Follow to learn Excel Chapter 3

1. Open Student Common\C Nielsen\CTech\Excel\03-Grades
   1. Save as “Computer\My Documents\CTech\Excel\03-Lesson”
2. Typing text on multiple lines in the same cell
   1. Go to cell A36
      1. Type “Number of” Press **Alt + Enter**
      2. Type “Tests Taken” Press Enter
3. Sum – adds the numbers in a row or column
   1. Go to cell E3
      1. Name Box-Formula BarClick ∑ Auto Sum on the Home Row, Editing Group
         1. Check that the formula says “=Sum(B3:D3)”
            1. Click the Enter button on the Formula Bar (Press Enter)

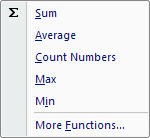
Fill Handle

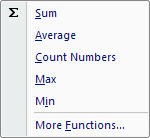
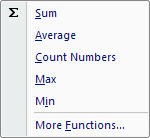
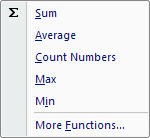
1. Auto Fill – automatically inserts words, numbers or formulas in a series
   1. Changes cell references by row or column
      1. Click in cell E3
         1. With mouse point at the bottom right corner of cell E3 get the fill handle (plus sign)
            1. Click the left mouse button and hold

Drag down until you get to cell E29

* 1. Notice how the formulas change as the row changes
     1. Row 3 =Sum(B3:D3)
     2. Row 4 =Sum(B4:D4)

1. Creating a Formula – writing a formula using cell references instead of numbers
   1. Go to cell F3
      1. Type “=E3/3”
         1. What will this formula find?
            1. Click the Enter button on the Formula Bar (Press Enter)
      2. Decrease the decimal to one
      3. Fill the formula in F3 to cells F4 through F29



1. Averages – totals all the scores and divides by the number of scores
   1. Go to cell B31
      1. Click on the arrow next to AutoSum on the Home Tab, Editing Group
         1. Click Average
      2. With the formula active, select cells B3 through B29
         1. Click the Enter button on the Formula Bar (Press Enter)
      3. Fill the formula in cell B31 to cells C31 through G31
         1. Delete the number/formula in cell F31
      4. Don’t worry about any green marks in cell B31 – G31
2. Maximum Numbers – finds the largest number in the group of scores
   1. Go to cell B33
      1. Click on the arrow next to AutoSum on the Home Tab, Editing Group
         1. Click Max
      2. With the formula active, select cells B3 through B29
         1. Click the Enter button on the Formula Bar (Press Enter)
      3. Fill the formula in cell B33 to cells C33 through G33
         1. Delete the number/formula in cell F33
      4. Don’t worry about any green marks in cell B33 – G33
3. Minimum Numbers – finds the smallest number in a group of scores
   1. Go to cell B34
      1. Click on the arrow next to AutoSum on the Home Tab, Editing Group
         1. Click Min
      2. With the formula active, select cells B3 through B29
         1. Click the Enter button on the Formula Bar (Press Enter)
      3. Fill the formula in cell B34 to cells C34 through G34
         1. Delete the number/formula in cell F34
      4. Don’t worry about any green marks in cell B34 – G34
4. Counting – determines the number of scores that have been recorded
   1. Go to cell B36
      1. Click on the arrow next to AutoSum on the Home Tab, Editing Group
         1. Click Count Numbers
      2. With the formula active, select cells B3 through B29
         1. Click the Enter button on the Formula Bar (Press Enter)
      3. Fill the formula in cell B36 to cells C36 through G36
         1. Delete the number/formula in cell F36
      4. Don’t worry about any green marks in cell B36 – G36
5. Absolute references – used to keep formulas using the same cell instead of changing columns/rows
   1. Done by typing a $ in front of the column or row reference that shouldn’t change
      1. Go to cell G4
         1. Type “=F3+$B$38”
         2. Press Enter
      2. Fill the formula in cell G3 to cells G4 through G29
   2. Change the number if cell B20 to “10”
      1. What happens in Cells G3 through G16
6. Name Requirement
   1. Column A
      1. Click in Cell A40
         1. Type your First and Last Name
      2. Click in Cell A41
         1. Type “03-Lesson”
7. Print Preview – allows you to check the appearance of the whole spreadsheet before printing
   1. Click Print Preview on the Quick Access Toolbar
      1. Check to make sure the spreadsheet is only 1 page (bottom left)
8. Showing Formulas
   1. Press Ctrl + ~ (key to the left of the number 1)
      1. In this view the formulas appear not the answers
9. Print Preview – allows you to check the appearance of the whole spreadsheet before printing
   1. Click Print Preview on the Quick Access Toolbar
      1. Check to make sure the spreadsheet is only 1 page (bottom left)
10. Showing Answers
    1. Press Ctrl + ~ (key to the left of the number 1)
       1. In this view the answers appear not the formulas

# Save again and close (Press Ctrl + F4)

