



Dacorum U3A

Computer Support Group

Agenda



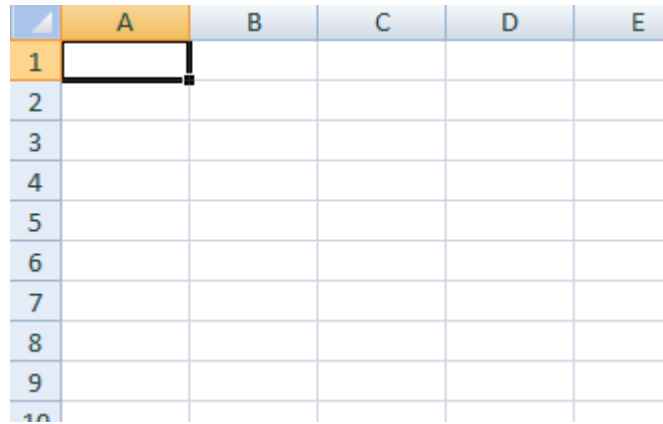
- Informal Q & A Session
- Identify topics to discuss in later meetings
- Identify topics for today
- Intro to Spreadsheets presentation
- Tea and Coffee break (about 3.00 pm?)
- Breakout into smaller groups

Introduction to Spreadsheets

Anne

What is a spreadsheet?

A grid of boxes (cells) where information can be stored and worked on



	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Think back to the days of arithmetic books at school

What can a spreadsheet be used for?

Calculations

Lists, e.g. Address lists (pre electronic address books)

Mail Merge from Address Lists

Time Sheets

Accounts

Graphs

Etc

Etc

Spreadsheet Options

Microsoft Office – Excel
 Up to Office 2003
 Office 2007 - 2012

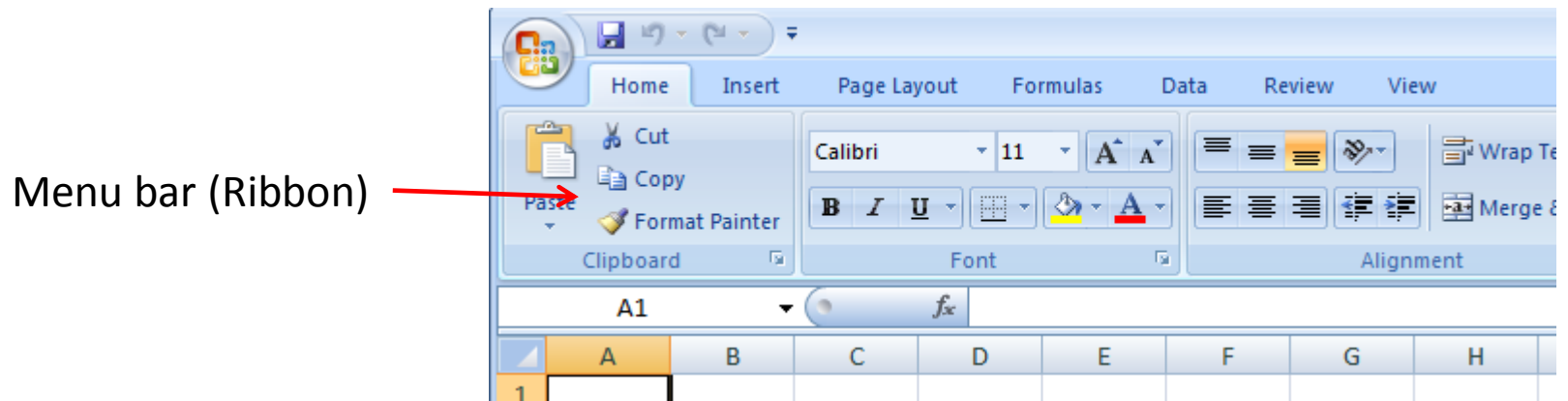
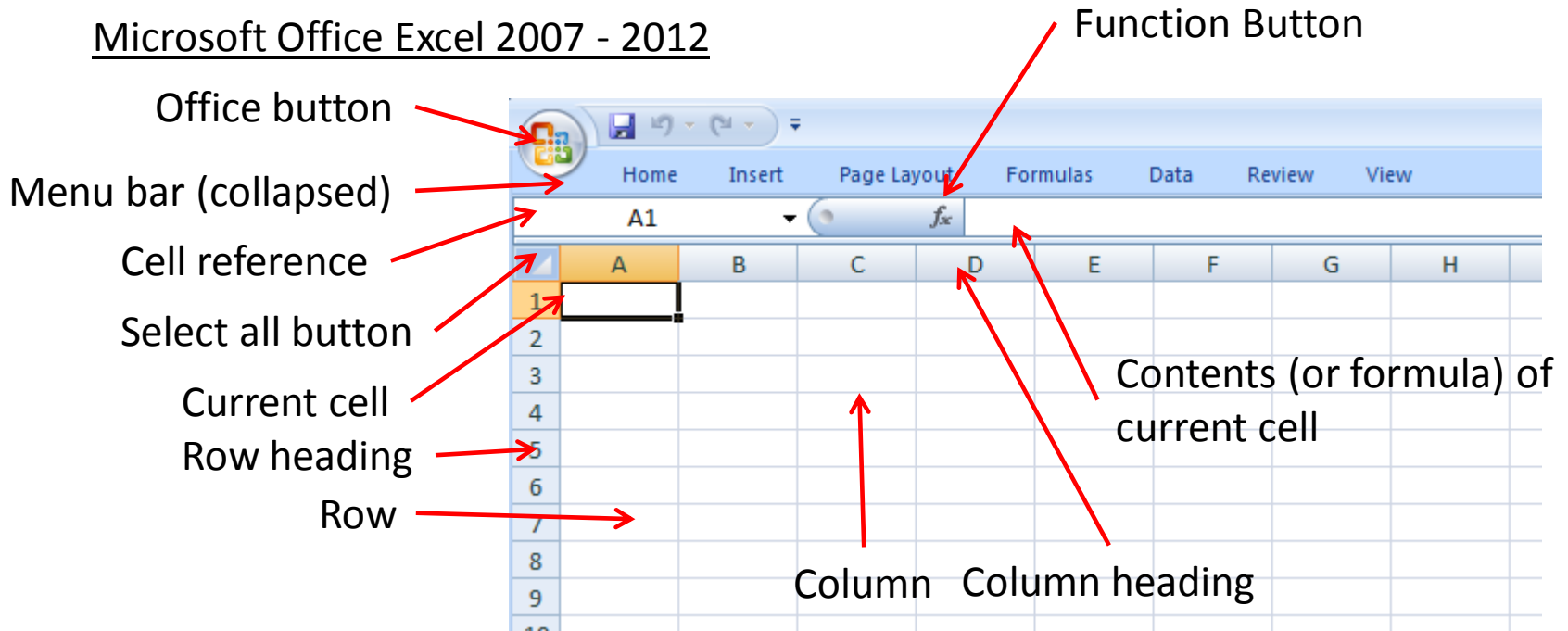
Lotus 1-2-3
 Corel Calculate
 etc, etc

Microsoft Works
 Libre Office (Free ware)

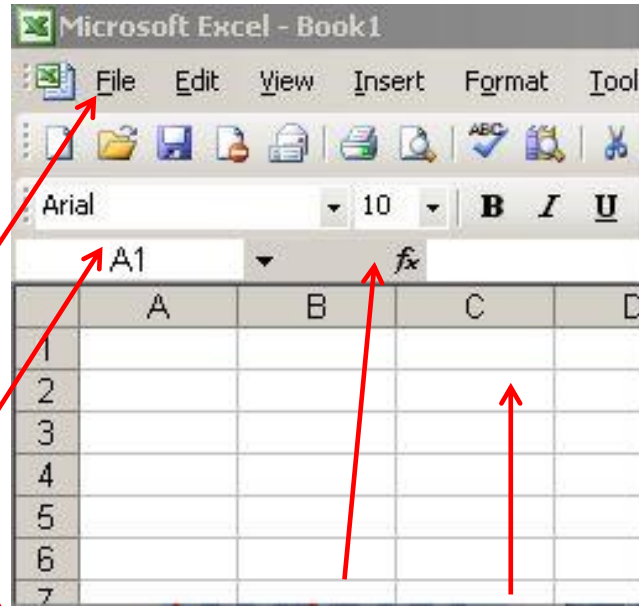


Elements of a spreadsheet 1

Microsoft Office Excel 2007 - 2012



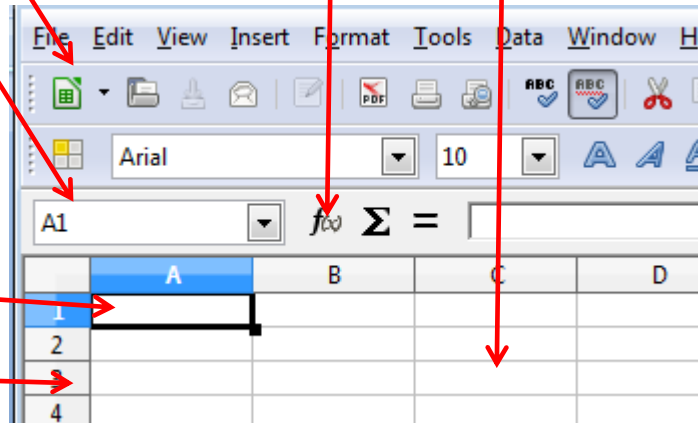
Elements of a spreadsheet 2



Up to Microsoft Office 2003

Menu Bar
Cell Reference

Function Button Column



Libre Office

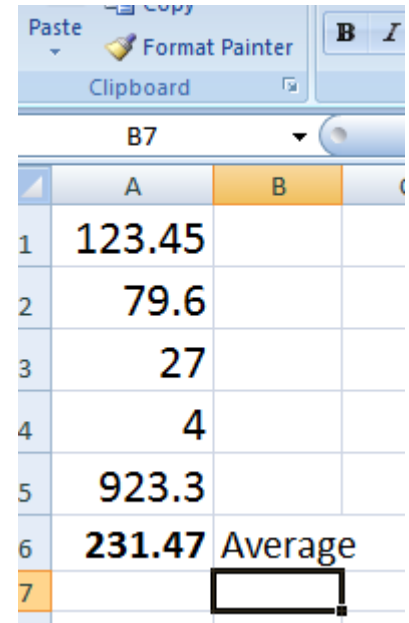
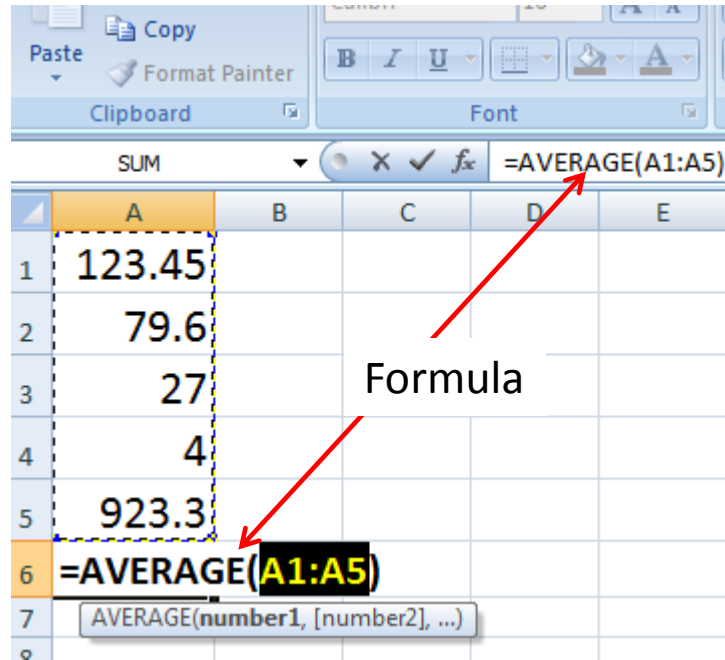
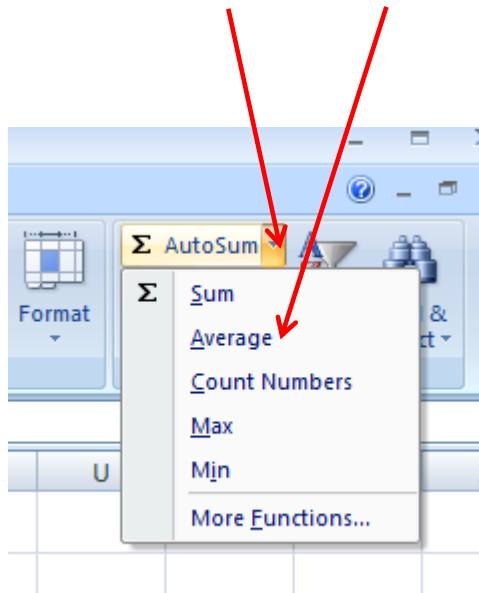
Current Cell

Row

More complex Sums!

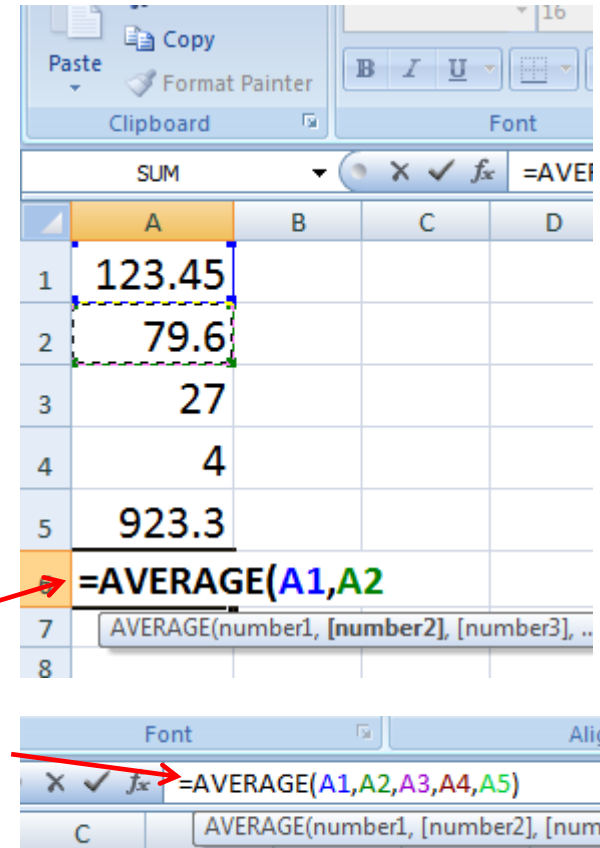
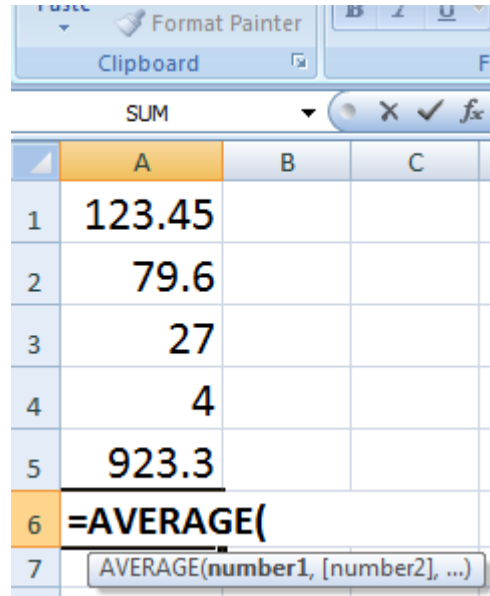
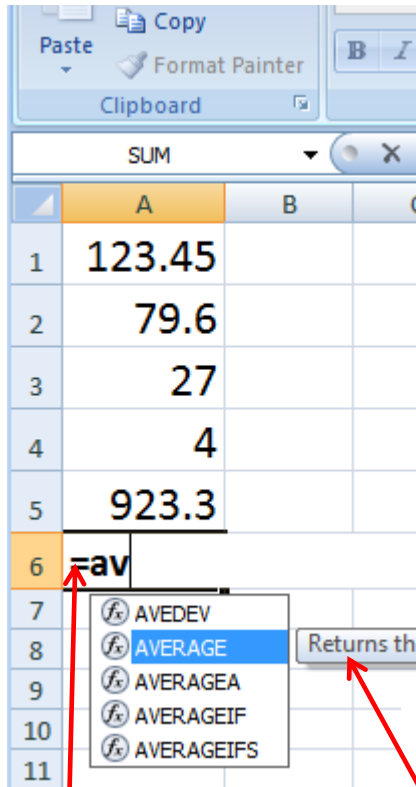
Automated:

Click to get more options



More complex Sums!

Do it yourself:



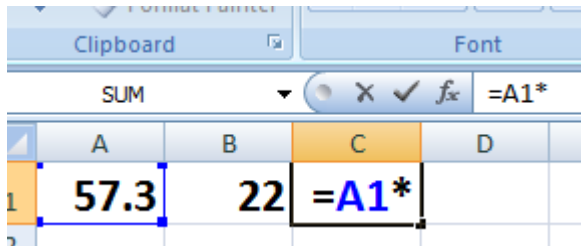
Always start with "=" then start typing. If Excel recognises what you are typing, you'll get the "hint"

Formula: in the cell
in the formula bar

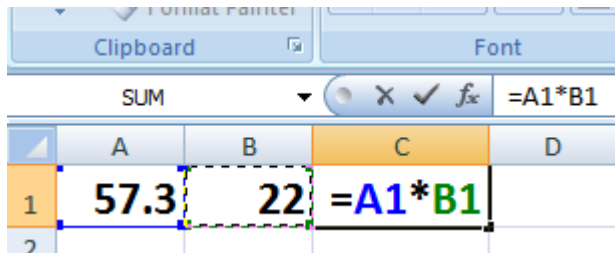
Other Calculations

$$57.3 * 22$$

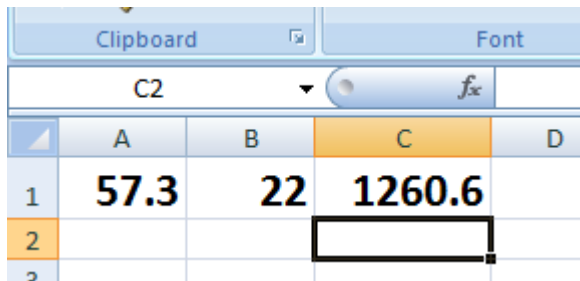
Type "=", click in Cell A1, then type "*"



Click in Cell B1

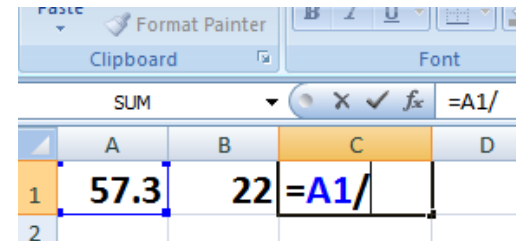


Press "Enter" to get the result

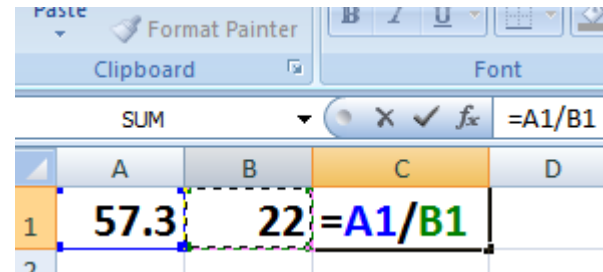


$$57.3 / 22$$

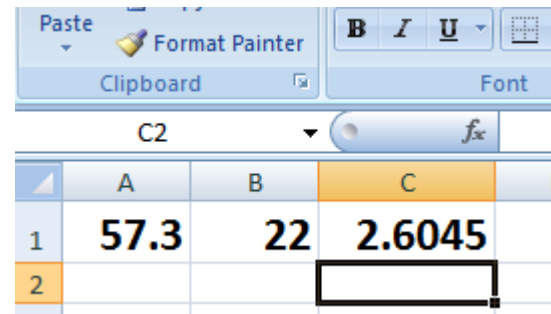
Type "=", click in Cell A1, then type "/"



Click in Cell B1



Press "Enter" to get the result

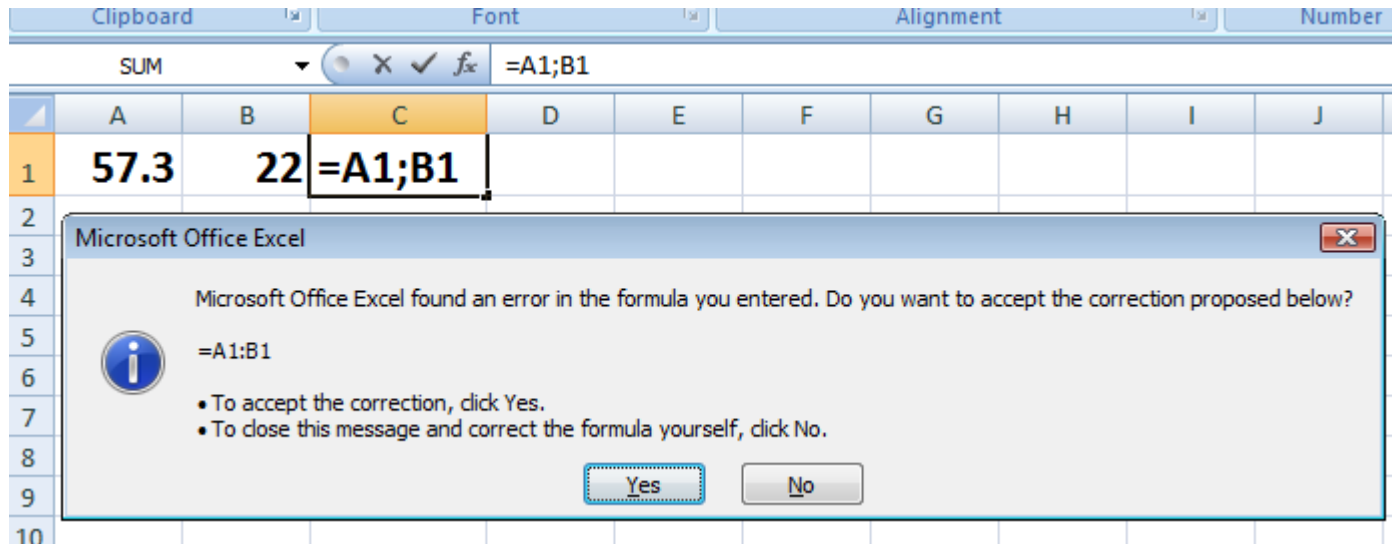


Getting it wrong

If you think you're going wrong and want to get back to where you started:
press "Esc"

If you know you've made a mistake and want to go back a step:
press "Ctrl" and Z at the same time (Undo)

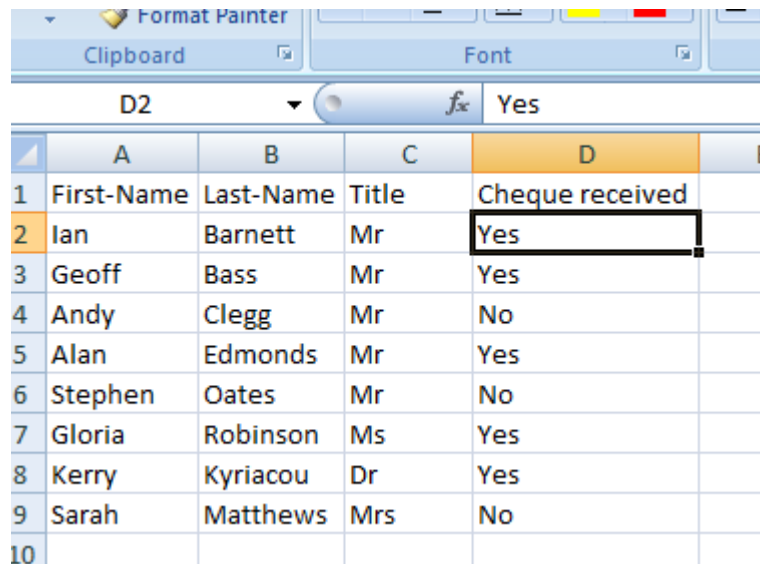
If you get it wrong, the program will tell you and (sometimes) offer the solution:
see below. If you're happy with the suggestion, just click on "Yes"



Lists

Lists:

- may have multiple columns
- may be sorted
- may be filtered
- may be text or numbers
- e.g. a simple list of names, e.g. For an AwayADay. Note: Row A has specific headings for the columns

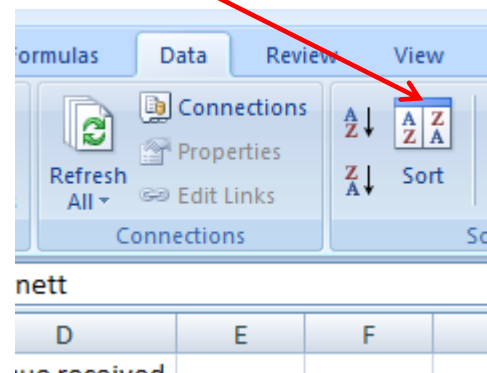


The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D
1	First-Name	Last-Name	Title	Cheque received
2	Ian	Barnett	Mr	Yes
3	Geoff	Bass	Mr	Yes
4	Andy	Clegg	Mr	No
5	Alan	Edmonds	Mr	Yes
6	Stephen	Oates	Mr	No
7	Gloria	Robinson	Ms	Yes
8	Kerry	Kyriacou	Dr	Yes
9	Sarah	Matthews	Mrs	No
10				

Sorting (part 1)

To Sort: Select “Data” from the menu bar to display the data “Ribbon” then click here



Lists 2 – Sorting (part 2)

Select “My data has headers”

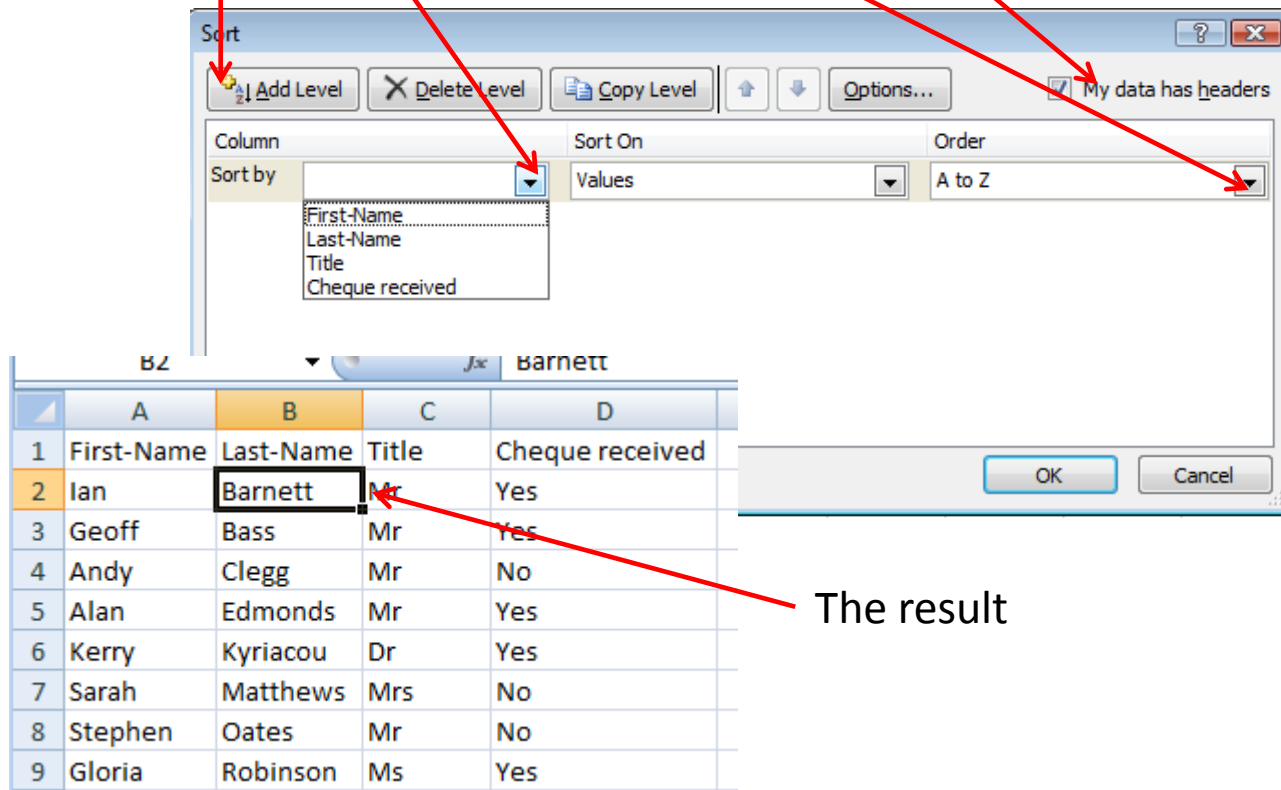
Click the  to display the “Sort by” list of columns

Select the column that you want to sort by, e.g. Last-Name

Change the order, if required

If you want to sort by additional columns, click on “Add Level”

When you’ve finished click on “OK”



The screenshot shows the 'Sort' dialog box in Microsoft Excel. The 'My data has headers' checkbox is checked. The 'Sort by' dropdown is set to 'Last-Name', and the 'Order' dropdown is set to 'A to Z'. Below the dialog box, a table of data is shown, sorted by last name. The second row, containing 'Ian Barnett', is highlighted with a black border. A red arrow points from the 'OK' button in the dialog box to the highlighted row in the table.

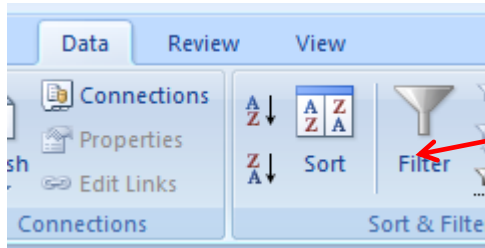
	A	B	C	D
1	First-Name	Last-Name	Title	Cheque received
2	Ian	Barnett	Mr	Yes
3	Geoff	Bass	Mr	Yes
4	Andy	Clegg	Mr	No
5	Alan	Edmonds	Mr	Yes
6	Kerry	Kyriacou	Dr	Yes
7	Sarah	Matthews	Mrs	No
8	Stephen	Oates	Mr	No
9	Gloria	Robinson	Ms	Yes

The result

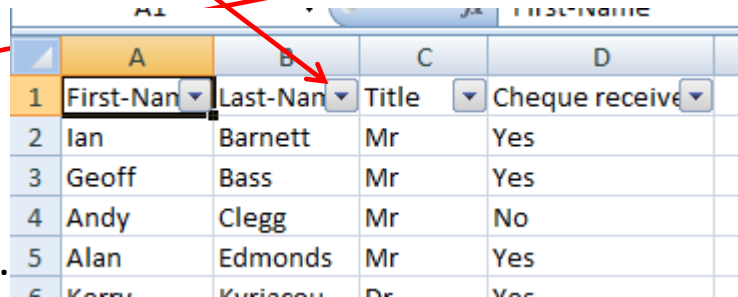
Lists 3 – Filtering

You might want to see only the people who haven't sent their cheques yet
To apply a "Filter"

- Click in cell A1 (the first cell in the header row)
- Select "Data" from the menu bar to display the data "Ribbon" then click here

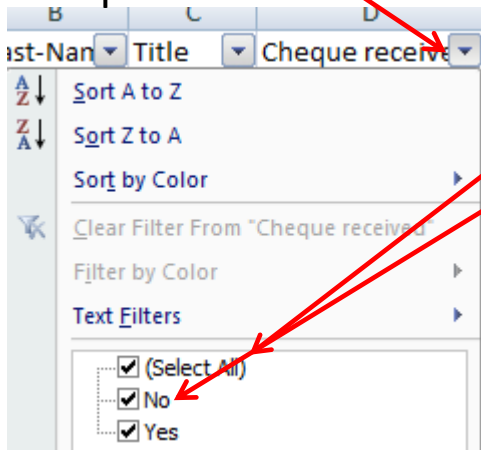


A small  will appear beside each column heading

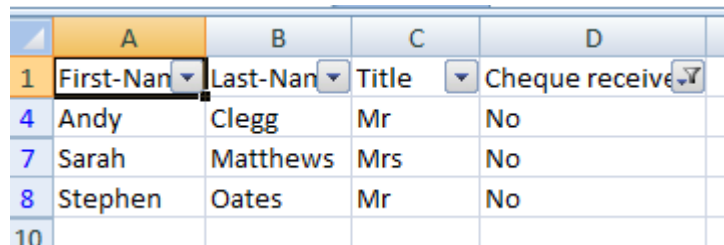
A screenshot of an Excel spreadsheet. The header row (row 1) has four columns: 'A' (First-Name), 'B' (Last-Name), 'C' (Title), and 'D' (Cheque received). Each header cell has a small dropdown arrow icon. Below the header, rows 2-6 contain data for individuals: Ian Barnett (Mr, Yes), Geoff Bass (Mr, Yes), Andy Clegg (Mr, No), Alan Edmonds (Mr, Yes), and Karen Morrison (Dr, Yes).

	A	B	C	D
1	First-Name	Last-Name	Title	Cheque received
2	Ian	Barnett	Mr	Yes
3	Geoff	Bass	Mr	Yes
4	Andy	Clegg	Mr	No
5	Alan	Edmonds	Mr	Yes
6	Karen	Morrison	Dr	Yes

Click where you want to filter, e.g.
Cheque received



De-select (Select All) and click in No to select it, then click on OK

A screenshot of the Excel spreadsheet after filtering. Only the rows where 'Cheque received' is 'No' are visible: row 4 (Andy Clegg), row 7 (Sarah Matthews), and row 8 (Stephen Oates).

	A	B	C	D
1	First-Name	Last-Name	Title	Cheque received
4	Andy	Clegg	Mr	No
7	Sarah	Matthews	Mrs	No
8	Stephen	Oates	Mr	No
10				

Money 1

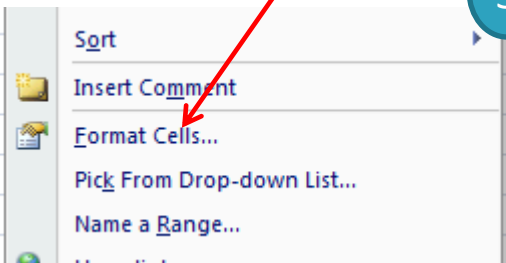
	A	B	C	D
1	Meeting date	Subs	Expenses	Balance
2	27-Jan-12	17	2	
3	26-Feb-12	15	1.5	
4	23-Mar-12	16	1.75	
5	25-May-12	17	3	
6	20-Jun-12	12	2	
7				

1

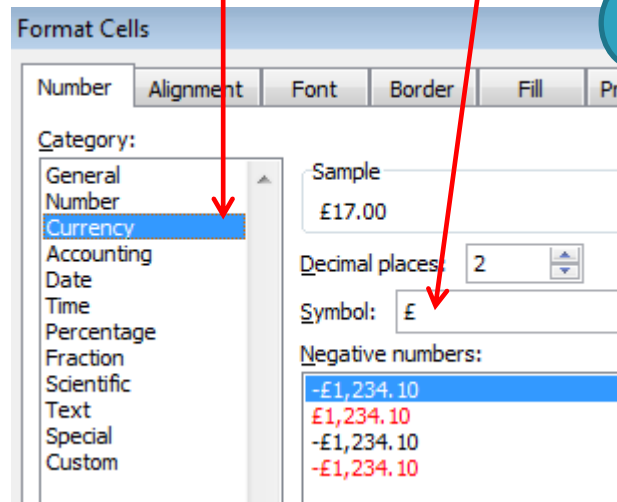
To change numbers to currency: 2
Select all the numbers below Subs and Expenses by clicking in the first cell and dragging the mouse over the others

	A	B	C	D
1	Meeting date	Subs	Expenses	Balance
2	27-Jan-12	17	2	
3	26-Feb-12	15	1.5	
4	23-Mar-12	16	1.75	
5	25-May-12	17	3	
6	20-Jun-12	12	2	
7				

Right-click within the selection and select "Format Cells"



Select "Currency". The Symbol should default to £



Click on "OK"

	A	B	C	D
1	Meeting date	Subs	Expenses	Balance
2	27-Jan-12	£17.00	£2.00	
3	26-Feb-12	£15.00	£1.50	
4	23-Mar-12	£16.00	£1.75	
5	25-May-12	£17.00	£3.00	
6	20-Jun-12	£12.00	£2.00	
7				

5

Money 2

1 Do the first formula

	A	B	C	D
1	Meeting date	Subs	Expenses	Balance
2	27-Jan-12	£17.00	£2.00	=B2-C2
3	26-Feb-12	£15.00	£1.50	
4	23-Mar-12	£16.00	£1.75	

2 The result, note Balance is now also currency

	A	B	C	D
1	Meeting date	Subs	Expenses	Balance
2	27-Jan-12	£17.00	£2.00	£15.00
3	26-Feb-12	£15.00	£1.50	
4	23-Mar-12	£16.00	£1.75	

3 Select and copy cell D2

D2 fx =B2-C2

	A	B	C	D
1	Meeting date	Subs	Expenses	Balance
2	27-Jan-12	£17.00	£2.00	£15.00
3	26-Feb-12	£15.00	£1.50	

4 Select the other cells to have the formula

	A	B	C	D
1	Meeting date	Subs	Expenses	Balance
2	27-Jan-12	£17.00	£2.00	£15.00
3	26-Feb-12	£15.00	£1.50	
4	23-Mar-12	£16.00	£1.75	
5	25-May-12	£17.00	£3.00	
6	20-Jun-12	£12.00	£2.00	
7				

5 Press Enter to see the result

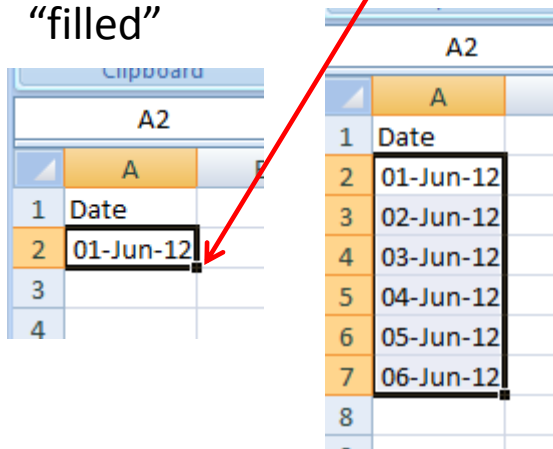
	A	B	C	D
1	Meeting date	Subs	Expenses	Balance
2	27-Jan-12	£17.00	£2.00	£15.00
3	26-Feb-12	£15.00	£1.50	£13.50
4	23-Mar-12	£16.00	£1.75	£14.25
5	25-May-12	£17.00	£3.00	£14.00
6	20-Jun-12	£12.00	£2.00	£10.00
7				

6 Add the total

	D	E	D
ses	Balance		es Balance
2.00	£15.00		00 £15.00
1.50	£13.50		50 £13.50
1.75	£14.25		75 £14.25
3.00	£14.00		00 £14.00
2.00	£10.00		00 £10.00
	=SUM(D2:D6)		£66.75
	SUM(number1, [

Hints and Tips 1

“Fill down” to create a “series”
Click and hold the “Fill handle” and drag it down or across the cells to be “filled”



The screenshot shows a small Excel window with a clipboard icon. The active cell is A2, containing the date '01-Jun-12'. A red arrow points from the text above to the fill handle (a small square with a plus sign) at the bottom-right corner of cell A2. The fill handle is being dragged down to fill cells A3 and A4 with the same date.

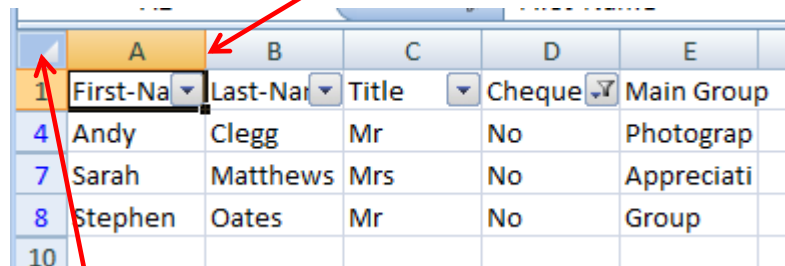
	A
1	Date
2	01-Jun-12
3	
4	

Column width:

For an individual column, either:

Drag the column boundary in the column header to the width you want, OR

Double-click the column boundary to automatically re-size to the widest data



The screenshot shows a spreadsheet with columns A through E. Column A is highlighted. A red arrow points to the boundary between column A and column B. Another red arrow points to the same boundary, indicating the action of double-clicking to auto-resize.

	A	B	C	D	E
1	First-Name	Last-Name	Title	Cheque received	Main Group
4	Andy	Clegg	Mr	No	Digital Photography
7	Sarah	Matthews	Mrs	No	Ballet Appreciation
8	Stephen	Oates	Mr	No	Food Group
10					

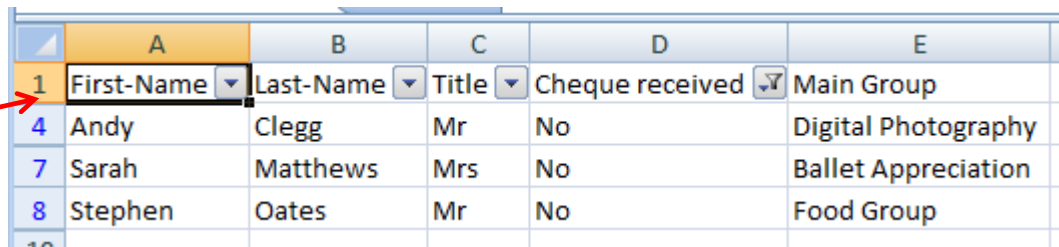
Column width: For all the columns:

Click the “Select All” button

Double-click the column boundary of column A to automatically re-size to the widest data

Row height:

The same action as for column width, only dragging or double-clicking the row boundary

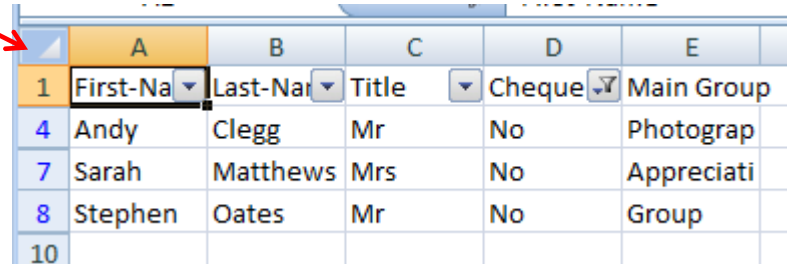


The screenshot shows a spreadsheet with rows 1 through 10. Row 1 is highlighted. A red arrow points to the boundary between row 1 and row 4, indicating the action of double-clicking to auto-resize the row height.

	A	B	C	D	E
1	First-Name	Last-Name	Title	Cheque received	Main Group
4	Andy	Clegg	Mr	No	Digital Photography
7	Sarah	Matthews	Mrs	No	Ballet Appreciation
8	Stephen	Oates	Mr	No	Food Group
10					

Hints and Tips 2

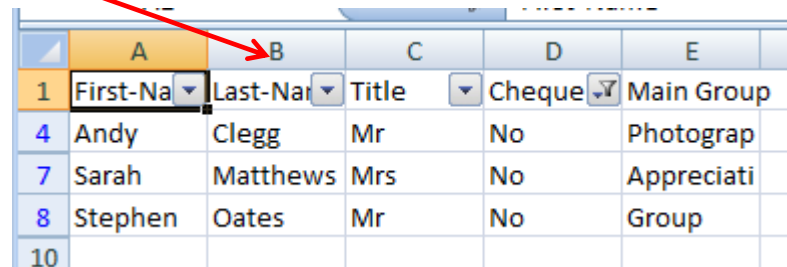
Select all: Click the “Select all” button



A screenshot of an Excel spreadsheet showing a table with columns A through E and rows 1 through 10. The 'Select all' button (a small square with a triangle) in the top-left corner is highlighted with a red arrow. The table data is as follows:

	A	B	C	D	E
1	First-Name	Last-Name	Title	Cheque	Main Group
4	Andy	Clegg	Mr	No	Photograph
7	Sarah	Matthews	Mrs	No	Appreciation
8	Stephen	Oates	Mr	No	Group
10					

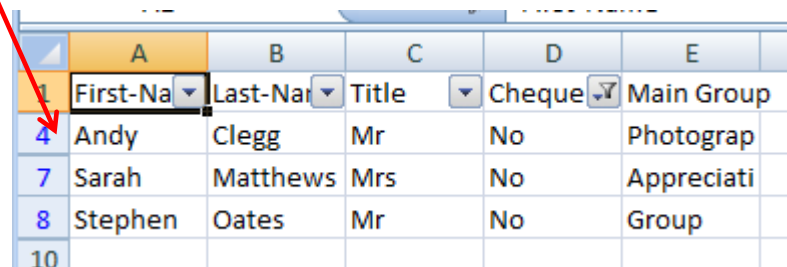
Select column: Click the “Column heading”



A screenshot of an Excel spreadsheet showing a table with columns A through E and rows 1 through 10. The column heading 'B' is highlighted with a red arrow. The table data is as follows:

	A	B	C	D	E
1	First-Name	Last-Name	Title	Cheque	Main Group
4	Andy	Clegg	Mr	No	Photograph
7	Sarah	Matthews	Mrs	No	Appreciation
8	Stephen	Oates	Mr	No	Group
10					

Select row: Click the “Row heading”



A screenshot of an Excel spreadsheet showing a table with columns A through E and rows 1 through 10. The row heading '4' is highlighted with a red arrow. The table data is as follows:

	A	B	C	D	E
1	First-Name	Last-Name	Title	Cheque	Main Group
4	Andy	Clegg	Mr	No	Photograph
7	Sarah	Matthews	Mrs	No	Appreciation
8	Stephen	Oates	Mr	No	Group
10					

Example 1 – A Timesheet

Recording and calculating hours

	A	B	D	E	F	G	H	I
1		Item	Day Total	From	To	Total	From	To
2	15/05/2012	Tunics	02:30	14:30	17:00	02:30		
3	16/05/2012	Tunics	03:45	09:15	11:00	01:45	11:20	12:00
4	17/05/2012	Tunics	01:20	09:15	10:30	01:15	11:05	11:30
5	18/05/2012	Tunics	05:15	09:45	11:00	01:15	13:30	14:00
6	19/05/2012	Tunics	06:25	09:35	10:35	01:00	13:30	15:00
7	20/05/2012	Tunics	01:30	14:00	15:10	01:10	15:25	15:30
8	22/05/2012	Waistcoats	03:30	09:15	10:30	01:15	17:15	17:30
9	24/05/2012	Waistcoats	04:45	13:45	15:00	01:15	16:00	18:00
10	25/05/2012	Waistcoats	01:10	17:10	18:00	00:50	19:00	19:30

The formula for Day Total

Clipboard		Font					
D2		fx =G2+J2+M2+P2+S2+V2					
	A	B	D	E	F	G	F
1		Item	Day Total	From	To	Total	
2	15/05/2012	Tunics	02:30	14:30	17:00	02:30	

And on the finished form:
Created on a spreadsheet and formatted to look like the original printed form

MONTHLY TIME SHEETS FOR HOURLY PAID STAFF

Please print clearly

NAME Misureen Menzies		DEPT WARDROBE
Date Worked		Period claimed 13 May - 16 Jun 2012 see salary timetable
Total Hours Worked		

Date	Day	Hours
13/05/2012	Sunday	
14/05/2012	Monday	
15/05/2012	Tuesday	02:30
16/05/2012	Wednesday	03:30
17/05/2012	Thursday	01:30
18/05/2012	Friday	06:00
19/05/2012	Saturday	06:30
WEEKLY TOTAL		20:00
20/05/2012	Sunday	01:30
21/05/2012	Monday	
22/05/2012	Tuesday	03:30
23/05/2012	Wednesday	
24/05/2012	Thursday	04:30
25/05/2012	Friday	01:00
26/05/2012	Saturday	
WEEKLY TOTAL		10:30
27/05/2012	Sunday	
28/05/2012	Monday	
29/05/2012	Tuesday	
30/05/2012	Wednesday	
31/05/2012	Thursday	
01/06/2012	Friday	
02/06/2012	Saturday	
WEEKLY TOTAL		00:00
03/06/2012	Sunday	
04/06/2012	Monday	
05/06/2012	Tuesday	05:30
06/06/2012	Wednesday	
07/06/2012	Thursday	04:30
08/06/2012	Friday	
09/06/2012	Saturday	01:00
WEEKLY TOTAL		11:00
10/06/2012	Sunday	01:30
11/06/2012	Monday	
12/06/2012	Tuesday	
13/06/2012	Wednesday	
14/06/2012	Thursday	
15/06/2012	Friday	
16/06/2012	Saturday	
WEEKLY TOTAL		01:30

COMMENTS

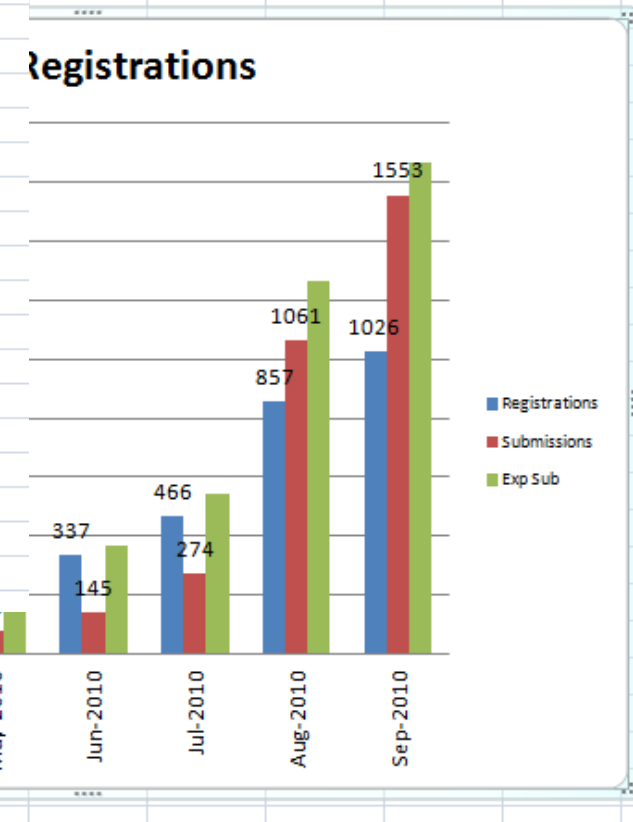
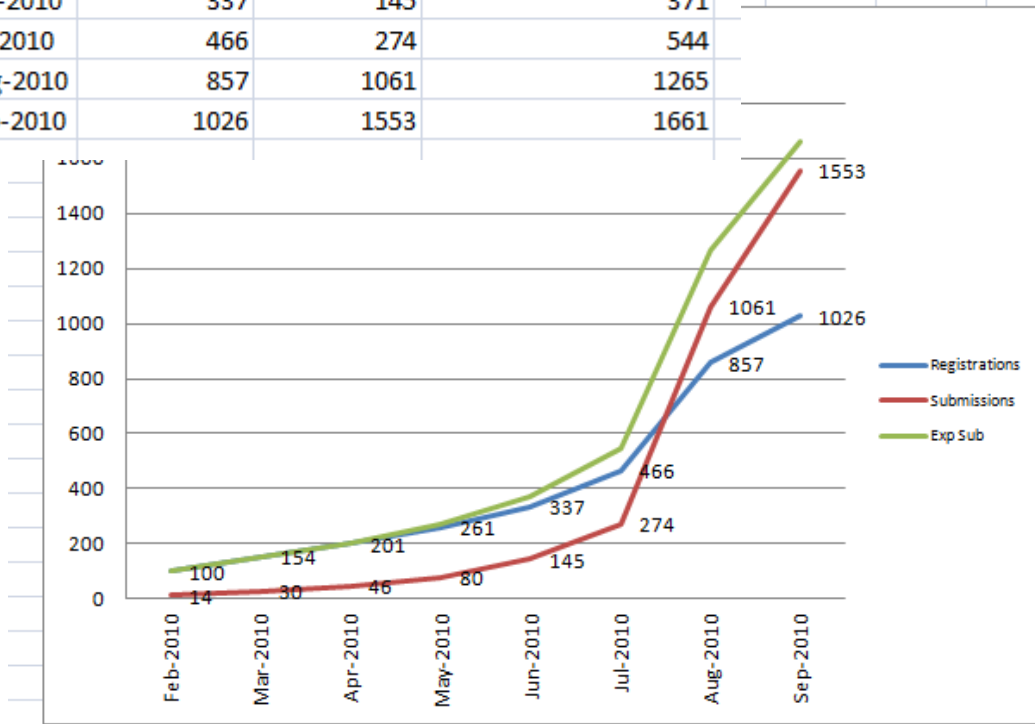
TOTAL HOURS PAID	43:00
------------------	--------------

DIRECTOR / H.O.D. SIGNATURE
DATE

Example 2 – A Graph

Month	Registrations	Submissions	Expected Submissions
Feb-2010	100	14	100
Mar-2010	154	30	155
Apr-2010	201	46	204
May-2010	261	80	273
Jun-2010	337	145	371
Jul-2010	466	274	544
Aug-2010	857	1061	1265
Sep-2010	1026	1553	1661

The data for the graph just needs to be listed in the order required and can be any number of columns and rows



There are any number of "chart" types