

SIX BASIC SKILLS FOR EXCEL

1. ENTER DATA INTO A SPREADSHEET OR SPREADSHEET TEMPLATE

- a) Numbers (formulas) can be mathematically manipulated
- b) Text can be used as labels but can not be mathematically manipulated
- c) Formulas can be used to ADD, SUBTRACT, MULTIPLY, DIVIDE, SUM, AVERAGE, and so on, cells and groups of cells.

2. CREATE AND INSERT A CHART/GRAPH

- a) Open the Excel file or create a new file that contains the data that will be used to create the chart/graph
- b) Select Chart from the INSERT menu
- c) Select the type of chart/graph that is to be inserted by clicking the category listed in the *Chart Type* pane. Once the chart type is clicked, the variations that are available will be displayed in the *Chart Sub-type* pane. To select a sub-type, click the icon of the desired selection.
- d) Once the selections associated with the type of chart are made, click the *Next* button.
- e) Select the data that is to be included in the chart/graph by clicking the icon located in the right corner of the *Data Range* field. This will minimize the size of the *Source Data* window to display the worksheet. The selection is made by clicking and dragging to include all relevant data within the selection. To select noncontiguous cells, release the mouse button, then hold down the Control key and drag.
- f) Once all of the data that is to be included in the chart/graph are selected, click the *Next* button located at the bottom of the window.
- g) The next window provides the ability to place titles within the chart/graph for the chart title, X-axis and Y-axis. To enter the titles, click the left mouse button in the appropriate field and enter the title using the keyboard. (X-axis is horizontal and Y-axis is vertical)
- h) Once all labels are entered, click the *Next* button located at the bottom of the window.
- i) This is the last window. It provides the ability to specify the placement location of the chart/graph. The *As New Sheet* option provides the ability to place the chart/graph on its own page within the workbook. To enable this option, click the button located beside the option and enter the name for the chart in the field provided. The second option provides the ability to place the chart/graph as an object on a worksheet of the currently open workbook. If this option is desired, click the button located beside the option, then click the arrow located on the right side of the option's field and select the worksheet where the chart/graph is to be placed.
- j) Once all of the selections are made, click the *Finish* button located at the bottom of the window.

3. EDIT A CHART/GRAPH ONCE IT IS CREATED

- a) Click the right mouse button on the chart/graph that is to be edited, and a pop-up menu will be displayed. Select the type of data or formatting that is to be edited from the menu
- b) Make the desired changes and click the OK button.

4. APPLY THE AUTOSUM FUNCTION TO A CELL :: (CALCULATES THE SUM OF THE NUMERIC VALUE OF ALL CELLS SPECIFIED WITHIN A RANGE)

- a) Select the range of cells to be totaled, including a blank cell to the right of a row or at the bottom of a column
- b) Select/click the AutoSum icon in the toolbar

5. INSERT OR PASTE A FUNCTION :: (TOOLS THAT PROVIDE THE ABILITY TO PERFORM COMPLEX CALCULATIONS, A PREDEFINED FORMULA THAT CAN PERFORM COMMON CALCULATIONS WITHOUT THE NEED TO CREATE AND ENTER THE FORMULAS)

- a) Select the cell in which the function is to be entered by clicking the cell once with the left mouse button.
- b) Select Function from the INSERT menu or click the Paste Function icon located in the TOOLBAR.
- c) Select the type of function that is to be inserted by clicking the appropriate category in the Function Category pane of the Paste Function window.
- d) Select the function by clicking the desired function in the Function Name pane of the Paste Function window.
- e) Once all selections are made, click the OK button.
- f) A window will be displayed that provides the fields in which to enter the data necessary to make the calculations for the selected function. Enter the data that is requested in the window.
- g) Once all entries are made, click the OK button.

6. EDIT THE COLORS USED WITHIN A CHART/GRAPH SELECT A FILL EFFECT FOR A COLORED ITEM

- a) Colors Within –
 - 1) Double-click the left mouse button on the item that is to be changed, and the Format Data Series window will be displayed.
 - 2) Click the left mouse button once on the chip that contains the desired color selection, then click the OK button.
- b) Fill Effect/Colors –
 - 1) Double-click the left mouse button on the item that is to be changed, and the Format Data Series window will be displayed.
 - 2) Click the Fill Effects button, and a window will be displayed that offers the options available for filling graphic elements within a chart/graph. Make the desired selections and click the OK button.