

Excel #2

revised 5/23/2007

Review highlights of Excel #1

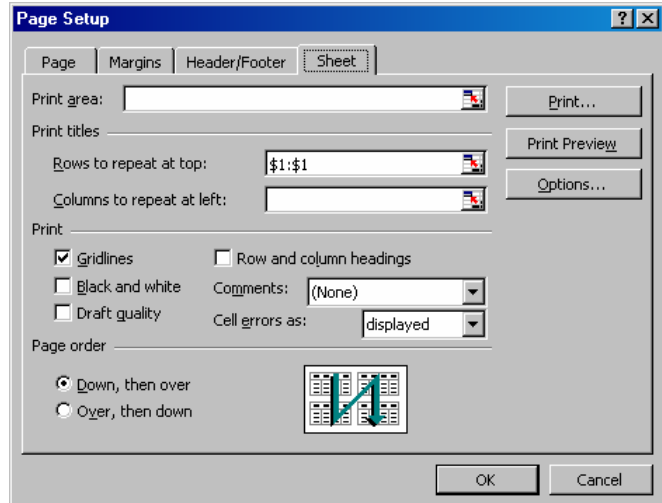
- repeating rows at top of page
- arranging margins in Print Preview
- print all gridlines—or format borders
- Data > Sort
 - my data range has Header row

Using Drawing tools

- open template from Dropbox

Inserting and Deleting Rows and Columns

- add new data for each participant
- add *District* column
- input district data for each participant



Discuss text, numbers, calculations (=...), and apostrophe

Creating and Working with Formulas

Formula Basics

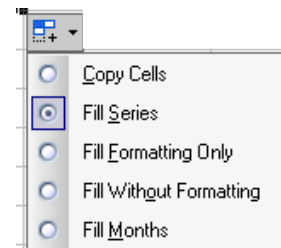
- cells are containers for storing data—or for storing formulas that process data
- formulas begin with = to show Excel we want it to perform a calculation

Use AutoSum in *Years of Service* column

Using Functions (*average, count, sum*)

- calculate average years of service
- show years above or below average for each participant
- fill handle (discuss Microsoft Excel Help; search for “fill down”)
- copy cells vs. fill series

- insert column
- explore numbering 1...
- explore inputting months April...



Using Charts

Using and Creating Templates

Auto Formatting

Mathematical Operators (+, -, *, /)

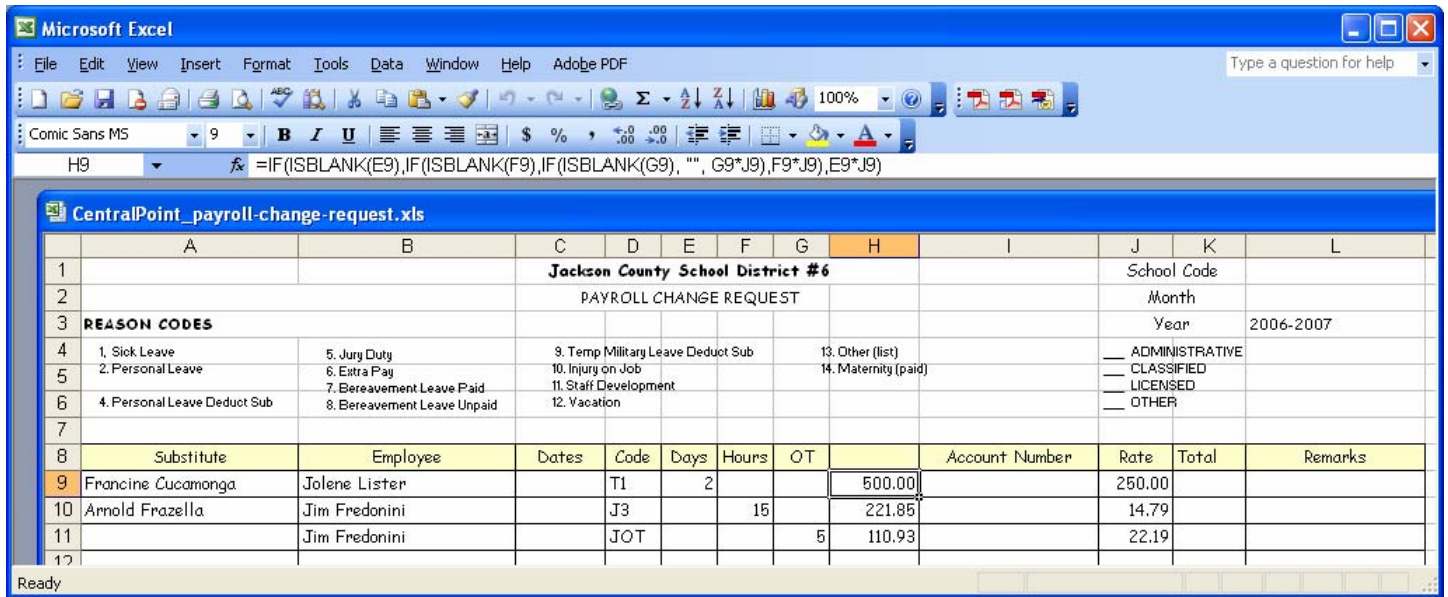
Order of Operations—or just use ()

Copying Formulas

Relative References

Absolute References \$column\$row

Using IF and nested IF functions (see also the handout called "Nested IF statements")



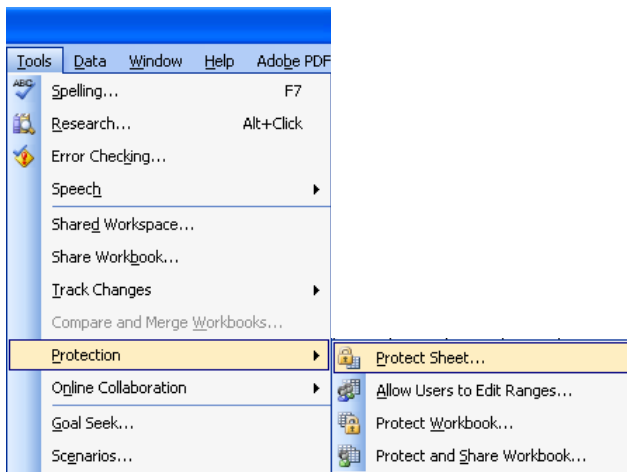
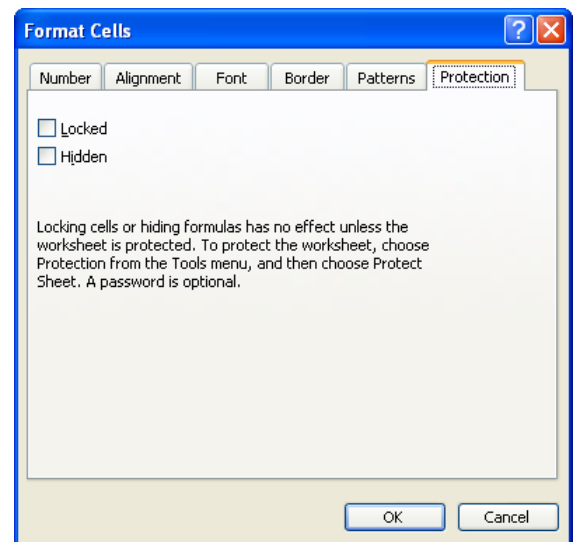
Working with Dates

Importing Data from Other Sources

Importing Lists

Locking cells and sheets

1. unlock the cells where you want to allow data entry
Format Cells > Protection: unlock cells
2. lock the whole sheet
Tools > Protection > Protect Sheet



If you're going to lock people out of places, it might be handy to lightly shade the cells they can't enter data in and leave white the cells where they can make changes—or some other scheme that seems fairly intuitive.