

# Continuing Education -- EXCEL part II ver 2007



Session No # 2  
File: Excel-II-2.doc

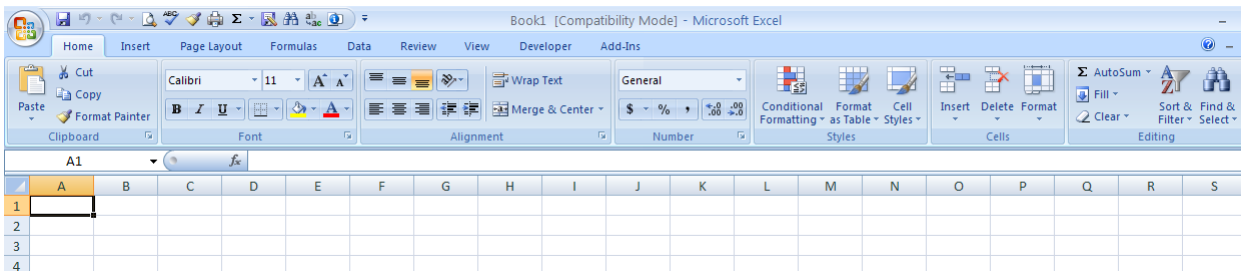
Date: July 13, 2011  
Tom Gerfen, CSIS Professor

Class Notes:

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

# EXCEL

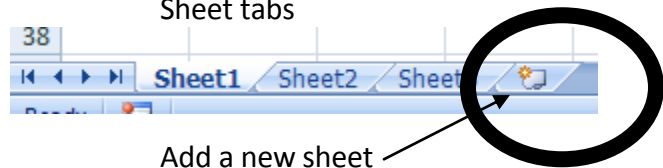
Terms Book Worksheet Icons Ribbons What-If



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

**Download files: On Drive K: CIS**  
If Sample.xls  
Amortization1.xls  
Sales130.xls  
TableLookUP.xls



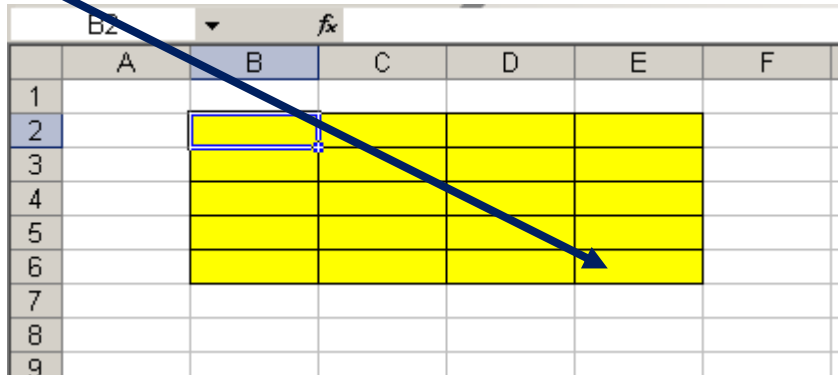
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**Class Notes:**

**Cell Ranges Use of the : in the ranges**

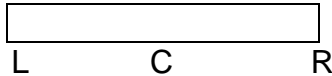
**B2 : E6**



**Naming cell ranges**

Data in Cell -- Alignment  
Right

Left  
Center

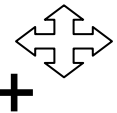
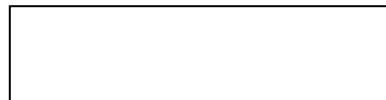


**Using Formulas**

**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
5. From left to right

**Specials Symbols**

+ - = @ # \$ < >



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## Class Notes:

### Enter formula

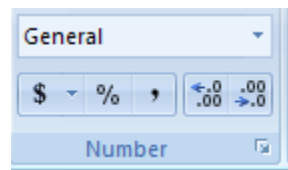
**Enter** or use the ✓ box

Must start with an **= equal sign**

Special shortcut with sum is the  $\Sigma$  icon

### Formatting

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



()

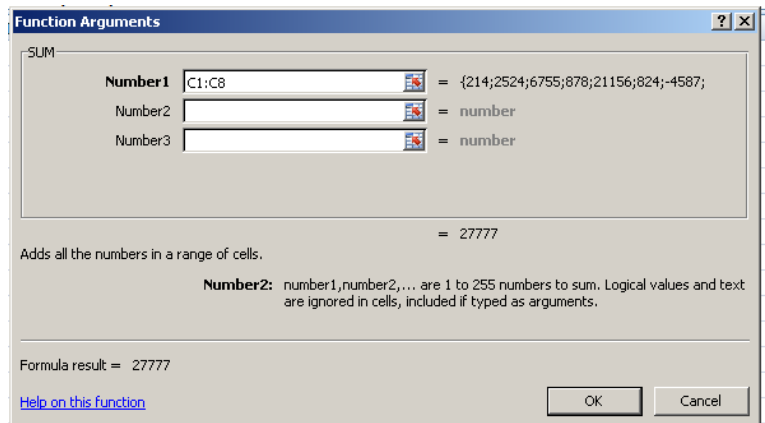
### Excel Functions

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* )
- =MID( *argument* )
- =TRIM( text string )



To see the formulas in the cells Press

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



Now you can see the formulas in the cells



Class Notes:

Function wizard **fx**

Search for a function:  
Type a brief description of what you want to do and then click Go  
Or select a category: Most Recently Used  
Select a function:  
SUM  
PROPER  
AVERAGE  
IF  
HYPERLINK  
COUNT  
MAX  
COUNT(value1,value2,...)  
Counts the number of cells in a range that contain numbers.  
Help on this function  
OK Cancel

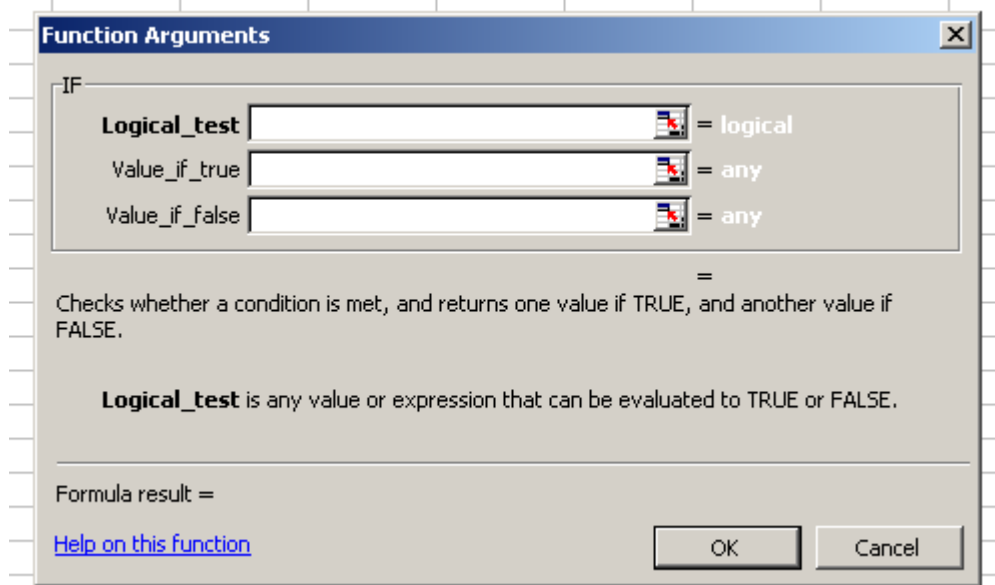


Class Notes:

If Function

## =IF ( logical test, True, False )

Logical < > = NOT AND OR



Absolute Reference      \$

A dollar sign before the column letter and /or the row number to indicate the absolute or Fixed, content of a specific cell

\$G\$3    \$G3    G\$3

To edit cell                      Function key    F2

Change to \$x\$n                  Function key    **F4**

Table lookup function

## =VLOOKUP (lookup cell value, table range, column offset )

Column to the right

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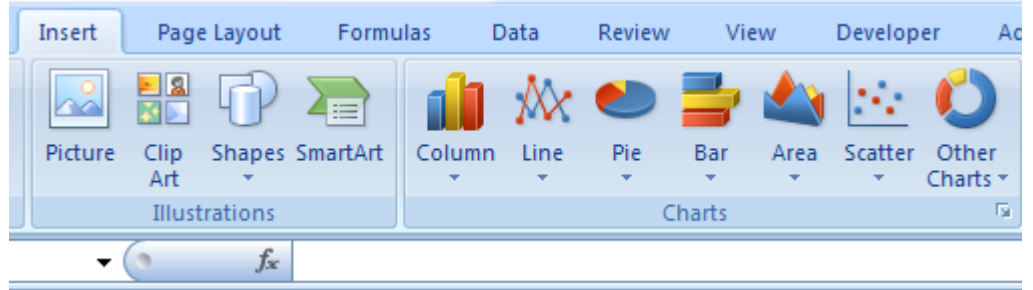


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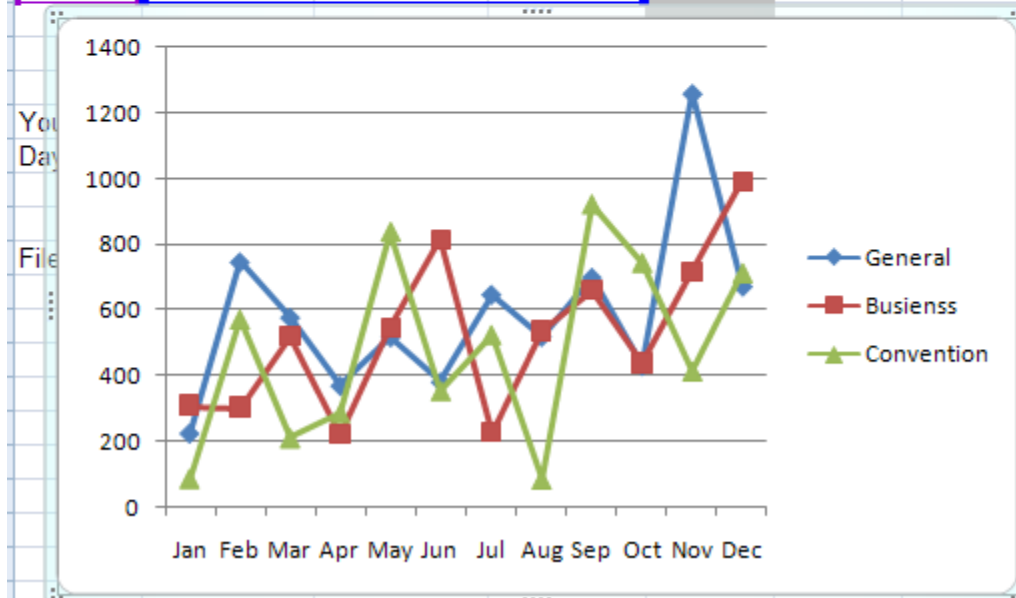
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Class Notes:

## Insert - Charts & Graphs



Hotel Customer Data				
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	



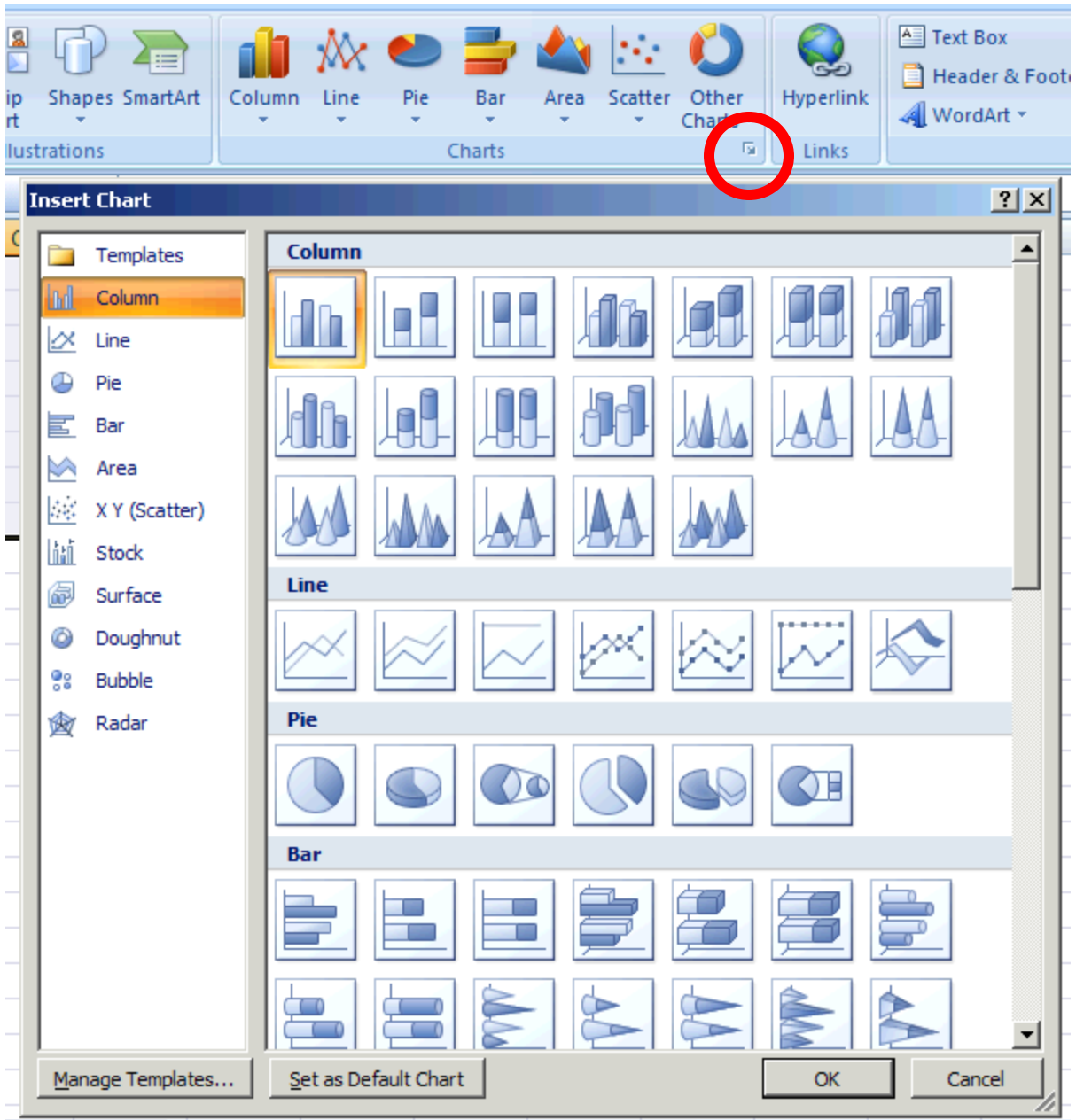
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Class Notes:



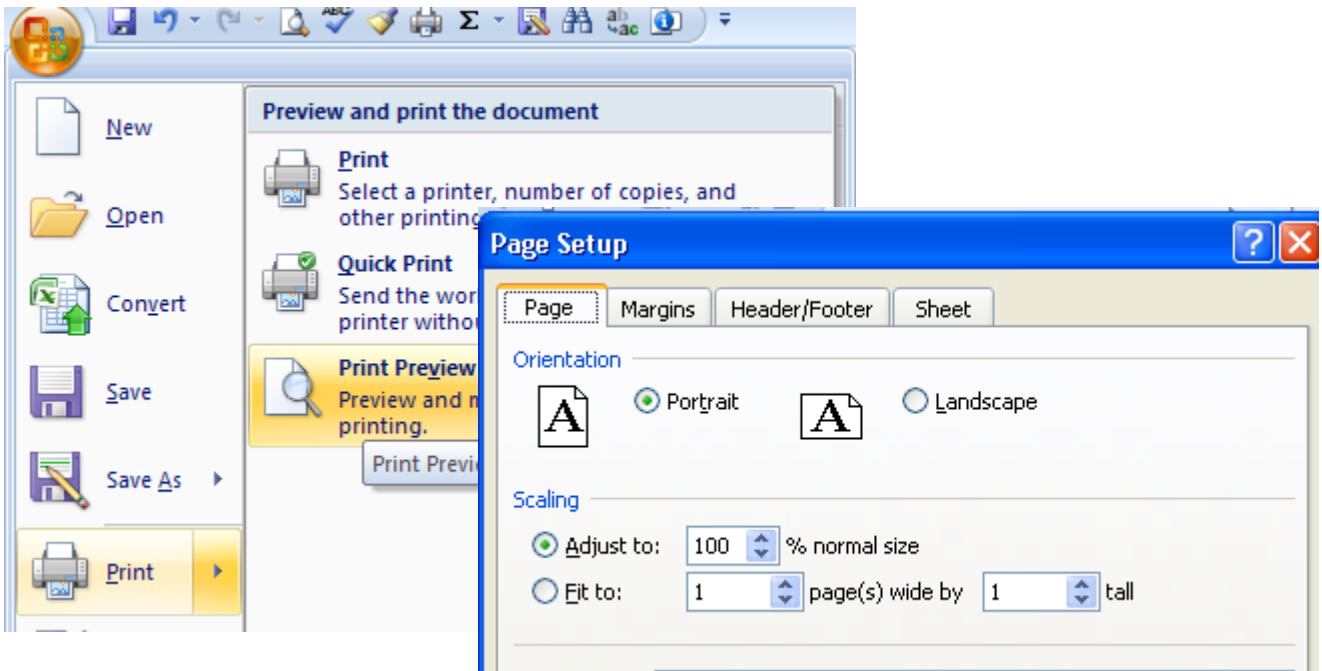


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Class Notes:

Headers / Footers on Output Reports





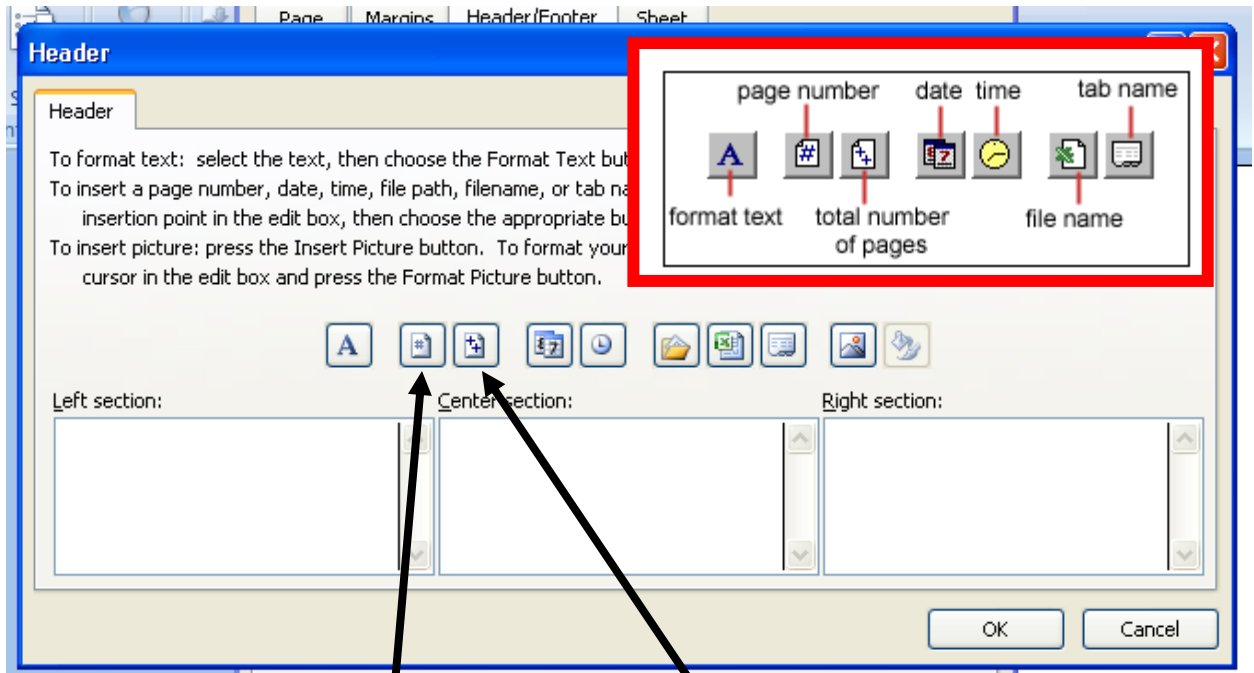
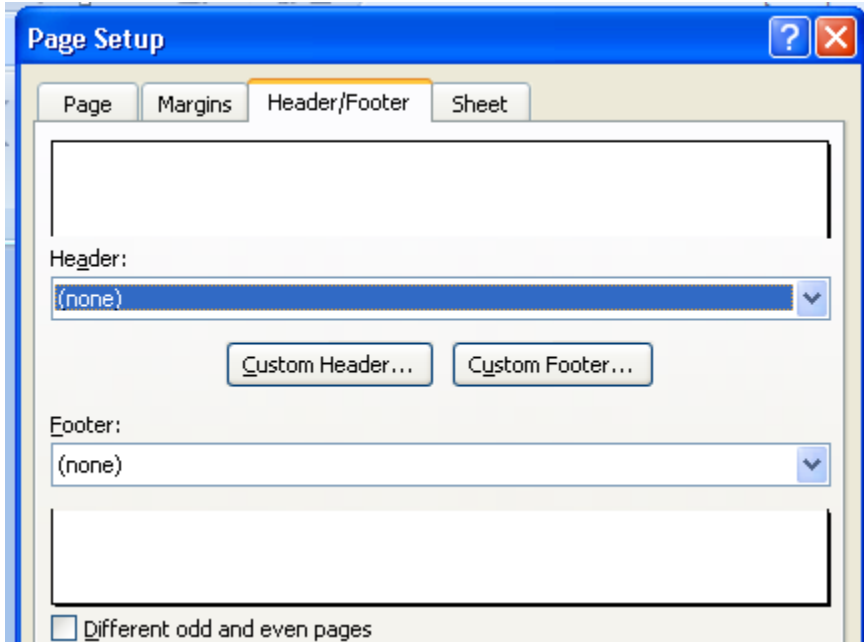
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**Class Notes:**



Page Number

Number of Pages

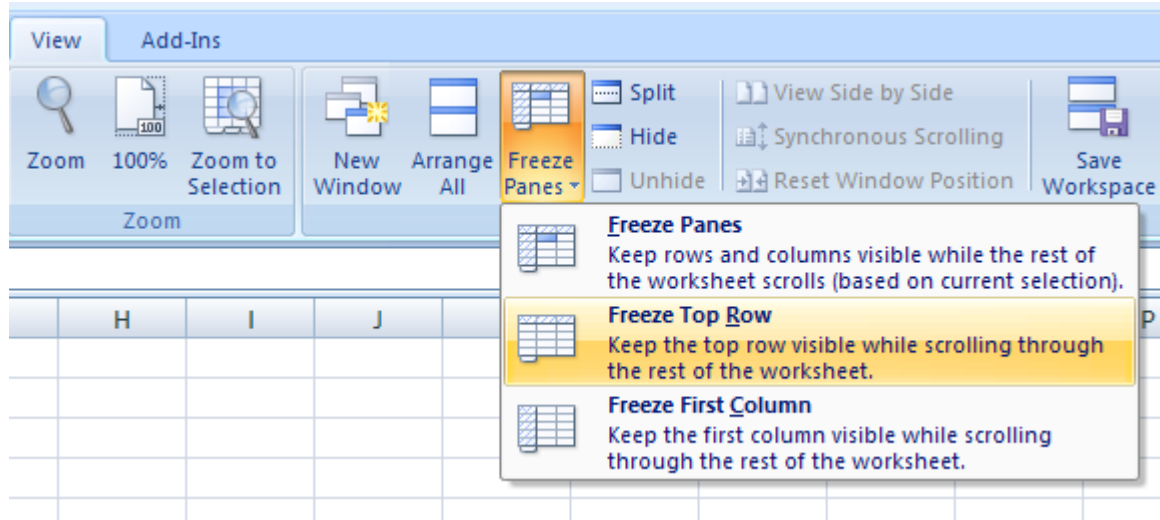


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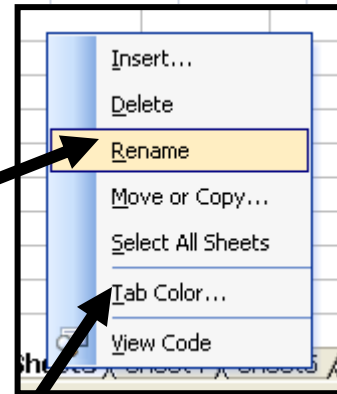
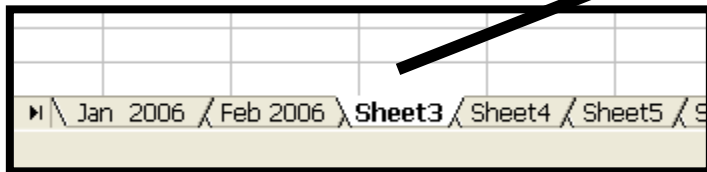
**Class Notes:**

- Edit
  - Clear
  - Format
  - All
- Hide
- Unhide
- Freeze**
  - Panes
  - ( Windows)



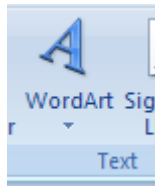
**Rename the Sheet tab**

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

Adding Word Art to your spreadsheet (Insert tab-ribbon)



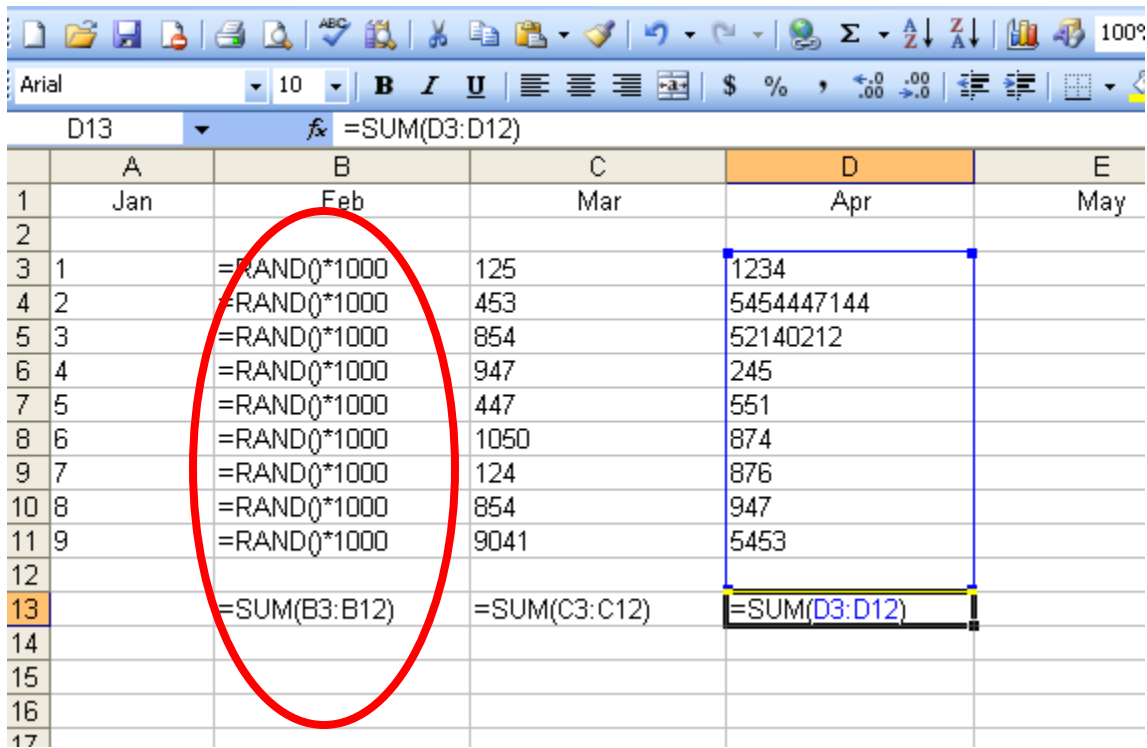
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### Class Notes:

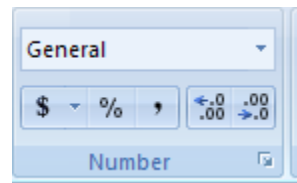


	A	B	C	D	E
1	Jan	Feb	Mar	Apr	May
2					
3	1	=RAND()*1000	125	1234	
4	2	=RAND()*1000	453	5454447144	
5	3	=RAND()*1000	854	52140212	
6	4	=RAND()*1000	947	245	
7	5	=RAND()*1000	447	551	
8	6	=RAND()*1000	1050	874	
9	7	=RAND()*1000	124	876	
10	8	=RAND()*1000	854	947	
11	9	=RAND()*1000	9041	5453	
12					
13		=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



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## Class Notes:

Fonts  
Fonts / Point size

Auto Format

Save  
Save As

Printing

Special Print formats

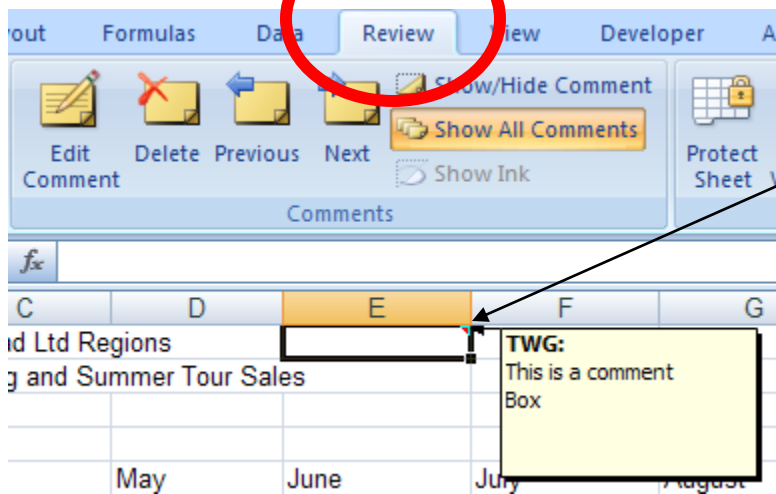
Special Keys

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

ALT key

To add a Comment into a cell

Show & Hide comment



Add a Comment

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Class Notes:

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									

Use of the  
Grid Lines

Row and Column Headings

**Formulas in cells**

**ALT key**

**CTRL +**

**Cell Numbering**

1, 2, 3, 4, 5, 6

2, 4, 6, 8

**CTRL key +** copy the value down ( adds 1 to the number)

**ALT key** copy the value down (adds the difference to the number)

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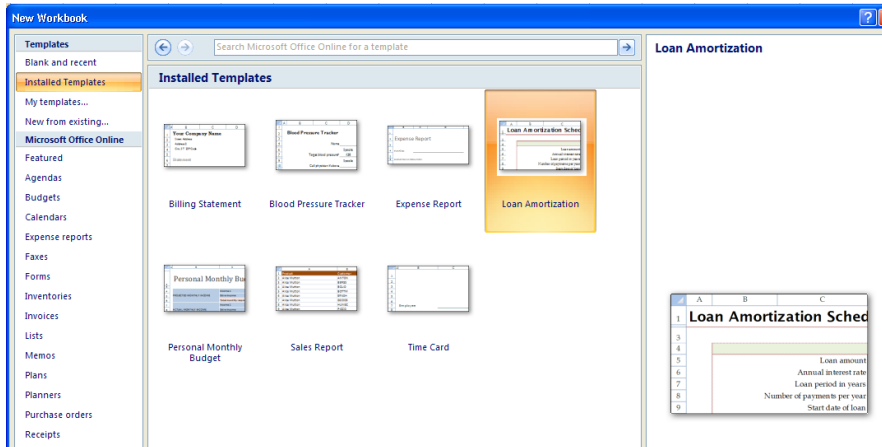
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Class Notes:



Office Button  
New

New Workbooks / Templates



Pmt. No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									

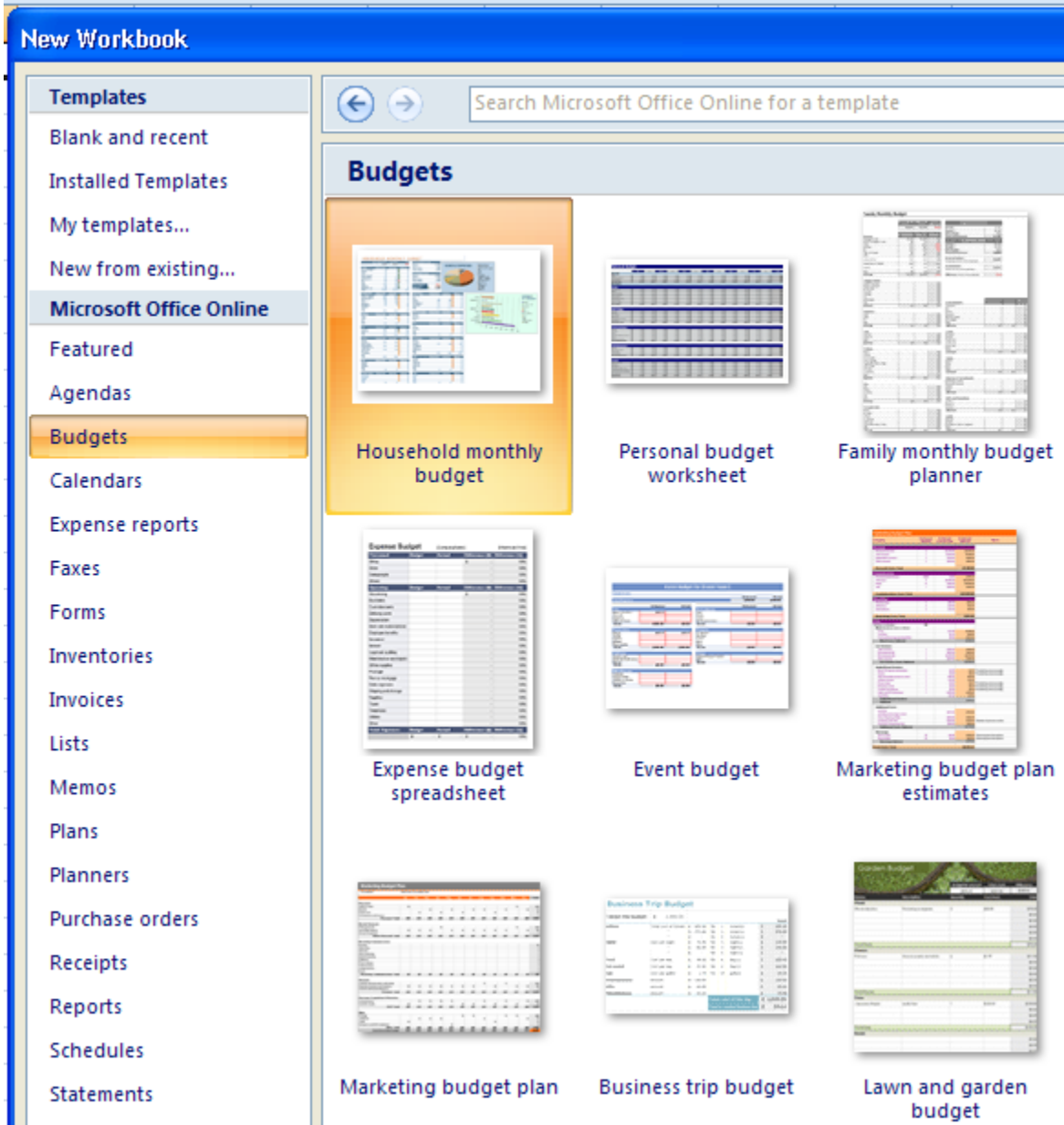
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Class Notes:



The screenshot shows the 'New Workbook' interface in Microsoft Office Online. On the left, a sidebar lists various template categories, with 'Budgets' highlighted. The main content area features a search bar at the top and a grid of budget templates. The templates are arranged in three rows and three columns:

- Row 1: Household monthly budget (highlighted), Personal budget worksheet, Family monthly budget planner
- Row 2: Expense budget spreadsheet, Event budget, Marketing budget plan estimates
- Row 3: Marketing budget plan, Business trip budget, Lawn and garden budget

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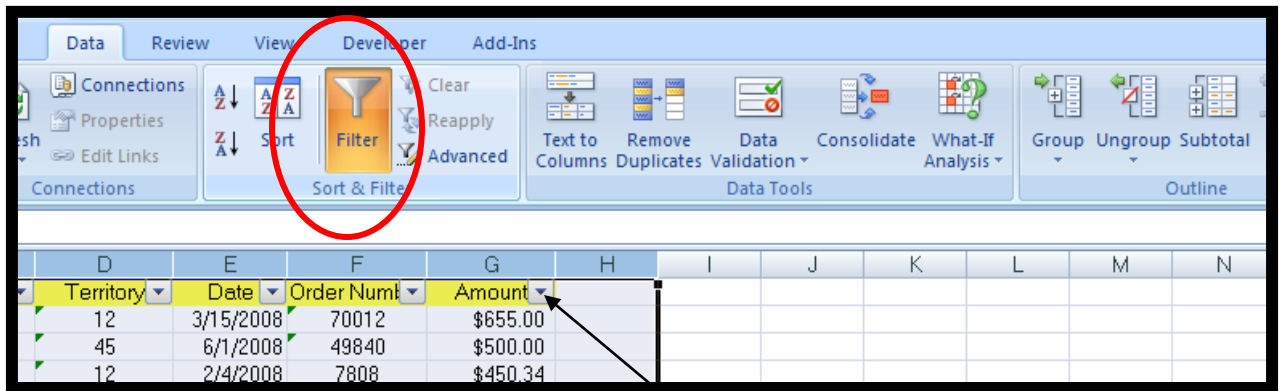
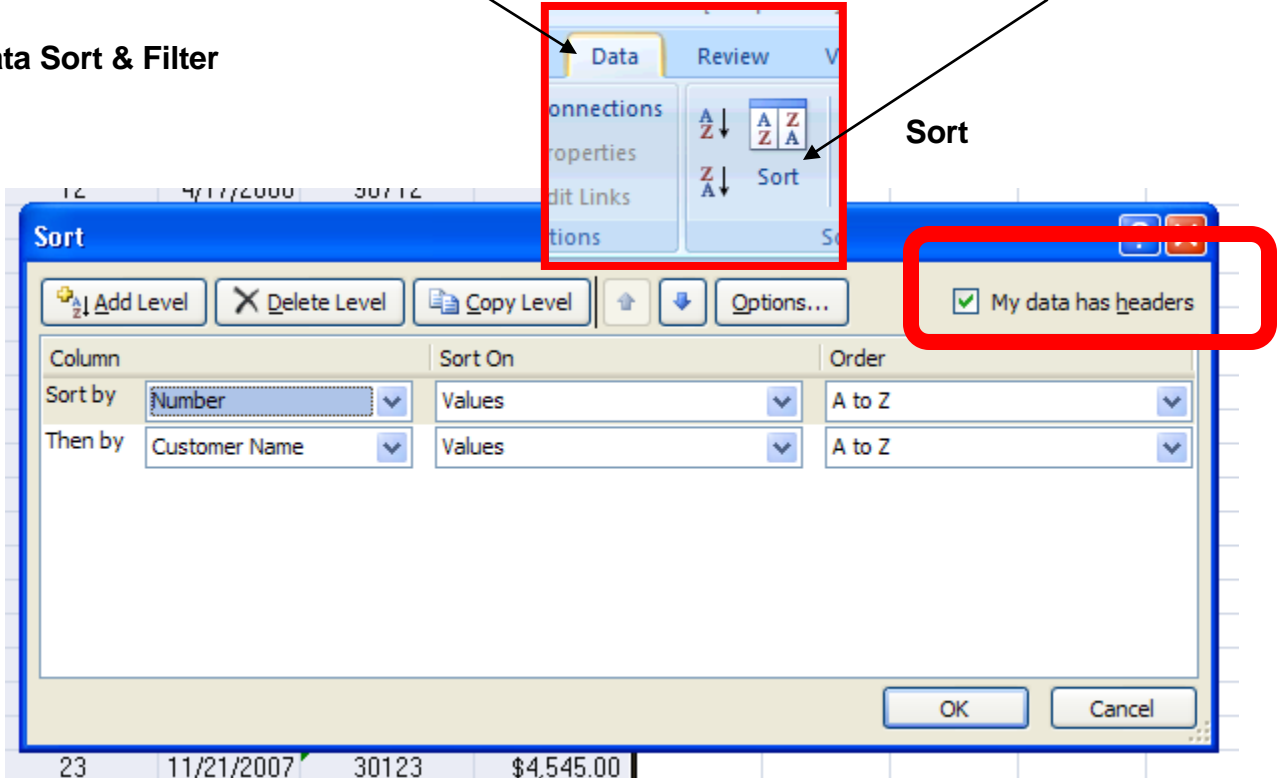
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Class Notes:

Download File:

Sales100.xls

Data Sort & Filter





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Class Notes:

The screenshot shows the Microsoft Excel 2007 interface. In the 'Sort & Filter' ribbon, the 'Filter' button (represented by a funnel icon) is circled in red. Below the ribbon, the 'Amount' column header is highlighted in yellow, and its dropdown menu is open. The menu includes options for sorting (Smallest to Largest, Largest to Smallest), sorting by color, clearing filters, and filtering by color. Under 'Number Filters', a list of values is shown with checkboxes: (Select All), \$0.00, \$0.10, \$0.12, \$0.29, \$0.33, \$0.35, \$0.47, \$0.52, \$3.00, and \$3.00. The 'OK' and 'Cancel' buttons are at the bottom of the menu. The background shows a portion of a spreadsheet with columns E, F, and G, and rows containing dates and numerical values.

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Class Notes:



Ctrl + A \_\_\_\_\_

Ctrl + C \_\_\_\_\_

Ctrl + V \_\_\_\_\_

Ctrl + X \_\_\_\_\_

Ctrl + B \_\_\_\_\_

Ctrl + I \_\_\_\_\_

Ctrl + U \_\_\_\_\_

Ctrl + ` \_\_\_\_\_

Ctrl + \_\_\_\_\_

Ctrl + \_\_\_\_\_



\_\_\_\_\_