MTH245 Tables in Excel Lecture Notes

Tip and Tax Calculator

Pink cells: parameters (numbers)

Unshaded cells: contain formulas but display numbers (ctrl-` to toggle between display of numbers and display of formula). Demo changing price of meal (A7), etc.

Demo messing up formula in C7 and how to undo: , ctrl-z, Esc

Show E7 and SUM formula(check that colon is correct)
    Formula ribbon, insert function F_x.
    Discuss difference between comma and colon when using SUM.
Note: all formulas must begin with "="

Copy sheet by right click on sheet tab, Move or Copy, before sheet 1, check create copy.
    Double click to rename Tax and Tip Table, drag to move.

On Tax and Tip Table, de-pink the price of meal.
A8 = A7 + .5
Use fill handle, drag to A12
    this is a *relative* address. Demo with fill handle to the right
   Undo by: ctrl-z;   ; select and delete; fill drag back

Fill drag B7 to B12, gives us gibberish so undo
    B7 = A7 * B2   Either tyoe $ or use F4
    Now fill drag B7 to B12 this is an *absolute* address

Fill drag C7 to C12

For D & E, select both D7 and E7 then shift drag together (these do not have any absolute addresses)

Now undo and demo shift-click, Fill Down. Point out fill button icon first. (Home ribbon, editing,
    click on D7, Shift & click on E12
short cut for fill down: ctrl-d
shortcut for fill right: ctrl-r

Split Screen: double click at top of scroll to split screen, double click on split bar to get rid of it.
    Play with a bit, then set so can see A12 on top screen and A200 on bottom screen.
Shift-click A12 to E200, fill down with ctrl-d
Fill handle drag to adjust to $100.

Tricks:
ctrl-~ to toggle between numbers and formulas
Fill-handle double click to auto fill down (necessary for left cells to be complete)

Go To (short cut ctrl-g)
Name Box

Built in Functions in Excel

There are a lot of predefined functions in Excel, and you will use many of them this term.

SUM

MIN

MAX

They can be used in conjunction with each other also. =MIN(50, SUM(B2:B12))

Let's talk about rounding, show how to find function =ROUND(cellID, #places)