Excel: Mac 2011

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Getting Started with Excel: Mac 2011

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.

The workbook gallery can be hidden by checking this box. Opening Excel will then just open a blank workbook.
The Standard Toolbar
The standard toolbar contains buttons for commonly performed tasks in Excel.

1 - New workbook
2 - New from template
3 - Open a workbook
4 - Save this workbook
5 - Print
6 - Cut
7 - Copy
8 - Paste
9 - Format Painter
10 - Undo

11 - Redo
12 - Autosum
13 - Sort
14 - Filter
15 - Show/Hide Formula Bar
16 - Show/Hide Toolbox
17 - Show/Hide Media Browser
18 - Zoom
19 - Help

The Formatting Toolbar
The formatting toolbar can also be added to the Excel window by selecting View > Toolbars > Formatting.

The formatting toolbar contains a shortcut for adding borders to cells. This shortcut is sometimes hidden from the ribbon, depending on the width of the Excel window.
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.

Note: Some buttons and shortcuts on the ribbon may be hidden, depending on the width of the Excel window.
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 or 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).

Selecting **Format > Cells** will open the format cells dialog box. This box can be used to change several elements of the cell at once: Number format, Alignment, Font, Border, Fill, and Protection (locking and hiding cells).
Number and Data Formatting

To display numbers, dates, and figures in different formats, select the cells and use the drop-down box in the Number group on the Home tab. Additional formatting options can be found by clicking More Number Formats at the bottom of this list, or by clicking the call-out button next to the Number group.

If the numbers disappear, and are replaced by the “###” marks, this means that the format cannot fit in the space provided. Increase the size of the column to fix this error.
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.

AutoFill from Multiple Cells

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.
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 mathematic 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 ⌘ + 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 =‘Sheet Name’!X#

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.
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 **Charts** tab on the ribbon.

When a chart is selected, the **Chart Layout** and **Format** tabs appear.

To change the data shown in the chart, the sizing handles can be used to change the data range. The data range can also be selected by clicking the **Data > Select** button on the Charts ribbon.

Series can also be added, removed, renamed, or redefined using the **Select Data Source** dialog box.

Use the options available in the **Chart Layout** tab to add elements and reposition elements in the chart.
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, select a series, select the Chart Layout tab, and click on Format Selection. (This can also be done by control+clicking, right clicking, or two-finger clicking on a series and selecting “Format Data Series.”)

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” dialog box.
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