Unleash the Power of Excel

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Tables and Charts
Tables

What is it?
• A group of related data formatted in a table to make managing and analyzing data easier

How to do it:
• Highlight cells and/or range
• Click Insert tab
• Click Table
  • Where is data? (range of cells should already be highlighted for you)
  • Check that your data has headers
  • Can be filtered by clicking on dropdown arrow next to column name
  • Design table using Design tab under Table Tools
Tables and Charts

Outline

What is it?
• Add totals and subtotals to your table

How to do it:
• Highlight table (do not include header row if using titles)
• Click Data tab
• Click Subtitle in Outline area
  • At each change in: choose which column you want to the subtotal in
  • Choose function
  • Select which options you would like
Pivot Tables

What is it?
• Tables that can analyze large amounts of data using a variety of functions
• Summarize data without creating formulas

How to do it:
• Highlight cells and/or range
• Click Insert tab
• Click PivotTable
  • Where is data? (range of cells should already be highlighted for you)
  • Choose where you want to place data-new worksheet or existing
  • Design your PivotTable by dragging fields to the Pivot Fields area (filters, columns, rows, values)
  • Design table using Design tab under Table Tools
Charts

What is it?
• Information in the form of a graph or diagram

How to do it:
• Highlight cells and/or range
• Click Insert tab
• Click Recommended Charts or choose your chart
  • Choose chart
    • Click on plus sign next to chart to add additional elements
    • Click on paint brush to format chart and chart elements
• Edit and design chart using PivotChart Tools tab
Data in Excel
Remove Duplicates

What is it?
• Easily remove duplicates from your spreadsheet without going through all records

How to do it:
• Highlight cells and/or range
• Click Data tab
• Click Remove Duplicates in Data Tools area
  • Choose which fields have duplicate entries
• Excel will remove any duplicate records
Conditional Formatting

What is it?
• Allows you to format a cell based on specific criteria

How to do it:
• Highlight cells and/or range
• Click Home tab
• Click Conditional Formatting in Styles area
  • Choose criteria and format
Conditional Formatting-Custom

What is it?
• Allows you to create custom cell formats based on specific criteria

How to do it:
• Highlight cells and/or range
• Click Home tab
• Click Conditional Formatting in Styles area
  • Choose New Rule
Data

Goal Seek

What is it?
• Gives you the ability to work backwards to obtain an input that would provide a given output

How to do it:
• Highlight that contains the formula
• Click Home tab
• Click What-if in the Forecast area
  • Choose Goal Seek
    • Set Cell: will be filled in, if not, add the cell address that contains the formula
    • To Value: The value you want to achieve
    • By changing Cell: Click on or enter the cell address of the cell that contains the input value
Data Validation

What is it?
- Allows you to restrict what content can be entered in the cell

How to do it:
- Highlight the cells you want to restrict
- Click the Data tab
- Click Data Validation
  - Settings tab
    - Specify the type of content that can be entered in the cell
  - Input Message tab
    - Code message as to what should be entered in the cell
  - Error alert tab
    - Code alert message that will be shown if wrong content is entered into the cell.
Miscellaneous Features
SmartArt Graphics

What is it?
• Graphic representation to easily communicate your ideas or messages

How to do it:
• Click on Insert tab
• Choose SmartArt
• From left menu, choose the type of subject you want to represent
• Choose SmartArt
• Edit graphic to represent your information
SparkLines

What is it?
• Tiny chart in cell that provides a visual representation of data

How to do it:
• Place your cursor in the cell you want the SparkLine
• Click the Insert tab
• Choose Sparkline type from Sparklines area
  • Select the range of the cells to be included in the SparkLine
  • Choose location of Sparkline (this may already be filled in)
Screen Shot

What is it?
• Quickly add a screen shot of any window open on your desktop

How to do it:
• Click on Insert tab
• Choose Screen Shot from Illustrations area
• Choose the window you want to add or choose Screen Clippings to cut out a portion of the open window
• Google – search for task you want to accomplish
• YouTube-search for tasks and video tutorials
• Microsoft Office videos and tutorials, [https://support.office.com](https://support.office.com)
• Technology and software forums
Questions?

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