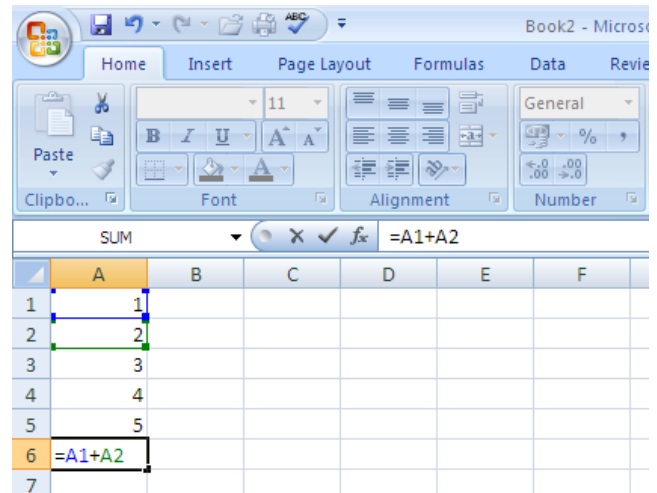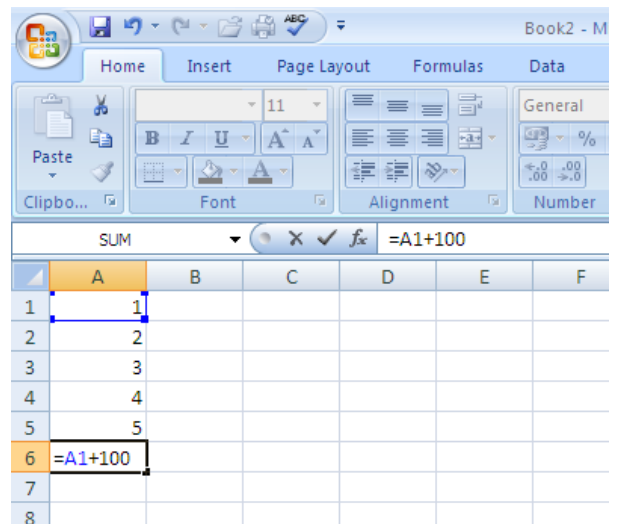# Excel – Quick Notes

- Excel is a program that can be used to create spreadsheets, perform calculations and present information using graphs and charts.

- Formulas can be created in Excel using 'cell references' and actual numbers. A 'cell reference' tells the computer the location of the number you wish to include in a formula.

- This simple formula is instructing the computer to add the number in cell A1 to the number in cell A2. The answer will appear in A6. If the numbers in A1 or A2 are changed, the answer in A6 will also automatically change.

- This formula instructs the computer to add 100 to the number in A1. The answer will appear in A6. If the number in A1 changes, the answer in A6 will change. However, the number 100 will remain constant in the formula. This is an actual number not a 'cell reference'. Whatever number appears in cell A1, 100 will be added to it.

- Common formulas - formulas always begin with an equals sign (=)

  =SUM(A1:A5)   Adds together all the numbers in cells A1, A2, A3, A4 and A5 to create a total

  =A1+A2   Plus, minus, multiply or divide the contents of 2 cells
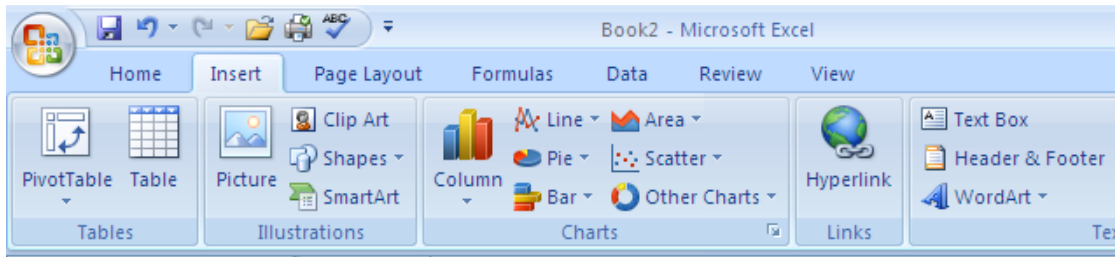 **=A1-A2**
  =A1*A2
  =A1/A2

  =AVERAGE(A1:A5)   Works out an average value over the 5 cells, A1 to A5
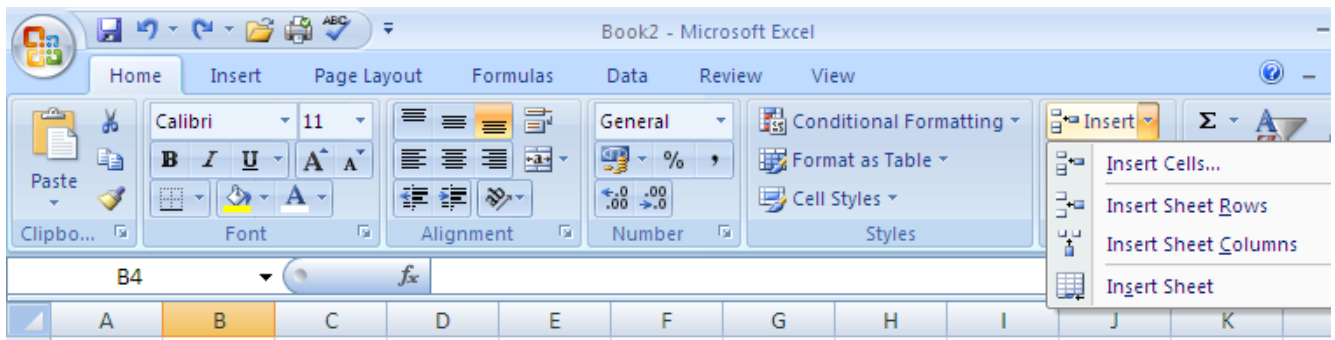
- Creating charts/graphs

To create a graph to illustrate your data, highlight the information you wish to include, go to the **Insert** tab and choose the appropriate chart type.

Common questions

How do I insert an extra row/column?

Under the **Home** tab go to **Insert sheet rows** or **Insert sheet columns**
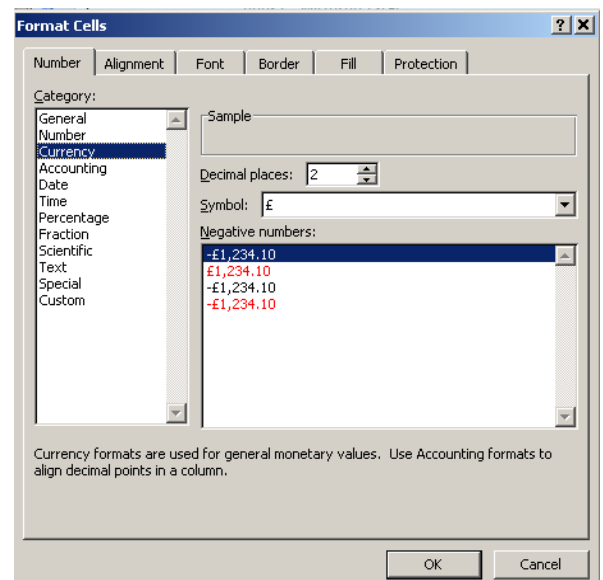

How do I format my numbers as currency or set my figures to round up or down?

Under the Home tab click on **Format**, **Format cells**. You can then choose **Currency** from the **Category list**. If you want to round your figures up or down, choose **Number** from the **Category list** and set **Decimal places** to zero.

How do I highlight two sections of the spreadsheet that are not adjacent to each other?

Highlight the first section then hold down the **Ctrl** button on the keyboard while you highlight the second section.