Intermediate Excel 2010

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.

Example: If you have a formula B1+C1 and you copy the formula down one cell, it will adjust to B2+C2.

Absolute Referencing
Sometimes you do not want the formula to adjust. You want to copy the exact formula. An absolute cell reference in a formula, such as $A$1, always refers to a cell in a specific location. By default, new formulas use relative references, and you need to switch them to absolute references.

To Apply Absolute Referencing in a Formula:
1) Position your cursor at the location in the formula bar where the formula exists
2) Reposition the cursor if necessary
3) Press the F4 key on the keyboard

Functions
As we have previously seen, the power of Excel lies in its ability to perform calculations. The real strength of this is shown in Functions.

The Parts of a Function
The order in which you insert a function is important. Each function has a specific order (syntax) which must be followed for the function to work properly. The basic syntax to create a formula starts with an equal sign (=), the function name (for example, SUM), and an argument. Arguments contain the range of cells you want the formula to calculate.
Statistical Functions Defined:
- \( =\text{SUM}(\text{range of cells}) \) returns the sum of the selected cells
- \( =\text{AVERAGE}(\text{range of cells}) \) returns the average of the selected cells
- \( =\text{MAX}(\text{range of cells}) \) returns the highest value of the selected cells
- \( =\text{MIN}(\text{range of cells}) \) returns the lowest value of the selected cells
- \( =\text{COUNT}(\text{range of cells}) \) returns the number of values of the selected cells
- \( =\text{COUNTA}(\text{range of cells}) \) returns the number of cells that contain text/numbers within the selected cells

Creating Functions

Manually Creating a Basic Function:
1) Select the cell where the result will appear
2) Type the equal sign (=) and enter the function name (SUM, for example)
3) Highlight the cells for the argument
4) Press Enter

Using the Function Commands:

The function command allows you to automatically return the results for a range of cells for common functions such as SUM and AVERAGE.

1) Select the cell where the result will appear
2) Click on the Home tab
3) In the Editing group, click on the AutoSum drop-down arrow and select the function you desire
4) A formula will appear in the selected cell. If logically placed, Excel will select your cells for you. Otherwise, you will need to highlight the cells to choose the argument
5) Press Enter

IF Function
The IF function returns one value if a condition you specify is TRUE, and another value if that condition is FALSE. For example, the formula 
\( =\text{IF}(A1>75,"\text{Pass"},"\text{Fail"}) \) will return "Pass" if A1 is greater than 75, and "Fail" if A1 is less than or equal to 75.

Creating an IF Function:
This example is using the IF function to determine a pass or fail grade:
1) Select the cell where the result will appear
2) Click on the Home tab
3) In the **Editing** group, click on the **AutoSum** drop-down arrow and select **More Functions**
4) Select the category **Logical** from the drop-down list
5) Select **IF** from the list
6) Click **OK**

![Image of Excel function dialog]

7) Click in **Logical_test** and type **A1>75**
8) Click in **Value_if_true** and type **"Pass"**
9) Click in **Value_if_false** and type **"Fail"**

*Note: When you wish to have text or a value returned, it has to be within double quotes. If you wish to leave the cell blank, you must enter 2 double quotes “”*

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**Order of Operation**

When more than one operator is used in a formula, there is a specific order Excel follows to perform these mathematical operations. This **order of operation** can be changed by adding parentheses to the equation.

<table>
<thead>
<tr>
<th>Mathematical Operators</th>
<th>Order of Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtraction ( - )</td>
<td>Parentheses</td>
</tr>
<tr>
<td>Addition ( + )</td>
<td>Exponents</td>
</tr>
<tr>
<td>Division ( / )</td>
<td>Multiplication</td>
</tr>
<tr>
<td>Multiplication ( * )</td>
<td>Division</td>
</tr>
<tr>
<td>Exponentiation ( ^ )</td>
<td>Addition</td>
</tr>
<tr>
<td></td>
<td>Subtraction</td>
</tr>
</tbody>
</table>

**How the Order of Operation Works**

Any operation(s) in parentheses will be calculated first, followed by any exponents. After that, Excel calculates multiplication and/or division operations (both equally) in the order they occur left to right in the equation. Then Excel looks for addition and/or subtraction and processes the one that comes first as well.
Sorting and Filtering Data

When working with large spreadsheets with many rows of data it can be helpful to sort and filter the information to find what you are looking for.

**Sorting Data:**

To Create a Simple Sort:
1) Click in the column you wish to sort by
2) Click on *Sort & Filter* on the *Home* tab in the *Editing* group
3) Select either the *Sort A to Z* or *Sort Z to A*

![Sort Options](image1.png)

To Create a Custom Sort:
1) Click anywhere within the data
2) Click on *Sort & Filter* on the *Home* tab in the *Editing* group
3) Click on *Custom Sort*
4) Click on the *Sort by* drop-down arrow under *Column* and select the primary sort field
5) Click on the *Then by* drop-down arrow and select the secondary sort field
6) Repeat steps if there are additional sort fields (you can choose up to 64 levels)
7) Click *OK*

![Custom Sort Options](image2.png)

**Filtering Data:**

Using *Autofilter* to filter data is a quick and easy way to find and work with a subset of data in a range of cells or table.

1) Click within the data range to be filtered
2) Click on *Sort & Filter* on the *Home* tab in the *Editing* group
3) Click on *Filter*
The first row of the data becomes the filtering row.

4) Click on the down arrow next to the heading of the column you want to filter by
5) Select the criteria
6) Click OK

You may filter by more than one column:

The example below is filtered by the Prereq = Comp 1. Note the status bar - 9 out of 27 records found.
Clearing the Filter:
1) Click on Sort & Filter on the Home tab in the Editing group
2) Click on Filter
3) Click on Clear

Custom Autofilter
Custom Autofilter allows you to locate records that either match all criteria or meet one or the other criteria. You can use this method for more flexibility when filtering text.

1) Click on the down arrow next to the heading of the column you want to filter by
2) Select Text Filters
3) Click on one of the comparison filters
4) Type the text to filter
5) Click OK

To choose additional criteria, select And or Or; then specify the data for the second criteria. Choosing "And" means that both criteria must be met; choosing "Or" means that either criteria can be met.

Working with Multiple Worksheets
By clicking on worksheets at the bottom of the window, you can quickly select a different sheet. If you want to enter or edit data on several worksheets at the same time, you can group worksheets by selecting multiple sheets.
Selecting a Single Sheet
Click on the sheet tab

If you don't see the tab that you want, click the tab scrolling buttons to display the tab.

Selecting Multiple Sheets - Adjacent
Click the tab for the first sheet and hold down SHIFT while you click the tab for the last sheet.

Selecting Multiple Sheets – Non-adjacent
Click the tab for the first sheet and hold down CTRL while you click the tabs of the other sheets that you want to select.

Selecting All Sheets in a Workbook
Right-click a sheet tab and then click Select All Sheets on the shortcut menu.

Note: When multiple worksheets are selected, [Group] appears in the title bar at the top of the worksheet.

Ungrouping Multiple Sheets
Click any unselected worksheet or if no unselected sheet is visible, right-click the tab of a selected sheet and click Ungroup Sheets.

Charting
Creating a chart in Excel allows you to further analyze your data and look at it another way.

To Create a Chart:
1) Select the data to be charted (include the column(s) and row(s) labels)
2) Click the Insert tab
3) Click the chart type you would like in the Charts group
4) Click on a chart style
Modifying the Chart

When a chart is selected the context tab – **Chart Tools** – becomes available. Chart Tools has three chart tabs: Design, Layout, and Format. You can use these tabs to customize your chart.

To Move the Chart to a New Location on the Page:

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

To Size the Chart:

1) Click once on the chart to select it
2) Position your mouse on one of the corners of the chart
3) Notice the mouse shape changes into a two-headed arrow
4) Click and drag to size the chart