

Microsoft Excel

Team Unhocomo
Budget & Schedule
March 2nd, 2011

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

Microsoft Excel - New Microsoft Excel Worksheet.xls

File Edit View Insert Format Tools Data Window Help

Pop-up Calendar

Calendar! Settings Disable Help About Pop-up Excel Calendar

C4

	A	B	C	D	E	F	G	H	I	J
1										
2										
3		Name	Date							
4		John								
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										

STEP 1 - Click the cell where you want to enter a date

STEP 2 - Click the in-cell icon button

STEP 3 - Click the date you want to enter

May 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
	4	5	6	7	8	9

May

2007

Go to Today

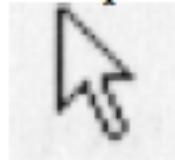
Settings

Cancel

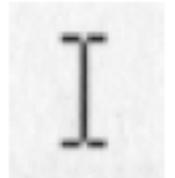
Sheet1 Sheet2 Sheet3

Ready

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 Percent

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)