
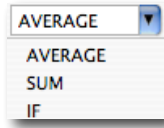
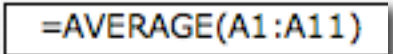
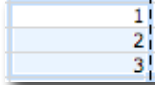
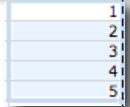
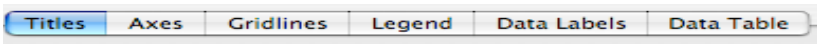


## Thirty Second Guide to Microsoft Excel

If you want to:	Do this:
Open A New Spreadsheet	On the menu bar find FILE and drag to OPEN.
Set up Workbook	<ul style="list-style-type: none"> <li>On the menu bar find VIEW and click on Toolbars. Select: Standard, Formatting</li> <li>On the menu bar find VIEW and select Formula Bar</li> <li>Name sheets by double-clicking on <i>sheet 1</i> tab at bottom of workbook</li> </ul>
Enter data	<ul style="list-style-type: none"> <li>Click on the desired cell and type the entry</li> <li>Strike TAB to move over one cell.</li> <li>Strike the DOWN ARROW to move down one cell.</li> </ul>
Enter a Formula	<ul style="list-style-type: none"> <li>Click on the cell into which the formula will be entered.</li> <li>On the Formula Bar click the  icon.</li> <li>Find the type of formula you like to enter.  would</li> <li>Enter the appropriate cells inside of the parentheses. (Note: the colon indicates <i>From / To</i>. A comma indicates separate cells.) </li> </ul>
Copy Similar Data	<ul style="list-style-type: none"> <li>Click and drag on the bottom right corner of the parent cell over the target cells.</li> </ul> <p>To copy a pattern in data:</p> <ul style="list-style-type: none"> <li>Highlight enough parent cells to establish the pattern </li> <li>click and drag from the bottom right corner. Excel will attempt to predict the pattern in the target cells. </li> </ul>
Create a Chart	<ul style="list-style-type: none"> <li>Highlight the columns to be charted. (Hint: the APPLE key allows selection of non-contiguous charts.)</li> <li>On the menu bar find INSERT and drag to CHART to open the Chart Wizard.</li> </ul>
Edit a Chart	<ul style="list-style-type: none"> <li>Click once on the Chart to highlight.</li> <li>On the menu bar find CHART and drag to the desired option: <ol style="list-style-type: none"> <li><i>Chart Type</i> to alter style of chart</li> <li><i>Source Data</i> to alter range of data items or to change rows and columns</li> <li><i>Add Trendline</i> to show best line fit for data</li> <li><i>Chart Options</i> to format chart</li> </ol>  </li> </ul>