First: Entering Data  Enter this data into a new Excel spreadsheet.

Lesson 1: Adding, Deleting, and Hiding Rows and Columns
You may find after you have been adding information, such as in a budget, that you have left out something, such as a certain credit card that you need to make a payment on or month of the year.

1) We are adding a row “Mastercard,” right below the “Visa Card” row. Find the row number (8) above where you want to add the new row, then right click over it. Click on “Insert.”

2) We are going to add a “March” column, right click on the column to the right, or “April,” of where you want the new one to go. Then click on “Insert,” and then choose “Entire Column” and click “OK.”

*Note: Deleting or Hiding a row or column works the same way, you just click on “Delete” or “Hide” instead of “Insert,” after right clicking on that row or column.
Lesson 2: Repeating Specific Rows or Columns on Every Printed Page

If you are creating a spreadsheet that covers more than one page, you can have row and column headings on each page, to ensure that your information is properly labeled.

1) On the Page Layout tab, look for the “Print Titles” button in the “Page Setup” section and then click it. *Note: The Print Titles command will look dimmed if you are in cell-editing mode (if you have clicked on one of the cells that has information in it), or if you do not have a printer installed. If you are in cell-editing mode, click onto an empty cell.

2) In the Page Setup menu that pops up, you will note that you are on the Sheet tab. In our example, let’s say that we want the bills for each month to show up on every page. To do this, let’s type $2:$2 into the “Rows to repeat at the top” box. If you want the first column list of the bills to repeat, you would type $A:$A into the “Columns to repeat at left” box.

*This is a “Page Layout” view, but if you went to print the worksheet, it would look something like this:
Lesson 3: Adding Headers
Giving a spreadsheet a title is usually useful, especially if you intend to print it. You can accomplish this by adding a header to the spreadsheet.

1) Let’s add a header of “My Budget 2014” to our spreadsheet. First you click on the “Insert” tab at the top of the spreadsheet. Then click on “Header and Footer”

2) There should be a box that opens at the top of the spreadsheet that you can type “My Budget 2014” into.
*Note: You will notice that the spreadsheet is starting to look more like it would if you printed it (without the lines). You will also notice that if you continued typing months in there, you would end up on the other sheet of paper.

Lesson 4: Alignment Tools and Merge & Center
If you want to have the information in each of the cells somewhere other than on the left side of the cell, you can use the “Alignment” tools under the “Home” tab. Let’s practice this.
1) Highlight all of the months in Row 2 by left clicking on January and holding the button down until you get to June.

2) Go up to “Alignment” and click on the “Center” alignment button. You will notice that they all shifted over to the center of the cell. Just remember that you have to highlight everything that you want moved.

**Merge & Center:** The Merge & Center tool is to be used when you want to join two or more cells together to put one piece of information into one cell. Let’s practice this tool:

1) Highlight the three cells above January, February, and March.

2) Then click on the “Merge & Center” tool.

3) Then type 1\textsuperscript{st} Quarter. You will notice that it automatically centers the information. Repeat the process with the three cells over April, May, and June, and then type in “2\textsuperscript{nd} Quarter.”
Printing Issues: If you added all of the months in 2014, the page would be too long to fit on just one sheet of paper. You can also see what your spreadsheet is going to look like by going up to the top, clicking on “File,” then clicking on “Print.” You can view the way that your spreadsheet will print out on the right (the Print Preview). You will notice that the lines of each of the little cells are gone. This will let you know what will and will not fit onto one sheet.

There is also the “Page Layout View,” which will also show you where the page ends for printing purposes. It is on the right side of the status bar. Having added the header, your spreadsheet is already in this view.
So if you do have a spreadsheet that is too long to fit on one page (as our budget for the year would be), you might consider copying and pasting another list of the bills so that it would show up on the second sheet, too. Under “Settings” you can choose to print the whole “workbook” (all sheets together), all “active sheets” (the sheets that have information on them), or just the “Current Selection” (the page/s in the preview).

Lesson 5: Templates
Excel, like Word, Publisher, and Power Point, also has templates available, if you don’t want to start a spreadsheet completely from scratch. To access the templates for Excel, you click on “File,” and then you click on “New.” There are templates for Budgets, Expense Reports, Invoices, Lists, Schedules, and much more. Take a look at all the choices. You can always come back for another template or a blank page, by going through “File” and “New.”