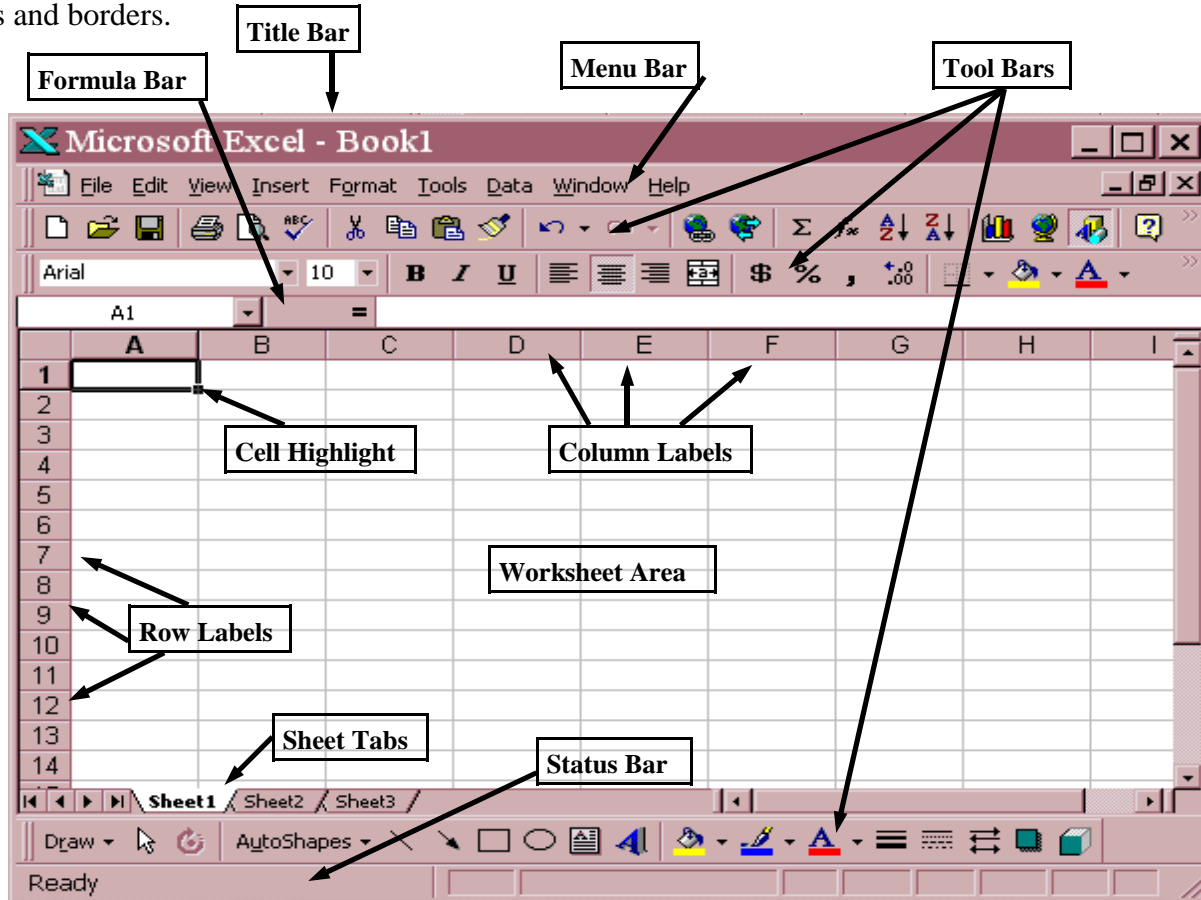


Introduction to Excel

The *columns* are labeled by letters and the *rows* by numbers. At the intersection of a row with a column is a box called a *cell*. Cells are referenced by both their *column label* and their *row number*. The highlighted cell below is cell *A1*. A variety of formatting options are available, including font size, font color, column widths and borders.




Formulas

Formulas are used to calculate information within the spreadsheet. Common formulas are used to add/subtract two cells, sum a series of cells, count items, average a series of cells, calculate percentages.

The following operators are used:

+	Addition	-	Subtraction
*	Multiplication	/	Division

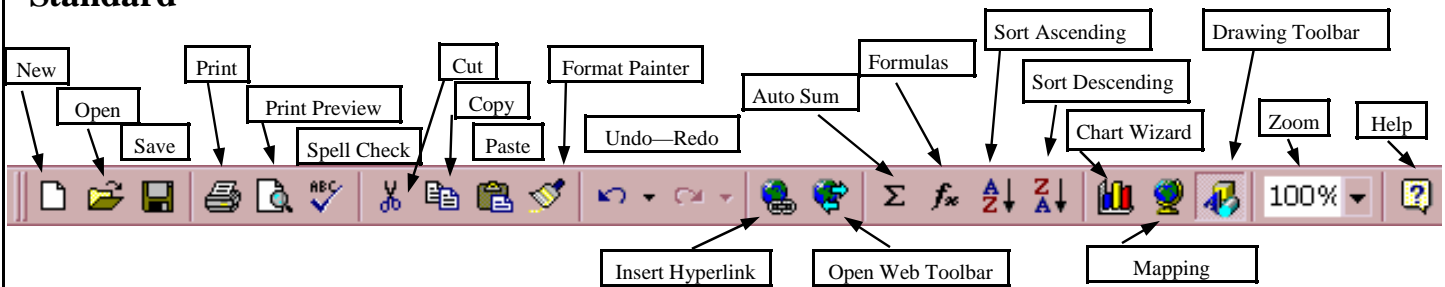
The syntax for formulas vary depending on the function desired. The following are the most common:

Syntax	Example	Purpose	
=sum(begcell:endcell)	=sum(A1:A10)	Adds the cells A1-A10	To see the complete list, select the function button from the toolbar.
=cell+cell	=A1+A2	Adds the two cells A1 & A2	
=cell-cell	=A1-A2	Subtracts cell A2 from cell A1	
=averagea(begcell:endcell)	=averagea(A1:A10)	Averages the cells A1-A10	
=counta(begcell:endcell)	=counta(A1:A10)	Counts the number of items present in cell A1-A10	Don't Forget! Use Help (F1) when needed!
=cell/cell	=A1/A10	Divides cell A1 by cell A10—can be formatted to return a percentage	
=cell*cell	=A1*A10	Multiplies cells A1 & A10	

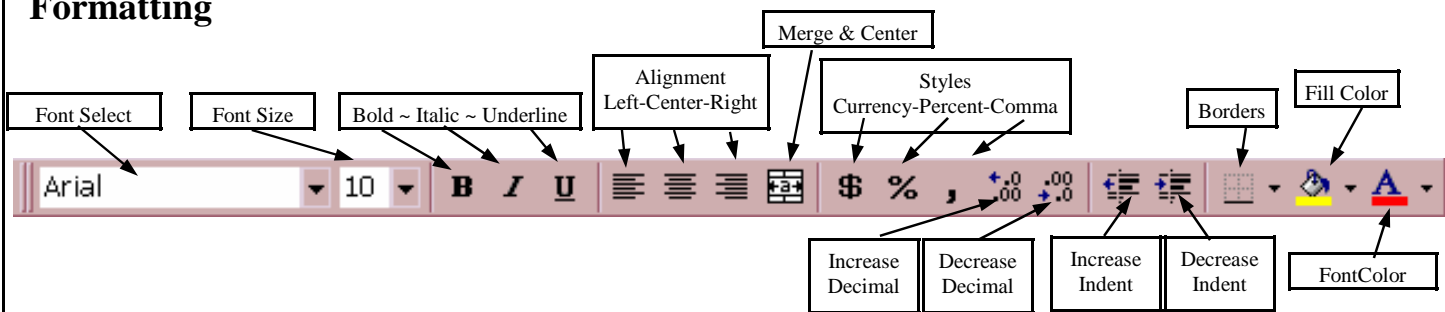
Toolbars

Toolbars are buttons (accessed with one click) that allow easy access to many menu commands. Various toolbars are available in Excel. The Standard, Formatting, and Drawing toolbars are open by default. To access others, from the menu, select View, Toolbars. Toolbars can be “locked-in” or floated over the Worksheet Area by dragging on the sidebar when locked or its title bar when floating.

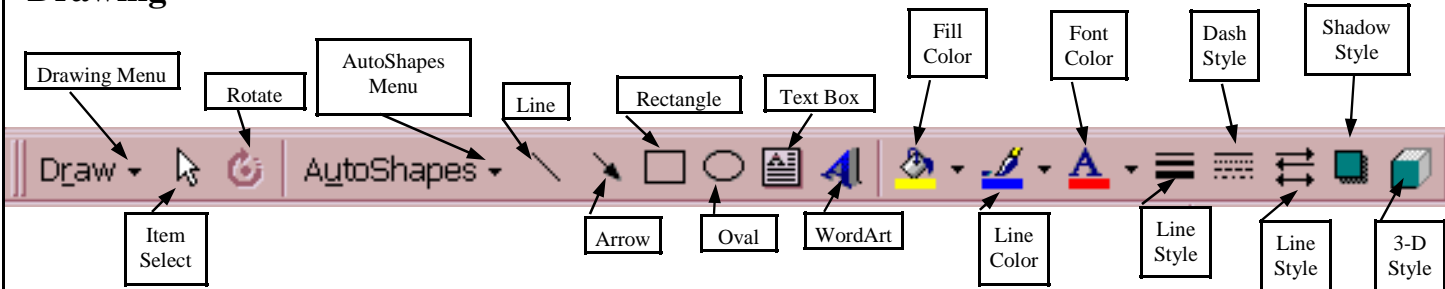
Standard



Formatting



Drawing



Formatting

There are many ways to format a spreadsheet—from changing the font, font size and color to changing column width, row height, merging cells, and adding borders. Some commands are available from the Formatting Toolbar, and others are accessed by selecting the Format menu.

Before Formatting

	A	B	C	D	E	F	G
1	Class of 2004 High School Attendances						
2							
3	School	Total	Total	Male	Female	Percentage	
4	Bellarmino	2	2	1	1	3%	
5	Bishop A	3	3	2	1	4%	
6	Chaminade	1	1	1		1%	
7	Crespi	1	1	1		1%	
8	Immaculate	2	2		2	3%	
9	Louisville	5	5		5	7%	
10	Loyola	2	2	2		3%	
11	Montclair	2	2	1	1	3%	
12	Notre Da	29	29	18	11	39%	
13	Provider	6	6	4	2	8%	
14	Public S	10	10	4	6	13%	
15	St. Franc	1	1	1		1%	
16	St. Gene	3	3	2	1	4%	
17	Unknown	7	7	1	6	9%	
18	ViewPoi	1	1	1		1%	
19	Total	75	75	39	36		

After Formatting

*class of 2004
HIGH SCHOOL ATTENDANCE*

School	Total	Total	Male	Female	Percentage
Bellarmino Jefferson	2	2	1	1	3%
Bishop Alemany High	3	3	2	1	4%
Chaminade	1	1	1		1%
Crespi	1	1	1		1%
Immaculate Heart	2	2		2	3%
Louisville	5	5		5	7%
Loyola	2	2	2		3%
Montclair Prep	2	2	1	1	3%
Notre Dame	29	29	18	11	39%
Providence	6	6	4	2	8%
Public School	10	10	4	6	13%
St. Francis High School	1	1	1		1%
St. Genevieve High School	3	3	2	1	4%
Unknown	7	7	1	6	9%
ViewPoint	1	1	1		1%
Total	75	75	39	36	100%

Many spreadsheets are created for presentation, such as for a science fair, so you would want them to be pleasing to the eye, easy to read, and most importantly, highlight the data you most want to present! If your audience can't read your spreadsheet, it's meaningless. If a graph would be an appropriate way to display your data, use the Chart Wizard.