## revised 5/23/2007

## Excel #2

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

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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...

Copy Cells
 Eill Series
 Fill Formatting Only
 Fill Without Formatting
 Fill Months

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")

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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
- lock the whole sheet
  Tools > Protection > Protect Sheet

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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.