

- File, Open. File, Save As. File, Save. All same as MS Word
- Edit, Copy, Cut, Paste. All same as MS Word.
- View, Headers and Footers; Similar to Word
- Spelling/ Grammar check similar to Word
- Clip Art, Word Art and Toolbars are all similar to Word
- 4 Things you can place in a cell; Value, Label, Formula, Link
- Page Setup; Similar to Word. Often it is best to select "Fit to 1 page high, by 1 page wide", and Landscape mode for most spreadsheets
- To print gridlines; File, Page Setup, [Sheet], Print Gridlines
- To set print area; Highlight cells, File, Print Area, Set Print Area
- To Format a cell; Highlight cells, Format, cells, [Number], (select the type of format you want) For decimal places, choose Number, then set the # of decimal places.
- Other Format features; [Alignment] Choose Wrap, Shrink to Fit, Merge Cells, and Orientation. [Font] and [Border] are similar to Word.
- To Insert a column; Put cursor to the right of where you want new column, Insert, Column
- To Insert a row; Put cursor below where you want new row, Insert, Row.
- To use the information from the cell in one sheet in another sheet, In the target cell of the second sheet, =Sheet1!A1 (where "Sheet1" is the name of your source sheet, and "A1" is the cell on that sheet with the data you want to use in the new sheet).
- To add values in a continuous column or columns, In the cell where you want the answer to appear, type: "=SUM(A1:B4)" Where "A1" is the first cell in the range of values, and "B4" is the last cell in the range of values. (Note A1:B4 selects to add up all 8 cells together)
- To Determine the lowest value in a continuous range of values; "=MIN(A1:C6)" .
- To Determine the highest value in a continuous range of values; "=MAX(A1:B4)"
- To Determine the Average of a range of values; "=AVERAGE(A1:B4)" will add up the values in the range of cells, then divide by the number of values.
- To Copy or move a formula where the cell reference in the formula does not change by the number of cells moved, use Absolute Cell Reference to lock the row and/or column reference: \$A\$1 locks the cell A1 in a formula when the formula is moved to another cell on the spreadsheet.
- To Sort a block of data; Highlight the area to be sorted. Select Data, Sort, select if you want Ascending (a to z, 1 to 10) or descending order, then identify the first, second (optional) and third (optional) level sort by column header name. Be sure to identify if there is a header row immediately adjacent to the data.
- To color in cells; Highlight the cells, Format, Cells, [Pattern], Cell Shading, then choose the color or pattern to fill in the cell with.
- To Merge cells together; Highlight the cells to be merged. Choose Format, Cells, Alignment, and check Merge Cells.
- To Create Pivot Table; Highlight Data including adjacent Headers for columns and rows, Select Data, Pivot Table, use the wizard to choose pivot table, then populate with each set of data from the dialog box.