

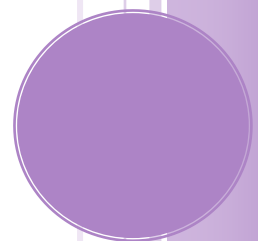
There's a Spreadsheet for That: Excel for Genealogists!

*Presentation for Heritage Seekers Genealogy
Club of Arkansas*

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Linda Debe

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THERE'S A SPREADSHEET FOR THAT: EXCEL FOR GENEALOGISTS!

Presentation for Heritage Seekers Genealogy Club of Arkansas

WHAT IS EXCEL?

A program used to store, sort, manipulate, and analyze data. It performs simple calculations. It is also capable of performing more advanced mathematical and logical calculations. This data can be used to generate various sheets/charts to provide a visual representation of the data.

BASIC SPREADSHEETS

Decide what you want to track

start with your labels (Column headings/Row headings)

add some data

then format the cells and print

PARTS OF EXCEL

Tools

Title Bar

HELP USE IT!! I still do.

Quick Access: you can modify this bar.

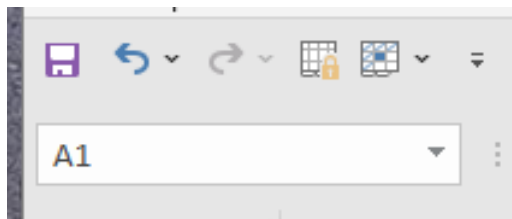
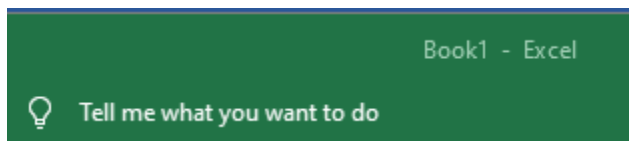
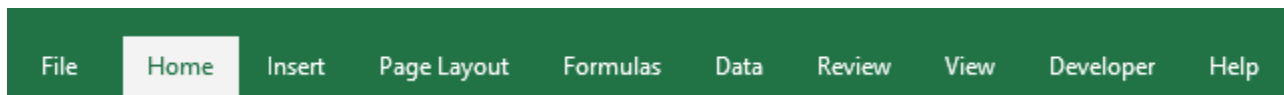
File > Tools > Quick Access

Name/Location Box

Formulas

Alternate Data Entry/Craft Formulas

Parts of Excel:



Sheets

Rows: travel from left to right across the spreadsheet. Reference them using the numbers on the left side of the sheet.

Columns: travel up and down on the spreadsheet. Reference them using the alphabet across the top of the sheet.

Select entire sheet

Status Bar

Tabs

View Buttons

Zoom Controls

Vertical Scroll Bar

Horizontal Scroll Bar

	A	B	C	D
1				
2				
3				
4				

Ready   **Accessibility: Investigate**

Intro | Copyright | Overview | Tools on a sheet | Parts of a sheet

-  + 100%

SHORT CUTS

Task	Keyboard	Mouse
COPY	Control C	Right Click
PASTE	Control V	Right Click
UNDO	Control Z	
PRINT	Control P	Right Click
Copy the cell above	Control ' (apostrophe)	
Insert today's date	Control ; (semicolon)	
FIND something in a worksheet	Control F	
FIND and REPLACE	Control H	
SAVE a workbook	Control S	
Auto Adjust a column or row	Hover over a separator until you get 2 arrows then double click	
Auto-adjust all columns or rows	Select All (upper left corner), then Hover over a separator until you get 2 arrows then double-click	
To add a 2 nd line in a cell	ALT Enter	

FORMATTING

Cells

Use the various Tools (across the top, keyboard shortcuts, “right click” with the mouse) to apply formatting to each cell. I.E. - Numbers, currency, text, date

Tabs

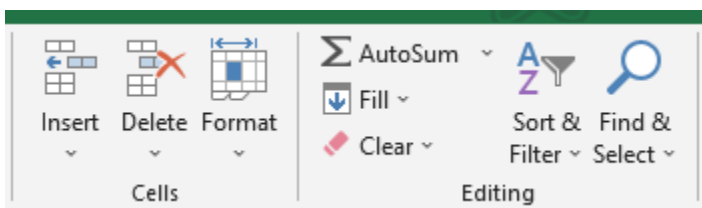
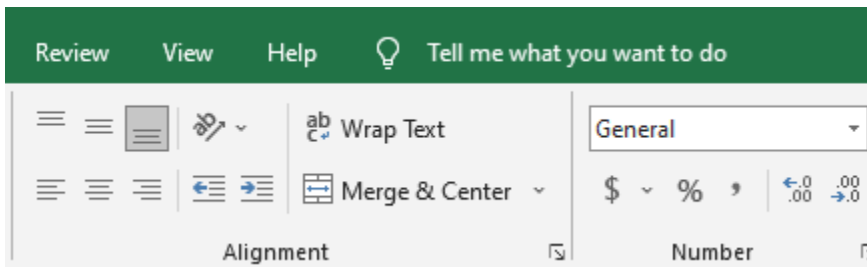
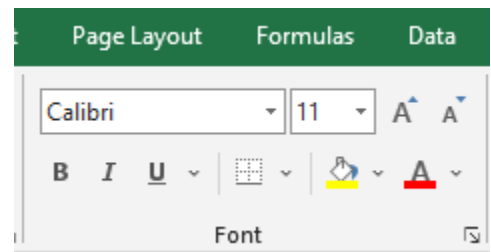
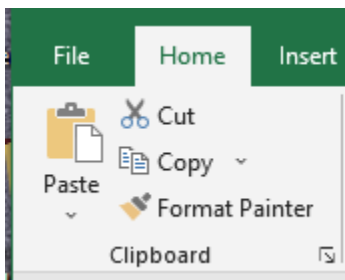
Renaming:

Double-click on the tab

Right Click > Rename

Print Formatting

File>Print



UNDERSTAND SIMPLE FORMULAS

Always start with an =	
Adds	+
Subtracts	-
Multiplies	*
Divides	/
SUM	(AutoSum)

BECOME CONFIDENT USING EXCEL

Excel is like genealogy research, you don't have to KNOW how to do everything, but rather; you have to KNOW where to go to find out how to do what you want to do.

Two Takeaways:

Right Click is your friend

Use the Help feature

Additional Resources:

[Microsoft Support](https://support.microsoft.com/) (<https://support.microsoft.com/>)

[Udemy.com](https://www.udemy.com) <https://www.udemy.com>

[Coursera.com](https://www.coursera.com) <https://www.coursera.com>

[Familytree Webinars](https://familytreewebinars.com/) <https://familytreewebinars.com/>

[Youtube.com](https://www.youtube.com) <https://www.youtube.com>

[Keyboard Shortcuts](#)

Links verified 25 May 2024