



Introduction to Microsoft Excel

Microsoft Excel enables you “improve the way you turn data into information using powerful tools to analyze, communicate, and share your results.”

How to create a spreadsheet:

To	Do this
Start Microsoft Excel	<ul style="list-style-type: none">• Double click on the Microsoft Excel icon on the desktop <u>OR</u> click on Start → All Programs → Microsoft Excel
Create a spreadsheet from scratch	<ul style="list-style-type: none">• Click File → New → Blank Workbook
Open an existing spreadsheet	<ul style="list-style-type: none">• Click File → Open• Click the workbook you want to open, and then click Open
Insert a worksheet	<ul style="list-style-type: none">• Click Insert → Worksheet
Sort data alphabetically	<ul style="list-style-type: none">• Highlight designated area• Click Data → Sort• Select Sort by, and then click OK <u>OR</u> highlight the designated area and use the Sort Ascending icon
Perform mathematical operations	<ul style="list-style-type: none">• Highlight designated area• Click Insert → Function• Select function (i.e., sum, average, etc.), and then click OK
Save your spreadsheet	<ul style="list-style-type: none">• Click File → Save as• Name workbook, and then click Save
Print your spreadsheet	<ul style="list-style-type: none">• Click File → Print• Select number of copies, and then click OK
Need further help?	<ul style="list-style-type: none">• Click Help → Microsoft Excel Help• Type in question, click Search• Need further help, ASK THE LIBRARIAN!