# Worksheet Area and Cells

Microsoft Excel is a program that lets you create graphs using data. This tutorial will help you in learning the basic steps in creating cool graphs.

Some sections may include small movies to help you do the steps. When you see this picture, 🎞, click on it and a movie will appear. The movie will show you the steps you need to take in order to finish the problem.

If you have any questions, be sure to ask anyone of us for help.

When you first open **Excel**, you will see the following screen:
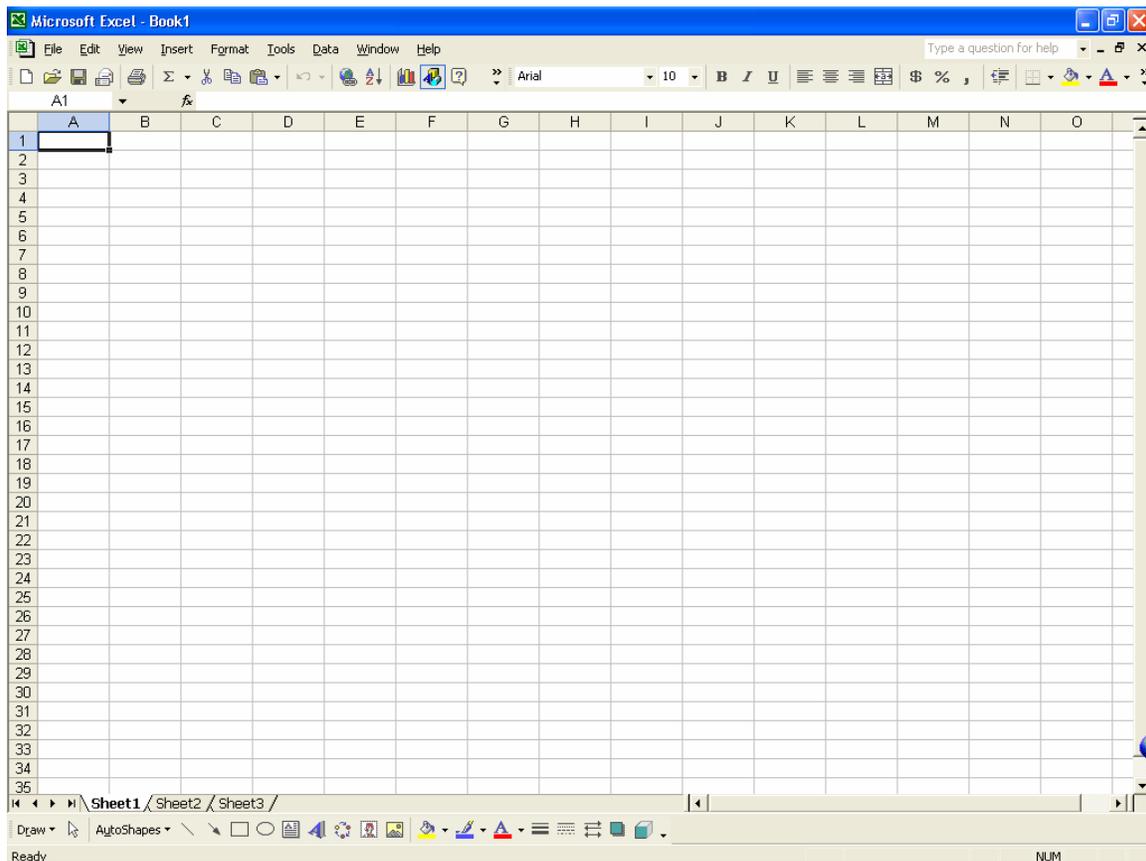
Notice that the screen has many different parts. This screen is called the **worksheet**. This is the place where you will put all of your data so that you can graph it later.

Below is a description of some of the basic parts that you will need to know.
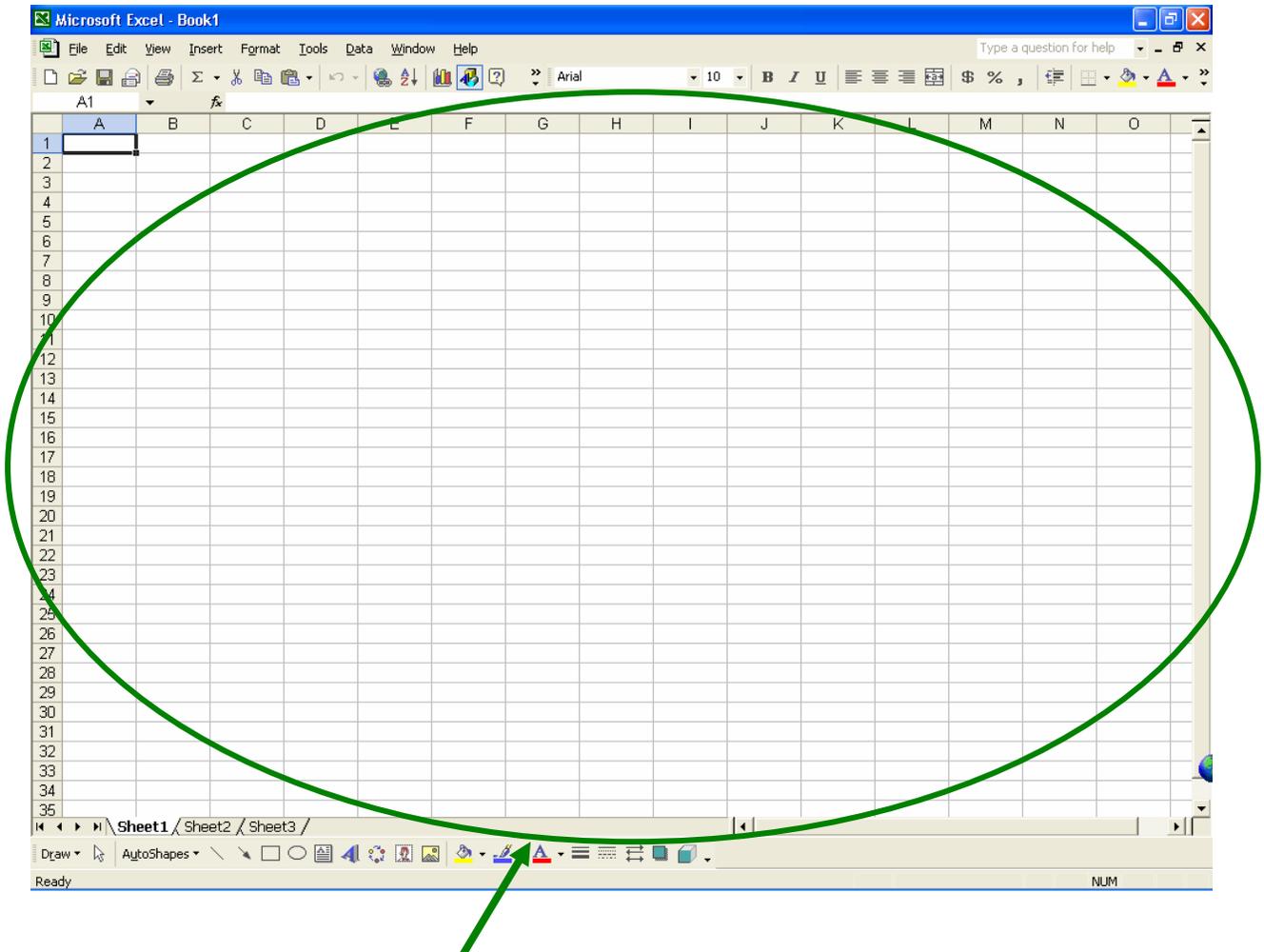
This part of the worksheet is called the **work area**. This is where you put all of your data.

Each little rectangle is called a **cell**. There are thousands of cells in each worksheet.

Your data will be put into each of these cells.

Each worksheet is made up of thousands of cells that are arranged into rows and columns.

The **rows** are named by **numbers** along the side.

The **columns** are named by **capital letters** along the top.
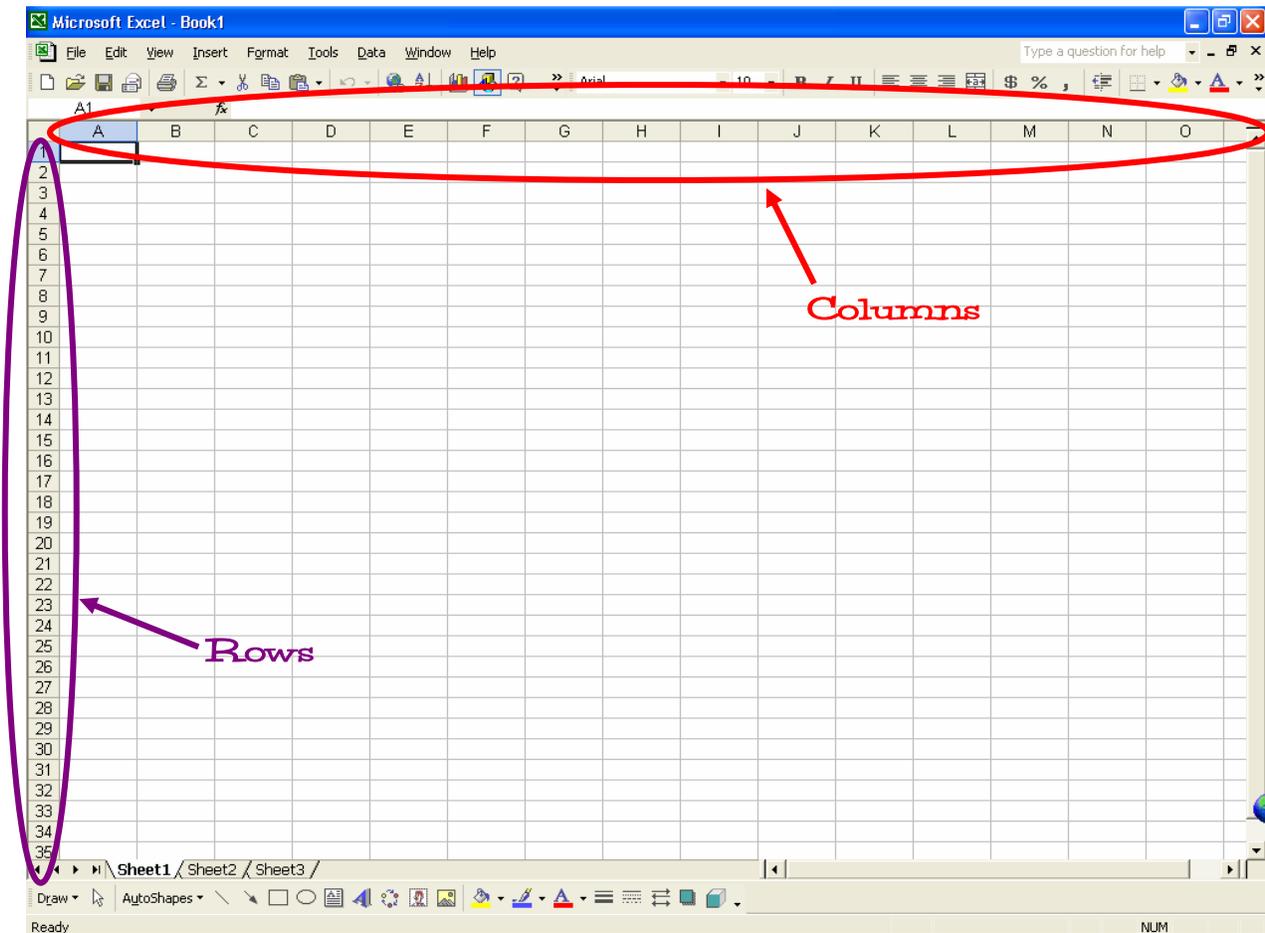
There is a special way of naming each cell in a worksheet. Think of it like each cell having a first and last name, just like you!

To name a cell, you figure out which column it is in (first name) and then figure out which row it is in (last name).

✔   **EXAMPLE:**

The cell **A4** is located in column A and in row 4.

An example of the location of cell A4 is shown below:

This is cell **A4**.
Notice that column A is
highlighted in blue and row
4 is highlighted in blue.
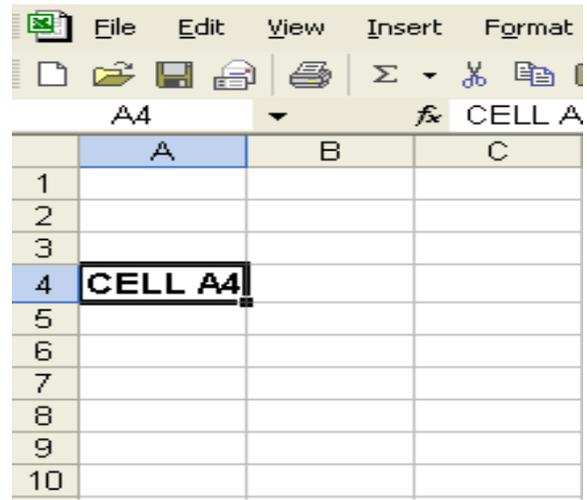
Copying and Cutting Cells

You can copy and cut cells to paste in other places.

There are a couple of ways to copy and cut cells. Below are some methods for cutting/copying and pasting cells.

1. You can use the **Copy** or **Cut** and **Paste** functions. These are located at the top of your screen.
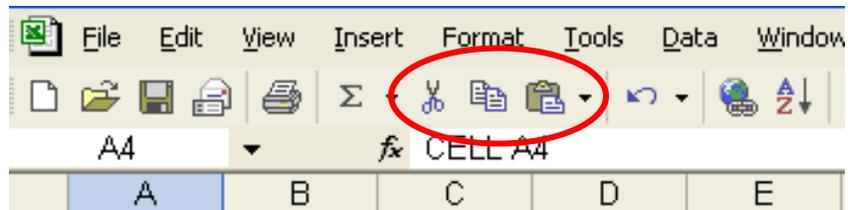
2. You can also use the **Edit** menu, and the **Copy, Cut** and **Paste** commands.

You can find the **Cut, Copy** and **Paste** commands under the **Edit** menu

	File	Edit	View	Insert	Format	Tools	Data

Can't Undo   Ctrl+Z

Can't Repeat   Ctrl+Y

Cut   Ctrl+X

Copy   Ctrl+C

Office Clipboard…

Paste   Ctrl+V

Paste Special…

Paste as Hyperlink

Fill   ▶

Clear   ▶

Delete…

Delete Sheet

Move or Copy Sheet…

Find…   Ctrl+F

Replace…   Ctrl+H

Go To…   Ctrl+G

Links…

Object
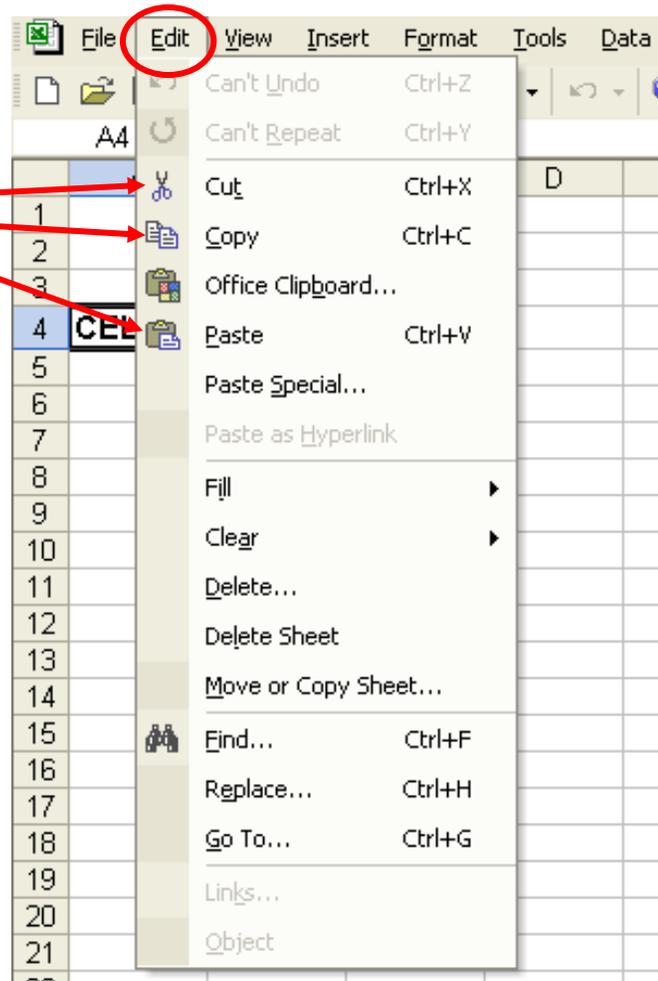
✔ **EXAMPLE:**

Suppose you wanted to copy cell A5 and paste it in cell C3. To do this, we can use either method shown above. Let us try to do this using the *first* method. You can view the movie clip to help you along:

1. First, type your name into cell A5.

	A	B
1		
2		
3		
4		
5	Mr. Kelley	
6		
7		
8		

2. We want to copy this cell and paste it in cell C3.

3. Select cell A5.

4. Click the **Copy** button , at the top of the worksheet. You will notice that the cell has a dancing border. This means that you have successfully copied the cell.

5. Move your mouse to cell C3 and click to select it.

6. Select the **Paste** button , at the top of the worksheet. Your name has now been moved from cell A5 to cell C3.
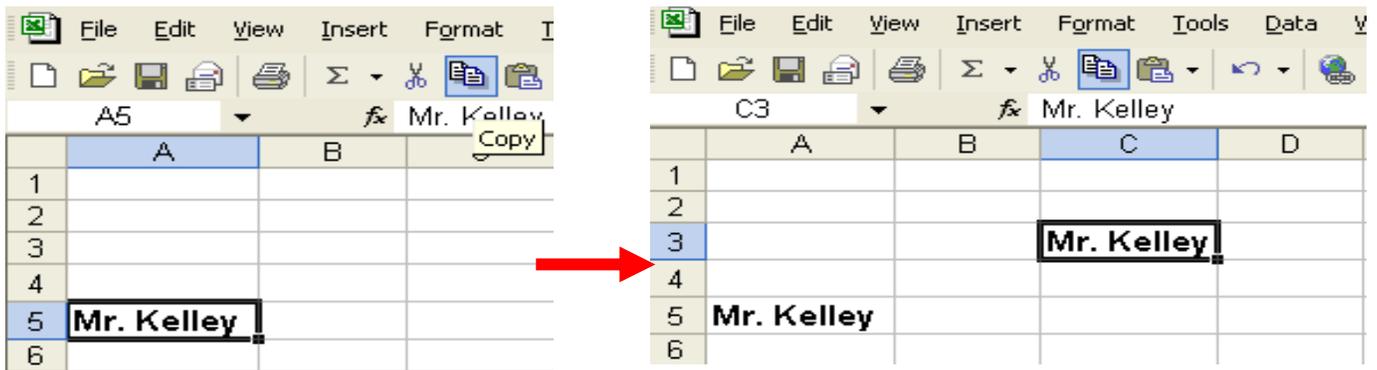

Copy cell A5 and Paste it in cell C3.

✔ **EXAMPLE:**

Suppose you wanted to cut cell B2 and paste it in cell D6. To do this, we can use either method shown above. Let us try to do this using the *second* method. You can view the movie clip to help you along:

1. First type in your favorite color in cell B2.

2. We want to cut this cell and paste it in cell D6.

3. Select cell B2.

4. Click on the **Edit** menu. Select **Cut**. You will notice cell B2 with a dancing border. This means that you have successfully cut the cell.

5. Select cell D6, then **Edit > Paste**.

6. You should now have your favorite color in cell D6.
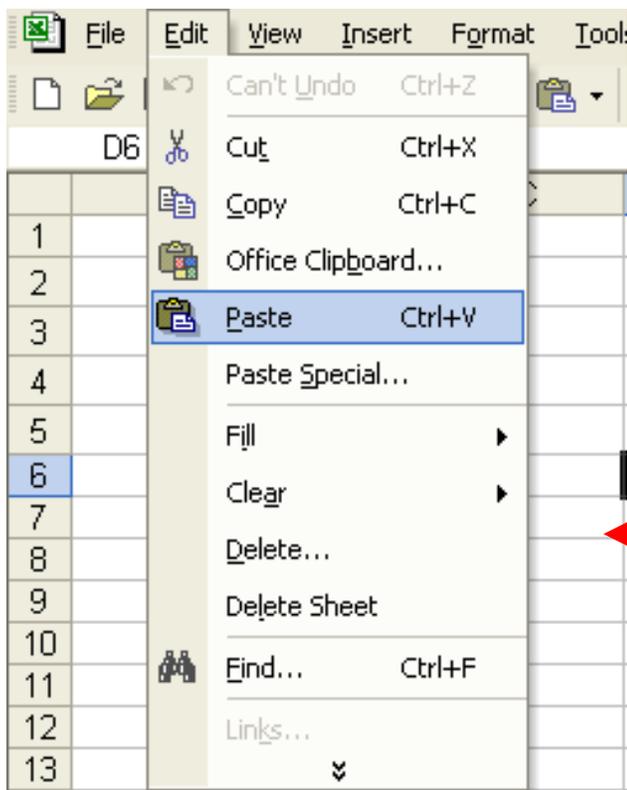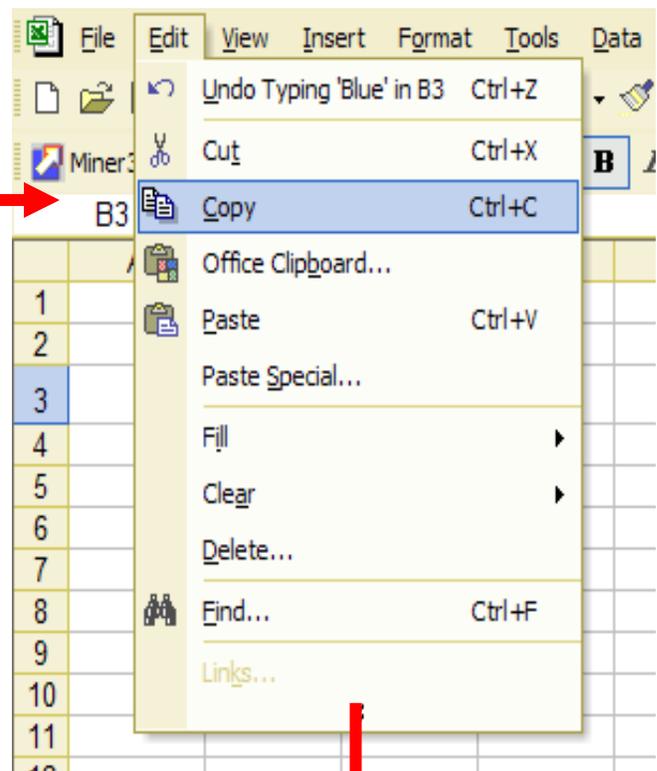
Coloring Cells

You can also color each cell by using the **Fill** command, ![fill icon].

✔ **EXAMPLE:**

Suppose you wanted to fill three different cells, three different colors.

1. Select cell A3. Type in your **first name**.

2. Select cell C3. Type in your **last name**.

3. Select cell E3. Type in your **favorite subject**.

	A	B	C	D	E	F
1						
2						
3	Ginno		Kelley		Math	
4						

4. We want to color the cells the following colors:

   - **First name > Red**

   - **Last name > Yellow**

   - **Favorite Subject > Light Blue**

5. Select cell A3 (first name). Click the **Fill** button, ![fill icon].

6. Select **red**.

Fill command
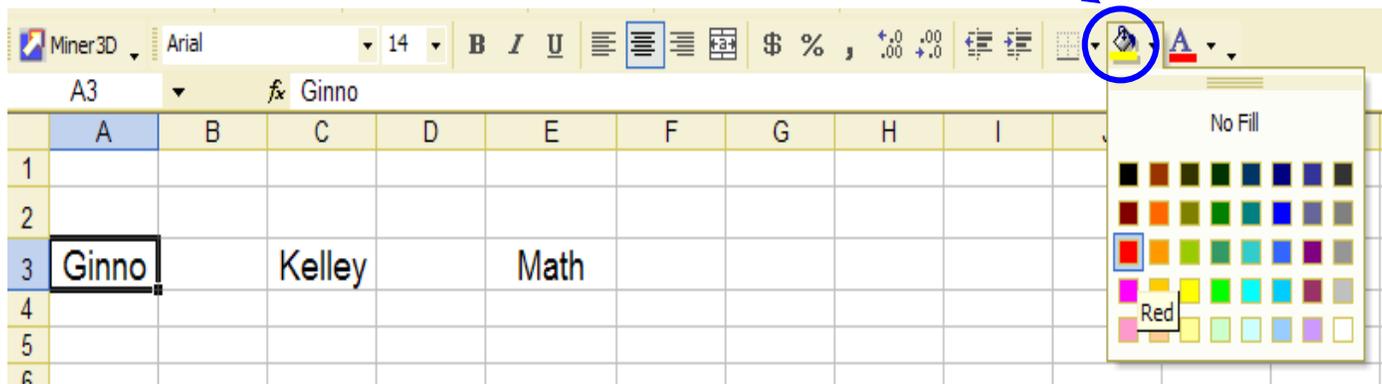
7. Your cell should now be filled with the color **red**.

You can follow the same steps to color the other two cells.

Once you are done, your cells should look something like this:

You can view the following movie to help you with filling cells with color:

Creating Graphs

Once you have put all of your data into the worksheet, you are ready to create your graphs.

In this example, we are going to create a **Line Graph**.

Copy the data you see to the side into your worksheet. Be sure that all of the data is copied correctly.

	A	B	C	D
1	Name	Test Score	Project Score	
2				
3	James	92	100	
4	Mary	77	100	
5	Jamie	87	90	
6	Tobias	99	98	
7	Kyle	87	88	
8	Katherine	65	90	
9	Jennifer	89	87	
10	Matt	75	77	
11	Linda	79	81	
12	Katie	100	87	
13	Thomas	78	82	
14				

Now you are ready to graph this data into a **Line Graph**.

Begin by selecting all of your data with your mouse. Your worksheet should look like this:

	A	B	C	D
1	Name	Test Score	Project Score	
2				
3	James	92	100	
4	Mary	77	100	
5	Jamie	87	90	
6	Tobias	99	98	
7	Kyle	87	88	
8	Katherine	65	90	
9	Jennifer	89	87	
10	Matt	75	77	
11	Linda	79	81	
12	Katie	100	87	
13	Thomas	78	82	
14				

Once the data is selected, click on the **Graph** button, .


Graph button is on your toolbar.

You will see the following screen appear:

When this screen appears, look at the left side, **Chart Type**.
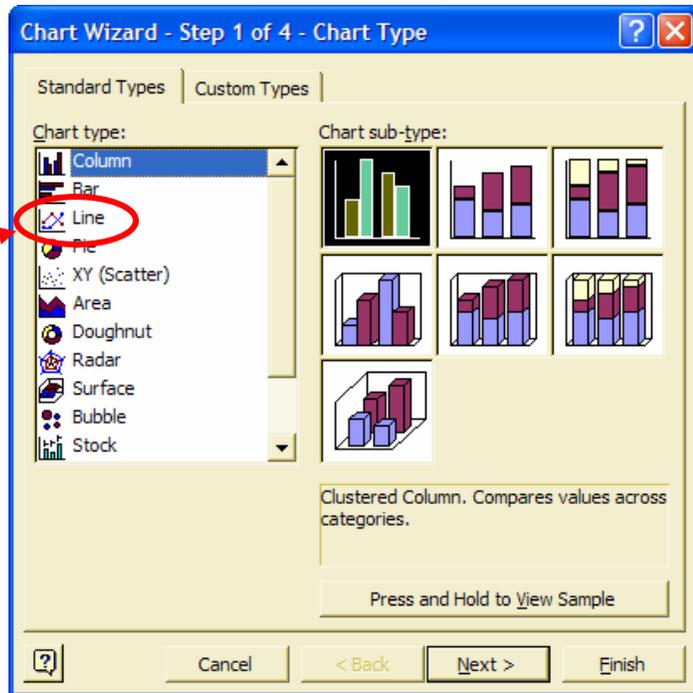
Line

This tells us what type of graph we want. Since we are making a Line graph, highlight **Line**.

You will see the different types of *Line* graphs Excel lets you create on the right side, these are called **Sub-Types**. Highlight the first line graph as shown:
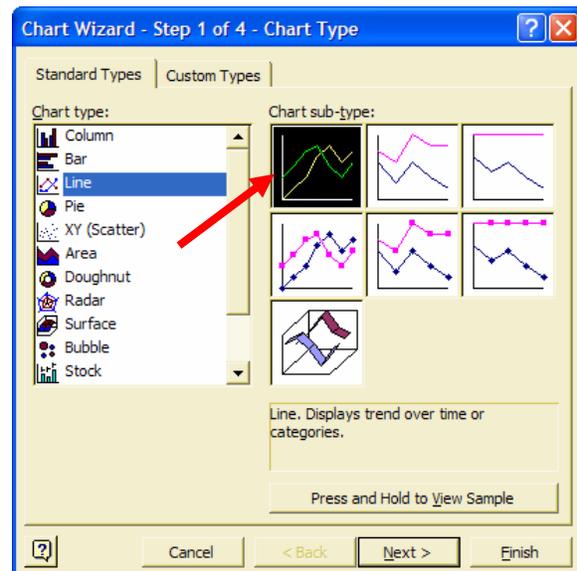
Click **Next** *two times* on the bottom.

Once you have clicked **Next** two times, you will see the following screen:
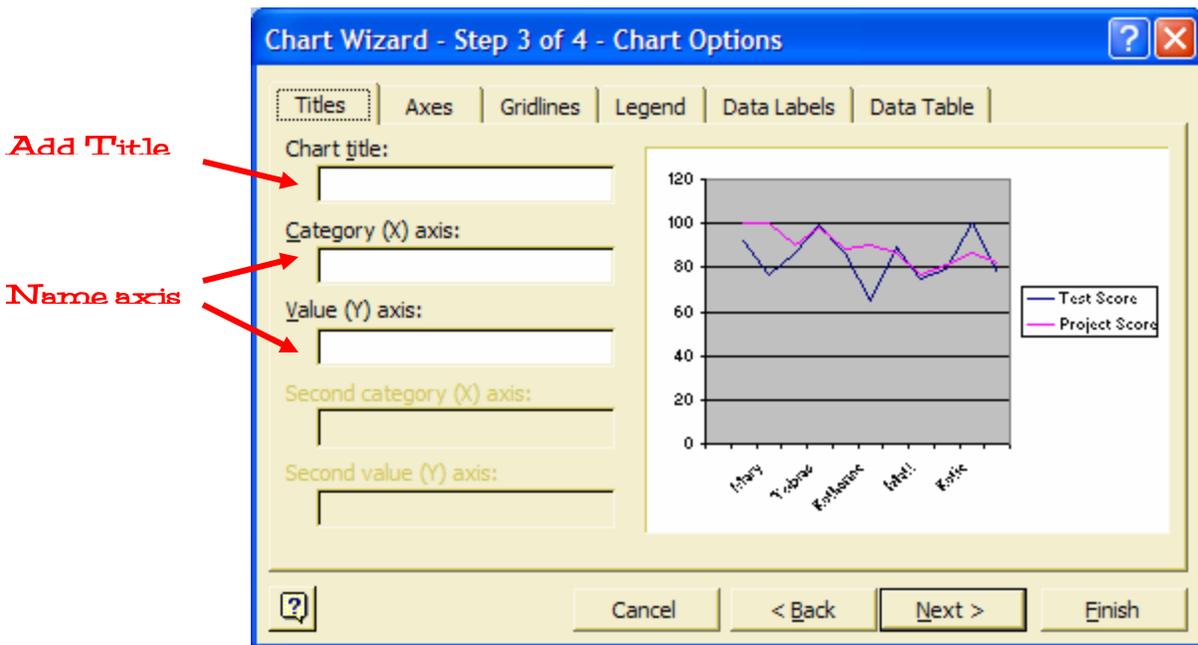
On this screen, you can add the **Title** of your graph. You can also name each **axis** of your graph.

On this screen, type the following:

Chart Title: My First Graph

**Category (X) axis:** Student Name

Category (Y) axis: Score

When you have finished typing, your screen should look like this:

Click **Next**.
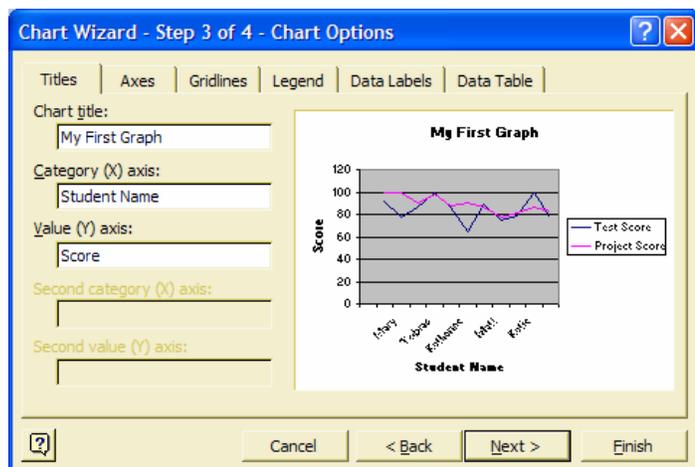
The last screen you will see will ask you whether you want your graph to be in your worksheet, or whether you prefer to have your graph on a separate sheet of paper.
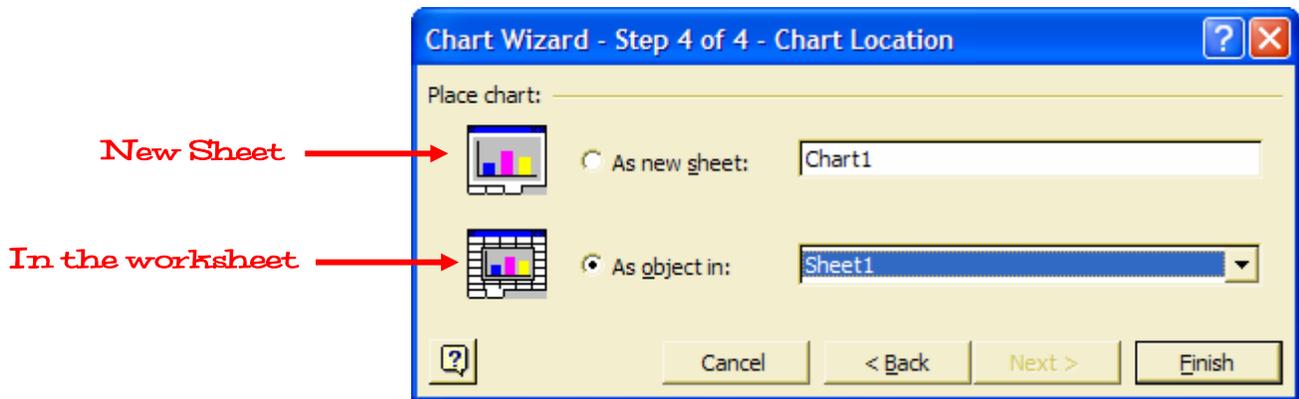
In this case we are going to choose to have our graph on a **separate sheet**. So, click the **first** button.
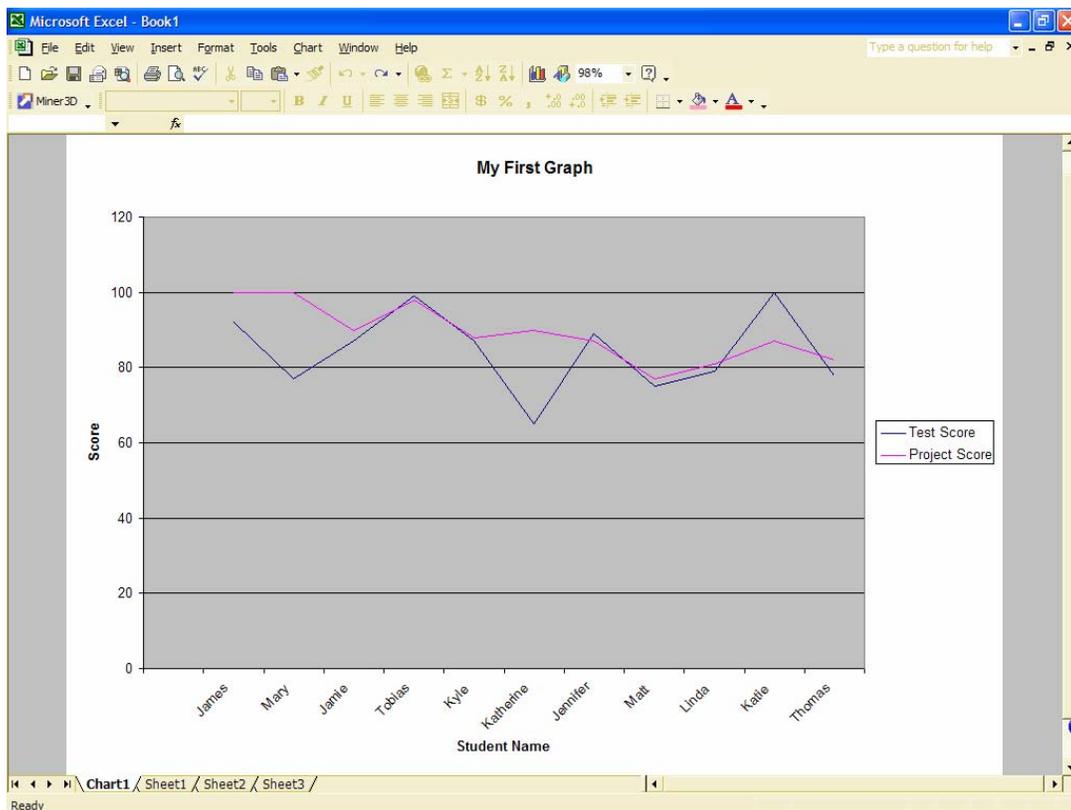
CONGRATULATIONS! You have now created your first graph. ☺