



Excel Chapter 1: Tracking Customer Data



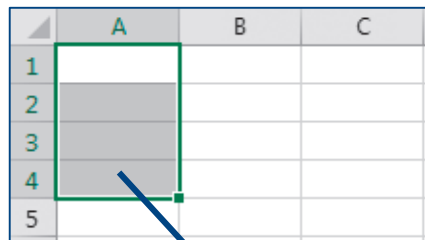
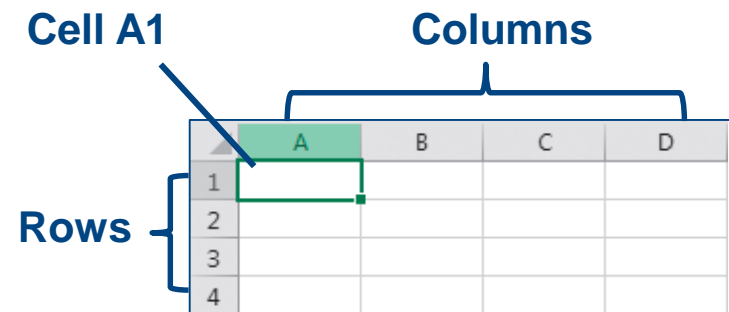
LABYRINTH
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Learning Objectives

- After studying this chapter, you will be able to:
 - ▲ Enter data into a worksheet
 - ▲ Format a worksheet
 - ▲ Apply number and date formats
 - ▲ Enter a series of related data
 - ▲ Perform simple calculations
 - ▲ Create cell references and use cell references in formulas
 - ▲ Print a worksheet

Introducing Excel

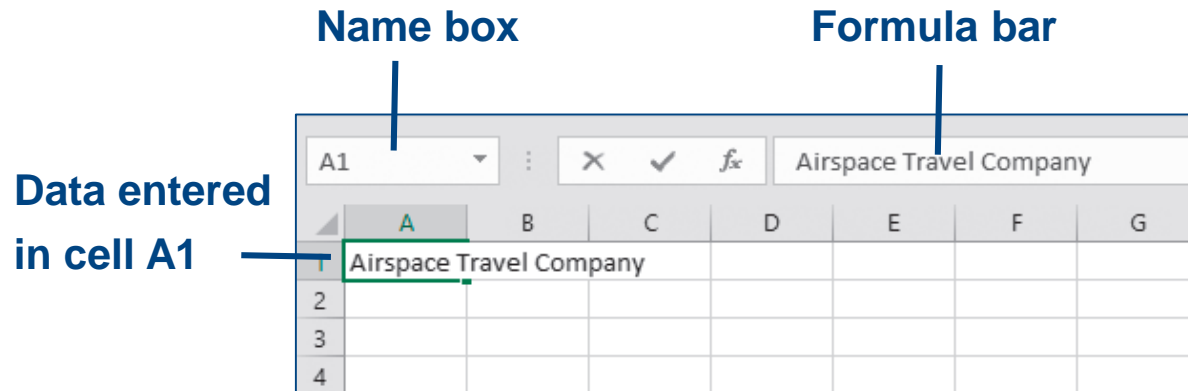
- Work with numbers and data
- Perform calculations
- What is a worksheet?
 - ▲ Made up of rows and columns of individual cells
- Cell ranges
 - ▲ Group of cells



Cell range A1:A4

Entering and Editing Data

- Enter text, numbers, or a calculated value

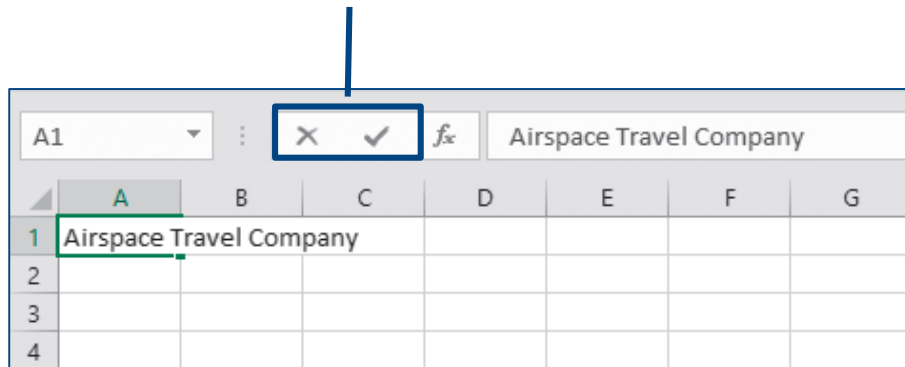


Entering and Editing Data

■ Completing cell entries

- ▲ Enter or tab keys
- ▲ One of the four arrow keys
- ▲ Enter and Cancel buttons

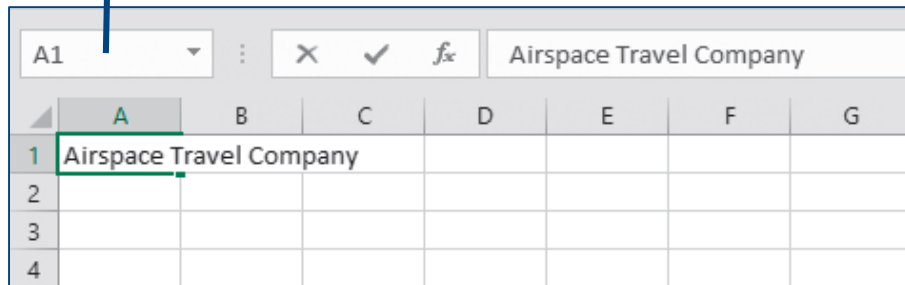
Cancel and Enter



Navigating Around a Worksheet

- Worksheets have 1,048,576 rows and 16,384 columns
- Use keystrokes or mouse clicks to navigate
- Type cell name in Name Box

Name Box



Data Consistency in a Database


- Very important to be consistent when entering data
 - ▲ For example: entering *Financial* vs. *Finance* would cause sorting and filtering problems
- Using AutoComplete helps maintain consistency



Adjust Column Width and Row Height

- Select row(s) or column(s) before adjusting
- Use AutoFit
- Use Ribbon commands for precise settings
- Drag row or column header to manually adjust

Drag the adjust pointer.



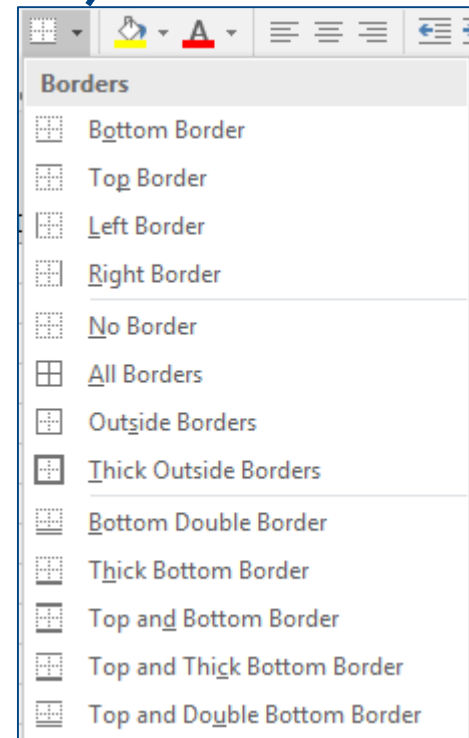
	A	B	C	D	E
1	Airspace Travel Company				
2	Monthly Customer Invoices				
3	First Name	Last Name	Provider	Destination	# of Guest

Formatting Cells

■ Borders and Fill

- ▲ Borders add lines around the cells

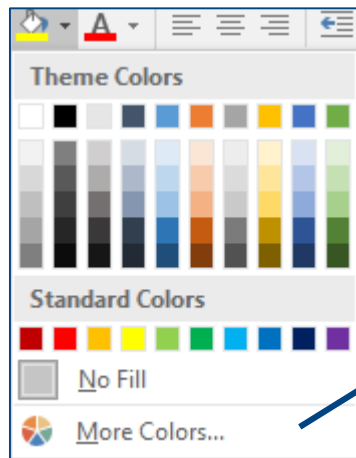
Border button menu



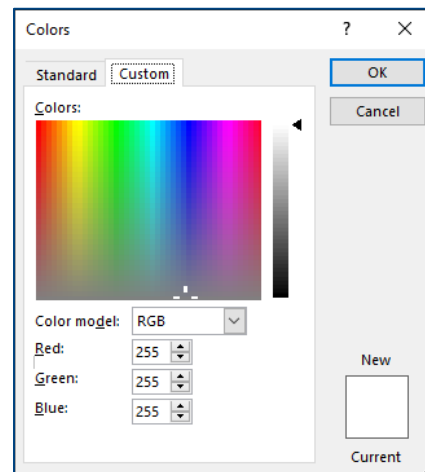
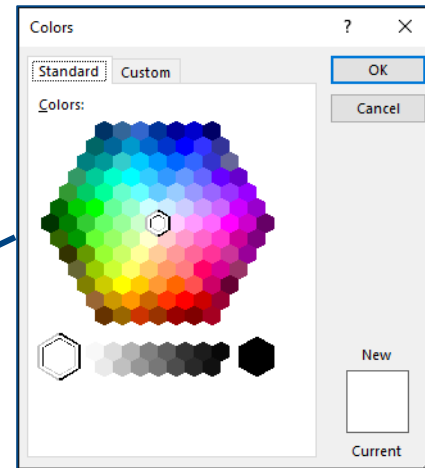
Formatting Cells

■ Fill colors add shading inside cells

Fill color adds shading inside a cell.



More Colors offers color options.



Cell Alignment

■ Default alignments:

- ▲ Text entries are left-aligned
- ▲ Number entries are right-aligned

	A	B	C	D	E
1	Airspace Travel Company				
2	Monthly Customer Invoices				
3	First Name	Last Name	Provider	Destination	# of Guests
4	Eric	Snow	Sunwind	Jamaica	2
5	Alison	Lobosco	Sunwind	Mexico	2

■ Merge and Center

	A	B	C
1	Company Name		

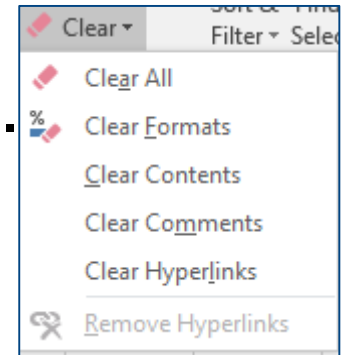
Before Merge & Center

	A	B	C
1	Company Name		

After Merge & Center

Clear Formatting and Clear All

- All (Everything)
- Formatting – leaves data in selected cells.
- Contents – leaves formats in selected cells.
- Comments
- Hyperlinks

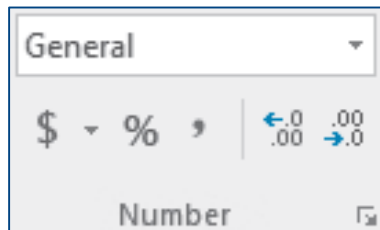


Tip! When you click the Clear button in the Editing group on the Home tab, you will see a menu that allows you to choose what you want to clear.



Working with Numbers and Dates

- The Number group on the Home tab allows you to choose how numbers in selected cells will appear



The dialog box launcher opens a window where you can choose from additional options to format your numbers.

- Negative numbers

- ▲ Represented with a – (minus) sign, red digits, brackets, or both red digit and brackets

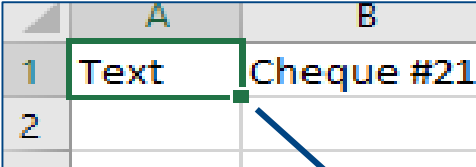
- Date entries

- ▲ Best way to enter: MM/DD or MM/DD/YY

Enter a Series Using AutoFill

- Using AutoFill to fill a series

- ▲ Quickly extend a series, copy data, or copy a formula into adjacent cells with the fill handle



The image shows a small Excel spreadsheet with two columns labeled A and B, and two rows labeled 1 and 2. Cell A1 contains the text 'Text' and cell B1 contains 'Cheque #21'. A green square, representing the fill handle, is located at the bottom-right corner of cell A1. A blue arrow points from the text 'Fill handle' to this green square.

	A	B
1	Text	Cheque #21
2		

Fill handle

- Copy an entry

- Using AutoFill options

- ▲ Offers options for how the fill is completed

Perform Worksheet Calculations

■ Using simple formulas

- ▲ Formulas are written as mathematical problems
- ▲ Formulas always begin by typing an = sign

Formula Bar displays the formula.

D2					=2*250
	A	B	C	D	
1	Name	# of Guests	Price Per Person	Total	
2	John Smith	2	250	500	

Formula cell displays the result.



Perform Worksheet Calculations

■ Mathematical operators

▲ Addition: +

▲ Subtraction: -

▲ Multiplication: *

▲ Division: /

BEDMAS

- Excel follows a standard order of operations

- ▲ **B**rackets
- ▲ **E**xponents
- ▲ **D**ivision
- ▲ **M**ultiplication
- ▲ **A**ddition
- ▲ **S**ubtraction

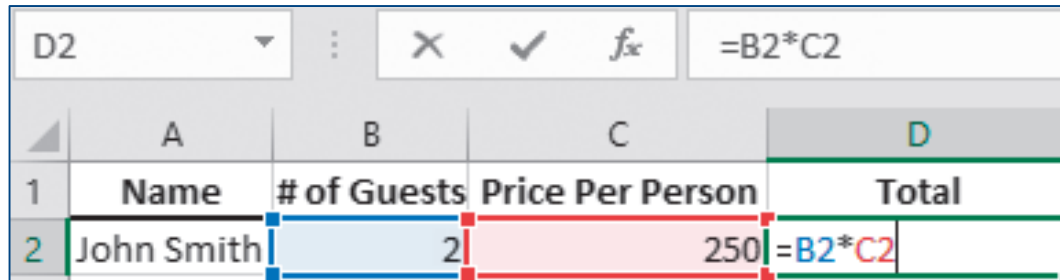
Tip! It's important to understand the order because it can change the result of your formula.

BEDMAS

- Formulas may be more than one operation
 - ▲ Excel does not perform operations left to right
 - ▲ Use BEDMAS when you want to change the standard order of operations

Cell References

- Takes the place of a number in a formula



The image shows an Excel spreadsheet with the following data:

	A	B	C	D
1	Name	# of Guests	Price Per Person	Total
2	John Smith	2	250	=B2*C2

The formula bar at the top shows the formula `=B2*C2` for cell D2. A blue line points from the text 'Cell D2 references cells B2 and C2.' to the formula in cell D2.

Cell D2 references
cells B2 and C2.

- Easier to copy formulas
- Excel automatically recalculates if the value in the cell references changes



Printing Worksheets

- Prints cell contents, not formulas in the Formula Bar
- Automatically resize content to print using Scale to Fit
- Change print options in Backstage view

