



TASC

Tutoring and Academic Success Center

Masterkeys

Excel Handbook

**Basic Microsoft Excel Inquiries:
How-to Guide for Excel**



Excel

**For more help and information on Microsoft Excel,
please stop by TASC Masterkeys drop-in software
assistance.**



Tutoring and Academic Success Center

TASC MASTERKEYS

DROP-IN SOFTWARE ASSISTANCE

MICROSOFT OFFICE

PRESENTATION SOFTWARE



BASIC BLACKBOARD
INQUIRIES

SAVING, SENDING,
TRANSFERRING FILES

Drop-In Hours

Monday & Wednesday: 4:00 P.M. - 7:00 P.M.

Tuesdays & Thursday: 11:00 A.M. - 2:00 P.M.

Location: BH 209

Phone: 216-687-2012

Email: tutoring@csuohio.edu

A Brief Look at Excel:

Excel is a spreadsheet application that uses a collection of cells that organize data in rows and columns. Excel allows users to view data in different perspectives. Excel includes the same basic features and tools as other spreadsheet applications. Some of the tools include:

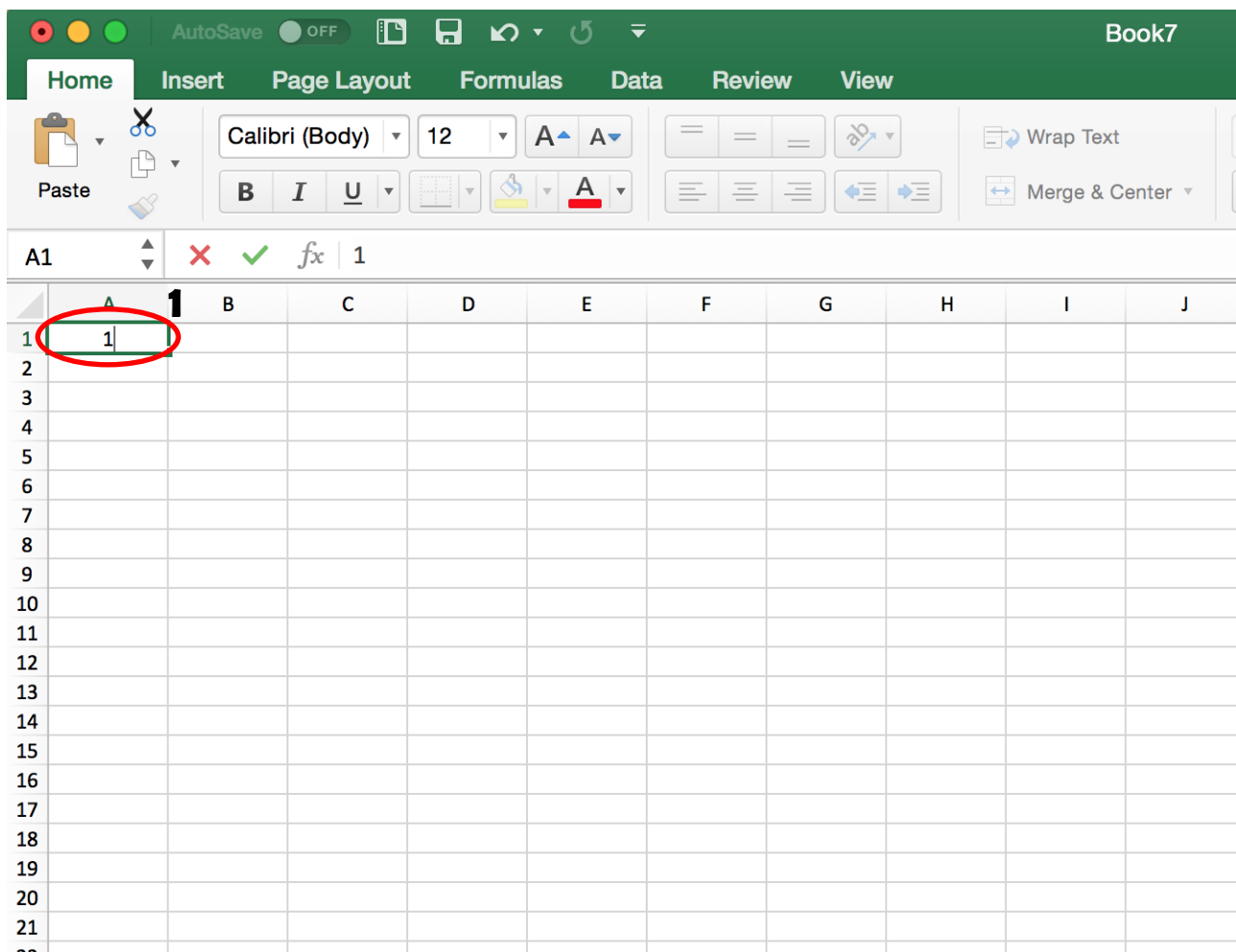
- Calculations
- Graphing tools
- Pivot tables
- Histograms
- Charts
- Visual Basic for Applications
- Data Analysis
- Functions and formulas

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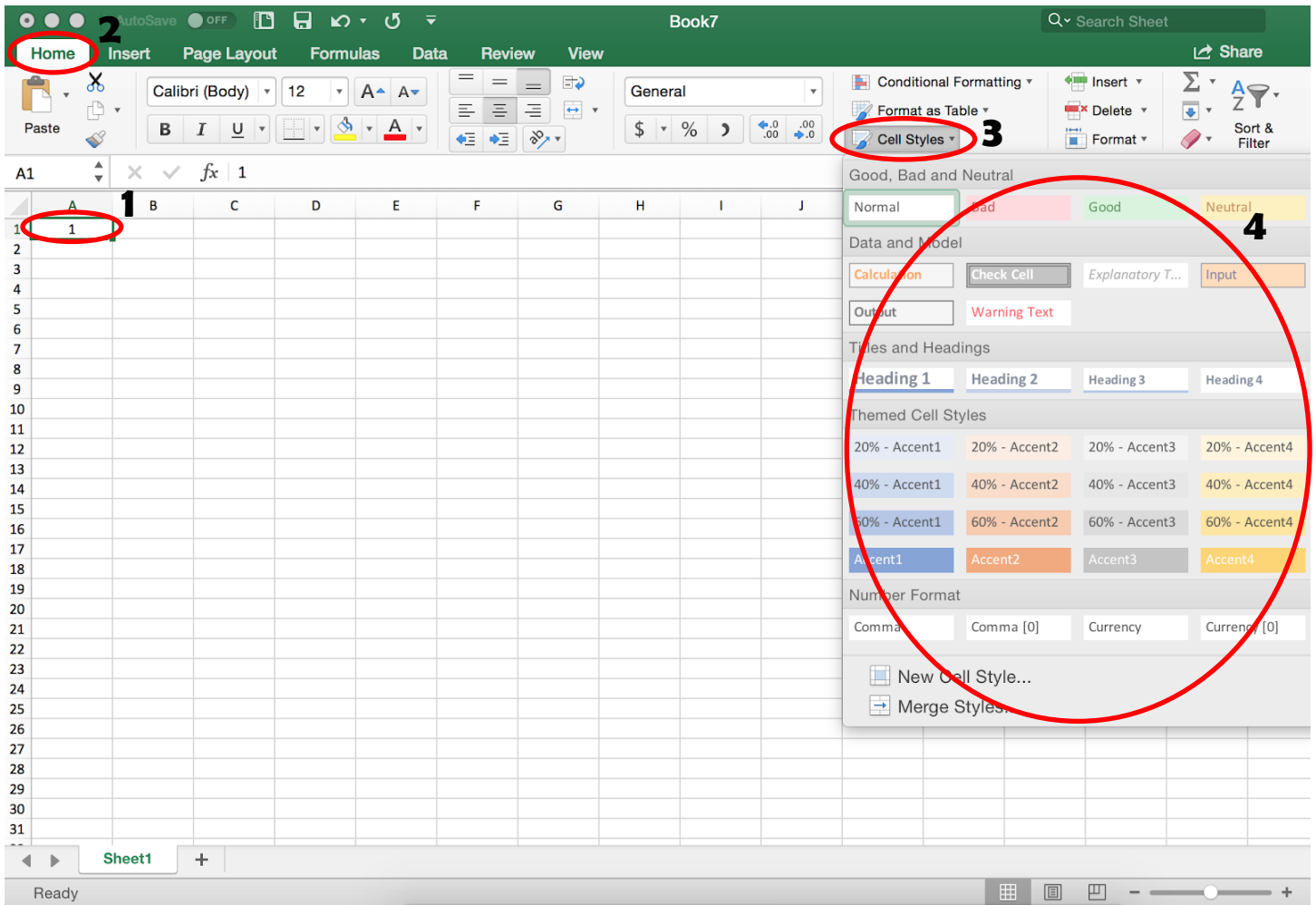
Inserting Data :

1. On the Excel document, select a cell on the sheet with your cursor
2. Click on the cell desired and type in text
3. To move on to the cell next to the selected cell hit “Tab” on your keyboard
4. To move on to the cell below the selected cell hit “Enter” on your keyboard
5. Continue to input data as needed



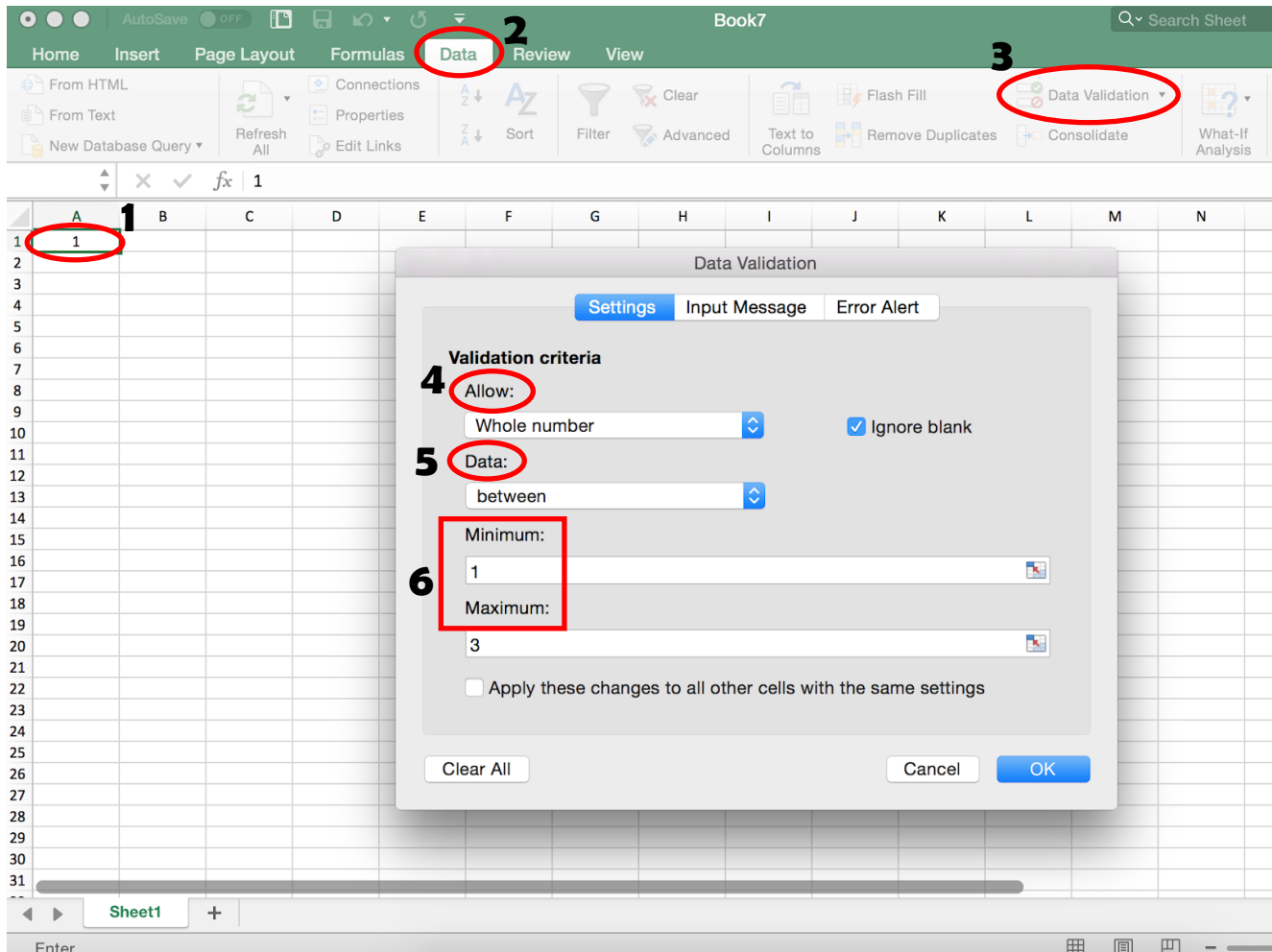
Cell Styles :

1. Select the cell(s) you wish to format
2. Go to the “Home” tab at the top of the Excel sheet
3. Under this tab is a button labeled “Cell Styles”
4. Click on this button to drop down the style menu
5. Here you can choose the design of your cell
6. Just click on the design desired to apply it to the cell selected



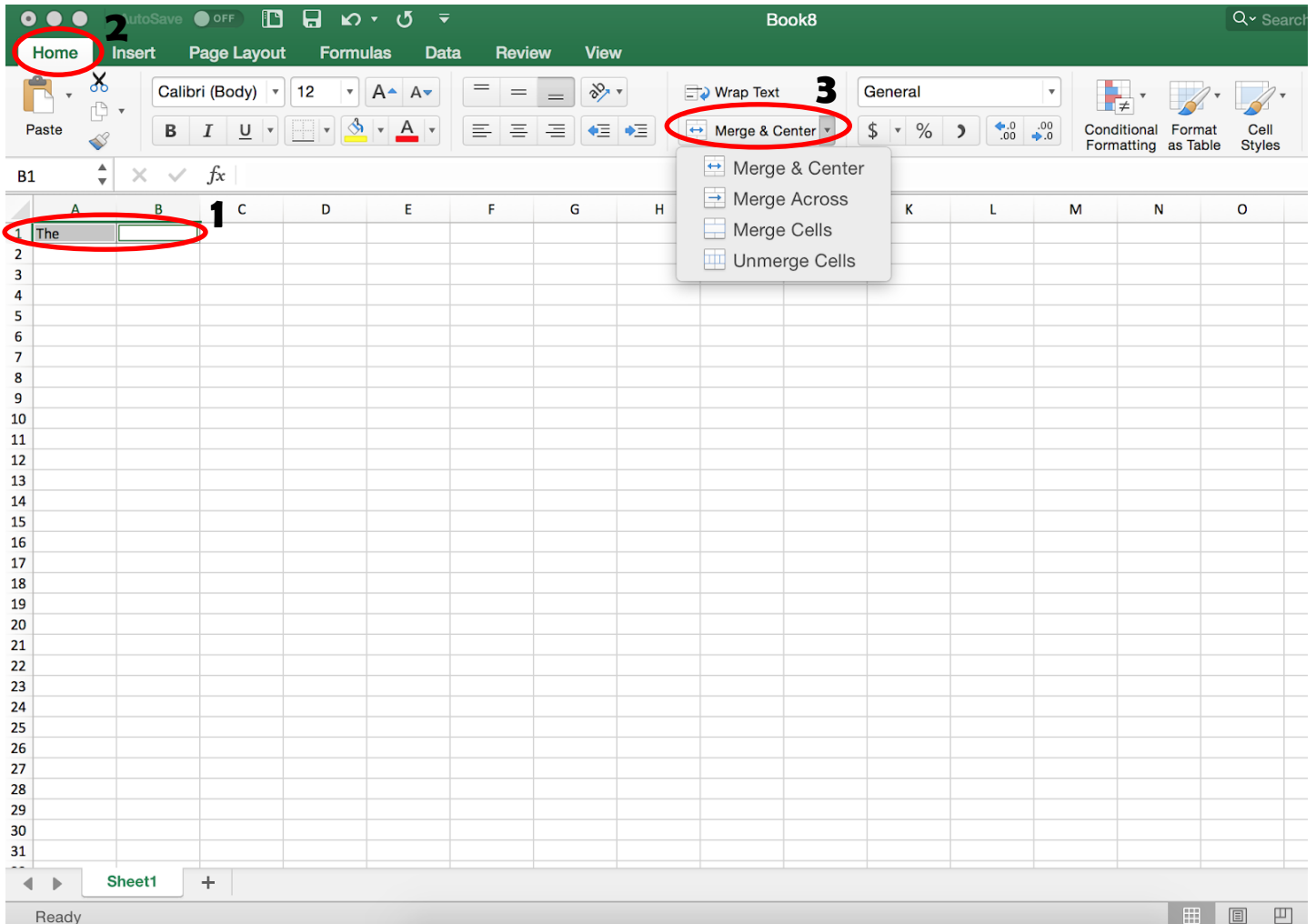
Cell Rules :

1. Select the cells you want to set a rule for
2. Go to the “Data” tab at the top of the document
3. Under this tab is a button labeled “Data Validation”
4. Click on this button to open up the selection menu
5. Under this menu you can select the numbers you will allow in the cell under the “Allow” tab
6. Under the “Data” tab you can select the range of data you will allow in the cell
7. Underneath the “Data” tab you can fill in the minimum and maximum allowed in the selected range of data



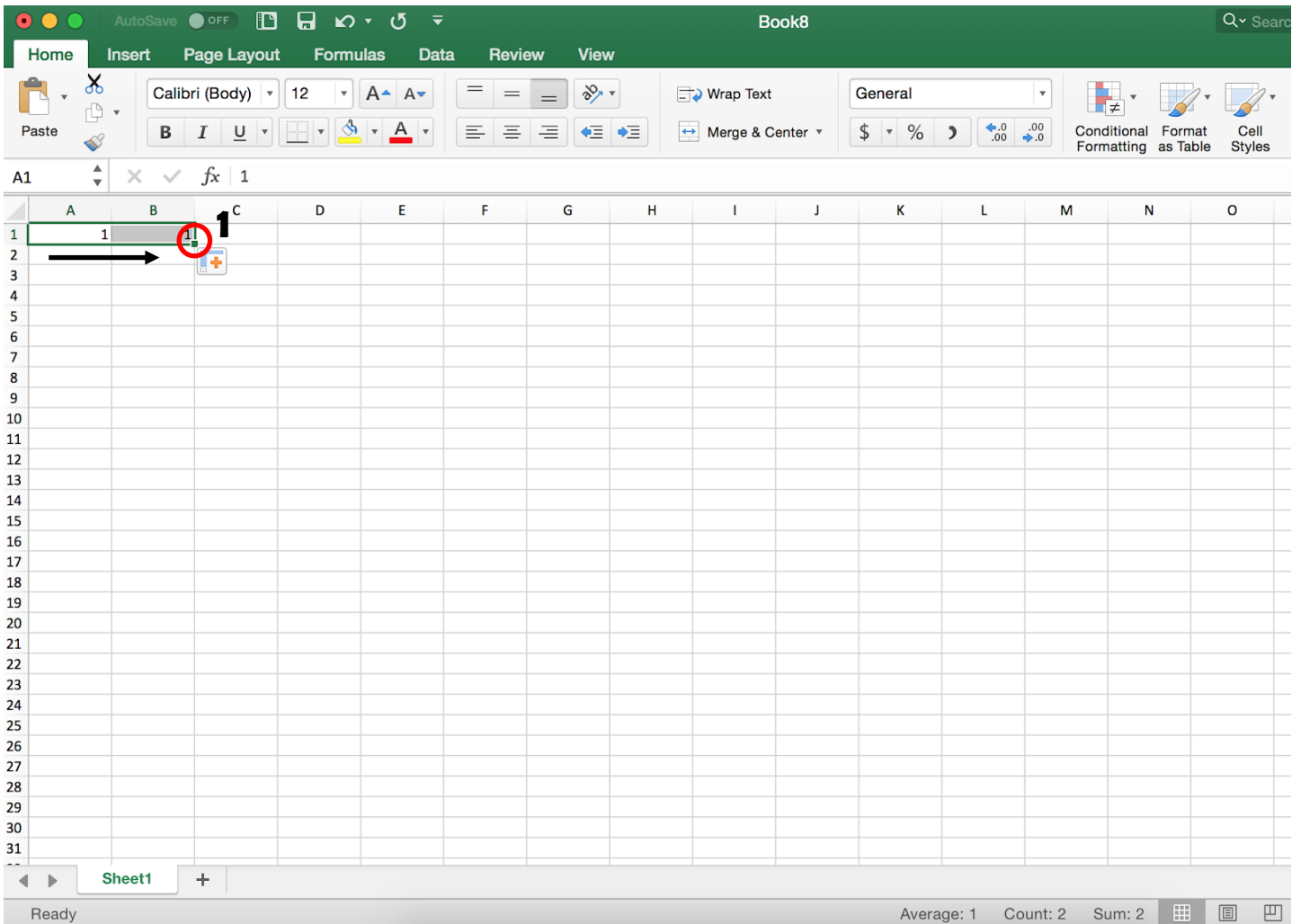
Merging Cells :

1. Select the cells you would like to merge together
2. Go to the “Home” tab at the top of the document
3. Under this tab is a button labeled “Merge & Center”
4. Click on this button to drop down the selection menu
5. Click on the option desired for merging the cells selected



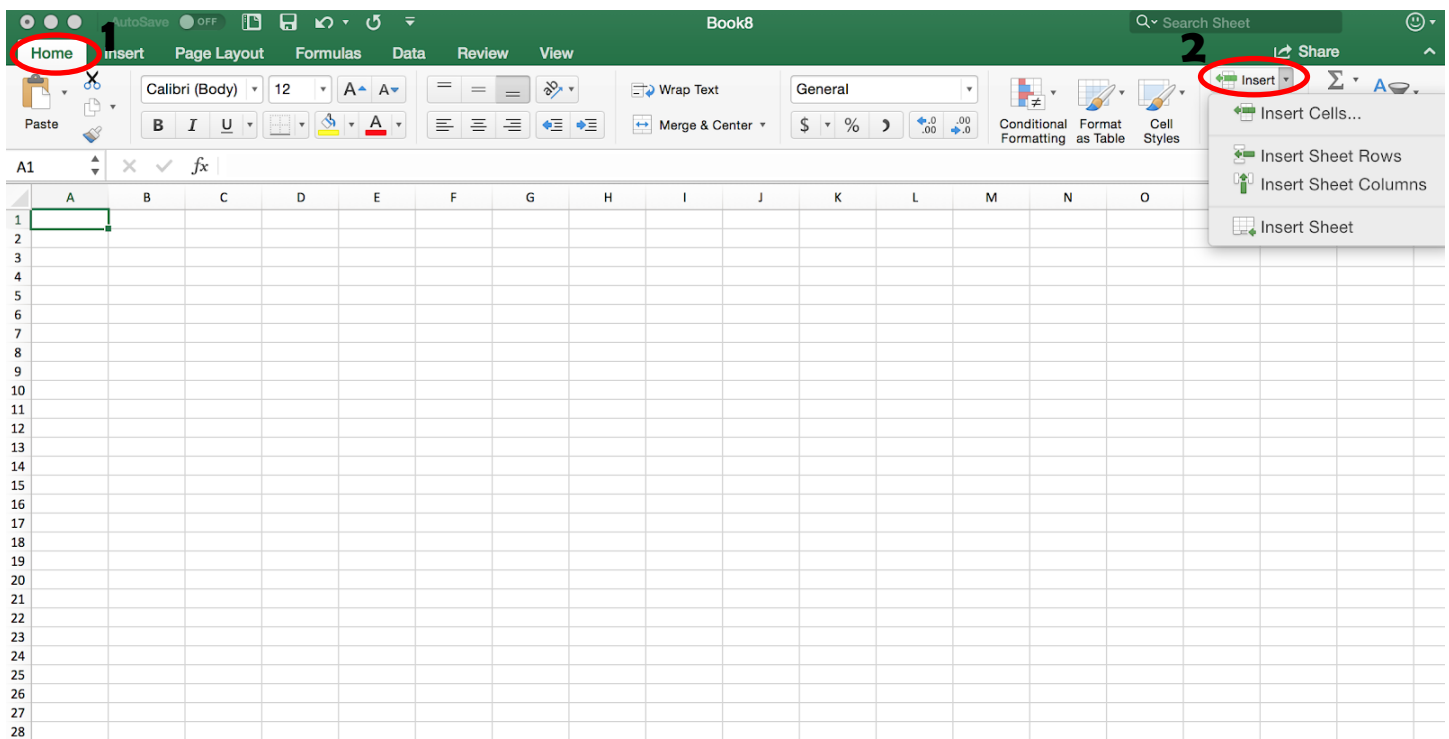
Moving and Copying Cells :

1. Select the cell you would like to move and copy
2. Scroll over the “■” icon in the corner of the selected cell to bring up the “+” icon
3. Use the “+” icon to drag the selected cell to other cells
4. This will copy the content in the selected cell to all other cells that you have dragged the icon through



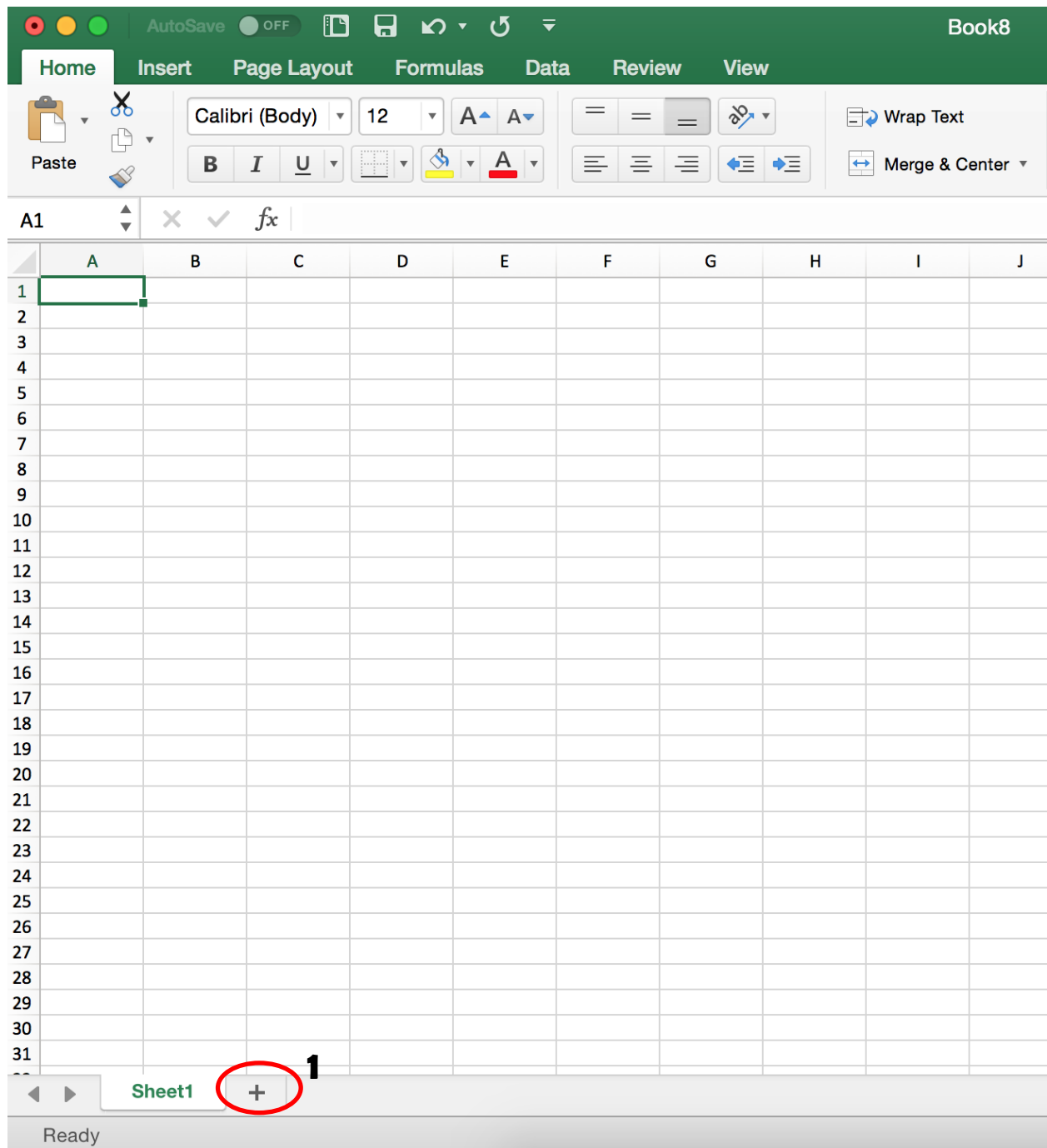
Inserting Cells, Columns, and Rows :

1. Go to “Home” tab at the top of the document
2. Under this tab there is a button labeled “Insert”
3. Click on this button to drop down the menu options
4. Click on the option desired (“Insert Cells”, “Insert Sheet Rows”, “Insert Sheet Columns”)



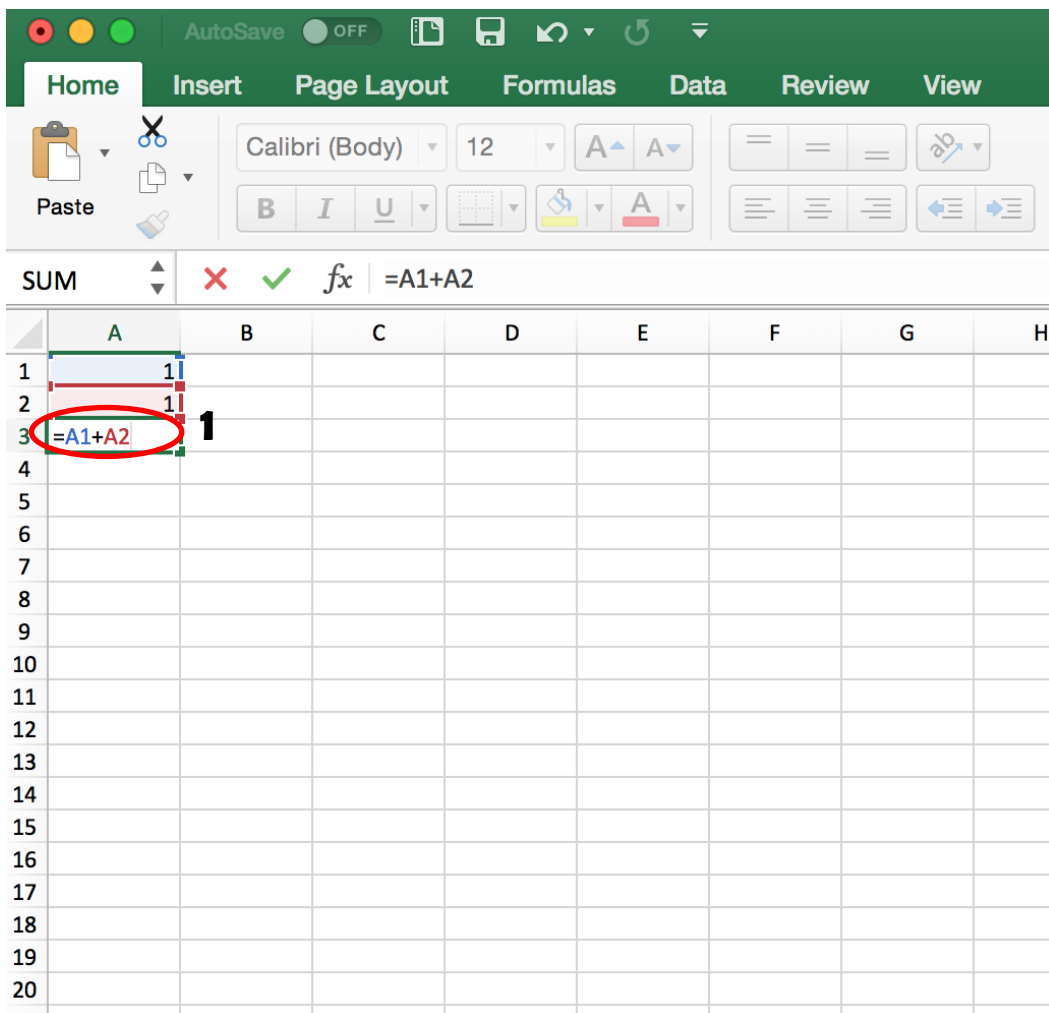
Adding Sheets :

1. At the bottom of the Excel document there is a button with a “+” on it next to the name of the document you are working on
2. Click on this button to add a new blank sheet for work



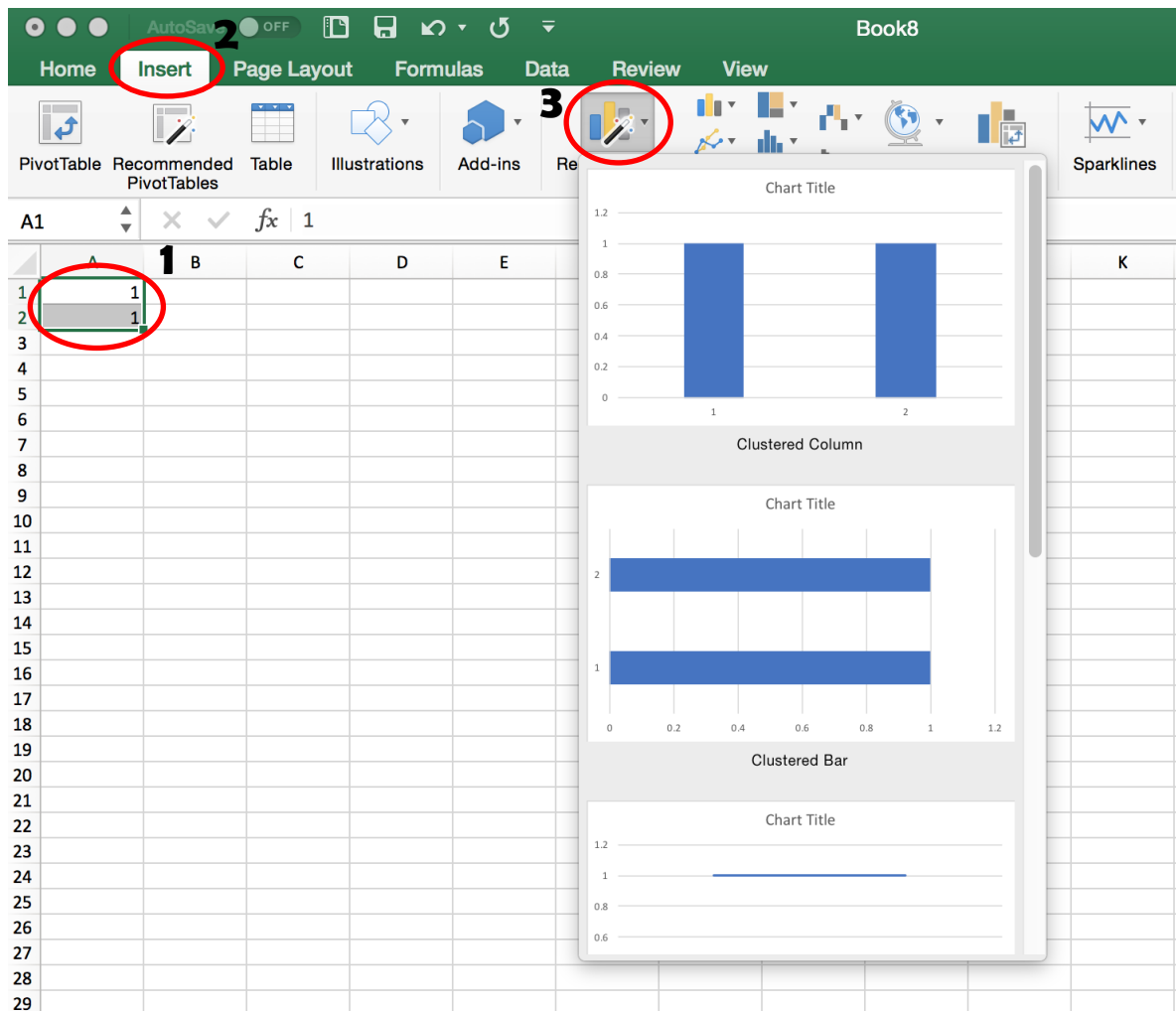
Formulas :

1. Select the cell to write a formula
2. In the cell, type an “=” sign (all Excel formulas begin with “=”)
3. Select the cells (or type their location in the equation) you would like the formula to be applied to
4. Choose the operation sign desired for the formula (+, -, ÷, x, etc.)
5. Press “Enter”
6. The calculation will appear in the cell the formula was entered in



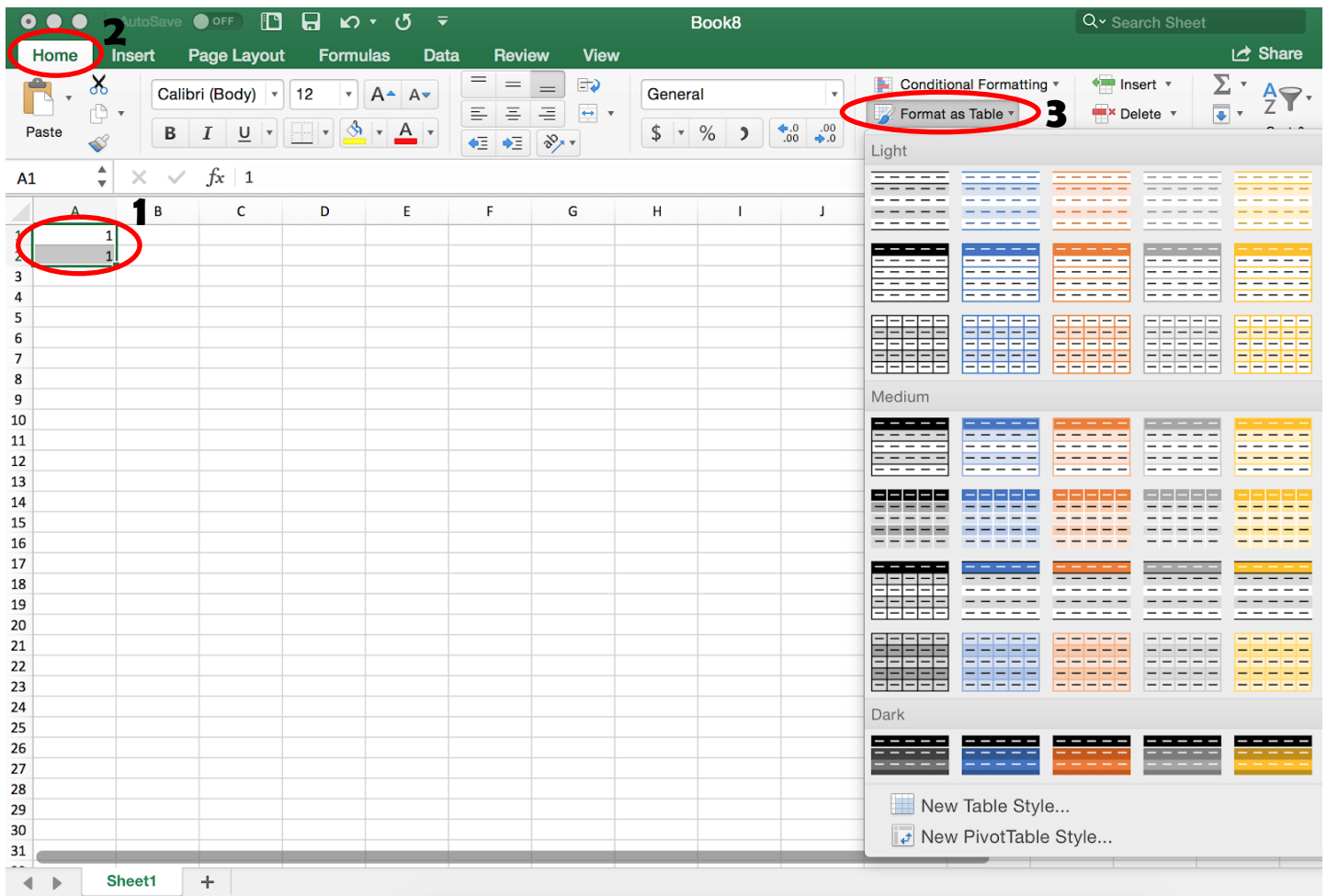
Charts :

1. Select the cells you want included in the chart
2. Go to the “Insert” tab at the top of the document
3. Under this tab is a button labeled “Recommended Charts”
4. Click on this button to drop down the chart menu
5. Select the style of chart desired (the chart should appear when you select a style)
6. Edit the chart title and headings as desired



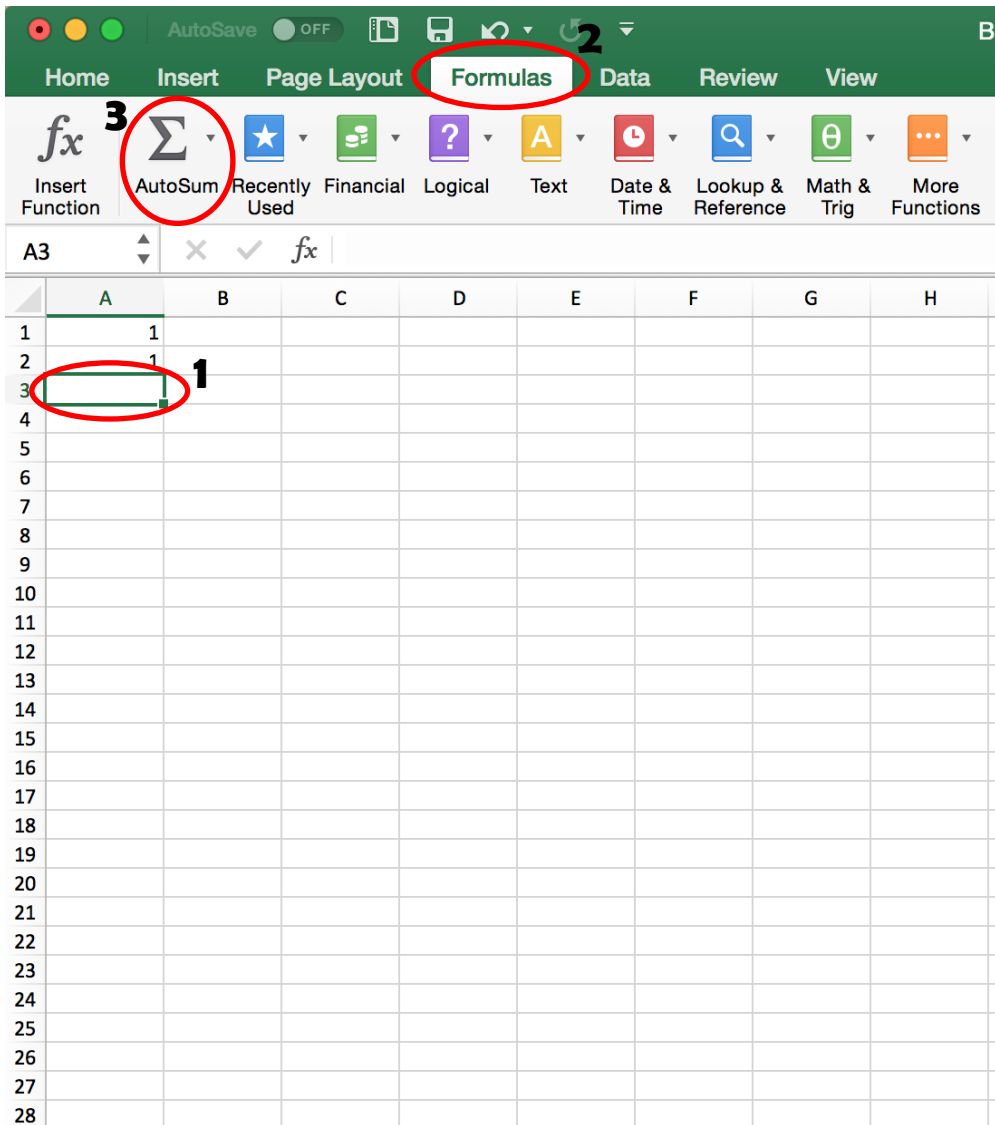
Tables :

1. Select the cells you want to create into a table
2. Go to the “Home” tab at the top of the document
3. Under this tab is a button labeled “Format as Table”
4. Click on this menu to choose the table style desired
5. Press the “Okay” button to insert the table into your data



AutoSum :

1. Select the cell under the column you would like to add up
2. Go to the “Formula” tab at the top of the document
3. Click on the button labeled “AutoSum”
4. Press “Enter”
5. You will now see the sum of the column you selected



Saving Spreadsheets :

1. At the top of the Excel document there are different symbols (printer, arrows, etc.)
2. Click on the second symbol to save the document to your computer
3. Make sure to name your document so it is easier to find later
4. Remember to save after any changes made to the document

