Excel 2013 Essentials
TLTC CEHS
May 2014

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Terms

Workbook:
An Excel file is a workbook. It has a file name, can be saved to certain place on your computer or an external destination. (protect your workbook?)

Worksheet:
A workbook may have more than one Worksheet. Each Worksheet has a tab at the bottom of the Workbook. The Worksheet tab shows the name of it, and can be colored differently. (protect worksheet?) By default, each workbook has one worksheet. Using the “+” sign to add new worksheet. To access a worksheet, click on its tab.

Ribbons:
Cross the top of an Excel workbook, there are eight tab-like ribbons. Each Ribbon consists several groups of options. For example, on Home Ribbon, there is Clipboard Group, Font group, Alignment Group, Number group, Styles Groups, Cells Group, and Editing Group.

Column:
A group of cells that run vertically. It is identified by a Letter(s) on the Column Header at the top

Row:
A group of cells that run horizontally. It is identified by a number on the Row Header at the left.

Cell:
A cell is identified as a letter(column) and a number (row), e.g., A4, B3.
Launching Excel 2013

Windows 7:

1. Click on “Start”
2. Click on “All Programs”
3. Click on “Microsoft Office 2013” folder
4. Click on “Excel 2013”
   --If you get a welcome pop-up window, close it.
5. To create a new file, double click the “Blank Workbook”. To open an existing file, click on “Open” on the File Menu on the left.

Window 8:

1. Press the “Start” button on your keyboard
2. Click on “Excel 2013”
3. To create a new file, double click the “Blank Workbook”.
**Data entry**

1. Click once to select a cell
2. A second click on a cell will make the cursor appear inside of the cell—enables typing
3. Type in the following data in your worksheet:
   - In Cell A1: EDP201
   - In Cell A2: EDP202
4. Holding your mouse down to select cells A1 and A2
5. Place your cursor on the small square at the right lower corner of the selection, you should see a “+” sign.
6. Drag the “+” sign down on the same column, other courses are automatically filled.

**Insert Column/Row**

Now what about I want to have headings for my columns and numbers for my rows.

**Method 1:**

1.1 Select all the cells that have content
1.2 Mouse over to the edge of the selection, see a four-arrow sign
1.3 Drag the selection to the place you want

**Method 2:**

2.1 Select Cell A1
2.2 Go to Home Ribbon, Cells group, click on “Insert”
2.3 Click on Insert Sheet Rows
2.4 Click on “Insert”---“Insert Sheet Columns”

**Method 3:**

3.1 Select Cell A1
3.2 Right click on Cell A1
3.3 Click on “Insert”—“Entire row”—“OK”
3.4 Click on “Insert”—“Entire Column”—“OK”

Practice

1. In new Cell A1, type in “Number” then press “↓”
2. In new Cell A2, type in “1” then press “↓”
3. In Cell A3, type in “2” then press “↓”
4. Select cells A2 and A3, place your cursor on the little square at the lower-right corner to see the “+” sign
5. Drag the “+” sign down to Cell A11. Numbers up to 10 should be automatically filled in the cells.
6. Click on Cell B1, type in “Course” and then press “→”
7. In cell C1, type in “enrollment” and then press “→”
8. In cell D1, type in “Instructor” and then press “→”
9. In cell E1, type in “semester” and then press “→”

Data Validation (A pull-down list for data entry)

Now I want to add “Open” or “Closed” to Enrollment column, from which the users can choose from.

First, Create list of values somewhere on this workbook.

1. Go to cell T20, type in Open then press down arrow
2. In cell T21, type in Closed.
3. Click on cell C2
4. Go to “Data” Ribbon—“Data Tools” group—“Data Validation”

5. On the “Settings” tab, select “List” on the pull-down menu of “Allow”

6. Click on the Select Source icon on the “Source” box

7. Select Cells T20 and T21.

8. Click on Select Source icon again to expand the Data Validation window

9. Click on OK
10. On the “Input Message” tab, type in the following message:

![Image of Input Message Tab]

11. On the “Error Alert” tab,

   11.1. Determine the type of alert you would like to give to your users—Stop, Warning, or Information
   11.2. Give it a Title
   11.3. Error message: The Enrollment Status has to be either “Open” or “Close”. Please try again.
12. Activity: Create a list of Instructors for Column D

Steps:

12.1. Go to Column U, start from cell U20, type in the instructors’ names. (your options)
12.2. Go to “Data” Ribbon—“Data Tools” group—“Data Validation”
12.3. On the “Settings” tab, Under “Allow” select “List”
12.4. Click on the Select Source icon on the “Source” box
12.5. Select Cells on Column U that you have all the instructors’ names.
12.6. Click on Select Source icon again to expand the Data Validation window
12.7. Click on OK
Protect your worksheet

1. Select the cells that you want users to be able to edit, such as Column C Enrollment

2. Go to Home Ribbon—Cells Group—Format

3. on the pull-down menu of Format, deselect “Lock Cell”
3. Go to “Review” ribbon—“Changes” group—“Protect Sheet”

4. Type in a password to protect your sheet. One can edit your worksheet after putting in the password.

5. Click on OK. It will ask you to reenter the password. Do it and click on OK.

The worksheet now allows changes to the cells that you have allowed changes.

To remove the protection on a worksheet

1. Go to Review ribbon—Unprotect Sheet
2. Type in the password
3. Click on OK

Now the “Unprotect Sheet” icon changed to “Protect Sheet”, which indicates that the worksheet is not protected.
**Freeze columns or rows**

To freeze the top row and/or first column of your worksheet:

1. Go to View – Window group – Freeze Panes
2. click on “Freeze Top Row” or “Freeze First Column”

To Freeze certain rows or columns:

1. Select the cell, the rows above the cell and the columns left to the cell need to stay when you scroll the worksheet.

- Select cell C1 if you want to freeze Column A and Column B.
- Select C2 when you want to freeze Column A & B, and Row 1.
- If you select D4, then columns to its left, i.e., Column A, B, & C, and rows above it, i.e., Row 1, 2, & 3 are all to be frozen.

2. Go to View ribbon—Window group – Freeze Panes
3. Click on Freeze Panes.

To unfreeze, go to View ribbon—Window group – Freeze Panes--Click on Unfreeze Panes.
Now let’s work with a worksheet that has much more information. — Sheet 2

**Sorting data**

Sort the players by their number

1. Go to Data ribbon – Sort & Filter group
2. Click on Sort
3. On the Sort panel, check “My data has headers” — this way the top row will stay at the top.
4. Click on the down-arrow button in the “Sort by” box, click on “No.”, which is the name of Column A in the worksheet, Choose “Values” for “Sort On”, and “Order” as “Smallest to Largest”.
5. Click on “OK”.

Now the players are listed in the worksheet by their number, from 1 to 99.

**Concatenating Data**

Let’s add email addressed to the worksheet 2. Our players have email addresses on the domain of gmail.com, and the user names consist of their first name, a dot, and their last name. For example, Eric Kinsey’s email address is eric.kinsey@gmail.com.

Let’s use Data Concatenation function in Excel 2013.

1. Go to Sheet 2 in your Excel file.
2. We want to build separate columns that has the players first names, last name, and when we concatenate these two columns we can add a dot in between and add @gmail.com after their names.

3. First, let’s split first names and last name in Column “Name”
   3.1 Create **three** new columns next to Column B, --remember how to insert column(s)?
   3.2 Click on heading of “Column B” to select the column
   3.3 Go to “Data” Ribbon, “Data Tools” group, “Text-to-Columns”

   ![Image of Excel ribbon with Data Tools selected]

   3.4 Choose “Delimited” in the “Convert Text to Columns Wizard – Step 1 of 3, then click on “Next”

   ![Image of Convert Text to Columns Wizard]

   3.5 On Convert Text to Columns Wizard – Step 2 of 3, check “Space”, and uncheck “Tab” if it has been checked. Inspect the data in the “Data preview”. Seemed like “Nana Twum Agyire” has a middle name that takes one column and we may need to go to the data to manually fix that. Click on “Next”
3.6 In Convert Text to Columns Wizard – Step 3 of 3, choose the appropriate data format, in our case, it can be “General” or “Text”.

3.7 On Destination box on this page, we don’t want the new data overwrite our existing data in Column B. Therefore, we will tell the program where we want the new columns to be. Click on the destination selection icon on the right.
3.8 On the Worksheet, click on the first cell in the first row where you want the new data start, in our example, it is Cell C1.

3.9 Now click on the Destination Selection icon again to bring back the full screen of Convert Text to Columns Wizard, click on Finish.

3.10 Clean up the data: “First” in C1, “Last” in D1. In Column E, there is only one person’s last name, and we want to replace his middle name in Cell D2 with his last name.

3.11 Click on Cell D2 once to select it, and right click mouse – copy. (Or you may go to “Home” Ribbon—“Clipboard” group—“Copy”.)

3.12 Click once on Cell C2 to select it, and right click your mouse – click on “Paste” (the first paste option) (Or go to ‘Home” Ribbon—“Clipboard” group –“Paste”—the first paste option).

4. Concatenating data

4.1 In Cell E1, type in Email

4.2 in Cell E2, type in nana.agyire@gmail.com, then enter

4.3 in Cell E3, type in ricky.rumph@gmail.com, then enter

4.4 In cell E4, click “Ctrl” & “E”, all emails are auto filled to the rest cells in the column! This is called Flash fill in the new version of Excel.

4.5 Save the file as Book 1 on your desktop.
Mail Merge

In this section I will demonstrate how to use a Word 2013 to do the mail merge. You can use a Publisher, or Openoffice for this purpose.

Launching Word 2013 and Outlook 2013

Windows 7:
1. Click on “Start”
2. Click on “All Programs”
3. Click on “Microsoft Office 2013” folder
4. Click on “Word 2013”
   --If you get a welcome pop-up window, close it.
5. To create a new file, double click the “Blank Document”. To open an existing file, click on “Open” on the File Menu on the left.

Window 8:
1. Press the “Start” button on your keyboard
2. Click on “Word 2013”
3. To create a new file, double click the “Blank Document”.

Follow the same steps to launch Outlook 2013 and log into your account.
Email Merge

1. Open a new word file.
2. Go to “Mailings” ribbon – “Start Mail Merge” Group – click on “Start Mail Merge” — “E-mail Messages”
3. Go to “Mailings” ribbon – “Start Mail Merge” Group – click on “Start Mail Merge” — “Step-by-Step Mail Merge Wizard...”, you will have a Mail Merge window show up on the right of your screen.
4. Click on “Next: Starting document” at the bottom of the Mail Merge window.
5. On Step 2 of 6, select “Use the current document”.
6. Click on “Next” Select recipients” at the bottom of Mail Merge window.
7. While “Use an existing list” checked, click on “Browse”
8. Find the Workbook “Book1” on your computer
9. Make sure to select Sheet2. And click on OK.
10. You may uncheck some of the players if you don’t plan to send email to everybody
11. Click on “Next: Write your email message” at the bottom right corner.
12. When finishing type in messages, click on “More items” on the Mail Merge window.
13. I want to address each recipient with their first name, therefore I select “First” in the Insert Merge Field panel.
14. Click on “Next: Preview your e-mail message” to preview the message, you may click on the backward “<<” or forward “>>” buttons to preview the message for all the recipients.

15. Once done preview, click on “Next: Complete the merge” at the bottom.
16. Click on “Electronic Mail”. In the “Merge to Email” window, choose “Email” in the “To:” box, type in a title in the “Subject Line”, Mail Format should be HTML or Plain text. You may choose to send message to All or to a range of recipients that are on the list.
17. Almost done! Before you click on “Ok”, make sure you have everything in the message. Once you click on “OK” on this window, the emails will be sent out through your Outlook account that you logged in at the beginning.

You may follow the same steps to print labels or envelopes from an Excel sheet.