

## 1: Excel Tutorials - Discover The Secrets of Creating Dynamic Spreadsheets!

*Excel is the spreadsheet application in the Microsoft Office suite. Get help organizing and calculating data in this Excel tutorial.*

Microsoft Excel is a powerful spreadsheet application that can be used for anything from a simple database all the way up to a full fledged Windows application full with windows forms, macros, and add-ons. You can use Excel to calculate a car loan payment, graph data, manage customer records, keep an address book, etc. Excel is currently used by most large financial institutions for daily financial data analysis. It has a huge range of financial functions, formulas, and add-ons that allows you to use Excel to store and analyze data in a simple, quick way. Open Excel and a new workbook will automatically be created. A Workbook is the top level object in Excel. It contains Worksheets, which hold all the actual data that you will be working with. A workbook starts off with three worksheets, but you can add or delete worksheets at any time as long as there is at least one worksheet in a given workbook. Now depending on the version of Excel you are using, the following screen may look completely different. Microsoft has changed the interface wildly from Office to to and finally in Office just makes the look more clean, but the overall layout is still the same. Across the top, you have the Excel ribbon with multiple tabs and also a bunch of little icons at the top in the Quick Access Toolbar. These little icons let you perform very common Excel functions like adding or deleting rows in the worksheet or freezing panes, etc. If you want to customize the ribbon interface, i. By default, it shows you the popular commands, but you can click on the dropdown to see all the possible options for different tabs. Also, one option I really like is choosing Commands Not in the Ribbon from the dropdown. This is the default number that every Excel workbook starts off with. This is where you can perform many common tasks such as opening a workbook, creating a new one, printing and more. Getting Started with Excel The best way to learn anything is to actually do something useful and Excel is the best example of this! Sounds like a simple problem and it is once you get the formula in your head! In Excel, the columns are labeled starting from A and continuing to Z and beyond. A cell is simply a particular row number and column, i. A1 is the very first cell in an Excel worksheet. The grid is now nicely centered with all the data directly underneath the headings. Click on cell A1 and drag the mouse while holding the button down to cell D1. Right click and select Format Cells. Now there are two options you have at this point. This floating menu is kind of a popular options toolbar that lets you quickly change the font, change the text size, format the cell as money or percentage, lets you change the background or font color and add borders to the cell. If you have to do some more advanced formatting not available in the quick toolbar, then go ahead and open the dialog. In the Format Cells dialog, click on the Patterns tab and select a color from the palette. I chose yellow to make it distinct. This time go to the Border tab. Click on the Outside and Inside buttons and you should see the small display box directly below the buttons change accordingly with the borders. Click OK and you should now have black lines between all of the cells. You can do this type of formatting for your data also in the way you feel appropriate. So we want to first calculate the average grade for our 5 students after their 1st three exams. Add a header called Sum in column F and Avg in column G and format them the same way we did the other header cells. When you type in the first parenthesis, Excel will display a little label showing you what types of variables this function takes. The word SUM is a built-in function in Excel which calculates the sum of a specified range of cells. At this point after the first parenthesis, you can select the range of cells you want to sum up! No need to type the cells one by one! Go ahead and select cells B2 to D2 and you will see that the formula is automatically updated and is in blue. And now you have the sum of the numbers! Not too hard right! However, you might say that it would be a royal pain to do this for a set of or students! Click on cell F2 and then move your mouse slowly to the lower right edge of the cell. Press Enter and you now have entered your own average formula! You can use parenthesis and perform all the math functions in this same way. Excel will calculate the average for the rest of the cells using your formula. We have to know three pieces of information: Here is the formula, which I got from this site. So the equation would become: You should now see the grade required and also the formula in the formula bar above the column names. As you can see below, Student A needs to get at least a 49 to make

sure they get a 70 passing score for their final grade. Again, grab the bottom black box of the cell and drag it down to the bottom of the data set. Please leave your comments on this Excel tutorial! August 9, by Aseem Kishore. He began blogging in and quit his job in to blog full-time. He has over 15 years of industry experience in IT and holds several technical certifications.

### 2: Download Office Service Pack 3 (SP3) from Official Microsoft Download Center

*Find training and tutorials for Office and Office apps, including Outlook, OneNote, Word, Excel, PowerPoint, Skype for Business, and more! Try Microsoft Edge A fast and secure browser that's designed for Windows 10 No thanks Get started.*

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### 3: Free Excel Tutorial at GCFGlobal

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### 4: Office Training Center - Office Support

*This practical, hands-on tutorial expertly builds your skills with Microsoft Office Excel â€”one step at a time! With STEP BY STEP, you work at your own pace through easy-to-follow lessons and practice exercises to learn exactly the tools and techniques you need.*

### 5: Microsoft Online Training for Excel - Microsoft Community

*Microsoft Office Excel Complete is designed for beginning to intermediate users of Microsoft Office This self-paced, self-instructional info provides you with all the instruction important to show right into a Microsoft Office Specialist on the Expert diploma for Excel.*

### 6: Excel help - Office Support

*MS Excel Basics (Tutorial Complete) Congratulations, you have completed the Excel tutorial. Tutorial Summary. Excel is a version of Excel developed by Microsoft that runs on the Windows platform.*

### 7: Spreadsheet Software - Excel Free Trial - Microsoft Excel

*O Microsoft Office Excel identifica dentro da Área selecionada o que irá ser apresentado como título e como legenda, porque o programa "entende" que, na maioria das vezes, a Área selecionada está disposta segundo padrões que facilitam a identificação dos elementos.*

### 8: Microsoft Office and Windows Tutorials, Tips and Resources

*Microsoft Office Excel - A popular program that allows you to create and edit spreadsheets. Spreadsheets are designed to work well with numbers but often include text. You store data in Excel columns and rows that can then be organized and/or processed.*

### 9: Microsoft Office Excel Complete Tutorial - Ebook pdf and epub

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