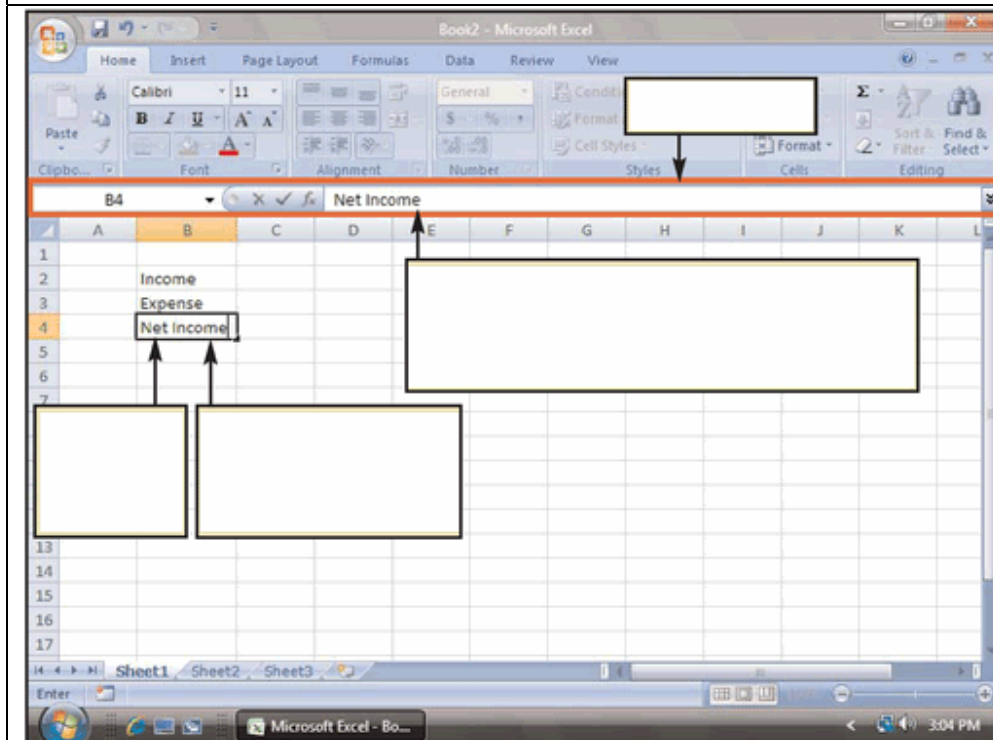


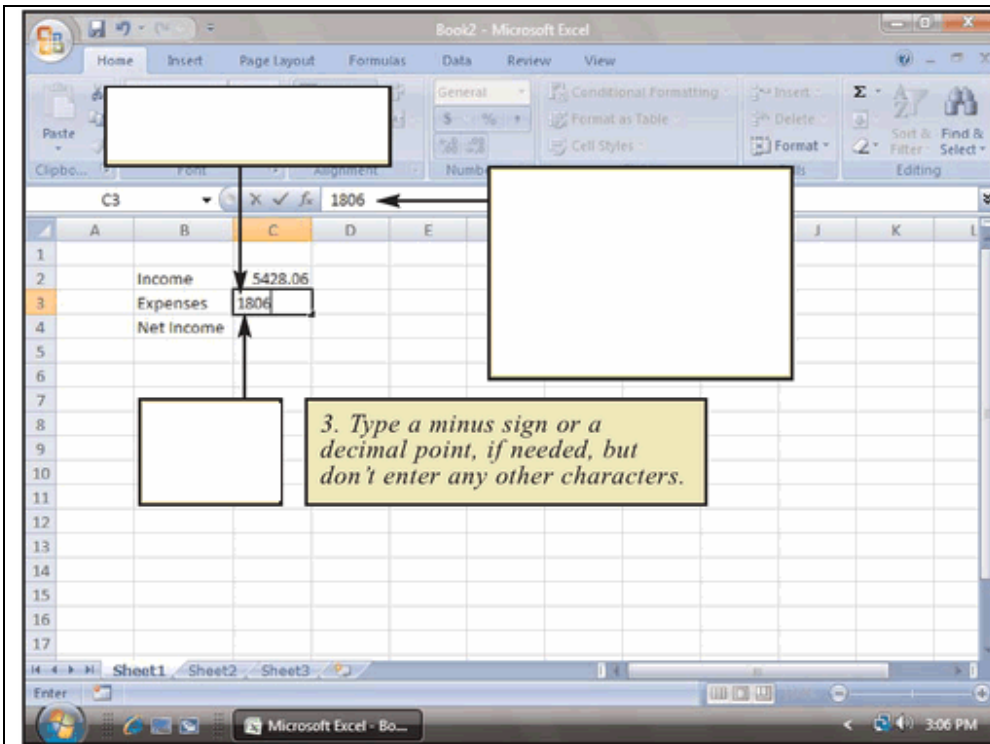
What's in the Excel window?

1. Excel Pointer
2. Range D3:D6
3. Active Cell B3
4. Sheet Tab
5. Column B
6. Row 3
7. Excel Ribbon



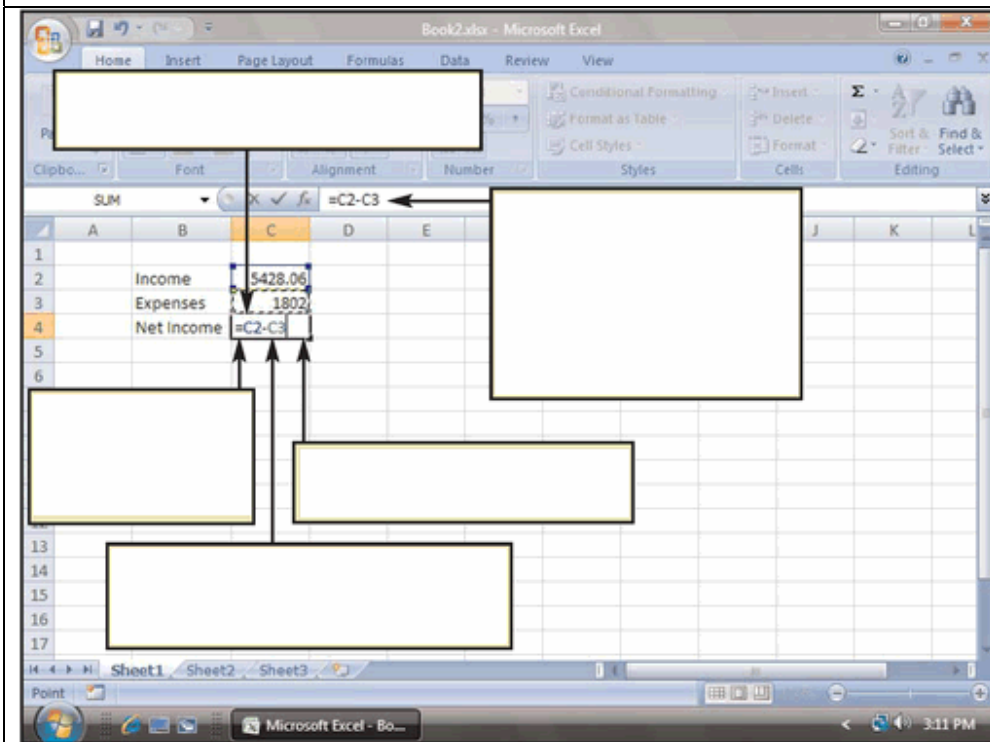
How do I enter labels?

1. Formula bar
2. Click a cell to make it Active
3. Type text directly into active cell
4. Here you can edit label



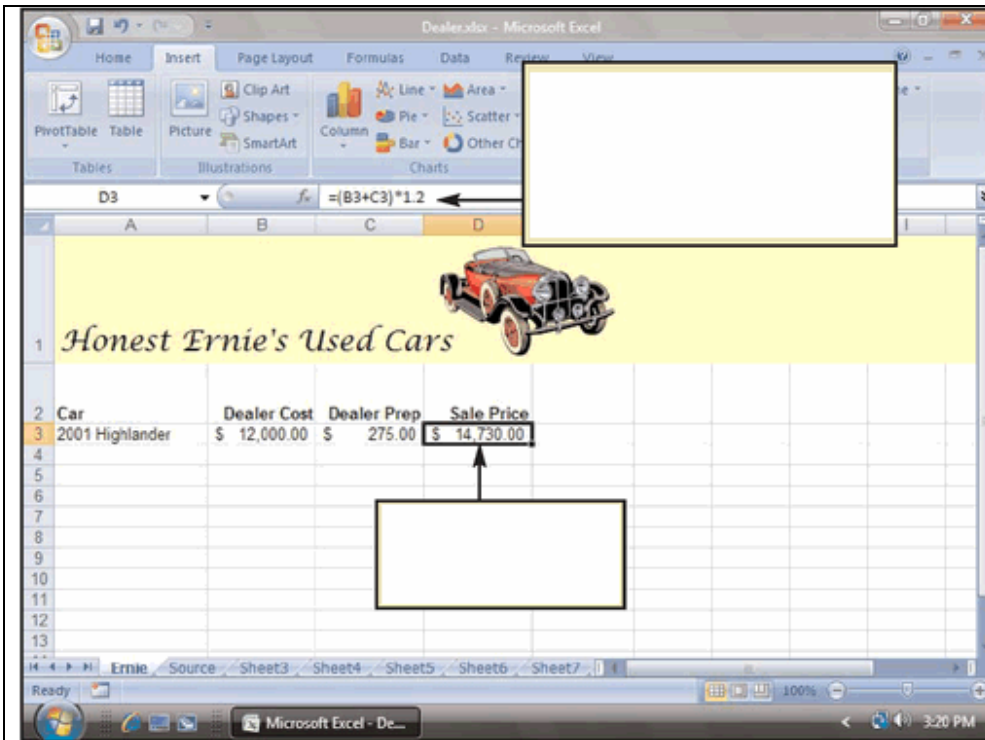
How do I enter values?

1. Click to make it active cell
2. Type the value
3. To edit or change the cell value



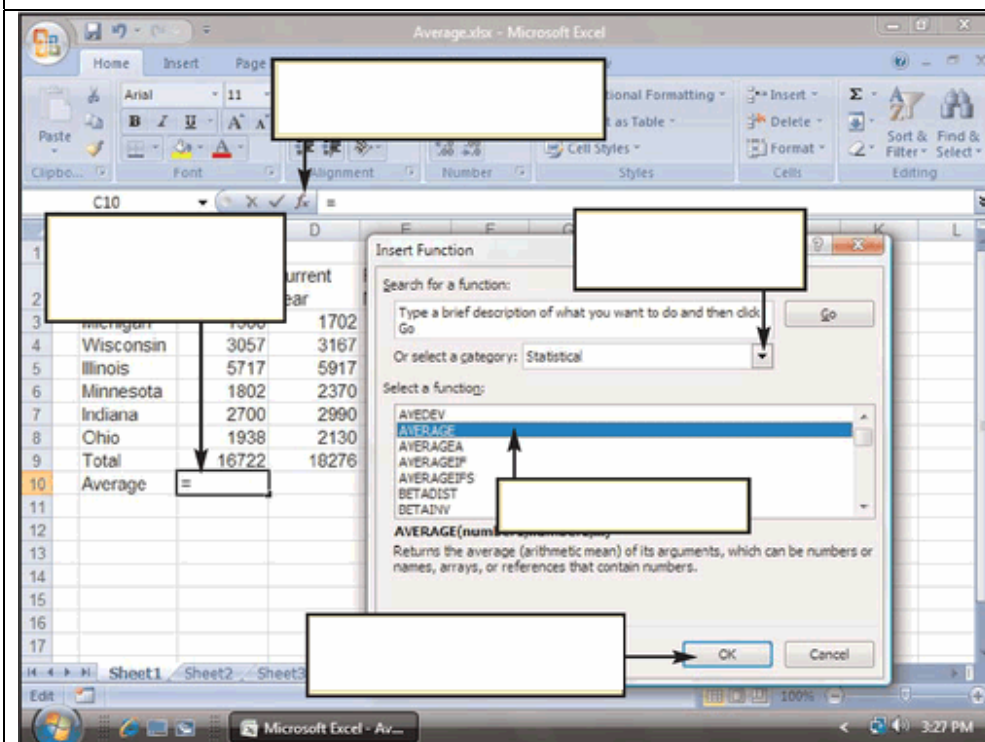
How do I enter formulas?

1. Click Cell where you want the result
2. Formula starts with = sign
3. Type - sign and next cell
4. Press enter to complete
5. Edit the formula here



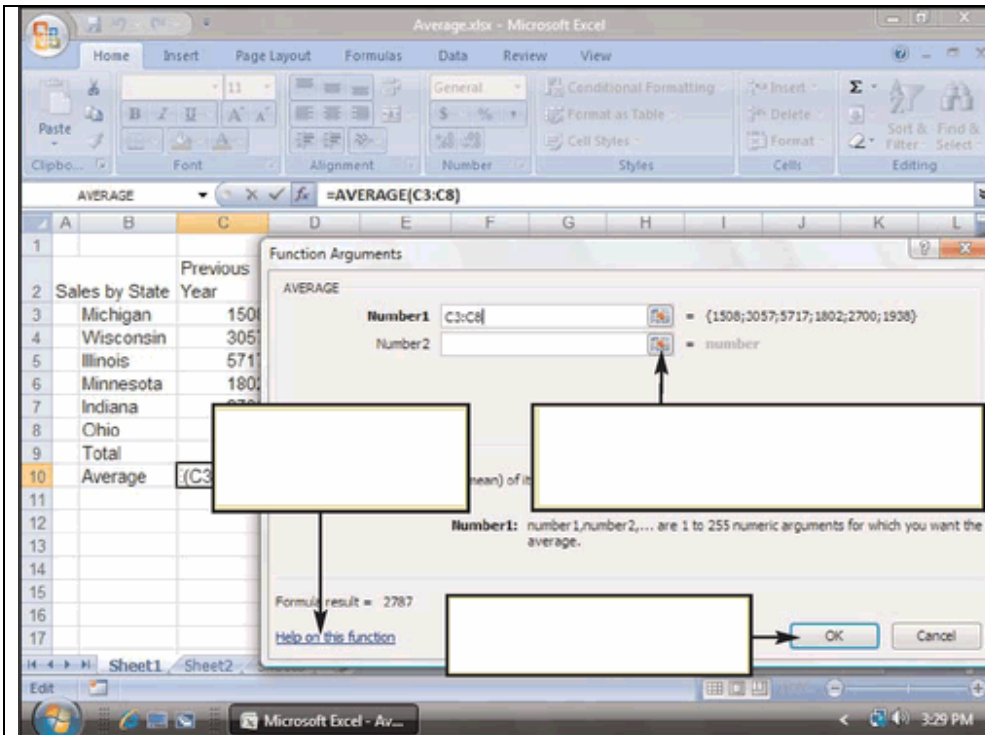
How do I create complex formula?

1. Click a cell to display the formula
2. Operation within (...) are completed first



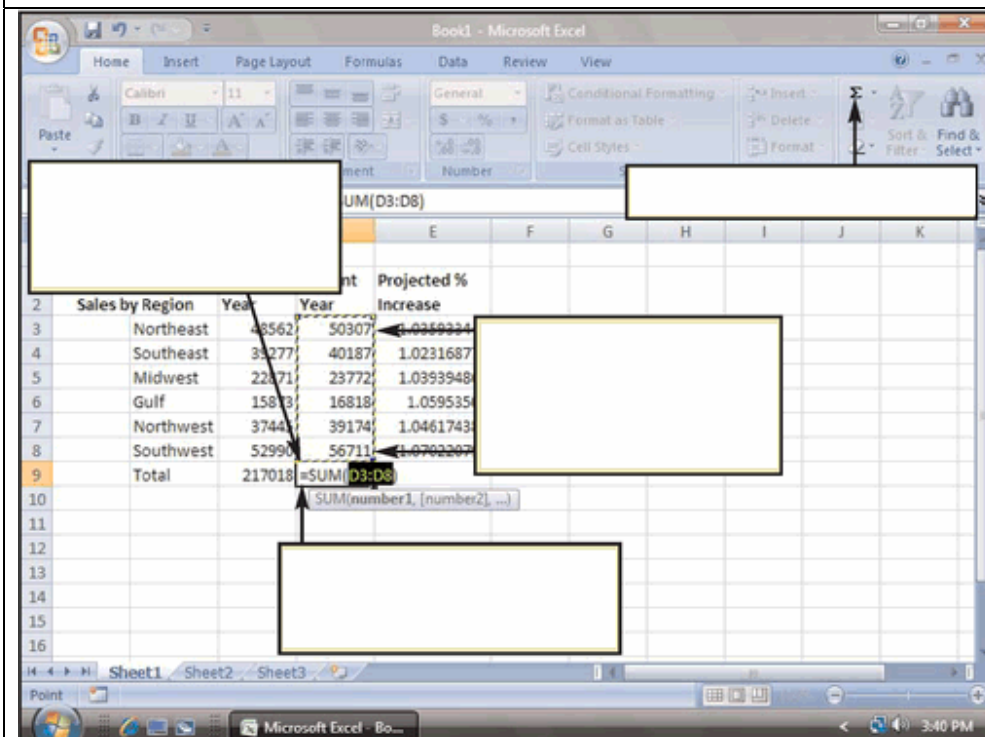
How do I use functions?

1. Select a function
2. Click OK
3. Select a function category
4. Click the cell for function
5. Click here to open the insert function dialog box



How do I use functions?
(Contd...)

6. Click OK
7. Click this link for more information
8. Click this button to select cell range



How do I use the AutoSum button?

1. Click the AutoSum button
2. Click the cell at the bottom of the column
3. If Sum formula is correct press Enter
4. Range D3:D8