



Excel 2013:

Excel for Beginners

Class Workbook

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Presented by Learning and Development

University of Florida Department of Housing and Residence Education



What We're Going to Cover



Introduction to Excel



Data Entry & Cells



Using Basic Formulas



Applying Formatting



Printing

What do we use spreadsheets for?

Working with Excel

AT WORK

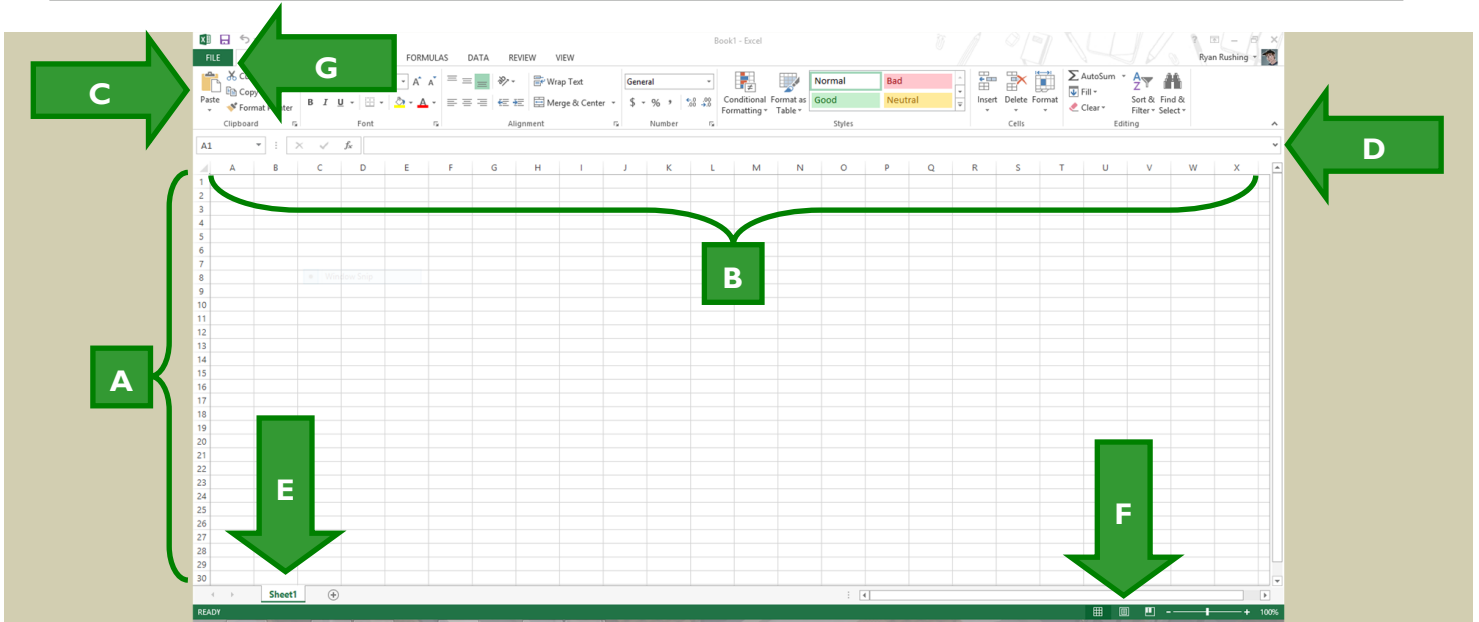


AT WORK & HOME





Excel Layout

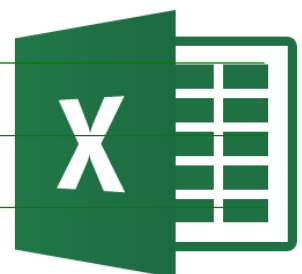


A _____ B _____ C _____ D _____
 E _____ F _____ G _____

Backstage View

What can you find on each of the following tabs in Backstage View?

- Info
- New
- Open
- Save
- Save As
- Print
- Share
- Export





The Home Tab

Fill in the blanks:



The screenshot shows the Excel Home tab ribbon with the following groups: Clipboard (Paste, Cut, Copy, Format Painter), Font (Calibri, 11, Bold, Italic, Underline, Text Color, Background Color), Alignment (Wrap Text, Merge & Center), Number (General, Currency, Percentage, Decimals, Thousands Separator), Conditional Formatting (Conditional Formatting, Format as Table), Styles (Normal, Good, Bad, Neutral), Cells (Insert, Delete, Format), and Editing (AutoSum, Fill, Clear, Sort & Filter, Find & Select). Brackets connect these groups to three empty boxes below: the first box covers Clipboard, Font, and Alignment; the second box covers Number, Conditional Formatting, and Styles; the third box covers Cells and Editing.

The Insert Tab

The screenshot shows the Excel Insert tab ribbon with the following groups: Tables (PivotTable, Recommended PivotTables, Table), Illustrations (Pictures, Online Pictures, Shapes, SmartArt, Screenshot), Apps (Apps for Office), Charts (Recommended Charts, PivotChart), Reports (Power View, Line, Column, Win/Loss), Filters (Slicer, Timeline), Links (Hyperlink), Text (Text Box, Header & Footer, WordArt, Signature Line), and Symbols (Object, Equation Symbol, Symbol). Brackets connect these groups to three empty boxes below: the first box covers Tables and Illustrations; the second box covers Charts and Reports; the third box covers Links, Text, and Symbols.

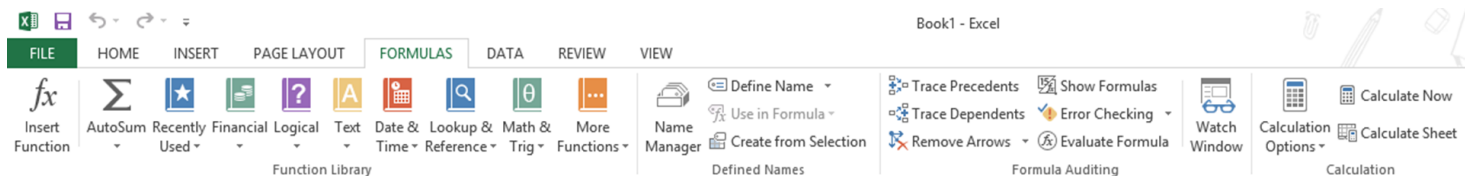
The Page Layout Tab

The screenshot shows the Excel Page Layout tab ribbon with the following groups: Themes (Themes, Colors, Fonts, Effects), Page Setup (Margins, Orientation, Size, Print Area, Breaks, Background, Print Titles), Scale to Fit (Width, Height, Scale), Sheet Options (Gridlines, Headings, View, Print), and Arrange (Bring Forward, Send Backward, Selection Pane, Align, Group, Rotate). Brackets connect these groups to two empty boxes below: the first box covers Themes and Page Setup; the second box covers Scale to Fit and Sheet Options.

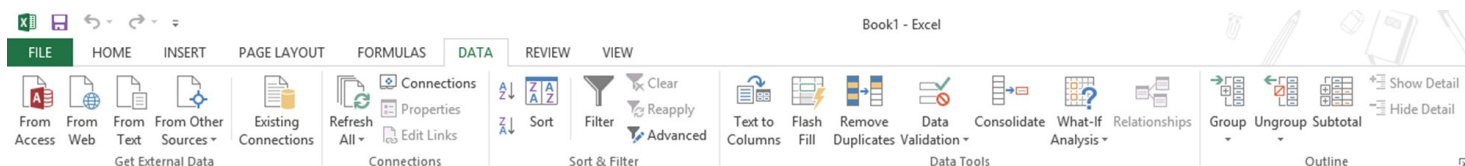




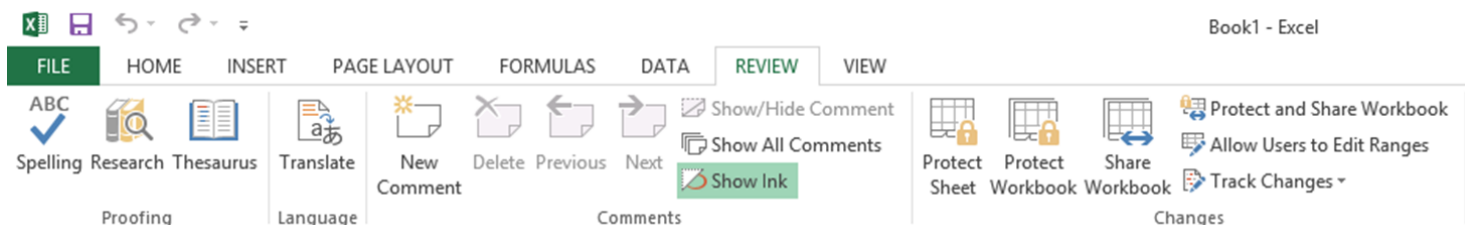
The Formulas Tab



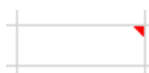
The Data Tab



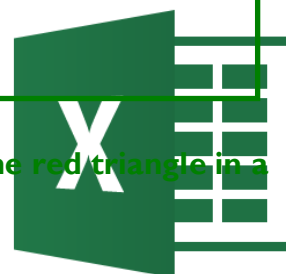
The Review Tab



Why should you be careful when tracking changes?

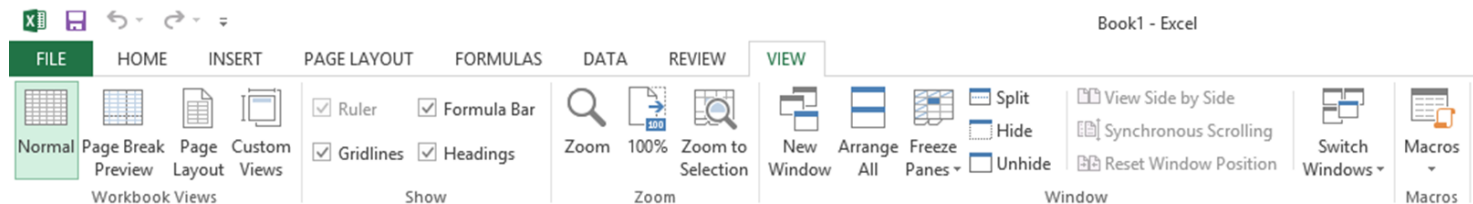


What does the red triangle in a cell mean?





The View Tab



Why should you be careful when opening files with macros?

How do you reset the view if you accidentally get something stuck?

Contextual Tabs

What are contextual tabs?

Name three examples of contextual tabs:

- 1. _____
- 2. _____
- 3. _____

Cells Have Names

	A	B	C	D
1				
2	5			2
3		1		
4			4	
5	3			

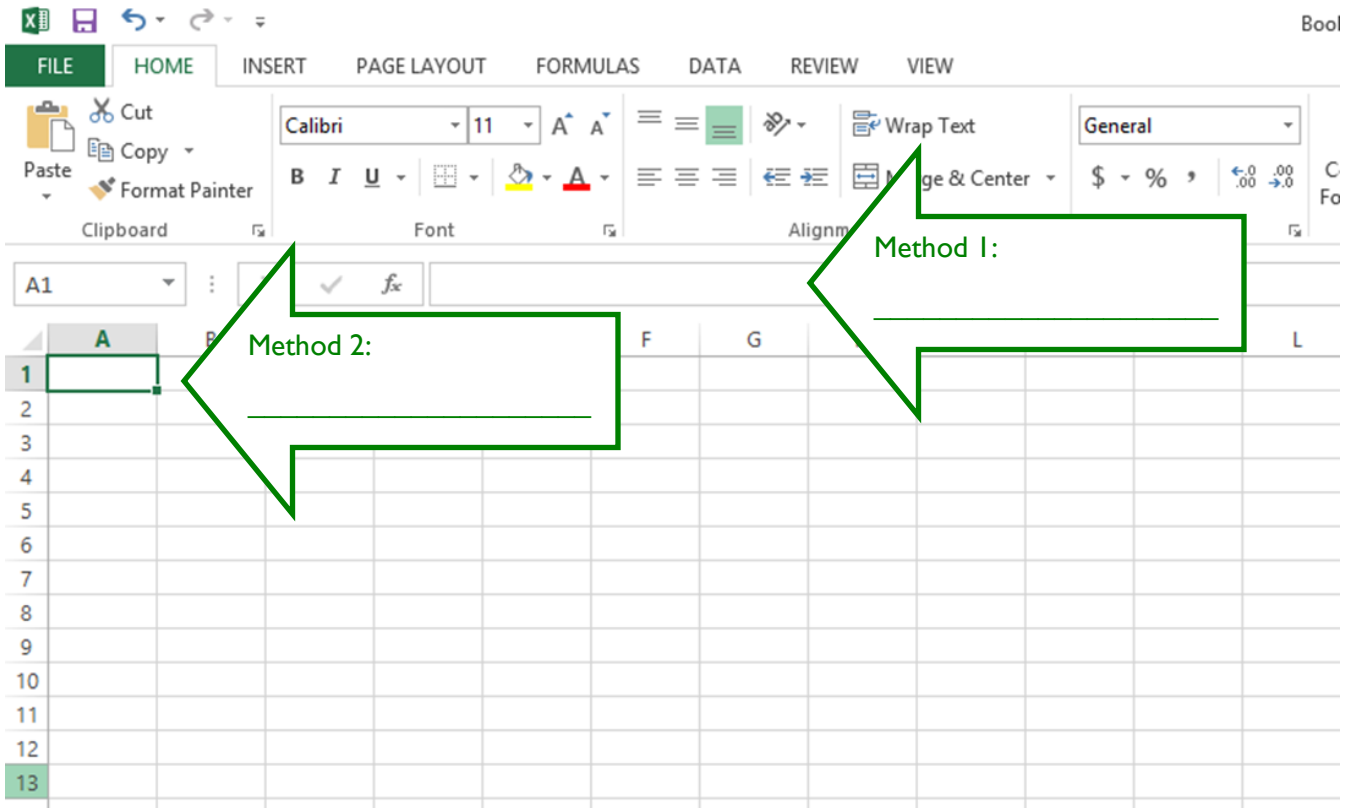
Give the cell name of each of the cells:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____





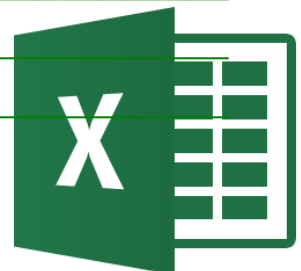
Data Entry



Cell Size

How do you adjust the size of a column or row?

How do you use Autofit to automatically adjust the size of a column or row?





Formulas and Functions

Define each of the following words:

- Formulas** _____
- Cell Reference** _____
- Function** _____
- Range** _____
- Operator** _____
- Parameters** _____

= A1 + A2 + A3

All formulas begin with

A3 is an example of a

= SUM (A1 : A5)

SUM is an example of a

The colon (:) indicates a:

= (A1 * A2) + B1

+ means _____

- means _____

* means _____

/ means _____

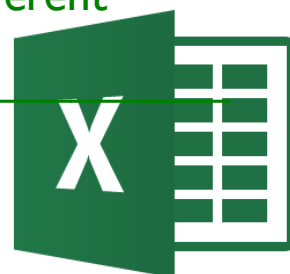
& means _____

=SUMIF(A1: A5 , A1 > 1)

Functions begin and end with

Commas indicate different

_____ of a function

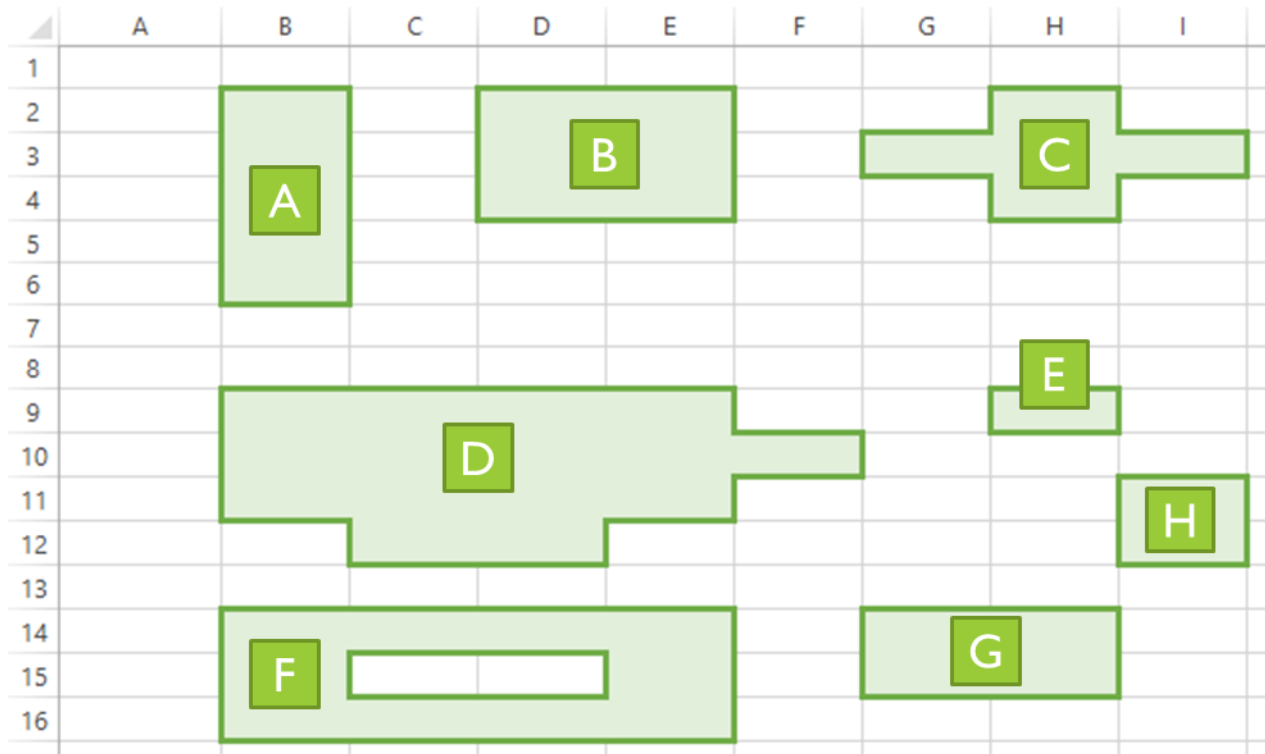




Home, Home on the Range

✓ Ranges are _____ and _____

✗ Ranges are not _____ or _____



Circle the ones that are ranges:

A B C D E F G H





Let's Sum It Up

Method 1 is to push which button? _____

Method 2 is to use a formula. Write in the formula to sum up cells C1 through C5:

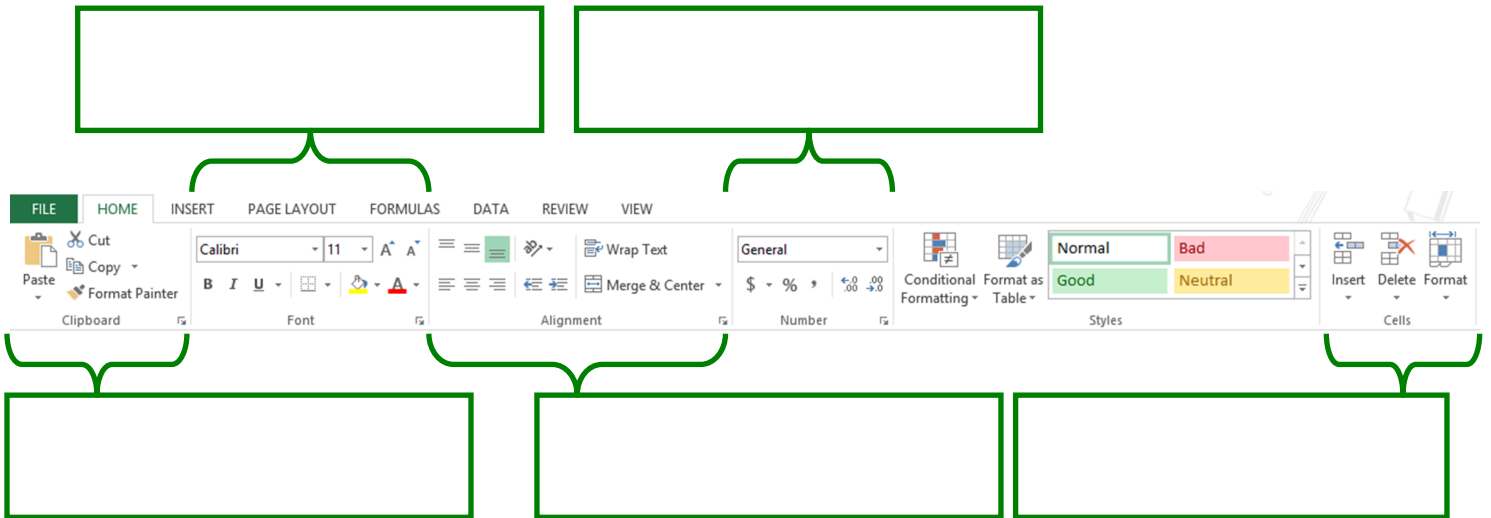
Common Formulas

Name of Formula:	What It Does:





Formatting

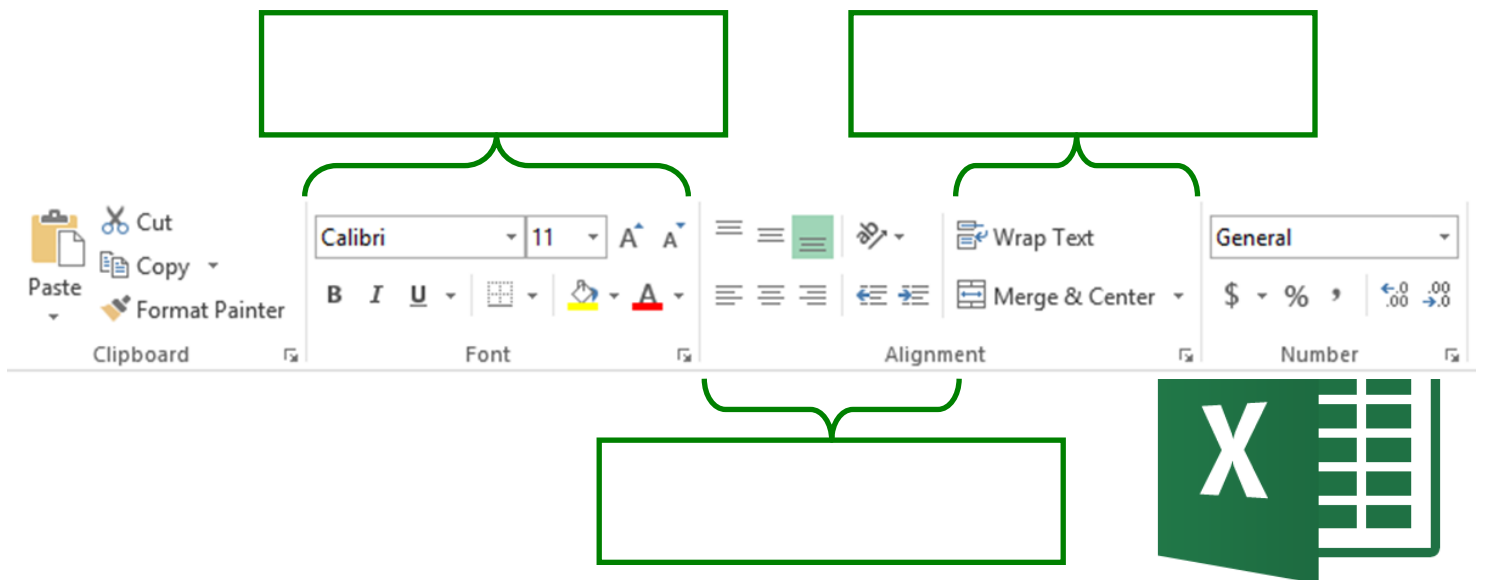


Selecting a Number Format

What is a number format? _____

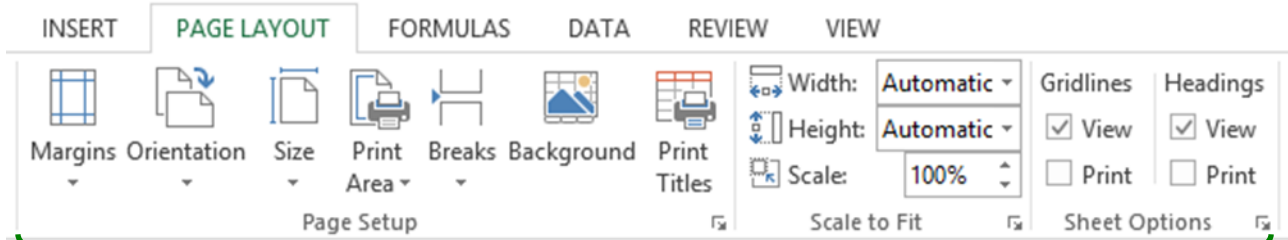
Changing the format does not change the _____ in the cell

Fun with Formatting





Laying Out the Spreadsheet for Printing



Use these options for:

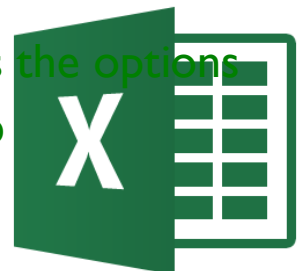


Is the Page Layout view the same as Print Preview? _____

Where's Print Preview?

Print Preview is located _____

The print options in the backstage view are the same as the options located on the _____ tab





Practice Time: Excel Lab Activity

1. Create a new, blank spreadsheet.
2. Go through each tab in the Ribbon Bar. Mouse over the different options and read the tooltips that appear.
3. In cell A1, type in: Actor
4. In cell B1, type in: Salary
5. In cells A2 through A6, type in the names of your favorite actors.
6. In cells B2 through B6, make up a salary number for each actor.
7. Change the number format of cells B2 through B6 to Accounting.
8. Resize Column A to better fit the names of the actors. Try manually resizing it, then using Autofit.
9. In cell B7, create a Sum formula to sum up cells B2 through B6.
10. Add a new row in Row 1. This will be the header row.
11. Merge and center cells A1 and B1.
12. Type in “Actor Salaries” in the newly merged cell. Bold and underline the cell, then apply a background color to it.
13. Change the orientation of your spreadsheet to Landscape, then print it on the Learning Laserjet printer.





Bonus Activities

Finished early? Try these activities:

1. Go to the New tab in Backstage View. Try searching for various templates. Open up templates that look interesting and explore changing them.
2. Use the `AVERAGE` function to average the salaries of the actors you wrote down in the previous activity.
3. Try changing some of the other Page Layout options. How do the various options change what is printed?





Additional Excel Training



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Excel 2013 Essential Training class



Office.com Video Training

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Additional Excel Classes

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