

Excel Module 1b

Formatting Text and Data

Simple Calculations

The ribbon is organized into tabs. Each tab has commands related to particular activities or tasks.

The ribbon contains buttons that you click to execute commands to work with Excel.

The Name box displays the cell reference of the active cell. In this case, the active cell is cell H12.

The row headings are numbers along the left side of the workbook window that identify the different rows of the worksheet.

The status bar provides information about the workbook.

Buttons for related commands are organized on a tab in groups.

Excel stores spreadsheets in files called workbooks. The name of the current workbook appears in the title bar.

The formula bar displays the value or formula entered into the active cell.

A group of cells in a rectangular block is called a cell range (or range). If the blocks are not connected, as shown here, it is a nonadjacent range.

1	Game Card	
2	Income Statement	
3	January 1, 2017 to December 31, 2017	
4		
5	Income	
6	Gross Sales	\$ 417,600
7	Less returns and allowances	34,100
8	Net Sales	383,500
9		
10	Cost of Goods	
11	Inventory, January 1	123,200
12	Purchases	78,000
13	Delivery Charges	14,400
14	Total Merchandise Handled	215,600
15		
16	Less Inventory, December 31	114,600
17		
18	Cost of Goods Sold	101,000

The sheet currently displayed in the workbook window is the active sheet. Its sheet tab is underlined, and the sheet name is green and bold.

Inactive sheets are not visible in the workbook window; their sheet tabs are not underlined and their sheet name is black.

The Tell me what you want to do box provides quick access to commands and online help.

The Ribbon Display Options button is used to display all, part, or none of the ribbon.

The Minimize button hides a window so that only its program button is visible on the taskbar.

The Restore Down button returns a window to its previous size. If the Maximize button appears, it expands the window to fill the screen.

The column headings are letters along the top of the workbook window that identify the different columns of the worksheet.

Each intersection of a row and column is a cell. Each cell contains a separate value. The currently selected cell is the active cell.

A workbook is made up of sheets. Each sheet is identified by a sheet name, which appears in a sheet tab.

The contents of a worksheet are laid out in a grid of rows and columns in the workbook window.

The Zoom controls increase or decrease the magnification of the worksheet content. These tutorials show worksheets zoomed to 120%.

Finances - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

General Conditional Formatting Insert Sum A Z Filter & Select

Number Styles Cells Editing

Balance Sheet ... + - 120%

Average: 180914.2857 Count: 14 Sum: 1266400

Function List

- Adds the values in a range.
=SUM(B6:B9)

Student Learning Outcomes

- **Use for Demonstration: Excel1/Module/Finances.xlsx**
- Rename, inserting and move worksheets
- Viewing Formulas and Functions (CTRL ~)
- Entering Cell Data
 - Text, Numbers
 - Formulas and Functions
- Editing Cell Data
 - Formula Bar, in the cell, Edit Mode (F2)

Student Learning Outcomes

- Entering **FORMULAS** and **FUNCTIONS** to Calculate Sales Data
- Components of a **FORMULA**
- **ORDER OF OPERATIONS**
- Components of a **FUNCTION**

Student Learning Outcomes

- **PRINTING** Options
 - Portrait or Landscape (File Tab or Page Layout Tab)
 - Scale to Fit (File Tab or Page Layout Tab)

Components of a **FORMULA**

1. Always starts with a =
2. OPERANDS (Cells, Numbers, "Text")
3. OPERATORS (^ * / + -)

EXAMPLES:	
=C6 / C23	=B12
= C6 – (C7 + C8)	= C9 + C12 + C17 + C20 + C22
= C6 – D6	

ORDER OF OPERATIONS

P	
E	
M	
D	
A	
S	

Components of a **FUNCTION**

1. Always starts with a =
2. Function Name
3. Arguments (Cell, Range, Number, “Text”)

EXAMPLE:

= SUM(C27:N46)

*If cells are adjacent, write the argument as a range.

= SUM(G9, G13, G18)

*If cells are not adjacent, separate them by **commas**.

= SUM(A9, B13:B18, G10)

*Arguments can contain cells, ranges, or numbers, separated by commas.

Do **NOT** Combine a Formula & Function

FORMULA	FUNCTION
= G9 + G13 + G18	= SUM(G9, G13, G18) *If cells are not adjacent, separate them by commas.
WRONG: = SUM(G9 + G13 + G18)	