

Advanced Microsoft Excel 2013

Introduction

Microsoft Excel is a program designed to efficiently manage spreadsheets and analyze data. It contains both basic and advanced features that anyone can learn. Once some basic features are known, learning the advanced tools becomes easy. This lesson is composed of some advanced Excel features. It assumes basic prior knowledge of Excel, and it is expected that the objectives from AT Step's Excel Essentials are known. This lesson will talk about the advanced customization and formatting features that allow for easier data manipulation and organization.

Objectives

- 1) Learn how to Customize the Interface
- 2) Advanced Formatting: Custom Lists, Cell Groups, and Transposing Tables
- 3) Learn how to Reference Across Sheets
- 4) Advanced Formulas and Using Data Ranges
- 5) Using Data Validation

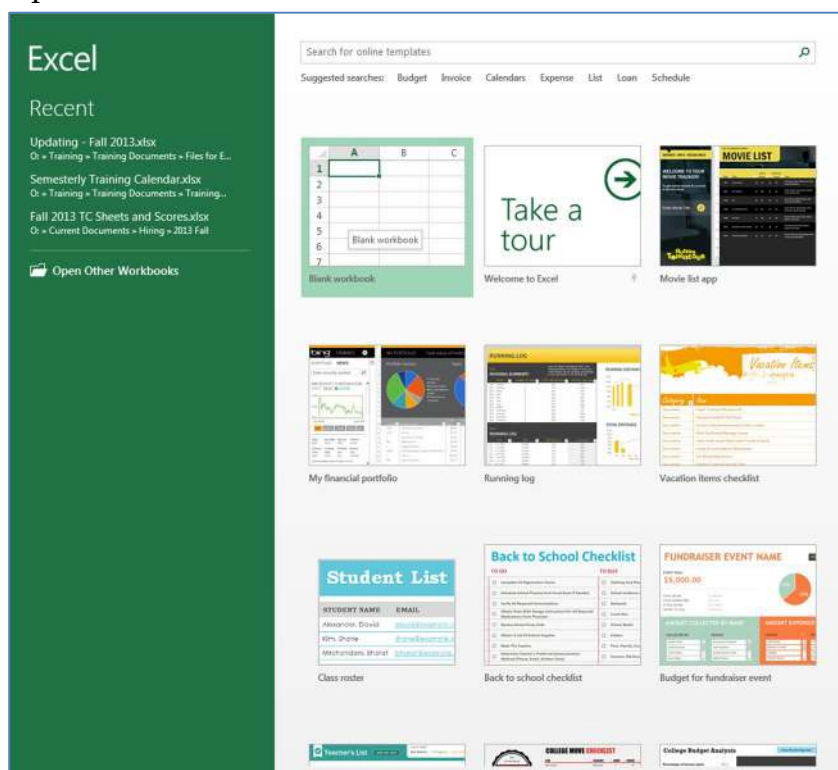
Interface Customization

Most of Excel's interface can be customized to fit many people's needs. For some, customization makes tools more readily available by placing those tools in a location that is more natural for the user. This section will introduce you to customizing Excel's interface by adding a tab in the ribbon, customizing the status bar at the bottom of the program, opening separate panes, and scrolling through a sheet with a static column or row.

Adding a Tab in the Ribbon

In this subsection, we will explore the tab options in Excel. Tabs in Excel can be added, deleted and even reorganized. This feature is useful if you use a set of tools frequently as it can save time navigating between tabs.

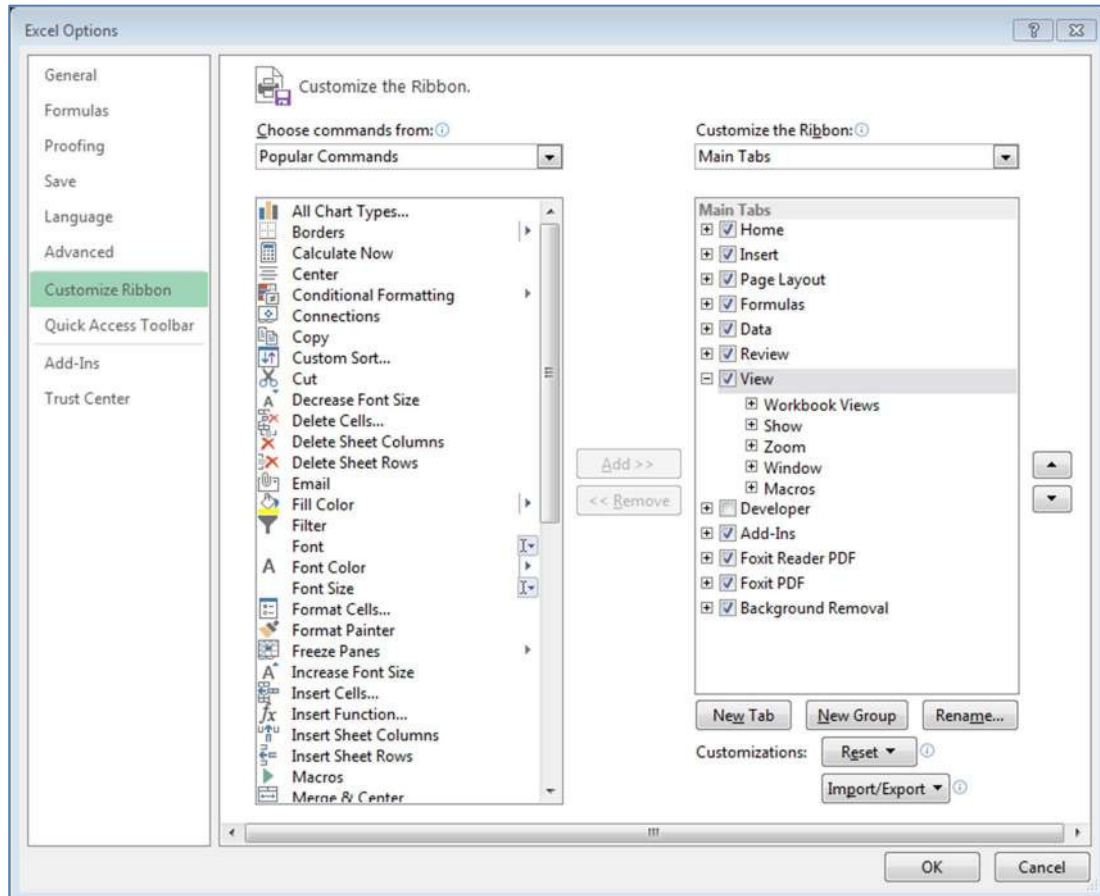
1. Download and unzip the Exercise files from the At Lab's website.
2. Open Excel and choose the blank workbook.



A recent change in Excel is the startup screen. In the past, Excel defaulted to opening a blank workbook. Now, you have the option of choosing a blank workbook, template, or previously created file.

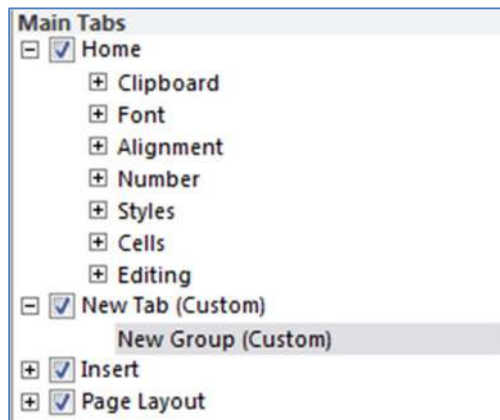
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3. Open backstage view by clicking on the File Tab and choose 'Options'. This will open the Options dialog box.
4. Select 'Customize Ribbon'. This tab allows you to add tabs as well as move tabs around.



Notice that this box has two main sections. The first is an area which displays the commands which can be added to tabs. At the top of this section, there is a drop-down menu allowing you to choose the type of command from the list shown below. Select macros from this list. Here there are no commands because we have not created any macros yet. If you use macros, you can add them to your custom tab or group after you create them.

5. Click Home under the main tabs and click 'New Tab'.



A new tab labeled "New Tab" along with a new group labeled "New Group" is placed under the Home tab. From here you can re-name the tab and group, add more groups, and add actions in each group.

6. Rename the tab to "Yourname's Tab" by selecting the tab and choosing 'Rename' at the bottom of the 'Main Tabs' section.

A dialog box displaying an editable field is displayed. This tool can be used not only to rename your custom tab, but also any tab that is in the worksheet.

7. Click OK to accept the new name.
8. Rename the new group to "Other Formatting Tools".

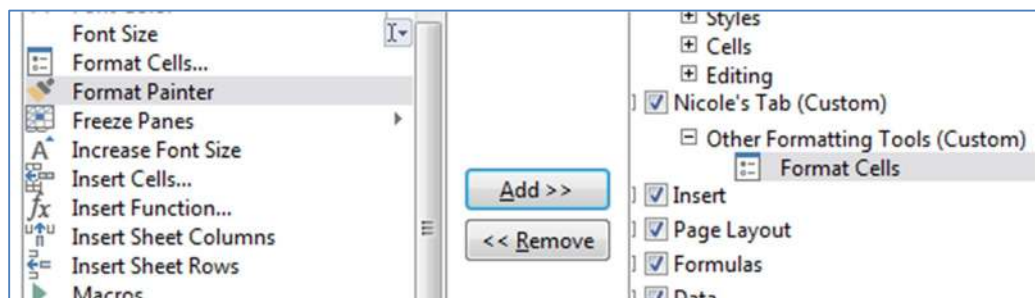
Notice the dialog for renaming a group looks different because it allows you to add symbols to the name.



The field at the bottom of this dialog box is where the name can be edited. For now, we will be adding formatting tools to this group.

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- Click Ok to accept this name for the group.
- Add the 'Format Cells...' tool to your group by selecting the tool in the command window and clicking 'Add'.



Notice that when a tool is added to a group, it is removed from the command choices.

- Click on 'Formatting Tools (custom)' and click 'New Group' to add a new group to your tab.
- Rename this group to "Image Tools".

We will be adding some tools that not already in the ribbon here.

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