Technical Assistance:

- Website: http://help.asu.edu
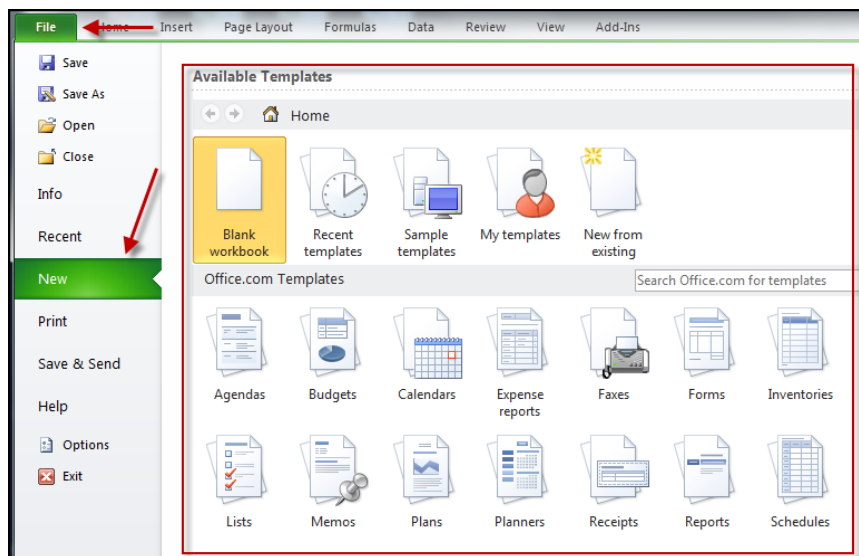
- Help Desk Phone: 1.855.278.5080 (24/7 support)

Instruction

1. **Create a spreadsheet including starting from scratch or template**

   - When you start excel, it opens in an empty workbook. Most of us start there.

   - If you click the **File** menu, then **New**, you will see helpful templates for common office tasks.

2. **Add headings and data**

   - "Headings" in Excel are really one or more rows that you freeze in place so that when you scroll down, they remain visible. You can do this with the **View** menu, then click on **Freeze Panes** and choose whether to freeze the top row, first column or both.
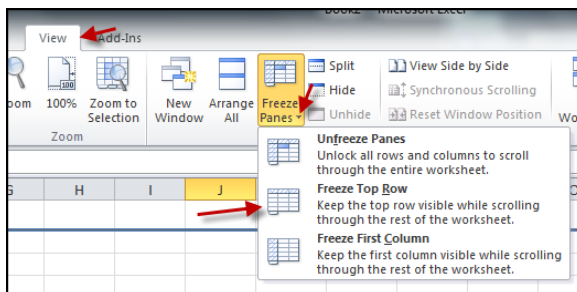
- Change the format of any entire row or column, by selecting the entire row (click on the number to the left of the row) then click on the Home tab and select the format you want for the cells.
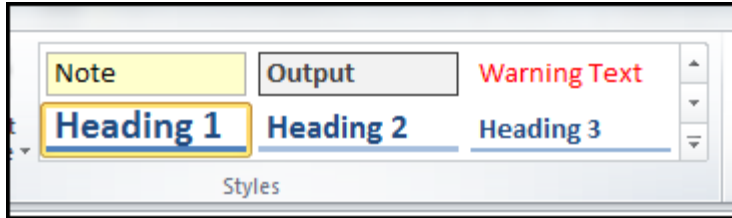
EXERCISE: Choose to freeze the first row, and apply the "heading 1" style to all of the cells in the first row.

Adding data:

Typing data is quick and simple

- o **Press Enter** to go to the next cell down.

- o **Press Tab** to go to the next cell to the left

- o **Press ALT-Tab** to put a hard return into a cell (for multiple lines inside one cell)

**Exercise:** add a couple rows of data to your spread sheet.

3. **Change the format of the cells**

You can have Excel format columns of numbers or text automatically for you. Click the **home** tab and then choose the down arrow under the **numbers** section. Then select the way that you want the cells to appear.
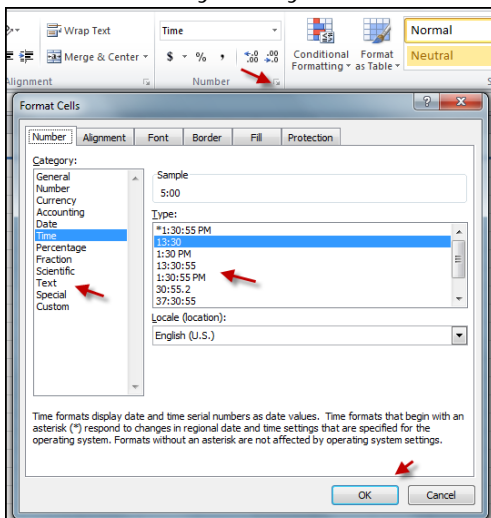
Exercise: Select the time values for one of the columns and format the cells to use one of the "time" formats.

- You can also format cells by using the **Styles** section of the **home** tab.

- You can use the conditional formatting to apply color or font differences depending on the content. Click on the **Conditional formatting** on the **home** tab.
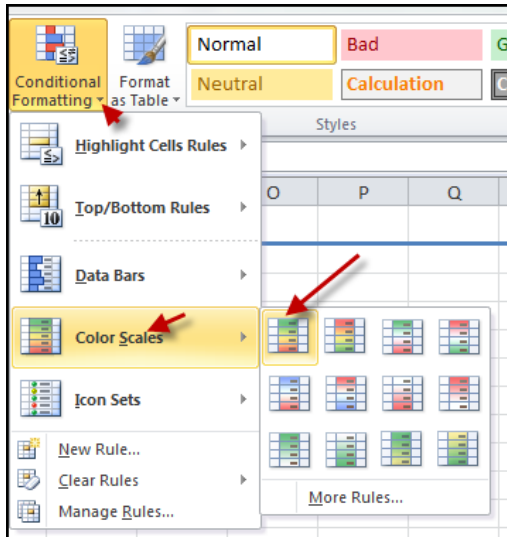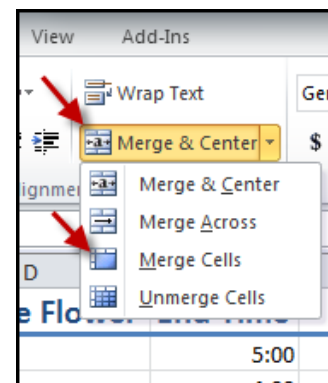

Exercise: Select the "end times" column and hover over the different color scales, data bars and Icon sets.

4. **Size your cells (rows and columns)**

- Drag the line between any two columns or rows to expand that row or column.

- Double click on the line between the column or the row to auto size the rows or columns that you have selected.
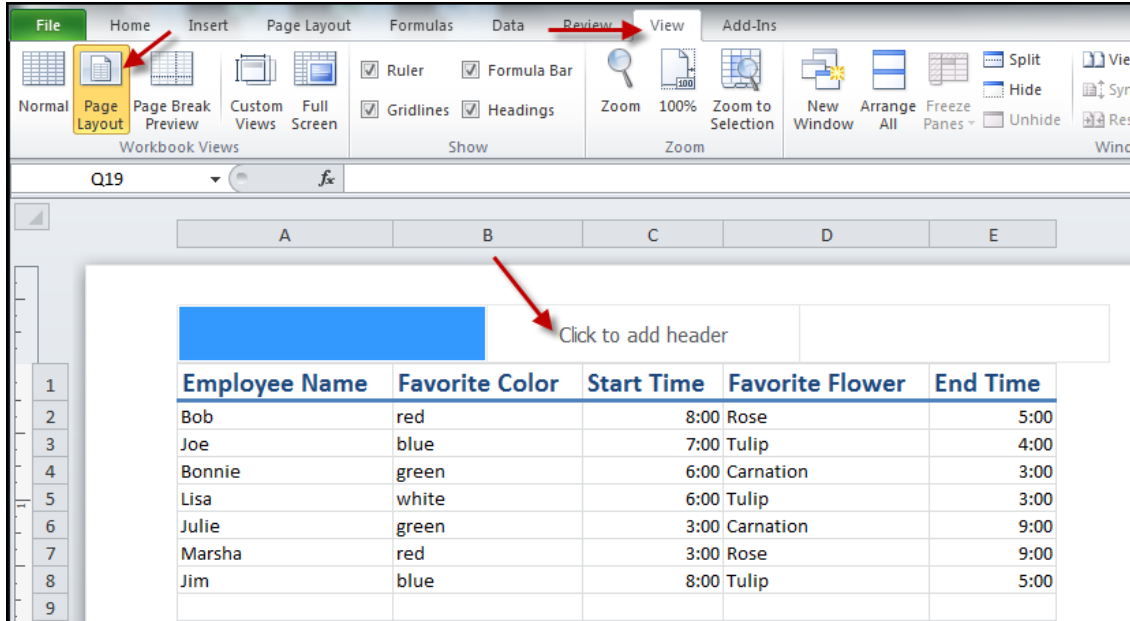

You can also merge cells from the **home** tab. Selected cells become one cell – you can also un-merge cells from the same menu.

5. **Create headers/footers**

- Headers and footers apply to printing. To add headers and footers, click on the **View** tab and choose **Page Layout**. Then click on the headers or footers to change them.
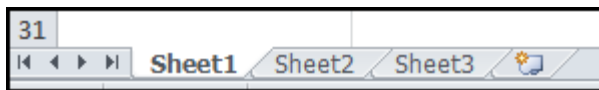

- You can also precisely control where the page breaks happen in your data using the **page break preview** item.

**Exercise:** Add a header and footer to your excel file.

6. **Navigate a workbook (Excel file)**

- An excel file is really a workbook – a series of worksheets, separated by tabs. You can see the different tabs at the bottom of the screen.

7. **Add spreadsheets (or tabs)**

- Add a spreadsheet right clicking on the sheet next to where you want the new sheet and choosing **insert**. Change the name of any worksheet choosing **rename** from the menu. You can also change the worksheet order or copy a worksheet using the **Move or Copy** command.
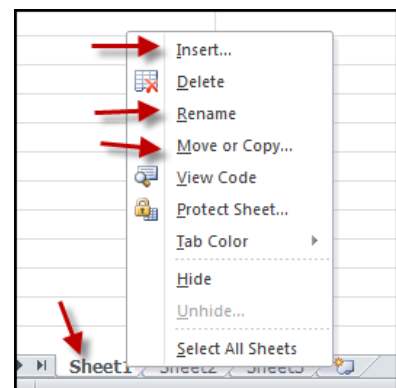

Exercise: Rename "Sheet 2", delete "Sheet 3" add a new sheet 3 with a new name.

8. **Fill cells with sequential data**

There are several ways to quickly put data into a multiple cells.

- **Series**

    o Excel can autofill any set of cells with increasing values: (numbers, months, days, etc). To do this:

        1. Type a value in a cell.

        2. Hover over the bottom, right corner of the cell. (the cursor should turn into a plus (+) sign.

        3. Drag down or sideways to select the number of cells in the series

        4. If the cells fill in with the same value, click the autofill icon and choose "Fill series".
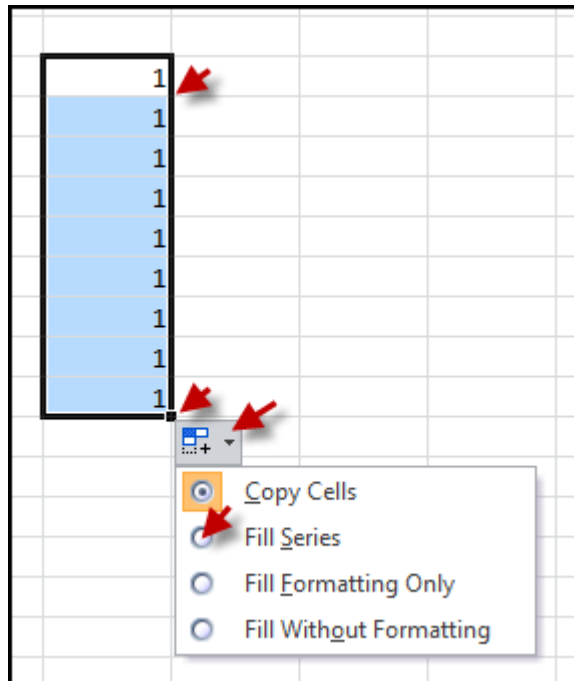
Exercise: Select a cell in the practice worksheet and create a list of the numbers from 1-10 using the above technique.

- **Fill Down**

  Using the fill down method, you can copy the contents of one cell into many other cells directly below, above or to the side of a value. To do this:

  1. Type a value in a cell:

  2. Select that cell and the cells that you want to copy that information into.

  3. Press CTRL-D on your keyboard. The value should copy into the selected cells.

  Exercise: Type a word in an empty cell, and use CTRL-D to copy that value into 10 adjacent cells.

- **Copy and Paste**

  You can do a similar process using copying and pasting. To do this:

  1. Type a value in a cell

  2. Click on the cell to select it

  3. Copy the contents (CTRL-C)

  4. Select the cells that you want to copy the value into.

  5. Press CTRL V (for Paste)

  Exercise: Type a word in an empty cell, and use copy and paste to copy that value into 10 other cells.

9. **Create basic formulas (add, subtract, multiply, divide, SUM, ordering)**

   You can do very powerful calculations using Excel. Any time you want to calculate a value, you can insert a formula. Excel 2010 offers some quick formulas.

   Let's say you have a column of numbers. You can quickly add them, average them and do several other arithmetic actions by using the AutoSum feature at the far right end of the **home** tab.

   1. Select the cells

   2. Click on the down arrow next to Autosum button and select your action.
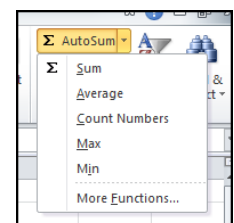
NOTE: your calculated value will appear at the bottom of your list of cells.

Exercise: Highlight the column with the number of days worked last month on the practice spreadsheet. Use the Autosum feature to find the average number of days.

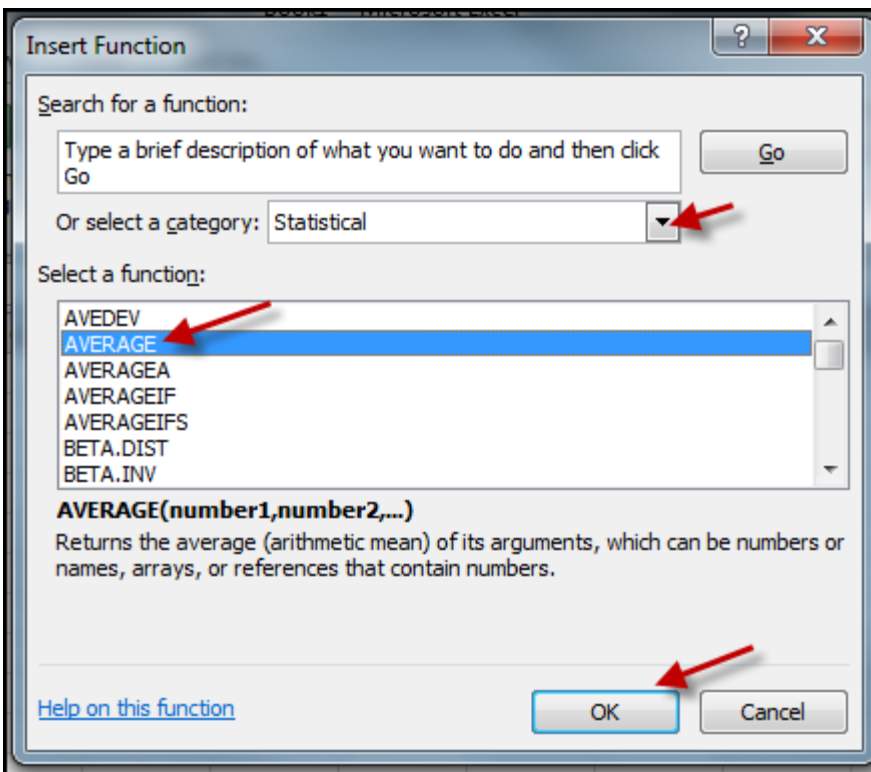You can also insert a formula anywhere on the page.
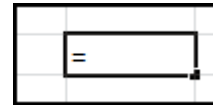
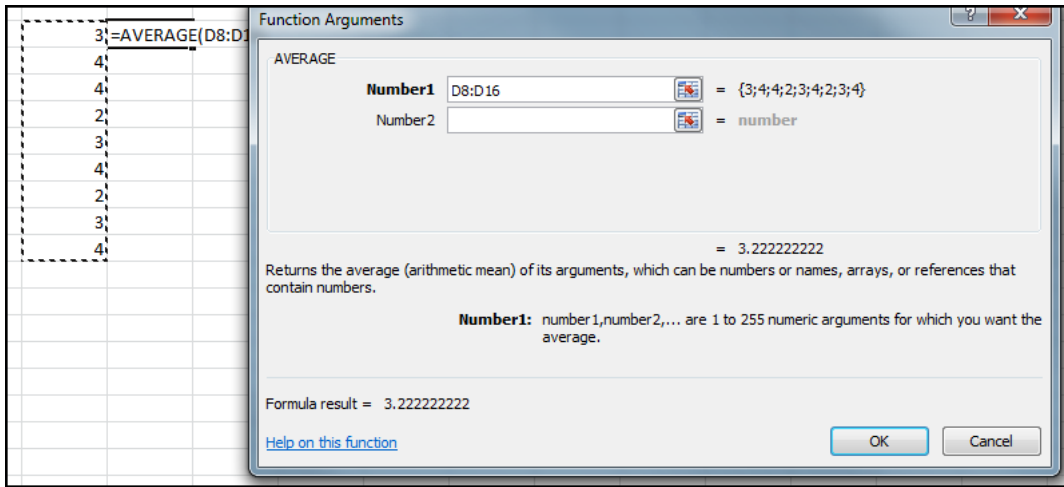Go to any cell on a page and type the = character

Click on the **Insert Function** button on the **Formula** tab. Search for a function or choose a category to help you find the function you want to insert.
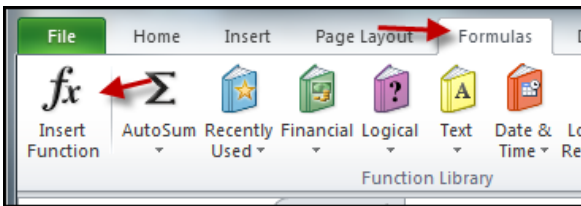
Click on the function you want to insert. Click OK.

Select the cells that you want to use in the calculation.

Click **OK**

You can also copy cells that have formulas in them. When you do this, Excel will adjust the range of the formula as makes sense to the new copy of the formula.

Exercise: Average the "number of hours worked" using the above technique.

10. Print your entire workbook, individual spreadsheets or a selected range

To print your workbook, click on the **File** menu and select the **Print** function.