



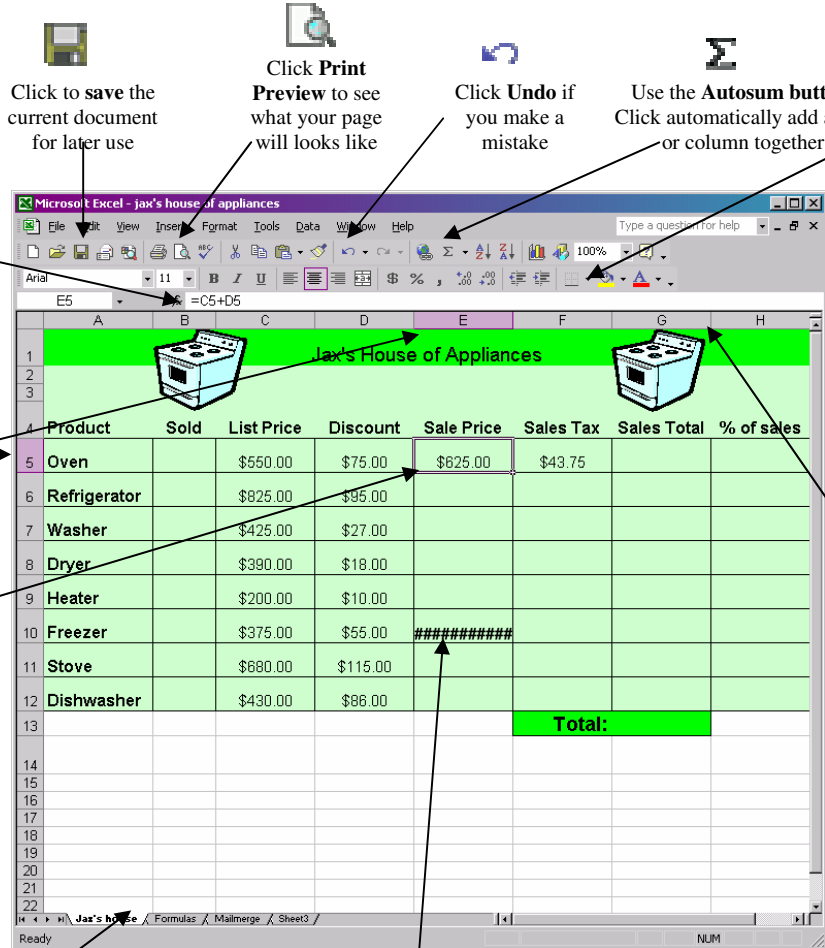
To separate toolbars, Click on double arrows and choose Show buttons on two rows

### Microsoft Excel I: Basics

Double-click to start



The **Formula bar** displays text from the selected cell or a formula in the cell. It will not show the answer of a formula

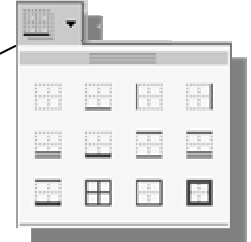


Click to **save** the current document for later use

Click **Print Preview** to see what your page will look like

Click **Undo** if you make a mistake

Use the **Autosum** button, Click automatically add a row or column together



To get **borders on the cells**: Select the cells or parts of the sheet and click the borders button, then choose the style you like

Pay attention to the **highlighted** column and row headings to be certain where the active cell is.

**Active cell** - the cell that is selected. This is where the action will take place



To **Change the width or height of a row or column**, put your cross between the headings until it turns into a double arrow, hold mouse button down and drag away.

**To Edit a Cell**  
1. Double-click the cell you want to edit.  
2. Make your changes.  
3. Press the ENTER key.

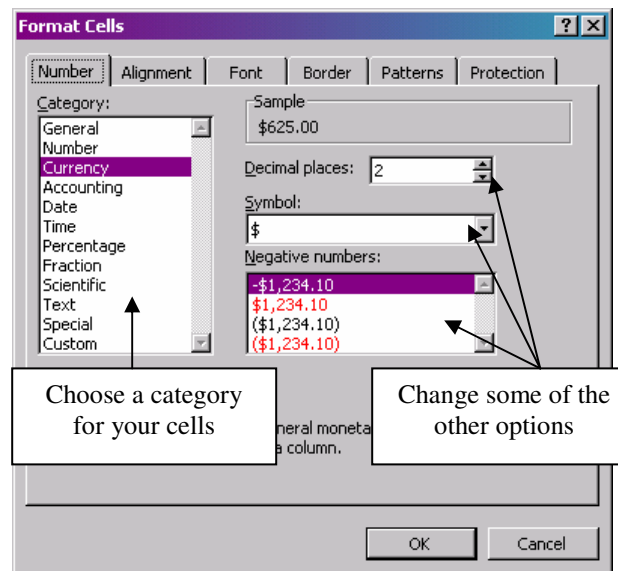
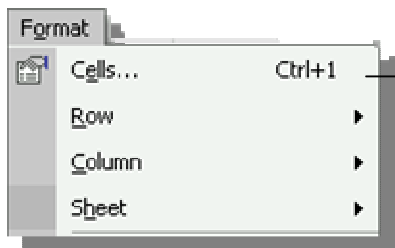
Click a **Sheet** tab to switch to a different sheet in a workbook. Sheets are like pages in a book.

**Important symbol**  
Numbers will change to **number signs** when they are too big to fit in a cell, **to fix**,  
Change the width of the cell or column

#####

Choose different tabs for different options

The format menu is one of the most important menus



Choose a category for your cells

Change some of the other options

## To Change the style of writing

1. Select the text you want to change.
2. Click the **arrows** next to the Font or Font Size boxes.
3. Choose the **font** or **font size** you want.



## Undoing a mistake

Click the left arrow to undo one step at a time

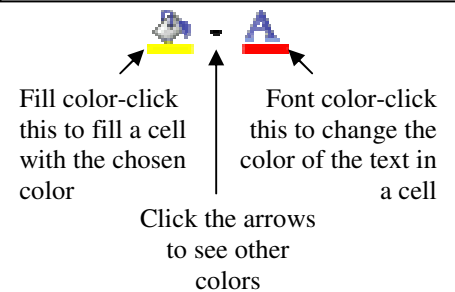


Click the right arrow to redo one step at a time

Use the small arrow to see the list of actions to undo or redo

## To draw attention to info

1. Click the cell you want to change
2. Choose either Fill Color or Font Color

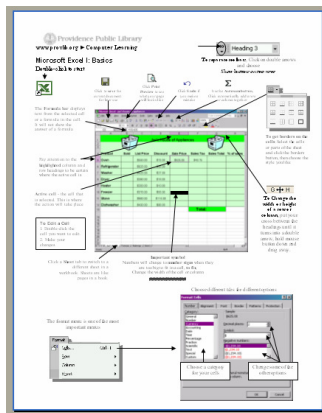


## Print Preview

Used to save money, ink, and paper

1. Choose the **file menu**
2. Choose **Print Preview**
3. Remember, **what you see is what will print out**

It is tiny, so you can look at the entire layout




Your arrow changes to a magnifying glass. Use it to get a closer look

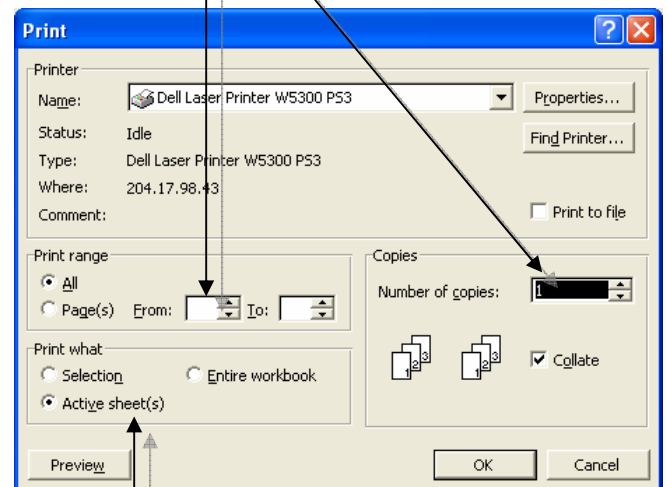
When Finished click the close button



## Printing

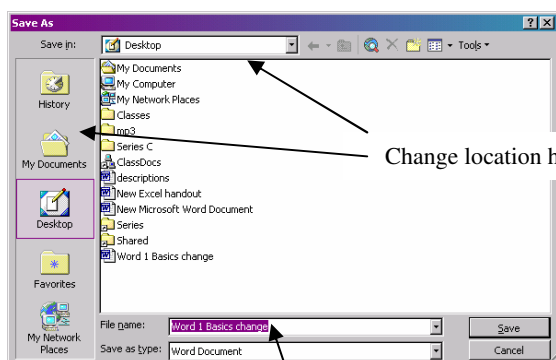
Instead of using the print button 

- Click the file menu and then print.
- Choose pages and amounts to be printed



Print the entire document or just from one sheet

Always **save as** first, Choose a location and a name



Change location here

Change file name here

Once it has a name and location, click the save button to save changes

## Cut

Select the text and click the **cut** button. Then click where you would want the text. Click the paste button

## Editing Tools



## Paste

Click the paste button as many times as you want the item

## Copy

Select the text and click on the **copy** button. Then click where you would want the text. Click the paste button.