

MS Excel – Getting started

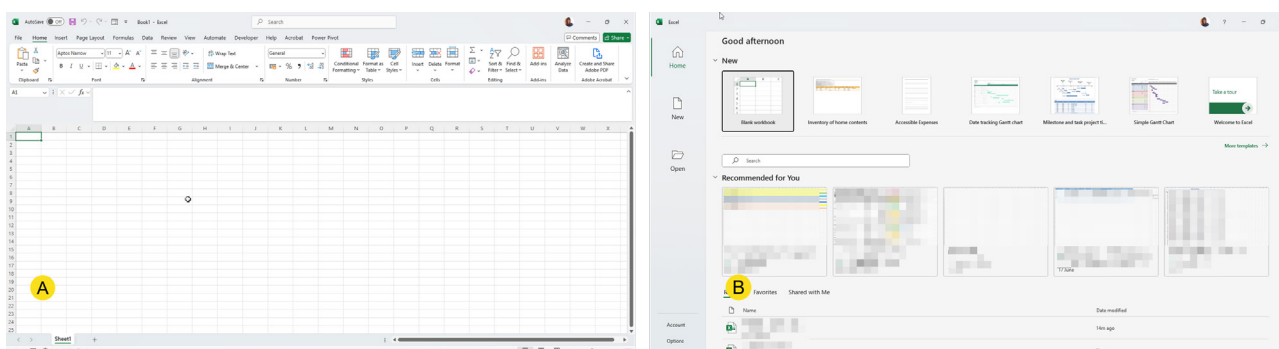
Excel is a great tool for performing calculations, recording and analysing data and even creating charts. Use this quick guide to help you to get started.

Opening Excel

- **On a classroom PC** - Open the *Common Applications* folder (on the *Desktop*), and then open the *Microsoft Office* folder to locate *Excel 2016* or later.
- **On your own device** – Once installed, open *Excel 2016* or later from your programs/apps list.

Creating a new workbook

1. Depending on your Excel settings, the application will open with **either** a blank workbook (a), **or** a start screen from which you can choose a template (b).



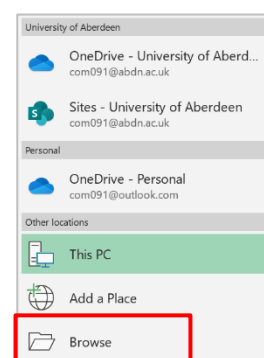
2. If you are prompted to choose a template (b), **Blank Workbook** is a good place to start.

Saving a workbook

Save your workbook regularly so you don't risk losing any work.

To save for the first time:

1. Click **File** (top left), then click **Save As**.
2. Navigate to the folder where you want to save the file.
3. Name the file and click **Save**.

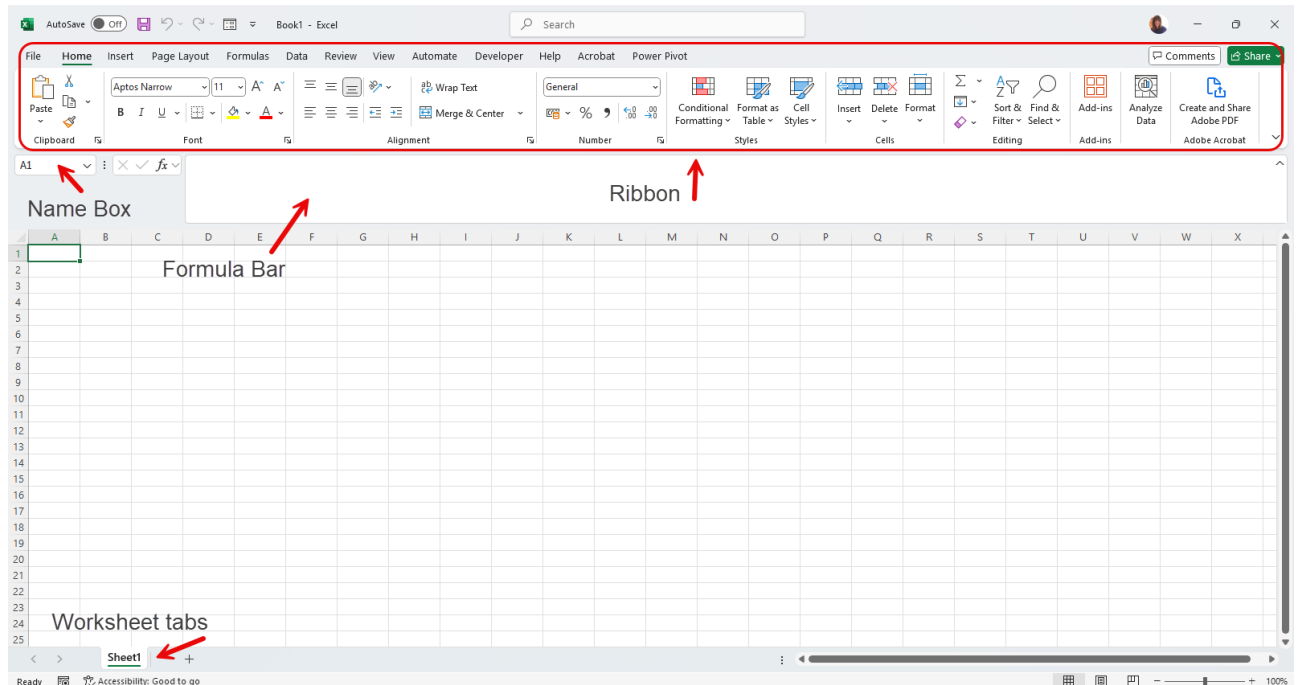


You can use *OneDrive for Business* as an alternative to your (H:). It is shown as 'OneDrive – University of Aberdeen' when saving from Office 365 apps and you can access it via the web or via an app on a personal device as long as you have an internet connection. Find out more on our [StaffNet web page](#)

After naming and saving the file the first time, you can click the **Save** icon on the **Quick Access Toolbar** (top left) to save further changes.

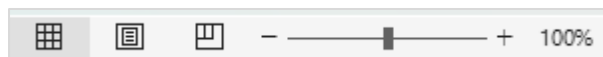
Moving around Excel

1. When you open a workbook, you will see the default **Normal** view.



- **Ribbon** Tabs and groups of tools for working in Excel.
- **Name box** The cell reference or named range currently selected.
- **Formula bar** The content of the cell currently selected.
- **Worksheet tabs** Tabs for each worksheet in the workbook.

2. You can **change views**, or **zoom in** and **out** of the current worksheet using the navigation icons and zoom slider at the bottom right of the screen.



Basic Excel mouse cursors

As you move around Excel, your **mouse cursor icon** will change depending on where you are.

For example, when you hover your mouse cursor over the **Ribbon**, it will change to an **arrow icon**. Then if you move down over the spreadsheet area, it will change to a **plus icon**.



Arrow icon:

Use this to navigate and select elements of the **Excel interface**, eg the Ribbon or worksheet tabs.



Plus icon:

Use this to select **cells** by clicking and dragging over the spreadsheet area.

Using worksheet tabs

Every Excel workbook contains at least one worksheet, listed horizontally at the bottom left of the window. You can think of worksheets like pages in a book. Each worksheet can contain different content.

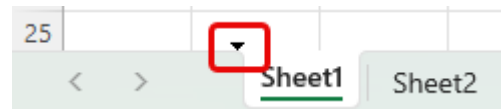
- To **add a new worksheet**, click the **plus** icon to the right of the existing worksheet tab(s).



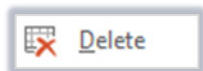
- To **move to a different worksheet**, click the worksheet tab you want to view (eg Sheet 2) or press **CTRL + Pg Up**.



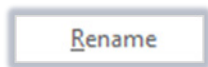
- To **reorder worksheets**, click and drag the worksheet tab to its new position (you will see a **black arrow** as you move the worksheet tab, marking the position it will move to).



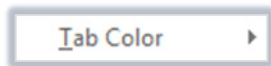
- To **delete a worksheet**, right-click **the worksheet tab** and click **Delete** from the menu.



- To **rename a worksheet**, right-click the worksheet tab and click **Rename**. Then type the name and press the **Enter** key on your keyboard.

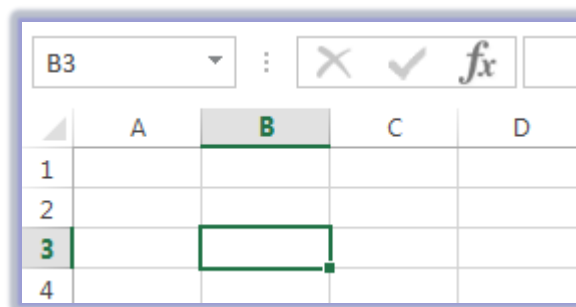


- To **change the colour of a worksheet tab**, right-click the tab and click **Tab Colour**. You can then select the colour you want.



Adding content to a cell

1. Make sure you are on the correct worksheet, and click on the cell you want to type in.
 - The selected cell will have a thick border, like a frame.



2. Type your content and press the **Enter** key to move to the next cell down.
 - **Note:** You do not need to type formatting symbols eg for currency. Excel contains a range of cell formats that you can apply as necessary. See page 4 for more information.

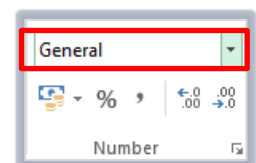
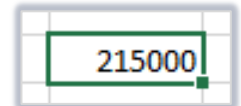
Editing cell content

1. Double-click the cell you want to edit, or press F2.
2. Your mouse cursor will start to flash within the cell. Make sure this is at the correct point where you want to make changes, otherwise whatever you type will appear where your mouse cursor is flashing.
3. Type your changes and press the **Enter** key to confirm.

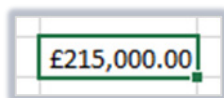


Formatting cell content

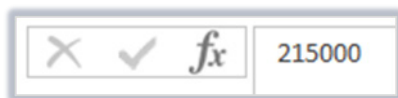
1. Select the cell(s) you want to format. You can **click and drag** to select a range of cells.
2. On the **Home** tab, click the drop-down menu in the **Number** group.
3. Select the format you require from the list, eg: General, Number, Currency, Date, Percentage, Fraction, Scientific



4. Your cell content will display according to your chosen format.



- Note that the **Formula Bar** always displays the raw data that you originally typed into the cell.



Further information and help

For help using Excel click **File** and the **question mark** (top right) or press **F1**. Search for keywords, eg *format*.



If you want to learn about any Microsoft product in more detail you can use [Microsoft 365 help and learning](#) for tutorials, videos and helpful hints

You can also use MyIT to log calls with the [University's IT Service Desk](#)