

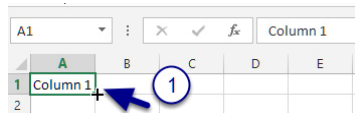
## Lecture 17: MS Excel 2013 – Formulas, Chart and Filter

### Autofill:

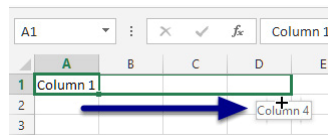
Copy Data using Autofill:

Auto Fill is a time saving feature that allows you to copy text, numbers or Formula in a spreadsheet.

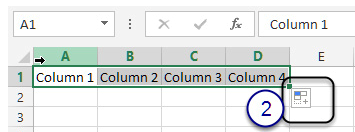
To copy data using auto fill:



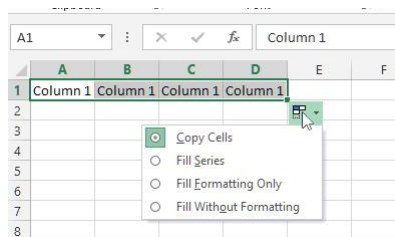
1. Type your content into your first cell.
2. Position your cursor so it hovers over the bottom right of the cell and it turns into a black cross **(1)**.



3. Click and drag horizontally or vertically to copy the content.



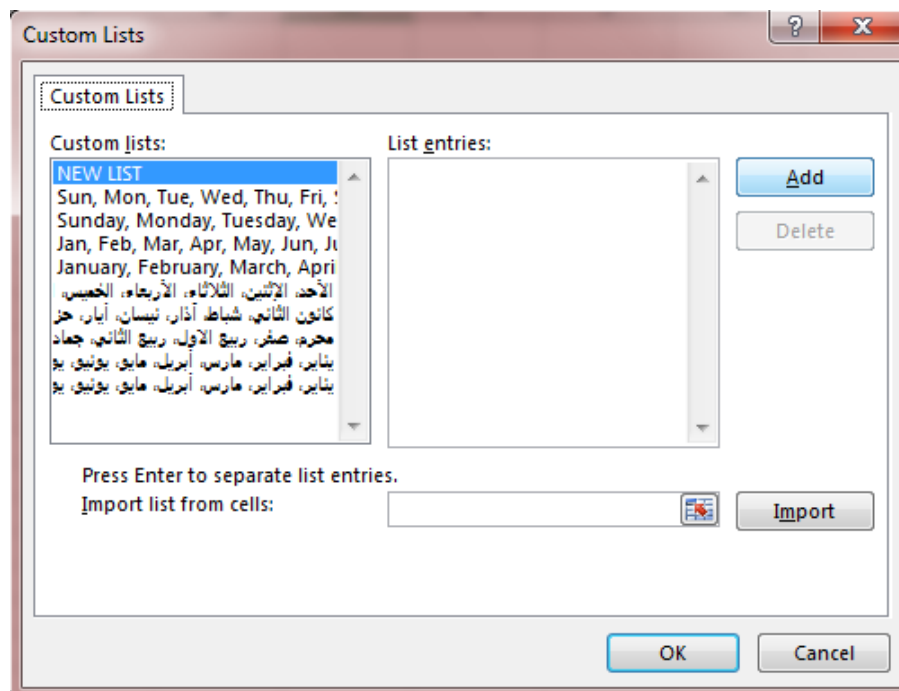
4. When you let go, the content is copied **If the content contains** (a possible series e.g. 1, 2, 3 or Monday, Tuesday, Wednesday).
5. A Smart Tag appears **(1)**.
6. Click on the drop down arrow on the Smart Tag.



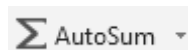
7. Select Copy Cells from the Smart Tag options.

### Create Custom List:

File < Options < Advanced < **Edit Custom List**.



### AutoSum, Average, etc.:



1. Go to Home Tab.
2. Editing Group < **AutoSum**.

### Create Formulas:

The structure of a basic formula in Excel always follows the same structure:

1. Equals Sign
2. First Cell Reference
3. Mathematical Symbol
4. Second Cell Reference



### The Mathematical Symbols used by Excel:

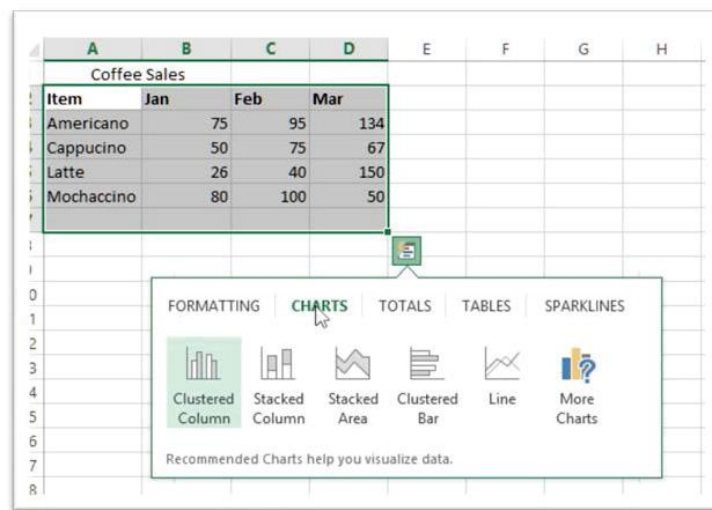
- + Addition
- Subtraction
- \* Multiplication
- / Division

### To create a formula to add, subtract, multiply or divide:

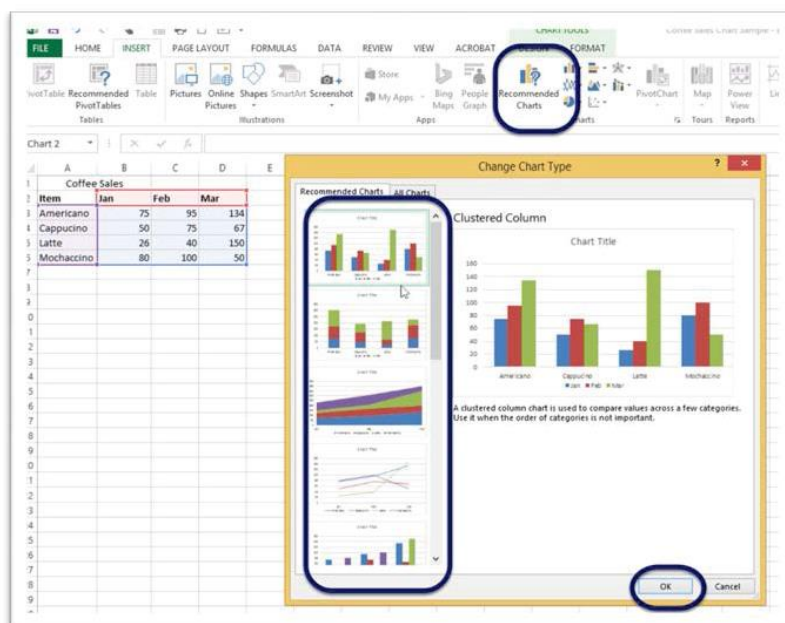
1. Click on the cell where you require the answer
2. Type the = sign
3. Click on the first cell involved in your calculation
4. Type the maths symbol you are using
5. Click on the next cell involved in your calculation
6. Repeat steps 4 & 5 (if you need to add more cells to your formula)
7. Press Enter

### Charts:

#### Quick Analysis Charts:



#### Let Excel recommend a chart:



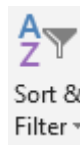
1. Select the data for the chart
2. Click on the Insert Ribbon
3. Click on Recommended Charts
4. Choose one of the charts that Excel suggests
5. Click OK


**The chart appears – magic!**



#### **Filter:**

1. Go to Home Tab.
2. Editing Group < **Sort & Filter** < **Filter**.



3. Click the arrow  in the column header.
  - A. To filter text: In the list of text values, clear **(Select All)** then select the text to filter by.
  - B. To filter numbers: click **Number Filters**.
    - Choose (greater than, between, equal, etc.) then select from the list.
    - Or select **Custom Filter** then in the box on the right, select numbers from the list (then choose **(and, or)** then select number from list).
4. Click ok
5. To remove filter **click Sort & Filter**, and then click **Filter**.