

Common uses for Excel

- **Storing** and managing (*sorting*) lists of information
- Doing **computations** (integrating formulas into lists: adding, percentages, averages, etc...)
- Examples
 - Budgets
 - Grade books
 - Address and important date lists
 - Shopping lists (organizing items by aisle...)
 - Inventory
 - Hours log (tracking hours, breaks, sick days, and vacations for work)
 - Forms (layouts can also be done in Word using Tables or Text Boxes with clear borders)
 - Data analysis and statistics

Excel Spreadsheet Characteristics

- Rows, Columns, and Cells
 - hint: use Tab to move horizontally from cell to cell (L→R) in a row across columns
 - hint: use Enter to move vertically (top→bottom) within the same column
 - Resize Rows and Columns
- Formula Bar
- Workbook and Worksheets

Extra Features

- Merge Cells (making two or more neighboring cells into one large cell)
- Stylistic features
 - Fill color
 - Font : style, size, color, alignment
 - Borders

 **Create an Address Book that includes important date information**

- 1) Fill in the **header row** to describe what information will go in each row's column
 - a. Last name
 - b. First name
 - c. Street address
 - d. City
 - e. State
 - f. Zip
 - g. Phone/Cell
 - h. Email
 - i. B-day month & day
 - j. Birth year
 - k. Anniversary mo & day
 - l. Anniversary yr
- 2) Enter the applicable information in each row for each person
- 3) **Sort** (highlight the data; click on *Data* (menu): *Sort*; designate the sort column)
 - a. By last name
 - b. By state
 - c. By B-day or Anniversary