

Andi Reid

# Microsoft Workplace Essentials



# CMG Training

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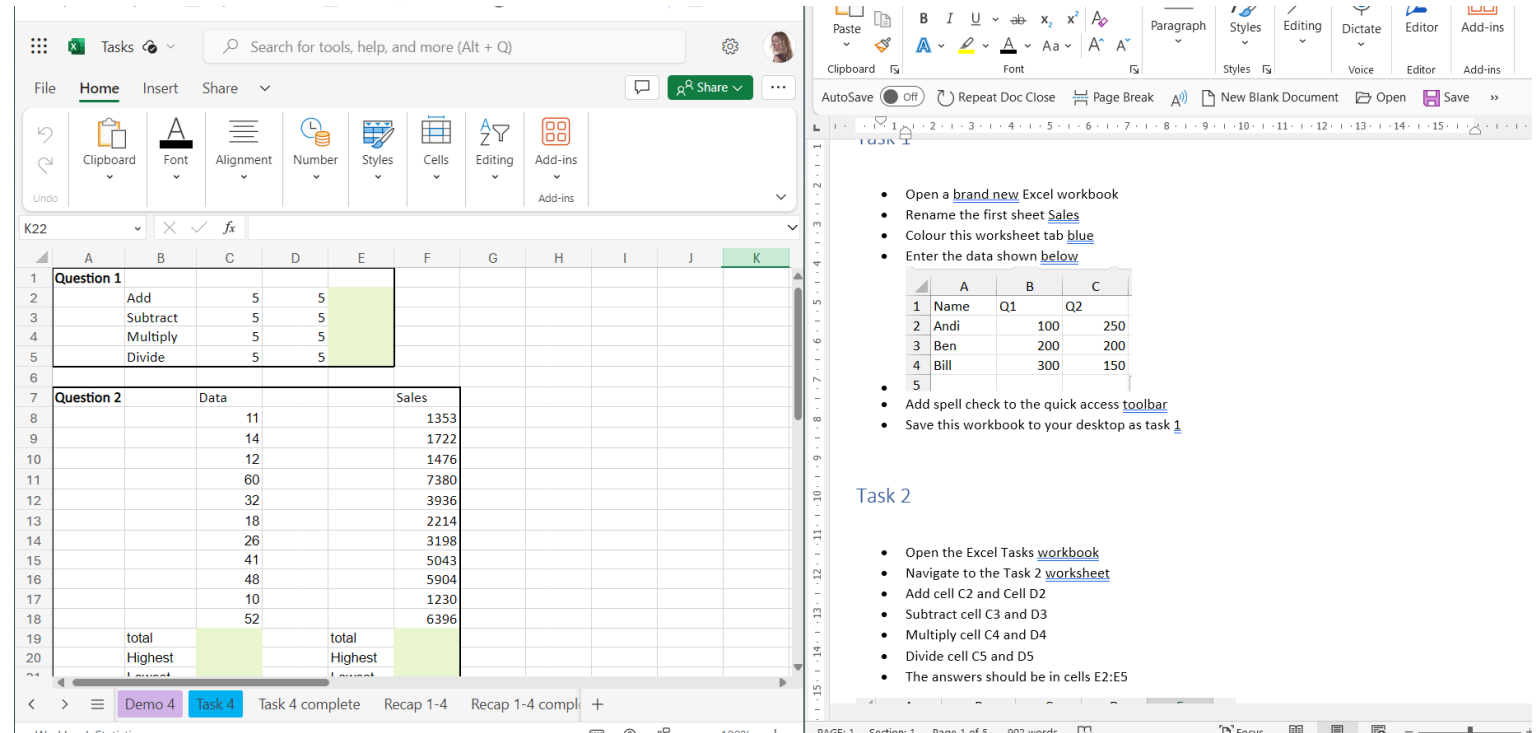
## Plan

What you will need

Files sent by email

## Student Tasks Workbook

## MS Excel



The screenshot shows the Microsoft Excel interface with a worksheet titled 'Task 4'. The worksheet contains two tasks. Task 1 is a table with operations and values. Task 2 is a table with names and sales figures.

**Task 1**

| 1 | Question 1 |   |   |  |
|---|------------|---|---|--|
| 2 | Add        | 5 | 5 |  |
| 3 | Subtract   | 5 | 5 |  |
| 4 | Multiply   | 5 | 5 |  |
| 5 | Divide     | 5 | 5 |  |

**Task 2**

|    | Data    |  | Sales   |
|----|---------|--|---------|
| 8  | 11      |  | 1353    |
| 9  | 14      |  | 1722    |
| 10 | 12      |  | 1476    |
| 11 | 60      |  | 7380    |
| 12 | 32      |  | 3936    |
| 13 | 18      |  | 2214    |
| 14 | 26      |  | 3198    |
| 15 | 41      |  | 5043    |
| 16 | 48      |  | 5904    |
| 17 | 10      |  | 1230    |
| 18 | 52      |  | 6396    |
| 19 | total   |  | total   |
| 20 | Highest |  | Highest |

# Topics



TIMINGS



9AM TO 3:30



BREAK 10:30



LUNCH  
12:30



BREAK 2:30

- Navigating
- Calculations
- Functions
- Formatting
- Autofill
- Tables
- Sorting
- Text functions
- VLOOKUP
- Charts
- Layout
- Exporting/Importing

# Navigating Excel

Saving

Navigating

Inserting Data

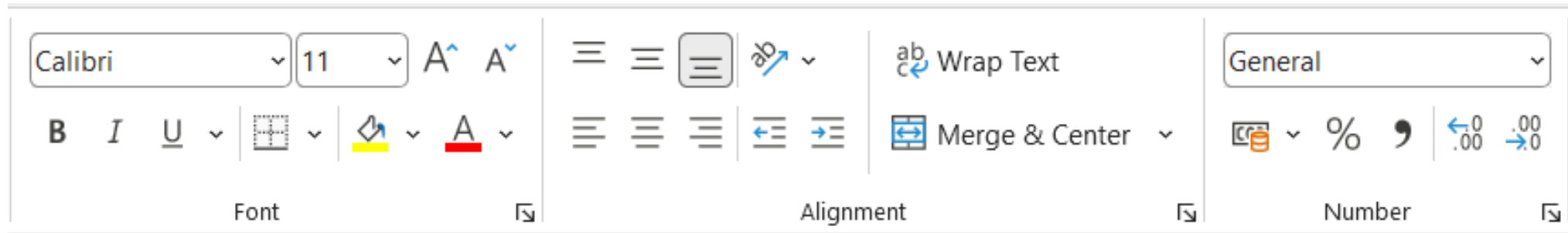
Inserting rows, columns

Inserting and renaming  
worksheets

Adding to quick access  
toolbar

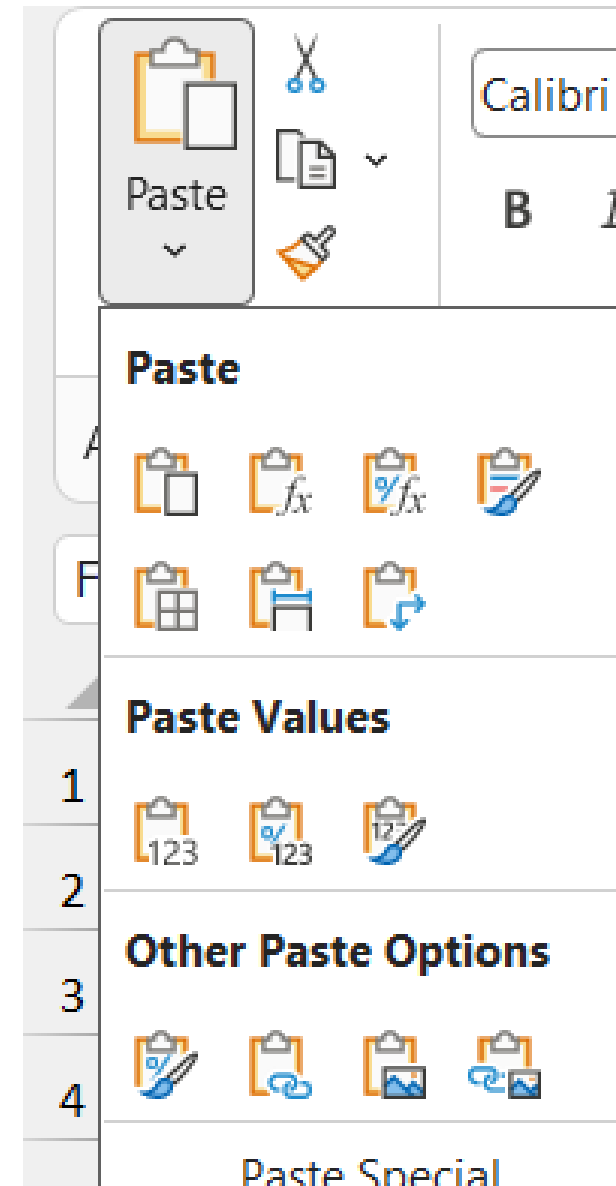
# Basic Calculations

|          | Data |
|----------|------|
|          | 11   |
|          | 14   |
|          | 12   |
|          | 60   |
|          | 32   |
|          | 18   |
|          | 26   |
|          | 41   |
|          | 48   |
|          | 10   |
|          | 52   |
| total    |      |
| Highest  |      |
| Lowest   |      |
| Average  |      |
| How Many |      |



# Formatting

# Copy and Paste



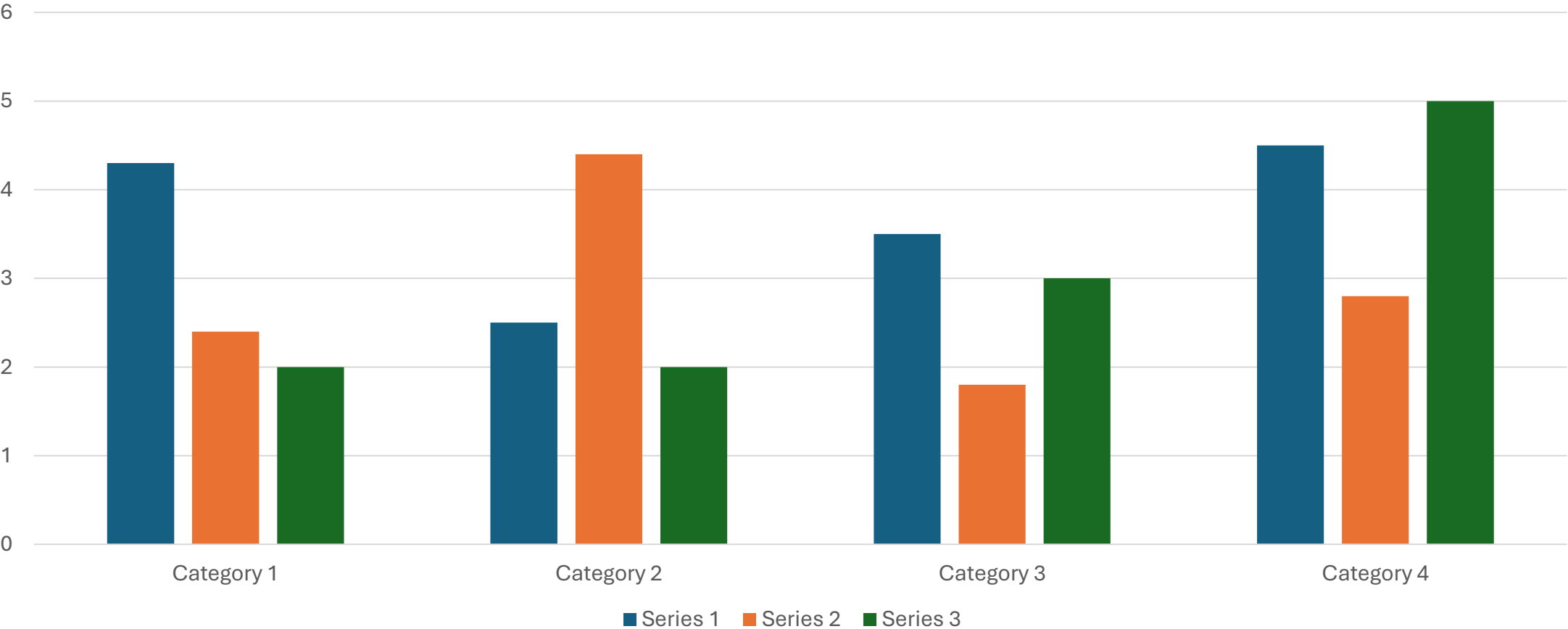
|              |           |                 |           |              |            |
|--------------|-----------|-----------------|-----------|--------------|------------|
|              | Right     | Text to columns |           |              | Flash Fill |
| Staff Name   | Country C | Staff Name      | Country C | Staff Name   | Country C  |
| George_UK    |           | George_UK       |           | George_UK    |            |
| London_UK    |           | London_UK       |           | London_UK    |            |
| Houston_TX   |           | Houston_TX      |           | Houston_TX   |            |
| Valentino_UK |           | Valentino_UK    |           | Valentino_UK |            |

# Text Functions

# Vlookup

|                                                                             |                |           |            |               |       |           |             |               |   |   |                |             |
|-----------------------------------------------------------------------------|----------------|-----------|------------|---------------|-------|-----------|-------------|---------------|---|---|----------------|-------------|
| AutoSave <span>On</span> Save  Undo  Redo  Filter  Clear  Remove Duplicates |                |           |            |               |       |           |             |               |   |   |                |             |
| L4                                                                          |                |           |            |               |       |           |             |               |   |   |                |             |
|                                                                             | A              | B         | C          | D             | E     | F         | G           | H             | I | J | K              | L           |
| 1                                                                           |                |           |            |               |       |           |             |               |   |   |                |             |
| 2                                                                           | Andi's Shop    |           |            |               |       |           |             |               |   |   |                |             |
| 3                                                                           | Invoice Number | Product   | Unit Price | Quantity Sold | Total | Date Sold | Department  | Sales Person  |   |   | Invoice Number | 20240301001 |
| 4                                                                           | 20240301001    | Laptop    | 800        | 10            | 8000  | 45352     | Electronics | Andi Reid     |   |   | Product        |             |
| 5                                                                           | 20240302002    | Smartphon | 600        | 15            | 9000  | 45353     | Electronics | Cleo Trujillo |   |   | Unit Price     |             |
| 6                                                                           | 20240303003    | Printer   | 200        | 20            | 4000  | 45354     | Electronics | Apollo Kirby  |   |   | Sales Person   |             |

# Graphs



# Page Layout

# Recap



- 
- Navigating
  - Inserting/deleting
  - Tab Colours
  - Calculations
  - Functions
    - SUM
    - COUNT
    - MAX
    - MIN
    - AVERAGE
  - Absolute reference  
F4
  - Formatting
  - Autofill
  - Copy/Paste/Paste Special
  - Remove Duplicates
  - Find/Replace
  - Text Functions
  - Flash Fill
  - Import/Export

- **How do you add a new row to excel**

1. There is no way to do this
2. Right click the row number header and select insert
3. Double click the insert tab from the ribbon
4. Ctrl+S

- **Which tab on the ribbon has the formatting options**

1. - Home Tab

2. - File Tab

3. -View Tab

- **Which function adds together cell values**

1. -Total

2. -SUM

3. -MAX

4. -MIN

- **What is the shortcut on the keyboard to make a cell reference absolute**

1. -F1

2. -Ctrl+s

3. -Ctrl+P

4. -F4

**Which tool can remove an unwanted character from a cell**

- Replace
- Wrap Text
- Bold
- CNTL+S

**Which tool helps ensure you aren't double counting figures**

- Remove Duplicates
- Average
- Sum

Format Painter

**Which function extracts characters from the end of a text string**

- right
- upper
- sum
- end

**Which Function Strips out any extra spaces**

- Trim
- cut
- lower
- average