

SIMPLE EXCEL 2003: Popular Functions

How to create, design and use a spreadsheet.

SESSION 1	Gridlines.....	21
Inserting Rows.....	Row and Column Headings.....	21
Borders.....	Margins.....	22
Fonts.....	Landscape.....	22
Format Cells.....	Headers and Footers.....	23
Lines and Borders.....	Printing.....	24
Border Colours.....	SESSION 6	
Copy.....	Absolute Referencing.....	26
Paste.....	Print Areas.....	27
Average Formula.....	SESSION 7	
Maximum Formula.....	Selecting Multiple Areas.....	28
Minimum Formula.....	Compare Side by Side.....	29
Numerical Formatting.....	SESSION 8	
Number Formatting.....	Today Formula.....	30
Fill Color.....	System Date and Time.....	30
SESSION 2	Date Formats.....	31
Save As.....	SESSION 9	
Displaying Multiple Sheets.....	Absolute Reference Shortcut.....	32
Switching between Sheets.....	Selecting Multiple Columns.....	33
SESSION 3	Freeze Panes.....	34
Inserting Multiple Rows.....	Drawing Toolbar.....	35
Inserting Columns.....	SESSION 10	
Deleting Rows.....	Text Wrapping.....	36
Clearing Formats.....	Editing Sheet Tags.....	38
Sorting.....	SESSION 11	
Align Text within a Cell.....	Inserting Comments.....	39
Multiple Column Widths.....	Editing Comments.....	39
Descending Sort.....	SESSION 12	
SESSION 4	Data Sort.....	40
Add 1 Formula.....	Selecting Rows.....	41
Selecting an Entire Sheet.....	SESSION 13	
AutoFit Multiple Column Widths.....	AutoFilters.....	42
Copy & Paste.....	Filter Data.....	42
Replace.....	Return All Records.....	42
Cut.....	Multiple Filters.....	43
SESSION 5	Custom AutoFilters.....	43
Print Preview.....	Removing Filters.....	44
Page Setup - Print Row Titles.....		



The Maximum formula will find the highest amount from the group of cells.

Step 24. In cell B16 apply the Maximum formula and find the maximum amount from the amounts within the cell range B5 to B12.

MAXIMUM FORMULA

- Click in cell **B16**
- Type **=MAX(**
- Select cells **B12 to B5** (Click-drag over them)
- Type **)**
- Press the **Enter** key to finalise the formula

=MAX(B12:B5)

Step 25. Take a copy of the formula in cell B16 (Click on cell B16, click on the Copy icon), select cells C16 to E16 and perform the Paste function. (Click-drag over cells C16 to E16, click on the Paste icon)

The Minimum formula will find the smallest amount from the group of cells.

Step 26. In cell B17 apply the Minimum formula and find the minimum amount from the amounts within the cell range between B5 to B12.

MINIMUM FORMULA

- Click in cell **B17**
- Type **=MIN(**
- Select cells **B12 to B5** (Click-drag over them)
- Type **)**
- Press the **Enter** key to finalise the formula

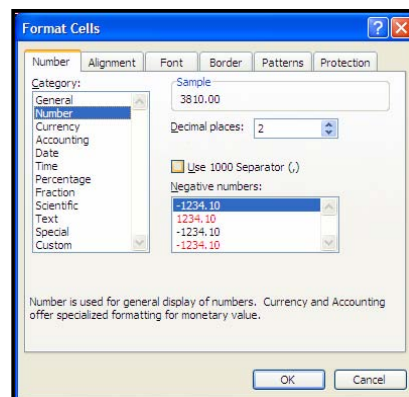
=MIN(B12:B5)

Step 27. Take a copy of the formula in cell B17 and paste the copy to cells C17 to E17.

Step 28. Change the numeric format for cells B14 to E17 to 2 decimal places. Use the Format/Cells/Number window for doing so.

NUMERICAL FORMAT

- Select the cells you wish to format **B14 to E17**
- Click on **Format** from the main menu
- Click on **Cells** from the next menu
- Click on the **Number** tag at the top of the Format Cells window
- Select **Number** from the Category area
- Click in the **Decimal position** area and enter **2**
- Click on the **Ok** button



Step 29. Apply the Font Color function and change the colour of all data that results from a formula to Blue. Then we can easily identify which cells contain a formula. *(Select cells E5 to E12, click on the Font Color scroll bar, click on the desired colour, press the Down Arrow key to cancel the selection, select cells B15 to E17, click on the Font Color icon as it is already set to Blue (the last colour selected becomes the default colour), press the Down Arrow key to cancel the selection)*

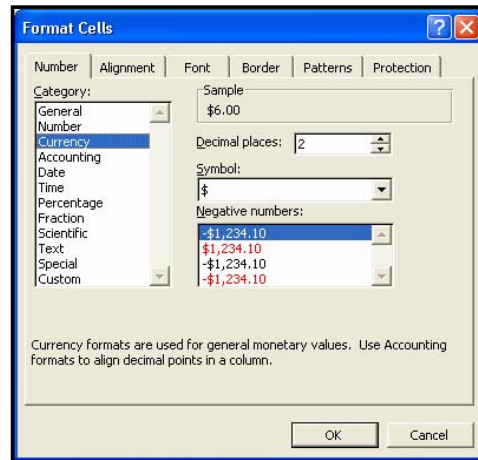
It can be an advantage to colour formulas for identification purposes. It is a common error that often a formula result is overwritten with a set number by mistake this leads to an error when changes are made to the amounts as the cell containing the result will not recalculate as it is a fixed number and not a formula.

Step 30. Select cells E5 to E17 and change the number format to Currency with 2 decimal places. Use the menu method for doing so.

NUMBER FORMATTING

- Click on **Format** from the main menu
- Click on **Cells** from the next menu
- * The Format Cell window will appear*
- Click on the **Number tag**
- Click on **Currency** in the **Category area**
- Enter **2** for the **Decimal places area**
- Click on the **Ok** button

** If the # symbol appears after you have performed this function, you may need to increase the column width.*



Step 31. Select cells A4 to A17 and add a blue, thick line to the right side of the selected cells.

ADDING A COLOURED LINE TO THE RIGHT OF CELLS

- Have the cells selected **A4 to A17**
- Click on **Format** from the main menu
- Click on **Cells** from the next menu
- * The Format Cells window appears*
- Click on the **Border tag**
- Click on the **Thick line** in the **Style area**
- Click on the **Color scroll bar** and select **Blue**
- Click on the **Right border** in the **Border area**
- Click on the **Ok** button to finalise your selections

** You must select the line style and colour prior to clicking on the right border area, do not change any of the other borders*

