



# Continuing Education-- EXCEL part II ver 07

Session No # 3  
File: Excel-II-3.doc

Date: July 20, 2011  
Tom Gerfen, CSIS Professor

Class Notes:

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

# E X C E L

Review:

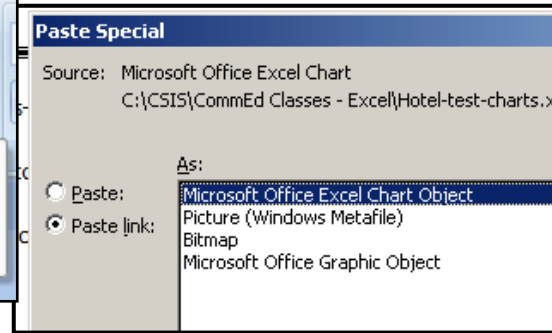
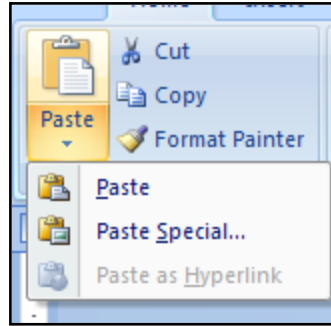
Terms      Book   Worksheet   Icons   Ribbons   What-If  
 General use of the worksheets  
 Text / Labels   Numbers  
 Formats  
 Open / Close worksheet

Calculations or Formulas

Sheets

Copy | Past

Copy | Past | Past Special



Copy to other Applications

like Word / Power Point

Edit

O L E

Object Linking Embedding

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

Copy / Past from Excel to Word

Charts & Graphs

Past Special

Date

Formats & Math





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### Class Notes:

Sort | Order  
Subtotals (on | off)  
Insert | Delete Rows | Columns

Save -- Save as

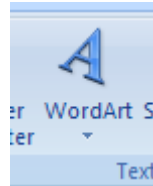
FILE TYPE =

**XLS, XLSX, CSV, PDF**

Comments

Freeze Panes

Charts & Graphs



Clip Art (Insert WORD ART other ... )

**This is Excel - Word Art**





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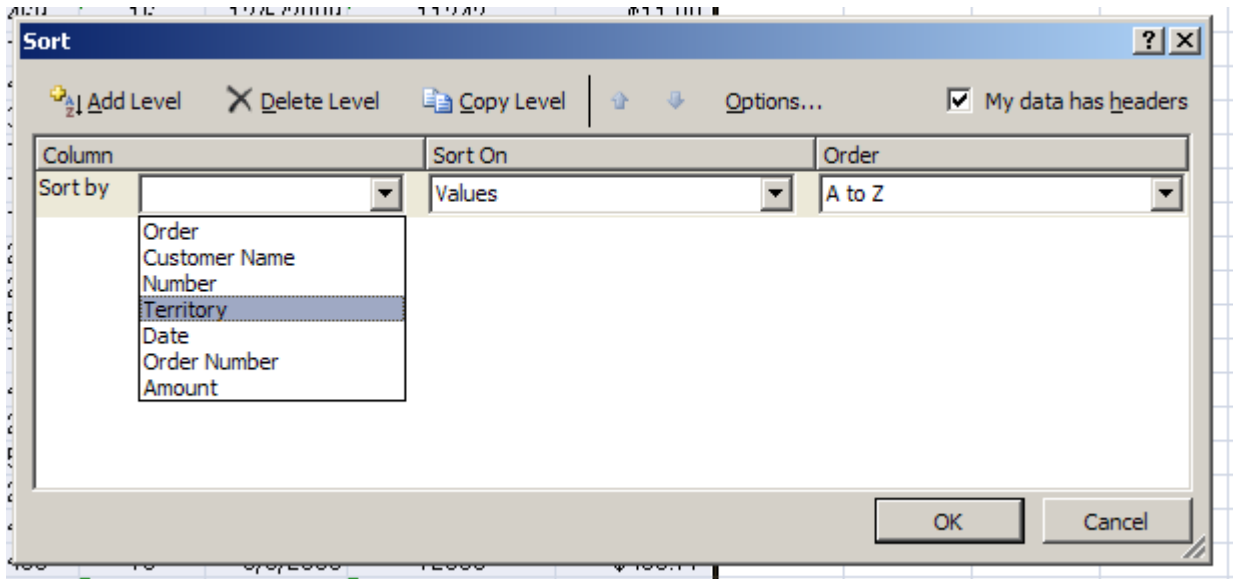
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Class Notes:

**OPEN > Sales130.xls**

| 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  |
| 7     | AVIS RENTAL SERVICE  | 11111  | 12        | 12/30/2008 | 54632        | \$66.00  |
| 8     | CITY HARDWARE        | 44469  | 16        | 1/24/2008  | 08084        | \$499.77 |

**Sort on territory**





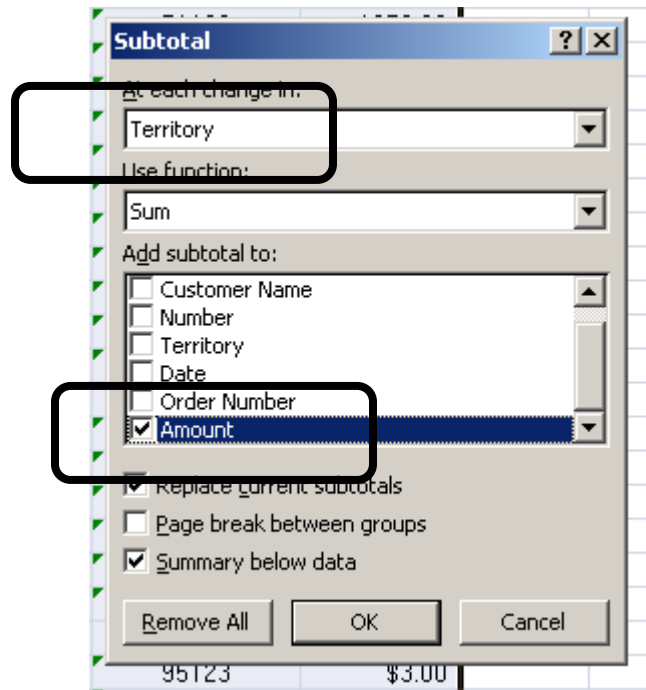
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Class Notes:

### Sub-Totals





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Class Notes:

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

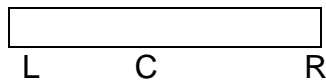
**B2 : E6**

Naming cell ranges

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

Data in Cell -- Alignment  
Right

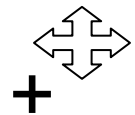
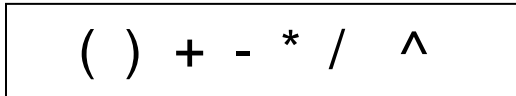
Left  
Center



### 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**
- From left to right**



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### Class Notes:

#### Specials Symbols

+ - = @ # \$ < > <>

#### Enter formula

Enter or use the ✓ box

Must start with an **= equal sign**

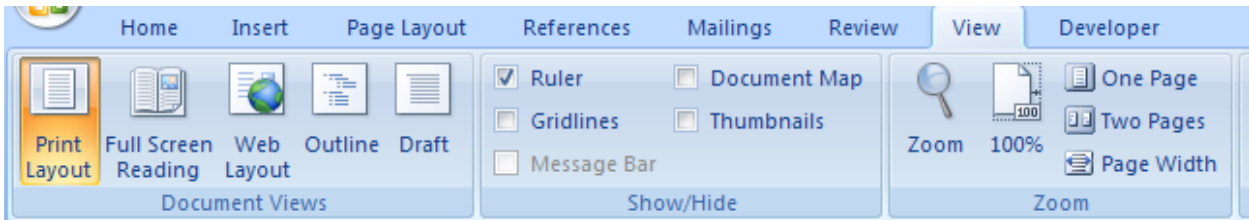
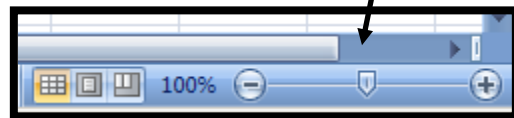
Special shortcut with sum is the  $\Sigma$  icon

#### Formatting

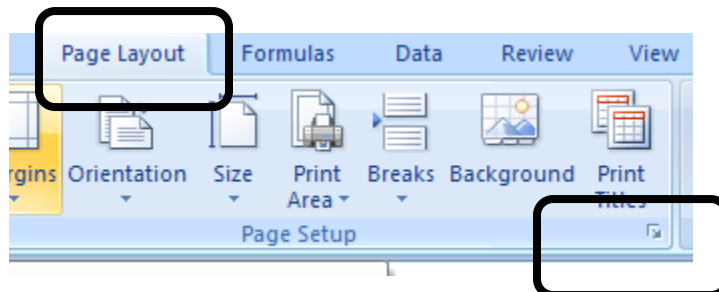
\$ , .  
Cells Format / Orientations  
Cells Font Style and adding borders

#### Headers / Footers

Viewing worksheet      Zooming in & out  
Full Screen Mode



#### Page Layout



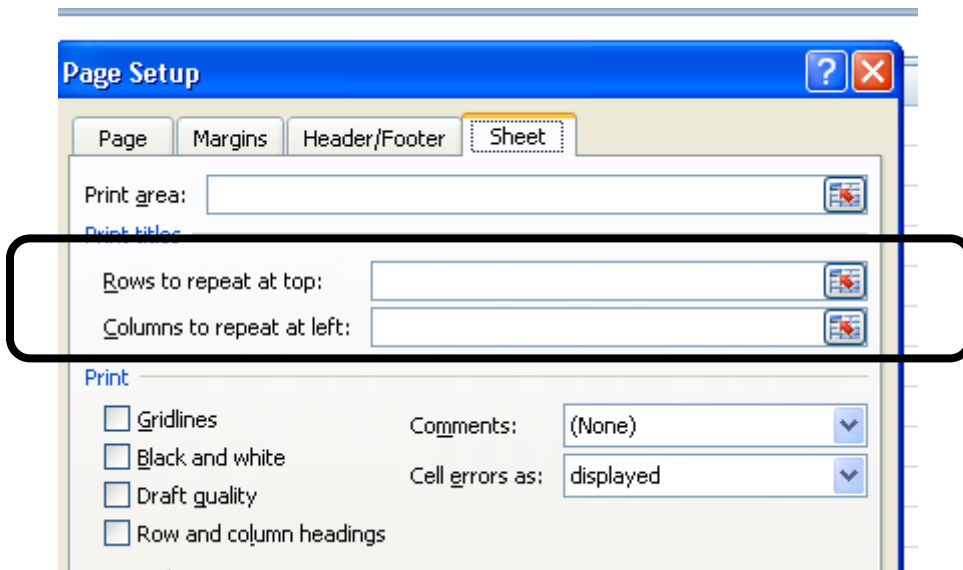


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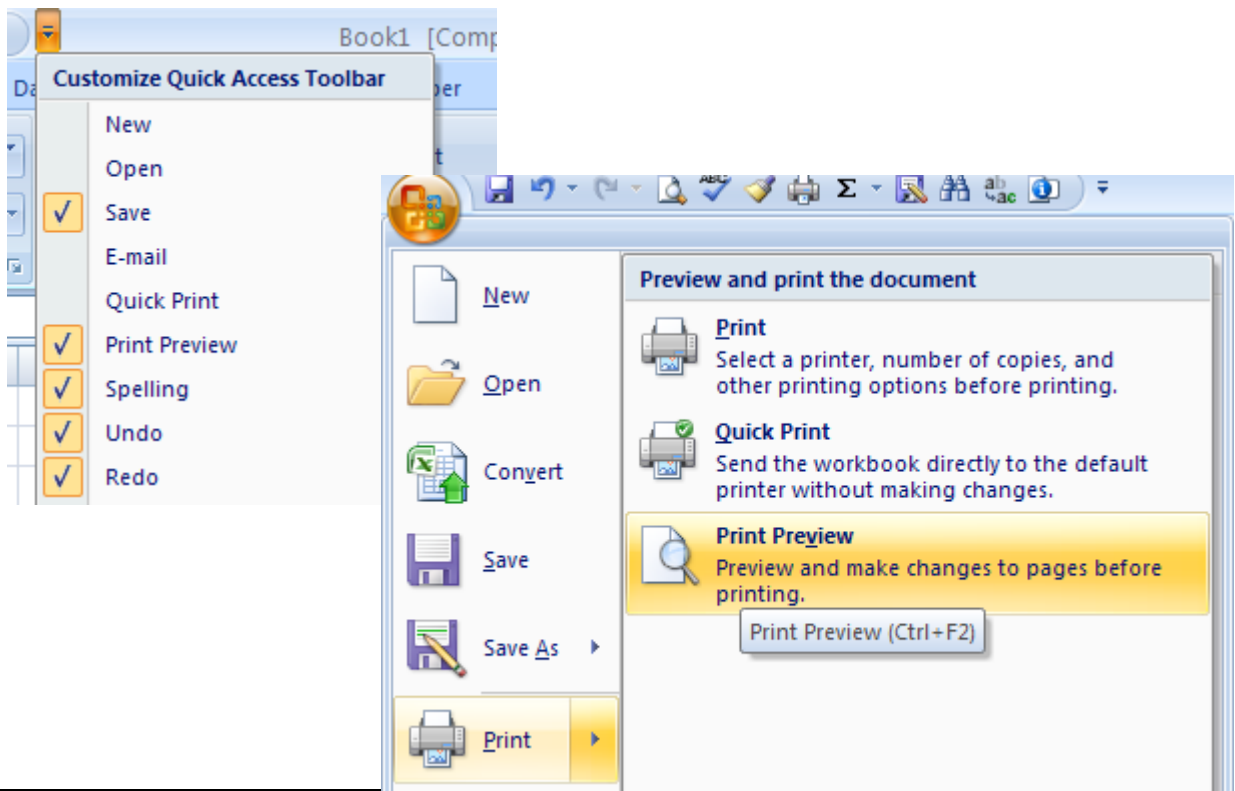
Session No # 3  
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Class Notes:



Q A T



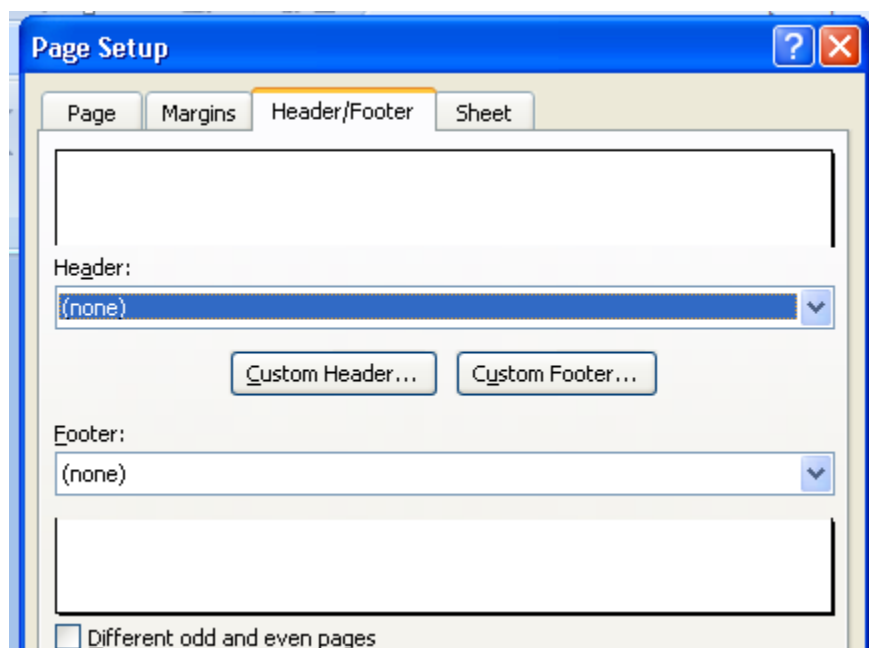
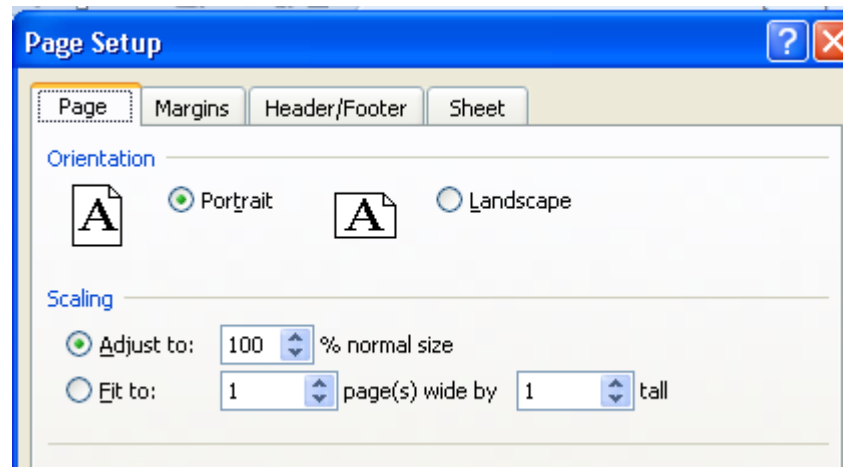


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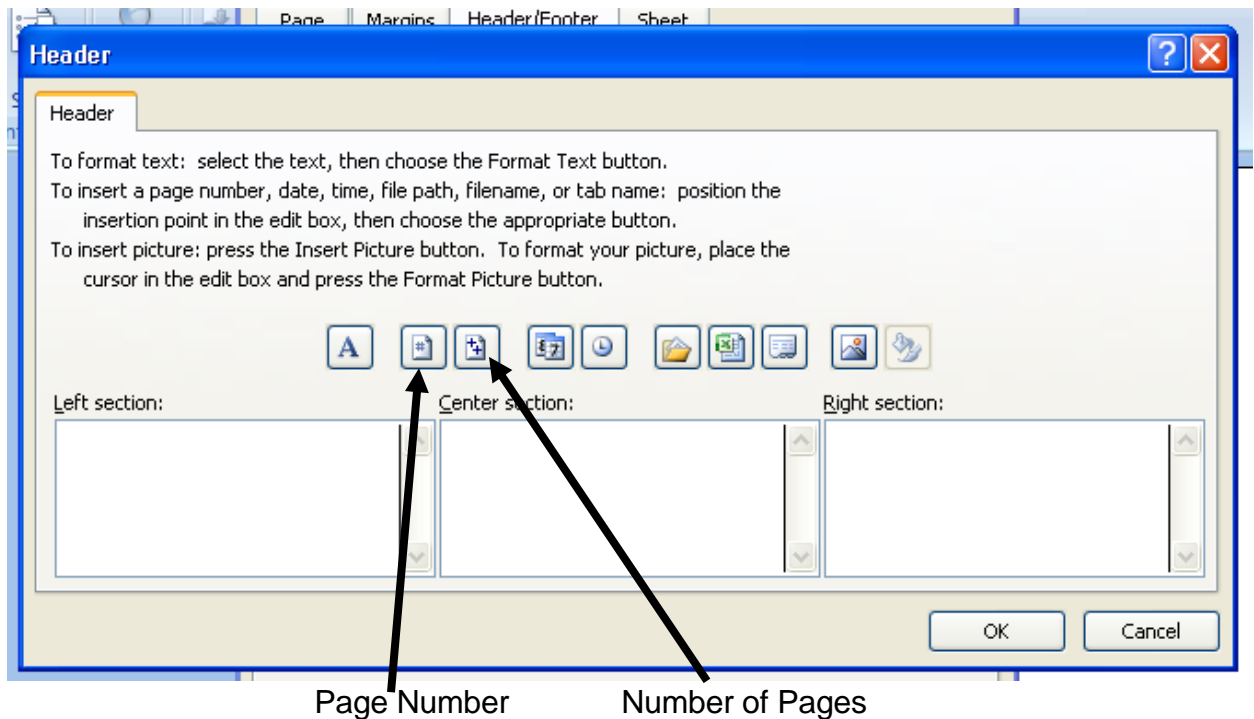


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Class Notes:



### Excel Functions

Functions ( )

arguments  
**=keyword( \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ )**  
*range references or arguments*

=SUM( *argument* )

=AVERAGE( *argument* )

=MAX( *argument* )

=MIN( *argument* )

=TODAY()

=DATE(mm/dd/yy)

=COUNT( *argument* )

=NOW()



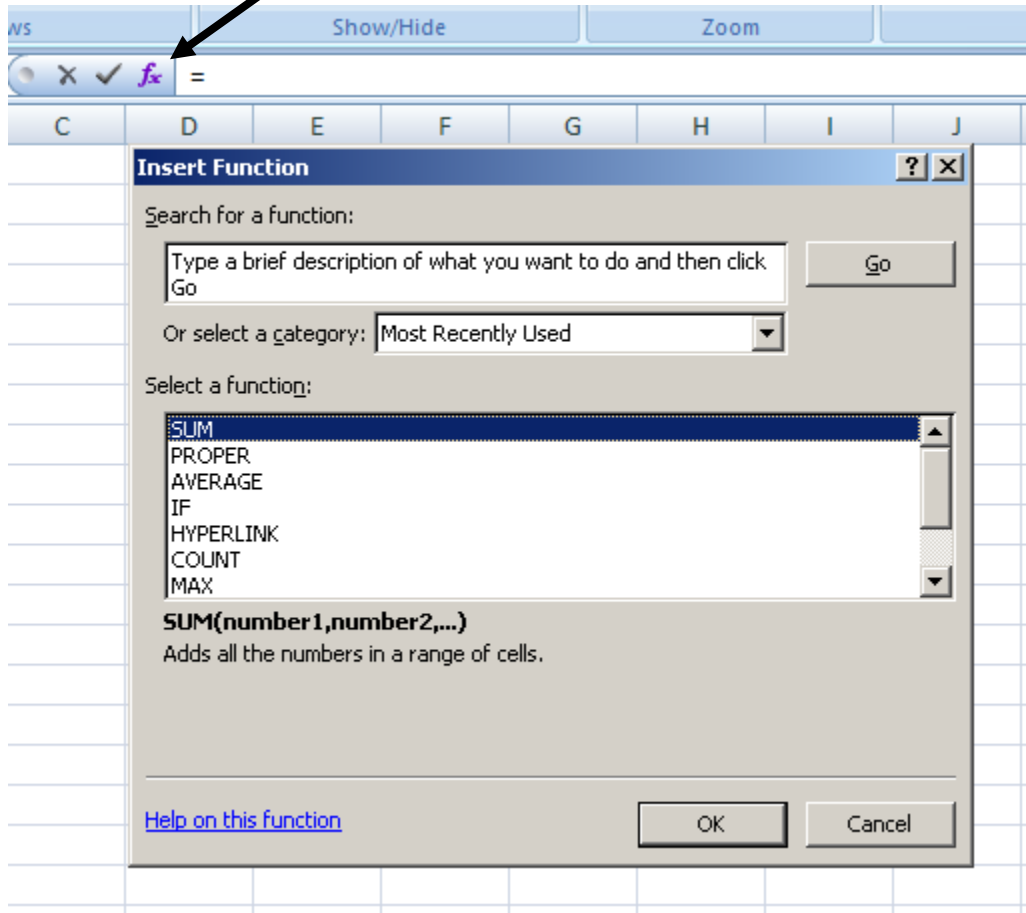
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Class Notes:

Function wizard **fx**





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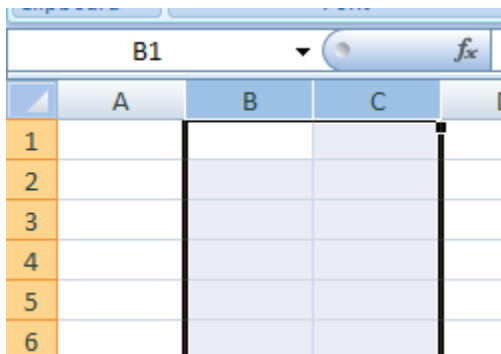
Date: July 20, 2011  
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Class Notes:

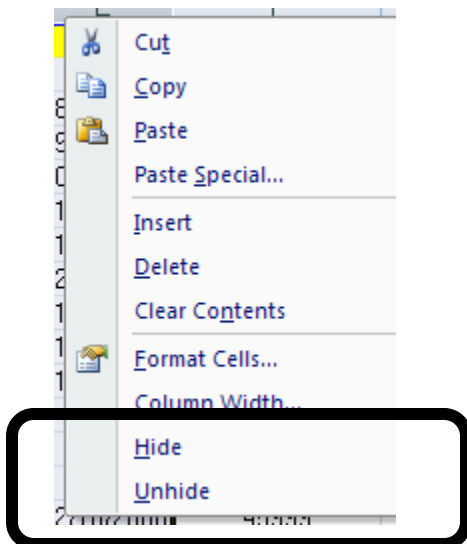
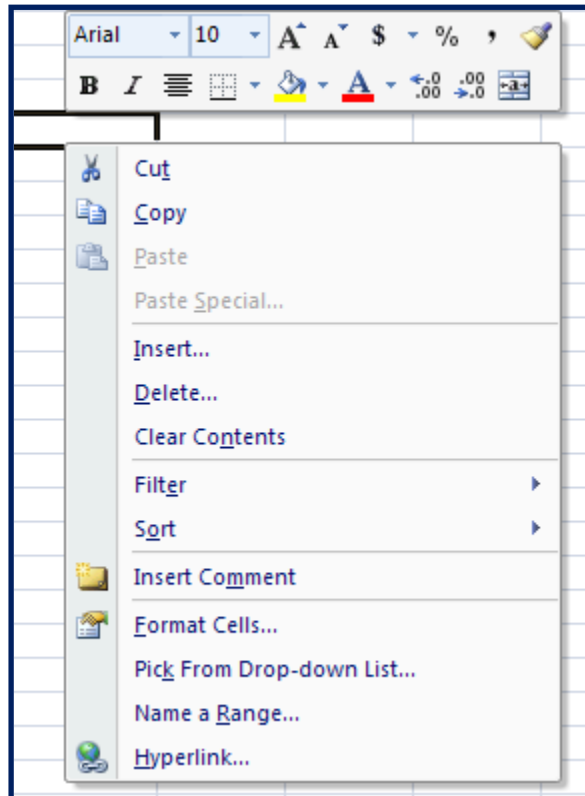
## R M C

Edit

- Clear
- Format
- All



Hide | Unhide Rows & Cells





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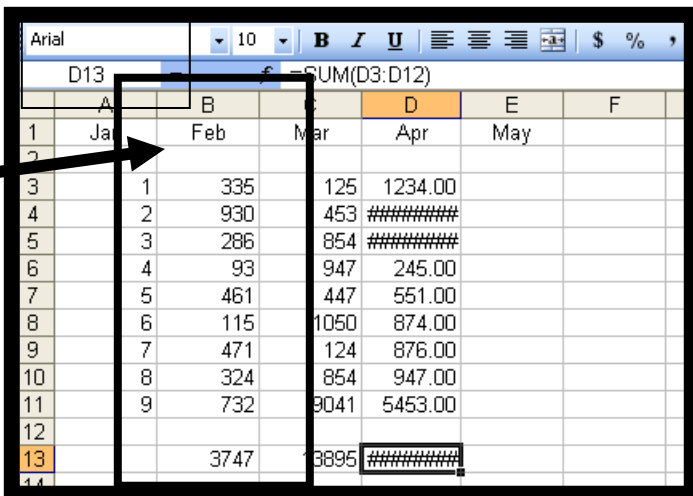
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Class Notes:

Look at the sheet

Column B  
( February )



|    | A   | B     | C    | D            | E   | F |
|----|-----|-------|------|--------------|-----|---|
| 1  | Jan | Feb   | Mar  | Apr          | May |   |
| 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 |      | 9041 5453.00 |     |   |
| 12 |     |       |      |              |     |   |
| 13 |     | 3747  | 8895 | #####        |     |   |

To see the formulas in the cells

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



Now you can see the formulas in the cells

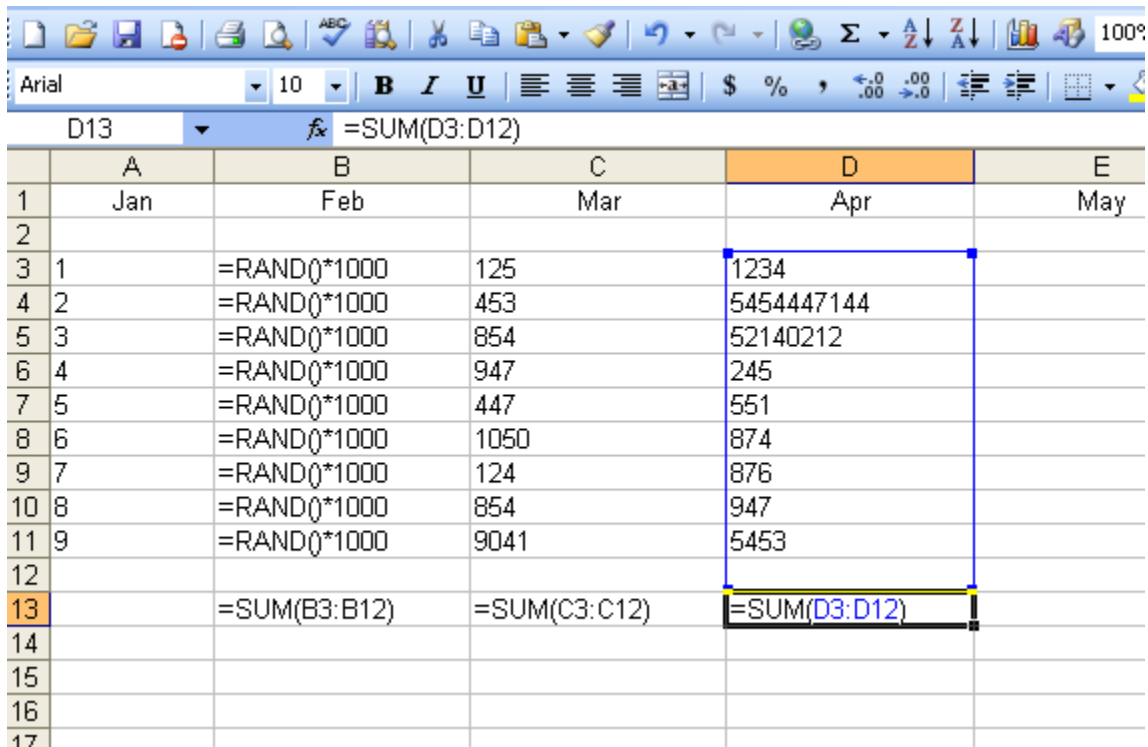


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**Class Notes:**



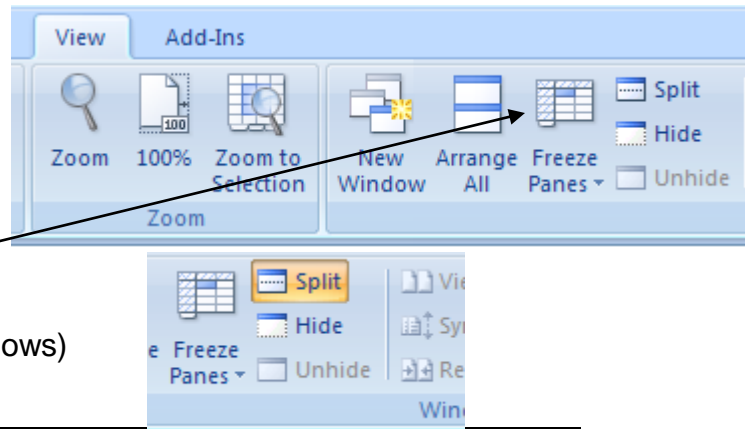
|    | A   | B            | C            | D            | E   |
|----|-----|--------------|--------------|--------------|-----|
| 1  | Jan | Feb          | Mar          | Apr          | May |
| 2  |     |              |              |              |     |
| 3  | 1   | =RAND()*1000 | 125          | 1234         |     |
| 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

### VIEW



Split | Hide  
Freeze Panes

(Windows)



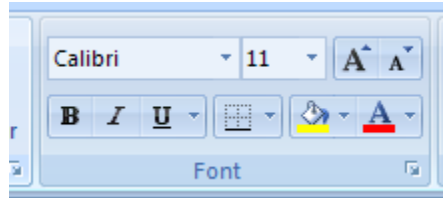
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Class Notes:

Fonts  
Fonts / Point size



Auto Format

Save  
Save As

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

**ALT key**

**CTRL + `**

## Pick a Drop-Down list

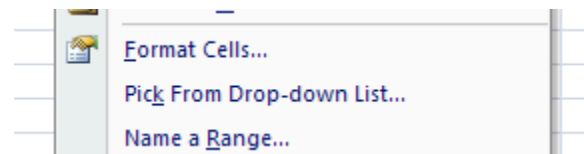
**ALT +**



**Down arrow**

**R M C**

|   |     |                       |       |
|---|-----|-----------------------|-------|
| U | 129 | DOLLAR FURNITURE      | 58890 |
| 1 | 130 | ACE RENTAL            | 60209 |
| 2 |     |                       |       |
| 3 |     | \$ 5 DOLLAR FURNITURE |       |
| 4 |     | 72 LUMBER             |       |
| 5 |     | 752 RENTAL            |       |
| 6 |     | 82 LUMBER             |       |
| 7 |     | ACE FURNITURE         |       |
| 8 |     | ACE RENTAL            |       |
| 9 |     | AVIS RENTAL           |       |
| 0 |     | AVIS RENTAL SERVICE   |       |
| 1 |     |                       |       |
| 2 |     |                       |       |





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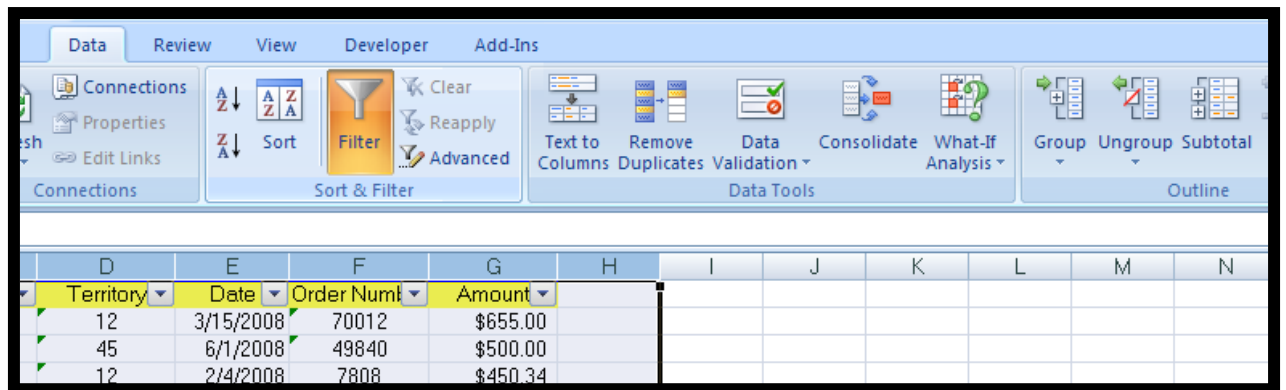
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Class Notes:

Download File:

Sales130.xls

### Data Filter





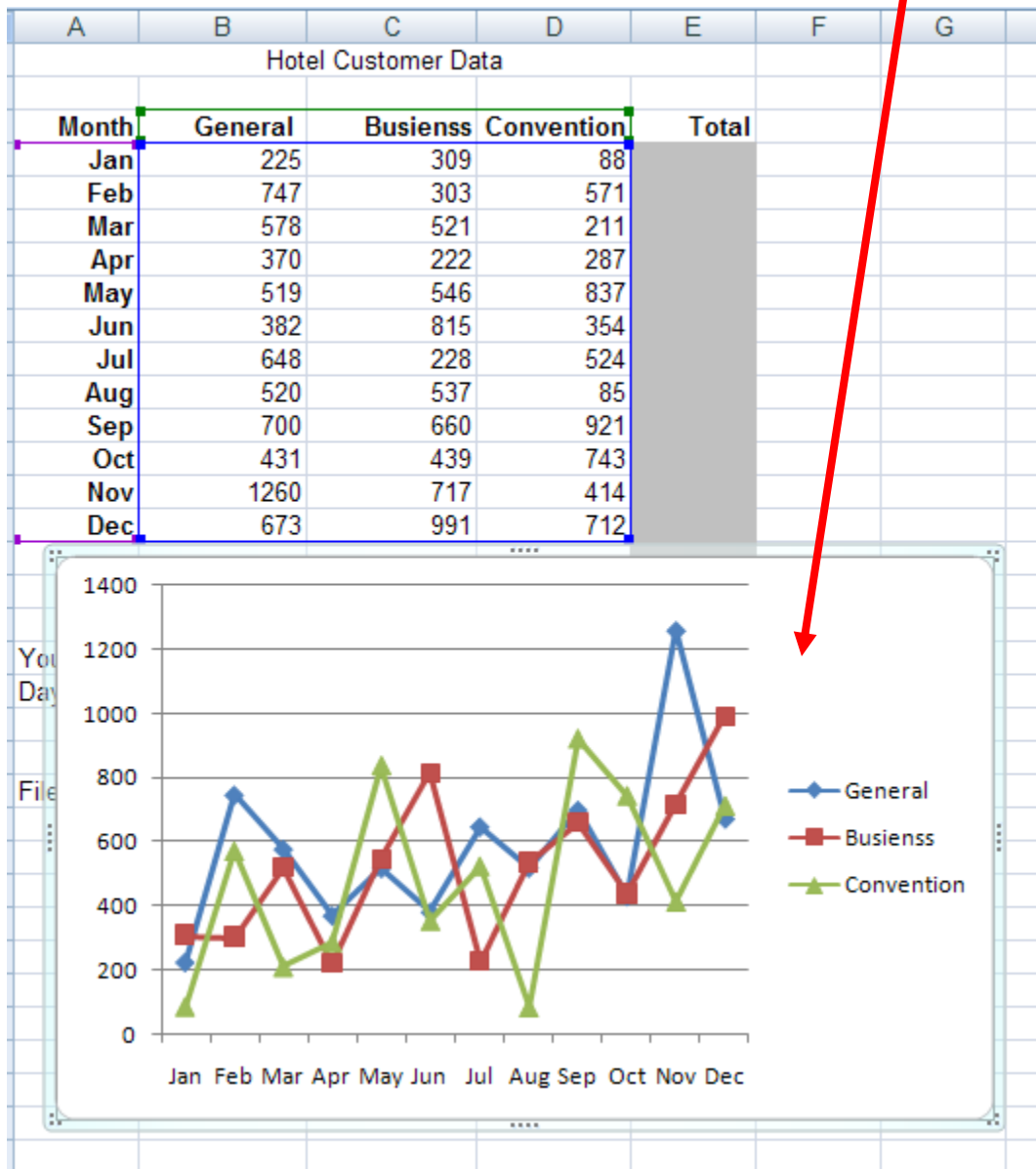
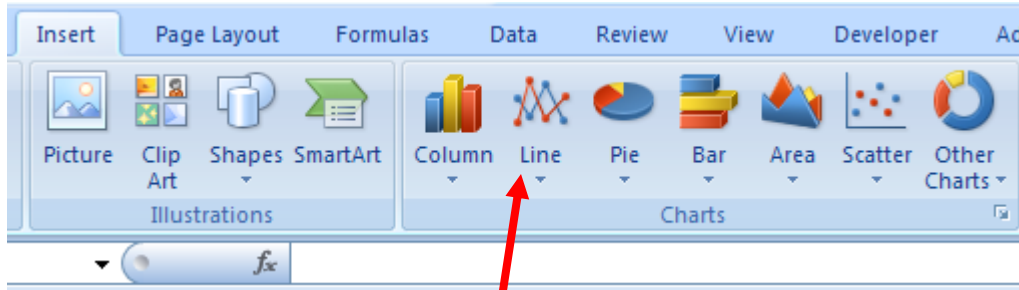
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Class Notes:

### Insert - Charts & Graphs





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Class Notes:

**Download files: On Drive K: CIS**

**Memo to Mr Big.doc**  
**Sales130.xls**  
**LoanAmortization1.xls**  
**Hotel2.xls**  
**TourSales.xls**  
**mm-names-Address.xls**  
**MM-ltr-The Prize Squad.doc**



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

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

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

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

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

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

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

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

Next Week Final class meeting      07/27/11  
Class evaluation