**Beginners Excel Instruction Plan**

Great video tutorials … all free! <https://excelexposure.com/lesson-guide/>

Master workbook - <https://excelexposure.com/workbook/>

Cheat sheet - <https://www.microsoft.com/en-us/search/result.aspx?q=excel+cheat+sheet>

Open the workbook and see:

* “Book 1” at the top
* Big grid with columns with letters and rows with numbers. These can go on indefinitely in either direction. Columns start a – z and then repeat aa, ab, ac
* Within each grid there are little boxes called cells. When you click on one of them, the name of the cell appears in the box at the top. The column heading is always listed first, followed by the row.
* All cells are contained in worksheets. When you open, you’ll see that it automatically has three worksheets. All are the same, with nothing in them.
* If you click on the “sheet” at the bottom, you can do several things. One is to add another spreadsheet. Click insert. You can also click delete and delete all of them. You can grab them to move their position.
* You can rename spreadsheet. Simply type over it and hit enter. You can also change the tab color if you want to color code.

Inputting some data – Personal Finance

* Pick a cell and type in the name of the column. You may need to expand the column. Simply pull bar to the right. If you want to keep the columns the same size, you can also click “wrap text” to stack the text.
* Personal finance - Once you type in a heading, you can format in a number of ways (e.g. bold, ital, font size)
* You can also put a border around it, center it or make left justify
* Undo button at top left. (backwards arrow)
* Hard coded data – meaning information you type in. Shows in formula bar like you typed
* Formula – Always starts with an equal sign. If you made a deposit of 10,000. You could type 10,000 or do a formula of 10 \* 1000 if you got 10, $1000 checks.
* Then, you can list expenses – groceries, hard code or formula.
* If want to subtract, you can put a negative sign in front
* Next to “wrap text” there’s a box with name of formatting. Click to change formatting (e.g. currency)
* If you want to show when file is updated. Type “Date Updated” and then use the formula =Today(). Then, every time you open and update, it will pull in the most current date.
* Add more expenses. Then, do the sum of the values.
  + Put row name of total. Put equals sign and individually add each cell.
  + Or, put equal sign in cell and type sum( Click cells and drag down to show range being added. Range separated by colon. Put closed parentheses and hit “enter” Much quicker than adding them individually.
  + Or, you can put curser in cell and click the sum icon at the top right
* If make a mistake, you can go in and change something. Good thing about using formula is that it automatically fixes your total.
* If you want to insert a bonus. Put curser on row number and either click “insert” at the top or right click the number and click “insert”
* You can also delete something and keep formula in tact.  **Important (must select entire row, if you delete a cell can mess up formatting)**
* Top of sheet is called the ribbon. There are various tabs you can use. Briefly go over each tab.
* Show scroll bars

Play with formatting:

* Highlight row
* Color font
* Merge cell for heading
* Clear cell format

Do example using falls data – give them data and have them build spreadsheet

2 – More on formatting

Auto fill

* If you have a few cells with something in it, such as numbering, you can highlight all cells and click the plus sign in lower right, hold onto it and pull down. Other numbers will flow in.
* Use example. Stop on formula and explain
* Demonstrate format painter to fill cells

Freeze and unfreeze panes

* Scroll down and see how you lose the headings.
* Click cell where you want to freeze and click “View” and then “freeze panes” at top. It will put a line above and to the left and if you click on the first option, it will freeze the column and row headings
* You can click unfreeze panes to get back to original. You have a couple of other options
* Can format tab colors. Click tax

Printing

* First need to “set print area”. Highlight what you want to print and then click “page layout” and then “set print area.” Will put dotted line around it
* If you want to only print part of it. Can highlight that part and then click “Print selection” and it will only print that part.
* Portrait versus landscape
* Print pages
* Can use scaling to fit all columns on one page or all rows on one page (shrinks to page size, but may also make it really tiny)
* Insert grid lines

**Go over functions sheet**

* Describe each function in the bottom left
* Show how to click function and select numbers to review
* Show how to get rate (numerator/denominator \* 10000)
* Show how to sort and filter

**Make a simple chart**

Move columns to where you want them to go (see paste value to insert the hard number, not formula)

Change chart title, legend title

Play with different chart types