

Chapter 1 : Download Office User Resources - PDF from Official Microsoft Download Center

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Microsoft Excel is a program that provides worksheets comprised of rows and columns. Data can be stored in the worksheet, also called a spreadsheet, similarly to a Microsoft Word table, but the power of Excel is its ability to perform simple to complex mathematical calculations, and other functions. When you are ready to create some math formulas, see Excel Math Basics. The Excel Worksheet Spreadsheet and Workbook An Excel worksheet, or spreadsheet, is a two-dimensional grid with columns and rows. Look at the spreadsheet below. The column names are letters of the alphabet starting with A, and the rows are numbered chronologically starting with the number one. The cells in the first row are A1, B1, C1, and so on. And the cells in the first column are A1, A2, A3, and so on. These are called cell names or cell references. We use cell references when creating math formulas or functions. For example, the formula to add the contents of cells B2 and B3 together is: In our spreadsheet above, the selected cell is C2. Notice that the column letter C and the row number 2 change color. The beginning of the Formula Bar can be seen in the area above Column D on our worksheet. The Formula Bar displays the contents of the selected cell. A workbook is a collection of worksheets or spreadsheets. When the Excel program is opened, a workbook opens with three blank worksheets. The names of the worksheets are displayed on tabs at the bottom of the Excel window. For more information, see our separate tutorial Excel: Managing Workbooks and Worksheets. How to Move From Cell to Cell The arrow keys can be used to move left, right, up, and down from the current cell. Press the Enter key to move to the cell immediately below the current cell, and press the Tab key to move one cell to the right. How to Select Cells There are a variety of ways to select cells in an Excel spreadsheet: To select one cell, click in the cell. To select one or more rows of cells, click on the row number s. To select one or more columns of cells, click on the column letter s. To select multiple cells that are not contiguous, press and hold the Ctrl key while clicking in the desired cells. To select every cell in the worksheet, click in the upper right corner of the worksheet to the left of "A. What you type also displays in the Formula Bar. When entering dates, Excel defaults to the current year if the year portion of the date is not entered. You may edit cell contents from the Formula bar, or from directly inside the cell. To edit from the Formula Bar, select the cell and click inside the Formula Bar. When done typing, either press the Enter key or click inside another cell. To edit directly inside a cell, either double click inside the cell, or select the cell and press the F2 key. Each cell has a specific format. For example, you may have entered 8. But if the cell was formatted to display only two decimal places, Excel will display 8. However, Excel will still use the real cell value that you entered, 8. For more information, see our separate tutorial on Formatting Cells in Microsoft Excel. How to Propagate Cell Contents There are multiple ways to propagate or fill data from one cell to adjacent cells. To propagate in any direction, use the Fill Handle. If the data to be copied is a date, number, time period, or a custom-made series, the data will be incremented by one instead of just copied when the Fill Handle is used. For example, to display the months of the year in column A, type January in cell A1, drag the Fill Handle down to cell A12, and the months will display, in order, in column A! How to Move and Copy Cell Contents To move cell contents, right-click in the selected cell and click Cut; then right-click in the new location and click Paste. Similarly, to copy cell contents, right-click in the selected cell and select Copy, and paste in the new cell. You can copy the contents of a cell as described above, but paste and fill multiple adjacent cells. Just highlight the block of cells you want to paste in: Still holding the mouse button down, swipe the cursor over to the opposite corner until just the cells you want filled are highlighted. Then right-click and click Paste. To remove the animated border around the original cell, press the ESC key, or start typing in a new cell. How to Add and Delete Rows and Columns To insert a new row in a spreadsheet, right-click on a row number, and click Insert. If you want to continue inserting rows, press the F4 key to insert each additional row. To delete a row, right-click on the row number, and click Delete. Contiguous rows can be deleted by highlighting them before clicking Delete. To insert a new column, right-click on a column letter and click Insert. Excel always inserts the column to the LEFT of the column that was clicked on. As with rows, if you want to add additional

columns after inserting the first column, press the F4 key. To delete a column, right-click on the column letter, and click Delete. Contiguous columns can be deleted by highlighting them before clicking Delete. And non-contiguous columns can be selected by pressing and holding the CTRL key. First, the cell must be locked. Second, the worksheet must be protected. If you have any valuable data or complex formulas that you do not want to lose, and data DOES get accidentally erased! We provide detailed instructions in our separate tutorial, [Protecting Worksheet Data in Microsoft Excel](#). We have a wide variety of beginner tutorials for the Excel user - see [Related Tutorials](#) on the sidebar. To make the column wider, place the cursor on the right side of the column heading and drag the column edge to the right until the data displays.

Chapter 2 : Microsoft Excel VBA Guidebook

EXCEL: From Beginner to Expert - 2 Manuscripts + 2 BONUS BOOKS - Excel for Everyone, Data Analysis and Business Modeling (Functions and Formulas, Macros, MS Excel , Shortcuts, Microsoft Office) Francesco Iannello.

Written by Greg Harvey, the book aims to give readers a head start on all their spreadsheet projects. Following the easy-to-follow format of its sister books, Harvey presents readers with a basic introduction to the software. Many of the new developments unique to this edition are detailed in down-to-earth fashion. Everything you need to know about spreadsheets, graphics, charts, number analysis, formulas, and more prepare you to make the most of Excel. While the book is sure to give you a strong grasp of the basics, it might not deliver the software completely into the control of your hands. This software is an intricate and complex tool, while this resource is merely an introductory guidebook. If you are looking for a foundation-building book about the basics, and you want to cover beginners to intermediate topics then look no further. This book will get you easily started and keep you going! Excel Bible is the ultimate guide. Boasting over one thousand pages, this masterpiece of Microsoft excellence wants for nothing. Yet the book does not just teach readers how to complete tasks. It also fuels power-users to conquer challenging projects with ease. This book is not written just for getting the job done. Beautifully designed and carefully laid out content will propel your skills to a whole new level. The guide starts with the basics and moves to more complicated tasks and challenges as the pages turn. It is also chocked full of charts, figures, and illustrations, allowing readers to imagine and see their work ahead of time. Do you long to Master Excel ? Become a disciple of the Godfather! In Microsoft Excel Step by Step, Frye gives readers a readable and user-friendly tutorial on everyday uses of the program. Study to create formulas and macros. Take on the challenge of compiling data with ease. You can even analyze your data too. The striking blue cover contains the official Microsoft seal, assuring the reader of the true, inside look at Excel. This book also includes simple instructions to make the new Touch Mode easier to navigate and control. And the book also comes complete with free downloads for practicing your skills. A bonus offer is included as an accompanying e-book is free with purchase. Whether for home, school, or business use, readers will find it easy to learn the ins and outs of this challenge PC and Mac application. This title is a must have for every software user. He is the founder of The Smart Method Ltd, a company committed to the development of internet technology courses, programs, and tutorials. His team has trained leaders from major companies around the world. The book is written in down-to-earth, easy to understand language which makes the difficult concepts of the software accessible to almost anyone. In fact, some might say the book is more like a training course, than a tutorial. Smart does not only teach readers about the application in general. He also helps readers understand the differences between older versions of the software, making this book a helpful read even for those still hanging on to an outdated version of the program. While this book is mostly for beginners, Smart has also published a similar book geared for those aspiring to become advanced users. John Walkenback, arguably the foremost authority on the software, sets out to solve this problem with this book about formulas. Whether developing financial reports, household budgets, or school grade reports, this edition is well equipped to handle it all. Whatever your spreadsheet working habits are, to make the most of your project, formulas are essential. This book is not for novices, as it specifically covers the topic of formulas. Therefore, a necessary pre-requisite for getting the most out of the guide is a thorough knowledge of the basics. Some readers found it useful to skip ahead in the book, read the section on arrays, and then start reading from the beginning. This is because some of the early instruction on formulas requires a basic knowledge of arrays, which is not covered until later. However, this is a minor flaw to a major book!

Chapter 3 : Microsoft Excel Functions & Formulas Quick Reference Guide by Beezix, Inc.

Microsoft Excel Functions & Formulas Quick Reference Guide (4-page Cheat Sheet focusing on examples and context for intermediate-to-advanced functions and formulas- Laminated Guide) by Beezix, Inc.

Demonstrate your expertise with Microsoft Office ! Here is an excerpt from the Excel section of the study guide: Specifically, the following objectives are associated with this set of skills: This was not, however, the purpose for which Excel was created. By using the many functions built in to Excel, you can build formulas that perform complex data calculations. Excel includes many features that simplify the process of creating complex formulas. This chapter guides you in studying ways of creating basic formulas, controlling the order in which Excel performs calculations within formulas, calculating data based on specific requirements, and referencing data within a formula. A function can be thought of as a service provided by Excel to do a specific task. That task might be to perform a math operation, to make a decision based on information you give it, or to perform an action on some text. A function is always indicated by the function name followed by a set of parentheses. For most functions, arguments inside the parentheses either tell the function what to do or indicate the values that the function is to work with. An argument can be a value that you enter, a cell reference, a range reference, a name, or even another function. It is important to understand the syntax of common functions and be able to correctly enter the function arguments. Probably the most common formula used in Excel is one that totals the values in a set of cells. Rather than individually adding the values of all the cells you want to total, you can use the SUM function to perform this task. The following table describes other functions that allow you to summarize information from sets of cells. In the previous table, any argument specified as a number can be a number that is entered directly, a text representation of a number a number inside of quotation marks , a cell reference, a range reference, or a named reference. Also in the table, any argument specified as a value can be any type of value. Select the cell immediately below or to the right of the values you want to total. On the Home tab, in the Editing group, click the AutoSum button. Verify that the cell range displayed in the formula is correct, and then press Enter. Select the cell in which you want to place the total. In the Function Arguments box, enter the cell range you want to total, and then click OK. Select the cell immediately below or to the right of the range within which you want to count the cells containing numeric values. Select the cell in which you want to place the count. In the Function Arguments box, enter the cell range within which you want to count non-empty cells, and then click OK. In the Function Arguments box, enter the cell range within which you want to count the cells that contain any type of value, and then click OK. Select the cell immediately below or to the right of the values you want to average. Select the cell in which you want to place the average. In the Function Arguments box, enter the cell range that you want to average, and then click OK. Select the cell immediately below or to the right of the values you want to evaluate. Select the cell in which you want to place the minimum value. In the Function Arguments box, enter the cell range you want to evaluate, and then click OK. Select the cell in which you want to place the maximum value.

Chapter 4 : Microsoft Excel books; Best Advanced Excel book, Excel Books

Download Microsoft Excel Interactive menu to ribbon guide from Official Microsoft Download Center Office Experience the best of Office with the latest versions of Word, Excel, PowerPoint, and more.

Chapter 5 : Free Excel Tutorial at GCFGlobal

Excel Mobile is not included in Office applications, suites, or Web Apps. Office Mobile will be released on Windows phones (Windows Mobile 8.0 or above) by the general availability of Microsoft Office

Chapter 6 : Microsoft Office Excel - Free download and software reviews - CNET theinnatdunvilla.com

The bestselling Excel book on the market, updated for Excel As the world's leading spreadsheet application, Excel has a huge user base. The release of Office brings major changes to Excel, so Excel For Dummies comes to the rescue once more!

Chapter 7 : theinnatdunvilla.com: Microsoft Excel: Books

Microsoft Excel is a program that provides worksheets comprised of rows and columns. Data can be stored in the worksheet, also called a spreadsheet, similarly to a Microsoft Word table, but the power of Excel is its ability to perform simple to complex mathematical calculations, and other functions.

Chapter 8 : The Complete Idiot's Guide to Microsoft Excel 2-In-1 by Richard Rost

#2 - Excel: Quick Start Guide from Beginner to Expert (Excel, Microsoft Office) by William Fischer This top excel book is equally comprehensive as the name suggests but the most important part of this book is its price.

Chapter 9 : Excel Made Easy: a Beginner's Guide to using Microsoft Excel.

With Excel, you can streamline data entry with AutoFill. Then, get chart recommendations based on your data, and create them with one click. Or, easily spot trends and patterns with data bars, color coding, and icons.