Microsoft Excel

Team Unhocomo
Budget & Schedule
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What is Excel?

- Microsoft Excel is a spreadsheet program which allows one to enter numerical values or data into the rows or columns of a spreadsheet, and to use these numerical entries for such things as calculations, graphs, and statistical analysis.

Why use Excel?

- Useful for student interactive activities, interactive lectures, and instructor use for developing materials for class.
- Can be modified easy

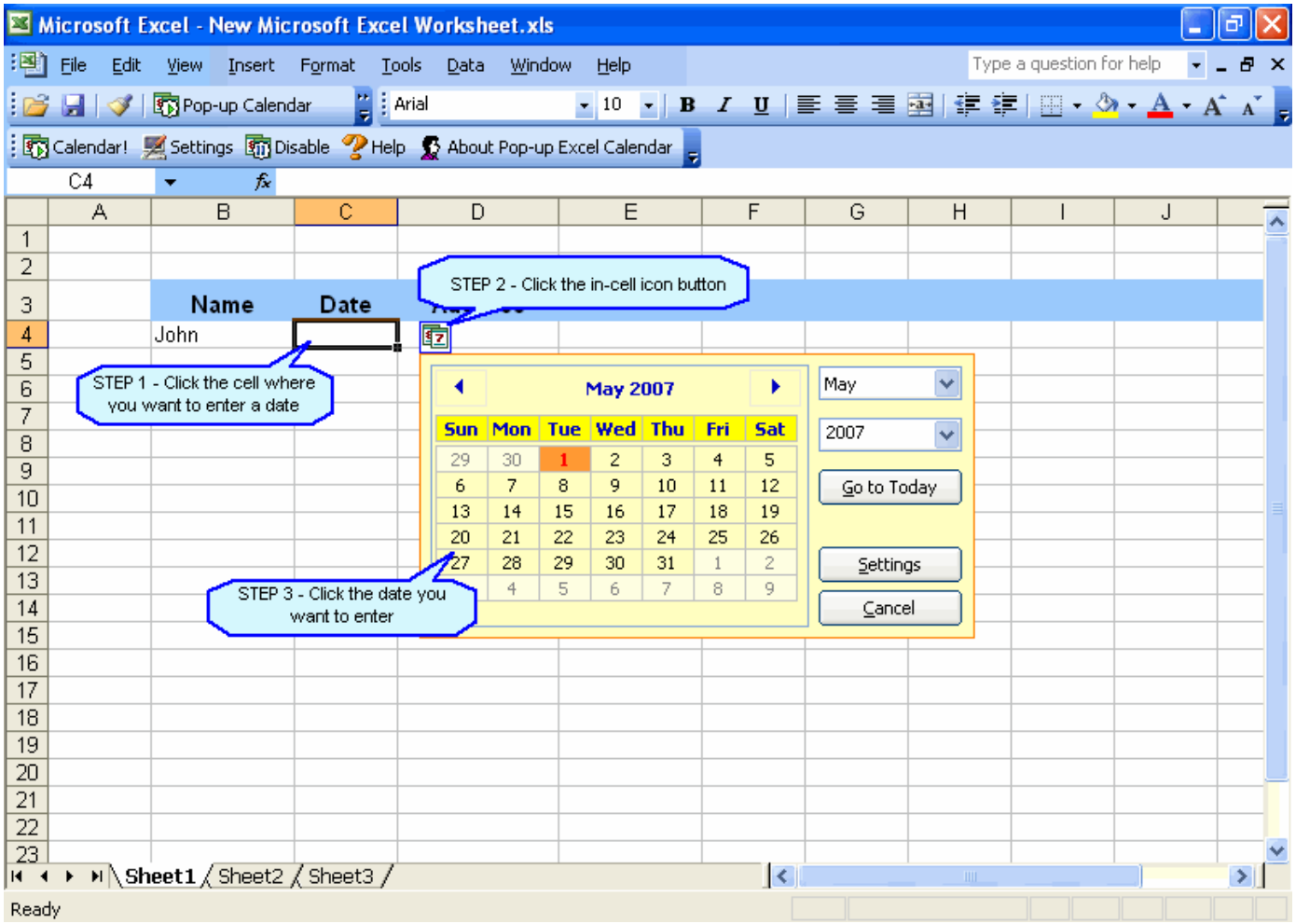
Budget

- Accurately calculate different aspects of budgeting
- Quick and easy
- Organized

Schedule

- Charts with incorporated numbers in an organized way

Excel: Schedule Date Planner

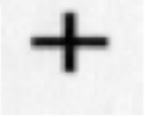


Cursors

Menu, Tool Bar, Scroll Bar

Text in a cell. This is the insertion bar

A cell when you are in selection mode



The fill handle at the corner of a selected fill or range.

A column or row heading boundary which can then be resized

A split box on the scroll bar

Budget Example

	A	B	C	D
1	**Sales Amt**	**Owed Amt**	**Paid Amt**	
2	$3,250.00	$2,000.00	$1,250.00	
3	$100.00	$100.00	$0.00	
4	$10,000.00	$9,200.00	$800.00	
5	$1,000.00	$800.00	$200.00	
6	$500.00	$76.00	$424.00	
7	$250.00	$200.00	$50.00	
8	$2,500.00	$1,400.00	$1,100.00	
9	$500.00	$250	$250.00	
10	$100.00	$25.00	$75.00	
11	$3,000.00	$1,600.00	$1,400.00	
12	$4,000.00	$2,500.00	$1,500.00	
13	$1,500.00	$600.00	$900.00	
14				
15	**$26,700.00**	**$18,751.00**	**$7,949.00**	
16				
17				

Excel Formula | Running Total | Perce

Resources

- http://serc.carleton.edu/files/introgeo/mathstatmodels excel_cheat_she.pdf (cheat sheet)
- http://office.microsoft.com/en-us/excel-help/add-numbers-HP003056115.aspx?CTT=5&origin=HP005200127 (help site)