## **Excel Tip Sheets**

Part I: Create, Save, and Open	
<ul> <li>To start Excel,</li> <li>Click on Start.</li> <li>Choose All Programs &gt; Microsoft Office &gt; Microsoft Office Excel 2003.</li> </ul>	<ul> <li>To open a workbook,</li> <li>Click on File &gt; Open</li> <li>OR click the Open button on the standard toolbar.</li> <li>Locate and select the workbook to be opened.</li> <li>Click on Open.</li> </ul>
<ul> <li>To navigate a workbook,</li> <li>Up Arrow moves the cell pointer up one cell at a time.</li> <li>Down Arrow moves the cell pointer down one arrow at a time.</li> <li>Home moves the pointer to the beginning of the row.</li> <li>Page Up moves the cell pointer up one screen.</li> <li>Page Down moves the cell pointer down one screen.</li> <li>Control + Home moves the cell pointer to Cell A1.</li> <li>Control + End moves the cell pointer to the last cell with data in the worksheet.</li> </ul>	<ul> <li>To save a workbook,</li> <li>Click on File &gt; Save or click the Save icon.</li> <li>Key the name of the file in the file name box.</li> <li>Click on Save.</li> </ul>
<ul> <li>Open the workbook and make changes.</li> <li>Click on File and choose "Save as."</li> <li>Key a new name in the file name box.</li> <li>Click on Save.</li> </ul>	<ul> <li>Click on File &gt; Close.</li> <li>If the file was not saved, respond to the prompted message.</li> </ul>
Part II: Enter and Edit Data, Select and Adjust Co	olumns, and Cut, Copy, and Paste
<ul> <li>To enter data,</li> <li>Click in a cell.</li> <li>Key text or numbers.</li> <li>Touch the tab or an arrow key to accept the data.</li> </ul>	<ul> <li>To edit cell content,</li> <li>Click on the cell with the content.</li> <li>Click in the formula bar </li> <li>Click in the formula bar </li> <li>Enter or touch the arrow key.</li> </ul>
<ul> <li>To use AutoFill,</li> <li>Key the first value in a cell.</li> <li>Drag the fill handle to select the cells to be filled.</li> <li>Click the Options drop-down list and select the desired option from the smart tag.</li> </ul>	<ul> <li>To insert rows and columns,</li> <li>Select the columns or rows to be inserted.</li> <li>Click on Edit &gt; Insert Row(s) or Column(s)</li> <li>OR right-click and select Insert.</li> </ul>
<ul> <li>To delete rows and columns,</li> <li>Select the columns or rows to be deleted.</li> <li>Click on Edit &gt; Delete</li> <li>OR right-click and select Delete.</li> </ul>	<ul> <li>To adjust row height,</li> <li>Place the mouse pointer on the line</li> <li>between rows</li> <li>Drag the mouse to adjust the height</li> <li>OR double-click to AutoFit.</li> </ul>

<ul> <li>To adjust column width,</li> <li>Place the mouse pointer on the line between columns</li> <li>Drag the mouse to adjust the width</li> <li>OR double-click to AutoFit.</li> <li>To adjust all columns to AutoFit,</li> <li>Click on the Select All A button (the block to the left of column A).</li> <li>Double-click any one of the lines between columns to AutoFit all columns.</li> </ul>	<ul> <li>To select cells, row(s), and column(s),</li> <li>Click on a cell to select a single cell.</li> <li>Click on the first cell, hold the shift key, and click on the last cell to select contiguous cells.</li> <li>Click on the first cell, hold the control key, and click on other cells to select noncontiguous cells.</li> <li>Click on the row header (1, 2, 3, etc.) to select a row.</li> <li>Click on the column header (A, B, C, etc.) to select a column.</li> </ul>
<ul> <li>To cut,</li> <li>Select the cells with data to be cut.</li> <li>Click on the cut  button or click on Edit &gt; Cut or use the CTRL+X key combination.</li> </ul>	<ul> <li>To copy,</li> <li>Select the cells with data to be copied.</li> <li>Click on the copy button or click Edit &gt; Copy or use the CTRL+C key combination.</li> </ul>
<ul> <li>To paste,</li> <li>Click in the location where the data is to be pasted.</li> <li>Click the paste button or click on Edit &gt; Paste or use the CTRL+V key combination.</li> <li>Part III: Formulas and AutoSum Functions</li> <li>To create a formula with a relative reference,</li> <li>Select the cell where the result of the formula is to appear.</li> <li>Click the first cell to be included in the formula.</li> <li>Type the math operator.</li> <li>Click the second cell to be included in the formula. Repeat until the formula is complete.</li> <li>Touch Enter.</li> </ul>	<ul> <li>To create a formula with an absolute reference,</li> <li>Select the cell where the result of the formula is to appear.</li> <li>Click the first cell to be included in the formula.</li> <li>Touch the F4 key (or key a \$) to make the reference absolute. Continue touching the F4 key to change references: for example, from \$A\$1 to A\$1 to \$A1 to A1.</li> <li>Type the math operator.</li> <li>Repeat until the formula is complete.</li> <li>Touch Enter.</li> </ul>
<ul> <li>To use the AutoSum functions,</li> <li>Click in the cell where the result is to appear.</li> <li>Click the AutoSum ∑ → button.</li> <li>Select the correct range, if not already selected.</li> <li>Click the drop-down list and select the desired function: sum, average, count, maximum, or minimum.</li> <li>Touch Enter.</li> </ul>	To understand math operators, * multiplication / division + addition - subtraction ( ) performs calculation first

Part IV: Format, Create a Chart, Sort and Filter, F	Freeze Pane, Header and Footer, and Print	
Format		
<ul> <li>To assign fonts,</li> <li>Select the text.</li> <li>Click on Format &gt; Font or click the Font drop-down list Arial ▼ on the formatting toolbar.</li> <li>Select a font.</li> <li>To change font size,</li> <li>Select the text.</li> <li>Click on Format &gt; Font and select the font size OR click the Font Size 10 ▼ drop-down arrow on the formatting toolbar.</li> </ul>	<ul> <li>To add a border,</li> <li>Select the cells to be bordered.</li> <li>Click on Format &gt; Cells.</li> <li>Click the Border tab</li> <li>OR click the Borders drop-down arrow</li> <li>on the formatting toolbar.</li> <li>Choose the desired border style.</li> </ul>	
<ul> <li>To merge and center,</li> <li>Select the row of cells to be merged.</li> <li>Click the Merge and Center button an the formatting toolbar.</li> </ul>	<ul> <li>To apply number styles,</li> <li>Select the cell with numbers to be formatted.</li> <li>Click the style buttons on the formatting toolbar: Comma , Currency , or Percent %. You can also increase or decrease the number of decimals</li></ul>	
<ul> <li>To apply fills,</li> <li>Select the cells to be filled.</li> <li>Click on Format &gt; Cells.</li> <li>Click on the Patterns tab</li> <li>OR click the Fill Color r drop-down arrow on the formatting toolbar.</li> <li>Select the desired fill color.</li> <li>Click OK.</li> </ul>	<ul> <li>To change alignment,</li> <li>Select the cell, row, or column.</li> <li>Click on Format &gt; Cells. Click the Alignment tab.</li> <li>Select the alignment options</li> <li>OR click the alignment buttons</li> <li>Image: Image: I</li></ul>	
To AutoFormat, Select the cells to be formatted. Click on Format > AutoFormat. Select a format. Click OK.		
Create a Chart		
<ul> <li>To create a chart,</li> <li>Select the range of data for the chart.</li> <li>Click on Insert &gt; Chart or click the Chart Wizard button.</li> <li>Select the chart type and click the Next button.</li> <li>Select the Chart Source Data options and click the Next button.</li> <li>Select the Chart Options and click the Next button.</li> <li>Select the Chart location.</li> <li>Click the Finish button.</li> </ul>		
Sort and Filter		

<ul> <li>To sort data using the sort ascending and sort descending buttons,</li> <li>Select any cell in the column to be sorted.</li> <li>Click the Sort Ascending  or Sort Descending  button on the standard toolbar.</li> </ul>	<ul> <li>To sort data with multiple criteria,</li> <li>Select any cell in the column to be sorted.</li> <li>Click on Data &gt; Sort.</li> <li>Select the column name for the first (primary) sort and choose Ascending or Descending.</li> <li>Select the column name for the secondary sort and choose Ascending or Descending.</li> <li>Repeat for a third sort, if necessary.</li> <li>Click OK.</li> </ul>
To filter,	
<ul> <li>Select any cell in the list.</li> <li>Click on Data &gt; Filter &gt; AutoFilter.</li> </ul>	
<ul> <li>Click the drop-down arrow in the column</li> </ul>	
to be filtered.	
<ul> <li>Select the AutoFilter criteria.</li> </ul>	
<ul> <li>To clear the list click on Data &gt; Filter &gt;</li> </ul>	
Show All.	
Freeze Panes, Header and Footer, and Print	
To freeze panes,	To unfreeze panes,
<ul> <li>Click in the cell below and to the right of the neuron that are to be frame.</li> </ul>	<ul> <li>Click on Window &gt; Unfreeze Panes.</li> </ul>
<ul> <li>the panes that are to be frozen.</li> <li>Click on Window &gt; Freeze Panes.</li> </ul>	
To add a header or footer,	To print,
<ul> <li>Click on View &gt; Header and Footer.</li> </ul>	<ul> <li>Select the area to be printed.</li> </ul>
Click on Custom Header or Custom	<ul> <li>Click on File &gt; Print Area &gt; Set Print</li> </ul>
Footer.	Area.
<ul> <li>Enter and format text and insert codes</li> </ul>	<ul> <li>Click on File &gt; Print.</li> </ul>
using the buttons provided.	Choose Print Range and Print What and
Click on Print Preview to see how the	Number of Copies.
header will print.	Click OK.
Click on OK.	