

# Computer Times

Your Newsletter About Trends in Technology



Mr. Breitsprecher's Edition

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FREE!

Getting Started  
With Excel

## Excel: Spreadsheets Made EASY!

**Spreadsheets** are grids that organize information in rows and columns. Each piece of information in a spreadsheet is placed in one square of the grid.

Microsoft's spreadsheet is called **Excel**. An Excel file is called a **workbook**. Each Excel workbook consists of three **worksheets** or spreadsheets.

Letters A, B, C and so on identifies columns in Excel. The rows are identified by numbers 1, 2, 3, etc. The spreadsheet grid consists of a collection of squares that are called **cells**. Each cell is identified by the interception of its column number and row letter, which is called a **cell address** or a **cell reference** (i.e. A1, B3, C7 etc).

The cell that is currently being used is called the **active cell**. It is highlighted by a border, which is called the **cell selector**. You can move around the spreadsheet with either the mouse or keyboard.

You can change the active cell by using the mouse to click on the new location. For most of us – that will be the easiest way to get started. There are also keys that help us get around Excel. Here are a few:

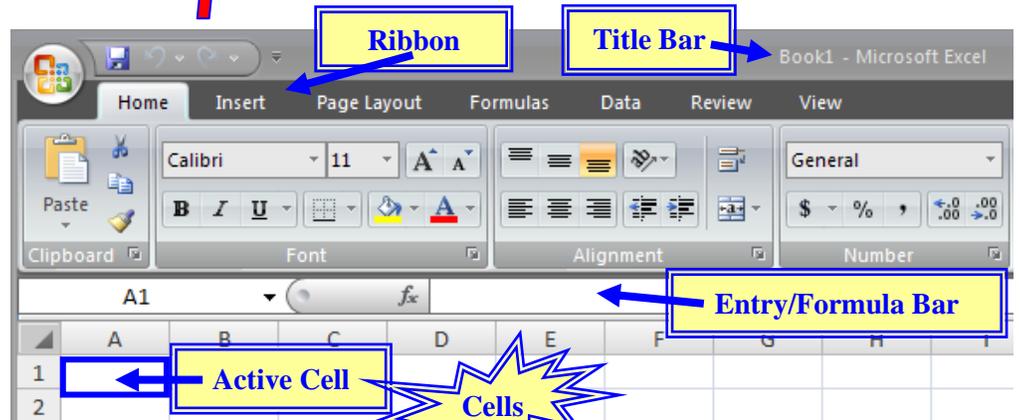
**Left Arrow:** One Cell Left

**Up Arrow:** One Cell Up

**Right Arrow:** One Cell Right

**Down Arrow:** One Cell Down

**Home:** Cell A1



Main Parts of Excel Workbook

### Getting Started With Excel

We will get started using Excel with three simple projects: Thompson, Inc.'s billing records; Clark's Toys inventory; and National Grocery's Customer billings.

Columns are shown **ACROSS THE TOP** of the worksheet as letters: **A B C D E** and so on. Columns extend down.

Rows are shown **DOWN THE LEFT SIDE** of the worksheet as numbers: **1 2 3 4 5** and so on. Rows extend across.

The intersection of a column and row is called a **cell**. The column letter is read first, then row number (Ex.: A1, C3, D2 or the dog cell – K9)

When we work with Excel, we call text or things that are meant to be read **labels**. Numbers that will be calculated are called **values**. If you make a mistake with an entry, use one of the following to correct it:

**Backspace Key:** Erases errors left of blinking insertion point.

**Insert Key:** Erases errors by allowing typeover.

**Delete Key:** Erases errors right of blinking insertion point.

**Esc Key:** Press Esc until READY appears in the lower left-hand corner of the window (**Status Bar**).

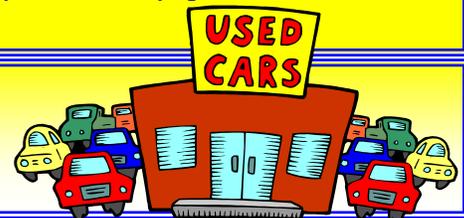
Open Excel and a new workbook will appear. On the back of this handout are the three projects you will create. If you have any questions, **PLEASE ASK FOR HELP!**

**BROOKFIELD AUTOMART**



Mooreland Plaza

Why go anywhere else  
to get cheated? Why  
not come here first!



### Getting Started

1. Create a new WORKBOOK and save it as **excelOneThopsonClarksNations** (camelcase)
2. Rename the three sheets:
  - a. **thompsonInc**
  - b. **clarksToys**
  - c. **nationalGrocery**
3. Enter the data as shown in each screenshot. Do not format your work, our purpose is to get information organized into our workbook.
4. We will add formulas to calculate **TOTAL** (Thompson, Inc), and **PROFIT** (Clark's Toys).
5. We will add values for **AMOUNT PAID** (National Grocery) and use a formula to calculate **AMOUNT OWED**, updating that value as our customers make payments.
6. We will format the worksheets later.

	A	B	C	D	E
1	Thompson, Inc				
2	By: Your Name				
3					
4	Part	Labor	Material	Total	
5	A121A	354.65	329.49		
6	C67X	338.59	283.47		
7	399Y	116.9	121.38		
8	C8V	23.49	17.56		
9	RWT10	121.49	99.13		
10	I9Y	87.59	124.95		
11	U48L	139.99	57.25		
12	X31	382.35	224.25		
13	J412	125.79	65.75		
14	Z100	429.39	325.43		
15	W23F	49.59	99.48		
16	G121X	125.59	279.68		
17	J912	79.85	186.37		
18	H798P	85.19	27.58		
19	D1212	212.79	65.78		
20					
21					
22					

Excel is FUN! It is also an easy way to manage data for your business.

	A	B	C	D
1	Clark's Toys			
2	By: Your Name			
3				
4	Item	Cost	Retail	Profit
5	Stickers	4.99	6.25	
6	Puzzles	5.59	7.69	
7	Dolls	6	8.99	
8	Footballs	8.29	9.49	
9	Horses	4	6.5	
10	Bears	5.29	7.59	
11	Balls	3.99	5.79	
12	Chalk	1.99	4.25	
13	Models	4.99	8.99	
14	Animals	3.99	6.25	
15	Heroes	2.99	5.99	
16	Baseballs	2.59	4.99	
17	Bats	3.99	5.49	
18	Gloves	4.79	6.39	
19	Caps	1.99	3.79	
20				
21				

	A	B	C	D	E	F
1	National Grocery					
2	By: Your Name					
3						
4	Customer Name	Amount Owed	Amount Paid	Amount Owed		
5	Bouie, L.	40.46				
6	Ohms, D.	13.49				
7	Prone, A.	98.29				
8	Witt, J.	83.49				
9	Priest, B.	70.67				
10	Oatly, N.	32.38				
11	Shurr, P.	14.36				
12	Tracz, M.	57.67				
13	Jones, R.	35.85				
14	Hahn, B.	85.45				
15	Rick, J.	125.39				
16	Swan, W.	78.45				
17	Berg, L.	25.12				
18	Hock, C.	15.25				
19						
20						
21						
22						
23						
24						
25						

Spreadsheets let me get my work done – faster and less-effort.