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2: Epub Master Visually Excel

Master Visually Microsoft Office Excel "One picture is worth a thousand words." If you prefer instructions that show you how rather than tell you why, then this.

Ideas may occur to you after you sketch the layout of your worksheet. After you are finished jotting down the column headings and the row headings, you might think of another column or row that you did not include. If you are working with pencil and paper, restructuring the layout of a worksheet can be tedious and time-consuming. With Excel, you can easily insert columns and rows and move information from one location to another. You can use the program to create worksheets, databases, and charts. Without a doubt, you could perform the following functions manually, but you can use Excel to make them easier. You could create worksheets on ledger paper and use a calculator, or draw charts on graph paper, but Excel makes these tasks and others related to managing CO PY RI Calculate Numbers Think about the tasks involved in managing your checkbook register. You subtract the amount of each check written and add the deposits to the running balance. You then use your bank statement to balance your checkbook, and it is not at all uncommon to find math errors in your checkbook. So, you must then recalculate the numbers in your checkbook register and jot down the new answers. If you set up an Excel workbook for the same tasks, you can use formulas that subtract checks and add deposits. You enter the formulas only once and simply supply the amounts of your checks and deposits, much as you record them in your checkbook register. When you change the numbers in the 4 Organize, Sort, and Filter Lists You can create tables to organize your data in lists. For example, you can create inventory lists, employee lists, customer lists, student grade lists, and sales records. In Excel, you can add, delete, sort, search, and display records in the list as often as required to maintain the list. You can sort data on the worksheet alphabetically and numerically in ascending or descending order. For example, you can sort sales records in chronological order by dates. You can also use the AutoFilter feature to quickly find information that meets a specific criterion or to find the top or bottom ten values in the list without sorting. Getting Started with Excel Make Editing Changes To correct a mistake on ledger paper, you have to use an eraser, or you have to reconstruct the entire worksheet. With Excel, you can overwrite data in any cell in your worksheet. You can also delete data quickly, in one cell or a group of cells. And, when you accidentally make mistakes that overwrite original data while using Excel, you do not have to retype or reconstruct information. Instead, you can just restore the data using the Undo button. Check Spelling No more manually proofreading your work. In addition, before you print, you can run a spell check to search for misspellings. If you are a poor typist, this feature enables you to concentrate on calculating your numbers while Excel catches spelling errors. You can experiment with the settings until the worksheet appears the way that you want it; then you can print it. You can boldface, italicize, and underline data, and change fonts and font sizes. Excel also lets you shade cells, add borders, and apply styles to improve the appearance of a worksheet. PART I View Data When working with a large worksheet on ledger paper, such as a financial statement, you might have to use a ruler to compare figures on a far portion of the worksheet. You might even find yourself folding the ledger paper to bring the columns you want to compare close together. In Excel, you can split the worksheet into two or four panes to view distant figures side by side. You can also temporarily hide intermediary columns so that distant figures appear right next to each other as you work. You also can add headers and footers and adjust page breaks before you print. Chart Numeric Data Numbers form the foundation of charts. Manually creating charts is time-consuming and takes some artistic skill. In Excel, creating charts is quick and easy. You can track the sales trends of several products with a chart. Make Formatting Changes Excel easily enables you to align data in cells; center column headings across columns; adjust column width; and display numbers with dollar 5 Start and Close Excel Y ou can start the Excel program using the Windows Start menu. When you open the Start menu, a search field appears at the bottom and the All Programs choice appears immediately above the search field. Once you select All Programs, Windows displays folders that contain the programs installed on your computer. The shortcut to start Excel appears in the Microsoft Office folder. After you select Excel from the Microsoft Office folder several times, it will appear on the Start menu in the list of recently opened files. You

can select Microsoft Office Excel from that list to open the program. If you use Excel regularly, you may want to pin Excel to the Start menu or create a desktop shortcut for it so that you can open it more quickly. You can close Excel using a command on the Office menu, or you can use the Close button in the upper-right corner of the Excel window. Excel behaves differently, depending on the method you choose to close the program, the number of workbooks you have open, and whether you have made changes to any of the open workbooks. The Start menu appears. The cell pointer appears as you move the mouse over cells in the worksheet. You use the cell pointer to select cells. See Chapter 4 for details on selecting cells. Excel closes all open workbooks. If you have not made any changes to the workbook, Excel closes without prompting you to take any further action. However, if you have made changes to an open workbook, Excel prompts you to save the workbook. After you respond to the prompt, Excel closes, regardless of whether you save the workbook. Can I click the X in the upper-right corner to close Excel? Yes, but, if you have more than one workbook open, Excel closes only the active workbook, instead of the program. You must click the X in the upper-right corner of each open workbook. When you click the X while viewing the last open workbook, both the workbook and the program close. Before Excel closes any workbook you have changed, Excel prompts you to save the workbook. What happens if I pin Excel to the Start menu? Excel always appears on the left side of the Start menu, above the list of recently opened files. Right-click the Excel icon and click Pin to Start Menu. How do I create a desktop shortcut. By default, contains buttons that enable you to save, undo your last action, and redo your last action. You can also add buttons to this toolbar; see Chapter 30 for details. The Status Bar also contains View buttons that you can use to switch views, and a Zoom control to help you zoom in or zoom out. See Chapter 8 for more information on views and zooming. Made up of three parts, the Formula Bar contains the Name box, buttons that pertain to entering data, and the contents of the currently selected cell. F Worksheet Area The place where you enter information into Excel, divided into rows and columns. G Worksheet Tabs Tabs that identify the worksheet on which you are currently working. You can switch worksheets by clicking a worksheet tab. Presented below are a series of terms you need to know as you work with Excel. Workbook A workbook is a file in which you store your data. Think of a workbook as a three-ring binder. Each workbook contains at least one worksheet, and a new workbook contains three worksheets, named Sheet1, Sheet2, and Sheet3. People use worksheets to organize, manage, and consolidate data. You can have as many worksheets in a workbook as the memory on your computer permits. Worksheet A worksheet is a grid of columns and rows. Each Excel workbook contains 1,048,576 rows and 16,384 columns. Each column is labeled using a letter of the alphabet; the column following column Z is column AA, followed by AB, and so on. The last column in any worksheet is column XFD. Each row is labeled using a number, starting with row 1 and ending with row 1,048,576. Cell A cell is the intersection of a row and a column. Each cell in a worksheet has a unique name called a cell address. For example, the cell at the intersection of column A and row 8 is called cell A8, and A8 is its cell address. Cell Pointer The cell pointer appears as you move the mouse over cells in the worksheet. You use the cell pointer to select cells in the worksheet. Currently Selected Cell You click a cell to select it. Excel identifies the currently selected cell, also called the active cell, by surrounding it with a bold, black box containing a small, black square in the lower-right corner. That small, black square is called the Fill handle; you can read more about the Fill handle in Chapter 10. Range The term range refers to a group of cells. A range can be any rectangular set of cells. To identify a range, you use a combination of two cell addresses: For example, the range A2:D10. Formula Bar The Formula Bar is made up of three parts. At the left edge of the Formula Bar, the Name box displays the location of the currently selected cell. The Cell Contents area appears on the right side of the Formula Bar and displays the information stored in the currently selected cell. If the active cell contains a very long entry, you can use the expand/collapse button at the right edge of the Cell Contents area to expand the size of the Cell Contents area vertically.

3: Master Visually: Excel by Elaine Marmel

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4: Wiley Master VISUALLY Excel | www.enganchecubano.com

Master Visually has 4 ratings and 0 reviews. If you prefer instructions that show you how rather than tell you why, then this visual reference is for you.

5: Microsoft Office Specialist (MOS) Master | Microsoft

Elaine spends most of her time writing; she has authored and co-authored over 50 books about Microsoft Project, Microsoft Excel, QuickBooks, Peachtree, Quicken for Windows, Quicken for DOS, Microsoft Word for Windows, Microsoft Word for the Mac, Windows 98, for Windows, and Lotus Notes.

6: Master Microsoft Excel Macros and Excel VBA | Udemy

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If you prefer instructions that show you how rather than tell you why, then this visual reference is for www.enganchecubano.comds of succinctly captioned, step-by-step screen shots reveal how to accomplish more than Excel tasks, including creating letters with Mail Merge, assigning formats to cells, editing multiple worksheets at once, and summarizing with PivotTables and PivotCharts.

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