***Intermediate Excel 2013***

**Exercise 1 - Creating a Workbook – After every line press the “Enter” key or arrow keys**

**Cell Type this data**A1 NPL-Intermediate Excel 2013

A3 Type your actual first and last name (example: “Nathan Smith”)

C5 Description

D5 Purchase Price

E5 Tax

F5 Total

C6 Laptop Computer

C7 Wireless Mouse

C8 Carrying Case

D6 1000

D7 30

D8 50

E6 =d6\*0.09

E7-E8 *Fill Down* <Note: “fill down” – will copy the formula to the next row changing the row number>

F6 =d6+e6

F7-F8 *Fill Down*

**Exercise 2 – Creating Totals using the SUM function**

**Cell Type this data**F9 =SUM(f6:f8)

**Excel Formulas**A formula is a set of mathematical instructions that can be used in Excel to perform calculations.  Formulas are started in the formula box with an = sign. An example: =d6+e6

**Calculations: = (begins formula) + (add) - (subtract) \* (multiply) / (divide)**

 **^ (raise to a power) Example: 4^2 (4\*4; answer 16)**

There are many elements to an Excel formula. To create a basic formula in Excel:

* Select the cell for the formula
* Type **=** (the equal sign) and theformula
* **<Note: Formulas follow the rules of algebra>**
* Click Enter
* Some simple examples are on the next page



**Calculate with Functions -** A function is a built in formula in Excel.  A function has a name and arguments (the mathematical function) in parentheses.  Common functions in Excel:

**Sum**:  Adds all cells in the argument
**Average**:  Calculates the average of the cells in the argument
**Min**:  Finds the minimum value
**Max**:  Finds the maximum value
**Count**: Finds the number of cells that contain a numerical value within a range of the argument

Cell F9 contains the SUM function: **=SUM(F6:F8)**

**“SUM” –** name of the function

**(F6:F8) –** this is called the **range**; starting cell is F6, ending cell is F8 (meaning add cells F6+F7+F8

**Exercise 3 - Inserting row – Do the following**

* **After row 7, insert:**
* **In cell C8: Software**
* **In cell D8: 100**

**Exercise 4 – Inserting a pie chart**

* Select cells C5 to D9
* Click “Insert” tab on the Ribbon
* In “charts” group, select “Pie”
* Select “Pie in 3-D”

**Exercise 5 – Changing chart type**

* Click inside the white area inside chart
* In “charts” group, select “Column”
* Select “2-D Clustered column”

**Exercise 6 – Validating formulas and functions**

* Click the “Formulas” tab on the Ribbon
* Click in “Formula Auditing” group, select “Show Formulas”

**Exercise 7 - Set Page Margins and Page Breaks**:

* Click the **Margins** button on the **Page Layout** tab, then Select one of the choices, or



* Click **Custom Margins**
* Complete the boxes to set margins, then Click **OK**



**Inserting a page break**

* Select the worksheet that you want to modify.
* On the View tab, in the Workbook Views group, click Page Break Preview.



* TIP   You can also click Page Break Preview on the status bar. (bottom of screen)
* NOTE   If you get the Welcome to Page Break Preview dialog box, click OK. To not see this dialog box every time you go to Page Break Preview view, select the Do not show this dialog again check box before you click OK.
* Do one of the following:
* To insert a horizontal page break, select the row below where you want to insert the page break.
* To insert a vertical page break, select the column to the right of where you want to insert the page break.
* On the Page Layout tab, in the Page Setup group, click Breaks.



* Click Insert Page Break.

**Exercise 8 – Set the Print Area**

On the worksheet, select the cells that you want to define as the print area.

On the Page Layout tab, in the Page Setup group, click Print Area, and then click Set Print Area.  NOTE   The print area that you set is saved when you save the workbook.

**Print a Range** - There may be times when you only want to print a portion of a worksheet.  This is easily done through the Print Range function.  To print a range:

* Select the area to be printed
* Click the Print Area button on the Page Layout tab
* Click Select Print Area



**Exercise 9 – Page numbering**

* Click “Page Layout” tab on the Ribbon
* Click in the bottom-right corner (diagonal arrow) of the “Page Setup” group
* In “Page Setup” menu, select the “Header/Footer” tab
* Click “Custom Footer”
* Insert “Page Number”, then Click “OK”, then “OK” again

**Exercise 10 – Excel Templates**

Microsoft **Templates** are canned worksheets that you can download and modify to meet your needs. Templates do most of the set-up and design work for you, so you can focus on your data. When you open Excel 2013, you’ll see templates for budgets, calendars, forms, and reports, and more.

Click the **“File”** tab, then click “**New”** along the left side of screen, then enter in search box: “**Budgets”.** Then choose a budget to download.



**Tip – Use *Google™,*** [**www.*youtube.com***](http://www.youtube.com)***, and*** [*www.gcflearnfree.org*](http://www.gcflearnfree.org) **for assistance at home**

For assistance with any Excel topic:

* In *Google*™ search box, type (example): ***Excel 2013 Tutorial “formulas”***
* In www.youtube.com search box, type (example): ***Excel 2013 Tutorial “formulas”***
* Here is an excellent tutorial website: [www.gcflearnfree.org](http://www.gcflearnfree.org)

Practice / Practice / Practice

The best way to retain what you learned today is to practice using Excel daily for the next several days.

Thank you for participating in Intermediate Excel 2013

Next Excel session: Advanced Excel 2013

Advanced Excel will cover: absolute addressing, IF function, conditional formatting, PMT function, goal seek, and much more.