

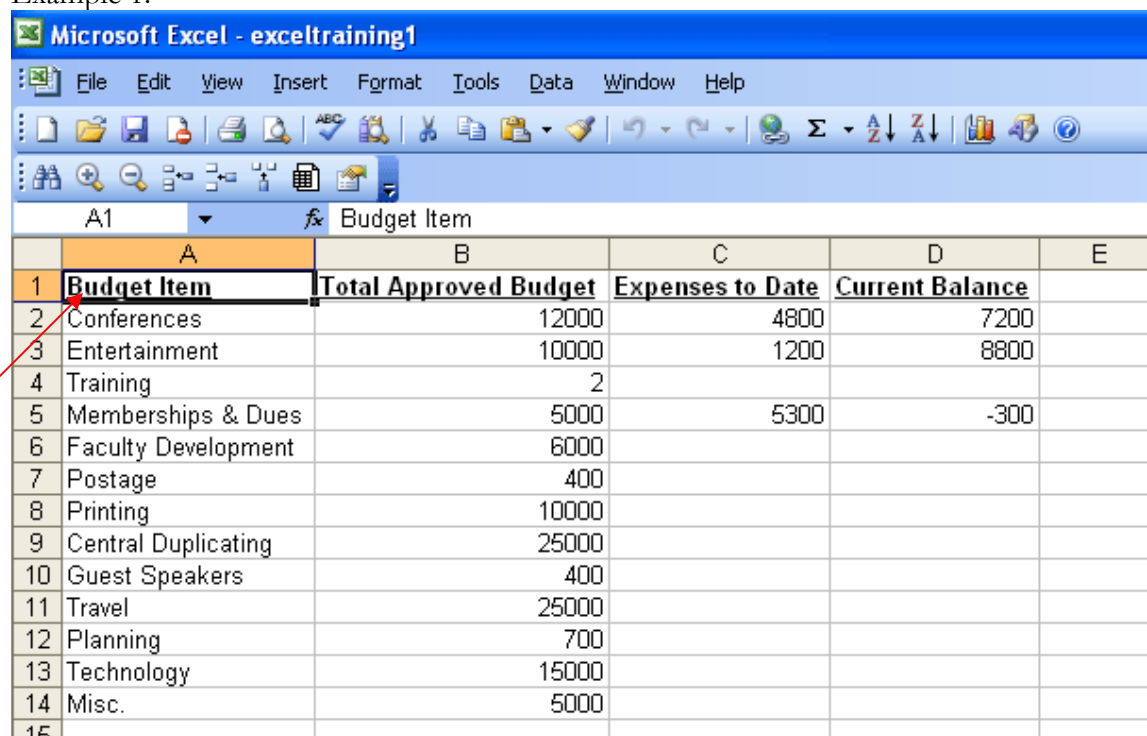
Excel Tips from June Workshops

Class 1: Working with cells

Excel terminology:

We discussed the basic components of an Excel file. An Excel file is referred to as a workbook. This workbook is made up of several tabs, or worksheets. Each worksheet is made up of columns (these are lettered) and rows (these are numbered). To refer to a specific cell, you use the column letter and row number (see example).

Example 1:



	A	B	C	D	E
1	Budget Item	Total Approved Budget	Expenses to Date	Current Balance	
2	Conferences	12000	4800	7200	
3	Entertainment	10000	1200	8800	
4	Training	2			
5	Memberships & Dues	5000	5300	-300	
6	Faculty Development	6000			
7	Postage	400			
8	Printing	10000			
9	Central Duplicating	25000			
10	Guest Speakers	400			
11	Travel	25000			
12	Planning	700			
13	Technology	15000			
14	Misc.	5000			
15					

“Budget Item” is in cell A1. Refer to a cell by its column letter first, then its row number.

We also discussed navigating in Excel. You may use your **mouse** to click in a cell, and you can also use the **scrollbar** on the right side of the screen to scroll through your worksheet. You may also click in a cell, and then use your **keyboard arrows** to move around to other locations on your worksheet. Also, after you click in a cell, the **tab** key on your keyboard will let you move to the cell next to the one you are currently in. Hitting **enter** on your keyboard will let you move to the cell below the one you are currently in.

Entering data:

To enter your data, simply click on the cell you want to enter text in, and start typing. Use one of the navigation methods discussed above to move to a new cell when you are finished with your first cell.

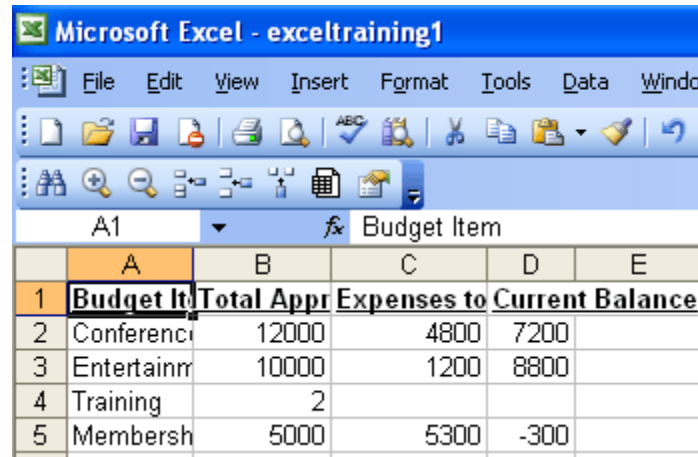
Saving your workbook:

It's very important to save your Excel file often, just as with any other file you may work with. Click **File** and then **Save As** the first time you are saving your Excel file. This will let you name the file. It's a good idea to save important work on your **G drive**, as it is backed up on a nightly basis. After you've named your file and saved it, be sure to click **File** and **Save** or the **save icon** on the toolbar frequently. You don't want to risk losing any of your hard work!

Expanding columns:

When you type something in a cell, if what you typed is longer than the column is wide, you may notice that your column headings are partially hidden (see below).

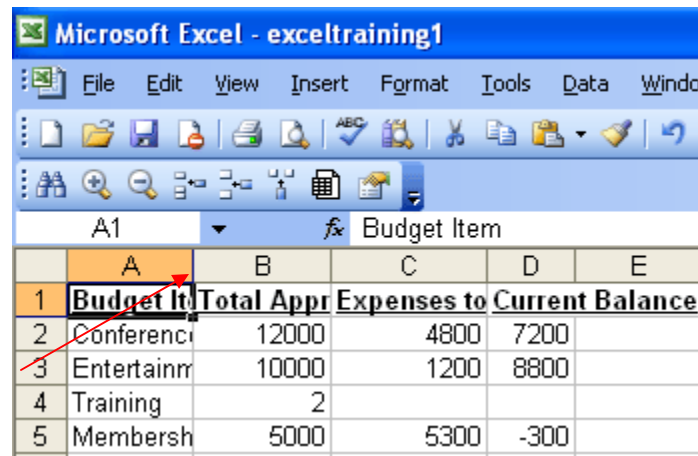
Notice that you can't see all of the text in row 1



The screenshot shows the Microsoft Excel interface with a spreadsheet titled 'exceltraining1'. The spreadsheet has columns A through E and rows 1 through 5. The text in row 1 is truncated because column A is too narrow.

	A	B	C	D	E
1	Budget It	Total Appr	Expenses to	Current Balance	
2	Conference	12000	4800	7200	
3	Entertainm	10000	1200	8800	
4	Training	2			
5	Membersh	5000	5300	-300	

There are two ways to fix this common problem. To expand a single column, **double click** on the line between the column you want to expand, and the one to the right of it (see below).



The screenshot shows the same Microsoft Excel spreadsheet as above, but now column A has been expanded so that the text in row 1 is fully visible. A red arrow points to the double-click action on the line between columns A and B.

	A	B	C	D	E
1	Budget It	Total Appr	Expenses to	Current Balance	
2	Conference	12000	4800	7200	
3	Entertainm	10000	1200	8800	
4	Training	2			
5	Membersh	5000	5300	-300	

This expands the A column so that you can read the full text. It will expand as far as the widest thing you've typed in that column.

An easier method to use is to expand all of the columns at once. To do this, first click the square to the left of A and above 1 (see below).

Click here to select everything on the worksheet

	A	B	C	D	E
1	Budget Item	Total Appr	Expenses to	Current Balance	
2	Conferenc	12000	4800	7200	
3	Entertainm	10000	1200	8800	
4	Training	2			
5	Membersh	5000	5300	-300	

Once you do that, everything on the worksheet will be selected (and turn blue to show you that it's been selected):

Everything has been selected

	A	B	C	D	E
1	Budget Item	Total Appr	Expenses to	Current Balance	
2	Conferenc	12000	4800	7200	
3	Entertainm	10000	1200	8800	
4	Training	2			
5	Members	5000	5300	-300	

Once you've done that, **double click** on the line between any two columns (just like you did to expand one column). Because you've selected everything, all columns will be expanded.

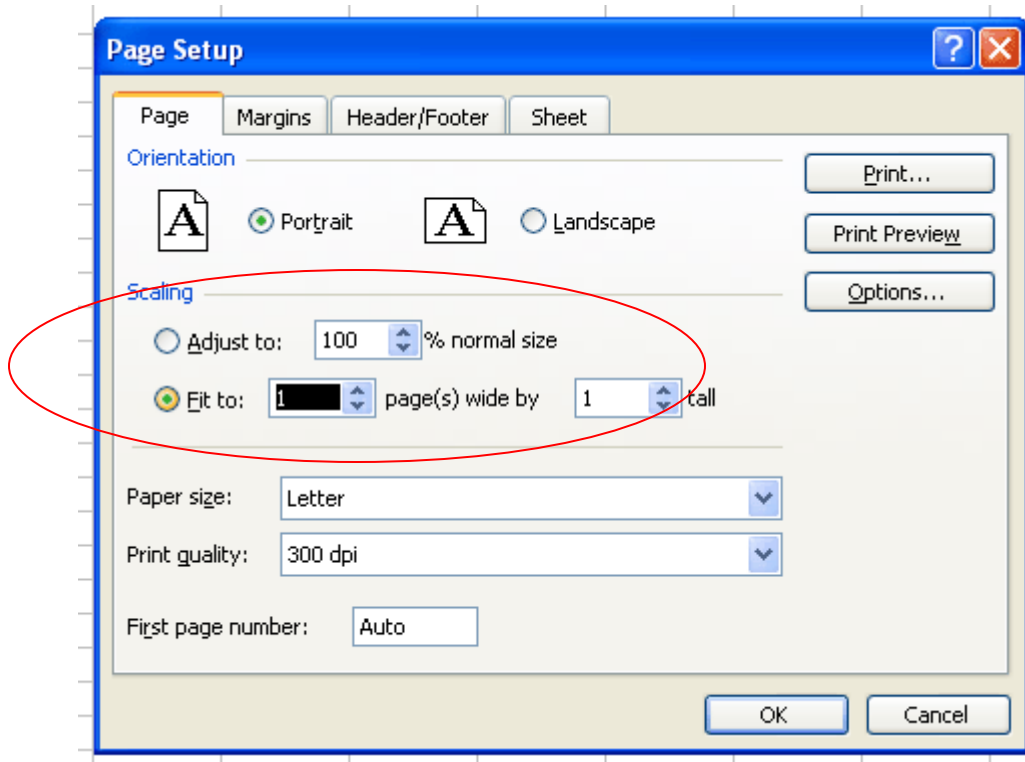
New worksheets:

To insert a new worksheet, click on **Insert** and then **Worksheet**. A new worksheet will be inserted before the worksheet you are currently on. To rename a worksheet, **double click** on the **worksheet's name** (usually Sheet1, Sheet2, etc.). The name will be highlighted in black. Begin **typing the new name**, and then hit **Enter**. To move a worksheet, **click on its name** and **drag** it to the location you would like it.

Printing:

You can print your work by clicking **File** and then **Print**. However, it is helpful to set a Print Area before you do that. This tells Excel exactly what part of your worksheet you want to print. To do this, highlight everything you want to print. Then click **File**, then **Print Area**, then **Set Print Area**. A dotted line will appear around your selection, so you are easily able to see what will be printed. To clear a print area, click **File**, then **Print Area**, then **Clear Print Area**.

Sometimes with long worksheets, a few columns may be left off when you try to print. To remedy this, click on **File** and then **Page Setup**. Change your **orientation** to **landscape**. You can also **scale** the document so that it fits on a **specific number of pages** (see below).



If you have any questions that were not covered in this handout, please feel free to contact Jessica Smith at jlsmith@loyola.edu or x2199.