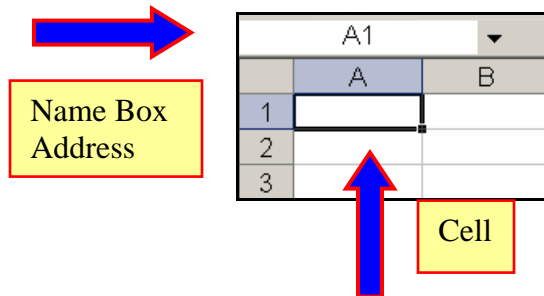


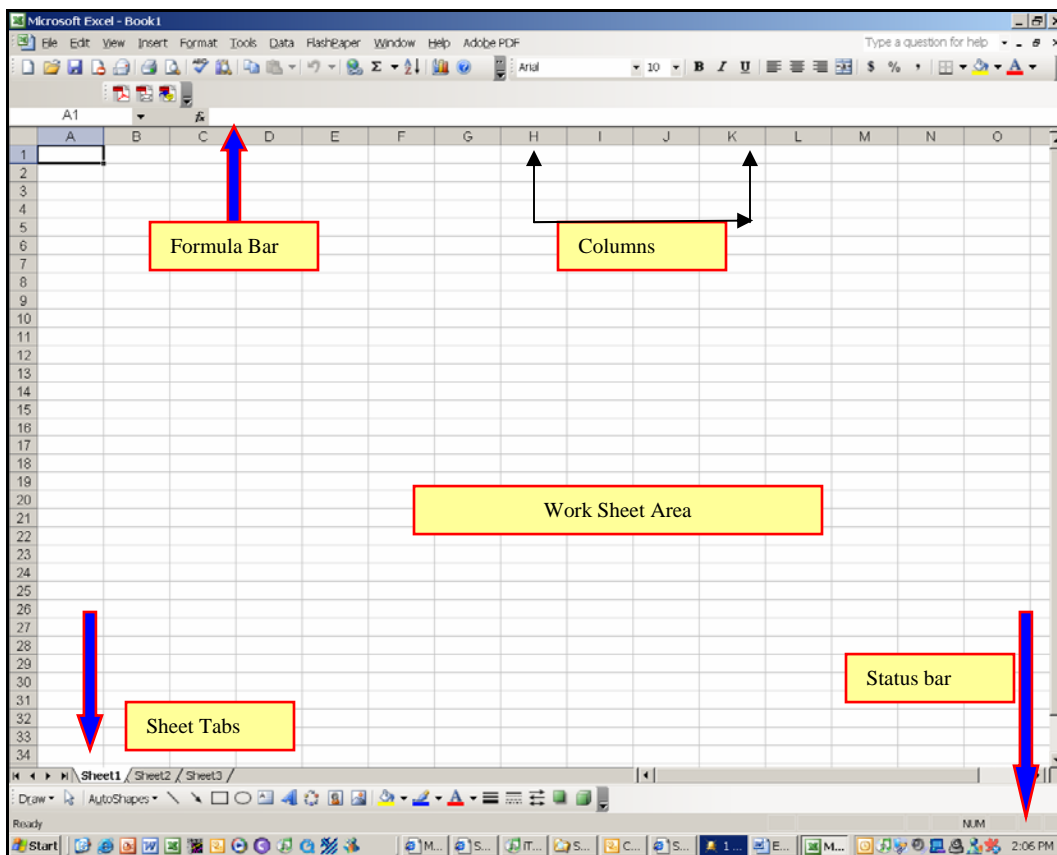
Excel Basics

Entering Data in Excel and Filtering Data

Excel is a spreadsheet program where there are rows and columns. The intersection of a row and column is called a Cell. When you select a cell, the address of the cell or range of cells is displayed in the name box.



The files you create in Excel are called Worksheets. This is the place where you enter data. The anatomy of the worksheet is as follows:

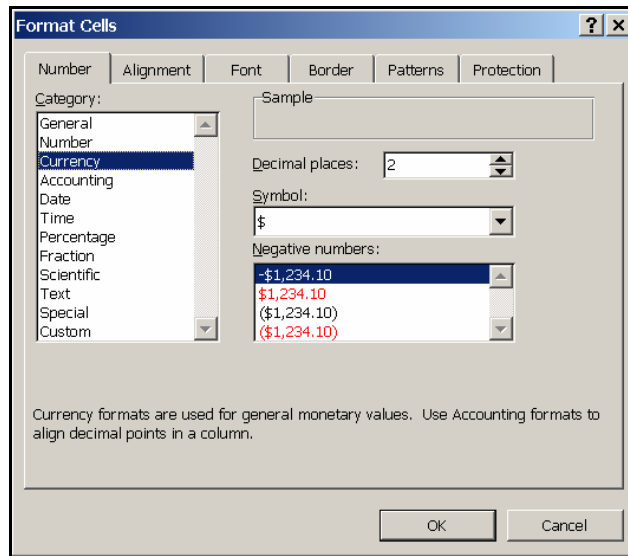


Excel Basics

Entering Data in Excel and Filtering Data

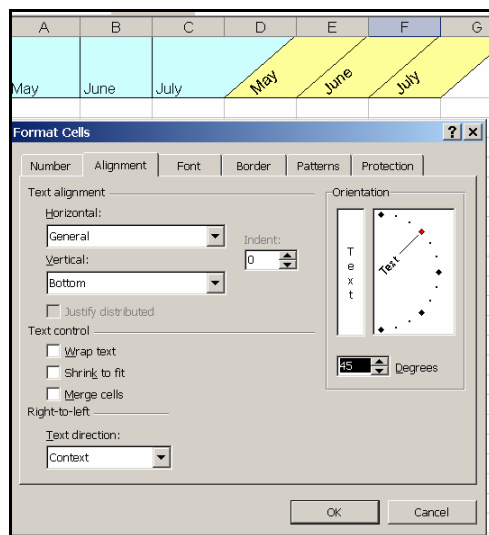
The worksheets are laid out like grids with rows and columns. The columns are labeled alphabetically and the rows are numeric.

When you enter data in a cell, you can control the whether or not it is numeric, a date, time, currency etc. If you are working with currency, then in order to make all data entered in currency format, select the columns and then go to format, cells and select currency.



This will change an entry of 12 in the cell to \$12.00

The format cells option is where you can change the appearance, Alignment, font, color etc.

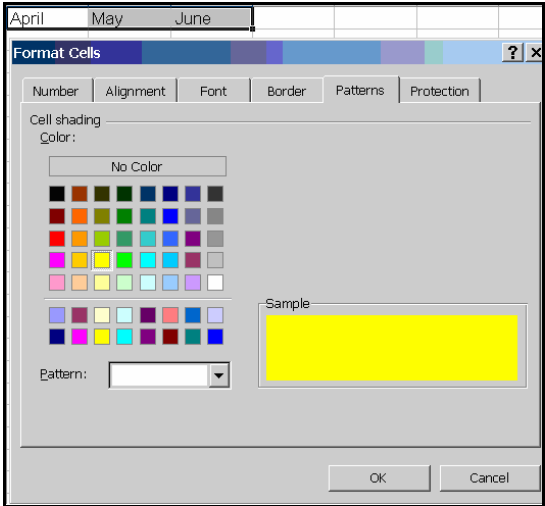


In the example shown you can see that columns E,F,G have had their alignment modified 45 degrees

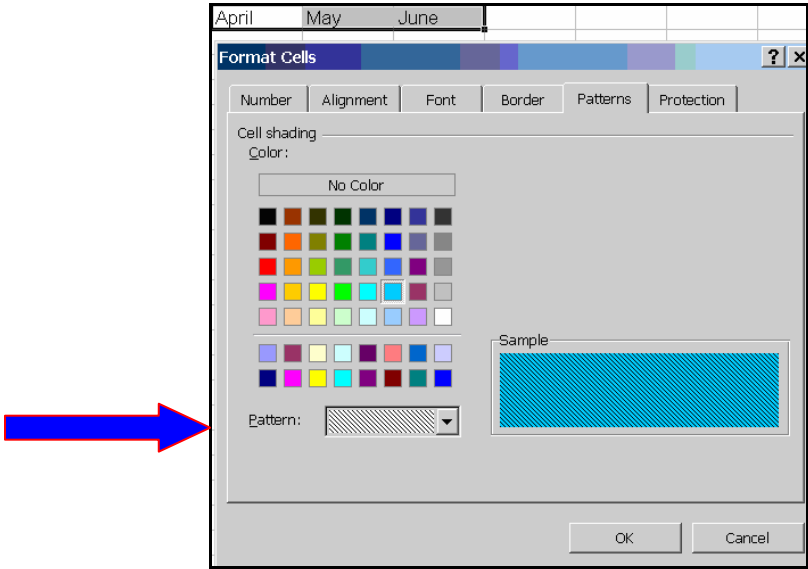
Excel Basics

Entering Data in Excel and Filtering Data

To Change the color of the cell, you select the tab Patterns. You can select a color and also a pattern.



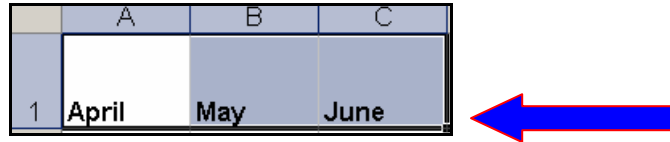
See the pattern selection below



Excel Basics

Entering Data in Excel and Filtering Data

Now that you have learned how to change the physical characteristics of a cell, you can begin entering the data. Excel has a feature called autofill that enables you to automate your data entry.

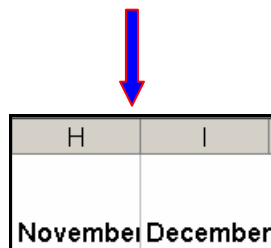


In the lower right corner of the June Cell, there is a small square. This is called the fill handle. When you drag the handle across adjacent cells it will auto populate the remaining months.

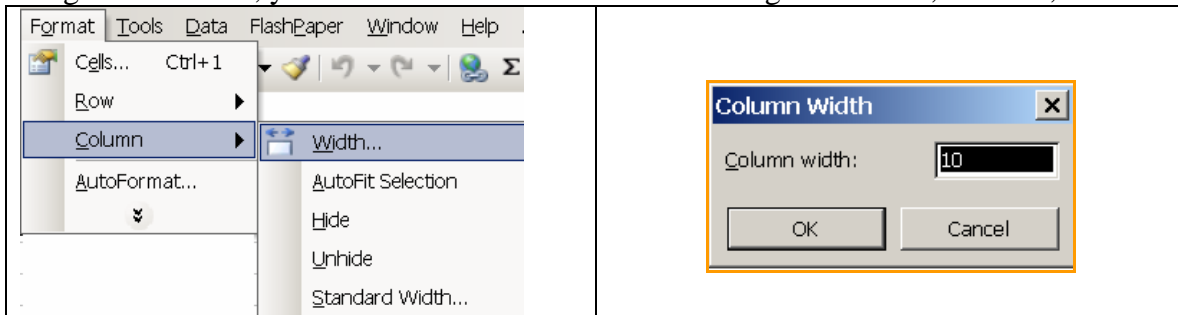
Put the cursor over the fill handle and it will turn to a plus sign, left click and pull along the adjacent cells. The remaining months will be filled in.



Notice that because the cell width is the same for each month, in some cases the month does not fit in. You can fix this easily by placing the cursor in between the letter column heads and double clicking. This will auto adjust the column width. The problem is however that the widths will vary. May will be narrow and December will be wide.



To get around this, you can select all of the cells and then go to Format, Column, Width



Test and Enter a column width that will work for all of the cells to be uniform.

Now enter Data into the spreadsheet as show below:

Jan Mastrangelo
Application Specialist 1

Excel Basics

Entering Data in Excel and Filtering Data

	A	B	C	D	E	F	G	H	I	J
1		April	May	June	July	August	September	October	November	December
2	Sales									
3	John	100	250	399	312	212	275	345	367	468
4	Jim	398	457	245	564	345	457	342	678	126
5	Jan	35	345	243	675	341	600	478	230	125
6	Jen	212	275	345	367	468	398	457	245	564

With Excel, you want to be able to add columns quickly and print out a stylish sheet for presentations.

By utilizing the Auto sum function, you can accomplish that quite easily.



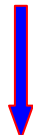
A	B	C	D
	April	May	June
Sales			
John	100	250	399
Jim	398	457	245
Jan	35	345	243
Jen	212	275	345
	745		
	=SUM(B7)		

SUM(number1, [number2], ...)

Select the cell beneath the last amount entered

Hit the Auto sum then enter

AutoSum



Function area

Excel Basics

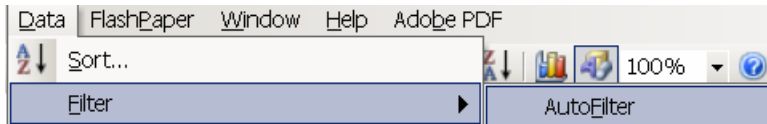
Entering Data in Excel and Filtering Data

B7		fx =SUM(B3:B6)	
	A	B	C
1		April	May
2	Sales		
3	John	100	250
4	Jim	398	457
5	Jan	35	345
6	Jen	212	275
7		745	

The range of the cells is noted in the fx area

The sum of the April column adds up to 745

Now that you have entered data, how about trying to filter the data. To filter the data, you have to highlight all of the column headings. The select Data, Filter, AutoFilter



April	May	June	July
100	250	399	312
398	457	245	564
35	345	243	675
212	275	345	367

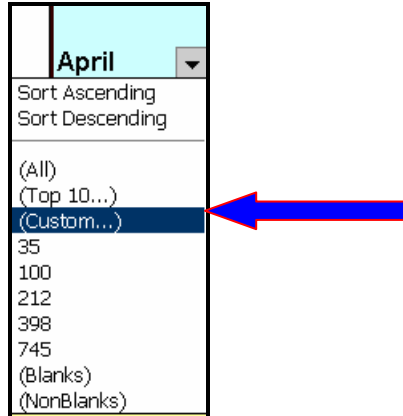
Drop downs will appear for you to filter the data.

April	May	June	July
100	250	399	312
398	457	245	564
35	345	243	675
212	275	345	367

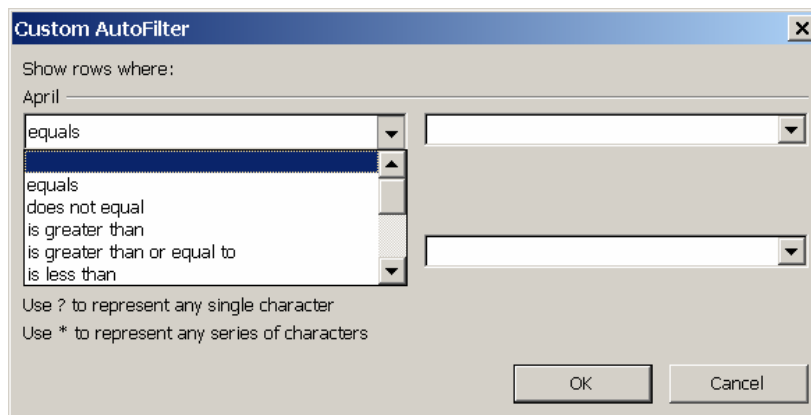
Select the custom option in filtering and it will generate a menu to design your own unique filter.

Excel Basics

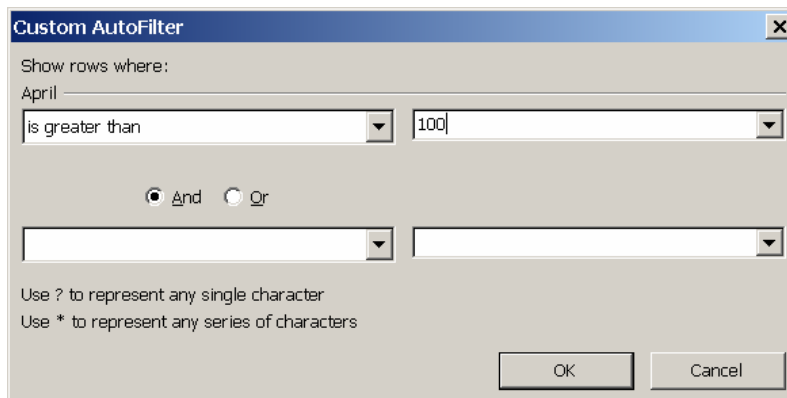
Entering Data in Excel and Filtering Data



You may select an option where you want to know all Sales Greater than 100





Select “is greater than” on the left and 100 on the right.



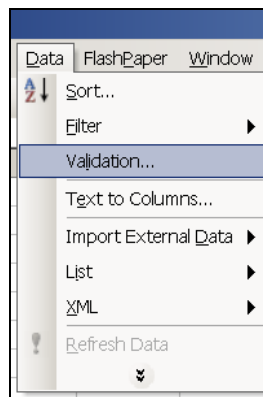
Excel Basics

Entering Data in Excel and Filtering Data

The result of the filter will be:

Before Filter	After Filter	Summary
		Notice that the filter of Greater than 100 has eliminated 100 and 35

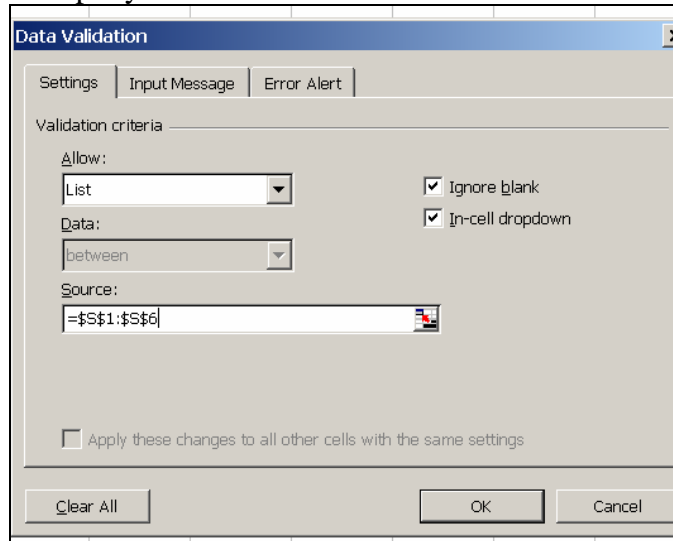
Creating your own drop down from a list. This is one of my favorite tricks. If you want to have a list to choose from when entering data, put the listed items in a column that is out of view. Example column "s". Click and highlight the cells you would like to have a list option. Go to Data Validation.



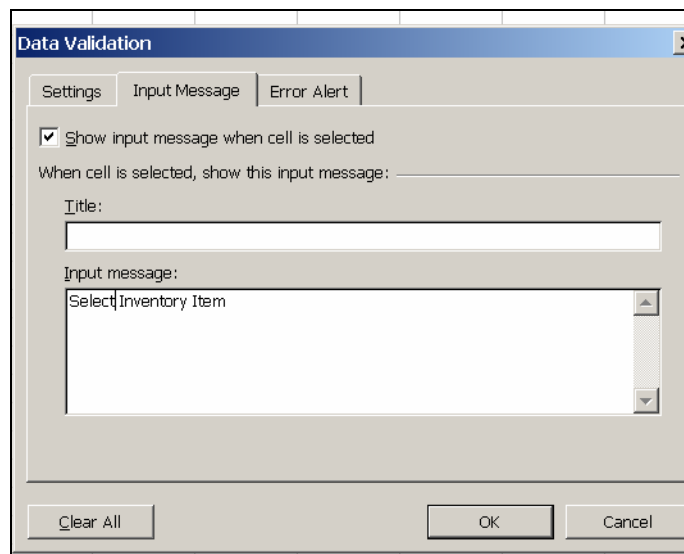
Excel Basics

Entering Data in Excel and Filtering Data

The below box will appear: Select List and put the cursor in the Source area. Highlight the list where you have put your data in column “s”.



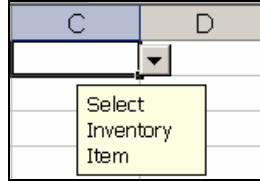
You can also modify the Input Message.



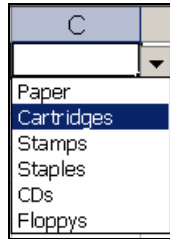
Now when you select the 1st cell in column “c”, the input message “Select Inventory Item” will appear.

Excel Basics

Entering Data in Excel and Filtering Data



When you hit the arrow, your list will populate and you can just select an item.



Thanks for participating in the course.

User Services

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