This sheet is designed to be an aid to you as you are using Microsoft Excel for Office 2011 for Mac. You may also use the on-line help offered in this package by clicking on the Help button ⓘ that is displayed on the menu bar at the top of the screen.

COMMON TERMS

- **Cell:** the basic unit in which you store data
- **Cell address: t**he cell's column letter and row number (i.e., C4)
- **Row:** a series of cells placed horizontally
- **Column:** a series of cells placed vertically

OPENING A FILE

To open a new file, click on **File**, then choose **New Workbook**. To open an existing document click **File**, then **Open…**. Select the drive from which you wish to retrieve a file. Once you select the correct drive, a list of all available files on that drive will appear in window. Click on the file you wish to edit and then choose **Open**.

SAVING A FILE

You should save your document periodically to avoid losing any changes. When saving your document for the first time, click on **File**, then **Save**. Give the document a name in the **Save As:** window. Choose where to save the file from the **Where:** drop down menu. Click Save. After you have given the file a name, you can save the document by clicking the **Save** icon on the toolbar.

ENTERING DATA

Data is the information that you enter into the spreadsheet. To enter data, simply click on the cell you want to use. A dark border should appear around the edges. Type in the data for the cell and press **Return.** If you press **Tab** the data will be entered and the cursor will move to the next column.

JUSTIFICATION

To change the justification of a single cell, right click on the cell. Choose **Format,** and then click **Cells**. Click on the **Alignment** tab. Select the appropriate alignment and click **OK**. To change the justification of a group of cells, highlight all cells before right clicking. Choose **Format,** and then click **Cells**. Click on the **Alignment** tab. Select the appropriate alignment, and click **OK**. **Hint:** you can select an entire row or column by positioning the mouse over the letter or number, and then click either mouse button. You can select the entire document by clicking on the blank box above the number **1** and to the left of the letter **A**.

INSERTING/DELETING ROWS OR COLUMNS

To insert a row or column, click on the row number or column letter where you want to make an insertion. Right click and choose **Insert**.

To delete a row or column, click on the row number or column letter you want to delete. Right click and choose **Delete**. It will be deleted, as well as all the data in the cells.

HIDING/SHOWING GRID LINES

To hide the grid lines, you need to select the **Layout** tab. Towards the right hand side there is a section called **View**. Within this section there is dropdown menu called **Options**, where you can select or deselect **Gridlines**.

CHANGING THE COLUMN WIDTH/ ROW HEIGHT

There are several ways to make the columns wide enough to contain the information. Position the mouse to the right or left of the column heading you want to adjust until the plus sign becomes a double arrow. Click and drag the line to the desired width. Also, you can change the width by right clicking on the column/row header and choosing **Column Width/Row Height**. Specify a width and click **OK**.

CALCULATING FORMULAS

Click in the cell where you want the answer to go. First type **=**, then the formula. You can use either actual numbers or a cell address where the number is. Simple operations are: **+** Addition, **-** Subtraction, ***** Multiplication, and **/** Division. For example, to add a value in column A, row 1 to a value in column B, row 2, the formula would be **=A1 + B2**. To multiply the same two cells, type **=A1*B2**.

CHANGING THE NUMERIC FORMAT

Highlight the cell(s), or row(s), or column(s) you want changed. Right click on the cells. A dialog box will appear. Click **Format Cells…**, and then click the **Number** tab. Click on the **down arrow** and choose a format from the samples displayed. Click **OK**.

CREATING AND INSERTING A GRAPH

Before creating a graph, the relevant data must be in the spreadsheet. Select the data you want to include in your chart. Then click the **Charts** tab. Select the chart type you would like and drop down list will form and you will need to choose the form of the chart type you would like. Once clicking on the desired type of chart, the chart will be inserted over top of the spreadsheet you are currently working on. Also, there will be **Chart Layouts and Format** tabs that appear in the top menu bar that will allow you to choose different styles to apply to the chart.

FUNCTIONS AND FORMULAS

@Function Syntax	Description
@SUM(*desired cells*)	Adds a specified range of values
@AVERAGE(*desired cells*)	Averages a specified range of values
@MAX(*desired cells*)	Finds maximum value of a specified range
@MIN(*desired cells*)	Finds minimum value of a specified range

Operator	Description
&	String Combination
AND, OR, NOT	Logical AND, Logical OR, Logical NOT
=, <>	Equal, Not equal
<, >	Less than, Greater than
<=	Less than or equal to
>=	Greater than or equal to
-, +	Subtraction, Addition
*, /	Multiplication, Division
-, +	Negative, Positive
^	To the power of (exponential)

PRINTING A SPREADSHEET

When you have finished working and wish to print your document, click on **File** and from the drop down menu click **Print**. When all of the print settings are correct, click **Print**.

PRINTING CELL FORMULAS

To print cell formulas in a worksheet select the **Formulas** tab. Within the **Formulas** tab, towards the left hand side, there is a button that says **Show.** Click to show the drop down menu and select **Show Formulas**.

HELP

By using the **Help** function you can find online information about any topic in Microsoft Excel. To search for help on a subject click on the **Microsoft Office Help** button located in the top right hand corner of the application in the form of . A box will appear that will allow you to search for the subject you need help on.