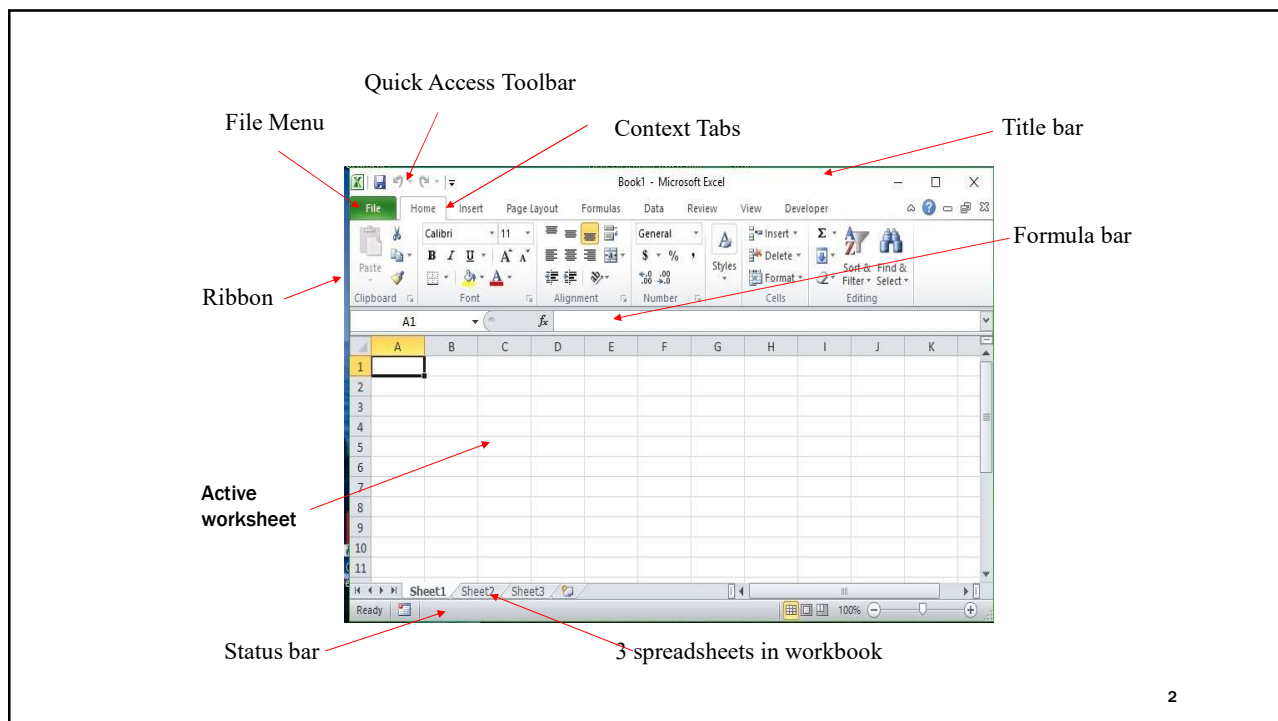


1



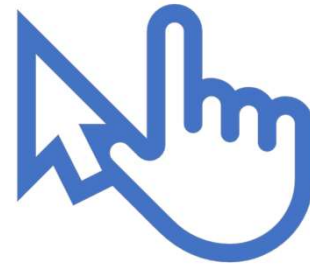
2

# OBJECT / ACTION

One of the basic principles of the Graphical User Interface is “object / action.” Select the object of interest and then choose the action to be taken on that object.

In Excel, select the object (cells, row, column, text, etc.) and then right-click with the cursor over the object to bring up the shortcut menu listing the available actions.

Left-click on the desired action.



3

3

# DATA TYPES

Labels can be letters and numbers or (') as first char before numbers (e.g., '2004')

Numbers begin with a digit or +, -, ., \$

Formulas begin with an =



4

4

Textbooks 2.xls [Compatibility Mode] - Microsoft Excel

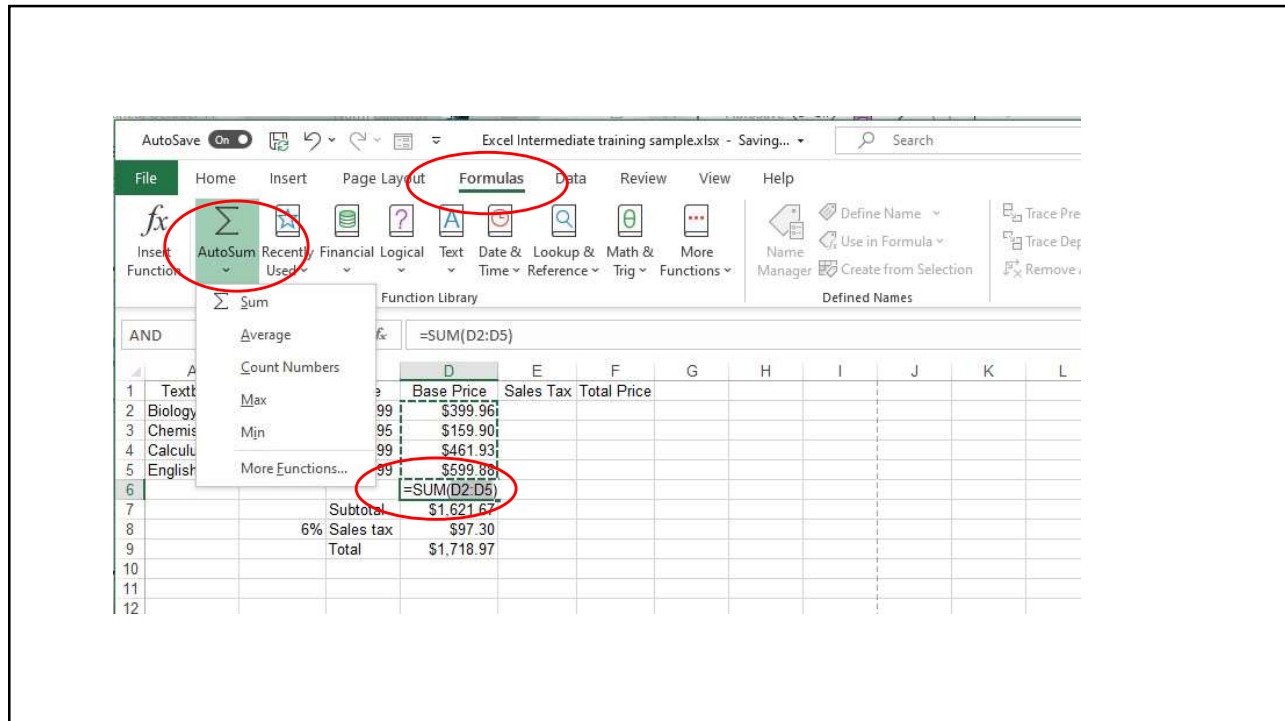
	A	B	C	D	E	F	G	H	I
1									
2			Textbook Order						
3									
4		Textbook	Quantity	Price	Extension				
5									
6		Biology	4	\$99.99	\$399.96				
7		Chemistry	2	\$79.95	\$159.90				
8		Calculus	7	\$65.99	\$461.93				
9		English	12	\$49.99	\$599.88				
10									
11				Subtotal	\$1,621.67				
12				6% Sales tax	\$97.30				
13				Total	\$1,718.97				
14									

5

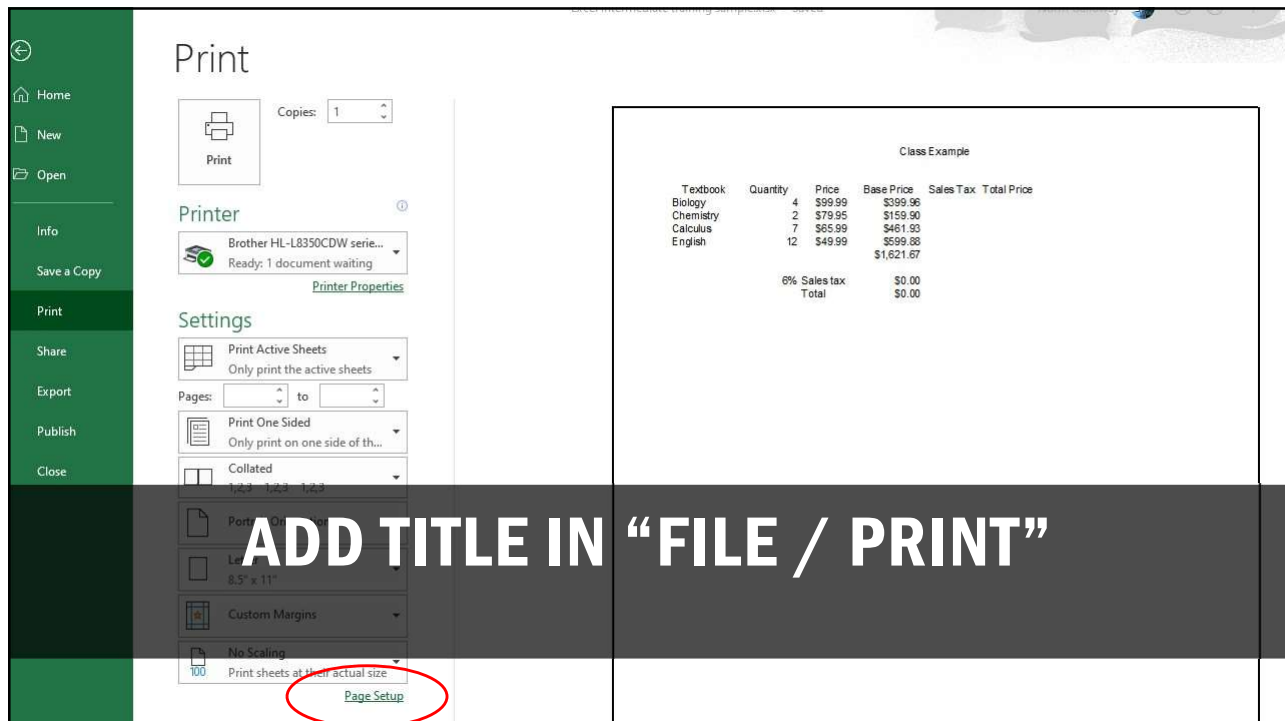
## BASIC “RULES” FOR SETTING UP A TABLE

- Column Headers in First Row
- No Blank Lines
- One Row per Record
- Sums/Averages/Counts at the bottom
- Use Row Delete/Insert to remove or add a record
- Add Title in “Custom Print Headers”

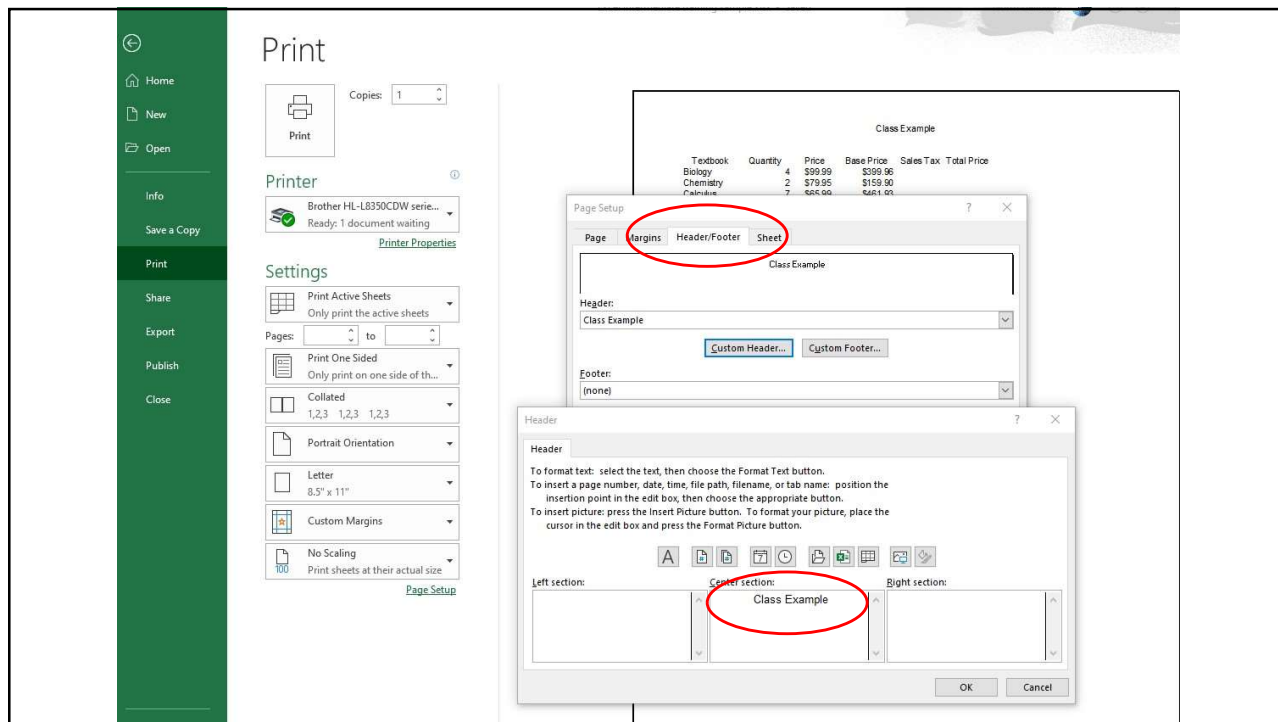
6



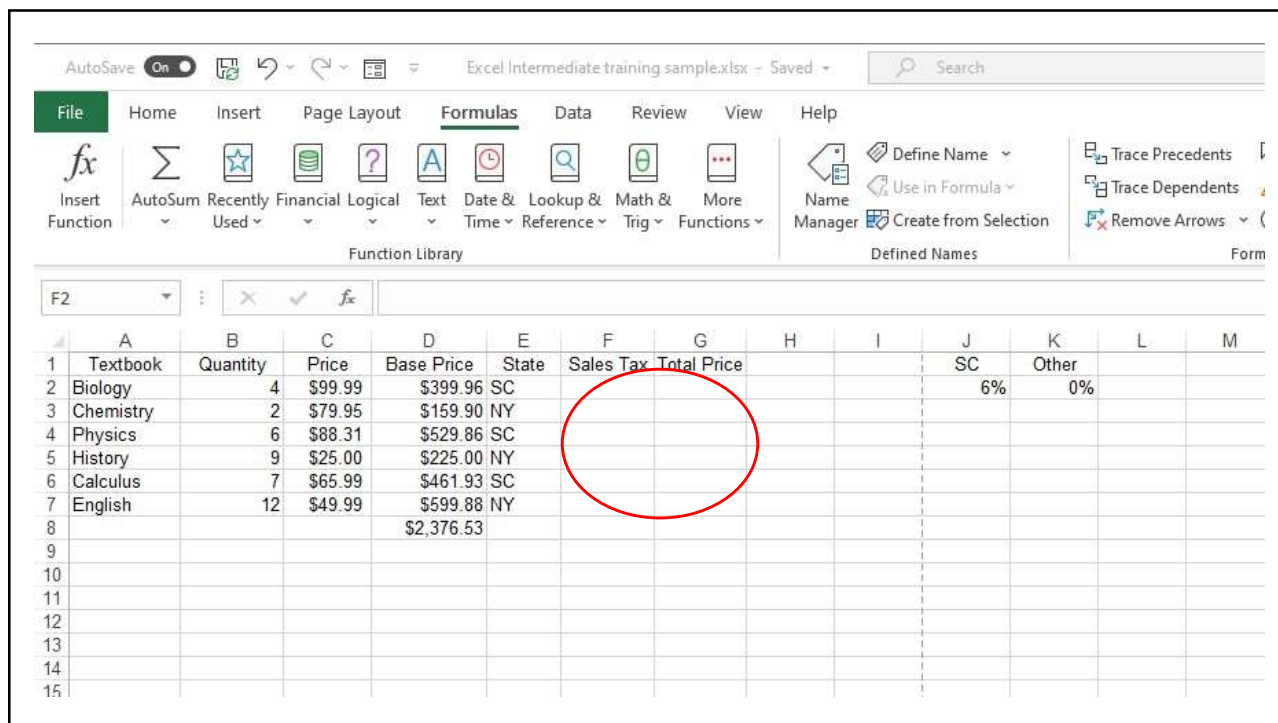
7



8



9



10

## Entering Formulas

1. Select the cell where you want the result to appear
2. Type the formula beginning with = sign. Cell references can be lower case.

	A	B	C
1			
2	45		
3	66		
4	111		
5			

The result is displayed in the cell. The formula is shown in the Formula Bar.

11

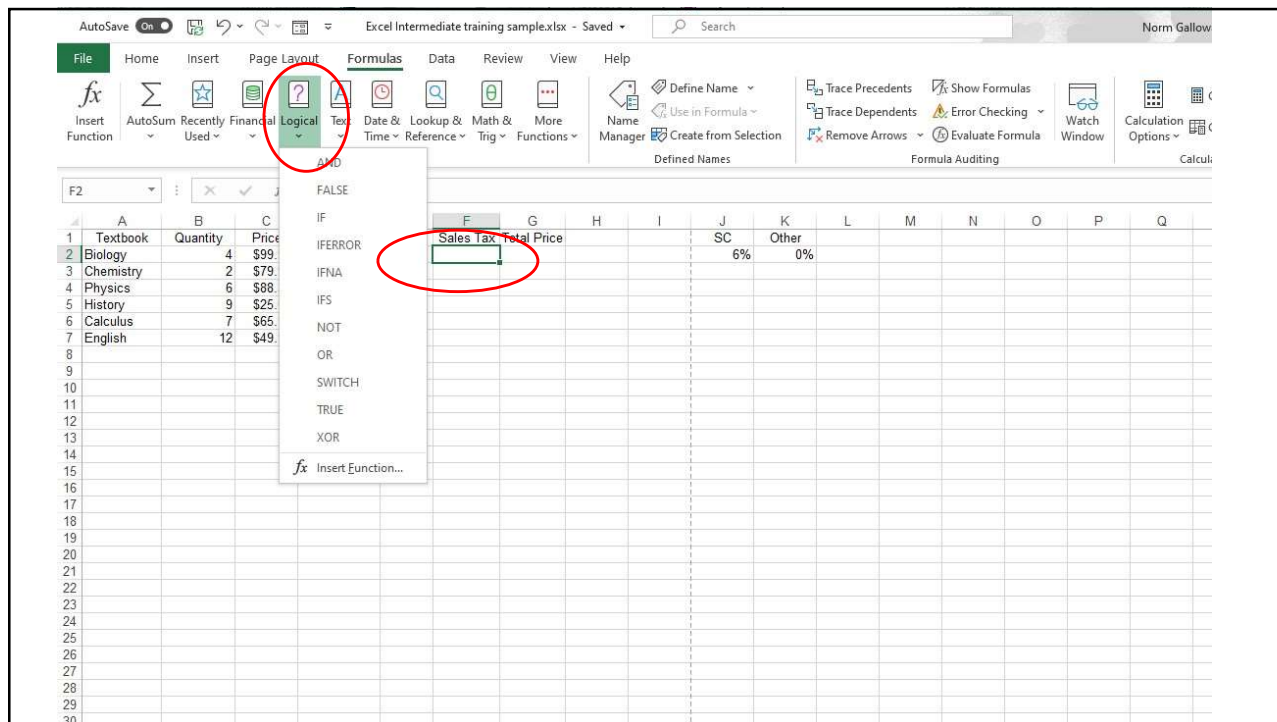
11

## Entering Formulas Using a Mouse

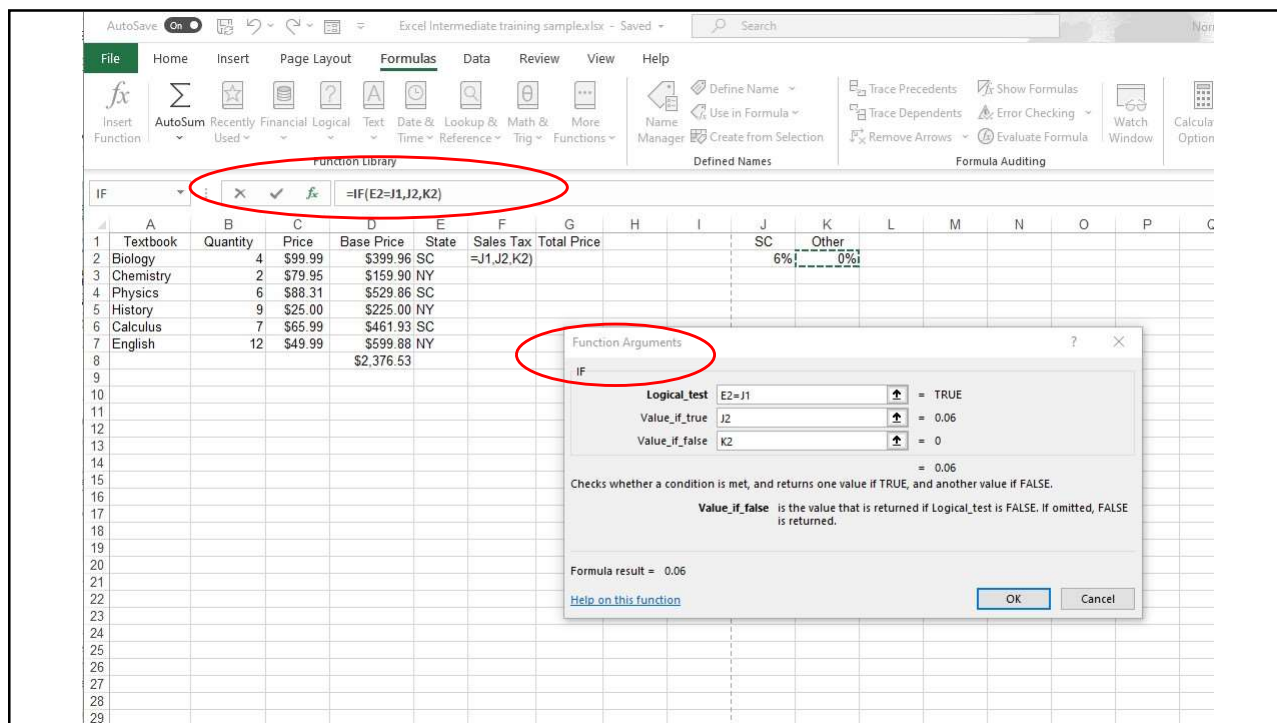
1. Select the cell to enter the formula
2. Type =
3. Click the cell for which you want to enter a reference; e.g. A1, B2, C3.
4. Type an operator (+, -, \*, /, ^)
5. Repeat steps 3 and 4 until you've created the formula you want
6. Press Enter

12 

12



13



14

Excel Intermediate training sample.xlsx - Saved

File Home Insert Page Layout Formulas Data Review View Help

Function Library: Insert Function, AutoSum, Recently Used, Financial, Logical, Text, Date & Time, Lookup & Reference, Math & Trig, More Functions

Formula Bar: =IF(E2=J1,J2,K2)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Textbook	Quantity	Price	Base Price	State	Sales Tax	Total Price			SC	Other			
2	Biology	4	\$99.99	\$399.96	SC	0.06				6%	0%			
3	Chemistry	2	\$79.95	\$159.90	NY									
4	Physics	6	\$88.31	\$529.86	SC									
5	History	9	\$25.00	\$225.00	NY									
6	Calculus	7	\$65.99	\$461.93	SC									
7	English	12	\$49.99	\$599.88	NY									
8				\$2,376.53										

15

Excel Intermediate training sample.xlsx - Saved

File Home Insert Page Layout Formulas Data Review View Help

Function Library: Insert Function, AutoSum, Recently Used, Financial, Logical, Text, Date & Time, Lookup & Reference, Math & Trig, More Functions

Formula Bar: =(D2\*F2)+D2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Textbook	Quantity	Price	Base Price	State	Sales Tax	Total Price			SC	Other				
2	Biology	4	\$99.99	\$399.96	SC	0.06	=(D2*F2)+D2			6%	0%				
3	Chemistry	2	\$79.95	\$159.90	NY										
4	Physics	6	\$88.31	\$529.86	SC										
5	History	9	\$25.00	\$225.00	NY										
6	Calculus	7	\$65.99	\$461.93	SC										
7	English	12	\$49.99	\$599.88	NY										
8				\$2,376.53											

16



**Relative and Absolute References**

**Relative** The values depend on the address of the cell they are in;  
 The formula in cell G2 is **=D2\*F2)+D2**  
 It may be copied to the cells below it and will be correct for them  
 Each reference will change to reflect the relative positions of the cells in the formula

**Absolute** The values are fixed to the cell specified in the formula  
 The formula in cell F2 is **=IF(E2=J1,J2,K2)**  
 If we moved it down 1, it would become **=IF(E3=J2,J3,K3)**  
 The J and K cells need to be absolute - we indicate this by \$  
 The correct formula for Sales tax is **=IF(E2=\$J\$1,\$J\$2,\$K\$2)**

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The formula in F2 now has absolute values for the sales tax cells and the formula will copy correctly.  
 Also, The Sum in cell D8 is relative to the row it is in and can be copied to the total price row

18

AutoSave On Excel Intermediate training sample.xlsx - Saved - Search

File Home Insert Page Layout Formulas Data Review View Help

Insert Function AutoSum Recently Used Financial Logical Text Date & Time Lookup & Reference Math & Trig More Functions Name Manager Define Name Use in Formula Create from Selection Defined Names Trace Precedents Trace Dependents Remove Arrows Show Formulas Error Checking Evaluate Formula Watch Window Formula Auditing

Function Library

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Textbook	Quantity	Price	Base Price	State	Sales Tax	Total Price			SC	Other					
2	Biology	4	\$99.99	\$399.96	SC	0.06	\$423.96			6%	0%					
3	Chemistry	2	\$79.95	\$159.90	NY	0	\$159.90									
4	Physics	6	\$88.31	\$529.86	SC	0.06	\$561.65									
5	History	9	\$25.00	\$225.00	NY	0	\$225.00									
6	Calculus	7	\$65.99	\$461.93	SC	0.06	\$489.65									
7	English	12	\$49.99	\$599.88	NY	0	\$599.88									
8				\$2,376.53			\$2,460.04									
9																
10																
11																

19

ROSTERS  
/ GROUP  
LISTINGS

Very Easy to Create

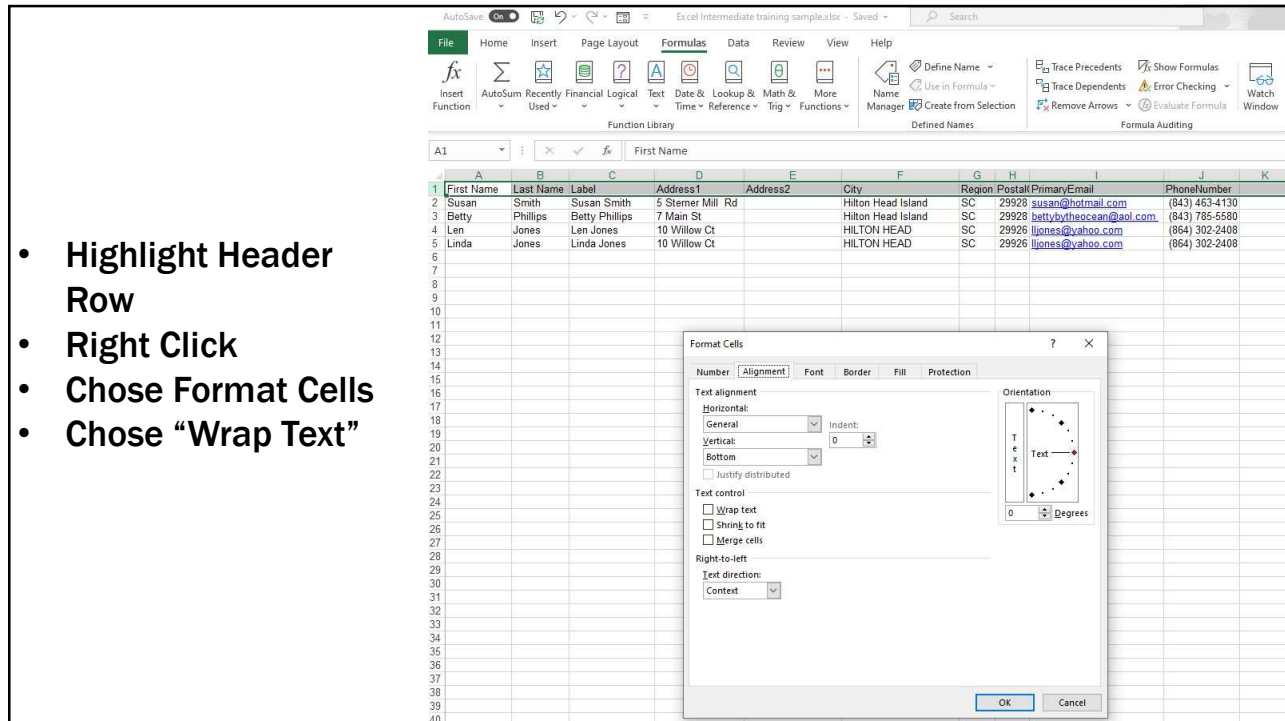
Very Easy to Update

Very Easy to Sort and Filter

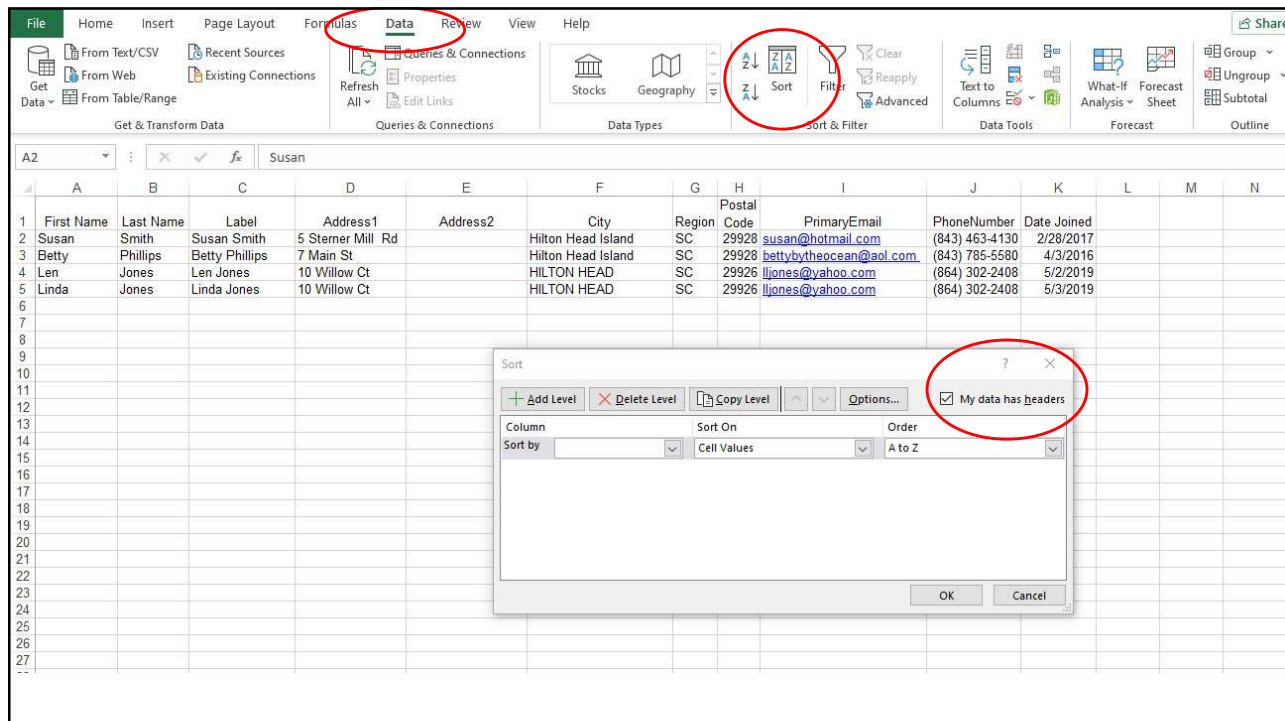
“Sort of” Easy to mail / email personalized letters

20

- Highlight Header Row
- Right Click
- Chose Format Cells
- Chose "Wrap Text"



21



22

First Name	Last Name	Label	Address1	Address2	City	Regi	Postal	PrimaryEmail	PhoneNum	Date Join
Linda	Jones	Lan Jones	10 Willow Ct					ljones@yahoo.com	(864) 302-2408	5/2/2019
Linda	Jones	Linda Jones	10 Willow Ct					ljones@yahoo.com	(864) 302-2408	5/3/2019
Betty	Phillips	Betty Phillips	7 Main St					bettybytheocean@aol.com	(843) 785-5580	4/3/2016
Susan	Smith	Susan Smith	5 Sterner Mill Rd					susan@hotmail.com	(843) 463-4130	2/28/2017

23

# MAIL (EMAIL) MERGE

## Function of the Microsoft Office

- Uses Excel for the data
  - First Name, Address, email, etc.....
- Uses Word to create the message or label
- Uses Outlook to send emails if you chose emails

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The screenshot shows an Excel spreadsheet with a mail merge setup. The 'Mailing' tab is active in the ribbon, and the 'Merge to E-mail' dialog box is open. The spreadsheet contains a table with columns for names, addresses, and contact information. The dialog box allows for selecting message options like 'To', 'Subject line', and 'Mail format'.

1	First Nam	Last Nar	Label	Address1	Address2	City	Regi	Postal	PrimaryEmail	PhoneNum	Date Join
2	Len	Jones	Len Jones	10 Willow Ct		HILTON HEAD	SC	29926	ljones@yahoo.com	(864) 302-2408	5/2/2019
3	Linda	Jones	Linda Jones	10 Willow Ct		HILTON HEAD	SC	29926	ljones@yahoo.com	(864) 302-2408	5/3/2019
4	Betty	Phillips	Betty Phillips	7 Main St		Hilton Head Island	SC	29928	bettybytheocean@aol.com	(843) 785-5580	4/3/2016
5	Susan	Smith	Susan Smith	5 Sterner Mill Rd		Hilton Head Island	SC	29928	susan@hotmail.com	(843) 463-4130	2/28/2017

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The screenshot shows a web browser displaying the GCFGlobal website. The page is titled 'Excel Basics' and includes a list of three tutorial topics. The GCFGlobal logo is visible in the top left corner.

**Excel**  
In this free Excel tutorial, learn how to create formulas and charts, use functions, format cells, and do more with your spreadsheets.

[Go to YouTube Playlist](#)

*Log in to save your*

**Goodwill Community Foundation** <https://Edu.gcfglobal.org/en/excel> Excel Basics

- 1 Getting Started with Excel**  
Learn your way around the Excel environment.
- 2 Understanding OneDrive**  
Learn all about working with your Microsoft account and OneDrive.
- 3 Creating and Opening Workbooks**  
Learn how to create and open Excel workbooks.

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