

Technology for Librarians 101

Excel

BASIC TASKS IN EXCEL 2010

Create and Save a workbook, Enter data in a worksheet, Create an Excel table, Sort your data, Create a formula, and more.

- <https://support.office.com/en-us/article/Basic-tasks-in-Excel-2010-be9e91b6-4ecb-4faa-8ae9-37e8974a1f8b>
- <http://chandoo.org/wp/excel-basics/>
- <http://www.gcflearnfree.org/excel2013/4>

QUICK START: EDIT AND ENTER DATA IN A WORKSHEET

- <https://support.office.com/en-us/article/Enter-data-in-a-worksheet-e5165ab8-6d78-4f90-801a-1d234652f203>

Tips for entering data and adjusting the display

Shows how to use AutoFill and AutoFit.

- [Video: Enter and edit data in a worksheet](#)
- <https://support.office.com/en-us/article/Watch-the-video-be486824-b2a0-4eba-ab8b-f98350f507e3>

USE EXCEL AS YOUR CALCULATOR

Simple formulas, SUM function to total numeric values in a column or row, Fill a formula into adjacent cells, and links to documents on using Excel tables.

- <https://support.office.com/en-us/article/Use-Excel-as-your-calculator-df26bd14-e1a8-4618-b411-92349dd777a7?ui=en-US&rs=en-US&ad=US>

QUICK START: CREATE A FORMULA

- <https://support.office.com/en-us/article/Create-a-formula-f6e759f1-bcfd-4f29-99c4-c771cc5743b4>
 - [Insert or delete cells, rows, and columns](#)
Insert blank cells on a worksheet, Insert rows or columns on a worksheet, and more.
<https://support.office.com/en-us/article/Insert-or-delete-cells-rows-and-columns-b6982f0b-a707-4282-a59d-65a3b47fafa3?ui=en-US&rs=en-US&ad=US>
 - [Lock cells in a worksheet](#)
Lock certain cells or ranges in a protected worksheet.
<https://support.office.com/en-us/article/Lock-cells-in-a-worksheet-B2F833BD-9DB5-48A4-9EC0-8E451AC27C3A?ui=en-US&rs=en-US&ad=US>
 - [Import data from external data sources](#)
Links to separate Web pages with instructions for importing data from Web, File, Database, Excel data table, and more.
<https://support.office.com/en-us/article/Import-data-from-external-data-sources-be4330b3-5356-486c-a168-b68e9e616f5a?ui=en-US&rs=en-US&ad=US>

WHAT'S NEW IN EXCEL 2013

- <https://support.office.com/en-us/article/What-s-new-in-Excel-2013-1cbc42cd-bfaf-43d7-9031-5688ef1392fd?ui=en-US&rs=en-US&ad=US>

BASIC TASKS IN EXCEL 2013

- <https://support.office.com/en-us/article/Basic-tasks-in-Excel-2013-363600c5-55be-4d6e-82cf-b0a41e294054>

MAIL MERGE USING AN EXCEL SPREADSHEET

Web page states “Applies To: Word 2013”; however, it is also applicable to Word & Excel 2010.

- <https://support.office.com/en-US/Article/run-a-mail-merge-using-an-Excel-spreadsheet-858c7d7f-5cc0-4ba1-9a7b-0a948fa3d7d3>

ADD TO A MAIL MERGE ADDRESS LIST

Web page states “Applies To: Word 2013”; however, it is also applicable to Word & Excel 2010.

- <https://support.office.com/en-us/article/Add-to-a-mail-merge-address-list-4b28e2da-7108-4e81-b4b9-393901168dbe?ui=en-US&rs=en-US&ad=US>

CREATE AND PRINT MAILING LABELS FOR AN ADDRESS LIST IN EXCEL

Web page states “Applies To: Excel 2013”; however, it is also applicable to Word & Excel 2010.

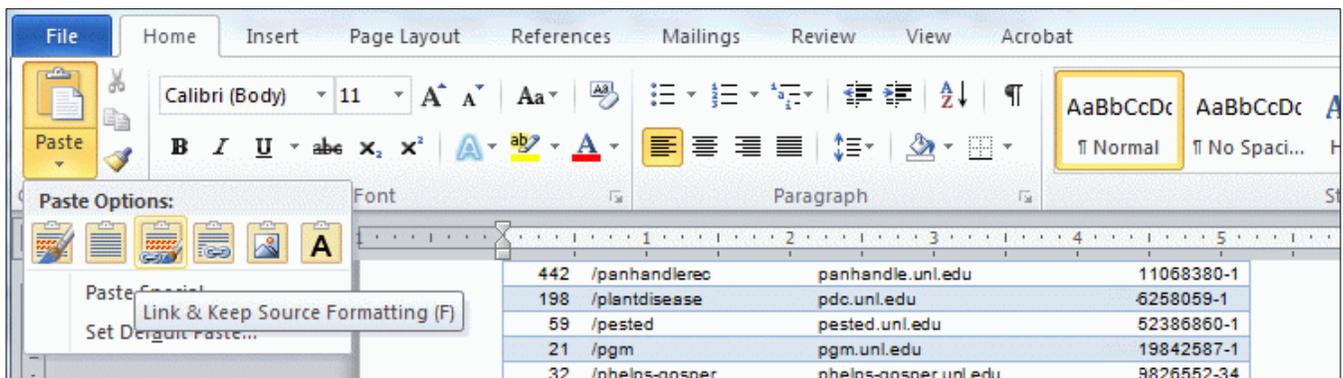
- <https://support.office.com/en-us/article/Create-and-print-mailing-labels-for-an-address-list-in-Excel-d9ae0b60-9fd0-4a90-9da9-0ec3a4b011b2?ui=en-US&rs=en-US&ad=US>

NOTE: All resources listed above are from the Microsoft Office Online support website (<http://support.office.com>)

COPY EXCEL TABLE TO WORD

1. Select the entire table in Excel
2. Click on Copy in the Home tab or press Ctrl+C.
3. In Word, click on Paste in the Home tab.
4. Select one of the options.

The “Link & Keep Source Formatting” option causes the content of the table in the Word document to be updated when the content in the table in Excel is updated.



SEND EXCEL TABLE VIA EMAIL

1. Click on the File tab and select the Save & Send menu option.
2. Select one of the options available within the Microsoft Office suite of programs.

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For more information, check <http://broadband.nebraska.gov>