



Creating Learning Networks for African Teachers

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CREATING A CHART

Open the **BLANK** document and copy the worksheet shown below:

	A	B	C	D	E
1					
2					
3	Item	Cost	Selling Price		

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4	Surf Boards	123	130.38		
5	Sail Boards	79	83.74		
6	Swim Suits	100	106		
7	Wet Suits	34	36.04		
8	Swim Goggles	400	424		
9	T-shirts	265	280.9		
10	Shorts	142	150.52		
11	Sun Ten Lotion	100	106		
12	Beach Towel	98	103.88		
13					
14					
15					
16					
17					

Highlight the text that is going to be represented in the chart as shown below:

	A	B	C
1			
2			
3	Item	Cost	Selling Price
4	Surf Boards	123	130.38
5	Sail Boards	79	83.74
6	Swim Suits	100	106
7	Wet Suits	34	36.04

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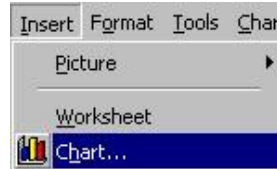
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Example

8	Swim Goggles	400	424
9	T-shirts	265	280.9
10	Shorts	142	150.52
11	Sun Ten Lotion	100	106
12	Beach Towel	98	103.88
13			

Chart Wizard

Select Chart from the Insert menu.



The Chart Wizard window is opened. The following menu options

are available to select different types of charts for display and printing. The data that was selected to create the chart will automatically be converted into the selected chart format. A dialogue box is shown below:

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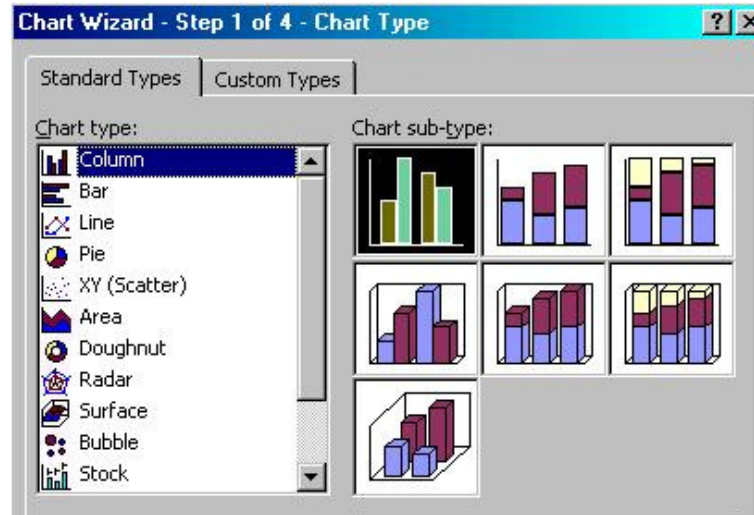
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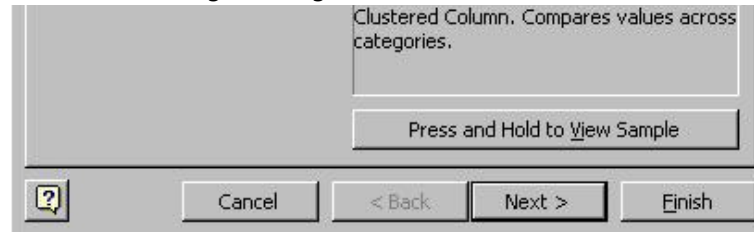
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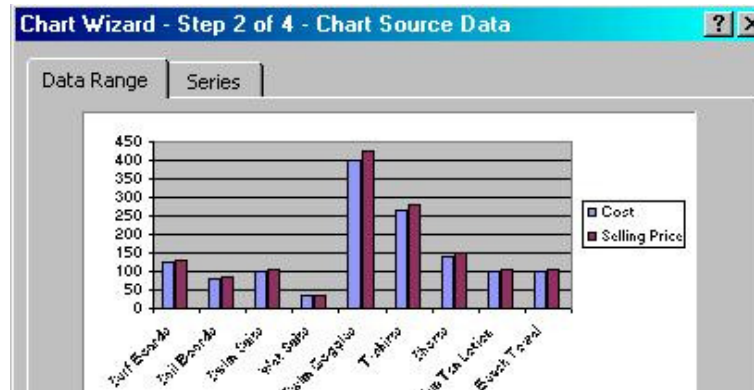
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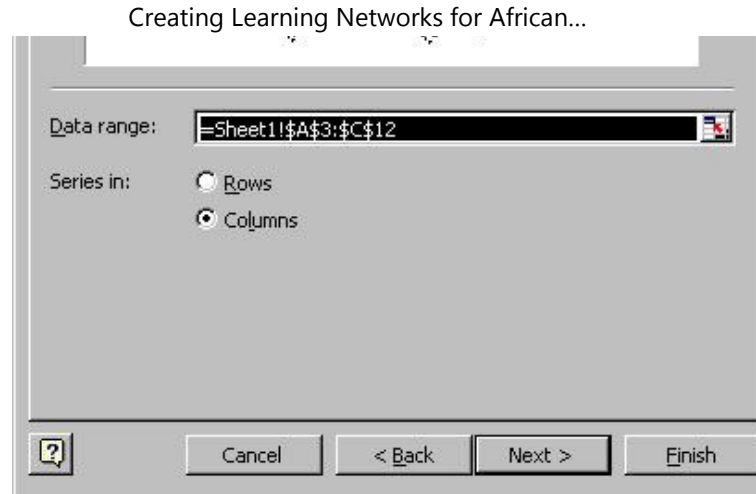
The Standard Chart types present many options that can be selected by highlighting the desired one. The graphic shows the column chart type with a Clustered Column, used to compare values across categories. You can click "*Press and Hold to View Sample*" button to view a sample of the chart likely to be created. And then press **Next >** button.



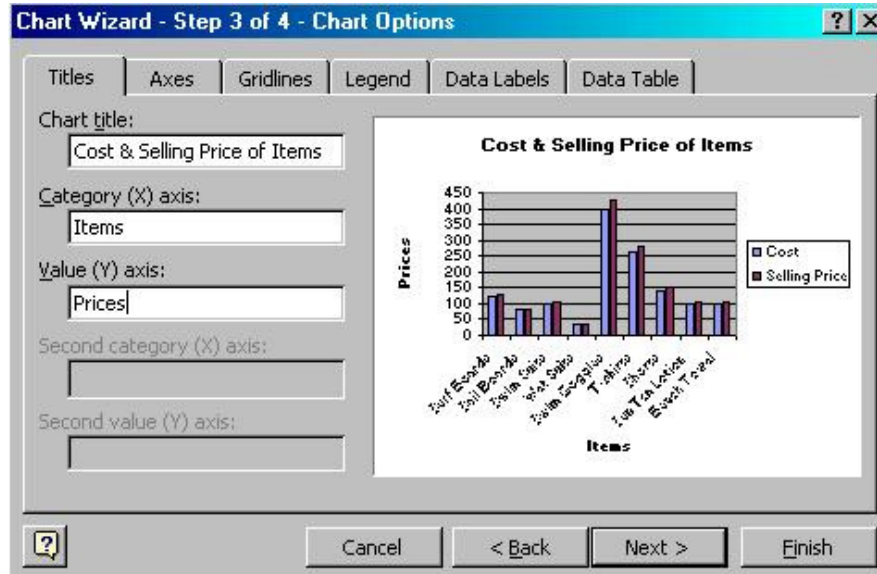
25/10/2011

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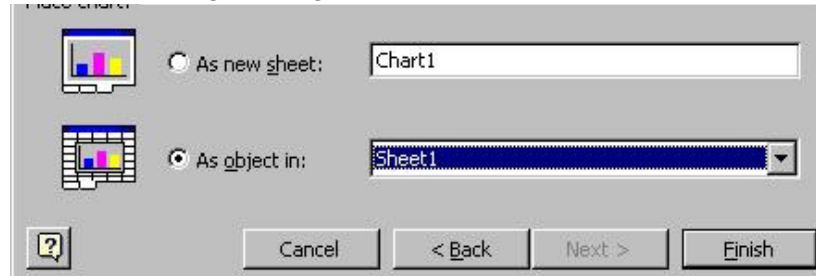


In the next dialogue box, specify where the Series are in Rows or Columns. In the example, the Series are in Columns. After press the **Next >** button.



Type the Chart Title, Category for X-axis, and Value for Y-axis and then Press the **Next >** button. Notice that a sample is shown even as you type the Title, Category and Value.





Specify where the Chart should be inserted in a new sheet or the current Sheet and then Click **Finish** button.

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COLUMNS AND ROWS

Widening Columns

To select a column, click in the column heading of the column

A screenshot of a spreadsheet grid. The grid has 5 rows and 2 columns. The column headers are labeled 'A' and 'B'. The row numbers are 1, 2, 3, 4, and 5. Column A is highlighted in a light blue color, indicating it is selected. The cell in row 1, column A is empty. The cell in row 2, column A is empty. The cell in row 3, column A is empty. The cell in row 4, column A is empty. The cell in row 5, column A is empty. The cell in row 1, column B is empty. The cell in row 2, column B is empty. The cell in row 3, column B is empty. The cell in row 4, column B is empty. The cell in row 5, column B is empty.

To select columns, click in the column heading of the columns you wish to widen.

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Hold down the [Ctrl] key to choose more than one column.

	A	B	C	D
1				
2				
3				
4				
5				

The column width may be changed by choosing:

1. **Format** ---> **Column Width**



2. *Enter the width of the column*



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3. Press **[Enter]** or click on **OK button**.

NOTE: If you click on Best-fit, Excel will widen or narrow the column according to the data in the column.

Or

1. Use the mouse and place the pointer on a divider between the two column headers

The cross (+) will change to a dual arrow symbol.

Drag to resize |

	A	B	↔C
1			
2			
3			

2. Click and drag the column to the width desired.

To produce the following sample on your screen, follow the steps in exercise below.

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	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5								
6	Item	Cost	Profit Margin	Selling Price				
7								
8	Surf Boards	112	0.9	212.8				
9	Sail Boards	213	0.8	383.4				
10	Swim Suits	10	1.4	24				
11	Wet Suit	53	1.4	127.2				
12	Swim Goggles	2	1.4	4.8				
13	T-Shirts	3.5	1.6	9.1				
14	Shorts	3.5	1.6	9.1				
15	Sun Ten Lotion	0.9	3.1	3.69				
16	Beach Towel	5	1.6	13				
17								
18								
19								

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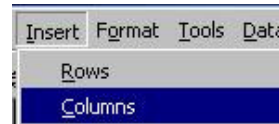
[Coloured Pencil](#)

Building the worksheet

Inserting /Deleting columns and rows

To insert a column or row:

- 1. Click on the column or row label**
- 2. Choose Insert ----> Columns/Rows.**



Remember: If you selected an entire column or row by clicking on the column letter or row number, the insertion will now occur.

Formatting numbers

When a number is entered into a cell the default is in the GENERAL format.

To select a different format choose:

- 1. Format ---> Cells ---> Number. The following screen is displayed:**

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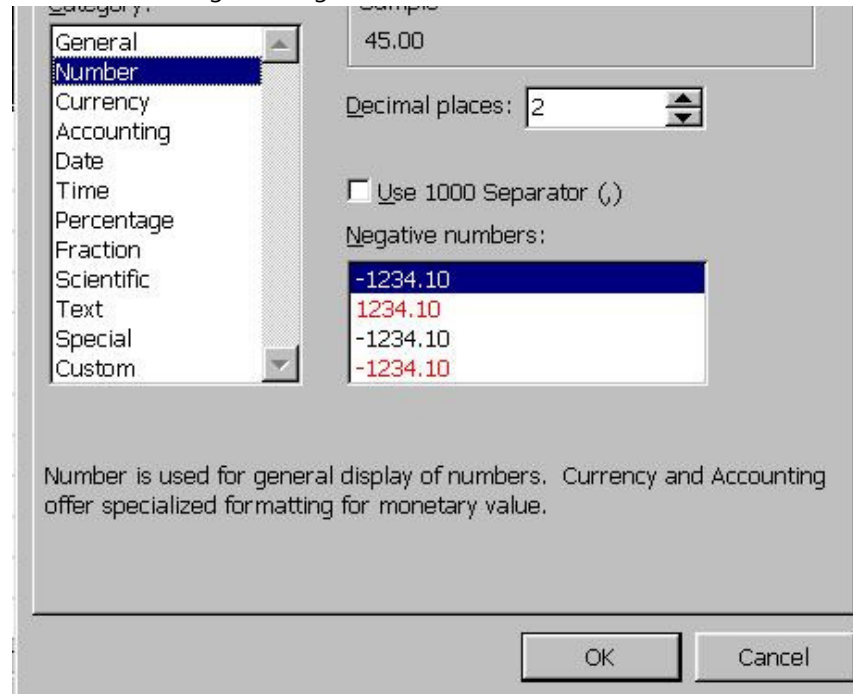
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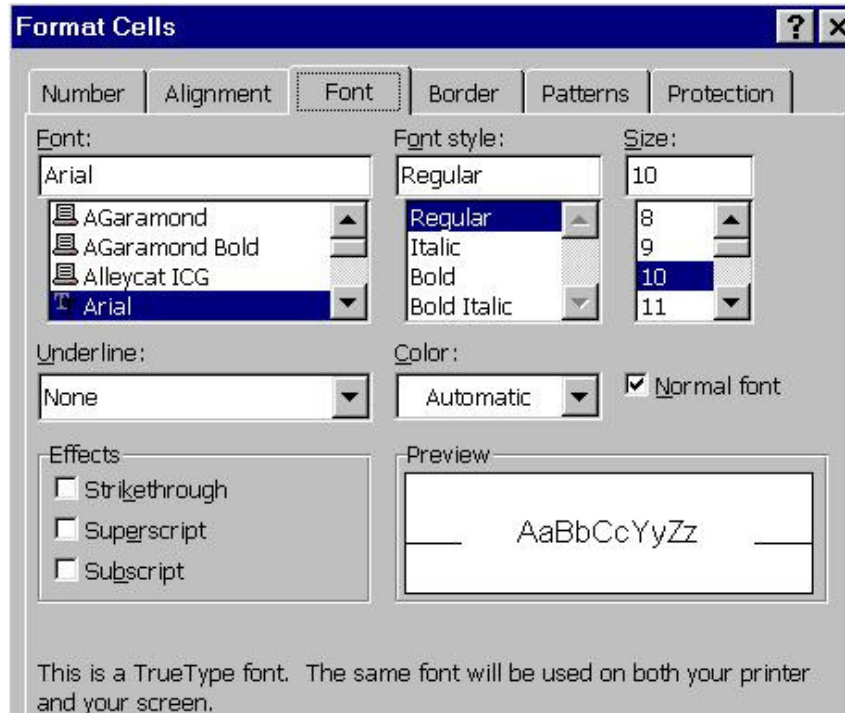




2. Select the desired format.
3. Press [Enter] or click OK button.

The format is applied to any selected cells.

NOTE: When a format is selected a sample of that format is shown

beside samples in the dialogue box.**Formatting text****To select a different format choose:****1. Format ---> Cells ---> Font tab. The following screen is displayed:**



2. Use the scroll bar to view all the available fonts
3. Select a desired size for the selected font
5. Press [Enter] or click on OK button

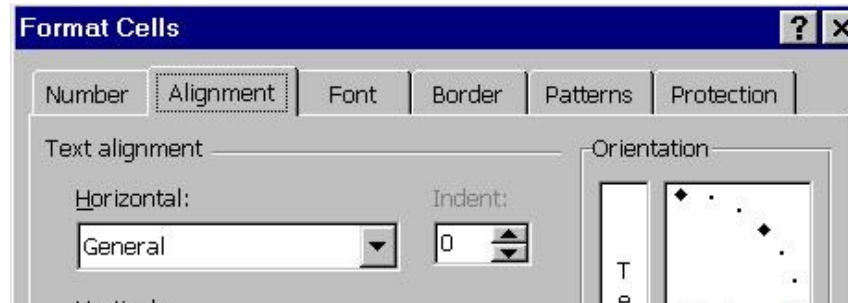
The format is applied to any selected cells that contain text.

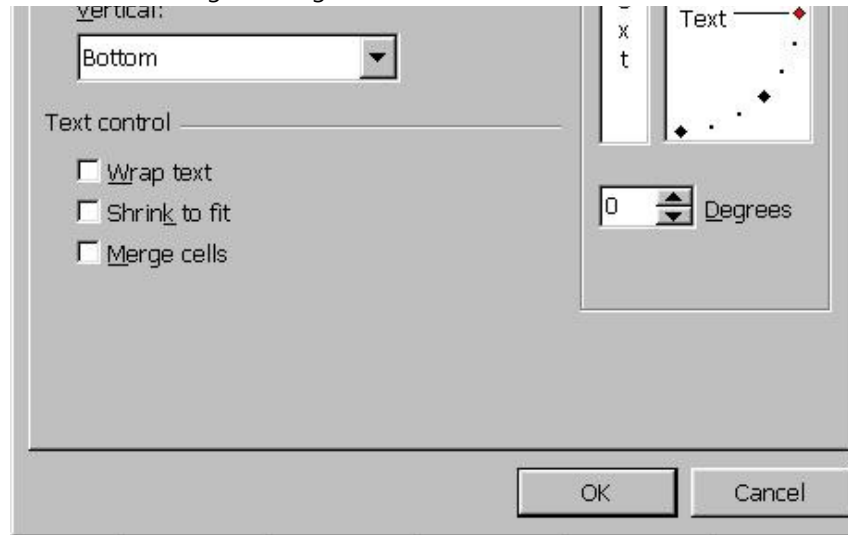
Aligning cell contents

To alter the alignment of cell contents, choose:

1. Format ---> Cells ----> Alignment tab.

The following screen will appear:





2. Click on the desired alignment.
3. Press *[Enter]* or click the *OK* button.

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INTRODUCTION TO MICROSOFT EXCEL

To start Excel, choose *Start* ----> *Programs* ----> *Microsoft Excel*

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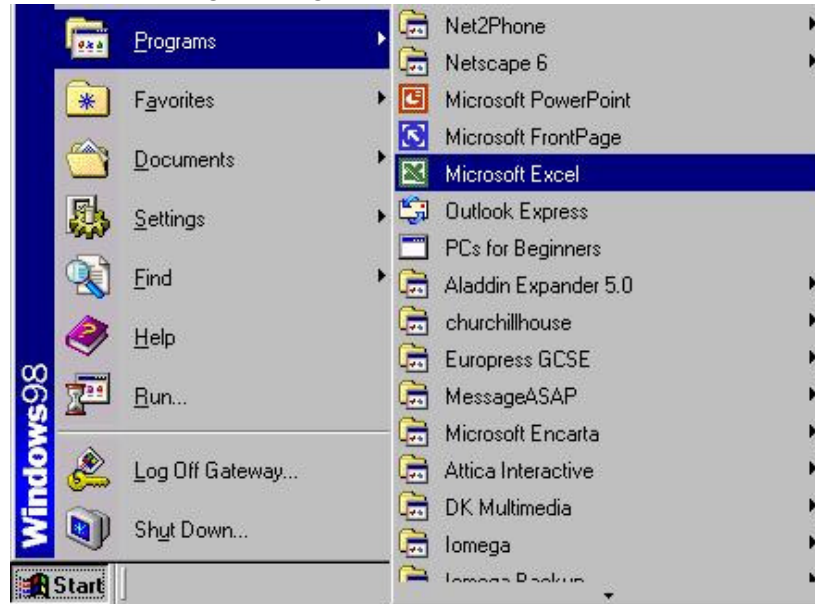
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On Clicking the window below appears

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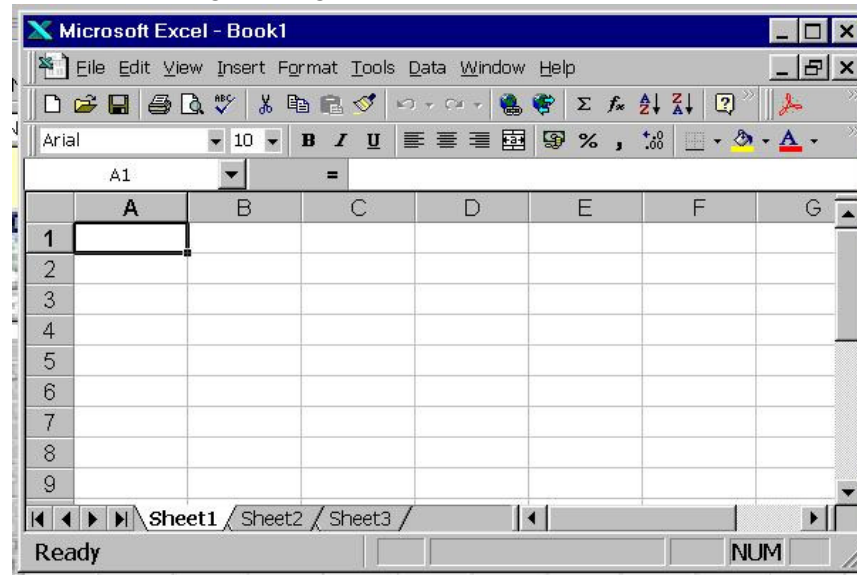
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By default, Excel always opens up with a blank unformatted worksheet. The Office Assistant may also open up on top of the worksheet, depending on the configuration.

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The Excel worksheet

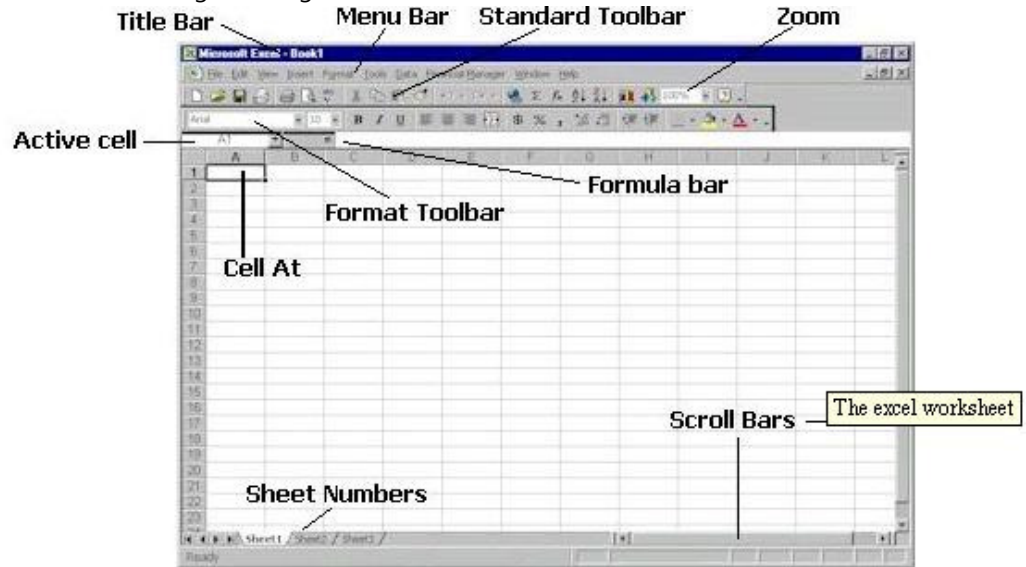
The diagram below shows the standard components that make up the Excel worksheet. Take a minute now to locate these components on your worksheet.

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A cell is the basic unit of the spreadsheet. The address of a cell is specified using a column letter and a row number, for example A1 as in figure 1.3. You will see to the left of the formula bar a display of the currently selected cell, called the active cell.

Types of data

When you enter something into a cell, Excel decides on the type of value by the first character keyed. Excel recognizes three types of

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data:

numbers	34.45
equations	=7-3
text	Hello over there

Numbers

To enter a number, click on a cell and enter the numeric value. Numbers can be entered as either positive or negative and include fractional parts, for example 1, 2, -6, +7.767.

Equations

To enter an equation, click on a cell and enter an equation. In Excel, equations always start with an equals sign, for example =2+3. Entering this equation would display the value 5 in the cell, but if you move the cursor over the cell, the equation will appear in the formula bar.

Text

To enter text, click on a cell and begin typing text (by default text does not start with a digit or the equal sign), for example Sales for

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USEFUL LINKS FOR SPREADSHEETS

[Excel for Windows 95](#)

(<http://www.ibilce.unesp.br/courseware/excel/default.htm>)

Excel basics; Starting Excel, Building a simple spreadsheet,
Formatting spreadsheets, Charts

[Learning Microsoft Excel \(With activities and Exercises\)](#)

(<http://www.extension.iastate.edu/Pages/Excel/>)

Spreadsheet Basics, Common File Modifications, Printing and

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Formatting Enhancements. Sorting and Multiple Sheet Layouts.

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[Excel Tutorial](#)

(<http://www.usd.edu/trio/tut/excel/>)

Basics of a Spreadsheet, Types of Data, Specific Formulas (or Functions), Formatting

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[Lotus 1-2-3 : The Basics](#)

(http://w3.aces.uiuc.edu/AIM/CCSOcourses/new-lotusbasics95_final.html)

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Getting Started, The Lotus Environment, Working with Workbooks, Entering and Editing Data, Entering Calculations and Printing a Worksheet.

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[Using Excel to Calculate and Manage Grades](#)

(<http://www.utexas.edu/cc/training/handouts/excelgrade/>)

[Human Eye](#)

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Discussion of features of Microsoft Excel that are using in computing and managing grades. These features include calculating averages and standard deviations, dropping low test scores, assigning letter grades and creating frequency distributions.

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(<http://www.seirtec.org/present/gradebook.html>)

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Gives practice on creating a Grade Book.

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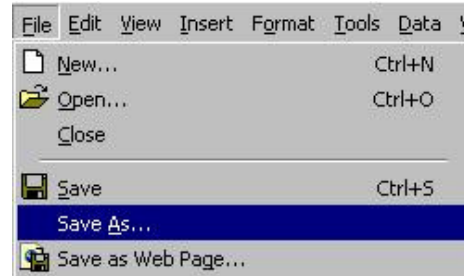
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WORKING WITH WORKSHEETS

Saving and retrieving worksheet files

To save a file for the first time,
Choose: *File* ---> *Save*

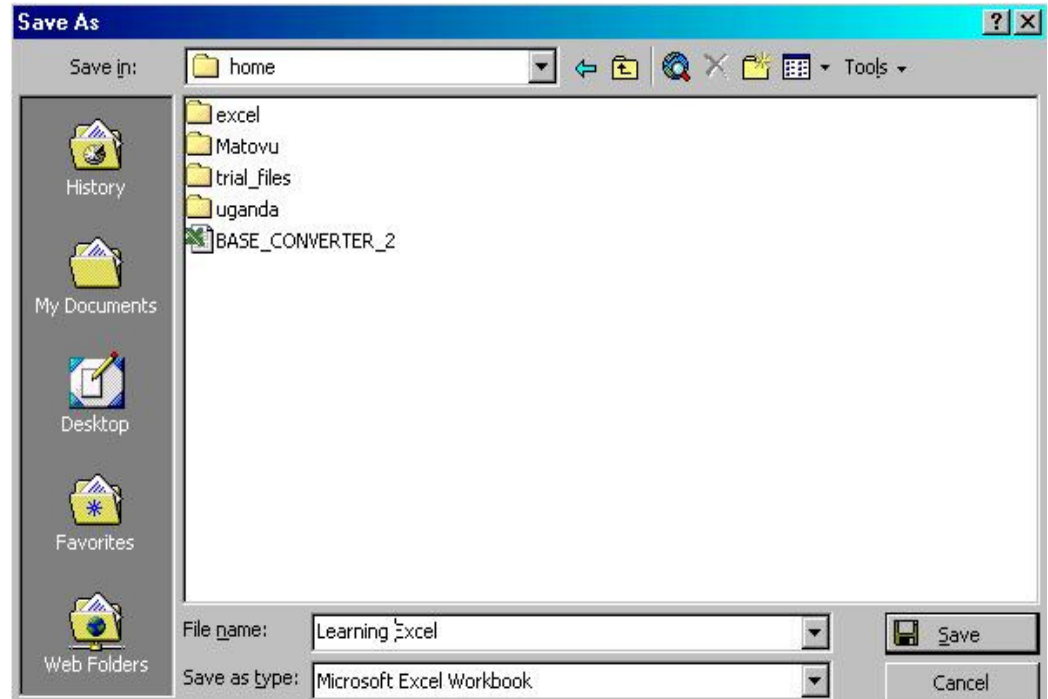


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Type a file name

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Click then the Save button.

Closing files

Closing a worksheet without exiting Excel.

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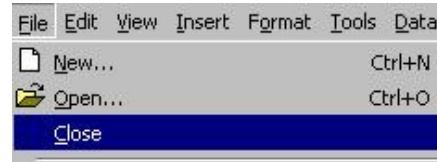
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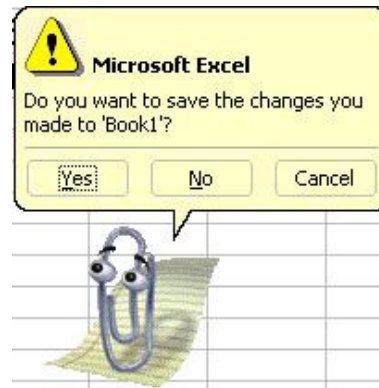
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Choose **File** ----> **Close**



If you have not saved, it will prompt you to save the changes.



Select **Yes** to close the file and **Save** the changes, **or No** to close the file and not save changes **or Cancel** which will return to the document.

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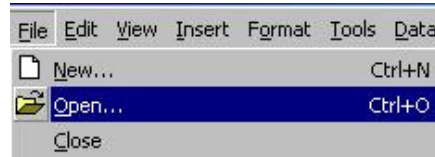
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Retrieving files from disk

A worksheet file can be retrieved from disk by choosing:

File ---> ***O*pen.**



Or:

Select the **Open**  **File** tool.

The following screen will be displayed:

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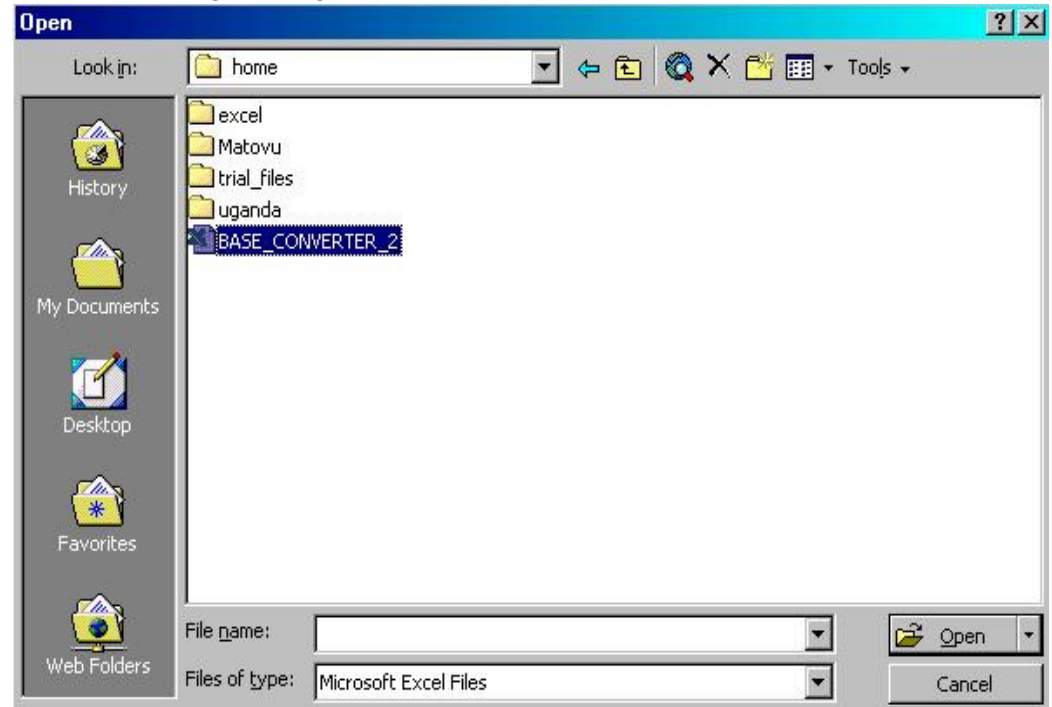
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Click on the **file name** once, then press **[Enter key]** or press **OK button** with the mouse.

OR double click on the file name to retrieve it.

Using autofill:

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The autofill feature is capable of providing two alternatives:

* **Copy.**

* **Series.**

When a cell or multiple cells are selected, there is a small black filled square located on the bottom right corner of the selection. By placing the mouse on this square, the mouse pointer changes to a solid black cross symbol. By clicking and dragging this symbol, it will activate the autofill option. The various selections are explained below:

Using autofill to copy:

Autofill may be used to copy cells if multiple cells are selected and the mouse is dragged down or to the right.

To do this procedure, follow these steps:

- 1. Click and drag over the multiple cells to be copied.*
- 2. Position the mouse at the bottom right hand corner of the selection, in the small black box (the fill handle).*
- 3. Drag the mouse to the Right over the number of cells that are to contain the same data.*
- 4. Release the mouse button.*

	A	B	C	D
1	Names	Maths	English	Total
2	Musoke	45	59	104
3	Okello	80	56	
4	Musumba	76	65	

	A	B	C	D
1	Names	Maths	English	Total
2	Musoke	45	59	104
3	Okello	80	56	136
4	Musumba	76	65	141

NOTE: Excel has automatically copied the contents of the original cells to the selection.

Using autofill to create series:

The autofill feature allows the user to create a series of numbers or dates. For purposes of explanation, we will assume that you require the series 5, 10, 15, 25, 30, 35, 40, 45, 50, in cells A1 to A10.

	A	B		A	E
1	5		1	5	
2	10		2	10	
3			3	15	
4			4	20	
5			5	25	
6			6	30	
7			7	35	
8			8	40	
9			9	45	
10			10	50	
11		50	11		
12					

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