

01 - Microsoft Excel Basics

1. What is a Spreadsheet and what is Excel?

Excel is a powerful tool that you can use to create and format spreadsheets, and analyze and share information to make more informed decisions (source: Microsoft.com Excel Overview).

A spreadsheet is a grid of rows and columns.

1,048,576 rows X 16,384 columns.

Each cell can contain various types of information.

Excel is a multi-use computer application. You can use it to perform calculations (Calculation tab), create presentations (Presentation tab), and manage a database (Database tab).

2. Terminology

Workbook

Worksheet

Cell

Cell Address

Active cell

3. Overview of the Excel Interface

Ribbon & parts (tabs, groups)

(Additional ribbon tab(s) can appear depending on what's selected or what you're working on)

Name Box, Formula Bar

Spreadsheet Grid

Horizontal and Vertical Scrollbars

Worksheet tabs and Tab Navigation Buttons

Backstage View

4. Creating an Excel Workbook

4.1 Cells can contain:

1. Text (letters, characters, non-calculating numbers, symbols, any combination)
2. Numbers
3. Formulas / Equations

4.2 Basic Arithmetic Operators

- = (Formulas always start with an equals sign)
- + (addition)
- (subtraction)
- * (multiplication)
- / (division)

4.3 Create this Example:

Saratoga Springs City School District – 2011 Enrollment

	A	B	C	D	E	F	G	H
1	Saratoga Springs City School District							
2	2011 Enrollment							
3								
4	School				Enrollment		Percent of Total	
5	K - 5				2908		0.438282	
6	Maple Avenue Middle School				1665		0.250942	
7	Saratoga High School				2062		0.310776	
8	Total				6635			

5. Getting Help

Use the Internet