



Excel Chapter 2: Recording Student Grades



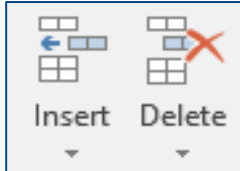
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Learning Objectives

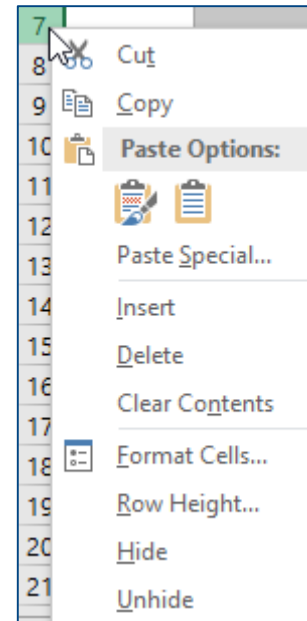
- After studying this chapter, you will be able to:
 - ▲ Rearrange data on a worksheet
 - ▲ Manage multiple worksheets
 - ▲ Use functions to perform calculations
 - ▲ Use relative and absolute cell references in formulas
 - ▲ Define names for cells and range

Rearrange Data on a Worksheet

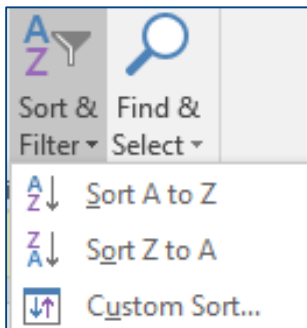
- Insert and delete rows, columns, and cells



- Hide and unhide rows and columns



- Sort data by column

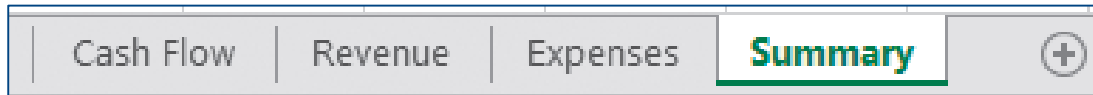


Managing Multiple Worksheets

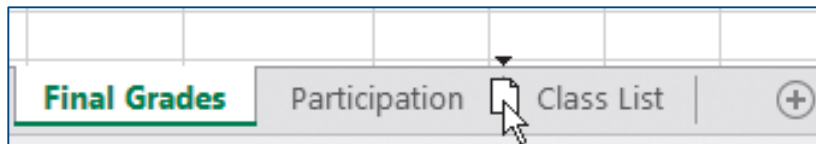
■ Insert and delete worksheets



■ Rename worksheets

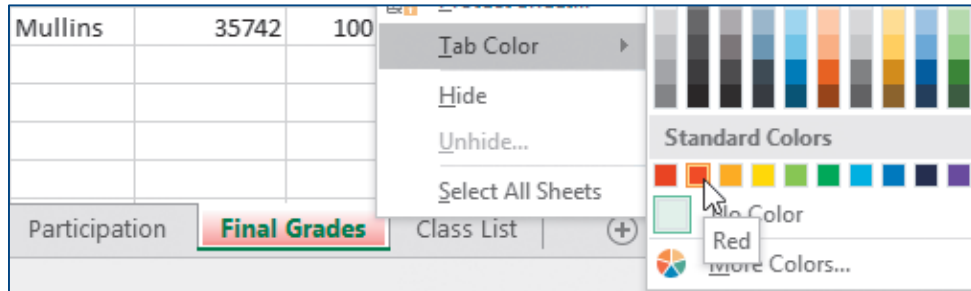


■ Move a worksheet

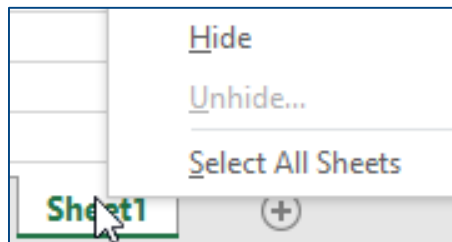


Managing Multiple Worksheets

■ Change the worksheet tab color



■ Hide a worksheet



Managing Multiple Worksheets

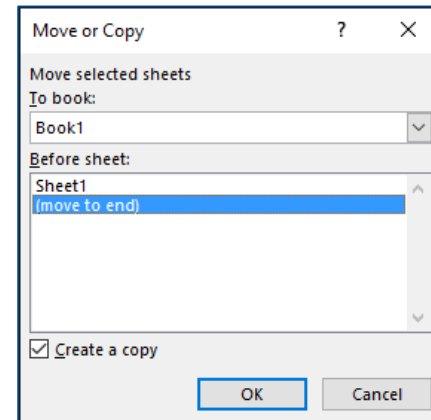
- Create a cell reference to another worksheet

`=[2015Financial.xlsx]Revenue!A3`

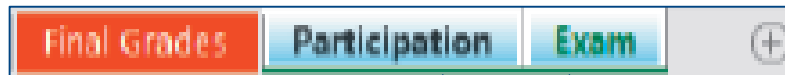
Different workbook
name

Worksheet name in
different workbook

- Create a copy of a worksheet



- Edit multiple sheets at one time



Participation and Exam worksheets are grouped
and now can be edited simultaneously.

Using Functions in Formulas

■ Use the AutoSum feature

Item	Price	Price
USPS	3.85	
FedEx	4.75	
Airborne	5.35	
DHL	5.07	
	=SUM(B7:B10)	

AutoSum automatically adds adjacent cells in columns or rows.

■ Sum, Average, Count, Max, and Min

Item	Price
USPS	3.85
FedEx	4.75
Airborne	5.35
DHL	5.07
	19.02
Average Rate	4.76
Highest Rate	5.35
Lowest Rate	3.85

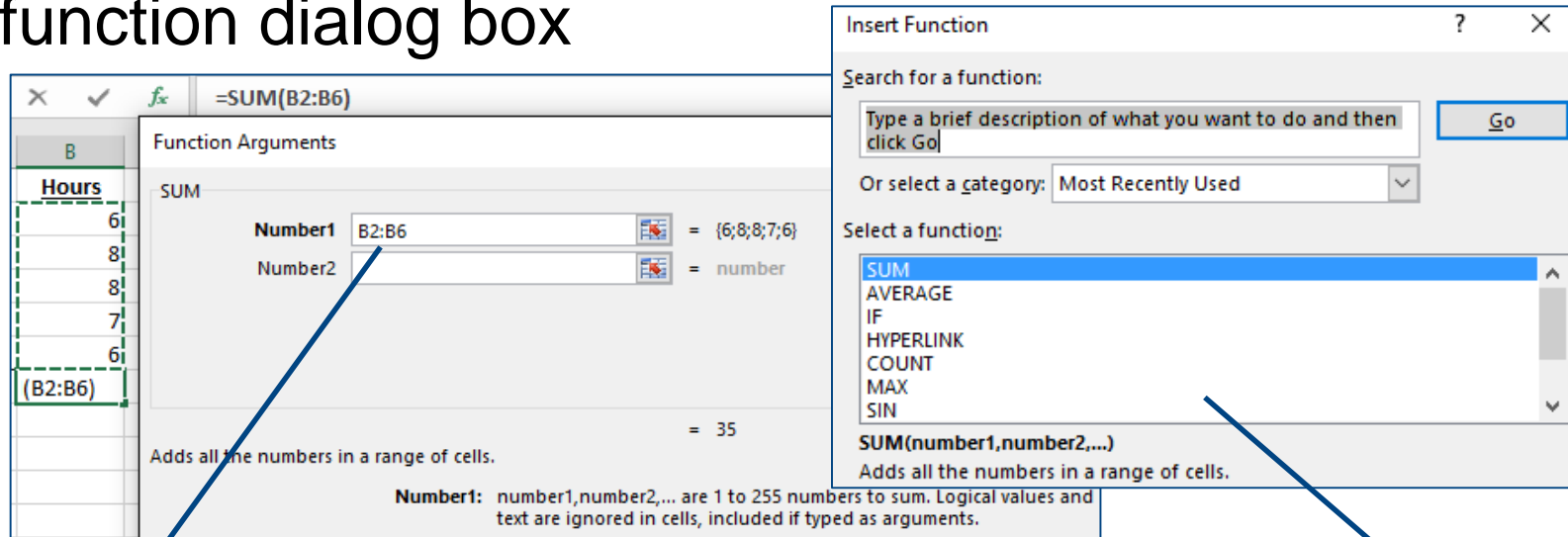
Name of the function tells Excel which operator perform on a selected cell range.



Use Insert Function



- Clicking the Insert function button displays the Insert function dialog box



The Function Arguments dialog box displays the range of cells to be included in the function.

Many functions from which to choose

Understanding Relative and Absolute Cell References



- **Relative:** When you copy a formula, cell references update automatically and refer to new cells relative to the new formula cell

Relative cell references

Item Name	Quantity	Price	Subtotal
T-shirts	200	12.99	=C4*D4
Buttons	100	6.5	=C5*D5
Hamburgers	45	9.29	=C6*D6
Buns	45	2.19	=C7*D7
Water	12	1.99	=C8*D8

- **Absolute:** Absolute references always refer to the same cell, regardless of which cell the formula is moved or copied to

E	F
Tax Rate: 0.08	
Subtotal	Tax
=C4*D4	=E4*\$F\$1
=C5*D5	=E5*\$F\$1
=C6*D6	=E6*\$F\$1
=C7*D7	=E7*\$F\$1
=C8*D8	=E8*\$F\$1

Absolute cell references

Note! Absolute cell references are denoted with \$ signs.




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Displaying Formulas

- Choose to display formulas, rather than the resulting values, in cells

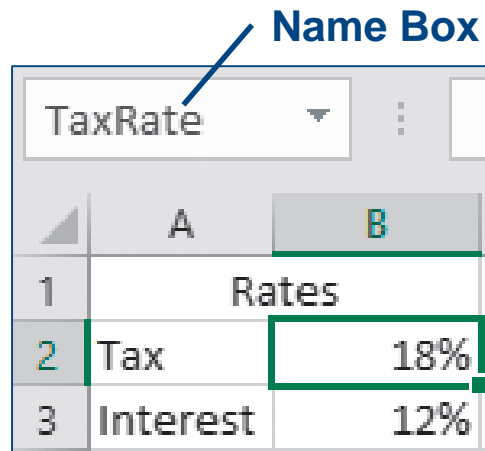
Sales			
Discount		0.08	0.1
	<i>Monthly</i>	<i>Discounted</i>	<i>Discounted</i>
<i>Sales Person</i>	<i>Sales</i>	<i>Price</i>	<i>Price</i>
John	3543	=B7*(1-\$C\$3)	=B7*(1-\$D\$3)
Susan	2024	=B8*(1-\$C\$3)	=B8*(1-\$D\$3)
David	9335	=B9*(1-\$C\$3)	=B9*(1-\$D\$3)
Joel	5533	=B10*(1-\$C\$3)	=B10*(1-\$D\$3)
Average Sale	=AVERAGE(B7:B10)		
Highest Sales	=MAX(B7:B10)		
Lowest Sales	=MIN(B7:B10)		

Tip! Use the *Show Formulas* button ( Show Formulas) to toggle between displaying formulas and values.



Define Names for Cells and Ranges

- Use names for a range of cells used often in formulas
 - ▲ Easier to remember than a cell range



- Cell names in a formula act as absolute cell references in formulas