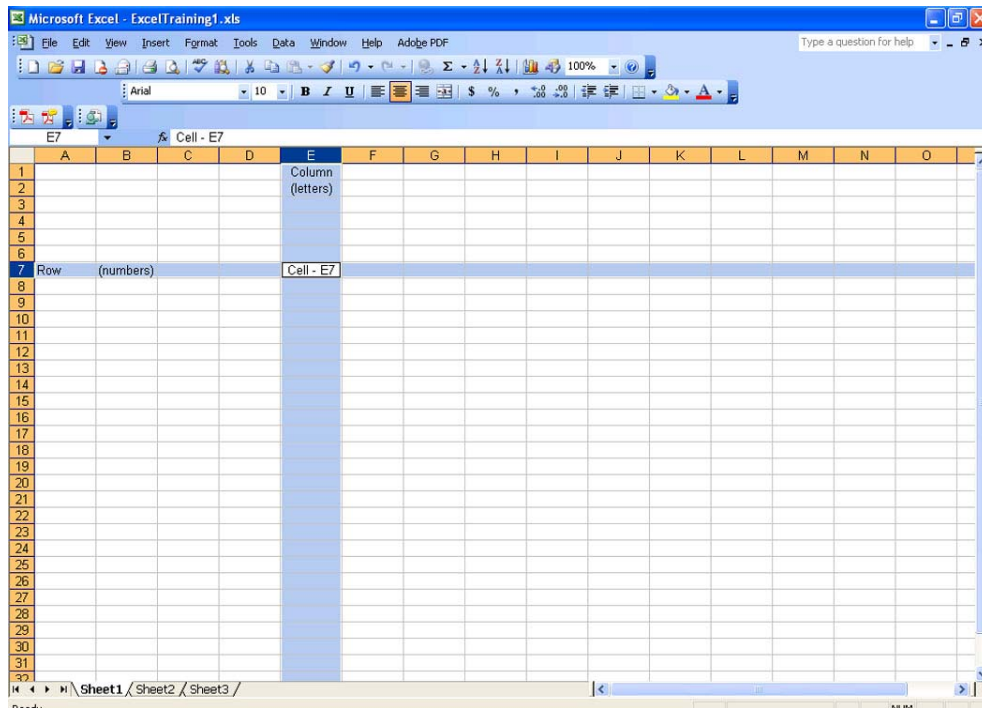


# Microsoft Excel



# Data Management

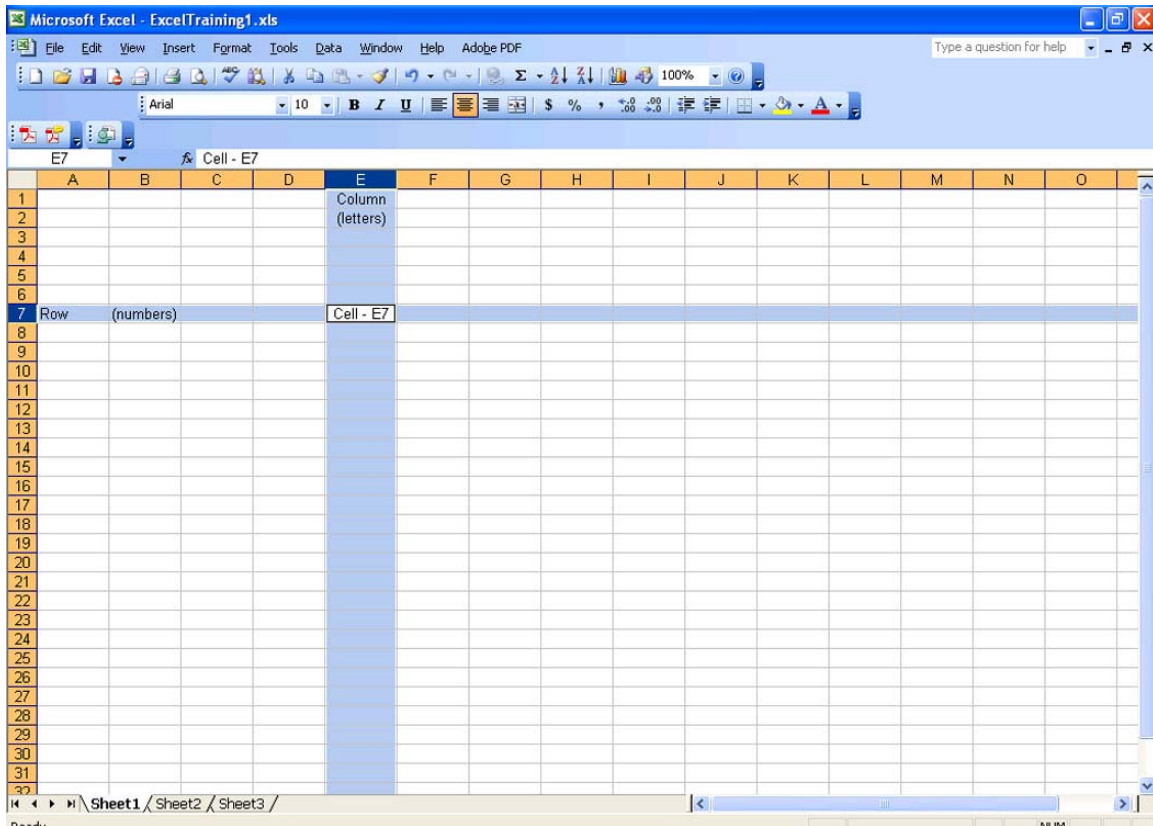
# Microsoft Excel 2003

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## Basic Excel Parts/Terms

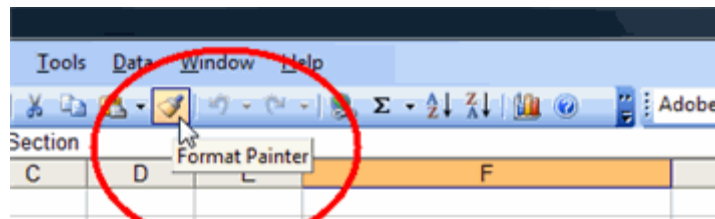
1. Column
  - a. Data that runs from top to bottom
  - b. Labeled at the top of the screen with a letter - *Column E*
2. Row
  - a. Data that runs from side to side
  - b. Labeled at the side of the screen with a number - *Row 7*
3. Cell
  - a. The place where a column and row intersect
  - b. Labeled with the column, then the row - *E7*



## Working with Data

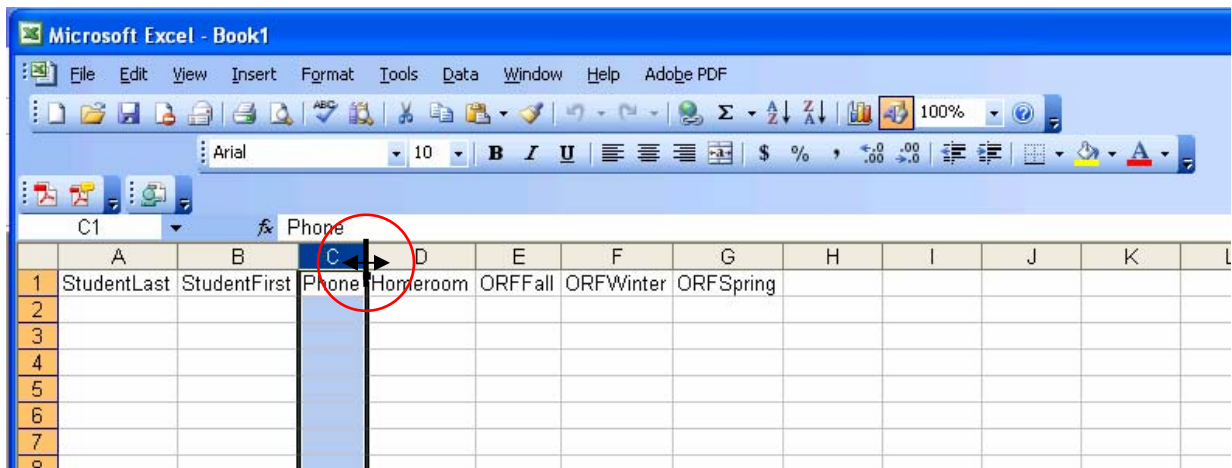
1. Text
  - a. Typically aligns automatically on the left
2. Numbers
  - a. Typically align automatically on the right
3. Formatting the font
  - a. Highlight the Row, column or cell that you want to format
  - b. Choose the correct settings - Font, size, color, alignment, etc.....

4. Formatting types of data in cells
  - a. Usually numbers have multiple types of format - Dates, Percentages, Currency, etc.....
  - b. Highlight the Row, column or cell that you want to format
  - c. Click on Format
  - d. Click on Cell
  - e. Click on the Numbers tab
  - f. Choose the correct type of formatting
5. Automatic formatting with "Format Painter"
  - a. To use one type of format in other cells use the Format Painter
  - b. Click on cell that has the format you want to use
  - c. Click on the Format Painter - paintbrush
  - d. Highlight the cell or cells that you want to have that format



## Resizing Columns and Rows

1. Resizing one column
  - a. Highlight one column by clicking on a letter at the top of the spreadsheet
  - b. Put the mouse on the right side of column header to get the resize tool
  - c. Hold your mouse and drag to the size desired or double-click to resize automatically.



2. Resizing multiple columns at one time

- a. Highlight one column by clicking on a letter at the top of the spreadsheet
  - b. Hold the mouse and drag to highlight other columns
  - c. Put the mouse on the right side of a column header to get the resize tool
  - d. Hold your mouse and drag to the size desired
  - e. Or, double-click on the largest column header to resize all cells automatically to this size
3. The same instructions are used for resizing rows, except click on the numbers on the side

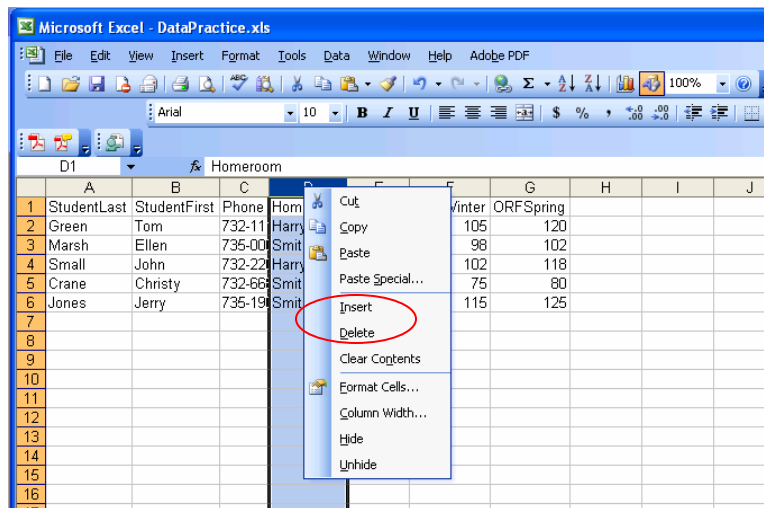
### **Aligning Cells**

1. Wrap Text
  - a. Used when you want to keep columns one size but have information in cells that needs to go from top to bottom, no side to side
  - b. Allows the cell to grow with the text
  - c. How to Wrap Text
    - i. Click on cell / cells you want to wrap
    - ii. Click on Format
    - iii. Click on Cell
    - iv. Click on Alignment Tab
    - v. Check the box that says, Wrap Text
    - vi. Click on OK
2. Merge Cells
  - a. Used when you want information to go across a spreadsheet
  - b. Usually used when creating titles
  - c. How to Merge Cells
    - i. Click on cell / cells you want to wrap
    - ii. Click on Format
    - iii. Click on Cell
    - iv. Click on Alignment Tab
    - v. Check the box that says, Merge Cells
    - vi. Click on OK

### **Adding / Deleting Columns and Rows**

1. Sometimes another column or row of data is needed in the middle of other data
2. How to add a column
  - a. Click on Column to the right of where you want the new column
  - b. Right click on the Column Header
  - c. Click on Insert
  - d. The column will be added automatically to the left of this column
3. How to add a row

- a. Click on Row below where you want the new row
  - b. Right click on the Row Number
  - c. Click on Insert
  - d. The row will be added automatically above this row
4. Click on the Format Painter - paintbrush if you want to choose where you want the column/row to go
  5. How to delete columns / rows
    - a. Right- click on column or row you want to delete
    - b. Click on Delete



## Writing Functions/Formulas

1. How to write a formula to Add cells
  - a. Determine which cells you want to Add
  - b. In a cell beneath or to the right of the cells, type the following - **=sum(**
  - c. Click on the first cell to add to the data
  - d. Hold the mouse and drag to the last cell you wish to add to the data
  - e. Let go of the mouse button
  - f. Click back in the cell with the formula and add the following - **)**
  - g. The final formula should look similar to this - **=sum(A2:A5)**
2. How to write a formula to Average cells
  - a. Determine which cells you want to Average
  - b. In a cell beneath or to the right of the cells, type the following - **=average(**
  - c. Click on the first cell that will be averaged
  - d. Hold the mouse and drag to the last cell you wish to include in the average

- e. Let go of the mouse button
  - f. Click back in the cell with the formula and add the following -  
)
  - g. The final formula should look similar to this - *=average(A2:A5)*
3. How to carry formula across cells
    - a. Once you have created a formula that you want, you can carry this formula across cells rather than re-type it each time.
      - i. Click on cell that has formula attached to it
      - ii. Put the mouse in the bottom-right corner of the cell until you see a black plus sign, +
      - iii. Click and hold the mouse
      - iv. Drag the mouse across the cells you want the formula in
      - v. Let go of the mouse
      - vi. The format will be in each cell
  4. How to use Conditional Formatting to color-code cells

### Sorting Data

1. How to sort data Alphabetically
  - a. Highlight the rows you wish to sort
  - b. Or, click on the box in the upper-left corner of the spreadsheet to highlight the entire spreadsheet
  - c. Click on Data
  - d. Click on Sort
  - e. Sort by - StudentLast
  - f. Click on OK
2. How to sort data from Low Score to High Score
  - a. Highlight the rows you wish to sort
  - b. Or, click on the box in the upper-left corner of the spreadsheet to highlight the entire spreadsheet
  - c. Click on Data
  - d. Click on Sort
  - e. Sort by - ORFSpring
  - f. Click on OK
3. How to sort Multiple Fields
  - a. Highlight the rows you wish to sort
  - b. Or, click on the box in the upper-left corner of the spreadsheet to highlight the entire spreadsheet
  - c. Click on Data
  - d. Click on Sort
  - e. Sort by - StudentLast
  - f. Then, Sort by - StudentFirst
  - g. Click on OK

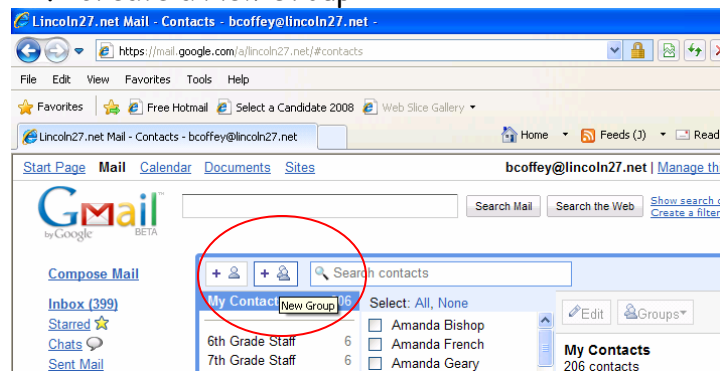
## Importing Data

### 1. How to Save data as a .csv file for Address import into Gmail

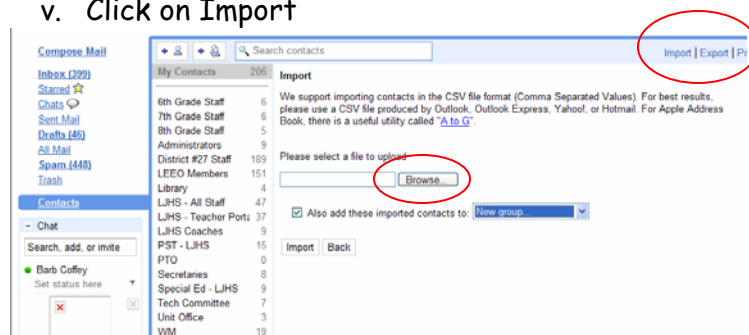
- a. Create a file of emails
  - i. Must have the following columns
    1. Last
    2. First
    3. Email
- b. File -- Save As
- c. Type the File name:
- d. Click on the pull-down arrow next to, Save as type:
- e. Choose CSV (Comma delimited) (.csv)
- f. Click on Save

### 2. Import into mail.lincoln27.net to create Contact Lists

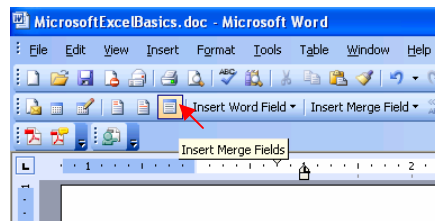
- a. Create a new group
  - i. Log into mail.lincoln27.net email
  - ii. Click on Contacts
  - iii. Create a New Group



- b. Import .csv file to create contact list
  - i. Click on Import
  - ii. Browse for saved .csv file
  - iii. Put a check next to - Add to group
  - iv. Choose the group
  - v. Click on Import



3. How to Import Excel data into Word to create a form letter
  - a. Type a letter - welcome letter, grades, benchmark data, etc....
  - b. Click on Tools
  - c. Click on Letters and Mailings
  - d. Click on Mail Merge
  - e. Select Letters
  - f. Click on Next: Select Document Type
  - g. Use default (current document)
  - h. Click on Next: Select Recipients
  - i. Click on Browse
  - j. Find and open a saved excel file that has data you want to use
  - k. Click on OK
  - l. Click on OK
  - m. Click on Next: Write your letter
  - n. Insert data in the appropriate places in the letter
  - o. Click on Insert Merge Fields



- p. Click on fields to insert
- q. Click on Next: Preview your letters
- r. Click on Next: Complete the merge
- s. Click on Print to print all of the letters created by the mail merge
  - i. One letter will be created per row of data
  - ii. Choose All -- OK

## ADDITIONAL RESOURCES

### Training - Web Instructions

<http://www.usd.edu/trio/tut/excel/>

### Training - Videos

Basic Lesson on Data Entry

<http://video.google.com/videosearch?q=microsoft+excel+tutorial&hl=en&emb=0&aq=f#q=microsoft+excel+2003+tutorial+basics&hl=en&emb=0>