

**17th Annual KSGFOA
Fall Professional
Conference**

**Intermediate Excel
Training**

Wednesday Oct. 12

1:30-4:30 p.m.

Preconference Session

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 - e. Passwords
 - f. Active range of worksheet
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 - i. ~ (tilde) character
 - j. \ in cell
 - k. Control + Enter
 - l. Ctrl ; - Enter the date/time
 - m. Ctrl ' – Repeat the contents of the cell above
 - n. Selecting Ranges - Click/Shift Click, etc
 - o. Ranges - Naming, Goto, Formulas
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1. General Tips and Tricks and Odd Things in Excel
 - a. Pointing at cells when building formulas
-Absolutely never type cell addresses in formulas!!!

- b. Bump tricks/Custom Lists



- c. Can't insert rows
 - d. Moving around the sheet/file

K16		fx						
	A	B	C	D	E	F	G	H
1	Division 1							
2		JAN	FEB	MAR	APR	MAY	JUN	TOTALS
3	Insurance	3,590	4,939	6,289	7,639	85,041	8,403	115,901
4	Wages	12,758	14,884	14,271	19,740	18,226	21,714	101,593
5	Supplies	3,121	4,295	5,469	6,642	7,816	7,307	34,650
6	Legal	3,605	4,961	6,316	7,672	9,028	8,439	40,021
7	Office	3,708	0	5,273	6,447	8,403	7,091	30,922
8	Utilities	3,590	4,939	6,289	7,639	85,041	8,403	115,901
9	Other	<u>12,758</u>	<u>14,884</u>	<u>14,271</u>	<u>19,740</u>	<u>18,226</u>	<u>21,714</u>	<u>101,593</u>
10	Total	43,129	456	58,179	75,519	231,782	83,071	492,135
11								

- e. Active range of worksheet
 - f. How many cells in a sheet?
 - g. Passwords – on files or sheets

- h. Gridlines – on screen or on reports or both

- i. ~ (tilde) character – view formulas

- j. \ in cell – fills the cell with stuff (dumb but useful)

- k. Control + Enter – Store the same thing in a lot of cells

- l. Ctrl ; - Enter the date/time

- m. Ctrl ' (apostrophe) – Repeat the contents of the cell above

- n. Selecting Ranges - Click/Shift Click, Double Click, etc.

- o. Ranges - Naming, Goto, Formulas

- p. Function Keys - F2 - Edit and F4 – Repeat Command or Absolute

2. Dates and Time

- a. Date/Time mathematics

3. Favorite Functions

- a. Round function

=ROUND(WHAT DO YOU WANT ROUNDED, HOW MANY DECIMALS)

- b. If function

=IF(LOGICAL TEST, TRUE DISPLAY, FALSE DISPLAY)

- c. Lookup functions

=VLOOKUP(WHAT TO LOOK UP, WHERE TO LOOK, WHAT COLUMN NO.,TRUE/FALSE)

=HLOOKUP(WHAT TO LOOK UP, WHERE TO LOOK, WHAT COLUMN NO.,TRUE/FALSE)

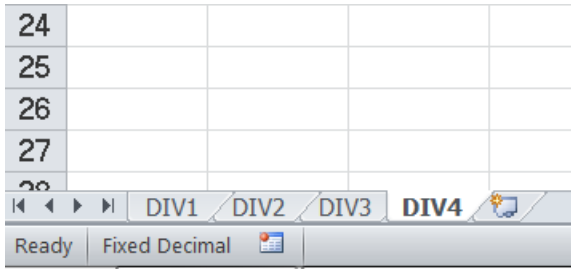
	A	B	C	D	E	F	G	H
1	SS No							
2								
3	F Name							
4	L Name							
5								
6								
7								
8	SS No.	Name	Dept.		Salary	City	State	Zip
9	555-34-5678	Bob	Jones	1	10,026	ANAHEIM	CA	92802
10	555-34-5679	Mary	Fleetwoo	2	-33,037	KANSAS C	MO	64141
11	555-34-5680	Ralph	Wetzel	3	16,841	ANAHEIM	CA	92802
12	555-34-5681	Ashley	Smith	4	23,248	ANAHEIM	CA	92802
13	555-34-5682	Linda	Johnson	5	33,211	FULLERTO	CA	92808

- d. Sum function - Autosum icon

=SUM(RANGE)

4. Grouping Worksheets

- a. Group mode



5. File Options

- a. Options menu
- b. Move cursor after enter
- c. How many decimals would you like?
- d. Precision as displayed

6. Manipulating Text

- a. Concatenation – adding pieces of text with the &

	A	B	C
1			
2			
3	<u>First Name</u>	<u>Last Name</u>	<u>Full Name</u>
4	Bob	Jones	=A4&B4
5	Mary	Fleetwoo	
6	Ralph	Wetzel	
7	Ashley	Smith	

b. Importing Text Files

c. Data – Text to Columns

7. Paste Special Tricks

a. Freezing formulas

b. Paste special menu

8. Search and Replace

a. The power of the replace command

9. Formatting

a. Comma format with underline, currency with doubleunderline

	A	B	C	D	E	F	G	H
1			Division 1					
2		JAN	FEB	MAR	APR	MAY	JUN	TOTALS
3	Insurance	\$ 3,590	\$ 4,939	\$ 6,289	\$ 7,639	\$ 85,041	\$ 8,403	\$ 115,901
4	Wages	12,758	14,884	14,271	19,740	18,226	21,714	101,593
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10	Total	<u>\$ 43,129</u>	<u>\$ 48,902</u>	<u>\$ 58,179</u>	<u>\$ 75,519</u>	<u>\$ 231,782</u>	<u>\$ 83,071</u>	<u>\$ 540,581</u>

b. Merge cells/merge and center icon

	A	B	C	D	E	F	G	H
1	Division 1							
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3	Insurance	\$ 3,590	\$ 4,939	\$ 6,289	\$ 7,639	\$ 85,041	\$ 8,403	\$ 115,901
4	Wages	12,758	14,884	14,271	19,740	18,226	21,714	101,593

c. Format painter icon



d. Conditional formatting

10. Printing

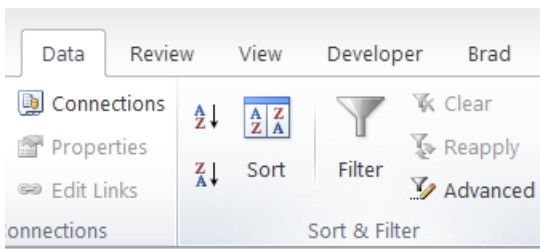
a. Print range

b. Printing - Ranges, Files, Titles, Headings

11. Data in Excel

a. Data validation

b. Filter, Basic and Advanced



12. 3-D formulas

- a. The wonders and dangers of 3-D formulas

13. Macros – Time permitting we will cover basic recorded macros.

