

# INTRODUCTION TO EXCEL FOR IMPACT GETTING STARTED, GETTING HELP



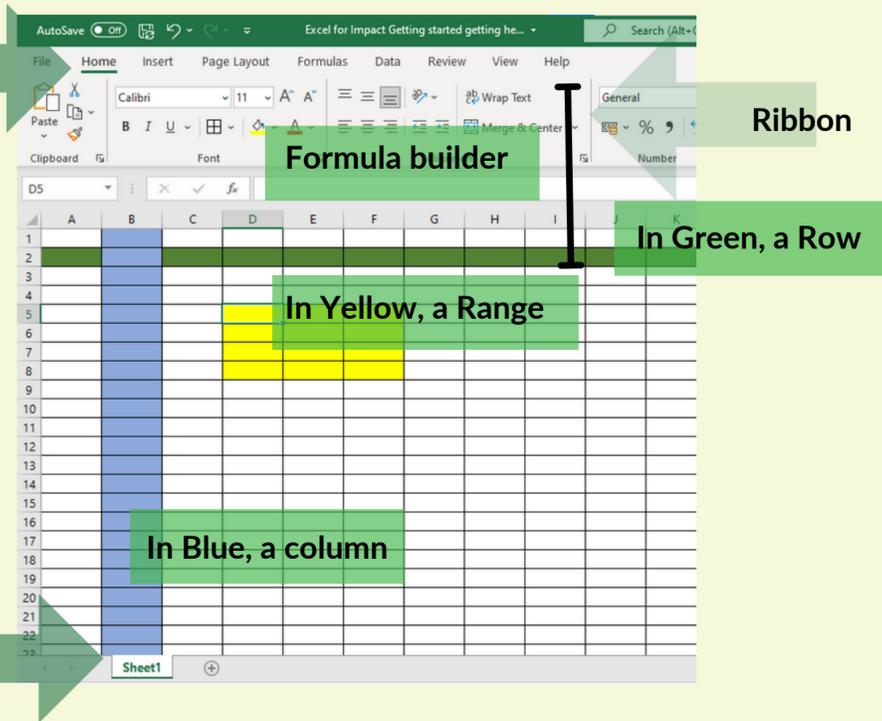
THIS IS THE FIRST ONE PAGE WONDER IN THE EXCELLENT(ISH) EXCEL SERIES WHERE WE LOOK TO USE EXCEL AS A PRACTICAL TOOL. THIS SHEET COMPLIMENTS THE 1-2-1S EXCEL SESSIONS AND [VIDEO VERSION](#) KAREN OFFERS. CONTACT HER ON THE DETAILS AT THE END FOR MORE INFORMATION.

## 1) FINDING YOUR WAY AROUND

Here we are on Home (it is underlined) you can also go to File, Insert etc

Workbook, the whole book that you are working on (it can be made up of an number of Sheets)

Sheet (you can add more)



## 5) FREEZING PANES

When you get a lot of information on your sheet it can be helpful to see your top row so you know the subject of that row.

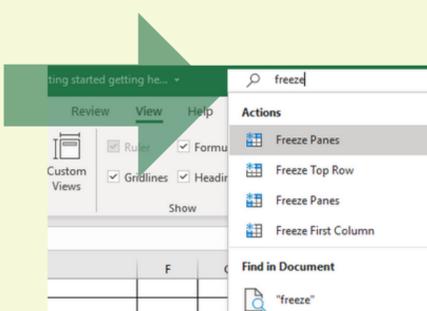
You can do this by going to View, Freeze Panes. Check out the options and select the appropriate one for you.

## 6) ADD A SHEET

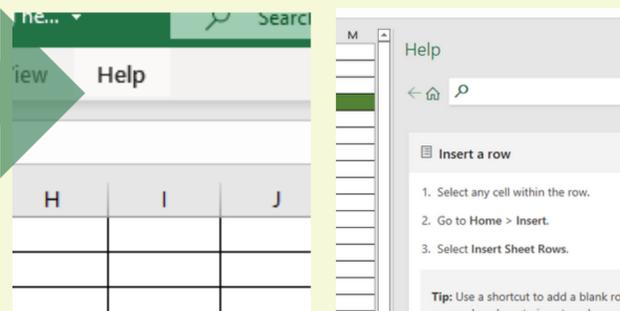
At the bottom of the page click the plus to add a page. Rename the sheet by right clicking on Sheet 2 and typing the new name.

## 2) GETTING HELP

Do a simple Search...



...or, go to Help



and a section will open on the right of the screen.

If this fails, look online. For instance the [Superhighways training](#) is great or there are lots of online videos. Type in things like: 'How do I Freeze Panes in Excel?'

## 3) WHEN THINGS GO WRONG

### Avoid disaster

If you are working on something that you think will be tricky then create a copy and work on that. Ensure that there are well named back ups.



The Undo button is your friend. You can undo actions that you have done here.

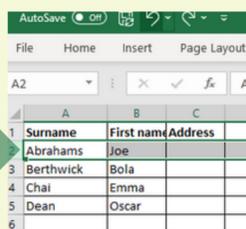


Other options:

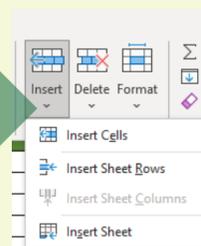
Can other work colleagues help? Would you like to call Karen? Do you subscribe to an IT help desk? Can an internet search help? [Lunchtime Excel training from Learning and Enterprise College Bexley.](#)

## 4) INSERT A ROW

Highlight a full row by clicking on a number on the left. I have clicked on Row 2. Go to Home on the Ribbon and the section on Cells



The Insert section has a little arrow at the bottom which brings up a fuller list. Here you can choose Insert Cells.



A quick way to do this is to highlight your row and then right click and choose Insert.

You can use a similar method to Insert a column.