

# 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.

Training, Evaluation & System Support

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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, it is a table consisting of rows and columns. Excel is composed of rows and columns and uses a spreadsheet display data. Features include: calculations, 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 name or first name 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 show.

## 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	Amount ID	Amount paid	Cells paid
Smith	Jane	345678	1,000	6/10/2014
Wile	John	867531	1,000	6/10/2014
Jensen	Samantha	204571	1,000	6/11/2014
Cather	Fyle	811723	1,000	6/11/2014
Wilson	Owen	663884	1,000	6/12/2014
Jones	Katherine	642566	4,000	6/12/2014
Johnson	Michael	488761	1,100	6/13/2014
Chen	Samuel	243982	2,750	6/13/2014
Laton	Isabella	194082	1,120	6/13/2014
Reed	David	711081	4,510	6/14/2014

This is a row

This is a cell

This is a column

### Inserting rows and columns

#### To Add a Row:

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

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