

A fresh approach to IT support and expertise.

Excel Excellence

Learn how to style and format like a pro



Caroline Ellis Head of Marketing

Agenda

- Who we are
- Clean clear formatting
- Useful formulas and how to use them
- Lists are easy
- Joy of sparklines
- Recap
- Any questions









IT Champion

Your IT experts

Our support technicians, service delivery team and technology leads all hold certifications in IT Support, cyber security and network infrastructure. With decades of experience in the real world that enables us to fix an IT query quickly.



Supporting all our users

Under your organisation's support plan users have access to lots of resources so you can get the most out of us.

- Support from Monday to Friday from 7.30 am – 6.30pm
- Front line support within an average of 35 seconds
- FREE monthly Cyber Awareness training
- FREE monthly tips and tricks
- Client area handy guides and links to resources

it-champion.co.uk/client-area



Excel run through – without the slides

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1 Numberin	First Name	Last Name	Street	Towm	Postcode Ca	ontact number	Donation Date			Donations	=SEQUENCE(41)														
1	Liam	Cook	123 Appre 51 456 Pear Ave	Devonshire	DIV 283 DIV 4N5	2303386303	776	30/01/1900		Highest	-50M(H3 H63) -MAX(H3 H63)				Sequencial nur	nbering									
4	Noah	Hayden	789 Cherry Blud	Abbotstown	A67 7W9	5318528560	1302	06/04/1900		Lowest	-MIN(H3 H43)				Resident and Real Process	and And Room	-	Trans Burton	- Control and the De		2.00		Deserts	-	-
2	William	Le Petty	321 Peach Dr 654 Plum Way	Devonia	N4E 3W2 D6A 5P4	4290671788 8336803630	39.70	14/02/1900		dd mmmm ywy hh	mm				And a second sec			-				-	-		-SEQUENCE(41
7	James	Morales	987 Apricet Un	Abbotsville	A85 9V7	2405839580	890	22/02/1900		('0') sees sas ans					Ethan	Stein	123 Apple St	Newtonvice N1V283	(0)5170747662 E	1,842.00	27 December 1903 07	745	TODA	£ 108,286.0	3 -SUM(H33943)
-	Benjamin Alexander	Ranney	135 Grape Rd 246 Melon O	Newbury Concertoo	N3W 185 027.406	1892672470	3937	31/03/1900							2 Lan	Linder	200 Cherry Red	Abbetelene ACT TAIL	(0) 2303 386 303 K	1 222 02	00 Minute y 1900 22		- age and	E 4,000.0	······
10	Henry	Gonzalez	369 Berry Placy	Abbotson	A65 9R3	1497905995	4338	19/01/1900							A Ober	In	221 Reach Dr	Negulia NECTWO	(0) 5318 528 560 K	3,970,00	02 March 1900 10	-21	LOWEST	1 14.0	1 -majormal
11	Daniel	Hensley	159 Orange Pl 253 Lemon Sa	Newfield	N5E 109 072 503	4678514427 2225202283	3777	15/01/1900						110	5 William	Petty	654 Plum Way	Devonia DEASP4	(0) 8336 803 630 E	3.028.00	14 February 1900 15	10	dd mmm	man diff. mm	
13	Matthew	Vance	951 Lime Ter	Abbottsford	A5# 9T1	6884454977	2388	14/01/1900						112	6 James	Morales	987 Apricet Lo	Abbotsville A65.9V7	(0) 2405 839 580 E	890.00	22 February 1900 03	140	(10) ####	*** ***	
14	David	Stein	357 Mango Gr	Newbridge	N3W SA7	3538394021	4918	16/01/1900						110	7 Benjamin	Haney	135 Grape Rd	Newbury NIW 185	(0) 1892 672 470 E	3,937.00	31 March 1900 04	:35			
15	Samuel	Hayden	951 Pineapple Way	Abbotstown	AST 9W1	1271161456	4921	08/03/1900							8 Alexander	Rasmussen	246 Melon Ct	Devonton D2T4O6	(0) 4458 514 211 £	4,871.00	21 February 1900 01	:46			
17	Andrew	Le	357 Kiwi Dr	Newbury	N3W 5A7	2601354268	1126	15/03/1900							9 Henry	Gonzalez	369 Berry Pixwy	Abbotson A65.9R3	(0) 1497 905 995 E	4,938.00	19 January 1900 16	546			
19	Nicholas	Morales	159 Blueberry Cl	Abbottsville	ASV 1L9	5079699881	3171	07/03/1900							2 10 Daniel	Hensley	159 Orange Pl	Newfield NSE 109	(0).4678.514.427 E	3,777.00	15 January 1900 15	:09			
20	Anthony	Harvey	753 Blackberry Blvd	Newington	NSG 5T3	1071688384	1741	23/03/1900							3 11 Michael	Αιτογο	753 Lemon Sq	Devonport D7P 503	(0) 2225 202 283 £	4,662.00	08 January 1900 23	547			
21	Thomas	Rasmussen	951 Watermelon Ln 352 Centelouse Rise	Devontown Abbotson	09W 1T9	3571461571	4158	05/02/1900						34	4 12 Matthew	Vance	951 Lime Ter	Abbottsford ASF9T1	(0)6884464977 E	2,388.00	14 January 1900 11	:11			
23	Logan	Hensley	864 Honeydew Dr	Newvile	NBE GW4	3539239350	14	08/04/1900							5 13 David	Stein	357 Mango Cir	Newbridge N3W 5A7	(0) 3538 394 021 E	4,918.00	16 January 1900 12	:21			
24	Caleb	Acroyo	159 Dragonfruit Rd	Devonshire	D9F 189	4039132336	693	16/01/1900						31	5 14 Joseph	Cook	864 Strawberry Ln	Devonside D8E 6R4	(0) 2993 275 690 £	263.00	21 February 1900 20	:36			
26	Nathan	Stein	951 Passionfruit Ln	Newbridge	N9P 1T9	1032661326	3951	07/02/1900							7 15 Samuel	Hayden	951 Pineapple Way	Abbotstown AST 9W1	(0)1271161456 E	4,921.00	08 March 1900 17	26			
27	Eljah	Cook	357 Guava Way	Devonia	DSA SV7	3421633009	622	14/03/1900						31	8 16 Andrew	Le	357 Kiwi Dr	Newbury NSW 5A7	(0)2601354268 £	1,126.00	15 March 1900 04	:03			
28	Cornor	Le	864 Lythee Dr 159 Durian Rd	Newbury	A85 664 N90 189	5568272079 6884464977	4515	08/04/1900						11	17 Christopher	Petty	864 Raspberry Rd	Devonville DBV 6R4	(0)1501068669 E	1,246.00	24 March 1900 15	:53			
10	haat	Petty	753 Rambutan Blud	Devorport	079 373	3538394021	305	28/02/1900						21	18 Nicholas	Morales	159 Blueberry Ct	Abbottsville ASV 1L9	(0) 5079 699 881 £	3,171.00	07 March 1900 09	:26			
31	Jackson	Morales	951 Mangosteen Ln 357 Jackfruit Wax	Abbotstown Newfield	AST 9N1 NIF 5A7	2993275690	3748	29/02/1900							1 19 Anthony	Haney	753 Blackberry Blvd	Newington NSG 5T3	(0)1071688384 E	1,741.00	23 March 1900 10	54			
33	Gavin	Rasmussen	864 Coconut Dr	Devonton	DET 604	2601354268	2584	08/03/1900							2 20 Thomas	Rasmussen	951 Watermelon Ln	Devontown D9W 179	(0)3571461571 E	4,158.00	05 February 1900 22	:16			
34	Dylan	Gonzalez	159 Avocado Rd	Abbottsford	A5F 109	1501068669	2768	08/04/1900							3 21 Jacob	Gonzalez	357 Cantaloupe Pio	wy Abbotson A355A7	(0) 4090 758 968 E	1,195.00	05 March 1900 23	041			
36	Adam	Arroyo	951 Kiwano Ln	Devonia	D9K 1N9	1071688384	2461	30/01/1900						24	6 22 Logan	Hensley	864 Honeydew Dr	Newville NEE 6W4	(0) 3539 239 350 £	14.00	08 April 1900 05	:59			
37	lan .	Vance	357 Banana Way	Abbotrville	A35 5A7	3571461571	2129	21/01/1900							s 23 Caleb	Αιτογο	159 Dragonfruit Rd	Devonshire D9F1R9	(0) 4039 132 336 E	693.00	16 January 1900 00	:00			
20	Blake	Cook	159 Grapefruit Rd	Devonport	NBP 024 D9G 189	4090758968	4676	08/01/1900							s 24 Ryan	Vance	753 Startiul Bive	ADDORTSTORD ADP 313	(0) 1937 826 678 K	1,366.00	24 January 1900 08	040			
40	Cole	Hayden	753 Line Blvd	Abbotstown	A7L383	4039132336	4591	26/03/1900							25 Nathan 26 Eliza	Cook	352 Outer Way	Description Disk SV7	(0) 1032 001 520 K	622.00	14 March 1900 01	-45			
42	Jane	Tribble	357 Crange Way	Devonton	D30 5A7	1937829678	4051	08/01/1900							27 Open	Maurian	BEd Lyches Dr	Abhotodia ABS 654	(0) 5568 272 079 E	4 615 00	08 April 1900 15	-01			
43															28 Concor	Le	159 Durian Bd	Newbury NIO 189	(0) 6884 464 977 E	436.00	04 February 1900 16	106			
44															29 haar	Patty	753 Rambutan Rief	Devenuent D7P 3T3	(0) 3538 394 021 E	305.00	28 February 1900 11	53			
45		þ.													30 Jackson	Morales	951 Mangosteen La	Abbotstown AST 9N1	(0) 2993 275 690 E	3,748.00	29 February 1900 09	102			
47															31 Hunter	Haney	357 Jackfruit Way	Newfield N3F5A7	(0) 1271 161 456 E	1,844.00	10 January 1900 06	048			
40															32 Gavin	Rasmussen	864 Coconut Dr	Devonton D8T6O4	(0)2601354268 £	2,584.00	08 March 1900 01	-16			
50															33 Dylan	Gonzalez	159 Avocado Rd	Abbottsford ASF109	(0) 1501 068 669 E	2,768.00	08.April 1900 16	102			
51															s 34 Luke	Hensley	753 Papaya Blvd	Newbridge N7P 3A3	(0)5079699881 E	3,408.00	08.April 1900 10	:34			
53									_						7 35 Adam	Απογο	951 Kiwano Ln	Devonia DSK 1N9	(0)1071688384 £	2,461.00	30 January 1900 22	:55			
54									_					31	8 36 Ian	Vance	357 Banana Way	Abbotsville A35.5A7	(0)3571461571 £	2,129.00	21 January 1900 05	:50			
56														21	a 37 Evan	Stein	864 Pineapple Dr	Newbury N8P 6E4	(0) 4090 758 968 E	4,676.00	22 March 1900 07	548			
57														4	3 38 Blake	Cook	159 Grapefruit Rd	Devonport D9G 1R9	(0) 3539 239 350 E	4,427.00	08 January 1900 16	542			
59														-43	1 39 Cole	Hayden	753 Lime Blud	Abbotstown A7L383	(0) 4039 132 336 E	4,591.00	26 March 1900 02	:57			
60														43	2 40 Marwell	Le	951 Lamon Ln	Newfield NSL 1ND	(0) 1937 826 678 £	4,051.00	12 January 1900 22	:18			
62														4	3 41 Jane	Tribble	357 Orange Way	Devonton D30 5A7	(0) 1032 661 526 £	477,00	08 January 1900 08	34			
63																									
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Link to full run through in Excel



Edit/Customise toolbar



Go to *File > Options > Customize Ribbon*. Right-click on the ribbon and select **Customize the Ribbon...** from the context menu:





Download the files used in the session

Link to the RAW data file <u>https://bit.ly/ExcelExcellenceFile</u>

Link to the Final formatted file https://bit.ly/ExcelExcellenceFinal

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		Ethan	Stein	123 Apple St	Newtonville	N1V 2B3	5170747662	1842		27/12/190	3	Total		=SUM(H3:H
		Liam	Cook	456 Pear Ave	Devonshire	D3V 4N5	2303386303	776		30/01/190	0	Highest		=MAX(H3:H
		Noah	Hayden	789 Cherry Blvd	Abbotstown	A6T 7W9	5318528560	1302		06/04/190	0	Lowest		=MIN(H3:H
		Oliver	Le	321 Peach Dr	Newville	N4E 3W2	4090671788	3970		02/03/190	0			
		William	Petty	654 Plum Way	Devonia	D6A 5P4	8336803630	3028		14/02/190	0	dd mmmm	yyyy hh:mm	
		James	Morales	987 Apricot Ln	Abbotsville	A8S 9V7	2405839580	890		22/02/190	0	("0") #### #	## ###	
-		Benjamin	Haney	135 Grape Rd	Newbury	N3W 1B5	1892672470	3937		31/03/190	0			
-		Alexander	Rasmussen	246 Melon Ct	Devonton	D2T 406	4458514211	4871		21/02/190	0	-		
-		Henry	Gonzalez	369 Berry Pkwy	Abbotson	A6S 9R3	1497905995	4938		19/01/190	0			
-		Daniel	Hensley	159 Orange Pl	Newfield	N5E 109	4678514427	3777		15/01/190	0			
-		Michael	Arroyo	753 Lemon Sq	Devonport	D7P 503	2225202283	4662		08/01/190	0			
-		Matthew	Vance	951 Lime Ter	Abbottsford	A5F 911	6884464977	2388		14/01/190	0			
-		David	Stein	357 Mango Cir	Newbridge	N3W 5A7	3538394021	4918		16/01/190	0			
-		Somuel	Louden	051 Disconsile West	Abbeteteure	DE OR4	2993273090	203		21/02/190	0			
-		Androw	Hayuen	257 King Dr	Nowhung	A31 9W1	2601254269	4921		15/03/190	0			
-		Christopher	Le Petty	864 Raspherry Rd	Devonville	D8V 6R4	1501068669	120		24/03/190	0			
-		Nicholas	Morales	159 Blueberry Ct	Abbottsville	A5V 119	5079699881	3171		07/03/190	0			
		Anthony	Haney	753 Blackberry Blvd	Newington	N5G 5T3	1071688384	1741		23/03/190	0			
í l		Thomas	Rasmussen	951 Watermelon Ln	Devontown	D9W 1T9	3571461571	4158		05/02/190	0			
,		lacob	Gonzalez	357 Cantaloupe Pkwy	Abbotson	A35 5A7	4090758968	1195		05/03/190	0			
3		Logan	Hensley	864 Honeydew Dr	Newville	N8E 6W4	3539239350	14		08/04/190	0			
		Caleb	Arroyo	159 Dragonfruit Rd	Devonshire	D9F 1R9	4039132336	693		16/01/190	0			
5		Ryan	Vance	753 Starfruit Blvd	Abbottsford	A5F 3T3	1937826678	1366		24/01/190	0			
		Nathan	Stein	951 Passionfruit Ln	Newbridge	N9P 1T9	1032661526	3951		07/02/190	0			
		Elijah	Cook	357 Guava Way	Devonia	D3A 5V7	3421633009	622		14/03/190	0			
		Owen	Hayden	864 Lychee Dr	Abbotsville	A8S 6E4	5568272079	4615		08/04/190	0			
		Connor	Le	159 Durian Rd	Newbury	N9D 1R9	6884464977	436		04/02/190	0			
		Isaac	Petty	753 Rambutan Blvd	Devonport	D7P 3T3	3538394021	305		28/02/190	0			
		Jackson	Morales	951 Mangosteen Ln	Abbotstown	A5T 9N1	2993275690	3748		29/02/190	0			
-		Hunter	Haney	357 Jackfruit Way	Newfield	N3F 5A7	1271161456	1844		10/01/190	0			
-		Gavin	Rasmussen	864 Coconut Dr	Devonton	D8T 6O4	2601354268	2584		08/03/190	0			
-		Dylan	Gonzalez	159 Avocado Rd	Abbottsford	A5F 109	1501068669	2768		08/04/190	0			
-		Luke	Hensley	753 Papaya Blvd	Newbridge	N7P 3A3	5079699881	3408		08/04/190	0			_
-		Adam	Arroyo	951 Kiwano Ln	Devonia	D9K 1N9	1071688384	2461		30/01/190	0			
-		lan	Vance	357 Banana Way	Abbotsville	A3S 5A7	3571461571	2129		21/01/190	0			
		Evan	Stein	864 Pineapple Dr	Newbury	N8P 6E4	4090758968	4676		22/03/190	0			
-		Blake	LOOK	159 Grapetruit Rd	Devonport	D9G 1R9	3539239350	4427		08/01/190	0			
-		core	Hayden	753 Lime Blvd	Abbotstown	A/L 3B3	4039132336	4591		26/03/190	0			
-		waxwell	Le	951 Lemon Lh	Newrield	N9L 1N9	193/8266/8	4051		12/01/190	0			
		Jane	ITIDDIE	557 Orange way	Devonton	030 SA7	1032661526	477		08/01/190	U			

Sheet2 Sheet3 Sheet1 Sheet4 Channel Marketing Budget +



Clean clear formatting

How to style like a pro

How to get a professional look and feel

Foundations

- Properties
- Page settings
- Setting the right view

Snazzy looks

- Tabbing great style
- Header and footer
- Optimal placement
- Colour therapy

CHANNEL MARKETING BUDGET

	Rate	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Total	
ANTICIPATED SALES TOTAL \$(000)		750	200	500	1,500	1,200	1,500	1,500	1,800	2,000	2,000	2,000	2,000	16,950	
PERSONNEL (% OF TOTAL SALES)		110%	110%	110%	110%	110%	110%	110%	110%	85%	85%	85%	85%		
luman Resources - Headcount	5	5	5	5	5	5	5	5	5	5	5	5	5		
luman Resources - Cost		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00	
Commission	0.10%	0.75	0.20	0.50	1.50	1.20	1.50	1.50	1.80	2.00	2.00	2.00	2,00	16.95	
Personnel Total \$(000)		25.75	25.20	25.50	26.50	26.20	26.50	26.50	26.80	27.00	27.00	27.00	27.00	316.95	~
DIRECT MARKETING (% OF TOTAL SAL	ES)	100%	100%	75%	40%	33%	25%	20%	10%	5%	5%	5%	5%		
[elemarketing (% of Direct Sales)		100%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%		
Human Resources - Headcount	3	3	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	19.50	
Infrastructure Support		25	10	25	10	25	10	25	10	25	10	25	10	210.00	
Commission	0.10%	0.75	0.10	0.19	0.30	0.20	0.19	0.15	0.09	0.05	0.05	0.05	0.05	2.16	
Training		25	10	25	10	25	10	25	10	25	10	25	10	210.00	
Felemarketing Total \$(000)		53.75	21.60	51.69	21.80	51.70	21.69	51.65	21.59	51.55	21.55	51.55	21.55	441.66	www
nternet Marketing (% of Direct Sales)		25%	25%	25%	25%	25%	25%	25%	25%	25%	25%	25%	25%		
Human Resources - Headcount	1	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	3.00	
Website Development (one-time cost)		500												500.00	
Hosting		10	10	10	10	10	10	10	10	10	10	10	10	120.00	
Support & Maintenance		25										25		50.00	
nternet Marketing Total \$(000)		535.25	10.25	10.25	10.25	10.25	10.25	10.25	10.25	10.25	10.25	35.25	10.25	673.00	`
Virect email (% of direct sales)															
Human Resources - Cost														0.00	
Material		1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	12,000.00	
Postage		250	250	250	250	250	250	250	250	250	250	250	250	3,000.00	
Direct email total \$ (000)		1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	15,000.00	
Direct Marketing Total \$(000)		1,839.00	1,281.85	1,311.94	1,282.05	1,311.95	1,281.94	1,311.90	1,281.84	1,311.80	1,281.80	1,336.80	1,281.80	16,114.66	1



Print headings or titles on every page



Under **Print Titles**, click in **Rows to repeat at top** or **Columns to repeat at left** and select the column or row that contains the titles you want to repeat.



Properties of a file

Enables the file to be located quickly when searching in OneDrive, SharePoint or Teams.

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Page setup

Can be used with more than one Tab/Sheet selected.

Change the page orientation, paper size, Margins select Horizontally and Vertically to have the data fix in the middle.

Add common elements to the Header/footer areas.

In Sheet tab select which rows to repeat at the top of each page.



Page set up can also be found in 'View' toolbar

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Workbook Views: to check on page layout and adjust page breaks

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Page Break view

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27 Elijah Cook 357 Guava Way Devonia D3A 5V7 3421633009 622 14/03/1900	
28 Owen Hayden 864 Lychee Dr Abbotsville A85 6E4 5568272079 4615 08/04/1900	
29 Connor Le 159 Durian Rd Newbury N9D 1R9 6884464977 436 04/02/1900	
30 Isaac Petty 753 Rambutan Blvd Devonport D7P 3T3 3538394021 305 28/02/1900	
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32 Hunter Haney 357 Jackfruit Way Newfield N3F 5A7 1271161456 1844 10/01/1900	
33 Gavin Rasmussen 864 Coconut Dr Devonton D8T 604 2601354268 2584 08/03/1900	
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35 Luke Hensley 753 Papaya Blvd Newbridge N7P 3A3 5079699881 3408 08/04/1900	
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38 Evan Stein 864 Pineapple Dr Newbury N8P 654 4090758958 4676 22/03/1900	
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	Ethan	Stein	123 AppleSt	Newtonville	N1V2B3	(0) 5170 747 662	£	1,842.00	27 December 1903 07:45	Total	£ 108	,286.00	=SUM(H3:H43)
	2 Liam	Cook	456 Pear Ave	Devonshire	D3V 4N 5	(0) 2303 386 303	£	776.00	30 January 1900 22:56	Highest	£4	,938.00	=MAX(H3:H43)
	3 Noah	Hayden	789 Cherry Blvd	Abbotstown	A6T7W9	(0) 5318 528 560	£	1,302.00	06 April 1900 10:42	Lowest	£	14.00	=MIN(H3:H43)
	4 Oliver	Le	321 Peach Dr	Newville	N4E 3W2	(0)4090671788	£	3,970.00	02 March 1900 08:21				
	5 William	Petty	654 PlumWay	Devonia	D6A 5P4	(0)8336803630	£	3,028.00	14 February 1900 19:10	dd mmmmy	yyyhh:mr	n	
	6 James	Morales	987 Apricot Ln	Abbotsville	A8S 9V7	(0)2405839580	£	890.00	22 February 1900 03:40	("0")######	****		
	7 Benjamin	Haney	135 Grape Rd	Newbury	N3W 1B5	(0) 1892 672 470	3	3,937.00	31 March 1900 04:35				
	8 Alexander	Rasmussen	246 Melon Ct	Devonton	D2T406	(0)4458514211	٤	4,871.00	21 February 1900 01:46				
	9 Henry	Gonzalez	369 Berry Pkwy	Abbotson	A6S 9R3	(0) 1497 905 995	£	4,938.00	19 January 1900 16:46				
	10 Daniel	Hensley	159 Orange Pl	Newfield	N5E 109	(0)4678514427	£	3,777.00	15 January 1900 15:09				
	11 Michael	Arroyo	753 Lemon Sq	Devonport	D7P 5O3	(0) 2225 202 283	£	4,662.00	08 January 1900 23:47				
	12 Matthew	Vance	951 Lime Ter	Abbottsford	A5F9T1	(0)6884464977	£	2,388.00	14 January 1900 11:11				
	13 David	Stein	357 Mango Cir	Newbridge	N3W 5A7	(0) 3538 394 021	£	4,918.00	16 January 1900 12:21				
	14 Joseph	Cook	864 Strawberry Ln	Devonside	D8E 6R4	(0) 2993 275 690	£	263.00	21 February 1900 20:36				
	15 Samuel	Hayden	951 Pineapple Way	Abbotstown	A5T9W1	(0) 1271 161 456	£	4,921.00	08 March 1900 17:26				
	16 Andrew	Le	357 Kiwi Dr	Newbury	N3W 5A7	(0)2601354268	£	1,126.00	15 March 1900 04:03				
	17 Christopher	Petty	864 Raspberry Rd	Devonville	D8V 6R4	(0) 1501 068 669	£	1,246.00	24 March 1900 15:53				
	18 Nicholas	Morales	159 Blueberry Ct	Abbottsville	A5V 1L9	(0) 5079 699 881	£	3,171.00	07 March 1900 09:26				
	19 Anthony	Haney	753 Blackberry Blvd	Newington	N5G 5T3	(0) 1071 688 384	£	1,741.00	23 March 1900 10:54				
	20 Thomas	Rasmussen	951 Watermelon Ln	Devontown	D9W 1T9	(0)3571461571	£	4,158.00	05 February 1900 22:16				
	21 Jacob	Gonzalez	357 Cantaloupe Pkwy	Abbotson	A3S 5A7	(0)4090758968	£	1,195.00	05 March 1900 23:41				
	22 Logan	Hensley	864 Honeydew Dr	Newville	N8E 6W4	(0) 3539 239 350	£	14.00	08 April 1900 05:59				
	23 Caleb	Arroyo	159 Dragon fruit Rd	Devonshire	D9F1R9	(0) 4039 132 336	£	693.00	16 Jan uary 1900 00:00				
	24 Ryan	Vance	753 Starfruit Blvd	Abbottsford	A5F3T3	(0) 1937 826 678	£	1,366.00	24 Jan uary 1900 08:40				
	25 Nathan	Stein	951 Passion fruit Ln	Newbridge	N9P 1T9	(0) 1032 661 526	£	3,951.00	07 February 1900 01:06				
	26 Elijah	Cook	357 Guava Way	Devonia	D3A 5V7	(0)3421633009	£	622.00	14 March 1900 01:45				
	27 Owen	Hayden	864 Lychee Dr	Abbotsville	A85 6E4	(0) 5568 272 079	£	4,615.00	08 April 1900 15:01				
	28 Connor	Le	159 Durian Rd	Newbury	N9D1R9	(0) 6884 464 977	£	436.00	04 February 1900 16:06				
	29 Isaac	Petty	753 Rambutan Blvd	Devonport	D7P 3T3	(0) 3538 394 021	£	305.00	28 February 1900 11:53				
	30 Jackson	Morales	951 Mangosteen Ln	Abbotstown	A5T9N1	(0) 2993 275 690	£	3,748.00	29 February 1900 09:02				
	31 Hunter	Haney	357 Jackfruit Way	Newfield	N3F5A7	(0) 1271 161 456	£	1,844.00	10 January 1900 06:48				
	32 Gavin	Rasmussen	864 Coconut Dr	Devonton	D8T604	(0) 2601 354 268	£	2,584.00	08 March 1900 01:16				
	33 Dylan	Gonzalez	159 Avocado Rd	Abbottsford	A5F109	(0) 1501 068 669	£	2,768.00	08 April 1900 16:02				
	34 Luke	Hensley	753 Papaya Blvd	Newbridge	N7P 3A3	(0) 5079 699 881	£	3,408.00	08 April 1900 10:34				
	35 Adam	Arroyo	951 Kiwano Ln	Devonia	D9K 1N9	(0) 1071 688 384	£	2,461.00	30 Jan uary 1900 22:55				
	36 Ian	Vance	357 Banana Way	Abbotsville	A3S 5A7	(0)3571461571	£	2,129.00	21 Jan uary 1900 05:50				
	37 Evan	Stein	864 Pineapple Dr	Newbury	N8P 6E4	(0) 4090 758 968	£	4,676.00	22 March 1900 07:48				
	38 Blake	Cook	159 Grapefruit Rd	Devonport	D9G 1R9	(0) 3539 239 350	£	4,427.00	08 Jan uary 1900 16:42				
	39 Cole	Hayden	753 Lime Blvd	Abbotstown	A7L3B3	(0) 4039 132 336	£	4,591.00	26 March 1900 02:57				
	40 Maxwell	Le	951 Lemon Ln	Newfield	N9L1N9	(0) 1937 826 678	£	4,051.00	12 Jan uary 1900 22:18				
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Adding an image to the header





Useful formulas

Best to use day to day

Formulas mostly start with a built-in Function

Formula

Starts with = Includes: + - / *

Function

Starts with =

Includes a predefined action, a range, value, true/false outcome





Top functions

Sum	add individual values, cell references or ranges or a mix of all three
Average	Calculates the average (arithmetic mean)
Count	get the number of entries in a number field that is in a range or array of numbers
CountTA	counts cells containing any type of information, including error values and empty text
Min	finds the lowest number in a range
Max	finds the highest number in a range
AveragelF	calculates the average of the numbers in a range that meet supplied criteria.
Sequence	allows you to generate a list of sequential numbers in an array



Sequential numbers



Spilled array formulas aren't supported in Excel tables.

Try moving your formula out of the table or converting the table to a range (select Table Design > Tools > Convert to range).

To use as a table, Copy range > Cut > Paste Special > Values> Select data > Convert to table.



When you name tables and cells



Example, using ranges instead of names Example Type Example, using names Reference =SUM(A16:A20) =SUM(Sales) Constant =PRODUCT(A12,9.5%) =PRODUCT(Price,KCTaxRate) Formula =TEXT(VLOOKUP(MAX(A16,A20),A16:B20,2,F =TEXT(VLOOKUP(MAX(Sales),SalesInfo,2,FALSE)," m/dd/yyyy") ALSE),"m/dd/yyyy") Table =PRODUCT(Price,Table1[@Tax Rate]) A22:B25



\$ holds the reference

No roaming formula/function

Relative, absolute and mixed references

	Α	В
1		
2		=A1
3		=A2

Relative Always refer to relative cell

F4 Adds \$ =\$A\$1

	A	В
1		
2		=\$.4\$1
3		=\$A\$1

Absolute Always refer to this cell

=A\$1

	A	В	С
1			
2		=A\$1	
3			=B\$1

Mixed Absolute row reference



Mixed Absolute column reference



Lists are easy

Two to choose from

Two ways to create lists

Handy for common group of results







Sparklines

Quick in cell chart

A small chart you never knew you needed





Sparklines comes with lots of options, styles and levels of detail





Resources

Become an Excel Master

Getting started

support.microsoft.com/en-us/excel





Learn from live instructors Microsoft offers live coaching to help your learn excel formulas, tip and r you time and to take your skills to the next level.

exceljet.net/shortcuts





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Premade templates



create.microsoft.com



Recap

- Speed up formatting by selecting all the tabs.
- Use Page Setup to arrange layout, positioning and repeating rows
- The power behind using the right function and formula – find the resources right for your area of business
- Naming tables, and cells and using tables can speed up functions, formulas and finding answers
- Sparklines are miniature charts
- Take a look at existing templates for inspiration





A fresh approach to IT support and expertise.

Hope you enjoyed the session

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