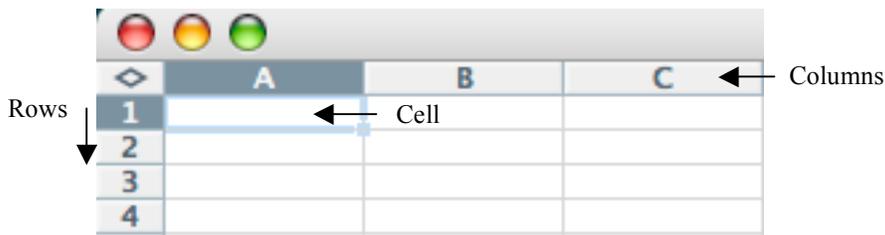


Brief Introduction to Microsoft Excel

Microsoft Excel is a great alternative to AppleWorks when introducing students to spreadsheets and graphs. MS Excel is the program of choice on most home computers. Teaching it encourages students to utilize the skills learned in the classroom at home.

Using Microsoft Excel

Spreadsheets are made up of **rows** and **columns**. Information is typed into **cells**. Each cell has its own address (e.g. A1, B3, etc.)



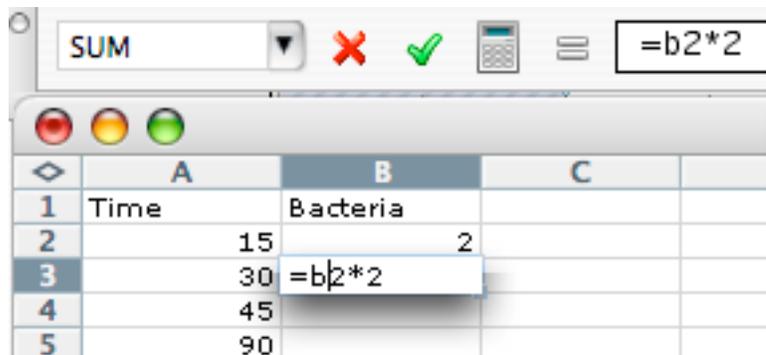
1. Open a new Excel document. Ensure the following palettes and menus are displayed before starting:
 - a. Formatting Palette (VIEW MENU→Formatting Palette)
 - b. Standard toolbar (VIEW MENU→Toolbars→Standard)
 - c. Formula bar (VIEW MENU→Formula Bar)
 - d. Drawing toolbar (VIEW MENU→Toolbars→Drawing)

Note a ✓ accompanies a selection in the menu when it is displayed.

2. Enter the necessary data into the spreadsheet. The **TAB** key can be used to move across the columns.

	A	B
1	Time	Bacteria
2		15 2
3		30
4		45
5		90

3. **Formulas** can be entered into cells when started with the equal sign:



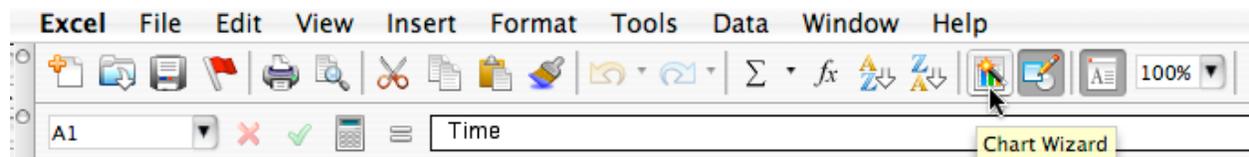
Formatting Spreadsheets

Tools found on the **DRAWING** toolbar and the **FORMATTING** palette can be used to improve the appearance of spreadsheets. Features found under the **FORMAT MENU** can also be used. Below is an example:

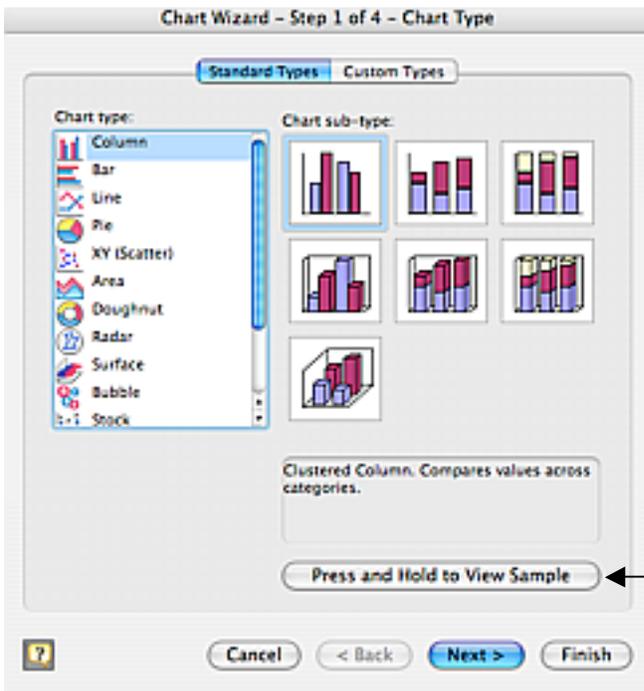
	A	B
1	Time	Bacteria
2	15	2
3	30	4
4	45	8
5	90	16

Creating Graphs With MS Excel

1. Select the **cells** you want to use with your graph. (Click and drag your mouse.)
2. With the cells selected choose **CHART WIZARD** from the **STANDARD** toolbar.



3. The following dialogue box should appear:

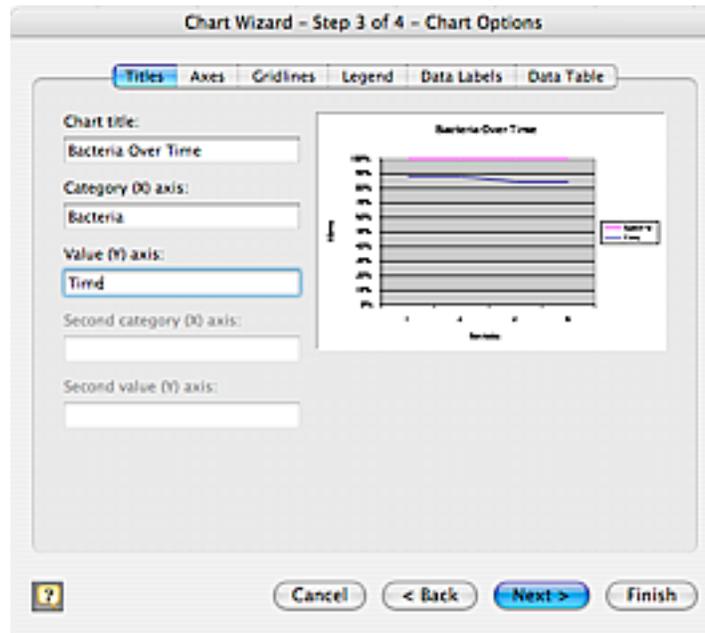


Students can select the type of chart required using the **CHART TYPE** list shown.

Press and Hold to View Sample(s)

4. After selecting the type of chart required cycle through the various **CHART WIZARD** menus to add any further information needed. *Most menus do not normally require any changes.*

*Below is an example of how to add a **CHART TITLE**:*



5. Click **FINISH** to display your graph. The graph can be copied and pasted into programs like **MS Word** or printed from within **MS Excel**.

