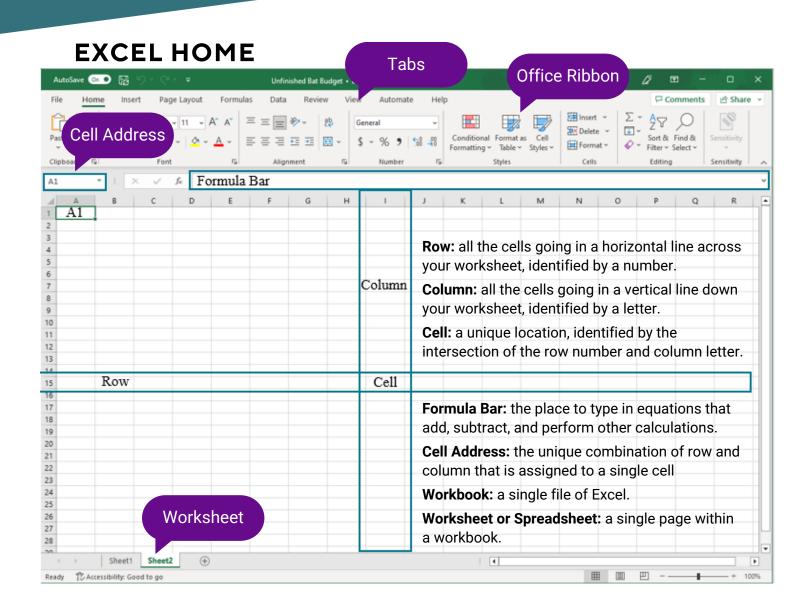


BACK TO THE TECH BASICS



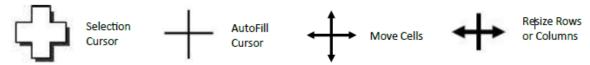
EXCEL BASICS



EXCEL BASICS

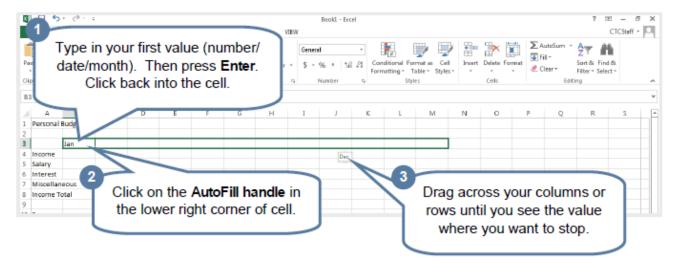
CURSORS

Different cursors allow you to access different features. These are commonly seen cursors in Excel.



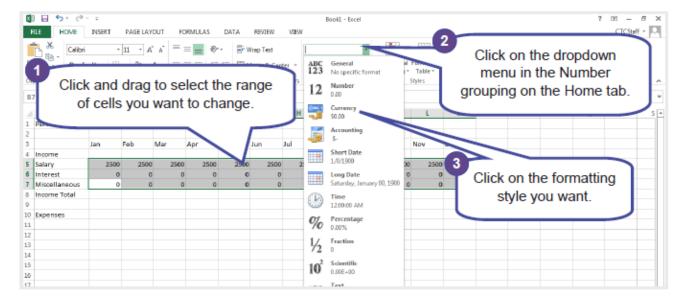
AUTOFILL

Easily fill in repeating data or cycles Excel recognizes, such as increasing dates or numbers.



FORMATTING CELLS

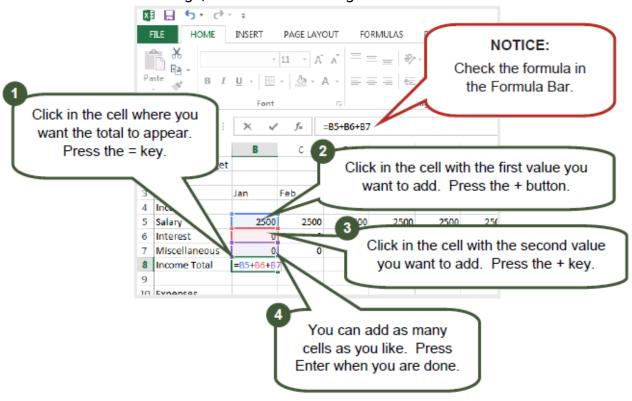
Cells can display values in a format you choose, such as dollars or dates.



EXCEL BASICS

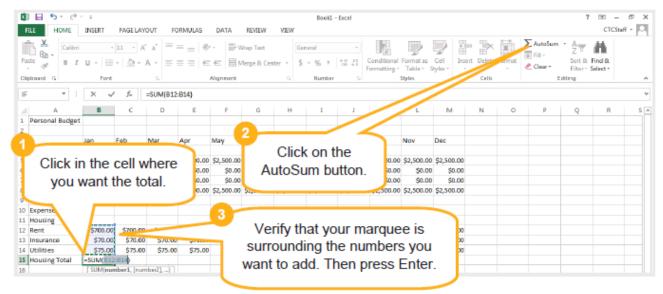
BASIC MATH

Perform simple and complex math in Excel using formulas. Whenever the value of the cells in the formula change, the result will change with it.



AUTOSUM

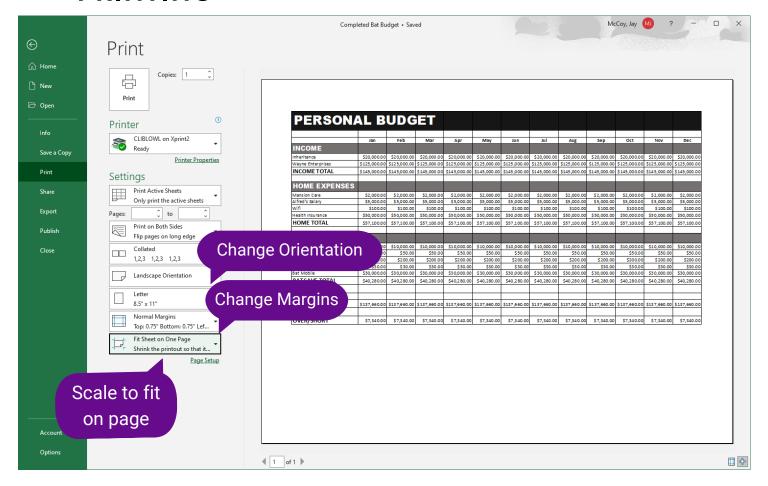
Excel can add together contiguous cells together with a single button.





EXCEL BASICS

PRINTING



EXCEL BASICS RESOURCES

Computer Tutoring at the Aurora Public Library - From computer basics to learning about MS Word, Excel, or PowerPoint, we can provide one-on-one instruction. Call select locations for availability.

Hoffman Heights Library - by appointment only - call 303.739.1572 Martin Luther King Jr. Library - Thursdays 2-4 p.m. - call 303.739.1940

Tallyn's Reach Library - by appointment only - call 303.627.3050

gcflearnfree.org - Continue learning skills in Word, Excel, PowerPoint, or many other software with tutorials and quizzes. Available at: https://edu.gcfglobal.org/en/excel/

Internet Browser Searches - Type what topic you want to look up in the search bar of your internet browser to find examples and tutorials.

Example: "How to create a new Excel spreadsheet"