



Class Notes:

## EXCEL part II

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

About the Class

**Class meetings July 6, 13, 20, 27, 2011**

Terms and Overview

Computer

Input | Processing | Storage

What is it?

How does it work?

Storage

Folders

Files

Types

Excel types: .xls .xlsx

Names

Operating Systems

Versions

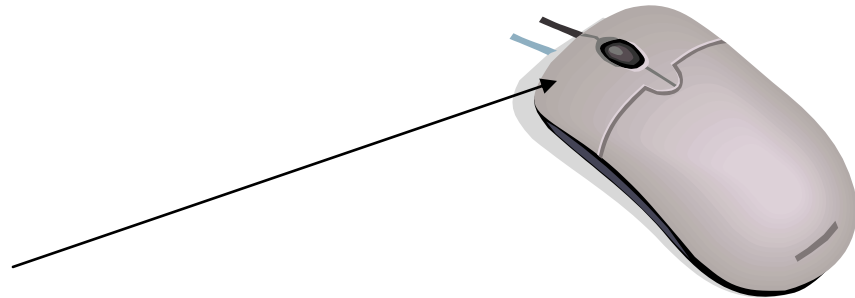
Turn on Computer

Turn off Computer

Login

Passwords

Mouse



Pointers

Point  
Click

LMC

RMC

Double Click

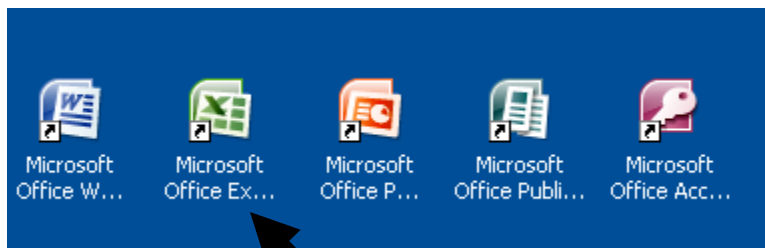
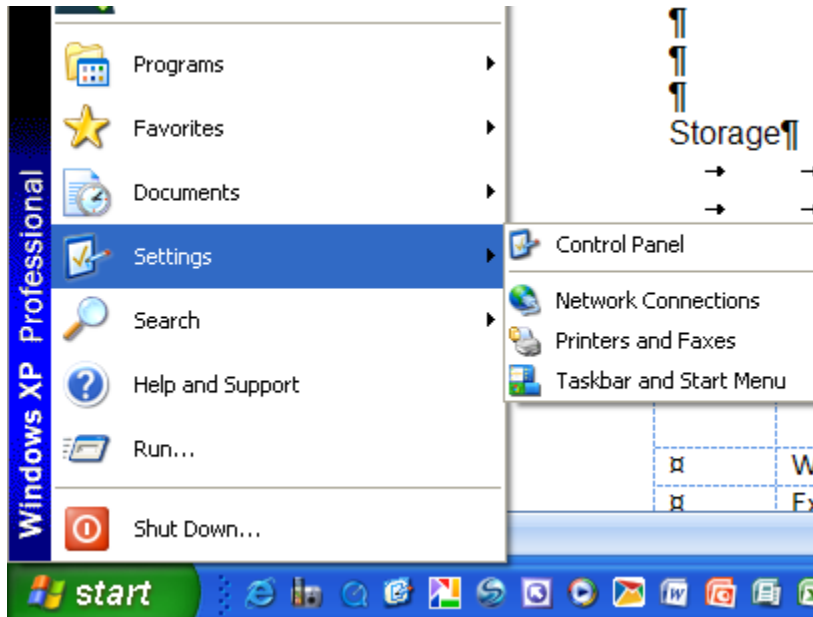
# Continuing Education -- EXCEL part II ver 2007



Session No # 1  
File: Excel-II-1.doc

Date: July6, 2011  
Tom Gerfen, CSIS Professor

Class Notes:



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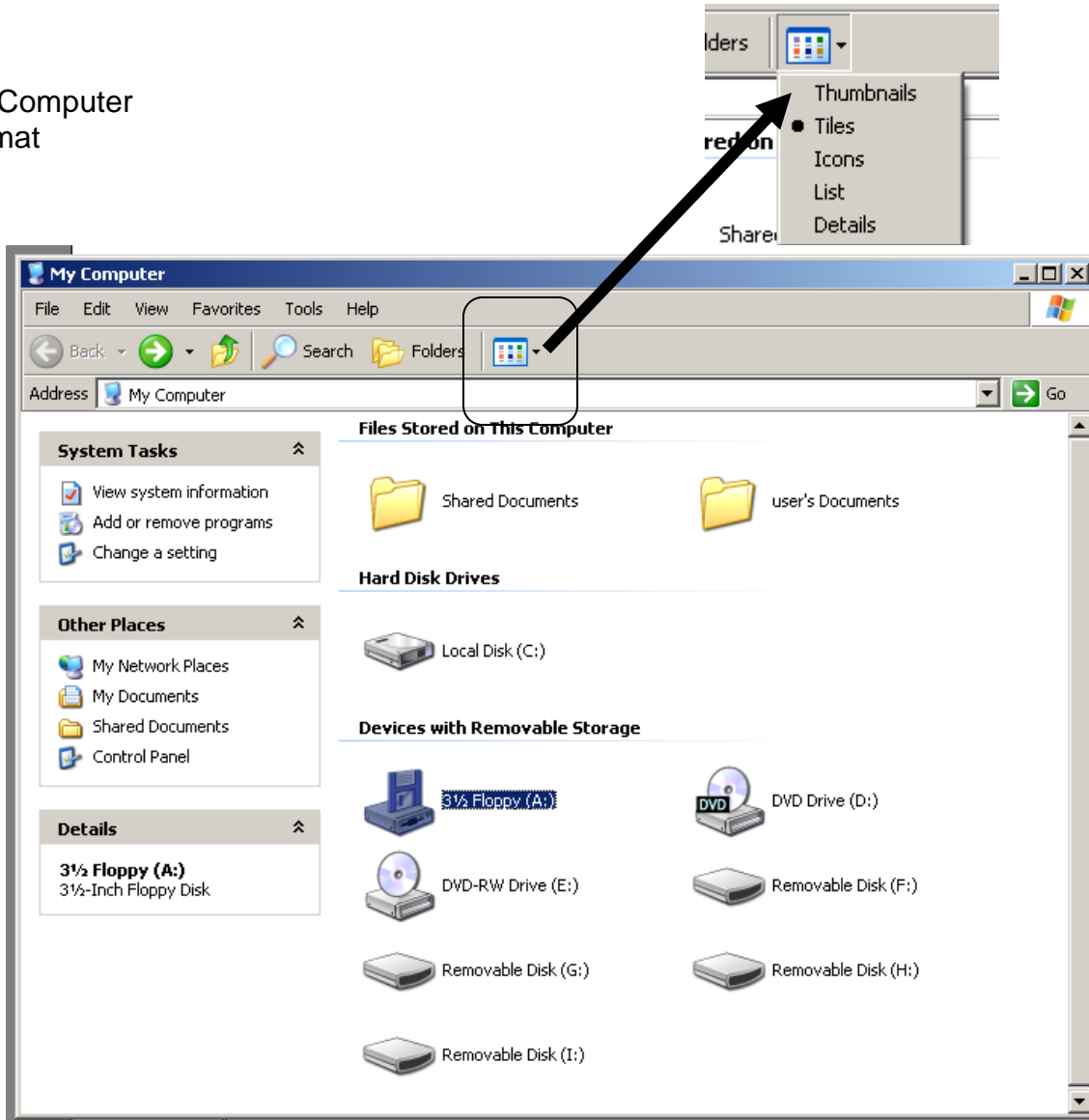


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## Class Notes:

MY Computer  
Format





Class Notes:

# Introduction to EXCEL (Ver 2007)

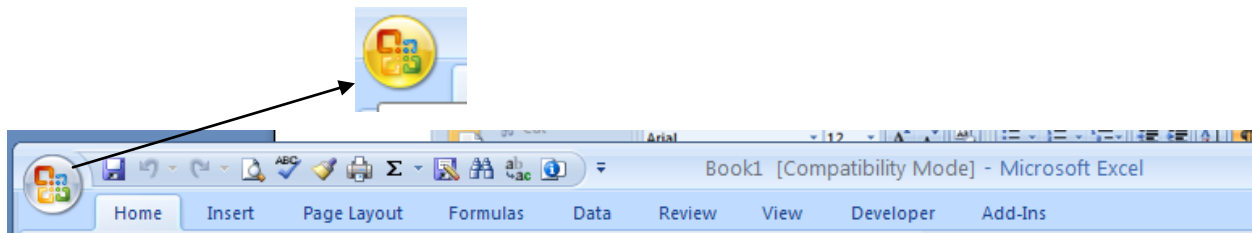
ESC      Tab      Alt      Ctrl      Start 

Shift       Caps Lock      Enter 



**Short Cut Keys**

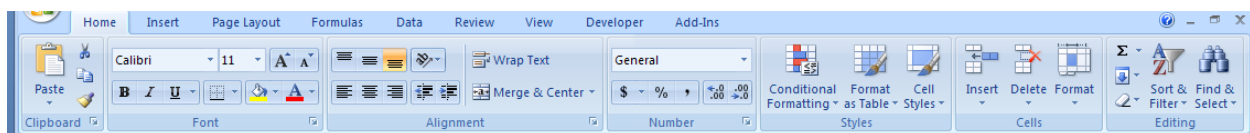
<p><b>Cut</b>    CTRL + X</p> <p><b>Copy</b> CTRL + C</p> <p><b>Past</b>  CTRL + V</p>	<p><b>All</b>    CTRL + A</p>	<p><b>To Tag files</b></p> <p>CTRL + click</p> <p>SHIFT + click</p>
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Office Button

Menus

Menus    Ribbon



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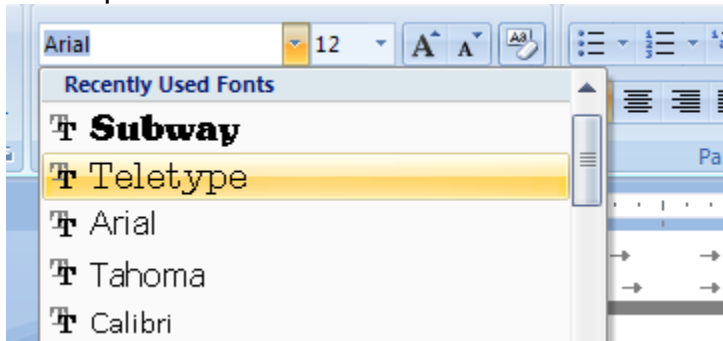


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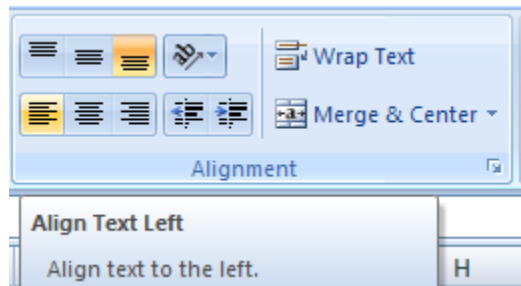
Date: July6, 2011  
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## Class Notes:

### Font Options

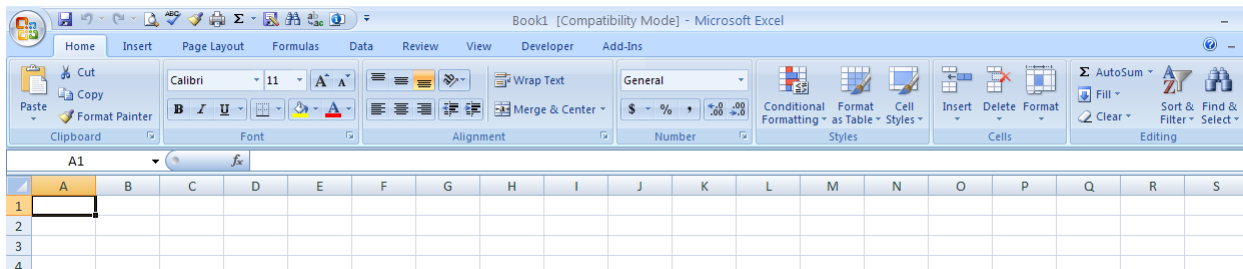


Left  
Center  
Right



# E X C E L

Terms      Book   Worksheet   Icons   Ribbons   What-If



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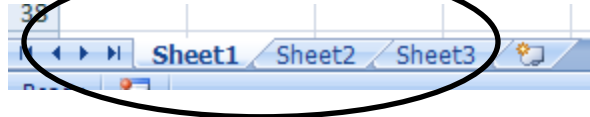
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## Class Notes:

Overview of Excel Screen  
Menu bar / Ribbon  
Toolbars  
Name Box

Worksheet  
Scrolling Bar / Buttons  
Sheet tabs



Open / Close worksheet

General use of the worksheets  
Text / Labels   Numbers   Calculations or formulas  
Formats

## 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

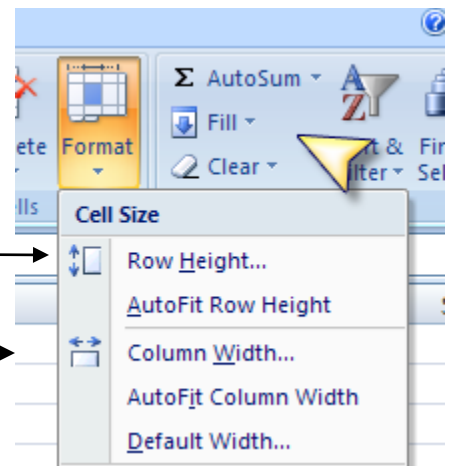


Left

Center

## Changing Column Width & Row Height

## Using Formulas



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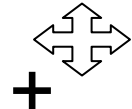
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Class Notes:

## Symbols

Math

( ) + - \* / ^



All formulas start with an = sign

Answer	= formula	cell	= A5 + B5 + B6
--------	-----------	------	----------------

## 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  $\Sigma$  icon

## Formatting

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

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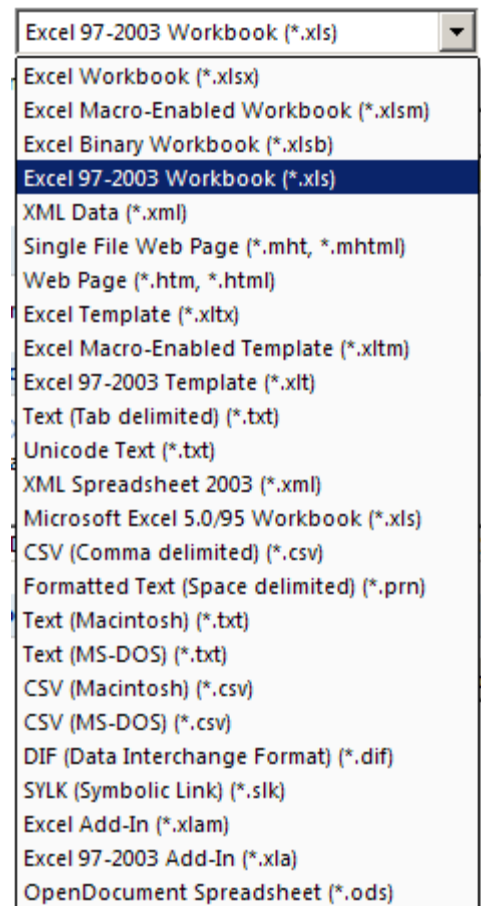
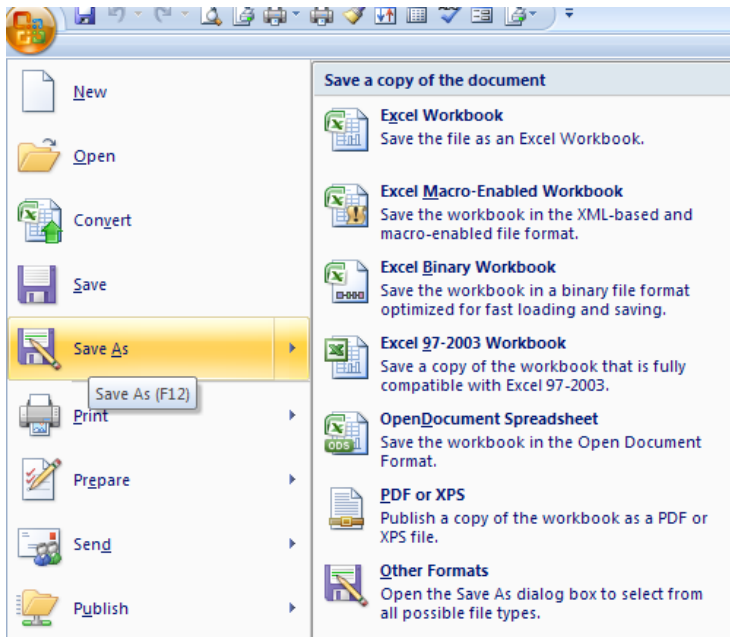
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## Class Notes:

Saving files in Excel:

### File Types





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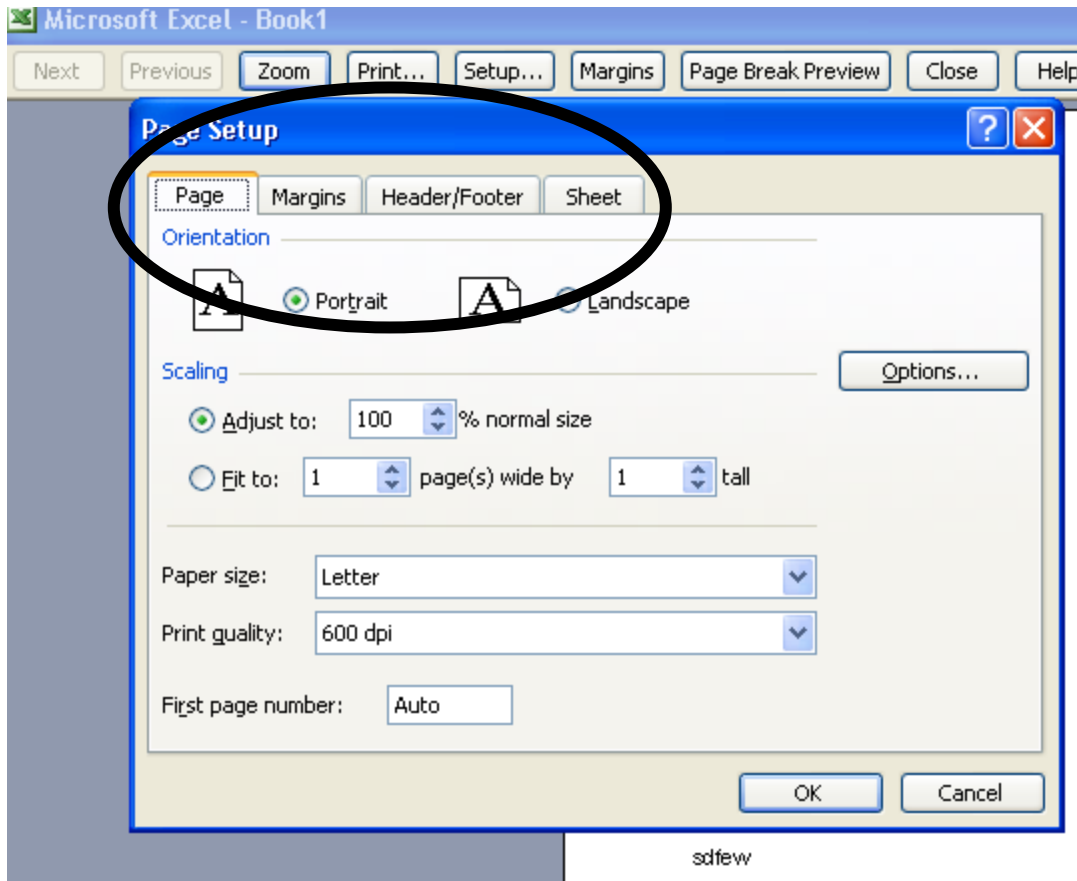
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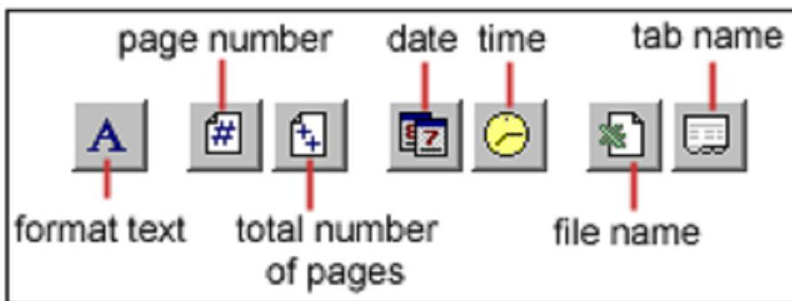
## Class Notes:

Printing Preview

Page **SETUP**

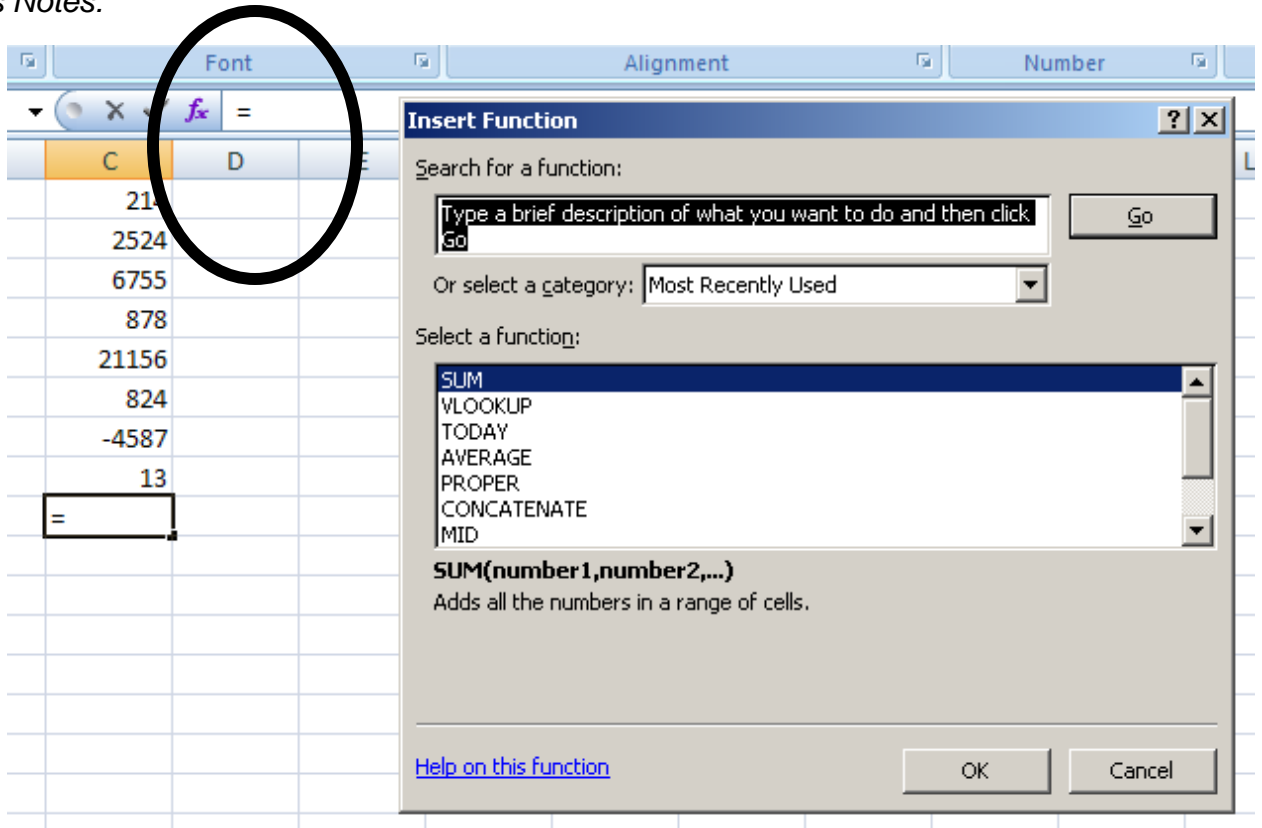


## Headers / Footers





Class Notes:



## Excel Functions

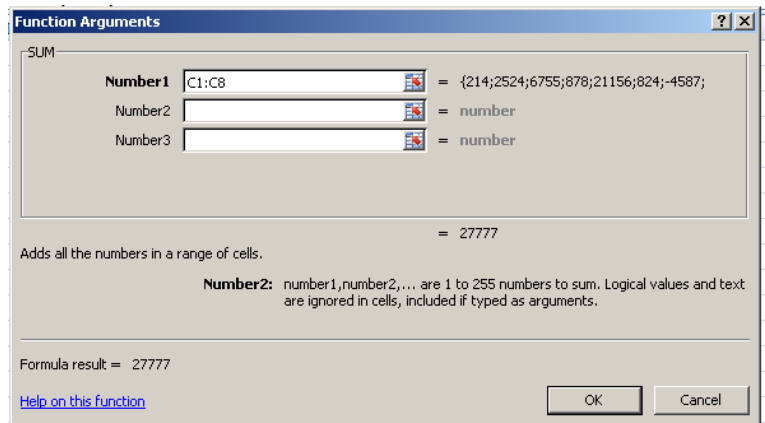
## Function wizard **fx**

### Function

### Description = Function Name (range references)

- =SUM( *argument* )
- =AVERAGE( *argument* )
- =MAX( *argument* )
- =MIN( *argument* )
- =COUNT( *argument* )
- =DATE()
- =NOW()

- =CONCATENATE( *argument* )
- =PROPER( *argument* )
- =COUNT( *argument* )
- =MID( *argument* )





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## Class Notes:

Edit

- Clear
- Format
- All

Hide

Unhide

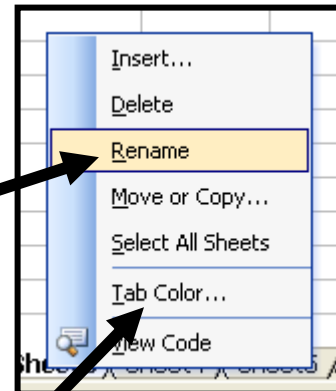
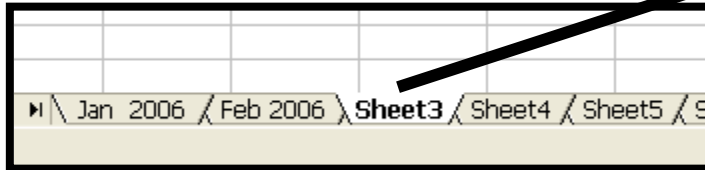
Freeze Panes

( Windows)

## EXCEL

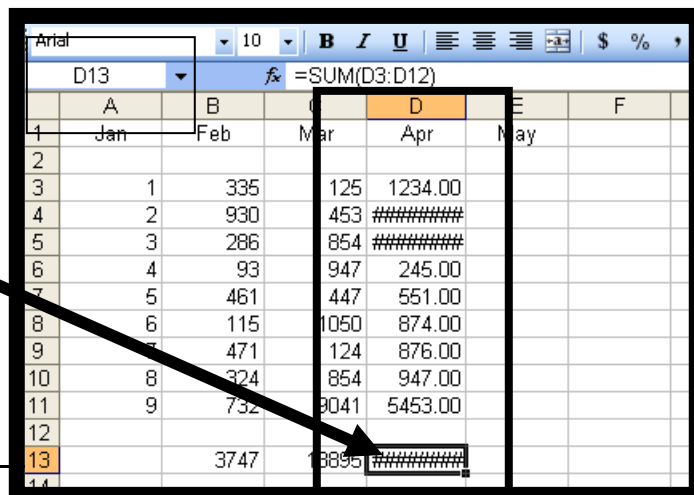
### Rename the Sheet tab

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



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

Look at the sheet



	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	8041	5453.00	
12						
13			3747	8895	#####	



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Class Notes:

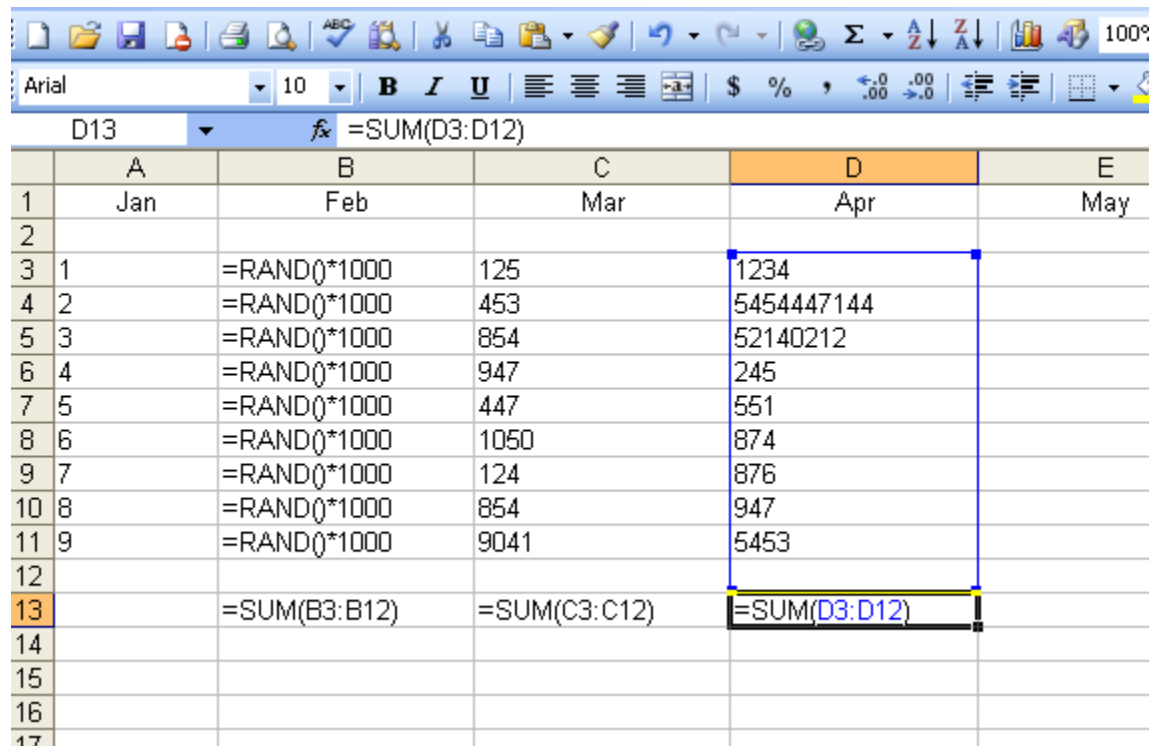
To see the formulas in the cells Press Ctrl +  ( the key with the tilde ~ )



Now you can see the formulas in



the cells

	A	B	C	D	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

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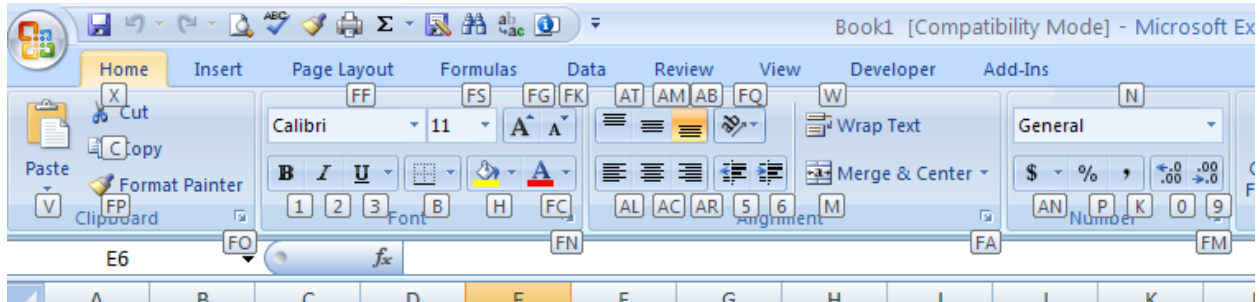
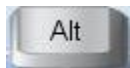
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Class Notes:

**Q A T** What is the Quick Access Toolbar



Alt key



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Class Notes:

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## Control Keys

- CTRL + A \_\_\_\_\_
- CTRL + C \_\_\_\_\_
- CTRL + V \_\_\_\_\_
- CTRL + X \_\_\_\_\_
  
- CTRL + P \_\_\_\_\_
- CTRL + B \_\_\_\_\_
- CTRL + I \_\_\_\_\_
- CTRL + U \_\_\_\_\_
  
- CTRL + S \_\_\_\_\_
- CTRL + Z \_\_\_\_\_
- CTRL + Y \_\_\_\_\_