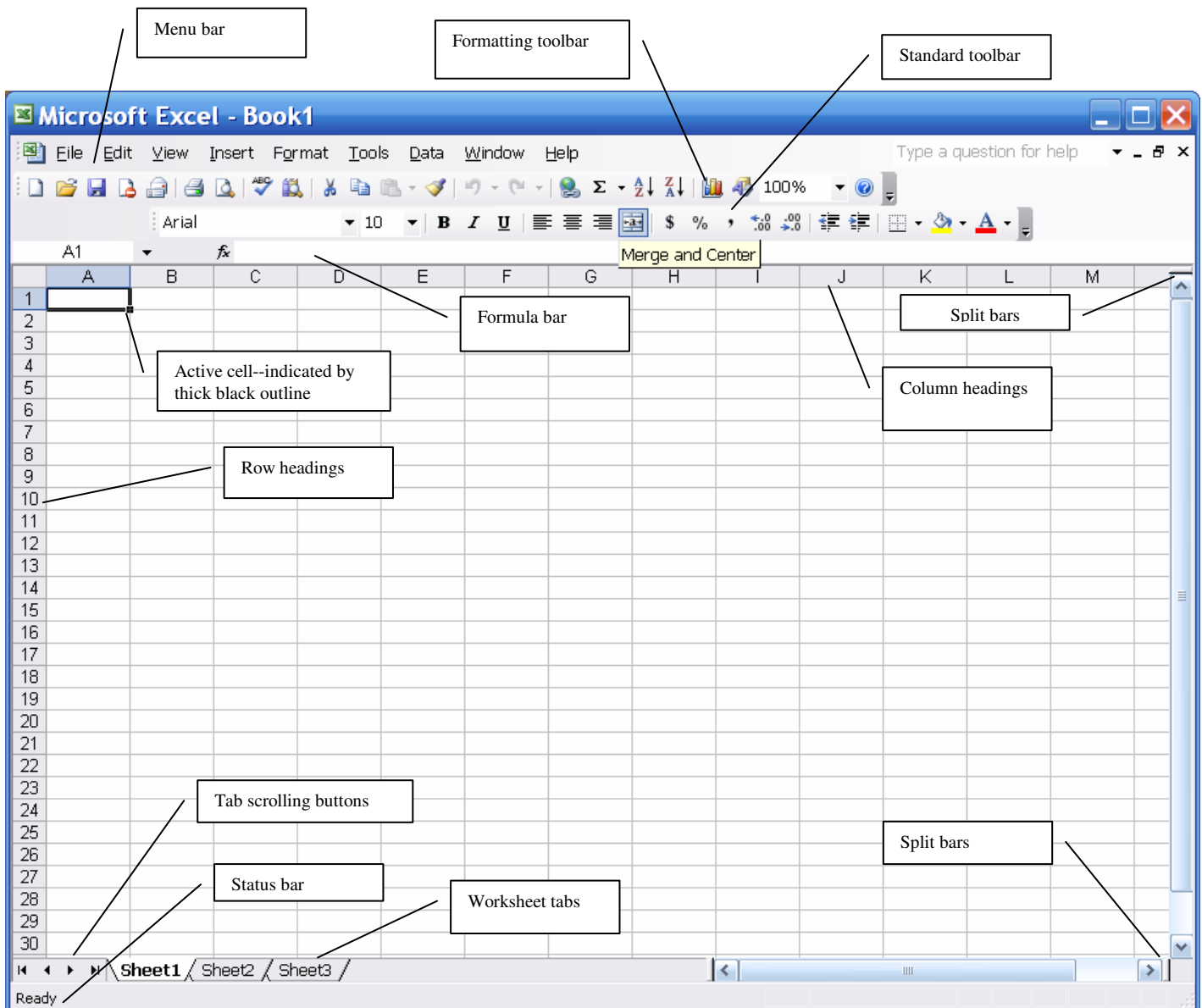


# Introduction to Excel 2003 Part A (pgs 1-7) & B (pgs 8-15)

## Part A: Organizing Information Overview of an Excel Spreadsheet



### 1) The Window

#### Toolbars

**Formula bar:** Shows the information contained in a cell

**Workbook window:** Contains the workbook where you will enter the data and formulas that make up your workbook

### 2) Workbook Window

**Tabs:** A workbook consists of 3 worksheets, each of which can contain thousands of cells. You can use the tabs to flip worksheets.

**Column heading:** Identifies the column by letters

**Row heading:** Identifies the row by numbers

**Selector:** Outline that indicates the active cell

## Introduction to Excel 2003 Part A (pgs 1-7) & B (pgs 8-15)

### 3) Cell

When a row and a column intersect, they form a box called a cell. Each cell has an address that consists of the column letter and row number (A2, C14, D7, etc.). You enter data and formulas in the cells of your worksheets.

### 4) Types Of Data That You Can Enter

**Text** (automatically left-aligned)

**Times**

**Numbers** (automatically right-aligned)

**Formulas and functions**

**Dates**

### 5) Entering Text And Numbers

- Select the cell
- Type the text
- Hit the **Enter** or **Return** key to move down, or hit the **Tab** key to move to the next cell to the right

### 6) Adjusting Column Width

- Select the entire column by clicking on its letter name at the top and then adjust column width by grabbing either end of the column and moving it *OR*
- Select column(s); right-click and select Column Width
- Type the number of characters desired *OR*
- Select column(s); **Format, Column, Width**
- Type the number of characters desired or select **AutoFit**

### 7) Adjusting Row Height

- Select the row by clicking on its number along the left-hand side and then adjust its height by grabbing either the top or bottom of the row and moving it *OR*
- Select row(s); right-click and select Row Height *OR*
- Type the desired height in points
- Select row(s); **Format, Row, Height**
- Type the desired height in points or select **AutoFit**

### 8) Entering Data More Quickly: The Fill Command

- Select the cell to be copied
- Position the mouse pointer over the selected cell
- Drag the fill handle (cursor turns into a small black cross) in the lower right corner of the selected cell to highlight the cells into which you want to copy the entry and release the mouse button.

### 9) Series

- Enter the first two values of the series
- Select the two cells by grabbing the fill handle in the lower-right corner (the cursor turns into a small black cross) and then drag across to highlight the cells into which you want to extend the series
- When you release the mouse button, the series should fill in correctly *OR*
- Enter a starting value in one cell
- Select cells into which you want to extend the series (the original value will be copied into those cells)
- Click on **Edit** on the Menu Bar, select Fill, Series
- Under "Series in," select **Rows** or **Columns**
- Under "**Type**," choose a series type

## Introduction to Excel 2003 Part A (pgs 1-7) & B (pgs 8-15)

- i) Adjust the **Step** value (amount between each series value) and **Stop** value (last value you want Excel to enter), if necessary
- j) Click **OK** or **Enter**

Series	Initial selection	Extended series
Linear: increases or decreases values by a constant value	1, 2	3, 4, 5
	1, 3	5, 7, 9
	100, 95	90, 85, 80
Growth: multiplies values by a constant factor	2 (step value 4)	8, 32, 128
	3 (step value 3)	9, 27, 81
Date: increases days/weeks/months/years by a value that you set		
AutoFill: logically repeats some series	Qtr 3	Qtr 4, Qtr 1, Qtr 2
	1st Period	2nd Period, 3rd Period

### 10) AutoFill

- a) To enter a series such as the days of the week, type Monday into a cell
- b) Drag the fill handle in any direction to select six more cells
- c) Release the mouse button
- d) Excel inserts the remaining days of the week, in order, into the selected cells. (You can also AutoFill the months.)

### 11) Making Your Own Series

- a) Click on **Tools** on the Menu Bar, select **Options**
- b) Select the **Custom Lists** tab; click the **Add** button
- c) Type the entries you want to use for your AutoFill entries (Ardmore, Bennett, Cherry Crest, etc.). Press **Enter** at the end of each entry. If you don't press Enter, Excel will not read the items as separate entries.
- d) Click **OK**.
- e) Type any item in the list and use AutoFill to insert the remaining entries.

**Note:** type the whole series into a worksheet, select the cells, select **Tools, Options**, click on the **Custom Lists** tab, then click on the **Import** button

### 12) Formatting Cells for Data

When data is entered in a cell, it is automatically right aligned.

If a certain type of entry is to be made in one cell or a group of cells, preselecting the cell formatting can be done by using the **Format Cells** command.

- a) Select the whole area where you will want this formatting applied.
- b) Right-click and select **Format Cells...** from the shortcut menu; *OR* click on **Format** on the **Menu Bar** and select **Cells** *OR* press Ctrl+1
- c) Click **Number** tab; select a category and the available formatting options will appear on the right-hand side of the dialogue box. Below is a brief look at some of the options in these categories:

**Number:** number of decimal places, how to format negatives, use of comma

**Currency:** number of decimal places, how to format negatives, use of comma

**Accounting:** number of decimal places

**Date:** type

**Time:** type

**Special:** specific formatting like ZIP code, phone number, Social Security number

**Custom:** build your own format from existing codes displayed on the list

## Introduction to Excel 2003 Part A (pgs 1-7) & B (pgs 8-15)

### 13) Adding Color to Text and Background

- Click on cell containing text to change
- Click on the **Font Color** icon on the formatting toolbar *OR* Click on **Format** on the Menu Bar, select **Cells** and click on the **Font** tab and select color
- To add a background fill color click on the **Fill Color** icon on the formatting toolbar *OR* Click on **Format** on the Menu Bar, select **Cells** and click on the **Patterns** tab and select cell shading color.

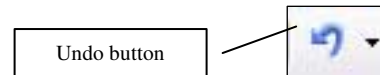


### 14) Editing Data

- Double-click on the cell
- Edit data, then press **Enter**

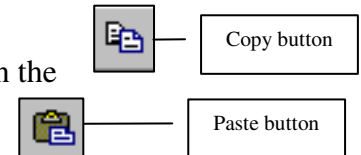
### 15) Undoing An Action

- Click on **Edit** on the Menu Bar, select **Undo** *or* **Ctrl+Z** *or* click on the **Undo** button with the counterclockwise arrow on it.
- EXCEL will undo up to 16 actions



### 16) Copying Data

- Select information to be copied (single or multiple cells)
- Click on **Edit** on the Menu Bar, select **Ctrl+C** *or* click the **Copy** button on the toolbar
- Select first cell of area into which copy will be placed
- Click on **Edit** on the Menu Bar, select **Paste** *or* **Ctrl+V** *or* click the **Paste** button on the toolbar



### 17) Erasing Data

- Select the cells you want to clear/delete
- Edit, Clear...**, then select from the menu to delete the contents or formatting of the cells
- Edit, Delete** to remove the cells themselves and everything in them; a dialogue box will appear asking if you want to delete the entire row/column, and how you want to move the remaining cells

### 18) Inserting Cells

- Select cell(s) where new cell(s) will be inserted. Excel will inset the same number of cells as selected.
- Right-click and select **Insert...** from the shortcut menu, or click on **Insert** and select **Row** or **Column**
- Select the appropriate options from the dialogue box that appears *OR*
- Select cell(s) where new cell(s) will be inserted. Excel will inset the same number of cells as selected
- Click on **Insert** in the **Menu Bar** and select **Cells**
- Select the appropriate options from the dialogue box

### 19) Inserting Rows And Columns

- Select the number of rows or columns to insert by clicking on the column or row heading
- Right click and select **Insert** *OR*
- Select the number of rows or columns to insert by clicking on the column or row heading
- Click on **Insert** in the **Menu Bar** and select **Rows** or **Columns**

# Introduction to Excel 2003 Part A (pgs 1-7) & B (pgs 8-15)

## 20) Deleting Cells

- Select the range of cells to delete
- Right click and select **Delete**
- Select option from dialogue box that pops up *OR*
- Select the range of cells to delete
- Click on **Edit** in the **Menu Bar** and select **Delete**
- Select option from dialogue box that pops up

## 21) Deleting Rows And Columns

- Click on the row or column heading that you want to delete
- Right-click and select **Delete** *OR*
- Click on the row or column heading that you want to delete
- Click on **Edit** in the **Menu Bar** and select **Delete**

## 22) Merging Cells (Merge and Center)

- Enter Text into upper-leftmost cell that is to be merged and centered
- Select the cells you want to merge.
- To merge cells in a row or column and center the cell contents, click **Merge and Center** on the formatting toolbar

Merge and Center button



## 23) Changing Text Direction in a Cell

- Click on cell containing text to change
- Click on **Format** on the Menu Bar, select **Cells** and click on the **Alignment** tab
- Select the amount of degrees for the text direction
- Click OK; text will be changed

## 24) Wrapping text within a cell.

- Click on cell containing text to change
- Click on **Format** on the Menu Bar, select **Cells** and click on the **Alignment** tab
- Under text control check **Wrap Text**

Note: It may be necessary to adjust the row height on the cell you wish to wrap text in. (See #21).

## 25) Adding Borders

The gridlines that surround each cell when you're working on the screen don't always show up so well on the printed version. To have clearer lines, add borders by selecting the cells that will have a border around them

- Click on **Format**, then **Cells**
- Click on **Borders** tab and choose desired options
- Alternatively use the border icon on the formatting toolbar



Add Borders Button

## 26) Hide Gridlines

You can hide the gridlines to check out how your new borders will look.

- Tools, Options**
- Click on the **View** tab; select Gridlines (removes the X from the check box)
- To prevent gridlines from printing (but still see them on the screen):
- File, Page Setup**
- Click on the **Sheet** tab; delete the X from the Gridlines check box

## Introduction to Excel 2003 Part A (pgs 1-7) & B (pgs 8-15)

### 27) Printing Gridlines

By default, Excel will does not print the gridlines.

- Click the worksheet
- On the **File** menu, click **Page Setup**, and the click the **Sheet** tab.
- Select or clear the **Gridlines** check box.
- Click **Print**

### 28) Adding a comment

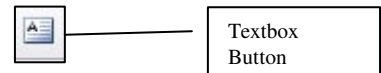
You can insert useful information that will pop up whenever the cursor is positioned over the cell.

- Select the desired cell.
- Right click and select Insert Comment
- Type the desired text

### 29) Adding a textbox

(Useful for adding directions or notes about the spreadsheet. These textboxes can be colored and moved about the worksheet)

- Turn on the **Drawing Toolbar** (View, Toolbars, Drawing).
- Select the textbox icon.
- Click and drag on the spreadsheet to size the textbox
- Click inside the textbook and enter text.
- Format the textbox properties (font and background coloring) by double clicking on a corner of the textbox.



### 30) Viewing Data: Sorting

- Select the data to be sorted
- Click on Data on the Menu Bar and select Sort
- If you have selected the header row, click the button next to Header Row at the bottom of the dialog box
- Click on the box under Sort by: and select the column that is to be sorted
- If secondary sorts are desired, click on Then by: an select the next column to be sorted
- Click on Sort

### 31) Using AutoFilter (most useful in isolating data based on particular data in one column)

- Select the Header Row
- Click on Data on the Menu Bar, select Filter and choose Auto Filter; down-arrows will appear next to the selected cells in the Header Row
- Click on the arrow next to the column that is to be filtered, and identify the cell data to be filtered; only the rows with that data will appear
- To show all contents, click on Data on the Menu Bar, select Filter and choose Show All

### 32) Finding and Replacing Text or Numbers

(Use this feature if you have a large database and you can't manually find a cell that contains text or a number you need to edit).

- To search the entire worksheet, select any single cell. To search a range of cells, select that range only.
- Choose **Edit, Find** to display the Find And Replace dialog box.
- In the Find What text box, enter the text or number you want to search for.
- Click **Find Next**.
- When you are done with your search , click Close to return to your spreadsheet.

# Introduction to Excel 2003 Part A (pgs 1-7) & B (pgs 8-15)

## 33) Page setup

Before printing, you need to make sure your page is set up correctly.

**File, Page Setup;** click on desired tab (Page, Margins, Header/Footer, Sheet) and choose appropriate options

**Page tab:** lets you change the orientation of the page, reduce or enlarge your workbook, change the size of paper used for printing, adjust the print quality if you're printing a draft, and set the starting page number to something besides 1.

**Margins tab:** lets you adjust all the margins, specify how far from the edge the footer should be printed, or center the workbook on the page.

**Header/Footer tab:** lets you add a header or footer to further customize your workbook

**Sheet tab:** lets you print only a portion of a worksheet, specify how to print certain aspects of the workbook, determine page order, or use titles.

## 34) Viewing Page Breaks and Setting Print Area

a) Click on **View, Page Break Preview**

b) You can drag the page breaks to desired locations

c) Select the cells to be printed

d) Click on File on the Menu Bar, choose Print Area and select Set Print Area

Note: Select View, Normal to exit the page break preview mode.

## 35) Printing

a) **File, Print Preview** to see how your workbook looks

b) **File, Print**

c) The Print box gives you a number of options, including printing only selected sheets, number of copies, page range. From the Print box you can also choose **Page Setup, Print Preview, Printer Setup, or Help**

## 36) Mail Merge

You can use Microsoft Word in conjunction with Microsoft Excel to merge the components of a database into a form letter or envelopes.

a) Create and save an excel spreadsheet with the desired data fields.

b) Open Microsoft Word and select **Tools, Letters and Mailings, Mail Merge Wizard**

c) On step 3 of the wizard, when selecting recipients choose "Use and Existing List"

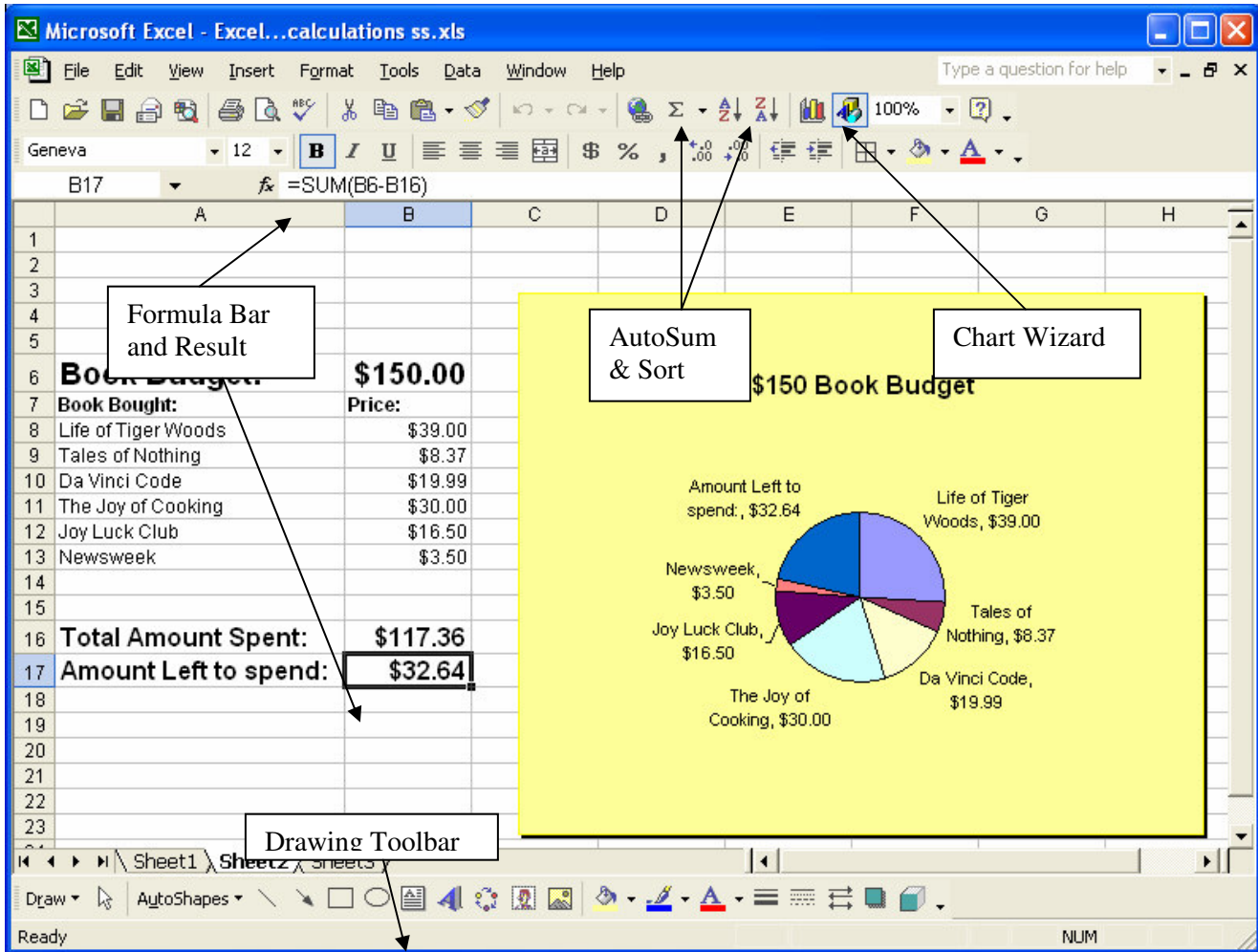
d) Click on "Browse" and navigate to your saved Excel Spreadsheet

e) On the Select Table dialog box select "Sheet1\$"

f) Follow steps 4-6 of the wizard to compose and merge your contacts.

# Introduction to Excel 2003 Part A (pgs 1-7) & B (pgs 8-15)

## Part B: Using and Interpreting Data Overview of an Excel Spreadsheet



### Tips on Selecting Cells:

- To select an individual cell click on the cell and it will be highlighted
- To select a group of adjacent cells click and drag across the desired region
- To select non adjacent cells hold the Ctrl button and click on desired cells.

### 1) Types Of Data That You Can Enter

**Text** (automatically left-aligned)

**Numbers** (automatically right-aligned)

**Dates**

**Times**

**Formulas and functions**

### 2) Formatting Cells for Data

When data is entered in a cell, it is automatically right aligned.

If a certain type of entry is to be made in one cell or a group of cells, preselecting the cell formatting can be done by using the **Format Cells** command.

a) Select the whole area where you will want this formatting applied.

b) Right-click and select **Format Cells...** from the shortcut menu; or click on **Format** on the **Menu Bar** and select **Cells** or click Ctrl + 1.

## Introduction to Excel 2003 Part A (pgs 1-7) & B (pgs 8-15)

- c) Click **Number** tab; select a category and the available formatting options will appear on the right-hand side of the dialogue box. Below is a brief look at some of the options in these categories:

**Number:** number of decimal places, how to format negatives, use of comma

**Currency:** number of decimal places, how to format negatives, use of comma

**Accounting:** number of decimal places

**Date:** type

**Time:** type

**Special:** specific formatting like ZIP code, phone number, Social Security number

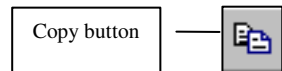
**Custom:** build your own format from existing codes displayed on the list

### 3) Entering Data More Quickly: The Fill Command

- a) Select the cell to be copied
- b) Position the mouse pointer over the selected cell
- c) Drag the fill handle (cursor turns into a small black cross) in the lower right corner of the selected cell to highlight the cells into which you want to copy the entry and release the mouse button.

### 4) Series

- a) Enter the first two values of the series
- b) Select the two cells by grabbing the fill handle in the lower-right corner (the cursor turns into a small black cross) and then drag across to highlight the cells into which you want to extend the series
- c) When you release the mouse button, the series should fill in correctly **OR**
- d) Enter a starting value in one cell
- e) Select the cells into which you want to extend the series (the original value will be copied into those cells)
- f) Click on **Edit** on the Menu Bar, select Fill, Series
- g) Under “Series in,” select **Rows** or **Columns**
- h) Under “**Type**,” choose a series type
- i) Adjust the **Step** value (amount between each series value) and **Stop** value (last value you want Excel to enter), if necessary
- j) Click **OK** or **Enter**



Series	Initial selection	Extended series
Linear: increases or decreases values by a constant value	1, 2 1, 3 100, 95	3, 4, 5 5, 7, 9 90, 85, 80
Growth: multiplies values by a constant factor	2 (step value 4) 3 (step value 3)	8, 32, 128 9, 27, 81
Date: increases days/weeks/months/years by a value that you set		
AutoFill: logically repeats some series	Qtr 3 1st Period	Qtr 4, Qtr 1, Qtr 2 2nd Period, 3rd Period

### 5) AutoFill

- a) To enter a series such as the days of the week, type Monday into a cell
- b) Drag the fill handle in any direction to select six more cells
- c) Release the mouse button
- d) Excel inserts the remaining days of the week, in order, into the selected cells. (You can also AutoFill the months.)

## Introduction to Excel 2003 Part A (pgs 1-7) & B (pgs 8-15)


### 6) Making Your Own Series

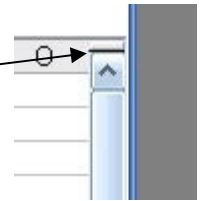
- a) Click on **Tools** on the Menu Bar, select **Options**
- b) Select the **Custom Lists** tab; click the **Add** button
- c) Type the entries you want to use for your AutoFill entries (Ardmore, Bennett, Cherry Crest, etc.). Press **Enter** at the end of each entry. If you don't press Enter, Excel will not read the items as separate entries.
- d) Click **OK**.
- e) Type any item in the list and use AutoFill to insert the remaining entries.

**Note:** type the whole series into a worksheet, select the cells, select **Tools, Options**, click on the **Custom Lists** tab, then click on the **Import** button

### 7) Viewing Data: Splitting the Worksheet

When there are column or row headings followed by many entries that extend well beyond the screen, it is often helpful to split the sheet so that the headings stay in place and the rest of the sheet can scroll. To split the worksheet:

- a) At the top of the vertical scroll bar or at the right end of the horizontal scroll bar, point to the split box.
- b) When the pointer changes to a split pointer, , drag the split box down or to the left to the position you want. The worksheet is now split. Scrolling will allow the Header Row to show, and the rest of the worksheet to scroll.



### 8) Viewing Data: Freezing Panes

The advantage of freezing panes is that it allows you to keep some information (categories, budget numbers, etc.) on the screen at all times, while you enter data in another part of your workbook. You can choose to freeze panes after you have split the worksheet, or you can click on a cell at the spot where you want the split to occur, and then follow the procedure below:

- a) **Window, Freeze Panes**
- b) To turn off the freeze panes feature:
- c) **Window, Unfreeze Panes**

### 9) Viewing Data: Sorting

- a) Select the data to be sorted
- b) Click on **Data** on the Menu Bar and select **Sort**
- c) If you have selected the header row, click the button next to **Header Row** at the bottom of the dialog box
- d) Click on the box under **Sort by:** and select the column that is to be sorted
- e) If secondary sorts are desired, click on **Then by:** and select the next column to be sorted
- f) Click on **Sort**

### 10) Using AutoFilter (most useful in isolating data based on particular data in one column)

- a) Select the Header Row
- b) Click on **Data** on the Menu Bar, select **Filter** and choose **Auto Filter**; down-arrows will appear next to the selected cells in the Header Row
- c) Click on the arrow next to the column that is to be filtered, and identify the cell data to be filtered; only the rows with that data will appear
- d) To show all contents, click on **Data** on the Menu Bar, select **Filter** and choose **Show All**

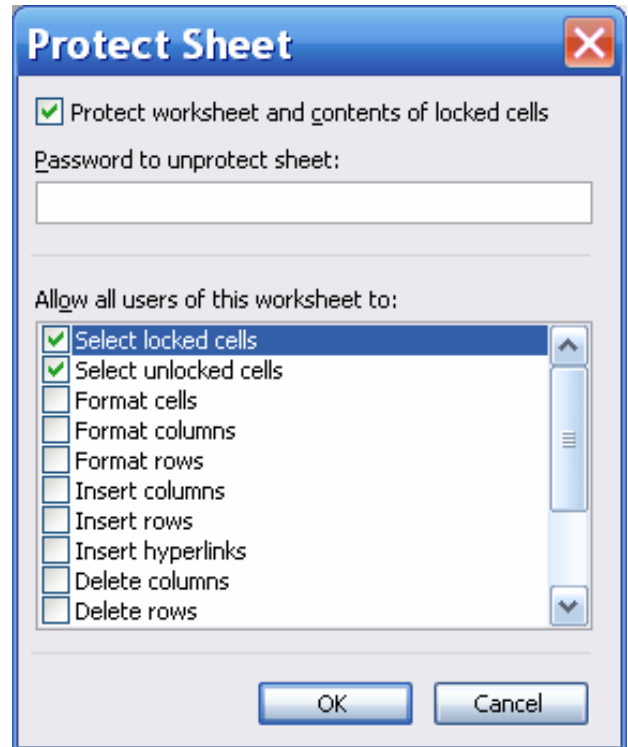
# Introduction to Excel 2003 Part A (pgs 1-7) & B (pgs 8-15)

## 11) Protecting Your Spreadsheet

If you would like to protect your spreadsheet from modification or limit its modifications to certain users.

- a) Choose **Tools, Protection, Protect Sheet**
- b) Check the appropriate actions you would like users to be able to do
- c) Add a password if desired. Click OK
- d) To turn off Spreadsheet Protection, to to **Tools, Protection, Unprotect Sheet**

Note: If you want certain cells within a protected worksheet available for modifying, right click on that cell, choose **format cell, protection** and uncheck **locked**.



## 12) Page setup

Before printing, you need to make sure your page is set up correctly.

**File, Page Setup;** click on desired tab (Page, Margins, Header/Footer, Sheet) and choose appropriate options

**Page tab:** lets you change the orientation of the page, reduce or enlarge your workbook, change the size of paper used for printing, adjust the print quality if you're printing a draft, and set the starting page number to something besides 1.

**Margins tab:** lets you adjust all the margins, specify how far from the edge the footer should be printed, or center the workbook on the page.

**Header/Footer tab:** lets you add a header or footer to further customize your workbook

**Sheet tab:** lets you print only a portion of a worksheet, specify how to print certain aspects of the workbook, determine page order, or use titles.

## 13) Print Gridlines

By default the gridlines do not print on your Excel spreadsheet. In order to print gridlines

- a) **File, Page Setup**
- b) Click on the **Sheet** tab, check the X from the Gridlines check box.

## 14) Hide Gridlines

You can hide the gridlines to check out how your new borders will look.

- f) **Tools, Options**
- g) Click on the **View** tab; select Gridlines (removes the X from the check box)

## 15) Setting Print Area

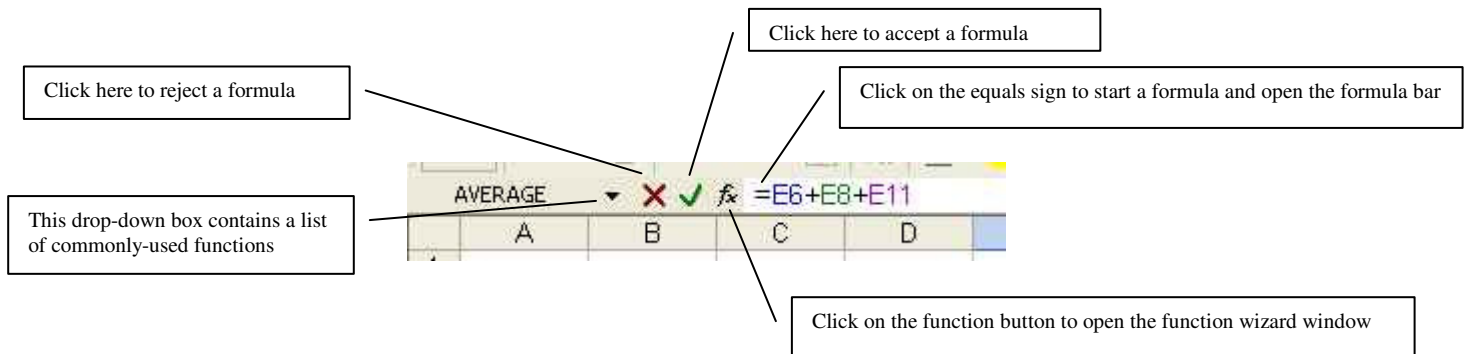
- a) Select the cells to be printed
- b) Click on File on the Menu Bar, choose Print Area and select Set Print Area

# Introduction to Excel 2003 Part A (pgs 1-7) & B (pgs 8-15)

## 16) Printing

- File, Print Preview** to see how your workbook looks
- File, Print**
- The Print box gives you a number of options, including printing only selected sheets, number of copies, page range. From the Print box you can also choose **Page Setup, Print Preview, Printer Setup, or Help**

## Anatomy of the Formula Bar



## 17) What Is A Formula?

- A formula is a calculation performed on the data you enter (multiplication, division, addition, subtraction, etc.). Formulas usually consist of one or more cell addresses and mathematical operators. In Excel, a formula should start with an equal sign (=).
- The formula for: (examples)
  - Adding is: =A3+A4 or =sum(A3, A4) Cells can be entered or clicked on, followed by Return
  - Adding a series of numbers: =sum(A3:A5) This requires the use of “sum” and parentheses ( the : means “through”, or adding A3, A4 and A5)
  - Subtracting is: =A3- A4 or =sum(A3-A4) Cells can be entered or clicked on, followed by Return
  - Multiplying is: =A3\*A4 or =sum(A3\*A4) Cells can be entered or clicked on, followed by Return
  - Dividing is: =A3/A4 or =sum(A3/A4) Cells can be entered or clicked on, followed by Return
- Use the AutoSum tool to add a series of numbers  $\Sigma$ 
  - Click on cell that is beneath a series of cells to be added
  - Click on AutoSum tool; formula will automatically be created and the sum displayed

# Introduction to Excel 2003 Part A (pgs 1-7) & B (pgs 8-15)

## 18) Order Of Operations

Excel performs operations from left to right in the following order, giving some operators precedence over others:

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Exponential equations	Multiplication and division	Addition and subtraction

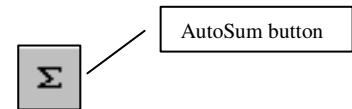
Operations within parentheses are performed first, so you can use parentheses to change the order of preference, if necessary, in your formula. For example:

=B2\*B3+B4 will give you a different result than  
=B2\*(B3+B4)

## 19) AutoSum Tool

If you're doing simple addition on a row/column of numbers, Excel provides a shortcut button to speed up the process.

- Select the cell where the sum is to be inserted
- Click on the **AutoSum** button
- Adjust the range of cells, if necessary
- Enter** (remember, the formula won't take if you don't press Enter!)

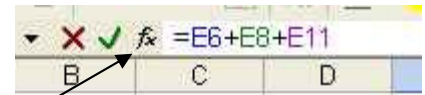


**Note:** AutoSum automatically uses the numeric values in the cells directly above where it is placed. If there are no numeric values in the cells above it, it will use the numeric values in the cells to the left. If you want to sum a collection of cells and some of the cells happen to be blank, AutoSum may not work. It usually works best if all the cells have a number or zero in them. To be safe, always double-check what cells have been selected!

## 20) Entering Formulas

There are a few ways to enter formulas:

- Select the cell where calculation is to appear
- Type the equal sign (=) and then type the formula followed by the cell parameters (i.e. =difference(A7 - B7)).



Alternatively

- Select the cell where the calculation is to appear
- Click on the Insert Function icon to the left of the formula bar
- Select a function from the drop down menu or type a brief description of what you want to do and then click Go.

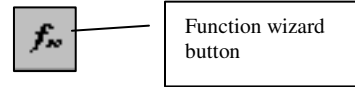


# Introduction to Excel 2003 Part A (pgs 1-7) & B (pgs 8-15)

## 21) Functions

These are commonly-used formulas that Excel has built into its system. To use one you specify the function command and then give the appropriate cell references for where you want the function performed. AutoSum is one example of a function.

To choose from a list of available functions, click on the list of functions in the Formula bar or click on the Function wizard button



Once you select the function name, a dialogue box appears explaining the required parts of the function. A help button appears in the lower-left corner, and the tentative result appears in the middle near the bottom. When you have completed all necessary parts of the function click on OK to return to the regular screen.

Some of the most frequently-used options in the Function wizard include:

**Sum:** adds all the numbers in a range of cells

**Average:** returns the average (arithmetic mean) of its argument, which can be numbers, names, arrays, etc.

**If:** returns one value if a condition you specify evaluates to true, and returns another value if a condition you specify evaluates to false

**Max:** returns the largest value in a set of values (ignores text and logical values)

**Today:** returns a number that represents today's date

To use a function wizard:

- a) Click on the button and select the desired function
- b) Click OK after the explanatory dialogue box appears
- c) If you already know the name of the function, you can type it into the box along with your range of cells, following the sample format: =average(B10:B20)

## 22) Common Errors

- a) Do not try to divide by zero or a blank cell.
- b) Do not delete a cell that's being used in a formula.

## 23) Where The Formula Will Be Visible

You can't see the formula in the cell, only the results of the calculation. The formula will be visible in the formula bar. If you want to see the formula in the cell: **Tools, Options.** Click on the **View** tab. Click on the Formulas check box under the "Window Options" section (an X will appear). Click on **OK** to exit.

## 24) Editing Formulas

- a) Select the cell and then Double-click on the cell
- b) Edit the formula either by typing in the cell or by typing in the formula bar
- c) Hit the **Enter** key to make Excel accept the changes

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## 25) Graphing Data: Using the Chart Wizard

It is useful and easy to display your data visually using the chart wizard in Excel.

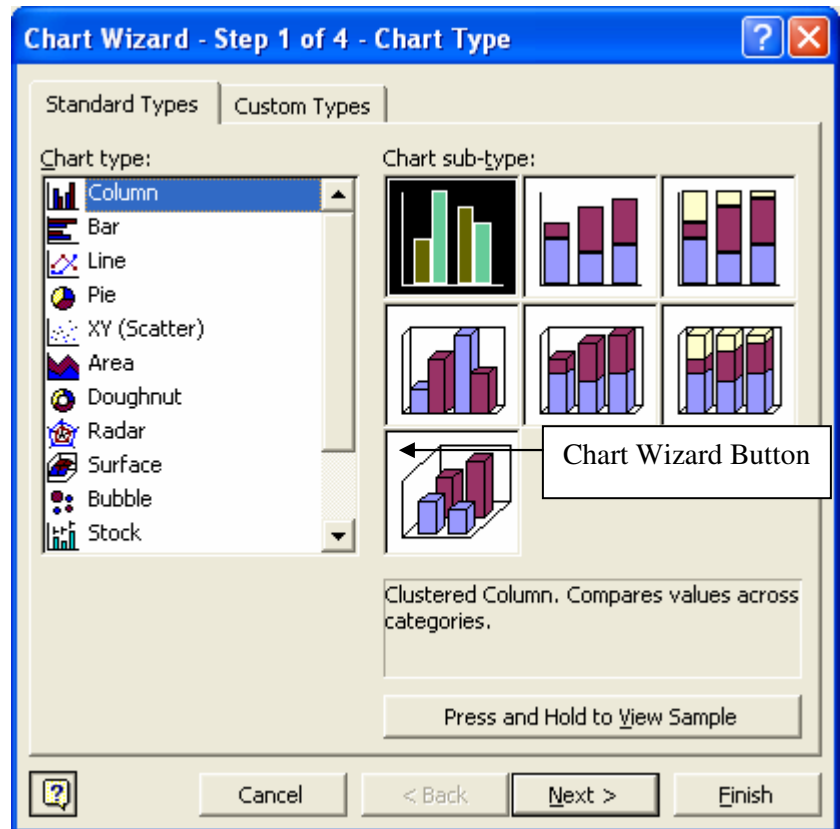
- a) Select the worksheet data to be charted.

NOTE: (If the worksheet data you wish to use includes non-adjacent ranges, press and hold the Ctrl button as you select the desired cells).

- b) Click the Chart Wizard button.
- c) Use the Chart Wizard to specify the choices for your chart.



Chart Wizard Button



## 26) Graphing Data: Modifying Your Chart

You can customize your chart as you like by relocating or removing the legend, changing column titles or even the colors of the individual bars.

- a) Right Click on the item from your chart that you want to modify
- b) Choose format

Note: The format choice will change depending on what item you have selected. For example if you select the legend, the shortcut menu will be Format Legend. If you right click on the chart area, the shortcut choice will be Format Chart Area.

- c) For more options in changing chart titles, axes, gridlines, legends and data labels click on the chart one time and then choose the **Chart** menu **Chart Options**