

EXCEL BASICS

HUNTERDON SENIOR CENTER

Instructor: Bruce Hoffman

EXCEL COURSE PLAN

- ❑ Two Classes, each 1 ½ Hours in length.
 - ❑ Emphasis on Doing, with some lecture time.
 - ❑ Small Homework Exercise between classes.
 - ❑ First Class is structured.
 - ❑ The second class will depend on the progress and interests of students.
-

WHAT DO YOU KNOW?

WHAT DO YOU WANT TO KNOW?

- Experience with spreadsheets or tables.
 - Computations
 - Sorting and Searching Data
 - Charts and Graphs
-

SPREADSHEET APPLICATIONS

- Record Keeping
 - Group Rosters
 - Name, Address, Phone, E-Mail, Interests
 - Financial Analysis
 - Expense Tracking
 - Project Status
 - Others?
-

ELEMENTS OF A SPREADSHEET

□ DATA STRUCTURE

■ ROWS, COLUMNS, CELLS

WORKSHEET CELL STRUCTURE				
	COLUMNS			
ROWS	A1	B1	C1	D1
	A2	B2	C2	D2
	A3	B3	C3	D3
	A4	B4	C4	D4
	A5	B5	C5	D5
	A6	B6	C6	D6

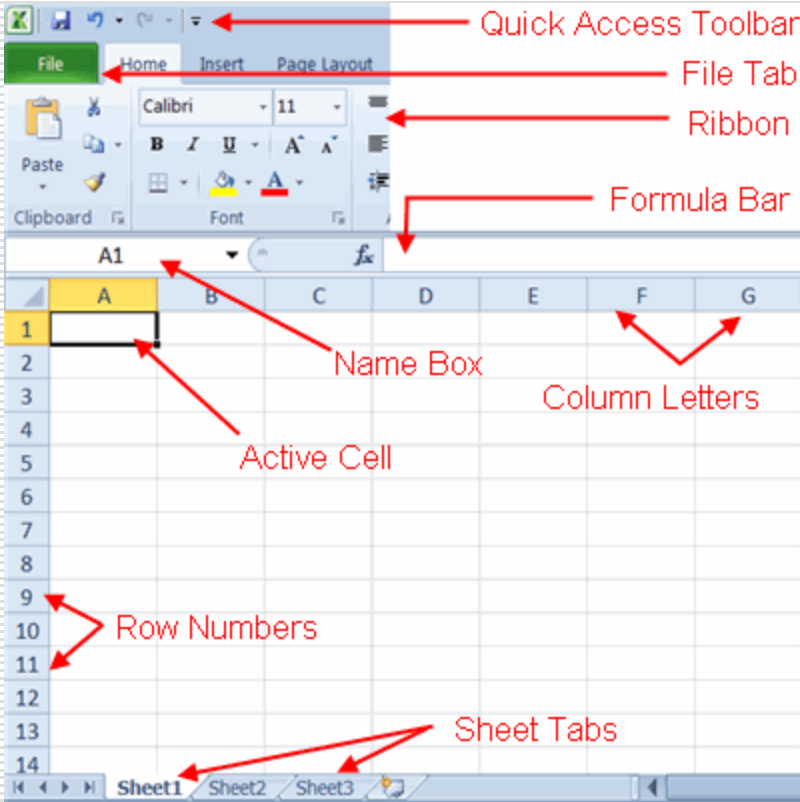
ELEMENTS OF A SPREADSHEET

- ❑ CUT, COPY, PASTE, DELETE, ETC.
- ❑ FORMAT
- ❑ MATH OPERATIONS
 - +, -, *, /, =

MATH OPERATIONS

=5+2*3	=5*2+3	=2*3+5	=5-2*3	=5/2+3	=5/(2+3)
11	13	11	-1	5.5	1

Elements of an EXCEL Sheet



File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Clipboard Font Alignment Number Styles Cells Editing

Normal Bad Good Neutral

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	
1																														
2		"AUTOFILL" (PLUS IN CORNER OF CELL)																												
3																														
4			1 Jan	1/1/2008	2008	10:00	10:10	10:10	MON	MONDAY	Tuesday																			
5																														
6																														
7																														
8																														
9																														
10																														
11																														
12																														
13																														
14																														
15			EQUATIONS:																											
16																														
17																														
18																														
19																														
20																														
21																														
22																														
23																														
24																														
25																														
26																														
27																														
28																														
29																														
30																														
31																														
32																														
33																														
34																														
35																														
36																														
37																														
38																														
39																														
40																														
41																														
42																														
43																														
44																														
45																														
46																														
47																														
48																														
49																														
50																														
51																														
52																														
53																														
54																														

AUTOFILL&EQUATIONS.xls [Compatibility Mode] - Microsoft Excel...

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Clipboard Font Alignment Number Styles Cells Editing

A4 fx 1

1														
2		"AUTOFILL" (PLUS IN CORNER OF CELL)												
3														
4		1	Jan	1/1/2008	2008	10:00	10:10	10:10	MON	MONDAY	Tuesday			
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														
24														
25														
26														
27														
28														
29														
30														
31														
32														
33														
34														
35														
36														
37														
38														
39														
40														
41														
42														
43														
44														
45														
46														
47														
48														
49														
50														
51														
52														
53														
54														

EQUATIONS: + - * /

NORMAL SPREADSHEET
B9*C3= =B9*C3
(THERE IS AN APOSTROPHE HIDDEN BEFORE THE CONTENTS OF F18)
DO B24 TIMES C24 IN H24:

0
1 10
2 20
3 30
4 40
5 50
6 60
7 70
8 80
9 90
10 100

DO AUTOSUM OF "C":

TOOLBAR

COMMON RIGHT CLICK ITEMS

CUT CUT
COPY COPY
PASTE
PASTE SPECIAL
CLEAR CONTENTS GFGFG
DELETE

FORMAT CELLS 23 SENIOR 1.0001

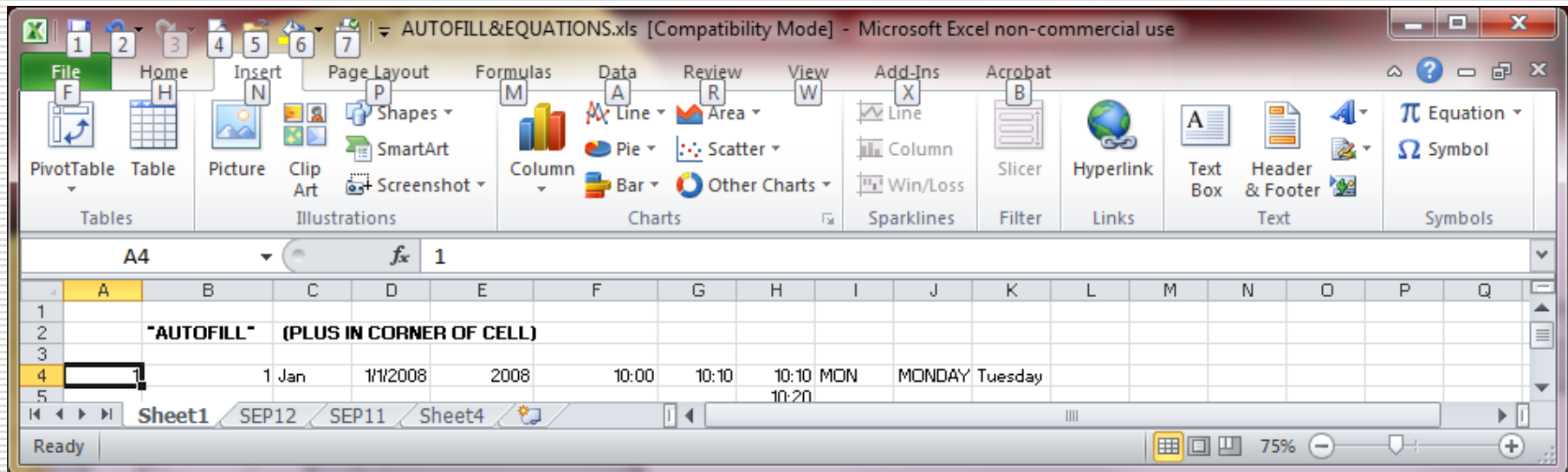
INSERT

SORT

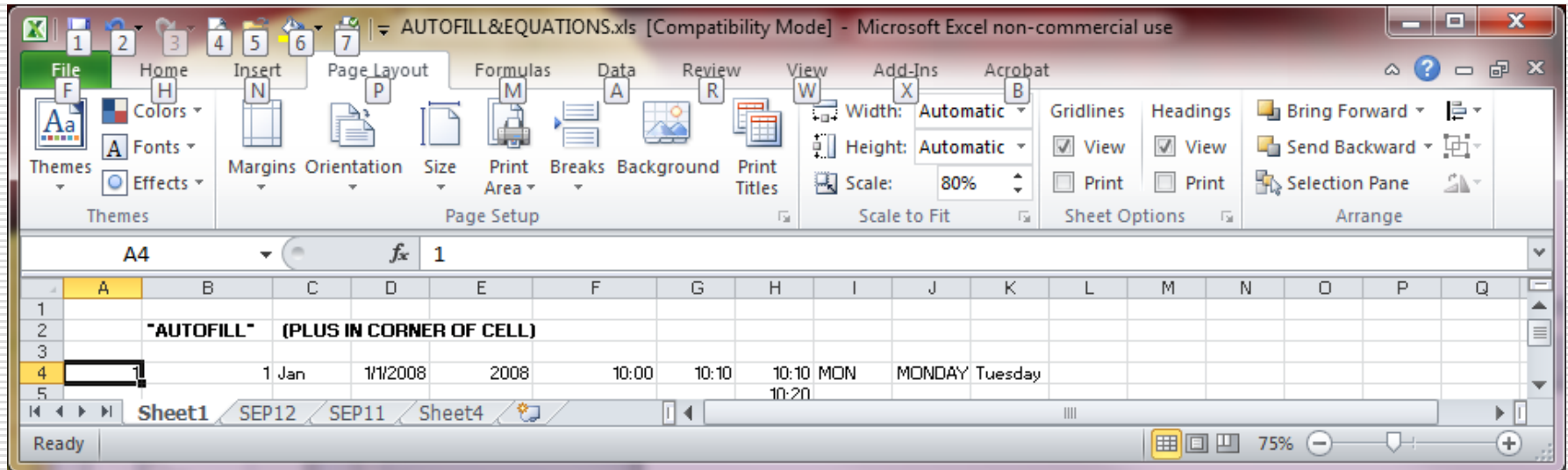
Sheet1 SEP12 SEP11 Sheet4

Ready 75%

INSERT TAB



PAGE LAYOUT TAB



AUTOFILL&EQUATIONS.xls [Compatibility Mode] - Microsoft Excel non-commercial use

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

From Access From Web From Text From Other Sources Existing Connections Refresh All Properties Edit Links Connections Sort & Filter Filter Sort Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Outline

H24 fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	
1																							
2		"AUTOFILL" (PLUS IN CORNER OF CELL)																					
3																							
4		1	1 Jan	1/1/2008	2008	10:00	10:10	10:10 10:20	MON	MONDAY	Tuesday												
5																							
6																							
7																							
8																							
9																							
10																							

Sheet1 SEP12 SEP11 Sheet4

Ready 75%

EXERCISES

- DO SOME AUTOFILL ON "AUTOFILL&EQUATIONS.XLS"
 - DO AN EQUATION
 - DO AUTOSUM (Σ)
 - DO COMMON "RIGHT CLICK" ITEMS
 - "Save As" this file to My Documents
-

EXERCISE FOR NEXT TIME

- Do you have EXCEL at home?
 - Another option is to download and use OpenOffice from Sun Microsystems.
 - “Calc” is their spreadsheet, mirrors Excel
 - Download this file:
 - [Go to Almanacus.com, click on “Computer Basics.”](#)
 - [Click on Hockey Rosters, and then in the dialog box, click “Open”](#)
 - Calculate the average weight (WT) of the hockey players on the Devils, the Rangers, and the Flyers and bring the answers in next week.
 - Extra Credit: Find the 3rd Most Common English Word in each category of “Word Frequency Table.xls”, also on web site.
-