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From time to time during the Powerpoint presentation, you need to redirect your audience's attention from the screen to yourself. By pressing B, you temporarily darken the screen. This allows you to control the flow of your conversation and keep your audience's focus where it should be. Just make sure you have an alternative light source to illuminate you in these moments. You don't want to expand your student audience by obscuring the room and then shock them when you return to the slideshow. Pressing B restores the presentation on the previous display for the second time. Thanks to Travis Hudson for the tip. Excel is an electronic spreadsheet program that is used to store, organize, and manipulate data. The data is stored in separate cells, which are usually organized in a series of columns and rows in a sheet; this collection of columns and rows is called a table. Lifewire/Adrian Mangel Spreadsheets programs can also computation data using formulas. To make it easier to find and read information in a sheet, Excel has a number of formatting features that can be applied to individual cells, strings, columns, and entire data tables. Since each sheet in the latest versions of Excel contains billions of cells on the sheet, each cell has an address known as a cell link, so that it can be used in formulas, diagrams and other program functions. Topics included in this tutorial: Writing data into the tableIndividual columns of the current date and the name of the list range Encouraging the net payroll formulaThe copying of formulas with the format of the Fill HandleAdding number to the format of dataAdding cell input of training data. Putting data into sheet cells is always a three-step process; These steps are: Click on the cell where you want the data to go. Enter the data into the cell. Tap Enter on the keyboard or tap another cell with your mouse. As mentioned, each cell in the sheet is identified by a cell address or link, which consists of a column letter and a number of lines that intersect at the location of the cell. When you write a link to a cell, the column is always written first, followed by a string number such as A5, C3, or D9. When you enter data for this tutorial, it's important to enter the data into the correct sheet cells. The formulas introduced in the next steps use the data cell links introduced now. To follow this tutorial, use links to the data cells seen in the image above to enter all the data into a blank Excel sheet. Expand columns to display data. By default, cell width allows you to display only eight characters of any data record before that data is transferred to the next cell on the right. If the cell or cell blank, the inputs are displayed in the sheet, as seen in the title of the Deduction for Employees' Deduction for Employees entered into the A1 cell. However, if the cell on the right contains data, the contents of the first cell are truncated to the first eight characters. Several data cells entered at the previous stage, such as the Deduction Bet: entered into cell B3 and Thompson A. entered into the A8 cell are truncated because the cells on the right contain data. To fix this problem so that the data is fully visible, columns containing this data need to be expanded. As with all Microsoft programs, there are several ways to expand columns. The steps below cover how to expand the columns with your mouse. Extend individual worksheet columns, place the mouse pointer on the line between the A and B columns in the column title. The pointer will change to a two-headed arrow. Tap and hold the left mouse button and drag the two-headed arrow to the right to extend Column A until the entire Thompson A record is visible. The width of the columns and the titles of the sheets Because the name of the sheet is so long compared to other marks in column A, if this column has been extended to display the entire title in the A1 cell, the sheet will not only look strange, but it will make it difficult to use the sheet because of the gaps between the labels on the left and other data columns. As there are no other entries in line 1, it's not wrong to just leave a title like this - spill over onto the cells to the right. In addition, Excel has a feature called a merger and center that will be used in a later step to quickly center the title over the data table. Adding a named range to the sheet. It's ok to add a date to a table - quite often to indicate when the sheet was last updated. Excel has a number of date features that make it easy to enter a date in a sheet. Features are just built-in formulas in Excel to make it easy to perform tasks that normally do, such as adding a date to a sheet. Today is easy to use because it has no arguments - it's data that needs to be provided with features to make it work. TODAY is also one of Excel's unstable features, which means that it is updated every time you recalculate what is usually the opening time of the sheet. Adding Dates with today's Steps function below will add today to the C2 sheet cell. Click on the C2 cell to make it an active cell. Click on the Formula Tape tab. Click on the Date and Time option on the tape to open the list of date features. Click on the Today feature to bring up The Formula Builder.Click Ready in the box to log in and return to the sheet. The current date must be added to the C2 cell. Seeing that Instead of a date, if a series of hashtag characters appear in the C2 cell instead of the date after the TODAY function is added to that cell, it's because the cell isn't wide enough to display formatted data. As mentioned earlier, unformed numbers or text data spill over into empty cells to the right if they are too wide for a cell. However, data formatted as a specific type of number, such as currency, dates, or time, are not transferred to the next cell if they are wider than the cell in which they are located. Instead, they display a q. To fix the problem, expand the C column using the method described in the previous phase of the training. Adding a named A range is created when one or more cells give a name to make the range easier to identify. These ranges can be used as a replacement for cell references when used in features, formulas, and diagrams. The easiest way to create named ranges is to use the name field in the top left corner of the sheet above the row numbers. In this textbook, the name rate will be provided to the C6 cell to determine the deduction rate applied to employee salaries. The named range will be used in the deduction formula, which will be added to the C6 cell to the C9 sheet. Select the C6 cell in the sheet. Enter the speed in Name Box and press the Enter key on theCell C6 keyboard now has a speed name. This name will be used to make it easier to create deduction formulas for the next phase of the textbook. Entering the Deduction Formula. Excel formulas allow you to calculate the number data entered into the sheet. Excel formulas can be used for basic crunch numbers such as adding or subtracting, as well as more complex calculations such as finding the average student on test results and calculating mortgage payments. Formulas in Excel always start with an equal mark ( = ..... An equal sign is always inserted into the cell where you want the answer to appear. The formula ends with the Key Enter on the keyboard. Using cell references in formulas The common way to create formulas in Excel involves entering formula data into sheet cells and then using cell references for data in the formula rather than the data itself. The main advantage of this approach is that if the data needs to be changed later, it is a simple matter of replacing data in cells rather than rewriting the formula. The results of the formula will be updated automatically after the data has been changed. The use of named ranges in formulas Alternative to cell references is the use of these ranges, such as the called range speed created in the previous stage. In the formula, the named range functions in the same way as a link to a cell, but is usually used for values that several times in different formulas - such as the deduction rate for pensions or health benefits, tax tax or scientific constant - while cell references are more practical in formulas that relate to specific data only once. Entering the Employee Deduction Formula The first formula created in cell C6 will multiply the gross salary of B. Smith's employee by the C3 deduction rate. The finished formula in the C6 cell will be: = Speed B6, using pointing to the input of the formula Although you can simply enter the above formula into the C6 cell and have the correct answer appear, it is best to use the pointing to add cell links to the formula in order to minimize the possibility of errors created by entering the wrong cell link. The indication includes clicking on a cell containing data using a mouse pointer to add a link to a cell or named range to a formula. Click on the C6 cell to make it an active cell. Bring an equal sign (=) to the C6 cell to start the formula. Click on the B6 cell with the mouse pointer to add a link to the formula cell after the equal mark. Enter the multiplication symbol in the C6 cell after you link to the cell. Click on the C3 cell with a mouse pointer to add the band speed to the formula. Click Enter on the keyboard to complete the formula. Answer 2747.34 must be present in cell C6. Although the answer to the formula is shown in the C6 cell by clicking on this cell, the formula, the B6 bet, will be displayed in the formula bar above the sheet Entering the net wage formula. This formula is created in the D6 cell and calculates the employee's net salary by subtracting the deduction calculated in the first formula from the gross salary. The finished formula in the D6 cell will be: B6 - C6 Click on the D6 cell to make it an active cell. Vwemi is an equal sign (=) in the D6 cell. Click on the B6 cell with the mouse pointer to add a link to the formula cell after the equal mark. The minus sign (-) in the D6 cell after the link to the cell is entered. Click on the C6 cell with a mouse pointer to link to that cell to the formula. Click Enter on the keyboard to complete the formula. Answer 43,041.66 must be present in cell D6. Relative references to cell and copying formulas so far, deductions and net salary formulas have been added to only one cell each in the sheet - C6 and D6 respectively. As a result, the sheet is currently completed for only one employee - B. Smith. Instead of fulfilling the laborious task of recreating each formula for other employees, Excel allows, under certain circumstances, formulas to be copied to other cells. These circumstances are most often associated with the use in formulas of a certain type of cell reference, known as a relative reference to cells. Cell links that were entered into formulas in previous steps were relative cell links, and they are the default cell link type in Excel, to make copying formulas as like as much as possible. The next step in the tutorial is to copy the two formulas in the rows below to fill out a data table for all employees. Use the fill pen to copy the formulas. The fill handle is a small black dot or square in the bottom right corner of the active cell. The fill pen has a number of applications, including copying cell content to adjacent cells. filling cells alongside numbers or text labels and copying formulas. At this stage of the tutorial, the fill pen will be used to copy the deduction formulas and net wages from C6 and D6 cells all the way to the C9 and D9 cells. Copy formulas with Fill Handle Highlight B6 and C6 cells in the sheet. Place the mouse over the black square in the bottom right corner of the D6 cell, and the pointer will change to a plus sign. Tap and hold the left mouse button and drag the fill handle down to the C9 cell. Release the mouse button - C7 cells to C9 must contain the results of the deduction formula and the D7 cell to the D9 Formula net salary. Add room formatting to the sheet. The number formatting refers to the addition of currency symbols, decimal markers, percentages, and other symbols that help determine the type of data present in the cell and make reading easier. Add a percentage character Select the C3 cell to highlight it. Click on the main tab of the tape. Click on the generic option to open the room drop-off menu. In the menu, click on the Percentage option to change the value format in the C3 cell from 0.06 to 6%. Add the currency symbol Select D6 cells to D9 to highlight them. On the home feed tab, click on the generic option to open the room drop-off menu. Click on the currency in the menu to change the formatting of D6 to D9 to a currency from two decimal places. Applying cell formatting to the data. Cell formatting refers to formatting options, such as applying bold formatting to text or numbers, changing data alignment, adding boundaries to cells, or using a fusion and center function to change the appearance of the data in the cell. In this tutorial, the aforementioned cell formats will be applied to specific cells in the sheet to match the finished table. Add bold Formatting Select A1 to highlight it. Click on the main tab of the tape. Click on the Bold formatting option, as shown in the image above, to remove the data in the A1 cell. Repeat the above sequence of steps to bold data in the A5 cells to D5. Changing the alignment of data This step will change the left alignment of several cells to the alignment center by default. Select the C3 cell to highlight it. Click on the main tab of the tape. Click on the center alignment option, as shown in the image above, to the data center in the C3 cell. Repeat above steps to the data alignment center in A5 to D5 cells. D5. and the Center Cells The Merge and Center variant combines a series of single-cell and left-cell data entry centers through a new combined cell. This step will combine the center of the name of the sheet - Deduction Calculations for employees. Select A1 cells to D1 to highlight them. Click on the main tab of the tape. Click on the Merger and Center option, as shown in the image above, to combine the A1 cells in D1 and the center of the name of these cells. Adding lower boundaries to cells This step will add lower boundaries to cells that contain data in rows 1, 5, and 9 Select the combined A1 cell to D1 to highlight it. Click on the main tab of the tape. Click on the arrow down next to the Border option, as shown in the image above, to open the boundary drop-off menu. Click on the Lower Boundary option in the menu to add a boundary at the bottom of the combined cell. Repeat the sequence of steps above to add the lower boundary to the A5 cells to the D5 and to the A9 cells to the D9. D9.

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