EXCEL SHEETS EVERYWHERE

EXCELLENT IN MICROSOFT EXCEL

CONTENT

ON PAPER

- UNDERSTANDING BASIC SPREADSHEET CONCEPTS
- CREATING BASIC FORMULA
- PERFORMING CALCULATIONS
- FORMATTING SPREADSHEETS
- USE MULTIPLE SPREADSHEET

- CONT…

- CREATING BAR, LINE AND PIE CHARTS
- CREATING DRAWINGS AND PICTURE OBJECTS
- PRINTING AND VIEWING WORKSHEETS.

EXCELLENT IN MICROSOFT EXCEL

CONTENT

SESSION 1

- HISTORY OF EXCEL
- LEVEL OF USER
- INTRO TO OFFICE APPS
- FORMATTING AND DISPLAY
- SORTING AND QUERY DATA

SESSION 2

- FUNCTION & FORMULA
- CONDITIONAL FORMATTING
- GRAPH/CHART
- PRINTING
- SAVE
- STORAGE

UCYP

UNIVERSITY COLLEGE
OF YAYASAN PAHANG

EXCELLENT IN MICROSOFT EXCEL

? WHAT IS EXCEL?

- SPREADSHEET SOFTWARE/APPLICATION
- ROWS & COLUMN
- DATA MANIPULATION
- DATA STORING/ORGANIZING
- TABLES

EXCELLENT IN MICROSOFT EXCEL

BEGINNER'S GUIDE

- OPENING SPREADSHEET

- WORKING WITH RIBBON

- MANAGING WORKSHEET

- ENTERING DATA

- BASIC CALCULATIONS

- SAVING/PRINTING YOUR WORK

EXCELLENT IN MICROSOFT EXCEL

⧖ HISTORY OF EXCEL (WINDOWS) 🖥️🖴

- 1987 : excel 2.0 | ver 2.0. First on INTEL Platform
- 1995 : excel 95 (included in office95) | ver 3.0
- 2002 : excel 2002 (included in office xp) | ver 10.0
- 2007 : excel 2007 (included in office 2007) | ver 12.0
- 2010 : excel 2010 (included in office 2010) | ver 14.0
- 2013 : excel 2013 (included in office 2013) | ver 15.0
- 2016 : excel 2016 (included in office 2016) | ver 16.0
- 2018 : Excel 2019 (Included in Office 2019)
- OFFICE 365

*In 1990, Microsoft Excel
sold more than Lotus 1-2-3*

EXCELLENT IN MICROSOFT EXCEL

FILE TYPE (WINDOWS)

- **.XLS : Excel 97/2003 Workbook**
- **.XLSX : Excel 365/2019/2016/2013/2010/2007**
- **.XLT**
- **.XLTM**
- **.XLTX**
- **.XLW**
- **.XML**
- **.XPS**
- **.TXT**
- **.CSV**

CSV is a small file that can be opened using Notepad

Excel Workbook
Excel Macro-Enabled Workbook
Excel Binary Workbook
Excel 97-2003 Workbook
CSV UTF-8 (Comma delimited)
XML Data
Single File Web Page
Web Page
Excel Template
Excel Macro-Enabled Template
Excel 97-2003 Template
Text (Tab delimited)
Unicode Text
XML Spreadsheet 2003
Microsoft Excel 5.0/95 Workbook
CSV (Comma delimited)
Formatted Text (Space delimited)
Text (Macintosh)
Text (MS-DOS)
CSV (Macintosh)
CSV (MS-DOS)
DIF (Data Interchange Format)
SYLK (Symbolic Link)
Excel Add-in
Excel 97-2003 Add-in
PDF
XPS Document
Strict Open XML Spreadsheet
OpenDocument Spreadsheet

Save As

Organize ▾   Ne

Movies
Saved Picture
Microsoft Excel
Creative Cloud
Dropbox
OneDrive
This PC

File name:

Save as type: Excel 97-2003 Workbook

Authors: Azam Fauzi   Tags: Add a tag

☐ Save Thumbnail

⌃ Hide Folders   Tools ▾   Save   Cancel

EXCELLENT IN MICROSOFT EXCEL

ABOUT ME

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- Sen. Asst. Information Technology Officer

- Microsoft excel user
- Programmer/DBA
- Kulliyyah of Dentistry, IIUM Kuantan
- Trainer on request

- technician
- cyclist
- baker

EXCELLENT IN MICROSOFT EXCEL

LEVEL OF USER

- Novice
- Know what is EXCEL but use word to create table

- Intermediate
- Know how to use EXCEL but not use all the features given

- Advanced/Pro
- Able to EXCEL with any condition

Where are you ?

EXCELLENT IN MICROSOFT EXCEL

MICROSOFT OFFICE APPS

EXCELLENT IN MICROSOFT EXCEL

MICROSOFT OFFICE APPS

- Microsoft Calendar
- Microsoft Class Notebook
- Microsoft Delve
- Microsoft dynamics 365
- Microsoft Flow
- Microsoft Forms
- Microsoft OneDrive
- Microsoft SharePoint
- Microsoft Sway
- Microsoft Yammer

- Microsoft People
- Microsoft Planner
- Microsoft Delve
- Microsoft Power BI
- Microsoft PowerApps
- Microsoft Staff Notebook
- Microsoft StaffHub
- Microsoft SharePoint
- Microsoft Stream
- Microsoft Task

EXCELLENT IN MICROSOFT EXCEL

LET'S START

MICROSOFT EXCEL 365

Excel in Excel   AZAM FAUZI BIN MOHD. SAID   AF

Product Information

Office

Subscription Product
Microsoft Office 365 ProPlus
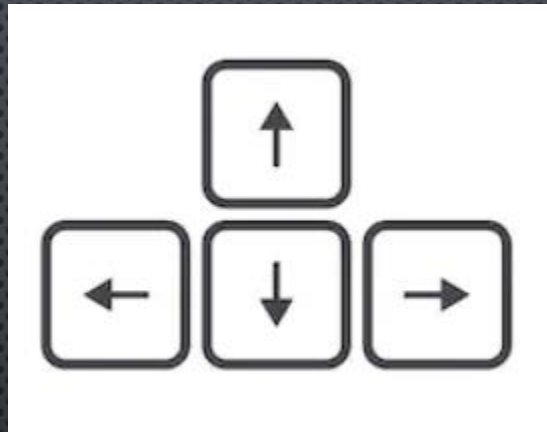
This product contains

Manage Account   Change License

SHORTCUTS

Arrow Keys

Move one cell up, down, left, or right in a worksheet

Ctrl

Select 1 cell

Shift

Select multiple cells
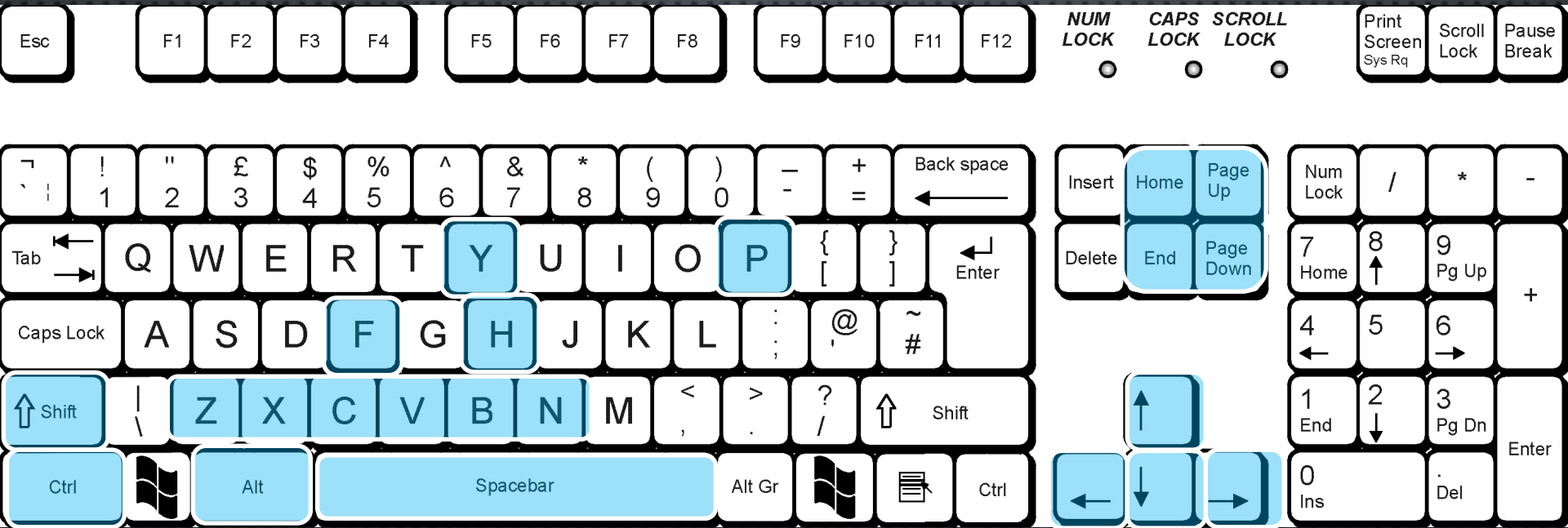
WHEN SHIFT KEY IS PRESSED + ARROW

EXCEL SHORTCUT KEYS

Ctrl

+ **C** COPY the selected cells.

+ **V** PASTE/Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you have CUT or COPIED an object, text, or cell contents.

+ **X** CUT the selected cells.

+ **Z** **UNDO** command to reverse the last command or to delete the last entry that you typed.

+ **Y** **REDO** command to reverse the last command or to delete the last entry that you typed.

EXCEL SHORTCUT KEYS

Ctrl

+ **F** — Displays the **FIND and Replace** dialog box, with the **FIND** tab selected.
= SHIFT+F5 also displays this tab

+ **H** — Displays the **Find and REPLACE** dialog box, with the **Replace** tab selected.

+ **N** — Creates a **NEW**, blank workbook.

+ **O** — **OPEN** Excel file.

+ **PgUp** — Switches between worksheet tabs, from LEFT to RIGHT

+ **PgDn** — Switches between worksheet tabs, from RIGHT to LEFT.

EXCEL SHORTCUT KEYS
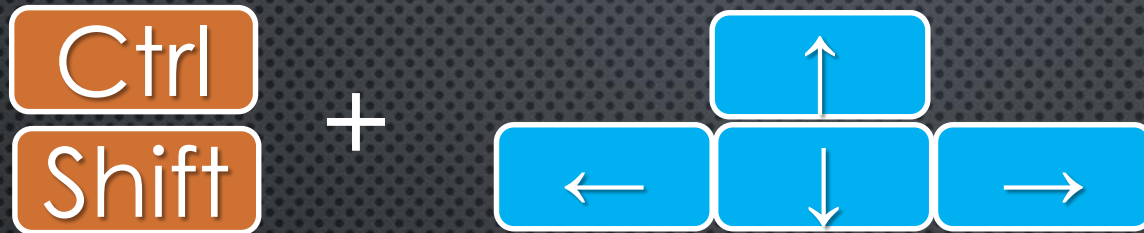
Ctrl **Shift** + ↑ ← ↓ →

CTRL+ARROW key moves to the edge of the current data region.
- data region: A range of cells that contains data and that is bounded by empty cells or datasheet borders.) in a worksheet.

SHIFT+ARROW KEY extends the selection of cells by one cell.

CTRL+SHIFT+ARROW KEY extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell.

EXCEL SHORTCUT KEYS

Ctrl **Shift** + **Home**

Moves to the beginning of a row in a worksheet.
CTRL+HOME moves to the beginning of a worksheet.
CTRL+SHIFT+HOME extends the selection of cells to the beginning of the worksheet.

EXCEL SHORTCUT KEYS AND TIPS

Ctrl
Shift
+
End

CTRL+END moves to the last cell on a worksheet, to the lowest used row of the rightmost used column. If the cursor is in the formula bar, **CTRL+END** moves the cursor to the end of the text.
CTRL+SHIFT+END extends the selection of cells to the last used cell on the worksheet (lower-right corner).

EXCEL SHORTCUT KEYS AND TIPS

Ctrl
Shift
+
Spacebar

CTRL+SPACEBAR selects an entire COLUMN in a worksheet.
SHIFT+SPACEBAR selects an entire ROW in a worksheet.
CTRL+SHIFT+SPACEBAR selects the ENTIRE worksheet.

CTRL+PgUp	Switches between worksheet tabs, from left-to-right.
CTRL+PgDn	Switches between worksheet tabs, from right-to-left.
CTRL+C	Copies the selected cells.
CTRL+V	Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you have cut or copied an object, text, or cell contents.
CTRL+F	Displays the **Find and Replace** dialog box, with the **Find** tab selected. SHIFT+F5 also displays this tab, while SHIFT+F4 repeats the last **Find** action. CTRL+SHIFT+F opens the **Format Cells** dialog box with the **Font** tab selected.
CTRL+H	Displays the **Find and Replace** dialog box, with the **Replace** tab selected.
CTRL+N	Creates a new, blank workbook.

ARROW KEYS	Move one cell up, down, left, or right in a worksheet. **CTRL+ARROW KEY** moves to the edge of the current data region (data region: A range of cells that contains data and that is bounded by empty cells or datasheet borders.) in a worksheet. **SHIFT+ARROW KEY** extends the selection of cells by one cell. **CTRL+SHIFT+ARROW KEY** extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell.
HOME	Moves to the beginning of a row in a worksheet. **CTRL+HOME** moves to the beginning of a worksheet. **CTRL+SHIFT+HOME** extends the selection of cells to the beginning of the worksheet.
END	**CTRL+END** moves to the last cell on a worksheet, to the lowest used row of the rightmost used column. If the cursor is in the formula bar, **CTRL+END** moves the cursor to the end of the text. **CTRL+SHIFT+END** extends the selection of cells to the last used cell on the worksheet (lower-right corner).

SPACEBAR	**CTRL+SPACEBAR** selects an entire column in a worksheet. **SHIFT+SPACEBAR** selects an entire row in a worksheet. **CTRL+SHIFT+SPACEBAR** selects the entire worksheet.
CTRL+A	Selects the entire worksheet.
CTRL+Z	Uses the **Undo** command to reverse the last command or to delete the last entry that you typed.

EXCEL SHORTCUT KEYS AND TIPS

Ctrl + C TO COPY

PASTE FUNCTION
- **ALL**
- **FORMULAS**
- **VALUES**
- **FORMATS**
- **COMMENTS**

PASTE FUNCTION

- **ALL**
  - to paste all the stuff in the cell selection (formulas, formatting, you name it). This is what happens when you paste normally.

- **VALUES**
  - to paste all the text, numbers, and formulas in the current cell selection without their formatting

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PASTE FUNCTION

- **FORMATS**
    - to paste only the formatting from the current cell selection, without the cell entries.

- **COMMENTS**
    - to paste only the notes that you attach to their cells (kinda like electronic self-stick notes)

EXCEL SHORTCUT KEYS AND TIPS

PASTE FUNCTION

- **TRANPOSE**
  - Select this check box when you want Excel to change the ORIENTATION of the pasted entries. For example, if the original cells' entries run down the rows of a single column of the worksheet, the transposed pasted entries will run across the columns of a single row.

PASTE FUNCTION

- **SKIP BLANK**
  - Select this check box when you want Excel to paste only from the cells that aren't empty.
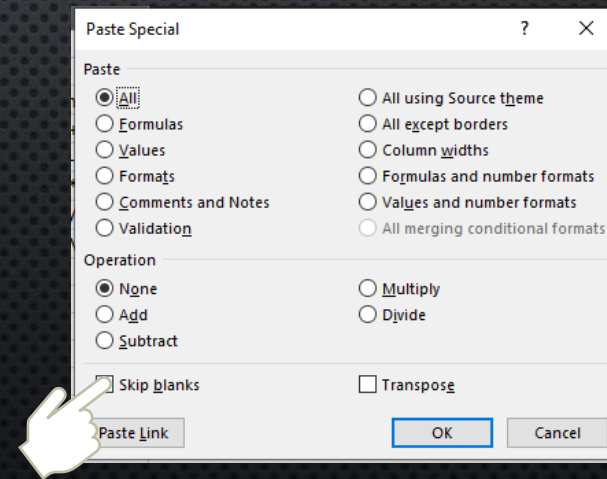
EXCEL SHORTCUT KEYS AND TIPS

Ctrl + H TO REPLACE

Find and Replace   ?   ✕

| Find | Replace |

Find what: formula

Replace with: FORMULA

Options >>

Replace All   Replace   Find All   **Find Next**   Close
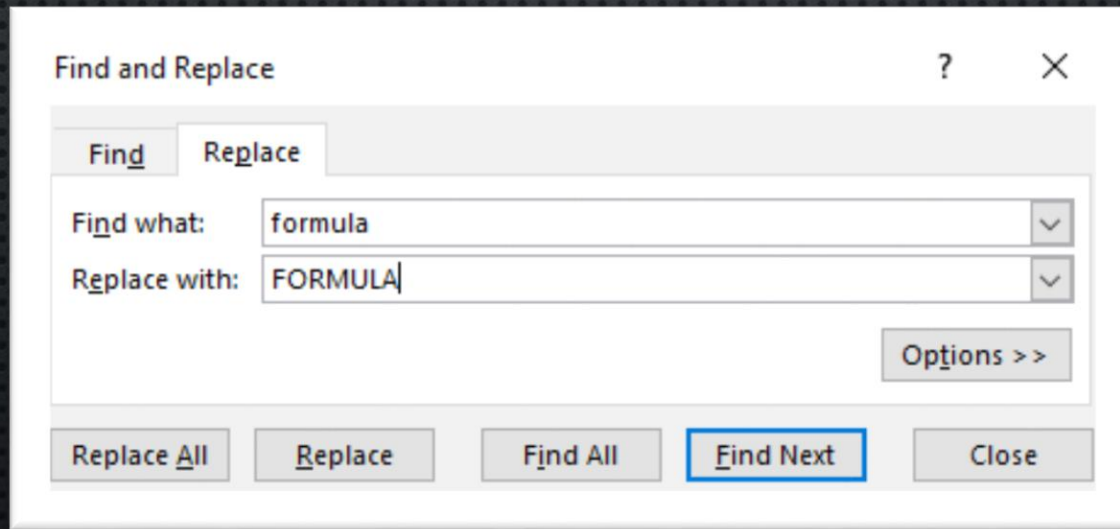
EXCEL SHORTCUT KEYS AND TIPS
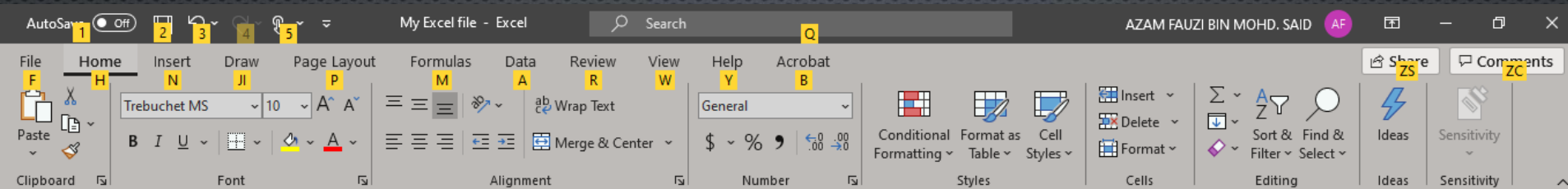
- PRESS ALT
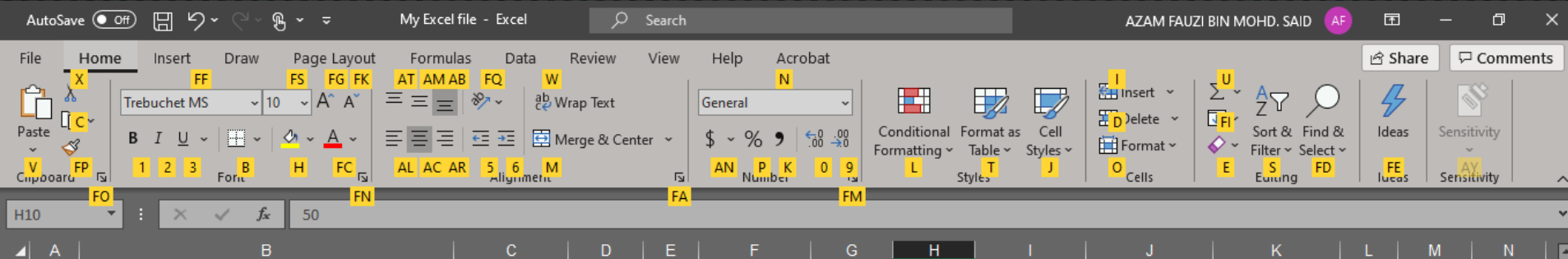
- PRESS H
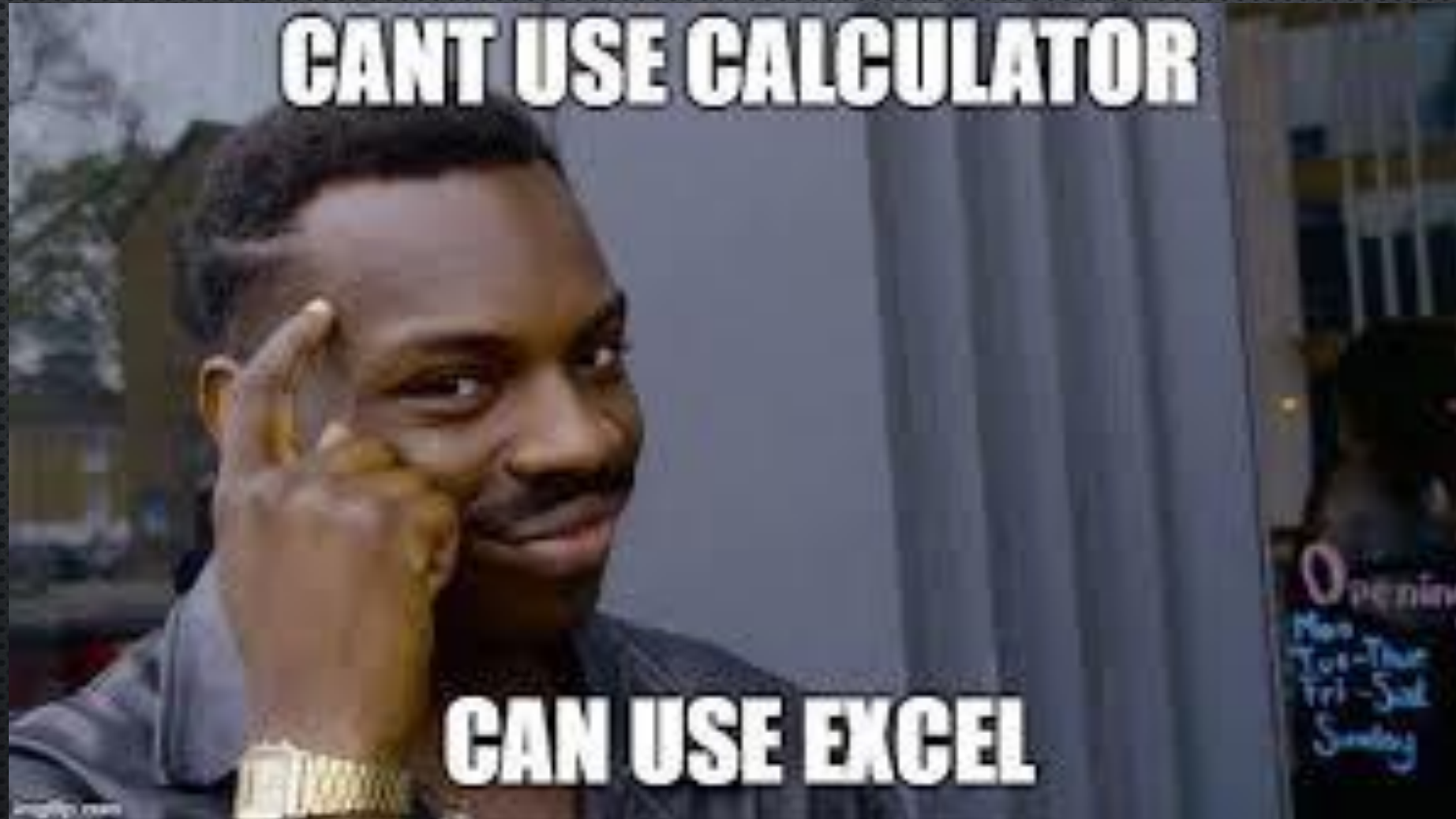
BASIC FORMULA

- ADD : 15 + 5

- SUBTRACT : 15 - 5

- MULTIPLE : 15 X 5

- DIVIDE : 15 ÷ 5

- SUM : =

BASIC FORMULA

- =A1+A6   THIS EXCEL FORMULA ADDS THE CONTENTS OF CELL A1 AND A6

- =A1+A2+A3   THIS EXCEL FORMULA ADDS THE CONTENTS OF THE THREE CELLS SPECIFIED.

- =A3-A1   THIS EXCEL FORMULA SUBTRACTS THE CONTENTS OF CELL A1 FROM THE CONTENTS OF CELL A3

- =B2*B3   THIS EXCEL FORMULA MULTIPLES THE NUMBERS IN CELLS B2 AND B3

BASIC FORMULA

- =G5/A5   THIS EXCEL FORMULA DIVIDES G5 BY A5.

- =(C1+C3)/C4   THIS EXCEL FORMULA ADDS THE VALUE IN C1 TO THE VALUE IN C3, AND THEN DIVIDES THE RESULT BY THE VALUE IN C4

- =4*(A2+A5)+3   THIS EXCEL FORMULA ADDS THE CONTENTS OF A2 AND A5, MULTIPLES THIS SUM BY 4, AND THEN ADDS 3.

MATHEMATICAL ORDER OF OPERATIONS

- REMEMBER THE ORDER OF OPERATIONS BY REMEMBERING THE PHRASE

- PLEASE EXCUSE MY DEAR AUNT SALLY.

- THE LETTERS STAND FOR: PARENTHESES, EXPONENTS, MULTIPLICATION, DIVISION, ADDITION, AND SUBTRACTION. AND ALL OPERATIONS ARE CARRIED OUT FROM LEFT TO RIGHT. HERE IS HOW THE ORDER IS APPLIED:

- FIRST, ANY MATH INSIDE OF PARENTHESES IS CALCULATED.

- ON THE SECOND PASS, ALL EXPONENTS ARE RESOLVED.

- THEN ANY MULTIPLICATION OR DIVISION IS PERFORMED.

- LASTLY, ANY ADDITION OR SUBTRACTION IS PERFORMED.

BASIC FORMULA

- LET'S ILLUSTRATE WITH A SIMPLE FORMULA: 4+2*3

  - PASS 1 - SINCE THE MULTIPLICATION MUST BE DONE FIRST, OUR EXPRESSION RESOLVES ITSELF TO 4+6=10.

- LET'S PRACTICE WITH A MORE COMPLEX FORMULA: (2*4)+3^2-8/4

  - PASS 1 - PARENTHESES: 2*4 = 8. NOW OUR EXPRESSION READS: 8+3^2-8/4

  - PASS 2 - EXPONENTS: 3^2=9. NOW OUR EXPRESSION READS: 8+9-8/4

  - PASS 3 - MULTIPLY AND DIVIDE: 8/4=2. NOW OUR EXPRESSION READS: 8+9-2

  - PASS 4 - ADD AND SUBTRACT: THE ANSWER IS 15

BASIC FORMULA

BASIC FORMULA

UPPERCASE/LOWERCASE/PROPERCASE

- **SYNTAX**
  - =UPPER : Converts a text string to ALL uppercase letters
  - =LOWER(A1) : Converts a text string to ALL lowercase letters
  - =PROPER(A1) : First letter in each word is in UPPERCASE

baSIC foRMula	BASIC FORMULA	*using =upper(C3)*
baSIC foRMula	basic formula	*using =lower(C4)*
baSIC foRMula	Basic Formula	*using =proper(C5)*

BASIC FORMULA

CONCATENATE

- **SYNTAX**
  - =concat (A1) : join several text strings into one string
  - =concatenate(A1)

I love	Nasi Kerabu	using CONCAT(C3,D3)	I loveNasi Kerabu	
I love	Nasi Lemak	using CONCAT(C4,D4)	I loveNasi Lemak	

BASIC FORMULA

DATEDIF()

- **SYNTAX**
  - =datedif (A1,Date)
  - Returns the time between two dates, measured in your choice of completed years, completed months, or days. This function is handy for calculating a person's age. Put the person's birth date in cell A1 and write this formula in cell B1 to calculate the age in years:
  =DATEDIF(I2,"13/02/2020","Y")

BASIC FORMULA

DATEDIF()

Unit	Meaning	Explanation
Y	Years	Number of complete years between the start and end dates.
M	Months	Number of complete months between the dates.
D	Days	Number of days between the start date and end date.
MD	Days excluding years and months	The date difference in days, ignoring months and years.
YD	Days excluding years	The date difference in days, ignoring years.
YM	Months excluding days and years	The date difference in months, ignoring days and years.

WHAT IF I TOLD YOU

THAT EXCEL IS FOR NUMBERS AND
WORD IS FOR WORDS

made on imgur

CONDITIONAL FORMATTING

CUSTOMIZE WORKSHEET

- **OPERATIONS**
  - Insert
  - Delete
  - Rename
  - Move/Copy
  - View Code
  - Protect Sheet
  - Tab Color
  - Hide/Unhide
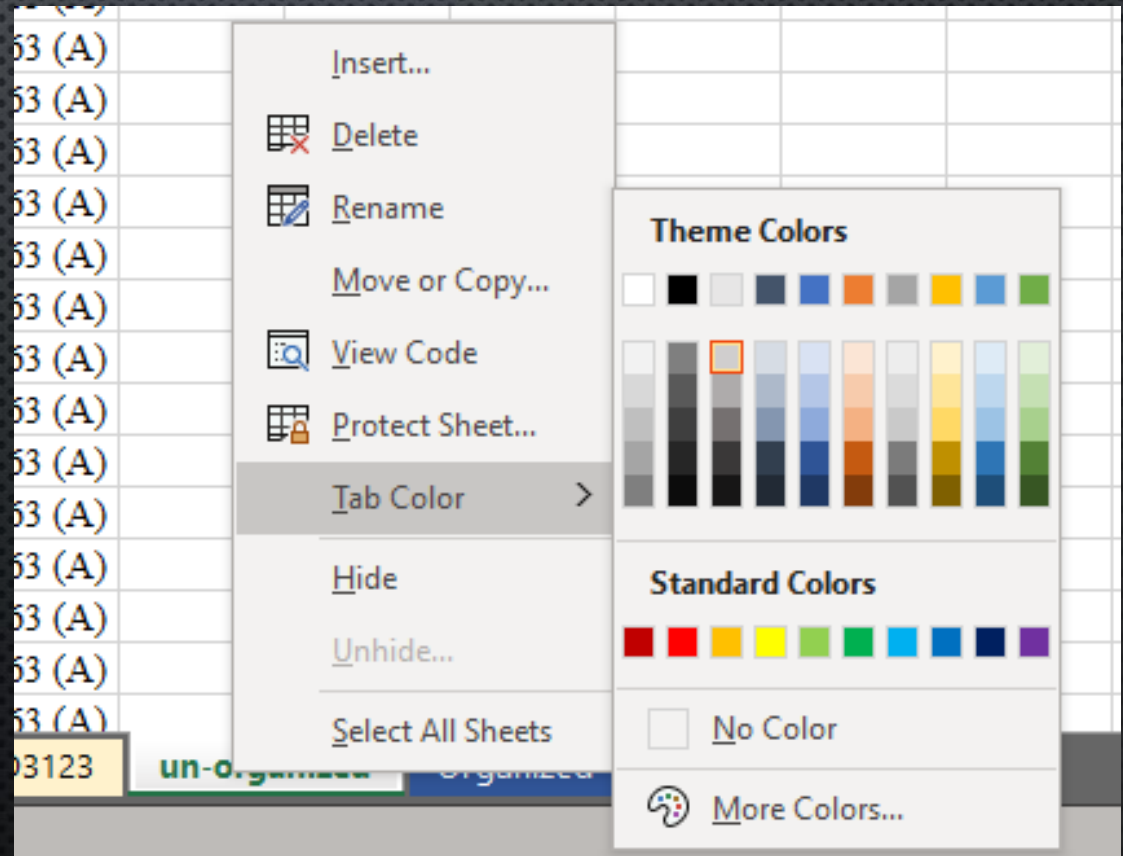
CUSTOMIZE WORKSHEET

SORTING

FILTER

TEXT TO COLUMN
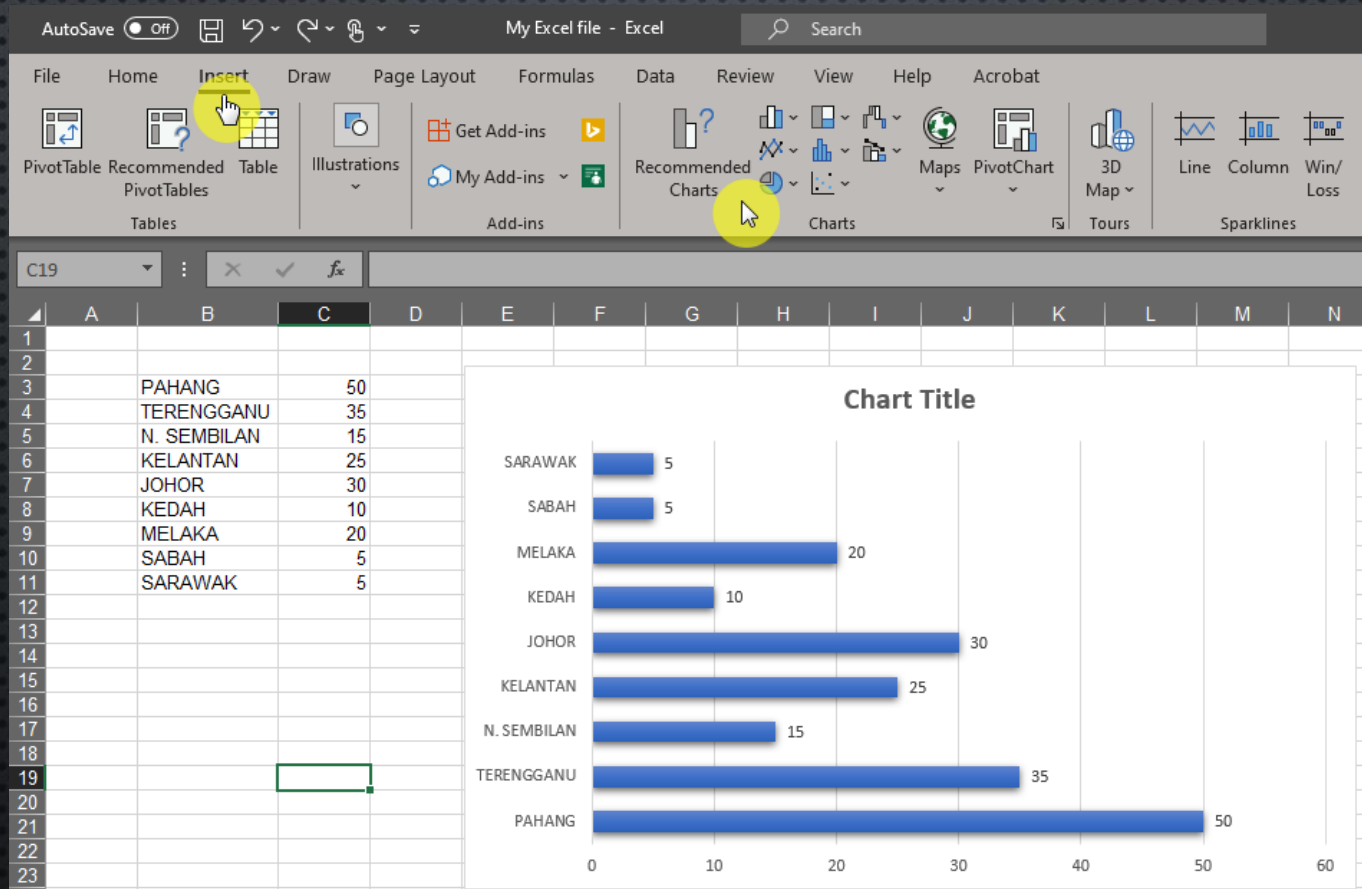
CAN'T DO CHART IN EXCEL?

CHALLENGE ACCEPTED

GRAPH AND CHART

SAVING & PRINTING

- ## SAVE
  - By default .xlsx/.xls
  - Save to local-drive (My Documents)
  - Save to thumb-drive/external HDD
  - Save to cloud(Google Drive/DropBox)
  - Print

Now I know Excel...

SAVING CLOUD

- **GOOGLE DRIVE**
  - Using Gmail account
  - Open Gmail
  - Go to Drive