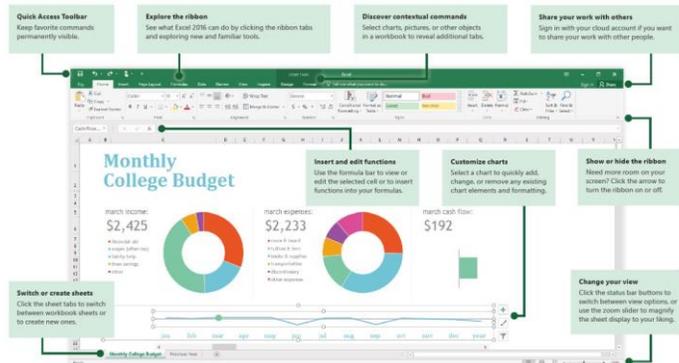# INTRODUCTION TO EXCEL
v.2016
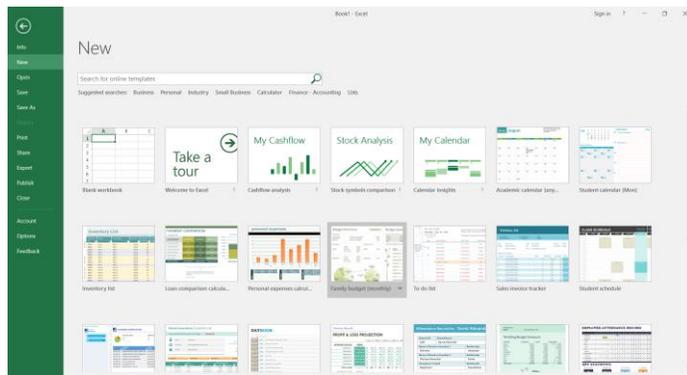# Quick Reference Guide

How **Big** is the Workbook?

There are 1,048,576 rows and 16,384 columns (**A-XFD**). Each cell has an address e.g D10

Creating a New Blank Workbook

Click the **File Tab**, and then click **New.**
Double-click **Blank Workbook** or **Select a Template.**
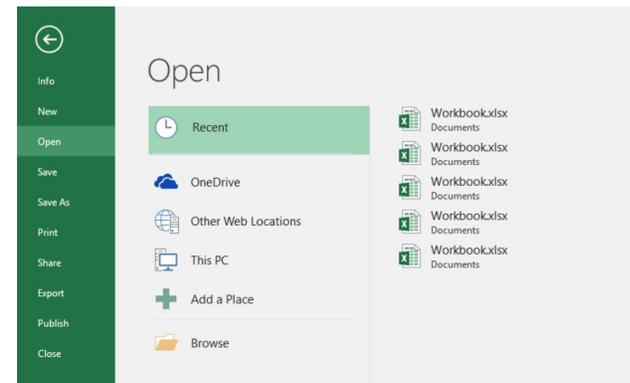

Saving a Workbook

Click the **File Tab**, and then click **Save As, Select Excel Workbook, Name** the File and **Click Save. Or, Ctrl S.**

## Closing a Workbook

File Tab and then click Close.

Opening a Workbook

File > Open takes you to your recently used workbooks and any files that you may have pinned to your list. Double click to open.

Type a keyword or phrase into the **Tell me what you want to do** search box on the ribbon to quickly find the Word features and commands you're looking for, to discover **Help** content, or to get more information online.
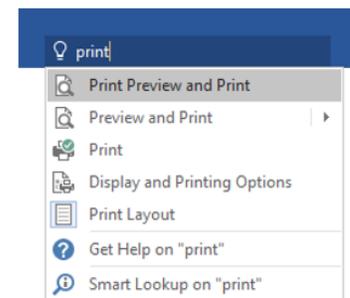
Navigating in Excel	
Ctrl →↑↓←	Last cell of the current data region
Home	First cell of the current row
Ctrl Home	A1 of current sheet
Ctrl End	End of area used
Page Up or Page Down	One screen up or down
Alt Page Up or Alt Page Down	One Screen to the left or right

Entering Data

To enter data in a cell, simply click on the cell and type in your text or numbers for that particular cell. *There are two types of data:-*

- A Label (non-numeric entry and is left aligned)
- A Value (a numeric entry and is right aligned)

Press **Enter** or use any **arrow key** or click in another cell with the mouse to confirm an entry.

To Edit a Cell

Double click on the cell that contains the data you want to edit. Make any changes to the cell contents, press **ENTER**.

Changing Column Width

Drag the boundary line on the right side of the column heading until the column is the width you want.   Or, Double Click the boundary line to autofit the column size

Basic Formula

A formula is a calculation. The result of the formula is displayed in a cell. The formula itself can be seen in the Formula Bar, all formulas start with

- = sign
- have no spaces
- cell references should be used as opposed to numbers. This ensures the formula updates automatically if the values in the worksheet change.
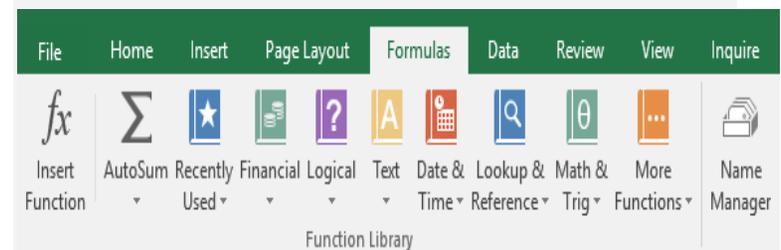
Addition	+
Subtraction	-
Division	/
Multiplication	*

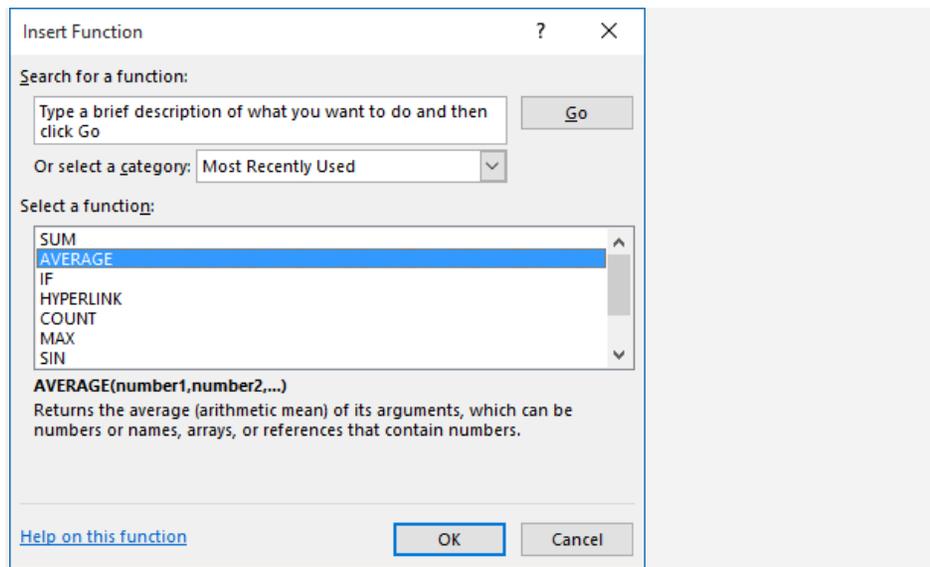| **B**	Brackets
O	Of
D	Division
M	Multiply
A	Adding
S	Subtracting

Remember to use to the Autosum button! Σ

On the Formulas tab, click Insert Function to display the Insert Function dialog box. Here, you can search for and insert functions, look up the correct syntax, and even get in-depth help about your selected functions.

To Insert Columns and Rows:-

Highlight either **single or multiple rows or columns,** from **the Home Tab,** click **the Insert Button** from the **Ribbon.** Select as appropriate**. Or, Right** click and select **Insert** (using the shortcut menu).

To Copy/Move and Paste

Select cells then…

To Move cells. Click **Cut** button from the **Ribbon** or **To Copy, click the Copy button** from the **Ribbon.**

Click in the cell for data to be **copied** or **moved**, select **Paste** from the **Ribbon.**

To Print

From the **File Tab** select **Print.** After selecting **Print,** you can preview your workbook before printing. Within **Print** you can set your page setup, headers and footers, margins, what you want to print, how many copies and which pages. For example, if you only want to print the selected cells, or the entire worksheet you can choose those options**.**
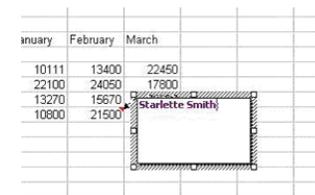
Select the **Print button** when ready to Print**.**

Create a comment:

Click in the cell that will contain the comment.
Click the **Review Tab**, then Click **New Comment**
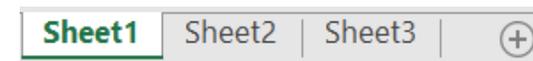

or **Right-click** the cell and select **Insert** Comment. The comment box will appear.

Type the comment and then click outside the comment box. A red comment indicator will appear in the upper right corner of the cell. Hover over cell to see comment.

Worksheet Management:-

To Insert a New Worksheet: Click on the Plus sign to the right of the sheet tabs.


To Delete a Worksheet: Select the sheet want to delete, click the Delete button in the Cells group on the Home tab, and select Delete Sheet. Or, right-click the shee**t** tab and select Delete from the contextual menu**.**

To Rename a Worksheet: Double-click the sheet tab, enter a new name for the worksheet, and press <Enter>.

To Adjust Page Margins, Orientation, Size, and Breaks:

Click the Page Layout tab on the Ribbon and use the commands in the Page Layout group.
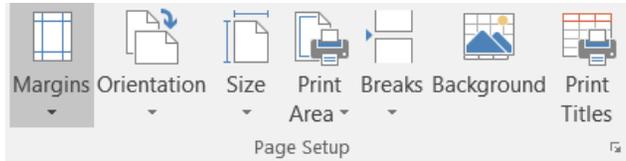
To Format your Cell Contents: (Number, Dates, Currency etc)

Highlight the cells, From the **Home Tab**, Click the **Number Format Box**.