Excel (spreadsheets) for Practical Uses

ICL Fall 2024 Class 4

Read Gilgen

THE INSTITUTE FOR CONTINUED LEARNING
UTAH TECH UNIVERSITY

Today’s Topics

- Review and Practice Sorting
- Excel Tools (Hide/Unhide Rows/Columns, and Freeze/Unfreeze Panes
- Printing
- Excel Templates

Sorting

- One of Excel’s most useful features
- Examples
  - Sort by last name
  - Sort by Zip Code
  - Sort by custom field (e.g., Christmas cards received)

Sorting

- Data headers
- Selecting area to sort: Always sort related data.
  - Example: When sorting by State, be sure have selected all of the records related to each state entry.

Last	First	Street	City	State	Zip
Cox	Spencer	2543 Cox Ln	Fairview	UT	84629
Simpson	Homer	742 Evergreen Terrace	Springfied	OR	97403
Jackson	Bo	3459 Football St	Anywhere	GA	27588
Brady	Tom	12 Patriot Ct	Boston	MA	15777
Gaga	Lady	231 Star Tr	Hollywood	CA	94665

Sorting Criteria

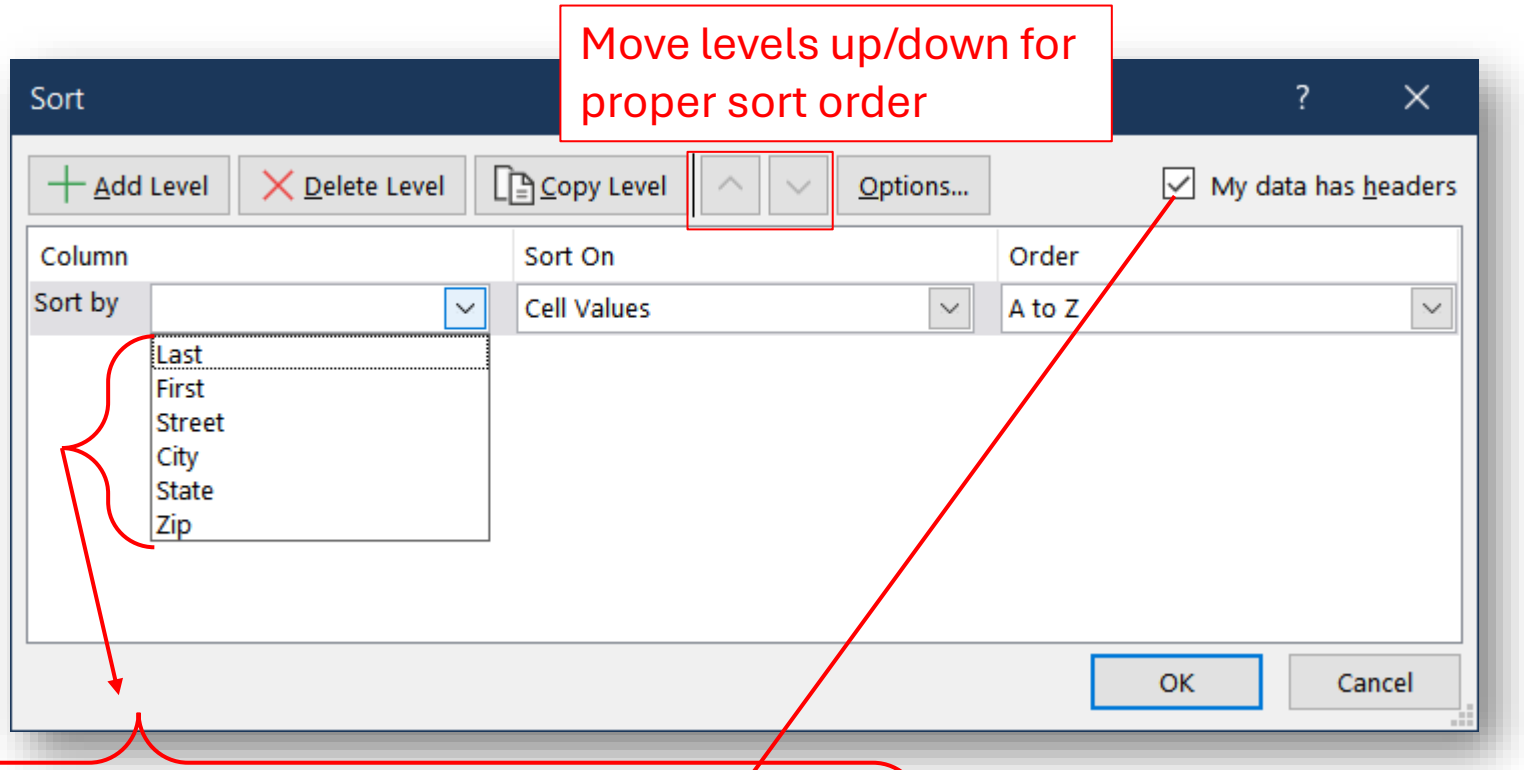
- You can sort by one or more criteria
- The top criterium is sorted first
- Other criteria are sorted *within* higher ranked criteria
- Example:
  - By (1) State, (2) City, and (3) Zip code
  - Every “Chicago” record, then those records are further sorted by “City” and each “City” record is sorted by Zip codes.

Sorting

- You can sort by one or more criteria
- The top criterium is sorted first
- Other criteria are sorted *within* higher ranked criteria
- Example:
  - By (1) State, (2) City, and (3) Zip code
  - Every “Chicago” record, then those records are further sorted by “City” and each “City” record is sorted by Zip codes.

Sorting

- Use headers to select columns for each sort level
- Add 2nd /3rd levels as desired



Last	First	Street	City	State	Zip
Cox	Spencer	2543 Cox Ln	Fairview	UT	84629
Simpson	Homer	742 Evergreen Terrace	Springfied	OR	97403
Jackson	Bo	3459 Football St	Anywhere	GA	27588
Brady	Tom	12 Patriot Ct	Boston	MA	15777
Gaga	Lady	231 Star Tr	Hollywood	CA	94665

Caution: Be sure to select all data from selected records!

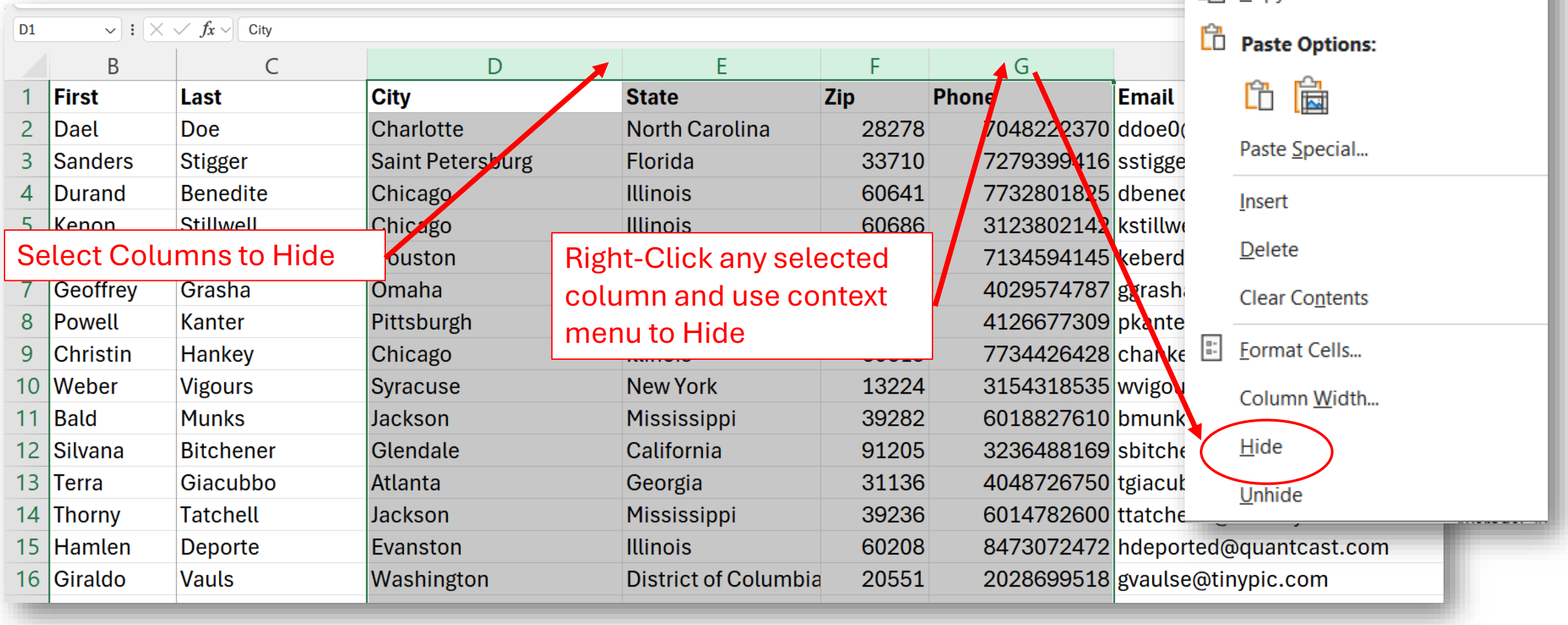
Sorting (Review/Practice)

- Open XL4-ExSort *(created at Mockaroo.com)*
- Resize columns to show all data
- Bold the Header cells
- Format **Phone** column to “Special, Phone”
- Format **Donor Amt** column to Currency ($), no cents
- Sort by **State**, then **State/City**, then **State/City/Zip**
- Sort by **Donor Amt** in descending order
- Re-sort by **Donor ID** (order in which donation was made)

Excel Work Tools

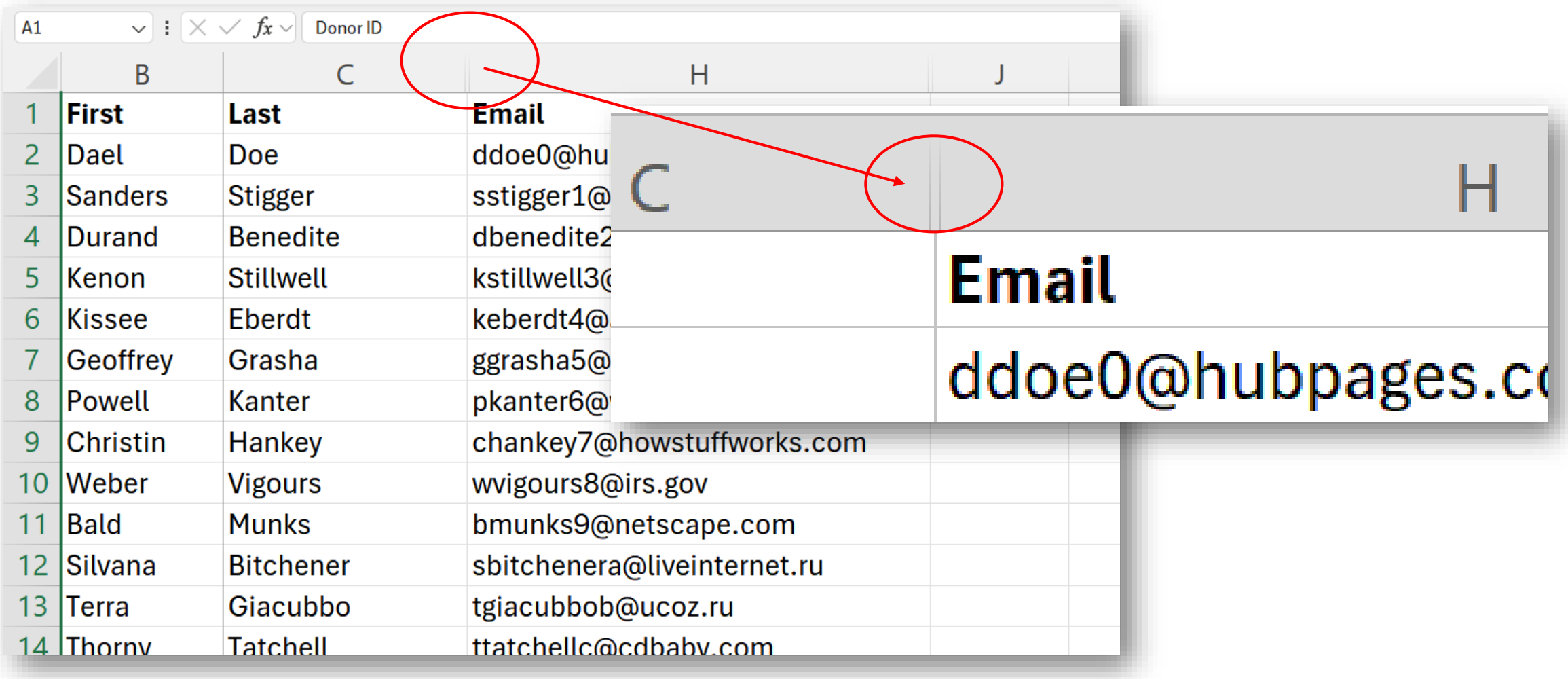
- Hide Columns
- Freeze Panes

Excel Work Tools: Hide Columns

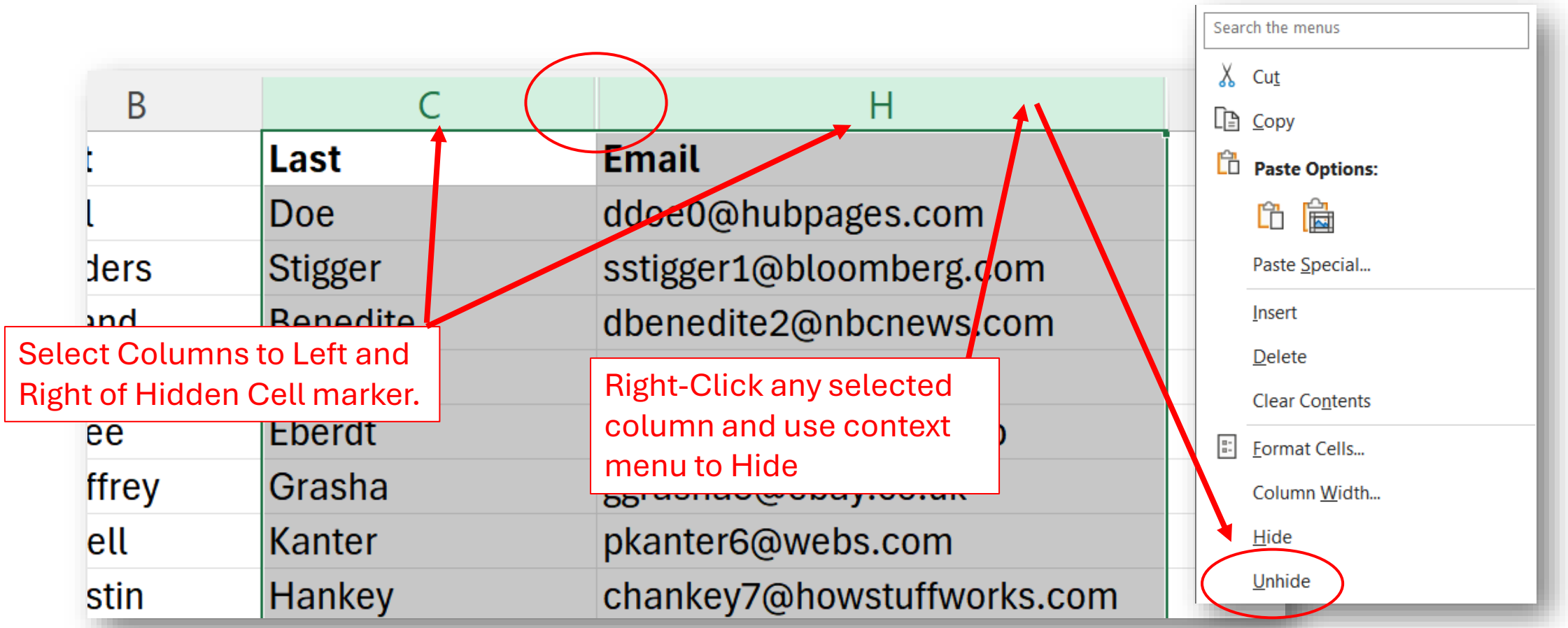


	B	C	D	E	F	G	
1	First	Last	City	State	Zip	Phone	Email
2	Dael	Doe	Charlotte	North Carolina	28278	7048222370	ddoe0(
3	Sanders	Stigger	Saint Petersburg	Florida	33710	7279399416	sstigge
4	Durand	Benedite	Chicago	Illinois	60641	7732801825	dbenec
5	Kenon	Stillwell	Chicago	Illinois	60686	3123802142	kstillwe
6			ouston			7134594145	keberd
7	Geoffrey	Grasha	Omaha			4029574787	ggrash
8	Powell	Kanter	Pittsburgh			4126677309	pkante
9	Christin	Hankey	Chicago			7734426428	chanke
10	Weber	Vigours	Syracuse	New York	13224	3154318535	wvigou
11	Bald	Munks	Jackson	Mississippi	39282	6018827610	bmunk
12	Silvana	Bitchener	Glendale	California	91205	3236488169	sbitche
13	Terra	Giacubbo	Atlanta	Georgia	31136	4048726750	tgiacub
14	Thorny	Tatchell	Jackson	Mississippi	39236	6014782600	ttatche
15	Hamlen	Deporte	Evanston	Illinois	60208	8473072472	hdeported@quantcast.com
16	Giraldo	Vauls	Washington	District of Columbia	20551	2028699518	gvaulse@tinypic.com

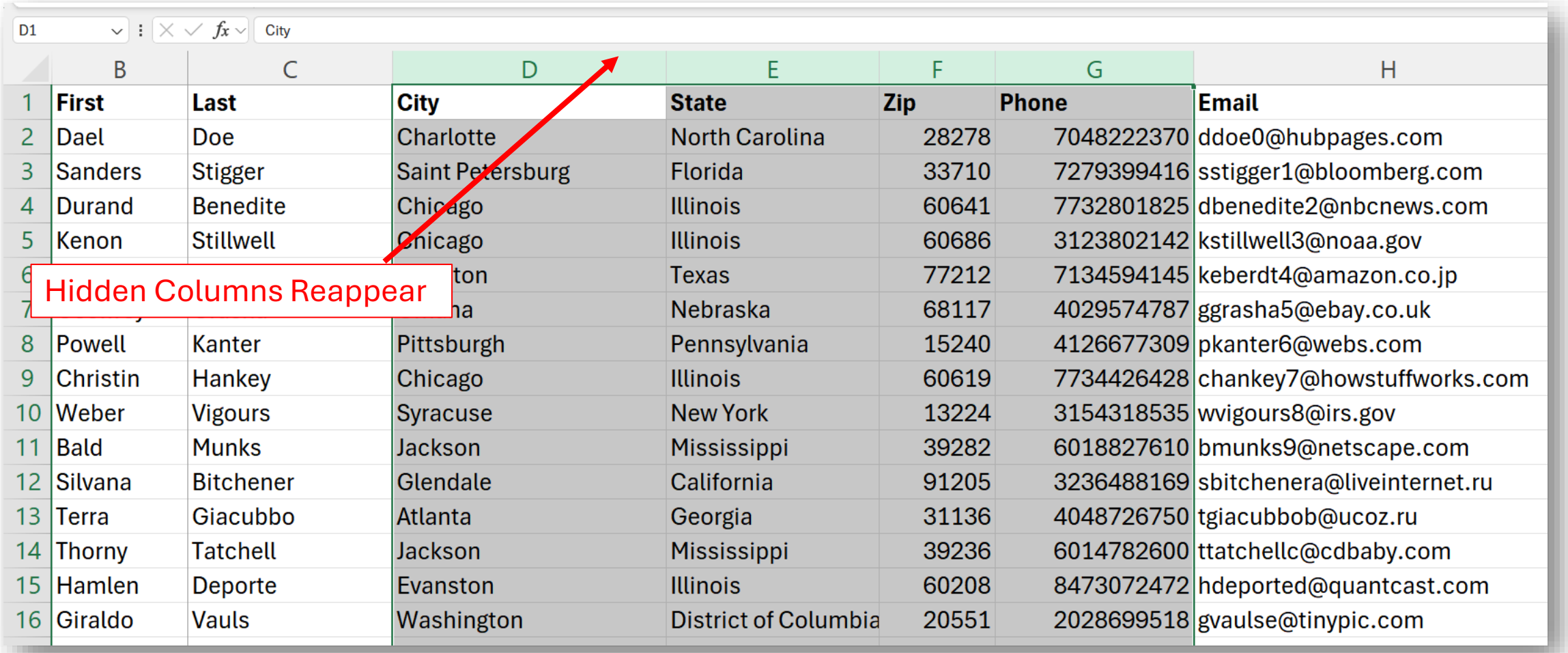
Excel Work Tools: Hide/Unhide Columns



Excel Work Tools: Unhide Columns



Excel Work Tools: Unhide Columns



	B	C	D	E	F	G	H
1	First	Last	City	State	Zip	Phone	Email
2	Dael	Doe	Charlotte	North Carolina	28278	7048222370	ddoe0@hubpages.com
3	Sanders	Stigger	Saint Petersburg	Florida	33710	7279399416	sstigger1@bloomberg.com
4	Durand	Benedite	Chicago	Illinois	60641	7732801825	dbenedite2@nbcnews.com
5	Kenon	Stillwell	Chicago	Illinois	60686	3123802142	kstillwell3@noaa.gov
6			ton	Texas	77212	7134594145	keberdt4@amazon.co.jp
7			na	Nebraska	68117	4029574787	ggrasha5@ebay.co.uk
8	Powell	Kanter	Pittsburgh	Pennsylvania	15240	4126677309	pkanter6@webs.com
9	Christin	Hankey	Chicago	Illinois	60619	7734426428	chankey7@howstuffworks.com
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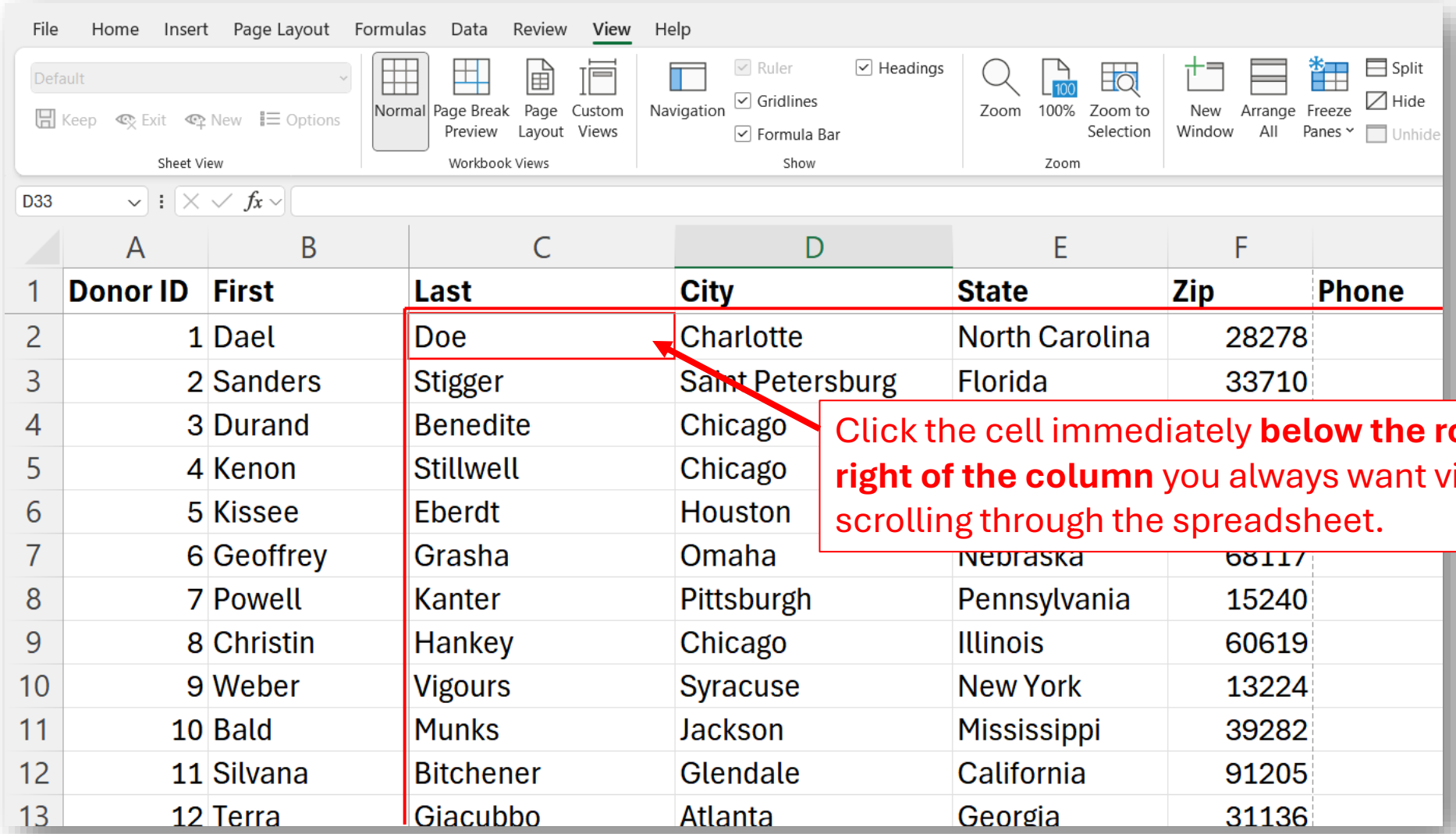
11	Bald	Munks	Jackson	Mississippi	39282	6018827610	bmunks9@netscape.com
12	Silvana	Bitchener	Glendale	California	91205	3236488169	sbitchenera@liveinternet.ru
13	Terra	Giacubbo	Atlanta	Georgia	31136	4048726750	tgiacubbob@ucoz.ru
14	Thorny	Tatchell	Jackson	Mississippi	39236	6014782600	ttatchellc@cdbaby.com
15	Hamlen	Deporte	Evanston	Illinois	60208	8473072472	hdeported@quantcast.com
16	Giraldo	Vauls	Washington	District of Columbia	20551	2028699518	gvaulse@tinypic.com

Excel Work Tools: Freeze Panes

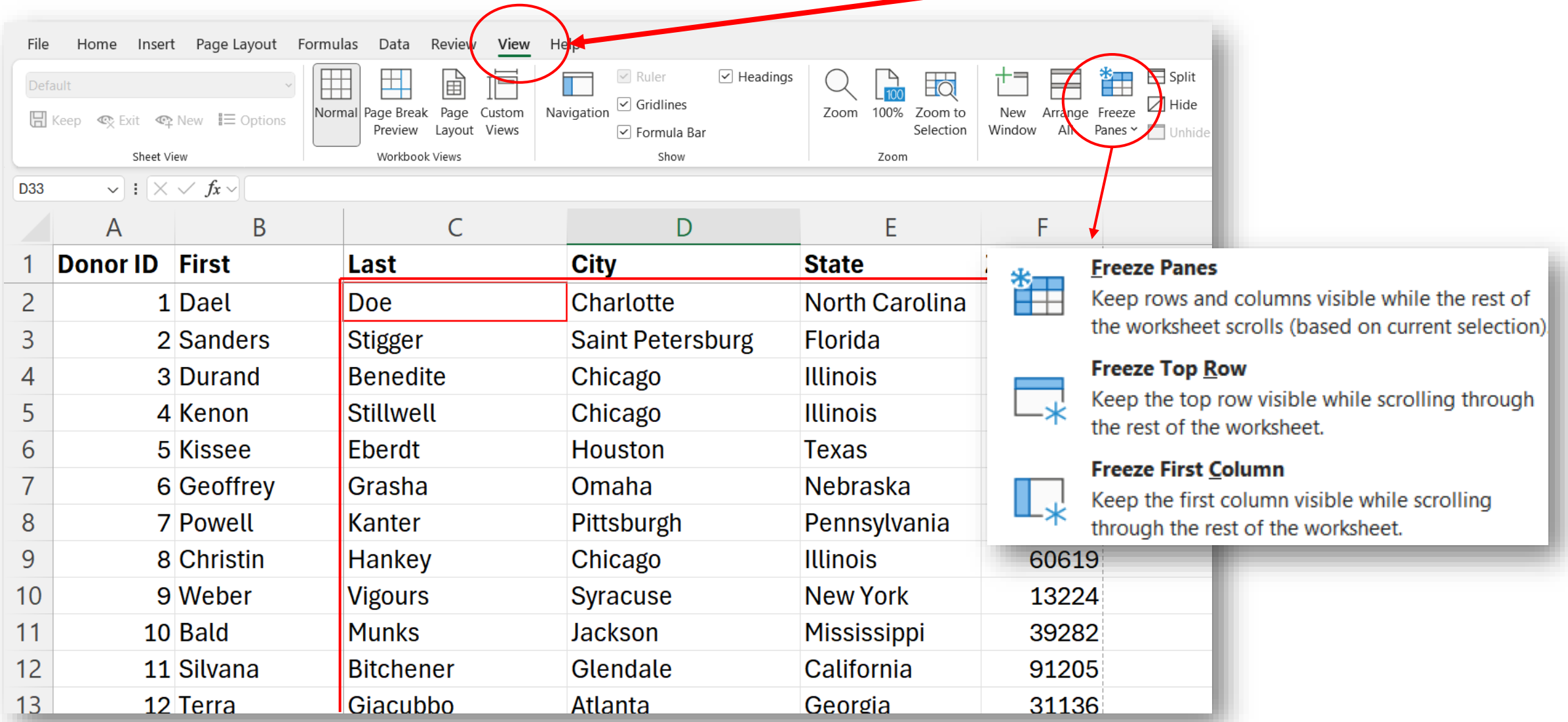


	A	B	C	D	E	F	
1	**Donor ID**	**First**	**Last**	**City**	**State**	**Zip**	**Phone**
2	1	Dael	Doe	Charlotte	North Carolina	28278	
3	2	Sanders	Stigger	Saint Petersburg	Florida	33710	
4	3	Durand	Benedite	Chicago			
5	4	Kenon	Stillwell	Chicago			
6	5	Kissee	Eberdt	Houston			
7	6	Geoffrey	Grasha	Omaha	Nebraska	68117	
8	7	Powell	Kanter	Pittsburgh	Pennsylvania	15240	
9	8	Christin	Hankey	Chicago	Illinois	60619	
10	9	Weber	Vigours	Syracuse	New York	13224	
11	10	Bald	Munks	Jackson	Mississippi	39282	
12	11	Silvana	Bitchener	Glendale	California	91205	
13	12	Terra	Giacubbo	Atlanta	Georgia	31136	

Click the cell immediately **below the row** and/or to the **right of the column** you always want visible when scrolling through the spreadsheet.

Excel Work Tools: Freeze Panes

Choose the **View** menu, and on the Ribbon click **Freeze Panes**



	A	B	C	D	E	F
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2	1	Dael	Doe	Charlotte	North Carolina	
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5	4	Kenon	Stillwell	Chicago	Illinois	
6	5	Kissee	Eberdt	Houston	Texas	
7	6	Geoffrey	Grasha	Omaha	Nebraska	
8	7	Powell	Kanter	Pittsburgh	Pennsylvania	
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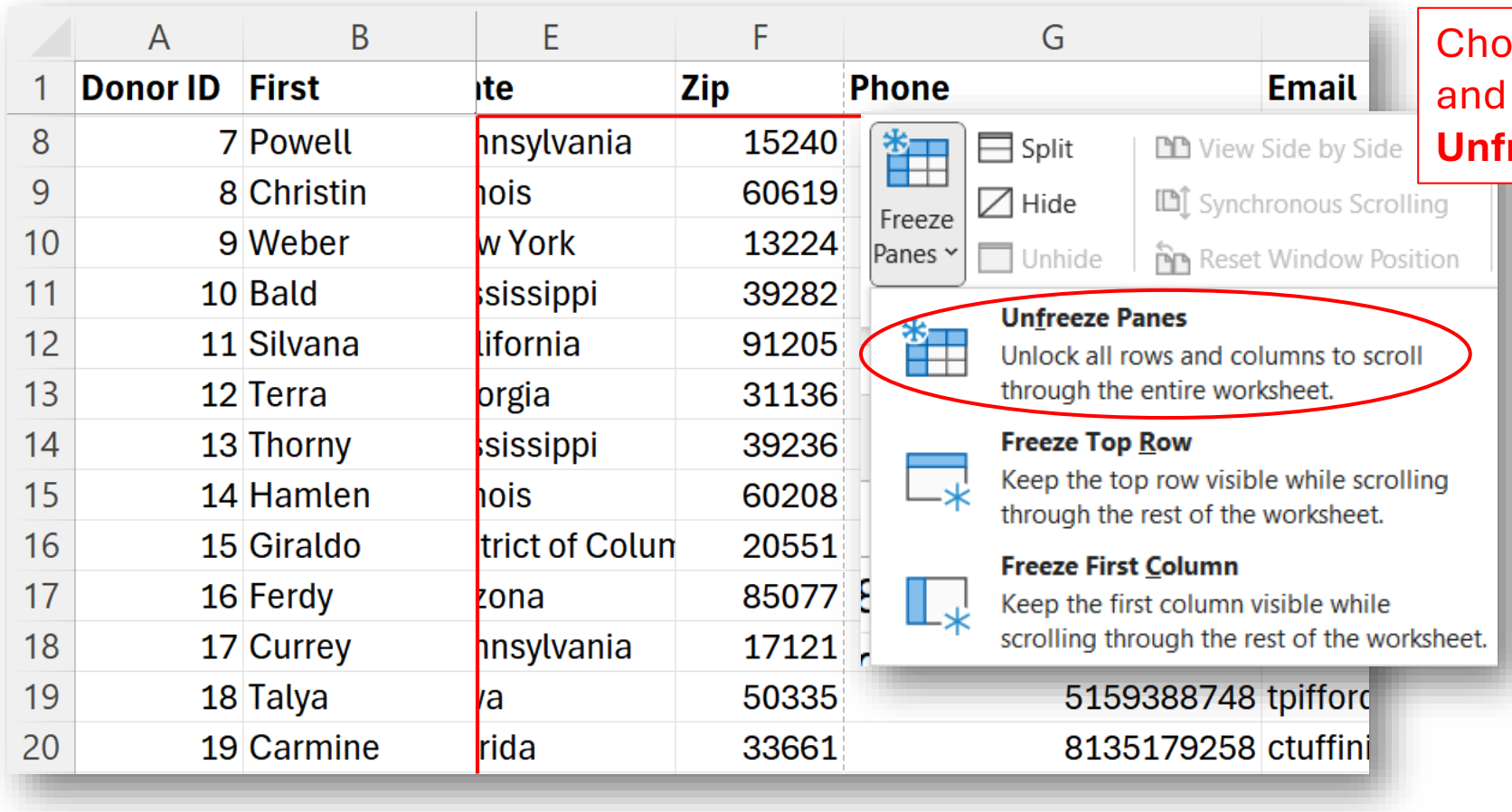
12	11	Silvana	Bitchener	Glendale	California	91205
13	12	Terra	Giacubbo	Atlanta	Georgia	31136

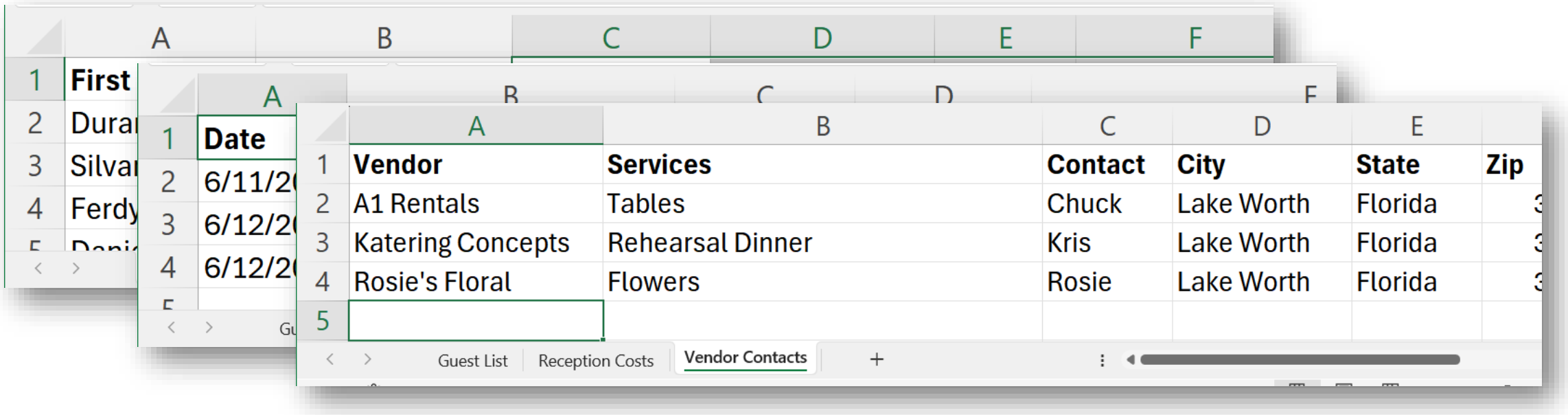
Excel Work Tools: Unfreeze Panes



Choose the **View** menu, and on the Ribbon click **Unfreeze Panes**

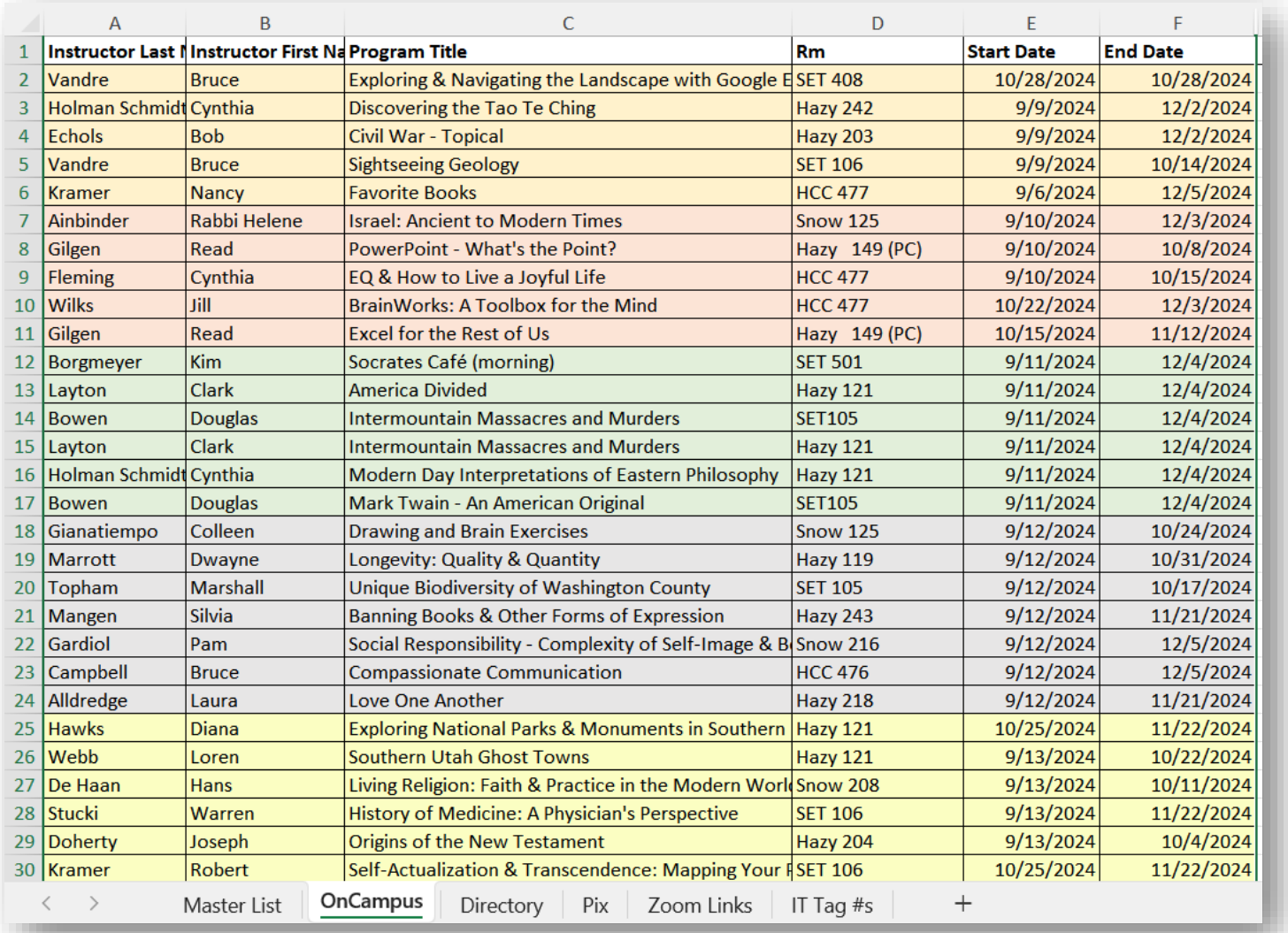
Sheets

- Keep different sets of related data in same workbook
  - Example: A party with various activities
  - Guest list, Reception costs, Vendor information



Sheets

- Place to create specially formatted sheet for printing without messing up main sheet

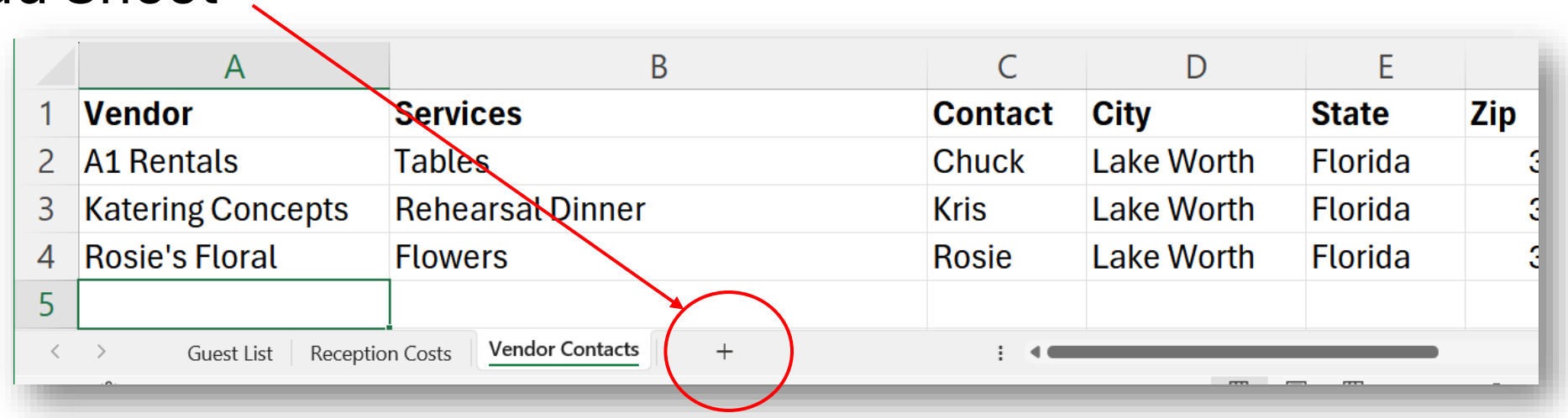


	A	B	C	D	E	F
1	Instructor Last N	Instructor First Na	Program Title	Rm	Start Date	End Date
2	Vandre	Bruce	Exploring & Navigating the Landscape with Google E	SET 408	10/28/2024	10/28/2024
3	Holman Schmidt	Cynthia	Discovering the Tao Te Ching	Hazy 242	9/9/2024	12/2/2024
4	Echols	Bob	Civil War - Topical	Hazy 203	9/9/2024	12/2/2024
5	Vandre	Bruce	Sightseeing Geology	SET 106	9/9/2024	10/14/2024
6	Kramer	Nancy	Favorite Books	HCC 477	9/6/2024	12/5/2024
7	Ainbinder	Rabbi Helene	Israel: Ancient to Modern Times	Snow 125	9/10/2024	12/3/2024
8	Gilgen	Read	PowerPoint - What's the Point?	Hazy 149 (PC)	9/10/2024	10/8/2024
9	Fleming	Cynthia	EQ & How to Live a Joyful Life	HCC 477	9/10/2024	10/15/2024
10	Wilks	Jill	BrainWorks: A Toolbox for the Mind	HCC 477	10/22/2024	12/3/2024
11	Gilgen	Read	Excel for the Rest of Us	Hazy 149 (PC)	10/15/2024	11/12/2024
12	Borgmeyer	Kim	Socrates Café (morning)	SET 501	9/11/2024	12/4/2024
13	Layton	Clark	America Divided	Hazy 121	9/11/2024	12/4/2024
14	Bowen	Douglas	Intermountain Massacres and Murders	SET105	9/11/2024	12/4/2024
15	Layton	Clark	Intermountain Massacres and Murders	Hazy 121	9/11/2024	12/4/2024
16	Holman Schmidt	Cynthia	Modern Day Interpretations of Eastern Philosophy	Hazy 121	9/11/2024	12/4/2024
17	Bowen	Douglas	Mark Twain - An American Original	SET105	9/11/2024	12/4/2024
18	Gianatiempo	Colleen	Drawing and Brain Exercises	Snow 125	9/12/2024	10/24/2024
19	Marrott	Dwayne	Longevity: Quality & Quantity	Hazy 119	9/12/2024	10/31/2024
20	Topham	Marshall	Unique Biodiversity of Washington County	SET 105	9/12/2024	10/17/2024
21	Mangen	Silvia	Banning Books & Other Forms of Expression	Hazy 243	9/12/2024	11/21/2024
22	Gardiol	Pam	Social Responsibility - Complexity of Self-Image & B	Snow 216	9/12/2024	12/5/2024
23	Campbell	Bruce	Compassionate Communication	HCC 476	9/12/2024	12/5/2024
24	Alldredge	Laura	Love One Another	Hazy 218	9/12/2024	11/21/2024
25	Hawks	Diana	Exploring National Parks & Monuments in Southern	Hazy 121	10/25/2024	11/22/2024
26	Webb	Loren	Southern Utah Ghost Towns	Hazy 121	9/13/2024	10/22/2024
27	De Haan	Hans	Living Religion: Faith & Practice in the Modern Worl	Snow 208	9/13/2024	10/11/2024
28	Stucki	Warren	History of Medicine: A Physician's Perspective	SET 106	9/13/2024	11/22/2024
29	Doherty	Joseph	Origins of the New Testament	Hazy 204	9/13/2024	10/4/2024
30	Kramer	Robert	Self-Actualization & Transcendence: Mapping Your P	SET 106	10/25/2024	11/22/2024

Master List | OnCampus | Directory | Pix | Zoom Links | IT Tag #s | +

Sheets

- Keep different sets of related data in same workbook
- Place to create specially formatted sheet for printing without messing up main sheet
- Add Sheet

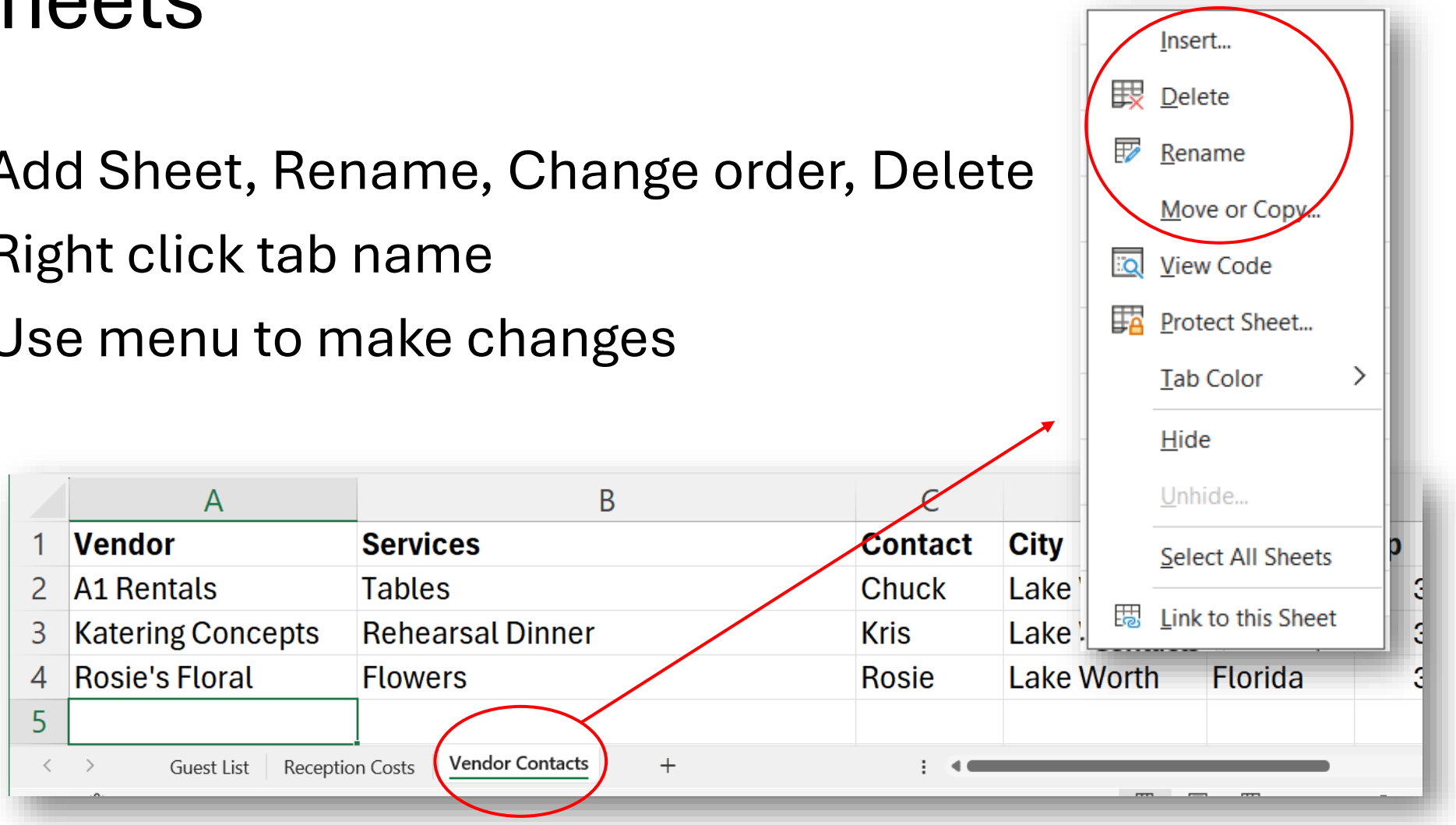


	A	B	C	D	E	
1	**Vendor**	**Services**	**Contact**	**City**	**State**	**Zip**
2	A1 Rentals	Tables	Chuck	Lake Worth	Florida	3
3	Katering Concepts	Rehearsal Dinner	Kris	Lake Worth	Florida	3
4	Rosie's Floral	Flowers	Rosie	Lake Worth	Florida	3
5						

Guest List | Reception Costs | Vendor Contacts | +

Sheets

- Add Sheet, Rename, Change order, Delete
- Right click tab name
- Use menu to make changes

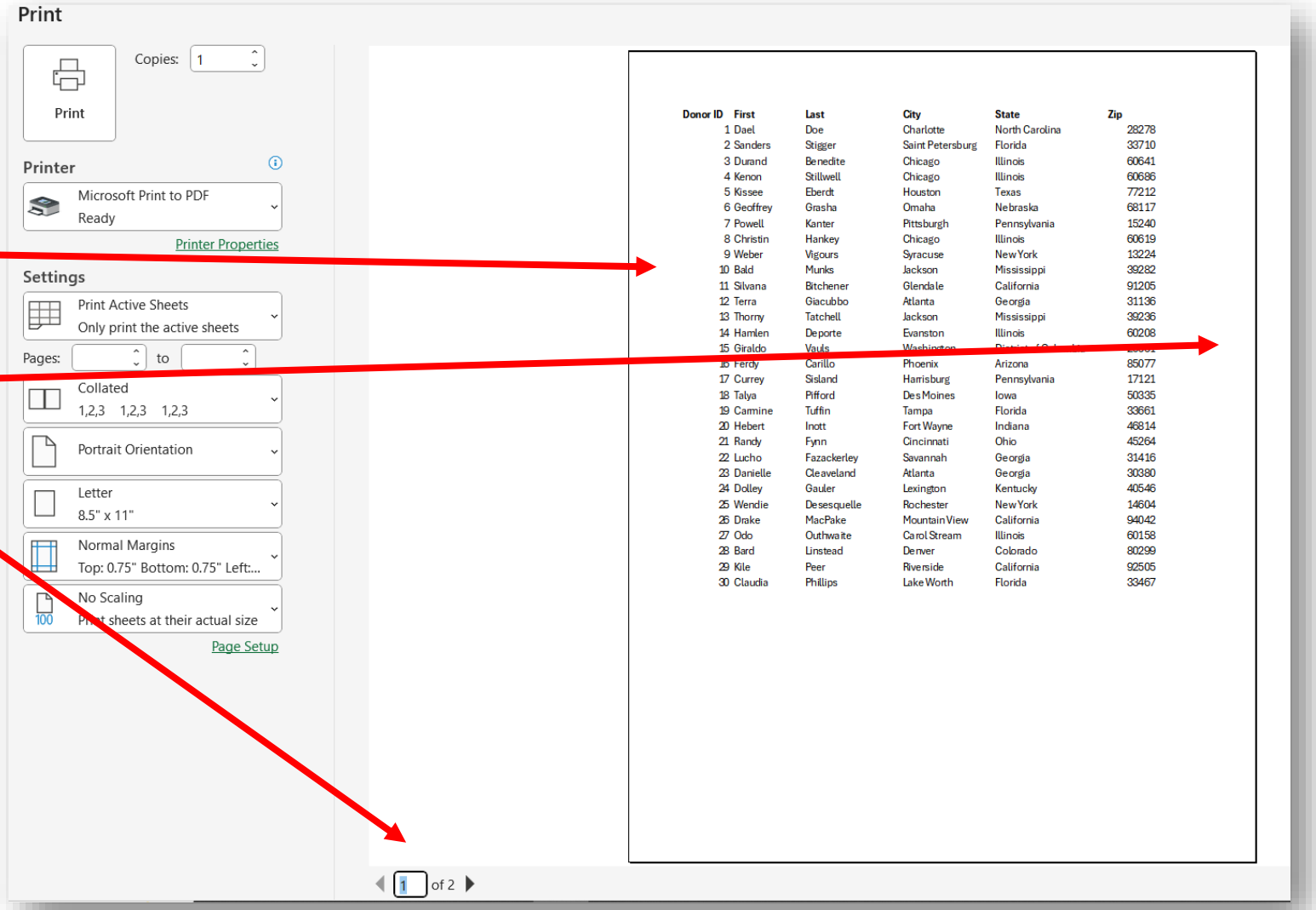


Let’s Do This!

- Use **XL4-Sheets** to practice
- Add a sheet
- Rename the sheet
- Move/copy a sheet

Printing Preparation

- Print Menu (File/Print, or Ctrl+P)
  - Print Preview
  - Often spreadsheet doesn't fit



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3	Durand	Benedite	Chicago	Illinois	60641
4	Kenon	Stillwell	Chicago	Illinois	60686
5	Kissee	Eberdt	Houston	Texas	77212
6	Geoffrey	Grasha	Omaha	Nebraska	68117
7	Powell	Kanter	Pittsburgh	Pennsylvania	15240
8	Christin	Hankey	Chicago	Illinois	60619
9	Weber	Vigours	Syracuse	New York	13224
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11	Silvana	Bitchener	Glendale	California	91205
12	Terra	Giacubbo	Atlanta	Georgia	31136
13	Thorny	Tatchell	Jackson	Mississippi	39236
14	Hamlen	Deporte	Evanston	Illinois	60208
15	Giraldo	Vauls	Washington		
16	Ferdy	Carillo	Phoenix	Arizona	85077
17	Currey	Sisland	Harrisburg	Pennsylvania	17121
18	Talya	Pifford	Des Moines	Iowa	50335
19	Carmine	Tuffin	Tampa	Florida	33661
20	Hebert	Inott	Fort Wayne	Indiana	46814
21	Randy	Fynn	Cincinnati	Ohio	45264
22	Lucho	Fazackerley	Savannah	Georgia	31416
23	Danielle	Cleaveland	Atlanta	Georgia	30380
24	Dolley	Gauler	Lexington	Kentucky	40546
25	Wendie	Desesquelle	Rochester	New York	14604
26	Drake	MacPake	Mountain View	California	94042
27	Odo	Outhwaite	Carol Stream	Illinois	60158
28	Bard	Linstead	Denver	Colorado	80299
29	Kile	Peer	Riverside	California	92505
30	Claudia	Phillips	Lake Worth	Florida	33467

Printing Preparation

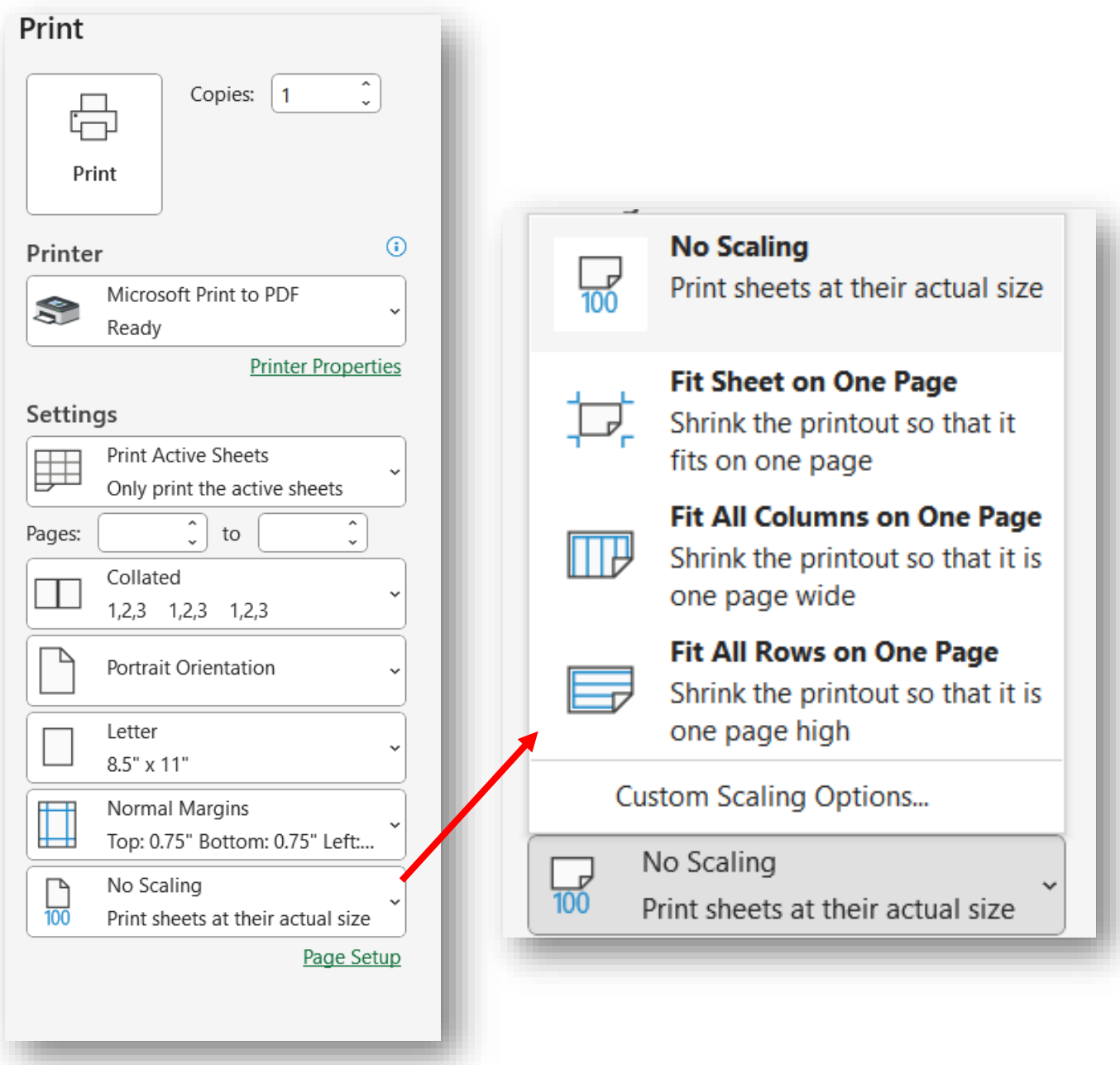
- Adjusting Before Printing
  - Resize/Hide columns
  - Layout orientation/Margins
  - Select just the portion to be printed

Page Break Inidicator Appears *only after* having gone to File/Print dialog box.

	A	B	C	D	E	F	G	H	I	J
1	**Donor ID**	**First**	**Last**	**City**	**State**	**Zip**	**Phone**	**Email**	**Donor Amt**	
2	1	Dael	Doe	Charlotte	North Carolina	28278	(704) 822-2370	ddoe0@hubpages.com	$25	
3	2	Sanders	Stigger	Saint Petersburg	Florida	33710	(727) 939-9416	sstigger1@bloomberg.com	$50	
4	3	Durand	Benedite	Chicago	Illinois	60641	(773) 280-1825	dbenedite2@nbcnews.com	$100	
5	4	Kenon	Stillwell	Chicago	Illinois	60686	(312) 380-2142	kstillwell3@noaa.gov	$25	
6	5	Kissee	Eberdt	Houston	Texas	77212	(713) 459-4145	keberdt4@amazon.co.jp	$250	
7	6	Geoffrey	Grasha	Omaha	Nebraska	68117	(402) 957-4787	ggrasha5@ebay.co.uk	$500	
8	7	Powell	Kanter	Pittsburgh	Pennsylvania	15240	(412) 667-7309	pkanter6@webs.com	$25	
9	8	Christin	Hankey	Chicago	Illinois	60619	(773) 442-6428	chankey7@howstuffworks.com	$50	
10	9	Weber	Vigours	Syracuse	New York	13224	(315) 431-8535	wvigours8@irs.gov	$250	
11	10	Bald	Munks	Jackson	Mississippi	39282	(601) 882-7610	bmunks9@netscape.com	$1,000	
12	11	Silvana	Bitchener	Glendale	California	91205	(323) 648-8169	sbitchenera@liveinternet.ru	$100	

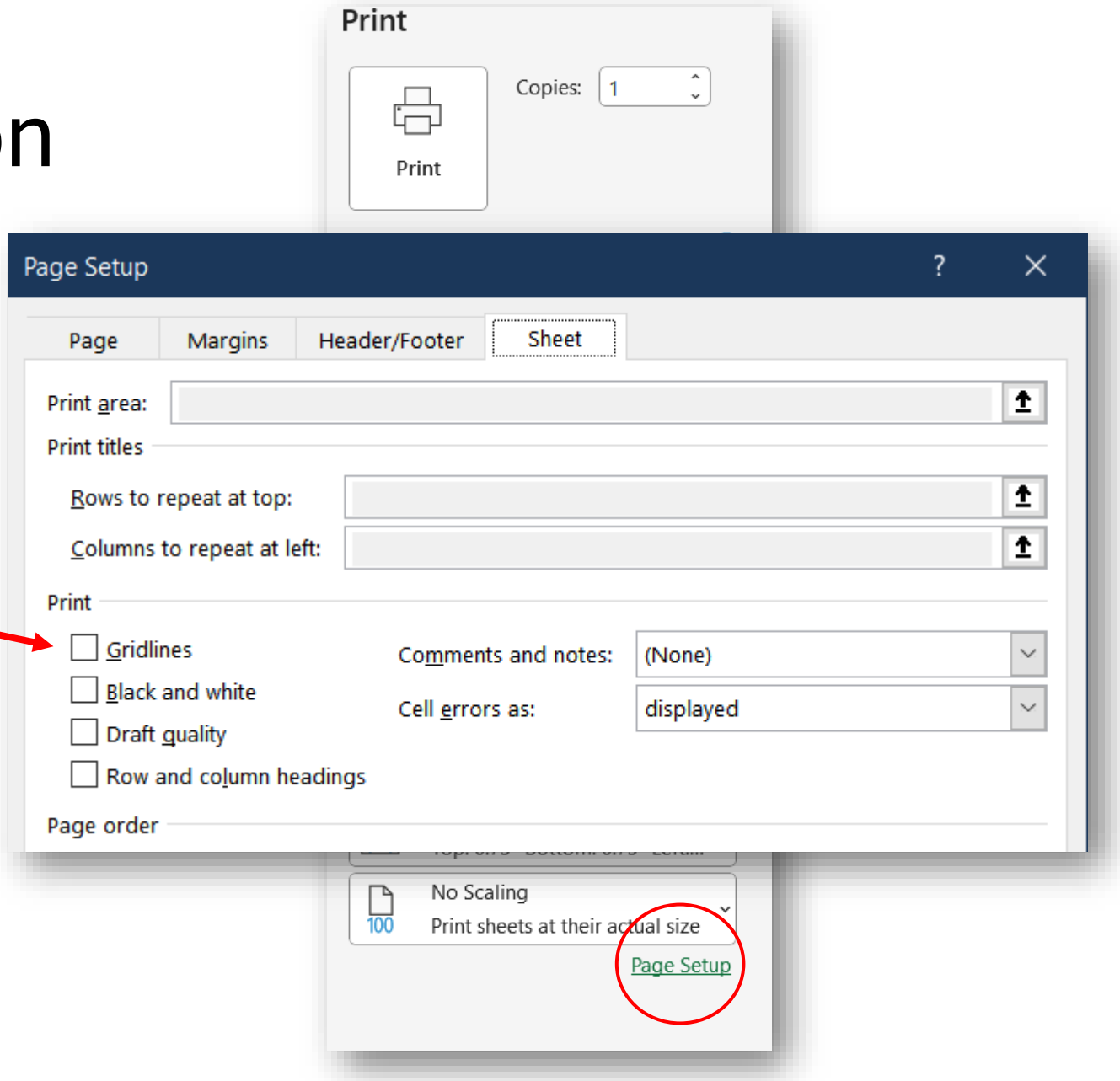
Printing Preparation

- Adjusting in the Print Menu
  - Preview shows if things fit
  - Orientation
  - Margins
  - What to print (whole thing, pages, selected cells only, etc.)
  - Scale (one page)



Printing Preparation

- Page Setup Options
  - Bottom of Print Menu
- Headers/Footers
- Print grid lines



Let’s Do This!

- Use **XL4-ExPrep** to practice
- Select a Printer (Microsoft Print to PDF)
- Try various options to print on one page
  - Orientation
  - Margins
  - Column widths
  - Hide columns

- Ask questions if you have them

Excel Templates

- Templates are already designed spreadsheets
  - You just have to fill in the data
- Templates can be immediately useful
- Templates can be instructive (learn from them)
- You can edit templates to fit your needs
- Microsoft-created or more from the web
- **File/New** shows recently used and other templates

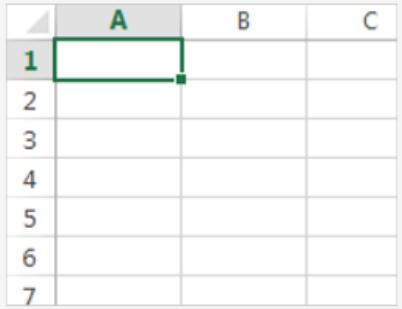
Excel Templates

Home

New

Open

New



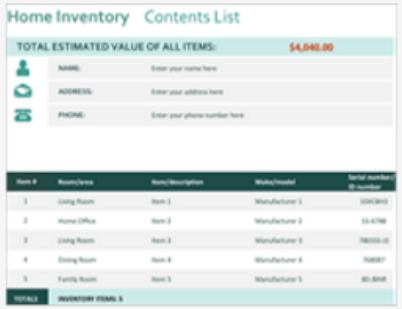
Blank workbook

Family tree generator

Basic mileage and expens...

Christmas card list

Address and phone list



Home inventory

Inventory list

Home construction budget

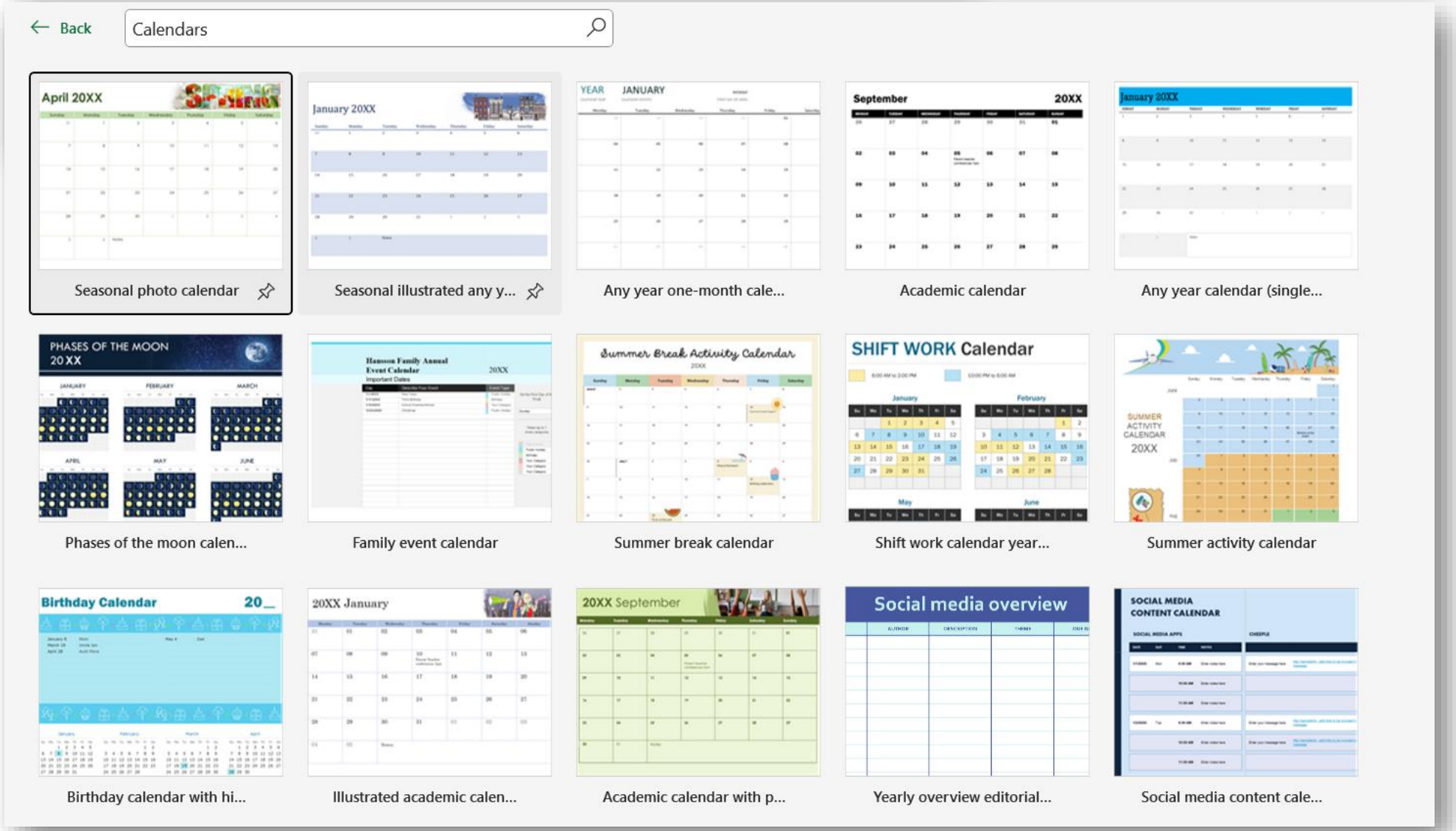
Simple invoice

Any year custom calendar

Search for online templates

Suggested searches: Business Personal Planners and Trackers Lists Budgets Charts Calendars

Excel Templates



Let’s Do This!

- Browse through available templates
- Identify one or more and try on your own

- Ask questions if you have them

Next Time

- More formatting
- Excel Templates
- Importing/Exporting data
- Integration with Word (mailings, labels, name tags, etc)

Course Website: https://gilgens.org/icl

Read Gilgen read@gilgenart.com (435) 313-3905

Excel (spreadsheets) for Practical Uses

ICL Fall 2024 Read Gilgen

Course Website (downloads, etc.) https://gilgens.org/icl

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