УНИВЕРЗИТЕТ У КРАГУЈЕВЦУ
ФАКУЛТЕТ МЕДИЦИНСКИХ НАУКА

UNIVERSITY OF KRAGUJEVAC
FACULTY OF MEDICAL SCIENCES

ПРЕДМЕТ

ИНФОРМАТИЧКЕ МЕТОДЕ У БИОМЕДИЦИНСКИМ ИСТРАЖИВАЊИМА

ВЕЖБА БРОЈ 3 - Microsoft EXCEL 2007

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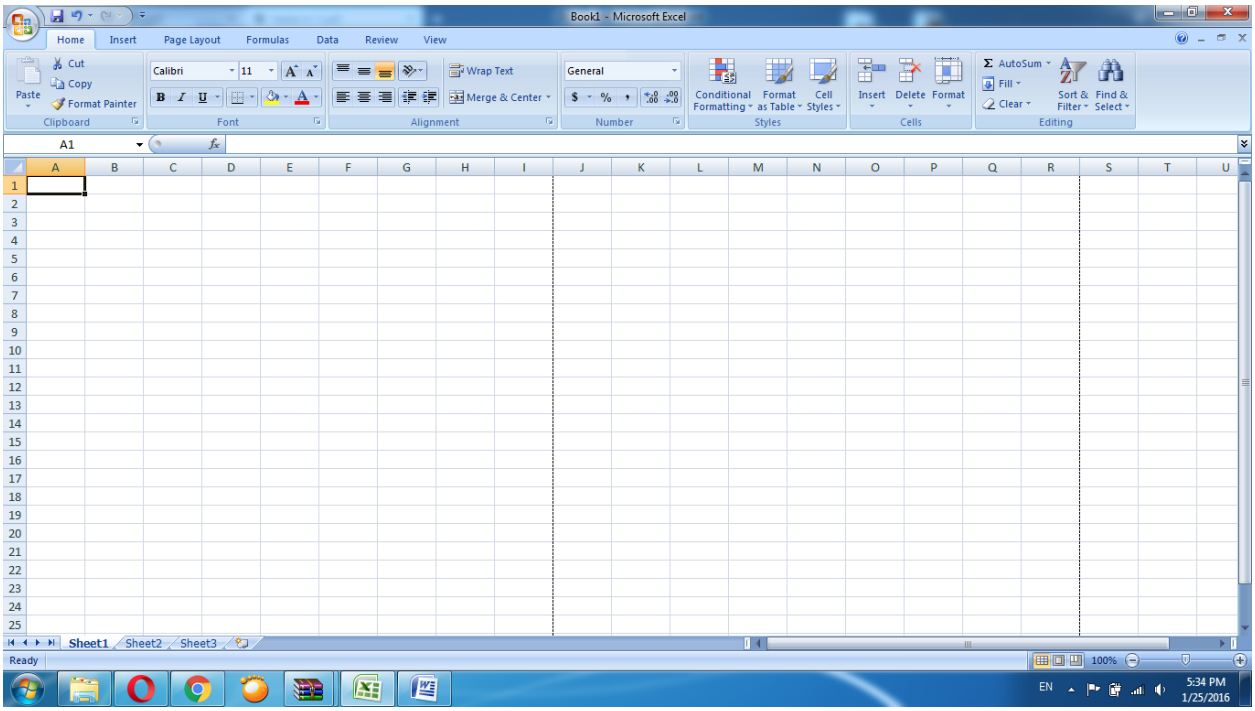
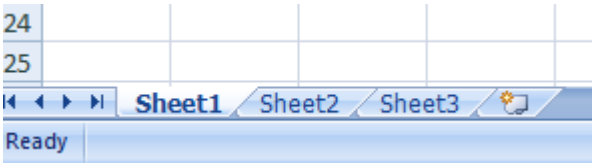
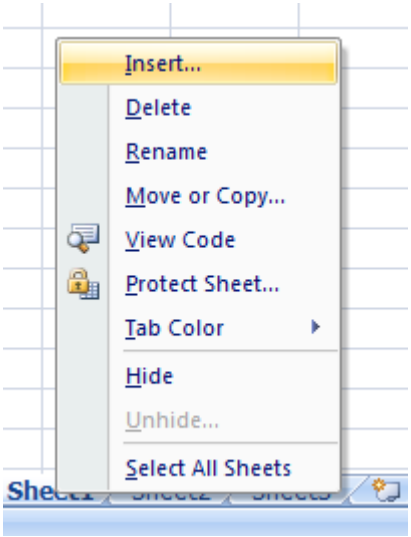
Увод



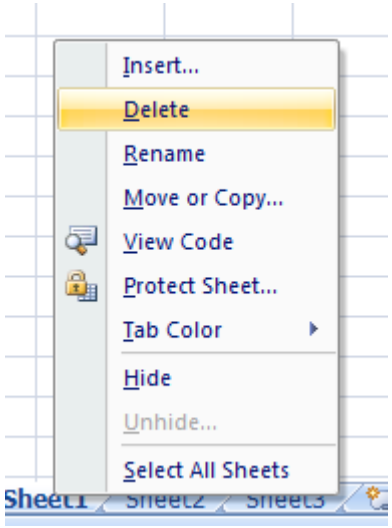
Рад са радним листовима



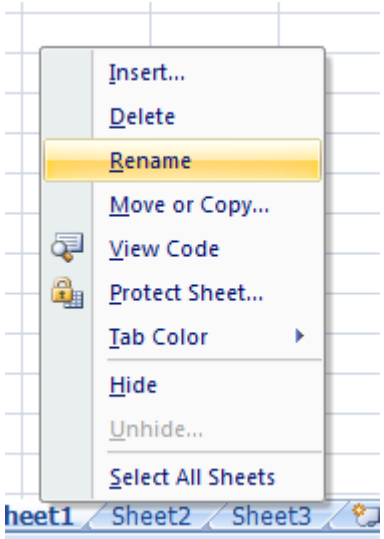
Додавање новог радног листа



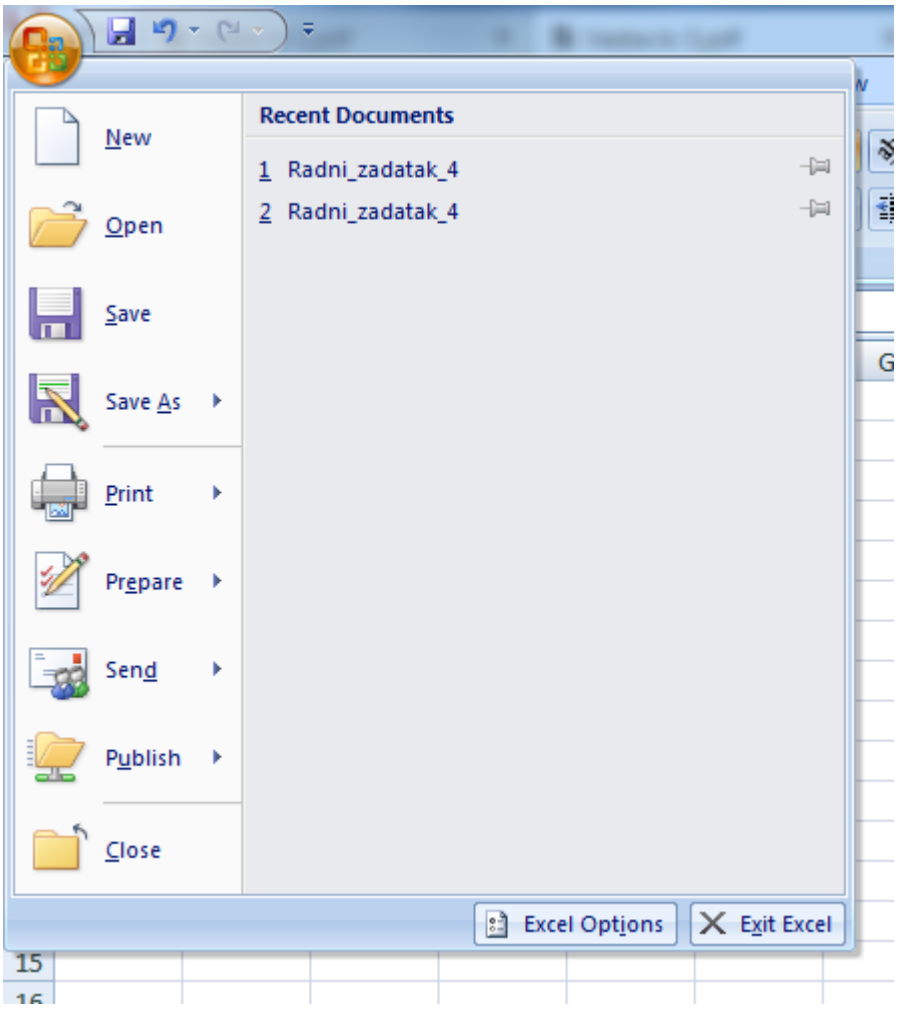
Брисање радног листа



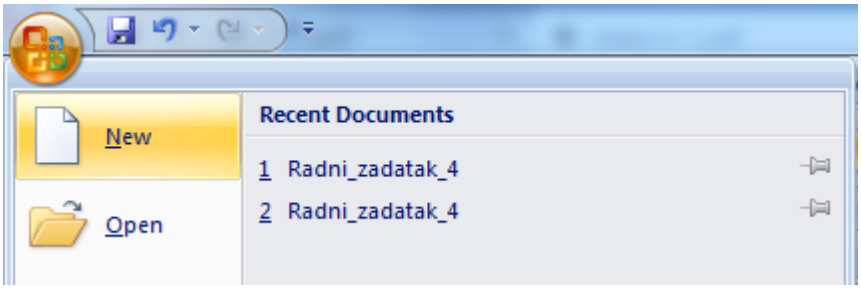
Преименовање радног листа

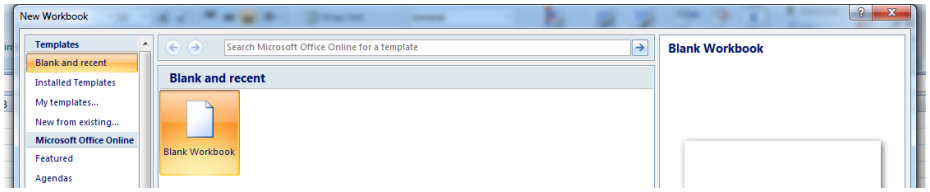


Падајући мени Office button

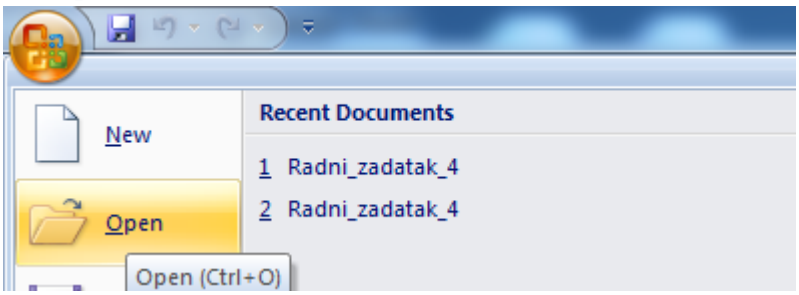


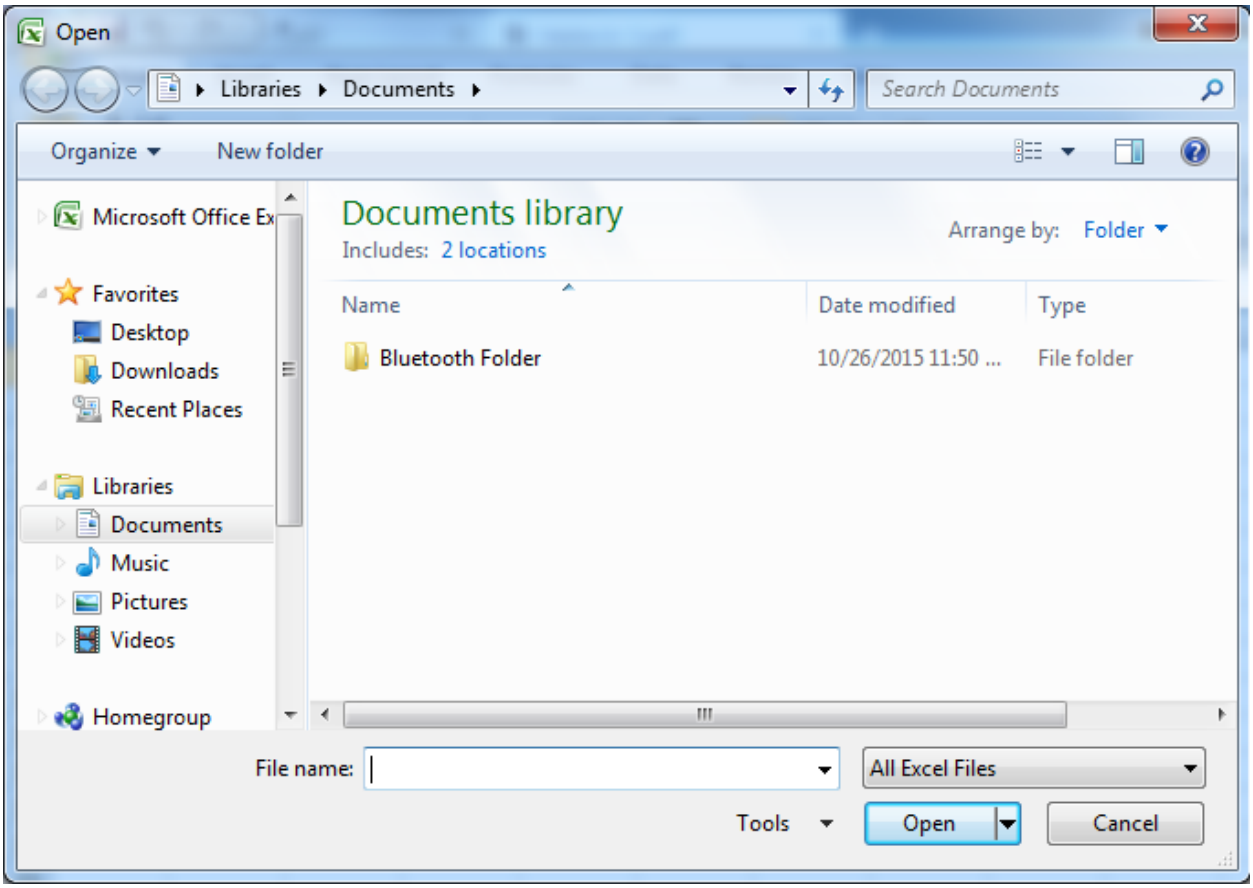
Отварање новог документа



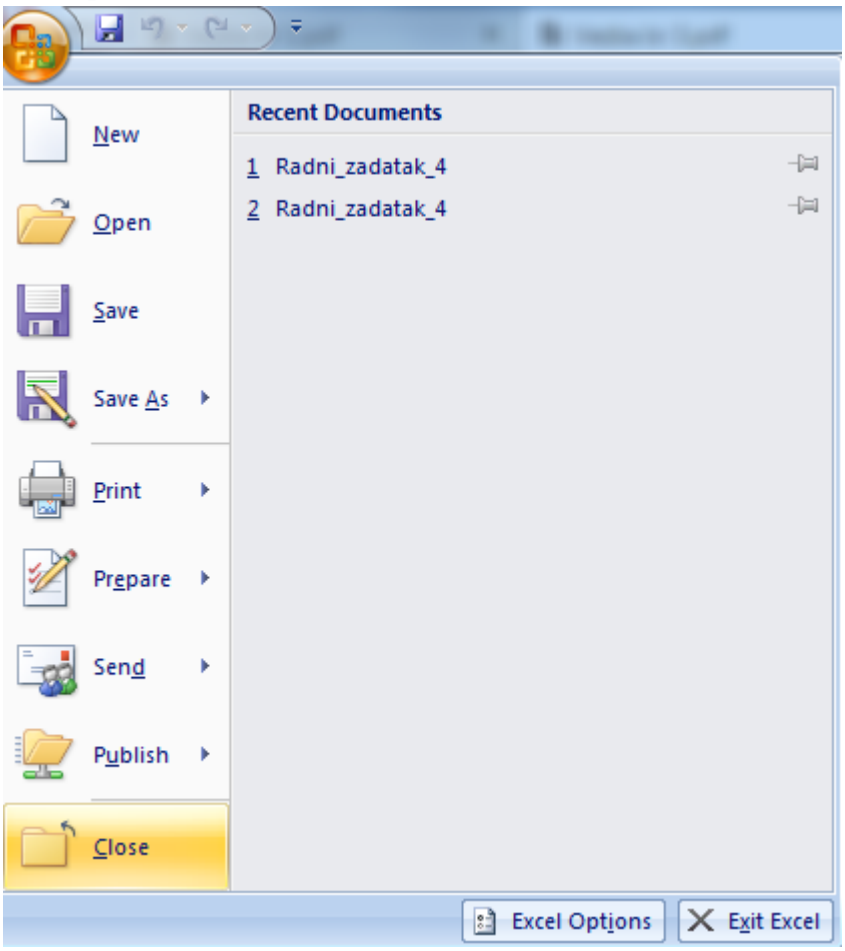


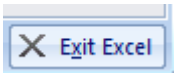
Отварање постојећег документа





Затварање документа

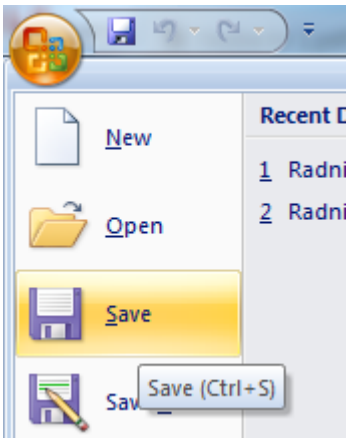


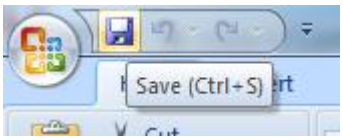


ALT + F4

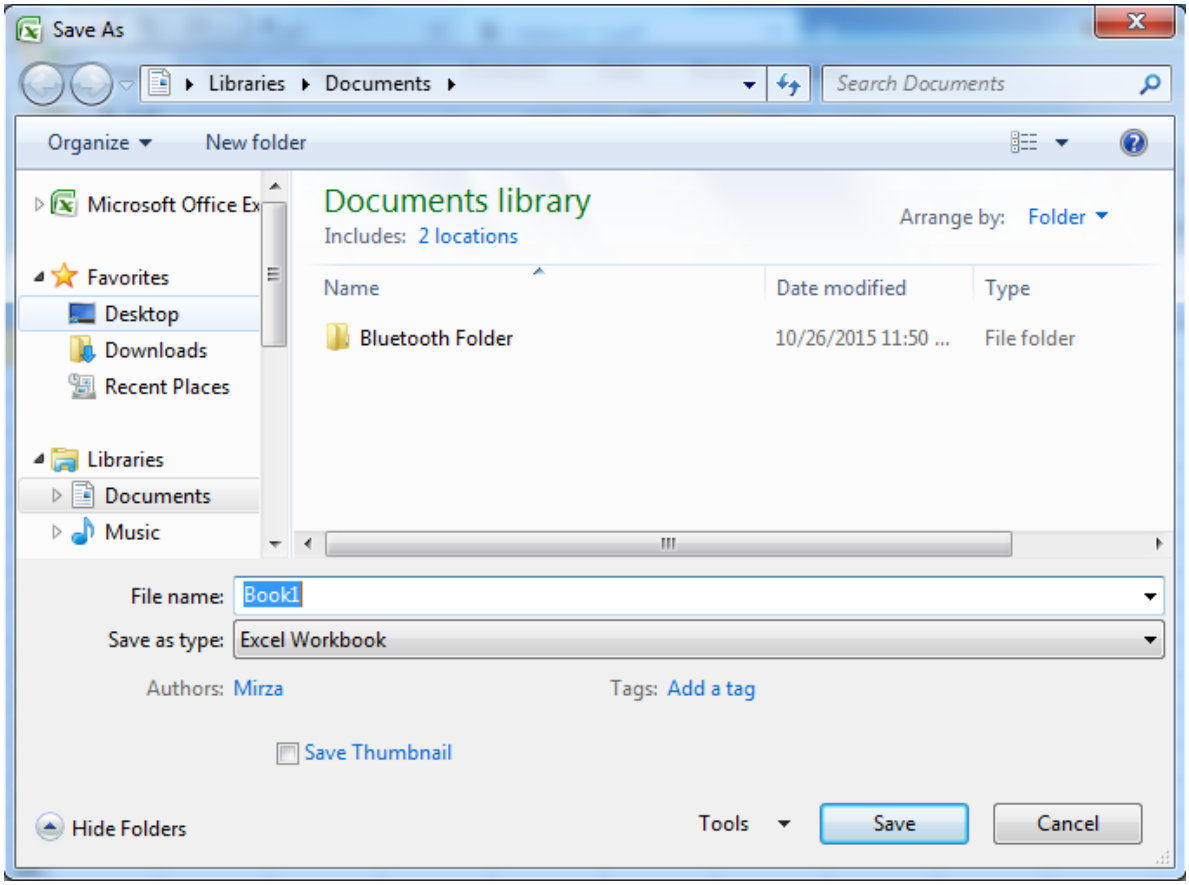
Снимање документа → Office button – Save

Разлика између Save и Save As…

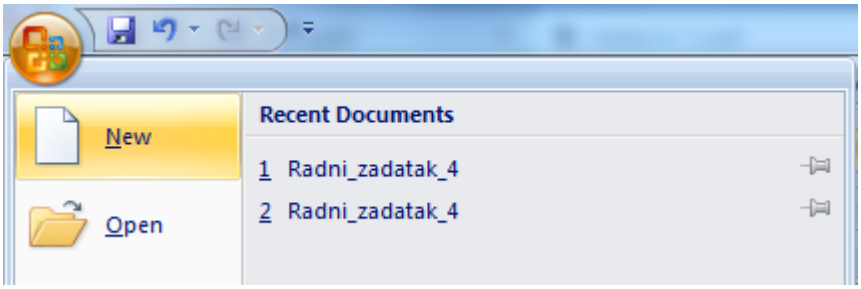


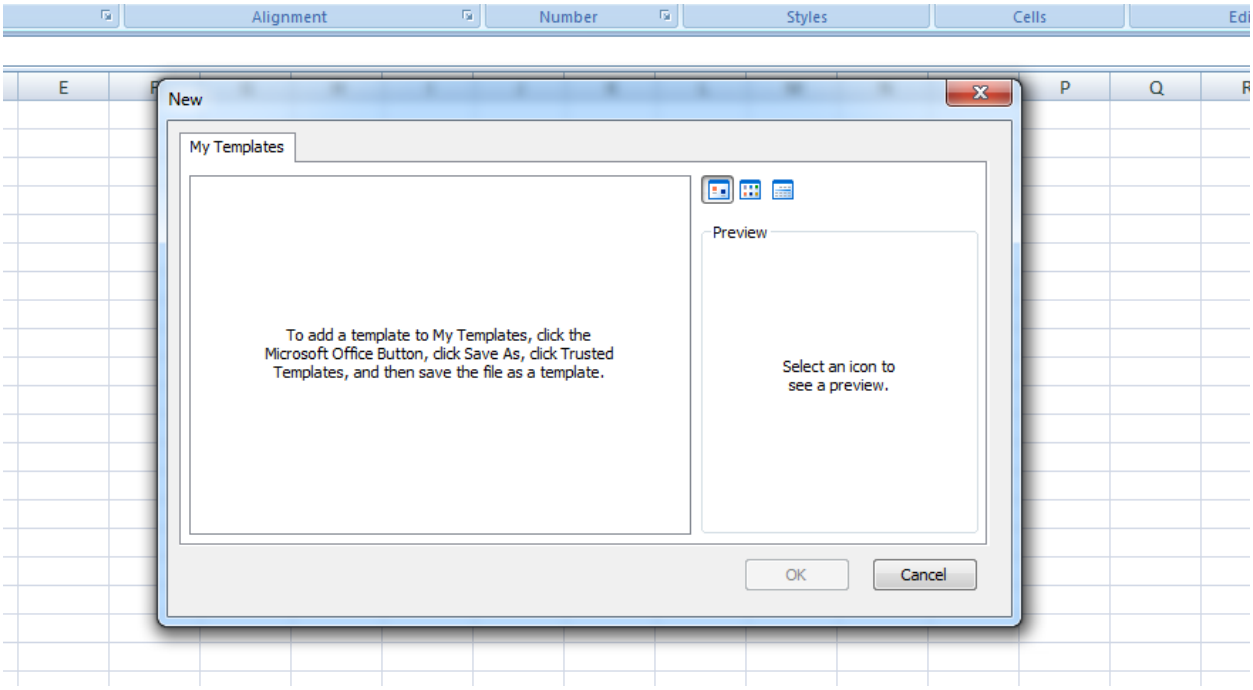


Ctrl + S

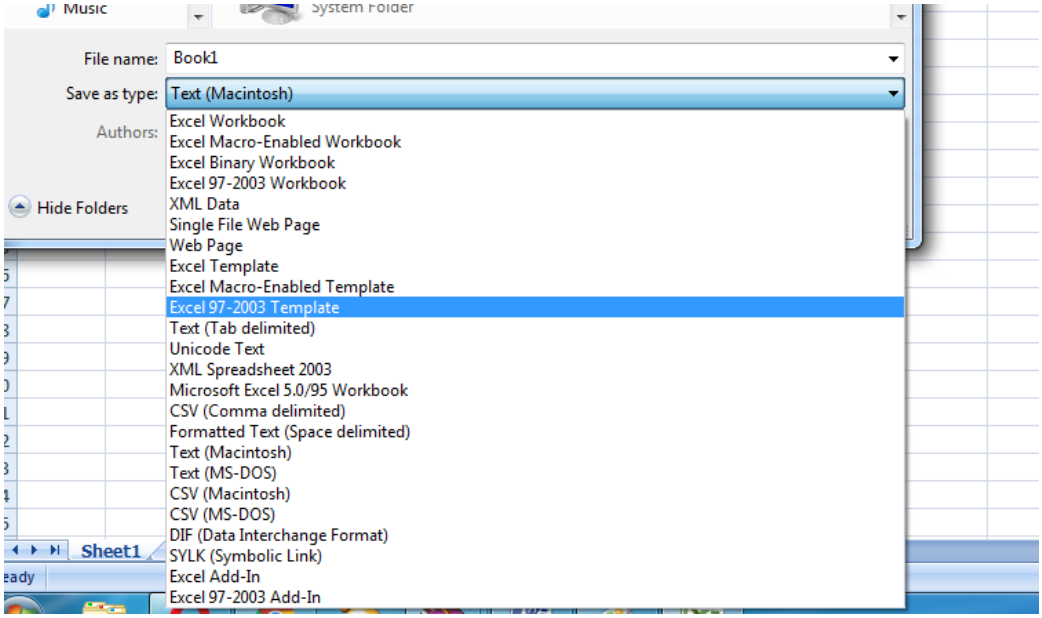


Отварање шаблона → Office button – New… -Template

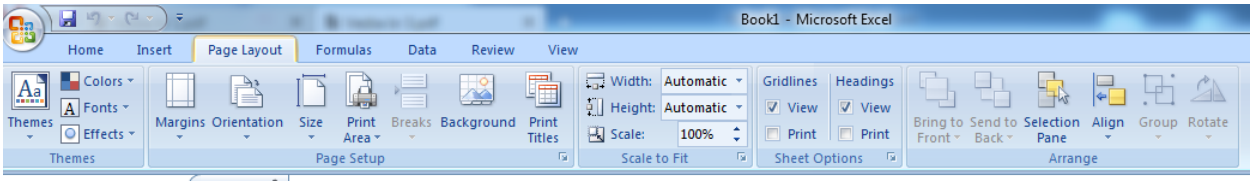


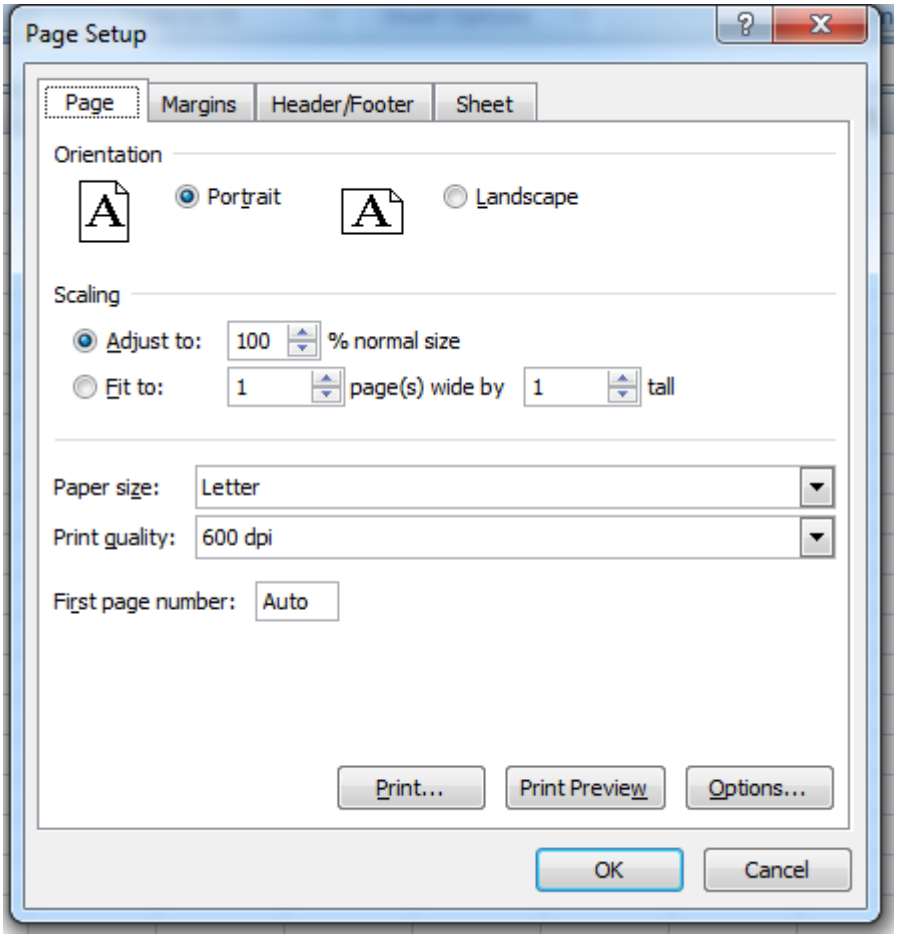


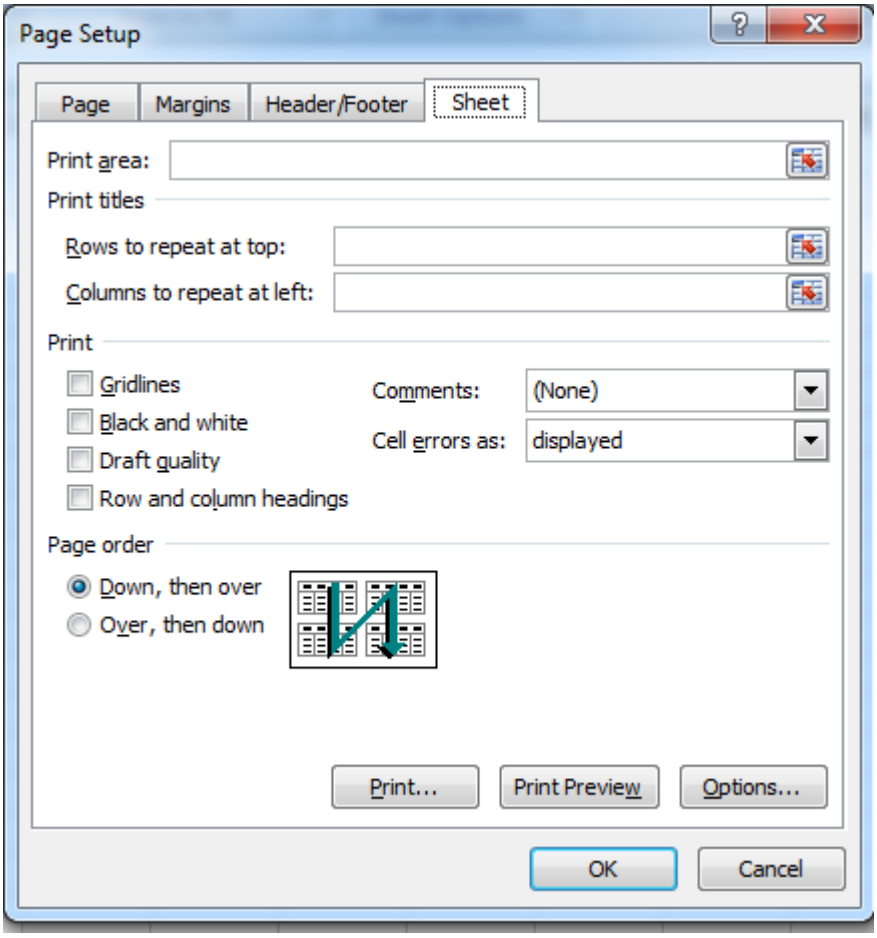
Снимање шаблона → Office button – Save As… - Template



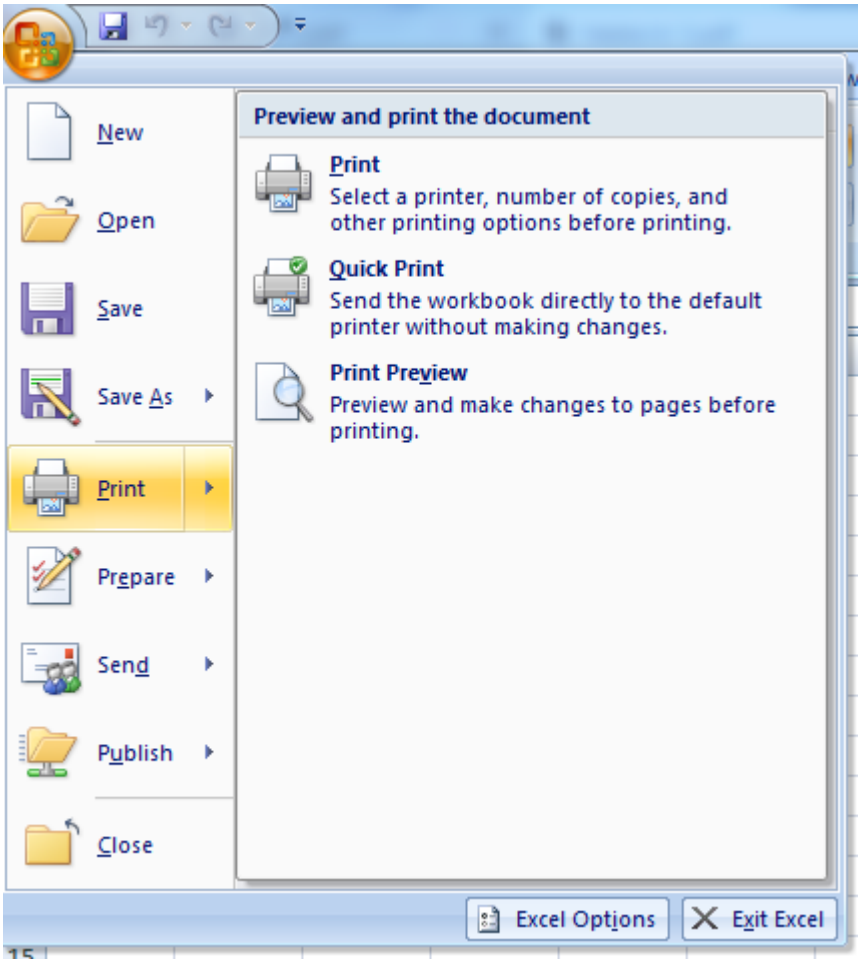
Подешавање изгледа стране → Office button – Page Layout…

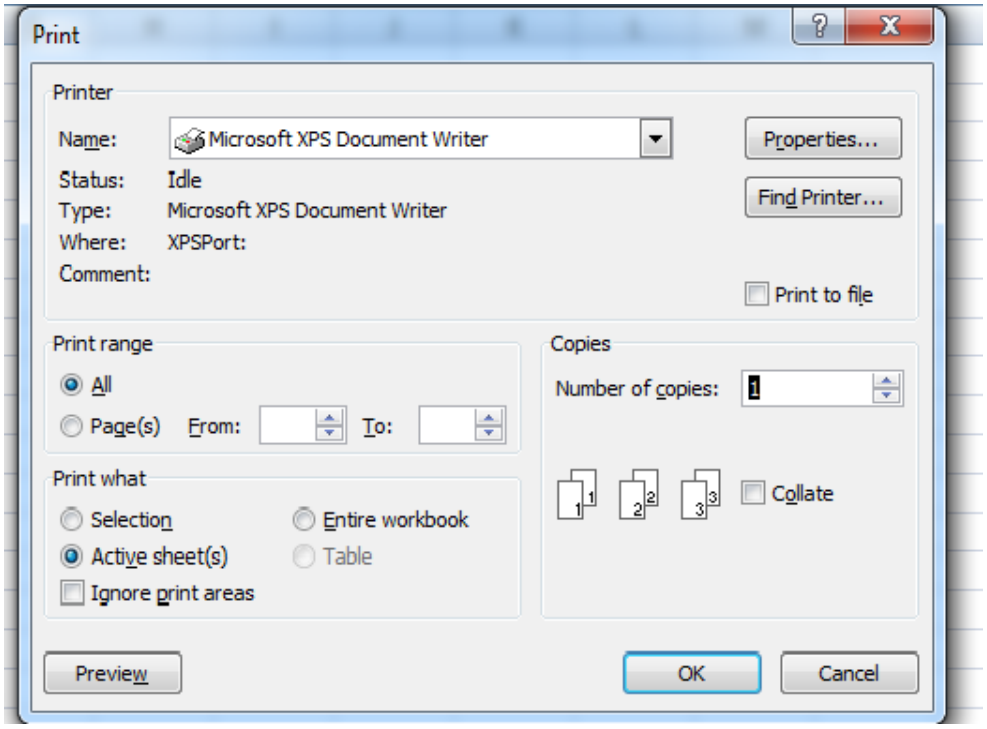





Page Setup
Page
Margins
Header/Footer
Sheet
Print area:
Print titles
Rows to repeat at top:
Columns to repeat at left:
Print
Gridlines
Black and white
Draft quality
Row and column headings
Comments:
(None)
Cell errors as:
displayed
Page order
Down, then over
Over, then down
Print...
Print Preview
Options...
OK
Cancel

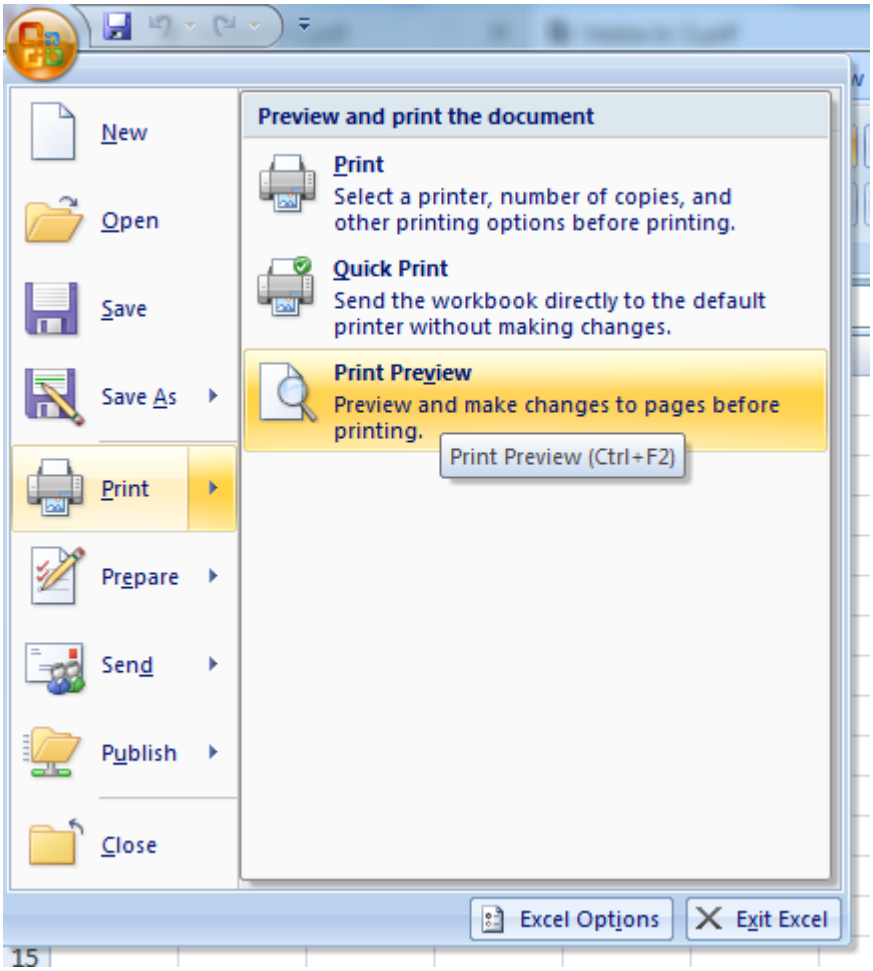
Штампање документа → Office button – Print…



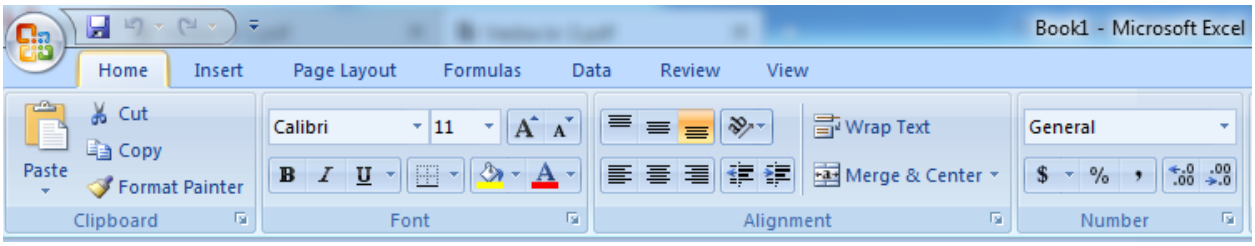


Print what – Selection

Поглед пре штампања → Office button – Print preview

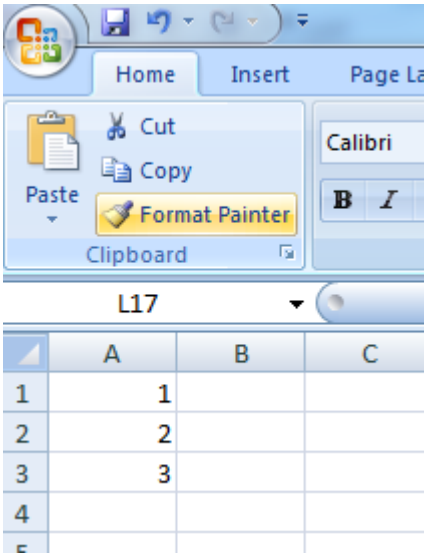


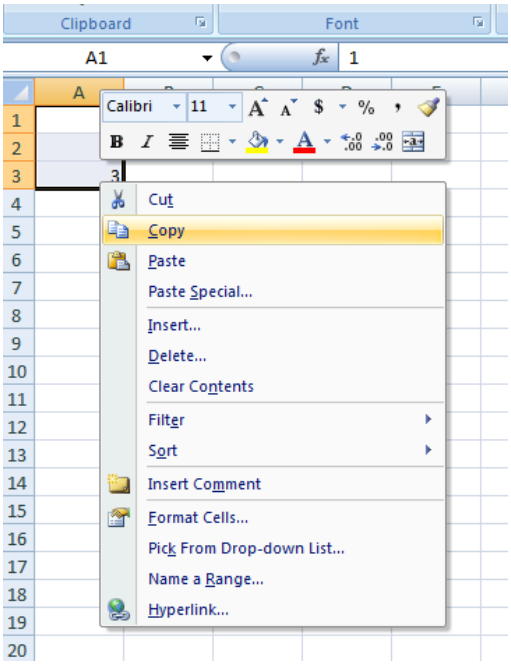
Падајући мени Home

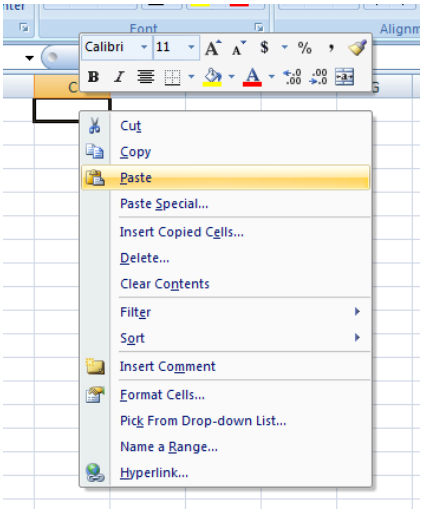


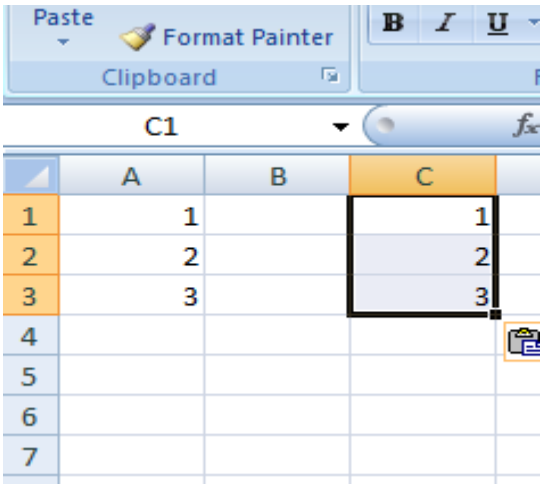
Поништавање претходне операције → Undo

Копирање садржаја ћелије → Copy – Paste

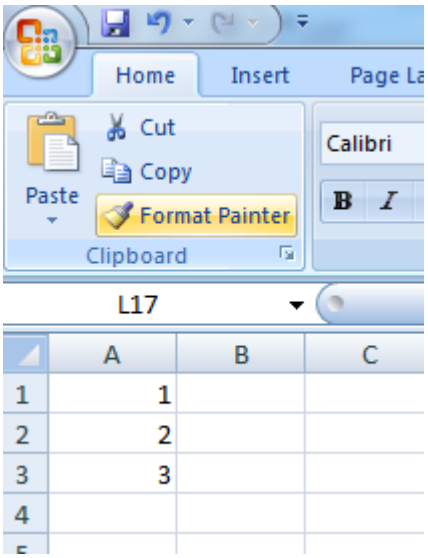


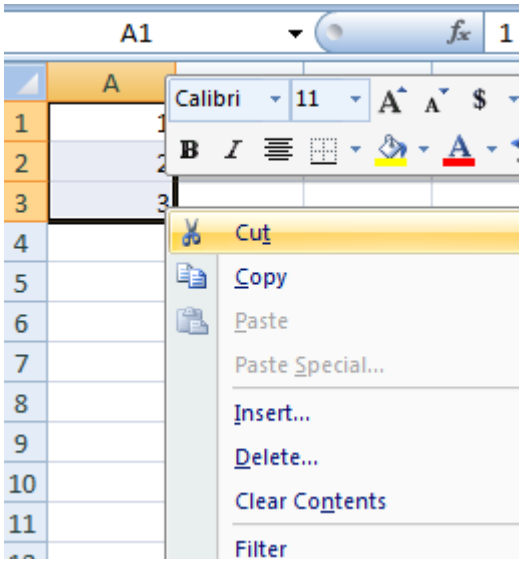


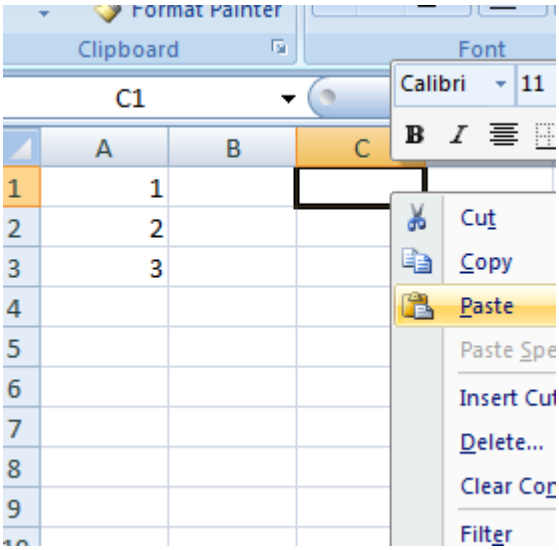

Font
Calibri
11
Cut
Copy
Paste
Paste Special...
Insert Copied Cells...
Delete...
Clear Contents
Filter
Sort
Insert Comment
Format Cells...
Pick From Drop-down List...
Name a Range...
Hyperlink...

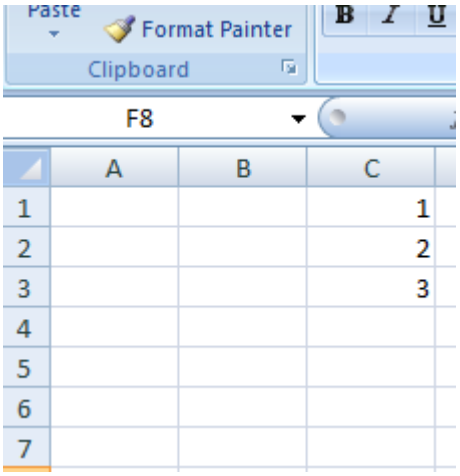

Paste
Format Painter
Clipboard
C1
A
B
C
1
2
3
4
5
6
7

Премештање садржаја ћелије → Cut – Paste

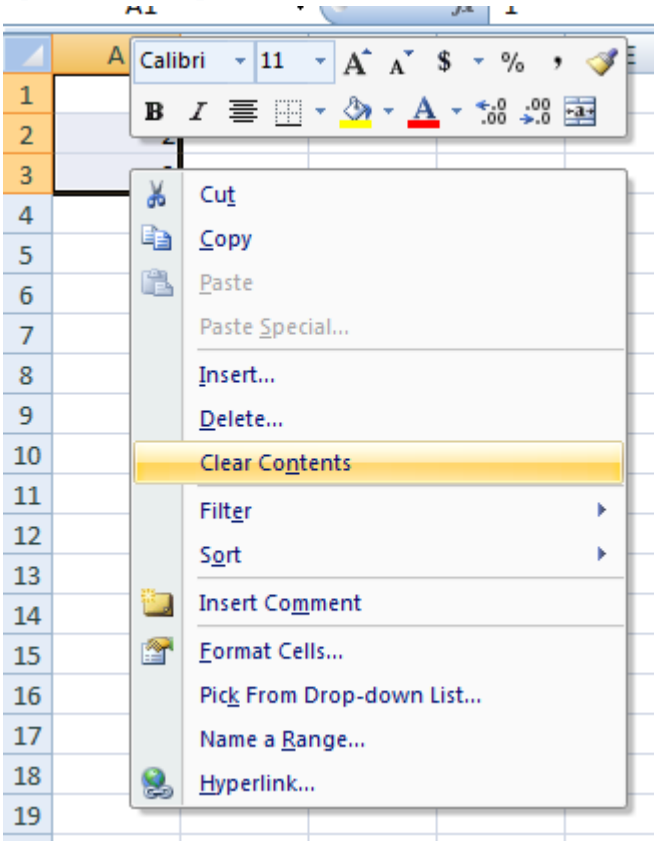


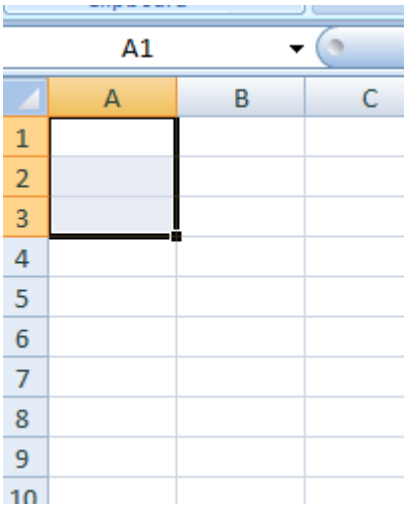




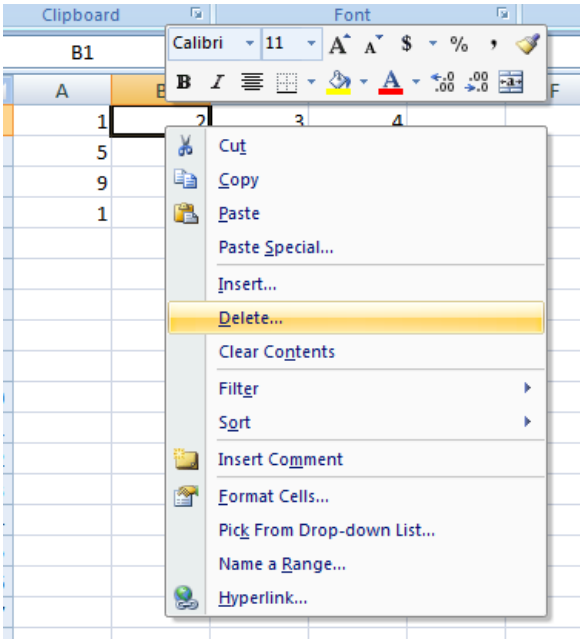


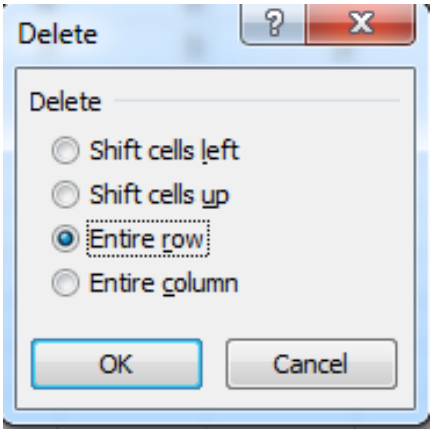
Брисање садржаја ћелије

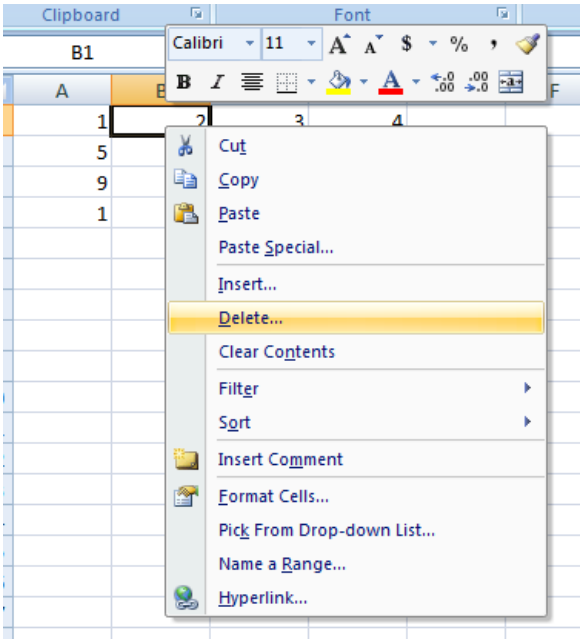


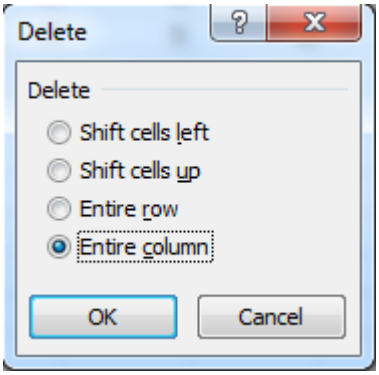


Брисање колоне или реда → File – Delete

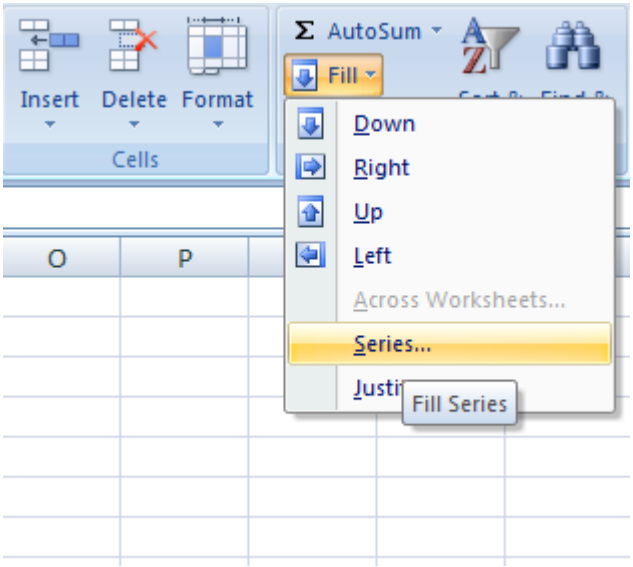


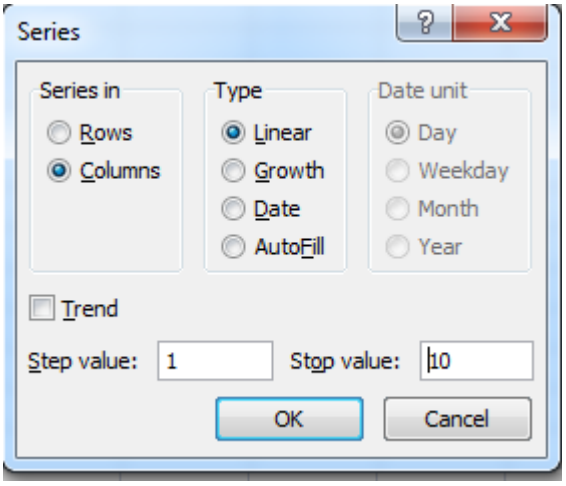


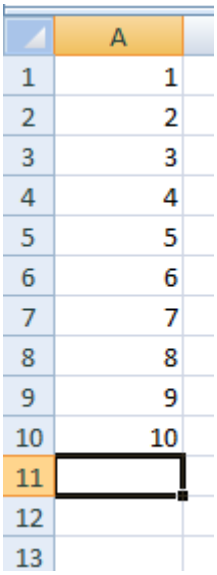


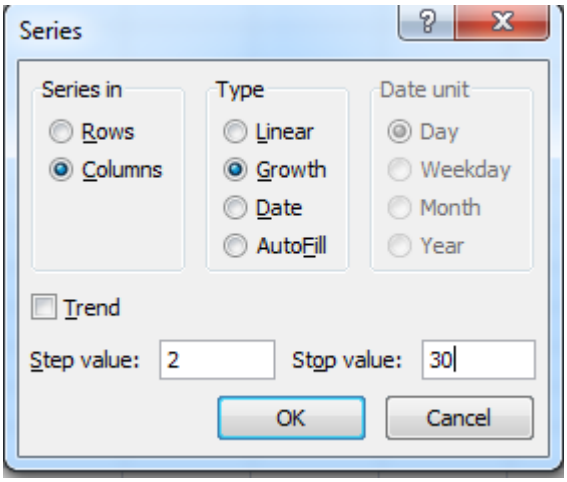


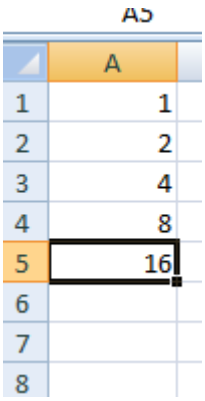
Попуњавање низова → Home – Fill – Series…



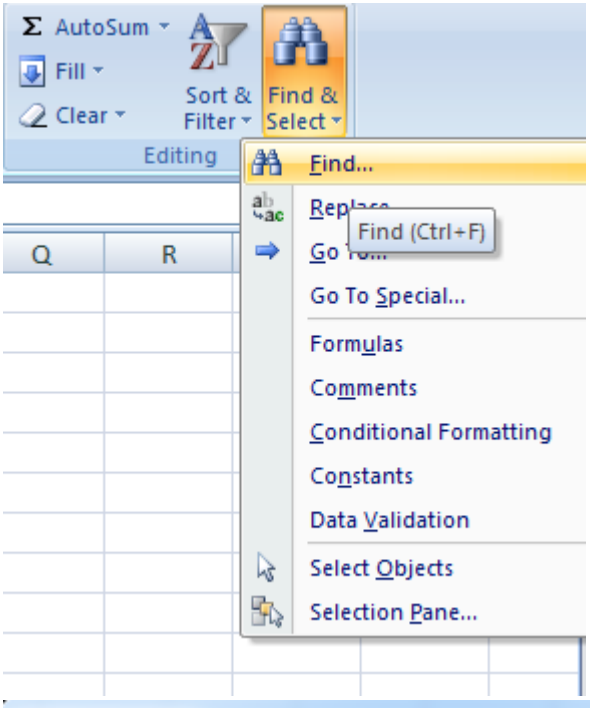

Series
Series in
Rows
Columns
Type
Linear
Growth
Date
AutoFill
Date unit
Day
Weekday
Month
Year
Trend
Step value: 1
Stop value: 10
OK
Cancel

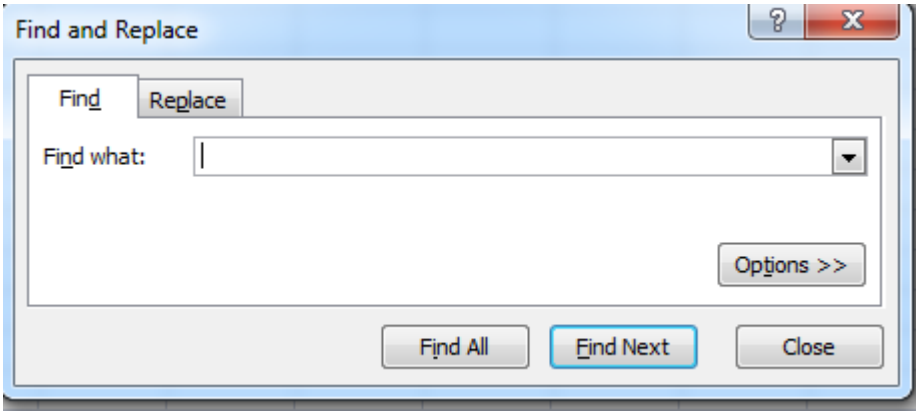

A
1
2
3
4
5
6
7
8
9
10
11
12
13


Series
Series in
Rows
Columns
Type
Linear
Growth
Date
AutoFill
Date unit
Day
Weekday
Month
Year
Trend
Step value: 2
Stop value: 30
OK
Cancel

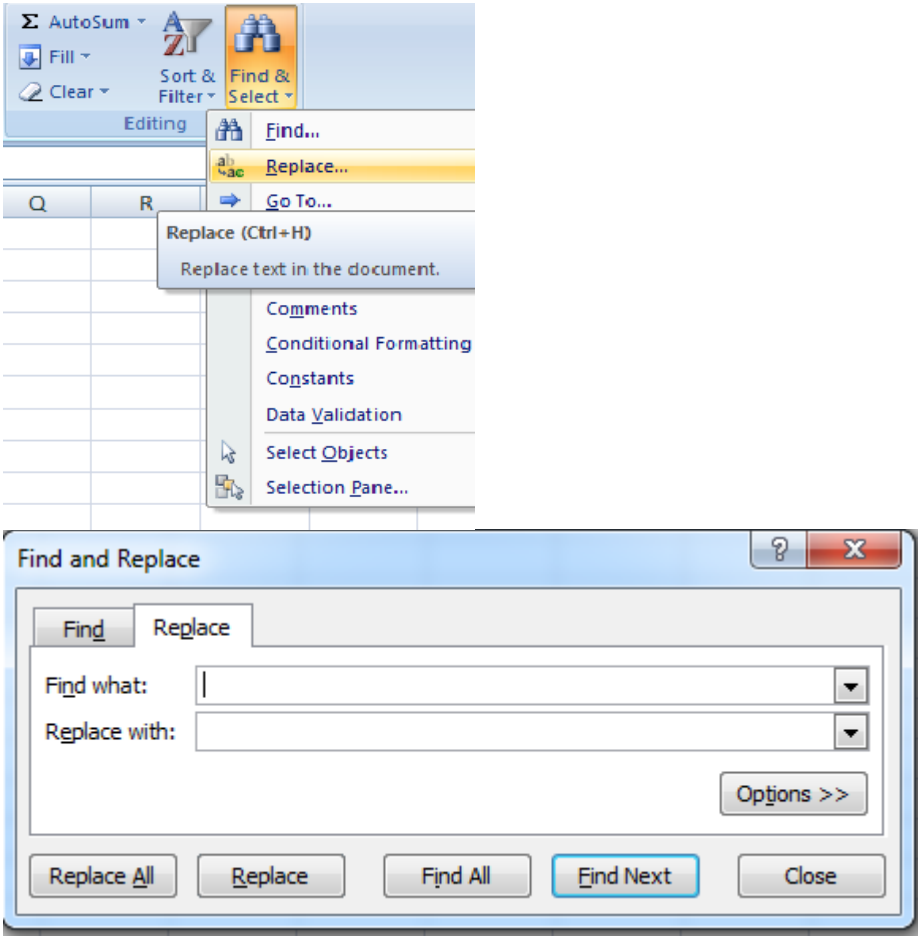

A5
A
1
2
3
4
5
6
7
8
1
2
4
8
16

Претраживање документа → Home – Find & Select…

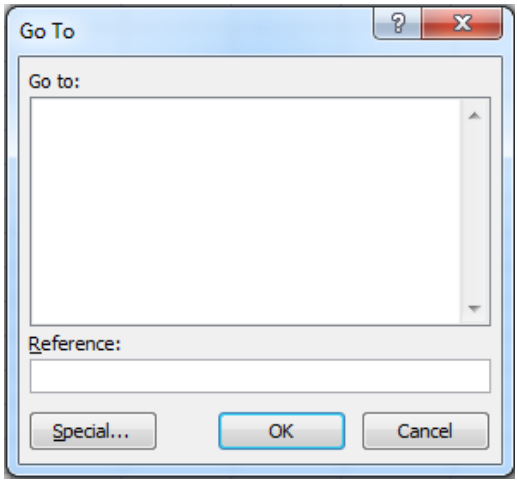




Замена → Home- Find & Select – Replace...

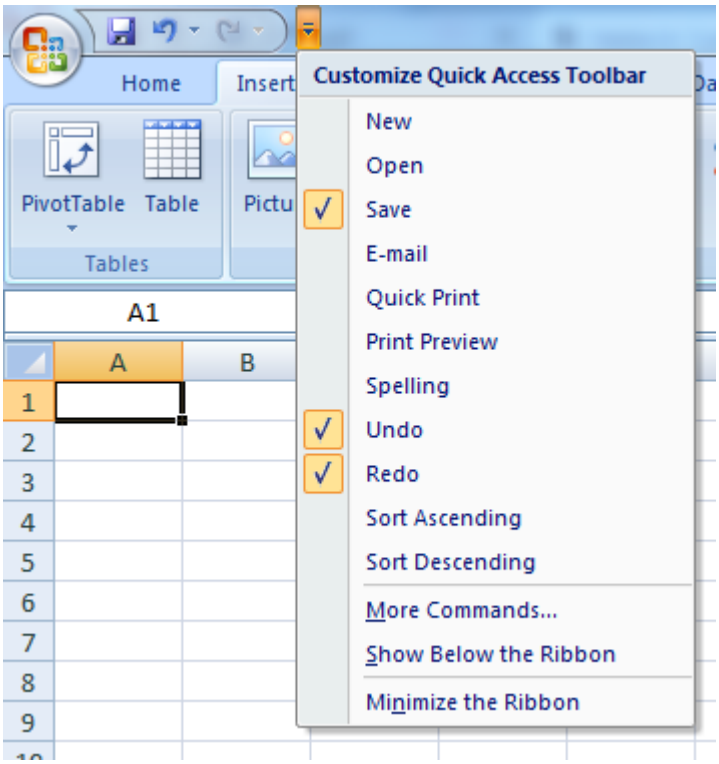


Скок на задату локацију → Home – Find & Select – Go to…



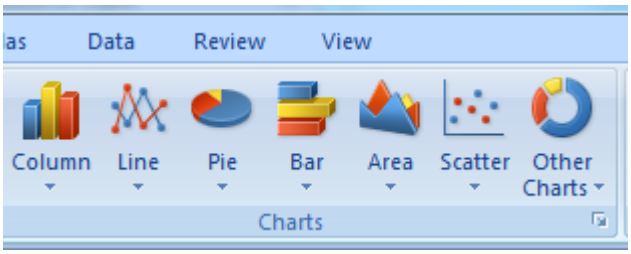
Падајући мени → View

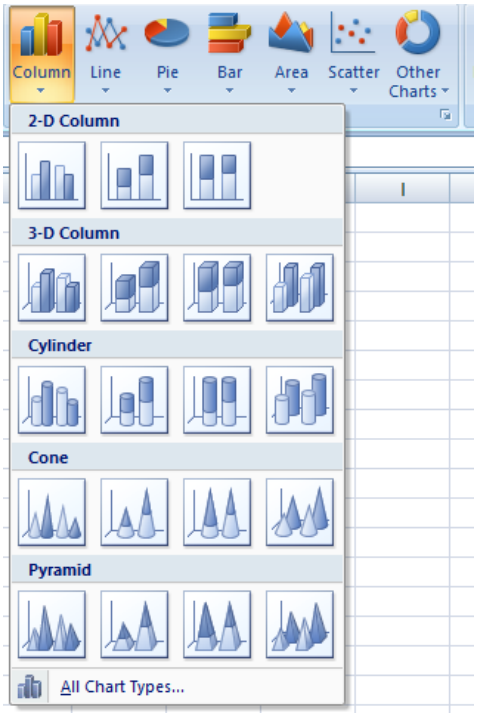
Toolbaro-ови →Costomize quick access toolbar

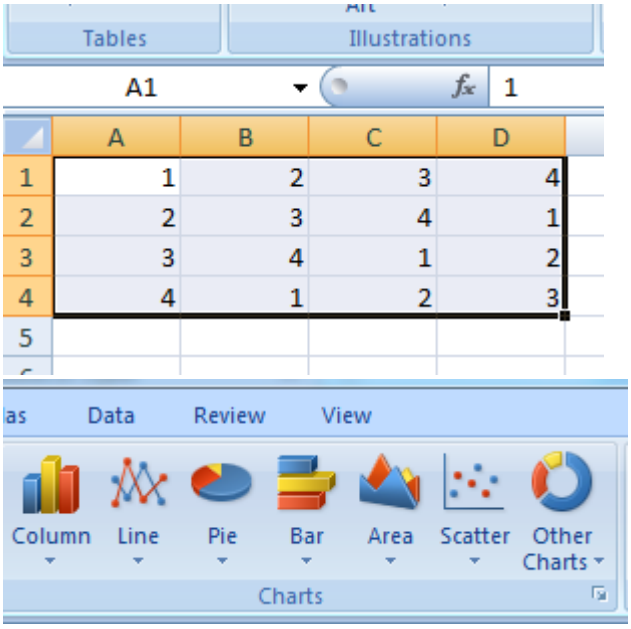


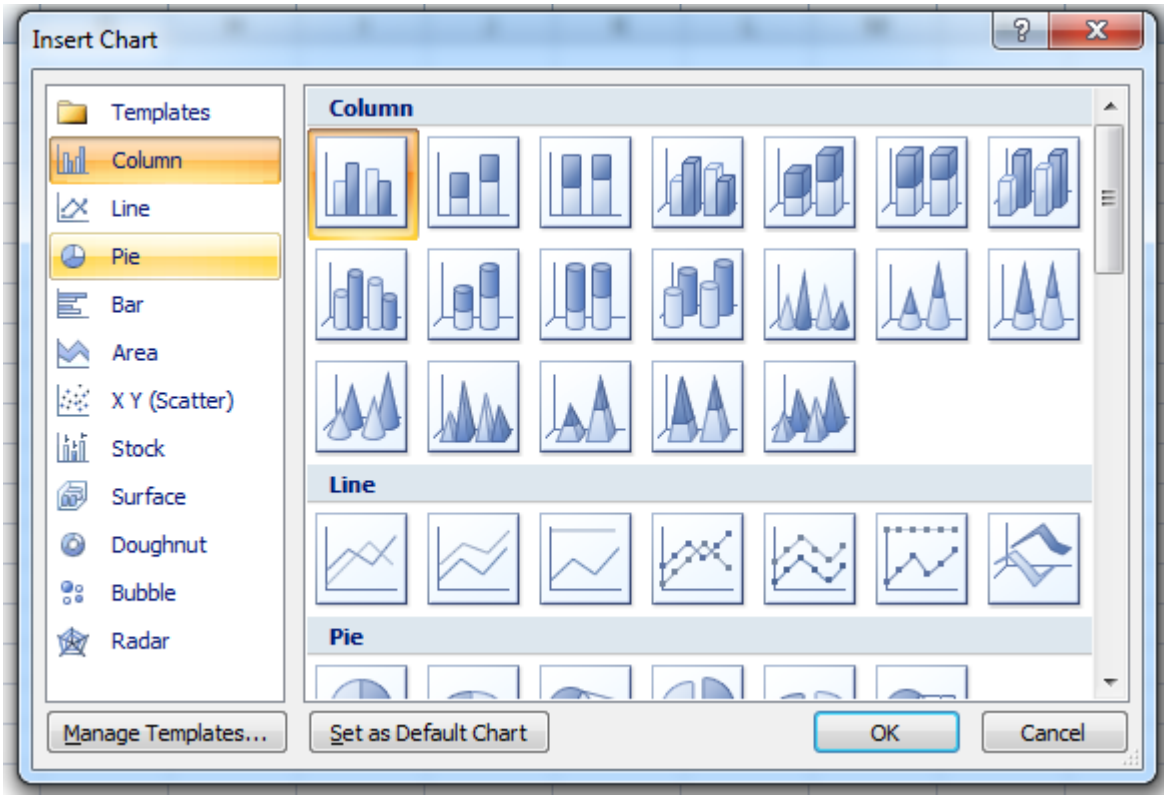
Падајући мени → Insert

Дијаграми → Insert – Chart






Tables
Illustrations
A1
1
A B C D
1 1 2 3 4
2 2 3 4 1
3 3 4 1 2
4 4 1 2 3
5
Data
Review
View
Column
Line
Pie
Bar
Area
Scatter
Other Charts
Charts


Insert Chart
Templates
Column
Line
Pie
Bar
Area
X Y (Scatter)
Stock
Surface
Doughnut
Bubble
Radar
Column
Line
Pie
Manage Templates...
Set as Default Chart
OK
Cancel

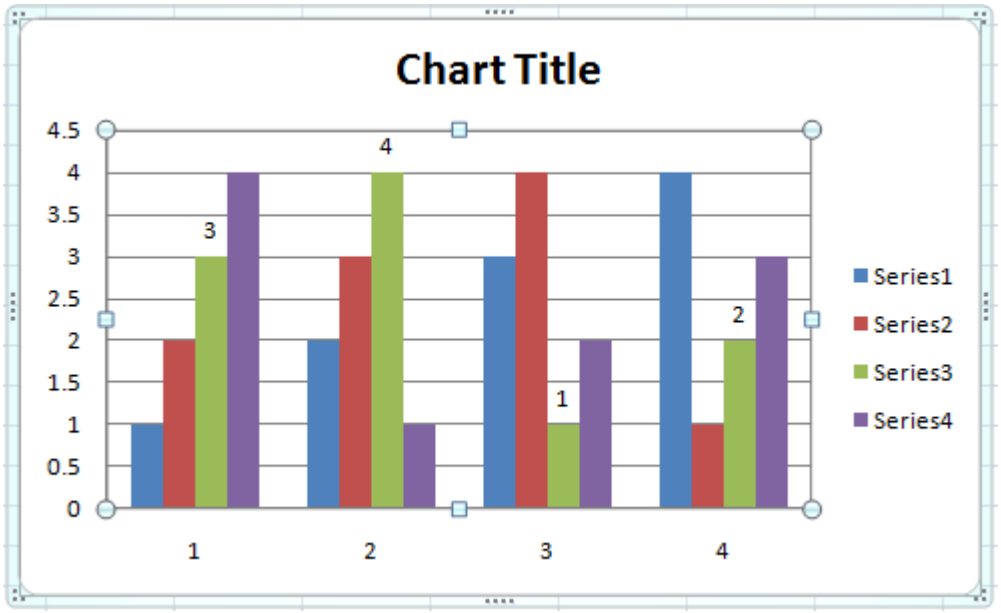
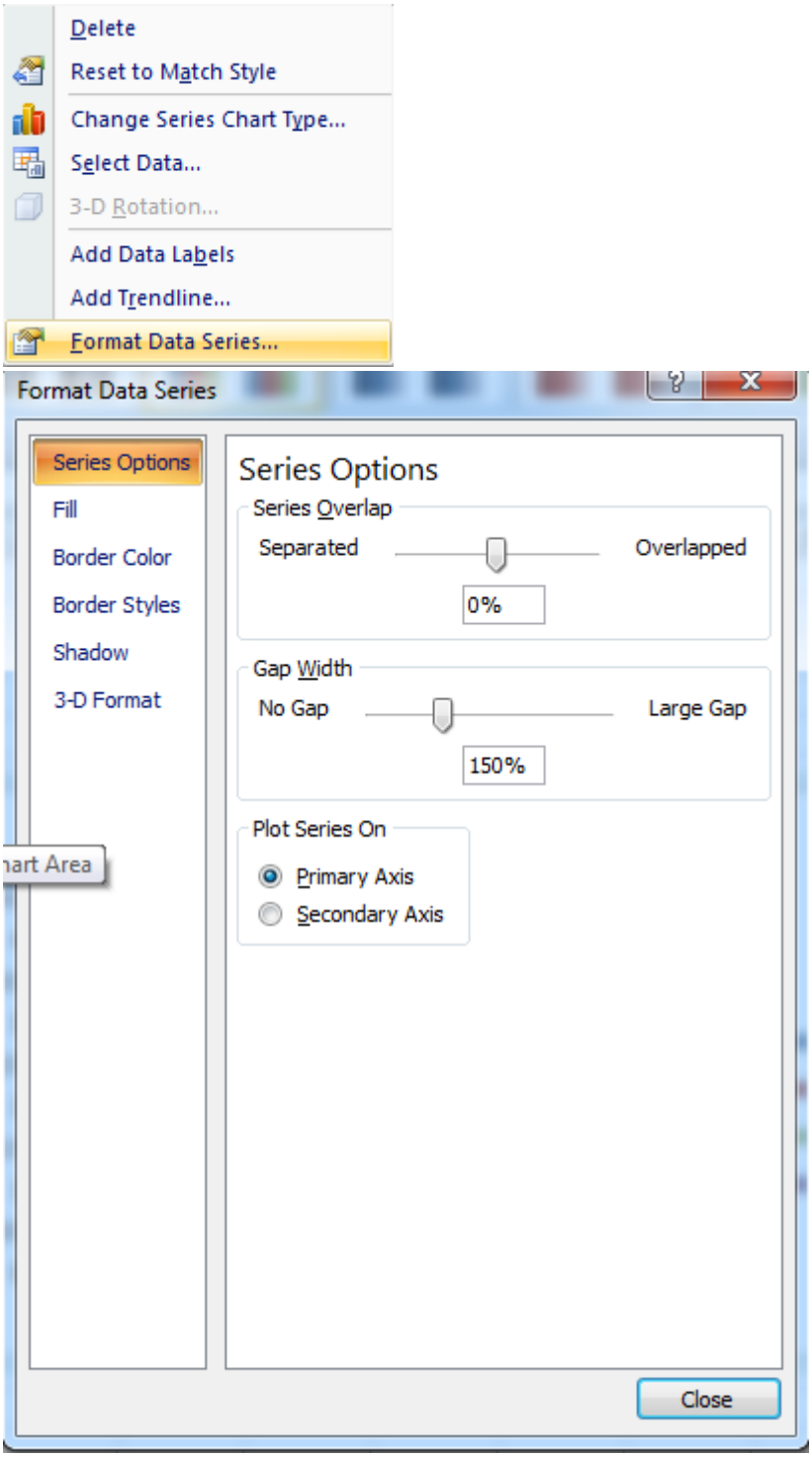
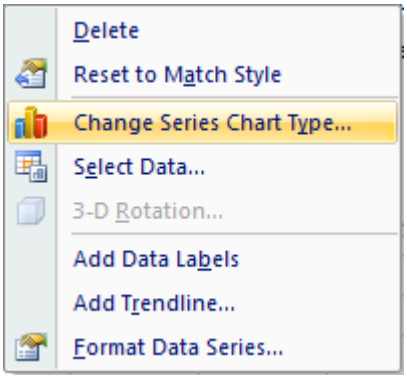
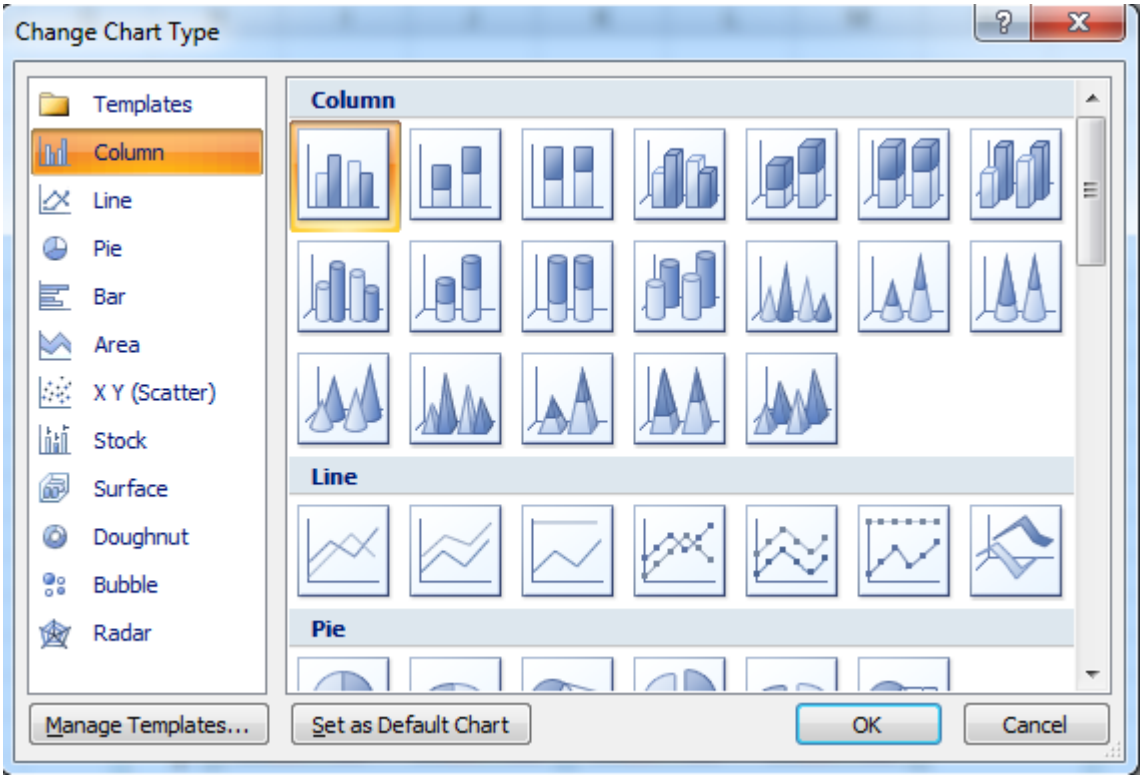


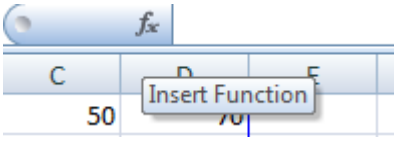
Chart Title
4.5
4
3.5
3
2.5
2
1.5
1
0.5
0
1
2
3
4
3
4
1
2
Series1
Series2
Series3
Series4

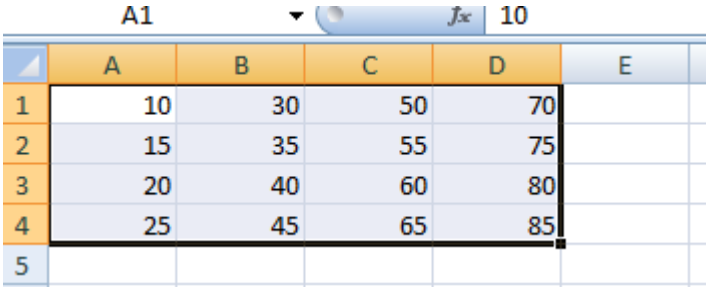

Delete
Reset to Match Style
Change Series Chart Type...
Select Data...
3-D Rotation...
Add Data Labels
Add Trendline...
Format Data Series...
Format Data Series
Series Options
Fill
Border Color
Border Styles
Shadow
3-D Format
Series Options
Series Overlap
Separated
Overlapped
0%
Gap Width
No Gap
Large Gap
150%
Plot Series On
Primary Axis
Secondary Axis
Close

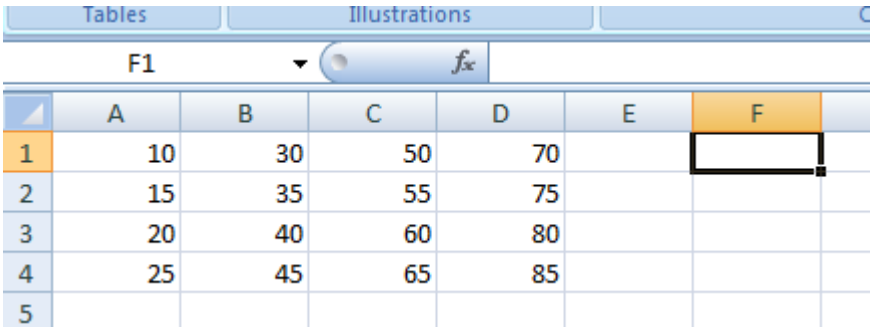

Delete
Reset to Match Style
Change Series Chart Type...
Select Data...
3-D Rotation...
Add Data Labels
Add Trendline...
Format Data Series...

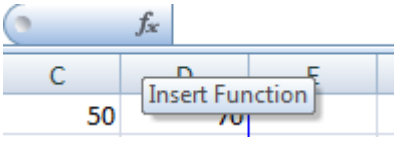


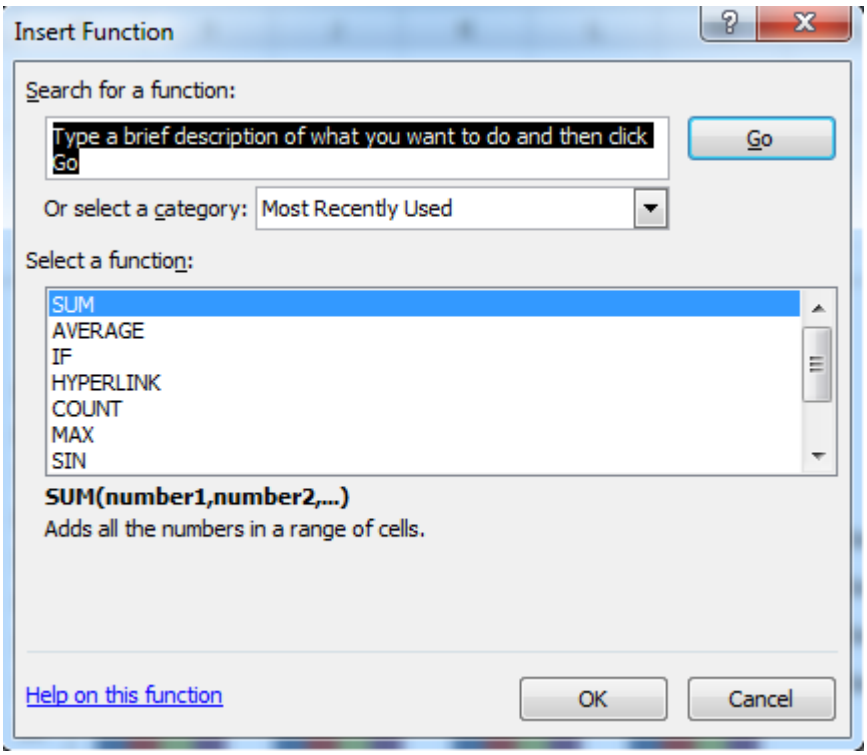
Функције → Insert function

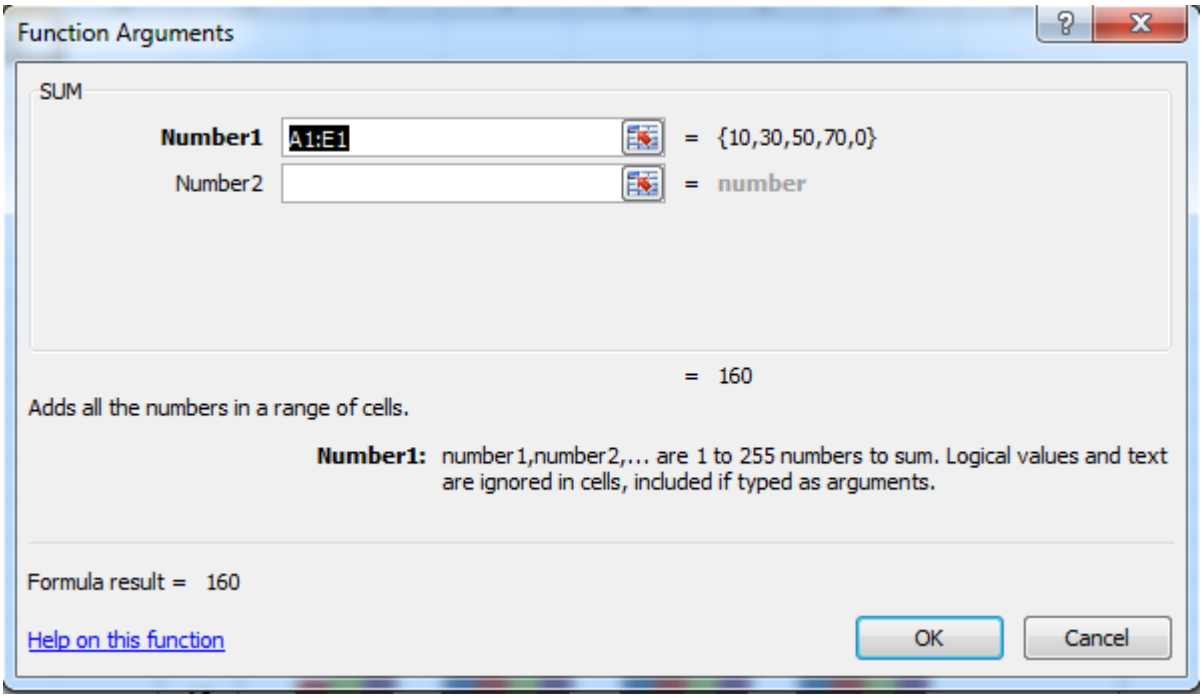







C
D
E
50
Insert Function

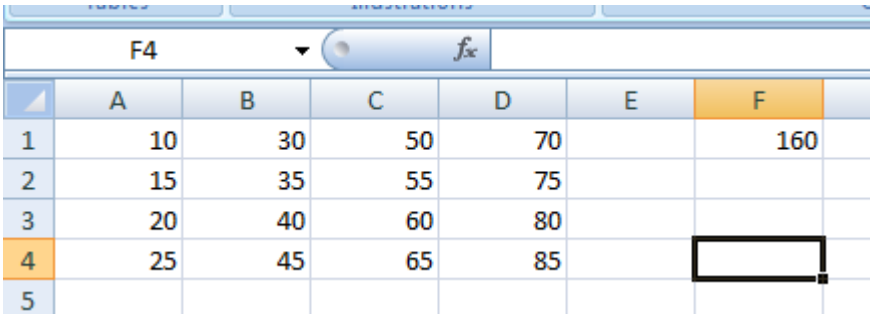

Insert Function
Search for a function:
Type a brief description of what you want to do and then click Go
Go
Or select a category: Most Recently Used
Select a function:
SUM
AVERAGE
IF
HYPERLINK
COUNT
MAX
SIN
SUM(number1,number2,...)
Adds all the numbers in a range of cells.
Help on this function
OK
Cancel

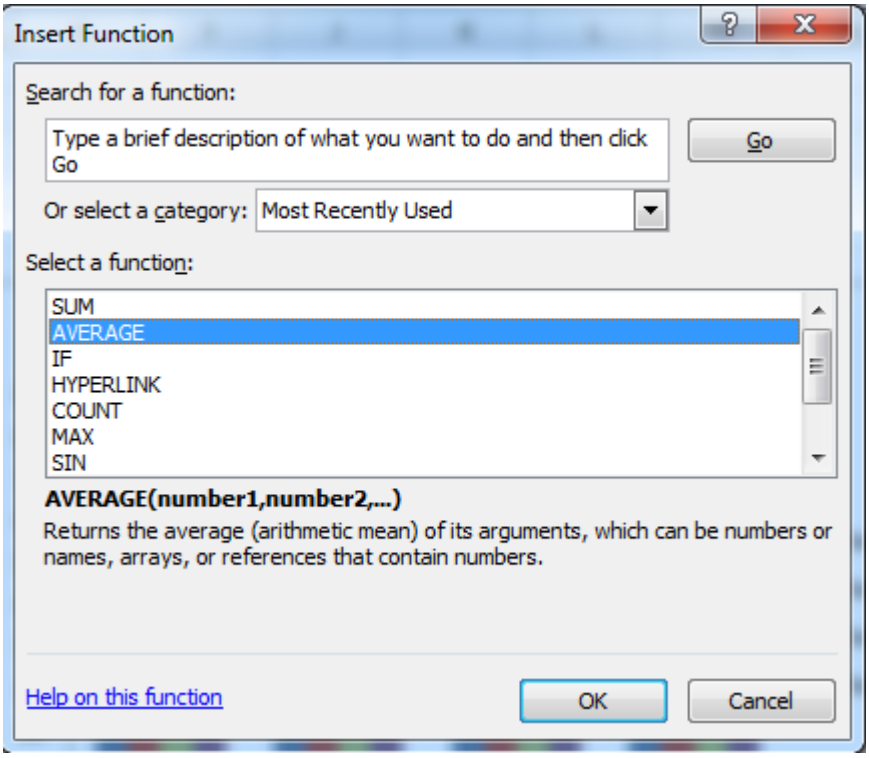

Function Arguments
SUM
Number1
A1:E1
= {10,30,50,70,0}
Number2
= number
= 160
Adds all the numbers in a range of cells.
Number1: number1,number2,... are 1 to 255 numbers to sum. Logical values and text are ignored in cells, included if typed as arguments.
Formula result = 160
Help on this function
OK
Cancel

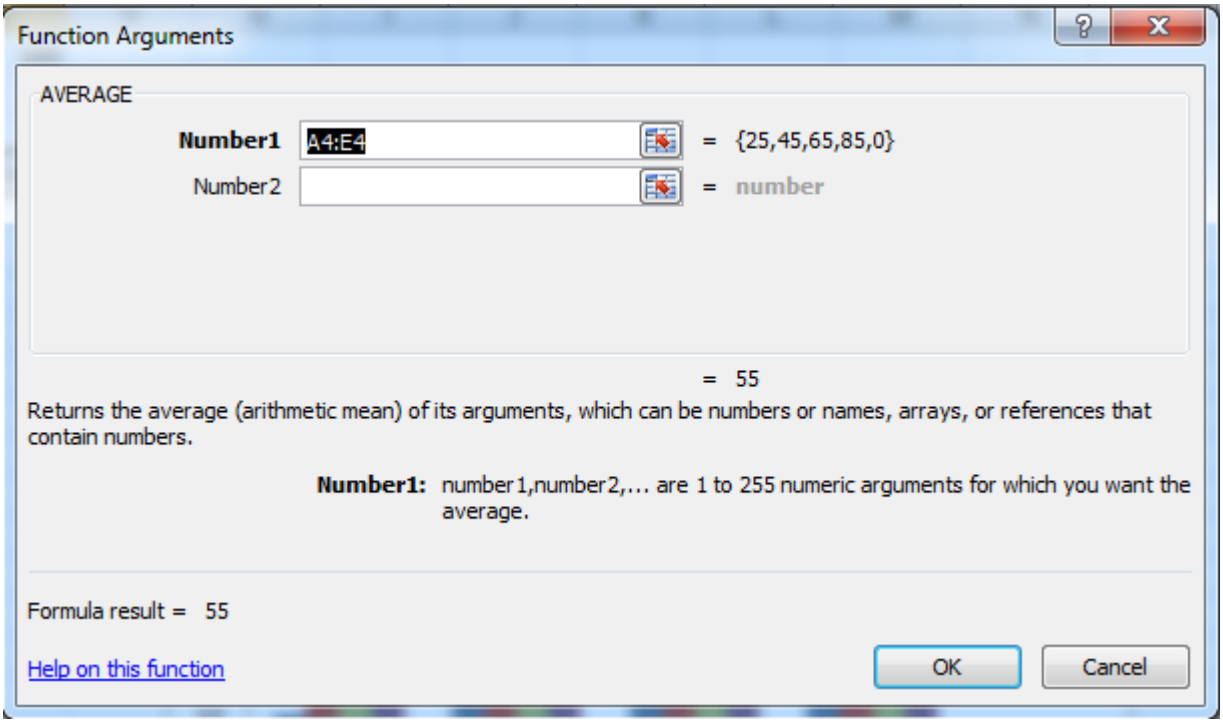
F1 | =SUM(A1:E1)

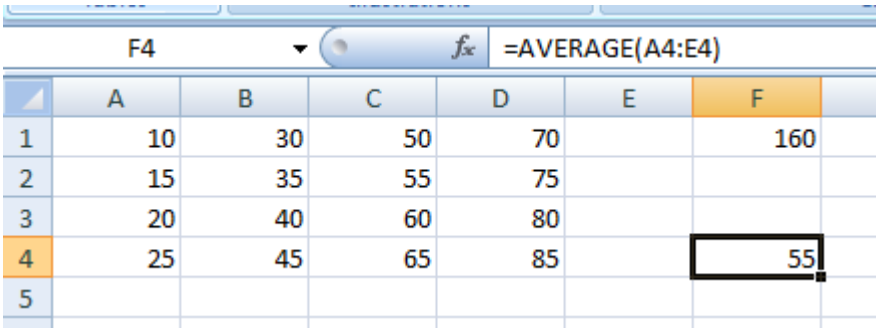
	A	B	C	D	E	F	G
1	10	30	50	70		160	
2	15	35	55	75			
3	20	40	60	80			
4	25	45	65	85			
5							

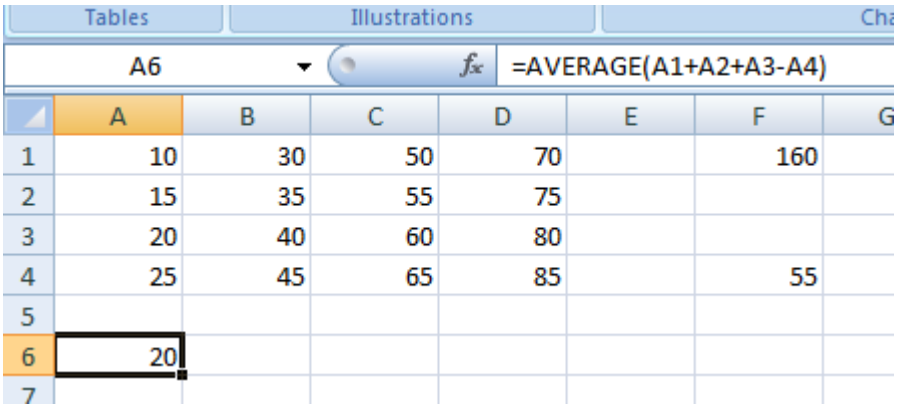
Када се уносе функције, потребно је прво у поље за унос ставити знак једнакости, па тек онда унети поља која се рачунају и дефинисати рачунске операције.






Function Arguments
AVERAGE
Number1
A4:E4
= {25,45,65,85,0}
Number2
= number
= 55
Returns the average (arithmetic mean) of its arguments, which can be numbers or names, arrays, or references that contain numbers.
Number1: number1,number2,... are 1 to 255 numeric arguments for which you want the average.
Formula result = 55
Help on this function
OK
Cancel


F4
=AVERAGE(A4:E4)
A B C D E F
1 10 30 50 70 160
2 15 35 55 75
3 20 40 60 80
4 25 45 65 85 55
5


Tables
Illustrations
A6
=AVERAGE(A1+A2+A3-A4)
A B C D E F G
1 10 30 50 70 160
2 15 35 55 75
3 20 40 60 80
4 25 45 65 85 55
5
6 20
7

Tables | Illustrations | Char

A6 | =AVERAGE(A1+A2+A3-A4)

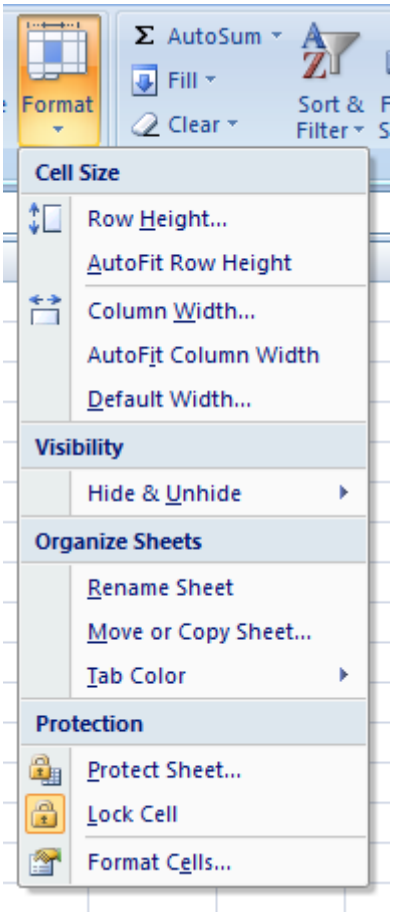
	A	B	C	D	E	F	G
1	10	30	50	70		160	
2	15	35	55	75			
3	20	40	60	80			
4	25	45	65	85		55	
5							
6	20	60	100	140			
7							
8							

Tables | Illustrations

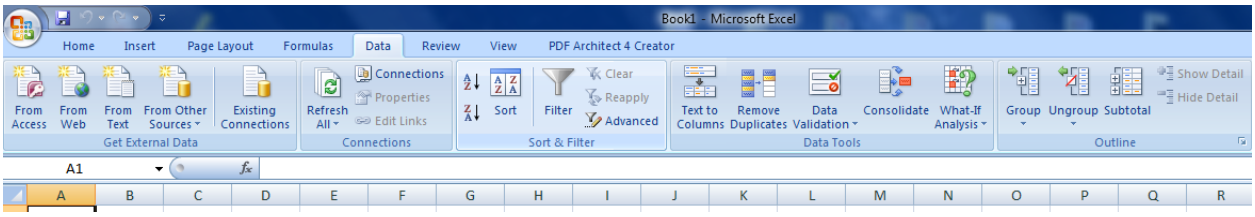
C6 | 100

	A	B	C	D	E	F
1	10	30	50	70		160
2	15	35	55	75		
3	20	40	60	80		
4	25	45	65	85		55
5						
6	20	60	100	140		
7						

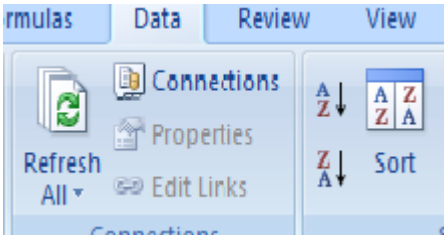
Падајући мени → Format

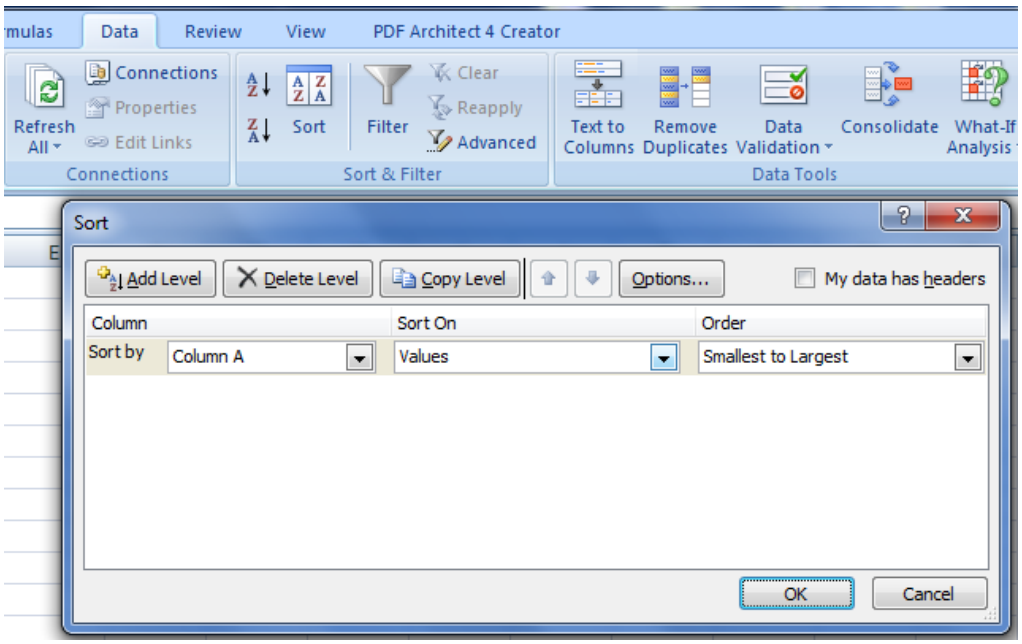


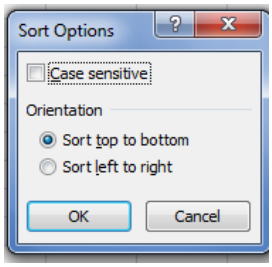
Падајући мени дата



Сортирање података → дата → сорт:





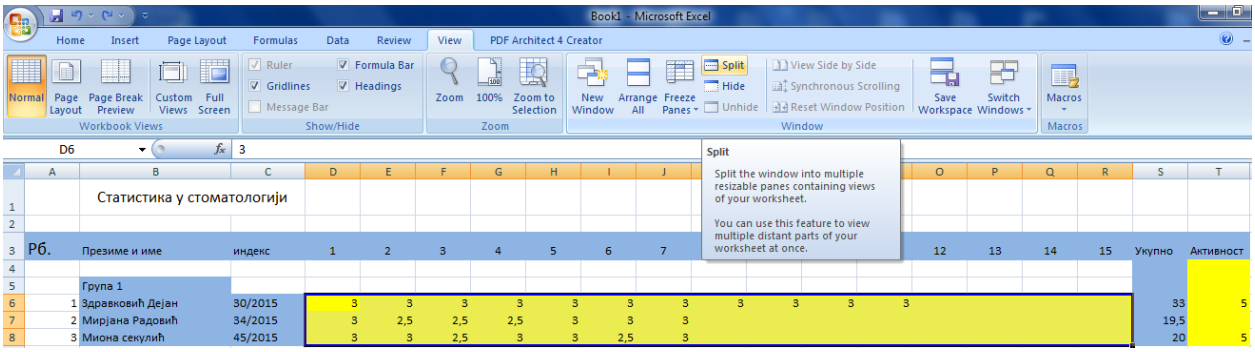


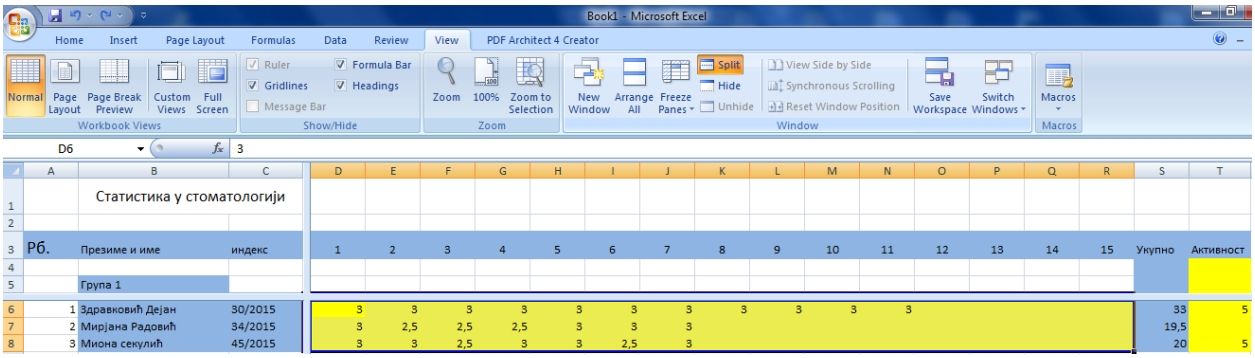
Падајући мени Wiew

View | PDF Architect 4 Creator

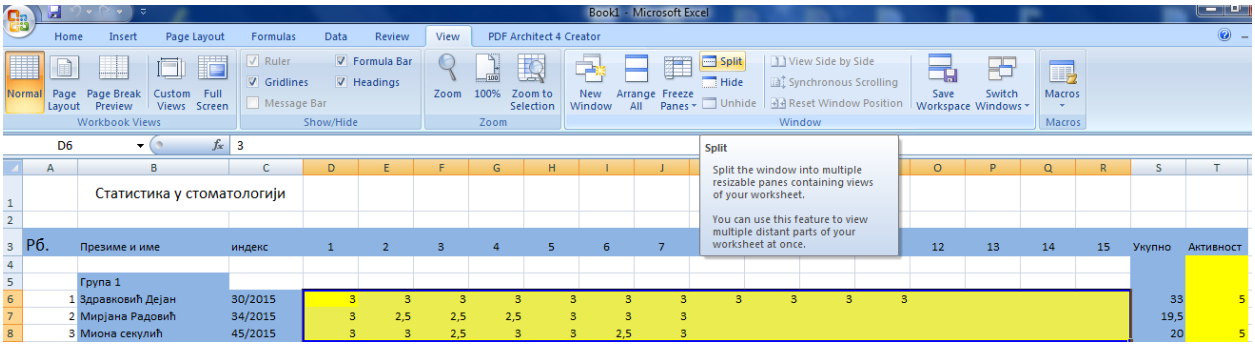
Zoom: Zoom, 100%, Zoom to Selection

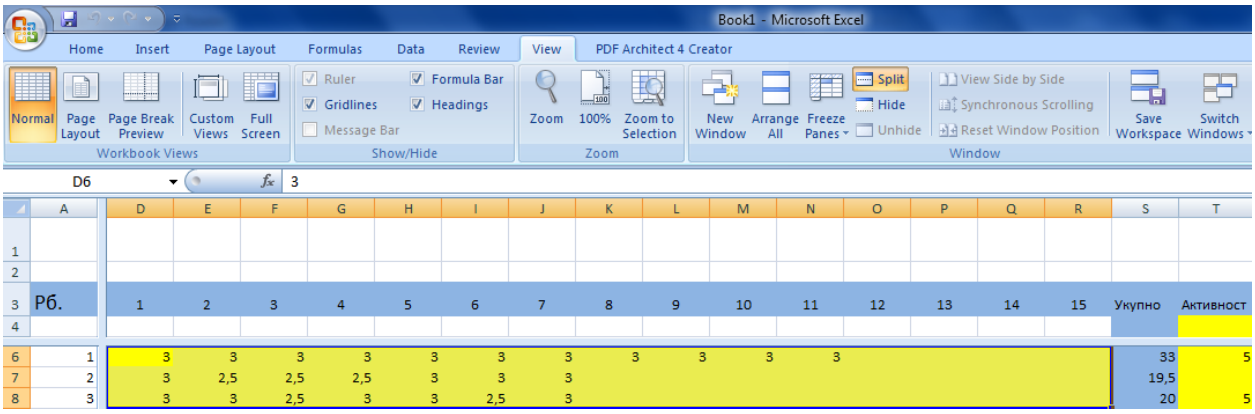
Window: New Window, Arrange All, Freeze Panes, Split, Hide, Unhide, View Side by Side, Synchronous Scrolling, Reset Window Position, Save Workspace, Switch Windows

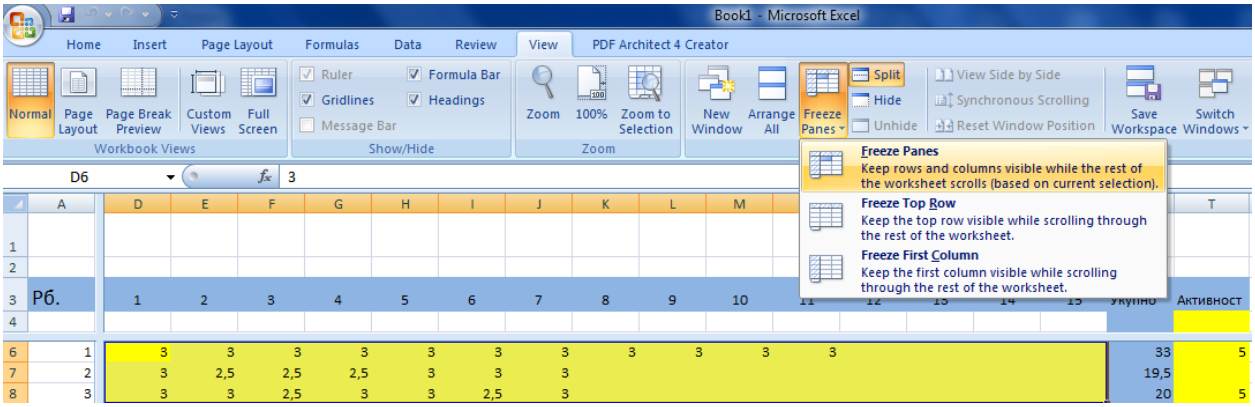


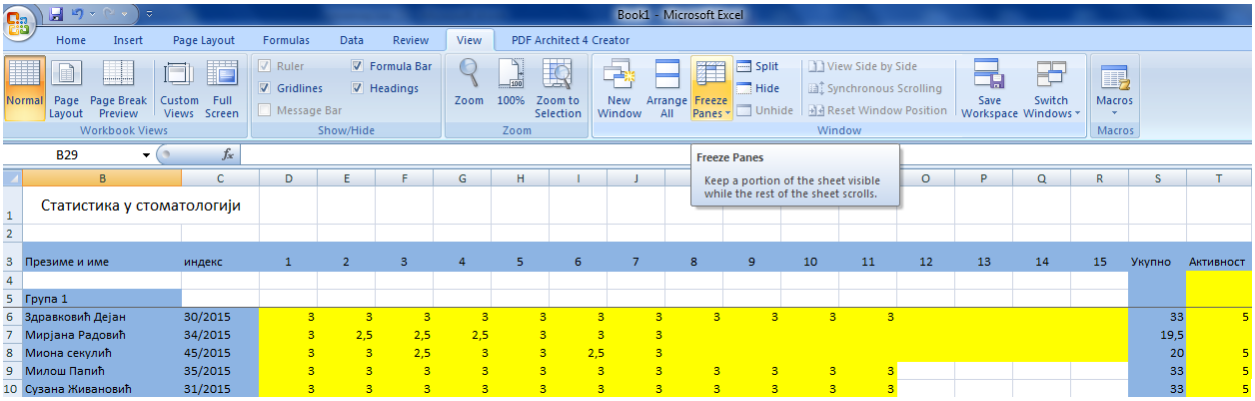


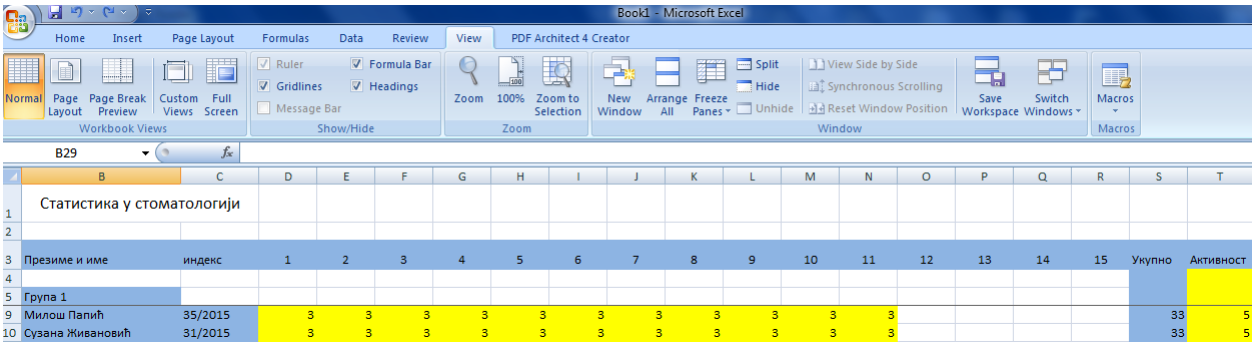
Поновним кликом на „split“ враћамо се у почетно стање.



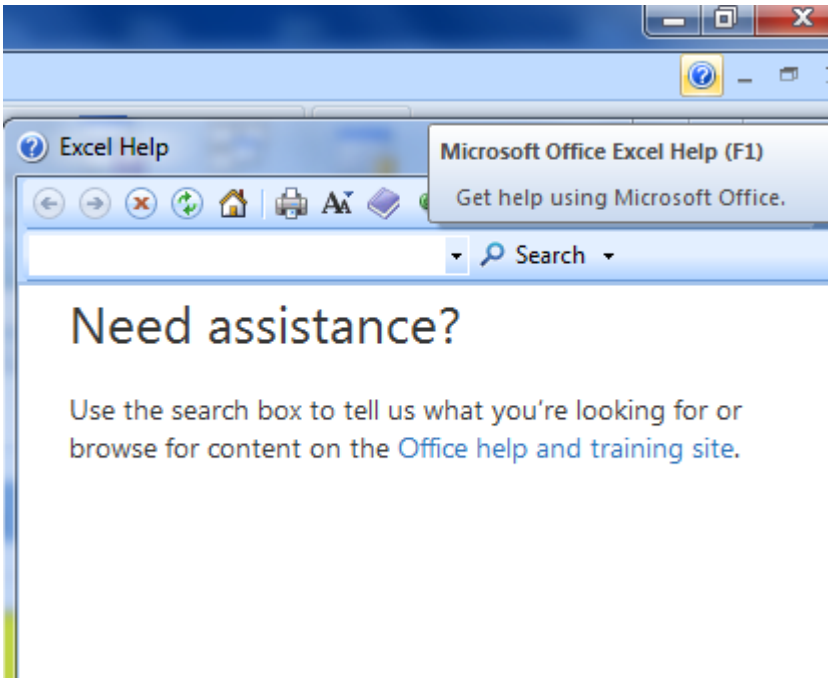


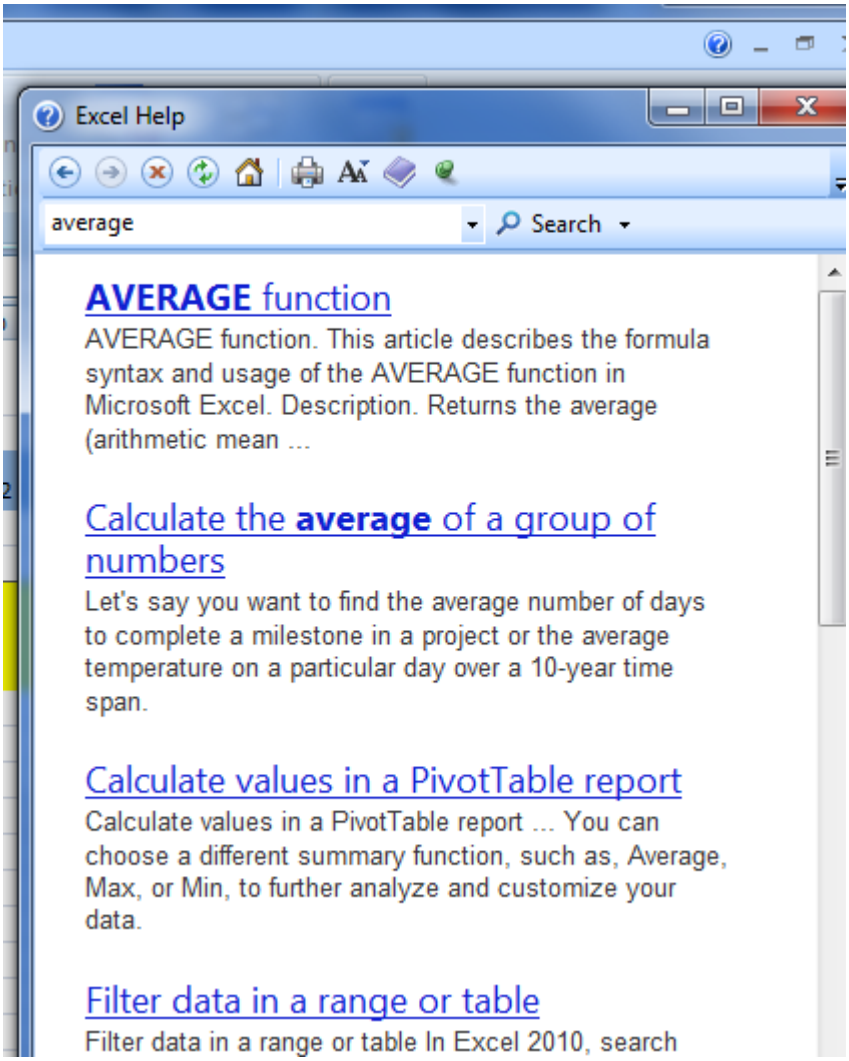


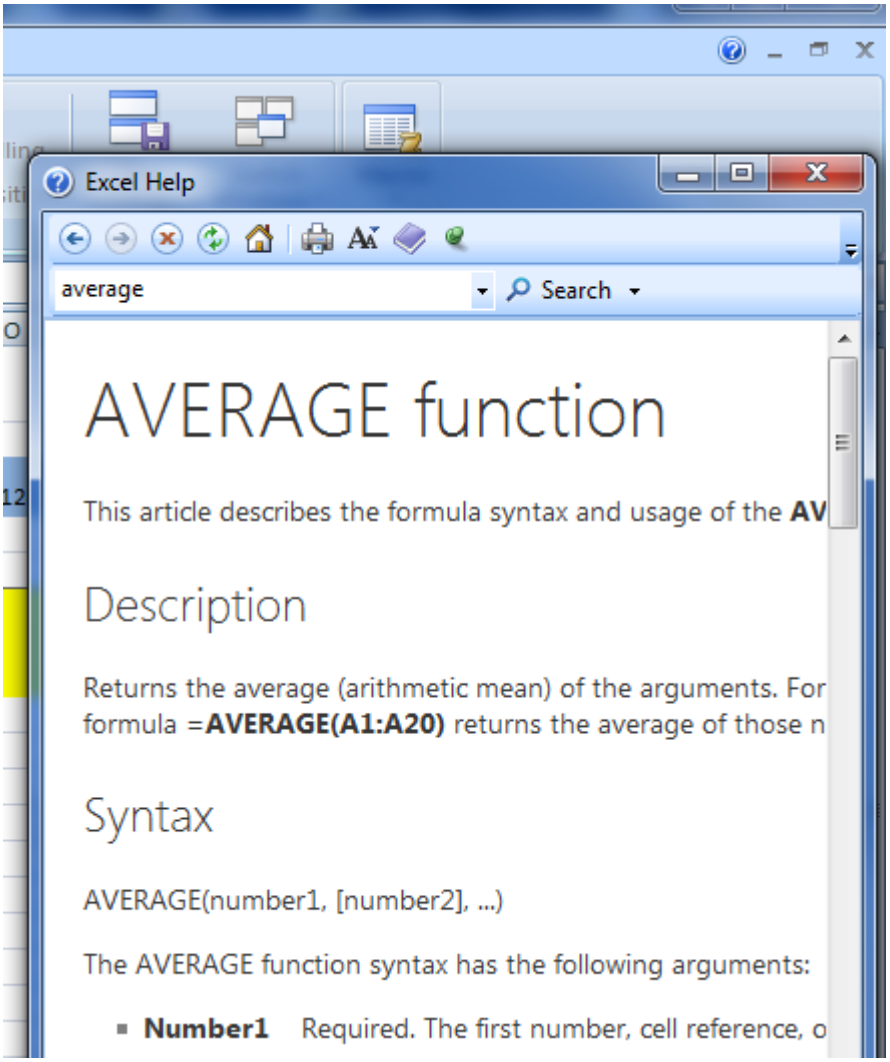




Падајући мени „Help“

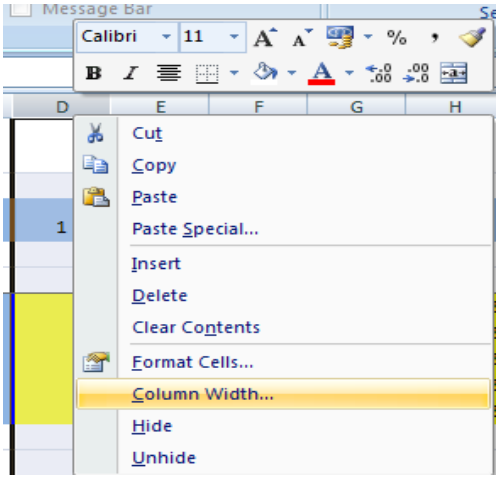


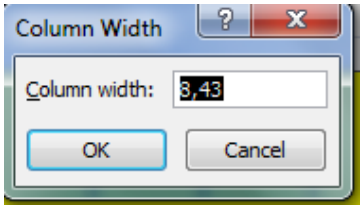

Excel Help
average
Search
AVERAGE function
AVERAGE function. This article describes the formula syntax and usage of the AVERAGE function in Microsoft Excel. Description. Returns the average (arithmetic mean ...
Calculate the average of a group of numbers
Let's say you want to find the average number of days to complete a milestone in a project or the average temperature on a particular day over a 10-year time span.
Calculate values in a PivotTable report
Calculate values in a PivotTable report ... You can choose a different summary function, such as, Average, Max, or Min, to further analyze and customize your data.
Filter data in a range or table
Filter data in a range or table In Excel 2010, search

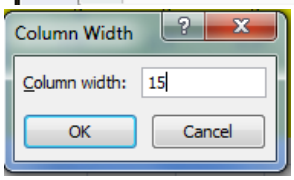

Excel Help
average
Search
AVERAGE function
This article describes the formula syntax and usage of the AV
Description
Returns the average (arithmetic mean) of the arguments. For
formula =AVERAGE(A1:A20) returns the average of those n
Syntax
AVERAGE(number1, [number2], ...)
The AVERAGE function syntax has the following arguments:
Number1 Required. The first number, cell reference, o

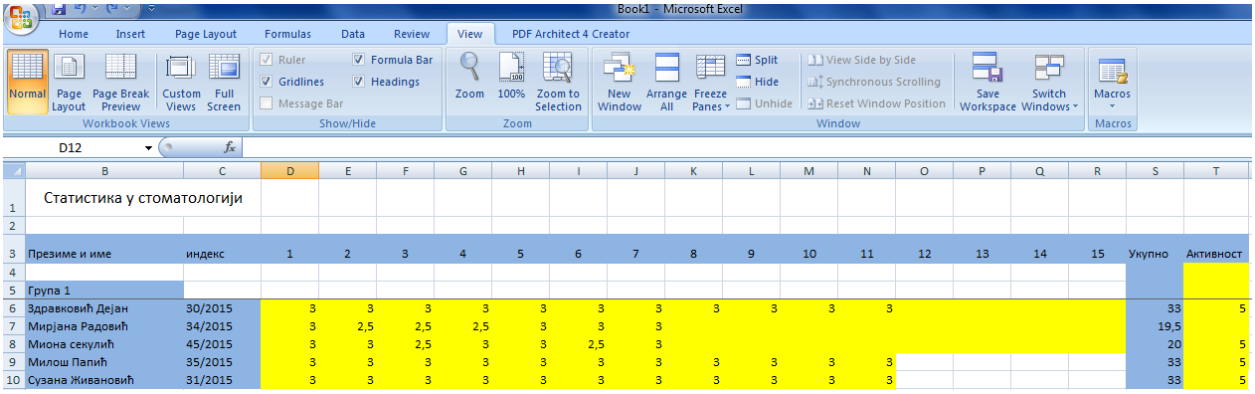
Десни клик

Дефинисање ширине колоне:









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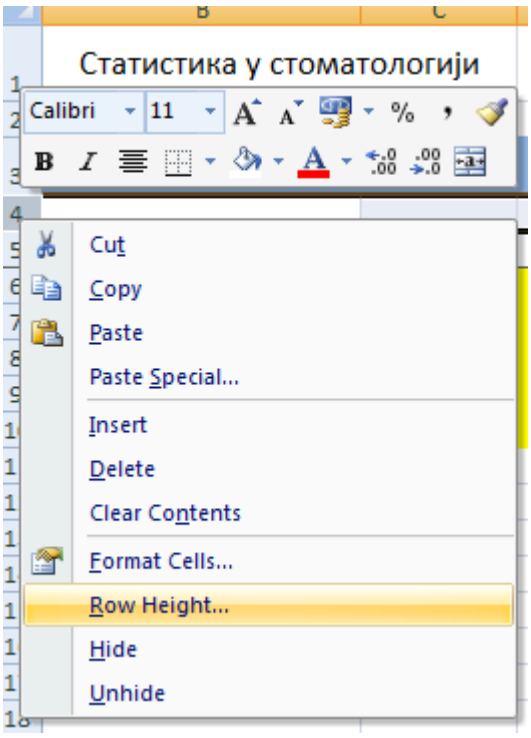

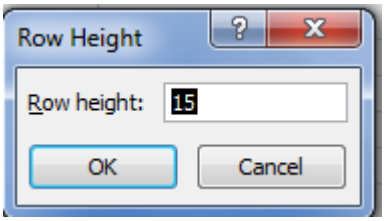

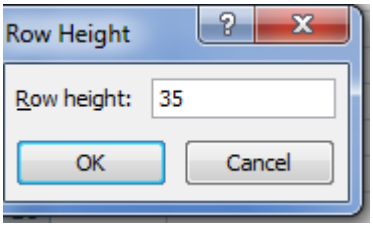

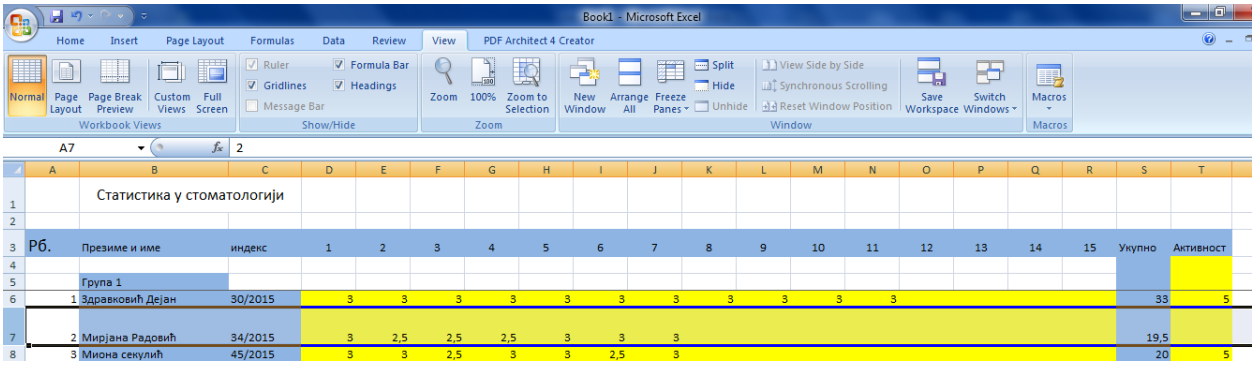

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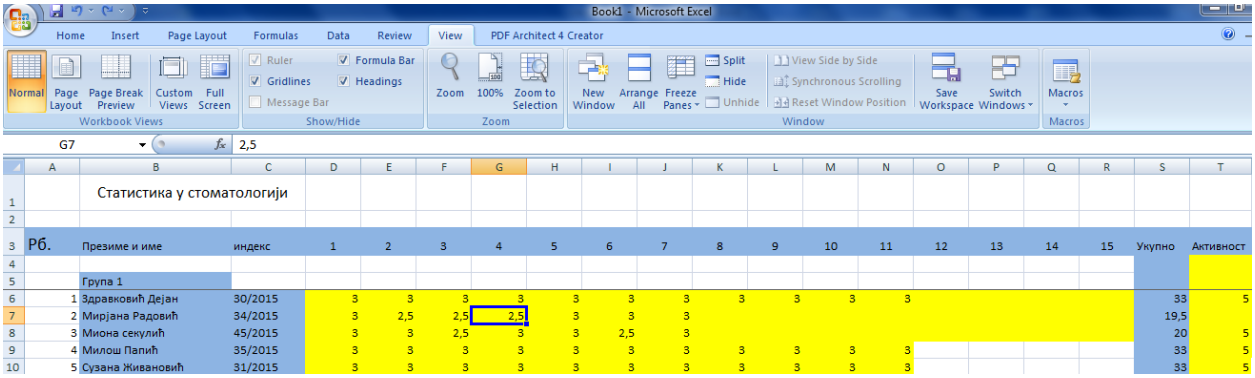

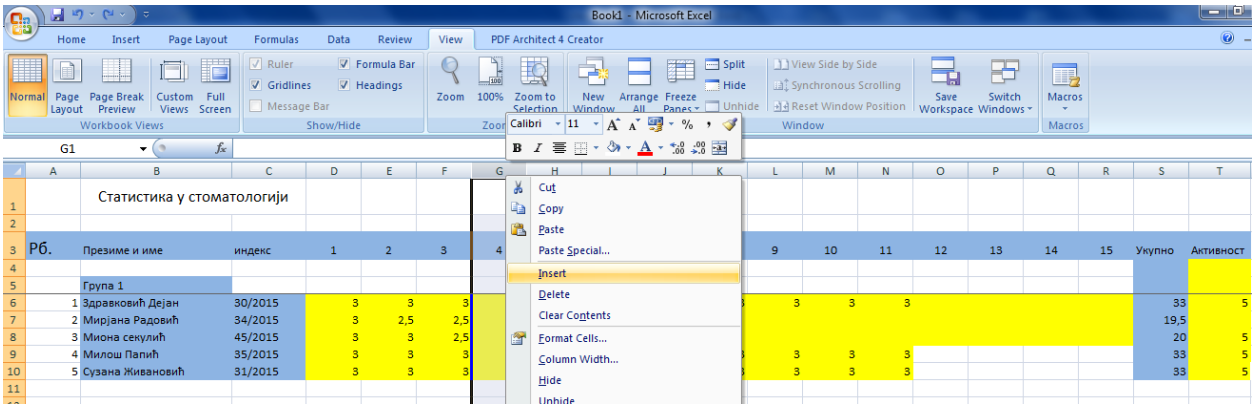

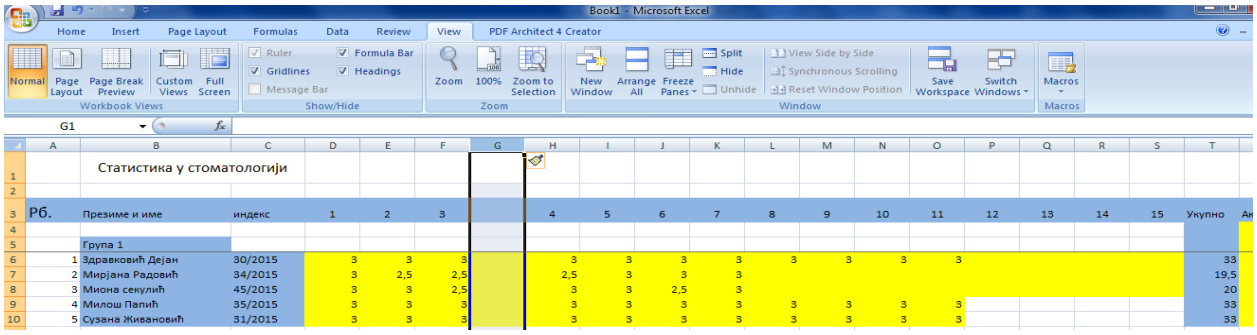

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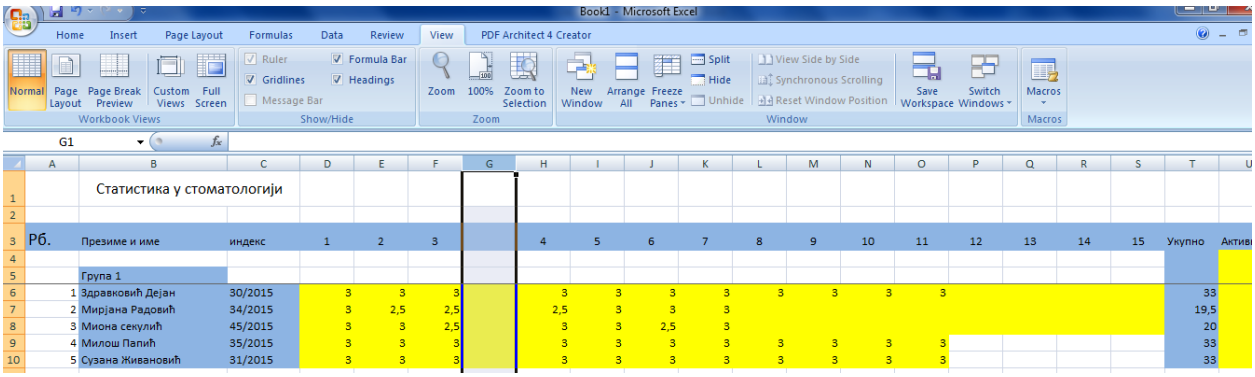

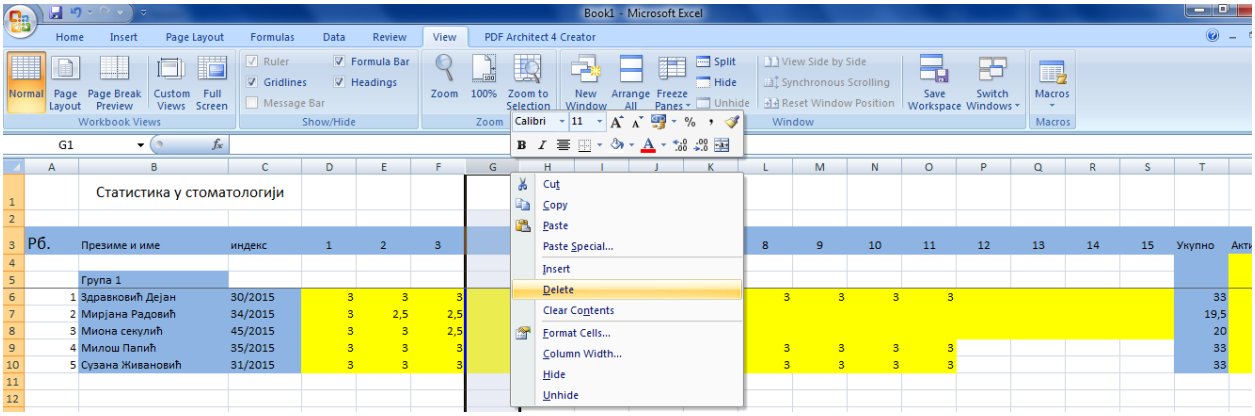

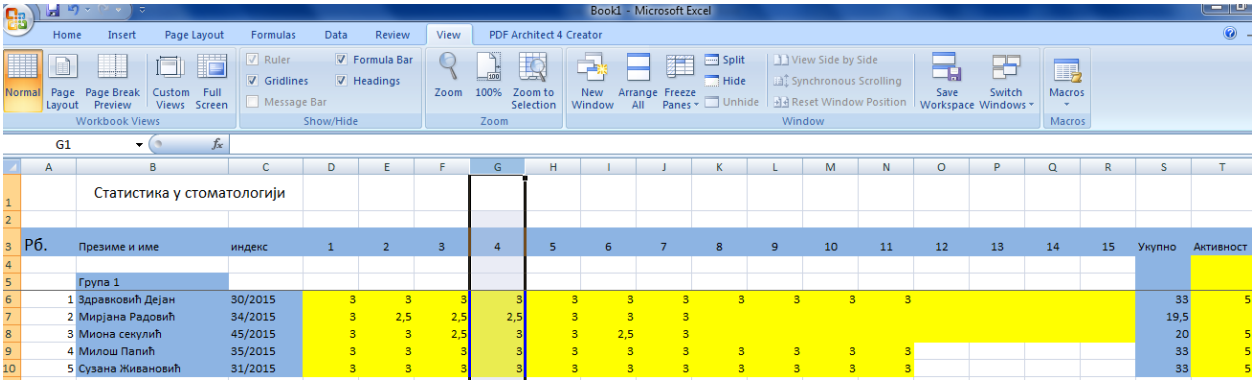

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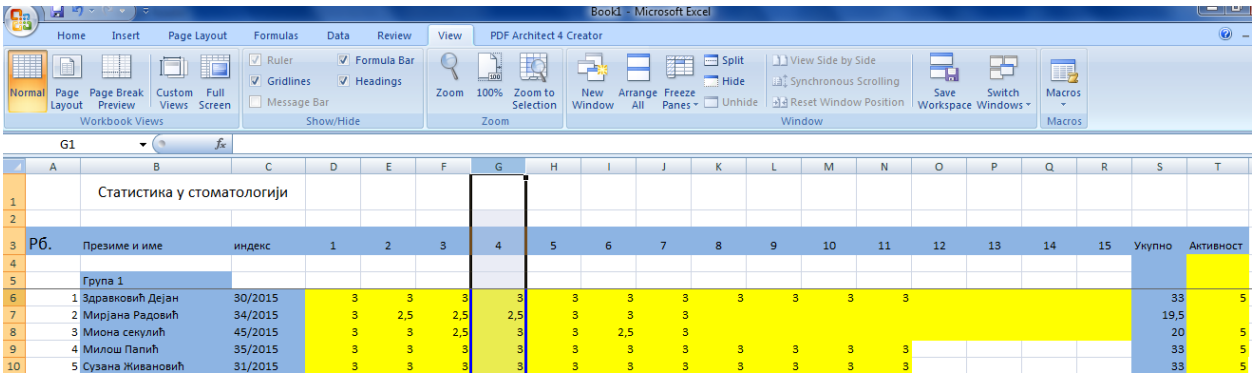

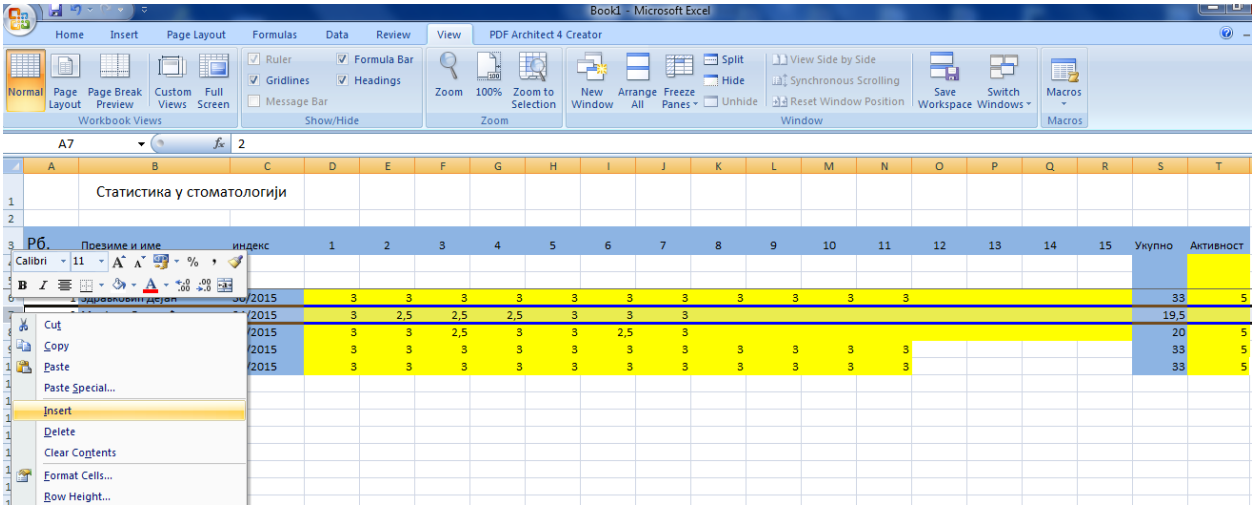

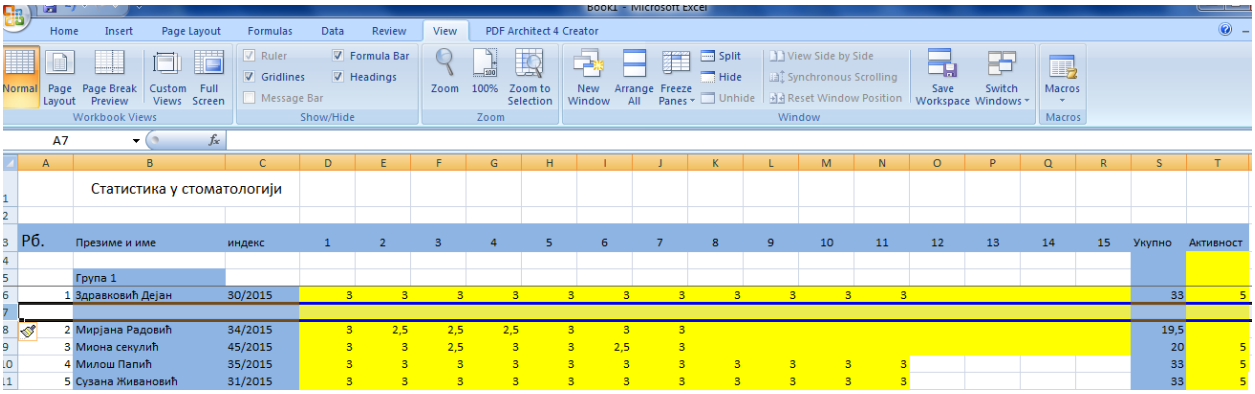

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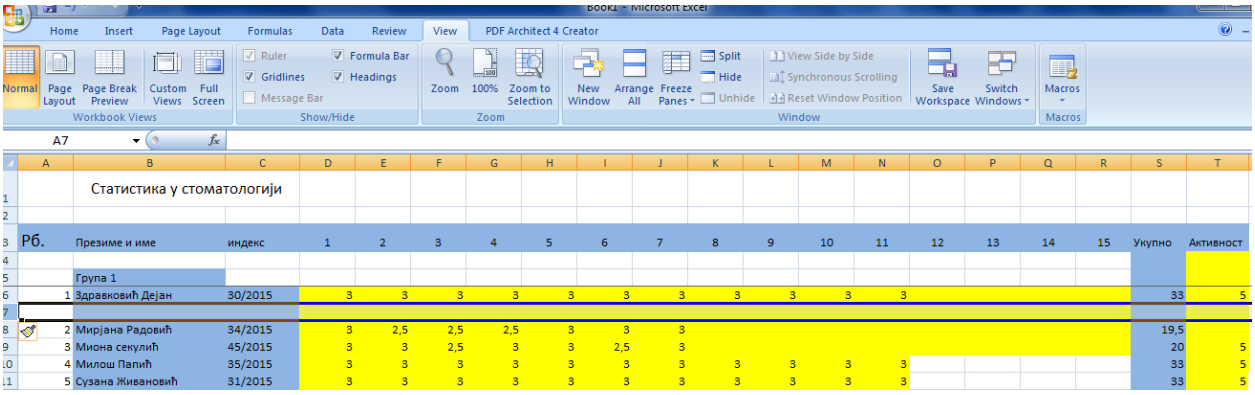

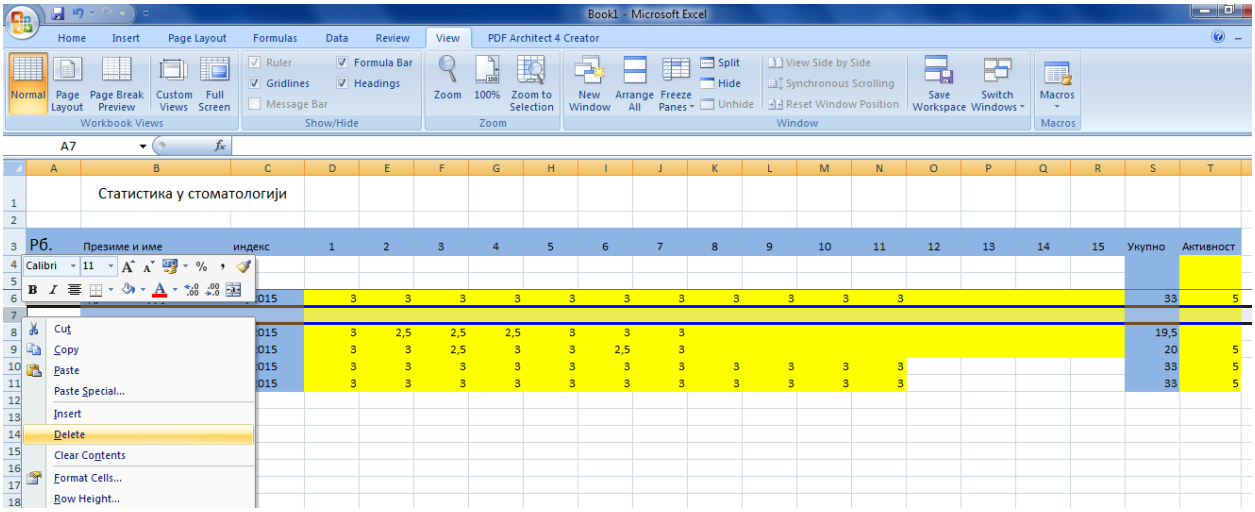

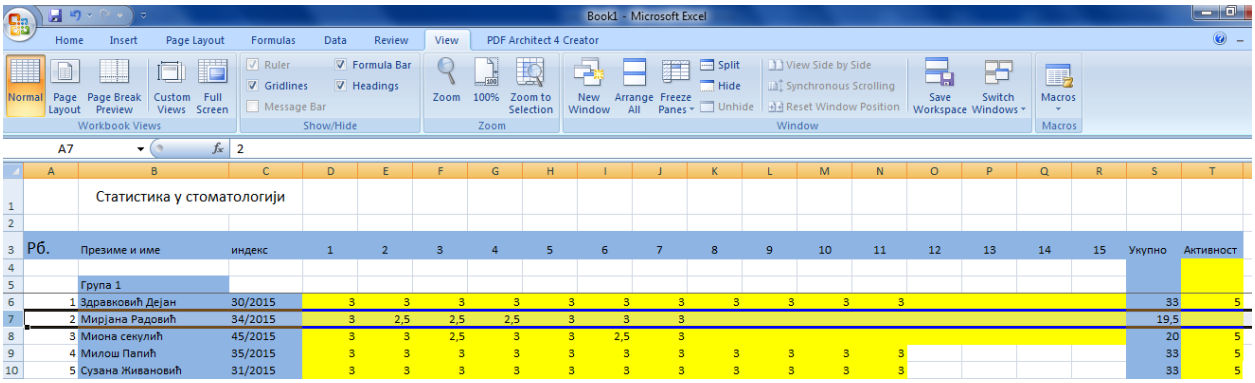

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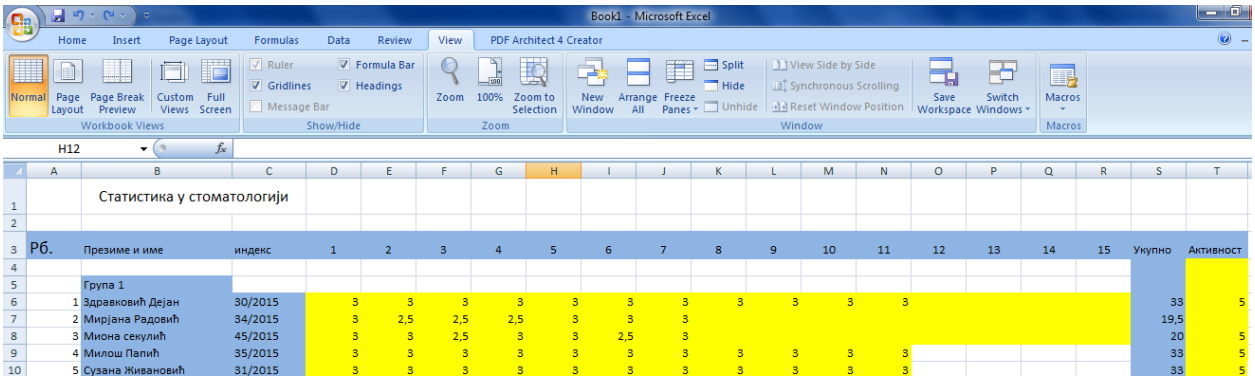

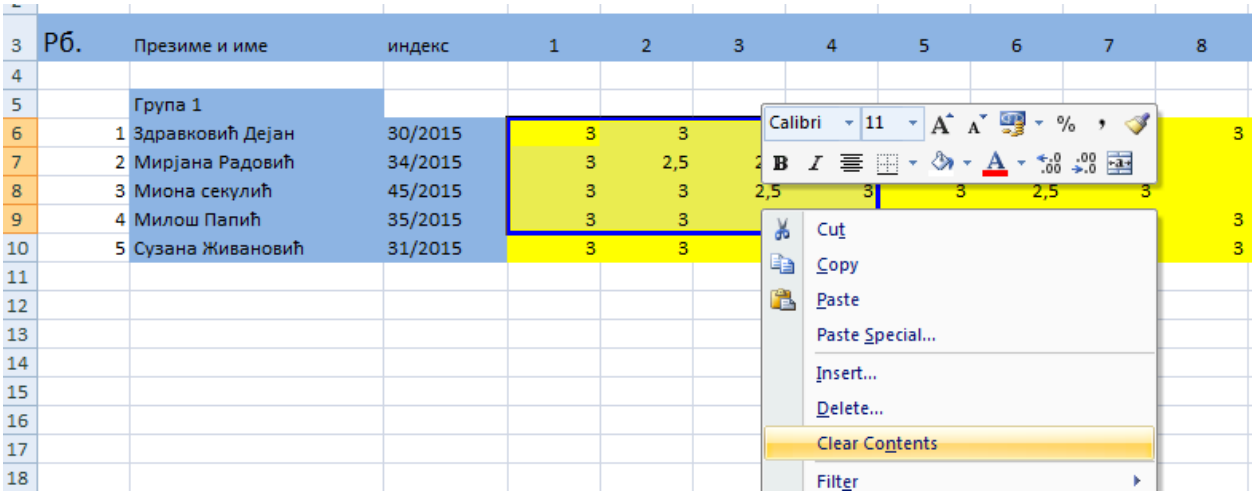

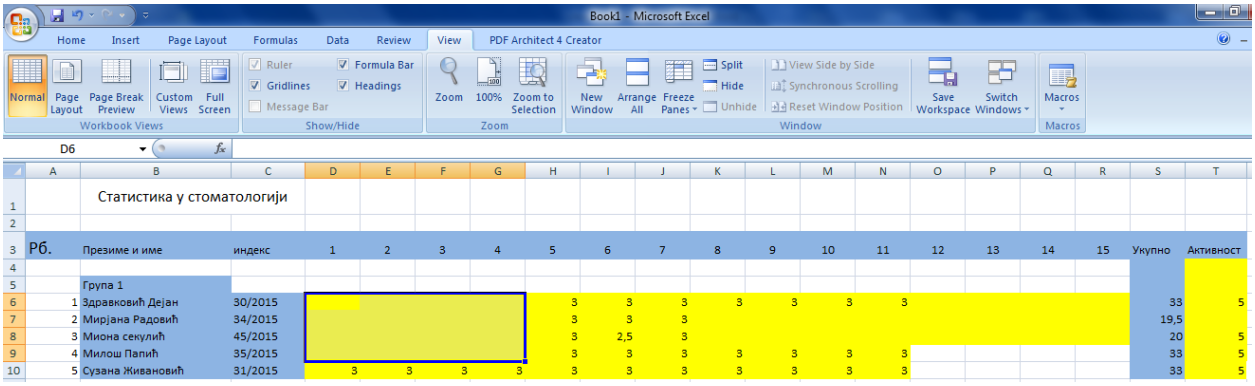

Дефинисање броја децималних места:

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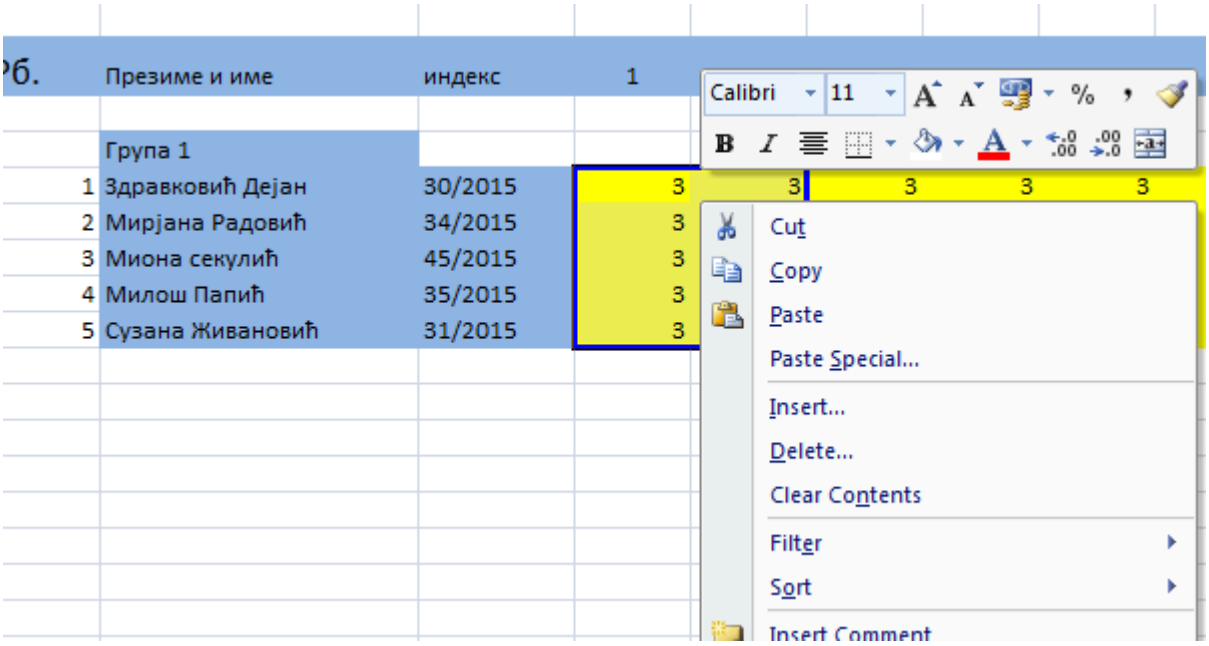
3	2,5
3	3
3	3
3	3


Рб.
Презиме и име
индекс
1
Група 1
1 Здравковић Дејан 30/2015 3
2 Мирјана Радовић 34/2015 3
3 Миона секулић 45/2015 3
4 Милош Папић 35/2015 3
5 Сузана Живановић 31/2015 3
Calibri
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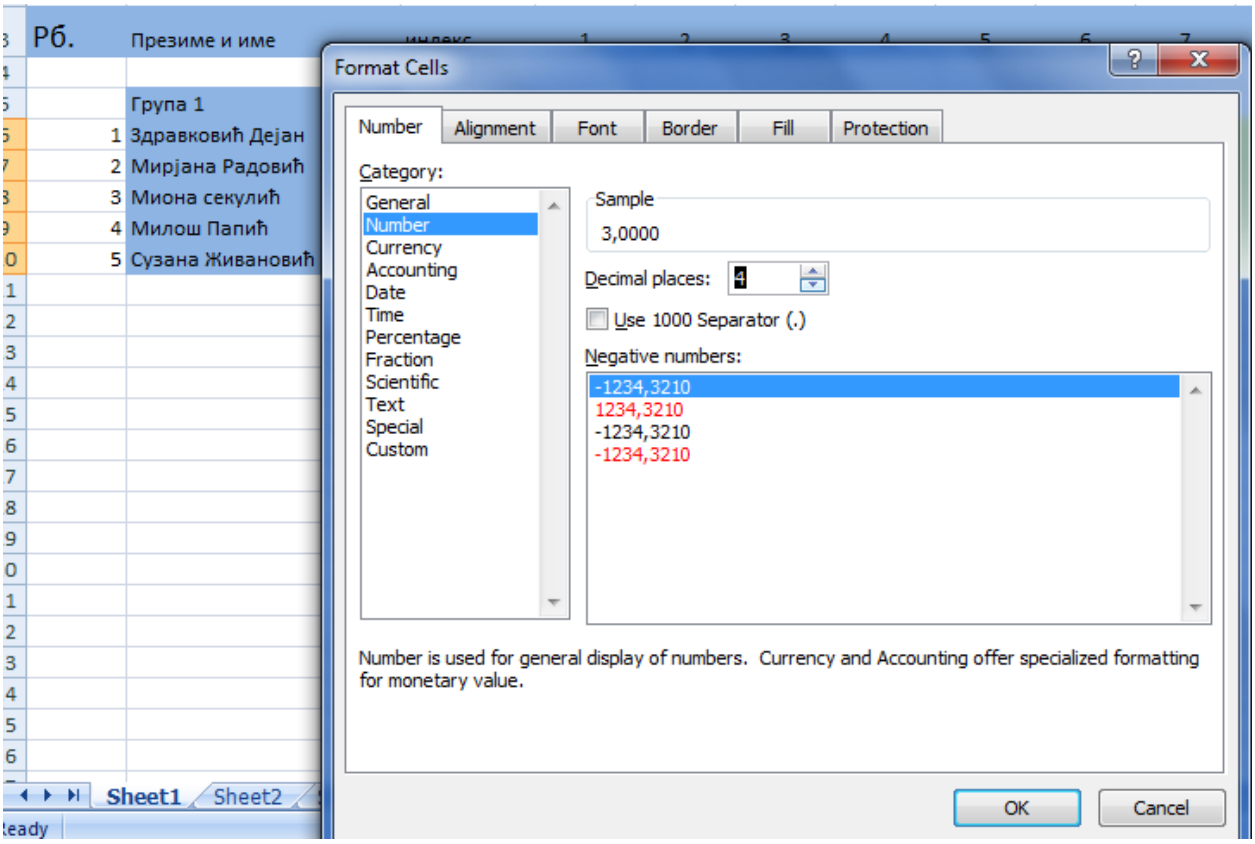
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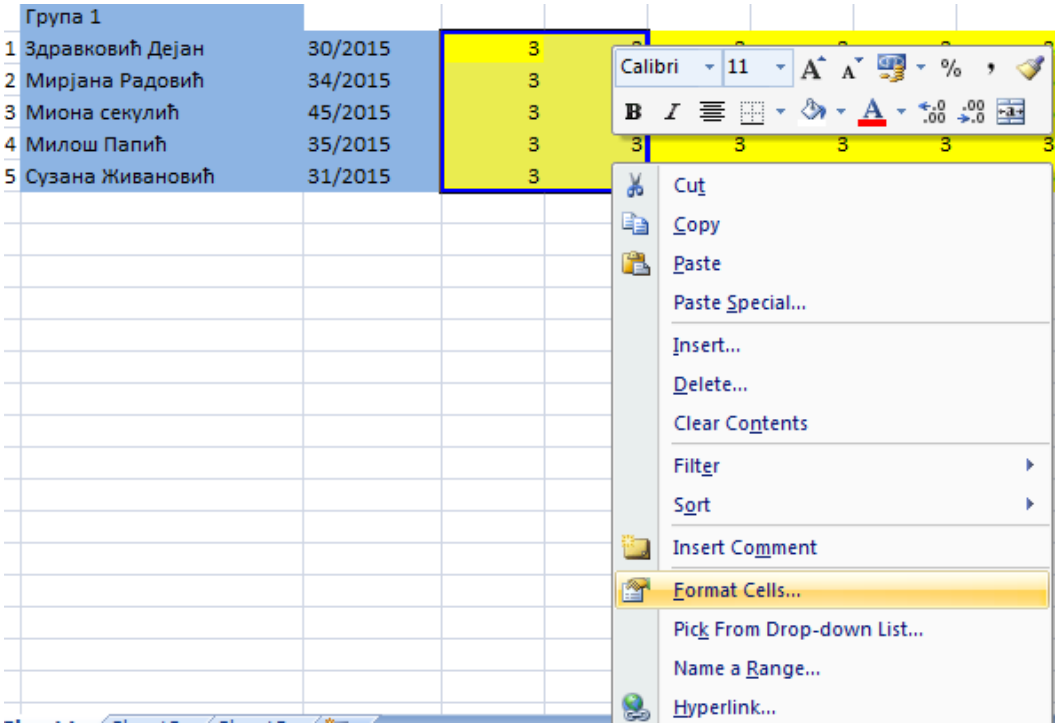
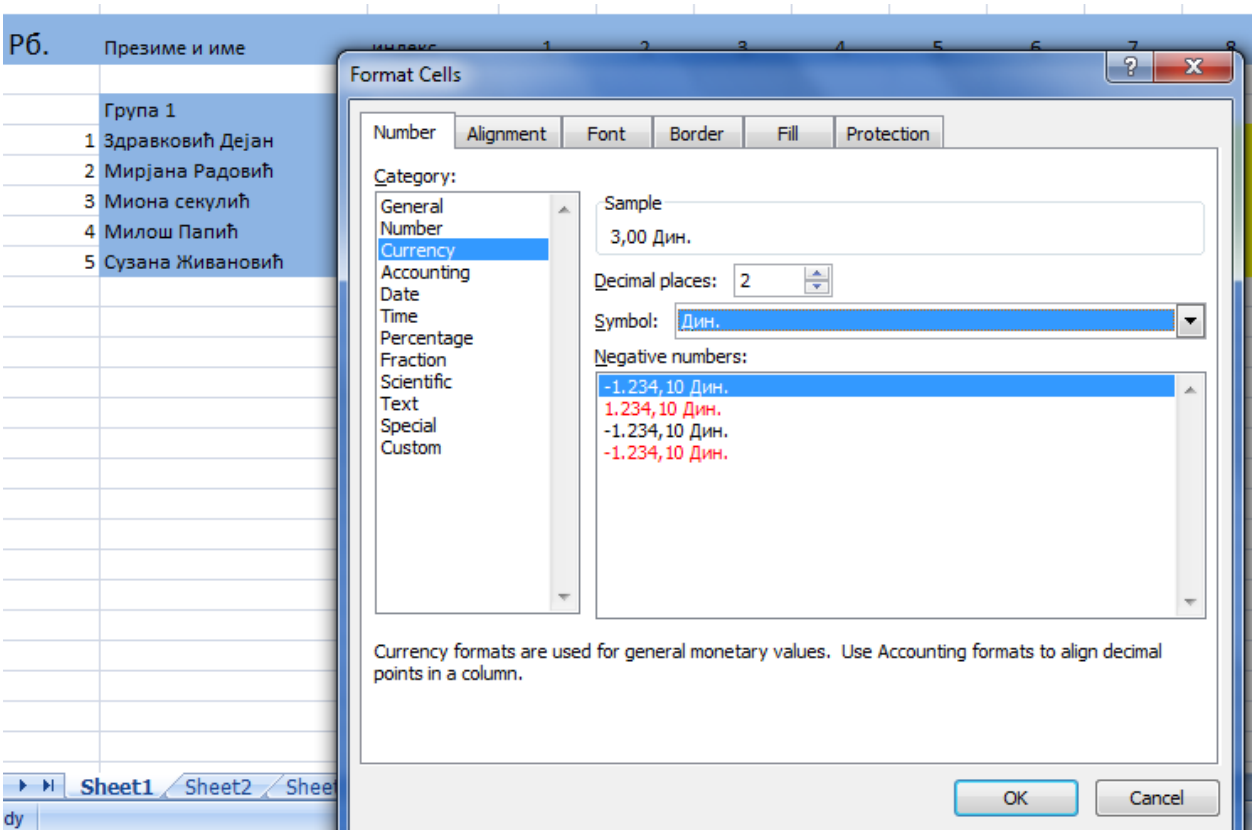
3,0000
Decimal places:
4
Use 1000 Separator (.)
Negative numbers:
-1234,3210
1234,3210
-1234,3210
-1234,3210
Number is used for general display of numbers. Currency and Accounting offer specialized formatting for monetary value.
OK
Cancel
Sheet1
Sheet2

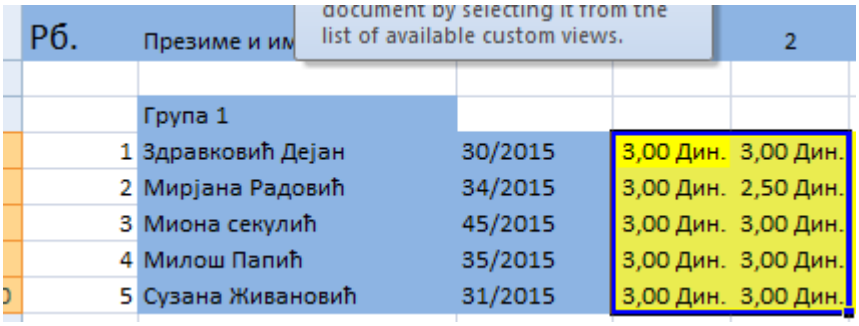
	A	B	C	D	E	F	G
1		Статистика у стоматологији					
2							
3	Рб.	Презиме и име	индекс	1	2	3	4
4							
5		Група 1					
6	1	Здравковић Дејан	30/2015	3,0000	3,0000	3	
7	2	Мирјана Радовић	34/2015	3,0000	2,5000	2,5	
8	3	Миона секулић	45/2015	3,0000	3,0000	2,5	
9	4	Милош Папић	35/2015	3,0000	3,0000	3	
10	5	Сузана Живановић	31/2015	3,0000	3,0000	3	
11							

Дефинисање броја децималних места и валута:

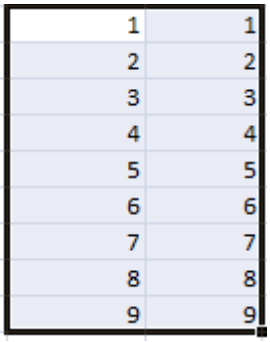
	Група 1			
1	Здравковић Дејан	30/2015	3	3
2	Мирјана Радовић	34/2015	3	2,5
3	Миона секулић	45/2015	3	3
4	Милош Папић	35/2015	3	3
5	Сузана Живановић	31/2015	3	3

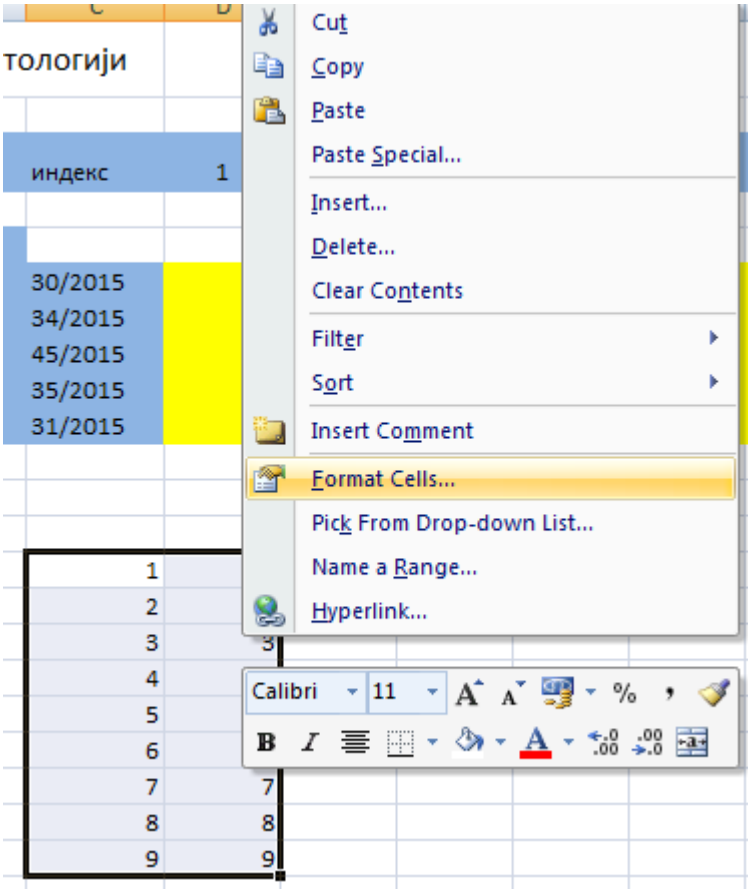






Хоризонтално и вертикално равнање текста:

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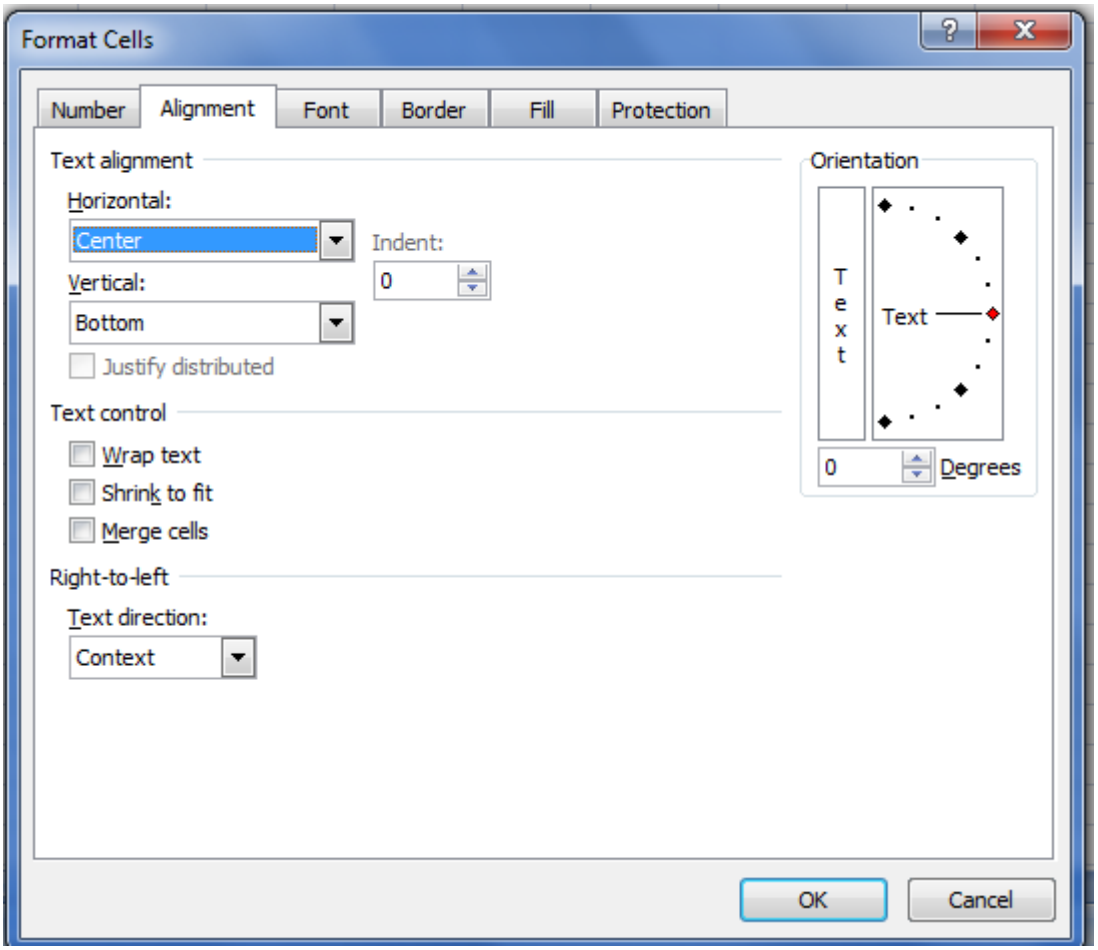

Вертикално равнање текста:

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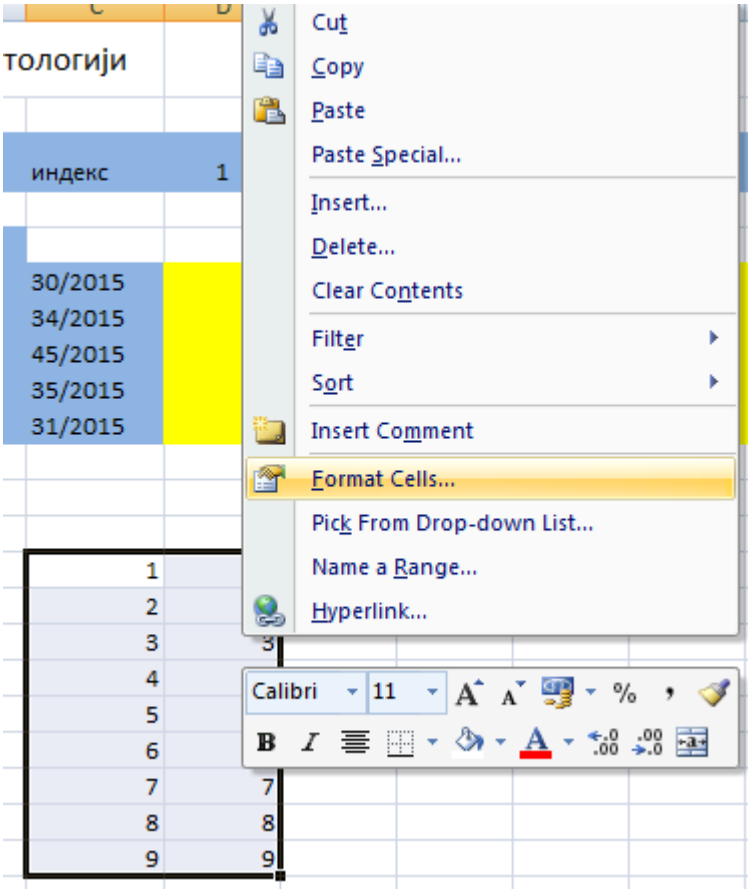
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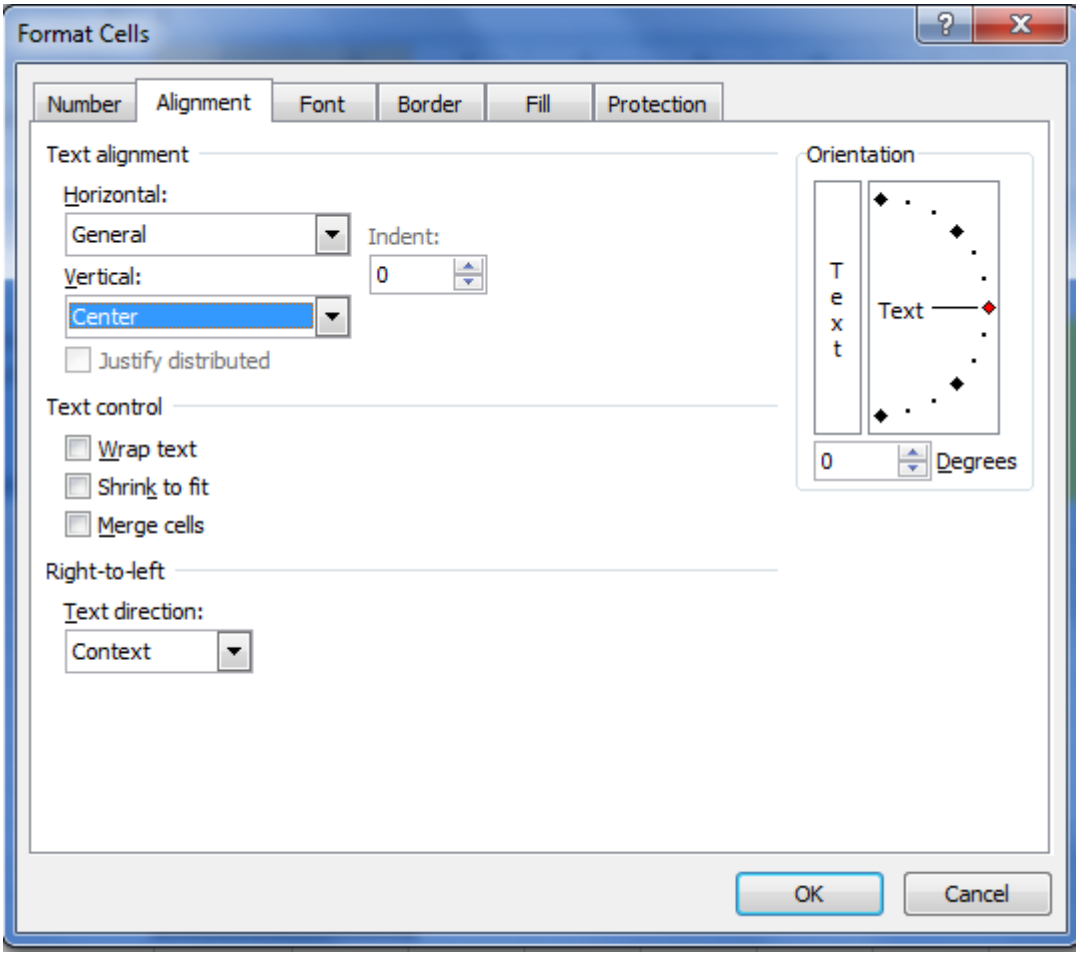

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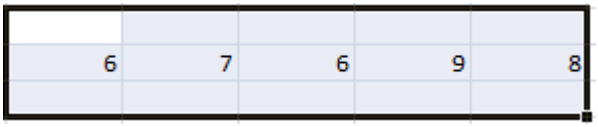
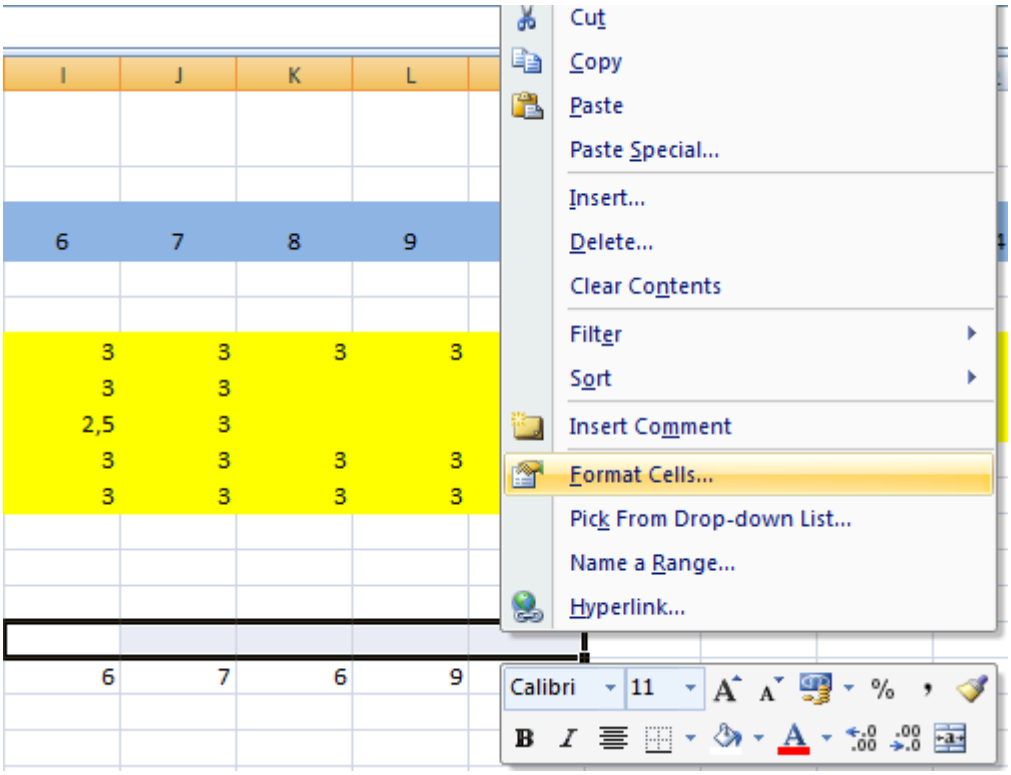
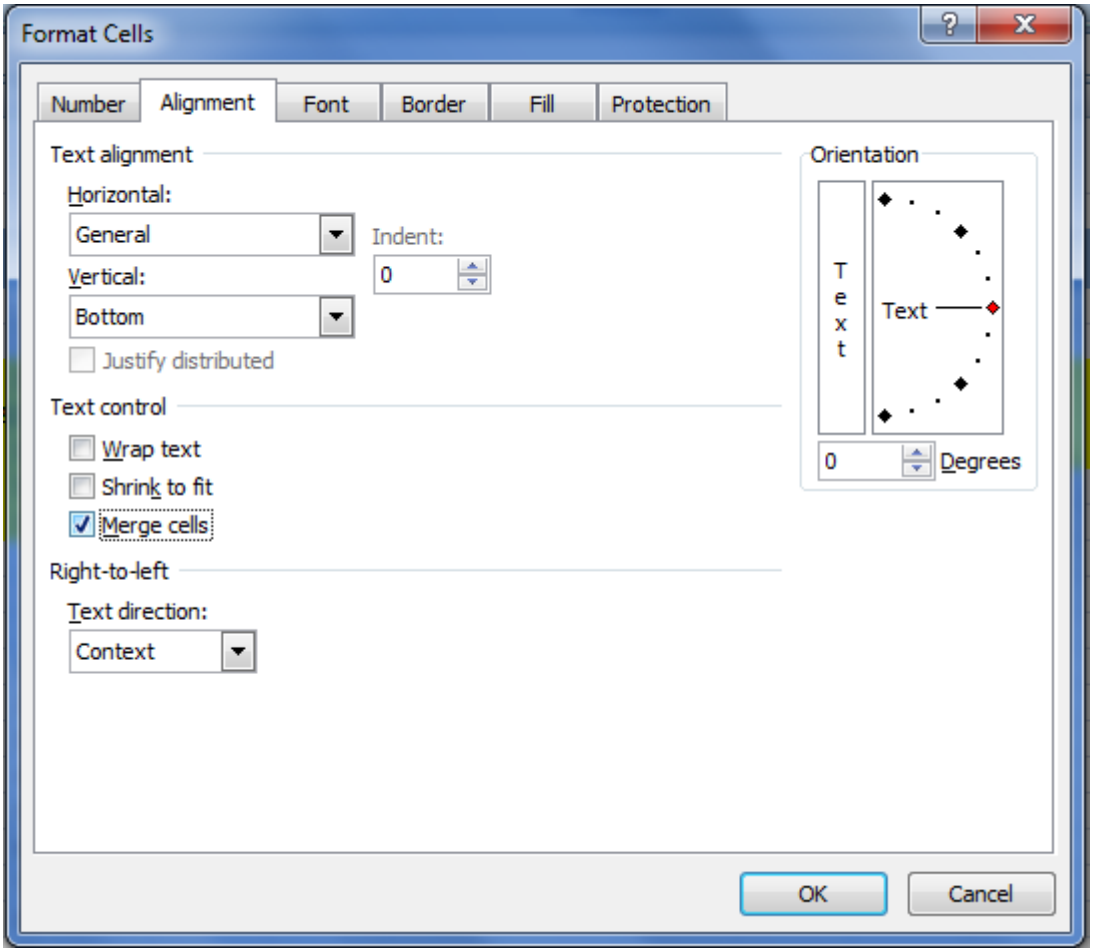
Спајање ћелија:



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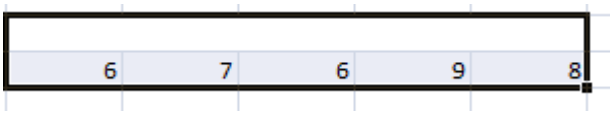
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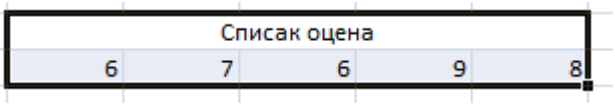
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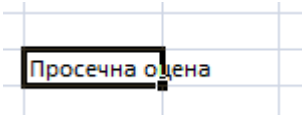
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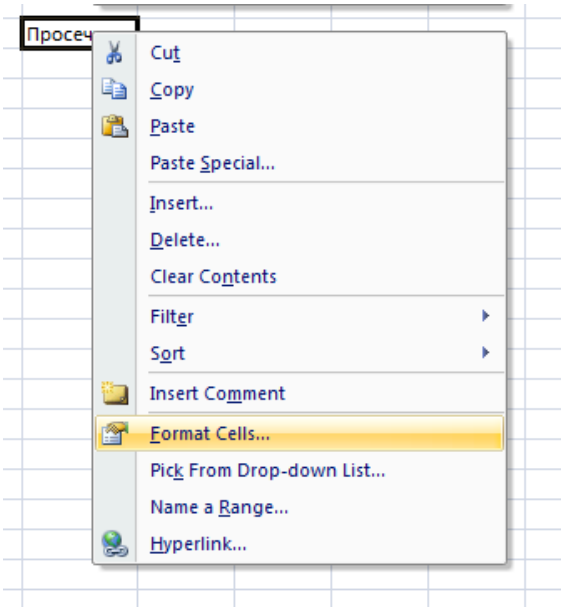
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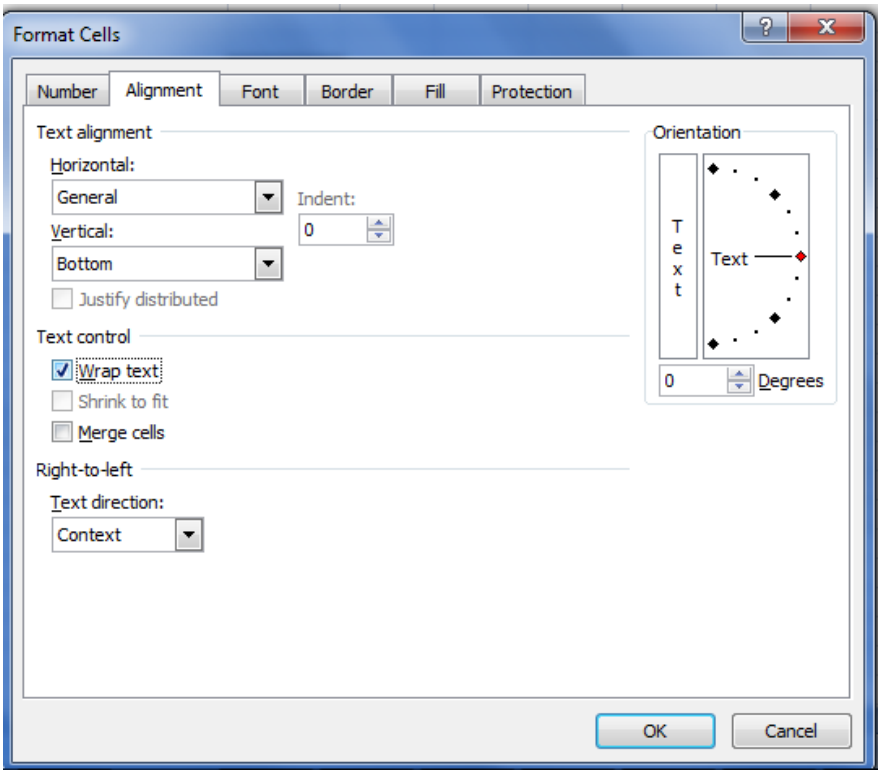
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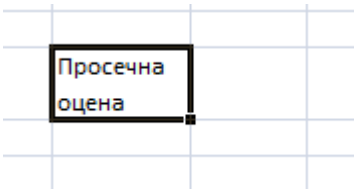
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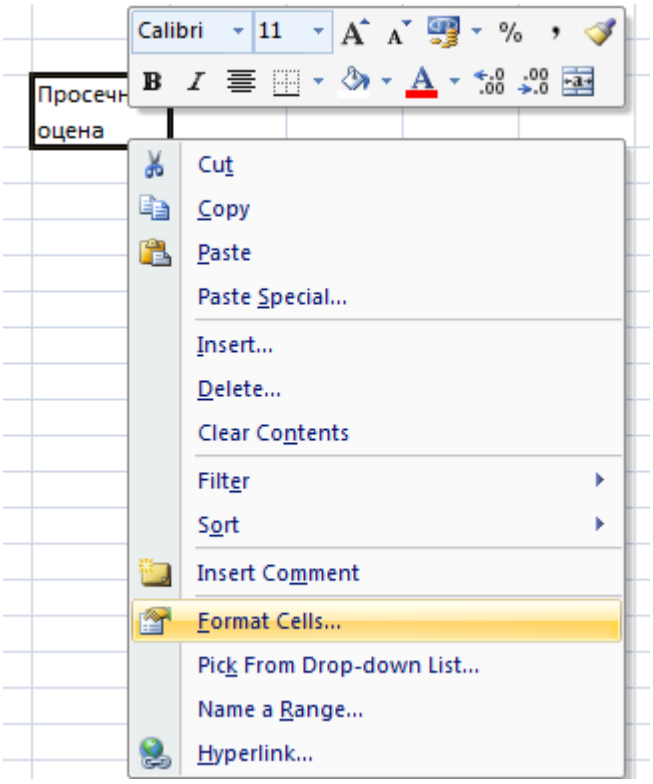
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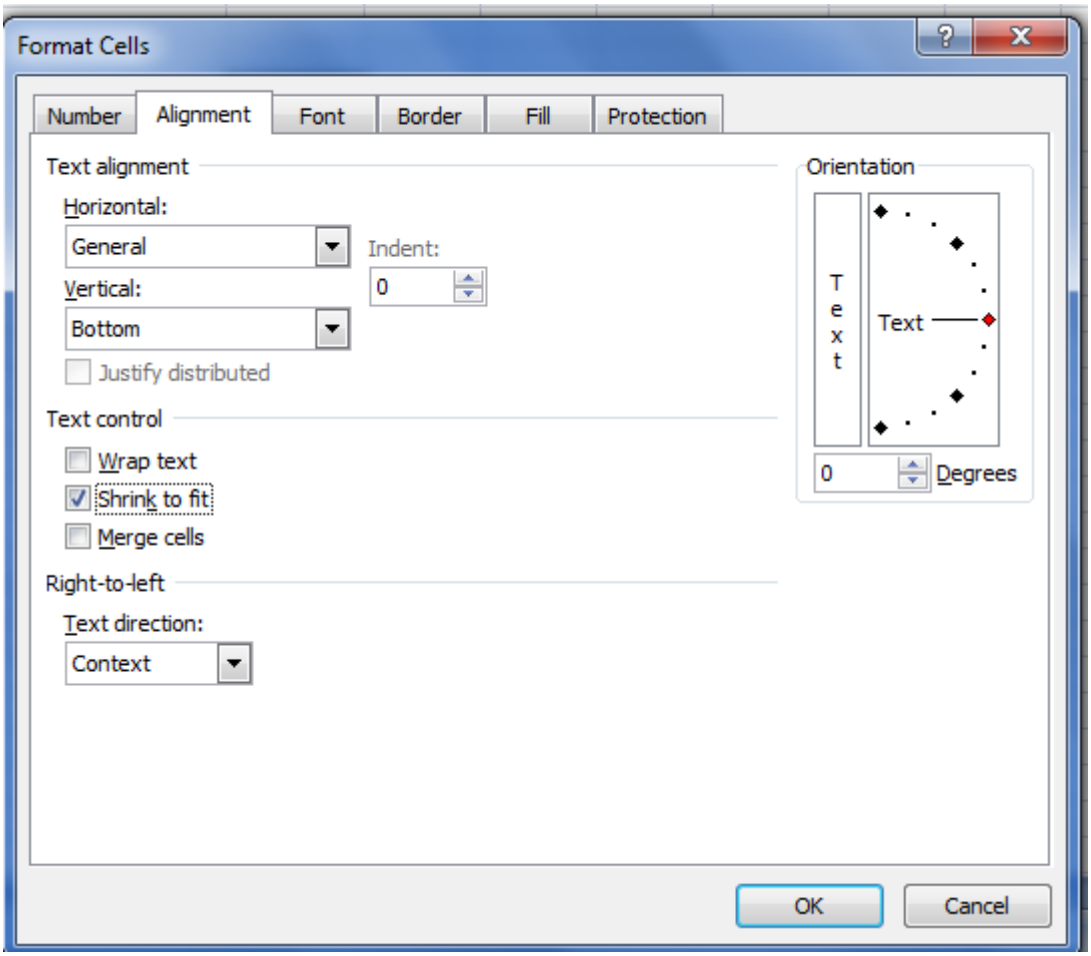
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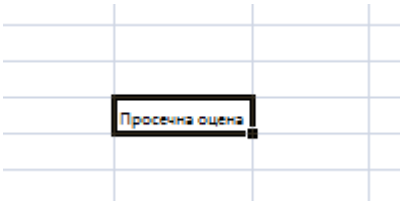
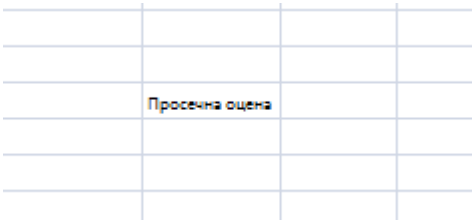
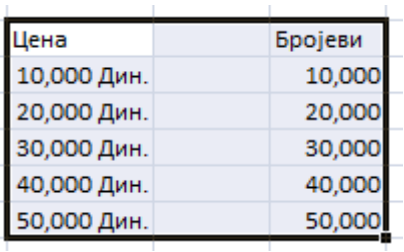




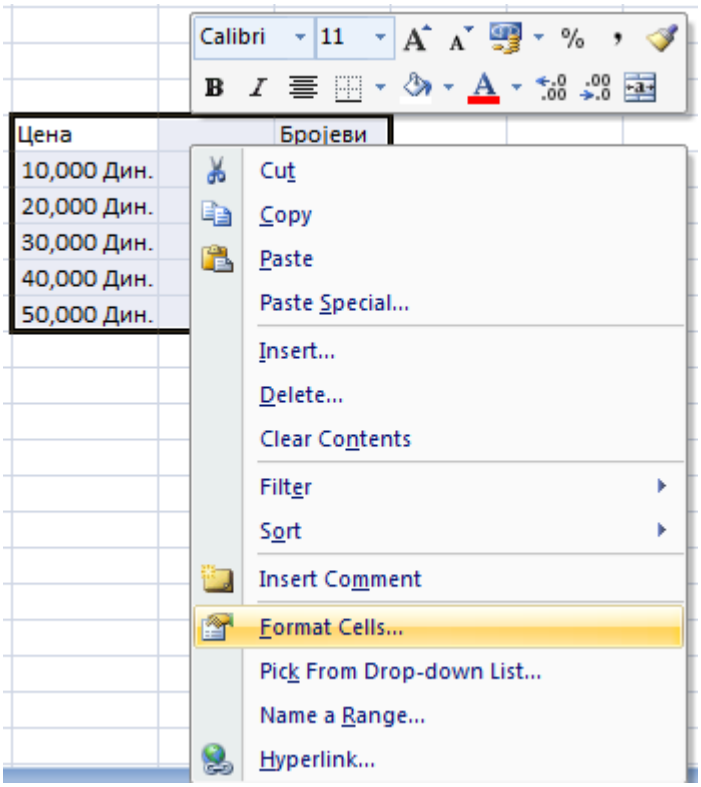
Дефинисање фонта:

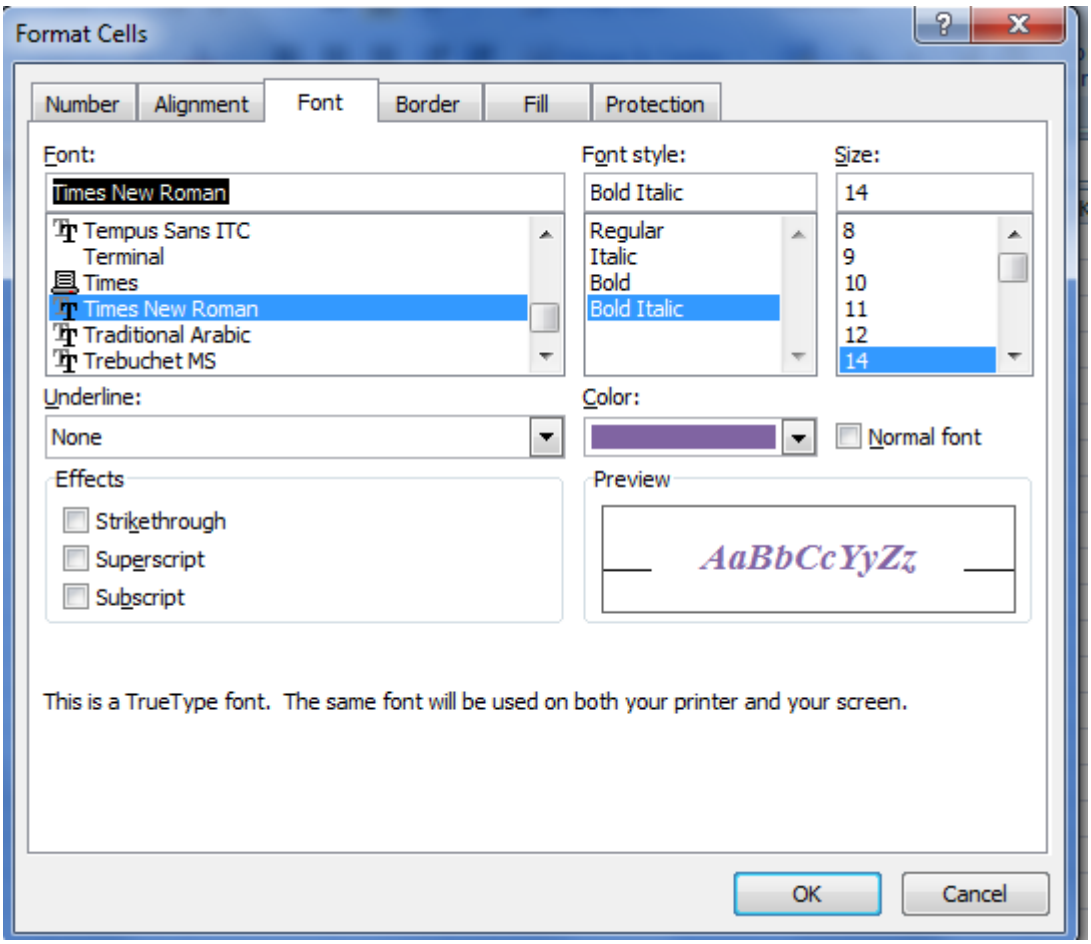
Цена	Бројеви
10,000 Дин.	10,000
20,000 Дин.	20,000
30,000 Дин.	30,000
40,000 Дин.	40,000
50,000 Дин.	50,000



Цена	Бројеви
10,000 Дин.	10,000
20,000 Дин.	20,000
30,000 Дин.	30,000
40,000 Дин.	40,000
50,000 Дин.	50,000

За селектовање обе табеле користи се тастер CTRL на тастатури.

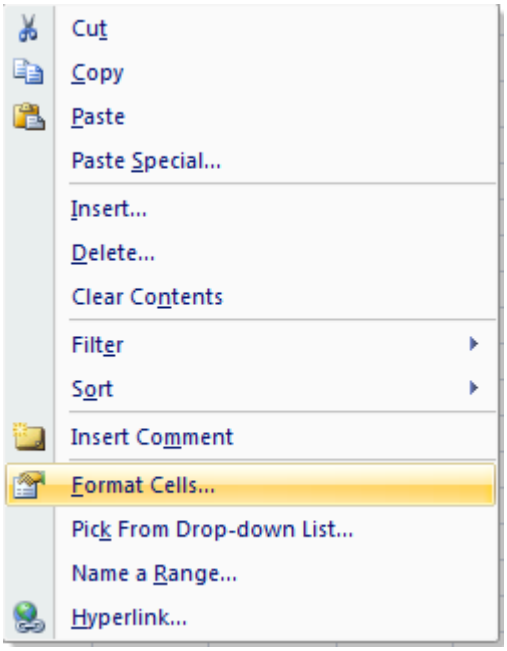

Calibri
11
Цена
Бројеви
10,000 Дин.
20,000 Дин.
30,000 Дин.
40,000 Дин.
50,000 Дин.
Cut
Copy
Paste
Paste Special...
Insert...
Delete...
Clear Contents
Filter
Sort
Insert Comment
Format Cells...
Pick From Drop-down List...
Name a Range...
Hyperlink...


Format Cells
Number
Alignment
Font
Border
Fill
Protection
Font:
Times New Roman
Tempus Sans ITC
Terminal
Times
Times New Roman
Traditional Arabic
Trebuchet MS
Font style:
Bold Italic
Regular
Italic
Bold
Bold Italic
Size:
14
8
9
10
11
12
14
Underline:
None
Color:
Normal font
Effects
Strikethrough
Superscript
Subscript
Preview
AaBbCcYyZz
This is a TrueType font. The same font will be used on both your printer and your screen.
OK
Cancel

	Цена		*Бројеви*
	10,000 Дин.		*10,000*
	20,000 Дин.		*20,000*
	30,000 Дин.		*30,000*
	40,000 Дин.		*40,000*
	50,000 Дин.		*50,000*

Дефинисање ивица табела:

	Цена		*Бројеви*
	10,000 Дин.		*10,000*
	20,000 Дин.		*20,000*
	30,000 Дин.		*30,000*
	40,000 Дин.		*40,000*
	50,000 Дин.		*50,000*



Цена	Бројеви
10,000 Дин.	10,000
20,000 Дин.	20,000
30,000 Дин.	30,000
40,000 Дин.	40,000
50,000 Дин.	50,000

Цена	Бројеви
10,000 Дин.	10,000
20,000 Дин.	20,000
30,000 Дин.	30,000
40,000 Дин.	40,000
50,000 Дин.	50,000

Дефинисање боје позадине:

Цена	Бројеви
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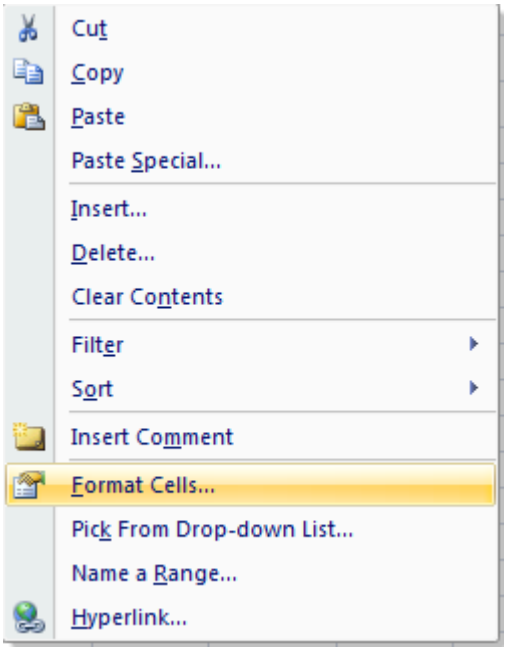
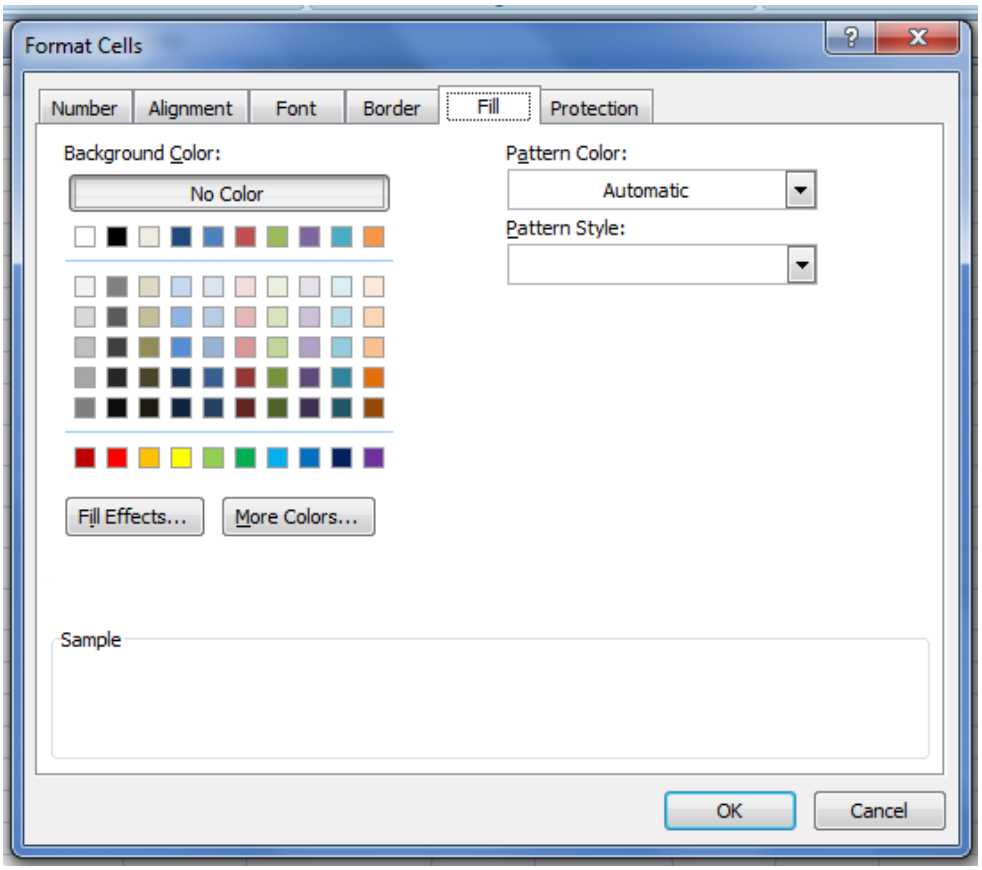
20,000 Дин.	20,000
30,000 Дин.	30,000
40,000 Дин.	40,000
50,000 Дин.	50,000


Cut
Copy
Paste
Paste Special...
Insert...
Delete...
Clear Contents
Filter
Sort
Insert Comment
Format Cells...
Pick From Drop-down List...
Name a Range...
Hyperlink...


Format Cells
Number
Alignment
Font
Border
Fill
Protection
Background Color:
No Color
Pattern Color:
Automatic
Pattern Style:
Fill Effects...
More Colors...
Sample
OK
Cancel

Цена	Бројеви
10,000 Дин.	10,000
20,000 Дин.	20,000
30,000 Дин.	30,000
40,000 Дин.	40,000
50,000 Дин.	50,000

Цена	Бројеви
10,000 Дин.	10,000
20,000 Дин.	20,000
30,000 Дин.	30,000
40,000 Дин.	40,000
50,000 Дин.	50,000