

Microsoft to issue record number of patches

[Business](#)



Microsoft to Issue Record Number of Patches Simple Formulas A formula can be defined as a ment entered in excel's worksheet used to calculate value (Smart 4). One always begins a formula in excel by typing in an equal sign, which lets excel know that to treat all the data entered into the cell as part of this formula. For example, if one clicks on a cell, then types = 2+3, then press enter, the result given is 5. One can also use the worksheet cells in a formula, for example, by using values in cell B2 and B8 that represent a certain value. Typing in = B2+B8 then pressing enter will give the result required of the sum of these cells. To find the average of values in B3 and B4, a formula = (B3+B4)/2 is typed into, say cell E2, giving the4 average. Entering a value into the cell causes the value to be visible in the formula thus enabling it to be changed without edition of the formula. The easiest way to enter cell references into formulas is by typing the reference. To use values in B4 and B6 in a formula meant to calculate monthly revenue, one types in = B4+B6 then enter to get a result.

However, it is much easier to utilize functions, which are algorithms that can be followed, by excel, to attain a result (Smart 5). To get the average of values in B3 and B4, one could type = then type the average function's name, followed by a left parenthesis, then the two cells. After typing a colon, excel discerns that one is defining a cell range. On entering the cell references, one types, a right parenthesis and then presses enter to get the result.

Making Charts

Charts display a series of numeric data in the form of a graph in order to make it easier to understand enormous quantities of data, in addition to the relationships, between the data series (Smart 7). Excel supports many chart

<https://assignbuster.com/microsoft-to-issue-record-number-of-patches/>

types that help one to display data in a meaningful manner. Charts have many elements with some displayed by default, and others added when needed. The display of the elements in the chart can be changed by moving them to different chart locations, adjusting their size or reformatting them. The spreadsheet consists of a chart area, plot area, plotted data points, category (horizontal) and value (vertical) axes, chart and axes titles, and data labels.

After the creation of a chart, any of its elements can be modified. One can change the chart axes' display, add data labels and titles, add a data table or legend, and apply a special option for every type of chart. To add a chart title, one click where the title is to be added, clicks chart title on the layout tab, clicks above chart, then types the chart title in the box appearing in the chart. To change the look of the chart after its creation, one can apply a predefined chart layout by clicking anywhere on the chart that displays the chart tools, on which one clicks chart layouts on the design tab and then clicks on the layout wanted. To create a pie chart, one highlights the data to be included in the chart, clicks insert, then clicks chart, then clicks pie on the chart type column, and then clicks next. Labels are then entered, and the size of the chart can be manipulated. Other types of charts include bar and line charts.

Financial Analysis

Excel can also be used for to manage personal finances by helping to calculate the future value of investment and debt (Smart 8). To figure out monthly payments on credit card debt, an individual uses the function PMT (rate, NPER, PV) with rate argument being the interest rate per the loan period, NPER argument being the total number of loan repayment periods, <https://assignbuster.com/microsoft-to-issue-record-number-of-patches/>

and PV argument taken as 5400. To calculate monthly mortgage payments, PMT (rate, NPER, PV) with rate argument being 5/12 months, NPER argument is 30×12 for a mortgage of 30 years with 12 payment periods a year, and PV argument is the present value of the loan. To save for a vacation, we use the function PMT (rate, NPER, PV, FV), where FV is the future value one wants to save. To figure out a down-payment, we use the formula PV (rate, NPER, PMT). To figure out how long it will take to pay off personal loans, NPER (rate, PMT, PV). Finally, to figure out added savings over time, we use FV (rate, NPER, PMT, PV).

Work Cited

Smart, Mike. Learn Excel 2010 expert skills with the Smart method. Douglas : Smart Method Ltd, 2011.