

Excel Introduction



Microsoft Training Series



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Entering Data & Autofill

If you start typing, it will enter data into the active cell.

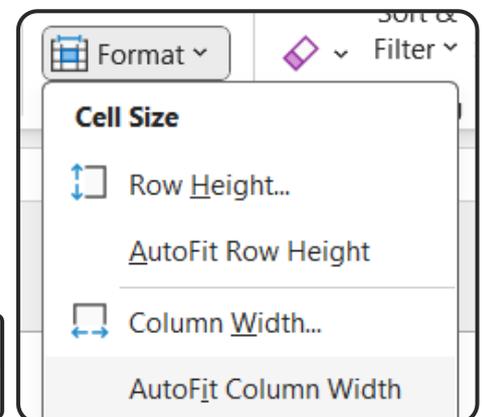
Make sure that your data is ordered in columns, as each column should only have one type of data in it.

If your text is longer than the cell, it will start spilling into the next cell.

Use the 'Format' menu on your home ribbon to ensure that every cell is the correct size for the cell.

A	B	C
Office Supply Ordering Sheet		

A
Office Supply Ordering Sheet

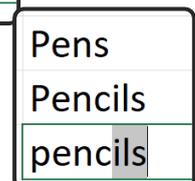
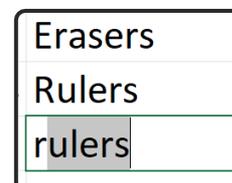


To move to the next cell on the right, press the 'Tab' key on your keyboard. To move down one row, press the 'Enter' key.

Pressing 'Enter' will perform a 'carriage return'. If you've moved to a different column using 'Tab,' pressing 'Enter' will take you back to the original column.

If you're entering the same value multiple times in a column, simply press the first letter the second time, and the rest of the entry will autofill.

For entries with similar spellings, continue typing additional letters until only the correct option appears.

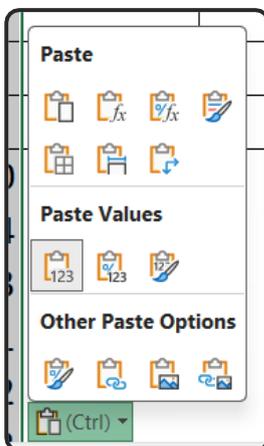
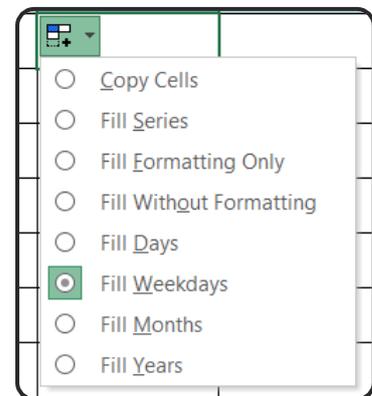


Options Boxes

When you AutoFill, Copy & Paste or Insert; an options box will appear to let you change the appearance of what you have just done.

Autofill options allows you to choose between simply copying the content of the cell, or filling a series if it is something like months or numbers

With dates, you have even more options, as you can choose to only fill weekdays, or make a series out of the months & years instead.

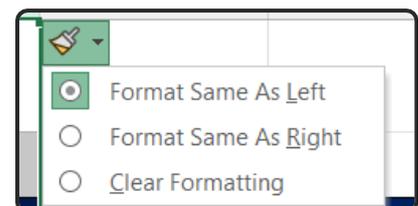


Paste options give you a lot of different choice.

You can paste as normal, paste just the values or just the formatting, and even transpose your paste to turn landscape data into portrait or vice versa.

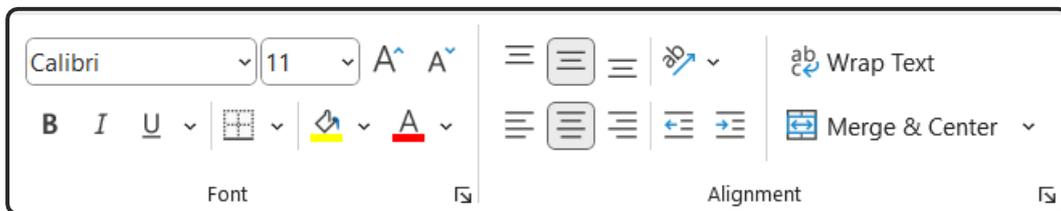
Insert options allow you to choose how you format the new cells you have inserted.

You can choose to copy the formatting from the cells next to your insert in any direction, or to remove all formatting completely.



Formatting

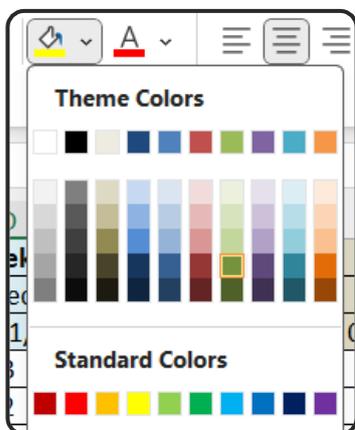
Formatting is everything about how the cell looks. You can change the formatting without changing the data that is in the cell using the settings in your home ribbon



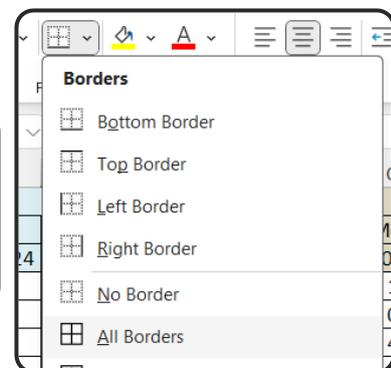
Changing the font styles or colours in a cell can have many benefits. It can help your data to be more readable, make different sections stand out more, or make the table look more professional and elegant.



By default, text is aligned to the left of a cell, and numbers are aligned to the right. You can manually change this in the alignment options.



Some selections, like borders and fill colours, have a dropdown box that allows you to choose more specific options.



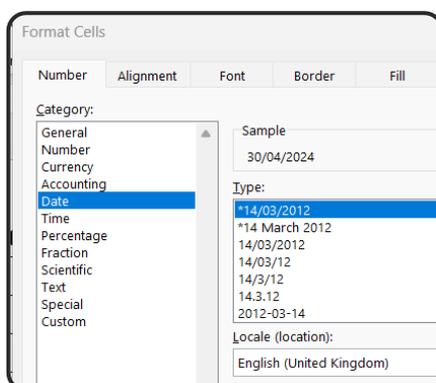
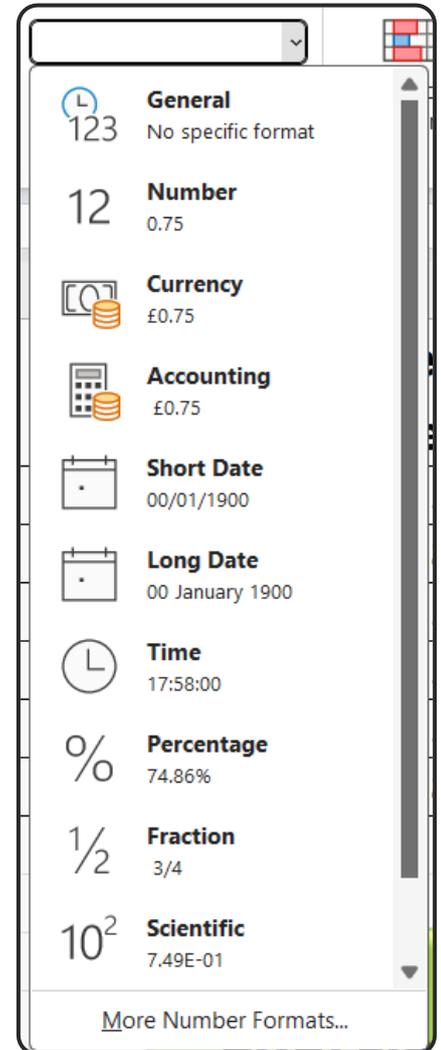
Number Formatting

Any time a number is entered in excel, it will be automatically formatted in the correct format. You can change this format in the ribbon by using the number dropdown.

The formatting is applied to the cells themselves, not to the numbers inside the cells. You can select a range and change the number formatting before entering any data, and then any number you enter will automatically be in that format.

You can increase or decrease the number of decimal places by using the two buttons below the dropdown.

This will round your numbers, but keep the original numbers for calculations.



You can access the format cells box by either clicking on 'More Number Formats', going to 'Format – Format Cells', or pressing 'Ctrl + 1'.

This allows you to be even more specific with your number formatting.

Sort and Filter

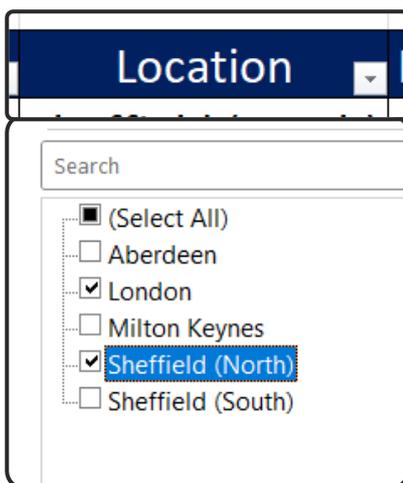
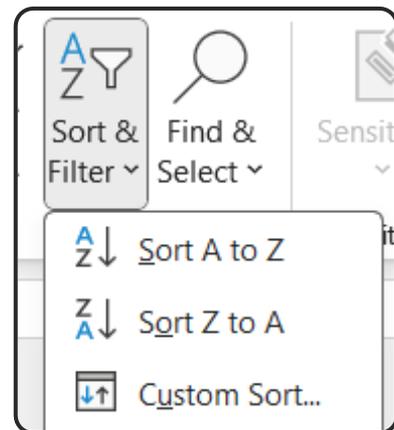
Both Sort and Filter allow you to organise your data in useful ways.

Sort will keep all the data but change the order in which it is displayed

Filter will only show you the relevant data you want to see.

Click on any cell in a column and go to 'Sort & Filter' on the home ribbon, you can sort the column either alphabetically or reverse alphabetically.

If you sort a column with numbers or dates, then it will say 'Smallest to Largest' or 'Oldest to Newest', but the function will be the same.



Selecting 'Filter' adds drop down menus to each of your headings. You can click on each heading, and select the data you want to see. You can filter by multiple columns at once.

The table will hide all data not caught by the filter, but it will not delete it. You can select 'Clear' on each filter to remove it and see all the data again.

Flash Fill

Last Name	First Name	Full Name
Burgess	Ellie	Ellie Burgess
Smith	Barbara	barbara Smith
Zhang	Dae	Dae Zhang
Kim	Kazumi	Kazumi Kim
Patel	Yuki	Yuki Patel
Wang	Mei	Mei Wang
Nguyen	Akira	Akira Nguyen
Lee	Takumi	Takumi Lee

Flash fill allows you to take data from one list, change it, and then populate it into a different column.

You must fill out the first entry, then either type the first letter of the second entry or press Ctrl + E

You can do things like:

- Combine names from different columns into one
- Split names from one column to multiple
- Add punctuation into number strings
- Remove email addresses from names

ID Number	ID Number (nnn-nnn-nnn)
123456789	123-456-789
849315495	849-315-495
807497512	807-497-512
458235485	458-235-485
315164582	315-164-582
387474195	387-474-195
273635648	273-635-648

Email Address With Names	Names Extracted from Email
Lottie.Dodwell@example.com	Lottie Dodwell
Felix.Henderson@example.com	felix Henderson
Bex.Hodgekiss@example.com	Bex Hodgekiss
Millie.Callaghan@email.com	Millie Callaghan
Eleanor.Morrissey@senario.com	Eleanor Morrissey
Chansey.White@instance.com	Chansey White
Belvides.Sumbo@example.com	Belvides Sumbo
Becca.Russell@example.com	Becca Russell
Katie.Pality@example.com	Katie Pality

You must ensure that you spell the first entry correctly, and that the entries are in the same format.

Formulas

The = sign means that you are doing a calculation.

For simple maths formulas, you can type any sum that you want after the =, and when you press enter or tab it will calculate the answer.

Formula	Instructions
=12+2	12 plus 2
=23-2	23 subtract 2
=13/2	13 divided by 2
=12*2	12 multiplied by 2
=5^2	5 Squared (5 Order/Power of 2)

You can also use Cell References in your calculations just as easily as numbers. You can even use combinations of numbers and cell references.

If you use a cell reference, then both the text and the cell will change colour.

Formula	Instructions
=E7+F7	E7 plus F7
=E8*F8	E8 times F8
=30/F8	30 divided by F8
=4^E8	4 to the Power E8

=E7+F7

£200.00 £350.00

B	O	D	M	A	S
Brackets	Order	Divide	Multiply	Add	Subtract
()	√ x x ²	÷ OR	X	+ OR	-

When using multiple types of calculation in the same sum, always be aware of BODMAS. This is the order in which your sum will perform the calculation. This means that you can get very different answers to the same calculation by using brackets.

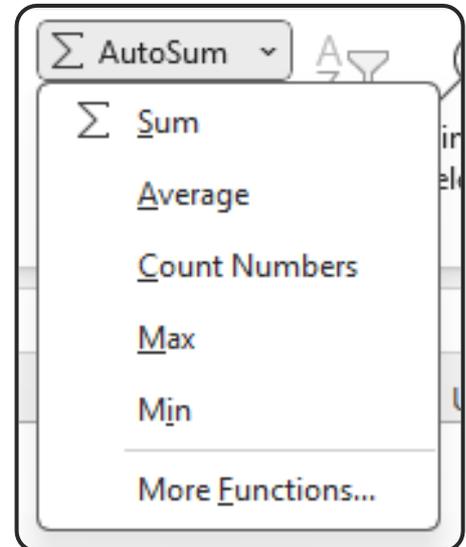
Formula	Instructions	Result
=5+2*5	5 add 2 multiplied by 5	15
=(5+2)*5	5 add 2 multiplied by 5	35

Auto Functions

There are over 500 named functions in excel, and each one performs a specific calculation.

Each one can be entered by either typing an = and then the function name in a cell, or using the FX button.

For the 5 Auto Functions, you can also use the Autosum button on the Home Ribbon.



Σ =Sum

=Sum adds together all the numbers in a range. This can also be entered by pressing 'Alt + ='.

Σ =Average

=Average adds the range together then divides by how many numbers there are.

Σ =Max

Σ =Min

= Max & = Min find the highest and lowest numbers in a range respectively.

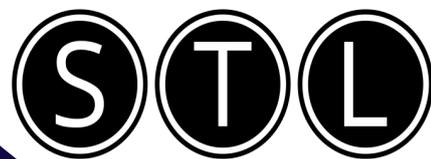
Σ =Count

=Count finds out how many cells in the range have numbers in them.

Σ =Counta

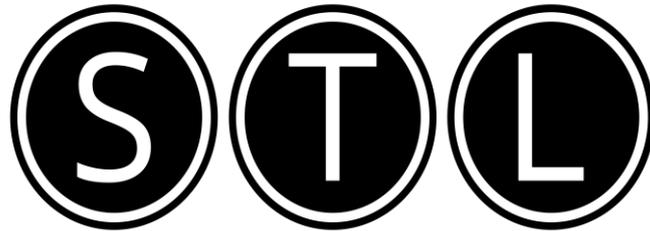
=CountA does not appear in the auto functions, but is an upgraded version of =Count. It will find how many cells in a range have either numbers or text in them.

Notes



A large, empty rounded rectangular box with a dark blue border, intended for taking notes.





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