



EXCEL BASICS: EXCEL 2013

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EXCEL IS A GREAT TOOL FOR MOST INFORMATION!

- Great for simple calculations and tracking most any type of information.
- The grid cells is the key. The grid cells contain text, numbers, and columns.
- The grid allows you to manipulate the data quickly.
- Excel is a great tool for collecting, sort, filtering data and presenting results with tables and charts. These are the basic steps to using Excel.

EXCEL BASICS: OVERVIEW

- Create a new excel workbook
- Enter your data
- AutoSum data
- Add a formula
- Format data
- Put data in a Table
- Manipulate table data; Use PivotTable to easily summarize data
- Quick Analysis Totals tools
- Highlight data with Conditional formatting or Sparkline's
- Quick Analysis Chart tool
- Save your work
- Print

Create a new excel workbook

Excel documents are called workbooks.

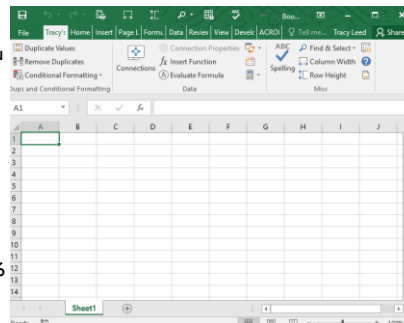
Each workbook has sheets called spreadsheets.

You can add as many sheets as you want to a workbook, or you can create new workbooks to keep your data separate.

To create a new excel workbook start Excel
Excel 2010: Excel opens a new blank workbook automatically
Excel 2013: Excel opens > Select blank workbook

Excel start user interface has changed in Excel 2013. Excel 2016 start interface same as Excel 2013.

Excel new blank workbook



Enter your data into the excel workbook

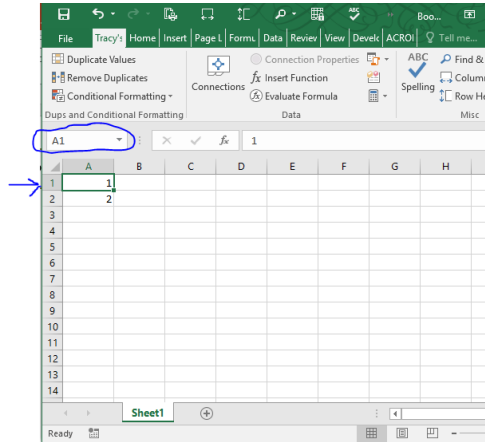
Enter your data

Click an empty cell. For example, cell A1 on a new sheet.

Cells are referenced by their location in the row and column on the sheet, so cell A1 is in the first row of column A.

Type text or a number in the cell.

Press Enter or Tab to move to the next cell.



Use AutoSum to add your data

Use **AutoSum** to add your data

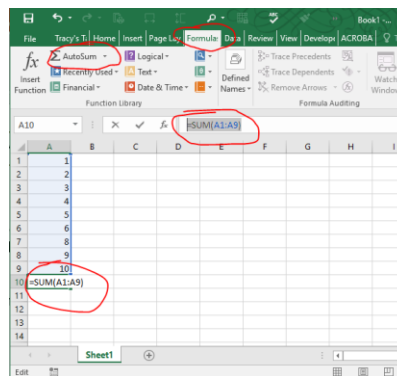
AutoSum is a quick way to add totals to numbers.

Select the cell to the right or below the numbers you want to add.

Click Formula > AutoSum, or press Alt (+=) .

AutoSum located on the Formula tab

AutoSum adds up the numbers and shows the result in the cell you selected.



AutoSum example =SUM(A1:A9)

Create a simple formula

Use simple **Formulas** to add, subtract, multiply or divide your numbers.

Select a cell and type an equal sign (=).

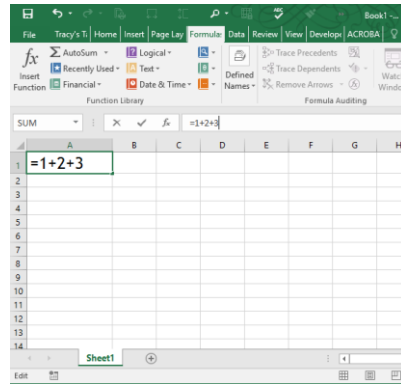
Equal sign tells Excel that this cell will contain a formula.

Type a combination of numbers and calculation operators, like the plus sign (+) for addition, the minus sign (-) for subtraction, the asterisk (*) for multiplication, or the forward slash (/) for division.

For example, enter =2+4, =4-2, =2*4, or =4/2.

Press Enter. Pressing Enter runs the calculation.

Press Ctrl+Enter if you want the cursor to stay on the active cell.



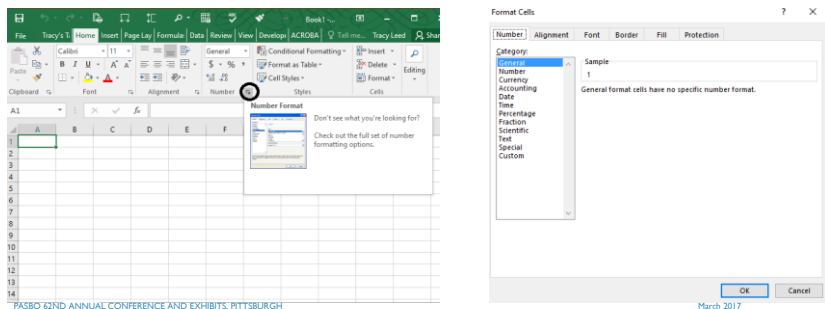
Apply a format to your data

Use **Format** options to distinguish between different types of data.

Add a format to your data, like currency, percentages, or dates.

To format your data: Select the cells that contain the data you want to format.

Click Home > Format Number box arrow to launch Format Cells dialog box, or right Click and Select Format Cells



Use a excel table to quickly manipulate your data

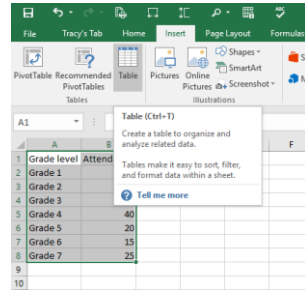
Put your data in a **Table**

A simple way to access Excel's power is to put your data in a table. Tables lets you quickly filter or sort your data for starters.

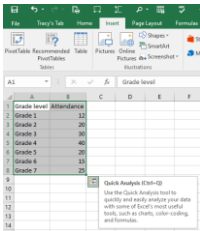
Select your data by clicking the first cell and dragging to the last cell in your data.

Click Insert Tab > Table

Or Select Data look for Quick Analysis Icon > Select Table



Insert Tab/ Table



Quick Analysis/Table

Use a excel table to easily manipulate your data

Tables sort, filter, and summarize data quickly.

Manipulate your Table data:

Filter to see only the data you want

Sort it from largest to smallest.

To filter data:

Uncheck the Select All box to clear all check marks

Check the boxes of the data you want to show in your table

To sort data by Smallest to Largest, By Color, A to Z for text data

Select **PivotTable** option to easily summarize data

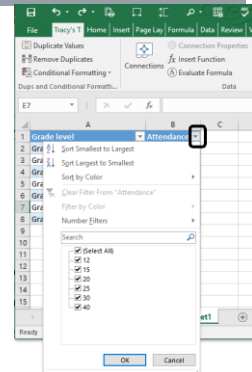
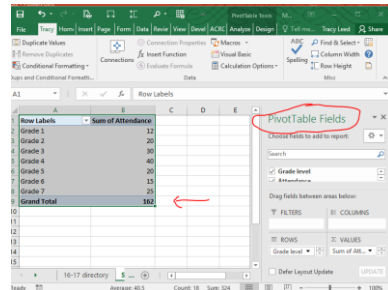


Table column filter



Show totals for your numbers

The **Quick Analysis** tools adds totals to your numbers quickly.

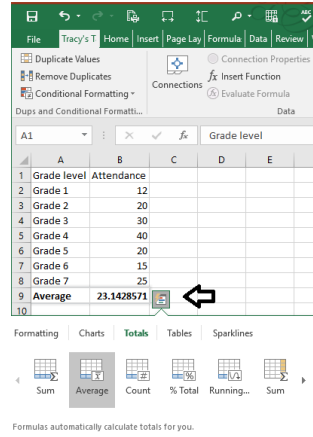
The Totals option on the Quick Analysis will automatically Sum, Average, or Count your data
Excel shows the calculation results right below or next to your numbers.

Select the cells that contain numbers you want to add or count.

To add Totals: Click the Quick Analysis button icon bottom-right corner of the selection.

Click Totals, move your cursor across the buttons to see the calculation results for your data in live preview

Click the button to apply the totals

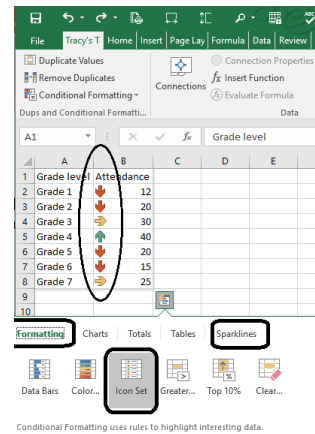


Add meaning to your data

Conditional formatting or **Sparkline's** highlight your most important data and show data trends. Use the Quick Analysis tool for a Live Preview.

To highlight data: Select the data
Click the Quick Analysis button icon in the lower-right corner of data selection
Hover over the options on the Formatting and Sparkline's tabs to see how they affect your data.

Click option selected



Show your data in a chart

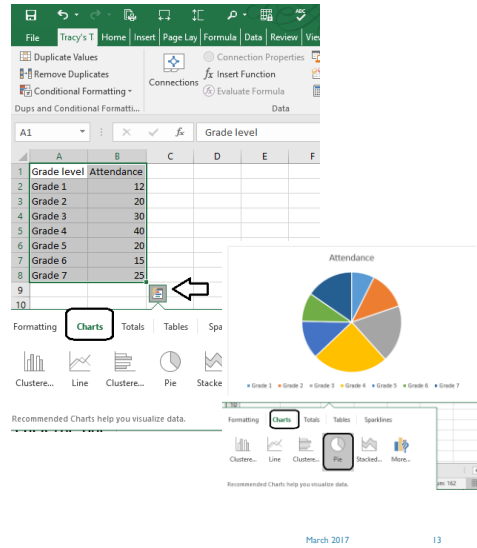
The **Quick Analysis Chart** tool recommends charts for your data.

The Chart tool gives you a visual presentation quickly.

To Preview Live Chart: Select the cells that contain the data you want to show in a chart.

Click the Quick Analysis button icon that appears in the lower-right corner of your selection.

Click Charts, move across the recommended charts to see which one looks best for your data, and then click the one that you want.



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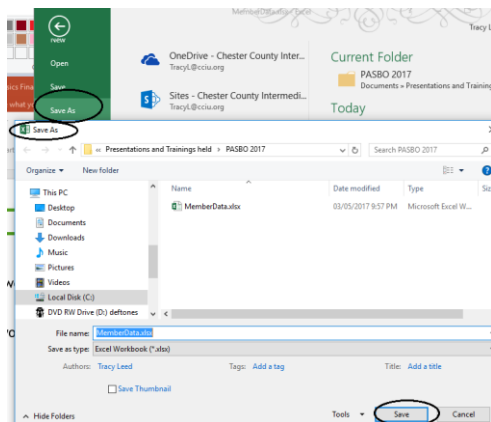
Save your work

Select File > **Save As**

Under Save As, decide where to save your workbook then browse to the folder or location

In the File name box, enter a name for your workbook.

Click Save to finish.



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Print your data

Set Print Area: Highlight data, Select Page Layout > Print Area

Click File > **Print**, or press Ctrl+P.

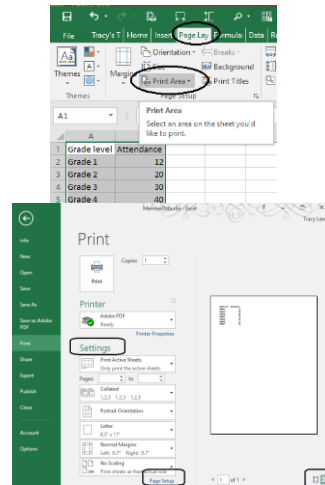
Preview the pages by clicking the page number buttons in the Print Preview pane

The preview window displays the pages in black and white or in color, depending on your printer settings.

If you don't like how your pages will be printed, you can change page margins or add page breaks.

Page Setup option launches a dialog box to set more print settings

Click Print.



Excel is an incredibly powerful tool for getting meaning out of variety types of data.

Microsoft offers free online training at it's Office training Center referenced below.

The Training Center offers videos and tutorials.

Microsoft Virtual Academy offers more advanced tutorials for programming and more.

References:

<https://support.office.com/en-us/article/Basic-tasks-in-Excel-2013-363600c5-55be-4d6e-82cf-b0a41e294054>

Microsoft Office Training Center:

<https://support.office.com/en-us/article/Office-Training-Center-b8f02f81-ec85-4493-a39b-4c48e6bc4bf6>

Microsoft Virtual Academy
<https://mva.microsoft.com/>