To open Excel, first click on the start button at the bottom left side of the screen to open the Start Menu. Once you click on the Start Button, find and open Excel.
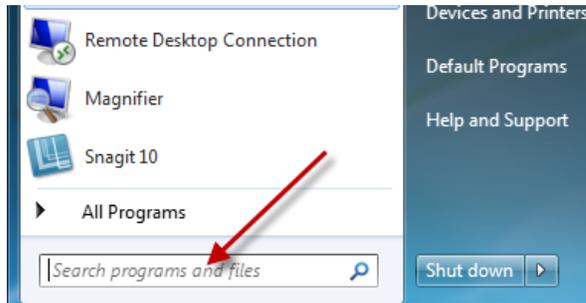
If you do not know where to locate Excel, the easiest way to find it is to click in the box that says "Search programs and files" and type the word "Excel"
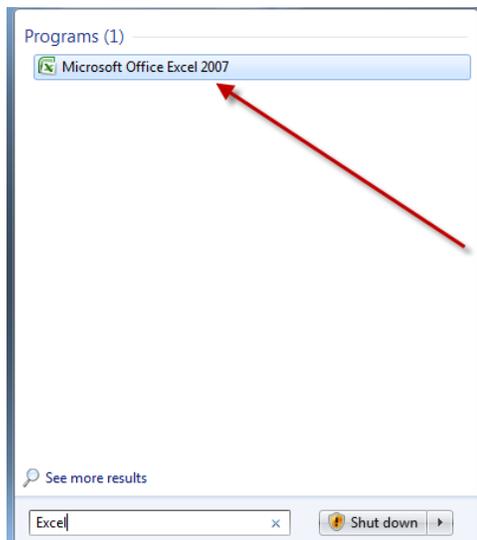
After typing "Excel", "Microsoft Office Excel 2007" should appear at the top of the Start Menu. Once it appears, move the mouse to click on it and open Excel.
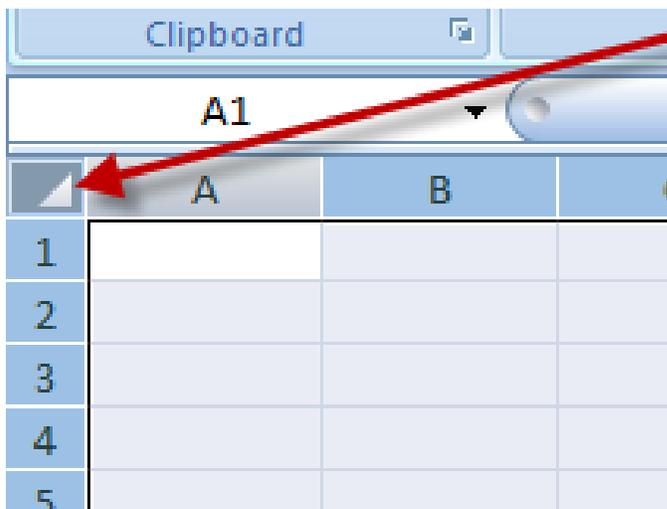
Once Excel opens, the first thing you need to do is resize the cells. To select all of the cells, move the mouse to the upper left hand box of all the cells beside the "A" and above the "1" and click on this.
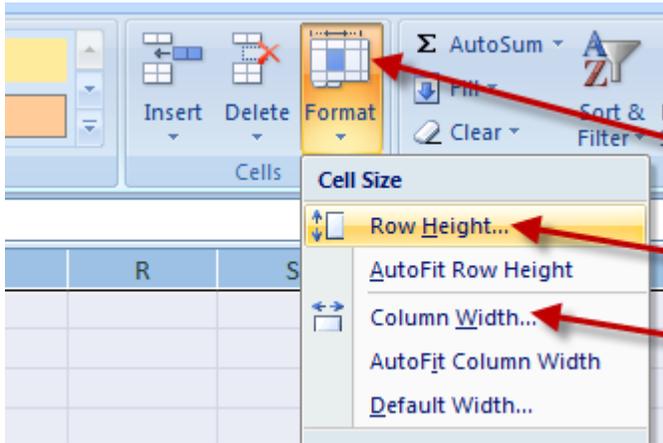
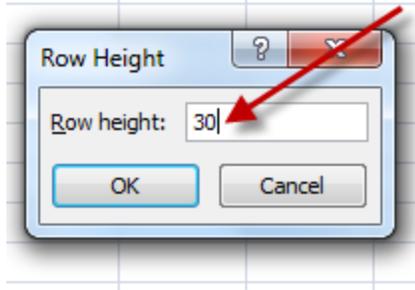After selecting all cells, click on the "Format" button located near the top left side of the window and a drop-down menu should appear. Click the option for "Row Height" in the drop down menu to resize. After doing this, a dialog box should appear in the center of the screen. Change the number to the size that is desired and click "OK."

After you have done this for "Row Height," repeat this same step to resize the "Column Width," also located in the "Format" drop-down menu.
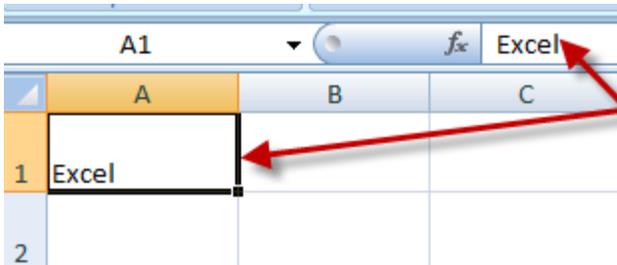
After you have changed the size of all cells, click in the cell you would like to start typing in. After selecting that cell, simply begin typing to enter data into the cell. If you need to edit the typed data after clicking outside of the cell, select the cell again, and either double-click the cell with the mouse cursor or click in the formula bar above the center of all the cells and then edit the data.
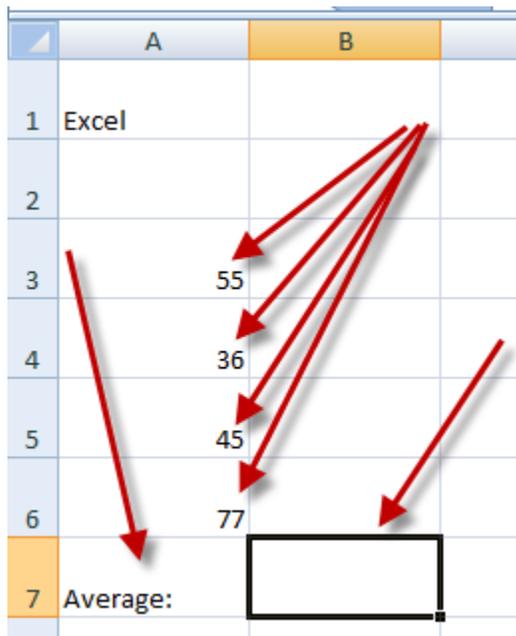
After you learn to enter data into the cells, you can learn how to use a formula. Enter some numbers you would like to find the average of in one column, one in each row. After doing this, type "Average:" in the cell directly below all of the numbers. After typing this, select the cell directly to the right of the word. This is the cell that the average of your numbers will appear in after you use the average formula.

Font

f_x
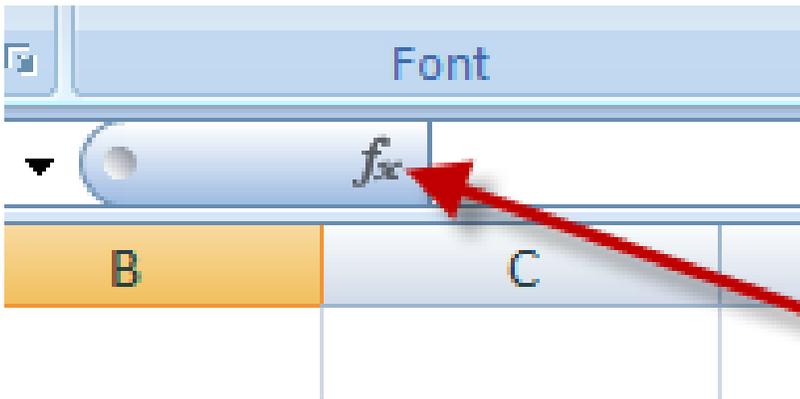
To use the average formula, select the "fx" button located to the left of the formula bar.

Insert Function

Search for a function:

Type a brief description of what you want to do and then click Go

[Go]

Or select a category: Most Recently Used

Select a function:

SUM
AVERAGE
IF
HYPERLINK
COUNT
MAX
SIN

AVERAGE(number1,number2,...)
Returns the average (arithmetic mean) of its arguments, which can be numbers or names, arrays, or references that contain numbers.

Help on this function   [OK]   [Cancel]
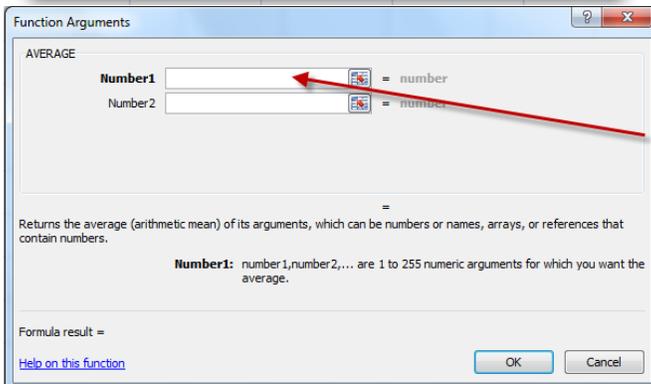
This should open a new dialog box in the center of the screen. Locate the words "Select a function:" and select the formula you would like to use in the box under that. In this case, select "AVERAGE" and then click the "OK" button at the bottom of the dialog box. This should open up a new dialog box.

Function Arguments

AVERAGE

Number1 [   ] = number
Number2 [   ] = number

Returns the average (arithmetic mean) of its arguments, which can be numbers or names, arrays, or references that contain numbers.

Number1: number1,number2,... are 1 to 255 numeric arguments for which you want the average.

Formula result =

Help on this function   [OK]   [Cancel]

In this new dialog box, select the text box beside the words "Number 1."

	A	B
1	Excel	
2		
3	55	
4	36	
5	45	
6	77	

After doing this, click on the first cell that contains a number that is supposed to be included in the average.

Function Arguments

AVERAGE

Number1 A3 = 55
Number2 = number
Number3 = number

Every time you select the next number, a new number will appear after it.

= 55

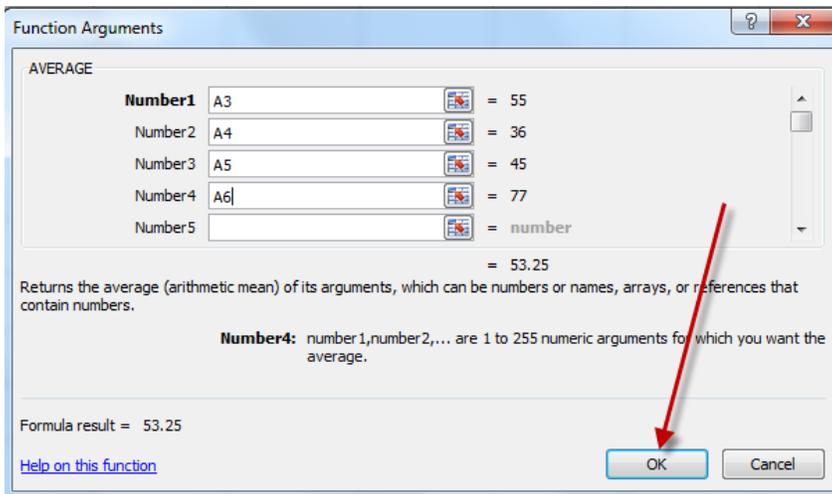Returns the average (arithmetic mean) of its arguments, which can be numbers or names, arrays, or references that contain numbers.

Number2: number1,number2,... are 1 to 255 numeric arguments for which you want the average.

Formula result = 55

Help on this function   OK   Cancel
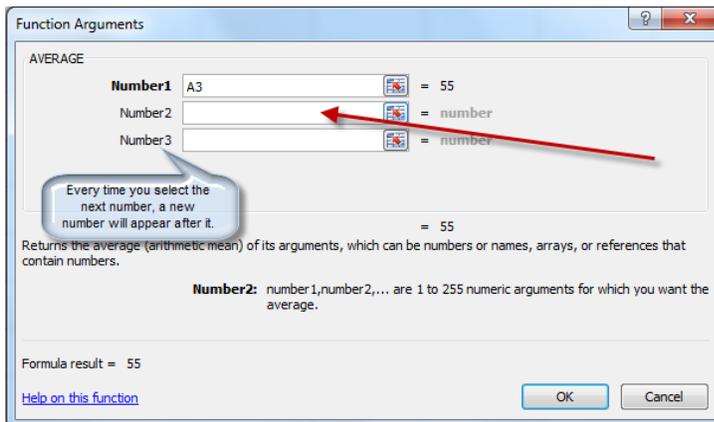
	A	B
1	Excel	
2		
3	55	
4	36	
5	45	
6	77	
7	Average:	AGE(A3,A4)

If you entered the numbers in the same cells that I did, you should see "A3" appear in the text box beside the words "Number1." Now, click on the text box beside the words "Number2," and select the next cell that contains a number that is supposed to be included in the average. Repeat this process for each number, each time clicking in the next text box that appears in the dialog box.

Function Arguments

AVERAGE

Number1 A3 = 55
Number2 A4 = 36
Number3 A5 = 45
Number4 A6 = 77
Number5 = number

= 53.25

Returns the average (arithmetic mean) of its arguments, which can be numbers or names, arrays, or references that contain numbers.

Number4: number1,number2,... are 1 to 255 numeric arguments for which you want the average.

Formula result = 53.25

Help on this function   OK   Cancel

When you finish doing this, click the "OK" button at the bottom of the dialog box.

	A	B
1	Excel	
2		
3	55	
4	36	
5	45	
6	77	
7	Average:	53.25

After the box closes, you should see the average of the numbers you selected appear in the cell that you selected it to be in earlier.

To learn more about Excel and how to use it, visit:
http://www.baycongroup.com/el0.htm
To learn more about using formulas in Excel, go to:
http://spreadsheets.about.com/od/excelformulas/ss/07excel_formula.htm