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Diploma of Teaching,

Certificate 4 Workplace

Training & Assessment

V.I.T. Registered

Staff Training- Computer applications, robotics, engineering systems, course writing.

Student - Extension programs, incursions, in-school projects.

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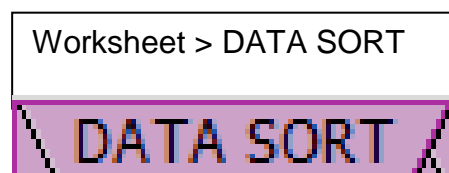
Essential Excel – Workshop Agenda

<http://www.techxellenttrainig.com.au/Conference Papers.html>

- Excel provides an electronic method of recording and processing data and organising numbers.
- This ability to process and present numbers in multiple formats makes seeing patterns, mistakes and understanding processes clearer for visual learners.
- Formulas that you create automatically calculate and process numeric data according to your requirements and create a more concrete record than a calculator.
- Formulas are visible therefore understanding their structure and results is clearer.
- Excel has the flexibility to return information to a cell based on parameters you set in a formula, this can be text or numbers and is therefore also useful for quizzes, reports and assessments.

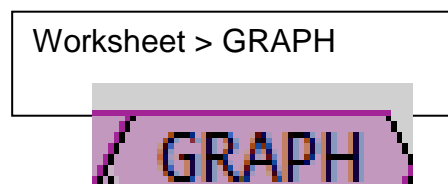
1 Set-up, Format, basic formula, sort, view,

- a. The Menu Bar :
- b. File - Page set-up
- c. Format - Cells
- d. View- Page break
- e. Increase view size by %
- f. Data – Sort
- g. Basic formula +
- h. Copy & paste values (not formulas)
- i. Rank data *



2 Create a Graph

- a. Using the graph wizard



- b. Changing the graphs appearance, horizontal & vertical data

3 Create your own Graph from this data

Worksheet > GRAPH2

GRAPH2

4 View a graph created from this data

- a. Unhide worksheet

Worksheet > TRAFFIC

TRAFFIC

5 LOOKUP – Creating Reports / Assessments

- a. Laying out your sheet
b. Printable area / non print area
c. LOOKUP formula : Value, Vector, Result – shortcutting your work!
d. Conditional Formatting – prompts you if data is missing
e. Addition – Formula
f. VECTOR and RESULT worksheets
g. Printing – pdf to print

Worksheet > LOOKUP

LOOKUP

VECTORS & RESULTS;
Worksheets > LOOKUP2
LOOKUP3
LOOKUP4

LOOKUP2 / LOOKUP3 / LOOKUP4

6 Self Correcting Questionnaire -

- a. Hidden columns
b. IF formula
c. Hyperlinks

Worksheet > QUIZ

QUIZ

7. Make your own Math's Quiz

- a. Formula - IF cell# = Cell#

Worksheet > YOUR QUIZ

YOUR QUIZ