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

_____   _____   _____   _____   _____   _____

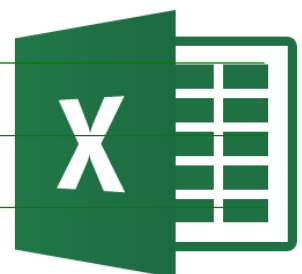_____   _____   _____

Excel Layout
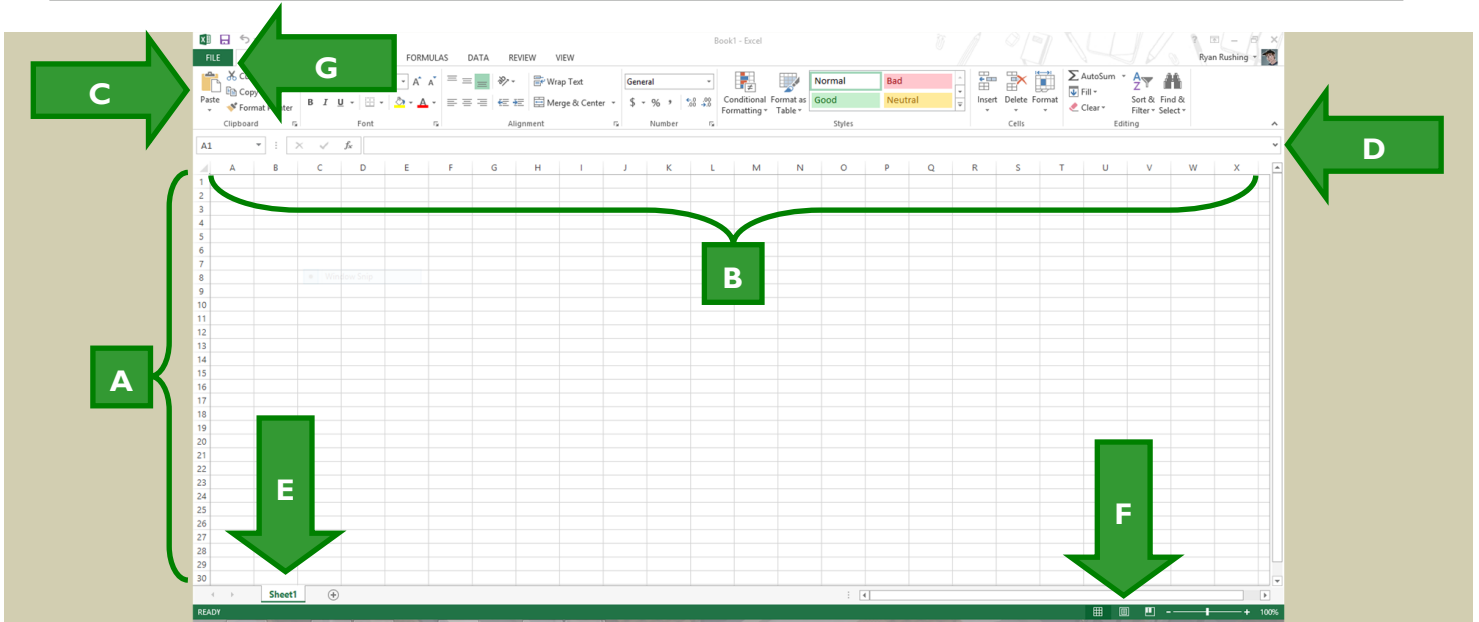
A_____ B_____ C_____ D_____

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 Insert Tab

The Page Layout Tab

The Formulas Tab

The Data Tab
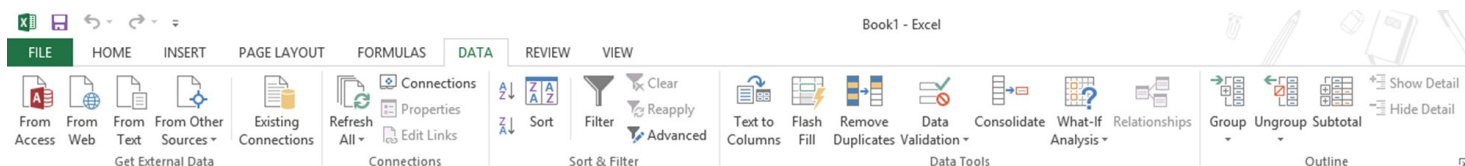
The Review Tab
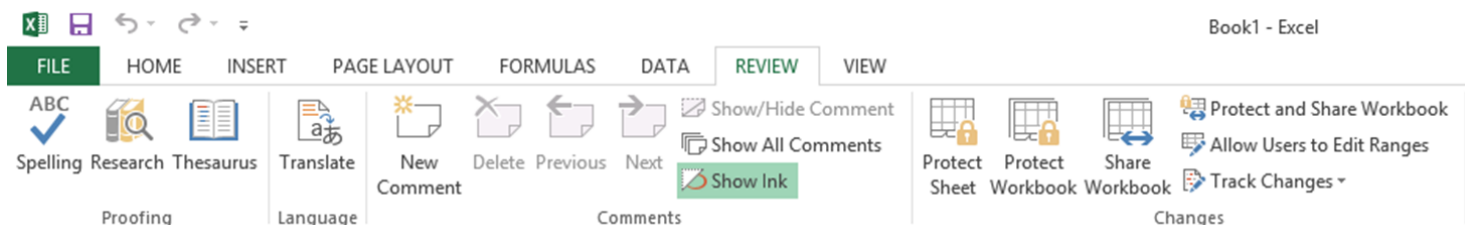
Why should you be careful when tracking changes?

_____

_____
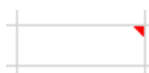
What does the red triangle in a cell mean?

_____

_____
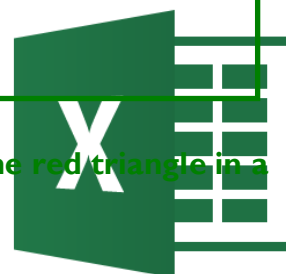
The View Tab
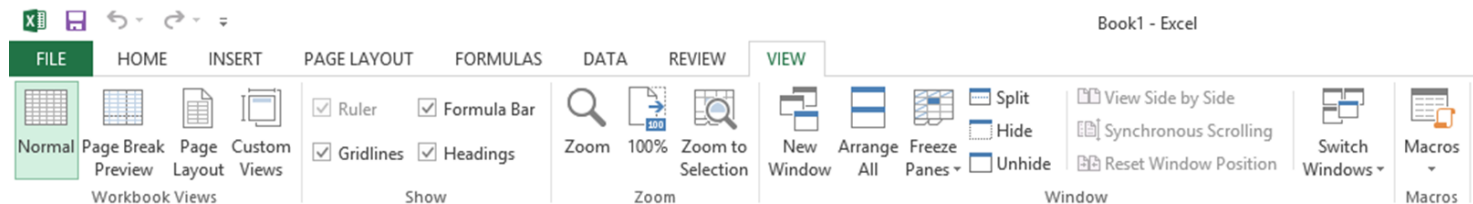
Why should you be careful when opening files with macros?

_____

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

Give the cell name of each of the cells:

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

Data Entry
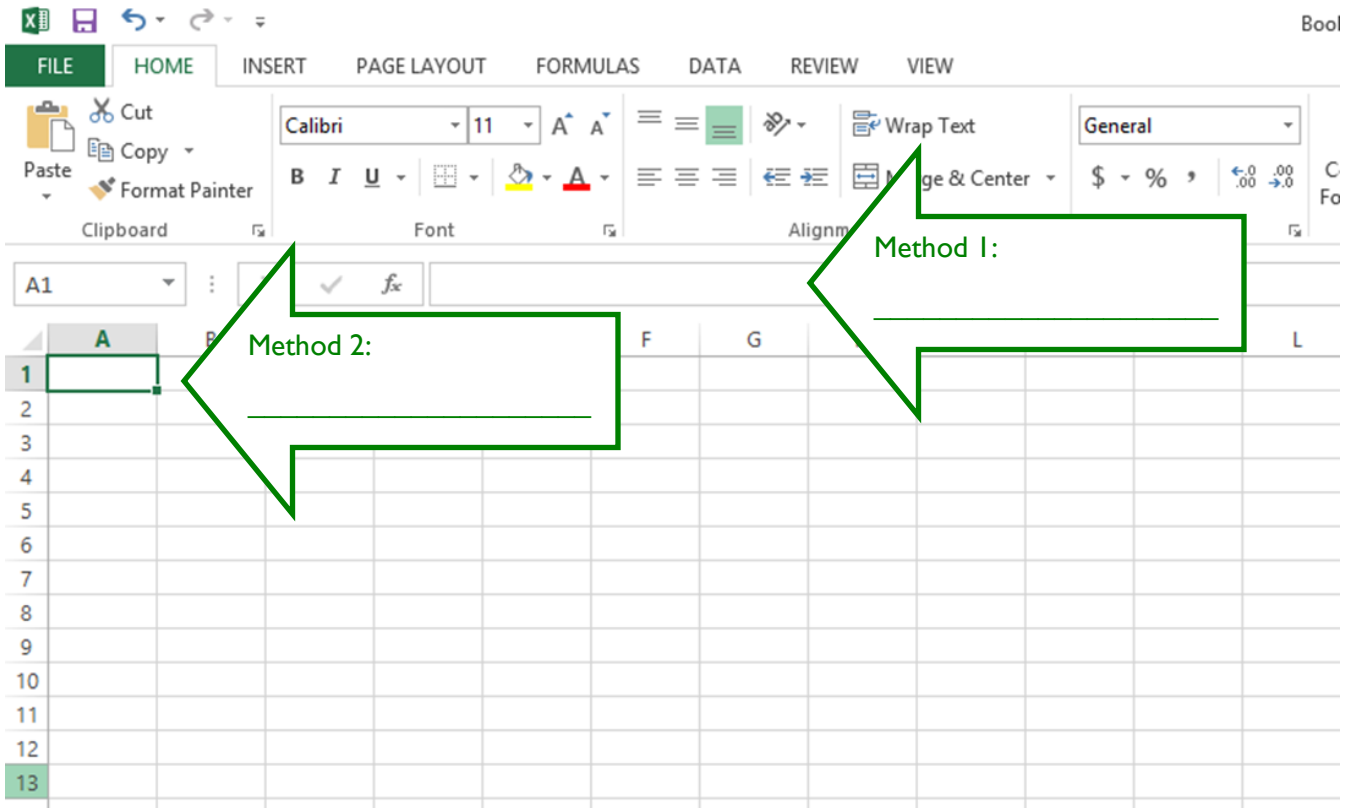
Cell Size

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?

_____

_____

_____

_____
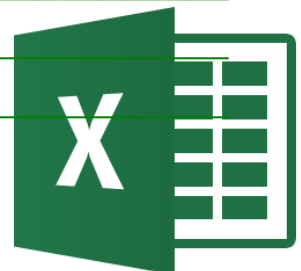
Formulas and Functions

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
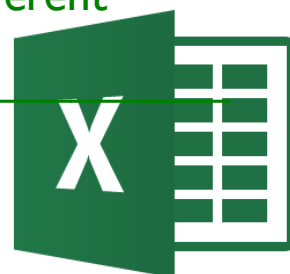
Home, Home on the Range

✔ Ranges are _____ and _____

🚫 Ranges are not _____ or _____
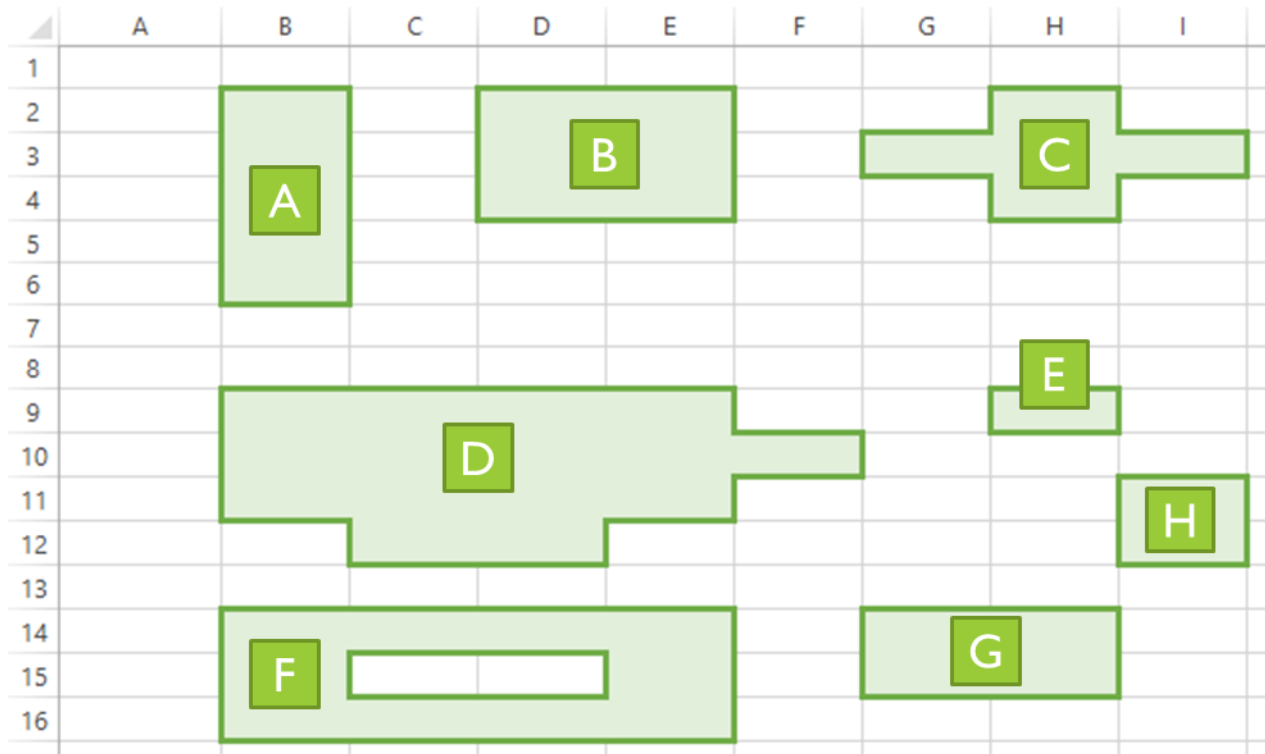
Circle the ones that are ranges:

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
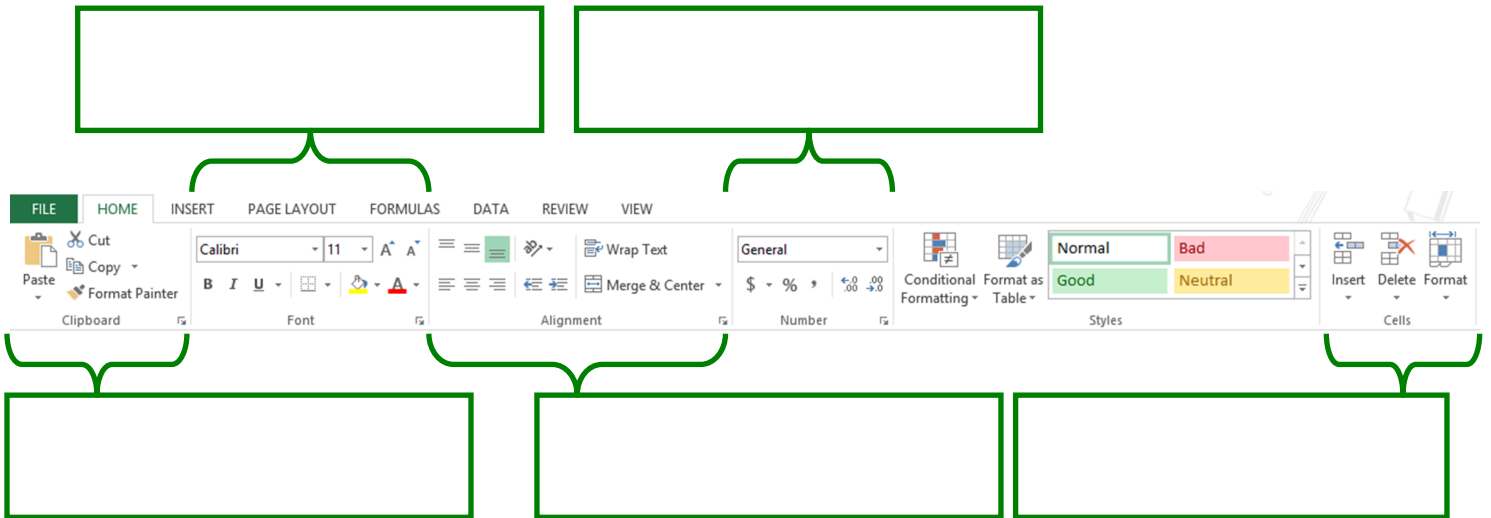
Selecting a Number Format

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.

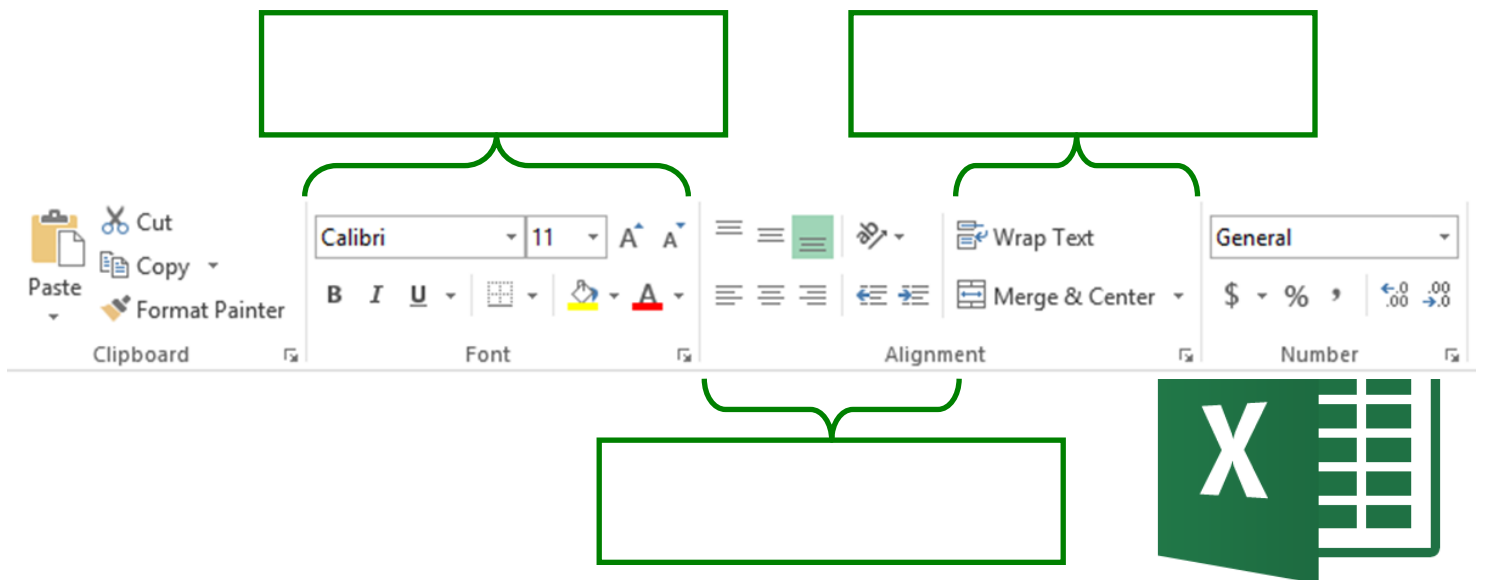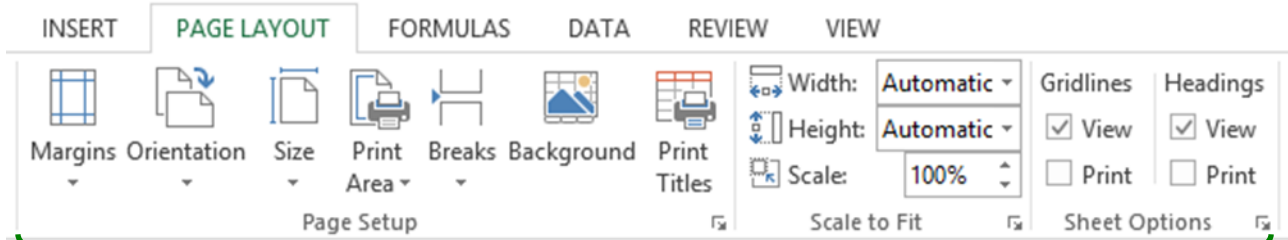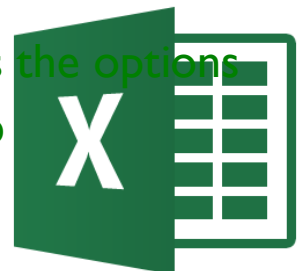2. Go through each tab in the Ribbon Bar. Mouse over the different options and read the tooltips that appear.

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?

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