
Introduction to:
Microsoft Excel
Part One



Supporting development of your career

Introduction:

Microsoft Excel is a spreadsheet program designed for everyday tasks such as setting up a budget, maintaining an address list, or keeping track of a list of to-do items.

Within Excel are a wide range of 'functions' which allow you to manipulate and process data to produce the outcomes you desire. Excel also allows you the user to produce a wide range of charts and graphs to support the data functions

Please open and save a new Microsoft Excel Spreadsheet to allow interaction

Use the Filename 'Excel-Introduction'

Chapter 1: Range

In this first section, we will be looking at the following, all of which contribute to developing a range: - Cell, Row, and Column

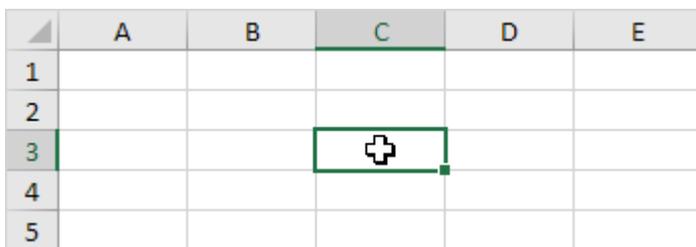
We will then begin to develop: Range Examples, Fill a Range, Move a Range, Copy/Paste a Range, Insert Row, Column

A range in Excel is a collection of two or more cells. This chapter gives an overview of some very important range operations.

Cell, Row, Column

Let's start by selecting a cell, row and column.

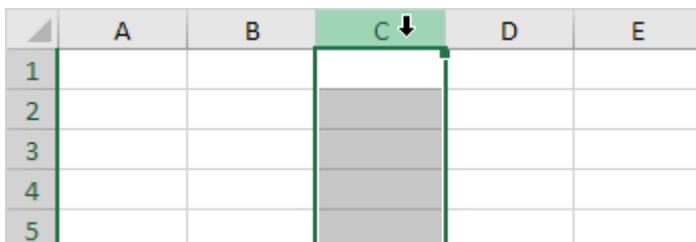
1. To select cell C3, click on the box at the intersection of column C and row 3.



An Excel spreadsheet with columns A through E and rows 1 through 5. The cell at the intersection of column C and row 3 is highlighted with a green border and contains a white cross cursor, indicating it is selected.

	A	B	C	D	E
1					
2					
3			+		
4					
5					

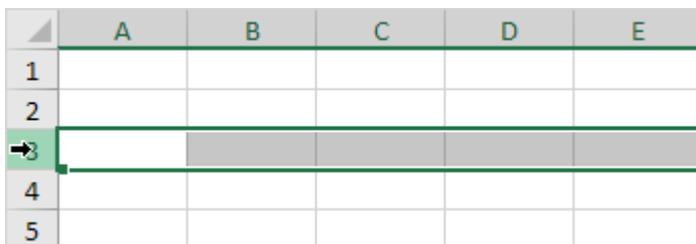
2. To select column C, click on the column C header.



An Excel spreadsheet with columns A through E and rows 1 through 5. The column C header is highlighted in green, and the cells in column C (rows 1-5) are shaded grey, indicating the entire column is selected.

	A	B	C	D	E
1					
2					
3					
4					
5					

3. To select row 3, click on the row 3 header.



An Excel spreadsheet with columns A through E and rows 1 through 5. The row 3 header is highlighted in green, and the cells in row 3 (columns A-E) are shaded grey, indicating the entire row is selected.

	A	B	C	D	E
1					
2					
3					
4					
5					

Range Examples

A range is a collection of two or more cells.

1. To select the range B2:C4, click on cell B2 and drag it to cell C4.

	A	B	C	D	E
1					
2					
3					
4					
5					

2. To select a range of individual cells, hold down CTRL and click on each cell that you want to include in the range.

	A	B	C	D	E
1					
2					
3					
4					
5					

Fill a Range

To fill a range, execute the following steps.

1a. Enter the value 2 into cell B2.

	A	B	C	D	E
1					
2		2			
3					
4					
5					

1b. Select cell B2, click on the lower right corner of cell B2 and drag it down to cell B8.

	A	B	C	D	E
1					
2		2			
3					
4					
5					
6					
7					
8					
9					
10					

Result:

	A	B	C	D	E
1					
2		2			
3		2			
4		2			
5		2			
6		2			
7		2			
8		2			
9					
10					

This dragging technique is very important and you will use it very often in Excel. Here's another example.

2a. Enter the value 2 into cell B2 and the value 4 into cell B3.

	A	B	C	D	E
1					
2		2			
3		4			
4					
5					

2b. Select cell B2 and cell B3, click on the lower right corner of this range and drag it down

	A	B	C	D	E
1					
2		2			
3		4			
4		6			
5		8			
6		10			
7		12			
8		14			
9					
10					

Excel automatically fills the range based on the pattern of the first two values.

Here's another example.

3a. Enter the date 6/13/2016 into cell B2 and the date 6/16/2016 into cell B3.

	A	B	C	D	E
1					
2		6/13/2016			
3		6/16/2016			
4					
5					

3b. Select cell B2 and cell B3, click on the lower right corner of this range and drag it down.

	A	B	C	D	E
1					
2		6/13/2016			
3		6/16/2016			
4		6/19/2016			
5		6/22/2016			
6		6/25/2016			
7		6/28/2016			
8		7/1/2016			
9					
10					

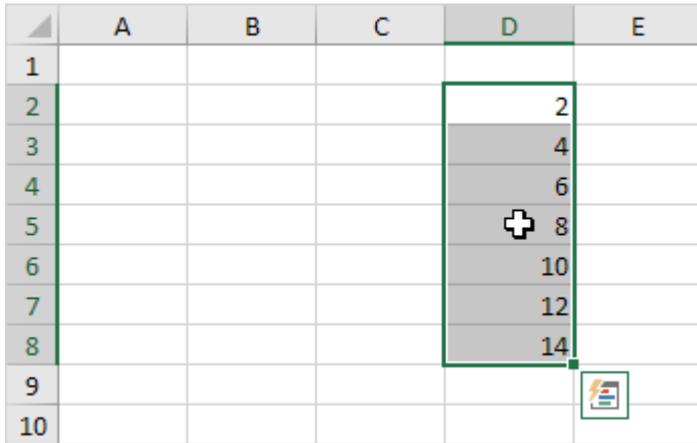
Move a Range

To move a range, execute the following steps.

1. Select a range and click on the border of the range.

	A	B	C	D	E
1					
2		2			
3		4			
4		6			
5		8			
6		10			
7		12			
8		14			
9					
10					

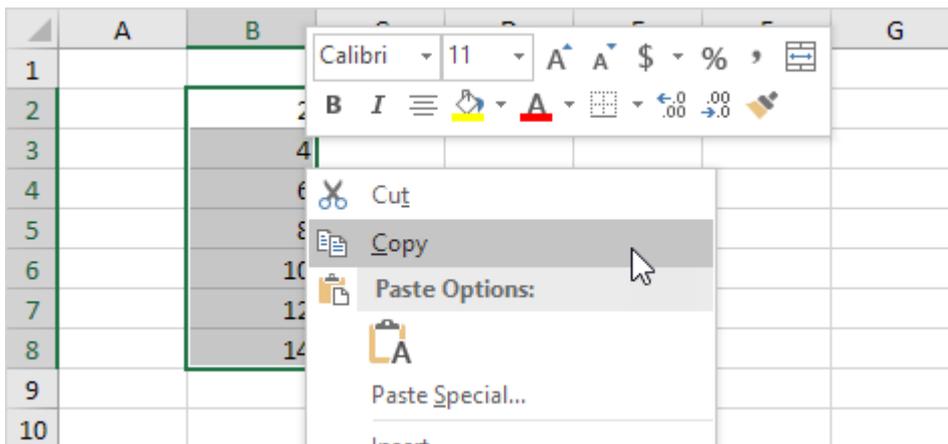
2. Drag the range to its new location.



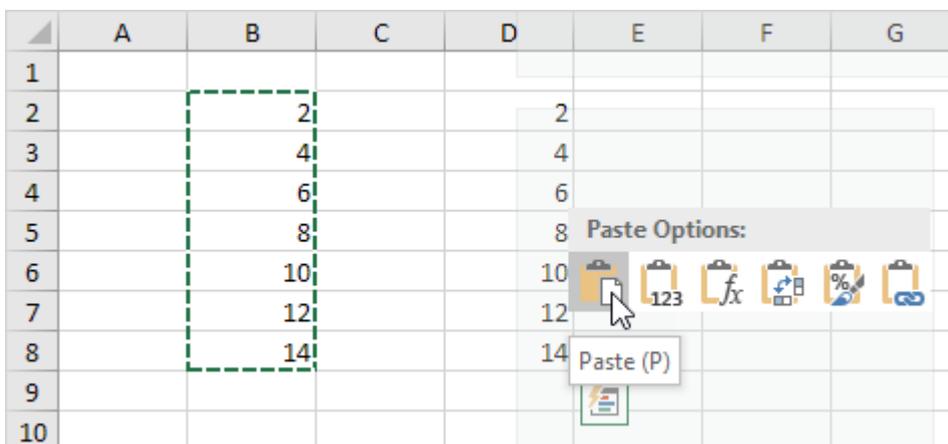
Copy/Paste a Range

To copy and paste a range, execute the following steps.

1. Select the range, right click, and then click Copy (or press CTRL + c).



2. Select the cell where you want the first cell of the range to appear, right click, and then click Paste under 'Paste Options:' (or press CTRL + v).



Insert Row, Column

To insert a row between the values 20 and 40 below, execute the following steps.

1. Select row 3.

	A	B	C	D	E
1					
2		20			
3		40			
4		60			
5					

2. Right click, and then click Insert



Result:

	A	B	C	D	E
1					
2		20			
3					
4		40			
5		60			
6					

The rows below the new row are shifted down.

In a similar way, you can insert a column.