

## Lesson 1 Learning About Excel Spreadsheets

Instructions: You will be asked to perform different undertakings so that you will learn some of the basics of an Excel Spreadsheet.

### PLACING YOUR NAME ON A SPREADSHEET

1. Click on **Page Layout – Page Setup**
  - a. Click on the tab for **Header/Footer - Custom Header**
  - b. Click on the **Left Section** and type in your name and grade level below your name.
  - c. Click on the **Right Section** click on the icon for date tap your space bar three times and then click on the icon for time.
  - d. Click on **Ok** when done.

### Learning about Cells

2. Place the curser in **Cell A1**. Hold down the right mouse button and highlight to **Cell F10**. Look for the little square box in the ribbon just above the word FONT. To place lines on all the cells you want. Click the small down arrow and change the borders to all borders.
3. Place your mouse in Column C Row 8 [C8] type in your first name Place the mouse in Column D Row 8 [D8] type in your last name. If your name is too big for the cell place the mouse at the top between the two columns and two arrows will appear. You may now increase the size.
4. Place the cursor in Cell **A1**
  - a. The **NAME BOX** will show what cell the cursor is currently in.
  - b. In the **NAME BOX** type in **C8** and cell **C8** will be highlighted.
  - c. While you are in cell C8, to the right of the Border box you will see a pail click on the down arrow to find **YELLOW**. Click on the yellow pail and cell **C8** will now be yellow.

### ADDING NUMBERS IN EXCEL

Type the following numbers in the cells given. Makesure you are in the tab called HOME. To the far right you will see an icon  Place the cursor in Cell A5 and then click on that auto sum and an equation will appear. It will add up automatically numbers between Cell A1 to Cell A4. Hit your enter key and you will have the total of 22.

You will find a picture of what your spread sheet should look like below prior to printing it out.

**A1 10**

**A2 5**

**A3 5**

**A4 2**

| Penny Hoffman |    | 10/15/2014 10:22 AM |       |         |   |   |
|---------------|----|---------------------|-------|---------|---|---|
| Grade 7       |    |                     |       |         |   |   |
|               | A  | B                   | C     | D       | E | F |
| 1             | 10 |                     |       |         |   |   |
| 2             | 5  |                     |       |         |   |   |
| 3             | 5  |                     |       |         |   |   |
| 4             | 2  |                     |       |         |   |   |
| 5             | 22 |                     |       |         |   |   |
| 6             |    |                     |       |         |   |   |
| 7             |    |                     |       |         |   |   |
| 8             |    |                     | Penny | Hoffman |   |   |
| 9             |    |                     |       |         |   |   |
| 10            |    |                     |       |         |   |   |