Hints/Tricks to Learning How to Use Microsoft Excel

## *From the Wareham Free Library*

Before You Start!

Remember that you can use templates for resume's, cover letter's, flyers, labels, business cards, and more. You can access these with an Internet connection. To do it go to File > New, or this page might come up when you start a doc.

It's always a good idea to look at the area that you have to work within the Excel spreadsheet. To do this, go to File > Print, then click on the arrow at the top left corner to go back to the spreadsheet. You'll notice that gridlines will be between the "I" through "J" columns, and between rows 47 through 48.

To switch between portrait mode (vertical print) and landscape mode (horizontal print), go to the Page Layout tab > then click on orientation. You'll notice this mode will give you more, or less space, depending on what you're trying to do.
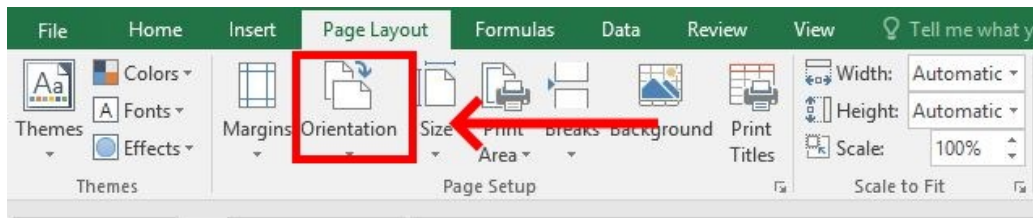

Understanding Cells, Columns and Rows

Rows - Move up and down the page

**Columns - Move across the page from right to left**

Cells - Each individual space in the spreadsheet

When you're using the spreadsheet and you want to place text or a formula in a cell, the best way to think about it is like it's a grid or the game of Battleship. For example, C3 is the cell that is highlighted above.
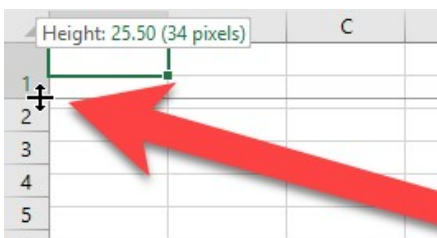
Resizing and Adding Columns/Rows

To extend a column or a row, put the mouse on the line in between the letters or numbers, and wait for the plus sign (shown to the left) appears. Then click on the line, and you can drag it up or down (or to the left or right side for columns).
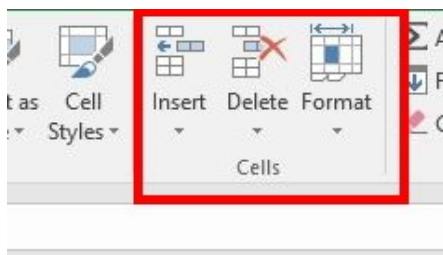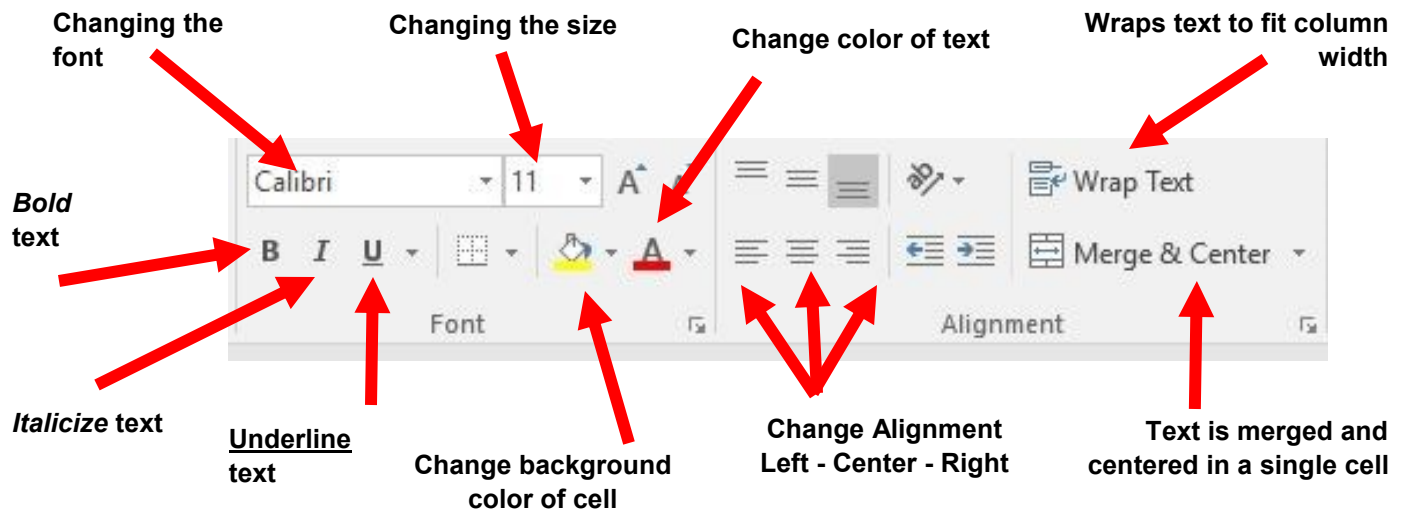

You can also add (or remove) a column or row. There are two ways to do this: 1) Right click on the row and in the special menu that appears click on "Insert. 2) Make sure the Home tab is selected, then move the mouse to the column or row you want to add (or remove). Then click on "Insert" or "Delete" on the top, right of the screen (shown to the left).
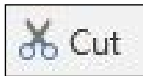
Formatting Text - Changing font, size, color, etc.

Midway through the page, you'll notice the font and paragraph tabs, which help you do things like:

- Change the font, size and style of the text
- Add bullets and numbering, change the alignment and paragraph indentations.
- Format the color of the text and background

Changing the font • **Changing the size** • **Change color of text** • **Wraps text to fit column width**

Bold text

Italicize text • Underline text • Change background color of cell • Change Alignment Left - Center - Right • Text is merged and centered in a single cell

---

Moving Text Around - Using Cut, Copy & Paste

✂ Cut

If you want to move text from one cell to another cell, you can "Cut" it and place it on the computer's clipboard for later retrieval somewhere else in the document. To execute the cut function on the computer, you can press the button on the top left (underneath "File" and "Home"), or you can press CTRL (control) and X at the same time. You know you've cut the cell when you've see the "ants" around the border of the cell.
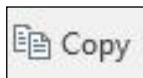
Copy

Let's say you wanted to copy the text or numbers in the same cell, but wanted to keep the same text in place. You can use the "Copy" button to do this. To do it within your document, you can press the button underneath "Cut" (underneath "File" and "Home"), or you can press CTRL (control) and C at the same time. You can also use this function to copy formulas you want to use elsewhere in the document.

Paste

Now, you've copied the text or you've cut it, and you're not sure what to do next? Put the typing cursor to the spot in the text where you would like to move it, then go to the "Paste" button underneath "File" and "Home." Then press on the clipboard (not the arrow), and the program will paste the text you've copied or cut a few seconds earlier! You can also do this from the keyboard by pressing CTRL (control) and V at the same time.

Here's a few hints:

- You can also use the copy, cut, paste function in e-mails, spreadsheets, and on your web browser
- Can't remember the keyboard keys - They are all in the same spot on the bottom right of your keyboard. Also, the X looks like scissors (cut) and the V looks like a glue bottle (paste)
- If you make a mistake, you can always hit the undo button (back arrow) at the top of the screen. The keyboard command for this is hitting CTRL (control) and Z at the same time.
- Try to click the save button (disk) at the top right of the page every 20-30 minutes to save your work.