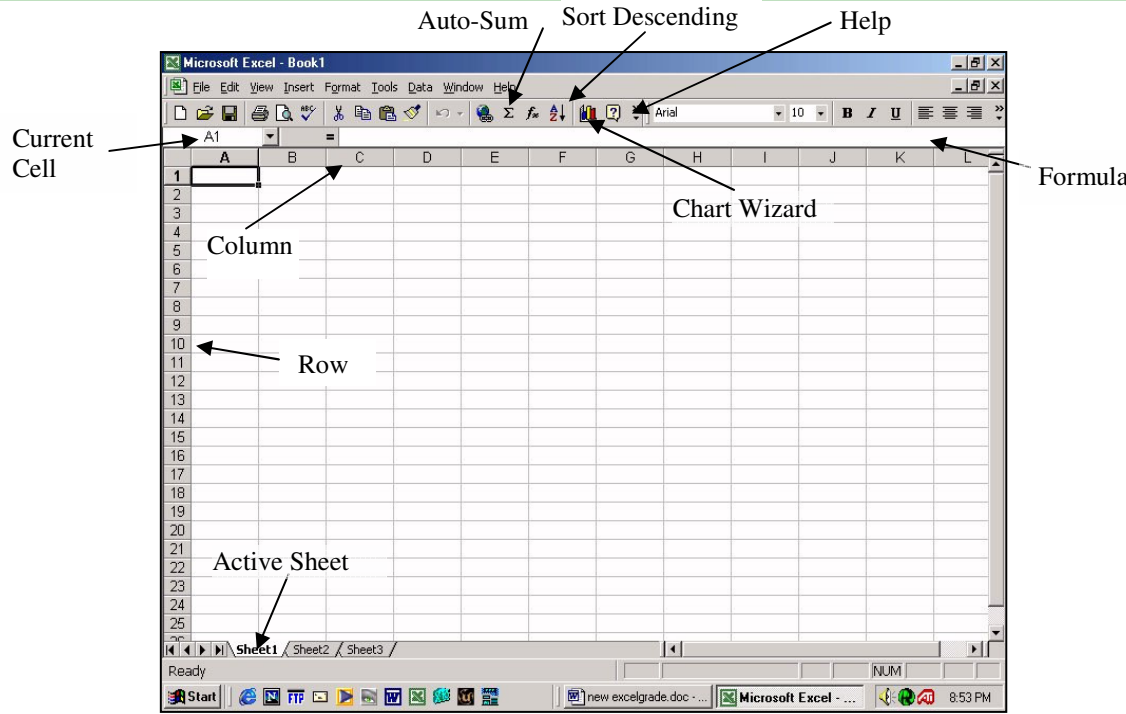


Excel Specific Icons



Getting Started

Open Microsoft Excel 2002® by clicking on its icon or from the Start menu. Generally you want to start by placing your column headings in Row 1. This will allow you to later on sort your data into much more useful orientations.

Format a Cell

To place different kinds of data in cells they must be formatted to accept the data and orient it in the manner you wish. Select a cell, row, column or group of cells. Right click on the selected cells and choose Format.

Your first choice is for the type of data the cells will contain. The **number tab** has many choices but here are a few of the most useful.

Text – This should be used when data in the cells will not be manipulated mathematically. For instance if you would like to place words or numbers that won't be part of calculations.

Number – This choice allows you to enter numbers in the cell to a fixed number of decimal places of your choosing. You can also choose how Excel displays negative numbers.

Date – This is for the entry of dates and the format in which they will be displayed. ie: day/month/year

The **alignment tab** chooses how your data appears in the cells.

Orientation – This slider allows your text to be placed vertically in a cell or even on an angle between 0° to 90°.

Horizontal and Vertically – These two boxes allow you to decide how you want to justify data in a cell.

Text Control – By default, Excel clips data on the screen that doesn't fit into a cell (the data is there, you just can't see it). To avoid this problem, select either "word wrap" or "shrink to fit."

Font, Borders, & Patterns – These allow you to jazz up various aspects of the content in the cells as well as the cells themselves.

Common Formulas

To **add** a range of numbers
 =sum(a3:a6)
 this formula will add cells a3,a4,a5,a6

To **average** a group of number
 =average(a3:a6)

To find the largest/smallest value in a range of cells
 =max(a3:a6)
 =min(a3:a6)

Mathematical operators used by computers

+	This is the symbol used for addition.
-	This is the symbol used for subtraction.
/	This is the symbol used for division.
*	This is the symbol used for multiplication.

Formulas can be combined with operators for complex calculations
 =sum((A3:a6)/a8)*100
 Maintain order of operations for correct calculations

Error Values in Cells

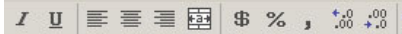
- This display results from the column or row being too narrow to display the actual value that has been calculated.

#DIV/0 – This occurs when the formula you have entered is trying to divide by zero or a blank cell.

#NAME! – The function you entered in the formula doesn't exist or is entered wrong.

Adjusting Column/Row Width/Height

To adjust the height or width of a column or row, position the cursor over the bar separating the two areas. The cursor will turn into a line with two arrows pulling in opposite directions. Simply click and hold the left mouse button and drag the row/column in the direction you would like to shrink or expand.



D	E
Street	City
109 Naughty Dr.	Malta
432 Mountain Pass	Malta

To sort data in a worksheet

Click on Data>>Sort. The following screen will pop up.



Sort by: Zip

Then by: Last Name

Then by: First

My list has: Header row No header row

Options... OK Cancel

The Sort dialog box allows you to sort by any three columns in your worksheet. If your columns have titles at the top of them, click the header row radio button in the bottom left hand corner. In the top box choose the column

you want to be the main priority for the sort. In the above example, the sort will be primarily by zip code. All of the addresses with one zip code will be grouped together by our 2nd and 3rd sort criteria (last name, first name).

Transferring values from one sheet to another

=Sheet1!q4

Excel allows you the ability to pull information from other worksheets in a spreadsheet and have the data interact. You can create a summary sheet by pulling info from other pages. When the info on those worksheets changes, your summary worksheet changes. The above example tells Excel to go to worksheet Sheet1 and pull the contents of cell Q4. The exclamation mark is a command for Excel and has to be included. Notice there are no spaces in the command. This why it was earlier suggested to name worksheets without spaces.

Graphing with Excel

Excel allows users to instantly graph data from a worksheet. For information on how to do this, ask for the Graphing with Excel help sheet.

Excel as a Gradebook

The Lead Teachers have a gradebook template created in Excel, and a set of instructions available upon request.

Adding and renaming Worksheets

To add a worksheet to your spreadsheet go to the pull down menu **Insert>>Worksheet**.

To name each worksheet, right click on the worksheet tab (bottom left) and choose Rename. You shouldn't use spaces in the worksheet names if you are going to be exchanging data between worksheets or spreadsheets.

Dragging formulas across Multiple cells


To apply formatting and formula information from one cell to the next several, do the following: Click in the cell you would like to copy. Move the mouse to the lower right hand corner (the cursor will change to a black plus sign) click and hold the left mouse button and then drag the cursor in the direction you would like to copy the formula or data.

To create and drag a series, enter the numbers/dates/days in several cells. Highlight those cells. Click and drag as above. This time the series will continue as you drag.

If you are dragging a formula it will automatically advance the row or column numbers depending how you drag. If you would like to keep part of the formula constant you must use the dollar signs [**ex: =(p5/\$P\$3)*100**]. They are an important feature of this formula. The dollar sign fixes the divisor as cell p3, so as we drag the formula down the column it will not increase the row numbers. However, the first part of the formula will increase appropriately.

Merging Cells

Sometimes it is useful to merge a number of cells into one. This is especially useful if you would like to create a note box, where large amounts of text are going to be typed.

Highlight the group of cells you would like to merge (click/hold/left and drag mouse). Then click the  icon on the toolbar.