



## 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

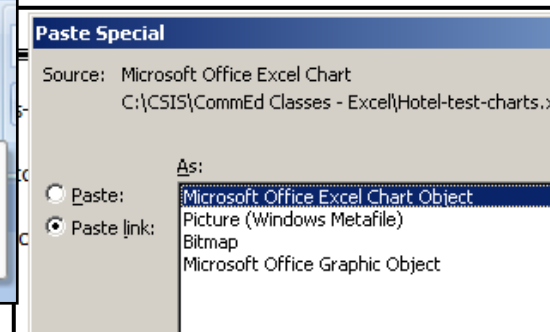
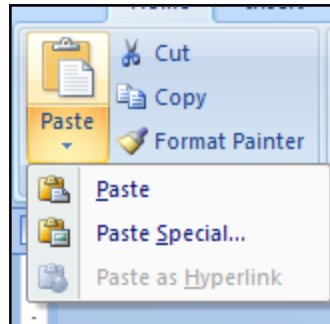
Review:

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

OLE

Object Linking Embedding

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

Copy / Past from Excel to Word

Charts & Graphs

Past Special

Date

Formats & Math



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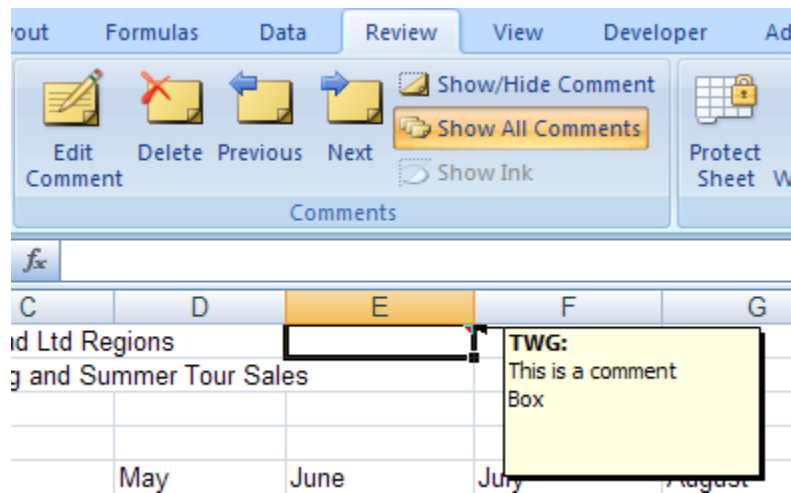
Date: July 20, 2011  
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### Class Notes:

Graphs & Charts To WORD  
Copy -- Past / Past Special Link | No Link

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

## To add a Comment into a cell Show & Hide comment





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### Class Notes:

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

Save -- Save as

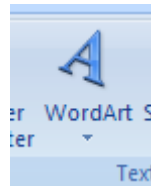
FILE TYPE =

**XLS, XLSX, CSV, PDF**

Comments

Freeze Panes

Charts & Graphs



Clip Art (Insert WORD ART other ... )

**This is Excel - Word Art**





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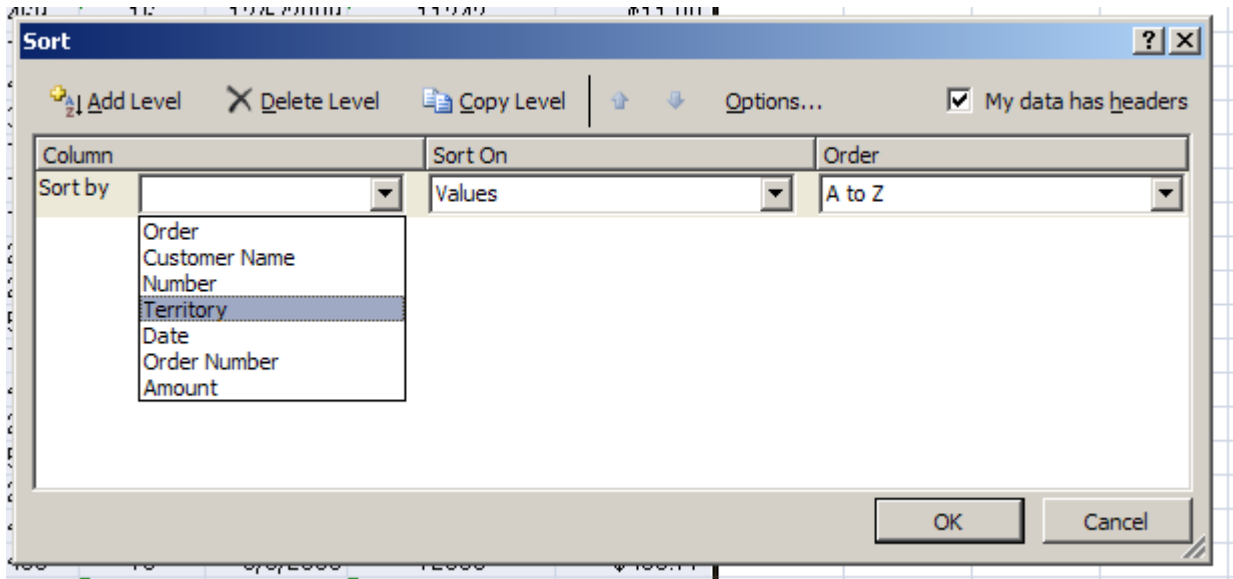
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Class Notes:

**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**





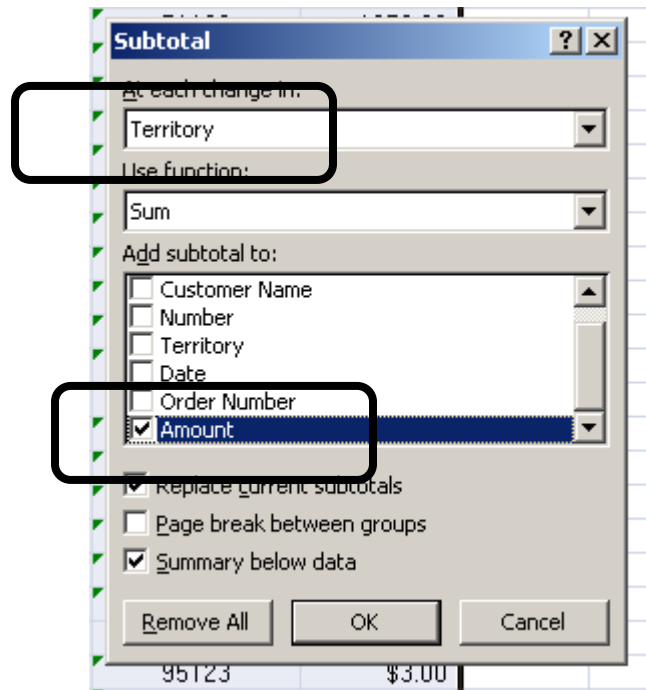
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Class Notes:

### Sub-Totals





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Class Notes:

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

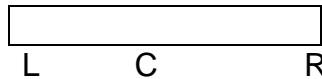
**B2 : E6**

**Naming cell ranges**

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

Data in Cell -- Alignment  
Right

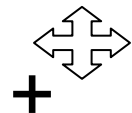
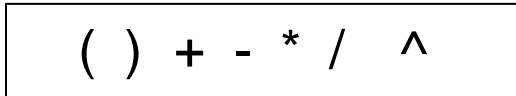
Left  
Center



### 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**

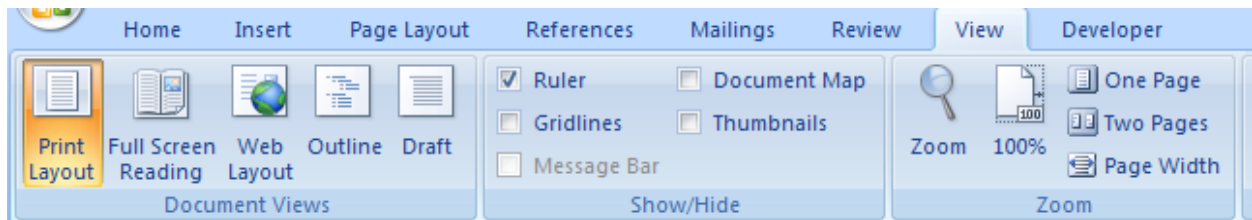
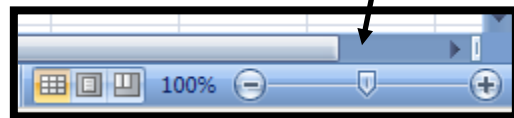
Special shortcut with sum is the Σ icon

### Formatting

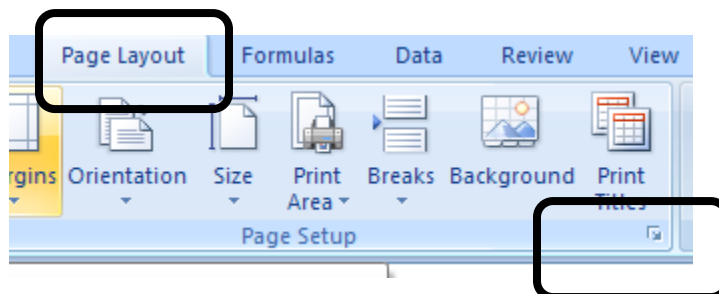
\$ , .  
Cells Format / Orientations  
Cells Font Style and adding borders

### Headers / Footers

Viewing worksheet      Zooming in & out  
Full Screen Mode



### Page Layout



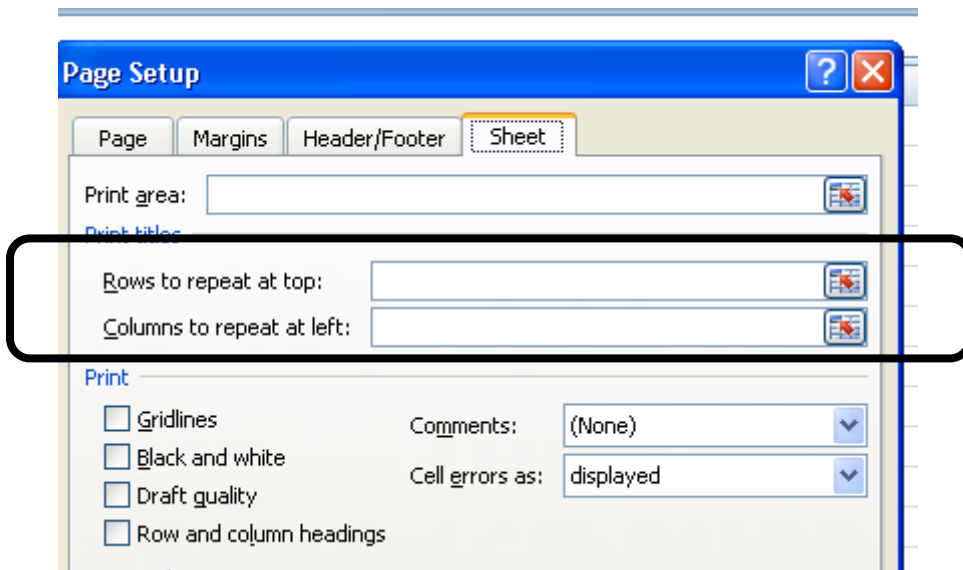


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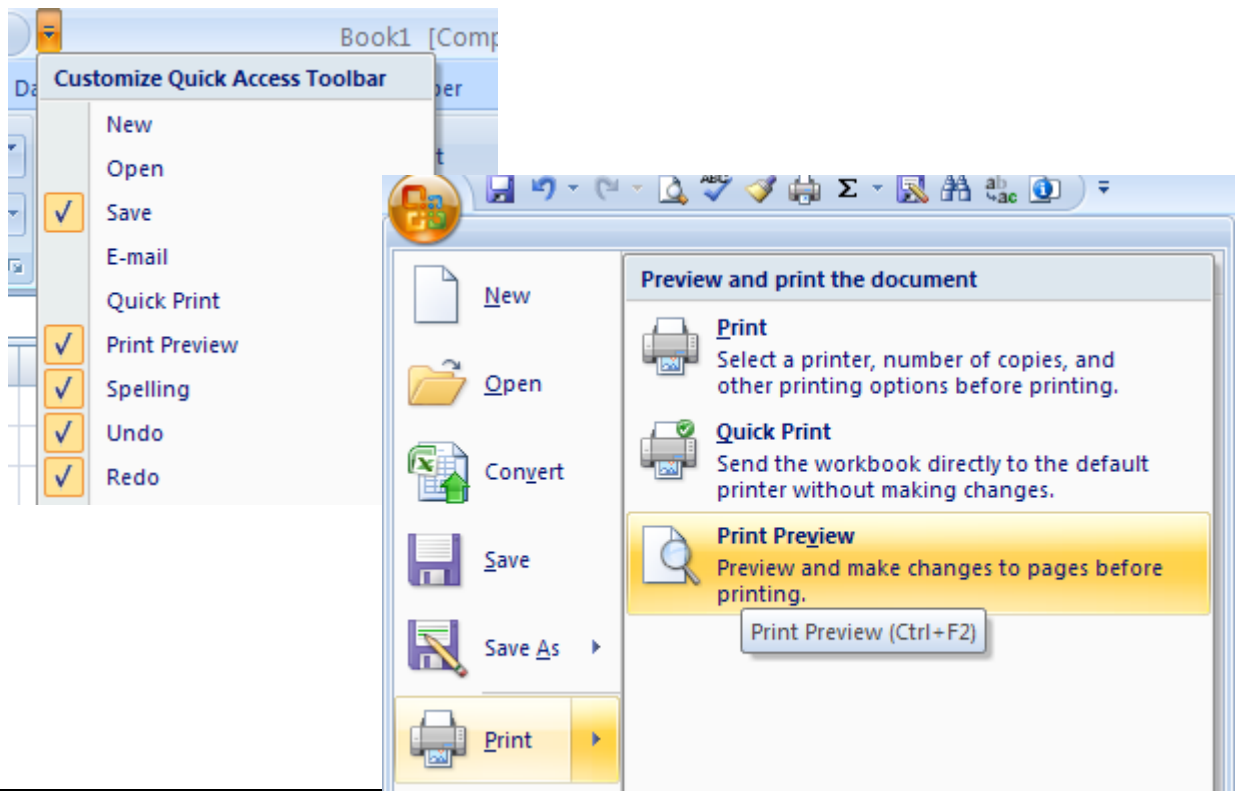
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Class Notes:



Q A T





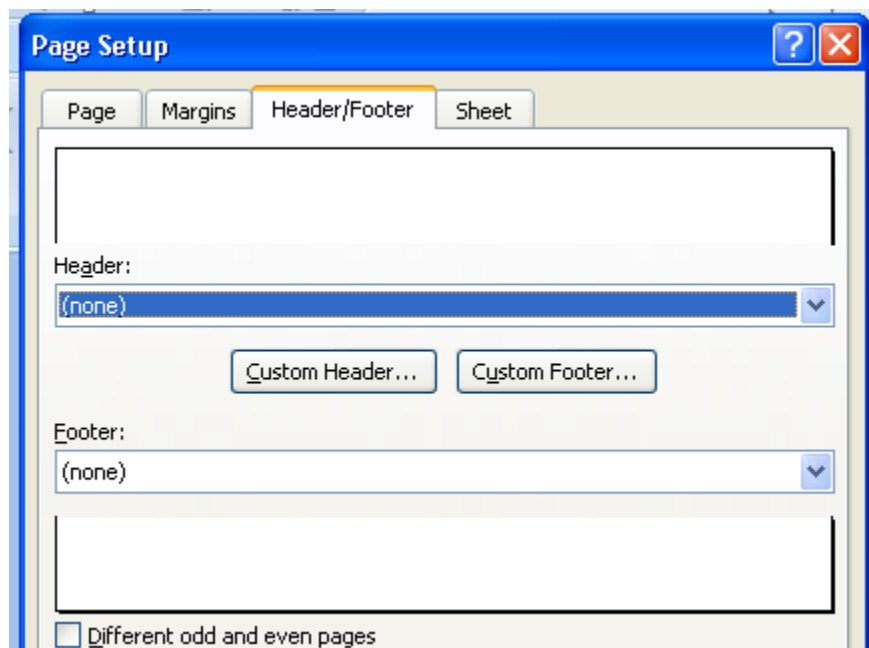
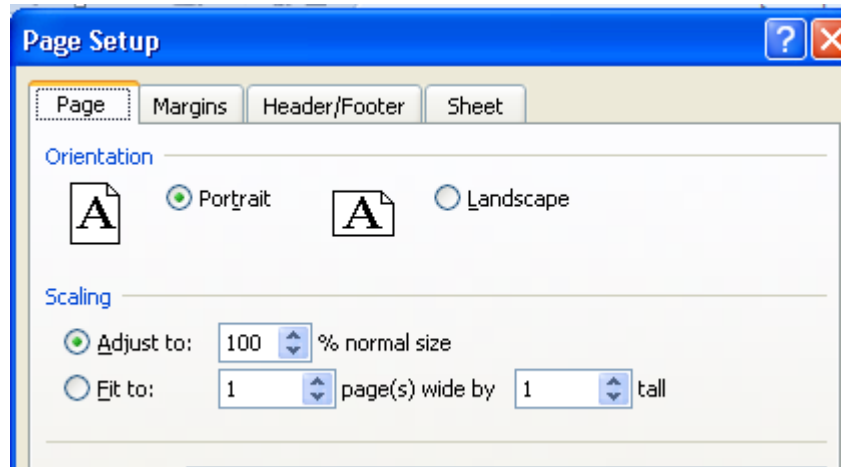


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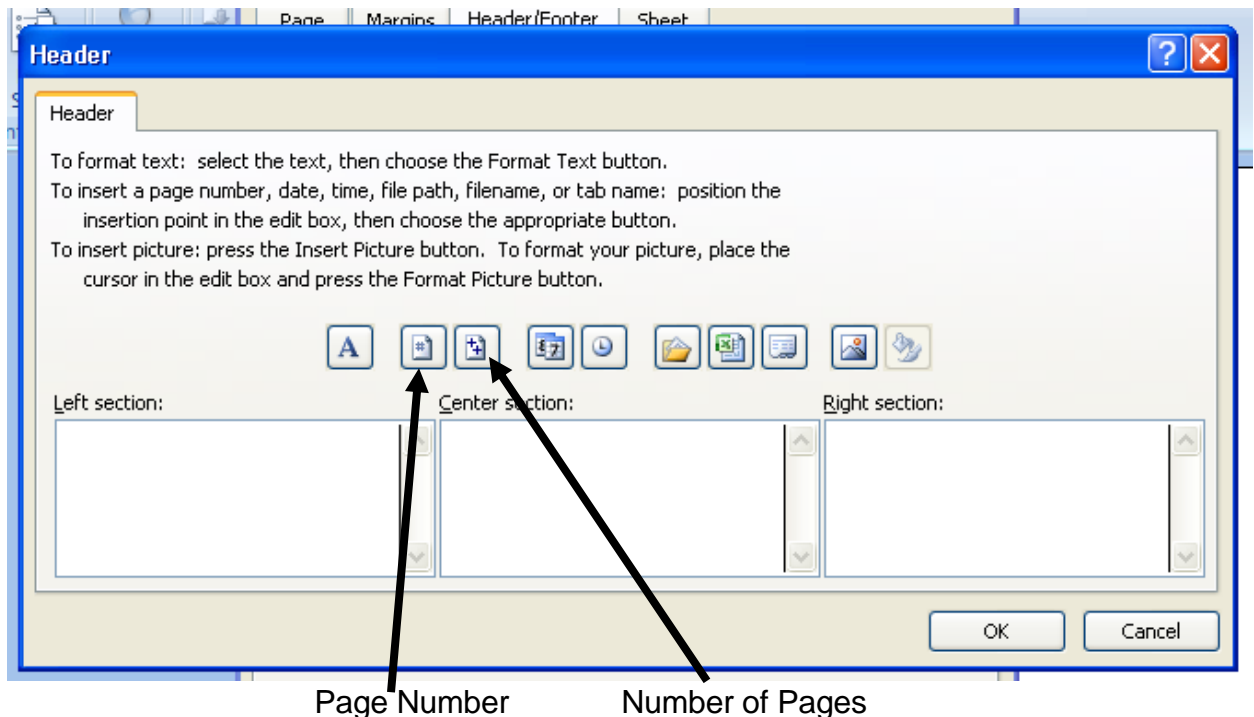


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Class Notes:



### 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()



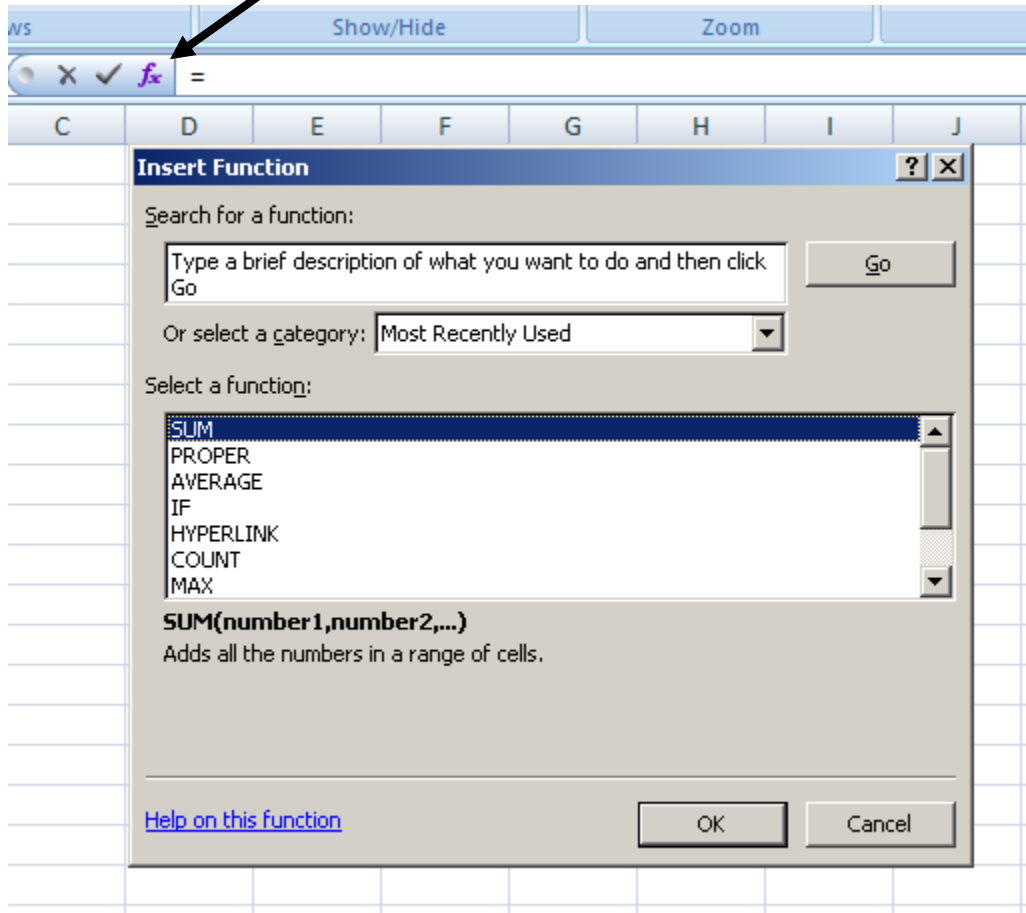
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Class Notes:

Function wizard **fx**





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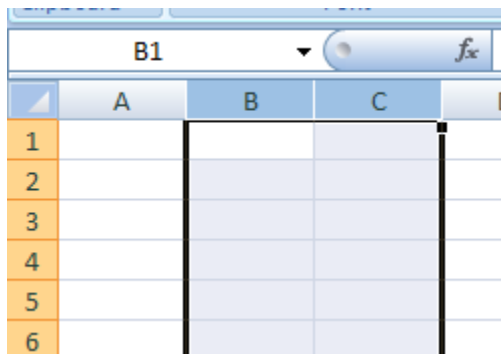
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Class Notes:

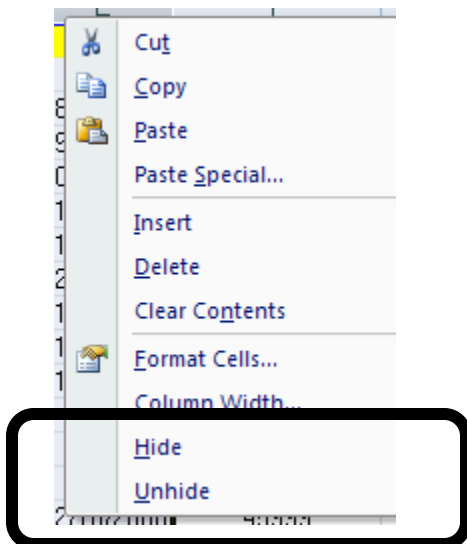
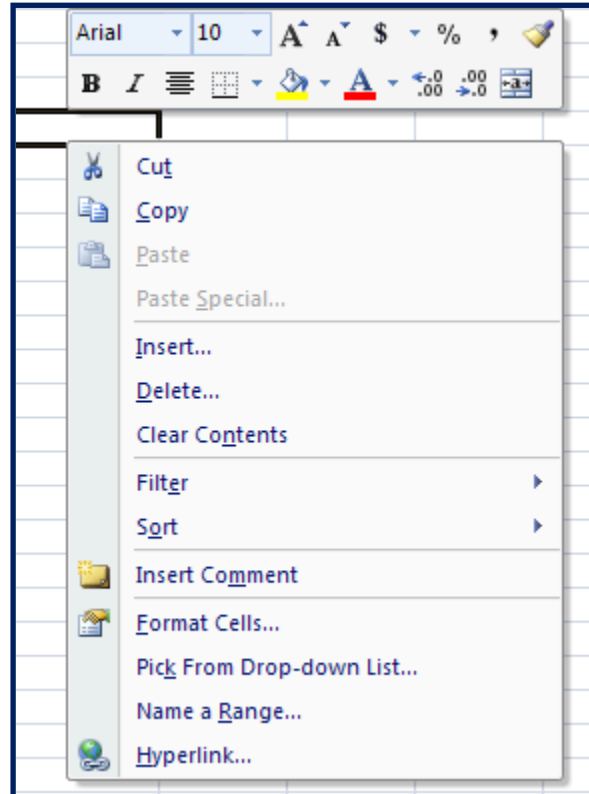
# R M C

Edit

- Clear
- Format
- All



Hide | Unhide Rows & Cells





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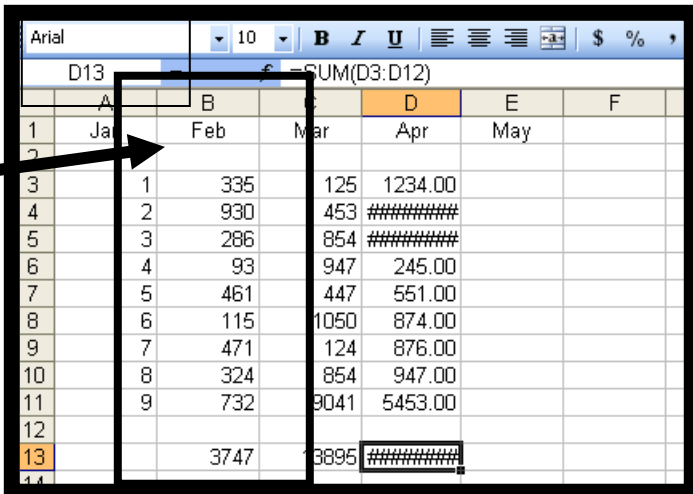
Session No # 3  
File: Excel-II-3.doc

Date: July 20, 2011  
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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

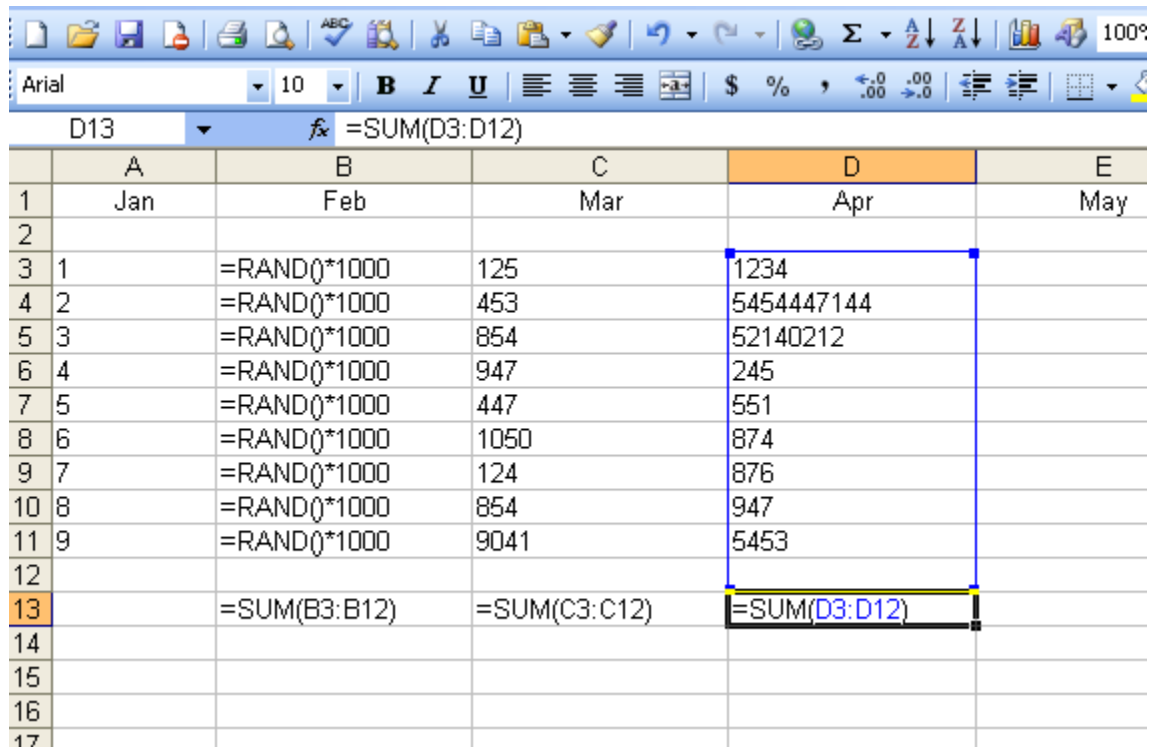


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### Class Notes:



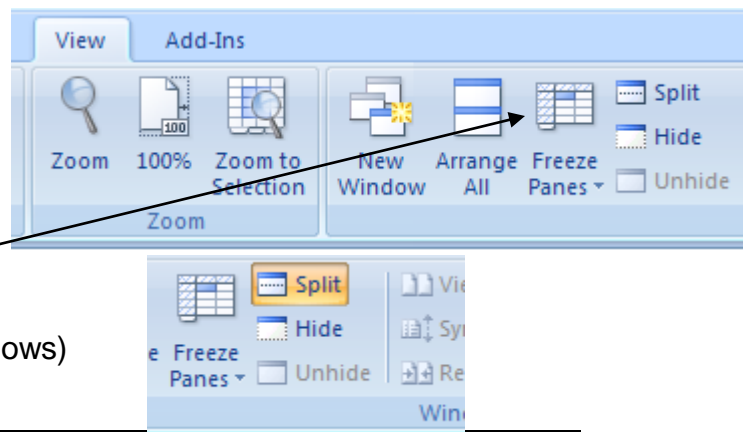
	A	B	C	D	E
1	Jan	Feb	Mar	Apr	May
2					
3	1	=RAND()*1000	125	1234	
4	2	=RAND()*1000	453	5454447144	
5	3	=RAND()*1000	854	52140212	
6	4	=RAND()*1000	947	245	
7	5	=RAND()*1000	447	551	
8	6	=RAND()*1000	1050	874	
9	7	=RAND()*1000	124	876	
10	8	=RAND()*1000	854	947	
11	9	=RAND()*1000	9041	5453	
12					
13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



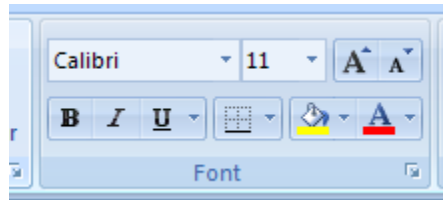
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Class Notes:

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

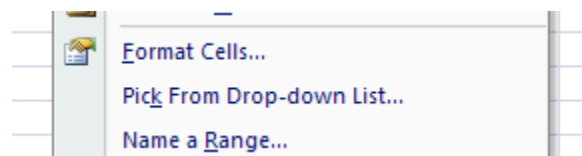
**ALT +**



**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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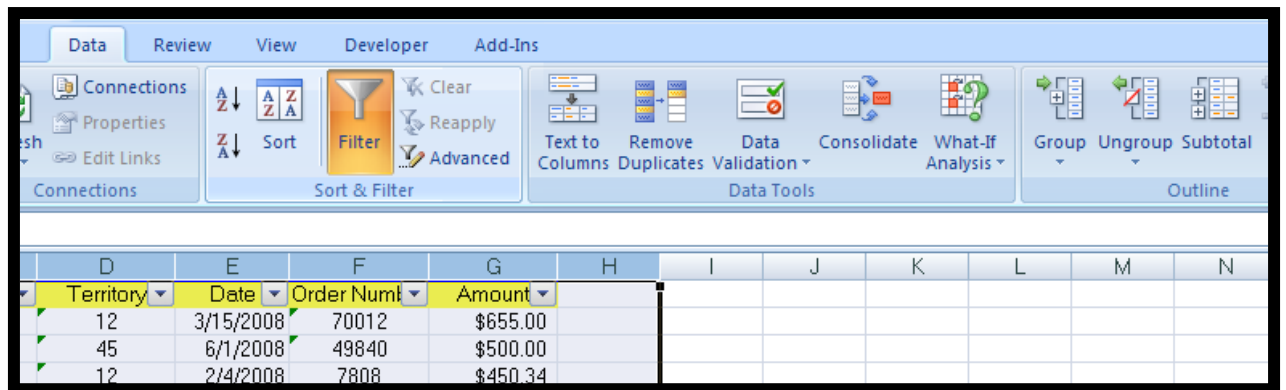
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Class Notes:

Download File:

Sales130.xls

### Data Filter







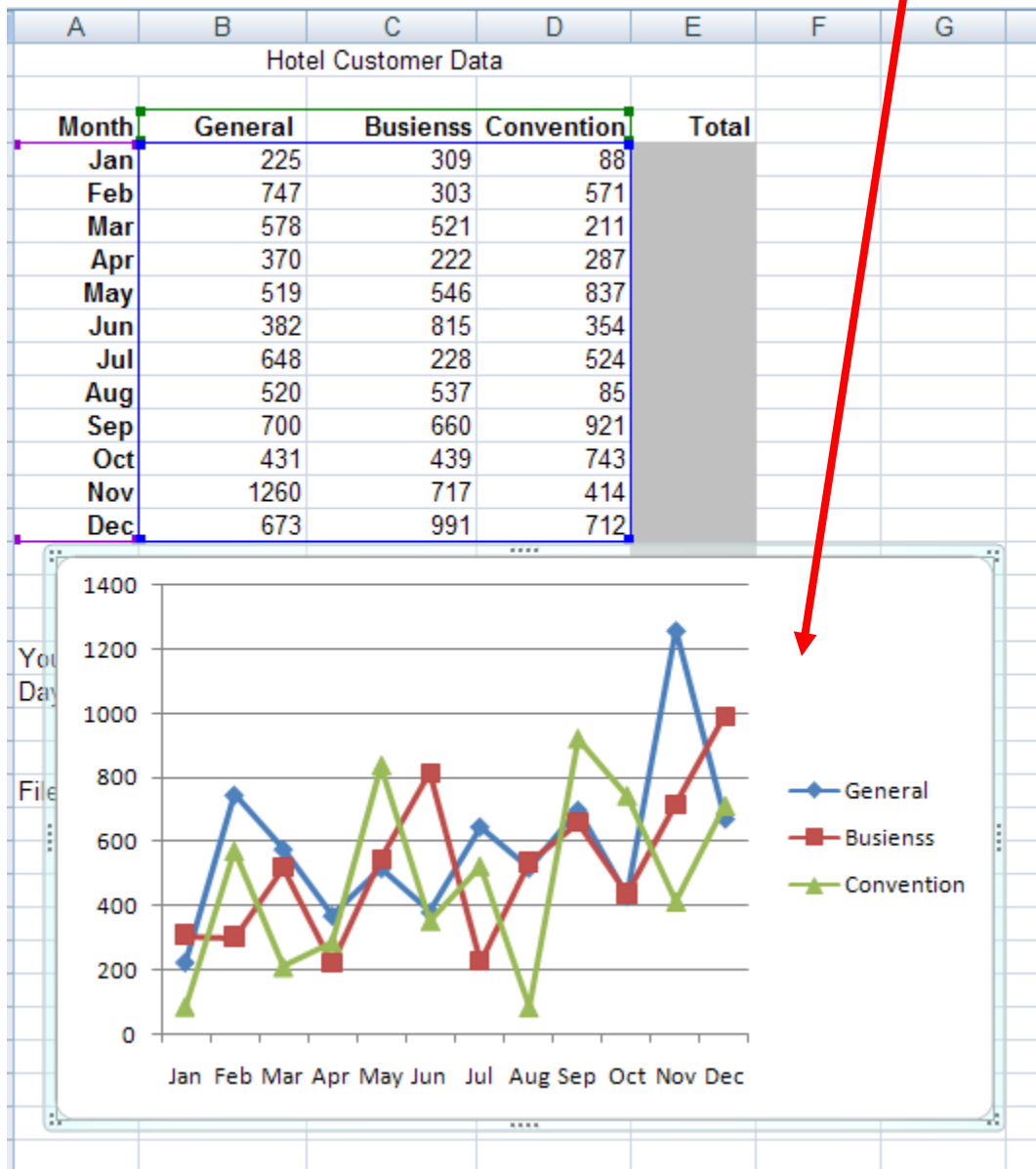
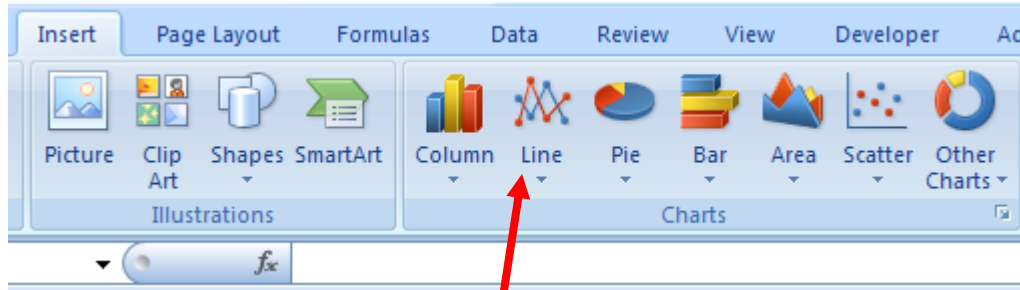
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Class Notes:

### 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-Itr-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