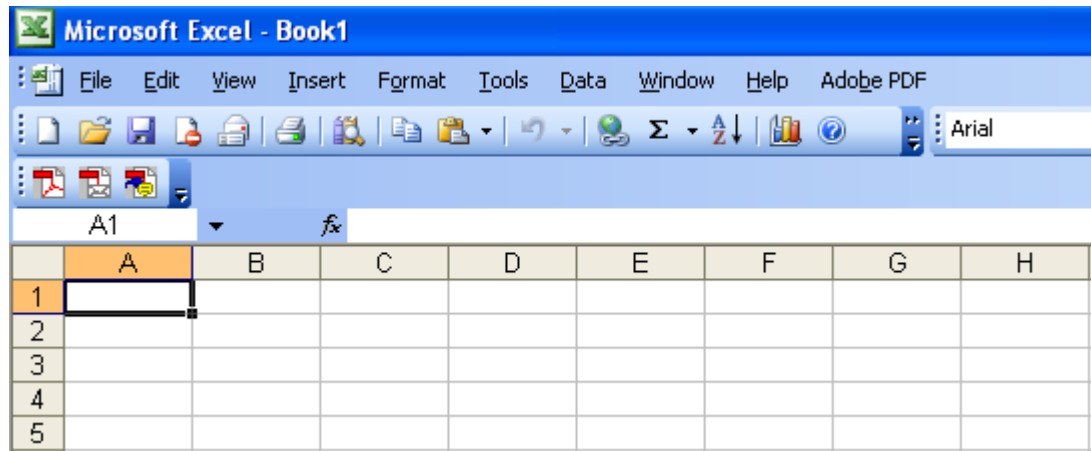


Excel Workshop



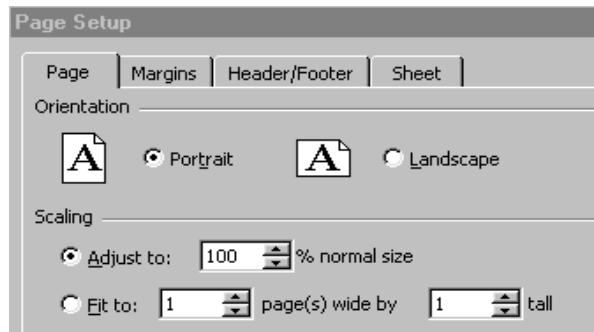
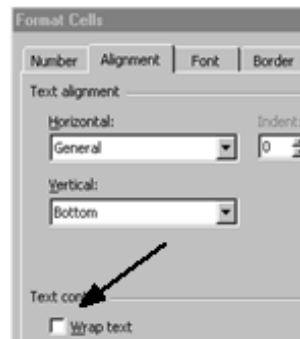
Joan Weeks
SLIS Computer Labs Mgr.
November 2008

Excel Quick Notes

1. It is best to format the worksheets from the start. Just click in the box above the **A** and **1** to select the whole sheet then click between the one and two to space the rows. Do the same between **A** and **B** to space the columns.

	A	B
1		
2		

2. Text will roll over into another cell unless you format the cells. While the whole sheet is selected, click **format** and then select **cells**. Click the **alignment** tab and click in the **wrap text** box.

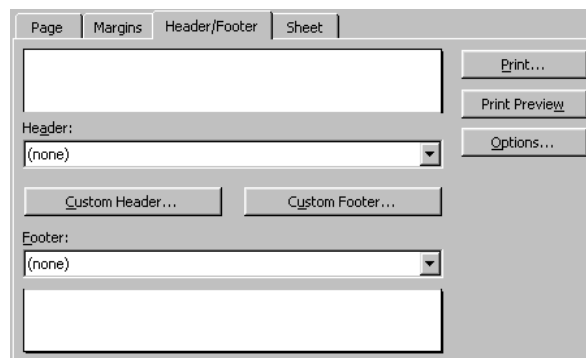


lines delineating the standard 8.5 by 11 sheet of paper. You can adjust your columns to fit.

4. Most of the time you need a header that goes on every sheet you print out so it is best to set this at first and a footer, if desired. To do this, click the **header/footer** tab. You can format the

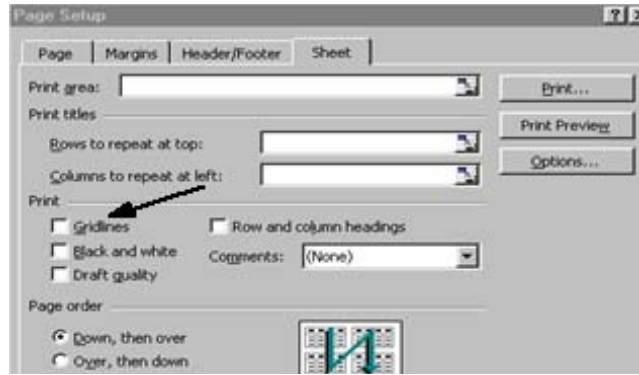
3. To continue the page set up, click on **File** on the menu bar, then select **page setup**.

Click on **Landscape** if the chart will be fairly large, i.e. more than four columns. Next click on **margins** and set those as desired. When you go back to your worksheet, you can see dotted

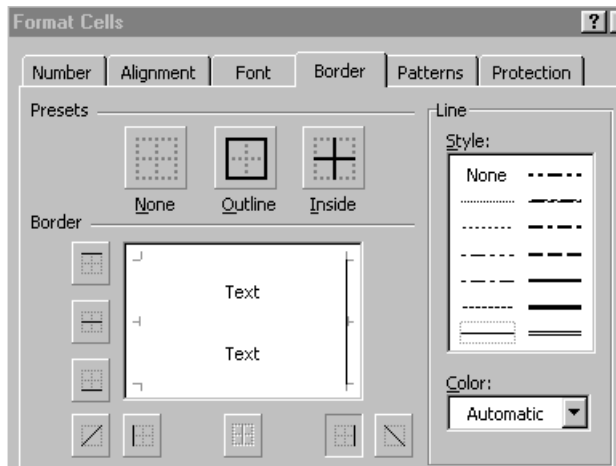


text, font and if desired, set pagination, dates etc. from this view by clicking custom header/footer.

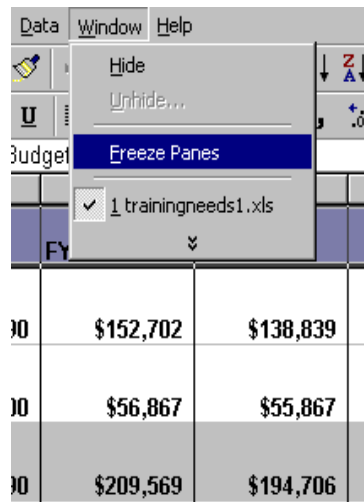
5. Most of the time you need gridlines. To set these, click in the gridlines box.



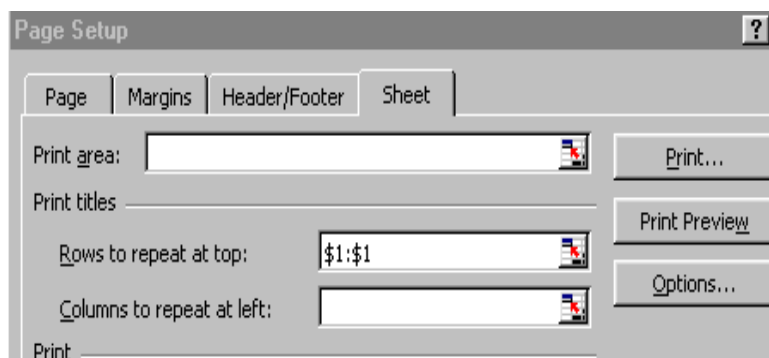
6. If you want darker gridlines between some columns, select the column by clicking at the top of it then go back to format on the menu bar and select cells.



Click on **Border** and then decide which line style you want on the right side then select where it should be positioned, i.e. left side of the column.

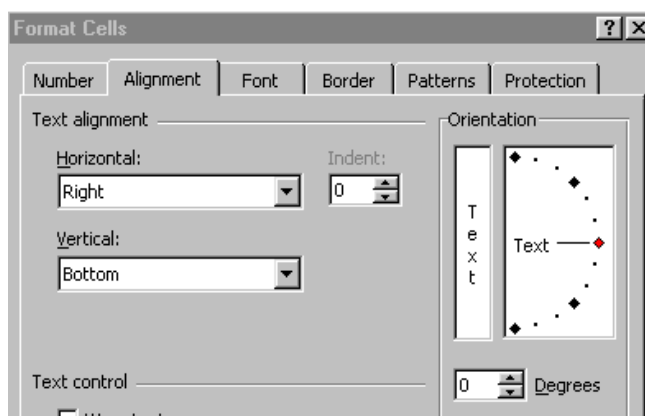
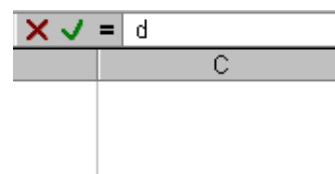


7. It is handy if you put headings each column to have them still show when you are way down on the 30th row for example. You can **freeze** this first row or two by clicking at the beginning of the row you want to freeze, then click Window on the menu bar and selecting **freeze panes**.



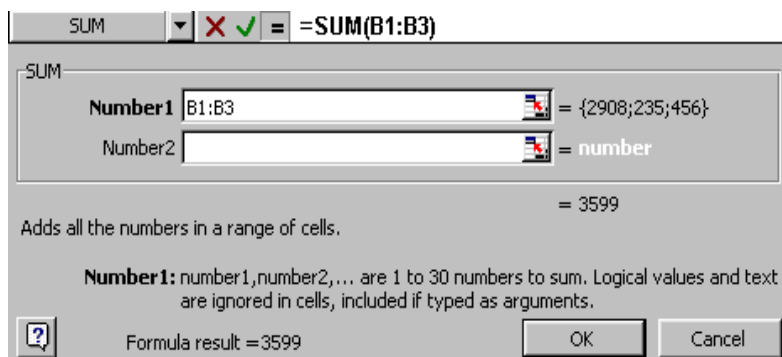
8. If you want your column headings to print on every page, click on file and page setup then click on the sheet tab. In the box rows to repeat at top, type **\$1:\$1**. If you want columns to repeat at the left, then in the columns to repeat type **\$A:\$A** for example.

9. Data entry. A cell must be selected to enter data. Type characters or numbers into the cell or type at the top next to the equal sign.



You can format where the data goes in the cell, i.e. right, top, bottom. You can click at the top of a column to have it apply to the whole column. Click on **format**, then **cells** and click on **alignment** then pick the arrow next to **horizontal** or **vertical**.

If you want to add numbers in a column, you would want horizontal right alignment. The best way is to enter a formula at the end of the column. Just click in the bottom cell in the column, then click on the equal sign in the formula area and then click sum and make sure the correct column and rows are included in the formula.



10. **Save the Workbook.**
To save the workbook,

click on file and save as. Give the workbook a name followed by the .xls extension, i.e. **project.xls**, if you are using MS Excel 2003 or will send it to someone who does. If you are using MS Excel 2007 use the .xlsx extension. You can make additional worksheets in the workbook by clicking at the bottom on the sheet 2 tab. If you need to make more than 3 which is the default, click on insert and worksheet. Clicking on **file, new** will result in a new workbook.



11. **Name the Worksheets.** You can rename the worksheets by right clicking on the tab of the worksheet.

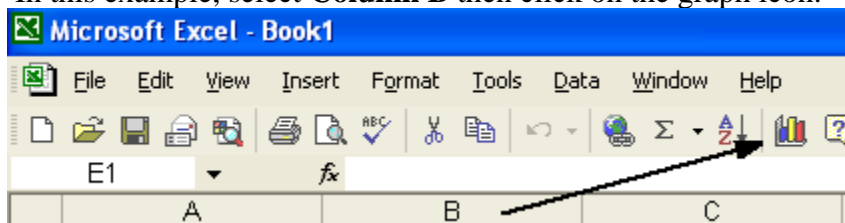
12. **Print the worksheets/workbook.** In Excel, when you go to file, print, it asks what do you want to print. The default is the active worksheet. You can select the whole workbook, a single worksheet or several worksheets or just a selection.

13. Making graphs in Excel.

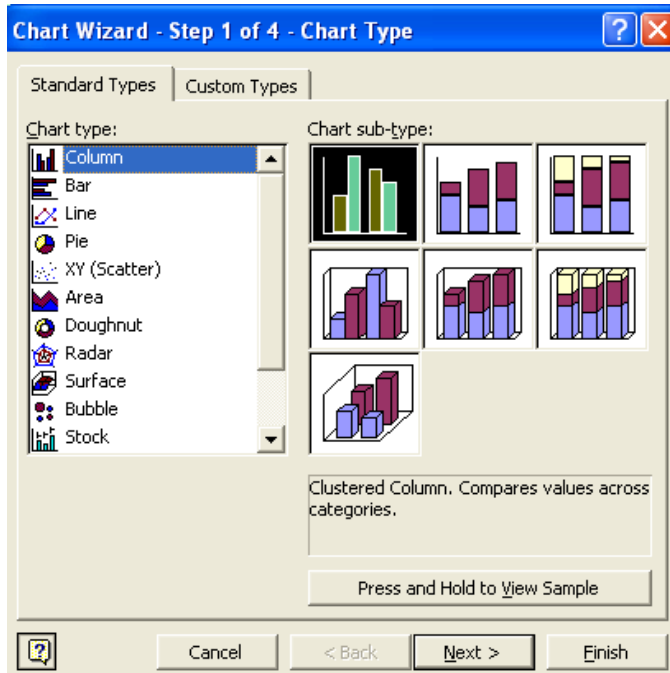
Let's enter data from the recent survey of library science students in a Dr. Hale Memo from Nov.15, 2004. Sixty-six percent of the students take most of their courses on CUA campus, 17 percent on George Mason campus, 5 percent at the Library of Congress site, and 8 percent at the Richmond site. 4 percent are mixed. Enter the numbers in column B in rows2-6.

After you have entered data in a column or row you may want to graph the data for a visual display.

In this example, select **Column B** then click on the graph icon.

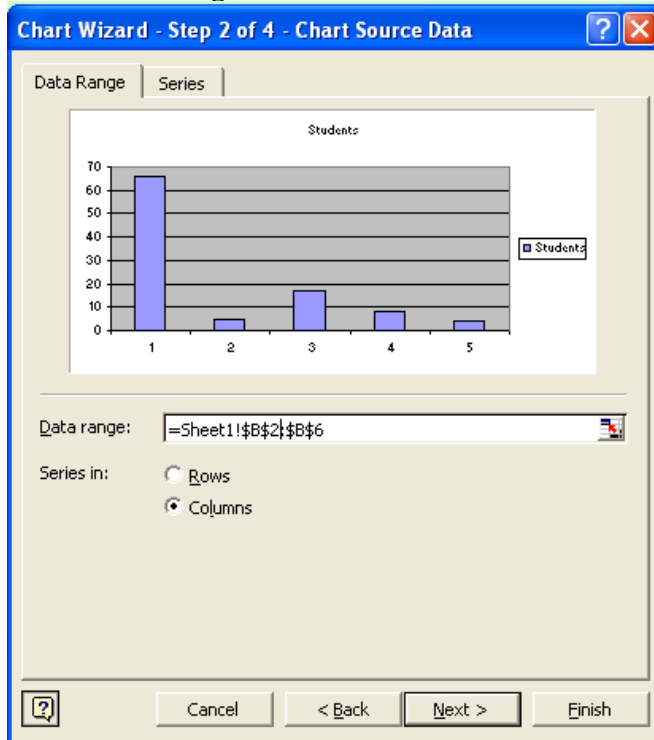


In the window that opens, select the type of graph you want. We will select the column bar graph first.



Click on **Next**>

In the **Data range** select **\$B\$2:\$B\$6** to include **Column B Rows 2 to 6**.

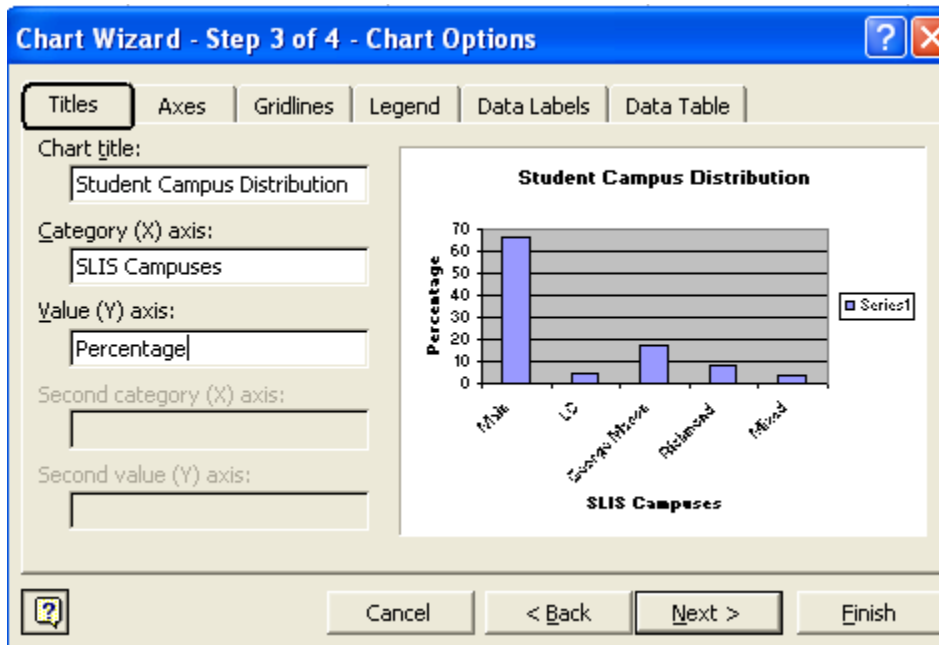


Next click on the **Series** tab. In the Category (x) axis labels: Select the A column Rows 2-6 on the spreadsheet, and Click the box in the tiny window that opens.

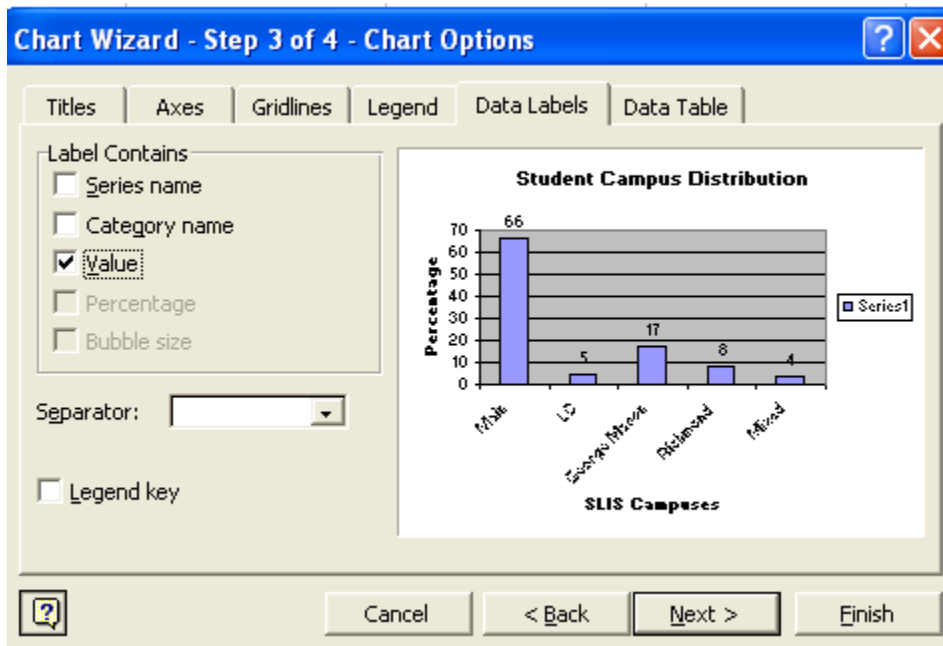
The screenshot shows the 'Source Data' dialog box in Microsoft Excel. The dialog is split into two panes. The left pane, titled 'Source Data - Category (X) axis labels:', contains a text box with the formula '=Sheet1!\$A\$2:\$A\$6'. The right pane, titled 'Source Data', has two tabs: 'Data Range' and 'Series'. The 'Series' tab is active, showing a bar chart with five bars labeled 'Main', 'LC', 'George Mason', 'Richmond', and 'Mixed'. The y-axis ranges from 0 to 70. Below the chart, the 'Series' list contains 'Series1'. The 'Name' field is empty, and the 'Values' field contains '=Sheet1!\$B\$2:\$B\$6'. The 'Category (X) axis labels:' field contains '=Sheet1!\$A\$2:\$A\$6'. At the bottom are buttons for '?', 'Cancel', '< Back', 'Next >', and 'Finish'.

Click on **Next**.

Click on **Titles**. Enter the **Chart title**, **Category X** and **Value Y** axis data.

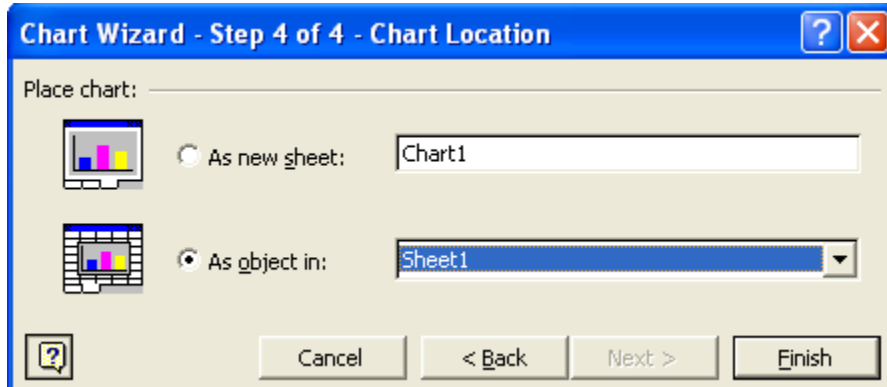


Click on the **Data Labels** tab and check **Value**.

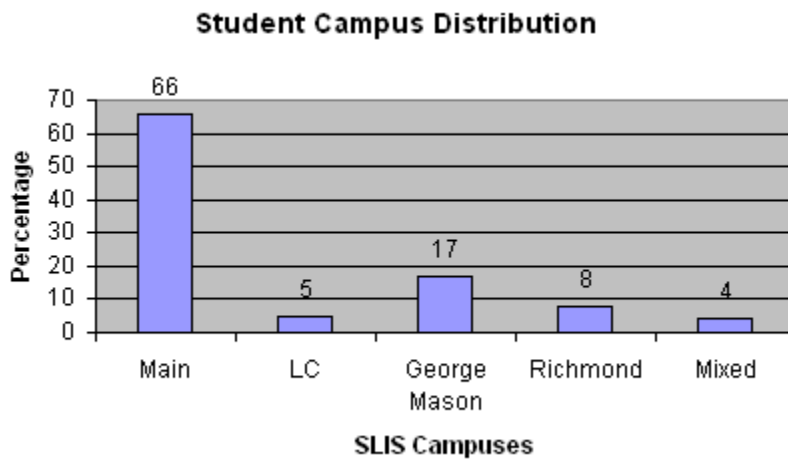


Click on **Next**. You can now put the image on another sheet or as an object in Sheet 1.

Click on **Finish**.



You may now move the chart to where you want it.



You can click on various areas of the chart to format the colors or text.