

# LIONS District 105M IT TRAINING

Short Introduction to Microsoft Excel

Date 08/04/2001

## Aims of the Course

To introduce the basic concepts of a Spreadsheet.

To teach basic use of a Microsoft Excel Spreadsheet.

To show some more complex features, and give delegates a feel for the potential.

## What is a Spreadsheet ?

Imagine using squared paper.

Paper with columns (up and down) and rows (horizontal).

Each square is called a CELL.

Just like the game of BATTLESHIPS the columns are labelled A, B, C... and the rows are labelled 1, 2, 3 ... So each Cell can have a name eg. B2 or C5.

If the cells are big enough you could type in a column of numbers.

	A	B	C
1			
2		12.34	
3		13	
4		24	
5		15.07	
6			

## Why bother ?

If you've ever done any typing you may have noticed how difficult it is to get columns of numbers to line up.

If you suddenly get a big number you might have to adjust all the others to line up the right hand end.

If some have decimal points and some don't it's hard to keep the decimal points lining up.

Well – all spreadsheets let you choose a FORMAT for the column. Using Formats you can easily make the columns line up for easy adding-up. If you choose a format that enforces 2 decimal places (ideal when the figures represent MONEY) the example would look like this.

	A	B	C
1			
2		12.34	
3		13.00	
4		24.00	
5		15.07	
6			
7			

To change the Format, highlight the Cells you want to change then choose Format→Cells from the Menu. Then choose Number and set the number of decimals to 2.

Now it's much easier to add up the numbers. Let me see what does that add up to ?

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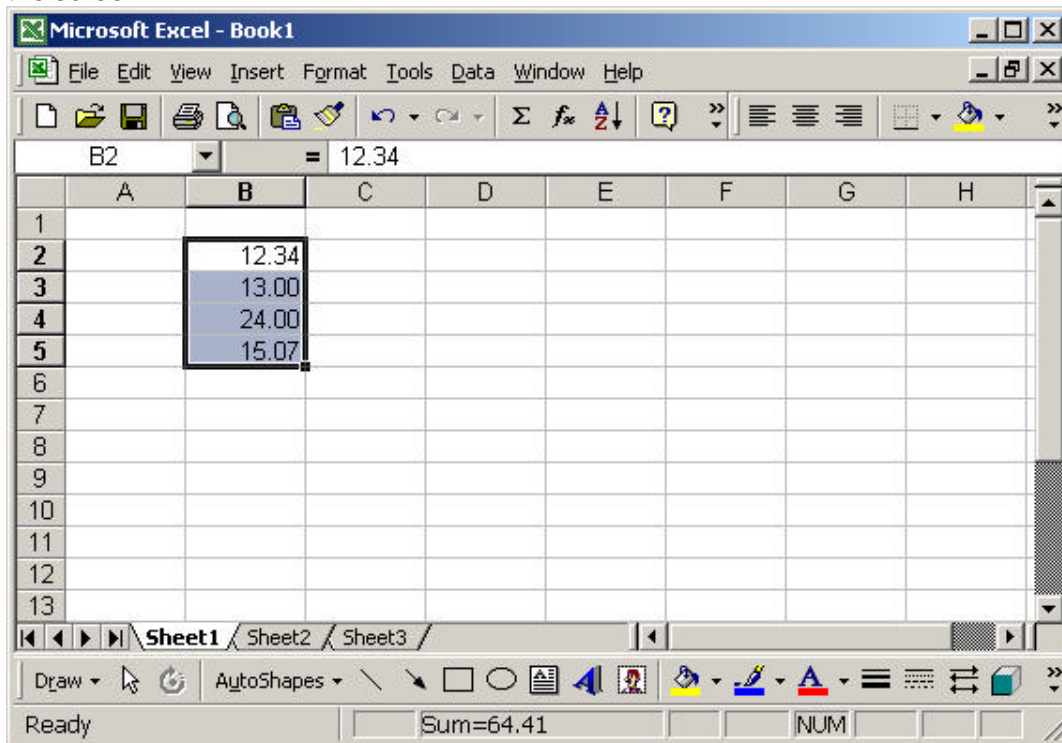
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Hmm..

That brings us to the most important thing that Spreadsheets do, they can add up for us. It will add up in a couple of different ways.

Firstly, if I highlight all the numbers, the total will appear in the STATUS BAR at the bottom of the screen.




**Here's the total, already added-up for us.**

So I could do this then type in the total underneath. But if I do this then when I change one of the numbers in the column, the total will be wrong.

Wouldn't it be better if the total was always right ? If the spreadsheet could only know that I wanted the number in B6 to always be the total of the numbers in that column.

Well it can !

Most Spreadsheets have a helpful button with a funny symbol on it like a big jagged E.

 This symbol means SUM and if you click this button while the cursor surrounds the cell underneath a column of figures, that cell will always contain the SUM TOTAL of the column.

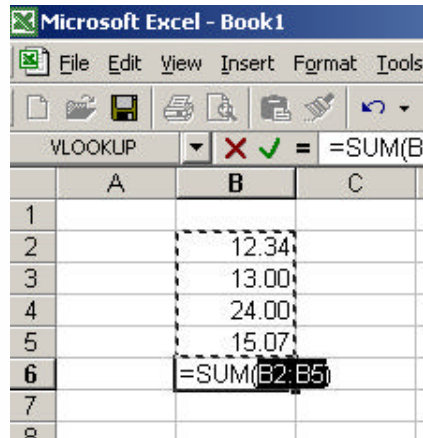
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	A	B	C
1			
2		12.34	
3		13.00	
4		24.00	
5		15.07	
6			
7			
8			

Step 1. Put focus into cell B6



Step 2. Clicking the SUM button inserts the FORMULA into the Cell. Hit return to see the result.

A screenshot of the Microsoft Excel interface showing the result of the SUM formula. The title bar reads "Microsoft Excel - Book1". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Tools", "Data", and "Window". The toolbar shows various icons, including a "SUM" button. The spreadsheet area shows columns A, B, C, and D, and rows 1 through 7. Cells B2, B3, B4, and B5 contain the values 12.34, 13.00, 24.00, and 15.07 respectively. Cell B6 now contains the result of the calculation, 64.41. The formula bar shows "=SUM(B2:B5)".

Step 3. The result of the calculation is shown in the Cell, but the true contents of the Cell (the FORMULA "**=SUM(B2:B5)**") is shown in the little slot above. If you put focus into the other cells in column B you will see that what's in the Cell is the same as what's in the slot. When there is a Formula in a Cell, you see the Formula at the top, but the result in the Cell.

Now if you change one of the numbers in B2, B3, B4 or B5, the total changes immediately in B6. **That's Magic!**

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## Adding Text and Labels

Let's assume that our column of figures represent the price list. We can type the names of the items into the first cell.

	A	B	C	D
1				
2	Widget	12.34		
3	Thingy	13.00		
4	Whatsit	24.00		
5	Doodah	15.07		
6		64.41		
7				

You can type in formulas too. If the first thing you type into a cell is an EQUALS sign, the spreadsheet will assume you want this to be a Formula. Let's assume that Cell B2 shows the price of a single Widget. We'll make Column C give us the price for 2 Widgets by typing in a Formula. Remember to start typing with an EQUALS sign, then the formula will be **=B2\*2**. As soon as you hit return you should see the result in the Cell, remember the Formula is shown in the slot at the top.

	A	B	C
1			
2	Widget	12.34	24.68
3	Thingy	13.00	
4	Whatsit	24.00	
5	Doodah	15.07	
6		64.41	
7			

Get ready to see another fancy feature of Spreadsheets ! Imagine you also want to see the prices for 2 Thingys, 2 Whatsits and 2 Doodahs. You could just type in the formulas if you wanted to. However if you COPY the contents of Cell C2 and PASTE them into the other cells, the Spreadsheet will do something amazing. Remember that the real contents of cell C2 is now the Formula **=B2\*2**.

When you copy this to cell **C3**, the formula will change to **=C3\*2**, and if you Paste it into cell **C4**, the formula will change to **=C4\*2**.

We can also copy the SUM TOTAL formula from B6 to C6.

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## Finishing off our little table

Let's put some more useful titles and headings in. We should also change the Format of the Cells so all the numbers are set to use 2 decimals.

	A	B	C
1	Items	One	Two
2	Widget	12.34	24.68
3	Thingy	13.00	26.00
4	Whatsit	24.00	48.00
5	Doodah	15.07	30.14
6	Total	64.41	128.82

It would probably look better if we made the labels **bold**.

This is very similar to making things bold in Word but usually you want to make all the contents of a Cell bold, rather than just a single character or a single word. If you put focus into a Cell, you can then just click the icon for Bold in the toolbar (or use CTRL-B).

	A	B	C
1	<b>Items</b>	<b>One</b>	<b>Two</b>
2	Widget	12.34	24.68
3	Thingy	13.00	26.00
4	Whatsit	24.00	48.00
5	Doodah	15.07	30.14
6	<b>Total</b>	64.41	128.82

It is from these basic building blocks, Formatting, Cells, Formulas, Copy and Paste, that all useful spreadsheets are built. There are millions of other features too, like graphs and tables, Sorting and Filtering lists etc. but all those features can be learned from using the on-line help, or from books, or from our Intermediate Level Course.

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