

Excel #1

revised 6/6/2007

intro to Excel: dynamic, digital spreadsheet

cells, columns, and rows

inserting and deleting columns and rows

clear vs. delete

tab and enter

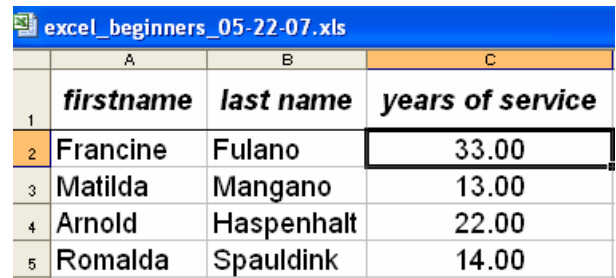
selecting

cells

columns

rows

select all



	A	B	C
	<i>firstname</i>	<i>last name</i>	<i>years of service</i>
1			
2	Francine	Fulano	33.00
3	Matilda	Mangano	13.00
4	Arnold	Haspenhalt	22.00
5	Romalda	Spauldink	14.00

formatting cells, columns, and rows

undo (ctrl+z), redo (ctrl+y), format painter

number

column width

row height

aligning text within cells

horizontal and vertical

text wrapping

merging cells

borders and fill

saving

cut, copy, and paste

charts

making charts

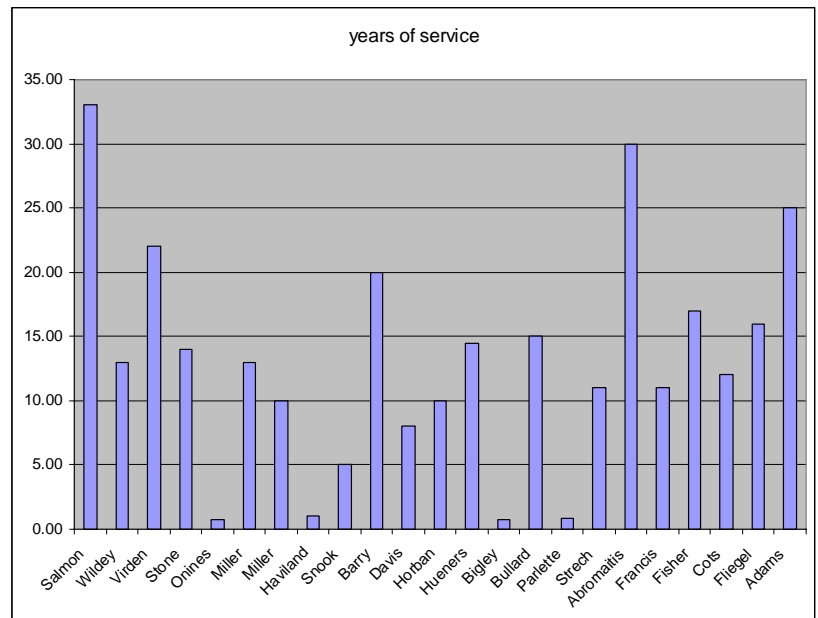
copying and pasting charts into Word docs

calculations and formulas

=

auto-sum

relative vs. absolute references



Larry Francis, SOESD Computer Information Services

larry_francis@soesd.k12.or.us or 541.858.6748

www.soesd.k12.or.us/support/training