
Excel Intermediate

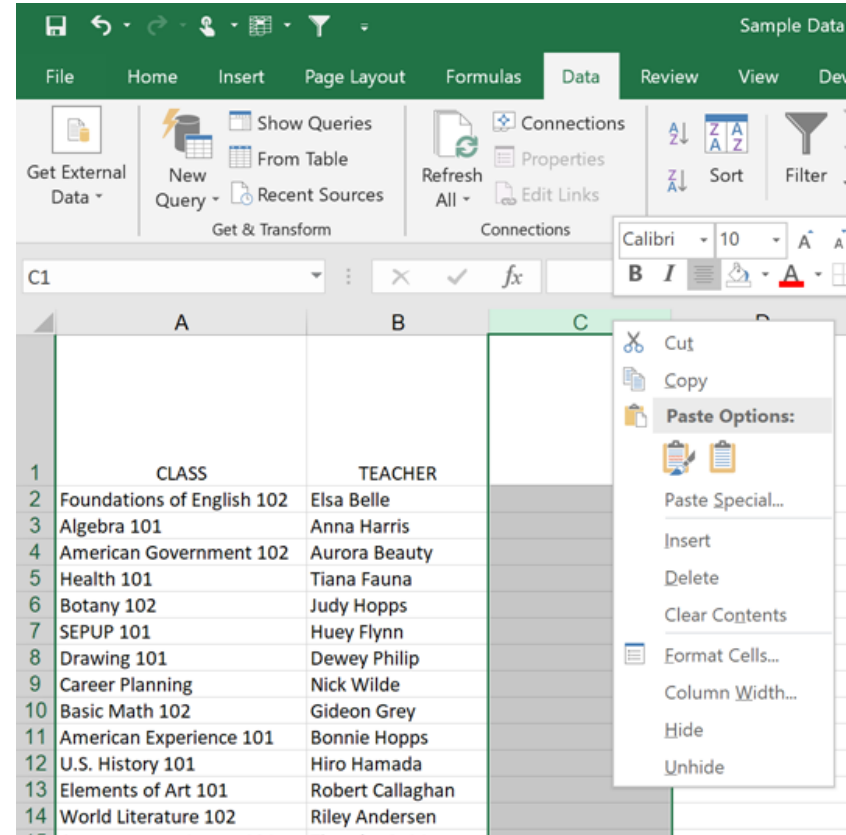
Presented by Jose Adorno

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Text To Columns

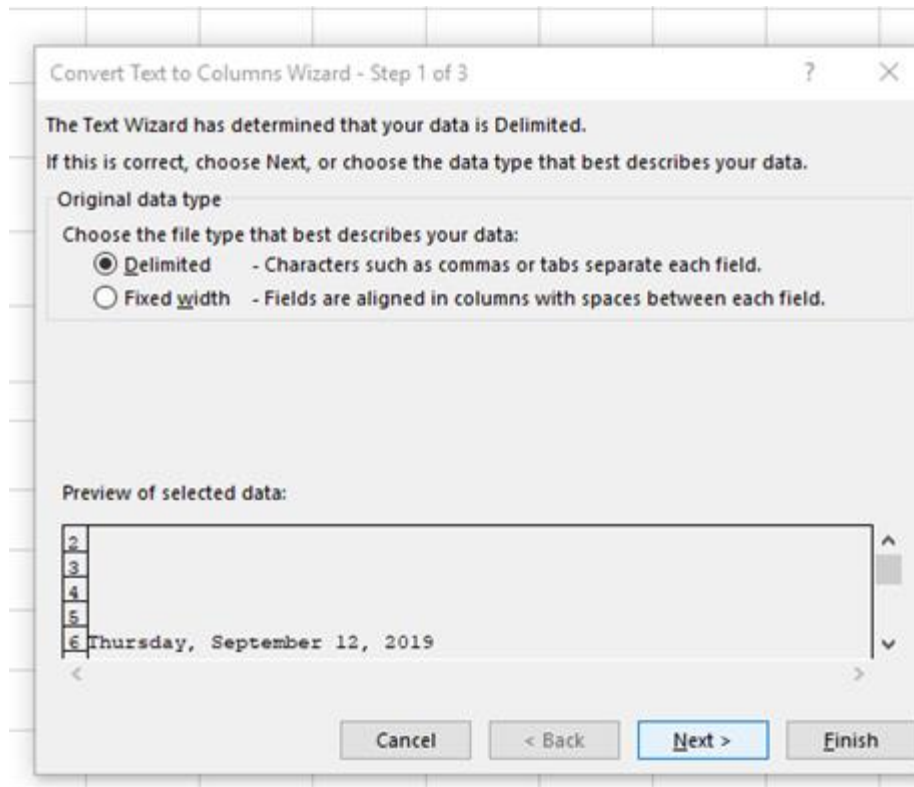
This feature is excellent if you are trying to break down data from one column into multiple columns (i.e. separate Full name to First and Last or separate a full address to street, city, state and zip code)

- Before you access this feature:
- Add columns next to the data you would like to split into columns (i.e. you would need 2 columns if you want first name and last name or 4 columns if you are separating a full address)
- To create a new column, right click on the Letter column (C) and select “Insert”
- Highlight the data to convert to columns



Text to Columns

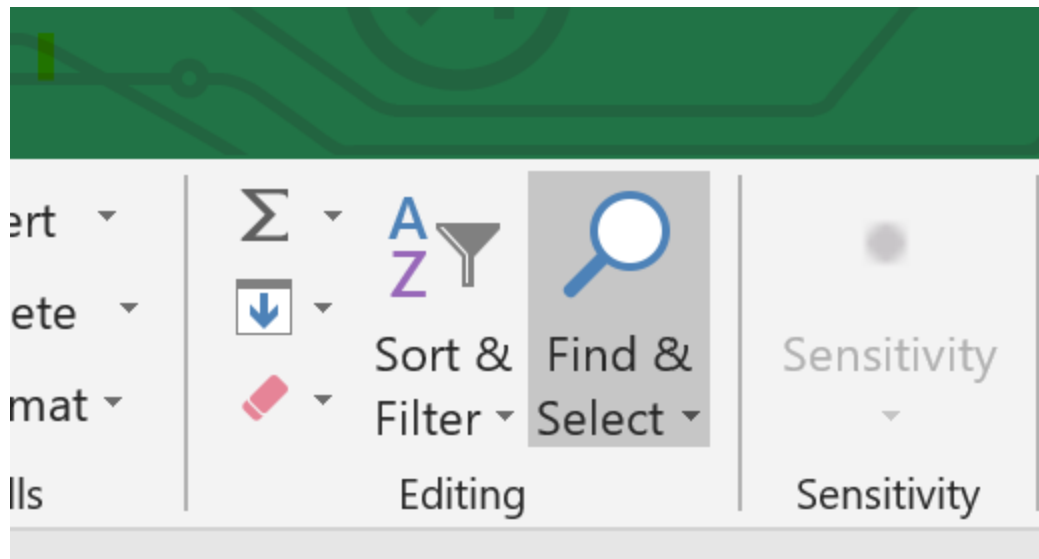
- Select the Delimited Function in the menu
- Click Next
- Select the Delimiter(s)
- Tab, Semicolon, comma, space, other
- Click the Finish Button
- Review your Split Columns



Find and Replace (F is for friend)

The Find feature is great when you do not need to filter or sort data. There are two ways to access the Find and Select tab:

- Click on the option under the Home ribbon
- Press the Ctrl and F keys simultaneously



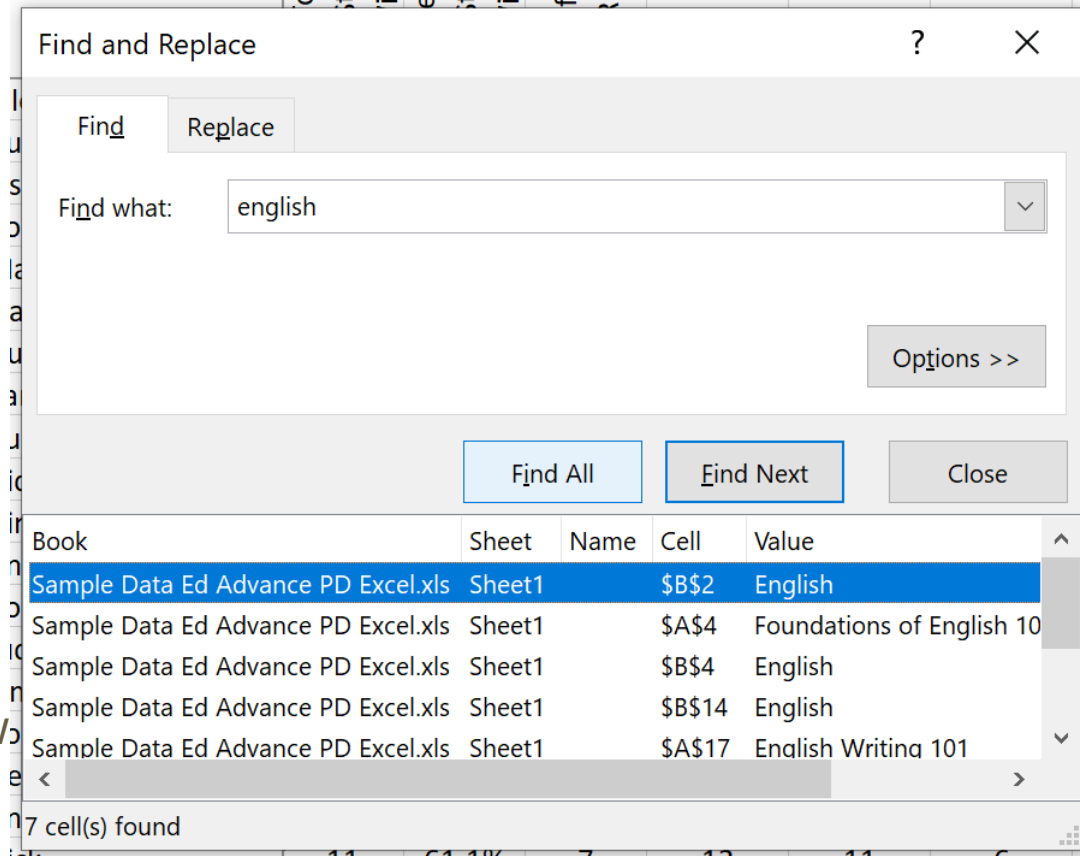
Find and Replace

You can type what value you are looking for in your table.

This feature highlights what it is able to find.

Find Next will highlight the next cell that contains the search criteria

Find All will list all findings below with the Cell number.



Find and Replace

Find Replace

Find what: english

Options >>

Find All Find Next Close

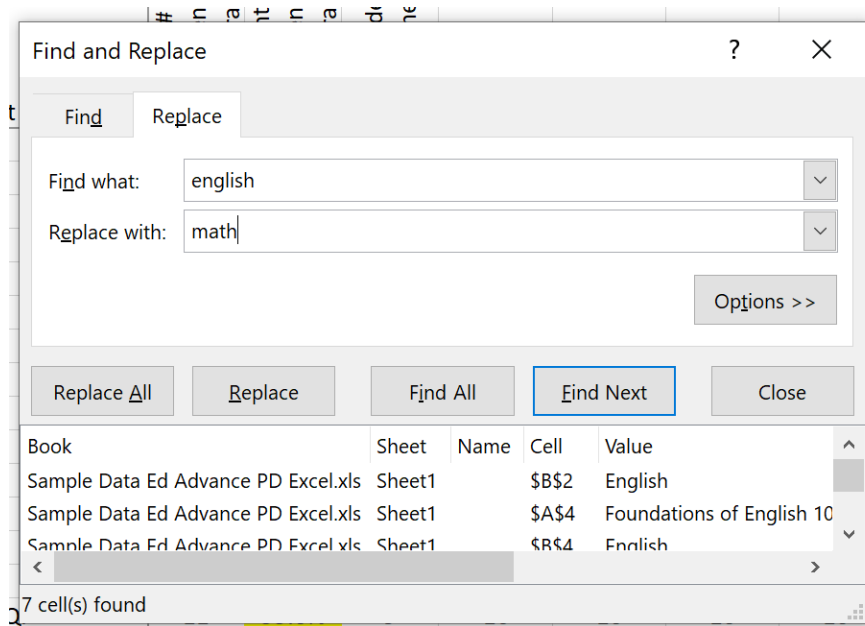
Book	Sheet	Name	Cell	Value
Sample Data Ed Advance PD Excel.xls	Sheet1		\$B\$2	English
Sample Data Ed Advance PD Excel.xls	Sheet1		\$A\$4	Foundations of English 10
Sample Data Ed Advance PD Excel.xls	Sheet1		\$B\$4	English
Sample Data Ed Advance PD Excel.xls	Sheet1		\$B\$14	English
Sample Data Ed Advance PD Excel.xls	Sheet1		\$A\$17	English Writing 101

7 cell(s) found

Replace

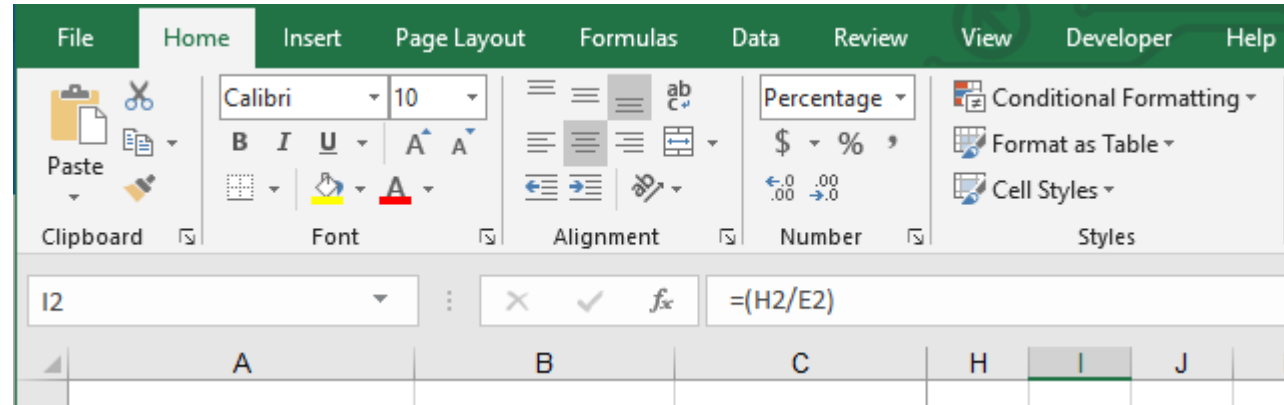
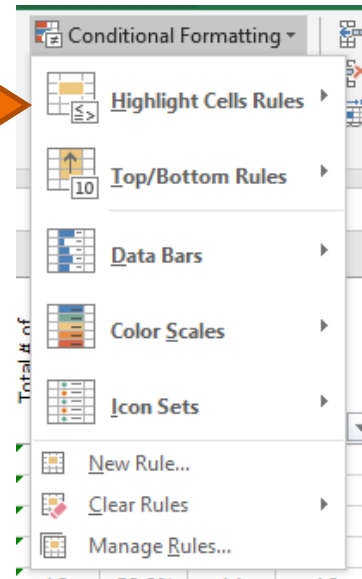
The Replace tab will change the criteria it finds with the replacement information entered:

To avoid changing the entire data, you can highlight the rows or columns you want to find and replace.



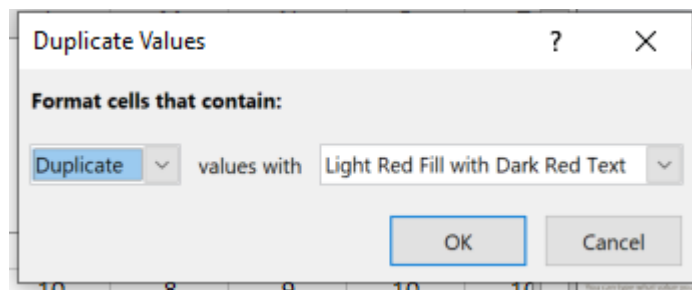
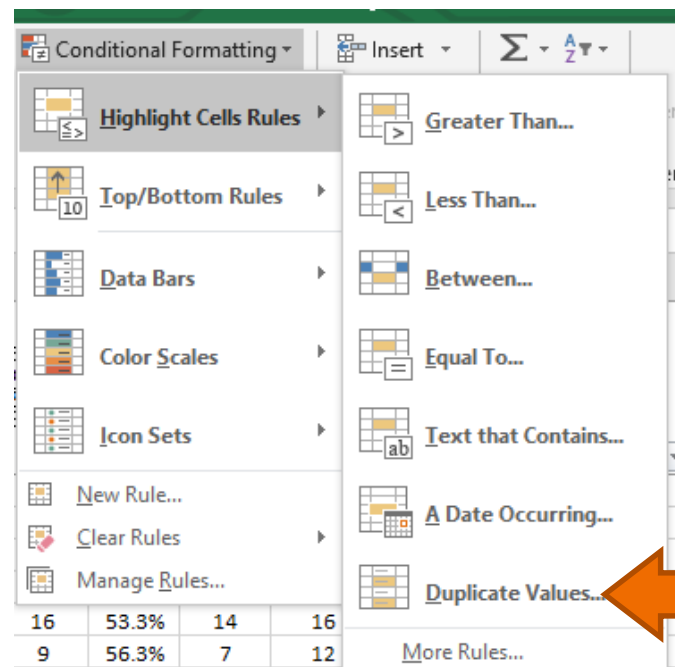
Conditional Formatting

You can add dynamic visual cues to identify patterns or data that meet specific criteria.

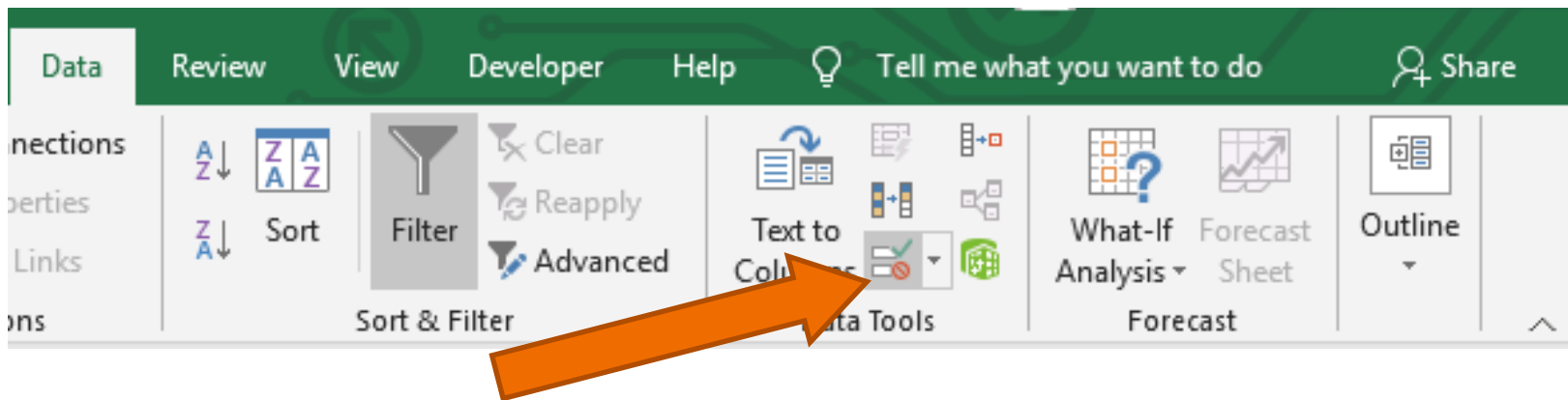


Duplicate Values

- Make sure you select the cells, columns or rows you would like to apply the conditional formatting
- Select “Highlight Cell Rules”
- Click on “Duplicate Values”
- Select how you would like to format the cells



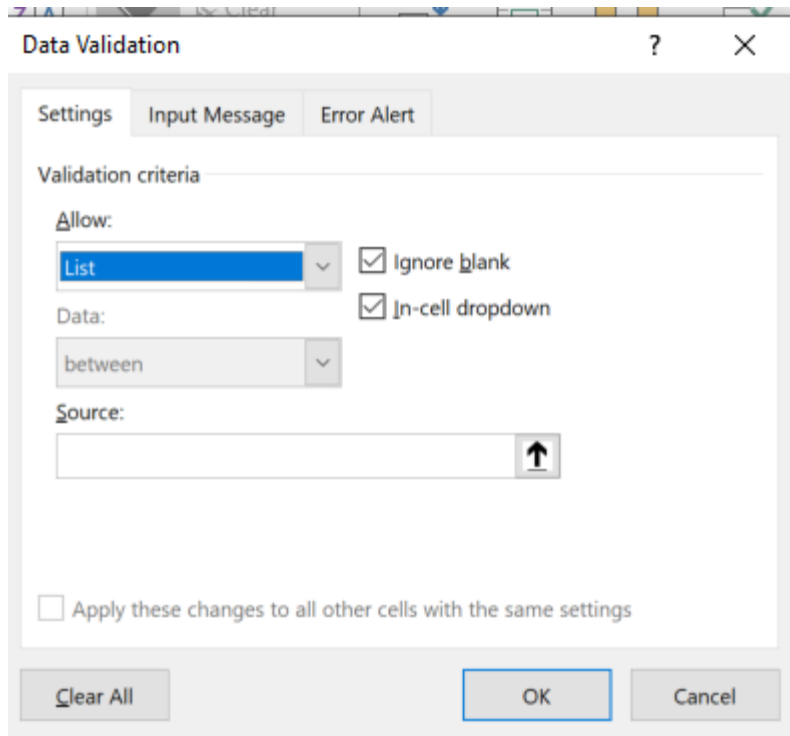
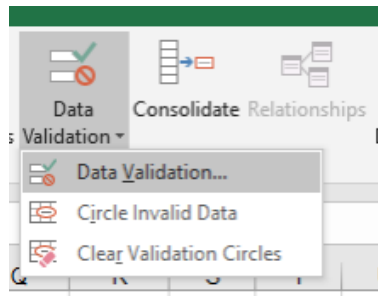
Data Validation



You can streamline what type of data can be stored in the selected cells. This is one of the best tools to keep data integrity in your workbooks.

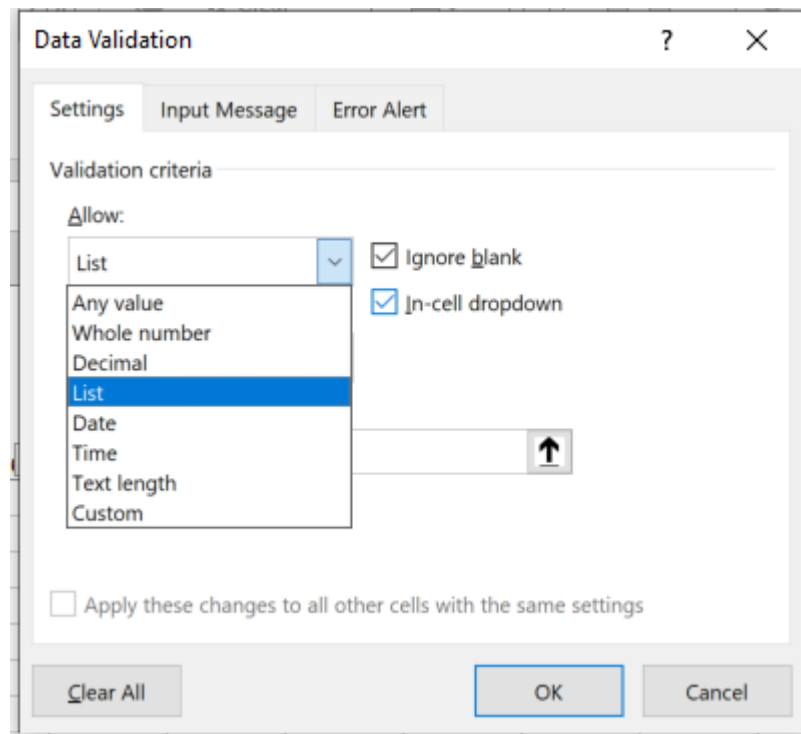
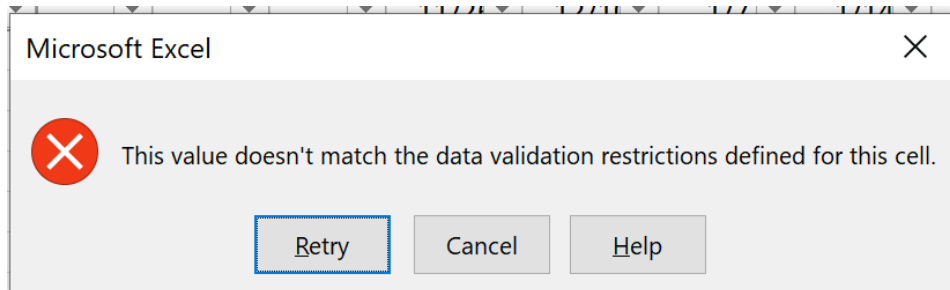
Data Validation – List Option

- Click on Data Validation
- Under Validation Criteria
 - Select “List” under allow
 - “Ignore blank” and “In-cell dropdown” checked
- Select the source. You can either:
 - type the options
 - Select the cells



Data Validation

You can also decide what type of data you would like in each cell. An error message will come up if it doesn't meet the criteria set.



Before Jumping in to Use Formulas

- All columns are labeled with letters
- All rows are labeled with numbers
- Each cell is labeled with a letter and a number

	A	B	C	D	E
1					
2		B3		C3	
3		B4		C4	D5
4					
5					
6					
7					
8					

Formulas Cheat Sheet

- = always use to start a formula (i.e. =A+B; =sum(A1,A3))
- () follows after the formula category/order of operations
(i.e.=count(B30:B45)*3)
- :
- \$ absolute. locks the cell in place
- " quotes the referenced sheet
- "" specifies the value in the formula
- *

Formulas We Will Explore...

- **SUM** add cells
- **SUMIF** adds cells that meet a criteria
- **COUNT** counts the number of cells
- **COUNTIF** counts the number of cells that meet a criteria
- Formulas with no specified functions

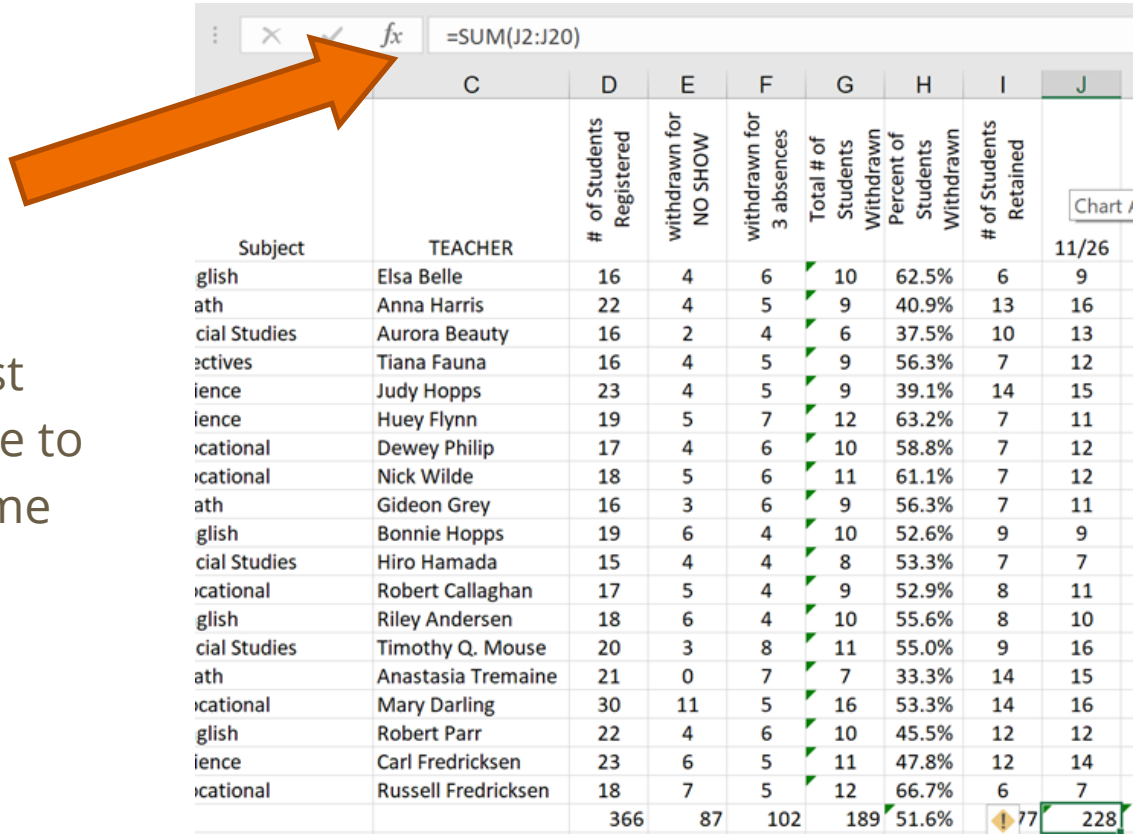
Formulas: SUM

Adds all cells within the parenthesis

You can use commas to list specific cells you would like to add that are not in the same column or row.

Example:

`=SUM(A3,C8,D17)`



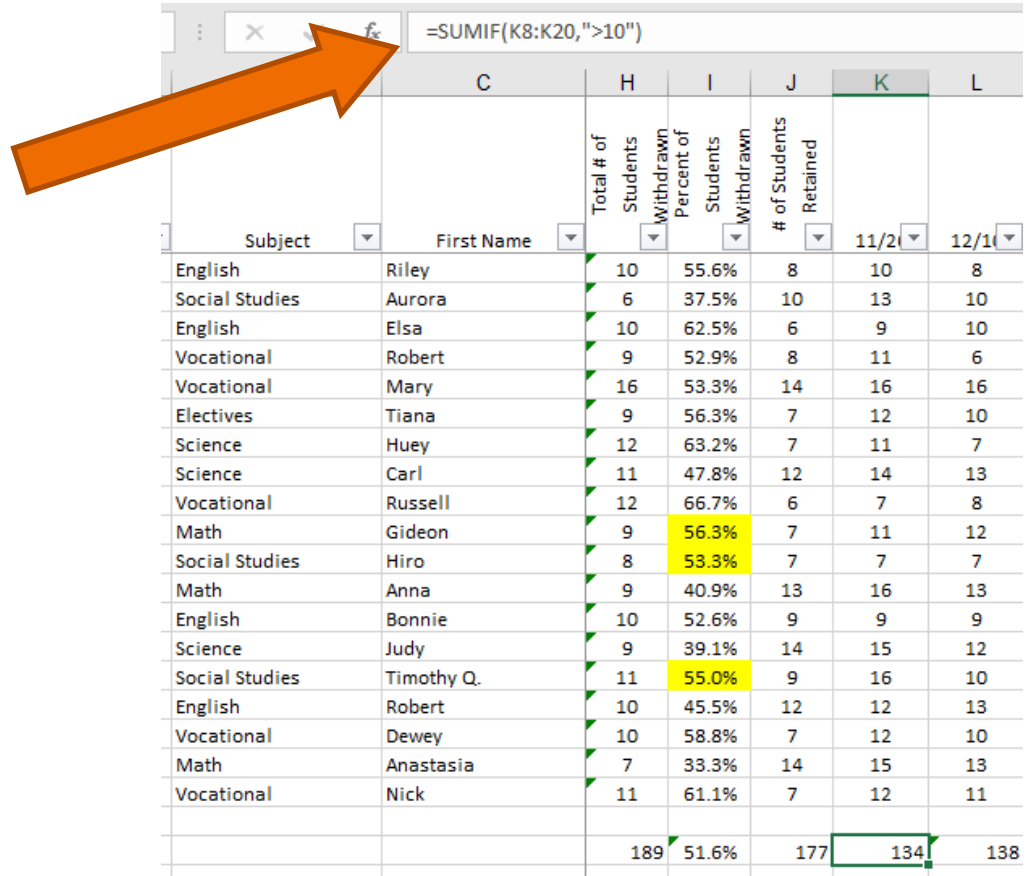
Subject	TEACHER	# of Students Registered	withdrawn for NO SHOW	withdrawn for 3 absences	Total # of Students	Percent of Students Withdrawn	# of Students Retained	11/26
glish	Elsa Belle	16	4	6	10	62.5%	6	9
ath	Anna Harris	22	4	5	9	40.9%	13	16
cial Studies	Aurora Beauty	16	2	4	6	37.5%	10	13
actives	Tiana Fauna	16	4	5	9	56.3%	7	12
ience	Judy Hopps	23	4	5	9	39.1%	14	15
ience	Huey Flynn	19	5	7	12	63.2%	7	11
icational	Dewey Philip	17	4	6	10	58.8%	7	12
icational	Nick Wilde	18	5	6	11	61.1%	7	12
ath	Gideon Grey	16	3	6	9	56.3%	7	11
glish	Bonnie Hopps	19	6	4	10	52.6%	9	9
cial Studies	Hiro Hamada	15	4	4	8	53.3%	7	7
icational	Robert Callaghan	17	5	4	9	52.9%	8	11
glish	Riley Andersen	18	6	4	10	55.6%	8	10
cial Studies	Timothy Q. Mouse	20	3	8	11	55.0%	9	16
ath	Anastasia Tremaine	21	0	7	7	33.3%	14	15
icational	Mary Darling	30	11	5	16	53.3%	14	16
glish	Robert Parr	22	4	6	10	45.5%	12	12
ience	Carl Fredricksen	23	6	5	11	47.8%	12	14
icational	Russell Fredricksen	18	7	5	12	66.7%	6	7
		366	87	102	189	51.6%	77	228

SUMIF

- SUMIF adds cells that meet a criteria

Example:

(i.e. =SUMIF(K8:K20,"<20")



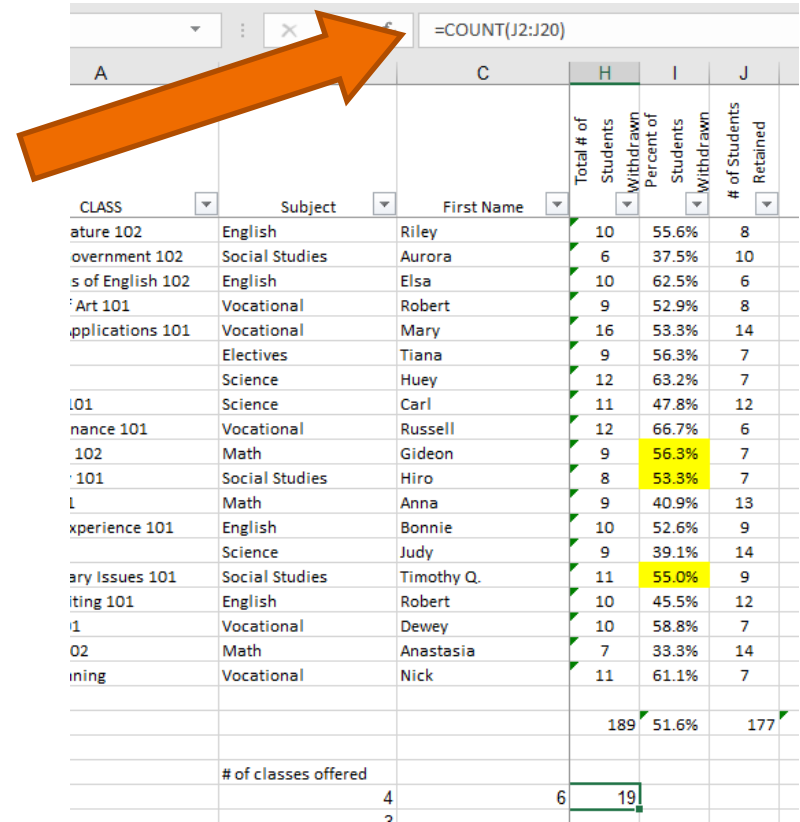
Subject	First Name	Total # of Students	Withdrawn Percent of Students	# of Students Retained	11/2	12/1
English	Riley	10	55.6%	8	10	8
Social Studies	Aurora	6	37.5%	10	13	10
English	Elsa	10	62.5%	6	9	10
Vocational	Robert	9	52.9%	8	11	6
Vocational	Mary	16	53.3%	14	16	16
Electives	Tiana	9	56.3%	7	12	10
Science	Huey	12	63.2%	7	11	7
Science	Carl	11	47.8%	12	14	13
Vocational	Russell	12	66.7%	6	7	8
Math	Gideon	9	56.3%	7	11	12
Social Studies	Hiro	8	53.3%	7	7	7
Math	Anna	9	40.9%	13	16	13
English	Bonnie	10	52.6%	9	9	9
Science	Judy	9	39.1%	14	15	12
Social Studies	Timothy Q.	11	55.0%	9	16	10
English	Robert	10	45.5%	12	12	13
Vocational	Dewey	10	58.8%	7	12	10
Math	Anastasia	7	33.3%	14	15	13
Vocational	Nick	11	61.1%	7	12	11
		189	51.6%	177	134	138

COUNT

- Counts the number of cells that are not blank

Example

`=COUNT(J2:J20)`



The screenshot shows an Excel spreadsheet with a data table. The formula bar at the top displays the formula `=COUNT(J2:J20)`, and an orange arrow points to it. The data table has the following columns: CLASS, Subject, First Name, Total # of Students, Percent of Students Withdrawn, and # of Students Retained. The data is as follows:

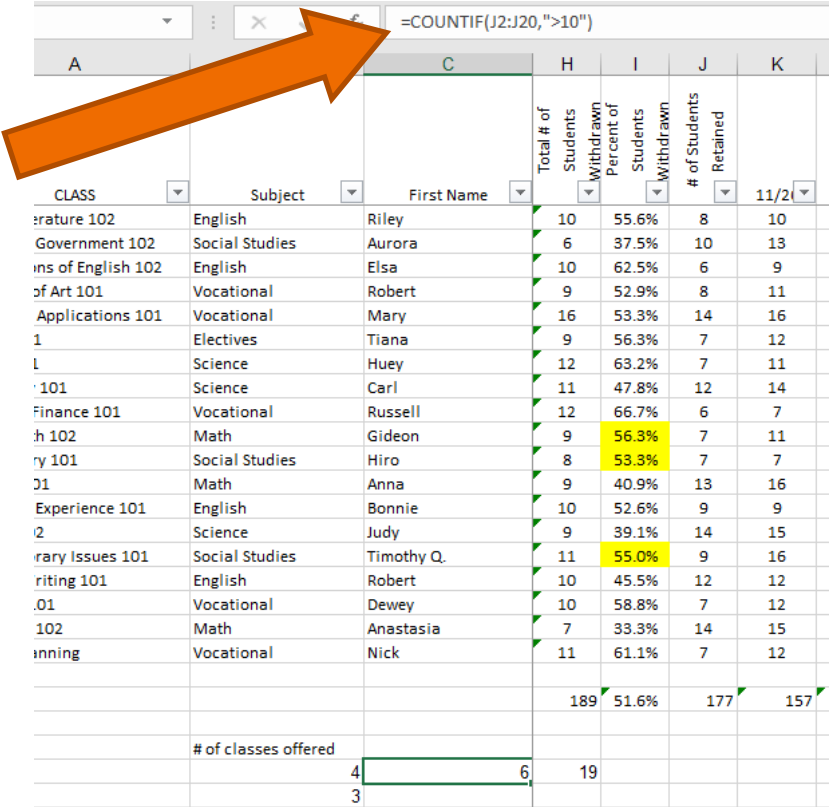
CLASS	Subject	First Name	Total # of Students	Percent of Students Withdrawn	# of Students Retained
ature 102	English	Riley	10	55.6%	8
overnment 102	Social Studies	Aurora	6	37.5%	10
s of English 102	English	Elsa	10	62.5%	6
Art 101	Vocational	Robert	9	52.9%	8
pplications 101	Vocational	Mary	16	53.3%	14
	Electives	Tiana	9	56.3%	7
	Science	Huey	12	63.2%	7
01	Science	Carl	11	47.8%	12
nance 101	Vocational	Russell	12	66.7%	6
102	Math	Gideon	9	56.3%	7
101	Social Studies	Hiro	8	53.3%	7
L	Math	Anna	9	40.9%	13
xperience 101	English	Bonnie	10	52.6%	9
	Science	Judy	9	39.1%	14
ary Issues 101	Social Studies	Timothy Q.	11	55.0%	9
iting 101	English	Robert	10	45.5%	12
1	Vocational	Dewey	10	58.8%	7
02	Math	Anastasia	7	33.3%	14
ining	Vocational	Nick	11	61.1%	7
			189	51.6%	177
	# of classes offered		6	19	

COUNTIF

- Counts the number of cells that meet a criteria.

Example:

=COUNTIF(J2:J20,">10")



The screenshot shows an Excel spreadsheet with a data table. The formula bar at the top displays the formula =COUNTIF(J2:J20,">10"). An orange arrow points from the formula bar to the cell in column C, row 4, which contains the value 6. The data table has columns for CLASS, Subject, First Name, Total # of Students, Withdrawn Percent of Students, # of Students Retained, and 11/2. The cell containing 6 is highlighted in green.

CLASS	Subject	First Name	Total # of Students	Withdrawn Percent of Students	# of Students Retained	11/2
Literature 102	English	Riley	10	55.6%	8	10
Government 102	Social Studies	Aurora	6	37.5%	10	13
History of English 102	English	Elsa	10	62.5%	6	9
Visual Art 101	Vocational	Robert	9	52.9%	8	11
Applications 101	Vocational	Mary	16	53.3%	14	16
1	Electives	Tiana	9	56.3%	7	12
L	Science	Huey	12	63.2%	7	11
101	Science	Carl	11	47.8%	12	14
Finance 101	Vocational	Russell	12	66.7%	6	7
h 102	Math	Gideon	9	56.3%	7	11
ry 101	Social Studies	Hiro	8	53.3%	7	7
01	Math	Anna	9	40.9%	13	16
Experience 101	English	Bonnie	10	52.6%	9	9
2	Science	Judy	9	39.1%	14	15
rary Issues 101	Social Studies	Timothy Q.	11	55.0%	9	16
riting 101	English	Robert	10	45.5%	12	12
.01	Vocational	Dewey	10	58.8%	7	12
102	Math	Anastasia	7	33.3%	14	15
inning	Vocational	Nick	11	61.1%	7	12
			189	51.6%	177	157
	# of classes offered					
	4	6	19			
	3					

Formulas with no function

There are multiple ways to calculate data using the Basic Operations:

- Addition
 - $= (A7 + B14)$
- Subtraction
 - $= (A3 - B3)$
- Multiplication
 - $= (B7 * C4)$
- Division
 - $= (C10 / C11)$

Formulas with no function

You can also combine them!

`=(K2+L3-K5)*L7/15`

You can use cells, numbers or a combination of the two!