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Content

- 1. Introduction**
- 2. Environment**
- 3. Backstage View**
- 4. Using Templates**
- 5. Worksheet Views**
- 6. Exporting Workbooks**
- 7. Cell Basics**
- 8. To Copy, Paste and Cut Cell Content:**
- 9. To Use Flash Fill**
- 10. Find and Replace**
- 11. Wrapping Text and Merging Cells**
- 12. Formatting Cells**
- 13. Text Alignment**
- 14. Worksheet Basics**
- 15. Page Layout**
- 16. Formulas and Functions**
- 17. Simple Formulas**
- 18. To Create a Formula**
- 19. To Create a Formula Using the Point and Click Method**
- 20. Functions**
- 21. Freezing Panes**
- 22. Sorting Data**
- 23. Try**
- 24. Summary**



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Microsoft Office Excel 2013

Lesson 01: Introduction

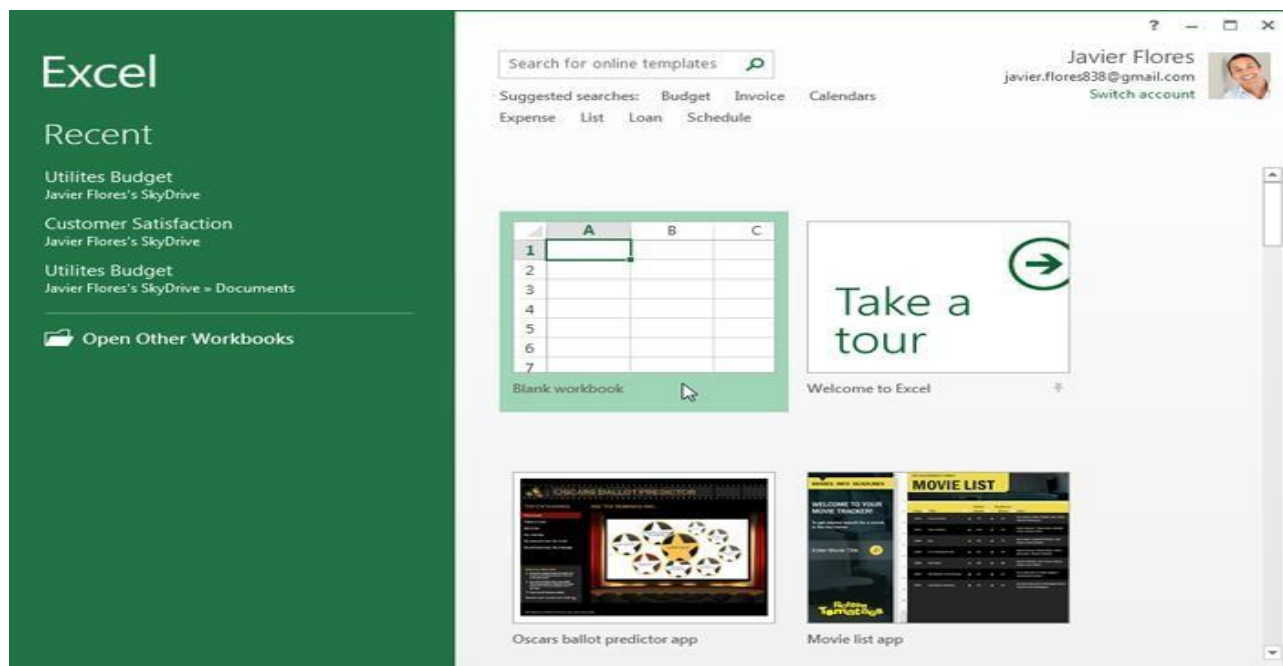
Excel 2013 is a spreadsheet program that allows you to:

- organize
- analyze information
- Creating Invoice
- Calculating data

The Excel Interface

When you open Excel 2013 for the first time, the **Excel Start Screen** will appear. From here, you'll be able to create a **new workbook**, choose a **template**, access your **recently** edited workbooks, **Open Other WorkBooks**, or **Search by Online**.

From the Excel Start Screen, locate and select **Blank workbook** to access the Excel interface.



The Excel Start Screen



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Lesson 02: Environment

- ❖ Title bar
- ❖ Control box
- ❖ Quick Access Toolbar
- ❖ Ribbon
- ❖ Tabs
- ❖ Command Groups
- ❖ Name Box
- ❖ Formula Bar
- ❖ Column
- ❖ Row
- ❖ Cell
- ❖ WorkSheets
- ❖ View Options
- ❖ Zoom Control
- ❖ Scroll bars
- ❖ Status



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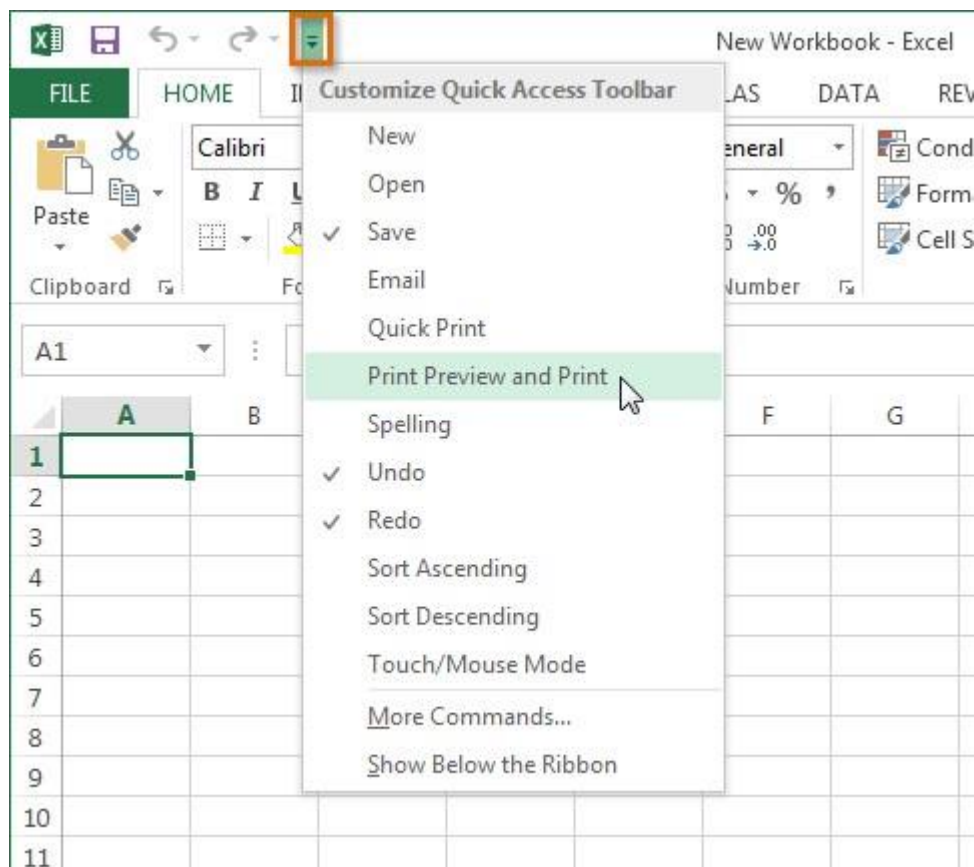
The Quick Access Toolbar

Located just above the Ribbon, the Quick Access Toolbar lets you access common commands no matter which tab is selected. By default, it includes the Save, Undo, and Repeat commands. You can add other commands depending on your preference.

To Add Commands to the Quick Access Toolbar:

Click the drop-down arrow to the right of the Quick Access Toolbar.

Select the command you wish to add from the drop-down menu. To choose from more commands, select More Commands.



Adding a command to the Quick Access Toolbar

The command will be added to the Quick Access Toolbar.

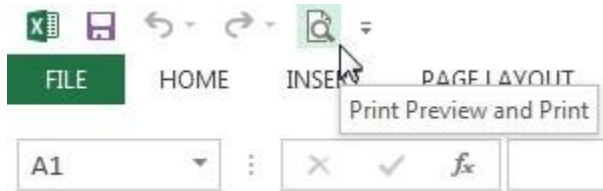


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The added command

Lesson 03: Backstage View

Backstage view gives you various options for saving, opening a file, printing, or sharing your workbooks.

To Access Backstage View:

- Click the File tab on the Ribbon. Backstage view will appear.
- Computer gives you access to the files you've saved locally on your computer.
- Open Files same as Word 2013 To Pin a Workbook:


If you frequently work with the same workbook, you can pin it to Backstage view for quick access.

Navigate to Backstage view.

Click Open. Your recently edited workbooks will appear.



Viewing recently edited workbooks

Hover the mouse over the workbook you wish to pin. A pushpin icon  will appear next to the workbook.



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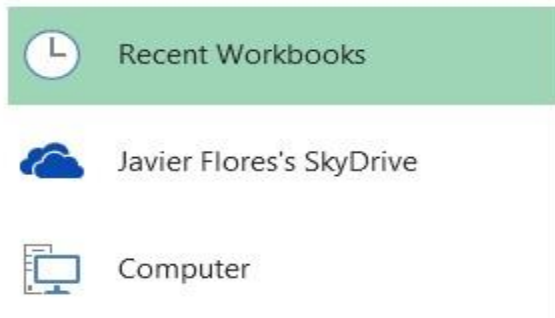
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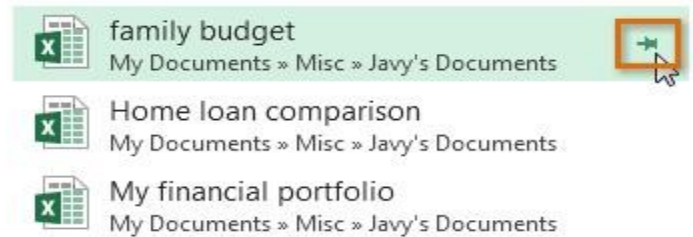
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Click the pushpin icon.

Open



Recent Workbooks



Pinning a workbook

The workbook will appear in Recent Workbooks until it is unpinned.

The pinned workbook

To unpin a workbook, simply click the pushpin icon again.

Lesson 04: Using Templates

A template is a pre-designed spreadsheet you can use to create a new workbook quickly. Templates often include custom formatting and predefined formulas, so they can save you a lot of time and effort when starting a new project.

To Create a New Workbook from a Template:

Click the **File** tab to access Backstage view.

- *Navigating to Backstage view*
- Select New. Several templates will appear below the Blank workbook option.
- *Selecting a template*



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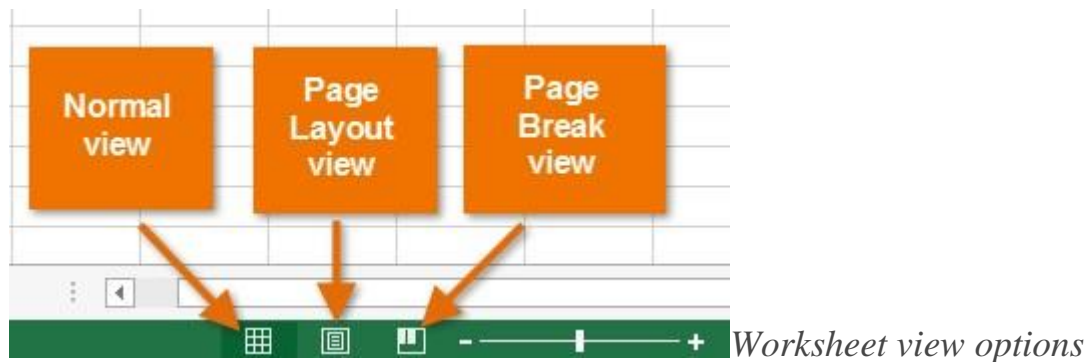
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Lesson 05: Worksheet Views

Excel 2013 has a variety of viewing options that change how your workbook is displayed. You can choose to view any workbook in **Normal view**, **Page Layout view**, or **Page Break view**. These views can be useful for various tasks, especially if you're planning to print the spreadsheet.

To change worksheet views, locate and select the desired worksheet view command in the bottom-right corner of the Excel window.

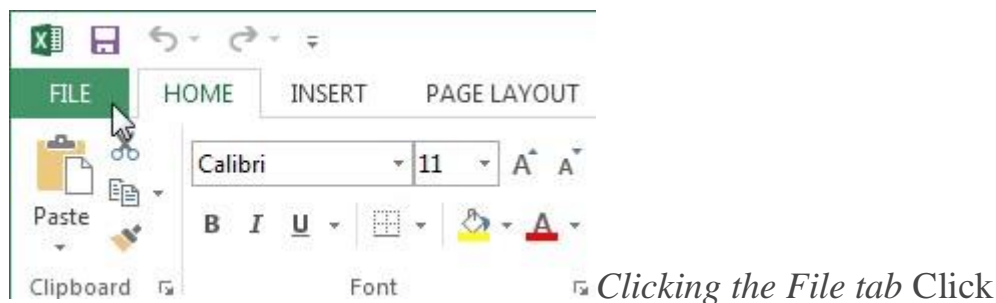


Save and Save As

Save and Save similar ways In Word 2013

To Change the Default save Location

Click the File tab to access Backstage view.



Options.



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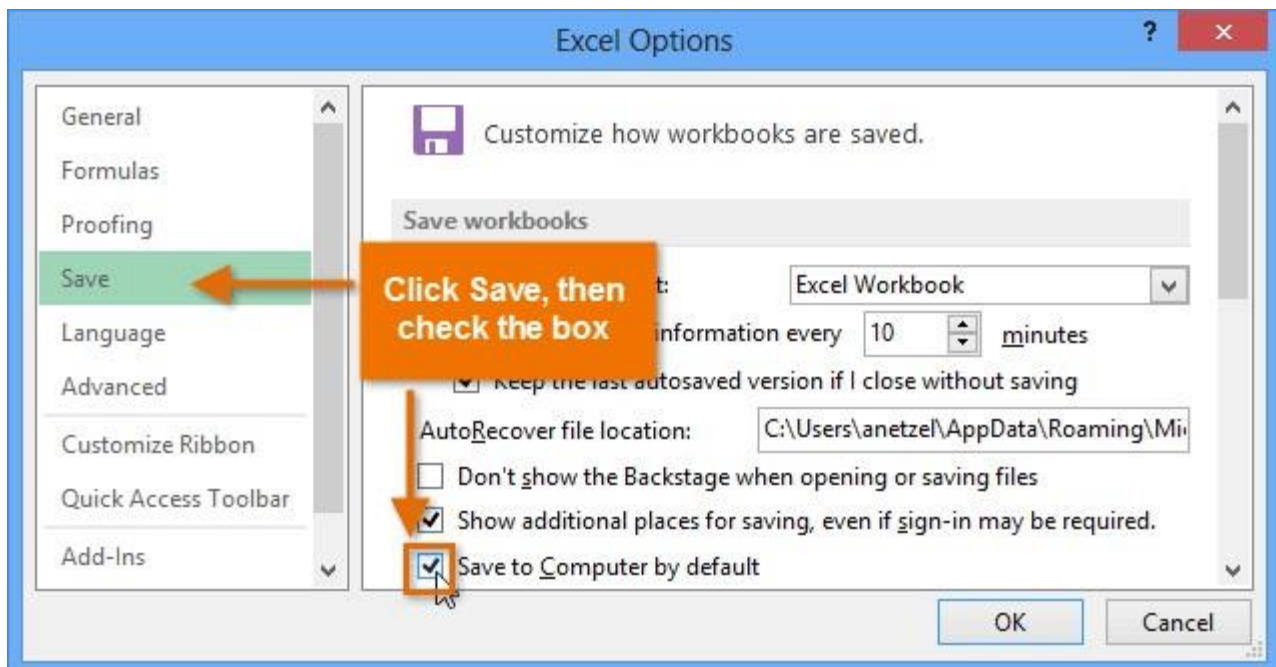
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Clicking Options

The Excel Options dialog box will appear. Select Save, check the box next to Save to Computer by default, and then click OK. The default save location will be changed.



Changing the default save location



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Lesson 06: Exporting Workbooks

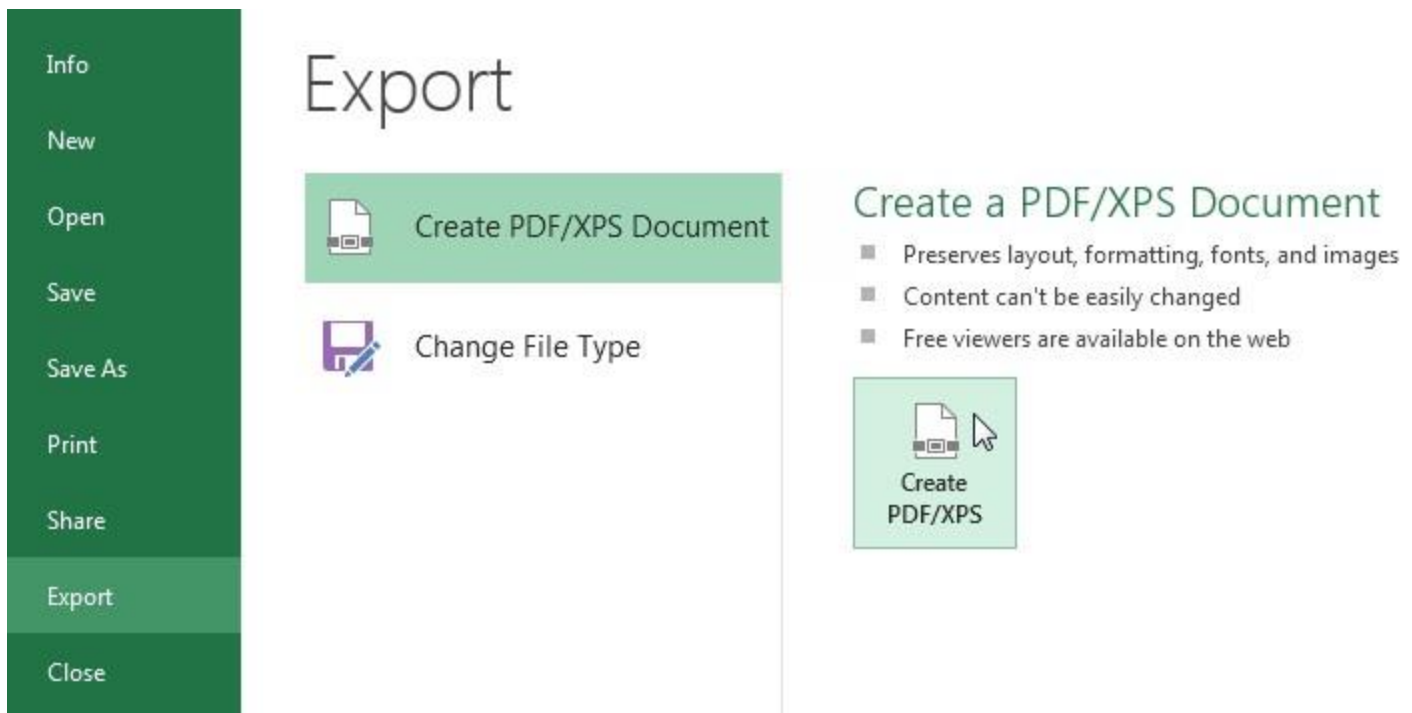
By default, Excel workbooks are saved in the .xlsx file type. However, there may be times when you need to use another file type, such as a PDF or Excel 97-2003 workbook. It's easy to export your workbook from Excel in a variety of file types.

To Export a Workbook as a PDF File:

Exporting your workbook as an Adobe Acrobat Document, commonly known as a PDF file, can be especially useful if sharing a workbook with someone who does not have Excel. A PDF file will make it possible for recipients to view, but not edit, the content of your workbook.

Click the File tab to access Backstage view.

Click Export and then select Create PDF/XPS.



Exporting a PDF file



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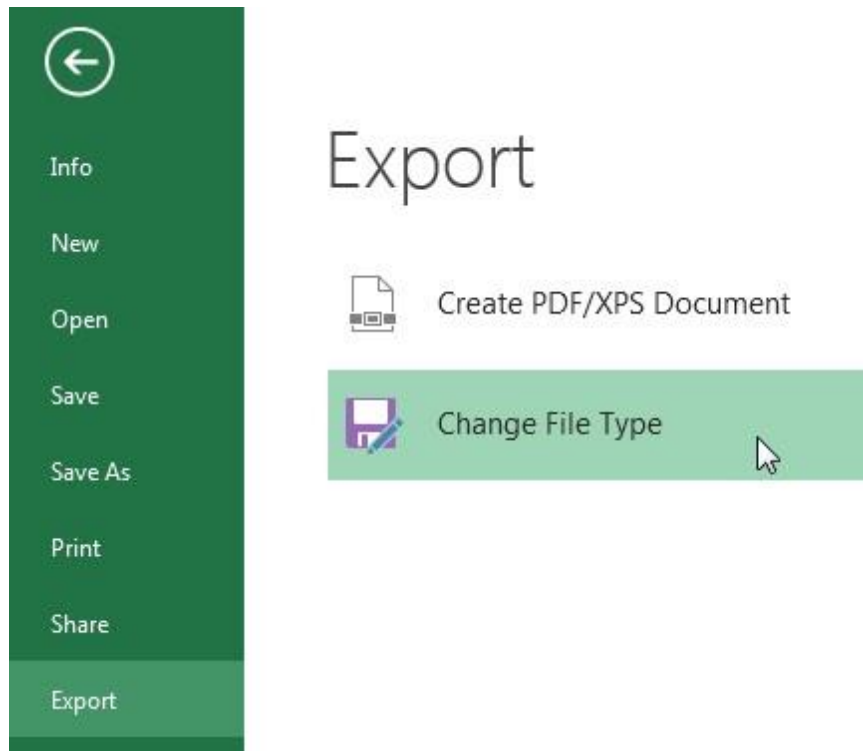
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To Export a Workbook in Other File Types:

You may also find it helpful to export your workbook in other file types, such as an Excel 97-2003 Workbook if you need to share with people using an older version of Excel, or a .CSV file if you need a plain-text version of your workbook.

Click the File tab to access Backstage view.

Click Export and then select Change File Type.



Clicking Change File

Type

Select a common file type and then click Save As.



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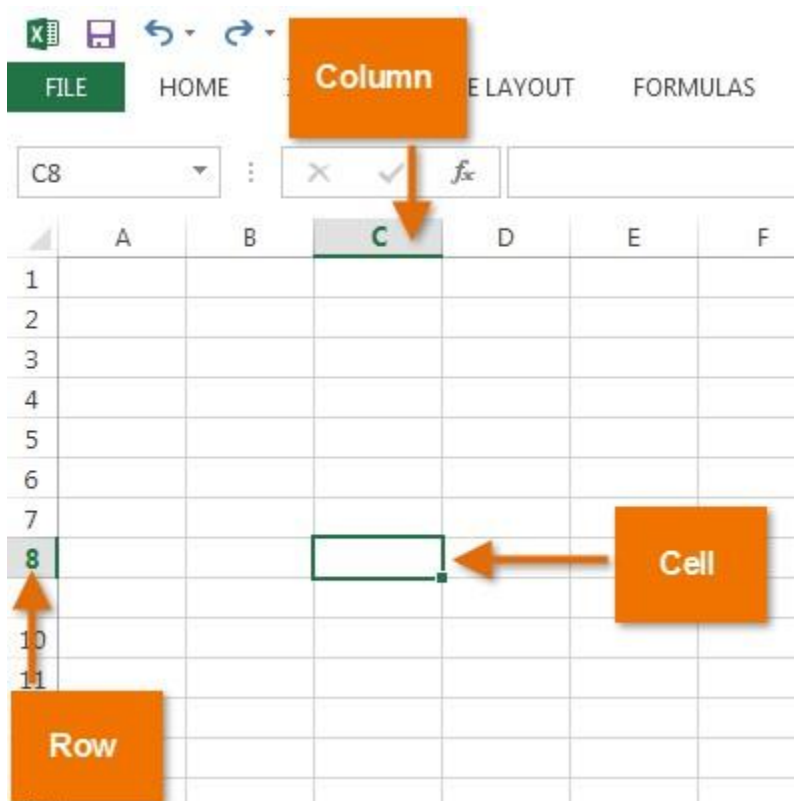
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Lesson 07: Cell Basics

Whenever you work with Excel, you'll enter information, or content, into cells. Cells are the basic building blocks of a worksheet. You'll need to learn the basics of cells and cell content to calculate, analyze, and organize data in Excel.

Understanding Cells

Every worksheet is made up of thousands of rectangles, which are called **cells**. A cell is the intersection of a row and a column. Columns are identified by letters (A, B, C) and rows are identified by numbers (1, 2, 3).



A cell

Every cell has its own name, or cell address, based on its column and row. In this example, the selected cell intersects column C and row 5, so the cell address is C5. The cell address will also appear in the Name box. Note that a cell's column and row headings are highlighted when the cell is selected.

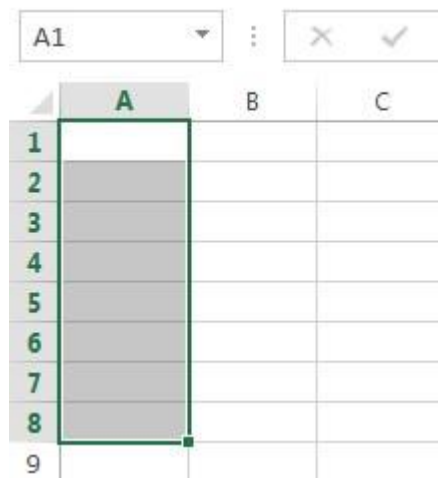
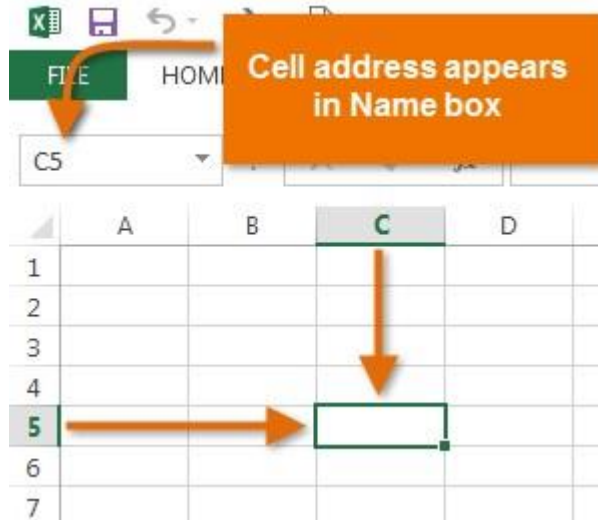


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You can also select multiple cells at the same time. A group of cells is known as a cell range. Rather than a single cell address, you will refer to a cell range using the cell addresses of the first and last cells in the cell range, separated by a colon. For example, a cell range that included cells A1, A2, A3, A4 and A5 would be written as A1:A5.

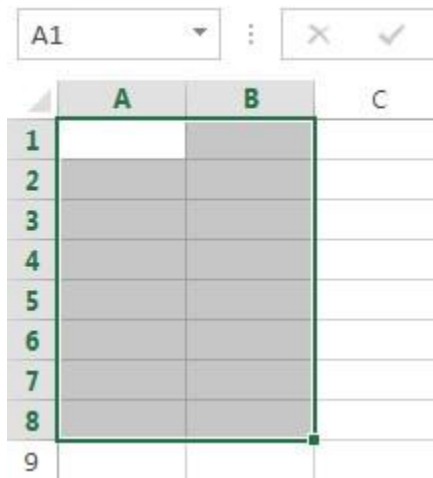


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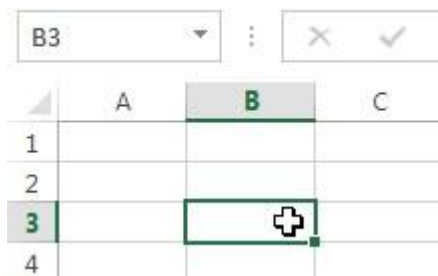
Cell range A1:B8

To Select a Cell:

To input or edit cell content, you'll first need to select the cell.

Click a cell to select it.

A border  will appear around the selected cell and the column heading and row heading will be highlighted. The cell will remain selected until you click another cell in the worksheet.



Selecting a single cell



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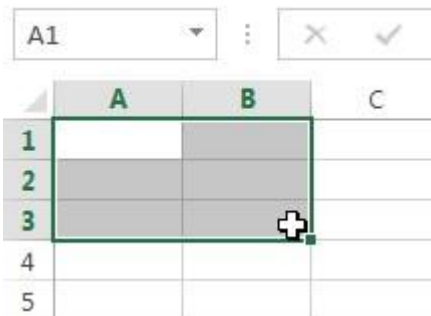
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To Select a Cell Range:

Sometimes you may want to select a larger group of cells, or cell range.

Click, hold and drag the mouse until all of the adjoining cells you wish to select are highlighted.

Release the mouse to select the desired cell range. The cells will remain selected until you click another cell in the worksheet.



Selecting a cell range

	A	B	C
1	Date	Sales	Percentage of Total
2	5/6/2013	65	0.71
3	5/7/2013	78	0.78
4	5/8/2013	112	0.86
5	5/9/2013	54	0.28
6	5/10/2013	99	0.49
7	5/11/2013	189	0.65
8	5/12/2013	120	0.57
9			

Cell text

Cell Content

Any information you enter into a spreadsheet will be stored in a cell. Each cell can contain several different kinds of content, including text, formatting, formulas and functions.

Text

Cells can contain text, such as letters, numbers, and dates.



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Formatting attributes

Cells can contain formatting attributes that change the way letters, numbers, and dates are displayed. For example, percentages can appear as 0.15 or 15%. You can even change a cell's background color.

	A	B	C
1	Date	Sales	Percentage of Total
2	Monday, May 06, 2013	\$ 65.00	71%
3	Tuesday, May 07, 2013	\$ 78.00	78%
4	Wednesday, May 08, 2013	\$ 112.00	86%
5	Thursday, May 09, 2013	\$ 54.00	28%
6	Friday, May 10, 2013	\$ 99.00	49%
7	Saturday, May 11, 2013	\$ 189.00	65%
8	Sunday, May 12, 2013	\$ 120.00	57%
9			

Cell formatting

Lesson 08: To Copy, Paste and Cut Cell Content:

Same as Word 2013

To Use the Fill Handle:

There may be times when you need to copy the content of one cell to several other cells in your worksheet. You could copy and paste the content into each cell, but this method would be very time consuming. Instead, you can use the fill handle to quickly copy and paste content to adjacent cells in the same row or column.

Select the cell(s) containing the content you wish to use. The fill handle will appear as a small square in the bottom-right corner of the selected cell(s).



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D	E
Friday, March 01, 2013	Friday, March 08, 2013
X	
X	
X	
X	
X	
X	
X	
X	
X	
X	
X	
X	
X	
X	
X	
X	
X	
X	

The filled cells To

Continue a Series with the Fill Handle:

The fill handle can also be used to continue a series. Whenever the content of a row or column follows a sequential order, like numbers (1,2,3) or days (Monday, Tuesday, Wednesday), the fill handle can guess what should come next in the series. In many cases, you may need to select multiple cells before using the fill handle to help Excel determine the series order. In our example below, the Fill handle is used to extend a series of dates in a column.

G	H
Friday, March 01, 2013	
Friday, March 08, 2013	
	Friday, March 29, 2013

G	H
Friday, March 01, 2013	
Friday, March 08, 2013	
Friday, March 15, 2013	
Friday, March 22, 2013	
Friday, March 29, 2013	

Using the fill handle to extend a series The extended series



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Lesson 09: To Use Flash Fill

A new feature in Excel 2013, Flash Fill can enter data automatically into your worksheet, saving you a lot of time and effort. Just like the Fill handle, Flash Fill can guess what kind of information you're entering into your worksheet. In the example below, we'll use Flash Fill to create a list of first names using a list of existing email addresses.

Enter the desired information into your worksheet. A Flash Fill preview will appear below the selected cell whenever Flash Fill is available.

	A	B	C	D
1	Email Address	Last Name	First Name	Friday, March 01, 2013
2	heidi.lee@vestainsurance.com	Lee	Heidi	x
3	josie.gates@vestainsurance.com	Gates	Josie	x
4	wendy.crocker@vestainsurance.com	Crocker	Wendy	x
5	loretta.johnson@vestainsurance.com	Johnson	Loretta	x
6	walter.rivera@vestainsurance.com	Rivera	Walter	x
7	misty.whitfield@vestainsurance.com	Whitfield	Misty	x
8	matilda.lewis@vestainsurance.com	Lewis	Matilda	x
9	elizabeth.hicks@vestainsurance.com	Hicks	Elizabeth	x
10	alvin.rios@vestainsurance.com	Rios	Alvin	x
11	brian.gaines@vestainsurance.com	Gaines	Brian	x

Previewing Flash Fill data

Press Enter. The Flash Fill data will be added to the worksheet.

	A	B	C	D
1	Email Address	Last Name	First Name	Friday, March 01, 2013
2	heidi.lee@vestainsurance.com	Lee	Heidi	x
3	josie.gates@vestainsurance.com	Gates	Josie	x
4	wendy.crocker@vestainsurance.com	Crocker	Wendy	x
5	loretta.johnson@vestainsurance.com	Johnson	Loretta	x
6	walter.rivera@vestainsurance.com	Rivera	Walter	x
7	misty.whitfield@vestainsurance.com	Whitfield	Misty	x
8	matilda.lewis@vestainsurance.com	Lewis	Matilda	x
9	elizabeth.hicks@vestainsurance.com	Hicks	Elizabeth	x
10	alvin.rios@vestainsurance.com	Rios	Alvin	x
11	brian.gaines@vestainsurance.com	Gaines	Brian	x



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Lesson 10: Find and Replace


Same as Word 2013

Modifying Columns, Rows, and Cells

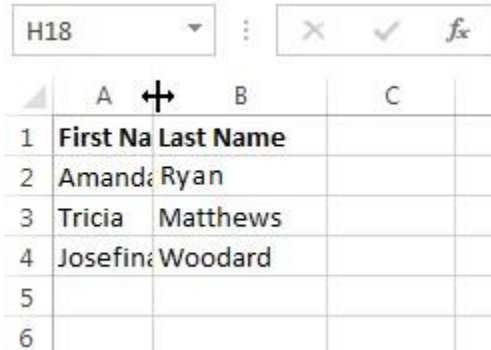
By default, every row and column of a new workbook is always set to the same height and width. Excel allows you to modify column width and row height in a variety of different ways, including wrapping text and merging cells.

To Modify Column Width:

In our example below, some of the content in column A cannot be displayed. We can make all of this content visible by changing the width of column A.

Position the mouse over the column line in the column heading so that the white cross  becomes a

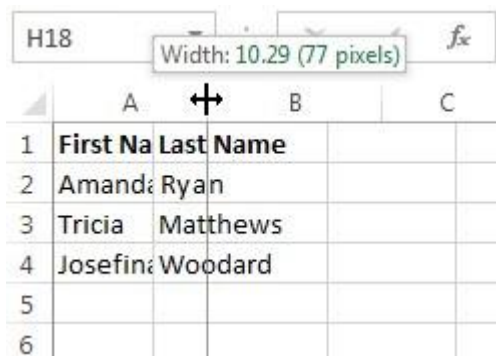
double arrow .



	A	B	C
1	First Na	Last Name	
2	Amanda	Ryan	
3	Tricia	Matthews	
4	Josefine	Woodard	
5			
6			

Hovering over the column line

Click, hold and drag the mouse to increase or decrease the column width.



	A	B	C
1	First Name	Last Name	
2	Amanda	Ryan	
3	Tricia	Matthews	
4	Josefine	Woodard	
5			
6			

Increasing the column width Release

the mouse. The column width will be changed.



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	A	B	C
1	First Name	Last Name	
2	Amanda	Ryan	
3	Tricia	Matthews	
4	Josefina	Woodard	
5			
6			

The new column width To

AutoFit Column Width:

The AutoFit feature will allow you to set a column's width to fit its content automatically.

Position the mouse over the column line in the column heading so that the white cross  becomes a double arrow .

	A	B	C	D	E	F	G
1	First Name	Last Name	Position(s)	Cell Ph	Street Address		
2	Amanda	Ryan	Pitcher, Sec	513-555	800 Round Table Drive		
3	Tricia	Matthews	Catcher	808-555	4721 Arron Smith Drive		
4	Josefina	Woodard	Outfield	714-555	2152 Liberty Avenue		

Hovering the mouse over the column line

	A	B	C	D	E	F
1	First Name	Last Name	Position(s)	Cell Phone	Street Address	
2	Amanda	Ryan	Pitcher, Sec	513-555-4477	800 Round Table Drive	
3	Tricia	Matthews	Catcher	808-555-6397	4721 Arron Smith Drive	
4	Josefina	Woodard	Outfield	714-555-4506	2152 Liberty Avenue	

The automatically sized column

Double-click the mouse. The column width will be changed automatically to fit the content.



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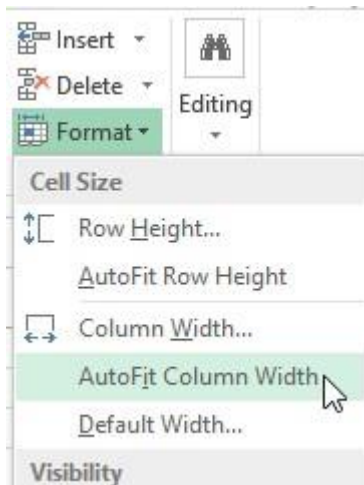
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Microsoft Office Excel 2013

You can also AutoFit the width for several columns at the same time. Simply select the columns you would like to AutoFit and then select the AutoFit Column Width command from the Format drop-down menu on the Home tab. This method can also be used for Row height.



AutoFitting columns width with the Format command

To Modify All Rows or Columns:

Rather than resizing rows and columns individually, you can also modify the height and width of every row and column at the same time. This method allows you to set a uniform size for every row and column in your worksheet. In our example, we will set a uniform row height.

Locate and click the Select All button  just below the formula bar to select every cell in the worksheet.



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	A	B	C	D
1	Bull Team Roster: Co-ed Softball 2013			
2	First Name	Last Name	Cell Phone	Street Address
3	Amanda	Ryan	513-555-4477	800 Round Table Drive
4	Tricia	Matthews	808-555-6397	4721 Arron Smith Drive
5	Josefina	Woodard	714-555-4506	2152 Liberty Avenue
6	Rodney	Ross	310-555-8862	3503 Prospect Valley Road
7	Leigh	Dizon	607-555-7816	1483 Frosty Lane
8	Mark	Grant	914-555-5592	1663 Taylor Street
9	Mildred	Persinger	601-555-0175	3329 Washington Avenue

Inserting, Deleting, Moving, and Hiding Rows and Columns

After you've been working with a workbook for a while, you may find that you want to insert new columns or rows, delete certain rows or columns, move them to a different location in the worksheet, or even hide them.

To Insert Rows:

Select the row heading below where you want the new row to appear. For example, if you want to insert a row between rows 7 and 8, select row 8.

5	Neil	Crawford	908-555-2234	2312 Stonepot Road
6	Anthony	Keel	267-555-0144	533 Spring Avenue
7	Ray	Logan	256-555-2475	2439 Ritter Street
8	Tricia	Matthews	808-555-6397	4721 Arron Smith Drive
9	Leola	McNew	580-555-8177	2182 Cody Ridge Road
10	Joshua	Milliman	213-555-1117	2166 Zimmerman Lane

Selecting a row Click

the Insert command on the Home tab.

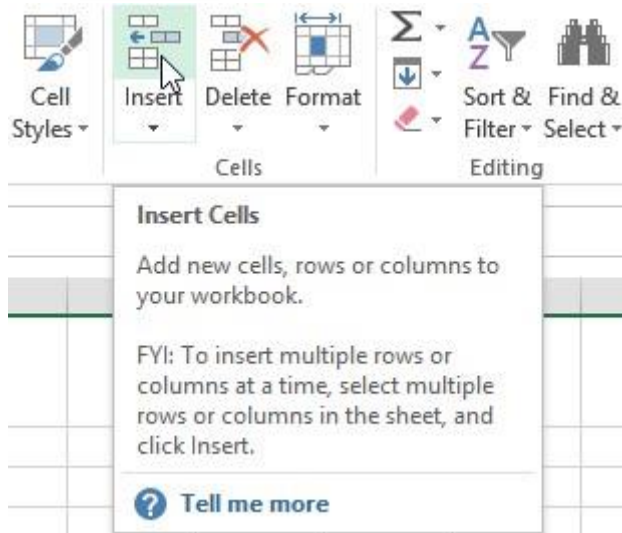


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Clicking the Insert command

The new row will appear above the selected row.

5	Neil	Crawford	908-555-2234	2312 Stonepot Road
6	Anthony	Keel	267-555-0144	533 Spring Avenue
7	Ray	Logan	256-555-2475	2439 Ritter Street
8				
9	cia	Matthews	808-555-6397	4721 Arron Smith Drive
10	Leola	McNew	580-555-8177	2182 Cody Ridge Road

The new row

To Insert Columns:

Same as Row



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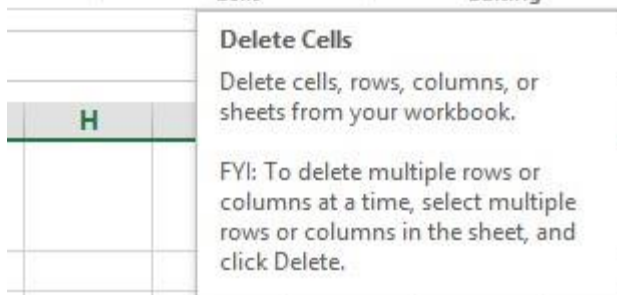
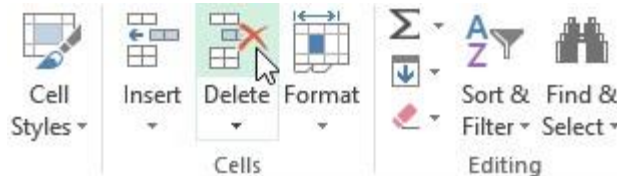
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To Delete Columns:

Select the column(s) you want to delete. In our example, we'll select column E.

D	E ↓	F
Street Address	Zip Code	Position(s)
800 Round Table Drive	27606	Pitcher, Second base
4721 Arron Smith Drive	27704	Catcher
2152 Liberty Avenue	27615	Outfield
3329 Washington Avenue	27513	First base, pitcher
1736 Broad Street	27613	DH
2937 Earnhardt Drive	27606	Second base
232 Timber Oak Drive	27704	Right field
4072 Nelm Street	27615	Third Base
2182 Cody Ridge Road	27513	Pitcher
1001 Cerullo Road	27613	Second base
9 Tenmile Road	27606	Third base
1386 Patterson Street	27704	Outfield, catcher
3990 Pretty View Lane	27615	Left field
533 Spring Avenue	27513	Shortstop, pinch runner
2723 Nelm Street	27613	Left field, Center field

Selecting a column to



delete

Clicking the Delete command

Click the Delete command on the Home tab.

The selected column(s) will be deleted and the columns to the right will shift left. In our example, Column F is now Column E.



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D	E ↓
Street Address	Position(s)
300 Round Table Drive	Pitcher, Second base
4721 Arron Smith Drive	Catcher
2152 Liberty Avenue	Outfield
3329 Washington Avenue	First base, pitcher
1736 Broad Street	DH
2937 Earnhardt Drive	Second base
232 Timber Oak Drive	Right field
4072 Nelm Street	Third Base
2182 Cody Ridge Road	Pitcher
1001 Cerullo Road	Second base
9 Tenmile Road	Third base
1386 Patterson Street	Outfield, catcher
3990 Pretty View Lane	Left field
533 Spring Avenue	Shortstop, pinch runner
2723 Nelm Street	Left field, Center field

Column F shifted right to replace column E

➤ You Can Use CTRL+X or you can Drag.

Lesson 11: Wrapping Text and Merging Cells

To Wrap Text in Cells:

In our example below, we'll wrap the text of the cells in column D so the entire address can be displayed.

Select the cells you wish to wrap. In this example, we'll select the cells in column D.



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	A	B	C	D	E
1	Bull Team Roster: Co-ed Softball 2013				
2	First Name	Last Name	Cell Phone	Street Address	Position(s)
3	Amanda	Ryan	513-555-4477	800 Round Tak	Pitcher, Second base
4	Tricia	Matthews	808-555-6397	4721 Arron Sm	Catcher
5	Josefina	Woodard	714-555-4506	2152 Liberty A	Outfield
6	Mildred	Persinger	601-555-0175	3329 Washing	First base, pitcher
7	Dwayne	Patnode	205-555-3783	1736 Broad Str	DH
8	Bonnie	Benjamin	502-555-1212	2937 Earnhard	Second base
9	Eva	Ramer	805-555-8514	232 Timber Oa	Right field
10	Carol	Pena	571-555-0704	4072 Nelm Str	Third Base
11	Leola	McNew	580-555-8177	2182 Cody Rid	Pitcher
12	Annie	Muro	502-555-0190	1001 Cerullo R	Second base
13	Joe	Rodriguez	781-555-9659	9 Tenmile Roa	Third base

Selecting cells



*to wrap
the Wrap Text command*

Clicking

Select the Wrap Text command on the Home tab.

The text in the selected cells will be wrapped.



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	A	B	C	D	E
1	Bull Team Roster: Co-ed Softball 2013				
2	First Name	Last Name	Cell Phone	Street Address	Position(s)
3	Amanda	Ryan	513-555-4477	800 Round Table Drive	Pitcher, Second base
4	Tricia	Matthews	808-555-6397	4721 Arron Smith Drive	Catcher
5	Josefina	Woodard	714-555-4506	2152 Liberty Avenue	Outfield
6	Mildred	Persinger	601-555-0175	3329 Washington Avenue	First base, pitcher

The wrapped



	A	B	C	D	E
1	Bull Team Roster: Co-ed Softball 2013				
2	First Name	Last Name	Cell Phone	Street Address	Position(s)
3	Amanda	Ryan	513-555-4477	800 Round Table Drive	Pitcher, Second base
4	Tricia	Matthews	808-555-6397	4721 Arron Smith Drive	Catcher
5	Josefina	Woodard	714-555-4506	2152 Liberty Avenue	Outfield

text

Selecting cell range A1:E1

Note: Click the Wrap Text command again to unwrap the text.

To Merge Cells Using the Merge & Center Command:

In our example below, we'll merge cell A1 with cells B1:E1 to create a title heading for our worksheet.

Select the cell range you want to merge together.

Select the Merge & Center command on the Home tab.



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Team Roster: Co-ed Softball 2013

First Name	Last Name	Cell Phone	Street Address	Position(s)
Amanda	Ryan	513-555-4477	800 Round Table Drive	Pitcher, Second base
Tricia	Matthews	808-555-6397	4721 Arron Smith Drive	Catcher
Josefina	Woodard	714-555-4506	2152 Liberty Avenue	Outfield

Clicking the Merge & Center command

The selected cells will be merged and the text will be centered.

First Name	Last Name	Cell Phone	Street Address	Position(s)
Amanda	Ryan	513-555-4477	800 Round Table Drive	Pitcher, Second base
Tricia	Matthews	808-555-6397	4721 Arron Smith Drive	Catcher
Josefina	Woodard	714-555-4506	2152 Liberty Avenue	Outfield

Cell A1 after merging with B1:E1

Note: Click the Merge & Center command again to unMerge & Center the text.



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Lesson 12: Formatting Cells

All cell content uses the same formatting by default, which can make it difficult to read a workbook with a lot of information. Formatting can customize the look and feel of your workbook, allowing you to draw attention to specific sections and making your content easier to view and understand.

Try:

- Font Name
- Font Size
- Font Color
- Bold
- Italic
- Underline

Lesson 13: Text Alignment

By default, any text entered into your worksheet will be aligned to the bottom-left of a cell. Any numbers will be aligned to the bottom-right of a cell. Changing the alignment of your cell content allows you to choose how the content is displayed in any cell, which can make your cell content easier to read.

Try:

- Left
- Center
- Right
- Top Align
- Middle Align
- Bottom Align



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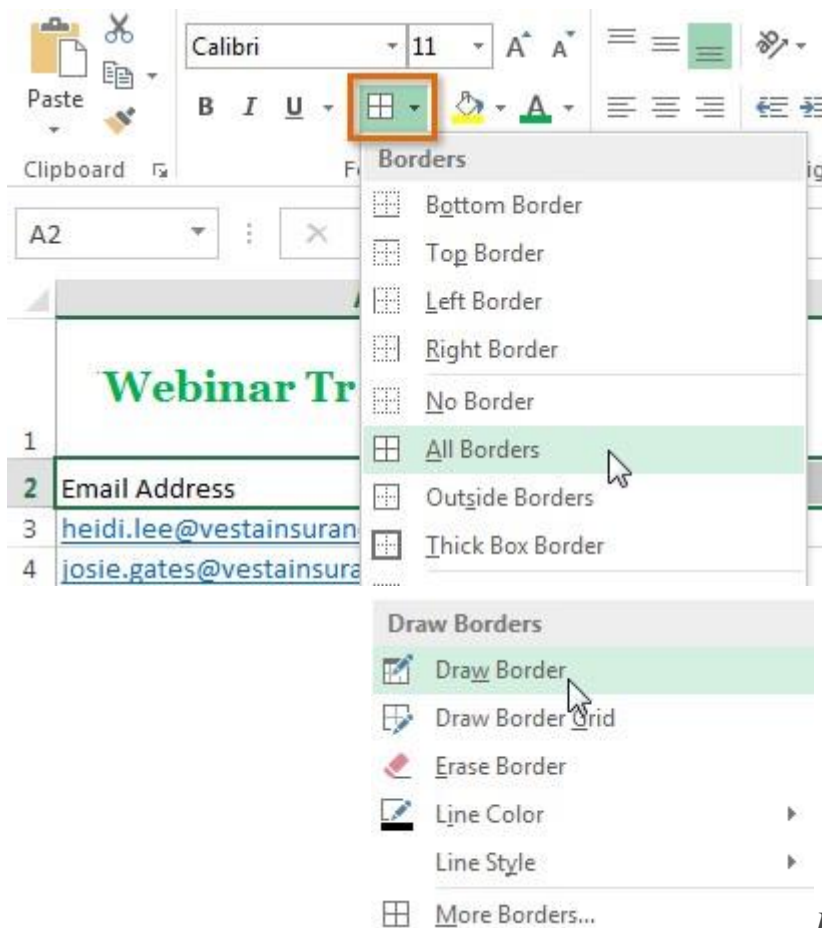
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Cell Borders and Fill Colors

Cell borders and fill colors allow you to create clear and defined boundaries for different sections of your worksheet. In our examples below, we'll add cell borders and fill color to our header cells to help distinguish them from the rest of the worksheet.

➤ Home Tab/Border



Choosing a border style

Drawing custom borders

Draw Borders

You can draw borders and change the line style and color of borders with the Draw Borders tools at the bottom of the Borders drop-down menu.



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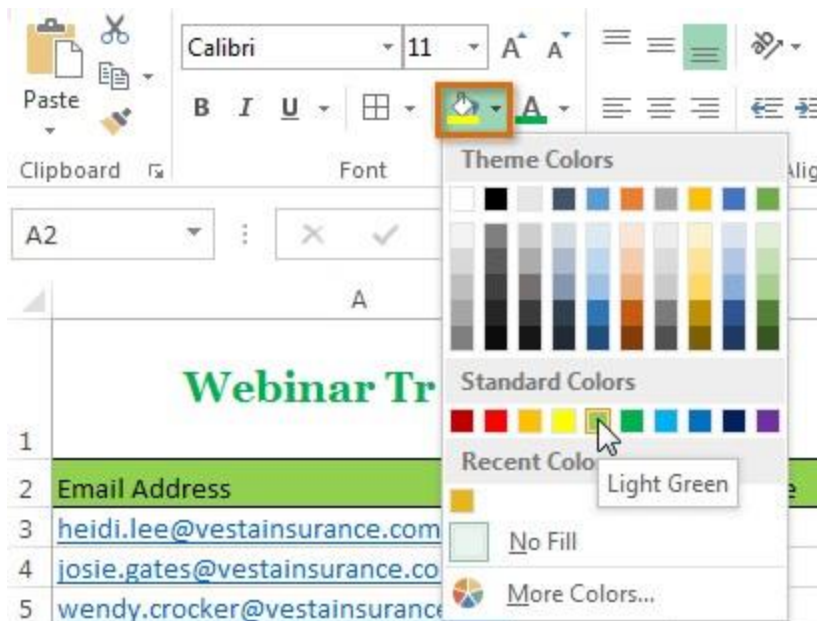
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To Add a Fill Color:

Select the cell(s) you wish to modify.



Choosing a cell fill color

To Apply a Cell Style:

In our example, we'll apply a new cell style to our existing title and header cells.

Select the cell(s) you wish to modify.

	Webinar Training Log		
4	Email Address	Last Name	First Name
5	heidi.lee@vestainsurance.com	Lee	Heidi
6	josie.gates@vestainsurance.com	Gates	Josie

Selecting a cell range

Click the Cell Styles command on the Home tab and then choose the desired style from the drop-down menu. In our example, we'll choose Accent 1.



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The screenshot shows the Excel ribbon with the 'Cell Styles' task pane open. The 'Cell Styles' button is highlighted in the ribbon. The task pane displays several categories of styles: 'Good, Bad and Neutral' (Normal, Bad, Good, Neutral), 'Data and Model' (Calculation, Check Cell, Explanatory..., Hyperlink, Input, Linked Cell, Note, Output, Warning Text), 'Titles and Headings' (Heading 1, Heading 2, Heading 3, Heading 4, Title, Total), and 'Themed Cell Styles' (20% - Accent1 to 60% - Accent6, and Accent1 to Accent6). The 'Accent1' style is selected in the 'Themed Cell Styles' section.

Choosing a cell style

The selected cell style will appear.

Lesson 14: Worksheet Basics

Every workbook contains at least one worksheet by default. When working with a large amount of data, you can create multiple worksheets to help organize your workbook and make it easier to find content. You can also group worksheets to quickly add information to multiple worksheets at the same time.

To Rename a Worksheet:

Whenever you create a new Excel workbook, it will contain one worksheet named Sheet1. You can rename a worksheet to better reflect its content. In our example, we will create a training log organized by month.

Right-click the worksheet you wish to rename, then select Rename from the worksheet menu.

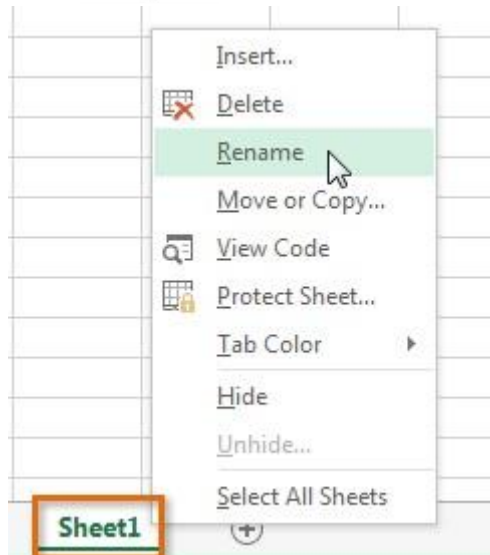


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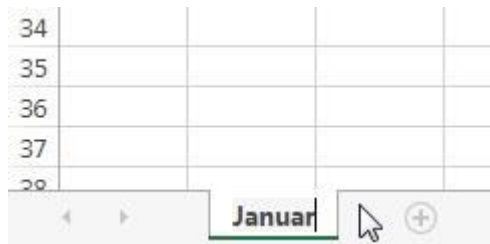
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Clicking Rename Type

the desired name for the worksheet.



Entering a new worksheet name

Click anywhere outside of the worksheet or press Enter on your keyboard. The worksheet will be renamed.



The renamed worksheet To

Insert a New Worksheet:

Locate and select the New sheet button.



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	A	B
1	Webinar Training Log: January	
2	Email Address	First Name
3	JaredBLedbetter@vestainsurance.net	Jared
4	BeverlyJKelly@vestainsurance.net	Beverly
5	BernadetteRKorth@vestainsurance.net	Bernadette

January New sheet

Clicking the New sheet

	A	B	C	D
1				
2				
3				
4				
5				
6				

January **Sheet2**

button

The new, blank worksheet

A new, blank worksheet will appear.

To change the default number of worksheets, navigate to Backstage view, click Options, then choose the desired number of worksheets to include in every new workbook.

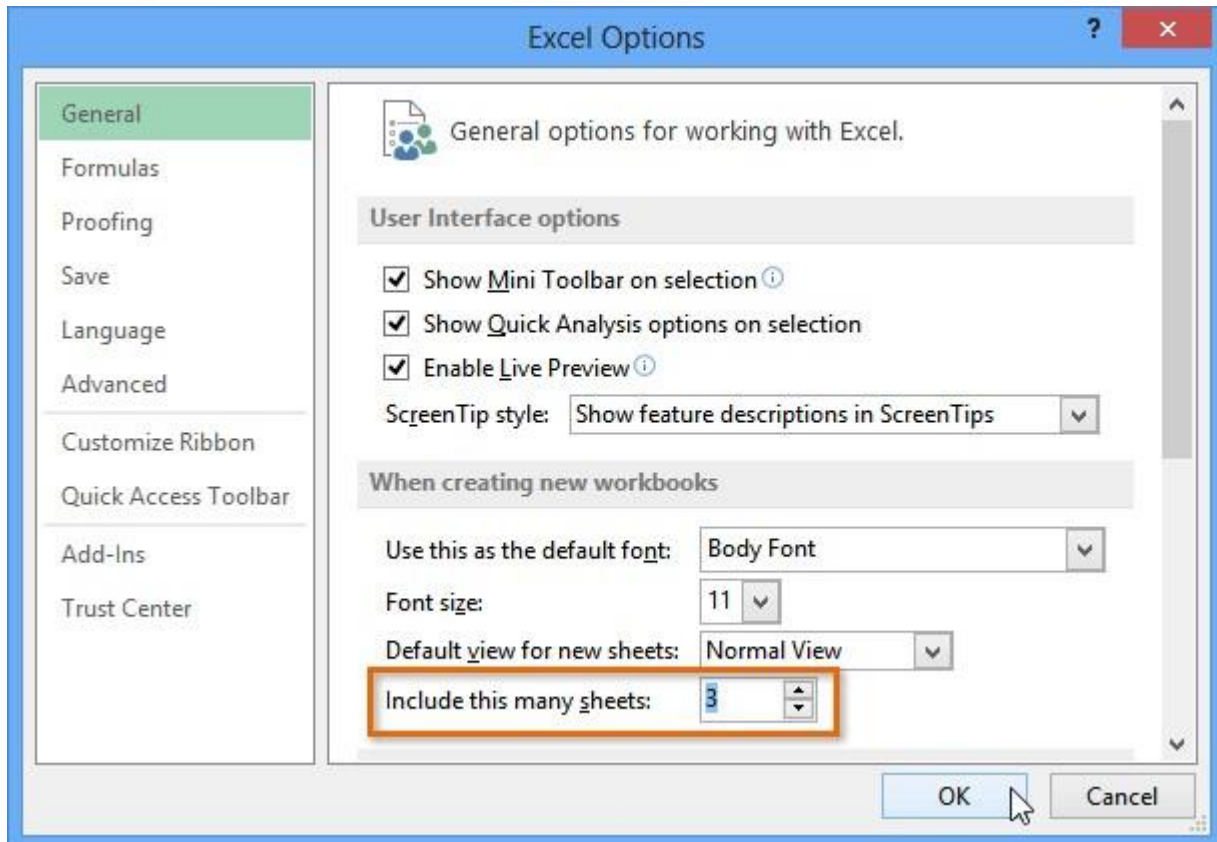


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Modifying the number of default worksheets To

Delete a Worksheet:

Right-click the worksheet you wish to delete, then select Delete from the worksheet menu.

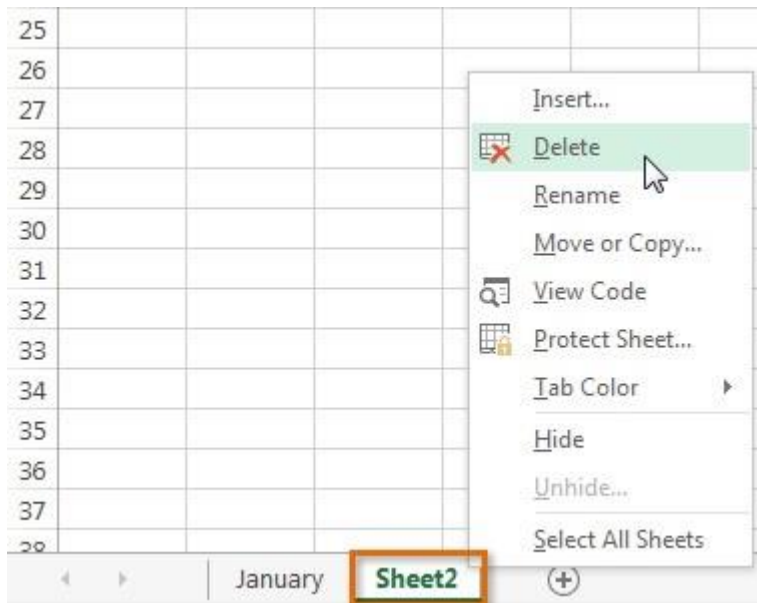


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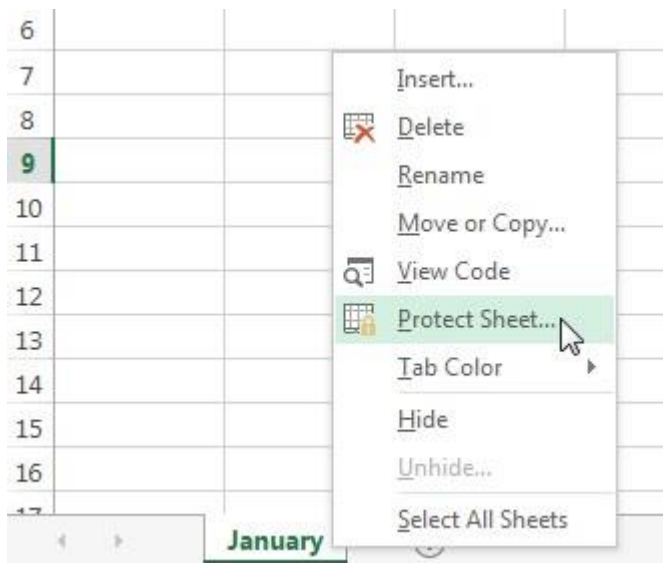


Deleting a worksheet

The worksheet will be deleted from your workbook.



The deleted worksheet



Protecting a

worksheet

If you wish to prevent specific worksheets from being edited or deleted, you can protect them by right-clicking the desired worksheet and then selecting Protect sheet... from the worksheet menu.



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Lesson 15: Page Layout

Page Layout View

Before you start modifying a workbook's page layout, you may want to view the workbook in Page Layout view, which can help you visualize your changes.

To access Page Layout view, locate and select the Page Layout view command in the lower-right corner of your workbook.

Selecting Page Layout view

Page Orientation

Same as Word 2013

Page Margins or Size:

Same as Word 2013

To Insert Headers & Footers:

You can make your workbook easier to read and look more professional by including Headers & Footers. The header is a section of the workbook that appears in the top margin, while the footer appears in the bottom margin. Headers and footers generally contain information such as page number, date, and workbook name.

Locate and select the Page Layout view command. The worksheet will appear in Page Layout view.



Selecting Page Layout View

Select the desired header or footer you wish to modify. In our example, we'll modify the footer at the bottom of the page.



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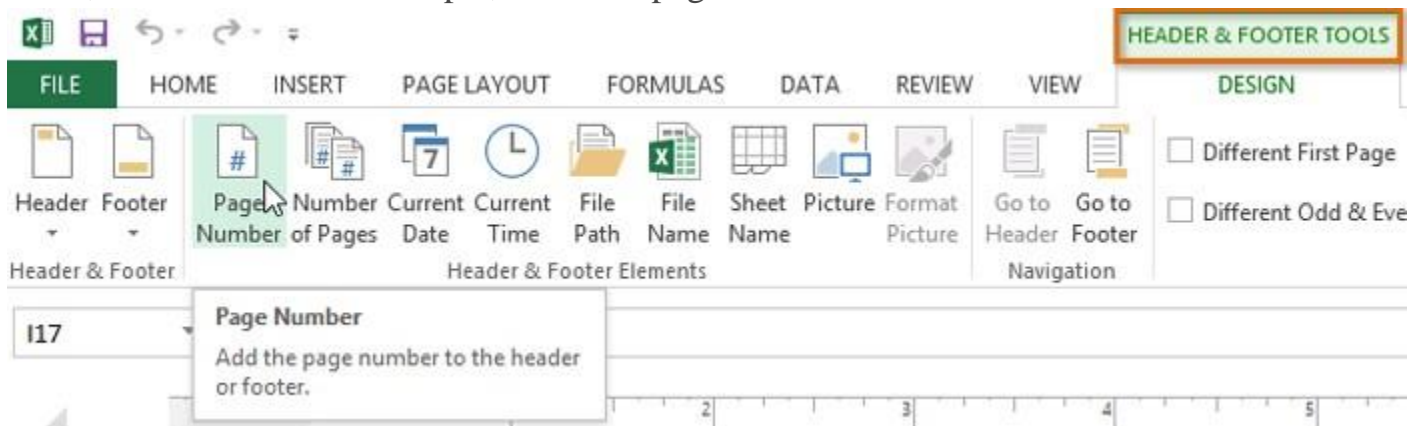
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	B	C	D	E
46	Jets	Saturday	Saturday, June 25, 2011	10:00 AM
47	Lightning	Friday	Friday, August 12, 2011	6:00 PM
Click to add footer				
Click to add header				
48	Tigers	Friday	Friday, June 24, 2011	6:00 PM
49	Bears	Saturday	Saturday, July 09, 2011	2:00 PM
50	Bulls	Saturday	Saturday, August 20, 2011	2:00 PM

Selecting a footer to modify

The Header & Footer Tools tab will appear on the Ribbon. From here, you can access commands that will automatically include page numbers, date, workbook name, and more. In our example, we'll add page numbers.



Adding page numbers from the Header & Footer Tools tab

The footer will change to include page numbers automatically.



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	B	C	D	E
46	Jets	Saturday	Saturday, June 25, 2011	10:00 AM
47	Lightning	Friday	Friday, August 12, 2011	6:00 PM

1



New footer

Click to add header

48	Tigers	Friday	Friday, June 24, 2011	6:00 PM
49	Bears	Saturday	Saturday, July 09, 2011	2:00 PM
50	Bulls	Saturday	Saturday, August 20, 2011	2:00 PM

The newly added footer

Excel uses the same tools as Microsoft Word to modify headers and footers. Check out our lesson on [Headers, Footers and Page Numbers](#) from our [Word 2013](#)

Printing Workbooks

Same as Word 2013



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Lesson 16: Formulas and Functions

Cells can contain formulas and functions that calculate cell values. In our example, SUM(B2:B8) adds the value of each cell in cell range B2:B8 and displays the total in cell C9.

	A	B	C
1	Date	Sales	Percentage of Total
2	Monday, May 06, 2013	\$ 65.00	71%
3	Tuesday, May 07, 2013	\$ 78.00	78%
4	Wednesday, May 08, 2013	\$ 112.00	86%
5	Thursday, May 09, 2013	\$ 54.00	28%
6	Friday, May 10, 2013	\$ 99.00	49%
7	Saturday, May 11, 2013	\$ 189.00	65%
8	Sunday, May 12, 2013	\$ 120.00	57%
9	Weekly Sales	\$ 717.00	

Cell formulas

To Insert Content:

Click a cell to select it.

	A	B	C
1	+		
2			

Selecting cell A1

Type content into the selected cell and then press Enter on your keyboard. The content will appear in the cell and the formula bar. You can also input and edit cell content in the formula bar.

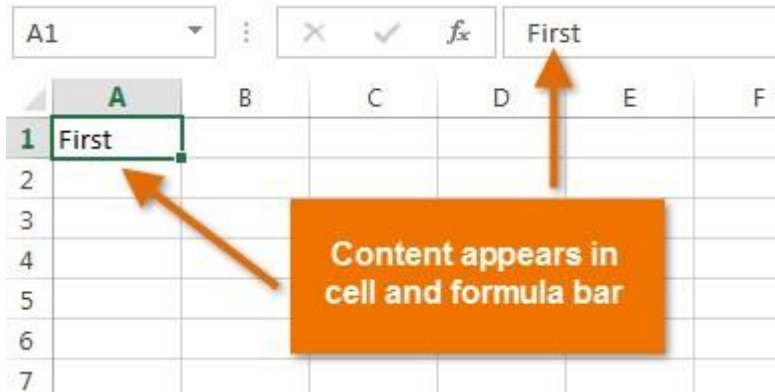


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Inserting cell content To

Delete Cell Content:

Select the cell with content you wish to delete.

	A	B	C
1			
2	First Name	Middle Name	Last Name
3	Heidi	Lauren	Lee
4	Josie	Marie	Gates
5	Wendy	Anne	Crocker
6	Loretta	Susan	Johnson

Selecting a cell

	A	B	C
1			
2	First Name	Middle Name	Last Name
3	Heidi		Lee
4	Josie	Marie	Gates
5	Wendy	Anne	Crocker
6	Loretta	Susan	Johnson

Deleting cell

content

Press the Delete or Backspace key on your keyboard. The cell's contents will be deleted.

You can use the Delete key on your keyboard to delete content from multiple cells at once. The Backspace key will only delete one cell at a time.



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To Delete Cells:

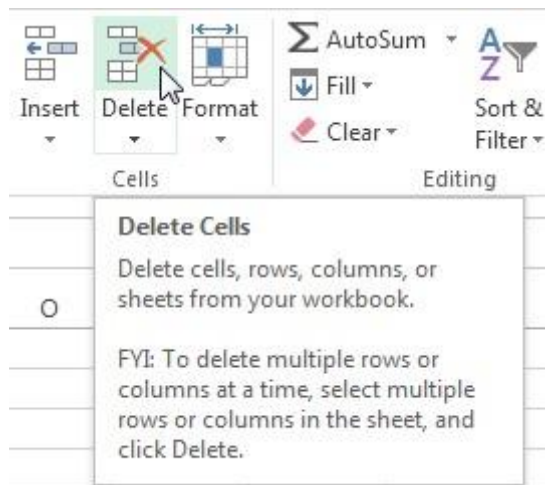
There is an important difference between deleting the content of a cell and deleting the cell itself. If you delete the entire cell, the cells below it will shift up and replace the deleted cells.

Select the cell(s) you wish to delete.

	A	B	C
1			
2	First Name	Middle Name	Last Name
3	Heidi	Joy	Lee
4	Josie	Marie	Gates
5	Wendy	Anne	Crocker
6	Loretta	Susan	Johnson

Selecting a cell to delete Select

the Delete command from the Home tab on the Ribbon.



Clicking the Delete command The

cells below will shift up.

	A	B	C
1	First Name	Middle Name	Last Name
2	Heidi	Joy	Lee
3	Josie	Marie	Gates
4	Wendy	Anne	Crocker
5	Loretta	Susan	Johnson

Cells shifted to replace the deleted cell



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Lesson 17: Simple Formulas

One of the most powerful features in Excel is the ability to calculate numerical information using formulas. Just like a calculator, Excel can add, subtract, multiply, and divide. In this lesson, we'll show you how to use cell references to create simple formulas.

Mathematical Operators

Excel uses standard operators for formulas, such as a plus sign for addition (+), a minus sign for subtraction (-), an asterisk for multiplication (*), a forward slash for division (/), and a caret (^) for exponents.

Addition	+
Subtraction	-
Multiplication	*
Division	/
Exponents	^

Standard operators



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Microsoft Office Excel 2013

All formulas in Excel must begin with an equal sign (=). This is because the cell contains, or is equal to, the formula and the value it calculates.

Understanding Cell References

While you can create simple formulas in Excel manually (for example, =2+2 or =5*5) most of the time you will use cell addresses to create a formula. This is known as making a cell reference. Using cell references will ensure that your formulas are always accurate, because you can change the value of referenced cells without having to rewrite the formula.

	A	B
1	10	
2	5	
3	=A1+A2	
4		

The formula in cell A3 refers to the value in cell A1 plus the value in cell A2

	A	B
1	10	
2	5	
3	15	
4		

The formula calculates and displays the answer to the equation A1 plus A2

	A	B
1	15	
2	5	
3	20	
4		

The formula automatically recalculates when the value of a referenced cell is changed

Using cell references to recalculate a formula

By combining a mathematical operator with cell references, you can create a variety of simple formulas in Excel. Formulas can also include a combination of cell references and numbers, as in the examples below:



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=A1+A2	Adds cells A1 and A2
=C4-3	Subtracts 3 from cell C4
=E7/J4	Divides cell E7 by J4
=N10*1.05	Multiplies cell N10 by 1.05
=R5^2	Finds the square of cell R5

Examples of simple formulas

Lesson 18: To Create a Formula

In our example below, we'll use a simple formula and cell references to calculate a budget. Select the cell that will contain the formula. In our example, we'll select cell B3.



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	A	B	C
1	June Budget	\$1,200.00	
2	July Budget	\$1,500.00	
3	Total Budget	+	
4			
5			

Selecting cell B3

	A	B	C	D
1	June Budget	\$1,200.00		
2	July Budget	\$1,800.00		
3	Total Budget	=		
4				
5				
6				
7				
8				

Formula will appear in both the cell and the formula bar

Entering the = sign

Type the equal sign (=). Notice how it appears in both the cell and the formula bar.

Type the cell address of the cell that you wish to reference first in the formula, cell B1 in our example. A blue border will appear around the referenced cell.



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	A	B	C
1	June Budget	\$1,200.00	
2	July Budget	\$1,500.00	
3	Total Budget	=B1	
4			
5			

Referencing cell B1

	A	B	C
1	June Budget	\$1,200.00	
2	July Budget	\$1,500.00	
3	Total Budget	=B1+B2	
4			
5			

Referencing cell B2

	A	B	C
1	June Budget	\$1,200.00	
2	July Budget	\$1,500.00	
3	Total Budget	\$2,700.00	
4			
5			

The complete formula and calculated value

Type the mathematical operator you wish to use. In our example, we'll type the addition sign (+).

Type the cell address of the cell that you wish to reference second in the formula, cell B2 in our example. A red border will appear around the referenced cell.

Press Enter on your keyboard. The formula will be calculated and the value will be displayed in the cell.



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Lesson 19: To Create a Formula Using the Point and Click Method

Rather than typing cell addresses manually, you can also point and click on the cells you wish to include in your formula. This method can save a lot of time and effort when creating formulas. In our example below, we'll create a formula to calculate the cost of ordering several boxes of plastic silverware.

Select the cell that will contain the formula. In our example, we'll select cell D3.

	A	B	C	D	E
1	Paper Supply Inventory Orders				
2	Item	Quantity	Price Per Unit	Total Cost	
3	Plastic Silverware (box of 100)	9	\$8.75	+	
4	Napkins (box of 250)	12	\$2.59		
5	Plates (box of 50)	6	\$14.25		
6	Cups (box of 75)	10	\$11.99		
7	Total				
8					

Selecting cell D3

Type the equal sign (=).

Select the cell that you wish to reference first in the formula, cell B3 in our example. The cell address will appear in the formula and a dashed blue line will appear around the referenced cell.

	A	B	C	D	E
1	Paper Supply Inventory Orders				
2	Item	Quantity	Price Per Unit	Total Cost	
3	Plastic Silverware (box of 100)	9	\$8.75	=B3	
4	Napkins (box of 250)	12	\$2.59		
5	Plates (box of 50)	6	\$14.25		
6	Cups (box of 75)	10	\$11.99		
7	Total				
8					

Referencing cell B3

Type the mathematical operator you wish to use. In our example, we'll type the multiplication sign (*).



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Select the cell that you wish to reference second in the formula, cell C3 in our example. The cell address will appear in the formula and a dashed red line will appear around the referenced cell.

	A	B	C	D	E
1	Paper Supply Inventory Orders				
2	Item	Quantity	Price Per Unit	Total Cost	
3	Plastic Silverware (box of 100)	9	\$8.75	=B3*C3	
4	Napkins (box of 250)	12	\$2.59		
5	Plates (box of 50)	6	\$14.25		
6	Cups (box of 75)	10	\$11.99		
7	Total				
8					

Referencing cell C3

Press Enter on your keyboard. The formula will be calculated and the value will be displayed in the cell.

	A	B	C	D	E
1	Paper Supply Inventory Orders				
2	Item	Quantity	Price Per Unit	Total Cost	
3	Plastic Silverware (box of 100)	9	\$8.75	\$78.75	
4	Napkins (box of 250)	12	\$2.59		
5	Plates (box of 50)	6	\$14.25		
6	Cups (box of 75)	10	\$11.99		
7	Total				
8					

The completed formula and calculated value

Formulas can also be copied to adjacent cells with the fill handle, which can save a lot of time and effort if you need to perform the same calculation multiple times in a worksheet.



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Click, hold and drag the Fill handle to copy the function to adjacent cells

	A	B	C	D	E
1	Inventory Orders				
2	Item	Quantity	Price Per Unit	Total Cost	
3	Plastic Silverware (box of 100)	9	\$8.75	\$78.75	
4	Napkins (box of 250)	12	\$2.59		
5	Plates (box of 50)	6	\$14.25		
6	Hot Sauce (gallon bottle)	10	\$11.99		
7	Total				
8					

	B	C	D	E	
1	Inventory Orders				
2	Item	Quantity	Price Per Unit	Total Cost	
3	Plastic Silverware (box of 100)	9	\$8.75	\$78.75	
4	Napkins (box of 250)	12	\$2.59	\$31.08	
5	Plates (box of 50)	6	\$14.25	\$85.50	
6	Hot Sauce (gallon bottle)	10	\$11.99	=B6*C6	
7	Total				
8					

Copying a formula to adjacent cells using the fill handle

Lesson 20: Functions

A function is a predefined formula that performs calculations using specific values in a particular order. Excel includes many common functions that can be useful for quickly finding the sum, average, count, maximum value, and minimum value for a range of cells.



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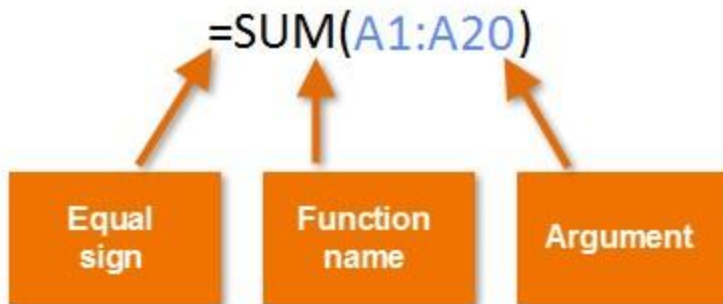
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The Parts of a Function

In order to work correctly, a function must be written a specific way, which is called the syntax. The basic syntax for a function is an equal sign (=), the function name (SUM, for example), and one or more arguments. Arguments contain the information you want to calculate. The function in the example below would add the values of the cell range A1:A20.



Syntax of a basic function

Creating a Function

Excel has a wide variety of functions available. Here are some of the most common functions you'll use:

SUM: This function adds all the values of the cells in the argument.

AVERAGE: This function determines the average of the values included in the argument. It calculates the sum of the cells and then divides that value by the number of cells in the argument.

COUNT: This function counts the number of cells with numerical data in the argument. This function is useful for quickly counting items in a cell range.

MAX: This function determines the highest cell value included in the argument.

MIN: This function determines the lowest cell value included in the argument.

Remarks: `=if(Cell Everage>50,"Wuu Baasay","Wuu Dhacay")`



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Lesson 21: Freezing Panes

Whenever you're working with a lot of data, it can be difficult to compare information in your workbook. Fortunately, Excel includes several tools that make it easier to view content from different parts of your workbook at the same time, such as the ability to freeze panes and split your worksheet.

Row and Column

Select the row or column you wish to freeze.

Click the View tab on the Ribbon.

Select the Freeze Panes command and then choose Freeze Panes from the drop-down menu.

Select Freeze Panes

Lesson 22: Sorting Data

As you add more content to a worksheet, organizing that information becomes especially important. You can quickly reorganize a worksheet by sorting your data.

For example, you could organize a list of contact information by last name.

Content can be sorted alphabetically, numerically, and in many other ways.

Select the Data you want to Sort

Select the Data tab on the Ribbon and then click the Sort command.

The Sort dialog box will appear. Choose the column you wish to sort by.

Filtering Data

If your worksheet contains a lot of content, it can be difficult to find information quickly. Filters can be used to narrow down the data in your worksheet, allowing you to view only the information that you need.

To Filter Data:

In our example, we'll apply a filter to an equipment log worksheet to display only the laptops and projectors that are available for check-out.



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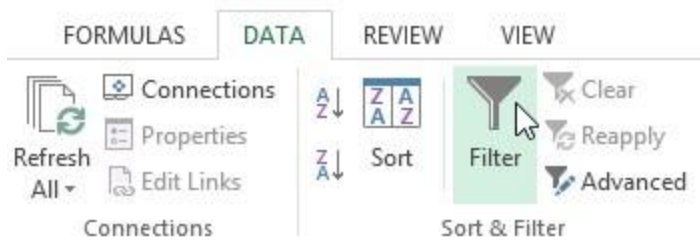
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In order for filtering to work correctly, your worksheet should include a header row, which is used to identify the name of each column. In our example, our worksheet is organized into different columns identified by the header cells in row 1: ID#, Type, Equipment Detail and so on.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-13	15-May-13	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-13	06-Aug-13	Sela Shepard
4	3070	Camera	Omega PixL Digital Camcorder	06-Oct-13		Min Seung
5	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-13	01-Oct-13	Sofie Ragnar
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-13	04-Oct-13	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-13		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-13		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-13	26-Sep-13	George D'Agosta

A worksheet with a header row

Select the Data tab, then click the Filter command.



Clicking the Filter command

A drop-down arrow 

will appear in the header cell for each column.

Click the drop-down arrow for the column you wish to filter. In our example, we will filter column B to view only certain types of equipment.



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	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-13	15-May-13	Shannon Nguyen
3	3005	Camera	Saris Lumina Z-60 Digital Camera	27-Jul-13	06-Aug-13	Sela Shepard
4	3070	Camera	Omega PixL Digital Camcorder	06-Oct-13		Min Seung
5	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-13	01-Oct-13	Sofie Ragnar
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-13	04-Oct-13	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-13		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-13		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-13	26-Sep-13	George D'Agosta

Clicking the drop-down arrow for column B

The Filter menu will appear.



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Lesson 23: Try

ID	Name	Win8	Word	Excel	Access	P.Point	Pub	Total	Average	MAX	MIN	Count	Remarks
	Ayaan	50	30	50	30	60	60						
	Cabdi	90	10	90	10	100	100						
	Cali	80	90	80	90	60	60						
	Cismaan	80	80	60	80	100	100						
	Faadumo	40	60	40	60	80	80						
	Faarax	90	60	50	50	60	60						
	Jaamac	70	50	70	50	80	80						
	Khadar	70	90	70	90	50	50						
	Maxamed	50	70	50	70	90	90						
	Sahra	30	50	30	50	70	70						
	Saynab	20	100	20	0	60	60						
	Siciid	90	50	90	50	90	90						
	Suleekha	10	20	98	20	50	50						
	Xaliimo	80	60	80	60	90	90						
	Xasan	80	90	10	90	50	50						
	Xirsi	60	40	60	40	70	70						

Fiiro Gaar ah:

- 1 Waxaad soo saartaa Total ka guud ee uu haysto arday kasta
- 2 Waxaad soo saartaa Celcelis (Average) -ka uu haysto ardaykasta
- 3 Waxaad soo saartaa Ardaygu imtixaankii uu ugu sareeyey imtixanaadkiisa.
- 4 Waxaad soo saartaa Ardaygu imtixaankii uu ugu hooseeyey imtixanaadkiisa.
- 5 Waxaad soo saartaa Arday kasta intuu imtixaan galay
- 6 Waxaad soo saartaa inta dhacday iyo inta baastay.
- 7 Waxaad liiskan u kala soocdaa sida ay imtixaanka ugu kala sareeyaan.
- 8 Waa in aysan ka badan hal page. Marka la daabacayo.
- 9 Waa in aad liiskan u sameysaa Border ama (Shax)

END EXCEL 2013