

Tutorial Package for Excel 2010



Microsoft Excel 2010 Tutorial Guide

Simple Formulae Formula Functions Layout & Appearance Printing Modelling Charts & Graphs Pivot Tables Creating Systems Excel as a database Teaching Resources Practice Tasks

Sum function

	A	B	C	D	E
1					
2					
3					
4		Week 1	Week 2	Week 3	Week 4
5	Salt and vinegar crisps	10	11	10	11
6	Smoked Bacon crisps	22	25	22	23
7	Prawn cocktail crisps	5	6	15	3
8	Roast beef crisps	32	30	28	26
9	Cheese and onion crisps	38	36	42	41
10	Roast chicken crisps	17	20	18	16
11	Total	=sum(B4:B9)			120



Min, Max, Average

	A	B	C	D	E
1					
2	Pupil	Test Scores			
3	Abby	67			
4	Tom	76			
5	Joah	54			
6	Wagaa	67			
7	Jools	88			
8	Jenny	65			
9	Oliver	58			



COUNT and COUNTIF

	A	B	C	D	E
1	Name	Pet	Pets	Totals	
2	Allima	Yes	Yes		
3	Bobby	No	No		
4	Carla	Yes			
5	Dennise	Yes			
6	Elizabeth	Yes			
7	Gregory	No			
8	Harmeet	No			



IF statement

	A	B	C	D	E	F	G	H	I	J	K	L	M
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IF statement using a formula

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Nested IF statement

How will you use yours?

The beauty of this product is the many different ways that it can be used in school



Use with a full class : Introduce new skills and techniques by playing video clips to the whole class.

Support for teachers : Non specialists delivering discrete ICT will find the video clips invaluable but also teachers utilising ICT for their own subjects will find the range of clips extremely useful.

Review and re-watch : Pupils can revise skills and techniques, or re-watch clips, allowing them to feel more supported and confident in using the software and work at their own pace.

Extending learning : Ideal for setting pupils extension work with over 80 practice tasks, covering 23 key areas, that come complete with all the files pupil will need to complete the task and video tutorials to help them tackle new challenges.

Independent learning : Whether it is in the library, at home or during a lesson—the video clips help encourage independence and provide additional support for pupils.

Training : The video clips will help all members of staff to build their confidence and expertise in using Microsoft Excel.

Cover lessons : A wealth of tasks suitable for cover lessons and supported by video clips.

Simple formula and Functions

- ✓ Add, subtract, multiply, divide
- ✓ SUM, MIN, MAX, AVERAGE
- ✓ IF statements and nested IF
- ✓ VLOOKUP
- ✓ RANK
- ✓ COUNT IF
- ✓ IF (IS BLANK)
- ✓ Fill down, fill right, fill series

Layout and Appearance

- ✓ Borders, shading, text formatting
- ✓ Merging cells
- ✓ Text direction
- ✓ Horizontal & vertical alignment
- ✓ Column widths & row heights
- ✓ Conditional formatting
- ✓ Sheet names
- ✓ Adding images
- ✓ Number formats
- ✓ Hiding rows and columns

Printing

- ✓ Headers and footers
- ✓ Setting print areas
- ✓ Repeating rows / columns
- ✓ Printing row / column headings
- ✓ Printing formulae
- ✓ Scaling

Excel as a database

- ✓ Sorting, searching, filters, etc
- ✓ Mail merge

Modelling

- ✓ What if analysis
- ✓ Goal seek
- ✓ Scenario Manager
- ✓ Lots of examples

Charts and Graphs

- ✓ Different types of graph and chart
- ✓ How to create fully labelled graphs and charts
- ✓ Altering axis scales and numbering
- ✓ Adding data tables to graphs
- ✓ Creating combined graph types, e.g. bar chart with a line graph
- ✓ Creating pictograms
- ✓ Formatting and presentation

Pivot Tables

- ✓ Use of pivot table
- ✓ Application of pivot tables
- ✓ Altering tables
- ✓ Pivot table graphs

Creating Systems for Others

- ✓ Validation routines
- ✓ Menus
- ✓ Using Macros
- ✓ Naming cells
- ✓ Comment boxes
- ✓ Protecting cells
- ✓ Using passwords
- ✓ Automation

Lots of examples, particularly for sections that pupils often find tricky.

Using a spreadsheet to answer 'what if' questions

2	Number of people	68
3		
4	Fixed Costs	
5	DJ	£150.00
6	Hall Hire	£50.00
7	Lights	£50.00
8	Bubble machine	£10.00
9		
10	Variable Costs	Per Person Total
11	Food	£2.50 £165.00
12		£2.00 £136.00
13		£2.00 £136.00



Goal seek : example 2

Everest Photographic Experience	
Fixed Costs	
Front of House Staff	£25.00
Cost of speaker fee	£125.00
Ticket selling costs	£25.00
Cost of refreshments	£25.00
Cost of Projection Equipment	£100.00
Profitability	£25.00
Total fixed costs	£200.00
Variable Costs	
Ticket Production	£0.20
Programs	£0.20



Scenario Manager : example 2

Scenario Manager	
Scenarios:	
120 tickets	
175 tickets	
ticket price £7	
ticket price £8	
ticket price £9	



Ideal for :

Goal Seek : Example 1

Goal Seek Status	
Goal Seeking with Cell H19 found a solution.	
Target value: 5	
Current value: £5.00	
OK	Cancel



Scenario Manager : example 1

Scenario Summary	
Current Values:	10 weeks 15 weeks 20 weeks
Changing Cells:	
weeks	6 10 15 20
hours per week	4 4 4 4
Result Cells:	
save	£16.67 £10.00 £6.67 £5.00
left	£1.93 £8.60 £11.93 £13.60



Scenario with multiple variables

Victoria Sponge			
No. of cakes	1		
No. of biscuits	10		
Price per cake	£0.40		
Ingredient	Quantity	Pack size	Cost per pack/Cost of ingredient
Flour	0.225	kg	1
Butter	225	grams	£0.78
Eggs	4	12	£0.89
Caster sugar	225	grams	£0.78
Baking powder	10	grams	£0.35
Icing sugar	27	grams	£0.49
Vanilla	110	grams	£0.35



Staff development and CPD

Use in the classroom as a learning resource

Support for homework and library

Cross curricula tool

Cover lessons / support for less experienced teachers

Build pupil independence

Differentiation and challenges for gifted and talented pupils

Sum function

	A	B	C	D	E
1					Young Enterprise Crop Sale
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COUNT and COUNTIF

	A	B	C	D	E
1	Name	Pet	Pets	Totals	
2	Alina	Yes	Yes		
3	Bobby	No	No		
4	Carla	Yes			
5	Denise	Yes			
6	Elizabeth	Yes			
7	Gregory	No			
8	Harriet	No			
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IF statement using a formula

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VLOOKUP

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Simple Formulae	Formula Functions	Layout & Appearance	Printing	Modelling	Charts & Graphs	Pivot Tables	Creation System
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Simple and easy to use toolbar runs across the top of the application.

	Name	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14
Alima	16	18	7	8	17	NC	NC	6	14	9	7	15	6	19	
Bobby	5	4	8	19	8	9	12	1	18	19	11	2	17	4	
Carla	8	16	0	19	NC	11	4	18	7	8	11	17	11	12	
Dennise	18	9	4	10	11	18	7	18	19	16	7	19	10	15	
Elizabeth	2	2	4	18	1	18	5	19	10	13	18	15	17	14	
Gregory	2	13	18	7	7	2	10	15	3	12	18	1	2	2	
Harmeet	8	1	4	16	10	7	16	NC	17	2	5	13	1	10	
Jenny	12	NC	2	NC	19	8	4	16	1	NC	13	NC	9	16	
Kirk	14	3	14	12	18	4	12	14	1	NC	16	12	13	3	

Conditional formatting example.

Illustrations help pupils and teachers to decide which video tutorials they need to access.



Simple icons make using the package very easy.



1.Using Spreadsheets to answer questions



2.Simple Formulae



3.Using fill down, fill right and fill series to make entry more efficient



4.Using Autosum



5.Using Sum Function



6.Using Min, Max and Average functions



7.Using COUNT and COUNTIF functions



8.CHALLENGES : Section 1



9.IF statements



10.VLOOKUP



11.Using RANK



12.What If analysis, introduction task



13.Goal Seek

Over 50 activities broken into clear sections, complete with files and links to video tutorials.

Practice Tasks

Tasks : Min, Max, Average

	A	B	C	D	E
1	Pupil	Test Scores			
2	Abby	67			
3	Tom	76			
4	Josh	54			
5	Waggs	67			
6	Joan	89			
7	Jenny	55			
8	Karl	34			
9	Oliver	58			

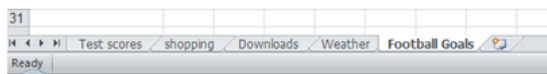
If you need help with this task, watch the following tutorial:

[Min Max Average](#)



Task 1 : Using Min, Max, Average

Save the spreadsheet to your user area. Then open the spreadsheet and use Min, Max, Average and SUM functions to solve the problems. There are several challenges to try, complete each worksheet in the file. (see the tabs at the bottom of the Excel file).



Tasks : Test scores, Shopping, Downloads, Weather and Football Goals.

You may wish to view the above tutorial video before trying the task.

[Min Max Average spreadsheet task file](#)

These simple functions have many uses.

Min : Finds the lowest number or minimum amount

Max : Finds the highest number or maximum amount

Average : Finds the average number

Examples:

`=MIN(B1:B10)`

`=MAX(B1:B10)`

`=AVERAGE(B1:B10)`

Reminders / key tips

Links to useful video clips to help with this task

All the spreadsheet files provided

As you can see from the practice task above, care has been taken to consider how learning can be moved forward. Lots of practice tasks are provided, from which teachers can direct pupils to a particular activity or pupils can work through the set. Designed to maximise confidence and allow pupils to focus on a particular skill area.

There are over 80 different activities, divided into 23 key areas, providing a wide range tasks for teachers to choose from.

Some tasks require pupils to create their own spreadsheets and we have included more challenging activities where they must apply a range of skills to design the solution to a problem.

There are links to video clips to help the pupil with the activities. All the files are included so the pupil can concentrate on developing their skills and confidence in using Excel.

Example spreadsheet activities

Everest Photographic Experience



Fixed Costs	
Hire of Hall	£80.00
Front of House Staff	£25.00
Guest speaker Fee	£125.00
Ticket setup costs	£25.00
Programme set up costs	£25.00
Hire of Projection Equipment	£100.00
Publicity	£125.00
Total fixed costs	£485.00

Variable Costs	
Ticket Production	£0.20
Programs	£0.20
Refreshments	£0.80
Total variable Costs	£1.20

Total Cost	£525.00
Total Income	£800.00
Profit/loss	£275.00

Use scenario manager to investigate the impact of:

Increasing the sales to: 125, 150, and 175

Use scenario manager to investigate the impact of:

Increasing ticket price to: £7.50 and £9.50 the number of ticket sales remaining at 100.

No of tickets	100
Ticket Price	£5.00

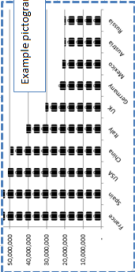
Tourist Attractions

TOP 10 TOURIST ATTRACTIONS IN THE UK 2009

Attraction	Location	Visitors
Blackpool pleasure Beach	Blackpool	5,500,000
British Museum	London	5,412,265
Tate Modern	London	4,915,000
The National Gallery	London	4,159,485
The Natural History Museum	London	3,600,119
London Eye	London	3,500,000
Science Museum	London	2,714,021
Victoria & Albert Museum	London	24,353,000
Alton Towers	Staffordshire	20,300,000
Tower of London	London	2,064,126

- Draw a bar chart to show the number of visitors to the 10 ten attractions in 2009.
- Draw a bar chart to show the number of international visitors from the top ten tourist destinations.

Extra challenge task
 Use the fill of the bar to show number of international visitors but change the fill of the bar to show suitcases (picturegram) see example. Move the chart into a new sheet to be large enough to see the suitcases clearly.



TOP 10 TOURIST DESTINATIONS 2009

Country	Number of international visitors
France	79,100,000
Spain	58,500,000
USA	51,100,000
China	49,600,000
Italy	41,100,000
UK	30,700,000
Germany	23,600,000
Mexico	21,400,000
Austria	20,300,000
Russia	20,200,000



Student test results

Magic Shop



Tuck Shop



Bleep Test



	A	B	C
1			
2			
3			
4			
5			
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7			
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20			

	A	B	C	D	E	F	G	H	I
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24									

Use the RANK function to find out the place order of students.
 Once you have ranked the pupils, sort them by rank.
 Now complete the other worksheets.



	A	B	C	D	E	F	G	H	I	J	K
1											
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Installations

The Excel tutorial video files are WSF format (flash based).

The main display pages are created in HTML as web pages.

The site licence covers all members of teaching staff, support staff and pupils to use the tutorial package, but schools must not allow anyone beyond the organisation to access the materials.

Option 1 : Copy to shared area of your **school network** and place a short cut link from the desktop or menu.

Option 2 : Copy to central server and link to **intranet or external website** (with secure access). It is important that if the materials are placed on an external website or extranet that pupils and staff must login to stop unauthorised people viewing the materials.

Option 3: Use as a stand alone copy by either working with the tutorial package **directly from the disk** or **copying it onto the hard drive** of a laptop or computer.

It has been designed with flexibility in mind. **Moodle options** are available. Please specify when ordering if you require this as well as the standard package.

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