

Microsoft Excel Micro-Workshop #2



-Microsoft Excel-

Review of Microsoft Excel:

- Toolbars and Active Cells
- Formulas and Order of Precedence

Creating an example & learning from it:

Today you get to sell candy bars and learn how to use Excel at the same time...what a life!

1.) Click the first active cell

- Use the Tab key to move from cell to cell, thus making them active

2.) Put titles across the top:

- Candy
- Price
- Units
- Total

The Basic Chart (at the end of this workshop)

Candy	Price	Units	Total
<i>Snickers</i>	\$ 0.50	10	\$ 5.00
<i>Almond Joy</i>	\$ 0.50	15	\$ 7.50
<i>Hershey</i>	\$ 0.70	150	\$ 105.00
<i>Twix</i>	\$ 0.65	30	\$ 19.50
Total	\$ 2.35	205	\$ 137.00

Using the Borders Function

- This function adds gridlines to the specific section of the table that you have selected
- Highlight the cells using the cursor
- Click on the arrow of the Borders icon and choose the border that you desire

3.) Now place your favorite candy bars in under the candy column. As many as you want.

Column Width and changing data to fit

- If a name or data entry does not fit then change it!
- Move your cursor up to the horizontal columns bar (labeled A, B, C, etc.)
- The cursor will magically turn to a double arrowed "T" and this can be used to drag the column wider or smaller depending on your preference
- Other way is to double click the left mouse when the cursor turns into a "T"

4.) Now enter a price for each candy bar. The price also does not matter.

Adding the Currency Label

- Notice how zeros disappear? They are regarded as unnecessary and thus Excel deletes them.
- To add currency first select the data by highlighting the cells
- Click the "\$" or Currency symbol in the Toolbar
- Did you want Italian currency? No problem...
 - Make the cell, or group of cells, active
 - Then right click and drag down to Format Cells
 - Under the symbol heading change it to whatever your heart's desire
 - You can also change decimal places kept here

5.) Now add the number of units, or product that you have, in your store

Using Summation...Again

- In the first box under the total we are going to write a formula calculating the amount of profit you would earn if all the candy bars sold in your store
- Formula: Start with an equal sign (=)
- Then select the first box under the Price
- Add a multiplication symbol (*)
- Then select the first box under the Units
- Push the Enter key

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- Make sure: To not select any other cells during the formula creation, unless you want them added too!

Using the Fill feature of Excel

- Now that we have the formula for the first cell, we want the formulas for the rest of the cells
- On the corner of the active cell the cursor changes to a bold + sign (The Fill Handle)
- Take this cursor and drag it downward to the end of your data
- In essence you are copying the formula only Excel is modifying it for each individual row
- Other cool fill features
 - Monday...Tuesday, Wednesday, etc.
 - 1, 2...5, 6, etc.
 - 1, 3...9, 11, etc.
 - 1...1 *Numbers will only copy if the fill function is used*

6.) Now use the Summation key (Σ) again to add up your total possible profit

- Highlight the cells above the open cell
- Click on the Summation key in the toolbar
- The drop-down arrow has many functions:
 - Average-Average or arithmetic mean (This one is automatic with the Σ key).
 - Count-Counts how many numbers in the list
 - Maximum-The largest value in the list
 - Minimum-The smallest value in the list
- Note: The summation key guesses which data to use. If there is a space it will not summate only a portion of the data, and not all of it. By selecting all data this problem can be avoided.

7.) Add the "Total" title under the last candy bar name

8.) Summate the total cost if someone wanted to buy 1 of every type of candy bar that you sell

9.) Summate the total inventory that you have, thus the total units

Making the Chart "Graphically Interesting"

- Select the Titles across the top of the chart
 - Then click the "B" making the cells Bold
 - Select the candy bar names
 - Then click the "I" making the cells Italics
 - Finally select the Totals across the bottom of the chart
 - Then click the "B" making the cells Bold
 - You could also center the data in each cell if you desire:
 - Highlight the data and then click the center icon in the toolbar
- Congratulations you created the chart!*

More on the Page Setup

- Under File > Page Setup > Page
 - The orientation of the printing page
- Under File > Page Setup > Margins
 - The orientation of table on the page and margins of the page
- Under File > Page Setup > Header/Footer
 - This allows for adding a header or footer under the "Custom Header" or "Custom Footer" option in the middle of the dialogue box
- Under File > Page Setup > Sheet
 - This allows the option of printing gridlines and specific areas to print

Next Time: *Creating charts, graphs, working with multiple worksheets, and using the Drawing toolbar.*