Lecture 6

Excel: Mixed References, Find/Replace Worksheet Properties, Filtering

1. References in Excel

Remember…It’s all about how these references copy!!!

a. Previous lecture notes have included Relative and Absolute References.

You can use the <F4> key to change between the reference types. Position your cursor in the

middle of a cell reference and tap <F4> .

b. Mixed References

Part absolute, part reference (e.g. - $J3 or J$3) – a cell reference where either the row or

column is frozen/absolute but the other part of the reference, column or row, will change

relative to where it is copied.

The easiest way to reference a cell in another Worksheet (or Workbook) is to use the cell pointer to

enter the cell reference as you type. Finish typing the formula with the keyboard (Enter or the next

character in the formula). DO NOT use the mouse to navigate back to the sheet where you’re entering

the formula – doing so changes your cell reference.

Test your understanding of all this cell reference business by completing the tasks laid out on the four

different sheets in – T:\teach\classes\for112\references.xls

2. Find and Replace -- Works similar to Word, but the options are different

Advanced Options include “Match Case” and “Match entire cell contents”.

Note the “Within” option only allows you to select Sheet or Workbook. If you only want to make

replacements to a certain region (columns, rows, and any non-contiguous group of cells) you can

select the region and then perform the replacement.

3. An Excel Workbook can contain multiple Worksheet tabs

a. These are the tabs right above the status bar area.

b. Right-click one of the tabs and you’ll get many options related to the tabs:

i. Rename

ii. Delete

iii. Insert (but there’s also an icon to create a new worksheet)

iv. Move/Copy

v. Change the color of a tab

vi. You can even change the order of the worksheets by using drag and drop.

4. Open T:\Teach\Classes\FOR112\ClassroomUsage.xlsx

5. Excel Filtering

a. Allows you to display only certain rows of worksheet data that meet some criteria.

b. You need header fields above your data for this to work.

c. Move your cell pointer to a cell in the header row

d. On the Data tab, click the Filter icon.

e. Apply a Filter: Click the filter dropdown for the “Course” column.

Filter to show only rows of data for the FOR 251 course.

f. You can apply filters to multiple columns of data.

g. Apply a Text Filter: For the Course column, check out the text filtering options.

These types of filters may be much quicker to apply than selecting a large number of

individual matches that meet your criteria. For example, using a text filter to find all courses

that contain “FS” would be much faster than selecting each individual FS course.

h. Apply a Number Filter: like text filtering, this filtering option gives you many different ways

to filter data. Check out the different options that are available including the “Top Ten”

option … it can do Top/Bottom Items/Percent (where is some value).

i. Status Bar area indicates how many records meet your filter criteria

j. Clear one Filter: To clear a filter for a specific column of data, click that column’s filter

dropdown arrow and choose “Clear Filter From …” option.

k. Clear all Filters: after a filter is applied, click the “Clear” icon on the ribbon to clear all filters.

l. To Turn off Filters: click the Filter icon on the ribbon’s Data tab.

6. Hide/Unhide Columns or Rows

a. Select carefully and Right-Click in the Row Number/Column Label area

7. Comments

a. Right-click a cell and choose Insert Comment

b. Cells with comments have a small red triangle in the upper right corner of the cell.

c. Right-click a cell with an existing comment to edit or delete the comment.

d. Or choose Show/Hide to always display the comment.

When editing a comment, you can use copy and paste