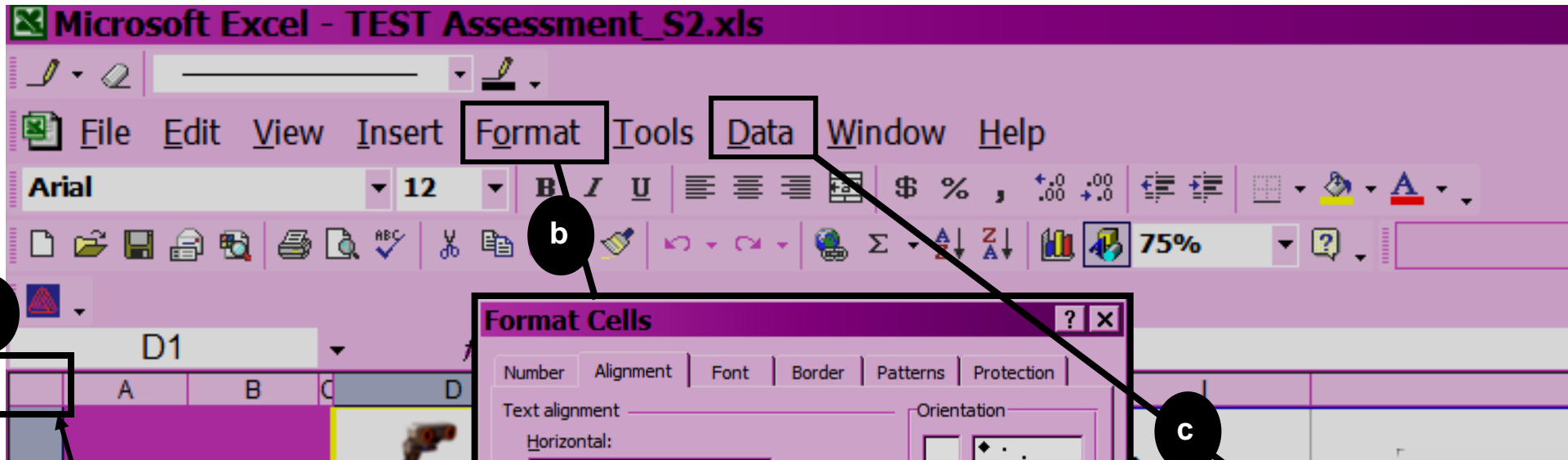


Excel 2003 Essentials – Know Your Menus

1 Basic Formatting - text size & placement in the cells. Sort data



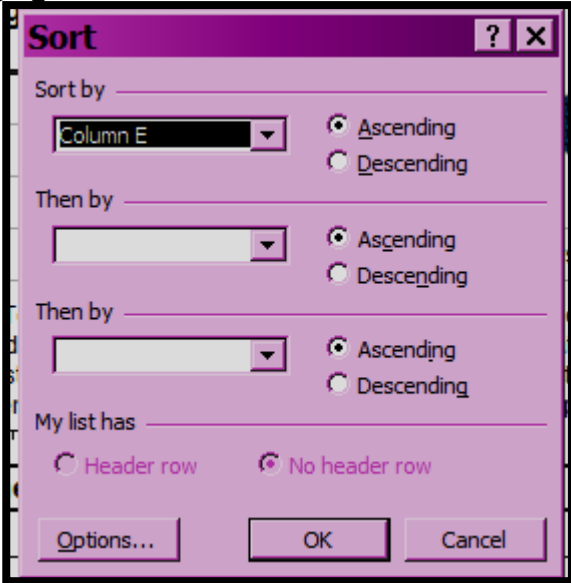
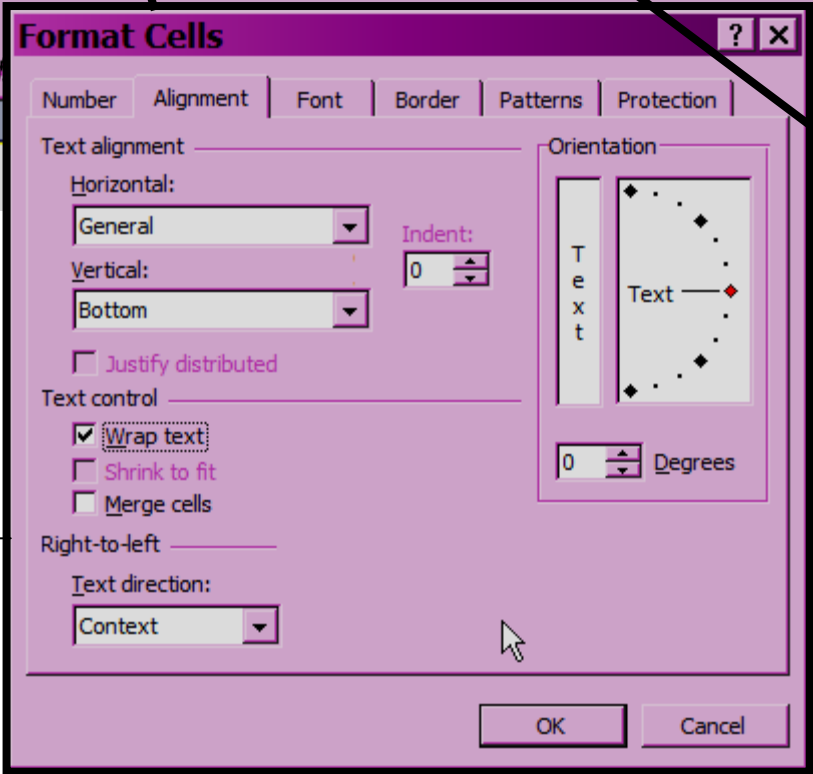
a

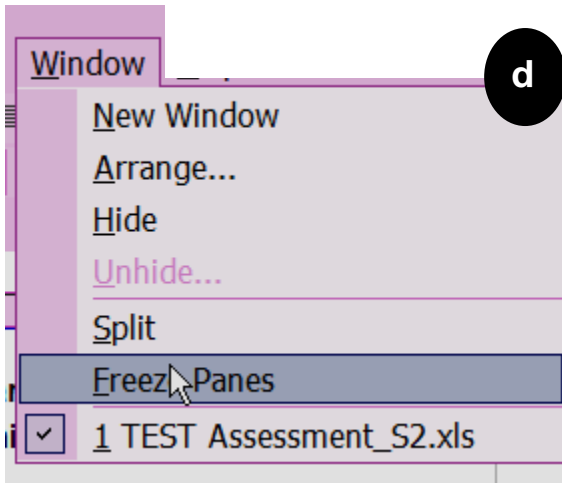
b

c

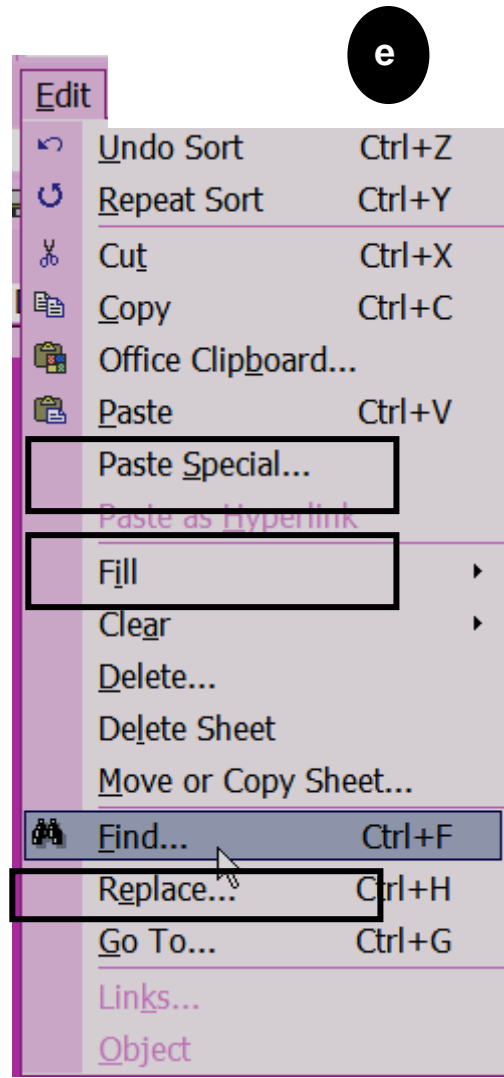
Click this box to apply formatting to entire page

FORMAT CELLS:
Wrap text, centre text in row,
number formatting





Freeze Panes – keeps a header or side row showing, regardless of how far you scroll across the screen. Great for huge spreadsheets. Click select the row / column under / after the one you wish to freeze, then click Menu→ Window→Freeze Panes

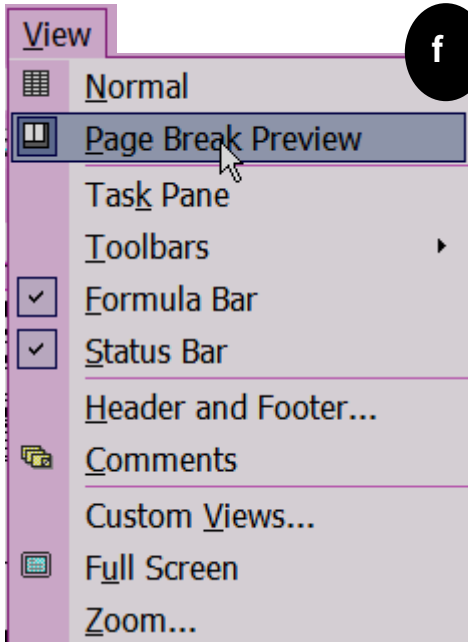


Find any data/ cell contents by using the **FIND** tool in the EDIT menu

See also **PASTE SPECIAL** if you wish to paste only the cell contents without any formulas

FILL – Used for copying a column of formulas with the new subsequent reference cells inserted automatically

REPLACE – also very handy for bulk changing cell contents

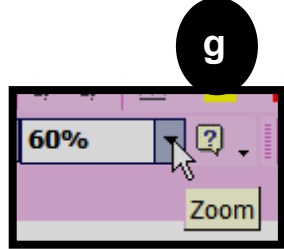


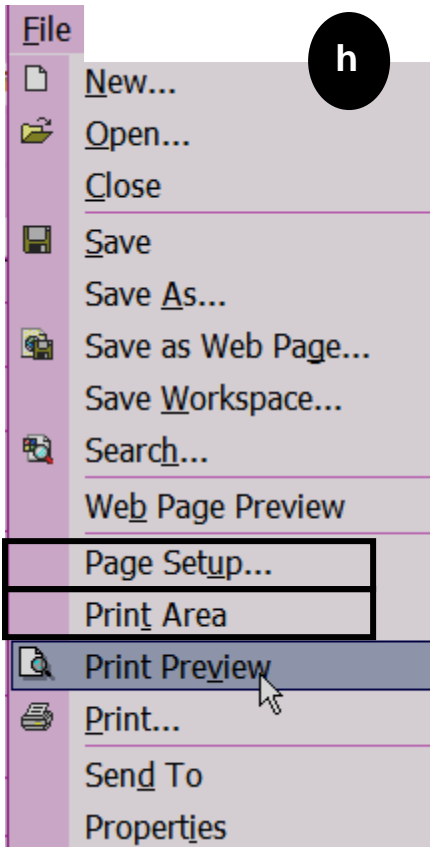
Keep an eye on the page layout and how it will print in **PAGE BREAK PREVIEW**.

It will be too small so use the **ZOOM %** tool to enlarge

Drag the blue page breaks to reposition printing page breaks.

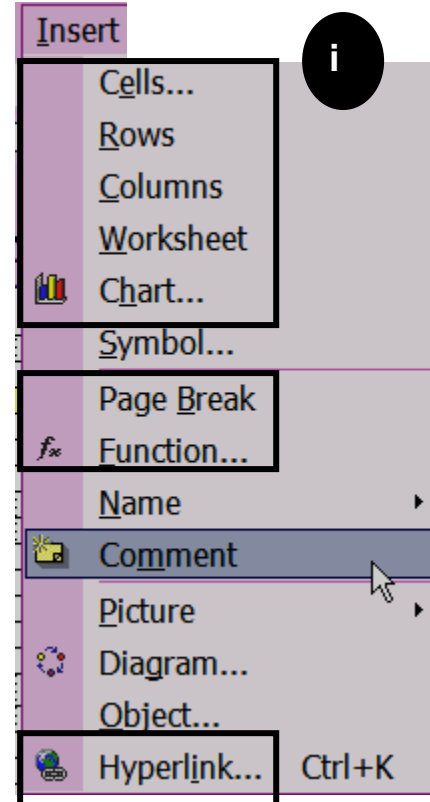
See also - **Toolbars**





Set Up your page before doing anything else.

Only print what you need- (especially when pdfing) Select cells then click **Print Area** →selection
Print Preview saves paper!

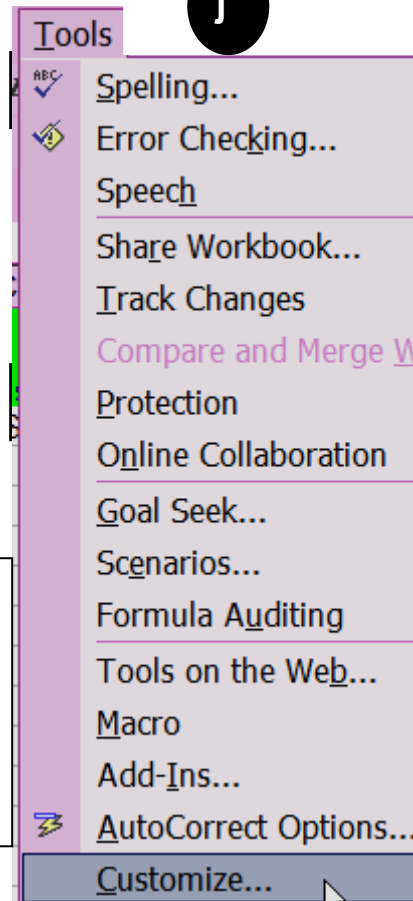


Add things !

Note that formulas will change their reference cells automatically when you add rows/cells.

Always NAME your worksheets if you are going to use any formulas (see FORMAT menu)

CHARTS (graphs) are fantastic for making numbers understandable

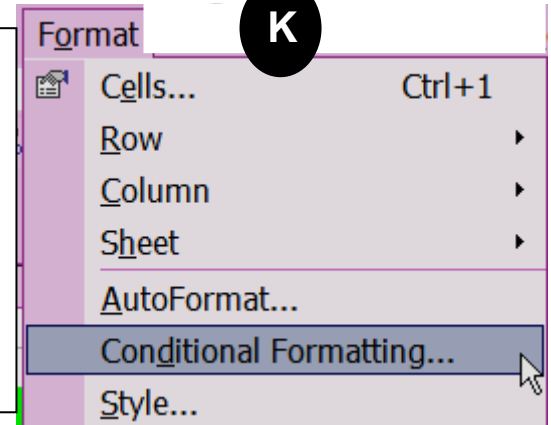


Check your **spelling**

Protection will lock cells/ sheets and prevent changes

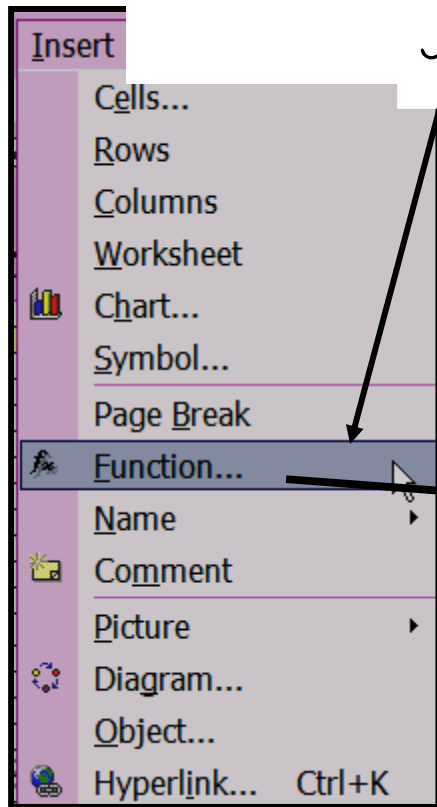
Format everything !

Conditional formatting can assist with reminding you if something is missing (format background/ text based on the cells contents)

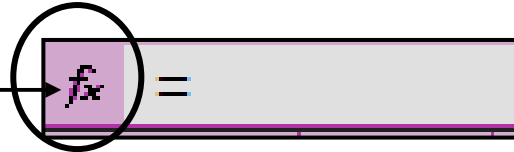


2 Basic Formulas (functions)

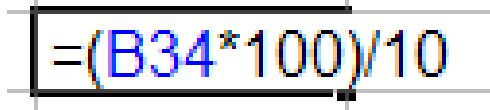
- Automatically calculate and process numeric data according to your requirements.
- Return information to a cell based on your parameters you set in a formula, this can be text or numbers



Click here OR here

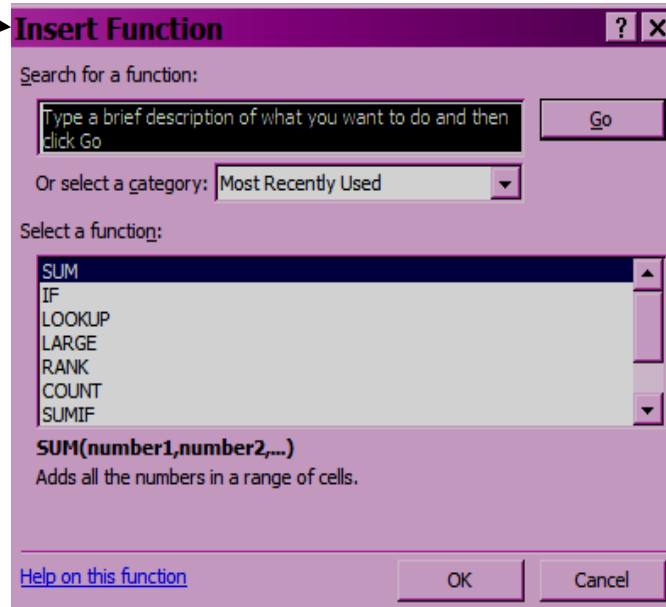


If you want to use a formula you can do it 2 ways : 1) Type it manually into each cell (best for simple operations) or 2) Use the Excel formula wizard

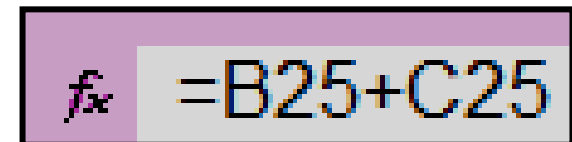


^Typed directly into the cell

A modification of this is to manually write the formula and then COPY and FILL down to apply it to multiple cells with automatic cell references adjusted



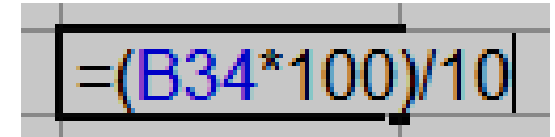
Your formula will appear on the menu bar in the function box. You can edit formulas either directly in the cell or click in the menu bar formula window



Function wizard from INSERT menu:
The wizard will walk you through
the basic formula structure
with prompts to select cells

- A formula in a cell always needs to start with the = symbol
e.g

	A	B
1	12	=
2	13	



- Cells are identified like a road map- by the horizontal letter then the vertical number eg. B1
- When typing a formula you can click on the contents of another cell to add it's location to your formula rather than having to type in the entire location.

These symbols are used by Excel in it's formulas:

Operation	Excel Symbol
Addition	+
Subtraction	-
Division	/
Multiplication	*
Brackets	()
Text*	" "

* Text is always contained in " "

- Brackets and mathematical conventions work the same in Excel as they do in the non computer world.
- Note that formulas will change their reference cells automatically when you add rows/cells.
- Always NAME your worksheets first if you are going to use any formulas that will reference other worksheets. If you name a worksheet after creating formulas you will loose the formula connections.
- If you re name an Excel spreadsheet that has external formula references from another worksheet you will loose the formula data connections .
- Take care when you merge cells as Excel doesn't allow certain procedures when you do this.
- You can paste text boxes and drawing object onto a worksheet. These are ignored by Excel in it's calculations (handy for modifying a cell's contents when it's part of column / row of formulas without having to re format the formulas)
- My favourite formulas – SUM, IF , SUMIF, LOOKUP, RANK

	TRUCKS	CARS
	34	106
	85	85
	98	93
	107	84
	112	78
	140	81
	78	99
	132	107
	92	115
	41	68
Add	919	916
Average	102.111111	101.7778
Both Processes at once	102.111111	101.7778

< **At left – Adding 10 cells together**) Using the function wizard is usually faster for large blocks of data. It involves deciding on the function you wish to perform and then selecting the cells / blocks of cells that you wish to process. Sometimes you will need to type in your own numbers or text.

The Formulas
 Add
 Divide the answer by 9
 Do both processes at once

`=SUM(B25:B34)`

`=B36/9`

`=(SUM(B25:B34))/9`

Quiz's , forms and Assessments – LOOKUP formulas

A **LOOKUP** formula matches data in a primary reference cell (VALUE) with the same information in the first column (VECTOR) of another worksheet and delivers the information / data on the same line of the vector cell from another column (RESULT) back into the cell with the lookup formula in it.

IF formulas are useful to apply marks to a quiz.

Download the interactive Excel workbook to understand more : <http://www.techxellenttraining.com.au/Conference Papers.html>