Office 2013 Excel I Training Guide

Excel has many basic features that can assist you with the creation of a worksheet. Many of these features only require one or two steps to use. This training guide will help with some quick and simple steps you can take to make using Excel easier for you.

Quickly Change Row/Column Sizes

1. Place your cursor between the row numbers or column letters. When you see your cursor change to a line with an arrow pointing each way from it click and drag to make rows taller/shorter and columns narrow/wider.

2. You can also change the size of all cells in a worksheet by clicking the icon located to the left of the column names and above the row names. Clicking the icon will select all cells in the worksheet. You can then change the column and row sizes for all cells at once.

The Fill Handle

The fill handle is used to copy information from one cell to another. This can be done with patterns, dates, formulas and more. The steps below show an example of using the fill handle to create a list of months.

1. Type in the first month of your list
2. Select the cell you entered the month in.
3. Click the fill handle in the lower right corner of the selection.
4. Drag up, down, or to either side to move copy the data. If the data is a pattern, then you will see the next item in the pattern sequence.

Grouping Worksheets

Excel allows worksheets to be grouped together so information entered on one, appears in the same location on all grouped sheets.

1. Check your worksheets for data. Once grouped, typing in a cell will erase any data in the same cell on other worksheets in the group.
2. Hold the control (Ctrl) key and click on the worksheets that you want to group.
3. The grouped worksheets will appear highlighted (ones with the white background), and the title of your workbook will add the word [Group] until grouping is turned off.
4. To turn off groups, click on a worksheet that is not part of the group or repeat the above steps to deselect the worksheets that were added to the group.
Sorting Data
Knowing how to sort your data properly can help with everything from reading data, to creating charts. Excel allows quick sorting in ascending/descending order. You can also sort by multiple criteria. A multiple criteria sort allows you to sort by column headers, sort on values or font/cell color, and set an order for the data to be listed.

Quick sorting data
1. Select a cell in the column you would like to sort.
2. Click Sort & Filter button on the home tab of the Ribbon.
3. Click Sort A to Z to do an ascending sort (A to Z or smallest to largest) of your data.
4. Click the Sort Z to A menu to do a descending sort (Z to A, largest to smallest) of your data.

Sorting data by multiple criteria
1. To sort by multiple criteria at once, click the Sort & Filter button on the home tab of the Ribbon.
2. Click Custom Sort... to sort by multiple criteria.
3. Check to make sure the My data has headers box is checked if you have included your headers in the data selection. This allows you to use column headers as the options to select in the Sort by drop down menu.
4. Select the criteria for sorting using each of the 3 dropdown menus.
5. Click the Add Level button to add multiple criteria to the sort.
6. Select the second set of criteria for the sort.
7. Click the OK button.

Text-to-Columns
Excel can help take text in one column (example: first and last name) and split it into two separate columns.
1. Select the column with the data to be split.
2. Select the Data tab on the ribbon.
3. Click the Text to Columns button.
4. Choose how your data is separated.
   a. Delimited: Data is separated by characters or spaces (ex: commas or tabs).
   b. Fixed Width: Fields are aligned in columns with spaces between each field (ex: zip codes- 61048 5552).
5. Select **delimited** and click **next**.
6. Select the **delimiter** that separates the data. The preview will allow you to see where the data will be split.
7. Click **Next**.
8. Choose the **data format** and **destination** for the split data to be placed.
9. Click **Finish**.

**Freeze Panes**

Freeze panes allows you to lock in the first row, column, or a combination of columns and rows. The freeze option keeps the selected areas from disappearing while scrolling vertically or horizontally. One example of using freeze panes is to lock row 1 if it contains headers. Then if you scroll down your data list the headers will not fall off the page and instead will always be viewable.

There are 3 options to freeze panes: Freeze top row, freeze first column, or freeze panes (can freeze both rows and columns).

Freeze top row:

1. Select the **View** tab on the ribbon.
2. Click **Freeze Panes** button.
3. Select **Freeze Top Row**.

Freeze first column:

1. Select the **View** tab on the ribbon.
2. Click **Freeze Panes** button
3. Select **Freeze First Column**.

Freeze panes (row and column):

1. Select the upper-left most cell to be outside of the frozen panes.
   **Example:** If you would like to freeze the top row and the first 3 columns, then you would select cell D2. This is the first cell below the frozen row and after the frozen columns.
2. Select the **View** tab on the ribbon.
3. Click **Freeze Panes** button.
4. Select **Freeze Panes**.