

# Download Step By Guide To Using Excel

How To Use Excel: A Beginner's Guide To Getting Started 1: Grab your free exercise file here! 2: Opening a spreadsheet. 3: Working with the Ribbon. 4: Managing your worksheets. 5: Entering data. 6: Basic calculations. 7: Unlocking the power of functions. 8: Saving and sharing your work. 9: ...The steps below will add the TODAY function to cell C2 of the worksheet. Click on cell C2 to make it the active cell. Click on the Formulas tab of the ribbon. Click on the Date & Time option on the ribbon to open the list of date functions. Click on the Today function to bring up the function's dialog box.

Part 1 Preparing to Use Excel 1. Install Microsoft Office if you don't have it. 2. Open an existing Excel document. If you want to open an existing Excel document at any time,...

3. Click or double-click the Excel app icon, which resembles a white "X" on a dark-green background. 4. Select a ...

How to Select Cells. There are a variety of ways to select cells in an Excel spreadsheet: To select one cell, click in the cell. To select one or more rows of cells, click on the row number(s). To select one or more columns of cells, click on the column letter(s).