

Introduction to Microsoft Excel

Headings

Instructor: Jamie Pena



Housekeeping

• **Tech Tuesdays:** 3:00 – 4:30 PM

10/1 - Citizen Science and Birding Apps

Explore birding apps such as e-Bird and Merlin and learn how you can contribute to bird-related projects and data collection.

10/8 - Your Google Account

Walk through the signup process for Google, then examine features such as Gmail, Google Calendar, Google Drive for online storage, and the Google Docs word processor.

Housekeeping

• **Videos** – video recordings of these classes are available through the library's event calendar at:

<https://jclibrary.librarymarket.com/events/month>

• One-on-One Tech Help

Request assistance with technical questions. Ask a staff member for assistance or...

Online: <https://jclibrary.info/use-the-library/technology/>

Phone: 360-385-6544



Fridays, 2:00 - 3:30 pm
Jefferson County Library, Humphrey Room

6-Sept	Entering Data
13-Sept	Formatting Text
20-Sept	Headings
27-Sept	Organizing a workbook
4-Oct	Analyzing Data
11-Oct	Formulas
18-Oct	Inserting Charts
25-Oct	Saving and Printing

Note about Excel

- Please note that in these classes we will be learning how to use Microsoft Excel 2019.
- If using a different version, features may be in locations other than what is in this class.

Warm Up

How is this spreadsheet organized?

	A	B	C	D	E	F
1	Food		Bills		Clothes	
2	Expense	Cost	Expense	Cost	Expense	Cost
3	Rice	\$ 5.00	Rent	\$ 600.00	Socks	\$ 15.00
4	Banana	\$ 2.00	Electricity	\$ 100.00	Jacket	\$ 120.00
5	Milk	\$ 5.00	Phone bill	\$ 150.00	Shoes	\$ 80.00
6	Total	\$ 12.00	Total	\$ 850.00	Total	\$ 215.00

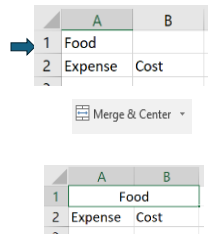
Learning objectives

- Make headings to name each category.
- Combine two cells with merge and center.
- Freeze headings to see them when adding new data.
- Use AutoSum to add up numbers.
- Change the format of data to accounting or currency formats.

Vocabulary

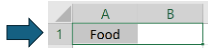
- **AutoSum** – a function that totals the numbers in a category.
- **Currency** – changing the format of a cell(s) to represent money.
- **Freeze** – to make a row or column always visible.
- **Heading** – title for a category. Usually in the first row or column.
- **Merge and Center** - useful for making a heading cover multiple rows or columns.

- Both columns A and B are about Food.
- I want to make the heading "Food" cover both columns.
- To do that I can **merge and center** cells A1 and B1.
- Merge and center will combine cells A1 and B1 and put the word "Food" in the center.
- Merge and center is useful for making a heading cover both columns.



To Merge and Center

- Highlight the cells you want to merge and center.

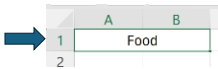


- On the ribbon click "Merge & Center"

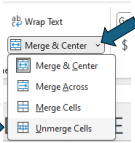


Unmerge A Cell

Highlight the cell.



Use the drop-down arrow next to Merge & Center.



Choose Unmerge Cells.



Freezing Panes

If I scroll down the sheet, my headings will disappear.

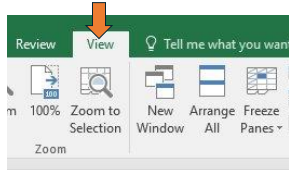
	A	B	
1	Food		
2	Expense	Cost	
3	Rice		5
4	Banana		2
5	Milk		5

I can freeze the top row.

If I freeze the top row, I can still see it when I am scrolling down.

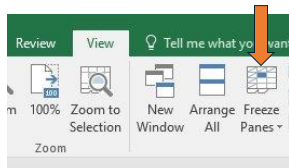
Freezing the first row

- Click the 'View' tab at the top of the ribbon.



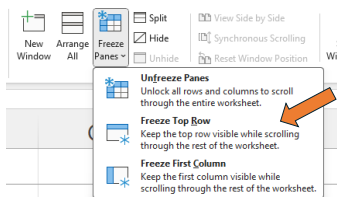
Freezing the first row

- Click 'Freeze Panes'.



Freezing the first row

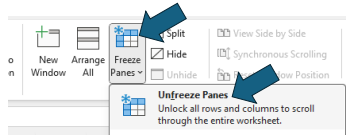
- Click 'Freeze Top Row'.



Unfreeze Rows

To unfreeze rows:

Click on View – Freeze Panes – Unfreeze Panes



Do It Together

- In cell C1, type "Bills"
- In cell C2, type "Expense"
- In cell D2 type "Cost"

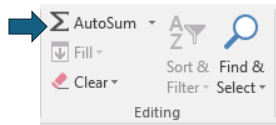
- I need to combine cells C1 and D1 to make a heading for "Bills". What should I click?

- Add the expenses and prices, but not the dollar signs.

AutoSum

Now, I want to know the total amount of money I spent in each expense category.

I can use **AutoSum**.



AutoSum will add up all numbers in a category.

Accounting

- All of the data I am entering into my spreadsheet is for expenses, or money, so I can change the format of the cells to **Accounting**.
- Highlight all of the cells in the “Cost” column for Food.
- Click the currency button in the ribbon (the \$).



Accounting vs Currency formats

	Accounting	Currency	
1.	Dollar sign (\$) is left-aligned.		1. Dollar sign (\$) is right-aligned.
2.	() for negative amounts.		2. - used for negative amounts.

1	Food
2	\$ 300.00
3	\$ 100.00
4	\$ 200.00
5	\$(1,250.00)
6	

1	Food
2	\$300.00
3	\$100.00
4	\$200.00
5	-\$1,250.00
6	

DO IT TOGETHER 2

- I want to sum up all of the expenses in the “Bills” column. What should I do?
- Now, I want to change the format of the data to Accounting. What should I click?
- Complete the clothes section.

Explore

- Open Excel.
- Click Blank workbook.
- Type "Expenses" into cell A1.
- Merge and center cells A1 and B1.
- Click 'View.'
- Click 'Freeze Panes'.
- Freeze the top row.
- Type some numbers into column A.
- Use AutoSum to add the numbers.
- Change the format to accounting or currency.

Task

	A	B	C	D	E	F
1	Food		Bills		Clothes	
2	Expense	Cost	Expense	Cost	Expense	Cost
3	Bread		5 Rent		800 Shoes	80
4	Rice		4 Electricity		95 Pants	55
5	Eggs		3.5 Phone		49 Shirt	20
6	Total		Total		Total	

- Create a blank workbook using the information above.
- **Merge and Center** the headings.
- **Freeze** the top row.
- Use **AutoSum** to add up the costs.
- Change the format to **accounting or currency**.

Organizing Expenses

Directions: Draw a line to connect the buttons with their names. Then, circle the buttons in the pictures of the ribbon below.



AutoSum



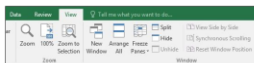
Freeze Panes



Merge & Center



Currency



Wrap Up

- What were the headings in our spreadsheet?
- What did we do to the top row so it wouldn't move when we scroll down?
- What button did we use to find the total costs?
- What button did we use to make our data show as money?

Next Class



- **Title:** Organizing a Workbook
- **Date:** Friday, September 27, 2 pm – 3:30 pm

Organize a workbook by using copy, cut, and paste to move data. Learn to insert and delete columns/rows and make new worksheet tabs to have multiple places to store data.

For assistance, please contact the Jefferson County Library at **360-385-6544** or information@jclibrary.info to set up a **One-on-One Tech Help** appointment.
