Slide ID: 445-1070-4062

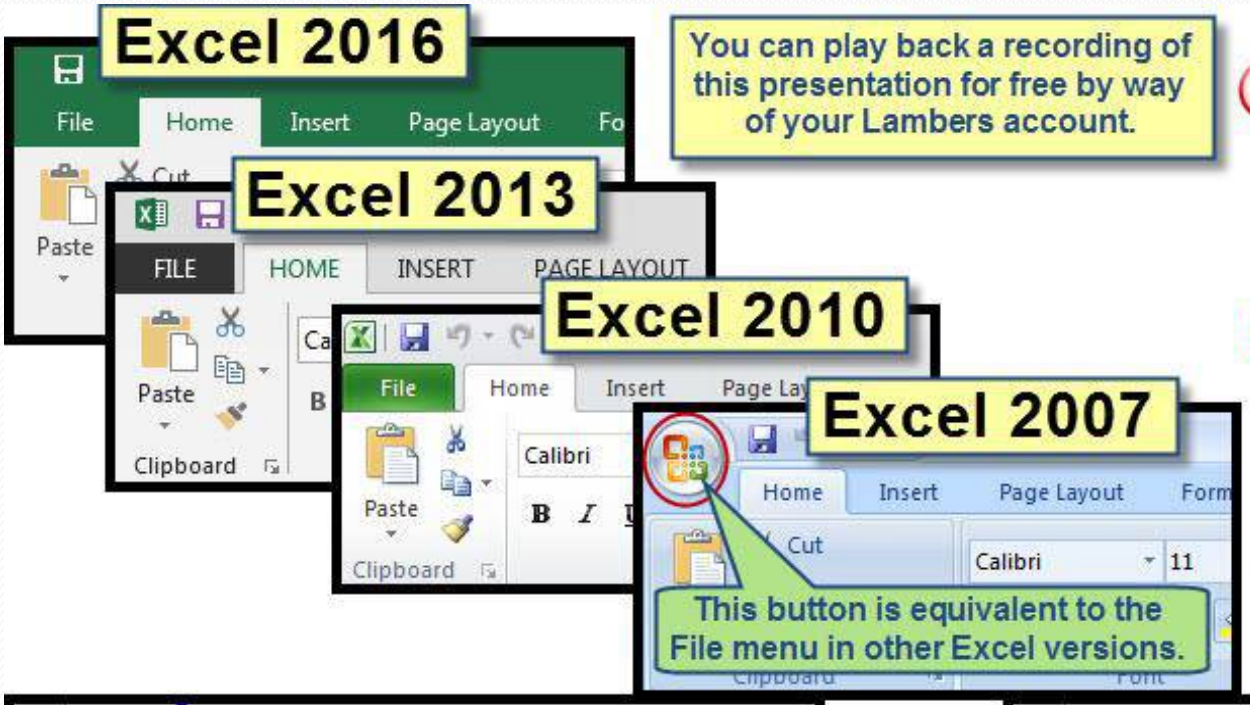
Excel 101: Introduction to Spreadsheets

Written and Presented by
David H. Ringstrom, CPA
www.studentsexcel.com

About the speaker:
David H. Ringstrom, CPA, is an author and nationally recognized instructor who teaches scores of webinars each year. His Excel courses are based on over 25 years of consulting and teaching experience. His mantra is “Either you work Excel, or it works you.” David offers spreadsheet and database consulting services nationwide.

Last Revised: 05/08/18

Excel Versions



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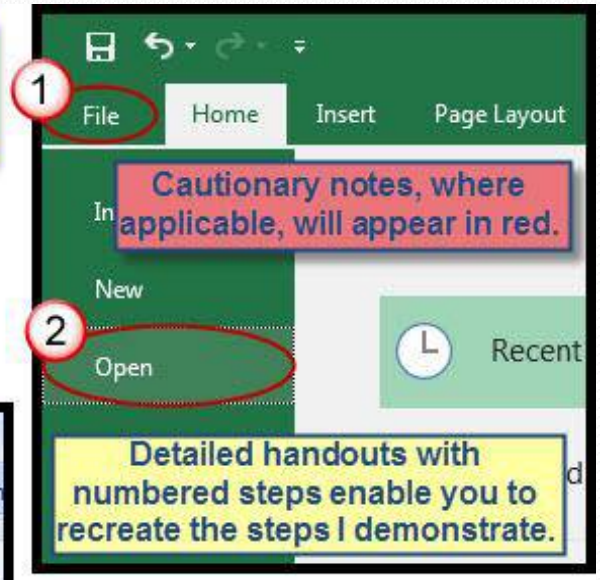
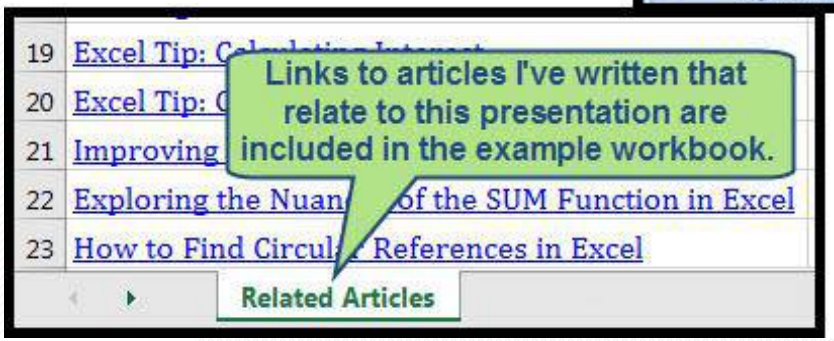
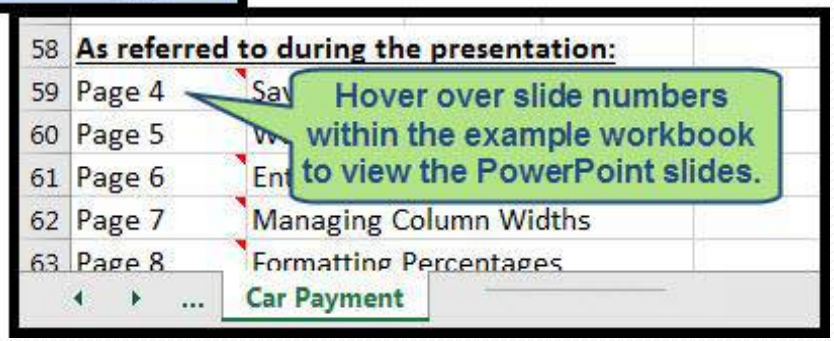
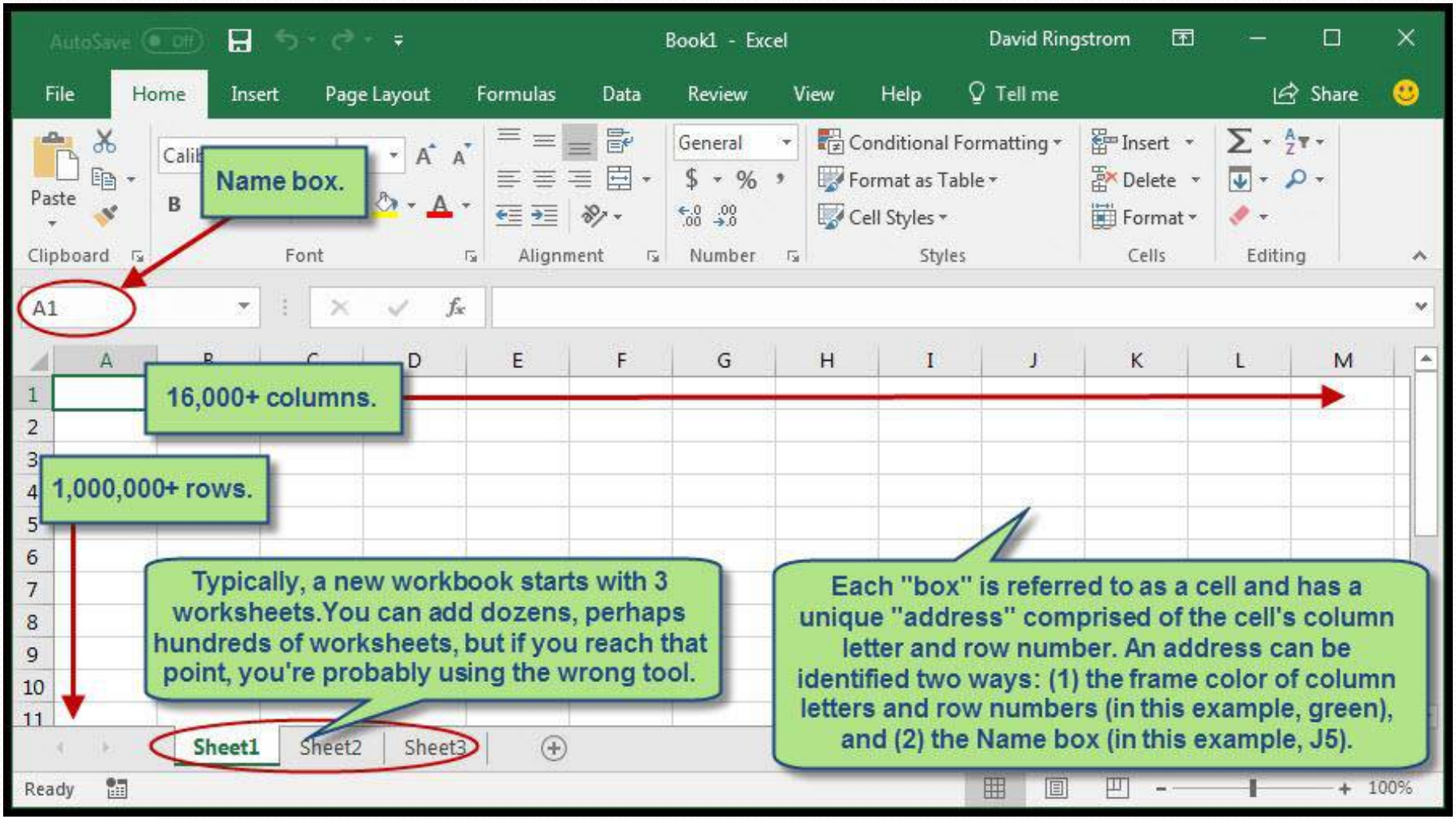


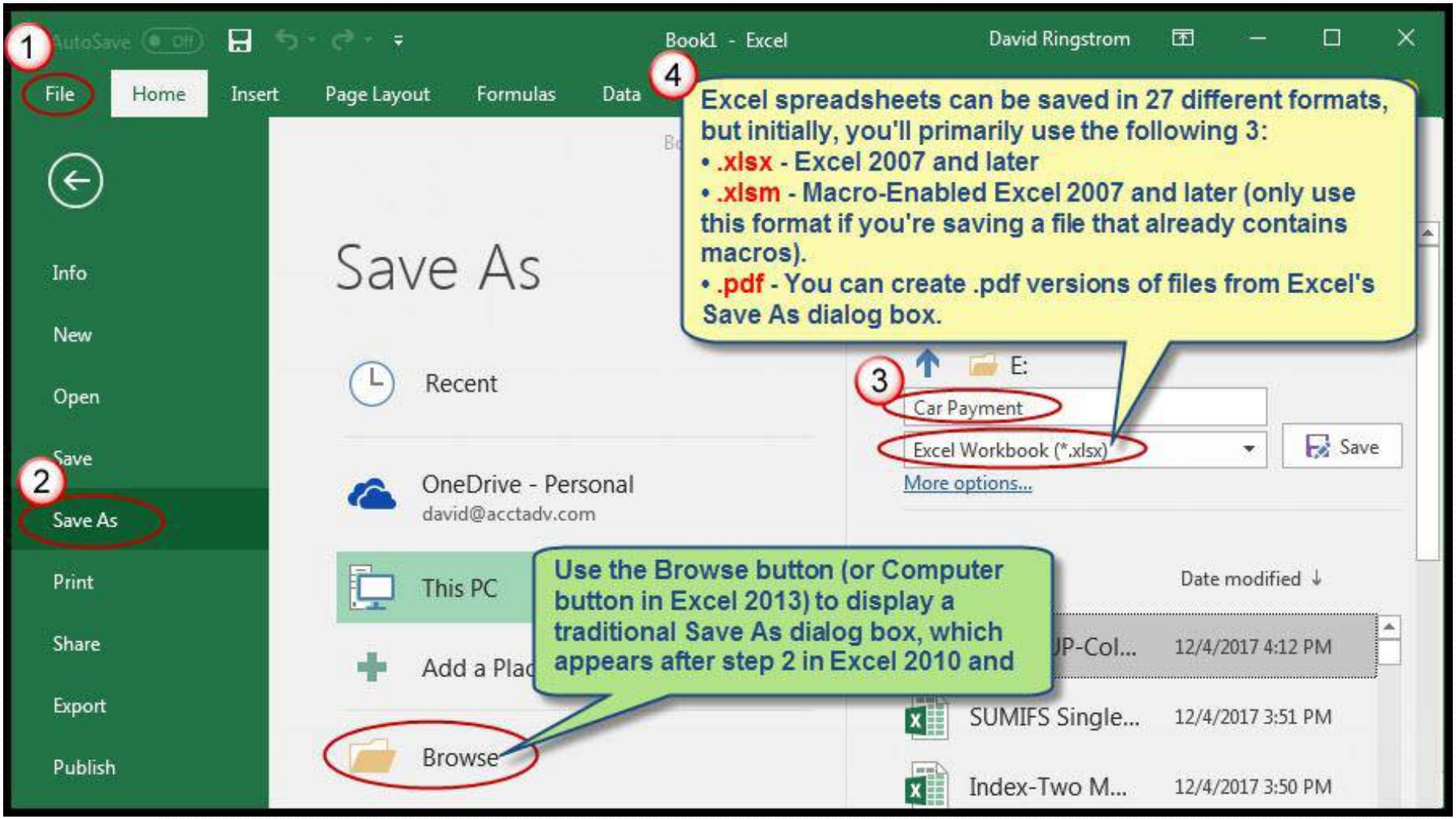




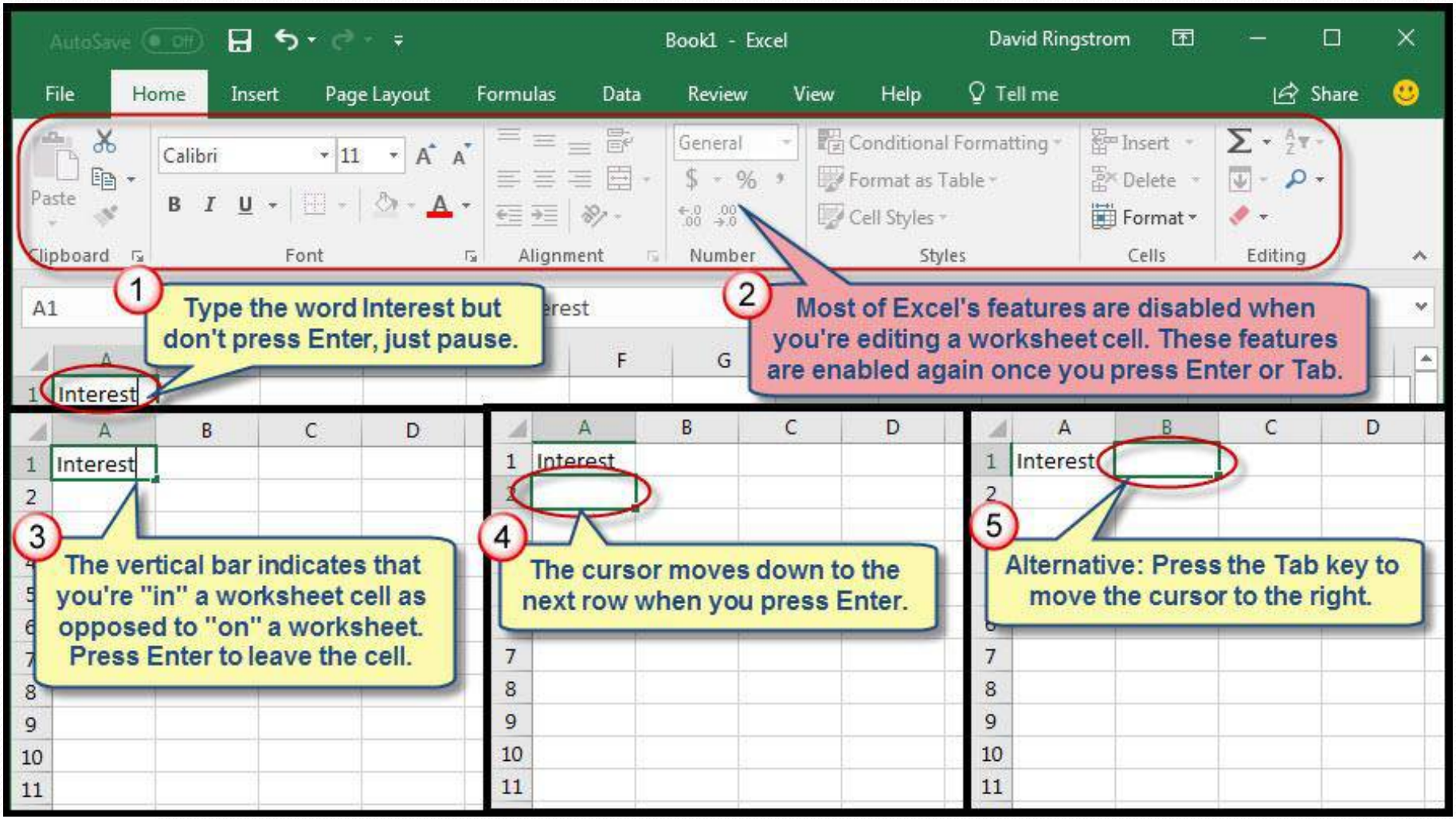
Getting Oriented in Excel



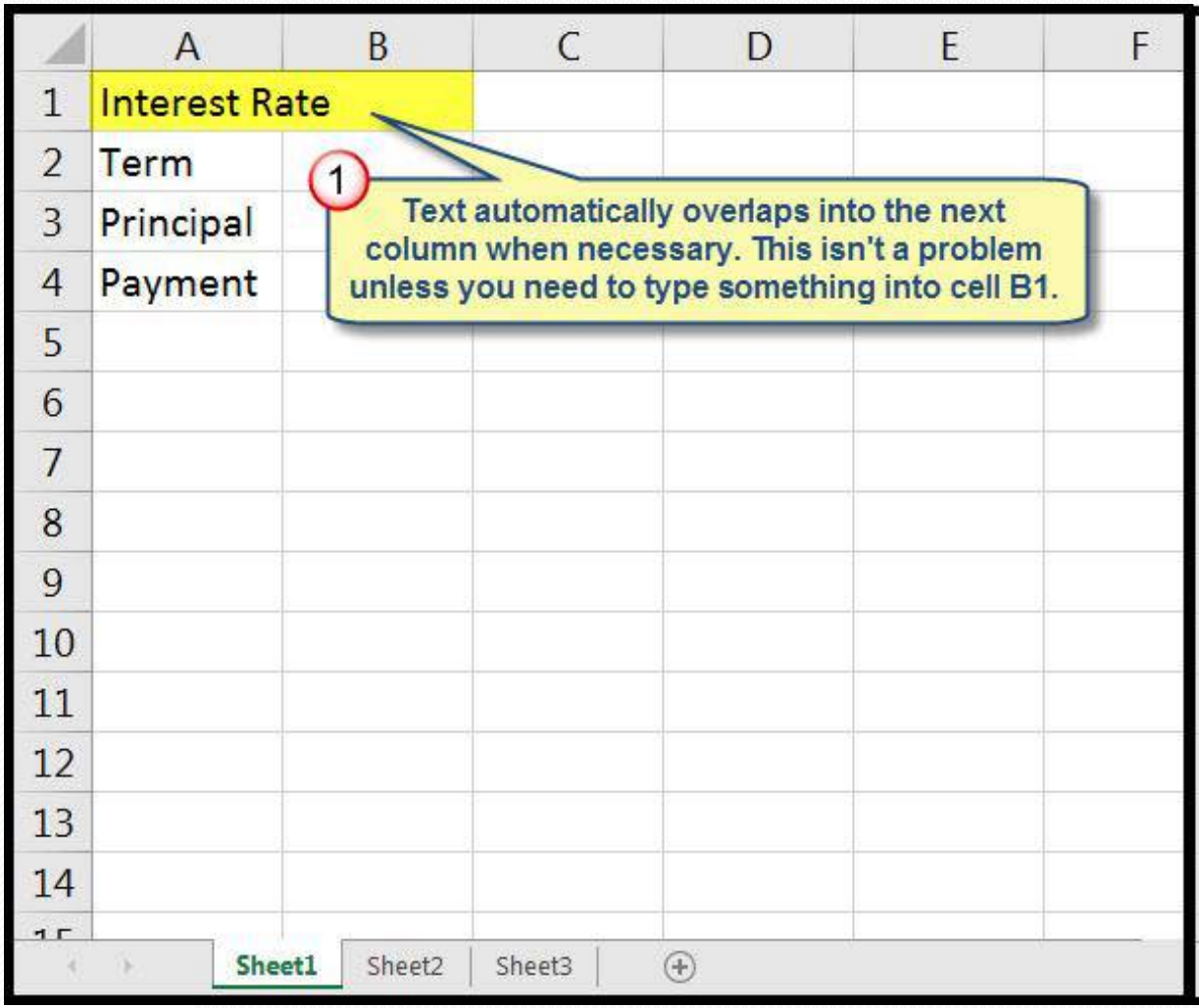
Saving Excel Files

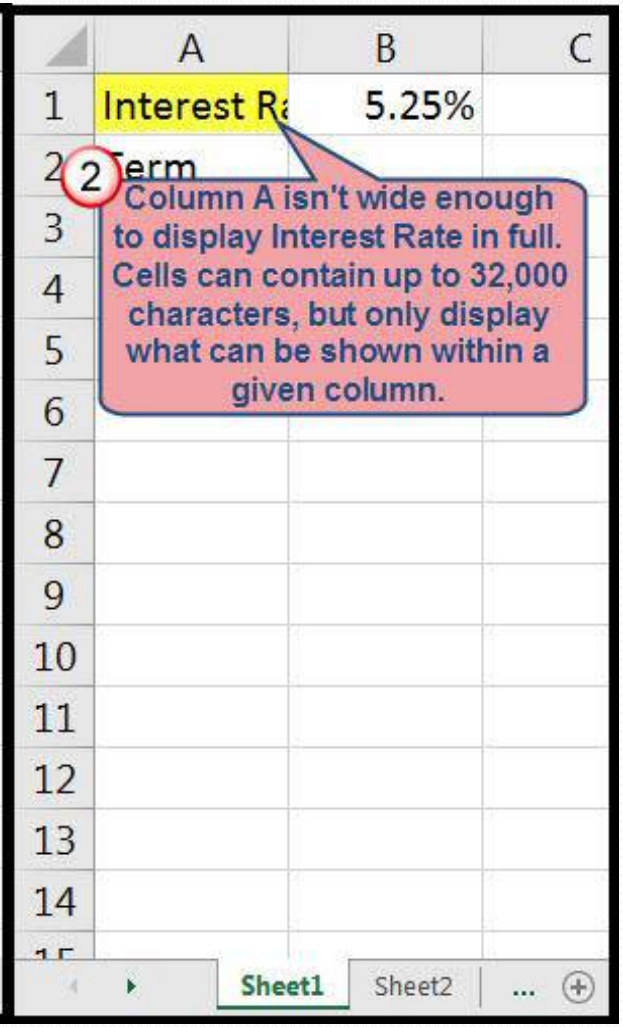


Working within a Cell

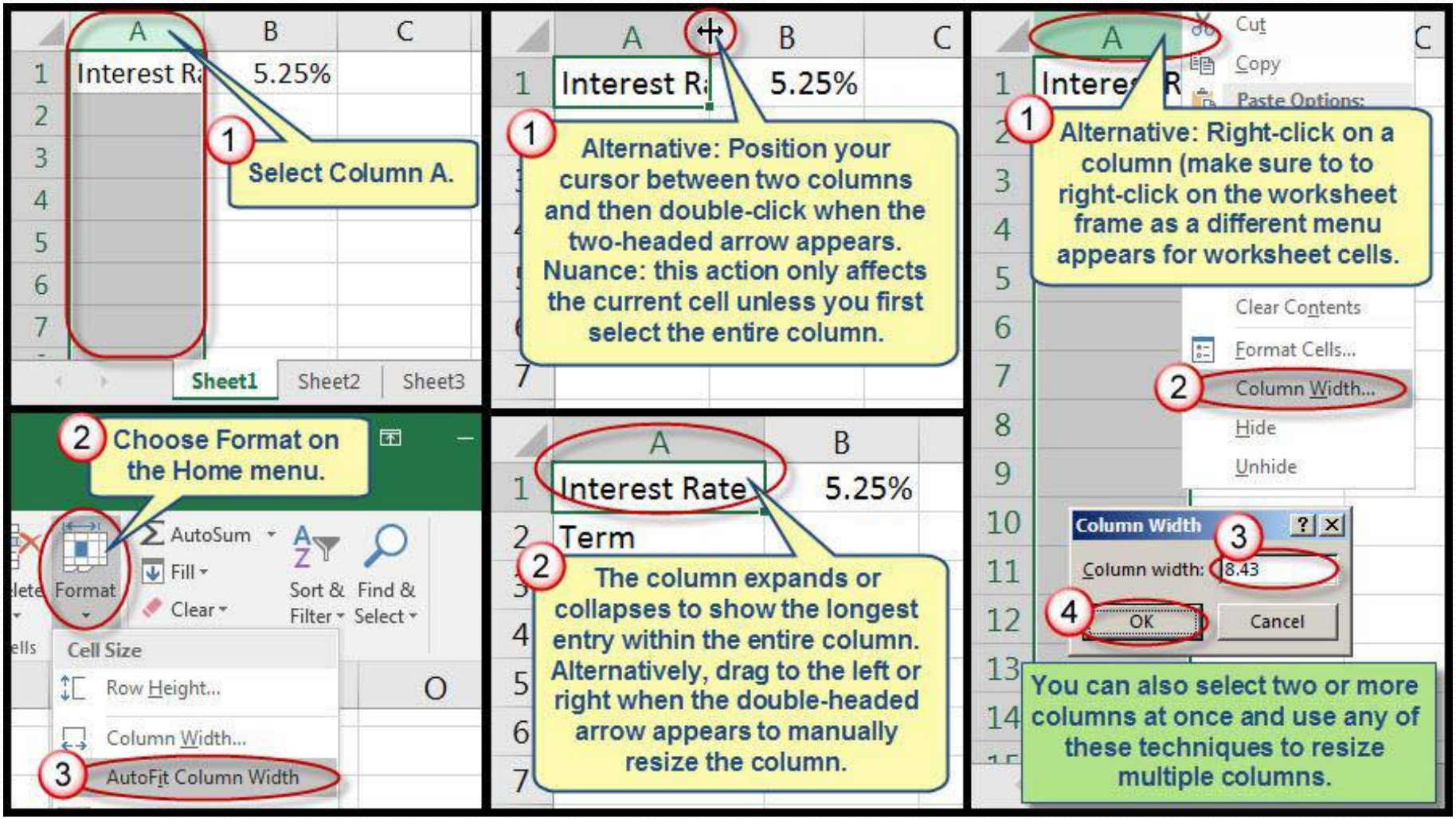


Entering Text into Worksheet Cells

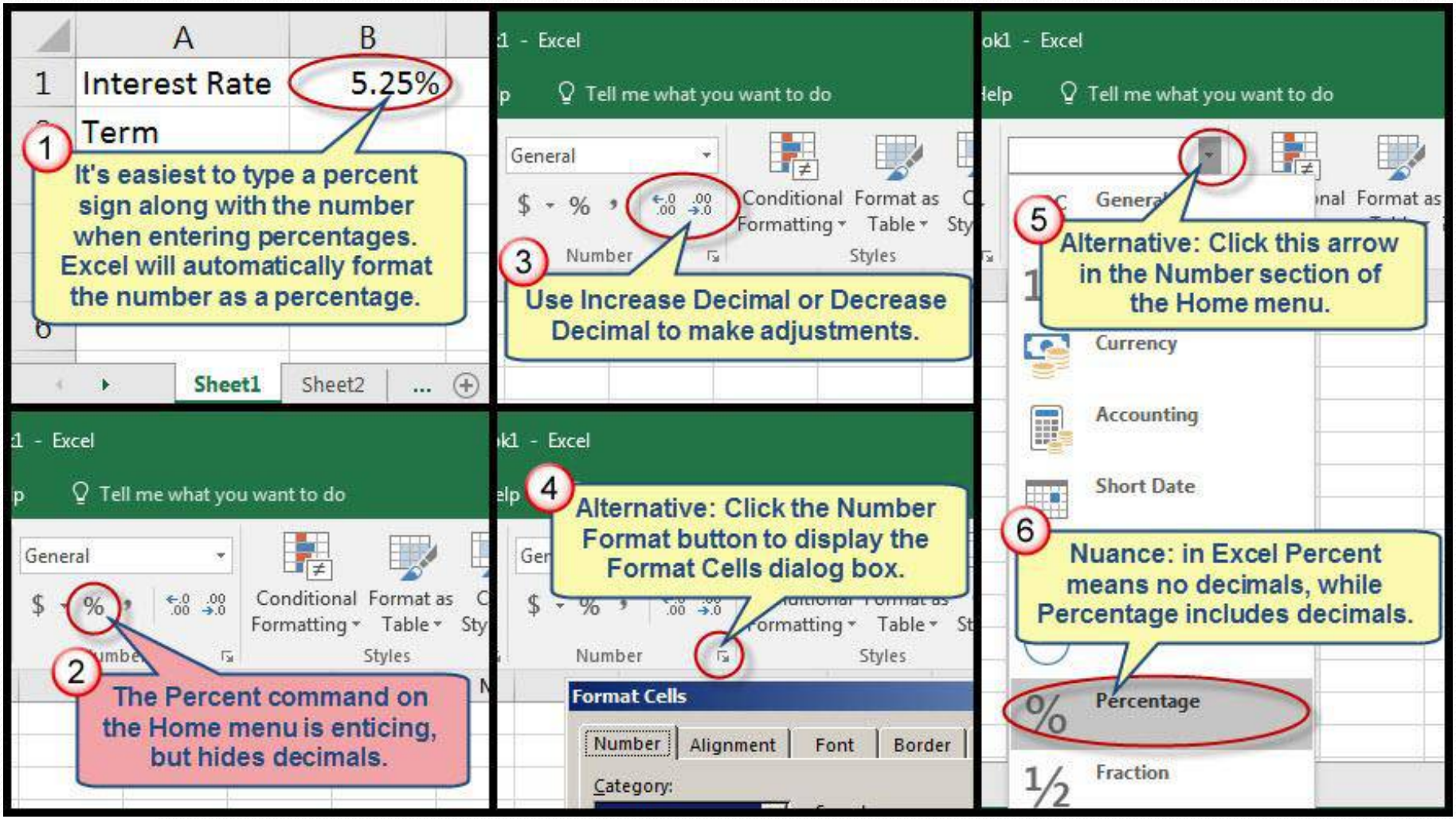




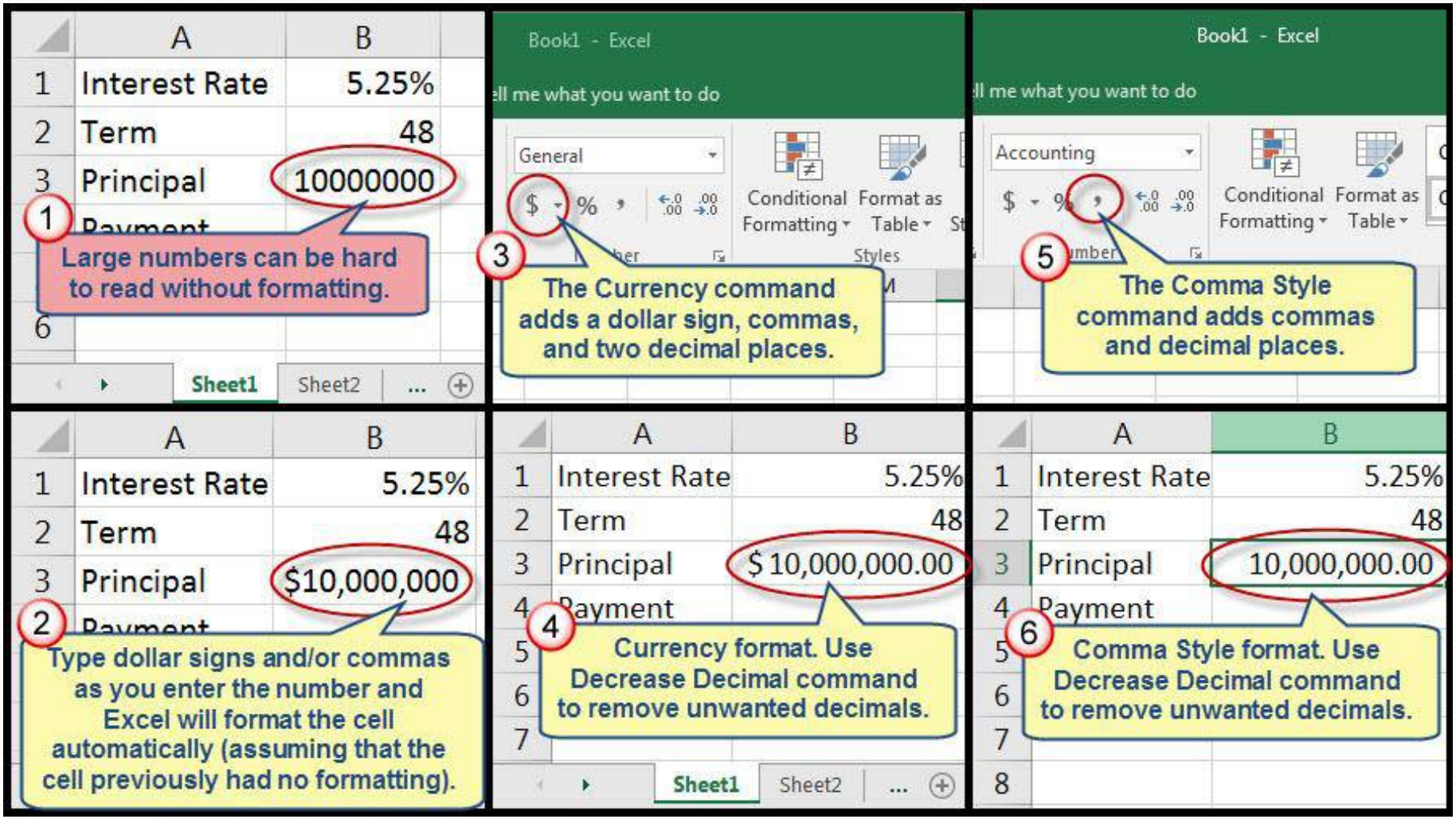
Managing Column Widths



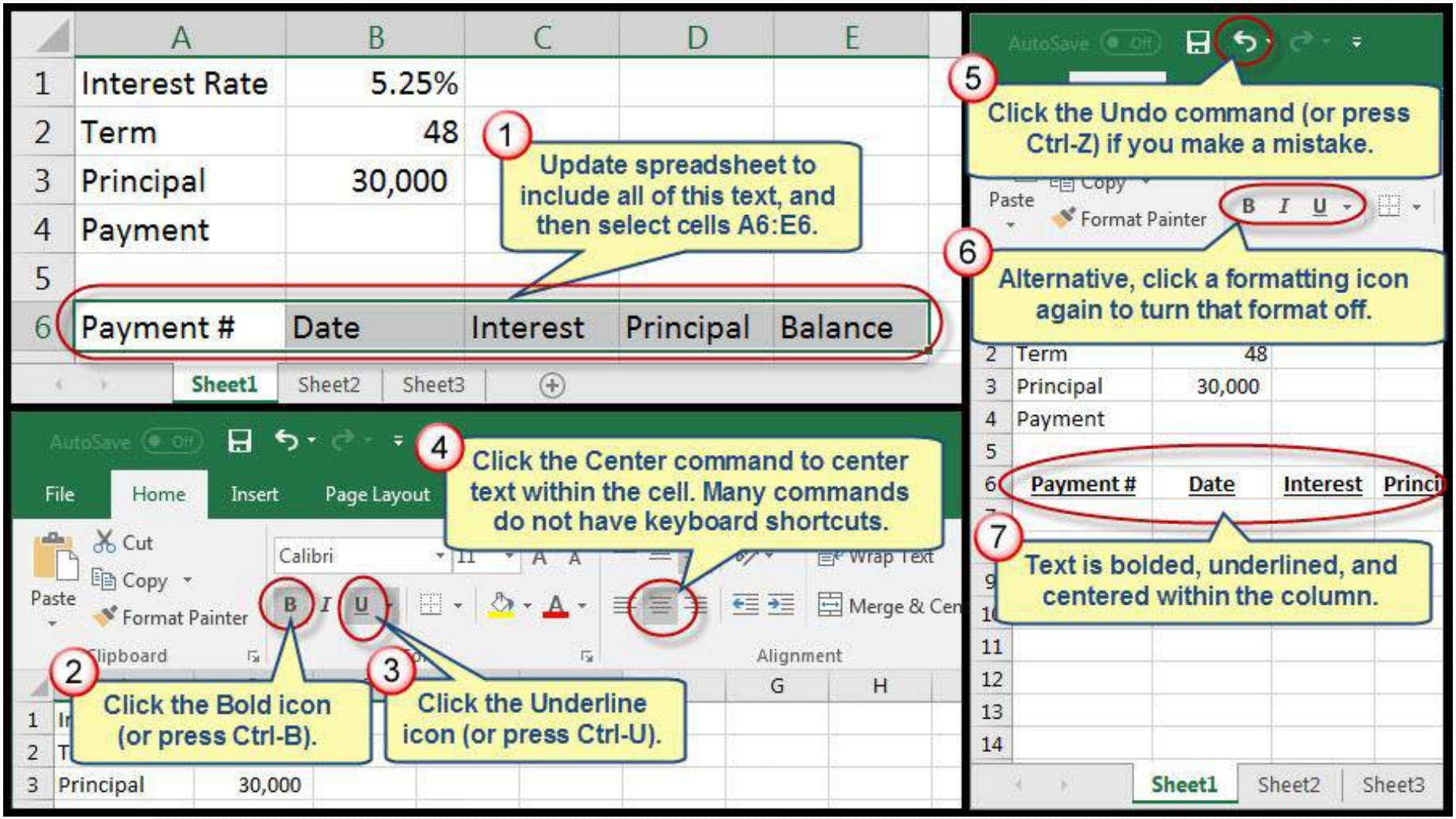
Formatting Percentages



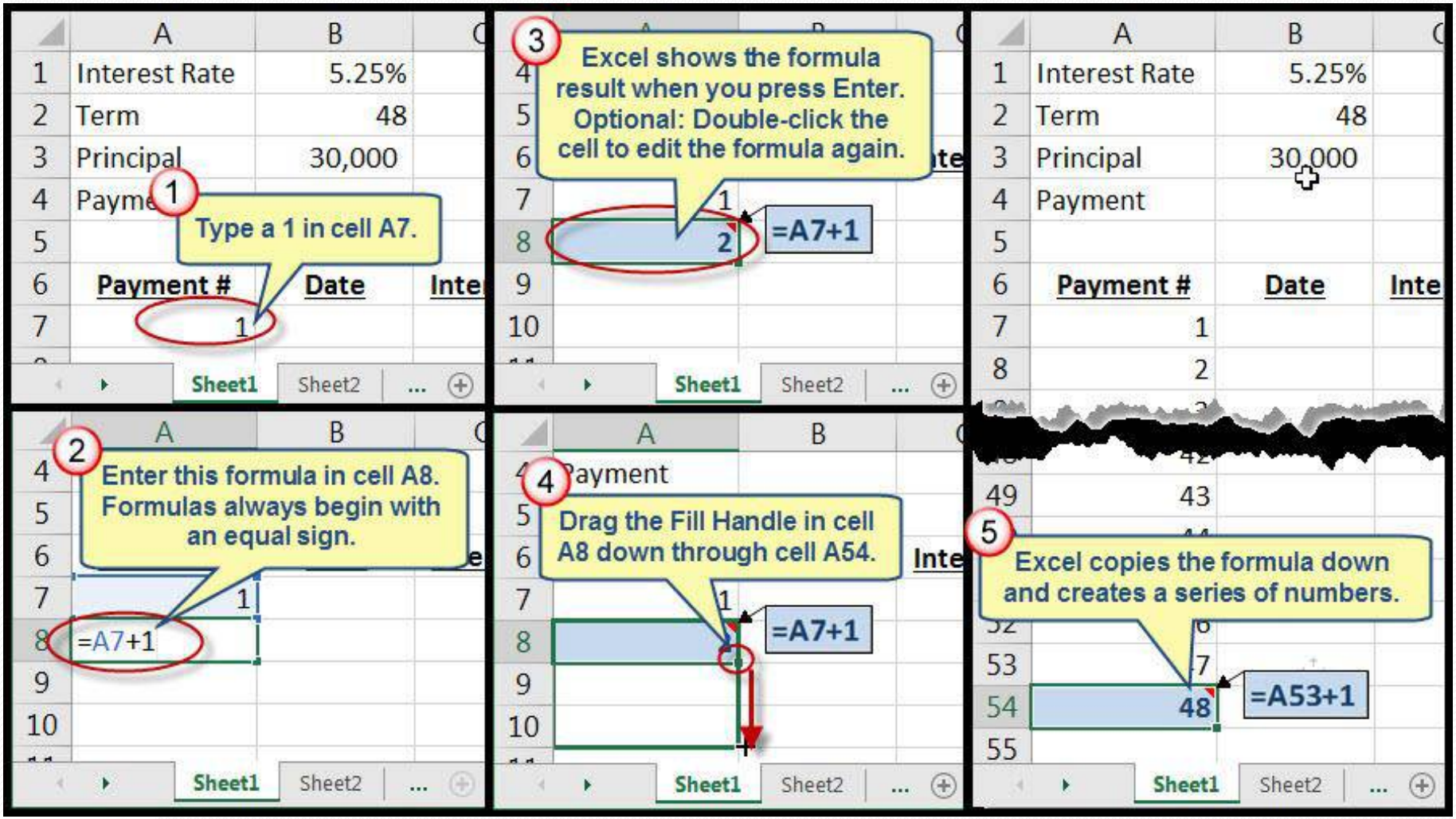
Formatting Numbers



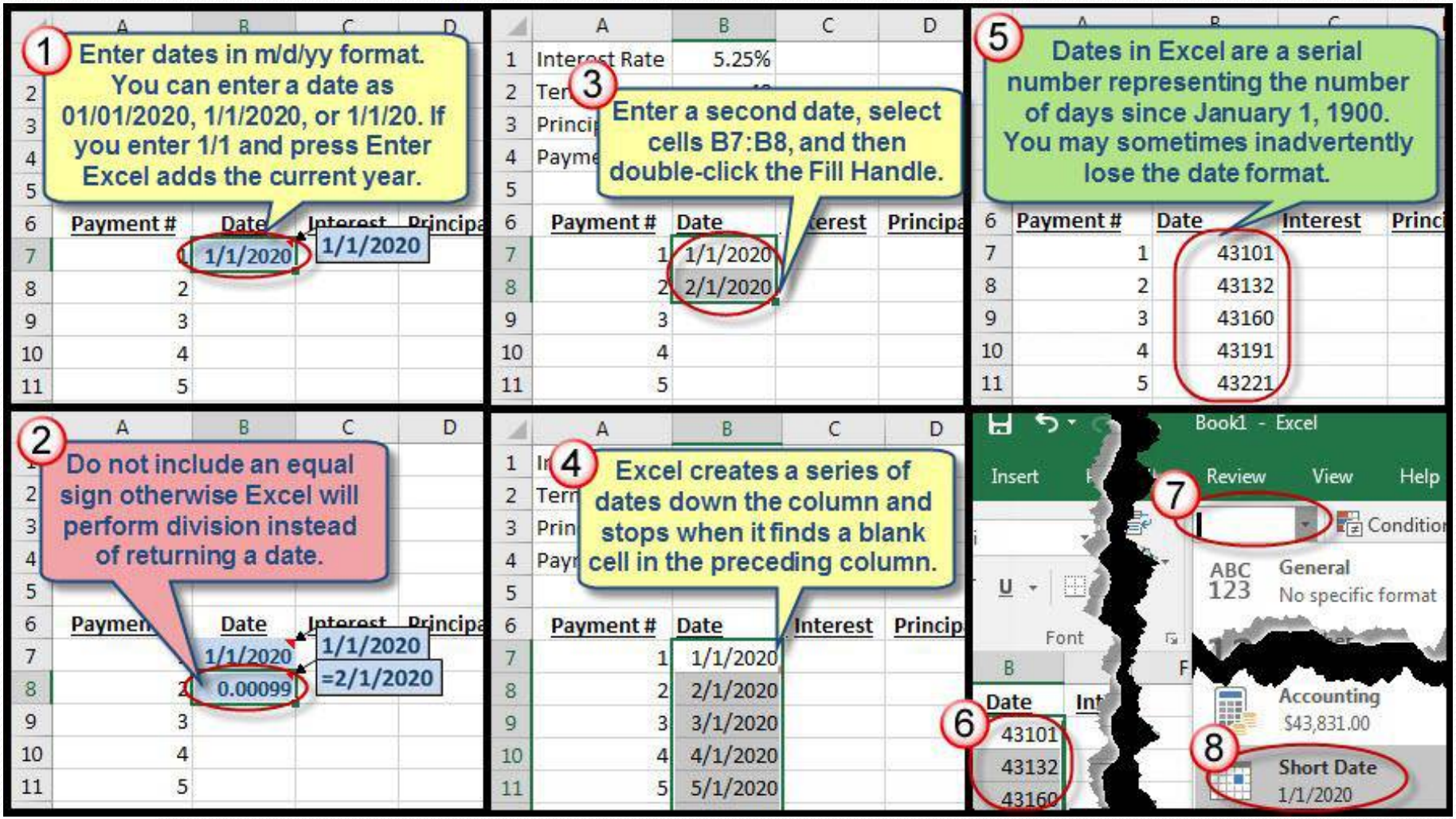
Formatting Worksheet Cells



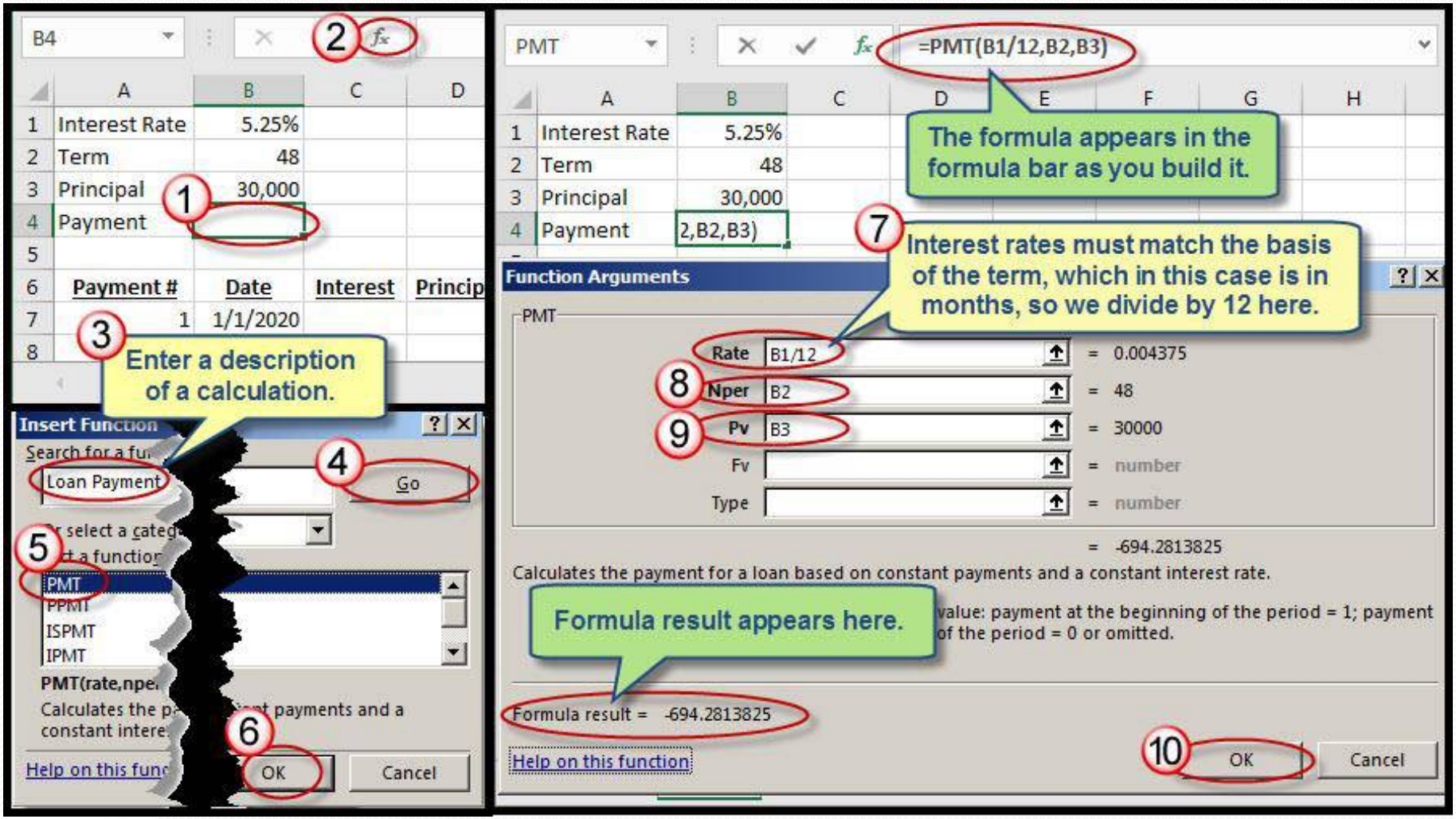
Copying Formulas



Working with Dates



Calculating Our Loan Payment



Excel's Order of Operations

	A	B	C	D
1	Interest Rate	5.25%		
2	Term	48		
3	Principal	30,000		
4	Payment	($694.28)		
5				
6	Payment #	Date	Interest	Princip
7	1	1/1/2020	131.25	
8	2	2/1/2020		
9	3	3/1/2020		
10	4	4/1/2020		
11	5	5/1/2020		
12	6	6/1/2020		
13	7	7/1/2020		
14	8	8/1/2020		
15	9	9/1/2020		
16	10	10/1/2020		
17	11	11/1/2020		
18	12	12/1/2020		
19	13	1/1/2021		
20	14	2/1/2021		
21	15	3/1/2021		
22	16	4/1/2021		

=B1/12*B3

Sheet1

	A	B	C	D	E	F	G	H
1	Interest Rate	5.25%						
2	Term	48			3			
3	Principal	30,000			100.21			
4	Payment	($694.28)			3.21			
5								
6	Payment #	Date	Interest	Principal	Balance			
7	1	1/1/2020	131.25					
8	2	2/1/2020						
9	3	3/1/2020						
10	4	4/1/2020						
11	5	5/1/2020						
12	6	6/1/2020						
13	7	7/1/2020						
14	8	8/1/2020						
15	9	9/1/2020						
16	10	10/1/2020						
17	11	11/1/2020						
18	12	12/1/2020						
19	13	1/1/2021						
20	14	2/1/2021						
21	15	3/1/2021						
22	16	4/1/2021						
23	17	5/1/2021						

=100*0.03

=100+7*0.03

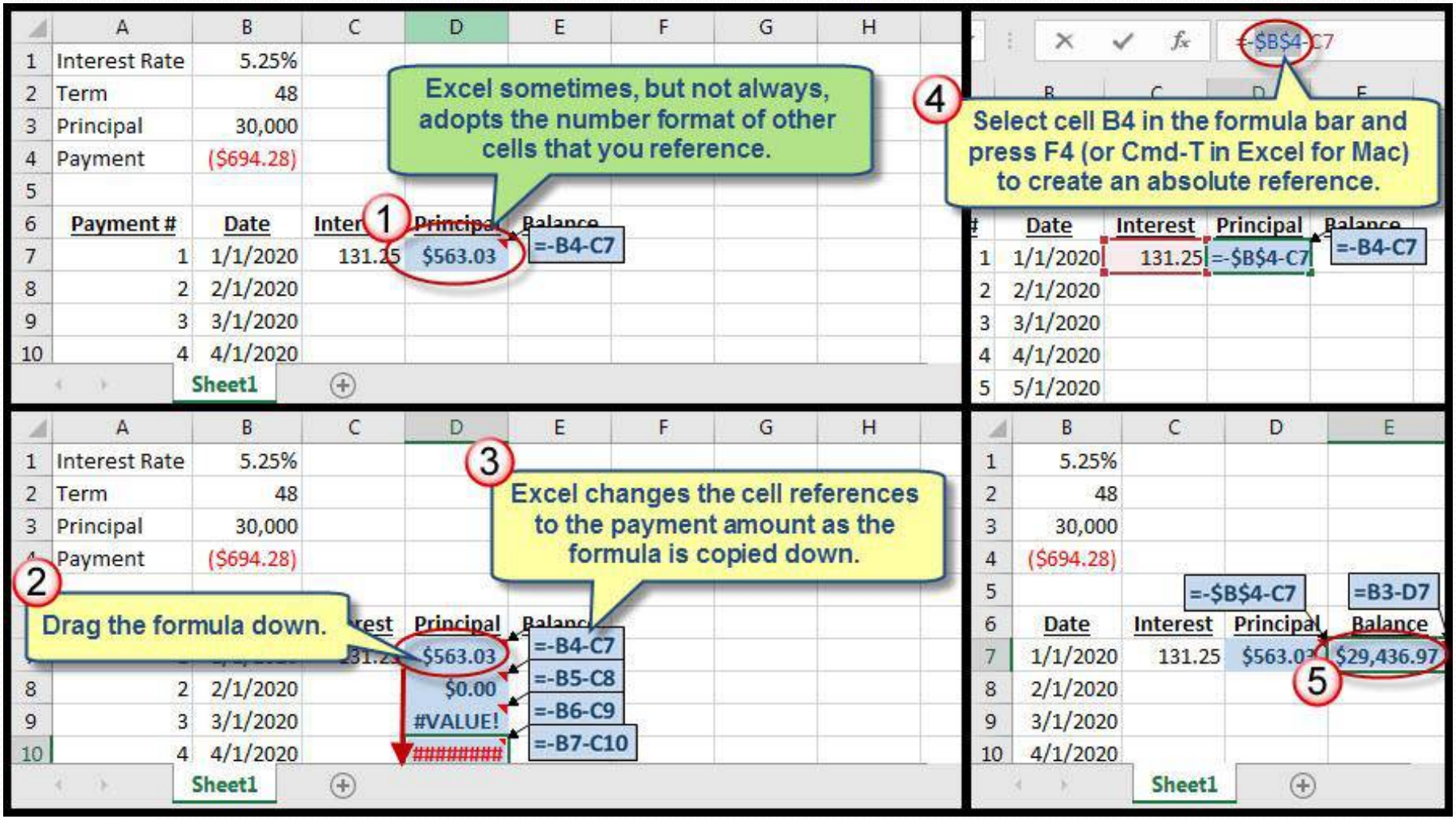
=(100+7)*0.03

=(B1/12)*B3

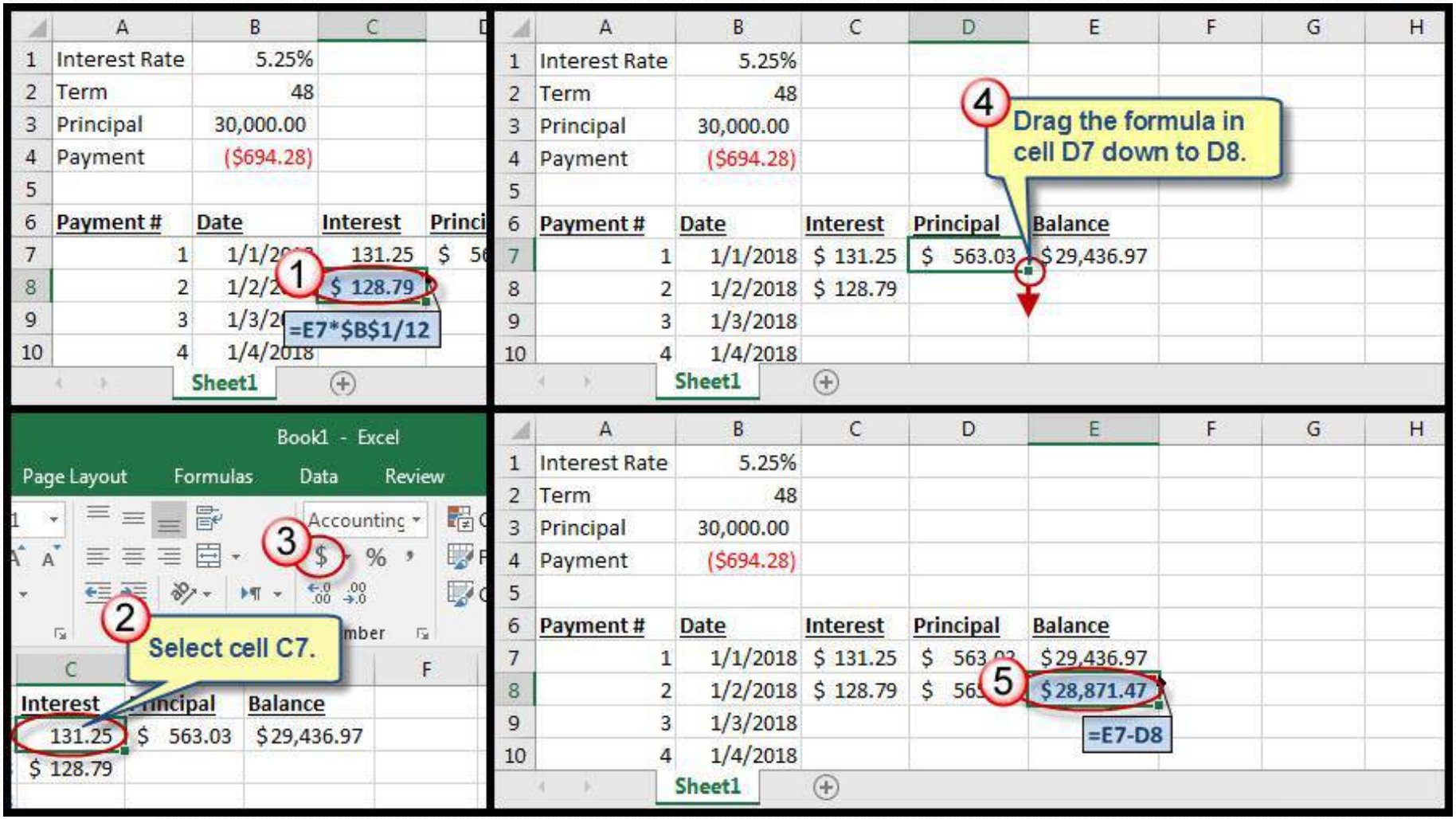
You can include parentheses in this calculation but they're not necessary since no addition or subtraction is occuring.

Excel's Order of Operations:
1. Parentheses
2. Exponents
3. Division
4. Multiplication
5. Addition
6. Subtraction

Use F4 to Toggle Absolute References



Copying Formulas



Verifying Our Work

	A	B	C	D	E
6	Payment #	Date	Interest	Principal	Balance
7	1	1/1/2020	$ 131.25	$563.03	$29,436.97
8	2	2/1/2020	$128.79	$565.49	$28,871.47
9	3	3/1/2020			
10	4	4/1/2020			
11	5	5/1/2020			
12	6	6/1/2020			
13	7	7/1/2020			
14	8	8/1/2020			
15	9	9/1/2020			

Sheet1

1 Select cells C8:E8, and then double-click the Fill Handle.

		C	D	E
46	023	$26.75	$667.53	$5,446.48
47	023	$23.83	$670.45	$4,776.02
48	3	$20.90	$673.39	$4,102.64
49	023	$17.95	$676.33	$3,426.31
50	023			
51				
52				
53	023	$6.04	$688.25	$691.26
54	23	$3.02	$691.26	$0.00
55				

3 The ending balance should be zero. Press Ctrl-Home.

	A	B	C	D	E	F	G	H
6	Payment #	Date	Interest	Principal	Balance			
7	1	1/1/2020	$ 131.25	$563.03	$29,436.97			
8	2	2/1/2020	$128.79	$565.49	$28,871.47			
9	3	3/1/2020	$126.31	$567.97	$28,303.51			
10	4	4/1/2020	$123.83	$570.45	$2			
11	5	5/1/2020	$121.33	$572.95	$27,			
12	6	6/1/2020	$118.83	$575.46	$26,			
13	7	7/1/2020	$116.31	$577.97	$26,006.67			
14	8	8/1/2020	$113.78	$580.50	$25,426.17			
15	9	9/1/2020	$111.24	$583.04	$24,843.13			

Sheet1

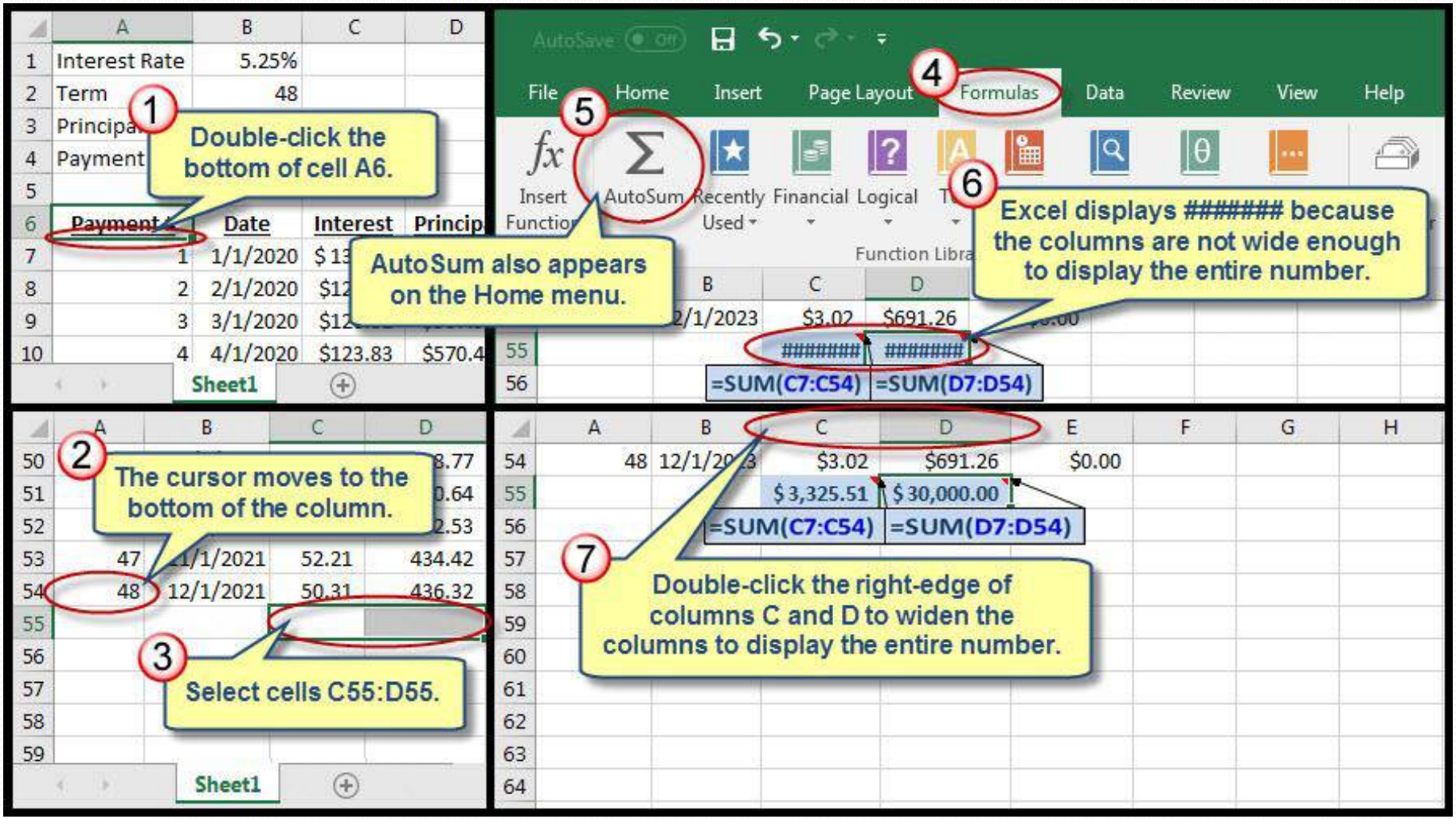
2 Excel copies the formulas down. Press Ctrl-Down.

	A	B	C	D
1	Interest Rate	5.25%		
2	Term	48		
3	Principa	30,000		
4	Payment	($694.28)		
5				
6				
7				
8	2	2/1/2020	$128.79	$565.4
9	3	3/1/2020	$126.31	$567.9
10	4	4/1/20	$123.83	$570.4

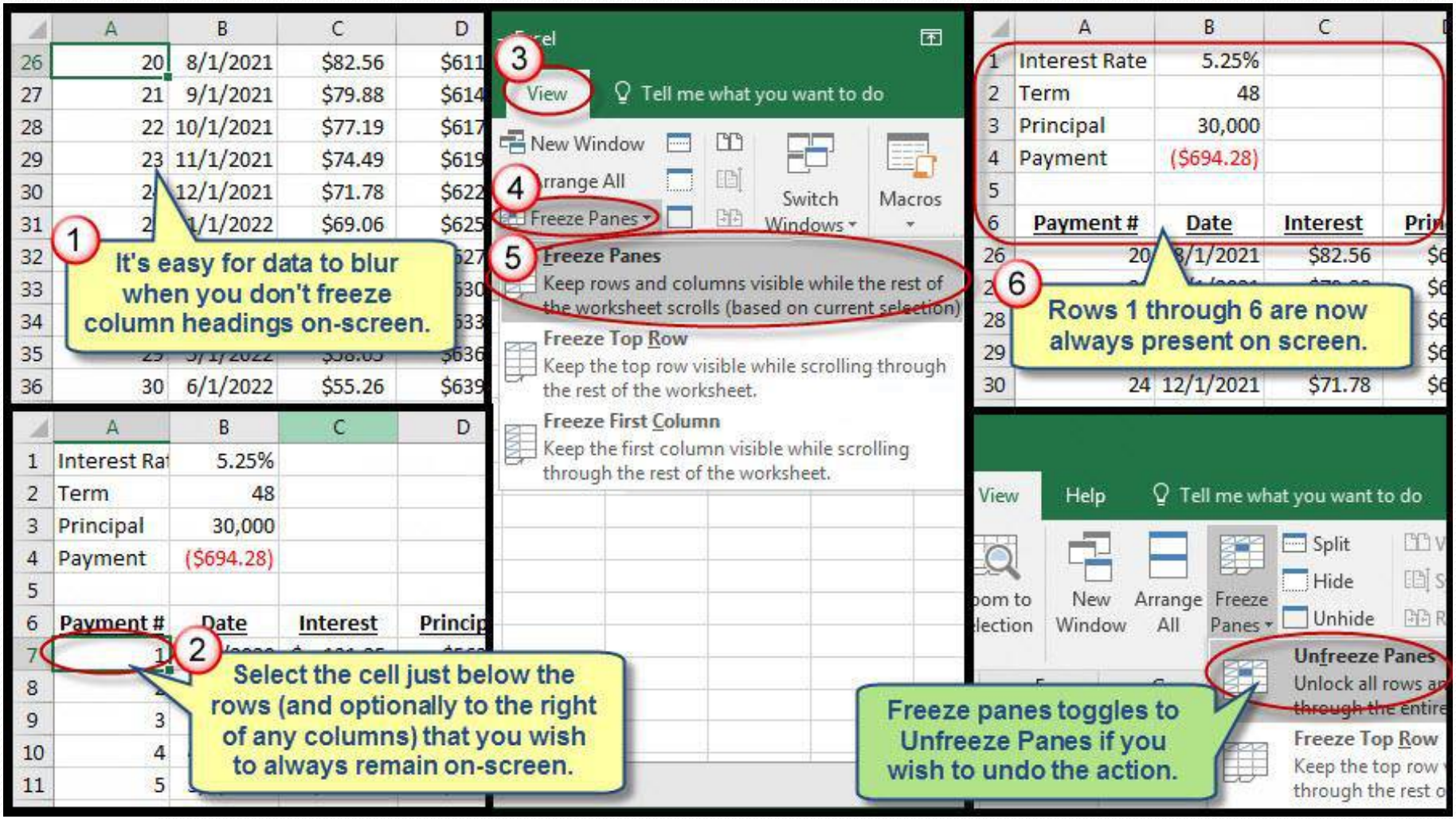
Sheet1

4 The cursor returns to cell A1 when you press Ctrl-Home.

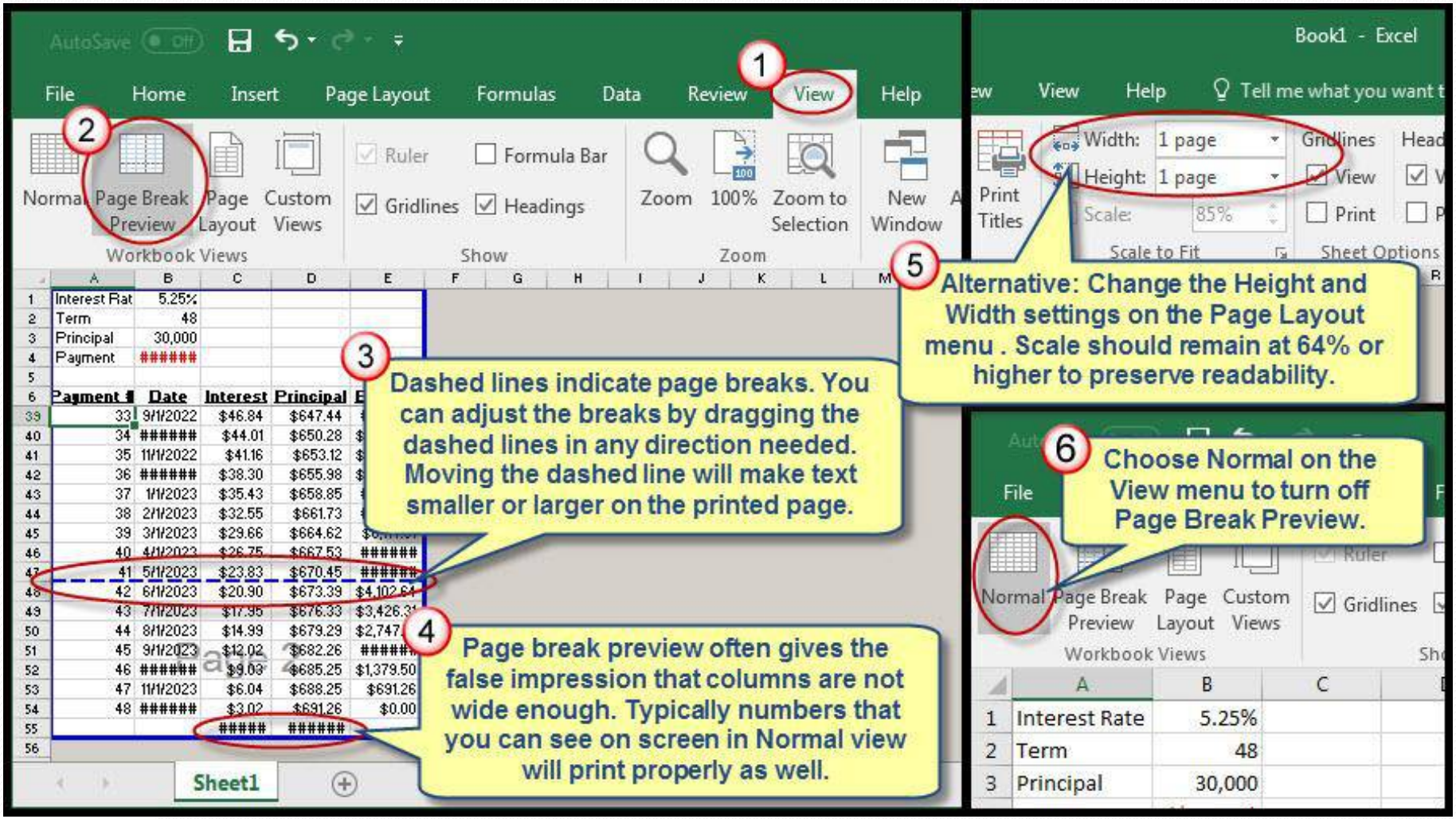
AutoSum Feature



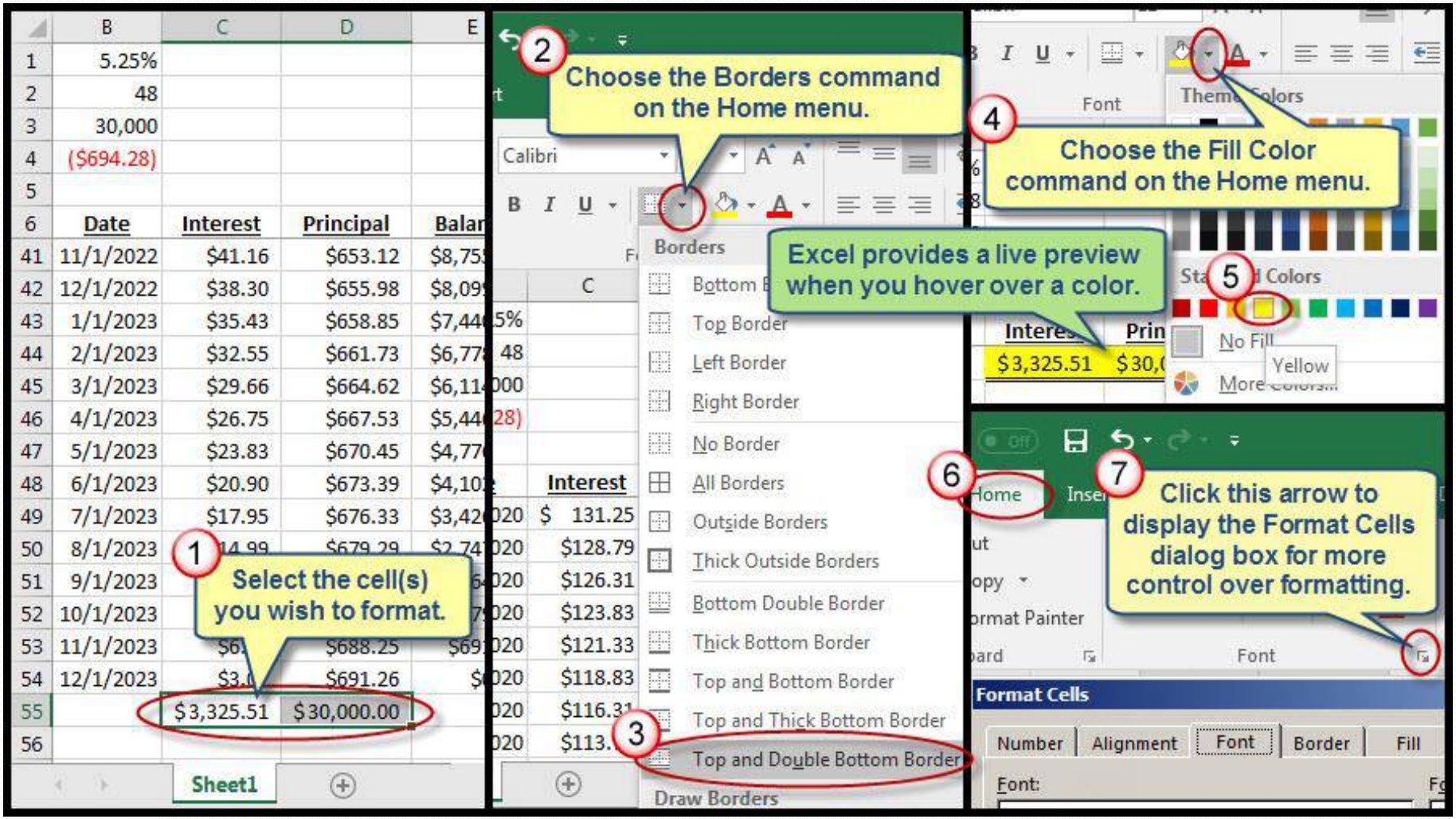
Freeze Panes Feature



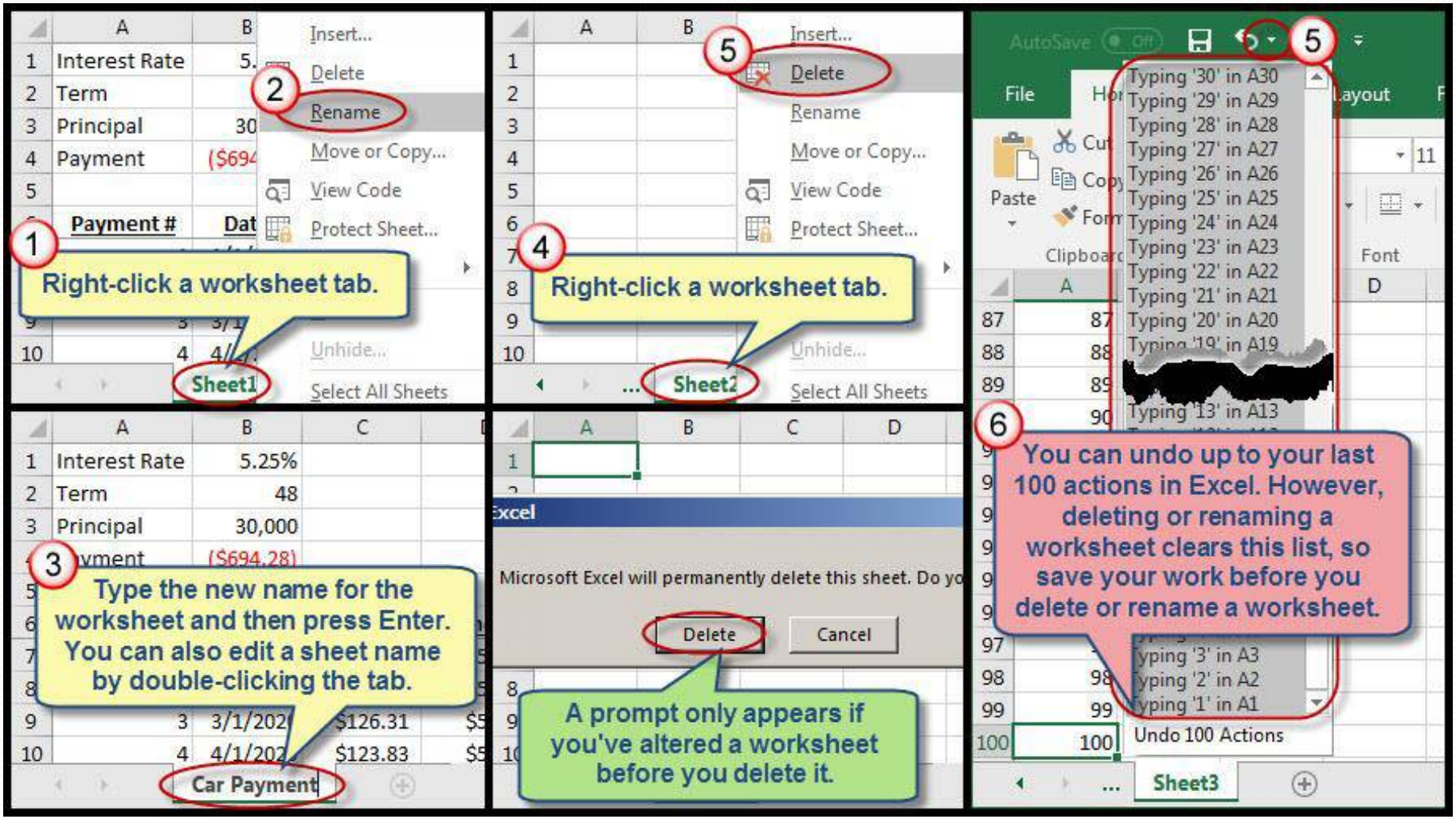
Monitoring Print Scale



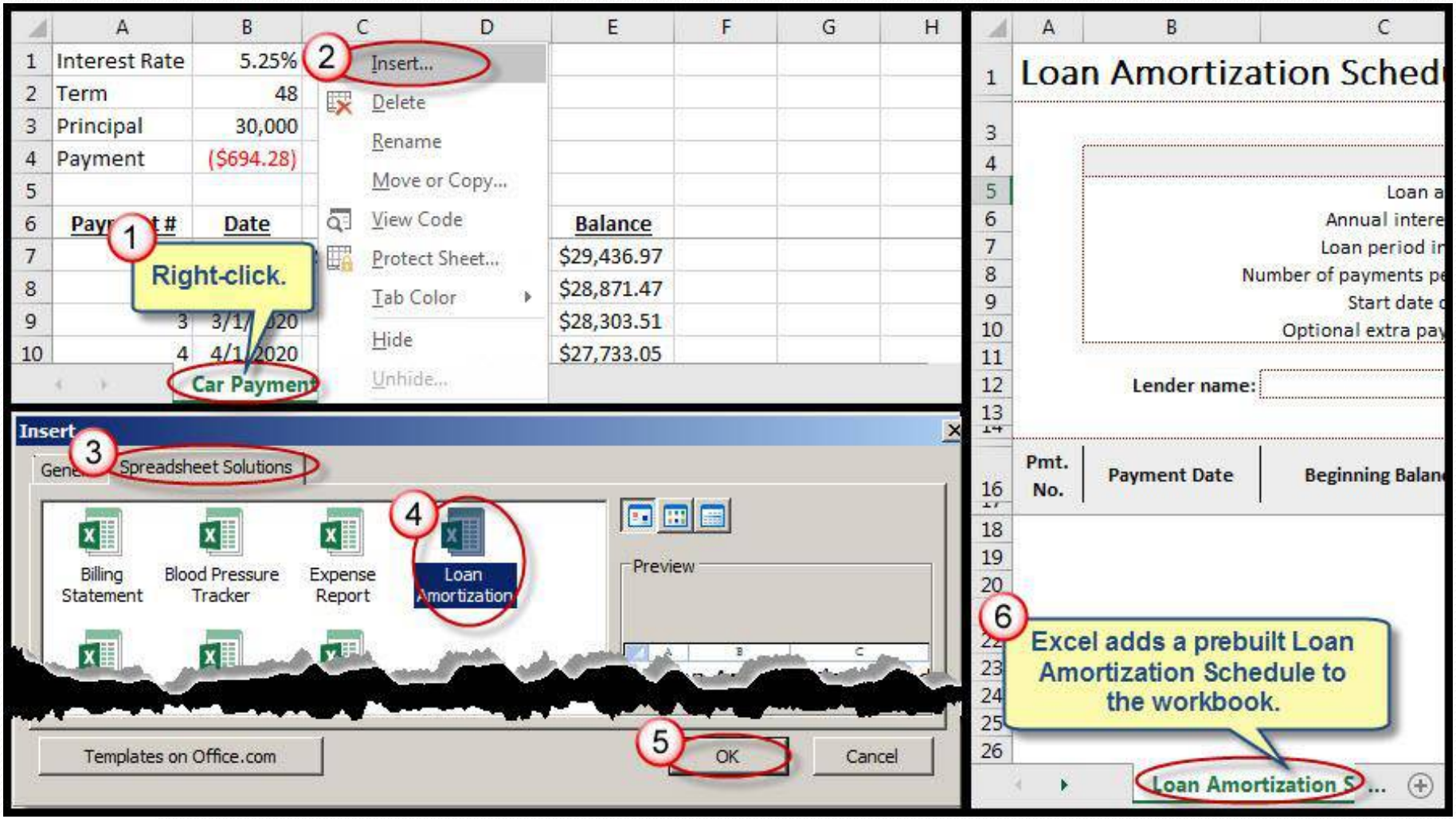
Applying Borders and Color



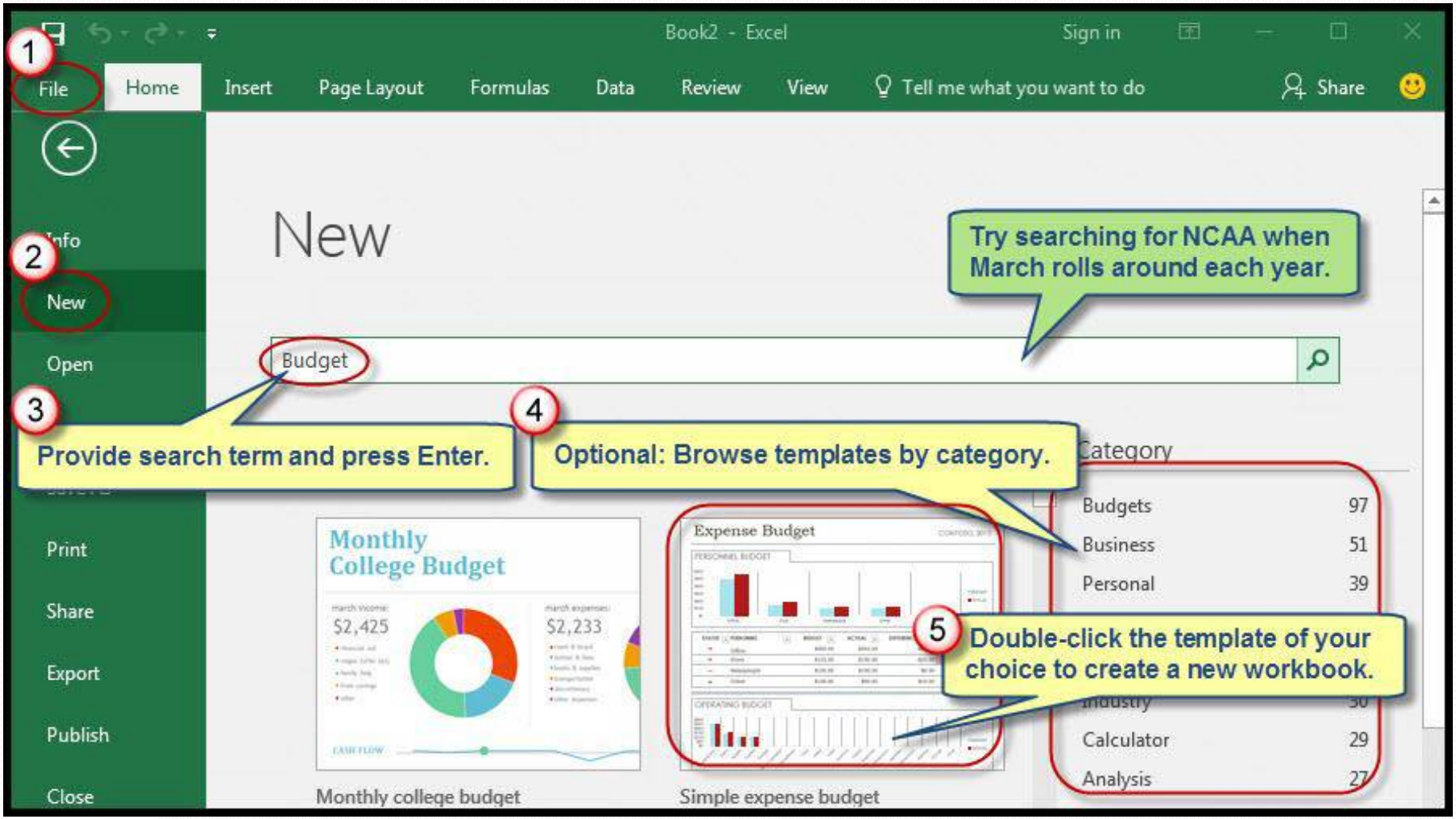
Managing Worksheets



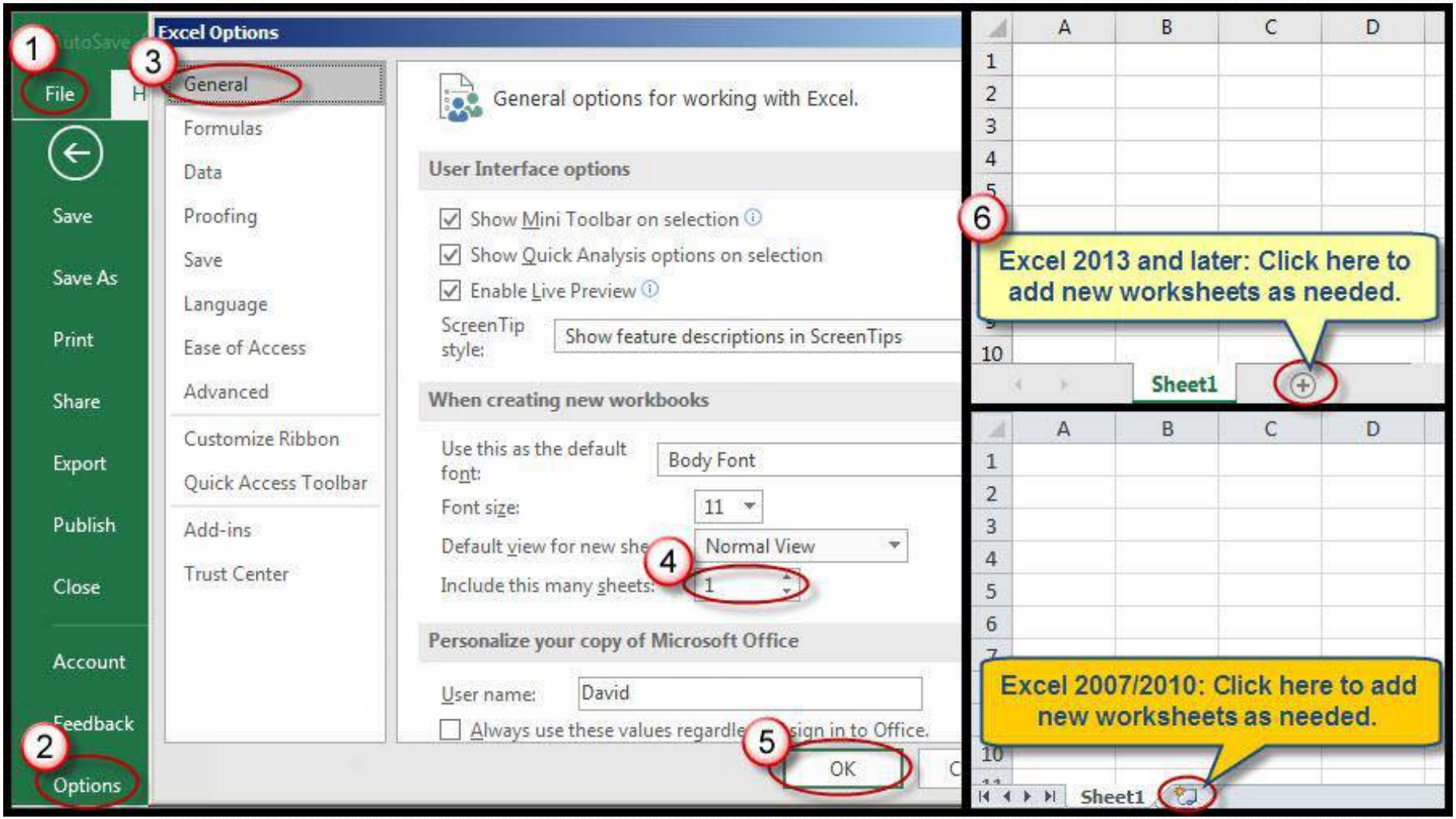
Using Excel Templates



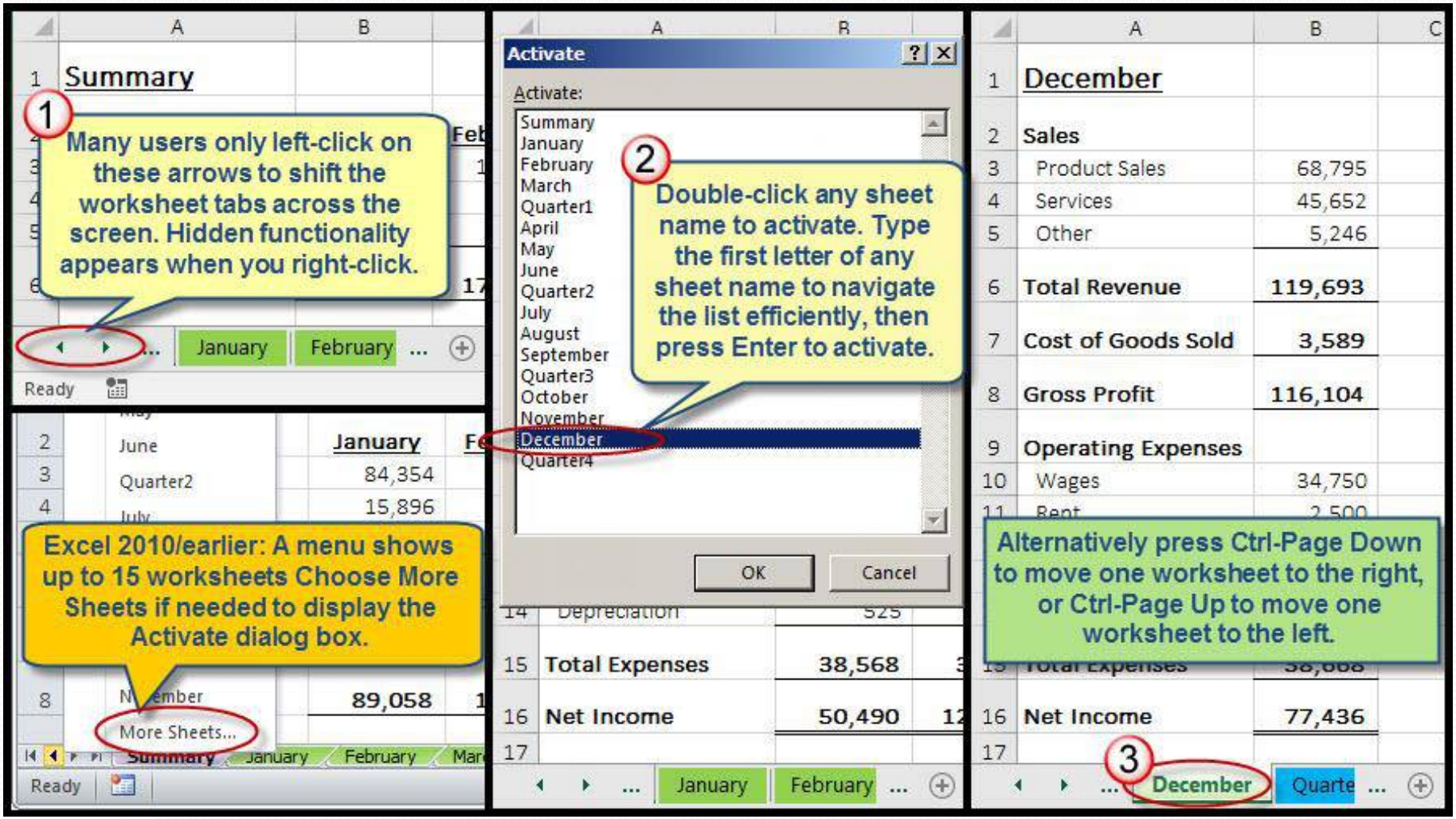
Using Excel Templates



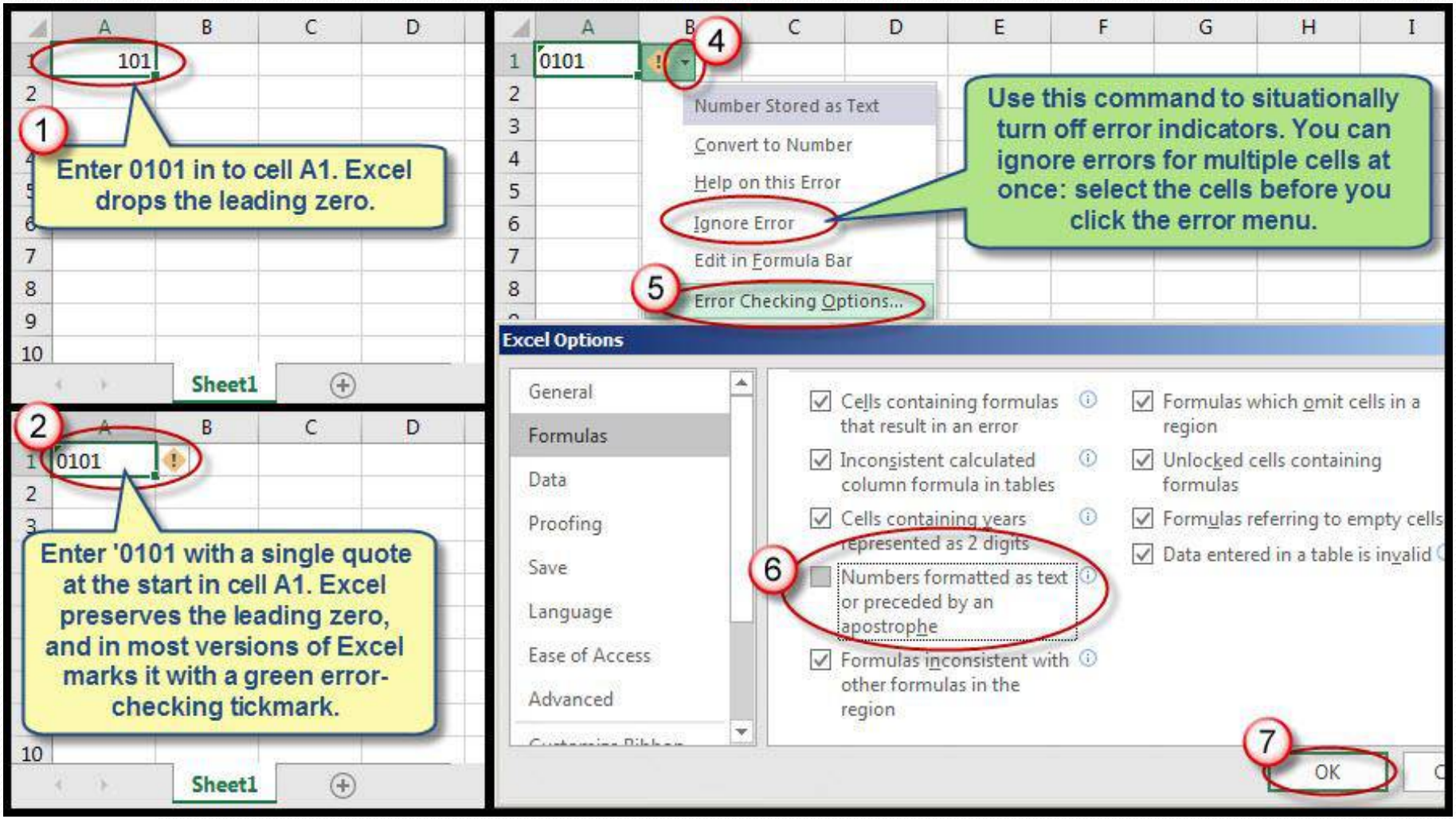
Minimize Workbook Clutter



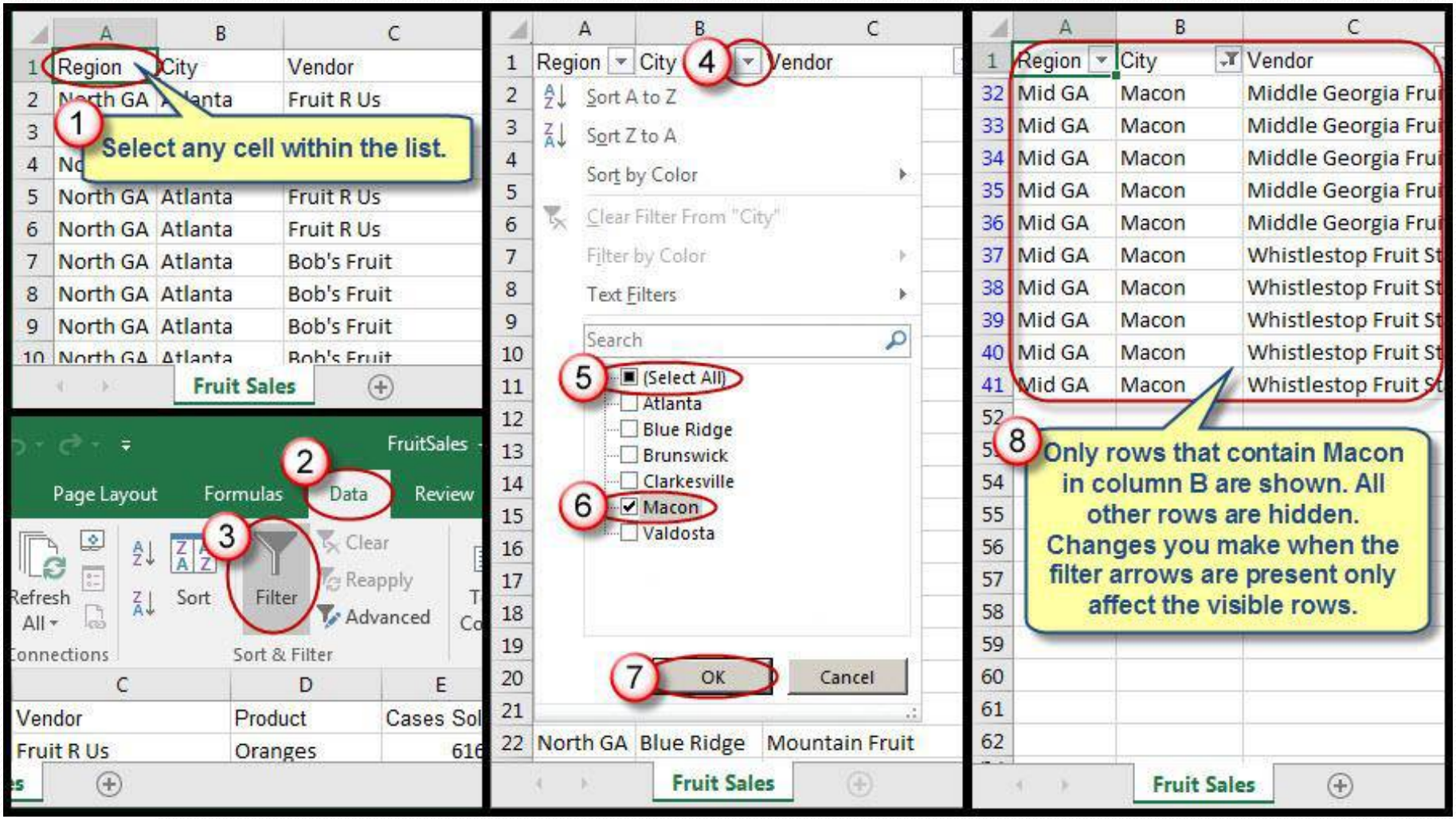
Worksheet Tab Navigation Tricks



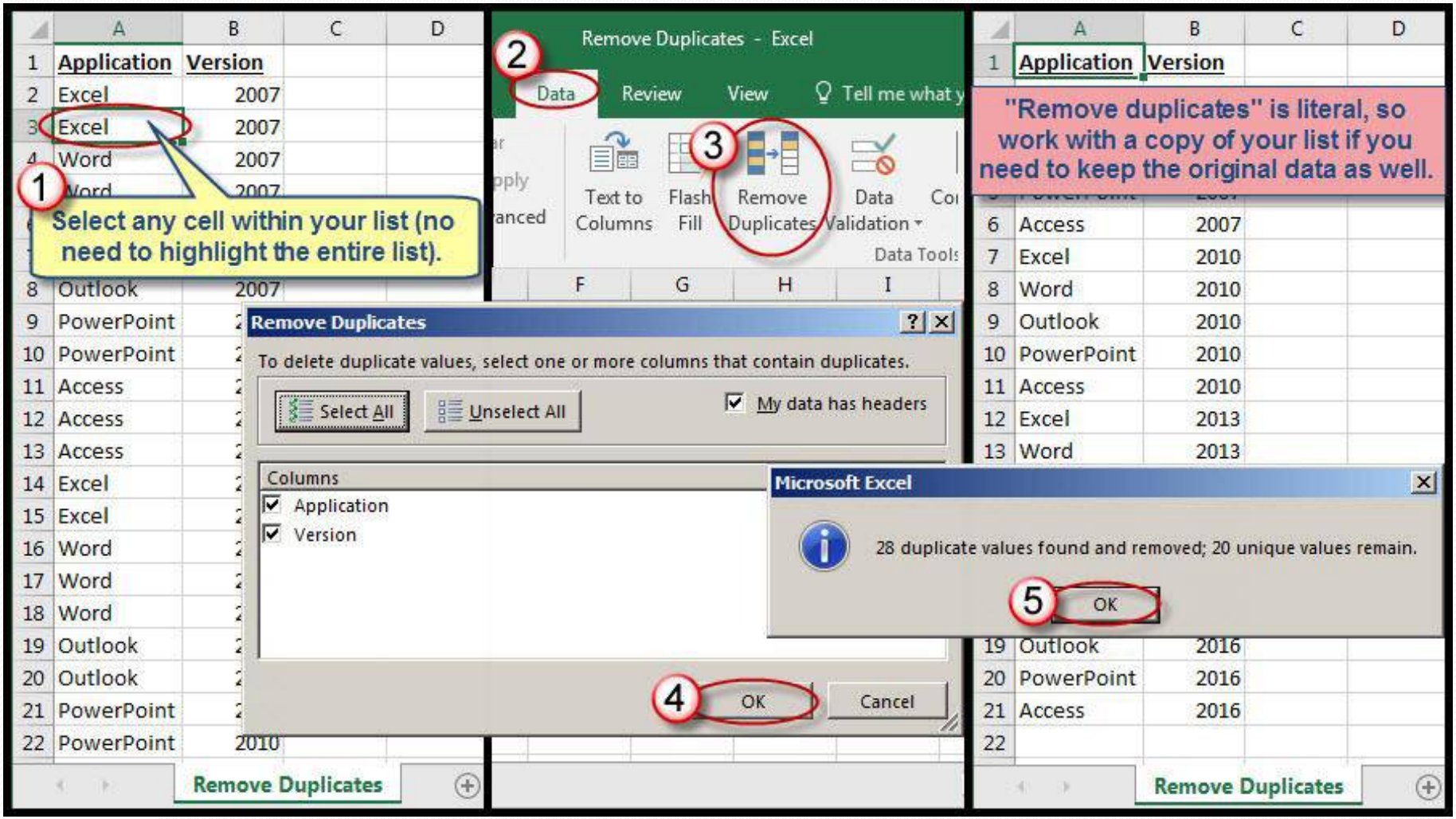
Manage Error Checking Prompts



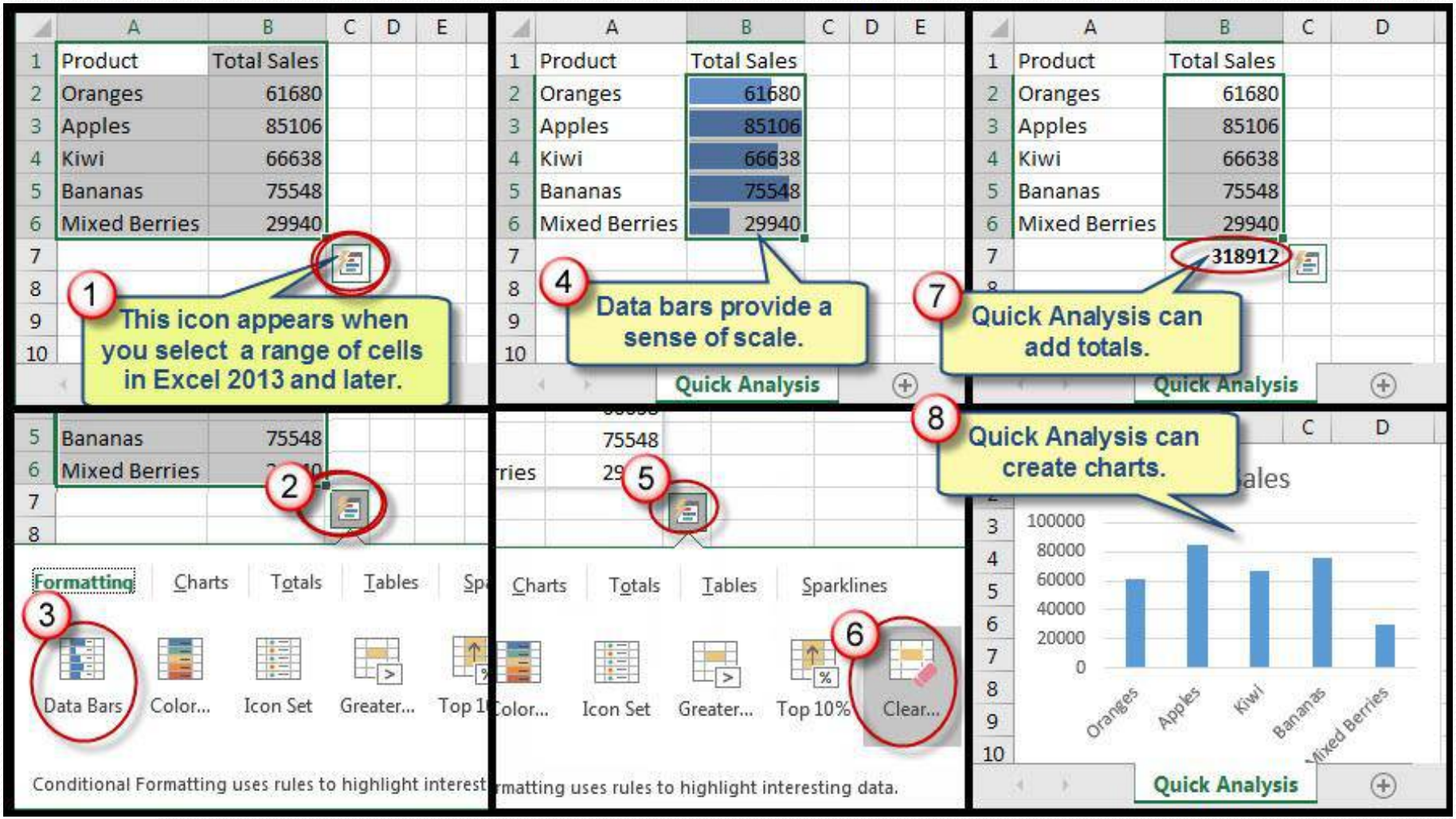
Filtering Data



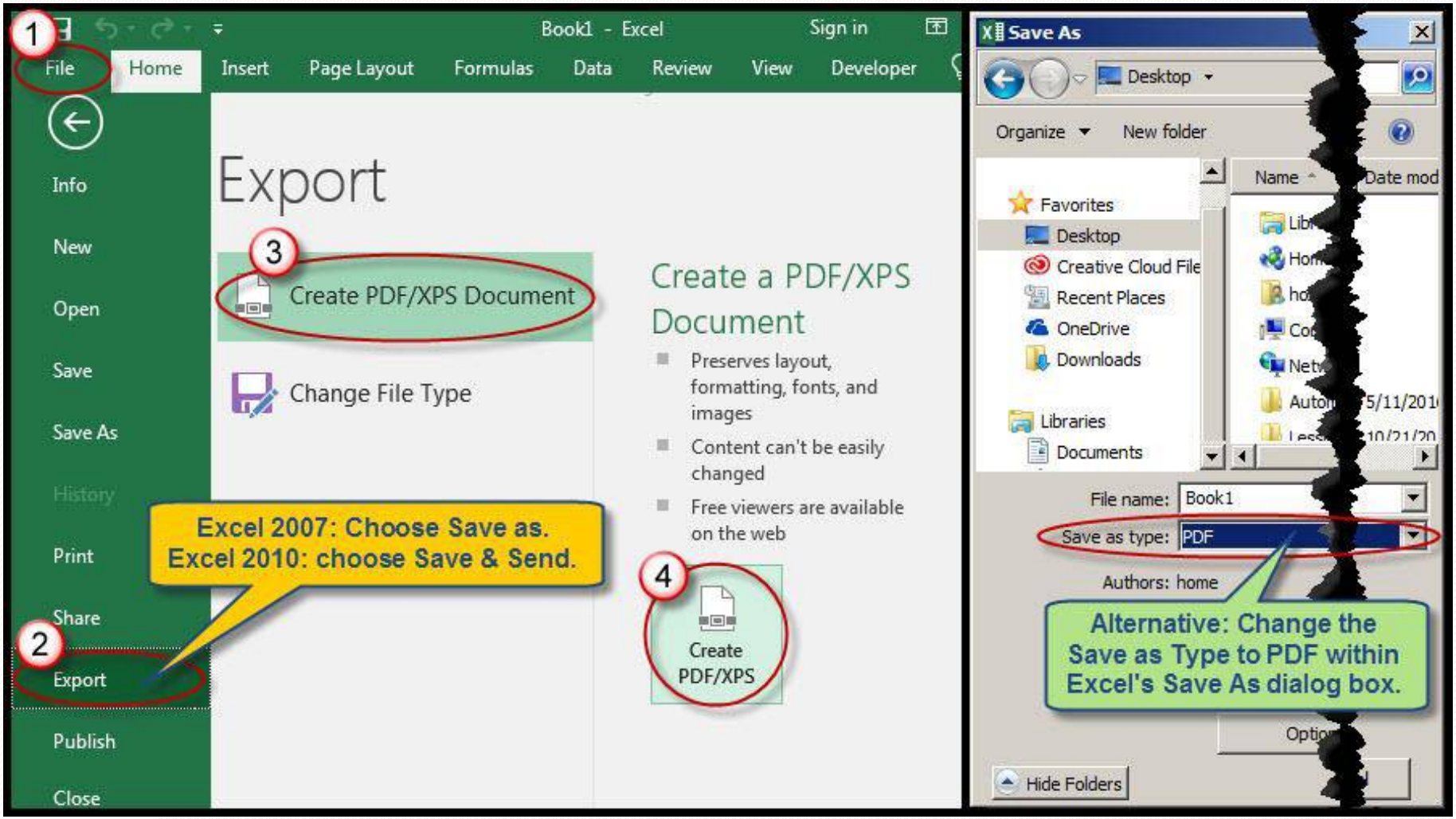
Remove Duplicates Feature



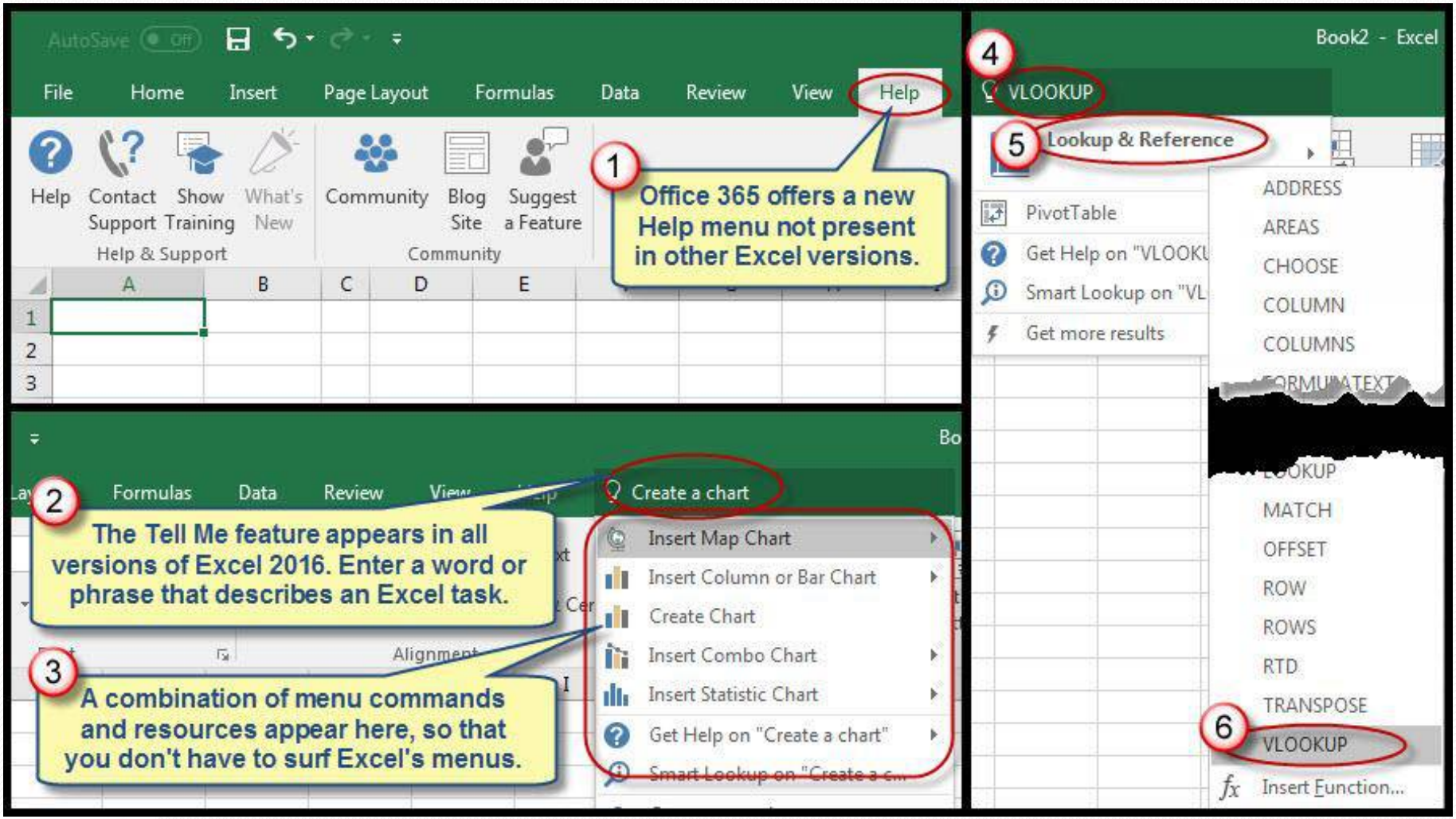
Quick Analysis (Excel 2013 and later)



Streamlining PDF Creation



Tell Me feature (Excel 2016)



Thank you for attending!

I'm happy to hear from you *(e-mail is best)*:

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david@acctadv.com

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