Quick Tips: Create Your First Workbook

The Basics

Rename Sheet Tabs:
1. **Right-click** a worksheet tab at the bottom left, then click **Rename** (Home Tab – Cells chunk).
2. Then type the **new name** and press **enter**.

Inserting or Deleting Worksheets
1. Click the **Insert Worksheet** button (to the right of the sheet tabs).
2. **Right-click** the sheet tab of the sheet you want to delete. Click **Delete**. (Or on the Home tab on the Ribbon at the top of the screen, in the Cells group, click the arrow on Delete, and then click Delete Sheet.)

Entering Data
1. The **tab** key moves you one cell to the right, the **enter** key moves you one cell down.

2. Dates: use a slash (/) or hyphen (-) to separate numbers or **(CTRL+;)** for today's date
3. Times: Type a **space** and then an "**a**" or "**p.**" For example, 9:00 p. Otherwise, Excel enters the time as AM. To enter the current time, press **(CTRL+SHIFT+;)**
4. Numbers: Use **parentheses** (23) for **negative numbers** (-23). Leave a **space** between **fractions** (1 _ 1/2)

Quick Tips
1. **Autofill**: Use the fill handle to enter the months of the year, days of the week, consecutive dates, or a series of numbers. You type one or more entries, and then **use the fill handle to fill in the rest**.
2. **AutoComplete**: If the first few characters you type in a cell match an entry you've already made in the same column, Excel will fill in the remaining characters - just press Enter. (Doesn’t work for numbers only or dates/times.)

**Editing Data**

A few options:
1. Double-click the cell you want to change
2. Click the cell and then click inside the formula bar

**Insert or Delete Columns and Rows**
1. **Columns**: click a cell *immediately to the right* of where you want to insert a new column. On the **Home** Ribbon, in the **Cells** group, click the arrow on **Insert**, and then click **Insert Sheet Columns**.
2. To delete, just click **Delete Sheet Columns** instead.
3. **Rows**: click a cell in the row *immediately below* where you want the new row. Then, on the **Home** tab on the Ribbon, in the **Cells** group, click the arrow on **Insert**. Then click **Insert Sheet Rows**.
4. To delete, click **Delete Sheet Rows**
5. **Tip**: to insert/delete another column or row after you’ve done one, press **F4**