1. **Basics**

In Excel there are rows, columns and cells.

* 1. Row- The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ lines in the workbook

These are identified by numbers on the left side of the page, 1,2,3, etc.

* 1. Column- Vertical lines in the workbook

These are identified by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the top of the page, A,B,C, etc.

* 1. Cells- Where the rows and columns \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Formatting**

To merge cells:

* 1. Highlight the cells you choose to merge, then
  2. In the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ section of the home tab, choose merge cells.

1. **Formatting**

Inserting Borders

* 1. Highlight the cells you want the borders around
  2. In the \_\_\_\_\_\_\_\_\_\_\_\_\_ section, choose which border you would like. (You can border each cell, just the bottom, just the top, etc.)

1. **Formatting**

Wrapping Text

* 1. Highlight the cells you wish to wrap.

In the alignment section, choose \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Formatting**

Numbers

* 1. To change numbers to currency or certain decimals, percents, etc.
  2. $, %, ‘,’, and a decimal buttons.
     + 1. You will use these to change a number to currency, a percentage, numbers with commas and change \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ places.
       2. With \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, it will automatically put in the $ sign, you will not have to type it.

1. **Formatting**

Page Orientation

* 1. To make the page Portrait or Landscape:
     1. Page Layout, Page Setup, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
     2. You can also go to Print Preview to do this.

1. **Formulas**
   1. All formulas start with an \_\_\_\_\_ sign.
   2. You will mostly use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or addition in formulas.
   3. Auto-Sum- you can also use Auto-Sum to function to average numbers, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, find the minimum or maximum, etc.
2. **Formulas**

Adding cells

* 1. AutoSum function- This is a symbol (∑).
  2. Hit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and it will complete the formula.

If All Else Fails… USE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_!!!!!!!!!