

Advanced spreadsheet

MICROSOFT EXCEL It is the leading spreadsheet software program.

FORMULAS These are for calculating numerical functions just like a calculator.

Types of formula

simple contains only one operation.

complex contains one or more operations

Formulas can be created by applying cell references.

Cell References is the cell or set of cells involved in a formula. Using cell references will make your formula more accurate,

Cell address is a combination of a column letter and a row number.

To create a formula

Select a cell

Type the equals sign (=).

type the cell address

Type the mathematical operator

Type the cell address

Press Enter on your keyboard.

FUNCTIONS A function is a predefined formula in excel that performs calculations for a specific value using reference cells.

Parts of a Function A function consists of the equal sign (=), the function name (ex. SUM), and one or more arguments.
(=SUM : (A1:A2))

examples of functions

Advanced spreadsheet (cont)

SUM: will add all the values of cells in the argument

AVERAGE will get the average of all the values of the cells in the argument

COUNT: count the number of cells with numerical data in the argument

MAX: gets the highest cell value included in the argument

MIN: gets the lowest cell value included in the argument

Function Library under the Formulas Tab.; grouped per type of data they manipulate.

The Insert Function Command Allows you to search for functions using keywords.

Types of sorting

Sort Sheet sort all data in your worksheet by one column.

Related information is kept together when sorted.

Sort Range sorts the data in range of cells, which can be helpful when working with a sheet that contains several tables.

FILTERING One of the features of Excel is to narrow down data in your worksheet, allowing you to view only the information you need.

Advanced spreadsheet (cont)

Advanced Filter it allows you to manipulate numbered data in different ways.

CHARTS is a graphical representation of your workbook data that's easier to visualize for comparison and trends..

Types of Charts

Column This chart uses vertical bars to represent data. They are most frequently used for comparing information.

Line This chart is ideal for showing trends. The data points are connected by lines, making it easier to see the increase or decrease of value over time.

Pie This chart is used to compare proportions.

Bar This chart is just like the Column chart but uses horizontal bars instead.

Area This chart is like the Line chart, except the areas under the lines are shaded.

Surface This chart allows you to display data in 3D landscape. It lets you see variety of information at the same time. This works best with large data sets.



microsoft powerpoint

Microsoft PowerPoint is a presentation program, created by Robert Gaskins and Dennis Austin at a software company named **Forethought Inc.**

It is a presentation-based program that uses graphics, videos, etc. to make a presentation more interactive and interesting.

TOP 10 SLIDE TIPS

Keep it simple. Complex designs tend to distract your audience

Limit bullet points and text. Lots of text will strain the eyes and bore the audience.

Limit transitions and animations. Keep it professional.; because these could tire your audience out.

Use high quality graphics. Use high quality photos instead of clip arts.

Have a visual theme, avoid using PowerPoint template. Creating a theme gives your presentation a sense of unity and consistency.

Use appropriate charts. Use appropriate charts

Use color well. Correct use of color in the right place and in the right time will increase audience interest

Choose your fonts well. Do not use more than two font faces and choose complimentary fonts which would look together.

microsoft powerpoint (cont)

Use video or audio. Videos and audios help increase the audience interest in

Spend time in the slide sorter. PowerPoint help break up large chunk of information into smaller ones. Slide sorter will help you see the logical flow of the presentation.

SmartArt predefined sets of different shapes grouped together to form ideas that are organizational or structural in nature.



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