

American College of Commerce & Technology

Microsoft Excel Tutorial for Beginners

The Microsoft Excel simple spreadsheet program has a number of important uses for both individuals and business owners, and it lets you store and analyze data in a spreadsheet format. The software uses a series of cells (intersections with columns and rows) to structure the information for quick reference. Unlike a database program such as Access, Excel performs calculations using formulas. The formulas range from simple addition to complex calculations from trigonometry. Excel also lets you take a snapshot of data you enter into the spreadsheet and transform it into a chart.

Uses and Significance

Businesses can use Excel to keep track of expenses, income, customer data and inventory. This information is available immediately with a few keystrokes, giving businesses the ability to analyze data and make quick adjustments. Excel helps personal users create budgets or list obligations. An individual can analyze the information to decide if he should adjust his spending or determine how much money he needs to accomplish a financial goal.

In 1987, Excel pushed Lotus 1-2-3 from its throne as market leader and Excel has dominated the spreadsheet market thus far. As of 2010 Excel is the most widely used spreadsheet on the market, offering users a power-house of organization, computation and analysis tools. In the preface of his book "The Principles of Finance with Excel," Simon Benninga states that Excel is the premier business computation tool.

Function and Features

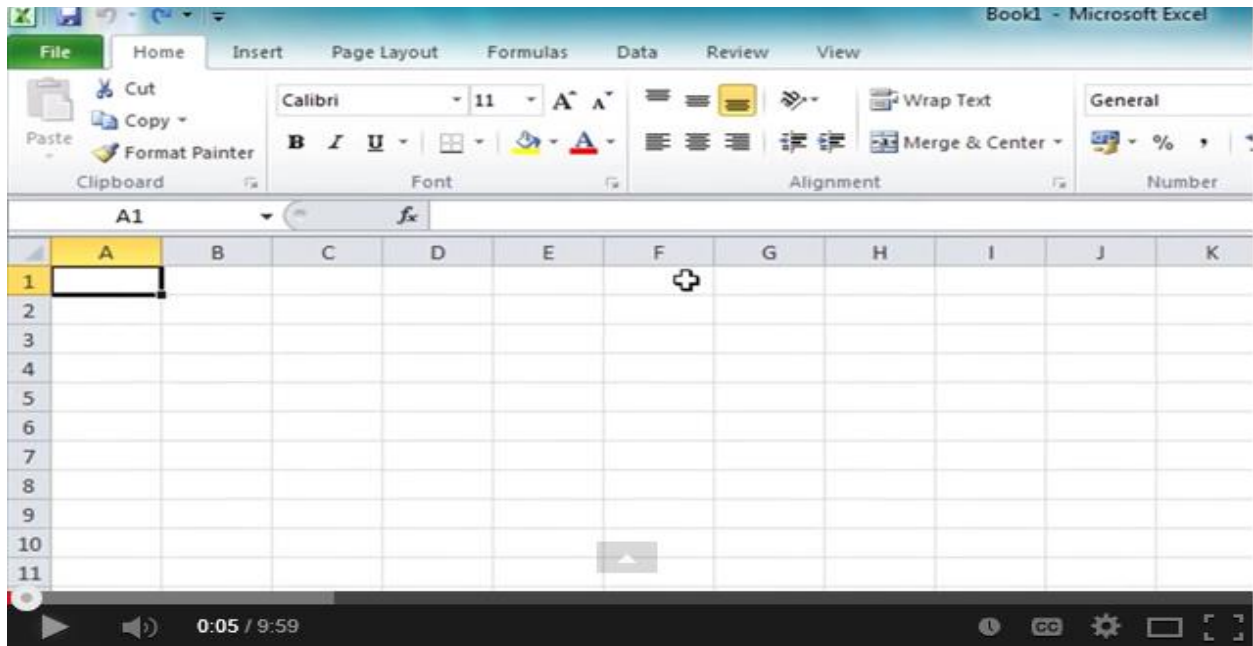
Some of the uses of Excel include calculator, graphical presentation tool and financial analysis tool. Use Excel to compute simple math problems such as adding or counting amounts in cells or to analyze large databases and present summary reports. With no programming efforts or skills, you may use Excel to create dashboards that display comparisons such as performance metrics and sales trends. Excel allows users create user-defined formula and function combinations to summarize data from Excel spreadsheets or query databases created by other tools such as SQL, or Access.

One of Excel's most powerful features is customization. With a few clicks of a combination of icons, you may create charts, graphs, pivot tables, what-if scenarios and a combination of other reporting and presentation tools to present polished reports. You may perform financial calculations such as future values, interest payments, and security yields; or you may perform statistical calculations including averages, growth and geometric means. The application includes a plethora of predefined functions from every perspective---financial, logical, reference, text, math, engineering, and statistical.

Excel Video Tutorials

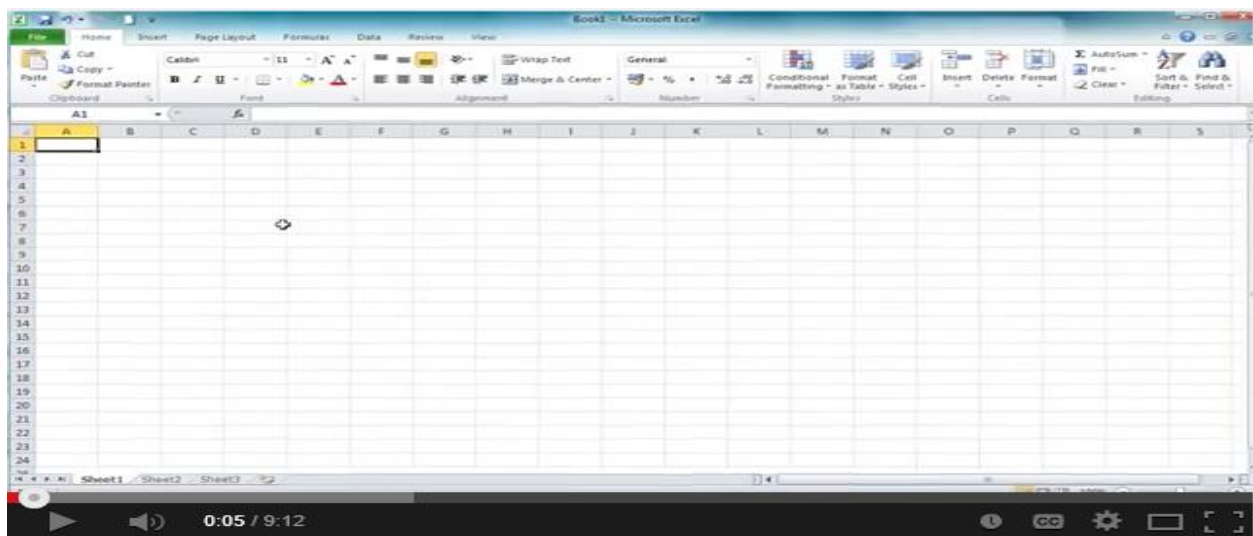
Excel 2010 Tutorial for Beginners #1 - Overview

http://www.youtube.com/watch?v=el_7oc-E3h0



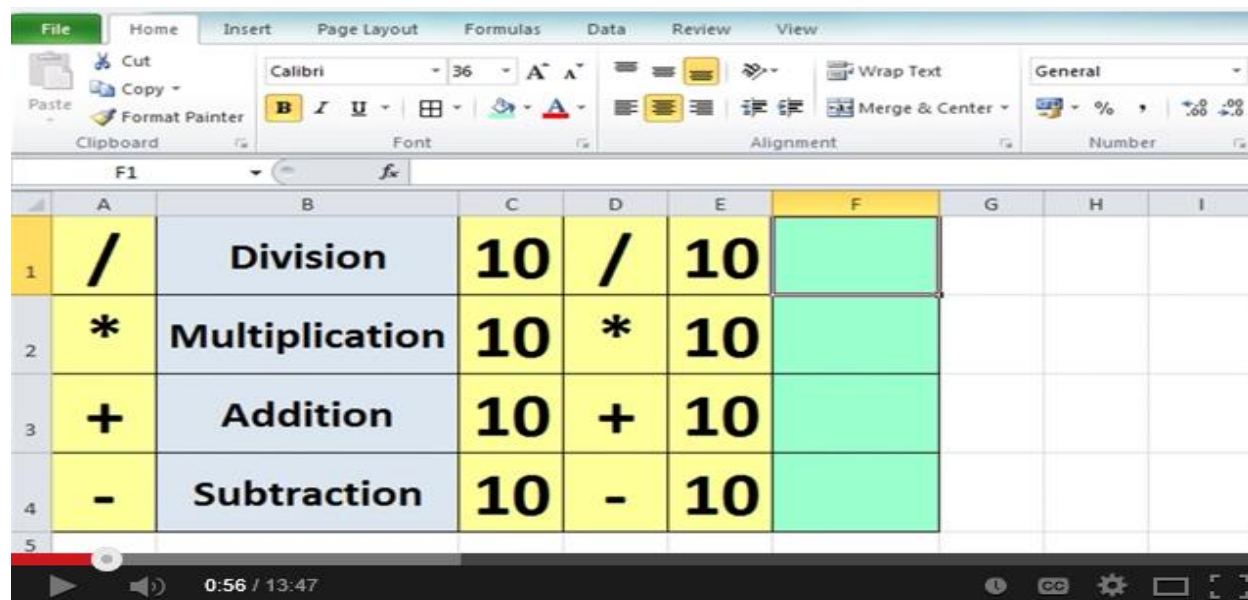
Excel 2010 Tutorial for Beginners #2 - Enter & Edit Text and Numbers

http://www.youtube.com/watch?v=pPSwbK4_GdY



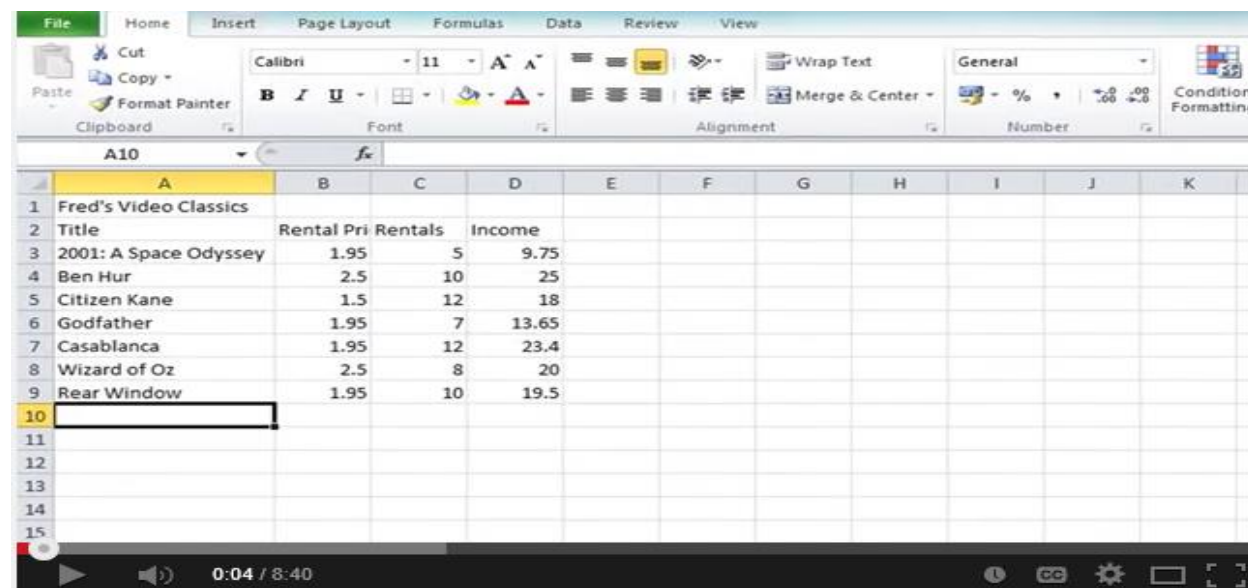
Excel 2010 Tutorial for Beginners #3 - Calculation Basics & Formulas

<http://www.youtube.com/watch?v=RgvdCHjOKYg>



Excel 2010 Tutorial for Beginners #4 - AutoSum Function

http://www.youtube.com/watch?v=gqIXj_NFcMc



Excel 2010 Tutorial for Beginners #5 - Functions AVERAGE MAX

<http://www.youtube.com/watch?v=DUoz9v2CHjo>

The screenshot shows the Excel 2010 interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Fred's Video Classics															
2	Title	Rental Pri	Rentals	Income												
3	2001: A Space Odyssey	1.95	5	9.75												
4	Ben Hur	2.5	10	25												
5	Citizen Kane	1.5	12	18												
6	Godfather	1.95	7	13.65												
7	Casablanca	1.95	12	23.4												
8	Wizard of Oz	2.5	8	20												
9	Rear Window	1.95	10	19.5												
10																
11	Total	14.3	64	129.3												
12	Average															
13	Max															
14	Min															
15	Count															

The formula bar shows the formula in cell D11: `=SUM(D3:D9)`. The video player at the bottom shows a progress of 0:03 / 10:29.

Excel 2010 Tutorial for Beginners #6 - Number Formats

<http://www.youtube.com/watch?v=kHSXMPbCdEM>

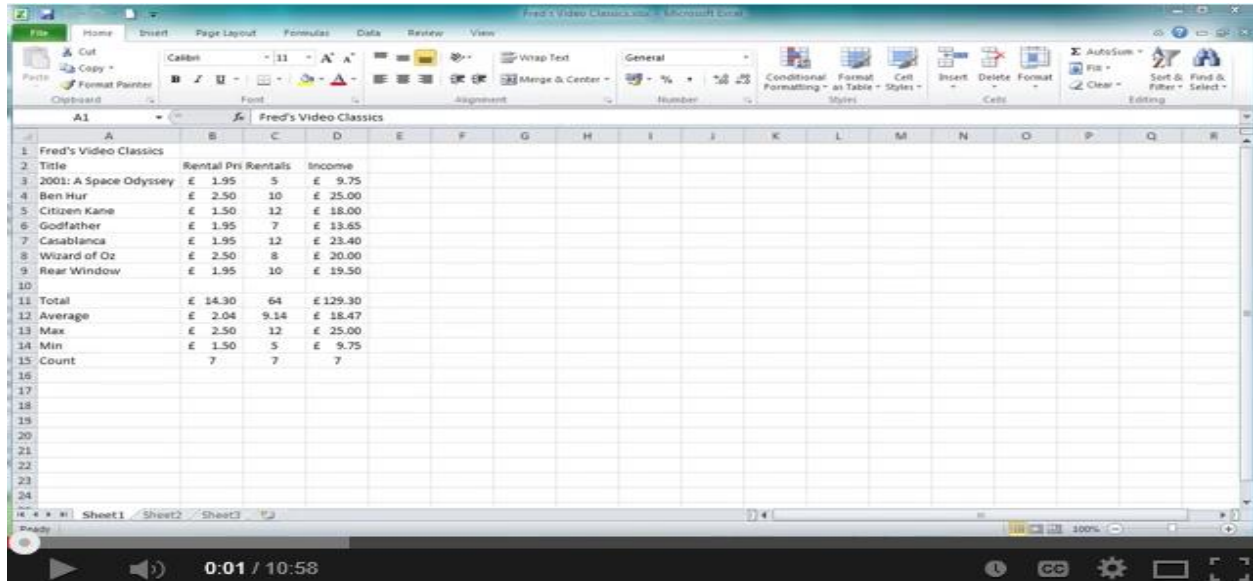
The screenshot shows the Excel 2010 interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Fred's Video Classics											
2	Title	Rental Pri	Rentals	Income								
3	2001: A Space Odyssey	1.95	5	9.75								
4	Ben Hur	2.5	10	25								
5	Citizen Kane	1.5	12	18								
6	Godfather	1.95	7	13.65								
7	Casablanca	1.95	12	23.4								
8	Wizard of Oz	2.5	8	20								
9	Rear Window	1.95	10	19.5								
10												
11	Total	14.3	64	129.3								
12	Average	2.042857	9.142857	18.47143								
13	Max	2.5	12	25								
14	Min	1.5	5	9.75								
15	Count	7	7	7								

The video player at the bottom shows a progress of 0:04 / 10:47.

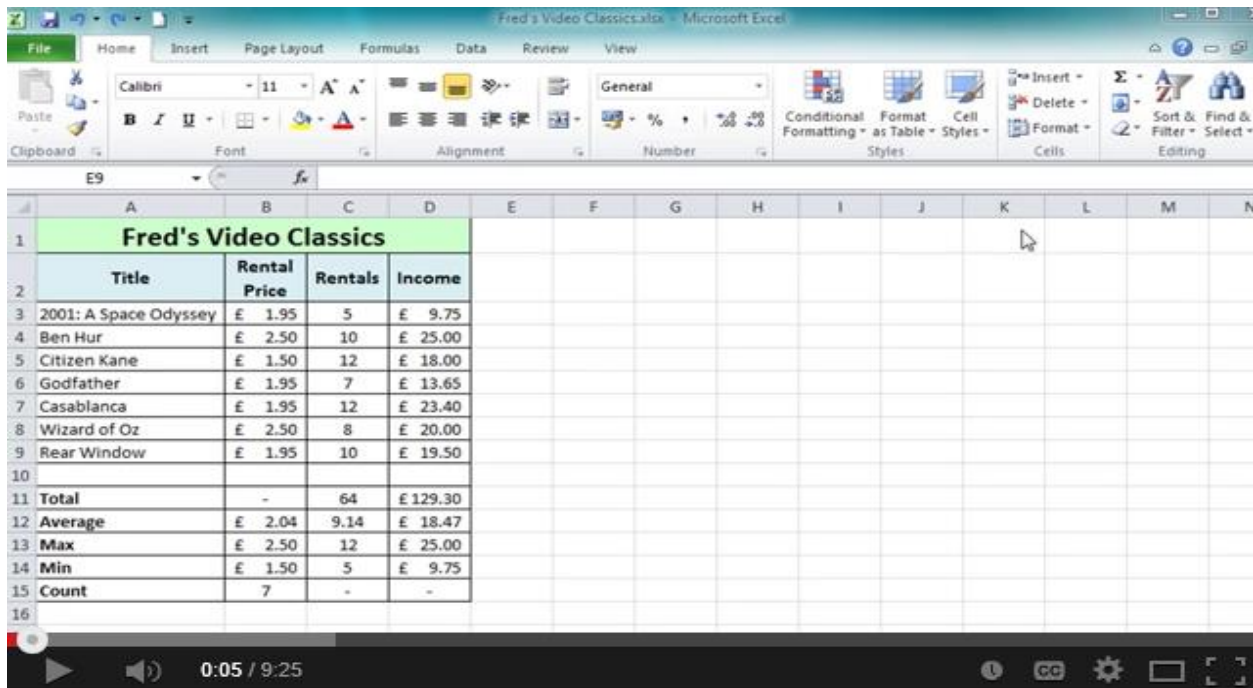
Excel 2010 Tutorial for Beginners #7 - Formatting Worksheets

<http://www.youtube.com/watch?v=MVUiAx0ZAXk>



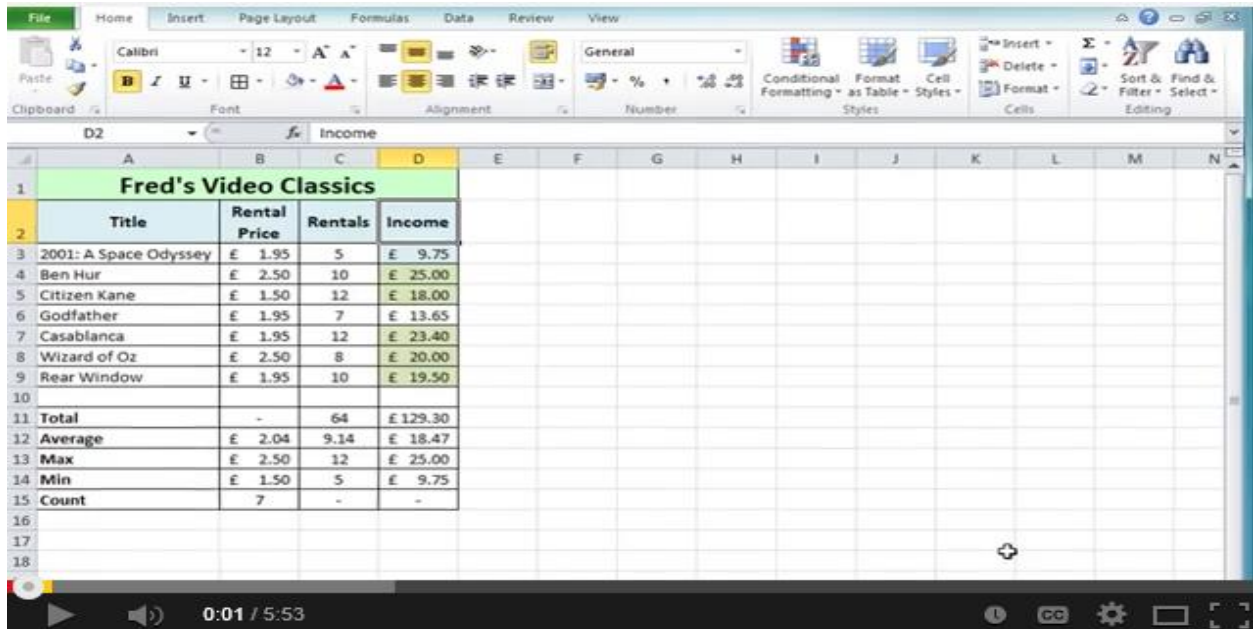
Excel 2010 Tutorial for Beginners #8 - Conditional Formatting Pt

<http://www.youtube.com/watch?v=Pi38NELdfwA>



Excel 2010 Tutorial for Beginners #9 - Conditional Formatting Pt

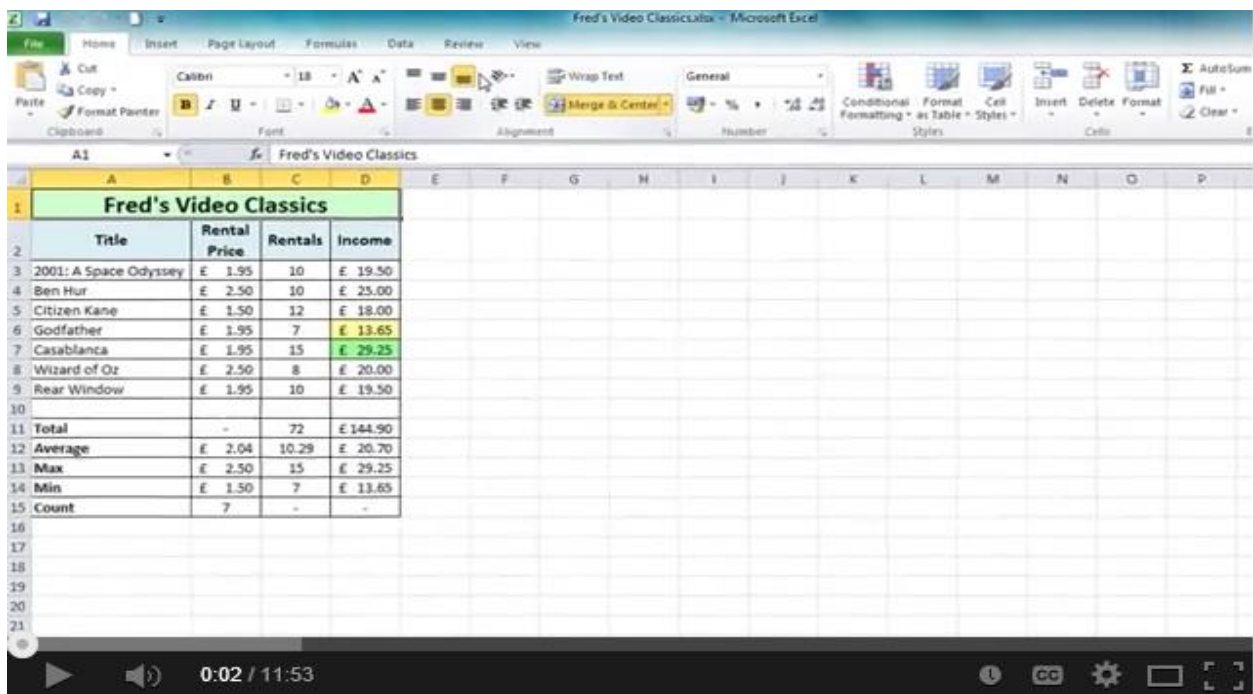
<http://www.youtube.com/watch?v=Cco1nOe1nko>



Fred's Video Classics			
Title	Rental Price	Rentals	Income
2001: A Space Odyssey	£ 1.95	5	£ 9.75
Ben Hur	£ 2.50	10	£ 25.00
Citizen Kane	£ 1.50	12	£ 18.00
Godfather	£ 1.95	7	£ 13.65
Casablanca	£ 1.95	12	£ 23.40
Wizard of Oz	£ 2.50	8	£ 20.00
Rear Window	£ 1.95	10	£ 19.50
Total	-	64	£ 129.30
Average	£ 2.04	9.14	£ 18.47
Max	£ 2.50	12	£ 25.00
Min	£ 1.50	5	£ 9.75
Count	7	-	-

Excel 2010 Tutorial for Beginners #10 - Charts Pt.1

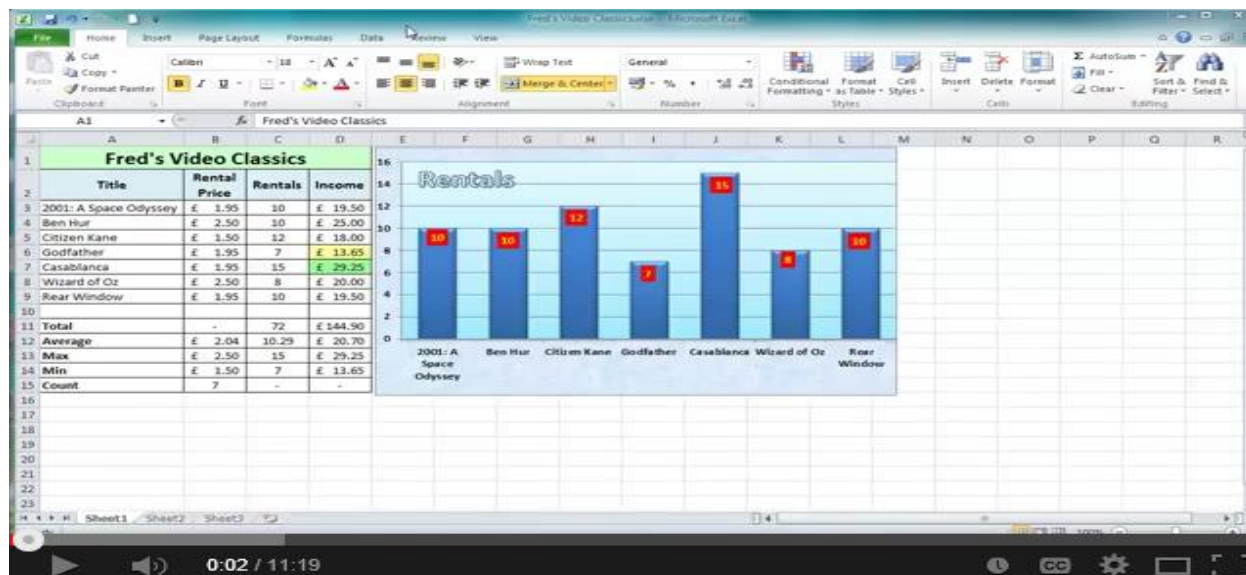
<http://www.youtube.com/watch?v=o2Dvhi8wcF0>



Fred's Video Classics			
Title	Rental Price	Rentals	Income
2001: A Space Odyssey	£ 1.95	10	£ 19.50
Ben Hur	£ 2.50	10	£ 25.00
Citizen Kane	£ 1.50	12	£ 18.00
Godfather	£ 1.95	7	£ 13.65
Casablanca	£ 1.95	15	£ 29.25
Wizard of Oz	£ 2.50	8	£ 20.00
Rear Window	£ 1.95	10	£ 19.50
Total	-	72	£ 144.90
Average	£ 2.04	10.29	£ 20.70
Max	£ 2.50	15	£ 29.25
Min	£ 1.50	7	£ 13.65
Count	7	-	-

Excel 2010 Tutorial for Beginners #11 - Charts Pt.2 Pie Chart

<http://www.youtube.com/watch?v=5kyU3Nh7u38>



Microsoft Excel Tutorial for Beginners #12 – Printing

<http://www.youtube.com/watch?v=gU3ylTnvcog>

