

Introduction to Excel

Notes for Class Instruction

- **Key Features**
 - Cells and explain grid layout
 - Sheets
 - Typing in cells
 - Selecting, moving, dragging formulas
 - Insert or delete rows and columns
 - Resizing Columns

- **Play for a few minutes on own to explore**

- **Make a Simple Data Table – Shopping Spree**
 - Use a dummy item to set up table
 - Show formatting to currency with two decimal places and percentage
 - Formula for calculating tax =D6*\$E\$3 (use \$ to lock cell reference)
 - Formula for subtotals =D6+E6
 - Drag for 10 rows.
 - Formula for sum =sum(F6:F15)
 - Assignment:
 - Browse at least three different web sites such as Amazon, Staples, and Best Buy
 - Find 10 different items you want to buy.
 - No gift cards.
 - No single item can be more than \$300.
 - No more than 4 items from the same web site
 - Goal: Spend a total of \$1000.00. Get as close as you can without going over.
 - Finish in 15-20 minutes. (This is timed...like a race...Shopping Spree!!)

Shopping Spree					
AbbyBrown					
				7.75%	
	Item	Store	Price	Tax	Item Total
1	Shirt		\$10.00	\$0.78	\$10.78
2	Pants		\$30.00	\$2.33	\$32.33
3				\$0.00	\$0.00
4				\$0.00	\$0.00
5				\$0.00	\$0.00
6				\$0.00	\$0.00
7				\$0.00	\$0.00
8				\$0.00	\$0.00
9				\$0.00	\$0.00
10				\$0.00	\$0.00
				Total	\$43.10

- **Manipulating Data with Sort**
 - Select Shopping Spree data (Item through last item total)
 - Choose: Data >> Sort... Select use of “Header Row”
 - Alphabetically by item
 - Alphabetically by store
 - By Price

- **Bar Graph Price Data**
 - Select the column Items and the column for Price (use Ctrl to select)
 - Insert >> Chart... and select Next for the Column Bar chart
 - Select “Next” again to get to “Step 3 of 4”
 - Go through the tabs and make desired changes (such as title and removing legend)
 - Step 4: As object in Sheet1
 - Move and resize graph to fit under the data
 - Select the graph and double-click parts to edit colors, borders, etc.

- **Printing**
 - Select the area you want to print. Include the data and the chart.
 - File >> Print ... and choose “Selection”
 - Use “Preview” before printing to make sure it will fit on one page.
 - Print:

- **More Play**
 - Make up some data of your own.
 - Experiment with the different styles of charts.

- **Illustrating Data Assignment**
 - Go to:
<http://mathforum.org/workshops/sum96/data.collections/datalibrary/data.set6.html>
 - Choose a data set that sounds interesting to you. Pick something different than your neighbor. Copy-and-paste the data into a fresh Excel spreadsheet.
 - Experiment with charts.
 - Make two different types of charts that use the data. You may use only a part of the data if that helps.
 - Copy-and-paste your charts into a new worksheet.
 - Write a couple sentences explaining something you see in the data using each chart.
 - Type your name at the top of the worksheet and print.