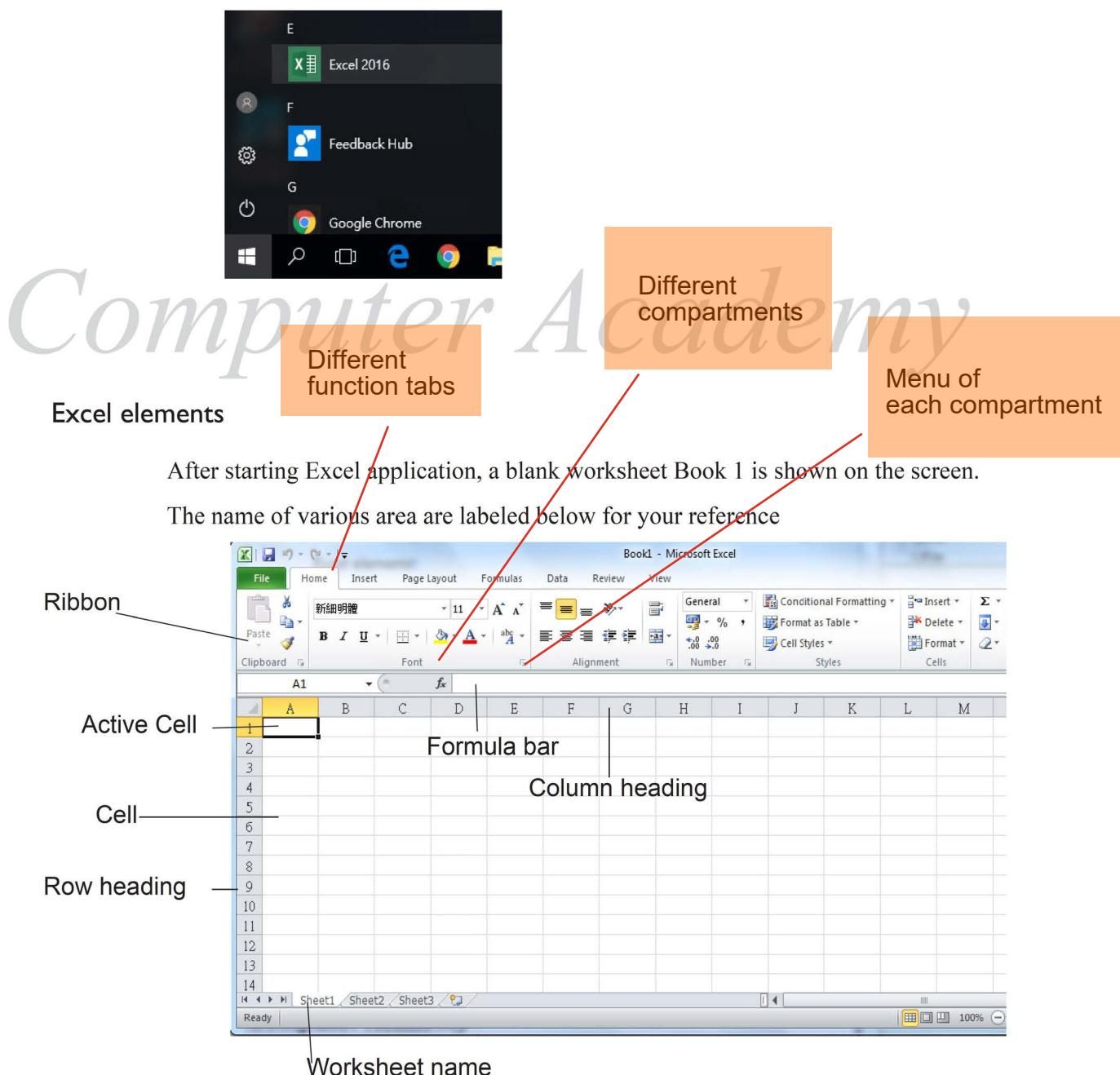


Open Microsoft Excel application

Starting excel

Launching the Excel

- Looking for the Microsoft office from All Programs
- Searching Microsoft office
- Click Microsoft office Excel 2016



Worksheet and workbook specifications and limits

Worksheet size:	1,048,576 rows by 16,384 columns
Column width:	255 characters
Row height	409 points
Page breaks	1,026 horizontal and vertical
Total number of characters that a cell can contain	32,767 characters
Characters in a header or footer	255
Sheets in a workbook	Limited by available memory (default is 3 sheets)
Colors in a workbook	16 million colors (32 bit with full access to 24 bit color spectrum)
Named views in a workbook	Limited by available memory
Unique cell formats/cell styles	64,000
Fill styles	32
Line weight and styles	16
Unique font types	1,024 global fonts available for use; 512 per workbook
Number formats in a workbook	Between 200 and 250, depending on the language version of Excel that you have installed
Names in a workbook	Limited by available memory
Windows in a workbook	Limited by available memory
Panes in a window	4
Linked sheets	Limited by available memory
Scenarios	Limited by available memory; a summary report shows only the first 251 scenarios
Changing cells in a scenario	32
Adjustable cells in Solver	200
Custom functions	Limited by available memory
Zoom range	10 percent to 400 percent
Reports	Limited by available memory
Sort references	64 in a single sort; unlimited when using sequential sorts
Undo levels	100
Fields in a data form	32
Workbook parameters	255 parameters per workbook
Filter drop-down lists	10,000

Basic techniques

Cell section

Single cell section

Suppose we want to select the cell A1

- Position the cursor to the cell A1

	A	B
1		
2		
3		
4		
5		
6		

- Click the mouse button once

To select a range of cell

If we want to select a range of cells A2:B6(A2:B6 means the range of cells its top left corner is A2 and the lower right corner is cell B6)

- Position the cursor to cell A2
- Click and drag the mouse to cell B6

	A	B	C
1			
2			
3			
4			
5			
6			
7			
8			

To select a row or a column

- Position the cursor to the heading designation
(For example, the 6th row)
- Click the mouse button once

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

To select the entire worksheet

- Position the cursor to the top left corner of the worksheet
- Click the mouse button once

	A	B	C	D	E	F
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						

Data entry

There are three types of data(number, text and formula) and how they are put into the cells are described as the following:

Entering text

Suppose we are going to place the word Cash in cell A1 and inventory in cell A2

- Select cell A1
- Type Cash

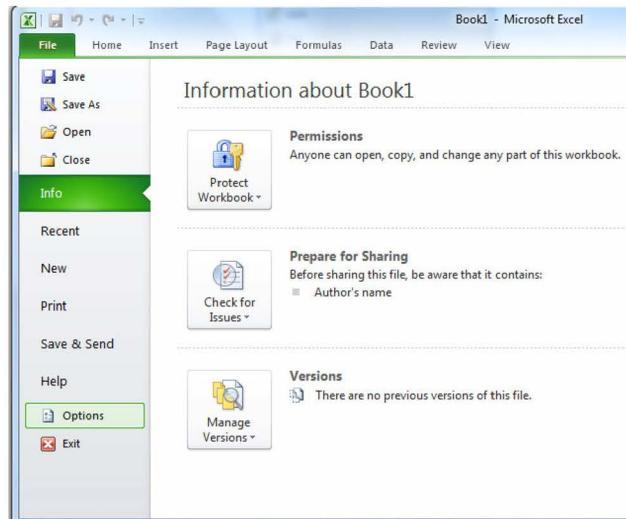
Arial	10	Normal
A1	X ✓ ⌂	Cash
1	Cash	
2		
3		
4		

- Press the Enter key/Enter key to advance to next cell

Enter key
Tab key

Shift key to rev

Note: If we press the Backspace key, the selection does not advance to the next cell, then we choose Options from File Ribbon.



Select Edit to make the change of moving selection Enter key.

Excel Options

Popular

Formulas

Proofing

Save

Advanced (selected)

Customize

Add-Ins

Trust Center

Resources

Editing options

- After pressing Enter, move selection
 - Direction: **Down** (highlighted)
 - Automatica
 - Places: **Decimal point**
 - Right
 - Up
 - Left
 - cell drag-and-drop
 - Alert before overwriting cells
- Enable fill handle and cell drag-and-drop
- Allow editing directly in cells
- Extend data range formats and formulas
- Enable automatic percent entry
- Enable AutoComplete for cell values
- Zoom on scroll with IntelliMouse
- Alert the user when a potentially time consuming operation occurs
- When this number of cells (in thousands) is affected: **33554**
- Use system separators
 - Decimal separator: **,**
 - Thousands separator: **,**

- Type inventory and press Enter key

	A3	B	C	D
1	Cash			
2	Inventory			
3				
4				
5				

Entering number

Suppose we want to enter the figure 28653 and 11440 on the cell B1 and B2 respectively.

- Select the cell B1
- Type 28653 and press Enter key
- Type 11440 and press Enter key

	B3	f	C	D	E
1	A	28653			
2	Inventory	11440			
3					
4					
5					
6					
7					

To clear cells

- Select the cells

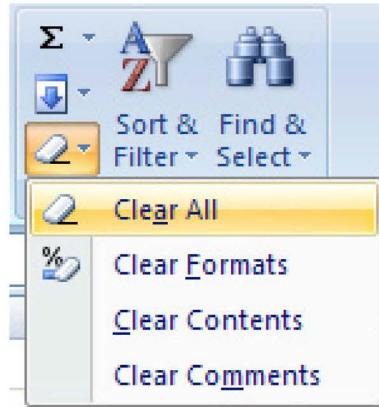
	A1	f	Chas	I
1	A	B	C	D
2	Chas	28653		
3	Inventory	11440		
4				
5				
6				

Undo

p.11

User can clear cells by:

- Press Delete key or
- Choose Clear Content from right click mouse button
- Choose Clear All under Editing Ribbon



Entering Formula

Suppose we would like to add the value in B1 and B2 and place the result on cell B3.

- Select B3
 - Type “=B1+B2” and press Enter key
- Data starting with “=” sign means it is a formula

	A	B	C	D
1	Chas	28653		
2	Inventory	11440		
3		=B1+B2		
4				
5				

You will get the result 40093

	B3	f _x	=B1+B2
1	Chas	28653	
2	Inventory	11440	
3			40093
4			
5			
6			

Note We can use the following symbols to perform mathematical calculation

Ex v4
Ex0

Symbol	Meaning	Example
+	Addition	B1+B2=40093
-	Subtraction	B1-B2=17213
*	Multiplication	B1*2=57306
/	Division	B1/B2=2.504
^	Exponential	3^2=9

The followings are all valid formula

= (B1+B2)*3-C1

= (B1+B2)/C1

=C1^B1

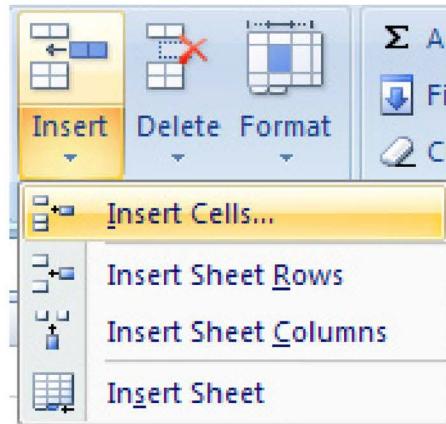
=B2/C2

To insert a cell

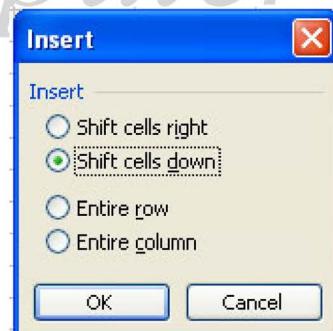
- Select the cell

	A	B	C	D
1	Cash	28653		
2	Inventory	11440		
3				
4				
5				

- Choose Insert Cell from Cell Ribbon



- Choose entire the option shift Cells Down or the option shift Cell Right.

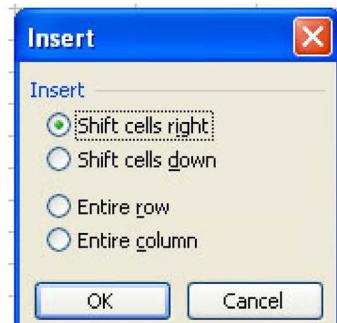


	A	B	C	D
1	Chas	28653		
2		11440		
3	Inventory			
4				
5				

The option shift Cells Right will move the active cells and the cells after it downward. Whereas the option Shift Cell Right will make the active cells and all the cells right to it move to the right hand side.

	A	B	C	D
1	Chas	28653		
2		11440		
3	Inventory			
4				
5				

Or shift Cell Right



	A	B	C	D
1	Chas	28653		
2		Inventory		11440
3				
4				
5				

To insert a row

To insert a row

- Select the row where you want to insert

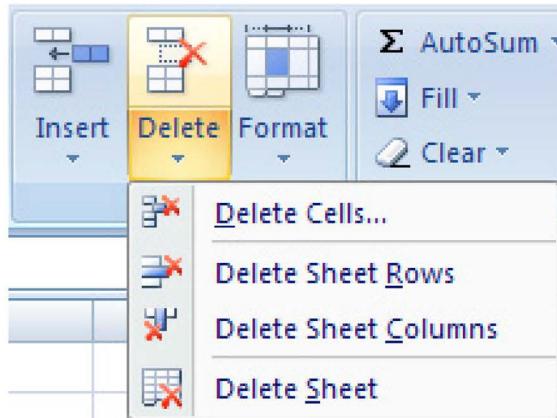
	A1	Cash			
	A	B	C	D	E
1	Cash	28653			
2	Inventory	11440			
3		40093			
4					
5					

- Choose Insert Rows from the Cell Ribbon

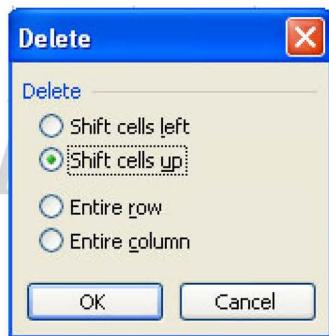
	A1				
	A	B	C	D	
1					
2	Cash	28653			
3	Inventory	11440			
4		40093			
5					

To delete a row

- Select the row you want it to be deleted
- Choose Delete Sheet Rows from the Cells Ribbon



- OR
- Choose Delete Cells from the Cells Ribbon
- Select Shift Cells up and click OK

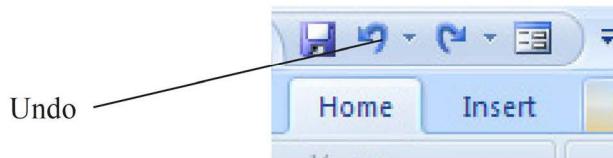


Undo

Like most of the other windows applications, we can undo the previous step by choosing Undo from the Edit menu.

To restore the deleted row (we have selected in the previous step), we

- Click Undo on the Quick Access toolbar.



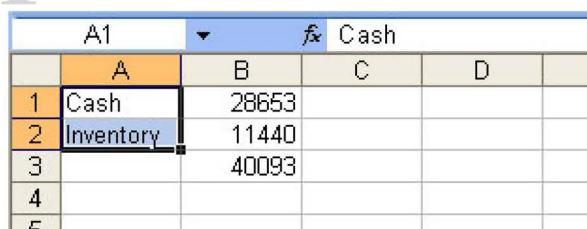
- OR Keyboard shortcut You can also press CTRL+Z.

The deleted row is restored

To copy a range of cells

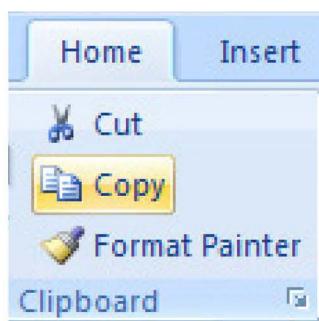
To copy the Cash and Inventory to the other location, we can use the copy and paste commands without typing them again.

- Select the cells you want to copy



	A1	B	C	D	
1	Cash	28653			
2	Inventory	11440			
3		40093			
4					
5					

- Choose Copy from the Clipboard under the Home tab



- Move the cursor to the destination (for example a cell D1) and click the mouse

	A	B	C	D
1	Cash	28653		
2	Inventory	11440		
3		40093		
4				
5				

- Choose Paste from the Clipboard



Paste
Paste Formula (without style)
Paste Value (number value only)

Note:

- If we use the Paste command we can keep pasting the data into other cells as long as the marquee present.

	A	B	C
1	Cash	28653	
2	Inventory	11440	
3		40093	
4			
5			

To get rid of the marquee, Press ESC key

To move a range of cells

- Select the cells you want to move
- Choose Cut from the Clipboard Ribbon



- Move the cursor to D2 and click the mouse
- Choose Paste from the Clipboard Ribbon or Press Enter key

Polishing the spreadsheet

Changing default font

We can change the font sizes and type style from the default by doing the following steps:

- Open the file **Sales** in the Excel Training folder
- Select A1:E1

	A	B	C	D	E	F
1	Salesman	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
2	Eric	10	15	62	83	
3	Mary	33	80	54	35	
4	Helen	50	71	0	22	
5	Peter	6	94	91	89	
6	John	92	47	49	27	
7	William	4	30	49	17	
8	Wilson	6	85	84	41	
9	Amy	84	44	40	20	
10						

- Click the button

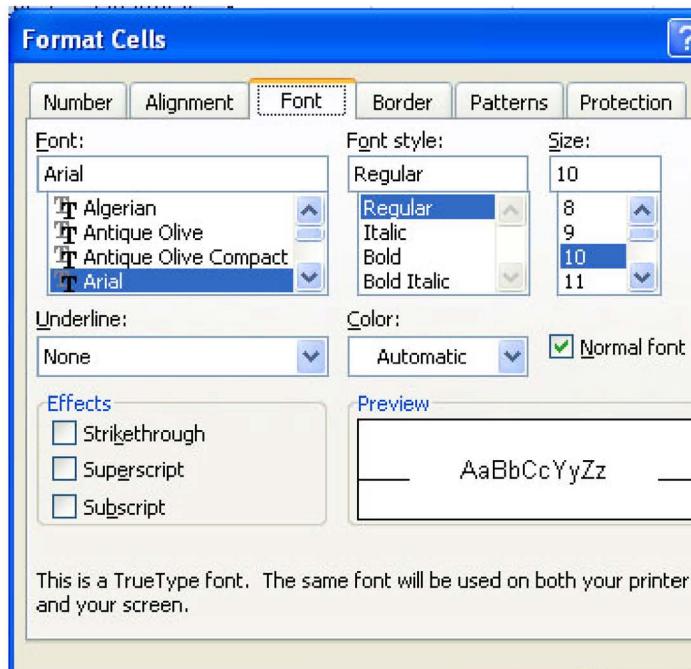
Clicking that button changes the content in the cells become Bold

- Click the button

Clicking that button changes the content in the cells become Italic

Also, user can click the mouse right button to open the Format Cells

Edit fonts



Changing font size

- Select A1:E1

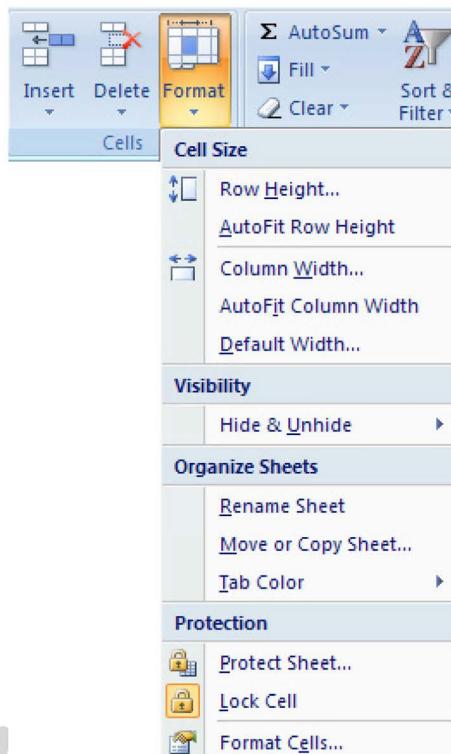
The screenshot shows a Microsoft Excel spreadsheet titled "Salesman". The table has columns labeled A through F and rows numbered 1 through 10. The first row contains column headers: Salesman, Quarter 1, Quarter 2, Quarter 3, Quarter 4, and an empty column F. Rows 2 through 10 contain data for salespeople Eric, Mary, Helen, Peter, John, William, Wilson, and Amy, respectively, across the four quarters. Below the spreadsheet is the "Format Cells" dialog box, specifically the "Font" tab. In this tab, the "Font" dropdown is set to "Arial", the "Font style" dropdown is set to "Regular", and the "Size" dropdown is set to "24". The "Color" dropdown is set to "Automatic". A preview window shows the letters AaBbCcYyZz in a bold, italicized Arial font of size 24. At the bottom of the dialog box, a note states: "This is a TrueType font. The same font will be used on both your printer and your screen." There are "OK" and "Cancel" buttons at the bottom right.

- Choose Font under Format Cells
- Choose size 24
- Click OK

Column and Row sizes

To change the column width or the row height we

- Select the column A:E
- Choose Column width under Format Ribbon



- Type 24 as the width of the selected columns



- Press the Enter key

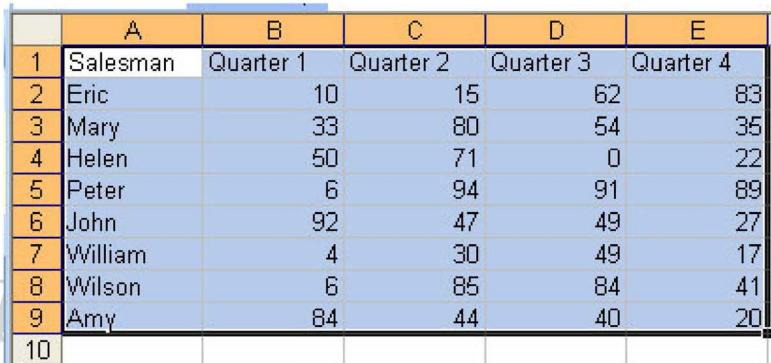
More polishing techniques

Border

We can add lines between each cells or shade them with the predefined patterns

Salesman	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Eric	10	15	62	83
Mary	33	80	54	35
Helen	50	71	0	22
Peter	6	94	91	89
John	92	47	49	27
William	4	30	49	17
Wilson	6	85	84	41
Amy	84	44	40	20

- Select the area you want to add the border or shading



	A	B	C	D	E
1	Salesman	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2	Eric	10	15	62	83
3	Mary	33	80	54	35
4	Helen	50	71	0	22
5	Peter	6	94	91	89
6	John	92	47	49	27
7	William	4	30	49	17
8	Wilson	6	85	84	41
9	Amy	84	44	40	20
10					

- Click on the Border icon as Shown



- Pick up the option as shown in the following picture.



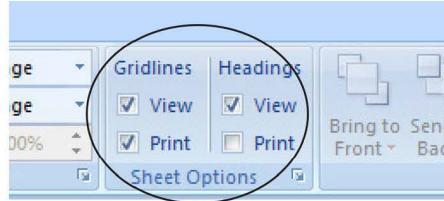
The following table shows you the borders we chose

	A	B	C	D	E
1	Salesman	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2	Eric	10	15	62	83
3	Mary	33	80	54	35
4	Helen	50	71	0	22
5	Peter	6	94	91	89
6	John	92	47	49	27
7	William	4	30	49	17
8	Wilson	6	85	84	41
9	Amy	84	44	40	20
10					

Turning gridlines on/off

To turn off the lines (gridlines) between each cells,

- Check off the View Gridlines from Sheet Options under Page Layout tab



Afterwards, we get a spreadsheet without any gridlines in between the cells.

	A	B	C	D	E
1	Salesman	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2	Eric	10	15	62	83
3	Mary	33	80	54	35
4	Helen	50	71	0	22
5	Peter	6	94	91	89
6	John	92	47	49	27
7	William	4	30	49	17
8	Wilson	6	85	84	41
9	Amy	84	44	40	20
10					

Shading Cell

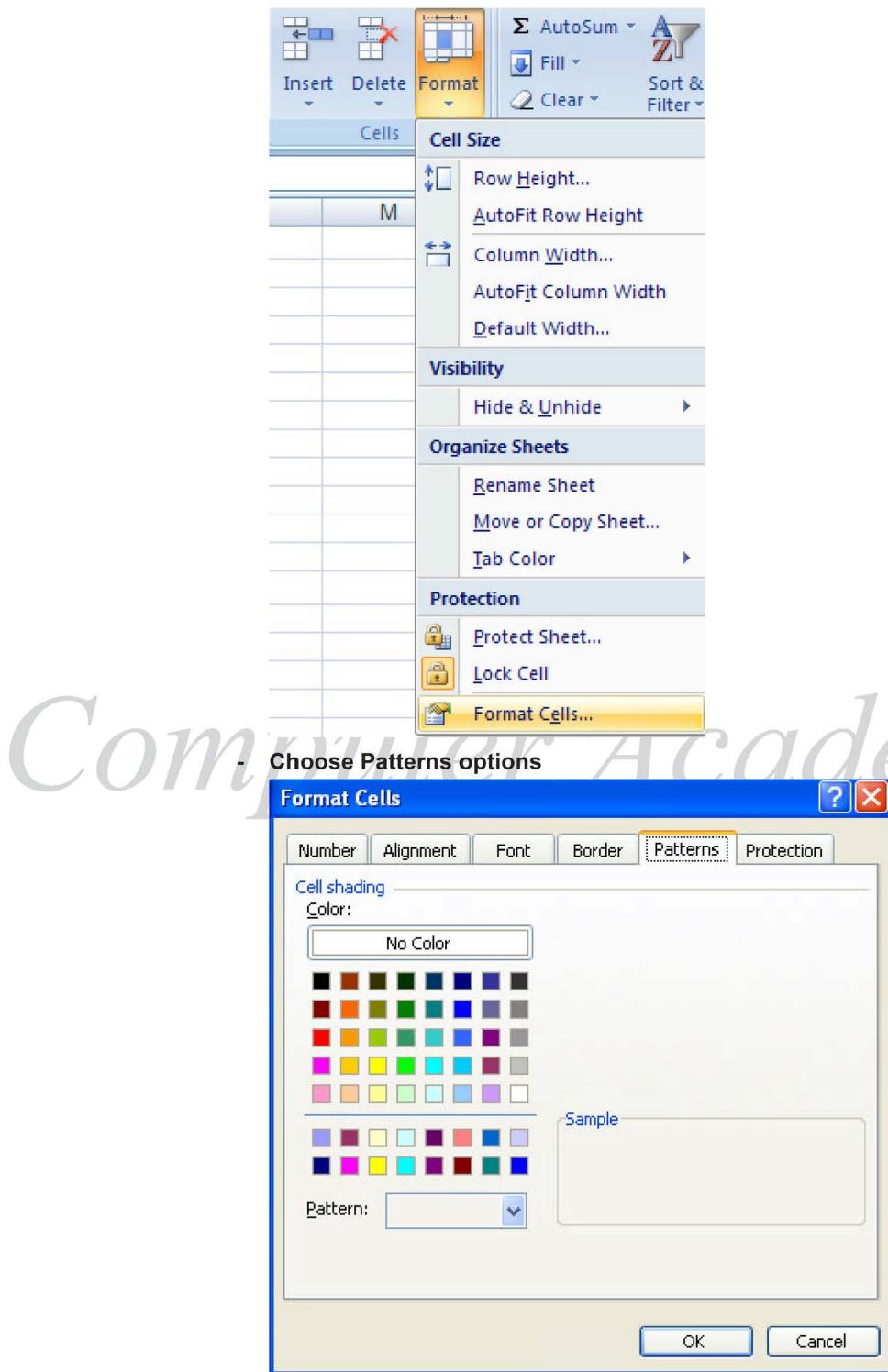
We shade cells with different colors or different pattern.

- Select the cells you want to shade

	A	B	C	D	E
1	Salesman	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2	Eric	10	15	62	83
3	Mary	33	80	54	35
4	Helen	50	71	0	22
5	Peter	6	94	91	89
6	John	92	47	49	27
7	William	4	30	49	17
8	Wilson	6	85	84	41
9	Amy	84	44	40	20
10					

Remark: To select non-consecutive cells, we can hold down the **Ctrl** key and dragging the cells.

- Choose Format Cells form Cells Ribbon under Home tab.



From the pattern options box, user can pick up the colors for the cells, or the patterns.

- Click OK button to confirm

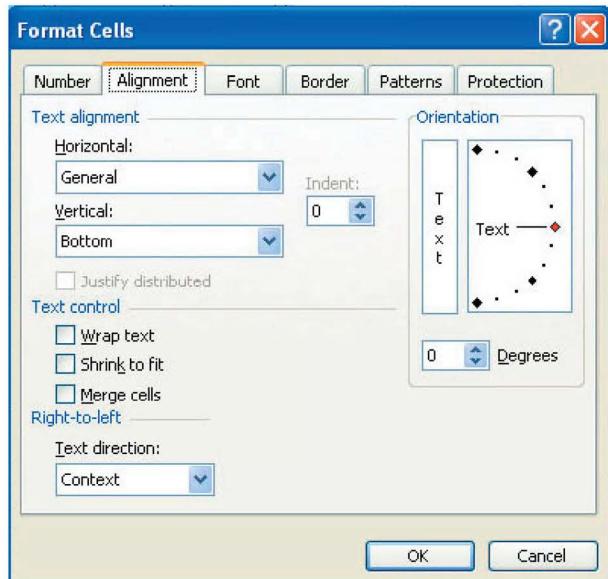
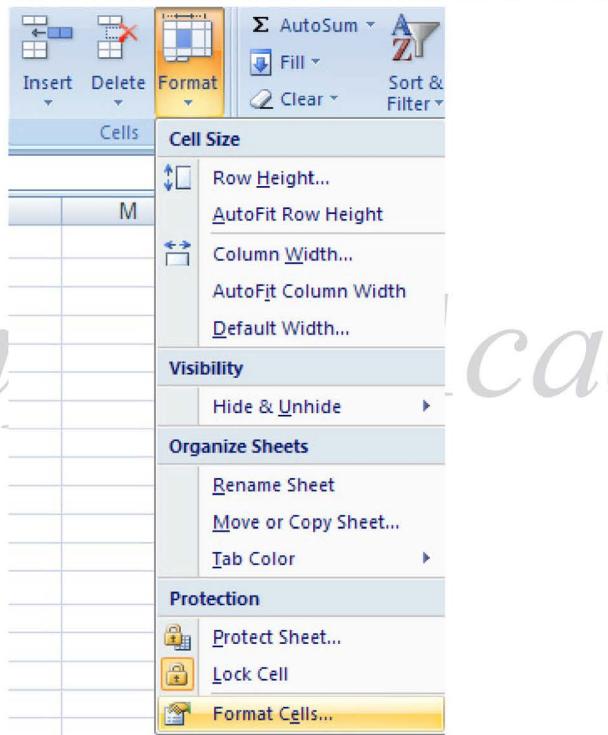
The selected cells are shade with the pattern we chose.

	A	B	C	D	E
1	Salesman	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2	Eric	10	15	62	83
3	Mary	33	80	54	35
4	Helen	50	71	0	22
5	Peter	6	94	91	89
6	John	92	47	49	27
7	William	4	30	49	17
8	Wilson	6	85	84	41
9	Amy	84	44	40	20
10					

Text Alignment

Text Alignment

- Choose Format Cells under Format Ribbon from Home tab



Horizontal

General

Aligns text to the left and number to the right: centers logical and error values. This is the default alignment.

Alignment is set to General if the Left Align, Right Align, and Center Align tools are not selected.

Left

Aligns all select cell entries to the left

Center

Center all selected cell entries.

Right

Aligns all selected cell entries to the right

Fill

Repeats the contents of the selected cell is full. If blank cells to the right also have the Fill format, they are filled as well.

Justify

Aligns text within a cell to the right and left

Center Across Selection

Centers a cell entry across the selected cells.

Wrap Text

Display long strings of text on multiple lines within a cell. Wrapped text may be left-aligned, right -aligned ,centered -aligned, or justified in a cell, If you change the length of the text, double -click the lower border of the row heading or use the Row Height command on the Format menu to reset the row height.

Vertical

Aligns cell entries with the top center or bottom of a cell

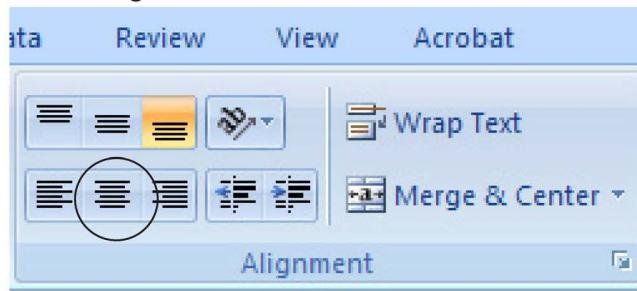
Orientation

Rotates selected cell entries. You must adjust the height of the row to the length of the rotated text. For example, if we want to center the data in cell A2:A9 we

- Select A2:A9

	A	B	C
1	Salesman	Quarter 1	Quart
2	Eric	10	
3	Mary	33	
4	Helen	50	
5	Peter	6	
6	John	92	
7	William	4	
8	Wilson	6	
9	Amy	84	
10			

- Locate Alignment...under Home tab



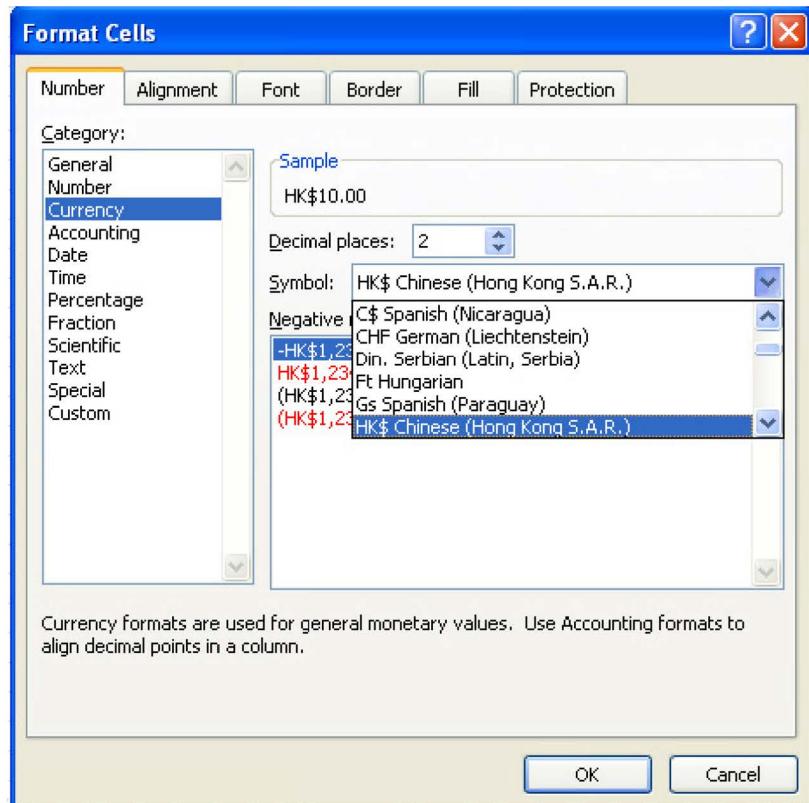
- Click the center

Similarly, we can align the text to the left or the right by clicking the respective buttons.

Number format

Add “HK\$” to a number

- Select the cells
- Choose Format Cells:Number
- Use Currency from Category
- Choose HK\$ from Symbol
- Click OK



Ex v4
Ex 4

new instructions

Category	Click an option in the Category box, and then select the options that you want to specify a number format. The Sample box shows how the selected cells will look with the formatting that you choose. Click Custom if you want to create your own custom formats for numbers, such as product codes.
Sample	Displays the number in the active cell on the worksheet in the number format that you select.
Decimal places	Specify up to 30 decimal places. This box is available only for the Number, Currency, Accounting, Percentage, and Scientific categories.
Use 1000 Separator (,)	Select this check box to insert a thousand separator. This check box is available only for the Number category.
Negative numbers	Specify the format in which you want negative numbers to be displayed. This option is available only for the Number and Currency categories.
Symbol	Select the currency symbol that you want to use. This box is available only for the Currency and Accounting categories.
Type	Select the display type that you want to use for a number. This list box is available only for the Date, Time, Fraction, Special, and Custom categories.
Locale (location)	Select a different language that you want to use for the display type of a number. This option is available only for the Date, Time, and Special categories.

File Management

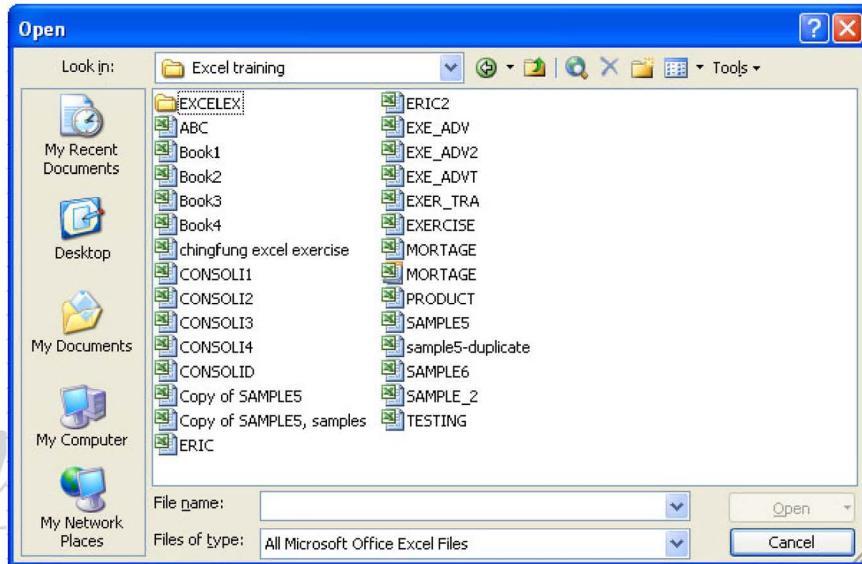
Sheet1

Saving a workbook

Excel provides two commands to save our works and they are "Save" and "Save as..."

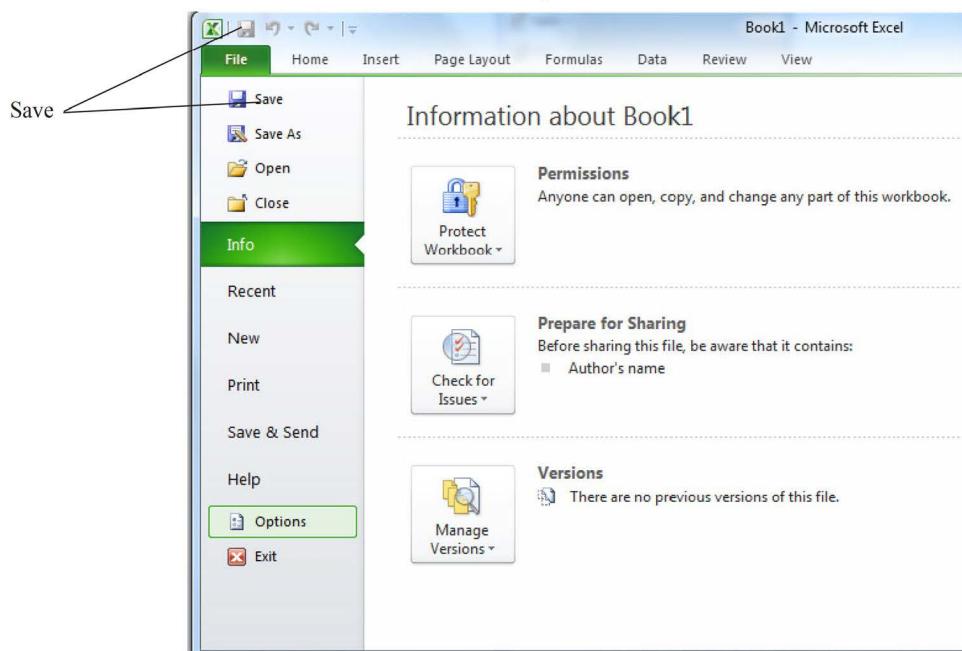
Save as...

If you want to save your files using other names, we use Save as...



Save

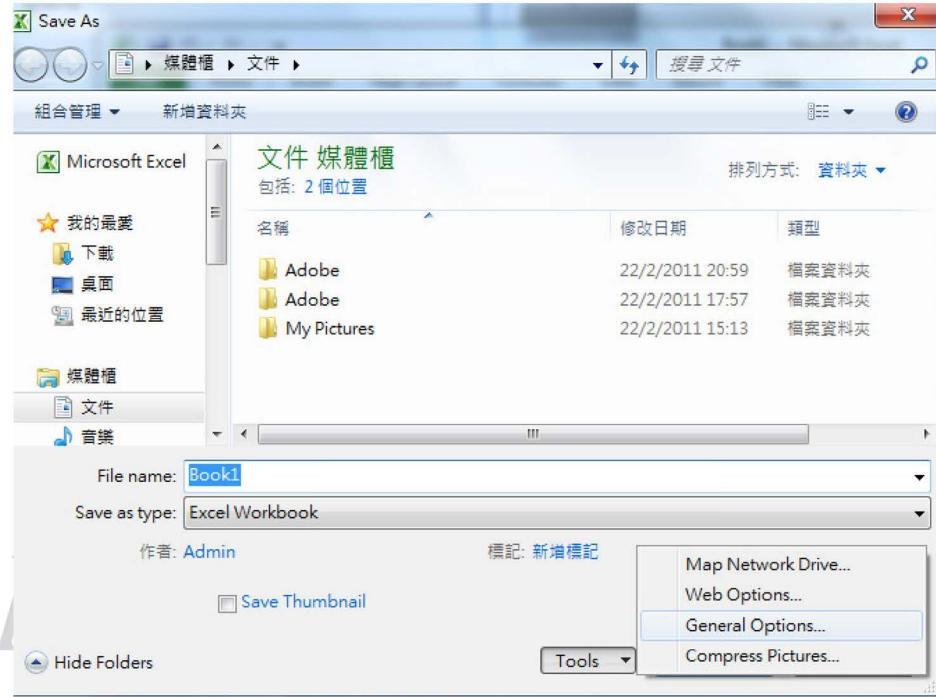
We use Save if we want to save an existing worksheet quickly under the same name and also in the same folder/directory



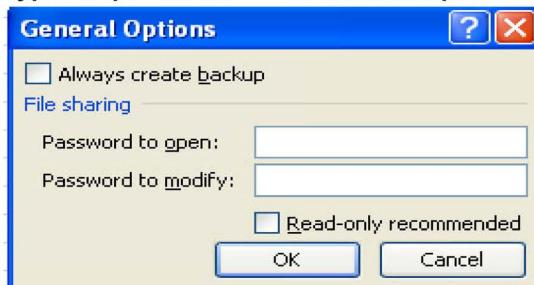
Password

We can protect our documents from unauthorized person by adding a password to our documents

- Choose Save As from the Office Button
- Choose General Options from the Tools



- Type the password to reconfirm and press Enter key



To remove password

- Choose General Options from Tool under the Save As
- Clear the password
- Click OK

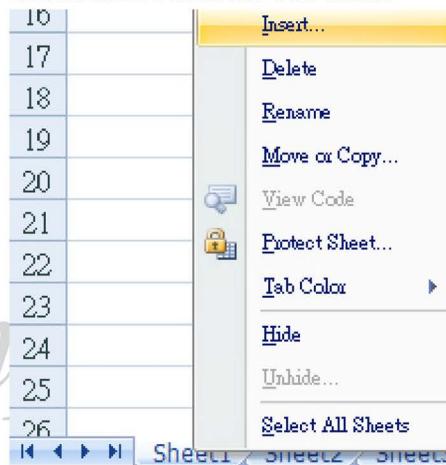
To close a workbook

If you close a modified workbook which has not yet been saved, a dialog box will prompt you to save it.

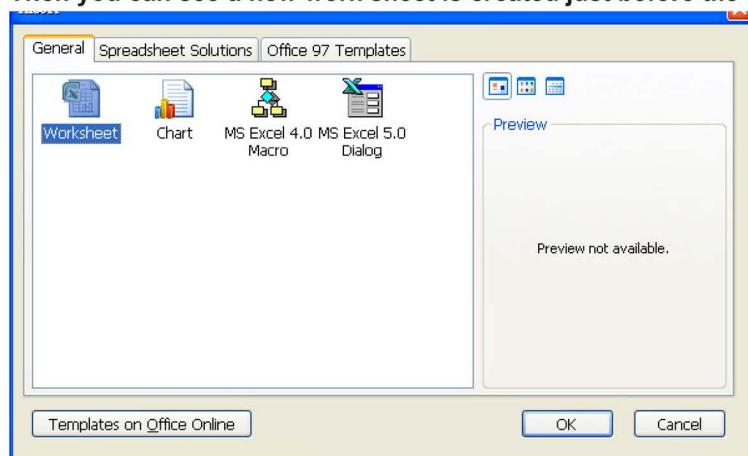
To insert a worksheet

A book can have more than a worksheet and we can create or delete the worksheet according to our needs.

- Right-click to the sheet 1
- Select Insert from the sub-menu

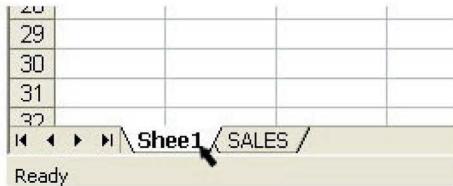


- Select Worksheet from the General tab and click OK
- Then you can see a new work sheet is created just before the active worksheet



Rename a sheet

- Double click on the worksheet name tag

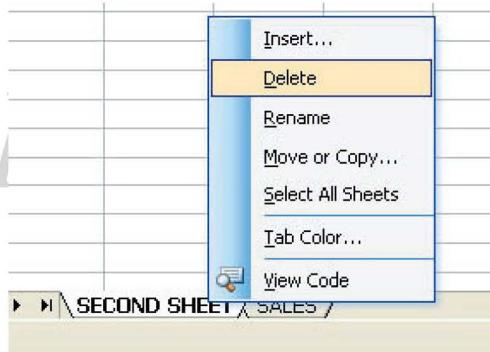


- Type a new name

To delete a worksheet

We can delete a worksheet from the workbook by pressing the right mouse button.

- Select the worksheet you want to delete
- Press the right button of your mouse
- Select Delete from the menu



Address Notation

EX 4

There are two address references in Excel and they are the relative reference and absolute reference.

Open the file Balance Sheet

Relative Address

The relative address reference is denoted by the row designator and the column designator only.

To see how it works, you copy the formula in B5 into C5

	B5	f _x	=B2+B4+B3
1		QTR 1	QTR 2
2	Cash	28653	42894
3	Inventory	11440	12930
4	Accounts Receivable	35700	44150
5	Total	75793	
6			
7			
8			

You cannot get the result as that in cell B5(i.e.75793) and also when you examine the formula, you will see the formula in C5 is =C2+C3+C4 instead =B2+B3+B4

Absolute Address

The absolute reference is differed from the relative reference by having a '\$' sign in front of the column designator and the row designator.

The following are all absolute address references

- Select B5
- Type=\$B\$2+\$B\$3+\$B\$4 and press Return key

	B	C	D	E
1		QTR 1	QTR 2	QTR 3
2	Cash	28653	42894	64882
3	Inventory	11440	12930	14500
4	Accounts Receivable	35700	44150	48450
5	Total	=\$B\$2+\$B\$3+\$B\$4		
6				
7				
8				

- Copy the formula from B5 to C5 and D5

In this case, you note that the value in B5, C5 and D5 are the same.

Add a factor "Rate":
e.g USD - JPY

Useful functions

There are more than hundred of built-in functions in Excel, and below are some commonly used functions for your reference.

SUM()

If we want sum a column or a row, instead of typing (for example)

=A1+A2+A3+...+A20, we can simply type

=sum(A1:A20)

AVERAGE()

If we want to calculate the average of a range of cells, instead of typing

=(A1+A2+...+A20)/20, we can simply type

=average(A1:A20)

MAX()

Max() can help us to find the maximum value in a range of cells .eg

=Max(A1:A20)

MIN()

On the other hand, Min() can help us to find the minimum value in a range of cells eg.

=MIN(A1:20)

Now we can try the above functions one by one

- Open “Sum”
- Type =sum(b2:b11) in B12 and press Return key

	A	B	C	D	E	
1	SUM	AVERAGE	MAX	MIN		
2		1	1	9	16	
3		2	2	6	16	
4		3	3	10	7	
5		4	4	10	14	
6		5	5	0	4	
7		6	6	15	10	
8		7	7	16	17	
9		8	8	18	9	
10		9	9	9	5	
11		10	10	0	6	
12	Result					

- Type=Average(C2:C11) in C12 and press Return key
- Type=max(D2:D11) in D12 and Press Return Key
- Type=Min(E2:E11)in E12

	A	B	C	D	E
1		SUM	AVERAGE	MAX	MIN
2		1	1	9	16
3		2	2	6	16
4		3	3	10	7
5		4	4	10	14
6		5	5	0	4
7		6	6	15	10
8		7	7	16	17
9		8	8	18	9
10		9	9	9	5
11		10	10	0	6
12	Result	55	5.5	18	4

IF()

We use the IF() function to perform conditional calculations

The format of If() functions is

if (logical_test,value_if_true,value_if_false)

We will use an example to demonstrate how the function of If() help us to solve a problem.

For example, we want to prepare a payroll for ABC Company. The overtime rate is based on staff performance and pay scale os listed in the following table.

OT hours	OT rate
<10	20
>10	30

To calculate the total OT pay for individual staff in the spreadsheet if(). we

- Open IF()
- Type="=if (B2<10,20,30)*B2" in C2

	C2	f _x	=IF(B2<10,20,30)*B2	
A	B	C	D	E
1 Staff	OT hours	OT Pay		
2 Eric	19	570		
3 Peter	1			
4 Mary	9			
5 Amy	11			
6				

- Copy the formula to the rest of the staff

Useful tips

Drag and Drop

In many cases, the quickest way to copy or move a data is to select the data ,

	A	B	C	D
1	Cash	28653		
2	Inventory	11440		
3		40093		
4				
5				
6				
7				
8				
9				

Note: To copy the cell, hold down the Option Key in Mac or Ctrl key in Windows

Auto Fill

You can automatically create series by selecting the fill handle in the lower-right corner of a selection, and dragging through a selection cells

- To extend the selection into the adjacent cells below drag ,the fill handle down

The diagram shows a table with two rows selected: "3-Apr" and "4-Apr". A large black arrow points downwards from the bottom-right corner of the selected area towards the bottom of the table, indicating the direction of the drag operation. The table has columns labeled "3-Apr" through "10-Apr".

3-Apr	3-Apr
4-Apr	4-Apr
	5-Apr
	6-Apr
	7-Apr
	8-Apr
	9-Apr
	10-Apr

Fill down/Fill right

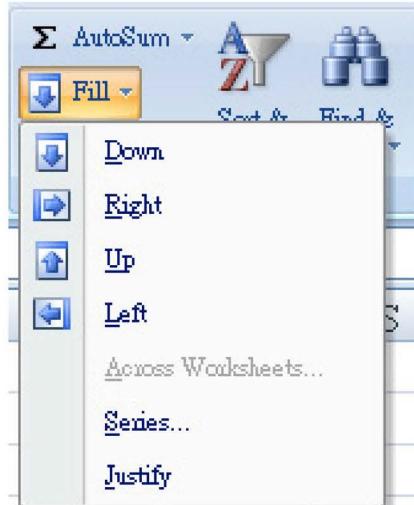
You can copy cells from one row or column in a selection into the adjacent cells of the selection with the Fill command on the edit menu.

- Select the cell you want to fill

The diagram shows a single cell containing the text "Excel Training". The cell is highlighted with a thick black border, indicating it is selected for a fill operation.

Excel Training

- Choose Fill Down from Editing Ribbon under Home tab



The diagram shows a table with two columns. The left column contains a single cell with the text 'Excel Training' and a black border. The right column contains ten cells, each with the text 'Excel Training'. An arrow points from the bottom of the first column to the second column, indicating the direction of the fill operation.

Excel Training	Excel Training
	Excel Training

Insert cut cell

Insert the contents of the Clipboard between existing cells. The existing cells shift to accommodate the inserted cells

When you copy or cut a selection using the Copy or Cut command, the Insert command changes to Insert paste.

If you cut or copy an entire row and when choose insert Paste, the new row is inserted above the selected row.

If you cut or copy an entire column and then choose Insert Paste, the new column is inserted to the left of the selected column.

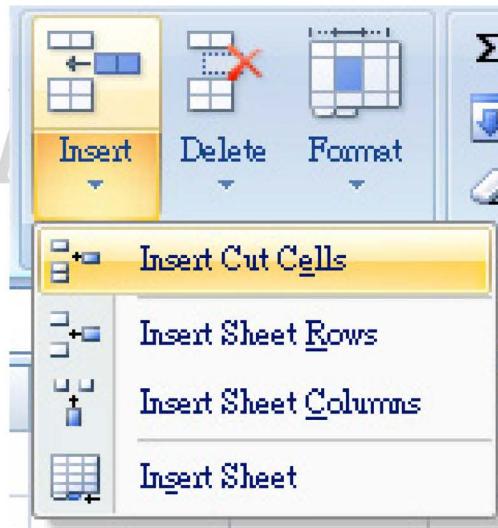
- Cut the selection cells to clipboard

	A	B	C	D
1		QRT1	QRT2	QRT3
2	Cash	28653	42894	64882
3	Accounts Rec	35700	44150	48450
4	Inventory	11440	12930	14500
5	Total	75793		
6				
7				
8				

- Select the cells to be inserted before

	A	B	C	D
1		QRT1	QRT2	QRT3
2	Cash	28653	42894	64882
3	Accounts Rec	35700	44150	48450
4	Inventory	11440	12930	14500
5	Total	75793		
6				

- Choose Insert Cut Cells from Insert under Cells



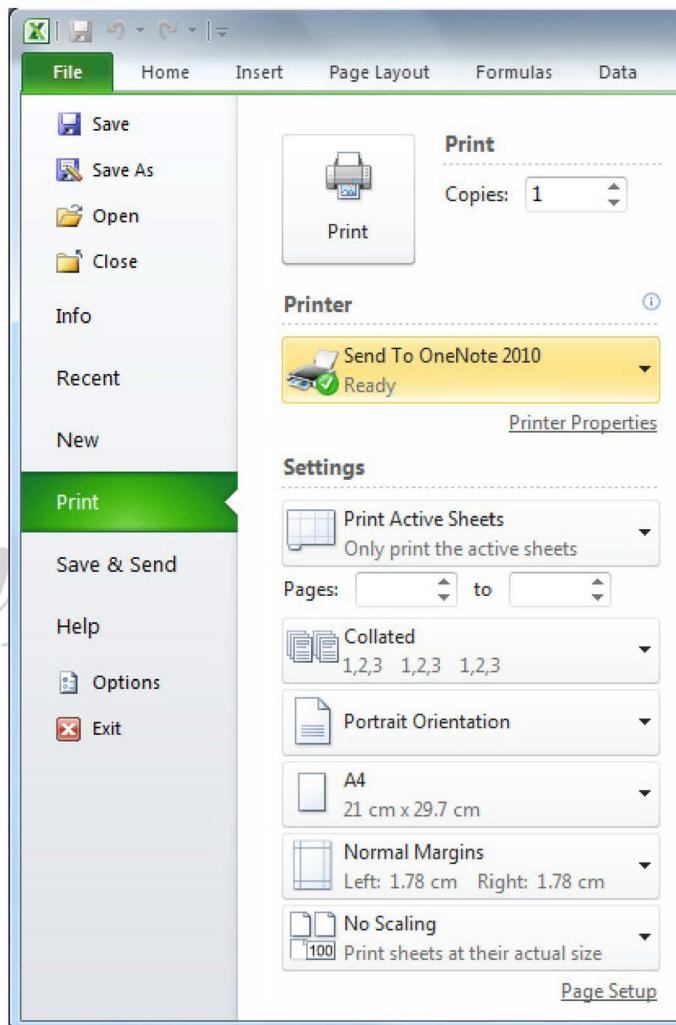
The following is the result after using the Insert paste function

	A	B	C	D
1	Cash	28653	42894	64882
2		QRT1	QRT2	QRT3
3	Accounts Rec	35700	44150	48450
4	Inventory	11440	12930	14500
5	Total	75793		
6				

Printing a file

To print a file, we choose the Print under Office Button . If users want add header or footer, change the margins or other settings. We should go to Page Setup option first, And the Page setup option is discussed in the following paragraph.

To Print a file

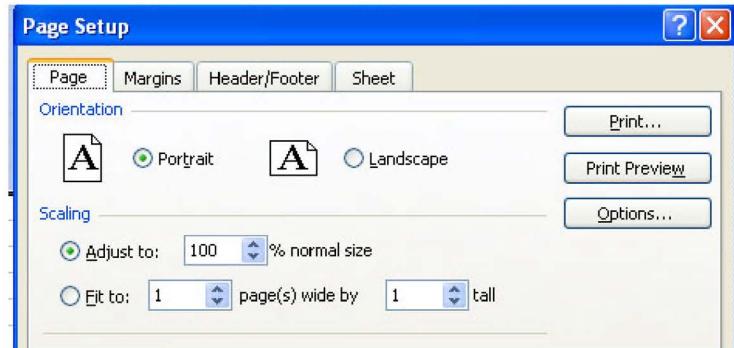


A print dialog box comes up, we choose the no. of copies, Page Range or the Print area.

Page setup

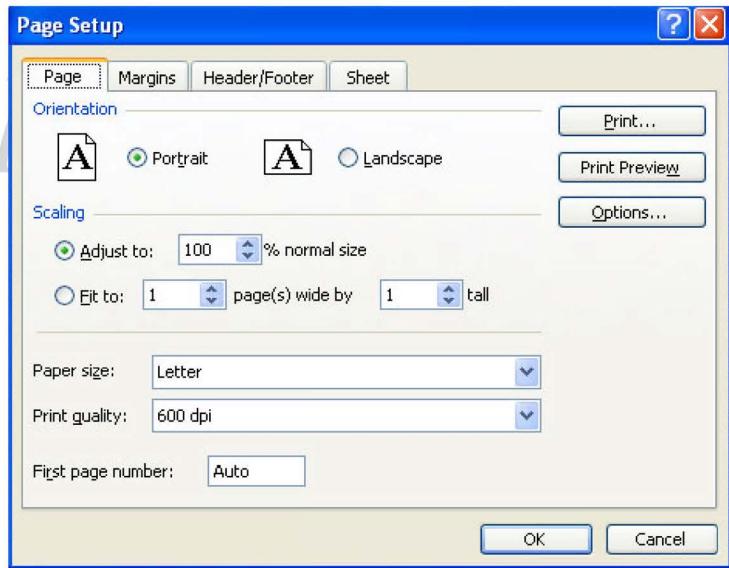
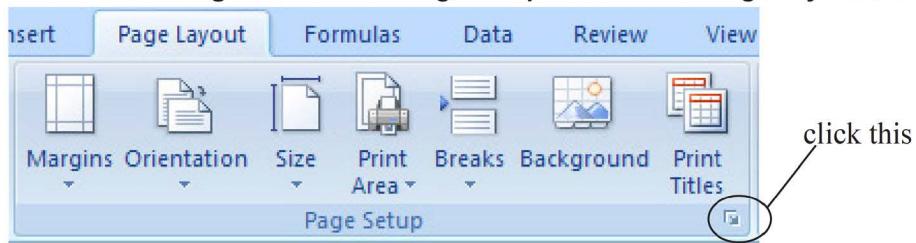
With the Page Setup command. Users can defined headers and footers, change margins and specify whether to print gridlines or row and column headings.

All the setting will be saved together in your worksheets when you save your work.



To open Page Setup dialog box

- Click the lower-right corner from Page Setup ribbon under Page Layout tab



Orientation

Specify the orientation for the printed image: Portrait prints the document down the length of the paper; landscape prints the document across the width of the paper.

Paper

Specify letter, legal or other paper size and source options. To set the paper margins, we can click the Margin tag.

Select the dialog box appears as shown

Page Setup

Page

Margins

Header/Footer

Sheet

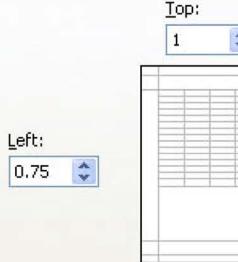
Page Setup

Page

Margins

Header/Footer

Sheet



Top:

1

Header:

0.5

Print...

Print Preview

Options...

Left:

0.75

Right:

0.75

Bottom:

1

Footer:

0.5

Center on page

Horizontally

Vertically

OK

Cancel

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Margins

Specify the amount of space want to appear between the edge of the paper and the printed document, and whether the document is centered horizontally or vertically.
Available for sheets and charts only.

Header/Footer margins

We can specify how far the header away from the top edge, or the distance between the footer and the page by entering respective values next to the Header or Footer .

Header/Footer

Add Header/Footer

- Click Header/Footer tab

Page Setup

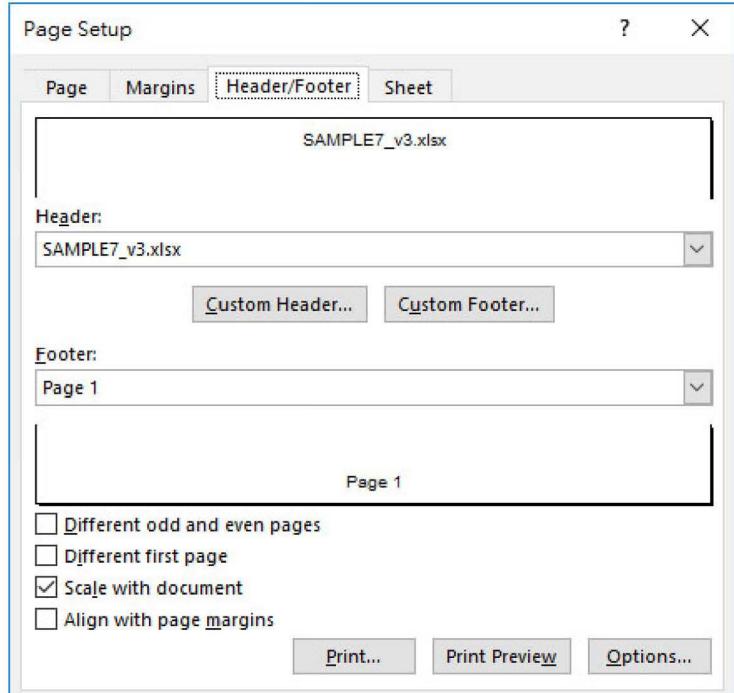
Page

Margins

Header/Footer

Sheet

we can get the dialogs shown



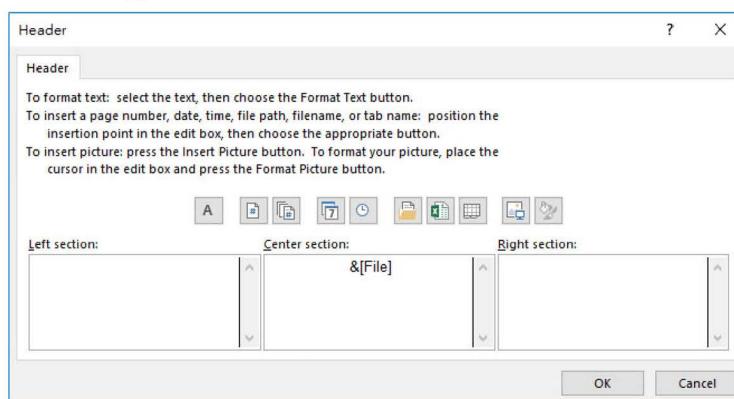
We can choose the pre-defined headers or footers by click button as shown



Or click the Customer Header...or Customer Footer...to have your own headers or footers.



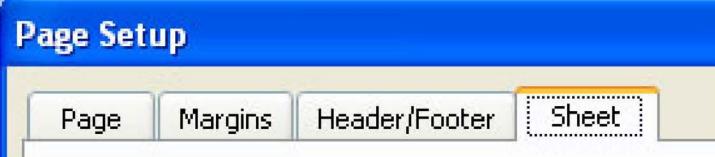
A Header box appears



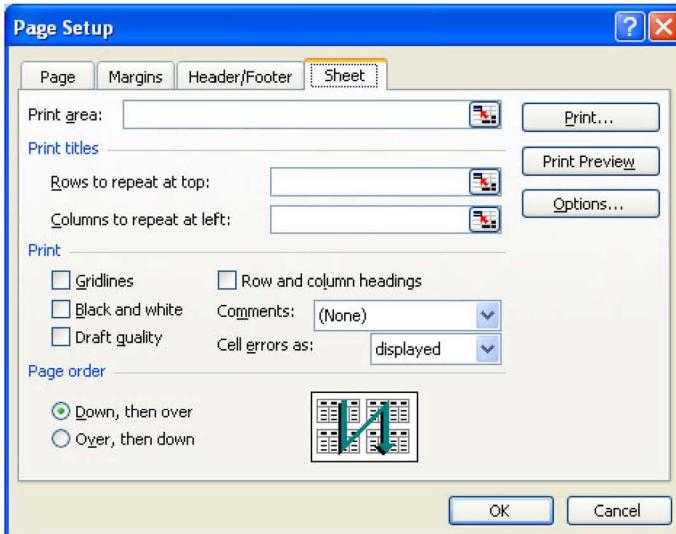
We can type our own headers in the selection boxes. If we want it appears on the left hand side, we type it in the left sections etc.

Print title/Print area

- Go to Sheet tag



we get a dialog as shown



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Print Areas

We can specify a part of our worksheet as print area so the Excel prints only that part of area.

To set up the print area:

- Click on the print area box



Print selected area

Ctrl + Shift + ->
select the entire table

- Select an area in your sheet by highlighting it.

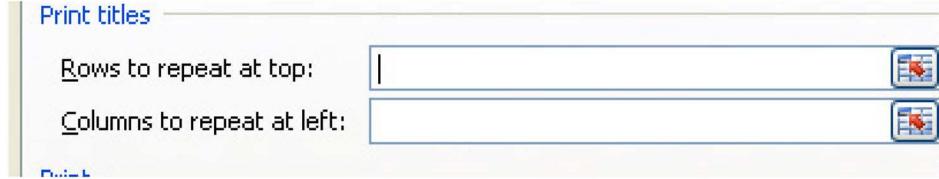
click "Print Preview", only the selected area will be shown.

Print title

To make rows and columns easier to identify in a printout, you can display their headings. Row headings are the row numbers to the left of a worksheet. Column headings are the letters or numbers that appear at the top of the columns on a worksheet.

To set up print title

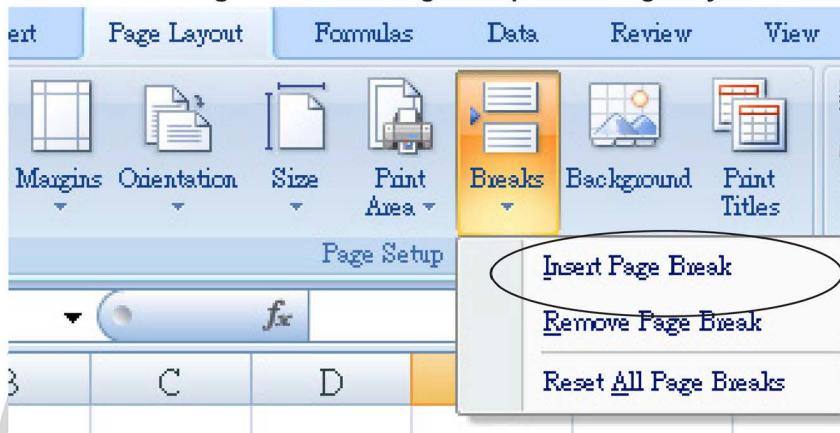
- Click on the Print title box
- Click the row or column once



Page break

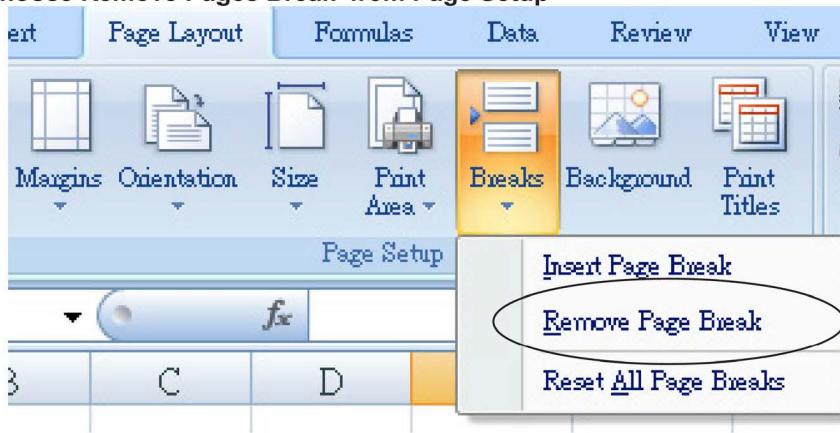
To add a break line

- Select a cell
- Choose Insert Page Break from Page Setup under Page Layout



To delete a break line

- Select a row where the break line on top of it will be deleted.
- Choose Remove Pages Break from Page Setup



Page Lines:

Page Setup
> Menu
Fit to: 1 ,1

To remove all break lines

We can remove all break lines by

- Select the whole worksheet
- Choose Reset All Page Breaks from Page Setup..

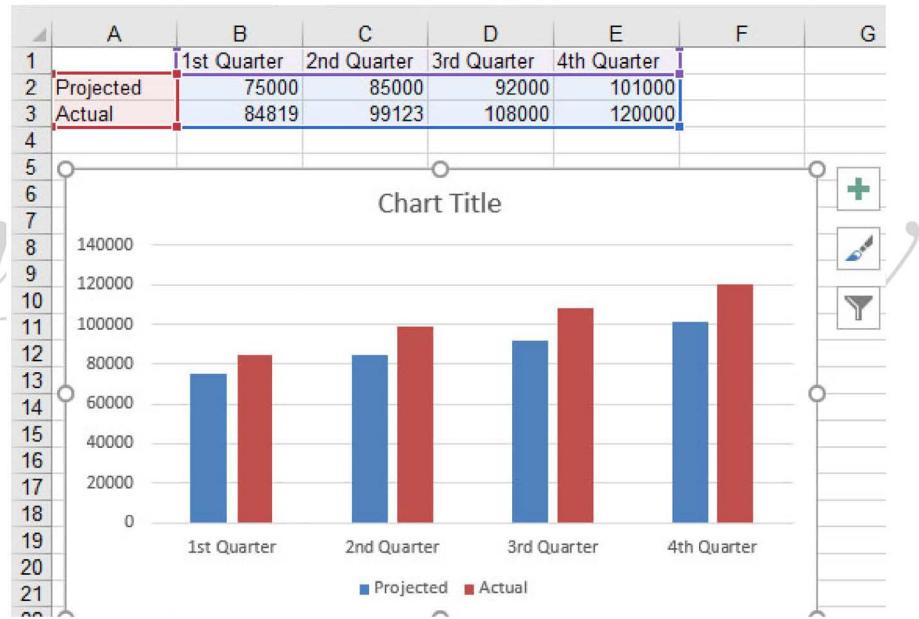
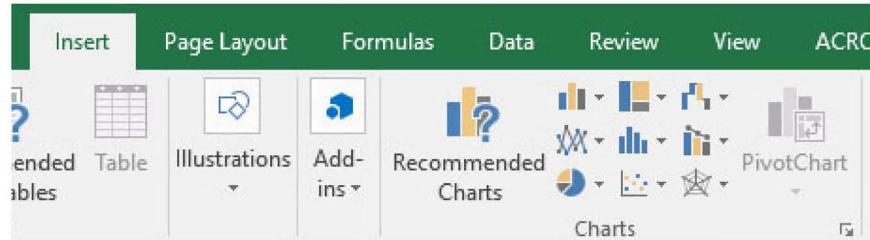
Creating a chart

Sheet

In excel, user can create a chart by selecting the data from the worksheet just by few clicks.

To create a chart

- Select the data range
- Choose one of the chart type from Charts under Insert tab

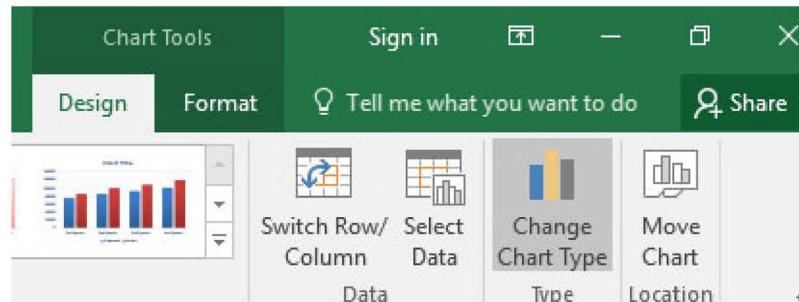


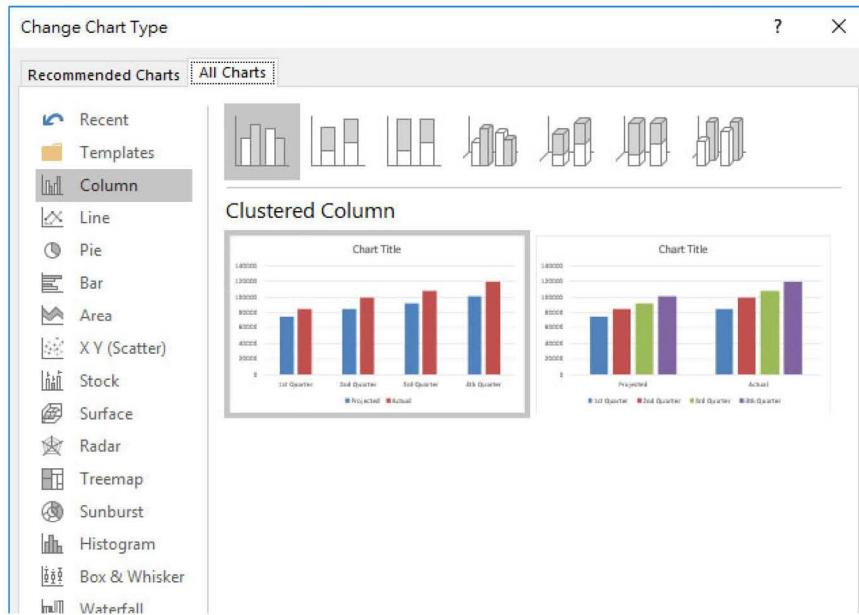
Change chart type

User can change the type of chart by choosing Chart Type from Design tab

To Changing chart type

- Click Change chart type from Type under Design Tools tab

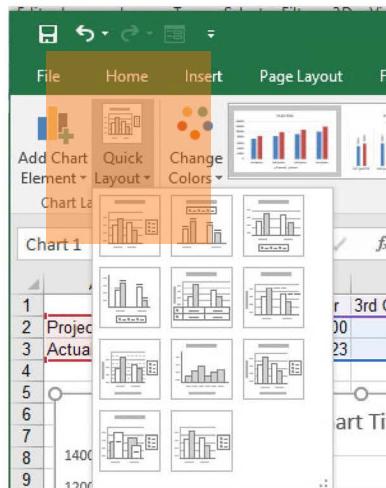




Change the layout or style of a chart

After you create a chart, you can instantly change its look. Instead of manually adding or changing chart elements or formatting the chart, you can quickly apply a predefined layout and style to your chart. Microsoft Office Excel provides a variety of useful predefined layouts and styles (or quick layouts and quick styles) that you can choose from, but you can customize a layout or style further if needed by manually changing the layout and style of individual chart elements.

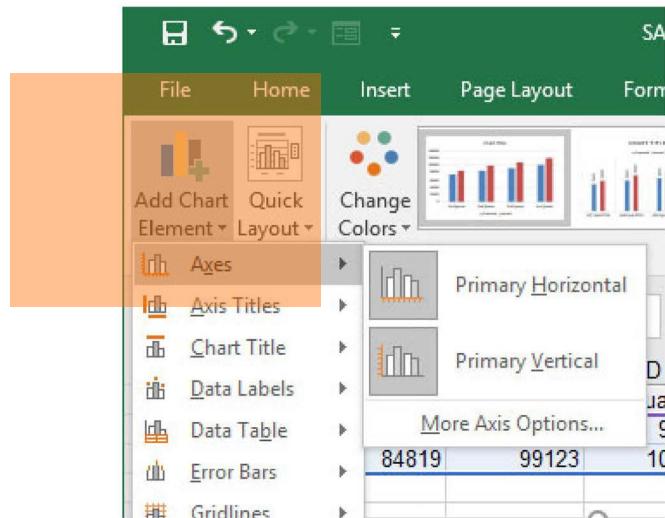
- Click the chart that you want to format.
- On the Design tab, in the Chart Layouts group, click the chart layout that you want to use.



Change the layout of chart elements manually

On the Layout tab, do one or more of the following:

- In the Labels group, click the label layout option that you want.
- In the Axes group, click the axis or gridline option that you want.
- In the Background group, click the layout option that you want.

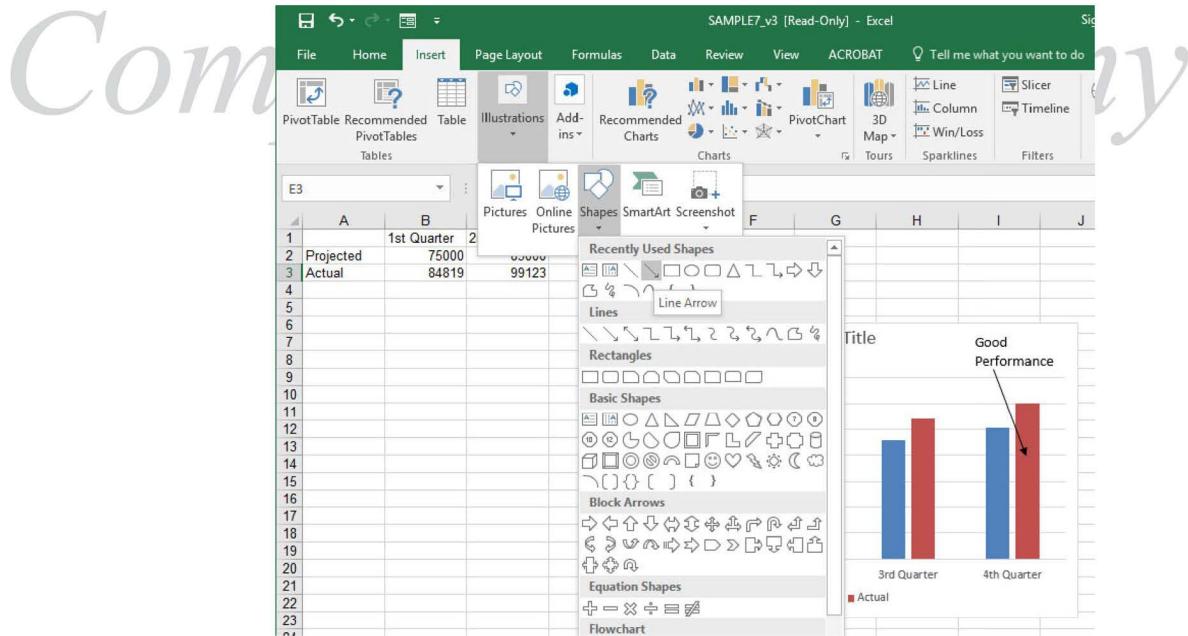


Format Pane:
The Format pane (right-click on a chart element and select "Format...") offers detailed customization options for **each chart element**

Add an arrow, a box and other elements to a chart

To add arrow

- Select Shapes from Illustrations under Insert tab
- Choose an arrow from the list



Custom Number Formatting:
In the **Format Axis** dialog, use custom number formats like "\$#,##0" for currency or "0%" for percentages.

Format chart elements

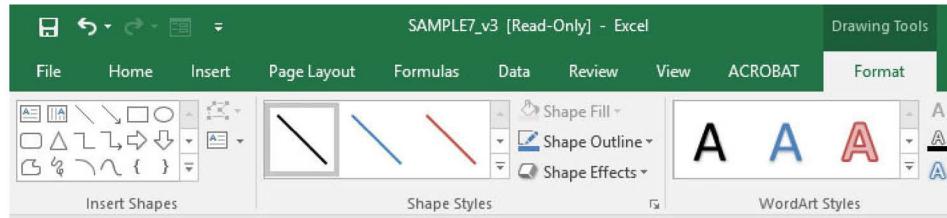
You can format individual chart elements, such as the chart area, data series, axes , titles, data labels and legend.

On the Format tab, do any of the following:

- To format any selected chart element, in the Current Selection group, click Format Selection, and then select the formatting options that you want.
- To format the shape of a selected chart element, in the Shape Styles group, click the style that you want, or click Shape Fill, Shape Outline, or Shape Ef-

fects, and then select the formatting options that you want.

- To format the text in a selected chart element by using WordArt, in the WordArt Styles group, click the style that you want, or click Text Fill, Text Outline, or Text Effects, and then select the formatting options that you want.

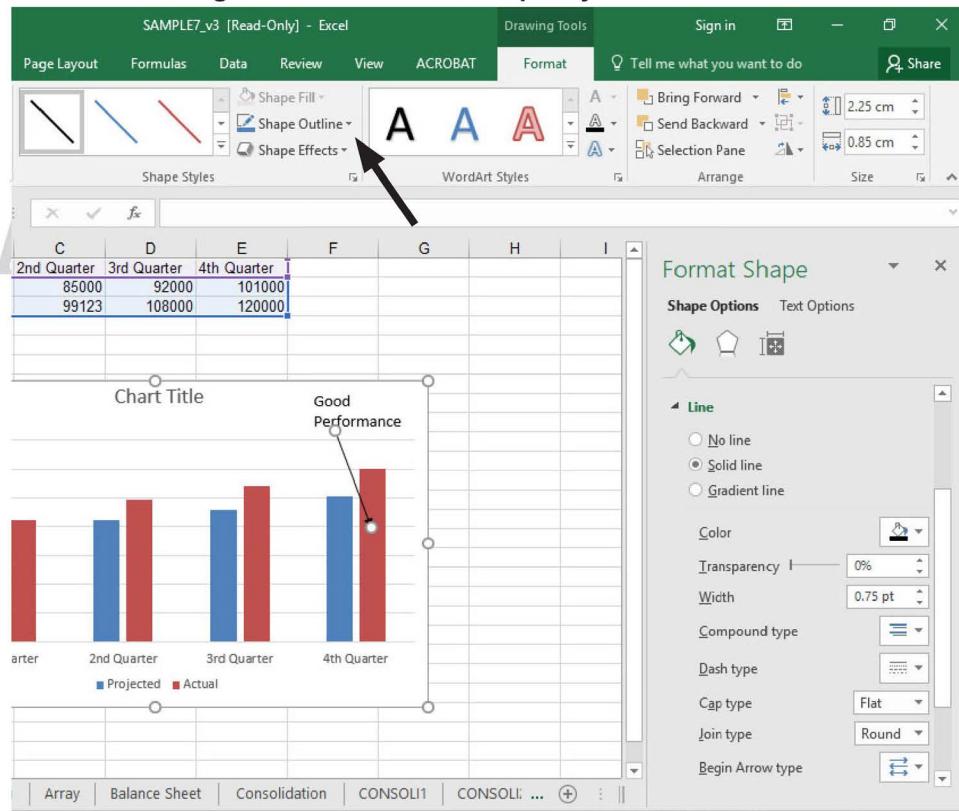


For example help how to resize an arrow

Resize arrow

If the size of the arrow was not desired, user can resize it by Format Shape.

- Select the arrow
- Click the lower right hand corner from Shape Styles under Format tab



Line Style

Width	To specify the width of the line, enter a number in the box.
Compound type	To apply a style composed of double or triple lines, click Compound, and then click the style that you want.

Dash type	To apply a style composed of combinations of dashes, click Dash, and then click the style that you want.
Cap type	To specify the style used for the end of the line, select the style that you want from the Cap type list.
Join type	To specify the style used when two lines connect with each other, select the style that you want from the Join type list
Arrow settings	
Begin type	To add an arrow to the beginning of your line, click Begin type, and then click the style that you want.
End type	To add an arrow to the end of your line, click End type, and then click the style that you want.
Begin size	To specify the size of the arrow used for the beginning of the line, click Begin size, and then click the size that you want.
End size	To specify the size of the arrow used for the end of the line, click End size, and then click the size that you want.

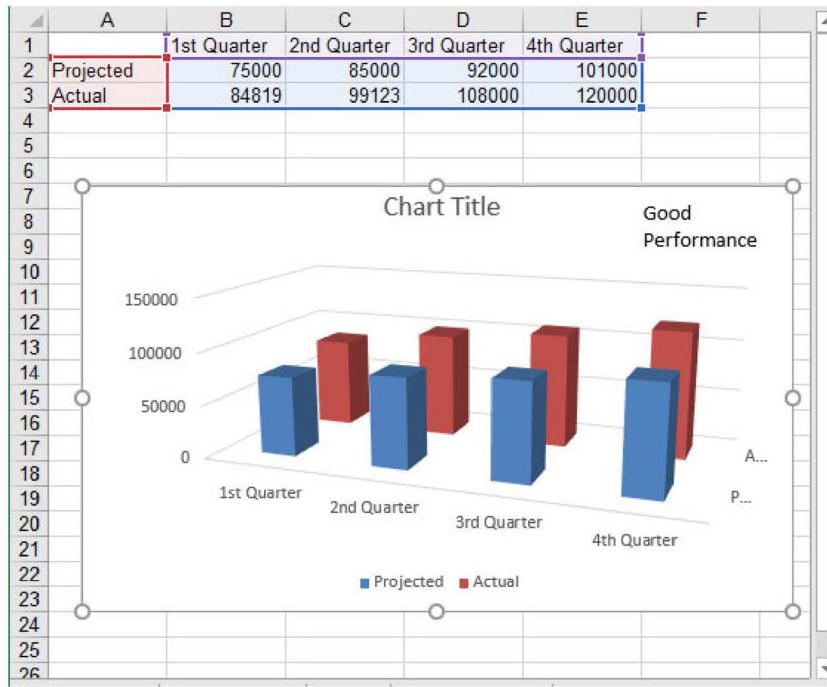
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Plot a 3d chart

Excel provides you many kind of 3D chart, such as column 3d, line 3d, surface 3d and bar 3d etc.

- Select a chart
- Click Change Chart Type from Type under the Design tab





3-D Rotation

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Use these options to change the orientation and perspective of a selected chart element, such as the chart area (chart area: The entire chart and all its elements.), Plot area (plot area: In a 2-D chart, the area bounded by the axes, including all data series. In a 3-D chart, the area bounded by the axes, including the data series, category names, tick-mark labels, and axis titles.), walls, or the floor of a chart.

	A	B	C	D	E	F
1		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
2	Projected	75000	85000	92000	101000	
3	Actual	84819	99123	108000	120000	
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						

3-D Rotation

Presets To choose a built-in rotation or perspective effect, click Presets, and then click the option that you want.

Rotation

The X and Y axes define the orientation (rotation) and position of the camera (view) that is viewing the chart. X is the horizontal axis; Y is the vertical axis. Values for these axes are additive, and the camera is first rotated by the X value, and then the Y value. When you use the “nudge” buttons to change the X or Y, the change is always made relative to the camera’s current position.

X	To change the orientation of the horizontal axis, enter a number in the box. You can use the arrow buttons to “nudge” this position to the right or left.
Left	To decrease the orientation of the horizontal axis, click this button.
Right	To increase the orientation of the horizontal axis, click this button.
Y	To change the orientation of the vertical axis, enter a number in the box. You can use the arrow buttons to “nudge” this position up or down.
Up	To increase the orientation of the vertical axis, click this button.
Down	To decrease the orientation of the vertical axis, click this button.
Perspective	Describes how much foreshortening (depth dependent growing and shrinking) is applied to a shape. To change the depth appearance, enter a number in the box. The smallest number (0) is identical to having a parallel camera, and the largest number (120) produces the most exaggerated perspective, similar to what is produced with a wide-angle camera.
Narrow field of view	To decrease the amount of foreshortening, click this button.
Widen field of view	To increase the amount of foreshortening, click this button.
Reset	To remove 3-D rotation and perspective effects, click this button.

Chart Scale	
Autoscale	Selected by default, the default scaling options are applied to the selected chart element. To specify your own scaling options, clear this check box.
Depth (% of base)	Specifies the depth of the selected chart element. To change the depth of the chart, select or type a positive number between 0 and 2000. The default depth is 100.
Height (% of base)	Specifies the height of the chart. To change the height of the chart, select or type a positive number between 0 and 500. The default height is 100.

Plot a Combo Chart

Several kinds of charts can be plotted together by Combo Chart

- Select a chart
- Go to Combo from the left pane
- Select the Chart Type as you prefer to

