

# Basic Microsoft Excel

*Ferguson Library  
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## Welcome to Basic Microsoft Excel

By the end of this class you will be able to complete the following skills in Microsoft Excel 2016 and Microsoft Excel 365:

- Open, save, and create new MS Excel workbooks
- Enter and edit data into an MS Excel worksheet
- Create a chart using data entered in an MS Excel worksheet
- Write basic formulas to perform basic calculations

## Reference

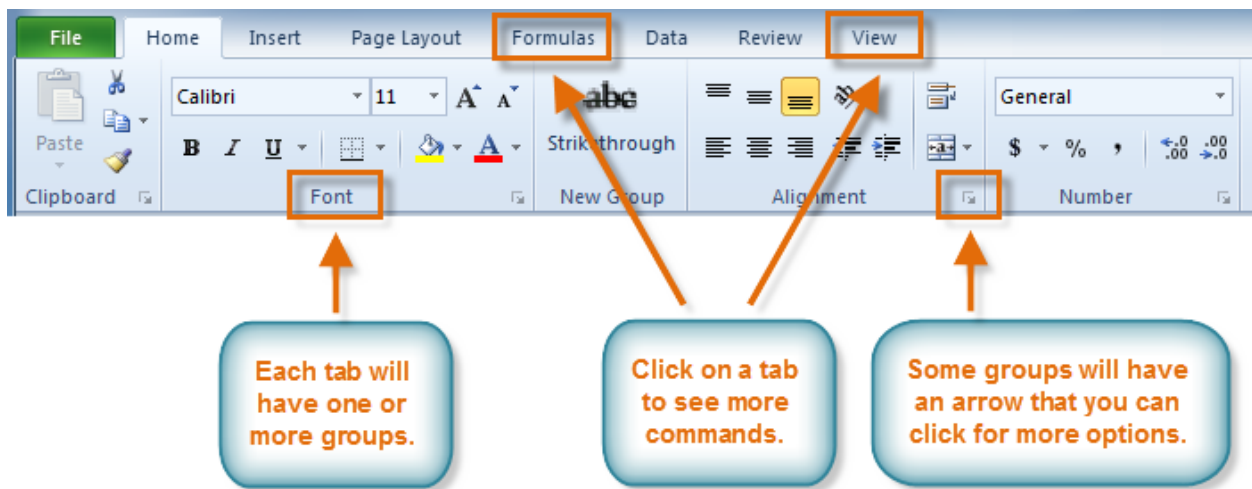


Figure 1: The Ribbon

## Excel Formula Basics

	Addition	Subtraction	Multiplication	Division
Simple Method	=A1+A2+A3	=B1-B2	=C1*C2	=D1/D2
Using Function	=SUM(A1+A2+A3) OR =SUM (A1:A3)	=SUM(B1-B2)	=PRODUCT(C1*C2)	=SUM (D1/D2)

There are many other functions: =AVERAGE(A1:A3) OR =AVERAGE(A1+A2+A3) can be used to find the average of a set of numbers, for example.

ORDER OF OPERATIONS – PEMDAS – Please Excuse My Dear Aunt Sally – Parentheses, Exponents, Multiplication, Division, Addition, then Subtraction – that’s the order of mathematical priority for Excel.

## Exercises

1. Duplicate the table below in your blank worksheet

BIG W Supermarket Sales					
Product	Qtr1	Qtr2	Qtr3	Qtr4	Total Sales
Apples	521	519	560	575	
Grapes	376	389	401	410	
Oranges	300	325	350	378	
Pears	235	240	215	228	

2. Please try to find the total sum for apples, oranges, and pears sold.
3. Please try to find the total sum of fruit sold for the first quarter.
4. Create a chart of the data by selecting the data and using the Insert tab in the Ribbon
5. Practice creating formulas in the Formulas Practice spreadsheet shared in the video description
  - a. Add cells A2, A4, and A6
  - b. Multiply cells B3, B5, and B7
  - c. Divide cells C2, C5, and C8
  - d. Subtract cells D1, D2, and D4
6. Play around with changing the numbers in the cells and adding new numbers. Can you make the formula include or ignore the new numbers?
7. Go back to your supermarket sales data and create formulas to total sales for each type of fruit and quarter. Can you also create a formula that will calculate the average sales?

## Further Study and Practice



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The Ferguson Library provides access to the Lynda.com learning site for all its members. To access Lynda.com please visit:

<https://www.lynda.com/portal/patron?org=fergusonlibrary.org>

Suggested Courses:

- Learning Excel 2016 with David Rivers
- Excel 2016 Essential Training with David Rivers
- Excel 2016: Introduction to Formulas and Functions with Curt Frye