



# **Al- Mustaqbal University College**

## **Computer Applications**

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**LECTURE 2**  
**2021-2022**



X



E

X

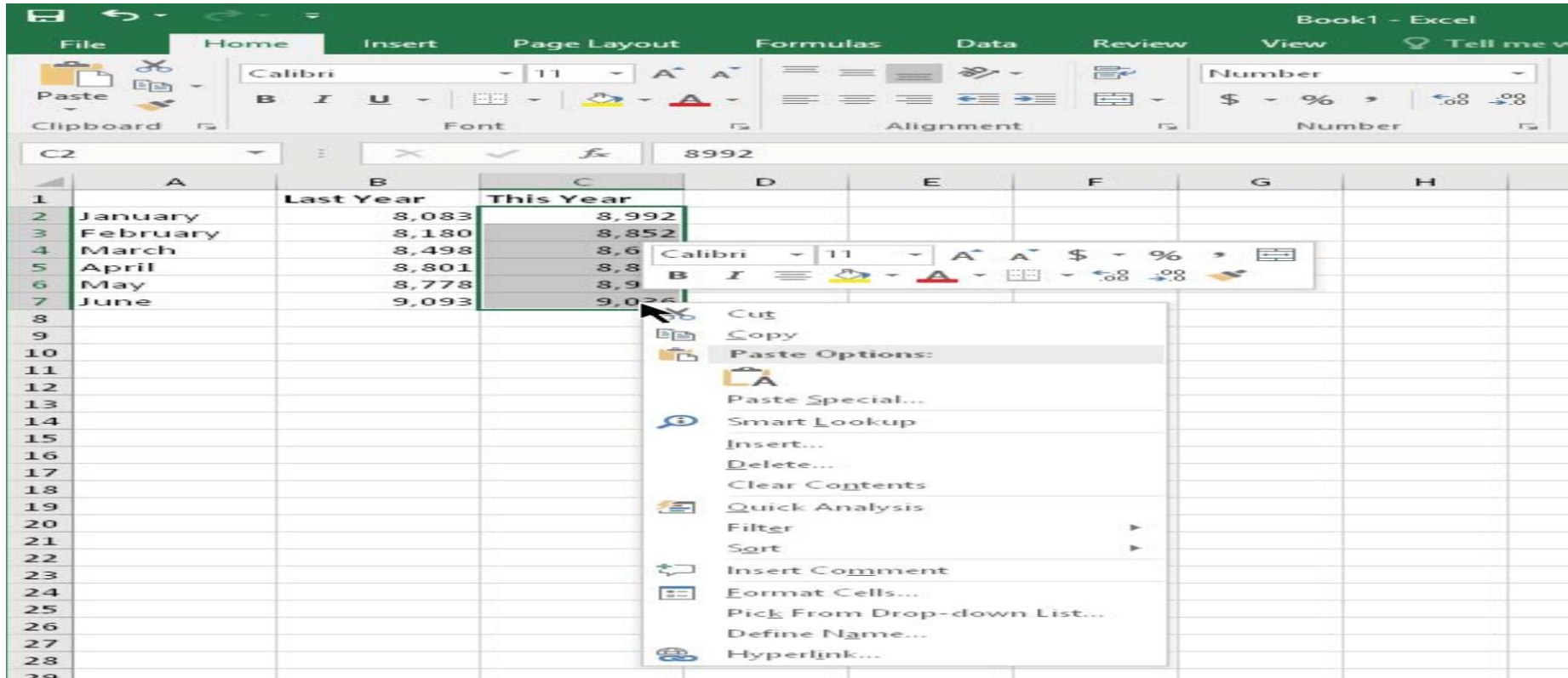
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# Microsoft Office Excel

## Using Shortcut Menu



The screenshot displays the Microsoft Excel interface with the 'Home' tab selected. A table is visible with columns 'Last Year' and 'This Year'. The 'This Year' column is selected, and a shortcut menu is open over the cell containing '8,992'. The menu options include Cut, Copy, Paste Options, Paste Special..., Smart Lookup, Insert..., Delete..., Clear Contents, Quick Analysis, Filter, Sort, Insert Comment, Format Cells..., Pick From Drop-down List..., Define Name..., and Hyperlink...

	A	B	C	D	E	F	G	H
1		Last Year	This Year					
2	January	8,083	8,992					
3	February	8,180	8,852					
4	March	8,498	8,6					
5	April	8,801	8,8					
6	May	8,778	8,9					
7	June	9,093	9,0					

# Microsoft Office Excel

## Getting started on your worksheet

- Ctrl +N (the shortcut key for File ⇨ New ⇨ Blank Workbook).

Create a simple worksheet inside an excel sheet

**1 - Move the cell pointer to cell A1 (the upper-left cell in the worksheet) by using the navigation (arrow) keys.** The Name box displays the cell's address.

**2- Type Month into cell A1 and press Enter.** Depending on your setup, either Excel moves the cell pointer to a different cell or the pointer remains in cell A1.

Book2 - Excel

buthaina naham

File Home Insert Page Layout Formulas Data Review View Developer Help Tell me what you want to do Share

Themes Colors Fonts Effects Margins Orientation Size Print Area Breaks Background Print Titles Width: Automatic Height: Automatic Scale: 100% Sheet Right-to-Left Gridlines View Print View Print Bring Forward Send Backward Selection Pane Align Group Rotate

A1

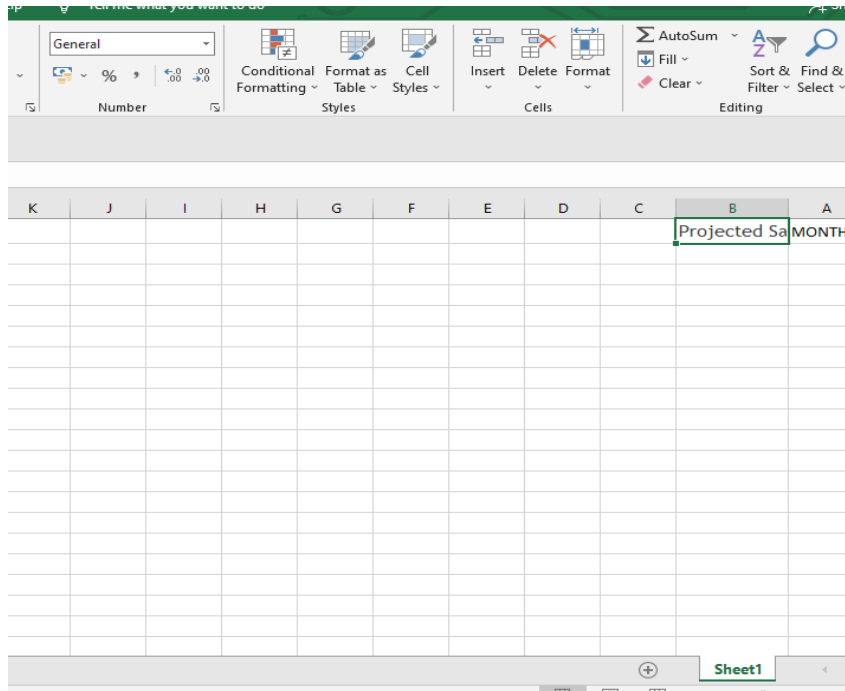
	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A
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Sheet1

Ready Accessibility: Good to go

100%

3- Move the cell pointer to B1, type( Projected Sales), and press Enter. The text extends beyond the cell width, but don't worry about that for now.



تم تكوين خليتين داخل الاكسل شيت

A خلية

تحتوي اسم (الشهر)

B خلية

تحتوي اسم (مبيعات)

# Exploring Data Types

A cell can hold any of three basic types of data:

- ▶ A numeric value
- ▶ Text
- ▶ A formula

A worksheet can also hold charts, diagrams, pictures, buttons, and other objects. These objects aren't contained in cells. Instead, they reside on the worksheet's *draw layer*, which is an invisible layer on top of each worksheet.

يمكن أن تحتوي الخلية على ثلاثة أنواع أساسية من البيانات:

قيمة عددية ، نص ، صيغة

# Numeric values

- ▶ *Numeric values* represent a quantity of some type
- ▶ sales amounts
- ▶ number of employees
- ▶ atomic weights
- ▶ test scores
- ▶ dates (Feb 26, 2015)
- ▶ times (such as 3:24 a.m.)



# Text entries

- ▶ labels for values
- ▶ a list of employee names
- ▶ headings for columns
- ▶ instructions about the worksheet
- ▶ Text is often used to clarify what the values in a worksheet mean or where the numbers came from.

# Formulas

- ▶ Excel enables you to enter flexible formulas that use the values (or even text) in cells to calculate a result.
- ▶ When you enter a formula into a cell, the formula's result appears in the cell. If you change any of the cells used by a formula, the formula recalculates and shows the new result.

## Formulas can be

- ▶ simple mathematical expressions
- ▶ can use some of the powerful functions that are built into Excel

# Entering date values

- ▶ Excel handles dates by using a serial number system
- ▶ June 1, 2016
- ▶ What is the serial number of this date???
- ▶ 42522

# Entering time values

- ▶ Excel works with times by using fractional days
- ▶ the date serial number for June 1, 2016, is 42522.
- ▶ What is the serial number for Noon on June 1, 2016???
- ▶ is represented internally as 42522.5
- ▶ **June 1, 2016 12:00**

# Using AutoFill to enter series of values

- ▶ The Excel AutoFill feature makes inserting a series of values or text items in a range of cells easy
- ▶ You can drag the AutoFill handle to copy the cell or automatically complete a series.
- ▶ . enter 1 into cell A1
- ▶ enter 3 into cell A2.
- ▶ Then select both cells and drag down the fill handle to create a linear series of odd numbers.

لتكوين سلسه من الاعداد الفرديه للعمود :

(اكتب رقم2) في الخليه A2 ، (اكتب رقم 1) في الخليه A1

قم بتحديد الخليتين والسحب الى اسفل نهايه العمود .. تتكون سلسه من الارقام الفرديه



# Using AutoComplete to automate data entry

- ▶ The Excel AutoComplete feature makes entering the same text into multiple cells easy
- ▶ type the first few letters of a text entry into a cell, and Excel automatically completes the entry based on other entries that you already made in the column

	D	C	B	A	
					11
			Ahmed		12
			Ahmed		13
					14
					15

# Entering numbers with fractions

- ▶ Most of the time, you'll want non integer values to be displayed with decimal points.
- ▶ How to write enter **6 7/8** in excel???
- ▶ **Enter 6 the space then 7/8**
- ▶ 6.875 appears in the Formula bar  
and the cell entry appears as a fraction
- ▶ How to write 1/8???
- ▶ **Enter 0 then space then 1/8**



