Introduction to Spreadsheets
Trent Watford – Tech Help

I. Introduction

A. Instructor Information

1. Trent Watford-Tech Help-Computer Training, Consulting, and Service.

   If you need assistance:

   a) 428-7226

   b) trent@techhelptraining.com

2. www.techhelptraining.com

B. Future Classes

C. This class is an introduction to basic concepts

II. Excel Essentials

A. What is a spreadsheet?

1. Your thoughts

2. Summary

   a) Software that is laid out in rows and columns

   b) Have data or formulas in cells

3. What would you like to do with Excel?

4. Samples

B. Basic concepts

1. Worksheet-one sheet

2. Workbook-group of sheets

3. Rows, columns

   a) Only see part of sheet

   b) How many rows and columns do you think there are in a spreadsheet?

4. Rows are labeled by numbers, columns by letters

5. Cells are individual boxes that can contain numbers, text, or formulas

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C. Parts of the screen

    1. Locate the following on your screen

        a) Menu

        b) Ribbon

        c) Scroll bars

        d) Name box, formula bar

        e) Sheet tabs

        f) View Buttons

        g) Zoom Bar

D. Moving around on the spreadsheet

    1. Type cell coordinates in Name Box z100 Type Hello

    2. Mouse-click on cell R77

    3. Use Arrow keys to move to T90

    4. Control Key (hold down and try arrow keys)

        a) +home takes you to A1

        b) +end takes you to lower right corner of the worksheet data

E. Cell click options---this is very important

    1. Try moving mouse around a cell. What different shapes does mouse change to?

    a) White plus sign--expands selection

    b) Cross with arrows--moves cell

    c) Black plus sign--extends series

F. Selecting cells

    1. Select row or column with mouse click on header

    2. Selecting a range

    a) Drag with your mouse
    b) Adjacent--Shift key
    c) Non-adjacent--Ctrl Key

G. Entering Data

    1. Types of data

    a) Letters or numbers

b) *Formulas--start with =*

2. *Entering*

   a) *Type word in a cell, how do you complete it to make it stick?*

      (1) Enter or return

      (2) Arrow key

      (3) Mouse
      (4) Check mark next to Name Box

   b) *Changing your mind*

      (1) Before you hit enter use Escape or x or undo button

   c) *What if you change your mind after you hit enter?*

      (1) Select cell and then delete key

      (2) Type over it
      (3) Undo button

Practice-Go back through the notes from points C to G and review on your own

H. Discoveries

1. *Discovery 1*

   a) **Type** "**this is cell** *number A-***one**" **in A1**

   b) **Now type** "**This is cell** *number B-***two**" **in B1,**

   c) *Tell me what happens and why*
   d) *Make the column wider*
      (1) Double click on the line between A and B
      (2) Drag the line over

2. *Discovery 2*

   a) *Type 25 in A2*

   b) *Now type '25 in A3*
   c) *What is different?*

3. *Discovery 3*

   a) *Type all the numbers 0 to 9 twice into D1*
   b) *Click on the comma button in the ribbon*
   c) *Make the column wider*

4. *Discovery 4*

   a) *Type January in E1*

   b) *Put your mouse on the lower right corner of the cell so you get a black plus sign*

        c) *Hold the left mouse button down and drag down to row 12*

        d) *What happens?*

    5. *Review*

I. Practice

    1. *Clear the whole spreadsheet*

        a) *Click on the box above 1, to highlight the whole sheet*

        b) *Then hit delete key*

    2. *Type "account" in A1*

    3. *In B1 type "January" and drag to the right to put all the months in*

    4. *In A2 to A4 type some names of budget areas, like rent, utilities, gas, etc.*

    5. *Put some numbers down for some of the months of January through May (**Don't type in a $**)*

    6. *In A5 put Total*

    7. *In N1 put Average*

J. Entering Functions

    1. *Use the AutoSum button to total Column B*

        a) *Click on the button*

        b) *If the dashed box is around the right numbers hit enter*

    2. *Use the fill handle to expand the formula to all the months*

        a) *Put your mouse on the lower right corner of the cell so you get a black plus sign*

        b) *Drag to the right to column M*

    3. *Put in the Average formula*

        a) *Click on the arrow next to the sum button and choose average*

        b) *Click on N2*

        c) *Use the fill button to copy the formula down.*

K. Saving your work

L. Page Layout

    1. *Print Area*

        a) *Highlight area you want to print*

        b) *Go to Page Layout*

        c) *Choose Print Area and set print area*

        d) *View the page in Page Layout mode*

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2. Page Title

   a) Click in the header section to type your header

   b) Click in the footer section and insert page numbers using the Header and Footer Tools menu

3. Orientation

   a) Portrait or Landscape

   b) Use the Page Layout menu to change

4. Scaling

   a) Go to Page Setup options and Page tab

   b) Under Scaling choose fit to 1 page wide by 1 page tall

5. Center Content on the Page
   a) Go to Page Setup

   b) Margin tab, vertical or horizontal
   c) View page in Print Preview

6. Practice

   a) Undo your changes
   b) Choose print area

   c) Put in a Title

   d) Change to Landscape

   e) Set scaling so it will fit on one page
   f) Center print on the page

M. Printing

1. File, Print

2. Check preview

P. Extra

1. Status Bar

   a) Highlight some numbers, then look at status bar
   b) Right click on status bar to see choices

2. Help

   a) Mouse over
   b) F1

   c) Click on question mark

3. Templates, File, New