**Office 2013 Video Project 23: Excel 2013 Basics 05**

**Ribbon and QAT**

**Goal in video:** Learn how to customize the Ribbon and QAT

Topics Covered in Video:

1. Quick Access toolbar = QAT
   1. Why customize QAT?
      1. Buttons are always available no matter what Ribbon Tab you are working in
      2. Some features are not in Ribbon
   2. Customize QAT:
      1. Right-click command in ribbon, Add to QAT
      2. Right-click QAT and click on Customize Quick Access Toolbar
         1. From “Choose commands from” select “All Commands” or “Commands not in Ribbon”
         2. Use Add and Remove and reorder buttons
         3. There is a “Reset” button if you need to revert back to Default QAT.
2. Ribbon:
   1. Customize Ribbon:
      1. Right-click Ribbon and click on Customize the Ribbon
         1. Check or uncheck check boxes for Ribbon Tabs
         2. To add buttons to a Ribbon Tab:
            1. Click on Ribbon
            2. Add group
            3. Rename group
            4. Select group
            5. From “Choose commands from” select “All Commands” or “Commands not in Ribbon”
            6. Use Add and Remove and reorder buttons
            7. There is a “Reset” button if you need to revert back to Default Ribbon.
3. New Keyboard Shortcut:
   1. None.

**Video Project 24: Excel 2013 Basics 06**

**Keyboard Shortcuts Are Fast!**

**Goal in video:** Learn that keyboard shortcuts save a lot of time.

Topics Covered in Video:

1. New Keyboard Shortcut:
   1. Ctrl + Arrow Key ==>> Jump to end. If all empty, jump to last empty
   2. Ctrl + Home ==>> Go To A1
   3. Ctrl + Shift + Arrow Key ==>> Select column or row (go until it sees an empty cell). Works in cells, formulas, and dialog boxes.
   4. Alt, 1 ==>> get first command in QAT
   5. Ctrl + \* ==>> Select Current Region (go in all directions until it sees an empty cells)
   6. Alt + = ==>> SUM function
   7. Shift + Enter ==>> Puts "Thing" in cell and moves selected cell up (above cell with formula).
   8. F4 = puts dollar signs in cell references. And it jumps screen back in view.
   9. Alt, N, V ==>> PivotTable dialog box
   10. Alt, P, S, P ==>> Page Setup

Entering “things” into cells:

1. Enter = down
2. Tab = Right
3. Shift + Tab = Left
4. Shift + Enter = Up
5. Ctrl + Enter = keep cell selected

**Video Project 25: Excel 2013 Basics 07**

**What Excel Does: Calculations and Data Analysis**

**Goal in video:** Learn that Excel does two main things: Calculations and Data Analysis.

Topics Covered in Video:

1. Calculations
   1. Calculation = a single answer in a cell
      1. Examples:
         1. Formula to calculate:
            1. Percentage grade
            2. Net Income
            3. Payroll deduction
            4. Adding a column of expenses
            5. Logical answer such as TRUE FALSE (shown later in class)
            6. Text label (shown later in class)
2. Data Analysis
   1. Data Analysis = converting raw data into useful information
      1. Examples:
         1. Creating a Regional Sales Report with the SUMIFS function
         2. Creating a Regional Sales Report with a PivotTable
         3. Sorting a column of assembly times to show the fastest times at the top of the column
         4. Filtering a table to extract the records for only the West Region
         5. Creating a cross tabulated table with formulas or PivotTable (shown later in class)
3. New Keyboard Shortcut:
   1. None.

**Video Project 26: Excel 2013 Basics 08**

**Default Data Alignment In Excel**

**Goal in video:** Learn about Excel’s Default Alignment for data.

Topics Covered in Video:

1. Default Alignment:
   1. Text = Left
   2. Numbers = Right
   3. TRUE and FALSE = Center and all capitals
      1. TRUE and FALSE values are referred to as either:
         1. Boolean values
         2. Logical values
   4. Errors from formulas = Center
      1. #DIV/0! = Divide by zero
      2. #REF! = Formula is using cell reference that has been deleted, or other invalid cell reference
      3. #NAME? = Excel built-in function misspelled, Defined Name misspelled, or "text" (word data) in formula is not in double quotes.
      4. #N/A = Not Available/ No Answer
      5. #VALUE! = Invalid operand or argument type (argument in a function), or Array Formula was entered without Ctrl + Shift + Enter
      6. #NULL! = No Intersection
      7. #NUM! = Invalid numeric values in a formula or function, or an iterative function like IRR cannot find an answer, or the number is too big or small (number must be between -1\*10^307 and 1\*10^307)
2. Knowing Default alignment is helpful because it gives you a visual cue that there may be trouble with your formulas.
   1. Example:
      1. If numbers are stored as text formulas may not work
         1. SUM function will not add numbers stored as text
3. New Keyboard Shortcut:
   1. None.

**Video Project 27: Excel 2013 Basics 09**

**Keeping Data in Excel: Proper Data Set and Excel Table**

**Goal in video:** Learn how to store raw data in a Proper Data Set or an Excel Table so we can easily make calculations and perform data analysis.

Topics Covered in Video:

1. Proper Data Set:
   1. Field names in first row
      1. Field names = column headers
      2. Field names tell you want sort of data is allowed to go in the column
      3. Without filed names, data analysis would be extremely difficult and time consuming
      4. The data analysis features in Excel like Sort, Filter, PivotTable can’t work properly if you don’t have field names
   2. No empty field names
   3. Records in subsequent rows
      1. Record = row = collection of bits of raw data = set of related data
         1. Examples of typical records:
            1. Collection of related data for a student in Highline’s data base, like the raw data; ID, first name, last name, e-mail, etc.
            2. Data for one sale by a sales rep, like the raw data: date the sale was made, region the sale was made in, sales amount
            3. Data for a business’ customer, like business name, phone, city, credit score
   4. Try not to have empty cells in the records
      1. Although you can have empty cells in proper data set, it will cause an occasional problem if you are making a PivotTable or sorting
   5. Must have empty cells all around your data set (or have Excel row headers (numbers) or column headers (letters) at the left or above the data set).
2. Excel Table feature:
   1. What is does:
      1. Dynamic Ranges: Allows you to add new records to data set and all formulas and charts and PivotTables will automatically update (you have to refresh a PivotTable).
      2. Adds formatting
      3. Adds Sorting and Filter buttons to each field (at the top of each column)
      4. Convert Proper Data Set to an Excel Table keyboard shortcut ===> Ctrl + T
   2. Name your Table:
      1. Name Table in Table Tools Ribbon Design Tab, Properties group, Table Name Textbox
   3. Table formula nomenclature is automatically added when you highlight range
      1. Table names
      2. Field names are in Square Brackets
   4. Add new records to a table:
      1. Type new record in first row below table
      2. In last cell in last record in table, hit Tab.
   5. Convert Excel Table back to a non-Excel Table:
      1. Right-click, Table, Convert to Range
3. New Functions seen in this video:
   1. MAX = find biggest number in a range of values.
   2. MIN = Find the smallest number in a range of values.
4. New Keyboard Shortcut:
   1. Convert Proper Data Set to Excel Table ==>> Ctrl + T