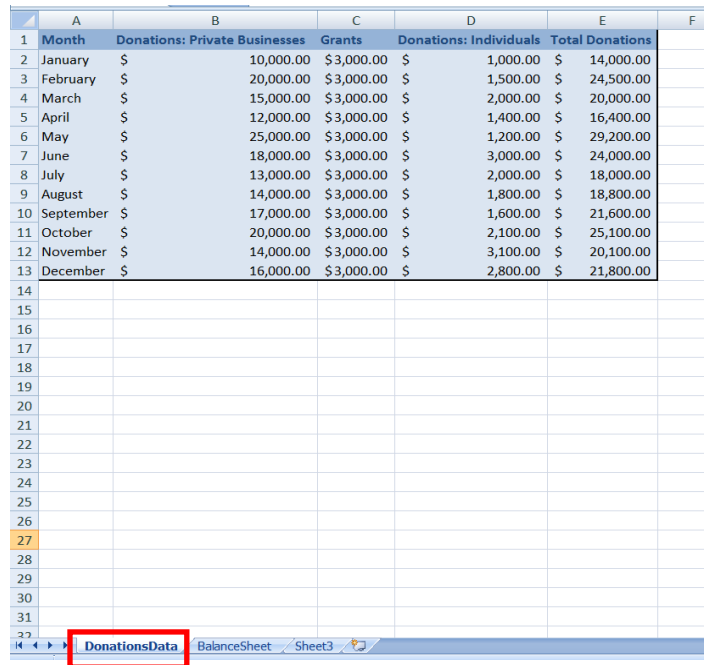


# Getting Started with Excel

## Excel Files

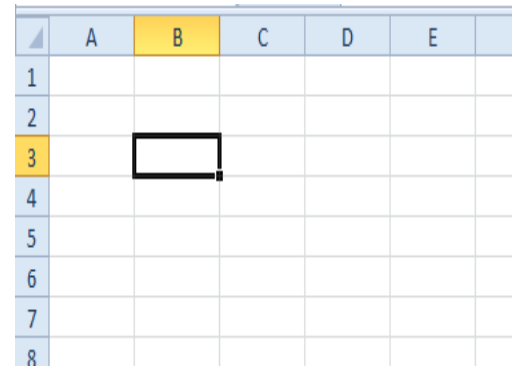
The files that Excel stores spreadsheets in are called **workbooks**. A workbook is made up of individual **worksheets**. Each sheet is identified by a sheet name which appears in the sheet tab at the bottom. The current sheet displayed is called the **active sheet**. The other worksheets in the workbook are not visible; the sheet tabs for these **inactive sheets** are gray. In the example shown, the worksheet “DonationsData” is selected and, therefore, is the active sheet. The “BalanceSheet” and “Sheet3” worksheets are not selected and, therefore, are the inactive sheets.



Month	Donations: Private Businesses	Grants	Donations: Individuals	Total Donations
January	\$ 10,000.00	\$ 3,000.00	\$ 1,000.00	\$ 14,000.00
February	\$ 20,000.00	\$ 3,000.00	\$ 1,500.00	\$ 24,500.00
March	\$ 15,000.00	\$ 3,000.00	\$ 2,000.00	\$ 20,000.00
April	\$ 12,000.00	\$ 3,000.00	\$ 1,400.00	\$ 16,400.00
May	\$ 25,000.00	\$ 3,000.00	\$ 1,200.00	\$ 29,200.00
June	\$ 18,000.00	\$ 3,000.00	\$ 3,000.00	\$ 24,000.00
July	\$ 13,000.00	\$ 3,000.00	\$ 2,000.00	\$ 18,000.00
August	\$ 14,000.00	\$ 3,000.00	\$ 1,800.00	\$ 18,800.00
September	\$ 17,000.00	\$ 3,000.00	\$ 1,600.00	\$ 21,600.00
October	\$ 20,000.00	\$ 3,000.00	\$ 2,100.00	\$ 25,100.00
November	\$ 14,000.00	\$ 3,000.00	\$ 3,100.00	\$ 20,100.00
December	\$ 16,000.00	\$ 3,000.00	\$ 2,800.00	\$ 21,800.00

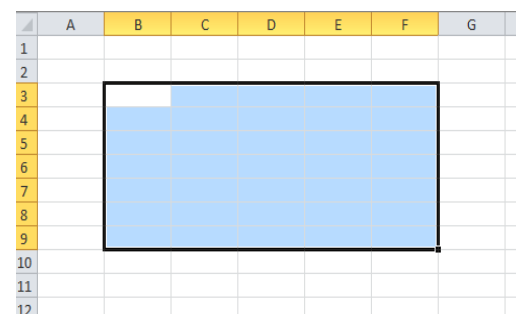
## Referring to Cells in Excel

Each worksheet is made up of rows and columns. The **column headings are the letters** along the top of the worksheet window and identify the different columns. **The row headings are the numbers** along the left side of the worksheet window that identify the different rows in the worksheet. You can click a row heading to select the entire worksheet row. Each intersection of a row and column is a **cell**. Worksheet data is placed within separate cells. The cell currently selected in the active worksheet is the **active cell**. The active cell is outlined with a thick border and the corresponding row and column headings are highlighted. In the example shown, the cell B3 is selected.



	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					

Selecting cells is known as **cell referencing**. To reference multiple cells, you must start with the top left cell that you want to reference and end with the bottom right cell that you want to reference. For example, if you want to select cell B3 through cell F9, you should position yourself in cell B3, then drag your mouse to F9 as shown. Another option for referencing the cells is simply typing out the top left cell that you want to reference (B3), a colon (“:”), and the bottom right cell that you want to reference (F9).



	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							