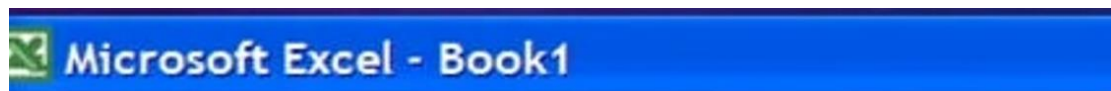EXCEL

Lecture 1

By:

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EXCEL

Excel is a computer program used to manipulate the data which can be numerical value.

- ❖ To create electronic spreadsheets.
- ❖ To organize data.
- ❖ To create charts
- ❖ To perform calculations.
- ❖ To create large spreadsheets

Excel operates like other Microsoft (MS) Office programs and has many of the same functions and shortcuts of other MS programs.
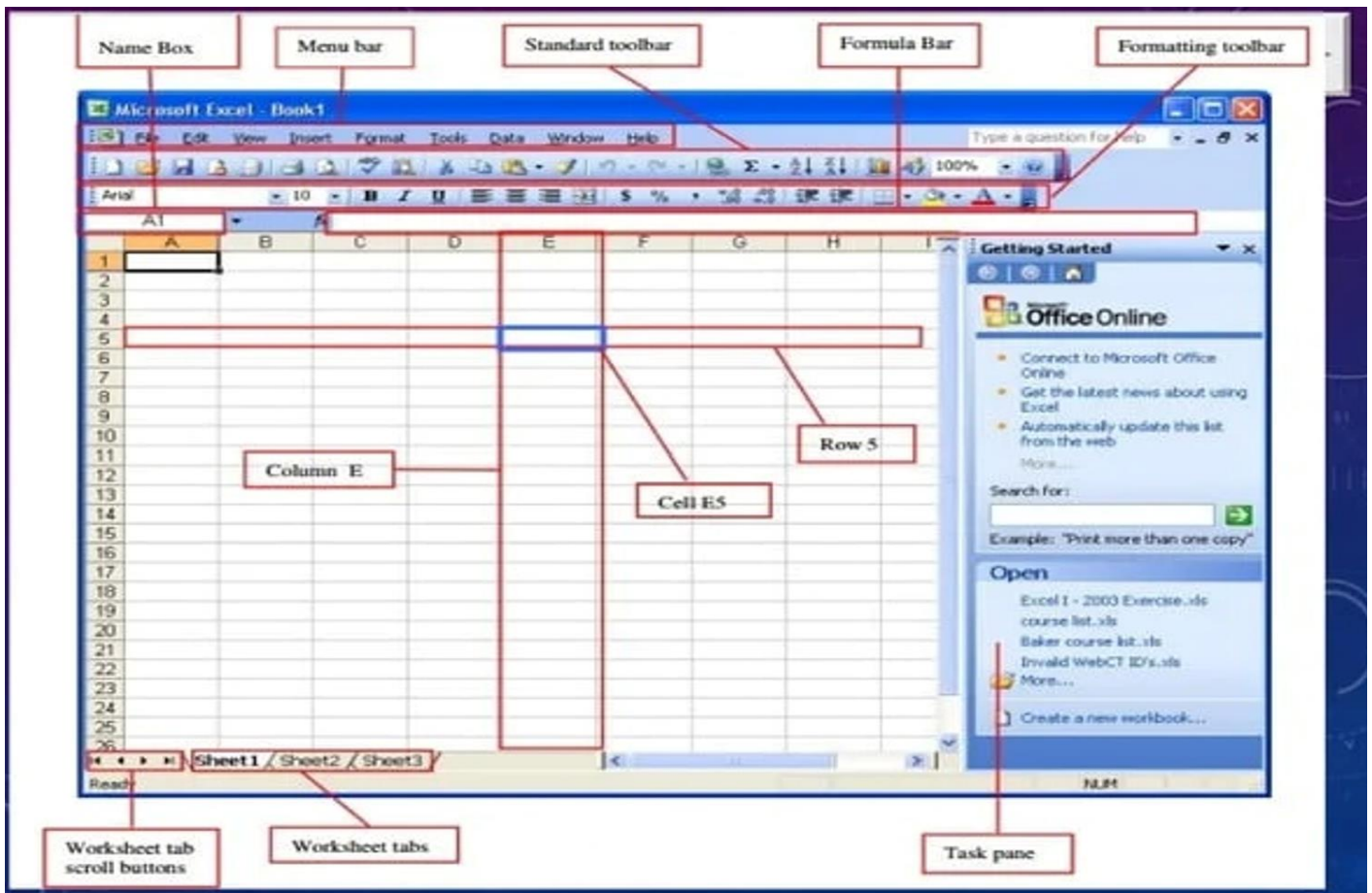
OVERVIEW OF THE EXCEL SCREEN

The **Title bar** is located at the very **top** of the screen. The Title bar displays the name of the workbook you are currently using.

Microsoft Excel - Book1

The Menu bar is located just below the Title bar. The Menu bar is used to give instructions to the program.

File Edit View Insert Format Tools Data Window Help
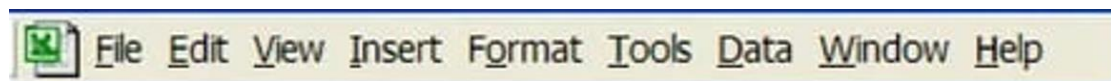
File Menu:

When first opening Excel a worksheet will automatically appear. However, if you desire to open a file that you previously worked on go to the "File" option located in the top left corner. Select "Open."

- To create a new worksheet go to the "File" option and select "New."
- To save the work created go to the "File" option and select "Save."
- To close an existing worksheet go to the "File" option and select "Close."
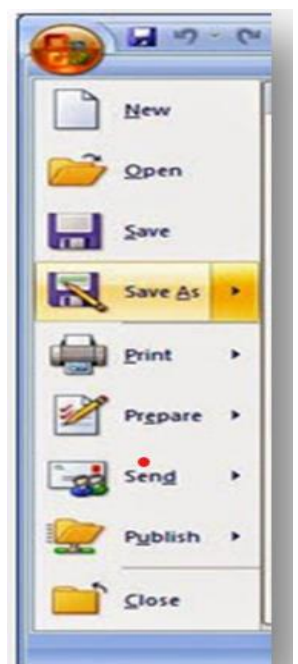
EDIT MENU

Among the many functions, the Edit Menu allows you to make changes to any data that was entered. You can:

- ➢ Undo mistakes made. Excel allows you

  to undo up to the last 16 moves you made.

- ➢ Cut, copy, or paste information.
- ➢ Find information in an existing workbook
- ➢ Replace existing information.
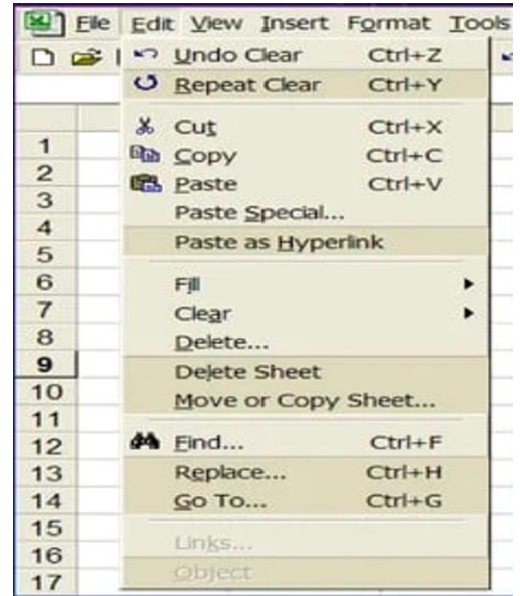
VIEW MENU

The View menu allows you different options of viewing your work. You can enable a Full Screen view that changes the view to include just the worksheet and Menu bar.
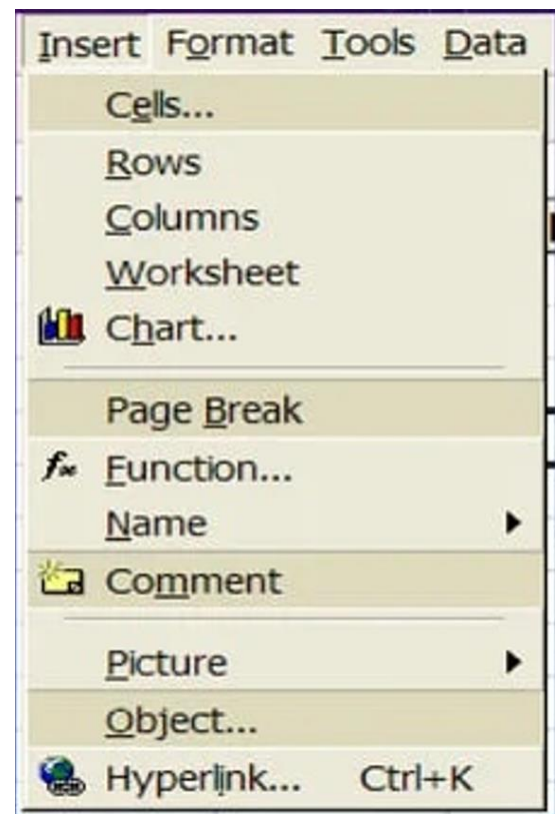
You can zoom in on your worksheet to focus on a smaller portion.

INSERT MENU

The Insert Menu allows you to:

➢ Add new worksheets, rows,and columns

  to an existing

➢ You can also insert charts, pictures,
  and objects onto your worksheet.

Insert Format Tools Data

Cells...
Rows
Columns
Worksheet
Chart...

Page Break
Function...
Name   ▶
Comment

Picture   ▶
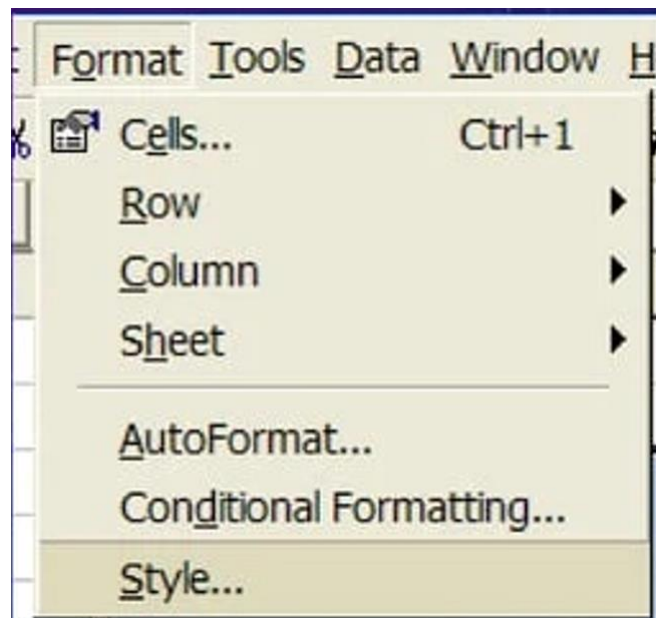Object...
Hyperlink...   Ctrl+K

FORMAT MENU

You can change row and column width and height in the "Row" and "Column" options.

You can rename worksheets and change their order in the "Sheet" option.

The "AutoFormat" option allows you to apply pre- selected colors, fonts, and sizes to entire worksheets.

Microsoft Excel consists of workbooks. Within each workbook, there is an infinite number of worksheets.

➢ Each worksheet contains columns and rows.

➢ There is 65,536 number of rows & 256 number of columns.

➢ Where a column and a row intersect is called the cell. For example, cell B6. We enter our data into the cells on the worksheet.

➢ The tabs at the bottom of the screen represent different worksheets within a workbook.
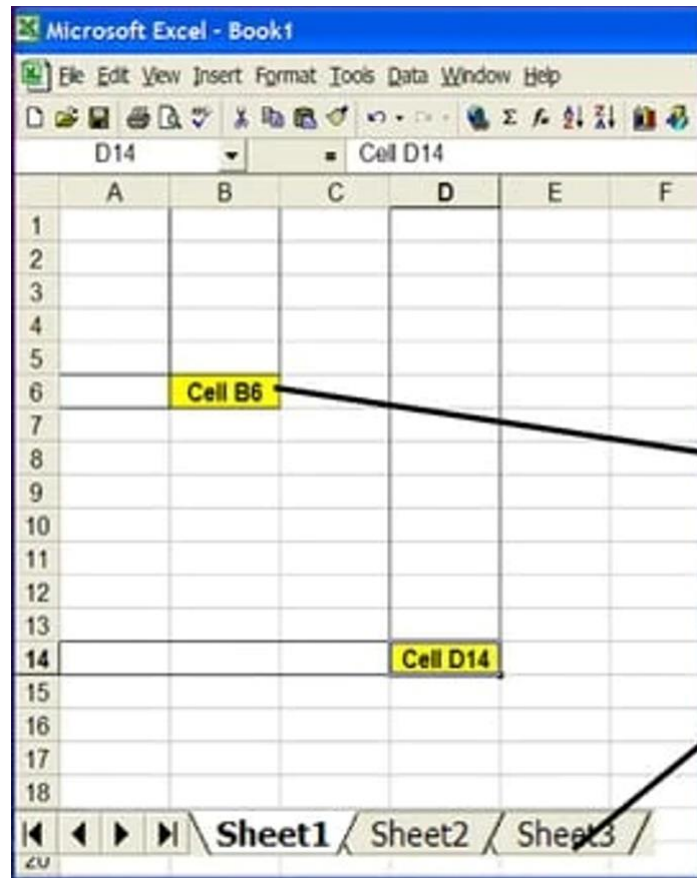
➤ The Name Box indicates what cell you are in. This cell is called the "active cell." This cell is highlighted by a black box.
➤ The "=" is used to edit your formula on your selected cell.
➤ The Formula Bar indicates the contents of the cell selected. If you have created a formula, then the formula will appear in this space.
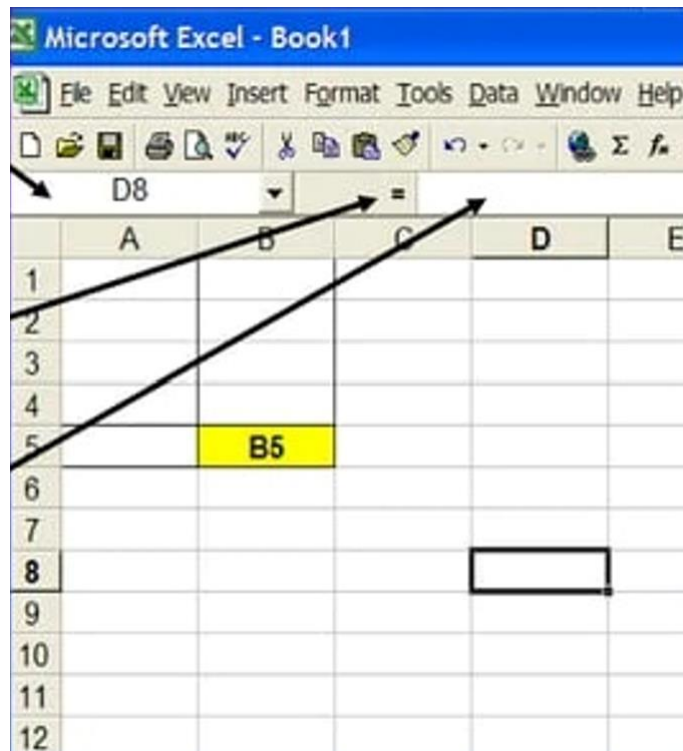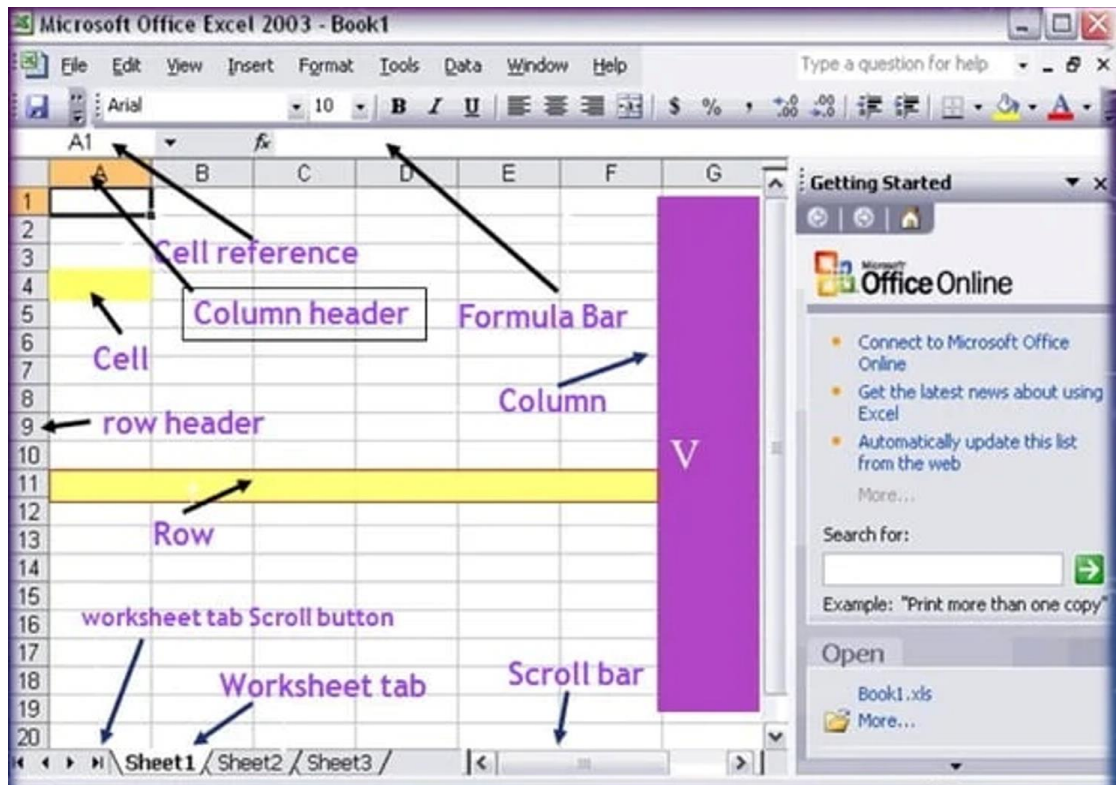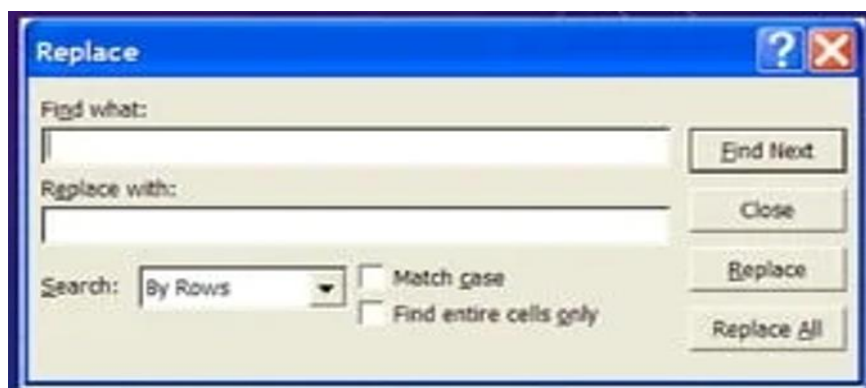
You can cut and paste to move data around.

>To update your worksheets, you can use the find and replace action (under the Edit Menu).

To change the order of worksheets, click and drag the worksheet tab to the desired order.
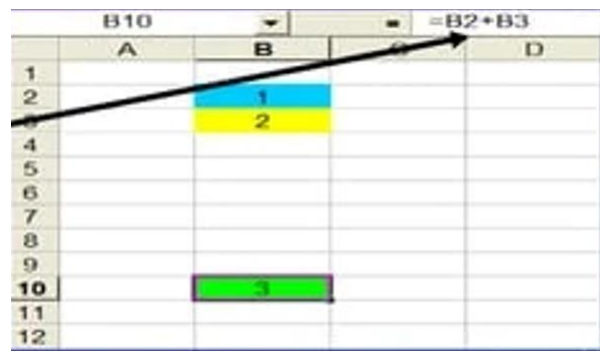
ENTERING FORMULAS

When entering numerical data, you can command Excel to do any

mathematical function. Start each formula with an equal sign (=).
To enter the same formulas for a range of cells, use the colon
sign":"

ADDITION FORMULAS

> To add cells together use the

"+" sign.

To sum up a series of cells, highlight the cells, then click
the auto sum button. The answer will appear at the
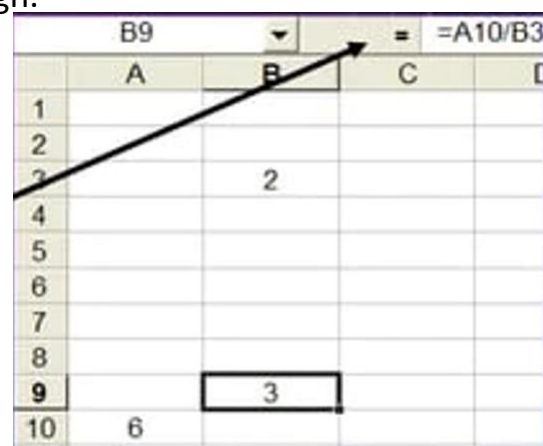 bottom of the highlighted box.
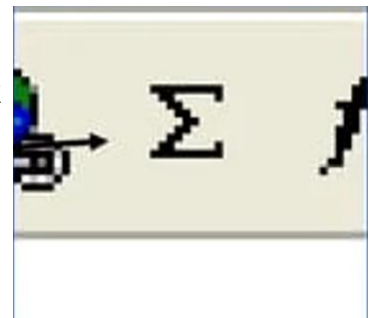
SUBTRACTION FORMULAS:
 To subtract cells, use the "-" sign.

DIVISION FORMULAS:

To divide cells, use the "/" sign.

MULTIPLICATION FORMULAS:
To multiply cells, use the "*" sign.

B8			=	=B3*A10
	A	B	C	D
1				
2				
3		2		
4				
5				
6				
7				
8		12		
9				
10	6			