

Lecture 12

Today: Excel features

1. Reopen Z:\yummy.xlsx
2. Select a range of cells with numeric data. Now, check out the status bar to see the sum, average, and count of those selected cells.
3. Format Painter
 - a. Might not be as useful as Word.
4. Clear Contents (works with rows, columns, cells, ranges)
5. Home Tab | Editing | contains an icon named "Clear". It offers a number of possibilities related to clearing something from a cell or range.
6. Errors you might see
 - a. Numeric values will display as ##### if the column is too narrow. Fix it by adjusting the column width.
 - b. #DIV/0! (displays when attempting to divide by zero)
 - c. Check Excel Help for other common errors (search on "errors")
7. **What are arguments?**
 - a. As an example, look at a function like this one: SUM(A2:G2,T2,W2)
 - b. There are 3 **arguments** in this particular SUM function. One argument is a range (A2:G2), and the other two arguments are cell references (T2 and W2).
8. More Excel Formatting...
 - a. Open T:\Teach\Classes\FOR112\seattle.xls
 - b. Go to the Seattle Highs sheet
 - c. Merge and Center the title (consult the Survival Skills reference sheet)
 - d. In Row 5, write a formula to convert the Celsius temperature to Fahrenheit for each month
 - e. Unhide Row 10 to verify that your formula is correct
9. Hide/Unhide Columns
10. Changing column widths and row heights. You should be familiar with 3 different ways to do this. The answer is on the next page.
11. Comments
 - a. Right-click a cell and choose **Insert Comment**
 - b. Cells with comments have a small red triangle in the upper right corner of the cell.
 - c. Right-click a cell with an existing comment to edit or delete the comment. Or choose Show/Hide to always display the comment
 - d. When editing a comment, you can use copy and paste
12. These lecture notes continue on the next page

13. Worksheet tabs – these are the tabs right above the status bar area. Right-click one of the tabs and you'll get many options related to the tabs:
 - a. Rename
 - b. Delete
 - c. Insert (but there's also an icon to create a new worksheet)
 - d. Move/Copy
 - e. Change the color of a tab
 - f. You can even change the order of the worksheets by using drag and drop.
14. More Practice at Excel Formatting:
 - a. Open T:\teach\classes\for112\AZrecVisits.xls
 - b. Center the title in Row 1 across columns A through E
 - c. Do the same for the title in Row 2
 - d. Set the height for Row 3 to be 45 pixels
 - e. Align the text in Row 3 to the top of the cells
 - f. Insert a blank row between rows 2 and 3
 - g. Add a heavy border below row 4 and 25
 - h. Write the formulas called for in Rows 27 and 28
 - i. Write the formula (and fill column E) referencing the dollar figure in F30 -- Try two different dollar sign formats
 - j. Set the width of column A to 35 pixels, B & C to 15 pixels
 - k. Where necessary, format cells to wrap text in the cells
15. What are the 3 different ways to adjust column widths and row heights?
 - a. Click and Drag
 - b. Double click (this is the "perfectly sized" way to adjust)
 - c. Right-click | Height/Width and type in a dimension
16. Find and Replace
 - a. Works similar to Word, but the options are different