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MS Excel 2013
**Introduction:** Excel is a spreadsheet program which is used for data analysis, making charts, graphs, and tables.

**Opening Excel:** Start | All programs | MS office 2013 | Excel 2013 (you may select a template or choose the blank sheet option)

**Excel Interface:**

![Excel Interface Diagram]
Adjusting Column/Row Size: Hover over the right corner of the column/row name until the cursor changes to this shape , click and drag to adjust the size. You can also double click to auto-adjust the size.

Working with Sheets:

- Click on the sign to insert a new sheet
- Right click on a sheet to rename, delete, or hide/un-hide the sheet

Merge and Center: Select the desired cell range and click on Home Tab| Merge & Center

Formatting Tables: Select the table that you would like to apply formatting to and click on Home tab| Format as Table menu to select the desired table format.
Formatting Text:

- **Font Color:** Click the *Text Highlight Color* button to highlight a cell and *Font Color* button to change the font color.
- **Font Type:** Click the *Fonts* menu to browse through the list of available fonts and select the desired font.
- **Font Size:** Click the *Font Size* menu to select the size appropriate for your document. You can either select a size from the list or type in the desired font (i.e. 11.5) manually.
- **Font Style:** Use the following options to add further emphasis to your text:
  - Option “**” bolds the selected text
  - Option “*” italicizes the selected text
  - Option “_” underlines the selected text

Formatting Numbers:

To format numbers, click on *Home Tab| Number Format* drop down menu to select the desired format.

![Formatting Numbers Example](image)

Deleting/Inserting Cells:

To add new cells or remove cells click on *Home Tab| Cells Group*
Copying Cells:
- Select the cell that you would like to copy
- Hover over the bottom right corner of the cell until the mouse pointer changes to a plus sign.
- Click and drag to fill the desired cell

Cells Styles: Select the cell(s) that you would like to apply formatting to and click on Home tab | Cell Styles menu to select the desired style.

Using Formulas: There are 2 quick ways to use formulas:

1. Type = sign followed by the formula name and values as shown in the example below

```
3 $ 400.00
4 $ 300.00
Total: =SUM(B3:B4)
```

2. Type = sign and click on the formula bar drop down menu to the desired function
Adding a Graph:

- Select your data range and click on **Insert Tab|Charts** to insert a chart/graph.

- Hover over to options on the right of the graph to change axis and other chart elements.

Sorting: To sort your data in ascending or descending order click on **Home Tab|Sort**

Filtering: To filter your data click on **Home Tab|Filter**