EXCEL 2016 Basics (Addendum)

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You may access this agenda at:

http://pamstephens890.weebly.com/

1. San Antonio Yearly Weather information graph

2. Using Data to Create Charts (Use Sample Grades Chart)

- Creating a Simple Chart – (video link)
- Changing the Look and Feel of the Chart – (video link)

3. Modifying Charts

- Learning about Chart Layouts (**Design** Tab) Quick **Layout**
- Changing the Data Orientation with **Switch Row/Column** (**Design** Tab)
- Moving a chart to a new sheet for printing (video link) **Design Tab, Move Chart**
- Manually Changing Chart Details **Chart Tools Format or Design tab**
- Make a chart, and modify it
- Making a template for later use (video link) Right click on the chart and choose **Save as Template**

4. Linking Worksheets

Setting a link from one sheet to the other (video link)

1. **Setting a Link to another Worksheet**

    a. On *Sample Grades Chart*, round averages first

    a. On the red **AVERAGES** tab, put = into the 1ˢᵗ nine weeks cell, then go back to the **Sample Grades Chart** and click on the number of the average of the 1ˢᵗ nine weeks. Then **ENTER**!!! Your average will be on the red **AVERAGES** tab. Do the same for all four.
    b. Change some of the grade so that one or two of the averages change a great deal. Check your red tab **AVERAGES** tab and see that those averages have changed as well.
    c. Setting link from another workbook is done the same way.
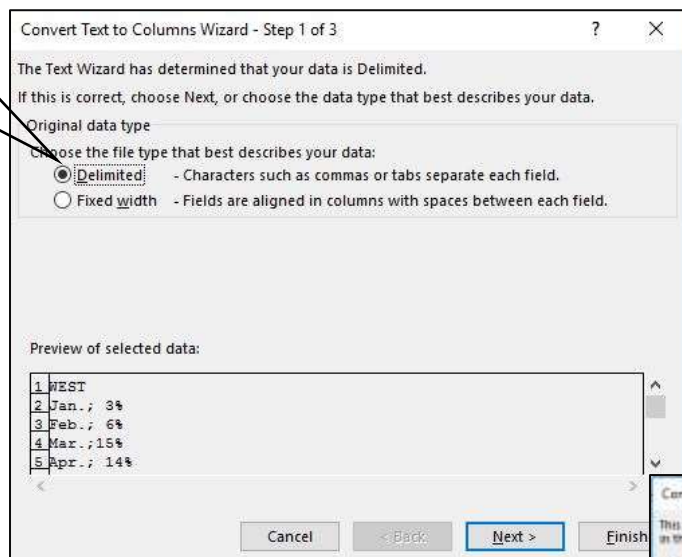
5. Conditional Formatting

- Using and Applying Rules (video Link) (**Home** Tab) this video covers all the topics under conditional formatting
- Use **sample grades chart**
- Using Data Bars
- Icon Sets
- Managing Rules
- Making a New Rule

6. Text to Columns

1. Click the **Text to columns** tab and if your names are not in two separate columns, we can do that later.
2. Go to the Word document that we saved ("Sales Increase by Region") and copy the list of Months with % of increase. Paste it into the sheet with the **Text to Columns** tab in column F.
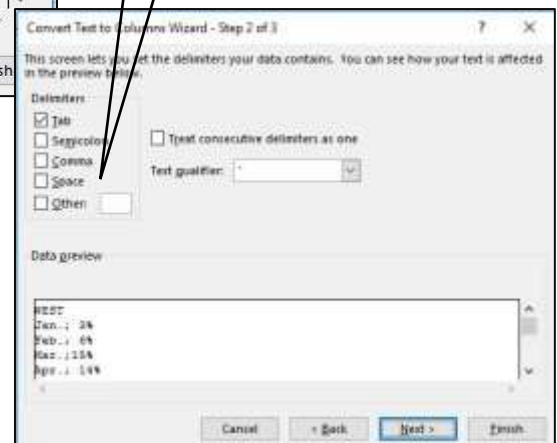
   a) Highlight the data you want to separate.
   b) Go to the **Data** Tab and click on **Text to Columns**

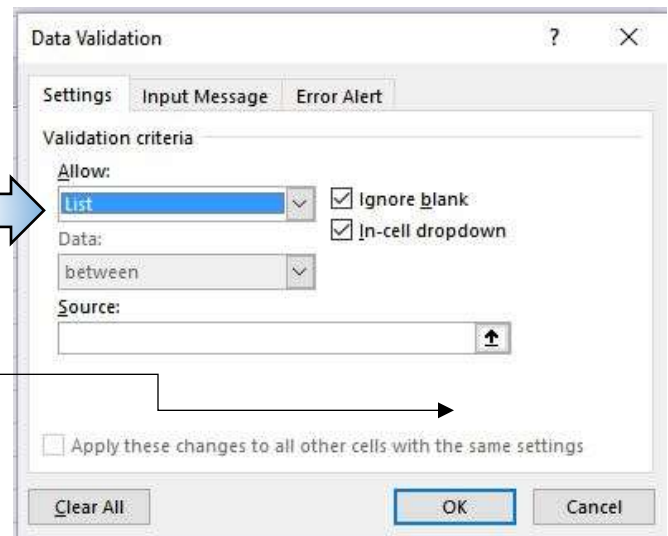
iii. Choose Delimited

iv. Choose Semicolon (uncheck Tabs)

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type
Choose the file type that best describes your data:
- Delimited - Characters such as commas or tabs separate each field.
- Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:
```
1 WEST
2 Jan.; 3%
3 Feb.; 6%
4 Mar.;15%
5 Apr.; 14%
```

Cancel < Back Next > Finish

c) v. Click Finish, and your % are in a separate column from your months.

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters:
- [x] Tab
- [ ] Semicolon
- [ ] Comma
- [ ] Space
- [ ] Other:

[ ] Treat consecutive delimiters as one
Text qualifier:

Data preview
```
WEST
Jan.; 3%
Feb.; 6%
Mar.;15%
Apr.; 14%
```

Cancel < Back Next > Finish

3

7. Drop Down Boxes

   a. *Click on the* **Drop-Down Boxes** *tab at the bottom of the sample spreadsheet*

   b. *Highlight cells C2-C11 to tell the computer what cells you are using (or an entire row IF there is no heading).*

   c. *Choose* **Data Validation** *from the* **Data** *ribbon.*

   d. *In the allow area, choose list.*

   e. *Then click the* **Source** *"up arrow"*

   f. *Go to the* **to copy for dropdowns** *tab and high-light the names of schools. Enter then OK.*

   g. *Your drop-down boxes will now be there ready to use!*

8. Merging Data from Multiple Columns into One or, CONCATENATING

a. Open the tab called **Modifying Columns, Rows & Cells** and modify the cells so that we can read everything (sizing of columns)

b. We will combine the first and last names of a person with their position. In cell **J3** type your = sign then the word **CONCATENATE**. Then open Parentheses.

c. Click on cell **A3** for the computer to add that cell or type it in yourself. Then add a comma.

d. In order to place a space between the first and last names (or any two words) we have to let the computer know that we need a space. Since it isn't a number of a cell or a numeral, we need to put it in quotes. So type **" "** quote, space, quote.

e. Add a comma and click on the next cell which would be **B3** for the last name. Repeat your comma and your use of adding a space**," "**

f. Use one more comma to separate a different action, and add the position played by that person, which is in cell **E3** and close your parentheses.

g. Your formula should look like this:
   =CONCATENATE(A3," ",B3," ",E3)

9. Flash Fill