

EXCEL – Creating a spreadsheet

1. Select cell **A2** – enter your first and last name - upper or lower case, doesn't matter – hit '**enter**' on your keyboard
2. Select the cell again and change the size to **12** – then choose '**B**' on your menu toolbar to make it bold, then '**i**' to italicize it
3. **NOTE:** your last name might flow into cell B2 or maybe even into C2. If there was information entered in cells B2 and C2, your name might appear cut off but it is really still there, just not all showing right now. We'll worry about this later.
4. Select cell **A3** – enter the words '**My Business Name**' – hit '**enter**' on your keyboard – **NOTE:** not all the words will show right now – we will come back to this in a few minutes and soon you will be able to enter your own business name but for now **enter only the words 'My Business Name'**
5. Select cell **A3** again - change the size to **16**
6. We are going to change the color of the letters to white - **click on cell A3** - find your icon for '**font color**' and click on the little black arrow at the right of the icon - choose '**white**' – hit '**enter**' on your keyboard – YOUR WRITING DISAPPEARS
7. Now we're going to change the background to black so the white letters will show – **click on cell A3** - go to the **paint bucket (fill color icon)** and click on the little black arrow at the right of the icon - choose '**black**' – hit '**enter**' on your keyboard - this is called a '**reversal**'
8. Now we will work with making all the words appear in the business name – we will use the button called '**merge and center**' – look for this icon 
9. This is called '**centering across a line of text**' - click once on cell **A3** to select the cell – hold your mouse button down and drag across cells **A3, B3, C3, D3,** and **F3** – let go of your mouse button when you reach cell F3. Click once on the 'merge and center' icon and choose '**enter**' on your keyboard.
10. **NOTE:** By **default** Excel uses size 10 as the font size and Arial as the font – default means that is what the program will use if you don't tell it something different – all programs have defaults.
11. The words '**My Business Name**' should be centered across cells A3, B3, C3, D3, and **F3**. If it is NOT then go to '**edit**' and choose '**undo**' and try it again.
12. Your spreadsheet should now look like this:

First and last name

My Business Name

13. Select cell **A5** – enter '**January**' then '**enter**' on your keyboard
14. Select cell **A5** again and make it size **12** and the color **blue** – keep the font **Arial** – hit '**enter**'
15. Click once in cell **A5** to select it – position your mouse at the right corner of the cell, beneath and to the right of the '**y**' in '**January**'.
16. When your mouse becomes a black cross hair and looks like this + , hold your left mouse button down and drag down from cell **A5** - stop at cell **A16** and release your mouse button.
17. You should see '**January**' to '**December**' appear automatically, all in the same color and font size as the word '**January**' that you typed above – and you didn't have to type the months or change the font size or color – this works with numbers too and days of the week too.
18. Your spreadsheet should now look like this

First and last name

My Business Name

January
February
March
April
May
June
July
August
September
October
November
December

19. Go to '**file**' and choose '**save**' NOT '**SAVE AS**' - click '**my documents**' at the left – at the bottom in the '**File name:**' box type your first name and the grade and class that you're in – for example – **doug5b** - **no spaces** – click on '**save**'
20. We will now change the font of '**My Business Name**' (**we will change the name of the business later**) - click on cell **A3** and look for your **font pull down menu**, and choose '**Times New Roman**' – **Later you can change it to something else**
21. Now we will change the **size of the cells** so all the months of the year will fit inside the cells – click with your mouse once in cell A5 and hold your mouse button down

over the 'u' in 'January' - **drag to cell A16** and **release your mouse button when you reach the 'c' in 'December'** - now all your months will be highlighted

22. Go to '**format**' at the top in your menu tool bar, choose '**column**', choose '**AutoFit Selection**' – all your cells containing the months of the year should be wider to show each month

23. In cell B5 enter 250

24. In cell B6 enter 200

25. In cell B7 enter 300

26. In cell B8 enter 500

27. In cell B9 enter 28

28. In cell B10 enter 25

29. In cell B11 enter 20

30. In cell B12 enter 30

31. In cell B13 enter 100

32. In cell B14 enter 97

33. In cell B15 enter 80

34. In cell B16 enter 75

35. Select all the cells from **B5 through B16** and change the font color to **green**

36. **NOTE:** all the numbers you enter in Excel are aligned to be even on the right side – this is called '**right justify**' - but when you enter words, they are even on the left, or 'left justified'. Excel knows the difference between words and numbers and knows that to add numbers properly they need to be aligned to the right – this is the default for Excel but you can change the alignment to something different by going to any of

the four icons for alignment in your tool bar – they look like this



37. Your spreadsheet should now look like this:

First and last name

My Business Name

January	250
February	200
March	300
April	500
May	28
June	25
July	20
August	30
September	100
October	97
November	80
December	75

38. Now we are going to **add the numbers and come up with a sum** – select cell **A17** and type '**TOTAL**', make it **bold** and change the color to '**red**' – leave the font and size as the 'default'
39. Click with your mouse in cell **B17** and look for the '**AutoSum**' icon in your toolbar – it looks like this 
40. Click it one time and hit '**enter**' – a total should appear in column **B17**

41. Now we will change the number to appear as a dollar amount – click on cell **B17** – click on **'format'** in your toolbar and choose 'format cells' then click on the tab titled **'Number'** – choose **'currency'** from the list (**third one down**) and at the right where you see the words **'Decimal places'** and the number **'2'** – you'll see two black arrows – **click on the black arrow that is pointing down** and click it two times until you see **'0'** - click **'OK'** and your spreadsheet will look like the following

First and last name

My Business Name

January	250
February	200
March	300
April	500
May	28
June	25
July	20
August	30
September	100
October	97
November	80
December	75
TOTAL	\$1,705

42. Now we will create a graph – click with your mouse one time in cell **B16** **YOU DO NOT WANT THE TOTAL OR YOUR NAME OR YOUR BUSINESS NAME TO APPEAR IN YOUR CHART** - hold your left mouse button down – and drag your mouse to cell A5 then release your mouse button



43. Look for the **chart wizard** button – it will look like this  click it one time and a new window pops up – choose **'Line'** – the third one down – click **'next'** **'next'** **'next'** and then **'finish'**
44. Notice how your chart looks funny because the months of the year are too long and not all are showing or they show but look all scrunched together – we will **delete** this chart and make a few changes
45. **Deselect your chart (click off the chart to somewhere else on your spreadsheet)** then **click in the middle of your chart** and notice the 8 black squares that appear around the border – this means your chart is **selected or highlighted** – click **'delete'** on your keyboard to erase the chart
46. We will now abbreviate the months of the year so they will be shorter – we will start in cell **A5** and abbreviate **'January'** to **'Jan'** – no period - hit **'enter'**

47. Click inside cell **A5**, and with your mouse to the right of the letter 'n' in 'Jan' in the corner, wait for your cursor to turn to a **black cross hair** - **drag till you reach cell A16** - **release your mouse button**.

48. Your spreadsheet should now look like this

First and last name

My Business Name

Jan	250
Feb	200
Mar	300
Apr	500
May	28
Jun	25
Jul	20
Aug	30
Sep	100
Oct	97
Nov	80
Dec	75
TOTAL	\$1,705

49. Now let's try to create a chart again - click with your mouse one time in cell **B16** **YOU DO NOT WANT THE TOTAL IN YOUR CHART OR YOUR NAME OR BUSINESS NAME** - **hold your left mouse button down** – **and drag your mouse to cell A5** then **release your mouse button**



50. Look for the **chart wizard button** click it one time and a new window pops up – choose '**Line**' – the third one down – click '**next**' '**next**' and '**next**' and '**finish**'

51. Now we want to **change our chart** to a different kind of chart - **click one time with your left mouse button in the middle of your graph to select it** – notice the tiny black boxes around the graph that shows you chart is selected or highlighted - go to your menu tool bar and choose '**Chart**' – select '**Chart type**' – we will experiment with more graphs later but for now choose '**Column**' , the first chart in the list

52. Now we will make the chart larger - notice that '**Dec**' is missing – **click one time on your graph to select it** – **click and hold your mouse button down over the tiny black box in the bottom right corner and drag your mouse to cell H21**. Now all your months should appear when you release your mouse button.

53. We will move our chart away from our spreadsheet information (date)- **click on it once and move it slightly to the right and up so it sits right next to our data**

54. **Think time:** What months of the year did your business make more money? What type of business could this be where people need to buy something during the winter months? Make up a business name and go to cell A3 and click one time. Above the letters at the top of your spreadsheet look for the white box with the words 'My Business Name' – click once with your mouse at the end of the letter 'e' in 'Name' and backspace – enter the name of your business.
55. Now you discover you made an error in a figure in cell **B6** for **February** – you meant to enter **400**, **click once on cell B6 and enter '400'** – notice how the chart automatically changed the bar to go to 400 instead of 200
56. To print your chart we have to tell Excel what we want to print – click on cell **I19** and hold your mouse button down and drag to cell **A2** – release your mouse button then immediately go to 'file' and choose '**print area**' – '**select print area**'
57. Next go to '**file**' then **print**' and choose '**print preview**' - it looks okay but it would look better if we changed the page position from tall to wide – choose '**close**'
58. Go to '**file**' choose '**page setup**' and select '**landscape**' by clicking in the circle then click on '**ok**'
59. Now go to '**file**' choose '**print preview**' then '**close**' – we need to make the spreadsheet print in the middle of the paper
60. Go to '**Page setup**' and choose the '**Margin**' tab at the top – at the bottom of this page you will see '**Center on page**' – click on the blank white boxes next to **horizontally** and **Vertically** and click '**OK**'
61. Go to '**file**' choose '**print preview**' then '**close**' – now it looks great and we're ready to print
62. go to '**file**' and choose '**print**' and then '**ok**'
63. **Now have fun but DO NOT CHANGE THE INFORMATION in your chart or spreadsheet (such as numbers or days of the month)** - but you can change colors and background and font
 - Double click one of the bars in your chart – a window pops up - change the color of the bars
 - Double click the days of the month in your chart and choose a different font or color or style
 - click on your chart and go to 'Chart' and choose 'Chart type' to change the chart – change the font size and font of your months, name, business name –