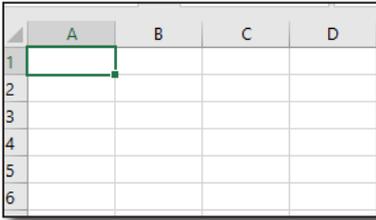
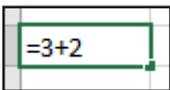
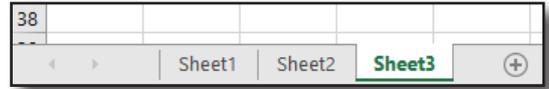


# EX1: Excel 2019 Essentials

## Spreadsheet key ideas



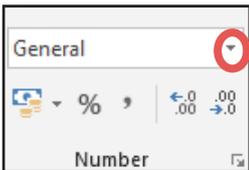
Each worksheet is made up of a grid of cells labelled A, B, C...along the top and 1, 2, 3...going down the rows. A workbook can hold multiple worksheets.



Each cell can hold either a piece of information or a formula to calculate an answer. A cell can be formatted to look different or display a number in a different way.

15	£15.00
15.00000	15 January 1900
15	15/01/00

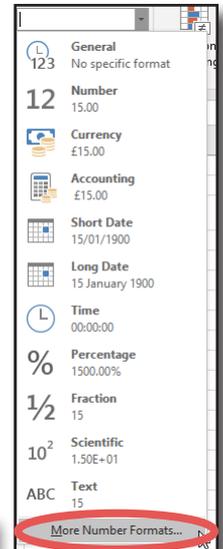
## Storing data and formatting numbers



Typing numbers or text in cells can be made quicker using return to move down or tab to move across each cell.

To change the way numbers are displayed use the presets on the Home menu in the Number group. For more control, click on down arrow next to General and choose further presets of

select More number formats.



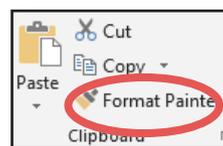
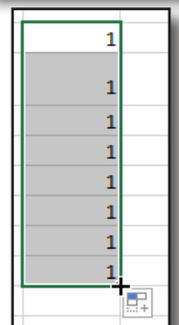
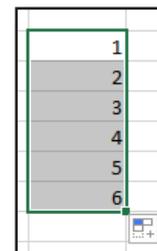
A format such as **"Total:"0** (speech marks around text) will display words and numbers in the same cell.

## Copying formats and formulae

Dragging the corner of a cell will copy the numbers down, up or across (Autofill). If Excel recognises a pattern then it will continue it. If there are formulae in the cell then they will be updated for each row (relative formulae).

Holding down **Ctrl** whilst dragging will increment the numbers.

Use the **Format Painter** to make one cell look like another including colours and formats.



## Performing calculations

Calculations are started with **=** and other cells are referenced using the co-ordinates e.g. B3 usually entered by clicking on the cell when entering the calculation. Press return to enter the calculation.

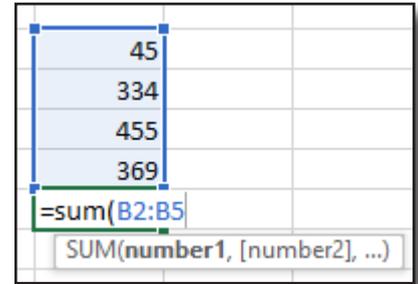
Use **\*** for multiply and **/** for divide. Use round brackets to prioritise parts of the calculation. Remember the order of calculation: **BODMAS** (Brackets Of Divide Multiply Add Subtract) **= (A4 + 3) \* 2** will get a different result without brackets.

	A	B	C
1			
2	333	23	=A2+B2
3	123	22	
4	345	344	

## Using sum and average

Formulae can also be entered using functions. Excel will provide hints as to the arrangement. Start typing **=sum(** in the desired cell.

When a range is required, click and hold the mouse on the first cell and drag to highlight all the required cells. They are written as two cells separated with a **:** e.g. **B2:B5**. Enter a **closing bracket** as well.

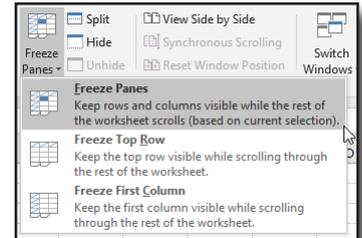


## Freezing titles

When entering data onto a large spreadsheet the titles at the top or left may scroll off the screen. Place the cursor where the mobile part should start (in this example B2) and click on **View > Freeze Panes > Freeze Panes**.

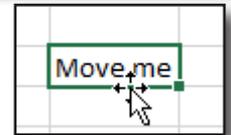
There are quick options for just **top row** or **first column**.

	A	B	C
1	Date	Stock	Sales
2	10-Sep	525	82
3	11-Sep	28	285
4	12-Sep	2424	353



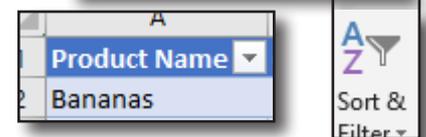
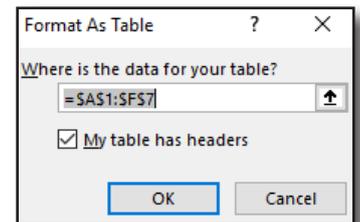
## Moving cells

To move a cell or group of cells. Highlight first and then hover over the edge of the dark border until a 4-headed arrow appears. Now hold the mouse button down and drag to the new position. Cut, copy and paste are also available.



## Tables, Sorting and filtering data

Formatting data as a table lets Excel understand your data. If your data is in a block, click within it and select **Home > Format as table**. Pick any style. Check the area that Excel has found and confirm that you have headers. This will turn on arrows for each column to sort and filter the data. For more options use **Sort & filter** in the **Home** menu.



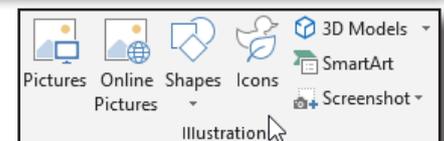
## Defining a print area

**Highlight** the area for printing and on the **Page Layout** menu click on **Print Area** and **Set Print Area**. There are options for number of pages to spread the data over. On the **View** menu go into **Page Break Preview** view to see how the data will print. Click and drag the page boundaries to adjust.

Product Name	Quarte	Quarte	Quarte	Quarte	Total
Bananas	4500	3200	4323	2345	14388
Cocoanuts	4646	8974	3456	7488	24564
Melons	23442	3535	3553	34556	65086
Apples	4564	4644	8999	4644	22851
Satsumas	3356	6888	5577	4335	20156
Grapes	4566	4543	1234	8765	19108

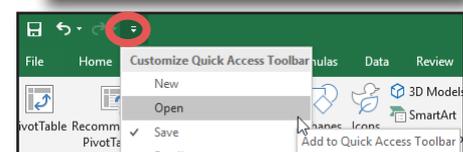
## Inserting illustrations

Click on **Insert** menu for illustrations group.



## Quick access toolbar

To the top left of screen you can save and add further commands.



## Help

Click on **Tell me what you want to do** to search features quickly.

