Microsoft® Office 2013

First Course · Second Course · Third Course

Excel 2013
UNIT A

Getting Started with Excel 2013

Objectives

- Understand spreadsheet software

- Identify Excel 2013 window components

- Understand formulas

- Enter labels and values and use the AutoSum button

Objectives

- Edit cell entries
- Enter and edit a simple formula
- Switch worksheet views
- Choose print options

Understand Spreadsheet Software

- Microsoft Excel is an electronic spreadsheet program
  - An electronic spreadsheet program allows you to perform numeric calculations
  - The spreadsheet is called a worksheet
    - Individual worksheets are stored in a workbook which is the Excel file

Understand Spreadsheet Software

- Advantages of using Excel
    - Enter data quickly and accurately
    - Recalculate data easily
    - Perform what-if analysis
    - Change the appearance of information
    - Create charts
    - Share information
    - Build on previous work

Understand Spreadsheet Software

Excel worksheet

3-D pie chart
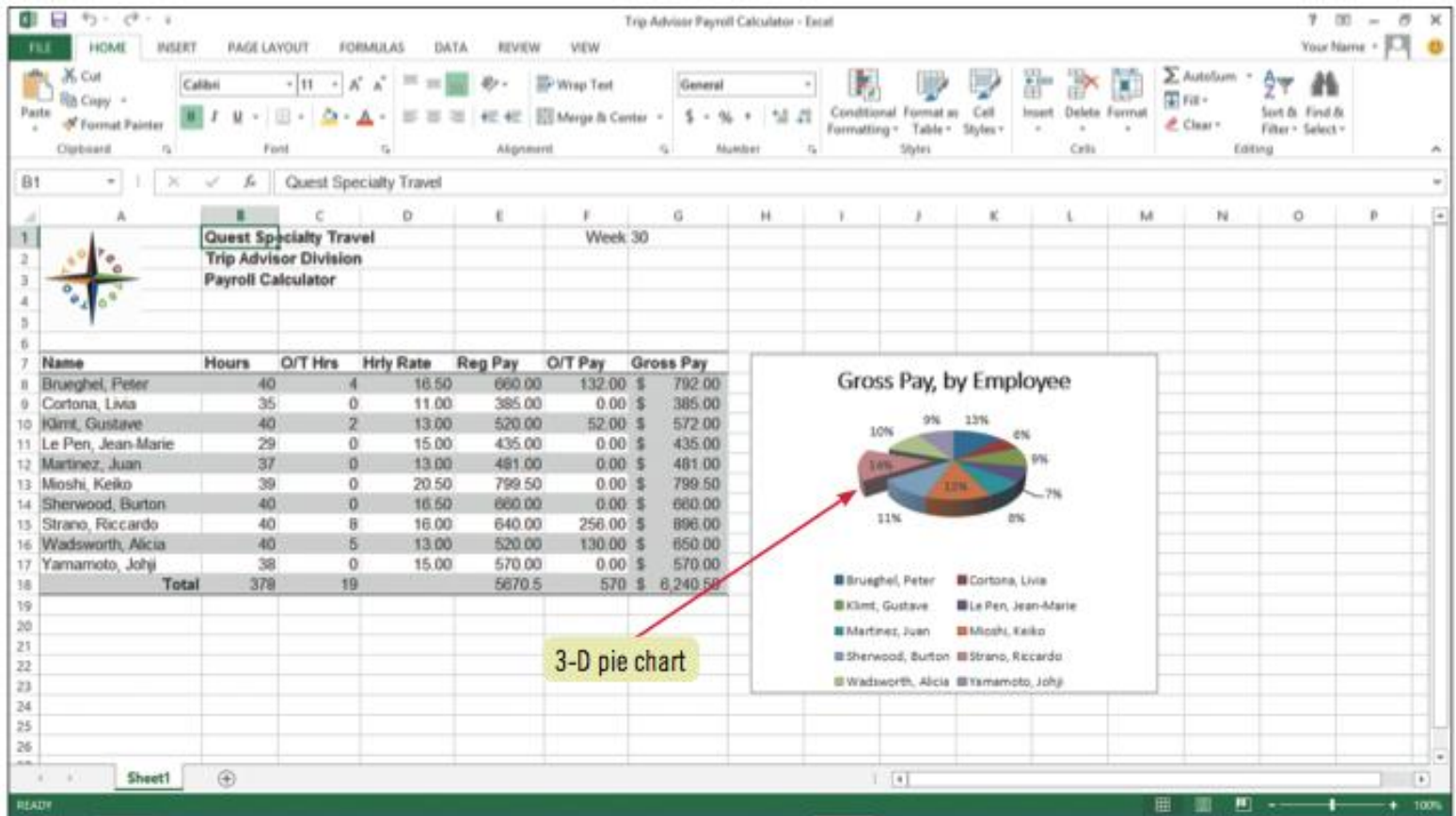
Understand Spreadsheet Software

- The Name box displays the active cell address

- The formula bar allows you to enter or edit data in the worksheet

- The intersection of a row and a column is called a cell

Identify Excel 2013 Window Components

- Each cell has its own unique location called a cell address

- The cell in which you are working is called the active cell

- Sheet tabs let you switch from sheet to sheet in a workbook

Identify Excel 2013 Window Components

- The status bar provides a brief description of the active command or task in progress
- The mode indicator provides additional information about certain tasks

Identify Excel 2013 Window Components

- ## Selected range

Understand Formulas

- Formulas are equations in a worksheet

- When creating calculations in Excel, it is important to:
  - Know where the formulas should be
  - Know exactly what cells and arithmetic operations are needed

Understand Formulas

- When creating calculations in Excel, it is important to:
  - Create formulas with care
  - Use cell references rather than values
  - Determine what calculations will be needed

Understand Formulas

Viewing a Formula

Understand Formulas

Excel arithmetic operators

operator	purpose	example
+	Addition	=A5+A7
-	Subtraction or negation	=A5-10
*	Multiplication	=A5*A7
/	Division	=A5/A7
%	Percent	=35%
^ (caret)	Exponent	=6^2 (same as 6^2)

Enter Labels and Values and Use the AutoSum Button

- Labels contain text and numerical information not used in calculations

- Values are numbers, formulas, and functions that can be used in calculations

- A function is a built-in formula
  - A function includes arguments, the information necessary for the calculation

Enter Labels and Values and Use the AutoSum Button

- Clicking the Sum button sums the adjacent range above or to the left, though you can adjust the range
- The fill handle fills cells based on the first number sequence in the range

Enter Labels and Values and Use the AutoSum Button

Creating a formula using the AutoSum button

Edit Cell Entries

- You can change, or edit, the contents of an active cell at any time

- To edit the contents of the active cell:
  - Double-click the cell, or
  - Click in the formula bar, or
  - Just start typing

- Excel switches to Edit mode when you are making cell entries

Editing Cell Entries

Worksheet in Edit mode

Editing Cell Entries

Common pointers in Excel

name	pointer	use to	visible over the
Normal		Select a cell or range; indicates Ready mode	Active worksheet
Fill handle	+	Copy cell contents to adjacent cells	Lower-right corner of the active cell or range
I-beam	I	Edit cell contents in active cell or formula bar	Active cell in Edit mode or over the formula bar
Move		Change the location of the selected cell(s)	Perimeter of the active cell(s)
Copy		Create a duplicate of the selected cell(s)	Perimeter of the active cell(s) when [Ctrl] is pressed
Column resize		Change the width of a column	Border between column heading indicators

Enter and Edit a Simple Formula

- Formulas start with the equal sign (=), also called the formula prefix

- Calculation operators in formulas indicate what type of calculation you want to perform

- Arithmetic operators perform mathematical calculations
  - Examples of arithmetic operators are
    + - * / % ^

Enter and Edit a Simple Formula

- Comparison operators compare values for the purpose of true/false results
  - Examples of comparison operators are
    =   >   <   >=   <=   <>

- Text concatenation operators join strings of text in different cells
  - An example of a text concatenation operator is &

Enter and Edit a Simple Formula

- Reference operators enable you to use ranges in calculations
  - Examples of reference operators are
    :   ,   (space)

Switch Worksheet Views

- You can change your view of the worksheet window by using either:
  - View tab on the Ribbon
  - View buttons on the status bar
- Normal view shows the worksheet without including headers and footers or tools like rulers and a page number indicator

Switch Worksheet Views

- Page Layout View provides a more accurate view of how a worksheet will look when printed

  - It shows page margins, headers and footers, rulers, etc.

- Page Break Preview displays a reduced view of each page of the worksheet, along with page break indicators

Switch Worksheet Views

Page Layout View

Switching Worksheet Views

Page Break Preview

Blue outline indicates print area
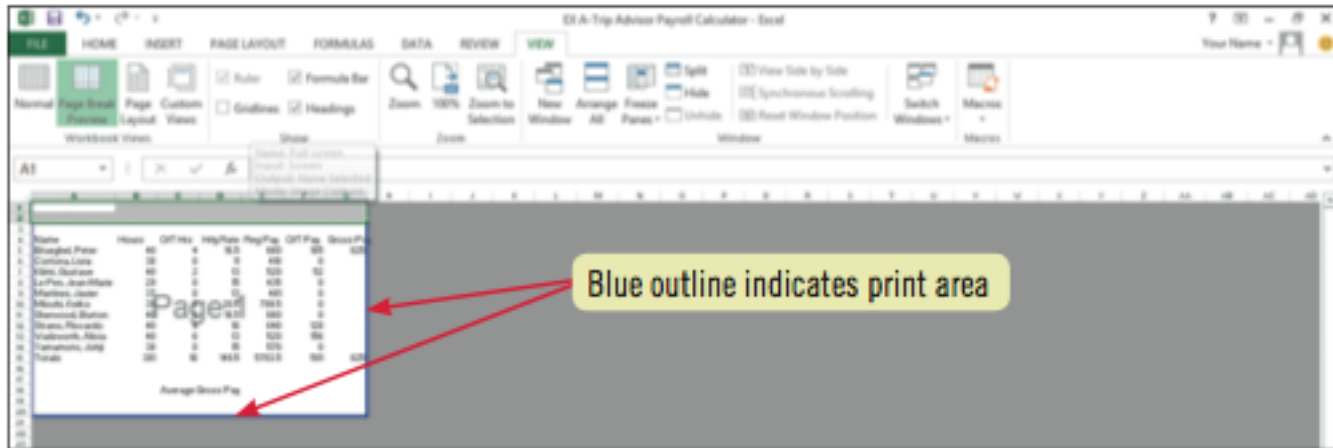
Choose Print Options

- You can see how a worksheet would look when printed using:
  - Page Layout tab
    - The dotted line indicates the print area, the area to be printed
  - Print Preview
    - You can print from this view by clicking the Print button on the Ribbon

Choosing Print Options

- Page Layout tab
  - Page Setup group
    - Print orientation: landscape or portrait
  - Scale to Fit group
  - Sheet Options group
  - Printing in Backstage view lets you choose the number of copies, the printer, etc.

Choosing Print Options

Worksheet with Portrait orientation

Choosing Print Options

Worksheet in Backstage view

Summary

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- Choose print options