**Busn 214 Week 1**

Download four workbooks:

<http://flightline.highline.edu/mgirvin/AllClasses/214_2007/Content/Week01/Week01.htm>

No test on Friday

**Full list of videos:**

<http://www.youtube.com/view_play_list?p=D8EEA7196D943ED5>

**Videos to watch:**

**Highline Excel Class 01: Back To Basics (13 minutes)**

<http://www.youtube.com/watch?v=Wq7p4uoj4Vo>

**Highline Excel Class 02: Excel Formulas & Excel Functions (28 minutes)**

<http://www.youtube.com/watch?v=O3bcbpBxOaY&feature=channel>

**Highline Excel Class 03: Names, Cell References, Formula Inputs (34 minutes)**

<http://www.youtube.com/watch?v=BU3c5Y8pinw>

**Highline Excel Class 04: Style & Number Format & ROUND (16 minutes)**

<http://www.youtube.com/watch?v=I6YLnLTPaK4>

**Highline Excel Class 05: Charts, Page Setup, Data Analysis (27 minutes)**

<http://www.youtube.com/watch?v=vqJg7fi4LL0>

**Topics:**

1. Go through syllabus, signup for YouTube
2. What are the two (or three) things that you use Excel for?
	1. Data Analysis, like adding by sales rep with the SUMIF function or a PivotTable
	2. Calculations, like a formula to calculate payroll
	3. Storing raw data (databases are usually better for this, but in the working world, many people use Excel for this
3. What is Number Format?
	1. It is a formatting that sits on top of a number and can look very different than the number.
	2. Example 1: the number 10 can be in a cell, but if you format it to “***SHOW***”” 2 decimals, you will “***SEE***” 2 zeroes showing on the surface of the spreadsheet but the 2 zeroes will not actually be in the cell
	3. Example 2: If you type 3/29/2010 into a cell, the DATE Number format shows us 3/29/2010, but the number 40266
4. Give an example of date calculation and a time calculation in Excel.
	1. If you use a formula to subtract end date from begin date you will get the days between the two dates.
	2. I If you use a formula to subtract end time from begin time you will get a decimal number that represents the proportion of one 24 hour day. For example
5. What is a formula?
	1. Anything in a cell that has an equal sign as the first character. The equal sign tells Excel that you are making a formula. Formulas can have cell references, operators (like \* and /), functions (like SUM or AVERAGE), and many other formula elements.
6. What is a function?
	1. A function is a formula element that has built-in code to perform tasks for you. For Example, the SUM function adds, the PMT function can calculate a monthly loan payment, the SUMIF function can add with one condition, and the LEFT function can extract a given number of characters from the left of a text string (like a first name).
7. Name four types of cell references.
	1. Relative
	2. Absolute
	3. Mixed with Column Absolute (locked)
	4. Mixed with Row Absolute (locked)
8. Name four Data Analysis features in Excel.
	1. Sort
	2. Filter
	3. Text To Columns
	4. PivotTables
	5. Advanced Filter
	6. SubTotals
	7. Formulas that do data analysis like SUMIF and LEFT
9. What is the difference between the COUNTIF and SUMIF functions?
	1. COUNTIF counts given a condition or criterion (like count sales by Joe)
	2. SUMTIF add given a condition or criterion (like add all sales by Joe)
10. When entering dates in Excel, what does Excel really put in the cell under the Number formatting?
	1. A serial number like 1 for Jan 1, 1900 or 40266 for 3/29/2010
11. When entering times in Excel, what does Excel really put in the cell under the Number formatting?
	1. A decimal number between 0 and 1 9not including 0 or 1) that represents the proportion of one 24 hour day. For example, 8/24 = 1/3 = .333333. When 1/3 is formatted with Time Number format, 8:00 AM will show up.
12. When do you use the ROUND function?
	1. You are required to round to a certain position like with money where you are required to round to the penny or hundredths position.
	2. You are multiplying or dividing numbers with decimals.
	3. You will use the formula result in a subsequent formula calculation.
	4. When all three of these things are true, you must sue the ROUND function or you may get the wrong answer.
13. Charts
14. Assumption Tables Formula Input Areas

**Some Notes**







