

# EXCEL- LEVEL 1

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## Steps Taken to Prepare a Spreadsheet

- Determine the desired outcome.
- Organize your information.
- Determine the columns that will be needed.
- Choose an appropriate title.
- Open your **EXCEL** program.

## Typing Data Into Your Spreadsheet

- Begin in cell A1 to type your title.
- Begin in cell A2 to type your subtitle, etc.
- Begin in cell A4 to type the column heading.
- Enter as you type in data.
- Complete typing in data.
- Through **File, Save As** and name your file.

## Formatting Your Spreadsheet

- Use automatic column width adjustments.
- Text will automatically left align, numbers will automatically right align.  
You may force a change in alignment (ex. centering)
- Select a column before changing format for entire column.
- Select a row before changing format for entire row.
- Save your file.

## Adding Formulas

- Place your cursor in the cell where you wish the answer to appear.
- NOTICE that all formulas begin with =
- You may add, subtract, multiply, or divide contents in cells...ex. =C7\*D7
- You can use the function wizard to prepare a formula using a function...ex. =SUM (C7:C12)
- If desired, extend your formulas to adjacent cells.
- Save your file.

## Formatting Currency

- Highlight the cells you wish to change.
- Through **Format**, choose **Cells**. You can change the numbers to currency; change the decimals, set percentages, etc.
- You can also change the font or the size of the font.
- You can place a border around the highlighted cells.
- Save your file.

## Centering Your Title and Subtitles

- Highlight the cell where your Title and Subtitle begin and extend it the width of the columns used in your spreadsheet.
- Click on Center Across Columns icon located on your formatting toolbar.
- Save your file.

## Printing Your Spreadsheet

- Through **File**, select **Page Setup**.
  - **Page** folder will let you change to landscape
  - **Margin** folder will let you center vertically and horizontally
  - **Header/Footer** folder will let you remove existing headers and footers or replace with your customized choices.
  - **Sheet** folder will let you print with grids and/or Row and Column Headings
- Through **File**, select **Print**