

Microsoft Excel Manual

Purpose and Overview

The purpose of this manual is to provide an overview of Microsoft Excel tools and functions which are most useful to improve daily operational efficiency.

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SECTION I: What is Excel?

Microsoft Excel is a spreadsheet application that is commonly used for a variety of uses. At its core, this is a table consisting of rows and columns. Excel is composed of rows and columns and stores a spreadsheet display data. Features include: calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications.

What can I do with this?

The data within a table can be sorted by any column, which means that the rows can be ordered by 1 more or less: alphabetically, by the ID number ascending or descending, by the amount paid, ascending or descending, or by the date. You can also filter the data in the table to have only specific values shown.

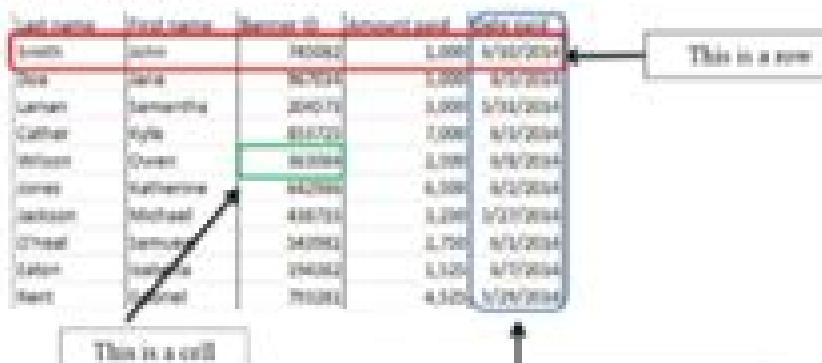
SECTION II: Cells, Rows, and Columns

What is a cell?

A cell, outlined in green below, is an individual block within a table in which you can enter values, or words or numbers.

What are rows and columns?

Rows, outlined in red below, are a horizontal group of cells. Columns, outlined in blue below, are a vertical group of cells.



Last Name	First Name	Street Address	Apartment Unit	City, State, Zip Code
Smith	John	123 Main St	1,000	Anytown, USA 12345
White	Sarah	234 Main St	1,000	Anytown, USA 12345
Carson	Matthew	345 Main St	1,000	Anytown, USA 12345
Miller	Emily	456 Main St	1,000	Anytown, USA 12345
Jones	Matthew	567 Main St	1,000	Anytown, USA 12345
Johnson	Michael	678 Main St	1,000	Anytown, USA 12345
Green	Samuel	789 Main St	1,000	Anytown, USA 12345
Allen	Joseph	890 Main St	1,000	Anytown, USA 12345
Hart	Patricia	901 Main St	1,000	Anytown, USA 12345

Inserting rows and columns

To Add a Row:

1. Select the entry row below where you want to add the new row.

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R. BOND (of London.)

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