



AURORA  
PUBLIC  
LIBRARY

# BACK TO THE TECH BASICS

## EXCEL BASICS



### EXCEL HOME

Tabs

Office Ribbon

Cell Address

**Row:** all the cells going in a horizontal line across your worksheet, identified by a number.

**Column:** all the cells going in a vertical line down your worksheet, identified by a letter.

**Cell:** a unique location, identified by the intersection of the row number and column letter.

**Formula Bar:** the place to type in equations that add, subtract, and perform other calculations.

**Cell Address:** the unique combination of row and column that is assigned to a single cell

**Workbook:** a single file of Excel.

**Worksheet or Spreadsheet:** a single page within a workbook.



## CURSORS

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



Selection  
Cursor



AutoFill  
Cursor



Move Cells



Resize Rows  
or Columns

## AUTOFILL

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

1 Type in your first value (number/date/month). Then press **Enter**. Click back into the cell.

2 Click on the **AutoFill** handle in the lower right corner of cell.

3 Drag across your columns or rows until you see the value where you want to stop.

## FORMATTING CELLS

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

1 Click and drag to select the range of cells you want to change.

2 Click on the dropdown menu in the Number grouping on the Home tab.

3 Click on the formatting style you want.





## PRINTING

Completed Bat Budget • Saved

McCoy, Jay

### Print

Copies: 1

Print

### Printer

CLIBLOW on Xprint2  
Ready

Printer Properties

### Settings

Print Active Sheets  
Only print the active sheets

Pages: 1 to 1

Print on Both Sides  
Flip pages on long edge

Collated  
1,2,3 1,2,3 1,2,3

Landscape Orientation

Letter  
8.5" x 11"

Normal Margins  
Top: 0.75" Bottom: 0.75" Left: 0.75" Right: 0.75"

Fit Sheet on One Page  
Shrink the printout so that it fits

Page Setup

### PERSONAL BUDGET

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>INCOME</b>												
Inheritance	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
Wayne Enterprises	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00
<b>INCOME TOTAL</b>	\$145,000.00	\$145,000.00	\$145,000.00	\$145,000.00	\$145,000.00	\$145,000.00	\$145,000.00	\$145,000.00	\$145,000.00	\$145,000.00	\$145,000.00	\$145,000.00
<b>HOME EXPENSES</b>												
Mansion Care	\$1,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Alfred's Salary	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Wifi	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Health Insurance	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
<b>HOME TOTAL</b>	\$57,100.00	\$57,100.00	\$57,100.00	\$57,100.00	\$57,100.00	\$57,100.00	\$57,100.00	\$57,100.00	\$57,100.00	\$57,100.00	\$57,100.00	\$57,100.00
<b>BATMAN TOTAL</b>	\$40,280.00	\$40,280.00	\$40,280.00	\$40,280.00	\$40,280.00	\$40,280.00	\$40,280.00	\$40,280.00	\$40,280.00	\$40,280.00	\$40,280.00	\$40,280.00
<b>OVERALL TOTAL</b>	\$137,660.00	\$137,660.00	\$137,660.00	\$137,660.00	\$137,660.00	\$137,660.00	\$137,660.00	\$137,660.00	\$137,660.00	\$137,660.00	\$137,660.00	\$137,660.00
<b>OVERALL TOTAL</b>	\$7,340.00	\$7,340.00	\$7,340.00	\$7,340.00	\$7,340.00	\$7,340.00	\$7,340.00	\$7,340.00	\$7,340.00	\$7,340.00	\$7,340.00	\$7,340.00

## 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"