




This was a presentation given to the ComputerPals clients in 2017 to assist them in understanding different office applications available on a computer

ComputerPals is a not-for-profit organization that provides computer training and support to clients in need. Our training is provided free of charge. Whilst we endeavour to give the best advice possible there is no guarantee on the information given. Our handout sheets attempt to provide the easiest method to achieve the goal for the target audience. It should be noted that changes in computer type, manufacturer and software versions may invalidate some of the examples provided. E&OE.



WHAT iz

Excel (Spreadsheet) ...



**Excel** is a **Spreadsheet Tool** from Microsoft, and a part of Microsoft Office

Number Crunching:

- you can use it for anything from adding up a few numbers to producing an entire mathematical calculation.

Similar to:

- LibreOffice 'CALC'
- Open Office 'CALC'
- ... and many others

Number Crunching:

- Mathematical processing tool
- The best way to create tables
- Numbers, Graphs, Words, pictures and diagrams
- Multipage calculations

It is a tool for **NUMBERS** as **WORD** is for **text**.  
And much much more powerful than

- Microsoft Calculator

Which is free

Excel is **NOT** best for:

- Creating sharable documents
- Text documents
- Large amounts of data

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## Number Crunching

### Allows you to:

- Add, subtract, multiply and divide
- Or even the following functions
  - ... Financial
  - Date & Time
  - Math & Trig
  - Statistical
  - Lookup & Reference
  - Database
  - Text
  - Logical
  - Information
  - Engineering
  - Cube
  - Compatibility

### More practically, you can make:

- Calendars
- Price lists
- Home Inventory
- and much more

### Plus other magical things like:

- Graphs and charts
- 3D Maps
- Pivot Tables
- Sorting / Filtering data

Wow - that sounds really boring, but actually it can be fun ☺



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EXCEL is all about CELLS

**ROWS**

**COLUMNS**

**Formulas**

**Words**

**Numbers**

The Cells can be formatted too

	A	B	C	D	E	F
1	Gas per Unit	0.028 p/kWh				
2	Elec per Unit	0.084 p/kWh				
3						
4			Elec		Gas	
5	Jan	469	=LEFT(\$B\$2,5)*C5	1627	£45.56	
6	Feb	220	£18.48	2188	£61.26	
7	Mar	147	£12.35	1290	£36.12	
8	Apr	108	£9.07	640	£17.92	
9	May	143	£12.01	572	£16.02	
10	Jun	122	£10.25	292	£8.18	
11	Jul	119	£10.00	213	£5.96	
12	Aug	155	£13.02	214	£5.99	
13	Sep	100	£8.40	213	£5.96	
14	Oct	123	£10.33	393	£11.00	
15	Nov	223	£18.73	1358	£38.02	
16	Dec	235	£19.74	1492	£41.78	
17						
18			Totals	£181.78		£293.78
19			Annual		£475.55	
20			Monthly Average		£39.63	
21						

EXCEL is all about CELLS

Formulas / Functions

fuelprices.xlsx - Excel

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

Clipboard Font Alignment Number Styles Cells

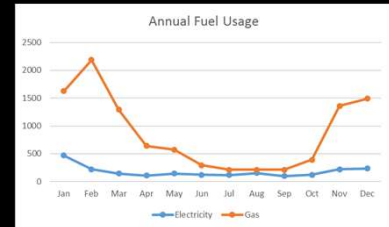
Clipboard Font Alignment Number Styles Cells

SUM X ✓ fx =AVERAGE(D5+F5,D6+F6,D7+F7,D8+F8,D9+F9,D10+F10,D11+F11,D12+F12,D13+F13,D14+F14,D15+F15,D16+F16)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Gas per Unit	0.028 p/kWh												
2	Elec per Unit	0.084 p/kWh												
3														
4			Elec		Gas									
5		Jan	469	£39.40	1627	£45.56								
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18			Total	£181.78		£293.78								
19			Annual		£475.55									
20			Monthly Average		=AVERAGE									

## Number Crunch

Month	Electricity	Gas
Jan	469	1627
Feb	220	2188
Mar	147	1290
Apr	108	640
May	143	572
Jun	122	292
Jul	119	213
Aug	155	214
Sep	100	213
Oct	123	393
Nov	223	1358
Dec	235	1492
<b>Totals</b>	<b>2164</b>	<b>10492</b>



Just a simple set of titles and numbers

- That can be automatically totalled

And a pretty graph



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## Number Crunching

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Different **Styles** for the numbers, and headers and contents

## Conditional Formatting

- Colours
- Colours and Bars
- Colours, Bars and Charts

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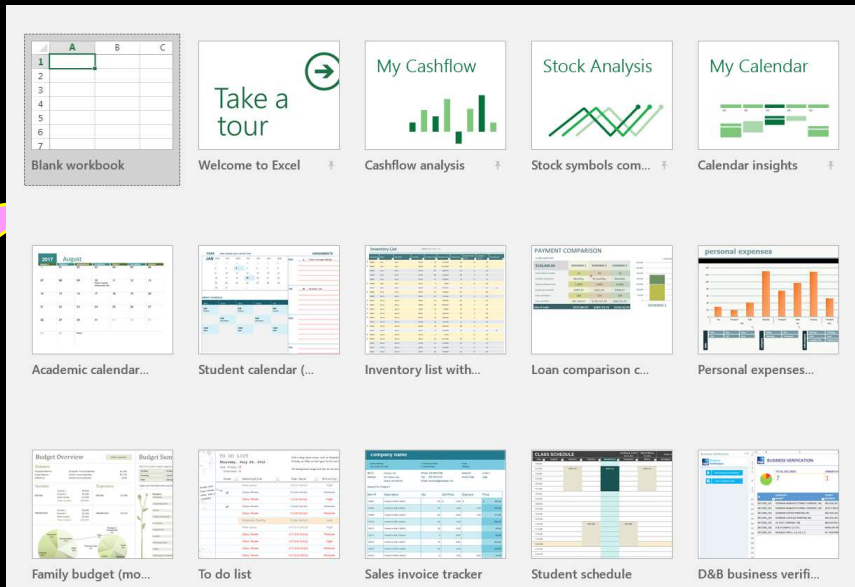
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## Built In Options

Different Excel **Types** can be created, complete with pictures and background watermarks



# Budgeting

## Multiple Categories

- Figures
- Charts
- Graphics

### Budget Overview Enter Expenses

**Balance**

Projected Balance	(Projected minus expenses)	£1,585
Actual Balance	(Actual minus expenses)	£1,740
Difference	(Actual minus projected)	£155

**Income**

	Income 1	£5,800		
	Income 2	£2,300		
	Extra income	£1,500		
<b>ACTUAL</b>	<b>Total income</b>	<b>£9,600</b>	<b>Expenses</b>	<b>ACTUAL</b>
				<b>£7,860</b>
<b>PROJECTED</b>	Income 1	£6,000		<b>PROJECTED</b>
	Income 2	£1,000		<b>£7,315</b>
	Extra income	£2,500		
	<b>Total income</b>	<b>£9,500</b>		

### Budget Summary

Hold Ctrl to select multiple categories

Children
Entertainment
Food
Gifts and Charity
Housing
Insurance
Loans
Personal Care
Pets
Savings or Investme...
Taxes
Transportation

Right-click: PivotTable below and then click: Refresh to update

Category	Projected Cost	Actual Cost	Difference
Children	£140	£140	£0
Entertainment	£400	£358	£42
Food	£1,100	£1,320	(£220)
Gifts and Charity	£100	£125	(£25)
Housing	£2,830	£2,702	£128
Insurance	£900	£900	£0
Loans	£200	£200	£0
Personal Care	£150	£140	£10
Pets	£170	£100	£70
Savings or Investments	£200	£200	£0
Taxes	£300	£300	£0
Transportation	£1,425	£1,375	£50
<b>Grand Total</b>	<b>£7,315</b>	<b>£7,860</b>	<b>£55</b>



# Cricket

The screenshot shows an Excel spreadsheet with a data entry form overlaid. The spreadsheet has columns for Opposition, Venue, Batsman, Dropped by, Fielding Position, Bowler, Batsman's score when dropped, Team score at drop, Wickets down at drop, Batsman's final score, and "Cost" of dropped catch. The data entry form is a dialog box with several sections: Batsman (with a text input), Opposition (with a list of counties), Venue (with a list of venues), Dropped by (with a list of players), Position (with a list of fielding positions), Bowler (with a list of players), Dropped score (with a text input), Team score at drop (with a text input), Wickets down at drop (with a spinner), Batsman final score (with a text input), and OK/Cancel buttons. A tooltip points to a cell in column L, stating "add more formulae in col K if row 35 is used".

## Automated Fill-in Boxes

- Batsman
- Opposition
- Venue
- ... etc.

## Multiple Sheets

## Music Indexing

### List of Artists, Albums and Tracks

- See not just Numbers  
➢ Can be just Words!

Artist	Album	Track
Macy Gray	On How Life Is	Sex-O-Matic Venus Freak.mp3
Macy Gray	On How Life Is	Still.mp3
Macy Gray	On How Life Is	The Letter.mp3
Macy Gray	On How Life Is	Why Didn't You Call Me.mp3
Madness	To the Edge of the Universe and Beyond	
Madness	To the Edge of the Universe and Beyond	Bed and Breakfast Man.mp3
Madness	To the Edge of the Universe and Beyond	Embarrassment.mp3
Madness	To the Edge of the Universe and Beyond	Grey Day.mp3
Madness	To the Edge of the Universe and Beyond	House of Fun.mp3
Madness	To the Edge of the Universe and Beyond	It Must Be Love.mp3
Madness	To the Edge of the Universe and Beyond	My Girl.mp3
Madness	To the Edge of the Universe and Beyond	Prospects.mp3
Madness	To the Edge of the Universe and Beyond	Razor Blade Alley.mp3
Madness	To the Edge of the Universe and Beyond	The Prince.mp3
Madness	To the Edge of the Universe and Beyond	The Sun and the Rain.mp3
Madonna	Confessions on a Dance Floor	
Madonna	Confessions on a Dance Floor	Forbidden Love.mp3
Madonna	Confessions on a Dance Floor	Row Labels
Madonna	Confessions on a Dance Floor	Ludwig van Beethoven; Slovensk filharmonia, Zdenek Kosler
Madonna	Confessions on a Dance Floor	Macy Gray
Madonna	Confessions on a Dance Floor	Madness
Madonna	Confessions on a Dance Floor	Madonna
Madonna	Confessions on a Dance Floor	Mahler; Simon Rattle
Madonna	Confessions on a Dance Floor	Manuel Gonz lez
		Marc Bolan and T-Rex
		Maria Callas
		Mark Chesnutt
		Mark Knopfler
		Maroon 5
		Marvin Gaye
		Mastermix Classic Cuts 10_ Party
		Mastermix Classic Cuts 25_ Novelty
		Matt Monro
		Maurice Ravel; Andre Previn, Royal Philharmonic Orchestra

PIVOT TABLE: List by Artist and total Track count



## Excel is NOT best for:

### Creating sharable documents

- You should 'SAVE AS' - PDF
- NB: The Microsoft Excel Viewer is a small, freely redistributable program that lets you view and print Microsoft Excel spreadsheets if you don't have Excel installed. In addition, the Excel Viewer can open workbooks that were created in Microsoft Excel for the Macintosh.

. Visit

<http://www.microsoft.com/downloads/details.aspx?familyid=1CD6ACF9-CE06-4E1C-8DCF-F33F669DB8C3A&displaylang=en>



### Presentations or Words

- Use PowerPoint for presentations (like this one)
- Use Word for documents

### Excel is NOT good for:


- Large amounts of data
- Lots of information lookups  
→ Use Microsoft ACCESS

### HOWEVER ...

- Anything is possible, just ask 😊



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So WHAT do YOU  
want to try today?

Just Ask a Volunteer



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Also (if you want)  
in this series of



any of the  
following programs →



*The small print: ComputerPals is run by volunteers who provide their own knowledge and experience free of charge. Whilst we endeavour to give the best advice possible there is no warrantee on the information given. Our handout sheets attempt to provide the easiest method to achieve the goal for the target audience, it should be noted that changes in computer type, manufacturer and software versions may invalidate some of the examples provided. EAOE.*

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