

*de la Acme Digital Consulting*

# MICROSOFT EXCEL TUTORIAL FOR BEGINNERS

Also Works With **Google Sheets**



## CHAPTER 1: EXCEL BASICS

# INTRODUCTION

Project Manager, Management staff, Market Research Analyst, Accountant, Auditor, or just about any position you may hold in any organisation, the knowledge of the data organising platform called Microsoft Excel not only get you the job, it also helps you to minimise clutter, and maximise the value of data, even if you are self-employed.

The platform contains spreadsheets which combine rows and columns for the organisation, calculation, and manipulation of data.

As the growth of globalisation and e-commerce is generating huge volumes of data than ever before, companies aim to hire individuals skilled in advanced Excel. Enrolling in an Advanced Excel training not only opens multiple doors of lucrative jobs but also allows the students of various fields to affordably learn new skills from experts.

The most organized and profitable companies offer employee development programs to enable their employees to rise up through the ranks. Those that don't tend to suffer from attrition, watching their best workers depart for greener pastures. If you don't want to be the worker that never becomes good talent – then continuing education for career advancement is one of the best approaches.

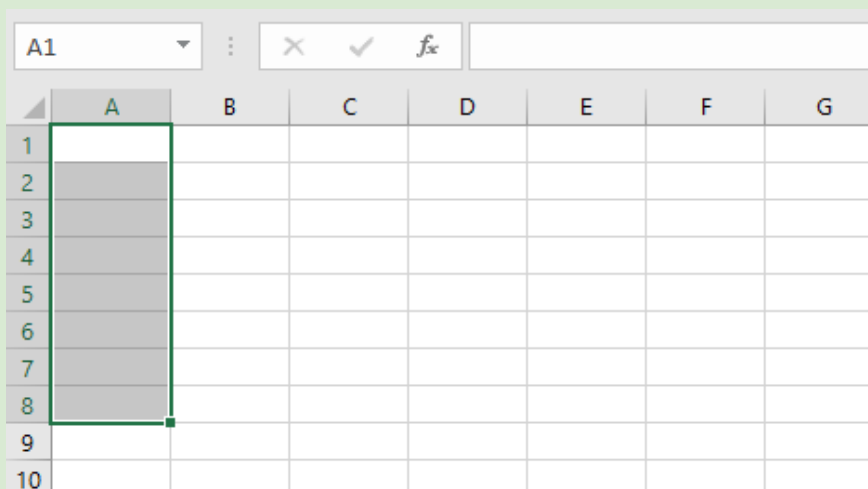
This is a full computer course for Microsoft Excel, for any version 2007 or later. If you're not sure whether or not you're in the right place take a look at our first topic, Rows and Columns in Excel. By the time you've finished the course you'll be an intermediate Excel user. So good luck!

# CONTENT OUTLINE

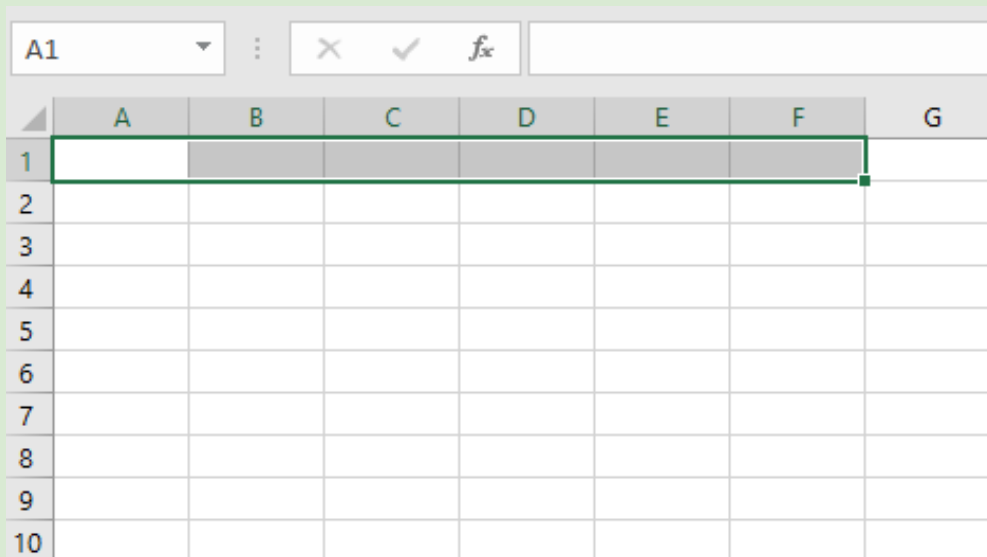
1. Introduction.
2. Content Outline.
3. Rows And Columns in Excel.
4. How To Enter Texts and Numbers In A Cell.
5. How To Edit Texts In A Cell.
6. How To Center Texts And Numbers.
7. How To Format Fonts in Excel.
8. How To Change The Colour Of A Cell.
9. How To Save Your Work In Excel.
10. Currency Symbol In Excel.
11. How To Change Cell Colours In Excel.
12. Review.

## ROWS AND COLUMNS IN EXCEL

Spreadsheets are displayed in a grid layout. The letters across the top are column headings. To highlight an entire column, click on any of the numbers. The image below shows the 1st column highlighted:

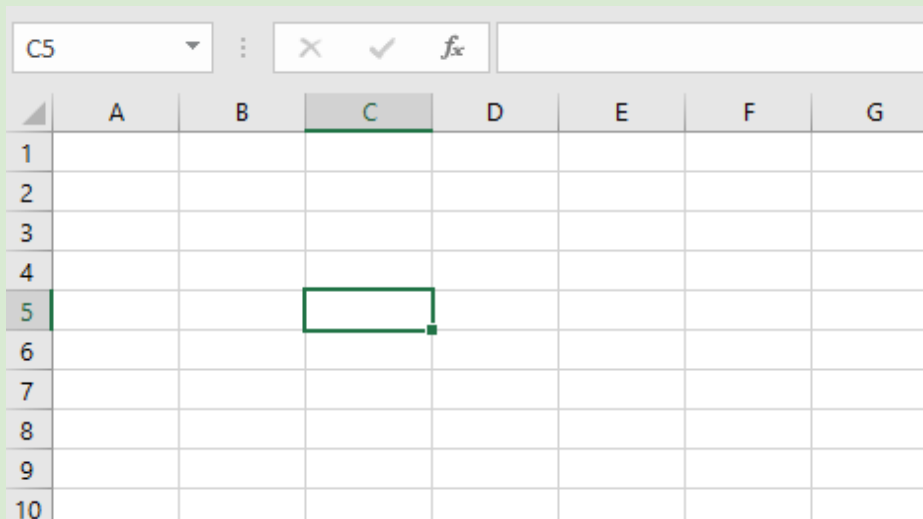


If you look down the left side of the grid, you'll see numbers, which start at number 1 at the very top and go down to over a million. (The exact number of rows and columns are 1,048,576 rows and 16,384 columns. You're never going to need this many!) You can click a number to highlight an entire row. If you look at the image below, you'll see that row 1 has been highlighted.



Spreadsheets are all about individual Cells. A Cell is a letter combined with a number. So if you combine the B column with Row 5, you get Cell B5. Combine Column D with Row 5 and you get Cell D5.

To see this for yourself, click inside any of the cells on your spreadsheet. In the Image below, we have clicked inside cell C5.



The picture is Column C, Row 5 (C5). Notice that the cell we clicked on have a green (or black) border around it. This tells you the cell is active. The cell that is active will have its Column letter and Row number displayed in the top left, just above the letters A and B in the pictures. When you click into a cell, you can then type text and numbers.

To move around the spreadsheet, and make other cells active, you can either just click inside a Cell, or press the arrow keys on your keyboard. Try it now. Click inside a cell and notice the cell reference appear above the letters A and B. Press your arrow keys and notice how the active cells moves.

Before going any further, make sure you understand how the spreadsheet grid works. If you are asked to locate Cell H2, you should be able to do so.

# HOW TO ENTER TEXTS AND NUMBERS IN A CELL

To make a start, we'll create this really simple spreadsheet:

	A	B	C	D	E
1	Date	Sales	Percentage of Total		
2	4/4/16	93	0.71		
3	4/5/16	42	0.78		
4	4/6/16	46	0.86		
5	4/7/16	73	0.28		
6	4/8/16	12	0.49		
7	4/9/16	24	0.65		
8	4/10/16	19	0.57		
9					
10					

All we're going to be doing here is entering some text and some numbers. We're not adding anything up yet.

Before you tackle this first exercise, though, you may want to take note of the Undo feature, just in case you make a mistake. The Undo option is the left curved arrow, right at the top of your screen.



Click the left curved arrow to Undo something, and click the right curved arrow to redo it.

But back to the spreadsheet.

Click inside of cell A1 on your spreadsheet, and do the following:

Type the word "Dates" (with no quotation marks)

Hit the Enter key on your keyboard

The active cell will move down one, to cell A2

Type the numbers 4/4/16, and again hit the Enter key on your keyboard

The active cell will move down one, to cell A3

Now put the date 4/5/16 into cell A3, and the date 4/6/16 in cell A4

After you have typed in cell A4 and hit the Enter key, you should see that cell A5 is now the active cell

You should now have a spreadsheet that looks similar to ours above if you fill out other cells on your own like we taught you.

The text we entered in cell A1 is known as a Heading. It's there just to tell you what the numbers mean. Except our heading doesn't tell us a great deal. Let's change it to something else.

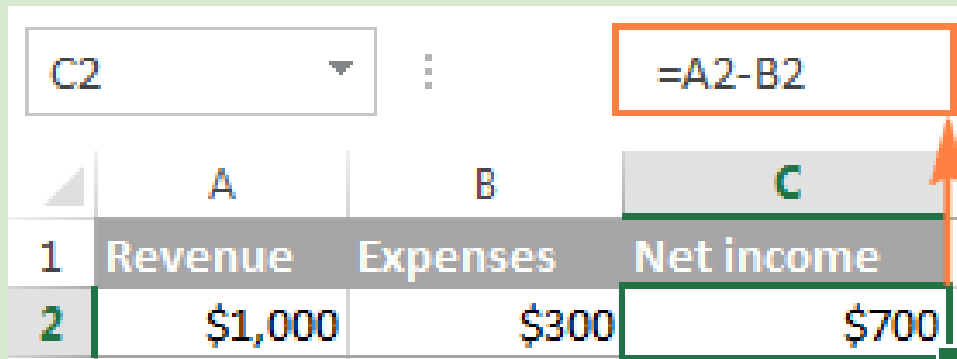
## **HOW TO EDIT TEXTS IN A CELL**

In the previous part, you created a simple Excel spreadsheet. You'll now learn how to edit text in a cell.

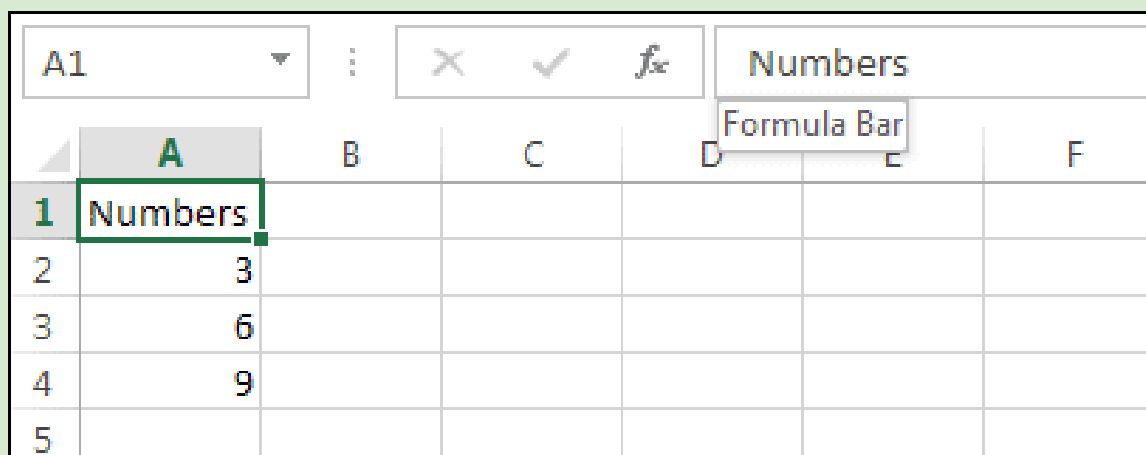
To change the text in cell A1, you can just click inside of the cell and start typing. Anything you had there previously would be erased. But if you just want to edit the text (if you've made a

spelling mistake, for example), then this is no good. If you want to keep most of the text, and just make minor changes, then you need to do something else.

In the image below, you can see what's known as the Formula Bar. The Formula Bar is like a long text box that you can click inside and start typing. Here's what it looks like in Excel 2013:



To edit a Cell in Excel, first click inside the cell you want to edit (A1 for us). Then click inside the formula bar. Notice where your cursor is now:



The image above shows that the cell A1 is active, but the cursor is inside of the formula bar.



With the cursor in the Formula Bar, try changing the text "Numbers" to "Add these Numbers". Press the Enter key when you've made the changes. Your spreadsheet should look like ours below:

	A	B	C	D
1	Add these Numbers			
2	3			
3	6			
4	9			
5				

Notice that the active cell is now A2, and that the Formula Bar has a 3 in it.

However, there's a problem. There's not enough room in cell A1 for our new text. Part of it seems to be in the B column.

The solution is to widen the whole of Column A. Try this:

- Move your mouse up to the start of the A Column
- The pointer will change shape and now be a black arrow

	A ↓	B	C
1	Add these Numbers		
2	3		
3	6		
4	9		
5			

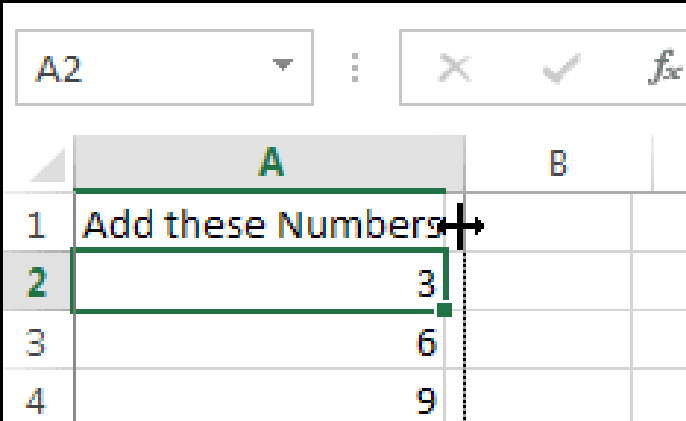
Move your mouse over the line that separates Column A and Column B

Your mouse pointer will change shape again, this time to a cross with arrows

	A	B	C
1	Add these Numbers		
2	3		
3	6		
4	9		
5			

When you see the new shape, hold down your left mouse button. Keep the left mouse button held down, and drag your cross to the right.

Once you have all the text in the A column, let go of the left mouse button. The images below show the process in action (the top two are from Excel 2007 and the bottom two are from Excel 2010/2013):



The screenshot shows the Excel interface with the formula bar at the top displaying 'A2'. Below the formula bar, the spreadsheet grid is visible. Column A is highlighted in green, and the text 'Add these Numbers' is being entered into cell A1. The mouse pointer is positioned over the vertical line between column A and column B, and it has changed to a cross with arrows, indicating that the column width is being adjusted. The numbers 3, 6, and 9 are visible in cells A2, A3, and A4 respectively.

	A	B
1	Add these Numbers	
2	3	
3	6	
4	9	

A		B
1	Add these Numbers	
2		3
3		6
4		9

You can make the height of the Rows bigger or smaller by using exactly the same technique.

The numbers, however, don't look very tidy. We'll now see how to centre them, and the text as well.

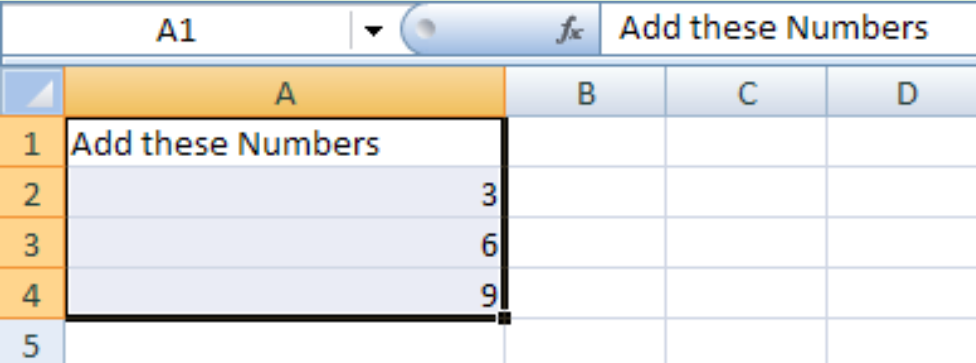
## HOW TO CENTER TEXTS IN EXCEL

You saw that by clicking inside of a cell it makes it active, so that you can make changes. We want to centre all our numbers and the text. Here's the spreadsheet we have:

A		B
1	Add these Numbers	
2		3
3		6
4		9

So we need cells A1, A2, A3 and A4 to be active. In Excel, you can do this by highlighting the cells.

- Place your mouse over cell A1
- Your pointer should now be in the shape of a white cross
- When your pointer changes to the white cross, hold your left mouse button down and drag to cell A4
- Let go of the left mouse button when cells A1, A2, A3 and A4 are highlighted
- The image below shows what you are aiming for

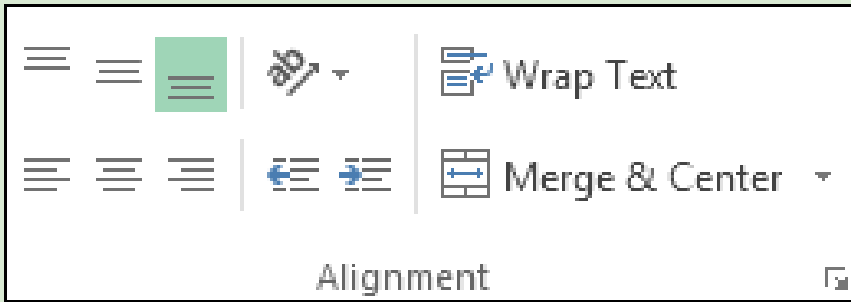


	A	B	C	D
1	Add these Numbers			
2		3		
3		6		
4		9		
5				

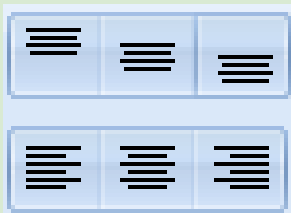
The cells highlighted in the image above have a different colour to the normal white colour of a cell. When you highlight cells, you can do things to all the cells as a group.

To centre the text and numbers in our highlighted cells, try this:

- From the Excel Ribbon at the top of the screen, locate the Alignment panel. Here's the Alignment panel in Excel 2013:

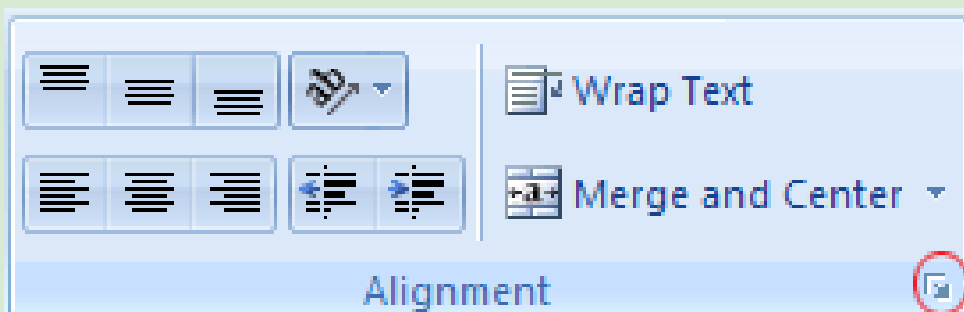


You can see the various alignment options laid out. These ones:

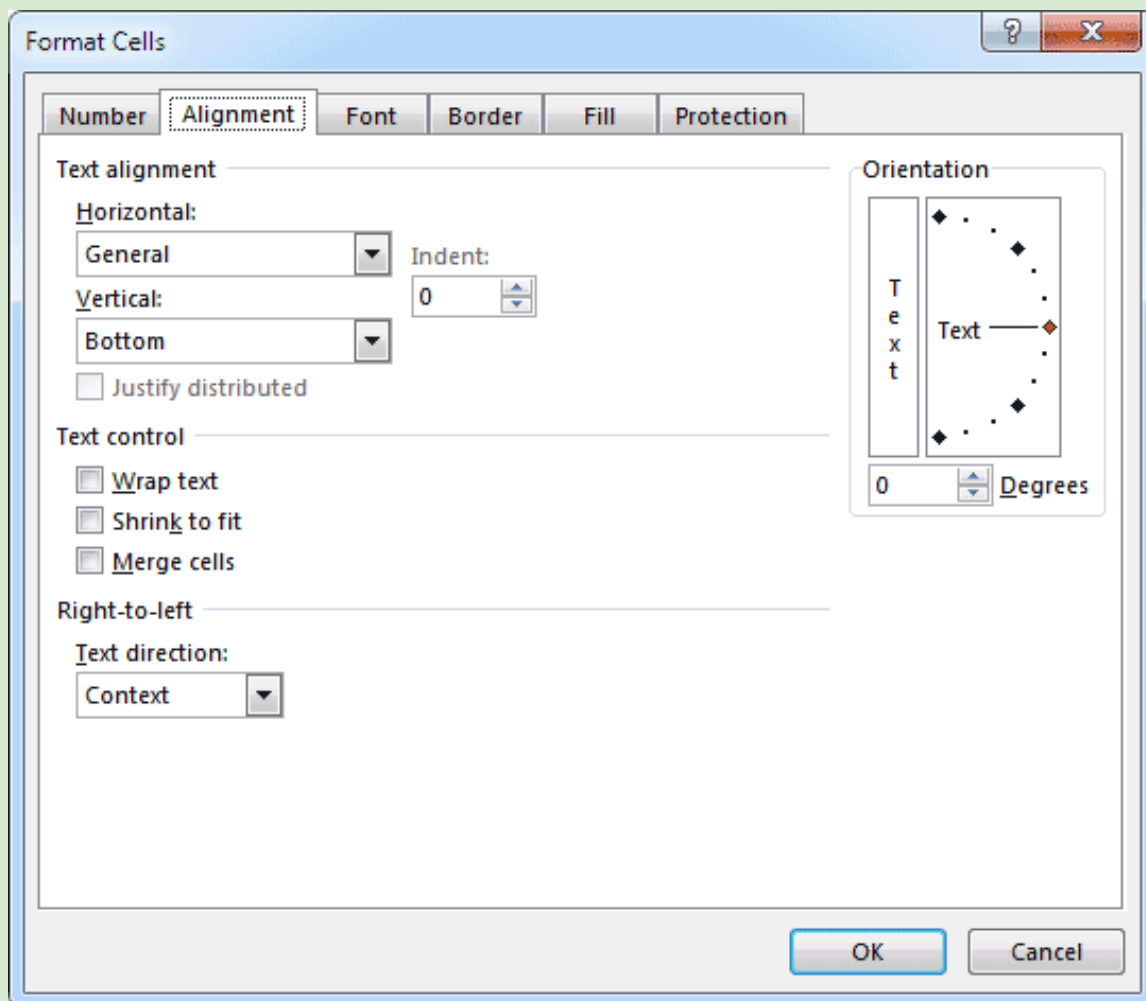


Hold your mouse over each alignment icon and you'll see an explanation of what they do. Click each icon and see what they do to your highlighted cells.

You can also click the arrow in the bottom right of the Alignment panel to bring up the Format Cells box (the one circled below).

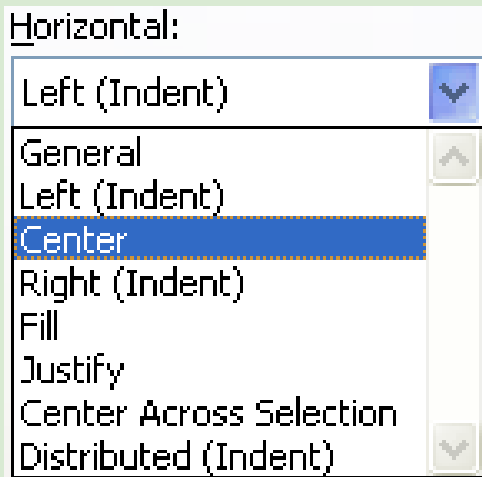


When you click the arrow, you'll see this dialogue box:



Notice the Text Alignment section at the top of the Alignment tab. It has two drop down menus, one for Horizontal alignment and one for Vertical alignment.

Click the arrow on the horizontal drop down menu, the one with Left (Indent) on it  
You'll see the following:



As you can see, you have plenty of options to choose from in Excel. But click on Center. Do the same for the Vertical drop down menu. Then click OK at the bottom of the Format Cells dialogue box.

The text and numbers in cells A1, A2, A3 and A4 should now be centred, and your spreadsheet will look like the one below:

	A	B
1	Add these Numbers	
2	3	
3	6	
4	9	
5		
6		
7		

Before moving on to other types of formatting you can do in Excel, try this:

- Highlight the cells A5 and A6 on your spreadsheet

- Bring up the Format Cells dialogue box, just as you did above
- Make the alignment changes from the Horizontal and Vertical drop down menus
- Click OK to get rid of the dialogue box
- Now click inside of cell A5 on your spreadsheet and enter any number you like
- Hit the Enter key

The number you just entered should also be centred. So even if a cell is empty you can still apply formatting to it.

In the next part, we'll take a look at the various font formatting you can do in Excel.



**NOW THAT YOU HAVE READ PART OF THE CHAPTER, I'M SURE YOU ARE VERY MUCH INTERESTED IN THE REMAINING MODULES UNDER THE *EXCEL BASICS* AND OTHER CHAPTERS SUCH AS:**

- Chart in Excel
- Conditional Logic
- Formulas
- Function
- Data Processing
- Spreadsheet
- Advance Excel
- Excel Tips
- Advance Excel Tips
- Excel Short Keys
- Etc.

Hey there,

I'm **Lékan**. (Pronounced: **Lay-khon**] you don't finish saying the **y** and **n** though)

We gave you these few modules in the **Excel Basics** chapter for free to help you decide if it's worth your penny or not.

I'm sure you've made up your mind to buy the whole course anyway. I mean, the benefits of the knowledge are immeasurable afterall.

The current price of each chapter as at December 2019 is **\$1.50¢ (one dollar, fifty cents)**. The course contains eleven chapters which means the total cost of the course should be \$16.50¢, but for those willing to pay for all the chapters at once, the total price will be **\$15 (fifteen dollars)** This will likely remain so forever as I want everyone from around the world that needs this knowledge be able to afford it regardless of how much they earn.

To buy:

### **OPTION A:**

#### Bank Transfer/Deposit (Nigeria especially)

Pay the equivalent of **one dollar, fifty cents** for each of the 11 chapters you can afford to, or **fifteen dollars** for the whole course into my personal bank account:

**Adewale Lekan**

FirstBank Ltd.

30-75-33-58-11

After the payment, kindly contact me on:

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Send a screenshot of your successful payment

Or a picture of the bank deposit slip after payment.

Also include where you'll like to receive the eBook. Email? Whatsapp? Etc.

**PS:** *Any fishy transaction, such as deposit of an amount way beyond the \$1.50¢ or \$15 equivalent, especially the ones needing a transfer from me to another account for the excess payment will be reported to **FirstBank Limited** 's customer support, and I will only do as instructed/advised by the customer care agent.*

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**Call / Text / Whatsapp:** +234-818-337-9510

**Email:** AcmeDigitalCo@gmail.com

**PS:** *For reasons you might be aware, PayPal has blacklisted Nigerians from receiving payments through their popular platform, so I don't do PayPal transactions at all. If you have other preferred means of payment, kindly communicate it with me before the due date of your next job interview. Seriously.*

Thanks for reading

We are currently typing other chapters