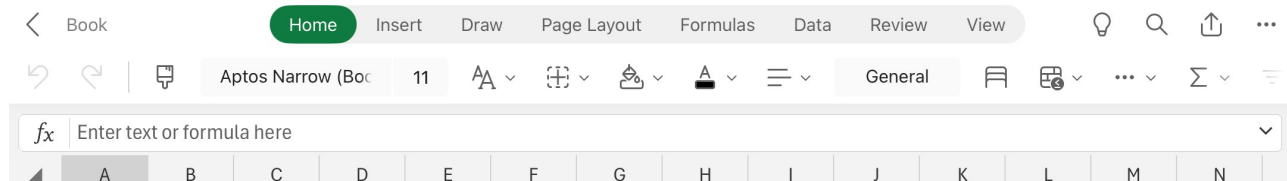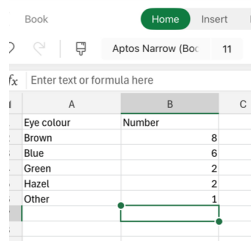# A Quick Guide to: Excel on iPad

The area along the top of the screen is called the ribbon. This is a set of toolbars to help you quickly find the commands that you need.

On the upper ribbon are the menu options, selecting one of these words (turns green) changes the ribbon toolbar.

The toolbar is organised into groups which are sets of closely related commands.

Adding Information and Data

1. Click an empty cell.
2. Type text or a number in the cell.
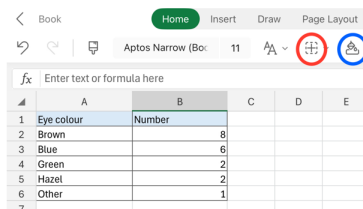3. Press Enter or Tab to move to the next cell

	A	B	C
	Eye colour	Number	
	Brown	8	
	Blue	6	
	Green	2	
	Hazel	2	
	Other	1	

Formatting Cells

Borders
- Select the cell or range of cells that you want to add a border to.
- On the **Home** tab, in the Font group, click the arrow next to Borders, and then click the border style that you want
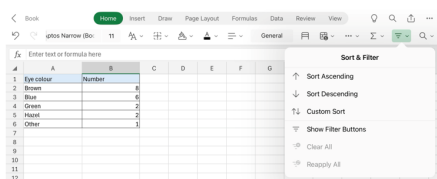
Shading
- Select the cell or range of cells that you want to apply cell shading to.
- On the **Home** tab, in the **Font** group, choose the arrow next to **Fill Color** , and then select the colour that you want.

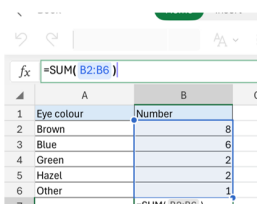|	A	B	C	D	E
1	Eye colour	Number			
2	Brown	8			
3	Blue	6			
4	Green	2			
5	Hazel	2			
6	Other	1			
7					

Sorting data

- Select a range of data, such as A1:L5 (multiple rows and columns) or C1:C80 (a single column). The range can include titles that you created to identify columns or rows.
- Select a single cell in the column on which you want to sort.
- Click sort and filter to perform an ascending sort (A to Z or smallest number to largest) or a descending sort (Z to A or largest number to smallest).
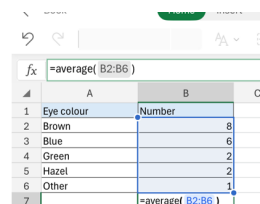
Sort & Filter
- Sort Ascending
- Sort Descending
- Custom Sort
- Show Filter Buttons
- Clear All
- Reapply All

Simple formula

Formulae start with =

To **total** the numbers in a column, type =SUM(then select the cells you want to total. Use a close bracket then hit return

=SUM(B2:B6)

	A	B	C
1	Eye colour	Number	
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3	Blue	6	
4	Green	2	
5	Hazel	2	
6	Other	1	
7		=SUM(B2:B6)	

To **average** the numbers in a column, type =AVERAGE(then select the cells you want to total. Use a close bracket then hit return

=average(B2:B6)

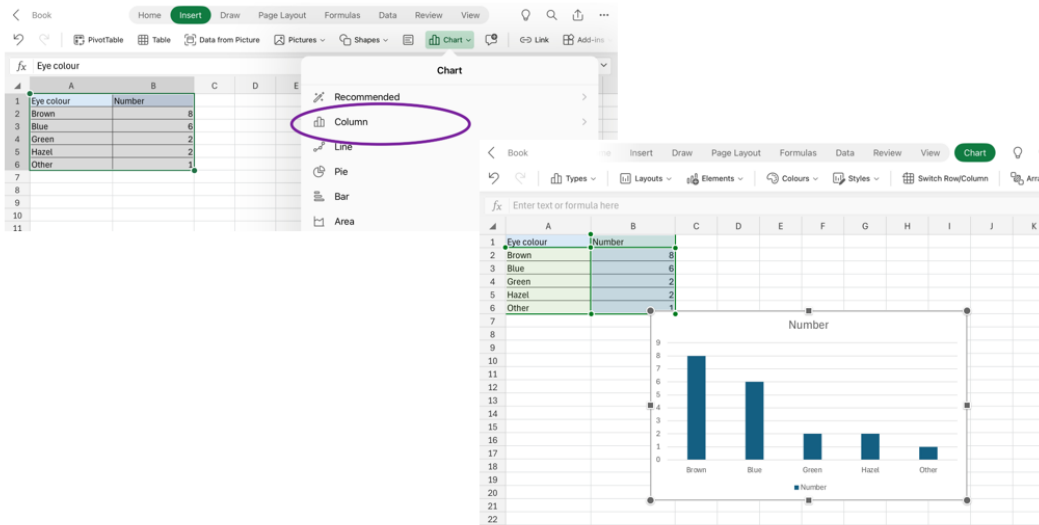|	A	B	C
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Learn more on this Microsoft Learns course

Excel is an excellent tool for creating charts and graphs of your data.

Bar charts are used when the data is discontinuous (groups) while scatter plots are used for continuous data (numeric)

Adding a chart

- Highlight the values you wish to turn to a chart
- Select Insert at the top of the page then chart then column

Formatting a chart

To fix the chart elements of your chart - drop down menu when chart design selected in ribbon

You should make sure you use axis titles (tick the box then type the same titles as your title), major and minor gridlines (use the little arrow beside gridlines to select all) and change the chart title
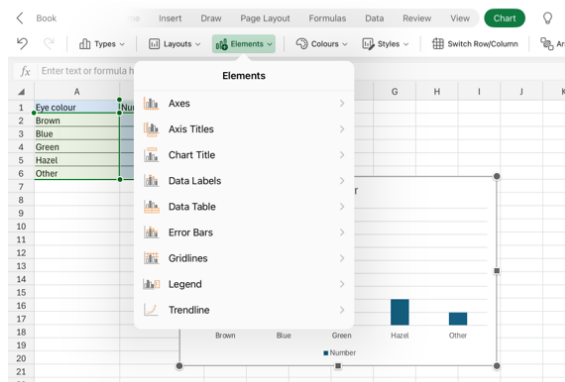
A Quick Guide to: Excel on desktop
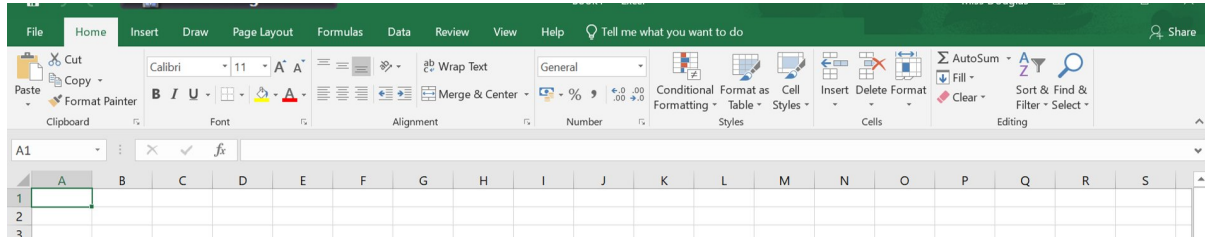
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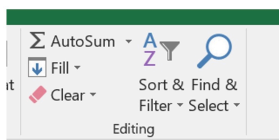
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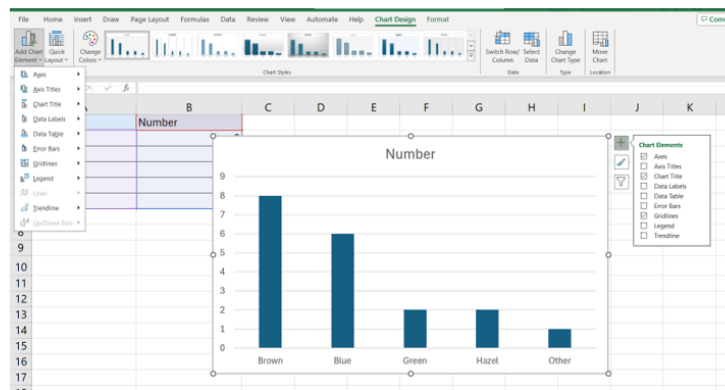
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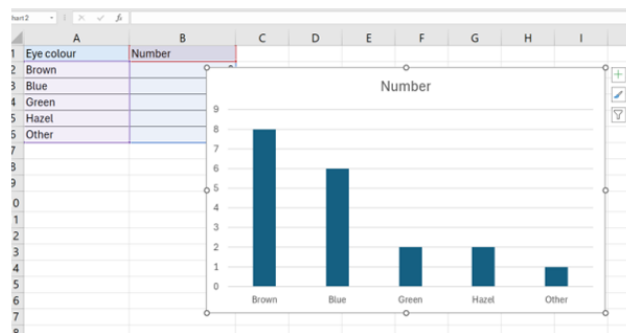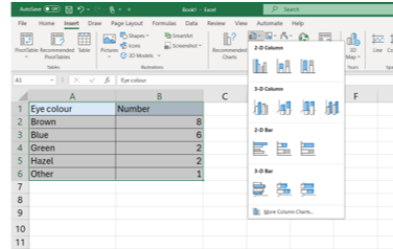
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