Excel tasks

1. Open a workbook

Open a blank workbook from the available templates – note that your screen may show something different to that shown below, but the blank workbook should be shown regardless



Save the workbook as Excel Practice File \rightarrow Save As

2. Enter numerical data

Click in the top left hand cell in the worksheet

The highlighted cell has a reference number of A1. A for column and 1 for row. This reference number appears in the drop down box on the right hand side of the screen.

6		י ל	ð - F	F				
F	ïle	Ho	me	Inse	ert	Page	e Layo	out
A 1	L		•	>	ĸ	~	f_{x}	
		A	В		(С		D
1								
2								
3								
4								
5								
6								
7								

When something is entered into this cell, the text also appears in the fx (function) bar

H	5- ∂-	÷								Boo	ok1 - Excel	
File	Home	Insert	Page	Layout	Formulas	Data	Review	View	♀ Tell me	what you wa	int to do	
A1	· · · · ·	\times	\sim .	<i>f</i> _x 10	0							
	AE		с	D	E	F	G	н	I.	J	к	
1	100											
2												
3												

Enter '100' into the A1 cell.

l	≣্চে∗্লু									
F	ile	Ho	me		Inse	ert	I			
A	L		•	:	;	×	~			
		А		В			С			
1	100									
2	100									
3	100									
4	100									
5	100									
6	100									
7	100									
8	100									
9										
10										
11										
12										

To copied or sequential numbers to a column or row hover the cursor over the small green square in the bottom right hand side of the cell. When the cursor turns to a cross (+), left click on the mouse, hold it down and drag down or across as many cells as you want to fill.

	י כ ⊟	C × ₹			
F	ile Ho	ome	Insert	Pa	ge Li
		_			
A1	L	*	\times	~	f _s
	А	В		С	
1	100				
2	100				
3	100				
4	100				
5	100				
6	100				
7	100				_
8	100				
9		<u>□</u> ∓ -			
۲	Copy Cells	5		-	
0	Fill Series				
0	Fill <u>F</u> ormat	tting On	ly		
0	Fill With <u>o</u> u	ut Forma	tting		
0	<u>F</u> lash Fill				
16					
17					
18					

Click on the autofill icon which appears at the right hand bottom corner of the group of cells and select the type of data you want to fill the cells with.

3. Format numerical data

The format of data entered as a number into a cell in excel can be changed.

Highlight a cell or cells, right click on the mouse and select 'format cells'.

In the 'number' tab, click on each of the options, and view the example in the 'sample' box, and the description.

		ð .	÷								
f	File	Home	Ins	ert Pa	ge Layout	Formulas	Data	Review	View	Q	Tell me wi
A	L	Ŧ	:	× v	<i>f</i> _x 10	0					
	Α		В	с	D	E	F	G	н		I
1	10	00								-	
3											
4		-								÷	
F	ormat Cel	ls						?	×		
	Number	Align	ment	Font	Border F	ill Protec	tion				
	<u>C</u> ategory:										
	General Number		^	Sample 100							
_	Accountin	ng		General fo	rmat cells hav	e no specific i	number forr	nat.			
	Time Percentag	je									
-	Fraction Scientific										
-	Text Special									ŀ	
	Custom										
-										F	
:			\sim								
-										ŀ	
-											
:											
							C	Ж	Cancel		

4. Insert a column

To insert a column, click on the letter at the top of the column.

Right click on the mouse and select 'insert' to add a new column to the right of the column.

The data already entered has now moved to column B

5. Enter text data

Text data is entered in the same way as numerical by typing in the cell or function cell.

Text can now be added in column A

Have a go

	רי ⊑ היי	¢- ∓	
F	File Ho	ome Insert	Page
0	9	• : ×	~
	Α	В	С
1	Name	Final Score	
2	Anita	100	
3	Tim	101	
4	Jo	102	
5	Stacey	103	
6	Dave	104	
7	Jen	105	
8	Jon	106	
9	Chris	107	
10	Andrea	107	
11	Michelle	107	
12			
13			

Enter the data as shown into your worksheet.

Add headings to the data – in this example the text data in column B 'Final Score' will become the chart title.

The chart, including the title, can be modified after it is created.

6. Graph data

Graphs are an excellent way to show the relationship between data in a visual way.

Select the text

		- c ² - =								Exe	cel - Excel	
Sa	ile	Home	Insert	Page Layo	ut Formula	s Data	Review	View	♀ Tell me	what you wa	ant to do	
[Piv	🝠 otTable F	Recommende PivotTables	ed Table	Pictures	Online Pictures	Store	ins 👻 🖥	Recommen Charts	ded <mark>∜ ~ 1</mark>	<mark></mark>	PivotChart	3D Map ▼
		Tables		Illu	istrations	Add-	ins		Charts	5	E.	Tours
2	Anita	100										
3	Tim	101										
4	Jo	102										
5	Stacey	103										
6	Dave	104										
7	Jen	105										
8	Jon	106										
9	Chris	107										
10	Andrea	107										
11	Michel	le 107										
12												

On the insert tab, choose the type of chart from the options

	- ک ا									Ехс	el - Excel		
	File H	Home	Insert	Page Layout	Formulas	Data	Review	View Q	Tell me wh	at you wa	nt to do		
[Piv	otTable Re	commend PivotTables	ed Table	Pictures Onli Pictures Onli	■ C> ▼ ■ To	Store	ins 👻 🌃	Recommended Charts	2-D Colu	mn			Line
		Tables		Illustrat	ions	Add-	ins	Citaris					
2	Anita Tim	100	_						3-D Colu	Imn			H
4	Jo	102							lín	ิเลมี	na	hh	
5	Stacey Dave	103 104	_							HD	HD		-
7	Jen	105							2-D Bar				
8	Jon Chris	106											_
9 10	Andrea	107											
11	Michelle	e 107							3-D Bar				
12									÷		Ħ		-
13 14											<u> </u>		-
15									More	e Column	Charts	1	
16													
17 18													

	⊟ 5 -	¢- ≠		Excel - Exce	I		Chart Too	ols				0	
	File H	lome Insert	Page Layout	Formulas	Data Revi	ew View	Design F	ormat	♀ Tell me wh	at you want to	do		
C	hart 2	• : ×	√ f _x										
	Α	В	C D	E	F	G	н	J	к	L	м	N	0
1	Name	Final Score											
2	Anita	100											
3	Tim	101											
4	Jo	102											
5	Stacey	103											
6	Dave	104											
7	Jen	105				0			-0			c	
8	Jon	106				_		Fi	nal Score				+
9	Chris	107				109							
10	Andrea	107				100				_	_		are -
11	Michelle	107				106				_		_	
12						_							T
13						104							
14													,
15						102							
16						100							
17													
18						98		_					
19						_							
20						96							
21						Anit	a iim Jo	Stacey	Dave Jen	Jon Chris	Andrea	iviichelle	
22						~		_	~				
23													
24								_					
25													
be													

When you select a chart, a graph using the data you have highlighted will appear on the worksheet

Choose which elements you want to see on your chart by ticking or unticking options in the pop up box



Click on a chart element to edit it



Have a go:

Create the graph and experiment with the different edit options to see what you can do

Activity:

- 1. Click on Sheet 2 to move to a blank worksheet
- 2. Enter the series of numbers in the table below into column A from cell A2 down
- 3. Save the worksheet (file save).

15	
64	
78	
85	
89	
4	
87	
9	

- 4. Add a column of text to the right your choice of context.
- 5. Make sure you add suitable headings in cell A1 and B1
- 6. Create and edit a chart.