iTrainScotland
COMPUTER TRAINING IN SCOTLAND

Excel 2013 FOUNDATION MANUAL

CONTENTS

CHAPTER 1| TERMINOLOGY (JARGON)

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Refer to this section as a guide to words and phrases you do not fully understand throughout this manual. There are also Glossary sections throughout the manual explaining words in their context.

Range of cells: 2 or more cells next to each other

Active Cell: It is only possible to enter data into one cell at a time and this is the active cell. It has a dark border when only one cell is selected, when a range of cells are selected it is the white one (otherwise known as the anchor cell).
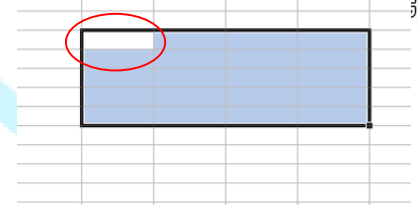
Formatting: Changing

Operators: Signs used in formulas:

*	(multiply)
/	(divide)
+	(add)
-	(subtract)
>	(greater than)
>=	(greater than or equal to)
<	(less than)
<=	(less than or equal to)
=	(equal to)
<>	(not equal to)
$	(relative reference)
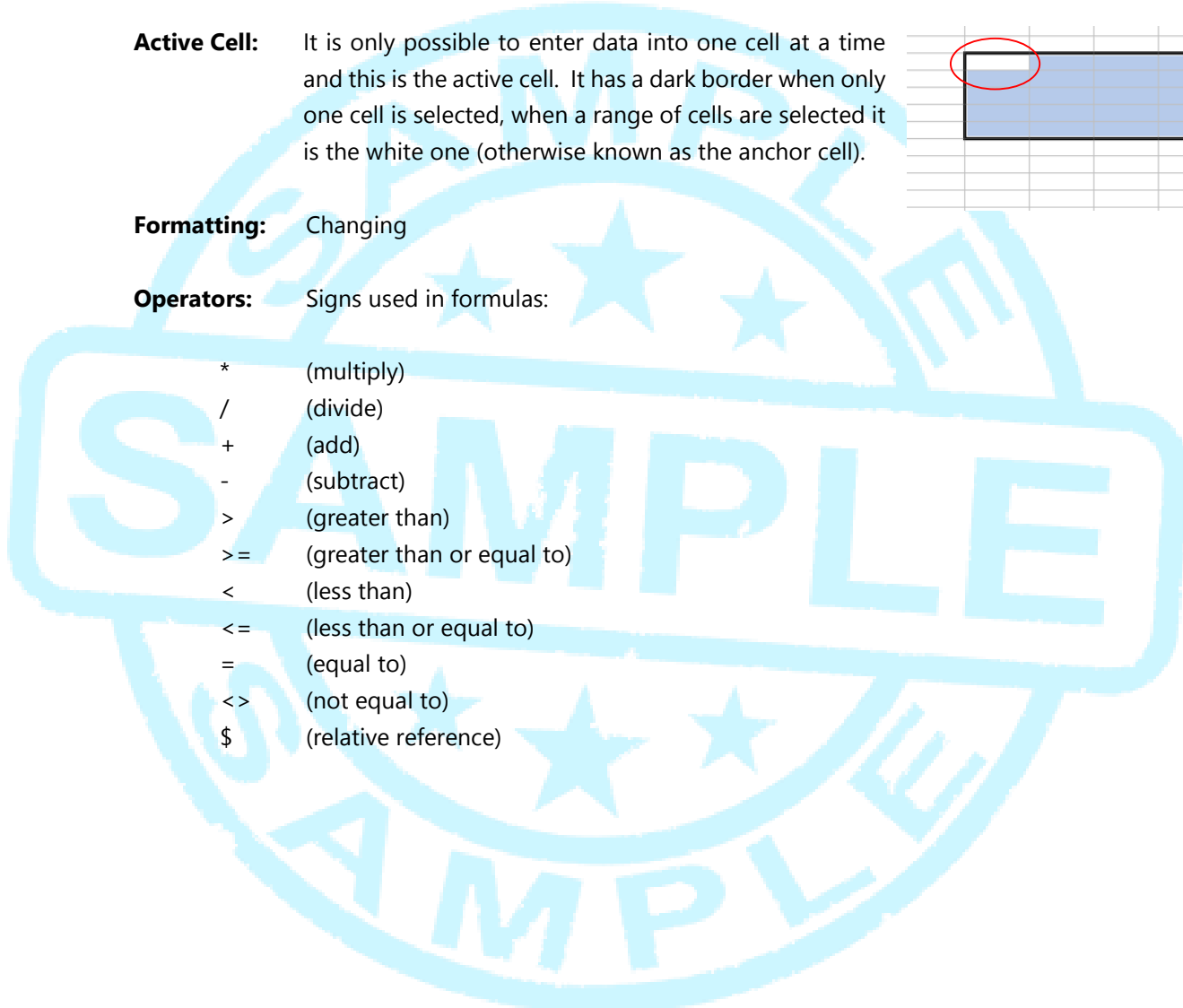
CHAPTER 2| GETTING TO KNOW EXCEL

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Working with the Ribbon (used to be toolbars)
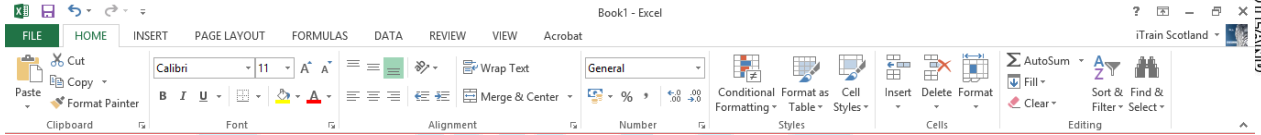
The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organised in logical groups, which are collected together under tabs. Each tab relates to a type of activity, such as writing or laying out a page.

Contextual Tabs

To reduce clutter, some tabs are shown only when needed. For example, the **Picture Tools** tab is shown only when a picture is selected:
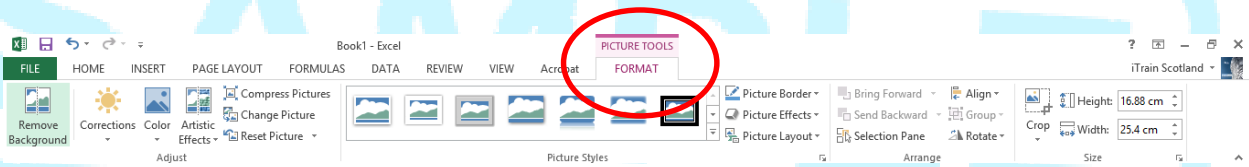
Hiding the Ribbon

Double click one of the tabs (e.g. HOME) to hide the ribbon. The ribbon will now only show when you click on a tab and hide itself once clicked away. To unhide the ribbon, double click on a tab again.

The Quick Access Toolbar

The Quick Access Toolbar is a customisable toolbar that contains a set of commands that are independent of the tab that is currently displayed. You can add buttons that represent commands to the Quick Access Toolbar, and you can move the Quick Access Toolbar from one of the two possible locations.

Moving the Quick Access Toolbar

The Quick Access Toolbar can be located in one of two places:

1) Upper-left corner next to the **Microsoft File Menu** :
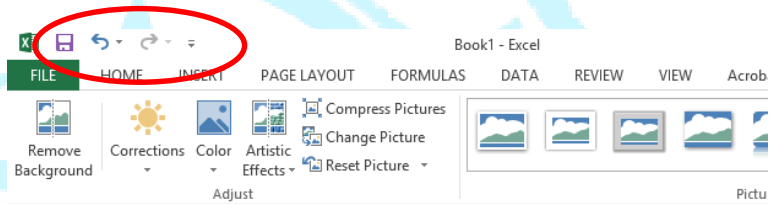
2) Or below the Ribbon
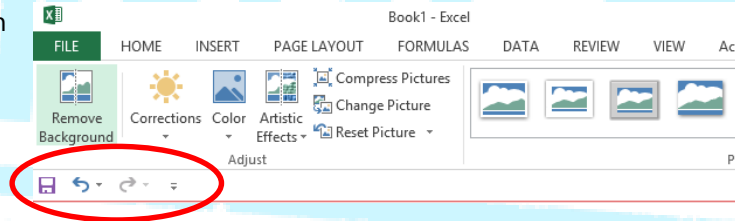
Swap by choosing Show Below / Above the Ribbon from the drop down menu on the Quick Access Toolbar:
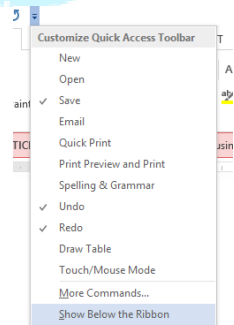
Customise the Quick Access Toolbar

Add a command to the Quick Access Toolbar by using the button:

You can also add buttons from the ribbon by *right clicking* any button on the ribbon and choosing *Add to Quick Access Toolbar*:
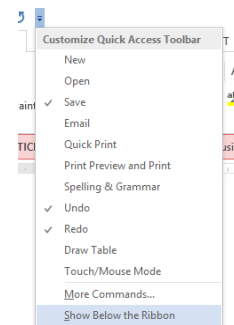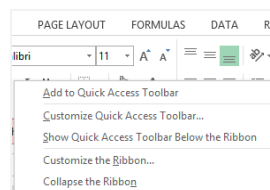
Improved Ribbon

First introduced in Excel 2007, the ribbon makes it easy for you to find commands and features that were previously buried in complex menus and toolbars. Although you could customize the Quick Access Toolbar in Excel 2007, it wasn't possible to add your own tabs or groups to the ribbon. In Excel 2013, however, you can create custom tabs and groups and rename or change the order of the built-in tabs and groups.
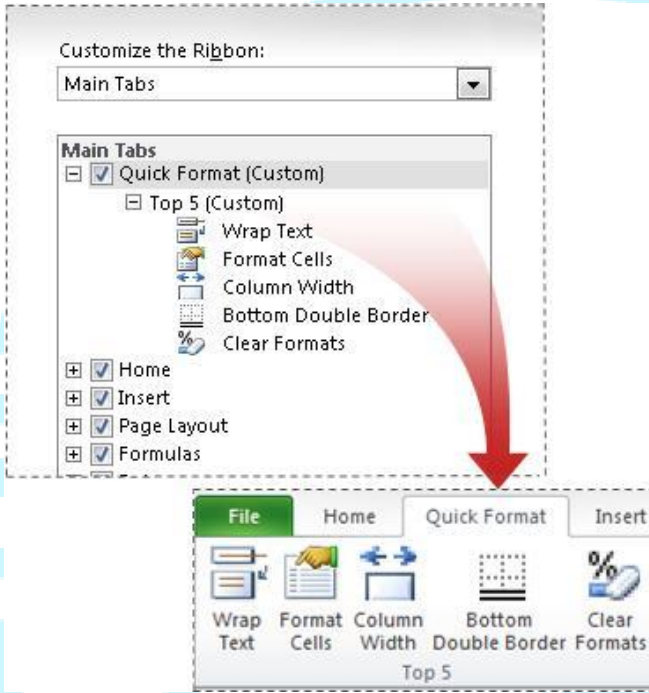
Customising the Status Bar

The Status Bar is the bar running along the bottom of the screen:

By default this will show the AVERAGE, COUNT and SUM of selected cells. You can change these settings by *Right Clicking* the Status Bar:
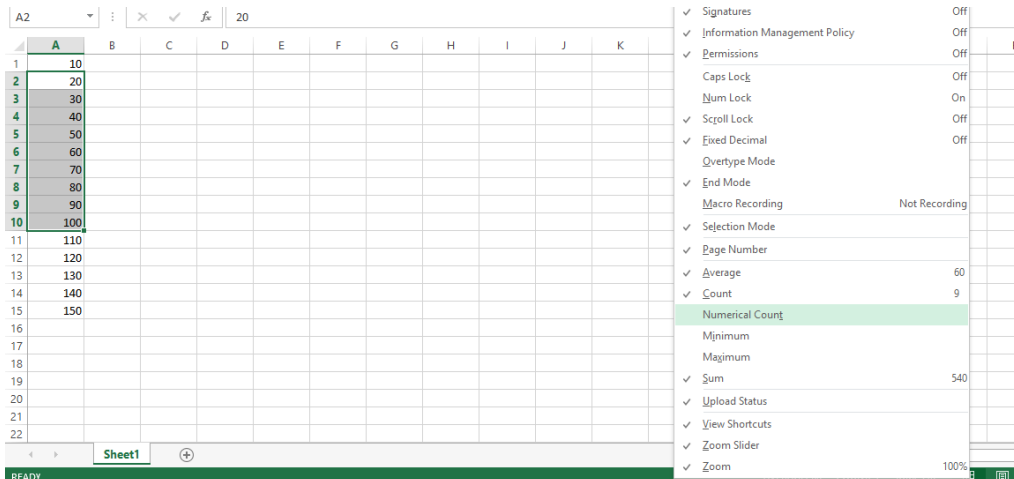
Formula Bar
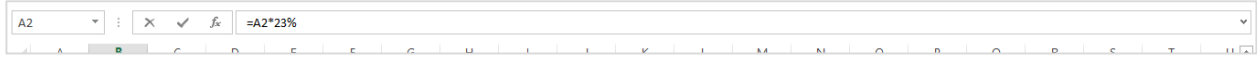
The contents of the currently active cell are displayed in the Formula Bar. This displays the true contents of the cell without any formatting (e.g. £ sign) and shows the full formula (e.g. SUM(A1:A5)) rather than the results of the formula. Whenever you enter or edit data, three buttons appear just to the left of the formula line - a tick button, a cross button and an fx button. Click on the tick button to write the contents of the data line into the currently active cell. Click on the cross button to cancel the changes to leave everything just as it was. The fx button launches the [Insert Function](#) tool.

Keyboard Shortcuts

Key	Action
Enter	write the contents of the data line into the currently active cell and move down
Tab	write the contents of the data line into the currently active cell and move right
Esc	cancel the changes to leave everything just as it was

Spreadsheet Grid

An Excel spreadsheet is a grid of cells - 1,048,576 rows by 16,384 columns. The cells may contain **text**, **numbers**, or **formulae**, and each cell has a grid reference. To find the reference for a particular cell, simply note the column and row in which the cell appears. The top-left cell of a spreadsheet has reference A1.

Sheets

Excel files are workbooks each of which consists of individual worksheets. The workbook begins by default with 1 sheet. Add more sheets with the + symbol next to Sheet1. To make Excel start with more than 1 sheet, choose from the *File Menu> Options* and change the number of sheets to include on the *General Tab*:
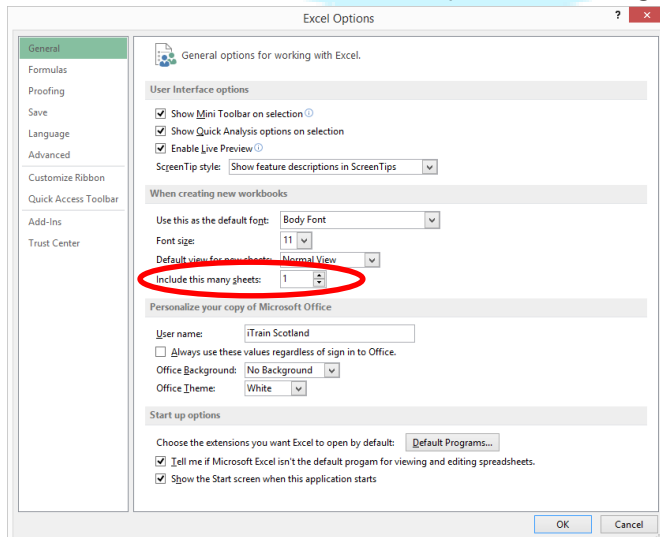
TIP: *Right Click* the arrows to the left of the sheet names to choose a sheet, very useful when you have many sheets:
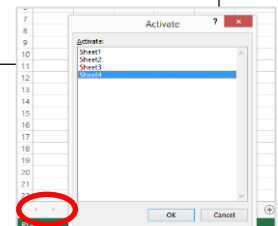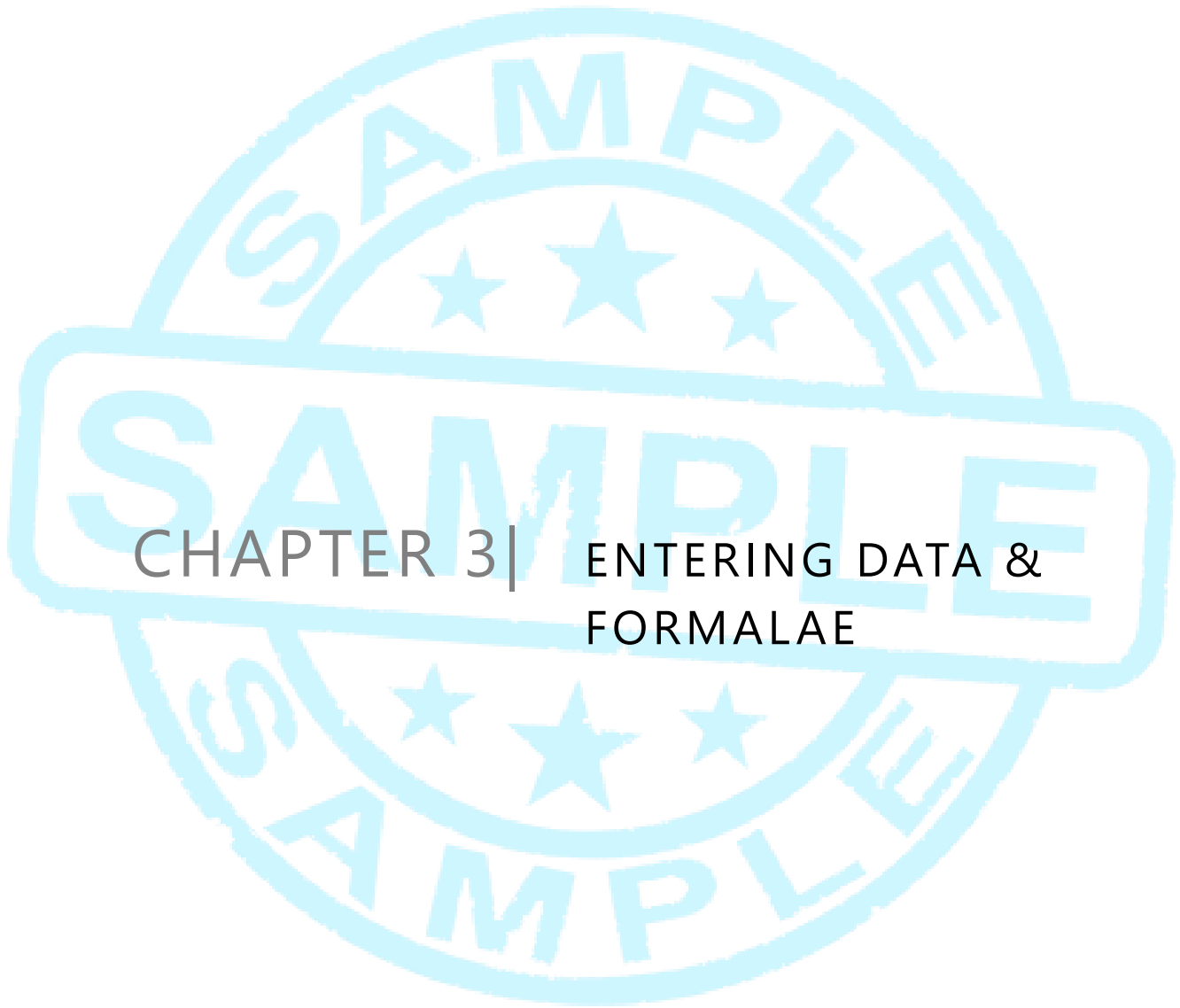
CHAPTER 3| ENTERING DATA & FORMALAE

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Spreadsheet data falls into three principal categories: **Numbers**, **Text**, and **Formulae**. When you enter a number into a cell, Excel will align the number to the <u>right</u>. When you enter text, on the other hand, Excel will align it to the <u>left</u>.

The Active Cell

The Active cell has a thick, dark border. The contents of the active cell appear in the cell itself and are also displayed in the formula bar.

Multiple Cell Selection

To select more than one cell, hold down the CTRL key and click into several cells. You can only enter data into one cell at a time (the white one), however you can format (change) multiple cells at once:

This is a sample of the complete manual

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Excel 2013 EXERCISES

EXERCISE 1

1. Enter the following

	A	B	C	D	E
1	OPERATING STATEMENT				
2					
3					
4					
5		Q1	Q2	Q3	Q4
6	SALES				
7	Hardware	3000	3832	5310	7360
8	Software	4000	5709	7081	9813
9	Supplies	5000	6386	8851	12266
10					
11	TOTAL				
12					
13	PURCHASES				
14	Hardware	1500	1640	1846	2079
15	Software	1200	1312	1477	1663
16	Supplies	2500	2733	3077	3465
17					
18	TOTAL				
19					
20	PROFIT				
21	Hardware				
22	Software				
23	Supplies				

2. Using the Autosum button calculate the total Sales and Purchases for each of the quarter periods.

3. Enter the formula to calculate the profit by subtracting the purchase figures from the sales figures.

4. Name the sheet Operating Statement

EXERCISE 2

1.   Open a new workbook and enter the following details:

AUTOSUM PRACTISE