

## CREATE A NEW WORKBOOK

1. Click the **FILE** tab and then click **NEW**.
2. Under **AVAILABLE TEMPLATES**, click **BLANK WORKBOOK**.
3. Click **CREATE**.

## CREATE A NEW WORKSHEET

1. To quickly insert a new worksheet at the end of the existing worksheets, click the **INSERT WORKSHEET** tab at the bottom of the screen.



## TO MOVE A WORKSHEET

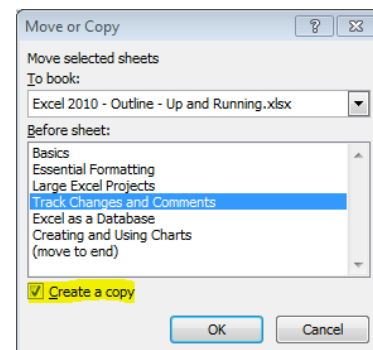
1. **SELECT THE WORKSHEET** that you want to move.
2. **RIGHT-CLICK** and click **MOVE OR COPY**.
3. **SELECT** preferred options.

**OR**

- **CLICK AND DRAG** the worksheet to desired position.

## TO COPY A WORKSHEET

- To copy the sheets instead of moving, in the **MOVE OR COPY** dialog box, select the **CREATE A COPY** check box.





## RENAME A WORKSHEET

1. **RIGHT-CLICK** the sheet tab that you want to rename, and then click **RENAME SHEET**.
2. Select the current name and type over with the new name.

## MOVE OR COPY ENTIRE CELLS

When you move or copy a cell, Excel moves or copies the entire cell, including formulas and their resulting values, cell formats, and comments.

1. **SELECT** the cells that you want to move or copy.
2. On the **HOME** tab, in the **CLIPBOARD** group, do one of the following:
  - To move cells, click **CUT**  or press **CTRL+X**.
  - To copy cells, click **COPY**  or press **CTRL+C**.
3. Select the upper-left cell of the paste area. On the Home tab, in the **Clipboard** group, click **Paste** **CTRL+V**.


**Tip:** To move or copy a selection to a different worksheet or workbook, click another worksheet tab or switch to another workbook, and then select the upper-left cell of the paste area.

## INSERT MOVED OR COPIED CELLS BETWEEN EXISTING CELLS

- Right-click the upper-left cell of the paste area, and then click **INSERT CUT CELLS** or **INSERT COPIED CELLS** on the shortcut menu.

Excel replaces existing data in the paste area when you cut and paste cells to move them. To choose specific options when you paste cells, you can click the arrow below **Paste**, and then click the option that you want.

## USE THE FILL HANDLE TO FILL DATA

To quickly fill in several types of data series, you can select cells and drag the **FILL HANDLE** (fill handle: the small black square in the lower-right corner of the selection. When you point to the fill handle, the pointer changes to a black cross) .

To use the fill handle, you select the cells that you want to use as a basis for filling additional cells, and then drag the fill handle across or down the cells that you want to fill.

## FILL IN A SERIES OF NUMBERS, DATES, OR OTHER BUILT-IN SERIES ITEMS

Using the fill handle, you can quickly fill cells in a range with a series of numbers or dates, or with a built-in series for days, weekdays, months, or years.

1. **SELECT** the first cell in the range that you want to fill.
2. Type the **STARTING VALUE** for the series.
3. Type a **VALUE** in the next cell to establish a **PATTERN**.

For example, if you want the series 1, 2, 3, 4, 5..., type 1 and 2 in the first two cells. If you want the series 2, 4, 6, 8..., type 2 and 4. If you want the series 2, 2, 2, 2..., you can leave the second cell blank.

4. **SELECT** the cell or cells that contain the starting values.
5. Drag the **FILL HANDLE** across the range that you want to fill.

To fill in increasing order, drag down or to the right. To fill in decreasing order, drag up or to the left.

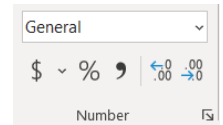
## NUMBER FORMATTING

- In Excel, you can format numbers in cells for things like currency, percentages, decimals, dates, phone numbers, or social security numbers.

1. Select a cell or a cell range or a column.


2. Choose one of these options:

- On the Home tab, select Number from the drop-down.
- Right-click the cell or cell range, select **Format Cells...**, and select Number.
- Select the dialog box launcher **Alignment Settings** next to **Number** Dialog box launcher and then select Number.




3. Select the format you want.

## COPY CELL WIDTH SETTINGS

- On the **HOME** tab, in the **CLIPBOARD** group, click the arrow under **PASTE** , and then click **KEEP SOURCE COLUMN WIDTHS**.

## COPY CELL VALUES, CELL FORMATS, OR FORMULAS ONLY

On the **HOME** tab, in the **CLIPBOARD** group, click the arrow below **PASTE** , and then do one of the following:

- To paste values only, click **VALUES**.
- To paste cell formats only, click **FORMATTING**.
- To paste formulas only, click **FORMULAS**.

## INSERT ROWS ON A WORKSHEET

1. Do one of the following:

- To insert a **SINGLE ROW**, select either the whole row or a cell in the row above which you want to insert the new row. For example, to insert a new row above row 5, click a cell in row 5.

- To insert **MULTIPLE ROWS**, select the rows above which you want to insert rows. Select the same number of rows as you want to insert. For example, to insert three new rows, you select three rows.

2. Right-click the selected rows and then click **INSERT**.

## INSERT COLUMNS ON A WORKSHEET

- Do one of the following:
  - To insert a **SINGLE COLUMN**, select the column or a cell in the column immediately to the right of where you want to insert the new column. For example, to insert a new column to the left of column B, click a cell in column B.
  - To insert **MULTIPLE COLUMNS**, select the columns immediately to the right of where you want to insert columns. Select the same number of columns as you want to insert. For example, to insert three new columns, you select three columns.
- RIGHT-CLICK** the selected cells and then click **INSERT**.

## CREATING SIMPLE FORMULAS

### USE AUTOSUM TO SUM NUMBERS

If you need to **sum** a column or row of numbers, let **Excel** do the math for you.

- SELECT A CELL** next to the numbers you want to **sum**.
- From the Home ribbon, click **AUTOSUM** and Press Enter.

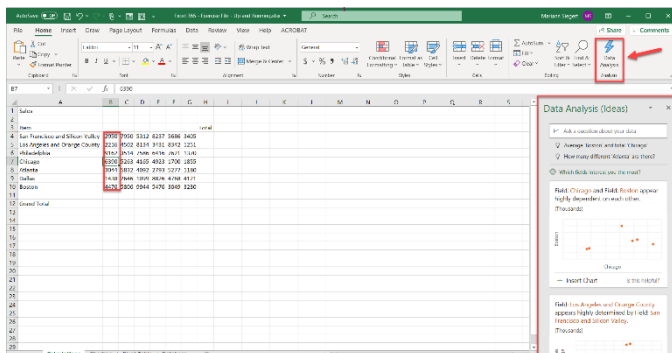
### COPY A FORMULA TO ADJACENT CELLS

- Select the cell that contains the formula you want to copy to adjacent cells.
- Drag the fill handle across the empty cells that you want copy the formula to.
- Click on the options drop-down to select formatting or numbering options as needed.

## DATA ANALYSIS – WILL BLOW YOU AWAY!

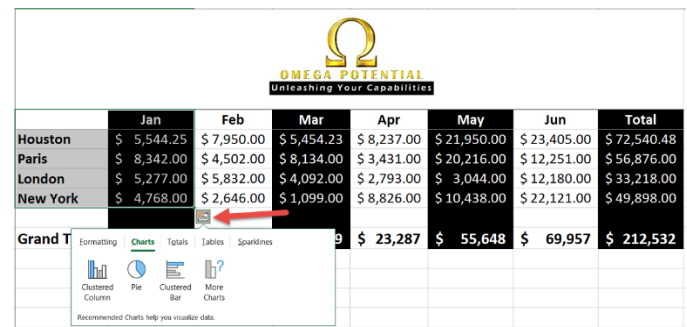
**DATA ANALYSIS** in Excel empowers you to understand your data through **VISUAL SUMMARIES, TRENDS, AND PATTERNS**.

- Simply **CLICK A CELL IN A DATA RANGE**, and then click the **IDEAS BUTTON ON THE HOME TAB**. **DATA ANALYSIS** in Excel will analyze your data and return amazing visuals about it in a task pane.



## QUICK ANALYSIS

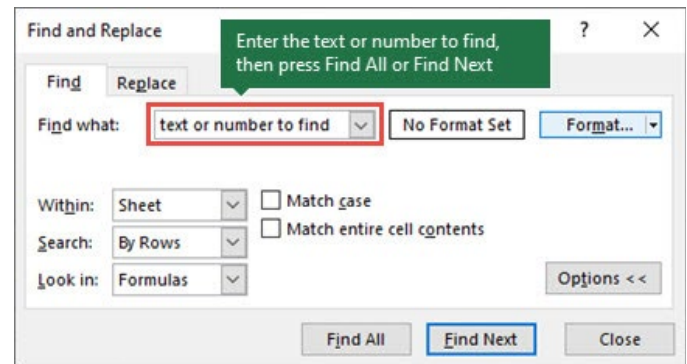
Quickly Analyze your data with tools such as charts, graphs, color-coding and formulas. **SELECT INFO TO ANALYZE** and click on the **QUICK ANALYSIS** tool that will automatically pop up after selecting.



## FIND AND REPLACE

### FINDING TEXT OR NUMBERS

- To find something, press **Ctrl+F**, or go to **Home > Editing > Find & Select > Find**. Click the **Options** button to expand.



- In the **Find what:** box, type the text or numbers you want to find, or click the arrow in the **Find what:** box, and then select a recent search item from the list.
- Click **Find All** or **Find Next** to run your search.

### REPLACE

- To replace text or numbers, press **Ctrl+H**, or go to **Home > Editing > Find & Select > Replace**.
- Type** the text or numbers you want to find in the Find what box.
- In the **Replace with:** box, enter the text or numbers you want to use to replace the search text.
- Click **Replace All** or **Replace**.