

EXCEL BASICS

So, you have decided that time has come to become an Excel Master. Congratulations!

Before you start with Excel functions and tools, there are some basics that need to be covered first.

Let's start our magical journey in Excel together!

Excel is the world's most popular spreadsheet software, developed by Microsoft.

Excel debuted on September 30, 1985, and since that day, kept evolving to meet the requirements of the spreadsheet community.

Typing in Excel

Excel can be used for complex calculations, but you can always use it to type regular text, just like you'd do in Word or any other software.

All you have to do is select one of the cells and start typing...

You can start by typing your name, your favorite pet, your favorite movie and your lucky number ☐

When you finish typing, hit the Enter key to exit the cell edit mode.

As you can see, you can type both text and numbers in Excel.

Did you notice that certain parts of the sheets changed after you typed your details? This was done using Excel formulas, which we will cover in the next tutorials ☐

How does Excel work?

Let's discuss some of the basic ideas in Excel:

1. Excel Cell
2. Excel Range
3. Excel Worksheet
4. Excel Workbook

1. Excel Cell

The Excel Cell is the smallest unit in Excel. The cell is used to store data.

Excel is comprised of rows and columns. The rows are represented as numbers, and the columns – as letters.

In order to reference a specific cell in Excel, we will type its column letter, followed by the row number.

So, A1 will be the first cell in your worksheet – It's in the first column (A), and in the first row (1):

2. Excel Range

The Excel Range is comprised of two or more adjacent cells. These cells can be in the same row, the same column, or even in multiple rows and columns!

Each range is represented by two cells – The top-left cell, and the bottom-right cell, separated with colons.

3. Excel Worksheet

The Excel Worksheet is comprised of rows and columns.

The default Excel Worksheet contains 1,048,576 rows and 16,384 columns.

4. Excel Workbook

The Excel file is also called Excel Workbook. It contains one or more worksheets.

Basic Calculations with Excel

We can perform calculations in Excel easily.

In order to start a calculation in a cell, we will type the = sign (equals), and then type our calculation.

These are the basic operators which can be used:

+ Add

– Subtract

/ Divide

* (Asterisk) Multiply

^ Power

Cell References

Okay, now that we know how to perform basic calculations, let's learn how we can use cell references to make our calculations much quicker, and dynamic, as well!

If we type the = (equals) sign, followed by a reference to a cell (either by typing the cell name or clicking it), we can reference the data stored in that cell. We can also perform calculations using this way – Instead of manually typing the numbers, we can just reference the cells containing these numbers!

SUM Function – Explanation

Sum is a function that allows us to sum numbers easily.

We can type in the function actual numbers, but we can also use cell references and sum entire ranges!

MAX Explanation

MAX function is used when we want to find the maximum value within a range of cells.

MIN Function-Explanation

MIN function is the opposite of MAX function, and it's used when we want to find the minimum value within a range of cells.



