**Intro To Office 2013 Video Project 19 – Excel Basics 01**

**Grade Book Project**

**Excel Grid Setup, Angry Rabbit, Style Formatting, Number Formatting, Formulas, Cell References, Page Setup**

Topics Covered in Video:

1. Columns (Represented by Letters)
2. Rows (Represented by Numbers)
3. Cells = Intersection of Column and Row = Name or Address like B5 or A1
4. Worksheet = Sheet = All the Cells
5. Sheet Tab = Name of worksheet
   1. Double-click Sheet Tab to highlight sheet name, then type sheet name, then hit Enter
   2. Move Sheet = Click, Hold Click and Drag. Drop = Let Go Of Click (Mouse).
6. Workbook = All the sheets = file
7. Selection cursor is the “thick white cross with a slight black shadow” cursor.
8. Default Alignment In Excel:
   1. Text aligned Left
   2. Numbers aligned Right
      1. If you see Numbers aligned to the left: it indicates potential trouble.
9. Entering data
   1. Highlight Cell Range first, then use Enter: At bottom of column, cursor jumps to top of next column
10. Entering data or formulas:
    1. Tab puts data in cell and moves selected cell to right
    2. Ctrl + Enter puts data in cell and keeps cell selected
    3. Enter puts data in cell and moves selected cell down
11. Fill Handle = after you select a cell the little black square in the lower right corner.
12. Cross Hair or “Angry Rabbit”
    1. This black cross cursor that allows you to click on the Fill Handle and drag the cell to copy numbers, text or formulas.
       1. If you have text and numbers, the numbers will increment, like: Quiz 01, Quiz 02…
       2. If you have words like Monday or January, it will increment those also
       3. If you have formulas, it will copy the formulas
       4. If you have a number, it will copy it
       5. If you want to increment numbers (like 1, 2, 3):
          1. Type 1 and 2 in two cells, highlight both cells, then use Angry Rabbit
          2. Type number and instead of clicking and dragging Angry Rabbit with only Mouse, hold Ctrl and use Mouse
          3. Type number and then highlight the cell with the number and an empty cell next to the number and then use Angry Rabbit to click and drag
    2. Double Click Fill Handle with Angry Rabbit and the formula is automatically copied down (if there is stuff in column to left or right or below)
13. Move Cursor
    1. White diagonal arrow with four-way pointing black arrow underneath
    2. Click and drag to move things (like cells) in Excel
14. Select whole table:
    1. Click in one cell in table:
       1. Ctrl + \* (Number pad)
       2. Ctrl + Shift + 8
15. Text in 1st row of a table of data indicates what sort of data can go in each column are called:
    1. Column Headers or Field Names
16. Stylistic Formatting
    1. Borders
    2. Fill
    3. Font Color
17. Formulas
    1. Equal sign start all formulas
    2. Built-in functions like SUM or AVERAGE can make calculations for us
       1. Use Fx button on Formula Bar to show Insert Function dialog box
       2. Insert Function dialog box keyboard = Shift + F3
    3. Cell Shows Formula Result and Formula Bar shows Formula
    4. Formula Inputs
       1. The numbers in the cells are called formula inputs because if you change them, the formula result will change.
    5. Excel’s Golden Rule:
       1. If a formula input (like scores on a test) can change, put them in a cell and refer to them in the formula with a cell reference.
    6. Cell References in formulas allow the numbers (or other cell content) to be use by a formula. Then if you change the number in the cell, the formula will update
    7. Math operator for division = /
    8. Relative Cell Reference:
       1. Relative Cell Reference is a number of columns and rows away from the cell that houses the formula.
       2. When copying a formula, relative to the formula where will the cell references always look?
       3. Cell references will move throughout the copy action.
    9. Absolute Cell References are Cell References that “Do Not Move” as you copy a formula.
       1. When your cursor is touching a cell reference, if you hit the F4 key, the F4 key will put one dollar sign in from of the letter (column reference) and one dollar sign in front of the number (row reference).
       2. The dollar signs lock the column and row references so that they cannot move during the copy action.
    10. Put Formula In Edit Mode keyboard = F2
18. The beauty of Excel: When formula inputs are changed, everything updates in the workbook!!
19. Number Formatting
    1. Façade that sits on top of the numbers
    2. The number that is actually in the cell can be different than what you see in the cell
    3. Format Cells dialog box keyboard = Ctrl + 1
    4. Formulas do not see Number Formatting – they act on the underlying number.
20. Page Setup
    1. Open Page Setup dialog box keyboard = Alt, P, S, P
    2. Page Setup dialog box
       1. Page tab
          1. Orientation
          2. Scaling
       2. Margins tab
          1. Horizontal
       3. Header/Footer tab
          1. Header 3 sections:
             1. Preview
             2. Built-in
             3. Custom Header
          2. Footer 3 sections:
             1. Preview
             2. Built-in
             3. Footer Header
       4. Sheet tab
          1. Set Print Area
21. Move Sheet:
    1. Right-click, Move/Copy
    2. Mouse Click on the Sheet Tab and drag
22. Copy Sheet:
    1. Right-click, Move/Copy
    2. Use Ctrl and Mouse Click on the Sheet Tab, then drag, to copy sheet
       1. The + symbol means sheet is being copied
23. New Keyboard Shortcut:
    1. Select whole table:
       1. Click in one cell in table:
          1. Ctrl + \* (Number pad)
          2. Ctrl + Shift + 8
    2. Format Cells dialog box keyboard = Ctrl + 1
    3. Put Formula In Edit Mode keyboard = F2
    4. If formula in Edit Mode and Cursor is touching Cell Reference, then to put dollar signs in Cell Reference keyboard = F4
    5. Open Page Setup dialog box keyboard = Alt, P, S, P