



INSTRUCTOR: KENNY DURAY

Course Agenda

- **Review:**
 - Create a more complex spreadsheet
 - AutoSUM
 - AutoFILL
 - Inserting a Chart
- **Sparklines**
- **Adding or deleting a row or column**
- **Merge & Center**
- **Basic Formatting**
- **Sort, Filter, & Conditional**
- **Pivot Tables**
- **Create & Calculate across a multi-page workbook**

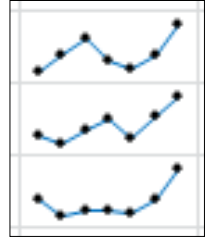
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Mon-Thur: 9am - 9pm
Fri & Sat: 9am - 5pm
Sun: 12pm - 5pm

SPARKLINES



A Sparkline is a small chart that is aligned with rows of data and shows trending information.

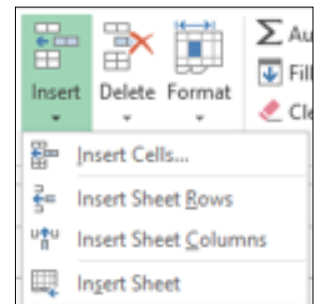
1. Highlight the data from which you want to make a sparkline.
2. Go to **INSERT** tab > Sparkline and select the type of sparkline.
3. Click on the cell where you want the sparkline to be placed.
4. Format to your liking.



INSERTING OR DELETING A ROW OR COLUMN


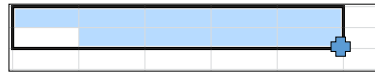
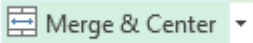
This option is located on the **HOME** tab > Cells. (top-right side)

- **Inserting a Row**
 - When inserted, the row will appear above the cell you have active.
 - Click on  and then click on Insert Sheet Rows.
- **Inserting a Column**
 - When inserted, the column will appear to the left of the cell you have active.
 - Click on  and then click on Insert Sheet Columns.
- **Deleting a Row or Column** works the same, except it will delete the row or column of the cell you have



MERGE & CENTER

Merge & Center will take many cells and merge them all into one and then automatically center text across those merged cells.

1. Highlight as many cells as you'd like by placing  within a cell and then left click and drag your mouse. 
2. Click on the Merge & Center button  located on the **HOME** tab > Alignment. (top-center)
3. Then just start typing. The text you type will automatically be centered.



YOUTUBE HELP

**EXCEL IS FUN
(EXCELISFUN)**



<https://www.youtube.com/user/ExcelsFun>

Basic Formatting




Basic formatting can help to emphasize particular data within your spreadsheet. These formatting tools are found on the **HOME** tab.

Conditional: Will highlight specific numbers in your spreadsheet based on value, making information easy to read with just a glance.

HOW: Highlight all data, click on Conditional Formatting, and choose option that best fits your need.

Format as Table: Will allow you to define a range of data as a sortable table. You can then sort numbers from high-to-low or low-to-high and alphabetize words.



HOW: Highlight all data, including row and column headings, click on Format as Table, and choose a style. Clicking on the  allows you to sort data.

**REMEMBER TO.....
PRACTICE,
PRACTICE,
PRACTICE!!!**



Pivot Tables

Pivot tables make it so you can more easily analyze your data by making it more manageable.

1. Create an Excel spreadsheet or open an existing spreadsheet.
2. Highlight the area you wish to convert into a pivot table.
3. Click on the **INSERT** tab and click the button labeled **PIVOT TABLE** (at top left).
4. A **CREATE PIVOT TABLE** dialog box will open with options for choosing the data you would like included in your pivot table and also where you would like to place your pivot table.
5. Next a **PIVOT TABLE FIELDS** dialog box will open on the right side of the screen. 
6. Click on boxes next to data you would like included on your pivot table -OR- left click and drag to the areas below labeled; FILTERS, COLUMNS, ROWS, or VALUES. 




NOTE: If numbers are assigned to a name or a header, then those numbers will automatically be summed within the pivot table. Also, if numbers are changed within the original spreadsheet the pivot table must be refreshed to reflect the change.

Creating and Calculating Across a Workbook

These notes follow the lesson learned in class.

Adding sheets and typing on multiple pages at the same time:

1. **Add sheets** by clicking on the  located at the bottom of the page next to sheets 1, 2, and 3. Click twice to add two sheets for a total of 5 sheets.
2. **Format sheets** by right clicking on the sheet tab and clicking Rename. Rename sheets 1 – 4 = QTR 1 – 4 and sheet 5 = Totals
3. **AutoFill to multiple pages** by clicking on the sheet one tab, press and hold the shift key, and then click on the last sheet (sheet tabs should turn from grey to white, also [Group] will appear at top of Excel window), let go of shift key and begin typing in data. To ungroup, simply click through sheet tabs.

Calculating across a workbook:

After filling all your data for the first four pages, City Names in column A, data (numbers) in column B:

1. **Click on the TOTALS tab** at bottom of page.
2. **Click on empty cell** next to first name.
3. Type “=SUM” and **double click on SUM** from drop down menu to begin formula.
4. **Click on QTR 1 sheet tab** and then click on number (in column B) next to first name.
5. **Press and hold down the SHIFT KEY.** (Don't let go!!!)
6. **Click on QTR 4 sheet tab** and **let go of SHIFT KEY.**