

# Microsoft

## Week-1 (Microsoft Excel)

Spring Semester, 2022-2023

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# Outline

- ▶ Shortcuts
- ▶ Formulas (Functions/Functions)
- ▶ Pivot Table
- ▶ Conditional formatting
- ▶ Data Validation
- ▶ Arrangement
- ▶ Filter
- ▶ Advanced Filter
- ▶ Wildcards
- ▶ Graphics
- ▶ Quick Reload
- ▶ Find and Replace
- ▶ Convert Text to Columns
- ▶ Get External Data
- ▶ VBA (Macro)

# **\*\* ► SHORTCUTS\*\***

## ► PIVOT TABLE

- What is PIVOT TABLE?

We use this feature if we have a large table and we want to create summary tables according to the fields you want from this table. Although it is very simple to use, it allows us to perform a very powerful and fast data analysis and reporting. If you have a table like this, you can extract many summary reports from this table. If we have a historical field in our table, then you can prepare reports for all historical processes on an annual, quarterly, monthly, weekly and daily basis.

# PIVOT TABLE-1

- What is PIVOT TABLE?

From the table below, what are the total quantities and amounts on the basis of company, import number or product reference? Again, according to the same fields, what are the total amounts and amounts on annual, quarterly, monthly, weekly basis? You can get many reports such as.

	A	B	C	D	E	F	G	H	I	J	K
1	Fatura Tarihi	Firma	İthalat No	Ürün	Birim Fiyat	Miktar	Tutar	Firma	Toplam Miktar	Toplam Tutar	
2	22.10.2018	Resinex	1001	ABS	2.999,86	7	20.999,00	Bassell	272	784.434,00	
3	1.01.2019	Bassell	1002	ABS	3.293,20	5	16.466,00	Bayer	252	797.788,00	
4	16.12.2018	Resinex	1003	PVC	2.660,80	5	13.304,00	Resinex	242	696.956,00	
5	3.12.2018	Bassell	1004	PVC	2.789,40	10	27.894,00	Ticona	266	769.558,00	
6	29.11.2018	Bayer	1005	ABS	3.849,00	2	7.698,00	Genel Toplam	1.032	3.048.736,00	
7	3.12.2018	Ticona	1006	ABS	3.796,25	8	30.370,00	Genel Toplam			
8	30.10.2018	Resinex	1007	PP	3.318,00	9	29.862,00	Ürün Refera	Toplam Miktar	Toplam Tutar	
9	14.01.2019	Bassell	1008	PP	2.926,80	10	29.268,00	ABS	268	786.471,00	
10	11.12.2018	Bayer	1009	PVC	3.388,80	5	16.944,00	PA	231	651.508,00	
11	26.12.2018	Ticona	1010	PVC	2.835,50	6	17.013,00	PP	257	799.768,00	
12	24.01.2019	Resinex	1011	PA	2.698,00	1	2.698,00	PVC	276	810.989,00	
13	19.01.2019	Bassell	1012	PA	3.409,25	4	13.637,00	Genel Toplam	1032	3.048.736,00	
14	15.12.2018	Bayer	1013	PP	2.666,50	4	10.666,00	Yıl	Toplam Miktar	Toplam Tutar	
15	10.02.2019	Ticona	1014	PP	3.955,40	5	19.777,00	2004	236	704.255,00	
16	28.11.2018	Resinex	1015	ABS	2.031,17	6	12.187,00	2018	110	322.488,00	
17	6.12.2018	Bassell	1016	ABS	1.749,00	8	13.992,00	2019	686	2.021.993,00	
18	31.01.2019	Ticona	1017	PA	2.845,20	5	14.226,00	Genel Toplam	1.032	3.048.736,00	
19	26.12.2018	Bayer	1018	PA	3.178,50	8	25.428,00				
20	13.12.2018	Resinex	1019	PVC	1.722,13	8	13.777,00				
21	3.12.2018	Bassell	1020	PVC	3.846,00	7	26.922,00				
22	19.02.2019	Ticona	1021	ABS	2.897,25	4	11.589,00				

### PivotTable Alanları

Rapora eklenecek alanları seçin:

Ara

Filtreler

Alanları aşağıdaki bölgeler arasında sürükleyin:

Sütunlar

Σ Değerler

Satırlar

Firma

Değerler

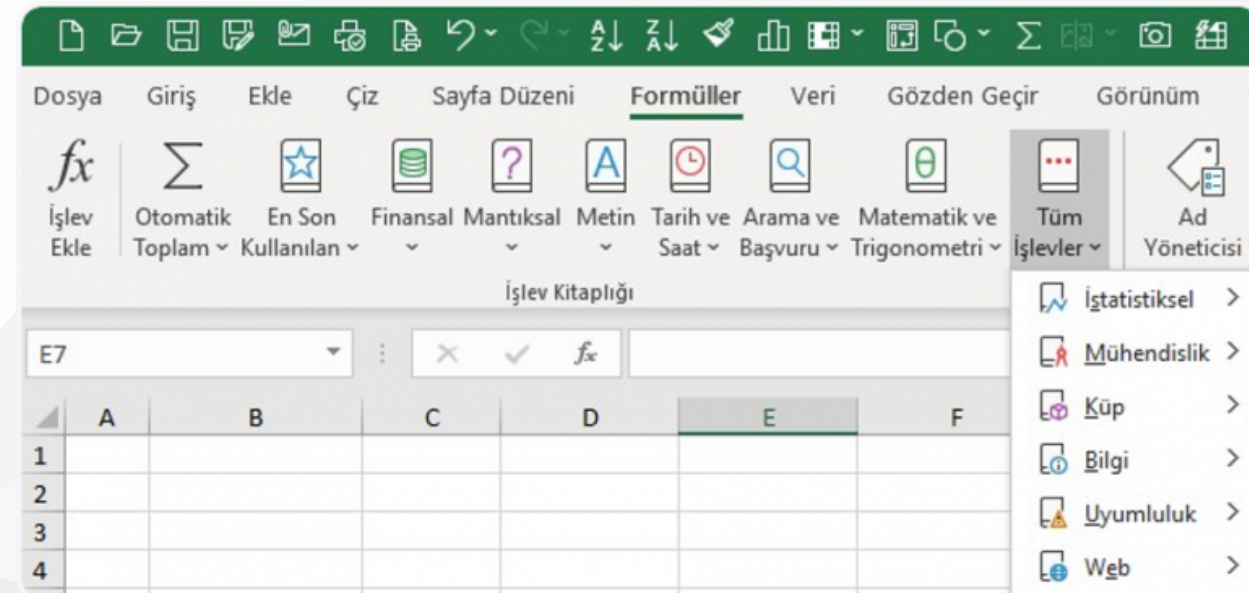
Toplam Miktar

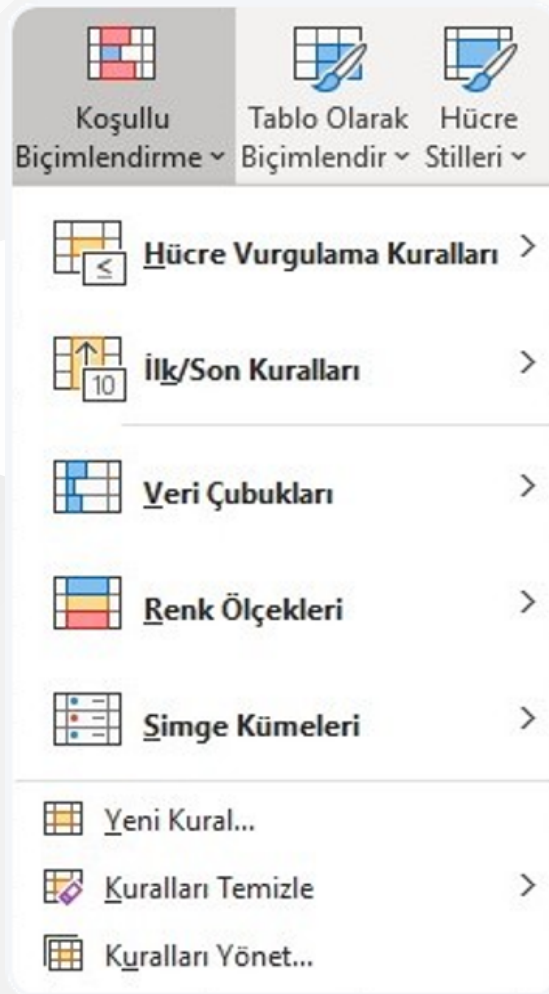
Toplam Tutar

## ► FUNCTIONS (FUNCTIONS / FORMULAS)-2

- What is FUNCTIONS?

There are many menus in the section where the menus we call the ribbon in Excel are, and there are many features in each menu that are related or not related to that menu name. But the Formulas menu is complete and only related to Formulas. It's a pretty broad topic. That's why Microsoft has created a separate menu for this topic.





## • What is **CONDITIONAL FORMATTING**?

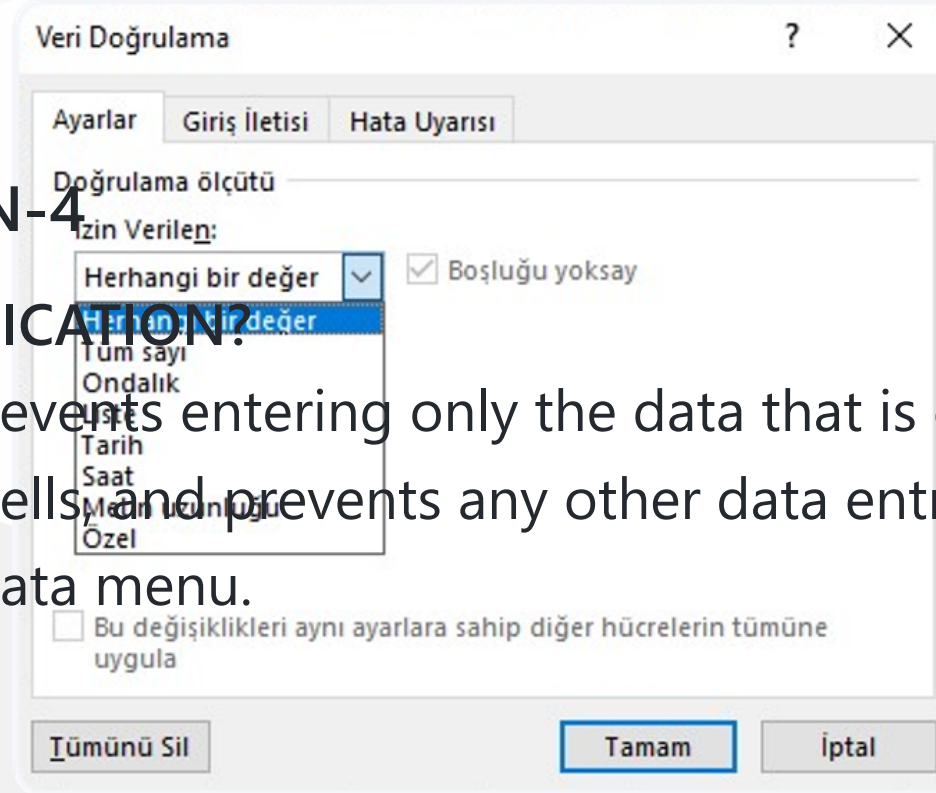
Here are some ready-made conditions that we can use.

When the ready conditions are not enough for us, you can create our own rules with formulas and format the cells that comply with those rules. Of course, for this, you need to master the formulas first. When we choose Conditional Formatting, we can see the rules given to us as follows. We can easily format according to numerical textual and historical

## ► DATA VERIFICATION-4

- What is DATA VERIFICATION?

It is a feature that prevents entering only the data that is desired to be entered into a cell or a range of cells, and prevents any other data entry. It is located in the Data Tools group in the Data menu.

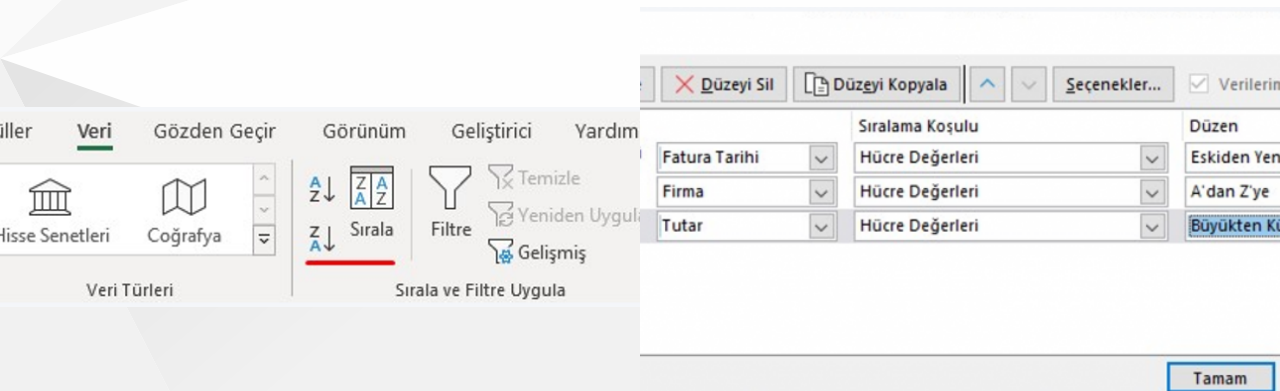




## ► RANKING-5

- What is RANKING?

When entering data one after another after writing our headings in our tables, or in a table that comes to us ready, the data may not always be in alphabetical, numerical and historical order, and we feel the need to sort our data according to one or more fields, here is where Excel's Sorting feature comes to our aid. .



## References

- <https://peakup.org/blog>
- <https://ucoruh.github.io/ce103-algorithms-and-programming-I>

*End – Of – Week – 1 – Module*