## Chapter 1 : Excel Quick Start Guide - Excel

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Microsoft Excel is a program that provides worksheets comprised of rows and columns. Data can be stored in the worksheet, also called a spreadsheet, similarly to a Microsoft Word table, but the power of Excel is its ability to perform simple to complex mathematical calculations, and other functions. When you are ready to create some math formulas, see Excel Math Basics. The Excel Worksheet Spreadsheet and Workbook An Excel worksheet, or spreadsheet, is a two-dimensional grid with columns and rows. Look at the spreadsheet below. The column names are letters of the alphabet starting with A, and the rows are numbered chronologically starting with the number one. The cells in the first row are A1, B1, C1, and so on. And the cells in the first column are A1, A2, A3, and so on. These are called cell names or cell references. We use cell references when creating math formulas or functions. For example, the formula to add the contents of cells B2 and B3 together is: In our spreadsheet above, the selected cell is C2. Notice that the column letter C and the row number 2 change color. The beginning of the Formula Bar can be seen in the area above Column D on our worksheet. The Formula Bar displays the contents of the selected cell. A workbook is a collection of worksheets or spreadsheets. When the Excel program is opened, a workbook opens with three blank worksheets. The names of the worksheets are displayed on tabs at the bottom of the Excel window. For more information, see our separate tutorial Excel: Managing Workbooks and Worksheets. How to Move From Cell to Cell The arrow keys can be used to move left, right, up, and down from the current cell. Press the Enter key to move to the cell immediately below the current cell, and press the Tab key to move one cell to the right. How to Select Cells There are a variety of ways to select cells in an Excel spreadsheet: To select one cell, click in the cell. To select one or more rows of cells, click on the row number s. To select one or more columns of cells, click on the column letter s. To select multiple cells that are not contiguous, press and hold the Ctrl key while clicking in the desired cells. To select every cell in the worksheet, click in the upper right corner of the worksheet to the left of "A. What you type also displays in the Formula Bar. When entering dates, Excel defaults to the current year if the year portion of the date is not entered. You may edit cell contents from the Formula bar, or from directly inside the cell. To edit from the Formula Bar, select the cell and click inside the Formula Bar. When done typing, either press the Enter key or click inside another cell. To edit directly inside a cell, either double click inside the cell, or select the cell and press the F2 key. Each cell has a specific format. For example, you may have entered 8. But if the cell was formatted to display only two decimal places, Excel will display 8. However, Excel will still use the real cell value that you entered, 8. For more information, see our separate tutorial on Formatting Cells in Microsoft Excel. How to Propagate Cell Contents There are multiple ways to propagate or fill data from one cell to adjacent cells. To propagate in any direction, use the Fill Handle. If the data to be copied is a date, number, time period, or a custom-made series, the data will be incremented by one instead of just copied when the Fill Handle is used. For example, to display the months of the year in column A, type January in cell A1, drag the Fill Handle down to cell A12, and the months will display, in order, in column A! How to Move and Copy Cell Contents To move cell contents, right-click in the selected cell and click Cut; then right-click in the new location and click Paste. Similarly, to copy cell contents, right-click in the selected cell and select Copy, and paste in the new cell. You can copy the contents of a cell as described above, but paste and fill multiple adjacent cells. Just highlight the block of cells you want to paste in: Still holding the mouse button down, swipe the cursor over to the opposite corner until just the cells you want filled are highlighted. Then right-click and click Paste. To remove the animated border around the original cell, press the ESC key, or start typing in a new cell. How to Add and Delete Rows and Columns To insert a new row in a spreadsheet, right-click on a row number, and click Insert. If you want to continue inserting rows, press the F4 key to insert each additional row. To delete a row, right-click on the row number, and click Delete. Contiguous rows can be deleted by highlighting them before

clicking Delete. To insert a new column, right-click on a column letter and click Insert. Excel always inserts the column to the LEFT of the column that was clicked on. As with rows, if you want to add additional columns after inserting the first column, press the F4 key. To delete a column, right-click on the column letter, and click Delete. Contiguous columns can be deleted by highlighting them before clicking Delete. And non-contiguous columns can be selected by pressing and holding the CTRL key. First, the cell must be locked. Second, the worksheet must be protected. If you have any valuable data or complex formulas that you do not want to lose, and data DOES get accidentally erased! We provide detailed instructions in our separate tutorial, Protecting Worksheet Data in Microsoft Excel. We have a wide variety of beginner tutorials for the Excel user - see Related Tutorials on the sidebar. To make the column wider, place the cursor on the right side of the column heading and drag the column edge to the right until the data displays.

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DataToEncode - This string value represents the data being encoded. Valid values are 2 and 3. The default is 2 which creates a smaller symbol. IncludeCheckDigit - A Boolean value that specifies whether a check digit should be automatically calculated and included for the DataToEncode. QuietZone - The white area around the symbol which is a multiple of the smallest bar. The default for 2D barcodes is 1 and for linear barcodes is 2. ImageType - The type of image that is returned. They also retain their size when transferring spreadsheets from PC to Mac. They can however, look and print blurry from low resolution devices. To refresh the shape image, the DataToEncode must be changed. If this option is used, the fonts within the package must be installed on each computer using the product. This option should only be used when the font produces a better result than other options. No other fonts or sizes are provided since these are the only sizes that display correctly within Excel. If other font sizes are needed, the appropriate font package must be purchased. Creates a shortened barcode that looks like a strip and consumes a minimal amount of space. The cell that contains the stripe barcode should have the font set to Courier New or another mono-spaced font at 3 or 4 points. This cell must also be wide enough to contain the entire stripe because this type does not auto-size. If this is an issue, use the BMP image type instead. Because of this, the release update of this product was modified so that the BMP option ReturnType 1 is the default. EPS images may still be used on the Mac without issue. The image type must be set to 1 BMP for the image to be properly generated. For ease of use, this functionality is automatically included in all functions ending in HR. NewLineCharacter - by default, this is equal to vbCrLf and it may be changed if necessary. Height - valid only for GS1 DataBar, should be either 12, 24 default or Segments - valid only for GS1 DataBar, stacks the symbol when set to a low even number such as 4 or 6. These must be entered in parentheses. When transferring a spreadsheet containing a 2D symbol from Windows to Mac, an image may loose its shape. Selecting the image type of 1 BMP may resolve the issue. Image Resize or Removal: If the cells are resized and the images need to be regenerated, DataToEncode will need to be changed. Because the symbols generated form this product are designed to fit within their respective cells, the X dimension will have to be determined by adjusting the size of the cell and performing a visual comparison with one of the IDAutomation Barcode Creators using the same data. When using ReturnType 3 with a barcode font, the point size determines the X Dimension. Refer to the font specifications for each particular font to determine the sizes available. Changing properties may not always cause the barcode image to be updated. By design, the image is only updated when the DataToEncode changes. By default the background color of all images is white. EPS and shape images can be changed to transparent by locating the following statement in the VBA and changing it to true:

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Excel Office Visual Studio The user can trigger recalculation in Microsoft Excel in several ways, for example: Entering new data if Excel is in Automatic recalculation mode, described later in this topic. Explicitly instructing Excel to recalculate all or part of a workbook. Deleting or inserting a row or column. Saving a workbook while the Recalculate before save option is set. Performing certain Autofilter actions. Double-clicking a row or column divider in Automatic calculation mode. Adding, editing, or deleting a defined name. Changing the position of a worksheet in relation to other worksheets. Hiding or unhiding rows, but not columns. Note This topic does not distinguish between the user directly pressing a key or clicking the mouse, and those tasks being done by a command or macro. The user runs the command, or does something to cause the command to run so that it is still considered a user action. Therefore the phrase "the user" also means "the user, or a command or process started by the user. Construction of a dependency tree Construction of a calculation chain Recalculation of cells The dependency tree informs Excel about which cells depend on which others, or equivalently, which cells are precedents for which others. From this tree, Excel constructs a calculation chain. The calculation chain lists all the cells that contain formulas in the order in which they should be calculated. During recalculation, Excel revises this chain if it comes across a formula that depends on a cell that has not yet been calculated. In this case, the cell that is being calculated and its dependents are moved down the chain. For this reason, calculation times can often improve in a worksheet that has just been opened in the first few calculation cycles. When a structural change is made to a workbook, for example, when a new formula is entered, Excel reconstructs the dependency tree and calculation chain. When new data or new formulas are entered, Excel marks all the cells that depend on that new data as needing recalculation. Cells that are marked in this way are known as dirty. All direct and indirect dependents are marked as dirty so that if B1 depends on A1, and C1 depends on B1, when A1 is changed, both B1 and C1 are marked as dirty. If a cell depends, directly or indirectly, on itself, Excel detects the circular reference and warns the user. This is usually an error condition that the user must fix, and Excel provides very helpful graphical and navigational tools to help the user to find the source of the circular dependency. In some cases, you might deliberately want this condition to exist. For example, you might want to run an iterative calculation where the starting point for the next iteration is the result of the previous iteration. Excel supports control of iterative calculations through the calculation options dialog box. After marking cells as dirty, when a recalculation is next done, Excel reevaluates the contents of each dirty cell in the order dictated by the calculation chain. In the example given earlier, this means B1 is first, and then C1. This recalculation occurs immediately after Excel finishes marking cells as dirty if the recalculation mode is automatic; otherwise, it occurs later. Dirty, which marks cells as needing calculation. When it is used together with the Range. Calculate method see next section , it enables forced recalculation of cells in a given range. This is useful when you are performing a limited calculation during a macro, where the calculation mode is set to manual, to avoid the overhead of calculating cells unrelated to the macro function. Range calculation methods are not available through the C API. In Excel and earlier versions, Excel built a calculation chain for each worksheet in each open workbook. This resulted in some complexity in the way links between worksheets were handled, and required some care to ensure efficient recalculation. In particular, in Excel , you should minimize cross-worksheet dependencies and name worksheets in alphabetical order so that sheets that depend on other sheets come alphabetically after the sheets they depend on. In Excel , the logic was improved to enable recalculation on multiple threads so that sections of the calculation chain are not interdependent and can be calculated at the same time. You can configure Excel to use multiple threads on a single processor computer, or a single thread on a multi-processor or multi-core computer. When the calculation finishes evaluating the cells Excel waits for the asynchronous functions to complete if there are still asynchronous functions running. As each asynchronous function reports results, Excel finishes the formula, and then runs a new calculation pass to re-compute cells that use the cell

with the reference to the asynchronous function. Volatile and Non-Volatile Functions Excel supports the concept of a volatile function, that is, one whose value cannot be assumed to be the same from one moment to the next even if none of its arguments if it takes any has changed. Excel reevaluates cells that contain volatile functions, together with all dependents, every time that it recalculates. For this reason, too much reliance on volatile functions can make recalculation times slow. The following Excel functions are volatile:

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*The user can trigger recalculation in Microsoft Excel in several ways, for example: Entering new data (if Excel is in Automatic recalculation mode, described later in this topic). Explicitly instructing Excel to recalculate all or part of a workbook.*

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