



University Information
Technology Services

Using Excel 2011® at Kennesaw State University

Getting Started

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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Introduction

Office 2011® has been designed specifically for the Mac® computer. Each Mac at Kennesaw State University includes the following *Office 2011* products: *Word*®, *Excel*®, and *PowerPoint*®. These packages will help you to develop useful documents, manage data, and create powerful presentations. This booklet, recommended for intermediate-level Macintosh® users, has been developed to help you get started with *Excel 2011*.

Learning Objectives

The learning objectives in this document include:

- Having the ability to open Excel 2011 and open a blank spreadsheet
- Understanding cells, cell ranges, and how to enter data
- Being able to enter formulas into the spreadsheet
- Knowing how to use functions
- Being able to adjust the size of columns and rows
- Having the ability to display the *Standard* and *Formatting* toolbars
- Understanding formatting options within the spreadsheet
- Being able to add, delete, and rename worksheets
- Knowing how to create charts
- Understanding how to print a spreadsheet
- Understanding how to print a specific area of the spreadsheet
- Knowing how to save a spreadsheet

Opening Excel 2011

The following instructions explain how to open *Excel 2011* on your Mac.

1. Double-click the *Finder* icon on the dock.
2. In the *Macintosh* window that appears, double-click the *Applications* folder.
3. In the *Applications* folder that appears, double-click the *Microsoft Office 2011* folder.
4. In the *Microsoft Office 2011* window, double-click the icon for *Microsoft Excel 2011* and the software package will open.

Opening a Spreadsheet

The following instructions explain how to open a new spreadsheet within Excel 2011.

1. From the menu options in the upper-left area of your screen, click *File*.
2. In the menu that appears, click *New Workbook*.

Cells

Cells are referenced in *Excel 2011* by their column letter and row number (see *Figure 1*).

To select a cell, simply point your mouse to the cell and click one time. You may also use the arrows on your keyboard to select different cells.

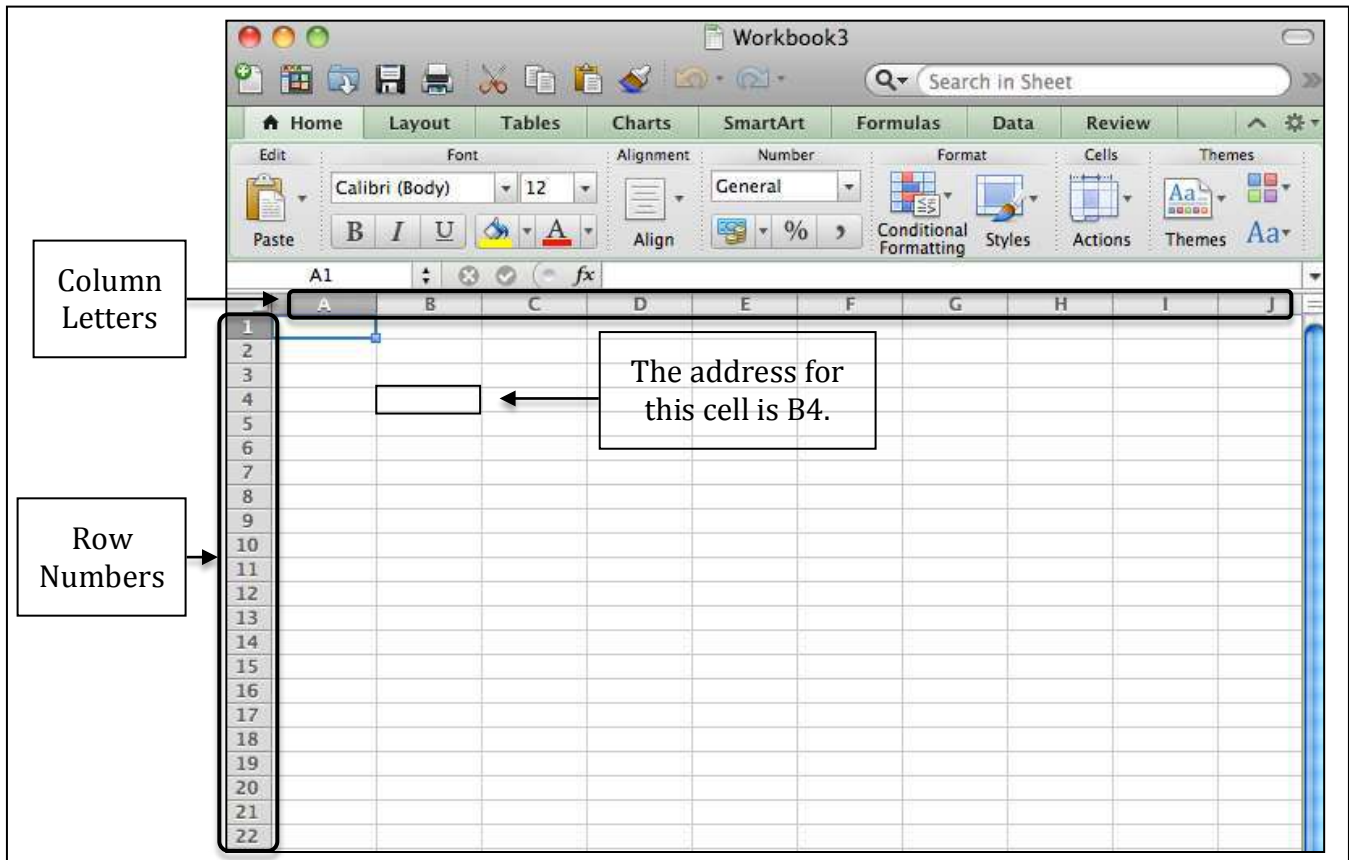


Figure 1 – Cell References

Cell Ranges

Sometimes it is helpful to select a range of cells. To select a range, follow the instructions below.

1. Use your mouse pointer to select the first cell in the range (for example, A1).
2. Then, with your mouse pointer hovering over that cell, hold the mouse button down.
3. Next, keeping the mouse button pressed down, drag the mouse pointer to the last cell in the range (for example, A6).
4. Finally, release the mouse button. This will select the range of cells (see *Figure 2*).

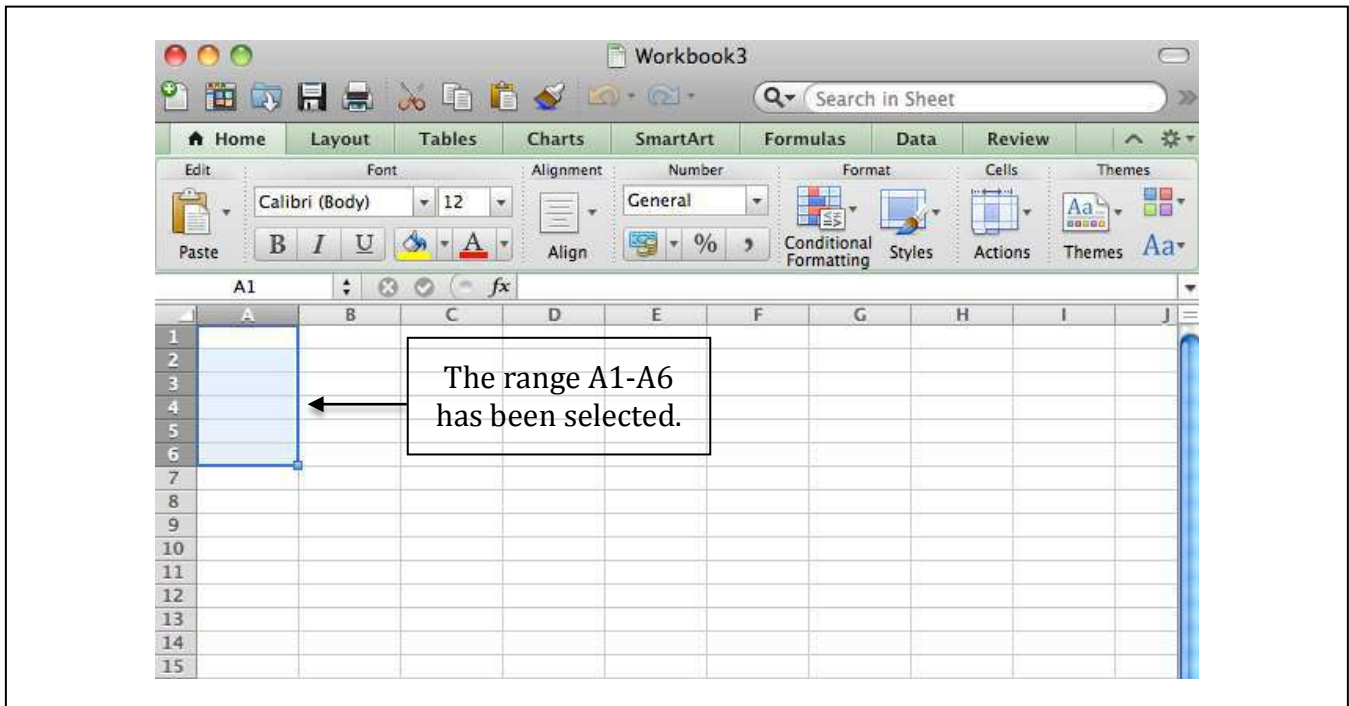


Figure 2 – Cell Ranges

Entering Data into the Cells

To enter data into the cells, simply select the different cells and type the words/numbers into the various spreadsheet locations. *Figure 3*, for example, shows a company's team members and the number of widgets that were sold for three specific days.

	A	B	C	D
1		Monday	Tuesday	Wednesday
2	Adam	5	3	4
3	Sharon	4	2	4
4	Julie	5	2	5
5	Mike	4	2	4

Figure 3 – Cells

Entering the Formulas into the Spreadsheet

Formulas are entered into the spreadsheet to provide you with quick and accurate calculations. Formulas are entered into the *Formula Bar* (see *Figure 4*) or the cell.

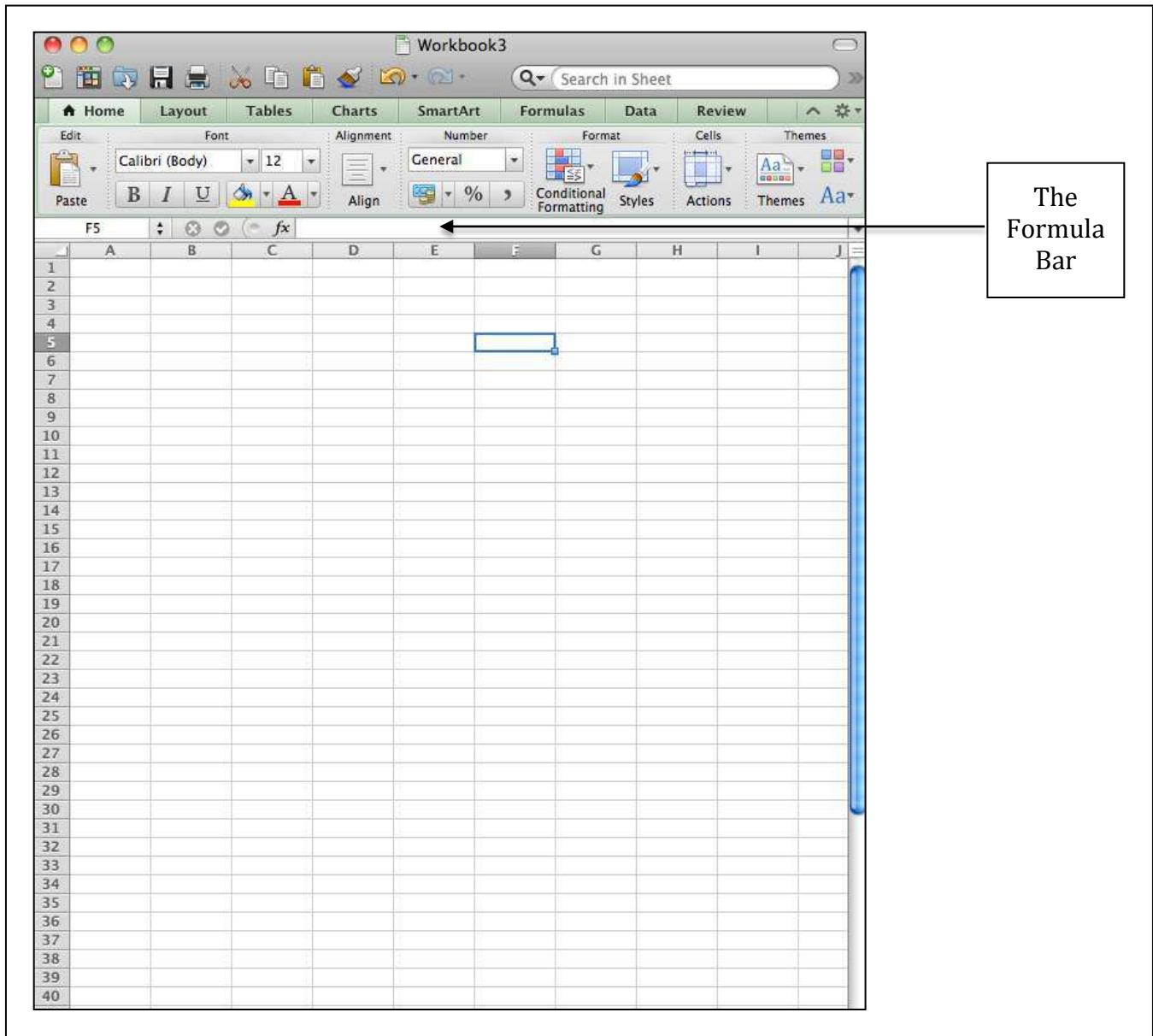


Figure 4 – The Formula Bar

Figure 5 shows some of the characters on your keyboard that can be used in formulas.

Use in Formulas	Character
Addition	+
Subtraction	-
Division	/
Multiplication	*

Figure 5 – Formula Table

The following steps explain how to calculate the total number of widgets that Adam sold in *Figure 6*.

1. Select the cell location on the spreadsheet where the total will appear. In *Figure 6*, you would select cell E2 for Adam.
2. *Excel* requires that all formulas begin with the following symbol: =
3. Enter your formula into the spreadsheet. In *Figure 6*, your formula would appear as: =b2+c2+d2
4. After you have entered your formula, press the *Enter* key and the result should appear in cell E2.
5. In *Figure 6*, it is not necessary to type this same formula again for the other sales team members. The following explains how to copy the formula to the other cells:
 - a. Select cell E2.
 - b. Allow your mouse to hover in the lower-right area of cell E2 until the cursor changes to a black cross (*example: +*).
 - c. Press and hold your mouse button down and drag the cursor to cell E5. When you release your mouse, the formula will be copied from cell E3 to E5.

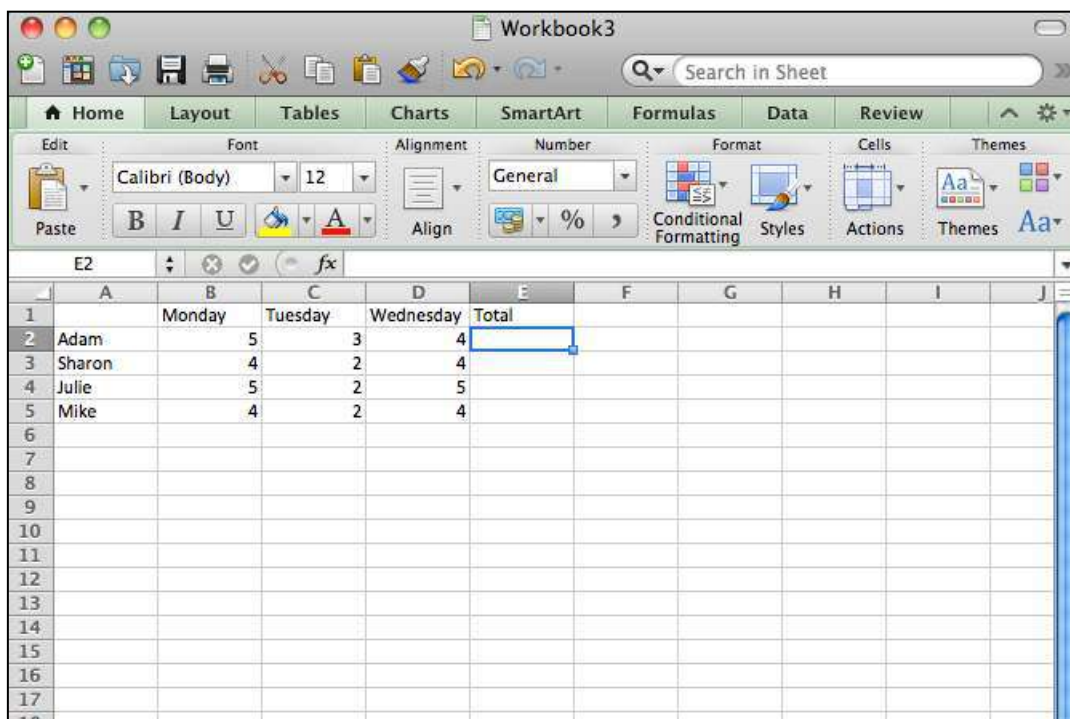


Figure 6 – Formula Example

Functions

The following explains how you could use functions to calculate the total number of widgets that Adam sold in *Figure 7*.

1. Place your cursor in cell E2, where your total will appear.
2. Click the *Formulas* tab (see *Figure 7*).

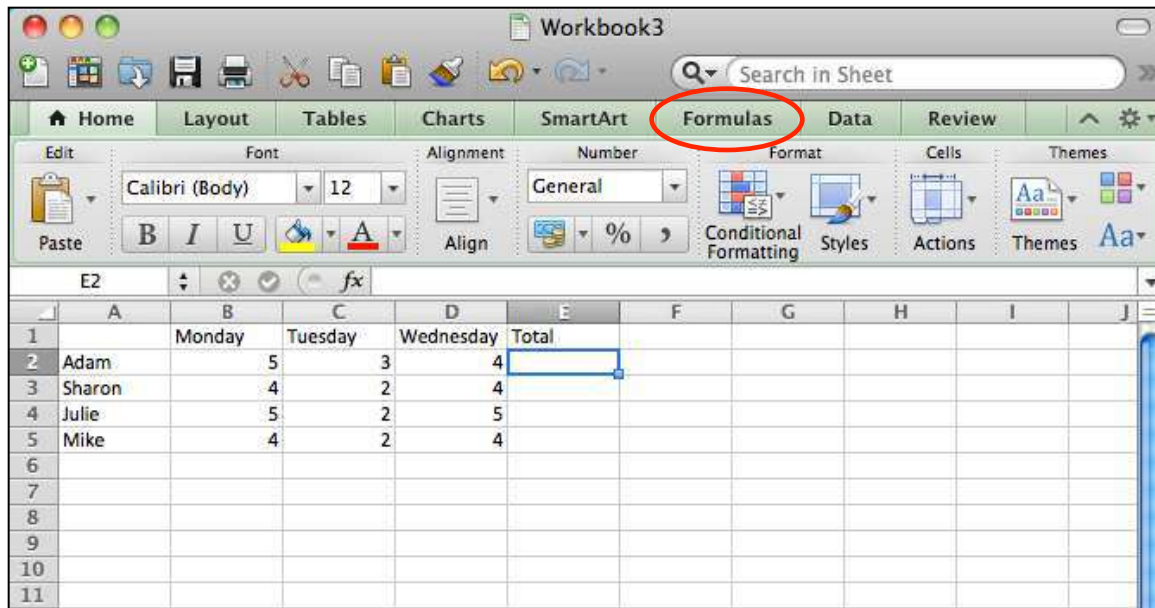


Figure 7 – Formulas tab

3. Next, click the *Formula Builder* button (see *Figure 8*).

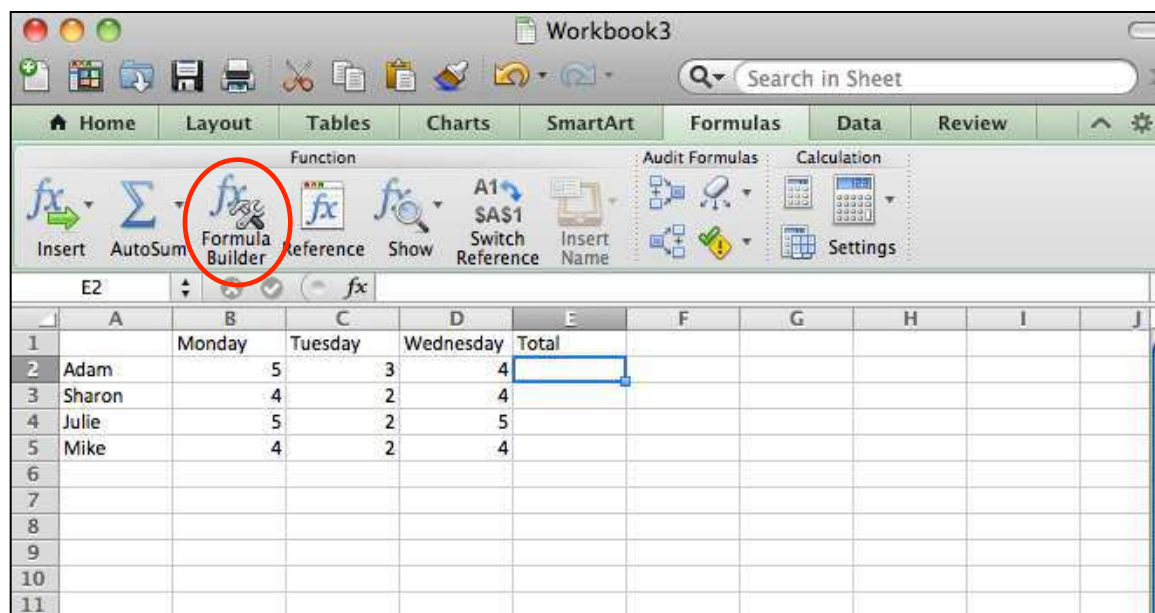


Figure 8– Formula Builder

3. The *Formula Builder* window will appear on your screen. In this window, you will see a list of functions. To calculate the total sales for Adam in *Figure 9*, double-click the following function: *SUM*
4. Next, you will see a blue box appear on your spreadsheet. Because you are using the *SUM* function, whatever numbers appear within the blue box will be added together. This blue box may be re-sized so that it contains numbers in different rows and/or columns.
 - a. In *Figure 9*, to calculate the total number of sales for Adam, allow the blue selection box to appear around the following cells: B2-D2
5. Press the *Enter* key and the total number of sales for Adam should appear in cell E2.

	A	B	C	D	E
1		Monday	Tuesday	Wednesday	Total
2	Adam	5	3	4	
3	Sharon	4	2	4	
4	Julie	5	2	5	
5	Mike	4	2	4	

Figure 9 – Using Functions

Adjusting the Column Width

To adjust the column width, follow the steps below.

1. Allow your mouse pointer to hover over the letter of the column that needs to be re-sized (do not press the mouse button down as you perform this step).
2. As you move the mouse-pointer to the right area of the cell, it will change from a single-arrow to a double-arrow (see *Figure 10*).
3. When the double-arrow appears, press and hold the mouse button down. As you hold the mouse button down, move the mouse to the left or right to make the cell larger or smaller.

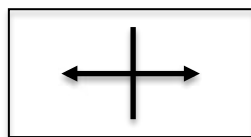


Figure 10 – Double Arrow

Adjusting the Row Height

To adjust the row height, follow the steps below.

1. Allow your mouse pointer to hover over the number of the row that needs to be re-sized (do not press the mouse button down as you perform this step).
2. As you move the mouse-pointer to the bottom area of the cell, it will change from a single-arrow to a double-arrow.
3. When the double-arrow appears, press and hold the mouse button down. As you hold the mouse button down, move the mouse up or down to make the cell larger or smaller.

The Standard and Formatting Toolbars

Excel 2011 provides you with the ability to add and remove toolbars across the top of your window. The following explains how to add the *Standard* and *Formatting* toolbars; both of these toolbars are very useful because they provide you quick access to tools as you use the various tabs on the ribbon.

1. From the menu options in the upper-left corner of your screen, click *View*.
2. Next, allow your mouse pointer to hover over the option *Toolbars*.
3. In the next window that appears, make certain that there are check-marks next to the following options: *Standard* and *Formatting*.
 - a. If you do not see check-marks next to *Standard* and/or *Formatting*, allow your mouse to hover over one of the options and click with your mouse once. This will add the toolbar for that option to the top of your window.

Figure 11 shows the buttons that are available with the *Standard* toolbar. *Figure 12* shows the buttons that are available with the *Formatting* toolbar.



Figure 11 – The Standard Toolbar



Figure 12 – The Formatting Toolbar

Formatting Options

Excel 2011 has a variety of formatting options on the *Home* tab (see *Figure 13*), which are explained on the following page.

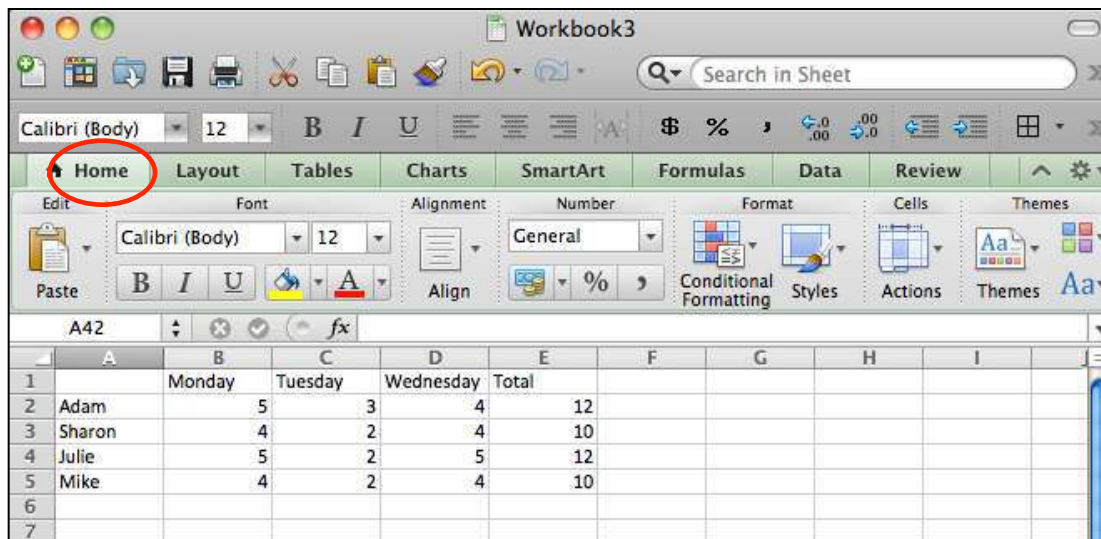


Figure 13 – The Home Tab

1. The *Font* area allows you to change the font; increase the size of the text; apply colors to the text; and make the text bold, italicized, and underlined (see *Figure 14*).

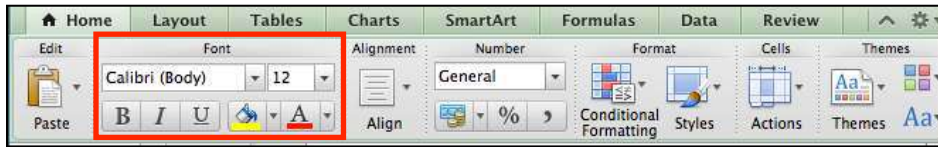


Figure 14 – Font

2. The *Align* button allows you to determine the horizontal and vertical alignment for the text in the various cells (see *Figure 15*).

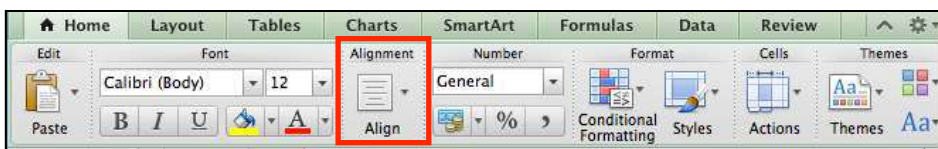


Figure 15 – Align

3. The *Number* area allows you to change the format of the numbers in your spreadsheet (see *Figure 16*).

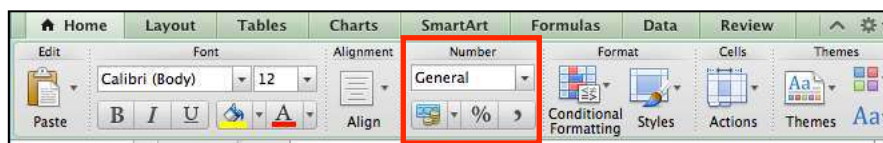


Figure 16 – Number

4. The *Cells* area allows you to insert and delete rows and columns (see *Figure 17*).



Figure 17 – Cells

Worksheets

Excel allows you the ability to add, delete, and rename worksheets as necessary. This is a nice organizational feature that can be very helpful. *Figure 18* shows an example of a workbook that has two worksheets.

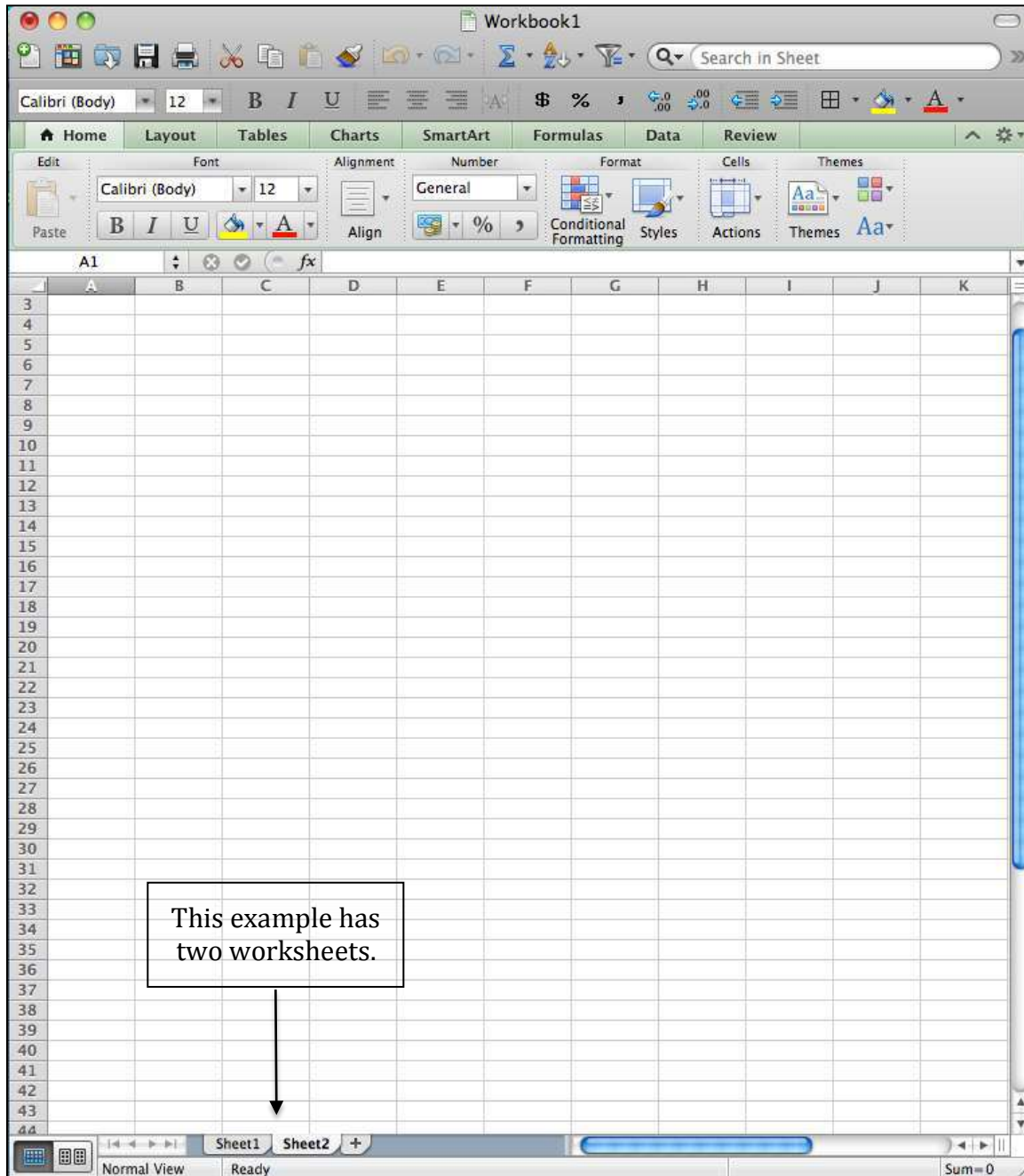


Figure 18 - Worksheets

Adding Worksheets

The following explains how to add worksheets to a workbook.

1. From the menu options in the upper-left area of the screen, click *Insert*.
2. Next, allow your mouse to hover over *Sheet*.
3. In the menu options that appear, select *Blank Sheet*.

Deleting Worksheets

The following explains how to delete worksheets from a workbook.

1. In the lower-left area of the window, click one of the tabs to select the sheet that you want to delete (see *Figure 18*).
2. From the menu options in the upper-left area of the screen, click *Edit*.
3. Next, click *Delete Sheet*.

Renaming Worksheets

The following explains how to rename worksheets.

1. In the lower-left area of the window, double-click the tab of the worksheet (see *Figure 18*).
2. Type the new name for the tab.
3. Press the *Return* key on your keyboard.

Creating Charts

The following steps explain how to create charts in *Excel 2011*.

1. Select the cells that contain the data that you want to place in a chart (see *Figure 19*).



	A	B	C
1	Alabama	19	
2	Florida	18	
3	Georgia	22	
4	North Carolina	21	
5	South Carolina	20	
6	Tennessee	18	
7			

Figure 19 – An example of data for a chart

2. Next, click the *Charts* tab (see *Figure 20*).

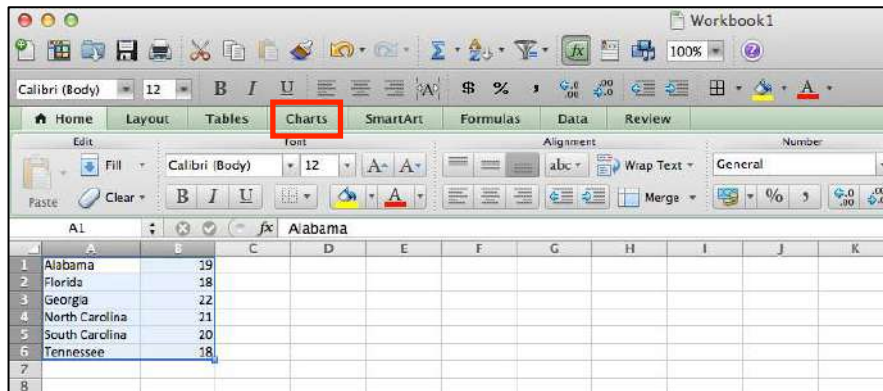


Figure 20 – Charts Tab

3. Various types of charts will appear on the ribbon (see *Figure 21*). Click on the chart type of your choice.

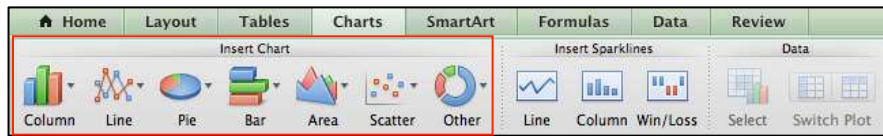


Figure 21 – All Button

4. A window will appear with a variety of chart types for you to choose from (*Figure 22* shows the options if *Pie* were selected in *Step 3*). Click to select the chart of your choice and it will appear in the spreadsheet.

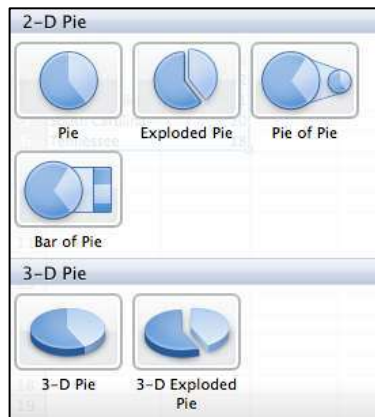


Figure 22 – Available Charts

Printing a Spreadsheet

The following steps explain how to print a spreadsheet.

1. In the upper-left corner of the screen, click *File*.
2. Next, click *Print*.
3. The Print window will appear on your screen.
4. Click the *Print* button in the lower-right area of this window to send your spreadsheet to the printer.

Printing a Specific Area of the Spreadsheet

The following steps explain how to print a specific area of the spreadsheet.

1. Select the area of the spreadsheet that you want to print.
2. In the upper-left area of your screen, click *File*.
3. Next, click *Print*.
4. The Print window will appear. Here, next to the option *Print What*, click *Selection*.
5. Finally, click *Print*.

Saving a Spreadsheet

The steps below explain how to save your spreadsheet.

1. In the upper-left corner of the screen, click *File*.
2. Next, click *Save As*.
3. In the next window that appears, you will see the *Save As* text box. Here, type the filename.
4. You will also see the *Where* text box in this window. Here, using your mouse, click once inside of this text box to see a list of places where the document can be saved.
5. Click the *Save* button to save your spreadsheet.