

fhf Computer Club

January, 2001, Newsletter

Subject: Excel

This newsletter is being written in Excel 2000, to show what can be done with Excel.

Features:

- A. Excel files (called "workbooks") can be used for:
 - Calculations (stock portfolio; lease versus buy; math details and summaries)
 - Charts (column; bar; pie; line)
 - Organizing information into "chapters" in a "book" (such as this newsletter)
 - Taking an export from Quicken, and changing the data to see the results.
 - Sorting lists (such as membership) for last name, first name, town, or dues paid.
 - Easy location control of images (see the "IE settings" work sheet).

- B. The Excel workbook (this one is titled "123000") can have numerous worksheets (this one is titled "Newsletter"). The worksheet titles are shown on the name tabs at the bottom of the Excel window. Clicking on a name tab will show you that worksheet.

- C. Worksheets can be inserted, deleted, renamed, moved, or copied. Right click on the name tab for the desired worksheet and choose the desired action.

- D. After typing some information, the settings for the worksheet can be modified by clicking the "print preview" icon on the toolbar at the top of the window. Then click on "setup" and make the desired changes. I always go to the "margins" tab and click on "center on page horizontally".

- E. When printing using the print icon, only the selected worksheet will print. When printing using the menu File, Print, you can choose to print the active (selected) worksheet or the entire workbook.

- F. The name of the worksheet can be changed by double clicking on the name tab and typing the new name.

- G. Use the arrows at the lower left corner of the window to move the name tabs that are showing, because several of the name tabs may be covered by other portions of the bottom of the window.

Excel "help" topics.

The screenshot shows the Microsoft Excel Help window. The title bar reads "Microsoft Excel Help". Below the title bar are navigation icons: a document icon, a left arrow, a right arrow, a printer icon, and a refresh icon. There are three tabs: "Contents", "Answer Wizard", and "Index". The "Contents" tab is active, displaying a list of topics with expandable icons (+) and a purple folder icon. The "Getting Started" topic is selected and highlighted in blue. The right pane displays the article "About changing the font and colors for Help topics".

Microsoft Excel Help

Contents | Answer Wizard | Index

- + Getting Started
- + Getting Help
- + Using Shortcut Keys
- + Installing and Removing Microsoft Excel
- + International Features
- + Working with Euro Currency
- + Creating, Opening, and Saving Files
- + Working with Workbooks and Worksheets
- + Entering Data and Selecting Cells
- + Year 2000 Issues
- + Editing Worksheet Data
- + Formatting Worksheets
- + Printing
- + Creating On-screen or Printed Forms
- + Creating Formulas and Auditing Workbooks
- + Working with Charts
- + Creating Drawings and Importing Pictures
- + Managing Lists
- + Retrieving Data
- + Summarizing Data in Lists and Tables
- + Analyzing Data with PivotTable Reports
- + Performing What-If Analysis on Worksheet Data
- + Analysis ToolPak
- + Sharing a Workbook with Others on a Network
- + Preventing Computer Viruses in Workbooks
- + Validating Cell Entries
- + Putting Microsoft Excel Data on the Web
- + Using Excel to Work with Data on the Web
- + Collaborating on your Network
- + Sharing Information and Graphics Between Programs
- + Automating Tasks
- + Customizing Microsoft Excel for the Way You Work
- + Troubleshooting
- + Using Microsoft Office 2000 Features
- + End-User License Agreement

About changing the font and colors for Help topics

The Help window shares the same settings for the font, the text size, the text colors, and the background color as the settings for the [Web browser](#) that's installed on your computer. The available settings and other options vary depending on the browser.

Changing the Help font and colors
The settings for the font and the colors in the Web browser (and, therefore, in the Help topics) are specified in a [cascading style sheet](#). You can override any or all of these settings if you want to change the appearance of the Help topics in the Help window, which is useful if you have low vision. You can [change the font for the text](#) and [change the text colors and the background color](#).

Changing the text size You can [override the font sizes](#) in the Help topics and make the text larger.

Changes affect other programs The changes you make affect Help in all Microsoft Office programs. Keep in mind that if you change the font, the text size, the text colors, or the background color of the Help topics in the Help window, the changes will also affect Web pages that you view in your browser. See Help in your browser for more information on the available settings and options.

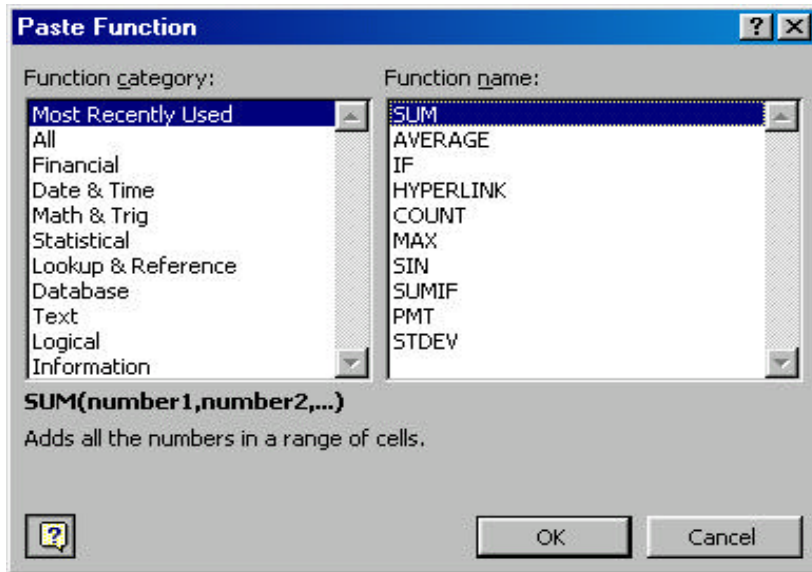
More accessibility features Microsoft Excel also has other [accessibility options](#) for people with disabilities.

[Additional resources](#)

Functions

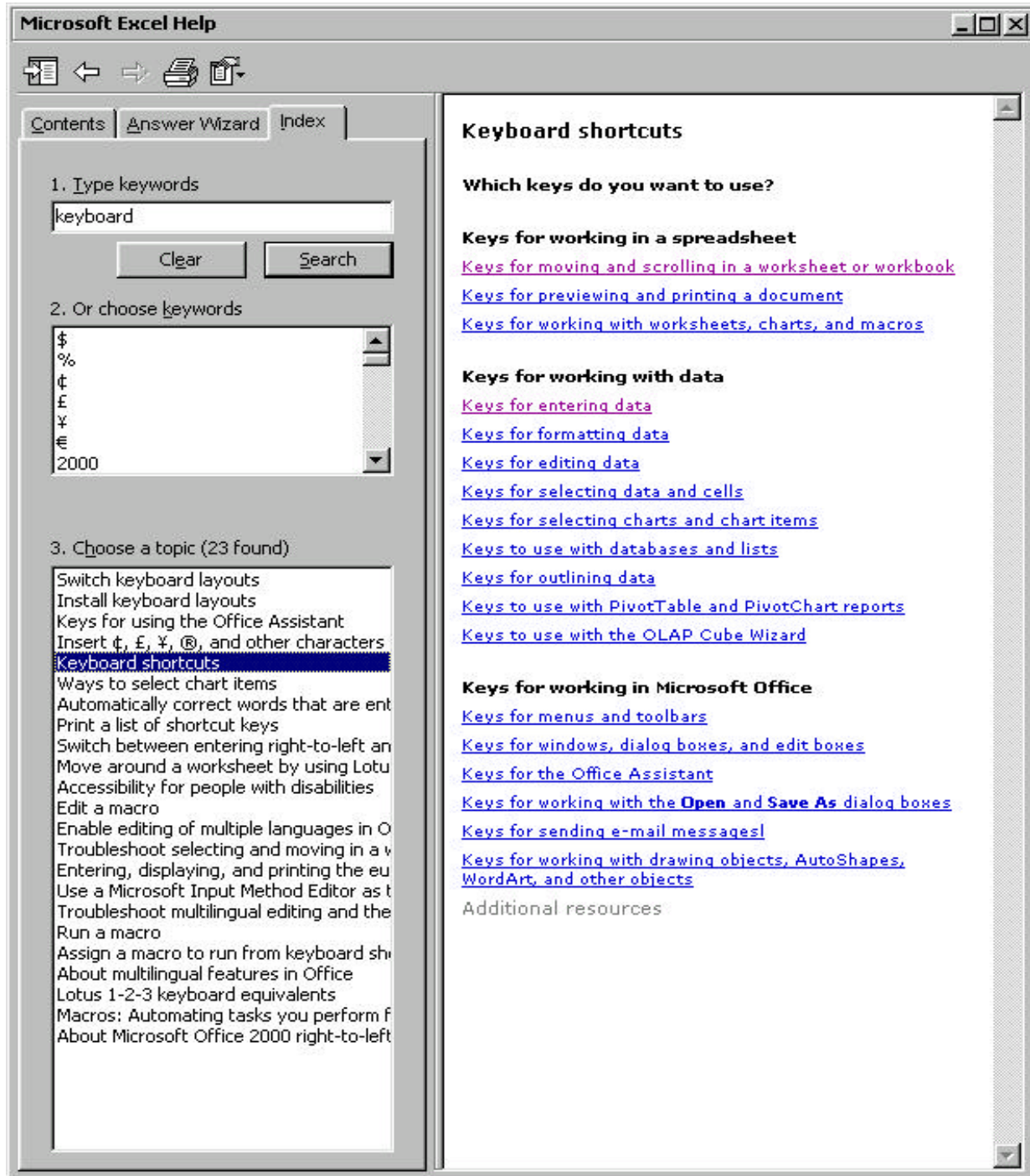
Excel "function" topics that can be inserted into a cell.

These functions can be accessed by clicking the fx icon on the tool bar, or "insert, function".



Keyboard Shortcuts

Excel has many keyboard shortcuts. Click on "Help", then "Microsoft Excel Help". Click on the "index" tab, and type "keyboard" in box 1. Click on "search" to find all help on the word "keyboard". In box 3, select (by clicking) the topic you want help with. In this example, "keyboard shortcuts" is selected. The white box to the right of box 3 contains links to additional information. Click on the link you are interested in.



Membership List
FHF Computer Club
E-Mail Addresses
(Sorted by last name)

<u>Last Name</u>	<u>First Name</u>	<u>E-Mail Address</u>	<u>Telephone</u>
Albrand	Jack	splinter122@aol.com	610-459-5672
Barrick	Carole and Warren	warcar@netaxs.com	610-361-8828
Barton	Pat	b.j.-p.a.barton@worldnet.att.net	610-558-3965
Beaumont	Joe	jbeau@bellatlantic.net	610-361-4567
Bjorkman	Marilyn	bjorkma@aol.com	610-361-7982
Brodeur	Rosemary	mr.charles@prodigy.net	610-459-0807
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Cebula	Frank	fjcebula@aol.com	610-358-1105
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Lebonette	Frank	flebonette@aol.com	610-361-8956
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Lordi	Frank & Louise		610-361-0862
Loss	Brian	loss2@home.com	610-361-2967
Masurat	Louise	lm333@home.com	484-840-0789
Masurat	Tom	tmas333@home.com	484-840-0789
McAndrew	Lydia		610-558-6899
McVeigh	Frank	bigtimerfrank@aol.com	610-361-7568
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Robertson	Joan and Chuck	crobertson21@home.com	610-361-1060
Rupp	Jane	ruppfoxes@gateway.net	610-361-9016
Sands	Sybil	sybiltoby@aol.com	610-361-0574
Shuster	Ed	shustered@aol.com	610-358-5855
Silcox	Clifford	csilcox@usa.net	610-361-3482
Speers	Peggy	msfoxfarm@aol.com	610-361-9597
Stiefeld	Sheldon	shstiefeld@aol.com	610-361-0157
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Tresca	Bob	bobt70@gateway.net	610-558-0664
Walsh	Anne	awalsh5239@aol.com	610-358-1967

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Haftel	Al	A.Haftel@worldnet.att.net	610-558-0449
Farnese	Andy	alfarnese@peoplepc.com	610-459-2946
Walsh	Anne	awalsh5239@aol.com	610-358-1967
Natale	Audrey and Bill	winaln@cs.com	610-459-4965
Kuhn	Bob	kuhnr1@home.com	610-361-0999
Tresca	Bob	bobt70@gateway.net	610-558-0664
Hunter	Bonnie	bonsunseeker@home.com	610-558-6996
Loss	Brian	loss2@home.com	610-361-2967
Barrick	Carole and Warren	warcar@netaxs.com	610-361-8828
Silcox	Clifford	csilcox@usa.net	610-361-3482
Shuster	Ed	shustered@aol.com	610-358-5855
Davis	Edie	editbyedie@aol.com	610-358-3903
Cebula	Frank	fjcebula@aol.com	610-358-1105
Lebonette	Frank	flebonette@aol.com	610-361-8956
McVeigh	Frank	bigtimerfrank@aol.com	610-361-7568
Lordi	Frank & Louise		610-361-0862
Albrand	Jack	splinter122@aol.com	610-459-5672
Duffy	Jan	jscuderid@aol.com	610-558-3949
Rupp	Jane	ruppfoxes@gateway.net	610-361-9016
Flynn	Joan	joannjim@prodigy.net	610-361-2897
Robertson	Joan and Chuck	crobertson21@home.com	610-361-1060
Beaumont	Joe	jbeau@bellatlantic.net	610-361-4567
Natale	John J.	jjanat@cs.com	610-558-4550
Kacik	Len		610-361-0873
Bryson	Linda	lsbryson@home.com	610-361-7586
Masurat	Louise	lm333@home.com	484-840-0789
McAndrew	Lydia		610-558-6899
Donnelly	Marcie	marcied@mindspring.com	610-361-9532
Kloss	Marcy	mfkloss@aol.com	610-459-0454
Limburg	Marian	charlimar2213@cs.com	610-459-2489
Hanerkam	Marie	mprh@home.com	610-459-8999
Bjorkman	Marilyn	bjorkma@aol.com	610-361-7982
Crampsey	Mary and Leo	leomary42@aol.com	610-558-2254
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Hartley	Roy	rhartley@icdc.com	610-361-9671
Stiefeld	Sheldon	shstiefeld@aol.com	610-361-0157
Sands	Sybil	sybiltoby@aol.com	610-361-0574
Masurat	Tom	tmas333@home.com	484-840-0789
Ferrara	Tony	tonyferrara@icdc.com	610-459-1104

Sorting

Sorting example (Sorted by first name)

Starting condition (sorted by last name):

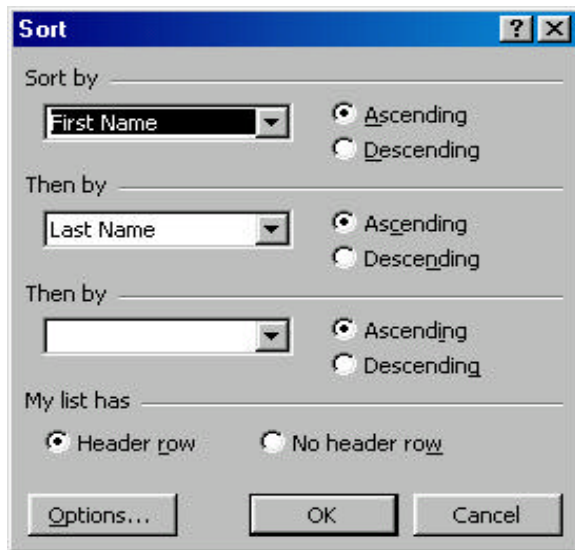
<u>Last Name</u>	<u>First Name</u>	<u>E-Mail Address</u>	<u>Telephone</u>
Albrand	Jack	splinter122@aol.com	610-459-5672
Barrick	Carole and Warren	warcar@netaxs.com	610-361-8828
Barton	Pat	b.j.-p.a.barton@worldnet.att.net	610-558-3965
Beaumont	Joe	jbeau@bellatlantic.net	610-361-4567

Step 1: Select the rows, columns, or cells you want to sort. In this example I am sorting rows 6 through 9. Left click the number of the first row (in this example, 6), hold down the left mouse button, and drag down to the last row (in this example, 9). Release the mouse button. This is what your list will look like:

5	Last Name	First Name	E-Mail Address	Telephone
6	Albrand	Jack	splinter122@aol.com	610-459-5672
7	Barrick	Carole and Warren	warcar@netaxs.com	610-361-8828
8	Barton	Pat	b.j.-p.a.barton@worldnet.att.net	610-558-3965
9	Beaumont	Joe	jbeau@bellatlantic.net	610-361-4567

Step 2: Click on "Data, sort".

Step 3: Next to the "sort by" box click on the down arrow and select "first name". Because the list you are sorting may contain more than one entry with the same first name, a secondary sorting criteria is often needed. Next to the "then by" box click on the down arrow and select "last name". Click "OK".



Your list is now sorted by first name, and looks like this:

5	Last Name	First Name	E-Mail Address	Telephone
6	Barrick	Carole and Warren	warcar@netaxs.com	610-361-8828
7	Albrand	Jack	splinter122@aol.com	610-459-5672
8	Beaumont	Joe	jbeau@bellatlantic.net	610-361-4567
9	Barton	Pat	b.j.-p.a.barton@worldnet.att.net	610-558-3965
10				

Formatting

Formating example

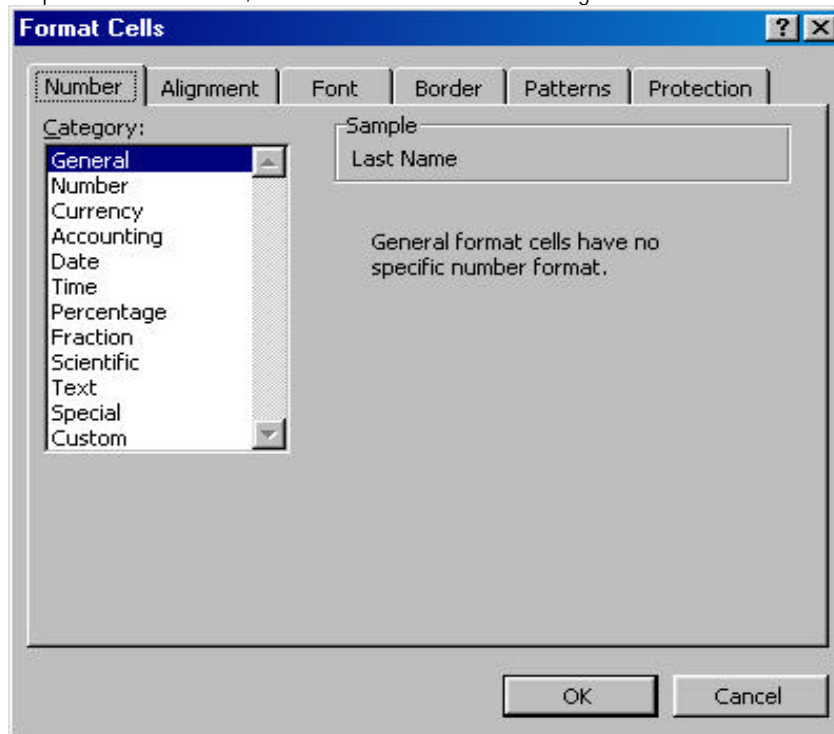
Starting condition (no border when printed):

<u>Last Name</u>	<u>First Name</u>	<u>E-Mail Address</u>	<u>Telephone</u>
Albrand	Jack	splinter122@aol.com	610-459-5672
Barrick	Carole and Warren	warcar@netaxs.com	610-361-8828
Barton	Pat	b.j.-p.a.barton@worldnet.att.net	610-558-3965
Beaumont	Joe	jbeau@bellatlantic.net	610-361-4567

Step 1: Select the cells you want to have a border around, and have internal lines, when printed.
The is how the selected area looks:

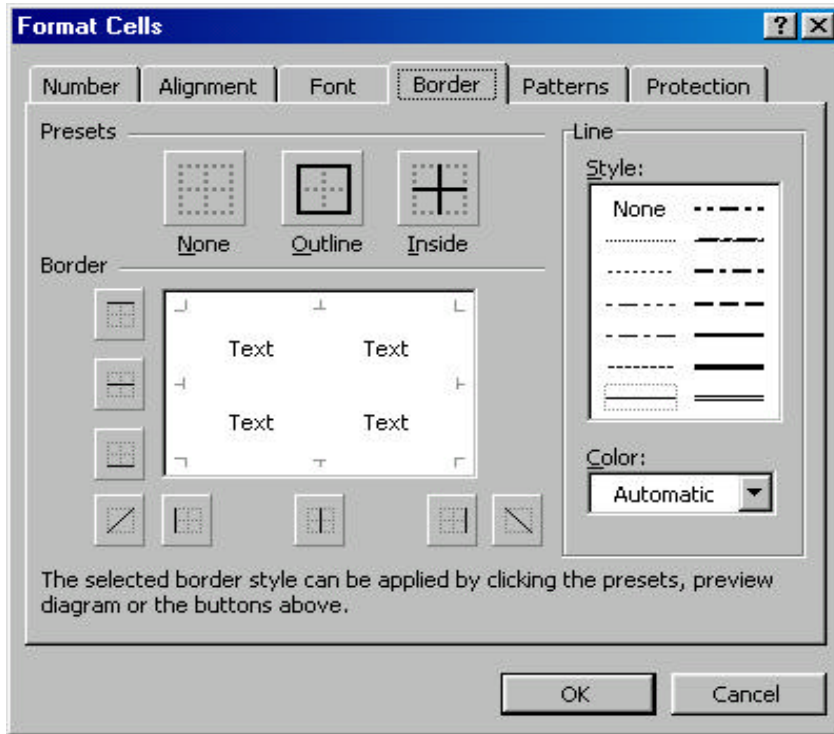
4	Starting condition (no border when printed):			
5	<u>Last Name</u>	<u>First Name</u>	<u>E-Mail Address</u>	<u>Telephone</u>
6	Albrand	Jack	splinter122@aol.com	610-459-5672
7	Barrick	Carole and Warren	warcar@netaxs.com	610-361-8828
8	Barton	Pat	b.j.-p.a.barton@worldnet.att.net	610-558-3965
9	Beaumont	Joe	jbeau@bellatlantic.net	610-361-4567
10				

Step 2: Click on "Format, cells". You will then see this dialog box:

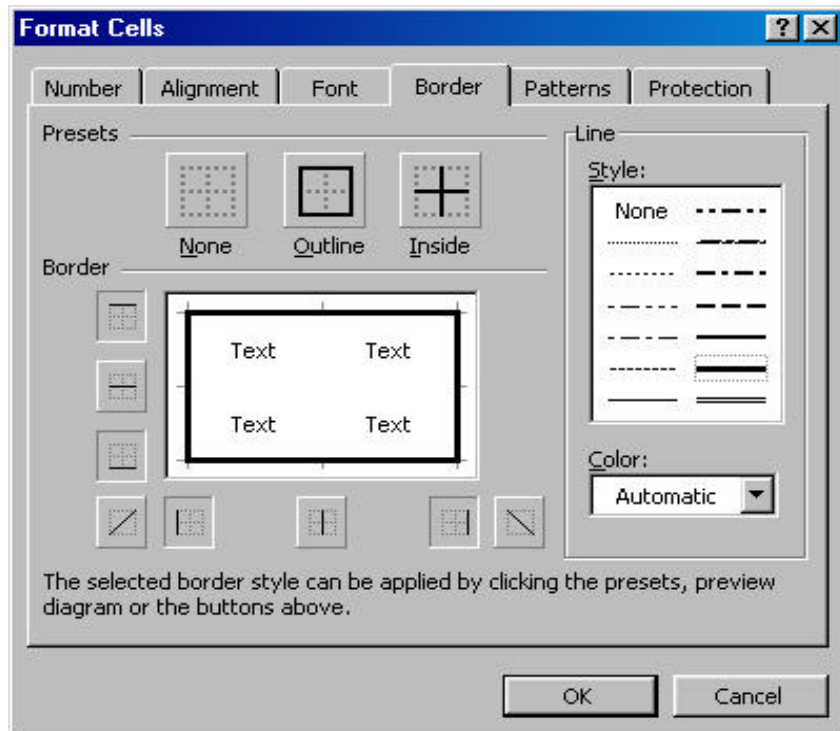


Formatting

Step 3: Because you are formatting borders, but not numbers, click on "border".



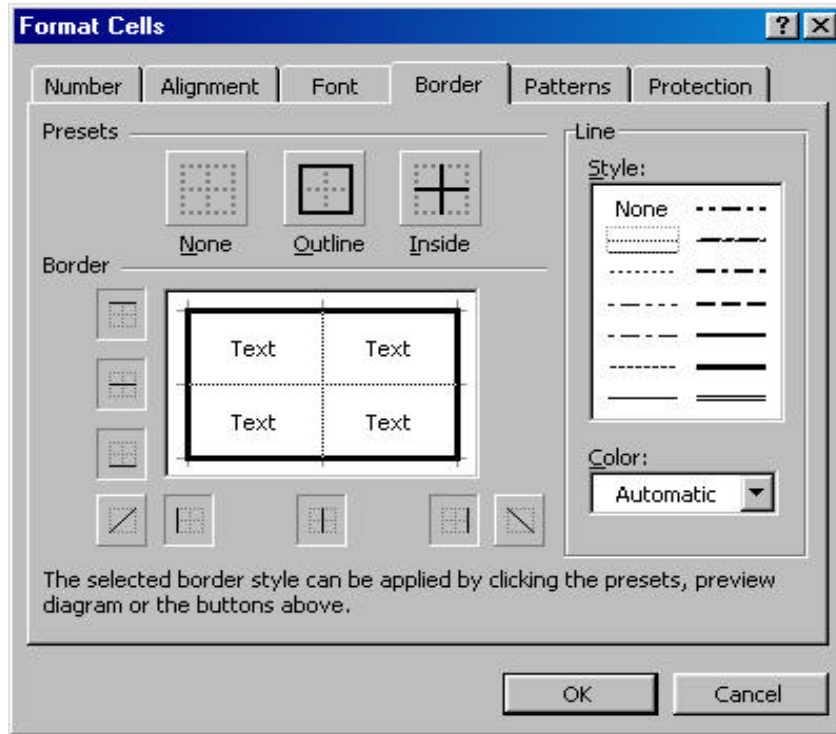
Step 4: You may want a heavy border around the outside of the table. If so, click the thick line, then the "outline" icon. This results in the following appearance of the dialog box.



Step 5: If you want a lite line to separate the cells, so click on the fine dotted line to select it. Then click in the white box with four "text". Click once where you want the horizontal line to be (equal distance between the "text" words positioned vertically) and

Formatting

click once where you want the vertical line to be (equal distance between the "text" words positioned horizontally).



Your list table now looks like this, on the Excel page:

2				
3	Starting condition (no border when printed):			
4	Last Name	First Name	E-Mail Address	Telephone
5	Albrand	Jack	splinter122@aol.com	610-459-5672
6	Barrick	Carole and Warren	warcarr@netaxs.com	610-361-8828
7	Barton	Pat	b.j.-p.a.barton@worldnet.att.net	610-558-3965
8	Beaumont	Joe	jbeau@bellatlantic.net	610-361-4567
9				

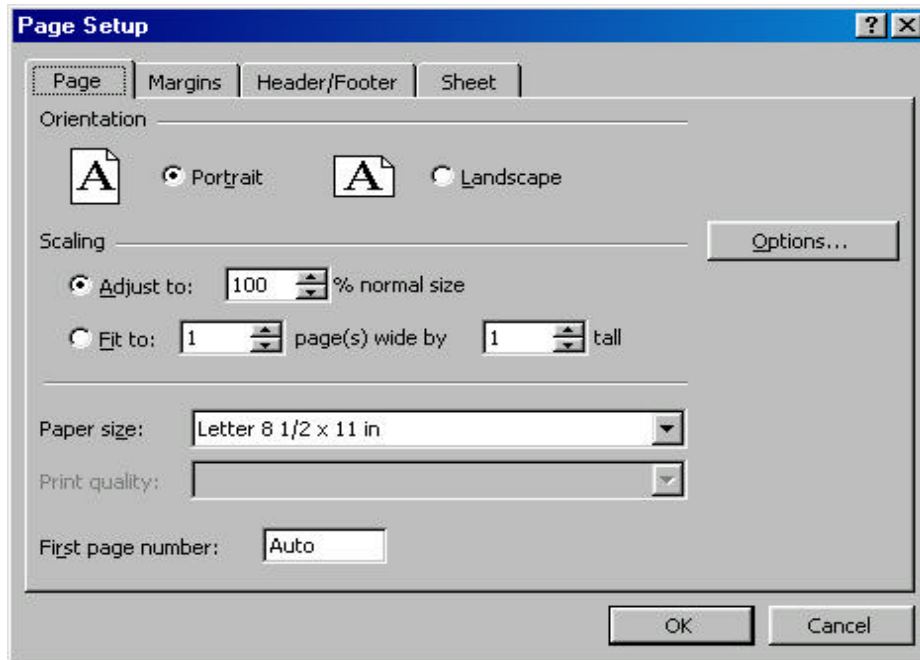
Formatting

When printed, your list table will appear like this. There are no lines in the background, but there is a thick line around the table, and thin dotted lines separating the cells.

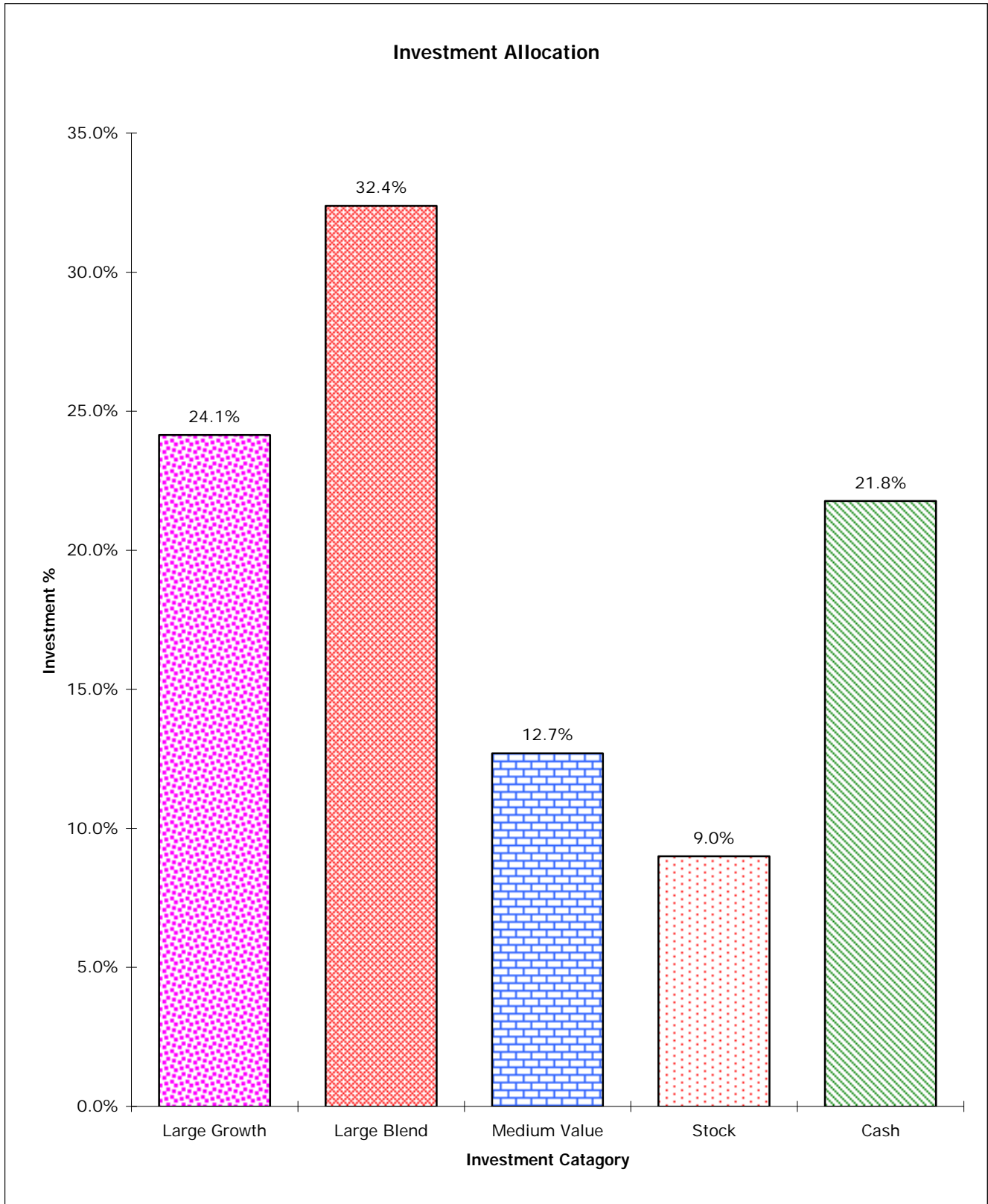
Formating example

Starting condition (no border when printed):

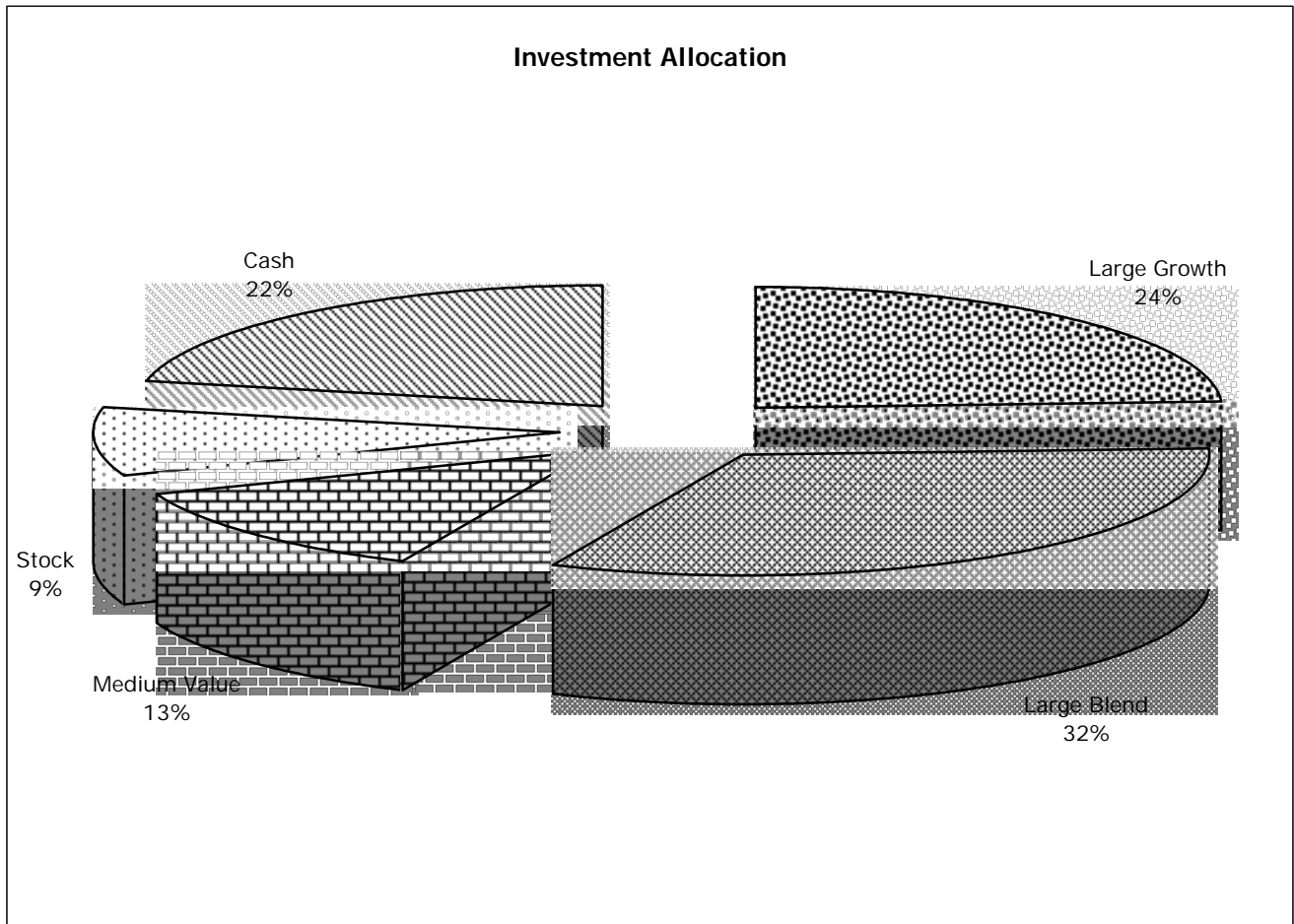
Last Name	First Name	E-Mail Address	Telephone
Albranc	Jack	jsplinter122@aol.com	610-459-567z
Barnick	Carole and Warner	warnicar@netaxs.com	610-361-888E
Barton	Pat	bj-pa.barton@worldnet.attne	610-528-398E
Beaumont	Jos	jbeau@bc1ststn1c.net	610-361-456E



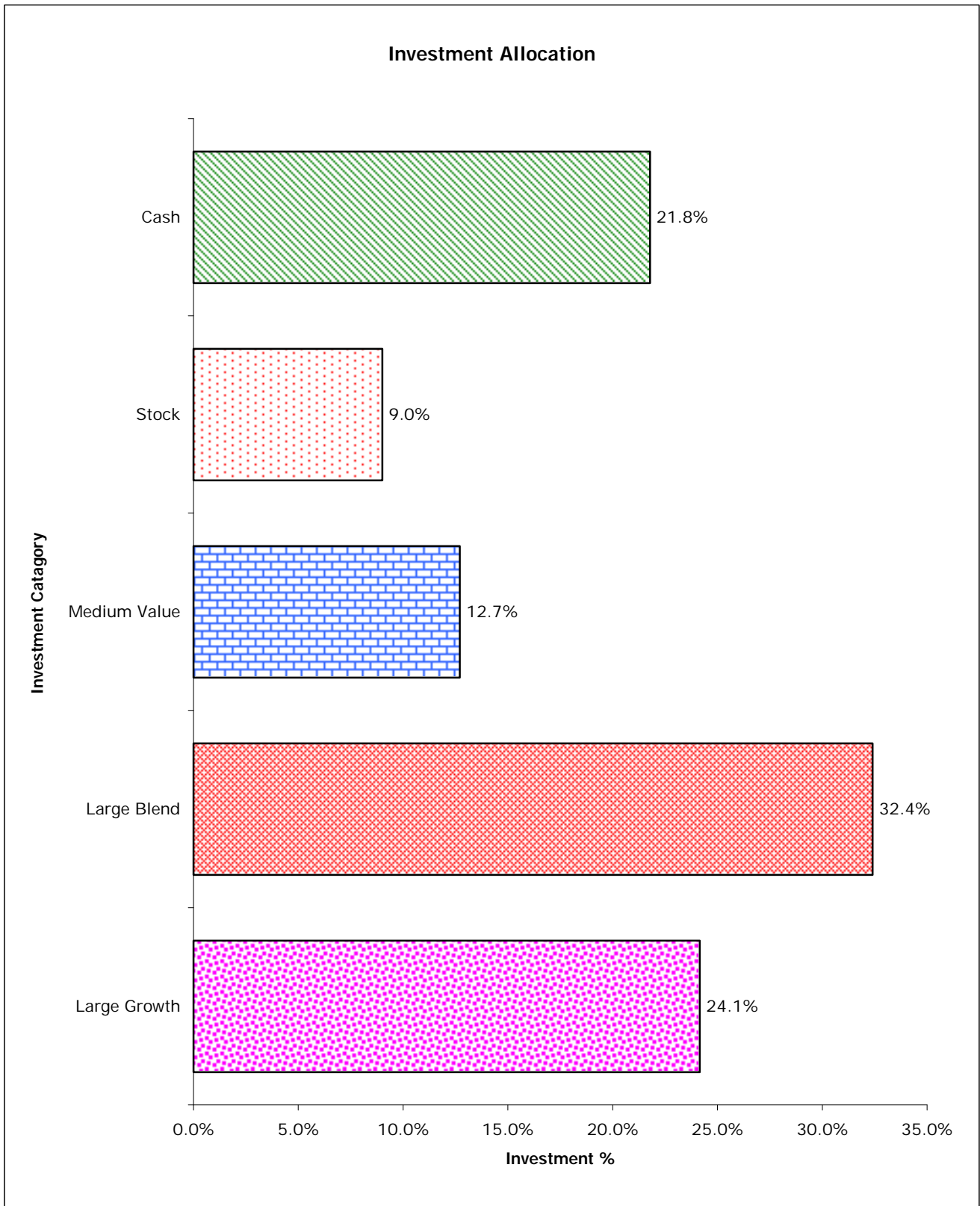
Column Chart



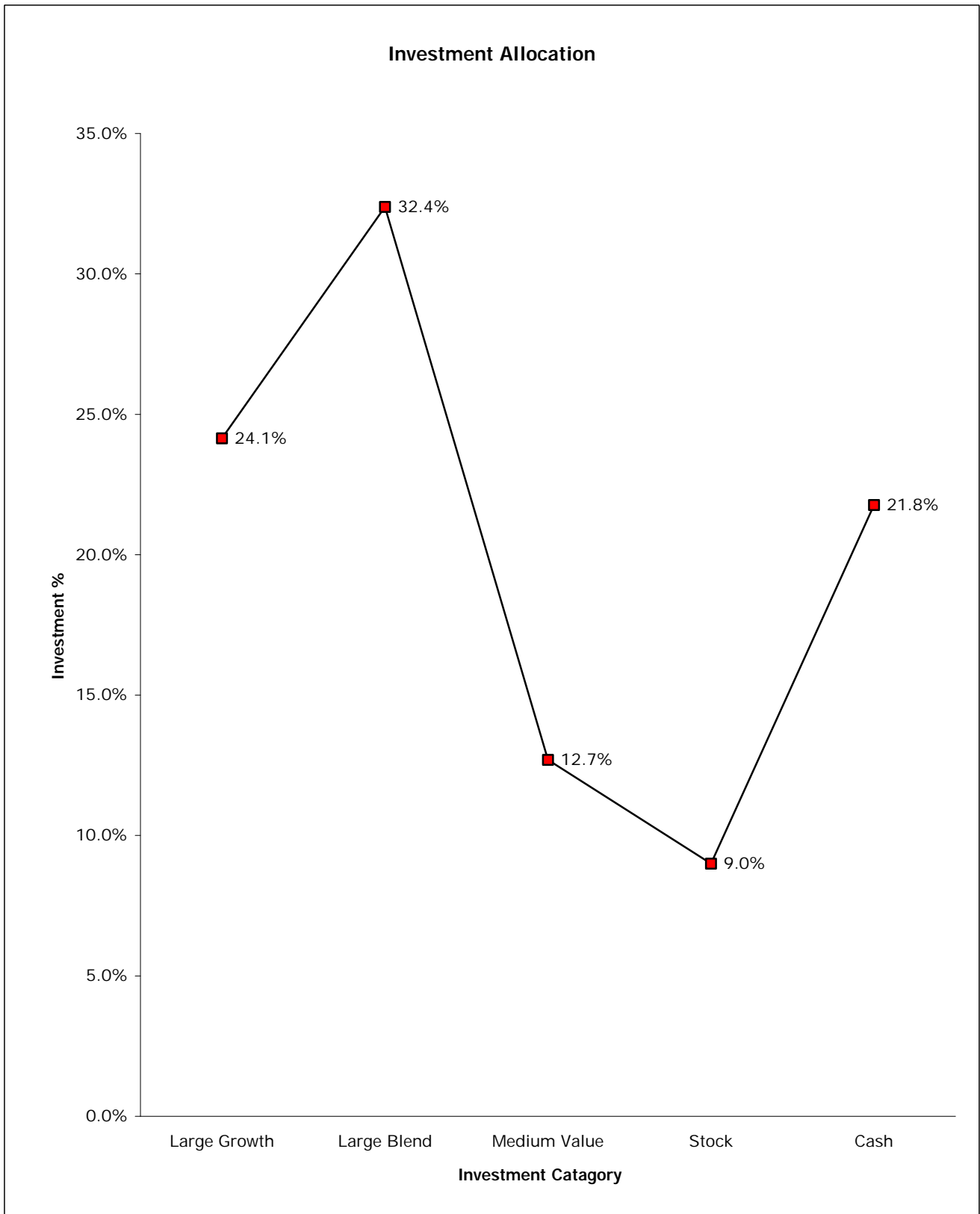
Charts
Pie Chart



Charts
Bar Chart



Charts
Line Chart



List

Software Rev Level and Serial Number

<u>Application</u>	<u>Version</u>	<u>Serial Number</u>	<u>Purchased</u>	<u>Instl</u>	<u>Comment</u>	
Name 1	4	wr3647rt	5/02/95	CD		
		paint program				\$15
Name 2	2.0	MLW210C7167357	10/01/99	CD		
		directory printing				\$79
Name 3	1.0	HJG100Y7107700	1/12/00	CD		
		Bundled with Epson Stylus Color 400				\$0