

Lecture 7 – Tidbits of the Day

1. 10 point homework becomes 20 point quiz becomes 40 point midterm...
Get your questions answered. Make notes.
2. A couple common issues on the first Excel quiz
 - a. What happens when you double-click rather than clicking and dragging to change a column width?
 - b. The Format Painter is the key to formatting something EXACTLY like an existing model.
 - c. AVERAGE, SUM (the sigma icon in the Home ribbon – and the icon's drop down arrow) vs. just specifying an equation. You don't always need a function like AVERAGE and SUM.
 - d. Want to skip some rows in a cell range? Specify two cell ranges separated by a comma.
=SUM(D2:D8,D13:D25)
3. What's the difference between clicking and dragging and selecting a range of cells vs. clicking on the fill handle and dragging?
One action selects a group of cells. The other action copies the contents of one cell to a range of cells.
4. Keep practicing with Merge and Center and understand what you're doing when you center a title across multiple columns of data.
5. Navigation: Arrow Keys, <Ctrl>+<Home>, <Ctrl>+<End>, <Ctrl>+Arrow Keys
6. Selecting a cell, range, and more
 - a. Click to select a cell.
 - b. Click a row number or column letter to select row/column
 - c. Click and drag for a range (note the Sum and other information in the Status Bar area)
 - d. Shift in combination with Arrow and <Ctrl>+Arrow movement
 - e. Click and Shift-Click to select a range
 - f. Click and Ctrl-Click combination to select non-contiguous
 - g. Select All -- Ctrl-A or by clicking the space above the row numbers and to the left of the column labels
7. Hide/Unhide isn't included in the homework but you need to master it.
If in doubt, right-click.
8. Note that Homework 4 requires you to use an image that you supply. You need to supply an image of yourself engaged in some activity - you with other people, animals, or things in the picture. This will likely be a .JPG file and you'll need it available when you complete next week's homework.
9. Quiz #3 requires you to do a screen capture (pasting into a Word document). Be sure you practice that – notes in Week 3-Monday lecture.