

EXCEL Basics

1. Changing the default language in Excel.

In the computer labs, applications are generally set in Spanish. Therefore, we need to change the Excel settings to English. On your home computer you should only need to do this once. In the labs, you need to do it every time.

We can do this in Excel by entering in [Archivo](#), [Opciones](#) and [Idioma](#) and changing the language from [Español](#) to [Inglés](#).

2. Changing the decimal points.

In Spanish, a comma is used to mark a decimal point and a point is used to mark thousands: the reverse of English. If we wish to use English notation, we can do this by entering in [File](#), [Options](#) and [Advanced](#) ([Archivo](#), [Opciones](#) and [Avanzados](#)) and changing the decimal separator and thousands separator settings.

As with the language options, on your home computer you only need to do this once, but in the labs, you will need to do this every time.

3. Basic features of Excel

This [Youtube video](#) gives a very good introduction how Excel works and its basic features.