# Introduction to Microsoft Excel

**Entering Data**

Presenter: Jamie Pena

# Housekeeping

- Upcoming Tech Tuesdays:
- 10/1, 3 – 4:30 pm - Citizen Science and Birding Apps
- 10/8, 3 – 4:30 pm – Your Google Account

- One-on-One Tech Help – schedule an appointment to learn new digital skills and general tech assistance.

# 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.

# Learning Objectives

- How to locate an active cell.

- How to identify a cell by finding its row and column.

- How to enter information into a cell.

# Warm Up

- Use this survey to collect information to create your first spreadsheet.

| Title | Author | Subject | Date Begun | Rating |
|-------|--------|---------|------------|--------|
| Vagabonds | Jingfang, Hao | Fiction | June | 3 |
| The End of the World Running Club | Walker, Adrian | Fiction | July | 4 |
| Python Crash Course | Matthes, Eric | Non-fiction | May | 5 |
| Attack from Within | McQuade, Barbara | Non-fiction | May | 3 |
| Doppelganger | Klein, Naomi | Non-fiction | May | 3 |

# Warm Up

- What is your first name?

- What time did you wake up today?

- What did you eat for breakfast?

- How many activities do you have today?
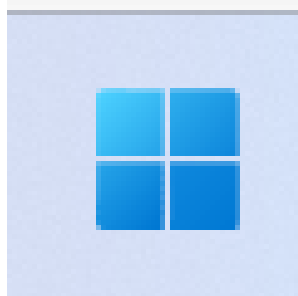
| Name | Wake-Up Time | Breakfast | # of Activities |
|------|--------------|-----------|-----------------|
|      |              |           |                 |
|      |              |           |                 |
|      |              |           |                 |
|      |              |           |                 |

# Microsoft Excel

- Excel is a program to organize information and numbers.

- Excel can help you make budgets to organize your spending, or schedules to organize your time.
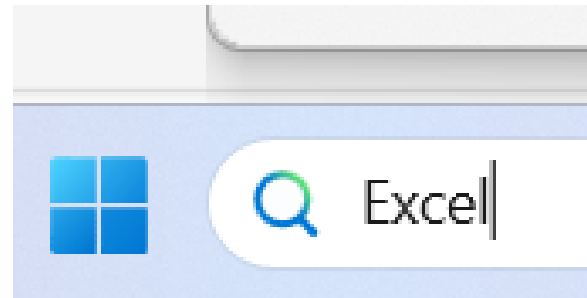
# Opening Excel – Microsoft Windows 11

- Use the following methods to open Excel in Microsoft Windows 11.

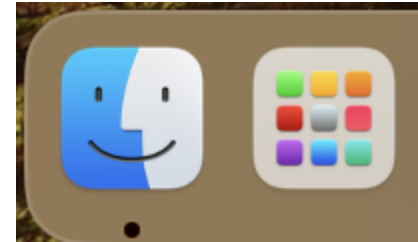**Microsoft Windows** - Start Menu, Search Bar

Start Menu

Search Bar

# MacOS

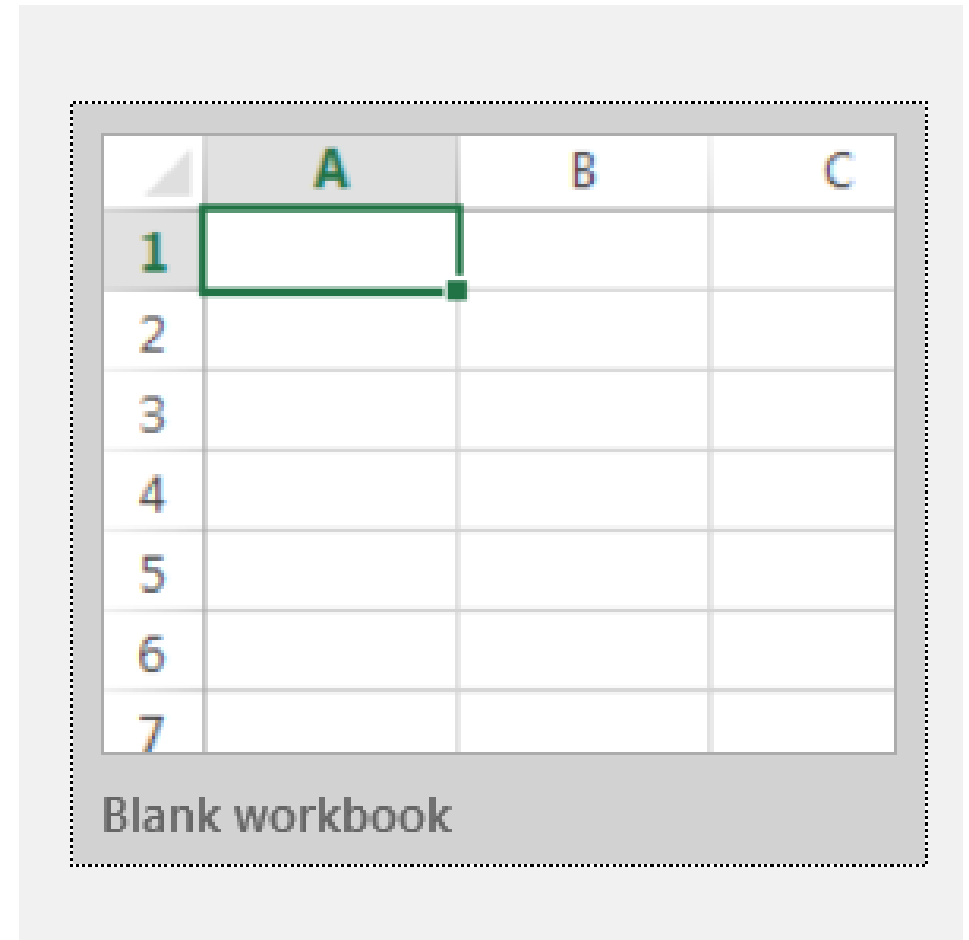- **MacOS** - Finder, the Dock, Launchpad, or Spotlight.

The Dock

Finder

Launchpad

Spotlight

Spotlight Search

# Creating a Workbook

- When I create a new spreadsheet in Excel, it is called a **workbook**.

- Once Excel is open, I click "**Blank Workbook**" to create a new spreadsheet.



Blank workbook

# Cells

- The first thing we notice is that my screen is filled with rectangles.

- These are called cells.

- I can enter data into the cells.

- The cell I am typing in is the **active cell.**

- It has a green border around it.

*Active Cell*

# Quiz

1. What do you call the boxes where you can write data?

2. Which cell can you write data in?

3. What is it called when you create a new Excel file?

4. Where are two places you can open Excel from?

# Columns

- Cells are organized into rows and columns.

- Columns are the vertical cells.

- They are represented with letters.

*Columns*

# Rows

- Rows are the horizontal cells.

- Rows are named with numbers.

*Rows*

# Identifying Cells

- Cells are identified by combing their column letter and row number.
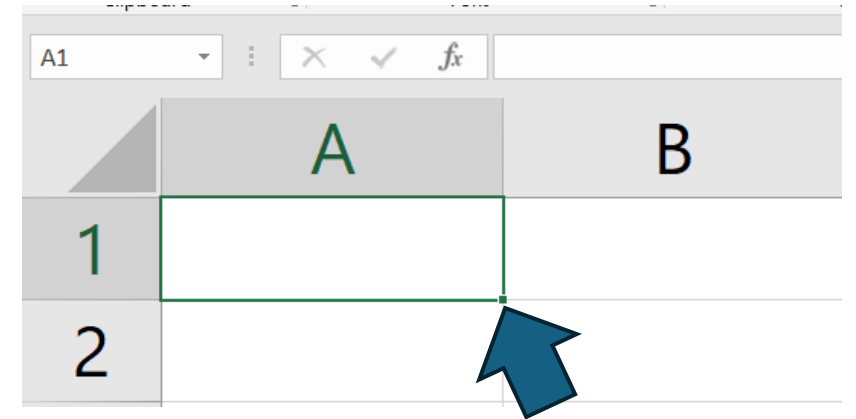
- Here the active cell is **A1.**

# Quiz – Columns and Rows

- What do you call the line of cells going up and down?

- How are they represented?

- What do you call the line of cells going left and right?

- How are they represented?
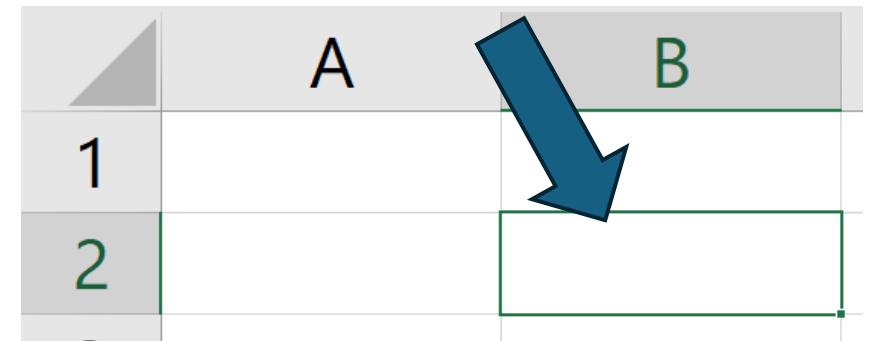
- What is this cell's name?

# Change the Active Cell: Clicking

- To change the active cell, I click on the cell I want.



Active Cell

# Changing the Active Cell: Keyboard Keys
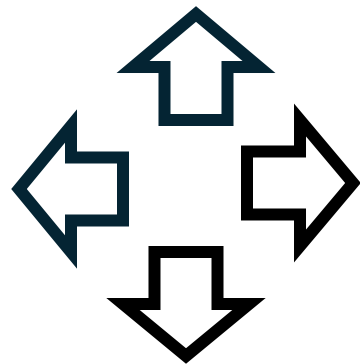
I can also use keyboard keys to change the active cell.

- **Enter** makes the active cell go down.  ⬚ ENTER

- **Tab** goes to the right.  ⬚ TAB

- The **arrow keys** move in all directions.

# Quiz – Moving the Active Cell

- Which keys can move the active cell down?

- Which keys can move the active cell to the right?

- Which key can move the active cell to the left?

# Adjusting Row and Column Size

- When a cell is too small to fit the data it can be adjusted.

- To  make a row or column bigger place your pointer between the column letter or row numbers.

- Click and hold, then drag the column or row to the desired size.

# Quiz – Adjusting Column and Row Sizes

- Where does the pointer need to go to adjust the row or column size?

- What symbol do you need before you adjust the column and row sizes?

- Using your mouse or touchpad, how do you adjust the column or row size?

# Practice

1. Open Excel.

2. Click on Blank workbook.

3. Enter your titles.

4. Where did you type your titles? Which rows and which columns?

5. Make the columns wider.

6. Where is the active cell?

7. Move the active cell 5 times.

8. Close Excel.

# Task

- Practicing what we've covered, take a moment to enter your survey data to create your own spreadsheet.

# Vocabulary

| active cell | row | column |
|---|---|---|
| A<br>Name<br>Jesse<br>Arjun | 1 Name Wake-up | |
| | | |

Which picture shows the active cell?
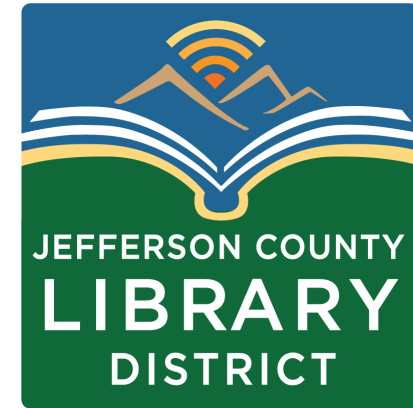
Which picture shows a row?

Which picture shows a column?

# Wrap Up

- Where can you enter data?

- What do you call a line of cells going up and down?

- What do you call a line of cells going left and right?

- What is a new Excel file called?

- How can you change the active cell?

# Next Class

- Title: Formatting Data

Practice making important text stand out using the buttons in the ribbon.

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