

Microsoft Excel 2002

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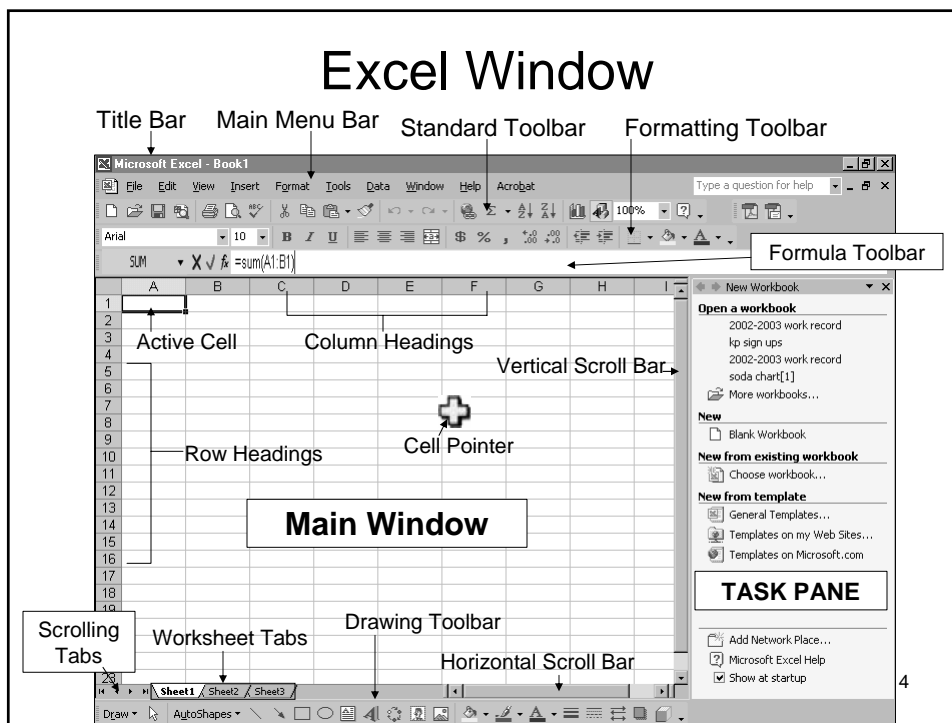
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What is Excel?

- A spreadsheet program
- Allows you to chart, manipulate, and organize data; and perform calculations
- Spreadsheet is arranged in columns and rows
 - Column headings are letters
 - Row headings are numbers
 - Cells are where rows and columns intersect

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Excel Window



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What is Your Mouse Telling You?



Mouse pointer when selecting from Menu, Tool Bar, Scroll Bar



A column or row heading boundary which can be resized



Text in a cell. This is the insertion bar



Mouse pointer in selection mode



The fill handle at the corner of a selected cell or range.

<http://msdn.microsoft.com/library/default.asp?url=/library/en-us/dnwue/html/ch05b.asp>

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Common Keyboard Shortcuts

Keystroke	Description
<CTRL>+	Bold Formatting
<CTRL>+<I>	Italic Formatting
<CTRL>+<U>	Underline Formatting
<CTRL>+<spacebar>	Returns font to default setting
<CTRL>+<X>	Cuts selected cell(s) or information in a cell
<CTRL>+<C>	Copies selected cell(s) or information in a cell
<CTRL>+<V>	Pastes information that was CUT or COPIED
<CTRL>+<O>	Opens a new workbook
<CTRL>+<P>	Prints current workbook to default printer
<CTRL>+<S>	Saves current workbook

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Moving Around a Worksheet

Keystroke	Moves insertion point:
<TAB>	One cell to the right
<SHIFT>+<TAB>	One cell to the left
Arrow Keys	Up, Down, Left, and Right
<Home>	Returns insertion point to column A in the current row
<CTRL>+<HOME>	Returns cursor to the beginning of the workbook
<CTRL>+<END>	Moves an insertion point to the end of a workbook
<F5>	Opens GO TO dialog box (then enter a specific cell address)
<CTRL>+<TAB>	Moves among open workbooks
<CTRL>+<PAGE DN>	Moves among sheets in a workbook (first to last)
<CTRL>+<PAGE UP>	Moves among sheets in a workbook (last to first)

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Formulas

- All formulas begin with an equals sign [=]
- Use an operator: **SUM, AVERAGE, IF**, etc.
- Once all the information has been typed into the formula, press <Enter> or click the **CHECK** button on the formula bar.
- Excel obeys the **order of operations**:
Parentheses -> Exponents -> Multiplication -> Division -> Addition -> Subtraction

Symbol	Definition
()	Changes order of operations
:	Reference operator (A1:A5 would calculate cells A1 through A5)
%	Percent
^	Exponents
*	Multiplication
/	Division
+	Addition
-	Subtraction
< > <= >= <>	Comparisons

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<http://www.customguide.com/demos/excel2002.pdf>

Formula Tips

- Use the relative cell addresses rather than the exact numbers, when possible, in each cell (**Relative Address**)
 - Example: =sum(A1:A5)
 - Use a colon to calculate all cells within the range
 - Use a comma to calculate nonconsecutive cells - example: =sum(A1, A3:A6)
- To keep the formula or a value within a formula exactly the same, use dollar signs (**Absolute Address**)
 - Example: =sum(\$A\$1:\$B\$2)
- **Mixed Address**: combination of absolute and relative addresses
 - Example: =sum(\$A1:\$B\$2)
 - \$A1 is a mixed address, where column A is absolute, but the row is relative to the cell; \$B\$2 is an absolute address

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<http://businesssoft.about.com/library/weekly/aa091602a.htm>

<http://www.exceltip.com/download/chap7.pdf>

Vocabulary

- Active Cell – contains the insertion point; denoted by a dark border around the cell
- Cell – where a row and column intersect
- Database – collection of information that can be analyzed
- Formula – expression entered in a cell used to calculate, compare, or manipulate numbers or text
- Spreadsheet – application used to enter, analyze, and calculate data
- Workbook – Excel file that stores information; each workbook may contain several worksheets.
- Worksheet – electronic spreadsheet; worksheets within a workbook can share information

More Vocabulary: http://www.intelinfo.com/microsoft_excel_glossary.html 10

RESOURCES

Technology SOS: Microsoft Excel

<http://scils.rutgers.edu/techsos/excel/index.htm>

Microsoft Excel [classroom uses]

<http://emints.more.net/info/central/excel.htm>

To Excel in the Classroom is Elementary

<http://www.forsyth.k12.ga.us/kadkins/spreadsheet.htm>

LT Technologies: Linking Technology to Teaching

<http://www.lttechno.com/links/spreadsheets.html>

Minutes from ME: Mungry Math

<http://www.fi.edu/qa97/me4/>

ThinkQuest: School Spreadsheet Safari

http://library.thinkquest.org/J0110054/Classroom_Activities.html

Tools for Understanding

<http://www.ups.edu/community/tofu/>

AskIT

<http://askit.uq.edu.au/itanswers/microsoftoffice/excel/formulas.html>