Microsoft Excel 2008 Basics

Creating A New Document

When you open Microsoft Excel you will be presented with a new blank document. If Excel is already open and you want to create another new document, you can simply click the **File** menu, then **New Blank Document**.

Saving Your Document

When you are ready to save, click on the **File** menu, then **Save**. You will have the opportunity to give your document a name, and choose a location to save it.

Printing

To print your document, click on the **File** menu, then **Print…**. In the window that appears, you have the opportunity to select which printer you wish to use. You can also specify a number of copies, or opt to print only a specific page or range of pages. You can also choose to print the currently highlighted cells if you want to print only part of a large spreadsheet.

Finding Your Saved Documents

By default, Excel will save to your Documents folder. This is a great starting point when trying to locate documents you created previously. You can also get a list of recently used documents by clicking on the **File** menu, then **Open Recent**.

Toolbars

Toolbars are rows of buttons that appear at the top of most windows. These buttons allow you to manipulate your document in different ways, such as adding columns or changing text formatting. Many toolbars are available in Excel, but a limited selection is shown when you first use Microsoft Excel. To add more, click on the **View** menu, then **Toolbars**, and select the desired toolbar.

Creating a PDF

Most programs on your Mac, including Excel, can create PDF files. To create a PDF from your current document, go to the **File** menu, then **Print**. In the window that appears, look for a button labeled **PDF**. When you click on this button, you will have the option to **Save as PDF…**.

Creating Formulas

One of Excel's most important features is its ability to use formulas. It is easy to create basic formulas using addition, subtraction, multiplication, and division. Here are some sample formulas based on the illustration to the right. The formula would be entered in A4 as shown.
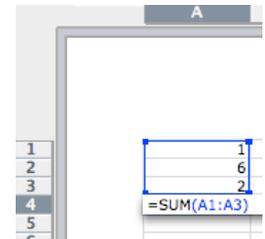
Sample Operation	Excel Formula	Result
A1 plus A3	=A1+A3	3
Total all cells from A1 through A3	=SUM(A1:A3) (first and last, colon-separated)	9
A2 minus A1	=A2-A1	5
Divide A2 by A3	=A2/A3	3
Multiply A2 by A3	=A2*A3	12
Find 75% of A2	=A2*0.75	4.5
Average of A1 through A3	=(SUM(A1:A3))/3	3

Galleries

Microsoft Excel offers a variety of templates that make it easy to create more complicated documents. These are pre-formatted documents tailored to specific tasks, including budgets, invoices and reports. To start using galleries, simply locate the **Gallery** toolbar, locate #8 on the reverse of this page.)

Adding a Chart

Using Excel, you can quickly and easy create professional looking graphs and charts using these steps:
1. Highlight the data you want to include.
2. Click on **Charts** in the **Gallery** toolbar.
3. Locate the category of chart you wish to include, such as Bar, Line or Column.
4. Thumbnails with samples of this type of chart will appear below. Click one the style you like best.
5. The chart will appear on the page. You may want to move or resize it to better fit the rest of your document's content.

Microsoft Excel 2008 Basics

Overview of the Excel 2008 Interface

1. The **Menu Bar** contains all drop-down menus for common features of Excel.
2. The **Formula Bar** is where you enter formulas or equations whose results will appear in the currently highlighted cell.
3. From left to right, these three buttons will close the window, minimize it (shrink it and put it in the Dock), or zoom (make larger as necessary to fit the page size.)
4. This portion of the window shows the **title** of your document. If you have not yet saved, it will say **Untitled**.
5. Shows or hides the toolbar below.
6. The **Formatting Palette** changes fonts, alignment, spacing, borders, shading, and more.
7. The **Standard Toolbar** has buttons for many commonly used functions such as Open, Save, Print and more.

8. The **Elements Gallery** toolbar reveals pre-made Excel templates.
9. The **Ruler** indicates the dimensions of your document. This can be useful when laying out a complex page: The page on your computer screen is shown to scale, but does not necessarily appear at the same size as it would when printed.
10. The **Scroll Bar** indicates how far you are down the page, and how much of the entire document is shown in the current window.
11. Click and drag the bottom right corner of the page to resize it.