

Working with Text in Excel 2016

Independent Practice



Activity Steps

1. Text Wrap
 - Use text wrap on the cell contents in B1
2. Alignment - Donation
 - Right align the Donations column (E)
3. Case - Design Star Celebrities
 - Apply the Proper function to the Design Star Celebrities-column (B)
4. Split - Business Unit
 - Insert a new Column and name it Bus Unit
 - Use the Left function to return the first 5 characters of the Business Unit
5. Split - Department
 - Insert 2 new columns
 - Use the Text to Columns function to split the Department Id from the Department Name
 - (Be sure to select Delimited and choose the location)
6. Concatenation - Names
 - Insert a new column and name it Supplier
 - Use the Concatenate function to combine the Supplier ID and Supplier Name separated by a space
7. CountA
 - Use CountA to count the number of transactions in Doc ID
 - Write down how many _____
8. Countifs
 - Use Countifs to count Educause transactions using the Doc Ln Descr column
 - Write down how many _____
9. Sumifs
 - Use Sumifs to add the Educause transactions together using the Doc Ln Descr and Amount columns
 - What was the dollar amount _____
10. Conditional formatting
 - Highlight transactions over \$5,000 using the Amount Column
 - How much was the highest amount _____
11. Filter Doc Ln Descr for Educause
 - How many transactions _____

Activity Summary

In this independent practice, you will apply the functions, tools, and techniques you learned to transform some data.

Objectives Covered

- Articulate the function and purpose of Excel 2016
 - Transform your text using text wrap, text direction, merge cell, alignment, indent, outdent, lower, upper, and proper functions
 - Split and combine text using text to columns, concatenation, and left
 - Summarize text using CountA, Countifs, and Sumifs functions
 - Visualize text using fonts, cell styles, and conditional formatting
 - Organize text using filters, text filters, sorting, custom sorts, and sort by color
12. Text Filters
 - Use a Text filter for transactions that begin with Edu in the Doc Ln Descr
 - Write down how many _____
 - Write down how much the amounts add up to _____
 13. Filter by Color
 - Using the Amount column Filter by color using Font Color (dark red)
 14. Filter Sort
 - Use the filter sort on the Amount column in descending order
 15. Merge and Center
 - Insert a row above Row 1
 - Enter the text - My Data
 - Merge and Center Cells A1- H1
 16. Bonus: Wingdings
 - Insert a column next to Amount and name it Over 5K
 - Insert a wingding for every transaction that has an Amount is over 5,000
- ## Check for Understanding
1. What can you do to check your COUNTIFS and SUMIFS results? _____

 2. When would you use a custom sort as opposed to other sort options? _____

 3. Excel can be used to perform calculations and to transform text. (T / F)