

Excel: From the beginning

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Background Information

Uses:

Spreadsheet for financial and scientific analysis (numerical and charts)
Organize Data in columns and rows

Capacity – LOTS:

How much information in a Workbook? – 16 by 960 FEET (255 worksheets)

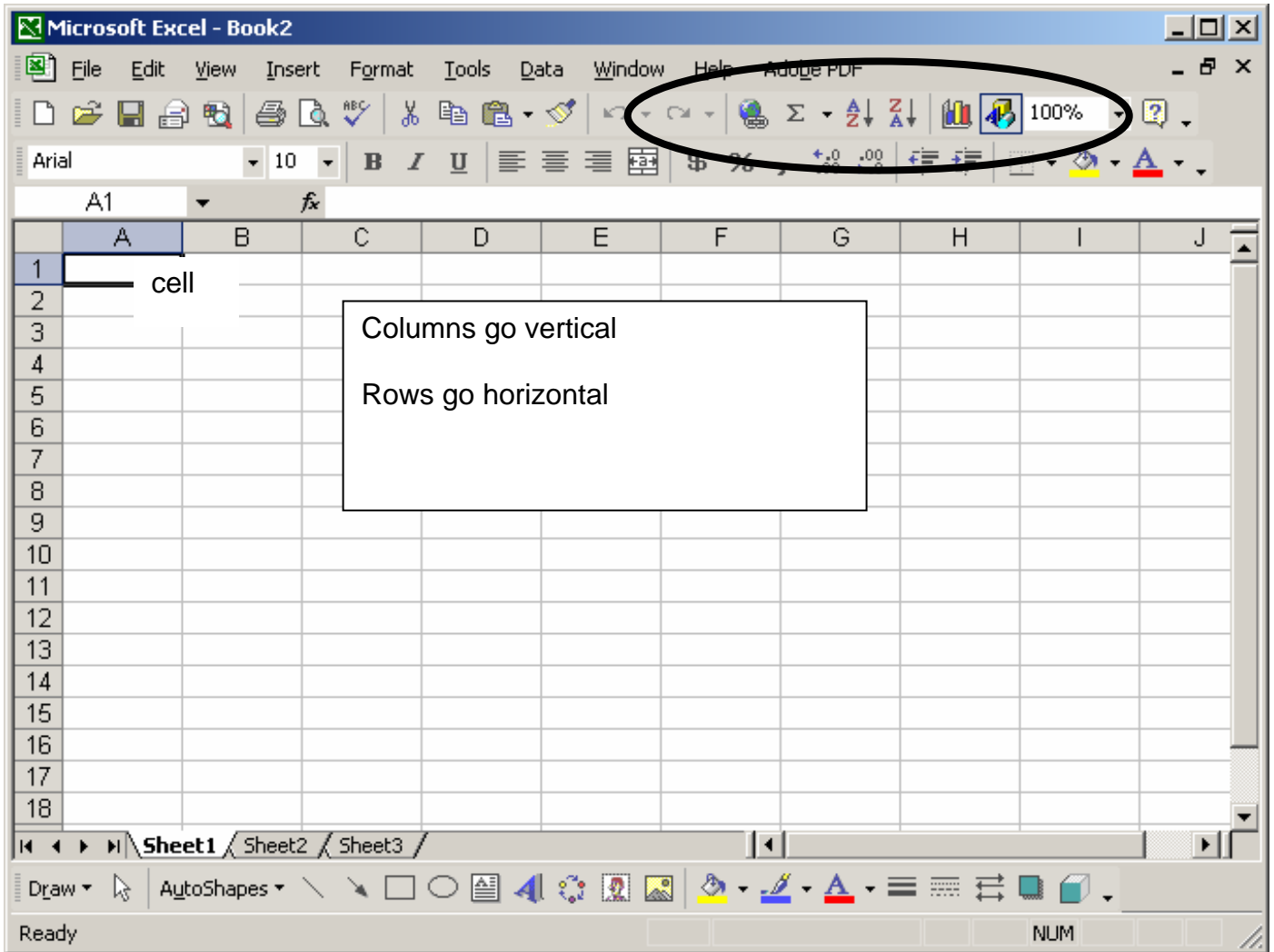
How much information in a Worksheet? – 256 columns, 65,536 rows

How many of formulas are pre defined? – Over 200

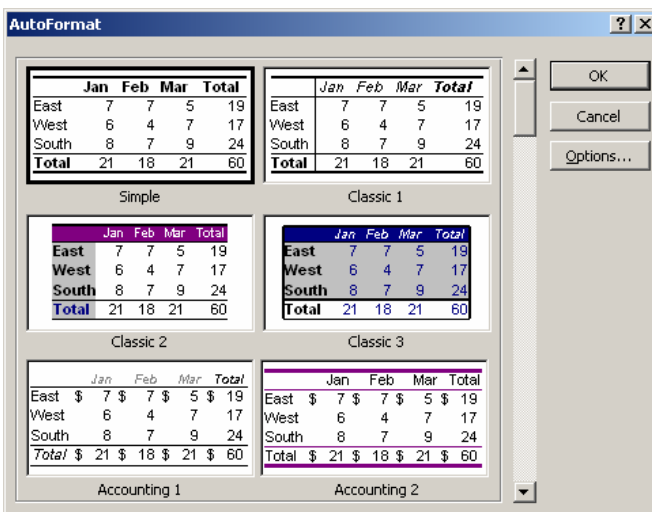
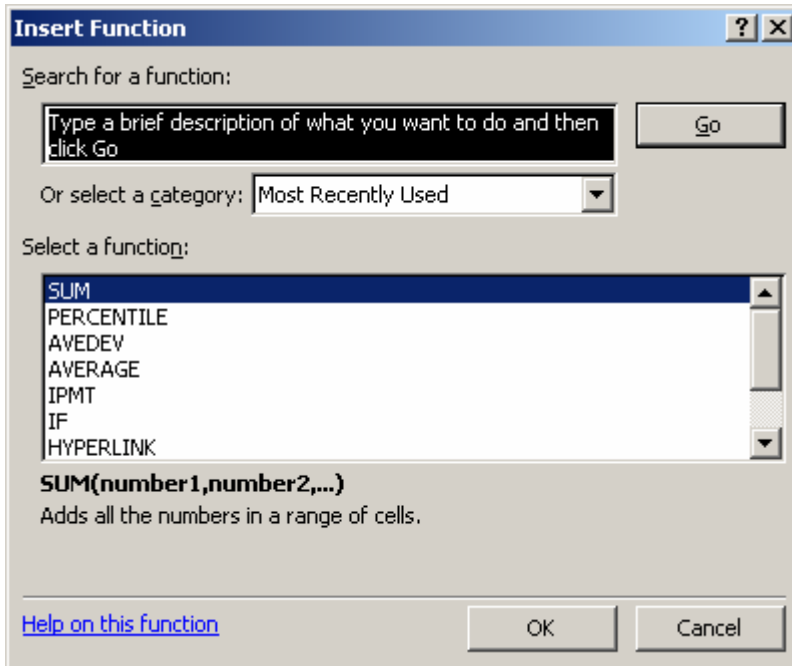
- ❖ Each file is called a Workbook which contains multiple worksheets
- ❖ Basic unit of a worksheet is called a cell
- ❖ Cells are variable in length and can contain numbers or labels
- ❖ You can insert clipart or pictures into spreadsheets or charts
- ❖ Formulas and functions are applied to a cell or range of cells
- ❖ Freeze panes - keep titles in sight as you scroll through worksheets.

The Excel Screen

Important Excel icons
functions, chart
wizard, etc.



There are over 200 functions in Excel. Click on the function icon on the toolbar to open the function dialogue box



To make an Excel Spreadsheet look more appealing consider using the **FORMAT- AUTOFORMAT** command on the menu bar for a variety of layouts and options.

Printing in Excel:

Page Setup determines what will be printed on a document. You should investigate the **Page Setup** dialogue box before you print. You can do the following within that box depending on which tab you are on:

- ❖ **Set printing to landscape so you have more room for additional columns (Page Tab)**
- ❖ **Adjust scaling and fit it to 1 page (Page Tab)**
- ❖ **Control the Margins and how it is centered on the page(Margins Tab)**
- ❖ **Add Headers and Footers (Header/Footer Tab)**
- ❖ **Control the printing of titles and gridlines (displayed below in Sheet Tab)**

