

Excel Basic Skills

Formulae:

All formulae start with =

Make sure you use the cells and don't just put the numbers in – that way if you change the number the answer changes!

- To multiply use *
- To divide use /

For example: **=B4*C5** Use brackets only when you need to

SUM:

To add up a bunch of numbers use **=SUM(highlight the cells)**

Other Functions:

You can use **=AVERAGE**(highlight cells). Other functions that work the same are:

- **MIN** – gives the lowest value
- **MAX** – gives the highest value

Cell Formats:

To get currency or a set number of decimal points etc... go Format > Cells and use the Number tab. Watch centering numbers like ¼ - Excel will want to give it a date format unless you tell it that it's text.

Headers and Footers:

Go **View > Header and Footer** and then choose **Custom Footer**. Now enter your details and click **OK** and then **OK** again.

Nothing happens to the sheet! Check the **Print Preview** however and you'll find the Footer is where it should be when the sheet prints.

Print Areas:

You can tell Excel just to print a set part of the sheet. Highlight the section to print and then go: **File > Print Area > Set Print Area**.

Landscape:

You may well need to print in Landscape view in Excel. Do this as File > Page Setup

Gridlines and Colour:

Use them sensibly to make work easier to read and fit for purpose.