



Continuing Education -- EXCEL ver 2010

Session No # 3
File: CE-Excel-10-3.doc

Date: March 28, 2012
Tom Gerfen, CSIS Professor

Class Notes:

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

Class meetings March 28 & April 4, 2012

E X C E L

Review:

Terms Book Worksheet Icons Ribbons What-If
General use of the worksheets
Text / Labels Numbers Calculations or Formulas
Formats
Open / Close worksheet

Edit
OLE

Object Linking Embedding

<http://en.wikipedia.org/>

Copy / Past from Excel to Word

Charts & Graphs

Past Special

Date

Formats & Math

Sort | Order

Subtotals (on | off)

Insert | Delete Rows | Columns

Save -- Save as

FILE TYPE =

XLS, XLSX, CSV, PDF

Comments

Freeze Panes

Charts & Graphs

Graphs & Charts

To WORD

Download files: On Drive K: CIS

Memo to Mr Big.doc

TourSales-TEST.xls



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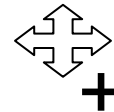
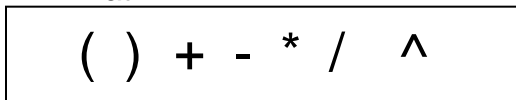
Date: March 28, 2012
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Class Notes:

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
- From left to right

Specials Symbols

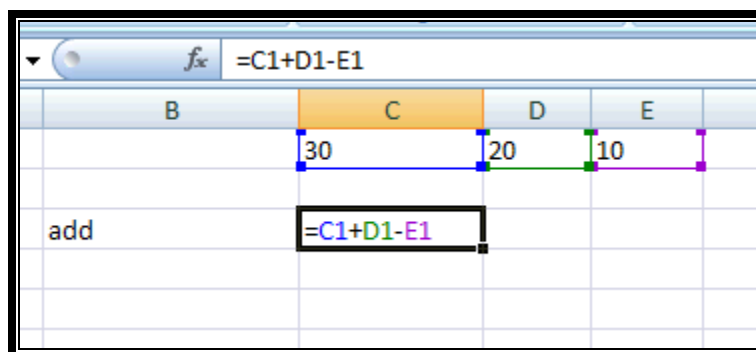
+ - = @ # \$ < > <>

Enter formula

Enter or use the ✓ box

Must start with an **= equal sign**

Special shortcut with sum is the Σ icon





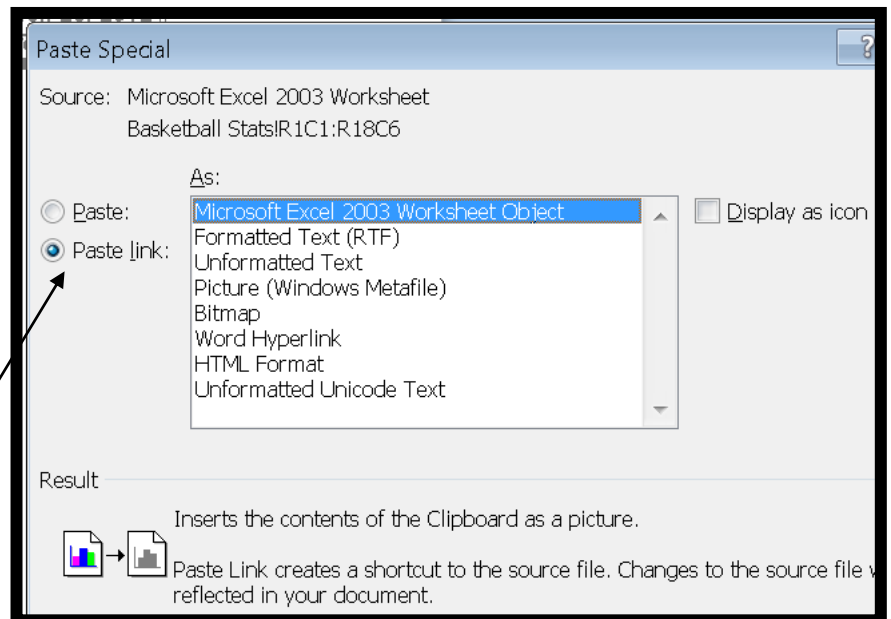
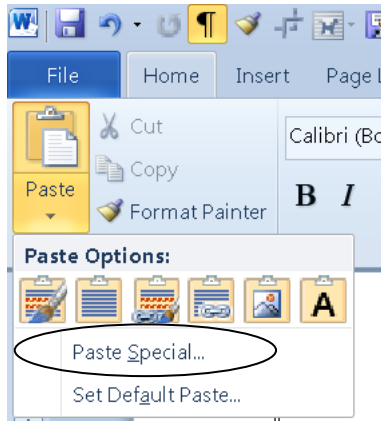
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Class Notes:

Copy to WORD Excel to Word
Copy -- Paste / Paste Special Link | No Link



Terms Book Worksheet Icons Ribbons What-If
General use of the worksheets
Text / Labels Numbers Calculations or formulas
Formats
Open / Close worksheet



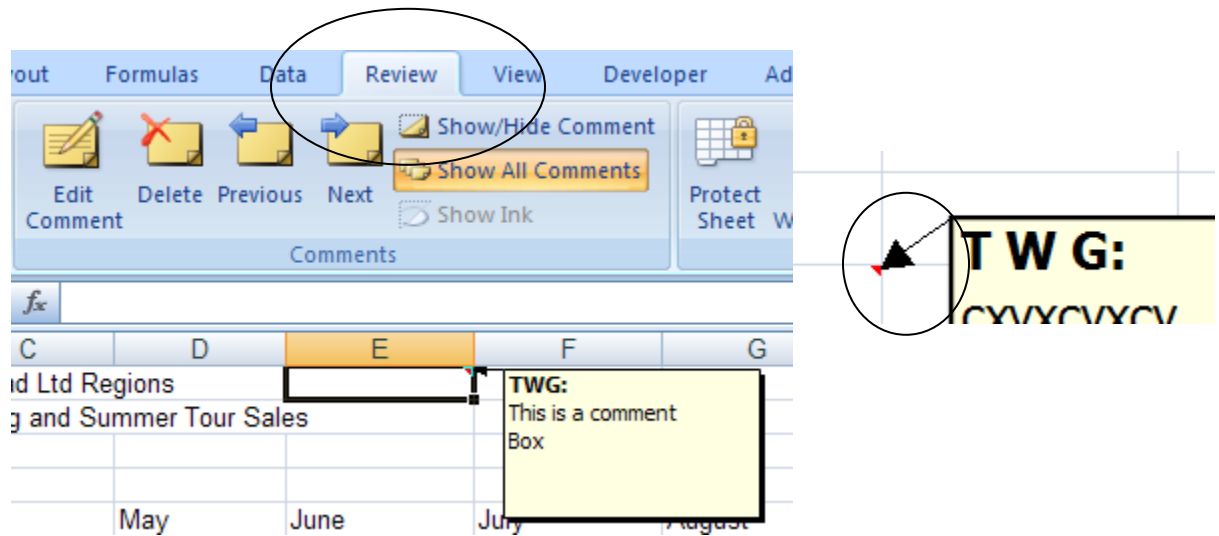
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Class Notes:

To add a Comment into a cell Show & Hide comment



Filename: Sales130.xls



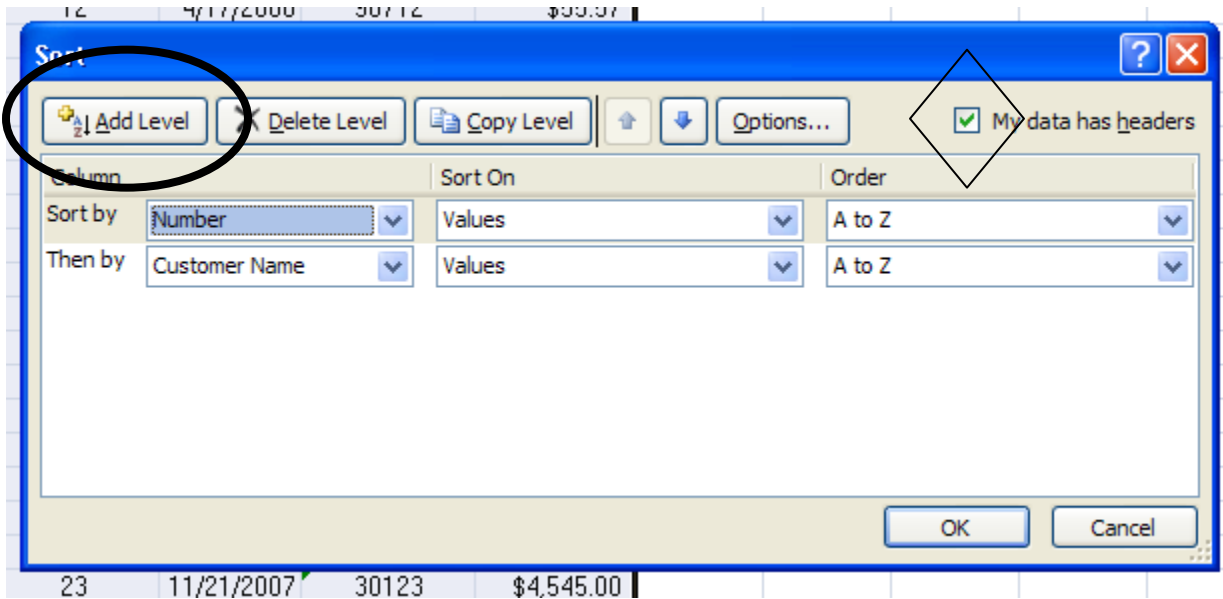
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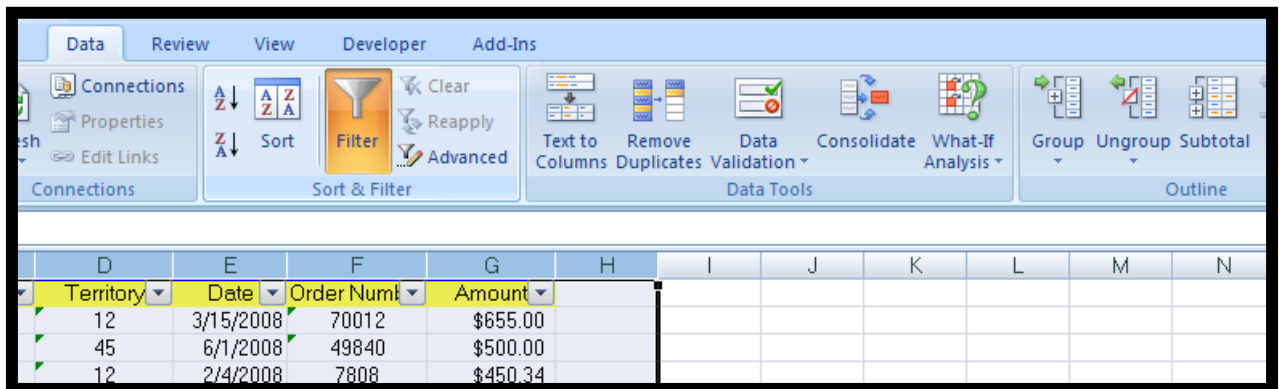
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Class Notes:

Data Sort & Filter



Filter





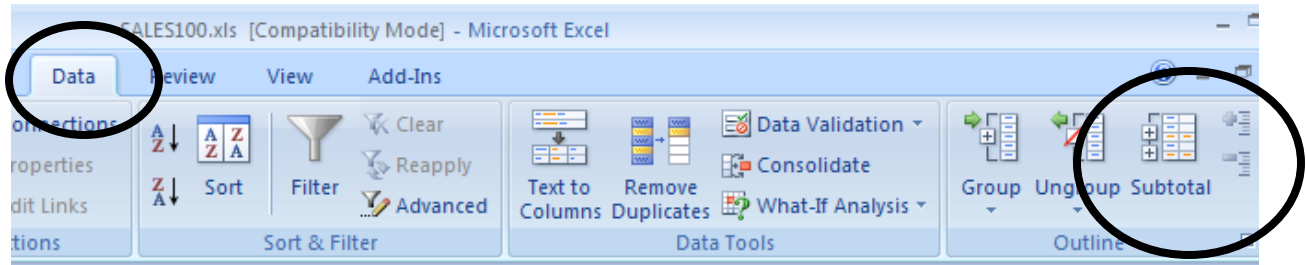
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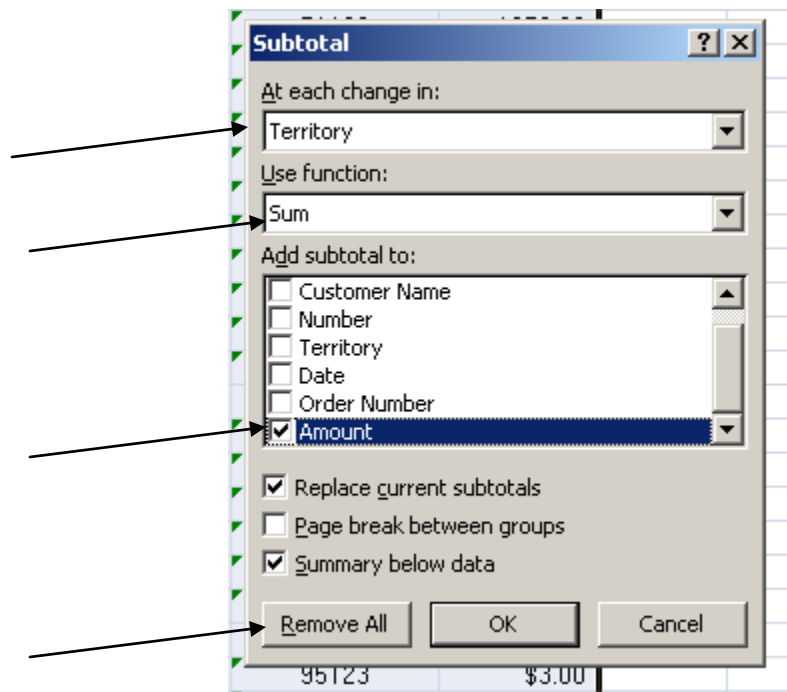
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Class Notes:

Using **SALES130.xls** **Subtotals**



Subtotals



OPEN > Sales130.xls



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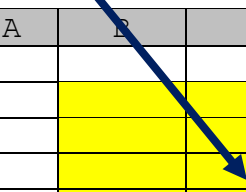
Class Notes:

	B2	HANDY MAN						
	Name Box	B	C	D	E	F	G	H
1	Order	Customer Name	Number	Territory	Date	Order Number	Amount	
2	1	HANDY MAN	54321	51	8/2/2008	12488	\$50.00	
3	2	SUPPLIES FURNITURE	58890	52	8/27/2008	11124	\$293.24	
4	3	FOOTHILL FURNITURE	58890	42	9/21/2008	02029	\$0.12	
5	4	CITRUS USED FIRNITUR	58890	52	10/16/2008	66412	\$500.00	
6	5	DOLLAR FURNITURE	58890	52	11/10/2008	98798	\$212.00	
7	6	CITY HARDWARE	44469	16	12/5/2008	11242	\$11.00	
8	7	AVIS RENTAL SERVICE	11111	12	12/30/2008	54632	\$66.00	
9	8	CITY HARDWARE	44469	16	1/24/2008	08084	\$499.77	
10	9	HANDY MAN	54321	12	1/26/2008	87332	\$64.85	
11	10	82 LUMBER	82123	01	1/29/2008	50123	\$665.00	
12	11	82 LUMBER	82123	12	2/1/2008	00981	\$252.25	
13	12	72 LUMBER	72123	12	2/4/2008	7808	\$450.34	
14	13	RENTAL ACE	60209	23	2/7/2008	28001	\$7,000.00	
15	14	AVIS RENTAL	60209	23	2/10/2008	45999	\$101.00	
16	15	GENIE DOOR	66554	01	2/13/2008	71237	\$229.95	

Cell Ranges Use of the : in ranges

B2 : E6

Naming cell ranges



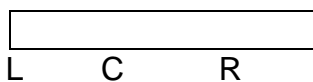
	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						

Data in Cell -- Alignment

Right

Left

Center





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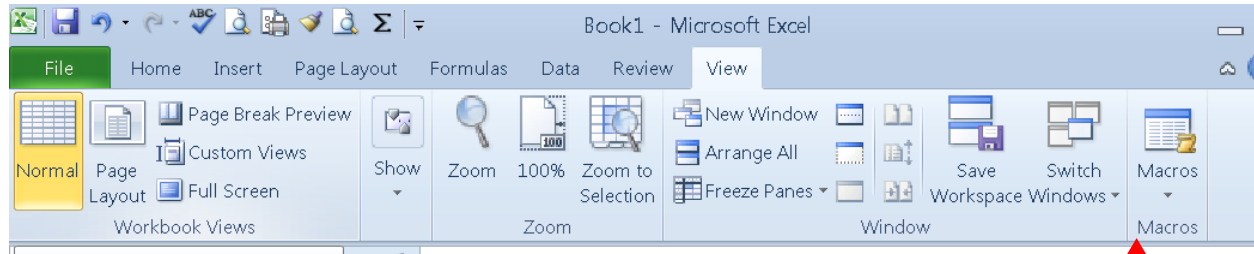
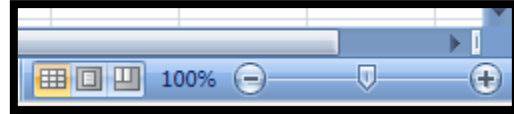
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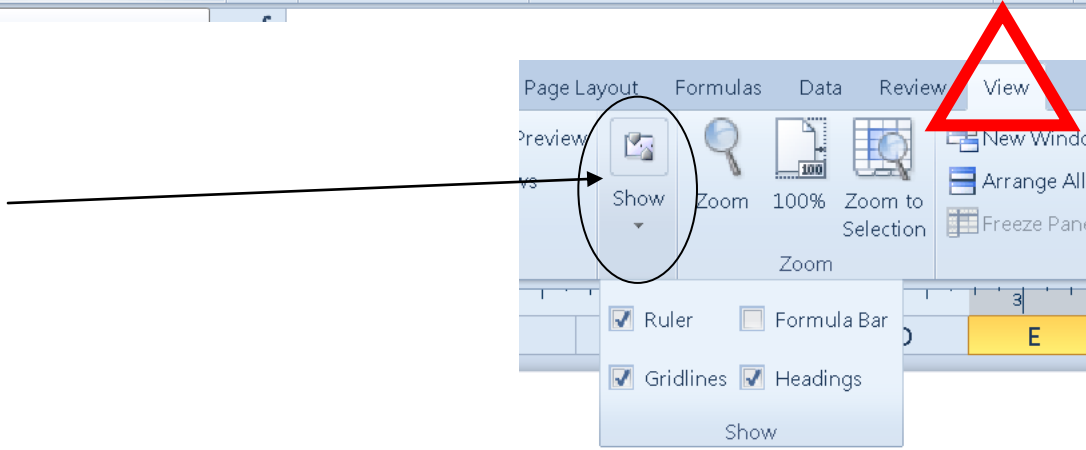
Class Notes:

Headers / Footers

Viewing worksheet Zooming in & out
Full Screen Mode



Show





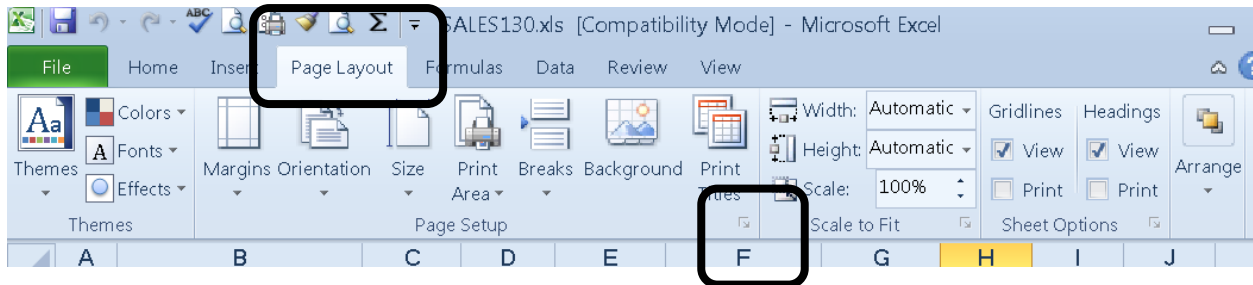
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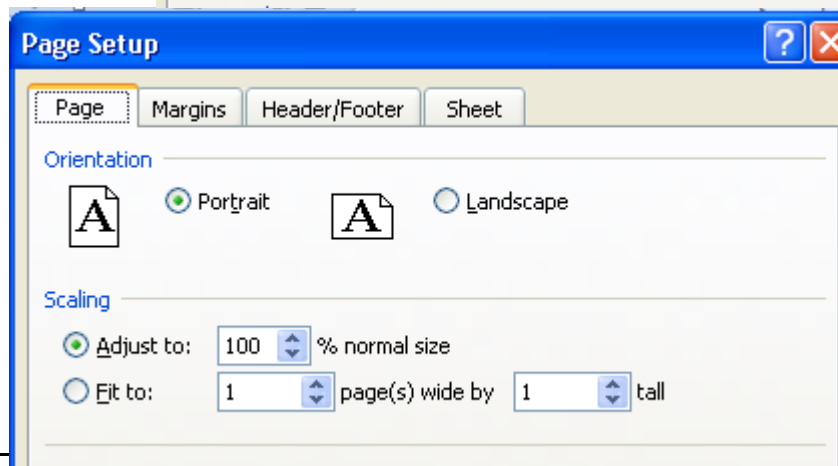
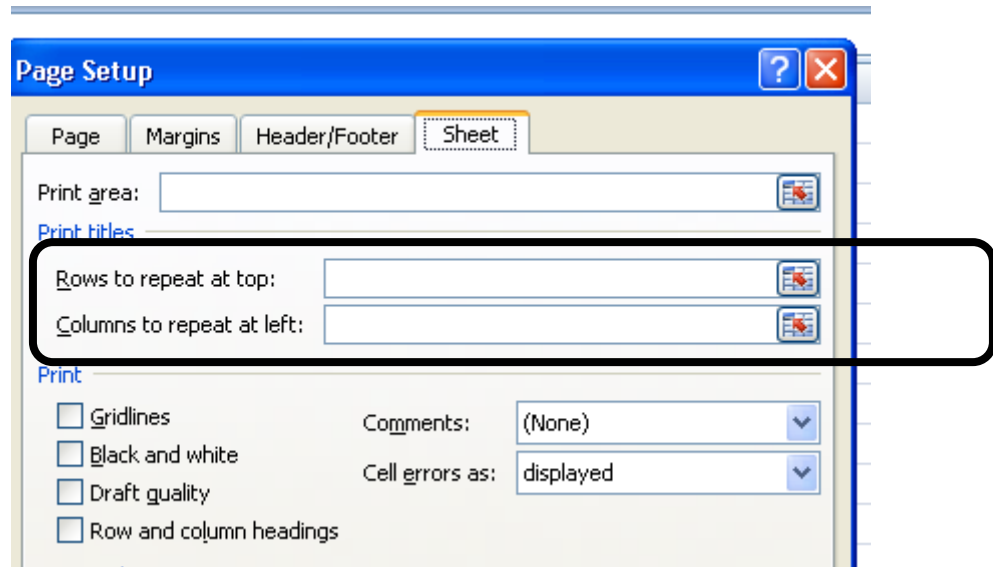
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Class Notes:

Page Set Up



Page Layout



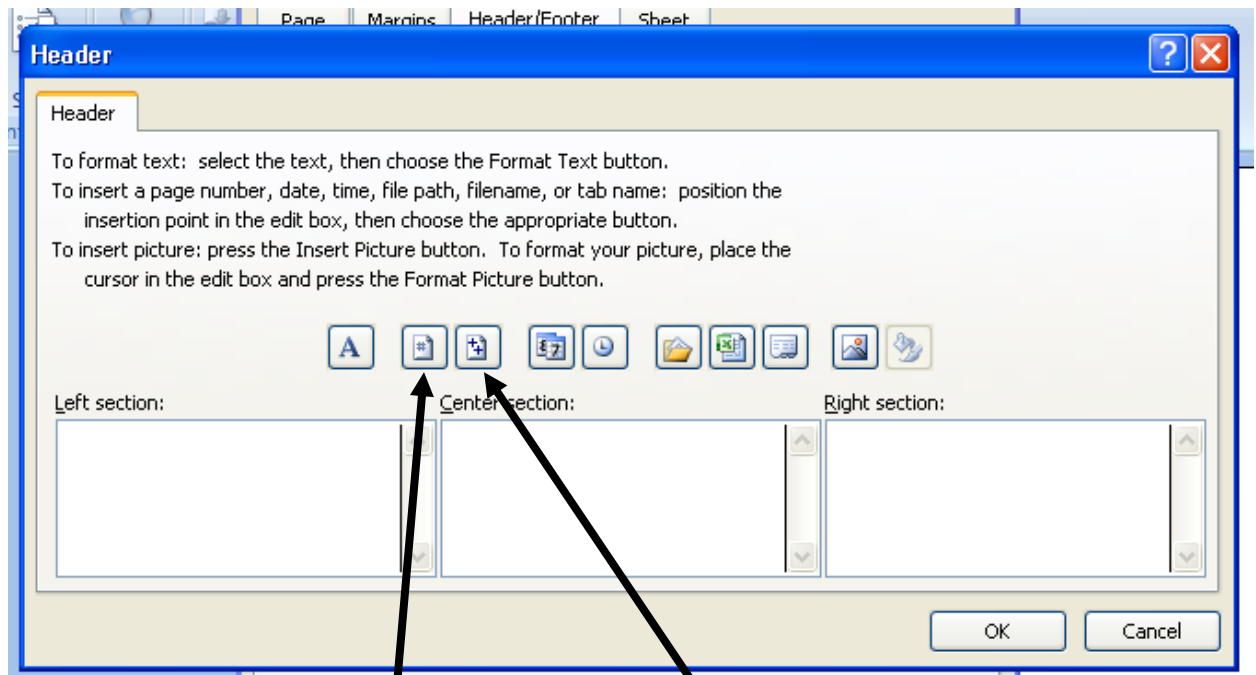
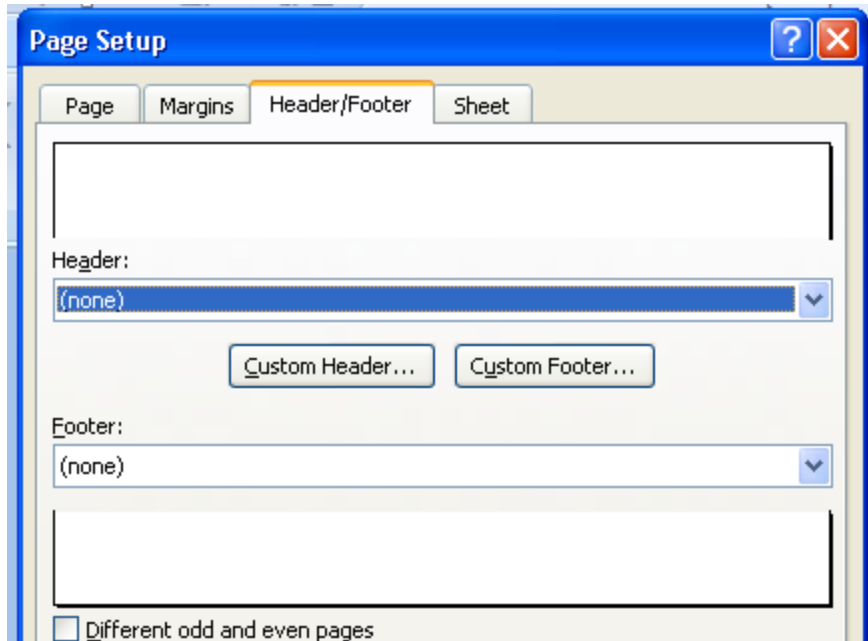


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Class Notes:



Page Number

Number of Pages



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Class Notes:

Excel Functions

Functions ()

arguments
=keyword(_____, _____, _____)
range references or arguments

=SUM(*argument*)

=AVERAGE(*argument*)

=MAX(*argument*)

=MIN(*argument*)

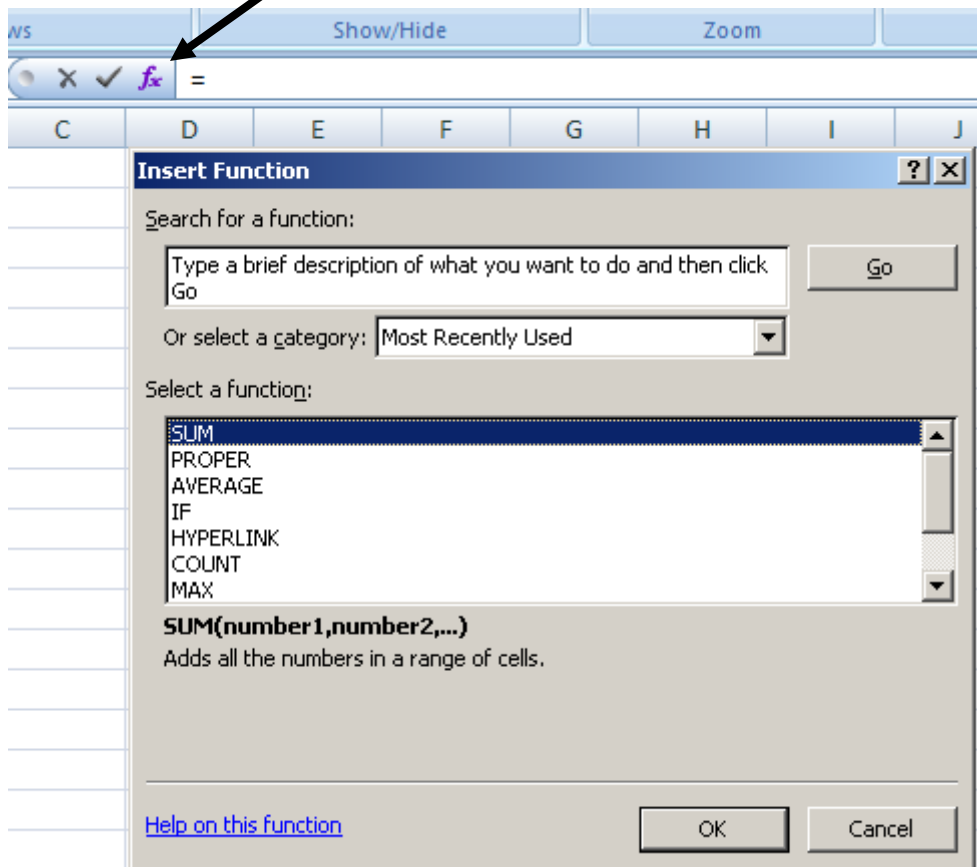
=TODAY()

=DATE(mm/dd/yy)

=COUNT(*argument*)

=NOW()

Function wizard **fx**





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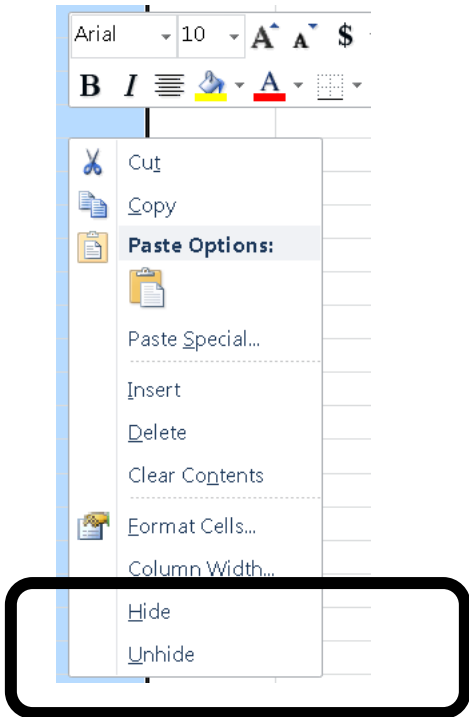
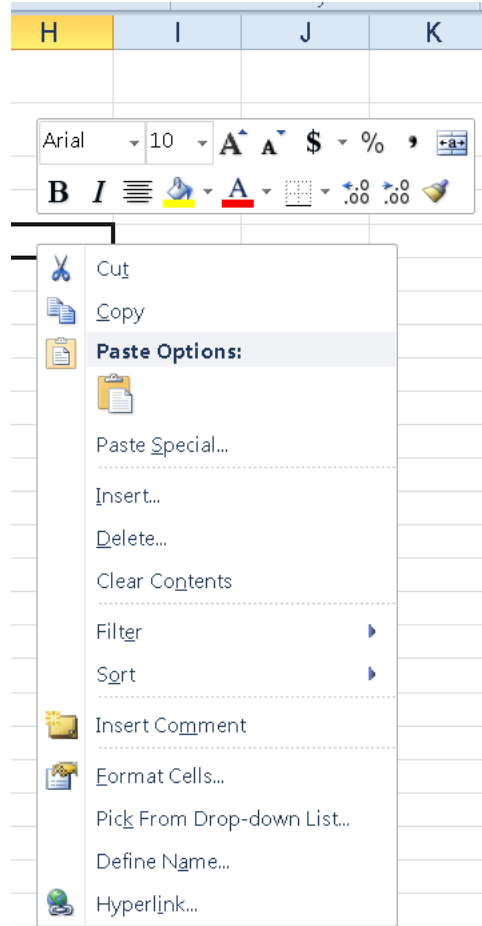
Class Notes:

Edit

- Clear
- Format
- All

Hide | Unhide Rows & Cells

R M C





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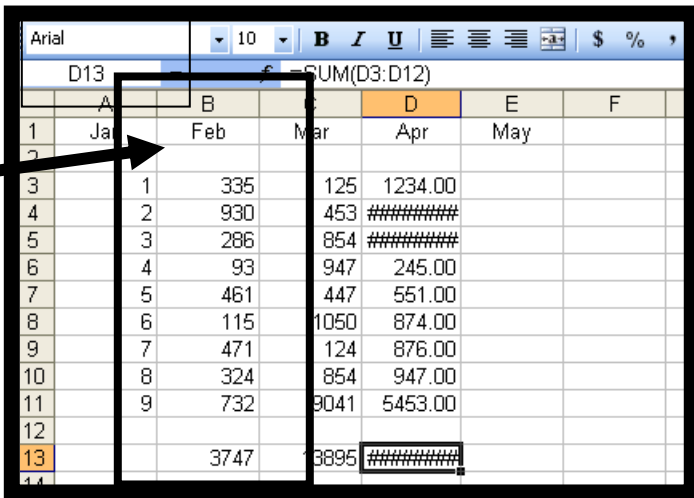
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Class Notes:

Look at the sheet

Column B
(February)



	A	B	C	D	E	F
1	Jan	Feb	Mar	Apr	May	
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	8895	#####	

To see the formulas in the cells

Press **Ctrl + `** (the key with the tilde ~) 



Now you can see the formulas in the cells

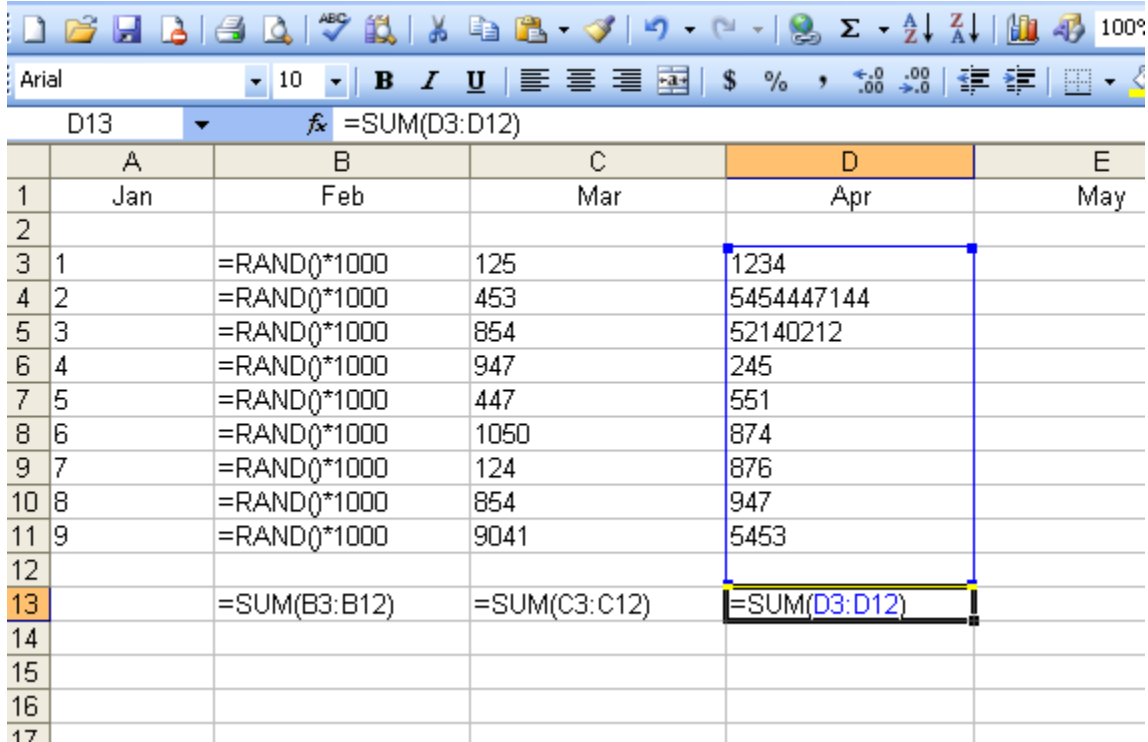


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Class Notes:



	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

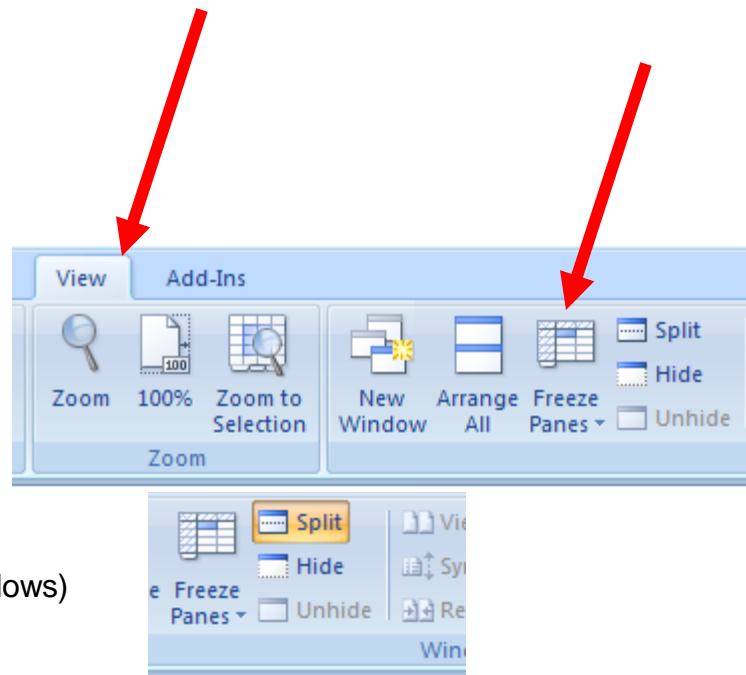
Formatting values

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

VIEW

Split | Hide
Freeze Panes

(Windows)





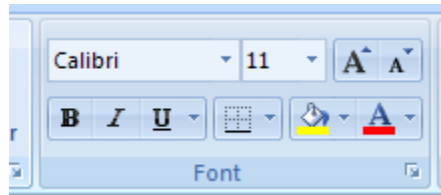
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Class Notes:

Fonts
Fonts / Point size



Save
Save As

Printing

Special Print formats

Special Keys

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

ALT key

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									



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Class Notes:

Pick a Drop-Down list

ALT +



Down arrow

OR

R M C

0	129	DOLLAR FURNITURE	58890
1	130	ACE RENTAL	60209
2			
3		\$ 5 DOLLAR FURNITURE	
4		72 LUMBER	
5		752 RENTAL	
6		82 LUMBER	
7		ACE FURNITURE	
8		ACE RENTAL	
9		AVIS RENTAL	
0		AVIS RENTAL SERVICE	
1			
2			





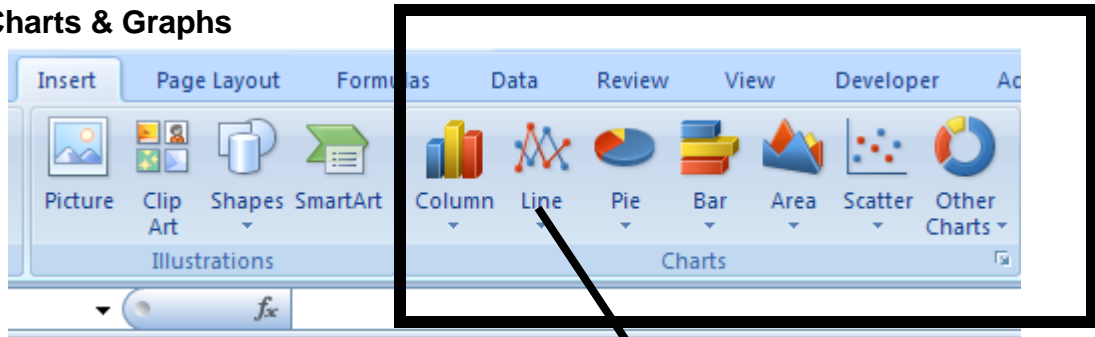
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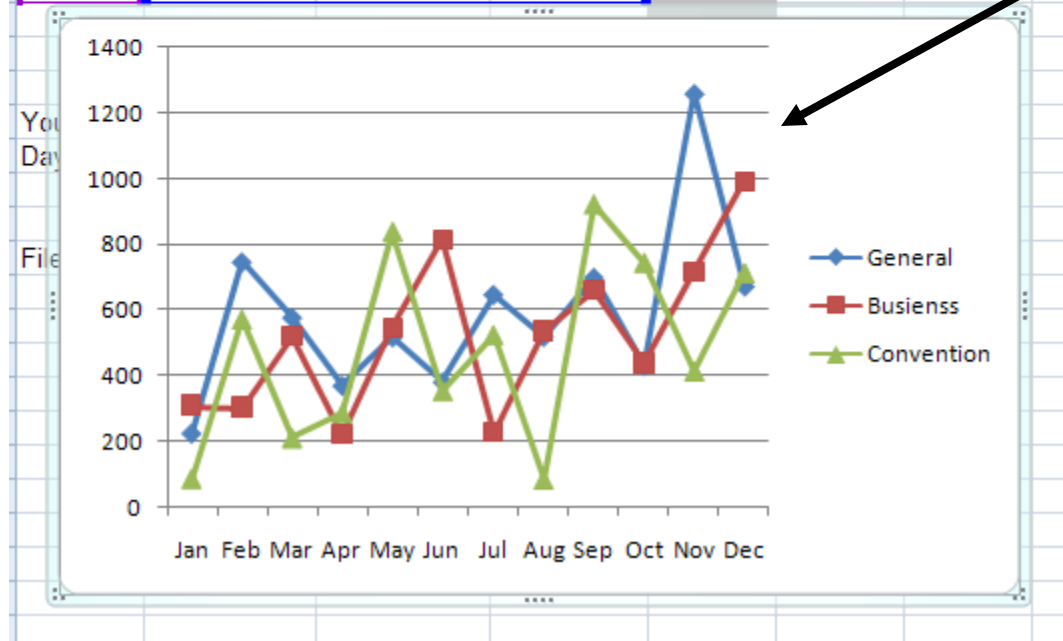
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Class Notes:

Insert - Charts & Graphs



Month	General	Busienss	Convention	Total
Jan	225	309	88	
Feb	747	303	571	
Mar	578	521	211	
Apr	370	222	287	
May	519	546	837	
Jun	382	815	354	
Jul	648	228	524	
Aug	520	537	85	
Sep	700	660	921	
Oct	431	439	743	
Nov	1260	717	414	
Dec	673	991	712	



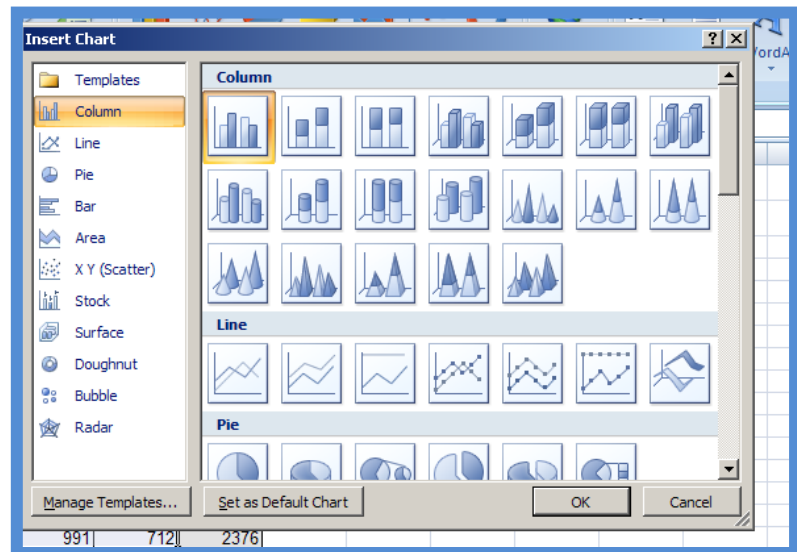
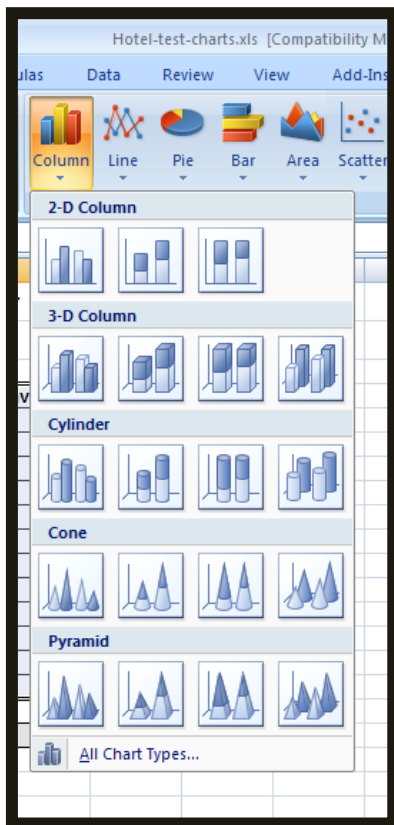
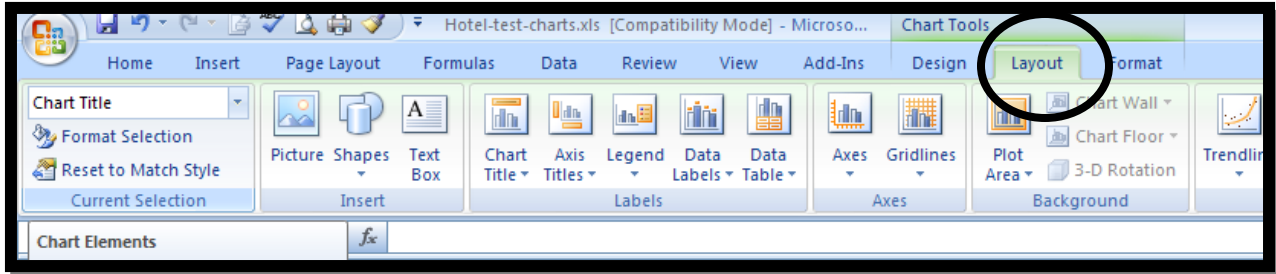


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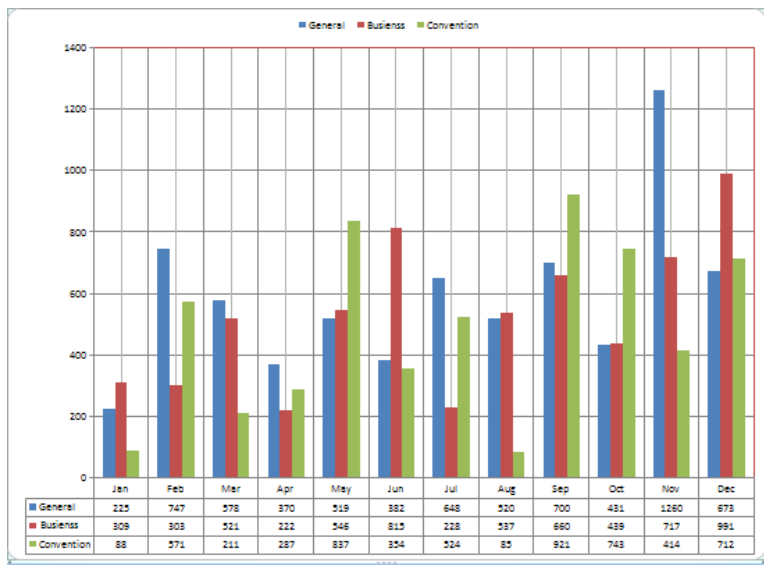
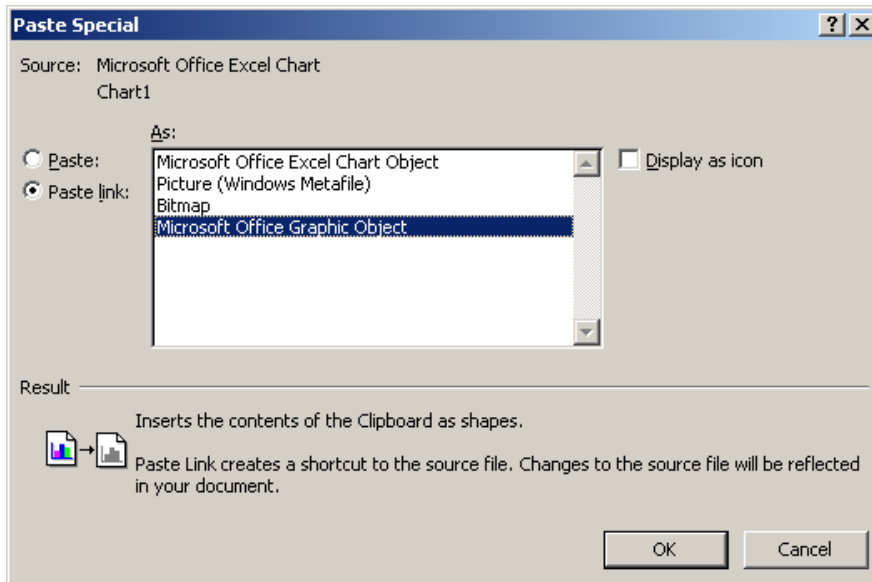
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Class Notes:

Past Special





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Memo to Mr Big.doc
TourSales-TEST.xls



Ctrl + A _____

Ctrl + C _____

Ctrl + V _____

Ctrl + X _____

Ctrl + B _____

Ctrl + I _____

Ctrl + U _____

Ctrl + ` _____

Next Week Final class meeting
Class evaluation

April 4, 2012

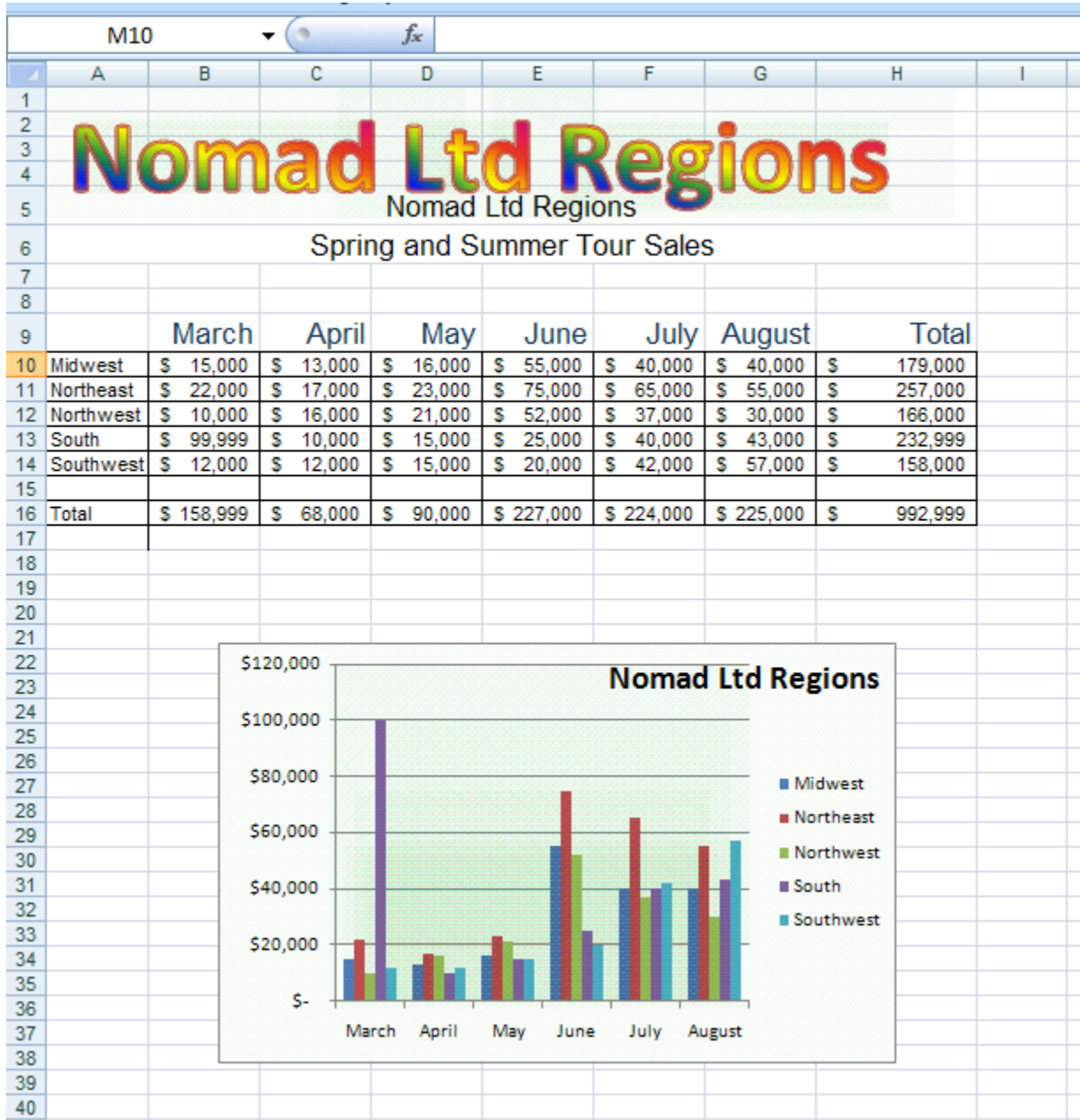


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