

SIMPLE EXCEL 2003: Getting Started

How to create, design and use a spreadsheet.

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Numeric entries can have a variety of formats. For example: Percentage (15%), Currency with two decimal places (\$15.00), Normal (15), etc. When you wish to change the format of a group of cells you must select the cells first so the program knows which cells you are referring to.

There are two methods for selecting, the Keyboard method which is often more accurate and the Mouse (click-drag) method. We will be using the Keyboard method this time.

Step 10. Select cells B3 to B6 as they contain numbers.

SELECTING CELLS

- Click on cell **B3** to specify this is the first cell
- Hold down the **Shift** key which is the select key (Keep holding the Shift key down)
- Press the **Down Arrow** key until you reach cell **B6**
 - * Your cells should be highlighted specifying they are selected, the first cell is in white indicating the location of your cursor
- Release** the Shift key

	A	B	C
1	BILL	AMOUNT PAID	
2			
3	Gas	134.5	13/11/2004
4	Electricity	114.3	7/11/2004
5	Telephone	220.5	8/12/2004
6	Rent	60	1/01/2005

Remember the steps for selecting as you will be regularly performing this function.

Step 11. Increase the decimal format to 2 decimal places using the Increase Decimal function.

INCREASE DECIMAL

- Have the cells selected that you wish to apply this function to
- Click on the **Increase Decimal** icon located on the Formatting toolbar
 - * The decimal position will increase each time you click on the icon



134.50
114.30
220.50
60.00

Step 12. Cancel the Select function that is placed on the cells.

CANCEL A SELECTION

- Press the **Down** or **Up Arrow** key or **Click** anywhere on the sheet
 - * The highlight is removed

Step 13. In cell A8 enter the text Total. (Click on cell A8, enter text, press Enter key to close the cell)

The most famous feature of Excel is its ability to perform calculations. By entering a formula to a cell that calculates with cell references and not actual numbers is a huge benefit which you will now discover.

All formulae are entered into a cell by starting it with the equal symbol (=), the equal symbol specifies that the cell does not contain an actual number but a number that is a result from a formula. The reference bar will display the formula whereas the cell will display the result.

Step 14. Calculate the total in cell B8, being the result of summing the amounts in cells B3 to B6. Use the Sum formula to do so.

The formula detailed below will sum the total amount based on the amounts entered to cells B2 to B6 and place the result in cell B8.

```
=SUM(B3:B6)
```

SUM FORMULA

- a. Click in cell **B8** to place the cursor
 - b. Type =**SUM**(
 - c. Move to cell **B3** with your Up Arrow key
 - d. Hold the **Shift key down** and move to cell **B6** by pressing the Arrow keys
 - e. **Release the Shift key**
 - f. Type **)** (a close bracket)
 - g. Press the **Enter key**
- this indicates where the result is to be placed
 - this is the sum formula
 - this is the beginning of the range of cells
 - this selects the cells B3 to B6
 - indicating these cells are selected
 - as we have finished selecting
 - this specifies the end of the range you want the sum formula to be applied to
 - to finalise and perform the formula
- * Notice a dashed border appears around the cells
- * The result of the formula is now displayed

The result entered into cell B8 should be \$529.30.

If you make a error press the Escape key several times and retry.

	A	B	C	D
1	BILL	AMOUNT PAID		
2				
3	Gas	134.50	13/11/2004	
4	Electricity	114.30	7/11/2004	
5	Telephone	220.50	8/12/2004	
6	Rent	60.00	1/01/2005	
7				
8	Total	=sum(B3:B6)		
9				

Step 15. Select cells B3 to B8. (Click on cell B3, hold down the Shift key, press the Down Arrow key until you reach cell B8, release the Shift key)

Step 16. Apply the Currency Format to the selected cells.

CURRENCY FORMAT



a. Click on the **Currency icon** located on the Formatting toolbar

Step 17. Cancel the Select function placed on the cells. (Press the Down Arrow key)

Often we may regret applying a function, lucky for us we have an Undo function that will undo the last function applied.

	A	B	C
1	BILL	AMOUNT PAID	
2			
3	Gas	\$ 134.50	13/11/2004
4	Electricity	\$ 114.30	7/11/2004
5	Telephone	\$ 220.50	8/12/2004
6	Rent	\$ 60.00	1/01/2005
7			
8	Total	\$ 529.30	

Step 18. Apply the Undo function which will undo the Currency format.

UNDO

a. Click on the **Undo icon** located on the Standard toolbar

* Notice the Currency format has been removed



You can use the scroll bar and view the last functions performed