Kentucky Association of Professional Surveyors

Today's Survey Is Tomorrow's Foundation

KAPS
Excel 2007 Training

Presented by
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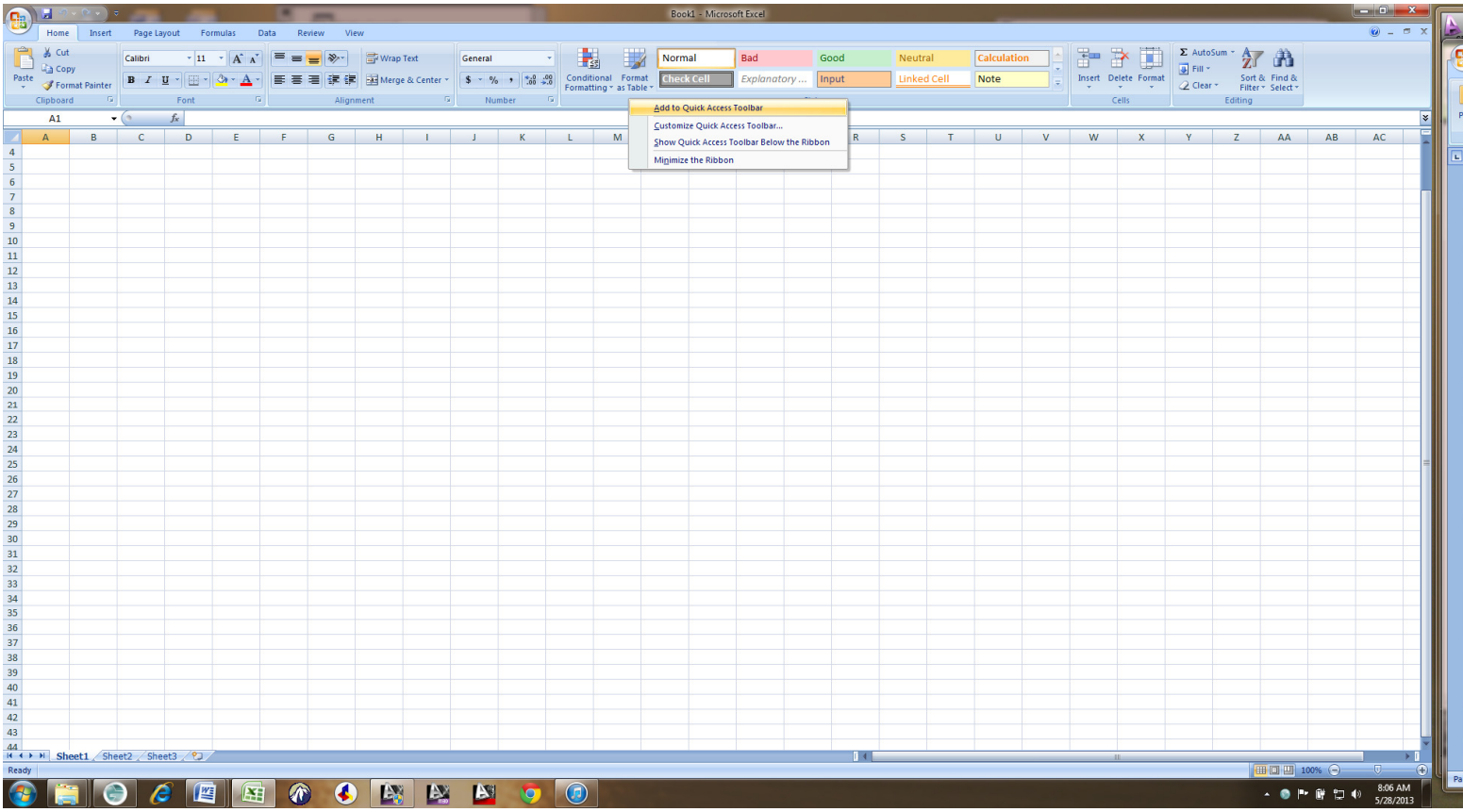
Eclipse Bank, Inc
Louisville, KY

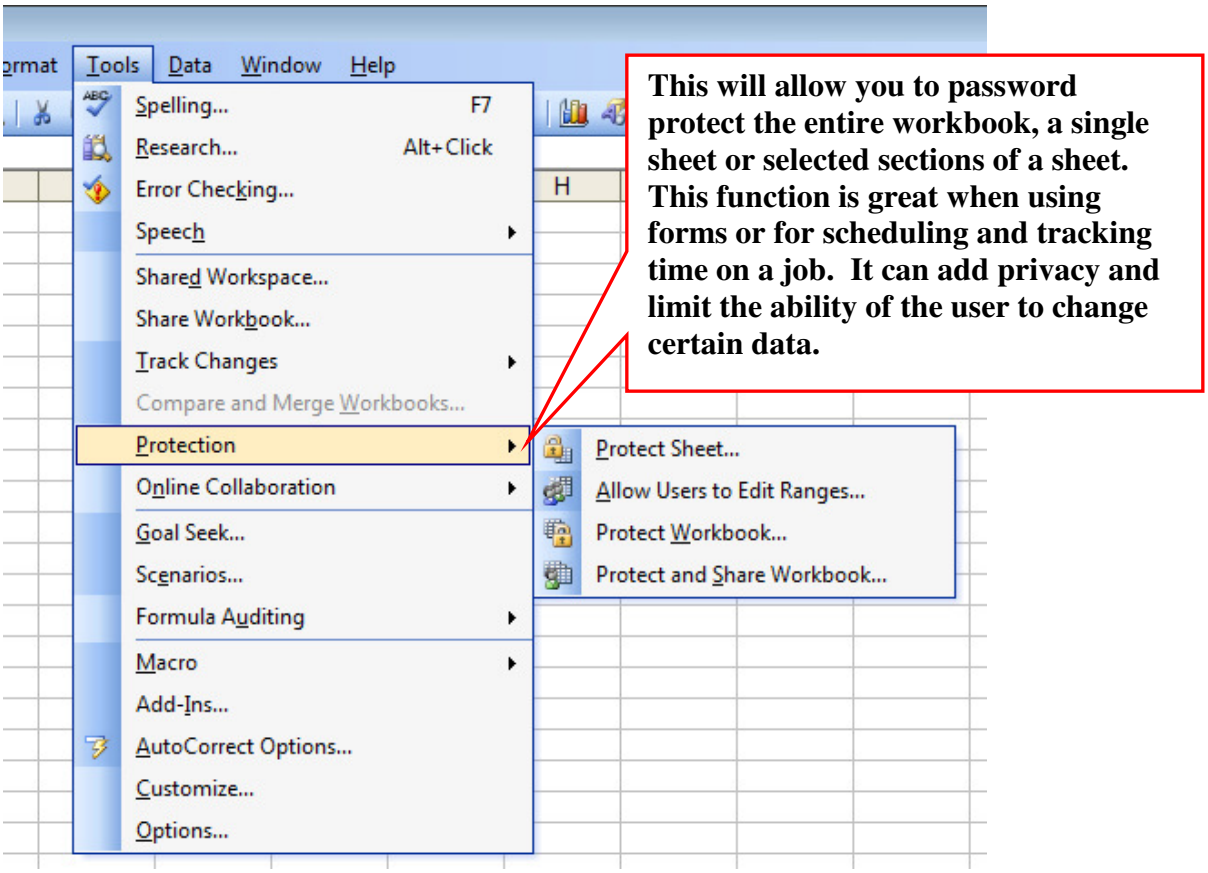
Basic Terminology:

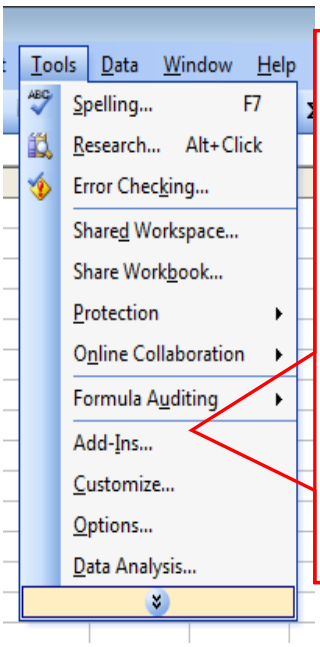
Discuss the terms used to define specific outlay of a spreadsheet and of the basic functionality of the spreadsheet as used in Microsoft Excel Help.



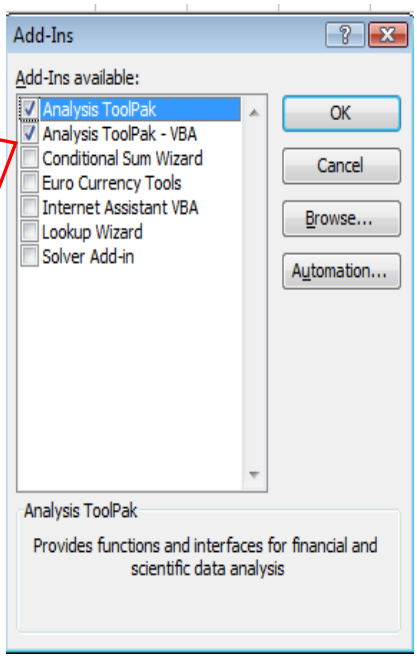
Navigation of the Tool Bar

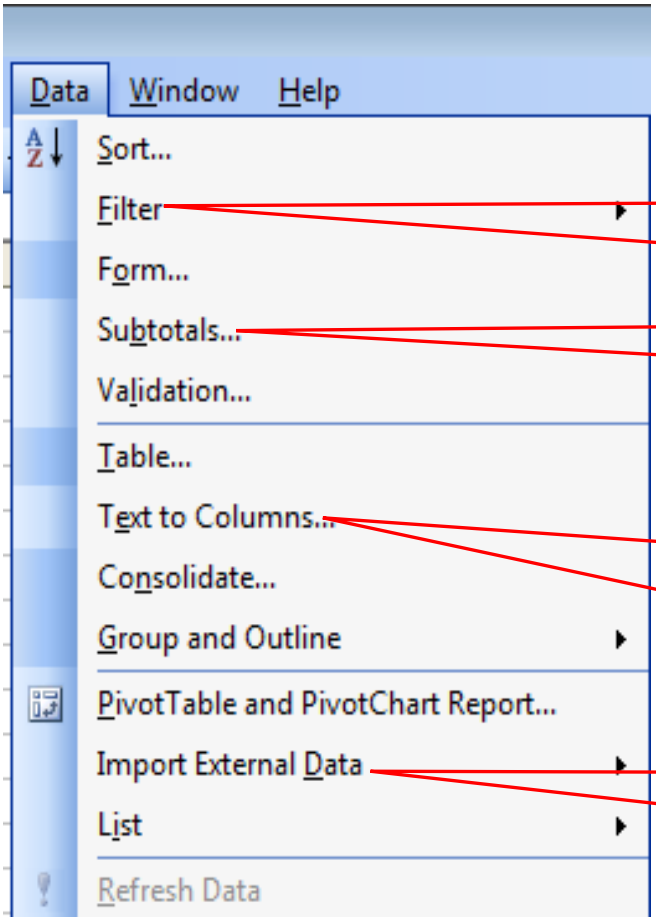
Discuss and demonstrate the functions available in the common tool bar. Cover icons used for specific functions and discuss the how to develop a custom tool bar.





To make math calculations and macros to function correctly select "Tools/Add-Ins and select Analysis ToolPak and Analysis ToolPak - VBA



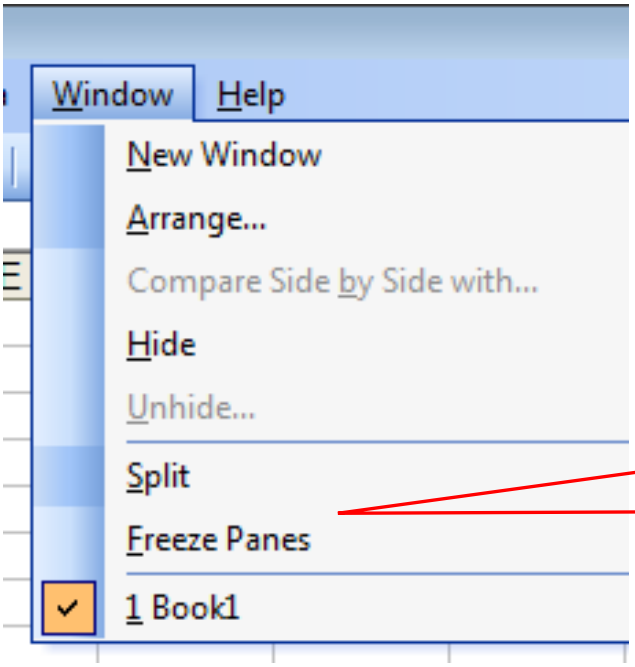


Use Filter to allow you to view specific items in a column or row by hiding data not selected.

Adds subtotals that will not be included in the grand total of a column or row

Will let you split data in one column and put it in separate columns. This is great to separate a column with a complete name and separate it into First, Last, and Middle.

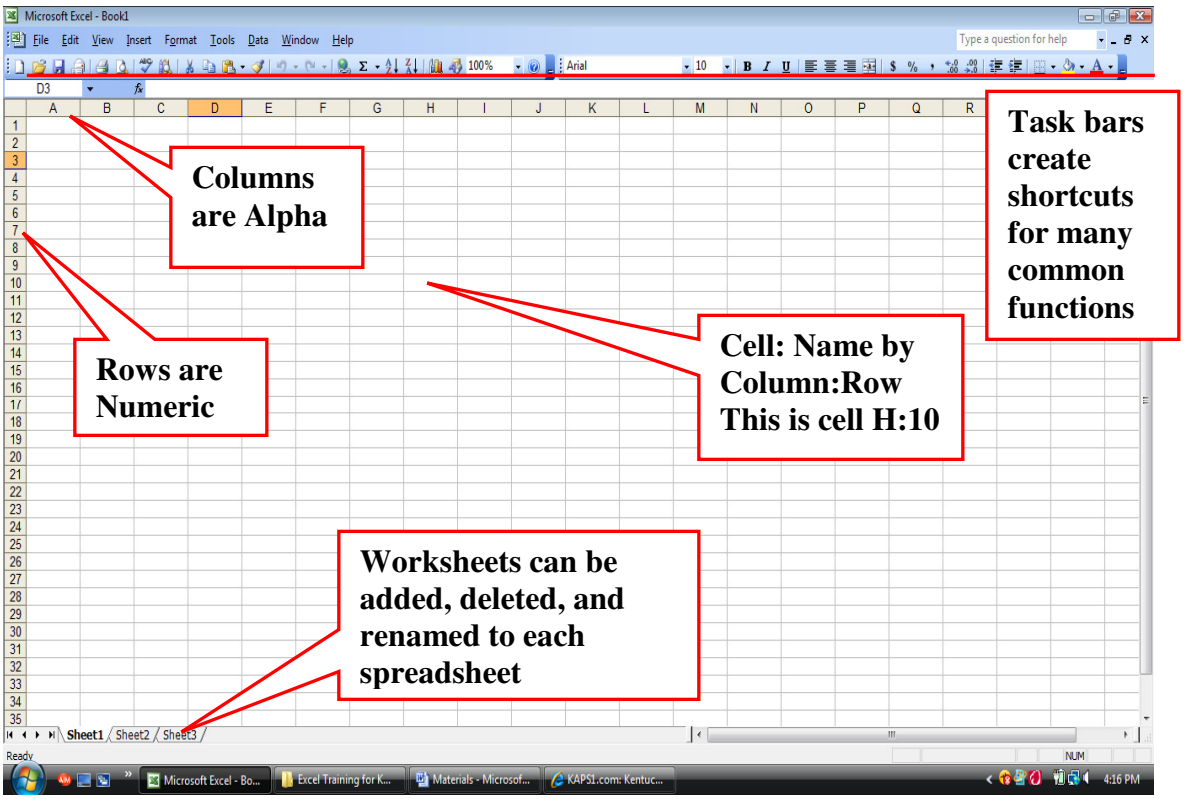
Use this function to import data from Word or other word processors or spreadsheet applications.

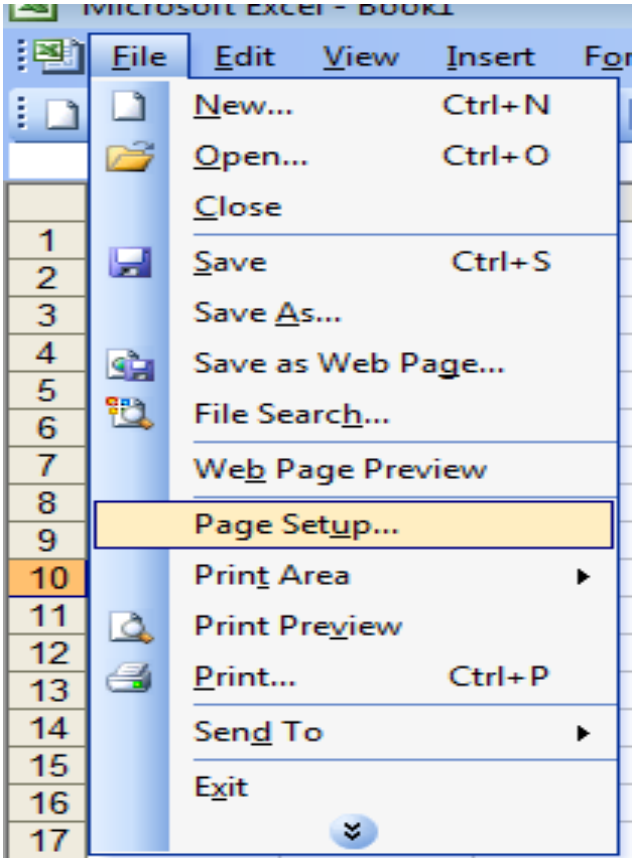


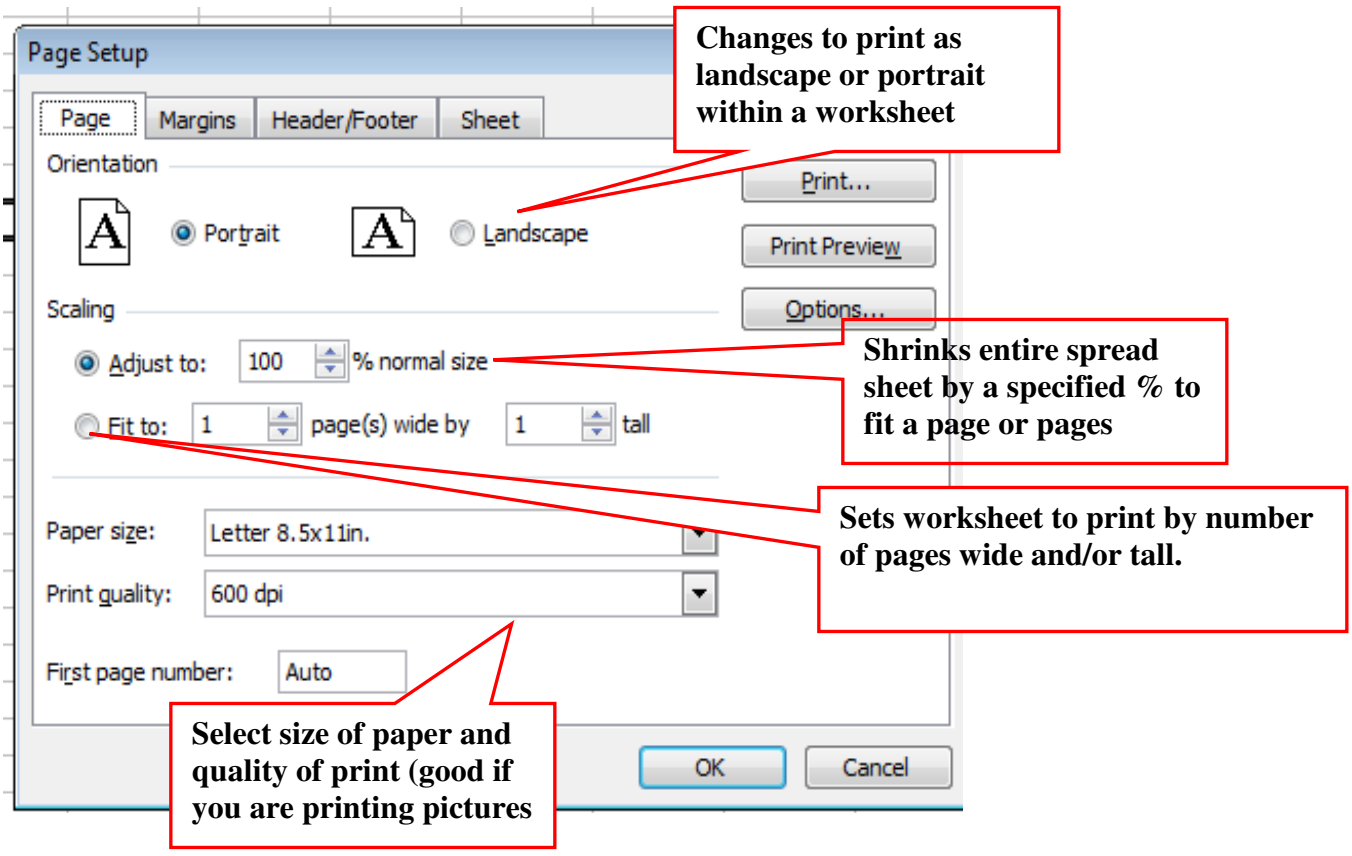
Split or Freeze selected panes, columns or rows to help when working on a large workbook. This will make input much easier.

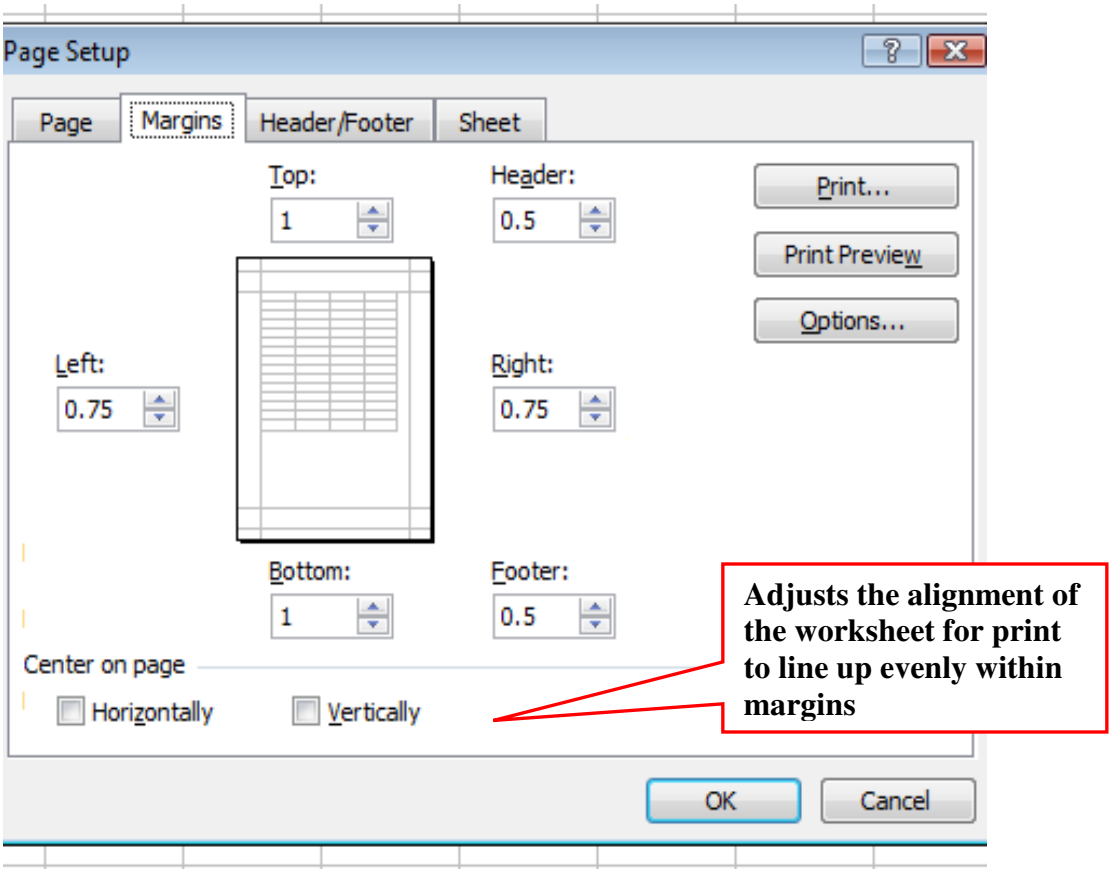
Build a Basic Spreadsheet

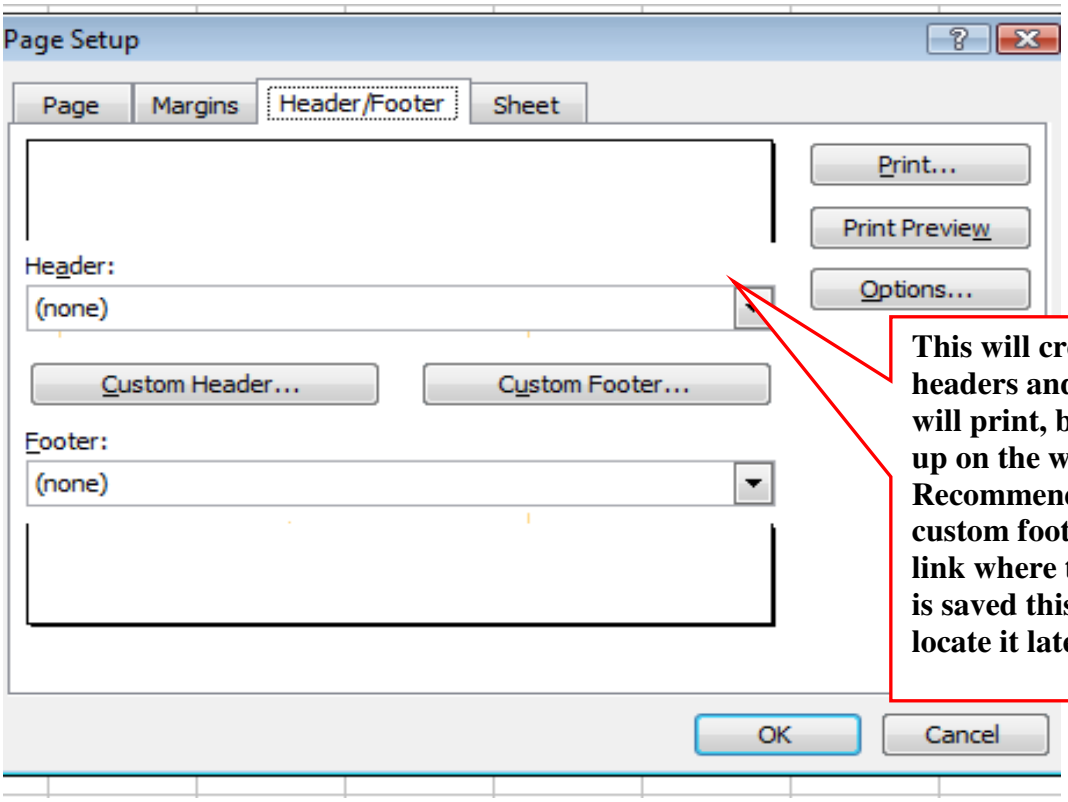
Demonstrate use of columns, rows, headers, locked fields, print set area, highlighting, protecting, cut and paste, paste special, copy, and font set for a spreadsheet.



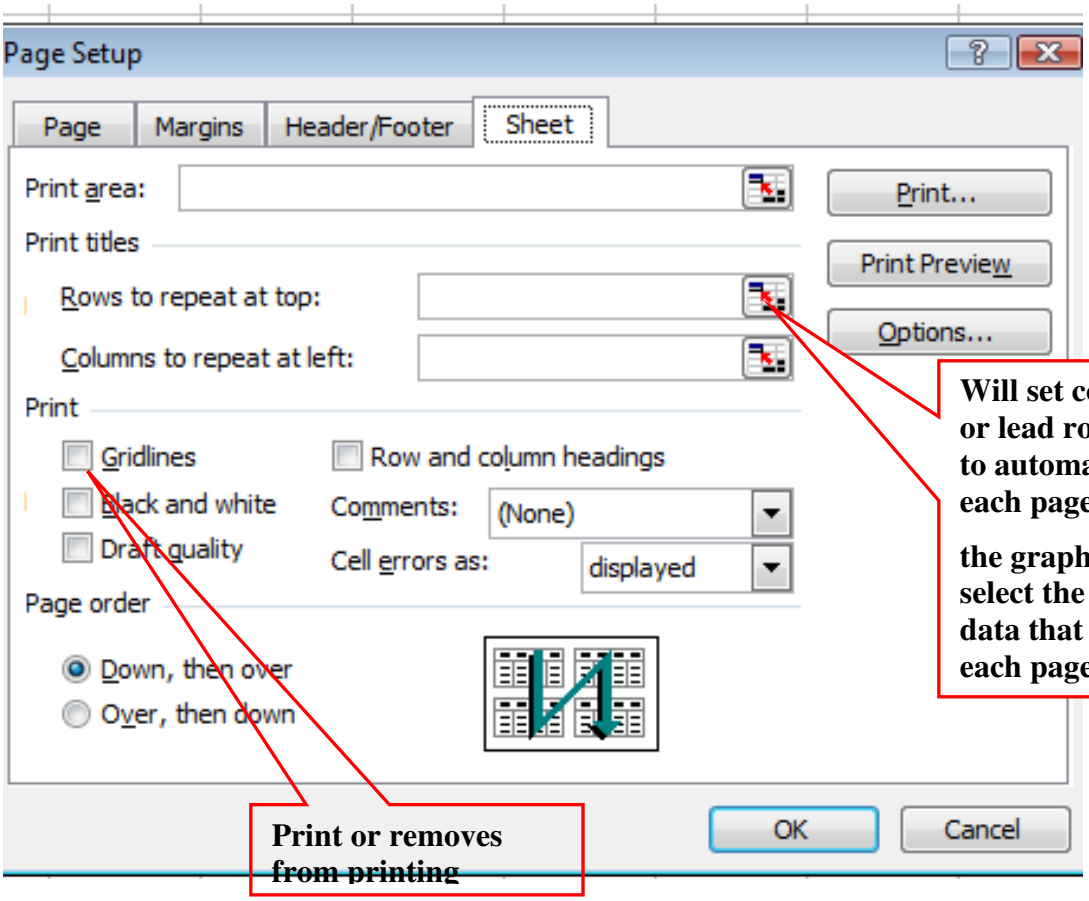

File
Edit
View
Insert
New... Ctrl+N
Open... Ctrl+O
Close
Save Ctrl+S
Save As...
Save as Web Page...
File Search...
Web Page Preview
Page Setup...
Print Area
Print Preview
Print... Ctrl+P
Send To
Exit


Page Setup
Page
Margins
Header/Footer
Sheet
Orientation
Portrait
Landscape
Print...
Print Preview
Options...
Scaling
Adjust to: 100 % normal size
Fit to: 1 page(s) wide by 1 tall
Paper size: Letter 8.5x11in.
Print quality: 600 dpi
First page number: Auto
OK
Cancel
Changes to print as landscape or portrait within a worksheet
Shrinks entire spread sheet by a specified % to fit a page or pages
Sets worksheet to print by number of pages wide and/or tall.
Select size of paper and quality of print (good if you are printing pictures


Page Setup
Page
Margins
Header/Footer
Sheet
Top:
1
Header:
0.5
Print...
Print Preview
Options...
Left:
0.75
Right:
0.75
Bottom:
1
Footer:
0.5
Center on page
Horizontally
Vertically
OK
Cancel
Adjusts the alignment of the worksheet for print to line up evenly within margins



This will create custom headers and footers that will print, but not show up on the worksheet. Recommend using a custom footer for the link where the document is saved this will help locate it later.

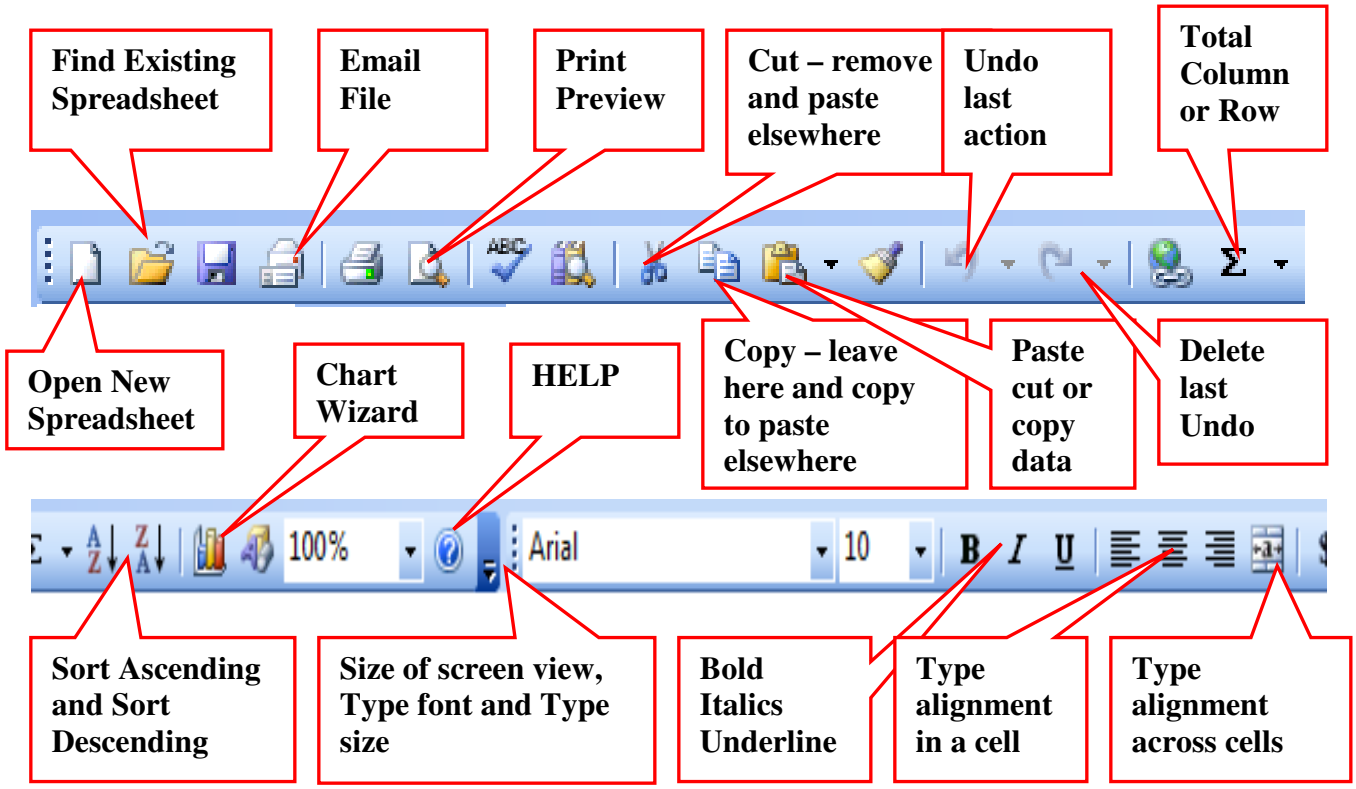


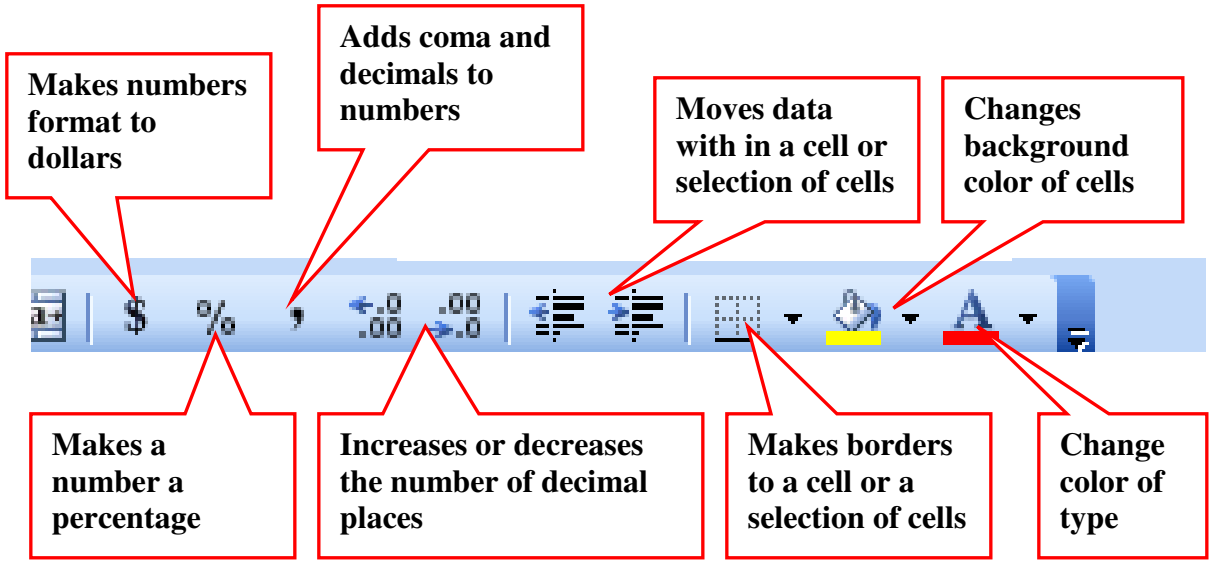
Will set column headers or lead row information to automatically print on each page. Just click on the graph and select the cell with the data that should print on each page.

Print or removes from printing

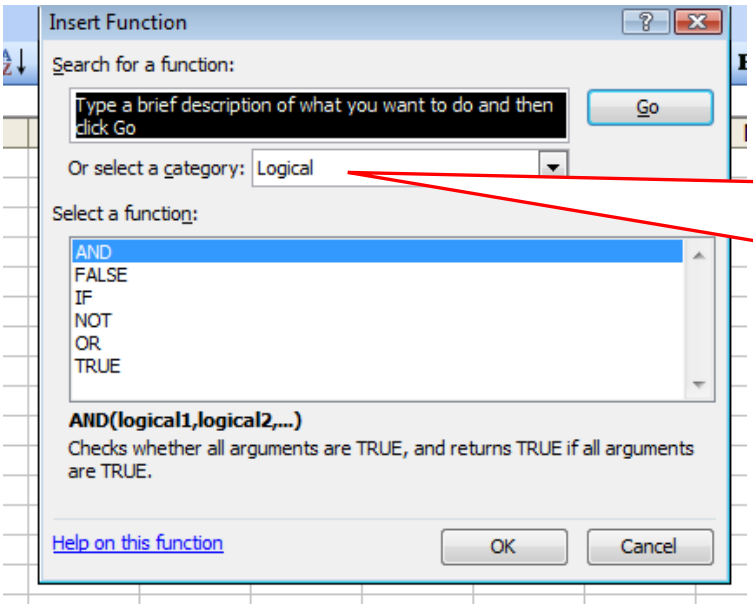
Using Formulas:

Demonstrate various mathematical formulas for use in a spreadsheet including; addition, subtraction, multiplication and division of separate cells in a spreadsheet and between spreadsheets.





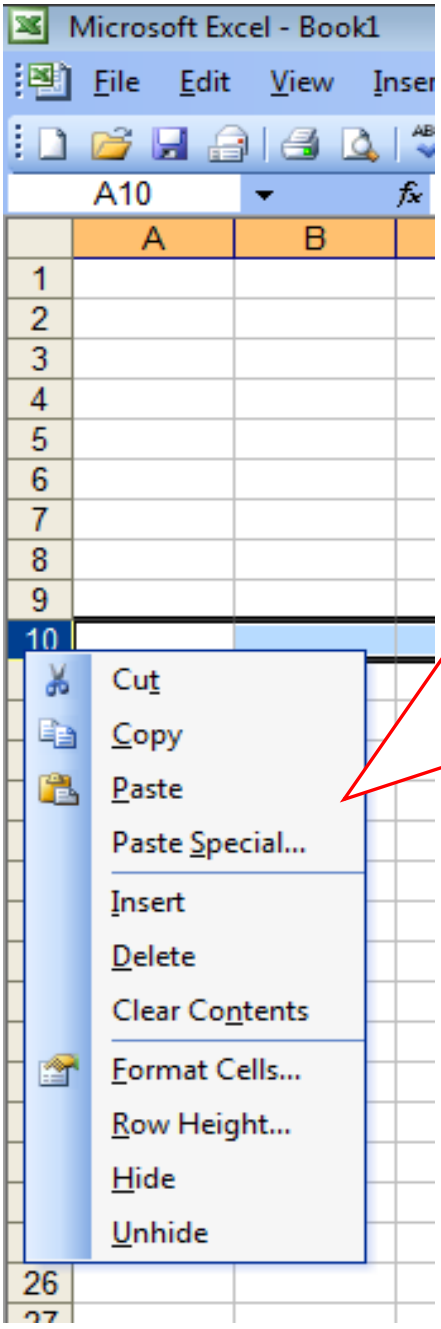
Function (*fx*)



Logical functions are easiest to use and are very useful for determining duplicate data and other common worksheet accidents

Short Cuts and Tricks

Demonstrate various short cuts for testing for duplication, creating a series of numbers and dates, parsing columns into separate columns and combining columns into one data column.



Right click on a row or a group of rows to:

Cut or Copy the row(s)

Paste cut or copy data in the row(s)

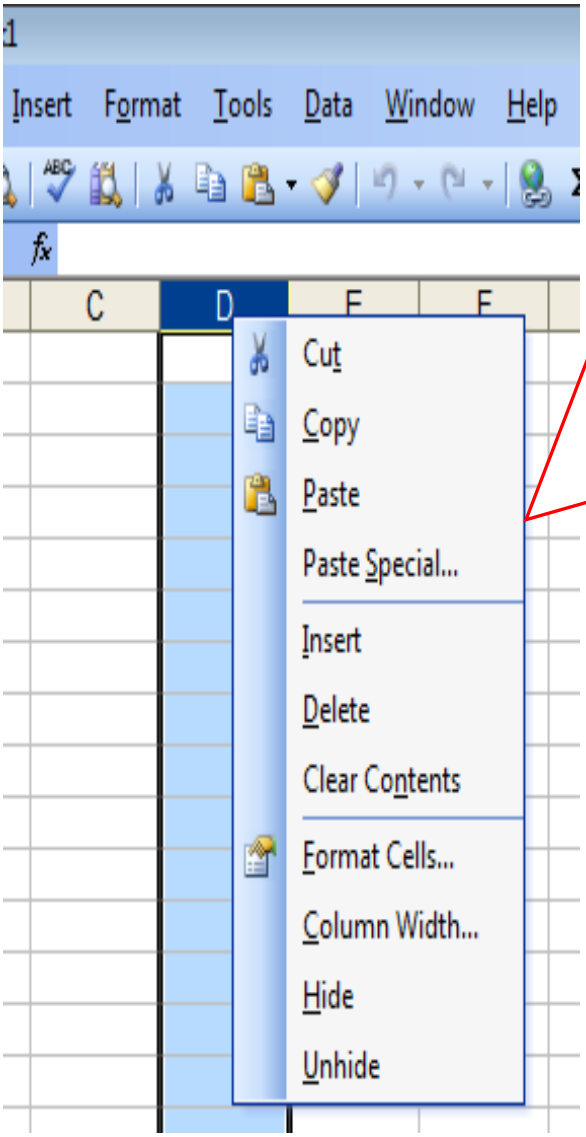
Insert or Delete entire row(s), but doing so may lose the data in the row(s).

Clear Contents of the entire row(s).

Format all the data in the row at the same time, but format must be the same.

Adjust the row height.

Hide a row(s) or Unhide row(s) that were hidden previously.



Right click on a column or a group of columns to:

Cut or Copy the column(s)

Paste cut or copy data in the column(s)

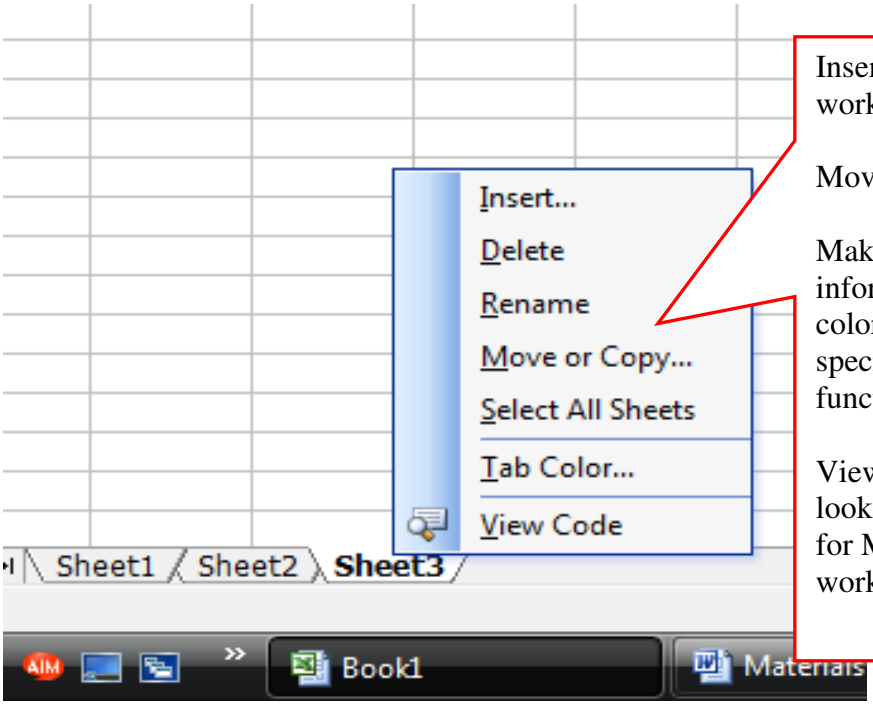
Insert or Delete entire column(s), but doing so may lose the data in the column(s).

Clear Contents of the entire column(s).

Format all the data in the column at the same time, but format must be the same.

Adjust the column width.

Hide a column(s) or Unhide column(s) that were hidden previously.

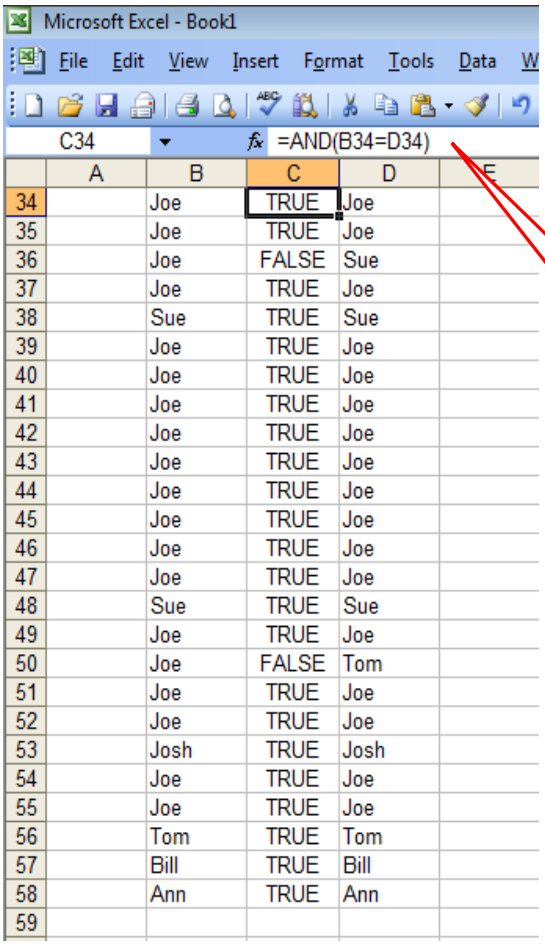


Insert, delete or rename each worksheet tab.

Move or copy a worksheet

Make tabs of related information the same color or color code tabs that relate to specific filing systems or job functions.

View Code will allow you to look at the SQL code written for Marcos established in a worksheet.



	A	B	C	D	E
34		Joe	TRUE	Joe	
35		Joe	TRUE	Joe	
36		Joe	FALSE	Sue	
37		Joe	TRUE	Joe	
38		Sue	TRUE	Sue	
39		Joe	TRUE	Joe	
40		Joe	TRUE	Joe	
41		Joe	TRUE	Joe	
42		Joe	TRUE	Joe	
43		Joe	TRUE	Joe	
44		Joe	TRUE	Joe	
45		Joe	TRUE	Joe	
46		Joe	TRUE	Joe	
47		Joe	TRUE	Joe	
48		Sue	TRUE	Sue	
49		Joe	TRUE	Joe	
50		Joe	FALSE	Tom	
51		Joe	TRUE	Joe	
52		Joe	TRUE	Joe	
53		Josh	TRUE	Josh	
54		Joe	TRUE	Joe	
55		Joe	TRUE	Joe	
56		Tom	TRUE	Tom	
57		Bill	TRUE	Bill	
58		Ann	TRUE	Ann	
59					

The =AND function tells you if the data in one column is that same as in the other column by stating True (it is) or False (it is different). This is a great tool for avoiding duplication of job numbers or customer names.