

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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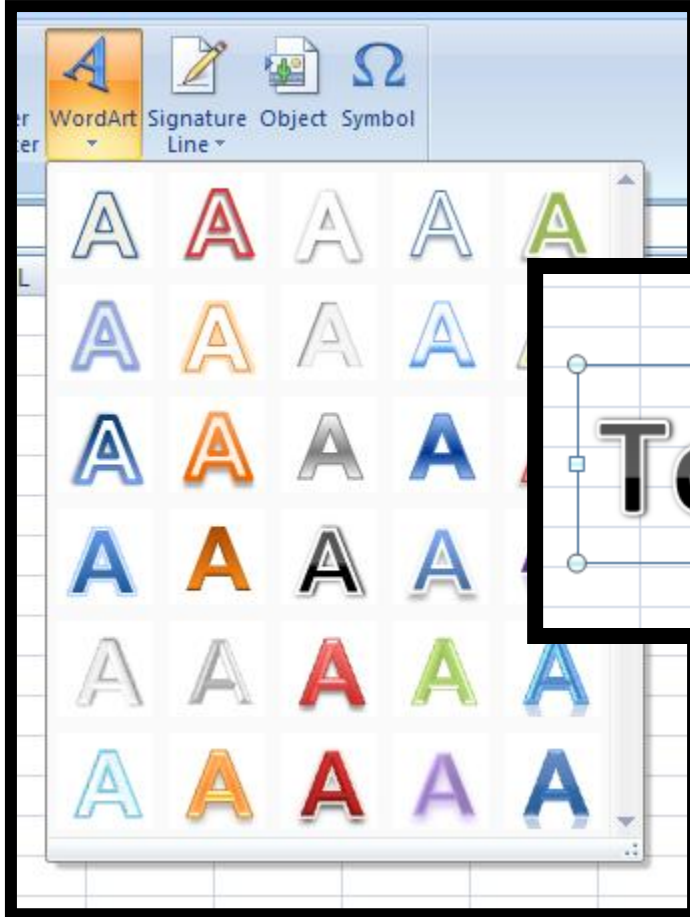


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Ribbon: Insert:



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

The screenshot illustrates the process of accessing text formatting options in Excel 2007. It shows the 'Format Text Effects' task pane on the left, which includes sections for Text Fill, Text Outline, Outline Style, Shadow, 3-D Format, 3-D Rotation, and Text Box. The 'Text Fill' section is currently selected, showing options for No fill, Solid fill, Gradient fill (which is selected), and Picture or texture fill. Below these are options for Preset colors, Type, Direction, Angle, Gradient stops, Stop position, Color, and Transparency. A 'Close' button is at the bottom of the task pane. On the right, a right-click context menu is open, listing options such as Cut, Copy, Paste, Exit Edit Text, Font..., Paragraph..., Hyperlink..., Assign Macro..., Format Text Effects... (highlighted), and Format Shape... An arrow points from the text 'Click on object then R M C (Right Mouse Click)' to the 'Format Text Effects...' option in the context menu.

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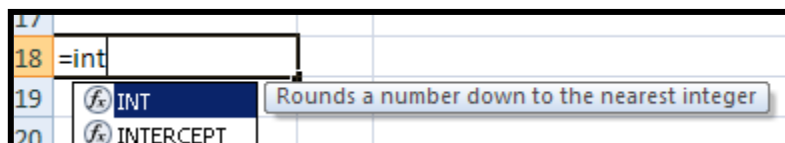
Class Notes:

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



Function key F9  will recalculate

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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 article teasers with bold headings and "click here for more ..." links:

- Step-Up Your Office**
- Office 2010: new relations**
- Office 2010 – web apps preview**
- Under the Office 2010 'Office' button**