

Microsoft Excel-Formatting and Formulas

Trent Watford – Tech Help

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I. Review

Account	January	February	March	April	May	June	July	August	September	October	November	December	Average
Rent	800	800	800	800	800	800	800	800	800	800	800	800	800
Gas	40	40	40	40	40	40	40	40	40	40	40	40	40
Electric	90	90	90	90	90	90	90	90	90	90	90	90	90
Food	60	60	60	60	60	60	60	60	60	60	60	60	60
Total	990	990	990	990	990	990	990	990	990	990	990	990	990

A. Create a spreadsheet like the one below (don't put in \$)

Qty	DESCRIPTION	List Price
6	Faucets	\$120.00
2	Drain hookups	\$80.00
20	Labor	\$85.00
1	Permit	\$60.00

B. Save your work

C. Page Layout

1. Add a title "Billing Form"
2. Put the date and your initials in the footer
3. Set the print Area
4. Check the orientation, make sure it is portrait
5. Change the margins to one inch
6. Center content on the page
7. Print to a PDF

II. Numbers and formulas

A. Creating a formula

1. In spreadsheets, formulas are like this = 6+3,
 - a) "=" is first so it knows it is a formula
 - b) Instead of numbers, formulas have cell references
 - c) Order of operation-
 - (1) Parenthesis first
 - (2) Then multiplication and division left to right
 - (3) Then addition and subtraction left to right
 - (4) What is $4 \times (8+3)/2-1$

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d) What symbols would you use for operations?

- (1) ___ is multiply
- (2) ___ is divide
- (3) ___ add
- (4) ___ subtract

2. Entering a formula

a) Type address

- (1) Put the number 3 in a A1 and number 6 in a A2
- (2) Look at address of cells with the numbers. In cell C1 put
`=a1+a2`

b) Pointing

- (1) In C2, type in" =", then click on cell A1, type "+" click on A2 then the Enter key

c) Ranges (put the number 8 in a3 and 9 in a4)

- (1) To add row, I could add each one individually
- (2) In B4 put in formula `=Sum(a1:a4)` then the Enter key
- (3) Use sum button-In A5

3. Practice-Create an Invoice

a) Look at the formulas we need to create

- (1) Figure the discount
- (2) Calculate the discounted price per item
- (3) Find the price times the quantity
- (4) Get the subtotal
- (5) Find the tax
- (6) Get the total due

b) Create the formulas

B. More about Formulas

1. Relative reference

- a) Changes as you move it
- b) Use the fill handle

2. Absolute references-don't change

- a) \$ in front `d1`
- b) Click on address in formula bar, use f4 key to cycle through choices

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C. Formulas across sheets

1. Go to sheet 2 in A1, type Bill 1 total, in A2 type = then go back to sheet 1 click on cell with bid total and press enter.
2. Look at the formula in sheet 2, A2.
3. Can create summary sheets

III. Formatting

A. Explorer basic formatting

1. Explore
 - a) Type of number i.e. Dollars
 - b) Formatting fonts-size, style, color
 - c) Formatting fonts-Bold, italic, underline
 - d) Alignment-left, center, right, justify
 - e) Lines and Borders-
 - f) Colors and shading
 - g) Rotate text
 - h) Wrap text
 - i) Height and width of rows and columns
 - j) Hiding rows or columns
 - k) Merge cells
2. Practice
 - a) Change the font, make it bigger
 - b) Adjust the columns so everything fits
 - c) Change cells with money so they have dollar signs
 - d) Make the headings bold and centered
 - e) Shade the headings in black and change the text to white
 - f) Put borders around the cells as shown in your sample
 - g) Add some heading information
 - (1) Add 4 rows at the top
 - (2) Add information about the invoice (Date, Invoice Number)
 - (3) Add bill to information then merge the cells

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B. Adding objects to the spreadsheet

1. Text boxes, Shapes, Clipart, pictures
 - a) Add a text box that says invoice
 - b) Add a text box with company name at the top
 - c) Add a text box and insert image for logo
2. Insert rows to make room for them
3. Go to Insert, Choose object
4. Right Click on object, choose format to make changes to appearance

C. Extra

1. Delete the Quantity amounts but leave everything else and save it as a Templates
2. Close it and create a new document from that template

IV. Create your own document