Intermediate Excel 2007

Exercise 1 - Creating a Workbook – After every line press the "Enter" key or arrow keys

Cell Type this data

- A1 NPL-Intermediate Excel Example 1
- A3 Type your actual first and last name (example: "Joe Smith")
- C5 Description
- D5 Purchase Price
- E5 Tax
- F5 Total
- C6 Computer
- C7 Wireless Mouse
- C8 Carry Case
- D6 1000
- D7 65
- D8 50
- E6 =D6*0.08

E7-E8 Fill Down <Note: "fill down" – will copy the formula to the next row changing the row number>

- F6 =D6+E6
- F7-F8 Fill Down
- F9 = F6 + F7 + F8

Exercise 2 – Replacing a formula with the SUM function

Cell Type this data

F9 Replace formula with **SUM** function

Performing Calculations

Excel Formulas

A formula is a set of mathematical instructions that can be used in Excel to perform calculations. Formulas are started in the formula box with an = sign.

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	COUNT	-	• (• X 🗸	<i>f</i> _x = -	←	-
	А	В	С	D	E	F
1	=					
2						
3						

There are many elements to and excel formula.

References: The cell or range of cells that you want to use in your calculation **Operators:** Symbols (+, -, *, /, etc.) that specify the calculation to be performed **Constants:** Numbers or text values that do not change **Functions:** Predefined formulas in Excel

To create a basic formula in Excel:

- Select the **cell** for the formula
- Type = (the equal sign) and the **formula**
- Click Enter

<Note: Formulas follow the rules of algebra>

	COUNT	•	(• × 🗸	<i>f</i> _x =(f1:	f3)		
	А	В	С	D	E	F	
1	=						
2	=(f1:f3)						
3							
4							
5							

Calculate with Functions - A function is a built in formula in Excel. A function has a name and arguments (the mathematical function) in parentheses. Common functions in Excel:

Sum: Adds all cells in the argument

Average: Calculates the average of the cells in the argument

Min: Finds the minimum value

Max: Finds the maximum value

Count: Finds the number of cells that contain a numerical value within a range of the argument

Cell F9 contains the SUM function: =SUM(F6:F8)

"SUM" – name of the function

(F6:F8) – this is called the range; starting cell is F6, ending cell is F8 (meaning add cells F6+F7+F8)

Exercise 3 - Inserting row – Do the following

- After row 7, insert:
- In cell C8: Software
- In cell D8: 100
- Are there errors/problems with this worksheet?

Exercise 4 – Inserting a pie chart

- Select cells C5 to D9
- Click "Insert" tab on the Ribbon
- In "charts" group, select "Pie"
- Select "Pie in 3-D"

Exercise 5 – Changing chart type

- Click inside the white area inside chart
- In "charts" group, select "Column"
- Select "2-D Clustered column"

Exercise 6 – Validating formulas and functions

- Click the "Formulas" tab on the Ribbon
- Click in "Formula Auditing" group, select "Show Formulas"

Exercise 7 - Create a Header or Footer - To create a header or footer:

- Click the Header & Footer button on the Insert tab
- This will display the Header & Footer Design Tools Tab
- To switch between the Header and Footer, click the Go to Header or Go to Footer button



- To insert text, enter the text in the header or footer
- To enter preprogrammed data such as page numbers, date, time, file name or sheet name, click the appropriate button
- To change the location of data, click the desired cell



• Click the Margins button on the Page Layout tab, then Select one of the choices, or

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Margin	s Orientation	Size	Print B Area *	reaks Ba
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	Wide Top: Left: Header:	1" 1" 0.5"	Botton Right: Footer	n: 1" 1" : 0.5"
	Narrow Top: Left: Header:	0.75" 0.25" 0.3"	Botton Right: Footer	n: 0.75" 0.25" : 0.3"
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- Click Custom Margins
- Complete the boxes to set margins, then Click **OK**

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			Print Pr	int Preview Options

Set Page Breaks - You can manually set up page breaks in a worksheet for ease of reading when the sheet is printed. To set a page break:

- Click the **Breaks** button on the **Page Layout** tab
- Click Insert Page Break



Print a Range - There may be times when you only want to print a portion of a worksheet. This is easily done through the Print Range function. To print a range:

- Select the area to be printed
- Click the **Print Area** button on the **Page Layout** tab
- Click Select Print Area



Exercise 9 – Page numbering

- Click "Page Layout" tab on the Ribbon
- Click in the bottom-right corner (diagonal arrow) of the "Page Setup" group
- In "Page Setup" menu, select the "Header/Footer" tab
- Click "Custom Footer"
- Insert "Page Number", then Click "OK", then "OK" again

Exercise 10 - Adding a Picture - To add a picture:

- Click the **Insert** tab
- Click the **Picture** button
- Browse to the picture from your files, then Click the **name** of the picture
- Click Insert
- To move the graphic, click it and drag it to where you want it



- Click the **Insert** tab
- Click the Clip Art button
- Search for the clip art using the search Clip Art dialog box
- Click the clip art
- To move the graphic, click it and drag it to where you want it

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Editing Pictures and Clip Art - When you add a graphic to the worksheet, an additional tab appears on the Ribbon. The Format tab allows you to format the pictures and graphics. This tab has four groups:

Adjust:Controls the picture brightness, contrast, and colorsPicture Style:Allows you to place a frame or border around the picture and add effectsArrange:Controls the alignment and rotation of the pictureSize:Cropping and size of graphic

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Exercise 12 – Excel Templates

Microsoft **Templates** are canned worksheets that you can download and modify to meets your needs.

Click the Microsoft Office button, click New, then Forms/ Business/ "Mileage log with reimbursement form"

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Expense reports				5
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Practice / Practice / Practice

The best way to retain what you learned today is to practice using Excel daily for the next several days.

Thank you for participating in Intermediate Excel 2007