

# **Sun City Summerlin Computer Club**

## **Introduction to Microsoft Excel**

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# Where to Find the Materials

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**Sun City Summer Computer Club Website:**

**<http://www.scsccl.com/smnr>**

# Introduction

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- **Benefits of Excel:**
  - **Easy to use for modeling a problem**
  - **Construct simple sheets quickly**
  - **Excel is very “smart” in helping layout**
  - **Good way for non-programmers to get their PC to do “custom” things**
  - **Sheets hold both data and formulas**

# Excel Spreadsheet Basics -1

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- Rectangular array of Rows and Columns
- Columns identified by letters (A, B, C, ...)
- Rows identified by numbers (1, 2, 3, ...)
- Intersection of a Row and Column is a Cell
- Each Cell has an “address” (column, row)  
e.g. A5, C31, Q199

# Sample Spreadsheet -1

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	A	B	C
1	Cell A1		
2			Cell C2
3			
4			
5			



# Excel Spreadsheet Basics -2

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- **Cells can contain:**
  - **Numbers: 50, 75.375, 20%, \$3,595.95, ...**
  - **Text: “Tom”, “Mary”, “Gasoline”, ...**
  - **Dates: May 3, 2001 , 05/03/01**
  - **Times: 01:45:00 PM , 13:45:00**
  - **Formulas: =B3+B5, =C25 / 15, =Sum(D8:G8)**

# Common Operations in Formulas

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- Add (+)                    =C5+2 , = F20+F21
- Subtract (-)                =C7-1, =E15-E14-E13
- Multiply (\*)                =A12\*4, =D13\*G21
- Divide (/)                 =Q17/12, =C4/D4
- Exponentiate (^)         =T5^3 (T5\*T5\*T5)
- Percent (%)                =25% (.25)
- Concatenate (&)         =A3&"years"

# Sample Showing Formulas

	A	B	C	D	E	F	G
1							
2							
3	<b>Introduction to Excel</b> Tom Burt <b>Holiday Gift List Example</b>						
4							
5							
6							
7							
8		<b>Person / Item</b>	<b>Number</b>	<b>Price</b>	<b>Item Total</b>	<b>Sales Tax</b>	<b>Grand</b>
10		John:				@ 7.25%	
11		Cordless Drill	1	130	=C11*D11	=ROUND(E11*\$F\$10,2)	=G10+G11
12		Slippers	1	25	=C12*D12	=ROUND(E12*\$F\$10,2)	=G11+G12
13		Neck Tie	2	12	=C13*D13	=ROUND(E13*\$F\$10,2)	=G12+G13
14		Magnum Jim Beam	1	15	=C14*D14	=ROUND(E14*\$F\$10,2)	=G13+G14
15		<b>John Total ...</b>			<b>=SUM(E11:E14)</b>	<b>=SUM(F11:F14)</b>	<b>=SUM(G1:G14)</b>
16							
17		Mar...					

# Selecting Cells

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- **SELECTING CELLS**
- **There are many different ways to select cells.**
- **Selecting One Cell**
- **To select one cell, click into it to make it the Active Cell. Your active cell is the one with**
- **the border around and it is going to be affected by the next set of actions you perform.**
- **Selecting a Group of Adjacent Cells**

# Selecting Cells

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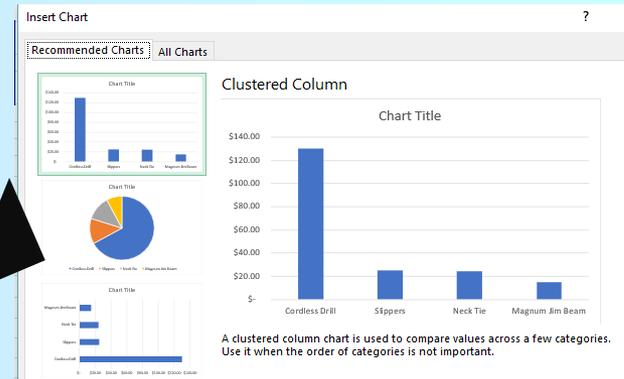
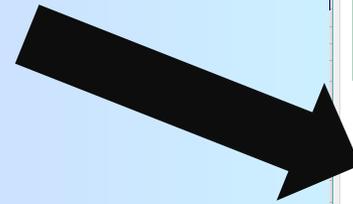
- **Selecting a Group of Non-Adjacent Cells**
  - Click on the cell.
  - Hold down the CTRL key.
  - Continue to click on cells you want to select.
  
- **Selecting The Entire Spreadsheet**
  - To select the entire worksheet using the keyboard, press CTRL + A.
  - or
  - To select the entire worksheet you can use the Select All Button. Click on the empty box on the row and column indicators above the Row 1 and next to column A:
  -
- **Selecting A Row**
  - To select a row, click on the number box to the left of the row to be selected.
  -
- **Selecting a Column**
  - To select a column, click on the letter box above the column to be selected.

# Select and Chart

- Select 2 Columns
- Go to Insert Tab
  - Select Recommended Charts

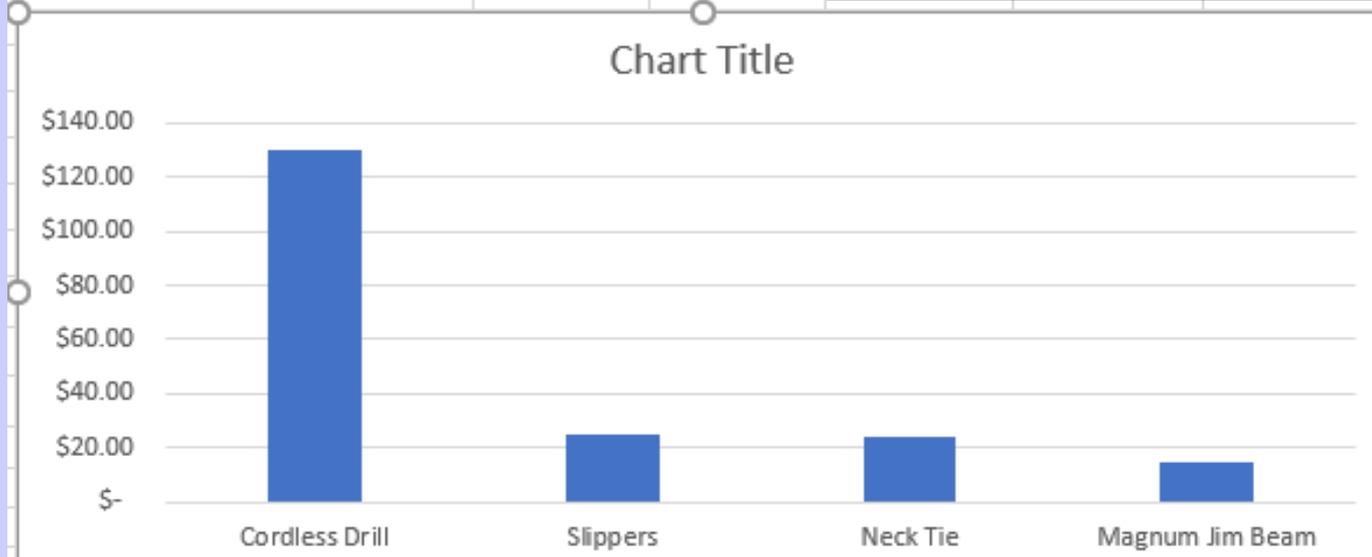


- Select Desired Chart



# Select and Chart

Person / Item	Number	Price	Item Total	Sales Tax	Grand
John:				@ 7.25%	
Cordless Drill	1	\$130.00	\$ 130.00	\$ 9.43	
Slippers	1	\$ 25.00	\$ 25.00	\$ 1.81	
Neck Tie	2	\$ 12.00	\$ 24.00	\$ 1.74	
Magnum Jim Beam	1	\$ 15.00	\$ 15.00	\$ 1.09	
<b>John Total ...</b>			<b>\$ 194.00</b>	<b>\$ 14.07</b>	<b>\$208.07</b>



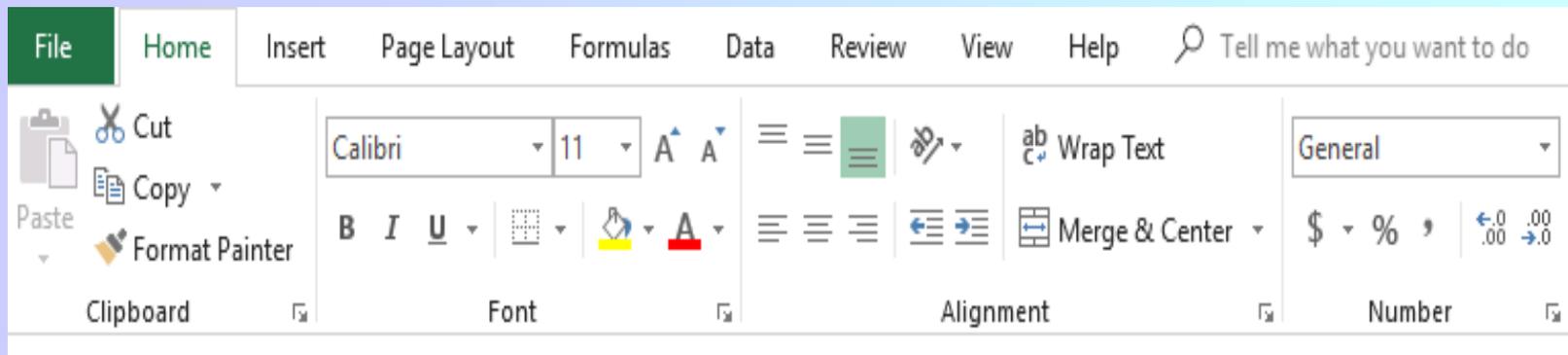
# Commonly Used Functions

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- **Sum(<range>)**
- **Round(<cell>, digits)**
- **Average(<range>)**
- **Min (<range>)**
- **Max(<range>)**
- **Today()**
- **Now()**

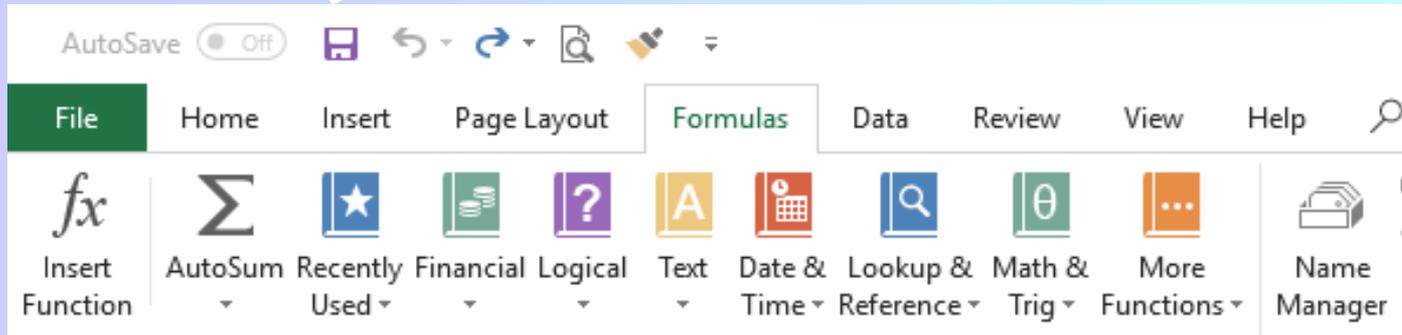
# Toolbar -1

- Home Tab allows you to format Cells



# Toolbar -2

- **Insert Tab allows you to Insert Formulas,**



Item Total	Se
	@
=C11*D11	=F
=C12*D12	=F
=C13*D13	=F
=C14*D14	=F
=SUM(E11:E14)	=S

# Example 1 – Home Purchase

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- **Organized Description of Items, Costs**
- **Subtotals for each major category**
- **Illustrates various formatting options**
- **Useful for tax records (basis)**
- **Useful for tracking later improvements**

## **Example 2 – Retirement Finances**

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- **Couple Evaluating Annuitizing and Moving to an Independent Living Facility**
- **Shows Mix of Income Streams**
- **Shows Draw-down of Interest Earning Account**
- **Factors in Inflation**

## **Example 3 – Contact List**

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- **Uses Excel as a simple database**
- **Name column is a formula**
- **Last Name and First Name columns normally hidden**
- **Demonstration of Sorting**

## Example 4 – Mortgage Paydown

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- **Two Sheets – 1 Variable and 1 Fixed**
- **Typical fixed payment and rate loan**
- **Variable allows for Rate Adjustment**
- **Illustrates Pmt function**
- **7-year table showing payoff  
(including actual payment vs calculated)**

# Other Sample Spreadsheets

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- **Glucose, BP and Other Health Readings**
- **Golf Scores**
- **Automobile Loan**