

MICROSOFT EXCEL HELP:

If you do not know how to use excel or want to learn more about excel, you may also sign up for a NETg account. NETg is a national education-training group, which produces web-based technology training. Below are basic instructions for obtaining access to the NETg database.

NETg Account Information:

How to get your NETg userid:

Go to: <http://iweb.uky.edu/uams/default.htm>

At the bottom of the page, click on the "Request" button and provide this info:

1. Your student ID number
2. Your 4-digit PAC (personal access code) number from UK-VIP where it asks for the password. (This is the number you use when you register for classes over the phone). If you correctly entered all of the above information, you will get a listing of the available accounts. Select NETg and click "OK" (you can apply for only one account at a time, and the account should be created within an hour). Write down the logon ID. The initial password for your new account is the lower case letter u followed by the last 7 digits of your student ID number (that number has a total of 9 digits, so just cut off the first two numbers and put a lower case "u" at the beginning). Both of these accounts are offered to UK students, faculty and staff at no charge.

How to Login to NETg:

Use the NETg icon on the PC desktops in the student computer labs or type the web address:

<http://netg.uky.edu/netgdocs/websvm/svmweb.htm>

- The home page says "Welcome to SkillVantage Manager." (Bookmark it on your home PC).
- Do not click on the links that say "Click Here" unless you want to use the download method.
- Type your login name and password in the appropriate boxes on SkillVantage Manager page.
- Click on the Login button. You will go to a screen that says "Individually Assigned Courses".
- But there are no courses listed!! Click on "Modify Training Plan" to add courses.

BASICS OF AN EXCEL SPREADSHEET:

At any time, one may access the help in Excel by clicking on the "?" in the tool bar.

A spreadsheet is the electronic equivalent of an accounting worksheet. A spreadsheet row is horizontal. A spreadsheet column is vertical. A cell is the intersection of a column and a row. For example, cell A1 refers to the intersection of column A, and row 1.

Any cell may contain any of four types of information:

1. Value = Values are numbers, dates, and times that can be used for calculations.
2. Text = Text is a typed-in entry, and can contain any type of character.
3. Formula = A formula uses the numeric values of two or more cells to make calculations. Formulas must begin with an = and contain mathematical operators (+, -, *, /, ^)
4. Function = A function is a prewritten formula. They save time by providing the user with the most commonly used formulas.

Functions in Excel

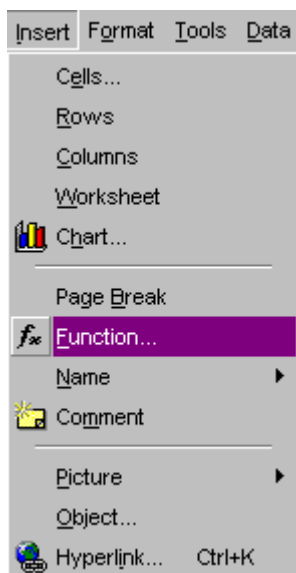
A function is a formula built into Excel that will automatically perform a calculation. The example below explains how to use excel functions to find the "sum" of a series of numbers however other functions such as finding the "average" and "standard deviation" are common and useful tools which functions can perform.

Step 1 - Enter data - One of the principal reasons for using a spreadsheet is to perform calculations. To illustrate, we will begin by adding a column of numbers. This is from a class survey about the favorite ice cream flavor of a class. **Caution:** *If you plan to ask Excel to add a column of numbers, make sure that they **are** numbers. If cell B2 contained "6 students" rather than just the number 6, Excel would read the entry as a word, **not** a number.*

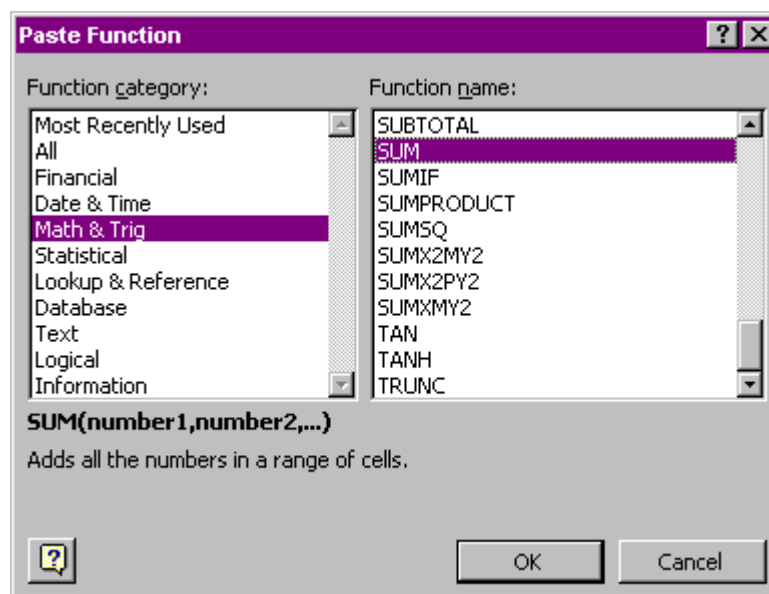
| | | |
|----|------------------|----------|
| | B10 | = |
| | A | B |
| 1 | Ice Cream Survey | Students |
| 2 | Chocolate | 6 |
| 3 | Strawberry | 5 |
| 4 | Vanilla | 4 |
| 5 | Peach | 3 |
| 6 | Chocolate Ripple | 2 |
| 7 | Butter Pecan | 2 |
| 8 | Neapolitan | 1 |
| 9 | Black Cherry | 1 |
| 10 | Total | |

Step 2 - Placing a function - In the example above the total of the column of numbers would naturally go in cell B10. Before placing a function (a built in equation) make sure the selected cell is where you want the function to go.

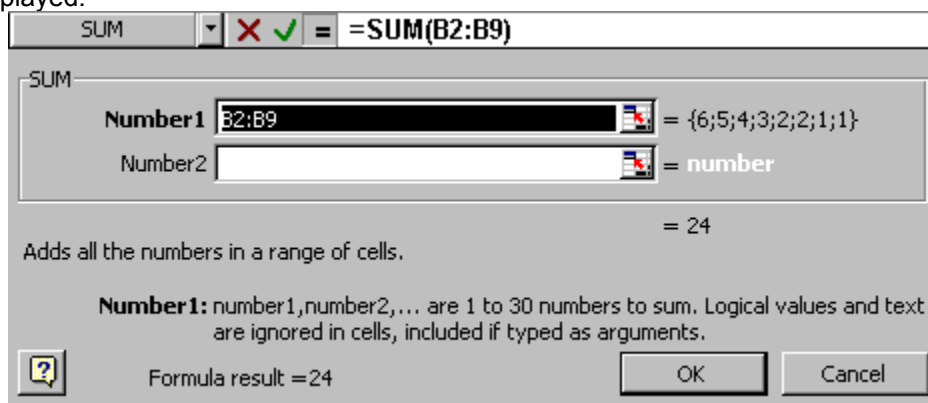
From the **Insert** menu select function



In the **Paste Function** pop-up window, select the **Math & Trig** category and scroll to the **Sum** function



When you choose OK, the dialog box below appears. Choose OK and the function is placed in the cell and the sum is displayed.



HOW DO I MAKE A GRAPH IN EXCEL?


Step 1 - Launch Excel

Step 2 - Enter the data to be graphed. For the purpose of this lesson you will use data from a Favorite Fruit Survey. Enter it as you see below:

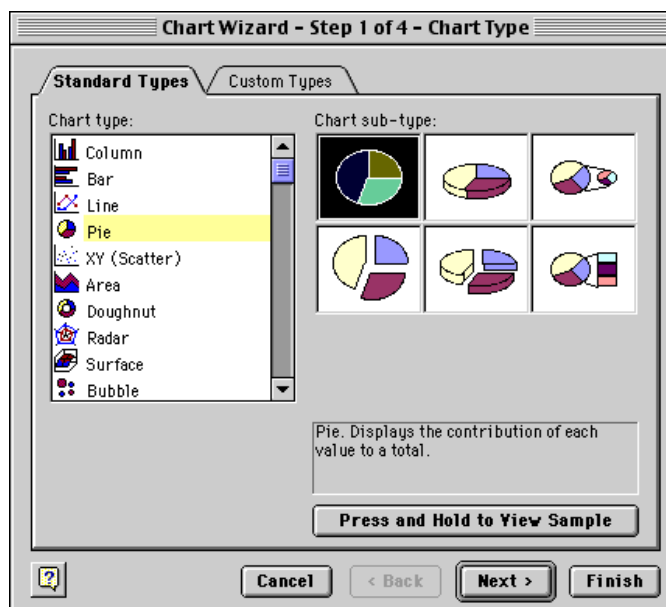
| | A | B |
|---|--------------|---------------|
| 1 | Fruit | Number |
| 2 | Apple | 8 |
| 3 | Orange | 4 |
| 4 | Banana | 3 |
| 5 | Grapes | 5 |
| 6 | Peach | 3 |
| 7 | Pear | 1 |

| | A | B |
|---|--------------|---------------|
| 1 | Fruit | Number |
| 2 | Apple | 8 |
| 3 | Orange | 4 |
| 4 | Banana | 3 |
| 5 | Grapes | 5 |
| 6 | Peach | 3 |
| 7 | Pear | 1 |

Step 3 - Highlight data to be graphed. Do not include the row with heading titles, only the names of fruit and the numbers. If your worksheet looks like the one above; put your cursor in cell A2, click hold the mouse button down and drag to cell B7. Highlighted data should look like the image on the right. *Note: Cell A2 is selected, the select color extends around the cell*

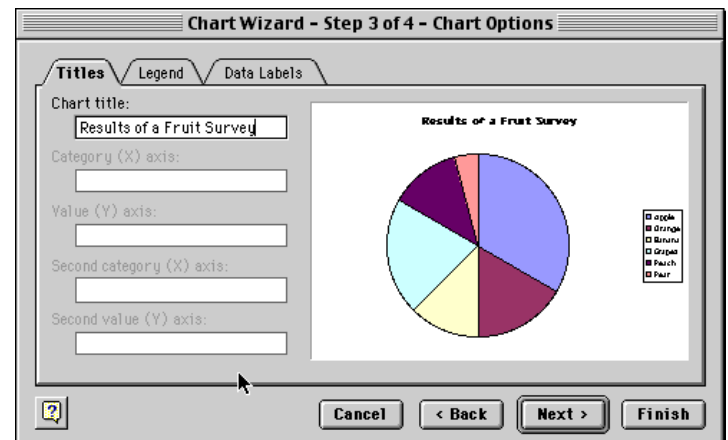
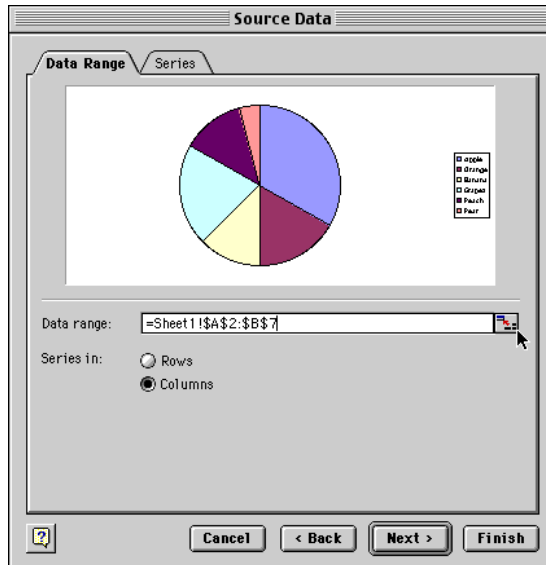
Step 4 - Select the Chart Wizard. That is done by going to the **Insert** menu and selecting **Chart**. You can also click on the **Chart Wizard** button on  standard toolbar.

Step 5 - From the Chart Wizard box that opens select Chart type.



- After you have selected the Chart type, click and hold your mouse pointer down on the **Press and Hold...** button to see what your data looks like in the chart type you selected. If you do not like the look, select another chart type. After you have selected the chart type press next.

The second step taken by Chart Wizard is to verify the range of data being used for this chart. When this window is shown click NEXT to enter chart options.



The Chart options window allows you to enter a title, axis labels and format the legend or data labels. Select **Next** to move to the final dialog box which allows you to see the chart as a new sheet or place it on one of the sheets in your workbook. After selecting where you want your chart to appear select **Finish** to complete your chart.



HOW DO I GET MY GRAPH IN MICROSOFT WORD?

1. Select the chart in Excel. That is, click **once** in the white space just inside the border of the graph.
2. On the Excel menu bar click Edit, Copy
3. Open Microsoft Word and move the cursor to the vertical position where you want the chart.
4. On the Word menu bar click Edit, **Paste Special**.
5. **Turn off the "Float over text" option** by clearing the check-mark next to the option. Click Ok or Finish.
Click File, Save (if prompted, confirm that file is being save to your folder and click Save again)