

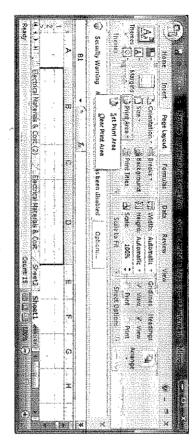
Resizing rows and columns

Highlight the entire row or column you want to resize and move the cursor along the bottom of the row, or right of the column, until the arrow icon (with arrows pointing upwards, downwards, to the right and left) is visible.

column or row. Column Width or Row Width (whichever is applicable) and view the width of the relevant widen or narrow it. Note – if you highlight a column or row and right-click, you can select either Once this arrow icon is visible, you can then click and drag the row or column (as applicable) to

Fitting to page and printing

Print Area. Chose Set Print Area, to set the print area to the area which you have highlighted Highlight the entire area which you would like to print, click on the Page Layout tab and select



in order to preview what the print will look like, it is advisable to do a Print Preview

icon (top left of the Excel toolbar), click on **Print** and then select **Print**

Click on the

Preview. Print Preview In Snow Margins | Close Print The state of the s Recone I materal sheet Greg Nork Ľ Ē

tall (for example, 1 page Wide by 1 page Tall). E.g. You may want to change the orientation of the print (from Portrait to Landscape, or vice In the Print Preview menu, select Page Setup, and change the page setup as desired. versa) or to fit the document into a certain number of pages wide by a certain number of pages

37:12

Page Setup

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- Used to calculate the Average value within a range of cells
- For example, =AVERAGE(A1:A10) will calculate the Average value within the range of cells between A1 and A10.

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- o =IF(Logical_test,Value_if_True,Value_if_False)
- Returns one value if the condition you specify evaluates to True, and other value
 if it evaluates to False.
- Please note Double quotation marks (" ") are used to specify text values in formulae
- For example

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- An IF formula might read as follows;
- =IF(A1>10,"A1*0.1,"Not applicable")
- If the value in A1 is greater than 10 (e.g. 15), then the cell containing the IF formula will calculate to 0.1xA1 (in this case 0.1x15=1.5).
- If the value in A1 is not greater than 10 (e.g. 8), then the cell containing the IF formula will display the text: Not applicable

Note — The functions described below are only a few of the functions available for use in Excel. It is recommended that you click on the will icon and have a look at some of the other functions which can be used (e.g. PV, FV etc.)

Formulae in Excel (contd.)

Absolute, relative and mixed references

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. If the position of the cell that contains the formula changes, the reference is changed. If you copy or fill the formula across rows or down columns, the reference automatically adjusts. By default, new formulas use relative references. For example, if you copy or fill a relative reference in cell B2 to cell B3, it automatically adjusts from =A1 to =A2.

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Copied formula with relative reference

Absolute references An absolute cell reference in a formula, such as \$A\$1, always refer to a cell in a specific location. If the position of the cell that contains the formula changes, the

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absolute reference remains the same. If you copy or fill the formula across rows or down columns, the absolute reference does not adjust. By default, new formulas use relative references, and you may need to switch them to absolute references. For example, if you copy or fill an absolute reference in cell B2 to cell B3, it stays the same in both cells =\$A\$1.

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Copied formula with absolute reference

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. 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 or fill the formula across rows or down columns, the relative reference automatically adjusts, and the absolute reference does not adjust. For example, if you copy or fill a mixed reference from cell A2 to B3, it adjusts from =A\$1 to =B\$1.

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	=A\$1		w
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Copied formula with mixed reference

General note:

Absolute and mixed references are useful, If you want to fix certain rows or column references, when setting up a formula in Excel. It is important that you understand how these references work.

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<u>.</u>

- o Text control
- Wrap text
- Shrink to fit

Merge cells

- Font tab Font (e.g. Arial, Times New Roman)
- Regular

o

Font style

- Bold Italic
- Size (font size) Bold Italle
- Font color

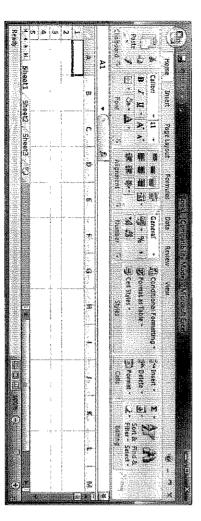
Border tab

Borders around spreadsheet cells

Where to find?

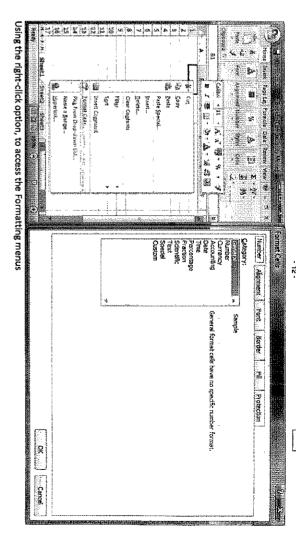
As with the Copy, Cut and Paste functions, the Formatting menus can be accessed in various

- Navigate to the Home tab and click on the appropriate icons and/or drop-down lists
- Right-click on the celi/s whose Formatting you would like to change, click on **Format cells...** and Border, Fill and Protection). access the relevant Formatting menus . These include (Number, Alignment, Font,



Using the Home menu tab to access the Formatting menus (Number, Alignment, Font etc.)

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This appears as empty columns and empty rows in a new spreadsheet consisting of multiple cells. A cell has a specific address relating to column references (A, B C etc and row references 1,2,3 etc)

Active cell

An active cell is a cell that is highlighted and when information is inputted the cells values will change.

Sheet tabs

These allow you to move from one sheet to another and is found at the bottom of a workbook

Status bar

The status bar is below the workbook and displays information regarding the workbook.

2.3.1 ACTIVITIES USED IN A SPREADSHEET

- Saving a file
- Closing a file
- Exiting the spreadsheet programme
- Inserting, naming and deleting a worksheet
- Moving around a worksheet
- Selecting a spreadsheet range
- Entering data (there are four types of data which includes values, labels, formulas and references.
- Copying and moving data
- Formatting which includes data worksheet and range formatting
- Printing
- Editing of data
- Deleting data
- Data filters -restricting the data you see
- Sorting of data
- Data tables (used for what if analysis)

Working with formulas

MICROSOFT EXCEL

Spreadsheet software (consisting of rows and columns)

Useful in calculations and financial models

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Various toolbars, various functions

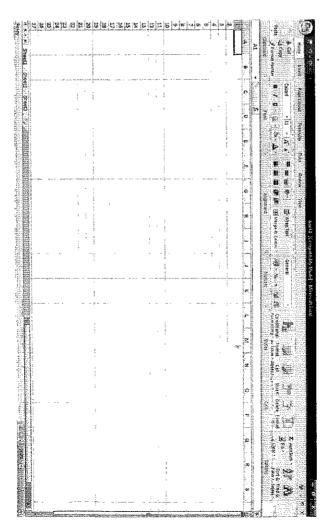
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Per DPA202 handout:

- Understand the basic concepts of Excel
- Read in and move data around in a workbook
- Change a workbook
- Move and duplicate data
- Change the formatting of a workbook
- Print out a workbook using a printer
- Create a graph in Excel

Please note: The screenshots in this handout are per Excel 2007.

Important – Please make use of Excel 2007's Help function. Press F1 to bring up the Help menu and type in your query



Copy, Cut and Paste functions

 ${f Copy}$ – The Copy function is used when you would like to duplicate the contents of a cell/s in another cell/s. After the copying the selected range, you will need to

Paste the selection in the new cell/s. (The Copy, Paste Special functions can be used to copy only a specific characteristic of the original cell/s to the new cell/s).

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purpose for example, new budgets and forecasts An electronic spreadsheet can further be copied without recreating it for a similar

2.2 ELECTRONIC SPREADSHEET DEVELOPMENT PROCESS

STEP 1 - OBJECTIVES

Why are you creating the spreadsheet?

- For a regular template
- To save time on a lengthy calculation

STEP 2 - OUTPUT REQUIREMENTS

you can determine the type of report needed Visualise the layout of the spreadsheet, potentially consider using paper before thus

STEP 3 - CONSTRUCTING

will enable you to see the results immediately. numbers) and thereafter proceed to completing formulas. The entering of formulas After completing steps 1 and 2, consider entering known values (whether text or

STEP 4 - TEST THE SPREADSHEET

would compare these to the formulas / results on the electronic spreadsheet. Perform manual calculations on parts of the spreadsheet to test its reliability. We

Testing is required as a single value can create a ripple effect of errors thus always test your data.

STEP 5 - FEEDBACK AND CHANGES

order to update and maintain the spreadsheet. This will help keep the spreadsheet reason, enhancements and modifications are needed from feedback received in A spreadsheet is usually design without clear and definitive objectives. For this

STEP 6 - DOCUMENT THE SPREADSHEET

as they become complex and may be used by several people. Modern spreadsheets Proper documentation (on screen or paper instructions) is needed for spreadsheets further give the user the ability to give descriptions in cells as a reference for what is needed in that cell.

2.3 COMPONENTS OF A SPREADSHEET WINDOW

TITLE BAR

sizing button similar to all window applications. program. The buttons on the title bar are the same as a control menu box and single The top bar on the spread sheet is called the title bar because it shows the name of the

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MENUBAR

various commands. This is the second bar in the window below the title bar. This contains pull downs for

STANDARD TOOLBAR

which performs a pecific task when pressed using the mouse This is the 3rd bar from the top of the window. Each button is known as an icon

Below is a list of irons with their functions explained

- ණු
- New workbook
- Opens a new spreadsheet

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Open

- Opens an existing spreadsheet from a file stored in a hard drive.
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Saves changes to the active spreadsheet to a hard drive

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3

Print preview

Lets you preview how the spreadsheet will appear when printed on paper.

Prints the spreadsheet from a printer

- 3
- Spelling

Checks the spelling of text in your spreadsheet

- 8
- N Cu

Cuts the current selection to the Windows Clipboard.

- 3

Copies the current selection to the Windows Clipboard.

- بغير مور سيره
- Paste

Pastes the contents of the Windows Clipboard' in the current worksheet

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