

Download Step By Guide To Using Excel

How To Use Excel: A Beginner's Guide To Getting Started 1: Grab your free exercise file here! 2: Opening a spreadsheet. 3: Working with the Ribbon. 4: Managing your worksheets. 5: Entering data. 6: Basic calculations. 7: Unlocking the power of functions. 8: Saving and sharing your work. 9: ...Using Pointing to Enter the Formula

Click on cell C6 to make it the active cell. Type the equal sign (=) into cell C6 to begin the formula. Click on cell B6 with the mouse pointer to add that cell reference to the formula after... Type the multiplication symbol (*) in cell C6 after the cell ...

Part 1 Preparing to Use Excel 1. Install Microsoft Office if you don't have it. 2. Open an existing Excel document. If you want to open an existing Excel document at any time,... 3. Click or double-click the Excel app icon, which resembles a white "X" on a dark-green background. 4. Select a ...

How to Select Cells. There are a variety of ways to select cells in an Excel spreadsheet: To select one cell, click in the cell. To select one or more rows of cells, click on the row number(s). To select one or more columns of cells, click on the column letter(s).