Lecture 9

Final Notes on Microsoft Word 2007

1. Open T:\Teach\Classes\FOR112\wk3.doc
2. A final note on styles. The Styles Gallery (the big icons in the Styles group on the Home tab) displays a few styles, but you can scroll to see more styles in that gallery. It doesn't display all possible styles…for that you need to set the option that is found in the Lecture 8 notes (see item 3).
3. Lists

   - They're paragraphs of text that are formatted a certain way. You can select numbered items in a list and click the list icon to change them back to paragraphs.

   TRY IT:

   Select the first three bulleted list items and then click the bulleted list icon to turn those into normal paragraphs. Leave them selected and then click the numbered list icon to turn them into a numbered list.
4. The Multilevel List icon doesn't actually create a list. You use that to modify an existing multilevel list into a different style of multilevel list.

Introducing Microsoft Excel 2007

5. Open T:\teach\classes\for112\all-nps-visit-9698.xls
6. Terminology: workbook, worksheet, ribbon, status bar, formula bar, cell, row, column, name box, active cell, fill handle. **Do you have any initial questions?**
7. Start a new workbook
8. Enter the following text in cells B2:G2 (that's a **range** of 6 different cells)

   Green Blue Red Orange Yellow Brown
9. Enter vs. Tab key

   Controlling the behavior of <Enter>: Office Button | Excel Options | Advanced | Editing Options
10. Record and sample your data in row 3 (your name in cell A3). Add more rows of data
11. **Editing Cell Contents**

    - Click on a blank cell and begin typing (text, numbers, both, leading zero fractions)
    - Press <Esc> when you want to abandon an edit
    - Edit a cell that already has content by double-clicking on it
    - You can also select a cell and then use the formula bar to view/edit the cell contents
12. Save this Excel workbook to your ONID drive as yummy.xlsx
13. **Formulas**

    A formula is an equation that performs calculations on values in your worksheet.

    A formula starts with an equal sign (=). For example, the following formula multiplies 2 by 3 and then adds 5 to the result… **=5+2*3**

    Formulas can contain cell references. For example, the following formula adds the value in cell A2 with the value in cell B2… **=A2+B2.** These notes continue on the next page.

14. **Functions**

    Functions can be a more efficient way of performing calculations than formulas. Excel has many built-in functions.

    They also start with an equal sign.

    There is a function for adding cell values (it is named the SUM function) and it can be assigned to a cell by clicking on the AutoSUM button that is found in the Editing group on the Home tab. You can use that same button to easily assign other functions to a cell (click the AutoSUM dropdown arrow to see the other functions).
15. **Range**

    A range is a group of cells. Ranges are often used in functions as a more efficient way to perform calculations on a large number of values. A range is denoted as two cell locations separated by a colon … A1:A10, for example.

    For example, instead of this formula …

    =A1+A2+A3+A4+A5+A6+A7+A8+A9+A10

    …you could use the SUM function and a range

    =SUM(A1:A10)
16. Now, let's calculate the average number of green M&Ms. Do this in Row 10.
    a. We could just use the AutoSUM button and set it to AVERAGE.
    b. Another way…click the Insert Function icon right next to the Formula Bar.
    c. The Insert Function allows you to search for functions or display functions by category
17. Do the same calculation for the other colors.

    How do you quickly copy the AVERAGE function to the other cells?

    - Use the fill handle! (Copy – Paste works, too).
18. Now, let's calculate the total number for each color. Do this in Column H.
19. Save all these changes to your file.
20. Next time, we'll cover formatting of Excel data that you'll need for HW4 and take Quiz 3 in class.