

Introduction to Computer Applications

CISY 1225

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CISY 1225 Custom book

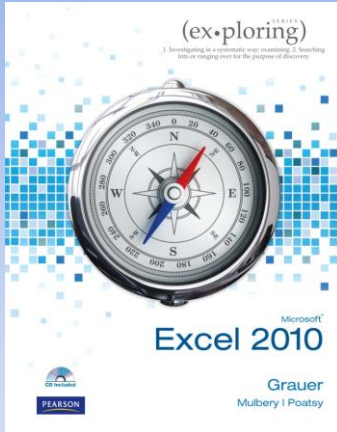
Chapter 5
Introduction to Excel

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Exploring Microsoft Office Excel 2010

by Robert Grauer, Keith Mulbery,
and Mary Anne Poatsy



Chapter 1 Introduction to Excel

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Objectives

- Plan for effective workbook and worksheet design
- Explore the Excel Window
- Enter and edit cell data
- Use AutoFill
- Display cell formulas
- Manage worksheets

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Objectives (continued)

- Manage columns and rows
- Select, move, copy and paste
- Apply alignment and font options
- Apply number formats
- Select page setup options
- Print a workbook

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Introduction to Spreadsheets

- **Spreadsheet**
 - An electronic file used to organize related data and perform calculations
- **Excel**
 - A computerized spreadsheet application
- If data is altered
 - formulas automatically recalculate results

| Original Spreadsheet Values and Results | | | | Modified Spreadsheet Values and Results | | | |
|---|-----------|-------------|--------------|---|-----------|-------------|--------------|
| Product | Cost | Markup Rate | Retail Price | Product | Cost | Markup Rate | Retail Price |
| Electronics: | | | | Electronics: | | | |
| Computer System | \$ 400.00 | 50.00% | \$ 600.00 | Computer System | \$ 400.00 | 50.00% | \$ 600.00 |
| 28" Monitor | \$ 195.00 | 83.50% | \$ 357.83 | 28" Monitor | \$ 195.00 | 83.50% | \$ 357.83 |
| Color Laser Printer | \$ 450.00 | 75.00% | \$ 787.50 | Color Laser Printer | \$ 500.00 | 65.50% | \$ 827.50 |

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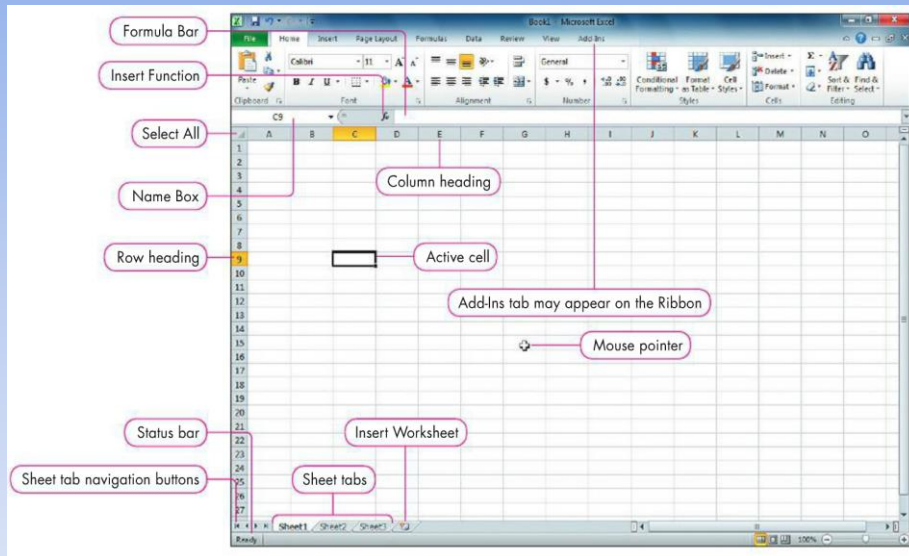
Worksheets and Workbooks

- **Worksheet**
 - A spreadsheet that contains formulas, values, text, and visual aids
- **Workbook**
 - A file containing related worksheets

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Exploring the Excel Window



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Planning Structure of Worksheets

1. State the **purpose** of the worksheet
2. Decide what input values are needed
 - An **input area** is a range of cells containing values
3. Decide what outputs are needed
 - An **output area** is a range of cells containing results
4. Assign the worksheet inputs and results
 - Use **rows** and **columns**

Planning Structure of Worksheets

5. Enter the **labels, values, and formulas**
6. Format the **numerical values**
7. Format the **descriptive titles and labels**
8. Document the worksheet
9. **Save** the completed workbook

Sample Completed Worksheet

| | A | B | C | D | E | F | G | H |
|----|--|-------------|--------------------|---------------------|--------------------|-------------------|----------------------|----------------------|
| 1 | OK Office Systems Pricing Information | | | | | | | |
| 2 | 1-Sep-12 | | | | | | | |
| 3 | | | | | | | | |
| 4 | Product | Cost | Markup Rate | Retail Price | Percent Off | Sale Price | Profit Amount | Profit Margin |
| 5 | Electronics | | | | | | | |
| 6 | Computer System | \$475.50 | 50.00% | \$ 713.25 | 15% | \$ 606.26 | \$130.76 | 21.57% |
| 7 | 28" Monitor | \$195.00 | 83.50% | \$ 357.83 | 10% | \$ 322.04 | \$127.04 | 39.45% |
| 8 | Color Laser Printer | \$457.70 | 75.50% | \$ 803.26 | 20% | \$ 642.61 | \$184.91 | 28.77% |
| 9 | Furniture | | | | | | | |
| 10 | Desk Chair | \$ 75.00 | 100.00% | \$ 150.00 | 25% | \$ 112.50 | \$ 37.50 | 33.33% |
| 11 | Solid Oak Computer Desk | \$700.00 | 185.70% | \$1,999.90 | 30% | \$1,399.93 | \$699.93 | 50.00% |
| 12 | | | | | | | | |

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Sample Completed Worksheet (cont.)

| | A | B | C | D | E | F | G | H |
|----|--|-------------|--------------------|---------------------|--------------------|-------------------|----------------------|----------------------|
| 1 | OK Office Systems Pricing Information | | | | | | | |
| 2 | 1-Sep-12 | | | | | | | |
| 3 | | | | | | | | |
| 4 | Product | Cost | Markup Rate | Retail Price | Percent Off | Sale Price | Profit Amount | Profit Margin |
| 5 | Electronics | | | | | | | |
| 6 | Computer System | \$475.50 | 50.00% | \$ 713.25 | 15% | \$ 606.26 | \$130.76 | 21.57% |
| 7 | 28" Monitor | \$195.00 | 83.50% | \$ 357.83 | 10% | \$ 322.04 | \$127.04 | 39.45% |
| 8 | Color Laser Printer | \$457.70 | 75.50% | \$ 803.26 | 20% | \$ 642.61 | \$184.91 | 28.77% |
| 9 | Furniture | | | | | | | |
| 10 | Desk Chair | \$ 75.00 | 100.00% | \$ 150.00 | 25% | \$ 112.50 | \$ 37.50 | 33.33% |
| 11 | Solid Oak Computer Desk | \$700.00 | 185.70% | \$1,999.90 | 30% | \$1,399.93 | \$699.93 | 50.00% |
| 12 | | | | | | | | |

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Exploring the Excel Window

- **Worksheet rows**
 - lie horizontally
 - Numbered (1, 2,)
 - 1 to 1,048,576
- **Worksheet columns**
 - lie vertically
 - Lettered (A, B,)
- A **cell** is the intersection of a row and column
- A **cell address** or **cell reference** names a cell

| | A | B | C | D | E | F | G | H |
|----|---------------------------------------|----------|-------------|--------------|-------------|------------|---------------|---------------|
| 1 | OK Office Systems Pricing Information | | | | | | | |
| 2 | 1-Sep-12 | | | | | | | |
| 3 | | | | | | | | |
| 4 | Product | Cost | Markup Rate | Retail Price | Percent Off | Sale Price | Profit Amount | Profit Margin |
| 5 | Electronics | | | | | | | |
| 6 | Computer System | \$475.50 | 50.00% | \$ 713.25 | 15% | \$ 606.26 | \$130.76 | 21.57% |
| 7 | 28" Monitor | \$195.00 | 83.50% | \$ 357.83 | 10% | \$ 322.04 | \$127.04 | 39.45% |
| 8 | Color Laser Printer | \$457.70 | 75.50% | \$ 803.26 | 20% | \$ 642.61 | \$184.91 | 28.77% |
| 9 | Furniture | | | | | | | |
| 10 | Desk Chair | \$ 75.00 | 100.00% | \$ 150.00 | 25% | \$ 112.50 | \$ 37.50 | 33.33% |
| 11 | Solid Oak Computer Desk | \$700.00 | 185.70% | \$1,999.90 | 30% | \$1,399.93 | \$699.93 | 50.00% |
| 12 | | | | | | | | |

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Navigating Worksheets

| Keystroke | Used To |
|-----------|---|
| ↑ | Move up one cell in the same column. |
| ↓ | Move down one cell in the same column. |
| ← | Move left one cell in the same row. |
| → | Move right one cell in the same row. |
| Tab | Move right one cell in the same row. |
| Home | Move the active cell to column A of the current row. |
| Ctrl+Home | Make cell A1 the active cell. |
| Ctrl+End | Make the rightmost, lowermost active cell of the worksheet the active cell. |

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Entering and Editing Cell Data

- Excel supports text, values, dates, and formula results

| | A | B | C | D | E | F |
|---|----------|----------|-------|-------|-----------------|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | Text | Date | Value | Value | Formula Results | |
| 4 | ↓ | ↓ | ↓ | ↓ | ↓ | |
| 5 | Computer | 9/1/2012 | 400 | 0.5 | 600 | |
| 6 | Computer | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |

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Entering Text

- Combination of letters, numbers, symbols, and spaces
- Not used in calculations

| | A | B | C | D |
|---|-------------------------|--------------------|---------------------|----------------------|
| 1 | Potential Rebate | | | |
| 2 | | | | |
| 3 | Category | Rebate Rate | Amount Spent | Rebate Amount |
| 4 | Gasoline | | | |
| 5 | Restaurants | | | |
| 6 | Travel | | | |
| 7 | Everything Else | | | |
| 8 | Totals | | | |

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Entering Values

| | A | B | C | D |
|---|-------------------------|--------------------|---------------------|----------------------|
| 1 | Potential Rebate | | | |
| 2 | | | | |
| 3 | Category | Rebate Rate | Amount Spent | Rebate Amount |
| 4 | Gasoline | 3% | \$ 1,575.80 | |
| 5 | Restaurants | 3% | \$ 1,054.75 | |
| 6 | Travel | 2% | \$ 450.95 | |
| 7 | Everything Else | 1% | <u>\$ 2,584.32</u> | |
| 8 | Totals | | | |

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Entering Formulas

- **Formulas**
 - Combinations of cell addresses, math operators, values and/or functions
- A formula begins with the equal sign =
 - Examples:
 - =A1+A2
 - =C2*5

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Entering Formulas

- Cell D4 contains formula =B4*C4
- Cell C8 contains formula =C4+C5+C6+C7

| | A | B | C | D |
|---|-------------------------|--------------------|---------------------|----------------------|
| 1 | Potential Rebate | | | |
| 2 | | | | |
| 3 | Category | Rebate Rate | Amount Spent | Rebate Amount |
| 4 | Gasoline | 3% | \$ 1,575.80 | \$ 47.27 |
| 5 | Restaurants | 3% | \$ 1,054.75 | \$ 31.64 |
| 6 | Travel | 2% | \$ 450.95 | \$ 9.02 |
| 7 | Everything Else | 1% | <u>\$ 2,584.32</u> | <u>\$ 25.84</u> |
| 8 | Totals | | <u>\$ 5,665.82</u> | <u>\$ 113.78</u> |

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Editing Cell Content

| Select Cell | Double-click Cell | Select Cell |
|---|-------------------------------------|------------------------------|
| 1. Click in the Formula Bar. | 1. Make edits directly in the cell. | 1. Press F2. |
| 2. Make changes in the Formula Bar. | 2. Press Enter. | 2. Make changes in the cell. |
| 3. Click Enter on the left side of the Formula Bar. | | 3. Press Enter. |

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Mathematical Symbols

| Operation | Common Symbol | Symbol in Excel |
|----------------|---------------|-----------------|
| Addition | + | + |
| Subtraction | - | - |
| Multiplication | X | * |
| Division | ÷ | / |
| Exponentiation | ^ | ^ |

Cell References in Formulas

- It is best to use cell addresses in formulas versus actual data
 - If cell A1 contains value 5 and you need to add B1 to this value, use =A1+B1 versus =5+B1
- If the data changes, Excel will recalculate the result

Order of Precedence

- **Order of precedence** (operations) controls the sequence in which math operators are computed
 - Brackets (Parentheses)
 - Exponentiation
 - Division and Multiplication
 - Addition and Subtraction
- **BEDMAS**

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Order of Precedence

| | A | B | C | D |
|----|---------------|------------------|---|---|
| 1 | 10 | | | |
| 2 | 5 | | | |
| 3 | 2 | | | |
| 4 | 4 | | | |
| 5 | | | | |
| 6 | Result | Formula | Explanation | |
| 7 | 20 | =A1+A2*A3 | 5 x 2 = 10. The product 10 is then added to 10 stored in cell A1. | |
| 8 | 30 | =(A1+A2)*A3 | 10 + 5 = 15. The sum of 15 is then multiplied by 2 stored in cell A3. | |
| 9 | 24 | =A1+A2*A3+A4 | 5 x 2 = 10. 10 + 10 + 4 = 24. | |
| 10 | 90 | =(A1+A2)*(A3+A4) | 10 + 5 = 15; 2+4 = 6. 15 x 6 = 90. | |
| 11 | 10 | =A1/A2+A3*A4 | 10 / 5 = 2; 2 x 4 = 8; 2 + 8 = 10. | |
| 12 | 5.71429 | =A1/(A2+A3)*A4 | 5 + 2 = 7. 10 / 7 = 1.428571429. 1.42857149 * 4 = 5.714285714 | |

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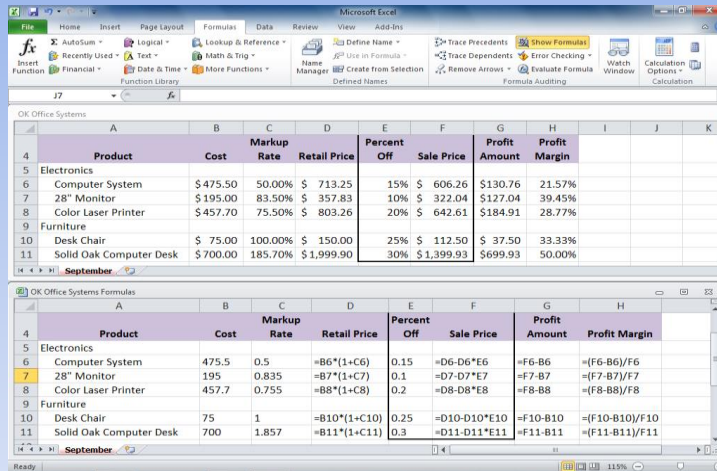
Using Auto Fill

- **Auto Fill** enables you to copy the contents of a cell or cell range or to continue a series using the fill handle
 - Example: Month names Jan, Feb, Mar form a series
- The **fill handle** is the small black square in the bottom right corner of a cell

Displaying Cell Formulas

- The result of a formula appears in a cell
 - The formula itself appears in the Formula bar
- Click on “**Formulas Menu**-> Show Formulas”

Displaying Cell Formulas



| | A | B | C | D | E | F | G | H | I | J | K |
|----|-------------------------|----------|-------------|--------------|-------------|-------------|---------------|---------------|---|---|---|
| | Product | Cost | Markup Rate | Retail Price | Percent Off | Sale Price | Profit Amount | Profit Margin | | | |
| 5 | Electronics | | | | | | | | | | |
| 6 | Computer System | \$475.50 | 50.00% | \$ 713.25 | 15% | \$ 606.26 | \$130.76 | 21.57% | | | |
| 7 | 28" Monitor | \$195.00 | 83.50% | \$ 357.83 | 10% | \$ 322.04 | \$127.04 | 39.45% | | | |
| 8 | Color Laser Printer | \$457.70 | 75.50% | \$ 803.26 | 20% | \$ 642.61 | \$184.91 | 28.77% | | | |
| 9 | Furniture | | | | | | | | | | |
| 10 | Desk Chair | \$ 75.00 | 100.00% | \$ 150.00 | 25% | \$ 112.50 | \$ 37.50 | 33.33% | | | |
| 11 | Solid Oak Computer Desk | \$700.00 | 185.70% | \$ 1,999.90 | 30% | \$ 1,399.93 | \$699.93 | 50.00% | | | |

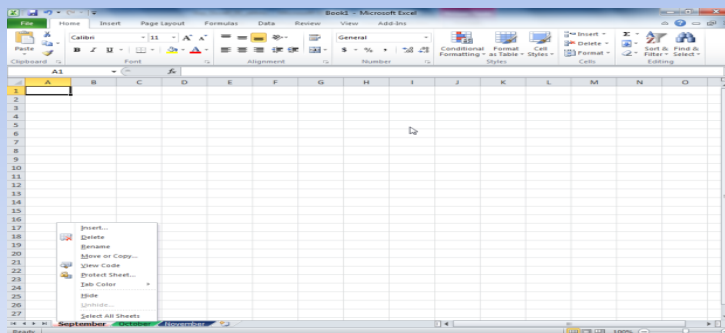
| | A | B | C | D | E | F | G | H |
|----|-------------------------|-------|-------------|--------------|-------------|--------------|---------------|----------------|
| | Product | Cost | Markup Rate | Retail Price | Percent Off | Sale Price | Profit Amount | Profit Margin |
| 5 | Electronics | | | | | | | |
| 6 | Computer System | 475.5 | 0.5 | =B6*(1+C6) | 0.15 | =D6-D6*E6 | =F6-B6 | =(F6-B6)/F6 |
| 7 | 28" Monitor | 195 | 0.835 | =B7*(1+C7) | 0.1 | =D7-D7*E7 | =F7-B7 | =(F7-B7)/F7 |
| 8 | Color Laser Printer | 457.7 | 0.755 | =B8*(1+C8) | 0.2 | =D8-D8*E8 | =F8-B8 | =(F8-B8)/F8 |
| 9 | Furniture | | | | | | | |
| 10 | Desk Chair | 75 | 1 | =B10*(1+C10) | 0.25 | =D10-D10*E10 | =F10-B10 | =(F10-B10)/F10 |
| 11 | Solid Oak Computer Desk | 700 | 1.857 | =B11*(1+C11) | 0.3 | =D11-D11*E11 | =F11-B11 | =(F11-B11)/F11 |

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Managing Worksheets

- Creating a multiple-worksheet workbook requires planning and maintenance

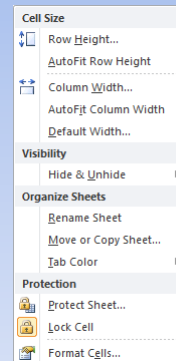


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Organizing Worksheets

- The **Home Menu** -> **Format option** presents sheet commands



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Moving or Copying Worksheets

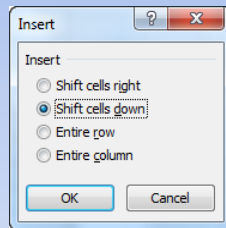
- **Moving** a worksheet
 - changes its order among sheet tabs
- **Copying** a worksheet
 - makes a duplicate sheet at the new location

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Inserting Rows and Columns

- **Insert** command offers
 - several techniques to insert rows, columns, and cells

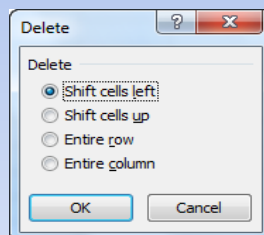


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Deleting Rows and Columns

- **Delete** command offers
 - several techniques to remove rows, columns, and cells



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Adjusting Column Width

- **Column width**
 - the horizontal measurement of a column

| E8 | | Width: 11.86 (88 pixels) | | fx | | 0.25 | | | |
|----|---------------------------------------|--------------------------|----------|-------------|-----------|------------|---------------|---|--|
| | A | B | C | D | E | F | G | H | |
| 1 | OK Office Systems Pricing Information | | | | | | | | |
| 2 | 1-Sep-12 | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | Product | Cost | Markup R | Retail Pric | Percent O | Sale Price | Profit Margin | | |
| 5 | Computer | 475.5 | 0.5 | 713.25 | 0.15 | 606.2625 | 0.215686 | | |
| 6 | Color Lase | 457.7 | 0.755 | 803.2635 | 0.2 | 642.6108 | 0.287749 | | |
| 7 | Filing Cab | 68.75 | 0.905 | 130.9688 | 0.05 | 124.4203 | 0.447437 | | |
| 8 | Desk Chai | 75 | 1 | 150 | 0.25 | 112.5 | 0.333333 | | |
| 9 | Solid Oak | 700 | 1.857 | 1999.9 | 0.3 | 1399.93 | 0.499975 | | |
| 10 | 28" Monit | 195 | 0.835 | 357.825 | 0.1 | 322.0425 | 0.39449 | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |

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Adjusting Row Height

- **Row height** - the vertical measurement of a row
 - The row height is automatically adjusted with a font size increase
 - Using ALT+Enter to create multiple lines may require a row height adjustment
 - Select Row Height from the Format menu

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Hiding Columns and Rows

- **Hiding** a column or row
 - prevents it from displaying and printing
- **Unhiding** a column or row
 - returns it to view

| | A | C | D | E | F | G | H | I | J | K | L |
|----|---------------------------------------|----------|-------------|-----------|------------|---------------|---|---|---|---|---|
| 1 | OK Office Systems Pricing Information | | | | | | | | | | |
| 2 | 1-Sep-12 | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | Product | Markup R | Retail Pric | Percent O | Sale Price | Profit Margin | | | | | |
| 5 | Computer System | 0.5 | 713.25 | 0.15 | 606.263 | 0.21569 | | | | | |
| 6 | Color Laser Printer | 0.755 | 803.264 | 0.2 | 642.611 | 0.28775 | | | | | |
| 7 | Filing Cabinet | 0.905 | 130.969 | 0.05 | 124.42 | 0.44744 | | | | | |
| 8 | Desk Chair | 1 | 150 | 0.25 | 112.5 | 0.33333 | | | | | |
| 10 | 28" Monitor | 0.835 | 357.825 | 0.1 | 322.043 | 0.39449 | | | | | |
| 11 | | | | | | | | | | | |
| 12 | | | | | | | | | | | |

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Selecting a Cell Range

- A **range** is a rectangular group of cells
- A **nonadjacent range** contains a group of ranges that are not next to each other

| | A | B | C | D | E | F | G | H | I | J | K |
|----|---------------------------------------|-------|----------|-------------|-----------|------------|---------------|---|---|---|---|
| 1 | OK Office Systems Pricing Information | | | | | | | | | | |
| 2 | 1-Sep-12 | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | Product | Cost | Markup R | Retail Pric | Percent O | Sale Price | Profit Margin | | | | |
| 5 | Computer System | 475.5 | 0.5 | 713.25 | 0.15 | 606.263 | 0.21569 | | | | |
| 6 | Color Laser Printer | 457.7 | 0.755 | 803.264 | 0.2 | 642.611 | 0.28775 | | | | |
| 7 | Filing Cabinet | 68.75 | 0.905 | 130.969 | 0.05 | 124.42 | 0.44744 | | | | |
| 8 | Desk Chair | 75 | 1 | 150 | 0.25 | 112.5 | 0.33333 | | | | |
| 9 | Solid Oak Computer Desk | 700 | 1.857 | 1999.9 | 0.3 | 1399.93 | 0.49997 | | | | |
| 10 | 28" Monitor | 195 | 0.835 | 357.825 | 0.1 | 322.043 | 0.39449 | | | | |
| 11 | | | | | | | | | | | |
| 12 | | | | | | | | | | | |

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Moving/Copying a Range

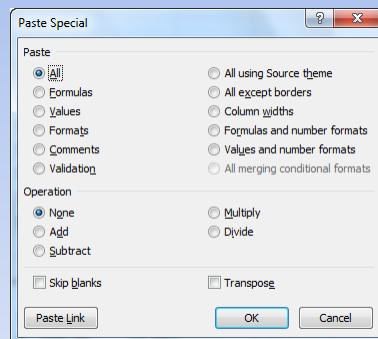
- **Moving/copying** a range preserves text and values, but cell addresses in formulas will be altered in the pasted location
 - **Move** a range by cutting it and pasting to the upper left corner of the destination
 - **Copy** a range can by copying it and pasting to the upper left corner of the destination

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Using Paste Special

- The **Paste Special** command is used to paste data from the clipboard using a different format



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Formatting

- **Formatting** accentuates and draws attention to meaningful portions of a worksheet

The screenshot shows an Excel spreadsheet with the following data:

| Product | Cost | Markup Rate | Retail Price | Percent Off | Sale Price | Profit Amount | Profit Margin |
|-------------------------|-----------|-------------|--------------|-------------|-------------|---------------|---------------|
| Electronics | | | | | | | |
| Computer System | \$ 475.50 | 50.00% | \$ 713.25 | 15% | \$ 606.26 | \$ 130.76 | 21.57% |
| 28" Monitor | \$ 195.00 | 83.50% | \$ 357.85 | 10% | \$ 322.04 | \$ 127.04 | 38.45% |
| Color Laser Printer | \$ 457.70 | 75.50% | \$ 803.26 | 20% | \$ 642.61 | \$ 184.91 | 28.77% |
| Furniture | | | | | | | |
| Desk Chair | \$ 75.00 | 100.00% | \$ 150.00 | 25% | \$ 112.50 | \$ 37.50 | 33.33% |
| Solid Oak Computer Desk | \$ 700.00 | 185.70% | \$ 1,999.90 | 30% | \$ 1,399.93 | \$ 699.93 | 50.00% |

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Numeric Formats

| Format Style | Display |
|--------------|---|
| General | A number as it was originally entered. |
| Number | A number with or without the 1,000 separator |
| Currency | A number with the 1,000 separator and with an optional dollar sign to the immediate left. |
| Accounting | A number with the 1,000 separator and with an optional dollar sign at the left cell border. |
| Date | The date in different ways, such as March 14, 2012 or 3/14/12. |
| Time | The time in different ways, such as 10:50 PM or 22:50 (24-hour time). |

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Numeric Formats (continued)

| Format Style | Display |
|--------------|--|
| Percentage | A value as it would be multiplied by 100 with the percent sign. |
| Fraction | A number as a fraction; appropriate when there is no exact decimal equivalent. |
| Scientific | A number as a decimal fraction followed by a whole number exponent of 10. |
| Text | The data left-aligned; is useful for numerical values that have leading zeros and should be treated as text. |
| Special | A number with editing characters, such as hyphens. |
| Custom | Predefined customized number formats or special symbols to create your own format. |

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Numeric Formats (continued)

| | A | B | C |
|---|---------------|--------------------------|---|
| 1 | General | 1234.56 | |
| 2 | Number | 1234.56 | |
| 3 | Currency | \$1,234.56 | |
| 4 | Accounting \$ | 1,234.56 | |
| 5 | Comma | 1,234.56 | |
| 6 | Percent | 12.34% | |
| 7 | Short Date | 3/1/2012 | |
| 8 | Long Date | Thursday, March 01, 2012 | |

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Using Page Setup

- The **Page Setup Dialog Box Launcher** contains many common print-related options



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Headers and Footers

- **Header**
 - Content appearing at the top of each printed page
- **Footer**
 - Content appearing at the bottom of each printed page
- Page Layout Menu -> In Print titles -> select Header/Footer/ create a custom Header with info.

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Summary

- In this chapter, you have learned to enter cell data and create simple formulas with math operators.
- You can now manage a worksheet by manipulating rows, columns, and cells.
- You have learned basic formatting techniques to add visual appeal to text and numbers.

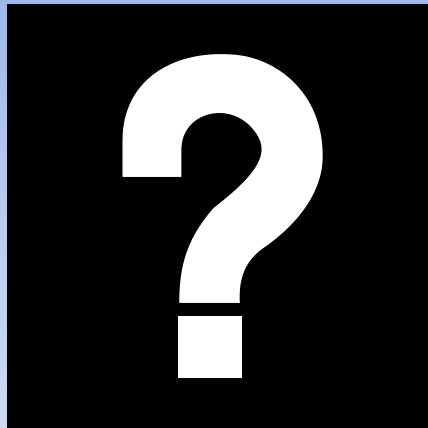
MyITLab

- Student's responsibility
 - Registration
 - Access code + Course ID
 - Never share your user name and password
 - Must submit all class/homework via MyITLab

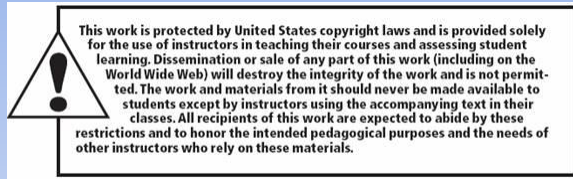
MyITLab

- All computer exams will be on MyITLab
- Today: 5 exercises of Chapter 5
 - Start it now and do as you can in class
 - Continue all remaining work in next class
- Projects 5-1 and 5-2

Questions



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