


Excel Tips

Math Formulas


- For simple formulas, the data can be entered directly into desired cells using the below mathematical symbols. You must start by typing the = symbol so Excel knows a formula will be entered. EXAMPLE: $=(5+3)/4$ results in the number 2
- Or the cells containing data may be selected with mathematical symbols so Excel knows what action to do with the data in cells. You must start by typing the = symbol so Excel knows a formula will be entered. EXAMPLE: $=(A5+B5)/C4$ results in the addition of cells A5 and B5, which is then divided by the value in cell C4.

+ Addition	- Subtraction	* Multiplication	/ Division
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Math Sum Functions

1. For typical SUM of a range, begin in the cell where desired results should appear. Click on the AutoSum  button from the toolbar.
2. If the shown selected range is correct, press ENTER on keyboard. If selected cells are incorrect, select appropriate cell range. Totals will appear in previously blank cell.

More Math Functions

1. For Function Wizard, begin in the cell where desired results should appear. Click on the Function  button on Toolbar (or the More Functions option under SUM drop Down).
2. Scroll down list to select desired function and then click OK
3. Window will appear showing what data is needed. Select the appropriate cells from spreadsheet that contain the data and click OK. Results will appear in previously blank cell.


Copy All Attributes of Cell

1. Select the cells to be copied.
2. Then click on the Copy  button to send the highlighted data to temporary storage.
3. Click in the receiving cell(s), where copied data is to be pasted, to select it. Then click on the Paste  button to retrieve the copied data from temporary storage.


Fill Range with Formula/Values

1. Using Fill feature to copy ranges of numbers, months, or quarters. Enter numerical or month pattern to repeat into first 2 or more cells. Then select the pattern cells.
2. Drag the Fill Handle, at bottom right corner for selected cell range, in the direction to fill cells with list. When Fill Handle is selected pointer changes to black cross and cells in fill range are outlined with dotted line.
3. After entire fill range has been dragged across, release and the data will fill the new range.

Insert/Delete Rows

- To insert a column or row, select the row/column where data is to be inserted above or to left of.
- Use the menu option Insert, then select Column or Row. To have new cells automatically included in math functions, row or column must be inserted above the last cell of calculated data or function cells may require editing.
- To delete a column or row, select the row/column where data to be deleted is by clicking on the row number or column letter. Use the menu option Edit, then Delete.
- If a deletion or insertion was not desired, use the Undo  button to reset before saving file.


Create a Chart/Graph

1. Start the Chart Wizard with the Chart Wizard  button from the toolbar.
2. The wizard will go through a series of windows asking for the type of chart desired, the data range to be selected for charting, titles and legends, and where in Excel to place the chart. Enter Next after putting desired data into each window and its tabs. On the last window, choose Finish to create the Graph.
3. Graph will appear in the selected sheet.

Toolbars

1. Right-click on any Office toolbar.
2. When the menu of toolbars appears, select the desired toolbar to turn on (or off).
3. Toolbar should open as anchored or floating depending on which way it was last used.

Resize/Edit Chart

- To edit a chart, select the chart in the sheet, and click on the Chart Wizard  button to revise window options.
- To resize the chart, select the chart. Then use the sizing boxes on edges of chart to draw it out for larger or pull in for smaller.
- To move the chart, select the chart and drag (will see four-headed arrow) to new location.
- To delete the chart, select the chart and use the Delete key on the keyboard to remove it.

Create a Database

1. Determine desired fields and place labels for them in the first row of sheet without spaces or special characters between the words. If data is to be sorted, it may be advisable to include a record number field so data can easily be returned to original entry order.
2. Starting on the second row, enter data records each on a new row.

Sort Database Records

1. Select all the data in the database including the field labels in first row.
2. To sort all data from the menu, select Data, then Sort.
3. A window will appear with the field headings as sort options, select the fields for sorting, make sure the Header Row option is selected, then click OK.
4. Data in sheet will be resorted to match selected options.

Filter Database Records

1. Select all the data in the database including the field labels in first row.
2. To filter data to see only certain records from the menu, select Data, then Filter, then AutoFilter.
3. Drop down arrows will now appear next to each field. Select the drop down next to the field to be used as a filter. From the list, select the desired value to filter for.
4. Data in sheet will compress to show only those records that match chosen filter.
5. To return to full data view, either turn off the filter by repeating step 2 or select ALL from the drop down filter option selected in step 3.



Headers/Footers

1. From the menu bar, select View, then select Header and Footer.
2. Select the Header/Footer tab.
3. Select a default Header: or Footer: from drop down list boxes. Or if a custom header or footer desired, click on the appropriate Custom Header or Custom Footer button. The following options are available for custom headers or footers:

						
Font Format	Page Number	Number of Pages	Current Date	Current Time	File Name	Sheet Name

4. After options are set, click OK button.
5. Click OK to establish print Header or Footer.

Print/Preview Spreadsheets

1. Change to Print Preview by clicking on the Print Preview  button on the toolbar.
2. Verify all data appears as desired on pages. If data does not, use Page Break Preview button to make adjustments. Once in Page Break Preview view, click and drag lines to move the page breaks to reflect desired data on each page.
3. To exit Page Break Preview and return to Print Preview, click on the Print Preview  button.
4. Click the Close button on the toolbar to exit Print Preview.

Use Templates

1. Select data range to be formatted, using only the data and its column and row labels.
2. From menu bar, select Format, then select AutoFormat
3. Select a Table Format, which may be previewed in Sample area.
4. Use the Option button to remove any formatting not desired.
5. Click on OK button to apply the format.