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MS Office 2010-2013

Excel - Intermediate

Working with data



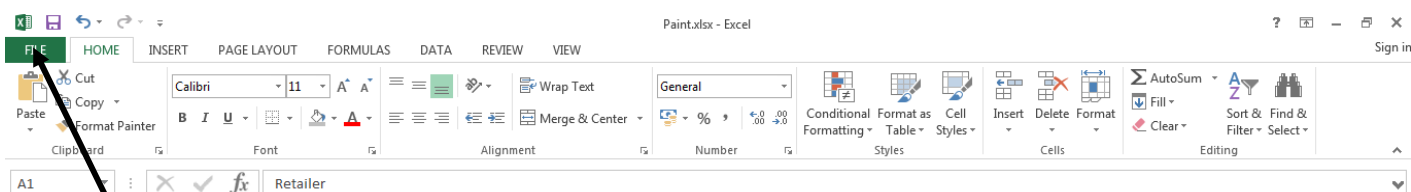
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Learning Guide

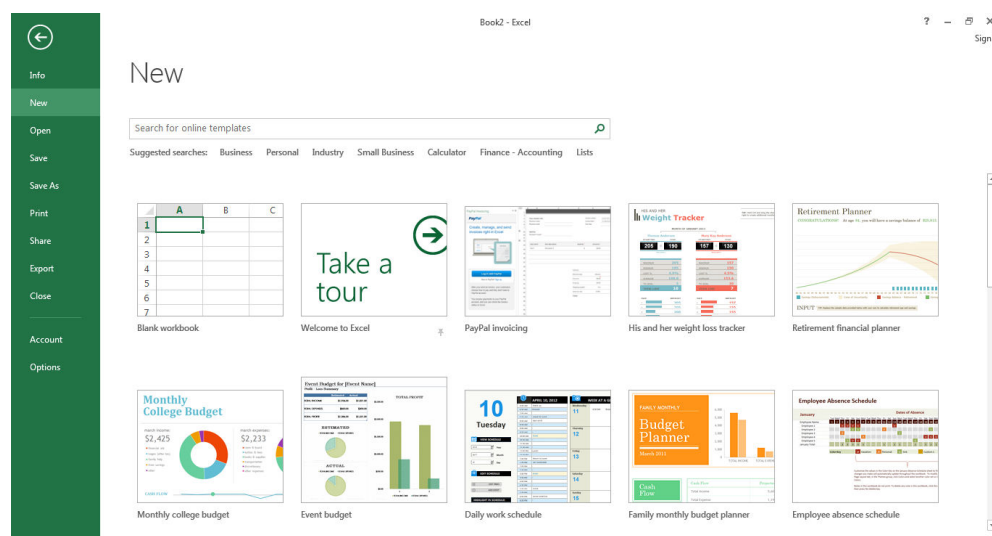
Excel 2010-2013 – Working with Data

Excel 2013 enhanced Menu ribbon gives more features than previous versions

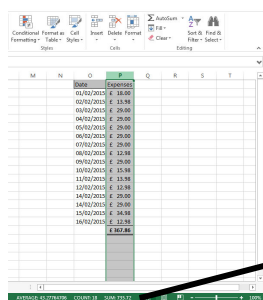


Click FILE tab to access professionally designed templates

Tip Many of the advanced options of earlier versions of Excel can be found here



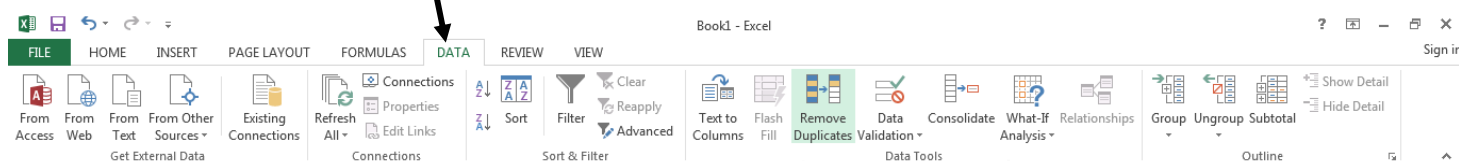
Quick view calculators:



Make use of Excel's quick calculators, highlight a column or row of data and Excel automatically gives you a summary of the data .



The DATA tab on the menu has Wizards to help you Import from other files, Sort and Filter data as well as Data editing tools like Grouping and adding Sub Totals



Tip: If you hover over an icon on the menu ribbon – a further help balloon will appear

Learning Guide



Remove duplicates quickly and easily with the Duplicate Wizard.

In the DATA tab highlight the data you want to examine and click Remove Duplicates

Remove Duplicates
Delete duplicate rows from a sheet.
You can pick which columns should be checked for duplicate information.

O	P
Date	Expenses
01/02/2015	£ 18.00
02/02/2015	£ 13.98
03/02/2015	£ 29.00
04/02/2015	£ 29.00
05/02/2015	£ 29.00
06/02/2015	£ 29.00
07/02/2015	£ 29.00
08/02/2015	£ 12.98
09/02/2015	£ 29.00
10/02/2015	£ 15.98
11/02/2015	£ 13.98
12/02/2015	£ 12.98
14/02/2015	£ 29.00
14/02/2015	£ 29.00
15/02/2015	£ 34.98
16/02/2015	£ 12.98
	£ 367.86

Define a Unique record

Remove Duplicates

To delete duplicate values, select one or more columns that contain duplicates.

My data has headers

Columns

- Date
- Expenses

O	P
Date	Expenses
01/02/2015	£ 18.00
02/02/2015	£ 13.98
03/02/2015	£ 29.00
04/02/2015	£ 29.00
05/02/2015	£ 29.00
06/02/2015	£ 29.00
07/02/2015	£ 29.00
08/02/2015	£ 12.98
09/02/2015	£ 29.00
10/02/2015	£ 15.98
11/02/2015	£ 13.98
12/02/2015	£ 12.98
14/02/2015	£ 29.00
15/02/2015	£ 34.98
16/02/2015	£ 12.98
	£ 338.86

Excel does the rest

Microsoft Excel

1 duplicate values found and removed; 17 unique values remain.

Access easy to use Function Wizards through the Function button

Insert Function

Search for a function: countif

Or select a category: Recommended

Select a function:

- COUNTIF
- COUNTA
- COUNT
- IF

COUNTIF(range,criteria)
Counts the number of cells within a range that meet the given condition.

Follow the Wizard

Function Arguments

COUNTIF

Range: H2:H9 = ("Monday";"Tuesday";"Wednesday";"T...

Criteria: Sunday =

Counts the number of cells within a range that meet the given condition.

Criteria is the condition in the form of a number, expression, or text that defines which cells will be counted.

Formula result = 0

[Help on this function](#)

H	I	J	K
Day	Expenses		
Monday	£3.94	2	
Tuesday	£12.00		
Wednesday	£11.99		

Book1 - Excel

FORMULAS | DATA | REVIEW | VIEW

fx Insert Function | AutoSum | Recently Used | Logical | Text | Date & Time | Lookup & Reference | Math & Trig | More Functions | Name Manager | Define Name | Use in Formula | Create from Selection | Defined Names | Trace Precedents | Trace Dependents | Remove Arrows | Show Formulas | Error Checking | Evaluate Formula | Formula Auditing | Watch Window | Calculation Options | Calculate Now | Calculate Sheet | Calculation

Tip: All of Excel's Functions are visible on the FORMULAS tab on the ribbon

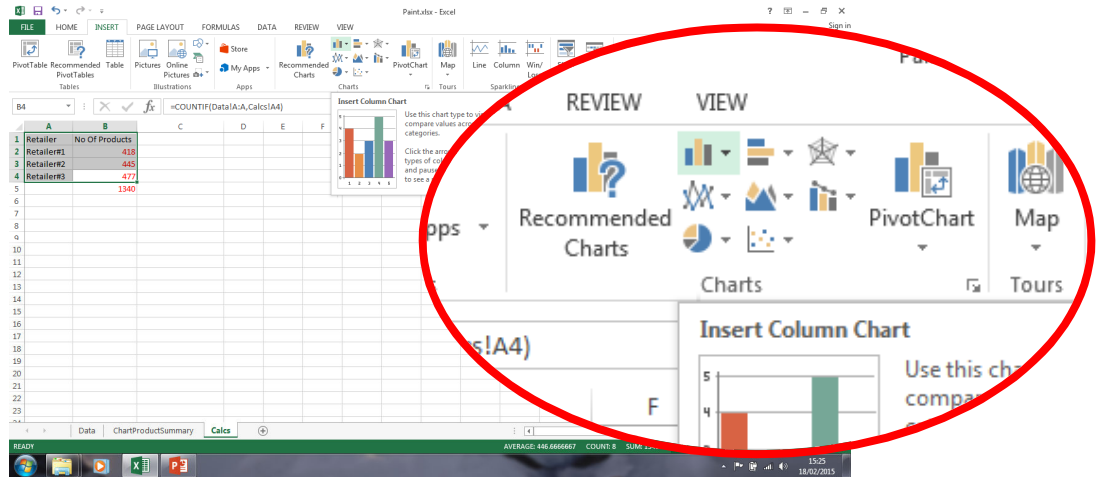
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Charts

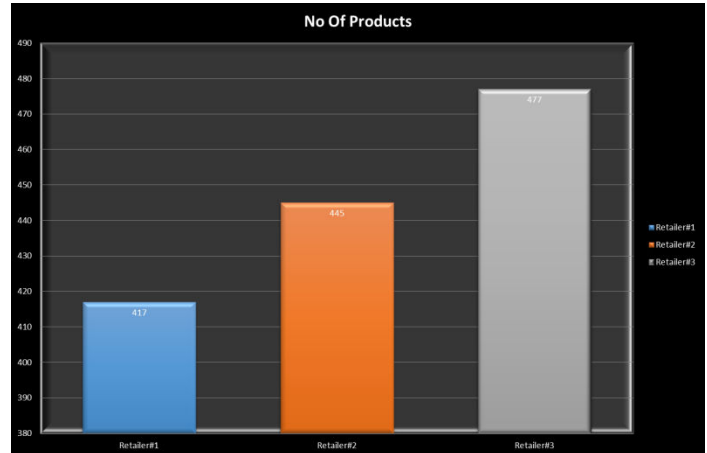
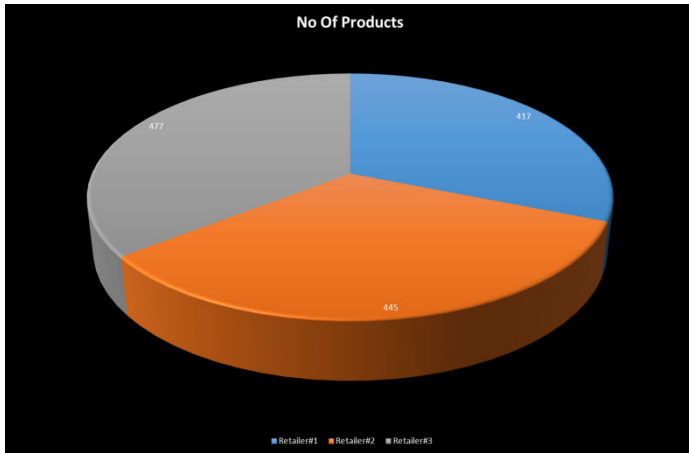
Use Excel to produce stunning Charts using the Chart Wizard.

Tip: To customise any chart, simply Right Click on a component within the chart to see the list of options available. In 2013 many options are available through the CHART DESIGN ribbon



Excel 2013 comes with numerous Chart templates.

- Click on your chart and select your preferred style from the templates found in the DESIGN tab

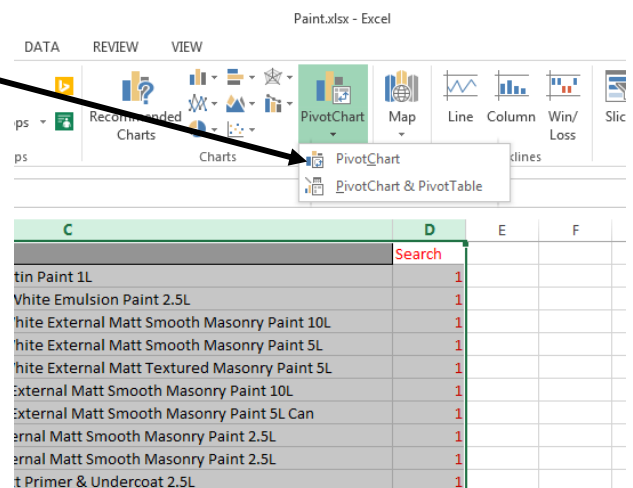


Tip: To produce a Chart from line level data without the need to create a summary table, click on the Pivot Chart option within the CHART ribbon

Charts in Excel 2013 include:

1. Column Charts
2. Bar Charts
3. Pie Charts
4. Line Charts
5. Area Charts
6. XY Scatter
7. Stock Charts
8. Surface Charts
9. Radar Charts
10. Combination charts

Most 2D charts allow for multiple axes and all the charts are available in 3D



Tip: Charts can be exported either as PDF's, pictures or Excel Charts