

Creating and Formatting Tables in Excel

Introduction:

Business students at a local college lack foundational knowledge about Microsoft Excel and how it can be used as a tool to expedite financial evaluation and data analytics. Professors require students to watch skills videos prior to class in order for students to be aware of how to use the application prior to lecture. This microlearning experience is a smaller part of a larger module. Professors expect to receive approximately 220-250 new freshmen each year for business associates courses. These students need to be properly introduced to common Excel techniques and methodologies. Success will be measured with an assessment at the end of the Finance and Data Analytics module as a capstone project.

Learning Objectives:

1. Reproduce a table in Microsoft Excel using given data.
2. Recall steps to add and multiply cell data.

Outline:

- Introduction/Objectives
- Making a table
 - Include headers and data values
 - CTRL T
 - Can expand if necessary
- Adding and Multiplying cell Data
 - Find cell totals
 - Calculate a numerical cell and a monetary cell separately
- Summation and Closing

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Tiffany Blue

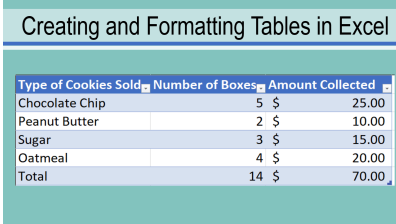
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Alice Blue

Color Palette:

Fonts: Arial Narrow

1. Creating and Formatting Tables in Excel

Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<p>Slide depicting a simple title and a picture of the final table in the center.</p> 	<p>Narrator:</p> <p>Hello and welcome to Creating and Formatting Tables in Excel. With these tools, you'll be able to organize data and categorize information easily, even using Excel to complete math calculations for you. This is valuable in any position in which you might need to analyze data quickly and efficiently. It is highly recommended that you follow along and make sure that you are able to reproduce our table of values in Excel. That way you're applying these skills in real time.</p>	<p>Slide will begin with just the title on display. As the narrator presents each LO, the final table or product will be displayed.</p> <p>When the narrator says, “effectively creating totals...”, the total row will be highlighted at the bottom of the table with a fade in/fade out transition.</p>	

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2. [Creating a Table]			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<p>A blank excel sheet is open from the start of the script.</p> <p>The Excel screen is zoomed in to about 180% so that cells are large.</p>	<p>Narrator:</p> <p>You'll need to start by opening a blank Excel sheet. For the sake of our tutorial, we are going to start with just two columns. One will say, "Type of Cookies Sold" and the other will say, "Number of Boxes." Let's say that you sold Chocolate Chip, Peanut Butter, Sugar, and Oatmeal cookies. Under the Number of Boxes column, you'll put 5, 2, 3, and 4. You've typed in the information for your table, but it's not very legible. Some of the information is hidden and if you were working with even more cookie types, you might get lost as to which Number of boxes goes with which cookie type. To fix this, you'll click and drag over the entire table of values to highlight the used cells. You can now make a table if you hit control T on your</p>	<p>The first column header ("Type of Cookies Sold") is typed in the A1 space. The second column header (Number of Boxes) is typed in the B1 space.</p> <p>Under Column A, the narrator types Chocolate Chip, Peanut Butter, Sugar, and Oatmeal in the rows below while the process is being explained.</p> <p>Under Column B, the narrator types 5, 2, 3, and 4 in the rows below as the process is being explained.</p> <p>The narrator will highlight the used cells and hit CTRL T. CTRL T buttons will fade in on the screen for the audience as the narrator describes the process, and then fade out.</p> <p>The narrator hovers over the bottom right corner of the table until the cursor displays the double headed arrow and then drags the table to encompass</p>	

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	<p>keyboard. Now you'll push OK.</p> <p>This will turn your data values into something a little easier to read, each row even has a different color which makes it faster to analyze, from a visual standpoint.</p> <p>If you hover over the corner of your table until the double headed arrow appears, then you'll be able to expand the table. You are going to include just one more column on the side, and a label that says, "Amount Collected." You'll use this to keep track of how much money came from each type of cookie.</p> <p>You're also going to add a Total Row here at the bottom to display the amounts for the total number of boxes sold, and the total amount of money collected.</p>	<p>another column when the audio explanation cues. In cell C1, the narrator types "Amount Collected."</p> <p>The Narrator will type a cell that says "Total" into cell A6.</p>	
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3. [Add and Multiply Cell Data]			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<p>A title slide using the same header and colors from Scene 1 will appear using the action wipe transition. It will say “Add and Multiply Cell Data” in the center of the slide. It will action wipe out after approximately 4 seconds to continue with the tutorial.</p> <p>The audience will see the table where they left off in the previous scene.</p>	<p>Narrator: So now that our table is looking good, we want to include more information, but it requires a little bit of calculation. For instance, the totals here at the bottom should include a sum calculation in order to add the values of the column. We want a total of how many boxes we’ve sold, here in Column B. So we need to click on the total cell here at the bottom of our column (right here) and put in an equal sign on your keyboard. We can now type in the word “SUM”, which effectively tells the application that we want to add some of these cells together. We’re going to open up some parentheses, click and drag to highlight the cells you want to add and then close the parentheses, push enter.</p> <p>And we did it, we now have the total number of boxes we</p>	<p>When the narrator is referencing a cell or a spot on the excel sheet, the cursor should be hovering over that area or actively circling it to draw attention.</p> <p>As the narrator describes the process of finding totals, the keyboard buttons being used will fade in on screen for audience reference, and then fade out again.</p> <p>As the narrator describes the process of multiplying cells, the keyboard buttons being used will fade in on screen for audience reference, and then fade out again.</p>	

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	<p>sold! We will want to do the same thing with the amount of money collected. So we're going to start at Column C and create a little equation. Let's say that each box of cookies costs about 5 dollars. So here in the first row with the Chocolate chip cookies, it may not seem like difficult math to multiply 5 times 5, but in other projects you may encounter later, you might be working with some much bigger numbers. So, we will start with an equal sign, like before, and then click on the cell with the number of boxes. Then in order to create the multiply sign in excel, you're going to have to click Shift and the number 8 in order to create an asterisk. The asterisk sign will essentially be your multiplication symbol. Then you'll go ahead and type in the number 5, because we are going to multiply all our boxes times 5. When I click enter, you'll notice that it multiplied all of</p>		
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	the rows here in this column. And it even gave us our brand new total here at the bottom. It's a really intuitive tool.		
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4. [Summation and Closing]			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
The audience will see the title slide with the completed table from the beginning of the video. It will fade out at the end of the audio and instead a centered message will appear on the slide that says, "Thank you for watching!"	You were able to create a table of data, and format totals and math calculation cells. You can use this on a multitude of future projects to make data analysis easier. I hope that this was a helpful tutorial for you.	When the narrator mentions "format totals...", the totals row will highlight with a fade in. When the narrator says "Math calculations..." column C will highlight with a fade in. Both highlights will fade out when the narrator reads "You can use this..." The final scene will fade out to reveal a message that reads "Thank you for watching!"	

5.			