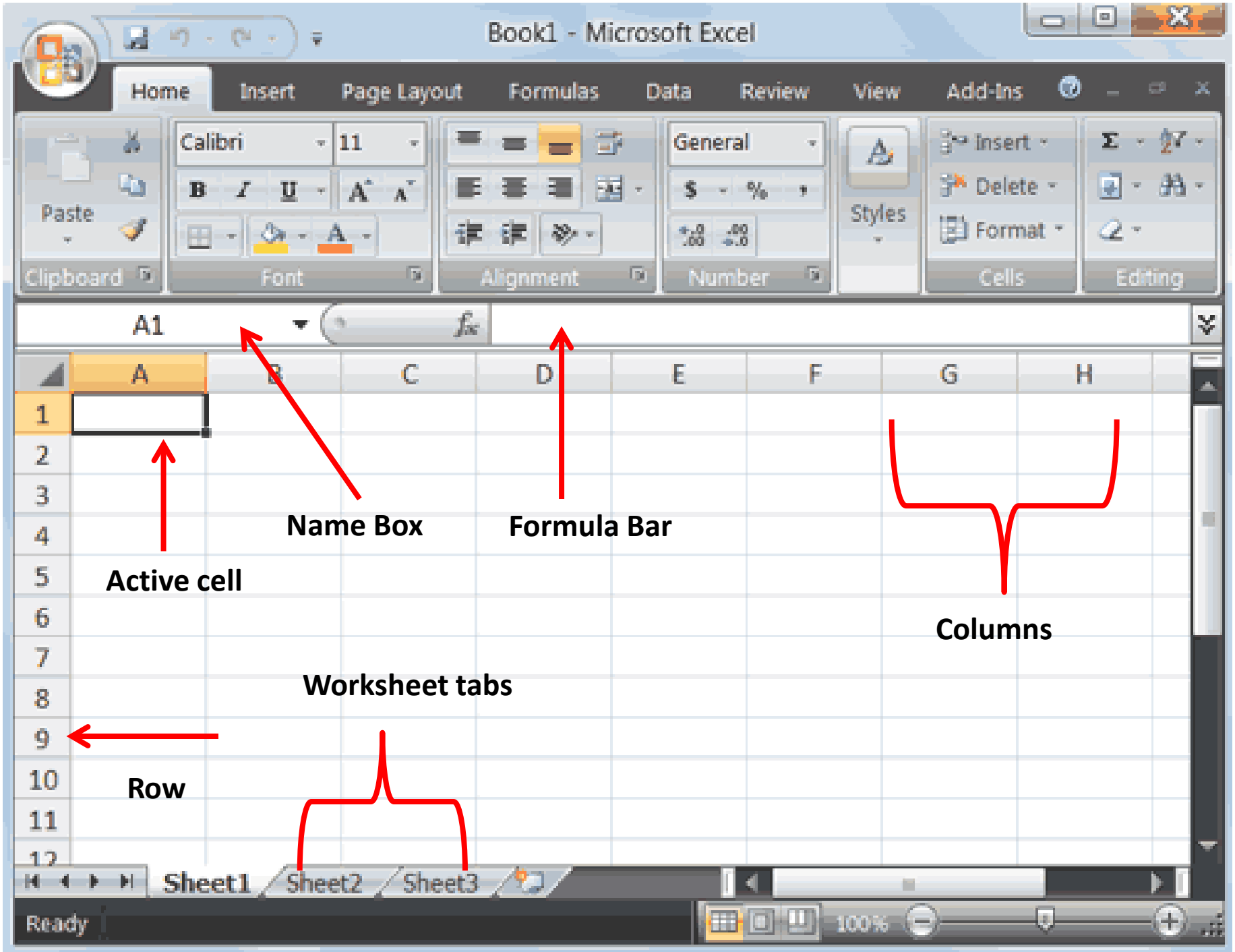
Excel Intermediate

Superintendent's Conference Day

November 8, 2016

9:15 am – 10:15 am


Book1 - Microsoft Excel
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A1
Name Box
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Sheet1
Sheet2
Sheet3
Ready
100%

Naming Worksheets

- Open excel spreadsheet on your **desktop** titled "***Intermediate Excel Training"***
- Locate the sheet name (*i.e. sheet 1, sheet 2, etc*) at the bottom of your Excel workbook
- Make sure the **sheet name is selected and right click** on the sheet name (*i.e. sheet 1, sheet 2, etc*) of the one you want to change
- Select the "**Rename**" option from the pop-up menu
- Type the name that you would like to appear
- Click off the sheet name to have your name change appear

Color Coding Tabs

- Make sure the **sheet name is selected and right** click the sheet tab and choose "**Tab Color**"

- Select a color from the resulting palette.

- Move to another sheet and watch as Excel colors the tab.

Applying Filters

- Open the same spreadsheet titled "***Intermediate Excel Training"***
- Select any **cell in any column** that you want to **filter** (**i.e. B9**)
- Click the **Data** tab on the ribbon
- Click **Filter** on the **Sort & Filter group option**
- Click the **arrow button** in the **column** you want to **filter**.
- For this example, select the **drop down menu from Column B**
- **Uncheck Select All** and **check off the box for 150**
- Click **OK**

Adding Comments

- Select any cell that you want to insert a comment into.
- Click on the "**Review Tab**" go to the "**Comments group option"**
- Click the "**New Comment**" option and a comment box will pop up for you to type in it.
- When you are done making a comment, click outside the comment box.
- You will notice a red line in the upper right corner of the cell. This mean that the comment is hidden.

Editing a Comment

- Select the cell that contains a comment that you want to edit.
- On the **Review** tab, in the "**Comments group option**", click **Edit Comment**.
- Double-click the text in the comment box, and then edit the comment text.
- Click **off the comment box** to have the comment stop showing.

Grouping Rows/Columns

- Select the rows or columns you want to group. In this example, we'll **select columns A, B, and C**
- Select the **Data tab** on the Ribbon, then click the **Group command** located in the **Outline section**. Select the **Group option**.
- The selected columns will be **grouped**.
- In our example, **columns A, B, and C are grouped together**.

Headers/Footers

- Click the worksheet to which you want to add a predefined header and footer
- Click on the **Insert tab**
- Click **Header & Footer** in the **Text group**
- Type in the name of the **Header** you want (***located at the top***)
- On the ribbon at the top select "**Go to Footer**"
- Type in the name of the **Footer** you want (***located at the bottom***)
- Select "**View**" from the ribbon and select "**Normal**"

View Worksheets Side-By-Side

- Select which sheets you want to view side-by-side
- Go to the "**View**" tab
- Select "**New Window**"
- Select "**View Side-by-Side**"

Hyperlinks

- Open your spreadsheet
- Select **cell A7** (*Flight # 140*)
- Click the "**Insert**" tab
- Click "**Hyperlink**" in the **links section**
- In the "**Link to section**" select "**Place in this Document**"
- Select where you would like **cell A7** to be linked to
- Click "**OK**"
- Click on **cell A7** and see what it does

Tips/Tricks

- "I'm going to inspire people around me by doing anything I can, even if it's something really small" – Ralph Waldo Emerson

#1

- Autofill cells without having to type all the information in each cell, one-by-one.

#2

- Using a different type of comment format (*i.e. shape, color*)

Learning Website

- http://www.gcflearnfree.org/