

Microsoft Excel 2011: Basic Tutorial

1. Create a new blank workbook

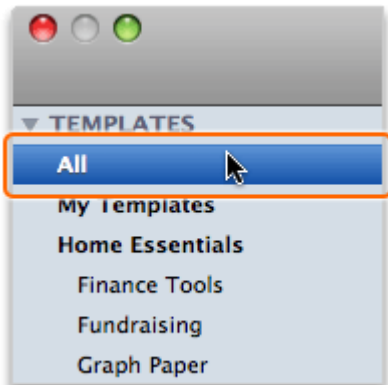
In Excel, you create and save data in a workbook. You can start with a blank workbook, an existing saved workbook, or a template. When you open Excel, the Excel Workbook Gallery opens. It provides a variety of template choices and quick access to recent workbooks.

Let's use the Excel Workbook Gallery to open a blank workbook.

- 1 If you have not already opened Excel, on the Dock, click **Excel**.

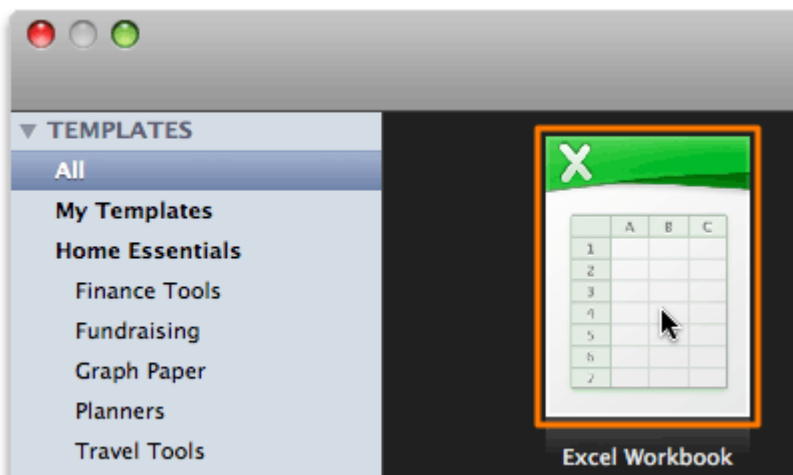


- 2 In the Excel Workbook Gallery, under **Templates**, click **All**.



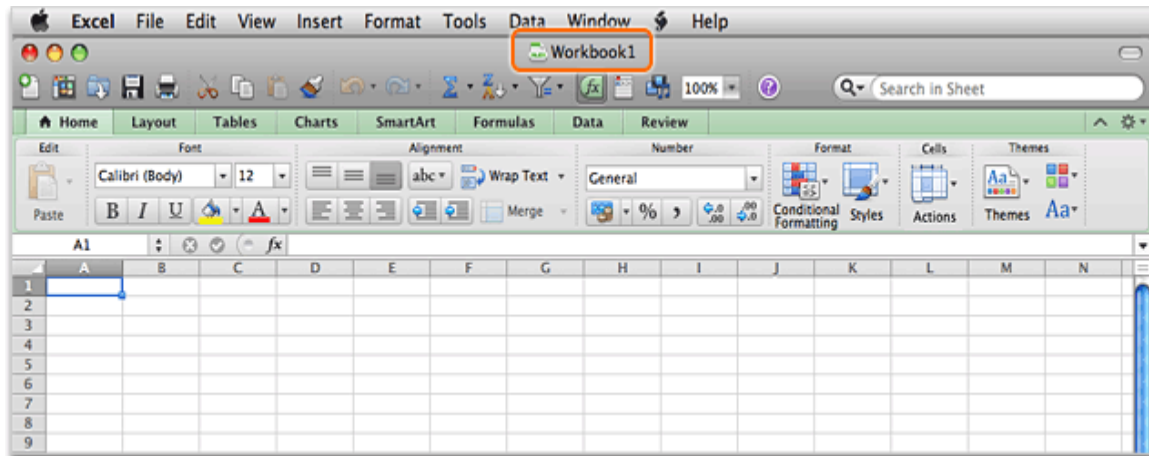
Tip If you don't see the Workbook Gallery, quit and then reopen Excel.

- 3 Click **Excel Workbook**, and then click **Choose**.



Tip To always start with a blank document when you open Excel, select the **Don't show this when opening Excel** check box.

- 4 Notice that a blank workbook (**Workbook1**) appears.



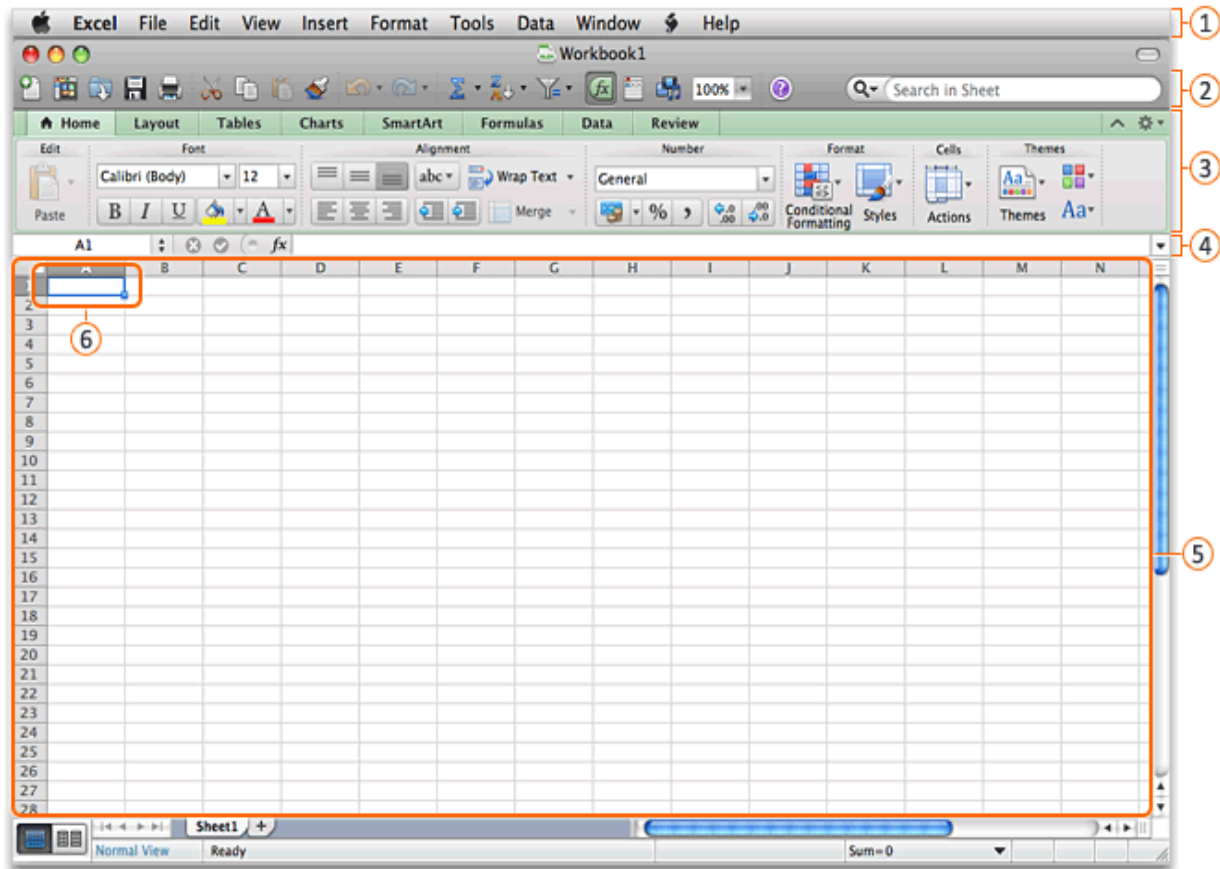
Hints

- To create a new blank workbook at any time in Excel, on the **File** menu, click **New Workbook** (also written as **File > New Workbook** in this tutorial).
- To show the Excel Workbook Gallery at any time while using Excel, click **File > New from Template**.

2. Explore the Excel interface


In a new blank workbook, you can simply click in a cell and begin entering data. However, before you begin entering data, you should familiarize yourself with some of the user interface elements that you can use in all workbooks.

Let's take a look at some of the Excel user interface elements.



- ① **Menu bar:** The area at the top of the screen where all menus are displayed. The File, Edit, and View menus have the most commonly used menu commands.
- ② **Standard toolbar:** The toolbar that displays the name of the workbook (in this case, Workbook1) and buttons for some of the most common tasks, such as opening, saving, and printing a workbook.
- ③ **Ribbon:** The tabbed command bar at the top of a window or work area that organizes features into logical groups. The Home tab has the most commonly used commands for formatting workbook data.
- ④ **Name box and formula bar:** The address of the active cell appears here. If you don't see this box, click **View > Formula Bar**.
- ⑤ **Worksheet:** A single page in a workbook. Each workbook can have multiple worksheets, or "sheets."
- ⑥ **Cell:** The intersection point between a column (A, B, C) and a row (1, 2, 3). Each cell has an address (for example, cell A1 is the intersection point of column A, and row 1). The active cell has a blue highlight around it.

Hints

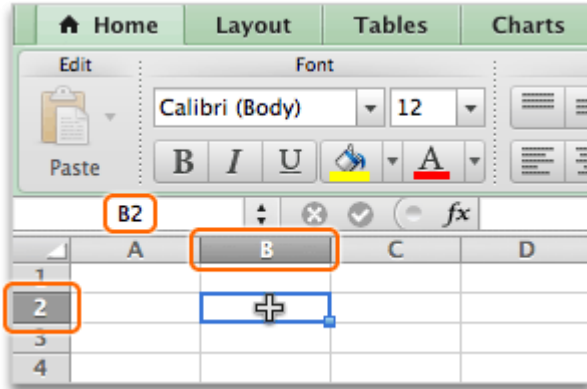
- To hide the ribbon while you work, on the right side of the ribbon, click .
- To see a tip for a button on the ribbon or toolbar, rest the pointer over the button.

3. Move within worksheet cells

To enter data, you first need to know how to move between worksheet cells. You can use a mouse, keyboard, or menus to get to any cell.

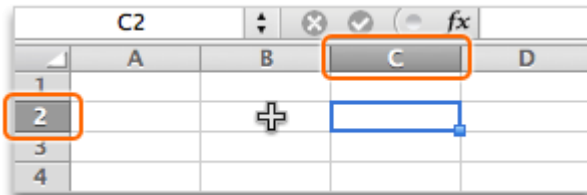
Let's explore some of the ways that you can move between cells.

- 1 Click cell B2. The column heading (B) and row heading (2) appear in dark gray, and a highlight appears around the cell to indicate that it is the active cell.

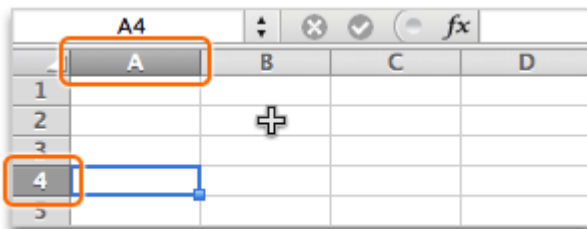


Tip The cell address, or "cell reference," for the active cell (for example, B2) appears in the Name box, located to the left of the formula bar.

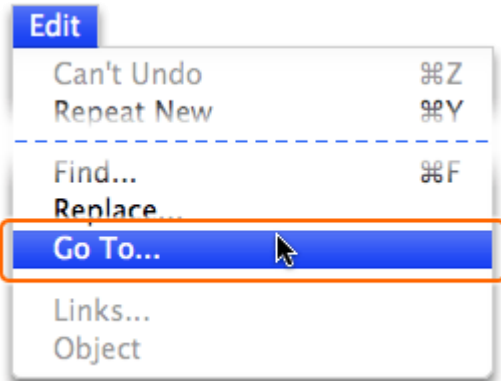
- 2 On your keyboard, press the TAB key once. Cell C2 becomes the active cell.



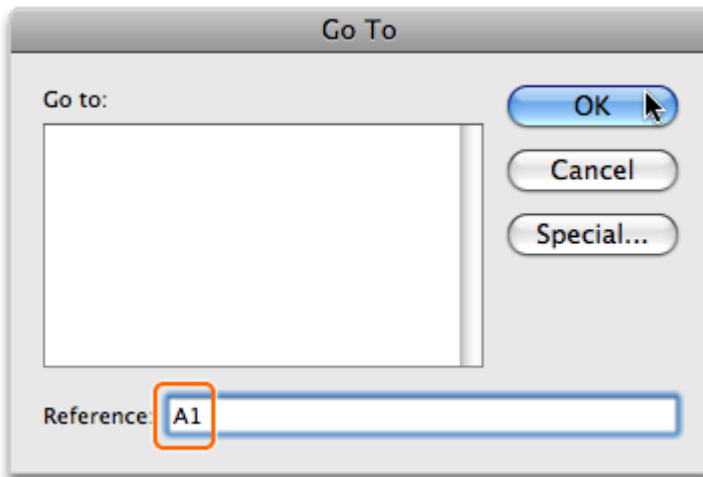
- 3 Press the down arrow key twice, and then press the left arrow key twice. Cell A4 becomes the active cell.



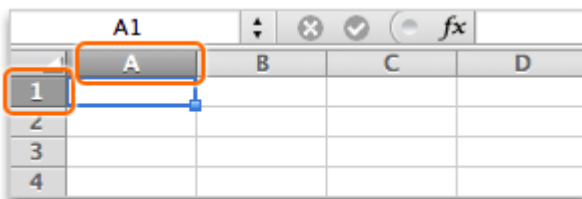
- 4 Click **Edit > Go To**.



- 5 In the **Reference** box, type **A1**, and then click **OK**.



- 6 Notice that cell A1 is now the active cell.



Hints

- To change the color of the highlight around the active cell, on the **Apple** menu, click **System Preferences**. Then, under **Personal**, click **Appearance**, and select the highlight color that you want. For the change to take effect, you must quit and reopen Excel.

4. Enter data

Data in Excel can be text, numbers, or a combination of the two. To enter data, you simply type in the cell where you want the data to appear.

Let's enter some basic text and numerical data.

- 1 In cell B1, type **North**, in cell C1, type **East**, and in cell D1, type **South**.

A screenshot of an Excel spreadsheet with the active cell at D2. The spreadsheet has columns A, B, C, and D, and rows 1, 2, and 3. Cell B1 contains the text 'North', cell C1 contains 'East', and cell D1 contains 'South'. Cell D2 is currently selected and is empty.

| | A | B | C | D |
|---|---|-------|------|-------|
| 1 | | North | East | South |
| 2 | | | | |
| 3 | | | | |

Note To commit data to a cell, you can press RETURN, TAB, or any of the arrow keys. The key you press determines which cell becomes the active cell.

- 2 In cell A2, type **January**, in cell A3, type **February**, and in cell A4, type **March**.

A screenshot of an Excel spreadsheet with the active cell at A5. The spreadsheet has columns A, B, C, and D, and rows 1 through 6. Cell B1 contains 'North', C1 contains 'East', and D1 contains 'South'. Cell A2 contains 'January', A3 contains 'February', and A4 contains 'March'. Cell A5 is currently selected and is empty.

| | A | B | C | D |
|---|----------|-------|------|-------|
| 1 | | North | East | South |
| 2 | January | | | |
| 3 | February | | | |
| 4 | March | | | |
| 5 | | | | |
| 6 | | | | |

- 3 In cell B2, type **5000**, in cell B3, type **10000**, and in cell B4, type **15000**.

A screenshot of an Excel spreadsheet with the active cell at B5. The spreadsheet has columns A, B, C, and D, and rows 1 through 6. Cell B1 contains 'North', C1 contains 'East', and D1 contains 'South'. Cell A2 contains 'January', A3 contains 'February', and A4 contains 'March'. Cell B2 contains the number '5000', B3 contains '10000', and B4 contains '15000'. Cell B5 is currently selected and is empty.

| | A | B | C | D |
|---|----------|-------|------|-------|
| 1 | | North | East | South |
| 2 | January | 5000 | | |
| 3 | February | 10000 | | |
| 4 | March | 15000 | | |
| 5 | | | | |
| 6 | | | | |

- 4 Notice that text data appears aligned to the left in cells and numerical data appears aligned to the right.

A screenshot of an Excel spreadsheet with the active cell at B12. The spreadsheet has columns A, B, C, and D, and rows 1 through 4. Cell B1 contains 'North', C1 contains 'East', and D1 contains 'South'. Cell A2 contains 'January', A3 contains 'February', and A4 contains 'March'. Cell B2 contains the number '5000', B3 contains '10000', and B4 contains '15000'. The text in column A is left-aligned, and the numbers in column B are right-aligned.

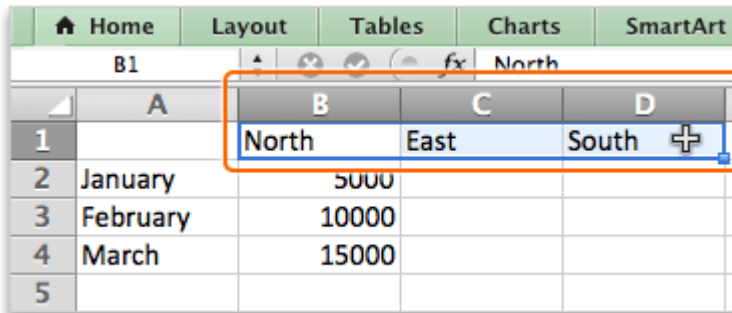
| | A | B | C | D |
|---|----------|-------|------|-------|
| 1 | | North | East | South |
| 2 | January | 5000 | | |
| 3 | February | 10000 | | |
| 4 | March | 15000 | | |

5. Select and format data

To make data easier to read and understand, you can format it. For example, you might make the top row of column labels (for example, North, East, and South) appear centered and bold. To format data, you first have to indicate which data you want to work with by selecting it.

Let's select a range of cells and format the data in the selected cells.

- 1 Move the pointer over cell B1, and when the pointer becomes a white cross, hold down the mouse button and drag across cells B1, C1 and D1. The highlight around the cells indicates that they are selected.



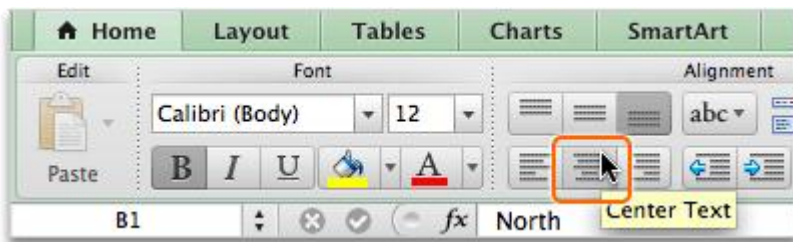
A screenshot of the Microsoft Excel interface. The 'Home' tab is active. The formula bar shows 'North'. The worksheet grid shows columns A, B, C, and D, and rows 1 through 5. Cells B1, C1, and D1 are selected and highlighted in blue. The text 'North', 'East', and 'South' is visible in cells B1, C1, and D1 respectively. An orange box highlights the selected range.

| | A | B | C | D |
|---|----------|-------|------|-------|
| 1 | | North | East | South |
| 2 | January | 5000 | | |
| 3 | February | 10000 | | |
| 4 | March | 15000 | | |
| 5 | | | | |

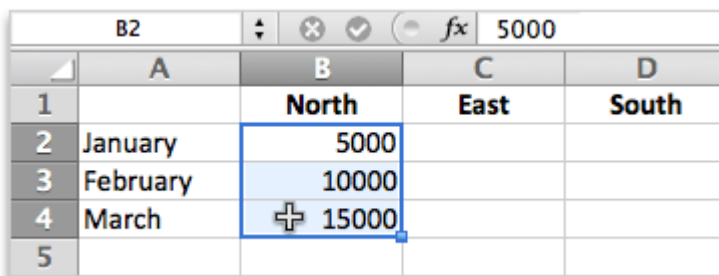
- 2 On the **Home** tab, under **Font**, click **Bold**.



- 3 Under **Alignment**, click **Center Text**.



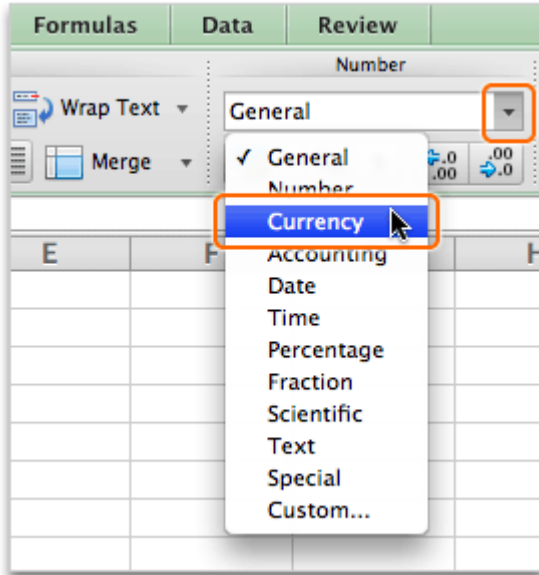
- 4 Select cells B2, B3, and B4.



A screenshot of the Microsoft Excel worksheet grid. The formula bar shows '5000'. The worksheet grid shows columns A, B, C, and D, and rows 1 through 5. Cells B2, B3, and B4 are selected and highlighted in blue. The text '5000', '10000', and '15000' is visible in cells B2, B3, and B4 respectively. The text 'North', 'East', and 'South' is visible in cells B1, C1, and D1 respectively.

| | A | B | C | D |
|---|----------|-------|------|-------|
| 1 | | North | East | South |
| 2 | January | 5000 | | |
| 3 | February | 10000 | | |
| 4 | March | 15000 | | |
| 5 | | | | |

- 5 On the **Home** tab, under **Number**, click **Currency**.



- 6 Notice that the geographical regions are formatted as bold and centered, and that the numerical data is formatted as currency.

| | A | B | C | D |
|---|----------|--------------|-------------|--------------|
| 1 | | North | East | South |
| 2 | January | \$5,000.00 | | |
| 3 | February | \$10,000.00 | | |
| 4 | March | \$15,000.00 | | |
| 5 | | | | |

Hints

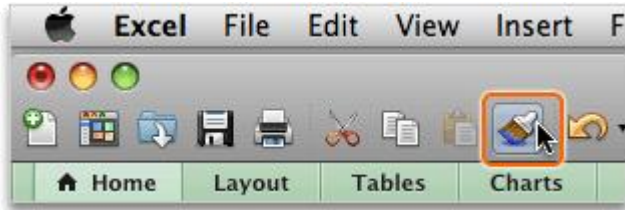
- To select non-adjacent cells, hold down the z key, and then click each cell that you want to select.
- To see additional formatting options, select the cell(s) that you want to format, and then click **Format > Cells**.
- To clear a selection, click any worksheet cell.

6: Copy and paste formatting and data

To save time, rather than reentering and reformatting data, you can copy and paste data, as well as data formatting, into other cells.

Let's copy and paste some data and worksheet formatting.

- 1 Select cell B1, and then on the **Standard** toolbar, click **Format Painter**.



- 2 Notice that a moving marquee appears around the selected cell (B1), and the cursor now appears as a small paintbrush and white cross.

| | A | B | C | D |
|---|----------|-------------|------|-------|
| 1 | | North | East | South |
| 2 | January | \$5,000.00 | | |
| 3 | February | \$10,000.00 | | |
| 4 | March | \$15,000.00 | | |
| 5 | | | | |

- 3 Select cells A2, A3, and A4.

| | A | B | C | D |
|---|----------|-------------|------|-------|
| 1 | | North | East | South |
| 2 | January | \$5,000.00 | | |
| 3 | February | \$10,000.00 | | |
| 4 | March | \$15,000.00 | | |
| 5 | | | | |

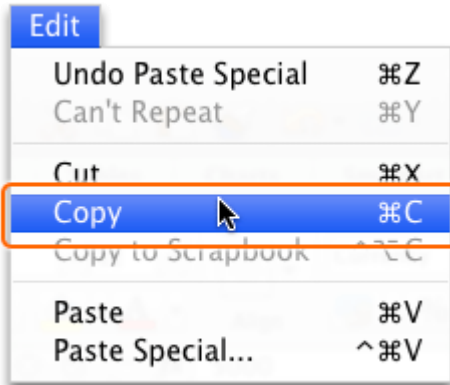
- 4 Notice that cells A2, A3, and A4 have the same formatting as cell B1, and the cursor now appears as the regular white cross.

| | A | B | C | D |
|---|----------|-------------|------|-------|
| 1 | | North | East | South |
| 2 | January | \$5,000.00 | | |
| 3 | February | \$10,000.00 | | |
| 4 | March | \$15,000.00 | | |
| 5 | | | | |
| 6 | | | | |

- 5 Select cells B2, B3, and B4.

| | A | B | C | D |
|---|----------|-------------|------|-------|
| 1 | | North | East | South |
| 2 | January | \$5,000.00 | | |
| 3 | February | \$10,000.00 | | |
| 4 | March | \$15,000.00 | | |
| 5 | | | | |

- 6 Click **Edit > Copy**.



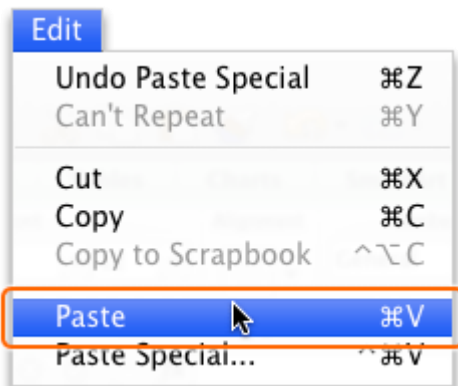
Tip To copy data by using the keyboard, hold down the **command** key, and then press C. This is a keyboard shortcut, and you will see it written in Help as z+C.

- 7 Click cell C2, and then click **Edit > Paste**. A copy of the data appears in cells C2, C3, and C4.

The screenshot shows a spreadsheet with columns A, B, C, and D. Row 1 has headers: 'North' in B1, 'East' in C1, and 'South' in D1. Row 2 has 'January' in A2, '\$5,000.00' in B2, '\$5,000.00' in C2, and an empty cell in D2. Row 3 has 'February' in A3, '\$10,000.00' in B3, '\$10,000.00' in C3, and an empty cell in D3. Row 4 has 'March' in A4, '\$15,000.00' in B4, '\$15,000.00' in C4, and an empty cell in D4. The formula bar shows '5000'. A mouse cursor is over cell C4, and a copy icon is visible in the bottom right corner of the spreadsheet area.

Tip The keyboard shortcut for the Paste command is z+V.

- 8 Click in cell D2, and then click **Edit > Paste**.



- 9 Notice that a copy of the numerical data now appears in column C and column D.

| | A | B | C | D |
|---|----------|-------------|-------------|-------------|
| 1 | | North | East | South |
| 2 | January | \$5,000.00 | \$5,000.00 | \$5,000.00 |
| 3 | February | \$10,000.00 | \$10,000.00 | \$10,000.00 |
| 4 | March | \$15,000.00 | \$15,000.00 | \$15,000.00 |
| 5 | | | | |
| 6 | | | | |

Hints

- If you see ##### in a cell instead of data, the column is too narrow for the data, and you need to increase the width of the column.
- To hide the moving marquee around a copied selection, press ESC (located in the upper-left corner of your keyboard).
- To use the Format Painter to format multiple, non-adjacent cells, on the **Standard** toolbar, double-click **Format Painter**, and then select (or "paint") the cells that you want to format. When you are finished formatting, press ESC.
- To undo a mistake entering data, click **Edit > Undo** (or press z+Z).

7. Edit data

If you enter data incorrectly, or if you just want to change something, Excel makes it easy to edit data at any time.

Let's edit data by replacing the data, editing directly in the cell, and editing in the formula bar.

- 1 Click cell C2, type 6000, and then press RETURN.

| | A | B | C | D |
|---|----------|-------------|-------------|-------------|
| 1 | | North | East | South |
| 2 | January | \$5,000.00 | \$6,000.00 | \$5,000.00 |
| 3 | February | \$10,000.00 | \$10,000.00 | \$10,000.00 |
| 4 | March | \$15,000.00 | \$15,000.00 | \$15,000.00 |
| 5 | | | | |

- 2 Double-click cell C3. The cursor blinks in the cell to indicate that you are in cell editing mode.

| | A | B | C | D |
|---|----------|-------------|-------------|-------------|
| 1 | | North | East | South |
| 2 | January | \$5,000.00 | \$6,000.00 | \$5,000.00 |
| 3 | February | \$10,000.00 | 10000 | \$10,000.00 |
| 4 | March | \$15,000.00 | \$15,000.00 | \$15,000.00 |
| 5 | | | | |

- Press the right arrow key until the cursor reaches the right of the cell, press DELETE to make the value 1000, and then press RETURN.

| C3 | | | | |
|----|----------|-------------|-------------|-------------|
| | A | B | C | D |
| 1 | | North | East | South |
| 2 | January | \$5,000.00 | \$6,000.00 | \$5,000.00 |
| 3 | February | \$10,000.00 | 1000 | \$10,000.00 |
| 4 | March | \$15,000.00 | \$15,000.00 | \$15,000.00 |
| 5 | | | | |

Tip The keyboard shortcut to enter cell editing mode is CTRL+U.

- If it is not already selected, select cell C4.
- In the formula bar, select 15, and then type 7 to make the value 7000. Then press RETURN.

| C4 | | | | |
|----|----------|-------------|------------|-------------|
| | A | B | C | D |
| 1 | | North | East | South |
| 2 | January | \$5,000.00 | \$6,000.00 | \$5,000.00 |
| 3 | February | \$10,000.00 | \$1,000.00 | \$10,000.00 |
| 4 | March | \$15,000.00 | 7000 | \$15,000.00 |
| 5 | | | | |

- Notice that C5 is the active cell and all of your edits are committed to the cells in column C.

| C5 | | | | |
|----|----------|-------------|------------|-------------|
| | A | B | C | D |
| 1 | | North | East | South |
| 2 | January | \$5,000.00 | \$6,000.00 | \$5,000.00 |
| 3 | February | \$10,000.00 | \$1,000.00 | \$10,000.00 |
| 4 | March | \$15,000.00 | \$7,000.00 | \$15,000.00 |
| 5 | | | | |
| 6 | | | | |

Hints

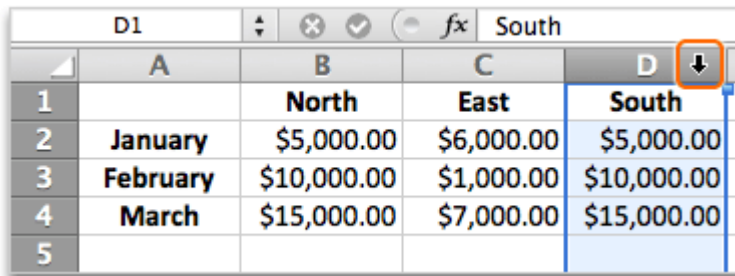
- To delete data from a cell, click the cell, and then press DELETE. On a MacBook keyboard, you must press FN+DELETE.
- To exit cell editing mode without committing a change, press ESC.

8. Insert and resize columns

As you enter and edit data, you can insert new columns to make room for new data or resize columns to make data fit better in the column.

Let's insert and resize columns.

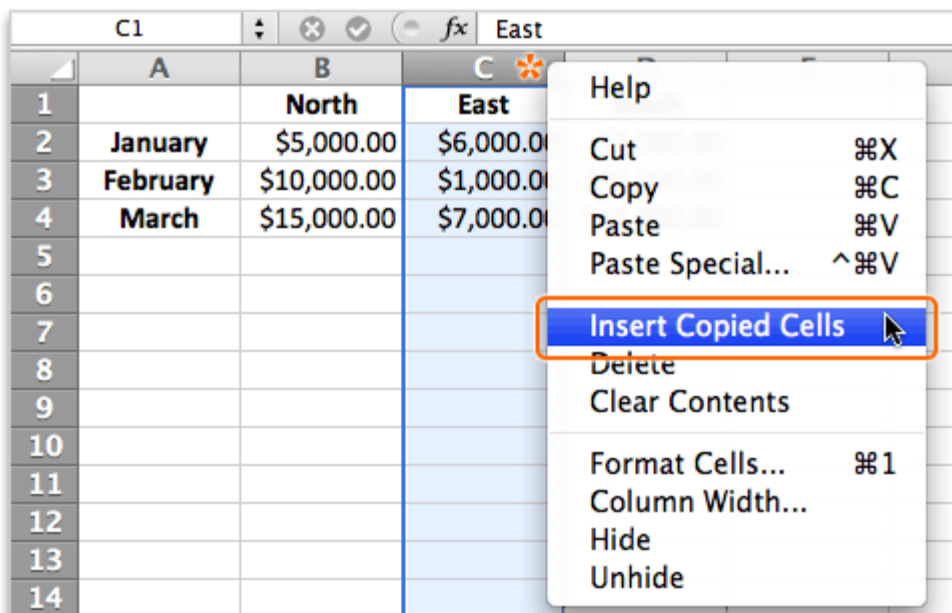
- 1 Click the column D heading. A highlight appears around all cells in the column to indicate that the column is selected.



A screenshot of an Excel spreadsheet. The active cell is D1, which contains the text 'South'. The column D heading is highlighted in grey, and a blue border surrounds the entire column D cells (D1 to D5). A small square handle is visible at the bottom right of the column D header cell.

| | A | B | C | D |
|---|----------|-------------|------------|-------------|
| 1 | | North | East | South |
| 2 | January | \$5,000.00 | \$6,000.00 | \$5,000.00 |
| 3 | February | \$10,000.00 | \$1,000.00 | \$10,000.00 |
| 4 | March | \$15,000.00 | \$7,000.00 | \$15,000.00 |
| 5 | | | | |

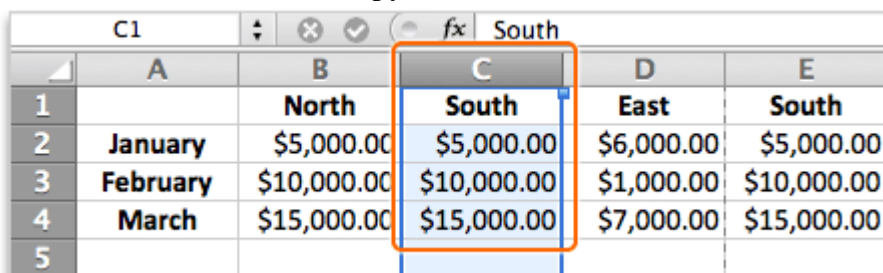
- 2 Click **Edit > Copy**.
- 3 Hold down CONTROL and click the column C heading, and then click **Insert Copied Cells**.



A screenshot of an Excel spreadsheet. The active cell is C1, which contains the text 'East'. The column C heading is highlighted in grey. A context menu is open over column C, with the 'Insert Copied Cells' option highlighted in blue. The menu options are: Help, Cut (⌘X), Copy (⌘C), Paste (⌘V), Paste Special... (^⌘V), Insert Copied Cells, Delete, Clear Contents, Format Cells... (⌘1), Column Width..., Hide, and Unhide.

| | A | B | C |
|----|----------|-------------|------------|
| 1 | | North | East |
| 2 | January | \$5,000.00 | \$6,000.00 |
| 3 | February | \$10,000.00 | \$1,000.00 |
| 4 | March | \$15,000.00 | \$7,000.00 |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |

- 4 Notice that Excel inserts a copy of the cells and shifts the other data to the right.



A screenshot of an Excel spreadsheet. The active cell is C1, which contains the text 'South'. The column C heading is highlighted in grey. The data from column C has been inserted to the left of column D, and the original data in column D has shifted one column to the right. The new column D heading is 'East' and the new column E heading is 'South'.


| | A | B | C | D | E |
|---|----------|-------------|-------------|------------|-------------|
| 1 | | North | South | East | South |
| 2 | January | \$5,000.00 | \$5,000.00 | \$6,000.00 | \$5,000.00 |
| 3 | February | \$10,000.00 | \$10,000.00 | \$1,000.00 | \$10,000.00 |
| 4 | March | \$15,000.00 | \$15,000.00 | \$7,000.00 | \$15,000.00 |
| 5 | | | | | |

- 5 Click cell C1, type **Northwest Region**, and then press RETURN.

| | A | B | C | D |
|---|----------|-------------|----------------|------------|
| 1 | | North | Northwest Regi | East |
| 2 | January | \$5,000.00 | \$5,000.00 | \$6,000.00 |
| 3 | February | \$10,000.00 | \$10,000.00 | \$1,000.00 |
| 4 | March | \$15,000.00 | \$15,000.00 | \$7,000.00 |
| 5 | | | | |

- 6 Move the pointer over the border between column heading C and D. When the pointer appears as a double-headed arrow, double-click.

| | A | B | C | D |
|---|----------|-------------|----------------|------------|
| 1 | | North | Northwest Regi | East |
| 2 | January | \$5,000.00 | \$5,000.00 | \$6,000.00 |
| 3 | February | \$10,000.00 | \$10,000.00 | \$1,000.00 |
| 4 | March | \$15,000.00 | \$15,000.00 | \$7,000.00 |
| 5 | | | | |

 **Tip** To set an exact width of a column, drag the border between column headings.

- 7 Notice that column C resizes to the width of the text.

| | A | B | C | D |
|---|----------|-------------|------------------|------------|
| 1 | | North | Northwest Region | East |
| 2 | January | \$5,000.00 | \$5,000.00 | \$6,000.00 |
| 3 | February | \$10,000.00 | \$10,000.00 | \$1,000.00 |
| 4 | March | \$15,000.00 | \$15,000.00 | \$7,000.00 |
| 5 | | | | |

Hints

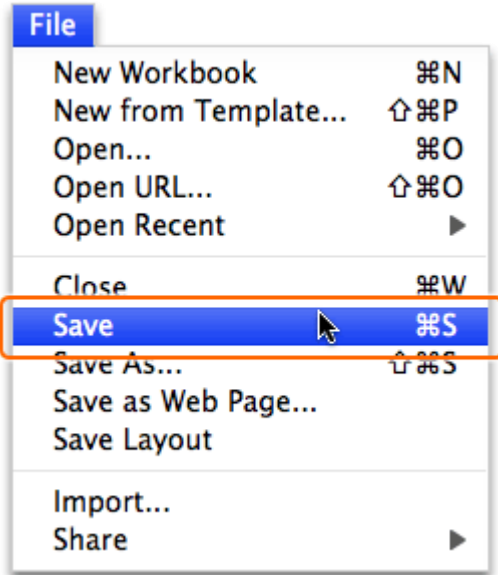
- You can select and insert rows in the same way as you do columns.
- To force text to wrap to the width of a column, first select the column. Then, on the **Home** tab, under **Alignment**, click **Wrap Text**, and then select an option.

9. Save a workbook in a new folder

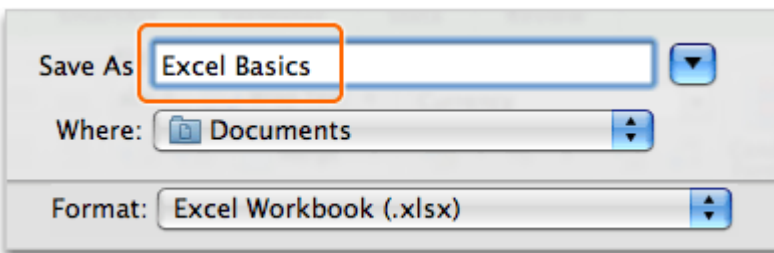
At this point, none of the changes that you have made to the workbook have been saved. The generic filename (Workbook1) above the Standard toolbar indicates that the workbook has not been saved.

Let's save the workbook in a new folder on your computer.

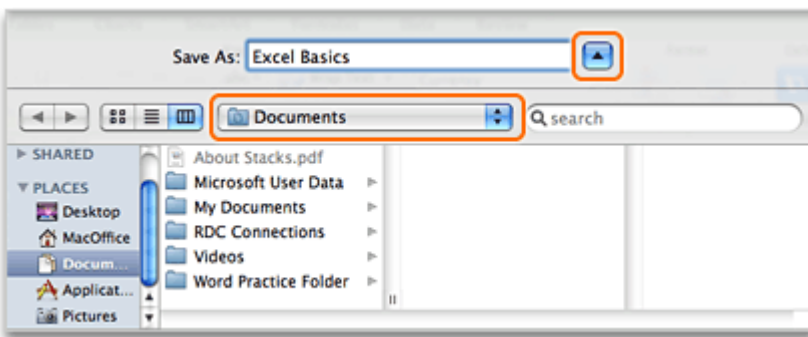
- 1 Click **File > Save**.



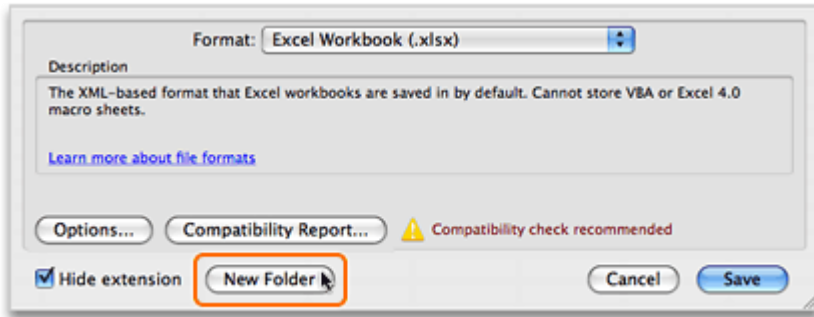
- 2 In the **Save As** box, enter a name for the workbook (for example, **Excel Basics**).



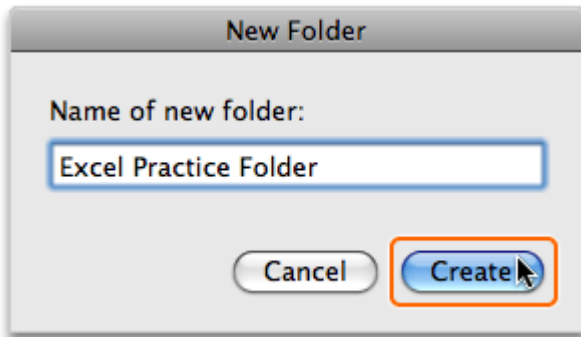
- 3 On the **Where** pop-up menu, click **Documents**, then click the arrow next to the **Save As** box so that the arrow faces upward. All folders in your **Documents** folder appear.



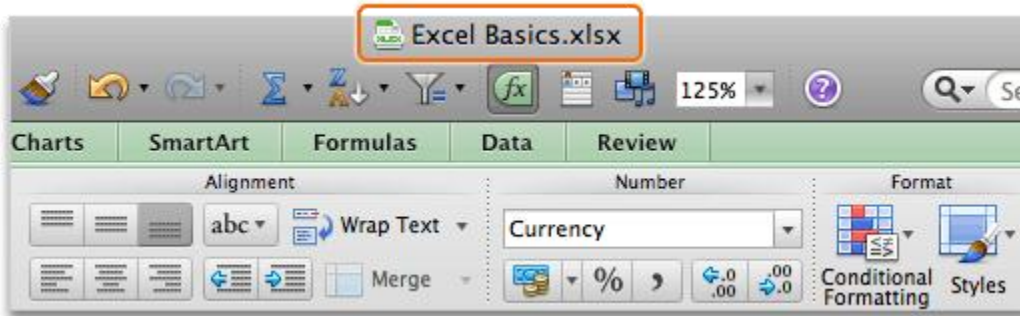
- 4 Click **New Folder**.



- 5 In the **New Folder** dialog box, enter **Excel Practice Folder**, and then click **Create**.




- 6 Click **Save**.
- 7 Notice that the file name (for example, **Excel Basics.xlsx**) of the saved workbook appears above the **Standard** toolbar.



Hints

- To open a workbook that you worked on recently, click **File > Open Recent**, and then click the workbook that you want to open.
- To see a list of all Excel workbooks saved on your computer, click **File > New from Template**. Then in the left pane, under **Recent Documents**, click **All**.
- To quit Excel, click **Excel > Quit Excel**, or press z+Q.

Quick Reference Card

| To | Do this |
|--|---|
| Create a new blank workbook | In the Excel Workbook Gallery, click Excel Workbook , and then click Choose . If the Excel Workbook Gallery is not open, click File > New Workbook . |
| Open the Excel Workbook Gallery at any time | Click File > New from Template . |
| Hide the ribbon | On the right side of the ribbon, click  . |
| Move between cells in a sheet | Click in a cell, or use the arrow, TAB, or RETURN keys on your keyboard, or click Edit > Go To , and then type a cell address (for example, A1). |
| Format cells by using the Format Painter | Select the cells that use the format that you want to copy. Then, on the Standard toolbar, click Format Painter , and then select (or "paint") the cells that you want to format. |
| Hide the moving marquee that appears around a copied selection | Press ESC. |
| Find the keyboard shortcut for a command | Keyboard shortcuts are located to the right of a command on a menu. For example, on the Edit menu, the keyboard shortcut for Copy is z+C. |
| Edit data directly in a cell | Double-click in the cell that you want to edit, and then make your changes. The keyboard shortcut to enter editing mode is CTRL+U. |
| Exit editing mode without committing changes. | Press ESC. |
| Set an exact width of a column | Drag the border between column headings (for example, A, B, C). |
| Force text to wrap to the width of a column | Select the column. Then, on the Home tab, under Alignment , click Wrap Text , and then select an option. |
| Open a recently opened workbook | Click File > Open Recent , and then click the workbook file name. |

More Hints

- A worksheet, or "sheet," is a single page in a workbook. Each workbook can have multiple sheets.
- The cell address, or "cell reference," for the active cell (for example, B2) appears in the Name box, located to the left of the formula bar.
- The column and row headings (for example, A, B, C, and 1, 2, 3) for selected cells appear in a darker gray than non-selected cells.
- To commit data to a cell, you can press RETURN, TAB, or any of the arrow keys. The key you press determines which cell becomes the active cell.
- By default, text data appears aligned to the left in cells and numerical data appears aligned to the right.
- To format data (for example, to make numerical data appear as currency), you first have to select the cells containing the data that you want to format.
- Some of the more commonly used keyboard shortcuts include: z+C to copy data, z+V to paste data, and z+Z to undo the last change.
- You can edit data directly in the cell or in the formula bar.
- Closing a workbook does not quit the application. To quit Excel, click **Excel > Quit Excel**.