# Intro to Microsoft Excel

## Day 2

Learning Outcomes – Day 2

- How to use the scrolling buttons
- Working with Workbooks
- Cell Basics
- Formatting attributes
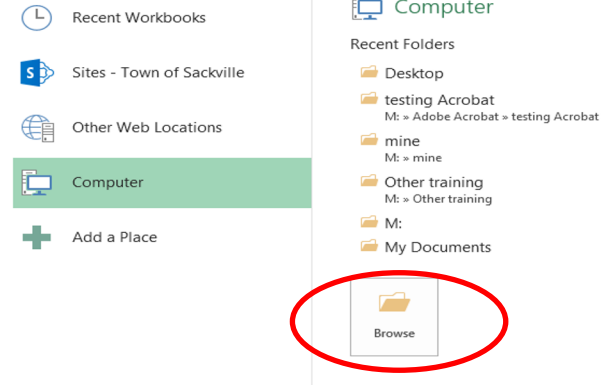- Horizontal text alignment
- Color cells
- Copy cells

Creating and opening Excel files

1. Select the File tab
2. Select New, then click Blank workbook or choose a template
3. A new blank workbook will appear

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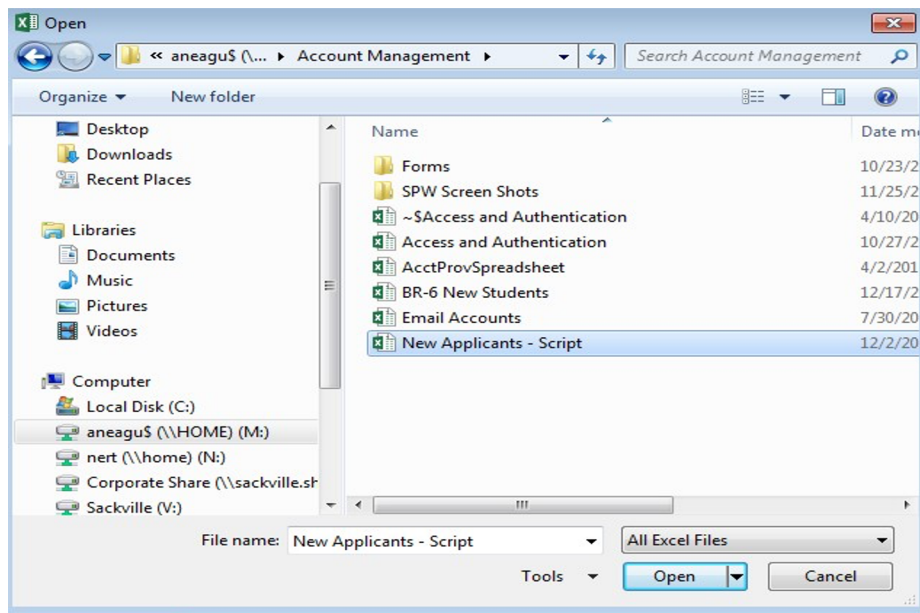## Open existing Excel files
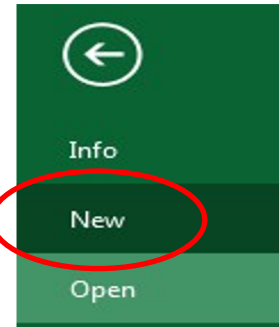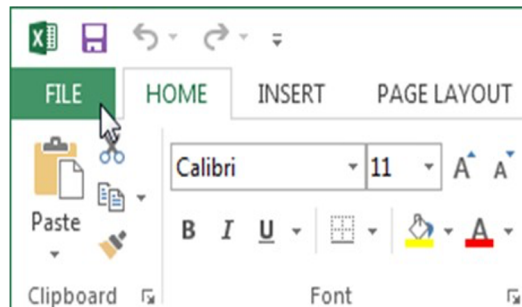
1. Select the File tab
2. Click Open
3. Choose among recently opened files, or click Browse

Open existing Excel files
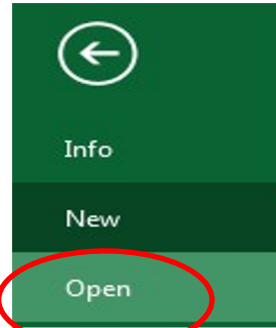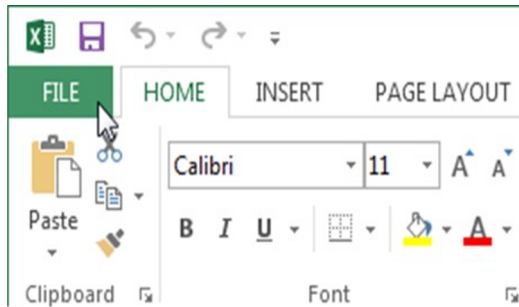
4. Choose your file from the file browser

Open existing Excel files
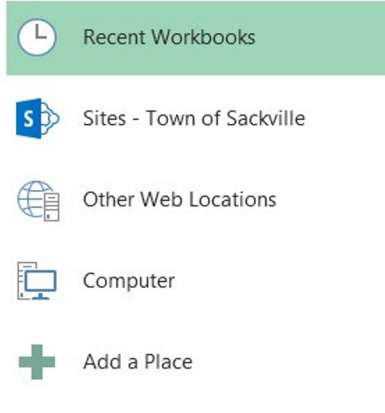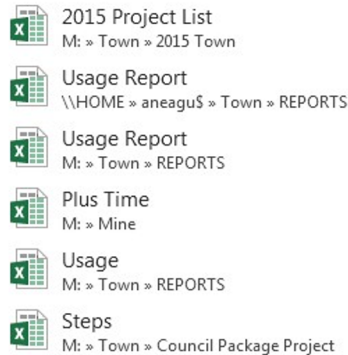
Tip: if you've opened the Excel file recently you can often find it under Recent Workbooks. If you frequently open the same file, you can pin it to Recent Workbooks
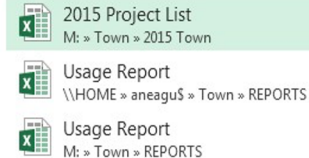
Scroll between worksheets

These buttons scroll the display of sheet tabs one at a time or to display the first and last grouping of sheet tabs and are located to the left of the sheet tabs.
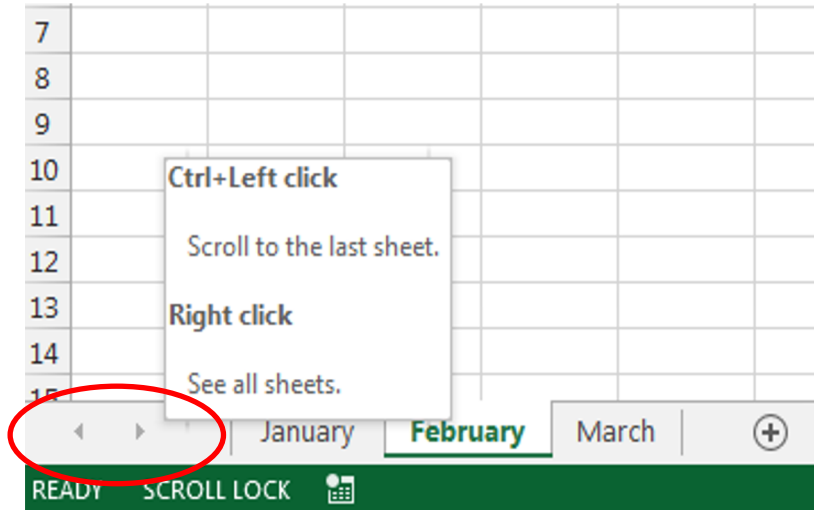
The scroll bar

Click and drag the vertical or horizontal scroll bar to view other parts of the sheet. Try holding Shift and scrolling with your mouse to horizontal scroll

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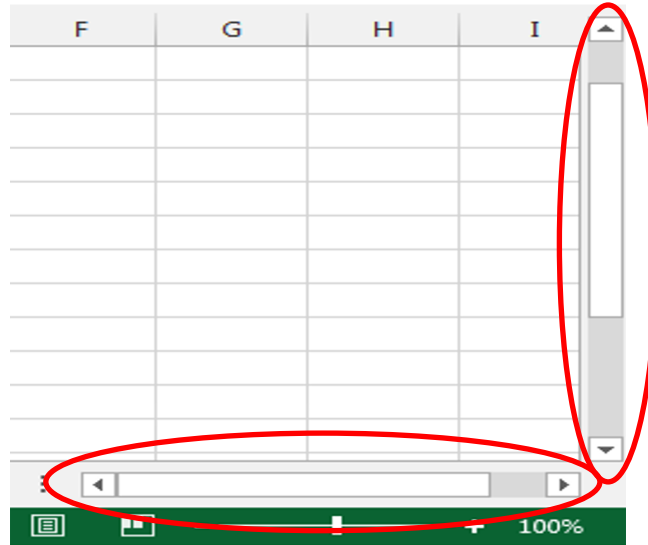
1. Create a new blank workbook
2. Open an existing workbook from your computer
3. Pin a folder to Backstage view

"Save As" vs. "Save"

Save As:

- Save new copy of the current file with new name
- You can choose where to save the file
- Original file remains intact

Save (Ctrl + S):

- Save changes to a file that has already been saved previously (overwrites original)
- If you create a new file and try to "Save" you will be asked to "Save As" as you must name the file and choose where to save

Saving an Excel file

- Saving early and often can prevent your work from being lost

- Pay attention to where you save the workbook so it will be easy to find later

1. Click the Save icon or hit Ctrl + s
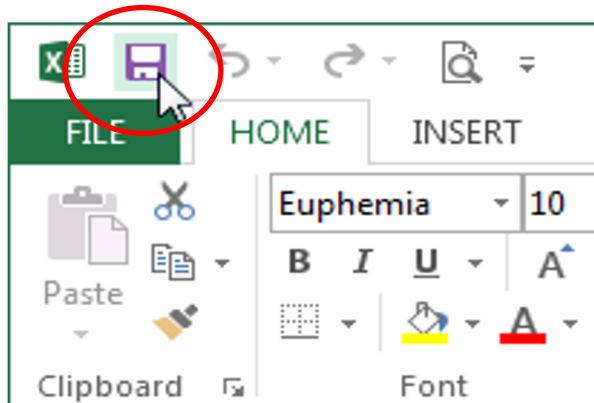
2. Type a file name and choose a save location that you will remember

Creating a formula
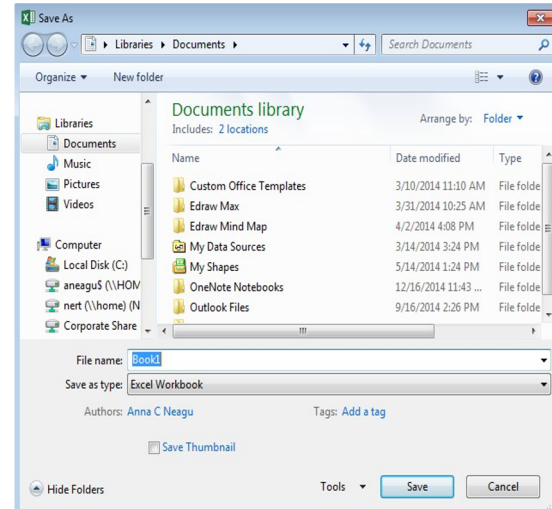
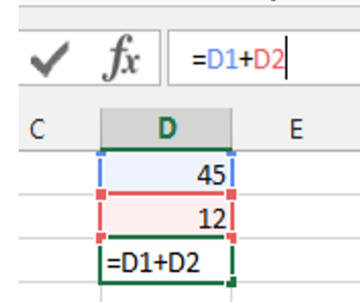- Type the cell address of the cell you wish to reference first in the formula: cell D1 in our example. A blue border will appear around the referenced cell

- Type the mathematical operator you wish to use

- Type the cell address of the cell you wish to reference second in the formula: cell D2 in our example. A red border will appear around the referenced cell

- Hit enter and the formula will be calculated

- Tip: if the result of a formula is too large to be displayed in the cell, it will appear as pound signs (#####). Simply increase the column width to resolve

Cell basics

- In Excel, data you enter goes into cells. Cells are the basic building blocks of a worksheet

- Every worksheet is made up of thousands of rectangles, which are called cells. A cell is the intersection of a row and a column

- Columns are identified by letters (A, B, C) while rows are identified by numbers (1, 2, 3). The cell selected in this image is cell **A1**
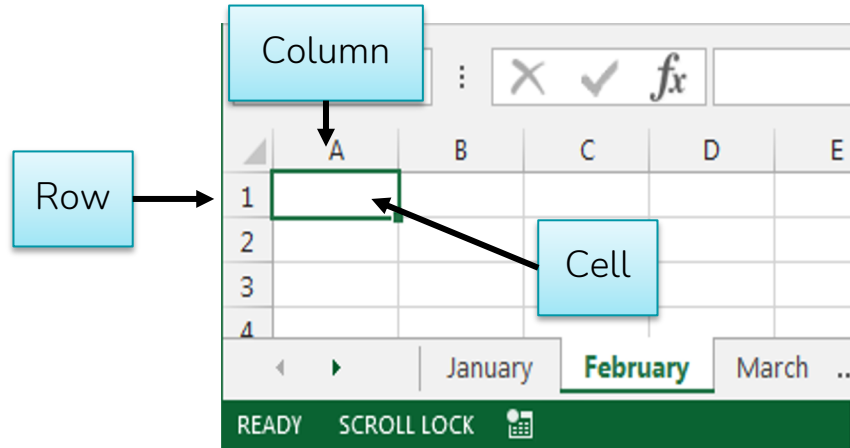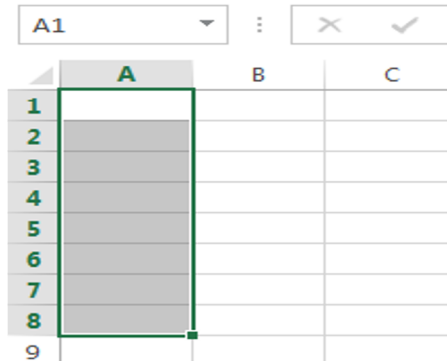
Cell address

- Each cell has its own name based on its column and row
- When you select a cell, the address will appear in the Name box
- A cell's column and row are highlighted when the cell is selected

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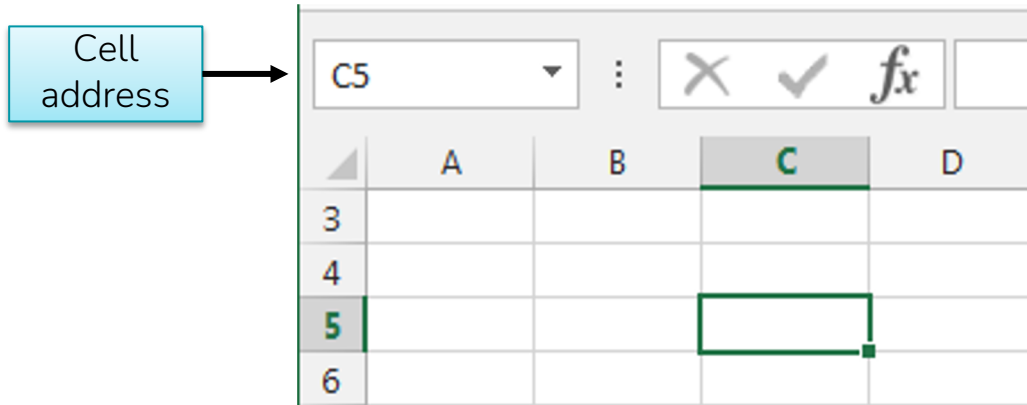
Select cell ranges

- A group of cells is known as a cell range. You can select multiple cells by clicking and dragging, or holding shift and using the arrow keys

- For example, a cell range that included cells A1, A2, A3, A4, and A5 would be written as A1:A5

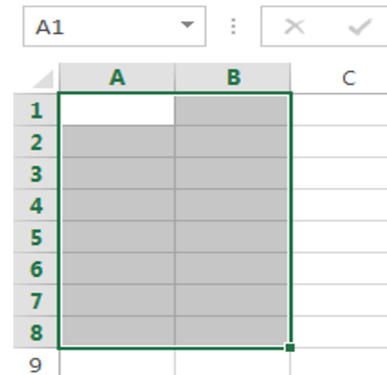- In the images below, two different cell ranges are selected:

Cell range A1:A8

Cell range A1:B8

Delete cells or cell content

Deleting cell content:

1. Select the cell with content you wish to delete
2. Press Delete or Backspace

Deleting cells:

If you delete the entire cell and not just the content, the cells below it will shift up and replace the deleted cell(s).

1. Select the cell(s) you wish to delete
2. Select the Delete command from the Home tab under Cells *or* right click the cell and click Delete

Copy and paste in Excel
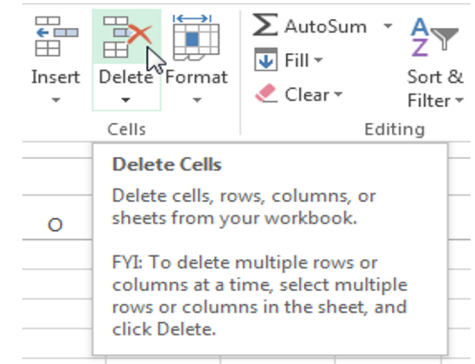
1. Select the cell(s) you wish to copy

2. Click the Copy command on the Home tab (or use Ctrl + C)

3. Select the cell(s) where you wish to paste the content. The copied cells will now have a dashed box around them

4. Click the Paste command on the Home tab (or use Ctrl + V)

Copy and paste using right click
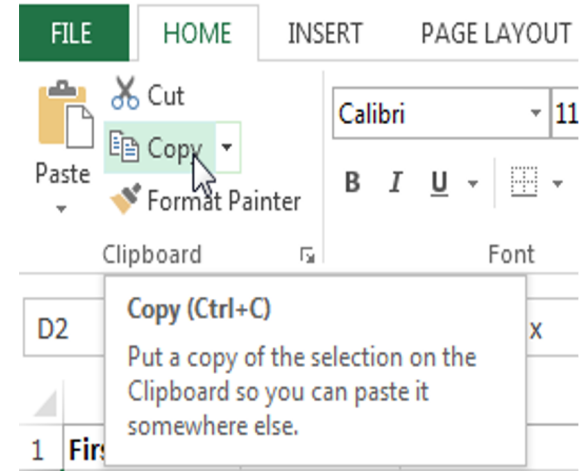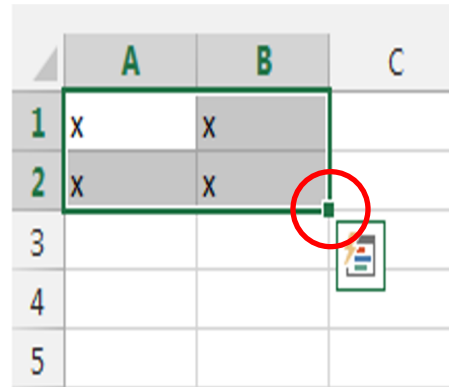
- Rather than choosing commands from the Ribbon, you can access commands quickly by right clicking

- Select the cell(s) you wish to format, then right click

- A drop-down menu will appear, where you'll find several commands that are also located on the Ribbon.
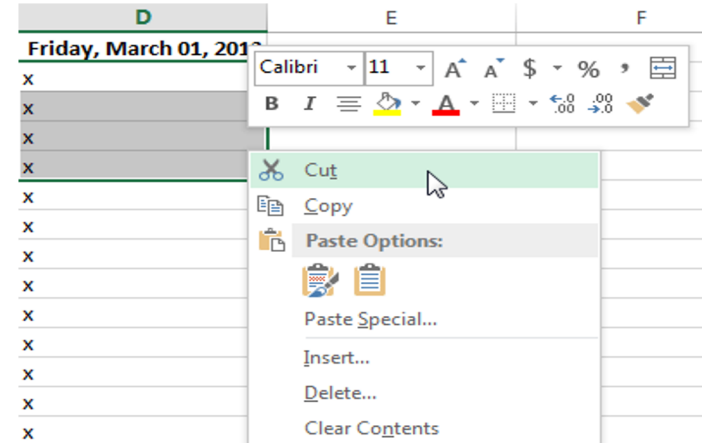
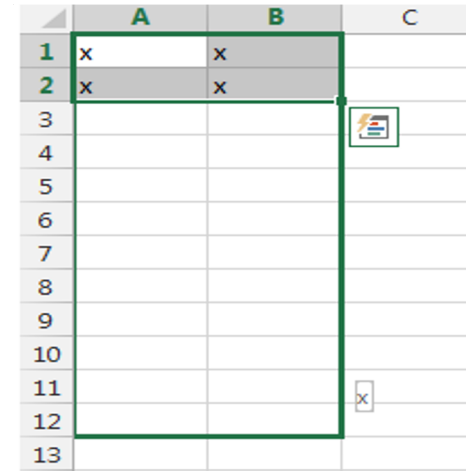What if you want to copy the contents of one cell to many other cells? You could copy and paste the content into each cell, but there is a faster way. Instead, you can use the fill handle.

1. Select the cell(s) containing the content you wish to use

2. The fill handle will appear as a small square in the bottom-right corner of the selected cell(s). Click and drag it to fill the cells you wish to copy to

- The fill handle can also be used to continue a series. Whenever the content of a row or column follows a sequential order, like numbers (1, 2, 3) or days (Monday, Tuesday, Wednesday), the fill handle can guess what should come next in the series.

- You may need to select multiple cells before using the fill handle

Click and drag and Excel will complete the series

1. Open an existing Excel workbook.
2. Select cell D3. Notice how the cell address appears in the Name box and its content appears in both the cell and the Formula bar.
3. Select a cell and try inserting text and numbers.
4. Delete a cell and note how the cells below shift up to fill in its place.
5. Cut cells and paste them into a different location.
6. Try dragging and dropping some cells to other parts of the worksheet.
7. Use the fill handle to fill in data to adjoining cells both

Formatting attributes

You can change the formatting attributes of cells so that the values are displayed as dates, dollars, percentages, or many other options. You can also add color and borders to cells
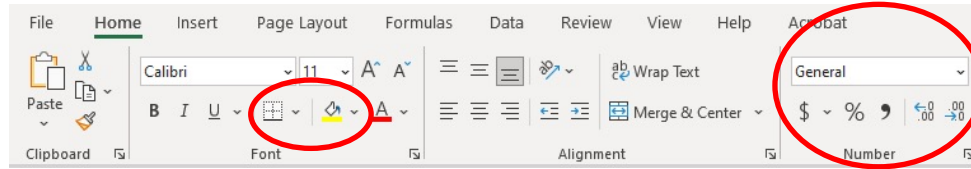

Cells can contain formulas and functions that calculate cell values. In our example, =SUM(B4:B7) adds the value of each cell in cell range B4:B7 and displays the total in cell B8.

Change font size

1. Select the cell(s) you wish to modify
2. Click the drop-down arrow next to the Font Size command on the Home tab.
3. Select the desired font size.

Custom font size

Font size +/- buttons
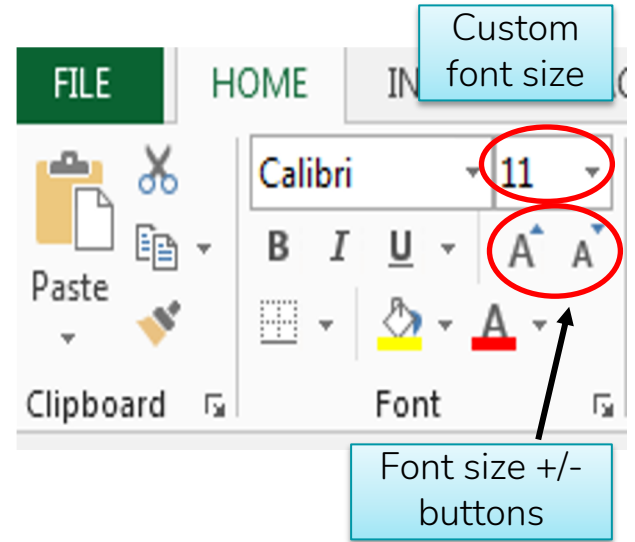
Change font colour

1. Select the cell(s) you wish to modify
2. Click the dropdown arrow next to the Font Colour button
3. Select the desired colour.

Tip: If you click the Font Colour button without using the dropdown menu it will change the font to the most recently used colour
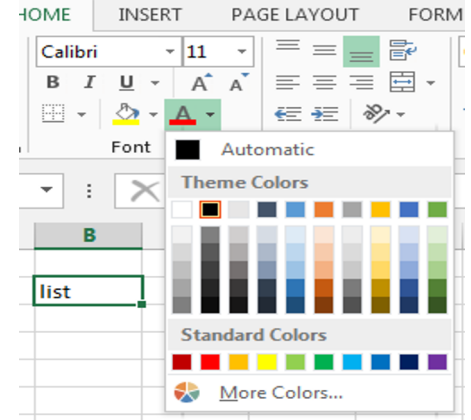
Change fill colour
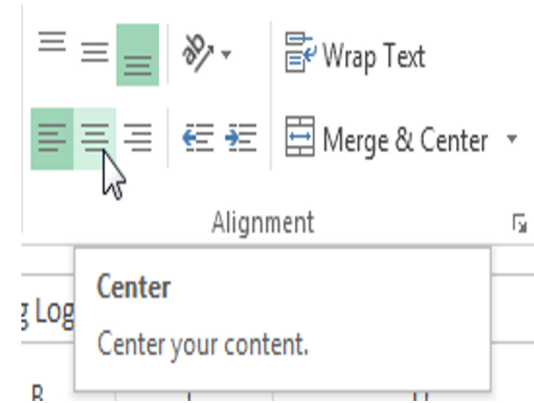
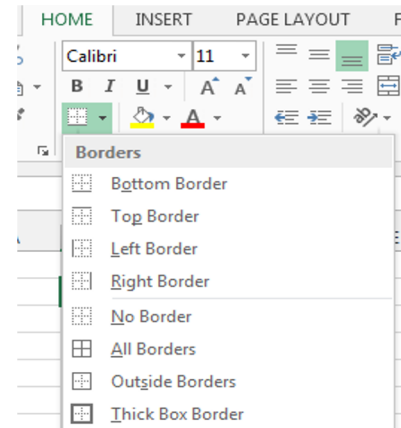1. Select the cell(s) you wish to modify.

2. Click the drop-down arrow next to the Fill Color command on the Home tab. The Fill Color menu will appear.

3. Select the fill color you want to use. In our example, we'll choose Light Green.

Tip: Use fill colour to improve the readability of your worksheet by calling attention to certain cells. If it is a budget sheet, you could indicate a deficit with a red cell.

# Cell formatting: alignment and borders
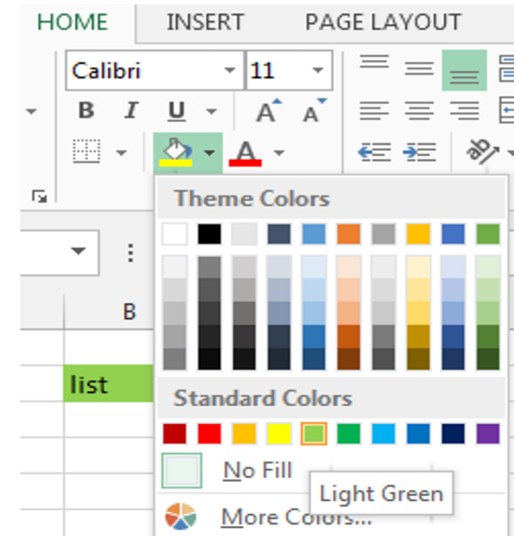
1. Select the cell(s) you wish to modify.
2. Select one of the three horizontal alignment commands on the Home tab. In our example, we'll choose Center Align

1. Select the cell(s) you wish to modify.
2. Click the drop-down arrow next to the Borders command on the Home tab. The Borders drop- down menu will appear.
3. Select the border style you want to use.

Number formatting

1. Select the cells(s) you wish to modify

2. Click the drop-down arrow next to the Number Format command on the Home tab. The Number Formatting drop-down menu will appear

3. Select the desired formatting option

Tip: There are many number formatting options, such as dates, dollars, and percentages. You can also increase or decrease the number of decimal places.
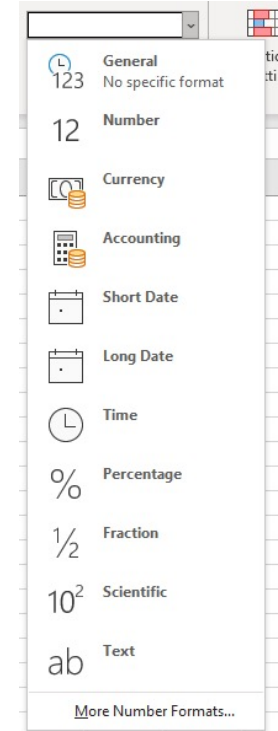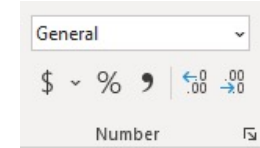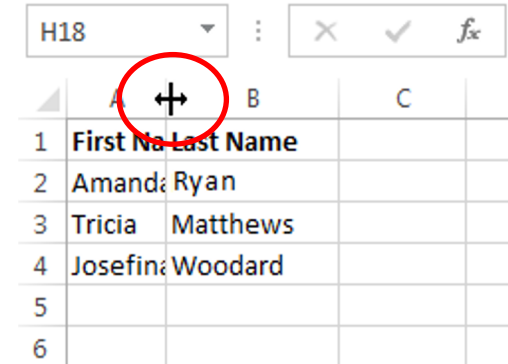
1. Open an existing Excel workbook.
2. Select a cell and change the font style, size, and color of the text.
3. Apply bold, italics, or underline to a cell.
4. Try changing the vertical and horizontal text alignment for some cells.
5. Add a border to a cell range.
6. Change the fill color of a cell range.
7. Try changing the formatting of a number.

Modifying columns and rows

1. Position the mouse over the column line in the column heading so the white cross double arrow

2. Click and drag the mouse to increase or the column width.

Tip: If you see pound signs (#####) in a cell, it means the column is not wide enough to display the content. Increase the width to resolve

Tip 2: If you double click the line between columns, Excel will automatically adjust the width to fit your longest number or text string

Modifying multiple rows/columns at once

1. Select multiple rows or columns by clicking and dragging

2. Position the mouse over the line between columns so that you get the ✛ icon

3. Click and drag to increase or decrease the width

4. All columns will increase or decrease the same amount to the same size

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Inserting new columns or rows
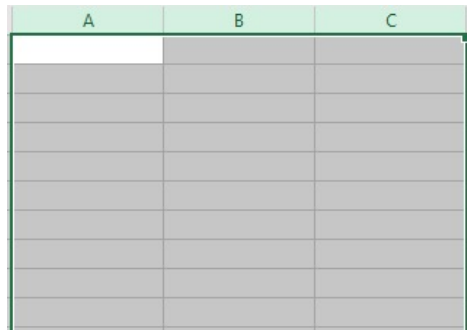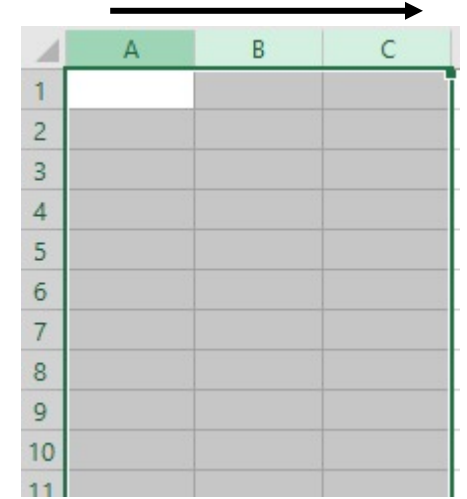
1. Select the row heading below where you want the new column to appear.

2. Click the Insert command on the Home tab or right click the line between columns and choose "Insert"

Tip: When inserting new rows/columns, you will see the Insert Options button. This allows you to make the new row/column keep the formatting of the column to the left or right, or clear formatting.
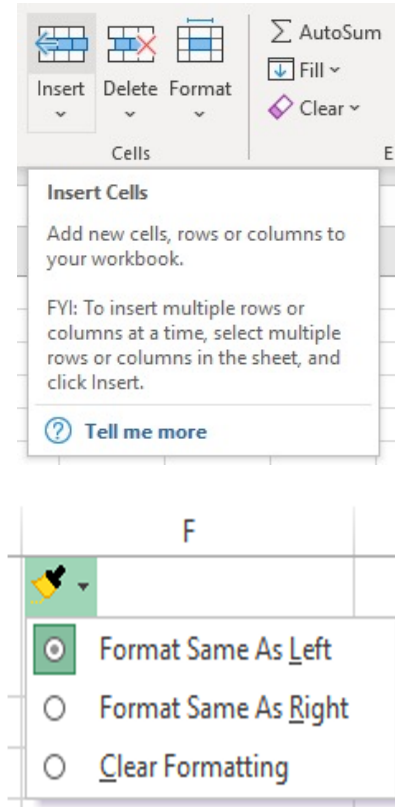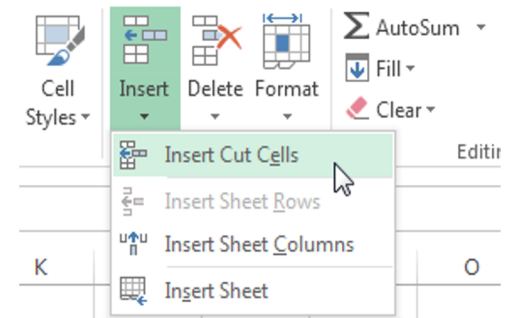
Deleting columns or rows

1. Select the column(s) you want to delete.

2. Click the Delete command on the Home tab or right click and choose "Delete"

3. The selected columns(s) will be deleted, and the columns to the right will shift left.

Tip: Deleting a column/row is different from clearing the contents. If you want to remove the content without causing other cells to shift, select the cells and use the backspace or delete key.

Moving columns or rows
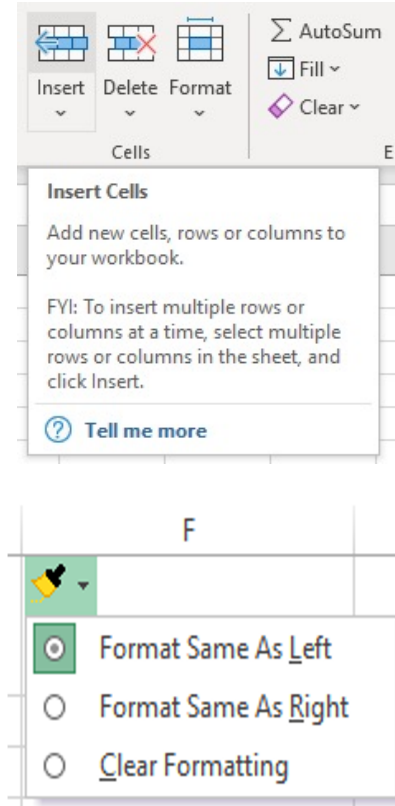
1. Select the desired column heading for the column you wish to move, then click the Cut command on the Home tab or press Ctrl + X on your keyboard

2. Select the column heading to the right of where you want to move the column. For example, if you want to move a column between columns B and C, select column C

3. Click the Insert command on the Home tab, then select Insert Cut Cells from the drop-down menu (or use Ctrl + V)

Questions?