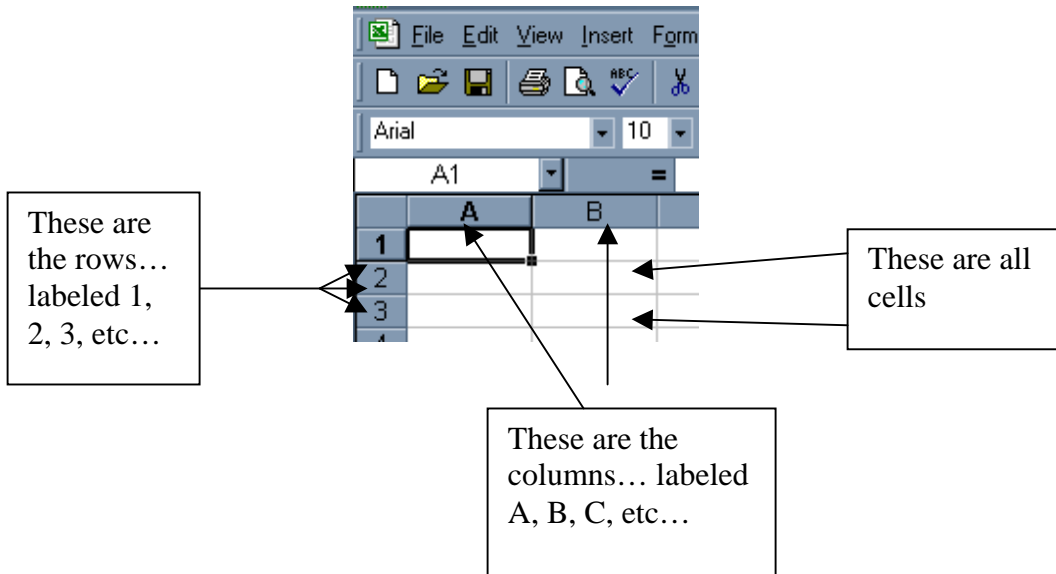


A Guide to Microsoft Excel

February 28, 2006

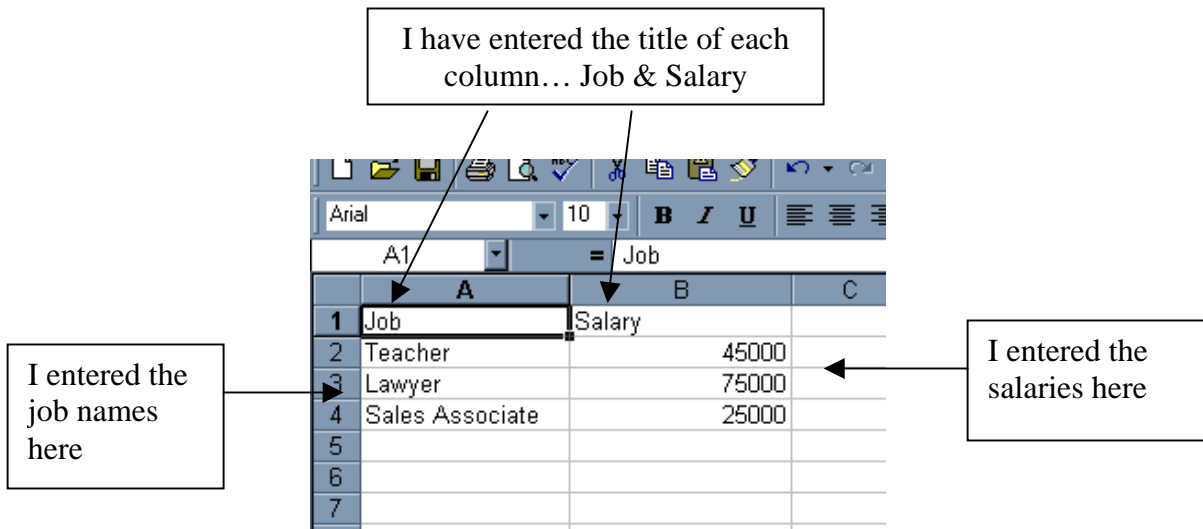
Today we will be learning the basics of Microsoft Excel. We will be focusing on the Chart Wizard.

Step 1 – Open Microsoft Excel. A blank spreadsheet is automatically created. The spreadsheet is divided into rows and columns. Each individual box is called a cell.



For this exercise, we are going to create a graph that will chart various jobs and salaries.

Step 2 – Enter job and salary data. You will now take the information gathered on the Internet and input into your Excel spreadsheet. Make sure you always label each column or row of data. Use the example below as a guide.



I am now ready to create a chart based on this data.

Step 3 – Highlight the cells that contain my data, including the column titles. After they are highlighted, click on the Chart Wizard button.

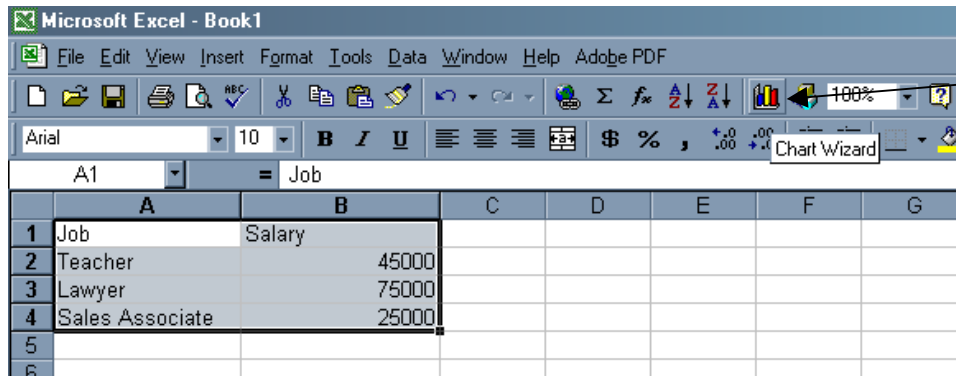
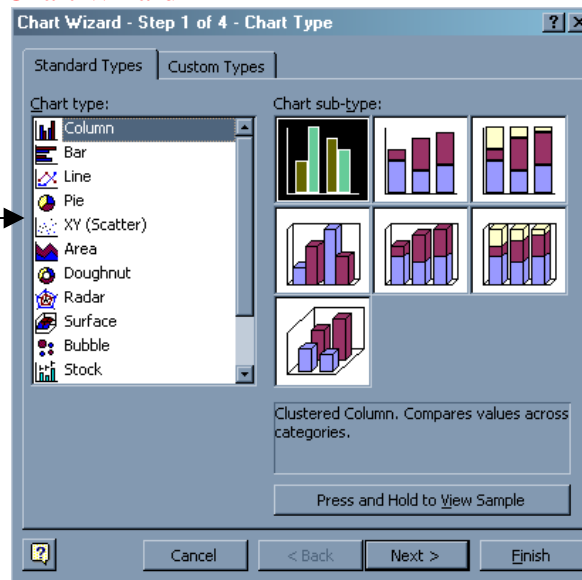


Chart Wizard button

Step 4 – Follow the direction in the Chart Wizard

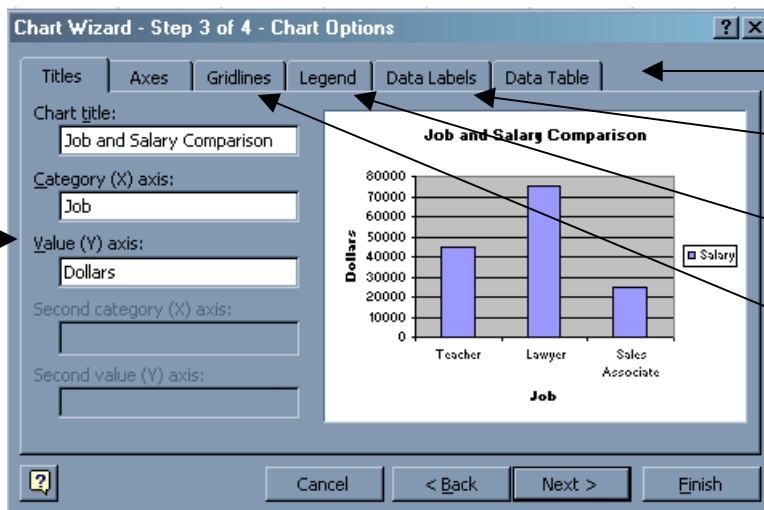


Choose the type of chart you wish to create

Choose one of the sub chart types

Hit Next for more options or Finish if you are done

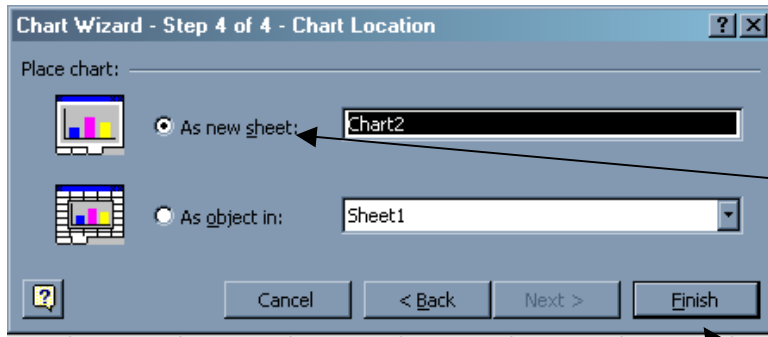
Click Next to move to Step 2 of 4 of the Chart Wizard. The next step in the wizard allows you to change the chart source data. We will not need to change that, so hit Next to proceed to Step 3 of 4 of the Chart Wizard.



Enter a title for your Chart, a label for your X Axis (the bottom one) and Y Axis (the left one)

Click on the above tabs to view more options including changing your chart legend, adding data labels, and changing the formatting of your gridlines. Take some time to customize your chart.

Next is the final step.



Here you can decide whether to make your chart part of the spreadsheet or its own page. Making it part of the spreadsheet would allow you to print or present your chart and data together. For this example though, choose "As new sheet."

Hit Finish

Congratulations! You have created an Excel Chart. If after you finish, you wish to change any part of your chart, simply double click on any piece to see options.

Microsoft Excel Toolbar Cheat Sheet

Click to open an existing spreadsheet

Click to print

Click on of these to Cut, Copy, or Paste data

Auto Sum button: use this button to add up the content of a column or row

This change the amount of data on the screen

Click to create a new spreadsheet

Click to save

Click to print preview

Click to undo or redo your last step

Click to see various function options

Click to justify your text

Click to change font style

Click to change font size

After selecting text, click one or more of these buttons to **Bold**, *Italic*, or Underline your data.

Click to sort data

After highlighting data, click to open the Chart Wizard

Click to change the color of the cell background or the font

Click to check spelling

