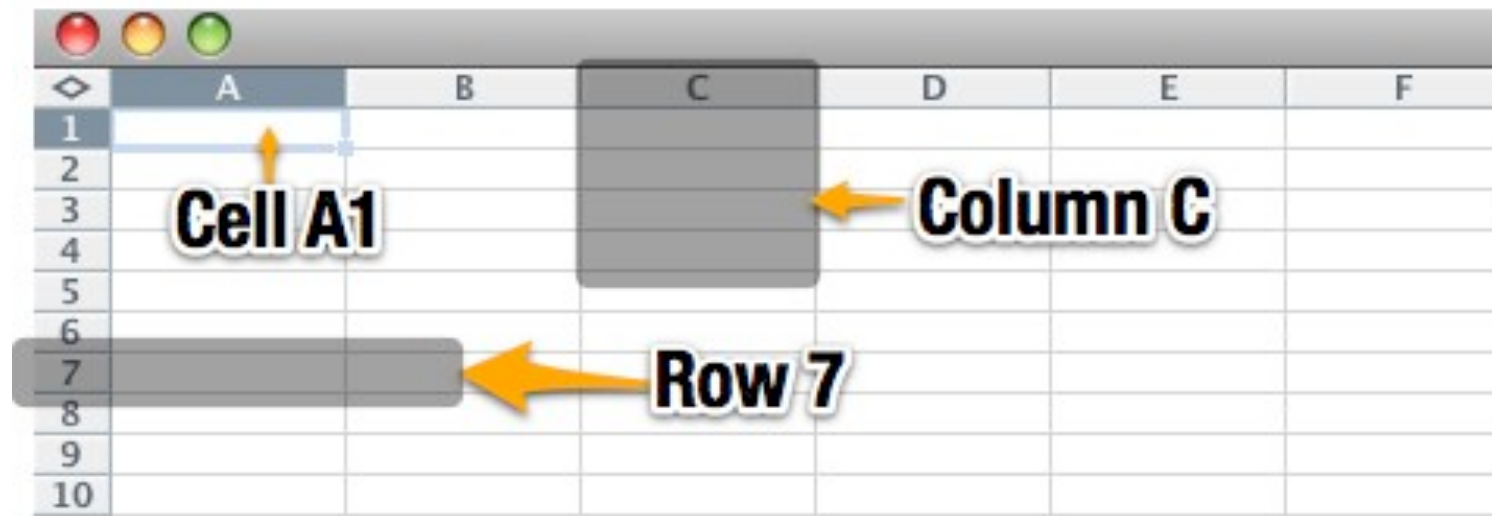


Microsoft Excel in 10 Minutes

<http://cogniview.com>

Anatomy of a Spreadsheet

- Spreadsheets are tables made up of rows and columns of boxes called “cells”.



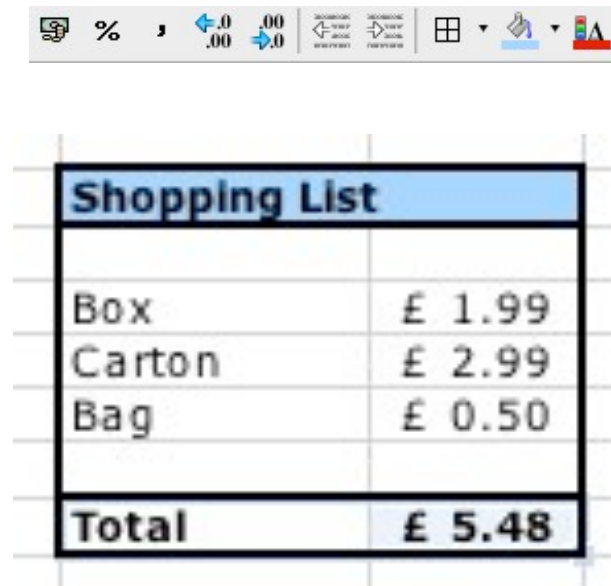
Working With Spreadsheets

- Spreadsheets can contain words, numbers, mathematical formulas and pictures.
- You can move around the spreadsheet and select the cell you want to work in using the cursor keys, page up/down or by clicking.

	A	B	C	D	E	F
1						
2						
3						
4	Answer to life the universe and everything				42	
5						
6			=5+5			
7						
8						
9						
10						

Spreadsheet Formatting

- Columns and Rows can be stretched manually using the mouse or automatically to accommodate their contents.
- Contents of cells can be set to specific formats, such as currency or date.
- Lines and background colors can be used to aid legibility.

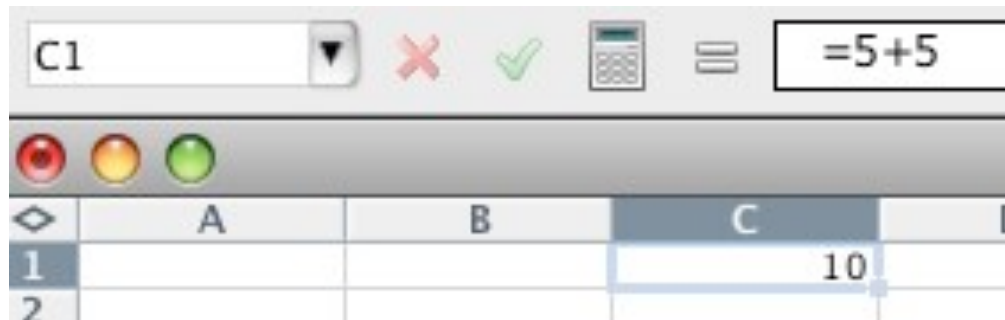


The image shows a screenshot of a spreadsheet application. At the top, there is a toolbar with various icons for formatting, including a currency symbol, percentage, comma, and arrows for increasing/decreasing values. Below the toolbar is a table with a blue header row and a bolded total row.

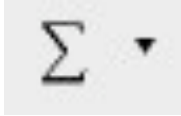
Shopping List	
Box	£ 1.99
Carton	£ 2.99
Bag	£ 0.50
Total	£ 5.48

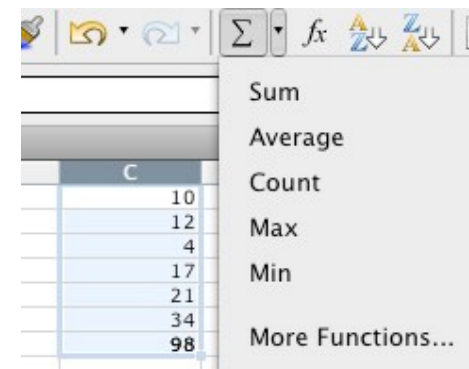
Calculating with Formulas

- Tell Excel you are entering a formula by starting with an equals sign (=).
- A simple formula might be =5+5.
- After you press “enter” the result is displayed in the cell rather than the formula.



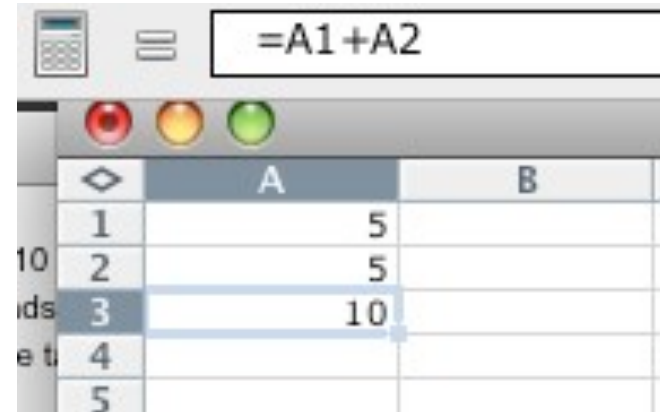
Automatic Calculations

- If you have a set of numbers and you want the total or average, you can get the answer automatically using the “Sum” button. 
- Highlight your numbers and select the result you want from the dropdown.
- The answer will be placed in the next blank cell



Referencing Cells

- A powerful ability of spreadsheets is to reference the contents of a cell in your formula.
- Most simple would be `=A1+A2` which would add whatever is in cell A1 to the contents of A2 and return the result.



The image shows a screenshot of a spreadsheet application window. The formula bar at the top displays the formula `=A1+A2`. Below the formula bar, the spreadsheet grid is visible. The columns are labeled 'A' and 'B'. The rows are numbered 1 through 5. Cell A1 contains the value 5, cell A2 contains the value 5, and cell A3 contains the result 10. The formula bar and the spreadsheet grid are the primary visual elements.

	A	B
1	5	
2	5	
3	10	
4		
5		

Formulas and Functions

- More complex calculations can be performed using “functions”.
- For example, to get the total for a set of numbers from C5 to C7 you could use the SUM() function
`=SUM(C5:C7)`

Calculate a Discount

- Enter a number in cell B5 to represent the retail price.
- Next, enter a percentage for the discount in the next cell, C5, eg. 10%
- In the third cell along, D5, enter the following

$$=B5-(B5*C5)$$

Retail Price	Discount	Sale Price
\$ 100.00	10%	\$ 90.00

- This will multiply the retail price (B5) by the discount (C5), then take the result away from the retail price (B5) and reveal the result in cell D5.

What If?

- Once a spreadsheet is set up you can alter the numbers to instantly see how the results change.
- This is useful for working out “What If” scenarios.

Retail Price	Discount	Sale Price
\$ 100.00	10%	\$ 90.00
Retail Price	Discount	Sale Price
\$ 100.00	25%	\$ 75.00
Retail Price	Discount	Sale Price
\$ 90.00	25%	\$ 67.50