

EXCEL

	A	B	C
1	Everything in a spreadsheet goes into a cell (like a box in a grid).		
2	Each cell is named by the row and column in which it is located.		
3	See the Cells and Data Spreadsheet as an example.		

Each cell is named by the row and column in which it is located.

See the Cells and Data Spreadsheet as an example.

Cells and formatting

Font Style	Borders	Font Size	Cell Colour	Font Colour
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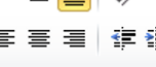
Click and drag between rows or columns to adjust height or width.

Click on a row or column heading to highlight entire row or column.

The screenshot shows the Microsoft Excel interface with the following table content:

	A	B	C	D	E	F
1		4				
2		apple				2
3			banana			
4		orange			3	
5						

Note: The exact look may change in different versions of the software.



Sometimes it may be appropriate for two or more cells to be 'merged' together. What do you think this means?

Week	Option A	
	Weekly	Cumulative
1		
2		
3		
4		
5		
6		

Merge and

Which cells have been merged together here?

Merge and centre

The screenshot shows the Microsoft Excel ribbon with the 'Formulas' tab selected. The 'Formula Bar' is highlighted, displaying the formula '=SUM(B5+C5)'. A blue arrow points from the text 'Formula Bar' to the formula bar area. The ribbon includes tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The 'Formulas' tab is active, showing options for Paste, Cut, Copy, Format Painter, Font, Alignment, and Number.

The function appears in the formula bar here.

A formula is always shown by using the '=' sign first, followed by 'SUM'

The calculation then goes inside the brackets

In this case:
=SUM(B5+B6)

Formulas

To subtract we use the '-' symbol, e.g.	
Numbers: $3*4 = 12$	Cells: B5*C5

Numbers: $3 \times 4 = 12$

Cells: B5*C5

To multiply we use the '*' symbol, e.g. (To get the '*', press and hold 'shift' + 8)	
Numbers: 3*4 = 12	Cells: B5*C5

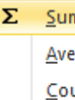
Numbers: $3 \times 4 = 12$

Cells: B5*C5

To divide, we use the '/' symbol, e.g.	
Numbers: $12/4 = 3$	Cells: B5/C5

Numbers: $12/4 = 3$

Cells: B5/C5



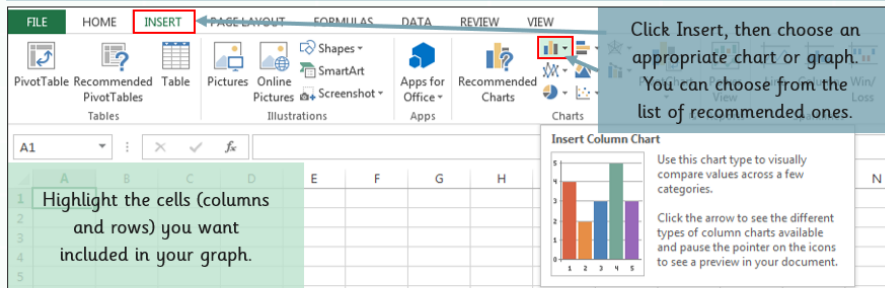
Click in the cell that you want the calculation to appear. Then click on Sum in the AutoSum menu.

You can use **copy and paste** or **fill down** to complete formulas in a set of cells next to each other.

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						

When you have completed your data, it can be presented as a graph.

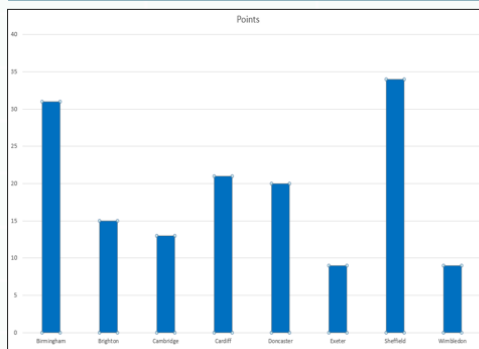


The Move Chart button on the Chart Design toolbar can then be used to position the chart as a New Sheet.

Graphs and Charts

If you have time, you can format your graph in lots of ways using toolbar buttons such as Chart Layout or Chart Format, including: titles for axis; chart title; colours and gridlines.

Always check that the chart makes sense. What is it showing?



To remove unwanted data/columns from the graph, right-click on any bar in the graph and choose 'Select Data'. Here, columns can be added or removed as you wish.

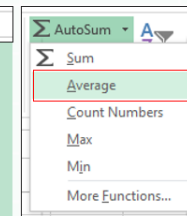
Conditional formatting

Using the average function

Spelling Test Scores								
	1	2	3	4	5	6	TOTAL	AVERAGE
1 Sonny Day	9	6	10	10	7	5		

First, click in the cell that you want the average to appear.

Either click on the Insert Function button and choose 'AVERAGE'...



...or choose from the AutoSum drop-down menu. Enter or highlight the first and last number in the row of data of which you want to find the average.

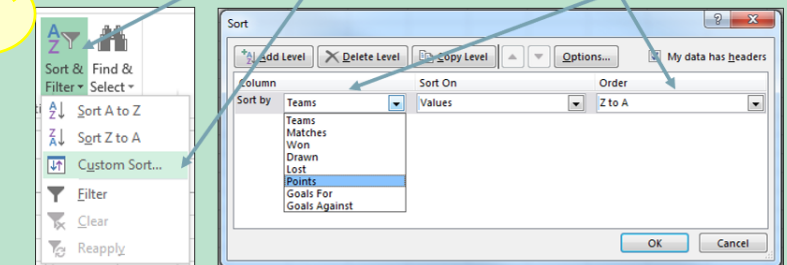
Sorting and filtering data

First select your table of data, including column headings.

In the drop-down menu, select 'Custom Sort'.

Click on Sort & Filter.

Choose how to sort your data and the Order.



Highlight a set of cells first, e.g. the % column.

Click on the Conditional Formatting menu, then 'Data Bars' or 'Icon Sets'.

Try some selections and see what effect they have.

Can you explain what is being represented?

