



Vision. Value. You.

Introduction to Computers

CGS 1100

Spring 2004

Unit 5B: MS Excel

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Vision. Value. You.

Spreadsheet Fundamentals

No	Name	Price
1	Corvette	12056.00
2	Dodge	5000.72
3	BMW	10740.89

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Spreadsheet Fundamentals

Column

Row

A1	B1	C1
A2	B2	C2
A3	B3	C3
A4	B4	C4

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References and Formulae

Column

Row

A1	B1	C1
A2	=A1+B2	C2
A3	B3	C3
A4	B4	C4

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References and Formulae (2)

Column

Row

A1
A2
A3
= SUM(A1:A3)

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Instant Refresh

Column

Row

A1	B1	C1
A2	=A1+B2	C2
A3	B3	C3
A4	B4	C4

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Absolute and Relative References

- A1 – Column and Row are relative
- **\$A\$1** – Column and Row are absolute
– won't change when pasted into a new cell
- **\$A1** – Column absolute, Row relative
- **A\$1** – Column relative, Row absolute

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Absolute and Relative References

Column

Row

	A1	B1	C1
A2	=A\$1+B1	=A\$1+C1	=A\$1+D1
A3		B3	C3
A4	=A\$1+B3	=A\$1+C3	=A\$1+D3

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Absolute and Relative References

Column

Row

	A1	B1	C1
A2	=A\$1+B1	=A\$1+C1	=A\$1+D1
A3		B3	C3
A4	=A\$3+B3	=A\$3+C3	=A\$3+D3

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Absolute and Relative References

Column

Row

	A1	B1	C1
A2	=#REF!+B1	=A\$1+C1	=B\$1+D1
A3		B3	C3
A4	=#REF!+B3	=A\$1+C3	=B\$1+D3

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Formulae in MS Excel: AVERAGE

- = AVERAGE (1,2,3,5)
- = AVERAGE(B1:B5)
- = AVERAGE (B1, A3, A4)

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Formulae in MS Excel: IF

- = IF (condition, value_if_true, value_if_false)
- = IF (A4>5, 50, 0)

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Formulae in MS Excel: COUNT

- = COUNT (A1:A5,4) – counts all cells in the area A1 ... A5 that contain 4.

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Example: Calculation Sheet

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Thank you!

The slides will be available on the internet at
<http://ruby.fgcu.edu/courses/mhepp/>
(-> CRN10026)

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