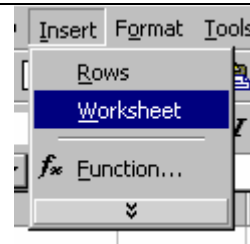
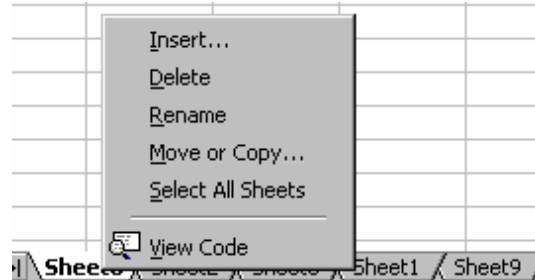


Excel - Intermediate Spreadsheet

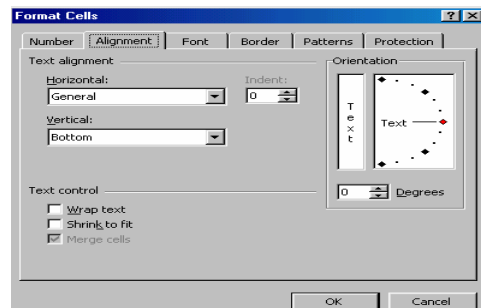
Worksheet Basics

- **Renaming a Worksheet**
 - Double click on sheet tab / type sheet name, **OR**
 - Right click on tab / type sheet name
- **Inserting a Worksheet**
 - Choose Insert from the menu bar / Select Worksheet, **OR**
 - Right click on tab / choose Insert / select Worksheet / click OK
- **Inserting Multiple Worksheets**
 - Hold down shift key & click on multiple sheet tabs / choose Insert from the menu bar / select Worksheet, **OR**
 - Hold down shift key & click on multiple sheet tabs / Right-click on one of the tabs / choose Insert /select Worksheet
- **Group Sheets Together to set up formatting for Workbook**
 - Move sheets around to group – click on tab and drag to new position / release mouse & drop
- **Deleting a Worksheet**
 - Choose Edit from the menu bar / select Delete Sheet, **OR**
 - Right click on tab / choose Delete / click OK



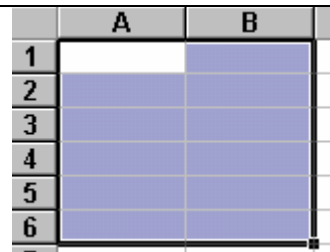
Format Entire Workbook

- Choose **Format** from the menu bar/ select **Style** / click **Modify**
- Modify: Number format, Alignment, Font, Borders, and Patterns (cell highlighting)
- Choose **Tools** from the menu bar / select **Options** / click **General** to set Default



Selecting Ranges

- Click on the first cell in the range
- Hold the **shift** key down
- Click on the last cell in the range



Selecting Nonadjacent Ranges

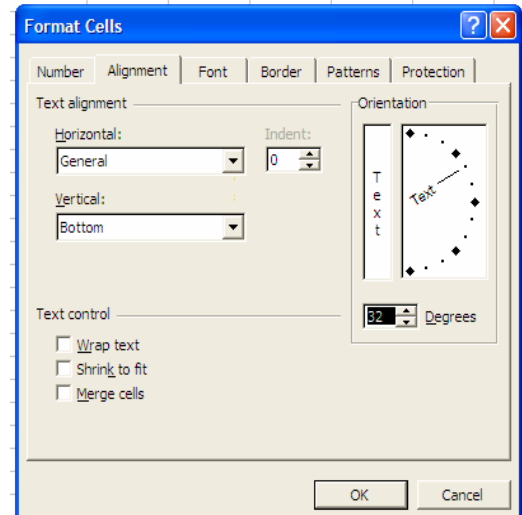
Excel - Intermediate Spreadsheet

- Hold the **CTRL** key down (on keyboard)
- Click on cells to select

	A	B	C	D
1				
2				
3				
4				
5				

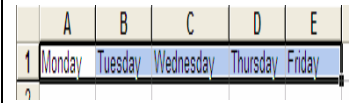
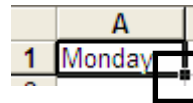
Format Individual Cells

- **Highlight cells to be formatted:**
 - Choose **Format** from the menu bar / select **Cell, OR**
 - Right Click in the cell / choose Format Cells, **OR**
 - Press the Ctrl Key and the # 1
- Click on individual cells and choose toolbar options
- **Format Painter:** Copies cell formatting to other cells
 - Click on the cell you want to copy
 - Click the **Format Painter** icon on the toolbar
 - Select the cells to format



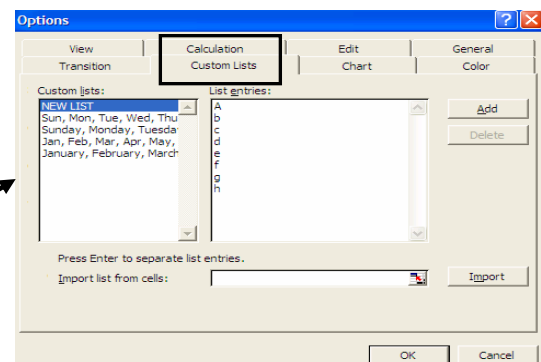
Completing a Series

- **Completing a Series** (Days, Months, Grade)
 - Type in the first word of the series
 - Position cursor over bottom right corner of cell
 - Click and drag until series is complete
- **Set up a mathematical series** (highlight two cells to set the pattern)
 - Type in the first word of the series
 - Position cursor over bottom right corner of cell
 - Click and drag until series is complete



Creating a Series

- Click **Tools** on the menu bar / choose **Options** / select **Custom Lists**
 - Click on **New List**
 - Type the list
 - Click **Add** (button on right side)
 - Click **OK**

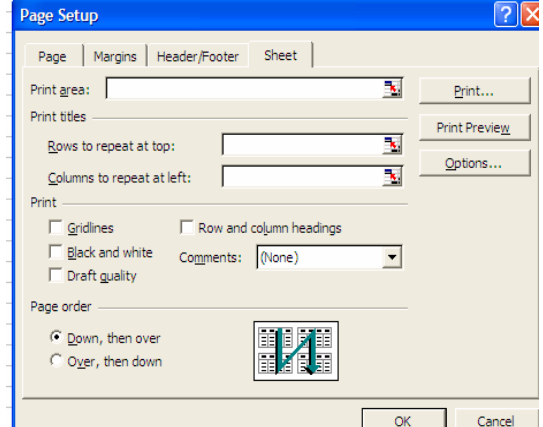




Excel - Intermediate Spreadsheet

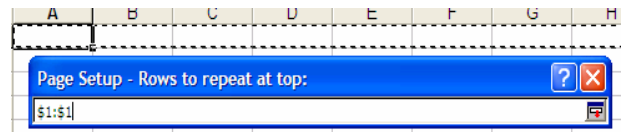
Insert the disk & open Excel Int. Sprdsht -

Page Setup

- Choose **File** from the menu bar / select **Page Setup**
- Tabs available – Page (orientation & paper size), Margins (margins & centering of table), Header/Footer (create titles, pg#'s, etc.), & Sheet (repeat top rows on every pg. & print gridlines)

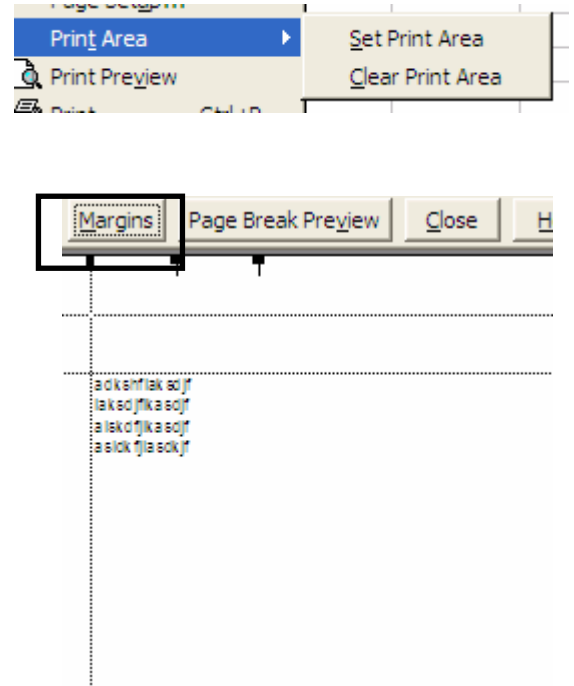


- **Sheet tab: Repeat rows –**
 - Click on the **Sheet icon** 
 - Using the mouse, select the row to repeat
 - Click the **Sheet Closed icon** 
 - Click **OK**



Print Options

- **Setting the Print Area**
 - Highlight area to Print
 - Choose **File** from the menu bar
 - Select **Print Area**
 - Click **Set Print Area**
- Choose **File** from the menu bar / select **Print Preview**
- **Clear the Print Area**
 - Choose **File** from the menu bar
 - Select **Print Area**
 - Click **Clear Print Area**
- Choose **File** from the menu bar / select **Print Preview** again
- With Print Preview open –
 - Click on **Margins button** (at the top) to change margins
 - Drag margin lines to change
- With Print Preview open –
 - Click on **Page Break Preview button** (at the top)
 - Click **Insert** on the menu bar
 - Select **Page Break**
 - Drag the blue lines to adjust Page Breaks
 - choose **View** on the menu bar / select **Normal** (to get back to Worksheet)



Excel - Intermediate Spreadsheet

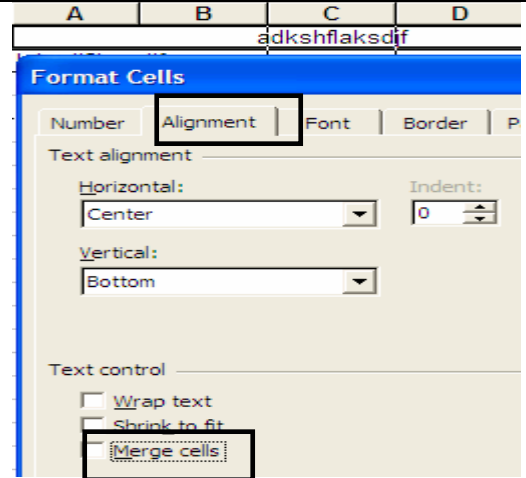
Merge and Center Title

- Insert a Row on top of Worksheet
- Type "School District of Rhinelander Staff" in Cell A1
- Highlight cells A through E in Row One
- Click the **Merge and Center icon** on toolbar



Split a Merged Cell

- Click the merged cell
- Click **Format** on the menu bar
- Select **Cells**
- Choose the **Alignment tab**
- Clear the Merged Cells check box



Freeze Rows

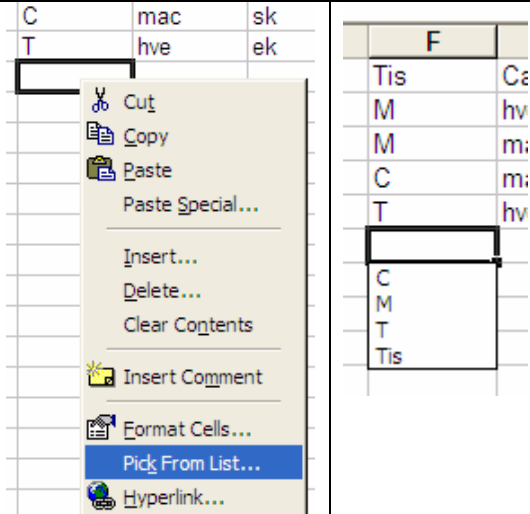
- Select the row below where you want the split to appear, **OR**
- Select the column to the right of where you want the split to appear, **OR**
- To Freeze both – click the cell below and to the right of where you want the split to appear
- Click **Window** on the menu bar
- Select **Freeze Panes**

	A	B	C
1	mom	dad	spending
2	clothes	clothes	87
3	shoes	shoes	89
4	food	food	87

Excel - Intermediate Spreadsheet

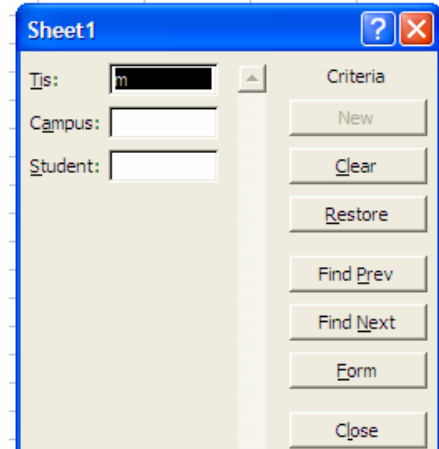
Manipulating Data

- Click **Edit** on the menu bar
- Select **Go To** / Type C153 in Reference Bar
- Click **OK**
- Right Click on Empty Cell
- Select **"Pick From List"**
- Choose a school



Data Form

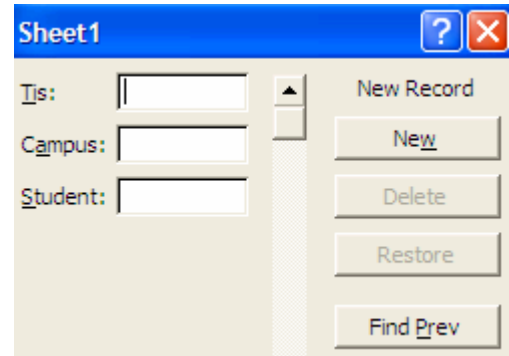
- Click **Data** on the menu bar
- Select **Form** to view records
- Click on **New button** (right) to add a new record
- Click the **Criteria button** (right) to select information to search by
- Type in "Admin" in blank next to School
- Click on **Find Next button** (right) to go through all records pertaining to Admin – scroll up to 1



Create Lists & Data Forms

- Create data headings on worksheet
- Click **Data** on the menu bar
- Select **Form**
- Click **OK** – if receive error message
- Blank Data Form should appear – click **Close**
- Fill out Data Form **OR** Type information into cells

**** Will only work with text, not numbers**

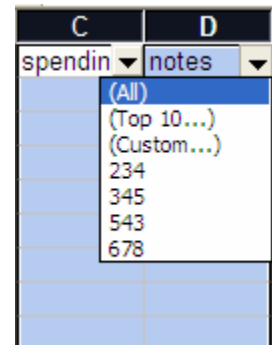


Excel - Intermediate Spreadsheet

Filtering Data

- Click in a cell
- Choose **Data** from the menu bar
- Select **Filter**
- Choose **AutoFilter**
- Select filter option – Practice: select "Top Ten" from drop down menu of "Average Column" on Grade Sheet
- Practice: select "Custom" from drop down menu; Select specific criteria; Click OK

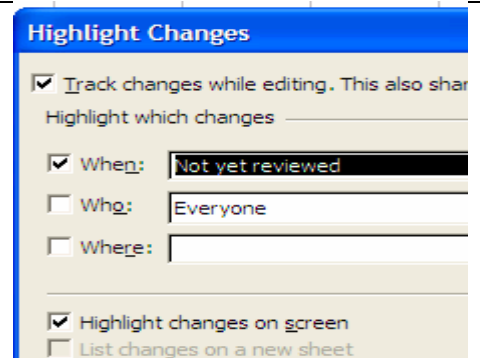
**** Will work with text & numbers**



Tracking Changes

- Click **Tools** on the menu bar
- Select **Track Changes**
- Choose **Highlight Changes**
- *Make sure the "Track changes while editing" check box is selected
- Select the "When" check box / click "Not yet reviewed" / click OK

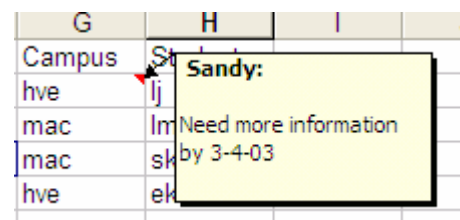
**** Changes are noted with a "blue triangle" in the upper left corner of cell; hover over cell to see changes**



Add Comments

- Click **View** on the menu bar
- Select **Toolbars**
- Choose **Reviewing** – toolbar will appear
- Select cell to add comment to
- Choose **New Comment icon** from toolbar
- Type in comment
- Double click on border of comment to change formatting
- Click Show Comment icon on toolbar – shows all comments
- Click Hide All Comments icon on toolbar – to hide comments
- When you hover over cells with a "red triangle" the comment will appear

**** Notice – all cells with a comment have a "red triangle" in the upper right corner of the cell**



Excel - Intermediate Spreadsheet

Formulas

- **Sum**
=sum(A4+B4+C4+D4)
=sum(A4:D4)
- **Average**
=average(A4+B4+C4+D4)
=average(A4:D4)
- **IF Statements**
=IF(I2>89,"A",IF(I2>79,"B",IF(I2>69,"C")))

** I2 should be changed to proper cell name

Operators:

- **Addition (+)**
- **Subtraction (-)**
- **Multiplication (*)**
- **Division (/)**

**** Follows the order of operations...use () if needed**

Formulas: (Practice)

- Click on Grade Sheet
- View formulas for total points and averages
- Choose Data Form and add five new students and grades.
- Develop a formula to calculate Average for each lesson
- Type in the following formula to calculate a grade:
=IF(I2>89,"A",IF(I2>79,"B",IF(I2>69,"C")))
- Double click on the bottom right hand corner of the cell to copy it to the bottom.
- Practice:
- Click on Fundraiser Sheet
- Add in a Formula to determine money collected
- Add more names to the bottom of list
- Calculate other data

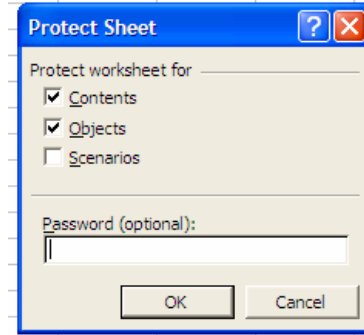
Working between Worksheets

- **Move cell contents to another sheet:**
 - Highlight cell(s)
 - Hold down the "Alt" key
 - Drag the cells to the sheet tab
- **OR**
 - Highlight cell(s)
 - Click the **Cut icon on toolbar, or** Edit / Cut on the menu bar
 - **Click the sheet tab** where you want to paste
 - Select a cell
 - Click the **Paste icon on toolbar, or** Edit / Paste on the menu bar
- **Copy cell contents to another sheet:**
 - Highlight cell(s)
 - Hold down the "Ctrl" key and the "Alt" key
 - Drag the cells to the correct sheet tab
- **OR**
 - Highlight cell(s)
 - Hold down the "Ctrl" key and the "C" key / release, **or** Edit / Copy on the menu bar
 - **Click the sheet tab** where you want to copy
 - Select a cell
 - Press the "Ctrl" Key and the "V" key / release, **or** Edit / Paste on the menu bar

Excel - Intermediate Spreadsheet

Protect Sheets

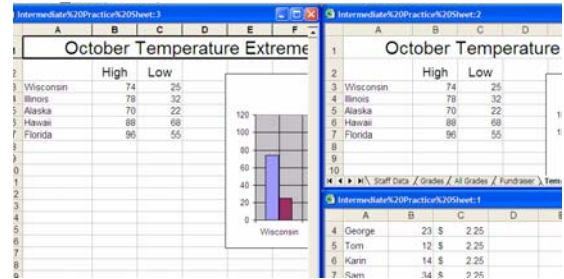
- Click **Tools** on the menu bar
- Select **Protection**
- Choose **Protect Sheet**
- Put a **check mark next to Contents** – protect changes to cells, data, & other items in charts
- Put a **check mark next to Objects** – prevent changes to graphic objects / charts
- A **password is optional** – you must remember it!!



View Multiple Sheets

- Click on one of the sheets you want to view
- Click **Window** on the menu bar
- Select **New Window**
- Repeat steps 1-3 for each worksheet you want to view
- Click **Window** on the menu bar
- Select **Arrange**
- Click the option you want
- Click **OK**

**** To restore a workbook window to full size, click Maximize in the upper right corner of the workbook window**



Practice working with charts:

Charts

- Click on the Temperature Sheet
- Highlight the Data to chart - by doing this, the information will automatically be filled in for Step2
- Choose the **"Chart Wizard" icon** from the toolbar



Excel - Intermediate Spreadsheet

Chart Wizard - Step 1

Standard and Custom Chart Types tab:

- Pick a chart type on the left
- Choose a sub-type on the right
- **"Press and Hold to View a Sample"** of the chart
- Click **Next**

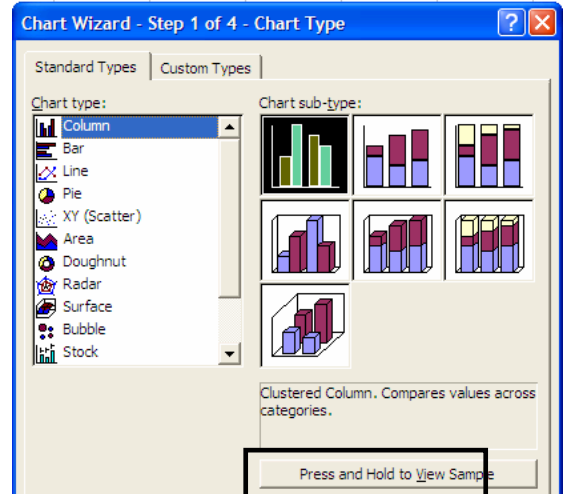


Chart Wizard - Step 2

Data Range tab:

- Choose the series to come from the rows or columns

Series tab:

- Add or remove series
- Click **Next**

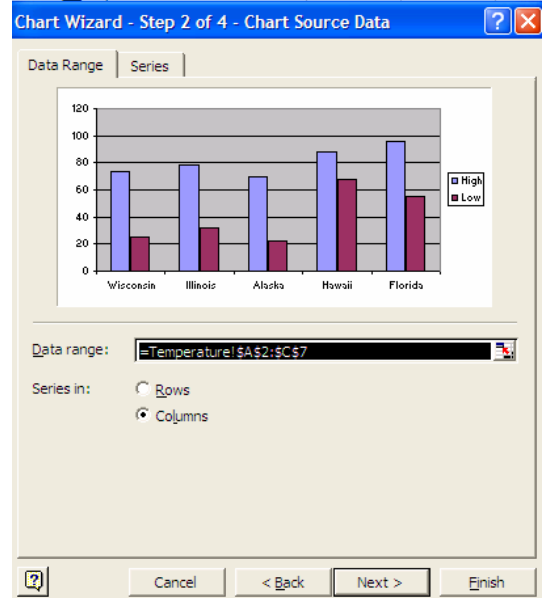
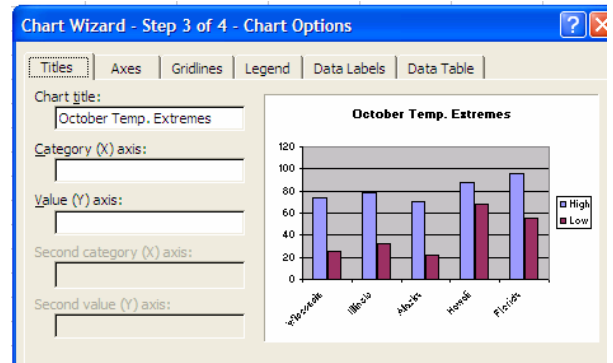


Chart Wizard - Step 3

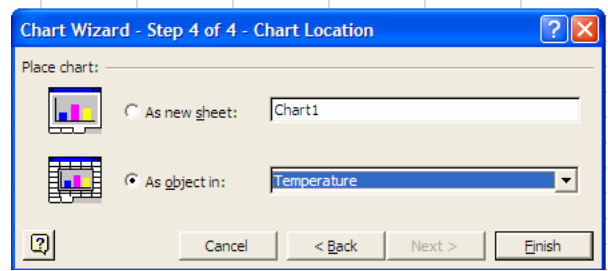
- **Title tab** – chart title, X and Y axis title
- **Legend tab** – show or not show legend, placement of legend
- **Data Label tab** – various information that identifies your data (EX: show %, show label, show % & label)
- **Data Table tab** – show data table along with the graph or not
- **Gridlines tab** – show / not show gridlines



Excel - Intermediate Spreadsheet

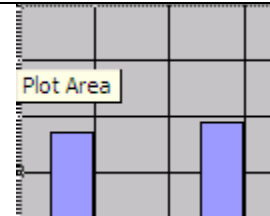
Chart Wizard – Step 4

- Choose **"As a New Sheet"** and name it **OR**
- **"As object in"** – to place it on the same sheet as the data
- Click **Finish**

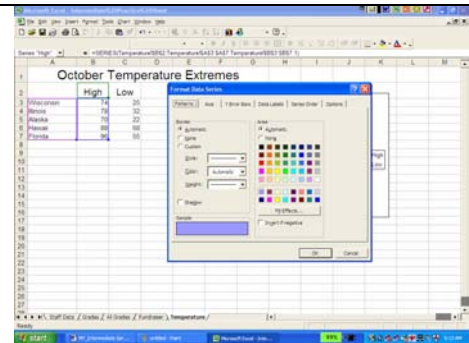


Formatting you Chart

- Double click on **"Plot Area"** and then choose **Fill Effects**, **OR**
- Click on **"Plot Area"** / click **Format** on the menu bar / select **Selected Plot Area**



- Double Click on **Data Bars – Patterns tab**: change colors; **Options tab**: change gap width on bars , **OR**
- Click on **Data Bars** (all should have a dot) / click **Format** on the menu bar / select **Selected Data Series**



- **Double Click on Legend** and change **Font and Placement**
- **Double Click on "Chart Area"** to change background color of chart – **use the Patterns tab / Area section**

