




EXCEL SPREADSHEETS ADDITIONAL HELP SHEET

<p>Merge Cells When you merge two or more adjacent cells, the contents of the upper left cell is displayed and spread over all the selected cells</p>	<ul style="list-style-type: none"> ▪ Highlight the cells you want to merge ▪ Select merge and Centre  from the formatting tool bar
<p>Split Merged Cells</p>	<ul style="list-style-type: none"> ▪ Select the merged cell (the cell containing the data) ▪ The merged cell button on the toolbar will show as being selected ▪ To unmerge, click on the highlighted merge cell button.
<p>Merge the contents of multiple cells into one. To do this you use a formula with an ampersand (&) to combine text Eg. First name in one cell A3, surname in another cell B3</p>	<ul style="list-style-type: none"> ▪ Select the cell in which to place combine cell ▪ Type =(A3&" "&B3) ▪ Press Enter
<p>Split the contents of a cell across multiple cells Eg. First and Last Name all in one cell</p>	<ul style="list-style-type: none"> ▪ Check there are blank cells to the right of the cell to be split ▪ Select the cell to be split ▪ Select Data ▪ Select Text to Columns/ Fixed/Width ▪ Select Next, Select Finish
<p>To fit printout onto one page</p>	<ul style="list-style-type: none"> ▪ Select File/Page Setup ▪ Select the Page tab ▪ In the Orientation section, select Landscape ▪ In the Paper size section, select A4 ▪ In the Scaling section, select Fit to page ▪ And select: 1 in the page(s) boxes ▪ Click on OK
<p>Printing with Gridlines and Row/Column headings</p>	<ul style="list-style-type: none"> • Select File/Page Setup • Select the Sheet tab • In the Print section, click in Gridlines box • Click Row and Column headings • Click on Print. Click on O.K.
<p>Printing a selection of a spreadsheet only</p>	<ul style="list-style-type: none"> • Highlight the cells to be printer • Select File/Print • In the Print what section, select Selection. Click on O.K.



<p>Adding headers and footers</p>	<ul style="list-style-type: none"> • Select File/Page Setup • Select the header/Footer tab • Click on the Custom Header/ or Custom Footer button • Use the Tab key to move between sections • Key in the Text required (or if you wish to insert and automatic field e.g. Date, page number or filename click on the appropriate icon) • Click on O.K.
<p>Importing files in other formats</p> <p>To import a <i>CVS</i> datafile</p>	<ul style="list-style-type: none"> • Open Excel then Select File/Open • In the Look in box, select the location of the file • In the Files of type box, select All files • Select the file to import • Click on open
<p>To save imported file in excel format</p>	<ul style="list-style-type: none"> • From the File menu, select Save as • In the save in box, select the location to which you wish to save the file • In the file name box, key in a new filename • In the save as type box, change this to Microsoft Excel Workbook • Click on Save
<p>To change a date format</p> <p>Dates can be displayed in a range of formats</p>	<ul style="list-style-type: none"> • Click on Format • Select Cells • In the Format Cells box, select the Number tab • From the Type Box list, select the format required • Click on O.K



<p>Change column width by a set number of digits</p>	<ul style="list-style-type: none"> • Select the Columns to be changed • Select Format/Column/Width • In the column width box, key in the new width • Click on O.K.
<p>Names ranges</p> <p>You can name a range of cells and use this in formulas instead of typing in the actual range</p>	<ul style="list-style-type: none"> • Select the cell, range of cells, or nonadjacent selections that you want to name. • Click the Name box at the left end of the formula bar . •  Name box • Type the name for the cells. • Press Enter.
<p>Name Worksheets</p> <p>Sheets in an Excel documents are numbered Sheet1, Sheet2 etc</p>	<ul style="list-style-type: none"> • Select the sheet to be renamed • Right Click, then select rename • Type in the new name
<p>Link cells in Worksheets</p> <p>Excel enables you to create formulae on a summary sheet that refers to cells or ranges in other sheets</p>	<ul style="list-style-type: none"> • Highlight the cells on the worksheet to be included in the summary sheet • Click Edit/Copy • Select the cell on the summary sheet where data is to be copied too • Click Edit/Paste special • Ensure that All is selected • Click on Paste Link
<p>To protect cells in a worksheet</p>	<p>Highlight the cells to which you need access when the worksheet is protected</p> <ul style="list-style-type: none"> • Select Format/Cells • Click Protection • Deselect "Locked" • Click O>K> <p>From the tools menu</p> <ul style="list-style-type: none"> • Select protection/Protect Sheet • The password is optional. Click O.K.



RELATIVE AND ABSOLUTE CELL REFERENCES

Relative references. If you copy a relative cell formula to another cell the formula will automatically change to reflect the new column and row reference.

When using cell references in formula's the default reference will be "relative"

Note: F4 key enables you to toggle between these different types of cell references

Absolute references An absolute cell reference in a formula, such as $\$A\1 , always refer to a cell in a specific location. i.e. The cell reference will stay the same wherever it is copied too. By default, new formulas use relative references, and you need to switch them to absolute references.

Mixed references A mixed reference has either an absolute column and relative row, or absolute row and relative column. An absolute column reference takes the form $\$A1$, $\$B1$, and so on. An absolute row reference takes the form $A\$1$, $B\$1$, and so on.

Relative references A relative cell reference in a formula, such as $A1$, is based on the relative position of the cell that contains the formula and the cell the reference refers to.

For example, if you copy a relative reference in cell B2 to cell B3, it automatically adjusts from $=A1$ to $=A2$.

	A	B
1	█	
2	█	=A1
3		=A2

Copied formula with relative reference

Absolute references

For example, if you copy an absolute reference in cell B2 to cell B3, it stays the same in both cells $=\$A\1 .

	A	B
1	█	
2		= $\$A\1
3		= $\$A\1

Copied formula with absolute reference

Mixed References

If the position of the cell that contains the formula changes, the relative reference is changed, and the absolute reference does not change. If you copy the formula across rows or down columns, the relative reference automatically adjusts, and the absolute reference does not adjust. For example, if you copy a mixed reference from cell A2 to B3, it adjusts from $=A\$1$ to $=B\$1$.

	A	B	C
1	█	█	
2		=A\$1	
3			=B\$1



<p>FREEZING PANES</p> <p>More often than not your spreadsheet will be too large to view it all on screen. By freezing column and row headings you can scroll through the spreadsheet and these headings(labels will remain on screen)</p>	<p>Click on the first cell immediately below the column heading and immediately to the right of the row labels</p> <p>Select Window/Freeze panes.</p> <p>You will notice gridlines which indicate the area which has been frozen.</p> <p>To unfreeze</p> <p>Select Window/Unfreeze panes</p>																		
<p>The IF FUNCTION</p> <p>The IF function enables you to perform one calculation/comment if the logical test is true, and to perform a different calculation if the condition is false.</p>	<p>=IF(A1 > 50, "Pass", "Fail") returns "Pass" if A1 is greater than 50 (i.e true), and "Fail" if A1 is less than or equal to 50 (False).</p>																		
<p>COUNTIF -Counts the number of cells within a range that meet the given criteria.</p> <p>COUNTIF(range,criteria)</p> <p>Range is the range of cells from which you want to count cells.</p> <p>Criteria is the criteria in the form of a number, expression, or text that defines which cells will be counted. For example, criteria can be expressed as 32, "32", ">32", "apples".</p>	<table border="1" data-bbox="821 961 1484 1255"> <thead> <tr> <th></th> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Product</td> <td>Amount in Stock</td> </tr> <tr> <td>2</td> <td>Apples</td> <td>32</td> </tr> <tr> <td>3</td> <td>Oranges</td> <td>54</td> </tr> <tr> <td>4</td> <td>Peaches</td> <td>75</td> </tr> <tr> <td>5</td> <td>Apples</td> <td>86</td> </tr> </tbody> </table> <p>Formula to count number of cells with apples in first column</p> <p>=Countif(A2:B5,"apples")</p> <p>Formula to count number of cells with a value greater than 55</p> <p>=Countif(A2:B5,">55")</p>		A	B	1	Product	Amount in Stock	2	Apples	32	3	Oranges	54	4	Peaches	75	5	Apples	86
	A	B																	
1	Product	Amount in Stock																	
2	Apples	32																	
3	Oranges	54																	
4	Peaches	75																	
5	Apples	86																	
<p>COUNTA -Counts the number of cells within a range that are not empty</p>	<p>=counta(range)</p>																		
<p>FILTERS</p> <p>You can apply filters to only one range on a</p>	<p>Select Data/Filter/Autofilter</p> <p>Click on the ▼ in the column header label and</p>																		



<p>worksheet as a time</p> <p>Comparison Operators</p> <p>= Equal to</p> <p>> Greater than</p> <p>< Less than</p> <p>>= Greater than or equal to</p> <p><= Less than or equal to</p> <p><> Not equal to</p>	<p>select custom</p> <p>Select a criteria i.e (Comparison operator)</p> <p>= equals</p> <p>> greater than</p> <p>In the box to the right select the text you want</p> <p>To add another criteria select or and repeat above.</p>
<p>SUB TOTALS</p>	<p>Before you start ensure the data in the column you are sub totally is sorted into ascending or descending order.</p> <p>Select Data/subtotals</p> <p>In box "at each change of Date" select the data item your require</p> <p>In the "use function box" select the function you wish to apply</p> <p>In the box "add subtotal to" select the column you wish to display outcome</p>

