



University Information  
Technology Services

# **Using Excel 2011® at Kennesaw State University**

*Getting Started*

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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## Introduction

*Office 2011*® has been designed specifically for the Mac® computer. Each Mac at Kennesaw State University includes the following *Office 2011* products: *Word*®, *Excel*®, and *PowerPoint*®. These packages will help you to develop useful documents, manage data, and create powerful presentations. This booklet, recommended for intermediate-level Macintosh® users, has been developed to help you get started with *Excel 2011*.

## Learning Objectives

The learning objectives in this document include:

- Having the ability to open Excel 2011 and open a blank spreadsheet
- Understanding cells, cell ranges, and how to enter data
- Being able to enter formulas into the spreadsheet
- Knowing how to use functions
- Being able to adjust the size of columns and rows
- Having the ability to display the *Standard* and *Formatting* toolbars
- Understanding formatting options within the spreadsheet
- Being able to add, delete, and rename worksheets
- Knowing how to create charts
- Understanding how to print a spreadsheet
- Understanding how to print a specific area of the spreadsheet
- Knowing how to save a spreadsheet

## Opening Excel 2011

The following instructions explain how to open *Excel 2011* on your Mac.

1. Double-click the *Finder* icon on the dock.
2. In the *Macintosh* window that appears, double-click the *Applications* folder.
3. In the *Applications* folder that appears, double-click the *Microsoft Office 2011* folder.
4. In the *Microsoft Office 2011* window, double-click the icon for *Microsoft Excel 2011* and the software package will open.

## Opening a Spreadsheet

The following instructions explain how to open a new spreadsheet within Excel 2011.

1. From the menu options in the upper-left area of your screen, click *File*.
2. In the menu that appears, click *New Workbook*.

## Cells

Cells are referenced in *Excel 2011* by their column letter and row number (see *Figure 1*).

To select a cell, simply point your mouse to the cell and click one time. You may also use the arrows on your keyboard to select different cells.

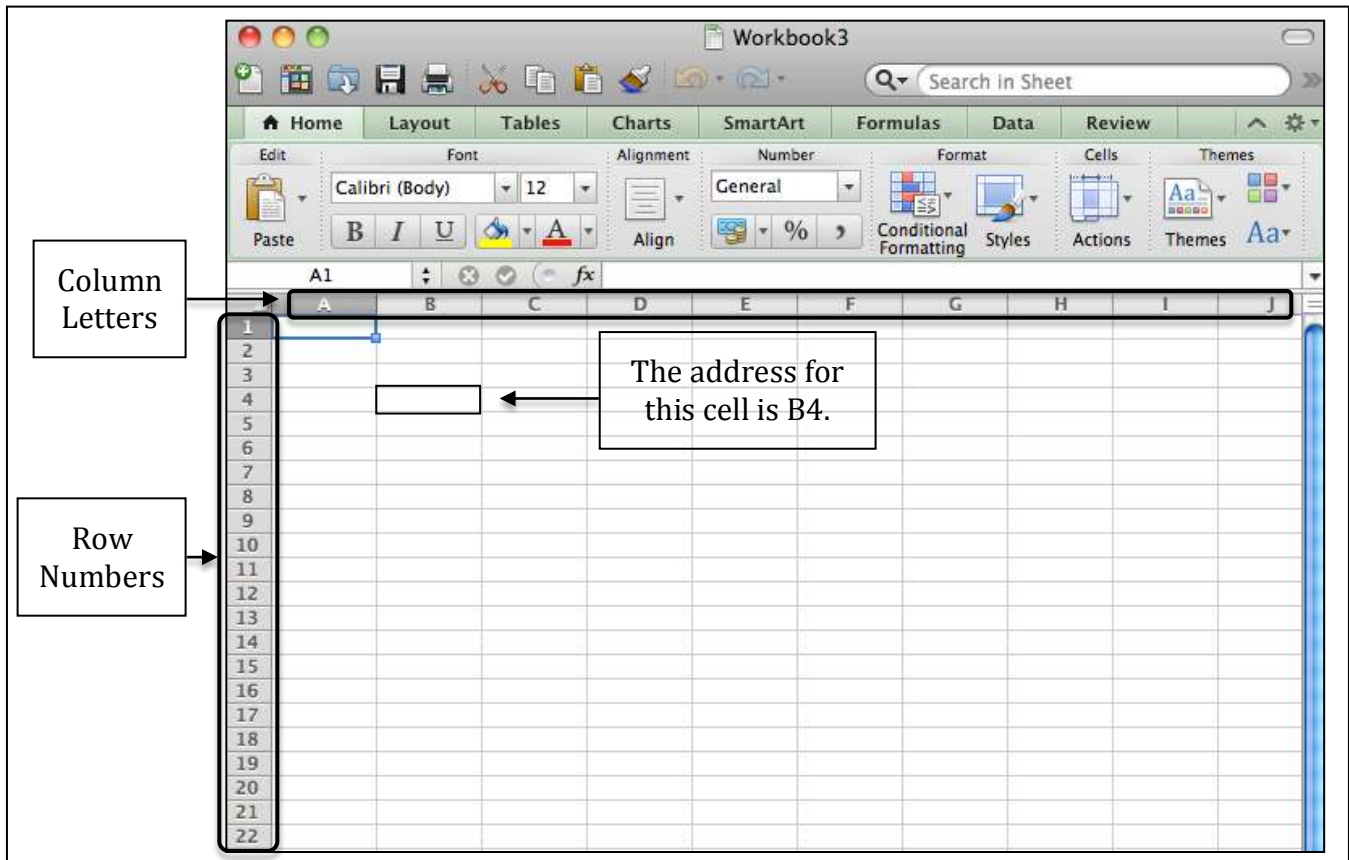


Figure 1 – Cell References

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