

Continuing Education -- EXCEL ver 2007 EXTRA



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

Date: November 4, 2009
Tom Gerfen, CSIS Professor

Class Notes:

Class WEB Address (URL) <http://citruscollege.edu/>

Down Load the following files:

- TourSales.xls
- SchBudget.xls
- DateFunction II.xls

TourSales.xls



| | March | April | May | June | July | August | Total |
|--------------|-------|-------|-------|-------|-------|--------|-------|
| Midwest | 15000 | 13000 | 16000 | 55000 | 40000 | 40000 | |
| Northeast | 22000 | 17000 | 23000 | 75000 | 65000 | 55000 | |
| Northwest | 10000 | 16000 | 21000 | 52000 | 37000 | 30000 | |
| South | 8000 | 10000 | 15000 | 25000 | 40000 | 43000 | |
| Southwest | 12000 | 12000 | 15000 | 20000 | 42000 | 57000 | |
| Total | | | | | | | |

Lines

Word Art

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Ribbon: Insert:



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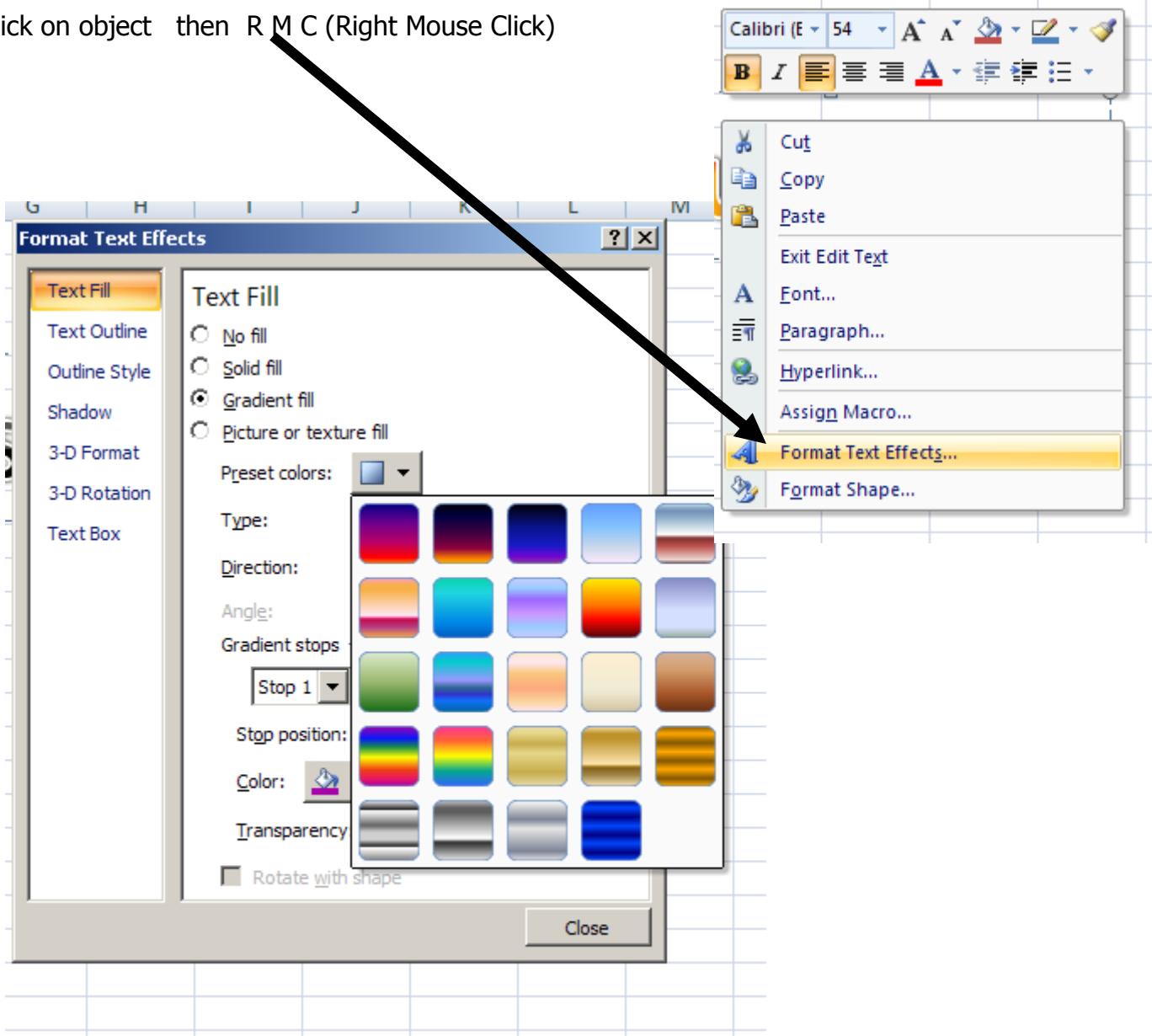


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Click on object then R M C (Right Mouse Click)



The screenshot displays the Excel 2007 interface. The 'Format Text Effects' task pane is open on the left, showing options for Text Fill, Text Outline, Outline Style, Shadow, 3-D Format, 3-D Rotation, and Text Box. The 'Text Fill' section is selected, with 'Gradient fill' chosen. A color palette is visible, showing various gradient options. On the right, a context menu is open, listing actions such as Cut, Copy, Paste, Exit Edit Text, Font..., Paragraph..., Hyperlink..., Assign Macro..., Format Text Effects..., and Format Shape... The 'Format Text Effects...' option is highlighted, and a black arrow points from the text 'Click on object then R M C (Right Mouse Click)' to this option.

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Class Notes:

Random Numbers

=RAND() a number between 0 and 1

| | A | B | C |
|----|-----------------|----|--------------------|
| 1 | =RAND() | | 0.0954883787641139 |
| 2 | =RAND() | | 0.0521319658902168 |
| 3 | =RAND() | | 0.721583163952674 |
| 4 | =INT(RAND()*11) | 10 | |
| 5 | =INT(RAND()*11) | 9 | |
| 6 | =INT(RAND()*11) | 2 | |
| 7 | =INT(RAND()*11) | 0 | |
| 8 | =INT(RAND()*11) | 3 | |
| 9 | =INT(RAND()*11) | 4 | |
| 10 | =INT(RAND()*11) | 3 | |
| 11 | =INT(RAND()*11) | 2 | |
| 12 | =INT(RAND()*11) | 6 | |
| 13 | =INT(RAND()*11) | 5 | |
| 14 | =INT(RAND()*11) | 8 | |

=INT() the integer value

| | | | |
|----|-----------|---|--|
| 17 | | | |
| 18 | =int | | |
| 19 | INT | Rounds a number down to the nearest integer | |
| 20 | INTERCEPT | | |

Function key F9  will recalculate

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Class Notes:

Date Function II.xls

| | A | B | C | D | E | F | G | H |
|----|------------------------------|---|---|-------|-----|------|---------------|---|
| 1 | Date Function (.....) | | | | | | | |
| 2 | | | | Month | Day | Year | | |
| 3 | | | | | | | Date of birth | |
| 4 | Today is: | | | | | | | |
| 5 | | | | | | | | |
| 6 | My Birthday: | | | | | | | |
| 7 | | | | | | | | |
| 8 | Year: | | | | | | | |
| 9 | Month: | | | | | | | |
| 10 | Day: | | | | | | | |
| 11 | Day of the Week: | | | | | | | |
| 12 | | | | | | | | |
| 13 | | | | | | | | |
| 14 | Days old: | | | | | | | |
| 15 | | | | | | | | |
| 16 | Years old: | | | | | | | |
| 17 | | | | | | | | |
| 18 | | | | | | | | |
| 19 | | =TODAY() | | | | | | |
| 20 | | =DATE(YYYY,MM,DD) | | | | | | |
| 21 | | =YEAR(year datecell) | | | | | | |
| 22 | | =MONTH(month datecell) | | | | | | |
| 23 | | =DAY(day datecell) | | | | | | |
| 24 | | =WEEKDAY(datecell) | | | | | | |
| 25 | | 1 = Sunday 2 = Monday 3 = Tuesday 4 = Wednesday | | | | | | |
| 26 | | 5 = Thursday 6 = Friday 7 = Saturday | | | | | | |
| 27 | | | | | | | | |

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WEB address

http://news.office-watch.com/



The screenshot shows a web browser window displaying the news.office-watch.com website. The browser's address bar shows the URL. The website has a dark red header with the text "Microsoft Word • Microsoft Office • Microsoft Outlook" and "OFFICE Watch" in large white letters. Below the header, it says "Your independent source of Microsoft Office news, tips and advice since 1996" and "Microsoft Excel • Microsoft Office • Microsoft Powerpoint".

On the left side, there is a vertical navigation menu with the following items: Office Watch, Office 2010, Office for Mere Mortals, Email, Buying Office, Winks, Office News Wire, Join us!, Mobile | PDA, RSS, Search, and Microsoft Office.

The main content area features a newsletter sign-up section with the heading "Get the Office Watch newsletters!" and the text "since 1996 thousands of people receive the latest independent news and tips from us -- join them today - FREE!". There is a text input field for an email address, a "Subscribe" button, and three checkboxes: "Office Watch" (checked), "Office for Mere Mortals", and "Access Watch". A small disclaimer text is visible below the checkboxes.

Below the sign-up section, there are several news snippets with bold headings and short descriptions:

- Step-Up Your Office**: an Office 2010 feature reveals a possible new Microsoft retail pricing strategy. [click here for more ...](#)
- Office 2010: new relations**: The next Office has new ways to link dates, people and documents [click here for more ...](#)
- Office 2010 – web apps preview**: First look at the web versions of Microsoft Word, Excel and PowerPoint [click here for more ...](#)
- Under the Office 2010 'Office' button**: Major menu changes under the trimmed down Office button [click here for more ...](#)