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Excel master tricks pdf

Photography by Michael Lewis Flashback for a few decades in the data center where this pilot fish and its cohorts work, all exactly the same advanced degrees: OJT (on-the-job training). Management decided to improve our knowledge by hiring a gentleman with the Master of Computer Science, fish reports. I heard fanfare when they told us. Barney arrived and seemed nice enough, if a little self-important. At the time we were in the middle of a transition from punch cards to online editing of our source code. Barney was offered one of the new terminals, but it was rejected. He was a staunch punch-card-based programmer, and pretty sure online was an expensive fad. Barney immediately begins his first task by creating a new reporting program, and in three months he has created a source that almost fills three boxes - nearly 6,000 lines of code. But he is very protective of his source, and does all his drafting and testing himself. One night, the fish sees Barney in a dispute with another programmer. Fred points out that Barney's starting charts don't have serial numbers. Barney stands by his degree and maintain that serial numbers are more trouble than they deserve. Fish weighs, next to Fred - and it is said that since neither of them has degrees, their opinions are not worth much. A few weeks later I came one day - and not Barney, the fish says. When I asked my boss, I was told it was none of my business. I later found out what happened: Fred was annoyed at being patronized and informed the programming manager that this new project was a card source, had no backup and was not ranked. All this is contrary to the company's programming standards. The programming manager invites Barney, reviews the standards with him, and instructs him to rank the source and read the source. Barney's going to write it down if he's got a stable source. Two weeks pass. Barney's carrying his source into the computer room when a swing hits his elbow, and suddenly there's 6,000 cards on the computer room floor. A few days later, the programmer catches Barney still trying to solve his source. Let it through the map sorter? No serial numbers, says fish. Toss the cards and pick it up online library copy? No copy of the library. He probably would have survived it - the manager would forgive one oops - but Barney claimed his path was right and the programming manager was wrong. It wasn't a thoughtful tactic. Advertising his replacement read, in part: An experienced COBOL programmer needed. No degree required. Sharky doesn't need a degree, too - just a real story of IT life. Send yours to sharky@computerworld.com. You'll get a sharp Shark Shirt if I use it. Add your comments below, and read some great old tales of Sharkives. Get your daily dose of out-takes from the IT Theatre Of Absurd delivered directly to your inbox. Subscribe now Shark newsletter. Copyright © 2015 IDG Communications, Inc. If you've been working in the office at any point in the last thirty years, chances are you've at least dabbled in Microsoft Excel, that number-crunching powerhouse that can be found in the heart of small startups and Fortune 500 companies in both. But it's also likely that you've only scratched the surface of what this powerful program can do, especially when it comes to data analysis and reporting. Microsoft Excel Data Analysis and Dashboard Reporting bundle you up to speed this increasingly valuable skillset, and it's available 90% off just \$19.99. With lifetime access to three-hour content led by bestselling Excel tutorial Kyle Pew, this guide will teach you how to take advantage of everything that Excel has to offer. Learn how to create dynamic interactive Excel dashboards through instruction that teaches you how to identify data analysis principles, use effective design methods to create and present data, my data using certain features, and more. You can also learn how to streamline your workflow using PivotTables and charts. Become an Excel data pro in Microsoft Excel data analysis and dashboard reporting bundle with just \$19.99-90% off for a limited time. Prices may change. Not sure how to use Microsoft Excel? Then you came to the right place! Microsoft Excel is equipped with most Microsoft suites and is a generally accepted pc application that many of us use at once or another. Although Excel is known primarily as a spreadsheet tool, it is constantly introducing new features and is very useful even for people who only need it to perform basic tasks. With Excel, you can use excel to balance your household budget, make presentations, and analyze business data. This Excel guide will take you through how to use Excel, including basic features, some basic advanced skills, and Excel tips and tricks that everyone should know. I recommend following this guide in Microsoft Excel. What is Microsoft Excel? Excel is an electronic spreadsheet program that is hosted by Microsoft Office and used to store, organize, and handle data. Excel can be used for many basic functions, but it also provides a variety of advanced features. People in all industries can use Excel and are likely to use it at once or another. It also means that people are always looking for guides on how to use Microsoft Excel, as well as Excel tips and tricks that they can use as a program master. Excel is often used by accountants and financial analysts. The great thing about the program is that you can use your basic functions for something as simple as making lists, or use your more advanced features for things like make charts and pivot tables. By learning how to use each level in Excel, you can acquire better time management and find the most useful tools you need. What What Excel looks like? Layout and features Because Excel is a Microsoft program, its layout is similar to that of other Microsoft programs because the application toolbar includes features such as File, Edit, Tools, and so on. In Excel, columns are organized by letter and rows by number. Because the columns go alphabetically, they are marked as AA, AB, AC and then BA, BB, BC, CA, CB, CC, etc. This means that each cell has a name. For example, the cell in column A and row 5 are called A5. This id makes it easy to find the information you need and to enter formulas. On this tab, you'll see some microsoft features that you're familiar with, such as font, copying and pasting, and text wrap; however, you can also see some Excel-specific functions, such as highlighting cells. Other tabs include Layout, Tables, Charts, SmartArt, Formulas, Data, and Review. It is best to explore these features, so you can handle where to find them; You may not need them all, but you want to have a sense of where to find them and what Excel has to offer. 8 Learning important Microsoft Excel features in Excel is the first step in learning how to use Excel and using Excel pro. Some users can get by the basics alone, but these skills are the ones that anyone who uses the program should have. Once you've learned the interface and start using the program, you should know how to use Microsoft Excel efficiently. Below are eight important Excel functions everyone should know how to use. Basic function 1: Creating a page The first step for an Excel project is to open an application. In the latest version, you'll get to a gallery with page layouts and options for common projects. For most items and projects, you select an Excel workbook with the most functionality and flexibility. This opens a grid-like page that you can start entering data on. Basic function 2: Insert tabs at the bottom of the page, you can see the tabs. The open tab is called Sheet 1, and it is created automatically when you open a new workbook. Using tabs is a great way to stay organized in your project; you can separate information by category or keep project elements separate. For example, if you are working on an event, you can keep a list of vendors and contact information on one tab, another budget, and a list of when invoices must be submitted on the third. To create a new tab, click the plus sign (+) next to the existing Page 1 tab. The new tab appears as page 2. Continue adding tabs as needed. To rename a tab, you can do one of two things: double-click the tab or right-click the tab (ctrl + click On Mac), and then select Rename. Type a new name, and then press Enter. Basic function 3: Autosum One of the easiest and most useful features in Excel is autosum. Autosum quickly adds columns and numbers to rows. for use in the use of row or column, and leave another cell at the end of the row or column. In the row of icons at the top of the workbook, you can see what looks like a small blue upside down Z. Click on it, and the amount will appear in a previously blank cell at the end of the row or column. Basic function 4: Changing the data of cell types can be inserted in several ways, depending on what you need to do with it. In Excel, there are multiple tabs with labels such as Home, Layout, Tables, and so on. On the Home tab, you will find a drop-down menu called Number. From the drop-down menu, you can see that there are several options for the cell type, such as General, Number, Currency, and Accounting. The default cell type is General. You can change the cell type by right-clicking the cell and selecting Format Cell from the menu. The Format Cells box on display also has tabs with labels such as Number, Alignment, Font, Border, Fill, and Protection. On the Number tab, there is a column that has cell types; here you can select the type of cell. You can also change many cells at once by highlighting them and selecting the cell type you want from the drop down list or following the procedure in the Format Cells menu. Basic function 5: Formatting cells in the Format Cells menu above, there are many other ways to format. There is no correct format, so play formats and see what works best for you and your project. Here you can change the font and alignment, for example. Adding a border to cells is a common formatting feature because it helps readability, especially if you plan to print a spreadsheet. Note that you can change the formatting of multiple cells at once as you need. Basic function 6: Sort data Lift the data you want to sort. You can then sort the highlighted data by going to the Data tab and selecting Sort. You can sort alphabetically (A to Z), by cell color, or by cell icon; you can also sort the custom. Key function 7: Combine cells into Excel, you can combine all cells that adjacent together. You can merge two or more cells to create one large cell. Highlight the cells you want to merge as one, and then the Home tab. On the Text Alignment bar, select an option named Merge. Basic function 8: Include formulas in Excel are formulas that allow quick data processing. While there are many formulas to learn, we go over some basics and how to enter them here. Microsoft provides an Excel formula workbook that is a really convenient resource that I recommend to use. To enter a formula, select the cell in which you want the result to appear, and then type the formula in the formula bar above. This bar marked fx. All formulas should start with an equal sign (=). After the equal sign, the cell name must be. For example, let's say you have a complex number or equation in cell E5 and second cell D5, and you need to subtract what is D5 cell E5. You can select any other cell (e.g. F5) and enter this formula to find a difference: =E5-D5. The answer is then displayed automatically in cell F5. Another useful formula is SUM. We discussed autosum above, but you may have more specific needs. For example, suppose you have a list of numbers in column D that goes from D1 to D11. In cell D11, you want to see the sum of all numbers, but you also want to see the sum of only one of the numbers in that column. To find the total, you can enter the formula =SUM(D1:D10) D11. The colon indicates that all cells D1 should be added to D1. To add specific numbers, you can enter the formula =SUM(D1,D5,D7) or any cells you want to insert specifically, in D11. AVERAGE is another common formula and it works in the same way as SUM. So for the average of the entire column of numbers, you would use the formula =MEAN(D1:D10). And for average specific cells, enter =MEAN(D1, D6, D8). 6 Advanced Excel Tips and Tricks to Learn As We Know Excel is ultra-powerful and offers a ton of ways to organize and view your data. Excel helps you understand and present your data in different ways so that you can draw conclusions from that data without losing it. Below are six key advanced features to help you get started. Advanced feature 1: Creating charts in Excel has many different types of charts, as shown on the Charts tab, including pie charts, bars, columns, and line charts. For example, suppose you created a report that shows your company's quarterly profit and you have all the data entered. Your columns are Q1, Q2, Q3, and Q4, while your rows are divided and have split names. The remaining cells contain monetary values. Highlight the data you want to use in the chart, and select the chart you want from the menu. When a chart is created, you select two new tabs called Chart Layout and Formatting. Use these features to edit the chart. Improved feature 2: Creating tables helps you sort and filter data. To create a table, highlight the data that you want to add to the table, and then highlight the Table tab. Select the format of the table and edit the table by using the available options. You can see that each column now has an arrow on it. Arrows allow you to sort and filter the information available. For example, if I have a table that contains book titles, authors, prices, and genres, I now have the ability to filter and sort the way I want. I could sort the price from the lowest to the highest and then filter all the books that have no secrets to un-control everything except the Mysteries menu. Advanced feature 3: Merge sheets The easiest way to merge two sheets is to copy and paste one to another if you want all data on the other sheet; however, it is easy to lose data in this way and make mistakes. Consolidate or all data by going to the Data tab and hitting the Consolidate under Tools section. A menu opens that asks you for a reference, that is, what data you want to connect to on this page. Highlight what you want to connect, and then click the icon to expand the menu. Clicking Add puts your reference in the All References box. Next, click page 2 and select the arrow icon to make the box small again. On page 2, highlight the data you want to merge, and expand the menu again. To include it in the All References box, click Add. Before pressing OK, be sure to check the Top row and Left column check box. The merged data appears on a new page. Advanced Function 4: Conditional formatting In addition to standard formatting, you can add formulas that dictate formatting based on the data properties of cells. This way, when you add and delete cells, they follow the same formatting that you already have on the page. On the Home tab, select Conditional Formatting. In this menu, you can add options for your data submission. For example, if you have a list of people's emails, and you want to highlight only those that originate from a certain Web server, you should go to conditional formatting -> highlighted cell rules -> text that contains -> and adds @emailserver.com. All cells containing this text will be highlighted on the sheet. When you add a new email address, it also appears as highlighted. You can also use it with numbers to show value in relation to your project. If you show quarterly sales, you can highlight the biggest and lowest profits, or use the icon format to show the highest and lowest thirds of total profit. Advanced Feature 5: Changing PivotTables PivotTable is one of the most useful advanced features you'd experience when you learn how to use Excel. If there is a lot of data in your Excel sheet, and you need to sum and rearrange this data, you want to use the pivot table. The power of the pivot table is that all the data is still there, but you can only view what you need to see to make sense of this data. For example, you may have shared your profits, but you have added data for each quarter this year and for the last three years. With the turning table, you can answer questions like How We Did 1 January of This Year. Pivottables don't change your data—it allows you to continue to rearrange them and report on what you need. Make sure your data is well organized with vertical lists that have titles. To create a PivotTable, highlight the data you want to include and go to the Tables tab. Go to Format as Table and select one of the formats. This makes it easier to add and edit information later, and the pivottable retains the changes. Select Total with the ghetto table. A menu is displayed asking which table you want to turn into a pivot table (most likely one you have highlighted, but you should always double-check) and where you want to display the pivot table. This is easier to do in a new worksheet so that you do not get confused. On a new blank page, a panel that says Pivot Table Fields appears on the right. All report column headings are displayed by their names. You can then organize it any way you want. Drag the names to the columns and rows, depending on the data you want to view and how. Advanced Function 6: VLookup VLookup is a function that allows you to find information in a table, row, or column. This allows you to search data from a specific range and return the result in the specified space. To make a vlookup, you need to select an area of your workbook to enter formula/result and place to enter the search criteria. Assume that you are looking for payroll employees with ID number 18302. Enter the word ID in one cell and 18302 in the cell next to it. Under id, put the word Salary in your cell. Next to this cell is where you enter the formula. Let's say we have an ID number in cell D2 and payroll/formula in D3. Our table ranges from A1 to C12, and column 1 has IDs and column C are salaries. To make VLookup, you need the lookup criteria, the lookup range, and the column from which you want to return the value. Enter True for approximate match or False for exact match. So in the formula cell, we enter the following: =VLookup(D2,A1:C12,3, False). I just searched my table and said, look for an exact match to the specified criteria in D2, and find where it matches column 3 or column C. The result should appear in the cell where we wrote the formula, D3. Note that columns are counted only in a table when writing a VLookup formula. So if your table starts in column R and goes to column U, column R is 1, column S is 2, and so on. Additional resources for using Excel at Microsoft are many Excel tutorials and step by step guides for most features, ask for expert chat, and links to forums. To find the guides, visit the official Microsoft Support website and find what you need to know. YouTube is another great resource for Excel guides, as video tutorials guide you step by step using visual help. You can search for a task or general tutorials. It is useful to find a channel that you like, and follow it. There are so many excel tutorials out there, so after a single channel is useful because they are often taught by the same person in style you know that you like and you can ensure that you do not repeat anything you have already learned. Technology for students and teachers is one of my personal favorites in Excel tutorials. Many tech forums also post Excel guides, answer questions, and provide useful Excel tips and tricks. It may be a little harder to navigate, such as may not answer your specific question, which means you have to dig around. Excel has been updated over the years, so you need to make sure that you're viewing the correct version/year. Before searching for resources and instructions, make sure you're familiar with the Excel interface. So you can follow with tutorials without spending time searching for features. It is also important to ensure that the actual year of the Excel program you are using is searched for when searching. The program has been around for a while and has undergone quite a few changes. These small differences can be a pain to navigate, so always add a year in search of help. Excel is a powerful tool that is its greatest asset, but it can easily make users feel overwhelmed. Immerse yourself in unlimited opportunities and make pivot tables, charts, and tables all day. The beauty of Excel is that it has value for everyone and is one of the best programs out there to organize data. This guide is only the beginning of what Excel and you're able to do together, so pass on your knowledge and keep an eye on more tutorials and guides! What's next? Did you know you can put Excel on your RESUME? Check out our guides for writing a CV for a grad school and putting an extracurricular in your college application to learn how to do it. If you are interested in diving deeper into computer science and information technology, don't leave it on the list of the best information technology schools. Once you've acquired Excel, count the time management skills and strategies to make the most of the day. Day.

