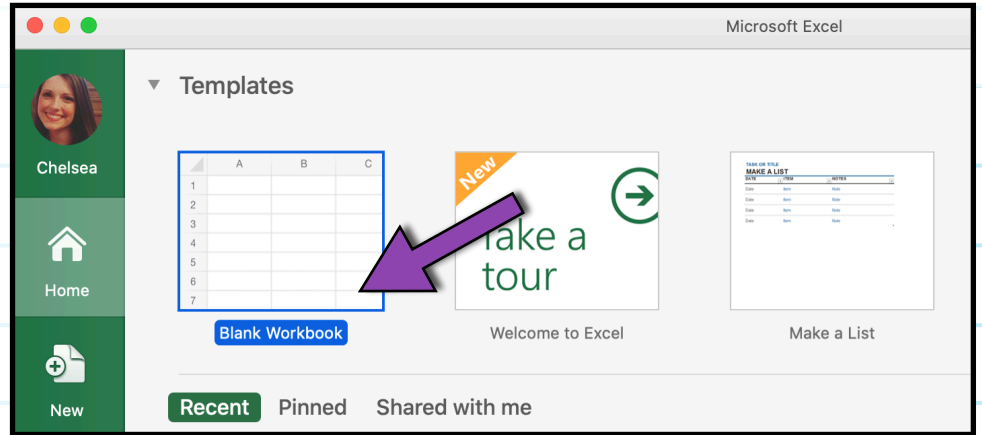


# Getting Started with Microsoft Excel

After launching the Microsoft Excel Desktop application, you might shown a list of possible spreadsheet templates available to you.

If so, choose the "Blank Workbook" template by double-clicking on "Blank Workbook." (If you aren't shown a list of templates, a new blank workbook will open automatically.)

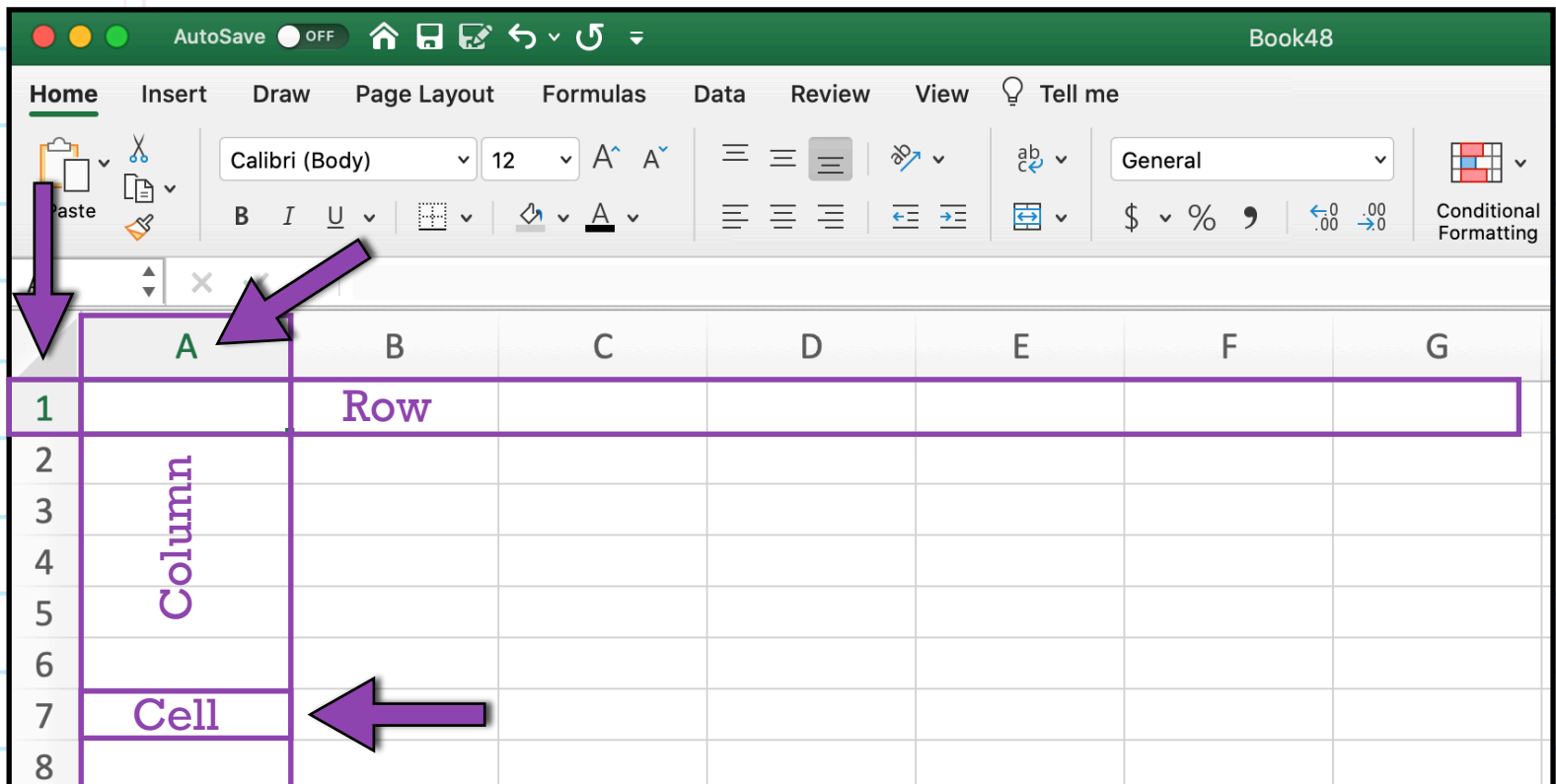
You have now opened a blank spreadsheet template!



Your spreadsheet is made up of **columns**, **rows**, and **cells**. **Columns** run vertically and are labeled with letters (e.g., A, B, C).

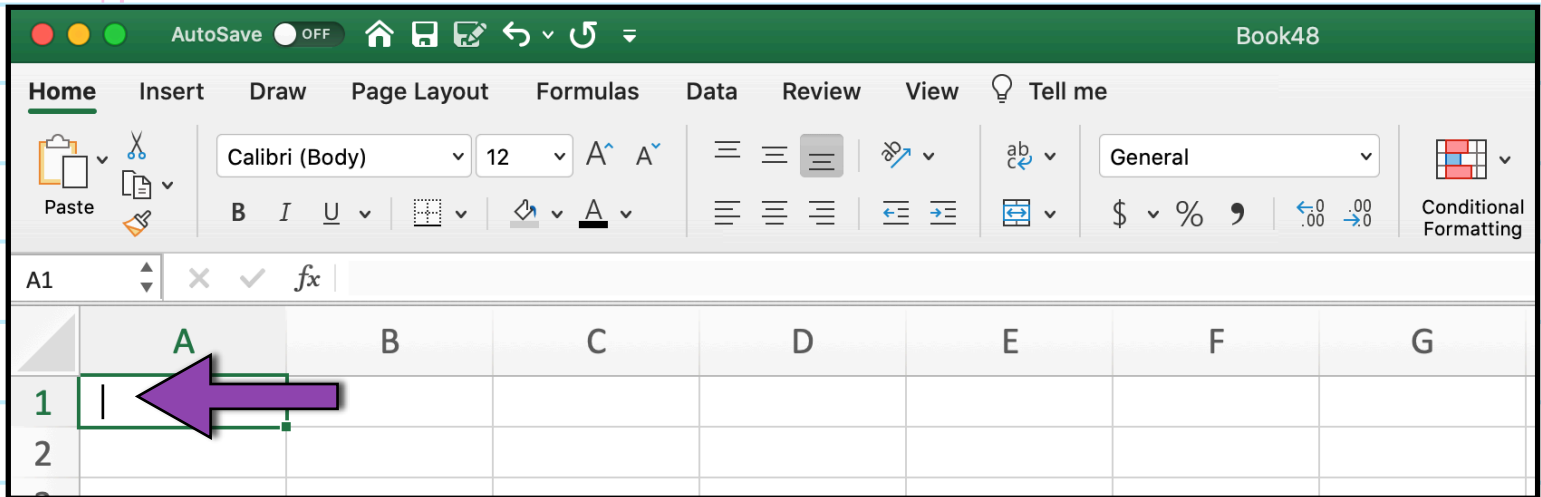
**Rows** run horizontally and are labeled with numbers (e.g., 1, 2, 3).

**Cells** are the boxes that make up the spreadsheet. Each cell is identified by its column letter and its row number. For example, the cell highlighted below is cell A7 because it is in column A and row 7.



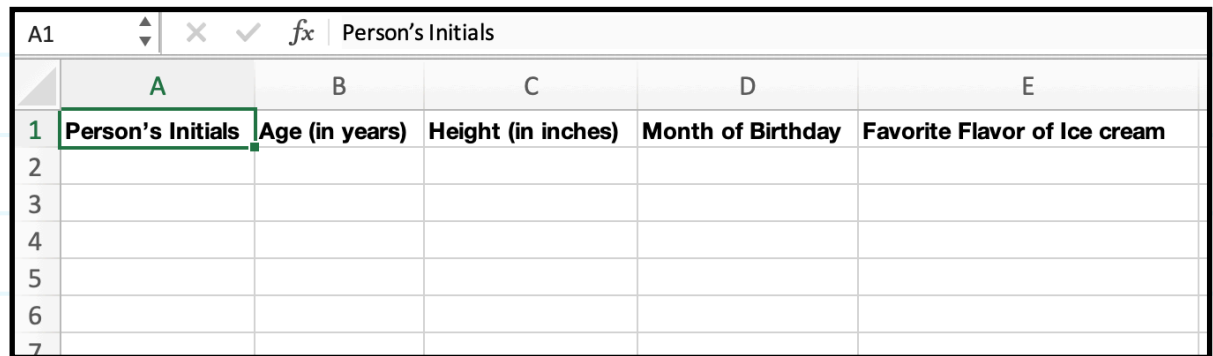
Cells are where data appear in your spreadsheet.

To enter data into a cell, simply double click on the cell and start typing.



The first row of a spreadsheet is usually considered the Heading Row, meaning it's a row that contains headings for each of the columns.

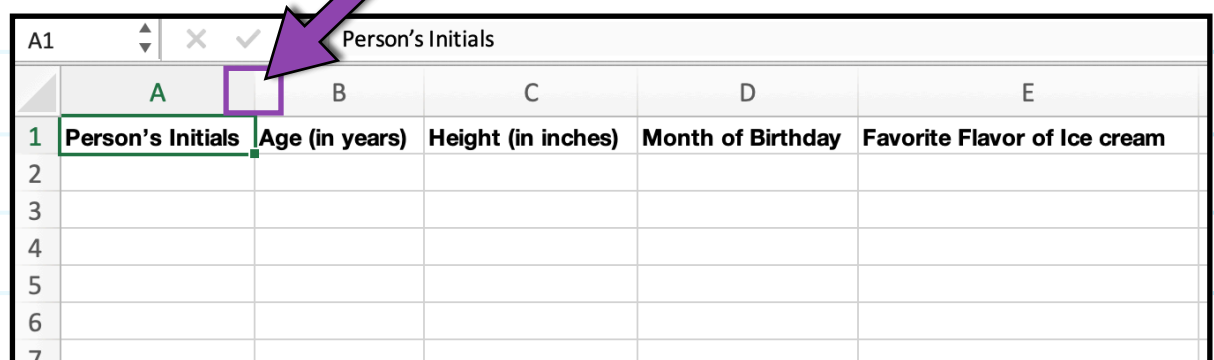
In your own spreadsheet, create a Header Row by enter the column headings for the five types of data you collected, using the order:



Person's Initials, Age, Height, Month of Birthday, and Favorite Flavor of Ice Cream.

When entering data into cells, you may need to adjust the width of a column to be able to see all of the data you've entered.

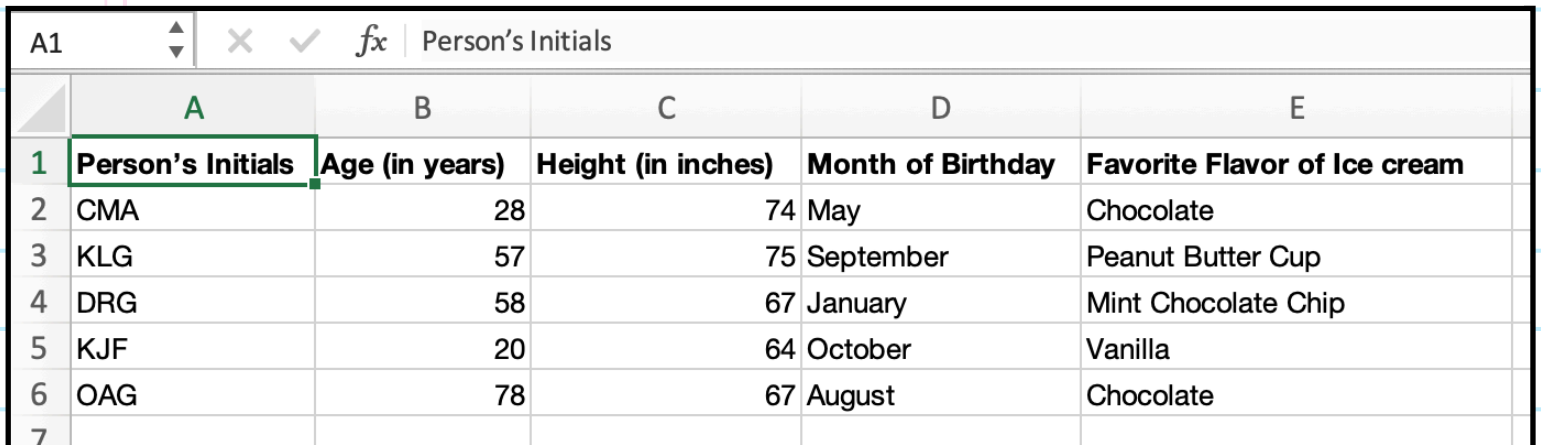
To adjust the width of a column, select the cell you would like to increase the width of. Place your cursor on



the right boarder of column A and when your cursor changes to a vertical line with arrows on each side, double click. This will automatically adjust the column width so that all cell contents are visible.

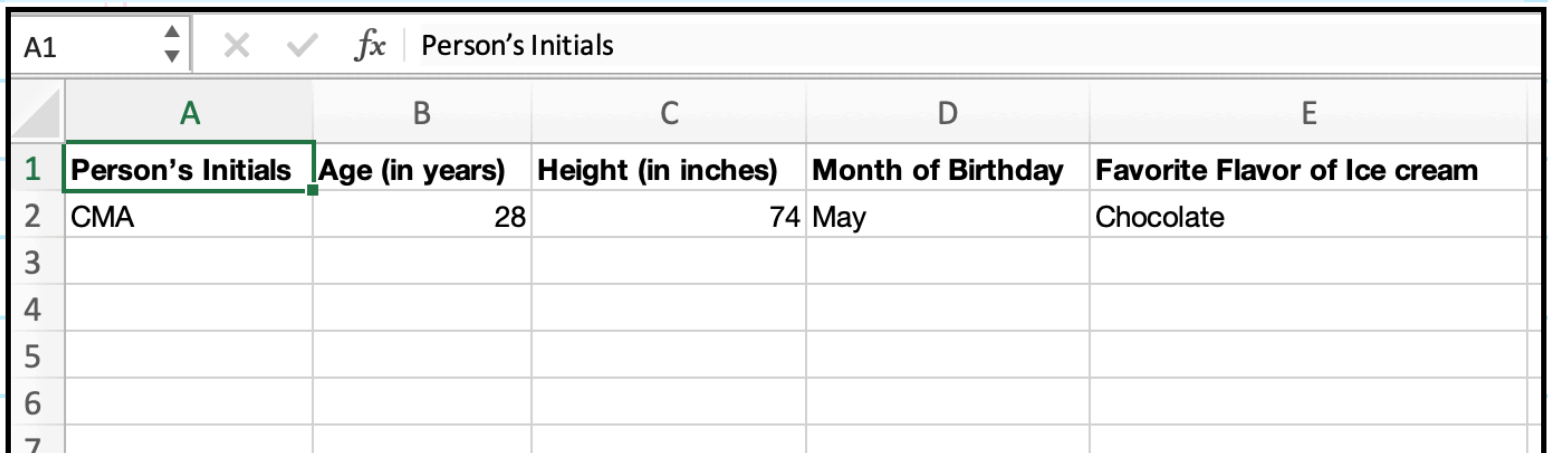
Usually, when we have multiple pieces of data about each of several people or things (e.g., we have the initials, age, height, etc. for each of 5 adults), we usually enter all the information for one individual in the same row.

For example, all the data entered in row 2 below is from the individual whose initials are CMA.



	A	B	C	D	E
1	Person's Initials	Age (in years)	Height (in inches)	Month of Birthday	Favorite Flavor of Ice cream
2	CMA	28	74	May	Chocolate
3	KLK	57	75	September	Peanut Butter Cup
4	DRG	58	67	January	Mint Chocolate Chip
5	KJF	20	64	October	Vanilla
6	OAG	78	67	August	Chocolate
7					

In your own spreadsheet, enter all the data from each of your individuals, so that the data from each individual are in the **same row** as in the example below.



	A	B	C	D	E
1	Person's Initials	Age (in years)	Height (in inches)	Month of Birthday	Favorite Flavor of Ice cream
2	CMA	28	74	May	Chocolate
3					
4					
5					
6					
7					

After you've entered the data from your five individuals into the spreadsheet, check your work! Make sure the data you entered for each cell is correct. Double check your data again. Double-checking your work is always a good strategy, but it's even more important when entering data.

Last, save your spreadsheet.

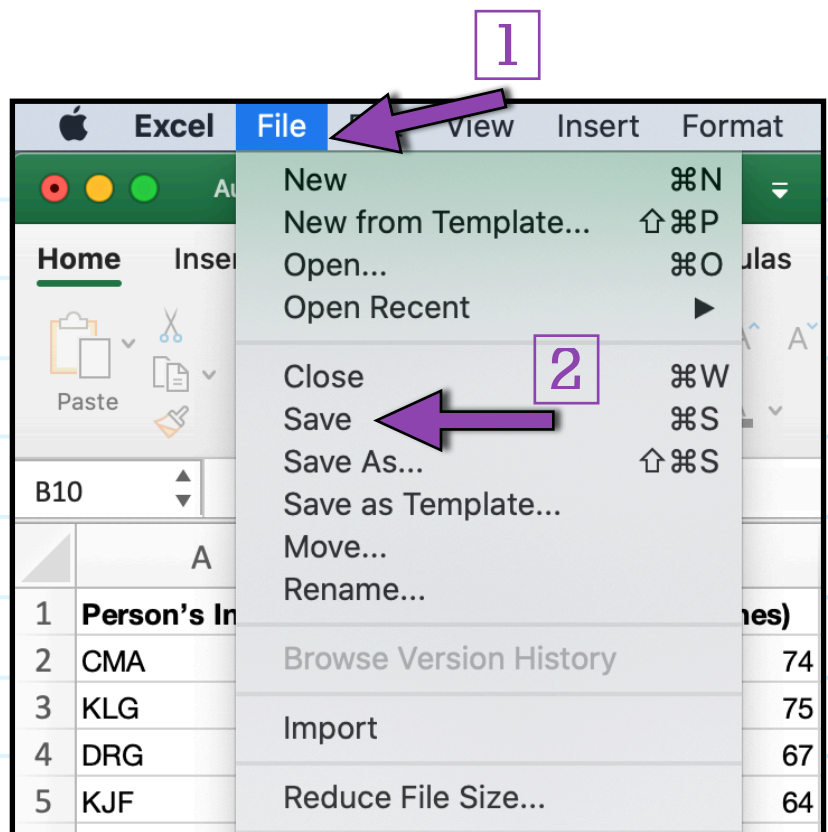
**If you are using Excel on a Mac:**

First, from the top menu, select “File.”

Second, scroll down to “Save.”

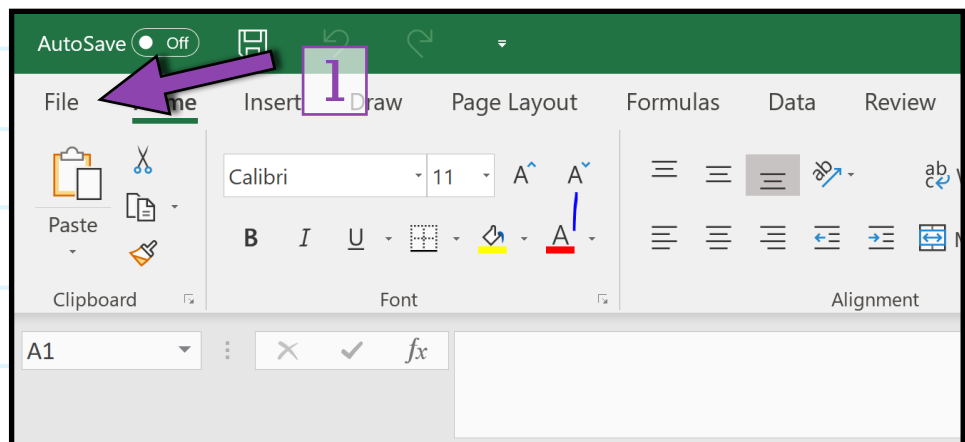
When you use “Save” in Excel, your file will automatically be given the extension **.xlsx**

The .xlsx extension shows you that the file was saved as a native file type for Microsoft Excel.



**If you are using Excel in Windows:**

First, from the top toolbar, select “File.”

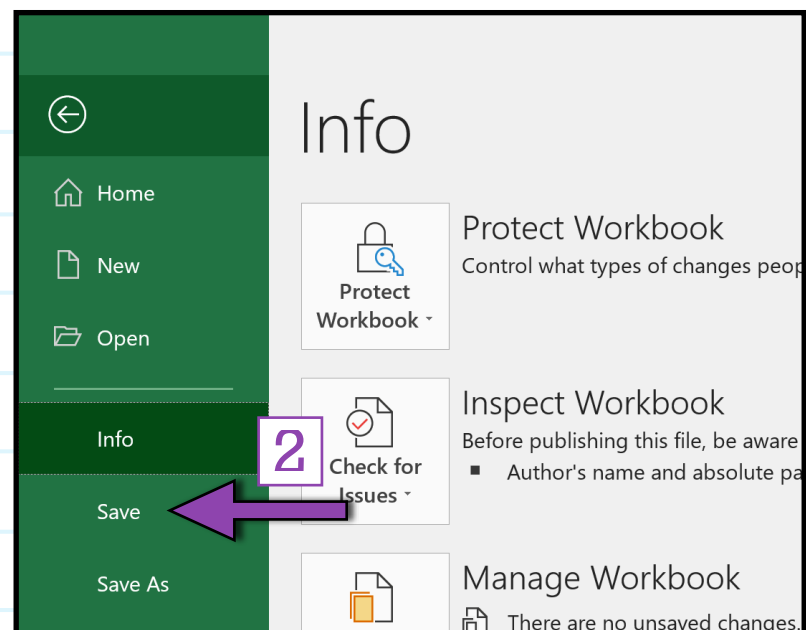


Selecting File will cause a new menu window to open.

Therefore, second, from this new menu window, select “Save.”

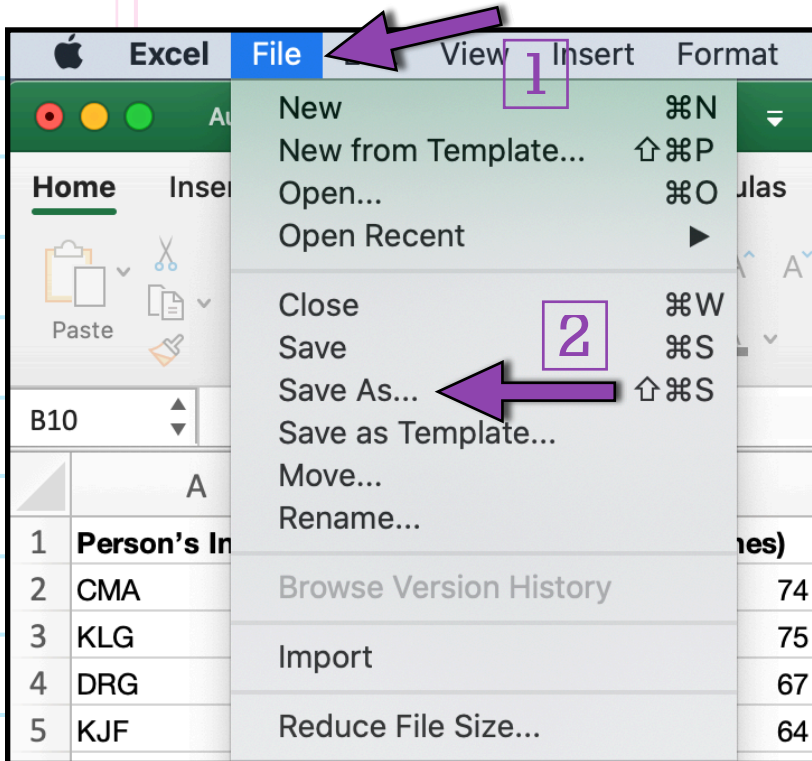
When you use “Save” in Excel, your file will automatically be given the extension **.xlsx**

The .xlsx extension shows you that the file was saved as a native file type for Microsoft Excel.



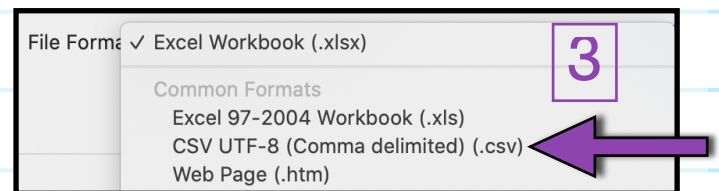
Microsoft Excel can also export spreadsheets to other file types, including **.csv** files. A **.csv** file is the most universal data format (meaning it can be opened by almost every data management platform).

Because **.csv** is a universal format, **.csv** files contain only unformatted data; they don't contain built-in functions or formulas.

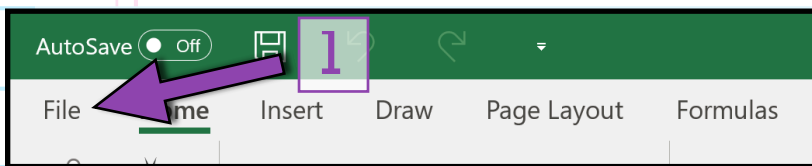


**On a Mac**, to export an Excel spreadsheet to be a **.csv** file, first, from the top menu, select "File," then, second, scroll down to "Save As."

A new save menu will open. So, third, from the "File Format" dropdown menu, which appears toward the bottom of your screen, select **".csv"**

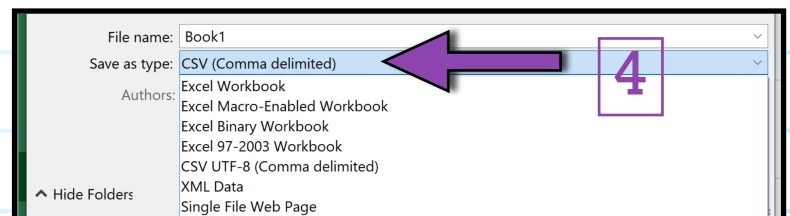


Your exported file will automatically be given the extension **.csv**



**On Windows**, to export an Excel spreadsheet to be a **.csv** file: First, from the top toolbar, select "File." Second, from the new menu window, scroll down and click "Save As." Third, select "Browse."

A new save menu will open. Fourth, from the "File Format" dropdown menu, which appears toward the bottom of your screen, select **"CSV"**



Your exported file will automatically be given the extension **.csv**

You've now learned how to enter data into Microsoft Excel!

