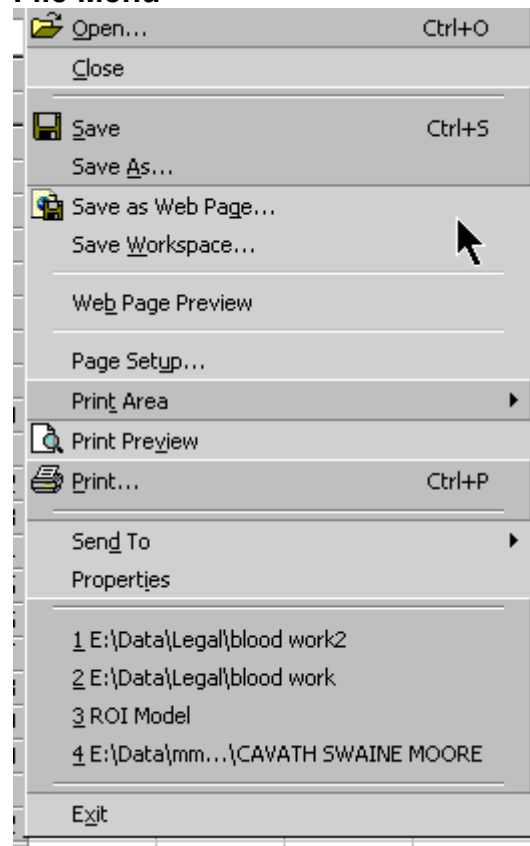


Excel Basics

I am going to run through all of the menu's and the most common commands.

File Menu



Open: this should open any files stored in your c:\data\excel directory. You have the option to change this by using the file location bars or typing its location in the pop up screen.

Close: ...

Save: This saves the open (or new file) to c:\data\excel or wherever it came from (could be a floppy disk).

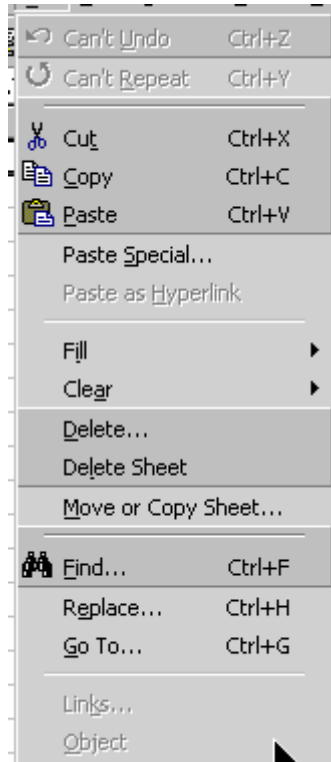
Save As: if you want to save it somewhere else eg. on a floppy disk or in a different format, I would use this if I was sending the file to a friend with an old spreadsheet package (Lotus or Quattro Pro).

Print Area: If you are working on a rather large spreadsheet and only wanted to print a selected portion, you would use this to select the area and then print it.

Print Preview: use this to make sure it will fit on your printer / paper, you can use the paper / printer set-up options from within here to adjust the spreadsheet properties.

Send to: If I have finished working on the file I can send it to you instantly, also a Fax etc.

Edit menu



Cut / Copy: removes or copies a single selection or group / multiple selection

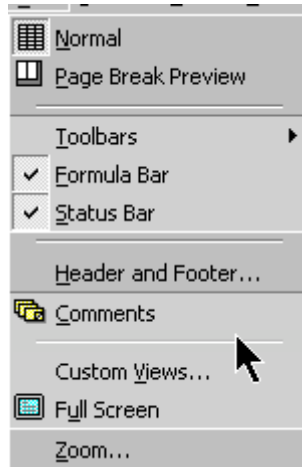
Paste puts it where you have selected

Delete: deletes the selection

Delete sheet: removes extra blank spreadsheets

Find Looks for data

View menu



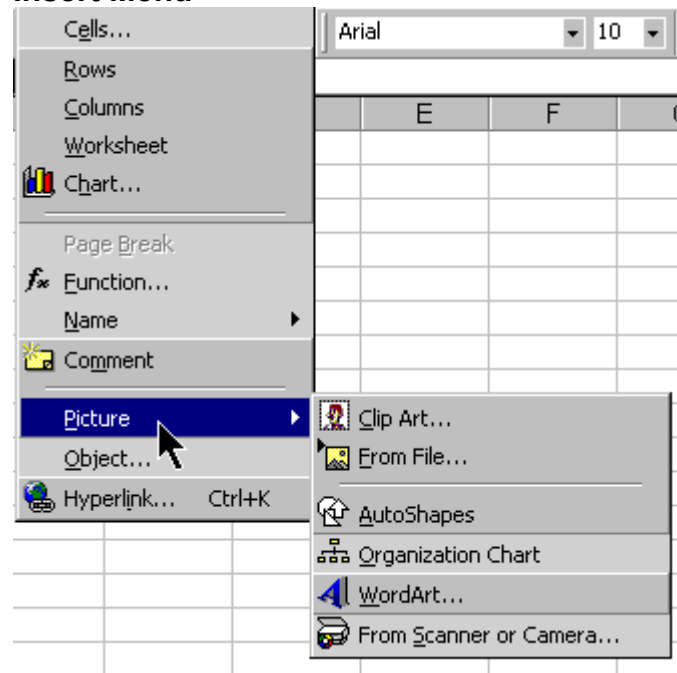
The only options I use regularly are

Header & Footer : Document references etc

Comments These are useful when doing a spreadsheet that is going to be looked at by more than one person and you want to leave them notes, kind of post-its

Zoom: this alters the onscreen sizing

Insert Menu



Cells – I ignore

Rows to insert a blank row, NB this will insert a row ABOVE the current cell position

Column inserts a blank column to the LEFT of the current cell position

Worksheet inserts a blank worksheet in this book

Chart (wizard) use this after selecting the data you wish to graph

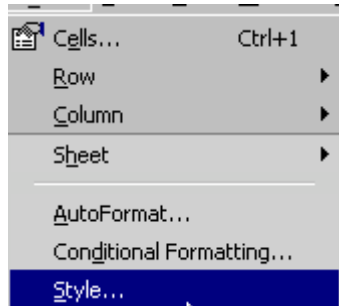
Function / name Serious mathematical operands for macros (automated data processing)

Picture puts graphics or word art from a variety of sources

Object ignore

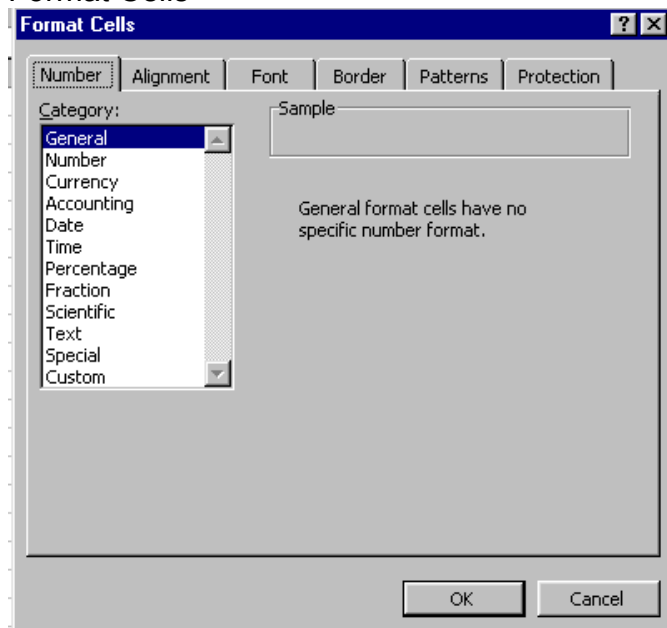
Hyperlink put a link to a local or WWW resource.

Format Menu

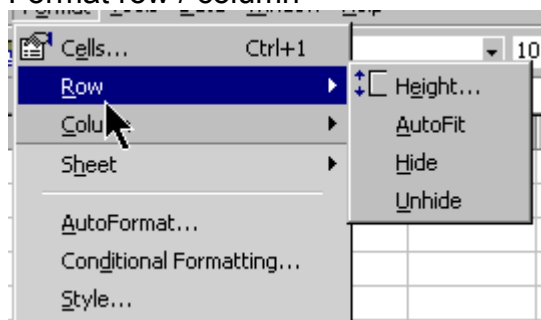


These are easy to understand

Format Cells



Format row / column



a useful tip, around the edge of the screen are numbers and letters 1 to infinity going down and a – zz going across. If you have something large in a particular box and you want to resize the cells accordingly select with your mouse between the numbers and double click, the box will auto adjust, your cursor will change to 2 parallel lines when this is possible

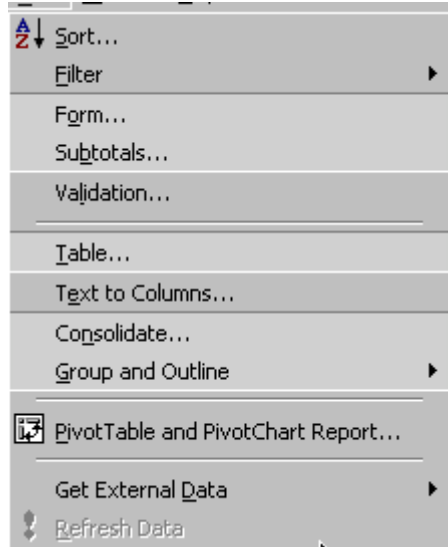


Tools Menu



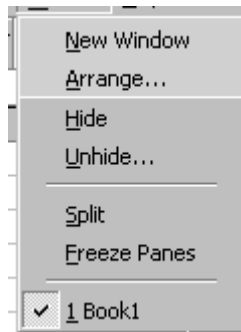
I don't use these too often, F7 is standard and once the options are set it is rare that I have to tinker again. Protection can be useful if you do not want someone to plagiarise your work.

Data menu



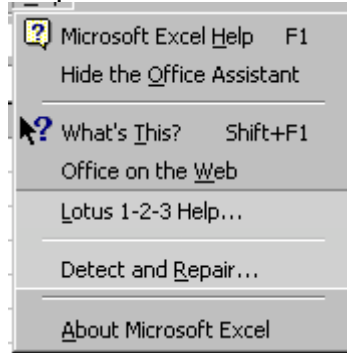
Sort ; I use this command a lot when I need to display information in a variety of different ways, the others are used for serious Lizard analysis.

Window menu



The two I use here are Split and freeze panes and split, occasionally I have a sheet where I move data to for analysis that should be hidden, this is a temporary location that does not need to be seen or printed.

Help Menu



Don't really use this much as the office assistant is usually on.