

Beginning MS Excel

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REPORT

Financial statement

	JANUARY	FEBRUARY	MARCH	2019			JULY	
				APRIL	MAY	JUNE		
1	\$212.50	\$170.00	\$187.00	\$215.05	\$292.47	\$412.38	\$672.18	
2	\$352.25	\$281.80	\$309.98	\$356.48	\$484.81	\$683.38	\$1 114.24	
3	\$478.36	\$382.69	\$420.96	\$484.10	\$608.28	\$928.31	\$1 513.15	
4	\$656.44	\$525.15	\$577.67	\$664.32	\$903.47	\$1 273.89	\$2 076.45	
5	\$825.41	\$620.33	\$662.36	\$831.71	\$1 123.13	\$1 619.62	\$1 961.97	
6	\$1 171.11	\$833.89	\$867.06	\$1 221.12	\$1 640.8	\$2 309.45	\$1 219.40	
7	\$1 619.25	\$1 189.22	\$1 284.14	\$1 729.36	\$2 325.53	\$3 458.99	\$748.16	
8	\$2 236.52	\$1 789.22	\$2 081.14	\$2 829.36	\$3 849.04	\$5 645.84	\$1 481.70	
9	\$3 071.58	\$2 477.26	\$2 700.76	\$3 805.88	\$5 199.59	\$7 545.35	\$2 518.92	
10	\$4 196.32	\$3 263.06	\$3 500.76	\$4 805.88	\$6 599.59	\$9 545.35	\$6 721.16	
11	\$5 671.50	\$4 370.00	\$4 687.00	\$6 505.05	\$8 849.47	\$12 812.38	\$1 114.24	
12	\$7 552.25	\$5 818.80	\$6 309.98	\$8 656.48	\$11 484.81	\$16 683.38	\$1 513.15	
13	\$10 278.36	\$7 982.69	\$8 520.96	\$11 548.10	\$15 608.28	\$22 308.31	\$2 076.45	
14	\$13 856.44	\$11 025.15	\$11 777.67	\$16 164.32	\$21 503.47	\$31 273.89	\$1 961.97	
15	\$18 625.41	\$14 820.33	\$15 662.36	\$21 503.71	\$28 723.13	\$41 619.62	\$1 319.40	
16	\$25 171.11	\$19 833.89	\$21 167.06	\$28 723.12	\$38 408	\$54 809.45	\$1 484.33	
17	\$33 619.25	\$26 375.40	\$28 128.14	\$38 408	\$51 325.53	\$73 458.99	\$748.16	
18	\$45 236.52	\$35 289.22	\$37 208.14	\$51 325.53	\$68 724	\$99 928	\$2 518.92	
19	\$60 715.8	\$47 277.26	\$50 270.76	\$68 724	\$93 005.88	\$1 349 545.35	\$2 518.92	
20	\$81 963.2	\$63 263.06	\$66 500.76	\$93 005.88	\$1 249 545.35	\$1 745 353.5	\$1 913.15	
21	\$110 278.36	\$86 289.22	\$91 700.76	\$124 956.48	\$1 684 81	\$2 383 38	\$1 513.15	



Share value



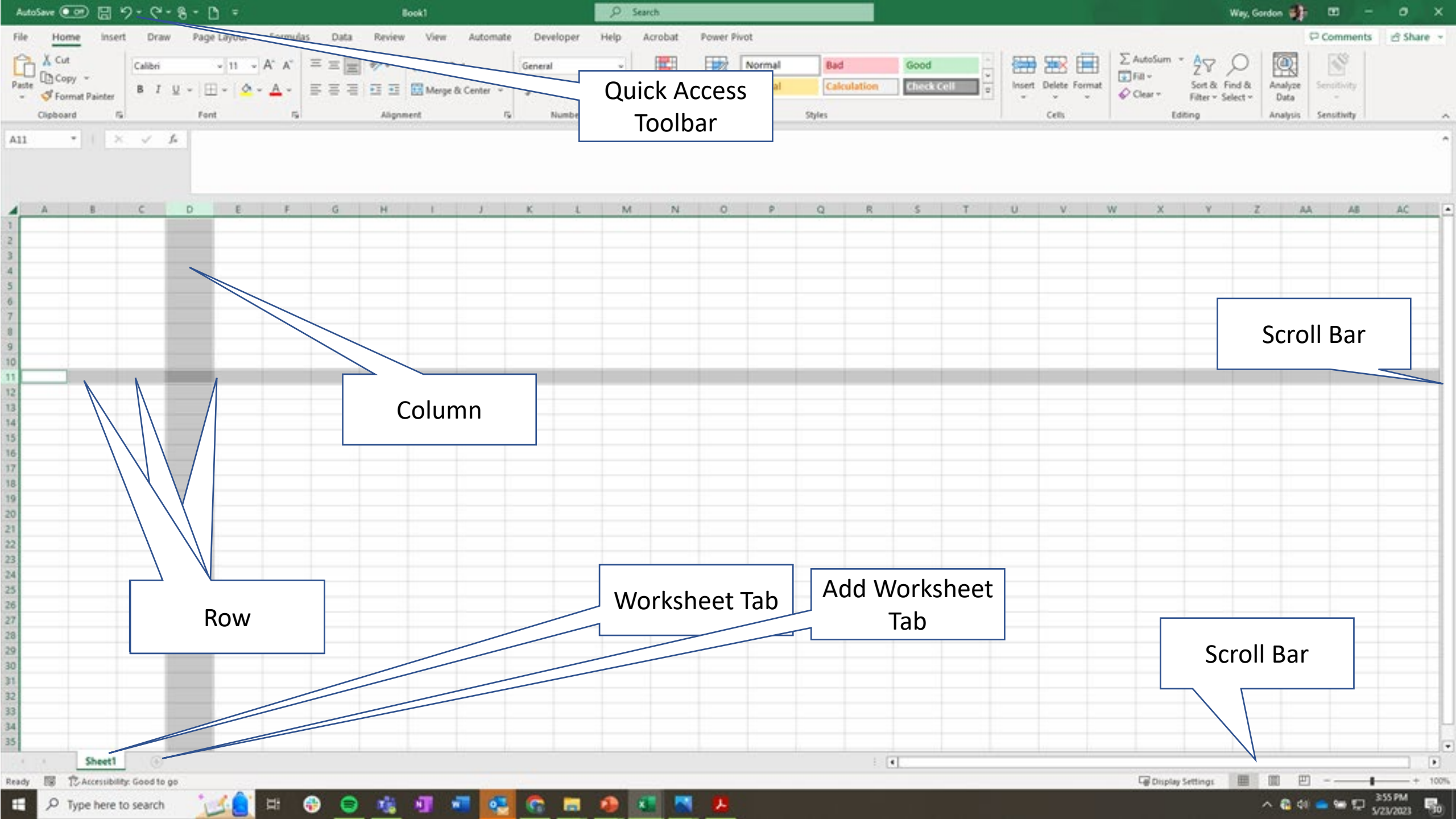
NOTES

TASKS

By the end of this session, participants will...

- Be able to perform basic formatting and simple shortcuts using Excel
- Learn to write simple formulas using Excel
- Create a simple gradebook or minor behavior-tracking log





Quick Access
Toolbar

Column

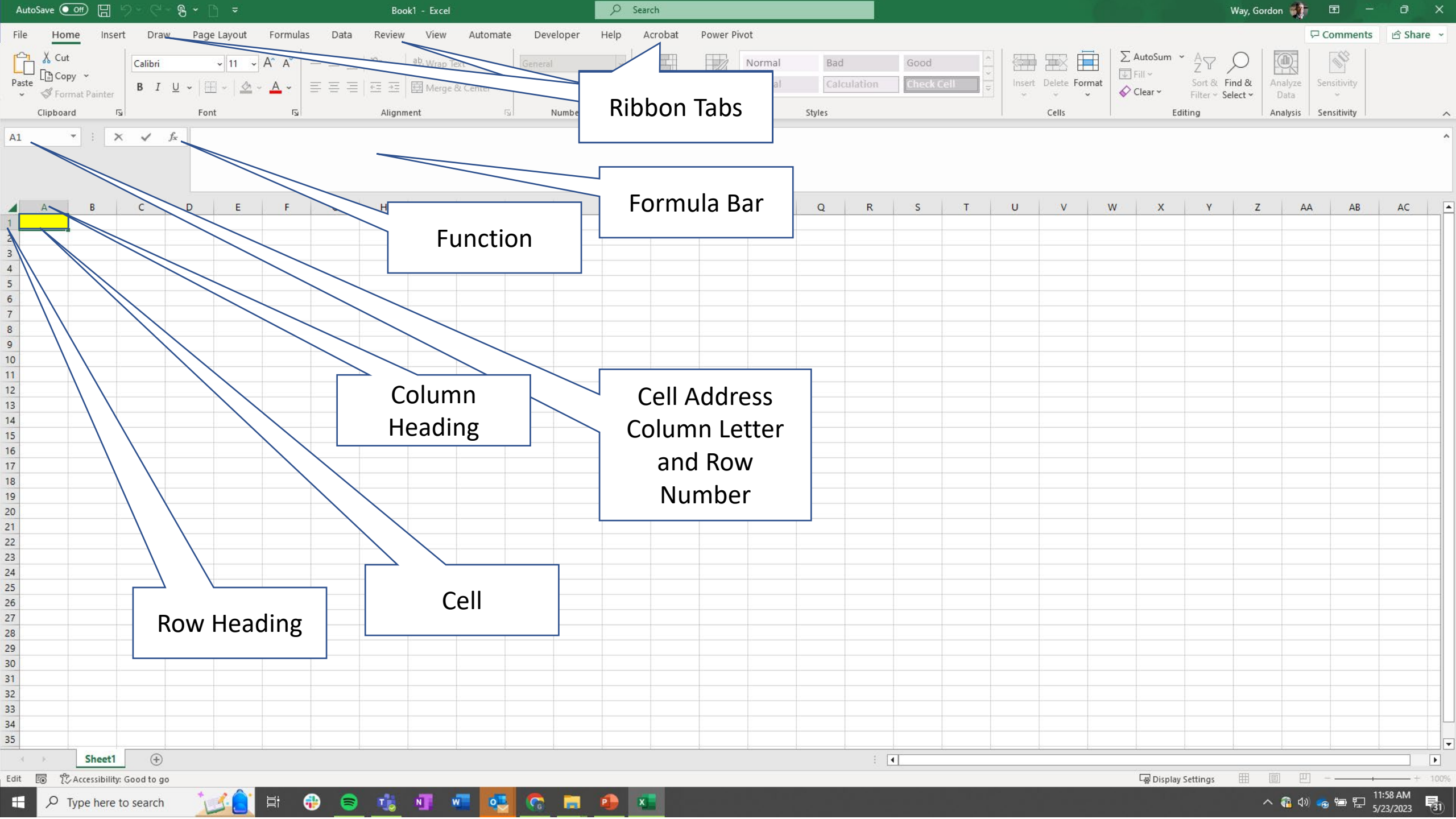
Row

Worksheet Tab

Add Worksheet
Tab

Scroll Bar

Scroll Bar



Ribbon Tabs

Formula Bar

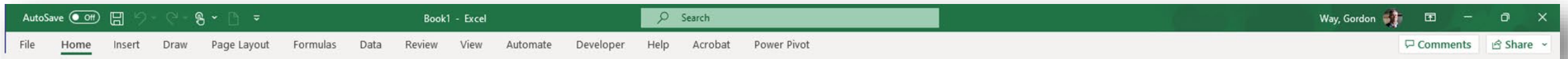
Function

Column
Heading

Cell Address
Column Letter
and Row
Number

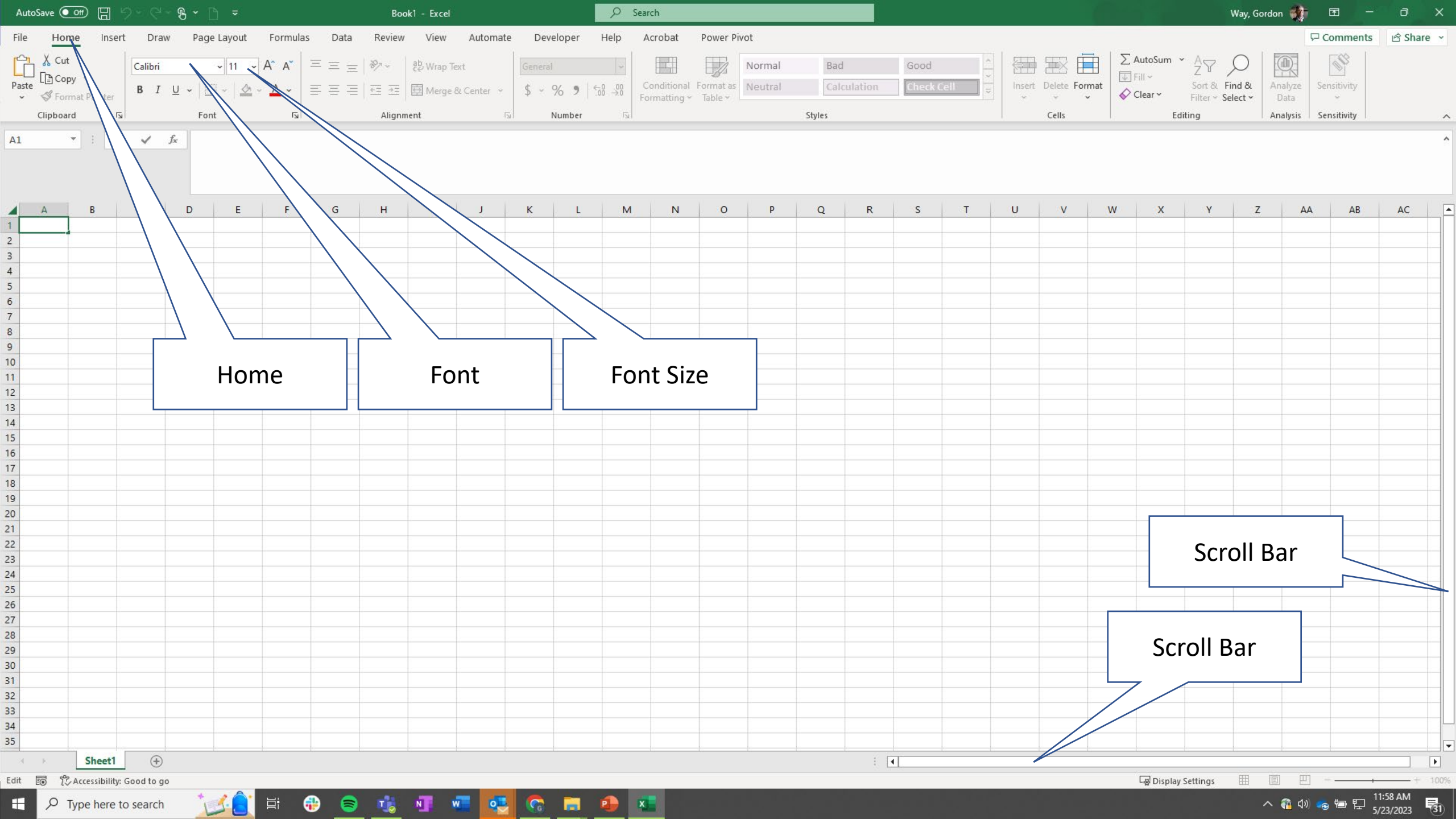
Cell

Row Heading



Ribbon Tabs

- Home: Formatting and Editing
- Insert: Adding Elements
 - Graphics
 - Pivot Tables
 - Hyperlinks
- Page Layout: Prep sheet for printing
- Formulas: Adding Formulas and Functions
- Data: Import Data, Sort and Filter, Data Validation
- Review: Proof and Protect
- View: Zoom in/Zoom Out, Print View
- Help



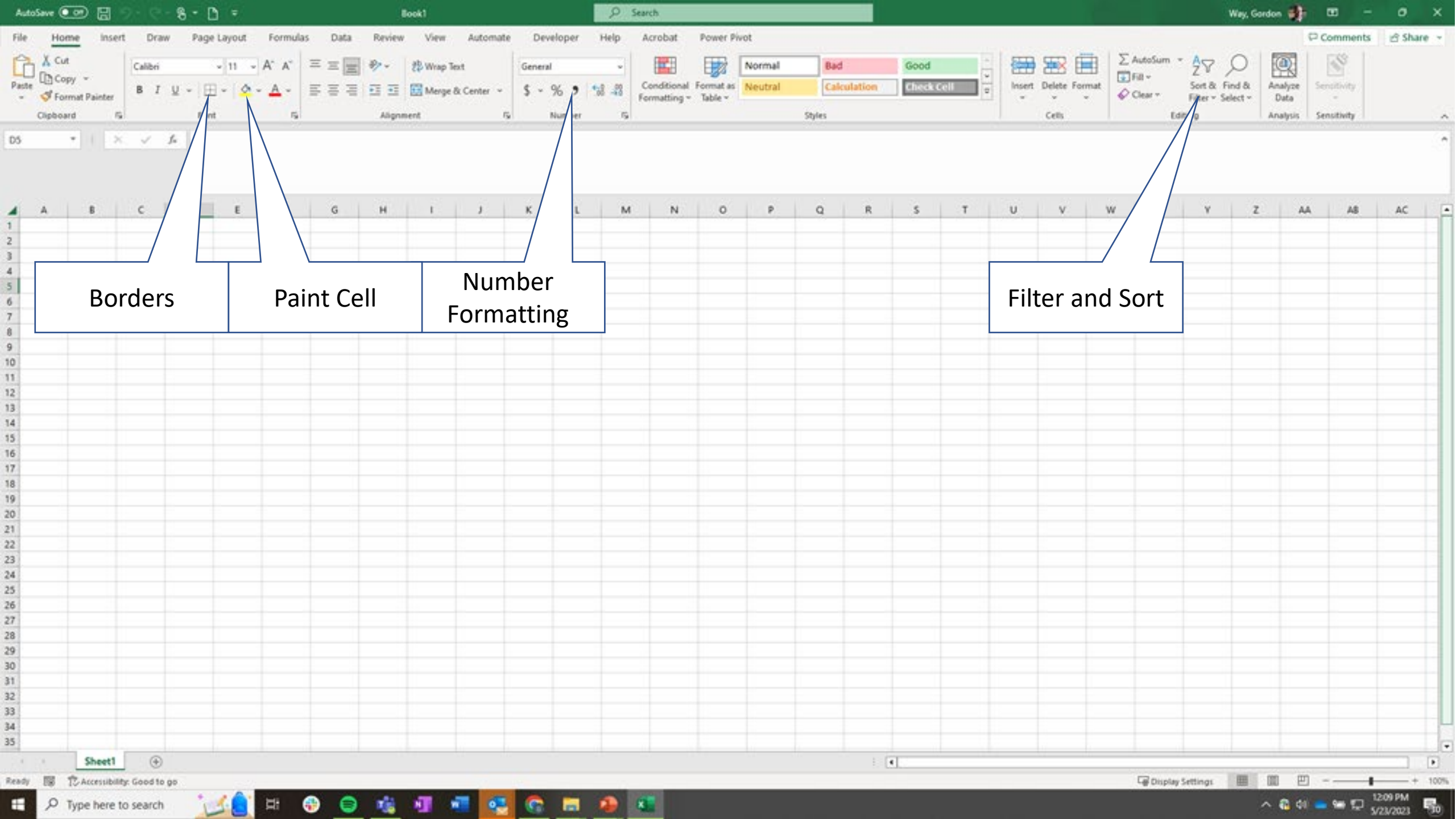
Home

Font

Font Size

Scroll Bar

Scroll Bar

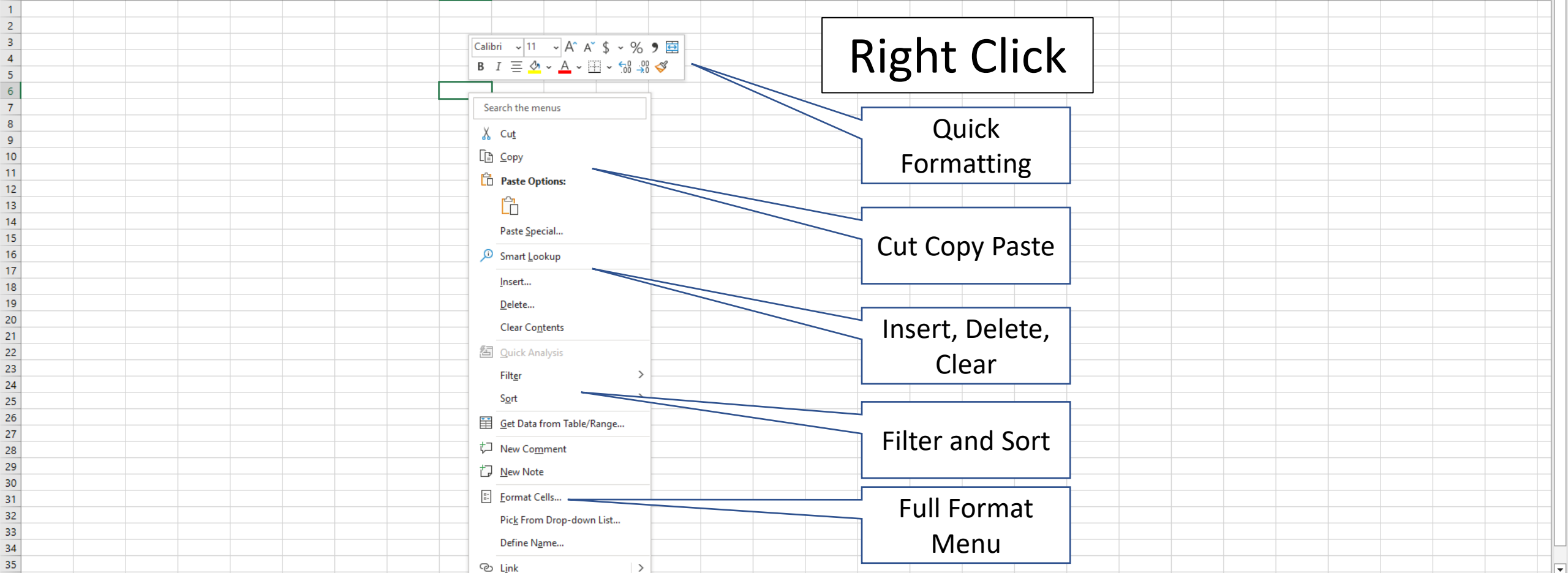


Borders

Paint Cell

Number Formatting

Filter and Sort



Right Click

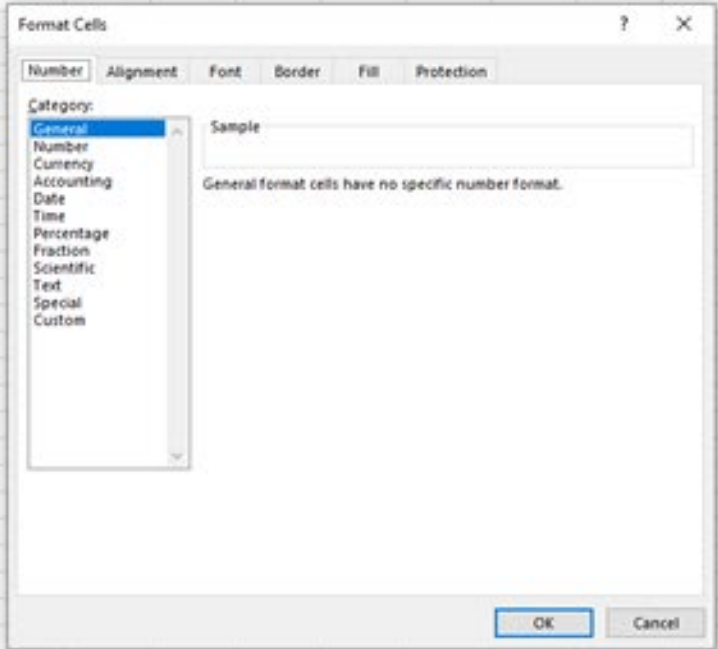
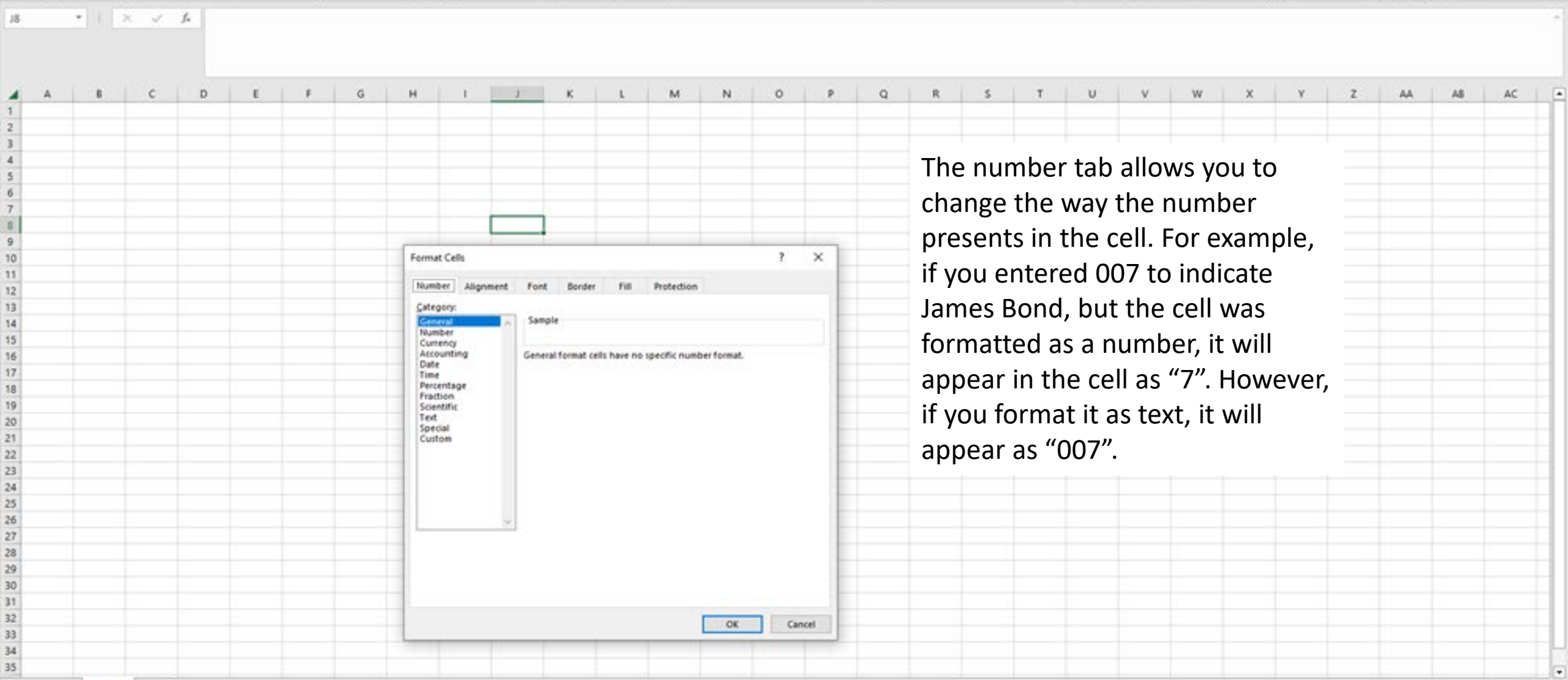
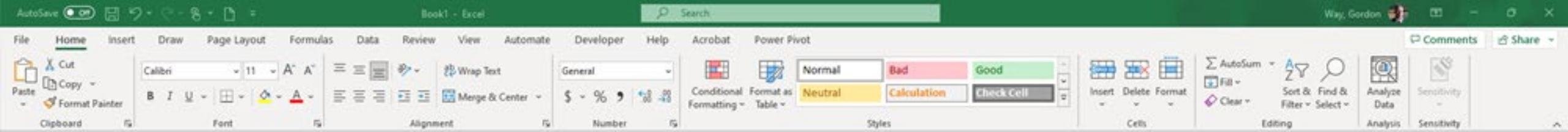
Quick Formatting

Cut Copy Paste

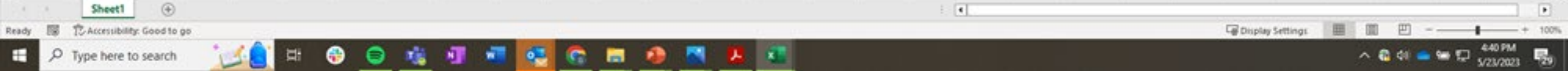
Insert, Delete, Clear

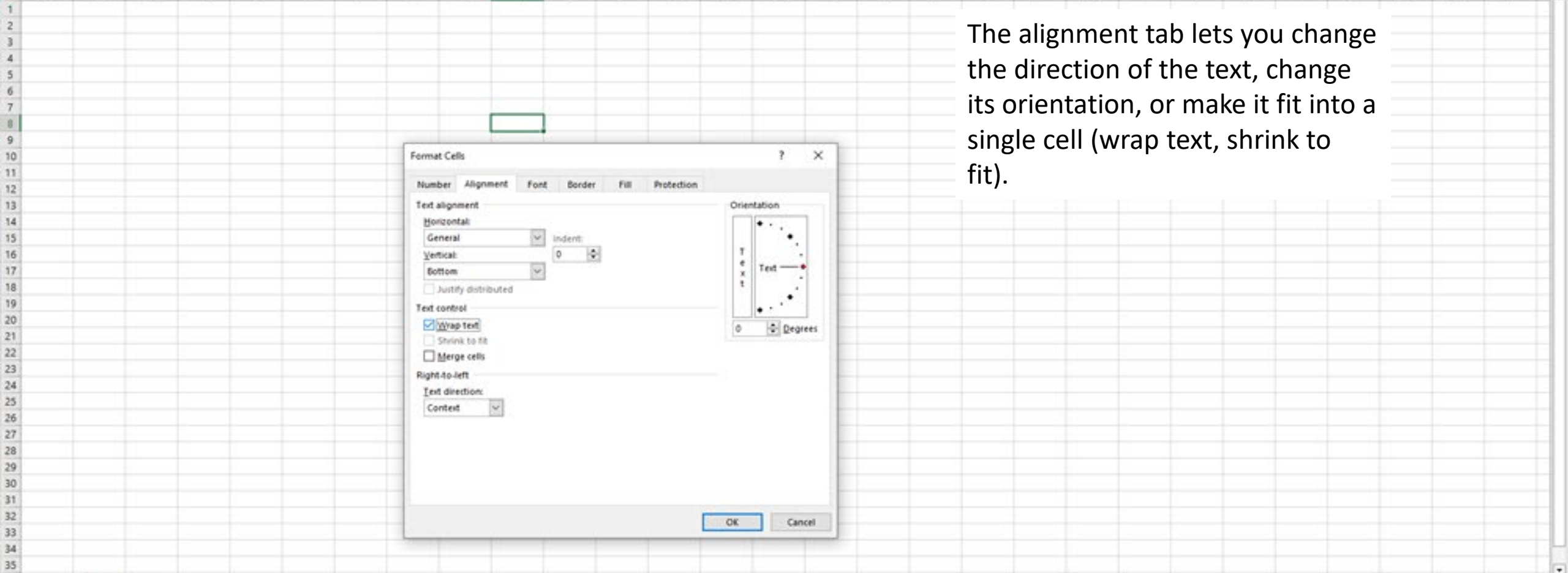
Filter and Sort

Full Format Menu



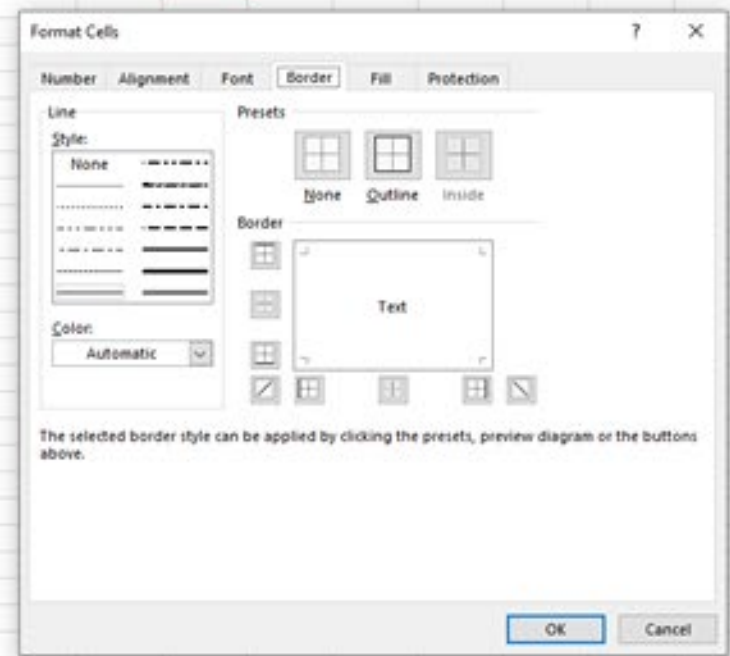
The number tab allows you to change the way the number presents in the cell. For example, if you entered 007 to indicate James Bond, but the cell was formatted as a number, it will appear in the cell as “7”. However, if you format it as text, it will appear as “007”.





The alignment tab lets you change the direction of the text, change its orientation, or make it fit into a single cell (wrap text, shrink to fit).

The border tab allows you to change the appearance of cell borders.



Fill allows you to add color or textures to cells, in order to add visual interest, or separate different sections of the worksheet

Format Cells

Number Alignment Font Border Fill Protection

Background Color: No Color

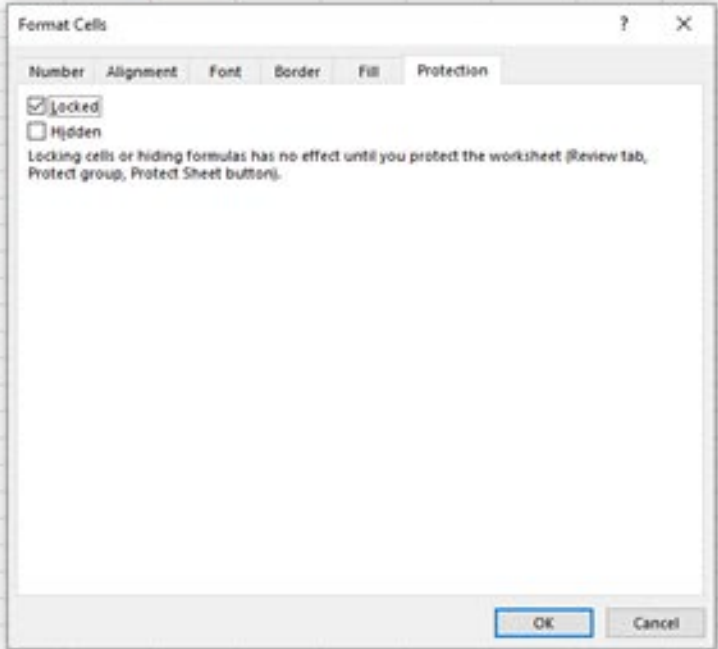
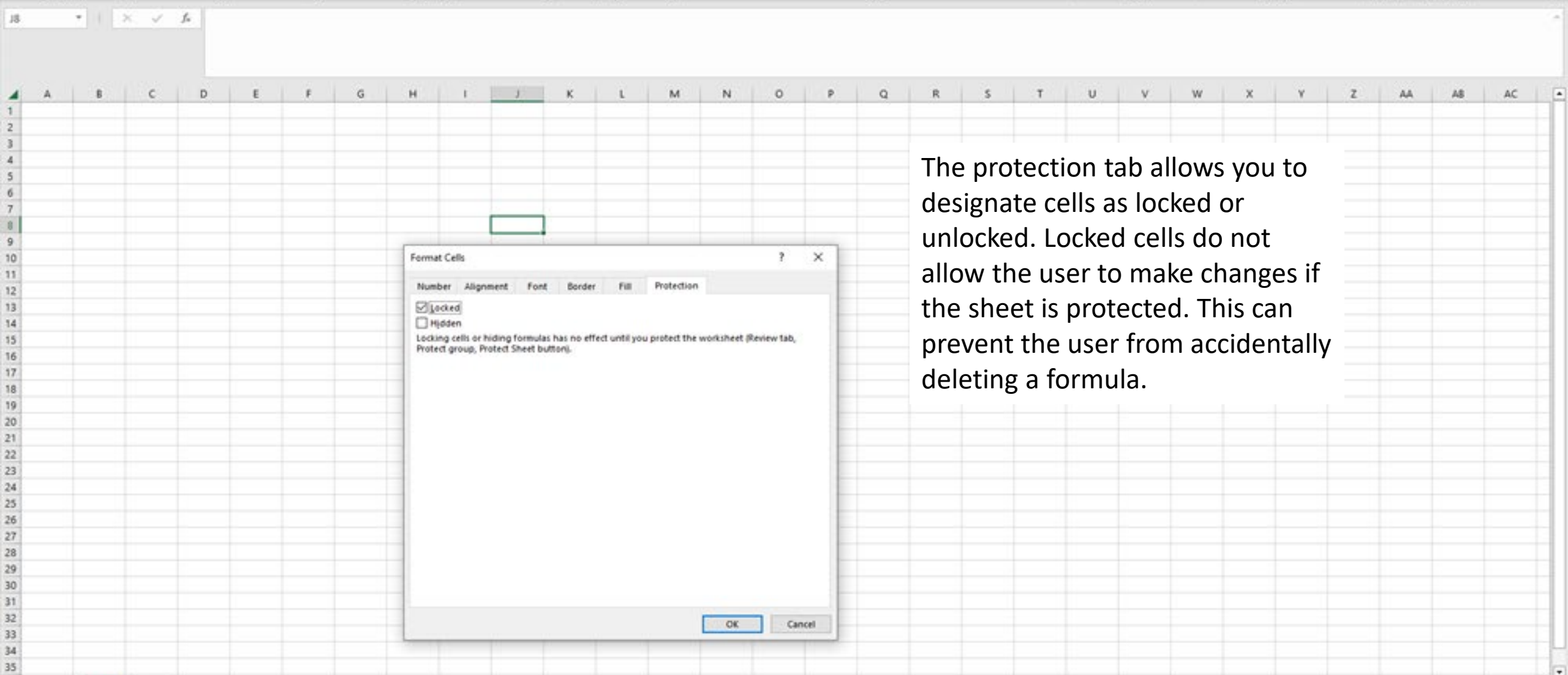
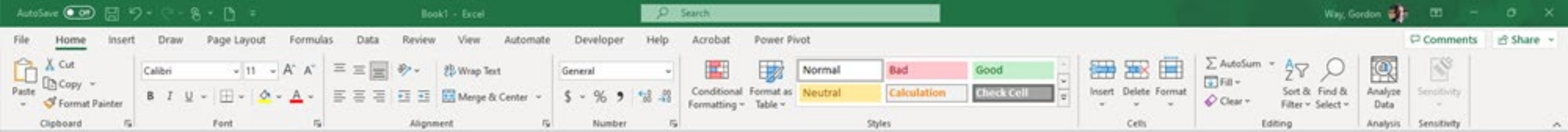
Pattern Color: Automatic

Pattern Style:

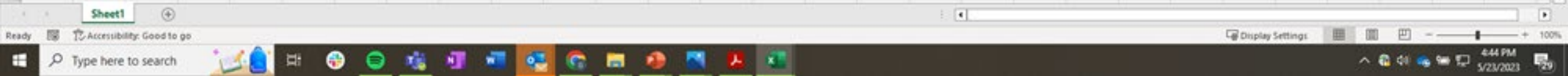
Fill Effects... More Colors...

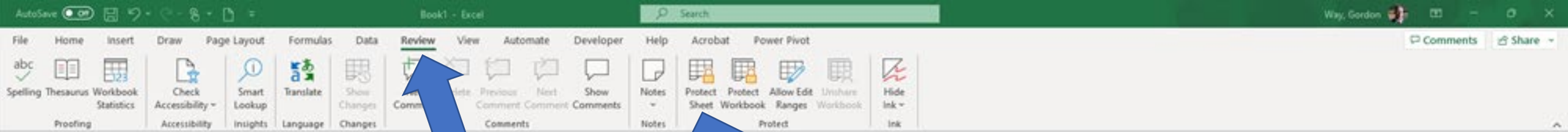
Sample

OK Cancel



The protection tab allows you to designate cells as locked or unlocked. Locked cells do not allow the user to make changes if the sheet is protected. This can prevent the user from accidentally deleting a formula.





Protect Sheet

Password to unprotect sheet:

Protect worksheet and contents of locked cells

Allow all users of this worksheet to:

- Select locked cells
- Select unlocked cells
- Format cells
- Format columns
- Format rows
- Insert columns
- Insert rows
- Insert hyperlinks
- Delete columns
- Delete rows
- Sort
- Use AutoFilter
- Use PivotTable and PivotChart
- Edit objects
- Edit scenarios

OK Cancel

To protect a sheet, click on the “Review” Tab on the Menu Ribbon, then click on “Protect Sheet.” This will pull up a dialogue box that gives you several options, including to protect the sheet with or without a password (leaving the box blank will protect the sheet, but the user will not need a password).

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. A right-click context menu is open over the column heading 'Assignment 7' (column J). The menu options include: Search the menu, Cut, Copy, Paste Options, Paste Special..., Insert (highlighted), Delete, Clear Contents, Format Cells..., Column Width..., Hide, Unhide, and Show Changes. The spreadsheet data is as follows:

Student Number	Last Name	First Name	Assignment 1	Assignment 2	Assignment 3	Assignment 4	Assignment 5	Assignment 6	Assignment 7	Assignment 8	Assignment 9	Assignment 10	Unit Test	Quarter Percent	Quarter Grade
2	Kent	Roy	10	10	10	10	10	10	10	10	10	10	100	20000%	A
			8	9	7		9	10							

Right click on column heading (in this case, “J”), then select insert. Excel will insert a new column to the left of the highlighted column.

Shortcuts

^c = Copy

^v = Paste

^b = Bold

^u = Underline

^i = Italics

^p = Print

^n = Open new (blank) Excel Workbook

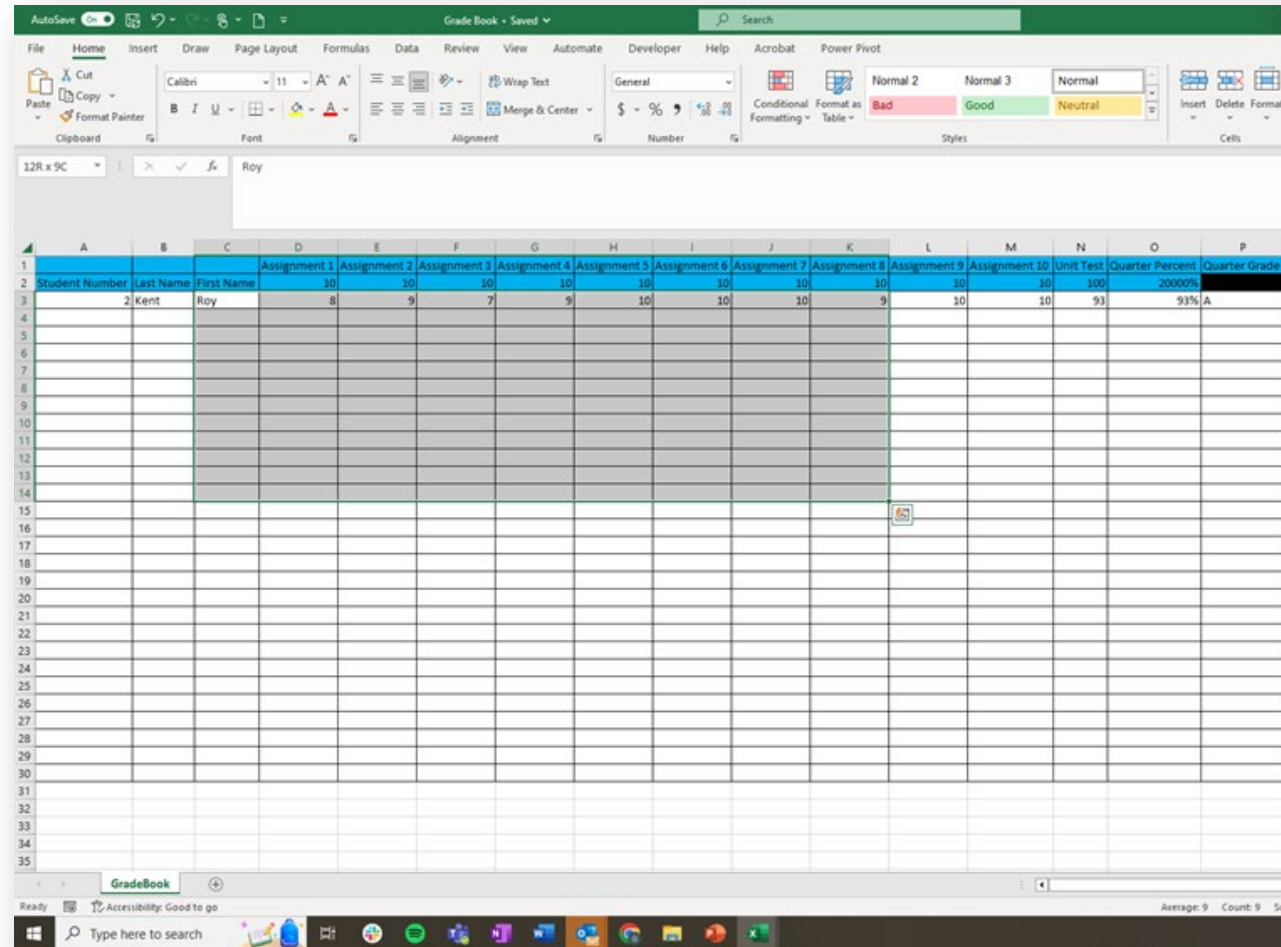
^o = Open existing Excel Workbook

F4 = Toggle absolute cell reference

F4 = Repeat last action

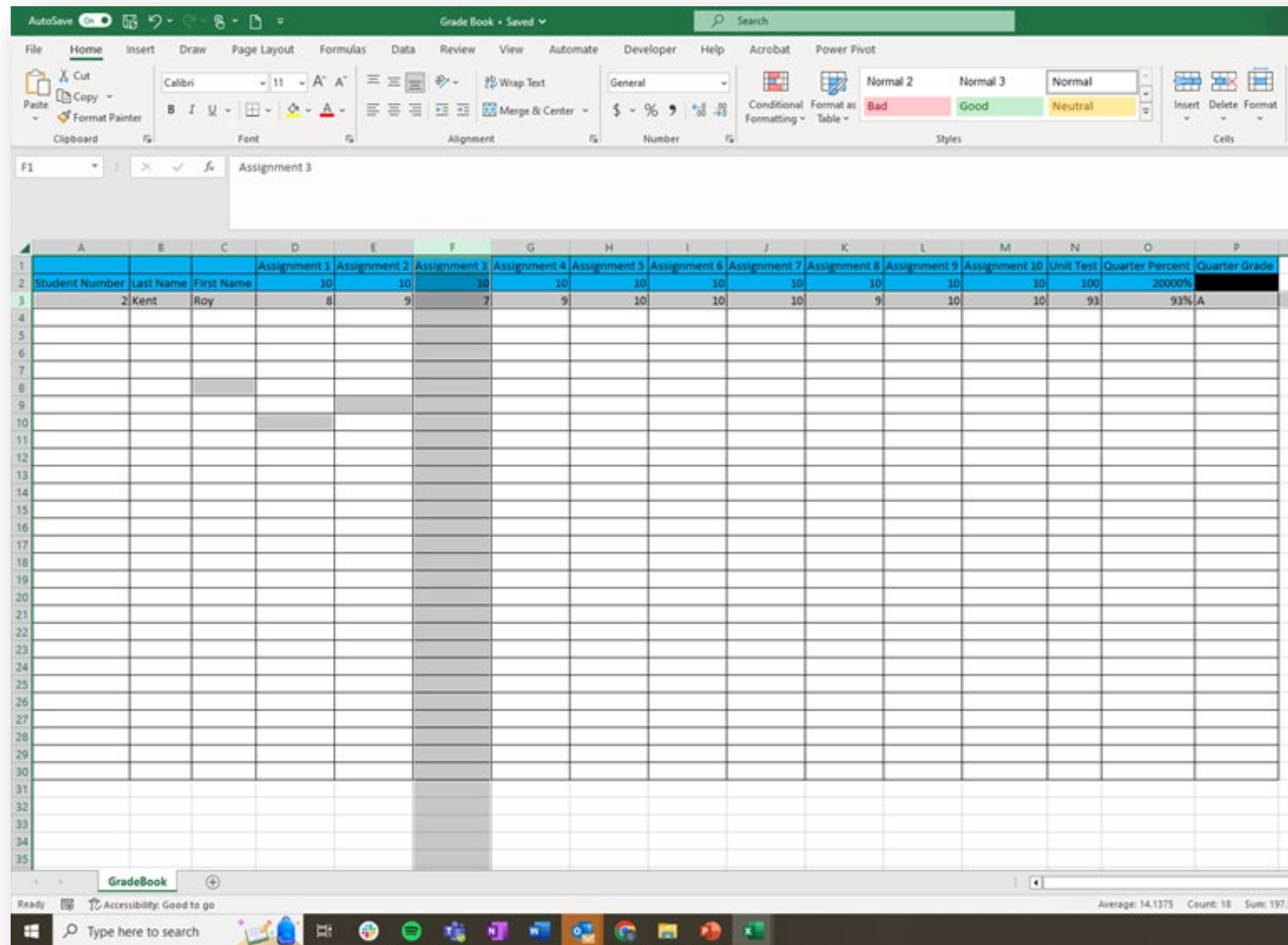
Shortcuts:

Hold Shift and click two different cells



Shortcuts:

Hold ^ and click on two or more columns, rows, or cells



AutoSave On | Grade Book • Last Modified: Just now | Search

File Home Insert Draw Page Layout Formulas Data Review View Automate Developer Help Acrobat Power Pivot

Clipboard: Cut, Copy, Paste, Format Painter | Font: Calibri, 11, Bold, Italic, Underline, Color, Background Color | Alignment: Wrap Text, Merge & Center | Number: General, Currency, Percentage, Decimals | Styles: Normal 2 (Bad), Normal 3 (Good), Normal (Neutral) | Cells: Insert, Delete, Format

A3 | 2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1				Assignment 1	Assignment 2	Assignment 3	Assignment 4	Assignment 5	Assignment 6	Assignment 7	Assignment 8	Assignment 9	Assignment 10	Unit Test	Quarter Percent	Quarter Grade
2	Student Number	Last Name	First Name	10	10	10	10	10	10	10	10	10	10	100	20000%	
3	2	Kent	Roy	8	9	7	9	10	10	10	9	10	10	93	93%	A
4																
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Ready | Accessibility: Good to go | Average: 14.45576923 | Count: 16 | Sum: 187.92

Record

AutoSave On Grade Book - Saved Search

File Home Insert Draw Page Layout Formulas Data Review View Automate Developer Help Acrobat Power Pivot

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Paragraph, Fill Color

Number: General, Currency, Percentage, Decimals

Styles: Normal 2 (Bad), Normal 3 (Good), Normal (Neutral)

Cells: Insert, Delete, Format

Assignment 5

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Student Number	Last Name	First Name	Assignment 1	Assignment 2	Assignment 3	Assignment 4	Assignment 5	Assignment 6	Assignment 7	Assignment 8	Assignment 9	Assignment 10	Unit Test	Quarter Percent	Quarter Grade
2	2	Kent	Roy	10	10	10	10	10	10	10	10	10	10	100	20000%	
3				8	9	7	9	10	10	10	9	10	10	93	93%	A
4																
5																
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Ready Accessibility: Good to go Average: 9.16666667 Count: 9 Sum

Variables



Autofill Handel

The screenshot shows the Microsoft Excel interface with the following data in the worksheet:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1				Assignment 1	Assignment 2	Assignment 3	Assignment 4	Assignment 5	Assignment 6	Assignment 7	Assignment 8	Assignment 9	Assignment 10	Unit Test	Quarter Percent	Quarter Grade
2	Student Number	Last Name	First Name	10	10	10	10	10	10	10	10	10	10	100	20000%	
3	2	Kent	Roy	8	9	7	9	10	10	10	9	10	10	93	93%	A
4							9									
5							9									
6							9									
7							9									
8							9									
9							9									
10							9									
11							9									
12																
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16																
17																
18																
19																

A blue arrow points to the small square autofill handle in the bottom-right corner of cell G3, indicating the action of dragging it down to fill cells G4 through G11 with the value 9.

Function

The screenshot shows the Microsoft Excel interface with the 'Insert Function' dialog box open. The dialog box has a search bar containing 'Go' and a list of functions including IF, AVERAGEIFS, SUM, VLOOKUP, AVERAGE, HYPERLINK, and COUNT. The 'IF' function is selected. Below the list, the description for the IF function is visible: 'IF(logical_test,value_if_true,value_if_false) Checks whether a condition is met, and returns one value if TRUE, and another value if FALSE.' The background spreadsheet has columns for Student Number, Last Name, First Name, Assignment 1-5, Test, Quarter Percent, and Quarter Grade. The data for the first student is: Student Number 2, Last Name Kent, First Name Roy, Assignment 1 10, Assignment 2 10, Assignment 3 10, Assignment 4 10, Assignment 5 10, Test 100, Quarter Percent 20000%, and Quarter Grade A.

Student Number	Last Name	First Name	Assignment 1	Assignment 2	Assignment 3	Assignment 4	Assignment 5	Test	Quarter Percent	Quarter Grade
2	Kent	Roy	10	10	10	10	10	100	20000%	A

If you click on the *fx* to the left of the function bar, a function writing wizard will open.

In the “search” bar, type a brief description of what you are trying to do, then click “Go”. Excel will recommend a function or functions that match what you want to do.

The “Select a Function” box, below, lists functions you use frequently.

Function (fx)

The screenshot shows the Microsoft Excel interface with a spreadsheet titled "GradeBook". The spreadsheet contains student data and assignment scores. A dialog box titled "Function Arguments" for the IF function is open, showing the following fields:

- Logical_test: (empty)
- Value_if_true: (empty)
- Value_if_false: (empty)

The dialog box also includes a description: "Checks whether a condition is met, and returns one value if TRUE, and another value if FALSE. Logical_test is any value or expression that can be evaluated to TRUE or FALSE." and a "Formula result =" field.

Student Number	Last Name	First Name	Assignment 1	Assignment 2	Assignment 3	Assignment 4	Assignment 5
1							
2	Kent	Roy	10	10	10	10	
3			8	9	7	9	

The spreadsheet also shows a "Quarter Percent" column with values 20000% and 93% A, and a "Quarter Grade" column with a value of "A". The formula bar shows "=IF()".

A dialogue box will open that will help you get the correct syntax for the formula you want to write.

Simple Functions

=	Indicates a formula is coming
=2+3	Adds the numbers 2 and 3
=A2+A3	Adds numbers in cells A2 and A3
=SUM(A2:A4)	Adds numbers in the cells A2, A3, and A4
=A2-A3	Subtracts the number in cell A3 from the number in A2
=A2*A3	Multiplies the numbers in cells A2 and A3
=A2/A3	Divides the number in cell A2 by the number in A3

Slightly more complex functions

=COUNT(A2:A5)

Counts all cells between A2 and A5 that contain a number

=COUNTA(A2:A5)

Counts cells between A2 and A5 that are not empty

=COUNTIF(A2:A5,"Apple")

Counts cells between A2 and A5 that contain a specific value or word, such as "Apple"

IF Statements

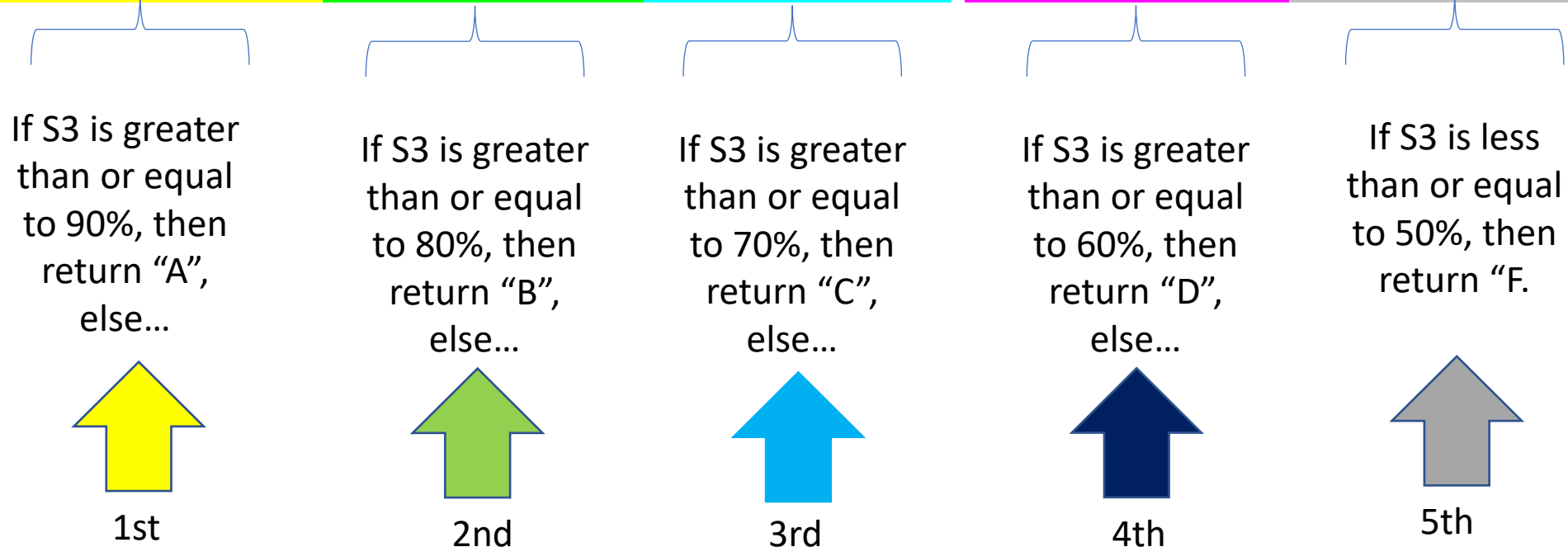
If the criteria is met, the cell will show what comes after the first comma, otherwise it will show what comes after the second comma

`=IF(S3+S4>5,"Yes","No")` If the number in S3 plus the number in S4 is greater than 5, "Yes" will appear in the cell; otherwise, "No" will appear

Nested "IF" statement

- If A is true then do B, if not do C; if C is true then do D, if not, then do E

• =IF(S3>=0.9,"A",IF(S3>=0.8,"B",IF(S3>=0.7,"C",IF(S3>=0.6,"D",IF(S3<=0.5,"F"))))))



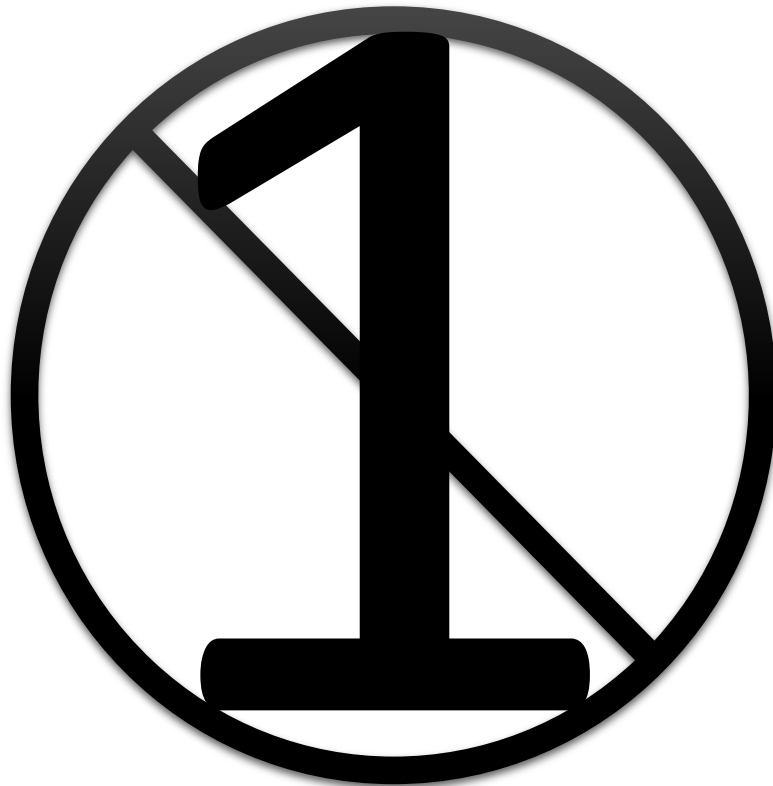
The Rules

- Every open parenthesis “(” must have a close parenthesis “)”

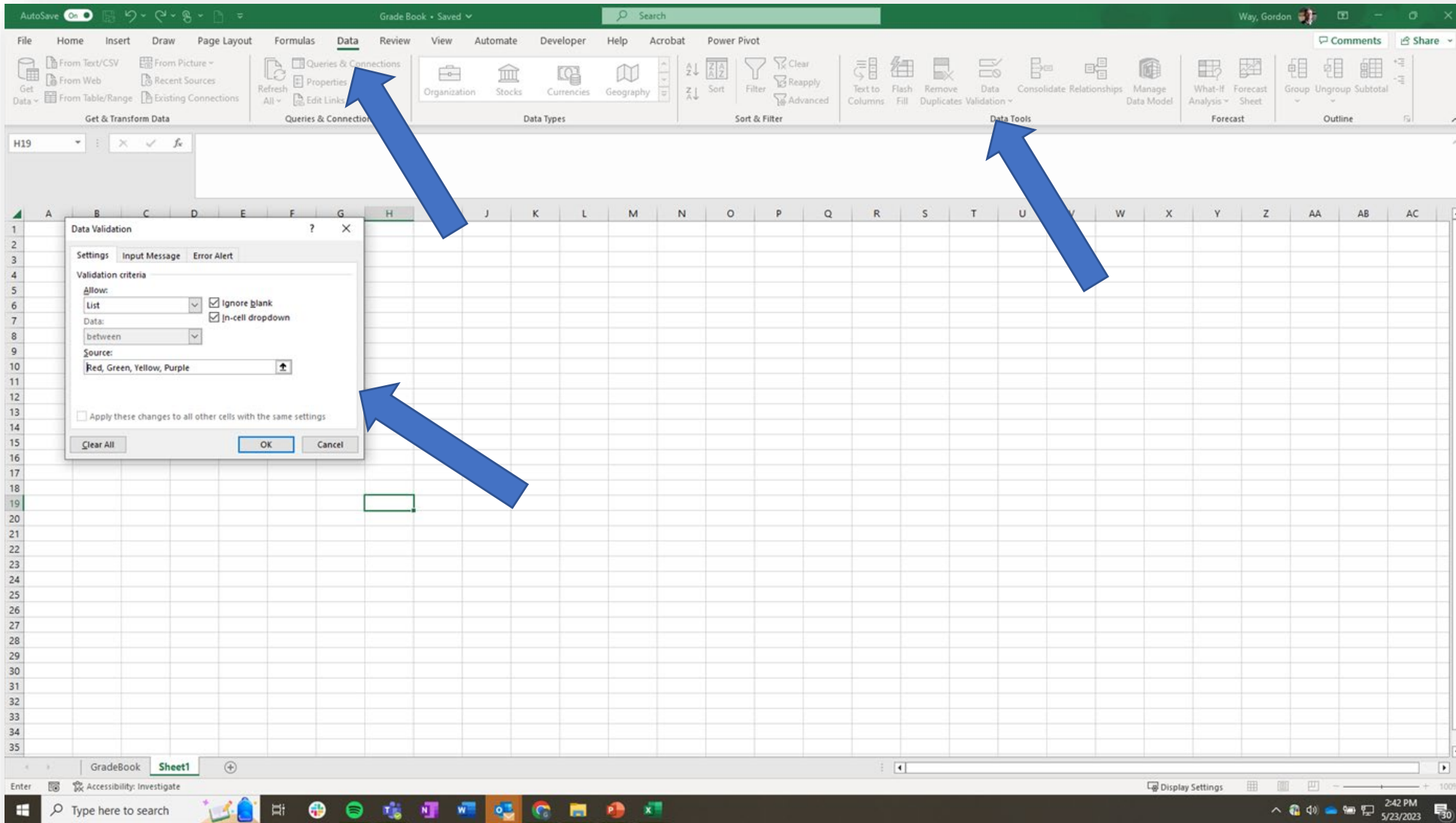


Data Validation

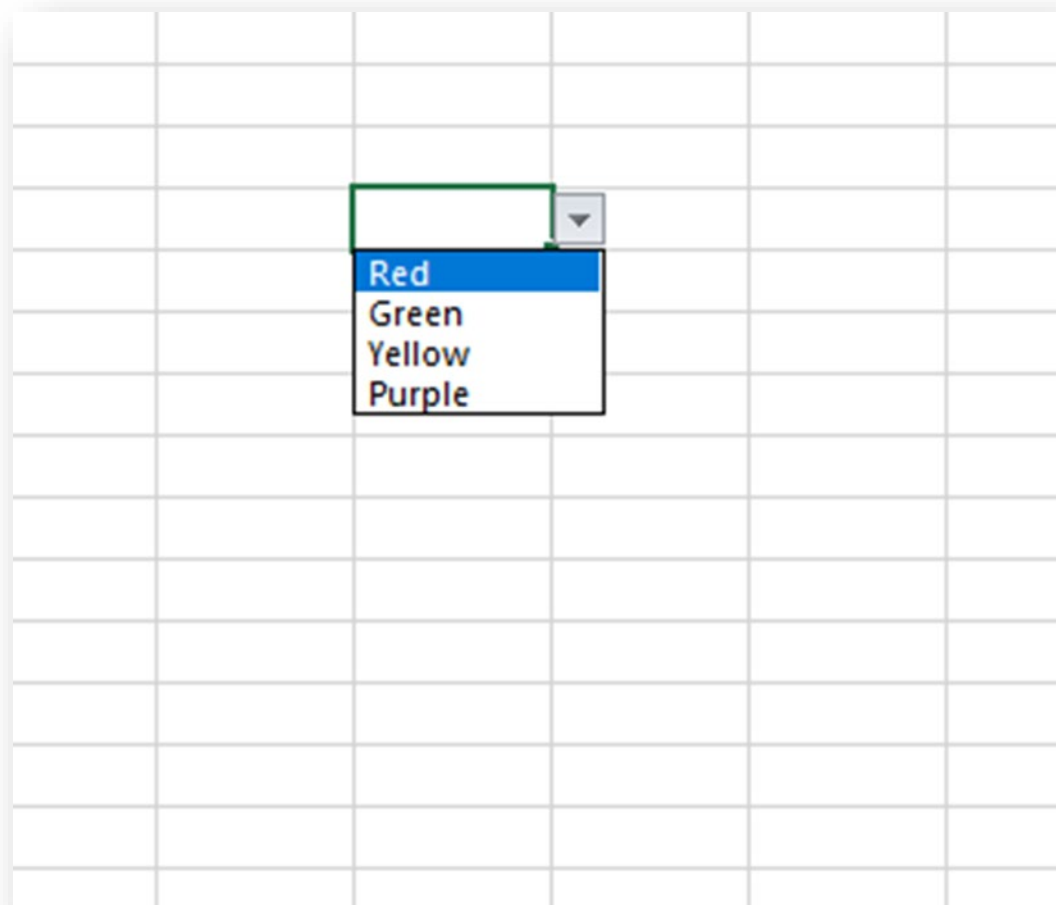
- Data validation means that the cell will only accept entries that meet certain conditions (i.e., is a whole number, is a date, only items from a list).



Drop Down List



1. Highlight cell or cells where you want the dropdown
2. Click Data
3. Click “Data Validation”
4. A dialogue box appears
5. Select “List” in the “Allow” box
6. Enter items for list, separated by a comma in the “Source” box
7. Click “OK”



Guided Practice: Let's Build a Spreadsheet!

