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**100-Day - Tutorials**

1. Open the Excel 2016 Tutorial: A Comprehensive Guide.

2. Review the areas covered in detail with the starting times in the drop-down under the video.

a. Open Excel on your computer.

b. Starting at the beginning of the video, pause when unfamiliar concepts and processes are introduced and for which skill development is needed. Not all information will be relevant (e.g., Sheet #10, Financial Calculations, #11 Pivot Tables, Using the IF statement et al.)

c. Reproduce the steps for each recommended area, e.g., “Some Basic Concepts Getting Started,” at 16:38, enter the data, and follow the process to display the same results.

d. Using Word, a notepad, or another documentation venue, record the items you recreated and provide 1-2 sentences on what you learned.

e. Suggested areas to review:

i. Beginning 00:07 through 39:17: Learn about core concepts in Excel such as the types of references: Absolute, Relative Reference in Excel 2016

ii. 58:17 Learn how to use Named References and Cross-sheet calculations in Excel 2016

iii. 1:04:29 Learn how to Calculate Percentages in Excel 2013; three types of calculations

iv. 1:40:06 Learn how to use Data Gathering in Excel 2016

v. 1:45:41 Learn how to use the Freeze Panes in Excel 2016 1:47:11 Learn how to Set the Print Area in Excel 2016

vi. 1:50:14 Learn how to use data validation in Excel 2016 1:53:56

vii. Learn how to link Excel Data to a Word Report 1:58:29

viii. Learn how to import and export data in Excel 2016 2:02:47 Learn how to export an Excel file to PDF in Excel 2016

3. Open Excel Charts & Graphs: Learn the Basics for a Quick Start or find a similar tutorial of your choice

a. Follow the basic steps to create charts and graphs on your computer OR

b. Follow the steps provided in the step-by-step tutorial Creating Charts Basics Written Tutorial with Screenshots

4. Submit a paper to DIAL, following the instructions below, with the items described in 2 d to include the items and 1-2 sentences on what you learned from each.

5. Structure (Assignment evaluation includes the following structure below).

a. Download the “OGS APA Course Assignments Template 7th Ed 2021” template from the General Helps folder in the AA-101 The Gathering Place Course on DIAL. Using the template, create the following pages.

b. Title Page (Not included in page count).

c. Copy and paste the assignment instructions from the syllabus starting on a new page after the title page, adhering to APA 7th edition style (APA 7 Workshop, Formatting, and Style Guide, APA 7 Quick Guide).

d. Start the assignment on a new page after the copied assignment instructions.

e. Document all sources in APA style, 7th edition (APA 7 Reference Example, APA 7 Quick Guide)

f. Include a separate Works Cited page, formatted according to APA style, 7th edition

6. Submit through DIAL to the professor.

2. Review the areas covered in detail with the starting times in the drop-down under the video.

c. Reproduce the steps for each recommended area, e.g., “Some Basic Concepts Getting Started,” at 16:38, enter the data, and follow the process to display the same results.

d. Using Word, a notepad, or another documentation venue, record the items you recreated and provide 1-2 sentences on what you learned.

Microsoft Excel’s toolbar is designed similarly to Microsoft Word—for example, fonts, alignments, page layout, cut, copy, and paste. In addition, it has numbers, styles, cells, and editing sections. It is designed to do calculations, spreadsheets, and budgets using workbooks that contain worksheets. Each worksheet has columns and rows with active cells like B3, which means column B, row 3. You may insert whatever you like in an active cell. You may use numbers in the form of currency, general, percent, etc., and you may also use Excel to calculate. If you are using Excel for calculations, you will need a formula. All formulas begin with an equal sign.

e. Suggested areas to review:

i. Beginning 00:07 through 39:17: Learn about core concepts in Excel such as the types of references: Absolute, Relative Reference in Excel 2016

In Microsoft Excel, you can add, subtract, multiply, and divide within your various cells. In addition, a new feature in Excel 2016 called quick analysis. There may be many numbers on a page, and down on the bottom right; you can choose quick analysis. Selecting a range of data enables you to utilize charts, totals, tables, color scales, counting percentages, and running totals with a single click. It also allows you to make pivot table calculations too. You can work with wins and losses or trends all at the click of a button. Lastly, you can sort and filter by selecting the cells in ascending or descending order. You may be able to filter by salespeople, values, and other categories and multiple criteria.

ii. 58:17 Learn how to use Named References and Cross-sheet calculations in Excel 2016

Data references

Microsoft Excel allows you to get values or calculations from another worksheet within a spreadsheet. You can calculate the training expenses from different months to create a summary worksheet. In Excel, you create the summary worksheet; then, off to the far right side, you create a formula by typing in the equal sign and the reference and hitting enter. In the other worksheets, you can use name references. You would name the total (existing formula), and you define the name (give it a name), and then you can go to use in a formula, and it will reference the defined name for the reference.

iii. 1:04:29 Learn how to Calculate Percentages in Excel 2013; three types of calculations

There are three scenarios offered to calculate percentages in Excel. First, there is the percentage where a part is calculated against a total amount; next, a return on an investment and you invested a certain amount, it will calculate the rate of gains and losses, and finally, calculate the percentage of sales increasing or decreasing and calculate the portion of the discount or an increase toward a whole.

1. First example: Student 1 scored 87 points; the total is 100 points =b7/possible points (c7), then hit enter.
2. Second example: The return on an investment where at the beginning of the year, you invested $1,000 (B16, the initial investment), and at the end of the year, you have $1,200. We now want to know the return on investment at the end of the year. We would format the column for gains/losses to calculate in percentages, then create the formula = (c16-b16)/b16 and hit enter or end of the year – initial investment, divided by initial investment and hit enter.
3. Third example: If you want to increase employees' annual salary or provide them with a bonus, you would input the formula, = (c27/b27), then hit enter. You can format it by increasing the decimal point and the percentage. You can add a column by showing calculations of a specific percentage, then add a 1 in front, and it will give you the new salary for the employee =[@salary2]\*1.07

iv. 1:40:06 Learn how to use Data Gathering in Excel 2016

Data gathering is a new feature in Excel 2016. To begin, you have a website (like “infoplease.com” that allows you to see the *Cost of Living Index for Selected U.S. Cities.* Go to Excel under the section (Get & Transform), and choose Create a new query. Then it will link it to the latest data. Then you select “From Other Sources,” choose “From Web,” then you enter the URL from the page “infoplease.com,” and copy and paste it. Then you select “Table 0,” then you can edit or tweak, then click on load. Then you can utilize “quick analysis” to create charts, etc.

v. 1:45:41 Learn how to use the Freeze Panes in Excel 2016 1:47:11 Learn how to Set the Print Area in Excel 2016

This particular feature of Excel is invaluable, especially when you have a spreadsheet with many columns and cells. It allows the person to freeze panes so that you are not tabbing for so long that you lose track of your cells. It is a simple but essential feature. Under the View tab, we choose the freeze pane (freeze top row); when you move left to right, it may change. Therefore, you scroll back to the top and stop underneath the column you want to lock, select the cell you want to keep as a key point for locking the column and the row, go back to view, and choose freeze panes.

vi. 1:50:14 Learn how to use data validation in Excel 2016 1:53:56

Data validation is needed so that the data you enter is consistently spelled and listed correctly. In another worksheet, you type in all the names because you are constantly entering and reentering those same names each month for your sales reps or product list, for example. You highlight the area/column where the characters will appear. Then under data, choose data validation and choose data validation (pick from a list of rules to limit the type of data that can be entered in a cell); you can provide a list of values, like 1, 2, and 3, or only allow numbers greater than 1000 a valid entries. Then under what to let, we choose “a list,” and then it asks what your source is in the space provided; you go over to sheet four and select the column and rows for all the names; you might want to leave a little room to add future names, then you place the selected section in the source box. You choose ok, and then you go back to the previous worksheet, and when you try to type something in that space, it will let you know that you have a pre-defined list.

vii. Learn how to link Excel Data to a Word Report 1:58:29

We are also able to link Excel Data to a Microsoft Word document. We would select what we want from Excel and copy it, then take it to the Word document and paste it in, or we could link the spreadsheet to the document. In the Word document, it changes the format of the Excel document. The best way to attach an Excel document to Word is by selecting the document from Excel. When we get over to Word, we would select paste, then “paste special,” and then select “paste link, as Microsoft Excel Worksheet Object.” Choosing “paste special” enables you to attach it as a link. Then every time you make changes to the spreadsheet, it will link to the data in the Word document. We must remember to accept updates or changes to the file once we open the Word document.

viii. Learn how to import and export data in Excel 2016 2:02:47 Learn how to export an Excel file to PDF in Excel 2016

We can also import comma-separated values documents, CSV, or text files. It is a text file commonly used for transferring data files in systems for large corporations. You locate your CSV file and double-click to open it, and then you will be presented with the wizard for delimited data. Then you choose delimited under choose the file type that best describes your data. You want to check the option for my data has headers and click next, then we select comma-separated values, choose next, then you specify different photos. Afterward, you can move a text file into an Excel spreadsheet to clean the file up. Just make sure that you save it as an Excel file if you want to send it to someone else in the previous format of CSV. You would choose the file and select “save as” file type to choose CSV (comma delimited), give it a name and click on save.

3. Open Excel Charts & Graphs: Learn the Basics for a Quick Start or find a similar tutorial of your choice

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WORKS CITED

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