

Hints 'n' Tips



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How to open and save a new Spreadsheet?

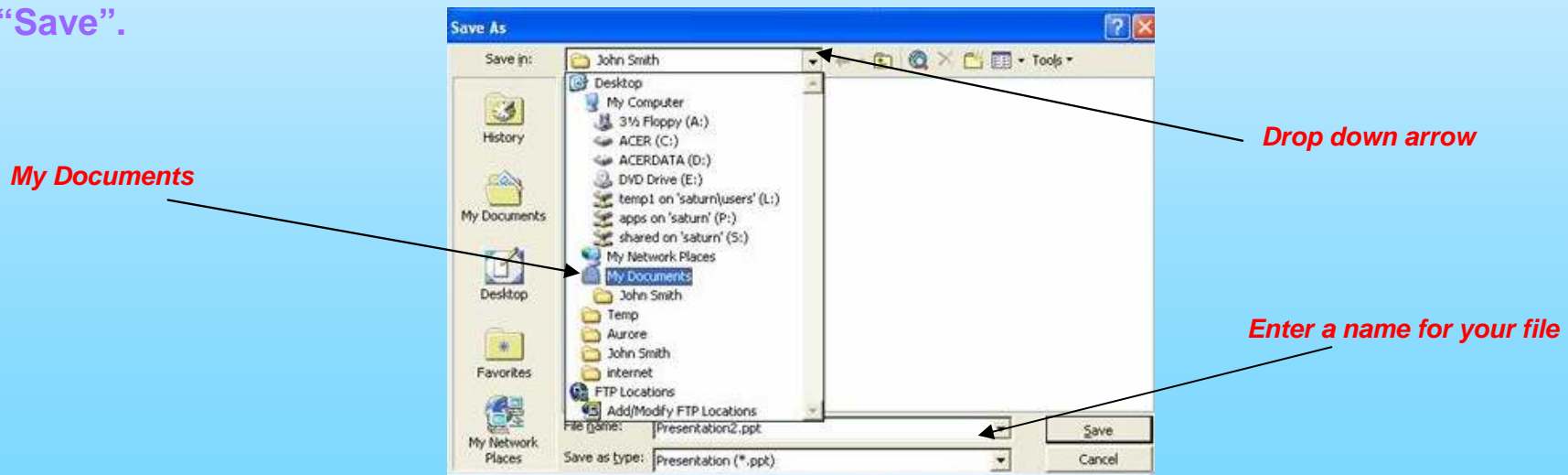
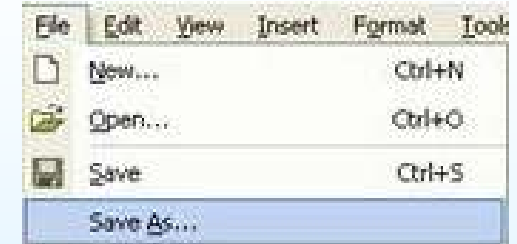
To open a New document:

- Click on the  icon to open Excel and then on this  to open a new spreadsheet

To save a New document:

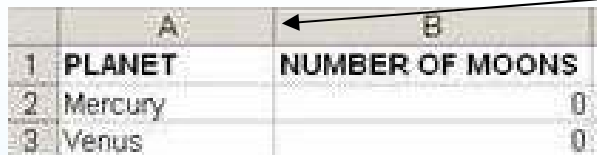
Go to “File” (at the top of your screen) and select “Save As”. A new window will pop up:

- Click on the arrow for a drop down to appear
- Select “My documents”
- A list of folders and document will appear, scroll through it and you will find the folder you created for yourself
- Double click on your folder
- Enter a name for your document in the “File Name” box and click on “Save”.



How to change a column width?

- To automatically resize the width of a column/row to the size of the longest word, double click on the line in the letter/number row.



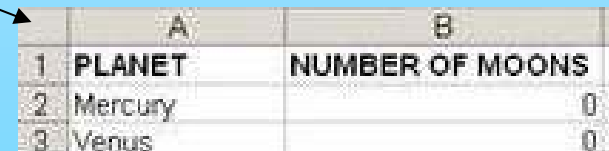
	A	B
1	PLANET	NUMBER OF MOONS
2	Mercury	0
3	Venus	0

*Double clicking on this line
will resize column A*

- Alternatively, you can click on the line and drag it to the left or right as appropriate.

How to highlight/select data?

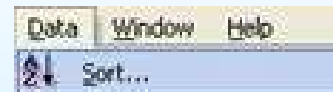
- To highlight an entire row or column, click on the relevant number (for rows) or letter (for columns).
- To highlight certain cells next to each other, left click on one of them and move your mouse in the direction you want to highlight your cells, then release.
- To highlight cells that are NOT next to each other, with one hand press on the button called **Ctrl** on your keyboard and with your other hand click on the cells you want to highlight.
- To highlight the ENTIRE database click here



	A	B
1	PLANET	NUMBER OF MOONS
2	Mercury	0
3	Venus	0

How to sort data alphabetically?

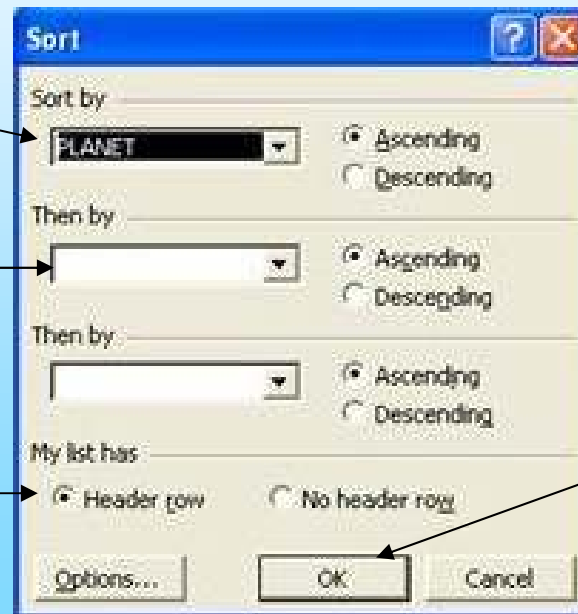
- To sort your data alphabetically, you must highlight your entire database. It is important that you do otherwise your cells will be sorted but data relevant to them will not, e.g. you will get your planets in alphabetical order but the number of moons that relates to them will no longer be correct
- Click on “Data” and select “Sort”. A pop up will appear; in the first drop down, you should select “Planets” (the primary data you want to sort). Ensure that the “Header row” option is selected otherwise it will also sort your titles (you want those to stay at the top!).



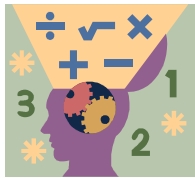
Select the primary data you want to sort here

Should you then want to sort by the second column, you would select it here

If you have titles in your database, ensure that this option is selected



When you have finished selecting your options, click on OK



How to use the sum function?

- Click on the cell where you want your calculations to be.

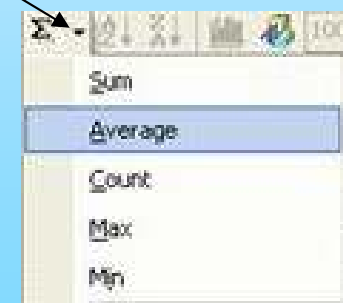
	A	B	C	D
1	Name	Brothers	Sisters	Total
2	Sally	1	0	
3	Aurore	0	1	
4	Melanie	1	2	

- Click on the sum icon Σ and straight after that select all the cells you want to add together. Press "Enter" on your keyboard, the cells you selected will be added up.

	A	B	C	D	E
1	Name	Brothers	Sisters	Total	
2	Sally	1	0	=SUM(B2:C2)	

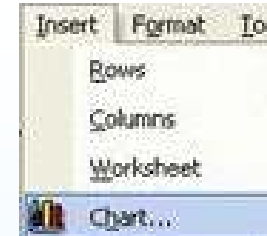
How to use the average function?

- Click on the cell where you want your calculations to be.
- Next to the sum icon, you will see a facing down arrow, if you click on it a drop down will appear. Select "Average" and straight after that select all the cells you want to calculate the average for. Press "Enter" on your keyboard, the cells you selected will be averaged.

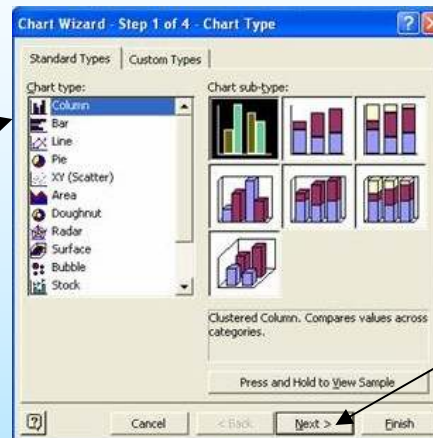


How to insert a bar Graph?

- You must select the cells you want to compare in your pie chart (highlight your titles too if you want them to automatically appear on your chart)
- Click on “Insert” and select “chart”
- A pop up will appear. Select the “Column” option and click on “Next”. Keep clicking on “Next” until your chart appears on your Spreadsheet.



Select the column option



From then on, click on "Next" until your Spreadsheet appears

How to Copy and Paste your graph?

- To copy your graph into another application, click on it and go to “Edit” and select “Copy”
- Open the application you want to copy your graph in to (PowerPoint or Word)
- In that application go to “Edit” and click on “Paste”

