

## Intermediate Excel

Quick access toolbar: Upper left corner

Add commands you use frequently by selecting from dropdown menu

Home Tab:

Clipboard group -> expand to see anything you copy/pasted

Format painter (paintbrush) – select area of file with formatting you want to copy -> left  
click on paintbrush -> select area where you want to apply this formatting

Font group – Adjust font type, size, color here

Alignment – Align data in a cell left, right, or center and find Merge and Center here

Number group – specify what format you want the data in the cell to be such as dates,  
dollars, percentages, and more

Styles group:

Use Conditional Formatting to visually highlight values with color or symbols

Format as Table – turn a range of cells into a table

Cell Styles – Format cells in colorful and bold ways

Cells group:

Use to add or delete cells, rows, columns (instead of right clicking)

Format – Can hide or unhide rows or columns or lock cells to prevent changes

Editing group:

AutoSum – Add selected cells with one click

Sort & Filter – Order data alphabetically or custom sort/filter

When you sort alphabetically Excel keeps the records together

Best practice is to select the data you want to sort

Find & Select – Allows you to search for data within your sheet or workbook

Insert Tab:

Insert tables, pictures, and charts

Page Layout Tab:

Change themes, colors, fonts, and effects for the entire workbook

Adjust margins, page orientation, etc



## Data Tab:

Data Tools group – Remove duplicates

Select the cells you want to search for duplicates

Absolute vs Relative Cell References: When you drag a formula to copy it to other cells, this is using a RELATIVE cell reference. To continue to reference one cell only in the formula, use an ABSOLUTE Cell Reference: add \$ in front of the column name, row name, or both.

\$A\$2: Both the column and row do not change when copied.

\$A2: The column does not change when copied.

A\$2: The row does not change when copied.

Freeze panes: Click underneath the row you want to freeze, then View tab, freeze panes, this allows you to keep column headings as you scroll down the page

Hide/Unhide Rows or Columns: Select the rows or columns you want to hide -> right click -> choose “Hide” from menu

## Printing:

You can choose to print only a part of your spreadsheet by selecting that range with your mouse -> File -> Print -> “Print Selection” (found under Settings)

You can also choose to print active sheets or the entire workbook

Print gridlines and headings by specifying in the Layout Tab -> Sheet Options group



## Excel Intermediate – Practice

- 1) Open a blank Excel document
- 2) Rename your spreadsheet to “Budget 2019” and save to the computer
- 3) Add a tab color to this sheet
- 4) In cell A1 type “Rent” then tap the “Enter” key on your keyboard to move to cell A2
- 5) Type the following into the rest of column A from cells A2 – A9: Car Insurance, Car Payment, Gas, Food, Cell Phone, Internet, Savings, Entertainment
- 6) Add a row between rows A1 and A2
- 7) Type “Utilities” into cell A2
- 8) Correct this to “**Utilities**” without retyping the entire word
- 9) In column B begin entering expense amounts. You can enter any amount you want or the following: 800, 130, 120, 300, 100, 200, 30, 120, 200, 20
- 10) Sum column B into cell B11
- 11) Add dollar signs and decimals to column B using Number formatting in the Home tab
- 12) Resize these columns to fit the information
- 13) Add 3 new rows above row 1
- 14) Type “Monthly Budget” into cell A1
- 15) Merge and center cells A1, B1, and C1 so “Monthly Budget” heads all three columns
- 16) Change the font size to 20 for “Monthly Budget”
- 17) Type “Monthly Expenses” into cell A2 in *italics* and 14pt font
- 18) Merge and center cells A2 and B2
- 19) Type “Item” into cell A3 and “Amount” into cell B3 both Center Aligned and 12pt font
- 20) Type “Monthly Income” into cell D2
- 21) Type “Jan” into cell D3 then tap the “Tab” key to move to cell E3 and type “Feb”
- 22) Use AutoFill to fill in the months for the rest of the year to cell O3
- 23) Merge and center cells D2 to O2 and *italicize* “Monthly Income” at 14pt font
- 24) Add income amounts in cells D4 to O4, suggested: 2030, 2070, 2050, 2030, 2040, 2060, 2030, 2030, 2080, 2050, 2030, 2030 and add dollar signs and decimal places
- 25) Insert a chart using the contents of range A4:B13
- 26) Subtract B14 from D4 in cell D5
- 27) Find the balance for February in cell E5
- 28) Using these two cells find the balances for the rest of the year
- 29) Select cells D5:O5
- 30) Use Color Scales to Conditionally Format this data  
Home Tab -> Styles Group -> Conditional Formatting -> Color Scale

