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Introduction

Microsoft Excel is widely used in business to build numerical spreadsheets with calculation formulas, and to analyze data. Aside from simple math, it can do date math, manipulate text and generate pie charts, bar charts and more.

This course gives you the basics so you can build the simplest of spreadsheets and gain the base knowledge for proceeding through the intermediate and advanced Excel courses. Upon successfully completing this course, you may indicate on your resume that you, "Have a working knowledge of Microsoft Excel."

For this handout (in color) and more, visit my teacher's website at:

www.clearcutcomputing.com/school



The "Anatomy" of the EXCEL window

The typical EXCEL window will look similar to that shown below. It is possible to customize your own display, but that is a topic for discussion later on.



Title Bar – Displays the name of the program (Microsoft Excel), and usually, the name of the Workbook that you are currently working on. The default workbook at startup is named "Book1."

Main Menu - Contains every option available in EXCEL.

Tabs — Similar to the classic menus, these display different Ribbons.

Formula Bar — Is where you enter the "contents" of each "cell." Cells can contain numbers, text or mathematical formulas.

Worksheets — Are separate sets of cells (more on this a bit later). A "Worksheet" is also referred to as a "Spreadsheet."

Status Bar — Shows helpful messages while you use various features of Excel

Quick Access Toolbar — A toolbar that you can customize, which remains displayed no matter which Tab you have displayed. While the Ribbons change as you click the Tabs, the Quick Access Toolbar remains in view.

Microsoft Account — Shows the account that the software is registered to.

An Excel Spreadsheet is made up of Rows and Columns. Rows are represented by Numbers and Columns are represented by Letters. An intersection of a ROW and a COLUMN is known as a CELL. Each cell has a unique address. In the graphic above, the current cell, the cell that is highlighted is referred as A1.

Workbooks vs. Worksheets

A "workbook" is the file name that you give to your Excel file when you save it. Each workbook can contain many "worksheets" (also referred to as "spreadsheets" or simply "sheets"). The different worksheet tabs are located at the bottom—just above the status bar.

26										
27										-
28										-
	Sheet1 She	eet2 Bud	lget	Ð						
Ready 🖓 🗛	ccessibility: Investig	gate			Displa 🖉	y Settings		 - I	+ 100%	

To Rename a Sheet

- Right-Click with the mouse on the tab containing its name (Sheet1) and choose Rename from the menu (or simply double-click on the sheet name).
- 2. Sheet1 will be highlighted in a color or grey.
- 3. Type in the new sheet name and press the Enter key.

This right-click menu shows a few other important actions you can perform on a worksheet...

Insert — allows you to add more sheets from sheet templates

Delete — removes a worksheet...permanently! -so be careful.

Move or Copy — allows you to relocate or duplicate a worksheet; within the current workbook or to another workbook.

Po	pul	lating	a	works	heet

To Enter Data Into a Cell

- 1. Click with the mouse pointer in the cell where you would like to add the data.
- 2. Type the data you want in the cell. As you type, notice that your keystrokes are repeated in the formula bar.
- 3. To commit your data in the cell and move on, press the Enter key or the Tab key on the Keyboard.
- 4. To cancel data entry before hitting the Enter key or the Tab key, press the Escape key (Esc).

Sheet2 Sheet3

Move or Copy... <u>V</u>iew Code <u>P</u>rotect Sheet...

Insert...

Rename

Tab Color

Select All Sheets

Link to this Sheet

Hide

>

Delete

Adjusting column sizes (and row sizes too)

There are two ways to adjust the widths of a column:

Precise — Right-Click on the column letter or row number and choose Column Width from the menu.

By hand —Move the mouse pointer between two column labels until the mouse pointer changes to the symbol on the right.



Editing cells

To Cut, Copy or Paste an entire cell (or range of cells), select the cell and either:

- Use the buttons on the left of the *Home* tab or
- Right-click in the selected cells and choose what you want from the menu othat appears (shown here on the right),
- Or use the appropriate keyboard shortcut (see the final page of this handout).
- <u>For example</u>; , to copy the selected cell, you could also click the "two papers" icon in left end of the *Home ribbon* or you could have held down the *control key* (Ctrl) and pressed the "C" key on the keyboard.

You can also **move** a cell with the mouse. The selected cell will have a thick box around it. If you carefully move the mouse over the border of this box, the pointer will change to an arrow. While the arrow is visible, click-and-hold the left mouse button and move the mouse to drag the cell to a new location. When you let go of the button, the cell contents will be relocated.

To *replace* the contents of a cell, select it and type the new data. When you press the *Enter key*, the old contents will be replaced with the new.

Search the menus 🔏 Cu<u>t</u> Copy Paste Options: ĥ Paste Special. Smart Lookup Insert. Delete.. Clear Contents 🐕 Translate Quick Analysis Filter Sort Get Data from Table/Range E Format Cells. Pick From Drop-down List... Define Name.. 🐁 Link

To edit the contents of a cell, select it and click in the formula box. You should notice that when you move the pointer over the formula box, it changes to an "I-beam" -similar to that used in word processors. Edit the data and press the *Enter key*, the old contents will be revised. **Alternatively**—you can *double-click* in the cell to invoke <u>in-cell editing</u> of the contents or formula.

Selecting multiple cells — for many functions (such as cut, copy, paste and move), you can select a "range" of cells.

Contiguous selection

- 1. Point to a cell
- 2. Click and hold the mouse button
- 3. Move the mouse to another cell

Scattered selection

- 1. Click on a cell
- 2. Hold down the Ctrl key
- 3. Click on one or more additional cells

You may also select an entire row or column simply by clicking on the header of the row or column.

Inserting & Deleting Rows and Columns

You can add or remove rows and columns as needed. The easiest way to do so is to right-click on the row or column header and from the menu, choose **Insert** or **Delete**. When add a row, all existing rows below it are shifted downward. When adding a column, all existing columns shift to the right of it.

AutoFill to Fill Cells

When there is a consecutive series of Labels or numbers to be entered — such as Quarters, Years or Days — Excel has a Feature that allows us to enter only the first value and then fill the rest of the values in by dragging with the left mouse button.

In the Example Below, Excel will fill in QTR 2, QTR 3 and QTR 4.

1. Type in the first label for the series I.E. QTR 1

2. Place your mouse pointer in the lower right hand side of the cell, until it takes the shape of a +

3. Hold the left mouse button down and drag the pointer across cells (right, left, up or down) and when you release the mouse button, you will see the series filled in. While dragging the pointer a gray border will appear along the cells. Seen below.

	B2	•	= Qtr 1					B2	•	= Qtr	1	
	A	В	С	D	E	F		A	В	C	D	E
1							1					
2		Qtr 1					2		Qtr 1	Qtr 2	Qtr 3	Qtr 4
3					Oty A		3					
4					Gil 4		4					
5												

4. This works for the days of the week, months, dates, etc. Here are some examples:

Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, Monday...and it repeats. January, February, March, April... MON, TUE, WED, THU... JAN, FEB, MAR, APR... 5/28/25, 5/29/25, 5/30/25, 5/31/25, 6/1/25, 6/2/25...

Creating Custom AutoFill Lists

- 1. Click on **FILE** from the tabs at the top and then click **Options** (bottom left)..
- 2. Click on the Advanced group in the Options screen, scroll down (near the bottom) and click the button labeled,. "Edit Custom Lists."
- 3. To create a New List, click on New List and click on ADD.
- 4. Type in the items of your list all separated with a comma. When you are done typing your items click on OK.

5. Test the List that you created by Typing in the first value of the list and dragging the mouse pointer across the columns to complete the list.

Undo ---- the "forgiving" command

You shouldn't become too concerned about making errors and executing functions you did not intend — because you always have the "undo" function at you disposal. It's found in the Quick Access Toolbar, and you can run it repeatedly to work backwards over several tasks that you may have done. And if you undo something you wanted to keep, you can always use its cousin, the "redo" function!



For the bulk of this course, we'll produce a spreadsheet to report the sales of three stores for a Long Island company. You can see the finished chart later on in this booklet. Let's start by typing in the numbers in the figure below.

	Cipboard	-)[TOIL		Aignment		
	G16	▼ (•	×				
	Α	В	С	D	E	F	G
1							
2							
3							
4		Monday	Tuesday	Wednesday	Thursday	Friday	
5	Amityville	700	850	800	900.35	1200.25	
6	Hicksville	735.46	625	950	1009.6	1123.5	
7	Franklin Square	500.25	675	700	1250	1195.85	
8	Daily Total	1935.71	2150	2450	3159.95		
9							
10							

Creating Formulas

Based on the example above, we want to create a formula that will add the store totals for **Monday** and place in the answer in Cell B8.

In a formula you must reference the cells that you want to perform the formula on by its cell address.

For Example:

- 1. First we need to click on cell B8.
- 2. Every formula must start with an equal sign (=) so we must type that in, then we must type the cell address in for each cell that we would like to add together.
- 3. The formula should look like this

=B5+B6+B7

 Press the *Enter key* and your result of **1935.71** should be shown in cell B8. If you select cell B8, you will see the formula you typed in the *Formula bar*.

"Point & Shoot" method

You need not type in the entire formula on the keyboard. Alternatively, you can use your mouse to click on the cells used in your formula. Let's do **Tuesday's** total using this method:

- 1. Click on cell C8 and press the = key on the keyboard.
- 2. Now click on cell C5. Note how that cell reference is inserted into your formula.
- 3. Press the + key on the keyboard and then click on cell C6.
- 4. Repeat step 3 for cell C7.
- 5. Finish your formula by pressing the *Enter key*.

REMEMBER

To CREATE a FORMULA:

- 1. **CLICK** on the cell where you want the answer to be.
- 3. Build your formula.

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With either method, this formula could become quite cumbersome if we had a column of, say, 20 numbers or more! For adding columns of numbers, we could use the **SUM** function in EXCEL. A function is a short cut that we can use to accomplish the same thing as a formula with less typing involved.

The syntax for using the SUM function is as follows:

=SUM(first cell of range : last cell of range)

For example Instead of using the Formula =B5+B6+B7

To get the total sales for Monday, we could type in =SUM(B5:B7)

Where B5 is the first cell that we want to add and B7 is the last cell that we want to add.

Point & Shoot Method

Most people would have used the Point & Shoot method along with the Tool bar. Delete the formula you just typed and let's start over:

- 1. Click on cell B8
- 2. Press the Σ button on the *Home Ribbon* this is the SUM function button
- 3. EXCEL functions are intelligent enough in that they "guess" at what you want to do. Here, you'll notice that a box of "marching ants" surrounds the range of cells EXCEL thinks you want to add. Just press the Enter key and you're done!

EXCEL has many functions in attrition to the SUM function available for your use. We'll explore a few later on in the course. The SUM function, however, is the only one with its own button on the *Home Ribbon*.

Totals for the rest of the columns

For the final step of this example, we will copy this formula to the rest of the day totals.

To Copy the Formulas, use either method below:

1. Copy the cell with your formula in it (using the methods discussed on page 4). and paste the formula in a cell that has a similar range of data.

4		Monday	Tuesday	Wedn
5	Amityville	700	850	
6	Hicksville	735.46	625	
7	Franklin Square	500.25	675	
8	Daily Total	1935.71	2150	
		1	1	

Copy this and Paste here

2. Click on the first cell where you created the formula. Use the Autofill process (from page 5) to click-and-hold on the small square in the lower right-hand corner of the cell and drag the mouse pointer to the cells where you would like the formulas copied. Notice that your formula has been intelligently pasted in each of the cells you dragged over. I used the word "Intelligently," because if, for example, you examine the formula for Wednesday you'll see that the cell references changed from B5:B7 to D5:D7. Which should be correct for the Wednesday column! This is referred to as "*Relative Cell Addressing*."

You can total the numbers across as well; the process is similar. Practice this by totaling each office and place them in the column to the right of Friday's numbers. You can label the heading of this column "Site Total."

As the formulas get more advanced, remember what you (probably) learned in elementary school mathematics; Order of Operations. For example the following could lead you to think of two possible answers:

3+4*5

As written, it would equal 23. But you could force it to equal 35 by adding parenthesis as follows:

$$(3+4)*5$$

ORDER OF OPERATIONS

1) () parenthesis

2) * /

3) + -

Absolute Cell References

As discussed on the previous page, when Excel copies formulas, it uses *relative cell addressing*. This means that as we copy a formula, Excel automatically changes the column and row coordinates to match the target area. In our example, we want to track the change in sales from day-to-day. In the row below the *Daily Total*, label that row "Increment" as shown in the figure below. Then in cell C9, type the following formula: =C8-B8

(which produces the answer: 214.29).

Now copy that formula to the right (using any of the methods on page 7). Examine the formulas; you should see that cell D9=D8-C8; cell E9=E8-D8; etc. Notice that the column coordinates have updated.

But, you may have a need in your a spreadsheet where this is not desired. For example, perhaps you have a tax rate in one cell that needs to be used in a formula for each line item. In order to do this, we must make the cell reference *absolute*.

B1	0 - :	\times v	f _x	=B8-\$A\$2			
	А	В	С	D	E	F	G
1	Target						
2	2500						
3							
4		Monday	Tuesday	Wednesda	Thursday	Friday	Site Total
5	Amityville	700	850	800	900.35	1200.25	4450.6
6	Hicksville	735.46	625	950	1009.6	1123.5	4443.56
7	Franklin Square	500.25	675	700	1250	1195.85	4321.1
8	Daily Total	1935.71	2150	2450	3159.95	3519.6	13215.26
9	Increment		214.29	300	709.95	359.65	
10	Actual vs Target	-564.29	-350	-50	659.95	1019.6	

Let's return to our example. The entire chain of stores has a daily target of \$2,500 to which they measure their success. In the upper left corner of the sheet, enter the label "Target" and below it the value 2,500 (as shown above in cells A1 & A2). Row 10 is where we will place the formula sthat measures the daily success. Label that row "Actual vs. Target." In cell B10, type the following formula:

=B8-A2

Now try copying this formula to the right...examine the formulas in each cell to see why they fail in all but cell B10. The formulas would have worked if the reference to A2 had stayed constant. We can instruct Excel to hold this reference steady by prefixing the column and row labels each with a **\$** as such (dollar sign):

=B8-\$A\$2

Type this formula into cell B10 and copy it to the right. Now your results should be perfect...check the formulas to see for yourself. Every one of them has the same cell being subtracted; \$A\$2.

A shortcut to placing the \$ signs can be employed by using the F4 key on the keyboard. We could have gone to the formula bar of the first formula (in B10) and clicked anywhere on the cell address we wanted not to change, and add the absolute reference symbols by pressing the F4 key on the keyboard. The \$ symbols will be added. If you press F4 repeatedly, you'll see different forms of this occur: $A2 \longrightarrow$ \$A\$2 \longrightarrow \$A\$2 \longrightarrow \$A2. The last two cases are for more advanced uses and won't be covered here. In a nutshell, the \$ holds only the label to it's immediate right steady during formula copying. You may want to experiment with this on your own.

Try this one on your own. Add a column and label it "Percent" in H4. Here we want to calculate each site's percentage of the total for the week. You need to divide each of the Site Totals by the grand total. For Amityville, the formula would be =G5/G8. (hint: you will need the \$ in the G8 reference before you copy it down; otherwise, G5/G8 in cell H5 will become G6/G9 in H6 and there is nothing in G9 which will result in an error). Your answer should be some large decimal fraction, less than 1. We'll format this soon. Copy the formula thorough cell G7.

One last topic before we format our work...mathematical operators. We have already used three of the four basic mathematical operators in our sheet: addition, subtraction and division. Below is the symbol to use for all four (including the one we left out: multiplication):

+	addition subtraction	=B5+B6+B7 =B5-B4
* /	multiplication division	=B4*B5 =B8/G8

Parenthesis can be used for more complicated formulas. For example, the percent of the Amityville site total vs. the grand total for the week (cell H5) could also be written as: =(B5+C5+D5+E5+F5)/(B8+C8+D8+E8+F8), but few people would do that.

Spreadsheet Formatting – Method 1: Using the Ribbons

- 1. **Cell Alignment** buttons are provided on the *Home Ribbon*, left or right justify cell contents. In this example, we want to center the days of the week.
- 2. Changing the Font in Excel, we have almost as much control over the font as we have in a word processing program such as Microsoft Word. We can format many cells at once. Select the fourth row in this example, and use the *Tool bar* buttons marked "**B**" and "<u>U</u>" to format the text as bold, underlined.
- 3. **Column Width** By now, you should notice that the heading "Wednesday" is too wide for its cell. Rather than changing the width of that column alone, we want a uniform appearance across several columns. First select the five columns containing the days of the week and use what you learned for adjusting a column width to optimize the width for Wednesday. You will notice that all columns selected are now the same width.
 - \$

4. Number Formatting — Many quick formatting tasks can be accomplished through the Tool bar.



Currency — Formats numbers in the selected cells for decimal dollars \$(1,234.56)

Percent — Formats decimal numbers as percents: 0.12 ==> 12%



Commas — Similar to the currency format button, but no dollar sign: (1,234.56)

Increase/Decrease Decimal — Notice that in the previous buttons, the number of decimal places are pre-determined for you. You can show more or less decimal places of the selected cell(s) by clicking on these buttons.

- 5. **Borders** —The reader of this chart should be drawn to important results contained in this chart. Therefore, we would want our Daily Total row to stand out. One of the things we will do is to place a border on the top and bottom of the cells. Select the seven cells from A8 through G8 and use the "borders "button on the *Tool bar* to select an appropriate set of borders.
- 6. **Shading** The "Site Total" column is another important area we want our reader to focus on. Here, we'll use a different attention-grabbing method. Select the five cells from G5 through G8 and use the "Fill Color" button to select a background color for the cells.
- 7. **Font Coloring** Similar to the shading function just discussed, we can change the color of the font itself. Select the Daily Average cells: A1 and A2. Use the Font Color button to change that color to red.

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	N20	- (• f;	e.											
	A		В		С		D		E		F		G	Н	
1	Daily Average														
2	\$ 2,500														
3															
4			Monday	Т	uesday	We	dnesday	T	nursday		Friday	Si	te Total	Percent	
5	Amityville	\$	700	\$	850	\$	800	\$	900	\$	1,200	\$	4,451	34%	
6	Hicksville	\$	735	\$	625	\$	950	\$	1,010	\$	1,124	\$	4,444	34%	
7	Franklin Square	\$	500	\$	675	\$	700	\$	1,250	\$	1,196	\$	4,321	33%	
8	Daily Total	\$	1,936	\$	2,150	\$	2,450	\$	3,160	\$	3,520	\$	13,215		
9	Increment			\$	214	\$	300	\$	710	\$	360				
10	Actual vs. Target	\$	(564)	\$	(350)	\$	(50)	\$	660	\$	1,020				

Your Spreadsheet should now look something like the figure above. Are you proud of your work? Good...now let's clear all the formatting by selecting all the cells and choosing from the menu Edit—Clear—Formats. Try not to be too depressed, we're going to use another method to format our spreadsheet.

<u>Spreadsheet Formatting – Method 2: Using the Format Cells Dialog Box</u>

An alternate, and more powerful way to format your work is through the Format Cells command. First, as usual,

select the cell(s) you wish to format and choose form the menu: **Format** — **Cells**. The window below will appear. The different types of formatting available are divided into six tabs: *Number, Alignment, Font, Border, Pattern* and *Protection*. All but the *Protection* tab is explained below (the concept of protecting a cell or sheet is an advanced topic and is not covered here).

Number — For each category on the left, various formatting controls are presented on the right. Shown at the right is the *Currency* settings. It allows you to control how many decimal places to display, the type of currency symbol to use (if you are working in foreign currencies), and the display handling of negatives. As you can see, you can format the display to show negative numbers in red (bringing back to life, the phrase, "in the red"). Even though most printers, in use in an

ormat Cell:	s	100	1.1		5		? ×
Number	Alignment	Font	Border	Fill	Protection		
<u>Category:</u> General Number <u>Currency</u> Accountir Date Time Percenta Fraction Scientific Text Special Custom	ng ge	Sampl <u>D</u> ecimal <u>Symbol</u> Negativ 1,234 (1,234	e I places: : None re numbers 10 10 10 10 10 10 10 10 10 10	2 🔺			
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						ОК	Cancel

office environment today, only print in black, it is still valuable to use a setting for red negatives; it makes visual validation of your work, on screen, easier.

The other categories we will cover in this course are *Date* (later on) and *Percentage* (and perhaps *Special* or *Custom* — briefly). Feel free to experiment with the others

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Alignment — The *Horizontal* setting is just like the alignment buttons on the *Tool* bar. But, if you've changed the height of your rows, you can adjust the *Vertical* alignment of your cell contents. Additionally, you have several controls to handle long entries in cells — usually good for text: column headings and notes.

Format Cells	4	at and		_	? ×
Number Alignment	Font	Border	Fill	Protection	
Text alignment Horizontal: Center Vertical: Bottom Justify distributed	•	Indent:			Orientation
Text control Wrap text Shrink to fit Merge cells					0 Degrees
Right-to-left <u>T</u> ext direction: Context					
					OK Cancel



Font — Most of this is replicated on the *Tool* bar. Additional controls include a variety of underlines, and other effects.

Borders — As opposed to the *Tool* bar button for setting borders, you have many more variations available to you from this screen, including colors and line styles.

umber Alignment Line Style: None Color: Color:	Font Border Fil	Protection		
he selected border style bove.	can be applied by clicking t	the presets, previe	w diagram or the	buttons

Charts and Graphs – Charts and Graphs are easy in Excel if you avoided empty rows and columns.

3				-				_			F			D		
4	0 mailtean ille	<u>M</u>	onday 700	<u>Tu</u>	esday	Wed	dnesday	<u>y</u> 1	hursday	- e	Friday	<u></u>	ite Total	Percent		
5	Amityville	\$ r	700	ð	850	Ф С	80	U D D C	1.04	յ ֆ Ի Մ	1,20	1 D	4,451	34%		
7	Franklin Square	Φ Ω	700	ф С	675	Ф С	90) 70)	n e	1,01 1,25	J D D C	1,124	+	4,444	34 %		
L	Deily Total	¢ ¢	1026	¢ ¢	2 450	¢ ¢	2 450	<u>ט</u> רובי	2 460	ע ער ב	2 5 2 6	οφ (4,321	3370		
0	Daily rotai	\$	1,930	•	2,150	•	2,450	J Ø	3,100))	3,520	•	13,215			
9	Increment	e	(TC 4)	\$	214	\$	30	U \$	71	J \$	361	J				
10	Actual vs. Target	\$	(564)	\$	(350)	\$	(5)	U) \$ 0/	50 24	JÞ v	1,020	J				
12	Dany % Total		15%		10%		19	70	24	70	20	/0				
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Printing Basics

Print Preview

The traditional **Print Preview** no longer exists as a separate command; the preview lives on the Print window. To get to the Print screen, click **File** tab and then click **Print** on the left side menu.

The most popular settings you can select here are:

- <u>Printer</u>-select from any printer that you have installed on your computer (CAUTION: sometimes, people remove a printer but do not "uninstall" it. This leaves it on the list but you cannot use it).
- Which <u>Pages</u> to print.
- <u>Orientation</u>-refers to the layout of the paper. Normally we write and print our work on an 8-1/2 x 11 inch piece of paper in **Portrait** orientation. But if we rotate the paper 90 degrees, we call it **Landscape**.



- Paper <u>Size</u>
- Page <u>Margins</u> to be used.
- Simple <u>Scaling</u>-This allows you shrink those wide spreadsheets (the 12-months accross) so they can fit on one piece of paper.

Page Setup

You can click the **Page Setup**, at the bottom of the buttons, to get to the classic window where you can modify *Margins*, *Orientation*, set *Print Titles* and add *Headers and Footers*.

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The Header and the Footer are divided into three sections outlined in boxes when you click on them—as shown in the footer at the bottom of the above image.



Whatever you type in the left box is Left Justified on each page; Whatever you type in the center box is Centered on each page; Whatever you type in the right box is Right Justified on each page. Dr. Ms Ms Mr

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Mr. Mr.

Ms

Mrs

Ms Mr Mr Ms Mr

Mr.

Title

Dr. Ms. Ms. Mr.

Mr. Dr. Dr. Mr. Mr. Mr. Mrs. Mrs. Mr. Mr. Mr.

Data Managment in Excel.

SORTING

First, click somewhere within the range of data. Doing this will allow Excel to "stretch out" and detect the range of the data, which will become highlighted. Now from the menu, choose: DATA-SORT

You can choose up to three levels of sorting. If the first row in your sheet or selection contains the column headings, click the "Header row" button.

AUTOFILTERS

Autofilters allow you to quickly limit the display of rows of information based on criteria you select. To activate the Autofilters, choose from the menu:

DATA-FILTER

You will notice that pull-down arrows will have been added to the tops of each column. These arrows do not print. To turn off the Autofilters, repeat the menu command again.

When you click on a pull-down arrow, you will see a unique list of the entries in that column. Simply choose one of those items in the list and your list will be limited to only those records.

SUBTOTALS

You can Sum. Count or Average the information in a column with the Subtotals feature. Before you use this feature, however, you must SORT you data first to match the desired Subtotal. Choose from the menu: DATA—SUBTOTAL

A window will appear from which you must set:

- At each change in: • this should be the same as the top level of sorting you chose (ie: City).
- Use function: •

If you want to total up salaries or quantities, set this to "Sum." If you want to count the number of people in a town, choose "Count."

Add subtotal to: •

Here you would check off the columns you want to apply the above function to. You can select multiple columns.

To remove the subtotals, simply repeat the menu choice and click the "Remove All" button from the Subtotal window.



Some Useful Keyboard Shortcuts

FORMATTING	
Cut	Ctrl+X
Сору	Ctrl+C
Paste	Ctrl+V
Open the Paste Special dialog box.	Ctrl+Alt+V
Bold text	Ctrl+B
Italic text	Ctrl+I
Underline text	Ctrl+U
Open Format Font Window	Ctrl+Shift+P
Format as currency (with red negatives)	Ctrl+Shift+\$
Format as a percent	Ctrl+Shift+%
INSERTING	
Insert today's date	Ctrl+;
Invoke the SUM function	Alt+=
Insert a Function	Shift+F3
MOVING AROUND	
Move one cell down (unless program options changed)	Enter key
Move one cell up	Shift+Enter
Move one cell to the right	Tab key
Move one cell to the left	Shift+Tab
Go to cell A1 (or to the top left of the worksheet)	Ctrl+Home
Go to the lower right of Overall worksheet size	Ctrl+End
Move to the first column in the current row	Home
Skip over blank or filled cells	Ctrl+ <arrow></arrow>
Move one screen downward	Ctrl+Page Down
Move one screen upward	Ctrl+Page Up
MISCELLANEOUS	
HIDE the current ROW	Ctrl+9
HIDE the current COLUMN	Ctrl+0

SELECT the entire ROW Shift+Spacebar SELECT the entire COLUMN Ctrl+Spacebar SELECT the Entire sheet Ctrl+A Ctrl+Z **Undo** the last action Redo the last Undo action Ctrl+Y Display FORMAT CELLS Window Ctrl+1 **Print Preview** Alt+Ctrl+I or Ctrl+P Save the Spreadsheet Ctrl+S F2 To enter "In-Cell Editing" Find Ctrl+F