

University Information Technology Services

# Microsoft Office Excel 2016 for Windows

Introduction to Excel

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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#### Published by Kennesaw State University – UITS 2016

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## **University Information Technology Services**

Microsoft Office: Excel 2016 Introduction to Excel

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## Introduction

This booklet is the companion document to the Excel 2016: Intro to Excel workshop. It includes an introduction to the Microsoft Office 2016 interface and covers the various aspects of creating, formatting, editing, saving, and printing a document in Excel 2016.

## **Learning Objectives**

After completing the instructions in this booklet, you will be able to:

- Identify the components of the Office 2016 interface
- Be familiar with the layout of the spreadsheet
- Have the ability to enter text and numbers
- Have the ability to modify a spreadsheet
- Know how to change the appearance of text and numbers within the spreadsheet
- Be able to apply borders
- Be able to insert graphics
- Be able to add headers and footers
- Be able to insert hyperlinks
- Be able to work with shapes
- Have the ability to print
- Know how to save a worksheet

## The Office 2016 Interface

The *Office 2016* interface is similar to the *Office 2013* interface, with a few minor changes. The following describes the Office 2016 interface.

#### The Ribbon

The Ribbon is a panel that contains functional groupings of buttons and drop-down lists organized by tabs. Each application in the Office Suite has a different set of tabs (with some tabs in common) that pertain to the functionality of that particular application. Each tab is further divided into groups (of buttons), such as the *Font* and *Alignment* groups, which are shown in Figure 1.



Figure 1 - Ribbon

At the bottom-right corner of some groups, there is a diagonal arrow called a *Dialog Box Launcher*. Clicking this button opens a dialog box for that group containing further option selections.



Figure 2 - Dialog Box Launcher

There are also *contextual tabs* that appear, depending on what you are working on. For example, if you have inserted pictures, the *Picture Tools* tab appears whenever a picture is selected.

<u>ଲ</u> ୍ଚ	• e · O •				Book	1 - Excel	E.			Picture Tools			A	-		×
File	Home Insert	Page Layou	t Formulas	Data	Review	View	Developer	ACROBAT	Power Pivot	Format	🖓 Tell me					
Remove	Corrections *			~					Picture Border	r Brin F Ri Sen	g Forward 🔹 d Backward	• 🖽 •		0.85"	:	
Background	Adjust	• •				Picture S	tyles		Ster Picture Layout	rs ⊡I3 perc	Arrange	200	Si	ze	15	^

Figure 3 - Contextual Tab

#### **Customizing the Ribbon**

In Excel you can build your own tab(s). The following explains how to build your own tabs/groups:

- 1. Right-click anywhere in the ribbon.
- 2. Select Customize the Ribbon.

<u>C</u> ustomize Quick Access Toolbar
Show Quick Access Toolbar Below the Ribbon
Customize the <u>R</u> ibbon
Collapse the Ribbo <u>n</u>

Figure 4 - Customize the Ribbon

3. On the right side of the window, underneath the *Customize the Ribbon* section, click the button **New Tab**.

Main 1805			
Vain Tabs			٠
E 🔽 Home			
E Clip	board		
⊞ Font			
🗉 Aligi	nment		
⊞ Num	ber		
🗉 Style	S		
Editi	ng		
E Page La	yout		
E Formula	5		
🗄 🗹 Data			
🗉 📝 Review			
E View			
🗉 📝 Develop	ier		
E Add-ins			
E Power V	iew		
			-
E TEXT			
New Tab	New Group	Rename	

- 4. You will see that New Tab has been added in the list of Main Tabs. Under New Tab, you will see
  - New Group. Click once to select New Group.



Figure 6 - New Tab Added to List

- 5. In the *Excel Options* window, you will see a pane on the left with many commands. Click to select the **command** that you want to add to the *New Group* (see Figure 7).
- 6. Click the **Add>>** button (see Figure 7).

choose commands nom.		Castomize the haboon	
All Commands	<b>*</b>	Main Tabs	*
Rotate     Rotate Left 90°     Rotate Right 90°     Rotate Right 90°     Rounded Rectangle     Rounded Rectangle     Row Headers     Rows     Rows     Rows     Rows – Enable Drill I     Rows – Show All Gro     Run Dialog     Same for All Sparklin     Same for All Sparklin	r Callout	III Styles         III Cells         III Editing         III Cells         III Editing         III Page Layout         III V Page Layout         III V Page Layout         III V Data         III V Developer         III V Developer         III V Developer         III V Developer         III V DESIGN         III V TEXT	
Save As		E ACROBAT	
Save as Another File Save As Other Forma Save Current Theme. Save Custom View	Type :  •	B	
<ul> <li>Scale with Document</li> </ul>		🖲 🛄 Background Removal	¥
<u>[t.:</u> Scatter		New Tab New Group Rename	
Scenario	*	Customizations: Reset -	
Screen Clipping	* -	Import/Export	

Figure 7 - Add Button

- 7. Repeat steps 4-5 above to add additional commands to the group.
- 8. To rename the tab or group, select **New Tab** or **New Group**.
- 9. Click the **Rename button** in the bottom-right corner of the window.

Ne <u>w</u> Tab	N	lew Group	Rena <u>m</u> e
Customization	IS:	R <u>e</u> set ▼	Ū.
		Im <u>p</u> ort/Exp	ort 🔻 🛈

Figure 8 - Rename Button

- 10. To hide a tab, remove the check-mark next to the name of the tab.
- 11. When you are done, select **OK**. The new tab will be added to the *Ribbon*.



Figure 9 - New Tab added to Ribbon

#### The Quick Access Toolbar

The *Quick Access Toolbar* is a small toolbar at the top left of the window that you can customize to contain the buttons for the functions that you use most often. In essence, it is the same as the toolbars from previous versions with only the buttons you want to see on it.



Figure 10 - Quick Access Toolbar

To customize the Quick Access Toolbar, click the Customize Quick Access Toolbar drop-down arrow.

	<b>)</b> -	¢.	0	вс И	
File	Н	lome	Favo	rites	Insert
Paste	-	B I	<u>U</u> -	-	k -
Clipboard	$\Gamma_{\rm H}^{\rm c}$			Font	

Figure 11 - Add Drop-Down Arrow

From the menu, you can add or remove items from the toolbar by selecting or deselecting a menu item. You can also show the toolbar below the Ribbon, instead of above the Ribbon. Lastly, you can minimize the *Ribbon*.



Figure 12 - Quick Access Toolbar Menu

#### Tell Me and Smart Lookup

The **Tell Me** dialog box lets you enter keywords and phrases related to what you want to do next to quickly access features or actions. It can also be used to look up helpful information related to the topic. It is located on the *Menu bar*, above the *ribbon*. The following explains how to use the *Tell Me* functionality.

File	Home	Favorites	Insert Pag	ge Layout	Formulas	Data	Review	View	Developer	ł	ACROBAT	Format	Q T	ell me v	vhat you	want to	do			
Paste	в 1	<u>u</u> - 100 -	• A •	12 <sub>15 2</sub> 5 2 3	⊗-  €≣ #≣	P Wrap T	ext 8: Center =	S ~ 9	6 * 60	20 #.0	Conditional Formatting *	Format as Table -	Cell Styles -	Insert	Delete	Format	∑ AutoSum	Sort &	Find & Select *	
Clipboard	rs.	Font	(6)		Alignm	1ent	14	N	umber	3		Styles	34		Cells		E	diting		~



- 1. Highlight your data, then enter a keyword or phrase into the dialog box to view a list of commands and features.
- 2. A drop-down list of options for selection appears based on the topic entered.

Q	create	Q	formula	♀ formatting				
	Create Names from Selection	٩	Lookup & Reference	•	I Italic			
<b>₽</b>	Insert	fx	Insert Function		E Format Cells			
di.	Create Chart	*	Recently Used	•	A Decrease Font Size			
	New File	?	Logical	•	<b>B</b> Bold			
	Protect Workbook	A	Text Function	•	A Increase Font Size			
?	Get Help on "create"	?	Get Help on "formula"		Get Help on "formatting"			
ĵ	Smart Lookup on "create"	<b>J</b>	Smart Lookup on "formula"		Smart Lookup on "formatting"			

- Figure 14 Tell Me Sample Searches
- 3. Click on the command or function you want to use. For this example, click **Create Chart**.

田福田	Insert	
	Create Chart	
	New File	
	Protect Workb	Create Chart
	Create Names	
0	Get Help on "c	At an Al 30 At
Ø	Smart Lookup	

Figure 15 - Create Chart

4. In this example, clicking **Create Chart** prompts Excel to analyze the highlighted data and to display a list of *Recommended Charts* for your data.



Figure 16 - Recommended Charts

5. You may select from the *Recommended Charts* or click the **All Charts** tab to select from the entire library of charts.

Insert C	hart		? ×
Recon	nmended Charts All	Charts	
<u>с</u>	Recent Templates Column		
	Line	Clustered Column	
٩	Pie	Chart Title Chart Title	
	Bar	\$300.00     \$300.00     \$300.00     \$300.00     \$250.00     \$250.00	
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line IAAA	Histogram	at Breaktan food muffin <b>q</b> Breaktan Food walfins <b>g</b> Breaktan Brown and San Breaktan Breaktan Breaktan Breaktan Br	
hull h	Waterfall	If Larch Thermapy and     If Larch Thermapy tais	
ldlay	Combo		
KUHI	201100		
		ОК	Cancel

Figure 17 - All Charts

 At the bottom of the drop-down list, there are also buttons to Get Help from Microsoft (see Figure 18) and Smart Lookup (see Figure 19) to provide access to helpful articles, links, pictures, and definitions from the Web.



Figure 18 - Get Help Display

h	nsights							
	Explore Define							
	Create							
	cre∙ate [krēʿāt] ∎)							
	<b>verb</b> bring (something) into existence:							
	"he created a thirty-acre lake"							
	synonyms: produce, generate, bring into being, make, fabricate, fashion, build, construct, design, devise, originate, frame, develop, shape, form,							
	Powered by OxfordDictionaries © Oxford University Press							
	More							
	Explore Wikipedia							
Data definition language - Wikipedia, the free encyclopedia The concept of the data definition language and its name was first intro- in relation to the Codecul database model. CPEATE statement. The CP								

Figure 19 - Smart Lookup

#### The Smart Lookup Tool

**Smart Lookup** uses *Bing* to provide you with search results for your selected term or phrase. It is located under the *Review* tab within the *Insights* section. The following explains how to use the *Smart Lookup* functionality.

- 1. Highlight the **word or phrase** you want to find information about (see Figure 20).
- 2. Right-click it (see Figure 20).
- 3. Click Smart Lookup (see Figure 20).
- 4. The *Insights* pane displays the information relevant to your selection (see Figure 20).

F	ile Home	Favorites Ir	isert Page Layo	out Formula	as Data	Review	View	Developer	ACROBAT 🗘 Tell me
Pas	te J	- 12 7 U -  = -	• ▲ • = =	= ≫ · = <u>= </u> ≥	Gener	al - % *	P Conditi P Format Cell Sty	onal Formattir as Table = les =	ng = Briter = Briter = Bromat = Bro
Clip	board 5	Font	Γş.	Alignment	<ul> <li>Numb</li> </ul>	per Ti		Styles	Cells Editing
A5	*	: × 🗸	<i>f</i> x Softwa	re					v
1	A	В	С	D	E		F	G	4
1		Aust	ralian Divis	sion					Insights
2 3	Item	Arial - 12 B / A - A	QTR 2	QTR 3	QTR	4	Totals		Explore Define
4	Hardware Software	0	1,800.00	\$ 2,000.00 2,500.00	\$ 1,300.00 \$ 1,500.00	) \$ ) \$ 1	6,600.00 10,800.00		Software
67	Furniture Accessories			9,000.00 5,000.00	\$ 7,500.00 \$ 2,500.00	) \$ 3 ) \$ 2	34,500.00 20,700.00		Computer software, or simply software, is that part of a
8 9 10	Total	Paste Opti	ons.	18,500.00	\$ 12,800.00	<b>s</b> 7	2,600.00		computer system that consists  of encoded information or
11 12	Average	Smart Look Eormat Cell	up s.,	325.00	\$ 3,200.00	\$ 1	8,150.00		en.wikipedia.org - Text under CC-BY-SA
13 14	High	Pic <u>k</u> From D	)rop-down List	9,000.00	\$ 7,500.00	)\$3	84,500.00		ticense
15 16	Low	\$ 1,500.00	\$ 1,800.00	\$ 2,000.00	\$ 1,300.00	5	6,600.00		Explore Wikipedia
17 18 19 20 21									Software - Wikipedia, the fre Computer software, or simply software, is that part of a computer system that consist:

Figure 20 - Smart Lookup

5. To close the *Smart Lookup Insights* pane, click the **Exit (X)** button in the top right corner of the pane.



Figure 21 - Exit Smart Lookup Insights Pane

#### The File Tab

The *File Tab* is located in the top left corner of the window.



Figure 22 - The File Tab

When you click the *File Tab*, you will be taken to the *Backstage* view.

				?	947	×
Œ						
Info	Info					
New	1					
0	0	Protect Workbook	Properties -			
Open	Protoct	Control what types of changes people can make to this workbook.	Size	Not saved yet		
Save	Workbook *		Title	Add a title		
Save As			Tags	Add a tag		
		Inspect Workbook	Categories	Add a category		
Save as Adobe PDF	() )	Refore publishing this file, be aware that it contains:	Related Dates			
	Check for	<ul> <li>Document properties and absolute path</li> </ul>	Last Modified	Today 2:35 PM		
Print	Issues *	Content that people with disabilities are unable to read	Created	Today 1:49 PM		
Share			Last Printed			
Export		Manage Workbook				
- Poor	Manane	Check in, check out, and recover unsaved changes.	Related People	2		
Publish	Workbook -	1 Inere are no unsaved changes.	Author	Add an author		
Close			Last Modified By			
		Browser View Options				
Account		Pick what users can see when this workbook is viewed on the Web.	Show All Propert	les		
0	Browser View					
Options	options					

Figure 23 - Backstage

In *Backstage* view, you can do the following:

- Save and close spreadsheets
- Obtain information about spreadsheets
- See recent files created and edited
- Create new spreadsheets and templates
- Share and Export spreadsheets
- Print spreadsheets
- Obtain help
- Close the Excel workbook

If you click the *Print* option, you will automatically see a preview of your document (see Figure 23).

To leave the *Backstage* view and return to your document, click the arrow in the top left corner.



Figure 24 - Back Button

**Note**: For more information on the Backstage, view the *Excel 2016 Quick Guide* located at the UITS Documentation Center (<u>http://its.kennesaw.edu/cdoc</u>).

## **Columns and Rows**

**Column** – A vertical line of cells. A letter identifies each column. Notice the *Name* field contains the column letter and row number of the first cell of the highlighted range of cells in the column.



Figure 25 - Columns

**Row** – A horizontal line of cells. A number identifies each row. Notice the *Name* field contains the column letter and row number of the first cell in the highlighted range of cells in the row.



Figure 26 - Rows

## **Entering Text**

The following instructions explain how to enter text into cells.

- 1. Click the cell where you want to enter data and type the text or numbers (see Figure 27).
- 2. The data you type appears in the active cell and in the formula bar (see Figure 27).
- 3. If you make a typing error, press the *Backspace* key on your keyboard to remove the incorrect data.
- 4. To enter the data and move down one cell, press the *Enter* key on your keyboard.
- 5. To enter data and move in any direction, press either the *Tab Key* or the *Arrow Keys* on your keyboard. Repeat the previous steps until you have finished entering in all the data.

FILE HOME IN	SERT PAGE	ELAYOUT FOR	MULAS D	ata revi	ew view ae	D-INS			
Paste & Cut Paste © Copy - Ø Format Painter Clipboard 5	Calibri B I U -	- 11 - A		■ ≫ + ■ € 10 10 Align	Wrap Text	Gen G	eral % * 58 Number	→ +0 fy Formatting	al Format as Cell - Table - Skyles - Styles
A2 🔫 : :	× √ fx								
A B	C	D E	F	G	H I	J.	К	L M	N
1 Income Statement 2 3 4 5 6 7 8 0									

Figure 27 - Entering Text

## Long Words and Numbers

**Long Words** - The text spill into the neighboring cell. If the neighboring cell contains data, Excel will display as much of will the text as the column will allow (see Figure 28).

Long Numbers - Excel will display the number in scientific form or as number signs (##) (see Figure 28).

F	ILE HO	OME IN	SERT PAGE	LAYOUT	FORMUL/	AS DAT	a revie	W VIEV	/ ADD-1	IN S				
Pa	Clipboar	y * nat Painter d G	Calibri B 7 U +	*  11   🖽 *   Font	• A A • •	= =	i i€: 42 Align	🖶 Wrap T 🗄 Merge ment	'ext & Center ≁ i	General \$ - %	* * * *	* Conc B Conc Form	itional Form atting - Tab Styles	at as Cell le * Styles *
A	25	• : :	× √ fa	1										
	A	В	c	D	E	F	G	н	1		к	L	м	N
1	Income St	atement	.←	Long	Words									
3			January											
4	Revenue		8700											
5	Payroll		3850											
7	Rent		1750											
8	Supplies		1925											
9	Total Exp		7525											
10														
11	Income		1.23E+14		-									
12		0	annannann	>-		Long	umber	s						
14					L		1							
15														
10														

Figure 28 - Long Words and Numbers

## **Completing a Series**

Instead of entering data manually on a worksheet, you can use the *Auto Fill* feature to fill cells with data that follows a pattern or that is based on data in other cells. The following instructions explain how to complete a series using the *Auto Fill* feature in Excel.

- 1. Enter the text or the numbers that will begin your series (example: January).
- 2. Position the mouse over the square in the bottom right corner of the selected cell until the white plus-sign turns into a black plus-sign.

C3	•	: ×	✓ f <sub>*</sub> Januar	ý				
1	A	В	С	D	E	F	G	
1	Income St	atement						
2								
3			January					
4	Revenue		8700+	11500	13670			
5								
6	Payroll		3850	4850	5250			
7	Rent		1750	1750	1750			
8	Supplies		1925	1980	2030			
9	Total Exp		7525					
10								

Figure 29 - Complete a Series

3. Left click and hold the mouse button down. Drag the mouse pointer over the cells that you want to include in your series. Your series will be complete.

F	ILE HOME	INSERT	PAGE LA	AYOUT	FORMULA	S DATA
Pa	ste Clinboard	inter <b>B</b>	bri I <u>U</u> +	• 11 •	A A • <u>A</u> •	
	Chipboard			une .	(31)	
BB	} 👻	×	$\sqrt{J_X}$	January		
	А	В	С	D	E	F
1	Income State	nent				
2						
3		January	February	March		
4	Revenue	8700	11500	13670	<b></b>	
5	Expenses:					
6	Payroll	3850	4850	5250		
7	Rent	1750	1750	1750		
8	Supplies	1925	1980	2030		
9	Total Exp					
10						
11	Income					
12						
13						

Figure 30 - Complete a Series

4. To change how you want to fill the selection, click **Auto Fill Options** button, and then click the option that you want.

FII	LE HOME	INSERT	PAGE LAYOUT	FORMUL	AS DATA	REVIEW	VIEW A	DD-INS			
Past	↓ K Cut Copy ↓ Copy ↓ Copy ↓	Cal Bainter	libri +  11 I <u>U</u> +   ⊞ +	т А а А - <u>А</u> -		<ul><li></li></ul>	Wrap Text	er +	General \$ + %	• <b>↓</b> €_0	.00 €.€
	Clipboard	r <sub>2</sub>	Font	G		Alignmen	t	G	Nur	mber	r <sub>2</sub>
C3		: ×	√ <i>f</i> ∗ Janı	Jary							
	A	В	С	D	E	F	G	H	R Y	Ι	1
1	Income Statement										
2											
3			January	February	March	~					
4	Revenue		8700	11500	13670	- 13					
5						<u>C</u> opy	Cells				
6	Payroll		3850	4850	5250	Fill Se	ries				
7	Rent		1750	1750	1750	O Fill Eo	rmatting Only				
8	Supplies		1925	1980	2030	O Fill Without Formatting					
9	Total Exp		7525			O Fill <u>M</u> onths					
10											

Figure 31 - Auto Fill Options

## **Selecting Multiple Cells**

The following instructions explain how to select multiple cells at once.

- 1. To select text and/or numbers, click and hold the left mouse button down over the first cell in the group that you want to select.
- 2. Drag the mouse until you have selected the cells that you want to manipulate.

	Α	В	С	D	E	F	G	
1	Income St	atement						
2								
3			January	February	March			
4	Revenue		8700	11500	13670	<b></b>		
5								
6	Payroll		3850	4850	5250			
7	Rent		1750	1750	1750			
8	Supplies		1925	1980	2030			
9	Total Exp		7525					
10								
11	Income		1.23E+14					
12								
13			###########					
14								
15								
16								

Figure 32 - Selection

3. Once the area is selected, you can edit using the functions and tools located in the *Ribbon*.



Figure 33 - Ribbon

4. You can also delete the selection by pressing the *Delete* key on your keyboard.

#### **Moving Text and Numbers**

In Excel, you can move text and numbers without having to delete the text/numbers and type them again. The following instructions explain how to move text and numbers.

- 1. Select the cells containing the data that you want to move.
- 2. Position the mouse over a border of the selected cells. The cursor changes from a white plus sign to a four-way-arrow.

	А	В	С	D	E	F	G	
1	Income Statement							
2								
3			January	February	March			
4	Revenue		8700	11500	13670	<b></b>		
5						<u>/</u>		
6	Payroll		3850	4850	5250			
7	Rent		1750	1750	1750			
8	Supplies		1925	1980	2030			
9	Total Exp		7525					
10								
11	Income		1.23E+14					
12								
13			############					
14								
15								

Figure 34 - Select Cells

3. Click and hold the left mouse button and drag the mouse to where you want to place the data. Then, release the left mouse button.

4	A	В	С	D	E	F	G	н	1	J
1	Income St	atement					-			
2						1				>
3						1	January	February	March	
4	Revenue					1	8700	11500	13670	
5						~				/
6	Payroll		3850	4850	5250		-		-	
7	Rent		1750	1750	1750			1		
8	Supplies		1925	1980	2030					
9	Total Exp		7525				-	1.1		-
10							The tex		ed to the	
11	Income		1.23E+14				new loca	tion from	the origina	i l
12							location in Figure 17.			
13			нинининин				L			
14										
15										

Figure 35 - Moving Text/Numbers

To move text and numbers, you can also *cut and paste* by using the buttons on the *Home* tab (see Figure 36). The following instructions explain how to *cut and paste* text and numbers.

- 1. Click to select the cell containing the text and/or numbers to be moved.
- 2. Click on the **Cut** button (see Figure 36).
- 3. Then, move your cursor and click to select the cell where you want to move the text and/or numbers.
- 4. Click the **Paste** button. The data will appear in the new location (see Figure 36)



## **Copying Data**

In Excel, you can copy data without having to type it over again. The following instructions explain how to copy data.

- 1. Select the cells containing the data that you want to copy.
- 2. Position the mouse over a border of the selected cells so that the cursor will change from a white plus sign to a four-way-arrow.

	А	В	С	D	E	F	G	
1	Income Statement							
2								
3			January	February	March			
4	Revenue		8700	11500	13670	<b></b> +		
5						/ 言		
6	Payroll		3850	4850	5250			
7	Rent		1750	1750	1750			
8	Supplies		1925	1980	2030			
9	Total Exp		7525					
10								
11	Income		1.23E+14					
12								
13			##########					
14								
15								

Figure 37 - Select Cells

3. Press and hold down the *Ctrl Key* on the keyboard. As you hold down the *Ctrl Key*, drag the mouse pointer to the cell where you want to place the copy.

4. Release the *Ctrl Key* and the data will be placed in the new location.

- A	A	В	C	D	E	F	G	н	I	J	K
1	Income Stat	tement									
2											
3			January	February	March						
4	Revenue		8700	11500	13670	>					
5							~				
6	Payroll		3850	4850	5250		1	January	February	March	
7	Rent		1750	1750	1750			8700	11500	13670	
8	Supplies		1925	1980	2030						
9	Total Exp		7525								
10											
11	Income		1.23E+14								
12											
13			******								
14											
15											
16											

Figure 38 - Copying Cells

You can also copy data by using the buttons on the *Home Tab* (see Figure 39). The following instructions explain how to copy data.

- 1. Highlight the area that you would like to copy.
- 2. Click on the **Copy** button (see Figure 39).
- 3. Click to select the empty cell where you want the copied data to appear.
- 4. Click on the **Paste** button. Notice that the original text remains in its original position (see Figure 39).



## Insert a Row or Column

To insert a *row*, follow the steps below.

1. Select a row by clicking on the *row number* (the numbers on the left-side of the spreadsheet).

Ξ.	A	B	с	D	E	(F	G	н	1	K	Ľ	M	N	0	P	Q	R	5	Т	U	V
11	income State	ment																			
3		January.	February	March																	
4 1	tevenue	8700	11500	13570																	
5 E	Expenses:													T.							
6 F	Payroll	3850	4850	5250																	
7 F	Rent	1750	1750	1750																	
8 5	upplies	1925	1980	2030																	
9 1	Total Exp	7525																			
10																					
11 1	ncome	1.18E+03																			
12																					
13		*****																			
14																					
15																					

Figure 40 - Select Row

2. Click on the **Insert** button on the *Home* tab within the *Cells* group.



Figure 41 - Insert Button

3. Click Insert Cells from the drop-down menu that appears.



Figure 42 - Insert Cells

4. The new row appears and all the rows that follow shift downward.

A4	•	: ×	$\checkmark f_x$											
	Α	В	С	D	E	F	G	н	I	J	К	L	м	
1	Income St	atement												
2														
3			January	February	March									
4			÷											
5	Revenue		8700	11500	13670				^					
6														
7	Payroll		3850	4850	5250									
8	Rent		1750	1750	1750			Nev	v Row					
9	Supplies		1925	1980	2030									
10	Total Exp		7525											
11														
12	Income		1.23E+14											
13														
14			###########											
15														
16														

Figure 43 - New Row

To insert a *Column,* follow the steps below.

- 1. Click on the Column letter (the letters across the top of the spreadsheet).
- 2. Click on the **Insert** button on the *Home* tab.
- 3. Click on the Insert Cells button in the drop-down menu that appears.

## Delete a Row or Column

To delete a *Row*, follow the steps below.

- 1. Select the row that you want to delete by clicking on the row number (the numbers on the leftside of the spreadsheet).
- 2. Click the **Delete** button on the *Home* tab.

File	Home	Favorites	Insert Pa	ge Layout	Formulas	Data	Review	View	Develo	oper	ACROBAT	Design	💡 Te		nat you v	vant to c				
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Paste 💉	В	<i>I</i> <u>U</u> ∗ ⊞ ·	<u>ه</u> . <u>م</u> .		<u>€</u> <u>₹</u>	Merge	& Center	\$ • %		00, 0, 0,+ 00,	Conditional Formatting *	Format as Table *	Cell Styles *	Insert *	Delete *	ormat	Clear *	Sort & Filter *	Find & Select *	
Clipboard	5	Font	15		Alignm	ent	15	Nu	mber	15		Styles			Cells		E	diting		~

Figure 44 - Delete a Row

- 3. Click the **Delete Cells** button that appears in the menu.
- 4. The row will disappear and all the rows that follow will shift upward.

А	В	C	D	Е	F	G	H	1	1	к	E E	M	N	0	Р	Q	R	S	T	U	- V
Income Sta	tement																				
	January	February	March																		
Revenue	8700	11500	13670																		
Expenses:			-				٨														
Payroll	3850	4850	5250																		
Rent	1750	1750	1750																		
Supplies	1925	1980	2030																		
Total Exp	7525				-		1														
Income	1.18E+03				Ro	ws shif	ted upwa	ard.													
	******																				
	_										_										

Figure 45 - Deleting a Row

To Delete a Column, follow the steps below:

- 1. Select the column that you want to delete by clicking on the *column* letter (the letters across the top of the spreadsheet).
- 2. Click on the **Delete** button on the *Home* tab.
- 3. Click the **Delete Cells** button in the menu that appears.

## **Changing Column Width and Row Height**

When entering data into your worksheet, you may need to change the column width or row height. The following instructions explain how to change the column and row sizes.

#### **Column Width**

1. To change the width of a column, position the mouse pointer (white plus sign) over the right edge of the column heading until it changes to a double headed arrow.

<b>A</b> 1	• : ×	√ <i>f</i> ∞ In	come Statemer	nt			
	A (+	₽	С	D	E	F	G
1	Income State	nent					
2							
3		January	February	March			
4	Revenue	8700	11500	13670			
5	Expenses:						

Figure 46 - Adjusting Columns

- 2. Hold down the left-mouse button and drag left or right until the column width adjusts to the size that you want.
- 3. Release the left mouse button and the column will display the new width.

#### **Row Height**

1. To change the height of a row, position the mouse pointer (white plus sign) between the row numbers until it changes to a double headed arrow.

A1	• : ×	√ ƒ <sub>x</sub> In	come Stateme	nt			
	Α	В	С	D	Е	F	G
Æ	Income State	nent					
Ż							
3		January	February	March			
4	Revenue	8700	11500	13670			
5	Expenses:						



- 2. Hold down the left-mouse button and drag the mouse up or down until the height adjusts to the size that you want.
- 3. Release the left mouse button and the column will display the new width.

#### Automatically Adjusting the Column Width and Row Height

You can have Excel adjust a column width automatically to fit the longest item in the column. To do this, double–click the right edge of the column heading. The column will automatically be changed to fit the longest text or number within the column.

The row height can be changed in a similar manner, the only difference being that the placement of the cursor will be located between the row headings instead of the column headings.

## **Formatting Numbers**

You can easily change the format of numbers in your worksheet. The following explains how to adjust the format of numbers to *Currency*.

- 1. Select the cells containing the numbers that you want to format.
- 2. Click the Currency (\$) button on the Home tab within the Number group.



Figure 48 - Formatting Numbers

3. The numbers will appear with the selected format.

**NOTE:** If you see number signs (####) appearing in a cell instead of the data that you entered, this is due to the column not being wide enough to display the entire number. Refer to the section, *Changing Column Width and Row Height* on page 24 to make the necessary adjustment.

#### **Formatting Text and Numbers**

You can easily change the appearance of your text and numbers look. The following instructions explain how to format text and numbers.

	А	В	С	D	E	F
1	Income Statement					
2						
3		lanuary	February	March		
4	Payroll	\$ 3,850.00	\$ 4,850.00	\$ 5,250.00		
5	Rent	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00		
6	Supplies	\$ 1,925.00	\$ 1,980.00	\$ 2,030.00		
7	Total Exp	7525				
8						
9						

1. Select the text that you want to format.

Figure 49 - Select Text

2. From the *Home* tab, select any of the formatting options you want to use.

F	ILE H	OME		IN	SERT	· P/	٩GE	LAY	OUT	F	ORM	ULA:	5	DA	TA	R
Pa	te →	Cal B	libri I	U	*	• 11	• گ	A	A A	=	=		≫ ∈ -	=		
Clij	pboard 🕞				F	ont			Fa		Д	ligni	ment			G.
BB	3	-	:	3	×	~	$f_{x}$		Janua	ary						
		А				В			С			D			Е	
1	Income S	tate	mer	nt												
2																
3					J	anuary		F	ebrua	ary		Mare	ch			
4	Payroll				\$	3,850.	00	\$	4,850	0.00	\$	5,25	0.00	L		
5	Rent				\$	1,750.	00	\$	1,750	0.00	\$	1,75	0.00			
6	Supplies				\$	1,925.	00	\$	1,980	0.00	\$	2,03	0.00			
7	Total Exp					75	525									
8																
9																

Figure 50 - Formatting Text and Numbers

3. Your data will now appear with the formatting options you chose.

#### Changing the Font

The following instructions explain how to change the font.

- 1. First, select the cell containing the data.
- 2. From the *Home* tab, click on the *Down Arrow* to the right of the font style (example: *Calibri*), and select the font of your choice.



#### Borders

Borders can be added to enhance the appearance of your worksheet. The following explains how to add borders.

1. Select the cells where you want to add borders.

14	A	8	C	D	E	F	G	H	1	1	ĸ	
1	Income Statement											
Z												
3	-	January	February	March								
4	Payroll	\$ 3,850.00	\$ 4,850.00	\$ 5,250.00								
5	Rent	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00								
6	5upplies	\$ 1,925.00	\$ 1,980.00	\$ 2,030.00								
7	Total Exp	7525		1								
8												
9												
10												

Figure 52 - Select Cells

2. From the *Home* tab, click the *Down Arrow* to the right of the *Border button*.

F	ile Home Favorites	Insert	Page Layout	Formulas	Data Re	eview Vi	iew Deve	loper AC	ROBAT 🛛 T	ell me	
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A3	• I X	$\checkmark f_x$									
1	A	В	С	D	Е	F	G	н	I	J	κ
1 2	Income Statement										
3		January	February	March							
4	Revenue	8700	11500	13670							
5	Expenses:										
6	Payroll	\$ 3,850.00	\$ 4,850.00	\$ 5,250.00							
7	Rent	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00							
8	Supplies	\$ 1,925.00	\$ 1,980.00	\$ 2,030.00							
9	Total Exp	7525	100 Contraction (100 Contraction)								
10											
11											

Figure 53 - Borders

- 3. From the menu that appears, select the type of border you want to add.
- 4. The selected border will be added to the worksheet.

	Α	В	С	D	E	F	G
1	Income State	nent					
2							
3		January	February	March			
4	Revenue	8700	11500	13670			
5	Expenses:					Borders	added
6	Payroll	\$3,850.00	\$4,850.00	\$5,250.00	←	to ce	ells
7	Rent	\$1,750.00	\$1,750.00	\$1,750.00			
8	Supplies	\$1,925.00	\$1,980.00	\$2,030.00			
9	Total Exp	7525					
10							
11							

#### Figure 54 - Borders

- 5. To remove the border, select the cells containing the border.
- 6. Click the *Down Arrow* to the right of the *Border* button (see Figure 53 above).
- 7. From the menu that appears, select the **No Border** button.

## Graphics

Another way to add emphasis to your worksheet is to have visual aids or graphics. You can insert pictures and clip art into Excel worksheets. The pictures and clip art can live on your computer or the web.

#### **Clip Art**

*Clip Art* images are pictures that are available in PowerPoint that can be inserted into your presentations. A collection of clip arts is available in the form of a gallery—the Clip Art gallery. In addition to pictures, the Clip Art gallery also contains a wide variety of photographs, movies (animated clip arts), and sounds that are ready for you to insert and use on your worksheet.

#### **Inserting Clip Art**

To insert a clip art onto a worksheet:

- 1. Go to the Insert tab.
- 2. Click the **Online Pictures** button. This will open the *Insert Pictures* window.
- 3. In the *Office.com Clipart* Search field, type the name of the object you wish to find clipart for, and press Enter on your keyboard.

Office.com Clip Art Royalty-free photos and illustrations	education	Q
Bing Image Search Search the web	Search Bing	Q

Figure 55 - Search for Clipart

**Note**: To insert images from the web, type a topic in the *Bing Image Search* field and press Enter on your keyboard.

- 4. Scroll through the search results to find your desired clip art.
- 5. Once you find your preferred image, click the image.
- 6. Select **Insert** to add the clip art to your worksheet.



Figure 56 - Insert Clipart

**Note**: If the image is too large, hover your mouse over a *sizing handle* located along the sides of the picture, and then click and drag to resize it to the desired size.



Figure 57 - Sizing Handle

#### Images from a File

Images from your own collection and experiences may also add value to your worksheet. You must have the image saved prior to adding it to your worksheet.

#### Inserting an Image from a File

- 1. Select the cell where you would like the image to appear.
- 2. Select the Insert tab.
- 3. Click **Pictures** (see Figure 58).

PivotTables       Table       Pictures       Shapes*       Store       Store <th>File</th> <th>Home</th> <th>Favorites</th> <th>Insert</th> <th>Page Layout</th> <th>Formulas</th> <th>Data</th> <th>Review</th> <th>View</th> <th>Developer</th> <th>ACROBAT</th> <th>٦</th> <th>ell me what</th>	File	Home	Favorites	Insert	Page Layout	Formulas	Data	Review	View	Developer	ACROBAT	٦	ell me what
Tables Illustrations Add ins Charts	PivotTable	Recommer PivotTab	nded Table les	Pictures	Online Pictures	pes • artArt eenshot •	🍟 Store 🗲 My Add-i	ns - Bing Maps	People Graph	Recommende Charts		- 1, 1, 1, ∞ -	PivotChart

Figure 58 - Insert Pictures

4. In the Insert Picture dialog box, search and select your image.

## Printing

After creating your worksheet, you may want to print it to have a hard copy. The following explains how to print.

1. Select the worksheet that you wish to print.

- 2. Click the **File** tab located at the top-left corner of the *Excel* window.
- 3. Select Print.
- 4. The *Print* window will appear, which also gives you a preview of your worksheet(s).
- 5. Review and select the print options in the window (see Figure 59Figure 60).
  - a. Enter the number of copies you would like to print.
  - b. Select the printer that you would like to print to.
  - c. Select which worksheet(s) you would like to print.
  - d. Choose whether to print in *Portrait* or *Landscape* orientation.



Figure 59 - Printing

6. Click on the **Print** button.



7. The worksheet will print to the selected printer.

## Saving

- 1. Click the **File** tab located at the top-left corner of the Excel window.
- 2. Select the Save As button (see Error! Reference source not found.).

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Sove An	
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Sport	Add a Place
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Figure 61 - Saving

Note: Select Save As to save your workbook:

- for the first time, in a different location
- to create a copy of your workbook in the same location
- to create a copy of your workbook in another location
- 3. Select **Save** or press **Ctrl+S**, to save an existing workbook in its current location.
- 4. The *Save As* window will appear (see Figure 62).
- 5. Select the location where you want to save the file.

To save to your desktop or in a different location on your computer:

- a. Click This PC underneath the Save As column (see Figure...) or add a screenshot of this.
- b. Select Browse to save to a different location on your computer (see Figure 61).
- 6. The *Save As* dialog box will appear (see Figure 62). Enter a name in the *File name* field.

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E Doweksat)	Companie System Folder	-
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· Hide Taldess	Tools • Inve	Cantel

Figure 62 - Save As

7. Click Save.

## **Additional Help**

For additional support, please contact the KSU Service Desk:

#### KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: <u>service@kennesaw.edu</u>
- Website: <u>http://uits.kennesaw.edu</u>

#### KSU Student Helpdesk

- Phone: 470-578-3555
- Email: <u>studenthelpdesk@kennesaw.edu</u>
- Website: <u>http://uits.kennesaw.edu</u>