

Unleash the Power of Excel

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Tables and Charts



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



Tables and Charts

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



Tables and Charts

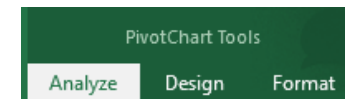
Charts

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

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



Miscellaneous

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)



Miscellaneous

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





Resources

- *Google – search for task you want to accomplish*
- YouTube-search for tasks and video tutorials
- Microsoft Office videos and tutorials,
<https://support.office.com>
- Technology and software forums





Questions?

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