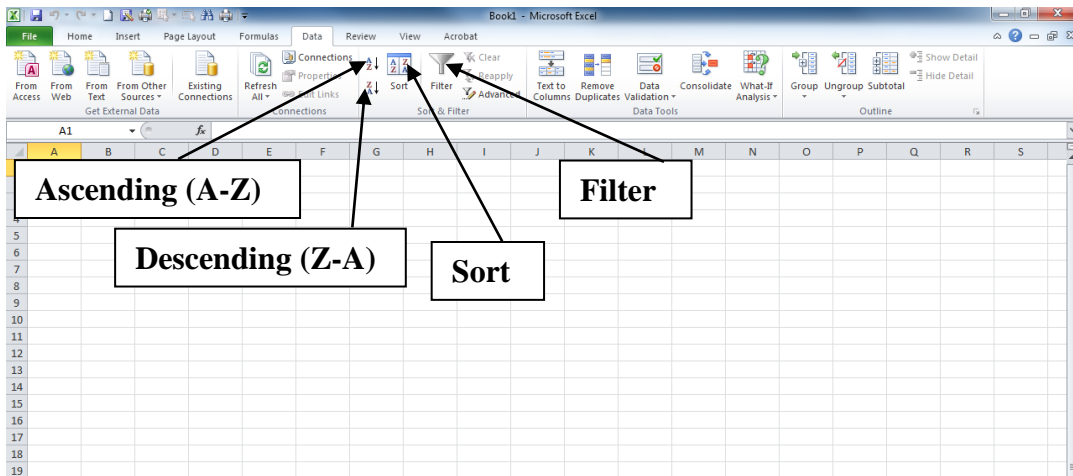


Intermediate Excel Quick Reference Guide

(please see Excel for Beginners Quick Reference Guide for Home Screen Shot)



Relative & Absolute Referencing:

Relative Referencing: When you copy a formula to another cell, Excel automatically adjusts the cell reference to refer to different cells relative to the position of the formula

Absolute Referencing: Sometimes you do not want the formula to adjust. You want to copy the exact formula. To apply Absolute Referencing in a Formula: position your cursor at the location in the formula bar where the formula exists > Reposition the cursor if necessary > Press the F4 key on the keyboard

Functions

=COUNTA(range of cells)	Returns the number of cells that have text/numbers of the selected cells
=IF(Logical Test, Value if True, Value if False)	Tests the expression then returns True statement or actions or False statement or action based on test

To Insert a Function:

Select the Formula tab > Click the Insert Function icon on the ribbon > Select a Function > Fill in the necessary arguments

Order of Operation - Excel uses Order of Operation when calculating formulas:

Parenthesis, Exponents, Multiplication, Division, Addition, Subtraction

Range Names - Named Ranges allow you to assign a meaningful name to a single cell or a range of cells:

Select the area > Click in the Range Name box > Enter a range name (no spaces or punctuation) > Press Enter

Sorting Data:

Select the data to be sorted > Select the Data tab > Choose the Sort Icon > First identify if your data has a Header Row (first row in data is Field Names, not data to be sorted) > Select the Primary Sort field and select either Ascending (A-Z) or Descending (Z-A) > Select the criteria to sort on > Select the order to sort by > Click OK

Simple Sort:

Select the Data Tab > Highlight the data to be sorted > Click either the Ascending sort icon (A-Z, 1-10) or the Descending sort icon (Z-A, 10-1)

Filter Data:

Position your cursor in the Data > Select the Data tab > Choose Filter

Filter for Specific Data:

Click on the down arrow next to the heading of the column you want to filter by > Select the criteria you want to filter for > You may filter by multiple columns at once

Display all Records:

Click on the arrow for the field you filtered by > Select All > Click OK

Turn Filter Off – Click the Filter icon once more**Advanced Filter – filters the data and allows for an “output” of that data to a location in your worksheet****Enter Data in Excel using a Form:**

Select a cell in the list > Select the Form icon from your Quick Access Toolbar (once added) > Click the New Button, and enter the new record

To Search for Data Using a Form:

Click Find Next OR Choose Find Previous

To Delete Using a Form:

Click the Delete button on the record you wish to delete

Charting**Create a Chart:**

Select the data to be charted (include the column(s) and row(s) labels) > Select the Insert tab > Select Chart > Select preferred chart type > Select chart style

Enter a Chart Title:

Make sure the chart is selected > Click the Layout tab > Click the Chart Title icon > Select Above Chart > Click in the text box > Type a title

Move the Chart to a New Location on the Page:

Position your mouse on one of the corners of the chart > Make sure your mouse has the appearance of a four-headed arrow > Click and drag to a new location

Size the Chart:

Click one on the chart to select it > Position your mouse on one of the corners of the chart > Notice the mouse shape changes into a two-headed arrow > Click and drag to size the chart

*For more detailed instructions, please visit the
Montclair State University Office of Information Technology's website at:
<http://oit.montclair.edu> > Documentation >
Microsoft Office 2003 and 2007 > Excel 2007, Intermediate*

The direct link is:

http://oit.montclair.edu/documentation/ms_office/office2007/excel/Excel, Intermediate 2007 11-12-07 2.pdf