

EXCEL

**A QuickStart Guide To Microsoft Excel - Learn
How To Use Excel For Calculations, Data
Analysis And Time Management!**



H E N R Y H A Y E S

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Excel:

A QuickStart Guide To Microsoft Excel - Learn How To Use Excel For Calculations, Data Analysis And Time Management!

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Table of Contents

Introduction

Chapter 1 – Structure and Function of an Excel Worksheet

Definition:

Structure of an Excel Worksheet:

Name Box:

Formula Bar:

Workbook:

Functioning of worksheet:

Method to Select the Cells:

Method of Entering Data in Cells:

Spreading the Cell Contents:

Copying and Moving the Cells:

Method to Add & Delete Rows & Columns:

Way to Rename a Worksheet:

Way to Add a Worksheet:

Way to Delete a Worksheet:

Way to Transfer a worksheet to a new or existing workbook:

Common Error:

Chapter 2 – Excel Formulas and Mathematical Expressions

Rules of Excel Formulas:

Percentage Calculations in an Excel:

Method to Copy and Paste Formulas:

Locking of Cells for safety:

Chapter 3 – Process of Formatting in an Excel

Formatting Category Tabs:

The Number Tab:

The Alignment Tab:

The Font Tab:

Borders Tab:

Fill Tab:

Protection Tab:

Chapter 4 – Using the Worksheet Data & Features of an Excel

Way of Creating a Worksheet Link:

Procedure ONE:

Procedure TWO:

Linking of a Collection of Cells:

Example of a Link Formula:

Using Features of an Excel:

Fill Handle:

Method to Automatically Fill by using the Fill Handle:

Another Option:

Way of using a Fill button on a ribbon:

Chapter 5 – Guidance in Making an Excel Chart

Pie chart:

Column chart:

Bar chart:

Line Chart:

Conclusion

Introduction

An Excel is a program which is related to the worksheet and which is made by Microsoft. Even though for analyzing data, you can utilize any spreadsheet or worksheet program but the directions that are mention here are detailed for the use of only an Excel.

The spreadsheet program that a Microsoft makes is a less robust program. The features that I have mentioned here are found in MS Workings, so you will feel comfortable in completing all the training using MS Works.

An Excel is a very decorative way of calculating in its most original form. The information that is given in this e-book highlights a functioning methodology of using an Excel. There are typically numerous diverse methods of performing the similar functions in an Excel; this e-book will guide those plans.

Whenever you require more information about methods of using an Excel, there are a lot of websites designed to guide learners about an Excel; you just need to do a simple ‘google’ search, and you will discover a lot of them. If you found any difficulty in opening websites of excel, then getting into the menu of “Help” can also be beneficial from within the program!

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Chapter 1 – Structure and Function of an Excel Worksheet

Definition:

It is a program that gives worksheets which consists of columns and rows in which the data can be kept which seems similar to the table of Microsoft word, but the Excel has an ability to solve simple to complex mathematical calculations.

Structure of an Excel Worksheet:

An Excel spreadsheet or worksheet is a level network of columns and rows. Just examine the spreadsheet below. The columns are named as the alphabets that start with A and so on, and the rows are named as the numbers starting with the number 1,2 and so on. In the first row, the cells are called as A1, B1, C1, and so on. In the first column, the cells are named as A1, A2, A3, and so on. These are termed as the cell names or the cell references.

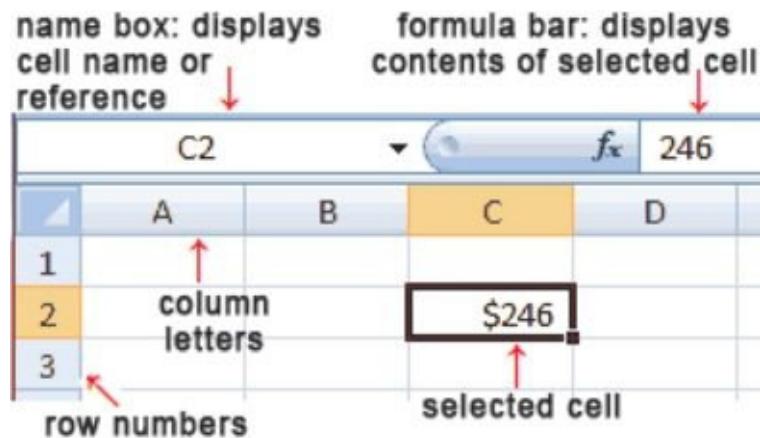
When we have to make math formulas or functions we make it with the help of cells. For example: when we have to add the contents of cells B2 and B3 collectively then the formula we use will be =B2+B3.

Name Box:

It is located above the column A of an Excel worksheet, and it displays the cell reference or cell name. In the above worksheet, you can easily see that the cell that is selected is “C2”, which is indicated by the yellow color in the column letter “C” and row number “2.”

Formula Bar:

It is located above the column D of a worksheet. It displays the contents of the selected cell.



Workbook:

When there is a pool of worksheets or spreadsheets in an Excel, then it is called a workbook. When you open the Excel, the workbook will open consisting of blank worksheets. You can easily see the worksheets names at the bottom of an Excel window.

Functioning of worksheet:

The worksheet starts to function when you move from left to right, up to down by using the arrow keys from the present cell. When you want to go to the cell that is below the current cell, then press the Enter key, and when you want to move one cell to the right side then press the Tab key.

Method to Select the Cells:

There are so many methods of selecting the cells in an Excel worksheet which are as follows:

- If you want to select a one cell, then you will click inside the cell.
- If you want to select 1 or more rows of the cells, then you will click on row numbers.
- If you want to select 1 column or number of columns, then you will click on the column letters.
- If you want to select a collection of attached cells, then you will click in the corner of the cell and press the button of the left mouse, you will then drag the cursor horizontally/ vertically until all of the cells that you want to be selected are bordered in color of black.
- To select multiple numbers of cells that are not attached to each other, you will press and grip the Ctrl key while clicking in the chosen cells.
- If you want to select all the cells of the worksheet, then you will click in the upper right corner of worksheet opposite of “A.”

Method of Entering Data in Cells:

The method of entering data into the cell is just by clicking in a cell and after clicking start typing in a cell. Whatever you will type, it will be displayed in the Formula Bar. When you enter the dates, Excel worksheet will default to the present year if you forgot to enter the year part of the date.

You can do editing of the contents of the cell from directly inside the cell or from Formula Bar. If you want to edit as of the Formula Bar, you will have to select the cell and click in the Formula Bar. When you are done with typing, you may press Enter key, or you may click in another cell.

If you want to edit straight in a cell, then you will double click in the cell, or you will select the cell and then press F2 key. There is a specific format for each cell, and this format informs an Excel how data in the cell should be displayed.

Spreading the Cell Contents:

- If you want to fill the neighboring cells having contents of the above cell, then you will select the cell having a data and the cells in which you want to write and then press the keys Ctrl + D to write down.
- If you want to fill the neighboring cells having contents of the left cell, then you will select the cell having a data and the cells in which you want to write and then press the keys Ctrl + R to write to the right cell.

Copying and Moving the Cells:

If you want to move the cell contents, then you will right-click in a selected cell and click Cut. If you want to copy the cell contents, then you will click Copy. Then you will right-click in a new position and then click Paste. If you want to paste a set of cells, then you will right-click in a cell where a top left cell of a set should be positioned, and then click Paste. You will then press the ESC key to remove animated border all over the original cell, or you can start to type in the new cell.

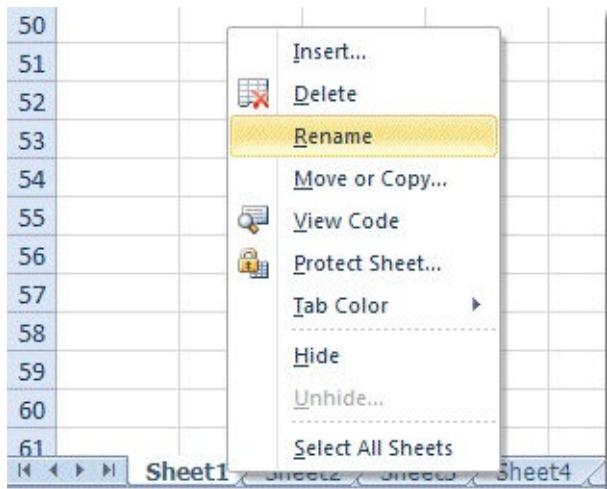
Method to Add & Delete Rows & Columns:

- To add a new row in the worksheet, you will right-click on a row number and then click Insert. If you desire to carry on inserting the rows, then press the F4 key.
- If you want to delete a row, then right-click on a row number and the click on Delete. To delete the attached rows, highlight them before clicking on Delete. To delete the unattached rows, press and hold the CTRL key to select the rows before clicking on Delete.
- To add a new column, you will right-click on column letter and the click on Insert. To add the column, press the F4 key after inserting the first column.
- If you want to delete a column, then right-click on a column letter, and then click on Delete. To delete Attached columns, highlight them before you click on Delete. And to delete the unattached columns, press and hold the CTRL key.

A	B	C	D	E	
1	The Cookie Shop Sales Revenue				
2		January	March	April	May
3	Revenue from Sales:				
4	Peanut Butter	\$1,292			
5	Chocolate Chip	\$2,047			\$2,123
6	Oatmeal Raisin	\$1,795			\$1,789
7	Lemon	\$1,250			\$1,305
8	Total Revenues:	\$6,384			\$6,481
9					
10					
11	Select entire rows by clicking in the Row Header before opening the Context Menu	\$375			\$375
12		\$1,374			\$1,534
13		\$2,917			\$2,917
14		\$689			\$701
15		\$380			\$256
16		\$5,735			\$5,783
17					
18					
19					

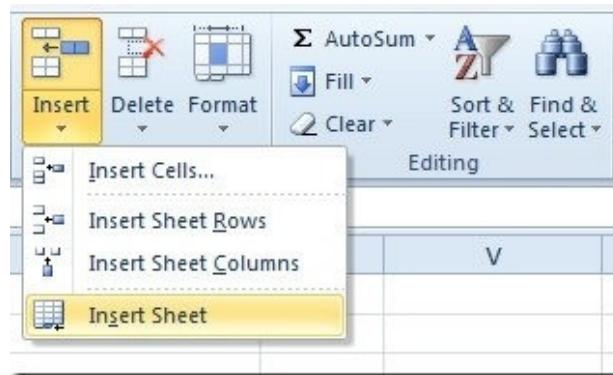
Way to Rename a Worksheet:

Just right-click on a tab of the worksheet, then write the new name by selecting the “Rename” from a context menu. Or, you can also write the name by double-clicking on a worksheet tab.



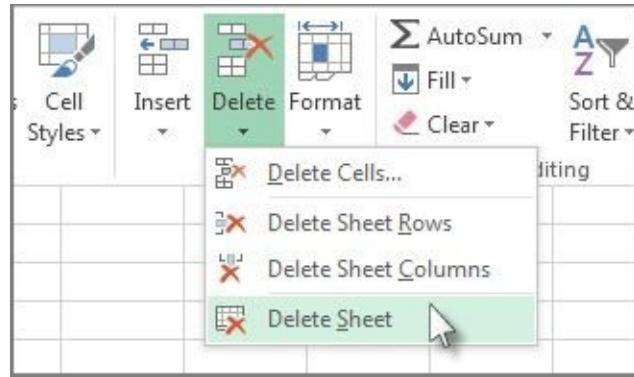
Way to Add a Worksheet:

You can quickly add a worksheet by right-clicking on worksheet tab and selecting an Insert from a menu.



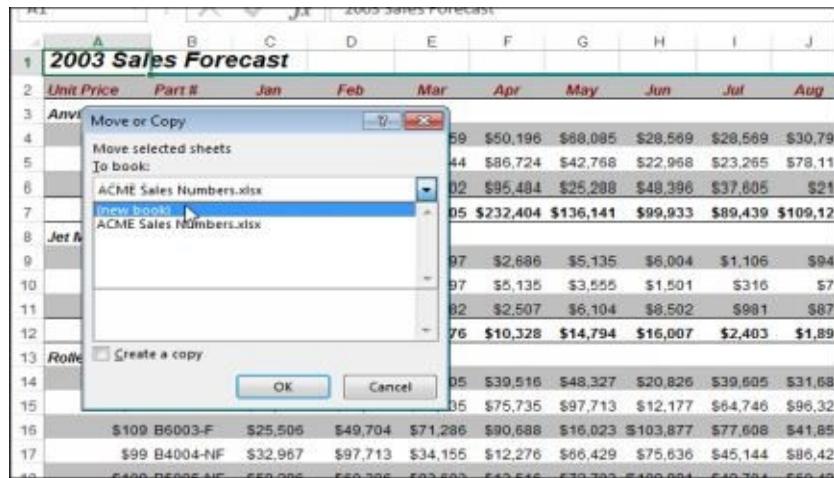
Way to Delete a Worksheet:

By right-clicking on a worksheet tab and by selecting Delete from a menu you can delete a worksheet of your choice.

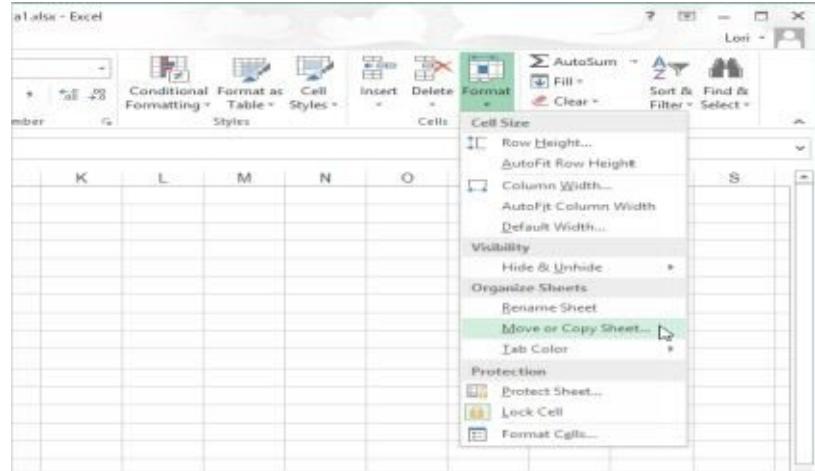


Way to Transfer a worksheet to a new or existing workbook:

- To transfer a worksheet to a new workbook just right-click on a tab of a worksheet and click on “Move or Copy.” In a Move or Copy window, click on a drop-down arrow below “To Book:” and then click on (new book).



- To transfer a worksheet to an existing workbook, copy the worksheet, and then delete an original sheet after pasting the worksheet.



Common Error:

The pound sign [#] indicates that Excel has an error. If the sign is like this [#####] then it means that data cannot be displayed in a cell because the cell is very narrow.

Chapter 2 – Excel Formulas and Mathematical Expressions

Rules of Excel Formulas:

The Excel formulas have five basic rules:

1. To represent Excel formula a sign of equal (=) is written before the Excel formulas.
2. The cell in which a formula is entered the answer to a formula is displayed in the same cell.
3. With the help of the column-row identifier, the cells are referenced in the formula.
4. The signs to add, subtract, multiply and divide, are +, -, *, /.
5. Excel automatically capitalizes the capital letters of the formulas.

For example: =A1 + A6, =B2*B3, G5/A5

One formula contains multiple operations as well like: (C1+C3)/C4 etc.

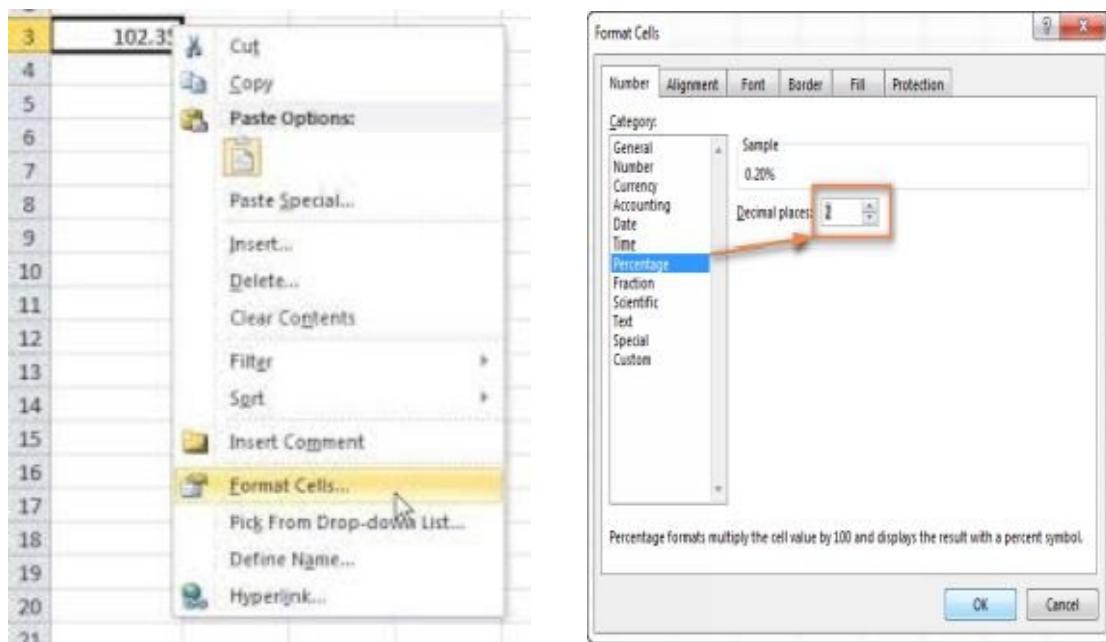
In mathematical formulas, first of all, the process of division or multiplication is completed then addition or subtraction takes place.

Percentage Calculations in an Excel:

- By entering a formula in a cell and by formatting a cell you can calculate a percentage and a percent sign is displayed in a cell. For example, the formula in a cell D2 is $=B2/C2$. If $B2=42$ and $C2=50$, then $42/50=0.84$ and the cell will show 0.84 but if the formatting in a cell D2 is set as a Percentage then, 0.84 will be displayed in a cell as 84%.

	A	B	C	D	E
1	Actual Points	Possible Points		Grade	
2	Student 1	42	50	84%	
3	Student 2	25	50	50%	
4	Student 3	38	50	76%	

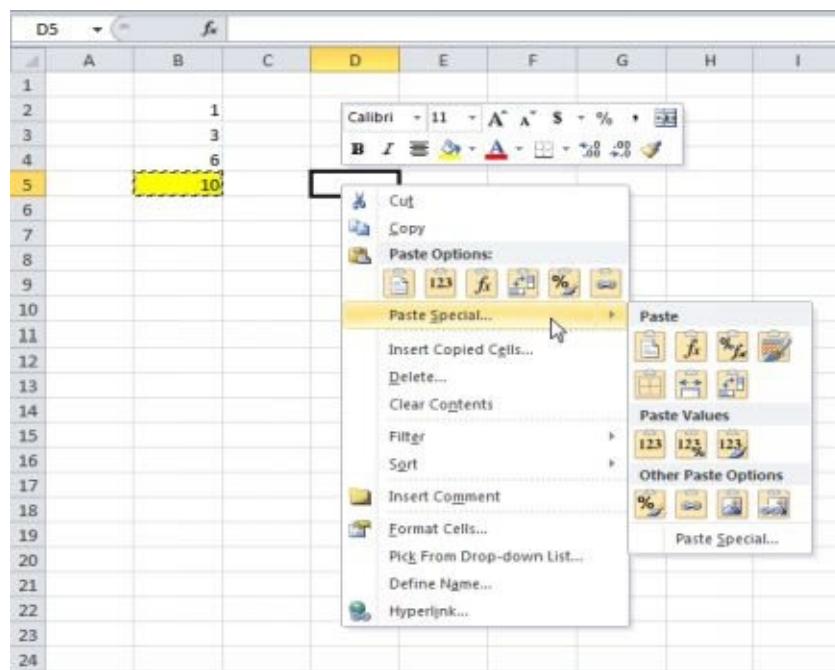
- If you want to format a cell or a group of cells, then right-click in a cell and then click on “Format Cells....” by showing some decimal points, you will Click on “Percentage” on a Number tab, and then click on “OK.”



- Instead of giving a percent sign in each cell you can use a heading of a percent in a column. For example, if the formula in a cell D2 is $=B2/C2$ then the formula can be changed in D2 to $=(B2/C2) *100$ and then continue it down a column.

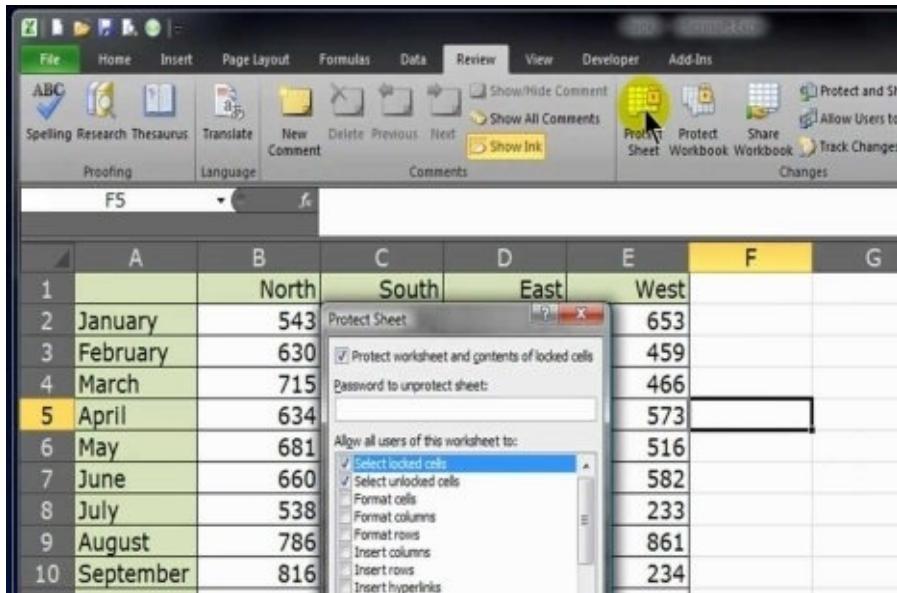
Method to Copy and Paste Formulas:

To copy the contents of a cell, then click in a cell, right-click, and then click Copy. (Or Ctrl+C.) After that, you will place a cursor in a receiving cell, right-click it, and then click Paste. (Or Ctrl+V.) If you want to remove the animated border press Enter, then press Esc key, or you can click in another cell and start typing. The contents of the cell need to be copied one time when you want to paste the cell contents into multiple numbers of cells. By using arrows on a keyboard, you can move to the other cells and start pasting.



Locking of Cells for safety:

Most of the formulas are enormously complicated, so it is a good choice to start locking those cells that have a formula and protect a worksheet or spreadsheet. With the help of a Protection tab on a Format window a cell or a group of cells are locked.



By carrying out calculations, when we divide the numbers we may get quite large resulting numbers. If the resulting number is enormous which cannot be fully presented in a cell, then pound sign ##### is shown in a cell. If this happens then, in that case, you can make a cell wide, change the font of the cells, or you can format a cell to show less decimal points.

I hope this chapter of writing formulas and performing math calculations in an Excel has been helpful to the readers. Cheers!

Chapter 3 – Process of Formatting in an Excel

A single cell or an attached number of cells are formatted with the help of a multiple numbers of ways to lay down closely how the contents of the cells should be displayed in a Microsoft Excel worksheet e.g. currency, percent, and how they should look like e.g. font, color.

Formatting Category Tabs:

There are six formatting category tabs in a format cells window which are as follows:

1. The Number Tab
2. The Alignment Tab
3. The Font Tab
4. The Border Tab
5. The Fill Tab
6. The Protection Tab

Every cell in worksheet or spreadsheet can be formatted having many properties. The actual value in the cell is not affected by the formatting of the cell. If a cell has a formula like division, multiplication of decimals, or having difficult calculations, the final value might have a huge number of decimal places that an Excel calculates.

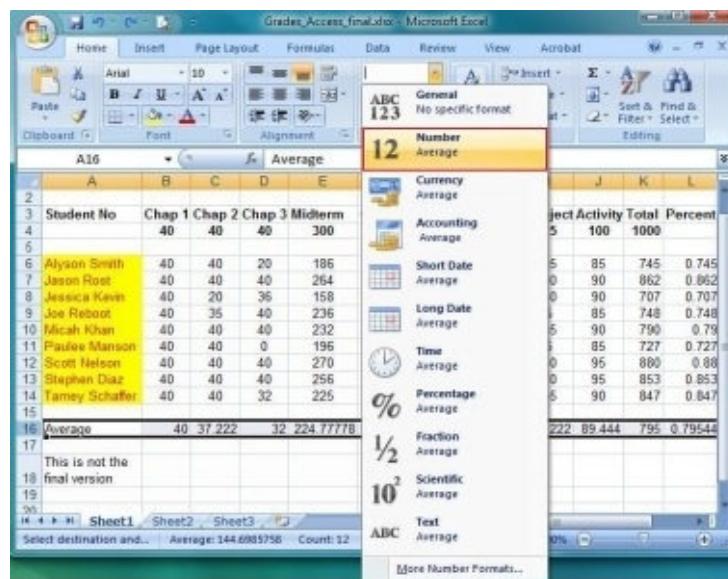
An Excel can easily display the cell that is formatted for only two decimal points. It depends on a situation as well; the value that you see on a worksheet or spreadsheet might not be an actual value for a cell. The window of the “Format Cells” can be opened in all the forms of an Excel with the help of the right-click menu.

The Number Tab:

It consists of the types of the data which are present in a cell. The kind of default setting is General. Other default categories include the number, accounting, currency, time, date, percentage, scientific, fraction, text, custom and special. Few options let a user lay down the total number of decimal points, a way of displaying the negative numbers, and which symbol of currency to be used.

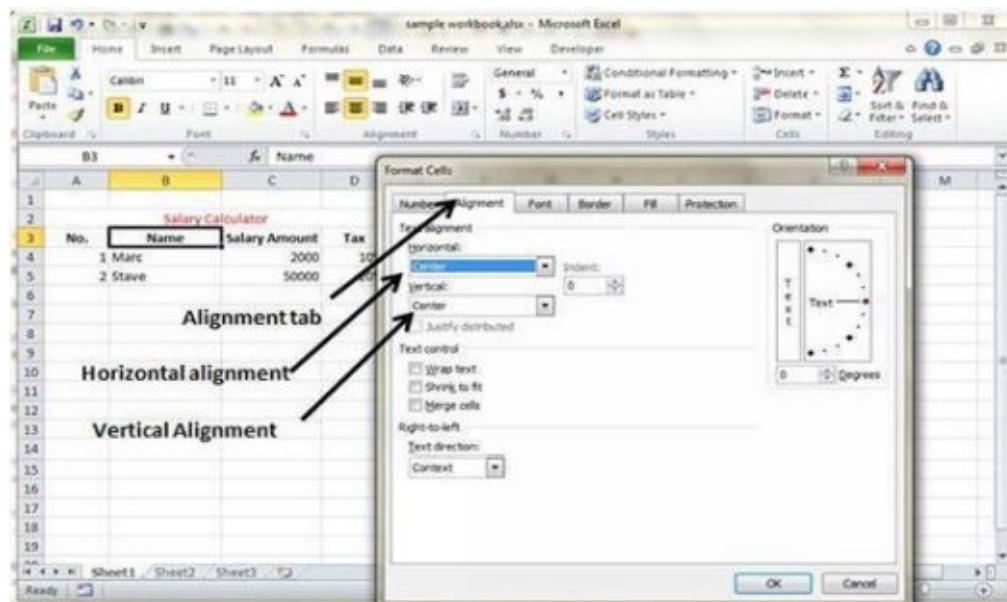
The General default category is a very flexible class. Dates are displayed as dates, the text appears as a text, and numbers are displayed as numbers. You do not need to format huge portions of a worksheet consisting of a different category because you may finish up reformatting and re-enter a data in a lot of single cells.

A date that you enter into a currency cell by mistake will not be shown in a cell, but instead, the serial number of dates will be displayed. If you enter a formula into a cell which is formatted for a date, then the answer will not be displayed.



The Alignment Tab:

The second is the Alignment Tab. This option is used to align the text in a cell, wrap text, indent text, and merge cells. The direction and the orientation of text can also be indicated in degrees.



The Font Tab:

This third tab is used to set font name, font style i.e regular, italic, bold, size, color, underline style i.e single, double. The special effects of superscript, subscript and strike-through are also set with the help of this tab.

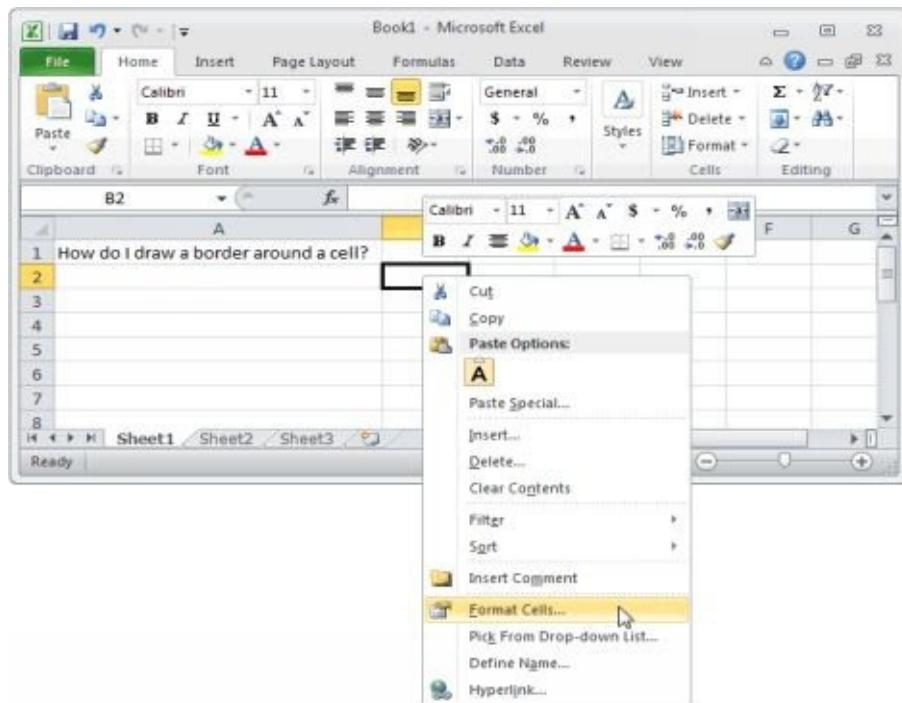
A screenshot of Microsoft Excel showing the 'Font' tab selected in the ribbon. A color palette dropdown menu is open over a cell containing the text 'Grades for A'. The palette shows 'Theme Colors' and 'Standard Colors' sections. A red square is highlighted in the standard colors section, and the text 'Red' is displayed above it. The main worksheet displays student grades across multiple sheets.

			Chap 4	Chap 5	Final	Project	Activity	Total	Percent
1			40	40	325	75	100	1000	
2			40	20	301	5	85	727	0.727
3			40	20	259	55	85	745	0.745
4			35	40	232	5	85	748	0.748
5			40	20	223	65	90	790	0.79
6	Jessica Kevin		40	35	238	50	90	707	0.707
7	Paulee Manson		40	20	301	5	85	727	0.727
8	Alyson Smith		40	20	259	55	85	745	0.745
9	Joe Reboot		35	40	232	5	85	748	0.748
10	Micah Khan		40	20	223	65	90	790	0.79
11	Tamey Schaffer		40	32	225	35	85	847	0.847
12	Stephen Diaz		40	40	256	40	40	232	70
13	Jason Rost		40	40	264	35	40	253	60
14	Scott Nelson		40	40	270	40	40	265	50
15	Average		40	37.222	32	224.77778	38.333	32.222	254.22222
16									
17									

Borders Tab:

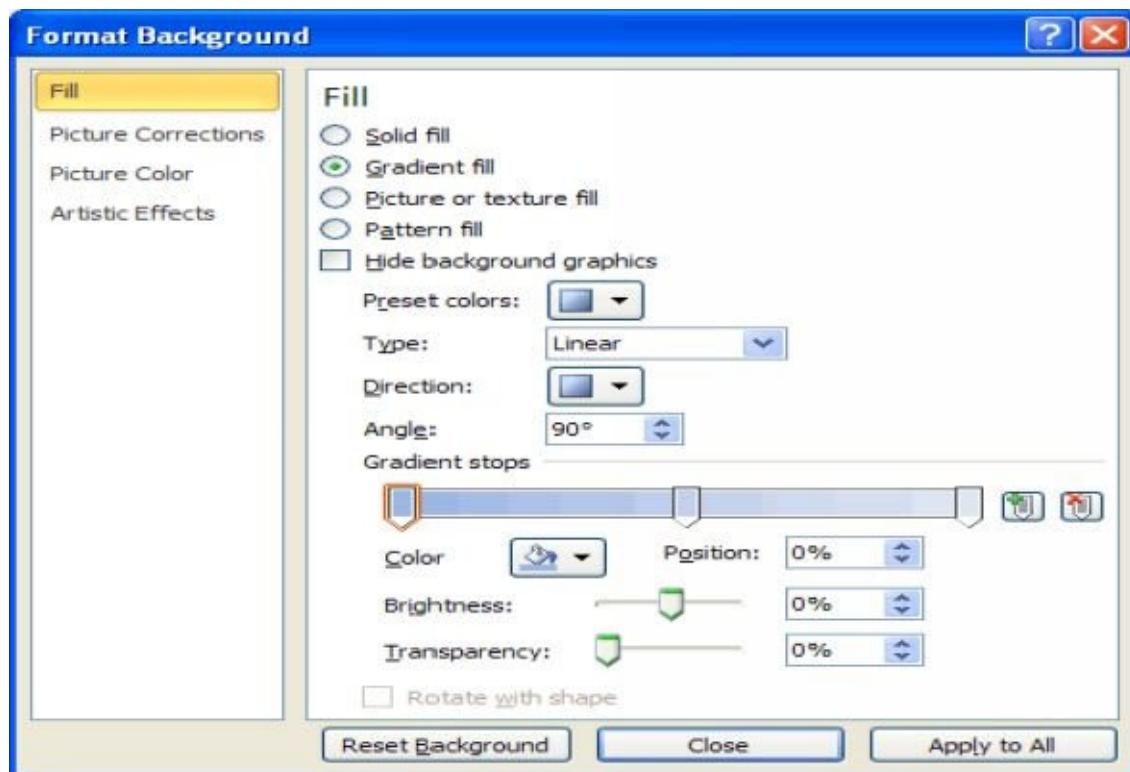
The Border tab is a tab that gives a diversity of border styles, and you can select any color for a border. For an individual cell or a complete set of cells, you can select a specific border style and border color to show them unique.

- First of all, you will select the border style and the color.
- Secondly, you will select a side or sides of the cell to get the border by clicking on one or more sides of a box.



Fill Tab:

This is a fifth tab which is also called as Patterns or Fill. This tab depends on a type of an Excel you use. The fill tab controls the background of a cell or color of a variety of cells, and it also contains different pattern styles, such as horizontal or vertical, diagonal stripes, dots, and fractions of gray. It has special fill effects as well like two-color grades that give shades horizontally and vertically. In the case of presentations, the worksheets become very attractive by using fill tab. The numerical data worksheet is much easier to read when the rows are shaded with a light gray color.

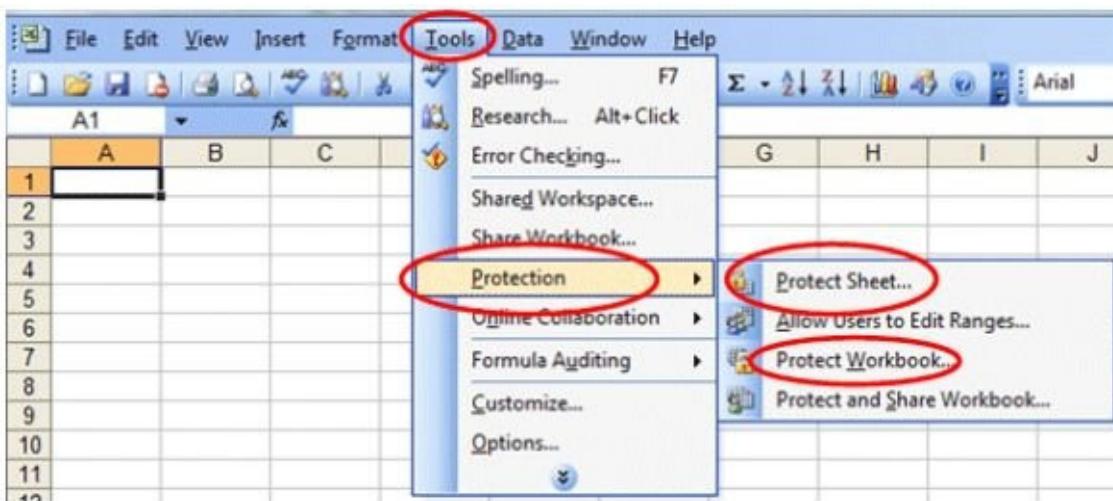


Protection Tab:

It is the last tab of the “Format Cells window.” It is a special feature that allows a user to describe certain cells as Locked or Hidden. If a user formats a cell as Hidden then by selecting that cell in the worksheet, the cell contents will not be seen in a Formula Bar.

If you want to hide the cell contents, then you will click in a cell and see a box following to Hidden on a Protection tab. The Protection Tab also can lock or unlock the cell. According to default, all the cells are automatically locked. On the other hand, the data that is recorded in a locked cell is only secure if the user wants to protect the worksheet.

- The Fault or error messages in an Excel start with a pound sign (#). Most common error is, #####, which is shown when a column is not wide sufficient to show a data. If you want to increase a width of a column, then place a cursor on a column’s right side and then drag it to the right.



Chapter 4 – Using the Worksheet Data & Features of an Excel

To transfer data into another worksheet, a link is used in an excel. A link is a type of a formula. The spreadsheet or worksheet can be in the similar workbook or in a different workbook. The purpose worksheet possesses a link formula, and that link formula enables to receive data from a cell present in a source worksheet. When the cell value of a source worksheet changes then the cell value of the purpose worksheet will also be updated.

Way of Creating a Worksheet Link:

You will need to format a cell which contains a link formula in the purpose worksheet to balance the format of a source worksheet.

Procedure ONE:

1. You can create a link by selecting a cell that you want to connect to and by clicking on Copy on the Home tab in the source worksheet. Or just press Ctrl+C, or you can right-click and then select Copy.
2. Now move to the purpose worksheet and click on a cell where you need the connection.
3. Now come back to a source worksheet and then press the ESC to eliminate the active border around a cell.

Source Worksheet		
	A	B
1	Atlanta Store	Date--> 08/20/09
2		\$ Collected
3	Register #1	\$1,300
4	Register #2	\$1,000
5	Register #3	\$1,200
6	Total:	\$3,500

Destination Worksheet		
	A	B
1	Store Totals for:	08/20/09
2		\$ Collected
3	Altanta	\$3,500
4	Denver	\$2,900
5	Seattle	\$3,200
6	Total:	\$9,600

Procedure TWO:

It is a fast procedure that works in a changed order as compared to the procedure One.

1. Enter a sign of equal (=) in a purpose worksheet cell which contains the link formula.
2. Click in a cell which contains a data and then press the Enter in a source

worksheet.

Linking of a Collection of Cells:

By selecting the cells and by clicking on a Copy button we can link a variety of cells in a worksheet.

Example of a Link Formula:

We will use procedure One in the below example, in the source worksheet, we have clicked in a cell B6 and then clicked Copy. In a purpose worksheet, we have clicked in a cell B3 and then pasted the link. As a result of which the value (\$3,500) was automatically displayed.

Using Features of an Excel:

Fill Handle:

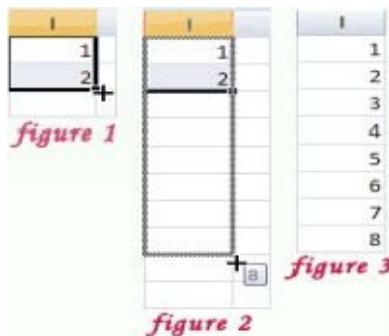
It is a powerful tool which is used in the worksheet!

Method to Automatically Fill by using the Fill Handle:

The easiest example is a linear series of numbers that are 1, 2, 3, 4, 5. A linear series comprise of decimals (1.5, 2.5, 3.5, 4.5), decreasing values (100, 98, 96, 94), or negative numbers (-1, -2, -3, -4).

Let's examine how we can autofill a column by using the Fill Handle.

1. First of all, you will open your Excel worksheet. Enter the number 1 in a first cell and the number 2 in a cell instantly below.
2. You will Highpoint the two cells, and then Move a cursor above the bottom right corner until you get a Fill Handle which is represented as (+). Closely observe figure 1
3. After that, you will press a LEFT mouse button and then drag the column downward as far as you want Excel to fill automatically. Carefully observe figure 2.
4. Now free a mouse button and an Excel will automatically fill a column in a linear series as seen in figure 3.



Another Option:

If you require a linear series having step value of 1 then you can move in the first digit only, you will click and drag a Fill Handle with the help of RIGHT mouse button, and the click on the Fill Series on a small menu. The Fill Series has a default step value equal to one.

Way of using a Fill button on a ribbon:

1. First of all, just enter the two digits in a worksheet.
2. Highlight these digits and a rest of the columns which you want to be auto filled.
3. Now click on the Fill Button, and then click on Series.
4. Finally, you will have to make sure that “Linear Series” is selected in a series window having a step value of 1, and then you will click on OK.

Let's have a look at some of the other examples of utilizing a Fill Handle to autofill data or other numbers in an Excel spreadsheet. Just examine a sample of a worksheet below. In each situation, we move in the other data or the first two numbers, and then we pulled a Fill Handle with a left mouse button.

Odd digits: When you will enter the first two digits, Excel will automatically know it that the step value is 2, so it will autofill the remaining columns with the odd digits.

Every 4th digit: In this pattern, the step value is 4, so opening with 2 and 6, an Excel carry on to increase each succeeding digit by 4.

Multiples of 5: The Fill Handle is convenient for making multiples of a digit. The multiples are obtained when we divide each digit by the first digit which is regarded as a step value in our pattern.

Thousands: When our step value becomes 1000, then an excel auto fills by thousands.

Months, time, and days: The last three K, L, and M columns explain that an Excel's has an ability to auto filling a diversity of data chain.

Data entered in 1st two rows and then Fill Handle used

G	H	I	J	K	L	M
1	2	5	1000	Jan	8:00 AM	Monday
3	6	10	2000	Feb	9:00 AM	Tuesday
5	10	15	3000	Mar	10:00 AM	Wednesday
7	14	20	4000	Apr	11:00 AM	Thursday
9	18	25	5000	May	12:00 PM	Friday
11	22	30	6000	Jun	1:00 PM	Saturday

Chapter 5 – Guidance in Making an Excel Chart

It becomes very easy to recognize the patterns and relationship among numbers especially when they are shown in charts. Charts that are made in excel may be retained in a worksheet following the data or may be placed in another worksheet. An Excel chart can also be copied to other programs of software like PowerPoint.

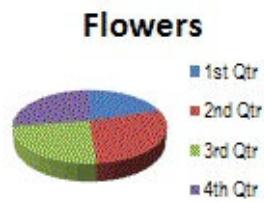
It is always helpful if you have a brief idea on what type of chart you will be using before selecting the data or series. A word “series” shows a group of values like quantity of flowers in an area, student grades, etc. As there are many types of charts but the charts that are mostly used in excel are:

1. Pie chart
2. Column chart
3. Bar chart
4. Line chart

Pie chart:

The pie chart is a type of an excel chart that shows a data of only one series. It shows the data in the form percentages in a series for each member. For example, in a survey, if you want to calculate many of red roses, white roses, jasmine flowers, and sunflower in a specific area.

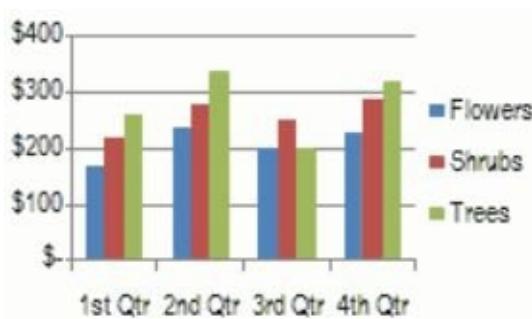
After gathering data, you will record the series of collected data in a pie chart. This pie chart will explain how many percentages of particular flowers originate in an area. Each and every flower will have different percentages which will demonstrate the percentage of a whole flower oriented area.



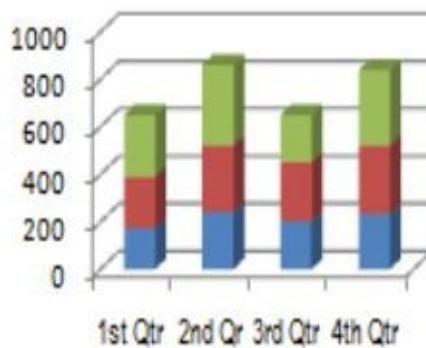
Column chart:

It shows a comparison of a multiple numbers of data facts very effectively. On the other hand, to link multiple data facts the Clustered Column Chart is chiefly beneficial.

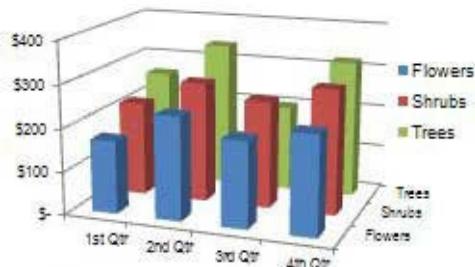
We designed data facts in Flowers, Shrubs, and Trees in the below column chart. A changed color for every data series is used in an excel so; we can quickly examine how a set of Flowers change with the passage of time. But as the poles are “clustered,” the three data series of a specific period can be easily related.



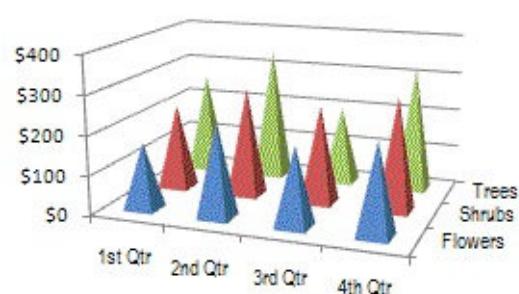
The numerical values are displayed along vertical axis i. e y-axis and the time or extra categories are displayed along horizontal axis i. e X-axis. In our column chart, the horizontal X-axis shows time fragments, and according to the time, the data for Flowers, Shrubs, and Trees is designed.



In original versions of an Excel, pyramids, cylinders, and the cones are utilized mostly. The below charts are 3 dimensional.

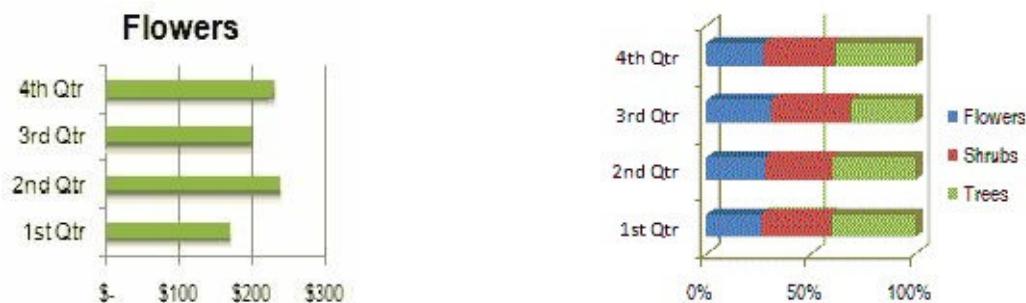


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Bar chart:

In Bar Chart, the horizontal axis shows the numerical values. The Bar Charts are accessible in 2-Dimentional and 3-Dimentional formats.

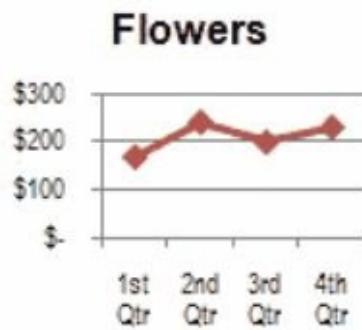


An Excel gives a Loaded Bar Chart which is a 100% Loaded Bar Chart. The above right chart is 100% Loaded Bar Chart which is 3-Dimentional. It is a chart type that doesn't show money on the x- axis, it has percentages. The new forms of an Excel give a choice of utilizing pyramids, cylinders or cones in place of bars.

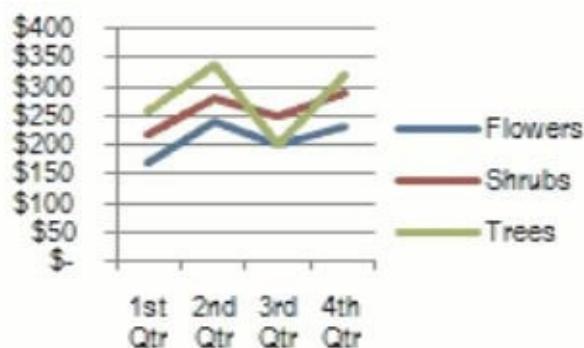
Line Chart:

This Chart is particularly actual in showing trends. The numerical values are showed on vertical axis i. e Y-axis and the time or other categories are showed on horizontal axis i. e. x-axis. I have carefully lined the data with markers for a single series chart below.

The circles, squares, triangles, or other shapes which spot the data points on a chart are called markers. An Excel shows an exclusive marker giving different shapes and color to represent every data.



This Chart is just as real in presenting developments for multiple data series. Examine that each line is not of the same color. Each line is a different color to show to the reader the various values on a chart. The values become easy to view and analyze.



Conclusion

Hello! Readers! Hope you have enjoyed this e-book. I have tried my best to give my maximum to clear your concepts. Hope you have enjoyed each and every chapter of my e-book. An Excel is considered very much necessary in the professional field. An Excel is a program which is related to the worksheet and which is made by Microsoft.

Even though for analyzing data, you can utilize any spreadsheet or worksheet program but the directions that are mention here are detailed for the use of only an Excel. The spreadsheet program that a Microsoft makes is a less robust program. The features that I have mentioned here are found in MS Workings, so you will feel comfortable in completing all the training using MS Works.

The students result cards are now displayed online on an excel worksheets instead of result cards. Hope this e-book has guided you all readers about how you can do the process of formatting in an Excel. I am confident that you have now learned basic techniques of using the data worksheet and various features of an Excel. An Excel is a very attractive way of calculating in its most original form.

Hope you have gained the information that is given in this e-book which has highlighted a functioning methodology of using an Excel. You have learned typically numerous diverse methods of performing the similar functions in an Excel, as this e-book has guided those methods.

Whenever you require more information about methods of using an Excel, there are a lot of websites designed to guide learners about an Excel; you just need to do a simple ‘google’ search, and you will discover a lot of them. If you found any difficulty in opening websites of excel, then getting into the menu of “Help” can also be beneficial from within the program!