

Excel Core

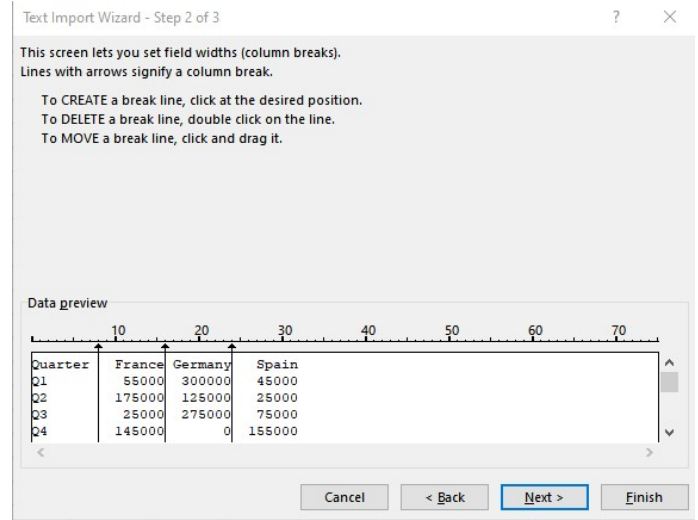
Session 5

Data and Displays

Instructor: Don Bremer

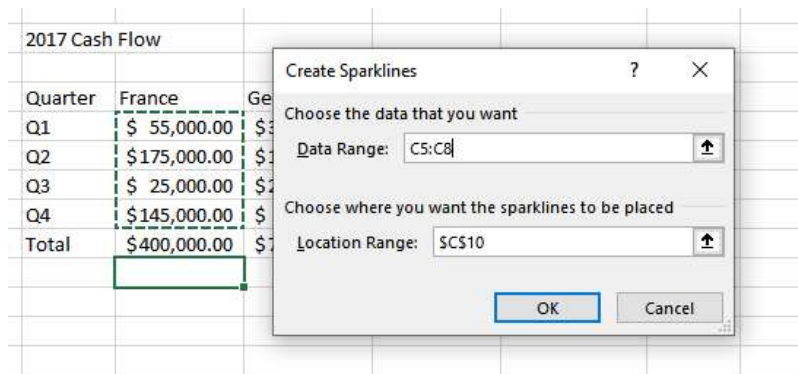
Bringing in fixed width data

1. Open Excel
2. Open the file Cash Flow Summary
3. Make sure to split the columns
4. Add a few rows on top
5. Add a row on the side
6. Add Total Column
7. Add Total Row
8. Title the data and worksheet 2017 Cash Flow
9. Put in Totals
10. Make the digits money



	A	B	C	D	E	F
1						
2		2017 Cash Flow				
3						
4		Quarter	France	Germany	Spain	Total
5		Q1	\$ 55,000.00	\$ 300,000.00	\$ 45,000.00	\$ 400,000.00
6		Q2	\$ 175,000.00	\$ 125,000.00	\$ 25,000.00	\$ 325,000.00
7		Q3	\$ 25,000.00	\$ 275,000.00	\$ 75,000.00	\$ 375,000.00
8		Q4	\$ 145,000.00	\$ -	\$ 155,000.00	\$ 300,000.00
9		Total	\$ 400,000.00	\$ 700,000.00	\$ 300,000.00	\$ 1,400,000.00
10						
11						

You can add sparklines to the totals to see how the company is doing by Quarter or by Country:



You will have to create a new set of sparklines for quarters – but then you can copy all using autofill

Now, by some fluke, 2018, and 2019 numbers are the same. Copy the sheet twice to make 2018 and 2019.

Now, change the tab colors. Make the tab for 2018 Maroon and 2019 Gold.

With this data – we would like to create a page to sum up all of the previous pages. Call this total cash flow summary.

Use the function button to find the sum function.



Then select the information from the previous tabs.

The screenshot shows an Excel spreadsheet with a table titled 'Total Cash Flow Summary'. The table has columns for 'Quarter', 'France', and 'Germany'. The rows are 'Q1', 'Q2', 'Q3', 'Q4', and 'Total'. The cell 'Flow!C5' is selected in the 'France' column for 'Q1'.

Overlaid on the spreadsheet is the 'Function Arguments' dialog box for the SUM function. The dialog shows the following arguments:

Argument	Value	Result
Number1	'2017 Cash Flow'!C5	= 55000
Number2	'2018 Cash Flow'!C5	= 55000
Number3	'2019 Cash Flow'!C5	= 55000
Number4		= number
Number5		= number
		= 165000

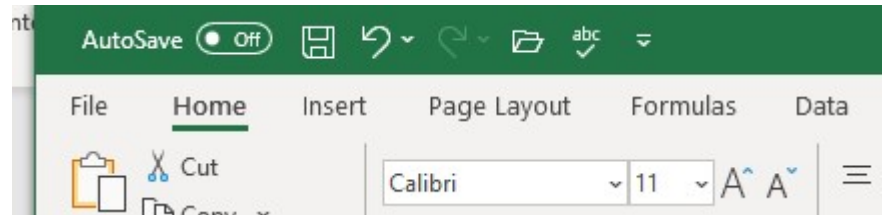
The dialog also includes a description: 'Adds all the numbers in a range of cells.' and a note: 'Number4: number1,number2,... are 1 to 255 numbers to sum. Logical values and text are ignored in cells, included if typed as arguments.'

The 'Formula result' is shown as '\$ 165,000.00'.

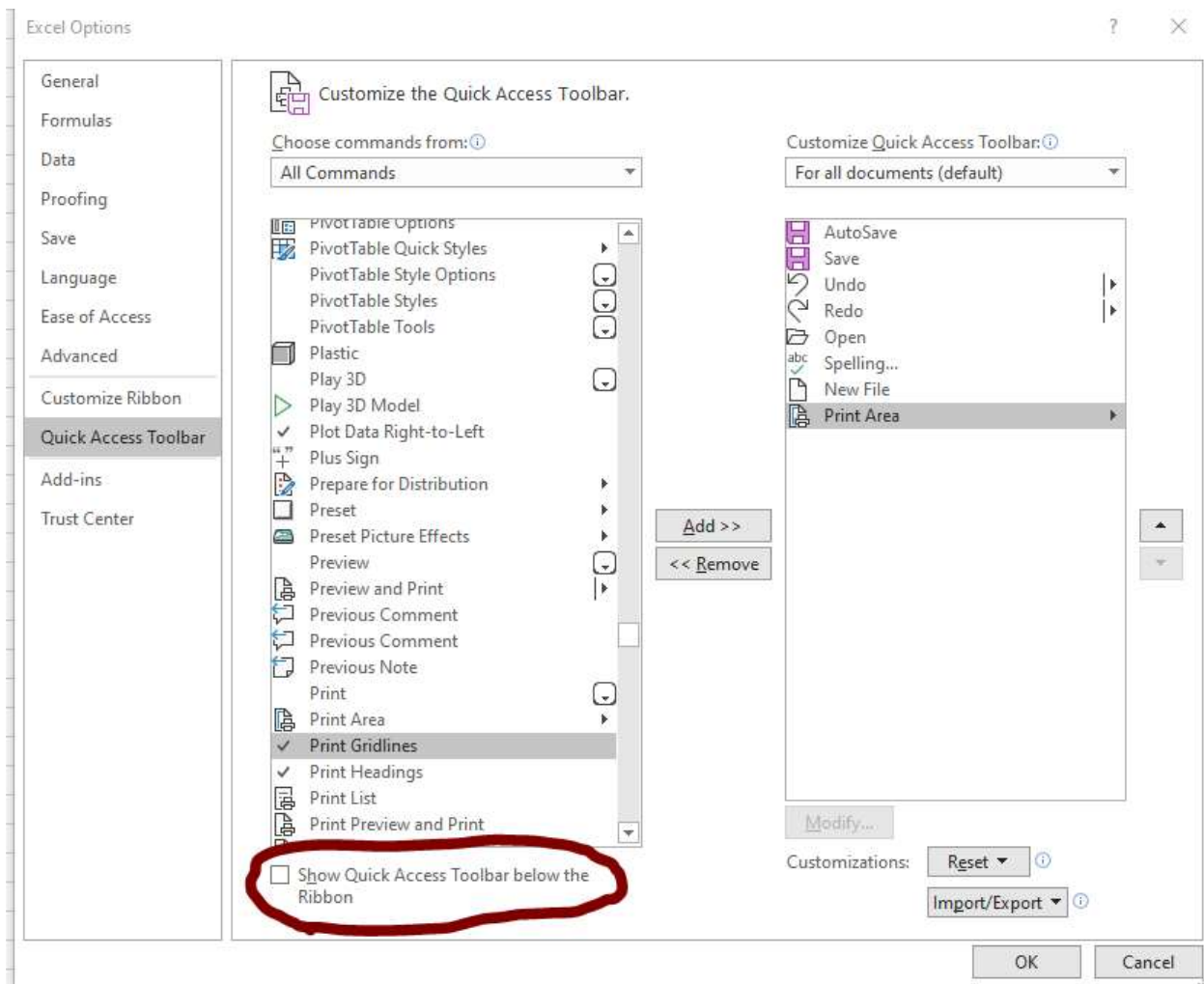
Copy and paste to the rest of the sheet. Change Germany's numbers over the years and make sure the total changes on the cash flow summary.

Quick Access Toolbar

Add frequently used
commands that may be
more difficult to get to like
New and Print Area.



The ribbon doesn't need to be at the top of the window, either....



Speaking of Printing – we can also set up our headers and footers.



Total Cash Flow Summary

Quarter	France	Germany	Spain	Total	
Q1	\$ 165,000.00	\$ 900,000.00	\$ 135,000.00	\$ 1,200,000.00	^
Q2	\$ 525,000.00	\$ 375,000.00	\$ 75,000.00	\$ 975,000.00	^
Q3	\$ 75,000.00	\$ 825,000.00	\$ 225,000.00	\$ 1,125,000.00	^
Q4	\$ 435,000.00	\$ -	\$ 465,000.00	\$ 900,000.00	^
Total	\$ 1,200,000.00	\$ 2,100,000.00	\$ 900,000.00	\$ 4,200,000.00	^

Different Views

What we are used to viewing Excel in is the “Normal” view. But there is also the Page layout view and the Page break view.

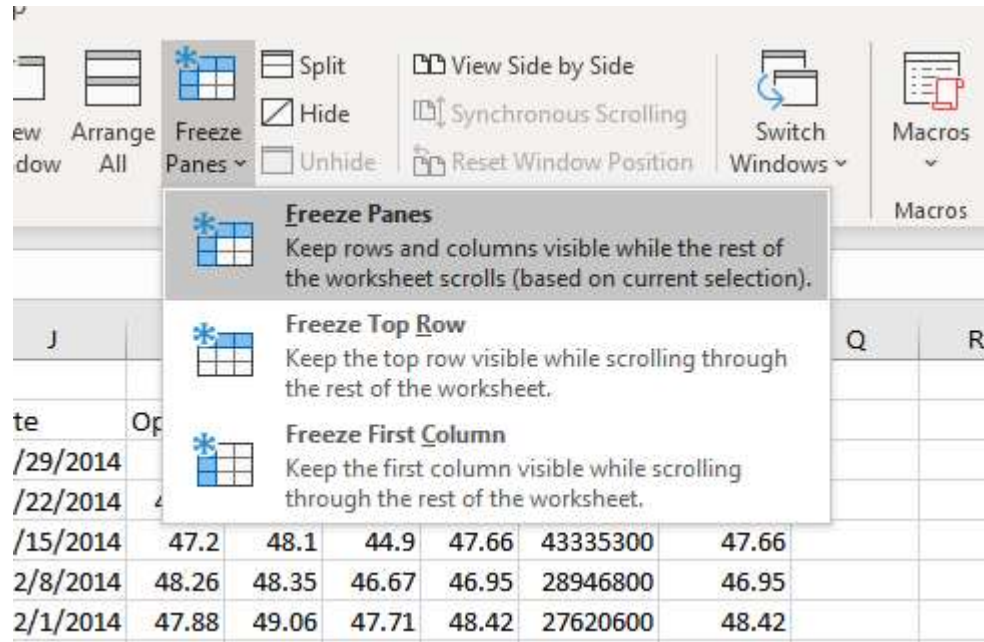


Dealing with lots of rows and columns

Go to the stocks tab

I'd like to see the titles and dates while moving down the page. Select on the first cell to the upper left to move and select freeze panes.

Unfreeze panes to get the data to move like before.



What if we want to see 4 different places of the spreadsheet at the same time?

Go to View->Split

Now, each quadrant of the screen can view a different part of the spreadsheet.

What about printing?

To print supporting content

1. On the Page Layout tab, in the Page Setup group, click Print Titles.
2. On the Sheet tab of the Page Setup dialog box, in the Print section, do any of the following:
 - Select the Gridlines check box to print the gridlines.
 - Select the Row and column headings check box to print the row numbers and column letters.
 - In the Comments list, click At end of sheet or As displayed on sheet to print cell comments in that location.
 - In the Cell errors as list, click displayed, --, or #N/A to print the errors as specified, or click <blank> to hide the errors.
3. Click Print Preview to review the results of your selections, Print to print the worksheet, or OK to save the selections and return to the worksheet.

Numbers and letters

Titles in worksheet content

Page Setup

Page Margins Header/Footer Sheet

Print area:

Print titles

Rows to repeat at top: \$2:\$2

Columns to repeat at left:

Print

☐ Gridlines

☐ Black and white

☐ Draft quality

☐ Row and column headings

Comments: (None)

Cell errors as: displayed

Page order

☒ Down, then over

☐ Over, then down

Print... Print Preview Options...

OK Cancel

Hyperlinks

With all this stock data, let's make it easy to jump to 2005 and 2010. Go to the first entries for 2005 and 2010 and name them accordingly.

Create two cells – one that says 2005 and one that says 2010.

Over 2005, use command Ctrl+K to make a hyperlink and then select places in this document.

Insert Hyperlink

Link to:

Text to display: <<Selection in Document>>

Type the cell reference:

A1

Or select a place in this document:

Cell Reference

- '2017 Cash Flow'
- '2018 Cash Flow'
- '2019 Cash Flow'
- 'Total Cash Flow Summary'
- stocks
- January2005
- January2010

Defined Names

January2005

January2010

OK Cancel

Inspect a workbook for hidden properties or personal information

Excel includes three tools that you can use to inspect a workbook for possible problems before you distribute it electronically (as a file): the Document Inspector, the Accessibility Checker, and the Compatibility Checker.

The Document Inspector checks for content and information that you might not want to share with readers, such as:

- Information that identifies the document authors
- Comments and ink annotations
- Worksheets, rows, columns and names that are hidden; PivotTables, PivotCharts, cube formulas, slicers, and timelines that might include data that isn't visible; embedded data, files, and file links; and objects that have been formatted as invisible
- Page headers and footers
- Content add-ins and Task Pane add-ins that are saved in the workbook

To get this, go to File->Info->Inspect Workbook.

