Excel

**Spreadsheet:** Electronic file used to organize data and perform calculations

Cell: Intersection of row & Column

Cell address: names a cell (i.e. B5)

**To enter a formula**

* Use ‘=’ (i.e. =SUM())
* When calculating or using any formula reference other cells as much as possible because if you change a value then everything will change automatically
* Ctrl + ` will display the formula in the worksheet

**Selecting a range**

* Range = group of cells
* Non-Adjacent range = group of cells that are not next to each other

**Moving/Copying a range**

* A range preserves the text but changes the references will be altered.
* Move – cutting and pasting in upper left corner of destination
* Copy – copy paste in upper left corner of destination

**Formatting**

* Draws attention to meaningful portions of sheet
* General(no specific format)
* Number(number with optional separators)
* Currency (Dollar sign to immediate left)
* Accounting (Dollar sign at left cell border)
* Percentage
* More than that so refer to slides or excel if needed.

**Cell References**

* Absolute (A$1$)
* Relative (A1)
* Mixed (A1$)
* $ indicates that value does not change
* $A1 = Column fixed but alterable row
* A$1 = Row fixed but alterable column
* **Circular Reference:** If formula refers to itself

**Functions**

* Performs a predetermined calculation
* Arguments are the cells or input values (i.e. =SUM(**A1 + A2**))
* Function screen tip is a small pop up description that displays function arguments
* Can use insert function dialog box to insert function along with function arguments box
* **Common Functions**
  + AVERAGE
  + MEDIAN = (Midpoint value)
  + MIN
  + MAX
  + COUNT = (number of values in range)
  + COUNTA = (number of nonempty cells)
  + COUNTBLANK = (number of empty cells)
  + TODAY = (Displays current date)
  + NOW = (Displays current date and time)
* **IF Functions**
  + =IF(logic test, value if true, value if false)
* **Lookup functions**
  + Used to lookup values in a table to perform calculations or display results
  + Breakpoint = lowest value in condition
  + Breakpoints in one column and return values in the other

|  |  |
| --- | --- |
| **BreakPoints** | **Value** |
| **90** | **A** |
| **80** | **B** |

* **VLOOKUP**
  + Searches for a lookup table and returns result from the related column
  + Three requirements:
    - Lookup value (i.e. student grade)
    - Table Array (range of lookup) (table)
    - Column index of return value (column 2)
* **HLOOKUP**
  + Used when breakpoints and return data are placed in rows
  + Third argument is row index instead of column

|  |  |  |
| --- | --- | --- |
| **Breakpoint** | **90** | **80** |
| **Value** | **A** | **B** |

**Chart Basics**

* Visual representation of data
* Components: Data points, Data Series, Category Labels
* Column Charts
* Bar Charts
* Line Charts
* Pie Charts

**Creating A Chart**

* Select data source and select chart type
* To change go in Chart Tools -> Design -> Change Chart Type
* To change data go in Design -> Select Data
* To move a chart go in Design -> Move Chart

I skipped a lot of content because it’s pretty self-explanatory and I doubt he will ask us about it.