



# MICROSOFT EXCEL 2016 STEP-BY-STEP GUIDE

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**Note to Home Students:**

This lesson plan will frequently refer to **flash drives** that we have our students use during class. Instead of saving files to a flash drive, you may save them to your computer's hard drive.

We preload these flash drives with an assortment of files that are used during class. These files can be downloaded from on our **Class Resources** page. Our class handouts and exercises can also be downloaded there. The website address is:

[www.mc-npl.org/class-resources](http://www.mc-npl.org/class-resources)

## Introduction

Show Slide 1



*Notice the picture of a slide rule on the first slide. This is what people used before Excel!*

Microsoft Excel is an electronic spreadsheet program that runs on a personal computer. As with a paper spreadsheet, you can use Excel to organize your data into rows and columns and to perform mathematical calculations.

**What is Microsoft Office?** The term “Microsoft Office” refers Microsoft’s entire suite of office productivity applications. Microsoft Excel is one of the many applications that are grouped under of the “Microsoft Office” umbrella.

**What is Office 365?** Office 365 is a service where you pay a monthly subscription fee (around \$10 a month) to use Microsoft Office programs (as opposed to paying \$100 or more up front, as was traditionally done). One benefit to using Office 365 is that software updates are free (for example, if a new version of Microsoft Excel comes out, you can upgrade to that new version for free).

In this class, we will be using Excel 2016.

An Excel **spreadsheet** contains one or more **worksheets**. Each worksheet contains a grid of **cells**. Related worksheets are held together in a **workbook**. When you save a spreadsheet made in Excel it saves a workbook regardless of how many worksheets it contains. An Excel workbook can hold a maximum of 1,048,576 rows and 16,384 columns. A row goes left-to-right, a column goes up-and-down (like the column of a building).

Show Slides 2-5



## Exploring the Excel 2016 Environment

[Switch to Excel](#)


**Open** Excel by using the **Start** menu or by **double-clicking** the Desktop icon for Excel 2016.

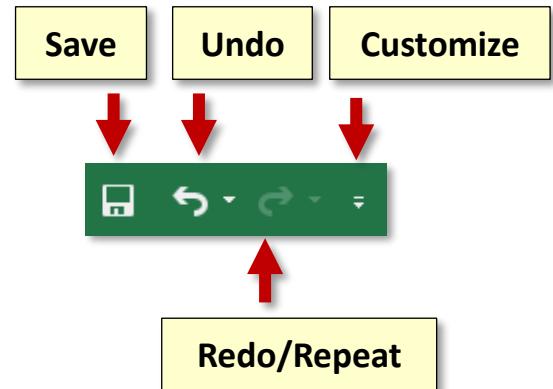
### Title Bar

1. **Note** the Title Bar section which has **window controls** at the right end, as in other Microsoft Office programs.
2. **Note** that a blank workbook opens with a default file name of **Book1**.

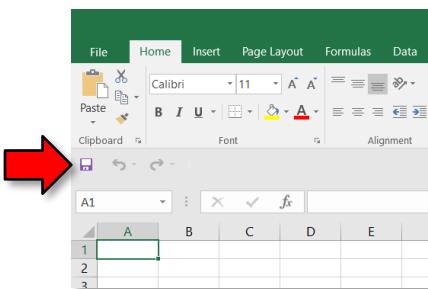
### Quick Access Toolbar

The **Quick Access Toolbar** is located all the way to the left on the Title Bar. It contains frequently used commands and can be customized using the drop-down menu.

1. **Point** to each small icon to view its ScreenTip.
2. **Be aware** that the **Undo** and **Repeat** buttons commands are not located anywhere else in the application except for on the Quick Access Toolbar.
3. **Click** the **Customize Quick Access Toolbar** button, **check New** on the menu. **Notice** how a **new button** has appeared.



4. **Click** the **Customize Quick Access Toolbar** button again and **select Show Below the Ribbon**. This repositions the toolbar to be **below** the ribbon.



5. **Note** that when the toolbar is below the ribbon, its customize button is **very difficult to see**, due to its white color.



6. **Move** the Quick Access Toolbar back above the ribbon by **clicking** the **customize** button and **selecting Show Above the Ribbon**.

## Ribbon

The ribbon contains all of the tools that you use to interact with your Microsoft Excel file. It is located at the top of the window. All of the programs in the Microsoft Office suite have one.

Mention Handout 1



The ribbon has a number of **tabs**, each of which contains **buttons**, which are organized into **groups**.

**Try clicking** on other tabs to **view** their buttons (do not click the File tab yet), and then **return** to Home tab.

### Active Tab

By default, Excel will open with the **Home** tab active on the Ribbon. **Note** how the Active tab has a white background, and the Inactive tabs have the opposite.



### Contextual Tabs

Contextual tabs are displayed when certain objects, such as an images and charts, are selected. They contain additional options for modifying the object. Contextual tabs stand out because they are darker in color and are located to the right of all the other tabs. As soon as we start being productive in the program, we will see contextual tabs appear.



Show Slide 6



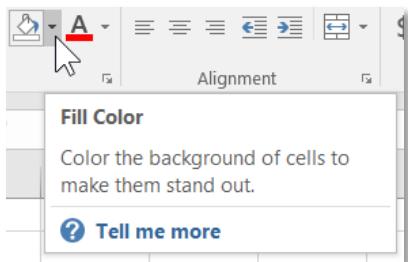
Switch to Excel



### Groups and Buttons

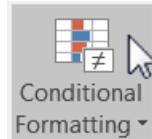
On each tab, the **buttons** (a.k.a. commands or tools) are organized into **Groups**. The groups have names, but the names are not clickable.

**Hover** over some active buttons on the Home tab to **observe** **ScreenTips**. The ScreenTips display the name of the button, along with a short description of what the button does.

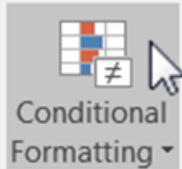


## Buttons with Arrows

**Note** that some buttons have images on them and some have images *and an arrow*. The arrow indicates that more information is needed to carry out the function of the button. Some arrowed buttons have two parts: the button proper and the list arrow.

- A one-part arrowed button, called a **menu button**, will darken completely when you point to it:
  1. In the **Styles group**, **point** to the **Conditional Formatting** button.
  2. **Note** there is no difference in shading between the left and right of the button when you point to each section.
- On a two-part arrowed button, called a **split button**, only one section at a time will darken when you point to it.
  1. In the **Font group**, **point** to the left part of the **Fill Color** button. This is the “button proper” section of the button. **Note** how it is darkened separately from the arrow portion of the button.
  2. **Point** to the **right portion**, the section with the arrow. This is the “list arrow” section of the button. **Note** how it is darkened separately from the left portion.
  3. The **button proper** is the section of a two-part button that will carry out the default option or the last used option.
  4. The **list arrow** section will open an options menu.

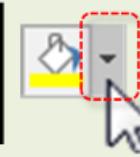

This button has one part:



This button has two parts.

Each part darkens when you point to it.

**Button proper**  
Carries out the selected option.



**List arrow**  
Opens an options menu.

## Dialogue Box Launcher

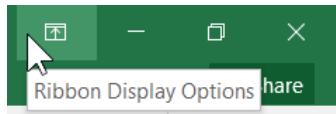
On some groups there is a **Launcher** button which will open a **dialogue box or side panel** with related but less common commands.

**Click** a launcher button, and then **close** the dialogue box.

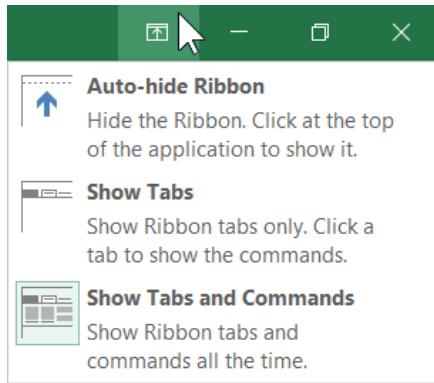
## Ribbon Display Options button

This button provides options that will hide the ribbon from view. The main benefit to this is that it allows your spreadsheet to take up more of the screen.

1. **Locate** the **Ribbon Display Options** button (to the left of the window control buttons).



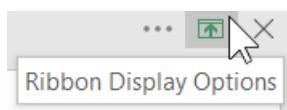
2. **Click** on it. Three options appear.



3. **Click Auto-hide Ribbon**. This option essentially makes Excel go into “full screen” mode. It hides not only the ribbon, but also the Quick Access Toolbar, title bar, and Window Controls.
4. To get the ribbon to **show** after Auto-hiding it:
  - a. **Point** to the **top-center** of the screen and **click**. (Clicking the three dots does the same thing.) The full ribbon can be seen and used. However, as soon as the body of the spreadsheet is clicked it will hide again.



- b. **Click** in the middle of the document. **Notice** how the ribbon **hides** again.
5. To get a partial display of the ribbon to stay in view:
  - a. **Click** the “mini” **Ribbon Display Options** button on the top right.



- b. **Click Show Tabs**. **Note** this option has brought back our Quick Access Toolbar, title bar, Window Controls, and *part* of the ribbon; only the **Tabs** are visible. The buttons are not.
- c. **Click** the **Home** tab. **Notice** how the buttons come into view.

- d. Click in the middle of the spreadsheet. Notice how the buttons disappear again.

**Note:** A shortcut for changing to the “Show Tabs” view is to double-click the Active Tab. If the buttons in the ribbon suddenly disappear, then you may have done this by accident.



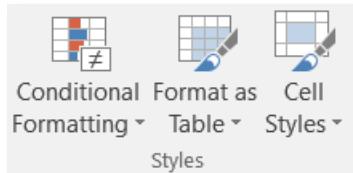
6. To get the entire ribbon to stay in view:

- a. Click Ribbon Display Options
- b. Click Show Tabs and Commands. This option keeps entire ribbon visible at all times. It is the default option. We will keep this option selected for the remainder of class.

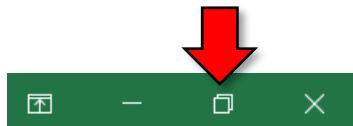
## Dynamic Resizing

If you use Excel on other computers, be aware that the button placement on the Ribbon might look **slightly different**. For instance, a button might be a different size or be positioned in a slightly different place. The reason for this is that the Ribbon auto-adjusts itself based on the size of the Excel window.

1. Notice what the buttons in the **Styles** group currently look like.



2. Click the **Restore Down** button.



3. Notice how the buttons look different now. Rest assured, they are still the same buttons.



4. Click the **Maximize** button to bring the window back to full screen.

## File Tab

The File tab provides a **Backstage** view of your document. Backstage view gives you various options for saving, opening a file, printing, or sharing your document. Instead of just a menu, it is a full-page view which makes it easier to work with.

1. Click the **File** tab.



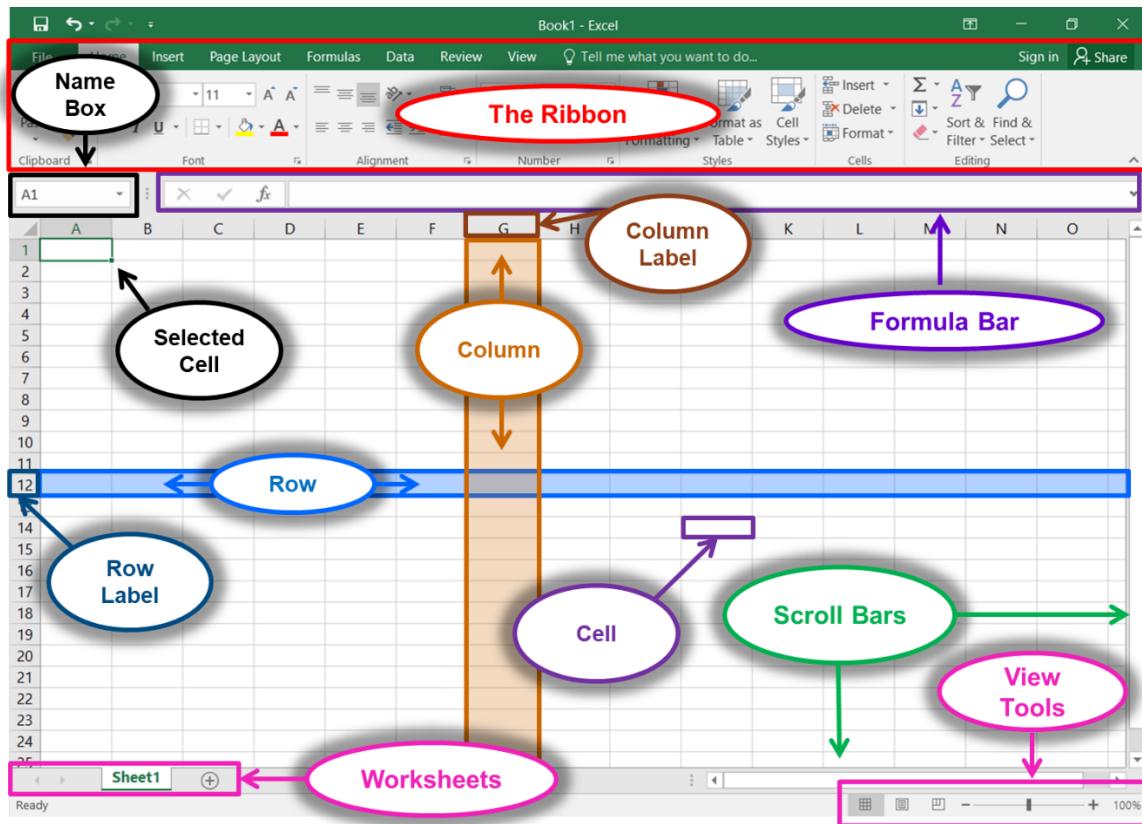
2. Notice that the Ribbon and the spreadsheet are no longer in view. Note the commands on the left side of the screen that you use to perform actions **TO** a document rather than **IN** a document.
3. Other things you can do in the **Backstage** view:
  - a. Click the **Info** menu option. The **Info** section of the File tab offers an easy to use interface for inspecting documents for hidden properties or personal information.
  - b. Click the **New** menu option. In this view you can create a new Blank document, or choose from a large selection of Templates.
  - c. Click the **Open** menu option. The **Open** pane is used to open existing files on your computer.
    - i. It immediately presents you with a list of documents that you have **recently** opened, so you can quickly find and open them again. The computers in the Computer lab have this feature turned off for privacy reasons.
    - ii. Clicking **OneDrive** allows you to open a file that is stored in OneDrive, which is Microsoft's internet cloud service.
    - iii. Clicking **Browse** opens a File Explorer dialog, which allows you to find the file on your computer. We will be using this option in class.
  - d. Notice the two "save" menu options: **Save** and **Save As**. There is a difference between these settings, which we will explain shortly.
4. To return to the spreadsheet from the Backstage view, click the large, left pointing arrow in the top-left corner of the screen.



## Workspace

Open Excel and locate the parts of the Excel window.

Show Slide 7



- **Name Box:** Displays the currently selected sell.
- **Formula Bar:** Displays the number, text, or formula that is in the currently selected cell, and allows you to edit it. It behaves just like a **text box**.
- **Selected Cell:** The selected cell has a dark border around it.
- **Column:** Columns run vertically (top to bottom).
- **Column Label:** Identifies each column with a letter. Clicking on a column label selects the entire column.
- **Row:** Rows run horizontally (left to right).
- **Row Label:** Identifies each row with a number. Clicking on a row label selects the entire row.
- **Cell:** The intersection of a row and column.
- **Worksheets:** The worksheets contained in the workbook are displayed at the bottom-left of the screen. Click on a worksheet to view it.
- **Scroll Bars:** Used to view other parts of a worksheet when the entire worksheet cannot fit on the screen.
- **View Tools:** See Status Bar next

## Status Bar

The status bar is located below the document window area.



## Current Information

The **left end** gives current information about the spreadsheet. Excel doesn't have much information here.

## Views

At the **right end** are shortcuts to the different **views** that are available. Each view displays the spreadsheet in a different way, allowing you to carry out various tasks more efficiently.



**Normal**

This is the view we will be working in throughout this course. It simply displays the grid of cells that make up your spreadsheet.



**Page Layout**

Shows what your spreadsheet will look like when printed on paper.

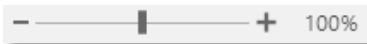


**Page Break Preview**

Allows you to add page breaks to your spreadsheet so you can better control what parts of the spreadsheet are printed on each page.

## Zoom Slider

Also at the right end of the Status Bar is the Zoom Slider. This allows you to adjust how large the spreadsheet is displayed on the screen. It does not adjust the actual size of the text—just how big or small they are rendered on the screen (like moving a newspaper away from or closer to your eyes).

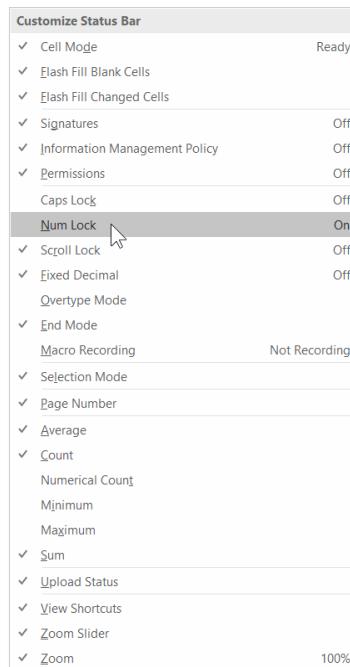


## Customization

**Switch to Excel**



1. **Right-click** the Status Bar to display the **Customize Status Bar** menu.



**Why does the Status Bar look empty when there are so many tools active? (most of the options have checkmarks next to them)**

Many of these tools only appear under certain conditions. For example, the “Average” and “Count” tools only appear in the Status Bar when you select multiple cells that have numbers in them.

2. **Notice** how **Num Lock** does not have a check mark next to it. That means this piece of information is not currently being displayed on the status bar.
3. **Click** **Num Lock** to enable it.
  - a. **Notice** how the **Customize Status Bar** menu remains on the screen.
  - b. **Notice** how the status bar now contains the words **Num Lock**. This means that our keyboard's Num Lock is currently turned on.

Ready    Num Lock

- c. **Look** at the **top-right corner** of your **keyboard** and **confirm** that the Num Lock light is indeed on.
4. **Click** **Num Lock** a second time in the **Customize Status Bar** menu to turn it off.
5. **Click** in a **clear space** to dismiss the Customize Status Bar menu.

## Excel Cursors

You will encounter many different cursor shapes while using Excel.

Gray = Not unique to Excel    Green = Unique to Excel

Show Slide 8



Mention Handout 2

	<b>Standard</b>	Default cursor shape. Appears when you are pointing at buttons on the Ribbon.
	<b>I-Beam</b>	Appears when you are pointing to editable text or to a text box that you can type into.
	<b>Move</b>	Clicking and dragging will move whatever object you are pointing to.
	<b>Box Cross</b>	Appears when you point to a cell on your spreadsheet. Clicking and dragging will <u>select</u> cells.
	<b>Fill Handle</b>	Appears when you point to the black square in the bottom-right corner of a selected cell. Clicking and dragging will <u>auto-fill</u> adjacent cells (we will talk more about auto-fill later).
	<b>Select Column</b>	Appears when you point to a column header. Clicking will <u>select</u> an entire column.
	<b>Select Row</b>	Appears when you point to a row header. Clicking will <u>select</u> an entire row.
	<b>Resize Column</b>	Appears when you point to the divider line between two column headers. Allows you to <u>resize</u> columns.
	<b>Resize Row</b>	Appears when you point to the divider line between two row headers. Allows you to <u>resize</u> rows.

## Creating an Excel Document and Saving It

[Switch to Excel](#)

### Creating an Excel file

- When Excel opens, it will display a blank worksheet ready for you to enter data. The data that you enter and the formatting that you use become your document.
- In cell **A1**, type "My first spreadsheet."
- Each spreadsheet you create is temporary unless you save it as a **file** with a unique name and location.

### Preparing a Save to Location – a USB Device

**Note:** Home students can skip this section.

When we save an Excel document, all the data in that document is collected and saved as a **file**. Normally, files are saved on a computer's hard drive, but due to security restrictions on computer lab machines, files must be saved on removable storage devices.

For this class, we will be using a **USB flash drive** to save our work. This flash drive will remain in the lab between classes.

- Orient the flash drive as pictured below



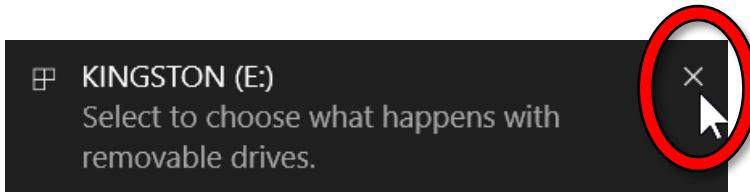
- Notice that there is a **slide mechanism** on the side to retract the USB connector into the body of the drive. **Slide** this all the way to the **right** to **expose the connector**.
- Locate the USB ports on the monitor. The connector will slide into the port only one way with your **name label facing toward you** and right-side up.



- Fit the connector into the port and **push** it in gently.
- At this point, you may get a notice that the computer is installing a device driver – **wait** until the message disappears.



6. A notification may appear in the bottom-right corner of the screen, asking what you want to do with the flash drive. **Close** it by **pointing** to it and clicking its **Close** button.

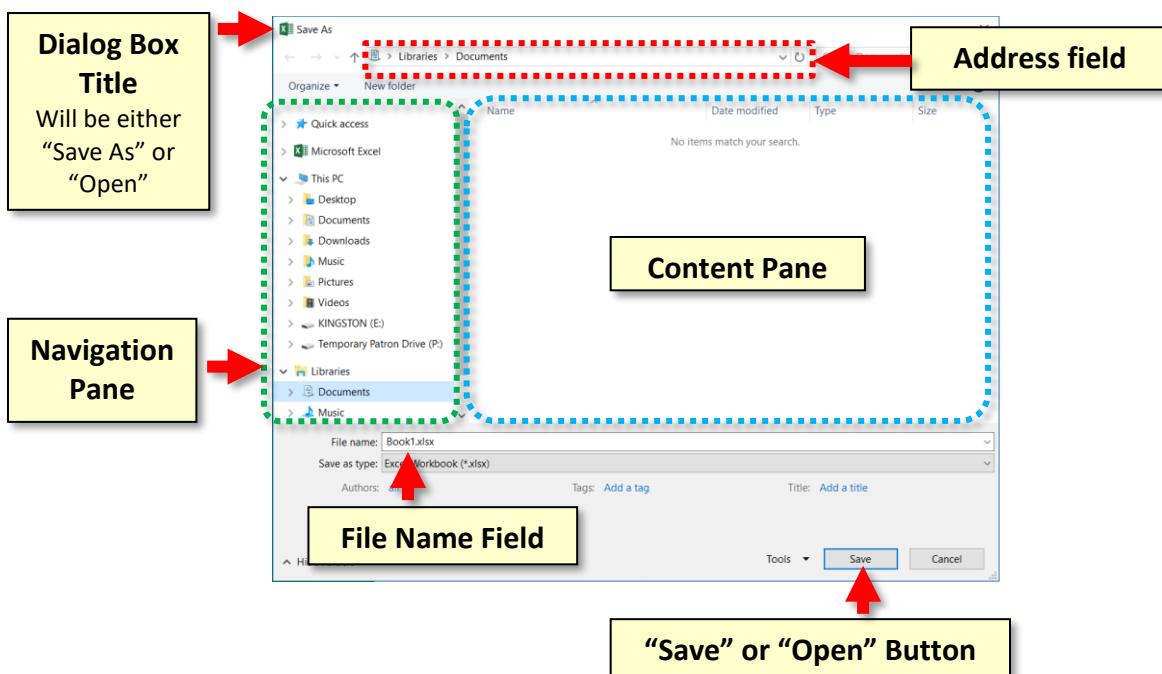


7. You are now ready to begin saving your file.

## Saving the File

**Switch to Excel**

1. **Click** the **File** tab.
2. **Click** the **Save As** button. (We use *Save As* instead of *Save* the **first** time we save a file or whenever we want to save an existing file under a different name or change where we save the file.)
3. **Click** **Browse**.
4. **Notice** that a smaller window appears in front of our work. This small window is called a **dialog box**. Because the computer needs to know more than just “OK, save,” the dialog box is where we tell it how we want to save our work.



5. When it comes to saving, there are two important things to *identify* for the computer:

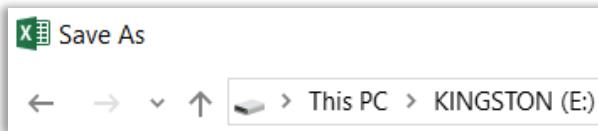
1. The **location** where the file is going to be saved to.

2. What **name** you want to give the file.
6. The **location** where it will be saved is displayed for us in the **Address field**. In this case, **note** that the **Documents directory** is the **default** save location, but we want to save our file to the **flash** drive.
7. **Notice** other available folders and devices can be seen in the **left pane**, called the **navigation pane**. If we wanted to save to one of these alternate locations, we would have to click on it.
8. **Find** the location labeled **Kingston (E:)** and **click** on it. Kingston is the name of the company that created our flash drive.

**Note:** If you are taking this class from home and do not have a flash drive, use “Documents” as the location to save your files.

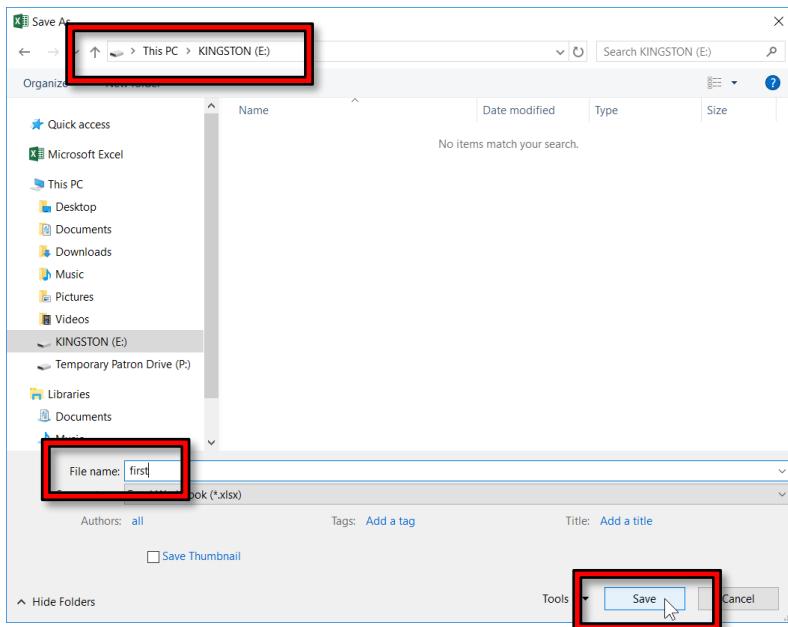


9. Your address field should now read **Computer > Kingston E:).**



10. Now we need to name our file. **Notice** that the file name field is located towards the bottom of the dialogue box.
11. **Click** in the File Name box and the words will be highlighted. Then **enter** the word **first** to name your file ‘first’.

12. Once we have given the computer a **file name** and a **save location**, we are ready to save. At this point, your Save As dialog box should look like the image below. To save, you will **click** the **Save** button.



13. Your Excel window will still be open but **notice** the title bar will now show the file name **first.xlsx**.

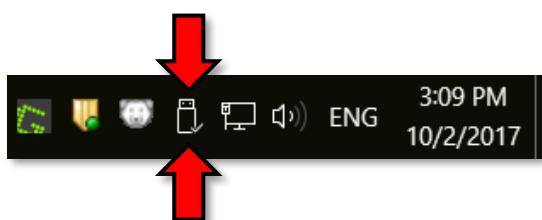


## Safe Removal of a USB Device

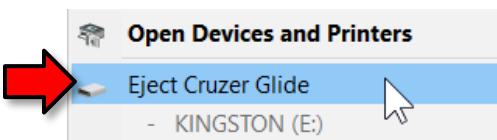
Before we learn more about creating and saving files, we are going to learn how to safely remove our flash drive. You should never just pull it out because, if the computer is in the middle of writing information to the file, it could corrupt it and make it unreadable!

Show Slides 11-13

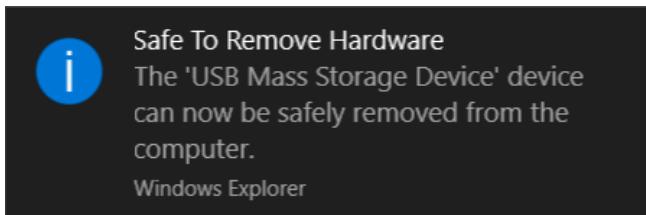
1. First, and MOST important, be sure to **close** any and all windows that you might have open. **Check** your **taskbar** for “lit up” buttons very carefully.
2. When you first insert an USB device, an **icon** resembling the one circled in the picture below appears in the notification area. This icon will aid in the safe removal of your flash drive from the computer.
3. **Find** the icon with the help of your ScreenTips. The ScreenTip will say “**Safely Remove Hardware and Eject Media**”.



4. Once you **locate** the correct icon, **click** on it.
5. When you do, a menu will appear. **Click** on **Eject Cruzer Glide**. This is the brand name of our flash drives.



6. On most computers, you will then see a **confirmation message** that the drive is safe to physically remove from the computer. However, the computers in the lab do not display this message.



7. Occasionally you might **forget** to close your windows before clicking on the Safely Remove Hardware icon. In that case a dialog box will appear, saying that the drive cannot be safely ejected because it is in use. It prompts you to close all your windows and then try ejecting again.



8. **Be aware** that performing the safely remove step removes the USB device virtually from the computer. In order to use the drive again however, it must also be physically removed from the port and re-inserted. **Remove** your drive from the computer.

## Creating a Simple Budget Spreadsheet

[Switch to Excel](#)**Teacher's note:**

The file we create will be saved to the flash drive and named **My Budget**. It is always saved no matter when it gets closed.



We are going to explore the functionality of Excel by creating a budget for household expenses.

1. **Open** Excel.
2. **Insert** your flash drive. We will save this file at the end of class.

### Merge and Center Cells

We are going to put a title for our worksheet in row 1 and we want it to be centered over three columns.

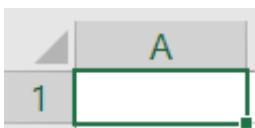
1. **Click** cell **A1** and **take note** of the appearance of the **buttons** on the **Formula Bar**. Two of them dimmed, indicating they are unavailable.



2. **Note** also the cell address in the **Name Box**.



3. **Note** the **dark green border** around cell **A1**. This means the cell is **selected** and ready to accept data.



4. **Type** **Monthly Budget**.
5. **Note** how all three buttons on the Formula Bar are now available.

**X Cancel**

Returns the cell content to its previous state.

**✓ Enter**

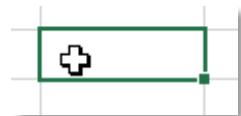
**Commits** the changes that were made to the cell. There are many ways to commit changes to a cell, but this button is **guaranteed** to work all the time, no matter what situation you are in.

**fx Insert Function**

Inserts a function into the cell.

6. After typing, **commit** your content by **clicking** the **check mark** on the **formula bar**.

7. Select cells A1 to C1 by clicking inside the first cell, making sure your mouse pointer is a white box cross (the selection tool) and holding the left mouse button down and dragging across to the last cell of the selection area.
8. On the Home tab, in the Alignment group, click the Merge & Center button. (See Figure 1 on Handout 3)
9. Click in a clear cell to deselect the cells.



## Enter Data and Navigate Between Cells

We will be typing content into cells and using two methods to move to adjacent cells.

1. Click in cell A2. Type Item, and tap the Tab key to move to cell B2.
2. In cell B2, type Amount and tap the Tab key to move to cell C2.
3. In cell C2, type Comments.
4. Move to a different cell to commit the content in C2 or, better yet, commit with the check mark.

## Format Cells

Formatting can be applied to several cells at one time and can make the cells stand out from the rest of the cells in the worksheet.

1. Select the A2 through C2 cell range by clicking cell A2, making sure the cursor is the selection tool, and dragging across to cell C2. The selected cells should be highlighted - although the first cell will not be so. Note the dark black border around the selected cells.
2. On the Home tab in the Font group, click the Bold button.
3. Change the font size to 12.
4. Find the Fill Color button in the Font group and click the list arrow. Select a light color from the color choices.
5. Click in a clear cell to view the changes to this range of cells.

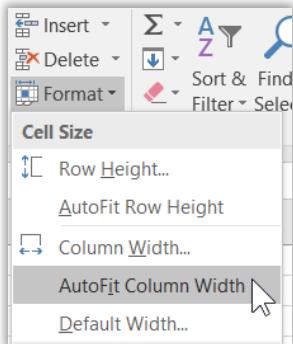
## Resize Column

Note how the word Comments doesn't seem to "fit" in the cell. To fix that, we need to widen the column.

	A	B	C	D
1	Monthly Budget			
2	Item	Amount	Comments	
2				

## Using the ribbon

1. Click on the **C** at the top of the column to select the column. This is called the **column label**.
2. On the **Home** tab in the **Cells** group, click the **Format** button. Under **Cell Size**, choose **AutoFit Column Width**.



**Note:** If you add an even longer word to one of the cells in that column at a later point, the column must be resized again.



3. Click in a **clear cell** to deselect the column.
4. Notice the word **Comments** now “fits” in the C Column.

	A	B	C	D
1	Monthly Budget			
2	Item	Amount	Comments	

## Double-click Method

Another way to resize a column is by **double-clicking** on the **divider line** on the column label.

1. Click the **Undo** button on the **Quick Access Toolbar** (see Handout 1, Fig 1) to undo our last operation. Notice how clicking the Undo button changes the column width back to the way it was before.
2. Point the cursor to the **dividing line** between the **column C label** and the **column D label**.
3. Notice how the pointer turns into an **arrow pointing left and right**.



4. Keeping the cursor in that location, **double-click** to resize the column.

## Enter More Data and Resize Columns

- Using **Figure 2** on **Handout 3**, **type** in the row headings, Rent, Utilities, etc. **Use** the **Enter** key to move to the cell below.

**See Handout 3, Fig. 2**



A	Monthly Budget		
1			
2	Item	Amount	Comments
3	Rent	800	June 1st this goes to \$825
4	Utilities	40	Look into new windows
5	Transportation	50	
6	Food	150	
7	Medical	25	
8	Clothing	75	
9	Leisure	100	
10	Miscellaneous	100	
11	TOTAL		
12			
13	INCOME	2500	
14	EXPENCES		
15	VACATION CLUB		
16	SAVINGS		

### Teacher's note:

For the spellcheck section:



- Spell at least one of the row headers wrong.
- Spell at least one of the all-caps headers wrong.

- Attempt** to resize Column A using the point and double-click method. **NOTE:** This method will not work if you are still in edit mode in **A16** cell.
- Type** the numbers into the cells in Column B using the **Enter** key to commit your changes and move to the next cell.

### Teacher's note:

Encourage students to use the number pad on their keyboard for number entry.



- Click** into **C3** and **type** June 1<sup>st</sup> this goes to \$825.
- Click** into **C4** and **type** Look into new windows.
- Resize column C** using whichever method you prefer. Make sure you **commit** the content in **C4** before you resize the column. You cannot resize a column while a cell is in edit mode.
- We meant to type "May 1st" into cell **C3**. Let's edit the text in that cell.
  - Click** on cell **C3** to select it.
  - Click** in the **formula bar**. **Note that** the formula bar populates with the contents of the selected cell.
  - Change** "June" to "May".
  - Commit** with the check mark.

## Apply Currency Style Formatting

Since we are doing a budget, it would be nice to have the numbers in column B display in currency style rather than just plain numbers. To do this:

1. **Select** column **B** by **clicking** on the letter **B** at the top of the column.
2. On the **Home** tab in the **Number** group, **click** the **Accounting Number Format** button. 
3. **Notice** how all of the numbers now have dollar signs and two decimal places.
4. **Click** into cell **B3** and **observe** the formula bar. **Notice** how the formula bar still says “800” (it doesn’t have a dollar sign or decimal places). That’s because the formula bar shows what’s actually inside of a cell. In our case, this cell contains a plain old number. But we are telling Excel to display this number in our spreadsheet as currency.

**Note:** When adding new numbers to a column formatted in this currency style, if the number includes dollars as well as cents, a decimal will have to be typed. For example, typing “200.5” yields “\$200.50”.



## Enter a Simple Formula

Next, we are going to examine several different ways to add the values in cells **B3** through **B10**.

1. To let Excel know that you are going to enter a formula, always start your formula with an equal = sign. **Click** into **B11** and **type** an = sign.
2. Now, **click** into cell **B3**. **Notice** how the cell name (**B3**) appears in **B11** as if it was typed in and also a color border is now around cell **B3**.

Amount	C
\$ 800.00	M
\$ 40.00	L
\$ 50.00	
\$ 150.00	
\$ 25.00	
\$ 75.00	
\$ 100.00	
\$ 100.00	
=B3	

3. Next, **type** a + (plus) sign and then **click** in cell **B4**. Continue to **type** the + signs and **click** into the cells, which will add the value that is in that cell, until you **click** into the last cell, **B10**. Do not type the + sign after clicking in **B10**.

	A	B	C	D
1		Monthly Budget		
2	Item	Amount	Comments	
3	Rent	\$ 800.00	May 1st this goes to \$825	
4	Utilities	\$ 40.00	Look into new windows	
5	Transportation	\$ 50.00		
6	Food	\$ 150.00		
7	Medical	\$ 25.00		
8	Clothing	\$ 75.00		
9	Leisure	\$ 100.00		
10	Miscellaneous	\$ 100.00		
11	TOTAL	=B3+B4+B5+B6+B7+B8+B9+B10		
12				

4. **Check** your formula for accuracy using **Figure 4 on Handout 1**. The formula should be:

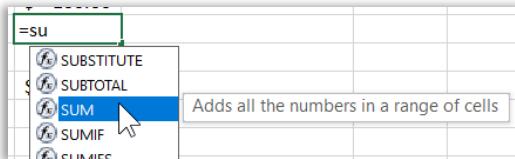
=B3+B4+B5+B6+B7+B8+B9+B10

5. **Click** the **check mark** on the formula bar to **see** the **result**, which should be \$1340.00.

## Use a Function

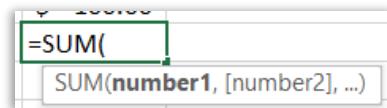
We are going to use a different method this time to add up the values in **B3** through **B10**. We are going to use a **function**, which in Excel is basically a pre-defined formula. The function name tells Excel what to execute. In this case, we're going to use a function called **SUM**.

1. **Click** the **Undo button** on the **Quick Access Toolbar**. **Watch** what happens to cell **B11**. The formula has disappeared, so we can start again.
2. **Type** an = sign into cell **B11**. This lets Excel know that you are going to use a function, just as when you are typing a formula.
3. Next, **type SUM**. As you type, **note** that a **dropdown** list appears with suggestions for which function you might like to use.



- a. **Clicking once** will display a description of the function.
- b. **Double-clicking** will add the function to the formula in the cell.

4. Double-click the **SUM** entry.
  - a. Note how an open parenthesis is added to the formula, which marks the beginning of the function.
  - b. Also note the ScreenTip that shows the function's **syntax**. This tells you what kind of values the function expects to receive.
5. We are going to pass a **range of cells** into the function.
  - a. Click into the first cell in the range, which is **B3**.
  - b. Type a colon.
  - c. Click into the last cell in the range, which is **B10**.
  - d. Commit the formula by clicking the check mark in the formula bar.
6. Check your formula for accuracy – it should be **=SUM(B3:B10)**.



## Use the Mouse to Express a Range of Cells

1. Clear the formula by clicking the Undo button.
2. Click into cell **B11**.
3. Type in **=SUM**, and double-click on the **SUM** dropdown entry.
4. Click and drag from cell **B3** to **B10**.
5. Check your formula for accuracy – it should be **=SUM(B3:B10)**.
6. Click the check mark on the formula bar. This will insert the end parenthesis and commit the formula.

## AutoSum

AutoSum is a two-part button in the Editing group on the Home tab. It looks like the Greek letter Sigma. It is a shortcut to the **SUM** function and does not require entering an = sign in the cell first.



The button has a list arrow with other functions and can be used to perform calculations quickly on a contiguous set of numbers. The AutoSum button will give you all the components of a sum formula except for the range of cells.

1. Click in **B11** and tap the **Delete** key. Pressing this key clears the contents of the selected cell.
2. On the **Home** tab in the **Editing** group, click the **AutoSum** button (not the list arrow).
3. Note the selection of cells denoted by the “marching ants” and the formula that has been entered into **B11**.
4. If the formula is correct, click the check mark on the formula bar.

## Add Data to a Formatted Column

1. Now that we know our expenses add up to \$1340.00, **type** the **numbers only** into cell **B14**. **Do not type the \$ sign or the decimal places.**
2. **Click** the check mark on the formula bar to commit the content.
3. **Note** that the number we typed adopted the same currency formatting as the rest of the column.

## Spell Check

The Spell Check function checks your worksheet for misspelled words and corrects them.

**Note** that, unlike Microsoft Word and PowerPoint, Excel does NOT underline misspelled words in red.

1. **Click** the **Review** tab. In the **Proofing** group, **click Spelling**.
2. A box will appear asking if you want to continue to check spelling from the beginning of the sheet (Excel starts the spell check from the selected cell). **Answer** yes.
3. **Respond** to any prompts you might get about misspelled words. You can either accept spelling suggestions or ignore them.
4. We typed some words in all capital letters. If any of those words were misspelled, spell check would not catch them as by default words in all caps will not be spell-checked.
5. **Note** that this technique ONLY spellchecks the **active** worksheet. To spellcheck **all** worksheets, right-click on a worksheet tab, select “Select All”, and then click the Spelling button in the ribbon.

**Tip:** You can tell Excel to spellcheck words that are in uppercase by going to the File tab and clicking Options. Then, navigate to the “Proofing” section and deselect the appropriate checkbox.



## Enhancing the Budget Spreadsheet

Our budget spreadsheet is a little too basic at this point to be really useful so we will continue building it so that it works a little harder for us.

**Insert** your flash drive and **open** **My Budget.xlsx**.

**Teacher's note:**  
Concepts included on Exercise 1 conclude on pg. 31-  
**Trace Errors**



### Cell Referencing

A cell reference refers to the location or address of a cell. It tells Excel to make use of the value that is inside of the cell that's being referenced. Cell references are used in formulas, functions, charts, and other Excel commands. When a cell reference is used in a formula or function, whenever that cell is updated, the result of the formula or function will update as well.

You can enter a cell reference into a formula by typing in the reference or **preferably**, by clicking into the cell you want to reference. This is preferable because the goal is to eliminate typing as much as possible since it is more prone to human error.

It is very important to use precision when cell referencing. If the “wrong” cell is referenced, as long as you have not yet typed an operator or committed the reference, you can fix it by clicking into the correct cell. Otherwise, corrections should be made by editing in the formula bar.

We are going to use cell referencing to correct a weakness in our spreadsheet.

1. **Click** into cell **B14**.
2. **Look** in the formula bar to see that the number displayed is simply **hard coded data**. We based that data entry on the sum of the Amount column that is displayed in **B11**. This was not a good strategy because **consider** what would happen if one of the amounts in column B changed. Let's try it.
3. In cell **B9**, **type 200** and **click** the **check mark** on the formula bar.
4. **Notice** what happened to the total in **B11**. It updated accordingly. But what about our expenses amount in **B14**?

	A	B	
1		Monthly Budget	
2	<b>Item</b>	<b>Amount</b>	<b>Comments</b>
3	Rent	\$ 800.00	May 1st
4	Utilities	\$ 40.00	Look in B11
5	Transportation	\$ 50.00	
6	Food	\$ 150.00	
7	Medical	\$ 25.00	
8	Clothing	\$ 75.00	
9	Leisure	\$ 200.00	
10	Miscellaneous	\$ 100.00	
11	TOTAL	\$1,440.00	
12			
13	INCOME	\$2,500.00	
14	EXPENSES	\$1,340.00	
15	VACATION CLUB		
16	SAVINGS		

5. Using a **cell reference** in cell B14 instead of typing in a value will force the value of this cell to be recalculated whenever any of the referenced cells are changed.
- Click in the cell **B14** (no need to delete its contents)
  - Type a “=”.
  - Click on cell **B11**.
  - Click the check mark on the formula bar.

## Adding Columns

As we think about our spreadsheet design, it is easy to see how we could make the spreadsheet work a little harder for us. In the first place, the Amount column could represent what we anticipate will be our expenses during any given month. Some expenses will not change but others such as utilities and food could vary from month to month. Second, if we add a column where we record our actual expenses as the bills come in during the month, we could see how those amounts compare to what we budgeted for them.

- Change the label in cell **B2** from “Amount” to “Budget”.
- Add a column between **column B** (Budget) and **column C** (Comments):
  - Select the column to the **right** of where you want the new column to insert by pointing to the column label (A, B, C, e.g.) and clicking on it. In this case, click on C.
  - On the **Home** tab in the **Cells** group, click on the **Insert** button (not on the list arrow).
- Type **Actual** into cell **C2**.
- Add another column called **Difference** between column C (Actual) and column D (Comments). Adjust the column width so the word “Difference” fits inside of the column.
- Using **Figure 3 on Handout 3**, type in the **numbers** in cells **C3** to **C10** (do not enter the dollar signs).

See Handout 3, Fig. 3



### How did Excel know to format the numbers in the new column as currency?

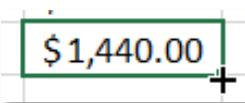
When a new column is inserted, it applies the formatting style of the column to the **left** to the new column. In our case, it applied the formatting style of column B (currency) **to the new column**.

## Copy a Formula from One Cell to Another

We have a formula in cell **B11** that adds the numbers in the cells directly above it. We can **copy** that formula to the C column (cell **C11**) rather than create the formula from scratch. This is accomplished using the **Fill Handle** tool.

This tool **is not** the same as “copy and paste”. It copies the *formula*, but **adjusts the cell references** inside of the formula so that they are relative to the original formula. For example, the formula **=A1+B1** would change to **=B1+C1** when filled to the right.

1. **Click** in cell **B11**. **Take note** that the formula bar reads **=SUM(B3:B10)**.
2. **Note** the lower right corner of cell **B11**. There is a small black square. That is the **fill handle**.
3. **Point** your mouse at the fill handle until the cursor changes to a **black cross**.



**See Handout 2**

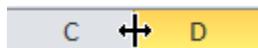


4. To **copy** the formula in **B11** to **C11**, **maintain** the black cross cursor shape as you **left click** the mouse and, keeping the mouse button held down, **drag** to **C11**. Then **let go** of the mouse.
5. **Click** into **C11** and **note** that in the formula bar the cell range has been changed to **C3:C10**.

### What the ###?

Sometimes when working with numbers and formulas, the column might be too narrow to display the value of one or more cells. In these cases, you'll see **#####** in the cell instead of the expected value. Let's recreate that scenario, and see how to quickly resolve the issue.

1. **Point** the cursor to the **dividing line** between the **column C label** and the **column D label**.



2. Keeping the cursor in that location, **left-click** and hold, then **drag** to the left to make **column C** about half as wide as it was. **Release** the mouse button to **resize** the column.



3. Notice that the cell values in **column C** have changed from numbers to hash marks.
4. Now **click** into one of the cells in **column C** that now display as **###**. Look in the **Formula Bar** and notice that the value is still what you entered previously.
5. **Resize** column C again using any method, such as **double-click**, **Autofit**, or **click-and-drag**. Once the column is wide enough, you'll see the values display properly again.

### Enter a New Formula and Copy to Other Cells

Using cell referencing, we are going to enter a formula in **D3** to show the difference between what was budgeted for Rent and what our actual expense was. Try to imagine what the formula should be. If you're not sure, consult Figure 4 on Handout 1. After that, we will “fill” the formula down to Row 10.

1. In cell **D3** **enter** **=B3-C3**. **Remember** to use cell referencing (clicking into a cell) instead of typing the cell names. The minus (-) operator will need to be typed.

2. Find the **Fill Handle** (little black square) in **D3**, and using the **Fill pointer** (black cross) **fill** the formula from **D3** down to **D10**.
3. Using the same method, **fill** the formula in **C11** to **D11**.

**Teacher's note:**

There is a reason we are filling horizontally from C11 instead of vertically from D10. It is for the **Trace Error** section. When populated in this way, D11 does not get a Trace Error like B11 and C11 do, at which point we tell students to always double check their formulas by hand.



	A	B	C	D	E
1	Monthly Budget				
2	Item	Budget	Actual	Difference	Comments
3	Rent	\$ 800.00	\$ 800.00	\$ -	May 1st this goes to \$825
4	Utilities	\$ 40.00	\$ 50.00	\$ (10.00)	Look into new windows
5	Transportation	\$ 50.00	\$ 60.00	\$ (10.00)	
6	Food	\$ 150.00	\$ 195.00	\$ (45.00)	
7	Medical	\$ 25.00	\$ 25.00	\$ -	
8	Clothing	\$ 75.00	\$ 50.00	\$ 25.00	
9	Leisure	\$ 200.00	\$ 130.00	\$ 70.00	
10	Miscellaneous	\$ 100.00	\$ 20.00	\$ 80.00	
11	TOTAL	\$1,440.00	\$1,330.00	\$ 110.00	
12					
13	INCOME	\$2,500.00			
14	EXPENCES	\$1,440.00			
15	VACATION CLUB				
16	SAVINGS				

## Formulas View

When designing a spreadsheet it is important to double-check yourself to make sure all your formulas make sense. In the view of the spreadsheet we have been using (normal view), it is impossible to tell which cells have formulas in them, unless each cell is clicked. The solution to that is the handy formulas view.

1. To get to the formulas view, **hold down** the **Ctrl** key, and **tap** the **~** (tilde) key. The tilde key is directly below the **Esc** key.
2. **Note** that cells containing formulas and cell references can be clearly seen. Like opening the hood of your car, it's showing us what's actually inside of each cell.

	A	B	C	D	E
1	Monthly Budget				
2	Item	Budget	Actual	Difference	Comments
3	Rent	800	800	=B3-C3	May 1st this goes to \$825
4	Utilities	40	50	=B4-C4	Look into new windows
5	Transportation	50	60	=B5-C5	
6	Food	150	195	=B6-C6	
7	Medical	25	25	=B7-C7	
8	Clothing	75	50	=B8-C8	
9	Leisure	200	130	=B9-C9	
10	Miscellaneous	100	20	=B10-C10	
11	TOTAL	=SUM(B3:B10)	=SUM(C3:C10)	=SUM(D3:D10)	
12					
13	INCOME	2500			
14	EXPENCES	=B11			
15	VACATION CLUB				
16	SAVINGS				

3. Everything seems to make sense except that our Expenses amount in **B14** no longer represents what our items *actually* cost. The **B14** cell references the amount we *budgeted* for our items. **Change** the cell reference in **B14** so it will update when cell **C11** updates.
4. To get back to the normal view, **repeat** the key combination.

## Adding Rows

We are going to add a couple of more categories of expenses, so we need more rows. To **insert** a row, you must first **select** the row which is positioned **beneath** where you want the new row to go.

1. Let's insert a row above **row 11** (TOTAL row).
  - a. **Point** to the **row label** (the **11**) and **click** on it. The entire row will be **selected**. **Notice** the dark black borders running all the way across the display.
  - b. **Right click** on the row label (the **11**).
  - c. **Click** on **Insert** on the menu. **Notice** what happened. All the rows dropped down to insert another blank row. The TOTAL row is now row 12.
  - d. Now, let's populate the row with data.
    - i. In cell **A11**, **type Insurance**.
    - ii. **Tab** to **B11** and **type 50**.
    - iii. **Tab** to **C11**. **Notice** how the displayed amount in cell **B12** changes because the formula in that cell updated to accommodate the addition of the new cell.
    - iv. In **C11** **type 50** and **commit** the content with the check mark. **Notice** the additional updating that occurs in **D11** and **C12**.
2. **Insert** another row above row 12.
  - a. In **A12**, **type Loans**.
  - b. **Tab** to **B12** and **type 75**.
  - c. **Tab** to **C12** and **enter 75**.
  - d. **Commit** the content with the **check mark**.
3. **Note** that the formulas in **row 13** automatically updated the range to include the 2 extra rows that were inserted.

## Moving Rows and Columns

Inserting the two new rows resulted in the Miscellaneous row ending up towards the middle of the list of expenses. Typically a miscellaneous category appears at the end of a list. We are going to move the Miscellaneous row so it is above the TOTAL row.

1. **Click** on **row 10** to select it (remember to click on the row **label**).
2. **Leaving your cursor positioned on the 10, right click** and **select** “Cut” from the menu.
3. **Select** row 13 (TOTAL).
4. **Right click** and **select** “Insert Cut Cells”.

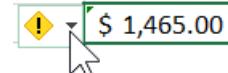


### Why not use the “Paste” option to insert the cut cells?

Pasting our cut row would not insert a new row. It would **replace the contents** of the row we pasted into.

## Trace Errors

We have encountered **Trace Errors** after moving our Miscellaneous row above the Total row. Trace errors are called out by **green triangles** in the cells containing errors. It is important to investigate any trace errors that appear.

1. **Click** in a **clear cell**.
  2. **Notice** the **green triangles** in cells **B13** and **C13**. These triangles alert us to an error in the formula.
- |    |               |             |             |          |  |  |
|----|---------------|-------------|-------------|----------|--|--|
|    |               |             |             |          |  |  |
| 11 | Loans         |             |             |          |  |  |
| 12 | Miscellaneous | \$ 100.00   | \$ 20.00    | \$ 80.00 |  |  |
| 13 | TOTAL         | \$ 1,465.00 | \$ 1,435.00 | \$ 30.00 |  |  |
| 14 |               |             |             |          |  |  |
3. **Click** in one of these cells. **Notice** how a **Trace Error** button appears.
- 
4. **Click** in **B13** and **look** in the formula bar. **Note** how the formula does not include all 12 rows it previously included. Apparently, Excel does not automatically assume we want the row we **moved** to be included in the formula any longer, so we have to tell Excel to do so.
  5. To correct an error in a cell, **click** in the cell and, to get options, **click** the **Trace Error** button.
  6. The options list is telling us the **Formula Omits Adjacent Cells**. To make the formula include the moved row, we have to **select** **Update Formula to Include Cells**.
  7. **Correct** the error in **C13**.
  8. Finally, **note** how cell **D13** does not have a green triangle. **Click** in the cell and **check** if the formula is correct. It is not. Absent the **Trace Error button**, how would you update the formula to include the additional rows? Ans: Fill the formula again from **C13** to **D13**.

12	Miscellaneous	\$ 100.00	\$ 20.00	\$ 80.00
13	TOTAL	\$ 1,565.00	\$ 1,455.00	\$ 110.00
14				

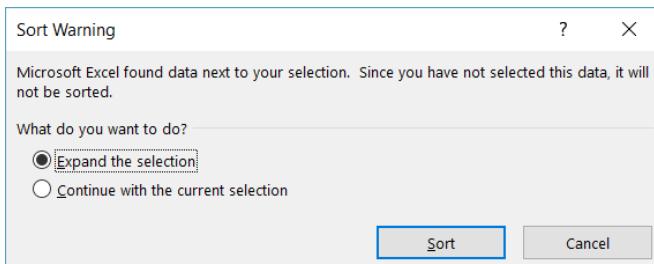


End of Session 1

## Sorting Data

We'd like to organize our spreadsheet so that our **Items** appear in alphabetical order, with the exception of Miscellaneous, which should appear last. To do this we can employ the **Sort** functionality.

1. **Select** cells **A3** through **A11**.
2. On the **Home** tab **look** in the **Editing** group and **click Sort & Filter**. **Choose** the **A to Z** sort option.
3. A **Sort Warning** dialogue box appears.



- a. Microsoft Excel is smart enough to realize that data exists in adjacent cells and is asking if you want it included in your sort.
- b. In this instance, neither option in the sort warning box will give us the results we seek. Let's try each of them.
4. **Choose Continue with the current selection** and **click** the **Sort** button. **Note** this results in only the item names being sorted leaving the rest of the data in place. The results show our clothing budget to be \$800 and our rent only \$200. This won't do. **Click Undo**.
5. **Click Sort & Filter** again and **select** Sort A-Z. **Choose Expand the selection**. **Note** that Excel correctly identified that columns B (Budget) through E (Comments) should be included (the amounts are correctly aligned with the items). However, it also extended the sort **vertically**, including row 12 (Miscellaneous) and row 13 (Total) in the sort. This is not what we wanted either. **Click Undo**.



### Why did cells A3:E13 become selected when we clicked Undo?

This is what Excel expanded our selection to when we selected "Expand the selection".

6. The lesson learned from this is that when you perform a sort, it is best to **select the specific cells you want included in the sort**.
7. Select cells **A3** through **E11**.

#### **Teacher's note:**

Make sure students are selecting the CELLS. They should NOT be selecting ROWS 3-11 using the row labels. Selecting rows can cause problems under certain circumstances. Specifically: The Custom Sort dialog box will not detect the column headings when we have them sort by Actual.



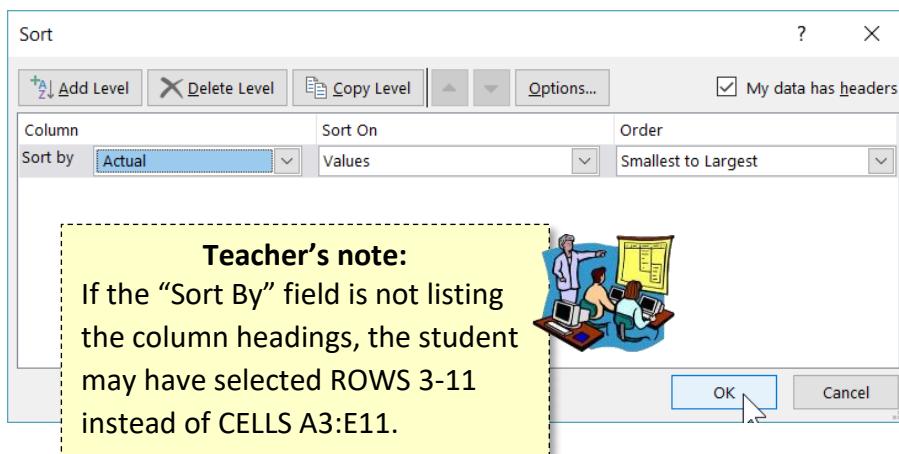
8. **Click Sort and Filter** and then **Sort A to Z** (no dialog box appears because we are being more specific about what we want to sort).

	A	B	C	D	E
1	Monthly Budget				
2	Item	Budget	Actual	Difference	Comments
3	Clothing	\$ 75.00	\$ 50.00	\$ 25.00	
4	Food	\$ 150.00	\$ 195.00	\$ (45.00)	
5	Insurance	\$ 50.00	\$ 50.00	\$ -	
6	Leisure	\$ 200.00	\$ 130.00	\$ 70.00	
7	Loans	\$ 75.00	\$ 75.00	\$ -	
8	Medical	\$ 25.00	\$ 25.00	\$ -	
9	Rent	\$ 800.00	\$ 800.00	\$ -	May 1st this goes to \$825
10	Transportation	\$ 50.00	\$ 60.00	\$ (10.00)	
11	Utilities	\$ 40.00	\$ 50.00	\$ (10.00)	Look into new windows
12	Miscellaneous	\$ 100.00	\$ 20.00	\$ 80.00	
13	TOTAL	\$1,565.00	\$1,455.00	\$ 110.00	
14					
15	INCOME	\$2,500.00			
16	EXPENCES	\$1,455.00			
17	VACATION CLUB				
18	SAVINGS				

## Custom Sort

Although we like the result of our categories of expense organized into alphabetical order, we are going to perform another sort that will order our results by the actual money spent on each item, remembering that the Miscellaneous category should remain last.

1. **Reselect** cells **A3:E11** if they are no longer selected.
2. On the **Home** tab **go** to the **Editing** group and **click Sort & Filter**. **Choose Custom Sort**.
3. In the Sort dialogue box, in the **Column Sort by** field, **use** the list arrow to **select** our column labeled **Actual**. The **Sort On** field should be **Values** and the **Order** field should be **Smallest to Largest**. **Click OK**.



4. **Note** that our items are no longer in alphabetical order and that our actual expenses column has figures from \$25 through \$800. We are able to note that we spent the same amount (\$50) on three separate items.

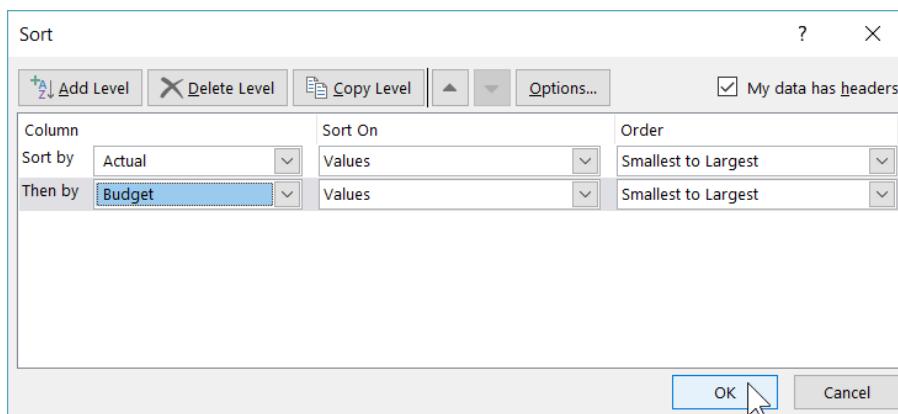
## Add a Sort Level

What if you are sorting a list that has two identical values? How do you determine their order? The answer is that you would sort those identical values by another field.

For example, say you are sorting a list of names. First, you would sort by **last name**. Then, if two people have the same last name, you would sort by **first name**.

We are going to do something similar to our list of expense items. We will add a **second sort level** for when the **actual** amounts are equal (for example, Clothing, Insurance, and Utilities are all \$50). This second sort level will sort by the **Budget** column.

1. **Reselect** cells **A3:E11** if they are no longer selected.
2. **Click** Sort & Filter again and **select Custom Sort**. Our recent sort is still listed.
3. **Click Add Level** and then **enter** the second sort criteria:
  - a. Column: Budget
  - b. Sort On: Values
  - c. Order: Smallest to Largest.
  - d. **Click** OK.



4. **Note** that the second sort did not order all the budgeted item amounts from lowest to highest but rather a **subset** of the budgeted item amounts, the ones that we spent \$50 on.
5. Although informative, we'd like to see our report display a consistent order from month to month. Since the amount spent will vary from month to month, let's undo the custom sorts. **Click** the **list arrow** next to the **Undo** button and **undo** the last **two** sorts.

### Teacher's note:

Make sure each student's list is sorted **alphabetically** after clicking Undo twice!



## Using a formula to calculate our Savings

1. We have a goal to save \$1500 for our vacation. Our Vacation Club takes equal amounts for 10 months before returning it all with interest. **Enter 150** into cell **B17**.
2. To find our Savings we need a formula that will total up the Vacation Club and the Expenses and then subtract that total from the Income. We're not going to use a built-in formula to do this. Instead, we're going to make our own.
3. In cell **B18**, **using cell referencing**, **enter** the formula **=B15-B16-B17** which gives us the amount remaining for savings.
4. **Click** the check mark on the formula bar to see the result. (\$895.00).

## Precedence of Operations

It's important to note that a formula in Excel is not always evaluated left to right, like you might think. Certain operators are evaluated before others, which changes the formula's result.

Mention Handout 4



Show Slide 14



For example, you might think the formula to the right equals 21. Reading left to right,  $5 + 2 = 7$ , and  $7 * 3 = 21$ . But that is **incorrect** because we have not applied the **Precedence of Operations**.

$5 + 2 * 3 =$
$7 * 3 =$
<u>21</u>

A large red X is drawn over the result 21.

The **Precedence of Operations** would force the multiplication to be evaluated first and then the addition after that,  $2 * 3$  (6), and then add 5 to that ( $5 + 6 = 11$ ) making the correct answer **11**.

$5 + 2 * 3 =$
$5 + 6 =$
<u>11</u>

A large green checkmark is drawn over the result 11.

Evaluating certain operators before others in a mathematical expression is also called the **Order of Operations**. In the table below operators closer to the top are evaluated first.

Show Slide 15



Operator	Description
( )	Parenthesis
^	Exponents
*	Multiplication and Division
+	Addition and Subtraction



### What is an exponent?

It's when you multiply a number by itself multiple times. For example,  $5^4$  ("five to the fourth power") means "multiply 5 by itself 4 times".

$$5^4 = 5 * 5 * 5 * 5$$

Putting **parenthesis** around part of a formula forces Excel to evaluate that part first, no matter what operators it uses. In the example, we put the  $5 + 2$  in parentheses, forcing Excel to evaluate that part first.

$$\begin{aligned}(5 + 2) * 3 &= \\ 7 * 3 &= \\ \underline{\mathbf{21}}\end{aligned}$$

If two operators are on the same level in the Precedence of Operations table, then they are evaluated left to right.

$$\begin{aligned}11 - 5 + 3 &= \\ 6 + 3 &= \\ \underline{\mathbf{9}}\end{aligned}$$

You can use the phrase “Please EMy DAunt Sally” to help you remember the order (**P**arenthesis, **E**xponents, **M**multiplication, **D**ivision, **A**ddition, **S**ubtraction).

#### Other examples:

$(5 + 2) * 3$	$= 7 * 3$	$= 21$
$11 - 5 + 3$	$= 6 + 3$	$= 9$
$11 - (5 + 3)$	$= 11 - 8$	$= 3$
$11 - 5 - 3$	$= 6 - 3$	$= 3$
$3 + 15/3$	$= 3 + 5$	$= 8$
$2 * 15/3$	$= 30/3$	$= 10$
$1 + 4 ^ 2$	$= 1 + 4 * 4$	$= 1 + 16 = 17$

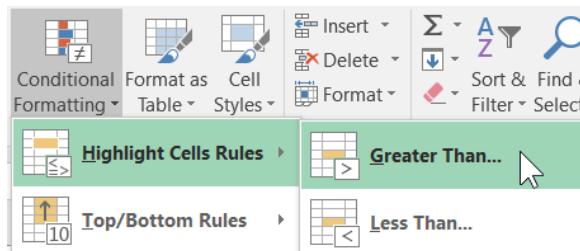
## Conditional Formatting

Formatting can be applied to specific cells you would like to draw attention to. Through the use of **conditional formatting**, the formatting can be configured to **change** when the **values** in the cells change.

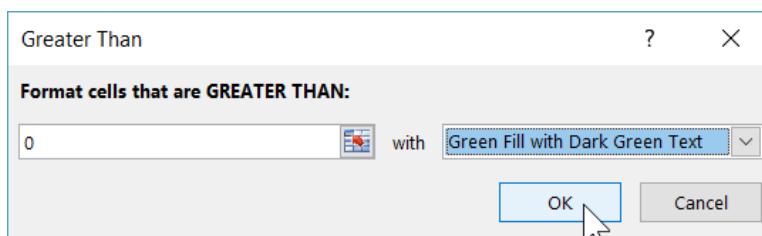
In our spreadsheet we'd like to draw attention, through the use of color formatting, to any item in the **Difference** column that represents overspending and also to items where we have underspent. We will use conditional formatting to highlight cells in **red** when our spending **exceeds** our budget and highlight cells in **green** when our spending is **less** than our budget. To do this we will be applying **two** conditional formatting **rules** to cell **D3**, which we will then be able to copy to the other cells.

1. The first rule will apply to the value in **D3** when it represents spending which is less than our budget.

- a. **Click** on cell **D3**.
- b. On the Home tab, in the **Styles** group, **click Conditional Formatting**. From the sub menus that appear, **point** to **Highlight Cells Rules** and then **click Greater Than**.



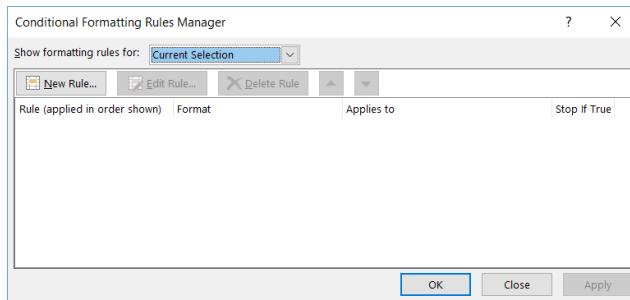
- c. In the **Greater Than** dialogue box, **enter** a **0** into the text box on the left.
- d. **Select** “Green Fill with Dark Green Text” in the dropdown list on the right.
- e. **Click OK** in the **Greater Than** dialogue box.



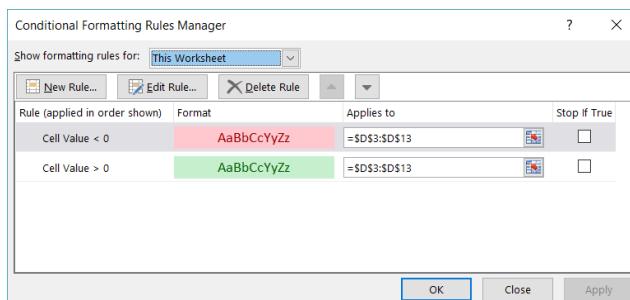
- f. **Note** that cell **D3** now has a **green fill color** because we spent less on **Clothing** than we budgeted for.

Actual	Difference	Comments
50.00	\$ 25.00	
95.00	\$ (45.00)	

2. The second rule will apply to the value in **D3** when it represents spending that **exceeds** our budget.
- Make sure** cell **D3** is still **selected**.
  - On the Home tab, in the **Styles** group, **click Conditional Formatting** again. Then, **click** on **Highlight Cell Rules** and then **Less Than**.
  - In the **Less Than** dialogue box **enter** a **0** in the text box on the left.
  - Select** “**Light Red Fill with Dark Red Text**” in the dropdown list on the right (it should already be selected).
  - Click OK** in the **Less Than** dialogue box.
3. To apply these two rules to the rest of the cells in the Difference column **use** the **Fill Handle** to copy this formula through cell **D13**.
4. Should you get unexpected results, you can view errors and manage the conditional formatting rules.
- Deselect** the cells by clicking in an empty space.
  - Click** on **Conditional Formatting** button, the **Manage Rules**.
  - Notice** how the dialog is empty. Where are our rules? The dropdown list at the top of the dialog defaults to **Current Selection**, which means that only the rules defined in the **selected** cells are displayed.



- Select** “**This Worksheet**” from the dropdown list to view all the rules defined in the worksheet.



- Click Close** to close the dialog.

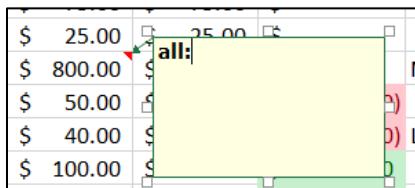
## Comments

When we created this worksheet we added a column with reminder information about certain of our budgeted items. Excel offers a better way to comment on particular sections of a worksheet that will eliminate the need for our clunky Column E.

1. Comments get inserted into **cells**, so the first step is to **decide** which cell you want your comment to refer to. The “May 1<sup>st</sup> this goes to \$825” comment refers to our budgeted amount for Rent, which will increase during the year. The comment should therefore be connected with cell **B9**.
2. **Click** in cell **B9**.
3. **Click** the **Review** tab and, in the **Comments** group, **click** on **New Comment**.



4. **Notice** how a small, yellow text box has appeared. This is where our comment will go.



5. **Also notice** how the text box is populated with the word “all” (home students will see something different).
6. Excel **automatically** populates all new comments with your **Microsoft Office user name** (defined in the settings). By default, this user name is set to the name of your **Windows profile**. So, we are seeing “all” because this is the name of the Windows profile here in the lab.



### Why does Excel add your user name to each new comment?

By adding your user name to each comment, it's easier to keep track of who made what comment when you are collaborating with multiple people on the same spreadsheet.

7. **Use** the **Backspace** key to **remove** the user name (optional).

#### **Teacher's note:**

Their insertion point is already in the comment box. They DO NOT NEED TO CLICK. If they do, then the blank line underneath “all” may not be deleted, which will cause problems when they try to resize the comment box.

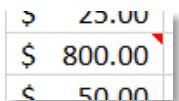


8. Type the “May 1st this goes to \$825” comment into the comment box.



9. Click into a clear cell. Note the comment box is no longer visible.

10. Note the small red triangle in the upper-right corner of cell B9. This indicates that the cell contains a comment.



11. Point to the cell and the comment will appear.

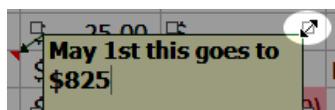
12. Point away and it is no longer visible. This is because the comment's visibility is set to “hidden”.

13. To “unhide” the comment:

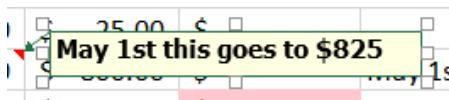
- Right-click on the cell that contains the comment (B9). You do not need to click the red triangle!
- On the context menu, click Show/Hide Comments.

14. Resize the comment so it hugs the text.

- Click on the comment to select it.
- Point to one of the white squares so you get the two-headed resize cursor.

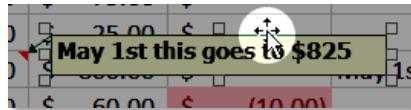


- Click and drag to resize the comment.



15. **Move** the comment so that it's **not covering up any other data**.

- Point** to an **empty part of the border** so you get the **move cursor**. **Do not point to a white circle!**



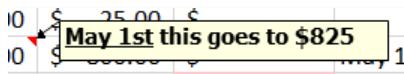
- Click and drag** to move the comment.
- Notice** the arrow that points to the cell that contains the comment. This is called the **leader line**.

16. **Follow** the instructions above to create and format a comment in **B11** that says "**Look into new windows**".

17. **Follow** the instructions above to create and format a comment in **B17** that says "**This goes to 0 in November and December**". This is to remind us that we will not be contributing any money to our Vacation Club during these months.

18. Note that it's possible to apply a limited amount of **formatting** to a comment.

- Select** the text "May 1st" inside the first comment.
- In the **Home** tab, in the **Font** group, **click** the **Underline** button.
- Click** in a clear cell to **deselect** and see the changes.



19. Finally, since we no longer need Column E, we can delete it.

- Right click** Column E's column label.
- Select Delete** from the menu.

A	B	C	D	E		
Monthly Budget						
1	Item	Budget	Actual	Difference		
2	Clothing	\$ 75.00	\$ 50.00	\$ 25.00		
3	Food	\$ 150.00	\$ 195.00	\$ (45.00)		
4	Insurance	\$ 50.00	\$ 50.00	\$ -		
5	Leisure	\$ 200.00	\$ 130.00	\$ 70.00		
6	Loans	\$ 75.00	\$ 75.00	\$ -		
7	Medical	\$ 25.00	\$ 25.00	\$ -		
8	Rent	\$ 800.00	\$ 800.00	\$ -		
9	Transportation	\$ 50.00	\$ 60.00	\$ (10.00)		
10	Utilities	\$ 40.00	\$ 50.00	\$ (10.00)		
11	Miscellaneous	\$ 100.00	\$ 20.00	\$ 80.00		
12	TOTAL	\$1,565.00	\$1,455.00	\$ 110.00		
13		<b>May 1st this goes to \$825</b>				
14		<b>Look into new windows</b>				
15	INCOME	\$2,500.00				
16	EXPENSES	\$1,455.00				
17	VACATION CLUB	\$ 150.00				
18	SAVINGS	\$ 895.00				
19		<b>This goes to 0 in November and December</b>				
20						
21						

## Managing Worksheets

Thus far we have been doing all of our work in one **worksheet** of the **workbook**, namely, Sheet 1. See the lower left portion of the Excel window; the “active” tab is Sheet 1.

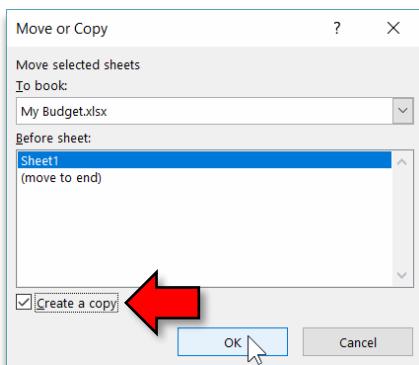
At this point, our monthly budget spreadsheet is working very well for us; so well in fact that it can be used as a model for future months. Excel makes it easy to duplicate data, formulas and formatting through the manipulation of worksheets. We are going to set this workbook up so that we can keep track of our monthly budgets going forward.

First we'll create a **template** worksheet which has all the data and formulas that our current worksheet does, except for data that will change from month to month, namely the **Actual expenses data**. The template worksheet will be copied several times and each worksheet will have the name of a different month of the year. As our bills come in, these amounts can be entered into the worksheet for each given month.

### Copying a worksheet

Follow the steps to make a copy of Sheet 1.

1. In your **My Budget.xlsx** workbook, **right click** the **Sheet 1** tab to bring up a menu.
2. **Select** “Move or Copy” from the menu.
3. **Click** in the checkbox next to “Create a Copy” and **click** OK.



4. **Note** there is now a new worksheet that is exactly the same as Sheet 1. The new worksheet's name is **Sheet 1 (2)**.

### Renaming a worksheet

The new worksheet is going to become the template on which we base future month's budget worksheets. We're going to give it a name and edit the data. The template will not contain any data in the Actual column, but it will still retain formula(s) in that column. We will use copying and renaming to set up worksheets for future months.

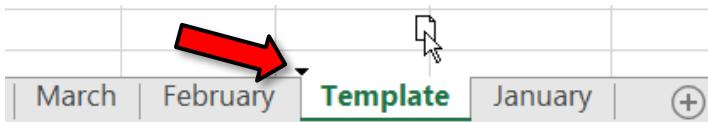
1. Let's rename "Sheet 1 (2)":
  - a. Right click the **Sheet 1 (2)** tab and click **Rename** on the menu.
  - b. The sheet tab is now in **edit mode** and you can type **Template**.
  - c. When you are done typing, tap **Enter** or click in a clear cell to get out of edit mode.
2. Switch to the Formulas view of the Template worksheet (key combination: **Ctrl** + **~**).
3. Delete the "Actual" data (not the formula, just the data). Select cells **C3:C12** and tap **Delete** on keyboard (do not use the Delete key on the Number Pad).
4. Return to the Normal view of the worksheet (key combination: **Ctrl** + **~**).
5. Rename "Sheet 1" to "January".
6. Make 2 copies of the **Template** sheet (refer back to the "Copying a worksheet" section for instructions on how to make a copy).
7. Rename "Template (2)" to "February".
8. Rename "Template (3)" to "March".



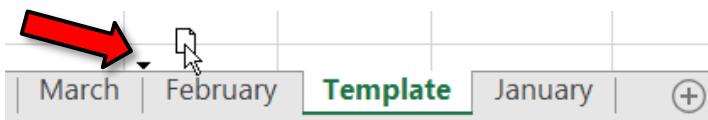
## Moving worksheets

The order of the worksheet tabs can be manipulated by dragging them into position. In our case we want to organize our worksheets from left to right starting with **Template** at the far left, then **January**, **February**, and **March**.

1. Click the **Template** worksheet tab and hold the mouse button down as you move your mouse slightly upwards. You will notice an image attaches itself to the cursor and a small black triangle appears. This triangle is the **drop point**.



2. As you move your mouse with the mouse button still held down (dragging), the **drop point** will move. When the drop point is where you want it to be, let go of the mouse and the tab will be in the new location.



3. Click and drag the sheet tabs to put them in order left to right, **Template** through **March**.



## Tab Color

Excel allows you to assign colors to the worksheet tabs. Tab colors are useful when you have many worksheets and need certain ones to stand out. Let's give our Template worksheet a color.

1. **Right click** the **Template** tab.
2. **Select Tab Color** from the context menu.
3. **Select** a color of your choice.
4. **Click** on a different tab to **deselect** the Template tab and **view** your color.



To **remove** a tab's color:

1. **Right click** the worksheet tab.
2. **Select Tab Color** from the context menu
3. **Select No Color**.

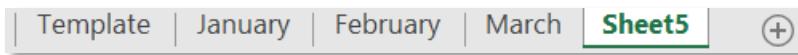
## Inserting worksheets

In preparation for the next section, we will need a new worksheet.

1. **Look** for the **New Sheet** button to the right of all the worksheet tabs.
2. **Click** the button to add a new worksheet.



3. **Notice** how it inserts the new worksheet to the **right** of the worksheet you were previously viewing.
4. **Move** the new worksheet to the end of the list.



See Handout 5



## Referencing Data on another worksheet

It is possible to have formulas on a worksheet which reference data that was entered on a different worksheet. We are going to create a new worksheet for the purpose of analyzing data that is on several other worksheets in our budget spreadsheet. In *preparation*, **use Handout 5 to enter** the amounts for the **actual expenses** in the **February** and **March** worksheets. Try using the number pad on the keyboard to enter the data.



End of Session 2

## Data Entry Tips

### Auto fill and resize multiple columns to same width

This new worksheet will reference data on each monthly budget worksheet.

1. **Rename** the new sheet **Analysis**.
2. In the **Analysis** sheet, **enter** January in cell **B1**.
3. Using the fill handle, **drag across** to **M1**. **Note** the **auto fill** feature.
4. Some of the columns need to be resized. If we use the AutoFit feature on each column, the column for September will be much wider than the column for May. We'd like all of the columns to be the same width. To do this:
  - a. **Select** columns **B:M** (place your cursor over the **B** until it turns into a downward pointing arrow, then **click and drag** to column **M** to select all columns).
  - b. **Place** the cursor over the divider between columns **J** and **K**.
  - c. **Click and drag** the divider so that column **J** is wide enough to hold the word September (approximately Width:10.00).
  - d. **Notice** how all of the highlighted columns expand to this width when you release the mouse button (right click on column and select Column Width to view column width).
5. Now, let's add some **formatting** to these column headers.
  - a. **Select** row 1.
  - b. On the **Home** tab, in the **Alignment** group, **click** the **Center** button
  - c. In the **Font** group **click** the **Bold** button.

### Copy and Paste between worksheets

1. In cell **A1**, **type** "Actual Expenses". **Resize** column A so it fits.
2. **Click** the **tab** for the January worksheet. **Select** cells **A3:A12**. **Click** the **Copy** button, which is on the Home tab in the Clipboard group (or press **Ctrl** + **C** for Copy).
3. **Click** the **tab** for the **Analysis** worksheet. **Click** into cell **A2**. **Click** the **Paste** button itself (not the list arrow) which is on the Home tab in the Clipboard group (or press **Ctrl** + **V** for Paste).

### Entering a worksheet reference

Cell references aren't limited to referencing cells in the same worksheet. They can also reference cells from **other** worksheets. We are going to use cell referencing to reference the "actual" expenses from our January, February, and March worksheets.

1. **Click** in cell **B2** and **type** an =.
2. **Click** on the **tab** for the January worksheet. **Notice** how the value in the formula bar has changed. It has started building our cross-worksheet cell reference.

3. Click into cell **C3** (actual cost of Clothing). Notice how the cell reference updated in the formula bar.
4. Click the check mark on the formula bar.
5. Note the formula bar in the **Analysis** worksheet which displays characters indicating a referenced worksheet and cell. Its **syntax** consists of the name of the worksheet ("January"), followed by an exclamation point, followed by the cell location ("C3").



6. Use the fill handle to copy the reference from cell **B2** to cell **B11**.
7. Using the same method, reference the actual cost of Clothing for Feb and fill it down:
  - a. Click in cell **C2**.
  - b. Type an =.
  - c. Click on the tab for the February worksheet.
  - d. Click into cell **C3**.
  - e. Click on the check mark.
  - f. Use the fill handle to copy the reference from cell **C2** to cell **C11**.
8. Repeat the steps to reference actual figures for March.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Actual Expenses	January	February	March	April	May	June	July	August	September	October	November	December	Monthly Average
2	Clothing	\$ 50.00	\$ 50.00	\$ 50.00										\$ 50.00
3	Food	\$ 195.00	\$ 200.00	\$ 150.00										\$ 181.67
4	Insurance	\$ 50.00	\$ 50.00	\$ 50.00										\$ 50.00
5	Leisure	\$ 130.00	\$ 100.00	\$ 150.00										\$ 126.67
6	Loans	\$ 75.00	\$ 75.00	\$ 75.00										\$ 75.00
7	Medical	\$ 25.00	\$ 20.00	\$ 50.00										\$ 31.67
8	Rent	\$ 800.00	\$ 800.00	\$ 800.00										\$ 800.00
9	Transportation	\$ 60.00	\$ 35.00	\$ 50.00										\$ 48.33
10	Utilities	\$ 50.00	\$ 50.00	\$ 75.00										\$ 58.33
11	Miscellaneous	\$ 20.00	\$ 75.00	\$ 100.00										\$ 65.00
12														
13	Monthly Total	\$ 1,455.00	\$ 1,455.00	\$ 1,550.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

### AutoSum and fill formula

1. Type **Monthly Total** into cell **A13**.
2. Use the **AutoSum** button in the Editing group on the Home tab to total the expenses for January in cell **B13**.
3. Use the fill handle to total columns C through M. Click in a clear cell.

## Line Break within a cell

- Type the word **Monthly Average** into cell **N1** and commit the content with the check mark. Do not adjust the size of the column!

	M	N	O
ber	December	onthly Average	

- Instead of making column N wider in order to fit the heading, we can make the word "Average" go on a separate line by inserting a **line break**.
- With cell **N1** selected click in the formula bar just after the letter **y**, so that the cursor is at the end of the word **Monthly**.
- Press **Alt** + **Enter** on the keyboard and commit with the check mark. Notice how "Average" is now on a second line.

	M	N	O
ber	December	Monthly Average	

## Wrapping text

There is an even easier way to accomplish this.

- Click the **Undo** button on the Quick Access Toolbar to remove the line break we just inserted.
- With cell **N1** selected click **Wrap Text** in the **Alignment** group on the **Home** tab.
- Notice how the text now fits inside the cell.

	M	N	O
ber	December	Monthly Average	

## Entering a Function – Average

- Select cell **N2**.
- Scroll to the left until you can at least see the **March** column.
- On the **Home** tab, in the **Editing** group, click on the **list arrow section** of the AutoSum button and choose **Average**. Note that, in order for Excel to auto-generate the formula, at least one of the columns that have values must be visible (January, February, or March columns).
- Check that the cell range is correct (cells **B2:M2**) and commit the formula with the check mark.
- Use the fill handle to find the average for rows 3 through 13.

6. **Notice** how cell **N12** has a strange value in it. This is because it is trying to calculate the average of an empty row.

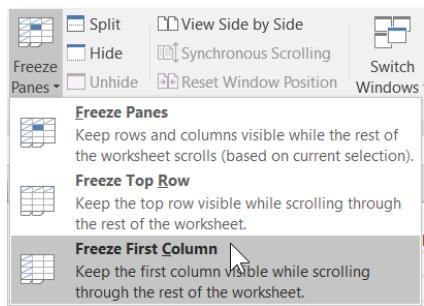
\$ 65.00
#DIV/0!
\$ 371.67

7. **Click** on cell **N12** and **tap** **Delete** to clear it.
8. **Note** that Excel has determined the average for the values in the 3 months. Let's enter a value for April. **Enter 250** in cell **E2** and **click** the check mark. **Notice** how the average is recalculated based on the addition of a fourth value.

## Freeze Panes

**Note** how, when we scroll horizontally to the right, we are no longer able to see our expense category names. There is a way to make the first column visible no matter how far to the right you scroll. It is called **freezing** a column.

1. **Scroll** all the way to the **left** so that the **Column A** is visible.
2. **Click** the **View** tab on the ribbon and in the **Window** group, **click** on **Freeze Panes**.
3. **Select** **Freeze First Column**.



4. **Note** the slightly-darker-than-normal line to the right of **Column A**.

	A	B
1	<b>Actual Expenses</b>	<b>January</b>
2	Clothing	\$ 50.00
3	Food	\$ 195.00

5. **Scroll** horizontally to the **right** and **note** **Column A** remains **visible**.

To unfreeze a column:

1. **Click** the **View** tab on the ribbon and in the **Window** group, **click** on **Freeze Panes**.
2. **Select** **Unfreeze Panes**.

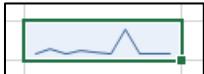
You can also freeze **multiple** rows and/or columns. Let's freeze the **top row**, as well as the **first column**.

1. First, we need to tell Excel what columns and rows we want to freeze. To do this, **select** the cell that is **one column to the right** of the column(s) you want to freeze, and **one row below** the row(s) you want to freeze.
2. Because we want to freeze the row and the first column, we will **select** **B2**.
3. **Click** the **View** tab on the ribbon and in the **Window** group, **click** on **Freeze Panes**.
4. **Select** **Freeze Panes**.

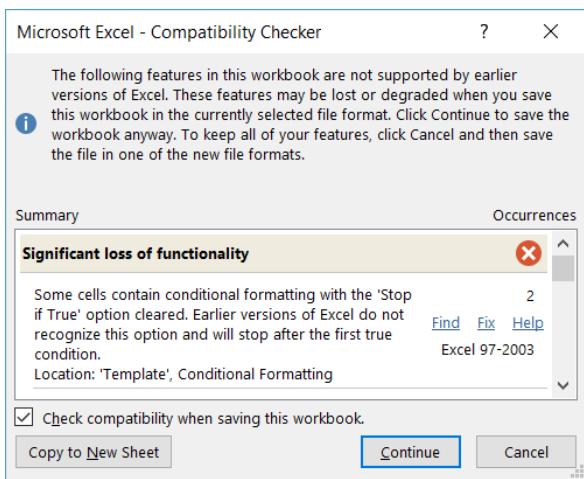
## Saving a Workbook in Different Formats

### Older Excel File Format (.xls)

**Story:** We want to send this workbook to our accountant for his review. Unfortunately he has an older version of Excel and may not be able to open this file which was created in Excel 2016 (he would need to have a compatibility pack installed). Excel 2016 provides an option to save the file in a format that can be opened by previous versions of Excel. However, this may result in some loss of formatting.

1. First we will put a little piece of functionality in place to demonstrate with:
  - a. **Click** in an **empty cell**.
  - b. On the **Insert** tab, in the **Sparklines** group, **click** the **Line** button. This is a feature that is unique to Excel 2010 and later versions. 
  - c. When prompted for the Data Range, **select** cells **B2** to **B11**.
  - d. **Click** OK.
2. **Save changes to My Budget.xlsx.**
3. To save the file in an older format, **open** the **File** tab, **click** **Save As**, then **click** **Browse**.
4. **Click** on the flash drive entry in the Navigation pane.
5. **Use** the list arrow in the **Save as type** field, **select** **Excel 97-2003 Workbook (\*.xls)**, and **click** **Save**.

6. A **Microsoft Excel Compatibility Checker** window pops up. This alerts us to the fact that some formatting may be lost when we save in an older file format. **Click Continue.** **Note** the change in file extension in the **title bar**.



7. **Note** the change in file extension in the **title bar**. The extension is “.xls” (before, it was “.xlsx”)
8. Next, in order to observe the loss in functionality, we need to **close** the file and **re-open** it.
9. **Note** that our Sparkline is missing.
10. **Click** the **Insert** tab and **note** that the buttons in the **Sparklines** group are greyed out.
11. **Close** My Budget.xls.

## PDF

Another saving option is to save an Excel spreadsheet as a **PDF** (Portable Document Format). One benefit to using this format is that it is **widely supported** across all computer and mobile devices. Nearly all computers come pre-installed with software that can open PDF files. If your computer does not have this software, you can download software called “Adobe Acrobat Reader DC” for free. This makes PDF an ideal choice for sharing files with people who do not have Microsoft Excel.

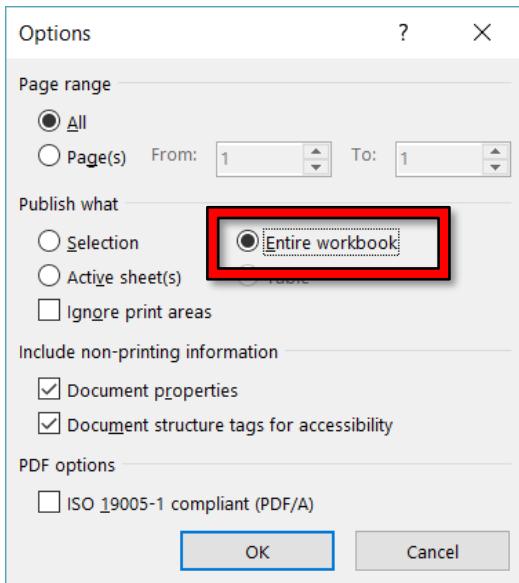


Another benefit to using PDFs is that they retain ALL of the formatting in your document. PDFs are designed to represent **printed pieces of paper**, so they act like an electronic “print-out”.

But the main downside is that PDF files **cannot be edited** unless you purchase special software called **Adobe Acrobat**. If you want to make a change to a PDF, you must open the original Excel spreadsheet, make the change there, then **re-save** it as a PDF.

- Open** My Budget.xlsx.
- Use** the **Save As** function again but **choose PDF** as the file format.
- Notice** the checkbox that says **Open file after publishing**. If checked, then the PDF file will be opened in Adobe Reader as soon as the Save operation is complete. This gives you the chance to inspect the PDF file to make sure it looks OK. **Leave** it checked.

4. **Click Save.**
5. **Notice** how **Adobe Reader** opens after a few moments.
6. **Notice** that only the **Analysis worksheet** is included in the PDF file. We are **missing** the other worksheets. Saving to PDF will default to saving **only the active worksheet** unless you tell it otherwise. **Close Adobe Reader**.
7. **Use** the **Save As** function again, but this time, after you have **selected** the **PDF** file format, **click** the **Options** button.
8. In the **Options** dialogue, **select** **Entire Workbook** and **click** **OK**.



9. **Click** the **Save** button and **click** **Yes** to overwrite the PDF file we created previously.
10. After Adobe reader opens, **notice** that the PDF now shows **all the worksheets**.
11. **Be aware** that, the PDF file you've created does NOT automatically update whenever your Excel document updates! This means that, if you change your Excel document, you will need to **re-save** it as a PDF.
12. **Close** the PDF window.



**What is that dotted line that now appears on the January worksheet?**

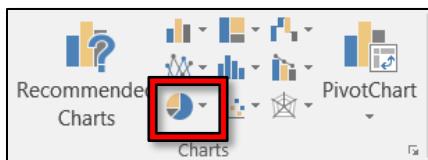
The dotted line marks the end of page. It appeared because we saved our spreadsheet as a PDF. We'll be looking into this feature soon when we discuss printing spreadsheets.

## Creating a Chart

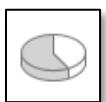
Often a visual element can display data in a more meaningful and understandable way. We are going to insert a chart to illustrate the Expenses and Savings section of our January worksheet. We will be selecting data for the chart and formatting sections of the chart to make it more understandable.

### Insert a chart

1. **Click** on the tab for the January worksheet.
2. **Click** in an **empty cell** in column G. **G4** works well.
3. On the **Insert** tab, in the **Charts** group, **click** the **Insert Pie or Doughnut Chart** button.



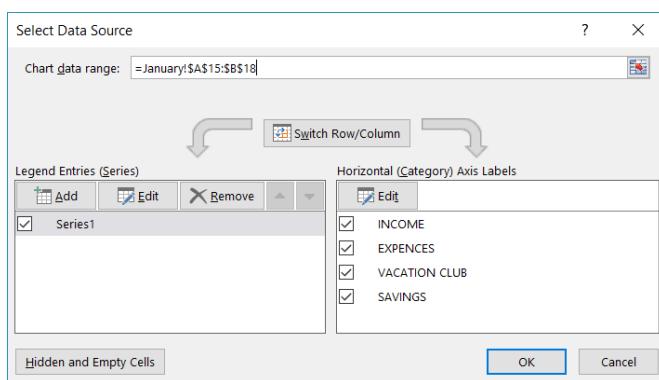
4. **Click** the **3-D Pie** style.



5. **Notice** the **Chart Tools ribbon** that opens up. It contains **two contextual tabs**: Design and Format.
6. **Click** in a clear cell and **note** the Chart Tools contextual ribbon disappears.
7. **Click** the chart to select it and the Chart Tools contextual ribbon comes back.

### Select data for chart

1. Our chart looks blank because the data it refers to is in cell **G4**, and that cell had no data. On the **Design** tab on the **Chart Tools ribbon**, **locate** the **Data** group, and **click Select Data**.
2. When the **Select Data Source** dialogue box prompts for a data range, on the **worksheet**, **select** cells **A15:B18** (unlike most dialogue boxes, this dialogue box lets us interact with our spreadsheet **while the dialogue box is open**). **Click OK**.

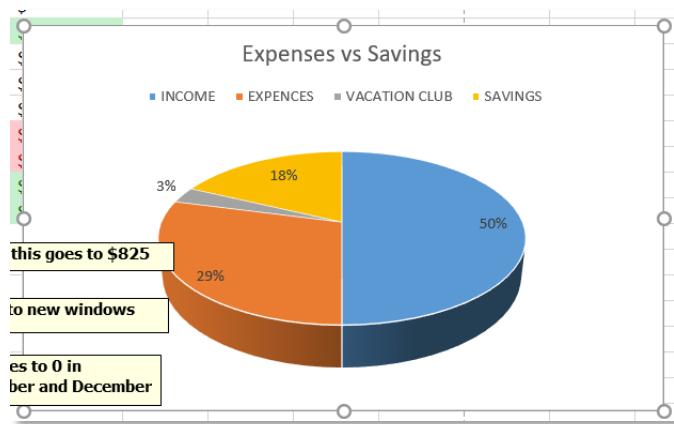


**Teacher's note:**  
If their chart doesn't look right, trying clicking the "Switch Row/Column" button.

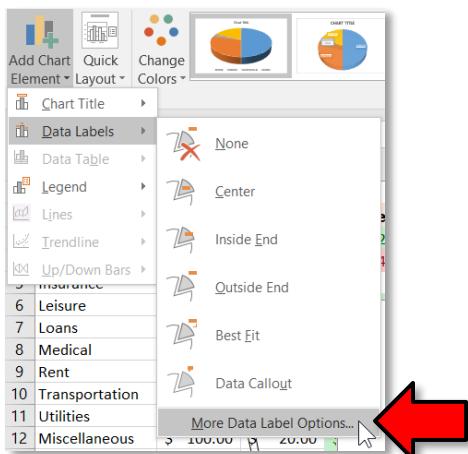


## Format the chart

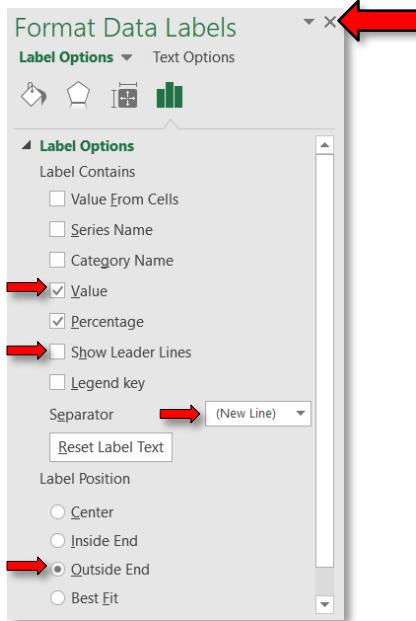
- On the **Chart Tools Design** tab, in the **Chart Layouts** group, **click** the **Quick Layout** button.  
**Find Layout 2** and **click** on it.
- Replace** the text in the **chart title** text box.
  - Click** where it says “**Chart Title**”.
  - Type** “**Expenses vs Savings**”. As you type, the letters will appear in the **formula bar**.
  - Click** the **check mark** to **commit** your changes.



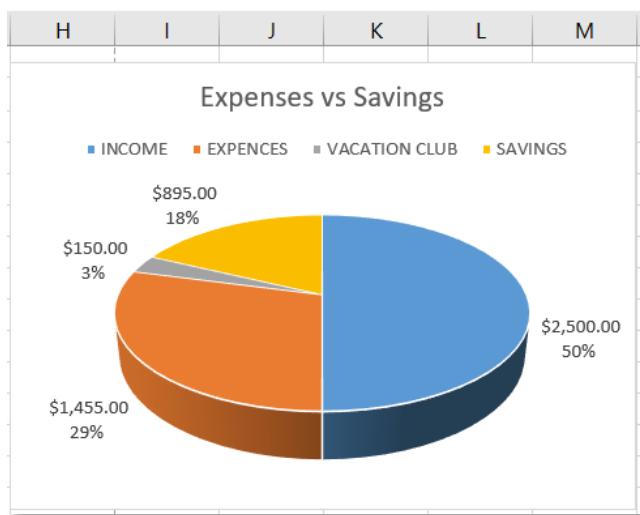
- On the **Chart Tools Design** tab, in the **Chart Layouts** group, **click** the **Add Chart Element** button.  
**Point to Data Labels** from the list, and then **select More Data Label Options**.



4. A **Format Data Labels** pane opens on the right. This allows us to customize the labels that appear on our chart. **Note** that the chart will immediately update as we make our customizations.
- Check Value.** This causes the actual dollar amount to be displayed on the label
  - For **Separator**, **select (New Line)**. This puts the percentage underneath the dollar value.
  - Check Outside End.** This moves the labels so they are not covering up the chart.
  - Close** the Format Data Labels pane by **clicking** the small X in the upper-right corner.



5. **Move** and **resize** the chart to straddle columns H through M. (Note: move tool engages when you click inside the chart, then drag to move.)
6. **Click** in a clear area to **deselect** your chart.



## Printing a worksheet

We are now ready to print our January budget. Printing an Excel worksheet can have its challenges, a few of which will be noted and addressed below.

### Viewing the Preview

- Make sure** the **January** worksheet is the **active sheet**.
- Click** the **File** tab. **Click** on **Print** and **look** at the **Preview** on the right.

**Teacher's note:**

If all they see is the chart, then they forgot to deselect their chart before doing a File > Print.



**Teacher's note:**

Ask the students: What is missing from the print preview?



- Chart
- Name of worksheet
- Comments
- The other worksheets

- Note** how the chart is not entirely displayed on page 1.

- Click** the navigation arrow at the bottom to view page 2.

The rest of the chart is on page 2.

- Click** back to page 1.

- Note** that it doesn't show the name of the worksheet anywhere ("January").

- Note** that the comments are missing.

- Also note** that it's just printing our **January** worksheet. By default, Excel only prints the **active worksheet**. This can be changed by clicking the **top** button in the **Settings** area on the left side of the screen where it says "Print Active Sheets".

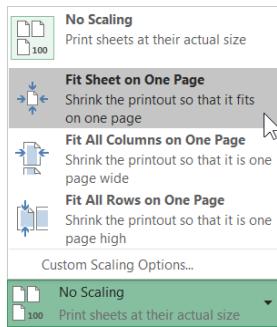
Monthly Budget			
Item	Budget	Actual	Difference
Gaming	\$ 75.00	\$ 50.00	\$ 25.00
Holiday	\$ 200.00	\$ 150.00	\$ (50.00)
Insurance	\$ 500.00	\$ 500.00	\$ -
Leisure	\$ 2000.00	\$ 1500.00	\$ 500.00
Leisure	\$ 750.00	\$ 750.00	\$ -
Medical	\$ 1500.00	\$ 1500.00	\$ -
Rest	\$ 800.00	\$ 800.00	\$ -
Transportation	\$ 500.00	\$ 60.00	\$ (440.00)
Utilities	\$ 1000.00	\$ 1000.00	\$ -
Miscellaneous	\$ 1000.00	\$ 20.00	\$ 980.00
<b>TOTAL</b>	<b>\$ 1,865.00</b>	<b>\$ 1,465.00</b>	<b>\$ 400.00</b>
INCOME	\$ 2,500.00		
EXPENSES	\$ 1,455.00		
VACATION CLUB	\$ 150.00		
SAVINGS	\$ 895.00		

114  
21

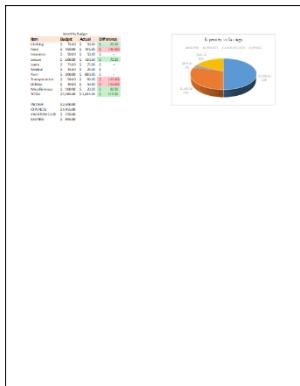
## Scaling a printout

We can use a method called **scaling** to make our data and our chart fit all on one page. Scaling refers to shrinking a printout so that it will print on only one page.

1. To the left of the preview is the **Print Settings** section. At the bottom of the section is a setting that says **No Scaling**. This means the worksheet is set to print at 100% of its actual size. **Click** the list arrow and **select Fit Sheet on One Page**.



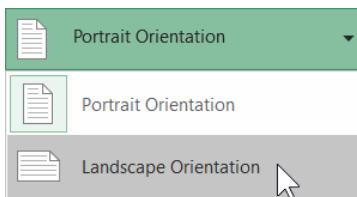
2. **Note** the data and chart sections of the worksheet are all on one page. However, the print is smaller.



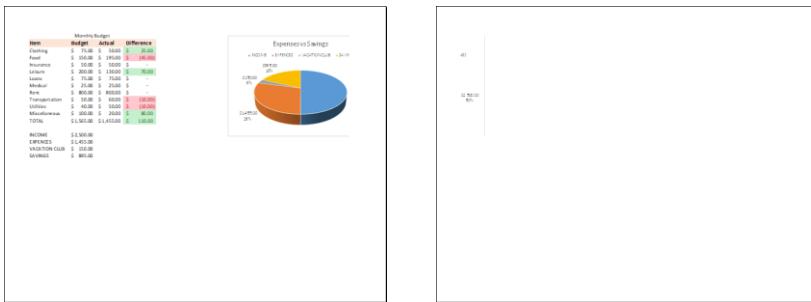
## Changing Orientation of a printout

If it isn't mandatory that the printout be oriented in Portrait Orientation, another way to get the data and the chart all on one page is to change the printout orientation to **Landscape**. However, in our case, this method will require some additional adjustment on our worksheet.

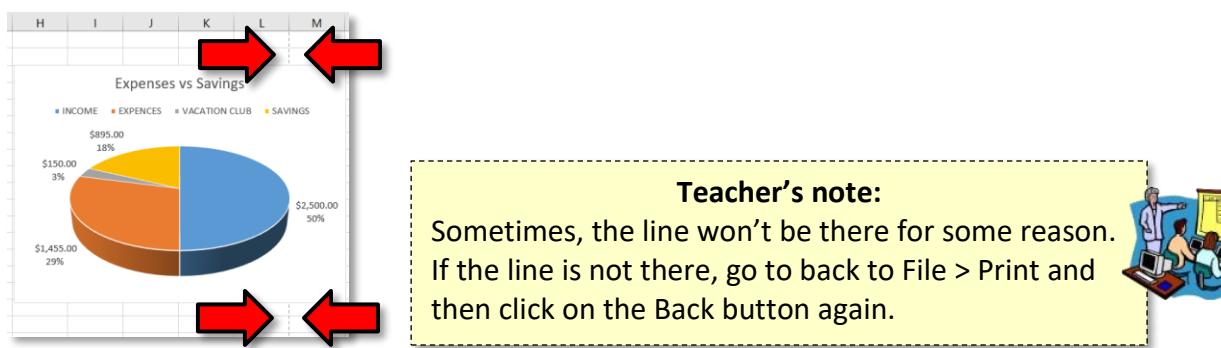
1. **Change** the **Scaling** back to **No Scaling**.
2. **Note** the setting that says **Portrait Orientation**. **Click** the **list arrow** for that section and **select Landscape Orientation**.



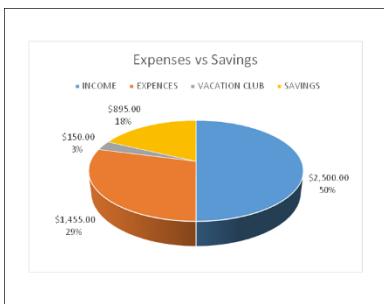
3. **Note** that a small part of the chart is still on page 2.



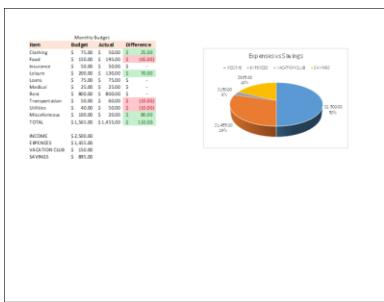
4. **Click** the **Back** button to return to the spreadsheet.
5. **Note** the **dotted line** on the worksheet between columns L and M, which indicates where the first page of printing will break.



6. **Move** the chart to the **left** so that it fits inside the **print area**.
7. **Click** **File → Print** again. What do you see in the preview? Ans: The **chart**, because it is still selected.



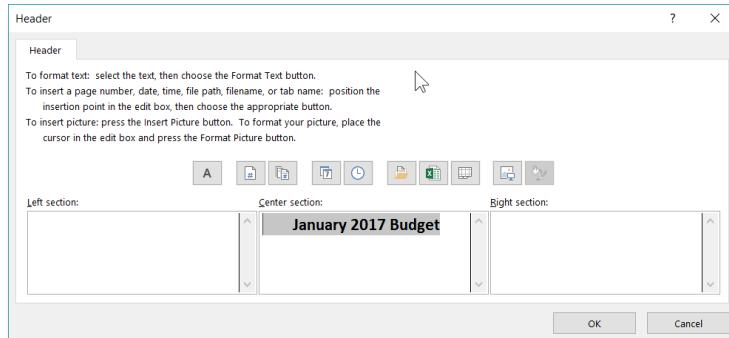
8. **Click** the **Back** button to return to the spreadsheet and **deselect** the chart.
9. **Go** back to **File → Print** and **note** that everything fits on one printed page now, without any scaling.



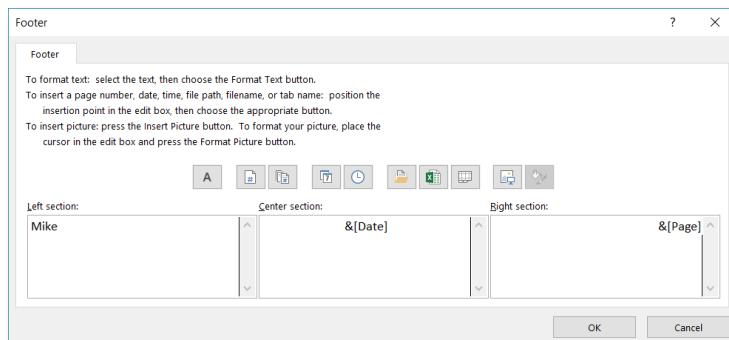
## Creating a Header and Footer for a printout

To address the situation of our title “Monthly Budget” not being centered across our data and our chart, we will be deleting that entire row in the spreadsheet and inserting a title in the Header section of the Printout instead. We will also insert a Footer.

1. **Click** the **Page Setup** link at the bottom of the **Print Settings** section.
2. **Click** the **Header/Footer** tab.
3. **Click** the **Custom Header** button. This will open the **Header** dialogue box.
  - a. **Click** in the **Center** section and **type** **January 2020 Budget**.
  - b. **Highlight** the Header text and **click** the **Format Text** button.
  - c. In the Font dialogue box, **choose** Font style **Bold** and Size **14**.
  - d. **Click OK**.
  - e. **Click OK** in the Header dialogue box.



4. **Click** the **Custom Footer** button.
- a. In the **Footer** dialogue box, **click** in the **Left** section and **type** your name.
- b. **Click** in the **Center** section. **Find** the **Insert Date** button and **click** it. This inserts special code that tells Excel to always display the current date.
- c. **Click** in the **Right** section and **find** the **Insert Page Number** button and **click** it. This inserts special code that tells Excel to display the current page number.
- d. **Click OK** in the Footer dialogue box.



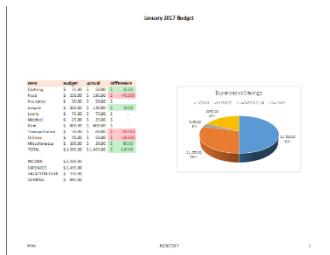
5. Click OK in the Page Setup dialogue box.
6. Click the Back button to return to your spreadsheet and delete Row 1.
7. Go back to File → Print to view the results.



**Note:** If it is hard to read, click the “Zoom to page” button located in the bottom-right corner of the screen. Click the button again to zoom out.



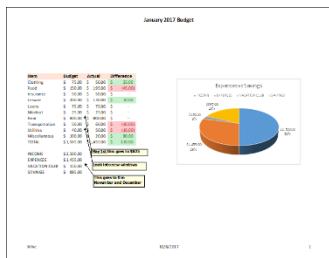
8. To center the content on the page:
  - a. Click Page Setup, then on the Margins tab.
  - b. In the Center on page section, click in the Vertically checkbox.
  - c. Click OK.



## Printing Comments

By default, comments will not print. We will configure the Page Setup to print the comments as they are displayed on the worksheet.

1. Click the Page Setup link at the bottom of the Print Settings section.
2. Click the Sheet tab.
3. Find the section for Comments, noting the drop-down box where (None) is visible.
4. Use the list arrow to see the two other choices and click As Displayed on Sheet.
5. Click the OK button.
6. Note the comments are now visible in the print preview.
7. Close and save My Budget.xlsx.



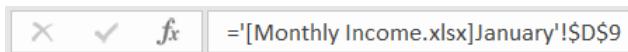
## Linking Workbooks

Excel spreadsheets can contain links to data or formulas in other workbooks. The links between workbooks are maintained as long as the file name for each workbook does not change, as well as the location where the workbook files are stored.

A workbook has been created, for the purpose of this class, which contains data regarding income. We will be referencing this workbook in our My Budget workbook. If you recall, in My Budget.xlsx, on the January worksheet, we hard-coded an income figure of \$2500.00. In this lesson, we will be exchanging that raw data for a workbook reference.

### Referencing Data from an External Workbook

1. **Open** the **Monthly Income.xlsx** workbook that's on your flash drive.
2. **Note** that the Monthly Income workbook has a **January** worksheet that keeps track of various sources of income per month.
3. **Note** the total income for the month, which is \$2750.
4. **Open** the **My Budget.xlsx** workbook.
5. **Note** that each **open workbook** is represented by a **button** on the **task bar**. The buttons will "stack", but when you **point** to them you can see a **preview window** of each workbook.
6. In the **My Budget workbook**, on the **January** worksheet **click** in cell **B14**, and **type** an equal sign.
7. **Reference** the **Monthly Income workbook** by **clicking** on its **preview window**.
8. In the Monthly Income workbook, **click** in cell **D9**.
9. **Click** the **check mark** on the formula bar. As soon as the check mark is clicked you will be back in the My Budget workbook.
10. **Notice** the formula bar. Its **syntax** consists of:

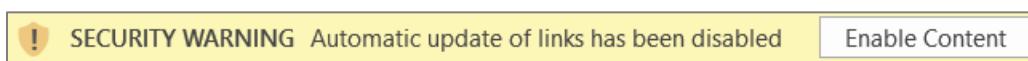


- a. **[Monthly Income.xlsx]** – The file name of the referenced spreadsheet.
- b. **January** – The name of the worksheet **inside** of the reference spreadsheet.
- c. **\$D\$9** – The cell that's being referenced. The dollar signs in the cell reference means it is **anchored**. An anchored cell reference will not change when an auto-fill is performed.

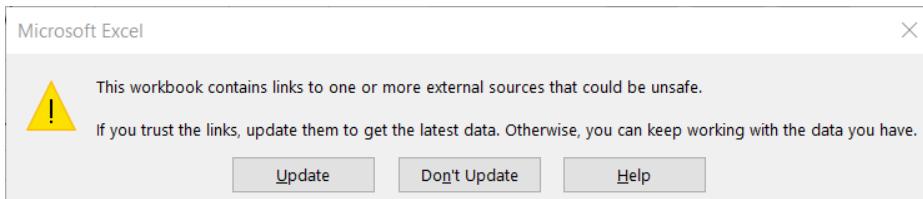
## Managing Linked Workbooks

In order to maintain links between workbooks, the file names must not change and the storage locations must remain the same. When workbooks are first linked, upon reopening the file containing the workbook reference, a security warning will appear prompting you to enable the linked content if you trust the external source. Also, each time you open a file that contains a workbook reference, you will be prompted to update the data from the other (external) workbook.

1. **Save and close My Budget.xlsx.**
2. In the **Monthly Income.xlsx** workbook, **change** the Secretary salary (Amount Paid) to \$700. **Note** the change in cell **D9** to \$2950.00.
3. **Save and close Monthly Income.xlsx.**
4. **Open My Budget.xlsx.** **Notice** the income amount in **B14**. Did it update to \$2950.00? (Ans: No)
5. **Note** the Security Warning above the formula bar. **Click Enable content.**



6. **Notice** that the amount in **B14** changed to \$2950.00.
7. **Save and close My Budget.xlsx** and **reopen Monthly Income.xlsx.**
8. **Change** the Secretary salary to **\$750**, then **save** and **close** the workbook.
9. **Open My Budget.xlsx.** A warning dialogue box asks you if you wish to update your workbook with the data from the external source. **Choose Update.** This message will appear each time you open this workbook.



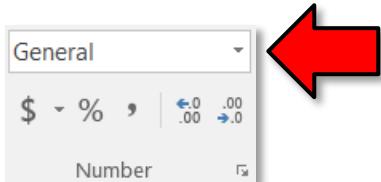
10. **Save and close My Budget.xlsx.**

## Number Formats (supplemental)

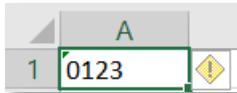
Excel can format the data you enter into a worksheet in many ways. We have already demonstrated one of the ways Excel can do this by formatting our monthly budget amounts as currency values. In this section, we will demonstrate some of the other ways data can be formatted.

### Formatting as Text

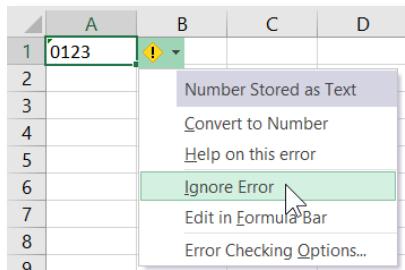
1. **Open** a new Excel workbook.
2. In the Home tab, inside the Number group, **notice** the **Number Format** dropdown list. This allows you to choose how to format the currently selected cell.



3. **Notice** how it says **General**. That means Excel will make a **guess** as to how you want to format the data.
4. **Type** “0123” into cell **A1** and **commit** with the check mark.
5. **Notice** how the zero disappears and how the number is right-aligned. This is because Excel assumes you are typing a number, and numbers don’t start with zeroes. But what if you wanted it to start with a zero? (for example, a barcode number)
6. To force Excel to display the starting zero, we have to **change** its **Number Format**.
  - a. **Select** cell **A1** if it’s not already selected.
  - b. **Select** “Text” from the **Number Format** dropdown list (note: you may need to scroll down to the bottom of the list).
  - c. **Notice** how the cell alignment changed from **right** to **left**. That’s because Excel right-aligns numbers and left-aligns text (by default).
7. **Type** “0123” into cell **A1** again and **commit** with the check mark.
8. **Notice** how the zero **stayed** this time.
9. **Also notice** how the cell now contains a **Trace Error**. Excel noticed that what you typed looks a lot like a number, and is suggesting that you might want to format the value as a number instead.



10. We will ignore this suggestion because formatting it as a number will remove the zero, which is not what we want to do. **Click** on the Trace Error and **select Ignore Error**.



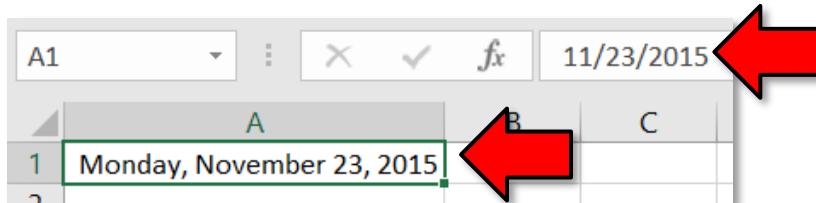
## Formatting as Percentage

1. **Click** into an empty cell and **enter** a number, following it with the **% symbol** (no space).
2. **Commit** with the check mark. **Look** at the **Number Format** dropdown and **notice** how it was automatically assigned the **Percentage** number format.

## Formatting Dates

Excel allows you to customize the way dates are formatted.

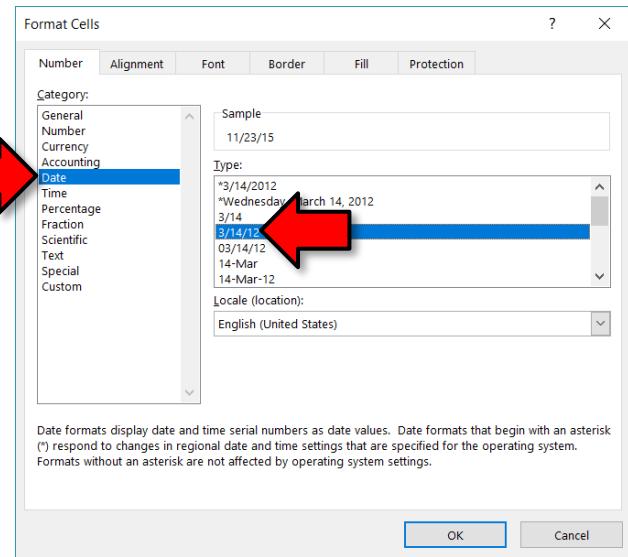
1. **Select** cell **A1**.
2. In the **Home** tab, under the **Editing** group, **click** the **Clear** button and **select Clear All**. This not only clears the cell value, but its **formatting** as well. 
3. **Notice** how the Number Format dropdown list now says "**General**" instead of "Text". This is because of the "**Clear All**" we did in the previous step.
4. **Type** today's date with a **two-digit year** (for example, "11/23/15") and **commit** with the check mark.
5. **Notice** how the Number Format dropdown changed to "**Date**". Because what we typed looks like a date, Excel is assuming that we want to treat our cell value as a date.
6. **Notice** how Excel changed the year to **four digits**. This is because the default date format uses a four digit year.
7. **Select** "**Long Date**" from the Number Format dropdown.
8. **Notice** how the cell now displays "Monday, November 23, 2015", but the formula bar still displays "11/23/2015". This is because we've told Excel to **format** the date a certain way. The actual cell **value** stays the same.



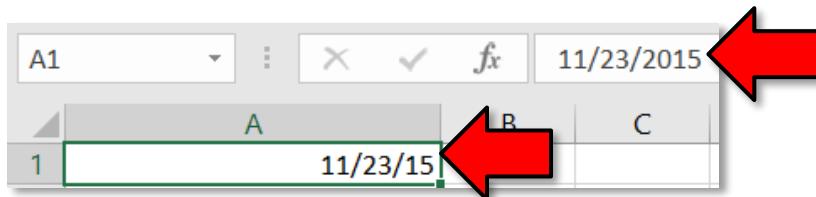


**Tip:** A French person who can speak English might **think** in French, but **speak** in English. The same is true for Excel—Excel “thinks” in a specific date format (what you see in the formula bar), but “speaks” in a format of your choosing (the Number Format dropdown).

9. With cell **A1** still selected, **select “More Number Formats”** at the bottom of the Number Format dropdown.
10. A dialog box appears.



- a. **Notice** how “Date” is selected in the “Category” list box on the left side of the dialog. That’s because our cell value is currently being treated as a date.
  - b. **Notice** how an assortment of date formats is displayed on the right.
  - c. Let’s say we really want our date to be displayed with a two digit year. **Choose “3/14/12”** from the list.
  - d. **Click OK.**
11. **Notice** how the cell now displays “11/23/15”, and the formula bar still displays “11/23/2015” (it still has a four-digit year). The value of the cell hasn’t changed, just the way Excel displays the value.



## Filtering (supplemental content)

### Introduction

Excel doesn't have to be used for financial data. It can also be used to store **tables of data**.

Filters can be used to narrow down the data in your worksheet and hide parts of it from view. While it may sound a little like grouping, filtering is different in the way that it allows you to qualify and display only the data that interests you. For example, you could filter a list of survey participants to view only those who are between the ages of 25-34. You could also filter an inventory of paint colors to view anything that contains the word "blue," such as "bluebell" or "robin's egg blue."

In this lesson, you will learn how to **filter** the data in your worksheet to display only the information you need.

### Filtering Data

**Filters** can be applied in many different ways to improve the performance of your worksheet. You can filter text, dates, and numbers. You can even use more than one filter to further narrow down your results.

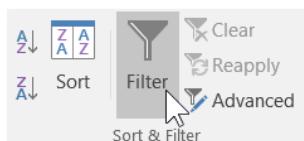
### To Filter Data

In this example, we will filter the contents of an equipment log at a technology company. We will display only the laptops and projectors that are available for check-out.

1. **Open "Equipment Log.xlsx".**
2. **Notice** how our worksheet has a **header row** (row 2) listing ID#, Type, Equipment Detail, etc.

	A	B	C	D
1	Equipment Log — Ragnar Technologies Inc.			
2	ID #	Type	Equipment Detail	Checked Out
3	3000	Other	Saris Lumina Digital Camera	12-May-14
4	3900	Other	U-Go Saris Label Maker	13-Jun-14
5	5022	TV	32" Paragon 440 Plasma TV	17-Jul-14
6	3005	Other	Saris Zoom Z-60 Digital Camera	27-Jul-14
7	4800	Other	7N Deluxe Camera Travel Bag	27-Jul-14
8	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-14
9	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-14
10	5020	TV	32" Paragon 440 Plasma TV	11-Aug-14
11	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-14
12	6102	Projector	Omega VisX 1.0	22-Aug-14
13	1034	Laptop	17" Saris X-10 Laptop	25-Aug-14
14	6200	Projector	Saris Lux T-80	01-Sep-14
15	6302	Projector	Saris Lux T-81 Lite	08-Sep-14
16	6301	Projector	Saris Lux T-81 Lite	10-Sep-14

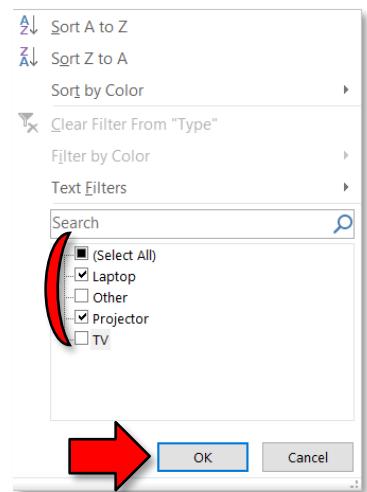
3. **Select** any cell that's within the table.
4. **Select** the **Data tab**, and **locate** the **Sort & Filter group**. **Click** the **Filter** button.



5. Notice how drop-down arrows appear in the header of each column.

	A	B	C
1	Equipment Log	Nagnar Technologies	
2	ID #	Type	Equipment Detail
3	3000	Other	Logitech Luminance Digital Label Ma
4	3900	Other	32" Paragon 440 Pla
5	5022	TV	32" Saris Zoom Z-60 Dig
6	3005	Other	Saris Zoom Z-60 Dig
7	4800	Other	7N Deluxe Camera

6. Click the drop-down arrow for the column you would like to filter. In this example, we will filter the Type column to view only certain types of equipment. The Filter menu appears.
7. Notice the list of checkboxes. This lists all the unique values in this column, and lets us choose which ones we want to display.
8. Uncheck the boxes next to the data values you don't want to view. In this example, we only want to view "Laptop" and "Projector", so uncheck everything else.
9. Click OK. All other data will be filtered, or temporarily hidden. Only laptops and projectors will be visible.



Notice the following things about the table:

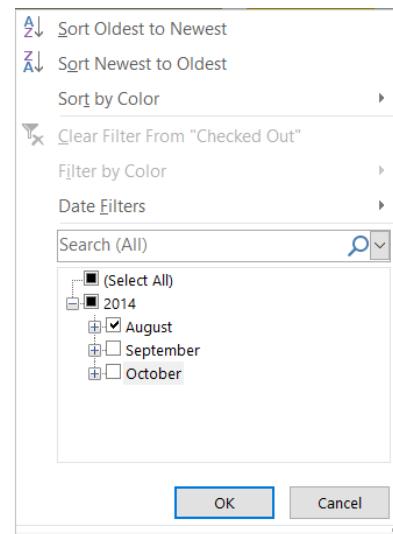
- The row numbers are blue. This indicates that the table is being filtered.
- Some row numbers are missing. These are the rows that are being filtered out.
- The "Type" column's list arrow looks different. It has a "filter" icon inside of it.

	A	B	C
1	Equipment Log	Nagnar Technologies	
2	ID #	Type	Equipment Detail
9	1023	Laptop	15" EDI SmartPad L2
11	1022	Laptop	15" EDI SmartPad L2
12	6102	Projector	Omega VisX 1.0
13	1034	Laptop	17" Saris X-10 Laptop
14	6200	Projector	Saris Lux T-80
15	6302	Projector	Saris Lux T-81 Lite

## To Add Another Filter

Filters are **additive**, meaning you can use as many as you need to narrow down your results. In this example, we will continue to work with our spreadsheet that has been filtered to display only laptops and projectors. Now we will display only laptops and projectors that were *checked out during the month of August*.

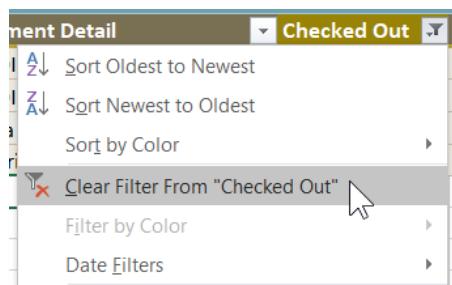
- Click** the **drop-down arrow** where you would like to add a filter. In this example, we will add a filter to the **Checked Out** column to view information by date.
- Uncheck** the boxes next to the data you don't want to view. In this example, we want to only show the rows whose Checked Out column is within the month of August, so **uncheck** everything except for “**August**”.
- Click OK**. In addition to the original filter, the new filter will be applied. The worksheet will be narrowed down even further.



	A	B	C	D
<b>Equipment Log — Ragnar Technologies Inc.</b>				
1	ID #	Type	Equipment Detail	Checked Out
9	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-14
11	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-14
12	6102	Projector	Omega VisX 1.0	22-Aug-14
13	1034	Laptop	17" Saris X-10 Laptop	25-Aug-14

## To Clear a Filter

- Click** the **drop-down arrow** in the column from which you want to clear the filter. In this case, we want to clear the filter in the **Checked Out** column.
- Choose Clear Filter From “Checked Out”**. The filter will be cleared from the column. The data that was previously hidden will be on display once again.’



- Click** the **Filter** button on the **Data** tab. This will instantly clear **all filters** from your worksheet.

## Advanced Filtering

Excel gives you very fine-grained control over how you can filter your data. You're not limited to clicking checkboxes like we've been doing so far.

### Filtering Using Search

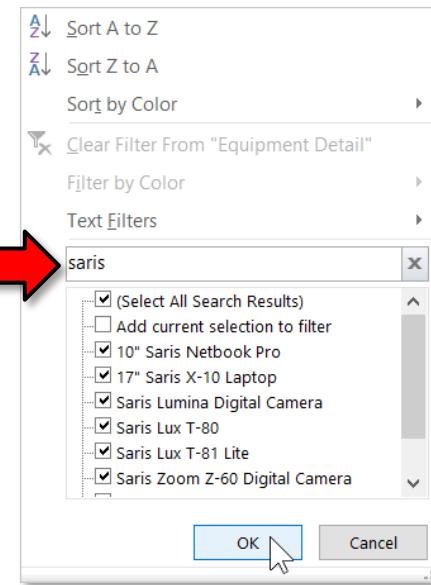
**Searching** for data is a convenient alternative to checking or unchecking data from the list. You can search for data that contains an exact phrase, number, or date, or a simple fragment. For example, searching for the exact phrase "Saris X-10 Laptop" will display only Saris X-10 Laptops. Searching for the word "Saris," however, will display Saris X-10 Laptops, and any other Saris equipment, including projectors, digital cameras, and more.

**Teacher's note:**

Click into cell **C9** to demonstrate the dark line that appears when a selected cell gets filtered out.



1. **Click** in a cell inside the table.
2. From the **Data** tab, **click** the **Filter** button.
3. **Click** the **drop-down arrow** in the column you would like to filter. In this example, we will filter the **Equipment Detail** column to view only a specific brand.
4. **Notice** the list of checkboxes that appear. This is a listing of every **unique data value** in that column.
5. **Enter** the data you would like to view in the **Search** box. We will enter the word "Saris" to find all Saris brand equipment.
6. **Notice** how the list of unique data values **changes** as you type.
7. **Click OK**. The worksheet will be filtered according to your search term.



A	B	C	D
1	Equipment Log — Ragnar Technologies Inc.		
2	ID #	Type	Equipment Detail
3	3000	Other	Saris Lumina Digital Camera
4	3900	Other	U-Go Saris Label Maker
6	3005	Laptop	Saris Zoom Z-60 Digital Camera
8	3800	Laptop	U-Go Saris DigiCam Printer II
13	1034	Laptop	17" Saris X-10 Laptop
14	6200	Projector	Saris Lux T-80
15	6302	Projector	Saris Lux T-81 Lite
16	6301	Projector	Saris Lux T-81 Lite
18	1032	Laptop	17" Saris X-10 Laptop
19	1033	Laptop	17" Saris X-10 Laptop
23	1012	Laptop	10" Saris Netbook Pro
26	1011	Laptop	10" Saris Netbook Pro
27	1031	Laptop	17" Saris X-10 Laptop

**Note**

When you filter a table, you may see a dark green, horizontal line in your table (see screenshot).

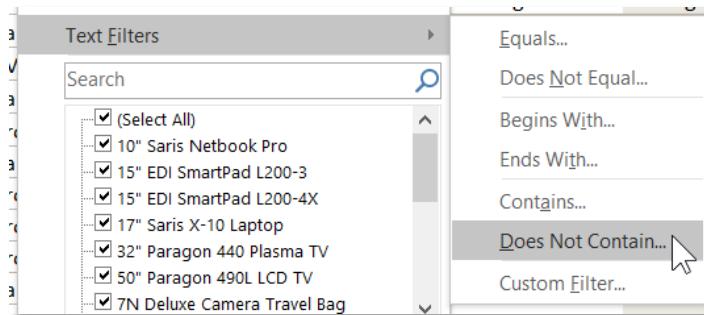
This means that the currently selected cell has been **filtered out** and is not visible.



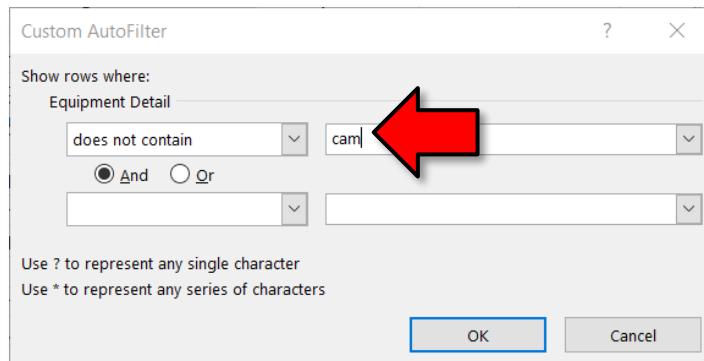
## Advanced Text Filters

**Advanced text filters** can be used to display more specific information, such as cells that contain a certain number of characters, or data that does *not* contain a word you specify. In this example, we will use advanced text filters to hide any equipment that is related to cameras, including digital cameras, camcorders, and more.

1. From the **Data** tab, **click** the **Filter** command to remove all filters.
2. **Click** the **Filter** command again to enable filtering.
3. **Click** the **drop-down arrow** in the column of **text** that you would like to filter. In this example, we will filter the **Equipment Detail** column to view only certain kinds of equipment.
4. **Choose Text Filters** to open the advanced filtering menu. **Select Does Not Contain** to view data that does not contain the text we specify.



5. The **Custom AutoFilter** dialog box appears. **Enter** your **text** to the right of your filter. In this example, we will enter "cam" to view data that does not contain those letters. That will exclude any equipment related to cameras, such as digital cameras, camcorders, camera bags, and the digicam printer.

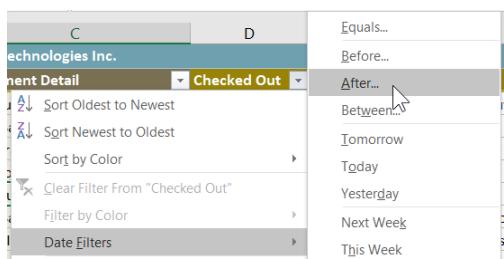


6. **Click OK**. The data will be filtered according to the filter you chose and the text you specified.

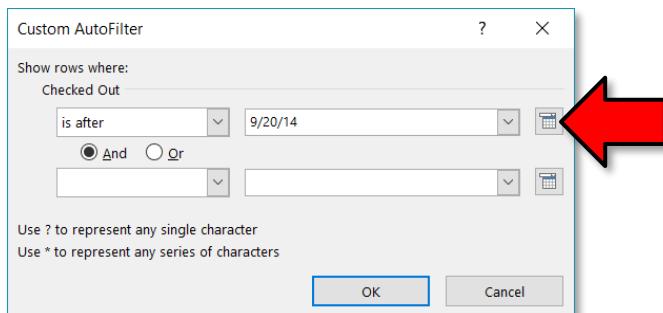
## Advanced Date Filters

**Advanced date filters** can be used to view information from a certain time period, such as last year, next quarter, between two dates, and more. Excel automatically knows your current date and time, making this tool very easy to use. In this example, we will use advanced date filters to view only the equipment that has been checked out this week.

1. From the **Data** tab, **click** the **Filter** command to remove all filters.
2. **Click** the **Filter** command again to enable filtering.
3. **Click** the **drop-down arrow** in the **Checked Out** column.
4. **Choose Date Filters** to open the advanced filtering menu, and select “**After...**” to filter for equipment that has been checked out after a certain date.



5. **Enter 9/20/14** in the first text box and **click** OK (you can **use** the “Date Picker” button on the right or just **type** the date into the text box).

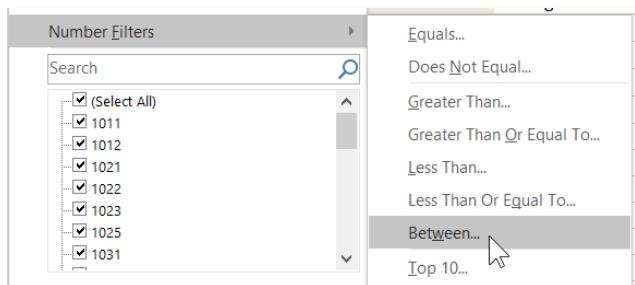


## To Use Advanced Number Filters:

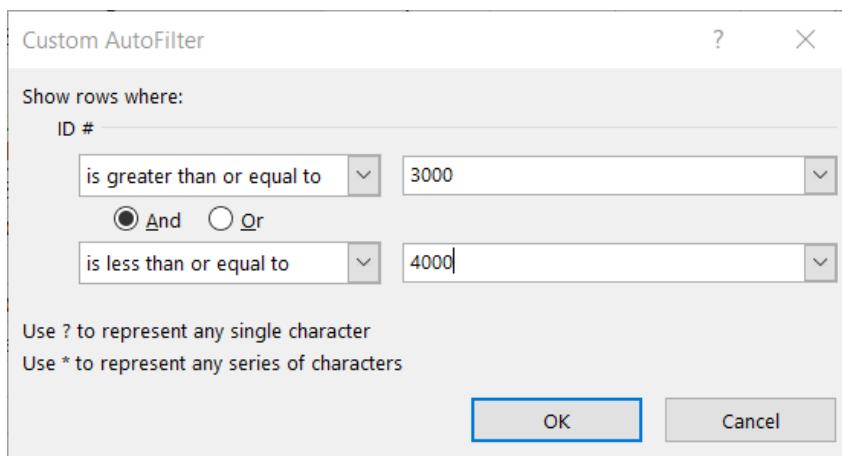
**Advanced number filters** allow you to manipulate numbered data in many different ways. For example, in a worksheet of exam grades, you could display the top and bottom numbers to view the highest and lowest scores. In this example, we will display only certain kinds of equipment based on the range of ID #'s that have been assigned to them.

1. From the **Data** tab, **click** the **Filter** command to remove all filters.
2. **Click** the **Filter** command again to enable filtering.
3. **Click** the **drop-down arrow** in the “**ID #**” column.

4. Choose **Number Filters** to open the advanced filtering menu. Then choose **Between**. This will allow us to view only the rows whose IDs are between a range we specify.

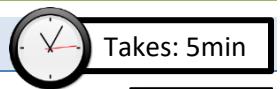


5. Enter a number to the right of each filter. In this example, we will view ID #'s greater than or equal to **3000**, but less than or equal to **4000**. That will display ID #'s in the 3000-4000 range.



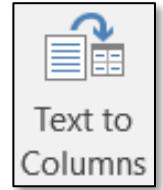
6. Click **OK**. The data will be filtered according to the filter you chose and the numbers you specified.

## Text to Columns (supplemental content)



Takes: 5min

The “text to columns” feature allows you to break up the contents of a single cell into multiple cells.



1. Open Conference Registrants.xlsx.

2. Notice how the **Name** column contains the first and last name of each registrant.

We’re going to use **Text to Columns** to automatically separate the first and last names out into two separate columns.

3. The first thing we need to do is **make room** for our new columns. Since we are just splitting these cells into two columns, we only need to insert one new one. **Insert** a column after **column A**.

4. **Type Last Name** into cell **A2**.

5. **Type First Name** into cell **B2**.

6. **Select** cells **A3** through **A7**.

7. In the **Data tab** on the ribbon, in the **Data Tools** group, **click** the **Text to Columns** button.

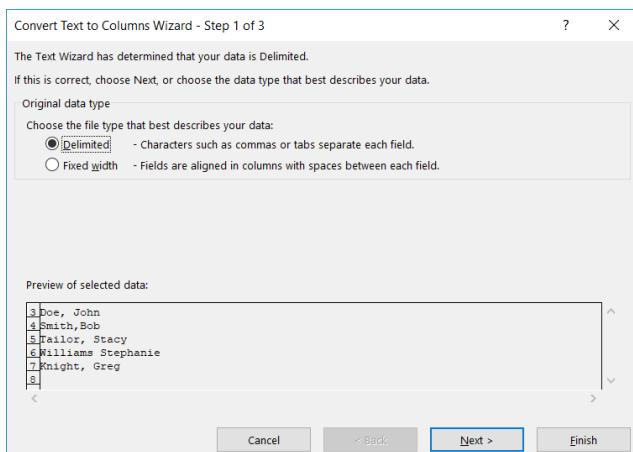
8. A wizard dialog appears which allows us to customize the operation. The **first screen** of the wizard asks us how our data is formatted.

- a. **Delimited**: Each field within the cell value is separate with one or more special characters, like spaces or commas.

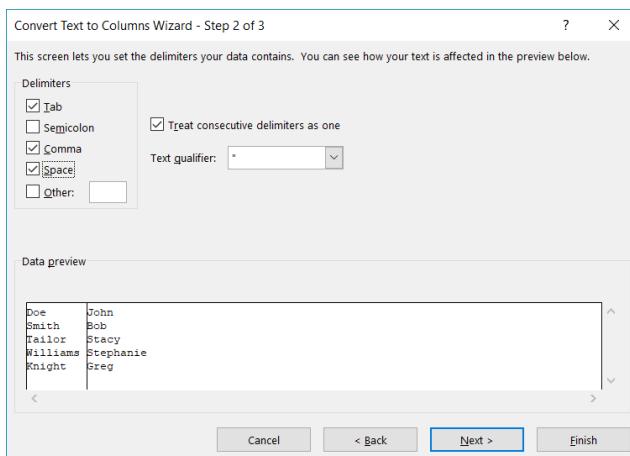
- b. **Fixed width**: Will split the cell value based on character count (for example, at the 10th character).

- c. Our data generally takes the form of “last name”, “comma”, “first name”, so **delimited** is what we want. **Select Delimited** (it should already be selected).

- d. **Click Next.**

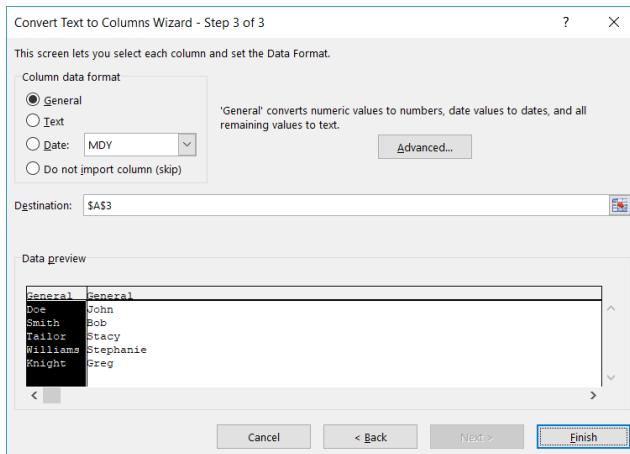


9. The **next screen** allows us to choose what our **delimiters** are.
- Click** the **Comma** check mark. **Note** how the **Data preview** updates.
  - It looks like most of our data was successfully split. But not all of it.
    - Note** how there is an **extra space** before some of the first names. This is because these cells had a space after the comma.
    - Note** how “Williams Stephanie” **was not split**. This is because a comma wasn’t added in between the last and first names.
    - To correct these errors, let’s count the **space character** as a delimiter as well. **Click** the **Space** check mark.
- c. **Click Next.**

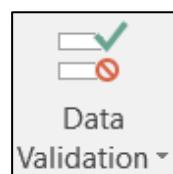


10. The **third screen** allows you to choose what **data type** to assign to each column and **where in the worksheet** to position each column.

- Leave General** selected. Our data is just text, so we don’t have to worry about this screen.
- Click Finish.**



## Data Validation (supplemental content)



The Data Validation tool allows you to assign rules to a collection of cells. If the user tries to enter a value into a cell that doesn't fit the rules, the value will be rejected.

1. **Open Questionnaire Statistics.xlsx.** This spreadsheet is used to keep track of the answers that people give to our new student questionnaire.
2. **Notice how the Home Computer? column consists of mostly yes/no values.** We will add data validation to this column to enforce this.
3. First, we need to **specify the list of valid values.**
  - a. **Create a new worksheet and name it Validation Data.**
  - b. **Type Home Computer?** in cell **A1**.
  - c. **Type yes** in cell **A2**.
  - d. **Type no** in cell **A3**. Commit the content.

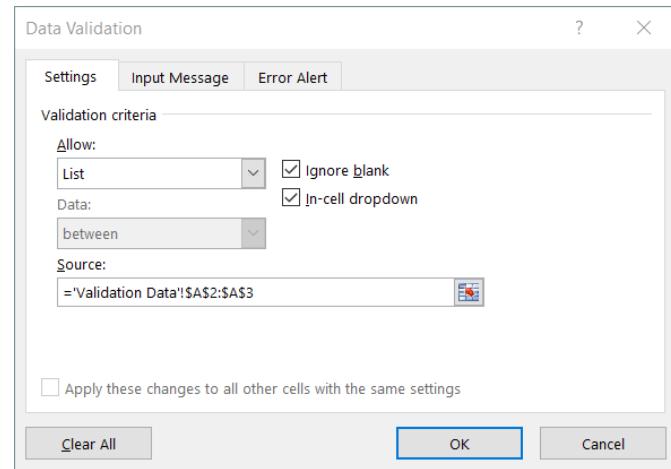
**Note:** You can put this values list anywhere as long as you can create a cell reference to it! We are choosing to store it in a separate worksheet to keep it apart from our statistics data.



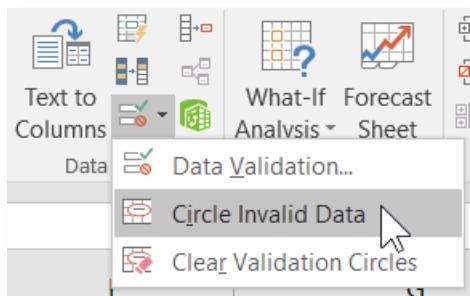
4. **Switch back** to the **Statistics** worksheet.
5. **Select Column C.**
6. In the **Data tab** on the ribbon, in the **Data Tools group**, **click** the **Data Validation** button proper.



- a. **Select List** from the **Allow** dropdown menu. We're going to specify a list of valid values to validate against.
- b. Next, we need to specify where our data values are.
  - i. **Click** inside of the **Source** text box.
  - ii. **Click** the **Validation Data** worksheet tab.
  - iii. **Select** cells **A2** through **A3**.
- c. **Click OK.**



7. **Deselect** the selected cells by clicking in a clear cell.
8. Now, let's **validate** our worksheet using the rule we just entered. **Click** the **Data Validation** button's list arrow and **click** **Circle Invalid Data**.

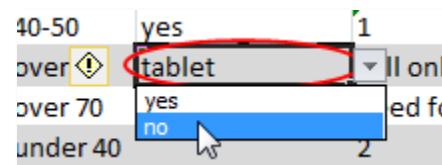


9. The cells in that column that don't have a yes or no value will be circled in red.

	B	C	D
	Classes Ques		
	Age	Computer?	Reason for taking c
14	under 40	yes	1,3
14	over 70	no	1,3
14	over 70	yes	I don't know anything
14	40-50	yes	1
14	over 70	tablet	sell online
14	over 70	yes	need for volunteer w
14	under 40		2

10. Let's **correct** the circled values.

- a. We don't want the header row to be validated, so let's remove the data validation from that cell.
  - i. **Select** cell **C2**.
  - ii. **Click** the **Data Validation** button proper.
  - iii. **Select Any value** from the **Allow** dropdown list.
  - iv. **Click OK**.
- b. Let's correct cell C9.
  - i. **Select** cell **C9**.
  - ii. **Notice** how a **list arrow** appears to the right of the cell. **Click** on it.
  - iii. A list of acceptable values appears. **Click no** (we don't consider tablets to be computers, since they are very different from the desktop computers we use in the lab).



- c. Enter no into cell **C12**.
  - d. Enter yes into cell **C15**.
11. Click the Data Validation button's list arrow and click Circle Invalid Data to re-validate the worksheet. All the red circles should disappear.

**Exercise:** Apply Data Validation to column B. This column should be validated for the following list of values: under 40, 40-50, 51-60, 61-70, over 70.

## IF Function (supplemental content)



Takes: 30min

In this lesson, we will be using several different formulas to perform a tax calculation. The form we will use is *very loosely based* on the Federal tax form 1040EZ and is only an example for class.

1. **Open** the **Finance.xlsx** file that is on your flash drive.
2. **Note** that the workbook has two worksheets, **Tax Form** and **IF Statement**.
3. **Switch** to the **Tax Form** worksheet. This worksheet is meant to resemble a Federal 1040EZ tax form.
4. **Note** the Tax Form has three sections:
  - a. The first section, **Tax Rate**, shows the tax rate in this imaginary land – everyone is supposed to pay 15% of their income.
  - b. The second section, **W2s**, has the income for our married couple and some empty cells where we will calculate the tax withheld.
  - c. The third section is the **Tax Calculation**.
5. Let's start by calculating what the **Tax withheld** amount is going to be for Joe and Sally.
  - a. **Click** cell **C7** and **note** the number format is **Percentage**. This means it can be used in a formula to find the percentage of a value in a cell.
  - b. **Click** cell **D10** and **use** cell referencing to **create** a formula that will find 15% of Joe's income.
  - c. **Do** the same for Sally's tax withheld.

**English:** Joe's income times 15%

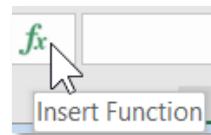
**Formula:** `=C10*C7`

6. Now, let's start the Tax Calculation section at **Line 1**. In cell **C14**, **use** cell referencing to **create** a formula that will add up Joe's and Sally's wages.

**English:** Joe's and Sally's taxable income combined.

**Formula:** `=C10+C11`

7. For **Line 4**, let's **use** the **Insert Function** button on the formula bar to insert the Sum function to add the amounts on lines 1, 2 and 3.
  - a. **Click** cell **C17** and **click** the **Insert Function** button on the formula bar.
  - b. **Note** that it automatically enters the equal sign.
  - c. **Click** **SUM** from the list of functions and **click** OK.
  - d. **Note** the suggested range in the function arguments dialogue is the range we want (**C14:C16**). **Click** OK.



**English:** Add lines 1, 2, and 3.

**Formula:** `=SUM(C14,C15,C16)` or `=SUM(C14:C16)`

8. For **Line 5**, type the amount for **Married Filing Jointly**.

**English:** Enter \$16,400.

**Formula:** Trick question! There is no formula. This is raw data!

9. For **Line 6**, we're going to use a very powerful formula called an IF statement. Before we do that we are going to a separate worksheet named IF Statement, to practice with IF formulas.

## IF Statement Worksheet

The IF statement makes a comparison. If the comparison is true, it will display one thing. If it is false, it will display something else. The pieces of the formula (called parameters) are separated with commas. In Excel-speak this comparison is called **logical test**.

The best way to build IF formulas is to understand them in English first. You're going to do four IF formulas on this sheet, working with the First and Second numbers that are in cells **B3** and **B4**.

1. **Switch** to the “**IF Statement**” worksheet.
2. **Note** that there are two cells at the top with numbers in them, cells **B3** and **B4**. We’re going to compare these two numbers and display different things based on the comparison. So, right now, First Number equals 10 and Second Number equals 5.
3. Let’s build Formula #1 as we read the English. We will also need to type an open parenthesis after the formula name.

**Formula:** =IF(**B3**=10,10,0)

- a. **Click** cell **C10**.
- b. **Type** =IF(
- c. **Click** on **B3**, representing the first number.
- d. **Type** =10
- e. **Type** a comma.
- f. **Type** 10
- g. **Type** a comma.
- h. **Type** 0
- i. **Commit** the formula with the check mark.
- j. Let’s test out the formula further.
  - i. **Type** a 9 into cell **B3** and **commit** with the check mark.
  - ii. **Note** the formula displayed a 0 since the amount in cell B3 does not equal 10.
  - iii. **Change** cell **B3** back to 10.

**Remember:** Always begin your formulas with an = sign.



4. With Formula #2, we're going to display **text** instead of a number. When displaying text, always enclose the text in **double quotes**.

Formula: `=IF(B3>5, "greater", "less")`

- a. **Click** in cell **C14**.
- b. **Type** `=IF(`
- c. **Click** on **B3**, representing the first number.
- d. **Type** a `>` sign
- e. **Type** `5`
- f. **Type** a comma.
- g. **Type** `"greater"` (including the quotation marks)
- h. **Type** a comma.
- i. **Type** `"less"` (including the quotation marks)
- j. **Commit** formula with check mark
- k. Let's test out the formula further
  - i. **Change** the number in **B3** to a 3
  - ii. **Note** the word less is displayed rather than the word greater
  - iii. **Change** cell **B3** back to 10

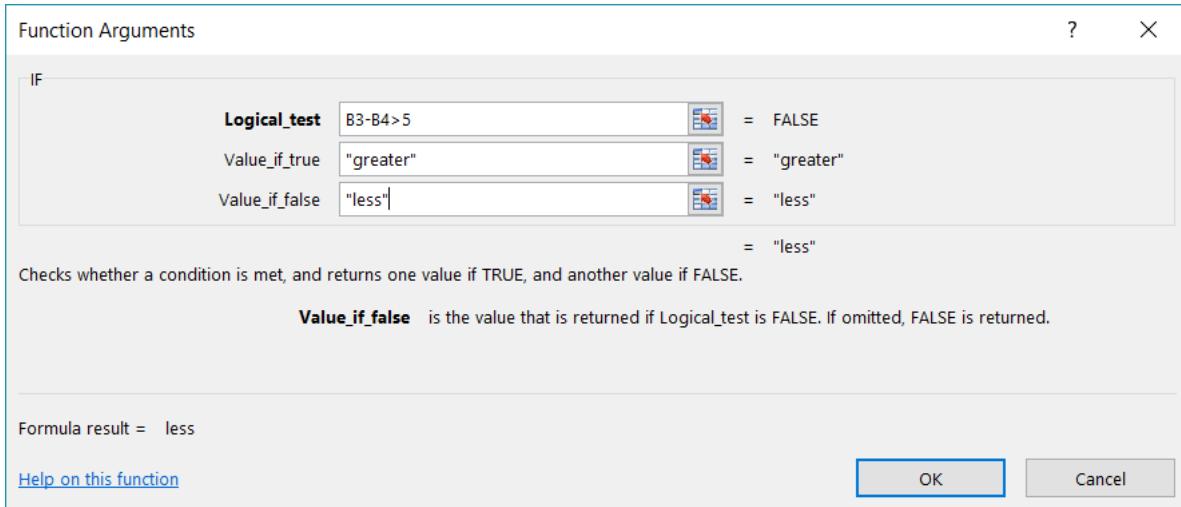
5. With formula #3, we are going to put a calculation inside the IF statement's condition. Also, instead of typing in the formula ourselves, we're going to use the "Insert Function" button.

Formula: `=IF(B3-B4>5, "greater", "less")`

- a. **Click** in cell **C18**.
- b. **Click** on the **Insert Function** button.
- c. **Select** IF from the function list and **click OK**.
- d. A **Function Arguments** dialogue will open.
  - i. **Click** in the **Logical\_test** text box.
    1. **Click** on cell **B3**.
    2. **Type** a minus sign.
    3. **Click** on cell **B4**.
    4. **Type** a greater than sign, then a `5`.
  - ii. In the **Value\_if\_true** text box, **type** `"greater"` (including the quotation marks). Note that Excel will automatically enclose the text in double quotes when you click out of the text box.

iii. In the **Value\_if\_false** type "less" (including the quotation marks).

iv. **Click OK.**



e. Because the difference is not greater than 5, the word less is displayed rather than the word greater

f. Let's test out the formula further

i. **Change** the number in cell **B3** to **11**

ii. Because the difference is greater than 5, the word greater displays this time

iii. **Change** cell **B3** back to **10**

6. With formula #4, we are going to closely approximate the formula for the Taxable Income line (line 6) of the Tax Form.

**Formula:** `=IF(B4>B3,0,B3-B4)`

a. **Click** cell **C22**.

b. **Click** the **Insert Function** button in the formula bar.

c. **Select** IF from the function list and click **OK**.

d. A **Function Arguments** dialogue will open.

i. **Click** in the **Logical\_test** text box.

1. **Click** on cell **B4**.

2. **Type** a greater than sign.

3. **Click** on cell **B3**.

ii. In the **Value\_if\_true** text box, **type** **0**

iii. In the **Value\_if\_false**, **type** **B3-B4**.

iv. **Click OK.**

- e. Because the second number is not greater than the first number, the middle parameter was not used. Instead the third parameter was used
- f. Let's test out the formula further
  - i. **Change** the number in cell **B4** to **20**
  - ii. Because the second number is greater than the first number, the second parameter was used and a 0 displayed
  - iii. **Change** cell **B4** back to **5**

## Tax Form Worksheet

1. **Go back** to **Tax Form** worksheet.
2. Let's **focus** on **Line 6** of the Tax form. Line 6 is where we calculate our taxable income. Taxable income is your income minus an allowance for the standard deduction. But the calculation has to take into account that the Adjusted Gross Income might be either greater or less than the standard deduction.

**English:** If the Standard Deduction > Adjusted Gross Income, display 0, otherwise display Adjusted Gross Income -Standard Deduction.

**Formula:** `=IF(C18>C17,0,C17-C18)`

3. For **Line 7**, create a formula to add the Tax Withheld for Joe and Sally.

**English:** Joe's withheld taxes plus Sally's withheld taxes.

**Formula:** `=D10+D11`

4. For **Line 8**, we will leave the value at 0.

5. For **Line 9**, create the formula according to the directions in cell **B22**.

**English:** Add lines 7 and 8.

**Formula:** `=C20+C21`

6. For **Line 10**, we need to calculate the tax. It is asking us to find 15% of our Taxable incomes.

**English:** Multiply our taxable income (Line 6) by this year's tax rate.

**Formula:** `=C19*C7`

7. **Line 11** will require another IF statement. Let's see if you can figure out how to enter it.

**English:** If (Line 9 > Line 10, then display Line 9 –Line 10, otherwise display 0).

**Formula:** `=IF(C22>C23,C22-C23,0)`

8. **Line 12** also requires an IF statement.

**English:** If (Line 10 > Line 9, then display Line 10 – Line 9, otherwise display 0)

**Formula:** `=IF(C23>C22,C23-C22,0)`

9. Great! Joe and Sally don't owe any more tax and are getting a nice refund!

A	B	C	D
<b>Using Formulas in Tax Calculations</b>			
3 This tax form is not real! It is only an example for class.			
4 Joe and Sally are a married couple filing jointly.			
6	Tax Rate		
7	This year, the tax rate is:	15%	
9	W/2's	Income	Tax Withheld
10	Joe	35000	5250
11	Sally	12000	1800
13	Tax Calculation		
14	Line 1 Wages, salaries, and tips (Income)	47000	
15	Line 2 Taxable interest (must be less than \$1500)	30	
16	Line 3 Unemployment compensation	0	
17	Line 4 Add lines 1, 2, and 3. Adjusted gross income.	47030	
18	Line 5 Enter \$8200 if single, \$16,400 if married filing jointly.	16400	
19	Line 6 Subtract line 5 from line 4. If line 5 is larger than line 4, enter -0-. This is your taxable income.	30630	
20	Line 7 Federal income tax withheld (Box 2 of your Form W-2)	7050	
21	Line 8 Earned income credit (EIC)	0	
22	Line 9 Add lines 7 and 8. These are your total payments.	7050	
23	Line 10 Tax. Use the tax rate to calculate how much tax you should have paid.	4594.5	
24	Line 11 If line 9 is larger than line 10, subtract line 10 from line 9. This is your <b>refund</b> .	2455.5	
25	Line 12 If line 10 is larger than line 9, subtract line 9 from line 10. This is the <b>amount you owe</b> .	0	

## Conditional Formatting

On the **Tax Form** worksheet, let's make the refund amount stand out. Let's say that if we get a refund, we want to make it display in bold and green. This is called Conditional Formatting. Let's change the **Refund** formatting now.

1. Click on **C24**.
2. On the **Home** ribbon, find the **Styles** group and click on **Conditional Formatting**. Then, under **Highlight Cell Rules**, select **Greater Than**.
3. Type 0 into the text box and select **Green Fill with Dark Green Text** from the dropdown list.

Let's do something similar for Line 12 (the amount you owe). Let's make the text red if anything is owed.

1. Click on **C25**.
2. On the **Home** ribbon, find the **Styles** group and click **Conditional Formatting**. Then, under **Highlight Cell Rules**, click **Greater Than**.
3. Type 0 into the text box and select **Light Red Fill with Dark Red Text** from the dropdown list.

## Manipulate the Tax file

What happens if the tax rate goes up to 25%? Do Joe and Sally get a refund?

What if Sally really made \$15,000? What happens to what they pay?

This is really the power of Excel—to be able to enter formulas and then change values and watch the spreadsheet change. And you can see that most of the formulas we used were adding, subtracting, and summing. That is mostly what you do in Excel.