GETTING STARTED

1. Go to <u>https://www.office.com</u>. Log in using your work username and password. At the top of the screen, you will see the different programs you can use as weel as your recent documents. If the document you're looking for isn't on the list, click "See more in One Drive."

Apps 🔁			Install Office apps $\ \lor$
🙆 OneDrive 📑 Word 🚺 Excel	PowerPoint N OneN	Note SharePoint	Teams
📢 Class Notebook 🛐 Sway 🚺 Forms			
Explore all your apps \rightarrow			
Documents 💭		→ Upload and	i Open New 🗸
Recent Pinned Shared with me Discover			E
Name	Last opened by you	Sharing Activity	
Practice-John candencityschooldistrict-my.sharepoint.com » » Documents	Fri at 9:34 AM	$g^{\rm R}$ Shared	
Practice Worksheet candencityschooldistrict-mysharepoint.com = = Documents	Thu at 4:54 PM	g^{R} Shared	
Practice candencityschooldistrict-mysharepoint.com = = Documents	Thu at 4:20 PM	Only you	
		<	See more in OneDrive $ ightarrow$

2. To start a new project, click the program you want to use – for instance, Excel. This opens a new window and you can choose the kind of Excel document you want to create.

3. Notice that this document is created in "Excel Online." That means that it lives on the internet, not in your hard drive. You can access it from any computer by logging into Office 365, and you can share it with other people to allow them to see or make changes in real time. It is almost just like the Excel spreadsheets that you're used to.

4. Start by naming your document. Click the word "Book" in the center of the black bar at the top of the screen and change the name.

	Excel Online	Kristin	Patterson-Ma	as ⊧ Documen	ts								Book		
FIL	E HOME INSERT	DATA	REVIEW \	1EW 🛛 🖓 Tel	me what	you want to	do	EDIT IN EXCEL							
5	Cut	Calibri		11 - A A	= ,	-	*	Wrap Text	Gen	ieral	*		F		
¢	Paste Sormat Pain	BI	<u>U</u> <u>D</u> also []	- <u>ð</u> - <u>A</u> -		= = e:	# 日	vlerge & Center	- \$	- % -	50 <u>0</u> 3	Condition	al Forms	Format as Table -	Insert
Undo	Clipboard		Font				Alignment			Numbr	er.		Tables		
f_{κ}															
	A B	c	DE	F	G	н	1	J I	К	L.	м	N	0	P	
1															
2															
3															
4															
5															
0															

5. Your changes will save automatically. You can also revert to an earlier version of your document. See "Restore Previous Version" for instructions.

Making a Dynamic Chart in Excel

NOTES:

1. Open a new Excel document and name it.

2. At the bottom of the page you'll see a tab that says "Sheet 1." You can click on the words "Sheet 1" and rename the tab. For this sheet, name the tab **Data**.



3. Click the small + button next to the tab to create another tab. Name the second tab **Lists**. Finally, create a third tab and name it **SEMI LOGS**. The bottom of your sheet should look like this:

!7									
8									
!9									
0									
11									
12									
10									
	4								
	$\leftarrow \rightarrow$	M	D	ata	Lists	SE	MI LOGS	+	
						1			

4. Click on the Data tab. This is where you'll put the raw data that you will be using for your chart. This data can come from multiple sources – from another Excel spreadsheet, from an online form that you set up, or even entered manually.

For this chart, our data will come from an Easy Trac report. Simply copy the data, and paste it into cell A1 of the Data tab.

5	Paste	K Cut E Copy		Cali B	bri I	U	D	+ 1	1 - A - 🕭 - A
	-	Format P	ainter				_		
Undo		Clipboard						Font	
$f_{\mathcal{K}}$									
	Α		С			D		Е	F
1									
2									
3									
4									
5									
6									
7									



5. Click on the Lists tab. This is where you'll make lists of information that can be pulled into your chart on the SEMI LOGS tab. We will use two pieces of information: the provider name, and the type of service. This information has to match what is in the Data tab <u>EXACTLY</u>, so it's best to cut and paste.

Fill in the names of the providers in Column A and the types of service in Column B:

	Connections	Calculation	SOLE OF LITER
f_{x}			
	А	В	C
1	Allison Fleischer	Direct Service	
2	Aubrey La Rezza	Student not present	
3	Cathy Saporito	Other	
4	Chelsey Mulvenna	Health Related Evaluation Se	rvice
5	HAELIM PARK	Service Provider not present	
6	Katherine Chiumento)	
7	Kelly Worthy		
8	Oliana Collado		
9	Samantha Giebner		
10	Sheila Mulvenna		
11	Stephanie Roth		
12	Whitney Hill		
12			

6. Click on the SEMI LOGS tab. This is where you'll make your dynamic chart. You'll start by making a dropdown list of the providers.

Click the button at the top that says "Edit in Excel."

aas ► Docume	nts								
VIEW 🛛 🖞 Te	ll me what y	ou want to d	lo (EDIT IN EXC	EL				
- 11 - A A	11 → A [*] A [*] = = Wrap Text General								
🗄 - 💍 - <u>A</u>	• = =	≣ € 4	🖻 🖽 Me	erge & Cente	er - \$	• % •	€.0 .00		
		4	Alignment			Numb	er		
C	D	E	F	G	H	1			
_									

Click in the cell where you want your drop down list to appear. At the top of the sheet click the Data tab, and then click Data Validation and choose Data Validation.

File	Hom	e Insert	Page Layou	t Formula	Data	leview 1	riew ♀Te	ll me wha	at you wan	t to do						
From	From Fr Web T	orn From C	Other Existin ces * Connecti	g New Query - D	Show Querie From Table Recent Sour	es Refresh	Connectio	ns ĝ↓ ≩↓	Z A Z Sort	Filter	Clear Reapply Advanced	Text to Columns	Flash Remove	Data Validation	Consolid	B ² E ate Relation
B3	Ģ	et External E	oata √ £≈	Get	k Transform	0	Connections		Si	ort & Filter				Data	v Validation. le Invalid Da g Validation	ta Circles
1 2 3 4 5 6	A	8 rvice Prov	ider: Number	of logs:	E	F	G	Н	1	J	K	L	M	N	0	P

In the popup box's "Allow" section, choose Lists.

In the "Source" section write: **=Lists!A1:A15**

Click OK.



Now your cell has a little grey arrow. When you click the little grey arrow, you can choose from all the providers.

Acc	ess	Web	Text	Sources -	Cor	nnections	Qu	ery = LO neo	ent soui
			Get Exte	ernal Data				Get & Tra	nsform
B 3	1		•	× 🗸	j	f _x			
		А		В		с		D	E
1									
2			Service	Provider:	Nur	nb r of	logs:		
3					-				
4			Allison F	leischer	^				
5			Cathy Sa	aporito					
6			Chelsey	Mulvenna PARK					
7			Katherin	e Chiumento					
8			Kelly Wo Oliana (orthy Collado	~				
9			C name o						
10									
11									
12									

Click File at the top of the page and Save, which will save the changes in your One Drive. You can now go back to Excel Online to continue working, or you can continue to edit the desktop version.

7. Now you will write a formula to tell the spreadsheet to count how many logs each provider has. In the cell where you want to logs to appear write:

=COUNTIF(Data!G:G,'SEMI LOGS'!B3)

This tells the spreadsheet "Count each time the information in Column G of the Data tab matches the information In cell B3 on the SEMI LOGS tab." Choose different providers to see the number change.

2			
			-
3	Service Provider:	Katherine Chiumento	[
4	Number of Logs:	1	
5	Direct Service	1	
6	Student not present	0	
7	Other	0	
8	Health Related Evaluation Service	0	
9	Service Provider not present	0	
10			
2			
3	Service Provider:	Cathy Saporito	r
4	Number of Logs:	60	
5	Direct Service	49	
6	Student not present	7	
7	Other	4	
8	Health Related Evaluation Service	0	
9	Service Provider not present	0	
10			
11			

In the cells below, write a formula that will tell you how many times the provider logged each type of service. It looks like this:

=COUNTIFS(Data!G:G, 'SEMI LOGS'!B\$3, Data!F:F, 'SEMI LOGS'!A5)

You can write the formula in cell B5 and then grab the little green box in the bottom right corner of the cell. Drag it down to fill the formula into the cells below.



8. Finally, let's create a chart to illustrate the data. Select the data you want included in the chart, then click the "Insert" tab at the top. Choose the type of chart you want.

••••		EXCE		me		KIISUIT P	-111-15-0		IS P DO		us
FIL	E	HOME		SERT		DATA	REVIEW	V	IEW	♀ Tel	l me wh
f	x	F	***				*			<u> </u>	12.
Func	tion	Forms	Table	Off Add	ice -ins	Column	Line	Pie	Bar	Area	Scatter
Funct	ions	Tab	oles	Add	-ins		-		Charts		
f_{x}	Dire	ect Servi	ce								
			A			В			С		D
1								_			
3	Service Provider:				Aul	brey La Re	zza	_			
4	Number of Logs:				49						
5	Dire	ct Servic	e			45					
6	Stud	lent not	present			4					
7	Othe	Other			0						
8	Heal Serv	Health Related Evaluation Service				0					
9	Service Provider not present			0							
10											

The chart will be inserted into your spreadsheet. You can drag it to wherever you want it.

Notice when you change the name in B5, the data in the chart will change.



Finishing Up

NOTES:

1. Protect your ranges. Click on the tab that says "Edit in Excel."

aas ► Docume	nts							
VIEW 🛛 Q Te	ell me what y	ou want to d	• (EDIT IN EXC	EL)			
r 11 - A	≡ ≡	=	Er Wi	ap Text		General		
🗄 • 🙆 • 🗚	• = =	= ∈ •	Е 🖽 Ме	erge & Cente	er +	\$ - %	,	€.0 .00
Alignment					Number			
С	D	E	F	G	Н		I.	
_								

Click in the cell that has the dropdown menu. Then click the Review Tab and select "Allow Users to Edit Ranges." Click "New."

							Training
Page Layout	Formulas Data	Review View Q	Tell me what you v	vant to do			
nslate New Commer	Delete Previous N t	Show/Hide Comme Show All Comment Show Ink ments	s Protect Prot Sheet Work	tect book Workboo	Protec Pok Protec Changes	t and Share Users to Edi Changes *	Workbook t Ranges
∫ f _× Olia	ana Collado All	ow Users to Edit Range	es ? ×				
В	Ranges unlocked by	/ a password when sheet is p	otected:	н	1 1	J	к
	Title	Refers to cells	<u>N</u> ew)			
iana Collado 19			Modify Delete				
10	Specify who may ed	it the range without a passw	ord:				
5	Permissions						
4		a information into a name	libeati	-			
0	Protect Sheet	OK Cancel	Apply				
0							

Type in a password, then click "Permissions." Click Add, add the people who will be allowed to edit the cell, and then check "Allow." Click OK.



Click on the Data tab at the bottom of the spreadsheet. Protect this sheet by choosing "Protect Sheet" from the Review tab. Do the same for the Lists tab.

2. Hide your extra tabs. Right click on the Data tab at the bottom of the spreadsheet and choose "Hide." Do the same for the Lists tab.



3. Share your spreadsheet. Click the green "Share" button at the top right of the page. Choose who you want to share the spreadsheet with. Decide if those people will be allowed to edit the spreadsheet.





Restoring a Previous Version

NOTES:

If you realized you've made a big mistake, sometimes the easiest way to fix it is to just go back to an older version of the spreadsheet.

1. Go back to Office 365 and click "One Drive."

as://www.office.com/?au	th=2		
G Genesis Login 🔗	Frontline - Sign In 🥥 Camden City Sc	naol 🥼 🙆 Google Di	rive 🏟 Settings <mark>Si</mark> Sma
1	Good mornin	g	
	Apps		
	ConeDrive	Word	Excel
	Class Notebook	Sway	Forms
	Explore all your apps $ ightarrow$		
	Documents		

2. Right click on your document and choose "Version History."



3. Choose the version you want. Right click the 3 little dots, and choose "Restore."



