Contact Us
662-325-7676

Pattye Archer  Coordinator of IMC
parcher@library.msstate.edu

Stephanie Agnew  Instructional Technology Specialist
sagnew@library.msstate.edu

Bobbie Huddleston  IMC Specialist
bhuddleston@library.msstate.edu

Dorothy Johnson  Library Associate
djohnson@library.msstate.edu

Thomas La Foe  Instructional Technology Specialist
tlafoe@library.msstate.edu

Rob McDougald  Media Specialist
rmcdougald@library.msstate.edu

Matt Motes  Graphic Designer
mmotes@library.msstate.edu

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Getting Started with Excel 2013

Workbook Gallery

The Excel Workbook Gallery has many built-in templates that can make getting started with Excel easy. You can browse through the templates using the categories on the left, or you can select all, and the first option in that list is a blank excel workbook.

Line and Scatter Charts

When creating line charts with multiple series, the scale of the vertical axis may make it difficult to see relationships in the data. In this case, the number of completed passes is much smaller than the total number of yards gained. One of these values can be plotted on a secondary axis. To do this, right click on a series and select Format Data Series to open the task pane.

The minimum and maximum values can be changed to eliminate unneeded space in charts. Open the “Format Axis” dialog by selecting the axis and choosing either Format Selection or use the mouse.

Additional analysis options are trendlines, lines, up/down bars, and error bars. The options for these can be found in the “Format Trendline” dia-
Charts

Excel can also be used to display data in charts and graphs. To create a chart, select your data range and click on the Insert tab on the ribbon.

The new Recommended Charts option will offer suggestions on what charts will work well with your data.

When a chart is selected, the data range can be altered using the corner handles displayed on the spreadsheet.

The Chart Elements, Chart Styles, and Chart Filter options are displayed next to any selected chart. Next to each chart element is a callout arrow that will open the options pane on the right side of the window.

Also, with any chart selected, the Chart Tools tabs appear on the ribbon. These are the Design Tab and the Format Tab.
The Ribbon

The Ribbon moves some of the more commonly used functions to the foreground, while increasing the visibility of some lesser known but practical functions. Buttons that were previously found in toolbars and panels are now grouped into different Tabs that sort them according to their assigned tasks. The tabs vary from program to program, but the organization remains the same.

Formulas

Formulas in Excel follow simple but exact guidelines. All formulas begin with the equal (=) sign followed by a series of commands. All commands follow the mathematical order of operations:

- Parentheses
- Multiplication
- Division
- Addition
- Subtraction

Cell References

Cell references can be used in the place of numbers. In the instance the modifier in the "B" column is being multiplied by the value in the "Case 1" column.

To reference cells, press equals (=) then click on the first cell. Enter a command (*, /, +, -, ) and click the next cell. When the formula is complete, press Enter to see the result.

Absolute Cell References are cell references that will not move when the AutoFill handle is used. In this example, using H36 in this formula will change to H37, H38, H39, etc. as the fill handle is pulled downward. Using $H$36 will prevent this. Pressing Ctrl + T on your keyboard will toggle back and forth between absolute and relative cell references.

3-D References are formed by selecting a cell from another sheet when keying in a formula. It can also be entered as

The AutoSum Button

The AutoSum button contains some commonly used functions in Excel. When inserting an AutoSum formula, click on the cell, choose the function, then select the range. The range can either be keyed in as X:X (e.g. B5:B29) or selected with the mouse. When the range is entered, press enter.

Increasing and Decreasing Decimals

Using the Increase and Decrease Decimal buttons on the toolbar can change how many places are shown.
Using the AutoFill Handle

The AutoFill Handle is one of the most important features in Microsoft Excel. When used, this feature can duplicate cell information, continue a series of information (e.g. dates, numbers, increments), or copy the formatting of one cell to another.

When a cell or a series of cells are selected, the AutoFill handle appears in the bottom right corner of the selection. Click and drag this handle to fill the rest of the column to the point needed.

AutoFill from a Single Cell

When AutoFilling data, such as a series of dates, it matters what is selected before the AutoFill handle is used. If a single cell is selected, the series will count up by increments of one. Notice that the dates are still listed in the mm/dd/yyyy format in the formula bar. When several dates are setup, such as every Friday in January, all of these dates can be selected before using the AutoFill. This establishes a series that will be followed.

Using the AutoFill handle on formulas and functions will not only copy the operation to other cells but also adjust the variables involved.

When filling across columns a function such as MAX will change the column locations of the ranges it is searching. Custom formulas will also change the cell references. When filling across rows, the references are changed according to the row numbers.

AutoFill from Multiple Cells

Entering Information

Entering information into Excel is as easy as clicking in a cell and typing, however formatting your spreadsheet correctly is key to insuring that no information is lost of hidden.

Cells are named by column letters and row numbers. The title “Excel 2010 Workshops” has been entered into cell A1. A range of cells is denoted by the name of the first cell, then a colon, then the name of the last cell. For example, the dates are listed in the range A4:A9.

As is, if any information is entered into the cells next to A1 or A2, the information overlapping column B will be hidden. If this happens, column A can be resized by placing the cursor between columns A and B at the top and clicking and dragging. You can also double click between columns to automatically increase the column width so that the longest cell is shown.

Merge and Center

Merge and Center can be used to create a header that spans several columns. In the previous example, it can be seen that increasing column A adds some extra space in the date cells. This can be fixed by using the Merge and Center option in the Alignment group on the home tab. Select the cell with the information, and the cells you want it to fill, then click Merge and Center.
Additional Cell Formatting

The Background Color and Font Color can be changed in the Font group of the Home tab. The colors shown are all shades of the theme colors that are applied to this spreadsheet. Using these colors will allow them to be changed if you change the theme colors for the whole document. If you want a different color, select one of the standard colors or the More Colors option.

Text in Excel is entered on a single line by default. To create a cell that has more than one line of text, select the cell and click the Wrap Text option. Now when the row height is changed the text will wrap to additional lines. You can also press Shift+Enter to move to the next line.

In the Alignment group, notice that text can be aligned horizontally (left, right, center) AND vertically (top, middle, bottom).

If the numbers disappear, and are replaced by the “###” marks,