

## 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

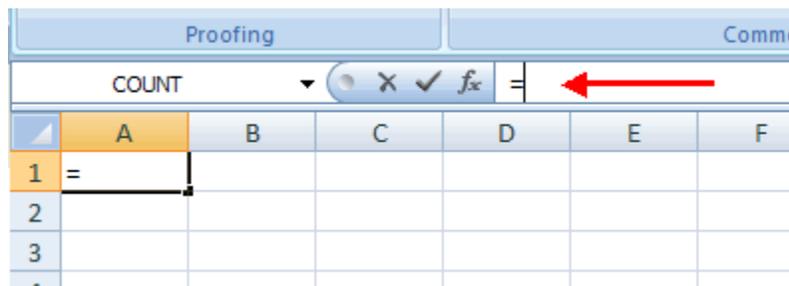
#### Cell   Type this data

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.



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

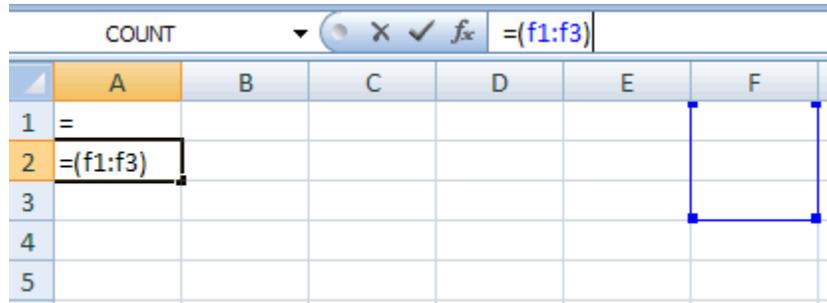
**Constants:** Numbers or text values that do not change

**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>



**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

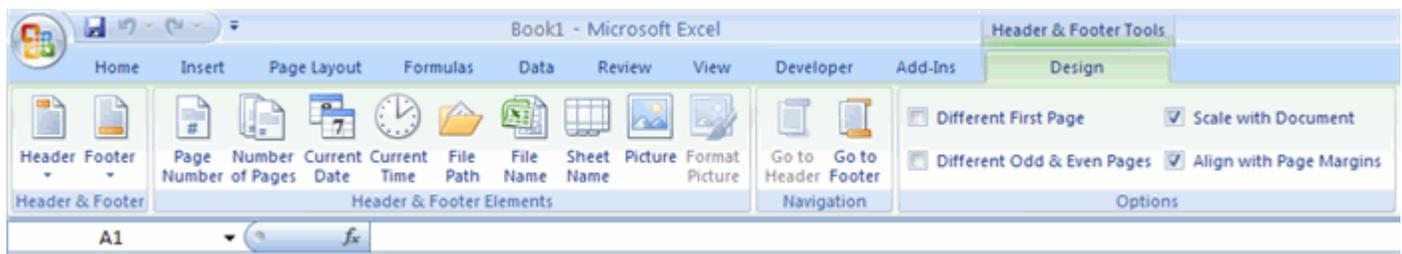
- Click inside the white area inside chart
- In “charts” group, select “Column”
- Select “2-D Clustered column”

## Exercise 6 – Validating formulas and functions

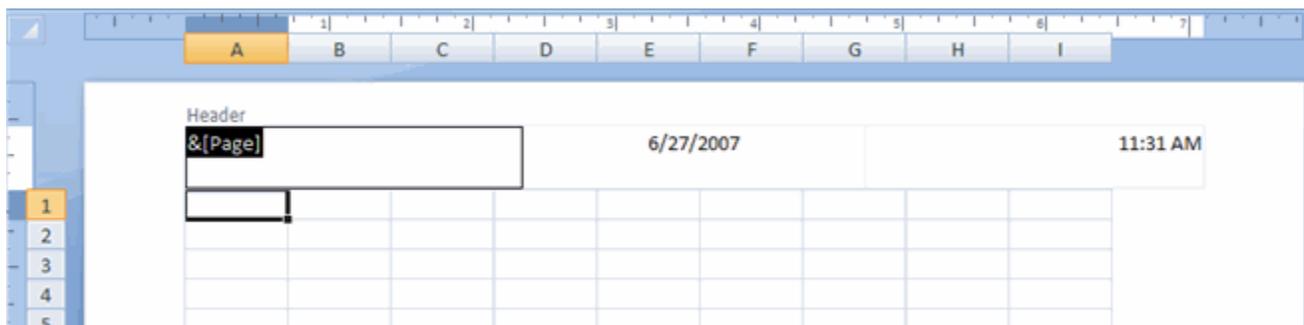
- Click the “Formulas” tab on the Ribbon
- Click in “Formula Auditing” group, select “Show Formulas”

## 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

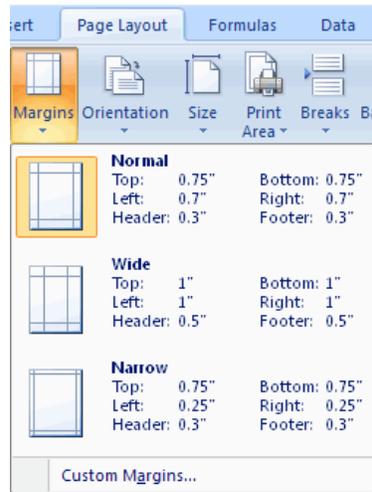


- To insert text, enter the text in the header or footer
- To enter preprogrammed data such as page numbers, date, time, file name or sheet name, click the appropriate button
- To change the location of data, click the desired cell

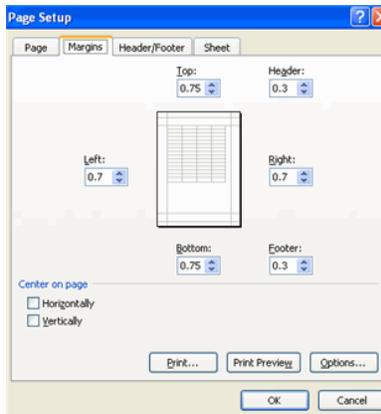


## Exercise 8 - Set Page Margins and Page Breaks:

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

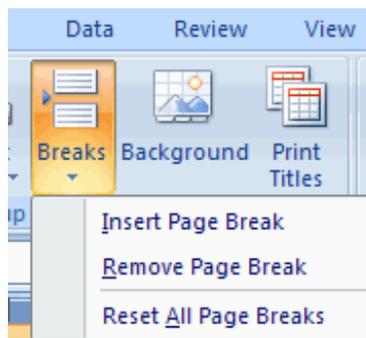


- Click **Custom Margins**
- Complete the boxes to set margins, then Click **OK**



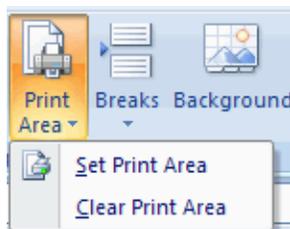
**Set Page Breaks** - You can manually set up page breaks in a worksheet for ease of reading when the sheet is printed. To set a page break:

- 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**

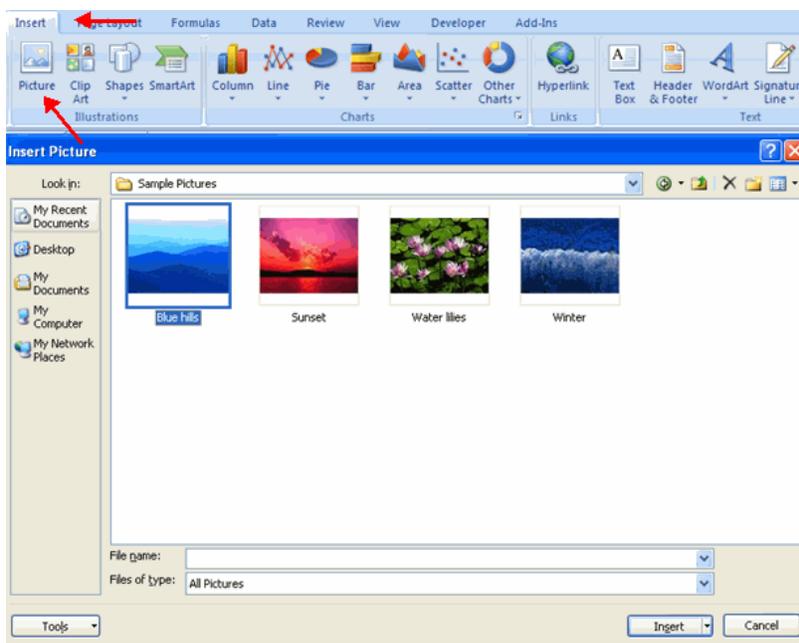


### Exercise 9 – Page numbering

- 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

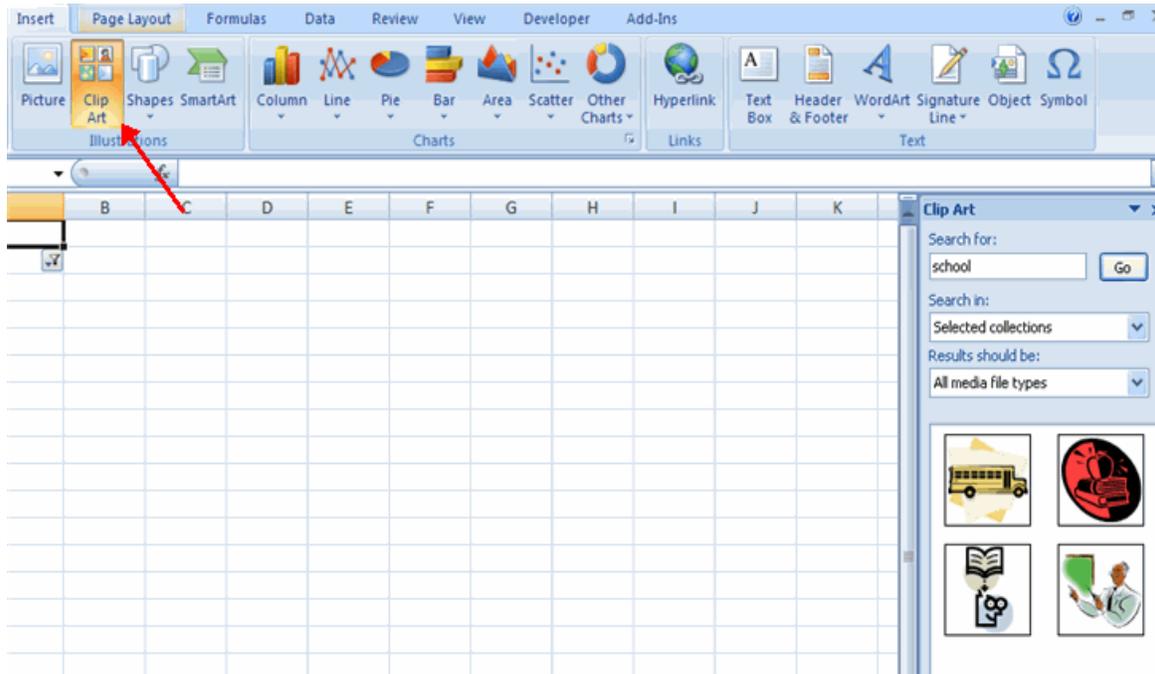
### Exercise 10 - Adding a Picture - To add a picture:

- 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



## Exercise 11 - Adding Clip Art - To add Clip Art:

- 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



**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 colors

**Picture Style:** Allows you to place a frame or border around the picture and add effects

**Arrange:** Controls the alignment and rotation of the picture

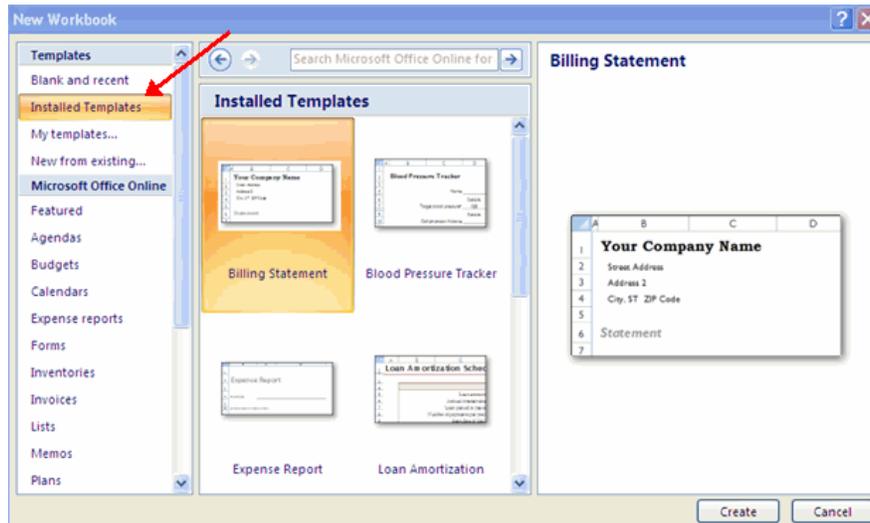
**Size:** Cropping and size of graphic



## Exercise 12 – Excel Templates

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

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



# 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