BASICS OF EXCEL

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Workbook
1 workbook is made out of spreadsheet files. You can add it by going to (File > New Workbook).

Cell
Each & every rectangular box in a spreadsheet is referred as a cell

Function Builder
Allows us to type / select a function. A set of function tells excel what calculations to perform

Rows
are cells that run in a straight horizontal line.

Column
are cells that run in a straight vertical line.

Cell Referencing
Identifies the location of a cell by what row and column intersects on the cell. Cell referencing shows a letter and a number. The letter shows which row the cell belongs and the number tells the column.
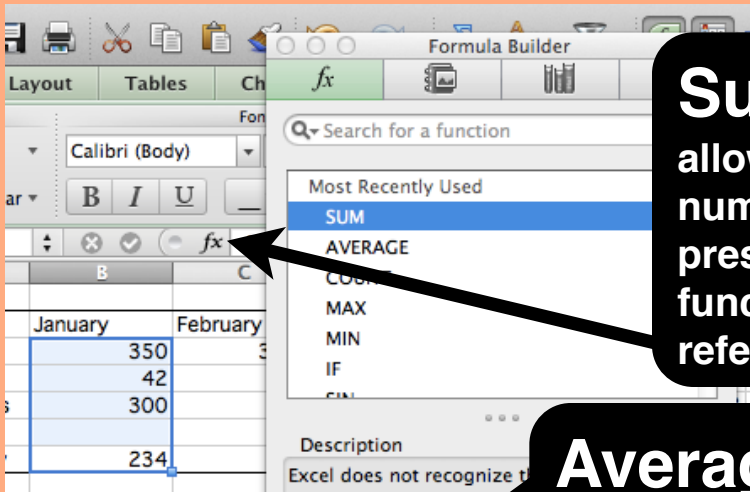
Active Cell
is identified by a blue borders around the cell. It is the current cell that is being edited / focused.
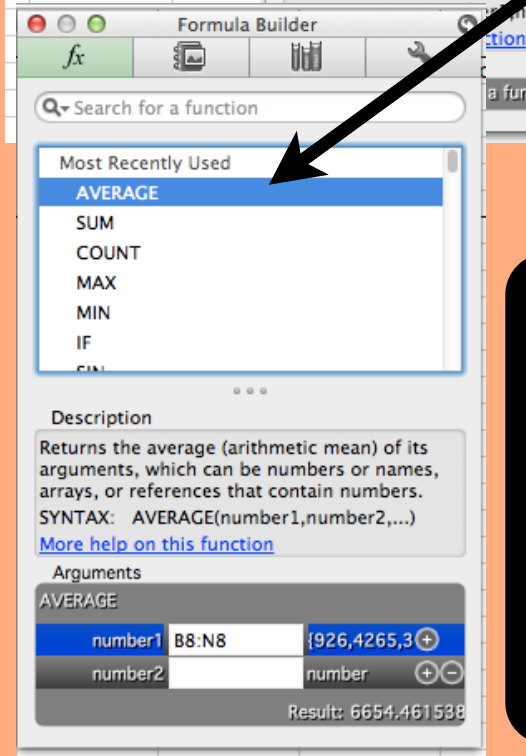
Worksheet
A Worksheet is a single spreadsheet page. You can add a lot of work sheets in one workbook.
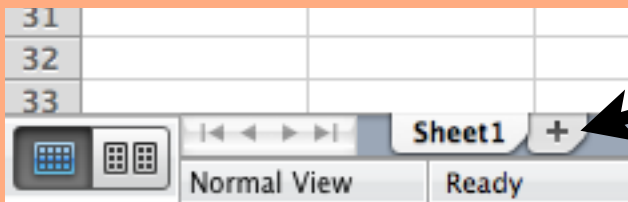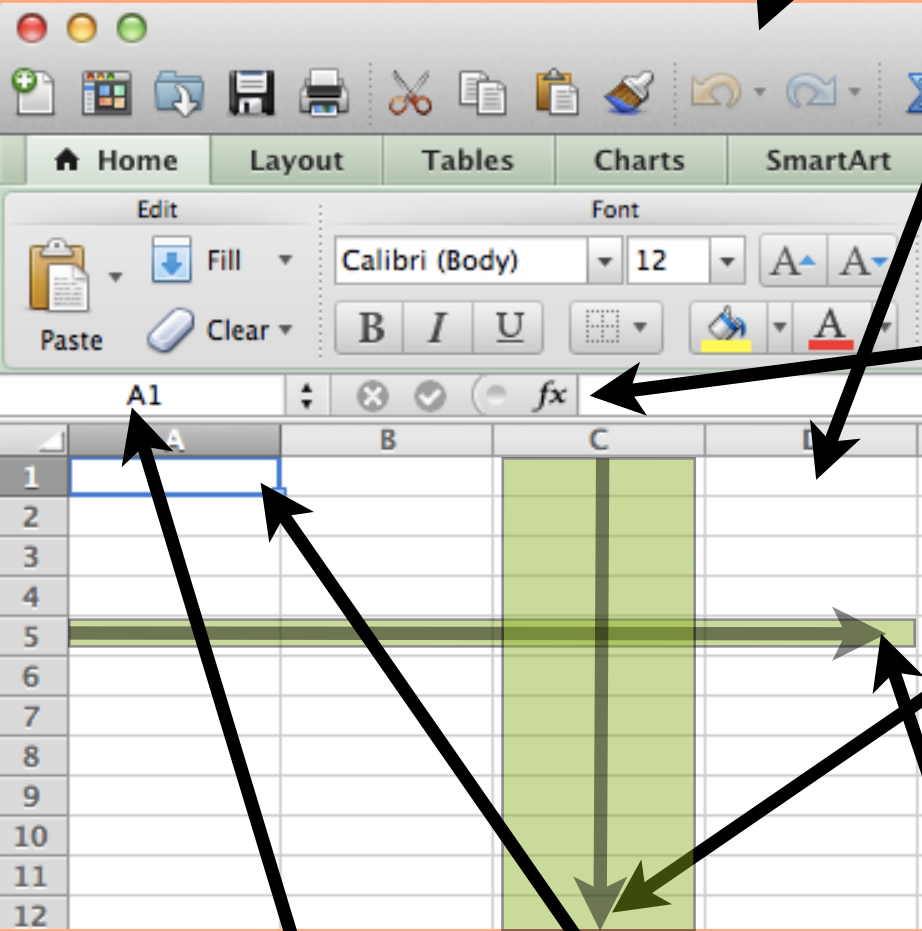
Sum

allows you to add together a row/column of numbers. You can do the sum function by pressing the fx button and select the sum function. Make sure to enter the correct cell referencing. Ex. (B8:N8)

Average

allows you to find the average of a row/column of numbers. Do this function by pressing the fx button and select the 'average'. Make sure to enter the correct cell referencing. Ex. (B8:N8)

Max

allows you to find the highest number value from a set of numbers. Press the fx button and select the 'max'. Make sure to enter the correct cell referencing. Ex. (B8:M8) means to find the max number from cell B8 to M8.
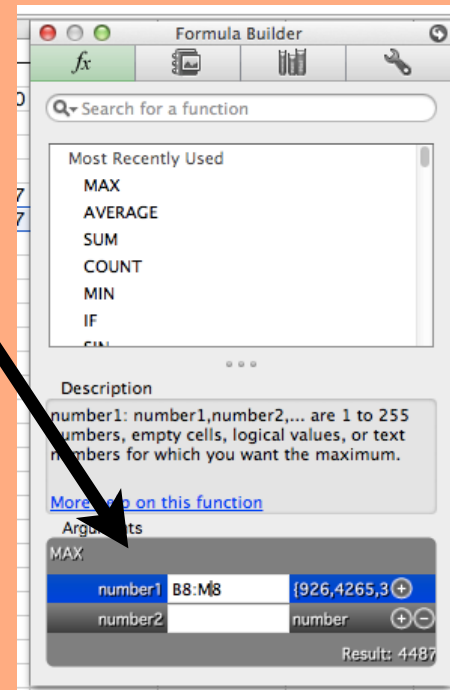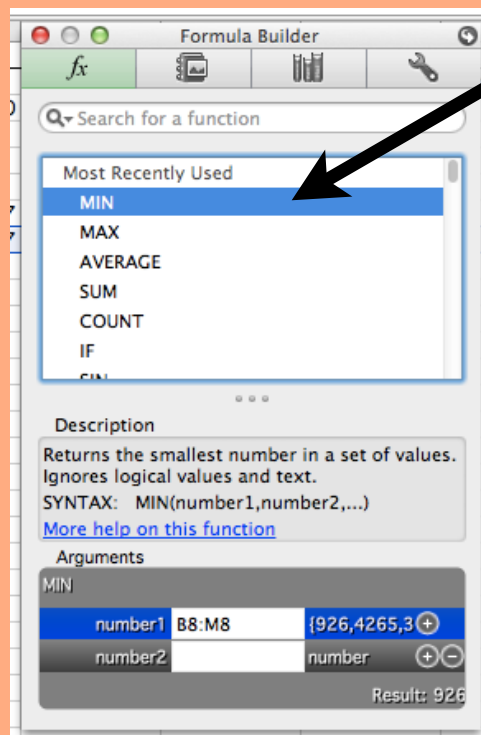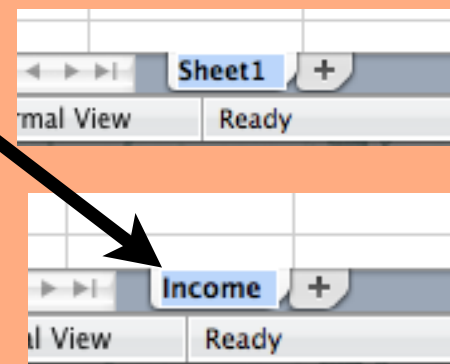
Min

allows you to find the lowest number value from a set of numbers. Press the fx button and select the 'min'. Make sure to enter the correct cell referencing.

Rename sheets

You can rename sheets by double clicking on the sheet's name located below the spreadsheet. Type in the name you want to rename.
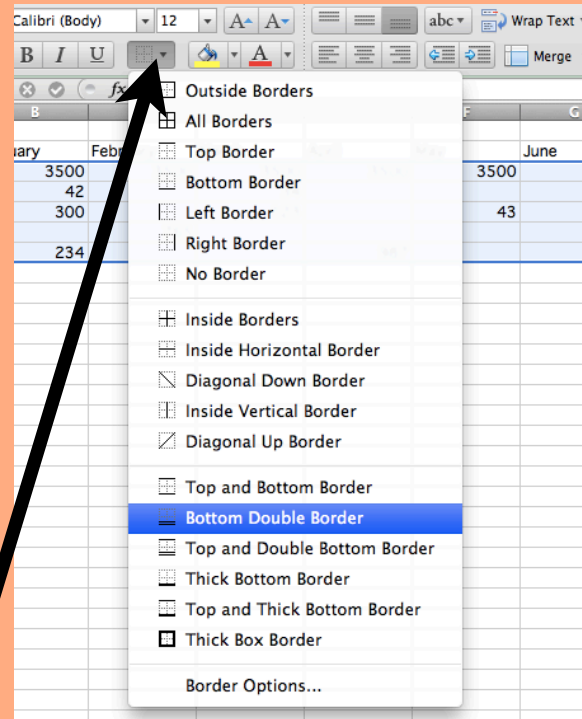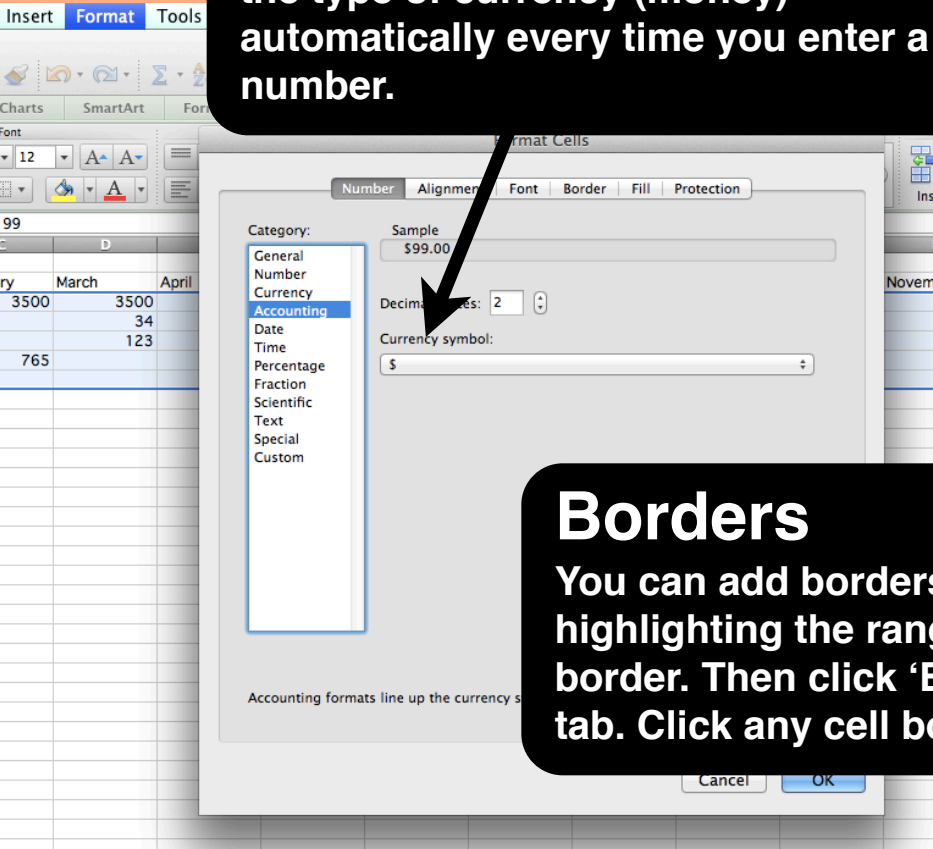
January											
January	February	March	April	May	June	July	August	September	October	November	December
3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500

Copy Handle

You can copy numbers in a row/column easily by dragging the blue dot located at the right bottom corner of the blue highlight box. You can also easily list the name of months in a row/column by typing in a month and dragging the corner blue dot.

Format The Cell Type

(Highlight a set of cells > Format > Number > Currency > Choose a currency symbol) allows you to format the type of currency (money) automatically every time you enter a number.

Insert Format Tools

Charts   SmartArt   For

Format Cells

| Number | Alignment | Font | Border | Fill | Protection |

Category:
General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom

Sample
$99.00

Decimal places: 2

Currency symbol:
$

Accounting formats line up the currency s

Cancel   OK

Calibri (Body)   12   A▲ A▼   abc ▼   Wrap Text

B I U   ▼   ▼ A ▼   Merge

fx

Outside Borders
All Borders
Top Border
Bottom Border
Left Border
Right Border
No Border

Inside Borders
Inside Horizontal Border
Diagonal Down Border
Inside Vertical Border
Diagonal Up Border

Top and Bottom Border
Bottom Double Border
Top and Double Bottom Border
Thick Bottom Border
Top and Thick Bottom Border
Thick Box Border

Border Options...

	B			F	G
uary	Febr				June
	3500				3500
	42				
	300				43
	234				

	March	April		Novemb
ry	3500			
3500	34			
	123			
765				

Borders

You can add borders around a group of cells by highlighting the range of cellswhere you want to add a border. Then click 'Border' under font on the home tab. Click any cell border that you want to apply.
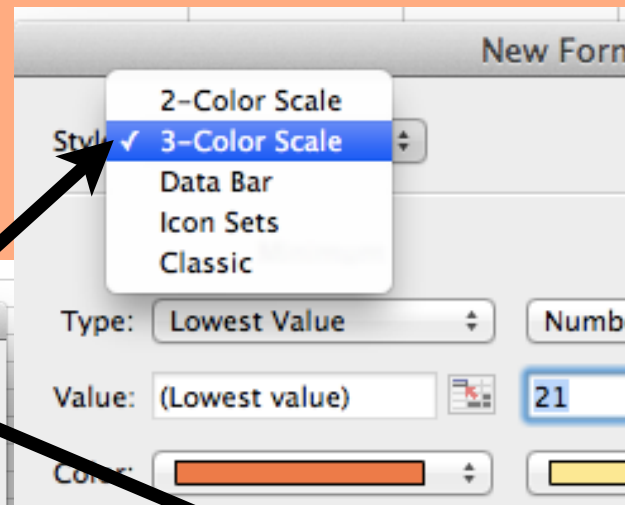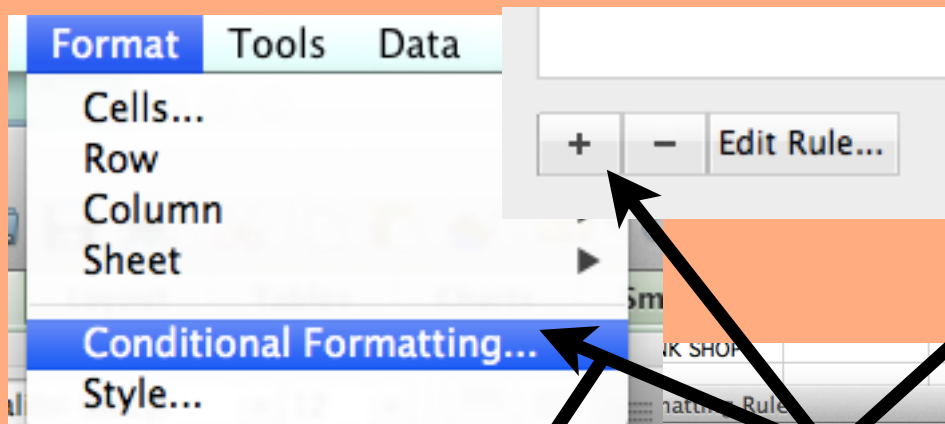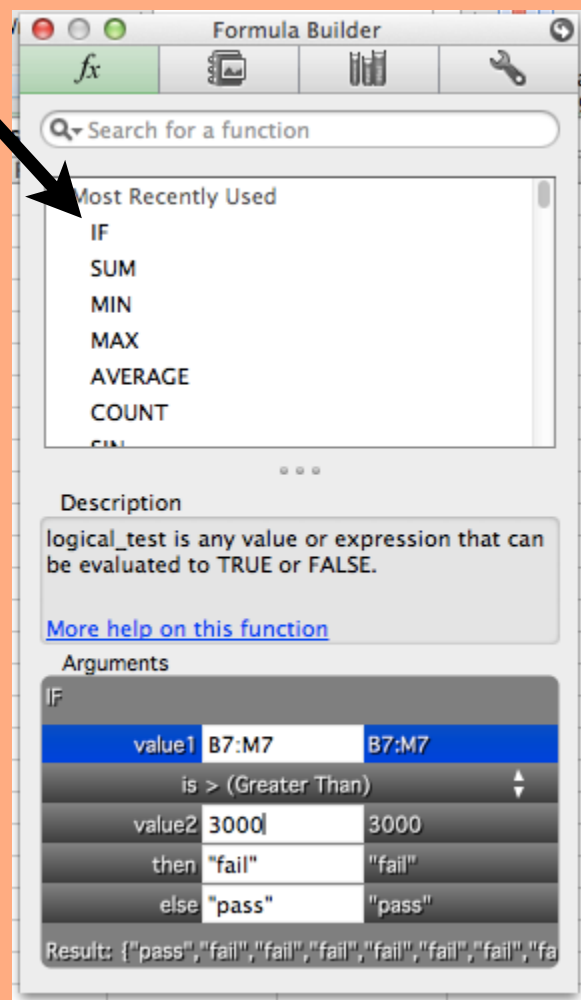
January	February	March
350	3500	3500
42		34
300		123
	765	
234		
926	4265	3657
pass		

	November	December
00	3500	3500
44		
	423	
	543	99
44	4466	3599
	fail	fail

If Statement

**allows you to classify values from a set of numbers. Press the fx button and select the 'IF'. Enter your cell referencing on a cell you want to classify (value1). Choose the connectors, whether you want the sentence to include "is greater than", "is lesser then", "is true", "is equals to", etc.
Then enter the value you want to compare the value in the cell with (value2). Then decide to call it anything if it either meets or doesn't meet that certain value2. Make sure you name these with a quotation. Press enter when you are done and Excel will automatically calcify the number for you. You can then use the copy handle technique to easily do the same function with other cells in the row.**

Formula Builder

fx

Search for a function

Most Recently Used
IF
SUM
MIN
MAX
AVERAGE
COUNT

Description

logical_test is any value or expression that can be evaluated to TRUE or FALSE.

More help on this function

Arguments

IF

value1	B7:M7	B7:M7
	is > (Greater Than)	
value2	3000	3000
then	"fail"	"fail"
else	"pass"	"pass"

Result: {"pass","fail","fail","fail","fail","fail","fail","fa

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Format   Tools   Data

Cells...
Row
Column
Sheet ▶
Conditional Formatting...
Style...

+   −   Edit Rule...

New Form

Styl ✓ 3-Color Scale
2-Color Scale
Data Bar
Icon Sets
Classic

Type: Lowest Value   Numb

Value: (Lowest value)   21

Co   :

Style: 2-Color Scale

Minimum   Maximum

Typ Lowest Value   Highest Value

Conditional Formatting

allows you to classify values by using cell colors. Highlight the row/column of numbers you want to classify. Go to Format, then select on 'Conditional Formatting'. A blank box will appear and click on the bottom left corner where it shows a '+' sign. Select different styles such as 3-color scale to classify values into 3 colors. Then enter the value of the middle number. Click enter and the row of numbers will be highlighted in different colors representing it's value.

Soft Drinks	Number Sold
Coke	32
Sprite	22
Milk	10
Fanta	18
Orange	20
Strawberry	22

Graph

allows you to graph values. First, highlight the set of numbers you want to graph. Click on the graph upper heading, which says all. Then select clustered column. A bar graph will then appear on your spreadsheet. In the upper categories, you can also go to chat layouts to re-edit the graph like adding chart titles on top of the graph, the left side, right side, or even the bottom. Double click and select 'add data labels' to label the value of the graph.

Column

Clustered Column

Stacked Column

100% Stacked Column

3-D Stacked Column

3-D 100% Stacked

3-D Column

Stacked Cylinder

100% Stacked Cylinder

3-D Cylinder

Clus

| Tables | Charts | Chart Layout | Format | SmartArt |

Labels

Axes

Chart Title — Add, remove, or position the chart title

Axis

Data

Data

Axes

Gri

JOHNSON'S FOOD AND DRINK SHO

Move Chart

Choose where you want the chart to be placed:

● New sheet: Chart2

○ Object in: Sheet3

Learn how to move a chart

Cancel   OK

Delete
Reset to Match Style

Change Series Chart Type...
Select Data...
3-D Rotation...

Add Data Labels
Add Trendline...

Fries   Hotdog   Nac

NAME OF FO

er Sold

Format Chart Area...

Change Chart Type...
Save as Template...
Select Data...
Move Chart...

3-D Rotation...

Sheet Linking

allows you to move the chart to another worksheet. Firstly, double click and select 'Move Chart'. A preferences box will appear. Select to 'New sheet' and rename the worksheet. There will be a new worksheet with the graph that feels the whole sheet.

Merging cells

allows you to merge a range of cells into only one cells. You can do this by selecting the range of cells you want to merge. Then in the home category above the spreadsheet, click on the merge button. Excel will then merge these cells together.

Merge

SON'S FOOD AND DRINK SHOP

	D	E	F
	JOHNSON'S FOOD AND DRINK SHOP		

Arguments

IF

value1	F4	33
is	< (Less Than)	
value2	35	35
then	"Bad Sale"	"Bad Sale"
else		any

Result: "Bad Sale"

=IF(F4<35,"Bad Sale")

Number Sold	
33	=IF(F4<30,"Bad Sales"),IF(F4<35,"MediumSales",
22	IF(F4<40,"Good Sales","Excellent Sale")))
32	

Nested IF

allows you to classify a value into words, just like the IF function. However, Nested IF allows you to classify these values into more groups of words. In other words, there are more than 2 conditions that the value1 falls into. Therefore, Nested IF could be defined as a IF function inside an IF function.

To do that, first we should make the IF function but do not fill in the alternative condition like the above. Therefore, when we look at our function, there would be only 1 condition, "Bad Sale". To insert an IF function again, you need to do it manually by typing down a comma, then type another function in with a different value2 and condition. You can fill in as many functions that you want as long as you don't put a closing bracket in the middle of adding a new one, and putting a comma between it these function. When the whole function is finished, you can then close the bracket with as many opening brackets you used.

Press enter and you can see where your value1 falls into which condition. You can do the same with other values in the row/column by using copy handle.