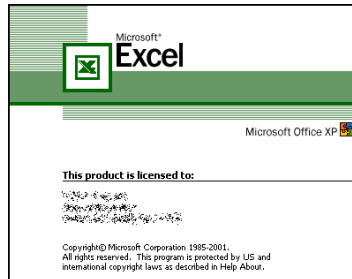


Microsoft Office paket:

- Obuhvata sledeće osnovne aplikacije: **Microsoft Word**, **Microsoft Excel**, **Microsoft Power Point**, **Microsoft Outlook** i o njima će biti reči.
- Postoje i dopunske aplikacije: Microsoft Front Page, Microsoft Access, Microsoft Project ... ali o njima nećemo govoriti.
- **Microsoft Word:** Procesor teksta (kucanje izveštaja, seminarskih i diplomskih radova). Zbog rasprostranjenog .doc formata treba znati raditi u njemu.
- **Microsoft Excel:** Za računanje i tabele (rasprostranjen .xls format i relativno dobra organizacija pomoćiće vam u sređivanju i organizaciji podataka).
- **Microsoft Power Point:** Za prezentacije izveštaja, seminarskih i diplomskih radova (lepo organizovan program koji je među najboljima u svojoj oblasti).
- **Microsoft Outlook:** Program za e-mail, newsgrupe i kontakte (iako ne savršen, jedan od najviše korišćenih programa iz Office paketa - kompatibilan sa mnogim mob. softverom).



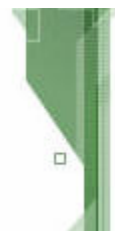
Osnovne funkcije Excel-a:



- “Sređivanje” podataka tj. višestruka primena određenih računskih operacija radi izračunavanja nekih fizičkih veličina čest je posao u fizičkoj hemiji.
- Jedan od najefikasnijih programa koji ovo može sa lakoćom da izvede je Microsoft Excel.
- Ovo je program koji se koristi za unakrsne proračune podataka i prikazivanje grafika.
- Od 1993. godine u Excel je uključen i program Visual Basic for applications, programski jezik, koji je omogućio automatizaciju zadataka u Excel-u.

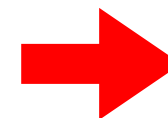
Microsoft Excel 2003:

O čemu će biti reči:



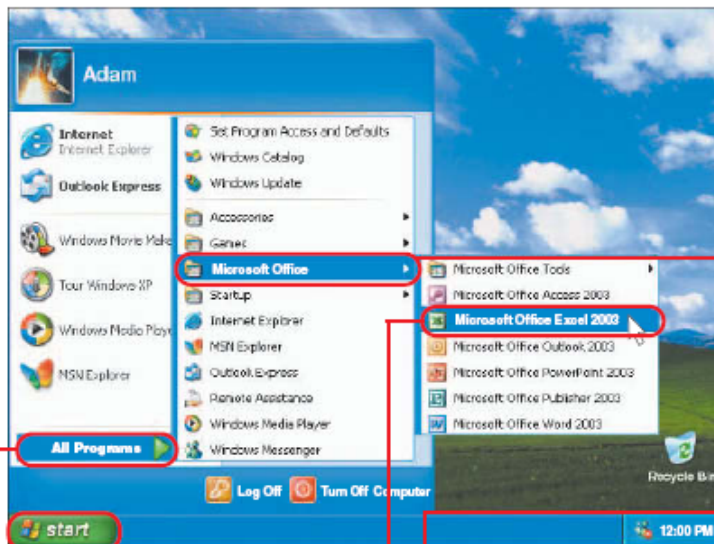
Copyright © 1985-2003 Microsoft Corporation. Tous droits réservés.

1. Osnovne funkcije Excel-a (uvod, početak, unos podataka, ćelije, komande).
2. Upoznavanje sa radnim panelima (kreiranje, otvaranje, zatvaranje, pretraga).
3. Rad sa podacima (unos, editovanje, kopiranje, linkovanje pretraga).
4. Rad sa redovima i kolonama (promena karakteristika, rad sa ćelijama ...).
5. Rad sa formulama i funkcijama (unos, kopiranje i editovanje formula i funkcija).
6. Promena radnog okruženja (promene karakteristika statusnih i radnih alatki).
7. Šminkanje podataka (prikaz podataka, promena formata zapisa podataka).
8. Rad sa više radnih panela (simultani prenos podataka, formula i funkcija).
9. Rad sa objektima (Word Art, Clip Art, 3-D objekti, slike i dijagrami).
10. Ispis rezultata (štampanje podataka, kreiranje listi i izveštaja).
11. Zaštita podataka (kako zaštititi fajlove od neovlašćenog korišćenja).
12. Kreiranje "pametnih" petlji i makroa.



Pokretanje Excel-a:

START EXCEL

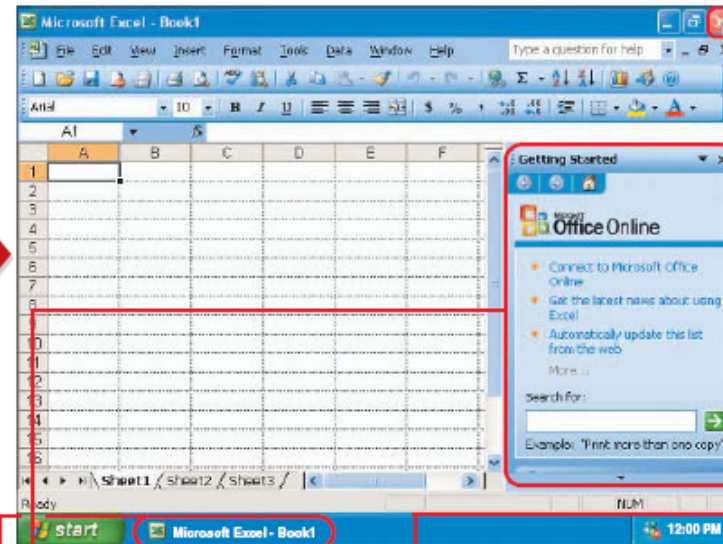


- 1 Click **start**.
- 2 Click **All Programs** to view a list of the programs on your computer.

*Note: If you are using an earlier version of Windows, click **Programs** in step 2.*

- 3 Click **Microsoft Office**.
- 4 Click **Microsoft Office Excel 2003**.

■ The Microsoft Excel window appears, displaying a blank



■ This area displays the Getting Started task pane, which allows you to quickly perform common tasks. For information on using the task pane, see page 16.

■ A button for the Microsoft

EXIT EXCEL

- 1 When you finish using Excel, click **X** to exit Excel and close the Microsoft Excel window.

Prozori u Excel-u:

The Excel window displays many items you can use to work with your data.

Title Bar

Shows the name of the displayed workbook.

Menu Bar

Provides access to lists of commands available in Excel and displays an area where you can type a question to get help information.

Standard Toolbar

Contains buttons you can use to select common commands, such as Save and Print.

Formatting Toolbar

Contains buttons you can use to select common formatting commands, such as Bold and Underline.

Formula Bar

Displays the cell reference and the contents of the active cell. A cell reference identifies the location of each cell in a worksheet and consists of a column letter followed by a row number, such as **A1**.

Active Cell

Displays a thick border. You enter data into the active cell.

Cell

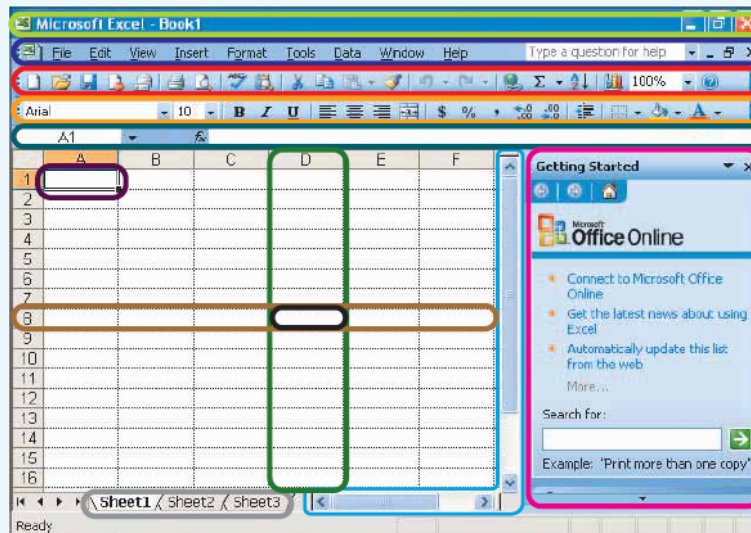
The area where a row and column intersect.

Column

A vertical line of cells. A letter identifies each column.

Row

A horizontal line of cells. A number identifies each row.



Worksheet Tabs

Each Excel file, called a workbook, is divided into several worksheets. Excel displays a tab for each worksheet.

Scroll Bars

Allow you to browse through a worksheet.

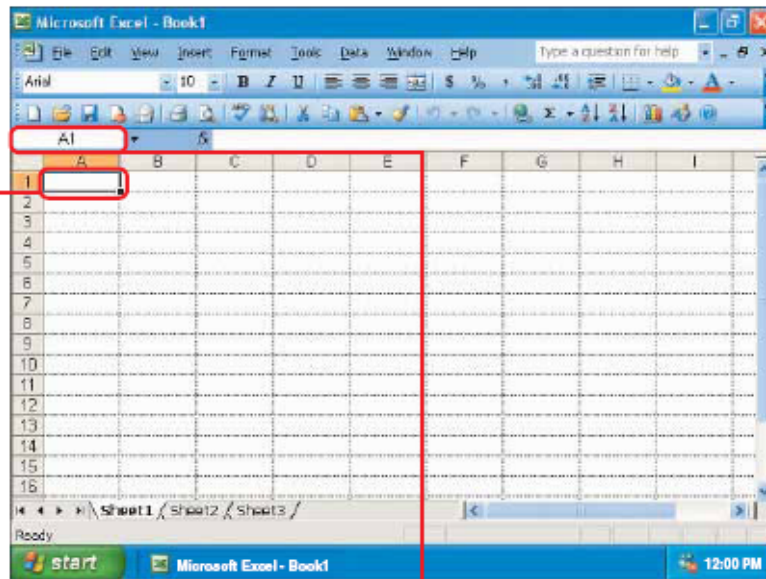
Task Pane

Contains options you can select to perform common tasks, such as creating a new workbook.

- Naslov fajla
- Meni paleta
- Standardni toolbar
- Formatting toolbar
- Formula bar
- Aktivna ćelija
- Ćelija
- Kolona
- Red
- Radne tabele
- Barovi za skrolovanje
- Radni paneli

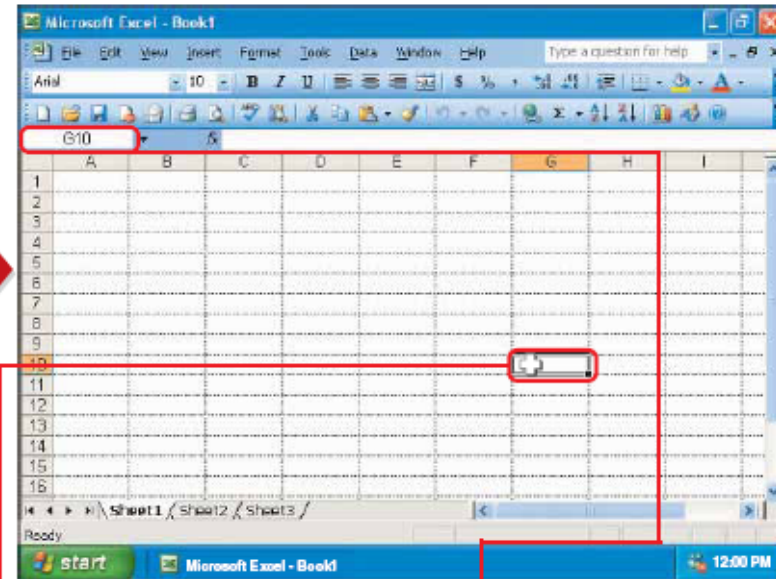
Promena aktivne ćelije:

CHANGE THE ACTIVE CELL



■ The active cell displays a thick border.

■ The cell reference for the active cell appears in this area. A cell reference identifies the location of each cell in a worksheet and consists of a column letter followed by a row number (example: **A1**).



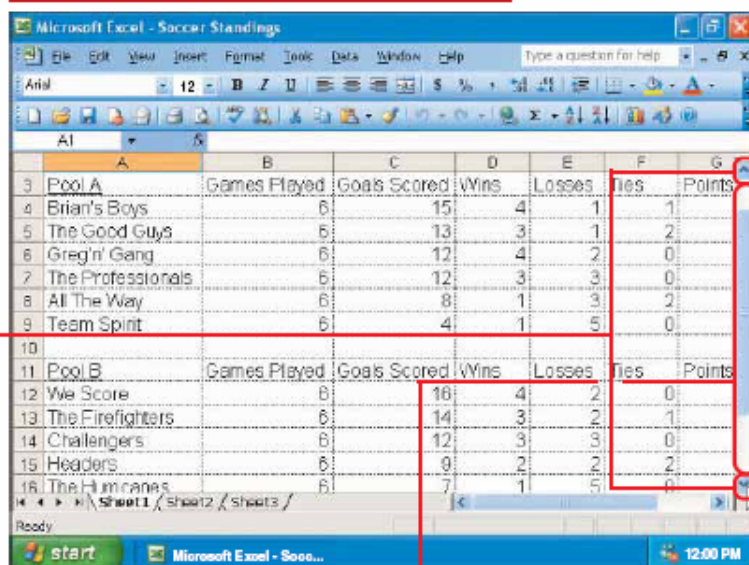
1 Click the cell you want to make the active cell.

Note: You can also press the ←, →, ↑ or ↓ key to change the active cell.

■ The cell reference for the new active cell appears in this area.

Skrolovanje kroz radnu površ:

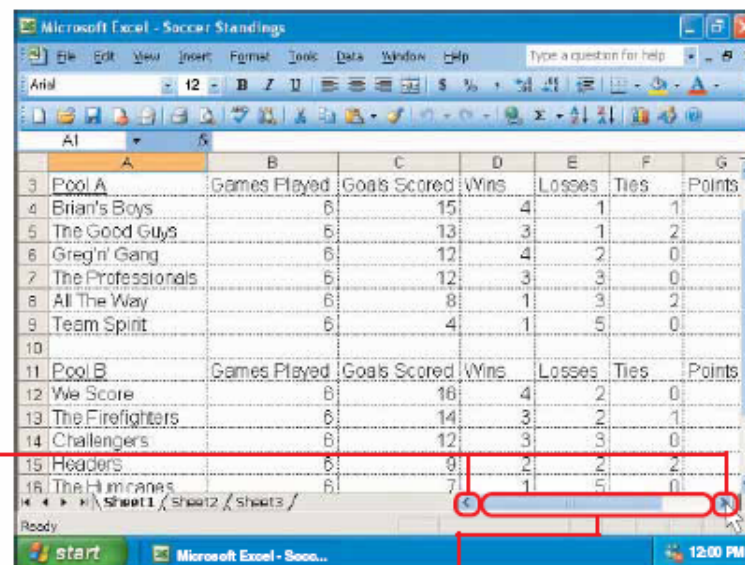
SCROLL THROUGH A WORKSHEET



SCROLL UP OR DOWN

1 To scroll up or down one row, click  or .

■ To quickly scroll to any row in your worksheet, position the mouse over the scroll box and then drag the scroll box along the scroll bar until the row you want to view appears.



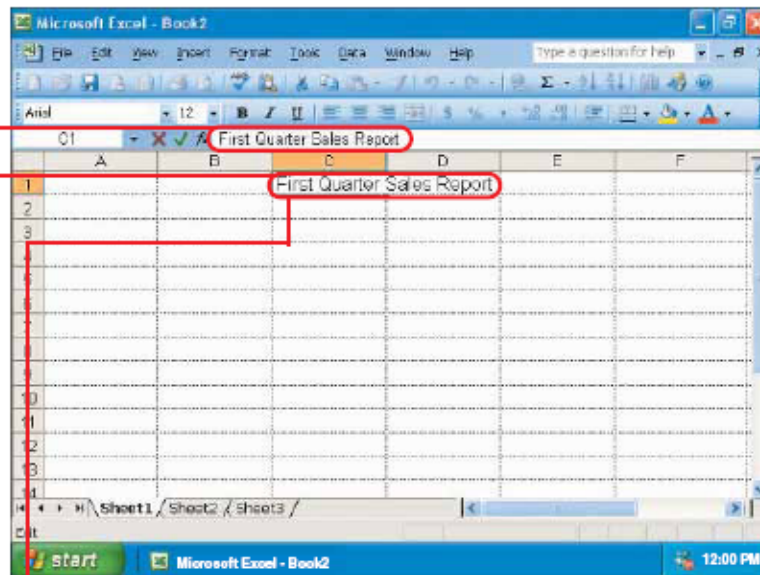
SCROLL LEFT OR RIGHT

1 To scroll left or right one column, click  or .

■ To quickly scroll to any column in your worksheet, position the mouse over the scroll box and then drag the scroll box along the scroll bar until the column you want to view appears.

Unos podataka:

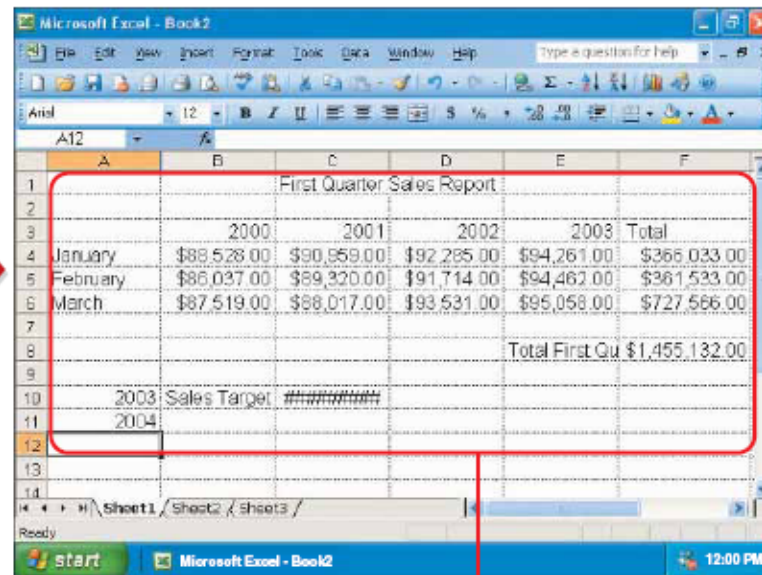
ENTER DATA



1 Click the cell where you want to enter data. Then type the data.

■ The data you type appears in the active cell and in the formula bar.

■ If you make a typing mistake while entering data, press the **+Backspace** key to remove the incorrect data. Then type the correct data.



2 Press the **Enter** key to enter the data and move down one cell.

*Note: To enter the data and move one cell in any direction, press the **←**, **→**, **↑** or **↓** key.*

3 Repeat steps **1** and **2** until you finish entering all your data.

Note: In this book, the size of data was changed to 12 points to make the data easier to read. To change the size of data, see

Unos podataka:

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F
1	First Quarter Sales Report					
2						
3		2000	2001	2002	2003	Total
4	January	\$88,528.00	\$90,959.00	\$92,295.00	\$94,261.00	\$366,033.00
5	February	\$86,037.00	\$89,320.00	\$91,714.00	\$94,462.00	\$361,533.00
6	March	\$87,519.00	\$88,017.00	\$93,531.00	\$95,058.00	\$727,566.00
7						
8					Total First Qu	\$1,455,132.00
9						
10	2003	Sales Target	#####			
11	2004					

Annotations in the image: A red arrow points to the text 'First Quarter Sales Report' in cell A1, which has spilled into cells B1 through F1. Another red circle highlights the text 'Total First Qu' in cell E8, which has spilled into cell F8. A third red circle highlights the error code '#####' in cell C10, which is a result of a number being too large to fit in the cell.

■ If the text is too long to fit in a cell, the text will spill into the neighboring cell. If the neighboring cell contains data, Excel will display as much of the text as the column width will allow.

■ If a number is too large to fit in a cell, Excel will display the number in scientific notation or as number signs (#).

Note: To change the width of a column to display text or a

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F
1	First Quarter Sales Report					
2						
3		2000	2001	2002	2003	Total
4	January	\$88,528.00	\$90,959.00	\$92,295.00	\$94,261.00	\$366,033.00
5	February	\$86,037.00	\$89,320.00	\$91,714.00	\$94,462.00	\$361,533.00
6	March	\$87,519.00	\$88,017.00	\$93,531.00	\$95,058.00	\$727,566.00
7						
8					Total First Qu	\$1,455,132.00
9						
10	2003	Sales Target	#####			
11	2004	Sales Target				

Annotation in the image: A red circle highlights the text 'Sales Target' in cell B11, which is the result of the Autocomplete feature. The text 'Sales Target' was already present in cell B10, and Excel automatically completed it in cell B11.

AUTOCOMPLETE

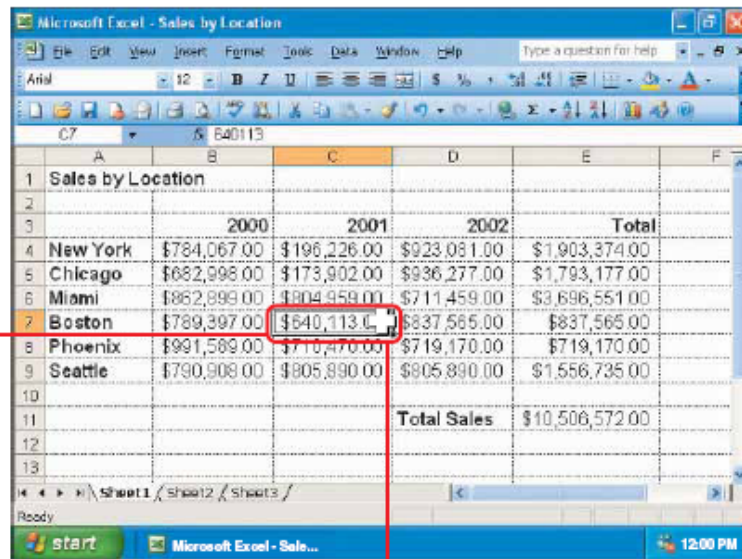
■ If the first few letters you type match the text in another cell in the same column, Excel will complete the text for you.

1 To enter the text Excel provides, press the **Enter** key.

■ To enter different text, continue typing.

Selektovanje ćelija:

SELECT CELLS



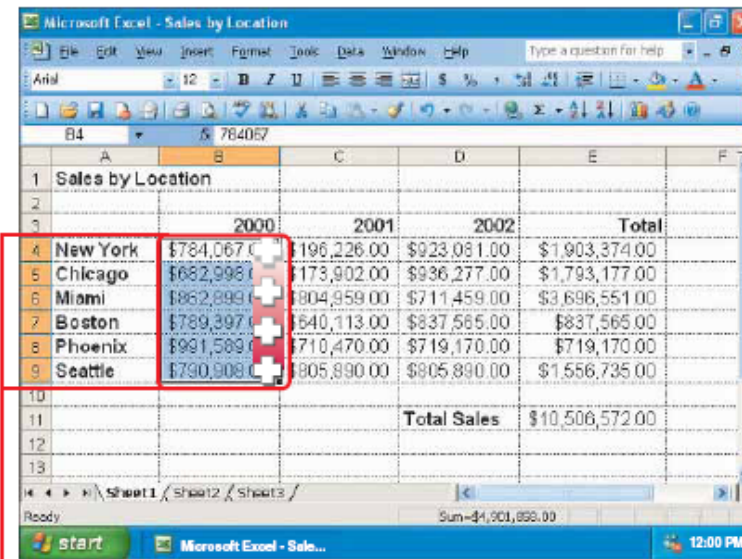
The screenshot shows the Microsoft Excel interface with a spreadsheet titled "Sales by Location". The active cell is C7, which contains the value \$540,113.00. A red box highlights this cell, and a red arrow points from the "SELECT A CELL" instruction below to it.

	A	B	C	D	E	F
1	Sales by Location					
2						
3		2000	2001	2002	Total	
4	New York	\$784,067.00	\$196,226.00	\$923,081.00	\$1,903,374.00	
5	Chicago	\$682,998.00	\$173,902.00	\$936,277.00	\$1,793,177.00	
6	Miami	\$862,899.00	\$804,959.00	\$711,459.00	\$3,696,551.00	
7	Boston	\$789,397.00	\$540,113.00	\$837,565.00	\$837,565.00	
8	Phoenix	\$991,589.00	\$710,470.00	\$719,170.00	\$719,170.00	
9	Seattle	\$790,908.00	\$805,890.00	\$805,890.00	\$1,556,735.00	
10						
11				Total Sales	\$10,506,572.00	
12						
13						

SELECT A CELL

- 1 Click the cell you want to select.



■ The cell becomes the active cell and displays a thick border.



The screenshot shows the same Microsoft Excel spreadsheet. A red box highlights a group of cells from B4 to B9, which contain sales data for New York, Chicago, Miami, Boston, Phoenix, and Seattle. A mouse cursor is positioned over the first cell of the selection (B4). A red arrow points from the "SELECT A GROUP OF CELLS" instruction below to the mouse cursor.

	A	B	C	D	E	F
1	Sales by Location					
2						
3		2000	2001	2002	Total	
4	New York	\$784,067.00	\$196,226.00	\$923,081.00	\$1,903,374.00	
5	Chicago	\$682,998.00	\$173,902.00	\$936,277.00	\$1,793,177.00	
6	Miami	\$862,899.00	\$804,959.00	\$711,459.00	\$3,696,551.00	
7	Boston	\$789,397.00	\$540,113.00	\$837,565.00	\$837,565.00	
8	Phoenix	\$991,589.00	\$710,470.00	\$719,170.00	\$719,170.00	
9	Seattle	\$790,908.00	\$805,890.00	\$805,890.00	\$1,556,735.00	
10						
11				Total Sales	\$10,506,572.00	
12						
13						

SELECT A GROUP OF CELLS

- 1 Position the mouse  over the first cell you want to select.
- 2 Drag the mouse  until you highlight all the cells you want to select.

■ To select multiple groups of cells, press and hold down the **Ctrl** key as you repeat steps 1 and 2 for each group of cells you want to select.

■ To deselect cells, click any cell.

Selektovanje redova i kolona:

Microsoft Excel - Sales by Location

	A	B	C	D	E	F
1	Sales by Location					
2						
3		2000	2001	2002	Total	
4	New York	\$784,067.00	\$196,226.00	\$923,081.00	\$1,903,374.00	
5	Chicago	\$682,998.00	\$173,902.00	\$936,277.00	\$1,793,177.00	
6	Miami	\$862,899.00	\$804,959.00	\$711,459.00	\$3,696,551.00	
7	Boston	\$789,397.00	\$540,113.00	\$837,565.00	\$837,565.00	
8	Phoenix	\$991,589.00	\$710,470.00	\$719,170.00	\$719,170.00	
9	Seattle	\$790,908.00	\$805,890.00	\$805,890.00	\$1,556,735.00	
10						
11			Total Sales	\$10,506,572.00		
12						
13						

SELECT A ROW

1 Click the number of the row you want to select.

■ To select multiple rows, position the mouse → over the number of the first row you want to select. Then drag the mouse → until you highlight all the rows you want to select.

Microsoft Excel - Sales by Location

	A	B	C	D	E	F
1	Sales by Location					
2						
3		2000	2001	2002	Total	
4	New York	\$784,067.00	\$196,226.00	\$923,081.00	\$1,903,374.00	
5	Chicago	\$682,998.00	\$173,902.00	\$936,277.00	\$1,793,177.00	
6	Miami	\$862,899.00	\$804,959.00	\$711,459.00	\$3,696,551.00	
7	Boston	\$789,397.00	\$540,113.00	\$837,565.00	\$837,565.00	
8	Phoenix	\$991,589.00	\$710,470.00	\$719,170.00	\$719,170.00	
9	Seattle	\$790,908.00	\$805,890.00	\$805,890.00	\$1,556,735.00	
10						
11			Total Sales	\$10,506,572.00		
12						
13						

SELECT A COLUMN

1 Click the letter of the column you want to select.

■ To select multiple columns, position the mouse ↓ over the letter of the first column you want to select. Then drag the mouse ↓ until you highlight all the columns you want to select.

Kreiranje serije tekstualnih podataka:

COMPLETE A TEXT SERIES

	A	B	C	D	E	F	G
1							
2			Third Quarter Sales				
3			Oct	Total			
4			\$8,528.00	\$9,037.00	\$8,920.00	\$8,714.00	\$24,772.00
5			\$9,519.00	\$8,017.00	\$9,531.00		\$27,067.00
6			\$9,952.00	\$9,158.00	\$9,850.00		\$28,958.00
7			\$10,307.00	\$9,450.00	\$9,872.00		\$29,629.00
8			Total Sales	\$137,097.00			

1 Enter the text you want to start the series.

2 Click the cell containing the text you entered.

3 Position the mouse over the bottom right corner of the cell (+ changes to +).

4 Drag the mouse over the cells you want to include in the series.

	A	B	C	D	E	F	G
1							
2			Third Quarter Sales				
3			Oct	Nov	Dec	Total	
4			\$8,528.00	\$7,959.00	\$8,285.00	\$24,772.00	
5			\$9,037.00	\$8,920.00	\$8,714.00	\$26,671.00	
6			\$9,519.00	\$8,017.00	\$9,531.00	\$27,067.00	
7			\$9,952.00	\$9,158.00	\$9,850.00	\$28,958.00	
8			\$10,307.00	\$9,450.00	\$9,872.00	\$29,629.00	
9			Total Sales	\$137,097.00			

The cells display the text series.

Note: If Excel cannot determine the text series you want to complete, it will copy the text in the first cell to all the cells you select.

To deselect cells, click any cell.




Kreiranje serija brojeva:


COMPLETE A NUMBER SERIES

	Oct	Nov	Dec	Total
1998	\$8,528.00	\$7,959.00	\$8,285.00	\$24,772.00
1999	\$9,037.00	\$8,920.00	\$8,714.00	\$26,671.00
	\$9,519.00	\$8,017.00	\$9,531.00	\$27,067.00
	\$9,952.00	\$9,158.00	\$9,850.00	\$28,958.00
	\$10,307.00	\$9,450.00	\$8,872.00	\$29,629.00
Total Sales:				\$137,097.00

1 Enter the first two numbers you want to start the series.

2 Select the cells containing the numbers you entered. To select cells, see page 10.

3 Position the mouse  over the bottom right corner of the selected cells ( changes to ).

4 Drag the mouse  over the cells you want to include in the series.

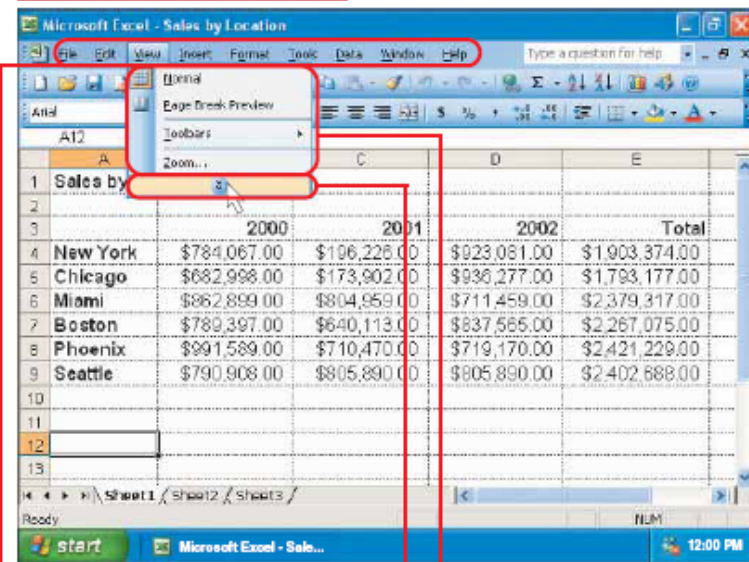
	Oct	Nov	Dec	Total
1998	\$8,528.00	\$7,959.00	\$8,285.00	\$24,772.00
1999	\$9,037.00	\$8,920.00	\$8,714.00	\$26,671.00
2000	\$9,519.00	\$8,017.00	\$9,531.00	\$27,067.00
2001	\$9,952.00	\$9,158.00	\$9,850.00	\$28,958.00
2002	\$10,307.00	\$9,450.00	\$8,872.00	\$29,629.00
Total Sales:				\$137,097.00

5 The cells display the number series.

6 To deselect cells, click any cell.

Selektovanje komandi:

SELECT A COMMAND

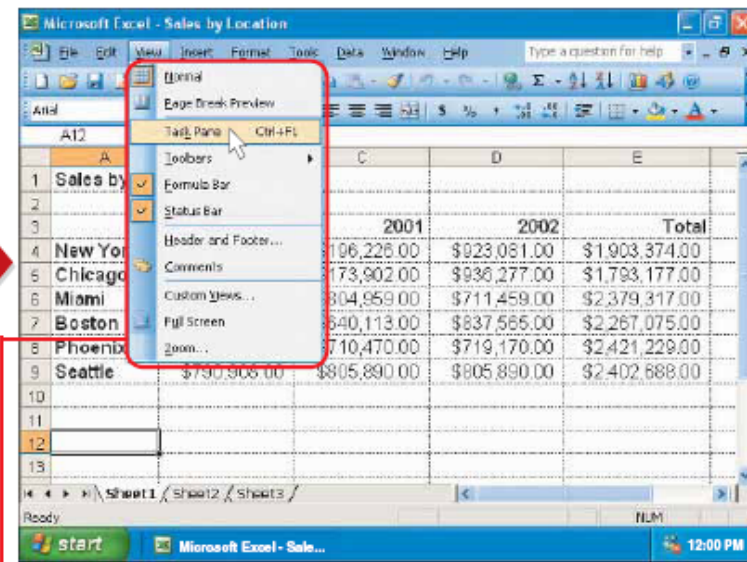


USING MENUS

1 Click the name of the menu you want to display.

2 A short version of the menu appears, displaying the most commonly used commands.

2 To expand the menu and display all the commands, position the mouse over the down arrow.



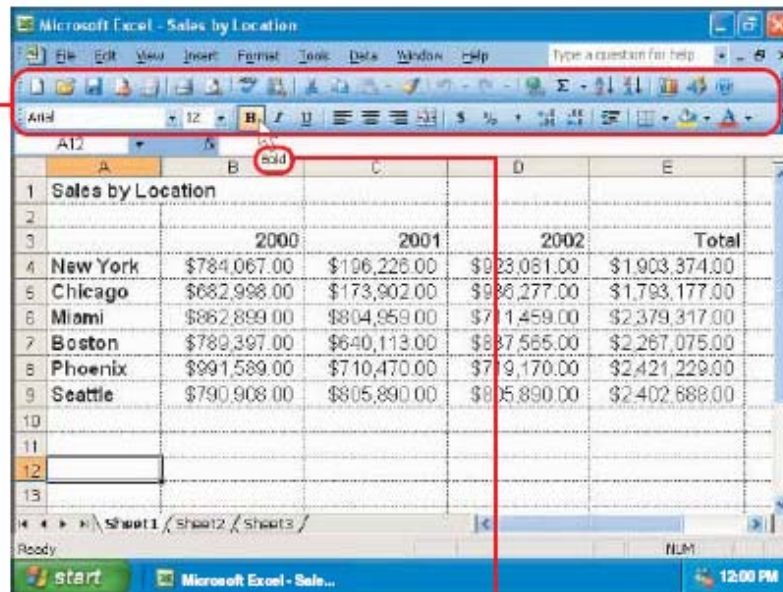
3 The expanded menu appears, displaying all the commands.

3 Click the command you want to use.

Note: A dimmed command is currently not available.

■ To close a menu without selecting a command, click outside the menu.

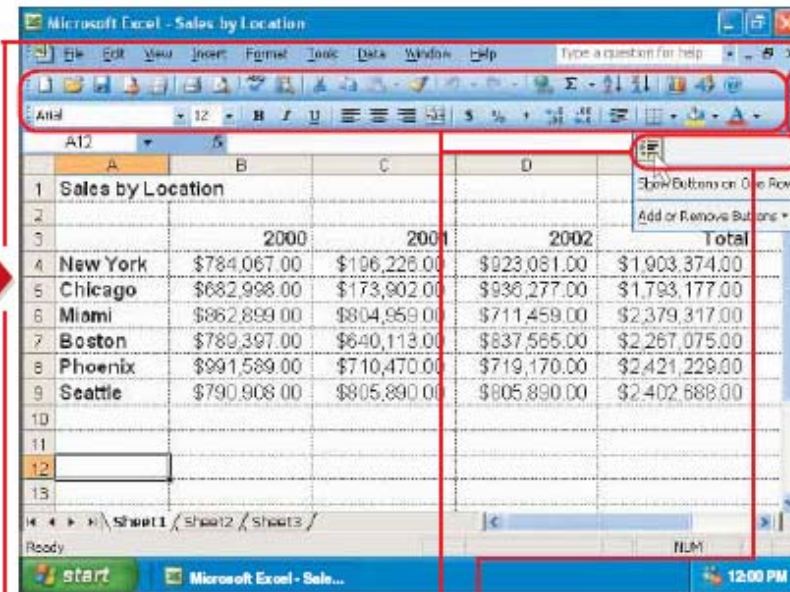
Selektovanje komandi:




USING TOOLBARS

1 To display the name of a toolbar button, position the mouse over the button.

2 After a moment, the name of the button appears in a yellow box. The button name can help you determine the task the button performs.

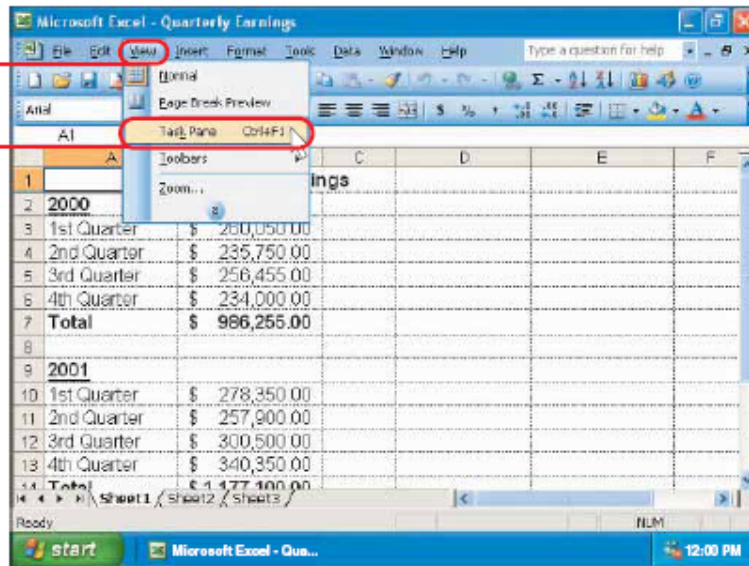


2 A toolbar may not be able to display all its buttons. Click  to display additional buttons for the toolbar.

3 Additional buttons for the toolbar appear. To use a toolbar button to select a command, click the button.

Task Pane (radni paneli):

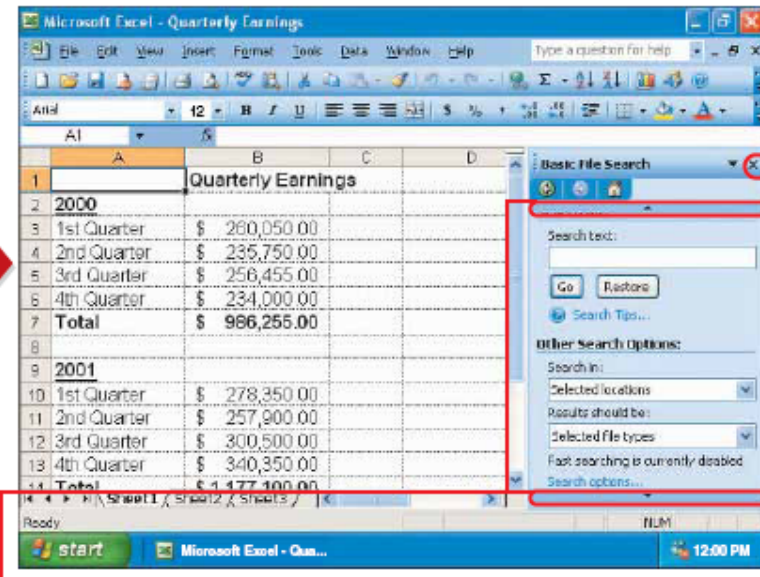
USING THE TASK PANE




DISPLAY OR HIDE THE TASK PANE

- 1 Click **View**.
- 2 Click **Task Pane**.

Note: If Task Pane does not appear on the menu, position the mouse over the bottom of the menu to display the menu option.



- The task pane appears or disappears.
- You can position the mouse over ▲ or ▼ to browse through the information in the task pane.

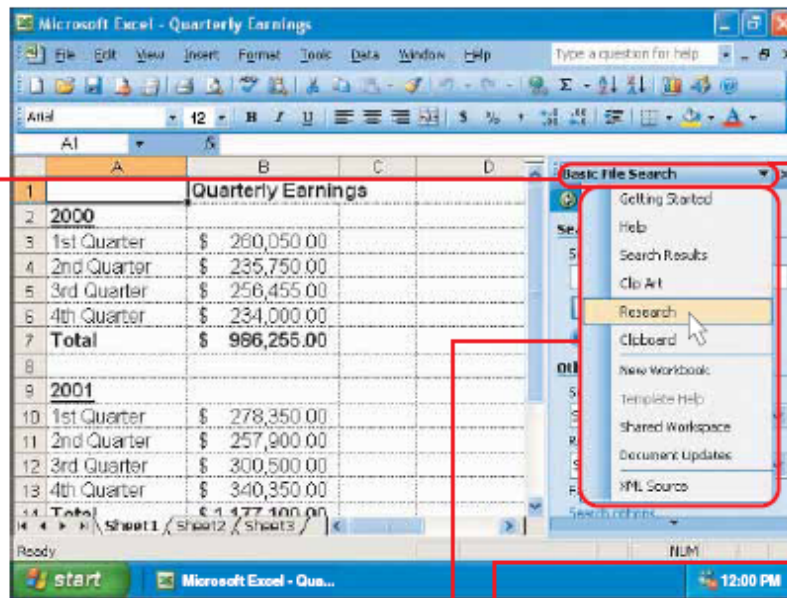
- To quickly hide the task pane at any time, click .

Task Pane (radni paneli):



- Nova radna sveska
- Novi Clipboard
- Pretraga Rezultatat
- Clip Art

Task Pane (radni paneli):

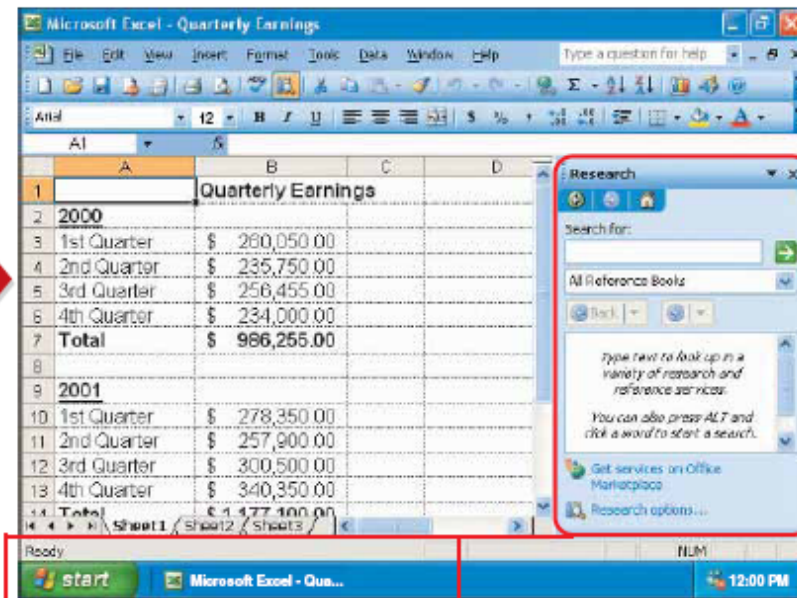


DISPLAY A DIFFERENT TASK PANE

■ This area shows the name of the displayed task pane.

1 Click this area to display a list of task panes.

2 Click the task pane you want to display.

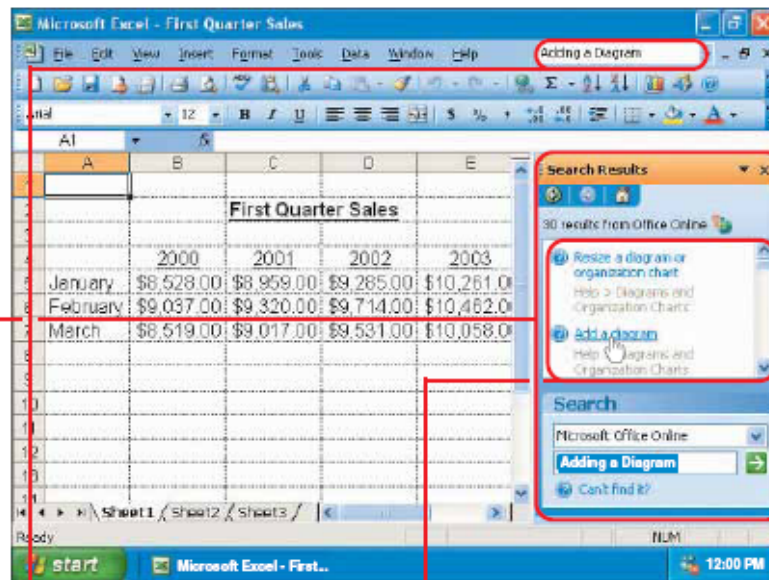


■ The task pane you selected appears.

■ In this example, the Research task pane appears.

Pomoć u radu:

GETTING HELP

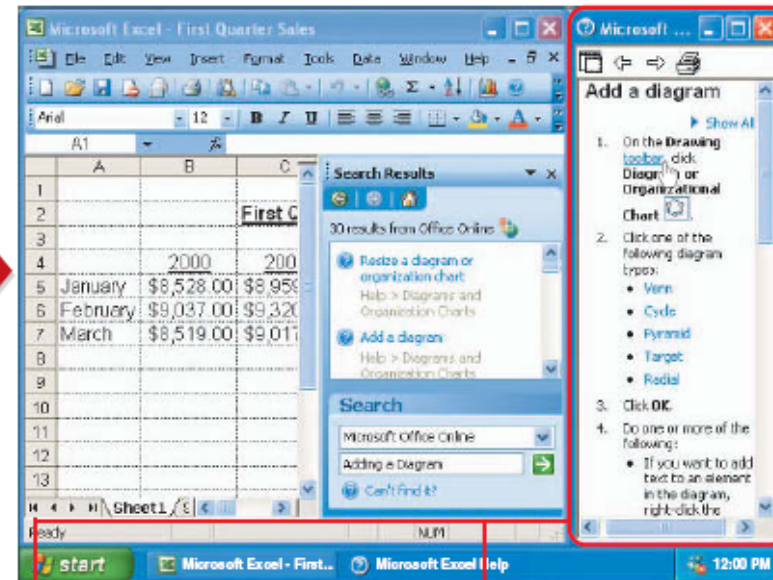


1 Click this area and type the task you want to get help information on. Then press the **Enter** key.

■ The Search Results task pane appears.

■ This area displays a list of related help topics. You can use the scroll bar to browse through the available topics.

2 Click the help topic of interest.



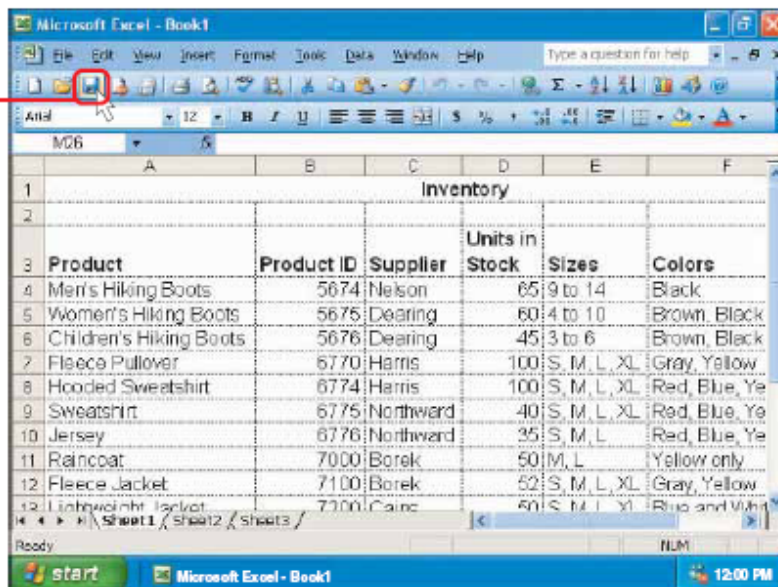
■ A window appears, displaying information about the help topic you selected.

3 To display additional information for a word or phrase that appears in color, click the word or phrase.

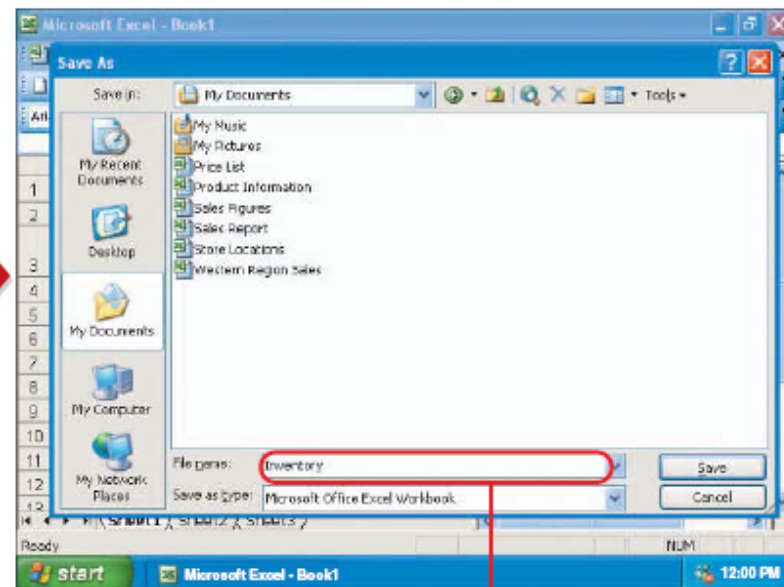
Online help: Primer - Insert function

Čuvanje podataka:

SAVE A WORKBOOK



1 Click  to save your workbook.



2 The Save As dialog box appears.

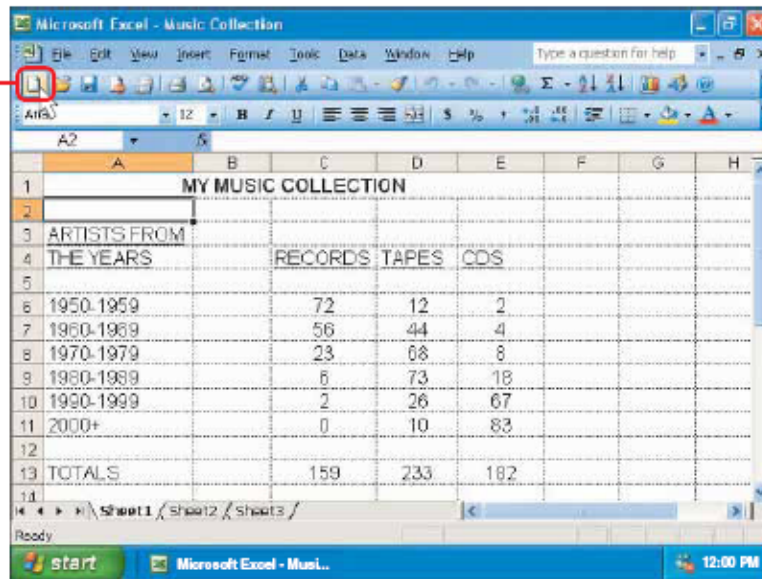
Note: If you previously saved your workbook, the Save As dialog box will not appear since you have already named the workbook.

2 Type a name for the workbook.



*Note: A workbook name cannot contain the * : ? > < | or " characters.*

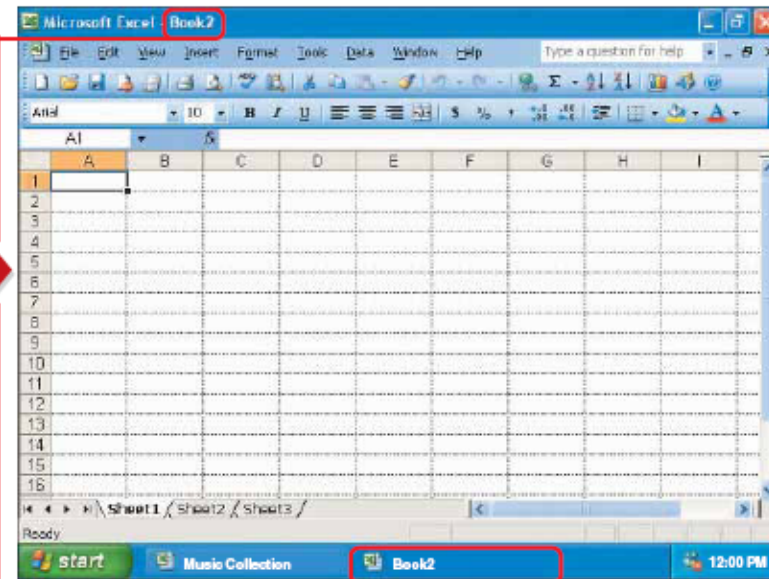
Kreiranje radne sveske:

CREATE A NEW WORKBOOK



1 Click  to create a new workbook.

Note: If  is not displayed, click  on the Standard toolbar to display the button.



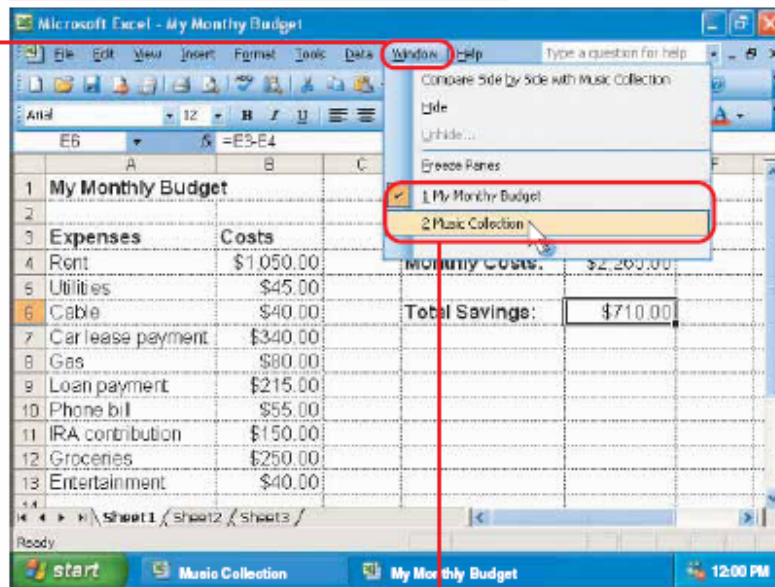
A new workbook appears. The previous workbook is now hidden behind the new workbook.

A button for the new workbook appears on the taskbar.

Excel gives the new workbook a temporary name, such as Book2, until you

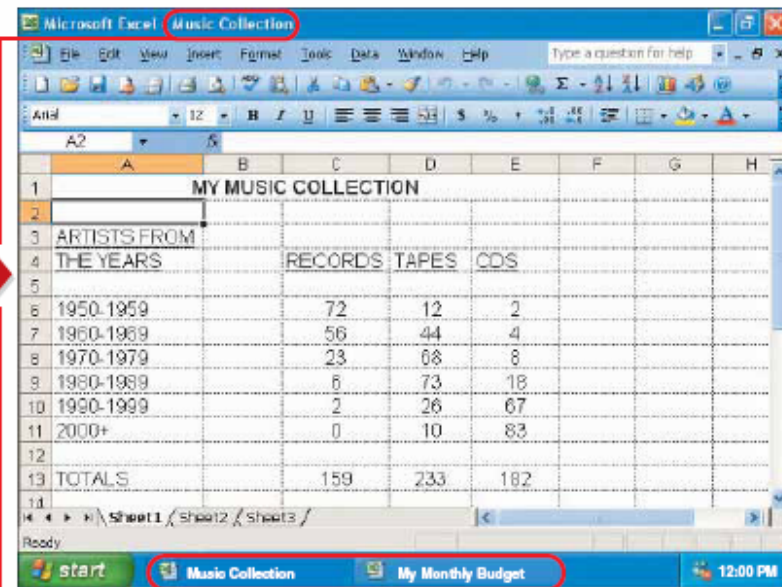
Prelazak između radnih sveski:

SWITCH BETWEEN WORKBOOKS



1 Click **Window** to display a list of all the workbooks you have open.

2 Click the name of the workbook you want to switch to.



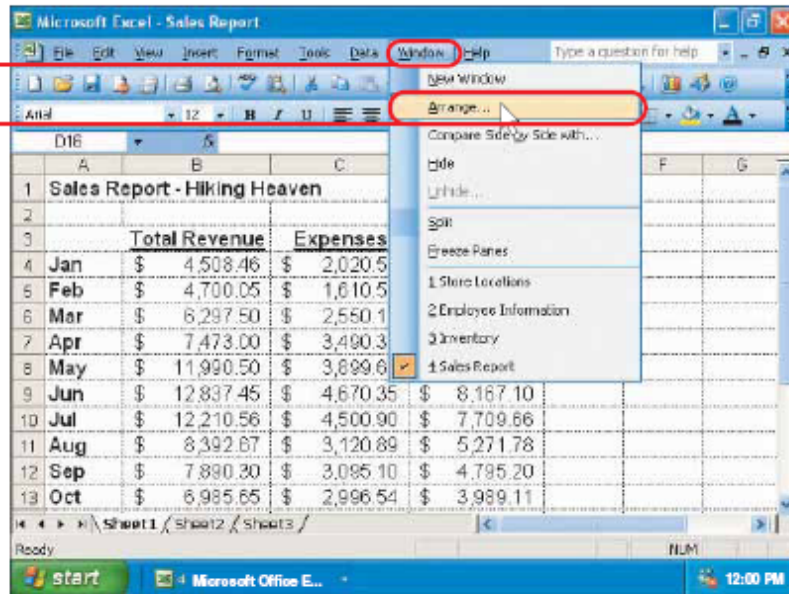
■ The workbook appears.

■ This area shows the name of the displayed workbook.

■ The taskbar displays a button for each open workbook. You can also click the buttons on the taskbar to switch between the open workbooks.

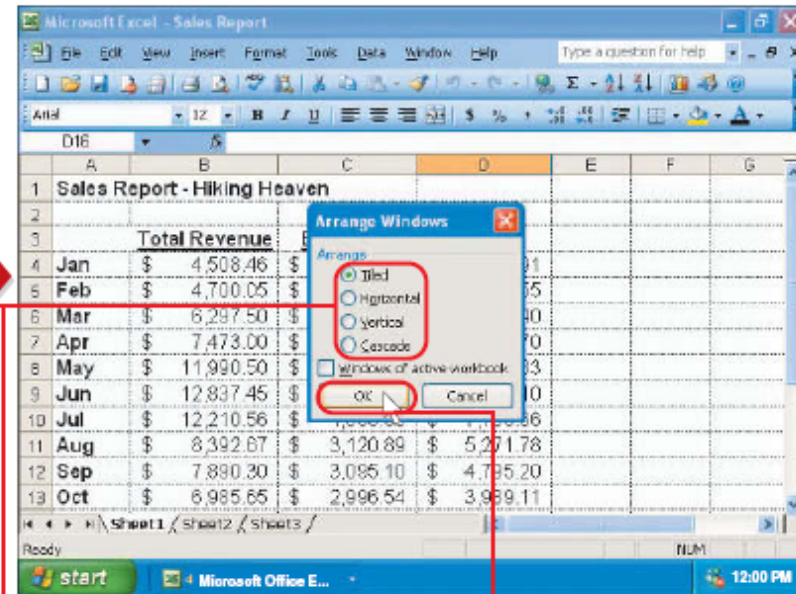
Uvid u sve aktivne radne sveske:

VIEW ALL OPEN WORKBOOKS



- 1 Click **Window**.
- 2 Click **Arrange**.

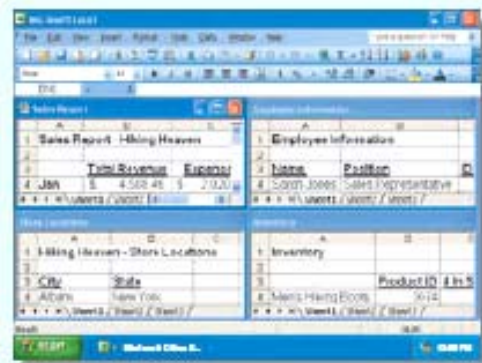
Note: If Arrange does not appear on the menu, position the mouse over the bottom of the menu to display the menu option.



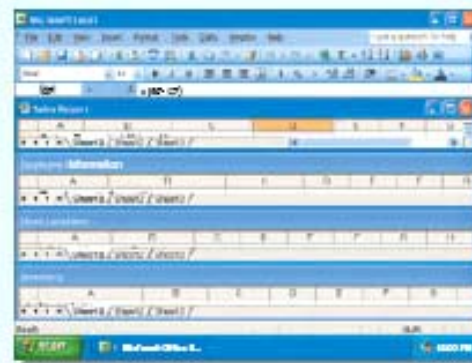
- 3 The Arrange Windows dialog box appears.
- 3 Click an option to select the way you want to arrange your open workbooks (○ changes to ●).
- 4 Click **OK** to arrange your workbooks.

Prvo je potrebno izabrati na koji način će aktivne sveske biti prikazane Window-Arrange

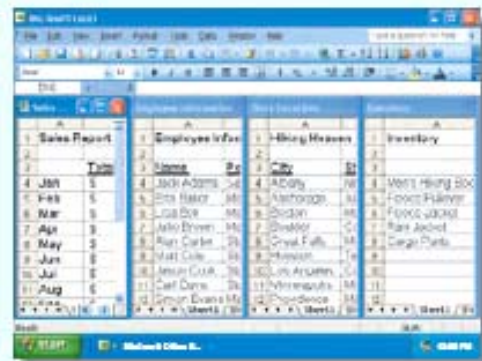
Tipovi prikaza radnih sveski:



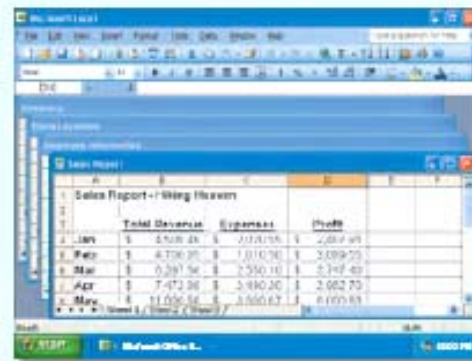
Tiled
The workbooks appear as tiled squares, allowing you to clearly view the contents of each workbook.



Horizontal
The workbooks appear one above the other.

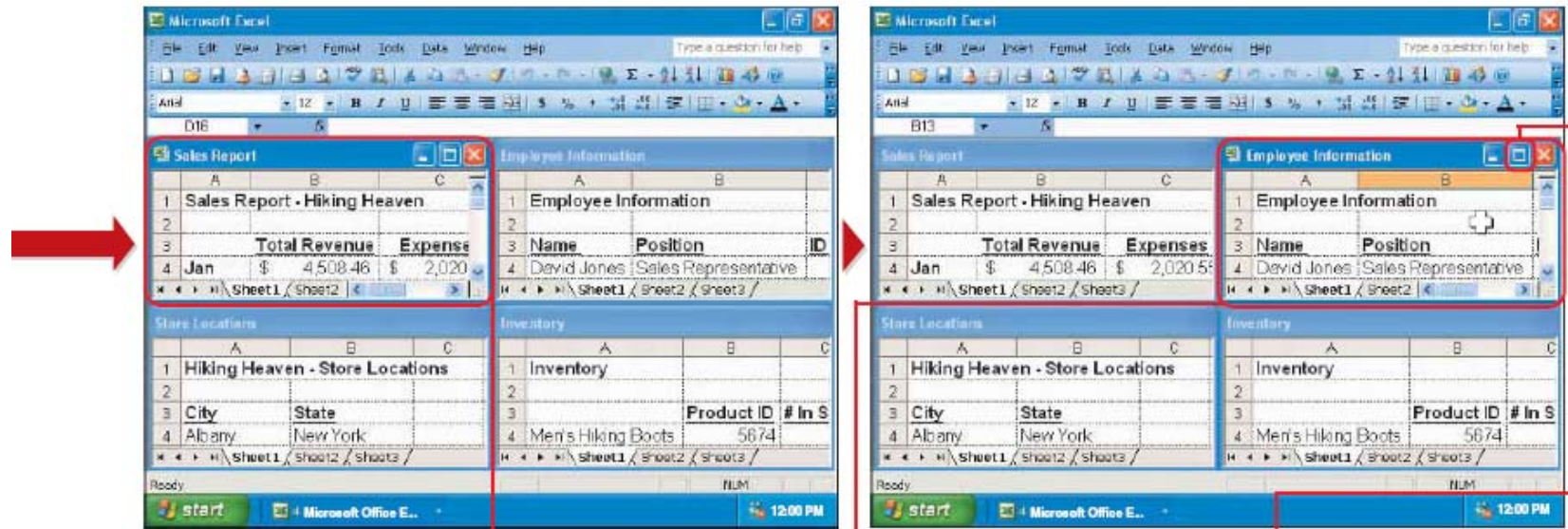


Vertical
The workbooks appear side by side.



Cascade
The workbooks overlap each other, allowing you to clearly view the title bar of each workbook.


Uvid u sve aktivne radne sveske:



■ Your workbooks appear neatly arranged.

■ You can work with only one workbook at a time. The current workbook displays a dark title bar.

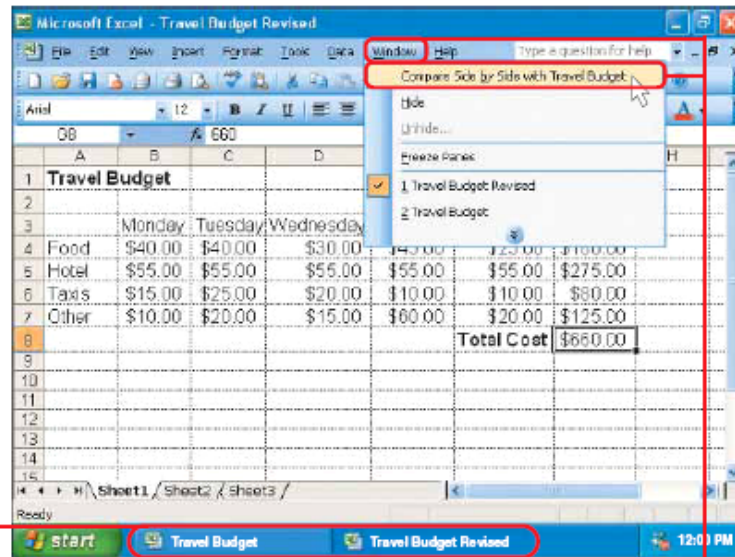
5 To make another workbook current, click anywhere in the workbook.

■ To make the current workbook fill your screen, click .

- Može se raditi istovremeno samo u jednoj radnoj svesci.
- Moguć je aktivni prelazak između radnih sveski.

Poređenje radnih sveski:

COMPARE WORKBOOKS

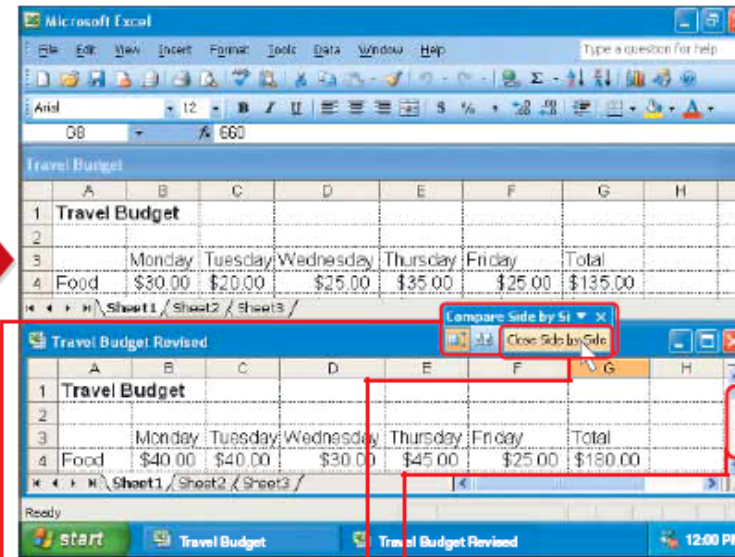


1 Open the two workbooks you want to compare.

Note: To open a workbook, see page 32.

2 Click **Window** in the current workbook.

3 Click **Compare Side by Side** to compare the current workbook with the other open workbook.



4 Excel displays the workbooks on your screen. One workbook appears above the other workbook.

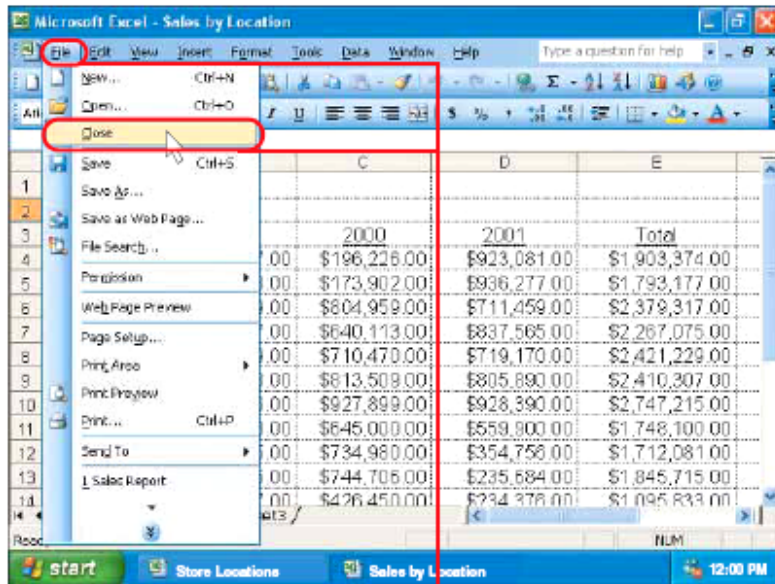
5 The Compare Side by Side toolbar also appears.

4 To scroll through the workbooks on your screen, drag the scroll box up or down in one workbook. Excel automatically scrolls the other workbook for you.

5 When you finish comparing the workbooks on your screen, click **Close Side by Side**.

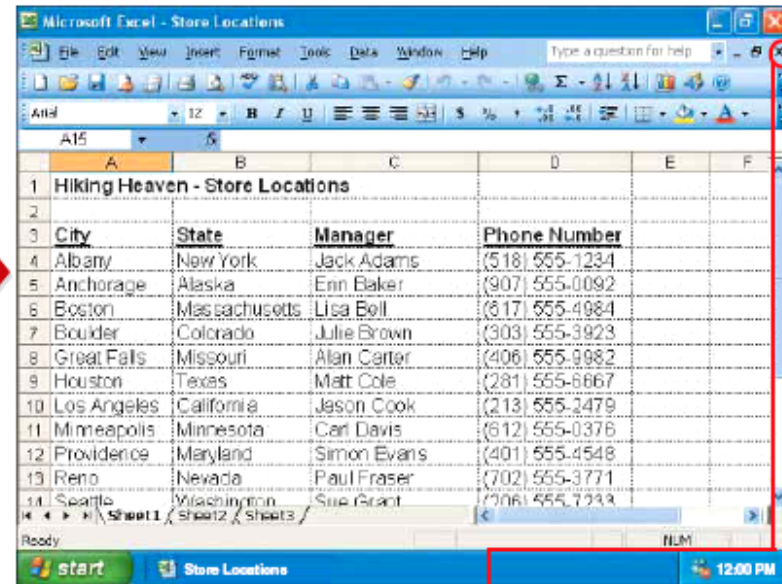
Zatvaranje radnih sveski:

CLOSE A WORKBOOK



■ Before closing a workbook, you should save any changes you made to the workbook. To save a workbook, see page 22.

- 1 Click **File**.
- 2 Click **Close** to close the workbook.



■ The workbook disappears from your screen.

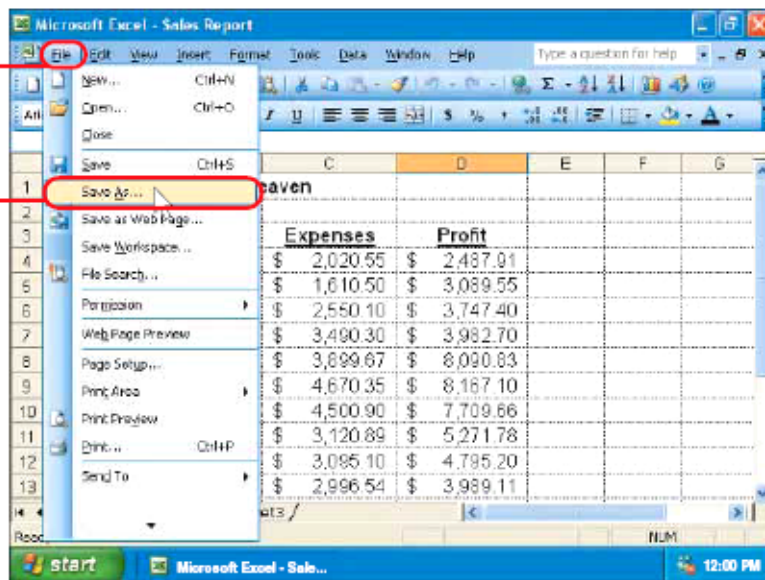
■ If you had more than one workbook open, the second last workbook you worked with appears on your screen.

QUICKLY CLOSE A WORKBOOK

■ To quickly close a workbook, click **X**.

Čuvanje pod drugim imenom:

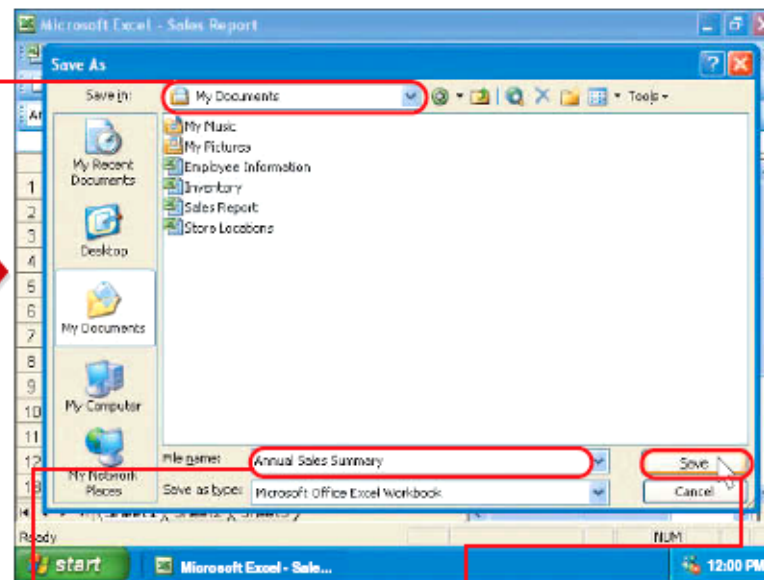
SAVE A WORKBOOK WITH A NEW NAME



1 Click **File**.

2 Click **Save As**.

■ The Save As dialog box appears.



3 Type a new name for the workbook.

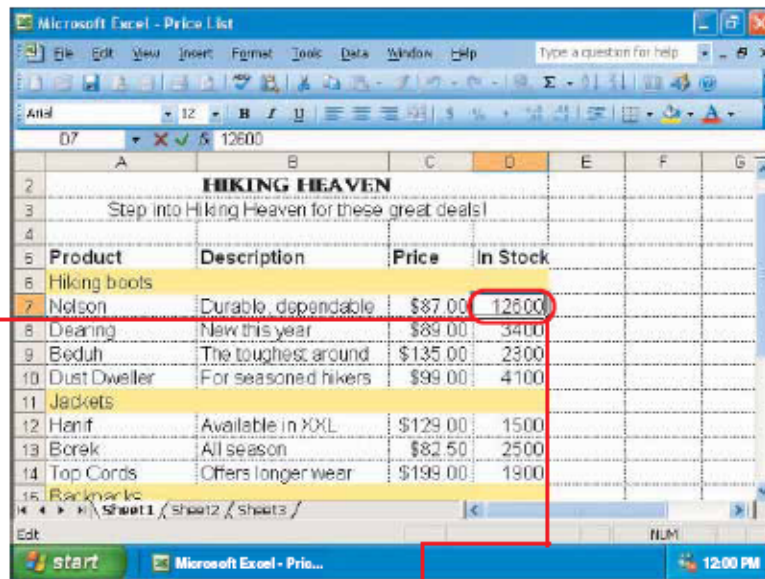
■ This area shows the location where Excel will store your workbook. You can click this area to change the location.

4 Click **Save** to save your workbook with the new name.

■ Excel saves a copy of your workbook with the new name.

Editovanje podataka:

EDIT DATA

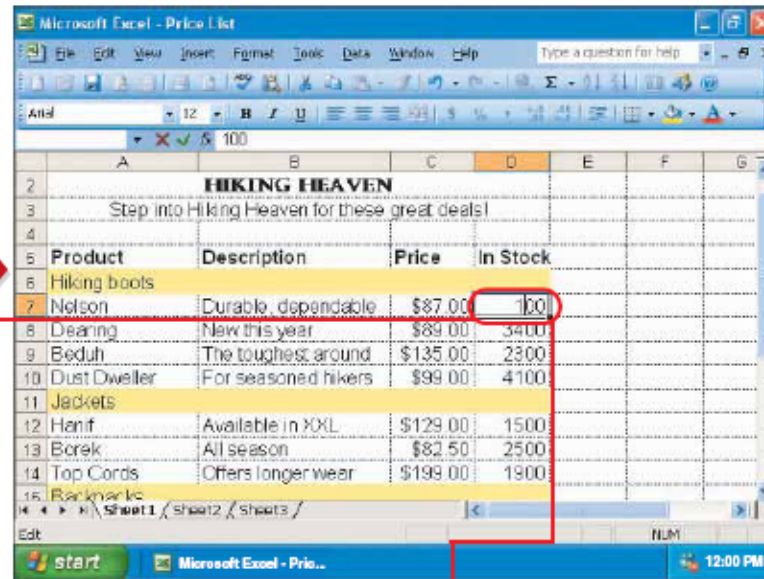


The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Price List". The active cell is D7, containing the value "126.00". A red box highlights this cell, and a red arrow points to it from the first instruction. A red box also highlights the insertion point in the same cell, with a red arrow pointing to it from the second instruction.

Product	Description	Price	In Stock
Hiking boots			
Nelson	Durable, dependable	\$87.00	126.00
Deaning	New this year	\$89.00	3400
Beduh	The toughest around	\$135.00	2300
Dust Dweller	For seasoned hikers	\$99.00	4100
Jackets			
Hanif	Available in XXL	\$129.00	1500
Borek	All season	\$82.50	2500
Top Cords	Offers longer wear	\$199.00	1900

1 Double-click the cell containing the data you want to edit.

2 A flashing insertion point appears in the cell.



The screenshot shows the same Microsoft Excel window. The insertion point is now positioned to the right of the "126.00" value in cell D7. A red box highlights the "126.00" value, and a red arrow points to it from the third instruction. Another red box highlights the insertion point, with a red arrow pointing to it from the second instruction.

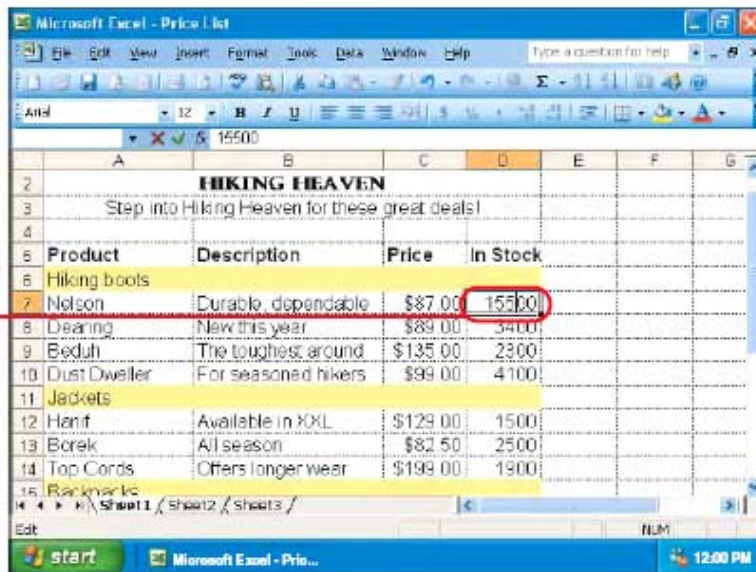
Product	Description	Price	In Stock
Hiking boots			
Nelson	Durable, dependable	\$87.00	126.00
Deaning	New this year	\$89.00	3400
Beduh	The toughest around	\$135.00	2300
Dust Dweller	For seasoned hikers	\$99.00	4100
Jackets			
Hanif	Available in XXL	\$129.00	1500
Borek	All season	\$82.50	2500
Top Cords	Offers longer wear	\$199.00	1900

2 Press the **←** or **→** key to move the insertion point to where you want to remove or add characters.

3 To remove the character to the left of the insertion point, press the **+Backspace** key.

4 To remove the character to the right of the insertion point, press the **Delete** key.

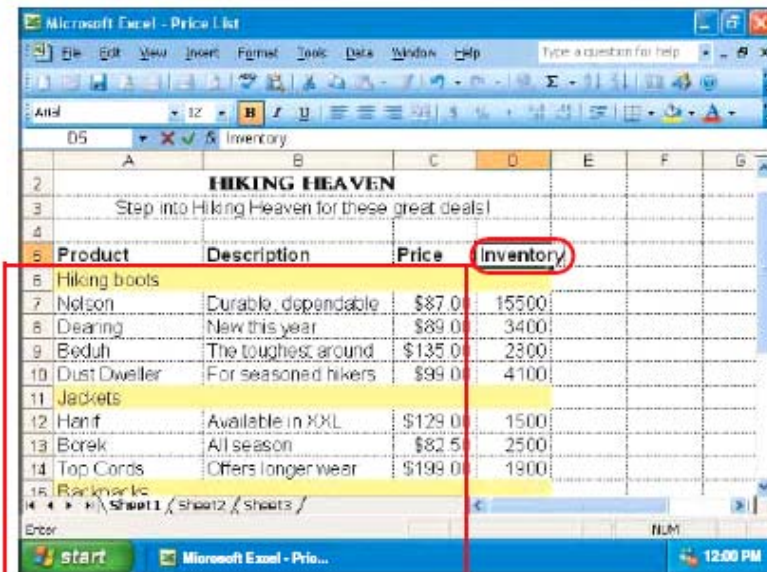
Editovanje podataka:



Product	Description	Price	In Stock
Hiking boots			
Nelson	Durable, dependable	\$87.00	15500
Dearing	New this year	\$89.00	3400
Beduh	The toughest around	\$135.00	2300
Dust Dweller	For seasoned hikers	\$99.00	4100
Jackets			
Han f	Available in XXL	\$129.00	1500
Borek	All season	\$82.50	2500
Top Cords	Offers longer wear	\$199.00	1900

4 To add data where the insertion point flashes on your screen, type the data.

5 When you finish making changes to the data, press the **Enter** key.



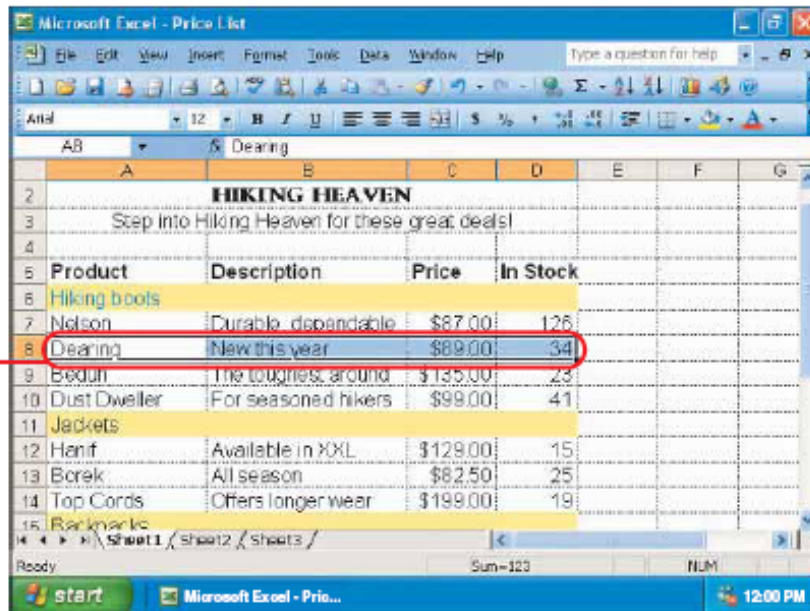
Product	Description	Price	Inventory
Hiking boots			
Nelson	Durable, dependable	\$87.00	15500
Dearing	New this year	\$89.00	3400
Beduh	The toughest around	\$135.00	2300
Dust Dweller	For seasoned hikers	\$99.00	4100
Jackets			
Han f	Available in XXL	\$129.00	1500
Borek	All season	\$82.50	2500
Top Cords	Offers longer wear	\$199.00	1900

1 Click the cell containing the data you want to replace with new data.

2 Type the new data and then press the **Enter** key.

Brisanje podataka:

DELETE DATA

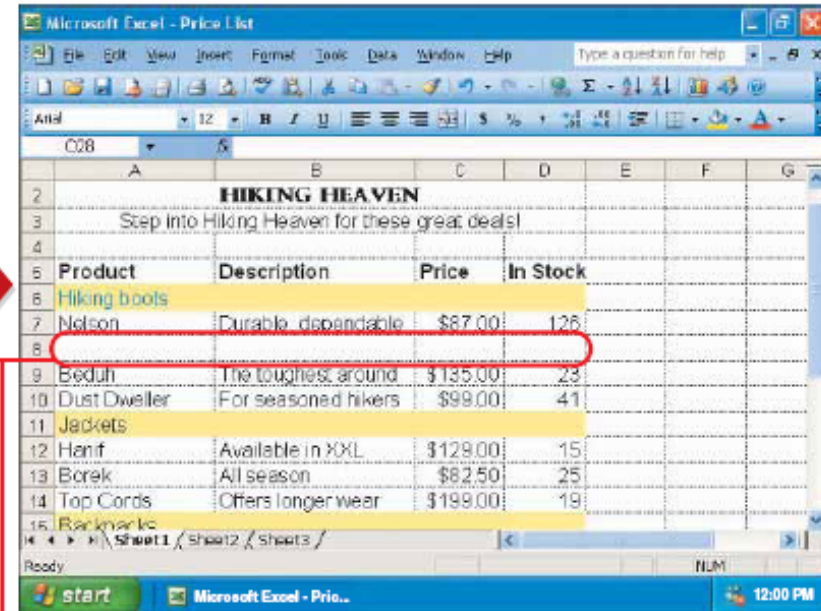


Microsoft Excel - Price List

Product	Description	Price	In Stock
Hiking boots			
Nelson	Durable, dependable	\$87.00	126
Dearing	New this year	\$89.00	34
Beduh	The toughest around	\$135.00	23
Dust Dweller	For seasoned hikers	\$99.00	41
Jackets			
Hanif	Available in XXL	\$129.00	15
Borek	All season	\$82.50	25
Top Cords	Offers longer wear	\$199.00	19

1 Select the cells containing the data you want to delete. To select cells, see page 10.

2 Press the **Delete** key.



Microsoft Excel - Price List

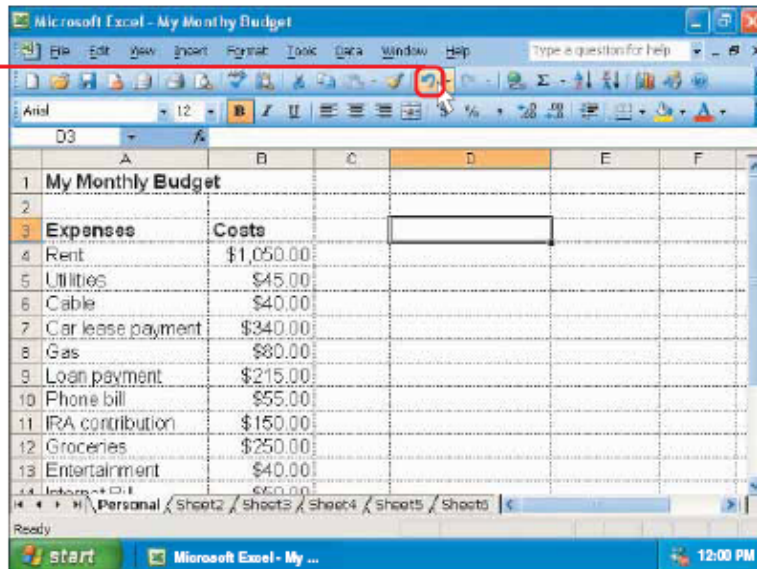
Product	Description	Price	In Stock
Hiking boots			
Nelson	Durable, dependable	\$87.00	126
Beduh	The toughest around	\$135.00	23
Dust Dweller	For seasoned hikers	\$99.00	41
Jackets			
Hanif	Available in XXL	\$129.00	15
Borek	All season	\$82.50	25
Top Cords	Offers longer wear	\$199.00	19


The data in the cells you selected disappears.



To deselect cells, click any cell.

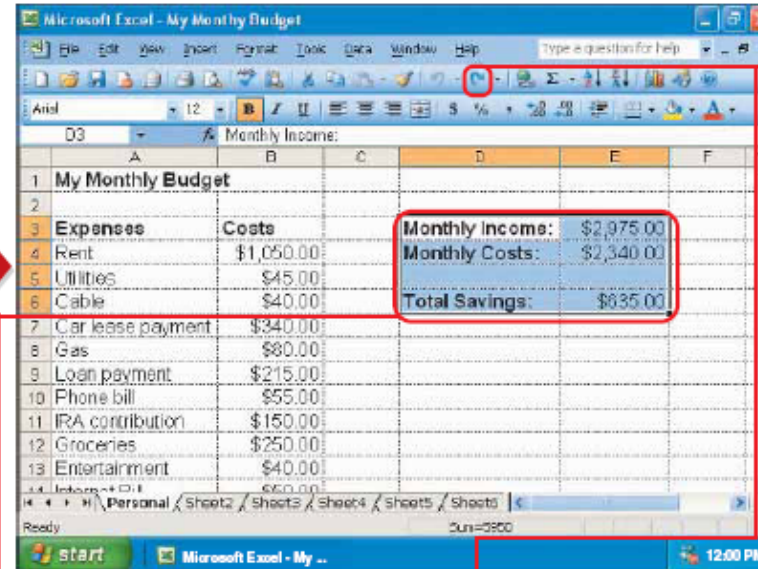
Poništavanje promena:

UNDO CHANGES




1 Click  to undo the last change you made to your worksheet.



Note: If  is not displayed, click  on the Standard toolbar to display the button.



Excel cancels the last change you made to your worksheet.

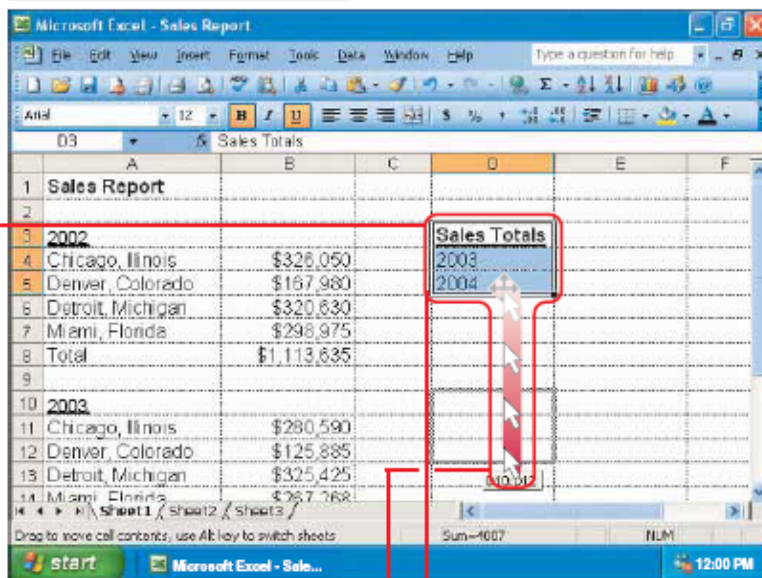
You can repeat step 1 to cancel previous changes you made.

To reverse the results of using the Undo feature, click .

Note: If  is not displayed, click  on the Standard toolbar to display the button.



Premeštanje i kopiranje podataka:

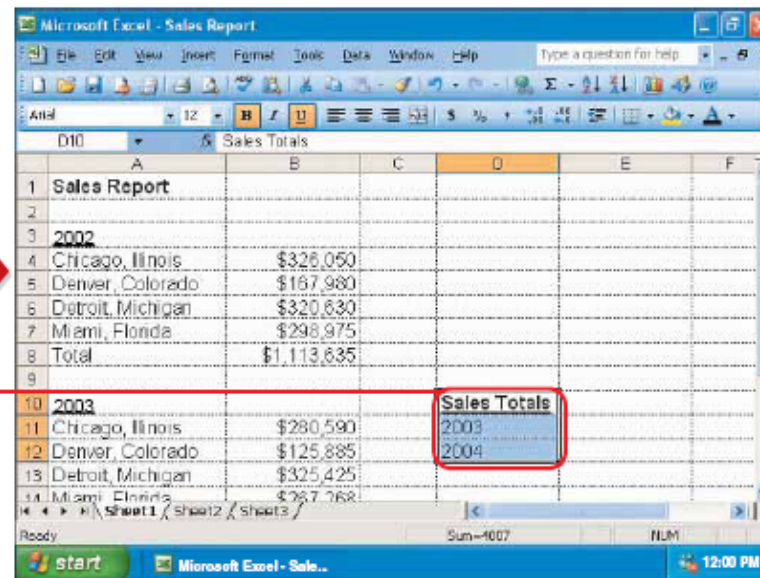
MOVE OR COPY DATA



USING DRAG AND DROP

1 Select the cells containing the data you want to move. To select cells, see page 10.

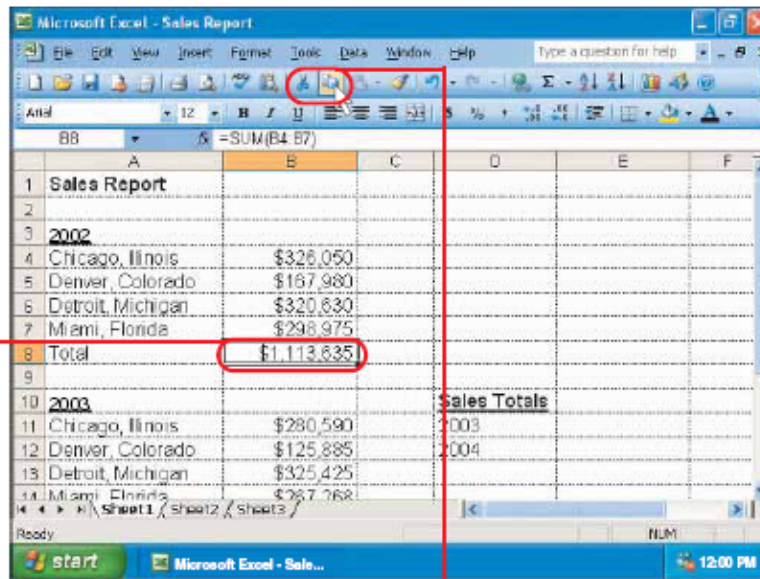
- 2** Position the mouse over a border of the selected cells (☒ changes to ).
- 3** To move the data, drag the mouse  to where you want to place the data.



■ The data moves to the new location.

■ To copy data, perform steps 1 to 3, except press and hold down the **Ctrl** key as you perform step 3.



...ili drugi metod:

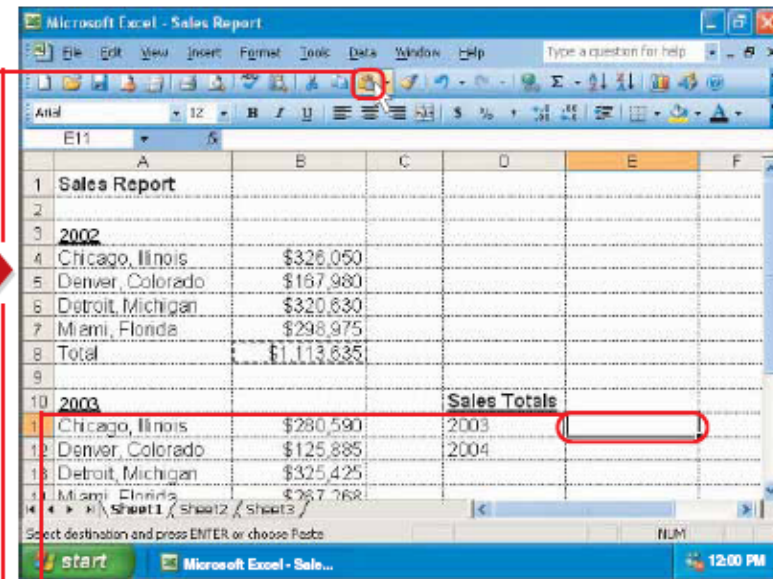


USING THE TOOLBAR BUTTONS


1 Select the cells containing the data you want to move or copy. To select cells, see page 10.

2 Click one of the following buttons.

-  Move data
-  Copy data



3 Click the cell where you want to place the data. This cell will become the top left cell of the new location.

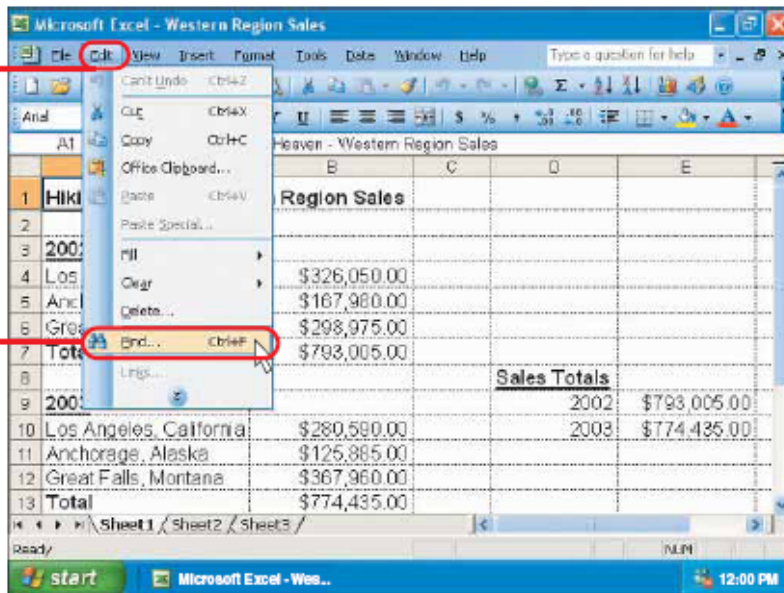
4 Click  to place the data in the new location.

■ The data appears in the new location.

*Note: A moving, dotted border may appear around the cells you selected to move or copy. To remove the border, press the **Esc** key.*

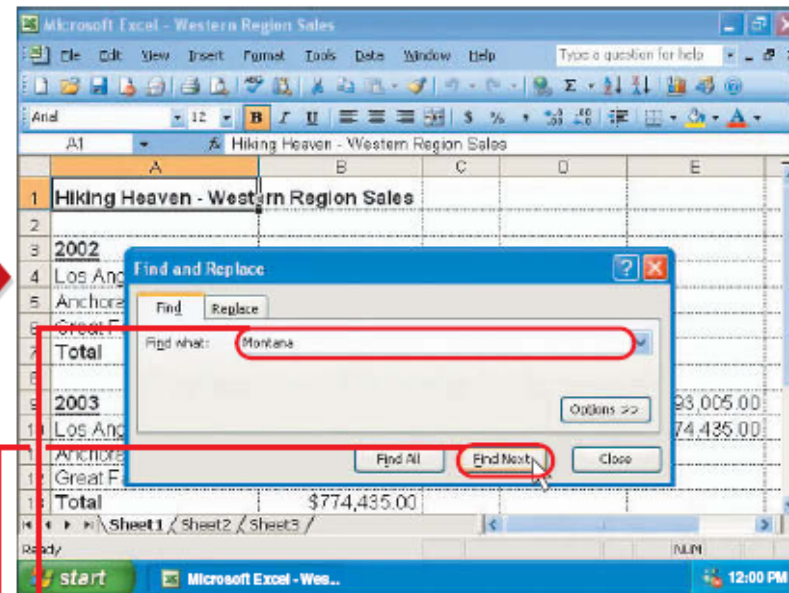
Pronalaženje podataka:

FIND DATA



- 1 Click **Edit**.
- 2 Click **Find**.

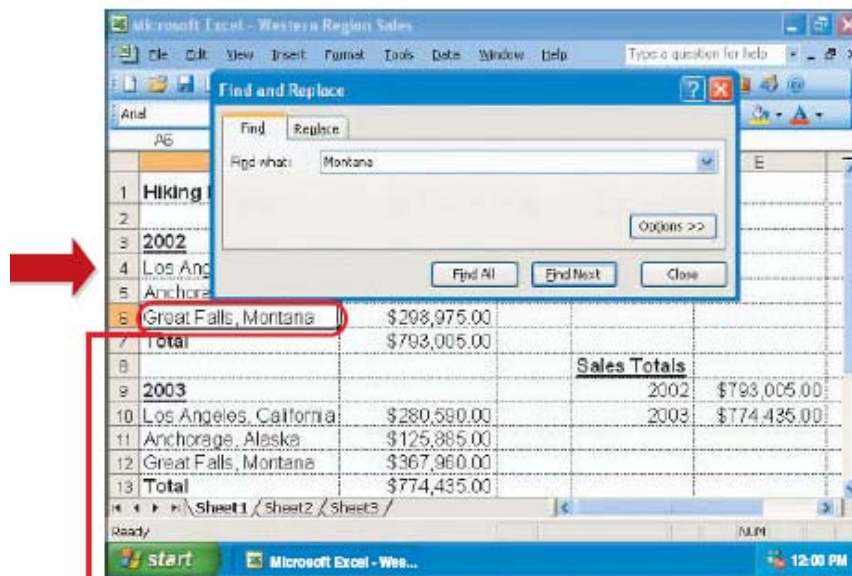
■ The Find and Replace dialog box appears.



- 3 Type the word or number you want to find.
- 4 Click **Find Next** to start the search.

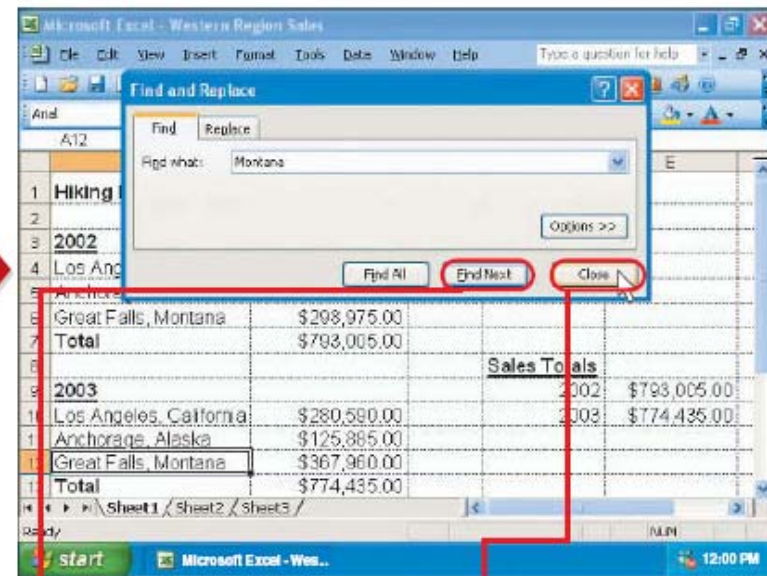
*Note: A dialog box appears if Excel cannot find the word or number you specified. Click **OK** to close the dialog box and then skip to step 6.*

Pronalaženje podataka:



Excel highlights the first cell containing the word or number.

Note: If the Find and Replace dialog box covers a cell containing the word or number you want to find, Excel will automatically move the dialog box to a new location.

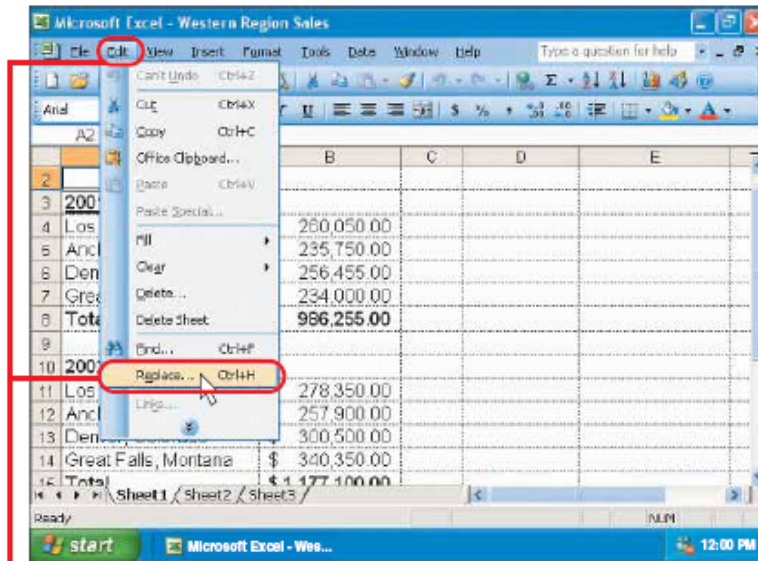


5 Click **Find Next** to find the next matching word or number. Repeat this step until you find the word or number you are searching for.

6 To close the Find and Replace dialog box at any time, click **Close**.

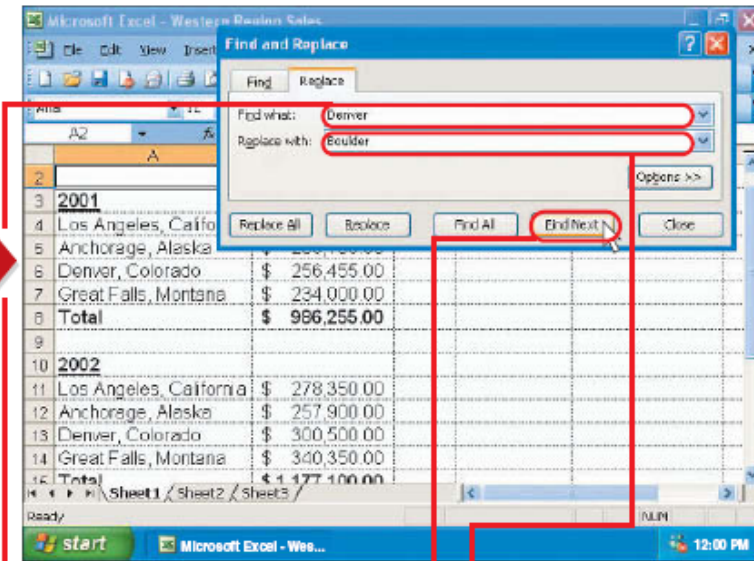
Zamena podataka:

REPLACE DATA



- 1 Click **Edit**.
- 2 Click **Replace**.

Note: If Replace does not appear on the menu, position the mouse over the bottom of the menu to display the menu option.

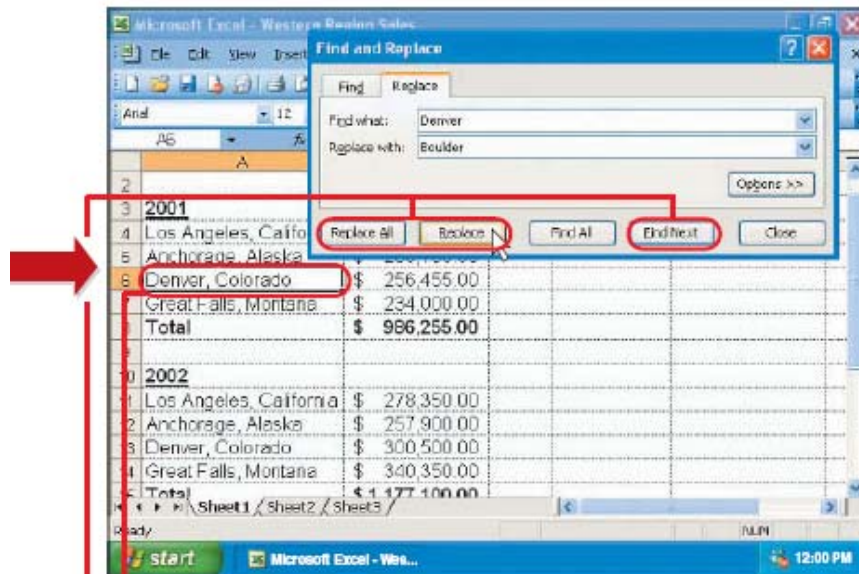


- 3 The Find and Replace dialog box appears.
- 3 Type the word or number you want to replace with new data.

- 4 Click this area and type the word or number you want to replace the data you typed in step 3.

Note: If the areas already contain data, drag the mouse I over the existing data and then type the word or number.

Zamena podataka:



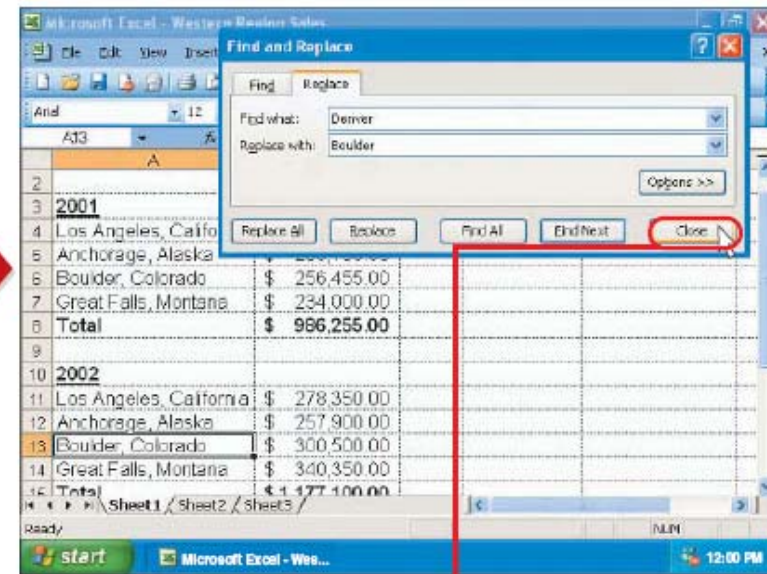
■ Excel highlights the first cell containing the word or number you specified.

6 Click one of these options.

Replace All - Replace all occurrences of the word or number in the worksheet.

Replace - Replace the word or number.

Find Next - Ignore the word or number.



■ In this example, Excel replaces the word or number and searches for the next match.

*Note: If you selected Replace All in step 6, a dialog box appears, stating that the data was replaced. Click **OK** to close the dialog box and then skip to*

7 Replace or ignore matching data until you find all the occurrences of the data you want to replace.

8 Click **Close** to close the Find and Replace dialog box.

Linkovanje (podataka i formula):

LINK DATA

	A	B	C	D	E
10	2001			Sales Totals	
11	Los Angeles, California	\$ 278,350.00		2000	\$ 986,255.00
12	Anchorage, Alaska	\$ 257,900.00		2001	\$ 1,177,100.00
13	Denver, Colorado	\$ 300,500.00		2002	
14	Great Falls, Montana	\$ 340,350.00			
15	Total	\$ 1,177,100.00			
16					
17	2002				
18	Los Angeles, California	\$ 312,590.00			
19	Anchorage, Alaska	\$ 445,670.00			
20	Denver, Colorado	\$ 269,455.00			
21	Great Falls, Montana	\$ 352,270.00			
22	Total	\$ 1,399,985.00			

1 Click the cell containing the data you want to link to another cell.

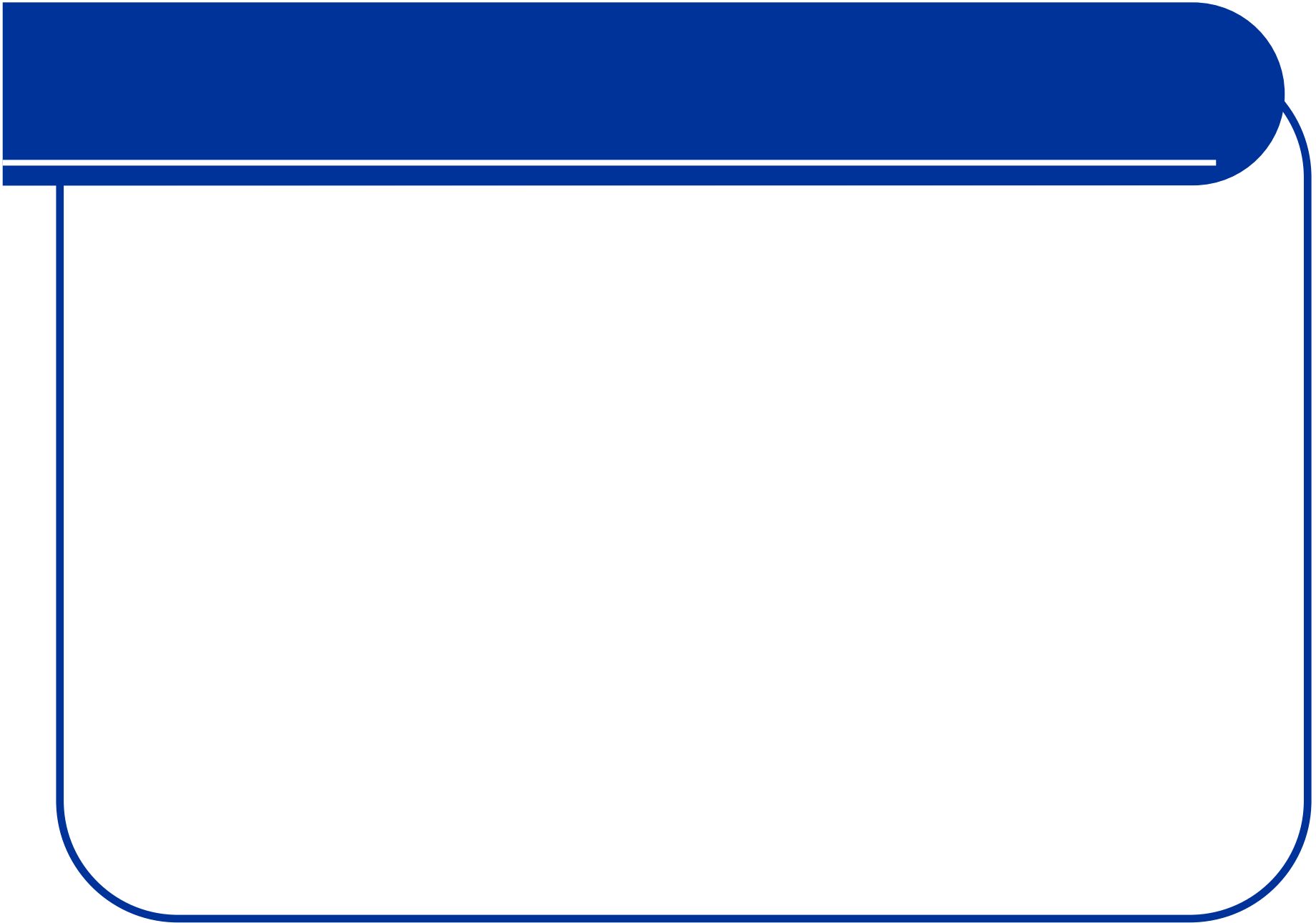
2 Click .

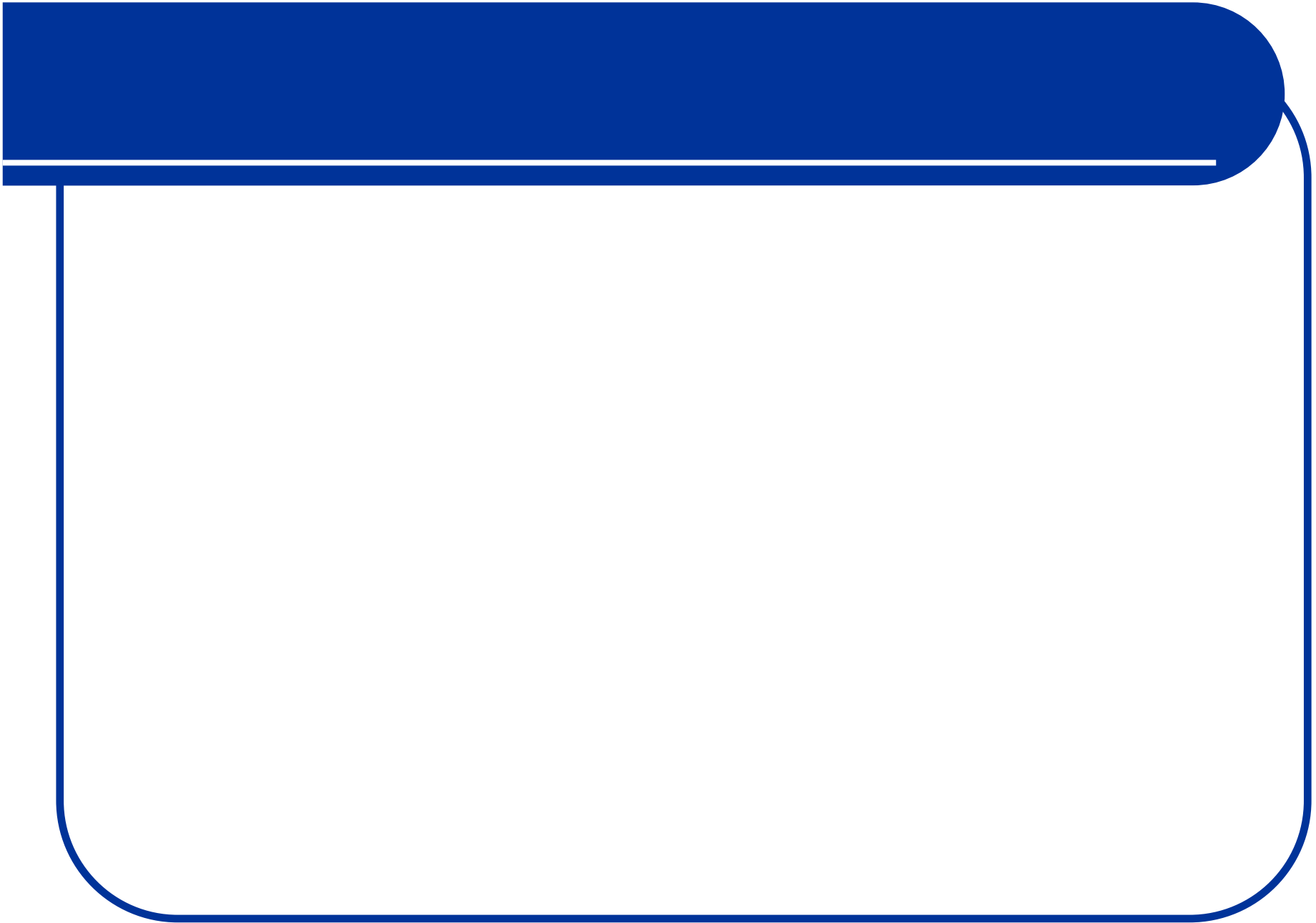
	A	B	C	D	E
10	2001			Sales Totals	
11	Los Angeles, California	\$ 278,350.00		2000	\$ 986,255.00
12	Anchorage, Alaska	\$ 257,900.00		2001	\$ 1,177,100.00
13	Denver, Colorado	\$ 300,500.00		2002	
14	Great Falls, Montana	\$ 340,350.00			
15	Total	\$ 1,177,100.00			
16					
17	2002				
18	Los Angeles, California	\$ 312,590.00			
19	Anchorage, Alaska	\$ 445,670.00			
20	Denver, Colorado	\$ 269,455.00			
21	Great Falls, Montana	\$ 352,270.00			
22	Total	\$ 1,399,985.00			

3 Click the cell where you want to place the linked data.

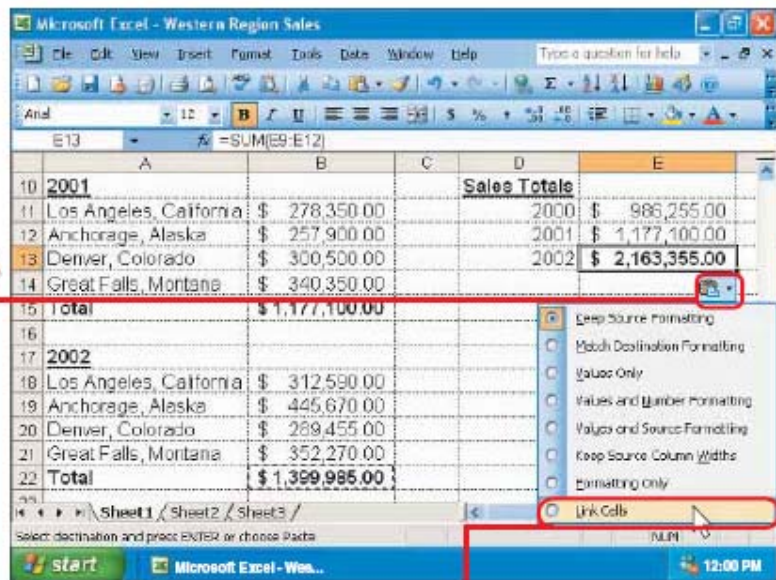
4 Click .

- Ukoliko želite da se podaci iz jedna ćelije pojavljuju i u nekoj drugoj ćeliji možemo ih linkovati (korisno je kada se koriste formule). Copy-Paste link.





Linkovanje (podataka i formula):

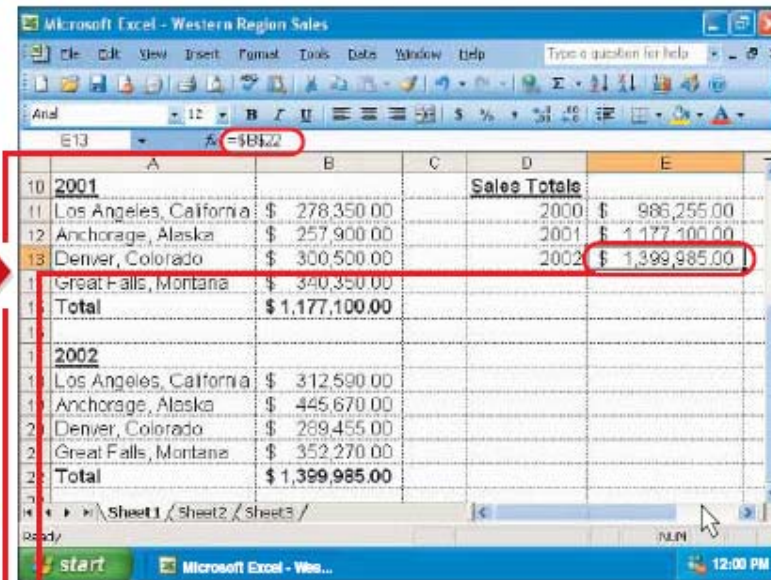


■ The Paste Options button appears in your worksheet.

5 Click the Paste Options button to display a list of options.

6 Click **Link Cells**.

Note: The cell you are linking may not display the same data as the original cell until you perform step 6.



■ The linked data appears in the cell.

■ The formula bar displays the location of the original cell.

■ To remove the moving border around the original cell, press the **Esc** key.

■ When the data in the original cell changes, the linked data also changes.

- Linkovanje se može vršiti i između različitih radnih površina (dokumenata).
Upotreba opcije "Update links".

Imenovanje ćelija:

NAME CELLS

	A	B	C	D	E
3	2000				
4	Los Angeles, California	\$ 260,050.00			
5	Anchorage, Alaska	\$ 235,750.00			
6	Denver, Colorado	\$ 256,455.00			
7	Great Falls, Montana	\$ 234,000.00			
8	Total	\$ 986,255.00			
9					
10	2001			Sales Totals	
11	Los Angeles, California	\$ 278,350.00	2000	\$ 986,255.00	
12	Anchorage, Alaska	\$ 257,900.00	2001	\$ 1,177,100.00	
13	Denver, Colorado	\$ 300,500.00	2002	\$ 1,399,985.00	
14	Great Falls, Montana	\$ 340,350.00			
15	Total	\$ 1,177,100.00		Grand Total	

1 Select the cells you want to name. To select cells, see page 10.

2 Click this area to highlight the existing information.

3 Type the name you want to use for the cells and then press the **Enter** key.

■ To deselect cells, click any cell.

	A	B	C	D	E
3	2000				
4	Los Angeles, California	\$ 260,050.00			
5	Anchorage, Alaska	\$ 235,750.00			
6	Denver, Colorado	\$ 256,455.00			
7	Great Falls, Montana	\$ 234,000.00			
8	Total	\$ 986,255.00			
9					
10	2001			Sales Totals	
11	Los Angeles, California	\$ 278,350.00	2000	\$ 986,255.00	
12	Anchorage, Alaska	\$ 257,900.00	2001	\$ 1,177,100.00	
13	Denver, Colorado	\$ 300,500.00	2002	\$ 1,399,985.00	
14	Great Falls, Montana	\$ 340,350.00			
15	Total	\$ 1,177,100.00		Grand Total	

SELECT NAMED CELLS

1 Click  in this area.

2 Click the name of the cells you want to select.

Imenovanje ćelija:

	A	B	C	D	E
3	2000				
4	Los Angeles, California	\$ 260,050.00			
5	Anchorage, Alaska	\$ 235,750.00			
6	Denver, Colorado	\$ 256,455.00			
7	Great Falls, Montana	\$ 234,000.00			
8	Total	\$ 986,255.00			
9					
10	2001				
11	Los Angeles, California	\$ 278,350.00		2000	\$ 986,255.00
12	Anchorage, Alaska	\$ 257,900.00		2001	\$ 1,177,100.00
13	Denver, Colorado	\$ 300,500.00		2002	\$ 1,399,985.00
14	Great Falls, Montana	\$ 340,350.00			
15	Total	\$ 1,177,100.00		Grand Total	

Excel highlights the cells in your worksheet.

- Imenovanje ćelija olakšava rad sa formulama i sumama.

	A	B	C	D	E
3	2000				
4	Los Angeles, California	\$ 260,050.00			
5	Anchorage, Alaska	\$ 235,750.00			
6	Denver, Colorado	\$ 256,455.00			
7	Great Falls, Montana	\$ 234,000.00			
8	Total	\$ 986,255.00			
9					
10	2001				
11	Los Angeles, California	\$ 278,350.00		2000	\$ 986,255.00
12	Anchorage, Alaska	\$ 257,900.00		2001	\$ 1,177,100.00
13	Denver, Colorado	\$ 300,500.00		2002	\$ 1,399,985.00
14	Great Falls, Montana	\$ 340,350.00			
15	Total	\$ 1,177,100.00		Grand Total	\$ 3,563,340.00

USING NAMED CELLS IN FORMULAS AND FUNCTIONS

Naming cells can make formulas and functions easier to enter and understand.

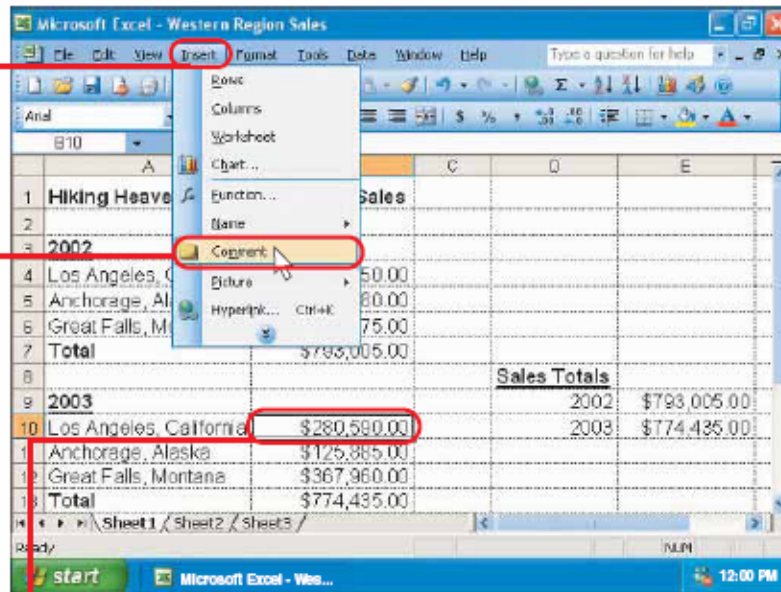
In this example, we use cells named "Totals" in a function.

This cell contains the function **=SUM(Totals)** instead of the function **=SUM(E11:E13)**.

Note: For information on formulas and functions, see pages 82 to 89.

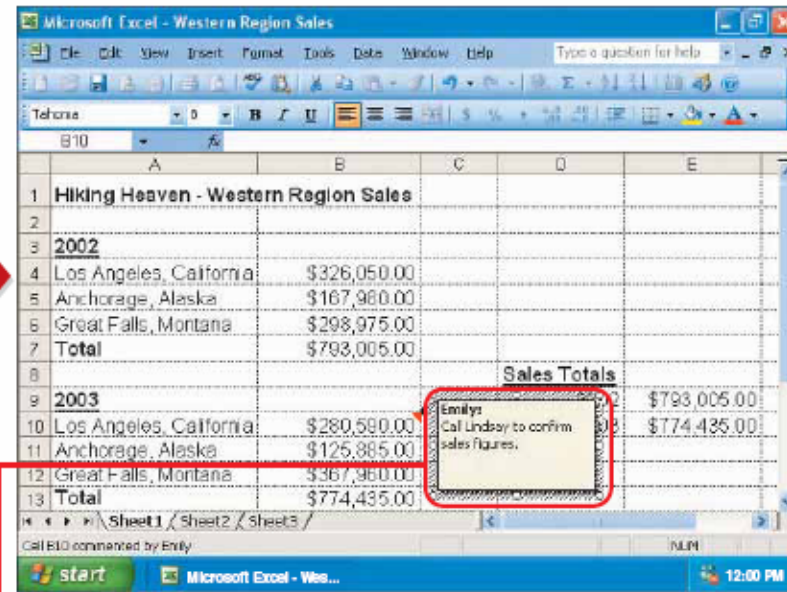
Dodavanje komentara:

ADD A COMMENT



- 1 Click the cell you want to add a comment to.
- 2 Click **Insert**.
- 3 Click **Comment**.

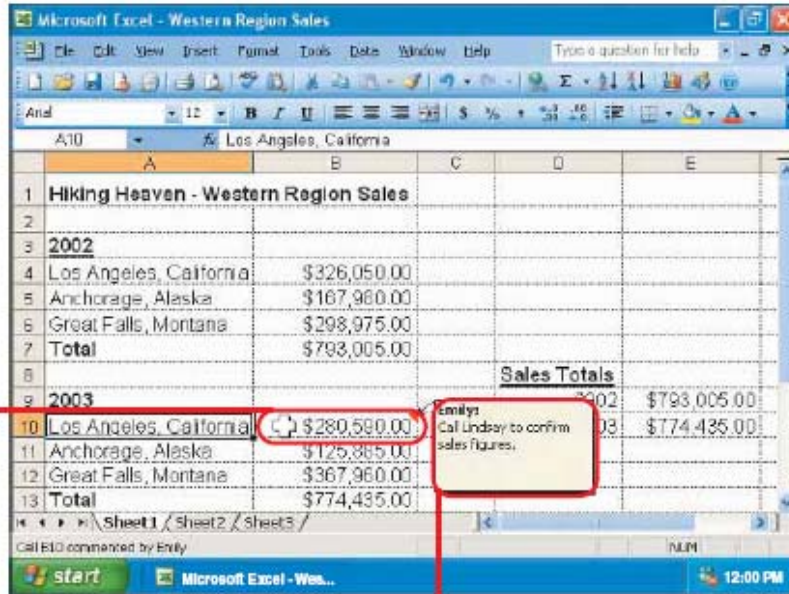
Note: If Comment does not appear on the menu, position the mouse over the bottom of the menu to display the menu option.



- 4 Type the comment you want to add.
- 5 When you finish typing your comment, click outside the comment box.

- Korisno je ponekad objasniti ili podsetiti se šta određene ćelije znače i to se postiže ubacivanjem komentara.

Prikaz i brisanje komentara:



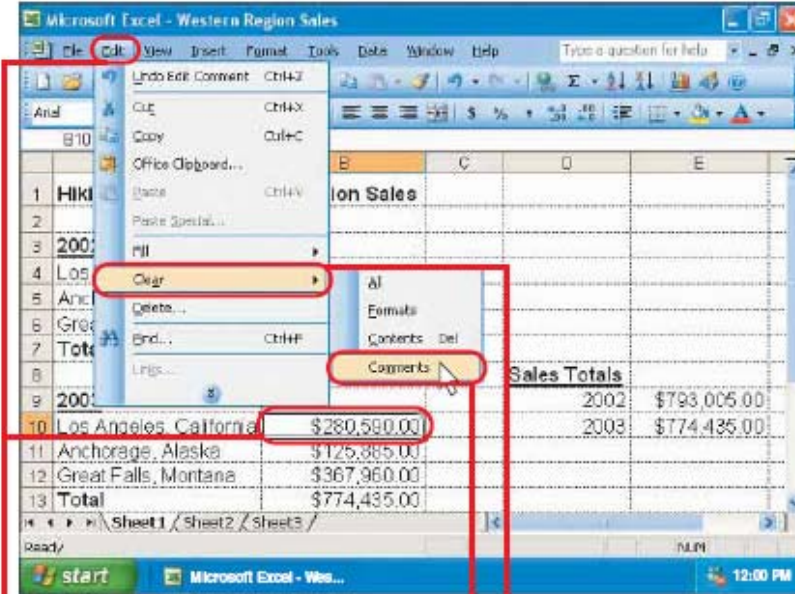
DISPLAY A COMMENT

■ A red triangle (▼) appears in a cell that contains a comment.

1 Position the mouse over the cell containing the comment you want to view.

■ The comment box appears, displaying the comment.

2 To hide the comment box, move the mouse outside the cell.



DELETE A COMMENT

1 Click the cell containing the comment you want to delete.

2 Click **Edit**.

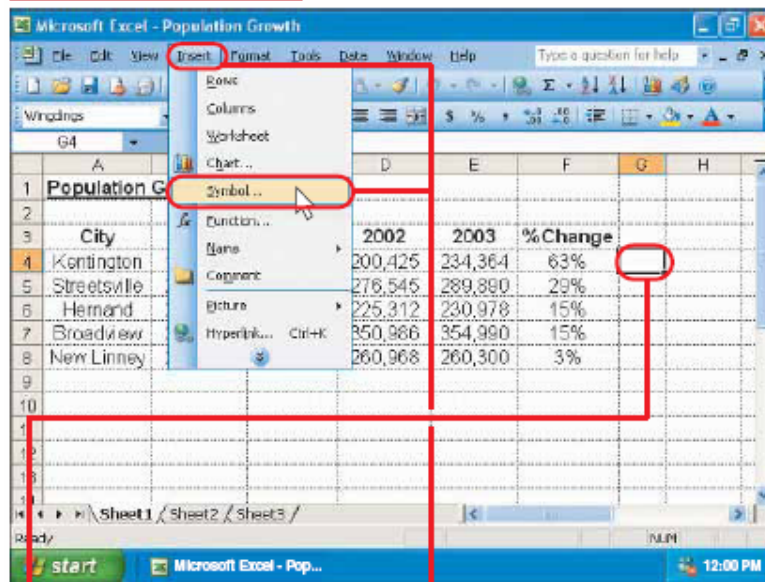
3 Click **Clear**.

4 Click **Comments**.

■ The red triangle (▼) disappears from the cell.

Ubacivanje simbola:

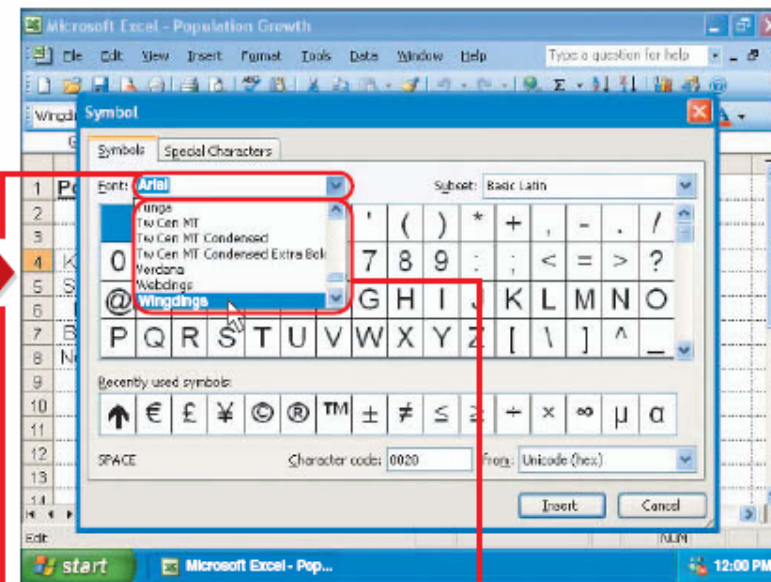
INSERT SYMBOLS




1 Click a cell in your worksheet where you want a symbol to appear.

- 2** Click **Insert**.
3 Click **Symbol**.

Note: If Symbol does not appear on the menu, position the mouse over the bottom of the menu to display the menu option.

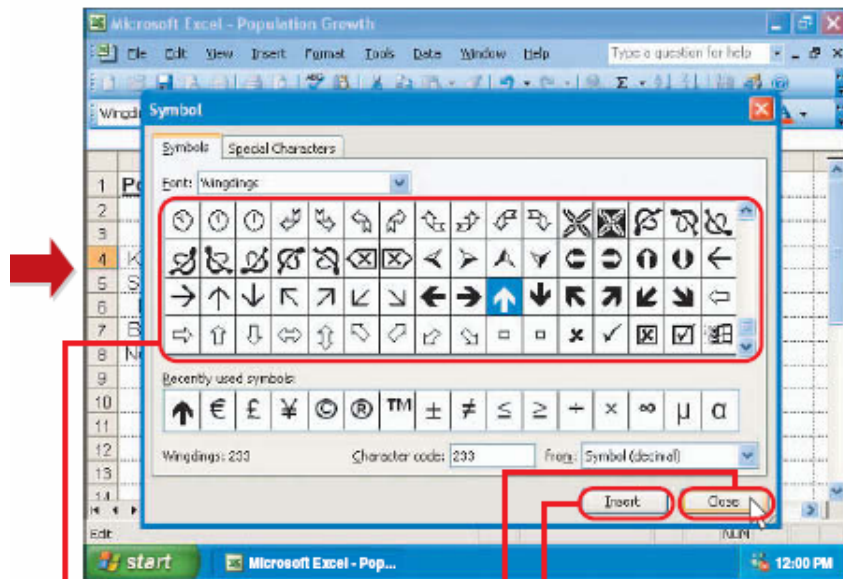


4 The Symbol dialog box appears, displaying the symbols for the current font.

To display the symbols for another font, click  in this area.

5 Click the font that provides the symbols you want to display.

Ubacivanje simbola:

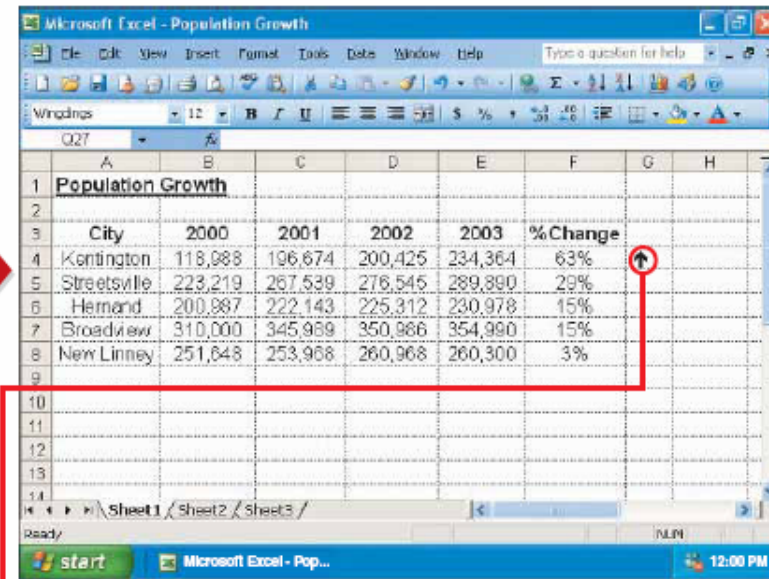


■ The symbols for the font you selected appear in this area.


■ **6** Click the symbol you want to place in your worksheet.

■ **7** Click **Insert** to insert the symbol into your worksheet.

■ **8** Click **Close** to close the Symbol dialog box.

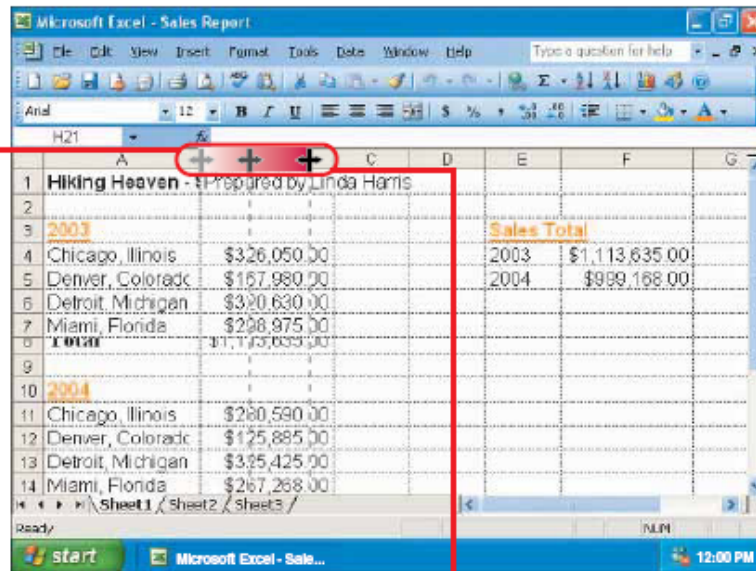





■ The symbol appears in your worksheet.

■ To remove a symbol from your worksheet, double-click the cell displaying the symbol. Then drag the mouse  over the symbol until you highlight the symbol and press the **Delete** key.

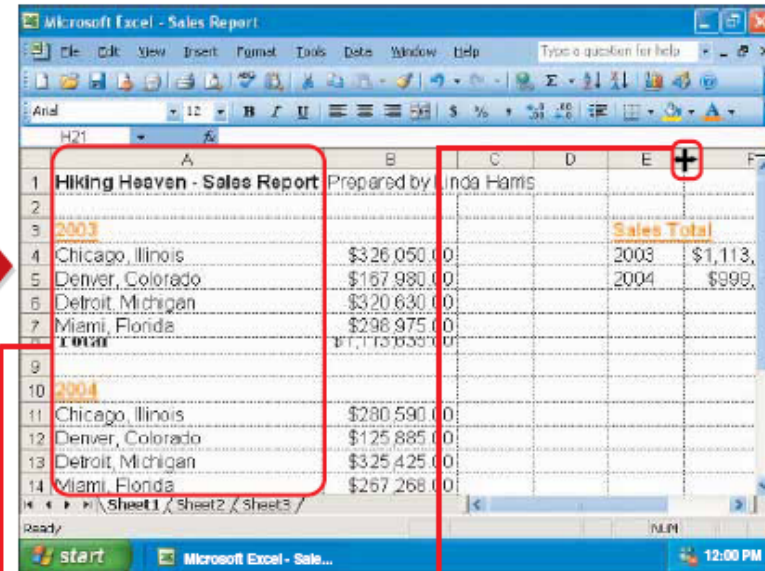
Promena širine kolona:

CHANGE COLUMN WIDTH



1 To change the width of a column, position the mouse  over the right edge of the column heading ( changes to ).

2 Drag the column edge until the dashed line displays the column width you want.



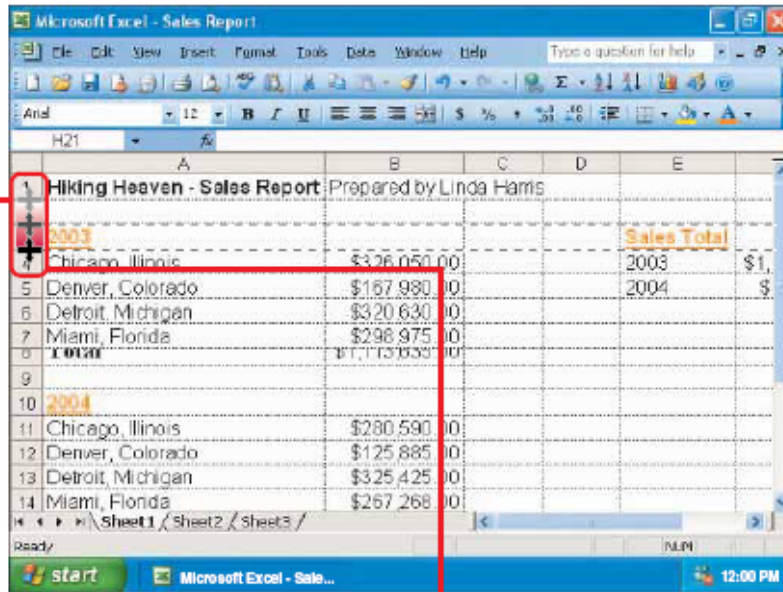
1 The column displays the new width.




FIT LONGEST ITEM

1 To change a column width to fit the longest item in the column, double-click the right edge of the column heading.

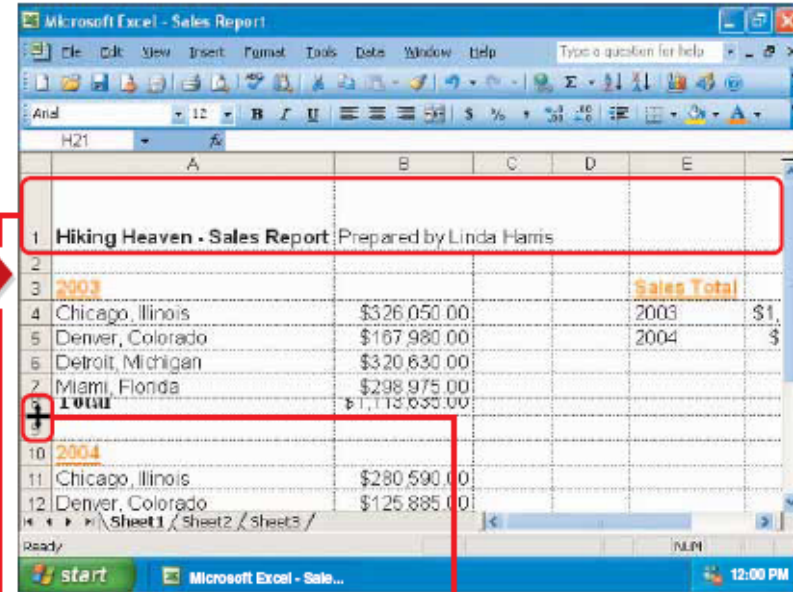
Promena širine redova:

CHANGE ROW HEIGHT



1 To change the height of a row, position the mouse  over the bottom edge of the row heading ( changes to .

2 Drag the row edge until the dashed line displays the row height you want.



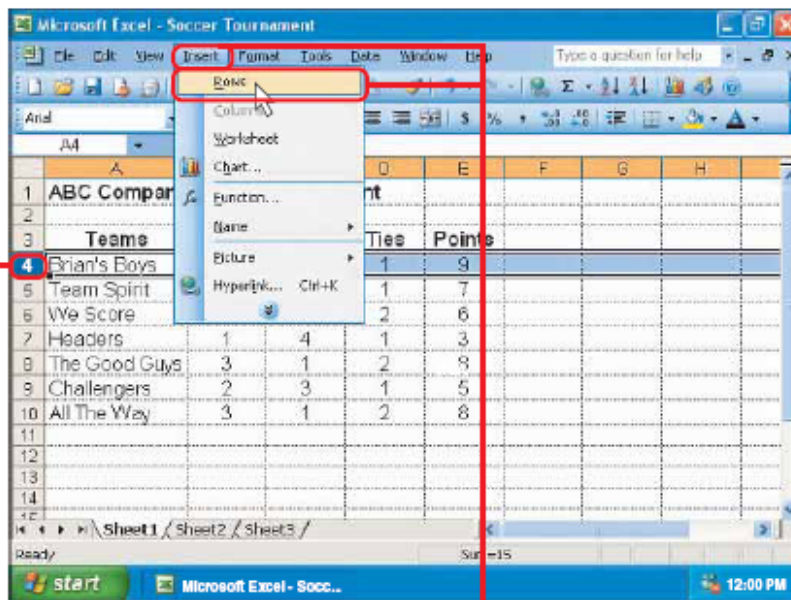
1 The row displays the new height.

FIT TALLEST ITEM

1 To change a row height to fit the tallest item in the row, double-click the bottom edge of the row heading.

Umetanje redova i kolona:

INSERT A ROW

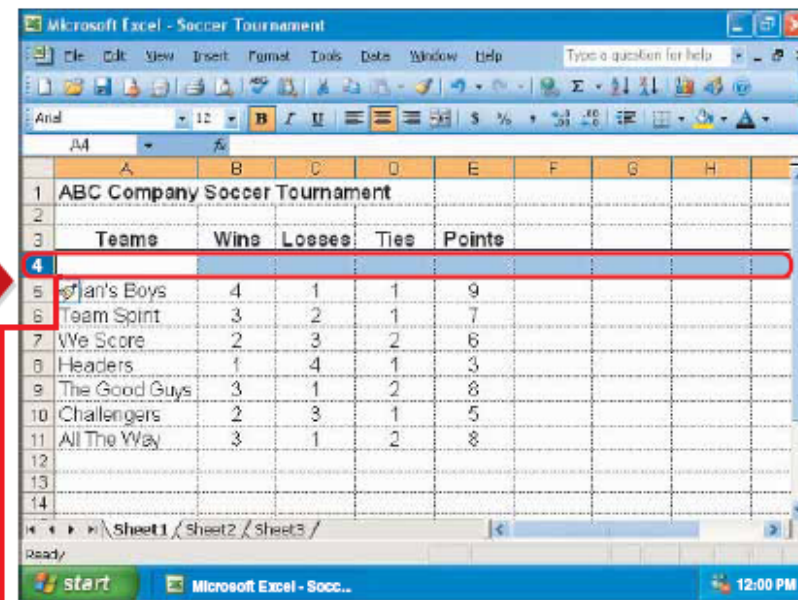


Excel will insert a row above the row you select.

1 To select a row, click the row number.

2 Click **Insert**.

3 Click **Rows**.

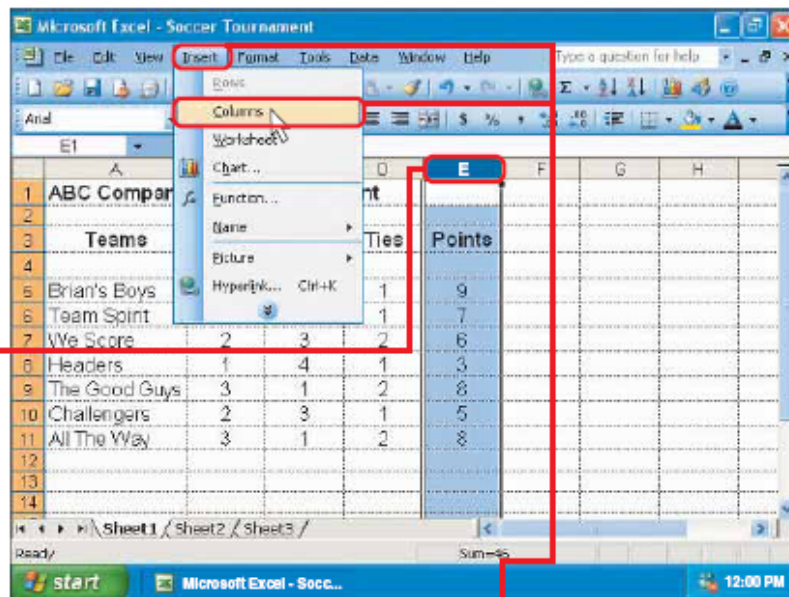


4 The new row appears and all the rows that follow shift downward.

5 To deselect a row, click any cell.

Umetanje redova i kolona:

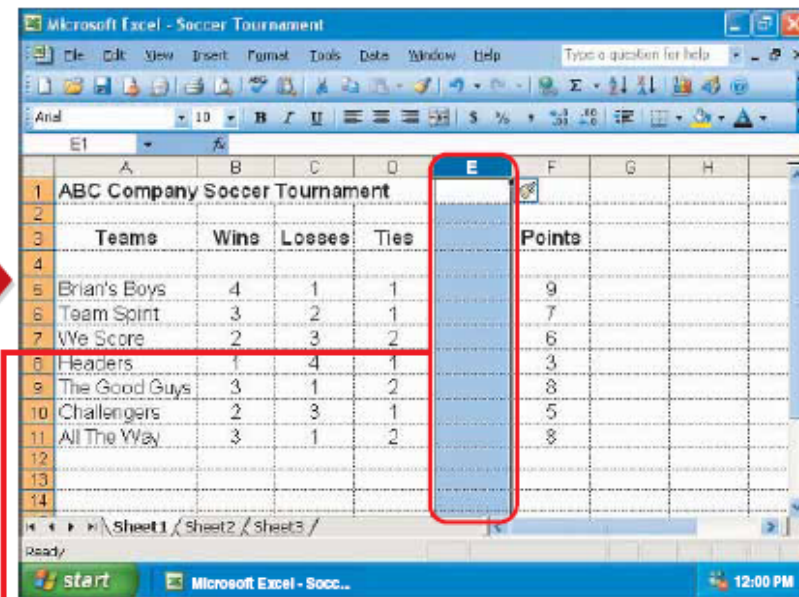
INSERT A COLUMN



Excel will insert a column to the left of the column you select.

1 To select a column, click the column letter.

2 Click **Insert**.
3 Click **Columns**.

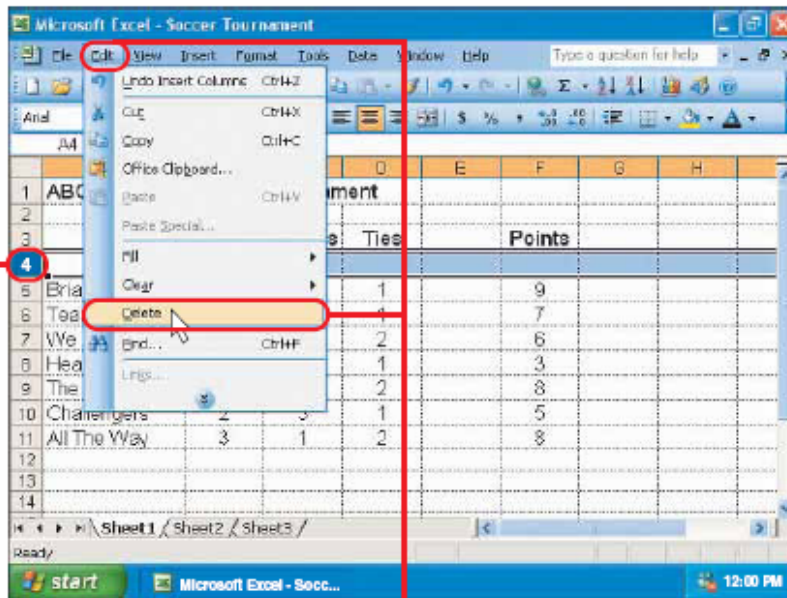


The new column appears and all the columns that follow shift to the right.

To deselect a column, click any cell.

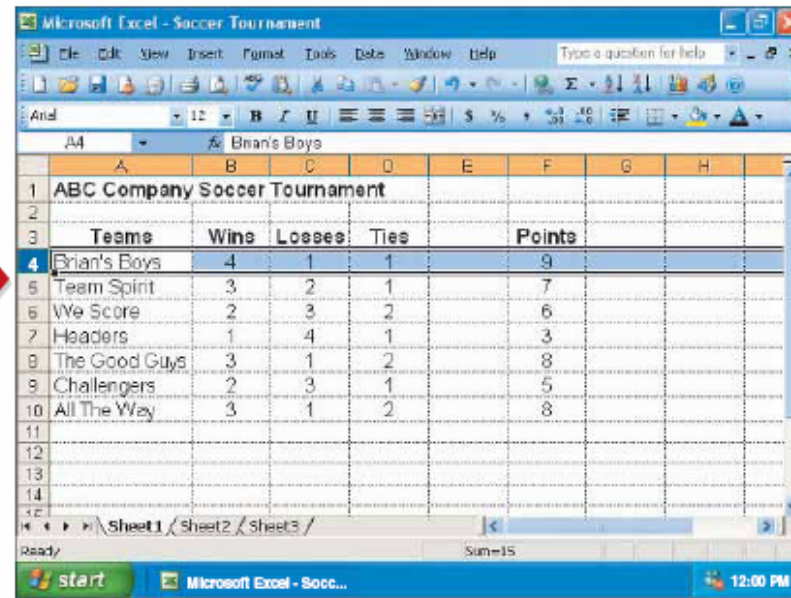
Brisanje redova i kolona:

DELETE A ROW



1 To select the row you want to delete, click the row number.

2 Click **Edit**.
3 Click **Delete** to delete the row.

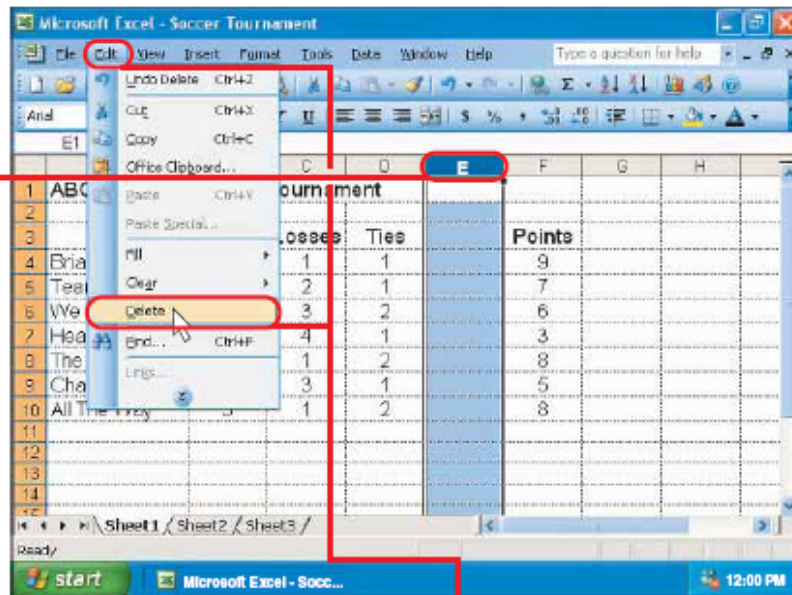


■ The row disappears and all the rows that follow shift upward.

■ To deselect a row, click any cell.

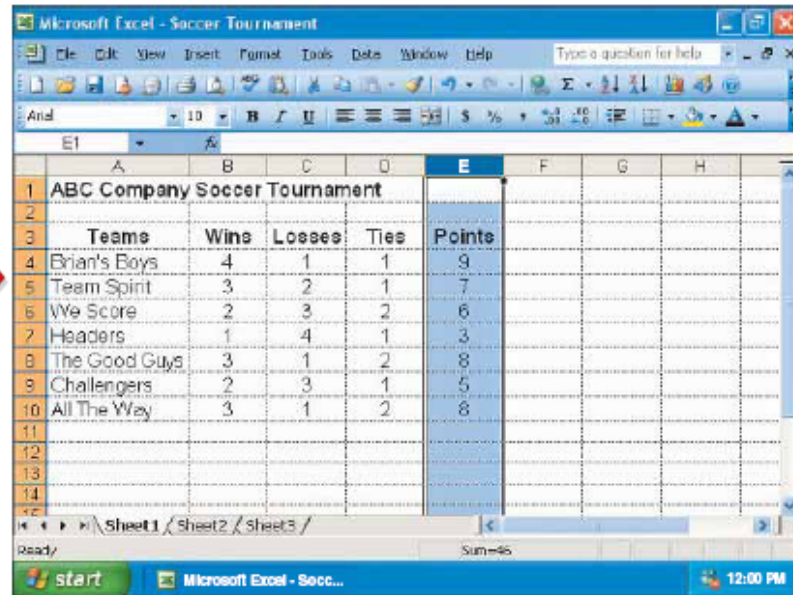
Brisanje redova i kolona:

DELETE A COLUMN



1 To select the column you want to delete, click the column letter.

2 Click **Edit**.
3 Click **Delete** to delete the column.



■ The column disappears and all the columns that follow shift to the left.

■ To deselect a column, click any cell.

Ubacivanje ćelija:

INSERT CELLS

The first screenshot shows the 'Insert' menu with 'Cells...' selected. The second screenshot shows the 'Insert' dialog box with 'Shift cells down' selected and 'OK' clicked.

1 Select the cells where you want to insert new cells. To select cells, see page 10.

Note: Excel will insert the same number of cells as you select.

2 Click **Insert**.

3 Click **Cells**.

Note: If Cells does not appear on the menu, position the mouse over the bottom of the menu to display the menu option.

4 The Insert dialog box appears.

4 Click an option to shift the surrounding cells to the right or down to make room for the new cells (○ changes to ●).

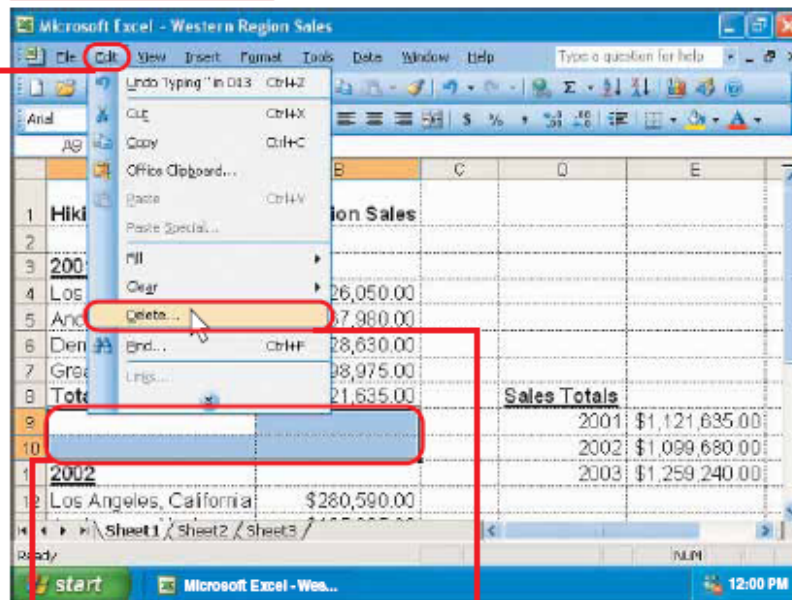
5 Click **OK** to insert the cells.

5 Excel inserts the new cells and shifts the surrounding cells in the direction you specified.

5 To deselect cells, click any cell.

Brisanje ćelija:

DELETE CELLS

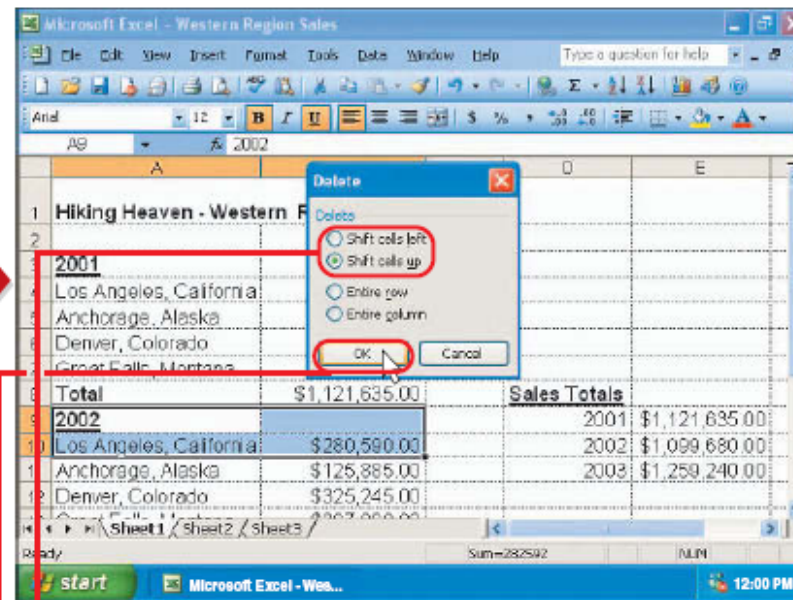


1 Select the cells you want to delete. To select cells, see page 10.

2 Click **Edit**.

3 Click **Delete**.

■ The Delete dialog box appears.



4 Click an option to shift the surrounding cells to the left or up to fill the empty space (changes to).

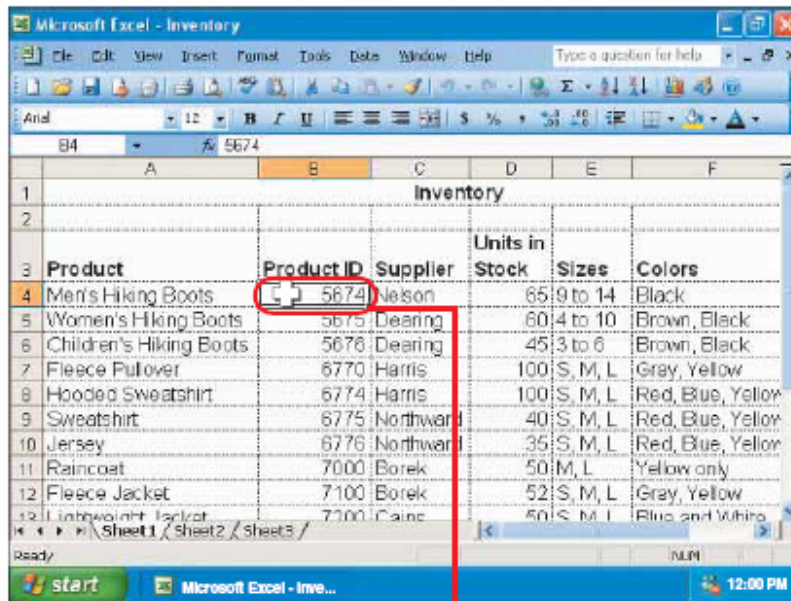
5 Click **OK** to delete the cells.

■ Excel removes the cells and shifts the surrounding cells in the direction you specified.

■ To deselect cells, click any cell.

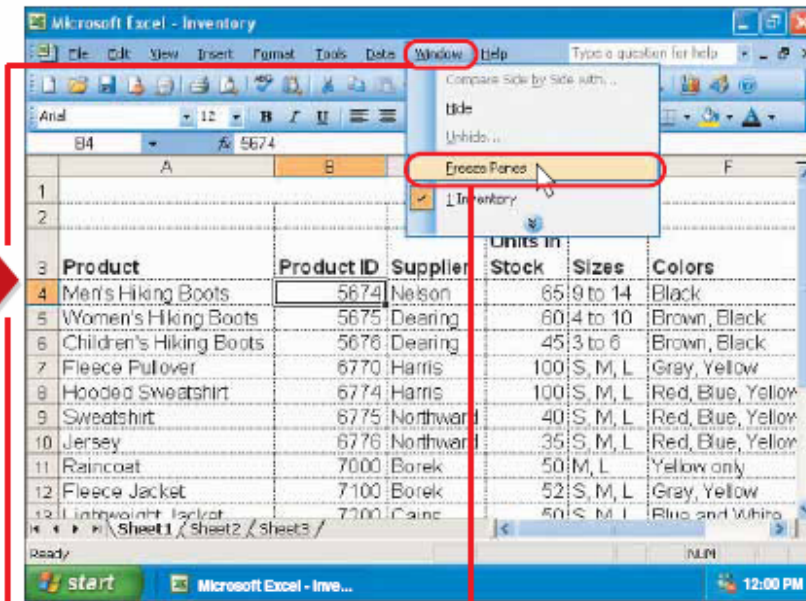
"Zamrzavanje" redova i kolona:

FREEZE ROWS AND COLUMNS



Excel will freeze the rows above and the columns to the left of the cell you select.

1 To select a cell, click the cell.

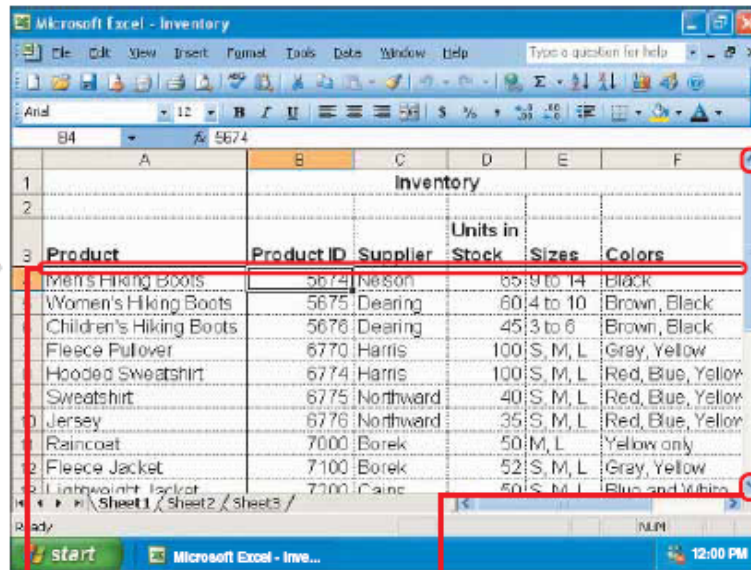


2 Click **Window**.

3 Click **Freeze Panes**.

- Prilikom rada sa velikim brojem podataka, često je potrebno "zamrznuti" redove i kolone koji sadrže nazive određenih grupa podataka.



"Zamrzavanje" redova i kolona:

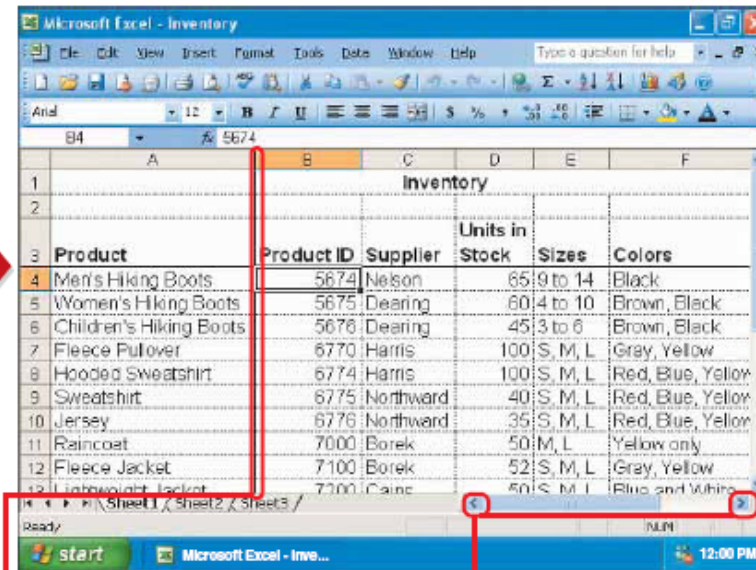


Product	Product ID	Supplier	Units in Stock	Sizes	Colors
Men's Hiking Boots	5674	Nelson	65	9 to 14	Black
Women's Hiking Boots	5675	Dearing	60	4 to 10	Brown, Black
Children's Hiking Boots	5676	Dearing	45	3 to 6	Brown, Black
Fleece Pullover	6770	Harris	100	S, M, L	Gray, Yellow
Hooded Sweatshirt	6774	Harris	100	S, M, L	Red, Blue, Yellow
Sweatshirt	6775	Northward	40	S, M, L	Red, Blue, Yellow
Jersey	6776	Northward	35	S, M, L	Red, Blue, Yellow
Raincoat	7000	Borek	50	M, L	Yellow only
Fleece Jacket	7100	Borek	52	S, M, L	Gray, Yellow
Linenweight Jacket	7100	Caine	50	S, M, L	Blue and White

■ A horizontal line appears in your worksheet.

■ The rows above the horizontal line are frozen. These rows will remain on your screen as you move through your worksheet.



■ To move through the rows below the horizontal line, click  or .



Product	Product ID	Supplier	Units in Stock	Sizes	Colors
Men's Hiking Boots	5674	Nelson	65	9 to 14	Black
Women's Hiking Boots	5675	Dearing	60	4 to 10	Brown, Black
Children's Hiking Boots	5676	Dearing	45	3 to 6	Brown, Black
Fleece Pullover	6770	Harris	100	S, M, L	Gray, Yellow
Hooded Sweatshirt	6774	Harris	100	S, M, L	Red, Blue, Yellow
Sweatshirt	6775	Northward	40	S, M, L	Red, Blue, Yellow
Jersey	6776	Northward	35	S, M, L	Red, Blue, Yellow
Raincoat	7000	Borek	50	M, L	Yellow only
Fleece Jacket	7100	Borek	52	S, M, L	Gray, Yellow
Linenweight Jacket	7100	Caine	50	S, M, L	Blue and White

■ A vertical line appears in your worksheet.

■ The columns to the left of the vertical line are frozen. These columns will remain on your screen as you move through your worksheet.

■ To move through the columns to the right of the vertical line, click  or .

Vertikalno "cepanje" dokumenta:

SPLIT A WORKSHEET VERTICALLY

	A	B	C	D	E	F
1			Inventory			
2						
3	Product	Product ID	Supplier	Units in Stock	Size	Colors
4	Men's Hiking Boots	5674	Nelson	65	9 to 14	Black
5	Women's Hiking Boots	5675	Dearing	60	4 to 10	Brown, Black
6	Children's Hiking Boots	5676	Dearing	45	3 to 6	Brown, Black
7	Fleece Pullover	6770	Harris	100	S, M, L	Gray, Yellow
8	Hooded Sweatshirt	6774	Harris	100	S, M, L	Red, Blue, Yellow
9	Sweatshirt	6775	Northward	40	S, M, L	Red, Blue, Yellow
10	Jersey	6776	Northward	35	S, M, L	Red, Blue, Yellow
11	Raincoat	7000	Borek	50	M, L	Yellow only
12	Fleece Jacket	7100	Borek	52	S, M, L	Gray, Yellow
13	Lightweight Jacket	7100	Caine	50	S, M, L	Blue and White

1 Position the mouse over this area (mouse changes to).

2 Drag the mouse to where you want to split your worksheet.

	A	A	B	C	D
1				Inventory	
2					
3	Product	Product	Product ID	Supplier	Units in Stock
4	Men's Hiking Boots	Men's Hiking Boots	5674	Nelson	65
5	Women's Hiking Boots	Women's Hiking Boots	5675	Dearing	60
6	Children's Hiking Boots	Children's Hiking Boots	5676	Dearing	45
7	Fleece Pullover	Fleece Pullover	6770	Harris	100
8	Hooded Sweatshirt	Hooded Sweatshirt	6774	Harris	100
9	Sweatshirt	Sweatshirt	6775	Northward	40
10	Jersey	Jersey	6776	Northward	35
11	Raincoat	Raincoat	7000	Borek	50
12	Fleece Jacket	Fleece Jacket	7100	Borek	52
13	Lightweight Jacket	Lightweight Jacket	7100	Caine	50

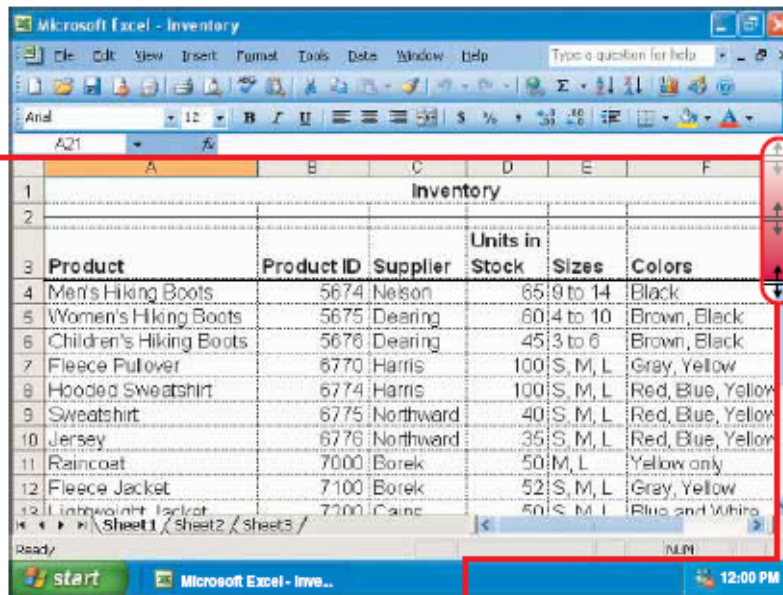
■ The worksheet splits vertically into two sections.


■ To move through the columns to the left of the dividing line, click or .


■ To move through the columns to the right of the dividing line, click or .

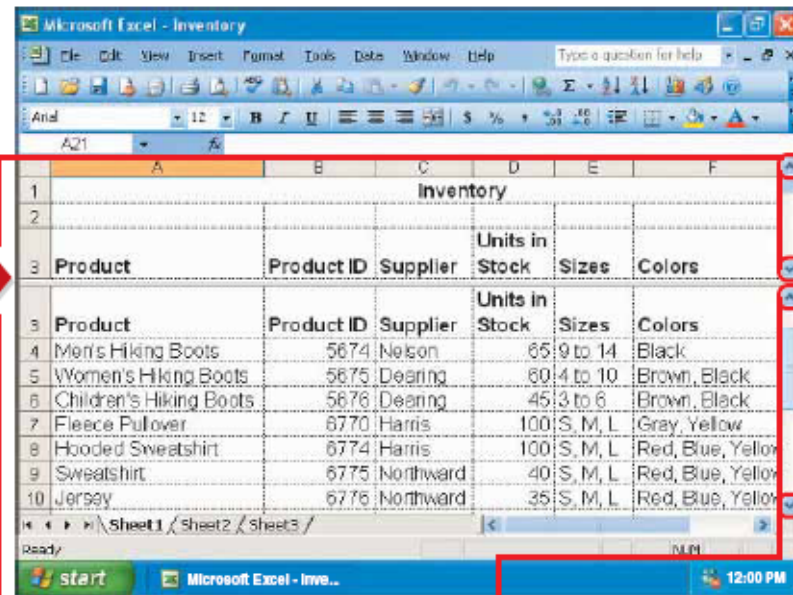
Horizontalno "cepanje" panela:

SPLIT A WORKSHEET HORIZONTALLY







1 Position the mouse over this area (mouse changes to ) .

2 Drag the mouse  to where you want to split your worksheet.



3 The worksheet splits horizontally into two sections.

4 To move through the rows above the dividing line, click  or  .

5 To move through the rows below the dividing line, click  or  .

Formule i funkcije u Excelu:



- Koršćenje Excela za izračunavanje podataka uz upotrebu formula i funkcija

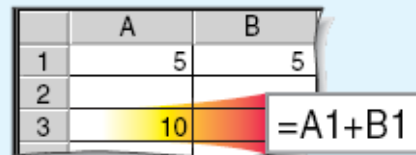
Operatori:

OPERATORS

A formula can contain one or more operators. An operator specifies the type of calculation you want to perform.

Arithmetic Operators

You can use arithmetic operators to perform mathematical calculations.



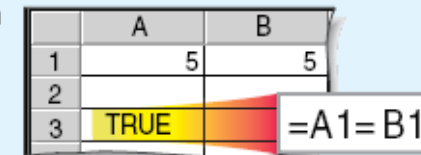
An Excel spreadsheet with three rows and two columns labeled A and B. Row 1: A=5, B=5. Row 2: A=5, B=5. Row 3: A=10, B=10. A callout box points to the value 10 in cell A3, containing the formula =A1+B1.

	A	B
1	5	5
2	5	5
3	10	10

Operator	Description
+	Addition (A1+B1)
-	Subtraction (A1-B1)
*	Multiplication (A1*B1)
/	Division (A1/B1)
%	Percent (A1%)
^	Exponentiation (A1^B1)

Comparison Operators

You can use comparison operators to compare two values. Comparison operators return a value of TRUE or FALSE.



An Excel spreadsheet with three rows and two columns labeled A and B. Row 1: A=5, B=5. Row 2: A=5, B=5. Row 3: A=TRUE, B=TRUE. A callout box points to the value TRUE in cell A3, containing the formula =A1=B1.

	A	B
1	5	5
2	5	5
3	TRUE	TRUE

Operator	Description
=	Equal to (A1=B1)
>	Greater than (A1>B1)
<	Less than (A1<B1)
>=	Greater than or equal to (A1>=B1)
<=	Less than or equal to (A1<=B1)
<>	Not equal to (A1<>B1)

- Malo se prilagoditi specifičnoj sintaksi koju koristi Excel.

Redosled operacija:

ORDER OF CALCULATIONS

When a formula contains more than one operator, Excel performs the calculations in a specific order.

Order of Calculations	
1	Percent (%)
2	Exponentiation (^)
3	Multiplication (*) and Division (/)
4	Addition (+) and Subtraction (-)
5	Comparison operators

	A	
1	2	=A1+A2+A3*A4 =2+4+6*8=54
2	4	=A1+(A2+A3)*A4 =2+(4+6)*8=82
3	6	=A1*(A3-A2)+A4 =2*(6-4)+8=12
4	8	
5		
6		=A2^A1+A3 =4^2+6=22
7		

You can use parentheses () to change the order in which Excel performs calculations. Excel will perform the calculations inside the parentheses first.

CELL REFERENCES

When entering formulas, use cell references instead of actual data whenever possible. For example, enter the formula =A1+A2 instead of =10+20.

When you use cell references and you change a number used in a formula, Excel will automatically redo the calculation for you.

	A	B
1	10	
2	20	
3		

=A1+A2= 30

Funkcije:

FUNCTIONS

A function is a ready-to-use formula that you can use to perform a calculation on the data in your worksheet. Examples of commonly used functions include AVERAGE, COUNT, MAX and SUM.

- A function always begins with an equal sign (=).
- The data Excel will use to calculate a function is enclosed in parentheses ().

	A	
1	10	
2	20	=AVERAGE(A1:A4) =(10+20+30+40)/4 = 25
3	30	=COUNT(A1:A4) = 4
4	40	=MAX(A1:A4) = 40
5		=SUM(A1:A4) =10+20+30+40 = 100
6		

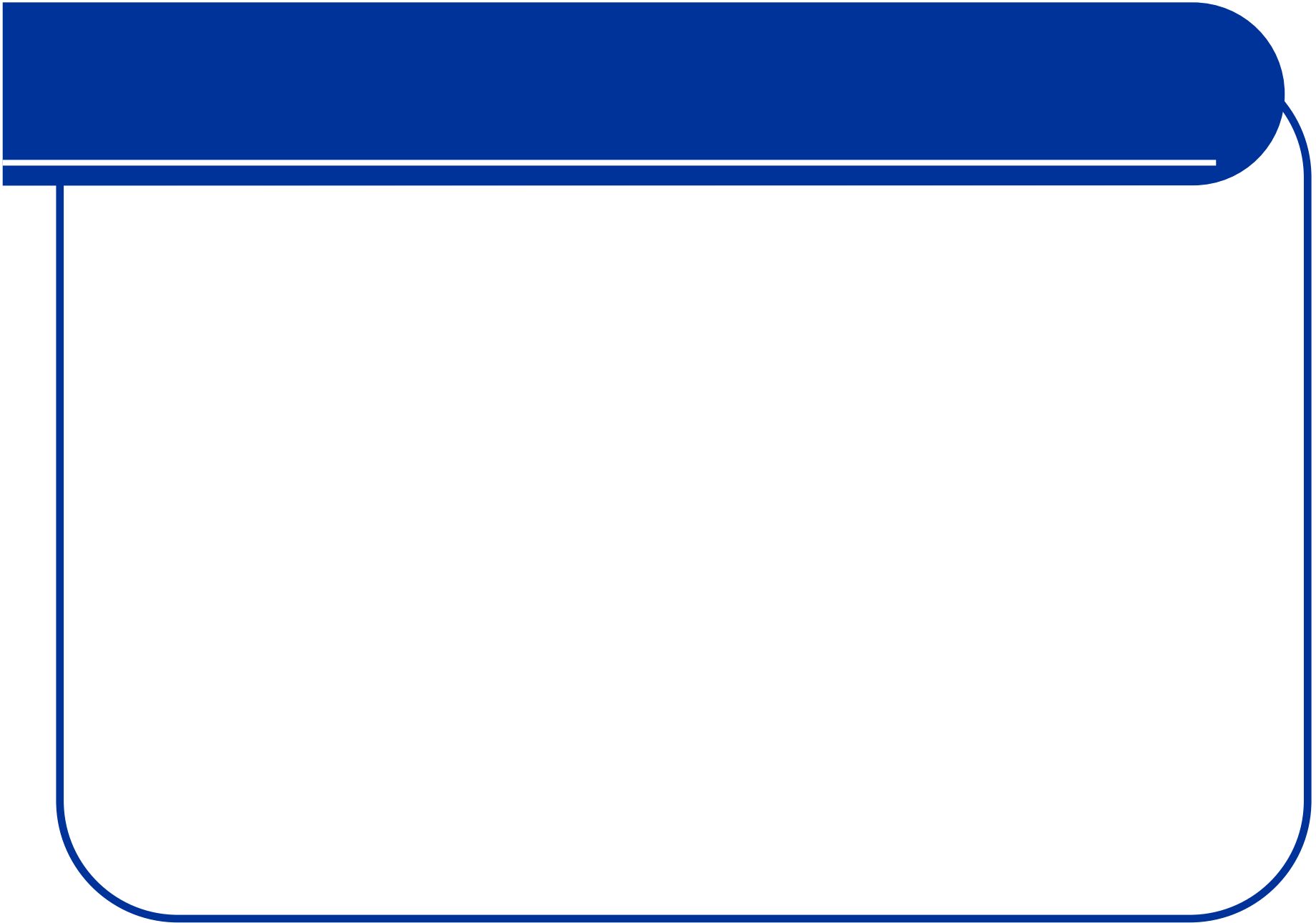
Specify Individual Cells

When a comma (,) separates cell references in a function, Excel uses each cell to perform the calculation. For example, =SUM(A1,A2,A3) is the same as the formula =A1+A2+A3.

Specify a Group of Cells

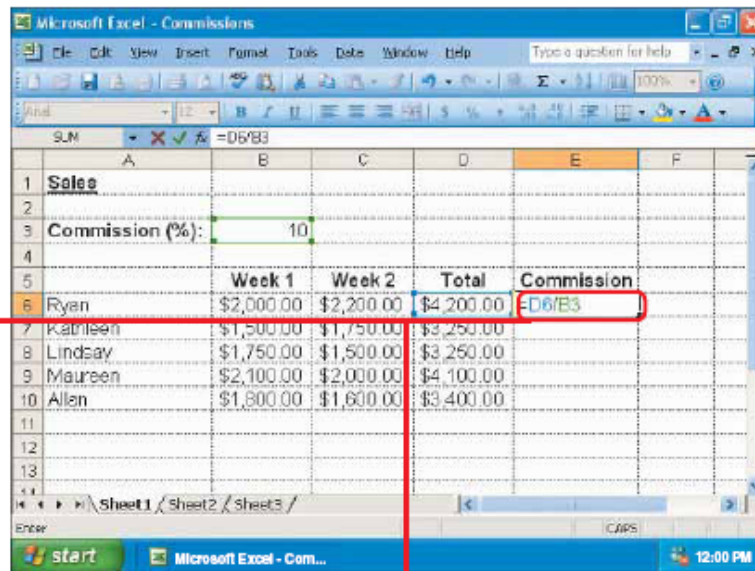
When a colon (:) separates cell references in a function, Excel uses the specified cells and all cells between them to perform the calculation. For example, =SUM(A1:A3) is the same as the formula =A1+A2+A3.

- Funkcije uvek počinju sa znakom "="
- Podaci koje Excel koristi za proračun naze se u zagradama.



Unošenje formule:

ENTER A FORMULA

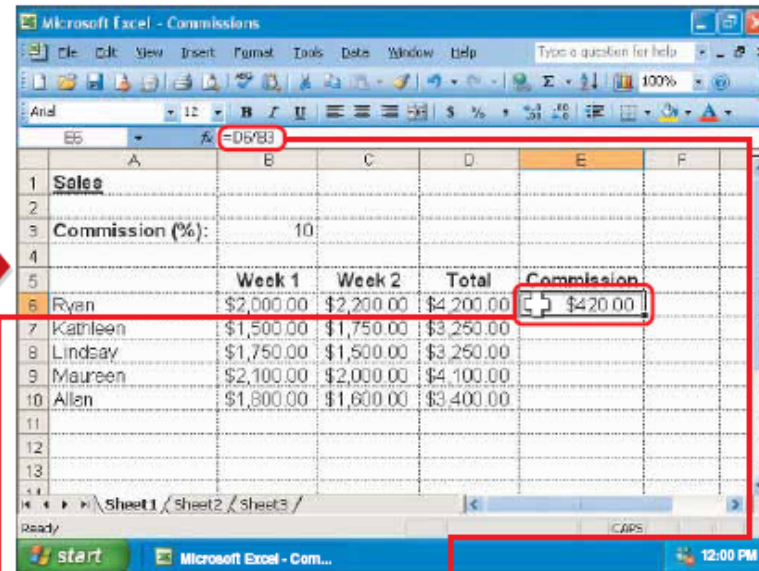


1 Click the cell where you want to enter a formula.

2 Type an equal sign (=) to begin the formula.

3 Type the formula and then press the **Enter** key.

Note: As you enter the formula, Excel adds a colored outline to each cell you refer to in the formula.



4 The result of the calculation appears in the cell.

4 To view the formula you entered, click the cell containing the formula.

The formula bar displays the formula for the cell.

Editovanje formule:

Sales	A	B	C	D	E	F
Commission (%)		10				
		Week 1	Week 2	Total	Commission	
Ryan	\$2,000.00	\$2,200.00	\$4,200.00	=D6/B3		
Kathleen	\$1,500.00	\$1,750.00	\$3,250.00			
Lindsay	\$1,750.00	\$1,500.00	\$3,250.00			
Maureen	\$2,100.00	\$2,000.00	\$4,100.00			
Allen	\$1,800.00	\$1,600.00	\$3,400.00			

EDIT A FORMULA

1 Double-click the cell containing the formula you want to change.

The formula appears in the cell.

Excel outlines each cell used in the formula with a different color.

Sales	A	B	C	D	E	F
Commission (%)		10				
		Week 1	Week 2	Total	Commission	
Ryan	\$2,000.00	\$2,200.00	\$4,200.00	=D6/B3+50		
Kathleen	\$1,500.00	\$1,750.00	\$3,250.00			
Lindsay	\$1,750.00	\$1,500.00	\$3,250.00			
Maureen	\$2,100.00	\$2,000.00	\$4,100.00			
Allen	\$1,800.00	\$1,600.00	\$3,400.00			

2 Press the **←** or **→** key to move the flashing insertion point to where you want to remove or add characters.

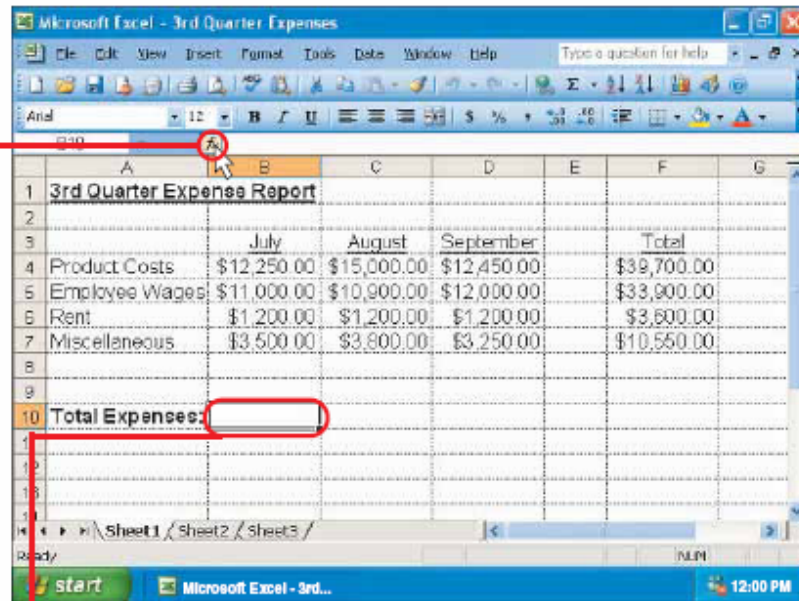
To remove the character to the left of the insertion point, press the **+Backspace** key.

3 To add data where the insertion point flashes on your screen, type the data.

4 When you finish making changes to the formula, press the **Enter** key.

Rad sa funkcijama:

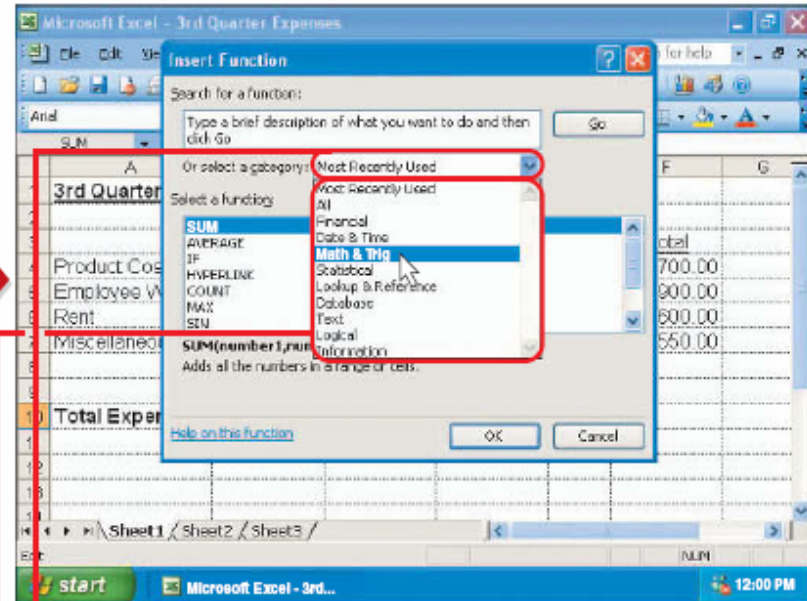
ENTER A FUNCTION



1 Click the cell where you want to enter a function.

2 Click  to enter a function.

3 The Insert Function dialog box appears.

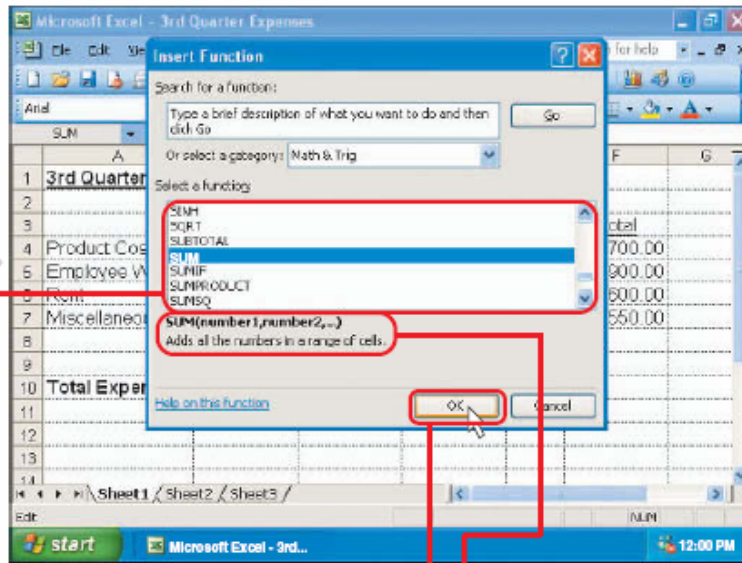


3 Click this area to display the categories of available functions.

4 Click the category containing the function you want to use.

*Note: If you do not know which category contains the function you want to use, select **All** to display a list of all the functions.*

Rad sa funkcijama:

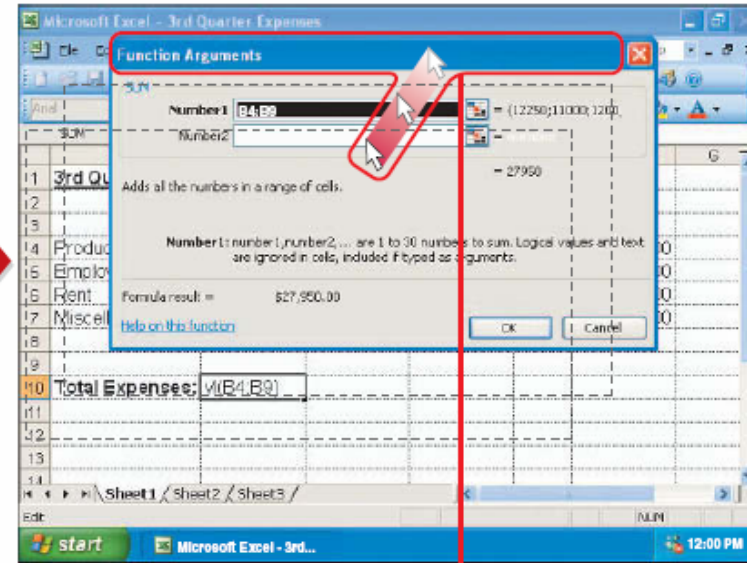


■ This area displays the functions in the category you selected.

■ **5** Click the function you want to use.

■ This area describes the function you selected.

■ **6** Click **OK** to continue.



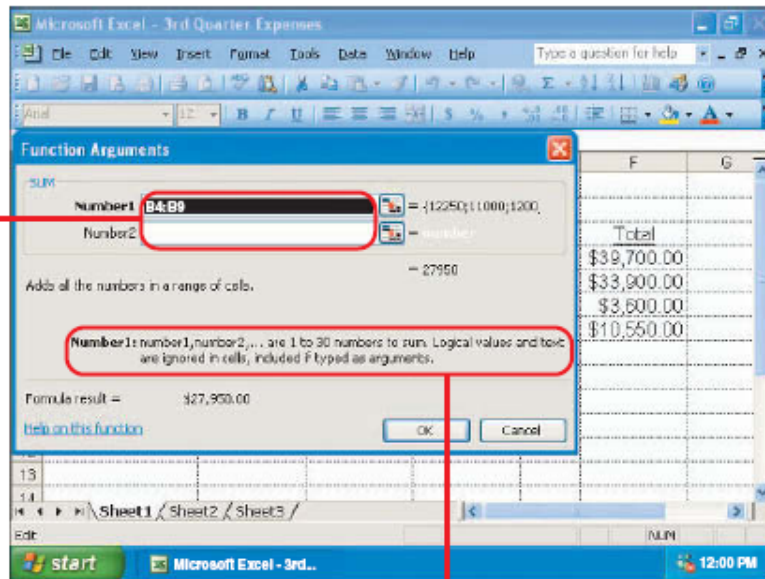
■ The Function Arguments dialog box appears. If the dialog box covers data you want to use in the function, you can move the dialog box to a new location.

■ **7** To move the dialog box, position the mouse over the title bar and then drag the dialog box to a new location.

- Mora se uvek napisati u odnosu na koje podatke se funkcija primenjuje.

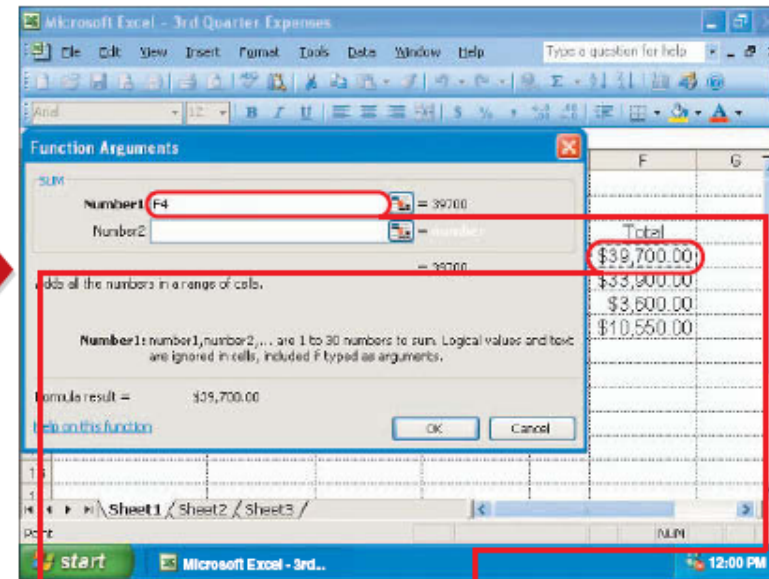
Rad sa funkcijama:

ENTER A FUNCTION (CONTINUED)



■ This area displays boxes where you enter the numbers you want to use in the function.

■ This area describes the numbers you need to enter.



8 To enter the first number for the function, click the cell that contains the number.

■ The cell reference for the number appears in this area.

Note: If the number you want to use does not appear in your worksheet, type the number.

Rad sa funkcijama:

The left screenshot shows the 'Function Arguments' dialog box for the SUM function. The 'Number1' field contains 'F4' with a value of 39700. The 'Number2' field contains 'F5' with a value of 33900. The 'Number3' field contains 'F6' with a value of 3600. The 'Number4' field contains 'F7' with a value of 10550. The 'Formula result' is displayed as 87750.00. The 'OK' button is highlighted with a red circle.

The right screenshot shows the worksheet with the formula bar displaying '=SUM(F4:F5:F6:F7)'. The result of the function, '\$87,750.00', is displayed in cell B10. The worksheet contains the following data:

	July	August	September	Total
Product Costs	\$12,250.00	\$15,000.00	\$12,450.00	\$39,700.00
Employee Wages	\$11,000.00	\$10,900.00	\$12,000.00	\$33,900.00
Rent	\$1,200.00	\$1,200.00	\$1,200.00	\$3,600.00
Miscellaneous	\$3,500.00	\$3,600.00	\$3,250.00	\$10,550.00
Total Expenses:				\$87,750.00

9 To enter another number for the function, click the next box.

10 Repeat steps 8 and 9 until you have entered all the numbers you want to use in the function.

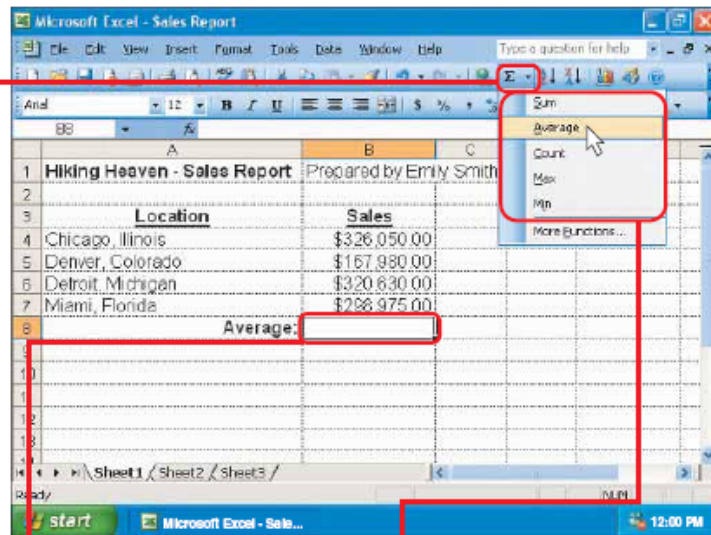
11 Click **OK** to enter the function into your worksheet.

The result of the function appears in the cell.


The formula bar displays the function for the cell.



Izvođenje osnovnih operacija:

PERFORM COMMON CALCULATIONS




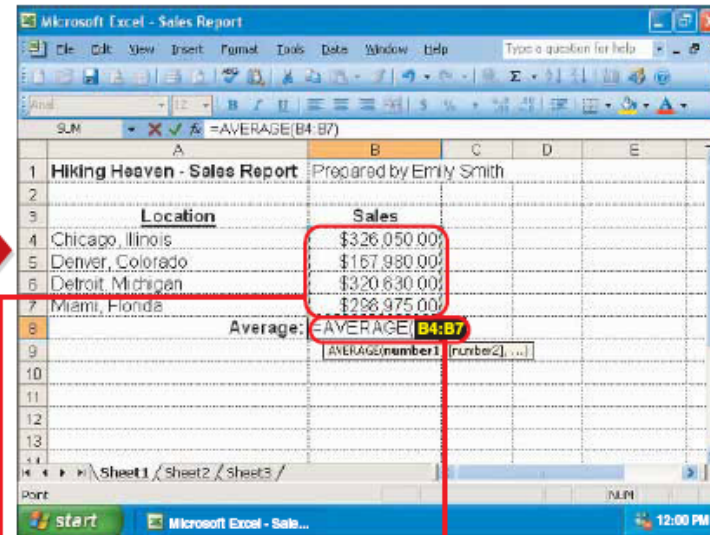
1 Click the cell below or to the right of the cells containing the numbers you want to include in the calculation.

2 Click  in this area to display a list of common calculations.

Note: If  is not displayed, click  on the Standard toolbar to display the button.

3 Click the calculation you want to perform.

*Note: If you want to quickly add the numbers, you can click  instead of performing steps **2** and **3**.*

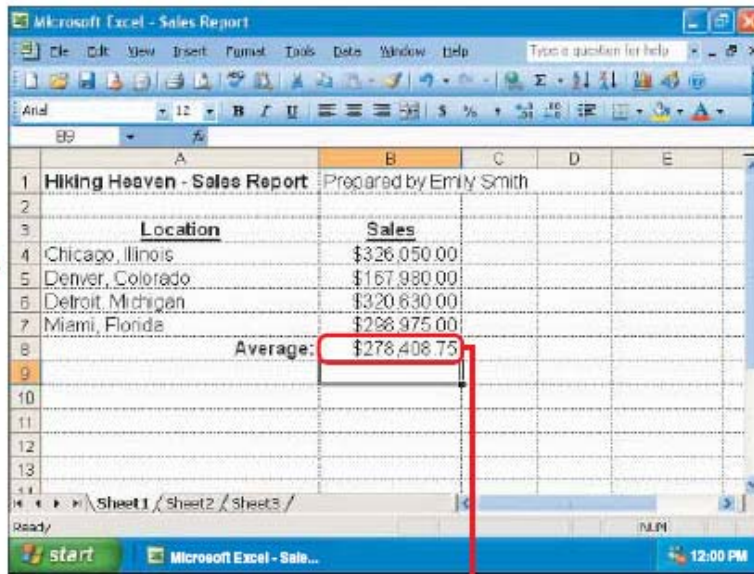


1 A moving outline appears around the cells that Excel will include in the calculation.

2 If Excel outlines the wrong cells, you can select the cells that contain the numbers you want to include in the calculation. To select cells, see page 10.

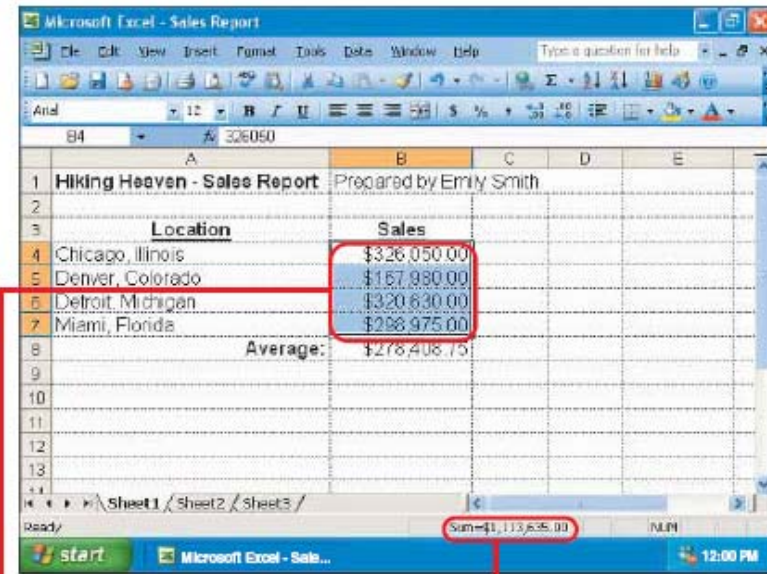
3 The cell you selected in step **1** displays the function Excel will use to perform the calculation.

Izvođenje osnovnih operacija:



4 Press the **Enter** key to perform the calculation.

The result of the calculation appears.



QUICKLY ADD NUMBERS

You can quickly display the sum of a list of numbers without entering a formula into your worksheet.

1 Select the cells containing the numbers you want to add. To select cells, see page 10.

This area displays the sum of the cells you selected.

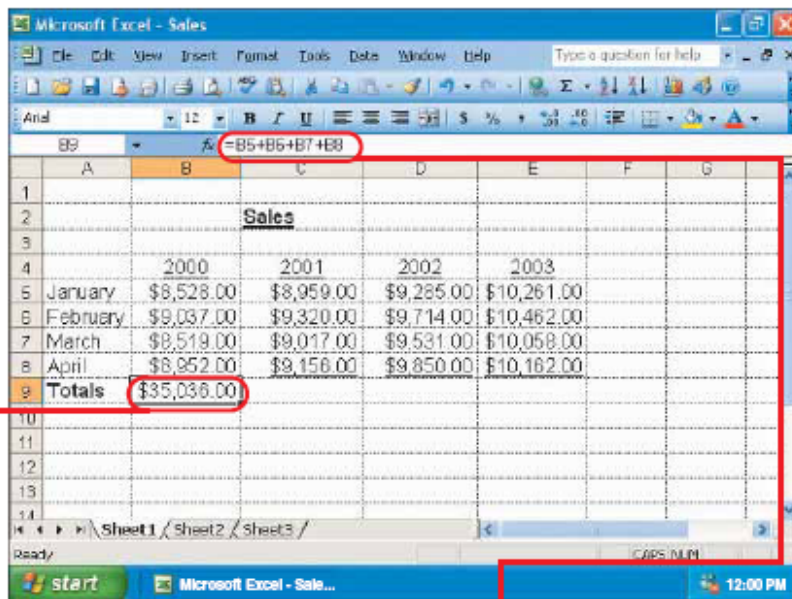
- Desnim klikom možemo izabrati vrstu brzog pokaza

- Značenje ponuđenih osnovnih operacija.

Sum	Adds a list of numbers.
Average	Calculates the average value of a list of numbers.
Count	Calculates the number of values in a list.
Max	Finds the largest value in a list of numbers.
Min	Finds the smallest value in a list of numbers.

Kopiranje formula:

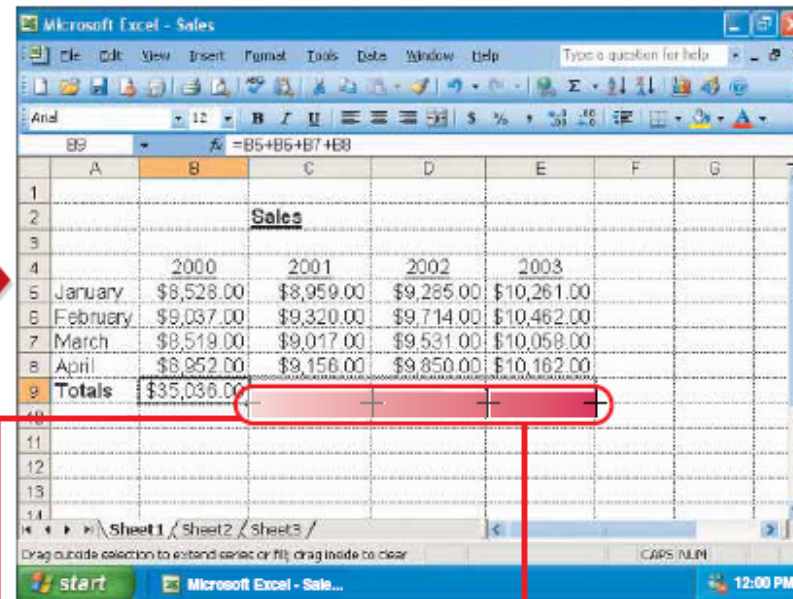
COPY A FORMULA—USING RELATIVE REFERENCES







1 Enter the formula you want to copy to other cells. To enter a formula, see page 84.

2 Click the cell containing the formula you want to copy.

The formula bar displays the formula for the cell.

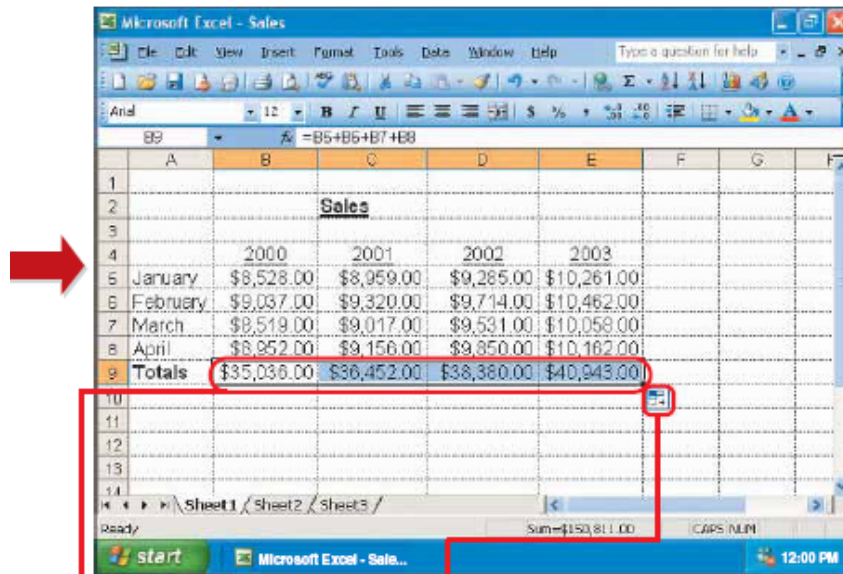


3 Position the mouse  over the bottom right corner of the cell ( changes to ).

4 Drag the mouse  over the cells you want to receive a copy of the formula.

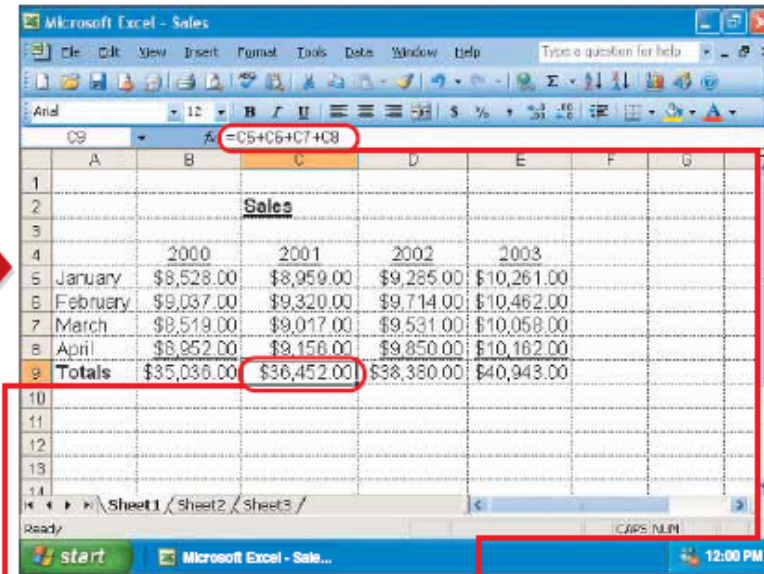
- Istu formulu možemo lako iskopirati da bi je koristili u različitim delovima radnog panela., a može se kopirati i u različite dokumente kao link.

Kopiranje formula:



■ The results of the formulas appear.

■ The Auto Fill Options button also appears. You can click the button and then select an option to change the way Excel copies the formula. For example, you can specify that Excel should not use the formatting from the original cell.



■ To view one of the new formulas, click a cell that received a copy of the formula.

■ The formula bar displays the formula with the new cell references.

Kopiranje formula - apsolutna referenca:

What is an absolute reference?

An absolute reference is a cell reference that does not change when you copy a formula. To make a cell reference absolute, type a dollar sign (\$) before both the column letter and row number, such as $\$A\7 .

	A	B	C	D
1		Jason	Sarah	Kerrie
2	Sales	10,000	7,500	8,200
3				
4	Commission	2,000	1,500	1,640
5				
6	Commission Rate			
7		0.2		

$=\$A\$7*B2$

This cell contains the formula $=\$A\$7*B2$.

$=\$A\$7*C2$

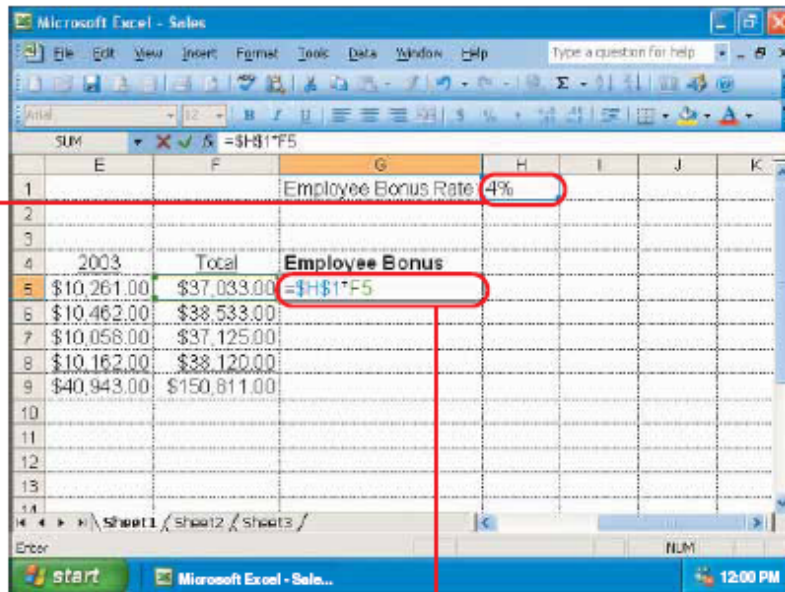
When you copy the formula to other cells in your worksheet, Excel does not change the absolute reference in the new formulas.

$=\$A\$7*D2$

Apsolutna referenca predstavlja ćeliju koja se ne menja kada se nad njom izvršava neka računaska operacija. Apsolutnu referencu upisujemo sa znakom \$ ispred slova od kolone i broja reda (relativne reference su promenljive ćelije).

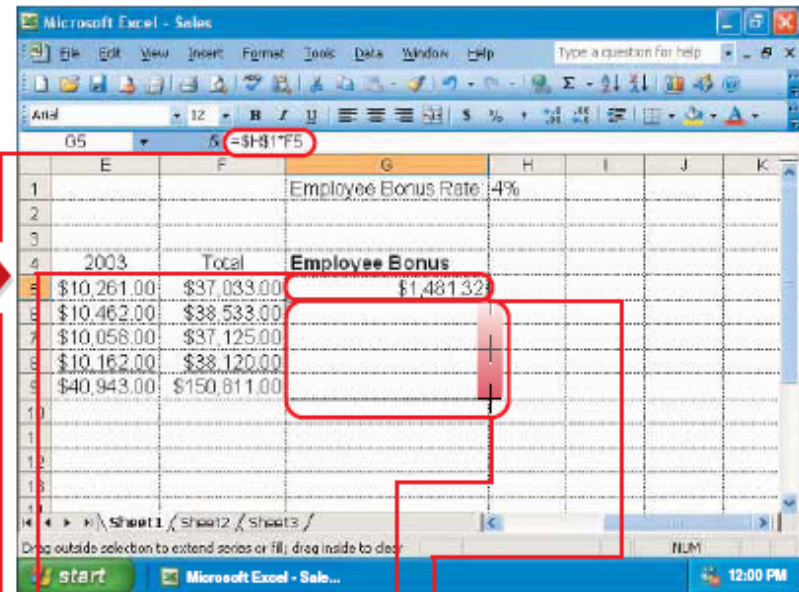
Kopiranje formula - apsolutna referenca:

COPY A FORMULA—USING ABSOLUTE REFERENCES






1 Enter the data you want to use in all the formulas.


2 Enter the formula you want to copy to other cells. To enter a formula, see page 84.



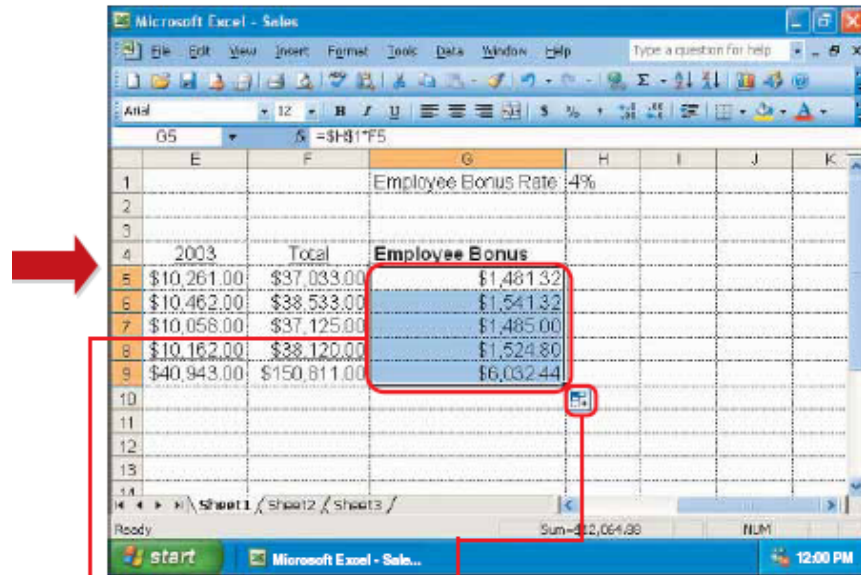
3 Click the cell containing the formula you want to copy.

4 The formula bar displays the formula for the cell.

4 Position the mouse  over the bottom right corner of the cell ( changes to 

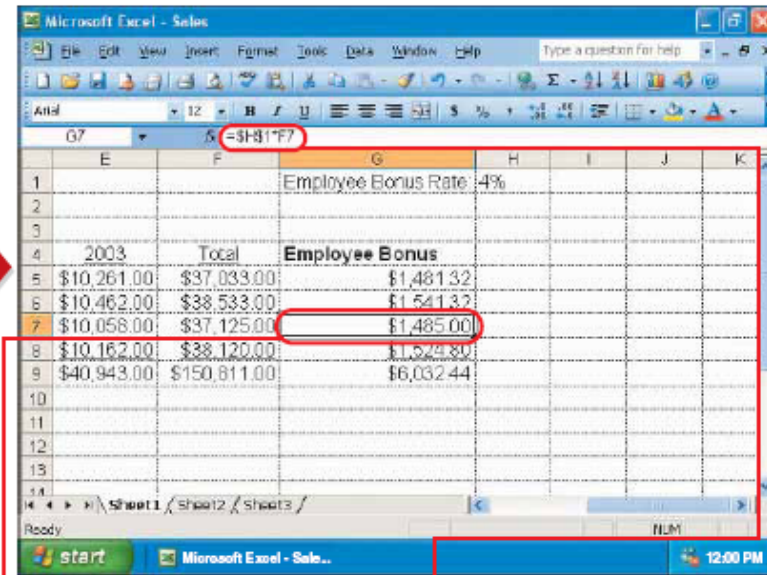
5 Drag the mouse  over the cells you want to receive a copy of the formula.

Kopiranje formula - apsolutna referenca:



■ The results of the formulas appear.

■ The Auto Fill Options button also appears. You can click the button and then select an option to change the way Excel copies the formula. For example, you can specify that Excel should not use the formatting from the original cell.

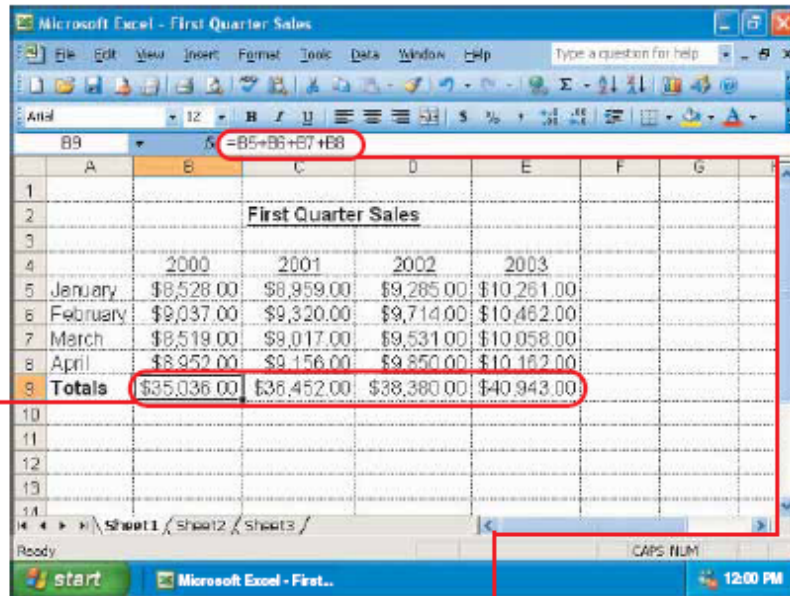


6 To view one of the new formulas, click a cell that received a copy of the formula.

■ The formula bar displays the formula with the absolute reference and the new cell reference.

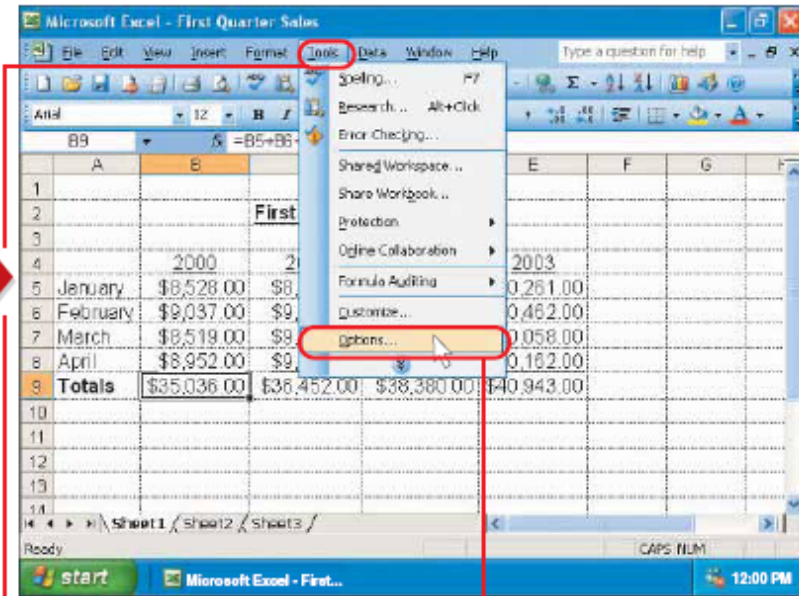
Prikazivanje liste formula umesto liste rezultata:

DISPLAY ALL FORMULAS



■ These cells contain formulas. By default, Excel displays formula results in your worksheet.

■ The formula bar displays the formula for the active cell.

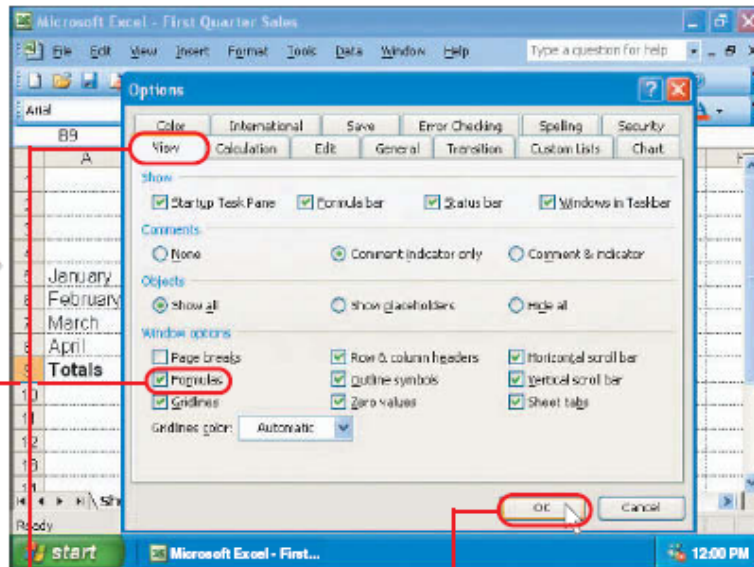


1 To display the formulas in your worksheet, click **Tools**.

2 Click **Options**.

■ The Options dialog box appears.

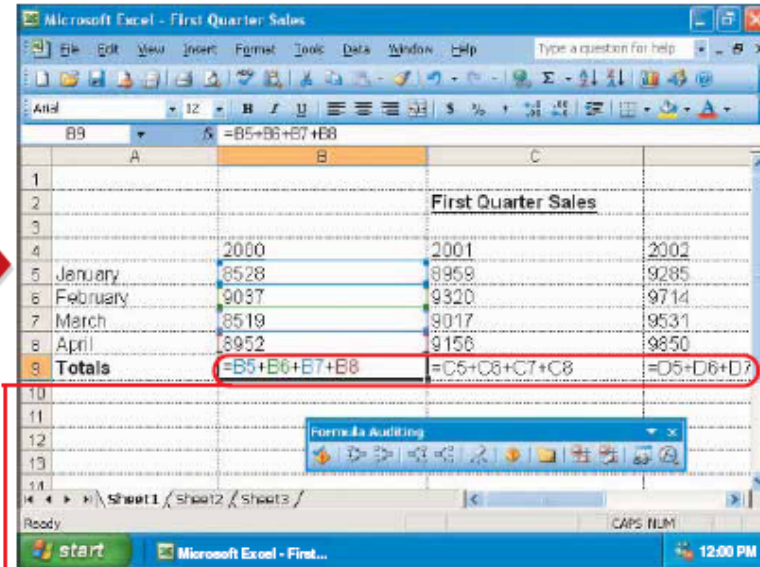
Prikazivanje liste formula umesto liste rezultata:



3 Click the **View** tab.

4 Click **Formulas** (changes to)

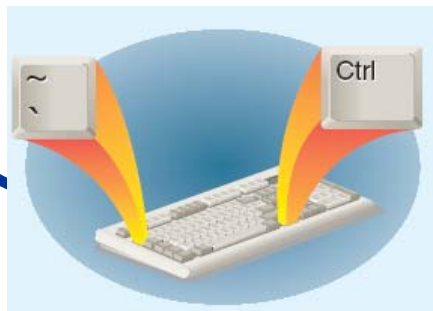
5 Click **OK** to confirm your change.



■ The formulas appear in your worksheet.

■ Excel automatically adjusts the column widths to clearly display the formulas.

■ To once again show the formula results in your worksheet, repeat steps 1 to 5 (changes to in step 4).



Lakši metod (koji se zaboravlja).

Česte greške u pisanju formula:

COMMON ERRORS IN FORMULAS

An error message appears when Excel cannot properly calculate or display the result of a formula.

	A	B	C
1	9924		
2	5521		
3	#NUM!		
4			
5			
6			
7			

#NUM!

The column is too narrow to display the result of the calculation. You can change the column width to display the result. To change the column width, see page 66.

■ This cell contains the formula =A1*A2

	A	B	C
1	50		
2			
3			
4	#DIV/0!		
5			
6			
7			

#DIV/0!

The formula divides a number by zero (0). Excel considers a blank cell to have a value of zero.

■ This cell contains the formula =A1/A2 =50/0

	A	B	C
1	10		
2	20		
3	30		
4	#NAME?		
5			
6			
7			

#NAME?

The formula contains a function name or cell reference Excel does not recognize.

■ This cell contains the formula =AQ+A2+A3
In this example, the cell reference A1 was typed incorrectly.

	A	B	C
1	10		
2	20		
3	30		
4	#REF!		
5			
6			
7			

#REF!

The formula refers to a cell that is not valid.

■ This cell contains the formula =A1+A2+A3
In this example, a row containing a cell used in the formula was deleted.

	A	B	C
1	10		
2	20		
3	January		
4	#VALUE!		
5			
6			
7			

#VALUE!

The formula refers to a cell that Excel cannot use in a calculation.

■ This cell contains the formula =A1+A2+A3
In this example, a cell used in the formula contains text.

	A	B	C
1	10		
2	20		
3	30		
4	#CIRCULAR REFERENCE		
5			
6			
7			

Circular Reference

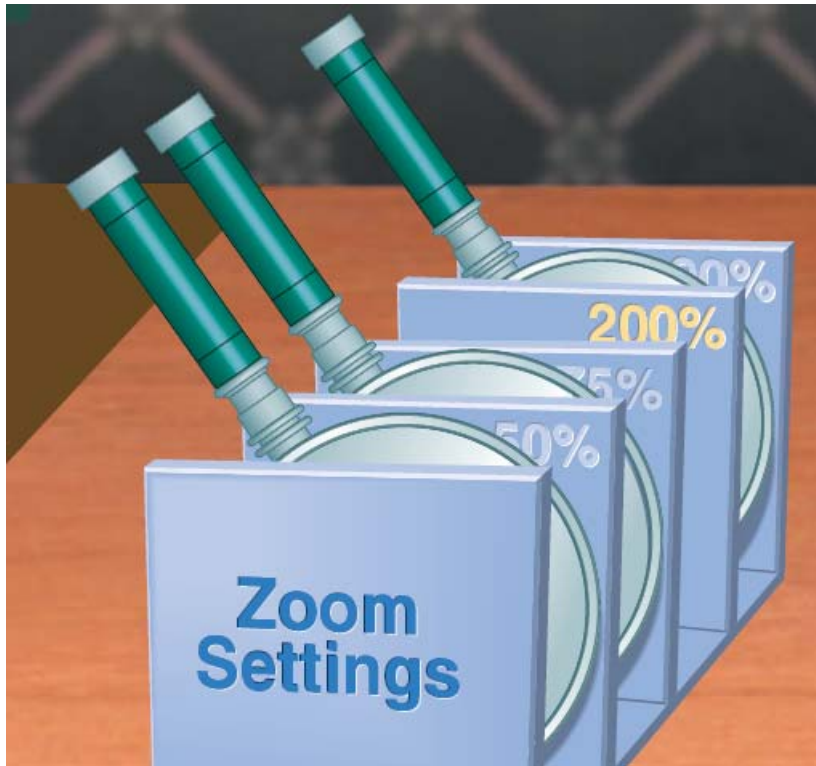
A warning message appears when a formula refers to the cell containing the formula. This is called a circular reference.

■ This cell contains the formula =A1+A2+A3+A4

Greške:

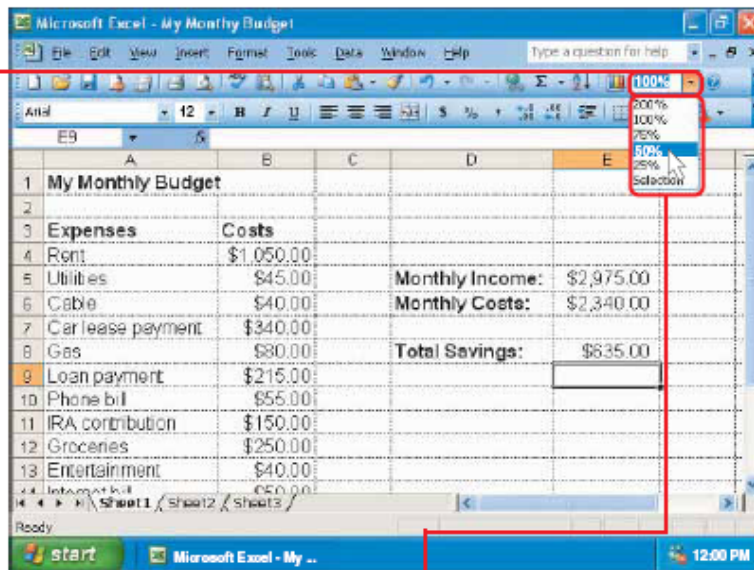
- #####
- #DIV/0!
- #NAME?
- #REF!
- #VALUE!
- Circular Reference


Malo opuštanja ... rad sa panelima:




Promena prikaza ekrana (Zoom):

ZOOM IN OR OUT

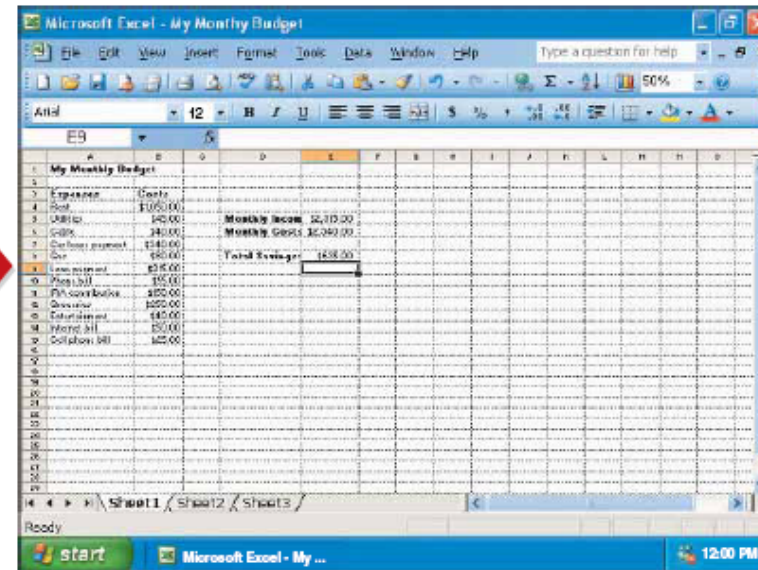


1 Click  in this area to display a list of zoom settings.

Note: If the Zoom area is not displayed, click  on the Standard toolbar to display the area.

2 Click the zoom setting you want to use.

*Note: If you select cells before performing step 1, the **Selection** setting enlarges the selected cells to fill the window. To select cells, see page 10.*



■ The worksheet appears in the new zoom setting. You can edit the worksheet as usual.

■ To return to the normal zoom setting, repeat steps 1 and 2, selecting **100%** in step 2.

Prikaz "punog" ekrana:

DISPLAY FULL SCREEN

The left screenshot shows the Microsoft Excel interface with the 'View' menu open. The 'Full Screen' option is highlighted. The right screenshot shows the Excel spreadsheet in Full Screen mode, with 'Full Screen' and 'Close Full Screen' buttons visible in the top right corner.

Product	Product ID	Supplier	Units in Stock	Sizes	Colors
Men's Hiking Boots	5674	Nelson	86	9 to 14	Black
Women's Hiking Boots	5675	Dearing	61	4 to 10	Brown, Black
Children's Hiking Boots	5676	Dearing	45	3 to 6	Brown, Black
Fleece Pullover	6770	Harris	100	S, M, L, XL	Gray, Yellow
Hooded Sweatshirt	6774	Harris	121	S, M, L, XL	Red, Blue, Ye
Sweatshirt	6775	Northward	91	S, M, L, XL	Red, Blue, Ye
Jersey	6776	Northward	77	S, M, L	Red, Blue, Ye
Raincoat	7000	Borek	50	M, L	Yellow only
Fleece Jacket	7100	Borek	83	S, M, L, XL	Gray, Yellow
Lightweight Jacket	7200	Cans	105	S, M, L, XL	Blue and Whi
Lined Winter Jacket	7230	Cans	74	S, M, L, XL	Tan, Gray, Bl
BackPack	8100	Wham	34		Black, Brown
BackPack	8134	Forester	40		Blue/Gray an
BackPack	8220	Vene	52		Black/blue, T
Fleece Pants	3000	Northward	90	S, M, L	Gray, Green,
Nylon Pants	4300	Cans	110	S, M, L, XL	Red only

- 1 Click **View**.
- 2 Click **Full Screen**.

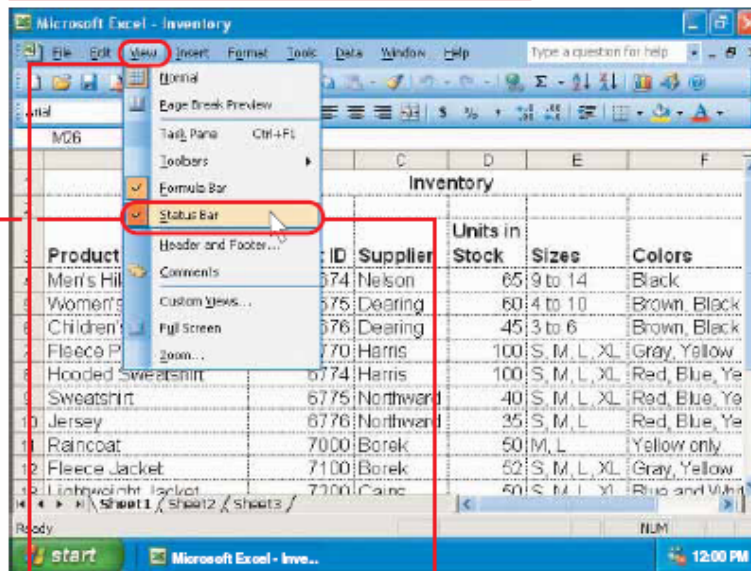
Note: If Full Screen does not appear on the menu, position the mouse over the bottom of the menu to display the menu option.

- Excel hides parts of the screen to display a larger working area.
- To once again display the hidden parts of the screen, click **Close Full Screen**.

Note: You can also repeat steps 1 and 2 to once again display the hidden parts of the screen.

(Ne)prikaz statusnog menija:

DISPLAY OR HIDE THE STATUS BAR

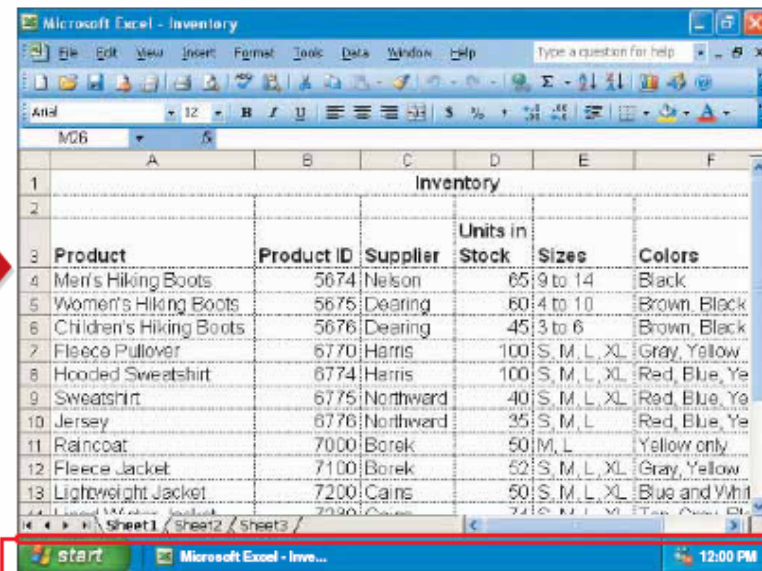


1 Click **View**.

A check mark (✓) appears beside Status Bar if the bar is currently displayed.

2 Click **Status Bar** to display or hide the bar.

Note: If Status Bar does not appear on the menu, position the mouse over the bottom of the menu to display the menu option.



Excel displays or hides the status bar.

Note: Hiding the status bar provides a larger and less cluttered working area.

(Ne)prikaz radnog panela:

DISPLAY OR HIDE A TOOLBAR

The left screenshot shows the 'View' menu open, with 'Toolbars' selected. A list of toolbars is displayed, including Standard, Formatting, Borders, Chart, Control Toolbox, Drawing, External Data, Forms, Formula Auditing, List, Picture, PivotTable, Protection, Reviewing, Text To Speech, Visual Basic, Watch Window, and Web. The 'Drawing' toolbar is highlighted. The right screenshot shows the 'Drawing' toolbar displayed at the bottom of the Excel window.

Product	Product ID	Supplier	Units in Stock	Sizes	Colors
Men's Hiking Boots	5674	Nelson	65	9 to 14	Black
Women's Hiking Boots	5675	Dearing	60	4 to 10	Brown, Black
Children's Hiking Boots	5676	Dearing	45	3 to 6	Brown, Black
Fleece Pullover	6770	Harris	100	S, M, L, XL	Gray, Yellow
Hooded Sweatshirt	6774	Harris	100	S, M, L, XL	Red, Blue, Ye
Sweatshirt	6775	Northward	40	S, M, L, XL	Red, Blue, Ye
Jersey	6776	Northward	35	S, M, L	Red, Blue, Ye
Raincoat	7000	Borek	50	M, L	Yellow only
Fleece Jacket	62	S, M, L, XL	Gray, Yellow		
Lightweight Jacket	60	S, M, L, XL	Blue and White		

- 1 Click **View**.
- 2 Click **Toolbars**.

3 A list of toolbars appears. A check mark (✓) appears beside the name of each toolbar that is currently displayed.

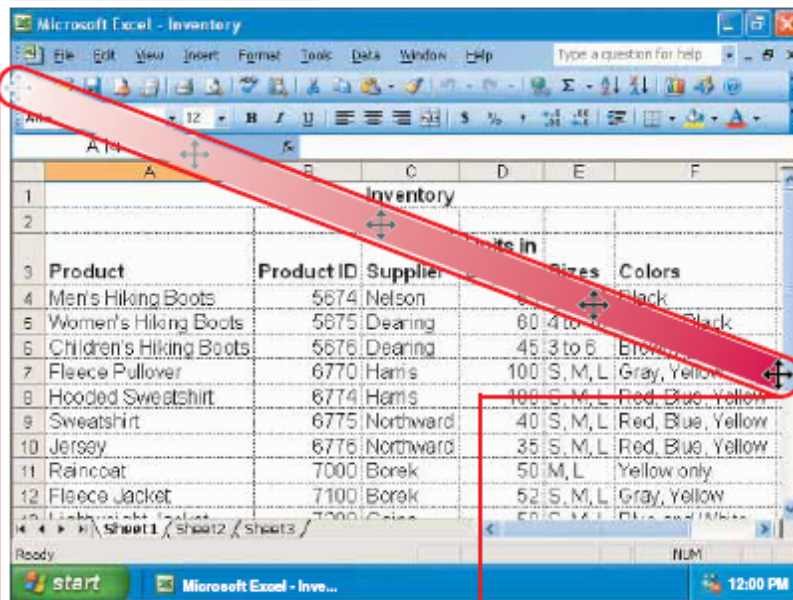
3 Click the name of the toolbar you want to display


3 Excel displays or hides the toolbar you selected.

Note: A screen displaying fewer toolbars provides a larger and less cluttered working area.

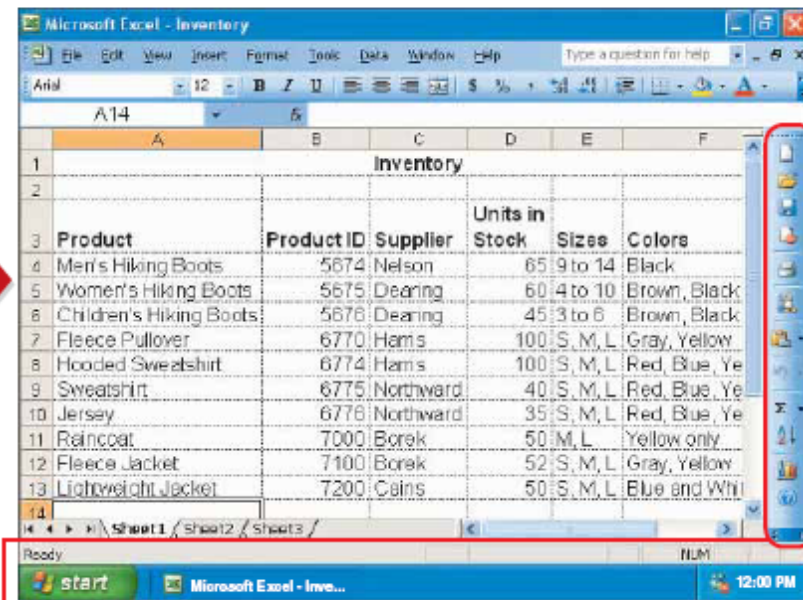
Pomeranje radnog panela:

MOVE A TOOLBAR



1 Position the mouse over the left edge of the toolbar you want to move (the mouse cursor changes to )

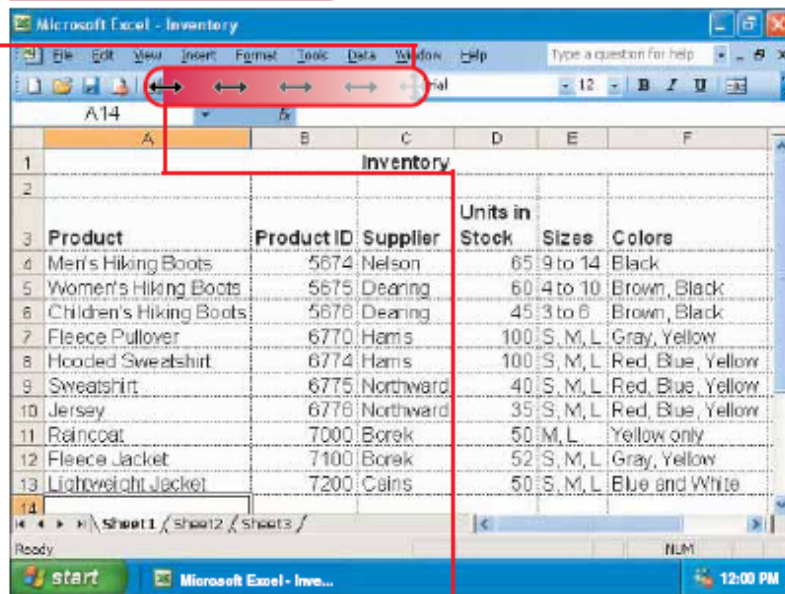
2 Drag the toolbar to a new location.





The toolbar appears in the new location.

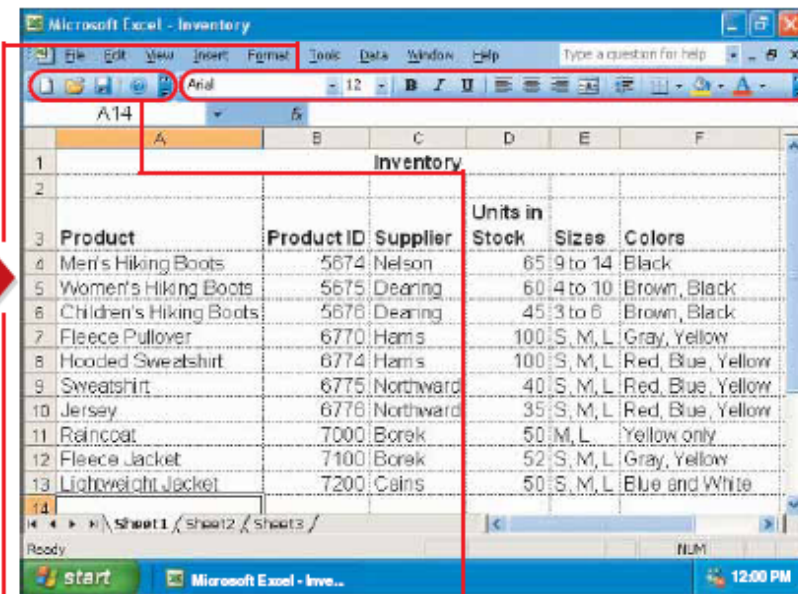
Promena širina radnog panela:

RESIZE A TOOLBAR



1 Position the mouse over the left edge of the toolbar you want to resize (the mouse cursor changes to ).

2 Drag the mouse  until the toolbar is the size you want.



The toolbar displays the new size.

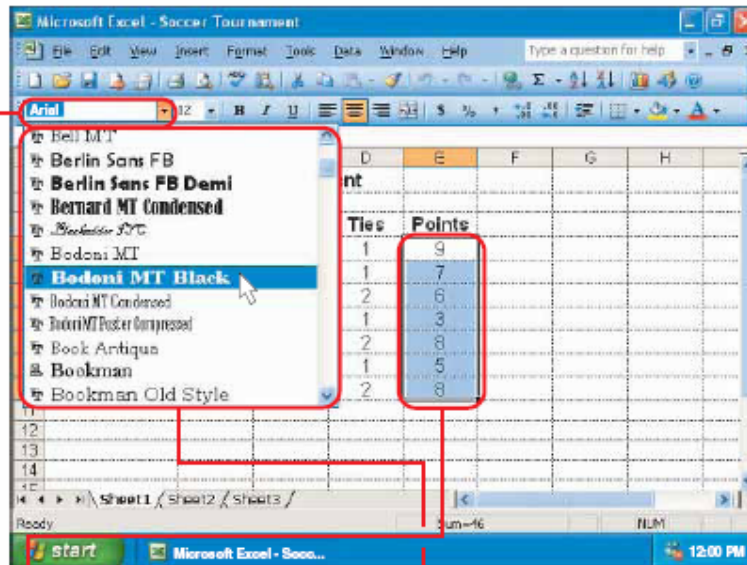
The new toolbar size affects the size of other toolbars on the same row.

Rad sa slovma:





Promena fontova:

CHANGE FONT OF DATA

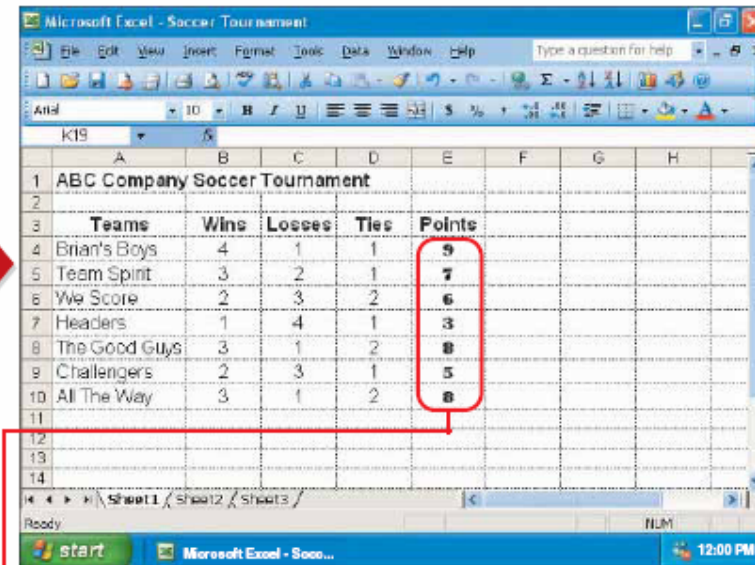


1 Select the cells containing the data you want to change to a different font. To select cells, see page 10.

2 Click  in this area to display a list of the available fonts.

Note: If the Font area is not displayed, click  on the Formatting toolbar to display the area.

3 Click the font you want to use.

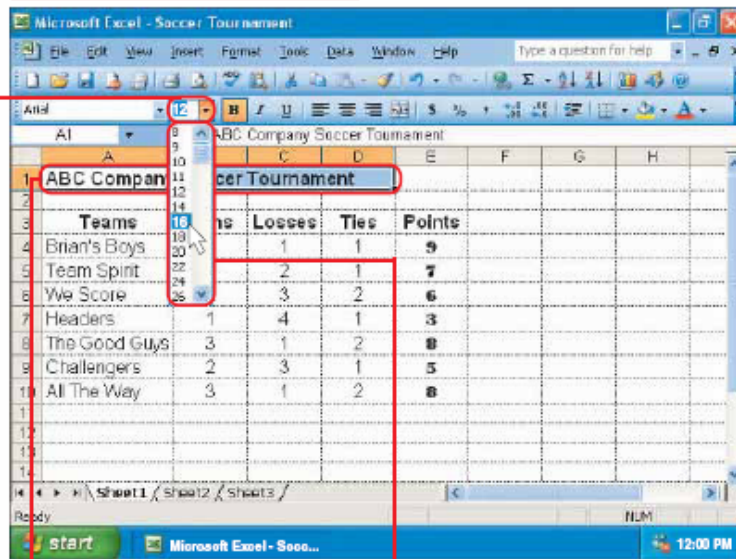


4 The data changes to the font you selected.

5 To deselect cells, click any cell.

Promena veličine slova:

CHANGE SIZE OF DATA

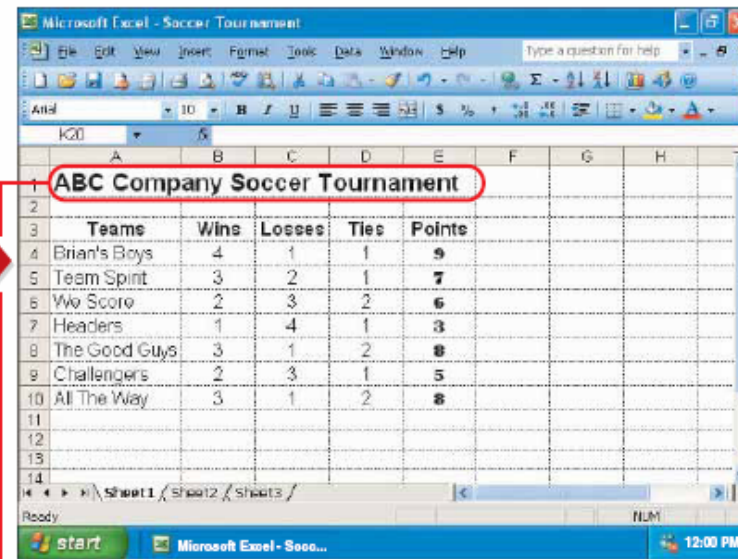


1 Select the cells containing the data you want to change to a new size. To select cells, see page 10.

2 Click  in this area to display a list of the available sizes.

Note: If the Font Size area is not displayed, click  on the Formatting toolbar to display the area.

3 Click the size you want to use.

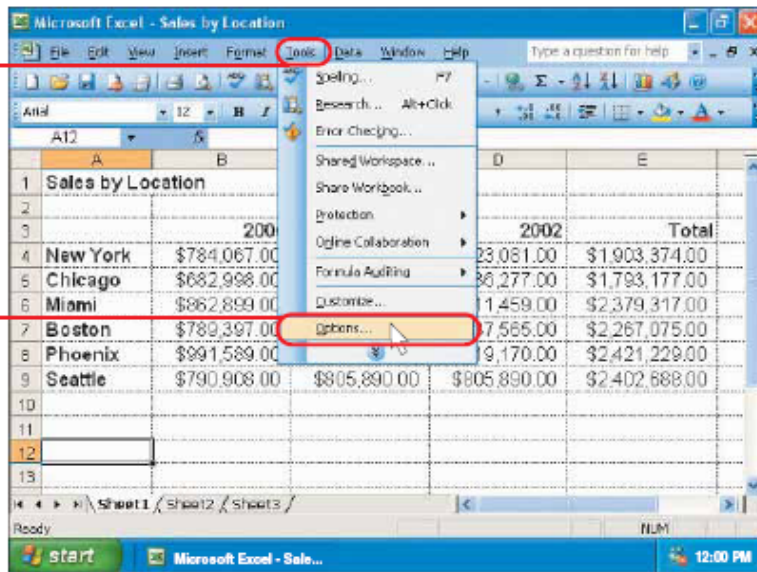


4 The data changes to the size you selected.

5 To deselect cells, click any cell.

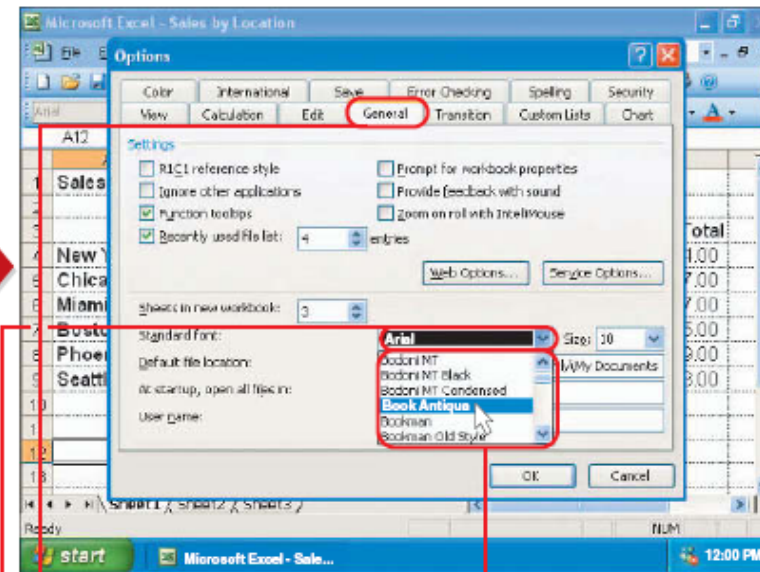
"Generalna" promena fontova:


CHANGE FONT FOR ALL NEW WORKBOOKS



- 1 Click **Tools**.
- 2 Click **Options**.

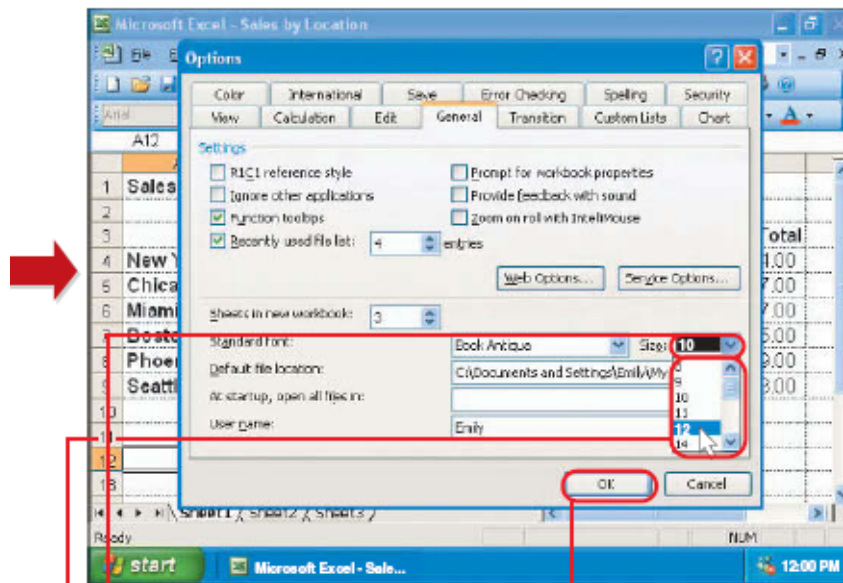
■ The Options dialog box appears.



- 3 Click the **General** tab.
- 4 To select the font you want to use for all your new workbooks, click  in this area.

- 5 Click the font you want to use.

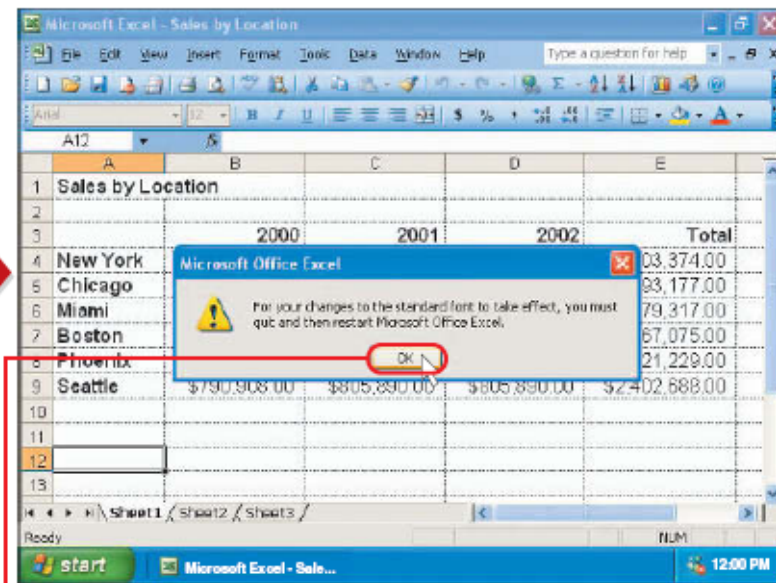
"Generalna" promena fontova:



6 To select the font size you want to use for all your new workbooks, click in this area.

7 Click the font size you want to use.

8 Click **OK** to confirm your changes.



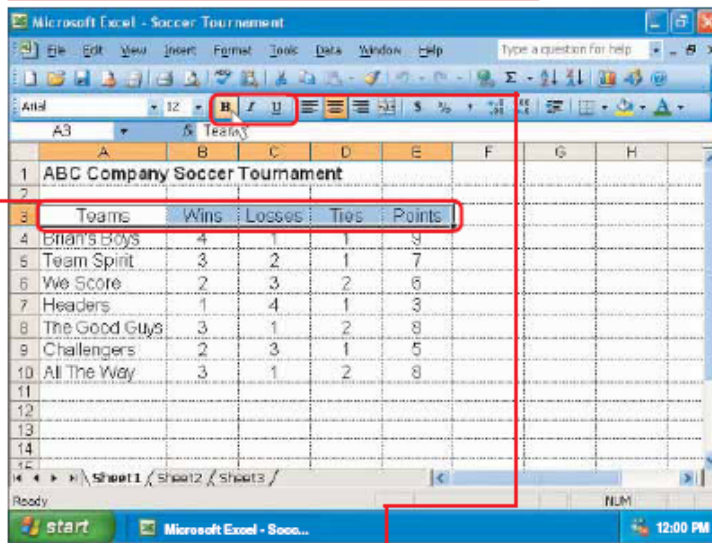
9 A dialog box appears, stating that you must exit Excel and restart the program for the changes to take effect.

9 Click **OK** to continue.

9 You must now exit and restart Excel to use the font in new workbooks you create. To exit and restart Excel, see page 4.

Bold-Italic-Underline

BOLD, ITALICIZE OR UNDERLINE DATA

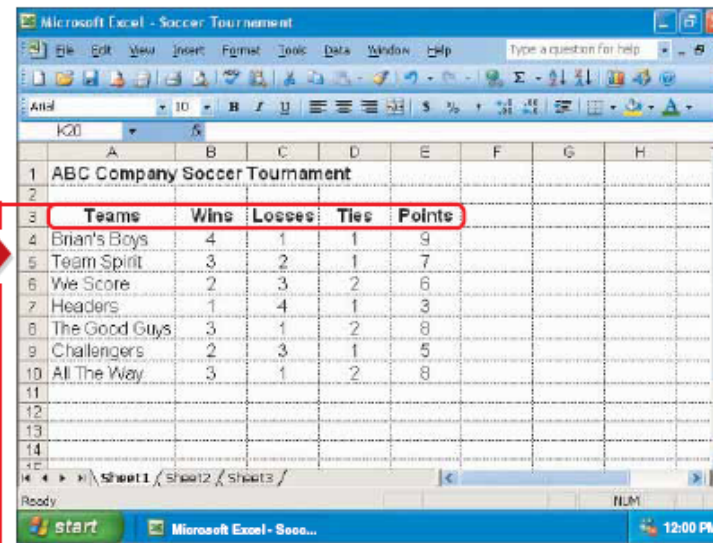


1 Select the cells containing the data you want to bold, italicize or underline. To select cells, see page 10.

2 Click one of the following buttons.

-  Bold
-  Italic
-  Underline

Note: If the button you want is not displayed, click  on the Formatting toolbar to display the button.



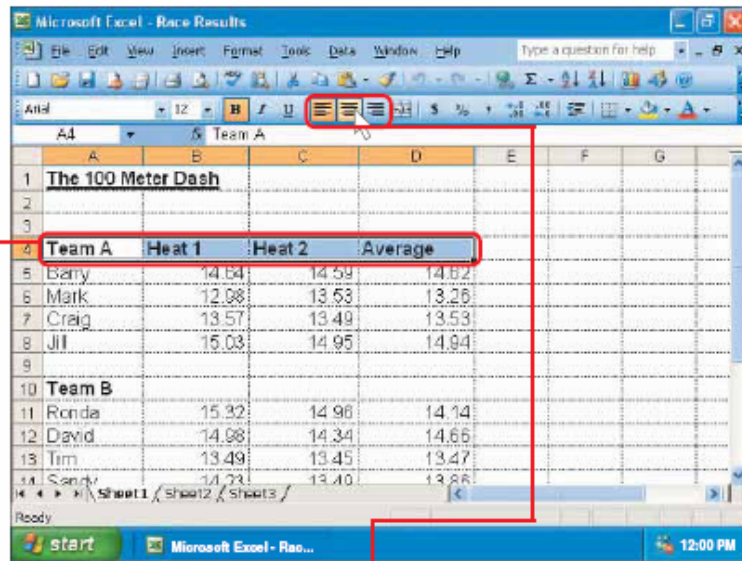
3 The data appears in the style you selected.

4 To deselect cells, click any cell.

5 To remove a bold, italic or underline style, repeat steps **1** and **2**.




Horizontalno centriranje:

CHANGE HORIZONTAL ALIGNMENT OF DATA

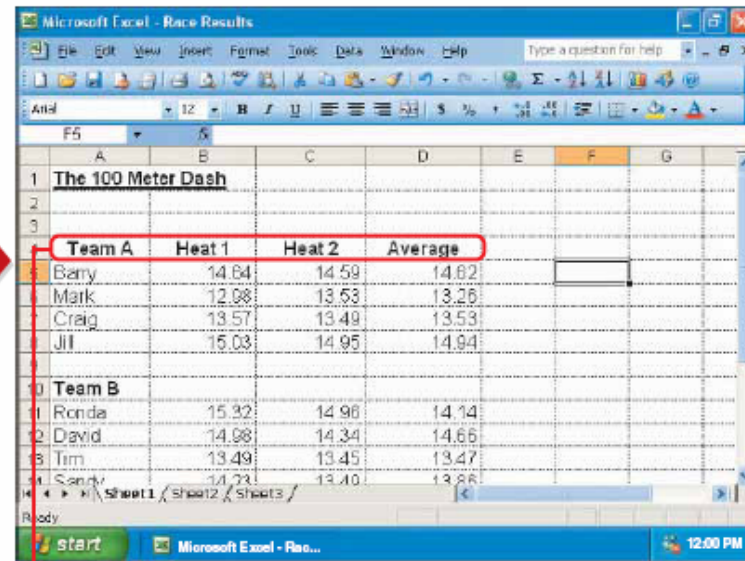


1 Select the cells containing the data you want to align differently. To select cells, see page 10.

2 Click one of the following buttons.

-  Left align
-  Center
-  Right align

Note: If the button you want is not displayed, click  on the Formatting toolbar to display the button.

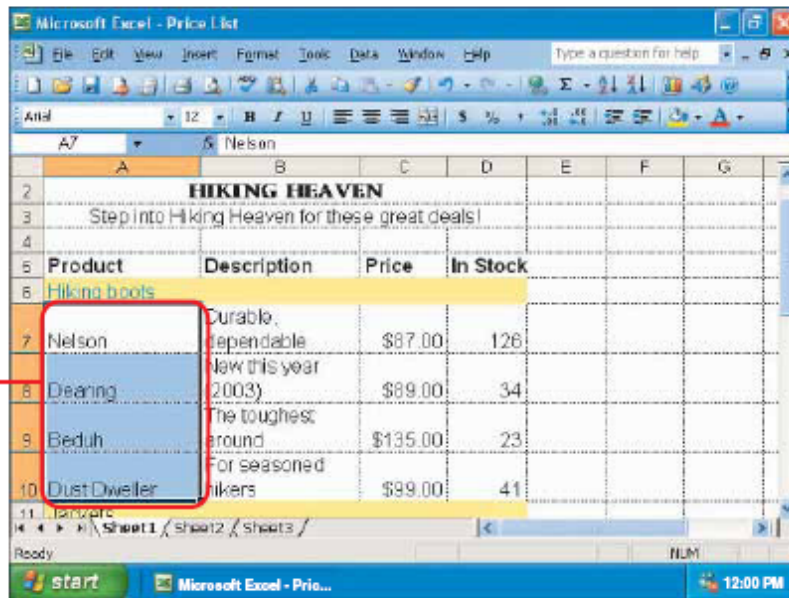


■ The data appears in the new alignment.

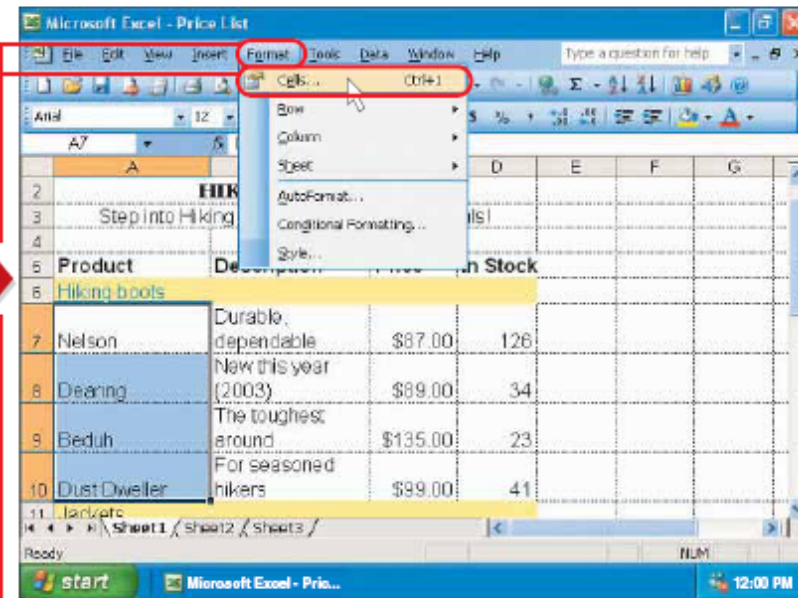
■ To deselect cells, click any cell.

Vertikalno centriranje:

CHANGE VERTICAL ALIGNMENT OF DATA



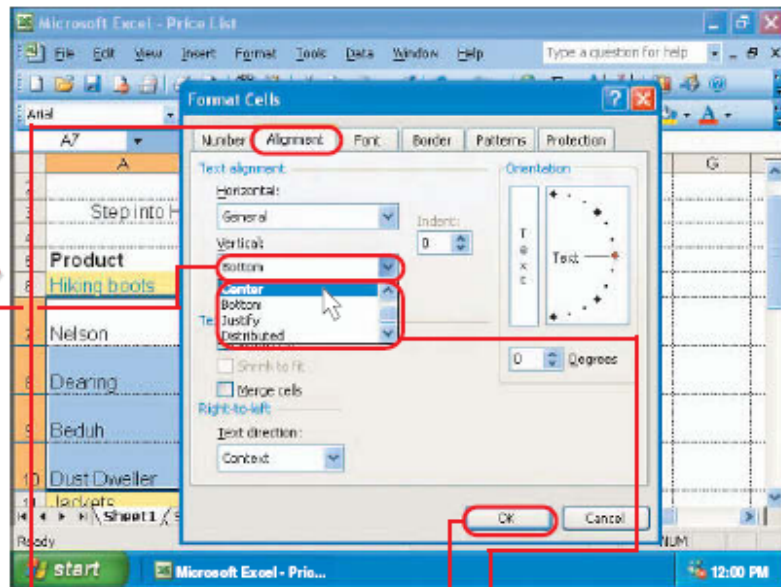
1 Select the cells containing the data you want to align differently. To select cells, see page 10.



2 Click **Format**.
3 Click **Cells**.

■ The Format Cells dialog box appears.

Vertikalno centriranje:

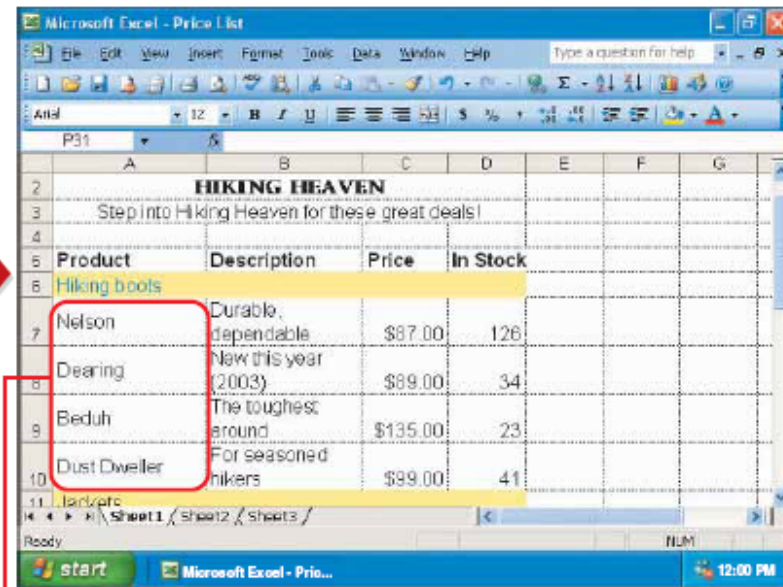


4 Click the **Alignment** tab.

5 Click this area to select the way you want to align the data.

6 Click the way you want to align the data.

7 Click **OK** to confirm your change.



8 The data displays the new alignment.

9 To deselect cells, click any cell.

Note: If the data does not display the new alignment, you may need to increase the height of the row. To change the row height, see page 67.

Promena prikaza podataka:

CHANGE APPEARANCE OF DATA

The first screenshot shows the Microsoft Excel interface with a table of hiking gear. The 'Format' menu is open, and 'Cells...' is selected. The second screenshot shows the 'Format Cells' dialog box with the 'Font' tab selected. The 'Font' tab shows options for font face (Arial Narrow), font style (Bold, Italic), and font size (14).

Product	Brand	Unit Price	Price	Description	Available
Hiking Boots	Nelson	65.99	55.99	Durable, depend	5-May
	Deering	88.99	77.99	New this year	5-May
	Rogue	139	09.99	The toughest an	5-May
Jackets	Cains	99.89	90.79	Numerous peck	9-Jun
	Borek	65	60	Now this year	9-Jun
	Corder	140	120.9	Stylish, all wea	9-Jun
Back Packs	Wham	35	25	Four pouches, v	7-Jul
	Pickford	45	35	Great for day tri	7-Jul
	Currie	65	45	Extra padding	7-Jul

1 Select the cells containing the data you want to change. To select cells, see page 10.

2 Click **Format**.

3 Click **Cells**.

■ The Format Cells dialog box appears.

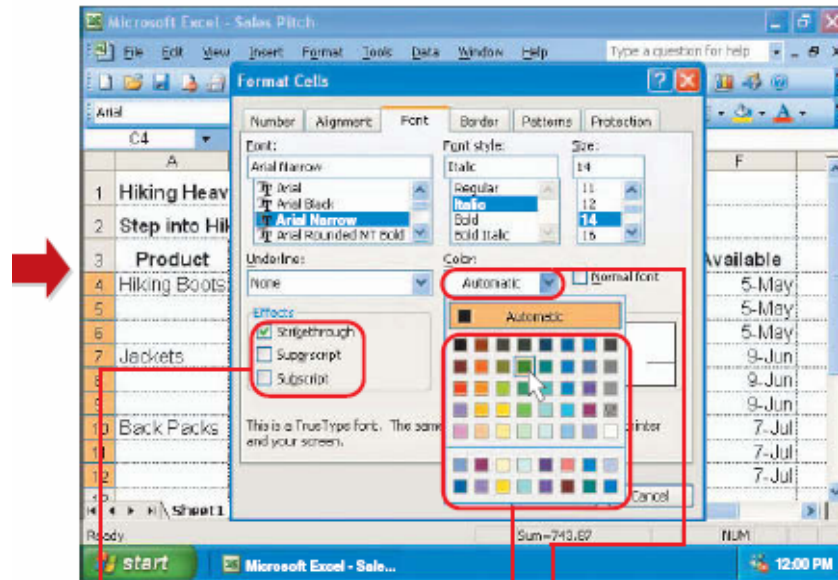
4 Click the **Font** tab.

5 To select a font for the data, click the font you want to use.

6 To select a style for the data, click the style you want to use.

7 To select a size for the data, click the size you want to use.

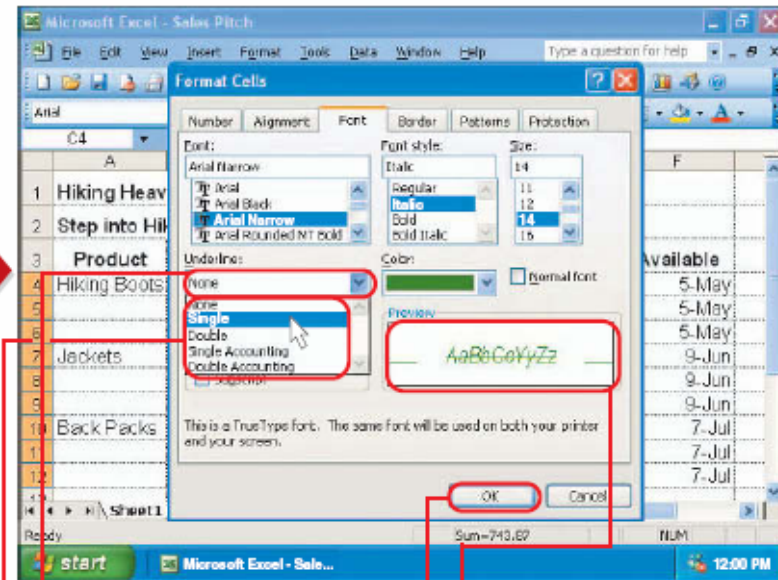
Promena prikaza podataka:



8 To select an effect for the data, click the effect you want to use (changes to).

9 To select a color for the data, click this area.

10 Click the color you want to use.



11 To select an underline style for the data, click this area.

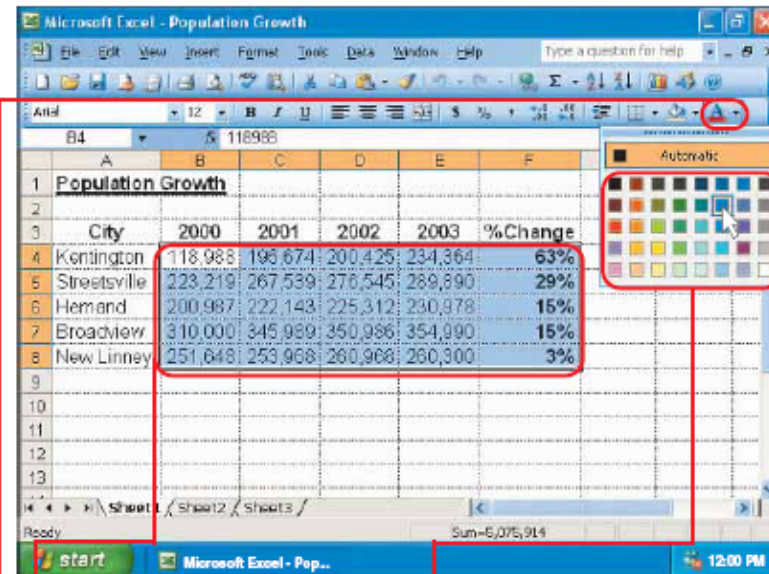
12 Click the underline style you want to use.


13 This area displays a preview of how the data will appear in your worksheet.



13 Click **OK** to apply your changes to the data you selected.

Promena boje podataka:

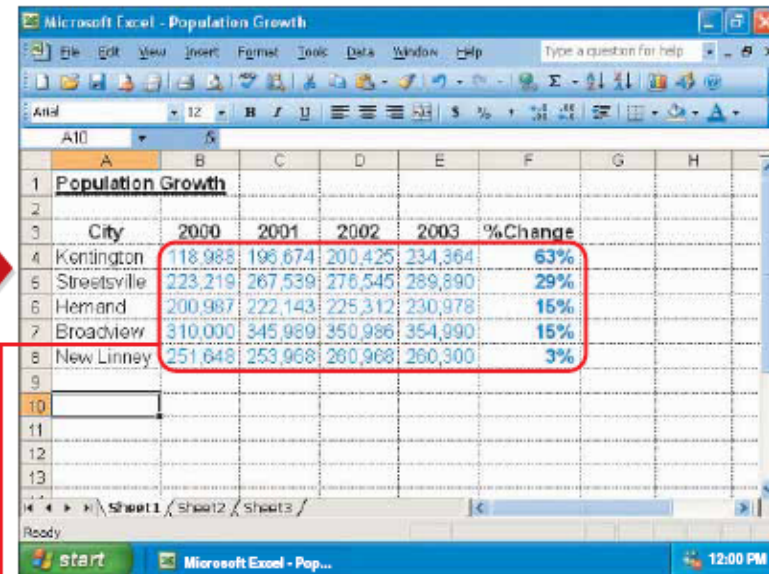
CHANGE DATA COLOR



- 1 Select the cells containing the data you want to change to a different color. To select cells, see page 10.
- 2 Click  in this area to display the available colors.

Note: If  is not displayed, click  on the Formatting toolbar to display the button.

- 3 Click the color you want to use.

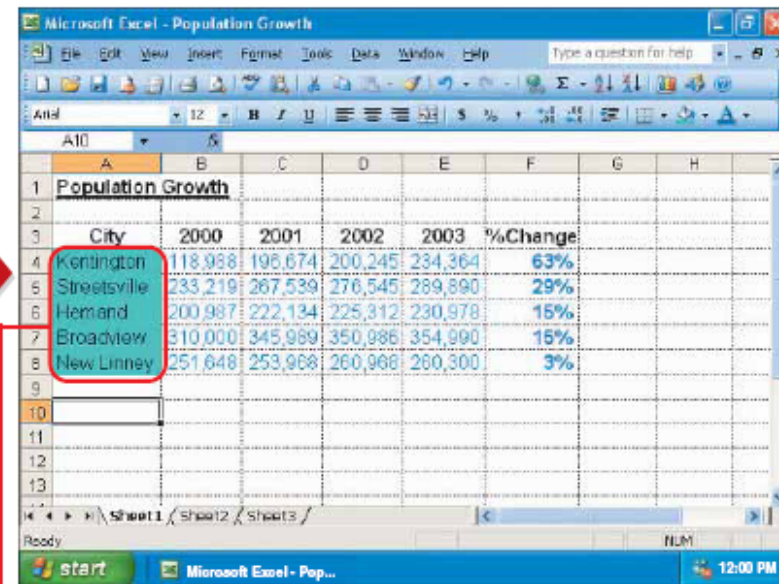
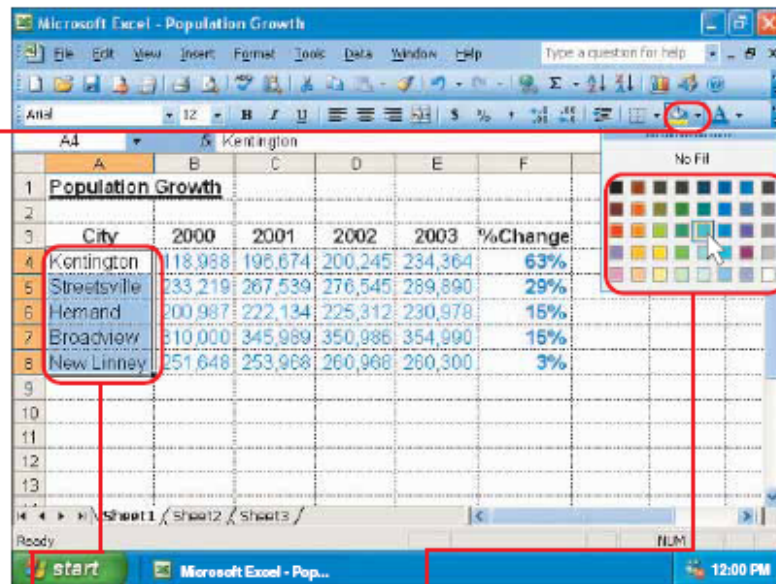


- 4 The data appears in the color you selected.
- 5 To deselect cells, click any cell.


- 6 To return data to its original color, repeat steps 1 to 3, selecting **Automatic** in step 3.



Promena boje ćelija:

CHANGE CELL COLOR



1 Select the cells you want to change to a different color. To select cells, see page 10.

2 Click  in this area to display the available colors.

Note: If  is not displayed, click  on the Formatting toolbar to display the button.

3 Click the color you want to use.

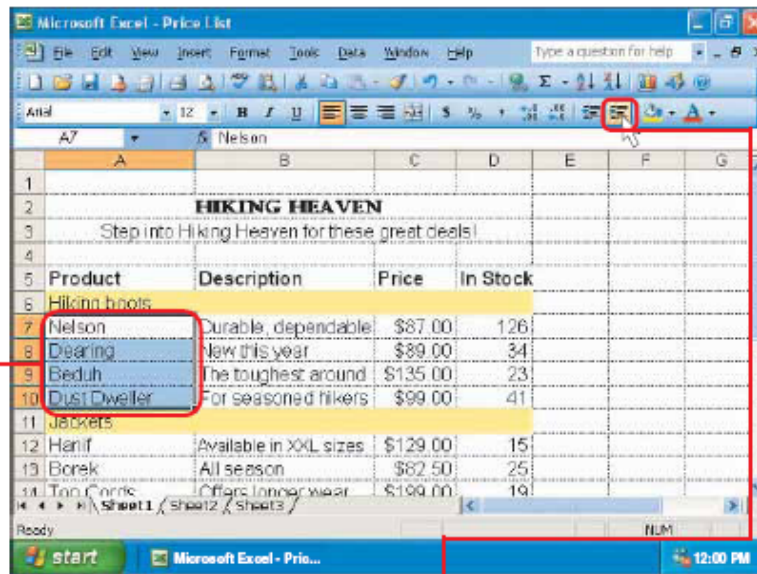
4 The cells appear in the color you selected.

5 To deselect cells, click any cell.


6 To remove color from cells, repeat steps **1** to **3**, selecting **No Fill** in step **3**.



Formatiranje podataka:

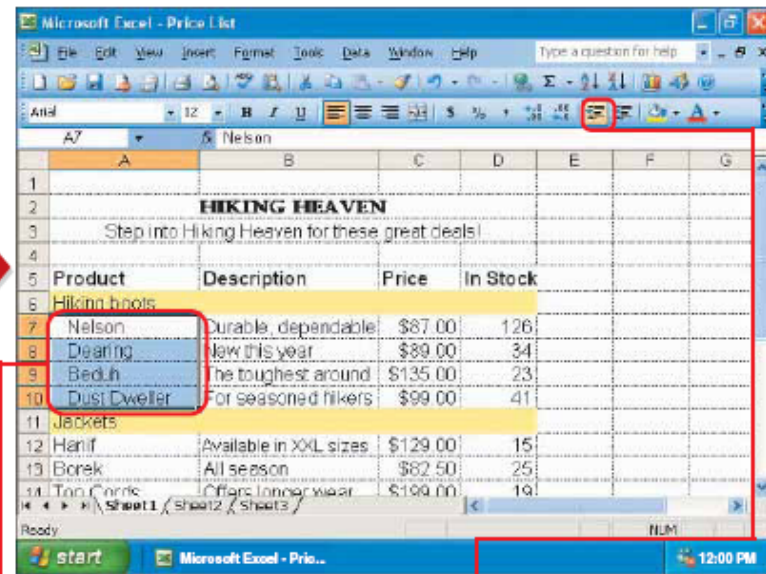
INDENT DATA



1 Select the cells containing the data you want to indent. To select cells, see page 10.


2 Click  to indent the data.

Note: If  is not displayed, click  on the Formatting toolbar to display the button.



3 Excel indents the data.

4 You can repeat step 2 to further indent the data.

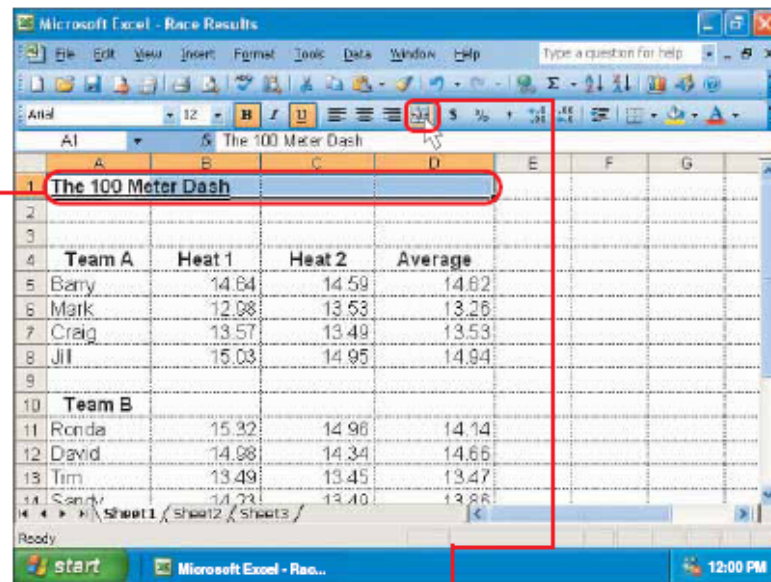
5 To decrease the indent, click .

Note: If  is not displayed, click  on the Formatting toolbar to display the button.

6 To deselect cells, click any cell.


Centriranje podataka:



CENTER DATA ACROSS COLUMNS

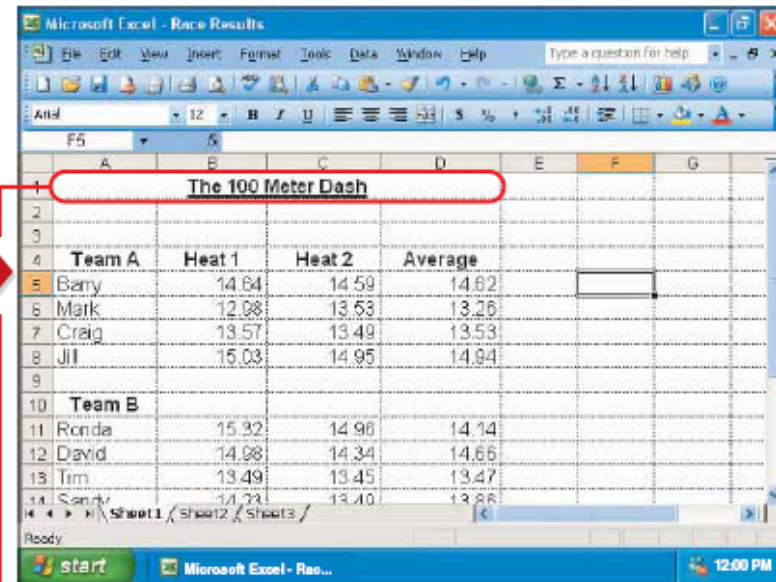


1 Select the cells you want to center the data across. To select cells, see page 10.

Note: The first cell you select should contain the data you want to center.

2 Click  to center the data across the columns.

Note: If  is not displayed, click  on the Formatting toolbar to display the button.

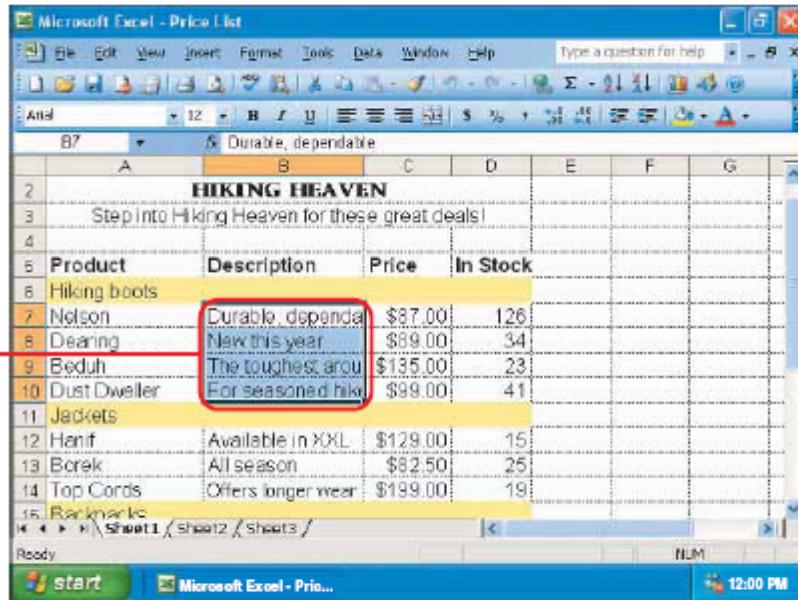


Excel centers the data across the columns.

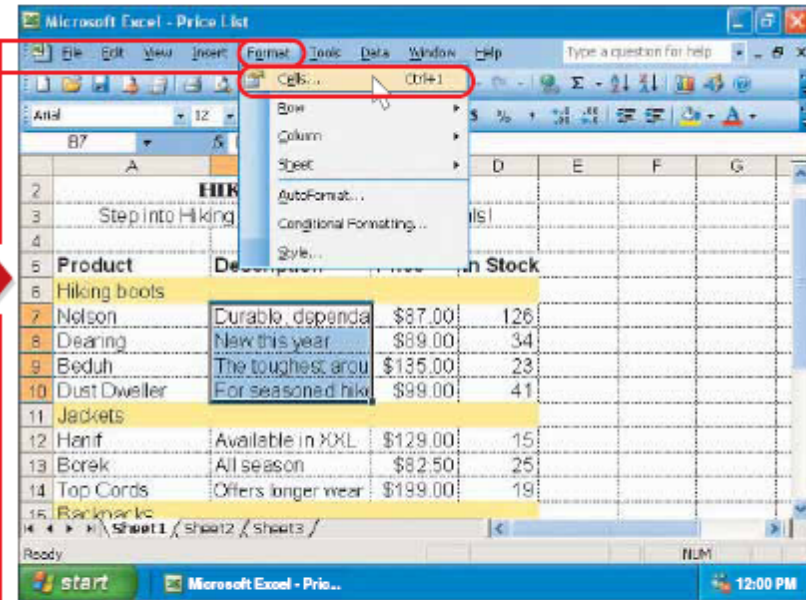
If you no longer want to center the data across the columns, click the cell that contains the data and then repeat step 2.

"Zaokretanje" teksta unutar ćelije:

WRAP TEXT IN CELLS



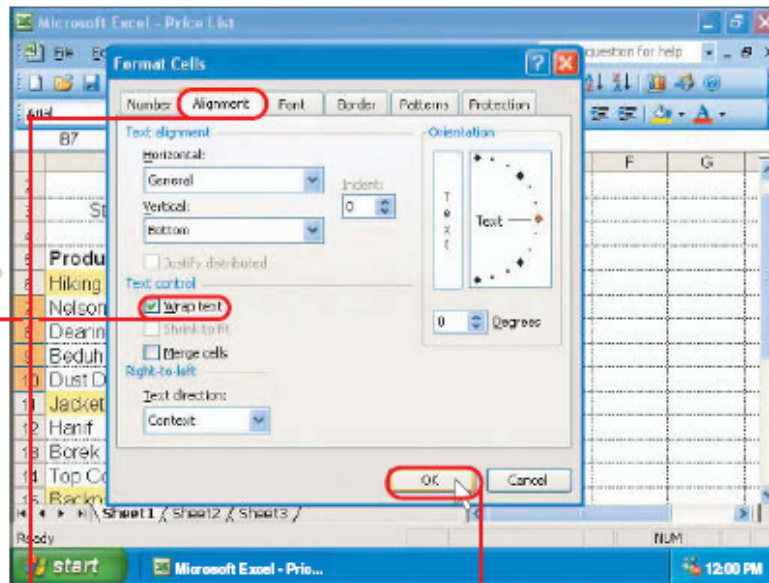
- 1 Select the cells containing the text you want to wrap. To select cells, see page 10.



- 2 Click **Format**.
- 3 Click **Cells**.

■ The Format Cells dialog box appears.

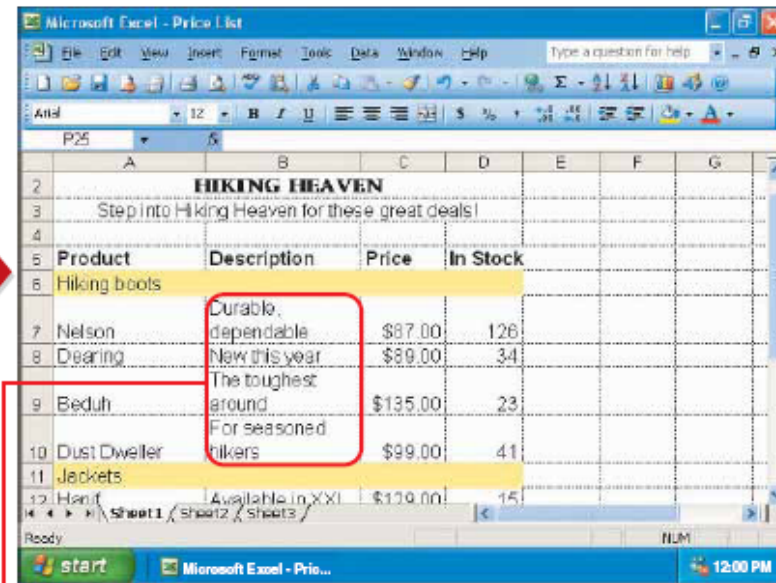
"Zaokretanje" teksta unutar ćelije:



4 Click the **Alignment** tab.

5 Click **Wrap text** (changes to)

6 Click **OK** to confirm your change.



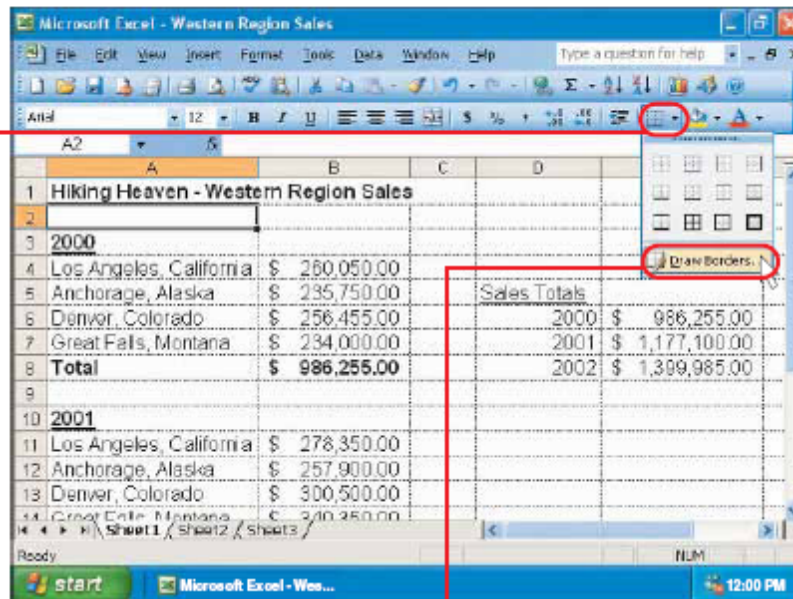
■ The text wraps within the cells you selected.

■ Excel automatically adjusts the row heights to fit the wrapped text.

■ To deselect cells, click any cell.

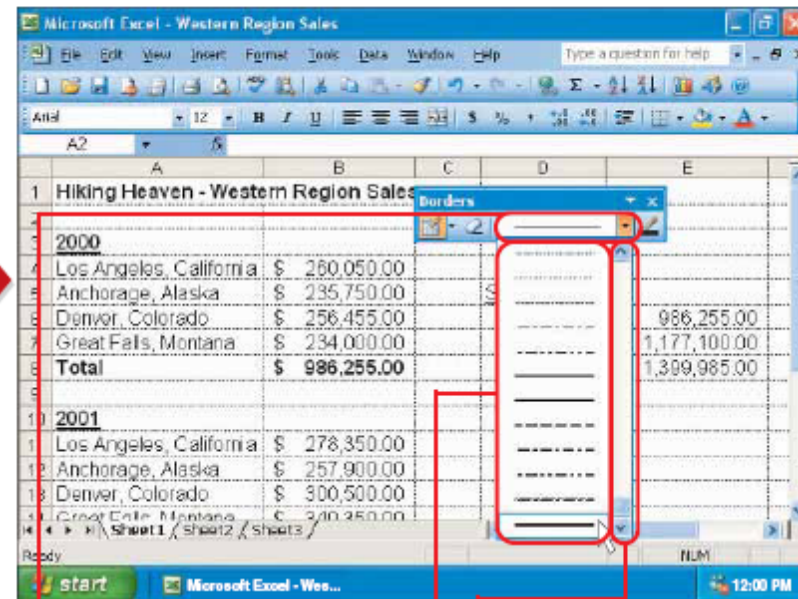
Dodavanje bordure:

ADD BORDERS TO CELLS



1 Click  in this area.

2 Click **Draw Borders**.
■ The Borders toolbar appears.

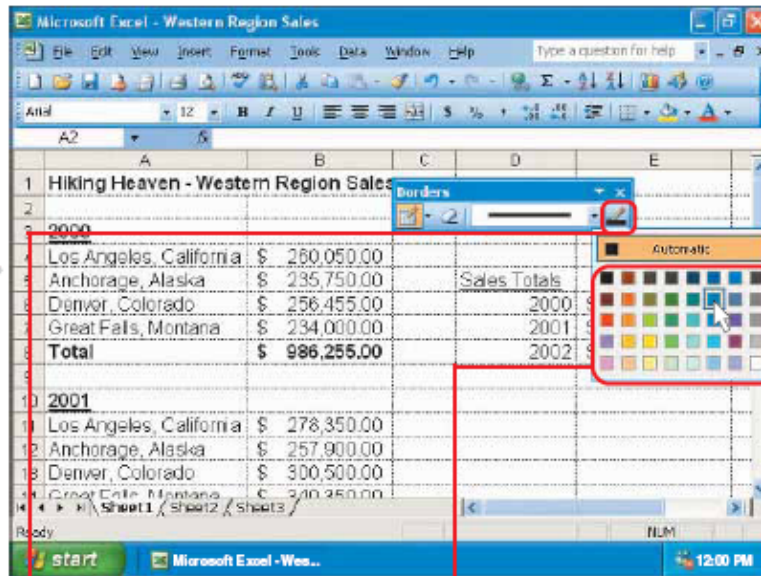



3 To select a line style for the border, click this area.

■ You can use the scroll bar to browse through the available line styles.

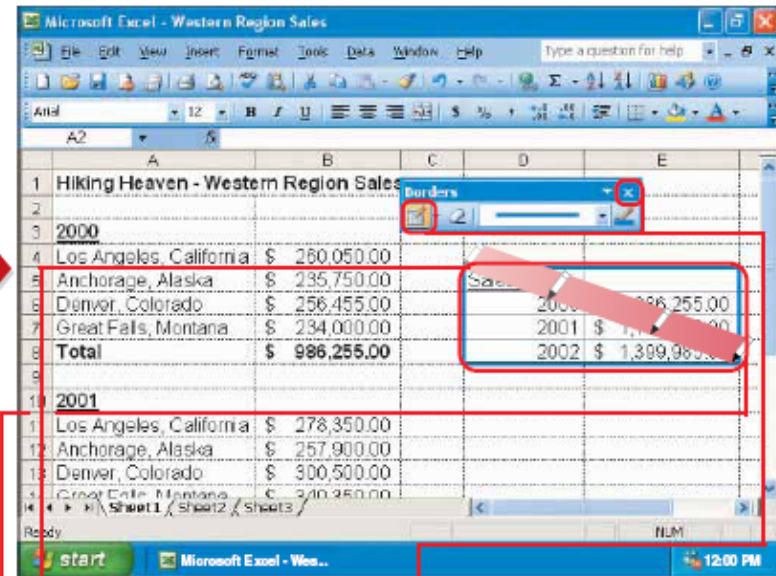
4 Click the line style you want to use.


Bojenje bordure:




5 To select a color for the border, click .

6 Click the color you want to use.




7 Position the mouse  where you want the border to begin.

8 Drag the mouse  to where you want the border to end.

■ The border appears.

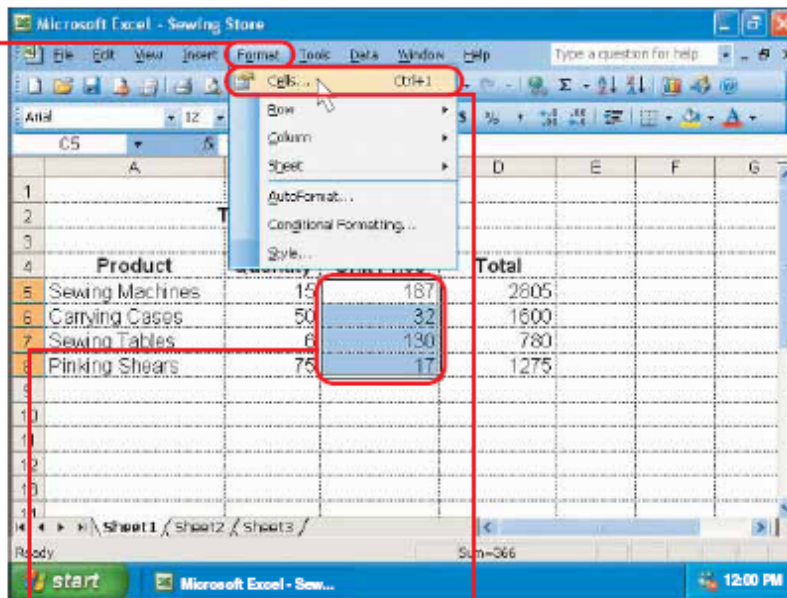
■ You can repeat steps **7** and **8** for each border you want to add.

■ When you finish adding borders, click .

■ To hide the Borders toolbar, click .

Promena formata brojeva:

CHANGE NUMBER FORMAT

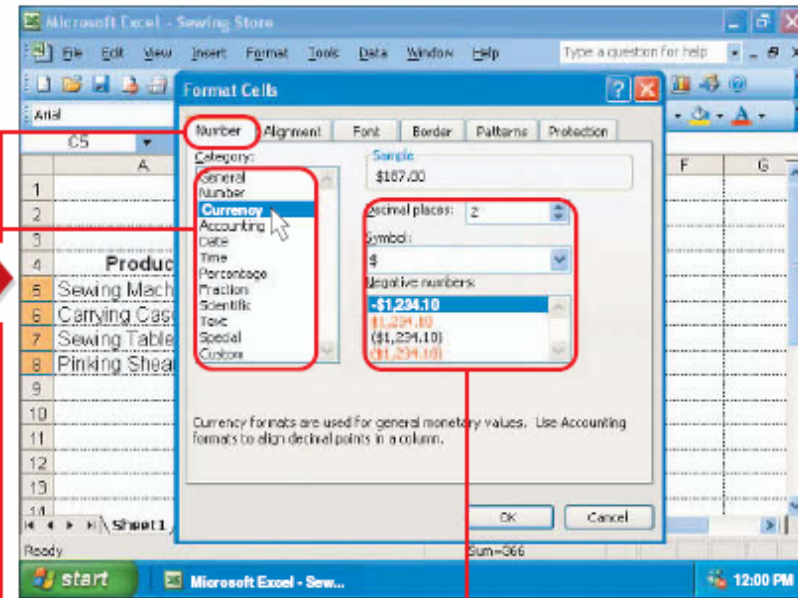


1 Select the cells containing the numbers you want to format. To select cells, see page 10.

2 Click **Format**.

3 Click **Cells**.

■ The Format Cells dialog box appears.

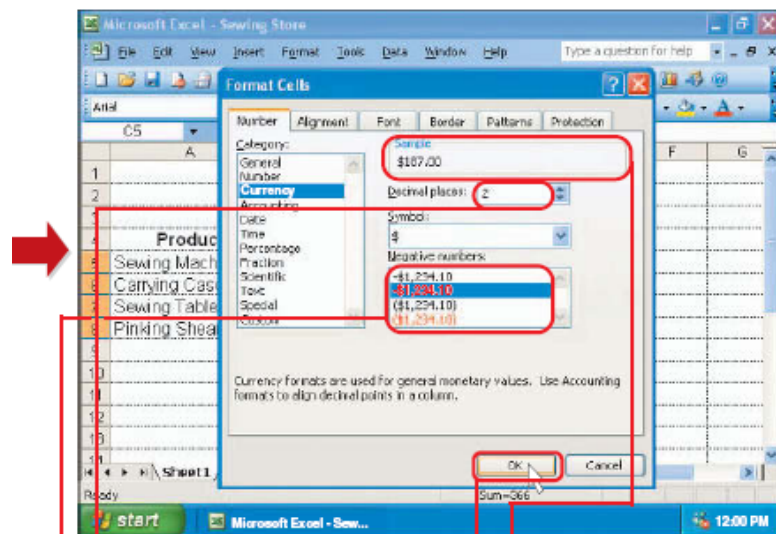


4 Click the **Number** tab.

5 Click the category that describes the numbers in the cells you selected.

■ This area displays the options for the category you selected. The available options depend on the category you selected.

Promena formata brojeva:

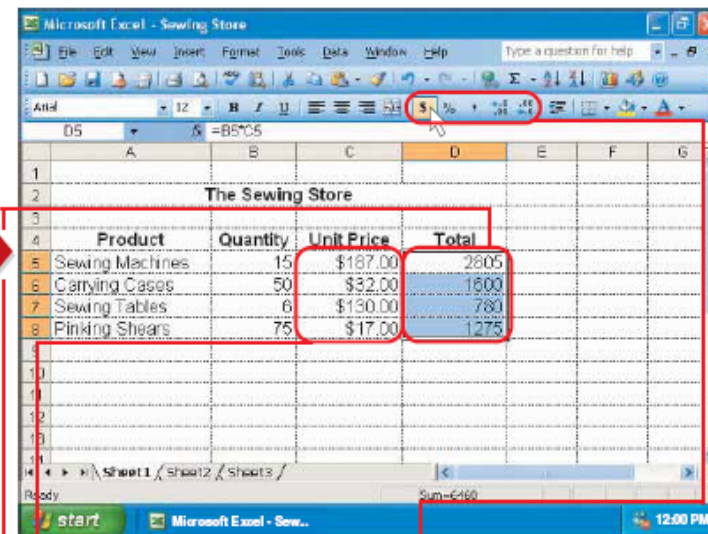


6 To select the number of decimal places you want the numbers to display, double-click this area. Then type the number of decimal places.

7 To select the way you want negative numbers to appear, click one of the available styles.

This area displays a sample of how the numbers will appear.

8 Click **OK** to apply your changes.



The numbers display the changes you specified.

1 Select the cells containing the numbers you want to format.

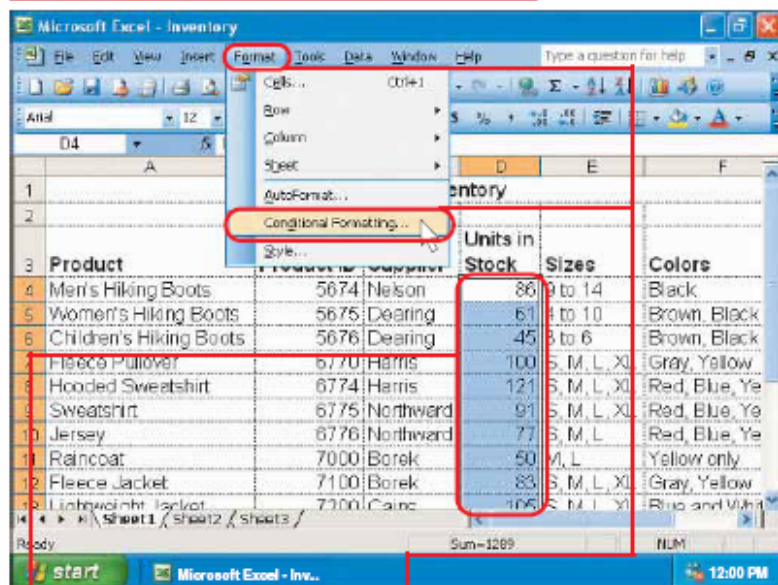
QUICKLY FORMAT NUMBERS

2 Click one of the following buttons.

- Currency
- Percent
- Comma
- Add a decimal place
- Remove a decimal place

Uslovno formatiranje:

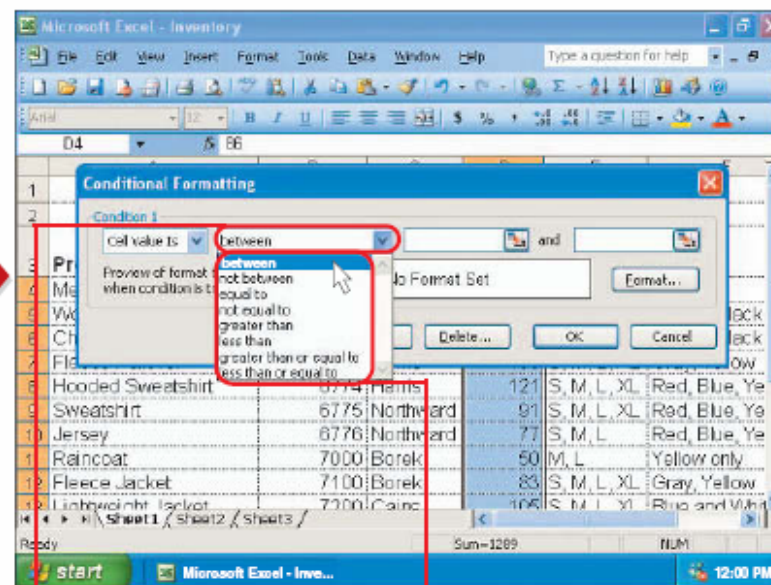
APPLY CONDITIONAL FORMATTING



1 Select the cells containing the data you want Excel to format when the data meets a condition. To select cells, see page 10.

2 Click **Format**.
3 Click **Conditional Formatting**.

■ The Conditional Formatting dialog box appears.

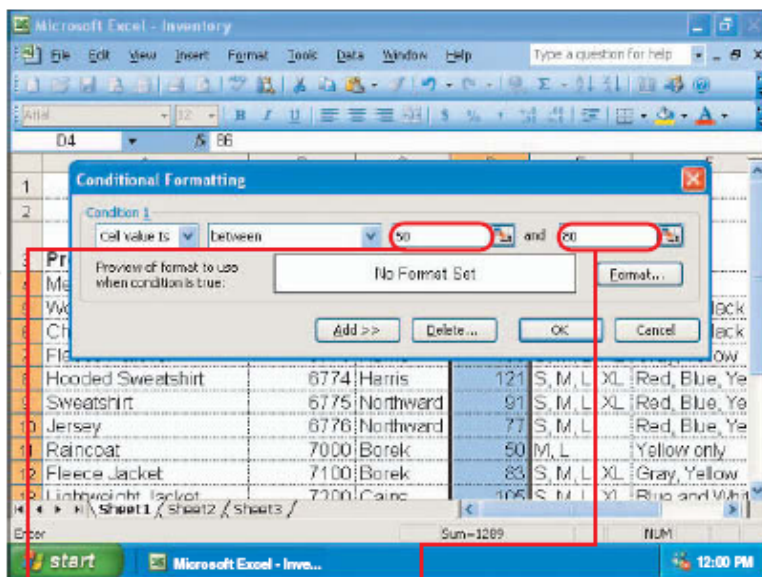


4 Click this area to select an operator for the condition.

5 Click the operator you want to use.

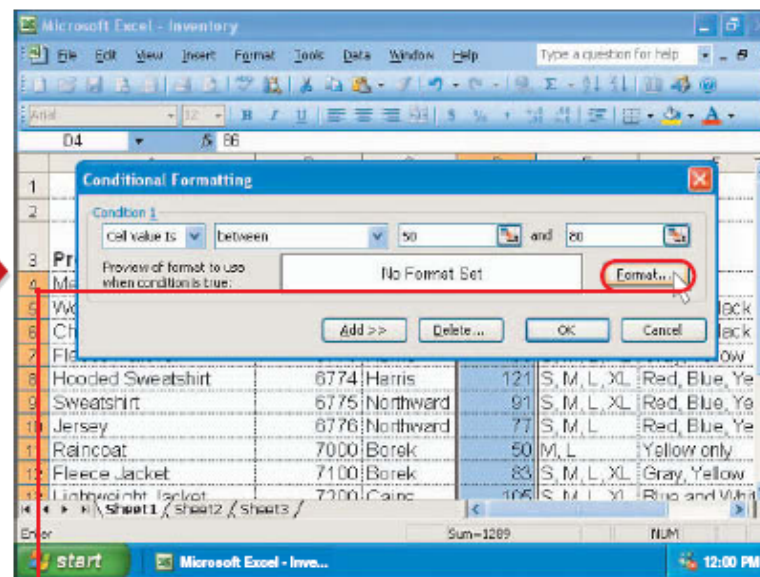
Na primer, kada broj u ćeliji padne ispod broja 10, neka Excel prikaže taj broj kao crven.

Uslovno formatiranje:



6 Click this area and type the value you want to use for the condition.

7 If you selected **between** or **not between** in step 5, click this area and type the second value.



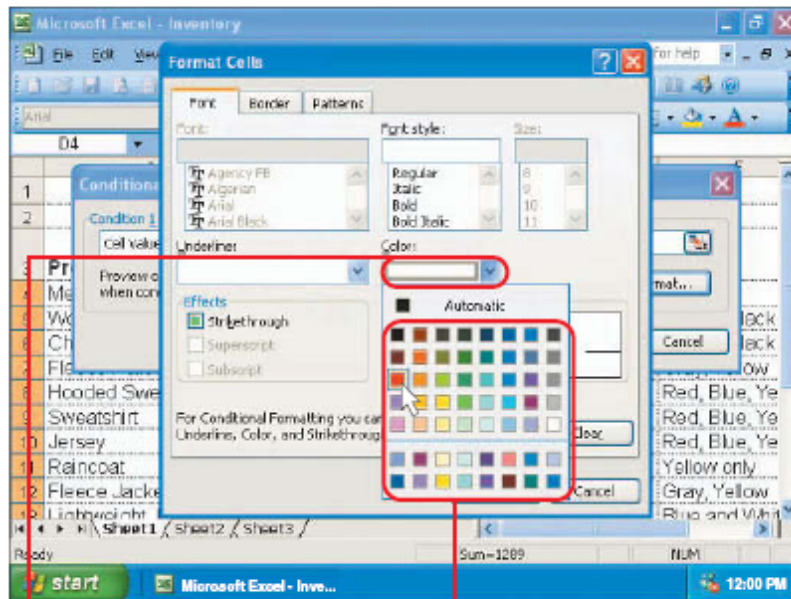
8 Click **Format** to specify how you want to format the data when the data meets the condition.

■ The Format Cells dialog box appears.

Šta je operator ? Operator govori Excelu kako da poredi podatke u ćeliji sa brojem koji je određen u uslovu. Na primer, operator "greater than" govori Excel-u da prover da li je broj u ćeliji veći od nekog broja.

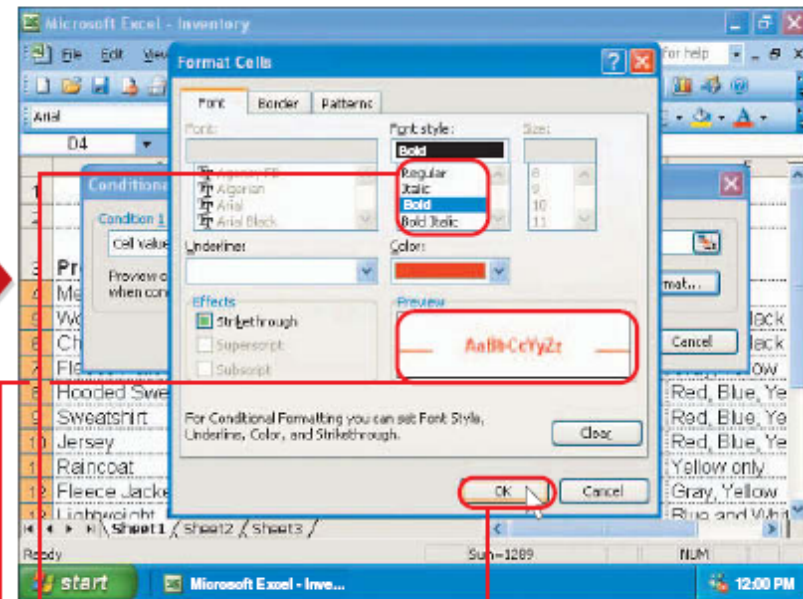
Uslovno formatiranje:

APPLY CONDITIONAL FORMATTING (CONTINUED)



9 To select a color for the data, click this area to display the available colors.

10 Click the color you want to use.

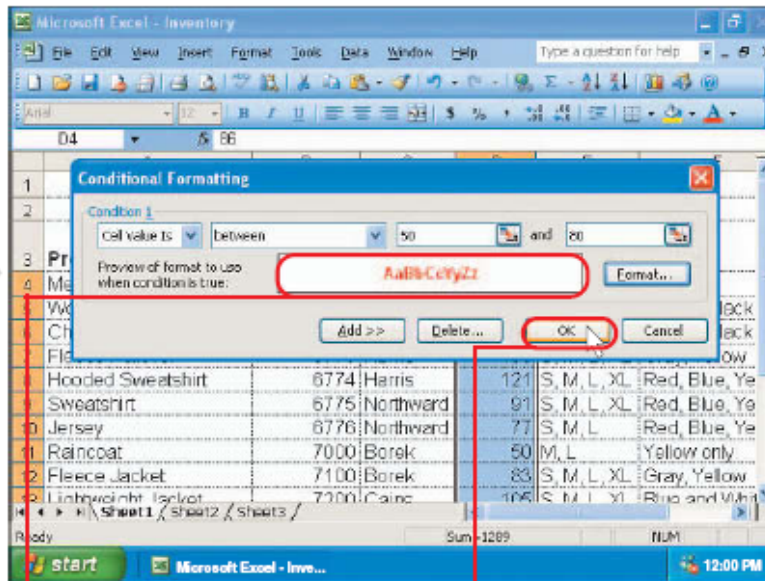


11 To select a style for the data, click the style you want to use.

■ This area displays a preview of the options you selected.

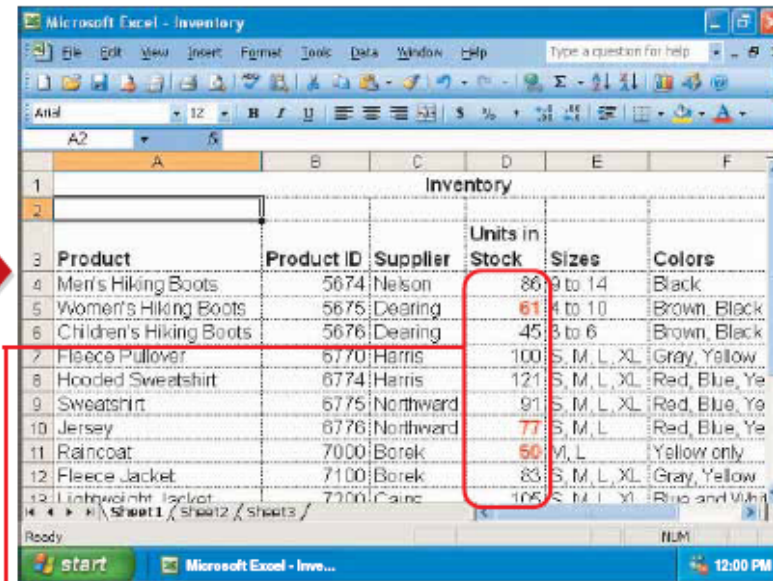
12 Click **OK** to confirm your changes.

Uslovno formatiranje:



■ This area displays how data that meets the condition will appear in your worksheet.

13 Click **OK** to apply the condition to the cells you selected.



■ The data in the cells you selected displays the formatting if the data meets the condition you specified.

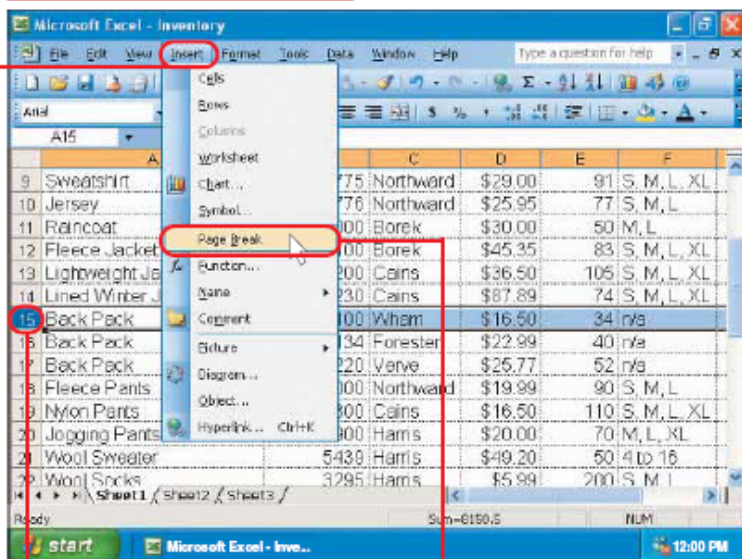
■ To deselect cells, click any cell.

REMOVE CONDITIONAL FORMATTING

1 To remove conditional formatting from cells, perform steps **1** to **4** on the top of page 137 to clear the formatting.

Ubacivanje prekida strane:

INSERT A PAGE BREAK

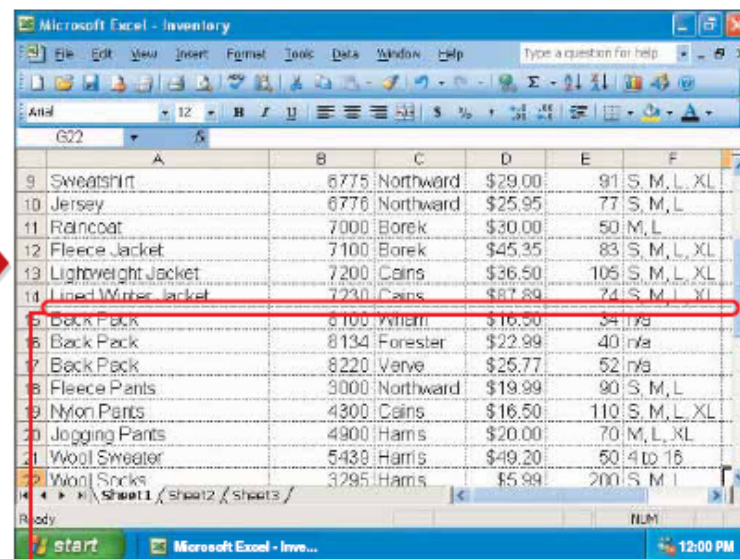


1 To select the row or column you want to appear at the beginning of the new page, click the heading of the row or column.

2 Click **Insert**.

3 Click **Page Break**.

Note: If Page Break does not appear on the menu, position the mouse over the bottom of the menu to display the menu option.



A dashed line appears on your screen. This line indicates where one page ends and another begins.

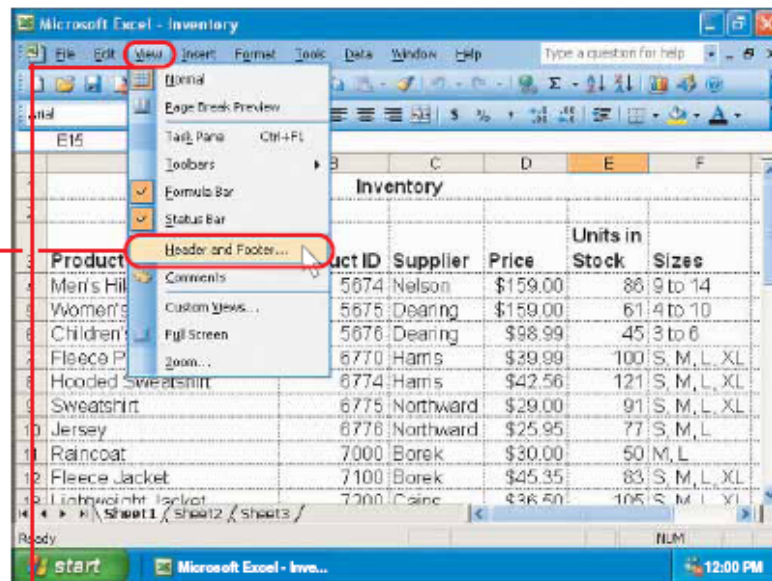
The dashed line will not appear when you print your worksheet.

To deselect a row or column, click any cell.

Zgodno je kada se štampaju tabele: Pogledati na "Print Preview" rezultat.

Dodavanje zaglavlja:

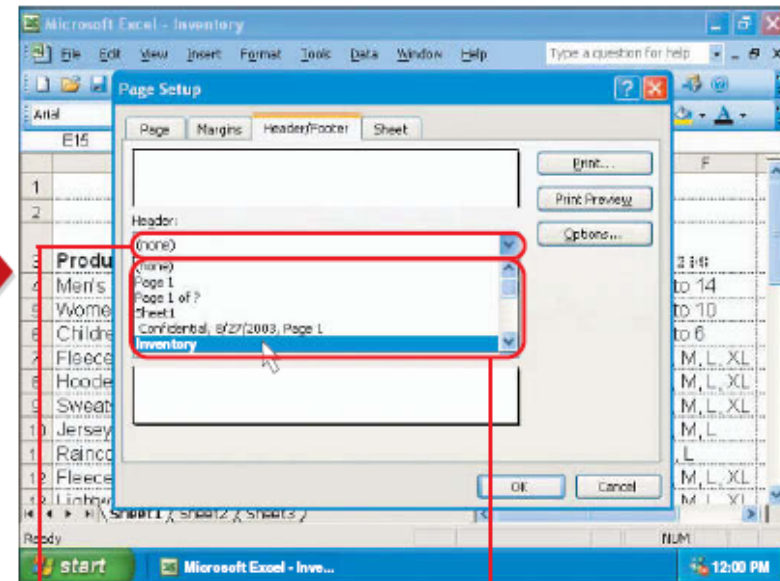
ADD A HEADER OR FOOTER



- 1 Click **View**.
- 2 Click **Header and Footer**.

Note: If Header and Footer does not appear on the menu, position the mouse over the bottom of the menu to display the menu option.

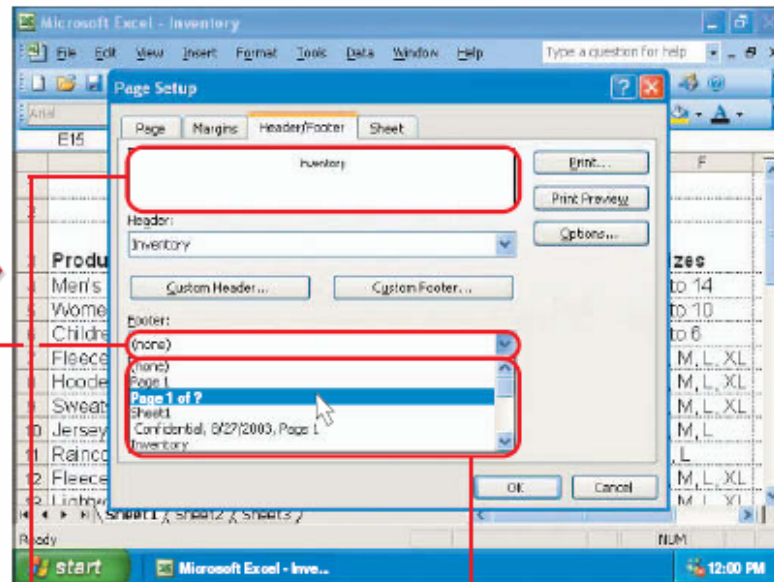
■ The Page Setup dialog box appears.



- 3 To view a list of available headers, click this area.

- 4 Click the header you want to use.

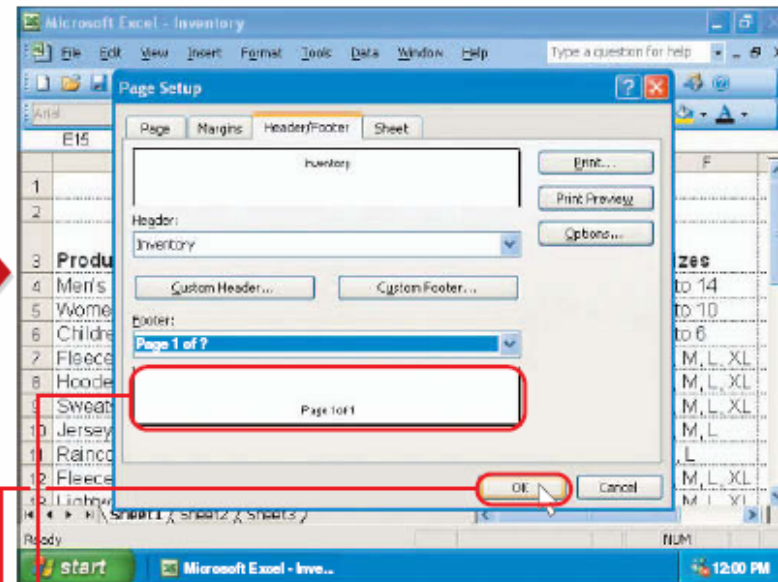
Dodavanje zaglavlja:



■ This area displays how the header will appear at the top of a page.

■ **5** To view a list of available footers, click this area.

■ **6** Click the footer you want to use.



■ This area displays how the footer will appear at the bottom of a page.

■ **7** Click **OK** to add the header or footer to your worksheet.

■ To remove a header or footer from your worksheet, repeat steps **1** to **7**, selecting **(none)** in step **4** or step **6**.

Rad sa više radnih površina:

SWITCH BETWEEN WORKSHEETS

Microsoft Excel - Budgets

	A	B	C	D	E	F
1	My Monthly Budget					
2						
3	Expenses	Costs		Monthly Income:	\$2,975.00	
4	Rent	\$1,050.00		Monthly Costs:	\$2,265.00	
5	Utilities	\$45.00				
6	Cable	\$40.00		Total Savings:	\$710.00	
7	Car lease payment	\$340.00				
8	Gas	\$80.00				
9	Loan payment	\$215.00				
10	Phone bill	\$55.00				
11	IRA contribution	\$150.00				
12	Groceries	\$250.00				
13	Entertainment	\$40.00				

Sheet1 | Sheet2 | Sheet3 | Sheet4 | Sheet5 | Sheet6

■ This area displays a tab for each worksheet in your workbook. The displayed worksheet has a white tab.

1 Click the tab for the worksheet you want to display.

■ The worksheet you selected appears. The contents of the other worksheets in your workbook are hidden behind the displayed worksheet.

Microsoft Excel - Budgets

	A	B	C	D	E	F	G	H
1	Travel Budget							
2								
3		Monday	Tuesday	Wednesday	Thursday	Friday	Total	
4	Food	\$40.00	\$40.00	\$30.00	\$45.00	\$25.00	\$180.00	
5	Hotel	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$275.00	
6	Taxis	\$15.00	\$25.00	\$20.00	\$10.00	\$10.00	\$80.00	
7	Other	\$10.00	\$20.00	\$15.00	\$80.00	\$20.00	\$125.00	
8							Total Cost	\$660.00
9								
10								
11								
12								
13								
14								
15								
16								





Sheet1 | Sheet2 | Sheet3 | Sheet4 | Sheet5 | Sheet6

BROWSE THROUGH WORKSHEET TABS

■ If you have many worksheets in your workbook, you may not be able to see all the worksheet tabs.

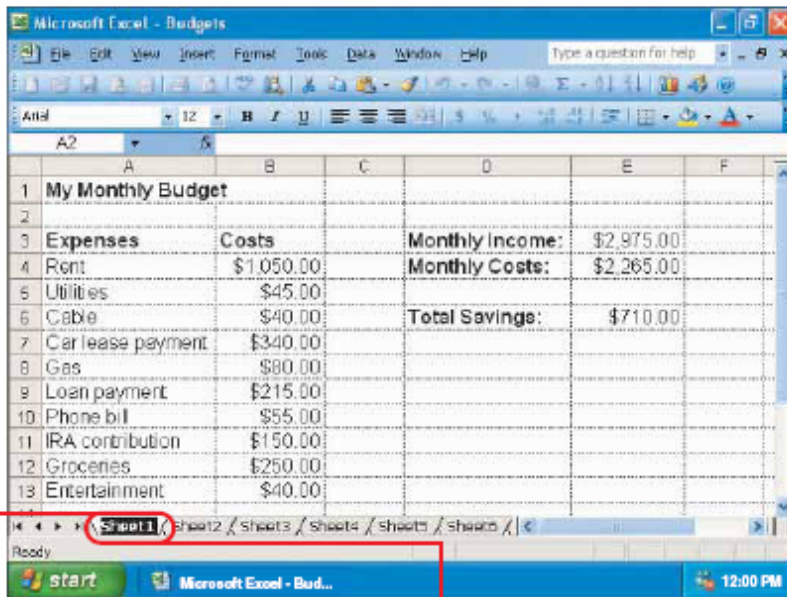
Note: To insert additional worksheets, see page 172.

1 Click one of the following buttons to browse through the worksheet tabs.

-  Display first tab
-  Display previous tab
-  Display next tab
-  Display last tab

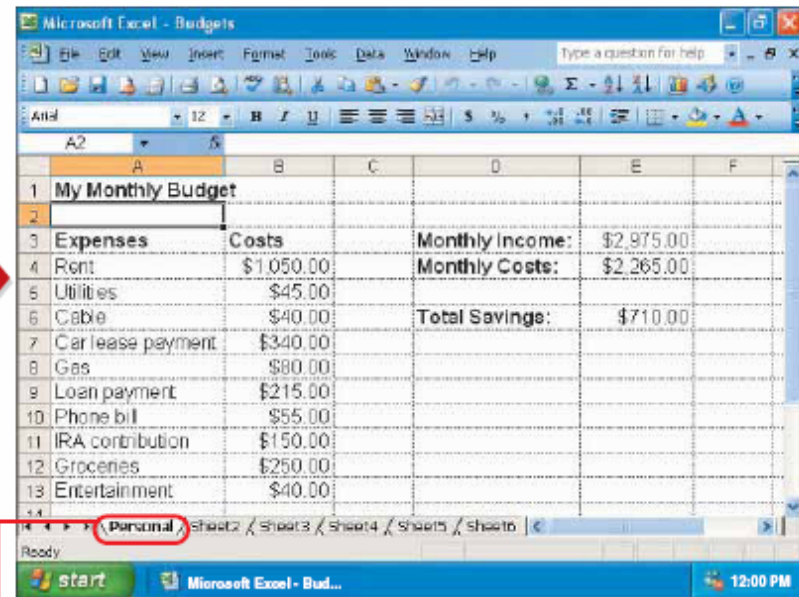
Reimenovanje radne površine:

RENAME A WORKSHEET



1 Double-click the tab for the worksheet you want to rename.

The name of the worksheet is highlighted.

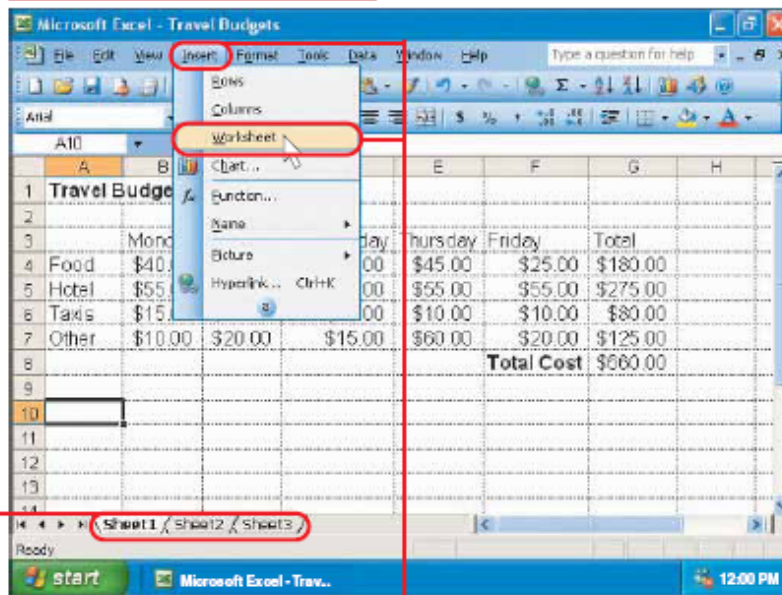


2 Type a new name for the worksheet and then press the **Enter** key.

Note: A worksheet name can contain up to 31 characters, including spaces.

Dodavanje radnih površina:

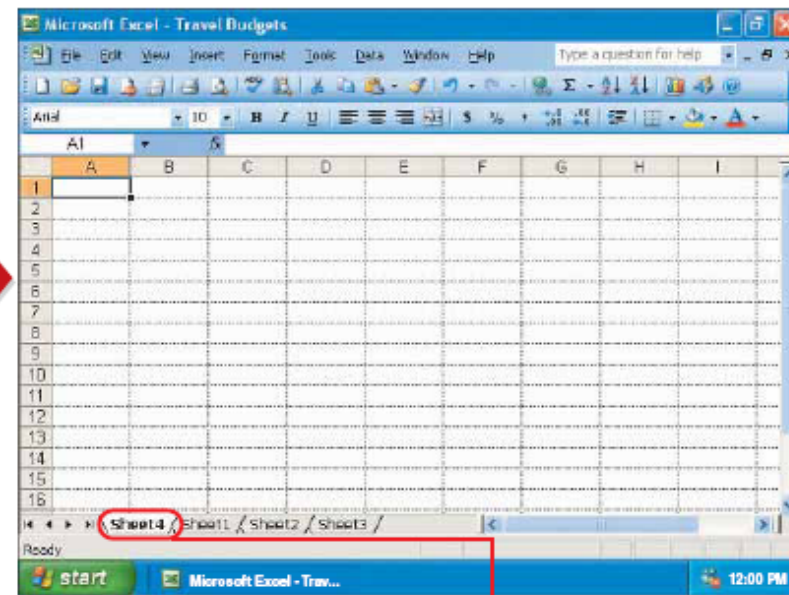
INSERT A WORKSHEET



1 Click the tab for the worksheet you want to appear after the new worksheet.

2 Click **Insert**.

3 Click **Worksheet**.

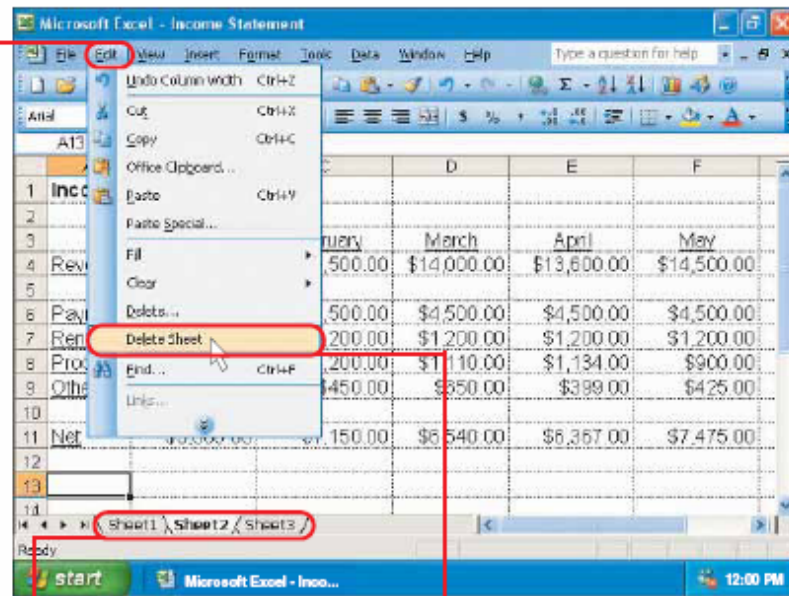


■ The new worksheet appears.

■ Excel displays a tab for the new worksheet.

Brisanje radne površine:

DELETE A WORKSHEET

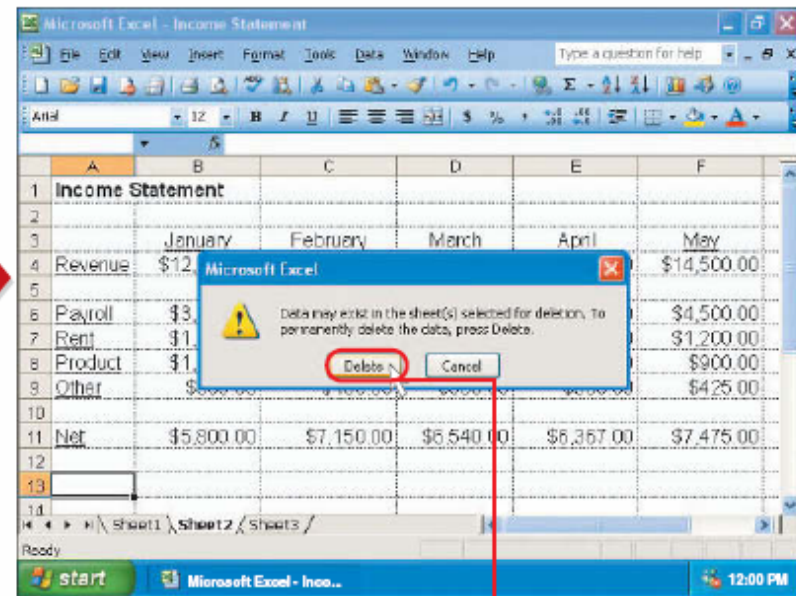


1 Click the tab for the worksheet you want to delete.

2 Click **Edit**.

3 Click **Delete Sheet**.

Note: If Delete Sheet does not appear on the menu, position the mouse over the bottom of the menu to display the menu option.

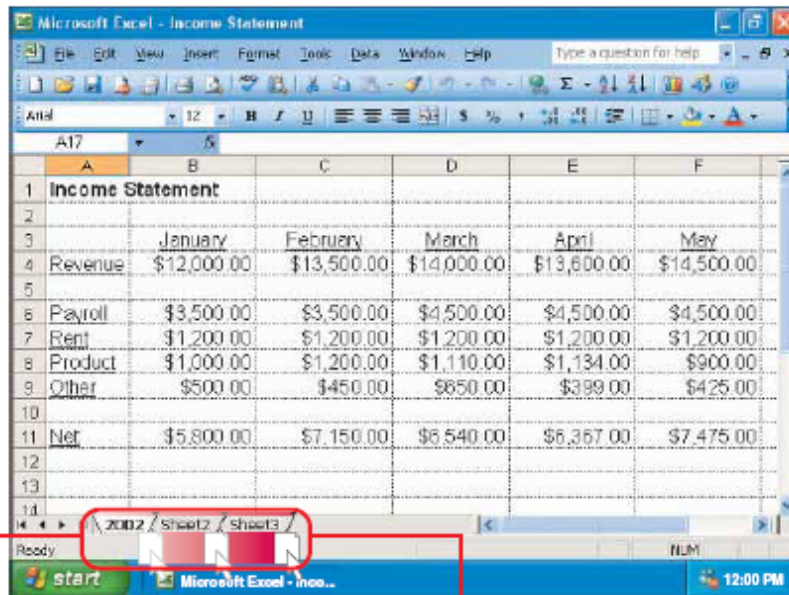


■ A warning dialog box may appear, stating that Excel will permanently delete the data in the worksheet.

4 Click **Delete** to permanently delete the worksheet.

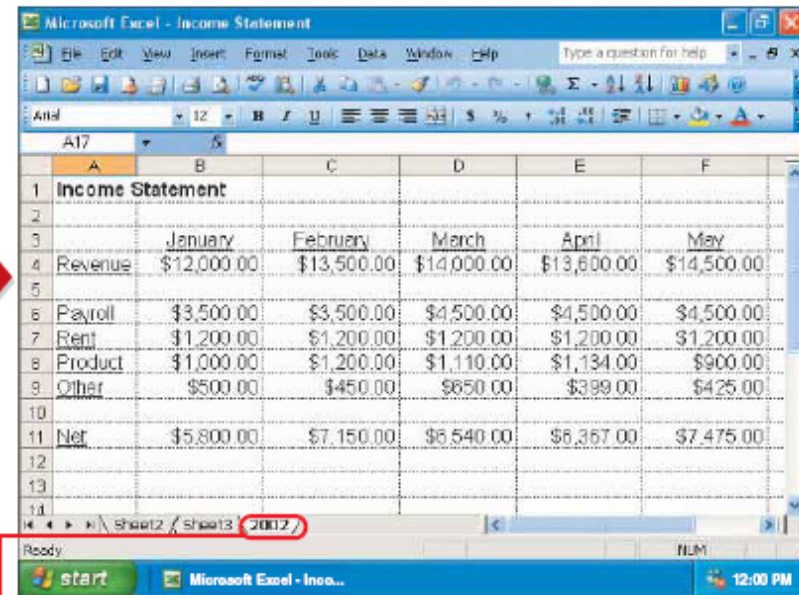
Premeštanje radne površine:

MOVE A WORKSHEET



1 Position the mouse over the tab for the worksheet you want to move.

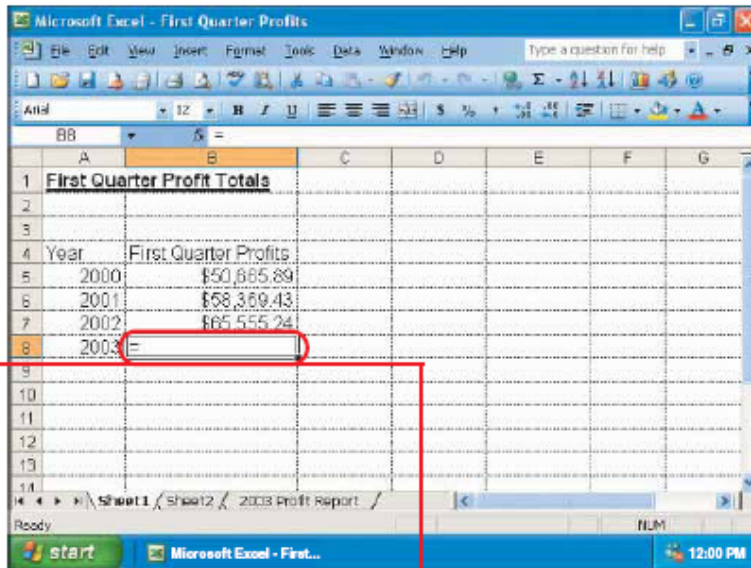
2 Drag the worksheet to a new location.
■ An arrow (▼) shows where the worksheet will appear.



■ The worksheet appears in the new location.

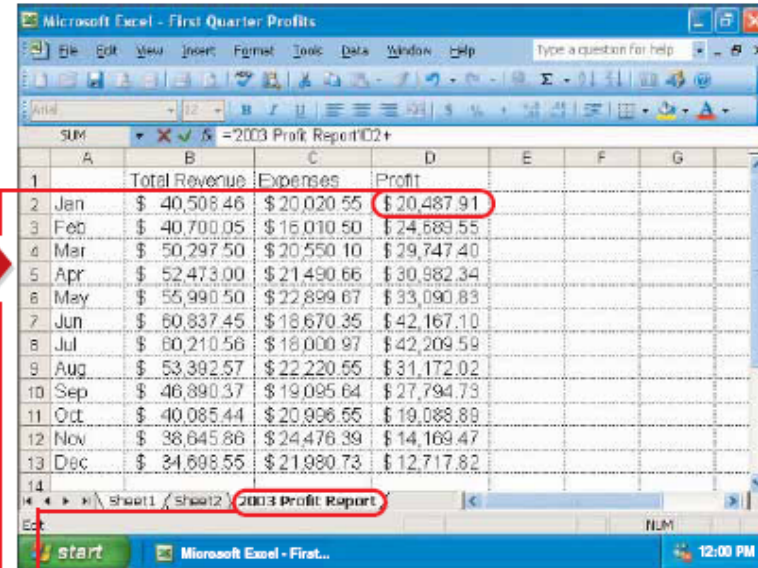
Upisivanje formule sa podacima sa različitih radnih površina:

ENTER A FORMULA ACROSS WORKSHEETS



1 Click the cell where you want to enter a formula.

2 Type an equal sign (=) to begin the formula.



3 Click the tab for the worksheet containing the data you want to use in the formula.

4 Click a cell containing data you want to use in the formula.

5 Type the operator for the calculation you want to perform. For information on the types of operators you can use, see the top of page 179.

... nastavak:

	A	B	C	D	E	F	G
1		Total Revenue	Expenses	Profit			
2	Jan	\$ 40,508.46	\$ 20,020.55	\$ 20,487.91			
3	Feb	\$ 40,700.05	\$ 16,010.50	\$ 24,689.55			
4	Mar	\$ 50,297.50	\$ 20,550.10	\$ 29,747.40			
5	Apr	\$ 52,473.00	\$ 21,490.66	\$ 30,982.34			
6	May	\$ 55,990.50	\$ 22,899.67	\$ 33,090.83			
7	Jun	\$ 60,837.45	\$ 18,670.35	\$ 42,167.10			
8	Jul	\$ 60,210.56	\$ 18,000.97	\$ 42,209.59			
9	Aug	\$ 53,392.57	\$ 22,220.55	\$ 31,172.02			
10	Sep	\$ 46,890.37	\$ 19,095.04	\$ 27,794.73			
11	Oct	\$ 40,085.44	\$ 20,906.55	\$ 19,088.89			
12	Nov	\$ 38,645.86	\$ 24,476.39	\$ 14,169.47			
13	Dec	\$ 34,698.55	\$ 21,980.73	\$ 12,717.82			

6 Repeat steps 3 to 5 until you have selected all the cells containing the data you want to use in the formula.

Note: In this example, cells D2 to D4 are added together.

7 Press the **Enter** key to complete the formula.

	A	B	C	D	E	F	G
1	First Quarter Profit Totals						
2							
3							
4	Year	First Quarter Profits					
5	2000	\$50,685.89					
6	2001	\$58,369.43					
7	2002	\$65,555.24					
8	2003	\$74,924.86					
9							
10							
11							
12							
13							
14							

The result of the calculation appears in the cell you selected in step 1.

8 To view the formula you entered, click the cell containing the formula.

The formula bar displays the worksheet name and cell reference for each cell used in the formula.

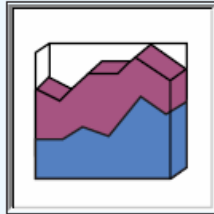
Grafici u Excelu:



Osnovni tipovi grafika u Excelu:

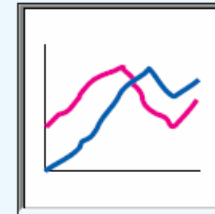
Area

An area chart is useful for showing the amount of change in data over time. Each area represents a data series.



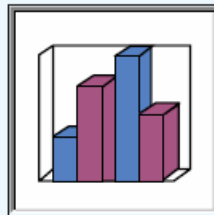
Line

A line chart is useful for showing changes to data at regular intervals. Each line represents a data series.



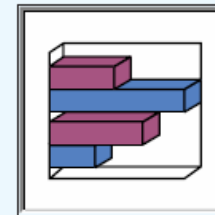
Column

A column chart is useful for showing changes to data over time or comparing individual items. Each column represents an item in a data series.



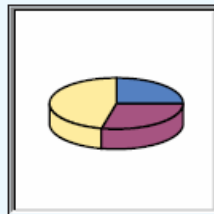
Bar

A bar chart is useful for comparing individual items. Each bar represents an item in a data series.



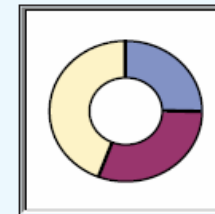
Pie

A pie chart is useful for showing the relationship of parts to a whole. Each piece of a pie represents an item in a data series. A pie chart can show only one data series at a time.



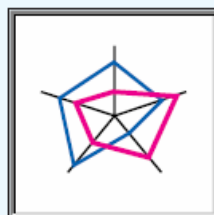
Doughnut

A doughnut chart is useful for showing the relationship of parts to a whole. Unlike a pie chart, a doughnut chart can display more than one data series. Each ring represents a data series.



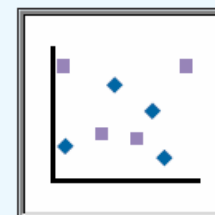
Radar

A radar chart is useful for comparing the items in several data series. Each data series is shown as a line around a central point.



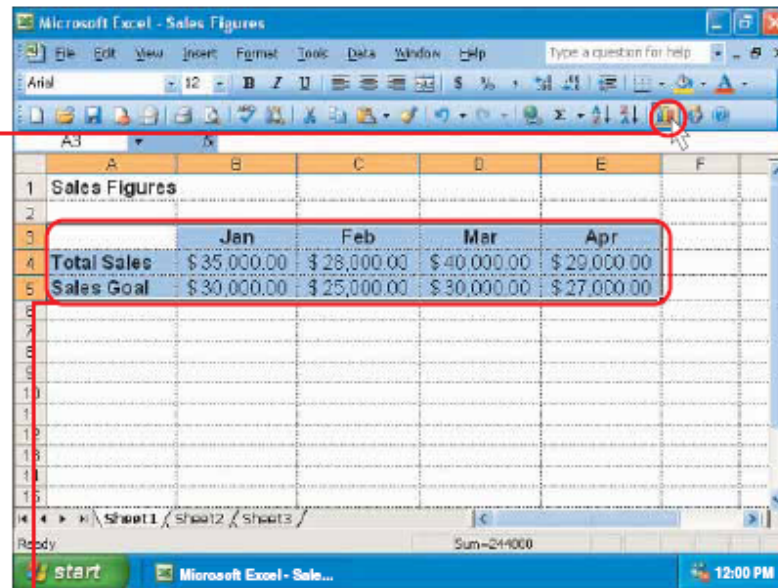
XY (Scatter)

An XY (scatter) chart is useful for showing the relationship between two or more data series measured at uneven intervals.




Kreiranje grafika:

CREATE A CHART

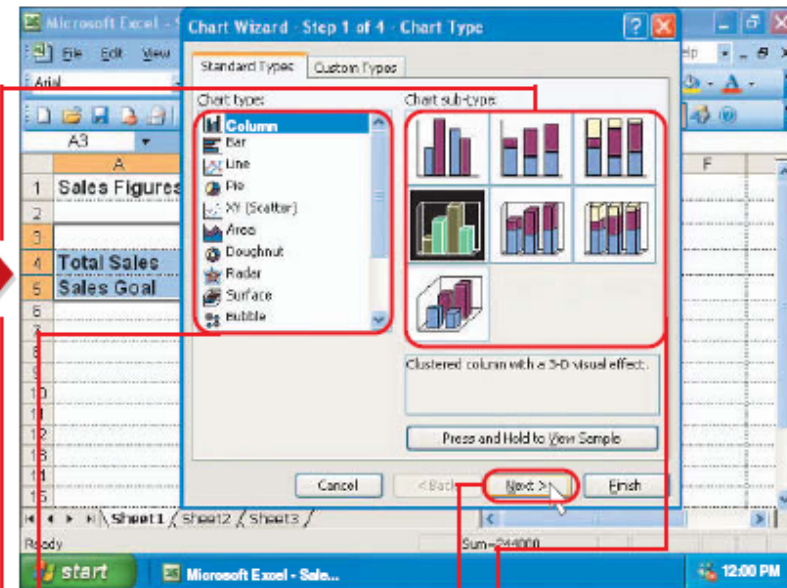


1 Select the cells containing the data you want to display in a chart, including the row and column labels. To select cells, see page 10.

2 Click  to create a chart.

Note: If  is not displayed, click  on the Standard toolbar to display the button.

■ The Chart Wizard appears.



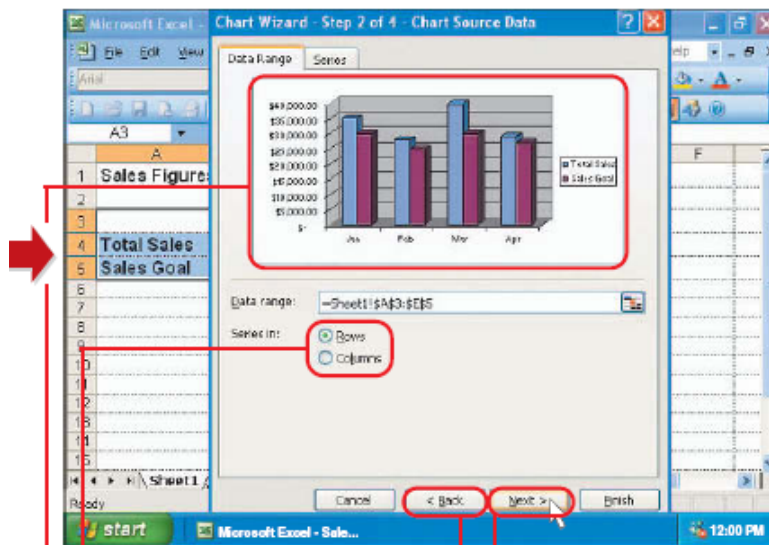
3 Click the type of chart you want to create.

■ This area displays the available chart designs for the type of chart you selected.

4 Click the chart design you want to use.

5 Click **Next** to continue.

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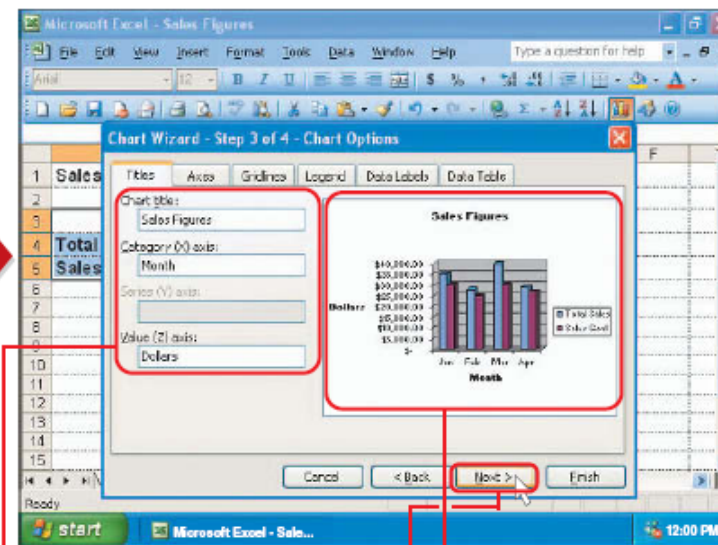


6 Click an option to specify the way you want Excel to plot the data from your worksheet (changes to).

■ This area displays a preview of the chart.

7 Click **Next** to continue.

■ You can click **Back** at any time to return to a previous step and change your selections.



■ This area provides boxes you can use to add titles to the chart.

Note: Some boxes are not available for some chart types.

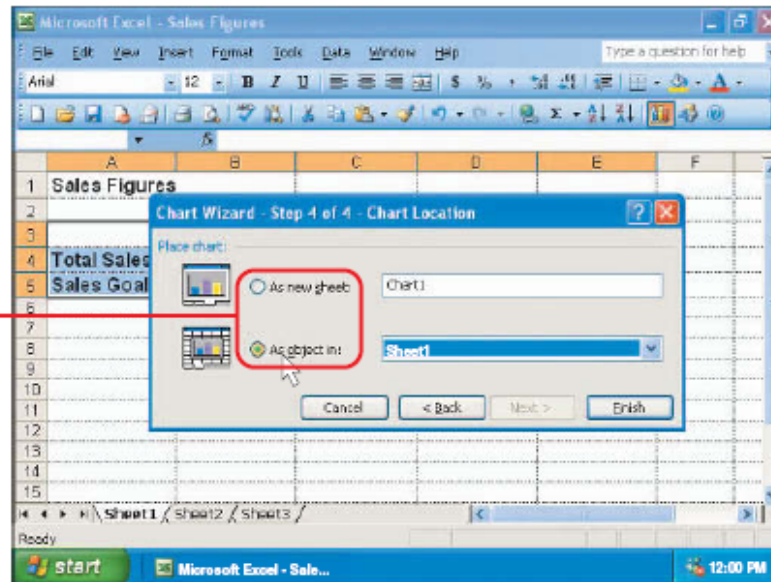
8 To add a title to the chart, click a box and type the title. Repeat this step for each title you want to add.

■ This area shows how the titles will appear in the chart.

9 Click **Next** to continue.

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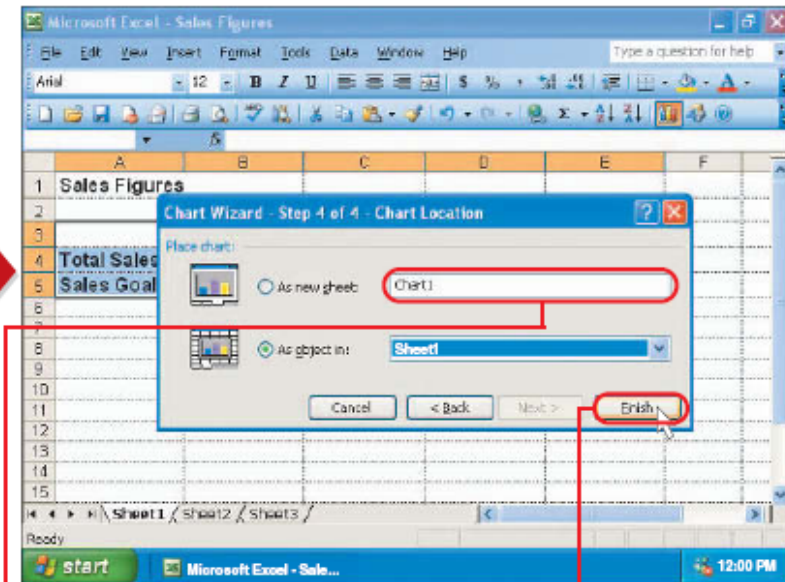
CREATE A CHART (CONTINUED)



10 Click an option to specify where you want to display the chart (changes to).

As new sheet - Displays the chart on its own sheet, called a chart sheet.

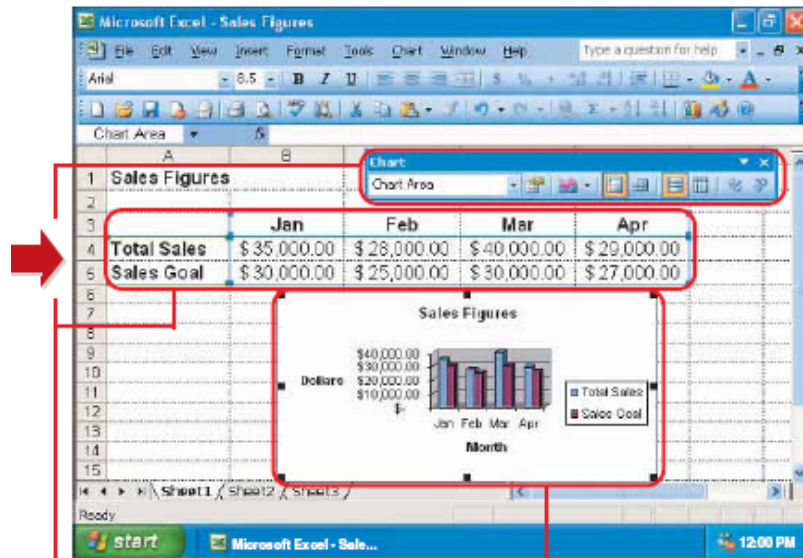
As object in - Displays the chart on the same worksheet as the data.



11 If you selected **As new sheet** in step 10, you can type a name for the chart sheet in this area.

11 Click **Finish** to create the chart.

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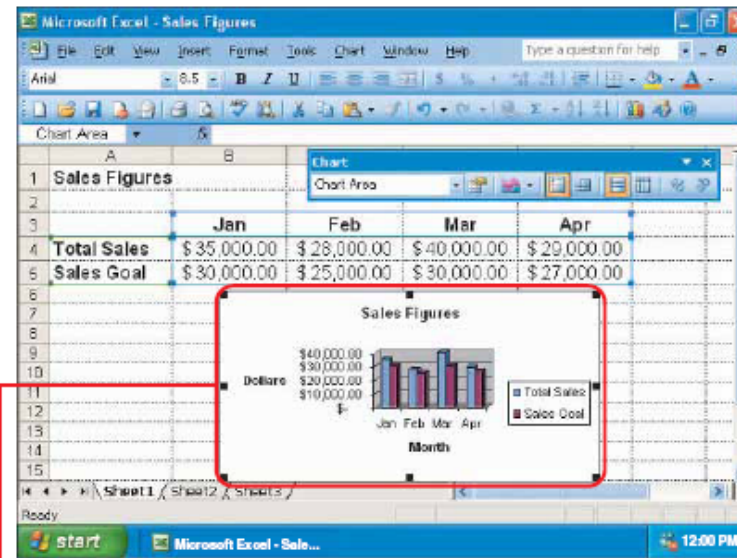
■ In this example, the chart appears on the same worksheet as the data.

■ The Chart toolbar also appears, displaying buttons that allow you to make changes to the chart.

■ Excel outlines the data you selected to create the chart.

■ The handles (■) around a chart let you change the size of the chart. To hide the handles, click outside the chart.

Note: To move or resize a chart, see page 190.



DELETE A CHART

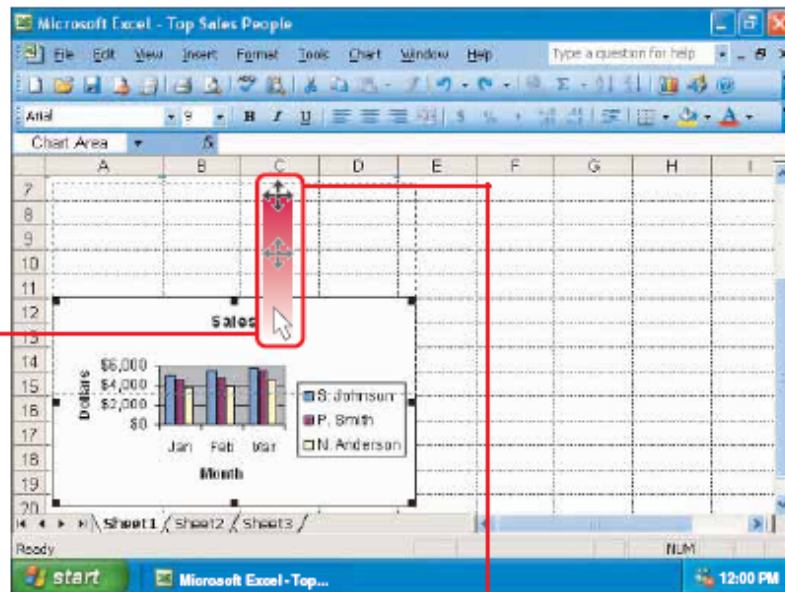
1 Click a blank area in the chart you want to delete. Handles (■) appear around the chart.




2 Press the **Delete** key to delete the chart.


Note: To delete a chart displayed on a chart sheet, you must delete the sheet. To delete a worksheet, see page 173.

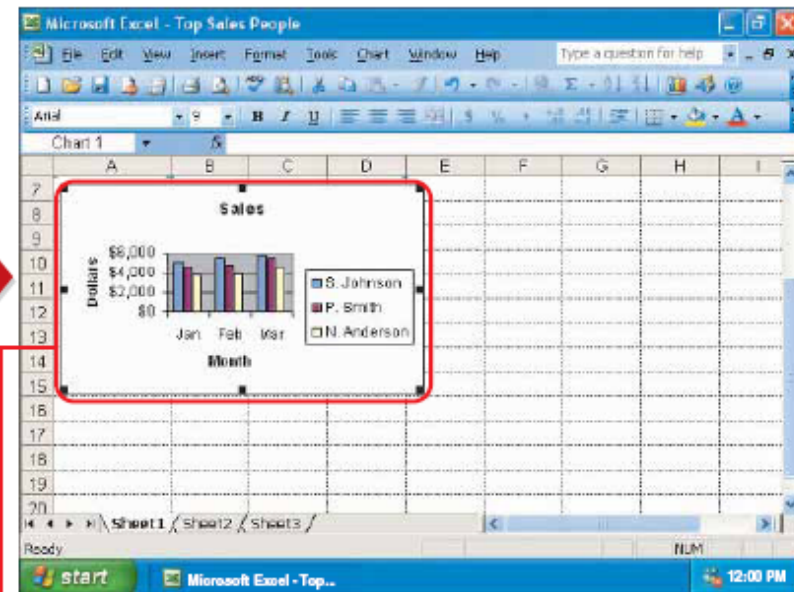
Pomeranje grafika:

MOVE A CHART




1 Position the mouse  over a blank area in the chart you want to move ( changes to ).

2 Drag the chart to a new location in your worksheet.
 A dashed line indicates where the chart will appear.

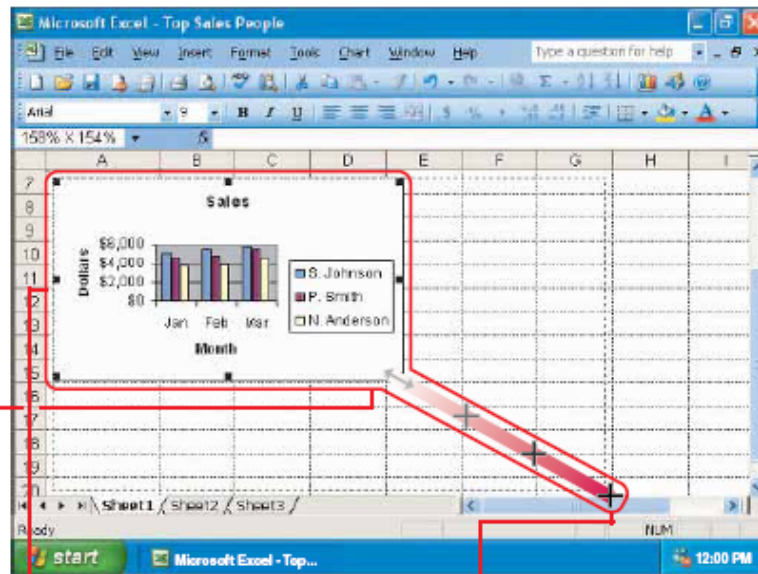


 The chart appears in the new location.

 To deselect the chart, click outside the chart.

Promena veličine grafika:

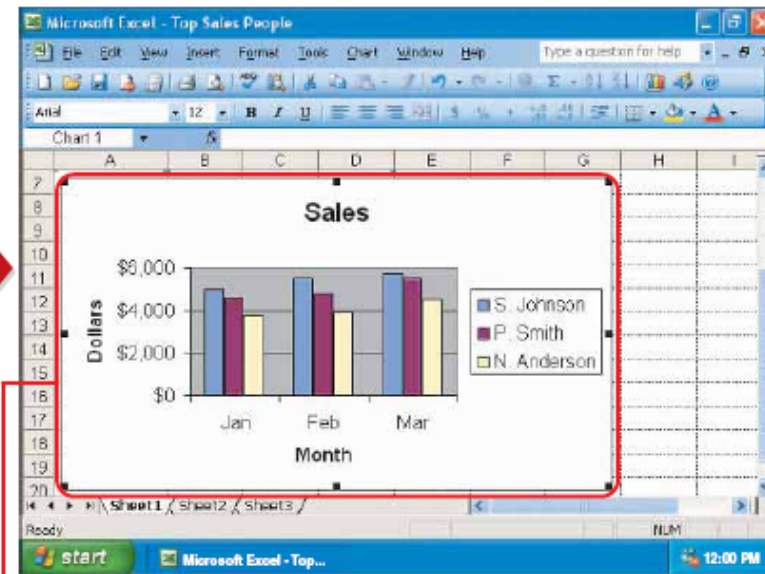
RESIZE A CHART



1 Click a blank area in the chart you want to resize. Handles (■) appear around the chart.

2 Position the mouse over one of the handles (the mouse cursor changes to ↖, ↗, ↔ or ⇕).

3 Drag the handle until the chart is the size you want. A dashed line shows the new size.

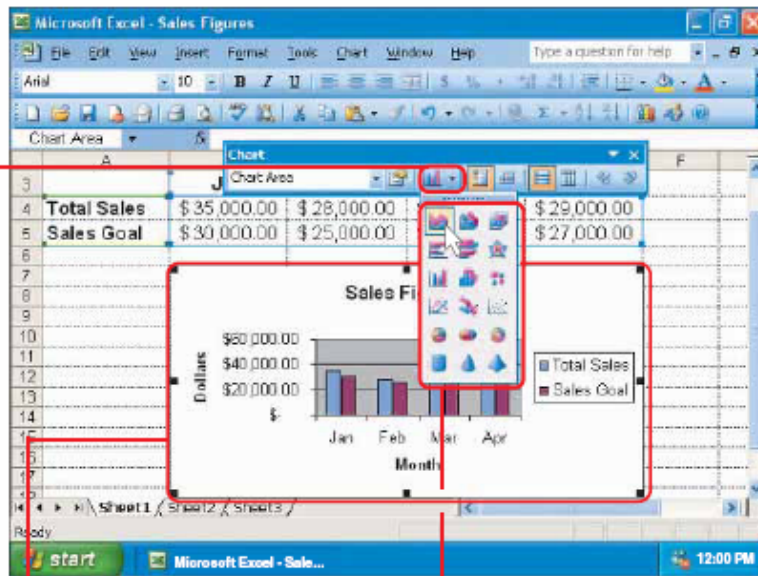


The chart appears in the new size.


To deselect the chart, click outside the chart.

Promena tipa grafika:

CHANGE THE CHART TYPE

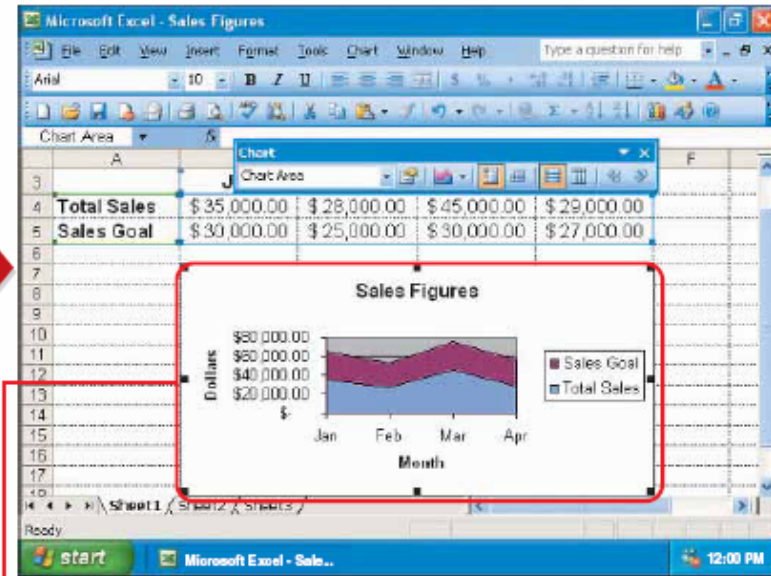


1 Click a blank area in the chart you want to change. Handles (■) appear around the chart.

2 Click  in this area to display the available chart types.

Note: If the Chart toolbar is not displayed, see page 111 to display the toolbar.

3 Click the type of chart you want to use.

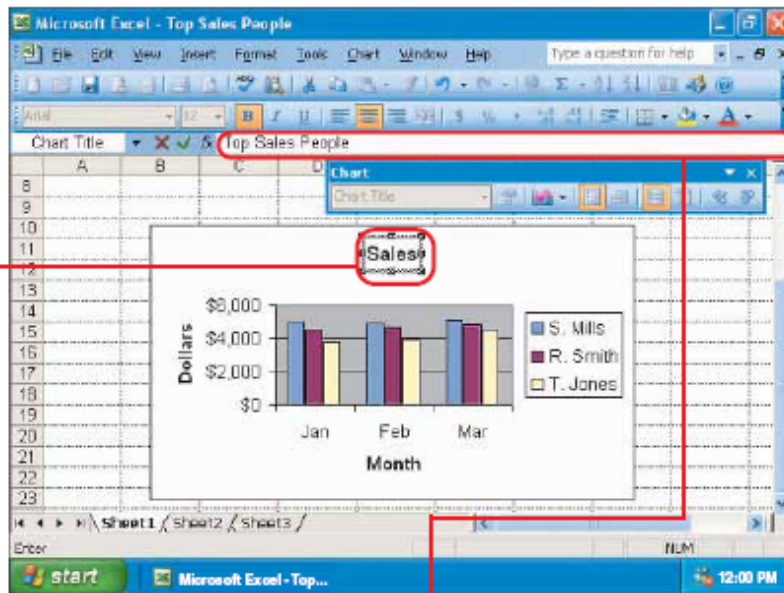


■ The chart displays the chart type you selected.

■ To deselect the chart, click outside the chart.

Promena naslova u grafiku:

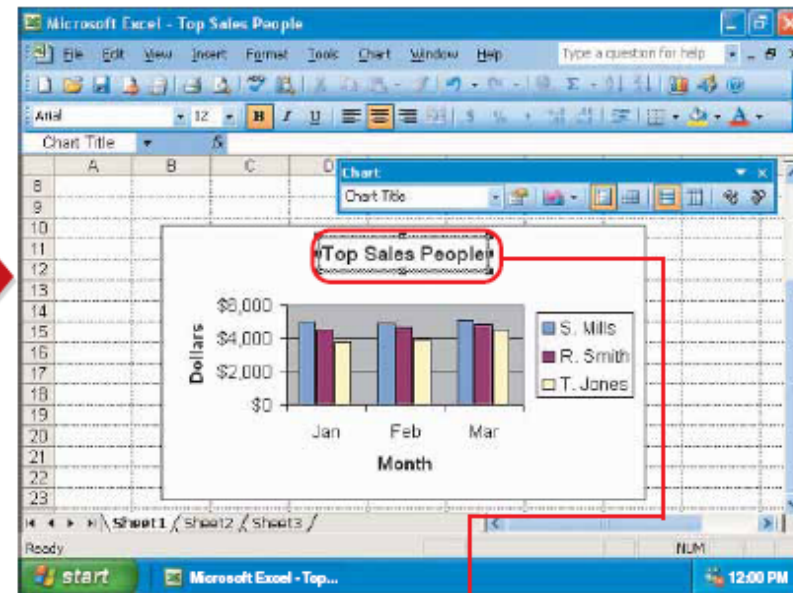
CHANGE CHART TITLES



1 Click the title you want to change. A box appears around the title.

2 Type the new title.

The formula bar displays the title as you type.



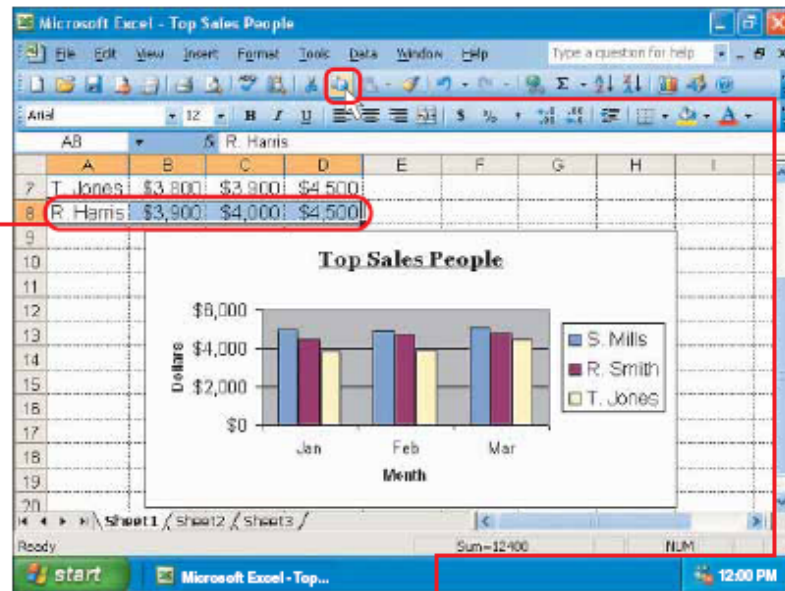
3 Press the **Enter** key to add the title to the chart.

The chart displays the new title.


To deselect the title, click outside the chart.

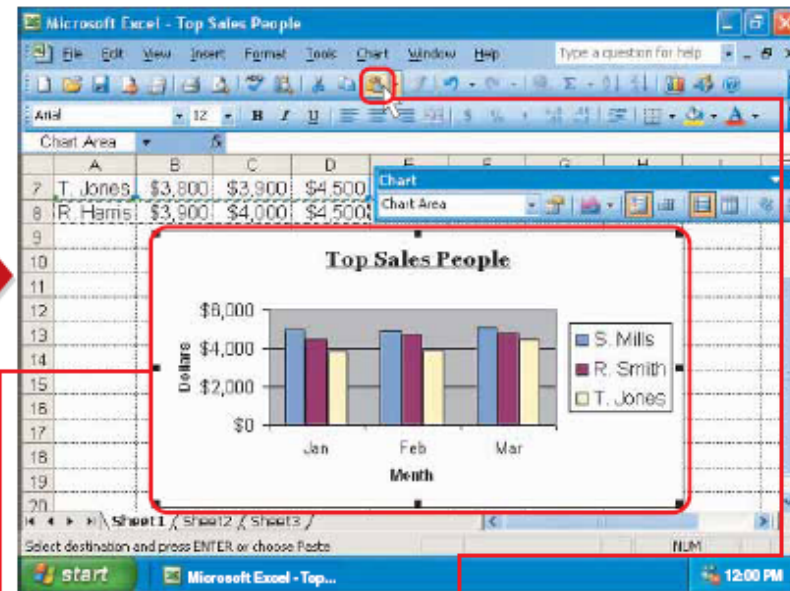
Dodavanje podataka u grafik:

ADD DATA TO A CHART



1 Select the cells containing the data you want to add to the chart, including the row or column labels. To select cells, see page 10.

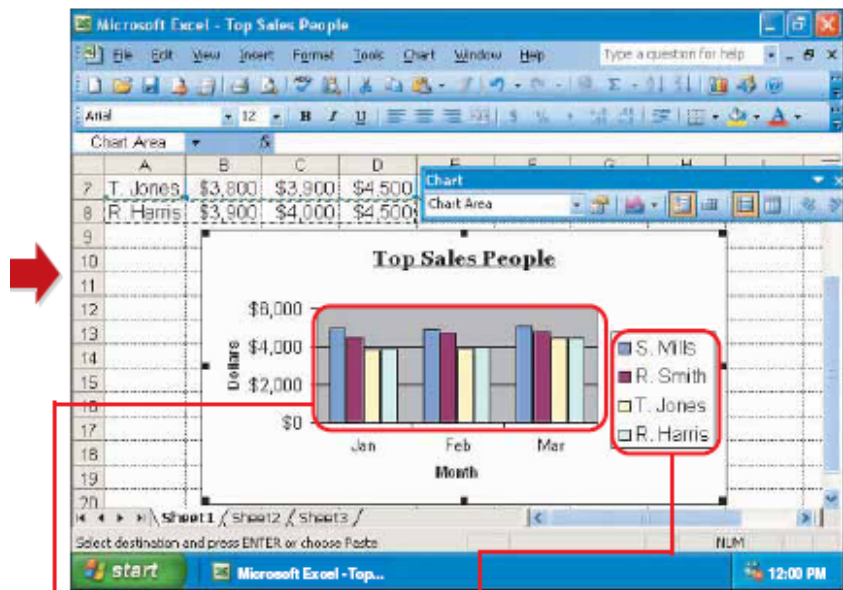
2 Click  to copy the data.



3 Click the chart you want to add the data to.

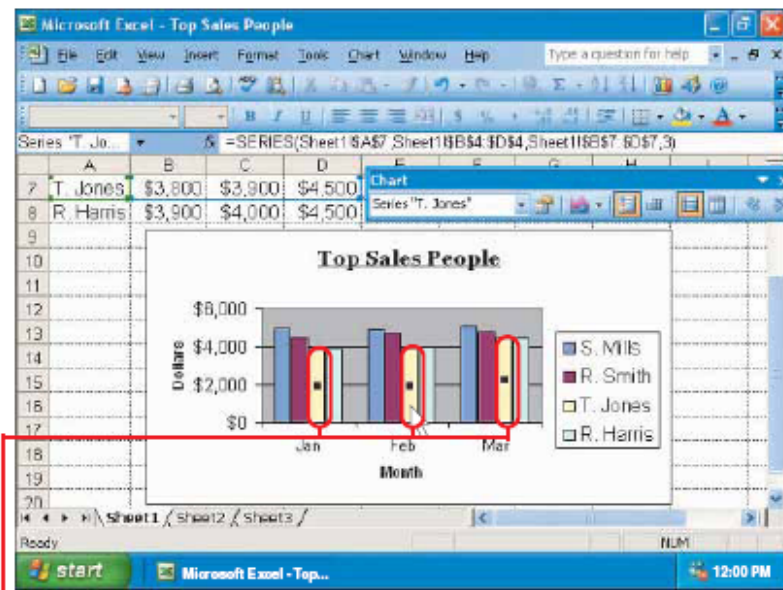
4 Click  to add the data to the chart.

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1 The data appears in the chart.

2 When you add data to a chart, Excel automatically updates the chart legend.



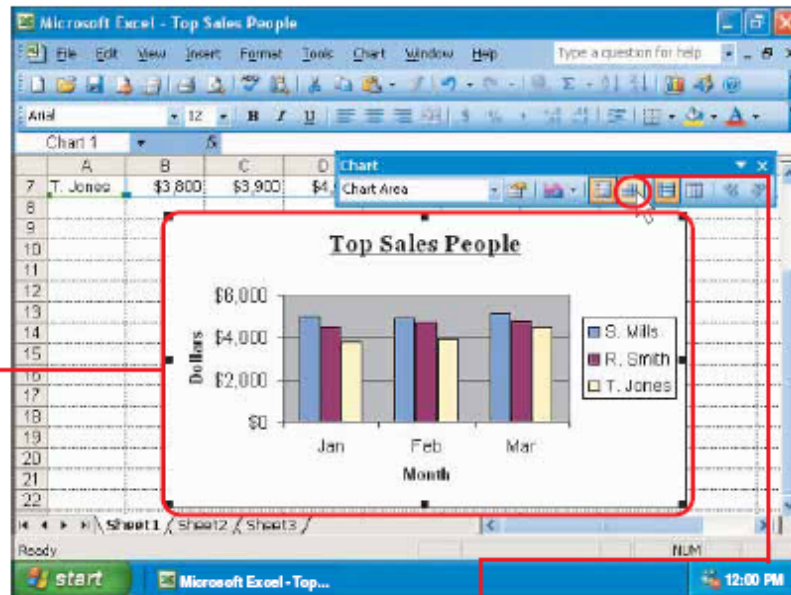
DELETE DATA FROM A CHART

1 Click the data you want to remove from the chart. Handles (■) appear on the data series.

2 Press the **Delete** key to delete the data from the chart.

Dodavanje tabele u grafik:

ADD A DATA TABLE TO A CHART

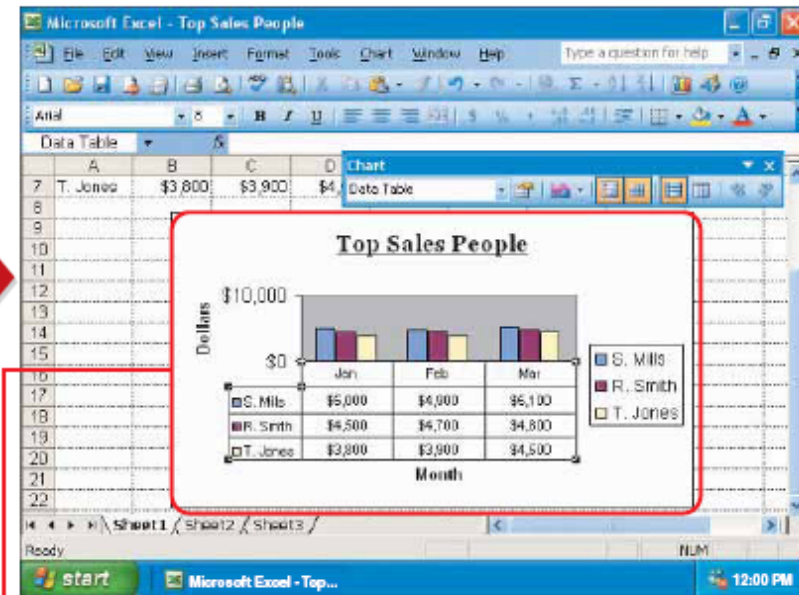


1 Click a blank area in the chart you want to change. Handles (■) appear around the chart.

Note: You cannot add a data table to some types of charts.

2 Click  to add a data table to the chart.

Note: If the Chart toolbar is not displayed, see page 111 to display the toolbar.



The chart displays the data table.

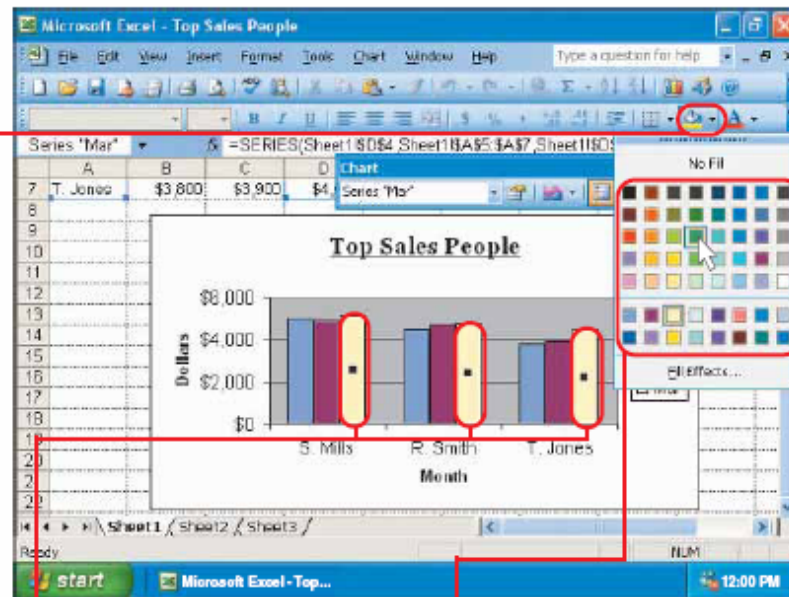
Note: If data in the data table is hidden, you may have to change the width of the chart. To resize a chart, see page 190.

To deselect the chart, click outside the chart.


To remove the data table from the chart, repeat steps **1** and **2**.

Šminkanje grafika:

CHANGE THE COLOR OF A DATA SERIES



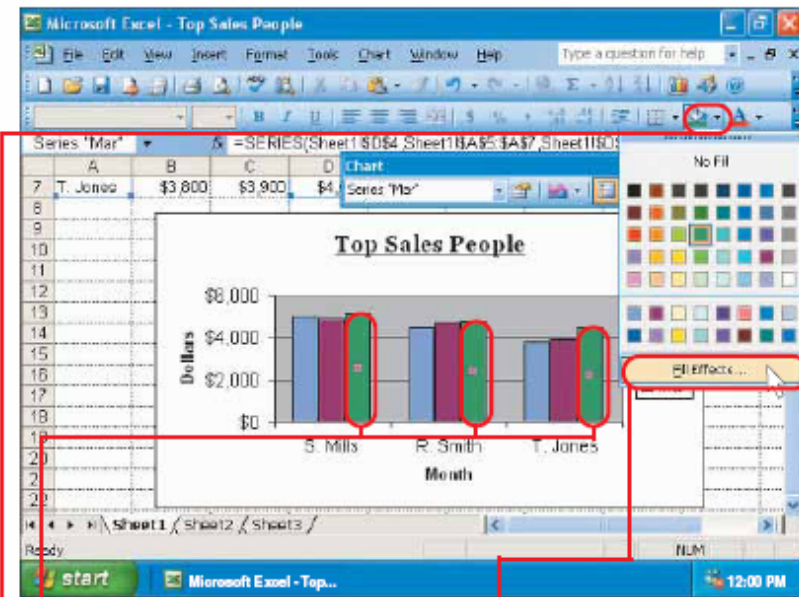
1 Click the data series you want to change to a different color. Handles (■) appear on the data series.

2 Click  in this area to display the available colors.

3 Click the color you want to use.

■ The data series displays the color you selected.

ADD A PATTERN TO A DATA SERIES



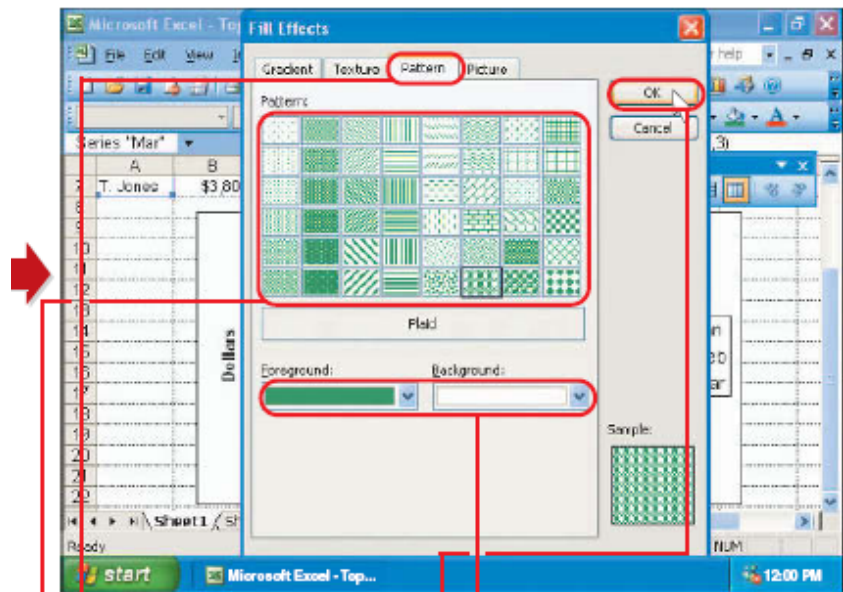
1 Click the data series you want to add a pattern to. Handles (■) appear on the data series.

2 Click  in this area.

3 Click **Fill Effects**.

■ The Fill Effects dialog box appears.

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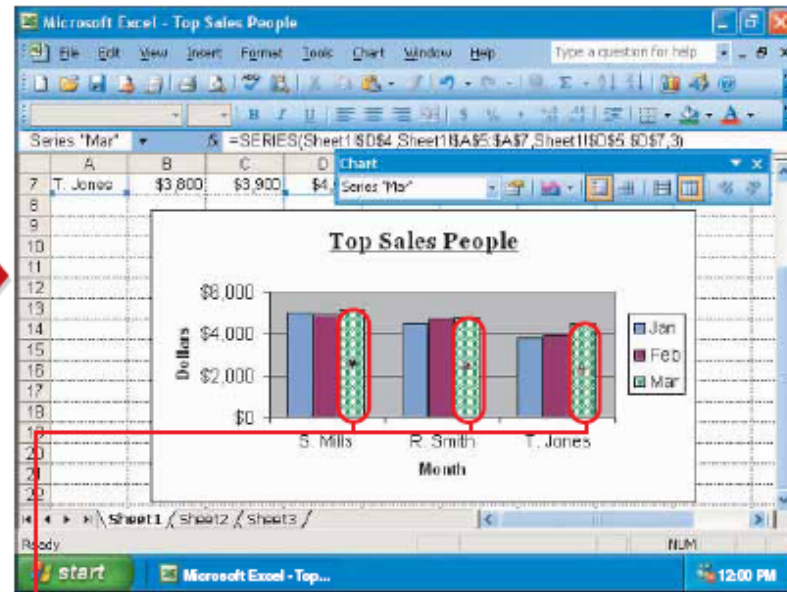


4 Click the **Pattern** tab.

5 Click the pattern you want to use.

These areas display the foreground and background colors for the current patterns. You can click an area to select a different color.

6 Click **OK** to confirm your changes.

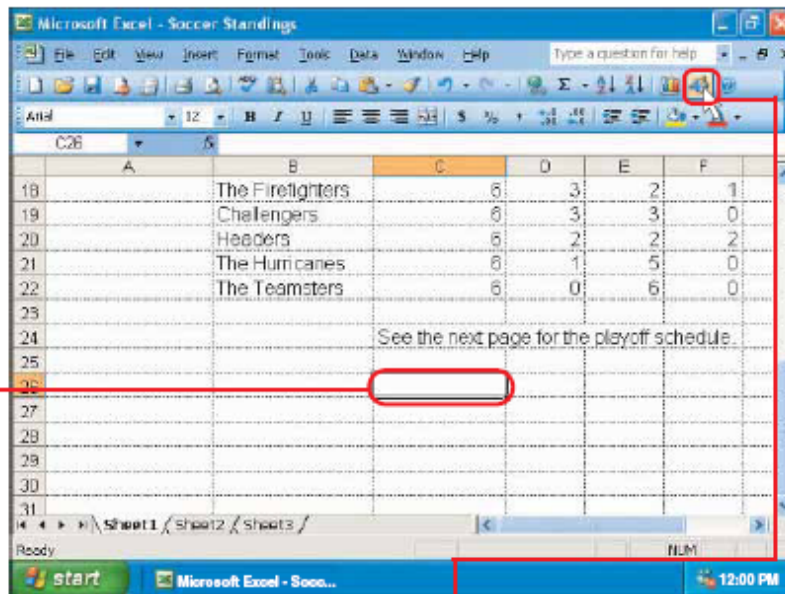


The data series displays the pattern you selected.

To deselect the data series, click outside the chart.

Dodavanje objekata:

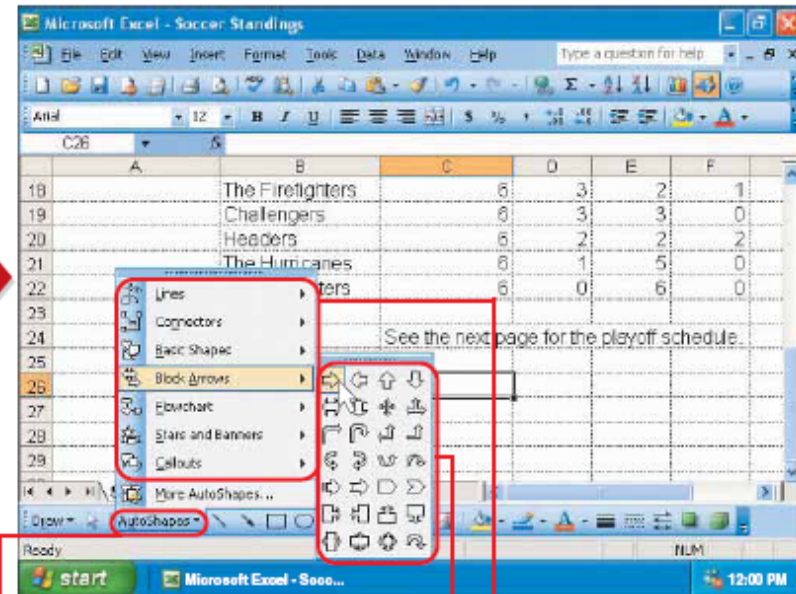
ADD AN AUTOSHAPE



1 To add an AutoShape to your worksheet, click a cell in the worksheet.

■ To add an AutoShape to a chart, click the chart.

2 Click  to display the Drawing toolbar.



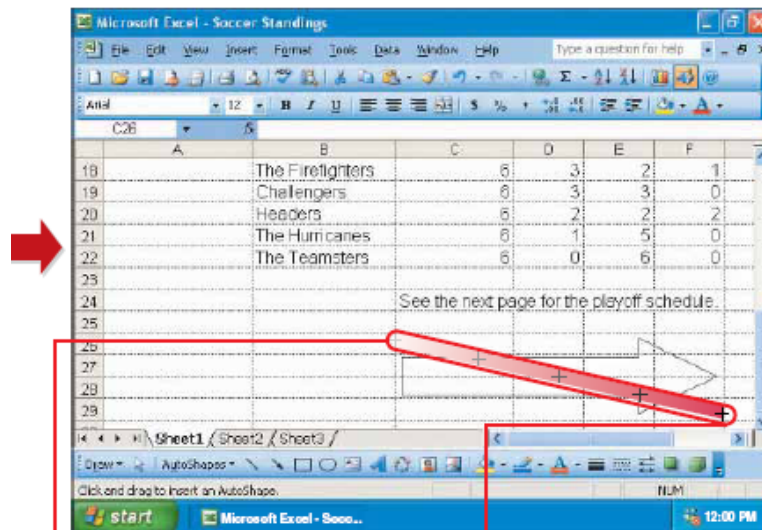
■ The Drawing toolbar appears.

3 Click **AutoShapes**.

4 Click the type of AutoShape you want to add.

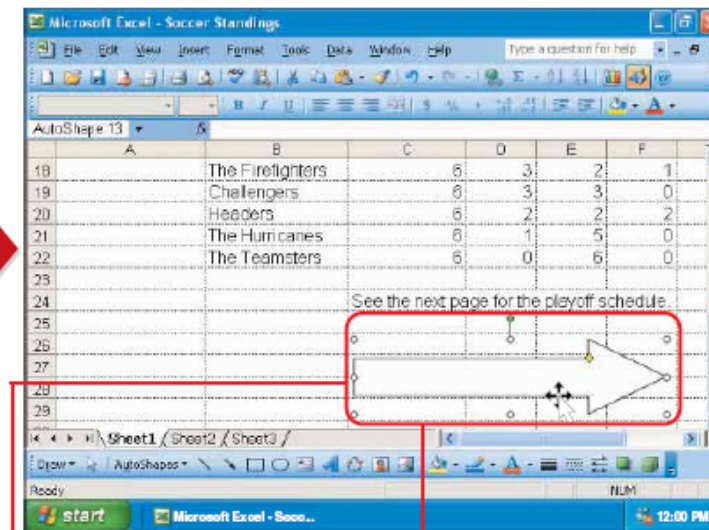
5 Click the AutoShape you want to add.

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6 Position the mouse + where you want to begin drawing the AutoShape.

7 Drag the mouse + until the AutoShape is the size you want.



1 The AutoShape appears. The handles (○) around the AutoShape allow you to change the size of the AutoShape. To move or resize an AutoShape, see page 218.

2 To deselect an AutoShape, click outside the AutoShape.

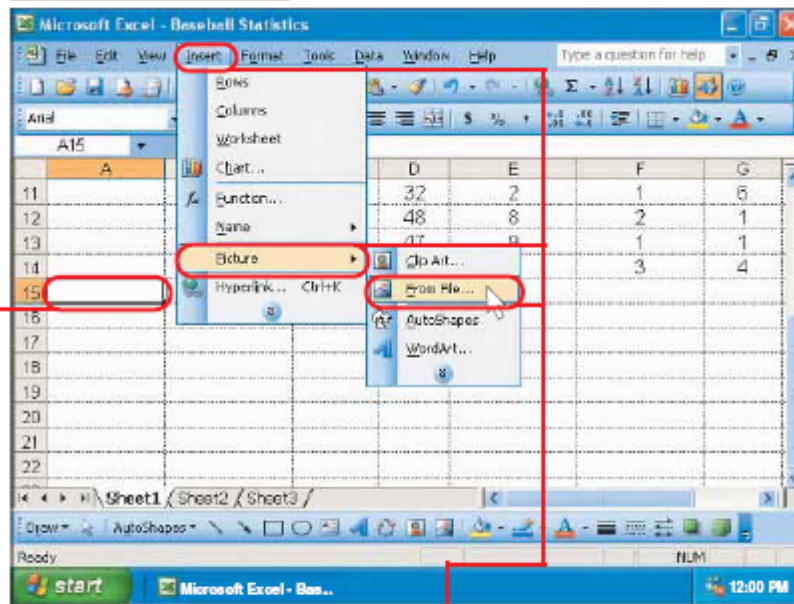
DELETE AN AUTOSHAPE

1 Click an edge of the AutoShape you want to delete. Handles (○) appear around the AutoShape.

2 Press the **Delete** key to delete the AutoShape.

Dodavanje slike:

ADD A PICTURE



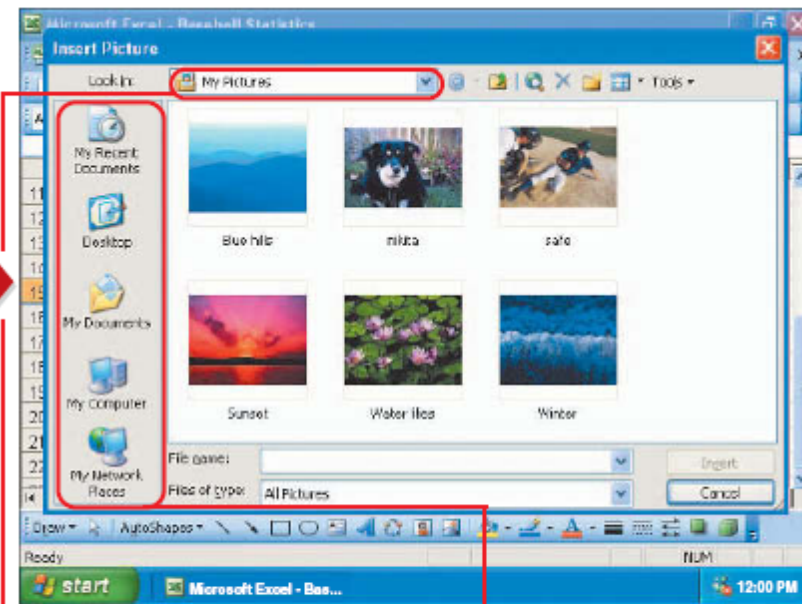
1 To add a picture to your worksheet, click a cell in the worksheet.

■ To add a picture to a chart, click the chart.

2 Click **Insert**.

3 Click **Picture**.

4 Click **From File**.

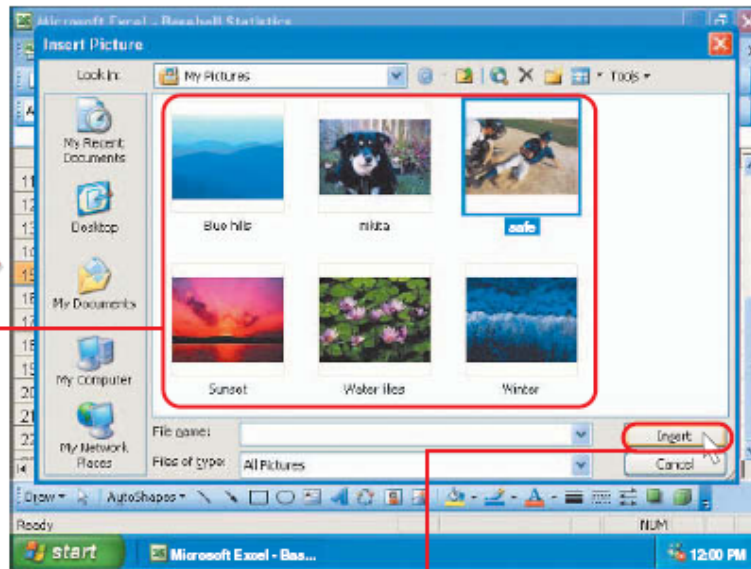


■ The Insert Picture dialog box appears.

■ This area shows the location of the displayed pictures. You can click this area to change the location.

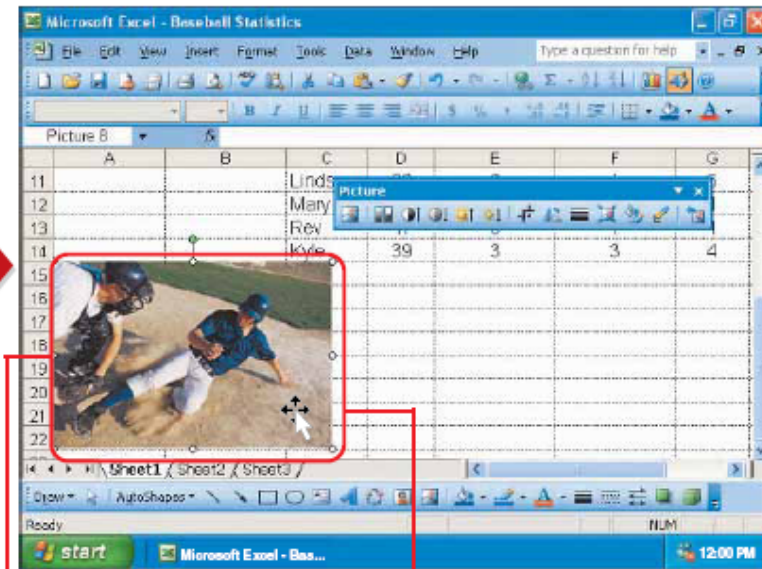
■ This area allows you to access pictures stored in commonly used locations. You can click a location to display the pictures stored in the location.

... nastavak:



5 Click the picture you want to add to your worksheet or chart.

6 Click **Insert** to add the picture to your worksheet or chart.



1 The picture appears. The handles (○) around the picture allow you to change the size of the picture. To move or resize a picture, see page 218.

2 To deselect a picture, click outside the picture.

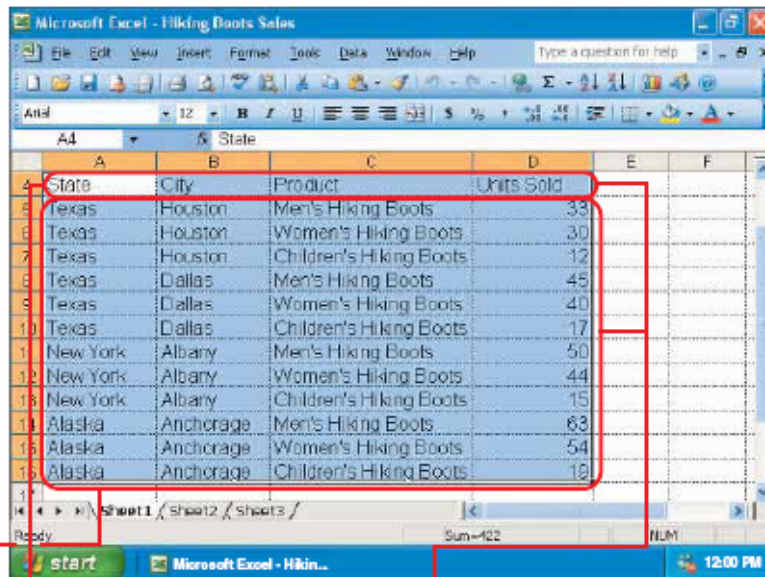
DELETE A PICTURE

1 Click the picture you want to delete. Handles (○) appear around the picture.

2 Press the **Delete** key to delete the picture.

Kreiranje liste:

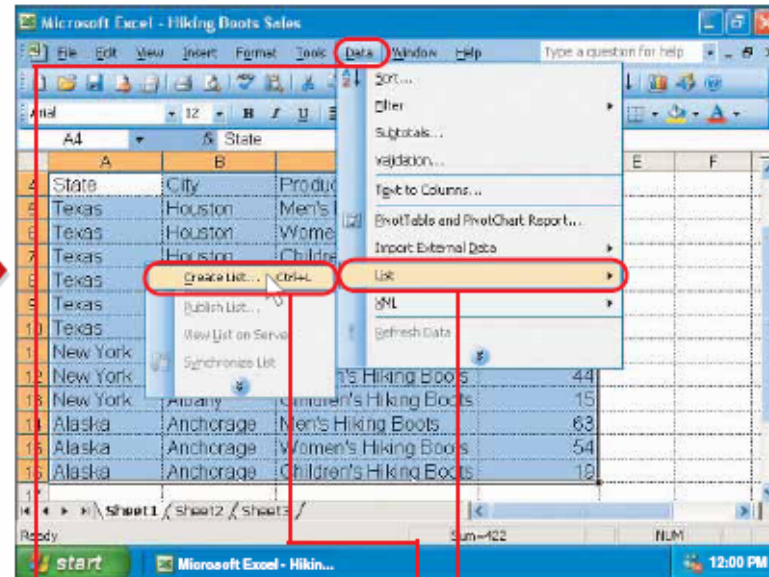
CREATE A LIST



- 1 Type the column labels that describe the data you will enter into each column.
- 2 Enter the data for each record.

Note: For guidelines on creating a list, see the top of page 231.

- 3 Select the cells containing the column labels and data you want to include in the list. To select cells, see page 10.

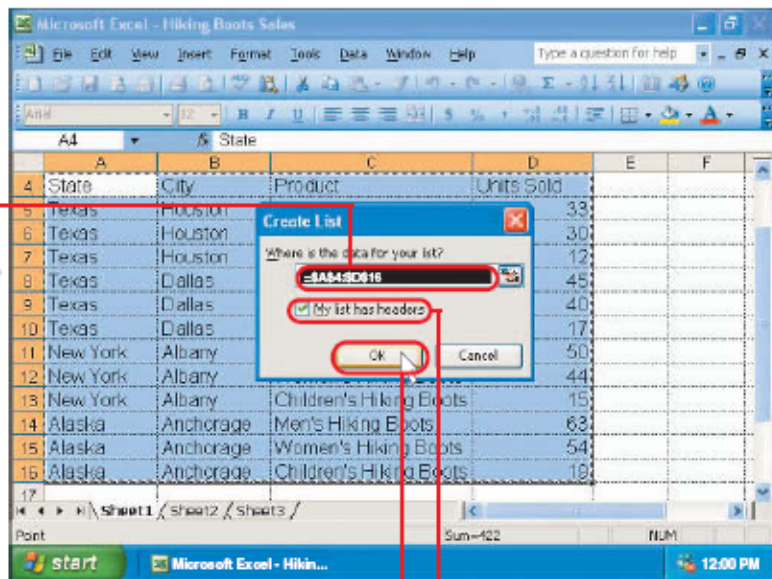


- 4 Click **Data**.

- 5 Click **List**.

- 6 Click **Create List**.

... nastavak:

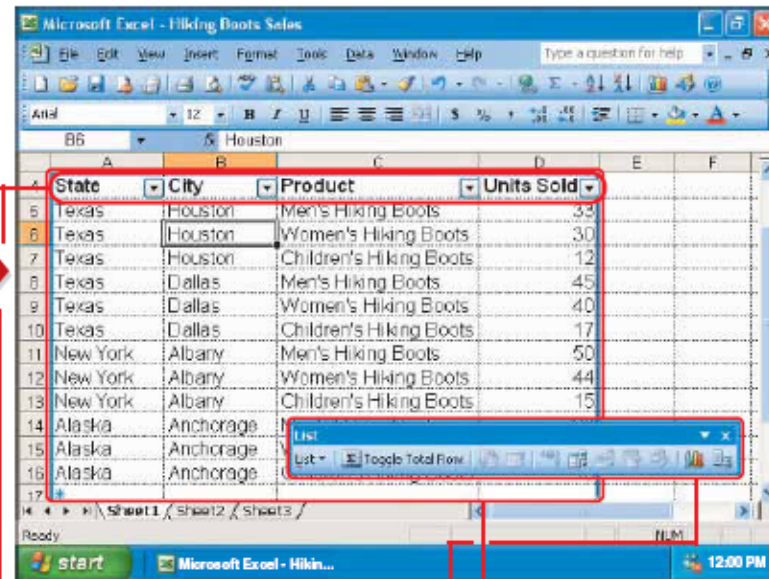


■ The Create List dialog box appears.

■ This area displays the range of cells you selected to include in the list.

■ This option specifies that your list includes column labels. You can click the option to turn the option on () or off () .

7 Click **OK** to create the list.



■ To deselect cells, click any cell.

■ The column labels in the list appear in **bold** type. An arrow () also appears beside each column label in the list.

■ A thick blue border appears around the outside of the list.

■ The List toolbar appears on your screen, containing tools you can use to work with the list.

Sortiranja u okviru liste:

SORT BY ONE COLUMN

State	City	Product	Units Sold
Houston	Houston	Men's Hiking Boots	33
Houston	Houston	Women's Hiking Boots	30
Houston	Houston	Children's Hiking Boots	12
Dallas	Dallas	Men's Hiking Boots	45
Dallas	Dallas	Women's Hiking Boots	40
Dallas	Dallas	Children's Hiking Boots	17
Albany	Albany	Men's Hiking Boots	50
Albany	Albany	Women's Hiking Boots	44
Albany	Albany	Children's Hiking Boots	15
Alaska	Anchorage	Men's Hiking Boots	63
Alaska	Anchorage	Women's Hiking Boots	54

1 Click a cell in the list to make the list active.

2 Click  in the column you want to sort by.

3 Click an option to sort the data in the list.


Sort Ascending
Sort 0 to 9, A to Z



Sort Descending
Sort 9 to 0, Z to A

State	City	Product	Units Sold
Alaska	Anchorage	Men's Hiking Boots	63
Alaska	Anchorage	Women's Hiking Boots	54
Alaska	Anchorage	Children's Hiking Boots	19
California	Sacramento	Men's Hiking Boots	55
California	Sacramento	Women's Hiking Boots	47
California	Sacramento	Children's Hiking Boots	17
California	Los Angeles	Men's Hiking Boots	38
California	Los Angeles	Women's Hiking Boots	29
California	Los Angeles	Children's Hiking Boots	12
Colorado	Boulder	Men's Hiking Boots	48
Colorado	Boulder	Women's Hiking Boots	38

The records in the list appear in the new order.

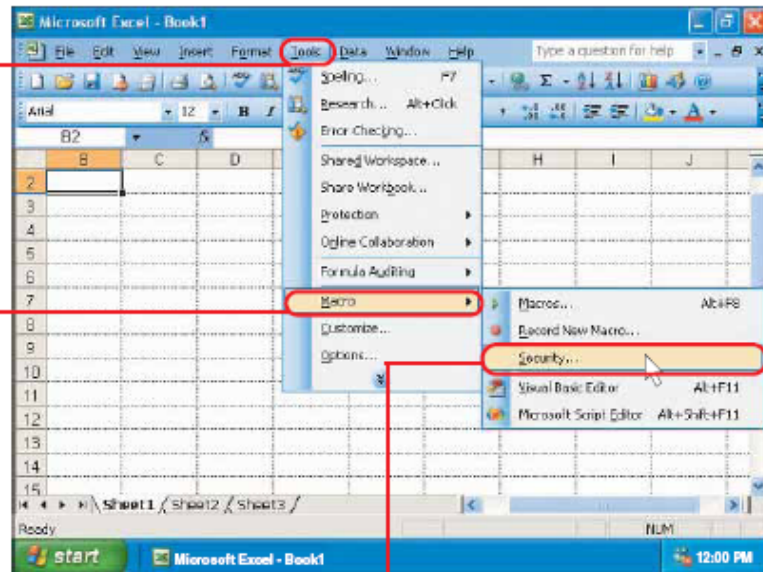
In this example, the records are sorted by state.

To immediately reverse the results of sorting records, click .

Note: If  is not displayed, click  on the Standard toolbar to display the button.

Kreiranje Macro-a:

CREATE A MACRO

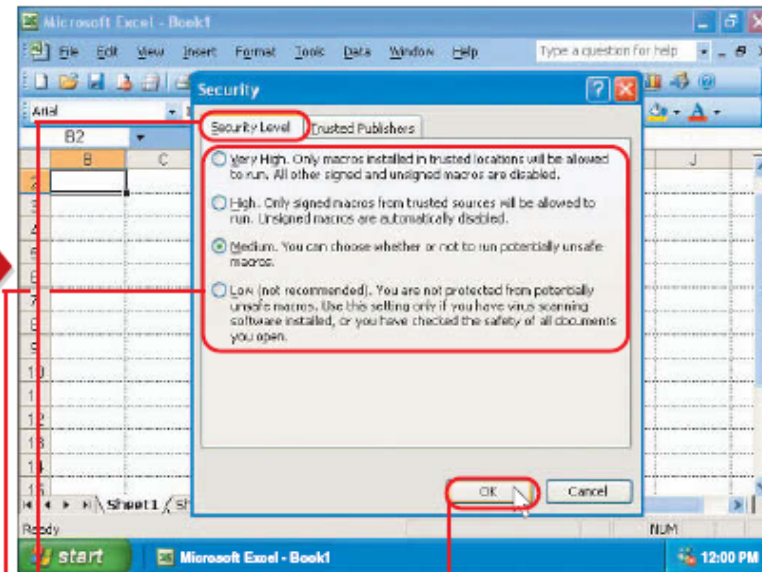


SET MACRO SECURITY LEVEL

- 1 Click **Tools**.
- 2 Click **Macro**.

Note: If Macro does not appear on the menu, position the mouse over the bottom of the menu to display the menu option.

- 3 Click **Security**.
- The Security dialog box appears.



- 4 Click the **Security Level** tab.
- 5 Click the macro security level you want to use (changes to).

Note: For information on the security levels, see the top of page 267.

- 6 Click **OK** to set the security level.

Very High

Excel enables only macros from trusted sources and disables all other macros in the workbooks you open.

High

Excel enables only macros that are digitally signed in the workbooks you open.

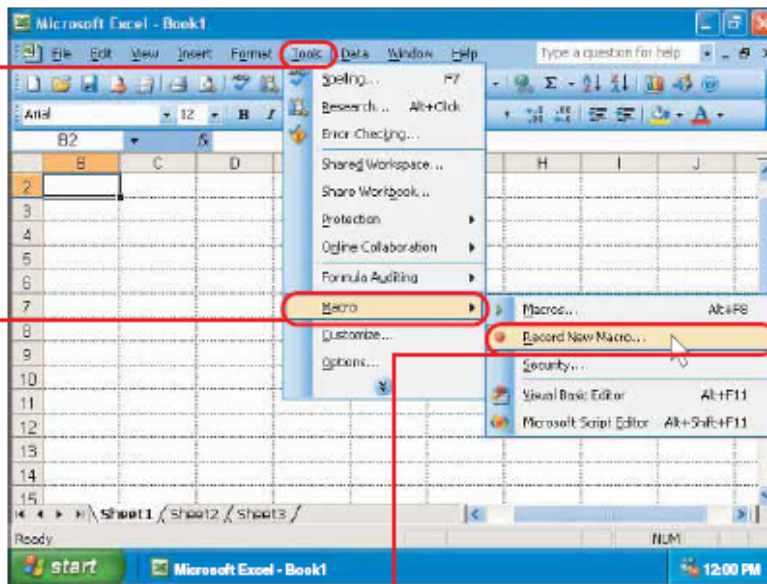
Medium

You can disable or enable the macros in the workbooks you open.

Low

Excel automatically enables the macros in the workbooks you open.

... nastavak:

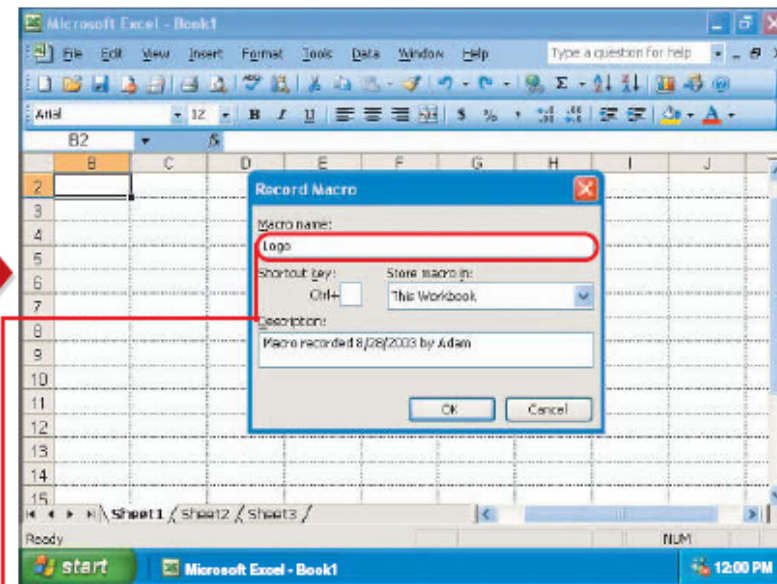


RECORD A MACRO

- 1 Click **Tools**.
- 2 Click **Macro**.

Note: If Macro does not appear on the menu, position the mouse over the bottom of the menu to display the menu option.

- 3 Click **Record New Macro**.



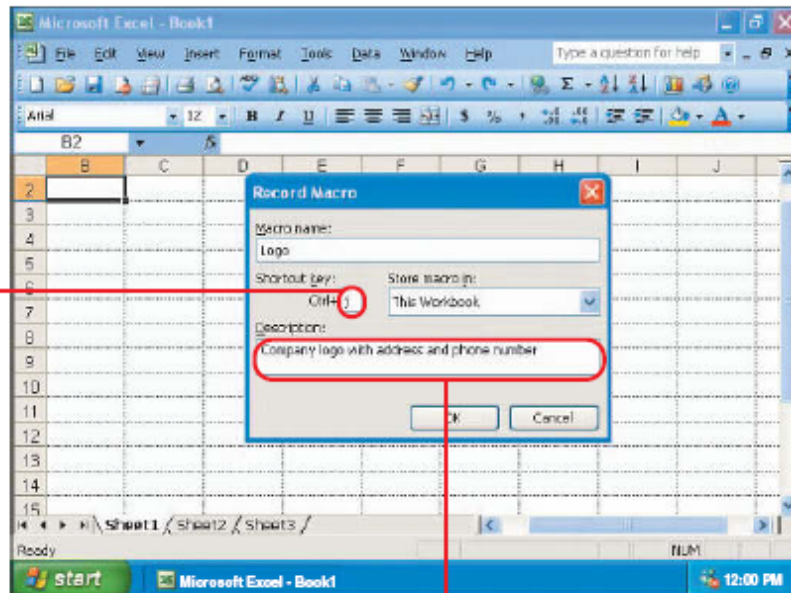
- 4 The Record Macro dialog box appears.

- 4 Type a name for the macro.

Note: A macro name must begin with a letter and cannot contain spaces. A macro name cannot be a cell reference.

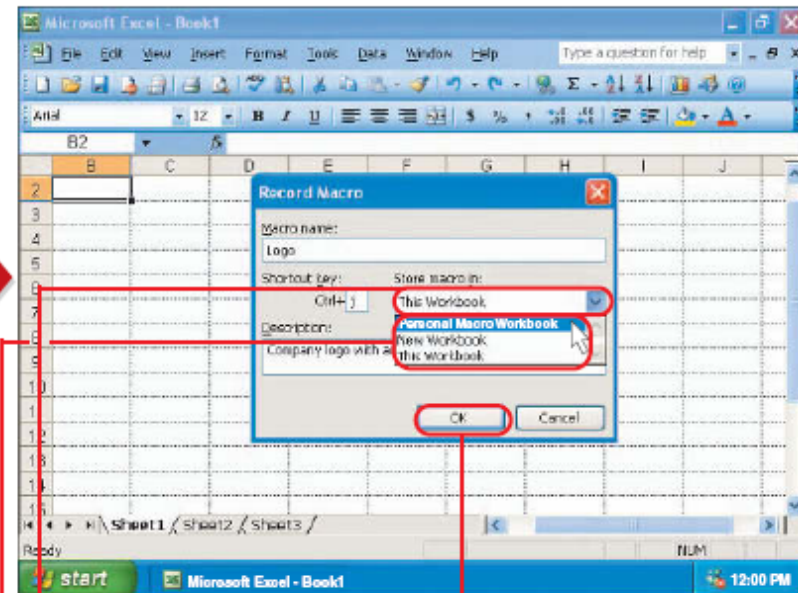
... nastavak:

CREATE A MACRO (CONTINUED)



5 To assign a keyboard shortcut to the macro, click this area and then type a lowercase letter you want to use with the **Ctrl** key as the shortcut.

6 To enter a description for the macro, drag the mouse **I** over the text in this area until you highlight the text. Then type a description.



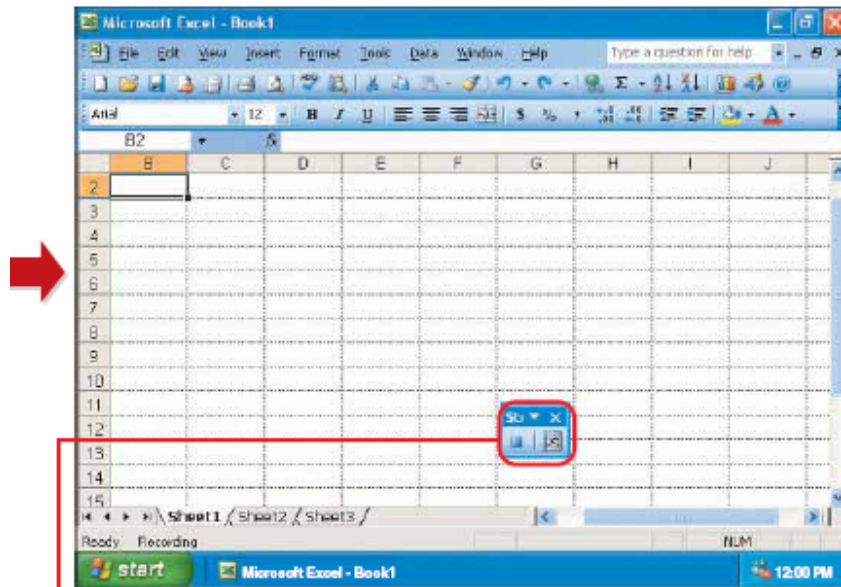
7 Click this area to specify the location where you want to store the macro.

8 Click the location where you want to store the macro.

Note: For information on where you can store a macro, see the top of page 269.

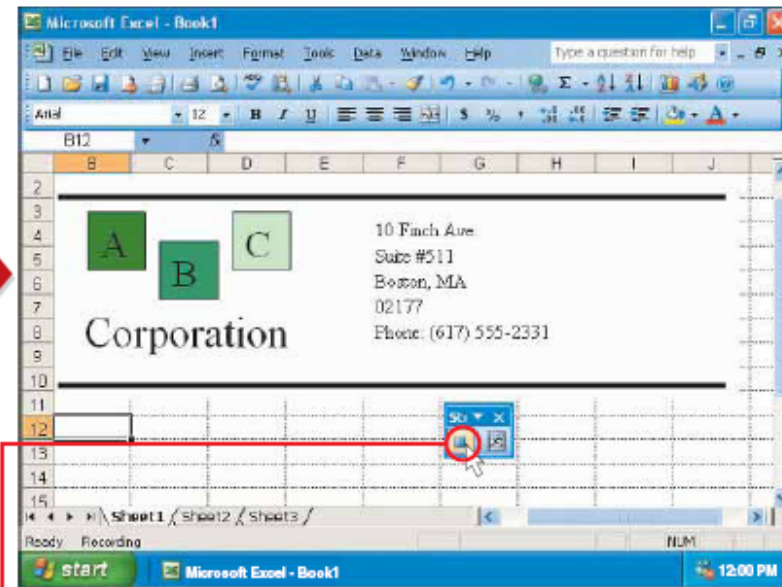
9 Click **OK** to continue.


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■ The Stop Recording toolbar appears.

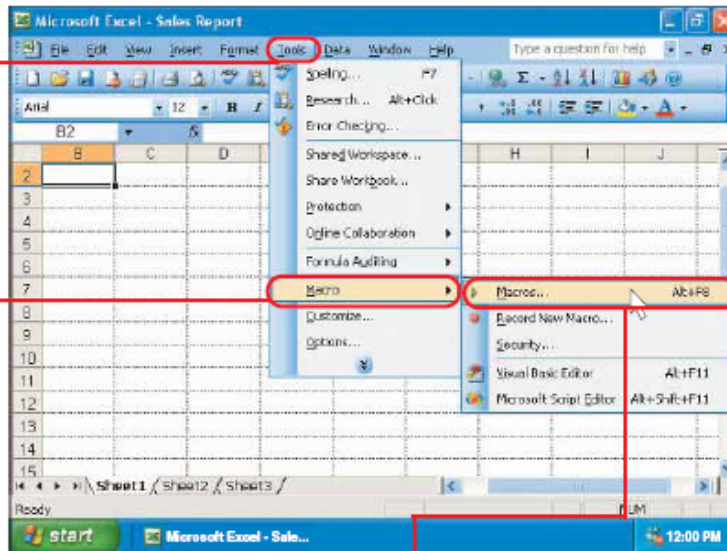
10 Perform the actions you want the macro to include.



11 Click  when you have completed all the actions you want the macro to include.

Pokretanje Macro-a:

RUN A MACRO



1 If you want the macro to affect specific cells in your worksheet, select the cells you want to change. To select cells, see page 10.

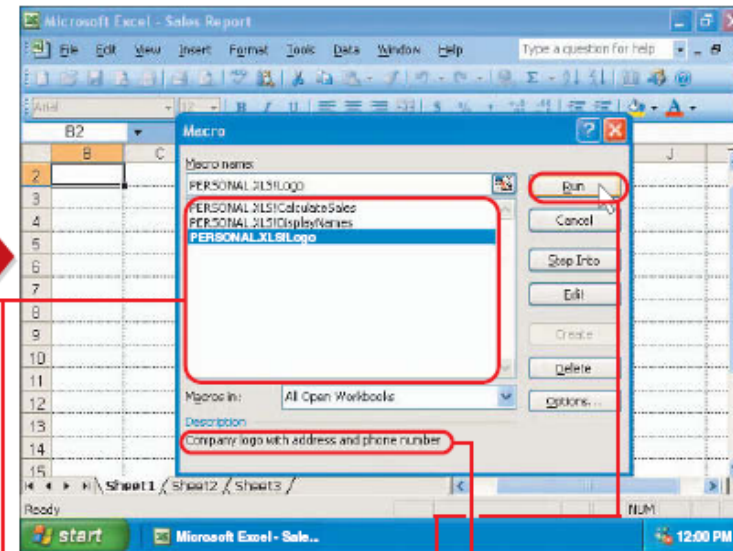
2 Click **Tools**.

3 Click **Macro**.

Note: If Macro does not appear on the menu, position the mouse over the bottom of the menu to display the menu option.

4 Click **Macros**.

■ The Macro dialog box appears.



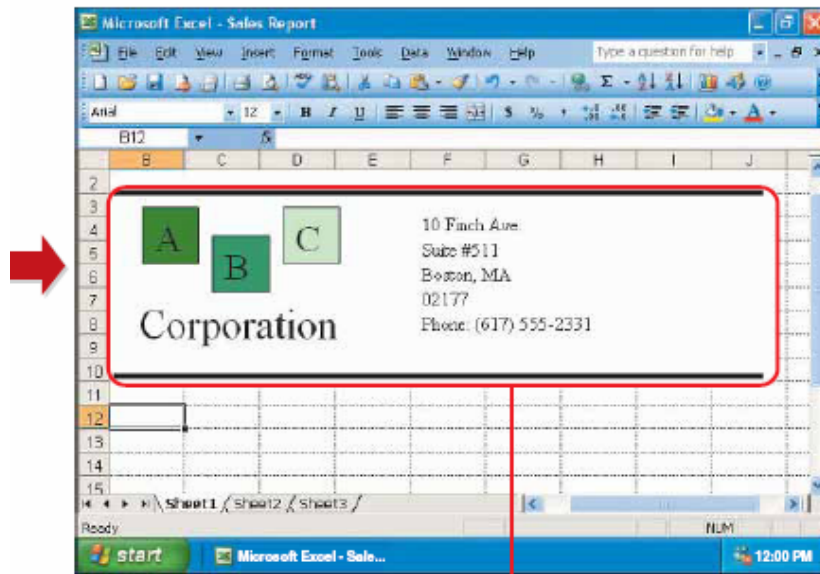
■ This area displays the available macros. Macros you stored in the Personal Macro Workbook begin with PERSONAL.XLS!

5 Click the name of the macro you want to run.

■ This area displays a description of the macro you selected.

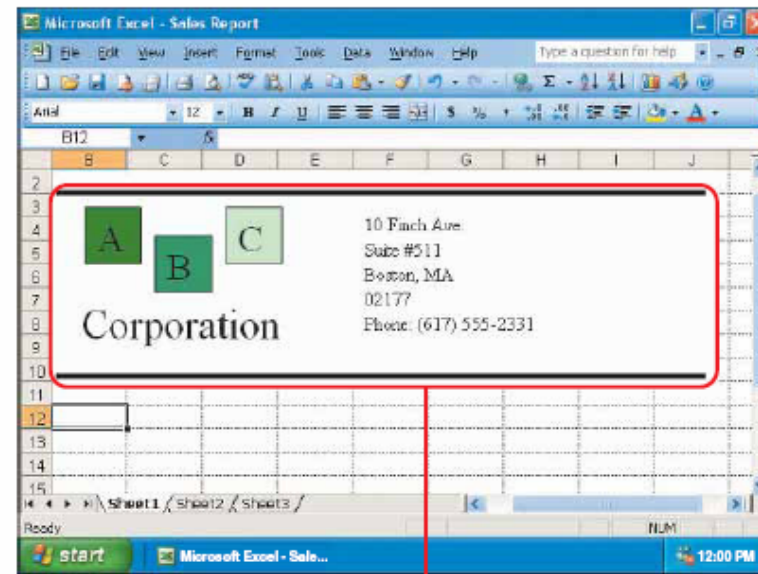
6 Click **Run** to run the macro.

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■ The macro performs the actions you recorded.

■ In this example, the macro entered company information into the worksheet.



RUN A MACRO USING THE KEYBOARD SHORTCUT

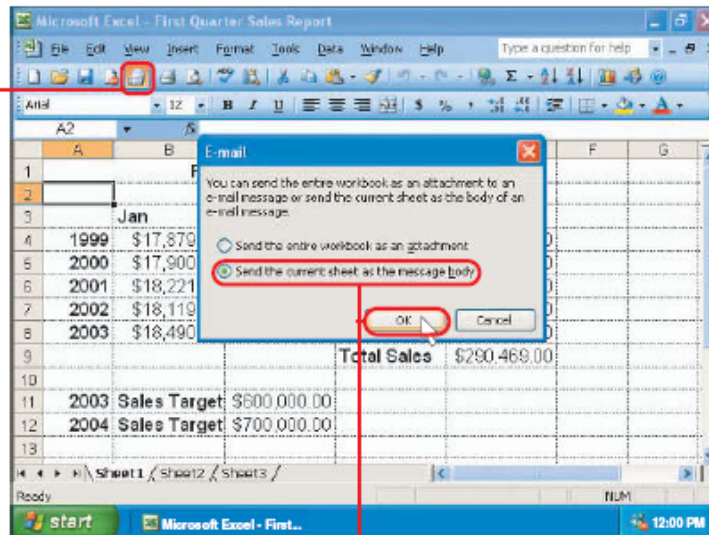
1 If you want the macro to affect specific cells in your worksheet, select the cells you want to change. To select cells, see page 10.

2 Press the keyboard shortcut you assigned to the macro.

■ The macro performs the actions you recorded.

Slanje Excel-a putem mail-a:

E-MAIL A WORKSHEET



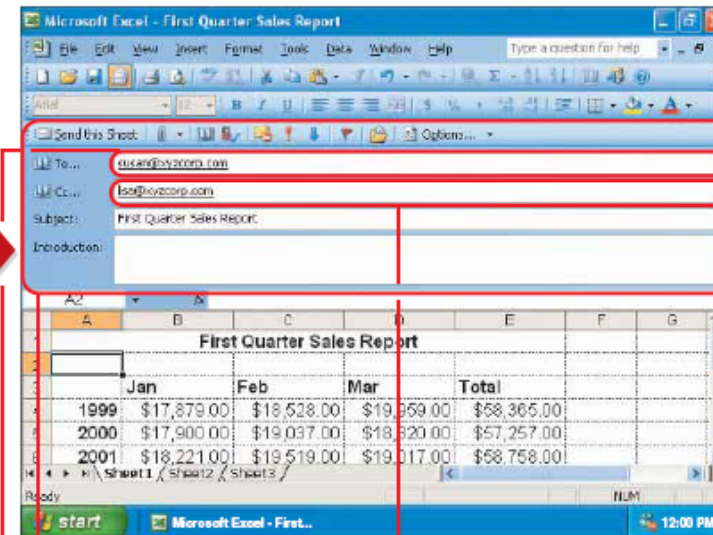
1 Click  to e-mail the current worksheet.

Note: If  is not displayed, click  on the Standard toolbar to display the button.

2 If the workbook contains data on more than one worksheet, a dialog box appears, asking if you want to send the entire workbook or just the current worksheet.

3 Click this option to send the current worksheet.

4 Click **OK**.



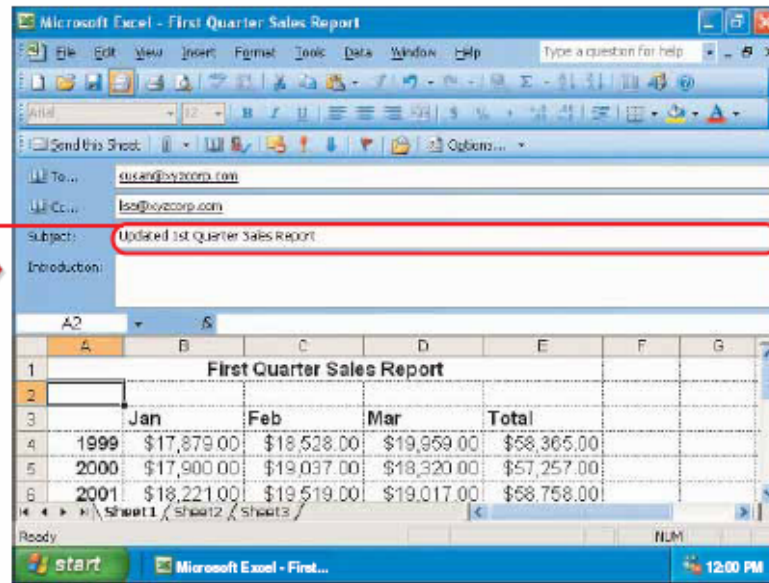
5 An area appears for you to address the message.

4 Click this area and type the e-mail address of the person you want to receive the message.

5 To send a copy of the message to a person who is not directly involved but would be interested in the message, click this area and type the e-mail address.

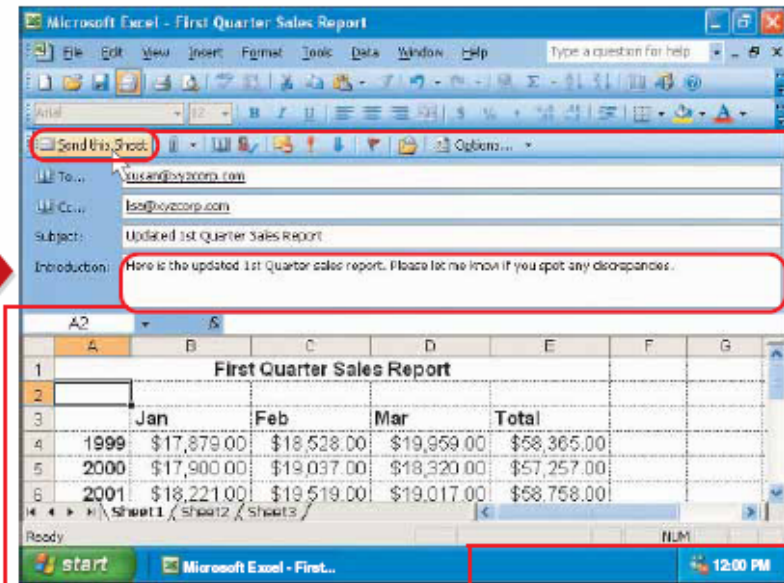
Note: To enter more than one e-mail address in step 4 or 5, separate each e-mail address with a semicolon (;).

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6 Click this area and type a subject for the message.

Note: If a subject already exists, you can drag the mouse I over the existing subject and then type a new subject.



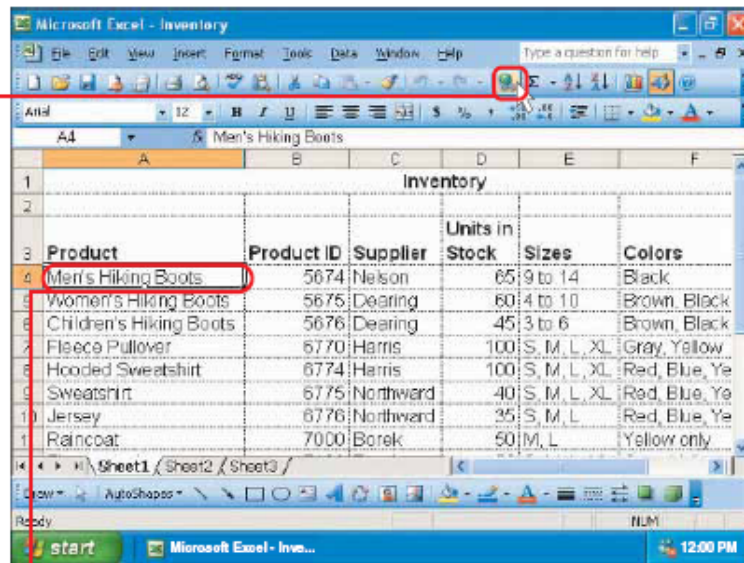
7 To include an introduction for the worksheet you are e-mailing, click this area and type the introduction.

8 Click **Send this Sheet** to send the message.


Note: If you are not currently connected to the Internet, a dialog box will appear allowing you to connect.



Kreiranje hiperlinkova:


CREATE A HYPERLINK

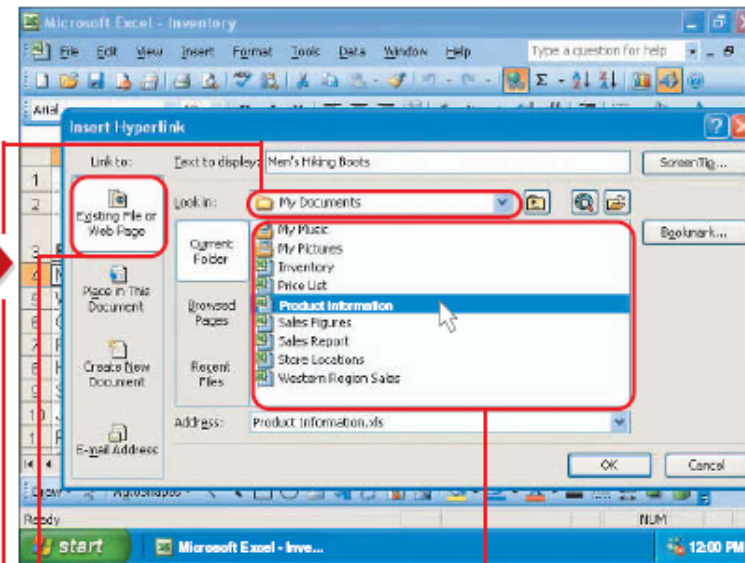


1 Select the cells containing the data you want to make a hyperlink. To select cells, see page 10.


2 Click  to create a hyperlink.

Note: If  is not displayed, click  on the Standard toolbar to display the button.

 The Insert Hyperlink dialog box appears.

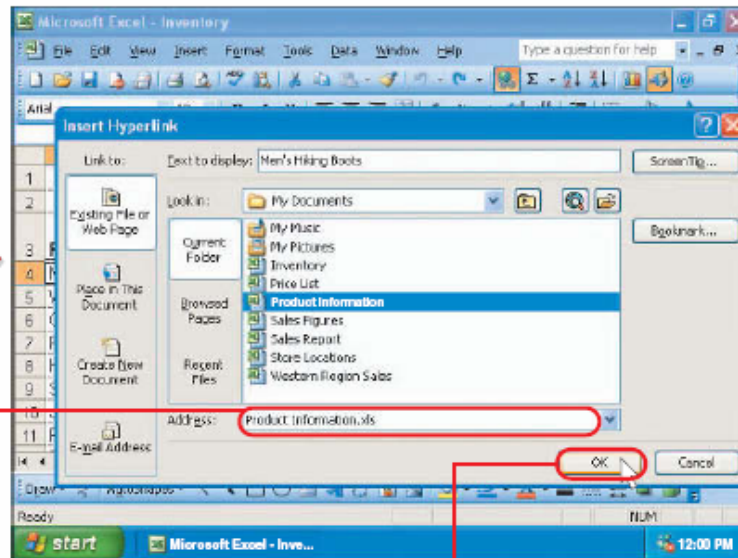


3 Click **Existing File or Web Page** to link the data to an existing document.

 This area shows the location of the displayed documents. You can click this area to change the location.

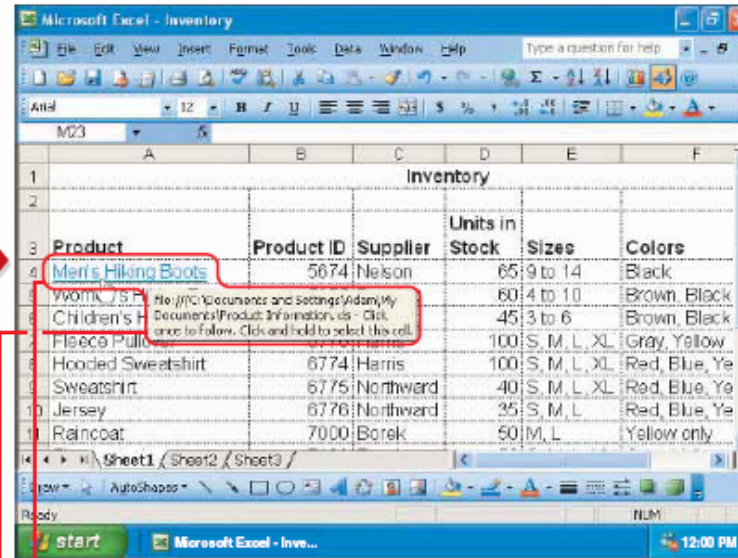
4 To link the data to a document on your computer or network, click the document in this area.

... nastavak:



■ To link the data to a page on the Web, click this area and then type the address of the Web page (example: www.maran.com).

5 Click **OK** to create the hyperlink.



■ Excel creates the hyperlink. Hyperlinks appear underlined and in color.

■ When you position the mouse over a hyperlink, a yellow box appears, indicating where the hyperlink will take you.

■ You can click the hyperlink to display the document or Web page connected to the hyperlink.

Note: If the hyperlink connects to a Web page, your Web browser will open and display the page.