

Microsoft Excel

Wednesday February 9, 2022

- Review
 - What is the difference between Left alignment and Justified alignment?
 - What does Ctrl-A do? What does Ctrl-C do? What does Ctrl-V do?
 - Which finger should you use to push the "shift" key? Which finger should you use to push the "E" key?
 - What is the difference between "Save" and "Save as..."?
- Set up some sample data
 - Open Chrome and go to <https://bit.ly/tiko123> by typing this URL in the URL bar at the top
 - Click [Click to Download](#), a file "excel.csv" should download (CSV stands for "comma separated values")
 - Open a blank Excel workbook
 - In the Data tab, click Get Data > From File > From Text/CSV
 - Select the downloaded "excel.csv" file and click Import
 - Choose "Delimited" under "Original Data Type" and select "My data has headers"
 - Click Next
 - Choose "Comma" for the delimiter
 - Click Next
 - I'm not sure what comes next, but I'm sure you're smart enough to figure it out from here
 - Click Finish
 - Save your file to the desktop
- Key terms
 - Cell
 - Row
 - Header row
 - Column
- Aesthetic considerations (aesthetic means "concerned with beauty or the appreciation of beauty")
 - Cell size
 - Gridlines
 - Text wrapping
 - Merging cells
 - Challenge: Change the fill color of a cell
 - Challenge: Freeze the first row
 - Challenge: Hide (don't delete) all completed reservations
- Data types
 - Numbers
 - Dates/Times
 - Currency
 - Challenge: Create this custom date format for the two date columns, like this: 2022, Wednesday, Feb, 9
- Functions
 - Adding/subtracting cells
 - Column total
 - Column average
 - Challenge: Sort your sheet by the "Money paid" column (make sure though that Carlson has still paid 210)

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