



## EXCEL TIPS

1. Each blank box is called a “cell.”
  - a. Click on whichever box you want to enter information in and then start typing.
  - b. Press “Enter” when complete.
  - c. In order to increase the width of the cell to wrap around the words, double click on the right side of the appropriate column as shown below.
  - d. Use the “Wrap Text” tool to bring the text to the next line within given width limitations. 
2. One of the most useful things you can do on Excel is converting your table into a graph.
  - a. the data you want to make into a graph.
  - b. Go to the “Insert” tab on the top.
  - c. Find the “Charts” section and pick the one that is most suitable to your data from the options given.
  - d. And then, you’re done! Excel will turn your data into a graph.

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