

Welcome to Module 2 B+LNZ Generation Next Programme



What have we covered to now?

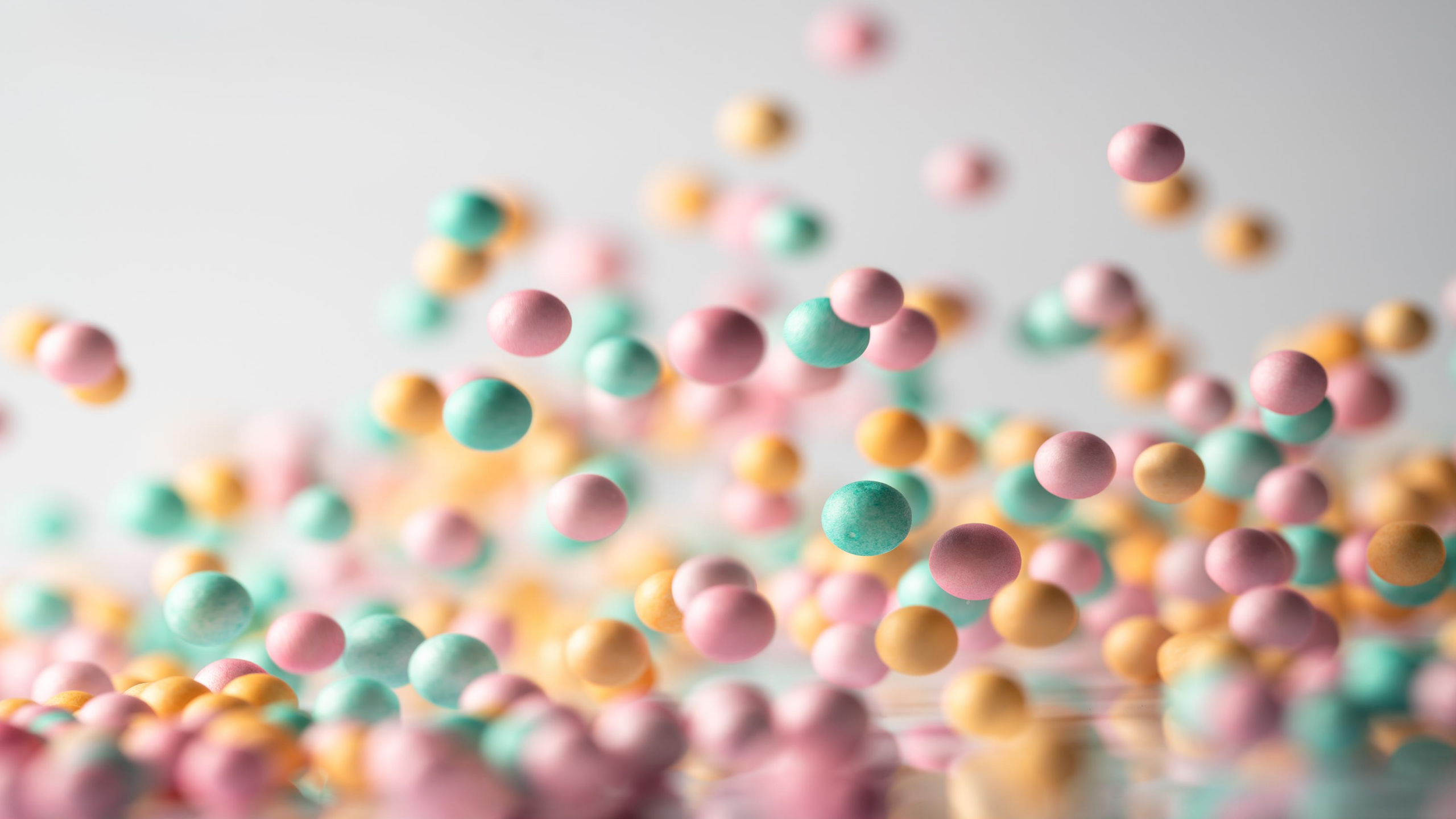
- ✓ Financial Budgeting
- ✓ Stock Reconciliations
- ✓ Benchmarking & KPIs
- ✓ Financial Statements
 - ✓ Taxation
- ✓ Business Structures
- ✓ Ownership & Management Journeys

GOAL SETTING





Goal Setting



Actions from Module 1:



- Identify and find a mentor
- Looking back on your goals and from what you have learnt today will you make any changes?
- Visit www.knowledgehub.co.nz
 - Create your own login and dashboard
 - Start your own BizPlan
 - Have a play with your own figures for production and financial KPI's
- Contact your buddy @ least once
- Complete a stock rec for your farm for 2022
- Complete a personal budget
 - We will report back on the experience and any triggers it brings up at M2

Next 48 Hours



- Excel
- Farm Apps
- Insurance & Risk
- Farming in the fishbowl
 - Genetics
 - Technology

B+LNZ Generation Next Utilising Your Computer



What's your knowledge



What we are going to cover



- Overview /refresh of excel
- Sorting a data file
- Applying formulas
- Having a go yourself

What tools are in the toolbox known as our computer?



- Excel

- is a computer program used to create electronic spreadsheets within excel a user can organize data create charts and perform calculations
- is a convenient program because it allows the user to create large spreadsheets reference information and to allow for better storage of information
- it operates like other Microsoft Office programs and has many of the same functions and shortcuts as those other programs

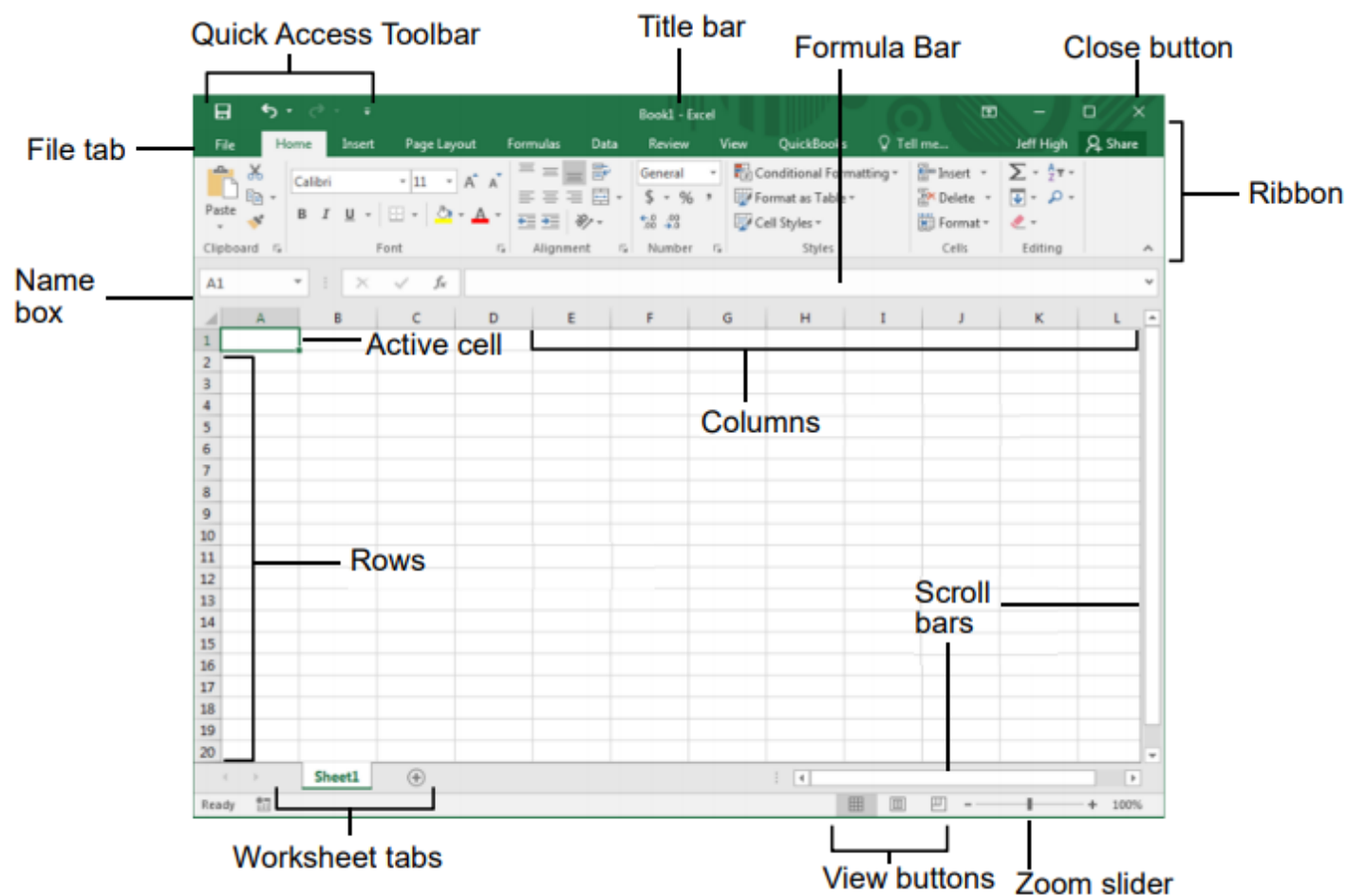
- Powerpoint

- A Microsoft program that enables you to create presentations from scratch or using a template
- where you can create your own style by adding text, images and videos
- a great way to be able to present ideas, successes, or summarize reports

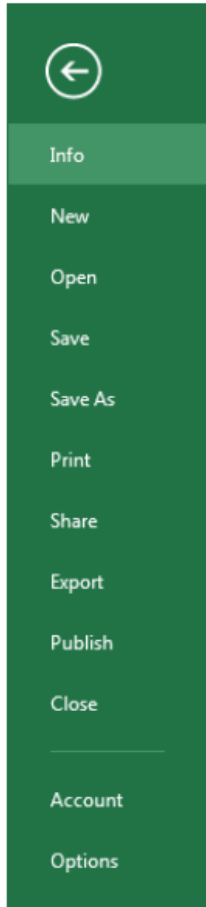
- Word

- It is the most commonly used word processor software. It is used to create professional quality documents, letters, reports, resumes, etc and also allows you to edit or modify your new or existing document.





Excel



The fundamentals



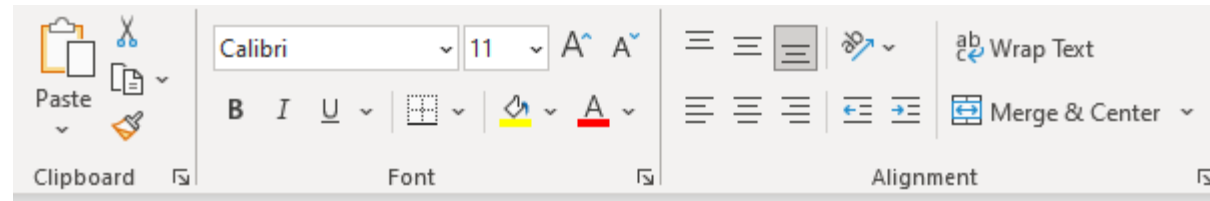
- The **File** tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print
- To **Create a New Workbook**: Click the **File** tab, select **New**, and double-click workbook, or press **Ctrl + N**.
- To **Open a Workbook**: Click the **File** tab and select **Open**, or press **Ctrl + O**.
- To **Save a Workbook**: Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**.
- To **Preview and Print a Workbook**: Click the **File** tab and select **Print**, or press **Ctrl + P**.
- To **Undo**: Click the **Undo** button on the Quick Access Toolbar, or press **Ctrl + Z**.
- To **Redo or Repeat**: Click the **Redo** button on the Quick Access Toolbar, or press **Ctrl + Y**

- **Cell addresses:** Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can find the address of a cell by looking at the **Name Box** under the clipboard
- **To Select a Cell:** Click a cell or use the keyboard arrow keys to select it.
- **To Select a Cell Range:** Click and drag to select a range of cells. Or, press and hold down the **Shift** key while using the **arrow keys** to move the mouse pointer to the last cell of the range.
- **To Select an Entire Worksheet:** Click the  **Select All button** where column and row headings meet. Or press **Ctrl + A**.
- **To Minimize the Ribbon:** Click the  **Minimize Ribbon button** on the Ribbon. Or, press **Ctrl + F1**. Or, right-click a **tab** and select **Unpin the Ribbon** from the contextual menu.
- **To Change Program Settings:** Click the **File tab** and select **Options**.
- **To Use Zoom:** Click and drag the zoom slider to the left or right. Or, click the  **Zoom Out** and  **Zoom In buttons** on the slider.
- **To Change Views:** Click a **View button** in the status bar. Or, click the **View tab** and select a view.

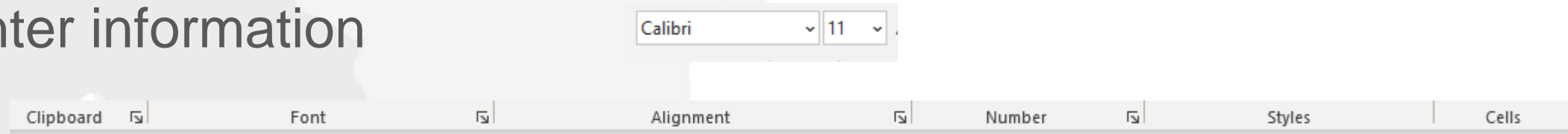
TABS – There is Seven tabs across the top of the excel window



GROUPS – Groups are seats of related commands displayed on the tabs



COMMANDS – A command is a button a menu or a box where you enter information



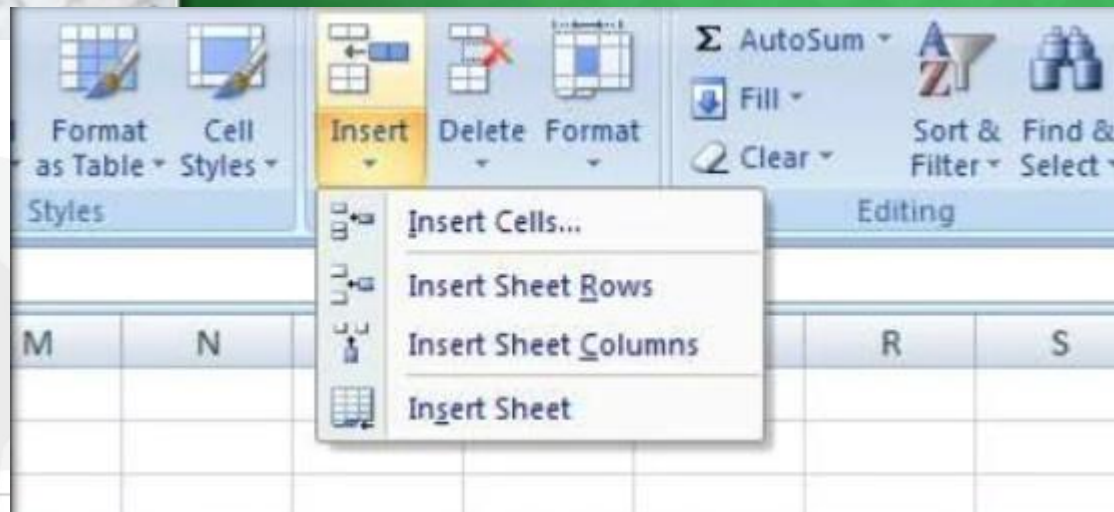
Insert Rows & Columns

TO INSERT ROWS:

Select the row **below** where you want the new row to appear.
Click the **Insert** command in the Cells group on the Home tab. The row will appear.

To Insert Columns:

Select the column to the right of where you want the column to appear.
Click the **Insert** command in the Cells group on the Home tab. The column will appear.



Sorting Your Data



- Sort A-Z or 1-100 or 100-1 etc
- Filters
- Find & Select

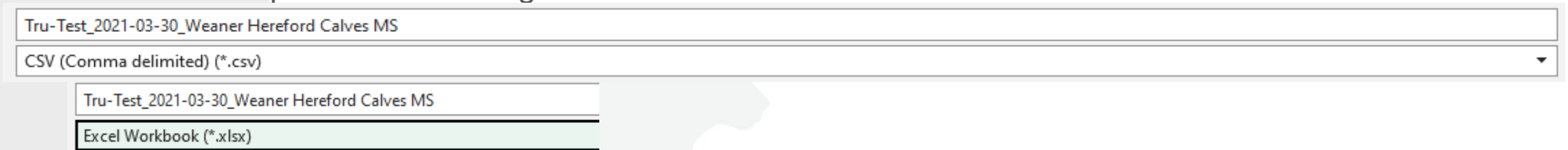


Importing Data



- Files from the likes of your weigh crates or EID readers will be in a file type known as .csv when you export them.
- We need to download them to our computer then save as a .xlsx file to use them with out the data becoming corrupted.

1. Open the downloaded document
2. Select Save As from the 'file' tab
3. Choose location want to save to
4. Click the drop down and change to .xlsx



5. Push Save, Close current file and open newly saved one from location chosen.

Conditional Formatting



TO APPLY CONDITIONAL FORMATTING:

Select the cells you would like to format.
Select the Home tab.
Locate the Styles group.
Click the Conditional Formatting command. A menu will appear with your formatting options.

TO REMOVE CONDITIONAL FORMATTING:

Click the Conditional Formatting command.
Select Clear Rules.
Choose to clear rules from the entire worksheet or the selected cells.

Working with Cells

Open the new saved file just created



Newbies to excel

- Colors – Text
- Fill A Cell – Color
- Freeze Panes
- Hide Cells
- Duplicating cells
- Add filters/sorting data
- Inserting columns/rows
- Selecting specific cells

The Ninjas

Find two different ways to find the:

- Average weight
- Heaviest calf
- Lightest calf
- How many calves above average and how many below using conditional formatting

Functions/Formulas



Formulas are equations that perform calculations on values in your worksheet a formula starts with an =

Functions are predefined formulas that perform calculations by using specific values called arguments in a particular order or structure functions can be used to perform simple or complex calculations

Addition = +

Subtraction = -

Multiplication = *

Division = /

Functions/Formulas



Select cells= the reference for the cell Semi colon : = the range divider

e.g., Sum of cells from Cell A8 to Cell A14

Excel Function	Description	How it looks
SUM	Calculates the sum of a group of values	= SUM(SELECT CELLS:SELECT CELLS)
AVERAGE	Calculates the mean of a group of values	= AVERAGE(SELECT CELLS:SELECT CELLS)
MAX/MIN	If you have a spreadsheet with a lot of numbers, this is a useful formula. With =MAX you can immediately find the largest number in your data set, and with =MIN you can find the smallest.	=MAX(SELECT CELLS:SELECT CELLS)
COUNT	Counts the number of cells in a range that contains numbers	= COUNT(value1,value2)
ROUND	Rounds a number to a specified number of decimal places or digit positions	=ROUND(number,num_digits)
IF	Tests for a true or false condition and then returns one value or another	=IF(A2>=3, "Yes", "No")
NOW	Returns the system date and time	=NOW()
TODAY	Returns the system date, without the time	=TODAY()
MEDIAN	Calculates the median	=MEDIAN(SELECTCELLS:SELECTCELLS)

Have a Go with these formulas

A yellow sticky note with a torn edge, featuring the text "LET'S DO IT!" in a blue, hand-drawn, blocky font. The note is attached to a grey background with a faint silhouette of a cow's head.

LET'S
DO IT!

Find the following for the data you have:

- Total weight of all calves
- Keep all greater than 200 using the IF function

Personal Budget Exercise

Find the template on the hub and have a go



TO CONTINUE YOUR LEARNING – TIP'S & TRICKS



Saving your file for other programmes

Office Quick Start Guides

Instagram

You Tube

More Technical aspects to look at

