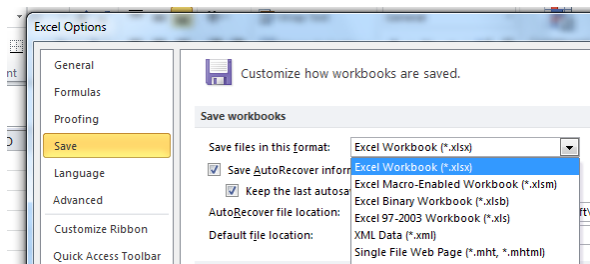# Excel Basics

Start with the Basics

Any Workbook that ends with .xls is in compatibility mode and many 2016 features may not be not available.

- .CSV-- Comma Separated values. A text file that opens with Excel.
- .Xlsx.-- Newest Excel format. No compatibility issues and allows all 2016 features to work.
- .Xls-- save down to a format that will work on PCs using prior versions of Microsoft Excel.
- .Xlsxm-- The workbook contains macros.
- To create all NEW workbooks in the new 2016 format: Click the file tab then select Options then Save Options

Excel Views

The look of the spreadsheet is changed from the view tab. Normal is the default View

- Print Preview-- allows for the adjustment of page breaks and setting or adjusting the printable area (Print Area).
- Print Layout-- gives you an instant view of how printed Excel pages will look
- Freeze Panes-- select the cell below and (or) to the right of the area of the spreadsheet that you would like to lock, Select the View tab and click Freeze Panes, then Freeze panes
- Zoom To Selection-- select an area of the Worksheet then from the View tab click Zoom to Selection.

Change views from the View tab or Zoom from the bottom right corner of the worksheet
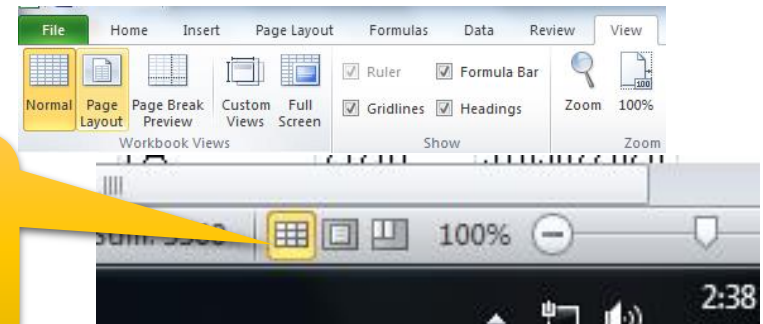
Data Entry

- Adding a second line to a cell (text wrapping)
  -- Alt + Enter after typing first line of data in the cell

- To add a note to a cell-- Right click, Insert comment. Comments can be printed (See Printing Your Work)

- Auto fill-- select the fill handle at to bottom right corner of a cell, click, hold and drag down. (Hold the Ctrl. Key while dragging to reverse non-sequential to sequential)

- Add Bullets to a cell-- Hold the ALT. key and press 7 on your number pad (desktops) or FN- ALT key and press 7 (laptop)
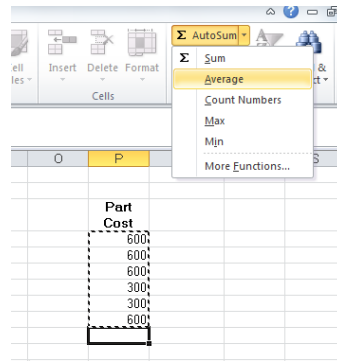
Excel Basics

Formulas

- All formulas must start with an **=**
- Basic formulas (Sum, Average, Count, etc.) are located on the Home tab.
- Operators that can be used in some formulas are:

  = + - *

- Use **$** to Lock location in a formula.:
  =sum($A$1:$A$10)
  will show only the result from that range even if copied to other locations on the Worksheet

Formatting

- Double click the Format Painter to lock it. Press Esc key to deactivate it

- To Select only the graphic objects on your worksheet (not the data)-- choose Find from the Home tab and then choose Select Objects or Selection Pane
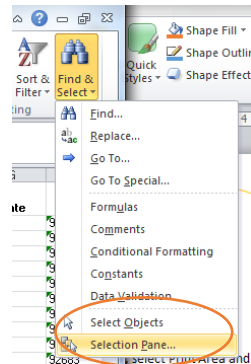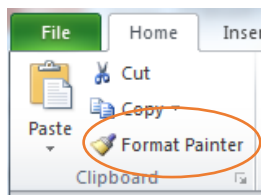
Printing Your Work

Setting the Print Area is a key to successful printing

- To set the print area select the range to print, select Print Area and then Set Print Area from the Page Layout tab
- To access Headers, Footers and other printing options, select Page Setup from the print section of the File tab.
- Control scaling (sizing to fit paper) from the page layout tab or bottom of File / Print section
- To Print the same header on each printed page-- select Page set-up, Sheet Tab, then Rows to Repeat at top
- To print Comments-- Select Page Set-up, Comments