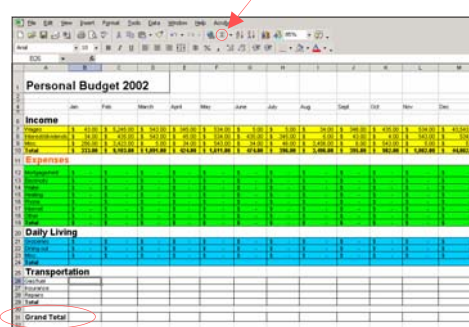
Excel also has a Quick Key on the toolbar for calculating rows and columns. It's the Greek symbol for summation  $\Sigma$ .

### SPLIT PANE/ FREEZE PANE

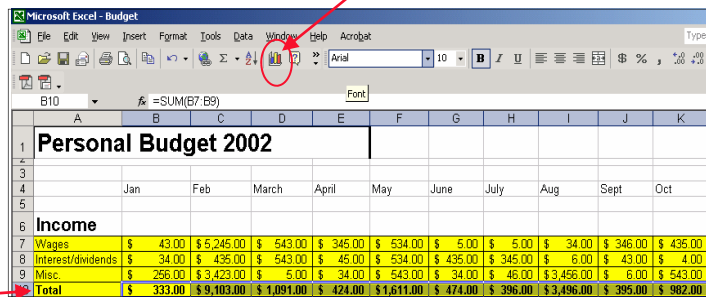
There are occasions when you need to view a spreadsheet so you can see column A next to column F. You can do this by using the Split Pane feature. Select the column you want to move, then go to **Split** under the **Window** menu; a gray bar appears to the left of the column. Hold down the left mouse button and drag the column where you want it to appear.

You may also want to be able to scroll through rows keeping one "frozen." Select the row below the row you want to keep stationary, then select **Freeze** from the **Window** menu. Use your scroll bar to scroll through the rows.

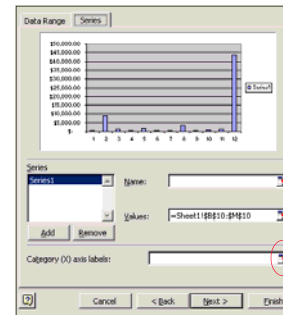
- Now that you've entered the data, you will create the Grand Total. Move a couple spaces down from your last entry and type Grand Total in big **Bold** letters. To make the type **Bold**, you select the text you wish to change and hit Ctrl-B on your keyboard or click on the **B** icon on your toolbar.



- In the cells to the right of the **Grand Total** you will enter the formula for the calculations. Select the first Grand Total cell, hit the = sign on your keyboard. Click the first cell you wish to calculate, hit the + key, then click the next cell you wish to add to the total, then repeat as necessary. The cells you are putting in the formula are only the **Total** cells of each categories.
- To create a chart, select the numeric information and click on the **Chart** icon on the toolbar. For this exercise, select the totals in the Income section.

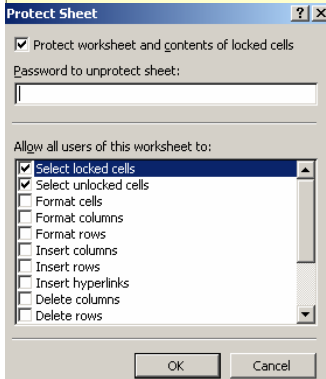


- A dialog box will appear with different choices of charts. For this exercise choose column chart. Hit the **Next** button.
- To label the X axis with month names, click on the **Series** tab. In the Category (X) axis labels box, click on the icon to the far right of the box.



## PROTECTING CELLS

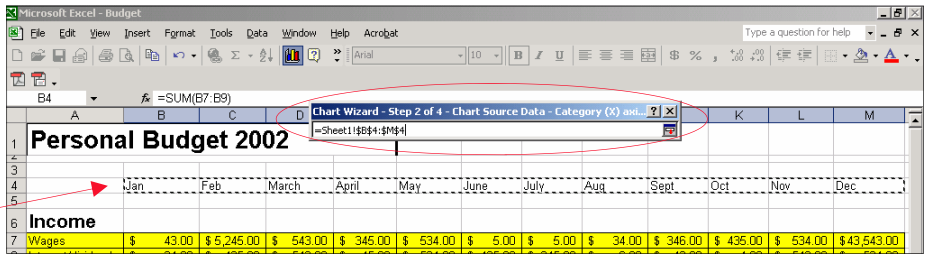
Excel offers various ways to protect worksheets. You can protect the entire worksheet by going to the **Tools** menu and selecting **Protection** and then **Protect Sheet**. The



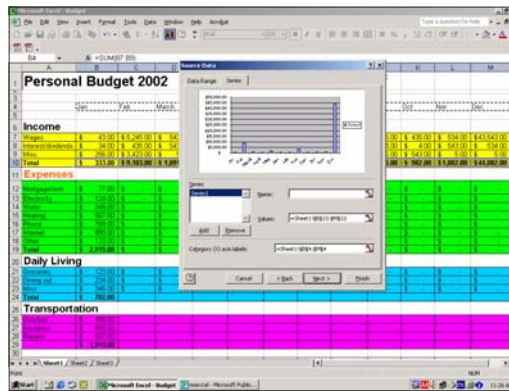
Protect Sheet dialog box lets you set user access. Select locked and unlocked cells is set as the default so users can see the formulas but not change the data. Hit OK if this is the level of access you want to allow users.

To protect certain cells, you need to first select the entire sheet, **Ctrl A**; the sheet should appear highlighted. Then go to the **Format** menu and select **Cells**. In the **Protection** tab UNCHECK Lock. Next, return to the sheet and select the cells you want to protect. Then go to the **Tools** menu, select **Protection** then **Protect Sheet** and hit OK.

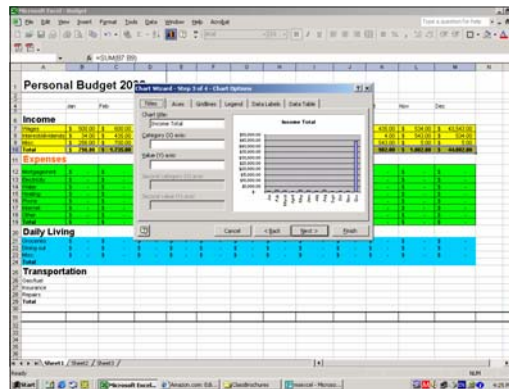
22. A small dialog box will appear. Select all the months; you will notice a formula appear in the dialog box. Close the dialog box.



23. Another dialog box will appear to preview the chart you've created. Click on the **Next** button to access the title bar and axis title dialog boxes. Enter the title name "Income Totals."

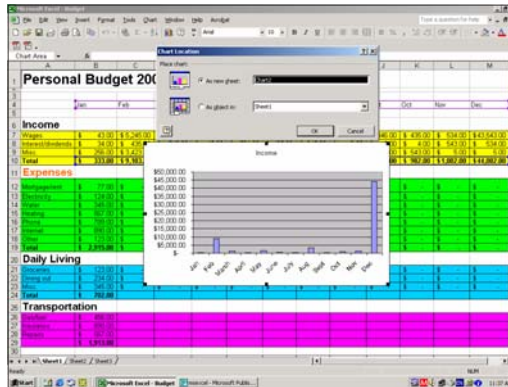


If you want to label the X and Y axes, enter the information in the box. To delete the legend information, select the **Legend** tab and uncheck the show legend box. To continue, click the **Next** button.



For more information about Microsoft Excel go to <http://www.usd.edu/trio/tut/excel/>

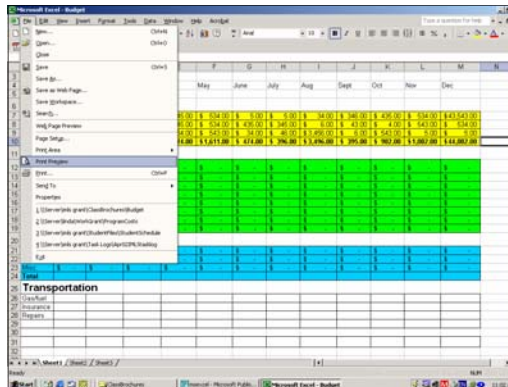
24. You can save the chart either as part of the worksheet or as a separate sheet. For this exercise, select **As new sheet**. Click **OK**. A tab that says **Chart 1** will appear on the bottom of the page next to the sheet tabs.



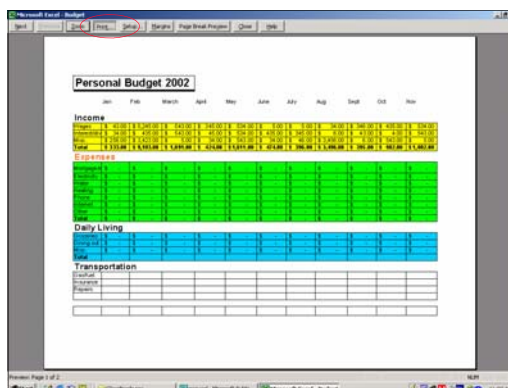
25. When you are completely finished, you may want to save the worksheet to your computer or you might wish to print it immediately. To save the document, select **Save** from the **File** menu.
26. Before printing your document it's always good to select **Print Preview** from the **File** menu.

### HELP!

All Microsoft programs come with a Help feature. If you get stuck, click on the Help menu and select **Show the Office Assistant**. The assistant will prompt you to ask a question and then provide a number of options. You can also type in a question in the box located in the upper right of the screen that says **Type in a question for help**.



27. If your document is free of errors, you can print directly from this dialog box by selecting the **Print** button at the top of the screen.



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