

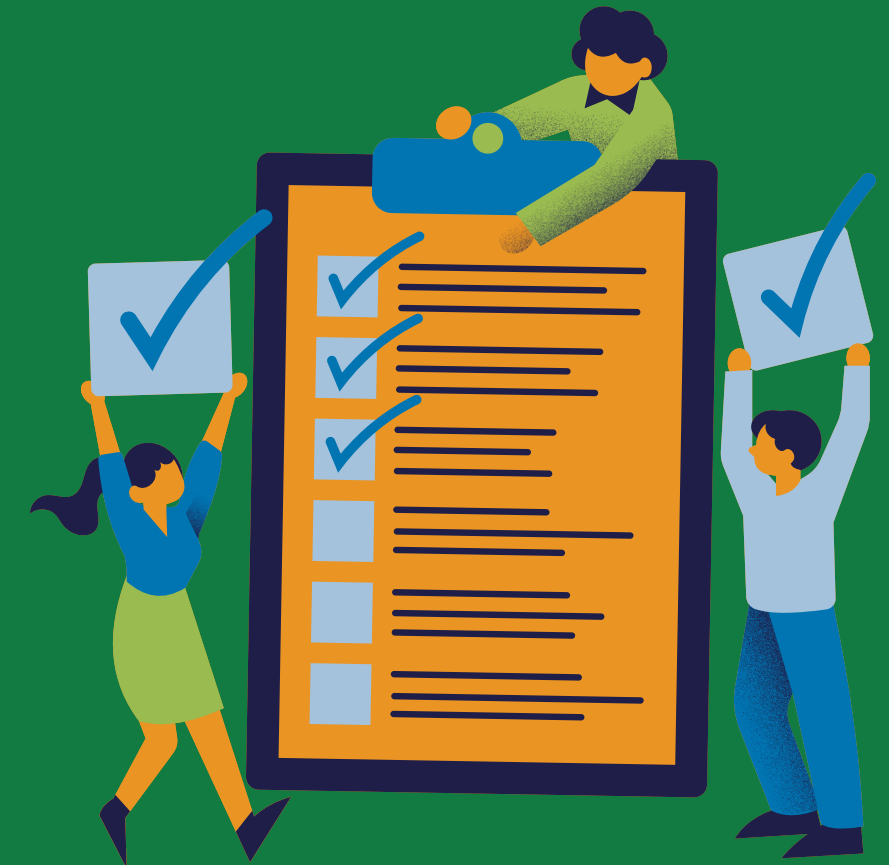
Welcome!

We'll begin shortly

X

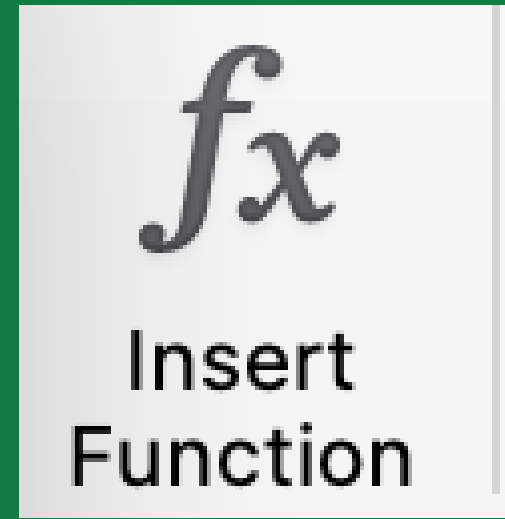


CHECK-IN QUESTIONS

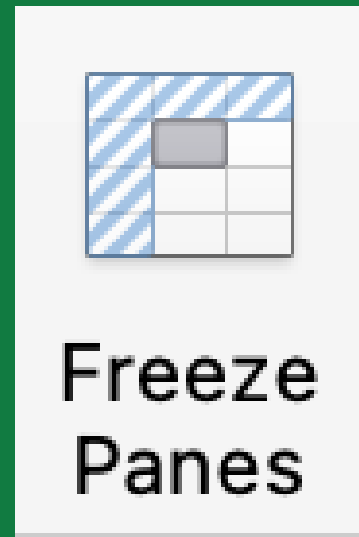


1 Σ

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Session Goals



Review common and creative uses for excel

Define foundational excel terms

Identify some helpful functions and formulas; including potential short cuts to save you time

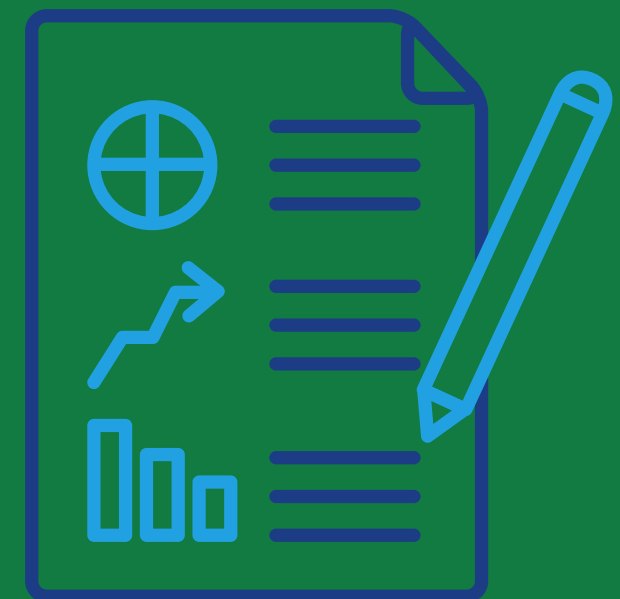
Illustrate some fun and easy ways to get more use out of using excel

Common Uses

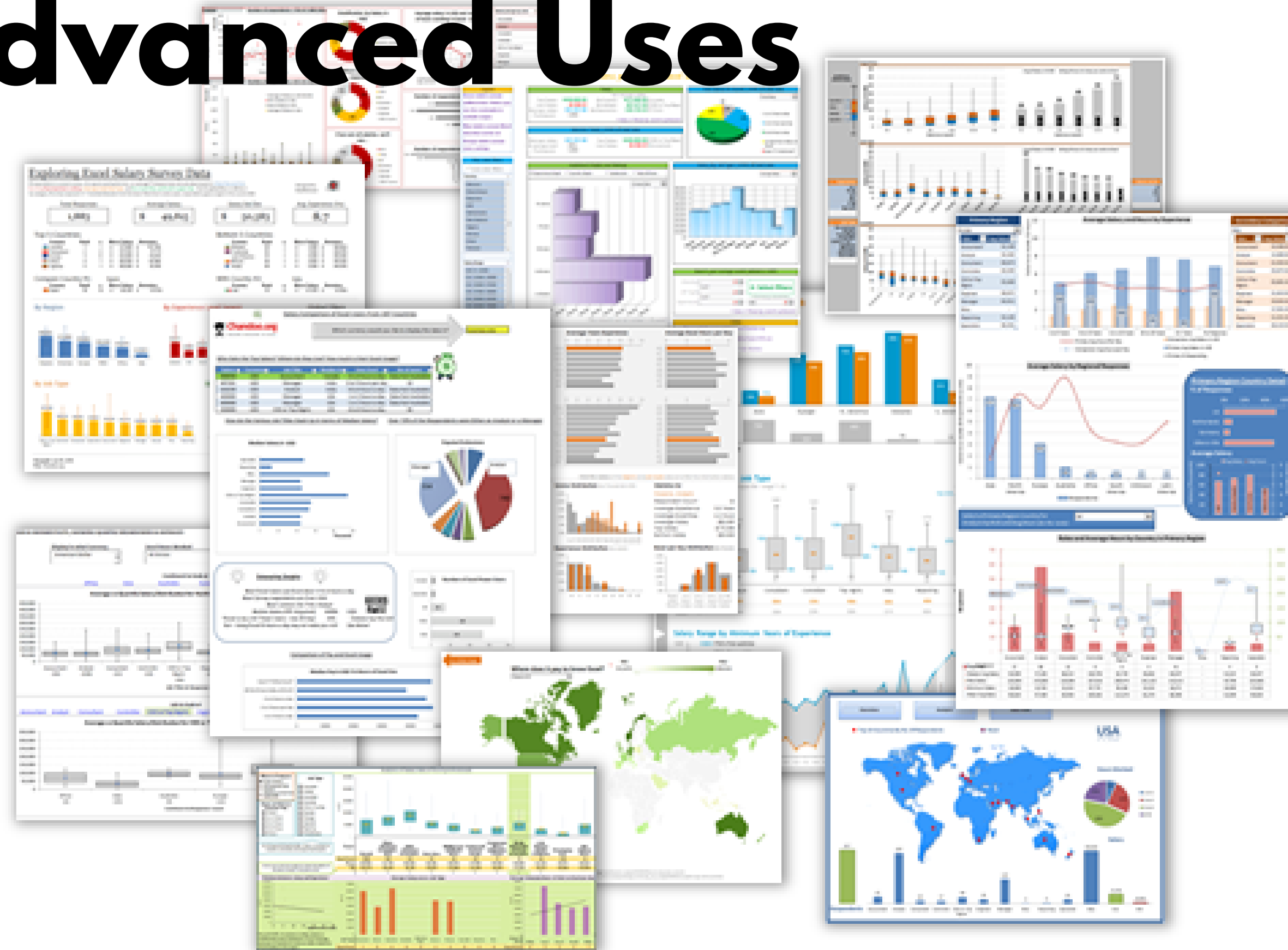
- Information Management
- Time Management
- Budget Management & Finance Tracking
- Data Analysis
- Data Visualization
- Expense Management
- Quick Calculations

Creative (& Personal) Uses

- Meal/Grocery Planning
- Goal Planning & Tracking Progress
- Personal Finance Tracking



Advanced Uses

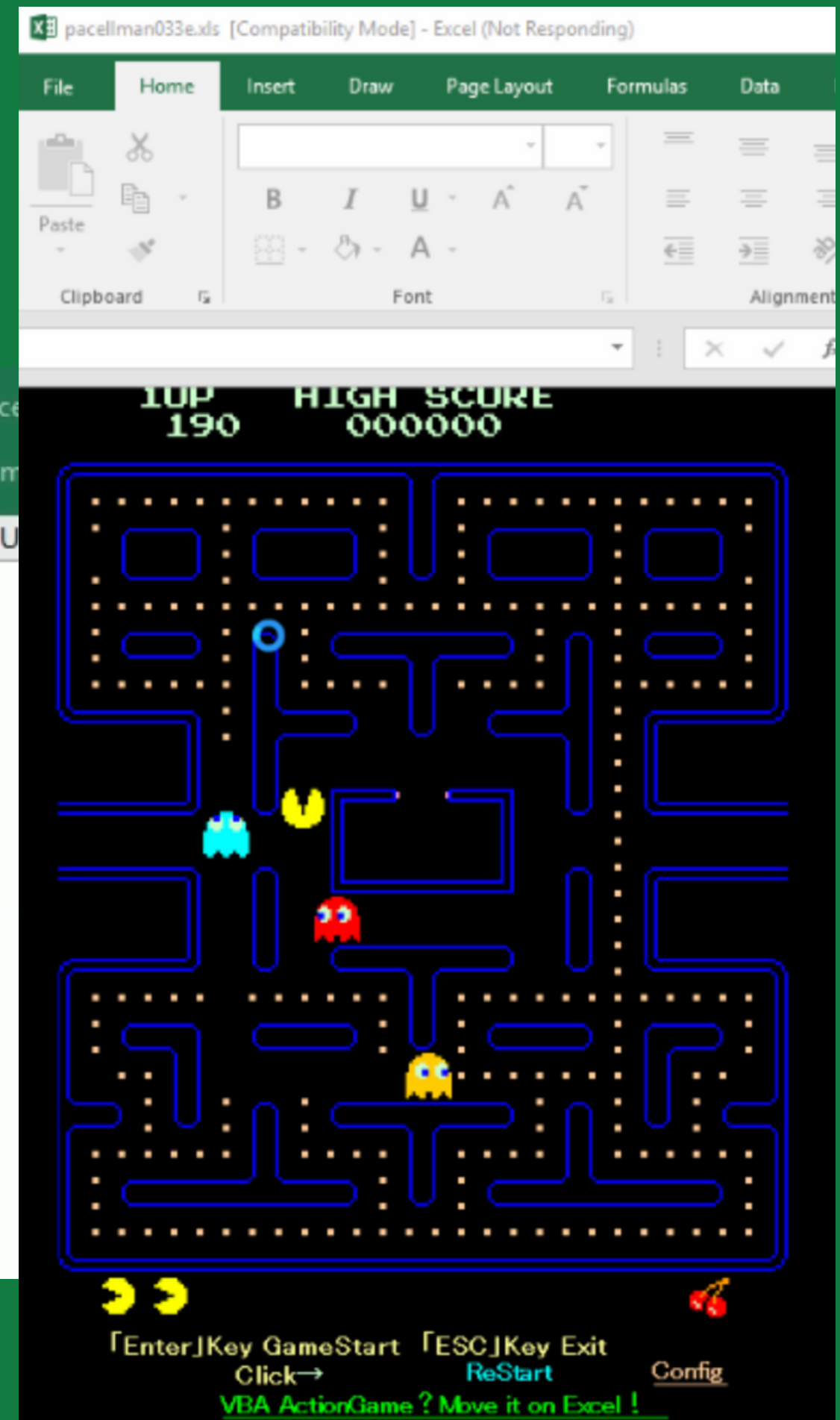


Creative Uses

Sudoku examples.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Most difficult Sudoku 1											Most difficult Sudoku 2									
2																					
3	8																				
4			3	6				2													
5		7			9																
6		5				7															
7					4	5	7														
8				1						3											
9			1							6	8										
10			8	5						1											
11		9						4													
12																					



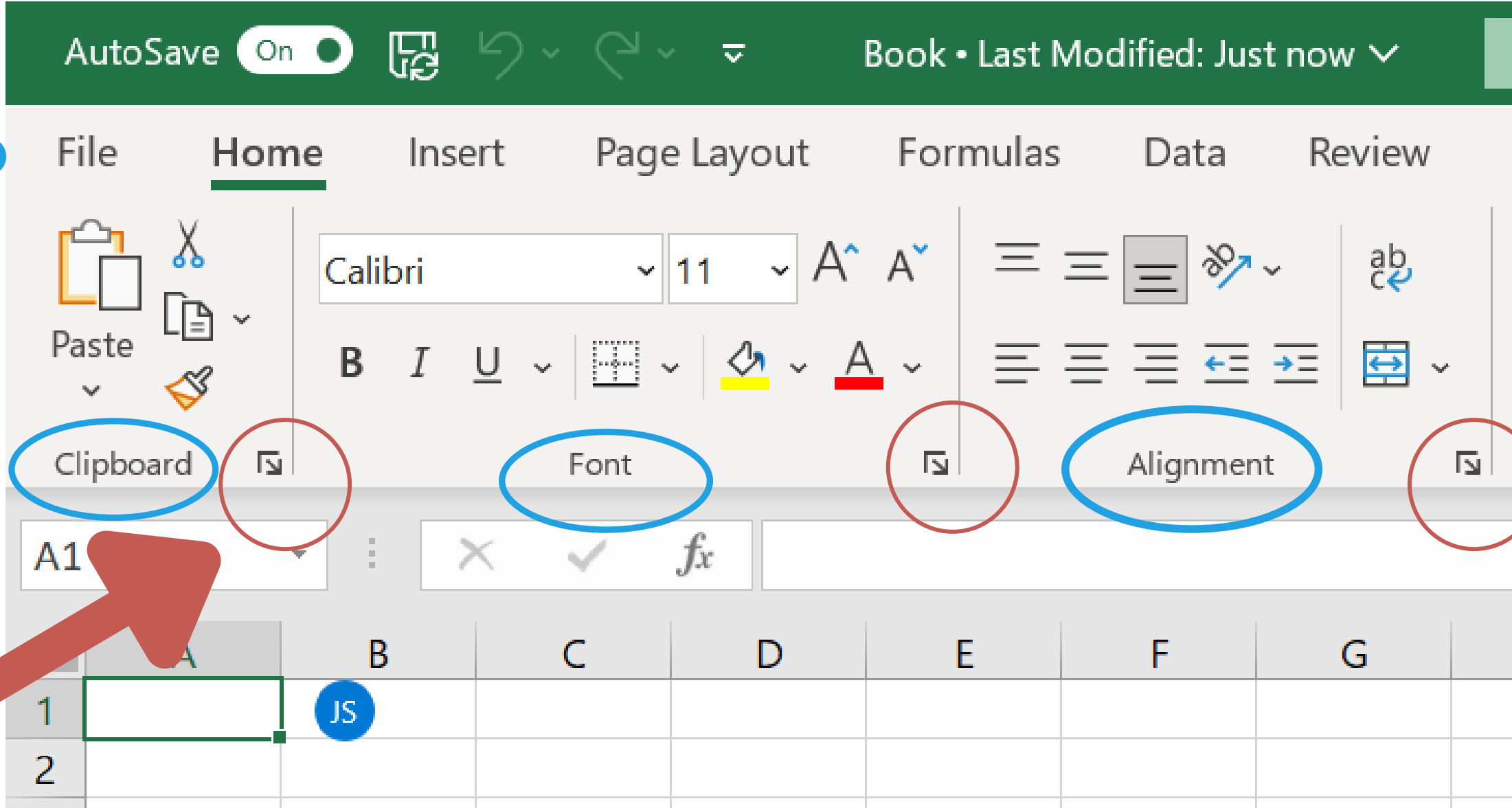
Excel Terms to Know

Tabs

Ribbon

Group

Launch Button



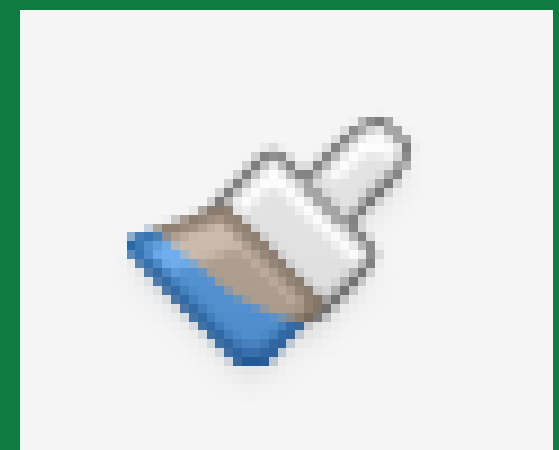
Clicking "in" cell vs. "on" cell to edit

Most Common Formulas

- **SUM**
 - =SUM(A1:A8) or the range you select
- **AVERAGE**
 - AVERAGE (A1:A8) or the range you select
- **MAX**
 - MAX (A1:A8) or the range you select
- **MIN**
 - MIN (A1:A9)
- **DIVIDE**
 - = X / Y
 - =SUM(A1:A8)/2

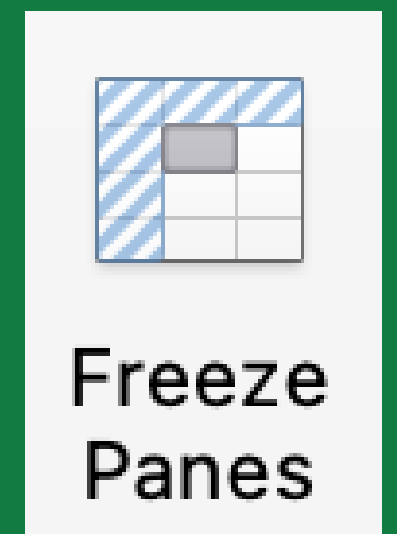
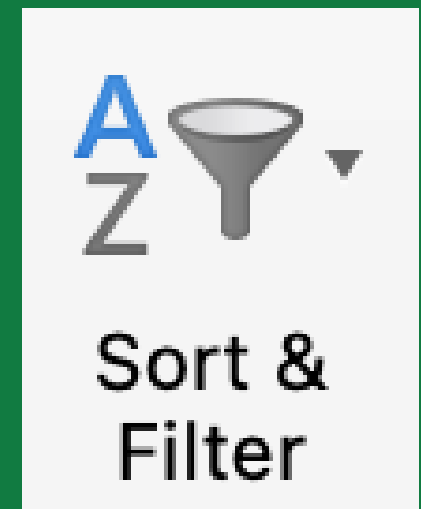
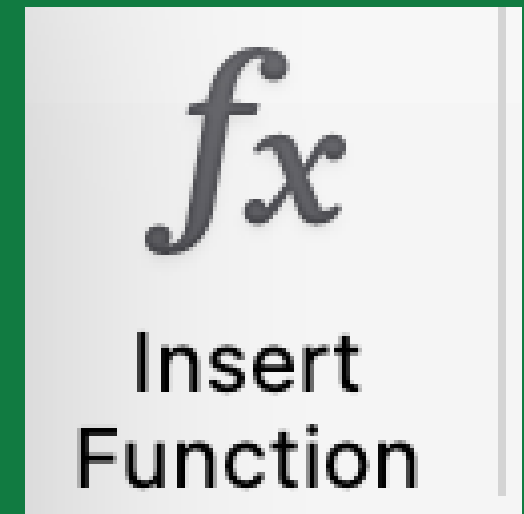
Key Functions, Tips, and Tricks

- To use common formulas, use **SIGMA/SUMMATION SYMBOL**
- To select all cells, press **Ctrl + A**
- To insert the current date, press **Ctrl+;** (semi-colon)
- To select random cells, columns, or rows, hold **Ctrl** (and make random selection)
- To equally adjust row/column width/height, make multiple row/column selection and adjust one from your selection
- To copy formatting from one cell to another cell or range, use **paintbrush tool**
 - Located in the **HOME** tab, **clipboard RIBBON**
- To find a specific term/number/input, press **Ctrl + H**



Other Tips, and Tricks

- When you're unsure what form you want to use, utilize **Insert Function**
 - located in Formulas TAB
- When you want alphabetize or numerically order items and filter information, use the **Sort & Filter**
 - located in Home TAB, Editing GROUP
- When you want to freeze heading panels, use **Freeze Panes** tool
 - located in View TAB, Window GROUP
- (Web only) when want to lock a range of cells so no one can edit them





Please Complete Our Survey

Thank you

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