# Microsoft Excel Instructions

Top of Form

Bottom of Form

## Q. How do I insert an Excel table into a PowerPoint?

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| You can insert an Excel table in a PowerPoint by clicking on the INSERT tab of the Toolbar, and selecting Table; from the drop down menu select the Excel Spreadsheet option.   1. In your PowerPoint presentation click the TABLE BUTTON 2. From the dropdown menu, select the Excel Spreadsheet option. |

## Q. How do I add formulas in Excel?

Type the following (starting with “=”) in the cell:

1. =SUM(A1:A4) -- Adds the numbers in cells A1 thru A4
2. =AVERAGE(A1:A4) – provides an average of the numbers in cells A1 thru A4
3. =COUNT(A1:A4) – provides a count of the cells that contain text in cells A1 thru A4

## Q. How do I format an Excel spreadsheet?

### To add a row:

1. Select the row
2. Right Click
3. Select Insert

### To add a column

1. Select the column
2. Right Click
3. Select Insert

### To add color to a cell:

1. Select the scell
2. Click on the Fill icon on the Home Tab
3. Select Color

### To add a border to a cell

1. Select the cell or range of cells
2. Click the all borders icon on the Home Tab
3. Select the border