

Hitchhikers Guide to Spreadsheets

(Example Used is Excel but most points also apply to Claris & Works. Excel is the most sophisticated of the three.)

Top HOT Ke

Ctrl+_Z = undo
Ctrl + P = print
Ctrl+C = copy
Ctrl+V = paste
Shift+Click = multi
from first click to la

Use Spreadsheets for:

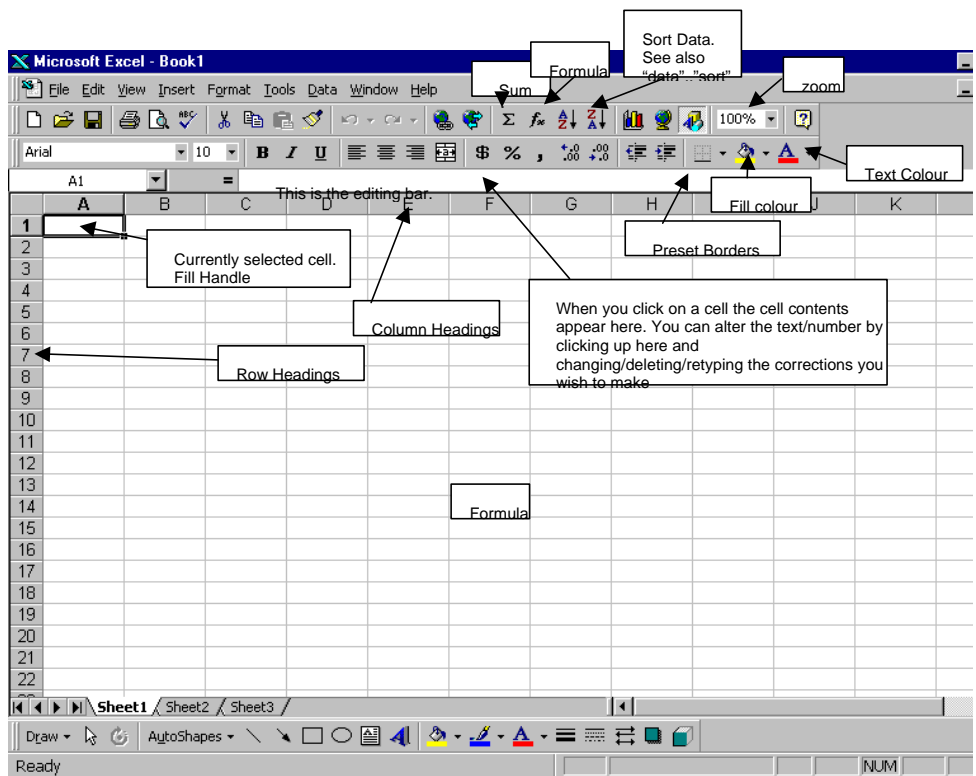
- Graphing
- Grid like layouts i.e. classlist
- Statistical work (you can run G.S.T. accounts, add figures, find averages etc.)

Excel works like most other office products... clipart, toolbars etc are all the same. It allows you to have a grid structure and do statistical/graphical analysis

Top Things to Know

- **Merge Cells**... highlight cells to merge... right+click over them.. "format cells"... alignment... merge cells
- **Rotating text** ... highlight cell/s ... right+click over them.. "format cells"... alignment...choose
- **Borders** ... highlight cells... right+click over them.. "format cells"... border... choose
- **Wrap text**... having longer text display itself within a cell
- To see how big your data/graph/chart is on the page choose, "file"... **Page Setup**". Check margins and say OK.. do sizes will show up on sheet. Don't forget to do a **Print Preview** before printing though.

The screen snapshots on the below shows many of the skills you will need. **REMEMBER:** If you want to know what a bar is for then, hover the pointer over it until a label pops up.

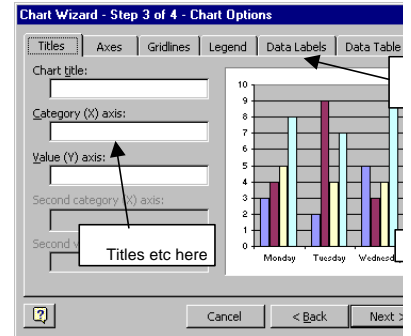
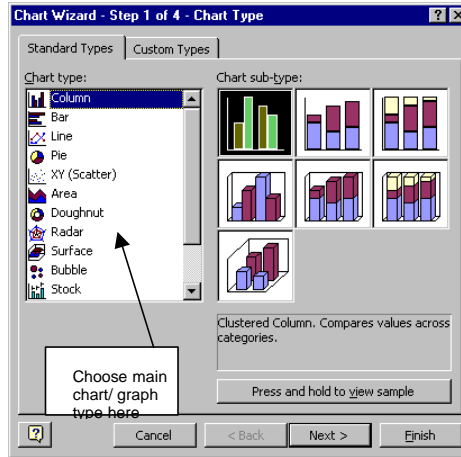


Graphing – Making Charts



Pets	Number
cats	3
dogs	4
fish	5

1. Start Excel
2. Put your data in the cells (columns and rows). Choose good headings.
3. Highlight the data (click + drag)
4. Click on the graph button and follow the wizard (Choosing and clicking on next)



This is the 'X' Axis Label

Pets of Room 8

Do you have a specific title? Double Click to alter.

To change colour click on bar once, the again. The handles should appear arou double click to change the colour.

Use these handles to dre bigger size. (This will als scale). You can manually by choosing (clicking on) right+click.. "format".. "sc

This is called the Legend

This is the 'Y' Axis Label

Pet Types

Category Axis

This is the 'chart' toolbar. Use it to change parts of the chart. After you select an item on the graph use this toolbar or right+click the mouse and choose the "format" optios. Don't turn the bar off... just drag it around the screen if it is in the way

Chart Area

Select part of chart here or dble-click or click on it in the graph

Change patterns/colours of plot area

Change chart type

Legend on/off

Data on/off

Display by row or column

Angle text.. if grey select text first

Printing

1. You can whole g clicking (little bc around i
2. To print click on chart
3. Check t by using Preview

Visual Tips for Excel

Using Right+Click Menu. After you select your cells... always right-click OVER the selection you have made

Same types of toolbars as other MS Office products
Click here for more choices for a particular button

To hide or unhide a column/row right click over selection and choose "hide" or "unhide" in the menu

HIDING COLUMNS/ROWS

FORMATTING the display in CELLS

To display a cell as data...

Header row

This is the entered data that has been highlighted/selected

Sorting Data
After entering data highlight data (and headers if you have them). Go to "data" > "Sort Data" choose the correct header or column label from the drop down lists

You can choose in which order the data is sorted here. Tell Excel if your data has headers here

SORTING DATA

Choose line style here
You can apply borders to different parts of the cell selection here

Choose alignment and rotation (orientation here)

Wrap text
Shrink text to fit cell
Merge cells together

Click on the lines in between rows/columns to stretch them. Tip: Dbl-click on the line and Excel auto resizes the cell.

To edit a cell.. double click on cell and change or click in editing window and change

To use "Fill" write fill in enough cells to establish a pattern then highlight and click and drag from the small black handle, bottom right of selection. This example shows days of the week being filled in.

AUTO FILL

For using most common formulae you will

1. Click in a cell where you want the result i.e. at bottom of column of data.
2. Choose the "fx" symbol on toolbar
3. Select function
4. Click+Drag over the data the function is to be applied to
5. Press enter to complete choices.

Some comon/useful easier-to-use one's are: average, forecast, countif, max, min, median, rank..

Time Saving Tip: To copy a formulae from one cell to another use the fill tool (to keep a formulae pointing to a particular cell use "\$" in the formulae. See example which is a handwritten percentage calculation that also uses the percentage format display to do the multiply by 100 and adds the % sign.

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