



Continuing Education -- EXCEL ver 07

Session No # 4
File: CE-Excel-4-End.doc

Date: May 20th, 2009
Tom Gerfen, CSIS Professor

Class Notes:

Class WEB Address (URL) <http://citruscollege.edu/>

EXCEL

Review:

Formatting

Move / Copy / Past

Insert / Delete Rows & Columns

Drill down for data found in the SHEETS/TABS of the open workbook

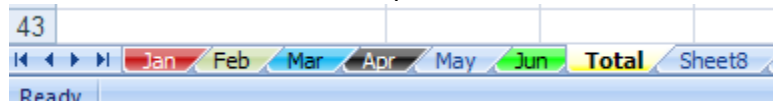


Table Lookup

Pre-made worksheets

Mail Merge (Labels) Excel into Word

Review



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Class Notes:

Formatting

Date

Formats & Math

Formatting

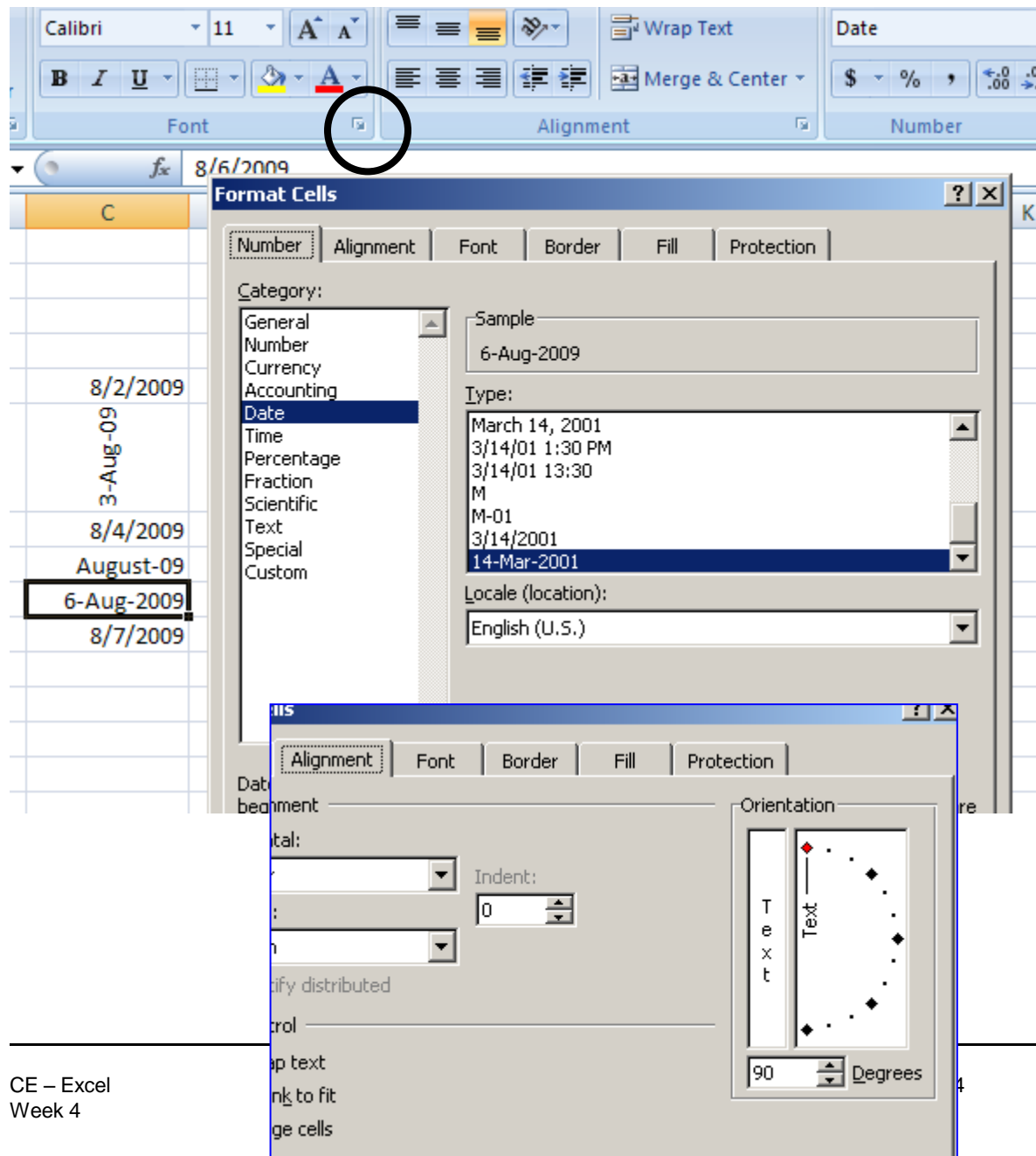
\$

,

.

Cells Format / Orientations

Cells Font Style and adding borders



The screenshot shows the Microsoft Excel interface. The ribbon is visible with the 'Font' and 'Alignment' tabs. A cell containing the date '8/6/2009' is selected. The 'Format Cells' dialog box is open, showing the 'Date' category selected in the left pane. The 'Type' list shows '14-Mar-2001' selected. The 'Locale (location)' is set to 'English (U.S.)'. Below the 'Format Cells' dialog, the 'Orientation' sub-dialog box is open, showing a preview of text rotated 90 degrees. The 'Orientation' dialog has a 'Degrees' spinner set to 90.



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Edit

O L E

Object Linking Embedding

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

Copy

CTRL + C

Cut

CTRL + X

Past

CTRL + V

Copy / Past from Excel to Word

Charts & Graphs

Past Special

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

Excel Functions

Function	Description	= Function Name (range references)
=SUM(<i>argument</i>)		
=AVERAGE(<i>argument</i>)		
=MAX(<i>argument</i>)		
=MIN(<i>argument</i>)		=COUNT(<i>argument</i>)
=TODAY()		
=DATE(mm/dd/yy)		=NOW()
Function wizard	fx	



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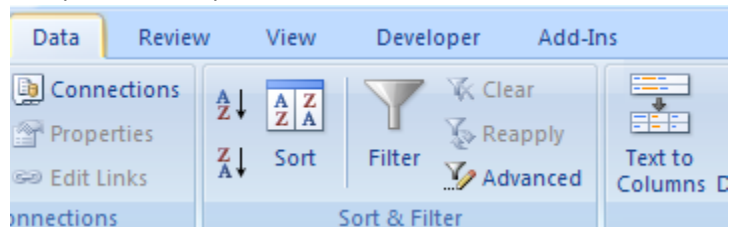
Excel

Name Spreadsheet
Row 1
Text to Column

Column Titles (Field Name)

Tab Name

Mail Merge in Word



Cell Ranges

Use of the **:** in ranges

B2 : E6

Naming cell ranges

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

Enter formula

Enter or use the ✓ box

Must start with an **= equal sign**

Special shortcut with sum is the Σ icon

Edit

Clear
Format
All

Hide | Unhide Rows & Cells



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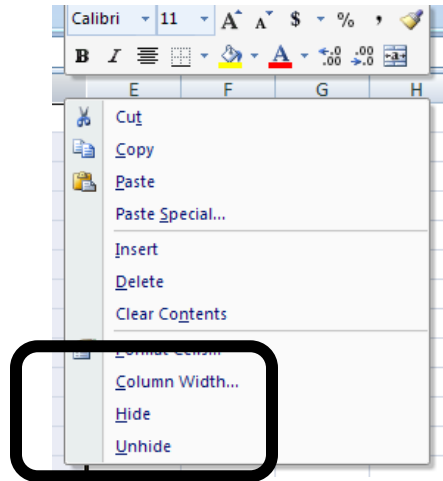
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Class Notes:

R M C

Right Mouse Click

Hide | Unhide Rows & Cells

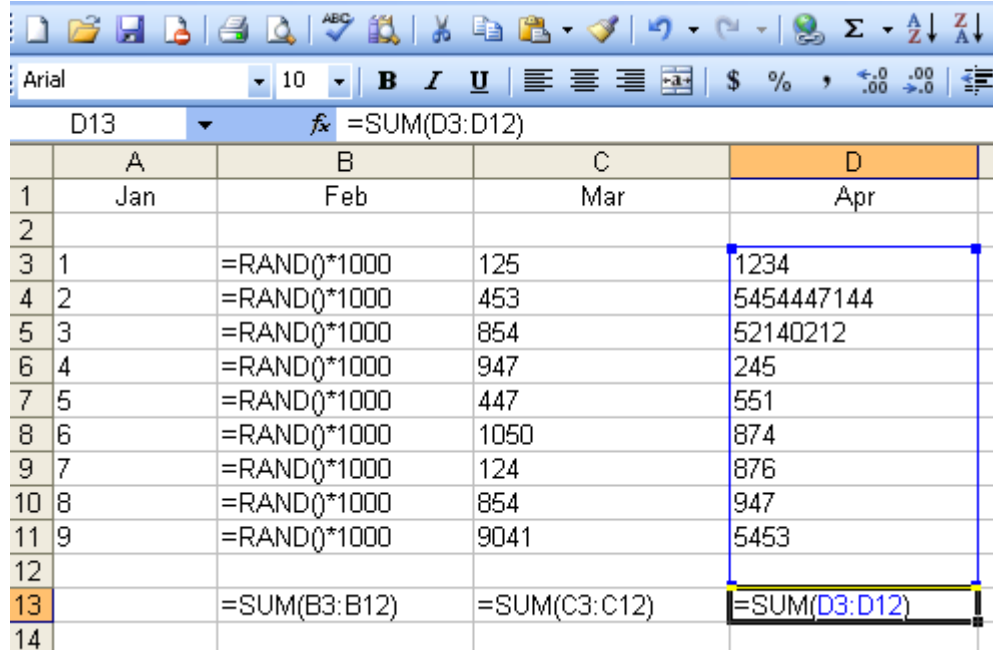


To see the formulas in the cells Press **Ctrl +** (the key with the tilde ~)



Now you can see the formulas in

the cells



	A	B	C	D
1	Jan	Feb	Mar	Apr
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				

F12 will bring up the Save window box



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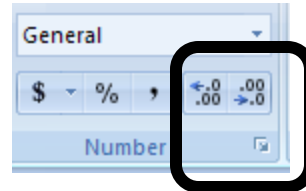
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Class Notes:

F9 will recalculate the spreadsheet

Formatting values

- Currency button
- Increase / Decrease decimal button
- Format
- Size of / width of column
- Customs edit formats

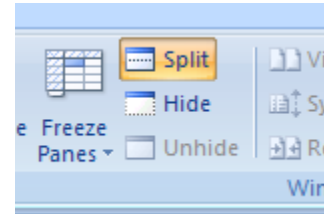


VIEW Tab

Split | Hide
Freeze Panes

(Windows)

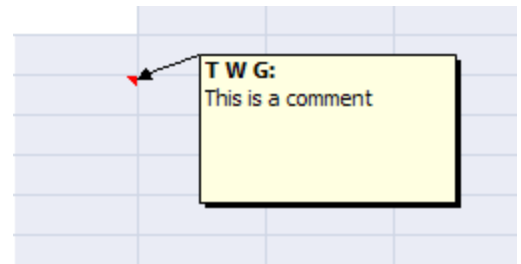
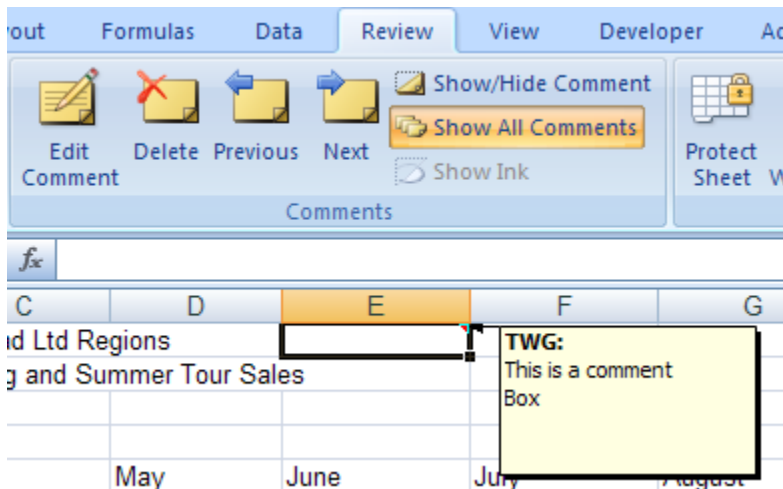
Fonts
Fonts / Point size



Auto Format

To add a Comment into a cell

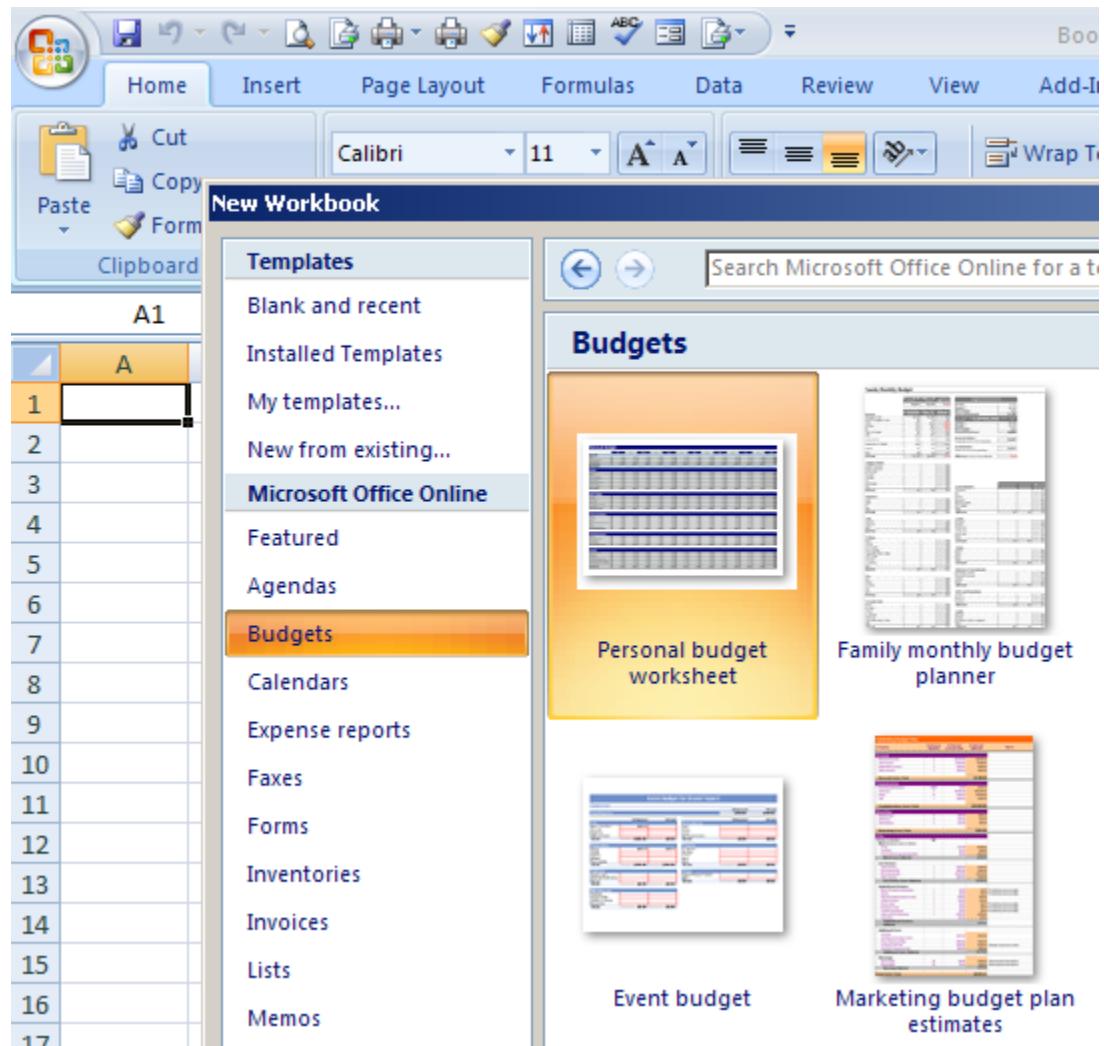
Show & Hide comment





Class Notes:

New Workbook templates from on-line





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Class Notes:

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									





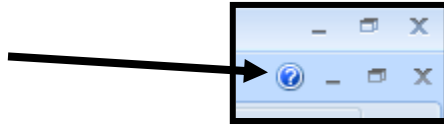
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Class Notes:

Help Key



Excel Help

alt key Search

Excel Home > Accessibility

Excel shortcut and function keys

Show All

The following lists contain CTRL combination shortcut keys, function keys, and some other common shortcut keys, along with descriptions of their functionality.

TIP To keep this reference available when you work, you may want to print this topic. To print this topic, press CTRL+P.

NOTE If an action that you use often does not have a shortcut key, you can [record a macro](#) to create one.

In this article

- ↓ CTRL combination shortcut keys
- ↓ Function keys
- ↓ Other useful shortcut keys

CTRL combination shortcut keys



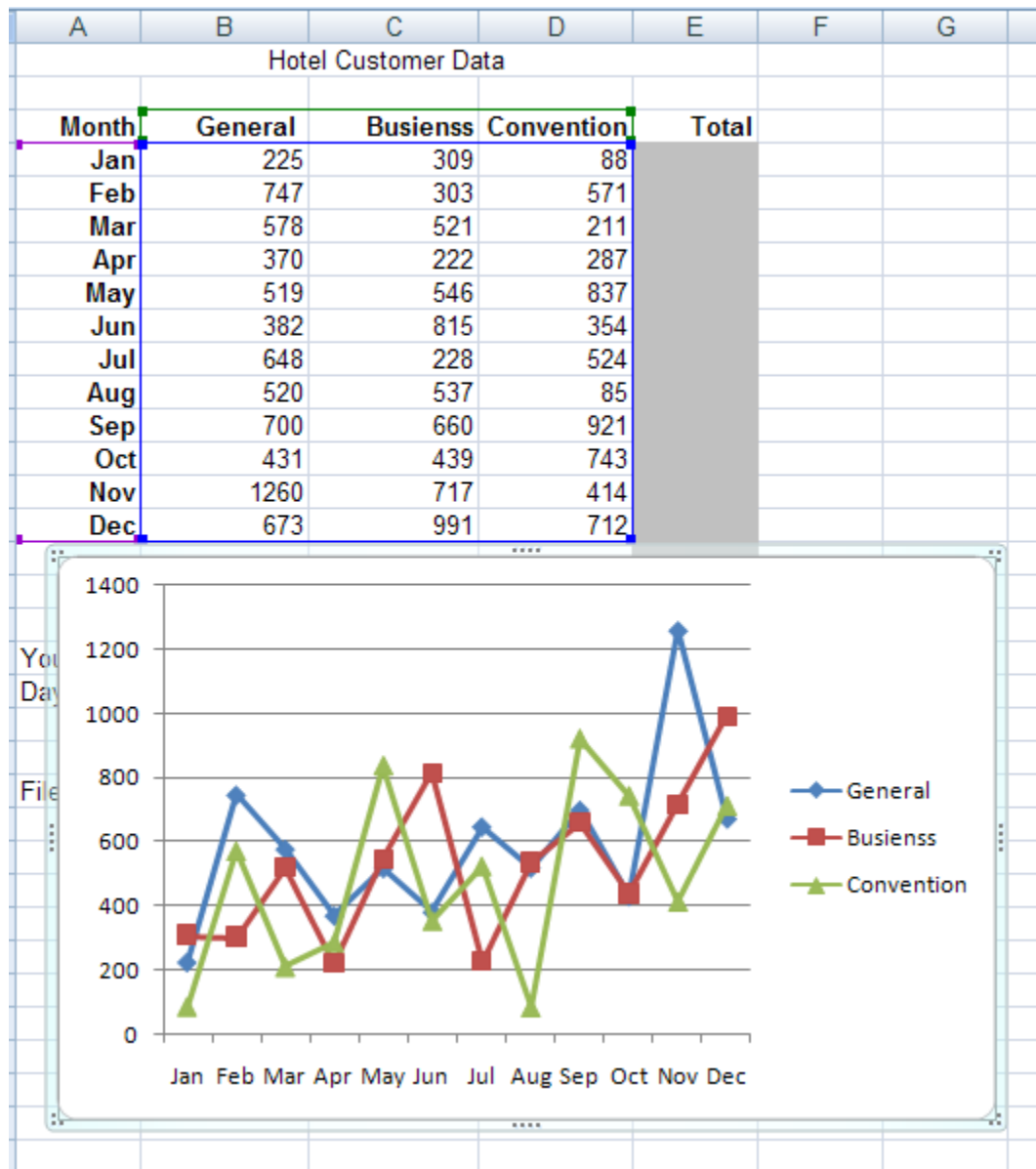
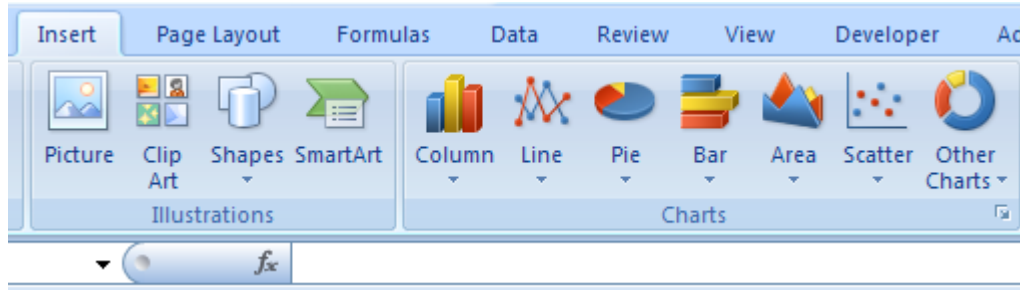
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Class Notes:

Insert - Charts & Graphs





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Class Notes:

File name: BudgetTest-Drill-Down-Jan-June.xls

	A	B	C	D	E	F
1	My Budget					
2						
3	Summary of 6 months Totals					
4						
5						
6						
7	Total					
8	Income:					
9	Work	\$	9,056.00			
10	Awards	\$	250.00			
11	Allowance	\$	550.00			
12	Savings	\$	1,800.00			
13	Other	\$	2,310.00			
14						
15	Total Income		\$13,966.00			
16						
17	Expenses:					
18	Tuition	\$	645.00			
19	Books	\$	1,144.00			
20	Food	\$	1,484.00			
21	Clothing	\$	1,150.00			
22	Home/Rent	\$	4,100.00			
23	Transportation	\$	550.00			
24	Entertainment	\$	240.00			
25	Computer Supplies	\$	111.00			
26	Misc	\$	666.00			
27	Other					
28						
29	Total Expenses		\$10,090.00			
30						
31						
32	What's leftover		\$ 3,876.00			
33						
34						
35						
36						
37	As of:					
38	8/3/2009					
39						
40						
41	=Jan!B26+Feb!B26+Mar!B26+Apr!B26+May!B26+Jun!B26					
42						



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Class Notes:

Sales100.xls

B2		HANDY MAN					
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	
9	HANDY MAN	54321	12	1/26/2008	87332	\$64.85	
10	82 LUMBER	82123	01	1/29/2008	50123	\$665.00	
11	82 LUMBER	82123	12	2/1/2008	00981	\$252.25	
12	72 LUMBER	72123	12	2/4/2008	7808	\$450.34	
13	RENTAL ACE	60209	23	2/7/2008	28001	\$7,000.00	
14	AVIS RENTAL	60209	23	2/10/2008	45999	\$101.00	
15	GENIE DOOR	66554	01	2/13/2008	71237	\$229.95	

Tom Gerfen 1000-W. Foothill Blvd Glendora CA 91741	Bill Jones 769-N. Grand Ave Duarte CA 91616	Linda Beedle 8120-S. First St Monrovia CA 91016
Sam Reeves 801-Island Blvd Glendora CA 91740	James Smith 1000-W. Foothill Blvd Glendora CA 91741	Mary Ann McWilliams 1234-N. Ardmore Azusa CA 91701



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Class Notes:

Download files: On Drive K: CIS

Table Look up

Multi look-ups

	A	B	C	D	E	F	G
1							
2							
3	Name	Status	Pay	Deductuion Code		Amount	
4	Allen	Single	\$ 500.00	1		\$ 50.00	
5	Bill	Married	\$ 350.00	2		\$ 15.00	
6	Sue	Single	\$ 299.00	1		\$ 20.00	
7	Judy	HofH	\$ 555.00	3		\$ 15.00	
8	Sam	xxx	\$ 85.00	1		\$ 10.00	
9							
10							
11							
12							
13							
14					Single	Married	HofH
15	Status			Income	1	2	3
16	HofH	3		0	\$ 10.00	\$ 5.00	\$ 7.50
17	Married	2		200	\$ 20.00	\$ 10.00	\$ 9.50
18	Single	1		300	\$ 30.00	\$ 15.00	\$ 11.50
19				400	\$ 40.00	\$ 20.00	\$ 15.50
20				500	\$ 50.00	\$ 25.00	\$ 15.00
21							
22							
23							



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An add-on you MUST have ...

Snagit by TechSmith

<http://www.techsmith.com>

The screenshot shows the TechSmith website for Snagit. At the top, there is a navigation bar with the TechSmith logo, language options (English, Deutsch, Français), and a search bar. Below this is a secondary navigation bar with links for Products, Downloads, Support, Community, Company, and Purchase. The main content area features the Snagit logo and the text "screen capture software" with a "Free Trial" and "Buy \$49.99" link. The central message is "Capture your digital lifestyle" with a sub-message: "Take a 'snapshot' of anything on your PC screen. Send it, store it, turn it into a detailed graphic, find it later." Below this text are images of the Snagit software interface, a product box, and a video player with an "Overview Video" button. At the bottom, there is a horizontal menu with links for "What's New", "Product Tour", "Accessories", "Tutorials", "Upgrade", and "Free Trial".

Class Evaluation

Comments