



Intro to Excel with Emily Vinson

Excel is a useful tool for organizing information and creating professional looking spreadsheets, charts, and graphs in order to convey data visually. You will use Excel in a variety of classes and in your professional life for both papers and presentations.

This handout will provide basic instruction for two common tasks found in Excel.

- Using Formulas and Functions
- Creating Charts and Graphs

Using Formulas and Functions

Formulas and functions are a convenient and easy to use tool found in the Excel program. There are two ways you can take advantage of formulas: keying in formulas or using function buttons found on the Excel Ribbon.

Use formulas to perform math functions in a cell:

Commonly used math formulas

Add (+)	=4+2
Subtract (-)	=4-2
Multiply (*)	=4*2
Divide (/)	=4/2

Use functions to perform more difficult mathematic problems, such as adding all the numbers in a column.

1. Go to the on the **Home** tab.
2. In the **Editing** group click on **AutoSum (Σ)**, a drop down menu will appear.
3. Select the function you would like to perform.

Creating a Chart or Graph

- 1) Enter data into a spreadsheet.
- 2) Select the data that you want to chart, including the column titles.
- 3) Go to the **Insert** tab
- 4) In the **Charts** group select the style you prefer (column, line, pie, etc.). A drop down menu will appear with further chart options.
- 5) Choose your favorite graphic representation, and your chart will be created!

