2023 WASBO ACCOUNTING CONFERENCE

EXCEL WORKSHOP

MARCH 22, 2023

Getting Started

- 1000s of features and 100s of Ribbons commands.
- Quick Access Toolbar, Ribbon tabs, Formula Bar, Spreadsheet grid, Status bar

Excel as a Calculator

- Instead of reaching for your calculator, use Microsoft Excel to do the math.
- On a worksheet you can enter simple formulas to add, divide, multiply and subtract two or more numeric values
- All formulas begin with the = sign
- Simply type any math formula into a cell, such as =5+6, then hit enter

Quick Access Toolbar

- Commands on Quick Access Toolbar are independent of the tab on the ribbon that is currently displayed.
- Convenient place for common commands, such as New, Print, Save As, Filter, or Publish to PDF.
- To add buttons, simply right-click a button from any toolbar and choose "Add to Quick Access Toolbar".

Office 365

- Stores files online like Google Drive
- Allows users to open files in Excel or Word desktop apps or Browser (stored in Cloud) version.
  - Changes made in apps are automatically updated in the Browser version.
- Talk to your IT department to see if you have an Office 365 account
  - Since you have a school district email account, you can receive a free Office 365 account. Click here: https://www.microsoft.com/en-us/education/products/office

Keyboard Shortcuts

Here is a list of commonly used keyboard shortcuts:

Shortcut	PC	Mac
Moves to next "break" in data	Ctl + →	^ + →
Moves to next "break" in data	Ctl + ←	^ + ←
Highlights all data to the next "break"	Crl + Shift + →	^ + Shift + →
Highlights all data to the next "break"	Crl + Shift + ←	^ + Shift + ←
Highlight entire table	Ctl + A	Command + A
Save	Ctl + S	Command + S
Print	Ctl + P	Command + P
Cut/Copy/Paste	Ctl + X or C or V	Command + X or C or V
Edit Cell	F2	^ + U

Repeat Last Command	F4	Command + F4
Spellcheck	F7	Fn + F7
Insert "break" in text	Alt + Enter	Ctl + Option + Enter
Switch between worksheets	Ctl + Page Up or Down	Fn + ^ + ↑ or ↓
Switch between open Excel programs	Ctl + Tab	^ + Tab
Switch between all open programs	Alt + Enter	Command + Tab

- When you press Control and any arrow key, you can jump to last populated cell in that direction.
- If you hold Shift while pressing Control and any arrow, Excel will select all the cells between where you are and where you jump with the Control Key.
- Control + End will take you to the last row and column of your data.
- Control + A will select all data in the contiguous range.
- To select a noncontiguous range of cells, hold Control while selecting the individual cells.
- Control + Page Down or Page Up will switch tabs.
- Control + Tab will switch between files.
- Alt + Tab will switch between open programs.
- You can also hit the Alt key to access and view the shortcut keys for the Ribbons
- For more keyboard shortcuts, hit F1 for the Excel help menu or go to this website: https://exceljet.net/keyboard-shortcuts

Fill/Justify
- Allows users to reformat text in Excel so that it fits into a pre-selected space.
- To use this command, highlight your data and the range you would like your data spread out across. Then choose Home → Editing→Fill →Justify.

New Window

- Useful when creating a file with formulas referencing other tabs
- Choose View->Window->New Window

Text to Columns
- Take text that is in one cell and split it into multiple cells.
- Instructions:
  - Highlight your data
  - Choose Data →Text to Columns
  - In the Convert Text to Columns Wizard, select Delimited →Next
  - Select your delimiters, such as comma or space
  - Select Next
  - Select your destination
  - Select Finish

Left, Right, Mid
- Allows user to return characters from the left, right, or middle of a text string in a cell.
- Syntax:
    - =LEFT(text, number of characters)
    - =RIGHT(text, number of characters)
    - =MID(text, start number, number of characters)

Sorting
- You can sort data in the order you choose, such as largest to smallest or alphabetical order.
- Use the Sort A to Z or Z to A option
- You can also use the Custom Sort to add additional levels of sorting, or to sort by color
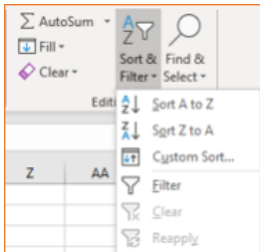
Filtering
- Add a filter
    - On the Home Ribbon, choose Editing→Sort & Filter→Filter.
- Quick way to find data:
    - Use the Search box in the Filter menu
- Use Autosum to find subtotals of filtered data
- Delete data of your choosing
- Filtered data can be copied to new sheet

VLOOKUP
- Allows users to lookup a value you want to find in an Excel table list or table
- In plain English, the VLOOKUP function says:
    - =VLOOKUP (Value you want to look up, range where you want to look up the value, the column number in the range containing the return value, Exact Match or Approximate Match – indicated as 0/FALSE or 1/TRUE)
- See the screenshot for an example on how to return the name of the school building in cell G4 by entering the building code in cell G3.

INDEX/MATCH

- Used for advanced lookups in Excel. You can do vertical, horizontal, left lookups, and lookups on multiple criteria.
- Advantages of Index/Match over VLOOKUP:
  - Clicking on field for value to return, as opposed to static reference
  - Can insert columns
  - Easier to drag and copy formulas
  - Additional columns require array updates
  - Right to left lookup
  - Can be used as HLOOKUP
  - Lower processing speed

XLOOKUP

- Allows users to lookup a value you want to find in an Excel table list or table
- Can be used for replacement for VLOOKUP and HLOOKUP
- More flexible than VLOOKUP, but not available in older versions of Excel

SUMIF

- Used to sum the values in a range that meet criteria you specify.
- The syntax is as follows: =SUMIF(range, criteria, [sum range])
  - Important: If your criteria is text or includes mathematical symbols, it must be enclosed in double quotation marks.
- The *sum_range* is optional. If it is not used, Excel uses the values in the *range* argument.

SUMIFS
- Used when you want to find the total of arguments that meet multiple criteria

- The syntax is as follows: =SUMIFS(sum range, criteria range 1, criteria 1, criteria range 2, criteria 2, etc)
    - Important: If your criteria is text or includes mathematical symbols, it must be enclosed in double quotation marks.