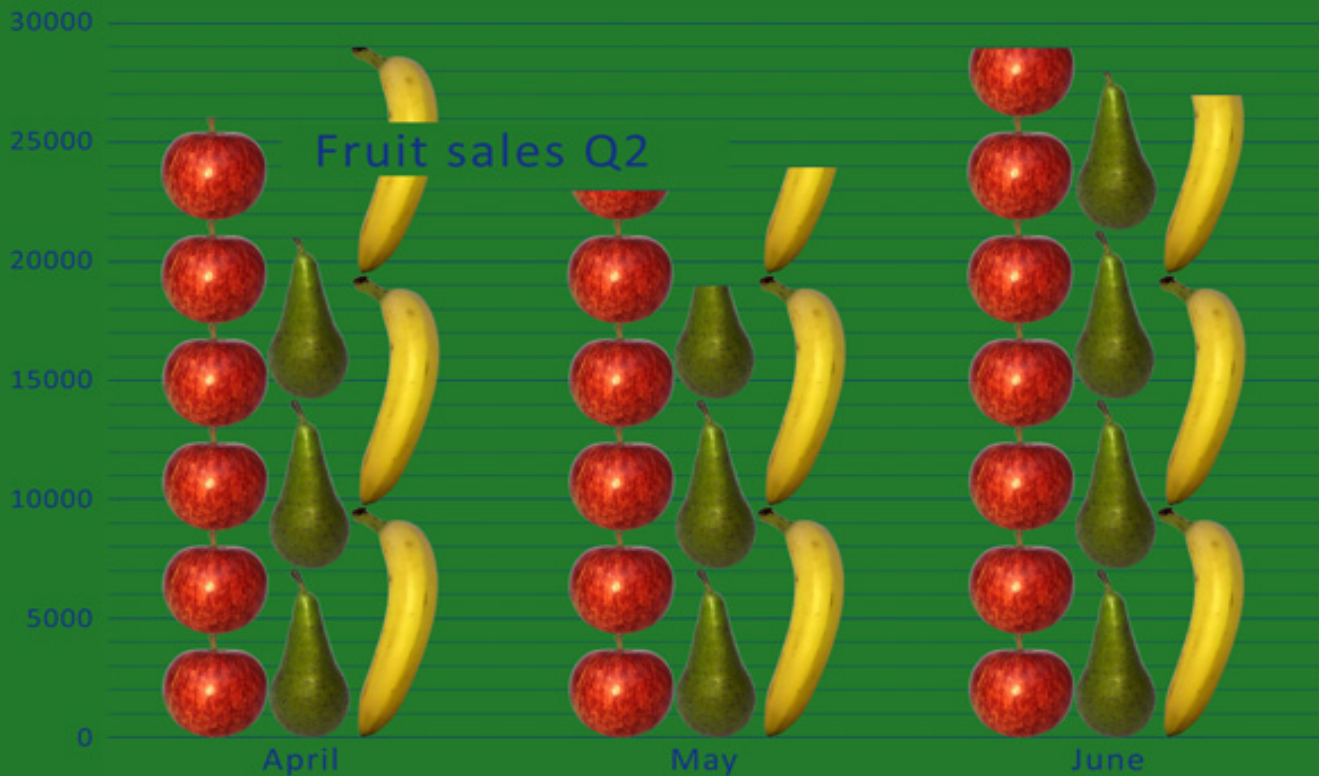


Microsoft

Excel

A green book for greenhorns

Simple and concise examples for version 2019 / Office 365



An introduction to

**Calculations • Format • Charts
Functions • Tables • Printouts**

**PIECE OF
CAKE!**

Sanna Greiff

With this book, you will quickly learn the basics of working with Excel calculations, functions, charts, tables, formats, and printouts. The book is simple and concise, which means that in the various examples, I go through *one* way of working, although the alternatives are many. If you only have some basic Windows knowledge, you should be able to follow my examples without problems. The screenshots in the book are from Excel 2019 (Office365) but you should be able to follow my examples even if you are working in version 2016.

Once you have read the brief introductory section and section two that deals with how to perform calculations using formulas, you can go to any section you want, as all sections are standalone — piece of cake in other words.

Much pleasure!

Clarification regarding versions:

If you have an Office365 subscription, which has been the most common for several years, you automatically have the latest version of Office including Excel, i.e., 2019 at the time of writing. If you have purchased Excel separately, however, it's not automatically updated. Note that it's the "local" version (also called the desktop app) of Excel that this book is about, not the less comprehensive free version Excel online that you can run in the browser.

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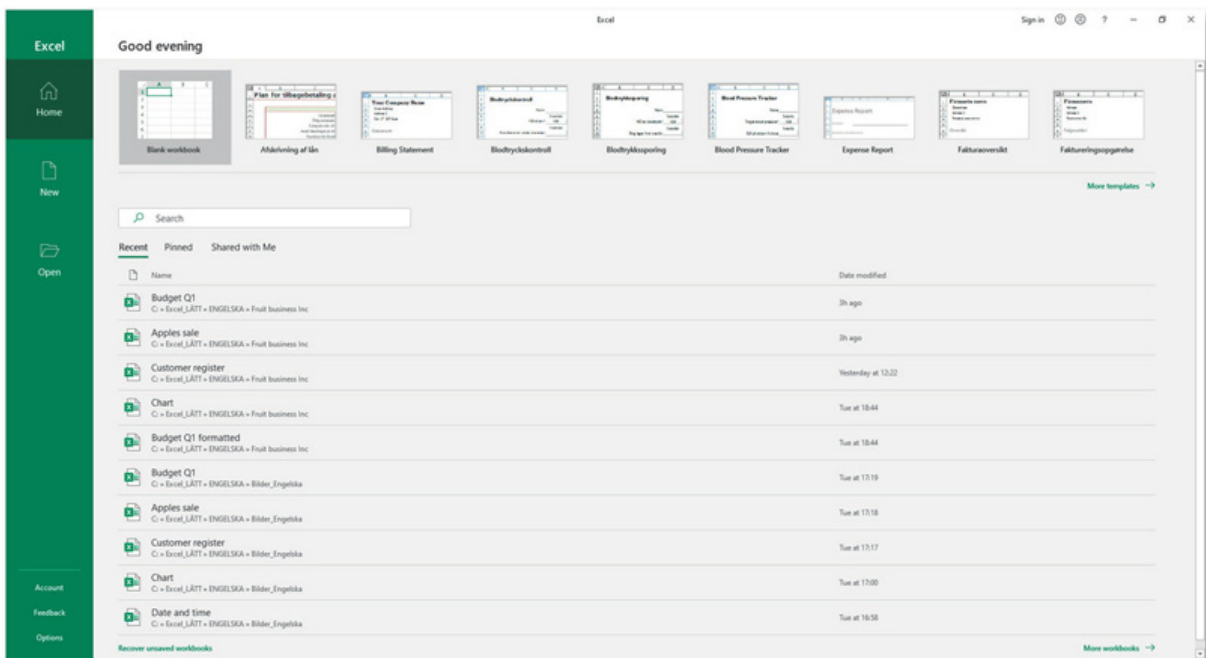
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Introduction

Start screen

When you start Excel, you will first get to the Start screen, where you choose whether to open an already saved workbook or create a new one. You can also choose from a set of templates that are free to use (workbooks with finished content that can be modified, such as calendars and budgets), but in this book, we will start from a new and empty workbook, so you see how to do from the beginning.



Last used files

Your most recently used files (workbooks in this case) can be found under the heading *Recent* on the Start screen, and here you can easily pin the files that you want quick access to (shortcuts) by clicking the little pin to the right of the file.

Files that you have pinned are always at the top of the Recent list, and to remove a pinche, just click the pin again.



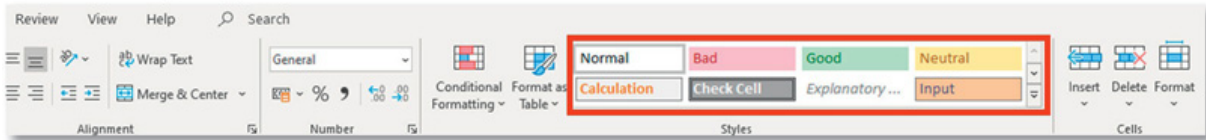
To remove a shortcut completely from the Recent list, right-click it and select *Remove from list*. To open a saved workbook that is not among your most recent used, click *Open* on the left of the Start screen. Alternatively, *More workbooks...* under the list of most recently used workbooks. When you open an existing one or create a new workbook, you enter the *application window*.

Application window

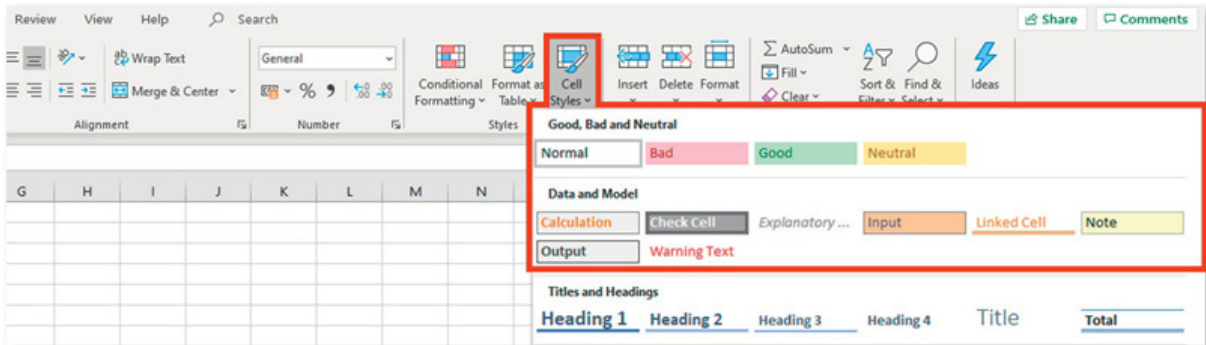
Resolution and size

One thing I've heard many people respond to and wonder about, is that the size of buttons, tabs, and text in the application window sometimes varies from one screen to another. Sometimes all options are shown under the respective tabs and sometimes you must click on small buttons with arrows to access what you are looking for.

This mainly depends on what resolution you have on your screen. I myself have a screen resolution of 1920 * 1080, and then it looks like the picture below, for example look at the group *Format*.



If I change my screen resolution (right-click on the desktop and select Display settings - Resolution) to 1600 * 900, it looks like this:



So, what happens at a lower resolution is that text and buttons in the application window become larger, but the options under the menu tabs are hidden to some extent. You are more likely to click down arrows, for example in the Cell Styles group as above, to access additional formats.

This is how it works in all Office applications, and it's very smart, but you will do yourself a disservice if you have very low screen resolution because then you don't even see the text explaining what the various buttons in the ribbon range are for. And the sharpness is getting worse.

Zoom

The spreadsheet's cells, however, become very small at high resolution, so small that you can hardly see what you are writing. The solution is called *Zoom*. It does not affect printing but acts as a magnifying glass. You can find the slider in the bottom right corner of the application window.



Office theme and color

If you want to change the colors of your application window, click the *File* tab and then *Account*. If you're not already on the home screen because then you already see the Account option in the lower left.

I usually use the colorful theme instead of the preset, which I think is a bit light, but it's a matter of taste. To return to the workbook, click on the circled arrow at the top left.

When you change the Office theme for your account, it's reflected in *all* your Office applications. Assuming you have more Office programs than Excel. For example, if you change to a dark gray theme in Excel, it will be reflected directly in Word. And vice versa.