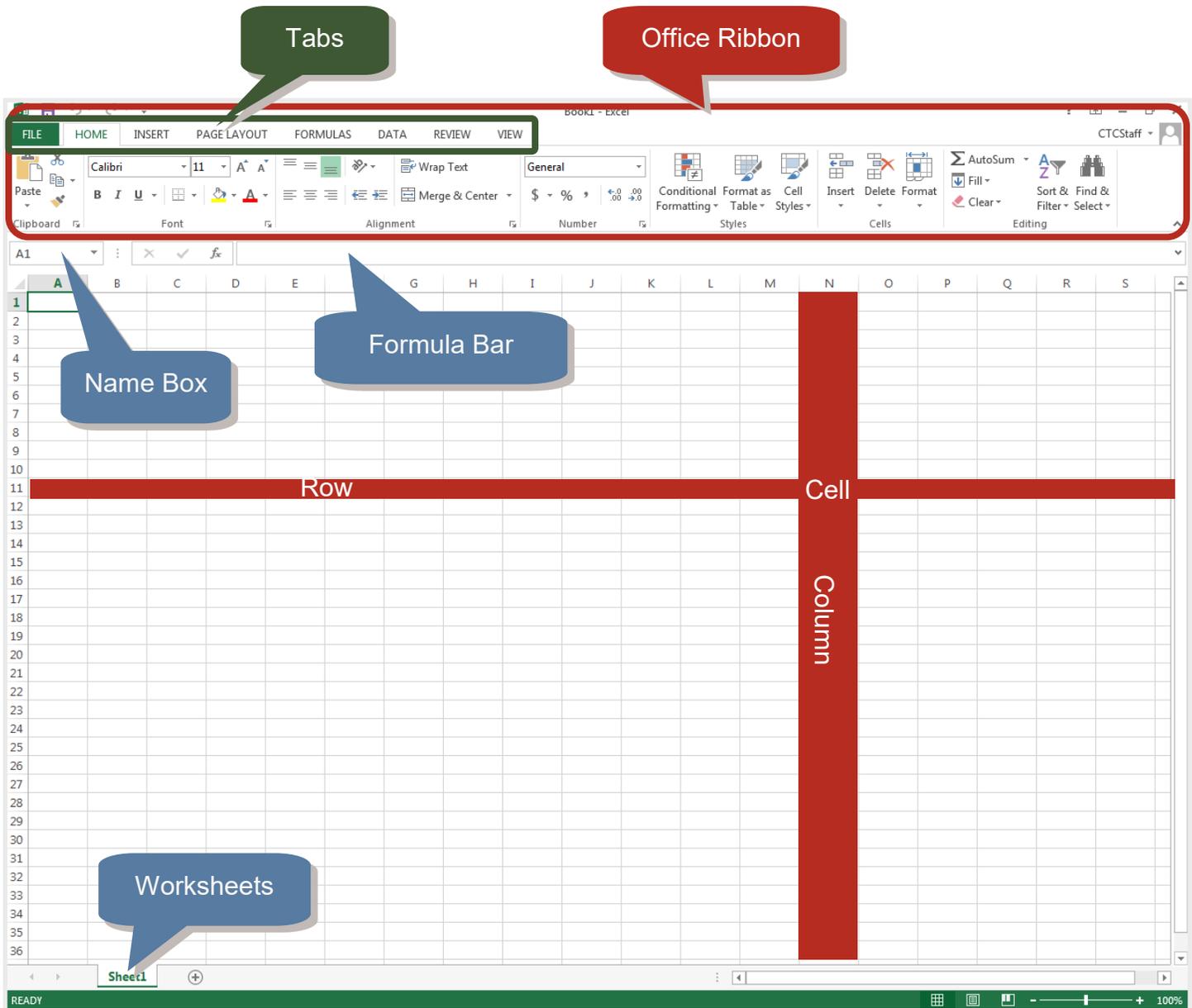


# Microsoft Excel: Basics

Handouts available at [glensidepld.org/technology](http://glensidepld.org/technology)



**Row:** all the cells going in a horizontal line across your worksheet, identified by a number.

**Column:** all the cells going in a vertical line down your worksheet, identified by a letter.

**Cell:** a unique location, identified by the intersection of the row number and column letter.

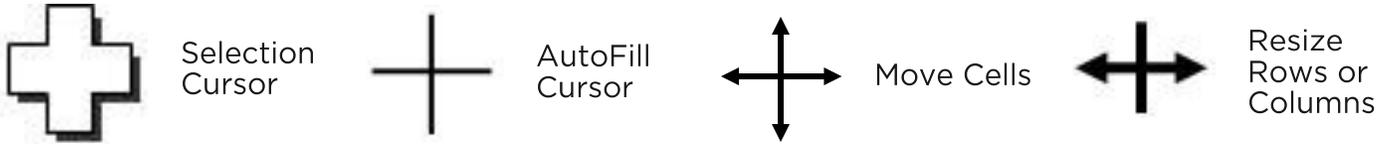
**Formula:** an equation placed in a cell to add, subtract, and perform other calculations.

**Workbook:** a single file of Excel.

**Worksheet or Spreadsheet:** a single page within a workbook.

## Cursors to Look Out For:

Different cursors allow you to access different features. These are commonly seen cursors.



## Autofill

Easily fill in repeating data or cycles Excel recognizes.

1 Type in your first value (number/date/month). Then press **Enter**. Click back into the cell.

2 Click on the **AutoFill handle** in the lower right corner of cell.

3 Drag across your columns or rows until you see the value where you want to stop.

## Formatting Cells

Cells can display values in a format you choose, e.g. 2000 versus \$2000.00.

1 Click and drag to select the range of cells you want to change.

2 Click on the dropdown menu in the Number grouping on the Home tab.

3 Click on the formatting style you want.

## Basic Math

Excel will do the math for you. Whenever you change a value that impacts the total, Excel will even automatically update the value in the cell.

**1** Click in the cell where you want the total to appear. Press the = key.

**2** Click in the cell with the first value you want to add. Press the + button.

**3** Click in the cell with the second value you want to add. Press the + key.

**4** You can add as many cells as you like. Press Enter when you are done.

**NOTICE:** Check the formula in the Formula Bar.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
4 Income												
5 Salary	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500
6 Interest	0	0	0	0	0	0	0	0	0	0	0	0
7 Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0
8 Income Total	=B5+B6+B7											
9												
10 Expenses												

## AutoSum

Excel can add together contiguous cells for you with just one button!

**1** Click in the cell where you want the total.

**2** Click on the AutoSum button.

**3** Verify that your marquee is surrounding the numbers you want to add. Then press Enter.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1 Personal Budget												
2												
3												
4												
5												
6												
7												
8												
9												
10 Expense												
11 Housing												
12 Rent	700.00	700.00										
13 Insurance	70.00	70.00										
14 Utilities	75.00	75.00	75.00	75.00								
15 Housing Total	=SUM(B12:B14)											
16												

