

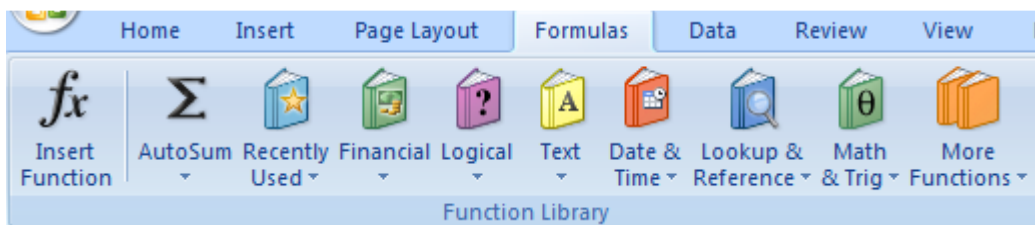
MICROSOFT EXCEL 2007 – BOOK 2

3.1 REVISING AND IMPROVING SPREADSHEET SKILLS

Refer to Grade 10 *Microsoft Office Excel 2007* for revision part.

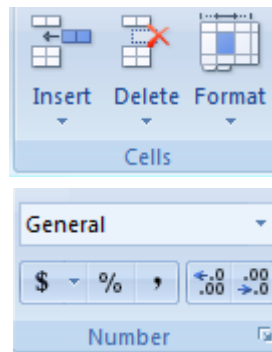
PRACTISE THE USE OF FUNCTIONS AND FORMULAE

Functions are found on the **Formulas** tab in the **Function Library** group or by clicking the **Insert Function** icon.



Data types:

- **Home** tab.
- **Cells** group.
- Format icon.
- Or
- **Number** group.
- Click on arrow in box.
- Or
- Choose any other option.



[Activity 1 P150](#)

[Activity 2 P152](#)

[Activity 3 P154](#)

[Activity 4 P154](#)

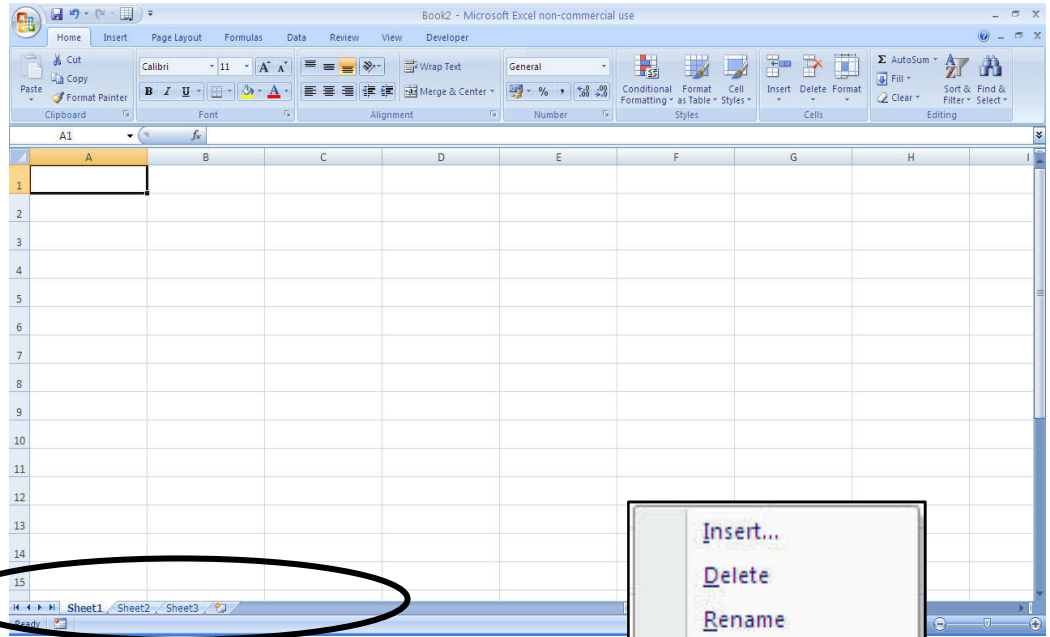
[Activity 5 P155](#)

WORKING WITH DIFFERENT WORKSHEETS

P156

A spreadsheet file (workbook) is made up of several worksheets.

If you click on any of the worksheet tabs at the bottom of the spreadsheet, a list of choices appear. Select any of the options.



The tabs you can click on to get to the different worksheets.

- | | |
|-------------------|--------------------------------|
| Insert | Insert a new worksheet |
| Delete | Remove a worksheet |
| Rename | Change the name of a worksheet |
| Move or Copy | Move or copy a worksheet |
| Tab Color | Change the colour of the tab |
| Hide | To hide a worksheet |
| Select All Sheets | To select all the sheets |

[Activity 6 P156](#)

[Activity 7 P158](#)

[Activity 8 P158](#)

[Activity 9 P159](#)

Activity 10 P160

Activity 11 P161

Activity 12 P161

Activity 13 P162

Activity 14 P163

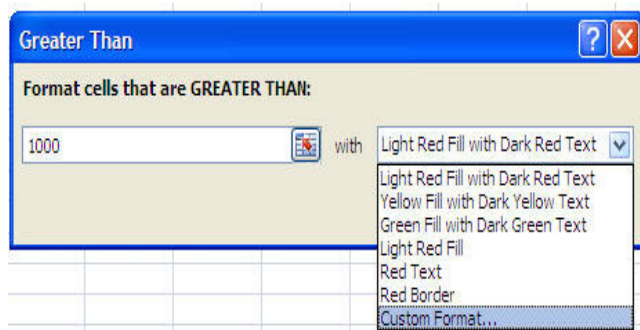
3.2 PRESENTING SPREADSHEET DATA AND RESULTS

P165

THE USE OF CONDITIONAL FORMATTING

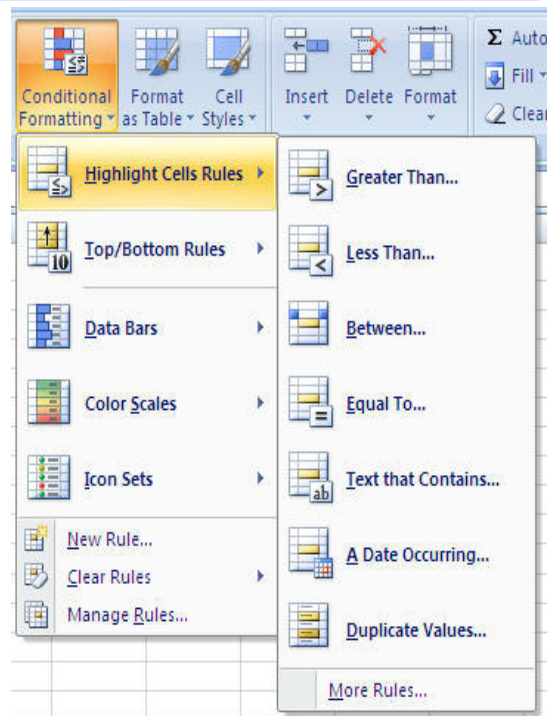
To apply conditional formatting, do the following:

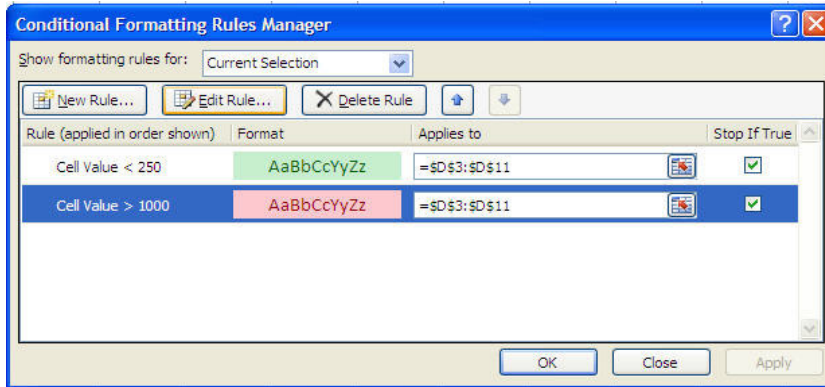
- Select the cells where you want to apply conditional formatting.
- On the **Home** tab, click on **Conditional Formatting**.
- Select the criteria, e.g. **Highlight Cell Rules** or **Top/Bottom Rules**.
- Specify which formatting criteria must be applied, and then click on **Format**.
- If you want to specify more than one criteria, format it with the first criteria, and then repeat the process for the second criteria.



Do the following to edit or delete a rule:

- Highlight the part where the formatting has been applied.
- On the **Home** tab, click on **Conditional Formatting**, and **Manage Rules**.
- Select the condition you wish to edit or delete and perform the required conditions.





Activity 2 P 167

Tip: Select the amounts in column D and then click on the **Home** tab, click on **Conditional Formatting**.

Activity 3 P 167

Activity 4 P 167

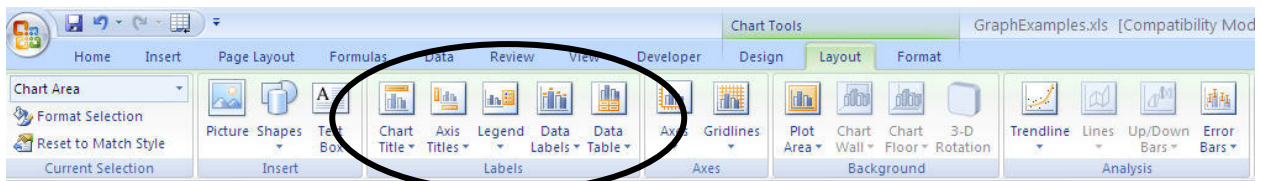
CREATING CHARTS

P 170

STEPS TO CREATE A CHART

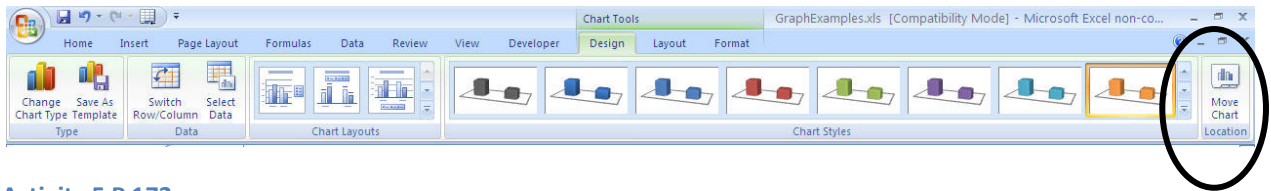
Do the following to create a chart in 2007:

- Select / highlight the data you want to use in the chart.
- **Insert**-tab.
- Select a type of chart (in the Charts group) and the sub type.
- OR
- Click on the arrow in the right hand corner of the Charts group. The charts dialog box opens. Select a chart.
- When you click on the chart, **Chart Tools** with a **Design**, **Layout** and **Format** tabs appear.



- Add a suitable title or legends by selecting the **Layout** tab. Select the required label in the **Labels** group.

- Paste to a different worksheet by selecting **Design** and **Move Chart**.



Activity 5 P 172

Tips

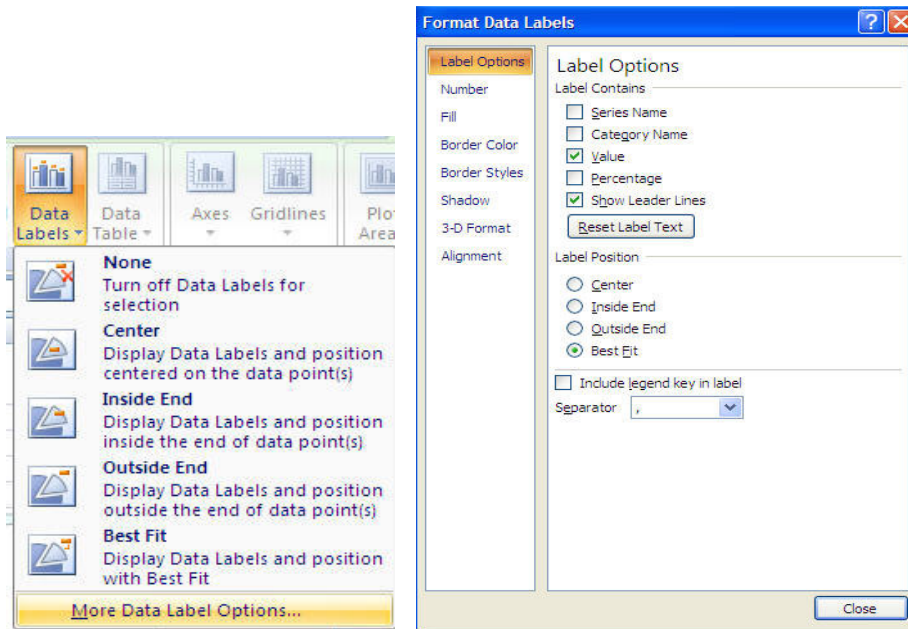
If you forgot to do something whilst creating your chart you can correct it as follows:

- Click on the chart.
- Click on the area of the chart where you want to change something.
- Correct the error and save.

Activity 6 P 173

The percentage, values or grades can be displayed on the chart.

First select **Data Labels** from **Chart, Layout, Labels**. Select **More Data Label Options** to show the percentage. OR right-click on the pie graph and select from the available options.



Activity 7 P 174

Activity 8 P 174

Activity 9 P 175

Activity 10 P 175

CHANGING / EDITING CHARTS

Activity11 P 176

To change the display of the labels on the X axis, right-click on the labels and in the dialog box select **Format Axis**.

Activity12 P 177

To change the scale, right-click on the Y axis and select **Format Axis**.

In the dialog box, select **Axis Options** and change the **Major Unit**.

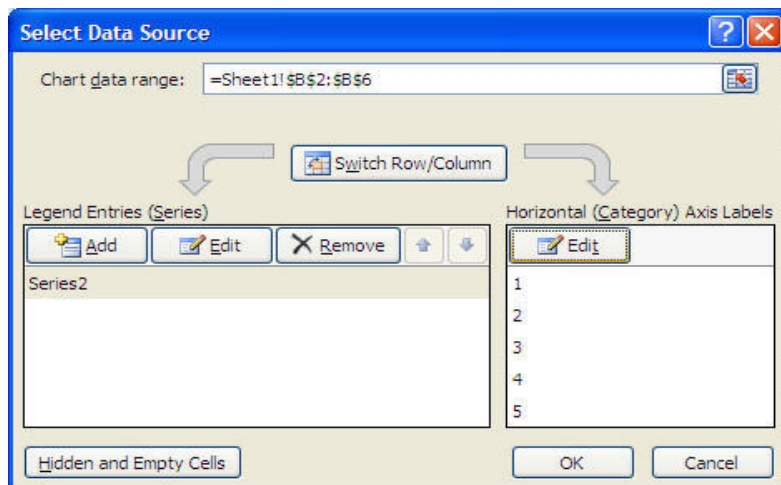
Activity13 P 177

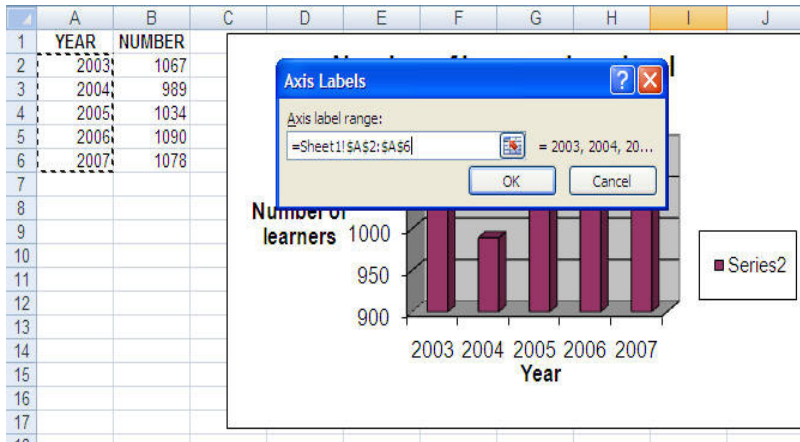
To change the type of chart right-click on the chart and select **Change Chart Type**.

Activity14 P 178

To change the series and show the years on the X axis:

- Right-click on the chart.
- **Select Data**.
- Click on **Series 1** and **Remove**.
- On the section **Horizontal Axis Labels** click on **Edit** and then select the labels you want to appear on the X axis.





Activity15 P 179

To use pictures and colour effects in graphs, right-click on the part of the graph where you desire the change, and select **Format Chart Area** and **Fill**.

Activity 16 P 179

Activity 17 P 179

Activity 18 P 183

3.3 ANALYSING SPREADSHEET DATA

FUNCTIONS FOR ANALYSING DATA

Activity 1 P186

Activity 2 P187

Activity 3 P187

Activity 4 P189

Activity 5 P189

Activity 6 P190

Activity 7 P191

Activity 8 P192

Activity 9 P193

Activity 10 P194

Activity 11 P195

Activity 12 P195

Activity 13 P195

Activity 14 P196

Activity 15 P197

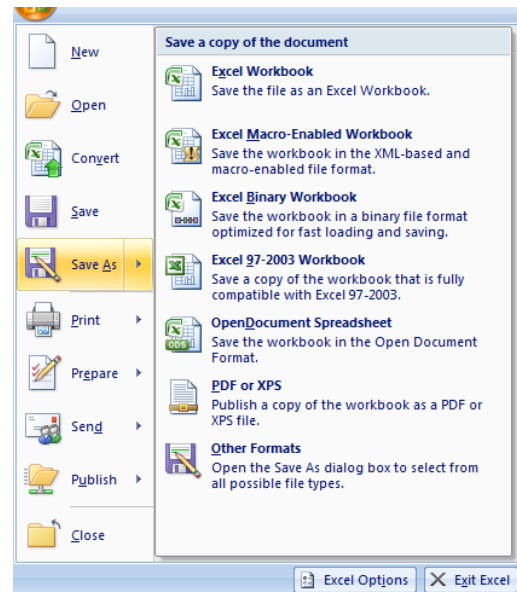
CONVERTING BETWEEN FILE FORMATS - EXCEL

CONVERTING EXCEL IN A LOWER VERSION

Click on the **Office button**.

Click **Save As**.

Select the version to which you want the database to be converted.



CONVERTING EXCEL TO A TEXT FILE

Click on the **Office button**.

Click **Save As**.

Choose **Other Formats**.

Choose CSV (Comma delimited) or Text (Tab delimited)

Activity 9 P337



IMPORTING DATA FROM A TEXT FILE OR FROM ACCESS TO EXCEL

- **Data** tab.
- **Get External Data** group.
- From Text (to import data from a text file):
 - Select text file.
 - Click **Import**.
 - Follow Text Import Wizard as before.
- From Access:
 - Select file.
 - Click **Open**.
 - Select **Table**.
 - Select other desired options.
 - Click **OK**.

