

Personal Computer Skills
Excel Lesson 1
Excel Basics How To Instruction Sheet

Moving the Highlight in a cell:

TO MOVE	PRESS
Left one column	Left Arrow
Right one column	Right Arrow
Up one row	Up Arrow
Down one row	Down Arrow
To the first cell of a row	Home
To cell A1	Ctrl + Home
To the last cell containing data	Ctrl + End
Up one window	Page Up
Down one window	Page Down

Selecting a Group of Cells:

A selected group of cells is called a **range**. To select a range of cells, place the highlight in the cell that is one corner of the range and drag the highlight to the cell in the opposite corner. As you drag the highlight, the range of selected cells will become shaded (except for the cell you originally selected). The column letters and row numbers of the range you select are bold. If you select a range of cells that is too large to be entirely displayed on the screen, a label appears diagonally to the last highlighted cell that tells how many rows and columns are included in the range.

Using a colon to represent a range of cells:

- When you see **A1:A5** this means that you want to highlight and change ALL the cells within the range of **A1** through **A5**.
- When you see **A1** and **A5** this means that you only want to highlight **A1** and **A5** and make changes to those two cells only. You can do this by clicking **A1** holding down the ctrl key and clicking in **A5**. Both cells can be formatted at one time.

Entering data in a Cell:

Worksheet cells may contain text, numbers, formulas, or functions.

- Text consists of alphabetical character such as headings, labels, or explanatory notes.
- Numbers can be values, dates, or times.
- Formulas are equations that calculate a value. (lesson 4)
- Functions are special formulas that place either values or characters in cells. (lesson 5)

You enter data by keying the text or numbers in a cell, and then either clicking the **enter button** the formula bar or pressing the enter key on the keyboard. If you choose not to enter the data you have keyed, you can simply click the cancel button in the formula bar or press Esc and the keyed data will be deleted.

If you make a mistake, choose Undo on the edit menu or click the Undo button the toolbar to reverse your most recent change.

Changing Data in a Cell

- *Editing Data:* Editing is performed when only minor changes to cell data are necessary. Data in a cell may be edited in the formula bar by placing the highlight in the cell and placing the insertion point in the formula bar where you want to edit the data.
- *Replacing Data:* Cell contents are usually replaced when you must make significant changes to the cell data. To replace cell contents, select the cell, key the new data, and enter the data by clicking the enter button.
- *Clearing Data:* Clearing a cell will empty the cell of all its contents. To clear an active cell, you may either press the delete key or the backspace key, or choose clear on the edit menu.