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# Excel 2013 for Beginners



## Class Objective:

This class will familiarize you with the basics of using Microsoft Excel.

## Class Outline:

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## Introduction

Welcome to the new Microsoft Office 2013 Suite. For those of you using Microsoft Office for the first time, congratulations! You’ve chosen a perfect time to learn about this application, since the newest version has undergone a pretty radical revision. For those of you accustomed to Office 2007, don’t worry- there are some adjustments you need to make when using the new interface, but the basic tools are still the same and there are new improvements.

## Microsoft Excel

Microsoft Excel is part of a larger suite of applications called the Microsoft Office Suite. The applications in this suite work in a very similar way, and are designed to have a similar “look,” so that once a user masters one application, the rest will be easier to learn. There have been several versions of Microsoft Office over the last 25 years, but the one we’ll be using today is Office 2013, the latest version.

## Getting Started

Excel is a computer application that allows you to create worksheets. A worksheet is a document that allows you to enter and keep track of any kind of data; income, dates, collections, events, what-have-you. In this first class, we’re going to concentration the basic Excel layout, and go over the basic elements of a worksheet.

Often the best way to learn is by doing. In this class, we’re going to learn Microsoft Excel 2013 by using it to create a basic worksheet, learning the following aspects of Excel along the way:

- The Office “Ribbon”
- Opening, Printing and Saving a worksheet
- Worksheet views and layout
- Rows, Columns, and Cells
- Entering data into a cell
- Cell editing and auto fill
- Formatting cells and keyboard shortcuts
- Inserting and Deleting rows, columns and cells

There are many more Excel features, but we will focus on these since they are the most used and are more in depth look will be provided in our **Intermediate Excel** and **Advanced Excel** classes.

## Opening Excel

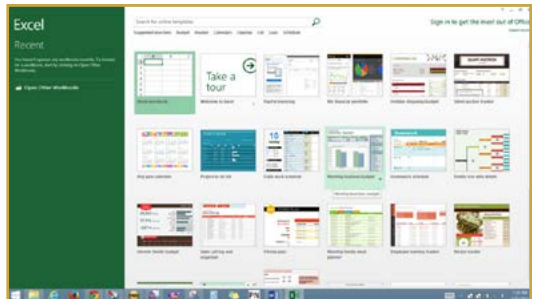
Like all applications Excel 2013 can be found most easily in the Start menu (Windows 8)



OR some computers have a shortcut (an icon on the Windows desktop) that you can click on to open the Excel application. It should like this

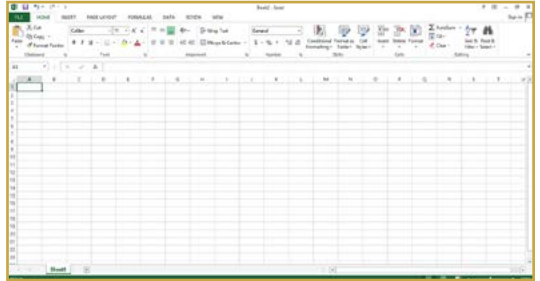


Once opened, Microsoft Excel offers a gallery of project templates but we'll select a blank spreadsheet in the top left hand corner.



Notice that Excel starts you off with a new blank worksheet. If you wish to open an existing worksheet, go to the Office Button->Open-> and then your document on the pop-up menu.

This is a blank spreadsheet

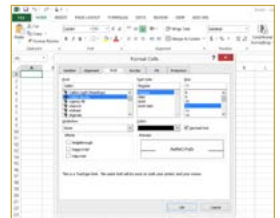


Notice the icons and commands at the top of the screen. This bluish section is called the Office “Ribbon,” and it contains the tools you’ll need for creating documents. The white grid below is the Excel Worksheet, where you’ll be able to enter your data.

The Office Ribbon arranges tools into logically consistent Tabs.



Each tab contains a group of several commands and some also have “expandable” menus. These menus in each group can be accessed by the “Expand” icon. The expanded menus offer more commands and/or options.



Each command performs a specific function. Excel is designed with a graphic interface, so users learn to recognize tools by sight. If you don’t know an icon’s function, put your mouse pointer on the icon and leave it there for a second, the name of the icon will appear next to the mouse pointer.

## File Button

The only exception to the Ribbon layout is the File Button. This button controls everything you can DO with a document before and after you work on it; opening, saving, and printing.



Today we're going to focus mainly on the File Button and the some of the most frequently used tools in the Tab menus. There are lots of additional features in this application, but we'll concentrate on the basics.

### Quick Keyboard Shortcuts

Before we go about making changes on our sample worksheet, there are some commands that are

- essential in order to make editing easier.
- Ctrl-Z (the "Undo" button)

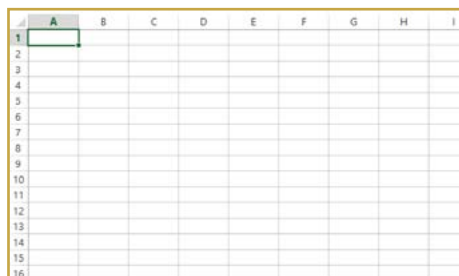
Ctrl-Y (the "Redo" button)

Every time you use the undo or redo command, it takes you one step backwards or forwards. This method allows you more leeway to experiment with your worksheet, knowing that you can always go back to your starting point.

## The Worksheet

An Excel worksheet is a document where users enter their data, so it can be formatted and manipulated. Data, which can be text or numerals, is entered into little boxes called cells. Cells are arranged in columns and rows. At the top of the worksheet are capital letters- these letters denote columns.

On the left side of the worksheet are numbers- these denote rows. Where rows and columns intersect is known as a cell. A cell is a place where you enter data on worksheets. A cell address is the location used to find a particular cell in a worksheet. For instance, a cell at “C3” is in the C column, 3rd row. Notice how the Cell address is listed in the address box above the worksheet.



A group of related data arranged in cells, usually along the X-Y axis, is called a table. If you arrange a table in graphic form, it is called a chart.

## Cells

Cells need data to be useful. Cells can contain words, numbers, percentages, symbols, and more. Here is a basic worksheet with data in the cells. Note that text is left-justified in a cell, and numbers are right-justified. This helps to keep them separate visually.



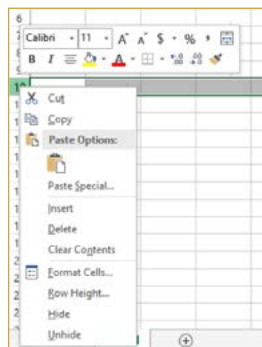
To select cells on a worksheet, click on one with your mouse, or use the arrows keys on your keyboard and press F2 to type in a cell. To enter text in a cell, simply click in it and start typing. Once you are finished typing in a cell, press enter to “lock” that cell content and move to the next cell.

If a cell already has content in it and you want to edit it, then you have to double click in a cell to edit it. If you just click in a cell that’s filled with content and start typing, you’ll automatically delete the existing content.

## Inserting and Deleting Columns, Rows, and Cells

Sometimes you need to add extra columns and/or rows your worksheet. To insert a column, right click on the column number or row letter and select insert.

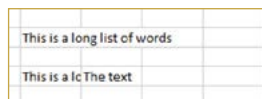
A new column will appear to the left of the column you selected. The process is the same to add new rows, but they will be inserted ABOVE the row you select. If you want to insert a cell into a worksheet, the process is the same as adding rows and columns, but Excel needs to shift around existing cells to fit in the new cell.



First, click where you would like the cell to go. Then click on the Insert command. Excel will ask you how you would like to rearrange the worksheet to fit the new cell. Deleting rows and columns follows the same process click on the column letter, row number, or cell and choose the Delete command from the Cells group on the ribbon.

## Making It Fit: Changing Column Width and Row Height

If you type something in a cell that is too large for it, the cell will expand to the right to fit the content. If you have two or more expanded cells next to each other, the cells will hide overlapping content unless you click on them.



## Making Cell Content “Fit”

If you want to fit content within a cell so it will always be visible, you have two options:

1. Change cell borders (width and height)

To change the size of an entire row or column, go to the Column letters

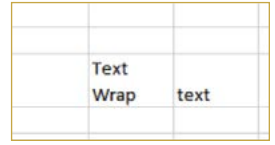


or Row numbers and click on a border. Drag the border to a new size. This will change ALL the cells in the affected column or row, which is why it's sometimes a better choice to...

## 2. Wrap cell content

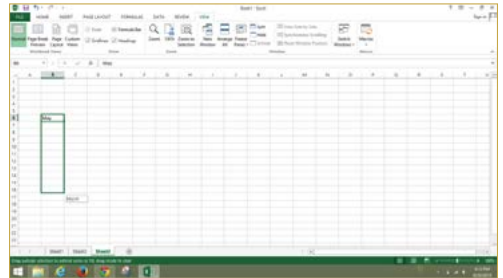
You can wrap text or numbers in a single cell. “Wrapping” in a cell means that the cell text will automatically try to fit text within the width of the cell. When you wrap content in a cell, it will only increase cell height.

To wrap cell content, click on the cell and then go to Home tab on the Ribbon. Click on the Wrap Text command in the Alignment group or hold the “alt” key and hit enter.



## Autofill

Excel has an “Autofill” feature that is very useful. Once you’ve started a list that has a logical progression (days of the week, times, numbers), Excel can complete the list for you. For example, if you have a few consecutive cells such as Week 1, 2, and 3, click on the last cell in the list



(Week 3). You’ll see a black border appear around the cell with a tiny box in the lower right-hand corner- this is called a “fill handle.” Click on the fill handle and drag it down, and Excel will complete the logical progression. If there is no logical progression, then Excel will just fill all of the other cells with copies of your “target” cell.

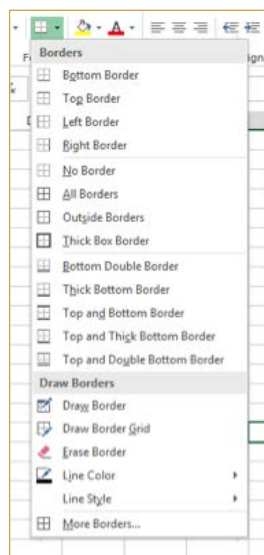
## Formatting Cell Content

Text and numerical data in cells can be formatted just like text and numbers in Word documents. To make content bold, italicized, different colors, different fonts, etc., right-click on the cell you want to format. A mini-toolbar will appear with formatting options. You'll also notice that there are options to change numerical formatting in a cell. For instance, numerical data entered into cells can be changed to percentages, currency values, or have commas included depending on your preferences. More cell formatting commands are available in an expandable menu in the Number Group on the Home tab.

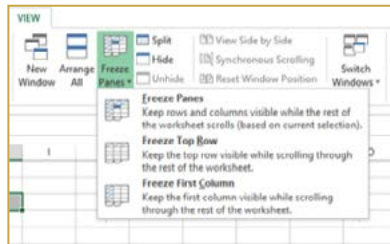
## Borders

Often it's useful to have visible grid borders, both in and around your cells. To add visible grids and borders to your worksheet, first select the area that you want to include. Starting at the upper right-hand of the sheet, click and HOLD your left mouse button and drag your mouse to the opposite corner of the area you want to select. The selected area will turn blue.

Let go of the mouse button and then right-click anywhere on the selected area. The mini pop-up toolbar will appear. Select the drop down arrow next to the "Borders" icon from the menu.



You can also “freeze” the headers on your sheet- this is useful if you have a LOT of data but you want your headers to always be visible. To freeze a column or row, first click on the row that you want to freeze. Go to View tab, then choose the drop-down arrow next to the “Freeze Panes” command in the Windows group.

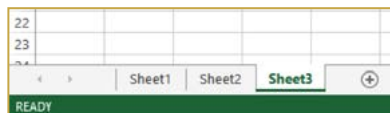


Choose row or column (depending on what you want to freeze). Your chosen group or row will be “locked” so as to visible when you scroll. Finally, you can add colors to your table. Select the table area like you did above, then click on the drop-down “Fill Color” icon in the Font menu on the Home tab.

Choose from the list of colors- click on one and it will be applied to your selected area.

## Multiple Worksheet Sheets

At the bottom of the Worksheet you’ll see tabs labeled Sheet 1, 2, and 3. These are other “pages” in your worksheet. If you click on these tabs, you can see the other pages in your sheet. These extra sheets can be useful for creating a series of separate yet related charts, which can then be made to work together when you start utilizing formulas in the next class.





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