

Advanced Spreadsheets

Microsoft Excel 2010



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This Manual was compiled by:

Marianne Lubbe

Published by:

Let's Do It!

PO Box 589, Melkbosstrand, 7437

Phone: +27 (0) 21 553 5455

E-Mail: leonard@letsdoit.co.za

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Let's Do It!

How to use this Manual

Using this manual you will encounter the following features:



Let's Remember!

- **Take note of the informative reminders.**

Let's Do It!

Practical Exercises.

This is a practical guide for anyone using *Microsoft® Office 2010* software.

The data associated with these exercises must be downloaded from Specto website. Go to: www.specto.co/ data. Follow the on screen instructions to download the appropriate data file. Copy and paste the complete Let's Do It! folder to the hard drive (C-Drive) of your computer. Open the templates from this folder. A separate folder can be created to save completed exercises if necessary

This manual was written using *Windows® 7*. If a different operating system is used, some dialog boxes may look different, but the content is the same.

A screen resolution of *1366 x 768* was used in compiling this manual. Working in a different screen resolution, or with an application window which is not maximized, will change the look of the *Office 2010 Ribbon*. The *Ribbon* appearance is dynamic, as it will change to fit the space available. For example, the full *Ribbon* may show a group containing several options, but if space is restricted it may show a single button that you need to click to see the same options.

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Module Goals

Advanced Spreadsheets requires the candidate to use the spreadsheet application to produce advanced spreadsheet outputs.

The candidate shall be able to:

- ↗ Apply advanced formatting options such as conditional formatting and customised number formatting and handle worksheets.
- ↗ Use functions such as those associated with logical, statistical, financial and mathematical operations.
- ↗ Create charts and apply advanced chart formatting features.
- ↗ Work with tables and lists to analyse, filter and sort data. Create and use scenarios.
- ↗ Validate and audit spreadsheet data.
- ↗ Enhance productivity by working with named cell ranges, macros and templates.
- ↗ Use linking, embedding and importing features to integrate data.
- ↗ Collaborate on and review spreadsheets. Apply spreadsheet security features.

Formatting

The following outcomes will be covered in this category:

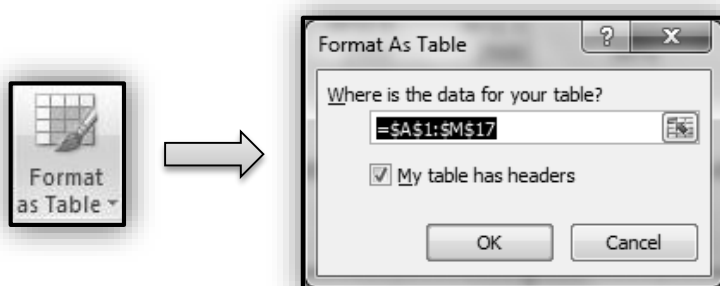
- ↗ Apply a table style to a cell range
- ↗ Apply conditional formatting based on cell content
- ↗ Create and apply custom number formats
- ↗ Copy or move worksheets between spreadsheets
- ↗ Split a window
- ↗ Hide or show rows, columns or worksheets

Cells

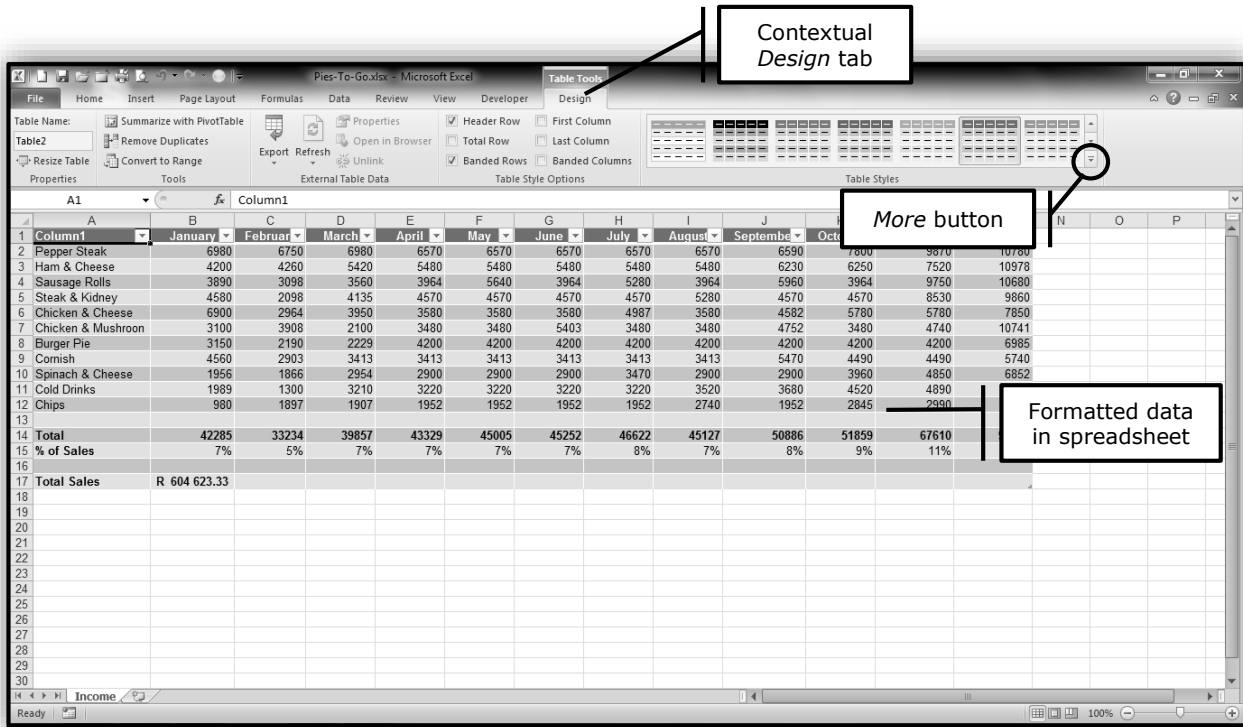
Apply a Table Style to a Cell Range

Data in a spreadsheet can be formatted using pre-set formatting options. These options are the same as for tables in *Word 2010*. This feature makes columns of data easier to read and creates a professional looking spreadsheet.

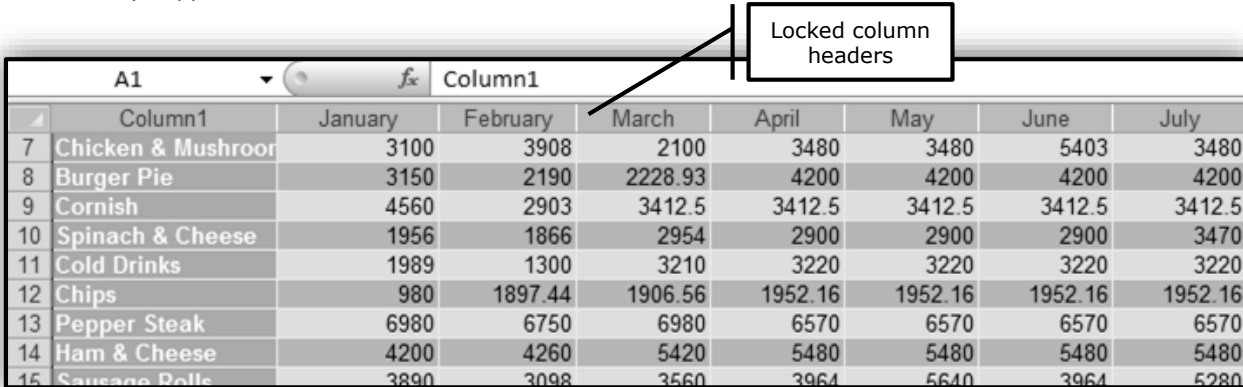
1. Open the spreadsheet you want to format.
2. Select the relevant cell range.
3. On the *Home* tab, in the *Styles* group, click the *Format as Table* button.
4. A gallery with various styles will be displayed, divided in the following sections: *Light*, *Medium* and *Dark*.
5. Select an option from the gallery.
6. The *Format As Table* dialog box will be displayed. If the cell range is correct, click *OK*.
7. The style will be applied to the cell range and the contextual *Design* tab (*Table Tools*) will be displayed.



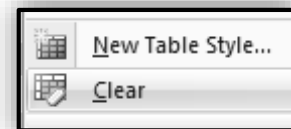
- ↪ If the cell range does not contain headers, remove the check mark in the dialog box.
- ↪ To select a different style, keep the range selected and click the *More* button in the *Table Styles* group. Place the mouse pointer on an option to see a preview of the style on the spreadsheet. The name of the style will also be shown as a screen tip. Click the option you want to apply.
- ↪ Use the contextual *Design* tab to apply other settings.



- ↪ The column headers will **lock**, which means that if you scroll through the data, the column headers will always appear on the screen.



- ↪ To **clear** the table style from the cell range, select the cell range. Click the *More* button in the *Table Styles* group. Click *Clear*.



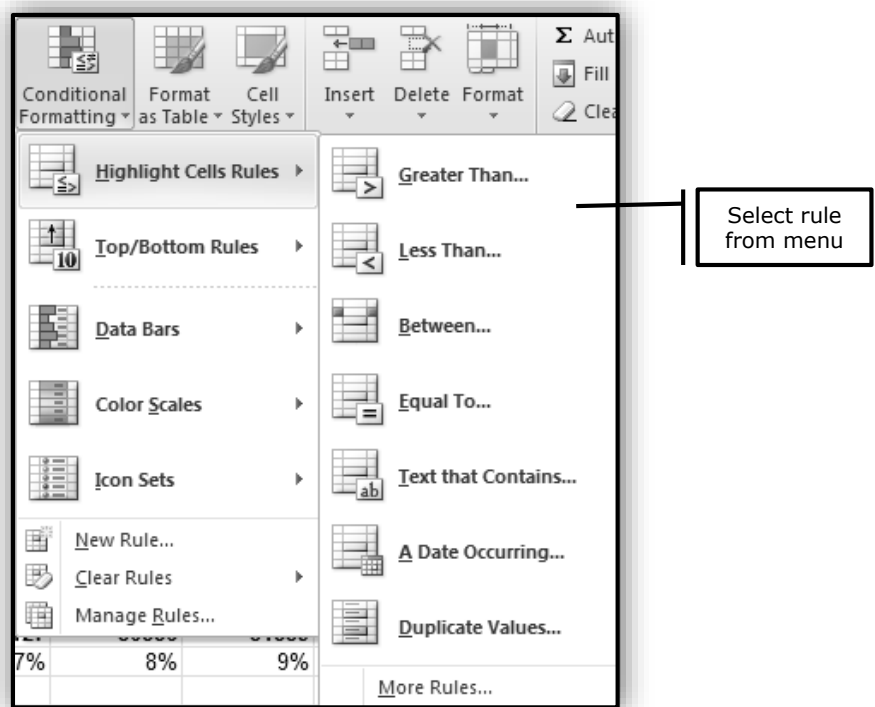
Apply Conditional Formatting Based on Cell Content

Conditional formatting is a technique to format cells based on one or more rules. It helps you to visually explore and analyse data in a worksheet, detect important issues and identify trends, patterns and exceptions.

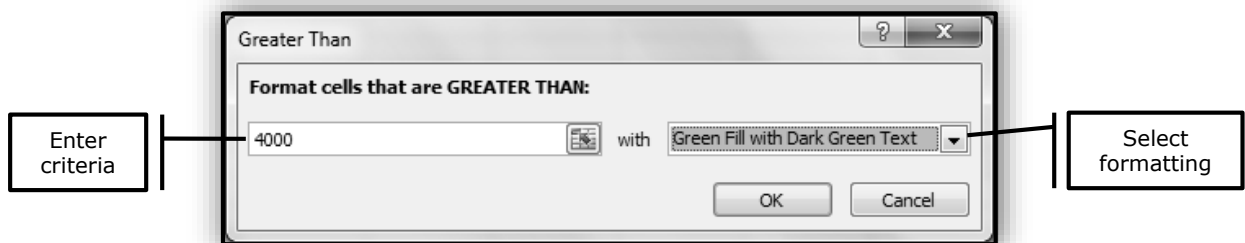
There are different methods to apply conditional formatting. A new rule can be created using the *Conditional Formatting* drop-down menu. For example, if a rule is applied to highlight all values greater than a specific value, or values above and below the average for the range. Colour scales and icon sets can also be used. Alternatively, create a new rule by clicking the *Conditional Formatting* button and selecting *New Rule*.

Example: Highlight Cell Rules (Greater Than)

1. Select the relevant cell range.
2. On the *Home* tab, in the *Styles* group, click the *Conditional Formatting* button.
3. Place the mouse on the *Highlight Cell Rules* option. On the side menu, select a rule, e.g. *Greater Than*.
4. The *Greater Than* dialog box will open. Enter the value you want to use as criteria.



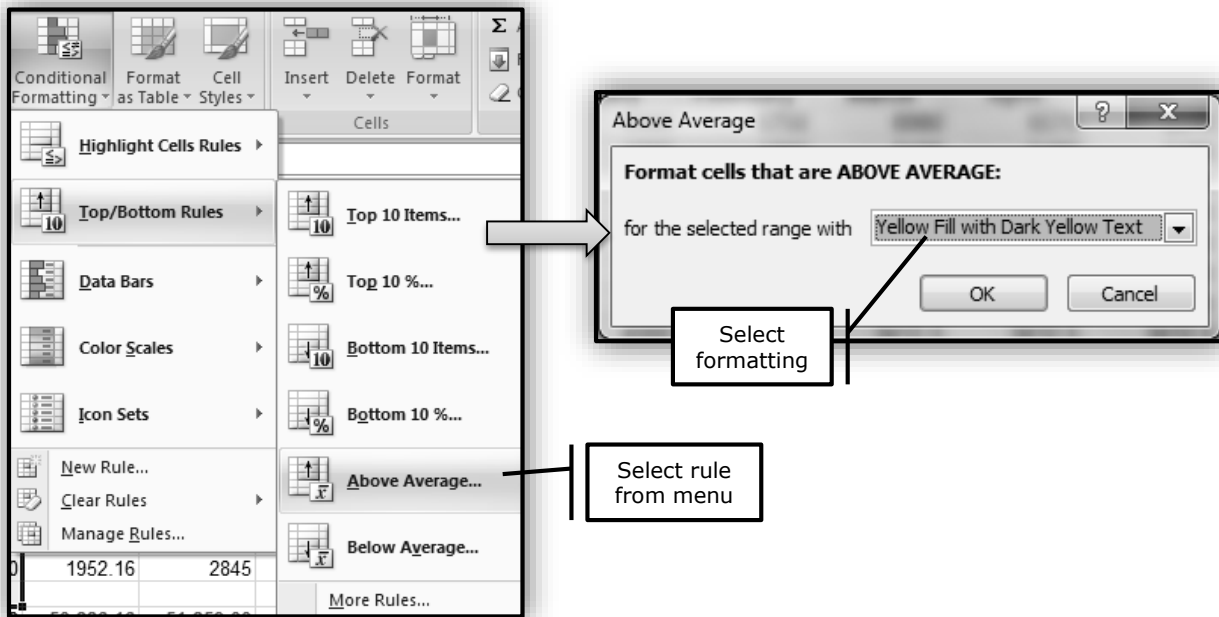
5. Select a formatting option from the list provided.
6. Click *OK*.



➤ If you want to apply different formatting, select *Custom Format* from the list. The *Format Cells* dialog box will open. Select the formatting you want to apply and click *OK*.

Example: Top/Bottom Rules

1. Select the relevant cell range.
2. On the *Home* tab, in the *Styles* group, click the *Conditional Formatting* button.
3. Place the mouse on the *Top/Bottom Rules* option. On the side menu, select a rule, e.g. *Above Average*.
4. In the *Above Average* dialog box, select the formatting option from the drop-down list.
5. Click *OK*.



Example: Data Bars, Colour Scales and Icon Sets

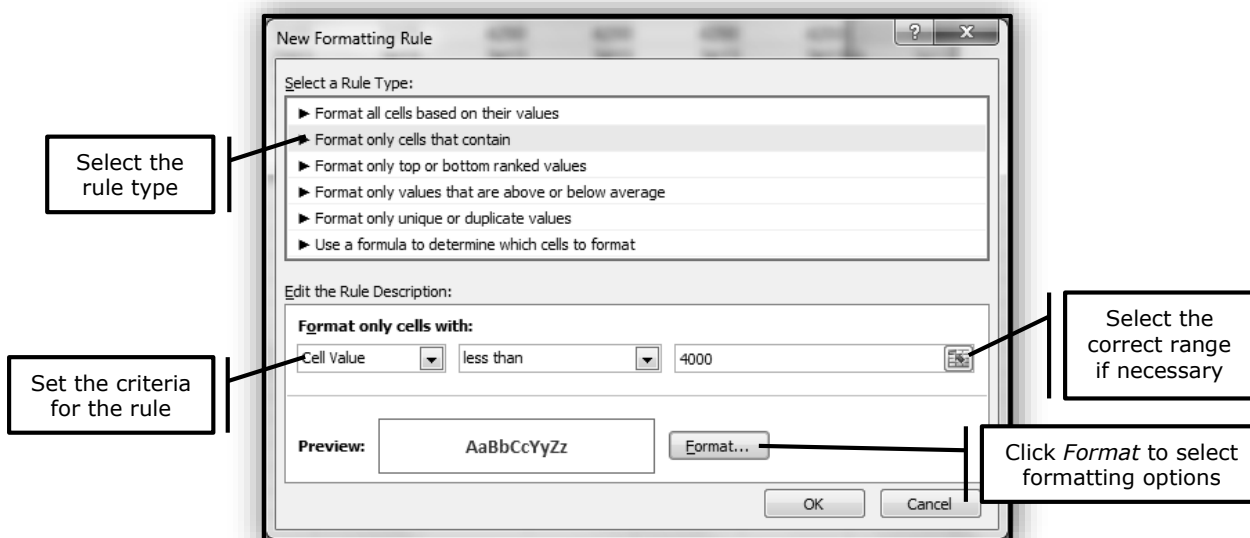
1. Select the relevant cell range.
2. Click the *Conditional Formatting* button in the *Styles* group on the *Home* tab.
3. Place the mouse pointer on the option you want to use, e.g. *Color Scales*. Click the option you want to use from the side menu.
4. The formatting will be applied to the range. Each icon or colour will represent the value in the cell.

↑	10780
↑	10978
↑	10680
↑	9860
↓	7850
↑	10741
↓	6985
↓	5740
↓	6852
↓	7892
↓	5201

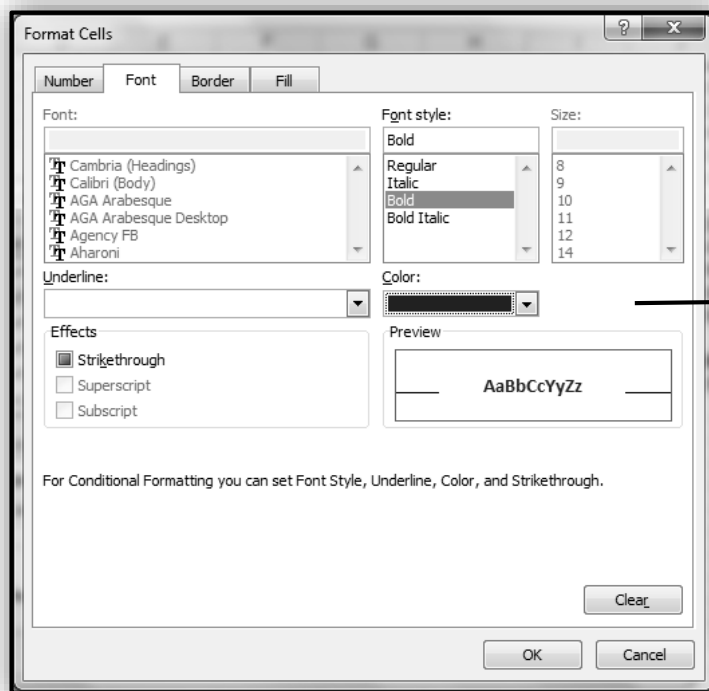
Icon set applied to range of cells

Example: New Rule

1. Select the relevant cell range.
2. Click the *Conditional Formatting* button on the *Home* tab, in the *Styles* group.
3. From the drop-down menu, select *New Rule*.
4. The *New Formatting Rule* dialog box will open.



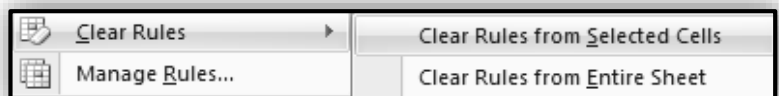
5. Select a rule type from the available options, e.g. *Format only cells that contain*.
6. Set the criteria for the rule.
7. Click the *Format* button to select formatting options from the *Format Cells* dialog box.
8. Click *OK*.
9. Click *OK* again.



Various formatting options can be applied, e.g. font types, font styles, borders or fill colours

Remove Conditional Formatting

1. Select the range where you want to remove the rule.
2. On the *Home* tab, click the *Conditional Formatting* button in the *Styles* group.
3. Place the mouse pointer on the *Clear Rules* option on the menu.
4. Select *Clear Rules from Selected Cells*.
5. Select *Clear Rules from Entire Sheet* if you want to remove all conditional formatting.



- Alternatively, select *Manage Rules* from the drop-down menu. In the *Conditional Formatting Rules Manager* dialog box, select the rule and then click *Delete Rule*. Click *OK*.

