Why Use An Excel Spreadsheet?

More convenient and lots more features and formulas in a spreadsheet verses a word processor document.

What's changed in Excel 2007? The ribbon is new and the environment allows for gathering more information. Type in "a 1000000" (1 million) to jump to the cell located in Colum A and row 1 million. There are over 1 million rows and 16000 columns.

CHARTING

Chart is used for a visual view of data. Excel can produce a variety of charts like Pie, Bar, Line etc.

Column Chart - the most common used. They are arranged along horizontal axis.

Line Charts - used to display trends over time. Arrange data in columns or rows in a worksheet where it can be plotted in a line.

Pie Chart – displays contribution to each value to a total. Use this when data can be added together or you have only one data series and all values are positive.

Bar Charts – best suited when comparing multiple values.

Create a Chart

Make sure you are inside the table that you want to chart, click on the "**Column Button**" at the top, next, click on "**2-D column"**. Notice it embeds right into the spreadsheet.

The chart shows that Wade is the highest performer.

Pivot Tables - Very easy way to display data in an easy to read format.

Click on the "**Data Tab**" at the bottom left of the worksheet.

Click inside the table area to select it, then at the top, click on the "**Insert Tab**", and choose "**Pivot Table**" on the left of the menu bar.

Confirm the data range is correct, you should see "**Marching Ants**" around the table in the worksheet. (A1 through F23)

Then choose if you want it in a new worksheet or not. (**Choose New Worksheet Option**) Then click the "**OK**" button.

The pivot table field list is now on the right and the area where it will be inserted is on the left.

Click on the "Sheet 4" and then right click and rename to "**Pivot Table**" in case we use it again or come back to it later, then we'll know this tab contains our pivot table information.

Next, select the "**Item Type**" on the right, then select "Item Category". Notice the information is difficult to read.

Click and drag the Row Labels "**Item Category**" into the "**Column Labels**" box.

Now decide what you want to track. Choose "Inventory Type". If you mouse over the areas, it shows the value of the cell. This only gives a sum of the cell.

At the top left you can rename the pivot table. Notice the "Active Field" default is to add up the sum of the items. You can click on the "Field Settings" and change the calculations being performed on the values.

Note: You can also set up the data to come from an external source, i.e., the web.

Macros

Saves time on redundant tasks.

Before you begin recording a macro, you need to know exactly what steps you want in the macro. Once you start recording, it tracks every step you make.

First, you'll need the developer tab showing on the menu bar. Click on the "Office Button" then choose "Excel Options". Put a check in the "Show Developer Tab in Ribbon" box.

Click the "Developer Tab", Click Record Macro, Give the Macro a name, choose where it will be stored, choose what key used with CONTROL will start or trigger the macro, and add a description if wanted and click the "OK" button.

Proceed to do the keystrokes and mouse clicks you wish to record, finally, click the "Developer Tab" again and click on Stop Recording.

To use the macro you've recorded, simply hold the Control key and tap key you picked to start your macro.