

# SPREADSHEET (EXCEL) PART (2)



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## Excel function

### ➤ Enter a formula with a function

1. Select the cell where the answer will appear.
2. Type the equals sign (=), then enter the function name (SUM, for example).
3. Enter the cells for the argument inside the parentheses.
4. Press Enter, and the result will appear.

Or

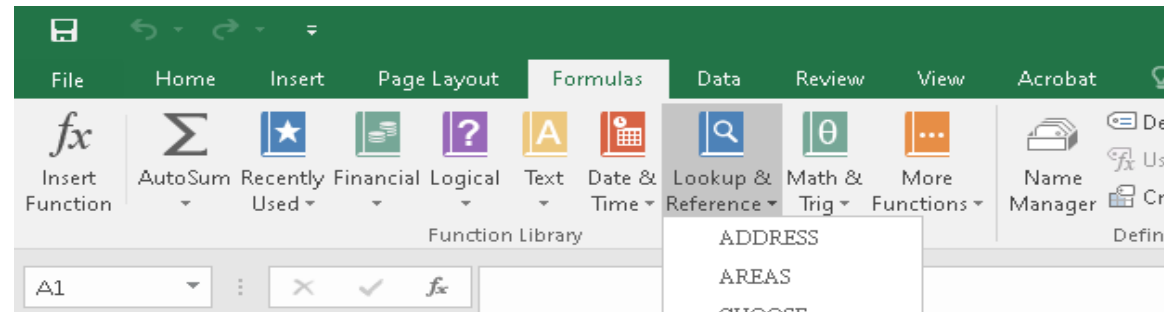
1. From the **Formulas tab**, Click the **Insert Function**.
2. Select the function you want to use and click OK. The Function Arguments dialog box appears.
3. Enter the function arguments and click OK. The result of the formula appears in the cell.



# Excel

## ► To insert a function from the Function Library

1. Select the cell where the answer will appear.
2. Click the Formulas tab.
3. From the Function Library group, select the function category you want (choose Date & Time, for example).

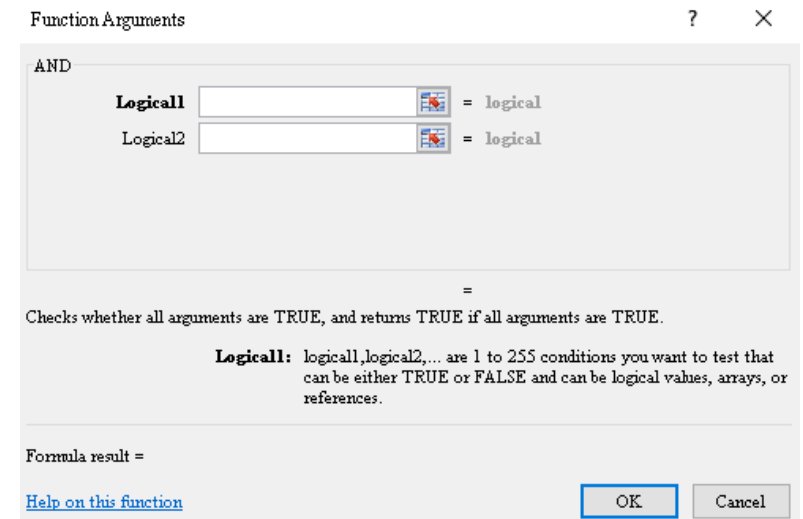
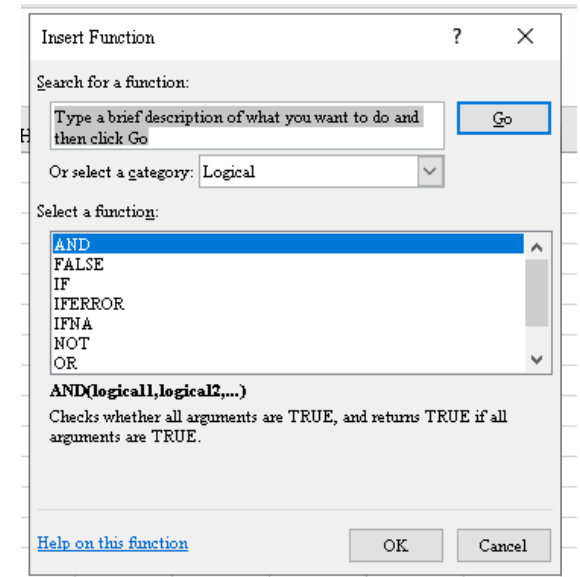


4. The Function Arguments dialog box will appear. enter or select the cell(s) you want.
5. Click OK, and the result will appear.

# Insert Function

## ➤ Using the Insert Function command

1. Select the cell where the answer will appear.
2. From the Formulas tab, select the Insert Function command.
3. The Insert Function dialog box will appear. Type a description of the function or select a category, select function, then click OK.
4. The Function Arguments dialog box will appear. then enter or select the cell(s) you want.



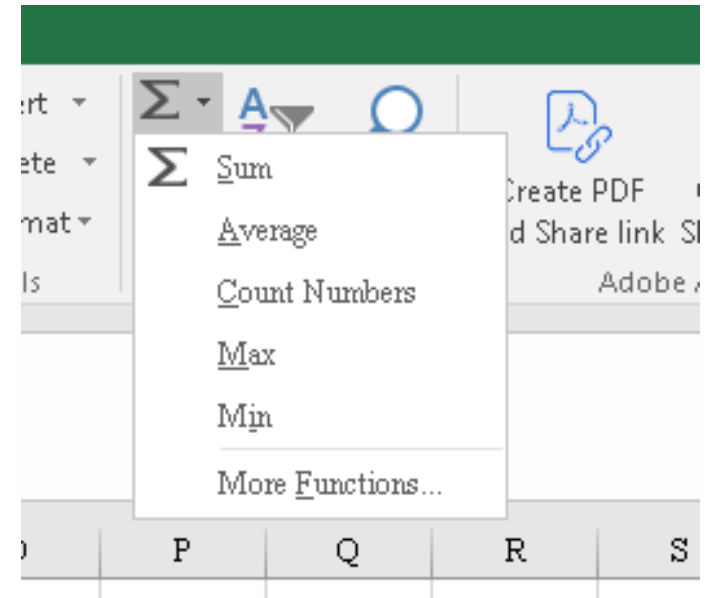
# AutoSum

## ► Using AutoSum to select common functions

1. Select the cell where the answer will appear.
2. Click the Home tab, Editing group.
3. Click the AutoSum and select the function you want.

Or from the Formulas tab, Function Library group, click the AutoSum .

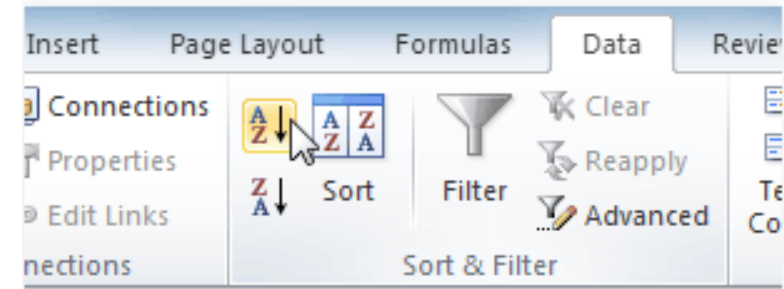
4. A formula will appear in the selected cell.
5. Press Enter, and the result will appear.



# Sort

## ► To Sort in alphabetical or numerical order

1. Select a cell in the column you want to sort by.
2. From the Data tab, select the Sort and Filter group.



Or select the Home tab, Editing group, Sort and Filter.

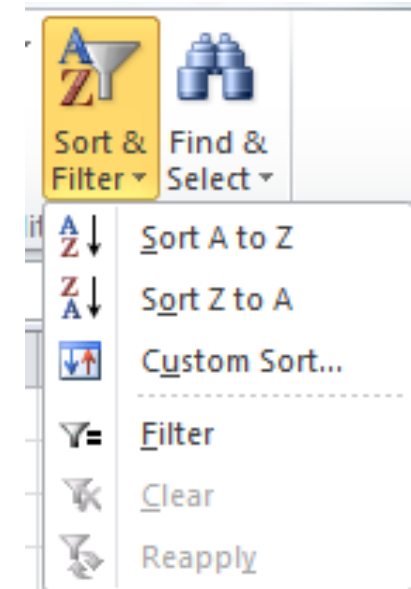
Select the ascending command to Sort A to Z

or the descending command to Sort Z to A

( to sort in alphabetical order).

Sort Smallest to Largest or the Largest to Smallest

(to sort in numerical order).

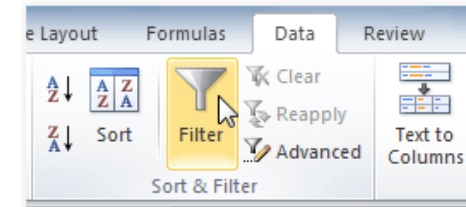


# Excel

## ➤ To Filter Data

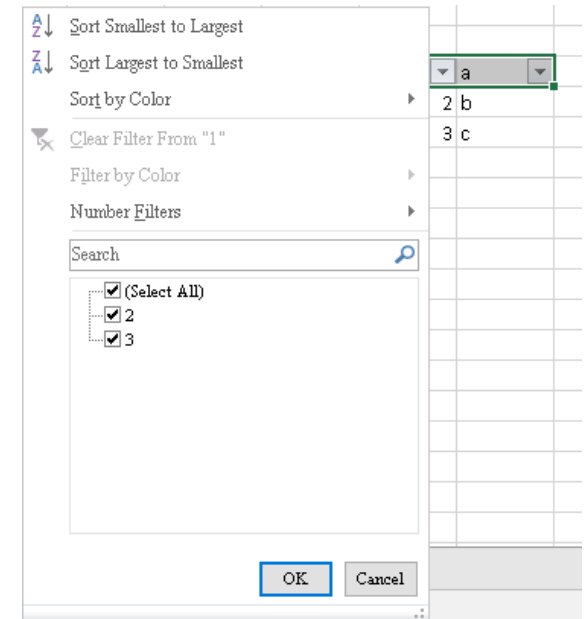
1. Place a cursor on the Header Row.
2. From the Data tab, select the Sort & Filter group.
3. Click the Filter command.

	A	B	C	D
1	Equipment Log — Ragnar Technologies Inc.			
2	ID #	Type	Equipment Detail	Checked Out
3	1011	Laptop	10" Saris Netbook Pro	04-Oct-10
4	1012	Laptop	10" Saris Netbook Pro	29-Sep-10
5	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-10
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-10
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-10



## ➤ Or select the **Home tab, Editing, Sort and Filter, Filter.**

1. Click the drop-down arrow for the column you want to filter.
2. the Filter menu appears.
3. Uncheck the boxes next to the data you don't want to view, or uncheck the box next to Select All to quickly uncheck all, click OK.



# Excel Filter

## ➤ To clear a filter

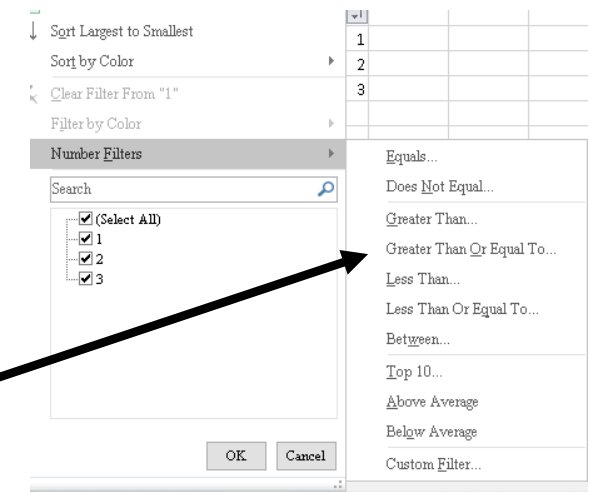
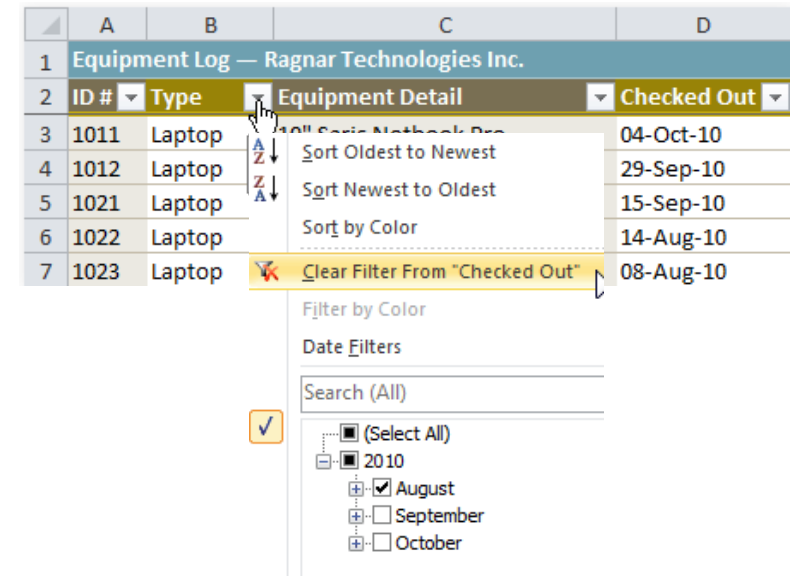
1. Click the drop-down arrow in the column from which you want to clear the filter.
2. Choose Clear Filter From.

## ➤ To Filter numbered data

1. Place a cursor on the Header Row.
2. From the **Data** tab, select the **Sort & Filter**.
3. Click the **Filter** command.

**Or** select the **Home** tab, **Sort and Filter**, **Filter**.

1. Click the drop-down arrow for the column want to filter.
2. Choose Number Filters to open the filtering menu.
3. Choose a filter (equals, greater than, less than,...).



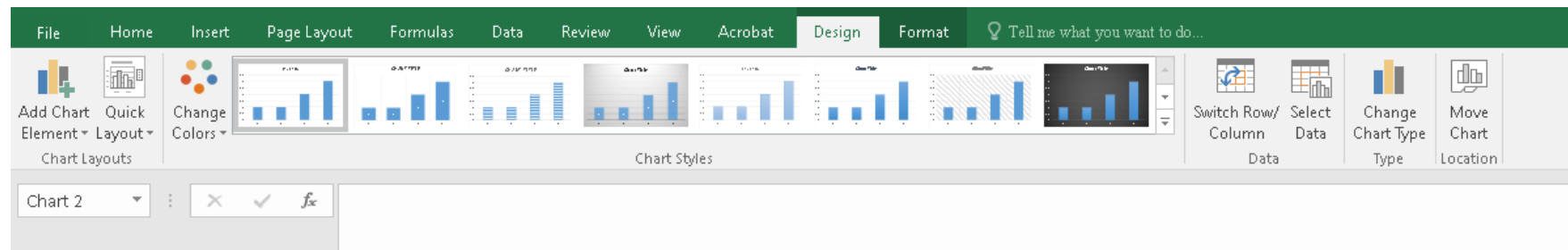
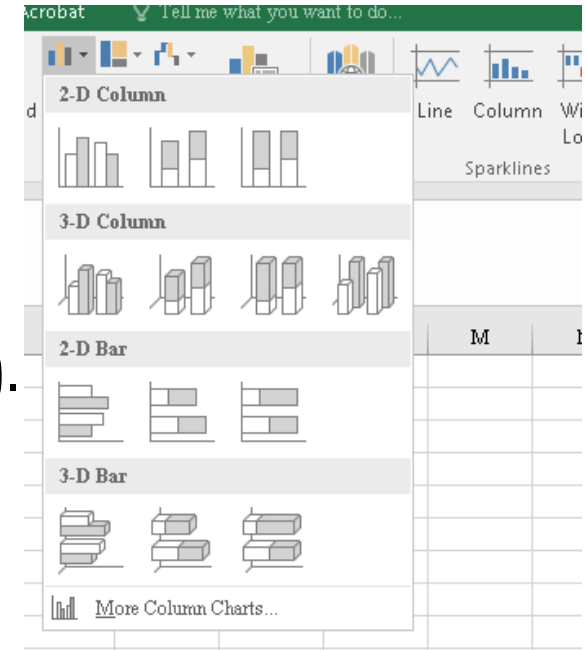
# Excel chart

## ➤ To create a chart

1. Select the cells you want to chart.
2. Click the **Insert tab, Charts group**, select the desired chart category (Column, for example).
3. Select the desired chart type from menu.
4. The chart will appear in the worksheet.

## ➤ Chart tools

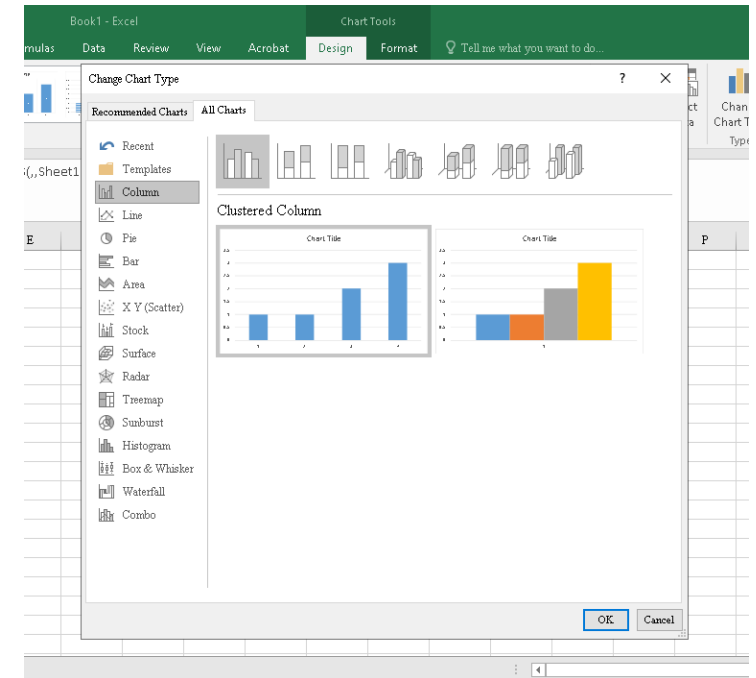
When insert a chart, a set of chart tools arranged into three tabs will appear on the Ribbon. **These are only visible when the chart is selected.** You can use these three tabs to modify your chart.



# Excel

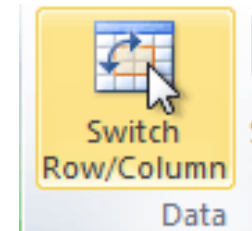
## ➤ To change chart type

1. From the Design tab, click the Change Chart Type command. A dialog box appears.
2. Select the desired chart type, then click OK



## ➤ To switch row and column data:

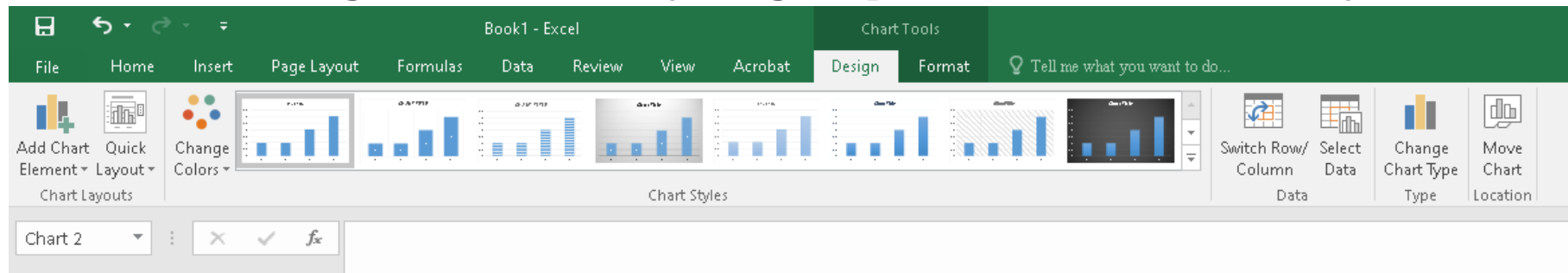
1. Select the chart.
2. From the Design tab, select the Switch Row/Column command.



# Excel chart

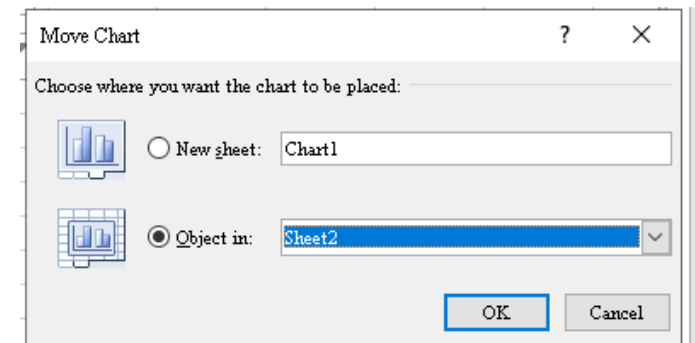
## ➤ To change chart style

Select the Design tab, Chart Styles group, select the desired style.



## ➤ To move the chart to a different worksheet:

1. From the Design tab, Click the Move Chart command.
2. A dialog box appears. Select the desired location for the chart Select **New Sheet** and name it, Or selecting **Object in** for different worksheet).
3. Click OK, The chart will appear in the new location.





Thank  
You

FOR  
LISTENING