Facts about Excel

Excel is an electronic spreadsheet that can be designed to do relatively complex mathematical calculation and analysis. Spreadsheets are a tool for organizing, representing, and comparing data. The resulting data and graphs encourage students to pose and solve problems, examine data, and investigate patterns.

Formulas are mathematical expressions built into certain cells that instruct the computer to carry out certain calculations on a specific set of numbers in the rows and columns. Formulas are designed by the user, and may include the built in functions. Functions are built into the Excel spreadsheet. All spreadsheet formulas begin with the "=" sign.

Look in the top left hand corner of the Excel screen to see which cell you are in. The cell that is selected is called the active cell. Each cell address begins with a letter to indicate the column, followed by a number to indicate the row. For example: F6

An example of a formula for SUM is =SUM(D10:H10). This means excel would add the numbers in Cell D10 through H10.

To fill a formula into adjacent cells: First make sure the cell with the formula is the active cell. Then click the arrow on the active cell and drag through the cells that you want the formula put into. Next select **Edit**, then select **Fill**, then select either down or right, up or left.

To insert another row you would select the location ahead of which you want to place the new row or rows. From the **Insert** menu item select **Rows**. To insert a new column Excel will insert the new column(s) to the left of the column you select.

One way to adjust the width of a column is to run the mouse along the lines between the letters of the columns until you get cross arrows. Then click and slide. You can also highlight rows or columns and go to **Format** and then select either **row** or **column.**

Using the function option. From the **Insert** menu select **Function**. (We are going to use the **Average**, **Median,** and **Mode** functions, one at a time of course.) Select the **Statistical** category, then select the **Average** function from the list of statistical functions, then click **OK**. Excel automatically takes a guess at what cells you want highlighted. Check them out, make any changes if necessary, and then click **OK**. FOR Example: After you have selected the category and function, click on the icon of the chart at the end of the box for Number 1. You will be looking at your data. Select the cells that contain the data that you need, and hit the return button. You will then be taken back to the dialogue box and the data will have been entered for you. Check to make sure the correct cells are selected. See the example below:
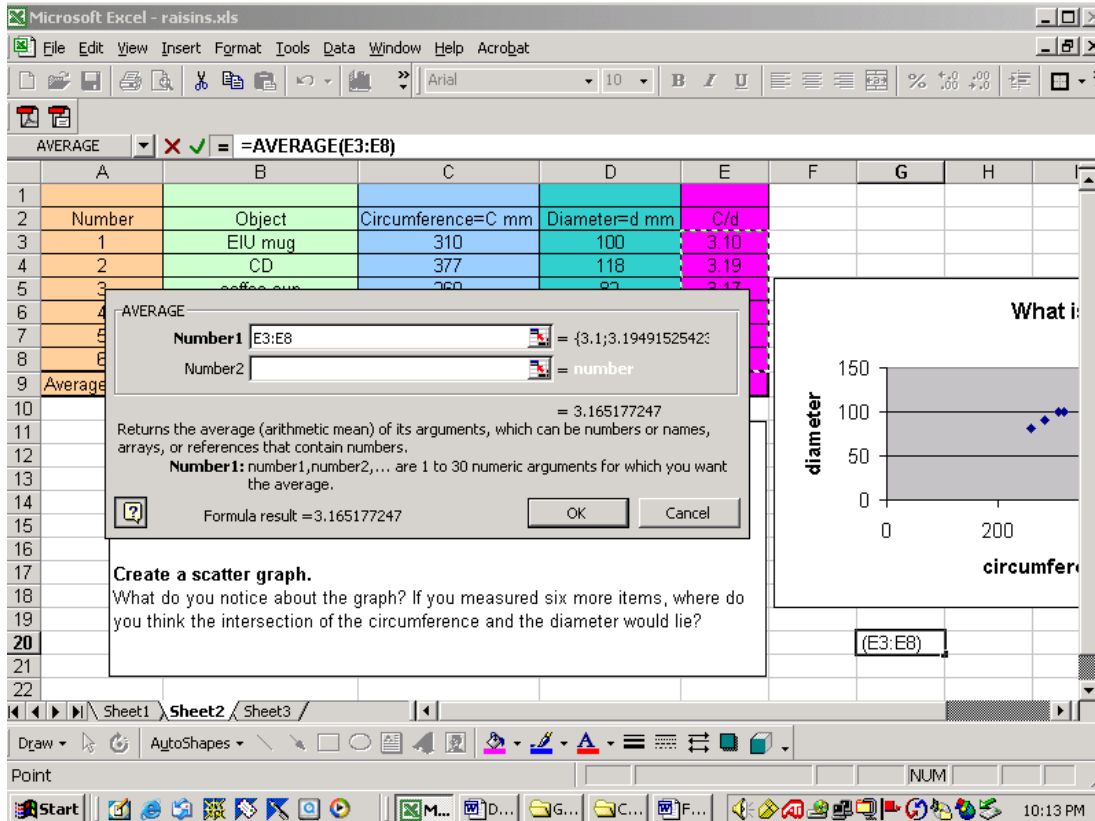
Do the same thing for the **Median** and the **Mode**.

You can place a box around the data in your spreadsheet and have lines put between each column. First highlight the cells that contain the data you want to use on your spreadsheet. Look at your toolbar. There is a square box with dotted intersecting lines and an arrow to the right of it. Click on the arrow. Then select the outside border, and then the inside fill lines.

You can adjust font color of text and numbers and adjust the fill color of a column or row of cells. Select the text or column or rows that you want to change the color of the font in and select the arrow to the right of the capital A from the drawing toolbar. Select the color you want and the font color will be changed. Select the cells that you want to fill and from the drawing toolbar select the arrow next to the icon that looks like a paint can being tipped over and select the colors that you want.

You can put a **Header** and Footer on your Excel Spreadsheet. Select **File**, then select **Page Setup**, then select **Header** and **Footer**. You can customize your **Header** or **Footer**.

SAVE YOUR WORK OFTEN!!!!