Chapter 1

Creating and opening workbooks

Onedrive lets you share your files online.

“blank workbook” lets you start from scratch. You can also start with a template, it has more formulas and different workbooks.

To open a new one go to “open” in the backstage view. You can also see your most frequently used files. You can also pin a workbook.

Cell basics:

Cell address: where a cell is. Click a cell to select it. Use the arrow keys. You can click and drag aswell.

Collumns are first, then row (A1) (B2)

The “delete” command deletes the cells from the worksheet.

“Copy” command on ribbon lets you paste a command in multiple other cells.

You can select some cells and drag them on the lines

There is also a Fill Series. I tis a small square at the bottom of the selection

Chapter 2

Intro to Formulas

+, -, \*, /, ^

Start a formula with a “Equal sign”. Then type the cells you want to add/etc in. Excell always refreshes, so you can change values all the time. “cell references” are like D11, D12

Hit Enter, click a cell, and that is called the “point and click”. Add a formula to multiple cells, select the fist cell and hit the fill handle and drag that handle down.

Chapter 3

Functions:

In the “formulas” tab you can see a bunch of functions you can use.

Select a cell where you want the answer to appear. Click the function. You can use the “corner handles” to select which cells are selected.

They contain a “syntax” and a “argument”. Arguments can be separated with commas.

The “insert Function” command lets you search for functions. Just type a descriptions

Chapter 4

Modifying rows, columns, cells

You can position a moust over the line in a column heading, click and drag.

If you double click that line, its “autosize”.

The “select all” in the top right corner lets you change everything in a document.

To add a new row, select the one below where you want it to go, click insert. Works with columns aswell (select the right column).

Select a column, hit cut, hit the column right of thwere you want it to go, and paste.

You can select a few columns and right click and “Hide”.

You can use the “wrap text” command to display it on multiple lines.

You can select a bunch of cells and hit “Merge + Center”

Merging cells with data in it will keep the top right cell and delete the data of the other ones

Page layout and printing:

In the backstage view and in the print pane you can see what you’ll print.

You can choose how many sheets to print aswell.

Pressing ctrl while you select your workbooks, you can select which ones to print.

You can print a selection by selecting the data, just hit “print selection”.

In the Page layout tab you can select the “print area option” aswell ^

In the Page layout tab you can hit “print titles” and select which rows or collumns will be on all of the pages you’ll print.

In “page break view” you can see where everything will be printed.

Chapter 5

Charts:

There are series of charts to best represent your data.

There are many types of charts that you can customize to suit your data.

Column: good all-around of charts

Line: trends over time

Pie: let you see data in proportion

Bar: column chart on its side

Area charts: like line chart, but area under lines are filled in.

Sellect your data and go to “insert” and then go to the “charts” area.

You can hit “switch Row/Column” to suit your chart better. “Change Chart Type” lets you change it. You can also change the chart style.

“quick layout” lets you change your layout”/

“add chart elements” lets you change more things

You can change the worksheet the chart is on by: selecting it, Move chart, and select the sheet.

Microsoft access:

Intro to databases:

Databases are data stored on a computer. Access uses tables to list these things.

These are pretty much just lists of things that you store.

Introduction to Objects:

Tables are where the data is stored. Fields are designed to organize your objects.

Forms are used for entering, modifying data.

Queries let you search for data.

Reports let you present your data.

Working with tables:

Tables are where the data is stored. In the navigation pane you can double click a table to view it.

Each row is called a record.

Each record has a ID number

Each column is called a field.

Each box is called a cell.

You can use arrow keys to move around, or use the record navigation bar at the bottom.

Click the margin on the left part of the record and hit delete.

The “replace” command lets you “find and Replace”, and you can click “Find Next” to see which options you want to change.

The Internet ¯\\_(ツ)\_/¯¯\\_(ツ)\_/¯¯\\_(ツ)\_/¯

Where does the internet come from?

Global network of interconnected computer that gives the world-wide web.

A bunch of cables that connects all the computers. All you need to do is to connect to a cable. It brings it to your ISP into a DNS to try to match an address that you type in. The cables go under the sea.

These fiber optic cables make the backbone of the internet. At the database, it brings back “packets (chunks of data)” to your computer, which pieces them together.

Connecting to the internet ಠ\_ಠ

Lots of reasons to have a internet connection

Different types:

Dial-up: for your phone, very slow

DSL, Cable: phone line and cable TV connection (Broadband) very fast

3g and 4g are types of wireless internet connection. Can be alternative from broadband

Must purchase from ISP. The ISP will give you a modem. The Modem will connect you with everything. You can have a wireless router to broadcast it all over the home

The SSID is the network name. The DPA is the password. You can plug an ethernet cable or buy a wireless card.

Browser basics: ZZZzzzzz

Type shit in to see your urls.

There is also a history.

Go from one page to another with links.