Excel 2010 Basics

REFLECTIONS ON EXCEL COURSE – ALEXANDROS IOANNIDIS

After having read the Excel 2010 Basics Formulae document and practiced the "Try This Yourself" sections as well as the advice and self-improvement tips on this study guide, I have an overall better understanding of the basics that this proprietary software makes available to its users, as well as the importance of creating and printing different worksheets, formulas, workbooks and charts.

More specifically, I understood the basic terminology for Excel, for example definitions such as active cell, Function Wizard, overwriting, editing and deleting data, selecting, typing directly to cell, typing by pointing to cell, pointing method, data editing, printing hard and soft copy, range, contiguous range (any group of selected cells that form a square or a rectangle), non-contiguous range (ranges made up of non-bordering cells and ranges), cell address (e.g. L17), Worksheet, Workbook (a collection of workbooks), filling, clearing and deleting cell.

An interesting fact that I also learnt is that a worksheet has 1048576 rows and 16,384 columns labelled using numbers and letters which can help someone that faces a large data set analysis problem to understand how many worksheets he or she might need to use.

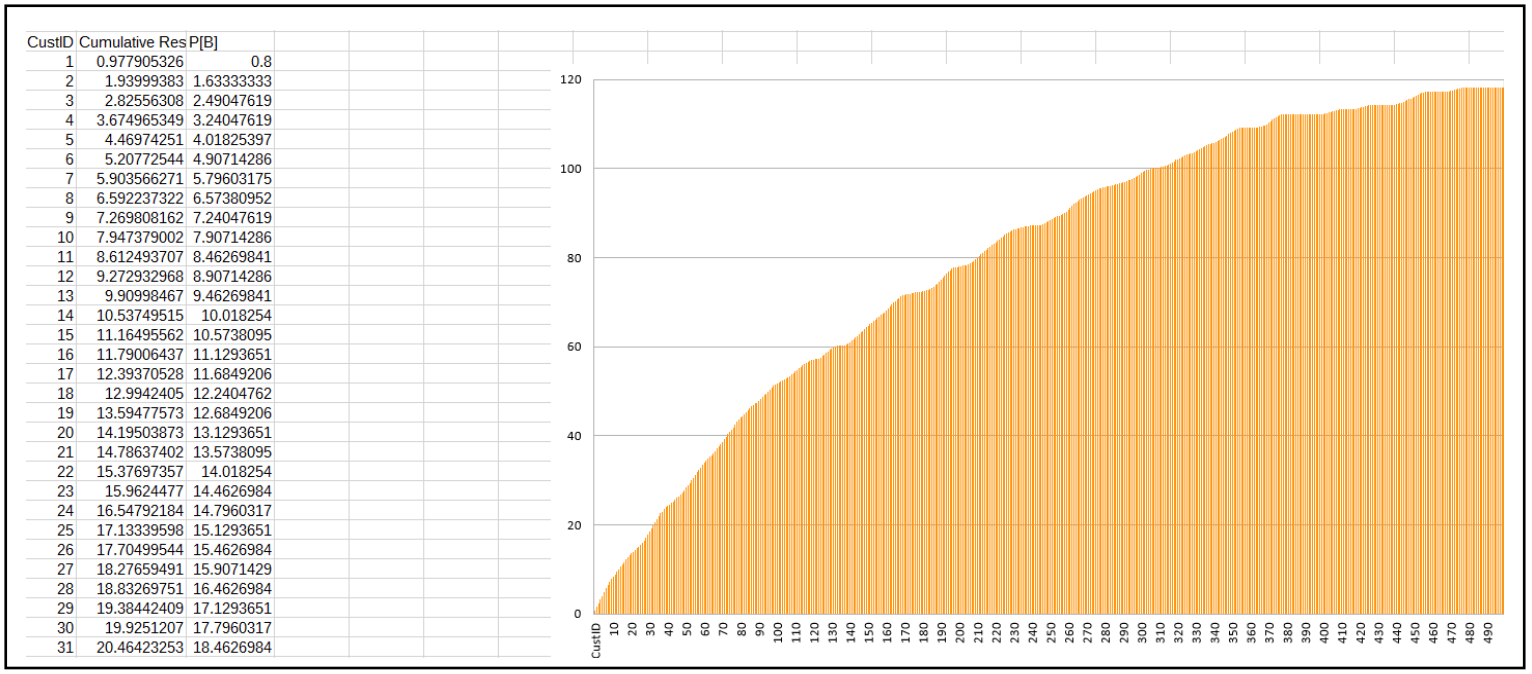
I also read the tips for taking backups of workbooks and easy formatting for example decreasing or removing the decimals places in a number group, aligning text and numbers in a cell or a selection of cells to the left, center and right and useful advice regarding the backward compatibility mode with previous versions of Excel or even saving the Workbook as a file type of a previous Excel version and other suggestions such as writing headings in rows and columns that helps to scope a problem before starting filling the worksheet with the data. Additionally, I had the opportunity to learn how to select rows and columns, inserting and deleting cells, inserting and deleting rows and columns, and how to select and edit larger ranges that surpass the boundaries of the screen using Ctrl + Shift + End or the Ctrl + G which opens up the Go To dialog box to select the specific cell range either small or large.

Furthermore, I understood how the typing of numbers, dates and simple formulas (formulas begin with the equal sign =) is implemented into a worksheet in Excel. I was also given the opportunity to learn how to interact with worksheets including determining the size of a worksheet, switching between worksheets in a workbook as well as the different available worksheet views (normal, page layout and page break preview for adjusting the position of page breaks in the spreadsheet which can be very useful when printing) to work with.

Moreover, I understood how to implement and edit basic formulas like addition, subtraction, multiplication and division using the Insert Function dialog box, which can be accessed from the Insert function tool on the Formula Bar, the arithmetic operators used by

Excel. But also the helpful to know BODMAS rules for determining the priority of arithmetic calculations in formulas, which are similar to the mathematical rules. Anything inside brackets gets priority, then follows division, then multiplications, then addition and then subtraction. I also learnt the usefulness of the Undo and Redo operations.

Finally, I came to know the different chart types available in Excel useful knowledge and creating and presenting charts in Excel for example, embedded charts an object that appears on top of the worksheet and the chart sheets which are useful in cases someone wants to keep the chart separate from the data, surface charts, pie charts and many more. In the screenshot below I have produced an embedded surface chart.



CustID	Cumulative Res	P[B]
1	0.977905326	0.8
2	1.93999383	1.63333333
3	2.82556308	2.49047619
4	3.674965349	3.24047619
5	4.46974251	4.01825397
6	5.20772544	4.90714286
7	5.903566271	5.79603175
8	6.592237322	6.57380952
9	7.269808162	7.24047619
10	7.947379002	7.90714286
11	8.612493707	8.46269841
12	9.272932968	8.90714286
13	9.90998467	9.46269841
14	10.53749515	10.018254
15	11.16495562	10.5738095
16	11.79006437	11.1293651
17	12.39370528	11.6849206
18	12.9942405	12.2404762
19	13.59477573	12.6849206
20	14.19503873	13.1293651
21	14.78637402	13.5738095
22	15.37697357	14.018254
23	15.9624477	14.4626984
24	16.54792184	14.7960317
25	17.13339598	15.1293651
26	17.70499544	15.4626984
27	18.27659491	15.9071429
28	18.83269751	16.4626984
29	19.38442409	17.1293651
30	19.9251207	17.7960317
31	20.46423253	18.4626984

But there are also many other technical options which also have context in research, for example, the XY scatter chart, which is commonly used to display the association between 2 variables. Lastly, I understood how to print a range or the entire workbook, preview print jobs and in general how printing is performed in Excel.

All in all, I believe this course Excel 2010 Advanced Function and Formulae will help me significantly in situations where I have to use Excel to perform visualizations or data analysis in data sets of various sizes which strongly reflects on my scientific discipline, my research interests and my professional prospective on which Excel 2010 Basics will be an essential and very useful skill set to have.