

## Microsoft Excel Tutorial

### Excel Short Cuts

#### Key Stroke

#### Result

Ctrl N	Creates a new workbook
Ctrl A	Selects all cells in worksheet
Ctrl P	Activates Print box
Ctrl O	Activates Open box
Ctrl X	Cuts selected areas and can then be pasted
Ctrl C	Copies selected areas
Ctrl V	Pastes selected cells or areas
Ctrl Home	Takes user to beginning of workbook (Cell A1)
Ctrl End	Takes user to end of workbook
F1	Help Task Pane is pulled up
F7	Spelling and grammar box is opened
F12	Save As box is opened

Additional Excel shortcuts are available at

<http://office.microsoft.com/en-us/excel/HP011116591033.aspx>

### Data Entry (accounting Wizard on B, C, H, I)

Highlight the entire columns of B, C, H, and I and then click on the accounting Wizard with the \$ sign or choose Format Cells→Number tab→Accounting→choose \$. This will make all data in these four columns have a \$ sign in the cell.

	B	C	D	E	F	G	H	I
			Hours Volunteered					
			Event	Event	Event	Event	Amount	
	Cost	Scholarsh	1	2	3	4	applied to	Amount
	\$ 200.00	\$ 50.00	0	2.5	2.5	0	Cost	Owed
							\$ 30.00	\$120.00

	NAME	COST	SCHOLARSH	Event 1	Event 2	Event 3	Event 4
8	Walker, Jay	\$ 200.00	\$ 50.00	0	2.5	2.5	0
9	Day, Sonny	\$ 200.00		2	1	1	2
10	Power, Will	\$ 200.00		1	2	2	1
11	Keel, Evan	\$ 200.00		4	3.5	0	1
12	Graw, Marty	\$ 200.00		5	3	0	1
13	Burr, Tim	\$ 200.00		1	2	1	5
14	O'Shea, Rick	\$ 200.00		0	0	0	0
15	Wood, Holly	\$ 200.00		6	1	1	2
16	Peace, Warren	\$ 200.00		7	0	2	1
17	Moore, Les	\$ 200.00		2	1	5	4

Insert all the data into the cells.

## Creating Formulas

All formulas contain an equals sign and opening/closing parentheses: =( )  
 The formula itself sits inside the parentheses.

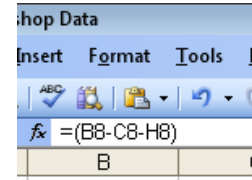
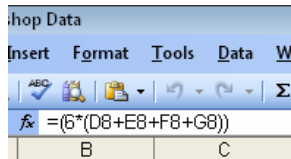
### Enter formulas in H8 and I8:

H8: =(6\*(D8+E8+F8+G8))

I8: =(B8-C8-H8)

This means that H8 will equal the sum of cells D8-G8, multiplied by \$6

This means that I8 will equal the total cost minus scholarships, minus money earned.



## Copy and Paste Using Fill Handle

Click Fill Handle (bottom right square in highlighted cell) and drag down to paste the formula.

Patron Name	Cost	Scholarsh.	Earned
Walker, Jay	\$ 200.00	\$ 50.00	0
Day, Sonny			2
Power, Will			1
Koel, Evan			4
Grew, Marry			5
Burr, Tim			1
O'Shea, Rick			0
Wood, Holly			6
Peace, Warren			7
Moore, Les			2

Patron Name	Cost	Scholarsh.	Earned
Walker, Jay	\$ 200.00	\$ 50.00	0
Day, Sonny			2
Power, Will			1
Koel, Evan			4
Grew, Marry			5
Burr, Tim			1
O'Shea, Rick			0
Wood, Holly			6
Peace, Warren			7
Moore, Les			2

Patron Name	Cost	Scholarsh.	Earned
Walker, Jay	\$ 200.00	\$ 50.00	0
Day, Sonny	\$ 200.00		2
Power, Will	\$ 200.00		1
Koel, Evan	\$ 200.00		4
Grew, Marry	\$ 200.00		5
Burr, Tim	\$ 200.00		1
O'Shea, Rick	\$ 200.00		0
Wood, Holly	\$ 200.00		6
Peace, Warren	\$ 200.00		7
Moore, Les	\$ 200.00		2

Click fill handle

Drag Down

Release handle

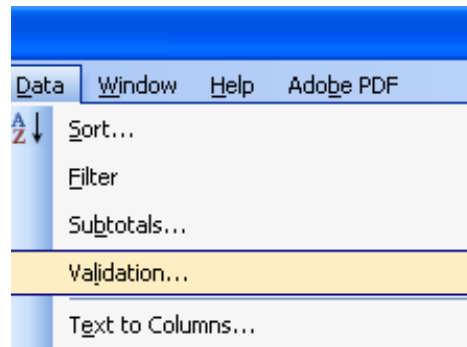
Repeat process for information entered in cells C8, H8 and I8

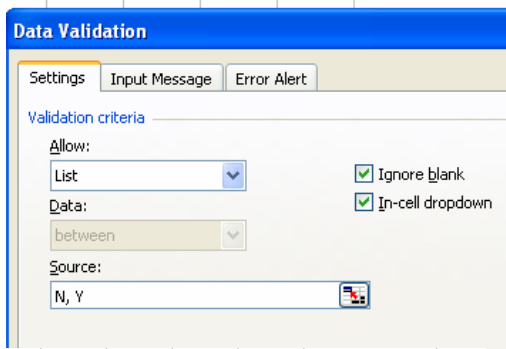
## Y/N Validation using a List

Highlight J7-K17

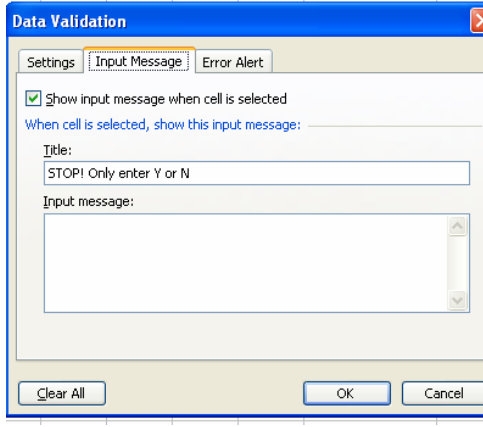
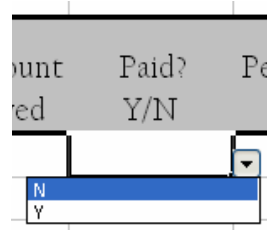
Paid?	Permission Form
Y/N	Y/N

Choose Data → Validation from top of screen





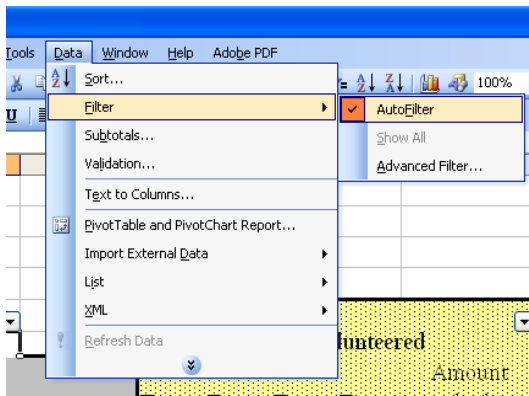
On the Settings tab under “Allow” choose the List option and then under source, type Y, N. and then click OK.



Under Input Message, type Stop! Only enter Y or N

## Auto Filter

To sort the data in a column ascending or descending, you can use the AutoFilter button located under Data→Filter→AutoFilter. You do need to click on the one of the cells in the column you would like AutoFiltered before choosing AutoFilter.



Once you have turned AutoFilter on, the drop down menus appear, and you can sort ascending or descending, etc. according to what you are interested in viewing.

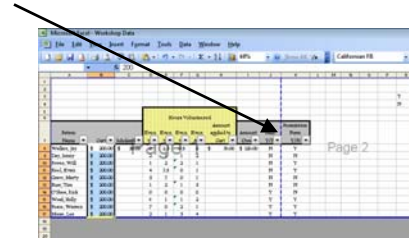
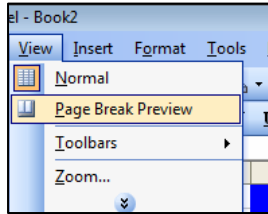
Hours Volunteered					Amount applied to
Event 1	Event 2	Event 3	Event 4	Cost	
2	1	5	4		Sort Ascending
6	1	1	2		Sort Descending
7	0	2	1		(All)
5	3	0	1		(Top 10...)
1	2	1	5		(Custom...)
4	3.5	0	1		\$30.00
2	1	1	2		\$36.00
					\$51.00
					\$54.00
					\$60.00
					\$72.00
					\$-

## Printing Tips

**Landscape:** Click File→Page Set Up and choose Landscape as Page Orientation

**Print Preview:** Click print preview icon to check print area

**Adjust page breaks:** Click on View and Page Break Preview to adjust page breaks. Drag blue dotted line to the right to create a single page. Return to normal view



**Manually set the print area:** highlight the desired area, click Ctrl+P. Under “Print What” mark “selection.”

**Repeat row or column on every page:** Click File-Page Set Up and select the Sheet tab. Click on the icon beside “rows to repeat at top.” When the window shrinks, select row 7 and click the icon again. Repeat with column, but select column A.

