

Excel 2008

for Macintosh OS X

Beginners



Excel is an integrated worksheet, chart and database package. It is a powerful tool for organizing, analyzing and presenting data. The primary advantage of a worksheet is that you can change one number in a calculation and it will automatically recalculate the whole worksheet for you. A chart represents the data graphically and the database is used for managing information.

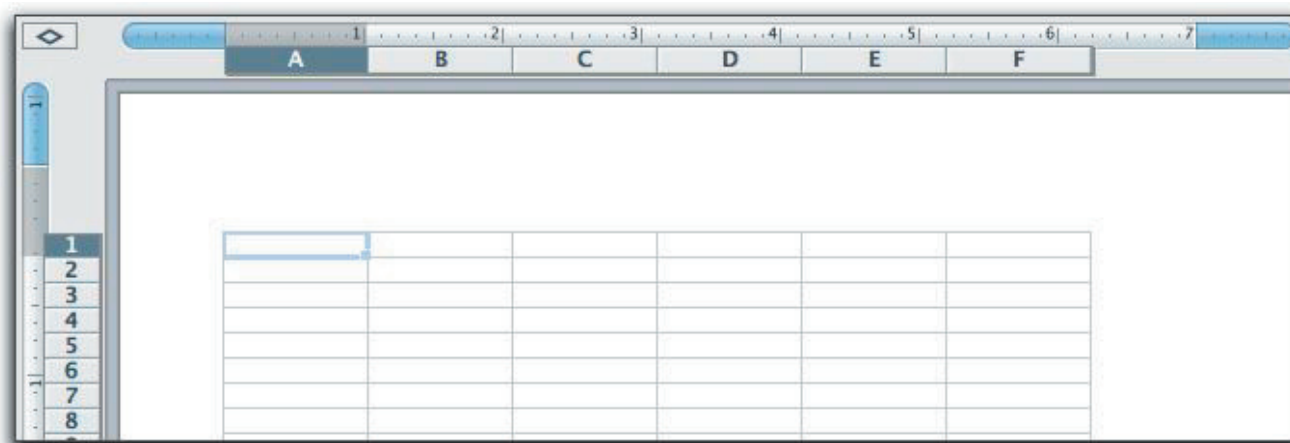
- Double click the Excel icon



The Project Gallery window will appear on your screen. The Project Gallery provides you with different templates and wizards to create your documents. Note that the Project Gallery includes templates and wizards from all Microsoft Office programs.

- Click on the **Excel Workbook** button

A blank worksheet labeled **Workbook 1** will appear on your screen.



A workbook is the electronic equivalent of a three-ring notebook. A workbook can contain worksheets and chart sheets. Each sheet's name appears on a tab at the bottom. Sheets can be moved or copied between workbooks.

At the top of the worksheet are column headings labeled A, B, C, etc., and along the left side are row headings labeled 1, 2, 3, etc. The numbers of columns and rows visible depends on the size of your monitor. The screen only displays a portion of the worksheet. The maximum size of the worksheet is 256 columns by 65,536 rows if you are in compatibility mode (saving in Office 2004 format rather than Office 2008). The columns are labeled sequentially beginning with A and ending with IV. Using the scroll bars, you can scroll through the worksheet.

The worksheet is like a grid and the intersection of each row and column is called a cell. Each cell can be accessed by specifying its coordinates (column and row number). The column is specified first; then the row. For example: D8. The combination of column and row is referred to as a cell reference.

The typical mouse pointer is represented as a shadowed outline cross instead of an arrow. In Excel, the mouse pointer has 13 different shapes depending on where it is on the screen and what function is being performed.

Parts of the Worksheet

Active cell - outlined with a highlighted border and indicates the selected cell. Anything you type will be entered into the cell or the next command chosen will apply to the active cell. If you select more than one cell, the first cell is the active one and the remainder are darkened.

Standard toolbar & Formatting Palette - the Standard toolbar, Formatting toolbar, and the Formatting Palette are displayed by default. The Formatting Palette offers a large variety of tools, which change depending on your task. Move the mouse pointer over the tools for a brief description of each tool. If they are not displayed choose View> and select the tools.

Formula bar - View> Formula Bar. Used to enter and edit data in cells. The active cell reference and its contents are displayed. While data is being typed, a box with an X and a check mark appears between the cell reference and the data display in the Formula bar. Clicking the X deletes the entry; clicking the check mark enters the data in the cell. Note: the Formula bar is floating. See the *Toolbar* document for more information on floating toolbars.



Status bar - the bar at the bottom of the worksheet displays information about a selected command or indicates operations in progress. The right side displays the keyboard indicator. NUM indicates the <num lock> key on the keypad is on. To turn it off press <shift + clear>.

Split boxes - dragging the small rectangle at the top of the vertical scroll bar splits the window horizontally; the one at the right of the horizontal scroll bar splits the window vertically.

Worksheet Select All box - located to the upper left of cell A1. Click once to select the entire worksheet; click anywhere in the worksheet to deselect.

Cell Movement and Cell Selection

In addition to clicking on a cell, pressing the <tab> key, and using the arrows and the scroll bars, the Go To command under the Edit menu is useful when you know the cell reference or approximate area of the worksheet you wish to go to.

- Select Go To on the Edit menu
- In the Reference text box type iv65536 <return> to go to the last cell
- Select Go To again and click **OK** to return to your previous location

Using the mouse you can select a single cell, a range of cells, multiple selections, column(s) or row(s).

- To select a single cell, click the cell or use the <tab> or arrow keys
- To select a range of cells, point to the cell, hold down the mouse button and drag through the cells you want to select. The active cell will be clear and the remaining cells will be darkened
- To select multiple cells, including non-adjacent cells, click the first cell and drag through the range; release. Move the mouse pointer to a different location, hold down the <command> key as you click and drag through a range

Column and Row Selection

- Click anywhere in the column/row headings; that is, in the cell containing the column letter or row number
- Drag to select more than one column or row
- For multiple columns/rows not adjacent to each other, hold down the <command> key while clicking the column/row headings

Entering Data

There are two types of data in a worksheet: constant values and formulas. A constant value is anything you type directly into a cell. Constant values include numbers, date, time and text. A formula can include constant values, cell references, names, functions or mathematical operators (+ - * /) that produce a new value from existing values. Formulas always begin with an equal sign (=). Constant values change only when you edit the cell. A value obtained as a result of a formula can change when other values in the worksheet change.

Data is entered in the cell by selecting the cell and typing. Pressing the <return> key stores the data in the cell and makes the cell in the next row the active cell. Pressing the <tab> key behaves the same as <return> except it makes the cell in the next column the active cell. To enter a number or formula as text, type a single quote <'> before the entry.

Correcting Data

Data can be corrected in the following ways:

- While typing, press <delete> to remove character(s) to the left of the insertion point
- While typing, press <esc> to remove all characters
- Select the cell and retype the data

- Select the cell, position the insertion point in the entry in the Formula bar, click and press <delete> to remove unwanted characters
- To remove data from a single cell, select the cell and press <delete>
- To remove data from a range of cells, drag to select and then choose Edit> Clear> All

- To erase the entire worksheet, click the Worksheet Select All box. Select Delete from the Edit menu. Click anywhere to deselect
- To undo the previous action (deletion, menu choice, etc), select Edit> Undo

Column Width

The default column width is 8 characters (Verdana, point size 10). To increase the width of a column:

- Position the pointer on the vertical line separating the columns; the pointer changes to a double arrow
- Drag the double arrow until the column is the desired width

If more than one column is selected, double clicking the line will affect all selected columns. You can undo the most recent column width change by selecting Undo Column Width <command + Z> under the Edit menu.

Inserting Rows and Columns

- Click on a row heading number and choose Rows from the Insert menu

A blank row is inserted before the selected row. If you select two rows, Excel will insert two blank rows.

- Click on a column heading letter and choose Columns from the Insert menu

The Delete command on the Edit menu will remove selected rows and columns.

Saving

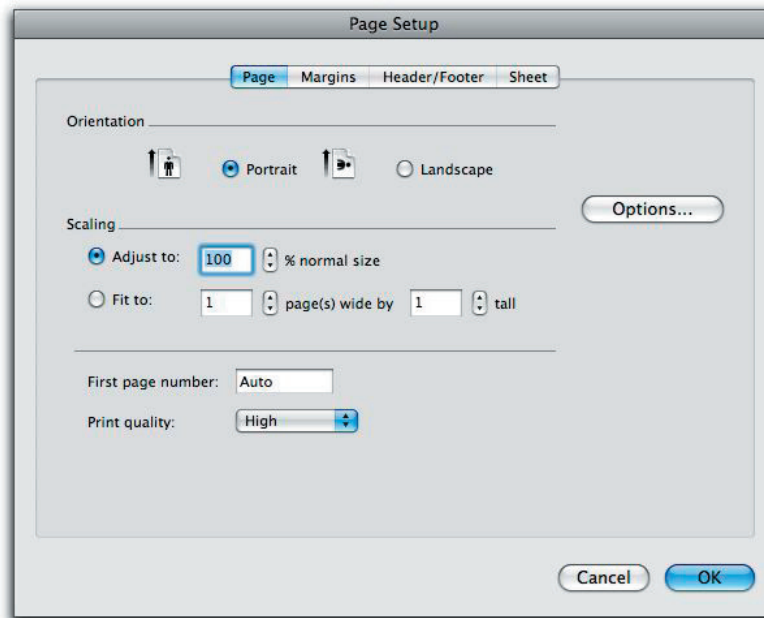
The first time you save your worksheet use the Save As command on the File menu or the Save button (third button, resembling a disk, on the Standard toolbar).

- In the “Save As” box type a file name and press <return>

The Title bar indicates the new title.

Page Setup and Printing

- Choose File> Page Setup



The Page Setup dialog box is displayed. The Page Setup dialog box provides various options. On the **Page** tab you can change the page orientation and adjust the size.

- Click the **Header/Footer** tab
- To write a header, click the **Customize Header** button
- To place the header at the left, center, or right of worksheet, click in the Left, Center, or Right section text boxes respectively and type the header name

You can also insert page number, date, time, and file name in the header by positioning the insertion point in the text-box and choosing the appropriate button.

- Click **OK** to save the changes and exit the Header window; click **OK** to exit the Page Setup dialog box
- Under the File menu, choose Print <command + P>

The Print tool on the Standard toolbar bypasses any dialog boxes and sends the entire worksheet to the printer.

- To cancel a print job, press <command + .>

