



# **PowerPoint Presentation to Accompany** ***GO! All In One***

## **Chapter 8**

**Excel Worksheets, Charts, Formulas, Functions, and  
Tables**

# Objectives

- **Create, Save, and Navigate an Excel Workbook**
- **Enter Data in a Worksheet**
- **Construct and Copy Formulas and Use the SUM Function**

# Objectives

- **Format Cells with Merge & Center and Cell Styles**
- **Chart Data to Create a Column Chart and Insert Sparklines**
- **Print, Display Formulas, and Close Excel**

# Objectives

- **Check Spelling in a Worksheet**
- **Enter Data by Range**
- **Construct Formulas for Mathematical Operations**
- **Edit Values in a Worksheet**
- **Format a Worksheet**

# Objectives

- **Use the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions**
- **Move Data, Resolve Error Messages, and Rotate Text**
- **Use COUNTIF and IF Functions and Apply Conditional Formatting**

# Objectives

- **Use Date & Time Functions and Freeze Panes**
- **Create, Sort, and Filter an Excel Table**
- **Format and Print a Large Worksheet**

# Objectives

- **Navigate a Workbook and Rename Worksheets**
- **Enter Dates, Clear Contents, and Clear Formats**
- **Copy and Paste by Using the Paste Options Gallery**

# Objectives

- **Edit and Format Multiple Worksheets at the Same Time**
- **Create a Summary Sheet with Column Sparklines**
- **Format and Print Multiple Worksheets in a Workbook**



# Create, Save, and Navigate an Excel Workbook

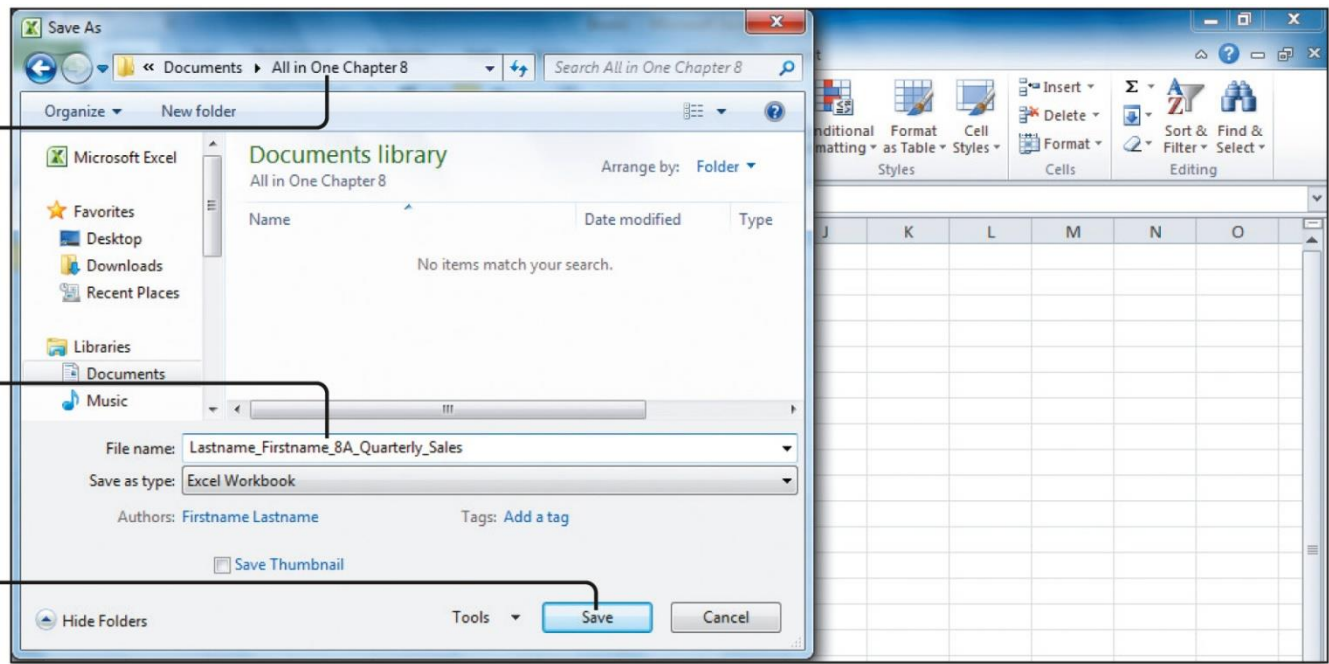
- **Workbook**
  - Excel document
- **Worksheet**
  - Individual spreadsheet, part of a workbook
  - Vertical columns (lettered) and horizontal rows (numbered)
- **Cell**
  - Intersection of a row and a column

# Create, Save, and Navigate an Excel Workbook

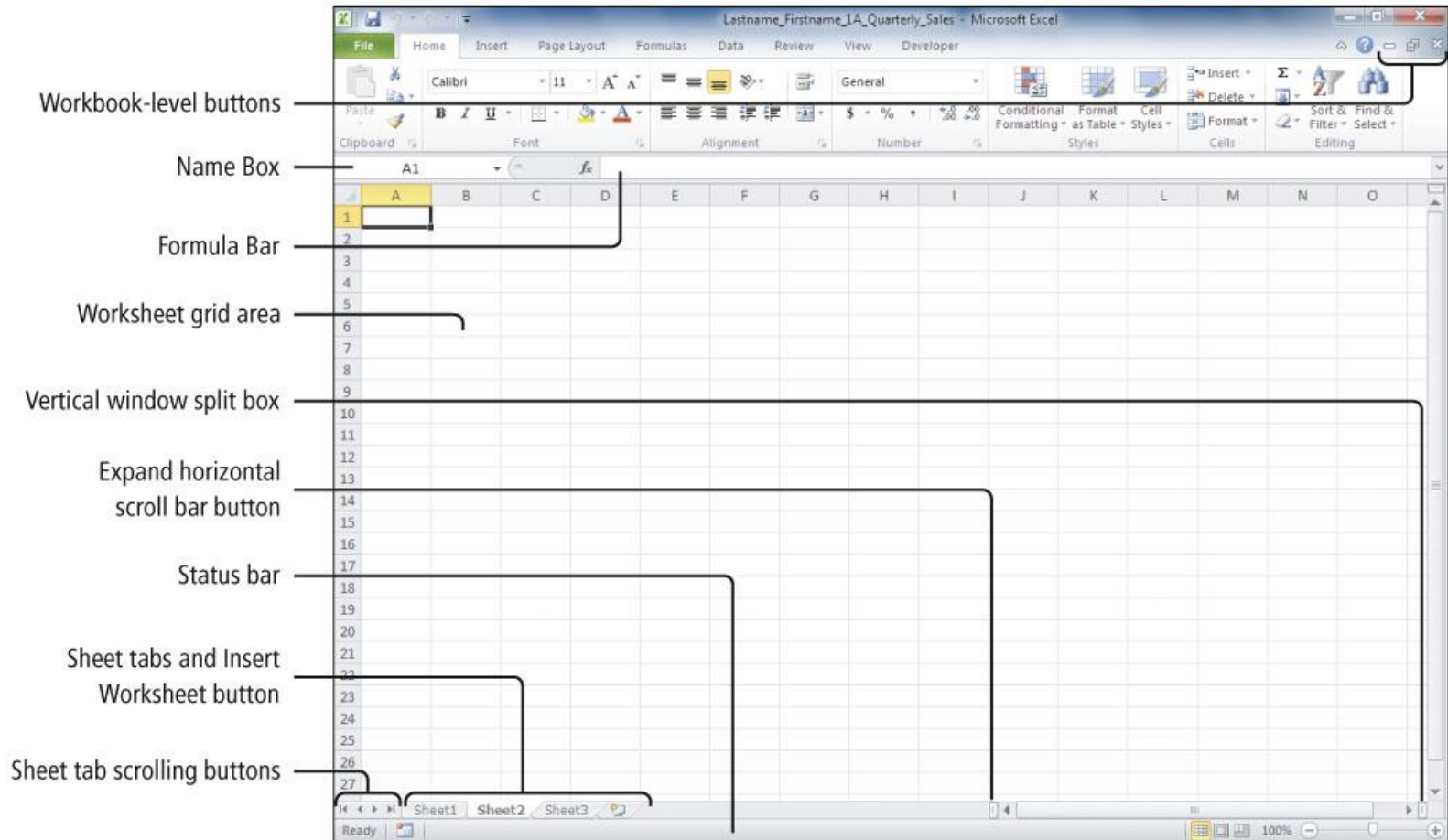
Path to All In One Chapter 8 folder (yours may vary)

File name with your name and underscores between words

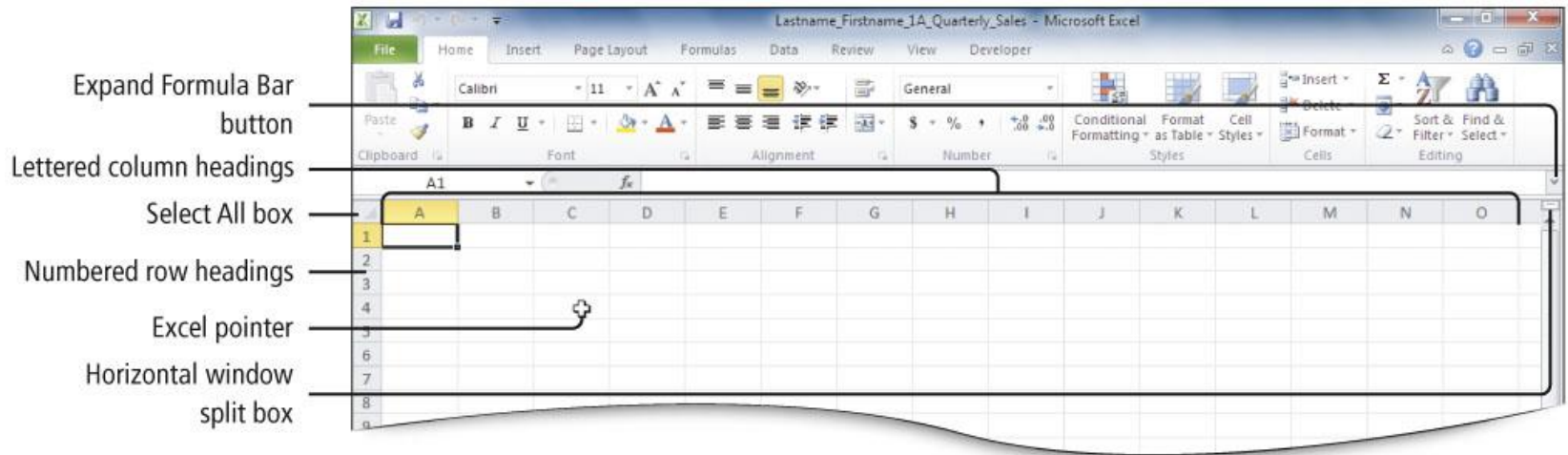
Save button



# Create, Save, and Navigate an Excel Workbook



# Create, Save, and Navigate an Excel Workbook

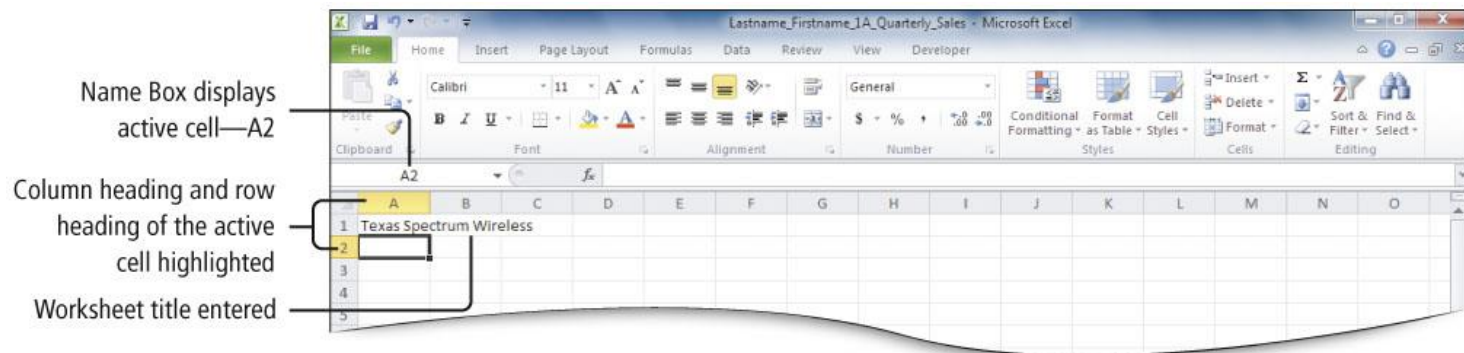


# Enter Data in a Worksheet

- **Cell content**
  - Anything entered into a cell
  - Constant values
    - Text values (labels)
    - Number values
  - Formulas
    - Equations that perform calculations on values in the worksheet

# Enter Data in a Worksheet

- **Active cell**
  - Selected by clicking on the cell
  - Cell is outlined in black
  - Column and row number are highlighted
  - Cell reference displays in Name Box



# Enter Data in a Worksheet

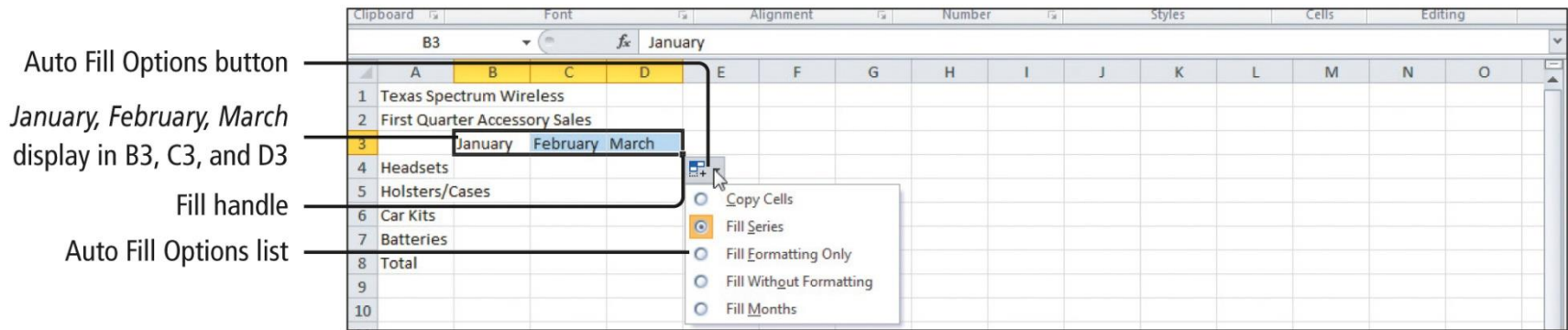
The screenshot shows the Microsoft Excel interface with the following annotations:

- Enter button:** Points to the Enter key on the keyboard.
- Cancel button:** Points to the Cancel key on the keyboard.
- Excel pointer when entering text in a cell:** Points to the cursor in cell B3.
- Subtitle and row headings entered:** Points to the text in rows 1 through 8 of column A.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Texas Spectrum Wireless														
2	First Quarter Accessory Sales														
3		J													
4	Headsets														
5	Holsters/Cases														
6	Car Kits														
7	Batteries														
8	Total														

# Enter Data in a Worksheet

- **Auto Fill**
  - Generates and extends a series of values
- **Fill handle**
  - Used to drag the contents of the selected series





# Enter Data in a Worksheet

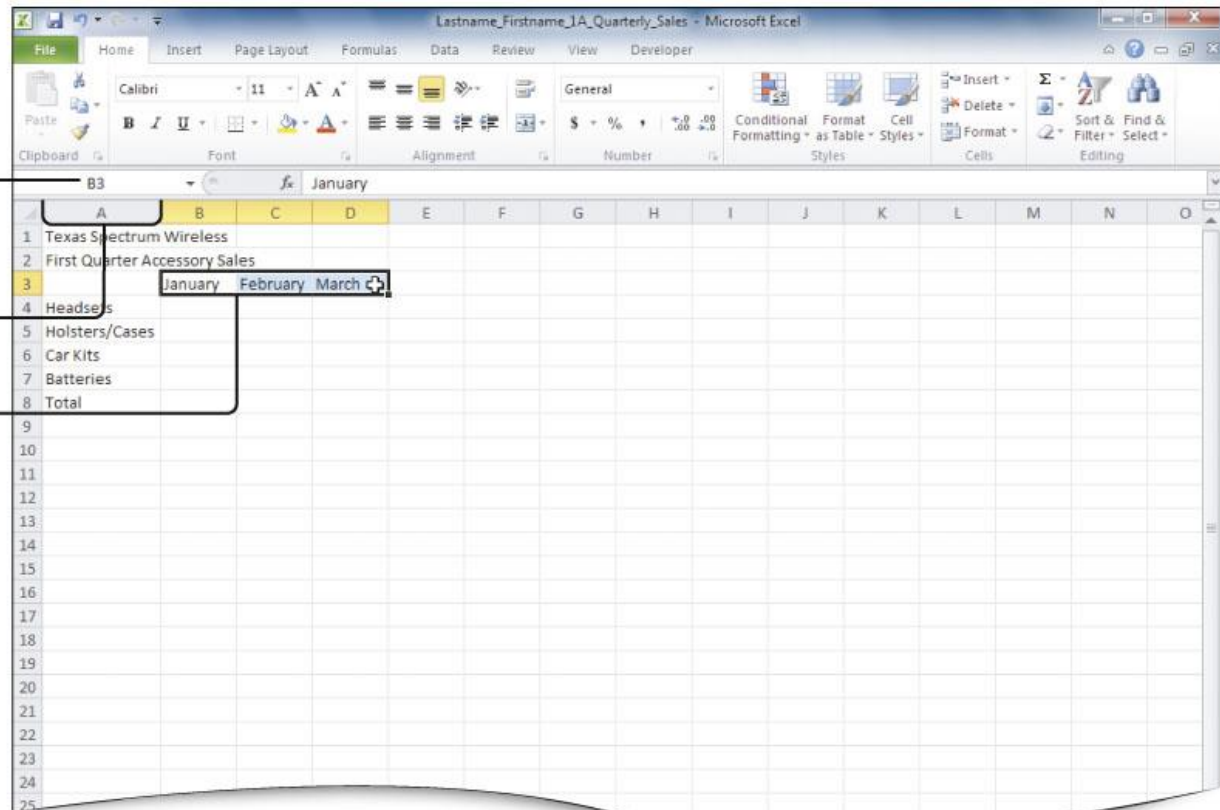
- **Ranges**
  - Two or more cells that are adjacent or nonadjacent
  - A range colon (:) appearing between two cell references includes all cells between the two cell references
    - Example: B3:D3 is a range that includes cells B3, C3, and D3

# Enter Data in a Worksheet

First cell in selected range—B3—displays in Name Box

Column A widened to 100 pixels

Range B3:D3 selected



# Construct and Copy Formulas and Use the SUM Function

- **Construct formulas**
  - Type formula with the equal sign (=)
    - May be typed in the cell or the Formula Bar
    - Use the plus sign (+) to add numbers
    - Press Enter and the cell will display the results and the formula will appear in the Formula Bar
- **Use the Excel SUM function**
- **Copy formulas using the fill handle**

# Construct and Copy Formulas and Use the SUM Function

Formula displays in  
Formula Bar

Total of values in cells  
B4:B7 displays in cell B8

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Texas Spectrum Wireless														
2	First Quarter Accessory Sales														
3		January	February	March											
4	Headsets	47991.12	66984.92	87540.57											
5	Holsters/Cases	19725	15523.12	13717.67											
6	Car Kits	40408.67	61446.98	85835.76											
7	Batteries	62154.28	68758.5	72558.89											
8	Total	170279.1													

# Construct and Copy Formulas and Use the SUM Function

Sum button

Formula displays in Formula Bar

Proposed range to sum surrounded by moving border

SUM function formula and range to sum display in cell

	January	February	March
Headsets	47991.12	66984.92	87540.57
Holsters/Cases	19725	15523.12	13717.67
Car Kits	40408.67	6146.98	85835.76
Batteries	62154.28	68758.5	72558.89
Total	170279.1	212713.5	

# Format Cells with Merge & Center and Cell Styles

- **Merge & Center**
  - Joins selected cells into one larger cell and centers content
  - Select range, then click Merge & Center
- **Cell styles**
  - Defined set of formatting characteristics
  - Font, font size, font color, cell borders, and cell shading

# Format Cells with Merge & Center and Cell Styles

- **Formatting numbers**
  - Accounting Number Format and Comma Style
    - Use comma separator, where appropriate
    - Apply two decimal places
    - Use parentheses for negative numbers
  - Differences
    - Accounting Number Format: Dollar sign (\$)
    - Comma Style: No dollar sign

# Chart Data to Create a Column Chart and Insert Sparklines

- **Chart**
  - A graphic representation of data
  - Easier to read than a table of numbers
- **Sparklines**
  - Tiny charts embedded in a cell to give a visual trend summary alongside data



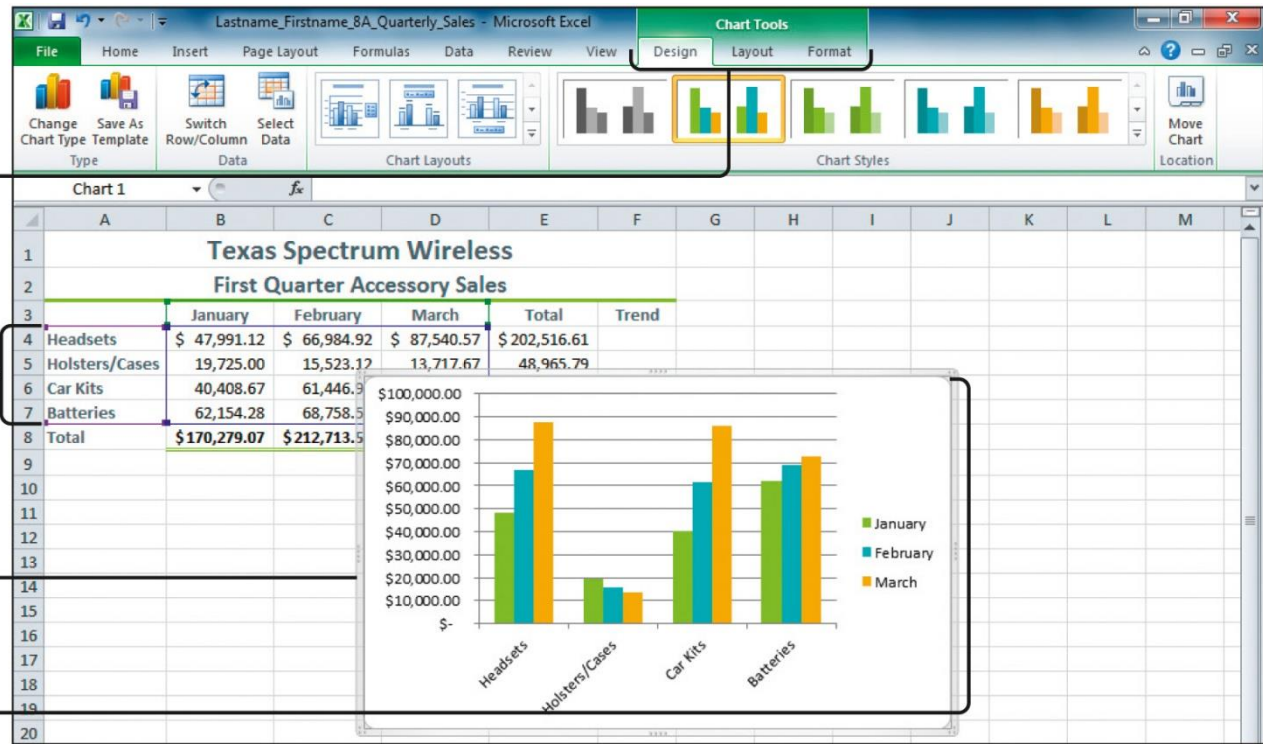
# Chart Data to Create a Column Chart and Insert Sparklines

Chart Tools display three tabs—*Design*, *Layout*, *Format*

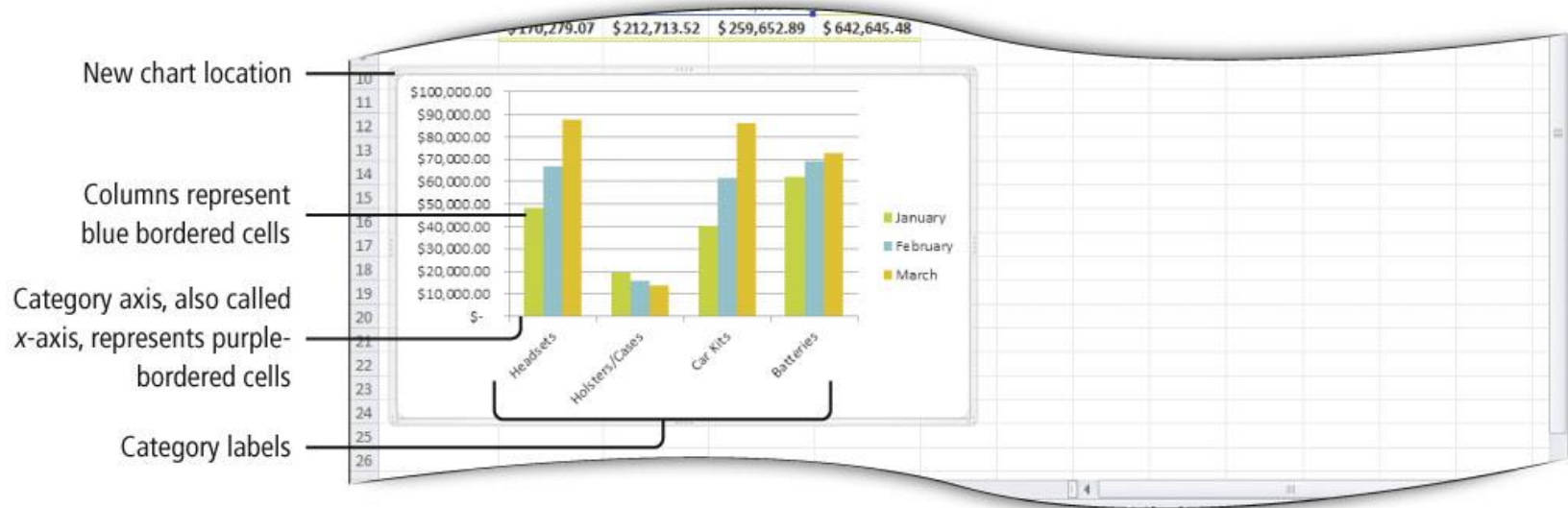
Charted data range bordered by colored lines (green = legend, blue = columns, purple = category labels)

Clustered column chart displays in worksheet

Border and sizing handles indicate chart is selected



# Chart Data to Create a Column Chart and Insert Sparklines



# Chart Data to Create a Column Chart and Insert Sparklines

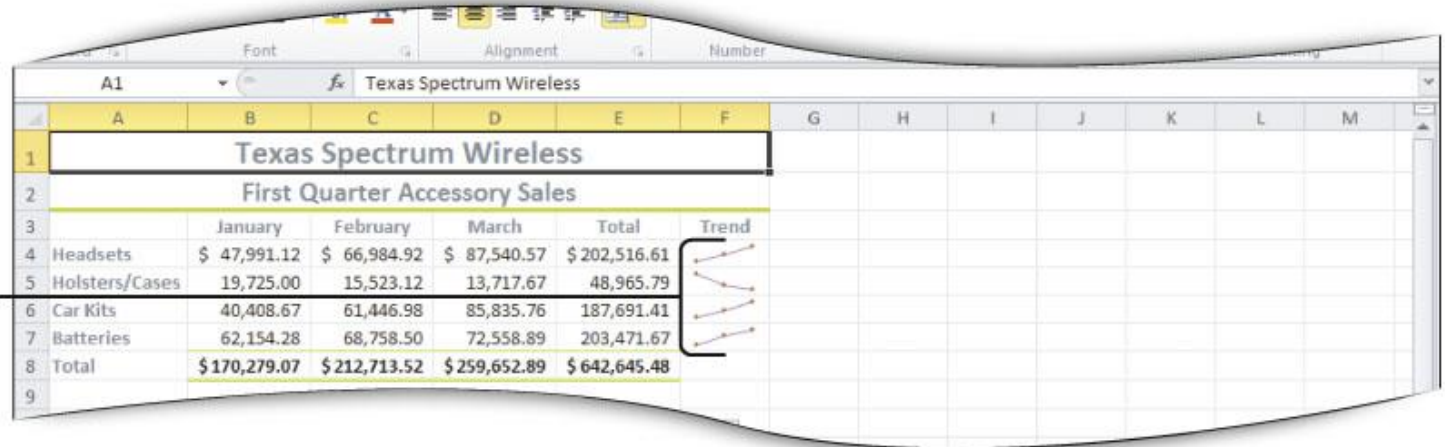
Chart Layouts gallery

More buttons in Chart Styles group





	January	February	March	Total	Trend
Headsets	\$ 47,991.12	\$ 6,000.00	\$ 15,000.00	\$ 69,000.00	516.61
Hoisters/Cases	19,725.00	15,025.12	13,717.07	48,467.19	
Car Kits					501.41

# Chart Data to Create a Column Chart and Insert Sparklines

Sparklines inserted and formatted



The screenshot shows an Excel spreadsheet with the following data:

Texas Spectrum Wireless					
First Quarter Accessory Sales					
	January	February	March	Total	Trend
Headsets	\$ 47,991.12	\$ 66,984.92	\$ 87,540.57	\$ 202,516.61	
Holsters/Cases	19,725.00	15,523.12	13,717.67	48,965.79	
Car Kits	40,408.67	61,446.98	85,835.76	187,691.41	
Batteries	62,154.28	68,758.50	72,558.89	203,471.67	
Total	\$ 170,279.07	\$ 212,713.52	\$ 259,652.89	\$ 642,645.48	

# Print, Display Formulas, and Close Excel

- **Page Layout view**
  - See edges of the paper of multiple pages, margins, and rulers
  - Insert headers and footers
- **Backstage view**
  - Select the File tab (upper left corner)
  - Shows document properties and print and print preview options

# Print, Display Formulas, and Close Excel

## Page Layout View

Go to Footer button

Rulers

Header area with three sections open; center section selected

Margin

Texas Spectrum Wireless					
First Quarter Accessory Sales					
	January	February	March	Total	Trend
Headsets	\$ 47,991.12	\$ 66,984.92	\$ 87,540.57	\$ 202,516.61	
Holsters/Cases	19,725.00	15,523.12	13,717.67	48,965.79	
Car Kits	40,408.67	61,446.98	85,835.76	187,691.41	
Batteries	62,154.28	68,758.50	72,558.89	203,471.67	
<b>Total</b>	<b>\$ 170,279.07</b>	<b>\$ 212,713.52</b>	<b>\$ 259,652.89</b>	<b>\$ 642,645.48</b>	

# Print, Display Formulas, and Close Excel

Display the Backstage View, to view the Print commands and the Print Preview

Print tab

Commands and settings for printing

Print Preview

	January	February	March	Total	Trend
Headsets	\$ 47,991.12	\$ 66,984.92	\$ 87,540.57	\$ 202,516.61	
Headsets/Cases	19,725.00	15,925.12	13,717.67	49,367.79	
Car Kits	40,408.67	61,446.98	85,858.76	187,694.41	
Batteries	62,154.28	68,758.50	72,558.69	203,471.47	
<b>Total</b>	<b>\$ 170,279.07</b>	<b>\$ 212,713.52</b>	<b>\$ 236,692.89</b>	<b>\$ 642,685.48</b>	

Category	January	February	March
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