Microsoft Excel Beyond Basic

Multiple Sheets
Excel automatically starts with 3 sheets. You can add more, and rename the sheets. You can also copy formatting from one sheet to the other.
Renaming Sheets - Right click on the sheet and choose **Rename**. Then type the name you want and hit the **Enter** key.
Adding Sheets – Right click on one of the worksheet tabs at the bottom of the screen. Choose **Insert** and **Worksheet.**
Moving Sheets - To move a worksheet, click on the tab and drag it where you want it to go.
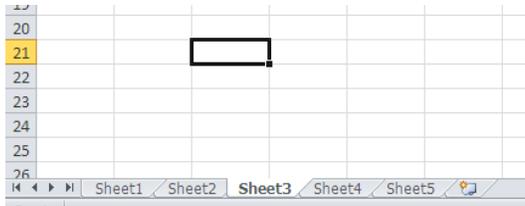
Color Code Sheets:
Right click on the tabs to color code each sheet.

Grouping sheets
When you group sheets, formatting and formulas will be carried over to all of the sheets. Select adjacent worksheets by holding down the **shift key** and selecting the worksheet tabs. Select non-adjacent sheets by holding down the **control key**. Select all of the sheets by right clicking and clicking on **Select All Sheets.**
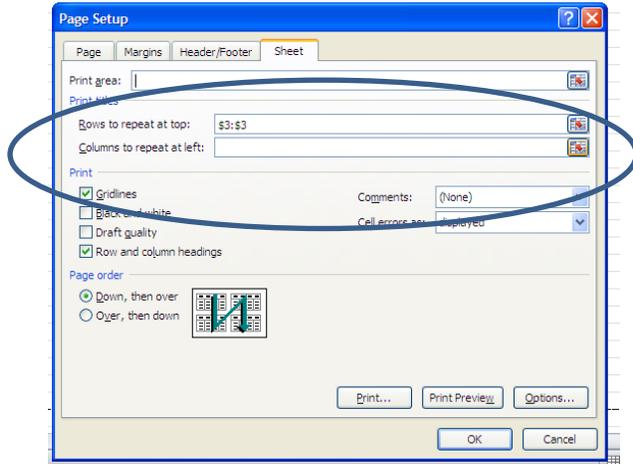

Freeze Panes
1. Click on the **View Tab**
2. Click on **Freeze Panes**
Row—Click on the row below the one you want to freeze.
Column—Click to the right of the column you want to freeze

Printing

To print rows and columns on every page, select the **Page Layout** tab.

1. Click on **Print Title** under the Page Setup group.
2. Select the rows or columns that you want to repeat.
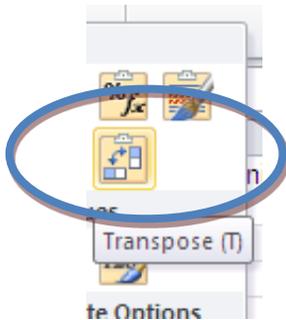

Change direction of a Column or Row

1. Copy the row or column
2. Click on the cell where you want to paste
3. Click on the arrow under paste

4. Click on the Transpose button.

Formula Format

All formulas have to start with **=**. This lets Excel know that you are going to be entering a formula, not just numbers or text. Do not put any spaces in the formulas. This will invalidate the formula and you will get an error message. Enter your data first and then enter the formula. Make sure that you use the **Cell Names** in the formula, not the numbers that are inside the cells. Use the following symbols for basic calculations:

+   **for addition**
-   **for subtraction**
/   **for division**
*****   **for multiplication**

Example Formula

If you wanted to add together the numbers from Column A for example, the formula would be:
=A2+A3+A4+A5+A6+A7

	A	B
1	Week 1	
2	4	
3	7	
4	20	
5	32	
6	5	
7	16	
8		
9		

Functions

A function is a pre-assembled math statement, including the equal sign, any needed operators, and parentheses to contain cell references. Function arguments must be enclosed within parentheses.

To look at a list of functions, click on the formulas tab and choose **Insert Function**. You can select the type of function you would like to use: Date & Time, Math & Trig, Statistical, etc.

To insert a function from this menu, click on the function you want to use and click on **OK**. Next to **Number 1** it has selected a cell range. If this is not the cell range you want, select the range you want. Then click on **OK**.

If you know the name of the function you want to use, you can type it yourself instead of going through the function menu. One of the most common functions is the **SUM** function. This function will add a range of numbers. If you wanted to find the sum of a range of numbers you would type:

=SUM(first cell name:last cell name)
You could also type =SUM(and then highlight the cells you want) and press **Enter**.

To find the sum of the numbers in Column A in the example below using a function, you would type:
=SUM(A2:A7)

If the column or row that you want to add has a label, you can use that in your function. (By using a row or column name in the formula, it might make it easier for you to understand the formula later on.) Accept labels in formulas:

	A	B
1	Week 1	
2	4	
3	7	
4	20	
5	32	
6	5	
7	16	
8		
9		

1. Select the range including the column heading.
2. Click on the **Formulas** tab.
3. In the Defined Names group, click **Create from Selection**.

Once you have defined you column or row label, you would type:
=SUM(column or row label)

Following the example from above, you could type:
=SUM (Week 1)

Relative Reference
Relative reference adjusts to its new cell and location. You might be copying the same formula, but the numbers will be different.
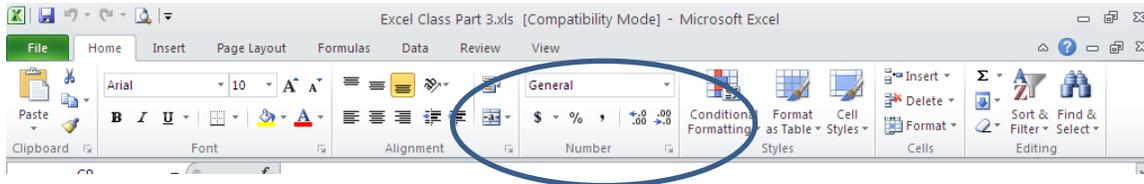
Absolute reference
Absolute Reference is when you create a formula that refers to a cell reference and the cell does not change.
Absolute reference is showed by the $. Use the **F4** key to add absolute reference.
Ex: B4 (The column and row do not changed when copied.)

Add a Dollar Sign, Percentage Sign, Comma, or Increase/Decrease the Decimal

Find these tools on the ribbon.

Insert a Chart

Highlight the cells that you want to include in your chart. Make sure that you include any column and row labels. Click on the **Insert** tab. There are several different types of charts that you can choose from.

Once the chart is in your spreadsheet, you can make formatting, design, and layout changes to your chart.

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