



Continuing Education -- EXCEL ver 07

Session No # 4
File: CE-Excel-4-End.doc

Date: May 18, 2011
Tom Gerfen, CSIS Professor

Class Notes:

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

EXCEL

Review:

Formatting

Move / Copy / Past

Insert / Delete

Help Key

Charts & Graphs

Pre-made worksheets

Mail Merge (Labels) Excel into Word

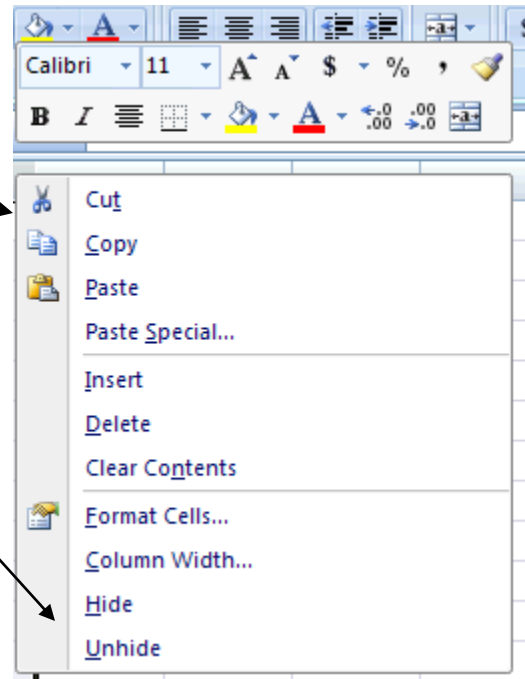
Review

Class Evaluation

Future Classes -- Summer

Access	May 25 – June 1, 8, 15
Travel Class	June 29
Excel part 2	July 6, 13, 20, 27

R M C
Rows & Columns





Continuing Education -- EXCEL ver 07

Session No # 4
 File: CE-Excel-4-End.doc

Date: May 18, 2011
 Tom Gerfen, CSIS Professor

Class Notes:

Formatting

Date

Formats & Math

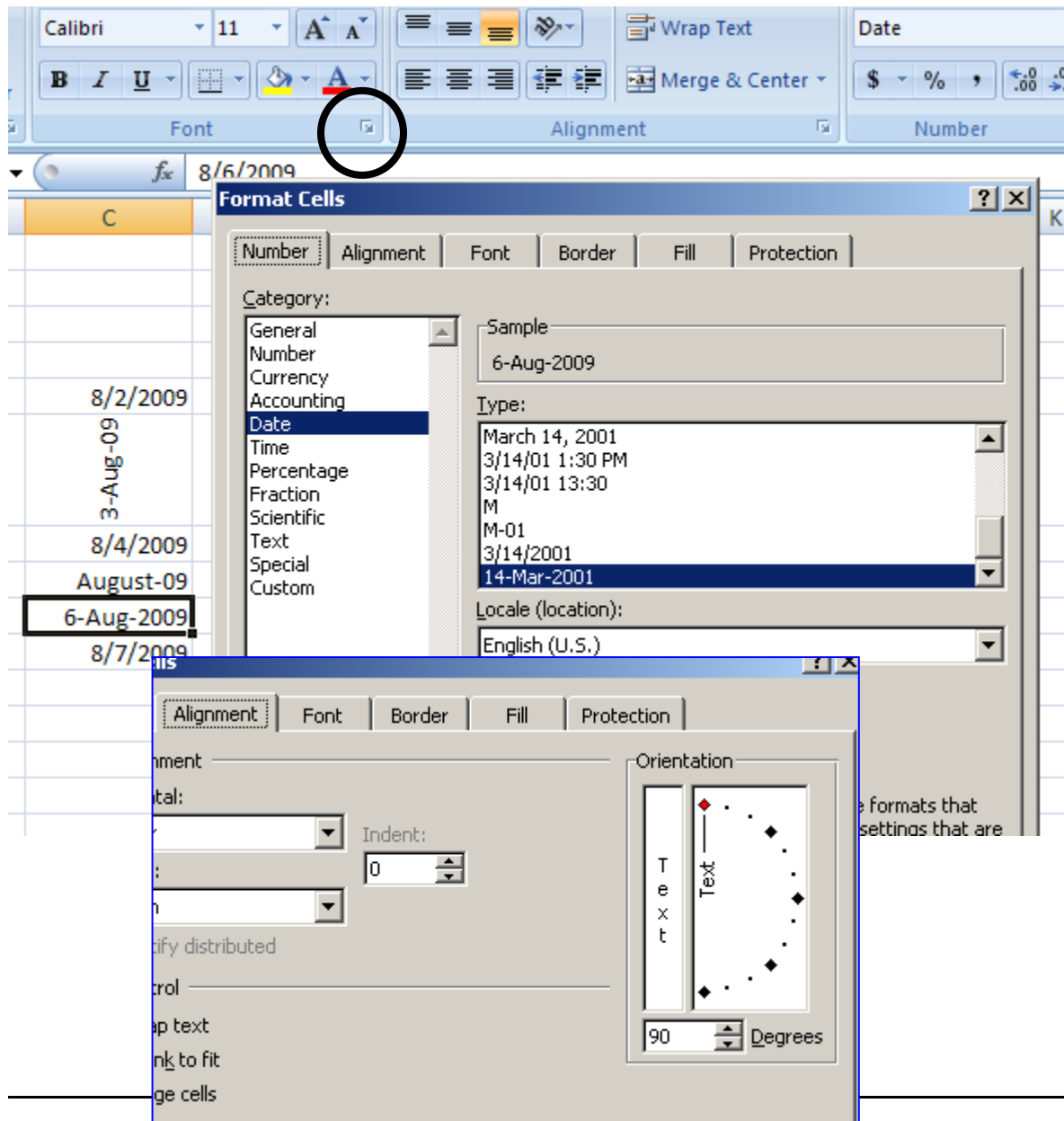
Formatting

\$

, .

Cells Format / Orientations

Cells Font Style and adding borders



The screenshot shows the Microsoft Excel 2007 interface. The ribbon is visible with the 'Font' tab selected. A red circle highlights the 'Format Cells' button in the ribbon. Below the ribbon, a spreadsheet is shown with dates in column C: 8/2/2009, 3-Aug-09, 8/4/2009, August-09, 6-Aug-2009 (highlighted with a black box), and 8/7/2009. Two dialog boxes are open: the 'Format Cells' dialog box is in the foreground, showing the 'Date' category selected in the 'Category' list, and the 'Alignment' dialog box is in the foreground, showing the 'Orientation' section with a diagram of text rotation and a '90 Degrees' setting.



Continuing Education -- EXCEL ver 07

Session No # 4
File: CE-Excel-4-End.doc

Date: May 18, 2011
Tom Gerfen, CSIS Professor

Class Notes:

Edit

O L E

Object Linking Embedding

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

Copy

CTRL + C

Cut

CTRL + X

Past

CTRL + V

Copy / Past from Excel to Word

Charts & Graphs

Past Special



Graphs & Charts

To WORD

Copy -- Past / Past 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

Excel Functions

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



Continuing Education -- EXCEL ver 07

Session No # 4
File: CE-Excel-4-End.doc

Date: May 18, 2011
Tom Gerfen, CSIS Professor

Class Notes:

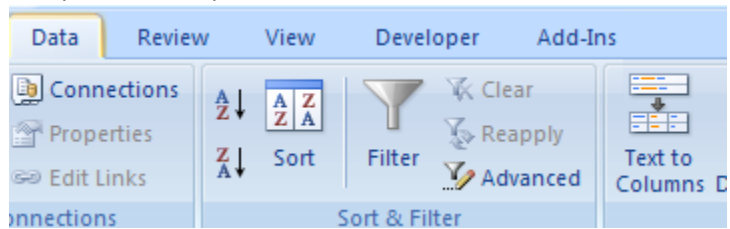
Excel

Name Spreadsheet
Row 1
Text to Column

Column Titles (Field Name)

Tab Name

Mail Merge in Word



Cell Ranges

Use of the **:** in ranges

B2 : E6

Naming cell ranges

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

Enter formula

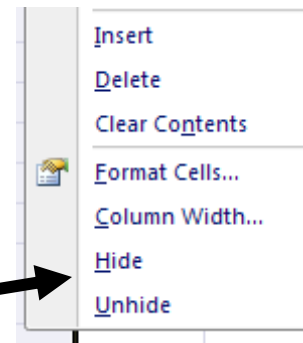
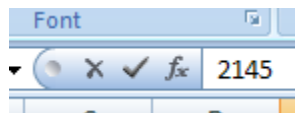
Enter or use the ✓ box

Must start with an **= equal sign**

Special shortcut with sum is the Σ icon

Edit

Clear
Format
All



Hide | Unhide Rows & Cells

Right Mouse Click



Continuing Education -- EXCEL ver 07

Session No # 4
File: CE-Excel-4-End.doc

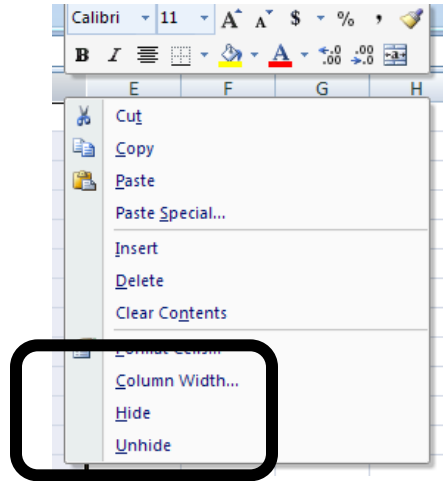
Date: May 18, 2011
Tom Gerfen, CSIS Professor

Class Notes:

R M C

Right Mouse Click

Hide | Unhide Rows & Cells

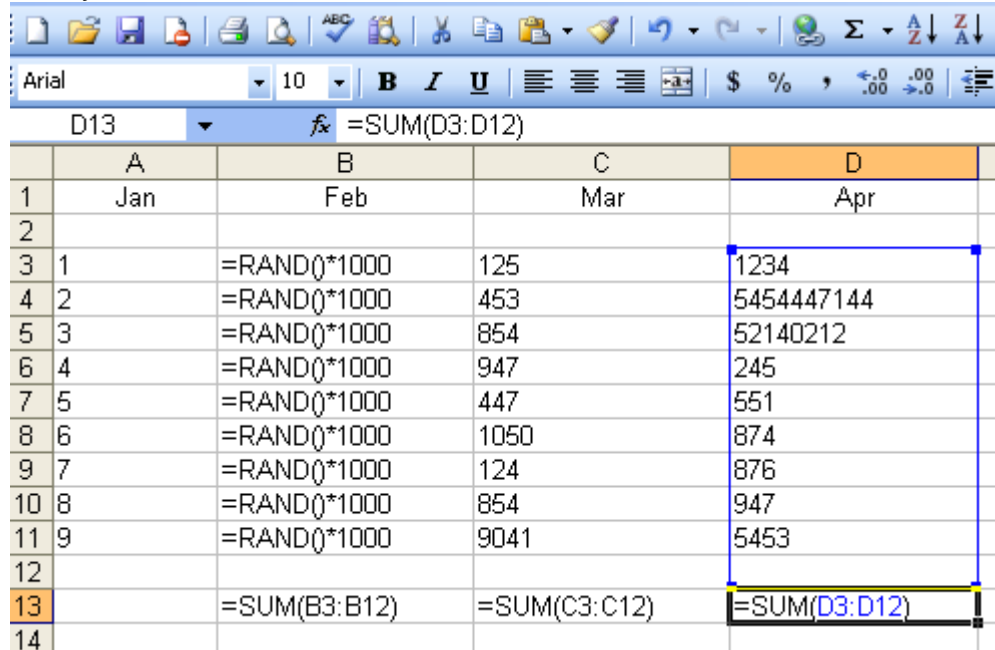


To see the formulas in the cells Press **Ctrl +** (the key with the tilde ~)



Now you can see the formulas in

the cells



	A	B	C	D
1	Jan	Feb	Mar	Apr
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				



Continuing Education -- EXCEL ver 07

Session No # 4
File: CE-Excel-4-End.doc

Date: May 18, 2011
Tom Gerfen, CSIS Professor

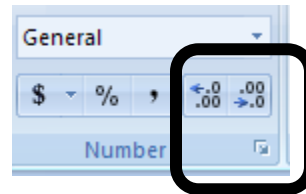
Class Notes:

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 Ribbon (tab)

Split | Hide
Freeze Panes

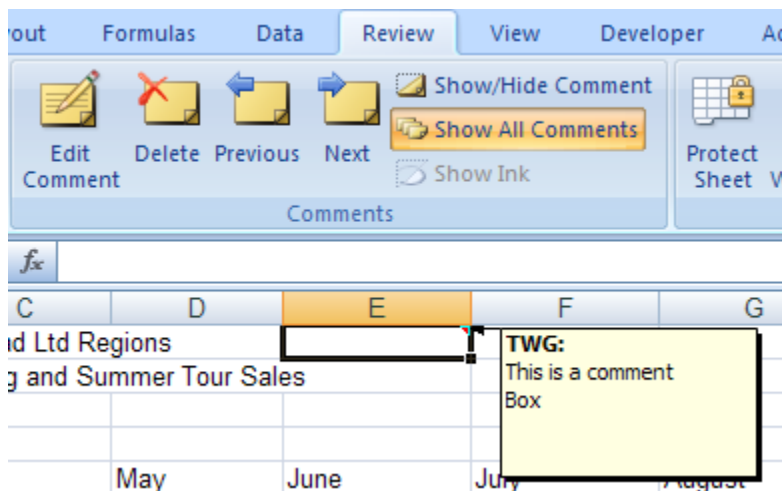
(Windows)

Fonts
Fonts / Point size

Auto Format

To add a Comment into a cell

Show & Hide comment





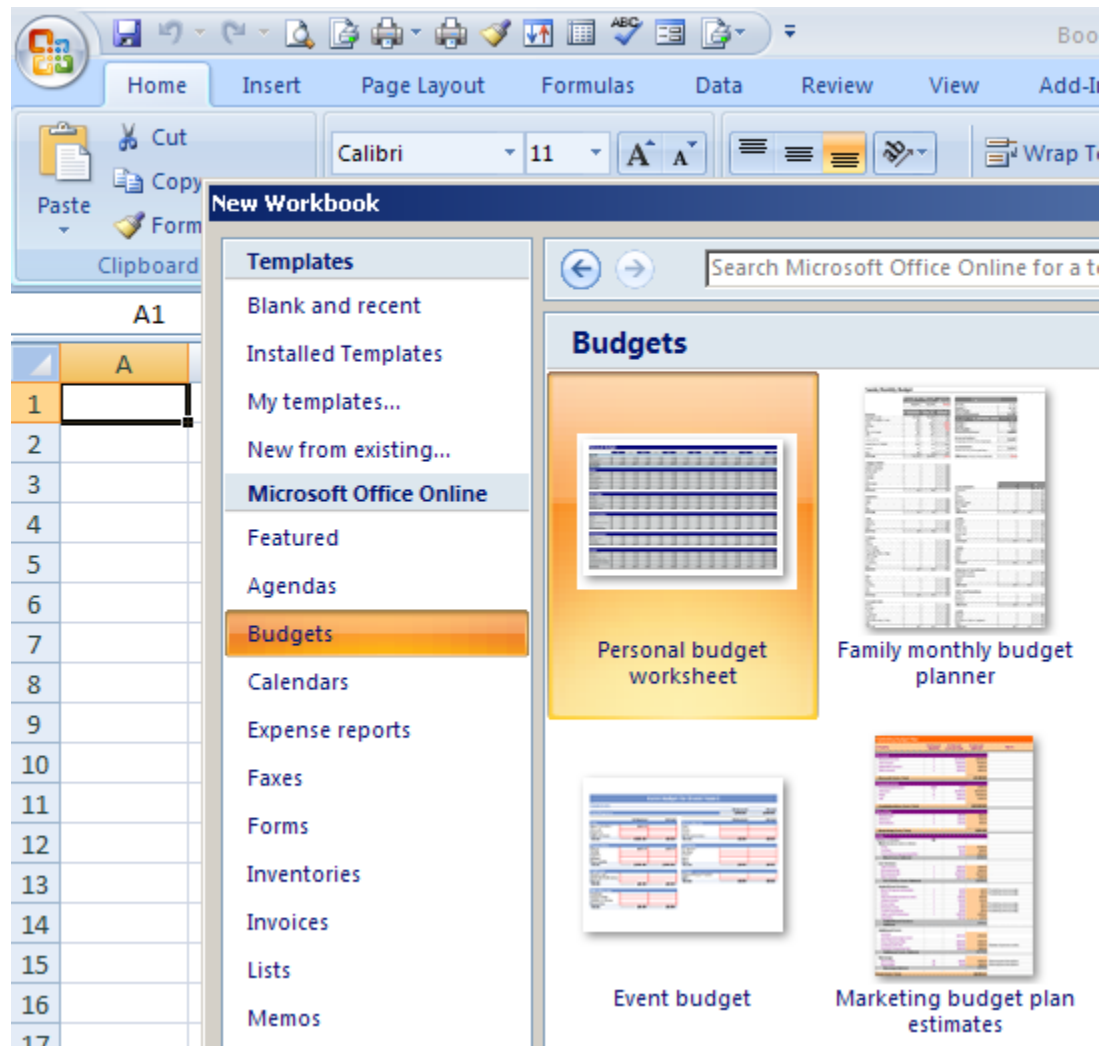
Continuing Education -- EXCEL ver 07

Session No # 4
File: CE-Excel-4-End.doc

Date: May 18, 2011
Tom Gerfen, CSIS Professor

Class Notes:

New Workbook templates from on-line





Continuing Education -- EXCEL ver 07

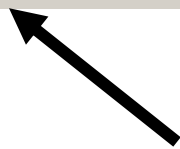
Session No # 4
File: CE-Excel-4-End.doc

Date: May 18, 2011
Tom Gerfen, CSIS Professor

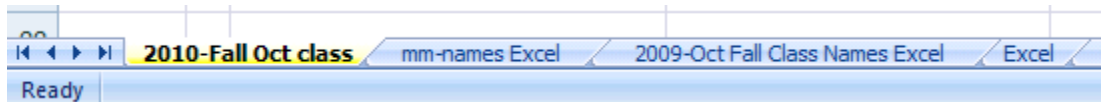
Class Notes:

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									



Sheet Names





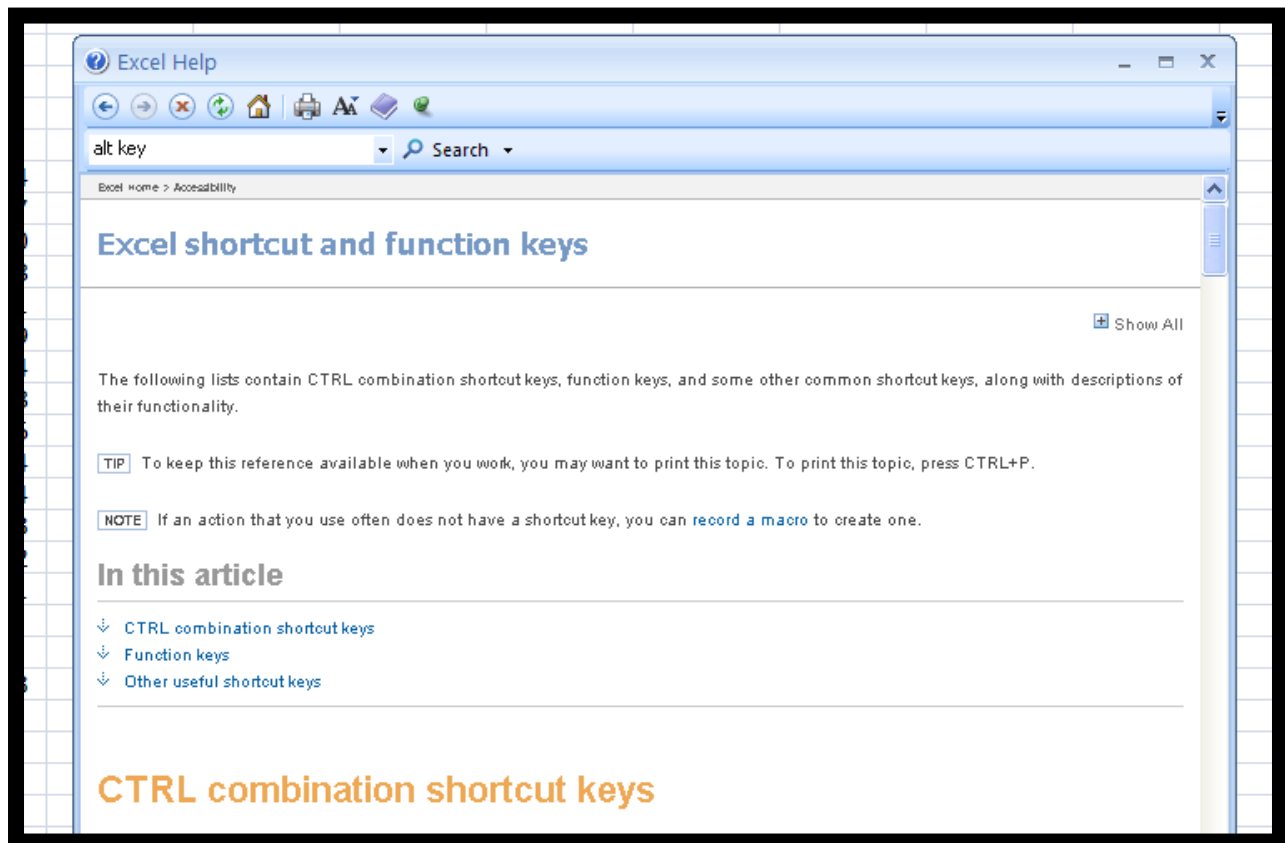
Continuing Education -- EXCEL ver 07

Session No # 4
File: CE-Excel-4-End.doc

Date: May 18, 2011
Tom Gerfen, CSIS Professor

Class Notes:

Help Key





Continuing Education -- EXCEL ver 07

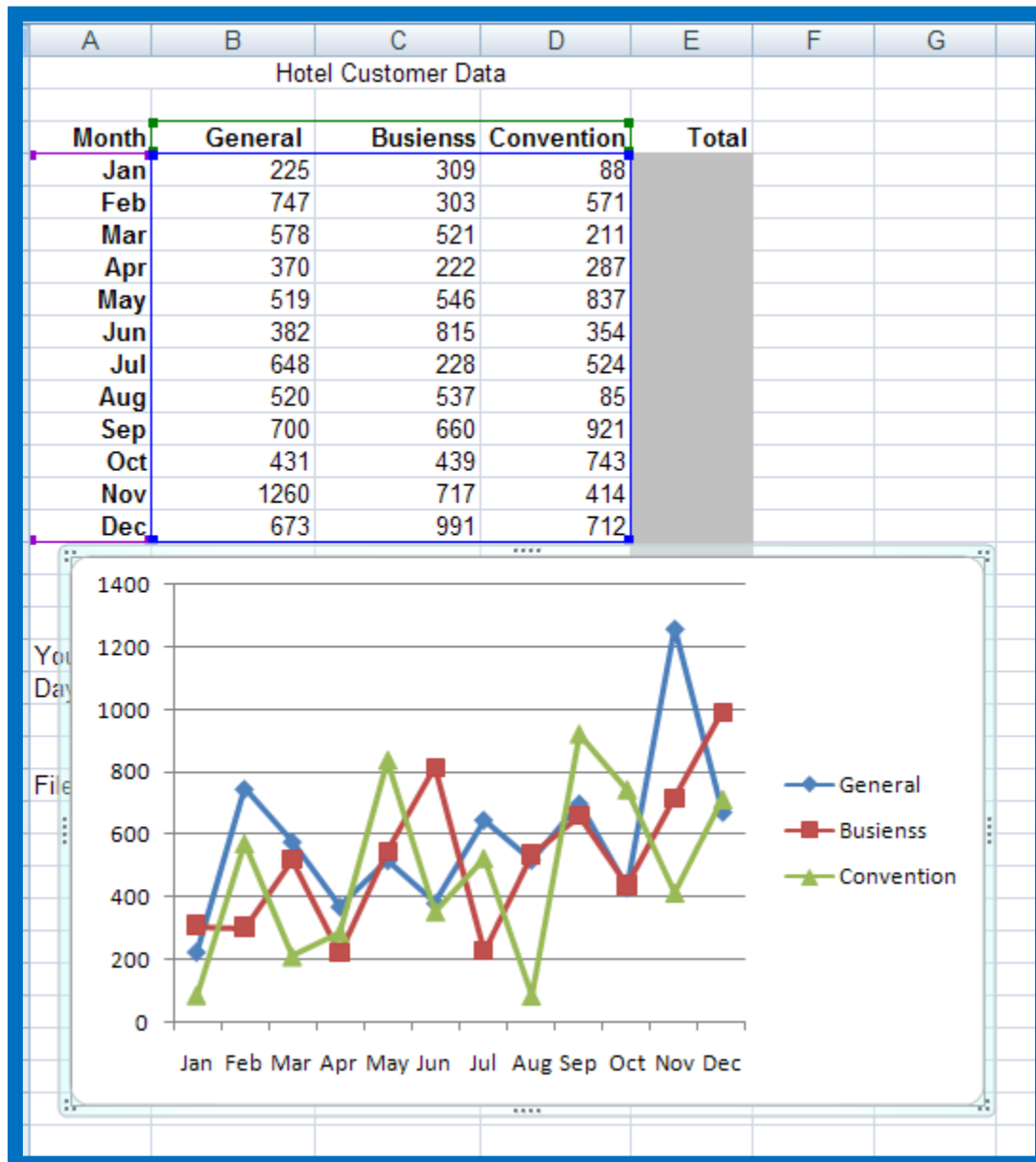
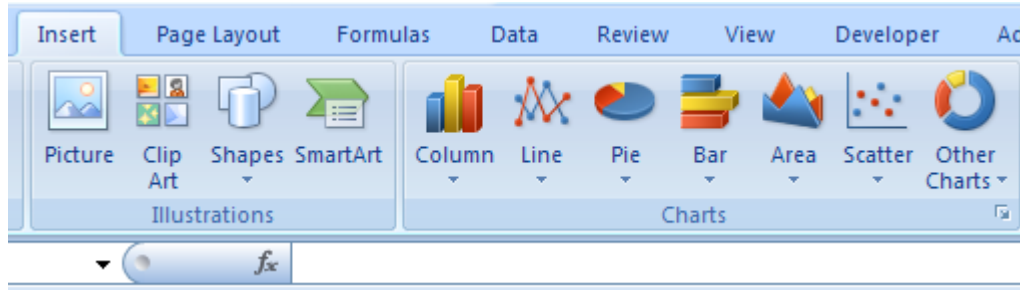
Session No # 4
File: CE-Excel-4-End.doc

Date: May 18, 2011
Tom Gerfen, CSIS Professor

Class Notes:

Insert - Charts & Graphs

F11



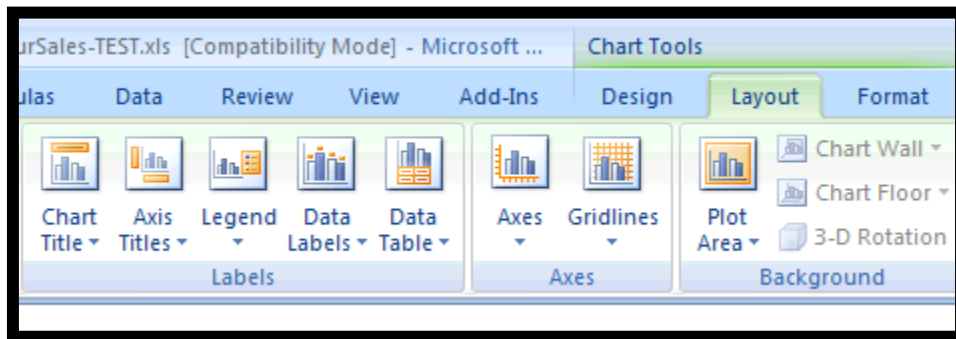
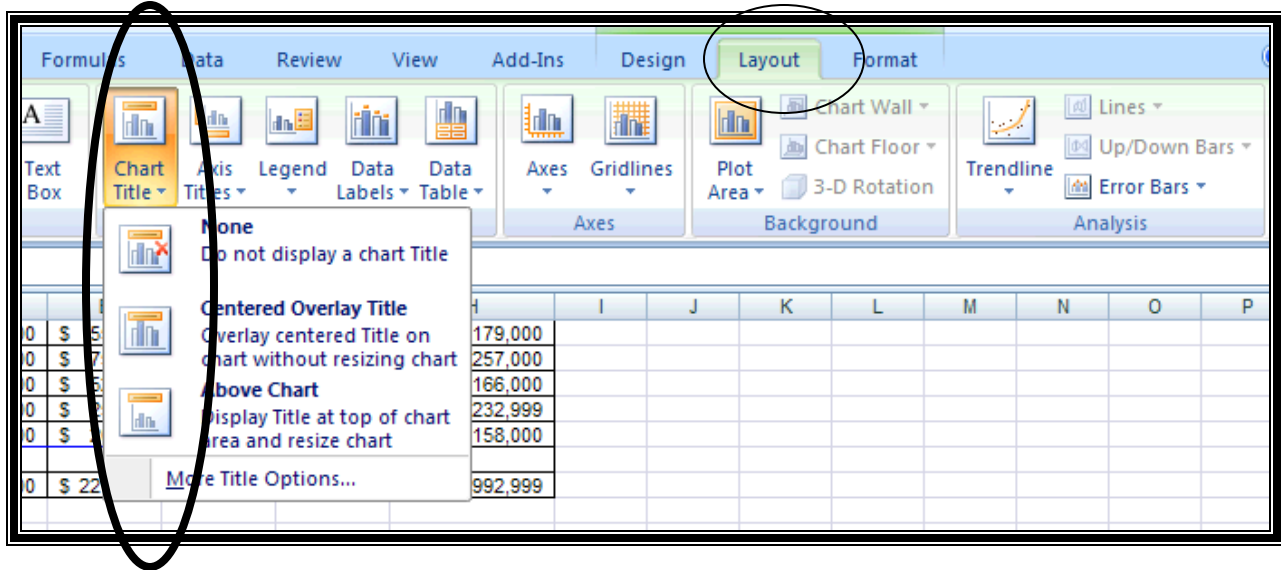


Continuing Education -- EXCEL ver 07

Session No # 4
File: CE-Excel-4-End.doc

Date: May 18, 2011
Tom Gerfen, CSIS Professor

Class Notes:





Continuing Education -- EXCEL ver 07

Session No # 4
File: CE-Excel-4-End.doc

Date: May 18, 2011
Tom Gerfen, CSIS Professor

Class Notes:

Sales100.xls

The screenshot shows an Excel spreadsheet with a table of sales data. The table has columns: Order, Customer Name, Number, Territory, Date, Order Number, and Amount. The data is filtered to show only records from 2010. A 'Filter' task pane is visible on the right, and a 'Number Filters' dialog box is open over the 'Number' column, showing a list of values to filter by.

Order	Customer Name	Number	Territory	Date	Order Number	Amount
1	HANDY MAN	54321	51	8/2/2008	12488	\$50.00
2	SUPPLIES FURNITURE	58890	52	8/27/2008	11124	\$293.24
3	FOOTHILL FURNITURE	58890	42	9/21/2008	02029	\$0.12
4	CITRUS USED FIRNITUR	58890	52	10/16/2008	66412	\$500.00
5	DOLLAR FURNITURE	58890	52	11/10/2008	98798	\$212.00
6	CITY HARDWARE	44469	16	12/5/2008	11242	\$11.00



Continuing Education -- EXCEL ver 07

Session No # 4
File: CE-Excel-4-End.doc

Date: May 18, 2011
Tom Gerfen, CSIS Professor

Class Notes:

**Download files: On Drive K: CIS
IF sample.xls**

IF Function

Item	Cost Price Paid	Sold by	Qty On Hand	Min to Reorder	Reorder	Sales Price
Nuts and Bolts Hardware Store						
					Mark UP-->	
Hammers	\$ 10.00	each	53	50		
Flat-head screwdriver	\$ 4.25	each	75	85		
Phillips-head screwdriver	\$ 3.92	each	62	55		
1" nails	\$ 1.00	box	35	45		
Metal snips	\$ 8.30	each	25	45		
Carpet tacks	\$ 2.25	box	33	20		
1 3/4" screws	\$ 4.75	box	36	30		
Box-end pliers	\$ 4.81	each	17	20		
Needle-nose pliers	\$ 2.10	each	37	40		
12' wooden ladder	\$ 10.65	each	15	10		
12' steel ladder	\$ 16.32	each	13	10		
As of : 7/25/2010						
If Function						
= If (logical test, TRUE, FALSE)						
< > = AND OR NOT						
Absolute reference \$						
A dollar sign before the column letter and /or row number to indicate the absolute or fixed, content of a specific cell						
\$G\$3 \$G3 G\$3						



Continuing Education -- EXCEL ver 07

Session No # 4
File: CE-Excel-4-End.doc

Date: May 18, 2011
Tom Gerfen, CSIS Professor

Class Notes:

An add-on you MUST have ...

Snagit by TechSmith

<http://www.techsmith.com>



The screenshot shows the TechSmith website for Snagit. The top navigation bar includes "Language: English", "Deutsch", "Français", and a search box. Below the navigation bar are links for "Products", "Downloads", "Support", "Community", "Company", and "Purchase". The main content area features the Snagit logo and the text "screen capture software" with a "Free Trial" and "Buy \$49.99" link. The central headline reads "Capture your digital lifestyle" with a sub-headline: "Take a 'snapshot' of anything on your PC screen. Send it, store it, turn it into a detailed graphic, find it later." Below this is an image of the Snagit software interface and a box labeled "Overview Video". At the bottom, there is a navigation bar with links for "What's New", "Product Tour", "Accessories", "Tutorials", "Upgrade", and "Free Trial".



Continuing Education -- EXCEL ver 07

Session No # 4
File: CE-Excel-4-End.doc

Date: May 18, 2011
Tom Gerfen, CSIS Professor

Class Notes:

Questions

Class Evaluation

Comments

Upcoming Classes

Word

Excel

Excel part II

Access

Certificates



Continuing Education -- EXCEL ver 07

Session No # 4
File: CE-Excel-4-End.doc

Date: May 18, 2011
Tom Gerfen, CSIS Professor

Class Notes: