

## **Sun City Summerlin Computer Club**

# **Introduction to Microsoft Excel**

**Tom Burt  
August 11, 2005**

## **Where to Find the Materials**

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**Sun City Summer Computer Club Website:**

**<http://www.scsc.com/smnr>**

- **Acrobat file of these slides**
- **ZIP file of the example spreadsheets**

## Seminar Agenda

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- Introduction
- Excel Spreadsheet Basics
- Example 1 – Home Budget
- -- *Bio Break (~15 min)*
- Example 2 – Contact List / Roster
- Open Workshop / Q and A

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## Introduction

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- **Benefits of Excel:**
  - Easy to use for “modeling” a problem.
  - Construct simple sheets quickly.
  - Excel is very “smart” in helping layout.
  - Good way for non-programmers to get their PC to do “custom” things.
  - Sheets hold both data and formulas.
  - Rich graphics for data visualization.

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## Early PC Spreadsheets

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- Visicalc                  Apple II                  Dan Bricklin                  ~1984
- Multi-Plan                  CP/M, DOS                  Microsoft                  ~1986
- Lotus 1-2-3                  DOS                  Mitch Kapor                  ~1987
- Full Impact                  Mac                  Ashton-Tate                  ~1987

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## Excel Spreadsheet Basics -1

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- Rectangular array of Rows and Columns
- Columns identified by letters (A, B, C, ...)
- Rows identified by numbers (1, 2, 3, ...)
- Intersection of a Row and Column is a Cell
- Each Cell has an “address” (column, row)  
e.g. A5, C31, Q199

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## Excel Spreadsheet Basics -2

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- **Cells can contain:**
  - **Numbers:** 50, 75.375, 20%, \$3,595.95, ...
  - **Text:** “Tom”, “Mary”, “Gasoline”, ...
  - **Dates:** May 3, 2002 , 05/03/02
  - **Times:** 01:45:00 PM , 13:45:00
  - **Formulas:** =B3+B5, =C25 / 15, =Sum(D8:G8)

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## Moving Around in Excel

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- **Mouse**
  - Click on a cell
  - Drag to select a range of cells
- **Cursor keys**
  - (left, right, up, down arrows)
  - PageUp, PageDown, Home
  - Ctrl+Home, Ctrl+End
  - Ctrl+(left, right, up, down arrows)

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## Editing in Excel

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- **From Toolbar or Edit Menu**
  - Delete cell range contents (Del key)
  - Delete entire row (Edit menu)
  - Delete entire column (Edit menu)
  - Copy / Cut / Paste a range of cells
  - Insert rows, columns (Insert menu)
  - Change column width, row height

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## Formatting Cell Contents

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- **Format Menu**
- **Formatting toolbar buttons**
  - Bold, Italics, Underline
- **Gridlines around cells**
- **Fonts (Face, size) e.g. Arial 12**
- **Colors and patterns**
- **Text alignment, indenting**
- **Number formats**

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## Common Operations in Formulas

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- **Add (+)**                    = C5+2 , = F20+F21
- **Subtract (-)**                = C7-1, = E15-E14-E13
- **Multiply (\*)**                 = A12\*4, = D13\*G21
- **Divide (/)**                    = Q17/12, = C4/D4
- **Exponentiate (^)**            = T5^3 (T5\*T5\*T5)
- **Concatenate (&)**            = A3 & "years"

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## Commonly Used Functions

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- **=Sum(<range>)**
- **=Round(<cell>, digits)**
- **=Average(<range> or list of cells)**
- **=Min (<range> or list of cells)**
- **=Max(<range> or list of cells)**
- **=Count(<range>)**
- **Today()**
- **Now()**

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## Excel Help

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- **Help Menu / Contents**
- **Extensive information**
- **See Creating Formulas ...**
- **See Entering Formulas**
- **See Worksheet Function Reference**
- **Click the Fx (Paste Function) Toolbar Button**

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## Example 1 – Home Budget

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- **Organized Description of Items, Costs**
- **Subtotals for each major category**
- **Illustrates various formatting options**
- **Useful for forecasting and planning**
- **Useful for comparing to actual expenses**

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## **Example 2 – Contact List**

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- **Uses Excel as a simple database**
- **Name column is a formula**
- **Last Name and First Name columns normally hidden**
- **Demonstration of Search**
- **Demonstration of Sorting**
- **Demonstration of AutoFiltering**

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## **Other Sample Spreadsheets**

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- **Golf Scores**
- **Automobile Loan**
- **Landscape Layout**
- **Retirement Finances**
- **Tax Estimator**
- **Property Tracker**
- **Stock Portfolio Tracker**

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## **Open Workshop / Q and A**

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**Your Excel**

**Problems  
and  
Questions**

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