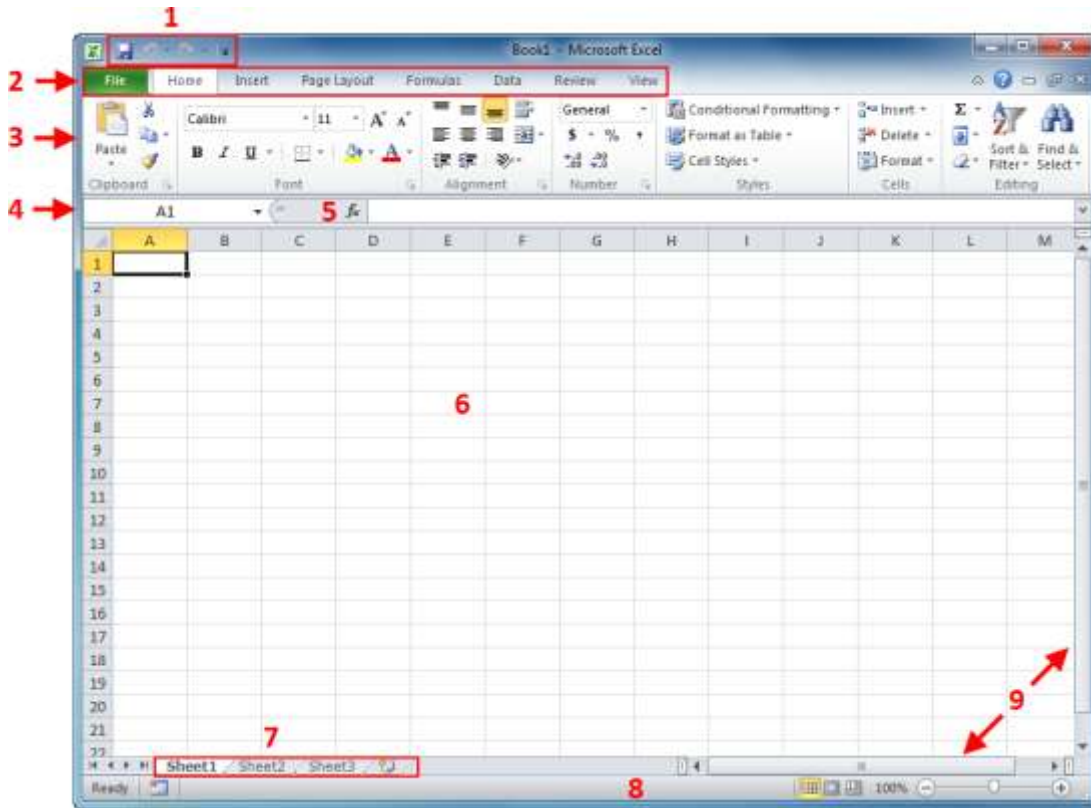


## Basic Quick Reference Guide

### Interacting with Excel



1. **Quick Access Toolbar**  
Customize this toolbar with commonly-used commands.
2. **Tabs**  
Name for each category of commands in Excel.
3. **Ribbon commands**  
Commands for each tab are displayed here.
4. **Name Box**  
Shows name/cell reference of currently selected cell; active cell.
5. **Formula Bar**  
Enter formulas or change cell content.
6. **Working Area**  
The cells that make up the current worksheet.
7. **Workbook Tabs**  
Name for each worksheet in a workbook file.
8. **Status Bar**  
Shows vital statistics about file or selected range of data.
9. **Scroll Bars**  
Scroll horizontally or vertically through your data here.

### Saving a Workbook

When working with files in Excel, you will either save a new file that was made from scratch or save changes to an existing file.

#### Save

##### New File

You will be prompted to give the file a name and choose a save location. You can also specify a file type.

##### Existing File

Any changes you made will be applied to the existing file in its current location.

#### Save As

You will be prompted to give the file a name and choose a save location. You can also specify a file type.

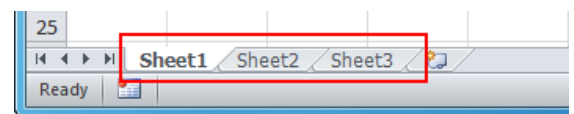
You have the option to give the file a new name and/or a new save location. You can also specify a new file type. If you do change something, the original existing file will not be changed.

### Parts of a Workbook

	A	B	C	D
1		Q1	Q2	Q3
2	Product1	5000	2000	3000
3	Product2	600	550	600
4	Product3	4000	2000	1000

Columns: A, B, C, D  
Rows: 1, 2, 3, 4  
Cells: B2, C3, C4

Each workbook contains one or more worksheets. Switch between worksheets with these tabs:



### Cut, Copy, Paste

**Cut (Ctrl + X):** Removes data and stores it on the clipboard.

**Copy (Ctrl + C):** Creates a copy of the source data and stores it on the clipboard. The source data remains untouched.

**Paste (Ctrl + V):** Places Cut/Copied information back into file at insertion point. Cut items usually paste once, Copied items multiple times.

## Printing

Click File → Print. All print options are available on the left, and a scaled version of your file, with the selected paper and layout settings, is shown on the right. Click the large Print button when ready:

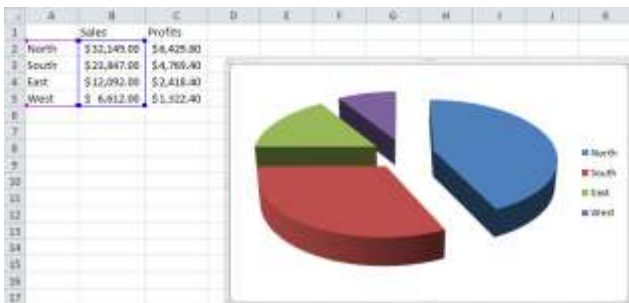


## Creating/ Editing Charts

The better formatted your data, the easier it will be for Excel to create the chart for you. Select the source data as well as associated row/column headers:

	A	B	C
1		Sales	Profits
2	North	\$32,149.00	\$6,429.80
3	South	\$23,847.00	\$4,769.40
4	East	\$12,092.00	\$2,418.40
5	West	\$ 6,612.00	\$1,322.40

Click the Insert tab and choose the chart type. Excel will then insert the chart:



Excel will show three contextual tabs that give full control over different aspects of your chart:



Contextual tabs disappear when you deselect a chart, reappear when you reselect it.

## AutoFill, AutoSum, AutoComplete

**AutoFill** will complete lists of repeating or incremental data. Enter two incremental numbers, select them, and then click and drag the small black square in the lower right-hand corner.

	A	B
1	Year	
2	1990	
3	1991	
4		

	A	B
1	Year	
2	1990	
3	1991	
4	1992	
5	1993	
6	1994	
7	1995	
8	1996	
9	1997	
10	1998	
11	1999	

**AutoSum** can automatically generate the sum of all numerical data above or to the left of the current cell. Click Formulas → AutoSum:

	A	B	C	D	E
1		Test 1	Test 2	Test 3	
2	Day 1	6586	5848	7898	
3	Day 2	9215	4587	6745	
4	Day 3	1241	4785	4523	
5		=SUM(B2:B4)			
6		SUM(number1, [number2], ...)			

**AutoComplete** examines the data that you have already typed in your worksheet and an automatically fill in what it thinks you are typing, based on what you type. For example, If you enter the name Alice and then start to type Alice again, Excel will automatically complete the rest of the name for you:

Alice
Alice
Arnold
arnold

## Quick Calculations in Status Bar

If you select some data, Excel will automatically calculate the average, show how many items have been selected, and calculate the sum:

	A	B	C	D	E
1					
2			Test 1	Test 2	Test 3
3		Day 1	87	29	59
4		Day 2	21	65	23
5		Day 3	38	51	94
6					

Ready	Average: 51.88888889	Count: 9	Sum: 467
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Note that this data might not make sense, depending on what you select!