

Introduction to Excel's Basic Features

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365√DataScience

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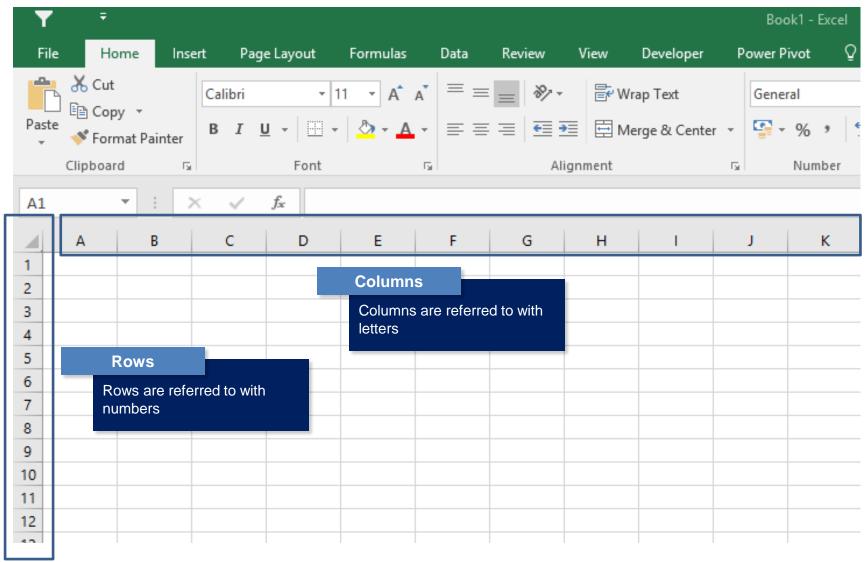
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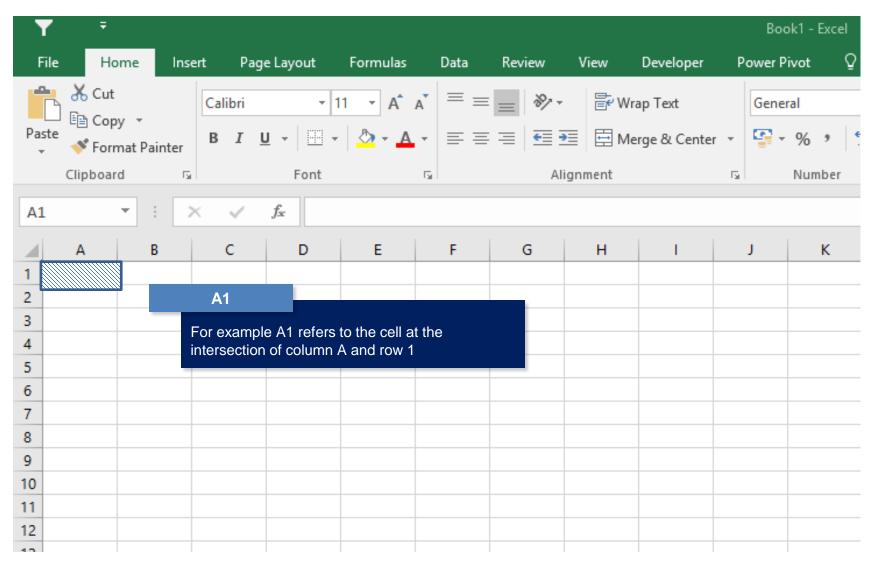
Column and Row references





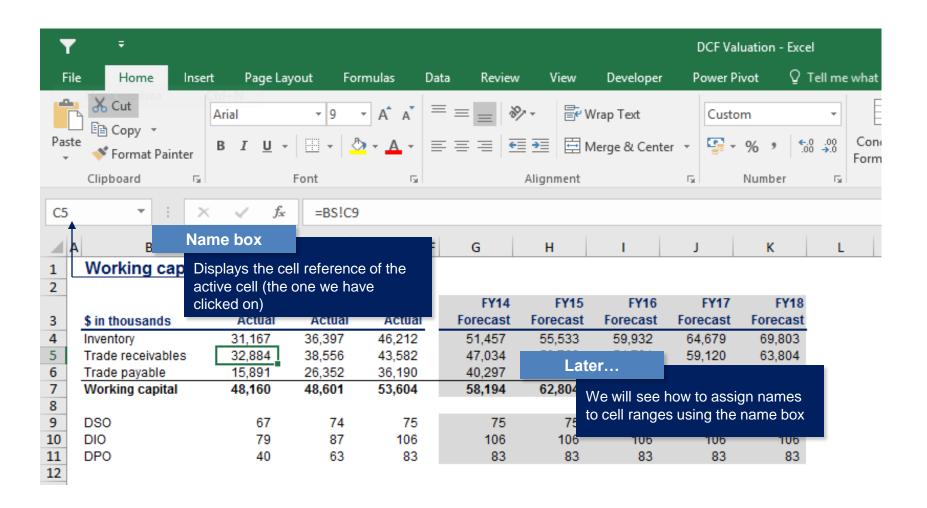
Column and Row references





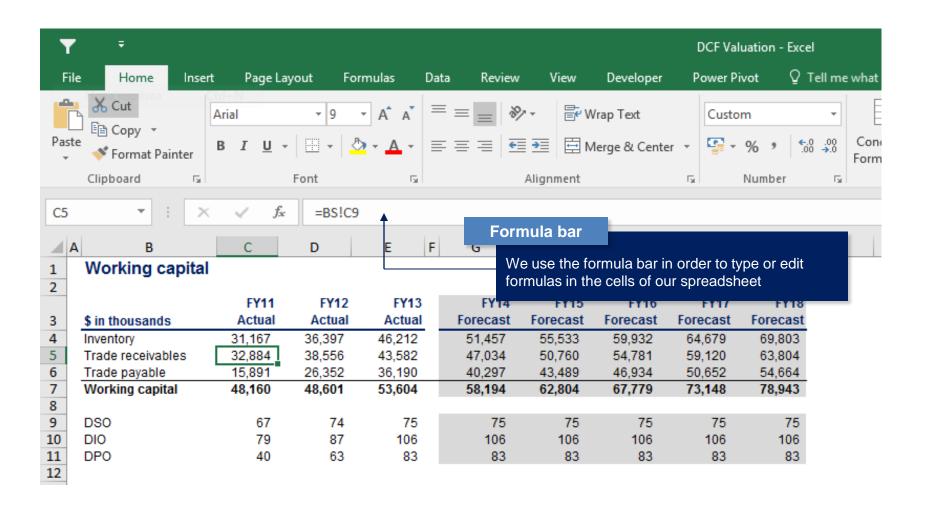
Name box





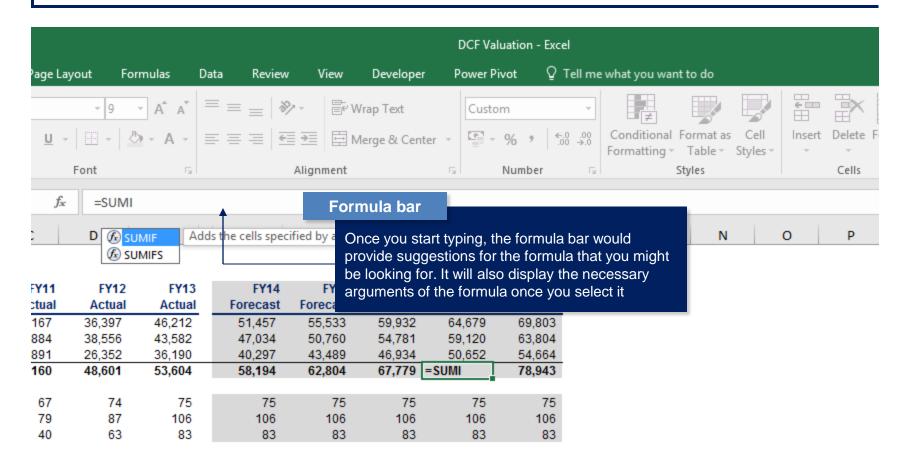
Formula bar





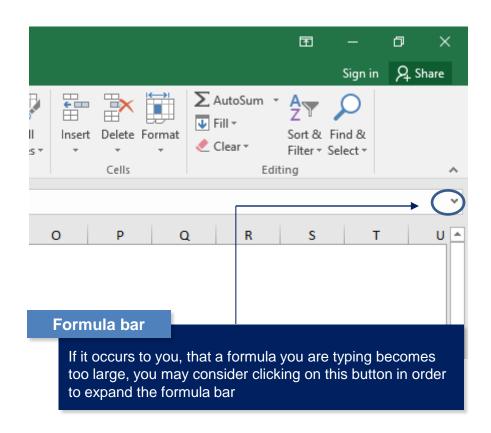
Formula bar

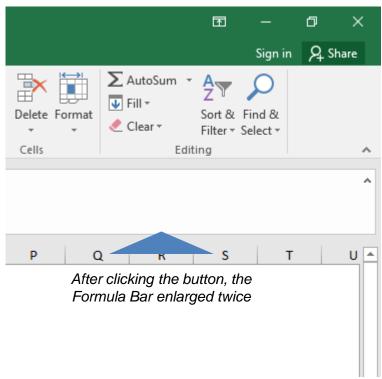




Expanding the formula bar







Working with spreadsheets



3	\$ in thousands	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast
4	Inventory	31,167	36,397	46,212	51,457	55,533	59,932	64,679	69,803
5	Trade receivables	32,884	38,556	43,582	47,034	50,760	54,781	59,120	63,804
6	Trade payable	15,891	26,352	36,190	40,297	43,489	46,934	50,652	54,664
7	Working capital	48,160	48,601	53,604	58,194	62,804	67,779	73,148	78,943
8		,	,	,	,	,	20,000	,	,
9	DSO	67	74	75	75	75	75	75	75
10	DIO	79	87	106	106	106	106	106	106
11	DPO	40	63	83	83	83	83	83	83
12									
13	FY11-FY18: Workin	g capital deve	lopment						
14		• •	<u> </u>						_
15	150 - H	istorical figures				Foreca	ist period		90,000
16									80,000
17	120								
18									70,000
19 20	90 days	······					_		60,000
21	- B	preadsheets					_	_	55,555
22		An Excel file	can have m	any spreads	heets We	6	106	06 1	50,000
23	60 - 79	can find them		iany oprodac	110010. 110	83 75	83 75	83 75	40,000
24	67							~	40,000
25	30								30,000
	3.Chart	C and Pour	nuoc & Ebita	a Cash f	lows Ebite	da bridge	Working	canital [OCF results
	Charts> Revenues&Ebitda Cash flows Ebitda bridge Working capital DCF results								
Read	dy 🔠								

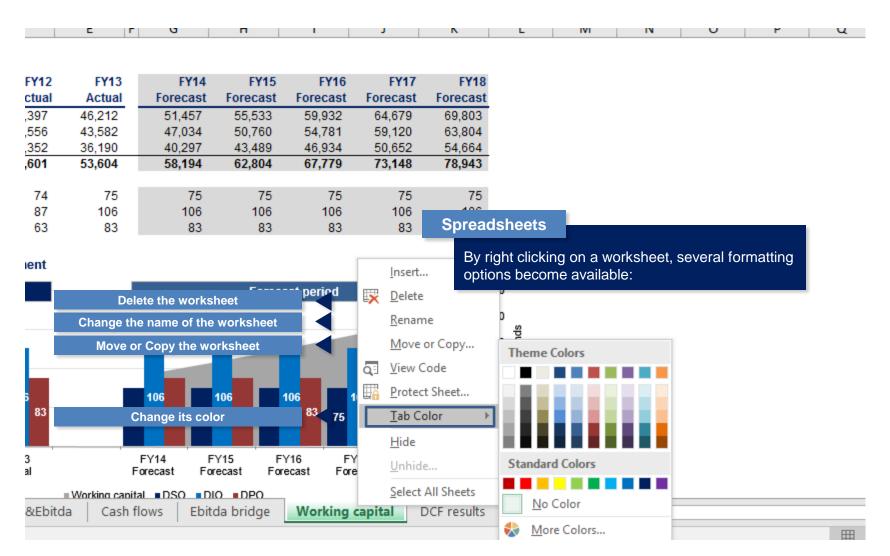
Working with spreadsheets



		FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
3	\$ in thousands	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast
4	Inventory	31,167	36,397	46,212	51,457	55,533	59,932	64,679	69,803
5	Trade receivables	32,884	38,556	43,582	47,034	50,760	54,781	59,120	63,804
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7	Working capital	48,160	48,601	53,604	58,194	62,804	67,779	73,148	78,943
8									
9	DSO	67	74	75	75	75	75	75	75
10	DIO	79	87	106	106	106	106	106	106
11	DPO	40	63	83	83	83	83	83	83
12									
13	FY11-FY18: Working	n capital devel	opment						
14		g oupman do ro	ориноне						
15	150 - Hi	storical figures				Foreca	ast period		⊤ 90,0
16				-					80,0
17	120								80,0
18									70,0
19	Spreadsheets								
20 21	f there are too m	any sheets, an	d vou are no	nt able	Ho	wever, a be	tter alternativ	ve is to use t	he Ctrl +
21	to see the one th		•				ombination in		
22	arrows in order to		ou can use t		thr		rious worksh		
23	arrows in order to) III la It		7	5 65	Ü			
24	40								20.0
25	30 +	E)(42	EV42	'	EVAA E	VAE E	(4C E)	/47 <u>FY</u>	30,0
L	· · 3.Charts	s> Reve	nues&Ebitda	a Cash f	flows Ebito	da bridge	Working	capital [OCF results
Read	dy 🔠								

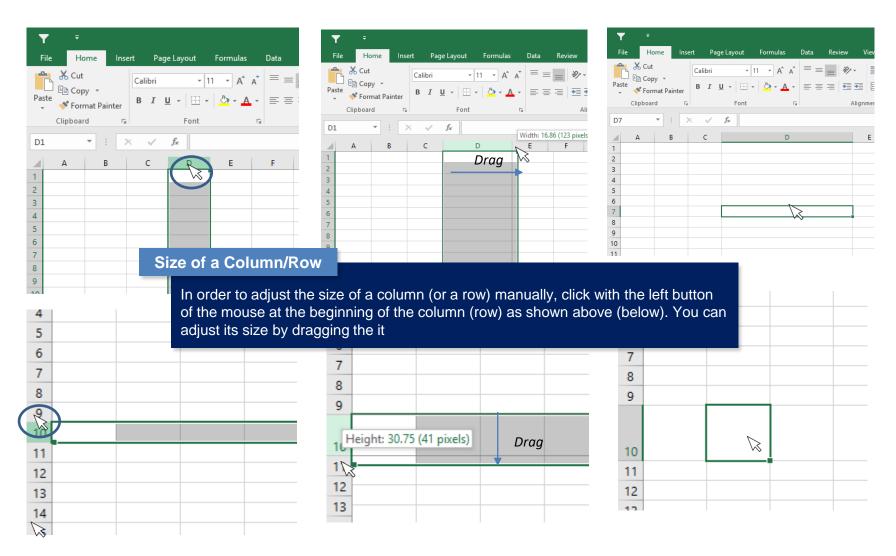
Working with spreadsheets





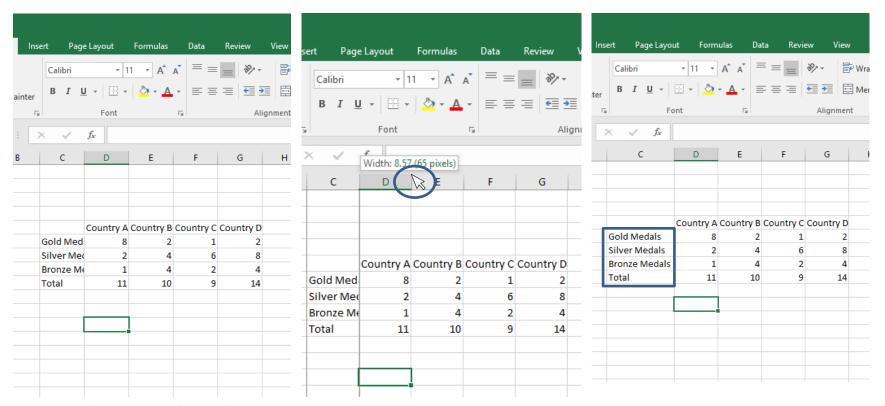
Adjusting the size of a column/row manually 365 V Data Science





Adjusting the size of a column automatically 365 V Data Science





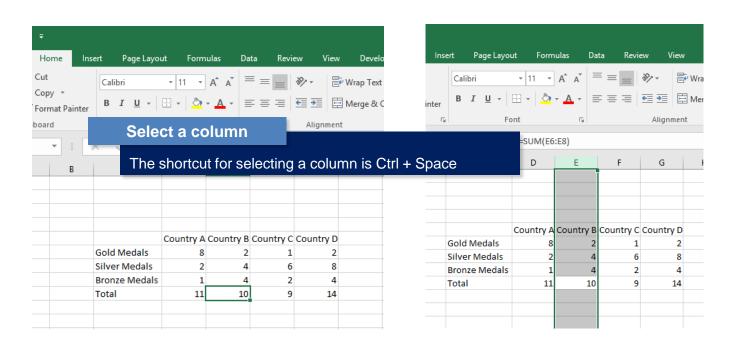
If the content of some of the cells within a column does not fit its size (as shown above), you can do the following:

Double-click with the left mouse button and adjust the column's size

The column would automatically fit the cells' size

Selecting a row/column with the keyboard

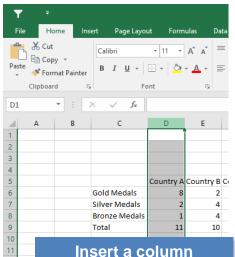


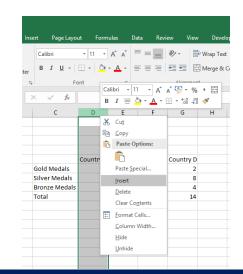


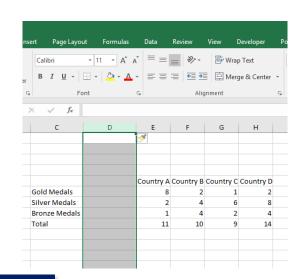
C.		^ V	S	elect	a row									
	A B	С					•				Е	F	G	
1			The	charte	cut for	colocti	ng a row is	Shift -	L Space					
2			1116	5 3110110	cut ioi	361661	ing a row is	Sillit.	- Space					
3							3							
4							4							
5			Country A	Country B	Country C	Country D	5			Country A	A Country B	Country C	Country D	
6		Gold Medals	8	2	1	2	6		Gold Medals	8	3 2	1	2	
7		Silver Medals	2	4	6	8	7		Silver Medals	2	2 4	6	8	
8		Bronze Medals	1	4	2	4	8		Bronze Medals	1	1 4	2	4	
9		Total	11	10	9	14	9		Total	11	1 10	9	14	
10					_		10							

Inserting a row/column



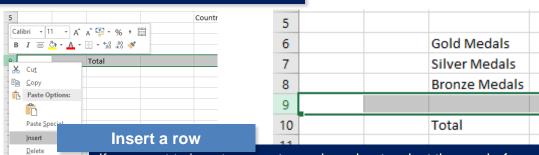






If you want to insert an empty column in a sheet, select the column before which you would like to insert a new column, right-click with the mouse and choose "Insert", or just use "Ctrl ,Shift and +".

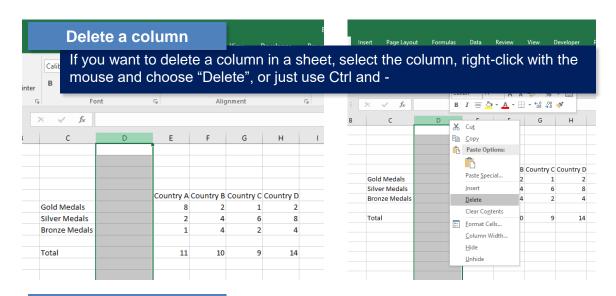


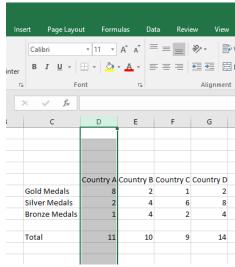


If you want to insert an empty row in a sheet, select the row before which you would like to insert a new row, right-click with the mouse and choose "Insert", or just use "Ctrl ,Shift and +".

Deleting a row/column



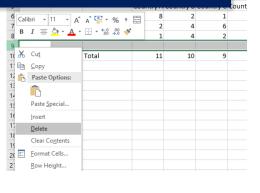




Delete a row

If you want to delete a row in a sheet, select the row, right-click with the mouse and choose "Delete", or just use Ctrl and -

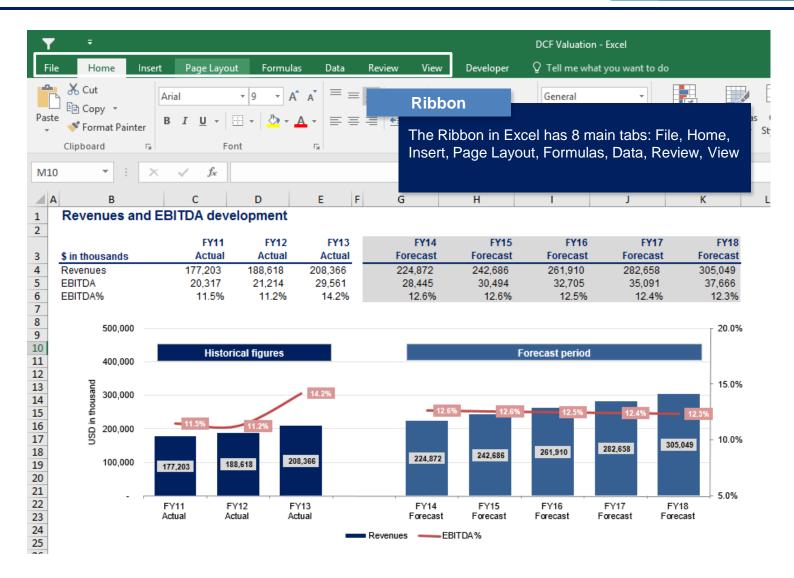
	А	Б		U	
1					
2					
3					
4					
5				Country A	Count
6			Gold Medals	8	
7			Silver Medals	2	
8			Bronze Medals	1	
9					
10			Total	11	



4	Α	В	С	D	Е
1					
2					
3					
4					
5				Country A	Country B
5			Gold Medals	8	2
7			Silver Medals	2	4
3			Bronze Medals	1	4
9			Total	11	10
0					
1					
2					
3					
4					
5					
6					
7					

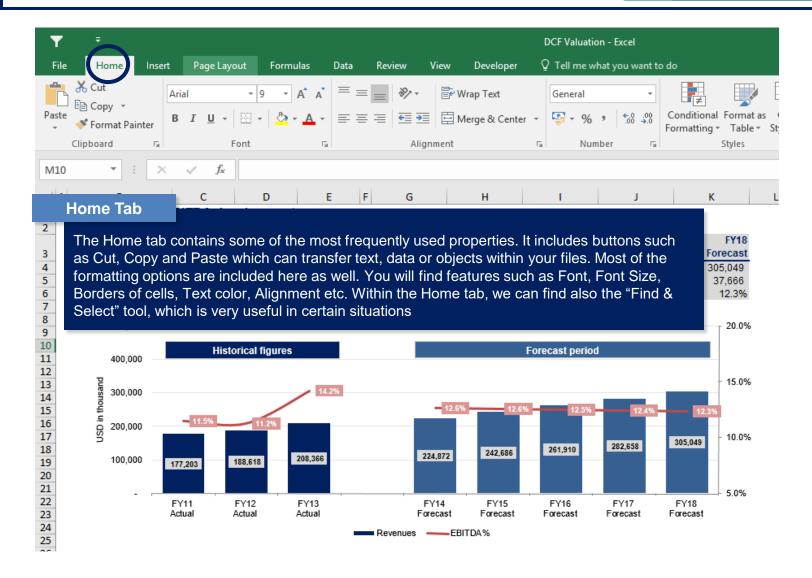
The Ribbon





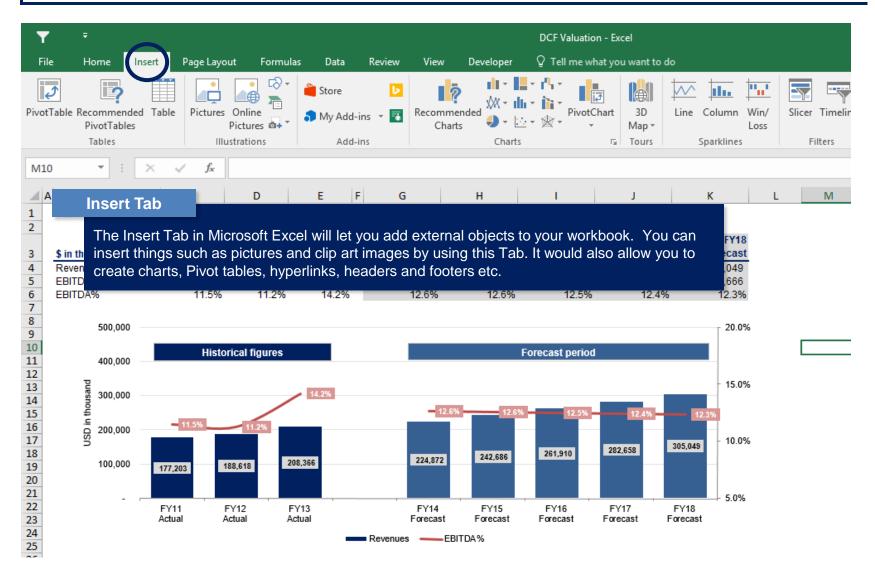
Explore the Ribbon Tabs: Home





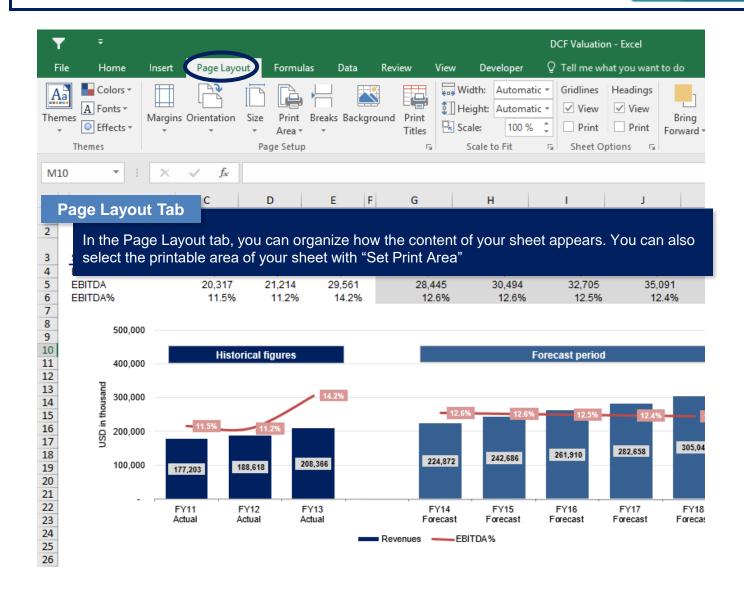
Explore the Ribbon Tabs: Insert





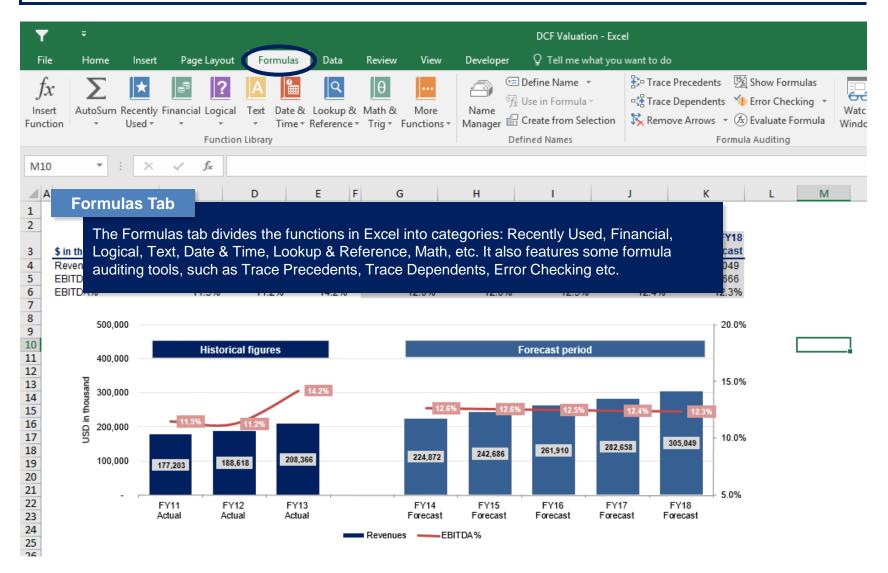
Explore the Ribbon Tabs: Page Layout





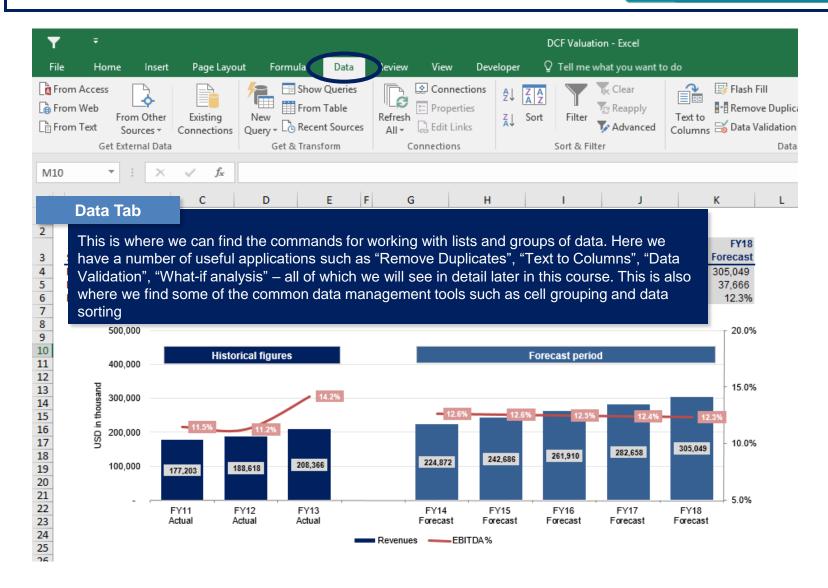
Explore the Ribbon Tabs: Formulas





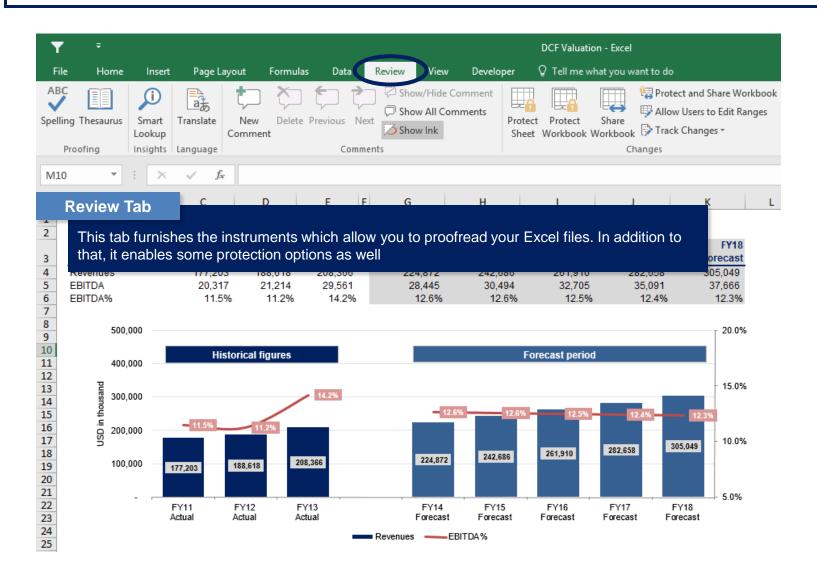
Explore the Ribbon Tabs: Data





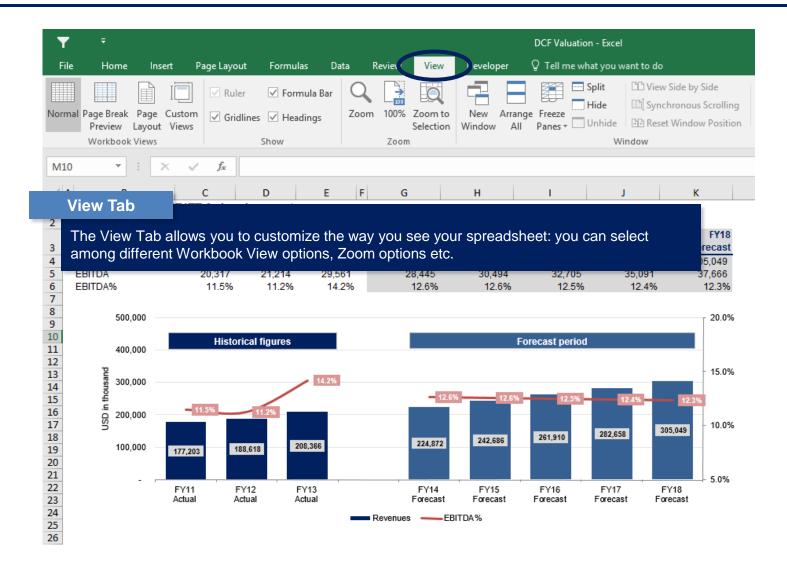
Explore the Ribbon Tabs: Review





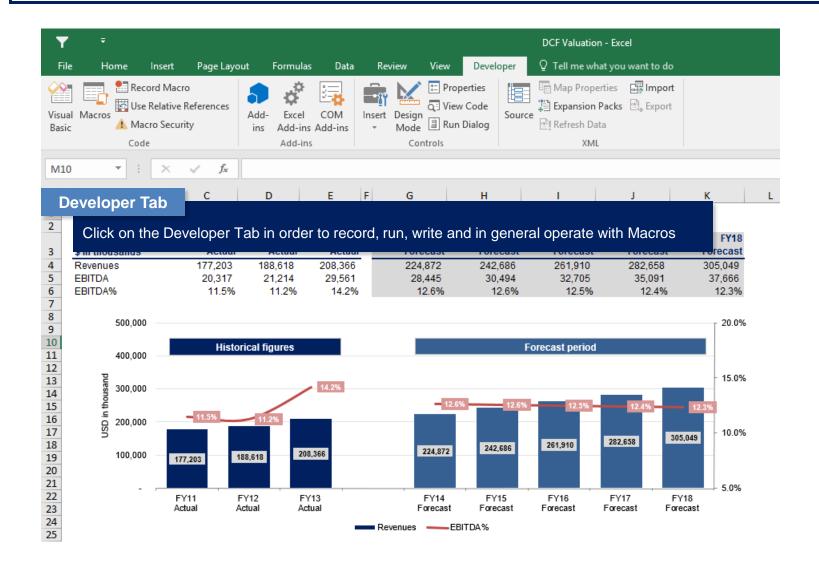
Explore the Ribbon Tabs: View





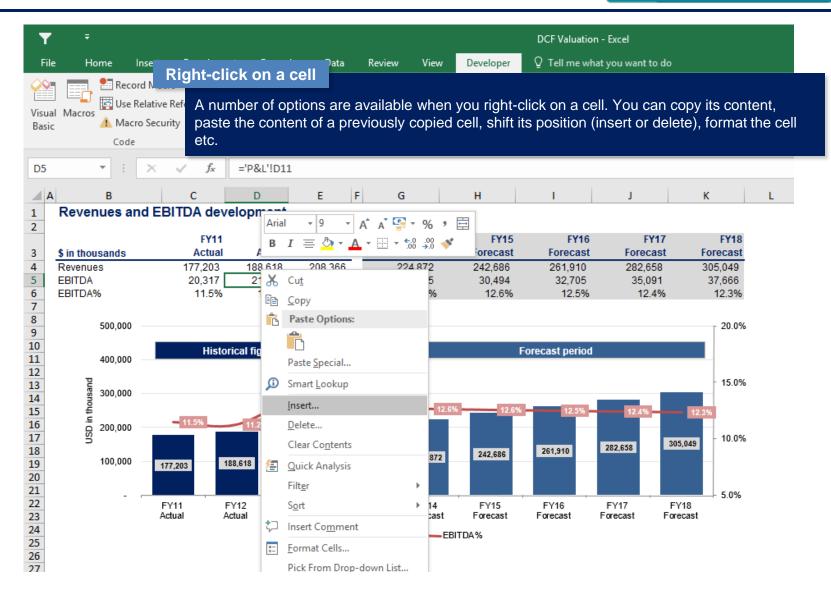
Explore the Ribbon Tabs: Developer





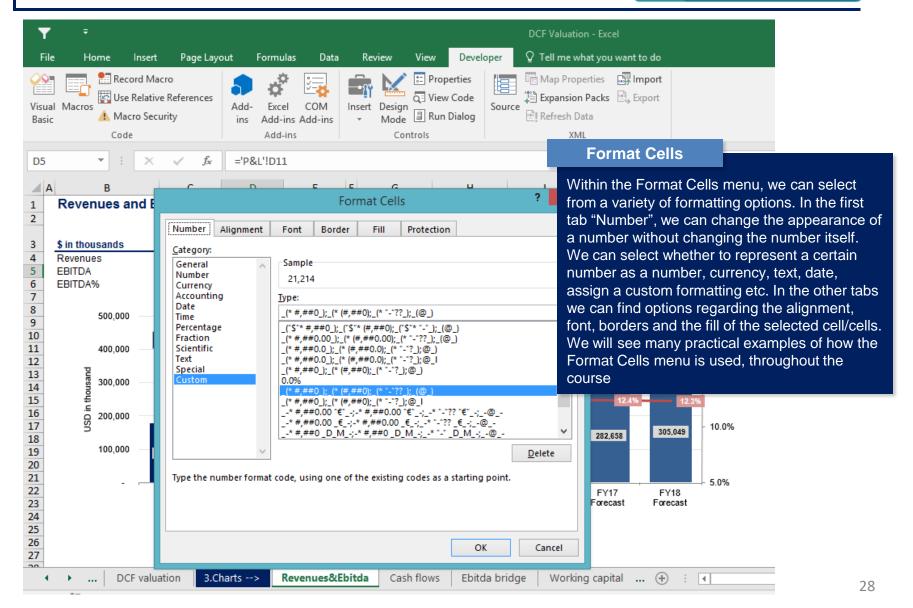
Right-click on a cell





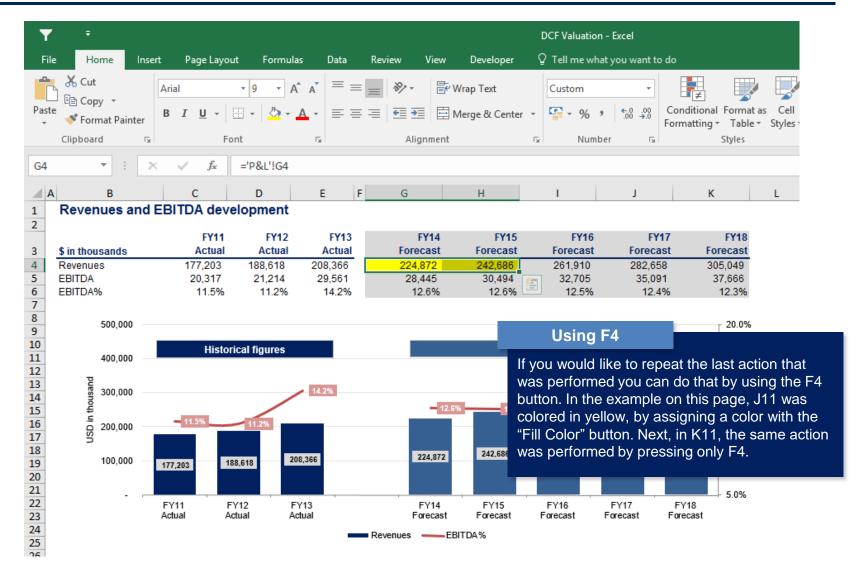
Format Cells





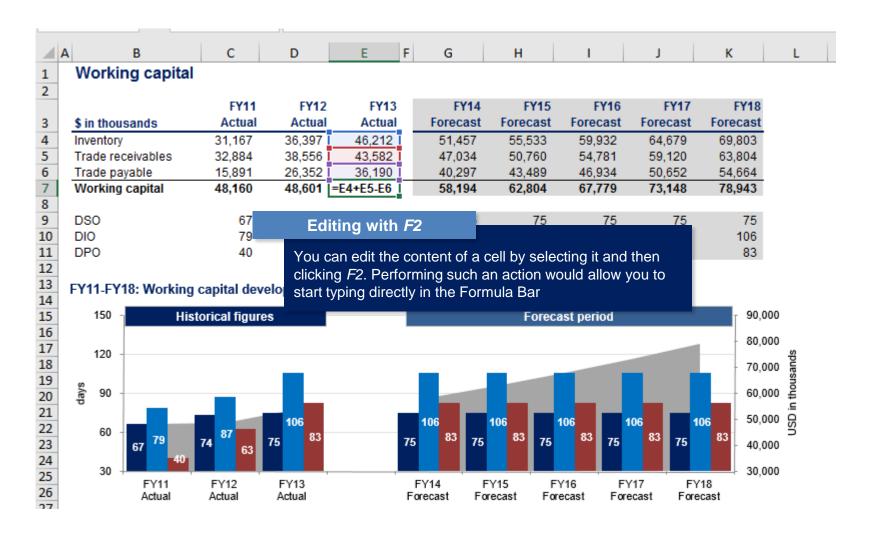
Repeat the last action (F4)





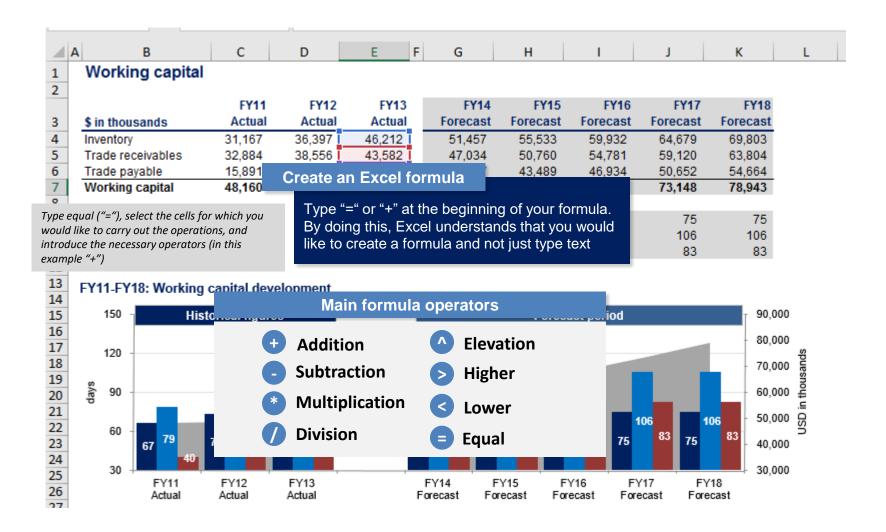
Editing a cell's content





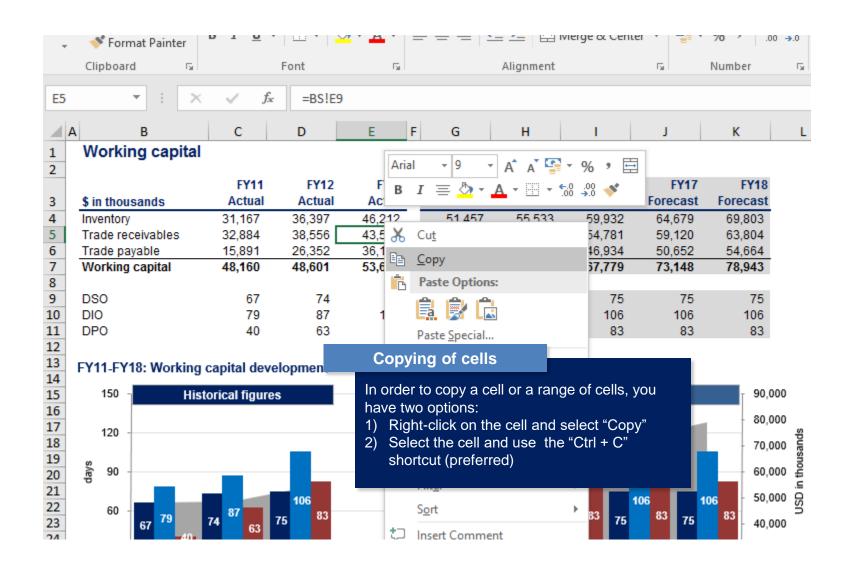
Creating an Excel formula





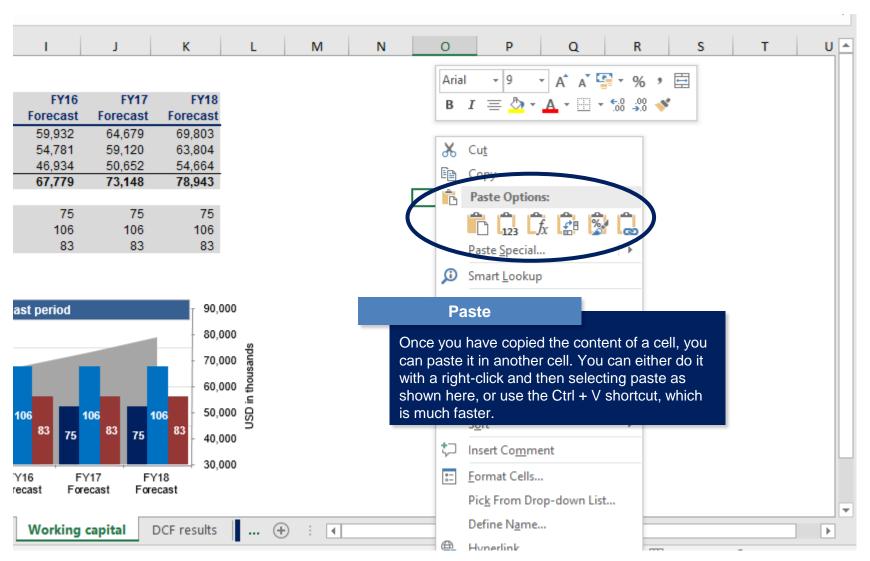
Copying of cells





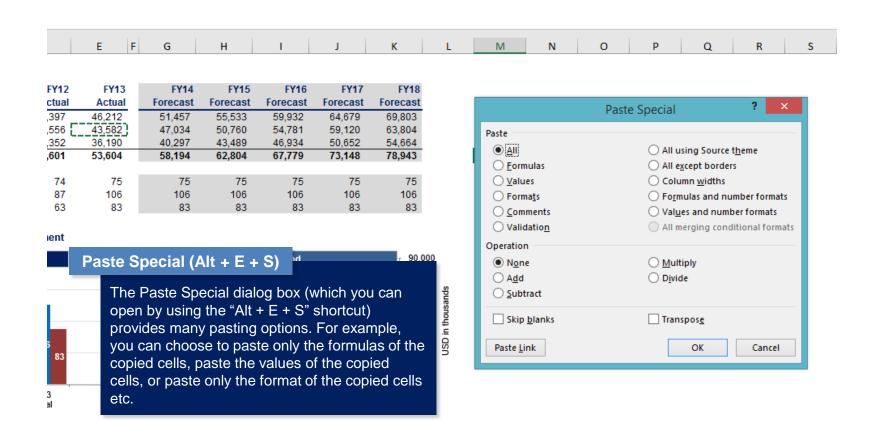
Paste





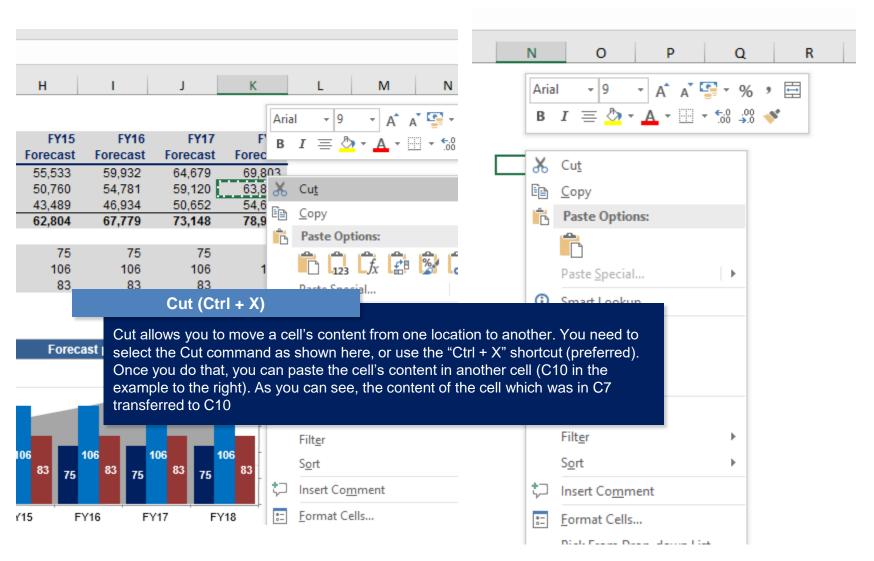
Paste Special





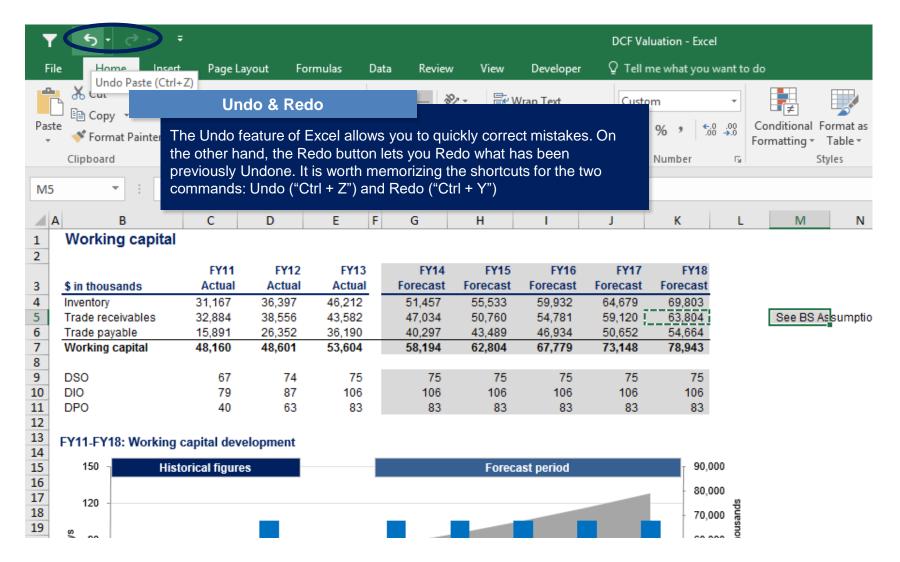
Cut

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Undo & Redo





Select an area of cells



