



Continuing Education -- EXCEL ver 2010

Session No # 2
File: CE-Excel-10-2.doc

Date: March 21, 2012
Tom Gerfen, CSIS Professor

Class Notes:

Class WEB Address (URL) <http://infotwg.com>

Class

Class meetings March 21, 28, and April 4, 2012

E X C E L

Download files: On Drive K: CIS

Bed-Breakfast.xls
Hotel2.xls
LoanAmortization1.xls
Sales130.xls
Sample B.xls
TourSales.xls

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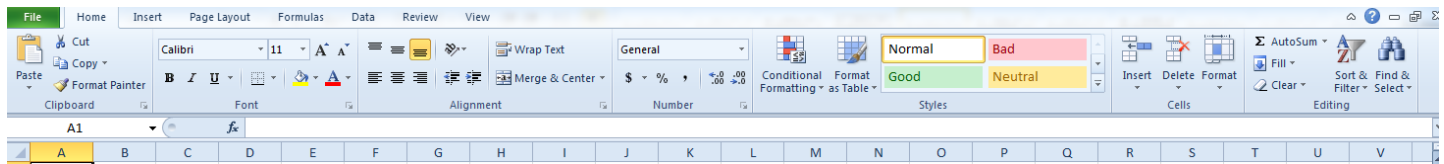


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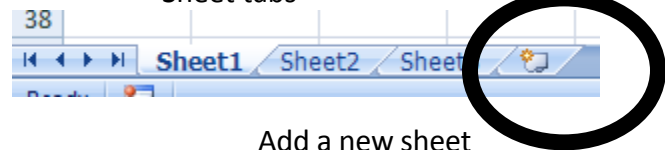
Class Notes:

Terms Book Worksheet Icons Ribbons What-If



Overview of Excel Screen
 Menu bar / Ribbon
 Toolbars
 Name Box

Worksheet
 Scrolling Bar / Buttons
 Sheet tabs



Open / Close worksheet

Add a new sheet

General use of the worksheets
 Text / Labels Numbers
 Formats

Calculations or formulas



Class Notes:

Cell Ranges Use of the : in ranges

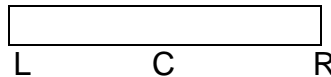
B2 : E6

Naming cell ranges

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						

Data in Cell -- Alignment
Right

Left
Center

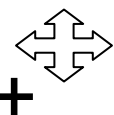
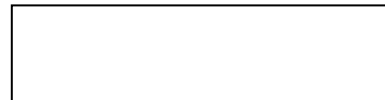


Using Formulas

Symbols

Math

() + - * / ^



All formulas start with an = sign

Order of Precedence / Operation

1. Parentheses ()
2. Raise to the power of / Exponents [^]
3. Multiplication Division
4. Addition Subtraction
5. From left to right

Specials Symbols

+ - = @ # \$ < >

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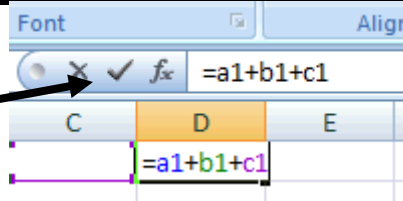
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Class Notes:

Enter formula

Enter or use the  box

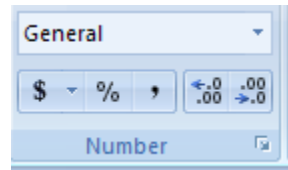


Must start with an **= equal sign**

Special shortcut with sum is the Σ icon

Formatting

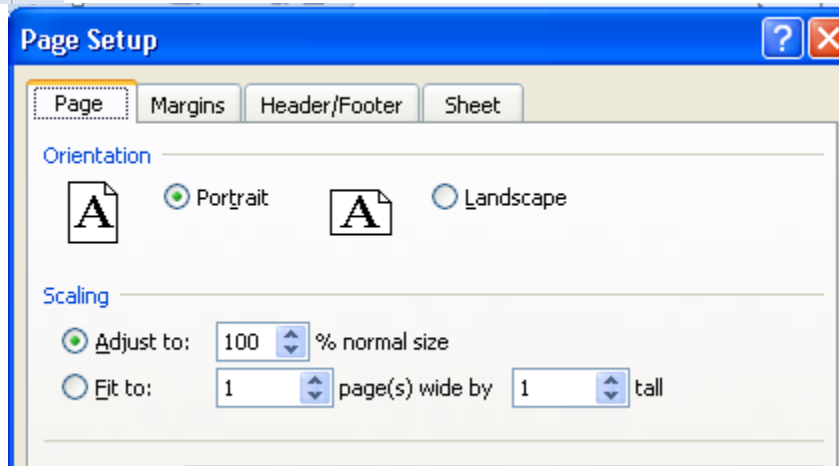
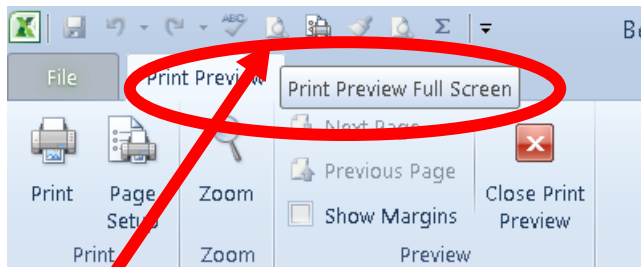
\$, .
Cells Format / Orientations
Cells Font Style and adding borders



Headers / Footers on Output Reports

Page 6

QAT === Print Preview Fill Screen (need to select & set in the QAT)



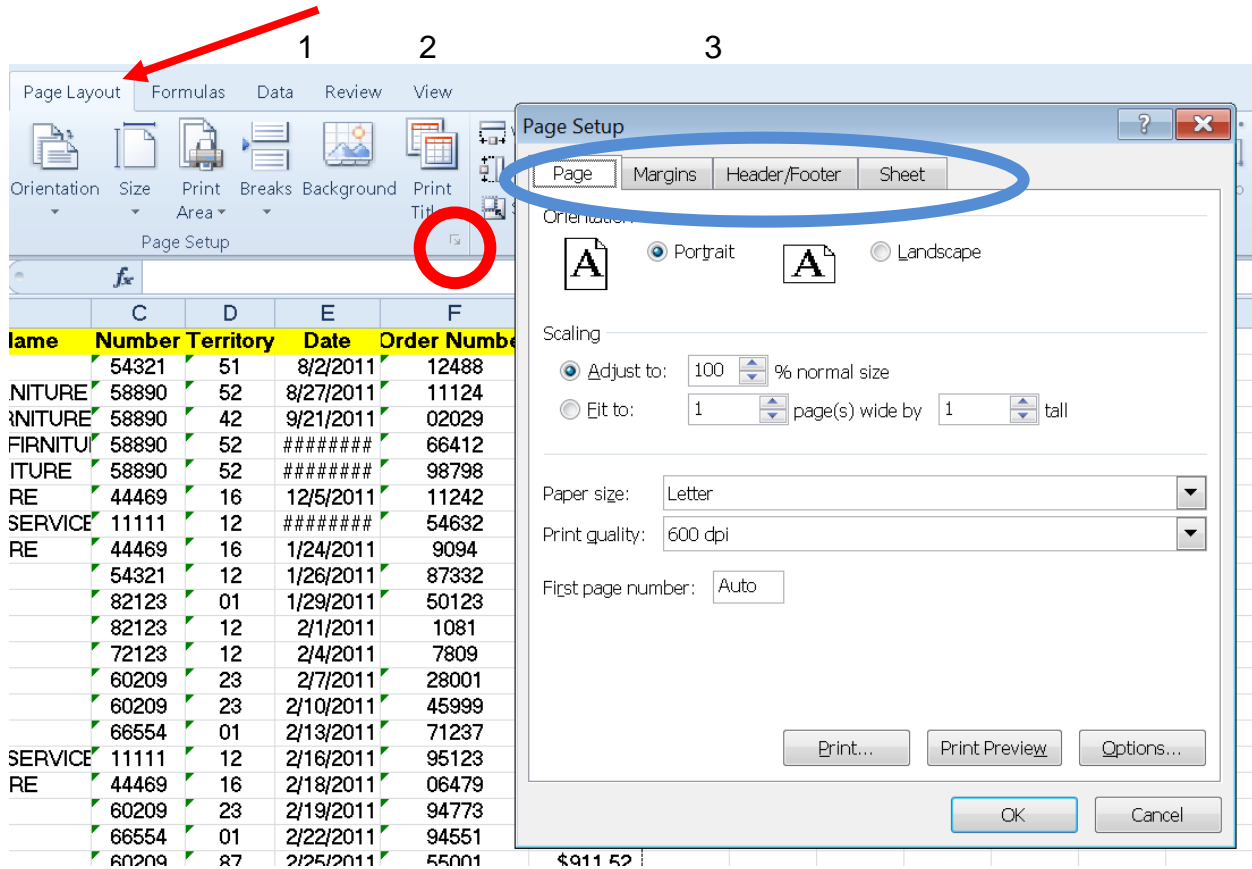
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Class Notes:



1 2 3

lame	Number	Territory	Date	Order Number
	54321	51	8/2/2011	12488
NITURE	58890	52	8/27/2011	11124
NITURE	58890	42	9/21/2011	02029
FIRNITU	58890	52	#####	66412
ITURE	58890	52	#####	98798
RE	44469	16	12/5/2011	11242
SERVICE	11111	12	#####	54632
RE	44469	16	1/24/2011	9094
	54321	12	1/26/2011	87332
	82123	01	1/29/2011	50123
	82123	12	2/1/2011	1081
	72123	12	2/4/2011	7809
	60209	23	2/7/2011	28001
	60209	23	2/10/2011	45999
	66554	01	2/13/2011	71237
SERVICE	11111	12	2/16/2011	95123
RE	44469	16	2/18/2011	06479
	60209	23	2/19/2011	94773
	66554	01	2/22/2011	94551
	60209	23	2/25/2011	55001

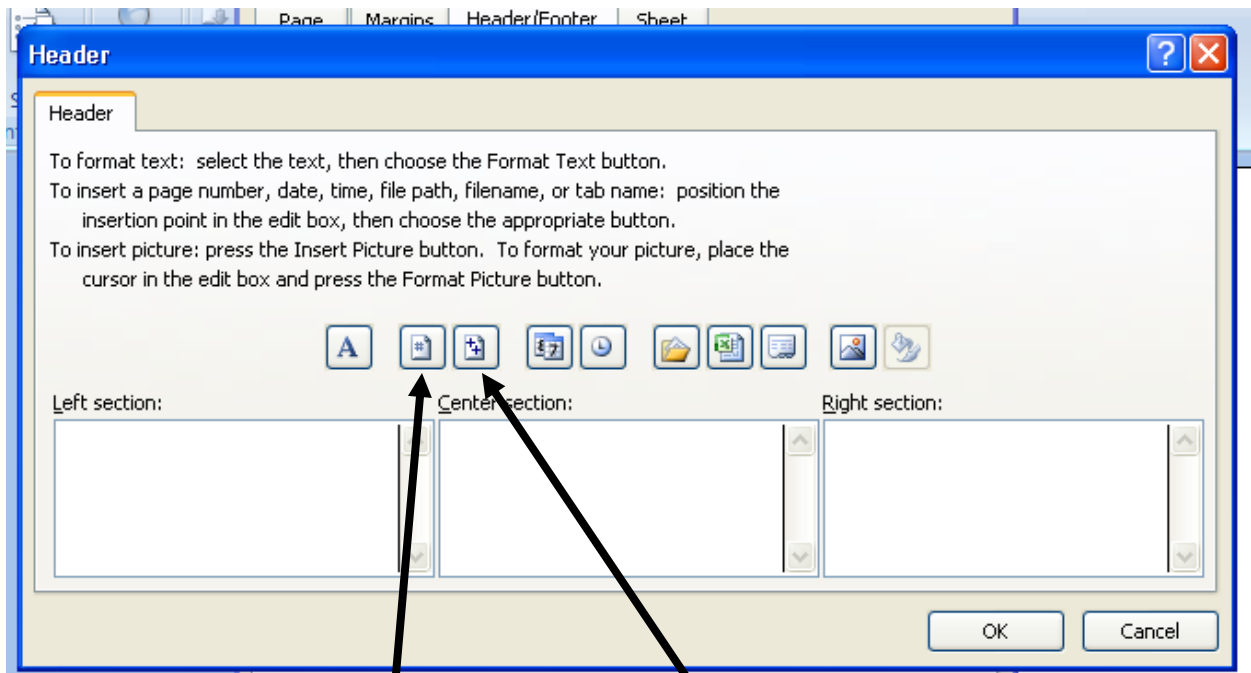
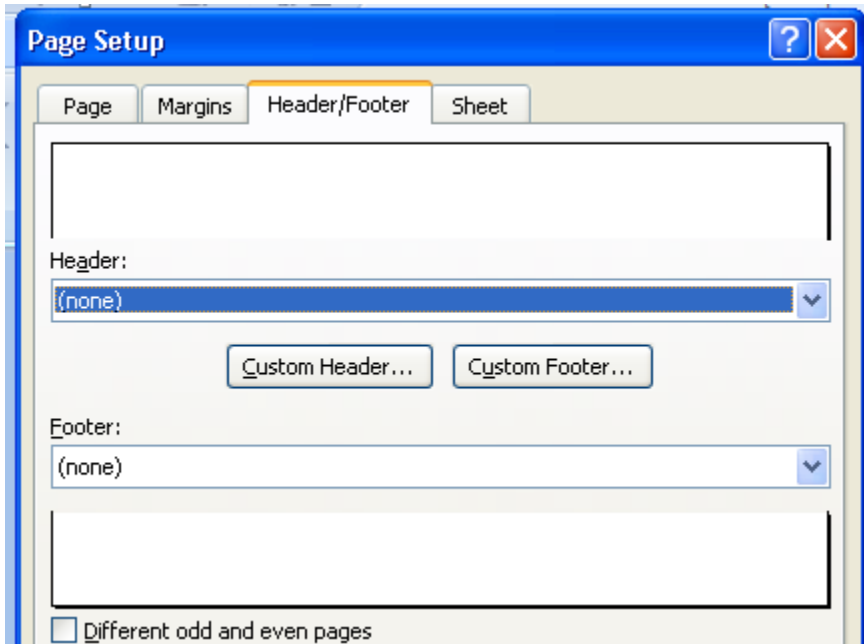
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Class Notes:



Page Number

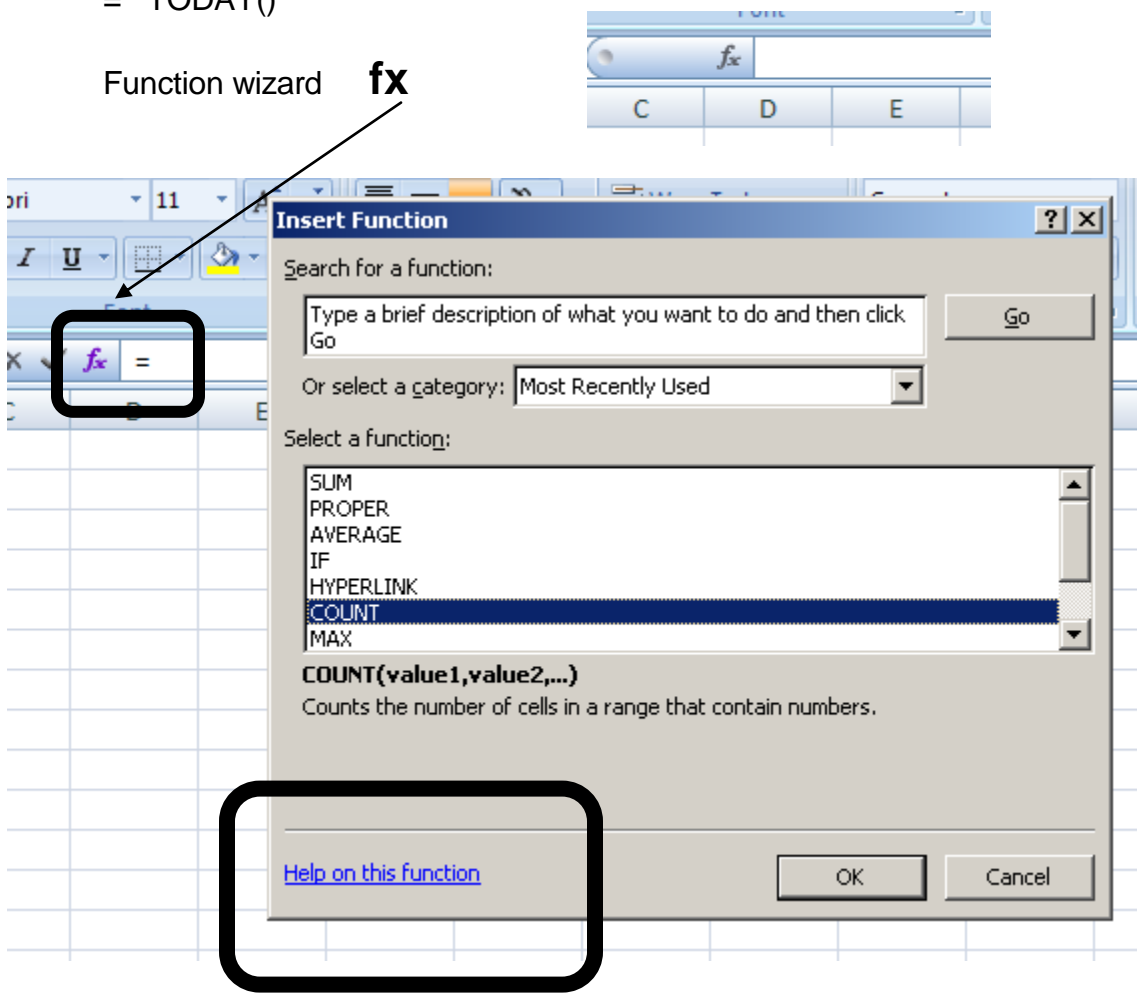
Number of Pages



Class Notes:

Excel Functions

Function	Description	= Function Name (range references)
= SUM(<i>argument</i>)		argument
= AVERAGE(<i>argument</i>)		
= MAX(<i>argument</i>)		
= MIN(<i>argument</i>)		= COUNT(<i>argument</i>)
= DATE(yy,mm,dd)		= NOW()
= TODAY()		





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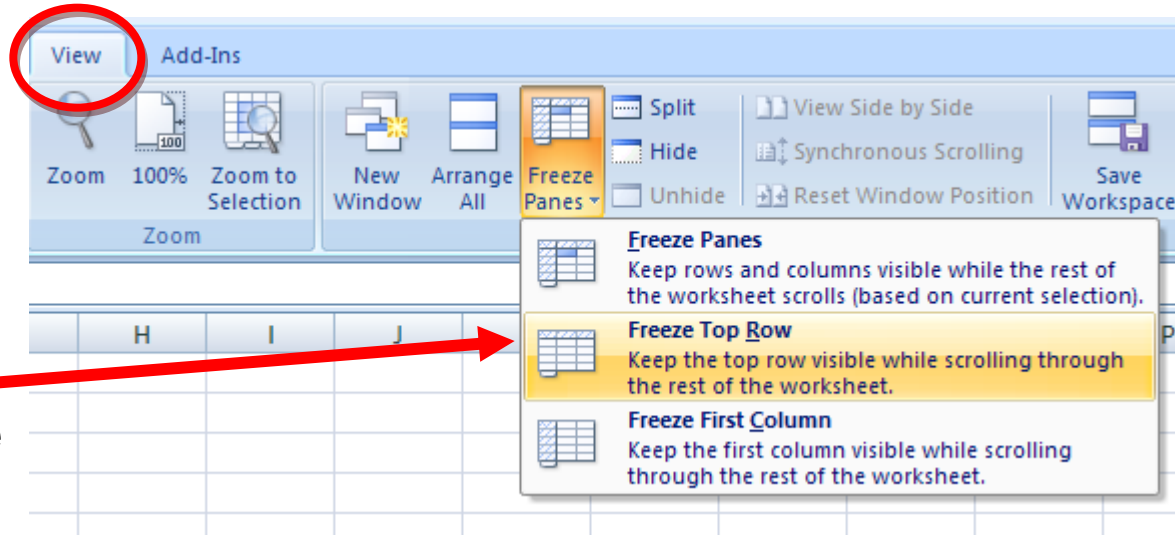
Date: March 21, 2012
Tom Gerfen, CSIS Professor

Class Notes:

Edit
Clear
Format
All

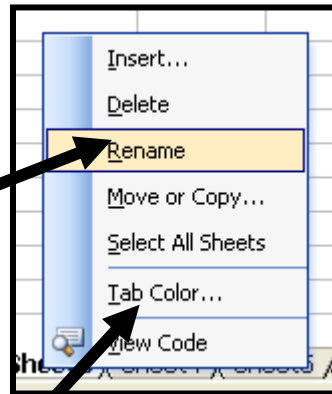
Hide
Unhide

VIEW
tab Freeze
Panels
(Windows)



Rename the Sheet tab

Double click on the sheet/tab and type the new name
or Right mouse click RMC



To Color the sheet/tab Right mouse click and select Tab Color



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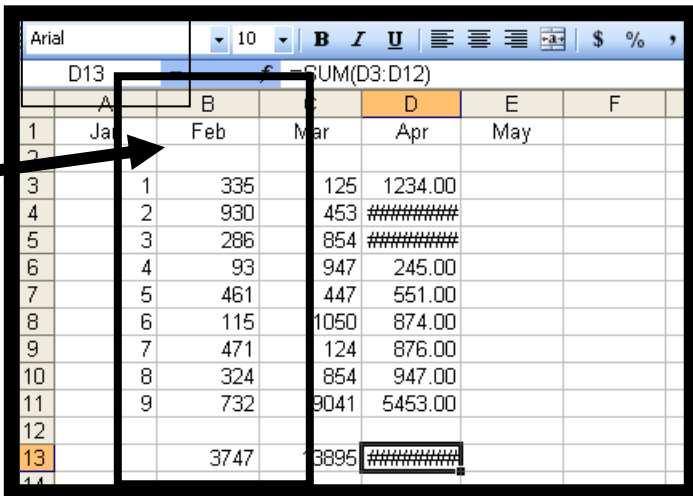
Date: March 21, 2012
Tom Gerfen, CSIS Professor

Class Notes:

Sample B.XLS

Look at the sheet

Column B
(February)



	A	B	C	D	E	F
1	Jan	Feb	Mar	Apr	May	
2						
3		1	335	125	1234.00	
4		2	930	453	#####	
5		3	286	854	#####	
6		4	93	947	245.00	
7		5	461	447	551.00	
8		6	115	1050	874.00	
9		7	471	124	876.00	
10		8	324	854	947.00	
11		9	732	9041	5453.00	
12						
13			3747	3895	#####	

Are the numbers “real numbers ? “ or are they _____

To see the formulas in the cells Press **Ctrl +** (the key with the tilde ~)



Now you can see the formulas in the cells

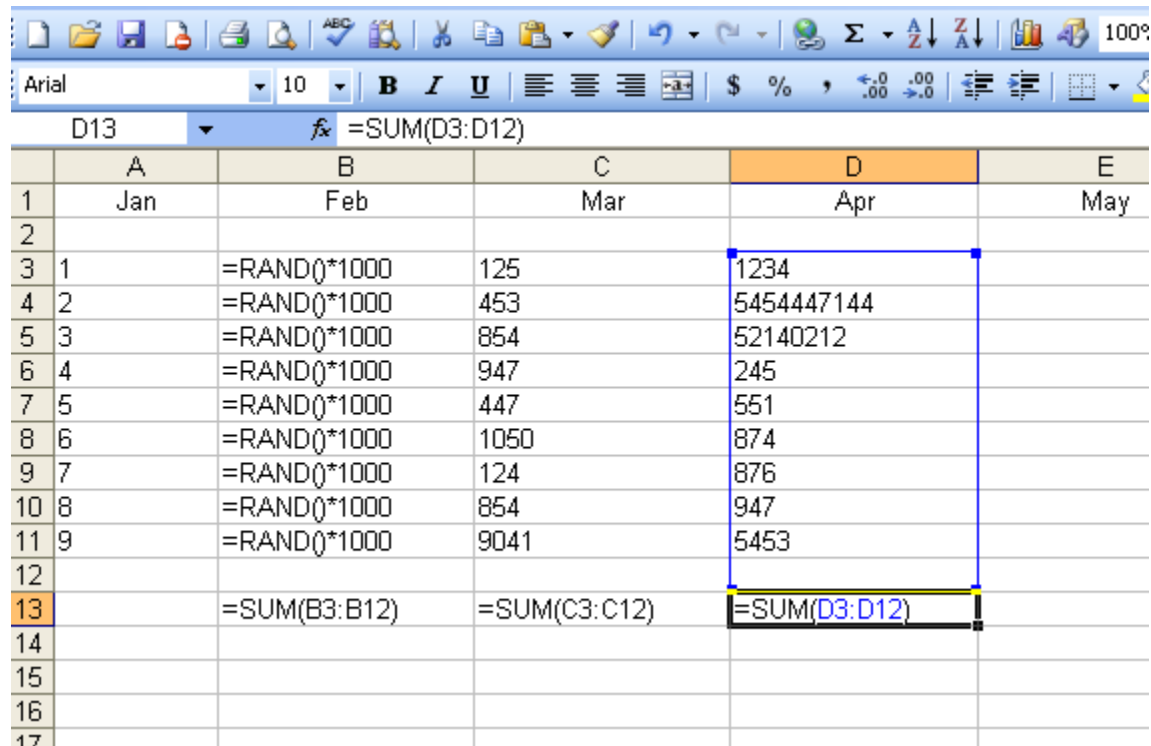
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Class Notes:



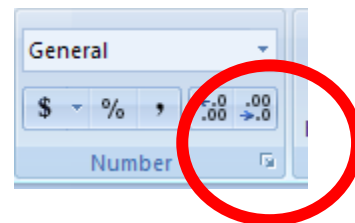
The screenshot shows the Excel ribbon with the 'Formulas' tab active. The formula bar displays `=SUM(D3:D12)`. The spreadsheet contains the following data:

	A	B	C	D	E
1	Jan	Feb	Mar	Apr	May
2					
3	1	=RAND()*1000	125	1234	
4	2	=RAND()*1000	453	5454447144	
5	3	=RAND()*1000	854	52140212	
6	4	=RAND()*1000	947	245	
7	5	=RAND()*1000	447	551	
8	6	=RAND()*1000	1050	874	
9	7	=RAND()*1000	124	876	
10	8	=RAND()*1000	854	947	
11	9	=RAND()*1000	9041	5453	
12					
13		=SUM(B3:B12)	=SUM(C3:C12)	=SUM(D3:D12)	
14					
15					
16					
17					

- F12 will bring up the Save window box
- F9 will recalculate the spreadsheet

Formatting values

- Currency button
- Increase / Decrease decimal button
- Format
- Size of / width of column
- Customs edit formats



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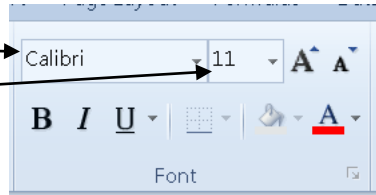


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Class Notes:

Fonts
Fonts / Point size



Auto Format

Save
Save As

Printing

Special Print formats

Special Keys

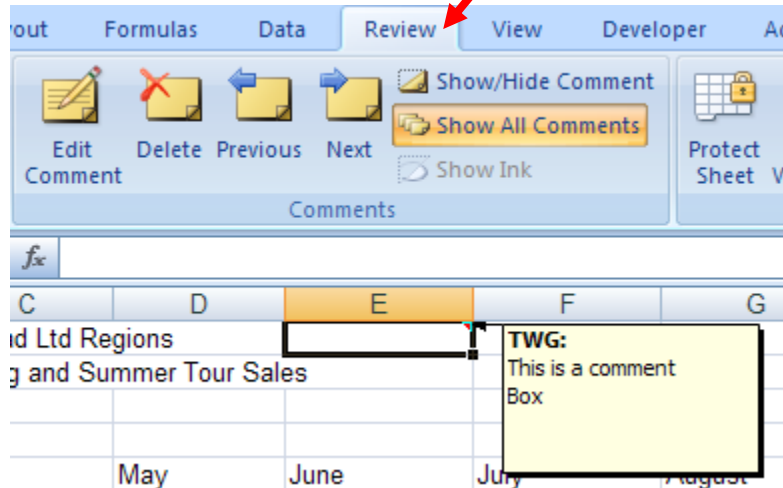
Use of the
Grid Lines
Row and Column Headings
Formulas in cells

ALT key

REVIEW tab

To add a Comment into a cell

Show & Hide comment





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Session No # 2
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Class Notes:

Printing

Chart
Spreadsheet & Chart

File: **TourSales.xls**

	A	B	C	D	E	F	G	H	I
1	Nomad Ltd Regions								
2	Spring and Summer Tour Sales								
3									
4									
5		March	April	May	June	July	August	Total	
6	Midwest	15000	13000	16000	55000	40000	40000	257000	
7	Northeast	22000	17000	23000	75000	65000	55000	179000	
8	Northwest	10000	16000	21000	52000	37000	30000	166000	
9	South	8000	10000	15000	25000	40000	43000	158000	
10	Southwest	12000	12000	15000	20000	42000	57000	141000	
11	Total	67000	68000	90000	227000	224000	225000	901000	
12									
13									
14									

Use of the
Grid Lines
Row and Column Headings
Formulas in cells

ALT key

CTRL +

Cell Numbering

1, 2, 3, 4, 5, 6
2, 4, 6, 8

CTRL key + copy the value down +
ALT key copy the value down

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Class Notes:

OfficeButton
New



New Workbooks / Templates

old 2007 >



Loan Amortization

The screenshot shows the Microsoft Excel 2010 interface with the 'File' ribbon selected. The 'New' section is highlighted in green. It contains the following options:

- Blank workbook
- Recent templates
- Sample templates
- My templates
- New from existing

Below these is a search bar for 'Office.com Templates' with the text 'Search Office.com for templates'. Underneath, there are several categories of templates represented by folder icons:

- Access databases
- Agendas
- Books
- Budgets
- Calendars
- Cards
- Charts and diagrams
- Faxes
- Flyers
- Forms

A red arrow points from the 'Loan Amortization' header to the 'New from existing' option in the 'New' section.



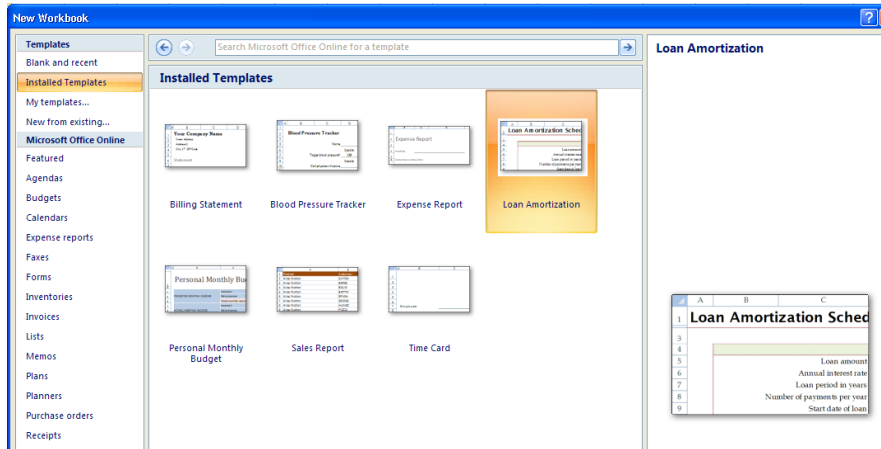
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Class Notes:

Old 2007 Excel



Pmt. No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									

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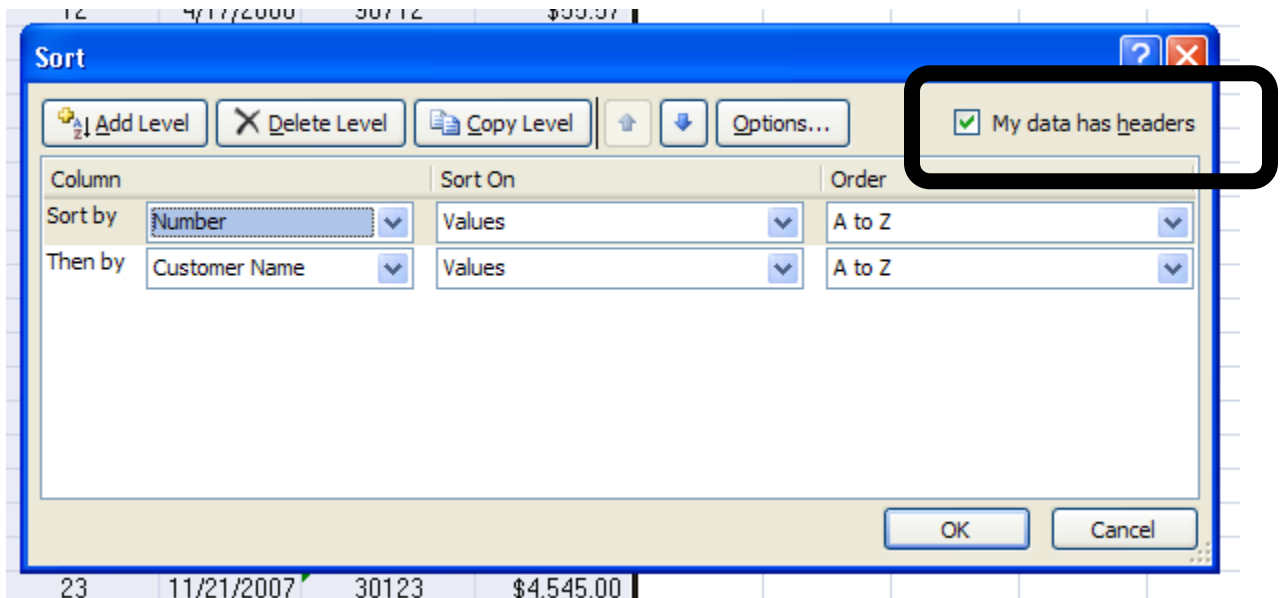
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Class Notes:

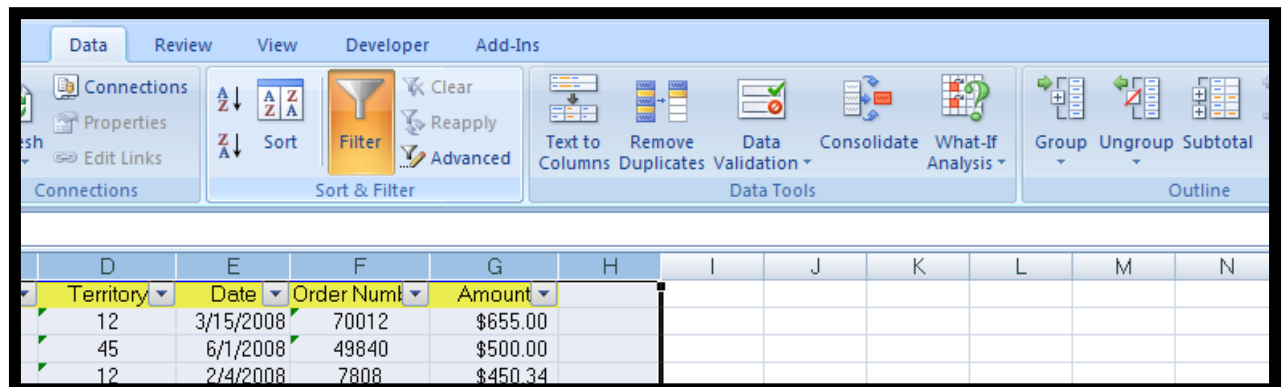
Download File: Sales130.xls

Data Sort & Filter

Sorting



Filter



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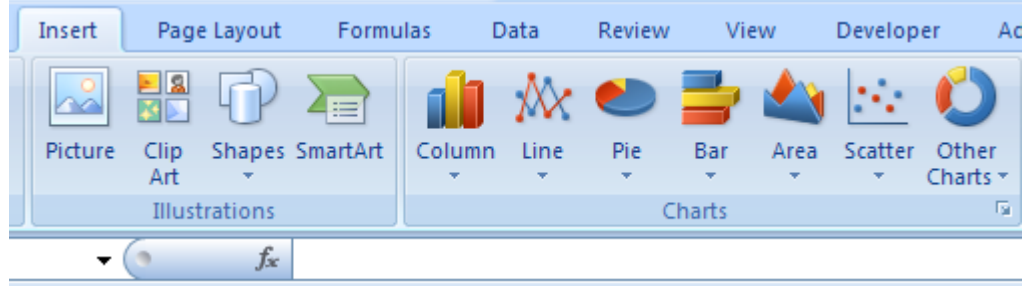


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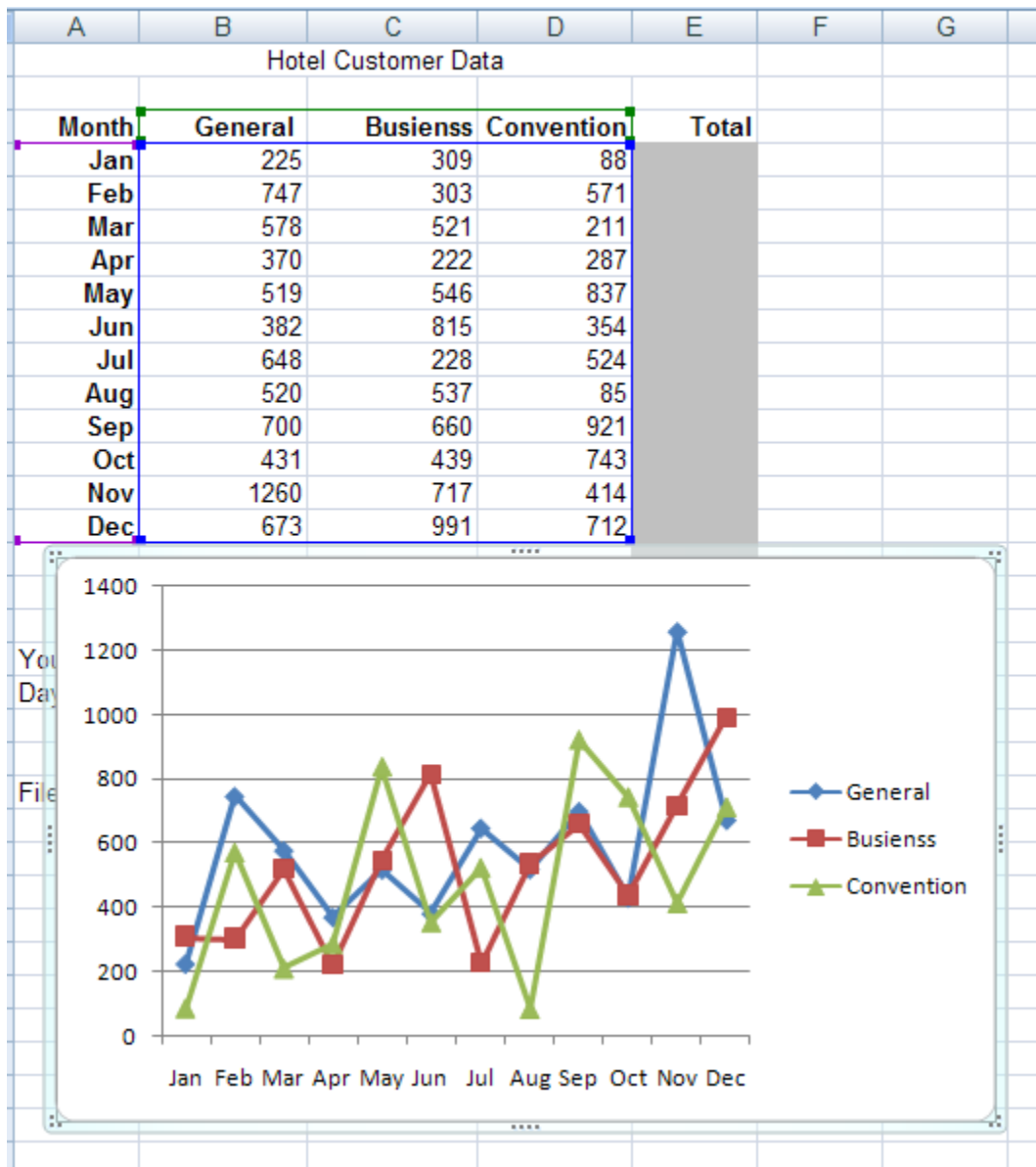
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Class Notes:

Insert - Charts & Graphs



File name: Hotel2.xls





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Class Notes:



Ctrl + A _____

Ctrl + C _____

Ctrl + V _____

Ctrl + X _____

Ctrl + B _____

Ctrl + I _____

Ctrl + U _____

Ctrl + ` _____

Ctrl + _____

Ctrl + _____





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Class Notes:

Class WEB Address (URL) <http://infotwg.com/>

File: Sales130.xls



127	126	752 RENTAL	75209	
128	127	AZUSA FURNITURE	58890	✓
129	128	AZUSA HARDWARE	44469	✓
130	129	DOLLAR FURNITURE	58890	✓
131	130	ACE RENTAL	60209	✓
132				
133		\$ 5 DOLLAR FURNITURE		
134		72 LUMBER		
135		752 RENTAL		
136		82 LUMBER		
137		ACE FURNITURE		
138		ACE RENTAL		
139		AVIS RENTAL		
140		AVIS RENTAL SERVICE		
141				
142				

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Class Notes:

Before

Order	Customer Name	Number	Territory	Date	Order Number	Amount
1	HANDY MAN	54321	51	8/2/2009	12488	\$50.00
2	SUPPLIES FURNITURE	58890	52	8/27/2009	11124	\$293.24
3	FOOTHILL FURNITURE	58890	42	9/21/2009	02029	\$0.12
4	CITRUS USED FIRNITUR	58890	52	10/16/2009	66412	\$500.00
5	DOLLAR FURNITURE	58890	52	11/10/2009	98798	\$212.00
6	CITY HARDWARE	44469	16	12/5/2009	11242	\$11.00
7	AVIS RENTAL SERVICE	11111	12	12/30/2009	54632	\$66.00
8	CITY HARDWARE	44469	16	1/24/2009	9094	\$499.77
9	HANDY MAN	54321	12	1/26/2009	87332	\$64.85
10	82 LUMBER	82123	01	1/29/2009	50123	\$665.00

After

Rows now have bars of color

Order	Customer Name	Number	Territory	Date	Order Number	Amount
1	HANDY MAN	54321	51	8/2/2009	12488	\$50.00
2	SUPPLIES FURNITURE	58890	52	8/27/2009	11124	\$293.24
3	FOOTHILL FURNITURE	58890	42	9/21/2009	02029	\$0.12
4	CITRUS USED FIRNITUR	58890	52	10/16/2009	66412	\$500.00
5	DOLLAR FURNITURE	58890	52	11/10/2009	98798	\$212.00
6	CITY HARDWARE	44469	16	12/5/2009	11242	\$11.00
7	AVIS RENTAL SERVICE	11111	12	12/30/2009	54632	\$66.00
8	CITY HARDWARE	44469	16	1/24/2009	9094	\$499.77
9	HANDY MAN	54321	12	1/26/2009	87332	\$64.85
10	82 LUMBER	82123	01	1/29/2009	50123	\$665.00

Uncheck box
My table has headers



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Class Notes:

The screenshot shows the Microsoft Excel 2010 interface. The 'Table Tools' ribbon is active, with the 'Design' tab selected. The 'Format as Table' task pane is open, showing various table styles under 'Light' and 'Medium' categories. The 'Table Style Options' group is also visible, containing checkboxes for 'Header Row', 'Total Row', 'Banded Rows', 'First Column', 'Last Column', and 'Banded Columns'. The 'Header Row' checkbox is checked. An arrow points from the text 'Uncheck the Header Row' to the 'Header Row' checkbox. The spreadsheet grid is visible below the ribbon, with columns K through N and rows 1 through 4.