

Excel Mini-Exercise 1 Getting Started

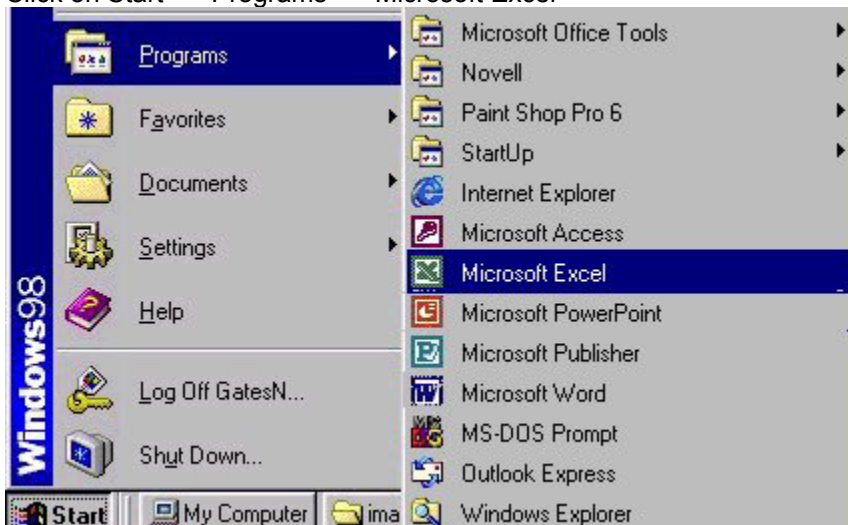
Assessment and Design Strategies

- **Open Excel**
- Starting Microsoft Excel
- Two Ways
 - Double click on the Microsoft Excel icon on the desktop.



Microsoft
Excel

- Click on Start --> Programs --> Microsoft Excel



- Choose New worksheet
- Type in the numbers from 5-50 and 2-20 and 258-789 (like this)

5	2	258
10	4	36
15	6	269
20	8	458
25	10	978
30	12	555
35	14	336
40	16	123
45	18	456
50	20	789

- Go back and insert a new column in front of column A
 - Click on Column A -> insert -> column (from menu bar)
 - It should now look like:

	5	2	258
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	10	4	36
	15	6	269
	20	8	458
	25	10	978
	30	12	555
	35	14	336
	40	16	123
	45	18	456
	50	20	789


- Skip a couple of rows and in column A (i.e. A12) Type TOTAL
- To Total- **try these**
 - Click in the cell you want it to show the total-> click the summation sign Σ from the menu bar and highlight the cells you want it to total- click enter
 - You can also, highlight the cells in a column and click the summation sign and it will total it by itself (but will default to the cell below the list)-you can cut and paste that total to the cell you want and the formula will remain

	5	2	258
	10	4	36
	15	6	269
	20	8	458
	25	10	978
	30	12	555
	35	14	336
	40	16	123
	45	18	456
	50	20	789
Total	275	110	4258

- Excel works by “recognizing” characters in a cell-especially the first item
 - 245 means a number
 - 4/5/02 means a date
 - a letter means text
 - = means a formula will follow
- click in the next column (i.e. column E)
- enter =
- create some formulas (to explore what happens) by using the following:
 - * multiples
 - + adds
 - - subtracts

- / divides
- () contain units

Creating Formulas

1. Click the cell in which you want to enter the formula.
2. Type = (an equal sign).
3. Click the Function Button 
4. Select the formula you want and step through the on-screen instructions

Order of Operations Excel Uses

Precedence	Operation	Operator
1	Exponentiation	^
2	Multiplication	*
2	Division	/
3	Addition	+
3	Subtraction	-
4	Concatenation (putting 2 strings together, like Jenn & ifer)	&
5	Equal To	=
5	Greater Than	>
5	Less Than	<

Congratulations! Go on to the Grade Book Exercise