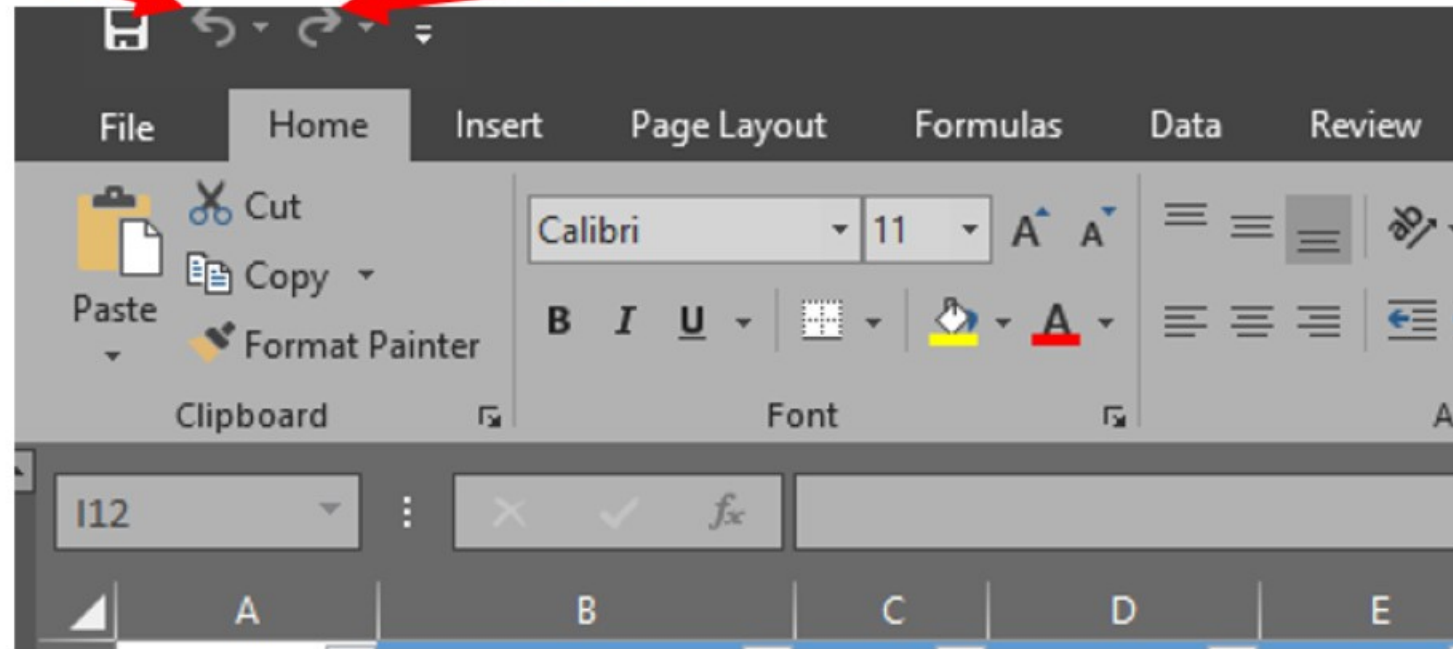


Microsoft Office: Excel



UNDO ↶

↷ **REDO**



How many times can you undo and redo??

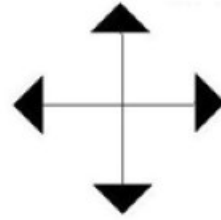
****REMEMBER** Once you save and exit this option is no longer available.**

Mouse pointers and symbol meanings



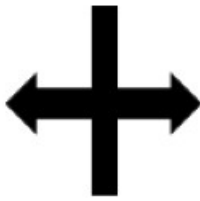
SELECT

You can click one cell or click and drag to highlight many cells.



MOVE

You can click and drag the whole cell to a different place within the sheet.



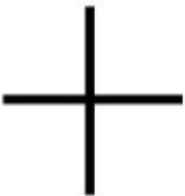
CHANGE SIZE

You can click and drag to make columns and rows bigger or smaller



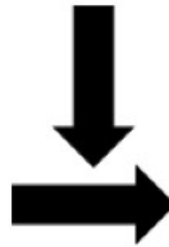
I-BEAM

When you double click a cell this will show to tell you where to type.



AUTO FILL

You can click and drag to complete a list.



COLUMN OR ROW SELECT

Place the cursor above the column or row header and you will see this. Click to Select whole row or column.

+ Cell styles: stay on worksheet **Building costs**

1. Highlight Cells

The screenshot shows the Microsoft Excel interface with the Home tab selected. The ribbon includes options for Clipboard (Cut, Copy, Paste, Format Painter), Font (Calibri, 11, Bold, Italic, Underline, Color, Background Color), Alignment (Left, Center, Right, Merge & Center), and Number (General, Percentage, Decimals). The spreadsheet below has columns A through J and rows 1 through 10. The header row (row 1) is highlighted in light green. The data rows (rows 2-6) have columns A, B, and C highlighted in light green. The formula bar shows the active cell is A1 with the text 'Work Item'.

1	Work Item	Company	Labour	Equipment	Materials	Sub-contractor	Subtotal	Markup %	Markup	Total
2	Permit	City of Sunderland				1500				
3	Excavation	Johns Development	200	1800	2000					
4	Utilities	N-Power				2000				
5	Water well	Northumbrian Water	500	1000	1000	3000				
6	Foundation	Johns Development	1145	1456	1000	1000				
7										
8										
9										
10										

2. Change font Change font size

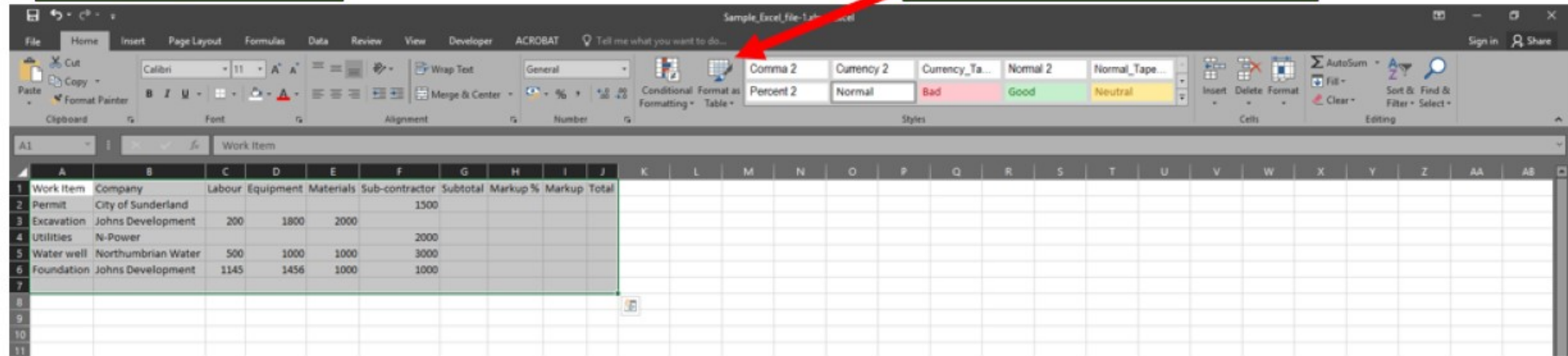
The screenshot shows the Microsoft Excel interface with the font dropdown menu open. The ribbon is the same as in the first image. The font dropdown menu is open, showing 'Theme Fonts' (Calibri Light (Headings), Calibri (Body)) and 'All Fonts' (Adobe Arabic, Adobe Caslon Pro, Adobe Caslon Pro Bold, Adobe Devanagari, Adobe Fan Heiti Std B, Adobe Fangsong Std R, Adobe Garamond Pro, Adobe Garamond Pro Bold, Adobe Gothic Std B, Adobe Hebrew, Adobe Heiti Std R, Adobe Kaiti Std R). Red arrows point from the 'Change font' and 'Change font size' text to the font name 'Calibri' and the font size '11' in the ribbon, respectively.

	F	G	H	I	J
b-contractor	Subtotal	Markup %	Markup	Total	
	1500				
	2000				
	3000				
	1000				

Format as a table: stay on worksheet Building costs

1. Highlight Cells

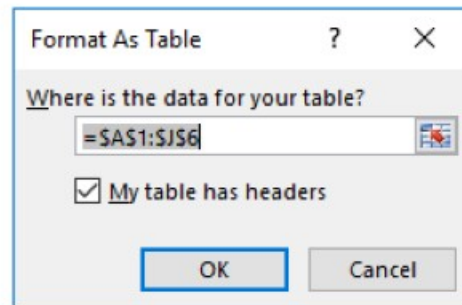
2. Click Format as Table



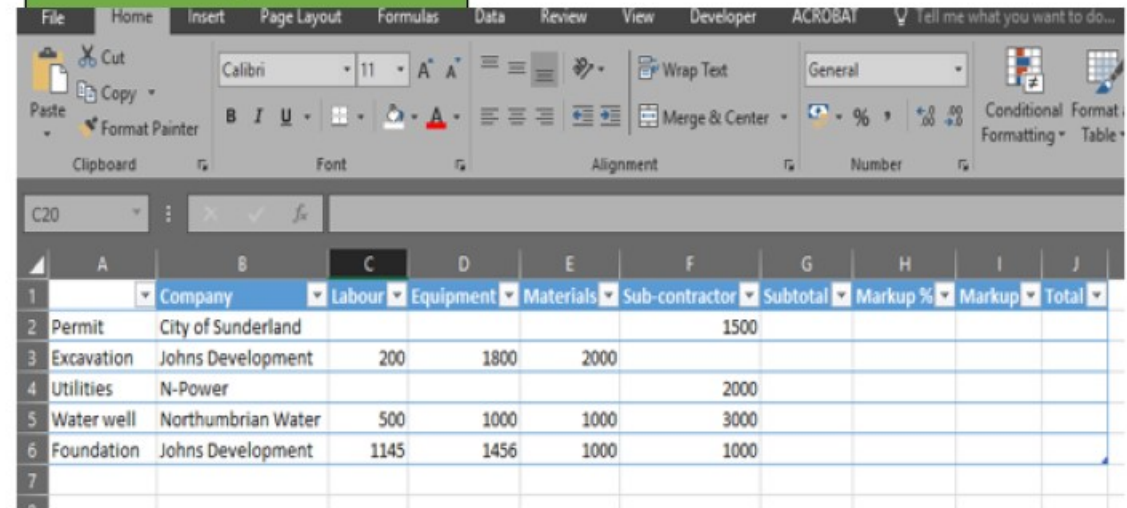
3. Select a Table



4. Check these are the cells you want as table and press OK

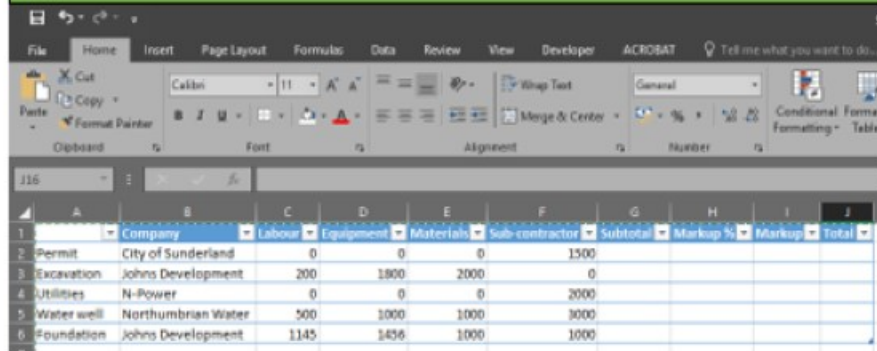


5. This is your table



SUM Part 1: stay on worksheet Building costs

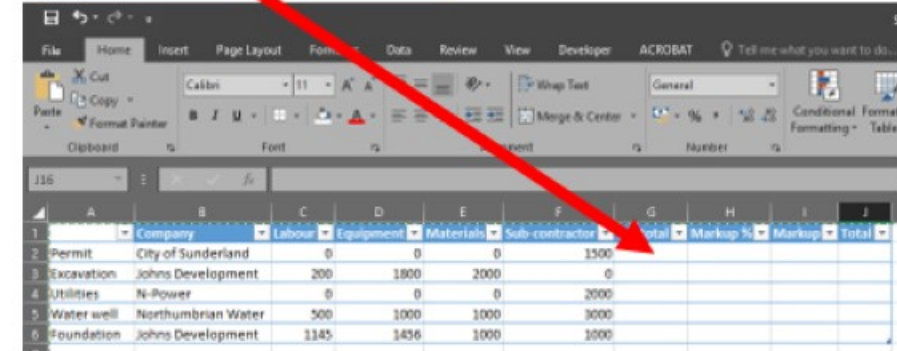
1. Ensure you populate blank cells with a 0



A screenshot of the Microsoft Excel interface showing a table with 6 rows and 10 columns. The columns are labeled: Company, Labour, Equipment, Materials, Sub-contractor, Subtotal, Markup %, Markup, and Total. The 'Total' column contains blank cells for rows 2 through 6. The data in the other columns is as follows:

	Company	Labour	Equipment	Materials	Sub-contractor	Subtotal	Markup %	Markup	Total
2	Permit	City of Sunderland	0	0	0	1500			
3	Excavation	Johns Development	200	1800	2000	0			
4	Utilities	N-Power	0	0	0	2000			
5	Water well	Northumbrian Water	500	1000	1000	3000			
6	Foundation	Johns Development	1145	1456	1000	1000			

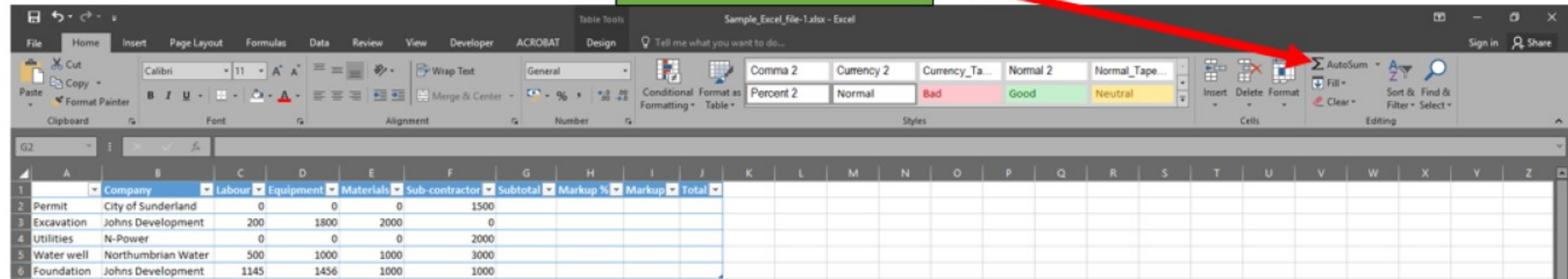
2. Select cell G2



A screenshot of the Microsoft Excel interface showing the same table as in the previous image. Cell G2 (Subtotal for Permit) is selected, and a red arrow points to it from a green box above.

	Company	Labour	Equipment	Materials	Sub-contractor	Subtotal	Markup %	Markup	Total
2	Permit	City of Sunderland	0	0	0	1500			
3	Excavation	Johns Development	200	1800	2000	0			
4	Utilities	N-Power	0	0	0	2000			
5	Water well	Northumbrian Water	500	1000	1000	3000			
6	Foundation	Johns Development	1145	1456	1000	1000			

3. Select Autosum



A screenshot of the Microsoft Excel interface showing the same table. The 'Formulas' ribbon is active, and the 'AutoSum' button is highlighted with a red arrow from a green box above. The 'AutoSum' button is located in the 'Editing' group of the 'Formulas' ribbon.

	Company	Labour	Equipment	Materials	Sub-contractor	Subtotal	Markup %	Markup	Total
2	Permit	City of Sunderland	0	0	0	1500			
3	Excavation	Johns Development	200	1800	2000	0			
4	Utilities	N-Power	0	0	0	2000			
5	Water well	Northumbrian Water	500	1000	1000	3000			
6	Foundation	Johns Development	1145	1456	1000	1000			

SUM Part 2: stay on worksheet Building Costs

4. Check that the highlighted fields are the numbers you want to add up.. If yes then press enter or AutoSum

The screenshot shows the Microsoft Excel interface with the following data in the worksheet:

	Company	Labour	Equipment	Materials	Sub-contractor	Subtotal	Markup %	Markup	Total
2	Permit	City of Sunderland	0	0	0	1500			
3	Excavation	Johns Development	200	1800	2000	0			
4	Utilities	N-Power	0	0	0	2000			
5	Water well	Northumbrian Water	500	1000	1000	3000			
6	Foundation	Johns Development	1145	1456	1000	1000			

The formula bar shows the formula: `=SUM(Table2[@[Labour]:[Sub-contractor]])`

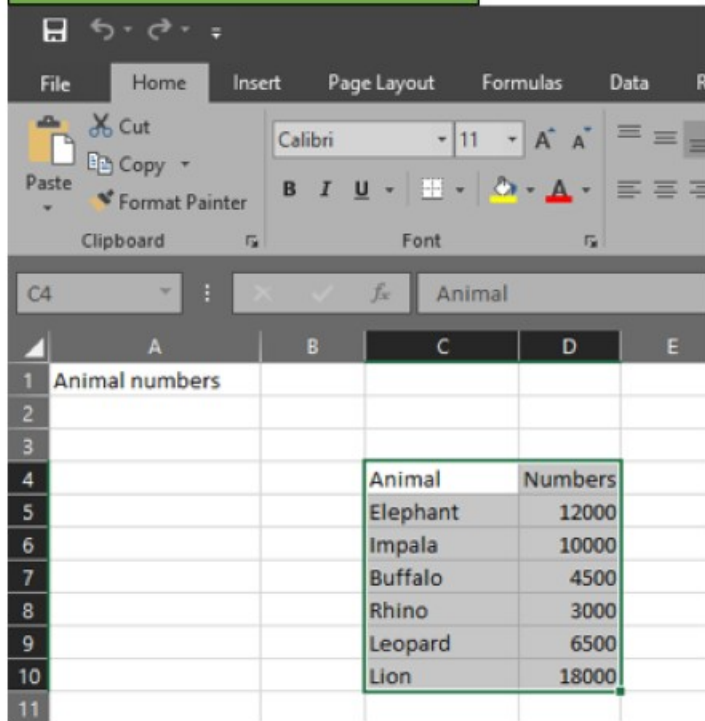
5. All the figures in the table will be added up and should look like this

The screenshot shows the Microsoft Excel interface with the following data in the worksheet:

	Company	Labour	Equipment	Materials	Sub-contractor	Subtotal	Markup %	Markup	Total
2	Permit	City of Sunderland	0	0	0	1500	1500		
3	Excavation	Johns Development	200	1800	2000	0	4000		
4	Utilities	N-Power	0	0	0	2000	2000		
5	Water well	Northumbrian Water	500	1000	1000	3000	5500		
6	Foundation	Johns Development	1145	1456	1000	1000	4601		

Create Pie Chart Part 1: go to worksheet Animals

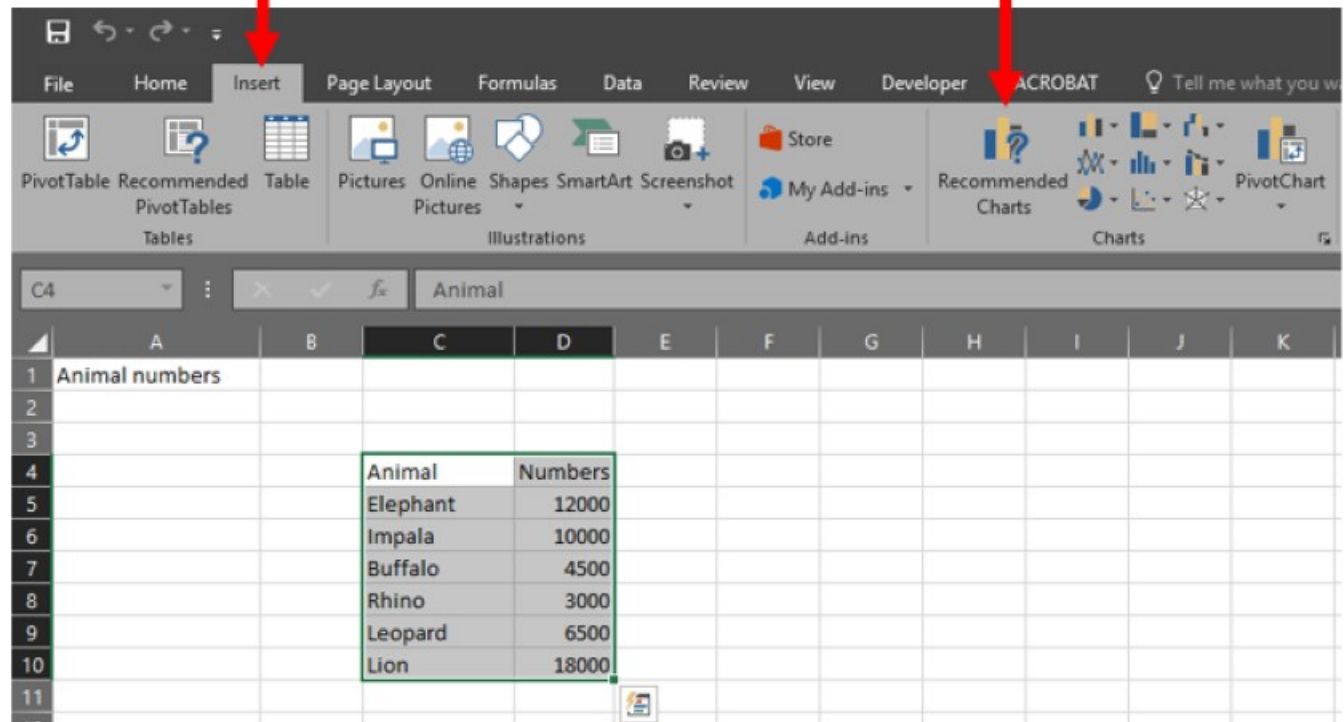
1. Highlight all the information as shown



The screenshot shows the Excel interface with the 'Home' tab selected. The data table from the previous slide is highlighted with a green border. The table contains the following information:

Animal	Numbers
Elephant	12000
Impala	10000
Buffalo	4500
Rhino	3000
Leopard	6500
Lion	18000

2. Select the Insert Tab



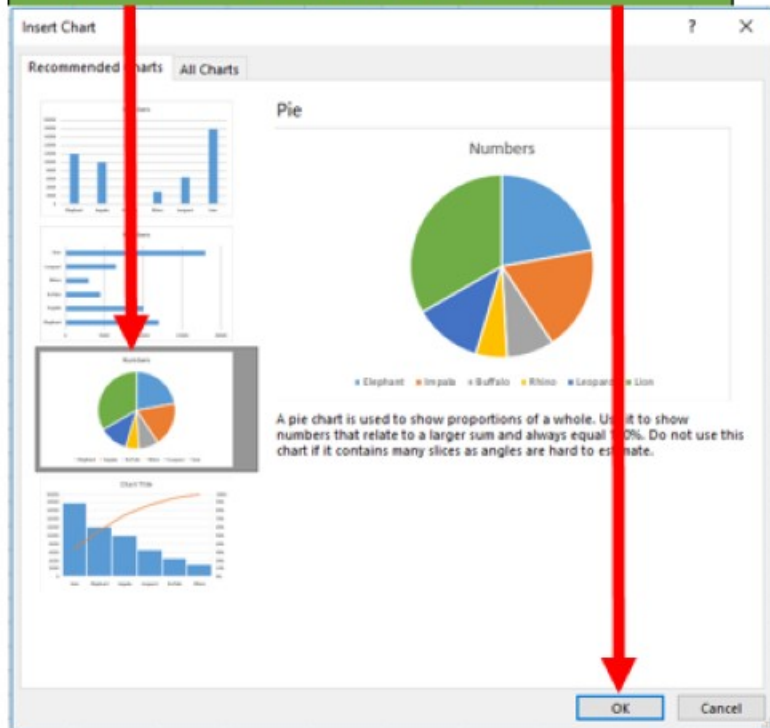
The screenshot shows the Excel interface with the 'Insert' tab selected in the ribbon. A red arrow points to the 'Insert' tab. The 'Recommended Charts' group is visible in the ribbon. The data table from the previous slide is visible in the background, with a red arrow pointing to the 'Recommended Charts' group.

Animal	Numbers
Elephant	12000
Impala	10000
Buffalo	4500
Rhino	3000
Leopard	6500
Lion	18000

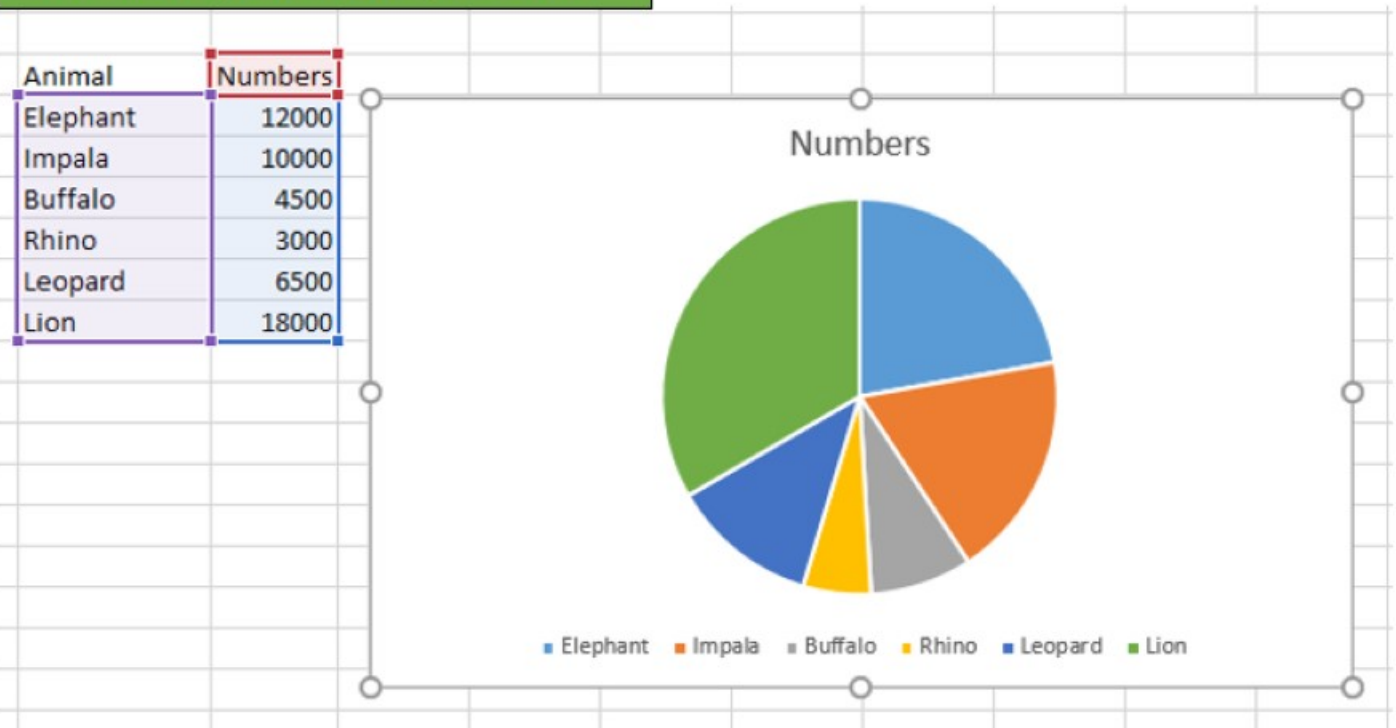
3. Select Recommended Charts

Create Pie Chart Part 2: stay on worksheet **Animals**

4. Select Pie Chart then OK



5. Here is your basic pie chart



Create Pie Chart Part 3: stay on worksheet **Animals**

6. Now lets look at the elements



CHART ELEMENTS

- Chart Title
- Data Labels
- Legend

Chart Elements

Add, remove or change chart elements such as title, legend, gridlines, and data labels

Style Color

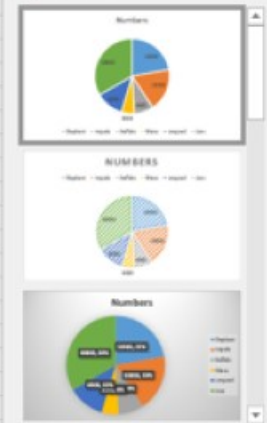


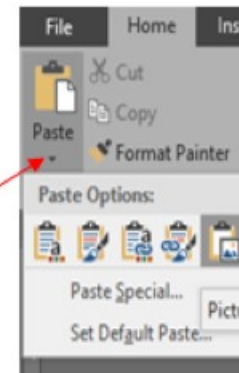
Chart Styles

Set a style and colour scheme for your chart

Chart Filters


Edit what data points and names are visible on the chart

If you put this into a word document, **RIGHT** click on the mouse in this area and **COPY** then paste as picture into a word document.



Autofill: go to worksheet **Calls Per Month**

1. Highlight January & February

	A	B	C
1	Month	Calls	
2	January	567	
3	February	500	
4		 480	
5		480	
6		460	
7		465	
8		450	
9		400	
10		388	
11		302	
12		320	
13		322	
14			

Take the cursor down to the bottom right corner until you see this mouse pointer



When you see the symbol simply LEFT click and drag to this point

Bar chart: stay on worksheet **Calls Per Month**

1. Highlight all the information as shown

	A	B
1	Month	Calls
2	January	567
3	February	500
4	March	480
5	April	480
6	May	460
7	June	465
8	July	450
9	August	400
10	September	388
11	October	302
12	November	320
13	December	322

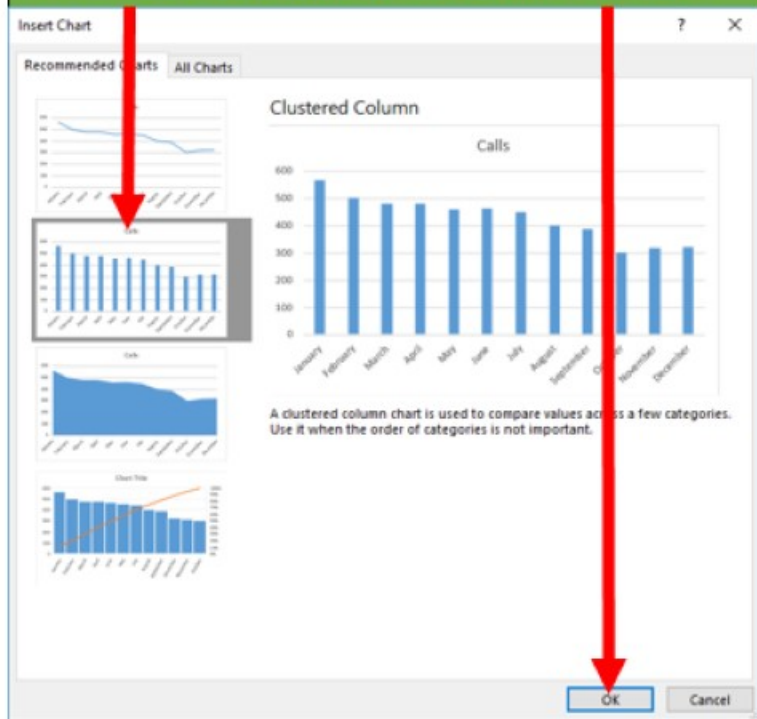
2. Select the Insert Tab

	A	B	C	D	E	F	G	H	I
1	Month	Calls							
2	January	567							
3	February	500							
4	March	480							
5	April	480							
6	May	460							
7	June	465							
8	July	450							
9	August	400							
10	September	388							
11	October	302							
12	November	320							
13	December	322							
14									
15									

3. Select Recommended Charts

Bar chart Part 2: stay on worksheet **Calls Per Month**

4. Select Clustered Column the OK



Insert Chart

Recommended Charts All Charts

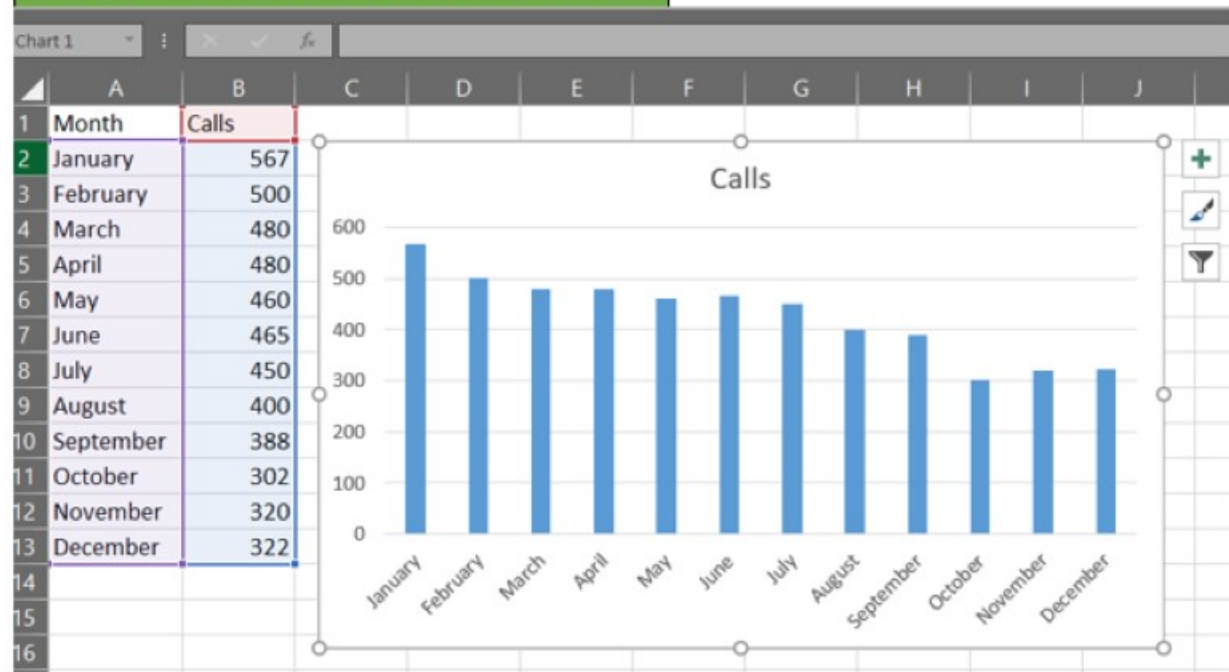
Clustered Column

Calls

A clustered column chart is used to compare values across a few categories. Use it when the order of categories is not important.

OK Cancel

5. Here is your basic pie chart



Bar chart Part 3: stay on worksheet **Calls per month**

6. Now lets look at the elements

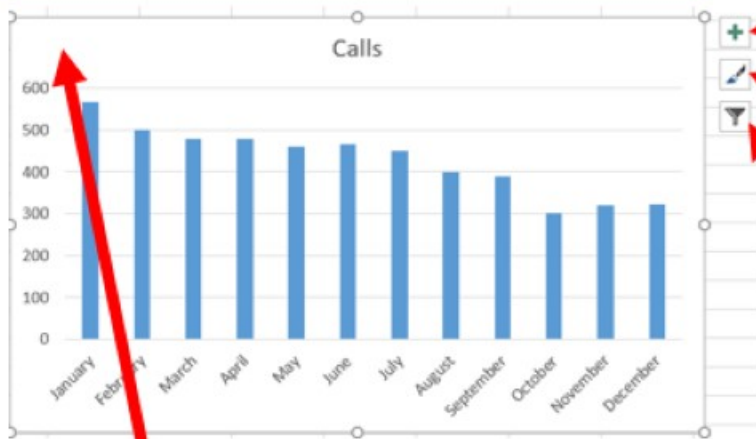


CHART ELEMENTS

- Axes
- Axis Titles
- Chart Title
- Data Labels
- Data Table
- Error Bars
- Gridlines
- Legend
- Trendline

Chart Elements
Add, remove or change chart elements such as title, legend, gridlines, and data labels

Chart Filters
Edit what data points and names are visible on the chart

Chart Styles


Set a style and colour scheme for your chart

If you want to put this into a word document, **RIGHT** click on the mouse in this area and **COPY** then paste as picture into a word document.


File Home Insert

Cut Copy Paste Paste Options: Paste Special... Set Default Paste... Picture

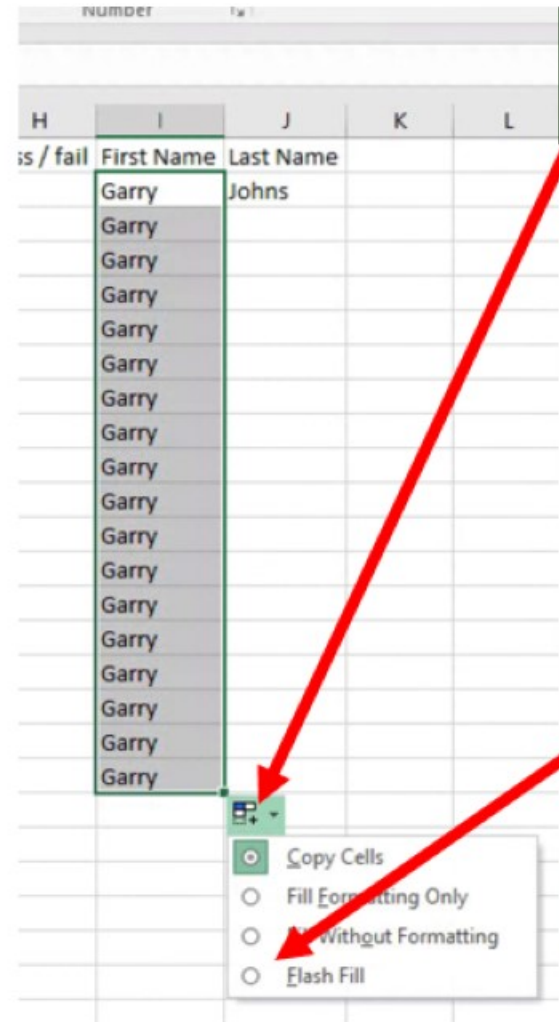
Multiple uses Part 2: stay on worksheet Students



2. Take the cursor down to the bottom right corner until you see this mouse pointer



3. When you see the symbol simply LEFT click and drag to this point

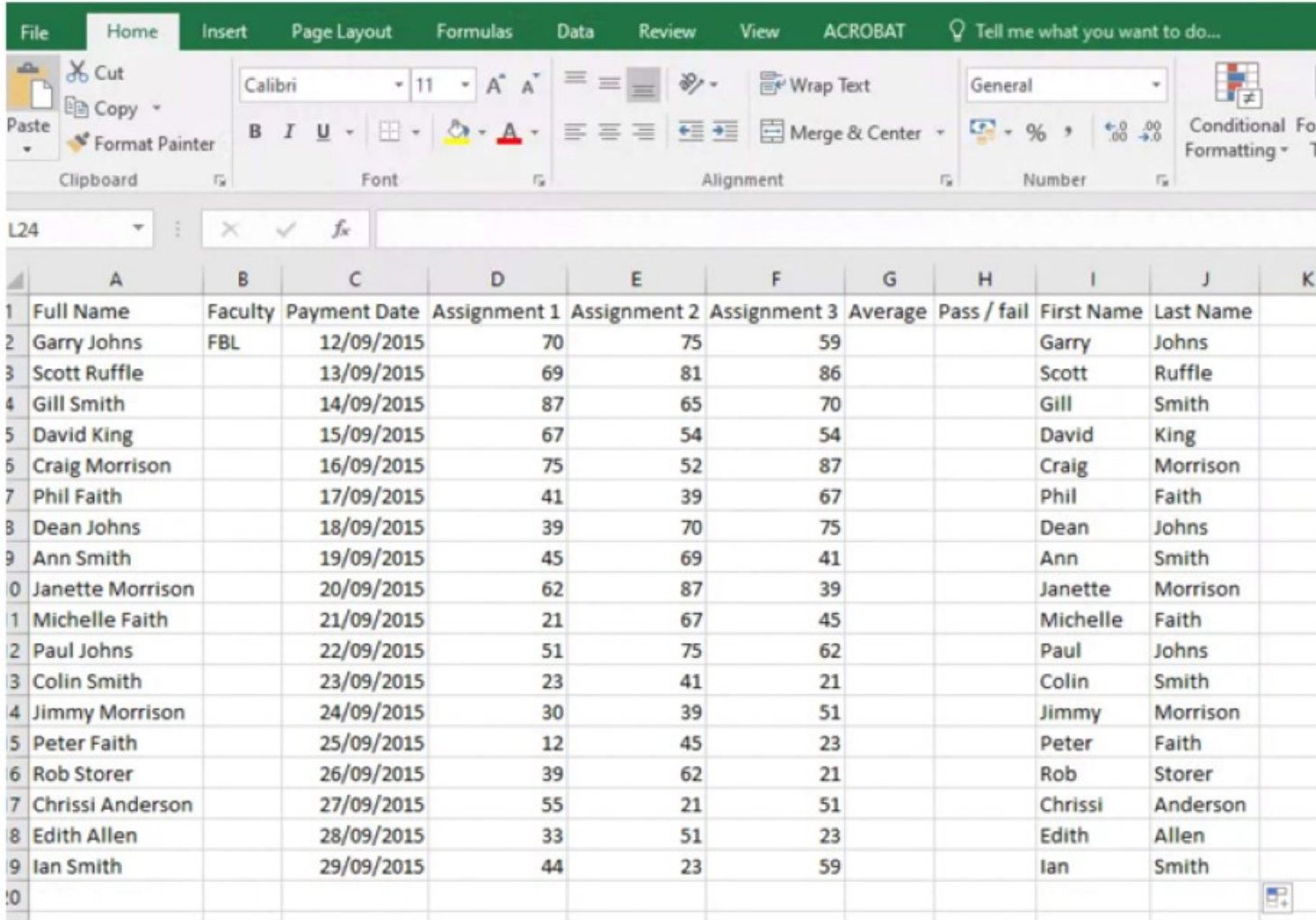


4. Click on the box on the bottom right hand side.

5. On this menu select Flash Fill.

6. Repeat these steps for Last Name.

Multiple uses Part 3: stay on worksheet Students



	A	B	C	D	E	F	G	H	I	J	K
1	Full Name	Faculty	Payment Date	Assignment 1	Assignment 2	Assignment 3	Average	Pass / fail	First Name	Last Name	
2	Garry Johns	FBL	12/09/2015	70	75	59			Garry	Johns	
3	Scott Ruffle		13/09/2015	69	81	86			Scott	Ruffle	
4	Gill Smith		14/09/2015	87	65	70			Gill	Smith	
5	David King		15/09/2015	67	54	54			David	King	
6	Craig Morrison		16/09/2015	75	52	87			Craig	Morrison	
7	Phil Faith		17/09/2015	41	39	67			Phil	Faith	
8	Dean Johns		18/09/2015	39	70	75			Dean	Johns	
9	Ann Smith		19/09/2015	45	69	41			Ann	Smith	
0	Janette Morrison		20/09/2015	62	87	39			Janette	Morrison	
1	Michelle Faith		21/09/2015	21	67	45			Michelle	Faith	
2	Paul Johns		22/09/2015	51	75	62			Paul	Johns	
3	Colin Smith		23/09/2015	23	41	21			Colin	Smith	
4	Jimmy Morrison		24/09/2015	30	39	51			Jimmy	Morrison	
5	Peter Faith		25/09/2015	12	45	23			Peter	Faith	
6	Rob Storer		26/09/2015	39	62	21			Rob	Storer	
7	Chrissi Anderson		27/09/2015	55	21	51			Chrissi	Anderson	
8	Edith Allen		28/09/2015	33	51	23			Edith	Allen	
9	Ian Smith		29/09/2015	44	23	59			Ian	Smith	
0											

Does your spreadsheet look like this?

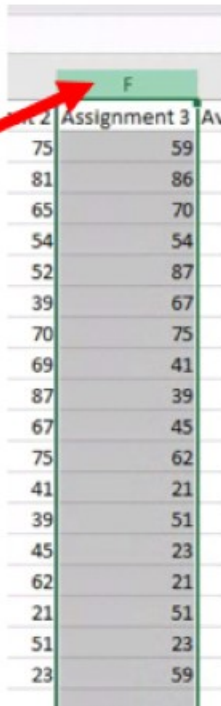
- **If it does then go to the next slide.**
- **If it doesn't please redo previous slide.**

Multiple uses Part 5: stay on worksheet Students

Imagine there are 1000's of people in this list and you would like to sort it. These are the steps you will need to take.

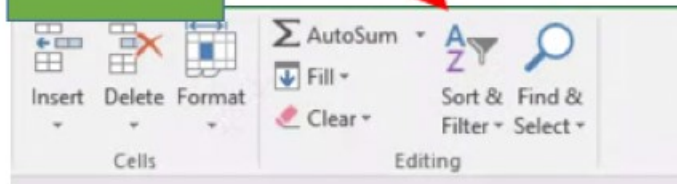
I would like to find out who got the highest score in Assignment 3, what column is assignment 3 in? COLUMN F

1. Click on the F to select the column

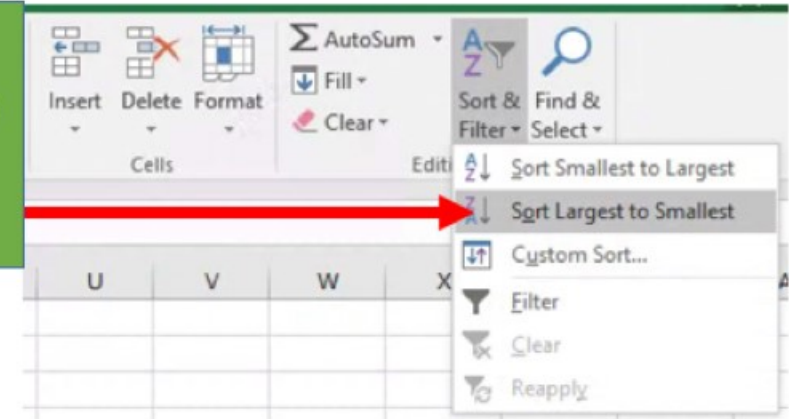


The screenshot shows an Excel spreadsheet with a list of names and scores. Column F is highlighted in green, indicating it is selected. The data in column F includes values like 59, 86, 70, 54, 87, 67, 75, 41, 39, 87, 45, 62, 21, 51, 23, 62, 21, 51, 23, 23, 59.

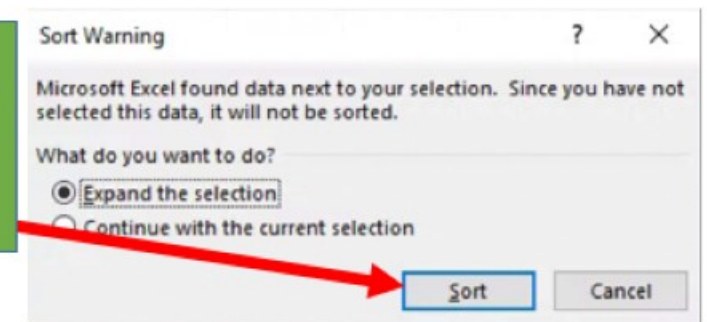
2. Select the Sort & Filter function



3. We want the highest score first, so we select largest to smallest



4. Yes, we do want to expand selection and Sort



The person with the highest mark for assignment 3 is?

	A	B	C	D	E	F	G	H	I	J
1	Full Name	Faculty	Payment Date	Assignment 1	Assignment 2	Assignment 3	Average	Pass / fail	First Name	Last Name
2	Craig Morrison		16/09/2015	75	52	87			Craig	Morrison
3	Scott Ruffle		13/09/2015	69	81	86			Scott	Ruffle
4	Dean Johns		18/09/2015	39	70	75			Dean	Johns
5	Gill Smith		14/09/2015	87	65	70			Gill	Smith
6	Phil Faith		17/09/2015	41	39	67			Phil	Faith
7	Paul Johns		22/09/2015	51	75	62			Paul	Johns
8	Garry Johns	FBL	12/09/2015	70	75	59			Garry	Johns
9	Ian Smith		29/09/2015	44	23	59			Ian	Smith
10	David King		15/09/2015	67	54	54			David	King
11	Jimmy Morrison		24/09/2015	30	39	51			Jimmy	Morrison
12	Chrissi Anderson		27/09/2015	55	21	51			Chrissi	Anderson

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Book a Digital Literacy session