

Excel – the Trickier Skills

Using Formulae:

The tricky bit is working out which formula to use.

Break it down – it's just Maths! Turn the problem into a set of simple maths and then use columns to build up the excel formulae.

You often end up using **SUM** to add up a bunch of data.

Showing Formulae:

You have to be able to show your formulae – otherwise you'll lose lots of marks.

1. First save your file
2. Now save it using a **different name** – something like sheet formula view is good
3. Hold the Control (**Ctrl**) button down
4. Find the **Esc** button at the top right of the keyboard **BUT DON'T HIT IT**
5. Under Esc is an odd button. I call it the **Star Wars Button** because I can't think of a better name for it
6. Hit this button - the starwars one (you were still holding Ctrl down weren't you?)
7. All the formulae appear and the columns all go a bit mad. **Don't Panic**
8. You will probably have to alter some of the **column widths**. The rule here is to make sure the marker can see the whole of any formula – but that they don't necessarily need to see the whole of any data
9. Now save the file again
10. Now check the **print preview** and print if the sheet looks OK

You can get rid of formulas in the same way but this might muck up the columns.

Graphs:

- Try and keep graphs on **separate sheets** unless you're told otherwise – but you'll need to put your name, centre number and candidate number on each sheet again
- Use the right kind of graph:
 - Bars are good basic ones
 - Pies work well with percentages
 - Lines are only good for things like change over time
- Lose anything you don't need – like **Series** keys on simple bar charts
- Add **sensible titles**
- Think about adding **Data Labels** to pie charts to show the section names and percentages or values on the graph
- **Right clicking** on various areas of finished graphs allows you to do all sorts of useful things