Entering Data
1. Click on the cell.
2. Begin typing. (If you make a mistake, use the Backspace key)
3. To end, press the [Enter] key or Press the [Tab] key or Click the Check Mark button or Click in another cell or Press an anchor key on the keyboard.
Tip: Press [Esc] to cancel any input

Creating a New Workbook
1. Click File
2. Select the New category
3. Select the desired Template
4. Click or
   Click the New button on the Quick Access Toolbar (QAT)

Open an Existing Workbook
1. Click File
2. Click
3. Select the location and workbook

Save an Open Workbook
1. Click the Save button on the QAT or
   Click File
2. Click
3. Click Close to close the file

Entering Formulas
1. Select the cell
2. Type =
3. Click on first cell reference or Type the cell address.
4. Use + for addition, - for subtraction, / for division, and * for multiplication.
5. Repeat Steps 3 and 4 as needed.
   Example: =C3/(A5-A4)

Entering Functions
1. Select cell.
2. Press =
3. Type function name followed by the left parenthesis (.
4. Follow syntax; select range of cells.
5. Type right parenthesis ).
   or
   Press [Enter].
   Example: =SUM(B2:B12)
   =MAX(C25:G25)

Inserting Functions
1. Choose the Formulas tab.
2. Click Insert Function on the Ribbon.
3. Search for Function or select a category.
4. Select the Function.
5. Click
6. Enter or select the range.
7. Click

Using AutoSum
1. Select all the numbers in the worksheet along with the cells that should contain the formulas.
2. Click AutoSum.
   Tip: You may click the down arrow beside the AutoSum button for a list of common functions. Select the desired function to switch to it:

   Example:
   =SUM(B2:B12)
   =MAX(C25:G25)

Using AutoFill
If a formula or function is similar down a column or across a row, you may repeat the formula using the AutoFill handle.

When the mouse pointer is placed on the AutoFill handle, it changes to a solid black cross. At this time, you can click and drag to perform the AutoFill action.

Moving and Copying Cells
1. Select the cell(s).
2. Click and drag AutoFill to adjacent cells.
3. To move or copy, select cell(s).
4. Select the Home tab.
5. Click Cut or
   Click Copy
6. Click Paste or
   Click Paste
7. Click to Copy.
8. Select cells
9. Place pointer on border Excel changes the mouse pointer to a four-pointed arrow
10. Click and drag the Range to Move or
    Hold [Ctrl] while clicking and dragging to Copy.
Relative vs. Absolute Cell Addressing
When you copy cells that contain a formula, Excel automatically updates that formula in reference to the new cell location, making it relative to its location.

An absolute cell reference always refers to the same cell regardless of where the formula is copied. An absolute cell address contains a $ before the column and a $ before the row indicator.

A cell address can also be part relative and part absolute:

<table>
<thead>
<tr>
<th>Address</th>
<th>Type</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2</td>
<td>Relative</td>
<td>The column and row may change.</td>
</tr>
<tr>
<td>$A$2</td>
<td>Absolute</td>
<td>Neither the column, nor the row will change.</td>
</tr>
<tr>
<td>A2</td>
<td>Mixed</td>
<td>The column will remain constant as A, but the row may change.</td>
</tr>
<tr>
<td>A$2</td>
<td>Mixed</td>
<td>The column may change, but the row will remain constant as row 2.</td>
</tr>
</tbody>
</table>

Formatting Cells
1. Select the cell(s).
2. Select the Home tab.
3. Click the font style on the ribbon.
4. Click for fonts.
5. Click for font sizes.
6. Click for aligning values.
7. Click for format numbers.
8. Click the “A” on for color shown.
9. Click the down arrow to select a color.
10. Click when finished.

You can also double-click the button to copy the format from one cell to another.

Tip: Double-click the button to copy the formatting to multiple cells.

Merging and Unmerging Cells
1. Select cells across columns into which text is to be centered.
2. Click

Color Coding Workbook Sheet Tabs
1. Right-click the worksheet tab.
2. Choose Tab Color and select color.

Inserting or Deleting Worksheets
1. Right-click on the sheet tab.
2. Select Delete to delete the active worksheet.

Important: Deleting a worksheet cannot be undone.
3. Click the Insert Worksheet tab located at the end of the worksheet tabs or Press [Shift + F11].

Moving or Copying Worksheets
1. Drag the sheet tab to the new location to move the sheet.
2. Hold the [Ctrl] key and drag the sheet tab to the new location to Copy the sheet.

Hiding or Unhiding Worksheets
1. Right-click on the sheet tab.
2. Select Hide or Unhide.

Inserting Columns or Rows
1. Select the row or column after the one where you want to insert the new row or column.
2. Right-click on that column letter or row number.
3. Select Insert.

Deleting Columns or Rows
1. Select the row(s) or column(s) that you would like to delete.
2. Right-click on that column letter or row number.
3. Select Delete.

Freezing Rows or Columns
1. Select the row below or the column to the right of the freeze.
2. Select the View tab.
3. Select Freeze Panes on the ribbon.
4. Select the option you wish to use.

Page Setup Features
1. Select the Page Layout tab.
2. Select Orientation on the ribbon to adjust for Portrait or Landscape.
3. Select Scale on the ribbon to fit to specific number of pages.
4. Select Margins on the ribbon to change the margins or center on the page.
5. Select Print on the ribbon to specify rows and columns to repeat on each page.

Printing a Worksheet
1. Click File.
2. Select the Print option.
3. Select the desired options.
4. Click .

Tip: Click the button on the QAT to immediately send the worksheet to the default printer.

Inserting a Comment
1. Click on the cell to contain a comment.
2. Select the Review tab.
3. Select New Comment on the ribbon.
4. Type the comment text.

Inserting Columns or Rows
1. Insert the column letter or row number.
2. Select Insert.

Deleting a Comment
1. Click on the cell containing the comment.
2. Select the Review tab.
3. Select Delete on the ribbon.

Printing a Worksheet
1. Select File.
2. Select the Print option.
3. Select the desired options.
4. Click .

Tip: Click the button on the QAT to immediately send the worksheet to the default printer.

Inserting a Comment
1. Click on the cell to contain a comment.
2. Select the Review tab.
3. Select New Comment on the ribbon.
4. Type the comment text.

Inserting Columns or Rows
1. Insert the column letter or row number.
2. Select Insert.

Deleting a Comment
1. Click on the cell containing the comment.
2. Select the Review tab.
3. Select Delete on the ribbon.