**Basics of Excel**

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**Workbook**
1 workbook is made out of spreadsheet files. You can add it by going to (File > New Workbook).

**Cell**
Each & every rectangular box in a spreadsheet is referred as a cell.

**Function Builder**
Allows us to type / select a function. A set of function tells excel what calculations to perform.

**Rows**
are cells that run in a straight horizontal line.

**Column**
are cells that run in a straight vertical line.

**Active Cell**
is identified by a blue borders around the cell. It is the current cell that is being edited / focused.

**Worksheet**
A Worksheet is a single spreadsheet page. You can add a lot of work sheets in one workbook.

**Cell Referencing**
Identifies the location of a cell by what row and column intersects on the cell. Cell referencing shows a letter and a number. The letter shows which row the cell belongs and the number tells the column.
Sum
allows you to add together a row/column of numbers. You can do the sum function by pressing the fx button and select the sum function. Make sure to enter the correct cell referencing. Ex. (B8:N8)

Average
allows you to find the average of a row/column of numbers. Do this function by pressing the fx button and select the 'average'. Make sure to enter the correct cell referencing. Ex. (B8:N8)

Max
allows you to find the highest number value from a set of numbers. Press the fx button and select the 'max'. Make sure to enter the correct cell referencing. Ex. (B8:M8) means to find the max number from cell B8 to M8.

Min
allows you to find the lowest number value from a set of numbers. Press the fx button and select the 'min'. Make sure to enter the correct cell referencing.

Rename sheets
You can rename sheets by double clicking on the sheet’s name located below the spreadsheet. Type in the name you want to rename.
Copy Handle
You can copy numbers in a row/column easily by dragging the blue dot located at the right bottom corner of the blue highlight box. You can also easily list the name of months in a row/column by typing in a month and dragging the corner blue dot.

Format The Cell Type
(Highlight a set of cells > Format > Number > Currency > Choose a currency symbol) allows you to format the type of currency (money) automatically every time you enter a number.

Borders
You can add borders around a group of cells by highlighting the range of cells where you want to add a border. Then click ‘Border’ under font on the home tab. Click any cell border that you want to apply.
If Statement allows you to classify values from a set of numbers. Press the fx button and select the ‘IF’. Enter your cell referencing on a cell you want to classify (value1). Choose the connectors, whether you want the sentence to include “is greater than”, “is lesser then”, “is true”, “is equals to”, etc. Then enter the value you want to compare the value in the cell with (value2). Then decide to call it anything if it either meets or doesn’t meet that certain value2. Make sure you name these with a quotation. Press enter when you are done and Excel will automatically calcify the number for you. You can then use the copy handle technique to easily do the same function with other cells in the row.

Conditional Formatting allows you to classify values by using cell colors. Highlight the row/column of numbers you want to classify. Go to Format, then select on ‘Conditional Formatting’. A blank box will appear and click on the bottom left corner where it shows a ‘+’ sign. Select different styles such as 3-color scale to classify values into 3 colors. Then enter the value of the middle number. Click enter and the row of numbers will be highlighted in different colors representing it’s value.
Sheet Linking allows you to move the chart to another worksheet. Firstly, double click and select ‘Move Chart’. A preferences box will appear. Select to ‘New sheet’ and rename the worksheet. There will be a new worksheet with the graph that feels the whole sheet.

Graph allows you to graph values. First, highlight the set of numbers you want to graph. Click on the graph upper heading, which says all. Then select clustered column. A bar graph will then appear on your spreadsheet. In the upper categories, you can also go to chart layouts to re-edit the graph like adding chart titles on top of the graph, the left side, right side, or even the bottom. Double click and select ‘add data labels’ to label the value of the graph.
Merging cells allows you to merge a range of cells into only one cells. You can do this by selecting the range of cells you want to merge. Then in the home category above the spreadsheet, click on the merge button. Excel will then merge these cells together.

Nested IF allows you to classify a value into words, just like the IF function. However, Nested IF allows you to classify these values into more groups of words. In other words, there are more than 2 conditions that the value1 falls into. Therefore, Nested IF could be defined as a IF function inside an IF function.

To do that, first we should make the IF function but do not fill in the alternative condition like the above. Therefore, when we look at our function, there would be only 1 condition, “Bad Sale”. To insert an IF function again, you need to do it manually by typing down a comma, then type another function in with a different value2 and condition. You can fill in as many functions that you want as long as you don’t put a closing bracket in the middle of adding a new one, and putting a comma between it these function. When the whole function is finished, you can then close the bracket with as many opening brackets you used.

Press enter and you can see where your value1 falls into which condition. You can do the same with other values in the row/column by using copy handle.