

# Microsoft Excel Micro-Workshop #3



## -Microsoft Excel-

Review of Microsoft Excel:

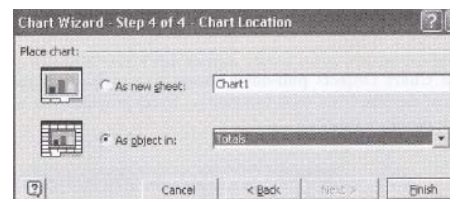
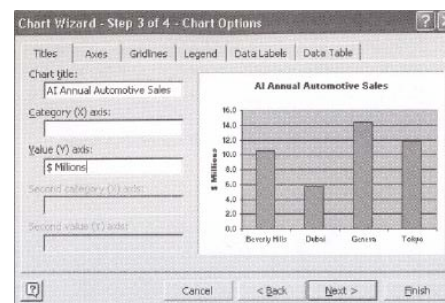
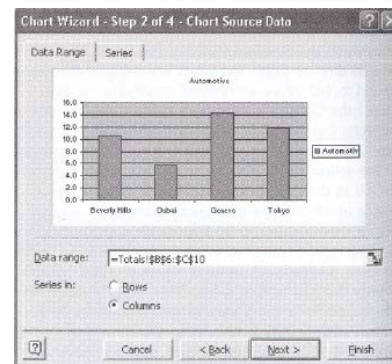
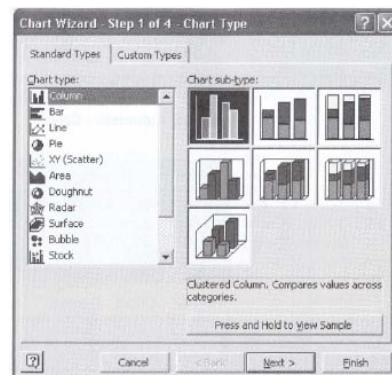
- Borders, Column Width, Currency, Summation, Fill Feature, "Graphically Interesting," & Page Setup

Using an example & learning from it:

- Workshop #3-Tables and Borders is open on your computer
- Randon's Candy Store is the first worksheet and it looks like last week only with some graphs
- Your Candy Store is a blank worksheet with the formulas already imputed into the table
  - Go ahead and insert the price and units for each candy bar
  - Feel free to change the type of candy bars also

### Creating a Chart

- First, specify the range of cells that you want to chart by selecting the "Units" data
- Second, click on the Chart Wizard in the top toolbar
  - This wizard will take you through the rest of the chart set-up process
- Step 1: Chose the type of chart that you want
  - Notice the "Press and Hold for Sample"
  - Choose the first bar graph for out purposes right now
- Step 2: Shows us a preliminary view of the chart and asks us to verify the information
  - We need the labels from the X-Axis as names for the candy bars so please click on "Series"
  - This brings up another box, this one has the "X-Axis Labels" Option with a little image
  - Click on the image (on the right hand side of the column) and then highlight the candy bar names > Push Enter
- Step 3: Allows a lot of options with the look and feel of the chart
  - Titles-allows us to add titles to the X and Y Axis
  - Axes-allows us to include those axes or not
  - Gridlines-allows us to add or subtract gridlines
  - Legend-allows us to turn off, on, or move the legend around on the chart
  - Data Labels-allows display of labels on the graph
  - Data Tables-allows display of the data table
- Step 4: Allows us to place the now completed graph
  - Place chart: as a new sheet-puts the graph into its own worksheet
  - Place chart: as an object into the worksheet-put the graph into the Excel worksheet



- These are steps to create a graph with only one set of data
  - To create a more complicated graph requires more data
    - Under Step 2 > Series > More than one series needs to be added
    - The option of Rows or Columns changes the look of the data

# Microsoft Excel Micro-Workshop #3

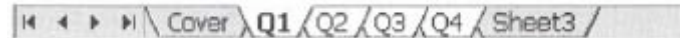
## Making the Graph "Interesting":

- Click on the bars and change their color
- Click on the background and change its color also
  - Both options work as they would in other Microsoft programs

## Using the Drawing Toolbar

- Drawings are not part of any worksheet and are in a separate drawing layer
- View > Toolbars > Drawing
- Options: Drawing objects, AutoShapes insert, drawing lines, drawing arrows, drawing a box, drawing a circle, drawing a Text Box, Word Art, Inserting Diagram or Organizational Chart, Inserting Clip Art, Inserting a picture, Fill Color, Line Color, Text Color, Line style, Dash style, Arrow style, shadow style, and 3-D style.
- ...Examples of each...

## Working with Multiple Worksheets



- To create changes on all worksheets:
  - Ctrl-clicking: hold down the Ctrl button and click the desired sheets
  - Shift-clicking: hold down the Shift button and click the first and last worksheets
  - Now whatever actions you perform on worksheet Q1 will be simultaneously performed on worksheets Q2, Q3, and Q4.
- To calculate across worksheets:
  - Copy and paste table onto the "Year End" Sheet
  - Clear the data under "Units"
  - We are ready to calculate the total number of units for "Mars" Bars at the Year End
    - Click on the cell H4 to make it active
    - Type in =SUM( *Exactly like it looks here*
    - Then click on Q1
    - Hold the "Shift" Key
    - Click on Q4
      - This should leave the formula looking like: =SUM('Q1:Q4'!
    - Click on Cell H4 on Q1
    - Add a ) at the end of the formula
      - The final formula should look like: =SUM('Q1:Q4'!H4)
    - Push "Enter"

## Copying Graphs and Charts

- Select the portion of the worksheet that you would like to copy
- Open up another Microsoft Program
  - Edit > Paste Special > Microsoft Excel Worksheet Object
    - This option will maintain the columns and data in the same way as your worksheet

## Images from:

Gips, James. Mastering Excel: A Problem-Solving Approach (Second Addition). New York: John Wiley & Sons, Inc. 129, 146-147.

Next Time: *Organizing large amounts of data, calculating subtotals, and summarizing the data to discover patterns using Pivot Tables. There will also be a time to ask questions.*