

# EXCEL CLASS # 1

*Notes & Step by step instructions*



## Custom Toolbars

*You can customize your toolbars and include functions you perform most often. Here's how:*

1. Click View → Toolbars → Customize
2. Click New and Provide Toolbar Name (e.g. Test)
3. Click on Commands Tab

## Custom Lists

*You can create custom lists that can be used over and over. For example, if you always use a list of states in alphabetical order you can set the list once and be able to reuse time and again. Here's how:*

1. Open Class#1.xls worksheet – Custom Lists
2. Click Tools → Options → Custom Lists
3. Click on the box next to the “Import list from cells”, highlight the list of states, and press <enter>.
4. Press Import button to complete the import.
5. Click on Sheet2, starting from position A1, type in Alabama and drag it down to copy – what happened? \_\_\_\_\_

## Repeating Titles & Simple Formulas

*As a print option, you may print **column and row titles**. Titles may be useful when you are printing a range that extends over several pages and you need titles visible to clarify the data. The titles columns or rows you select will repeat only on the pages that follow the page containing the title data. Here's how:*

1. Using the Class#1.xls worksheet – open Repeating Titles.
2. Calculate *Total Income*, *Total Expenses*, *Net Income* and *Totals* using **SUM()** function. (Hint: use Drag to copy your formula)
3. Calculate Averages using **AVERAGE()** function.
4. Set Column A as a repeating print tile. Here's How:
  5. Click File → Page Setup → Sheet tab
  6. Click Columns to Repeat at Left and select columns in the worksheet.
  7. *Note:*
    8. *Columns must be adjacent.*
    9. *To remove print titles, delete the reference.*
    10. *To setup up rows, click rows to repeat at top.*
11. Print out a copy and see your results

# EXCEL CLASS # 1

*Notes & Step by step instructions*



CxT Group, Inc.

Computer Technology for Today's Businesses

## **Copy & Paste Special**

*There a number of operations you can perform on copy and paste.*

- *Transformation* – changes direction of the data from columns to rows and vice versa.
- *Values* – Changes formulas into a regular data.
  - Highlight the A1-P20 area on the Repeating Titles tab and then click Edit —> Copy
  - Go to Copy & Paste Special Tab and Position the cursor into A3 cell
  - Click Edit —> Paste Special
  - Click *Values*
  - Click *Transpose* and press OK button.

## **Freeze Titles**

*Freezing the titles comes very useful when you have a very big worksheet and need to scroll a lot. Here's how to implement.*

- Click on the B Column
- Click Window —> Free Panes
- Scroll to the right and notice what happens.

## **Protect a sheet & Lock Cells**

*These two topics go together – you can prevent users from performing changes to the worksheet you've created. You can also prevent only particular cells from being changed – to do that, you would use lock cells and unlock cells in the worksheet.*

By default, all fields in the worksheet are locked. We need to unlock all fields first.

Highlight all fields in the worksheet (Ctrl+A)

Click Format —> Cells —> Protection (Ctrl+1)

Click on the Locked check box to unlock it.

Highlight the C8 : N9 area

Click Format —> Cells —> Protection (Ctrl+1)

Click on the Locked check box to lock it.

Now, let's apply Protection:

Click Tools —> Protection —. Protect Sheet

Provide an easy to remember and hard to guess password and press OK.

Reenter the password and press OK.

Try to change data in the area that you've protected...

# EXCEL CLASS # 1

*Notes & Step by step instructions*



**Computer Technology for Today's Businesses**

## **Conditional Formats**

*For example, suppose a cell contains a formula that calculates the variance between forecast sales and actual sales. Microsoft Excel can apply green shading to the cell if the sales exceed forecast and red shading if sales fall short. If the value of the cell changes and no longer meets the specified condition, Microsoft Excel temporarily suppresses the formats highlighting that condition. Conditional formats remain applied to the cells until you remove them, even though none of the conditions are met and the specified cell formats are not displayed. Here's how:*

1. Select the cells you want to format.
2. On the Format menu, click Conditional Formatting.
3. To use values in the selected cells as the formatting criteria, click Cell Value Is, select the comparison phrase and then type a value in the appropriate box. You can enter a constant value or a formula; you must include an equal sign (=) before the formula.