



Excel 2010[®] & Your Data

Quick Reference Guide

Microsoft Office 2010 Series





Table of Contents		Page
1.0	Overview.....	3
1.1	Before you begin.....	3
2.0	Excel 2010® Environment.....	3
2.1	Worksheets and Workbooks.....	4
2.2	Data Area.....	4
2.3	Getting Started with Excel 2010®.....	5
3.0	Working with Worksheets.....	6
3.1	Creating a New Worksheet.....	6
3.2	Renaming worksheets.....	8
3.3	Moving worksheets around.....	9
3.4	Deleting worksheets.....	10
3.5	Inserting worksheets.....	11
4.0	Working with your data.....	12
4.1	Open an existing spreadsheet.....	13
4.2	Using Basic Formulas.....	14
4.3	Formatting Data.....	20
4.4	Sorting Data.....	24
4.5	More Formulas (Min, Max, and Average).....	29
4.6	Other Data Sources.....	32
4.7	Hiding Columns.....	35
4.8	Filtering Columns.....	37
4.9	Sub-totaling.....	40
4.10	Printing.....	43
5.0	Where to get more information.....	46



1.0 Overview

Microsoft Excel 2010® is a spreadsheet program. It allows you to create and manipulate data using a tabular format of rows and columns. You can quickly add formulas to calculate sums, averages, and other mathematical operations. Additionally, you can perform advanced mathematical, financial, and statistical calculations. You can use the chart feature to visualize your data, as a bar chart, line graph, pie, bubble chart, and many more. You can also create pivot-table, perform sub-total operations, and format your data. Just like any other Microsoft Office product, you can add pictures and other graphics to allow your data to tell a story.

Despite all the beneficial features of Microsoft Excel 2010®, these instructions only cover:

We will Cover

- Basic Excel Concepts
- Data Sources
- Data Manipulation
- Printing

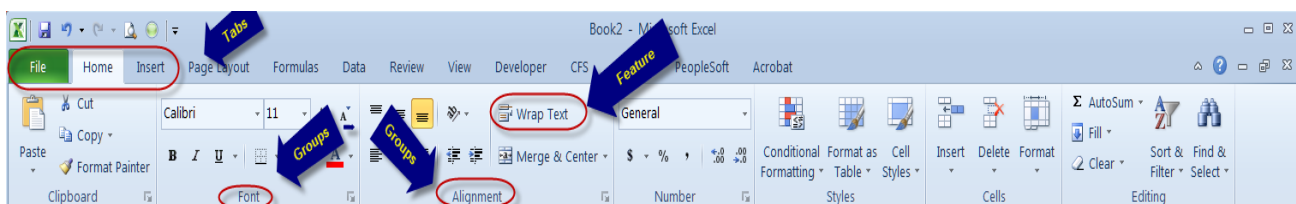
These instructions assume that you are familiar with basic Excel 2010® features and functions.

1.1 Before you begin

Before you begin, you should download the companion materials. The companion materials consist of the Donations.xlsx. The instructions herein will use this document and other data to guide you in performing common tasks using Excel 2010®.

2.0 Excel 2010® Environment

The Excel 2010® environment is similar to other Microsoft Office® products. It contains the ribbon with tabs, such as File, Home, and Insert. Each tab contains groups of related functions, such as *Clipboard*, *Font*, *Alignment*, and *Number*. The groups contain collections of related features, such as *Wrap Text* and *Merge & Center*. The features perform specific tasks within Excel 2010®, such as adding Bold to text or formatting dates.





2.1 Worksheets and Workbooks

Excel 2010® uses worksheets to house your data. You can think of a worksheet as a big table of columns and rows. A worksheet allows you to work with your tabular data. Your worksheets are kept in a workbook. A workbook is no more than a collection of one (1) or more worksheets. By default, workbooks contain three (3) worksheets or spreadsheets. Spreadsheets are another name for worksheets.

For example, you may have a workbook named Grades that contains three spreadsheets: Quizzes, Midterms, and Finals. Each spreadsheet contains a table of names and grades.

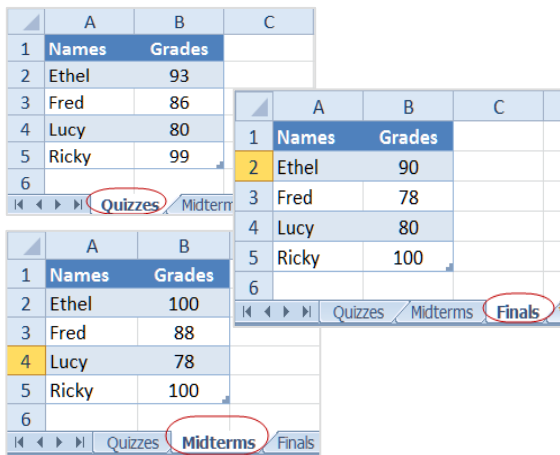


Figure 1: 3 Spreadsheets: Quizzes, Midterms, and Finals

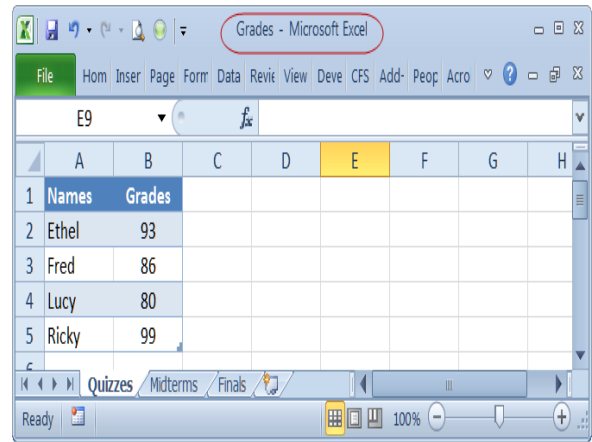
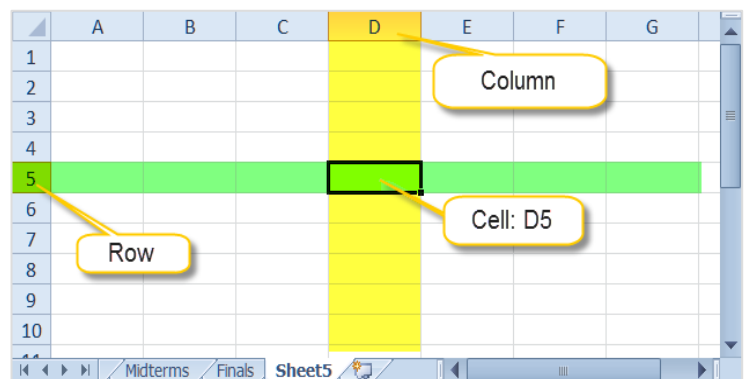


Figure 2: Grades Workbook

2.2 Data Area

When using a worksheet, you will work with your data. Each worksheet is made up of cells in columns and rows. A column is a vertical collection of cells. The horizontal cells are rows. You can refer to cells by their column and row identifier. The columns use letters, such as D, X, or AC, for identifiers. The identifiers for rows are numbers, such as 5, 161, or 64565. To refer to the cell in column D and row 5, you would use D5.



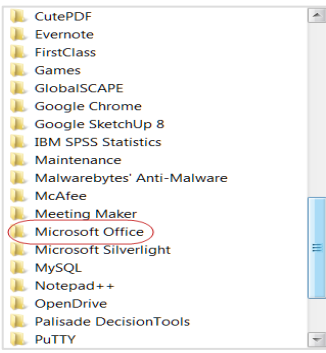
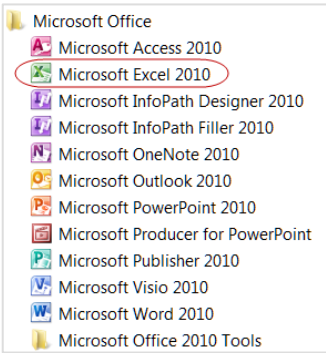
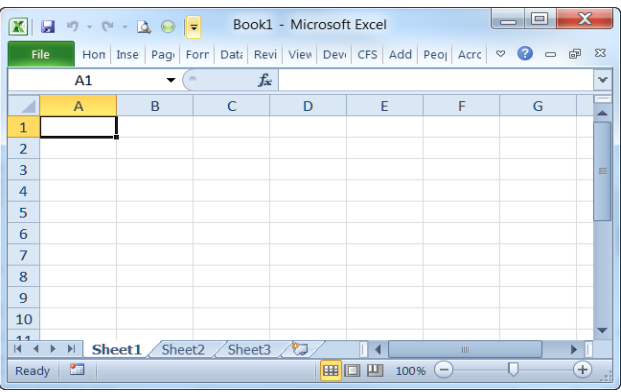


You can perform mathematical, financial, and statistical operations on data in cells, columns, and rows. Additionally, you can format your data similarly by cell, column, or row.



2.3 Getting Started with Excel 2010®

To begin using Excel 2010®, you will need to open it. These instructions will guide in opening the application, Microsoft Excel 2010®.

Steps	Illustrations
<p>1. From your computer screen,</p> <ul style="list-style-type: none"> • Click the  button on the Start Menu • Click the All Programs button 	
<p>2. Scroll down and click Microsoft Office</p>	
<p>3. Click Microsoft Excel 2010</p>	
<p>4. Microsoft Excel opens.</p>	



3.0 Working with Worksheets

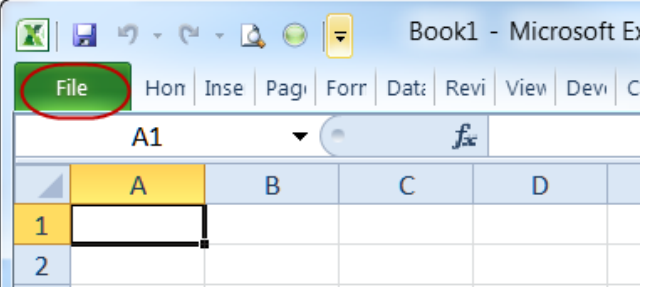
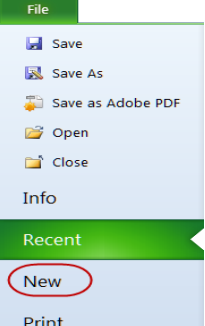
Sometimes, it is easier to use more than one worksheet to present your information, as opposed to scrolling vertically or horizontally to view it. Workbooks by default contain three worksheets. Multiple spreadsheets allow you to organize your data better. When working with multiple worksheets, you may want to rename the worksheet for easier identification, delete unused worksheets, move the worksheets around, or insert new worksheets.

In this section, the instructions will guide through:

- Creating a new worksheet
- Renaming worksheets
- Moving worksheets around
- Deleting worksheets
- And inserting worksheets.

3.1 Creating a New Worksheet


Worksheets or spreadsheets are great for holding list or tables of information. You can quickly create a new worksheet to hold your tabular data. You may find it easier to create a table in Excel® and then copy and paste it to Word® or PowerPoint®. These instructions will guide you in creating a new worksheet and entering simple information, such as grades for class.

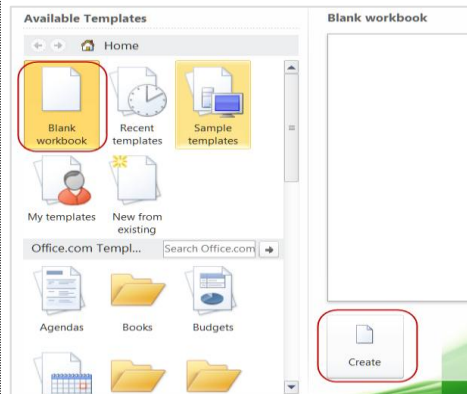
Steps	Illustrations
1. To create a new worksheet, <ul style="list-style-type: none"> • Click the File tab 	
2. On the File tab, <ul style="list-style-type: none"> • Click New 	



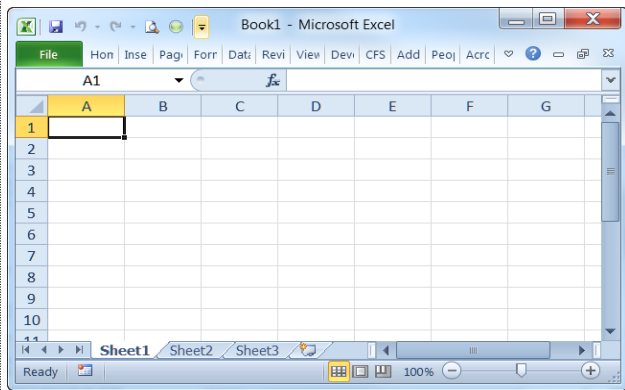
3. The New window opens.

- In the Available Templates, click the **Blank workbook** button

- Click the  **Create** button



4. Your new workbook opens.



5. Beginning in Row 1, enter the following data:

- Names
- Grades

	A	B	C
1	Names	Grades	
2			
3			

6. In the Names column (A), enter the following:

- Ethel
- Fred
- Lucy
- Ricky

	A	B
1	Names	Grades
2	Ethel	
3	Fred	
4	Lucy	
5	Ricky	

7. In the Grades column (B), enter the following:

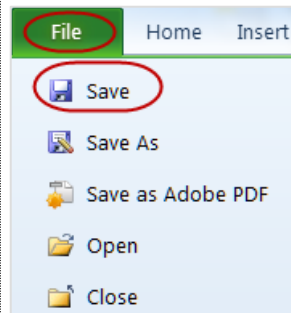
- 78
- 93
- 84
- 99

	A	B
1	Names	Grades
2	Ethel	78
3	Fred	93
4	Lucy	84
5	Ricky	99




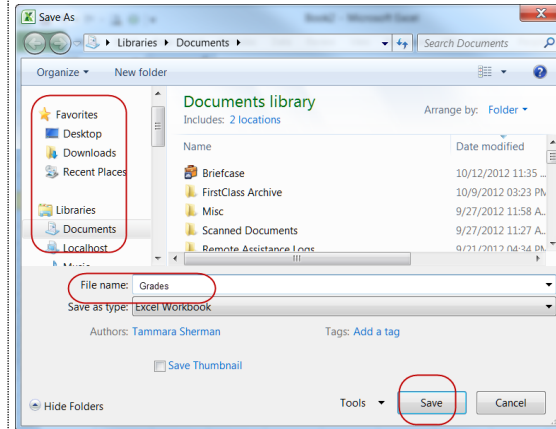
8. To save your results,

- Click **File**
- Click **Save**



9. The Save As dialog box opens.

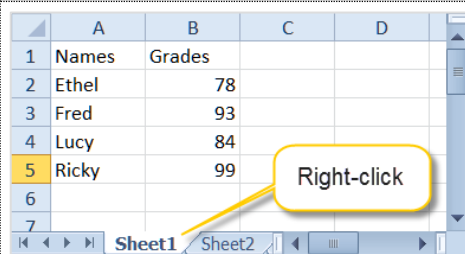
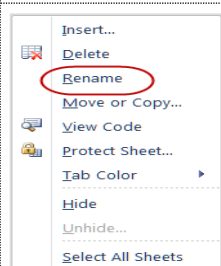
- Navigate to the desired location
- Give your workbook a meaningful name
- Click the  button.



10. You have successfully created and saved a new worksheet.

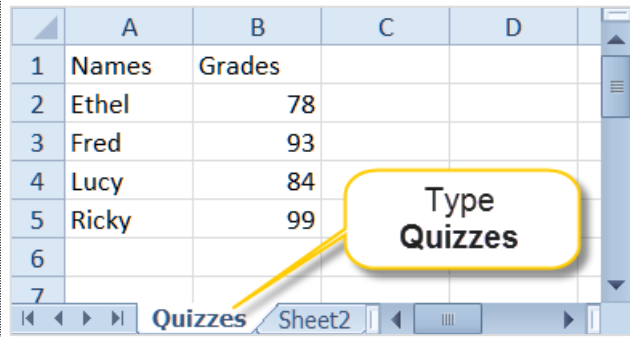
3.2 Renaming worksheets

When organizing your data in multiple worksheets, you may want to rename the worksheets for clarity. These instructions will guide you step-by-step in renaming your worksheet using the Grades spreadsheet from the previous instructions.

Steps	Illustrations
<p>1. To rename a worksheet,</p> <ul style="list-style-type: none"> • Right-click the worksheet tab, such as <i>Sheet1</i> 	
<p>2. On the pop-up menu,</p> <ul style="list-style-type: none"> • Click Rename 	



- On the tab,
 - Enter a meaningful name, such as *Quizzes*
 - Press the Enter key on your keyboard



- It's just that easy. You have successfully renamed your *Sheet1* worksheet to *Quizzes*.

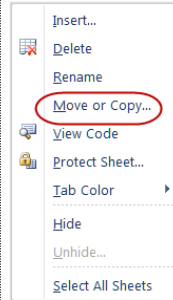
3.3 Moving worksheets around

Moving worksheets around is helpful, when you want the worksheets in a different order than as they appear. On large workbooks, this feature is handy because inevitably the worksheet you use most often is the last one. By moving the worksheets around, you can place them in a sequence that works best for you. You can quickly move worksheets around using the following instructions.

Steps	Illustrations
<ol style="list-style-type: none"> To move a worksheet, <ul style="list-style-type: none"> Click and drag the worksheet tab you want to move, such as <i>Sheet2</i>, to the desired location, such as before the <i>Quizzes</i> tab. 	<p>The screenshot shows the Excel worksheet tabs at the bottom: 'Quizzes', 'Sheet2', and 'Sheet3'. A yellow callout box with a pointer to 'Sheet2' contains the text 'Click and drag to the left'.</p>
<ol style="list-style-type: none"> Now <i>Sheet2</i> appears before <i>Quizzes</i> 	<p>The screenshot shows the Excel worksheet tabs at the bottom: 'Sheet2', 'Quizzes', and 'Sheet3'. A yellow callout box with a pointer to 'Sheet2' contains the text 'Sheet2 is before Quizzes'.</p>
<ol style="list-style-type: none"> Alternatively, you can move worksheets around using the Worksheet pop-up menu. <ul style="list-style-type: none"> Right-click on the worksheet tab, <i>Sheet2</i> 	<p>The screenshot shows the Excel worksheet tabs at the bottom: 'Sheet2', 'Quizzes', and 'Sheet3'. A yellow callout box with a pointer to 'Sheet2' contains the text 'Right-click'.</p>

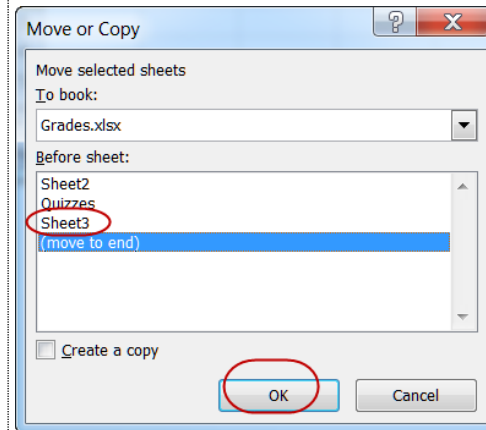


4. From the pop-up menu, select **Move or Copy**

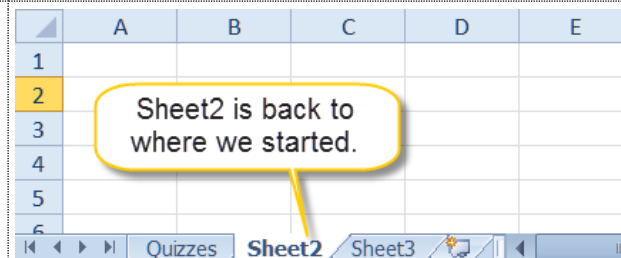


5. On the **Move or Copy** screen,

- Click **Sheet3**
- Click **OK**



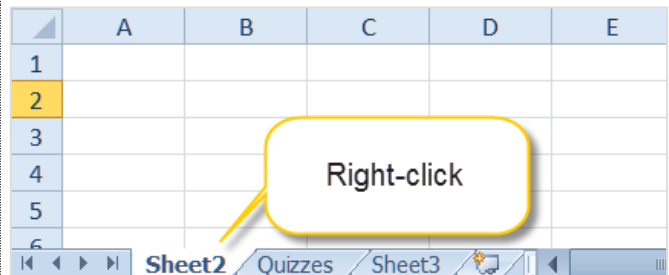
6. Sheet2 is back to the position from which you began.



7. You have successfully moved a worksheet using two different methods.

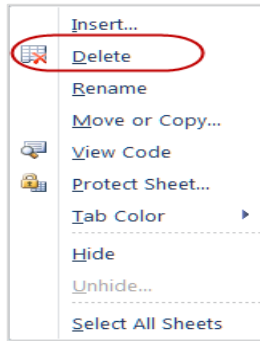
3.4 Deleting worksheets

On occasion, you may need to delete a worksheet. Using the worksheet pop-up menu, you can easily delete a worksheet. The following instruction will step you this process.

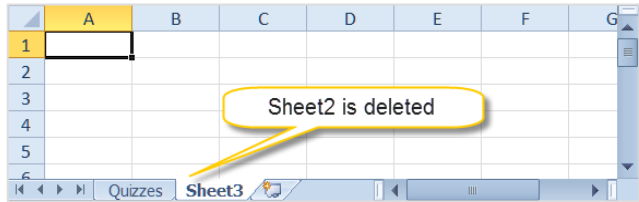
Steps	Illustrations
<p>1. To delete a worksheet.</p> <ul style="list-style-type: none"> • Right-click on the worksheet tab, <i>Sheet2</i> 	



2. From the pop-up menu, select **Delete**



3. The worksheet disappears.



4. You have successfully deleted a worksheet.


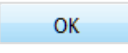
3.5 Inserting worksheets

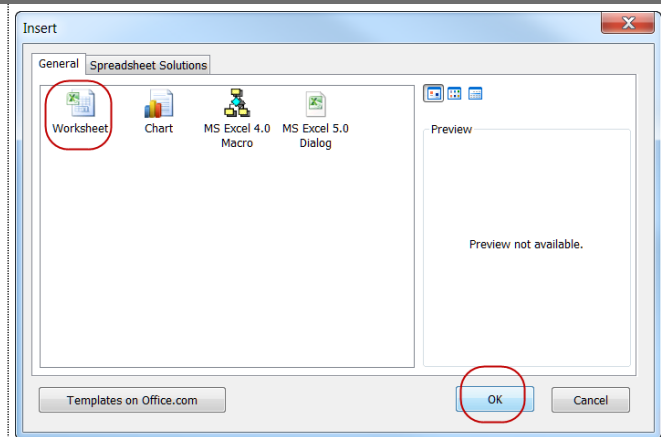
Depending on the type of data you are working with, you may need additional worksheets. You can insert a worksheet just as easy as deleting one. The instruction below will guide you in inserting a worksheet.

Steps	Illustrations
<p>1. To insert a worksheet.</p> <ul style="list-style-type: none"> Right-click on the worksheet tab, <i>Sheet3</i> 	
<p>2. From the pop-up menu, select Insert...</p>	

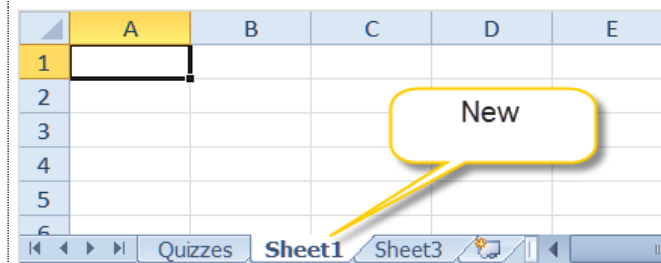


3. On the Insert window,

- Click 
- Click 



4. The new worksheet appears.



5. You have successfully inserted a worksheet.

4.0 Working with your data

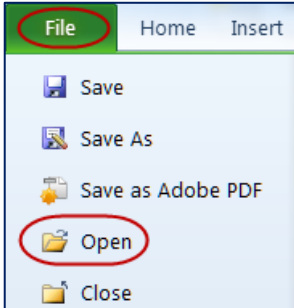

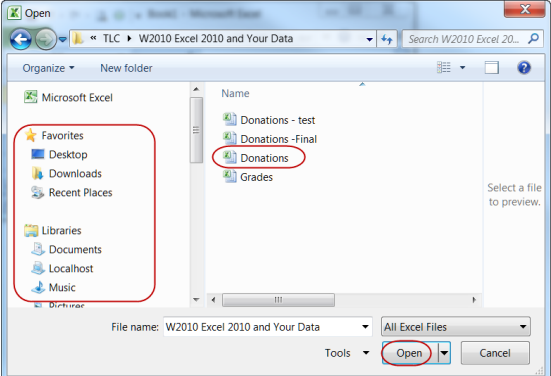
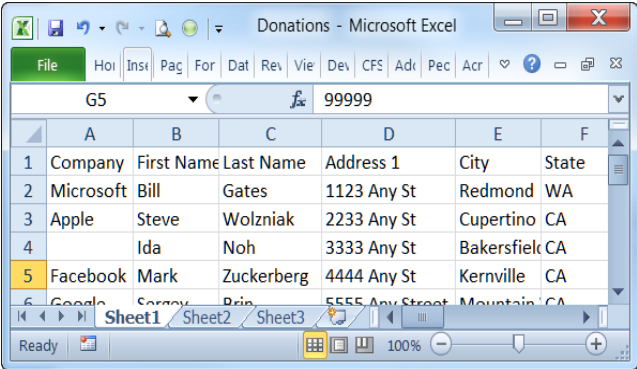
Now that you are aware of the Excel 2010® environment and the use of worksheets, you are ready to start using its features. In this section, the instructions will guide through working with your data in these three ways and other functions, such as:

- Using basic formulas
- Sorting your data
- Formatting your data
- Importing data
- Hiding and filtering columns
- Subtotaling
- Printing



4.1 Open an existing spreadsheet

In addition to creating a new worksheet, you can also use existing spreadsheets. These instructions will take you through the steps to open an existing spreadsheet.

Steps	Illustrations																																																	
<p>1. While Excel is open,</p> <ul style="list-style-type: none"> • Click the File tab • Click Open 																																																		
<p>2. The Open dialog box opens.</p> <ul style="list-style-type: none"> • Navigate to the desired location, such as <i>Desktop</i> or <i>Documents</i> • Click the desired workbook, such as <i>Donations</i> • Click the  button. 																																																		
<p>3. The <i>Donations</i> or your desired workbook opens.</p>	 <table border="1" data-bbox="818 1268 1451 1478"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Company</td> <td>First Name</td> <td>Last Name</td> <td>Address 1</td> <td>City</td> <td>State</td> </tr> <tr> <td>2</td> <td>Microsoft</td> <td>Bill</td> <td>Gates</td> <td>1123 Any St</td> <td>Redmond</td> <td>WA</td> </tr> <tr> <td>3</td> <td>Apple</td> <td>Steve</td> <td>Wolzniak</td> <td>2233 Any St</td> <td>Cupertino</td> <td>CA</td> </tr> <tr> <td>4</td> <td>Facebook</td> <td>Mark</td> <td>Noh</td> <td>3333 Any St</td> <td>Bakersfield</td> <td>CA</td> </tr> <tr> <td>5</td> <td>Facebook</td> <td>Mark</td> <td>Zuckerberg</td> <td>4444 Any St</td> <td>Kernville</td> <td>CA</td> </tr> <tr> <td>6</td> <td>Google</td> <td>Sergey</td> <td>Brin</td> <td>5555 Any Street</td> <td>Mountain</td> <td>CA</td> </tr> </tbody> </table>		A	B	C	D	E	F	1	Company	First Name	Last Name	Address 1	City	State	2	Microsoft	Bill	Gates	1123 Any St	Redmond	WA	3	Apple	Steve	Wolzniak	2233 Any St	Cupertino	CA	4	Facebook	Mark	Noh	3333 Any St	Bakersfield	CA	5	Facebook	Mark	Zuckerberg	4444 Any St	Kernville	CA	6	Google	Sergey	Brin	5555 Any Street	Mountain	CA
	A	B	C	D	E	F																																												
1	Company	First Name	Last Name	Address 1	City	State																																												
2	Microsoft	Bill	Gates	1123 Any St	Redmond	WA																																												
3	Apple	Steve	Wolzniak	2233 Any St	Cupertino	CA																																												
4	Facebook	Mark	Noh	3333 Any St	Bakersfield	CA																																												
5	Facebook	Mark	Zuckerberg	4444 Any St	Kernville	CA																																												
6	Google	Sergey	Brin	5555 Any Street	Mountain	CA																																												
<p>4. You have opened an existing workbook successfully.</p>																																																		



4.2 Using Basic Formulas

With Excel 2010®, you can use basic formulas to calculate quickly totals, averages, and other mathematical operations for data by individual cells, rows, and columns. These instructions will guide you through using addition, subtraction, and counting formulas.

Steps	Illustrations
-------	---------------

To illustrate how to add individual cells, you will calculate the Pledged Amount for the top 3 contributors. To do this, you will enter a basic addition formula in the cell to the right of the heading, Top 3 Contributors

- To add individual cells,
 - Click in Cell **D12**

	A	B	C	D	E
1	Company	First Name	Last Name	Address 1	City
2	Microsoft	Bill	Gates	1123 Any St	Redmond
3	Apple	Steve	Wolzniak	2233 Any St	Cupertino
4		Ida	Noh	3333 Any St	Bakersfield
5	Facebook	Mark	Zuckerberg	4444 Any St	Kernville
6	Google	Sergey	Brin	5555 Any Street	Mountain
7		George	Washington	4444 Any St	Kernville
8		Warren	Harding	4444 Any St	Kernville
9					
10					
11	Overall Statistics of Fund Raiser				
12	Top 3 Contributions				
13	Number of Contributors				
14	Total Amount Raised				

- In cell **D12**,
 - Type = **I2 + I3 + I6**
 - Press Enter on your keyboard

Be sure to type the formula as written, including the equal sign (=).

	A	B	C	D	E	F	G	H	I	J
1	Company	First Name	Last Name	Address 1	City	State	Zip	Pledge Date	Pledged Amount	
2	Microsoft	Bill	Gates	1123 Any St	Redmond	WA	99999	41080	15000000	
3	Apple	Steve	Wolzniak	2233 Any St	Cupertino	CA	99999	40558	14000000	
4		Ida	Noh	3333 Any St	Bakersfield	CA	99999	40897	4000000	
5	Facebook	Mark	Zuckerberg	4444 Any St	Kernville	CA	99999	41030	3000000	
6	Google	Sergey	Brin	5555 Any Street	Mountain	CA	99999	40558	20000000	
7		George	Washington	4444 Any St	Kernville	CA	99999	40897	1000000	
8		Warren	Harding	4444 Any St	Kernville	CA	99999	41030	2000000	
9										
10										
11	Overall Statistics of Fund Raiser									
12	Top 3 Contributions				=I2+I3+I6					
13	Number of Contributors									
14	Total Amount Raised									

- Cell **D12** contains the sum of the cells I2, I3, and I6

I2	15000000	
I3	14000000	
+ I6	+ 20000000	
D12	49000000	

Overall Statistics of Fund Raiser	
Top 3 Contributions	49000000
Number of Contributors	
Total Amount Raised	

Next, you will determine the outstanding balance for the donors. To do this, you will subtract the **Amount Received** (column J) from the **Pledged Amount** (column I) and place the results in the **Outstanding Balance** (column K).



4. To determine the **Outstanding Balance**,

- Click in cell **K2**

	A	B	C	D	E	F	G	H	I	J	K
1	Company	First Name	Last Name	Address 1	City	State	Zip	Pledge Date	Pledged Amount	Amount Received	Outstanding Balance
2	Microsoft	Bill	Gates	1123 Any St	Redmond	WA	99999	41080	15000000	13000000	
3	Apple	Steve	Wolzniak	2233 Any St	Cupertino	CA	99999	40558	14000000	13000000	
4		Ida	Noh	3333 Any St	Bakersfielc	CA	99999	40897	4000000	2500000	
5	Facebook	Mark	Zuckerberg	4444 Any St	Kernville	CA	99999	41030	3000000	2000000	

5. In cell **K2**,

- Type **= I2-J2**
- Press Enter on your keyboard

Be sure to type the formula as written, including the equal sign (=).

	G	H	I	J	K
Zip		Pledge Date	Pledged Amount	Amount Received	Outstanding Balance
99999		41080	15000000	13000000	=I2-J2
99999		40558	14000000	13000000	
99999		40897	4000000	2500000	
99999		41030	3000000	2000000	
99999		40558	20000000	15000000	
99999		40897	1000000	1000000	
99999		41030	2000000	1000000	

6. Cell **K2** contains the results of **I2 – J2**

I2	15000000
- J2	- 13000000
K2	2000000

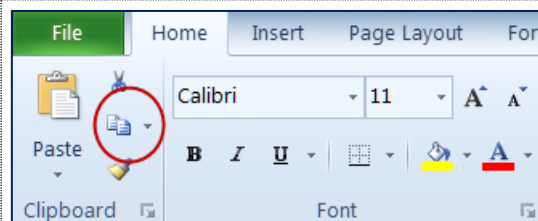
	H	I	J	K
Pledge Date		Pledged Amount	Amount Received	Outstanding Balance
41080		15000000	13000000	2000000
40558		14000000	13000000	
40897		4000000	2500000	

7. To copy the formula,

- Click in cell **K2**

	A	B	C	D	E	F	G	H	I	J	K
1	Company	First Name	Last Name	Address 1	City	State	Zip	Pledge Date	Pledged Amount	Amount Received	Outstanding Balance
2	Microsoft	Bill	Gates	1123 Any St	Redmond	WA	99999	41080	15000000	13000000	2000000
3	Apple	Steve	Wolzniak	2233 Any St	Cupertino	CA	99999	40558	14000000	13000000	
4		Ida	Noh	3333 Any St	Bakersfielc	CA	99999	40897	4000000	2500000	
5	Facebook	Mark	Zuckerberg	4444 Any St	Kernville	CA	99999	41030	3000000	2000000	

8. Click **Copy**



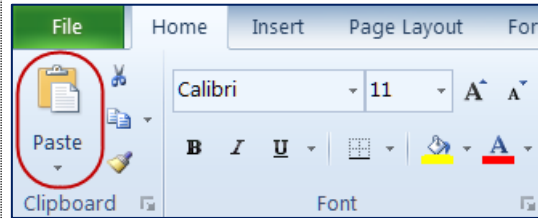
9. To paste the formula to Rows 3 –8,

- Hold your left mouse button down in **K3** and then dragging the selection window to **K8**.

	H	I	J	K	L
Pledge Date		Pledged Amount	Amount Received	Outstanding Balance	%Received
41080		15000000	13000000	2000000	0.1333
40558		14000000	13000000		0.0000
40897		4000000	2500000		0.0000
41030		3000000	2000000		0.0000
40558		20000000	15000000		0.0000
40897		1000000	1000000		0.0000
41030		2000000	1000000		0.0000



10. Click **Paste**



11. Now, cells K2:K8 (K2 through K8) contain the same formula.

I	J	K	L
Pledged Amount	Amount Received	Outstanding Balance	%Received
1500000	1300000	200000	0.1333
1400000	1300000	100000	0.0714
400000	250000	150000	0.3750
300000	400000	100000	0.3333
200000	500000	500000	0.2500
100000	0	0	0.0000
200000	100000	100000	0.5000

The formula was copied to the selected cells

Next, you will total the **Pledged Amount** (column I), **Amount Received** (column J), and the **Outstanding Balance** (column K). To accomplish this, you will use the **Sum** formula for a column of values.

12. To total the **Pledged Amount** (column I),

- Click in cell **I9**

	B	C	D	E	F	G	H	I
1	First Name	Last Name	Address 1	City	State	Zip	Pledge Date	Pledged Amount
2	Bill	Gates	1123 Any St	Redmond	WA	99999	41080	1500000
3	Steve	Wolzniak	2233 Any St	Cupertino	CA	99999	40558	1400000
4	Ida	Noh	3333 Any St	Bakersfield	CA	99999	40897	400000
5	Mark	Zuckerberg	4444 Any St	Kernville	CA	99999	41030	300000
6	Sergey	Brin	5555 Any Street	Mountain	CA	99999	40558	2000000
7	George	Washington	4444 Any St	Kernville	CA	99999	40897	100000
8	Warren	Harding	4444 Any St	Kernville	CA	99999	41030	200000
9						Subtotals		

13. In cell **I9**,

- Type: **=SUM(**
- Highlight cells **I2 through I8**
- Type: **)**
- Press Enter on your keyboard

Be sure to type the formula as written, including the equal sign, = and the parentheses, ().

H	I	J	K
Pledge Date	Pledged Amount	Amount Received	Outstanding Balance
41080	1500000	1300000	200000
40558	1400000	1300000	100000
40897	400000	250000	150000
41030	300000	200000	100000
40558	2000000	1500000	500000
40897	100000	100000	0
41030	200000	100000	100000
	=Sum(I2:I8)		

14. Cell **I9** contains the sum of the selected numbers. In your case, it is the total pledged amount.

H	I	J	K
Pledge Date	Pledged Amount	Amount Received	Outstanding Balance
41080	1500000	1300000	200000
40558	1400000	1300000	100000
40897	400000	250000	150000
41030	300000	200000	100000
40558	2000000	1500000	500000
40897	100000	100000	0
41030	200000	100000	100000
	5900000		



15. Now, you try it on your own with the Amount Received (column J) and Outstanding Balance (column K). You can either copy and paste the formulas or follow Step 13 using the appropriate columns.

Your finished results you look similar to the illustration on the right.

	I	J	K	L
1	Pledged Amount	Amount Received	Outstanding Balance	%Received
2	15000000	13000000	2000000	0.1333
3	14000000	13000000	1000000	0.0714
4	4000000	2500000	1500000	0.3750
5	3000000	2000000	1000000	0.3333
6	20000000	15000000	5000000	0.2500
7	1000000	1000000	0	0.0000
8	2000000	1000000	1000000	0.5000
9	59000000	47500000	11500000	
10				

It might be nice to know the total number of contributors. On a small worksheet like this one, you can easily count the entries. However on a larger worksheet, counting thousands of entries may prove challenging. Excel 2010 has two formulas for counting: COUNT and COUNTA. The COUNT formula counts entries that are numbers and the COUNTA formula counts entries that contain letters.

To determine the number of contributors, you will count the First Names and place the results in the Pledge Date column. Which count formula should you use? COUNT or COUNTA (See below for the answer)

16. To count the First Names (column B),

- Click in cell H9

	G	H	I	J
1	Zip	Pledge Date	Pledged Amount	Amount Received
2	99999	41080	15000000	13000000
3	99999	40558	14000000	13000000
4	99999	40897	4000000	2500000
5	99999	41030	3000000	2000000
6	99999	40558	20000000	15000000
7	99999	40897	1000000	1000000
8	99999	41030	2000000	1000000
9	Subtotals		59000000	47500000
10				

17. In cell H9,

- Type: = COUNTA(
- Highlight cells B2 through B8
- Type:)
- Press Enter on your keyboard

Be sure to type the formula as written, including the equal sign, = and the parentheses, ().

	B	C	D	E	F	G	H
1	First Name	Last Name	Address 1	City	State	Zip	Pledge Date
2	Bill	Gates	1123 Any St	Redmond	WA	99999	41080
3	Steve	Wolzniak	2233 Any St	Cupertino	CA	99999	40558
4	Ida	Noh	3333 Any St	Bakersfiel	CA	99999	40897
5	Mark	Zuckerberg	4444 Any St	Kernville	CA	99999	41030
6	Sergey	Brin	5555 Any Street	Mountain	CA	99999	40558
7	George	Washington	4444 Any St	Kernville	CA	99999	40897
8	Warren	Harding	4444 Any St	Kernville	CA	99999	41030
9						Subtotals	=Count(B2:B8)
10							

18. If you used COUNTA, the total number of contribution will be seven (7) as shown on the right.

If your results show 0, then you used COUNT instead of COUNTA.

	B	C	D	E	F	G	H
1	First Name	Last Name	Address 1	City	State	Zip	Pledge Date
2	Bill	Gates	1123 Any St	Redmond	WA	99999	41080
3	Steve	Wolzniak	2233 Any St	Cupertino	CA	99999	40558
4	Ida	Noh	3333 Any St	Bakersfiel	CA	99999	40897
5	Mark	Zuckerberg	4444 Any St	Kernville	CA	99999	41030
6	Sergey	Brin	5555 Any Street	Mountain	CA	99999	40558
7	George	Washington	4444 Any St	Kernville	CA	99999	40897
8	Warren	Harding	4444 Any St	Kernville	CA	99999	41030
9						Subtotals	7
10							



In the next segment, you will use your results thus far to update the summary section, **Overall Statistics of Fundraiser**.

19. To update the Number of Contributors,

- Click in cell **D13**
- Type: **=H9**
- Press Enter on your keyboard

	A	B	C	D	E	F	G	H
1	Company	First Name	Last Name	Address 1	City	State	Zip	Pledge Date
2	Microsoft	Bill	Gates	1123 Any St	Redmond	WA	99999	41080
3	Apple	Steve	Wolzniak	2233 Any St	Cupertino	CA	99999	40558
4		Ida	Noh	3333 Any St	Bakersfiel	CA	99999	40897
5	Facebook	Mark	Zuckerberg	4444 Any St	Kernville	CA	99999	41030
6	Google	Sergey	Brin	5555 Any Street	Mountain	CA	99999	40558
7		George	Washington	4444 Any St	Kernville	CA	99999	40897
8		Warren	Harding	4444 Any St	Kernville	CA	99999	41030
9								Subtotals
10								
11				Overall Statistics of Fund Raiser				
12	Top 3 Contributions			49000000				
13	Number of Contributors			=H9				
14	Total Amount Raised							
15	Total Amount Received							

Copies the results to here

20. Your results should look similar to the illustration on the right.

	A	B	C	D	E	F	G	H
1	Company	First Name	Last Name	Address 1	City	State	Zip	Pledge Date
2	Microsoft	Bill	Gates	1123 Any St	Redmond	WA	99999	41080
3	Apple	Steve	Wolzniak	2233 Any St	Cupertino	CA	99999	40558
4		Ida	Noh	3333 Any St	Bakersfiel	CA	99999	40897
5	Facebook	Mark	Zuckerberg	4444 Any St	Kernville	CA	99999	41030
6	Google	Sergey	Brin	5555 Any Street	Mountain	CA	99999	40558
7		George	Washington	4444 Any St	Kernville	CA	99999	40897
8		Warren	Harding	4444 Any St	Kernville	CA	99999	41030
9								Subtotals
10								
11				Overall Statistics of Fund Raiser				
12	Top 3 Contributions			49000000				
13	Number of Contributors			7				
14	Total Amount Raised							
15	Total Amount Received							

Equal

21. It's your turn. Update the following:

- **Total Amount Raised** (cell D14) with the **Pledge Amount total** (cell I9)
- **Total Amount Received** (cell D15) with the **Pledge Amount total** (cell J9)
- **Total Amount Outstanding** (cell D16) with the **Outstanding Balance total** (cell K9)

	A	B	C	D	E	F	G	H	I	J	K	
1	Company	First Name	Last Name	Address 1	City	State	Zip	Pledge Date	Pledged Amount	Amount Received	Outstanding Balance	
2	Microsoft	Bill	Gates	1123 Any St	Redmond	WA	99999	41080	1500000	1300000	200000	
3	Apple	Steve	Wolzniak	2233 Any St	Cupertino	CA	99999	40558	1400000	1300000	100000	
4		Ida	Noh	3333 Any St	Bakersfiel	CA	99999	40897	400000	250000	150000	
5	Facebook	Mark	Zuckerberg	4444 Any St	Kernville	CA	99999	41030	300000	200000	100000	
6	Google	Sergey	Brin	5555 Any Street	Mountain	CA	99999	40558	2000000	1500000	500000	
7		George	Washington	4444 Any St	Kernville	CA	99999	40897	100000	100000	0	
8		Warren	Harding	4444 Any St	Kernville	CA	99999	41030	200000	100000	100000	
9								Subtotals	7	5900000	4750000	
10												
11				Overall Statistics of Fund Raiser								
12	Top 3 Contributions			49000000								
13	Number of Contributors			7								
14	Total Amount Raised			5900000								
15	Total Amount Received			4750000								
16	Total Amount Outstanding			1150000								
17	Minimum Amount Pledged											

Your finished results should like as illustrated.

In this last segment, you will insert a new row in your worksheet and observe how Excel automatically recalculates the values using your formulas.

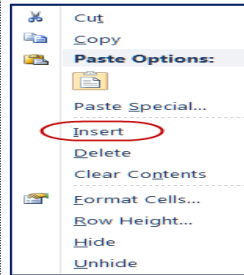
22. You will begin by highlighting row 5. To do so, right-click the **5**.

	A	B	C	D	E	F	G	H
1	Company	First Name	Last Name	Address 1	City	State	Zip	Pledge Date
2	Microsoft	Bill	Gates	1123 Any St	Redmond	WA	99999	41080
3	Apple	Steve	Wolzniak	2233 Any St	Cupertino	CA	99999	40558
4		Ida	Noh	3333 Any St	Bakersfiel	CA	99999	40897
5	Facebook	Mark	Zuckerberg	4444 Any St	Kernville	CA	99999	41030
6	Google	Sergey	Brin	5555 Any Street	Mountain	CA	99999	40558
7		George	Washington	4444 Any St	Kernville	CA	99999	40897
8		Warren	Harding	4444 Any St	Kernville	CA	99999	41030

Right-click the 5



23. From the pop-up menu, click **Insert**.



24. A new row appears.

	A	B	C	D	E	F	G
1	Company	First Name	Last Name	Address 1	City	State	Zip
2	Microsoft	Bill	Gates	11200 A St	Bellevue	WA	99999
3	Apple	Steve	Wolzniak	100000	CA	CA	99999
4		Ida	Noh				
5							
6	Facebook	Mark	Zuckerberg	4444 Any St	Kernville	CA	99999
7	Google	Sergey	Brin	5555 Any Street	Mountain View	CA	99999

25. In the new row, enter the information as illustrated below.

	A	B	C	D	E	F	G	H	I	J
1	Company	First Name	Last Name	Address 1	City	State	Zip	Pledge Date	Pledged Amount	Amount Received
5		Donald	Trump	123 Any St	NYC	NY	99999	8/1/2010	60000000	59500000

26. To complete the new row,

- In the **Outstanding Balance**, type =I5-J5
- In the **%Received**, type =K5/I5

	K	L	M
1	Outstanding Balance	%Received	
5	500000	0.0083	
6	1000000	0.3333	
7	5000000	0.2500	
8	0	0.0000	
9	1000000	0.5000	
10	12000000		
11			

27. Notice how the subtotals in **Row 10** include the values from the new row. For example, the Number of Contributors changed from 7 to 8 because you used a formula that included all the rows.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Company	First Name	Last Name	Address 1	City	State	Zip	Pledge Date	Pledged Amount	Amount Received	Outstanding Balance	%Received
8		George	Washington	4444 Any St	Kernville	CA	99999	40897	1000000	1000000	0	0.0000
9		Warren	Harding	4444 Any St	Kernville	CA	99999	41030	2000000	1000000	1000000	0.5000
10								Subtotals	8	119000000	107000000	12000000
11												
12		Overall Statistics of Fund Raiser										
13		Top 3 Contributions		49000000								
14		Number of Contributors		8								
15		Total Amount Raised		119000000								
16		Total Amount Received		107000000								

However, the **Top 3 Contributions** did not change. It should contain the values from the new row. If you remember, your formula specified the cells to add (= to use I2+I3+I7). Let's fix this formula to include the new row values.



	A	B	C	D	E	F	G	H	I	J	K
1	Company	First Name	Last Name	Address 1	City	State	Zip	Pledge Date	Pledged Amount	Amount Received	Outstanding Bal.
2	Microsoft	Bill	Gates	1123 Any St	Redmond	WA	99999	41080	15000000	13000000	200
3	Apple	Steve	Wolzniak	2233 Any St	Cupertino	CA	99999	40558	14000000	13000000	100
4		Ida	Noh	3333 Any St	Bakersfiel	CA	99999	40897	4000000	2500000	150
5		Donald	Trump	123 Any St	NYC	NY	99999	8/1/2010	60000000		50
6	Facebook	Mark	Zuckerberg	4444 Any St	Kernville	CA	99999	41030	3000000		100
7	Google	Sergey	Brin	5555 Any Street	Mountain	CA	99999	40558	20000000		500
8		George	Washington	4444 Any St	Kernville	CA	99999	40897	1000000		
9		Warren	Harding	4444 Any St	Kernville	CA	99999	41030	2000000	1000000	100
10								Subtotals	8	119000000	107000000
11											
12	Overall Statistics of Fund Raiser										
13	Top 3 Contributions			49000000							
14	Number of Contributors			8							
15	Total Amount Raised			119000000							

Should include this value

28. In cell D13,

- Type = I2 + I5 + I7
- Press Enter on your keyboard

Be sure to type the formula as written, including the equal sign (=).

	A	B	C	D	E	F	G	H	I	
1	Company	First Name	Last Name	Address 1	City	State	Zip	Pledge Date	Pledged Amount	
2	Microsoft	Bill	Gates	1123 Any St	Redmond	WA	99999	41080	15000000	
3	Apple	Steve	Wolzniak	2233 Any St	Cupertino	CA	99999	40558	14000000	
4		Ida	Noh	3333 Any St	Bakersfiel	CA	99999	40897	4000000	
5		Donald	Trump	123 Any St	NYC	NY	99999	8/1/2010	60000000	
6	Facebook	Mark	Zuckerberg	4444 Any St	Kernville	CA	99999	41030	3000000	
7	Google	Sergey	Brin	5555 Any Street	Mountain	CA	99999	40558	20000000	
8		George	Washington	4444 Any St	Kernville	CA	99999	40897	1000000	
9		Warren	Harding	4444 Any St	Kernville	CA	99999	41030	2000000	
10								Subtotals	8 119000000	
11										
12	Overall Statistics of Fund Raiser									
13	Top 3 Contributions			=I2+I5+I7						
14	Number of Contributors			8						
15	Total Amount Raised			119000000						

=I2+I5+I7

Close-up

29. Cell D13 contains the sum of the cells I2, I5, and I7

I2	15000000
I5	60000000
+ I7	+ 20000000
D13	95000000

	A	B	C	D
1	Company	First Name	Last Name	Address 1
12	Overall Statistics of Fund Raiser			
13	Top 3 Contributions			95000000
14	Number of Contributors			8
15	Total Amount Raised			119000000
16	Total Amount Received			107000000
17	Total Amount Outstanding			12000000
18	Minimum Amout Pledged			
19	Maximum Amount Pledged			
20	Average Amount Pledged			

30. You have successfully used addition, subtraction, and counting formulas. Additionally, you inserted a new row and added new entries. Be sure to click Save.

4.3 Formatting Data

To enhance the readability of your data, you can format your data. You can change the date format to appear as a short date (6/20/2012), long date (Wednesday, June 20, 2012), or custom format, such as 20-06-12. You can display numbers as currency (\$1,000.00), decimal places (1000.00), and commas (1,000). You can use pre-defined format to add color to your data. These instructions will guide you in formatting your dates as short dates, your numbers with commas, and your data with color.

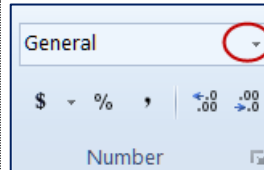
Steps	Illustrations
You may have noticed that the Pledge Dates appear as numbers and not as dates. In this segment, you will format the Pledge Date using the short date format.	



1. Highlight the dates in the **Pledge Date** column.

	A	B	C	D	E	F	G	H	I
1	Company	First Name	Last Name	Address 1	City	State	Zip	Pledge Date	Pledged Amount
2	Microsoft	Bill	Gates	1123 Any St	Redmond	WA	99999	41080	1500000
3	Apple	Steve	Wolzniak	2233 Any St	Cupertino	CA	99999	40558	1400000
4		Ida	Noh	3333 Any St	Bakersfiel	CA	99999	40897	400000
5		Donald	Trump	123 Any St	NYC	NY	99999	8/1/2010	6000000
6	Facebook	Mark	Zuckerberg	4444 Any St	Kernville	CA	99999	41030	300000
7	Google	Sergey	Brin	5555 Any Street	Mountain	CA	99999	40558	2000000
8		George	Washington	4444 Any St	Kernville	CA	99999	40897	1000000
9		Warren	Harding	4444 Any St	Kernville	CA	99999	41030	2000000
10							Subtotals	8	11900000

2. From the **Home** tab, click the down arrow in the **Number** group



3. Click **Short Date** on the drop-down menu.



4. The **Pledge Dates** appears as dates.

	G	H	I
1	Zip	Pledge Date	Pledged Amount
2	99999	6/20/2012	15000000
3	99999	1/15/2011	14000000
4	99999	12/20/2011	4000000
5	99999	8/1/2010	60000000
6	99999	5/1/2012	3000000
7	99999	1/15/2011	20000000
8	99999	12/20/2011	1000000
9	99999	5/1/2012	2000000
10	Subtotals	8	119000000
11			

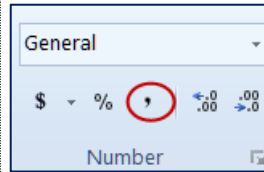
Next, you will format the **Pledged Amount**, **Amount Received**, and the **Outstanding Balance** as numbers with commas and no decimal places.

5. Highlight the numbers in the **Pledged Amount** (column I), **Amount Received** (column J) and the **Outstanding Balance** (column K), including the Subtotals.

	G	H	I	J	K	L
1	Zip	Pledge Date	Pledged Amount	Amount Received	Outstanding Balance	%Received
2	99999	6/20/2012	15000000	13000000	2000000	0.1333
3	99999	1/15/2011	14000000	13000000	1000000	0.0714
4	99999	12/20/2011	4000000	2500000	1500000	0.3750
5	99999	8/1/2010	60000000	59500000	500000	0.0083
6	99999	5/1/2012	3000000	2000000	1000000	0.3333
7	99999	1/15/2011	20000000	15000000	5000000	0.2500
8	99999	12/20/2011	1000000	1000000	0	0.0000
9	99999	5/1/2012	2000000	1000000	1000000	0.5000
10	Subtotals	8	119000000	107000000	12000000	
11						





6. From the **Home** tab, click the **comma** in the **Number** group

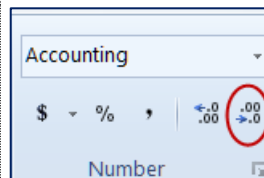


7. The commas are added to the amounts, along with two decimal places

	G	H	I	J	K	L
1	Zip	Pledge Date	Pledged Amount	Amount Received	Outstanding Balance	%Recei
2	99999	6/20/2012	15,000,000.00	13,000,000.00	2,000,000.00	0.13
3	99999	1/15/2011	14,000,000.00	13,000,000.00	1,000,000.00	0.07
4	99999	12/20/2011	4,000,000.00	2,500,000.00	1,500,000.00	0.37
5	99999	8/1/2010	60,000,000.00	59,500,000.00	500,000.00	0.00
6	99999	5/1/2012	3,000,000.00	2,000,000.00	1,000,000.00	0.33
7	99999	1/15/2011	20,000,000.00	15,000,000.00	5,000,000.00	0.25
8	99999	12/20/2011	1,000,000.00	1,000,000.00	-	0.00
9	99999	5/1/2012	2,000,000.00	1,000,000.00	1,000,000.00	0.50
10	Subtotals	8	119,000,000.00	107,000,000.00	12,000,000.00	
11						

8. To get rid of the decimal places:

- Click the 
- Click the  a second time



9. Now, the amounts are formatted correctly.

	G	H	I	J	K	L
1	Zip	Pledge Date	Pledged Amount	Amount Received	Outstanding Balance	%Recei
2	99999	6/20/2012	15,000,000	13,000,000	2,000,000	0.
3	99999	1/15/2011	14,000,000	13,000,000	1,000,000	0.
4	99999	12/20/2011	4,000,000	2,500,000	1,500,000	0.
5	99999	8/1/2010	60,000,000	59,500,000	500,000	0.
6	99999	5/1/2012	3,000,000	2,000,000	1,000,000	0.
7	99999	1/15/2011	20,000,000	15,000,000	5,000,000	0.
8	99999	12/20/2011	1,000,000	1,000,000	-	0.
9	99999	5/1/2012	2,000,000	1,000,000	1,000,000	0.
10	Subtotals	8	119,000,000	107,000,000	12,000,000	
11						
12						

10. Now, it's your turn. Format the numbers in the **Overall Statistics of Fund Raiser** section, using the same steps. Your results should like the illustration on the right.

12	Overall Statistics of Fund Raiser	
13	Top 3 Contributions	95,000,000
14	Number of Contributors	8
15	Total Amount Raised	119,000,000
16	Total Amount Received	107,000,000
17	Total Amount Outstanding	12,000,000
18	Minimum Amout Pledged	
19	Maximum Amount Pledged	
20	Average Amount Pledged	
21		
22		

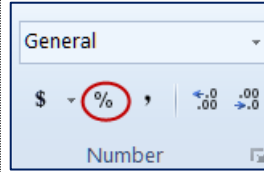
In this segment, you will format the **%Received** as a percentage.

11. Highlight the numbers in the **%Received** (column L).

	K	L
1	Outstanding Balance	%Received
2	2,000,000	0.1333
3	1,000,000	0.0714
4	1,500,000	0.3750
5	500,000	0.0083
6	1,000,000	0.3333
7	5,000,000	0.2500
8	-	0.0000
9	1,000,000	0.5000
10	12,000,000	
11		




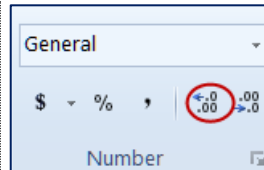
12. From the **Home** tab, click the **percent sign** in the **Number** group



13. Now, the amounts appear as percentages.

	K	L
1	Outstanding Balance	%Received
2	2,000,000	13%
3	1,000,000	7%
4	1,500,000	38%
5	500,000	1%
6	1,000,000	33%
7	5,000,000	25%
8	-	0%
9	1,000,000	50%
10	12,000,000	
11		

14. To add a decimal place to the percentages, click the 



15. Now, the amounts appear as percentages with a decimal place.


	K	L
1	Outstanding Balance	%Received
2	2,000,000	13.3%
3	1,000,000	7.1%
4	1,500,000	37.5%
5	500,000	0.8%
6	1,000,000	33.3%
7	5,000,000	25.0%
8	-	0.0%
9	1,000,000	50.0%
10	12,000,000	
11		

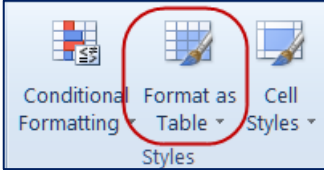
If this last segment on formatting, you will apply a pre-defined format to your data.

16. Highlight Rows 1 - 10

	A	B	C	D	E	F	G	H	I	J	K	L
1	Company	First Name	Last Name	Address 1	City	State	Zip	Pledge Date	Pledged Amount	Amount Received	Outstanding Balance	%Received
2	Microsoft	Bill	Gates	1123 Any St	Redmond	WA	99999	6/20/2012	15,000,000	13,000,000	2,000,000	13.3%
3	Apple	Steve	Wolzniak	2233 Any St	Cupertino	CA	99999	1/15/2011	14,000,000	13,000,000	1,000,000	7.1%
4		Ida	Noh	3333 Any St	Bakersfiel	CA	99999	12/20/2011	4,000,000	2,500,000	1,500,000	37.5%
5		Donald	Trump	123 Any St	NYC	NY	99999	8/1/2010	60,000,000	59,500,000	500,000	0.8%
6	Facebook	Mark	Zuckerberg	4444 Any St	Kernville	CA	99999	5/1/2012	3,000,000	2,000,000	1,000,000	33.3%
7	Google	Sergey	Brin	5555 Any Street	Mountain	CA	99999	1/15/2011	20,000,000	15,000,000	5,000,000	25.0%
8		George	Washington	4444 Any St	Kernville	CA	99999	12/20/2011	1,000,000	1,000,000	-	0.0%
9		Warren	Harding	4444 Any St	Kernville	CA	99999	5/1/2012	2,000,000	1,000,000	1,000,000	50.0%
10								Subtotals	8	119,000,000	107,000,000	12,000,000
11												



17. Click the  button in the **Styles** group

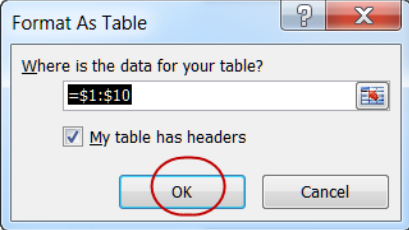


18. Click the Blue Table in the **Medium** section.



19. When the Format As Table window opens,

- Click OK



Your table appears formatted with a blue theme.

	A	B	C	D	E	F	G	H	I	J	K	
1	Company	First Name	Last Name	Address 1	City	State	Zip	Pledge Date	Pledged Amount	Amount Receive	Outstanding Balance	
2	Microsoft	Bill	Gates	1123 Any St	Redmond	WA	99999	6/20/2012	15,000,000	13,000,000	2,000,000	
3	Apple	Steve	Wolzniak	2233 Any St	Cupertino	CA	99999	1/15/2011	14,000,000	13,000,000	1,000,000	
4		Ida	Noh	3333 Any St	Bakersfiel	CA	99999	12/20/2011	4,000,000	2,500,000	1,500,000	
5		Donald	Trump	123 Any St	NYC	NY	99999	8/1/2010	60,000,000	59,500,000	500,000	
6	Facebook	Mark	Zuckerberg	4444 Any St	Kernville	CA	99999	5/1/2012	3,000,000	2,000,000	1,000,000	
7	Google	Sergey	Brin	5555 Any Street	Mountain	CA	99999	1/15/2011	20,000,000	15,000,000	5,000,000	
8		George	Washington	4444 Any St	Kernville	CA	99999	12/20/2011	1,000,000	1,000,000	-	
9		Warren	Harding	4444 Any St	Kernville	CA	99999	5/1/2012	2,000,000	1,000,000	1,000,000	
10	Subtotals								8	119,000,000	107,000,000	12,000,000

20. You have successfully formatted your dates as short dates, your numbers with commas, and your data with color.

4.4 Sorting Data

Depending on the situation, you may need to change how present your data. Perhaps, you may want the data sorted by date, name, or dollar amounts. The Excel Sort feature allows you to sort your data in many ways, ascending, descending, or using a custom format. These instructions will guide you in sorting by date, last name, pledged amount and a custom sort.



Steps	Illustrations
-------	---------------

You can sort your data in number of ways. In this segment, you will sort your data by date, last name, pledged amount, outstanding balance, and custom sort.

1. Click the down arrow for **Pledge Date**

	G	H	I	J
1	Zip	Pledge Date	Pledged Amount	Amount Rece
2	99999	6/20/2012	15,000,000	13,00
3	99999	1/15/2011	14,000,000	13,00
4	99999	12/20/2011	4,000,000	2,50
5	99999	8/1/2010	60,000,000	59,50
6	99999	5/1/2012	3,000,000	2,00
7	99999	1/15/2011	20,000,000	15,00
8	99999	12/20/2011	1,000,000	1,00
9	99999	5/1/2012	2,000,000	1,00

2. To sort the column in descending order so that the newer entries appear first,

- Click **Sort Newest to Oldest**.
- Click OK

3. The entry we entered today is now the first entry.

	G	H	I	J
1	Zip	Pledge Date	Pledged Amount	Amount Receive
2	99999	6/20/2012	15,000,000	13,000,000
3	99999	5/1/2012	3,000,000	2,000,000
4	99999	5/1/2012	2,000,000	1,000,000
5	99999	12/20/2011	4,000,000	2,500,000
6	99999	12/20/2011	1,000,000	1,000,000
7	99999	1/15/2011	14,000,000	13,000,000
8	99999	1/15/2011	20,000,000	15,000,000
9	99999	8/1/2010	60,000,000	59,500,000
10	Subtotals	8	119,000,000	107,000,000

4. To alphabetize the list of contributors by last name,

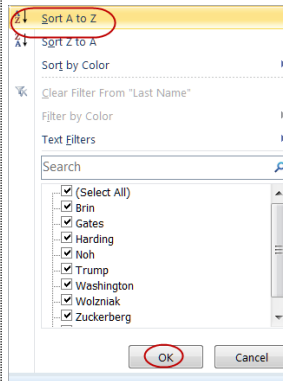
- Click the down arrow for Last Name

	G	H	I
1	Zip	Pledge Date	Pledged Amount
2	99999	6/20/2012	15000000
3	99999	1/15/2011	14000000
4	99999	12/20/2011	4000000
5	99999	8/1/2010	60000000
6	99999	5/1/2012	3000000
7	99999	1/15/2011	20000000
8	99999	12/20/2011	1000000
9	99999	5/1/2012	2000000
10	Subtotals	8	119000000
11			



5. To sort the column in descending order so that the newer entries appear first,

- Click **A to Z**
- Click **OK**



6. The data is sorted by Last Name. Notice that Zuckerberg appears as the last entry.

	A	B	C	
1	Company	First Name	Last Name	Address
2	Google	Sergey	Brin	5555
3	Microsoft	Bill	Gates	1123
4		Warren	Harding	4444
5		Ida	Noh	3333
6		Donald	Trump	123 A
7		George	Washington	4444
8	Apple	Steve	Wolzniak	2233
9	Facebook	Mark	Zuckerberg	4444

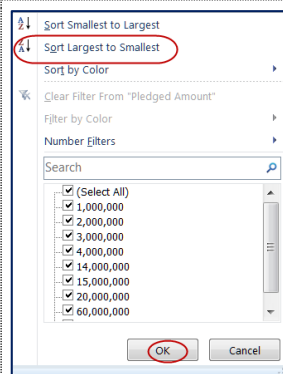
7. To sort the data by the contributor who donated the most,

- Click the down arrow for **Pledged Amount**

	H	I	J	
1	Pledge Date	Pledged Amount	Amount Receive	Outstanding
2	1/15/2011	20,000,000	15,000,000	
3	6/20/2012	15,000,000	13,000,000	
4	5/1/2012	2,000,000	1,000,000	
5	12/20/2011	4,000,000	2,500,000	
6	8/1/2010	60,000,000	59,500,000	
7	12/20/2011	1,000,000	1,000,000	
8	1/15/2011	14,000,000	13,000,000	
9	5/1/2012	3,000,000	2,000,000	

8. To sort the column in descending order so that the largest entries appear first,

- Click **Largest to Smallest**



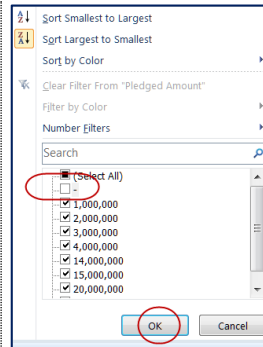


9. The **Pledged Amount** are sorted in descending order. However, the Subtotals were included in the process.

	F	G	H	I	J
1	State	Zip	Pledge Date	Pledged Amount	Amount Received
2	Subtotals			1	-
3	NY	99999	8/1/2010	60,000,000	59,500,000
4	CA	99999	1/15/2011	20,000,000	15,000,000
5	WA	99999	6/20/2012	15,000,000	13,000,000
6	CA	99999	1/15/2011	14,000,000	13,000,000
7	CA	99999	12/20/2011	4,000,000	2,500,000
8	CA	99999	5/1/2012	3,000,000	2,000,000
9	CA	99999	5/1/2012	2,000,000	1,000,000
10	CA	99999	12/20/2011	1,000,000	1,000,000

10. To correct this error,

- Click the down arrow for **Pledge Amount**
- Uncheck the -
- Click **OK**



11. Now, the **Pledged Amount** appears correctly with the largest amounts listed first.

	H	I	J
1	Pledge Date	Pledged Amount	Amount Received
3	8/1/2010	60,000,000	59,500,000
4	1/15/2011	20,000,000	15,000,000
5	6/20/2012	15,000,000	13,000,000
6	1/15/2011	14,000,000	13,000,000
7	12/20/2011	4,000,000	2,500,000
8	5/1/2012	3,000,000	2,000,000
9	5/1/2012	2,000,000	1,000,000
10	12/20/2011	1,000,000	1,000,000

12. You can try sorting the **Outstanding Balance** in descending order on your own. Your results should look like the image on the right.

	H	I	J	K	L
1	Pledge Date	Pledged Amount	Amount Received	Outstanding Balance	%Received
3	1/15/2011	20,000,000	15,000,000	5,000,000	
4	6/20/2012	15,000,000	13,000,000	2,000,000	
5	12/20/2011	4,000,000	2,500,000	1,500,000	
6	1/15/2011	14,000,000	13,000,000	1,000,000	
7	5/1/2012	3,000,000	2,000,000	1,000,000	
8	5/1/2012	2,000,000	1,000,000	1,000,000	
9	8/1/2010	60,000,000	59,500,000	500,000	
10	12/20/2011	1,000,000	1,000,000	-	

13. For more control over the sorting, you can use the custom sort feature. This feature helps when you want to sort by more than one column, such as pledge date and pledged amount. In this last section, you will sort your data by Pledge Date and Pledged Amount in descending order.

14. To begin you need to clear the previous sorting, highlight your table

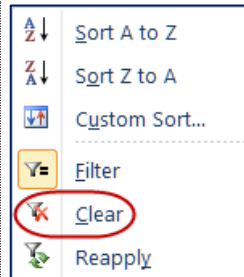
	A	B	C	D	E	F	G	H	I	J	K	L
1	Company	First Name	Last Name	Address 1	City	State	Zip	Pledge Date	Pledged Amount	Amount Received	Outstanding Balance	%Received
2	Microsoft	Bill	Gates	1125 Any St	Redmond	WA	99999	6/20/2012	15,000,000	15,000,000	2,000,000	13.3%
3		Warren	Harding	4444 Any St	Kernville	CA	99999	5/1/2012	2,000,000	1,000,000	1,000,000	50.0%
4	Facebook	Mark	Zuckerberg	4444 Any St	Kernville	CA	99999	5/1/2012	3,000,000	2,000,000	1,000,000	33.3%
5		George	Washington	4444 Any St	Kernville	CA	99999	12/20/2011	1,000,000	1,000,000	-	0.0%
6		Ida	Noh	3333 Any St	Bakersfield	CA	99999	12/20/2011	4,000,000	2,500,000	1,500,000	37.5%
7	Apple	Steve	Wozniak	2333 Any St	Cupertino	CA	99999	1/15/2011	14,000,000	13,000,000	1,000,000	7.1%
8	Google	Sergey	Brin	5555 Any Street	Mountain	CA	99999	1/15/2011	20,000,000	15,000,000	5,000,000	25.0%
9		Donald	Trump	123 Any St	NYC	NY	99999	8/1/2010	60,000,000	59,500,000	500,000	0.8%



15. Click the **Sort & Filter** button on your ribbon



16. Click **Clear** on the pop-up menu to remove the sorting formats



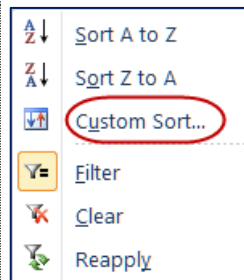
17. Highlight your table again

Company	First Name	Last Name	Address 1	City	State	Zip	Pledge Date	Pledged Amount	Amount Received	Outstanding Balance	%Received
Subtotals							1	-	-	-	-
Microsoft	Bill	Gates	1123 Any St	Redmond	WA	99999	6/20/2012	15,000,000	13,000,000	2,000,000	13.3%
	Warren	Harding	4444 Any St	Kernville	CA	99999	5/1/2012	2,000,000	1,000,000	1,000,000	50.0%
Facebook	Mark	Zuckerberg	4444 Any St	Kernville	CA	99999	5/1/2012	3,000,000	2,000,000	1,000,000	33.3%
	George	Washington	4444 Any St	Kernville	CA	99999	12/20/2011	1,000,000	1,000,000	-	0.0%
	Ida	Noh	3333 Any St	Bakersfield	CA	99999	12/20/2011	4,000,000	2,500,000	1,500,000	37.5%
Apple	Steve	Wolzniak	2233 Any St	Cupertino	CA	99999	1/15/2011	14,000,000	13,000,000	1,000,000	7.1%
Google	Sergey	Brin	5555 Any Street	Mountain	CA	99999	1/15/2011	20,000,000	15,000,000	5,000,000	25.0%
	Donald	Trump	123 Any St	NYC	NY	99999	8/1/2010	60,000,000	59,500,000	500,000	0.8%

18. Click the **Sort & Filter** button on your ribbon again

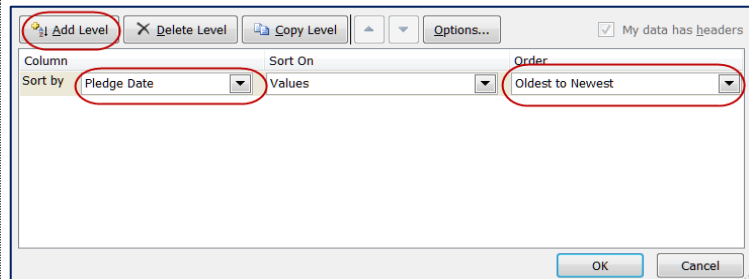


19. Click **Custom Sort...** on the pop-up menu



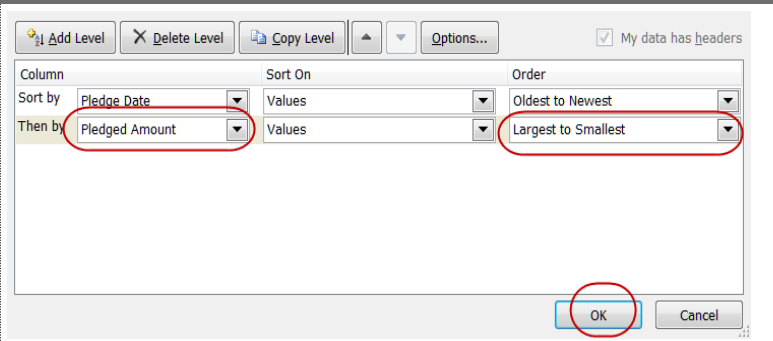
20. When the Sort window opens,

- In the **Sort by**, select *Pledge Date*
- In the **Order**, select *Oldest to Newest*
- Click **Add Level**





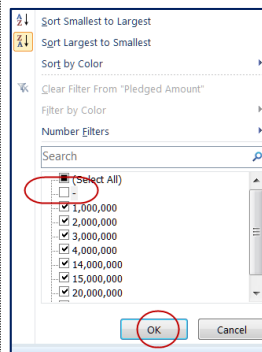
21. When the new level is added,
- In the **Then by**, select *Pledged Amount*
 - In the **Order**, select *Largest to smallest*
 - Click **OK**



22. The rows are sorted by **Pledge Date** and **Pledged Amount**

1	Company	First Name	Last Name	Address 1	City	State	Zip	Pledge Date	Pledged Amount	Amount Received	Outstanding Balance	%Received
2	Subtotals 1											
3	Microsoft	Bill	Gates	1123 Any St	Redmond	WA	99999	6/20/2012	15,000,000	13,000,000	2,000,000	13.3%
4		Warren	Harding	4444 Any St	Kernville	CA	99999	5/1/2012	2,000,000	1,000,000	1,000,000	50.0%
5	Facebook	Mark	Zuckerberg	4444 Any St	Kernville	CA	99999	5/1/2012	3,000,000	2,000,000	1,000,000	33.3%
6		George	Washington	4444 Any St	Kernville	CA	99999	12/20/2011	1,000,000	1,000,000	-	0.0%
7		Ida	Noh	3333 Any St	Bakersfield	CA	99999	12/20/2011	4,000,000	2,500,000	1,500,000	37.5%
8	Apple	Steve	Wolzniak	2233 Any St	Cupertino	CA	99999	1/15/2011	14,000,000	13,000,000	1,000,000	7.1%
9	Google	Sergey	Brin	5555 Any Street	Mountain	CA	99999	1/15/2011	20,000,000	15,000,000	5,000,000	25.0%
10		Donald	Trump	123 Any St	NYC	NY	99999	8/1/2010	60,000,000	59,500,000	500,000	0.8%

23. To correct this error,
- Click the down arrow for **Pledged Amount**
 - Uncheck the –
 - Click **OK**



24. Now you can see that Warren Harding's pledge amount appears after Mark Zuckerberg's

1	Company	First Name	Last Name	Address 1	City	State	Zip	Pledge Date	Pledged Amount	Amount Received	Outstanding
3		Donald	Trump	123 Any St	NYC	NY	99999	8/1/2010	60,000,000	59,500,000	
4	Google	Sergey	Brin	5555 Any Street	Mountain	CA	99999	1/15/2011	20,000,000	15,000,000	
5	Apple	Steve	Wolzniak	2233 Any St	Cupertino	CA	99999	1/15/2011	14,000,000	13,000,000	
6		Ida	Noh	3333 Any St	Bakersfield	CA	99999	12/20/2011	4,000,000	2,500,000	
7		George	Washington	4444 Any St	Kernville	CA	99999	12/20/2011	1,000,000	1,000,000	
8	Facebook	Mark	Zuckerberg	4444 Any St	Kernville	CA	99999	5/1/2012	3,000,000	2,000,000	
9		Warren	Harding	4444 Any St	Kernville	CA	99999	5/1/2012	2,000,000	1,000,000	
10	Microsoft	Bill	Gates	1123 Any St	Redmond	WA	99999	6/20/2012	15,000,000	13,000,000	

25. You have successfully sorted your data by date, last name, pledged amount, outstanding balance, and custom sort.

4.5 More Formulas (Min, Max, and Average)

Excel has many formulas from which to choose. You can use the Min formula to display the lowest number in a group of numbers, such as the lowest pledged amount. The Max formula does the opposite; it displays the highest number out of a group of numbers, such as the highest pledged amount. The Average formula is helpful when you want to know the central tendency of a group of numbers, such as the average contribution. These instructions will step you through using the Min, Max, and Average formulas.



Steps	Illustrations
-------	---------------

Excel has numerous formulas from which to choose. In this segment, you will use the Min, Max, and Average formulas to determine the **Minimum Amount Pledged, Maximum Amount Pledged, and the Average Amount Pledged.**

1. Click cell **D18**

1	Company	First Name	Last Name	Address 1	City
12	Overall Statistics of Fund Raiser				
13	Top 3 Contributions			15,000,000	
14	Number of Contributors			41,080	
15	Total Amount Raised			15,000,000	
16	Total Amount Received			13,000,000	
17	Total Amount Outstanding			2,000,000	
18	Minimum Amount Pledged			1,000,000	
19	Maximum Amount Pledged			2,000,000	
20	Average Amount Pledged			1,000,000	
21					

2. In the formula bar:

- Type: **=Min(I3:I10)**
- Press Enter on your keyboard

MIN	X	f	=min(I3:I10)						
1	Company	First Name	Last Name	Address 1	City	State	Zip	Pledge Date	Pledged Amount
3	Donald	Trump	123 Any St	NYC	NY	99999	8/1/2010	60,000,000	
4	Sergey	Brin	5555 Any Street	Mountain	CA	99999	1/15/2011	20,000,000	
5	Steve	Wolznak	2233 Any St	Cupertino	CA	99999	1/15/2011	14,000,000	
6	Ida	Noh	3333 Any St	Bakersfiel	CA	99999	12/20/2011	4,000,000	
7	George	Washington	4444 Any St	Kernville	CA	99999	12/20/2011	1,000,000	
8	Mark	Zuckerberg	4444 Any St	Kernville	CA	99999	5/1/2012	3,000,000	
9	Warren	Harding	4444 Any St	Kernville	CA	99999	5/1/2012	2,000,000	
10	Bill	Gates	1123 Any St	Redmond	WA	99999	6/20/2012	15,000,000	
12	Overall Statistics of Fund Raiser								
13	Top 3 Contributions			15,000,000					
14	Number of Contributors			41,080					
15	Total Amount Raised			15,000,000					
16	Total Amount Received			13,000,000					
17	Total Amount Outstanding			2,000,000					
18	Minimum Amount Pledged			=min(I3:I10)					
19	Maximum Amount Pledged			2,000,000					

3. The minimum amount, \$1,000,000, shows in D18 as the Minimum Amount Pledged.


1	Company	First Name	Last Name	Address 1	City
12	Overall Statistics of Fund Raiser				
13	Top 3 Contributions			15,000,000	
14	Number of Contributors			41,080	
15	Total Amount Raised			15,000,000	
16	Total Amount Received			13,000,000	
17	Total Amount Outstanding			2,000,000	
18	Minimum Amount Pledged			1,000,000	
19	Maximum Amount Pledged			2,000,000	
20	Average Amount Pledged			1,000,000	
21					

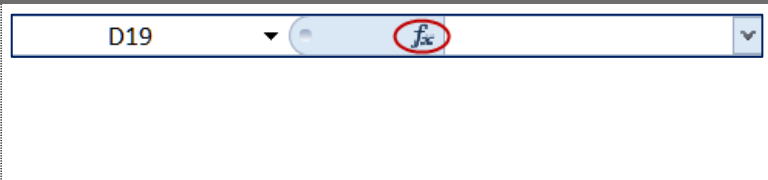
4. To calculate the Maximum Amount Pledged,

- Click in **D19**

1	Company	First Name	Last Name	Address 1	City
12	Overall Statistics of Fund Raiser				
13	Top 3 Contributions			15,000,000	
14	Number of Contributors			41,080	
15	Total Amount Raised			15,000,000	
16	Total Amount Received			13,000,000	
17	Total Amount Outstanding			2,000,000	
18	Minimum Amount Pledged			1,000,000	
19	Maximum Amount Pledged			2,000,000	
20	Average Amount Pledged			1,000,000	
21					

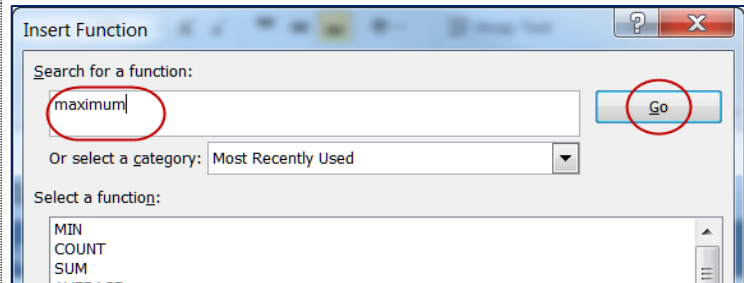


5. On the formula bar, click the  button



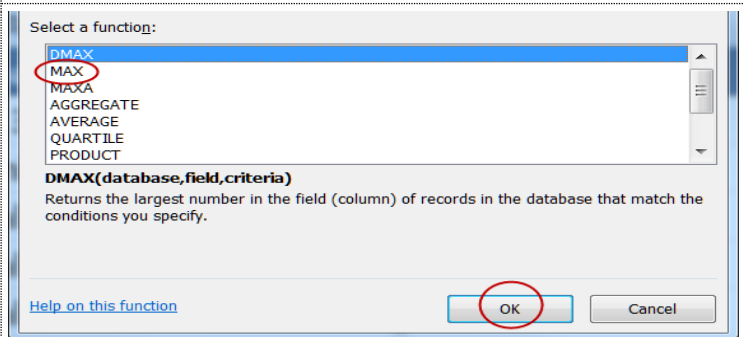
6. On the **Insert Function** window,

- In the **Search for a function**, enter maximum
- Click **Go**




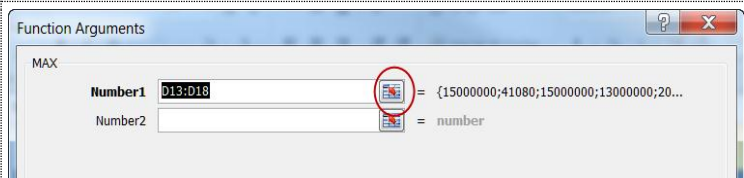
7. The search results will show in the Select a function box.

- Click **MAX**
- Click **OK**




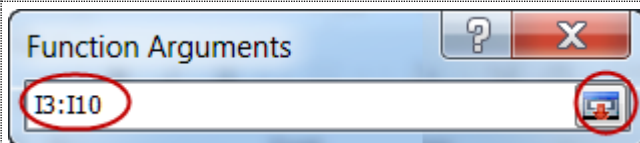
8. When the Function Arguments window opens,

- Click the  button

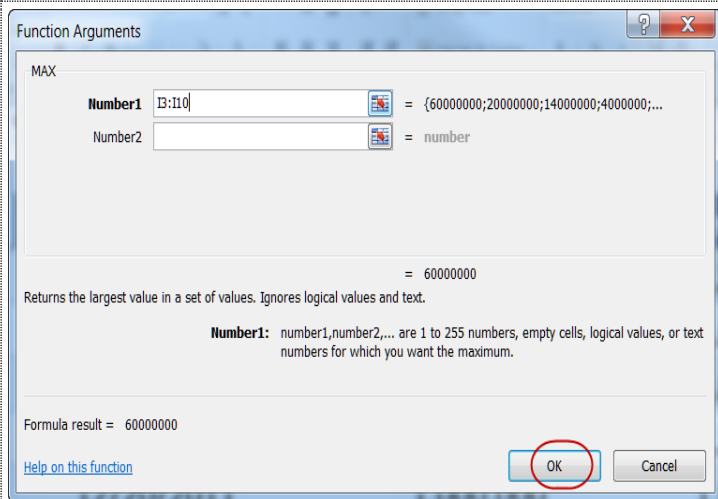


9. Next

- Highlight cells **I3 to I10** in your document
- Click the  button



10. When you return to the Function Arguments window, click **OK**





11. The maximum amount, \$60,000,000, shows in **D19** as the **Maximum Amount Pledged**.

	A	B	C	D
1	Company	First Name	Last Name	Address 1
12	Overall Statistics of Fund Raiser			
13	Top 3 Contributions			15,000,000
14	Number of Contributors			41,080
15	Total Amount Raised			15,000,000
16	Total Amount Received			13,000,000
17	Total Amount Outstanding			2,000,000
18	Minimum Amount Pledged			1,000,000
19	Maximum Amount Pledged			60,000,000
20	Average Amount Pledged			

12. Click cell **D20**

	A	B	C	D
1	Company	First Name	Last Name	Address 1
12	Overall Statistics of Fund Raiser			
13	Top 3 Contributions			15,000,000
14	Number of Contributors			41,080
15	Total Amount Raised			15,000,000
16	Total Amount Received			13,000,000
17	Total Amount Outstanding			2,000,000
18	Minimum Amount Pledged			1,000,000
19	Maximum Amount Pledged			60,000,000
20	Average Amount Pledged			

Click Here

13. In the formula bar:

- Type: **=Average(I3:I10)**
- Press Enter on your keyboard

=average(I3:I10)

14. The average amount, \$14,875,000, shows in **D20** as the **Average Amount Pledged**.



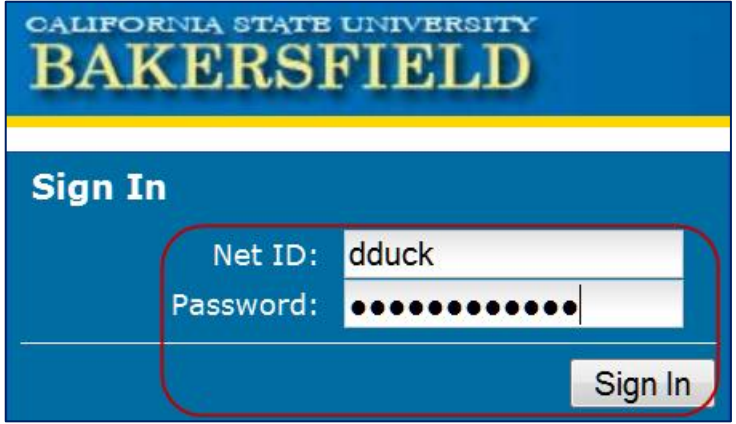
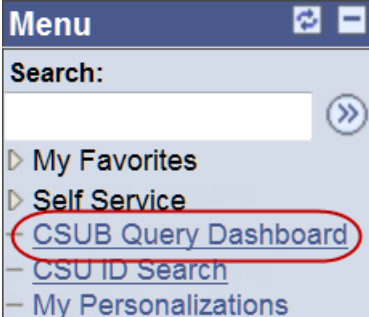
	A	B	C	D
1	Company	First Name	Last Name	Address 1
13	Top 3 Contributions			15,000,000
14	Number of Contributors			41,080
15	Total Amount Raised			15,000,000
16	Total Amount Received			13,000,000
17	Total Amount Outstanding			2,000,000
18	Minimum Amount Pledged			1,000,000
19	Maximum Amount Pledged			60,000,000
20	Average Amount Pledged			14,875,000

15. You have successfully uses the Min, Max, and Average formulas to determine the **Minimum Amount Pledged, Maximum Amount Pledged,** and the **Average Amount Pledged**.

4.6 Other Data Sources

You can use data from other sources with Excel. The data must be in format that Excel can understand, such as .txt, .csv, or .xls. Depending on the format, you may need to use the import wizard to maintain the data integrity. These instructions will step you through downloading data from myCSUB and opening it in Excel.

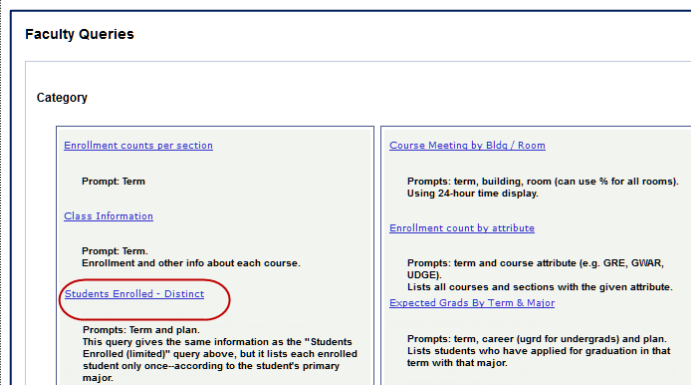


Steps	Illustrations
<p>To begin, you will download student data from myCSUB, open the data in Excel, and save the data to your desktop.</p>	
<p>1. Open your web browser of choice, such as Internet Explorer, Safari, or Firefox.</p>	
<p>2. Click the myCSUB link</p>	
<p>3. On the Sign In page,</p> <ul style="list-style-type: none"> • Enter your NetId and Password • Click <input type="button" value="Sign In"/> 	
<p>4. From the Menu,</p> <ul style="list-style-type: none"> • Click the <u>CSUB Query Dashboard</u> link 	

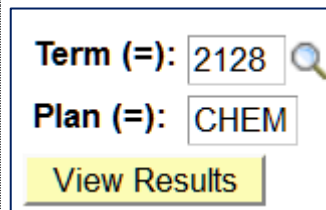


5. In the Faculty Queries section, click the **Students Enrolled – Distinct** link

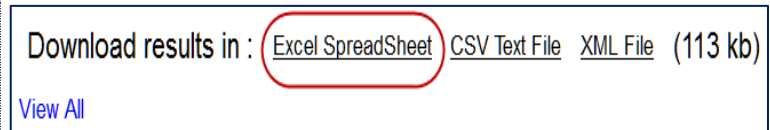
Your page may look different from the illustration on the right.



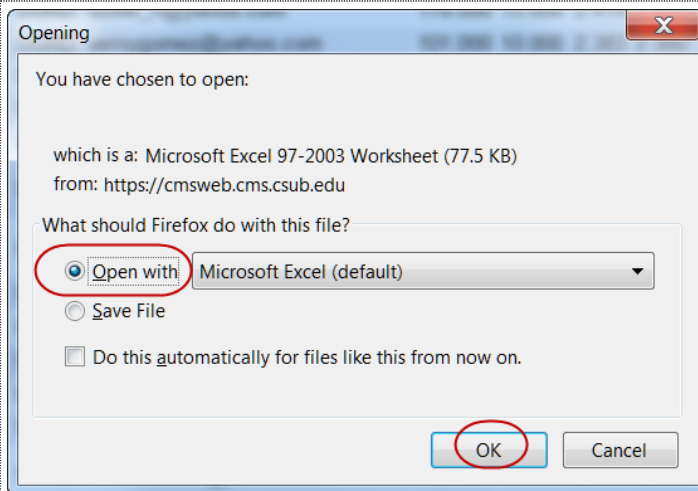
- 6. On the next window,
 - In the **Term**, enter 2128
 - In the **Plan**, enter CHEM
 - Click **View Results**



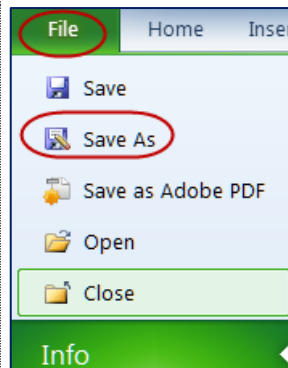
7. When results appear, click the **Excel Spreadsheet** link



- 8. When the dialog window appears
 - In the **Open with**, select *Microsoft Excel*
 - Click **OK**

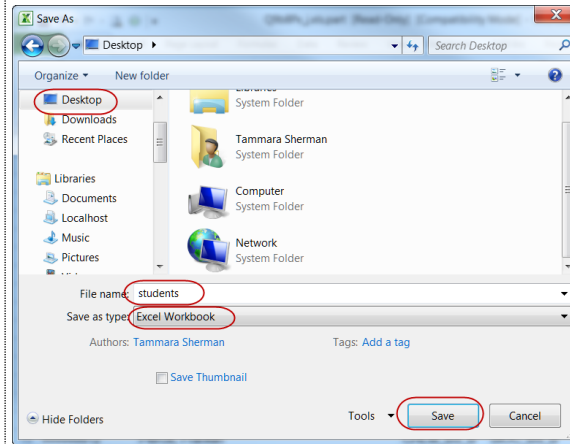


- 9. When **Microsoft Excel** opens,
 - Click the **File** tab
 - Click **Save As**

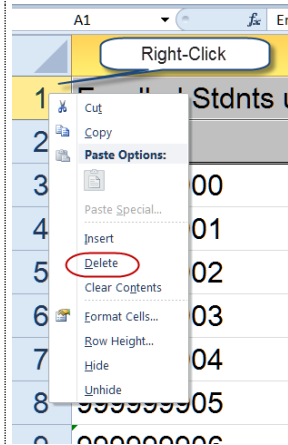




10. On the Save As window,
- Navigate to the desired folder, such as *Desktop or My Documents*
 - In the **File name**, enter a name for the file, such as *students*
 - In the **Save as type**, make sure it says *Excel Workbook*
 - Click **Save**



11. You will need to remove the first row of the spreadsheet. To do so,
- Right-click on the **1**, to select the entire row
 - Click **Delete** from the popup menu
 - Click **Save**



12. You have successfully downloaded and opened a document from another data source. You only need to remove the first row, when downloading spreadsheets from the CSUB Query Dashboard.

4.7 Hiding Columns

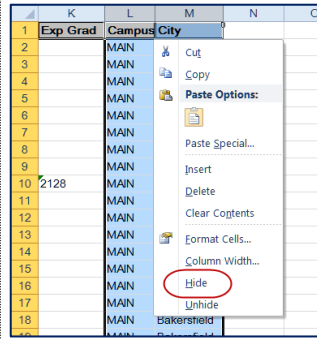
Hiding columns is helpful when comparing data or for printing purposes. It allows you to reduce the number of columns that are visible without deleting the data. These instructions will walk you through hiding and unhiding columns.

Steps	Illustrations
<p>1. To hide columns, select the columns you wish to hide, such as column L (Campus) and column M (City) by dragging your mouse across the columns.</p>	

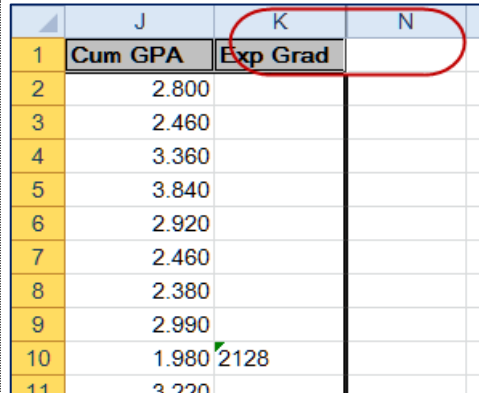


2. With the desired columns highlighted,

- Right-click the columns
- Click **Hide** on the popup menu

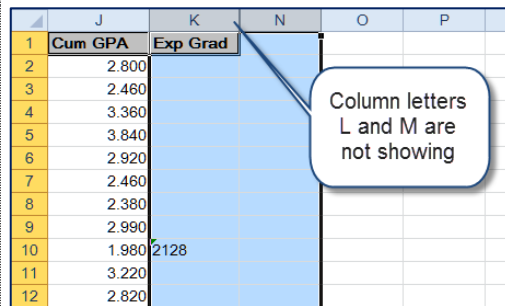


3. The columns are now hid. Notice that the column letters go from K to N.



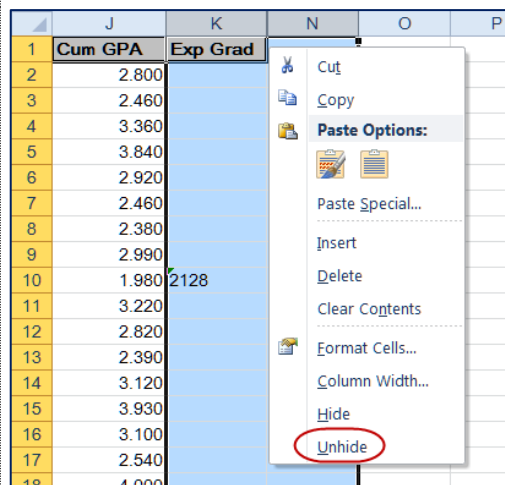
4. The process to unhide columns is similar. When you notice that some column letters are skipped, you can unhide the columns. To do so,

- Highlight the columns that have skipped column letters, such as columns K and N.



5. With the desired columns highlighted,

- Right-click the columns
- Click **Unhide** on the popup menu






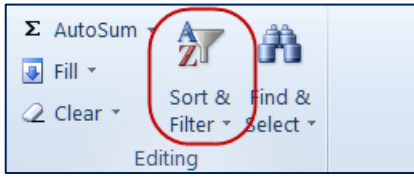
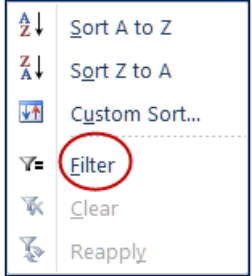
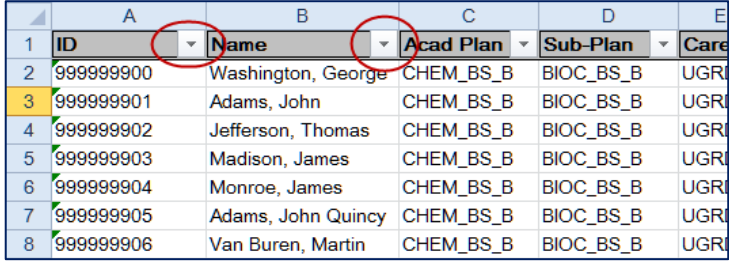
6. The hid columns are visible.

	J	K	L	M	N
1	Cum GPA	Exp Grad	Campus	City	
2	2.800		MAIN	Bakersfield	
3	2.460		MAIN	Bakersfield	
4	3.360		MAIN	Bakersfield	
5	3.840		MAIN	Bakersfield	
6	2.920		MAIN	Bakersfield	
7	2.460		MAIN	Bakersfield	
8	2.380		MAIN	Terra Bella	
9	2.990		MAIN	bakersfield	
10	1.980	2128	MAIN	Bakersfield	

7. You have successfully hid and unhid columns.

4.8 Filtering Columns

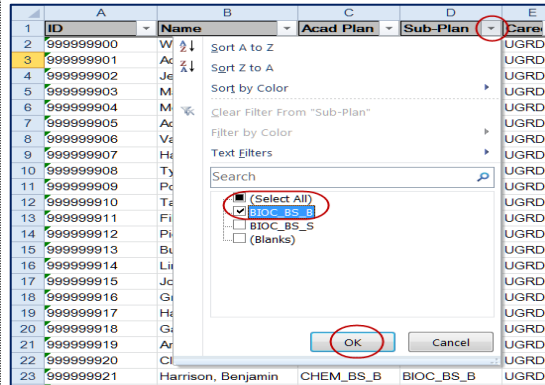
Filtering columns allows you to reduce the rows of data that are visible without deleting the data. You can filter your data on any column. The filtering choices are based on the values found in the selected column. As such, you can quickly view the range of data in a column without scrolling through the entire document. These instructions will step you through filtering by column values and conditions.

Steps	Illustrations
1. To activate filtering, <ul style="list-style-type: none"> Click anywhere in your spreadsheet Click the  button 	
2. On the popup menu, click Filter	
3. All the columns have drop-down arrow.	



4. By adding the filtering, you can filter on any field in your spreadsheet. To illustrate filtering, you filter your results to show only the students with the Sub-plan, BIOC_BS_B

- Click the down arrow for **Sub-plan**
- Uncheck the **Select All**
- Check **BIOC_BS_B**




5. Your data only shows the students that have the Sub-plan, BIOC_BS_B.

Notice the Filter symbol in column D, **Sub-Plan** indicating that the column is filtered.

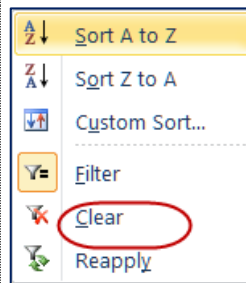
ID	Name	Acad Plan	Sub-Plan
999999900	Washington, George	CHEM_BS_B	BIOC_BS_B
999999901	Adams, John	CHEM_BS_B	BIOC_BS_B
999999902	Jefferson, Thomas	CHEM_BS_B	BIOC_BS_B
999999903	Madison, James	CHEM_BS_B	BIOC_BS_B
999999904	Monroe, James	CHEM_BS_B	BIOC_BS_B
999999905	Adams, John Quincy	CHEM_BS_B	BIOC_BS_B
999999906	Van Buren, Martin	CHEM_BS_B	BIOC_BS_B
999999907	Harrison, William	CHEM_BS_B	BIOC_BS_B
999999908	Tyler, John	CHEM_BS_B	BIOC_BS_B

6. You can also filter your data on blank entries. For example, you may want to see only students with an Acad Plan of CHEM_BS_B and no Sub-plan. To illustrate this,

- Click the  button

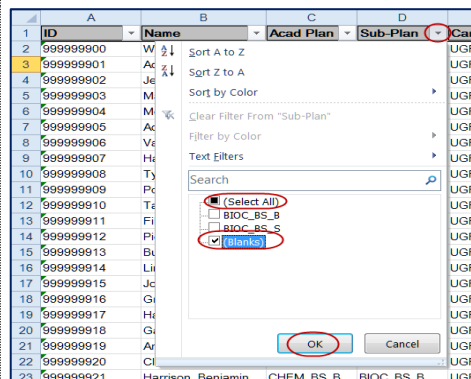


7. On the popup menu, click **Clear** to clear the previous filters.



8. For the **Sub-plan**,

- Click the down arrow
- Uncheck **Select All**
- Check **Blanks**
- Click **OK**

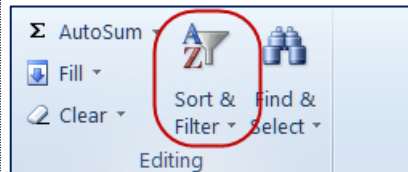




9. Your spreadsheet shows only the students with an Acad Plan of CHEM_BS_B and no Sub-plan.

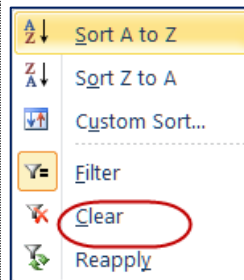
	A	B	C	D	E
1	ID	Name	Acad Plan	Sub-Plan	Care
11	999999909	Polk, James	CHEM_BS_B		UGRD
16	999999914	Lincoln, Abraham	CHEM_BS_B		UGRD
18	999999916	Grant, Ulysses	CHEM_BS_B		UGRD
19	999999917	Hayes, Rutherford	CHEM_BS_B		UGRD
22	999999920	Cleveland, Grover	CHEM_BS_B		UGRD
25	999999923	McKinley, William	CHEM_BS_B		UGRD
32	999999930	Roosevelt, Franklin	CHEM_BS_B		UGRD
33	999999931	Truman, Harry	CHEM_BS_B		UGRD
41	999999939	Bush, George	CHEM_BS_B		UGRD
43	999999941	Bush, George	CHEM_BS_B		UGRD
44	999999942	Obama, Barack	CHEM_BS_B		UGRD

10. You can also filter your data using more than one criteria. For example, you can filter your data to show only student with a GPA over 3.0 and Total Units over 160.000. To illustrate this example,



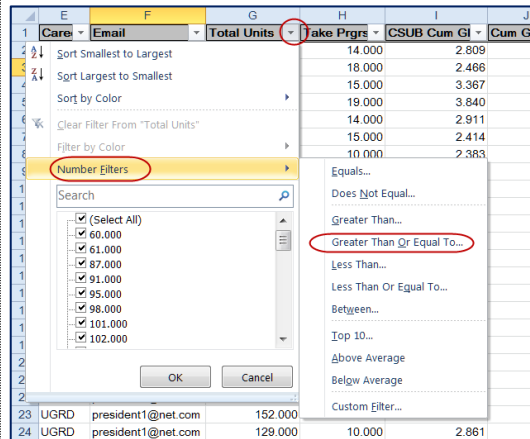
- Click the  button

11. On the popup menu, click **Clear** to clear the previous filters.



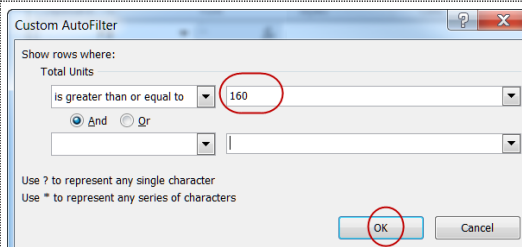
12. For the **Total Units**,

- Click the down arrow
- Click **Number Filters**
- Click **Greater Than Or Equal To...**



13. On the **Custom Auto Filter**

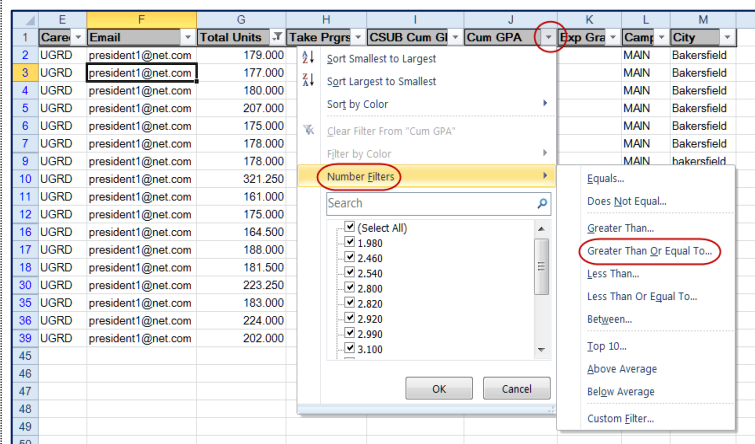
- In Total Units, enter the desired value, such as **160**
- Click **OK**





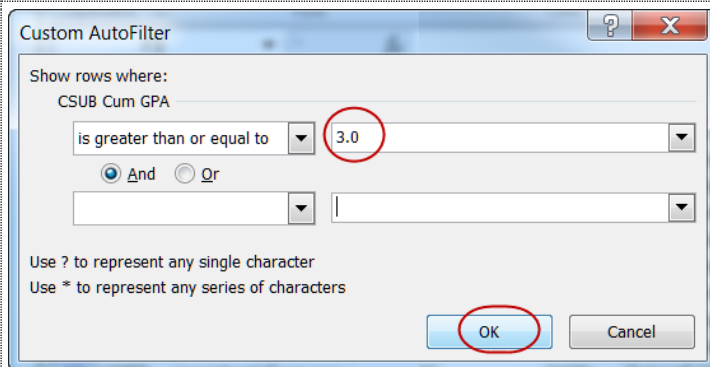
14. For the **Cum GPA**,

- Click the down arrow
- Click **Number Filters**
- Click **Greater Than Or Equal To...**



15. On the **Custom Auto Filter**

- In CSUB Cum GPA, enter the desired value, such as 3.0
- Click **OK**



16. Your data shows only students with GPAs over 3.0 and Total Units over 160.



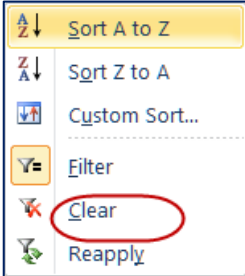

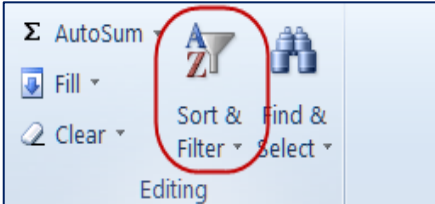
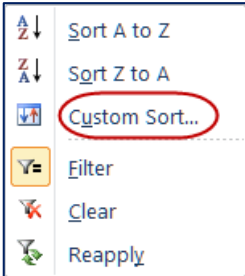

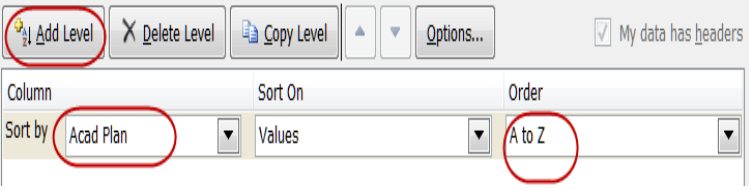

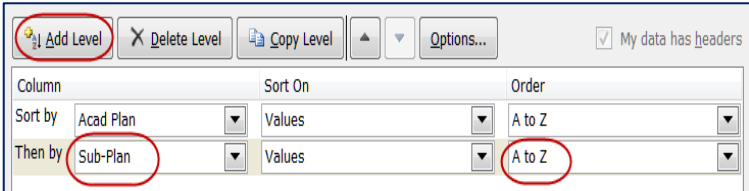
	E	F	G	H	I	J	K	L	M
	Care	Email	Total Units	Take Prgrs	CSUB Cum G	Cum GPA	Exp Gra	Camp	City
4	UGRD	president1@net.com	180.000	15.000	3.367	3.360		MAIN	Bakersfield
5	UGRD	president1@net.com	207.000	19.000	3.840	3.840		MAIN	Bakersfield
11	UGRD	president1@net.com	161.000	14.000	3.228	3.220		MAIN	Bakersfield
16	UGRD	president1@net.com	164.500	6.000	3.230	3.100		MAIN	Bakersfield
18	UGRD	president1@net.com	181.500	10.000	4.000	4.000		MAIN	Bakersfield
35	UGRD	president1@net.com	183.000	14.000	3.962	3.960		MAIN	Bakersfield
36	UGRD	president1@net.com	224.000	19.000	3.497	3.490	2133	MAIN	buttonwillow

17. You have successfully used filters to filter you data on Sub-plans using a specific criteria and blanks. Additionally, you filtered your data using more than one criteria, such as Total Units over 160 and GPA over 3.0.

4.9 Sub-totaling

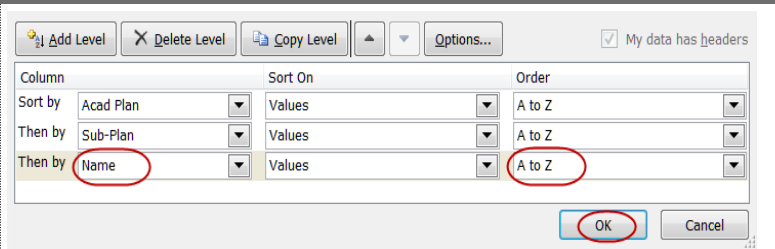
When working with numerical data, such as student GPA, units, or financial data, such as budgets, you may want to have certain rows of information subtotaled. On a small worksheet, this is not a problem. However, on spreadsheets with hundreds or thousands of rows, it can be time-consuming. The Subtotal feature in Excel saves you time by automatically adding rows of data based on specified criteria. To work effectively, you should sort your data first. These instructions will assist you with sorting your data, specifying criteria, and subtotaling data.



Steps	Illustrations
<p>1. To illustrate subtotaling, you will count the number of students for each Sub-plan. To begin,</p> <ul style="list-style-type: none"> Click anywhere in your spreadsheet Click the  button 	
<p>2. On the popup menu, click Clear to clear the previous filters.</p>	
<p>3. Next, you will sort the data by Plan, Sub-Plan, and Name. To do so,</p> <ul style="list-style-type: none"> Click the  button 	
<p>4. Click Custom Sort... on the pop-up menu</p>	
<p>5. When the Sort window opens,</p> <ul style="list-style-type: none"> In the Sort by, select <i>Acad Plan</i> In the Order, select <i>A to Z</i> Click  	
<p>6. On the new row,</p> <ul style="list-style-type: none"> In the Then by, select <i>Sub-Plan</i> In the Order, select <i>Sort A to Z</i> Click  	



- 7. On the new row,
 - In the **Then Sort by**, select *Name*
 - In the **Order**, select *Sort A to Z*
 - Click **OK**

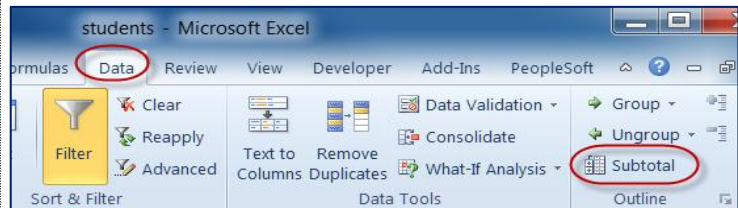


- 8. The students are sorted by Acad Plan, Sub-Plan, and Name.

ID	Name	Acad Plan	Sub-Plan	Career
999999939	Bush, George	CHEM_BS_B		UGRD
999999941	Bush, George	CHEM_BS_B		UGRD
999999920	Cleveland, Grover	CHEM_BS_B		UGRD
999999916	Grant, Ulysses	CHEM_BS_B		UGRD
999999917	Hayes, Rutherford	CHEM_BS_B		UGRD
999999914	Lincoln, Abraham	CHEM_BS_B		UGRD
999999923	McKinley, William	CHEM_BS_B		UGRD
999999942	Obama, Barrack	CHEM_BS_B		UGRD
999999909	Polk, James	CHEM_BS_B		UGRD
999999930	Roosevelt, Franklin	CHEM_BS_B		UGRD
999999931	Truman, Harry	CHEM_BS_B		UGRD
999999901	Adams, John	CHEM_BS_B	BIOC_BS_B	UGRD
999999905	Adams, John Quincy	CHEM_BS_B	BIOC_BS_B	UGRD
999999919	Arthur, Chester	CHEM_BS_B	BIOC_BS_B	UGRD
999999913	Buchanan, James	CHEM_BS_B	BIOC_BS_B	UGRD
999999937	Carter, James	CHEM_BS_B	BIOC_BS_B	UGRD
999999922	Cleveland, Grover	CHEM_BS_B	BIOC_BS_B	UGRD

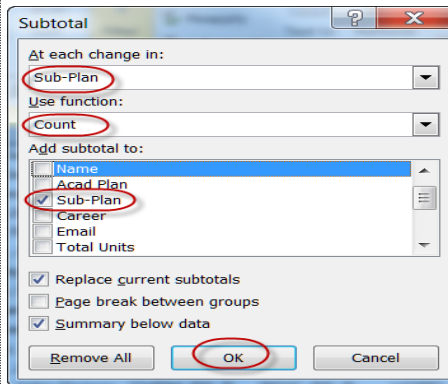
- 9. To subtotal the student by Sub-Plan,

- Click the **Data** tab
- Click the **Subtotal** button



- 10. On the **Subtotal** page,

- In the **At each change in**, select *Sub-Plan*
- In the **Use function**, select *Count*
- In the **Add subtotal to**, check *Sub-Plan*
- Click **OK**



- 11. Your data shows the number of students for each Sub-Plan. Notice that the students without Sub-plans were not subtotaled. However, they were included in the grand total.

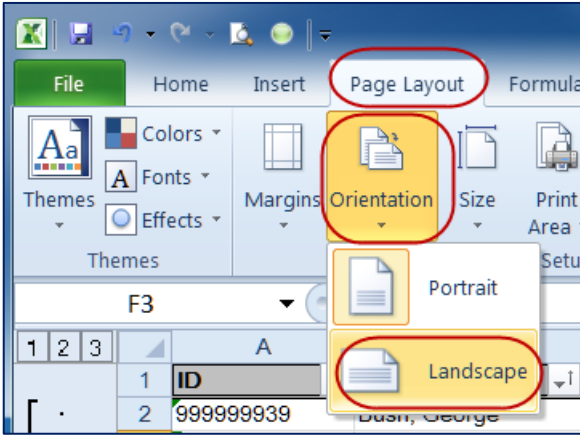
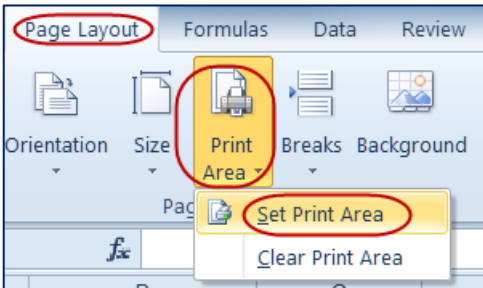
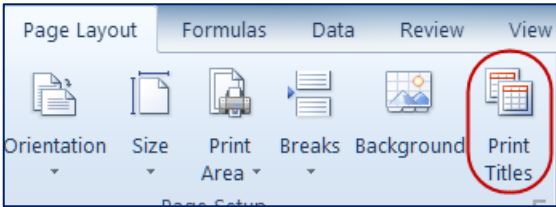
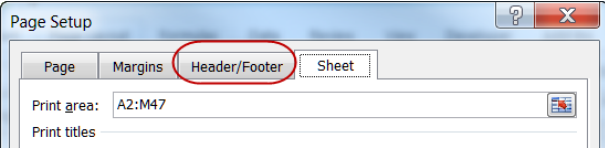
	A	B	C	D	E
37	999999924	Roosevelt, Theodore	CHEM_BS_B	BIOC_BS_B	UGRD
38	999999925	Taft, William	CHEM_BS_B	BIOC_BS_B	UGRD
39	999999910	Taylor, Zachary	CHEM_BS_B	BIOC_BS_B	UGRD
40	999999908	Tyler, John	CHEM_BS_B	BIOC_BS_B	UGRD
41	999999906	Van Buren, Martin	CHEM_BS_B	BIOC_BS_B	UGRD
42	999999900	Washington, George	CHEM_BS_B	BIOC_BS_B	UGRD
43	999999926	Wilson, Woodrow	CHEM_BS_B	BIOC_BS_B	UGRD
44			BIOC_BS_B C		31
45	999999940	Clinton, William	CHEM_BS_S	BIOC_BS_S	PBAC
46			BIOC_BS_S C		1
47			Grand Count		43
48					



12. You have successfully used subtotaled your data.

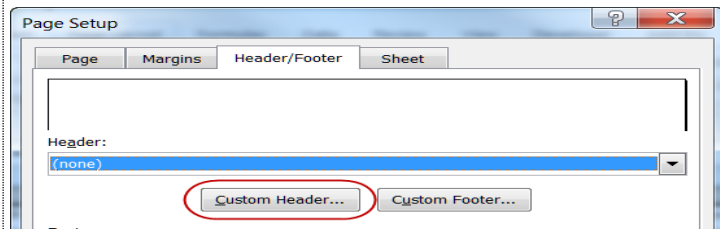
4.10 Printing

Once spreadsheet is complete, you may want to print it out. You can control how your data prints by specifying titles, headers, footers, and the print area. These instructions help you using common print configurations.

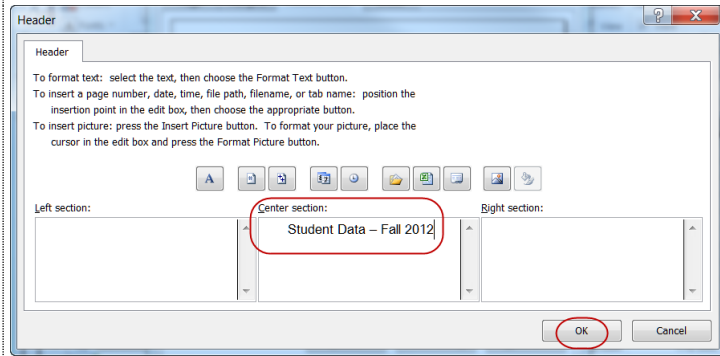
Steps	Illustrations
1. To begin, <ul style="list-style-type: none"> Click the Page Layout tab Click the Orientation button Click Landscape 	
2. Highlight the columns you wanted printed, such as A2:M47	
3. On the Page Layout tab, <ul style="list-style-type: none"> Click Print Area Click Set Print Area 	
4. On the Page Layout tab, <ul style="list-style-type: none"> Click Print Titles 	
5. When the Page Setup page opens, <ul style="list-style-type: none"> Click the Header/Footer tab 	



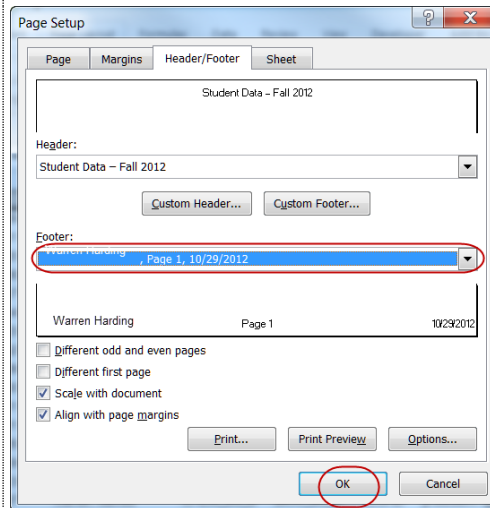
- 6. On the Header/Footer page,
 - Click Customer Header...



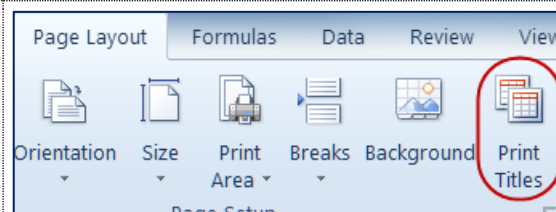
- 7. The Header page opens showing the three areas: left section, center section, right section.
 - In the Center section, type a report title for your spreadsheet, such as *Student Data – Fall 2012*
 - Click OK



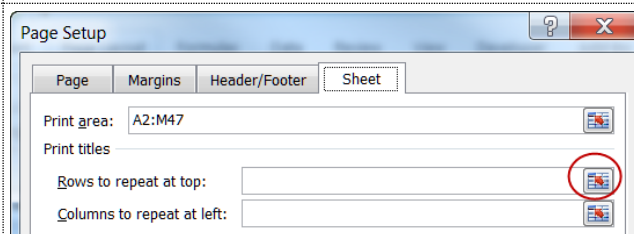
- 8. In the Footer,
 - use the drop down arrow to select the entry that shows your name followed by Page 1 and the date, such as *Warren Harding, Page 1, 10/29/2012*
 - Click OK



- 9. On the Page Layout tab,
 - Click Print Titles




- 10. On the Sheet tab,
 - Click the  button for the Rows to repeat at top.





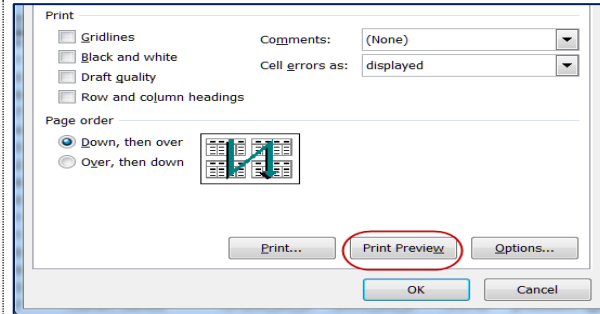
11. When the **Page Setup – Rows to repeat at top**,

- Highlight row 1
- Click the  button



12. When the Page Setup page reappears,

- Click the **Print Preview** button.



13. The Print Preview windows appears with your report. Use the arrows at the bottom to page through your report. Notice that the column heading appear on every page.

Student Data – Fall 2012

ID	Name	Acad Plan	Sub-Plan	Career	Email	Total Units	Take Prgrs
999999903	Madison, James	CHEM_BS_B	BIOC_BS_B	UGRD	president1@net.com	207.000	19.000
999999904	Monroe, James	CHEM_BS_B	BIOC_BS_B	UGRD	president1@net.com	175.000	14.000
999999935	Nixon, Richard	CHEM_BS_B	BIOC_BS_B	UGRD	president1@net.com	135.000	14.000
999999912	Pierce, Franklin	CHEM_BS_B	BIOC_BS_B	UGRD	president1@net.com	149.500	14.000
999999938	Reagan, Ronald	CHEM_BS_B	BIOC_BS_B	UGRD	president1@net.com	114.000	17.000
999999924	Roosevelt, Theodore	CHEM_BS_B	BIOC_BS_B	UGRD	president1@net.com	60.000	4.000
999999925	Taft, William	CHEM_BS_B	BIOC_BS_B	UGRD	president1@net.com	144.000	13.000
999999910	Taylor, Zachary	CHEM_BS_B	BIOC_BS_B	UGRD	president1@net.com	175.000	14.000
999999908	Tyler, John	CHEM_BS_B	BIOC_BS_B	UGRD	president1@net.com	321.250	5.000
999999906	Van Buren, Martin	CHEM_BS_B	BIOC_BS_B	UGRD	president1@net.com	101.000	10.000
999999900	Washington, George	CHEM_BS_B	BIOC_BS_B	UGRD	president1@net.com	179.000	14.000
999999926	Wilson, Woodrow	CHEM_BS_B	BIOC_BS_B	UGRD	president1@net.com	146.000	18.000
		BIOC_BS_B Co		31			
999999940	Clinton, William	CHEM_BS_S	BIOC_BS_S	PBAC	president1@net.com	95.000	9.000
		BIOC_BS_S Co		1			
		Grand Count		43			

Warren Harding Page 2 10/29/2012

14. You have successfully customized your spreadsheet to include titles, repeat column headings on every page, as well as include date and page numbers.



5.0 Where to get more information



GCFLearnFree.org® is a division of Goodwill Industries. Their website provides step-by-step instructions and videos on how to use Microsoft Word and many other applications. You can get more information about the Word features covered in this document at:

<http://www.gcflearnfree.org/excel2010>

Excel 2010® Environment

- Lesson 1: Getting Started with Excel
- Lesson 7: Worksheet Basics

Working with your data

- Lesson 10: Working with Basic Functions
- Lesson 11: Sorting Data
- Lesson 12: Outlining Data
- Lesson 13: Filtering Data
- Lesson 14: Formatting Tables
- Lesson: 8: Printing