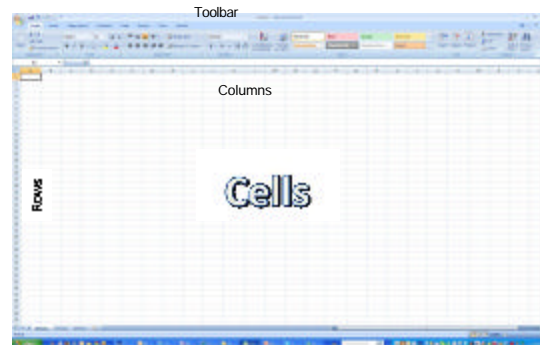


## Excel Basics

Instructor: José A. Faria, Ph.D., PMP

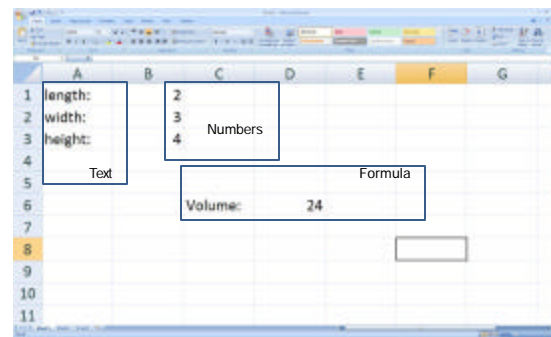
## How does it look like?



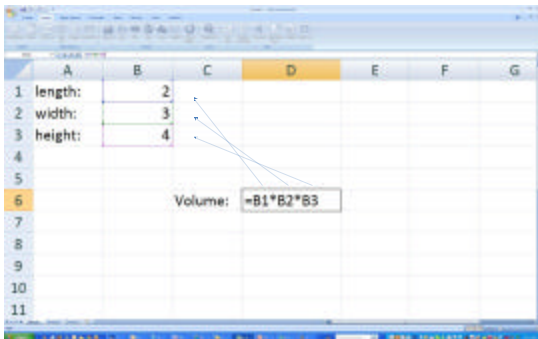
## How does it work?

- Each cell can contain either
  - A number
  - A text
  - A formula
- Example:
  - Calculate the volume of a box with the following dimensions: 2 x 3 x 4

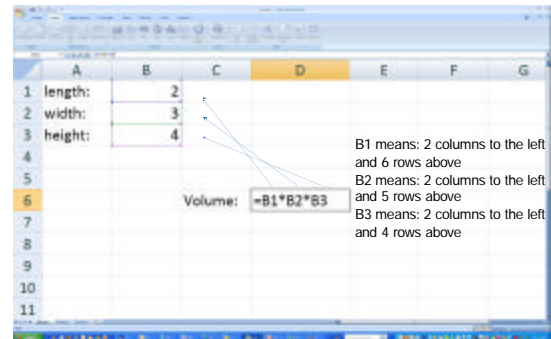
## Example



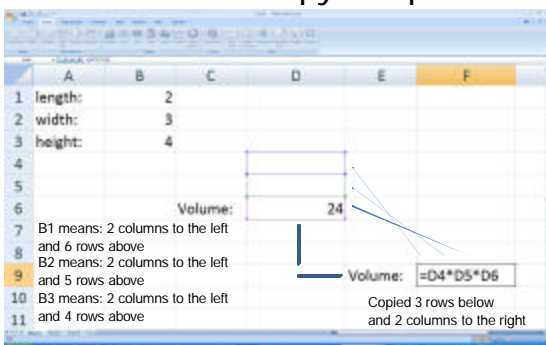
## Text, numbers, and formulas



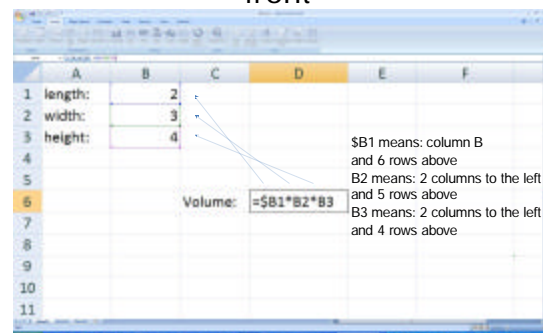
## Relative addressing

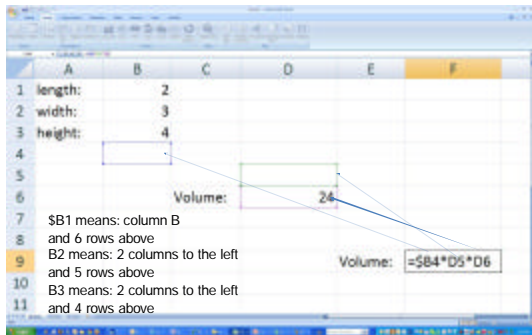


## Beware with copy and paste

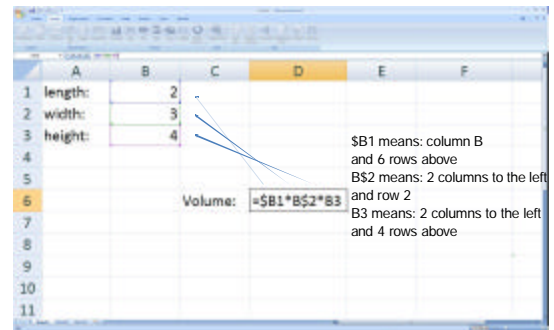


## To lock a column or a row use \$ in front

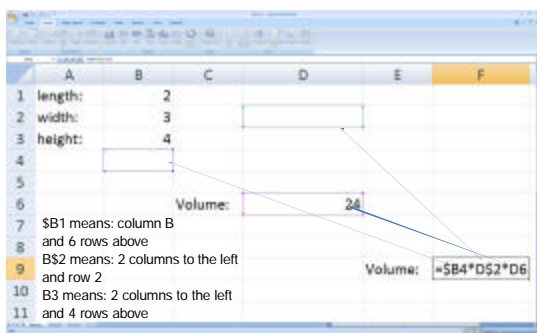




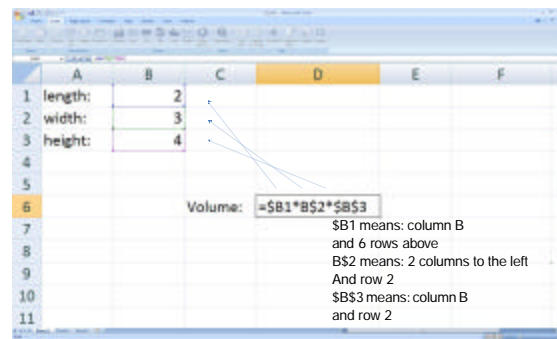
## Absolute addressing using \$



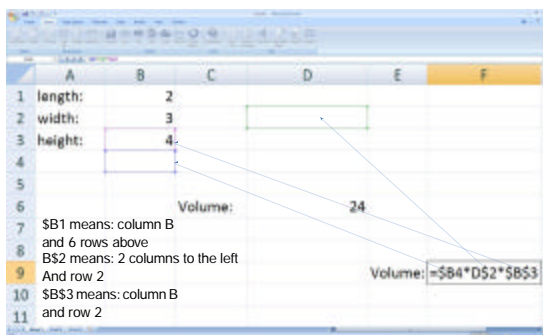
## Absolute addressing using \$



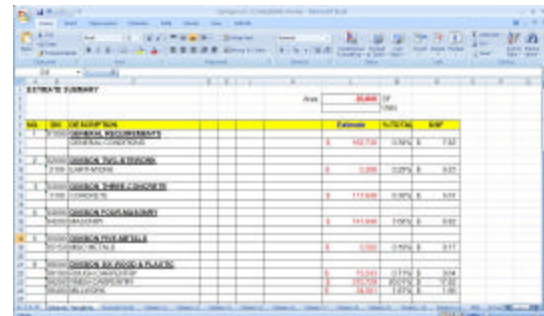
## Absolute addressing using \$



## Absolute addressing using \$



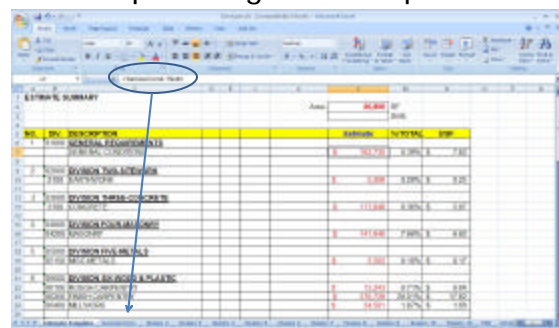
## Creating a Summary



## Framework

- Create one tab per division
- Create one tab with the summary
- In the summary, for each tab press the equal sign "=" and click on the total for the corresponding division

## Example with general Requirements



## Example with general Requirements

Cell with total amount referenced in summary