

# **EXCEL FOR NON-BEGINNERS**

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## RELATIVE & ABSOLUTE REFERENCING

**Relative Referencing**: When you copy a formula to another cell, Excel automatically adjust 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

### Function

=COUNTA(range of cells)

=IF(Logical Test, Value if True, Value if False)

### Defined

Returns the number of cells that have text/numbers of the selected cells

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 OPERATIONS**

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: TO 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 type
  - Select chart style

**CHARTING:  
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

**CHARTING: MOVE THE CHART TO  
A NEW LOCATION ON 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

## CHARTING: SIZE THE CHART

- Click once 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