Computing Services

EXCEL

Excel is a spreadsheet application which allows you to manipulate numbers easily. Excel runs in the Macintosh and Windows 95 platforms.

Shortcuts...

When you need:	Click this:
HELP!	F1
Undo	Ctrl + Z
Redo	Ctrl + Y
Go to:	
A specific cell	F5 or Ctrl + G
Beginning of a row	Home
Up/down a window	PgUp/Down
Beginning of worksheet	Ctrl + Home
Next sheet	Ctrl + Pg Down
Previous sheet	Ctrl + Pg Up
To enter:	
Current Date	Ctrl + ;
Current Time	Ctrl + :
Other short keyboard shortcuts:	
Copy	Ctrl + C
Cut	Ctrl + X
New workbook	Ctrl + N
Open workbook	Ctrl + O
Paste	Ctrl + V
Print	Ctrl + P
Replace	Ctrl + H
Save	Ctrl + S

Formulas	ALWAYS begin with =
#####	Widen columns to display numbers
AutoFill	"Handle" is located on the bottom right
Toolbars	Available under View

Customizing Excel...

Name your worksheets...

Just double-click the sheet tab and name it.

Add borders...

Follow this order:

- Select the cell or range
- Click the down arrow next to the Borders button
- Click any border on the palette

Create a new folder...

If you want to create a new folder, or move files from folder to folder, use **Windows Explorer**...You can't do this from within Excel.

Set margins...

Click the **Margins** tab to adjust where your printout appears on the page.

Common Problems...

Printing...

When you click the Print button, Excel prints whatever is in the current window, immediately, no questions asked! You may want to take the time to check the **Print Preview.**

Wrong answers to formulas...

Excel calculates exponents, division and multiplication first....then it subtracts and adds. You may want to add parentheses.

More Common Problems...

Drag & Drop won't work...

Make sure that Drag & Drop is turned ON... Open the **Tools** menu and choose **Options**. Click the **Edit** tab. If it isn't selected, click the check box beside **Allow Cell Drag And Drop**. Click OK to close the dialog box and put Drag and Drop back to work.

Understanding Relative vs. Absolute references...

Relative references change. If you move the formula, the cell references change relative to where the formula is moved... **Absolute references stay the same** no matter where you move the formula.

To create an absolute reference, just add a $ to the column and/or row. Example: A1

Common Questions...

When should I drag & drop, and when should I cut and paste?

Both methods have more or less the same effect, but you use them for different things. Moving cells works for short distances in a worksheet. Cutting and pasting is handy for moving things across big worksheets, or from worksheet to worksheet, or workbook to workbook. Moving cells just doesn't cut it for those latter two applications.

The Delete key doesn't delete?

The Delete key "clears" what's in the cell. The Delete option on the Edit menu takes whole cells out of the worksheet, then pushes surrounding cells around to take their place.

Charts & Graphs...

...When highlighting the range to chart, NEVER include the totals!

Want to add a range of numbers?

Highlight, then click and drag into the center of the chart.

What type of Chart to use???

Column Charts...Good for showing comparisons between distinct items in one time period, or changes in distinct items over several periods.

Bar Charts...Good for illustrating values of different items in one time period.

Line Charts...Good at illustrating changes over time in one item or several...So are Area Charts!

Pie Charts...Show the relationship between the whole and the parts. Great for budgets!

Doughnut Charts...Show different data series by adding concentric rings.

Radar & Scatter Charts...Show relationships between different data series, and between each series and all the series...all at the same time. Project management and statistics are good examples of where to use these charts.

Surface Charts...Used to illustrate relationships between more than one variable, or among large amounts of data. They show highs and lows in a big set of data.

3-D Charts...Look great! The difference between most 2-D and 3-D charts is cosmetic!