




Al-Mustaqbal University College

Optics Techniques Department

Lecture 3

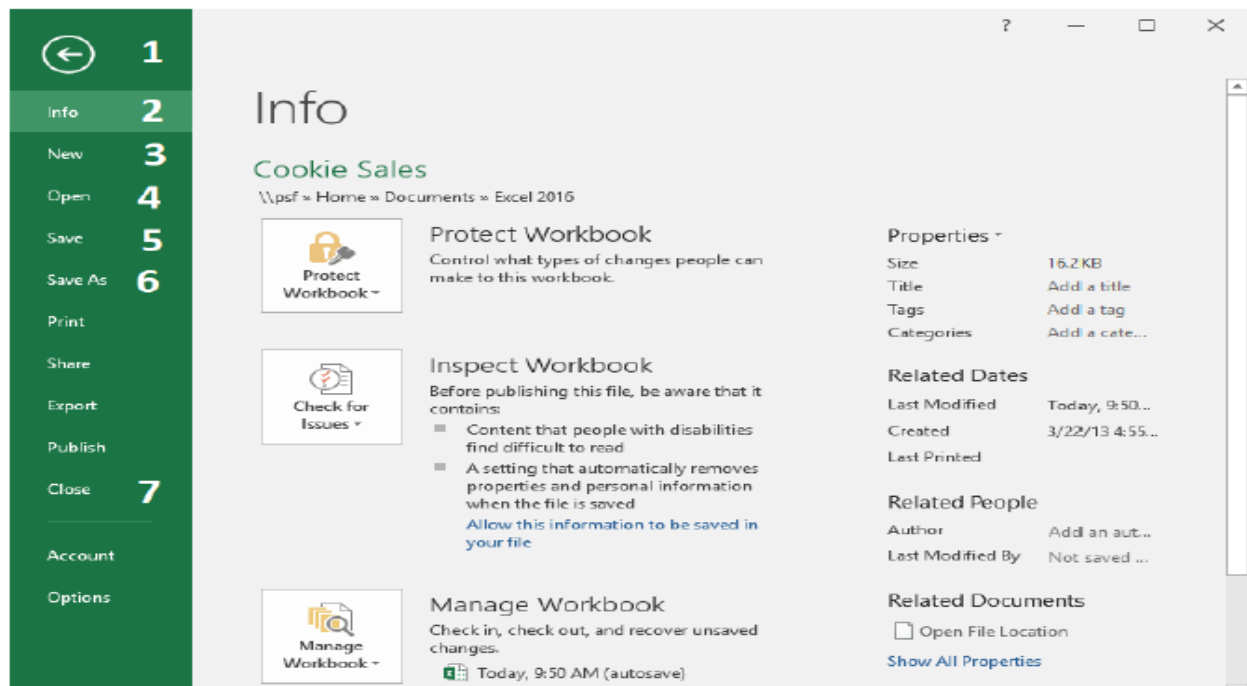
By : Duaa Abdulrida

 **Tabs:** They appear across the top of the Ribbon and contain groups of related

commands. Home, Insert, Page Layout are example of ribbon tabs.



➤ **The File tab** is used to do file-related operations, like open, save, create new workbook, or close. When you click on the **File** tab on the **Ribbon**.



 **The numbers in the screenshot**

- 1- Click on the **arrow** to close Backstage view and return to Excel.
- 2- **Info:** contains information about the current workbook.
- 3- **New:** creates a new blank workbook.
- 4- **Open:** opens recent workbooks, as well as workbooks saved to your **OneDrive** or on your **computer**.

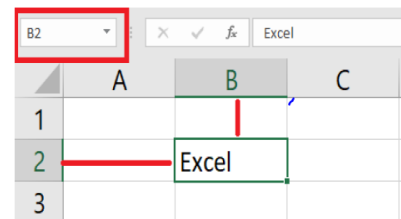
5- **Save:** saves the changes on the file that has already been saved.

6- **Save As:** Select the **location**, enter a **file name** for the workbook, and click **Save**. Use Save As to create a copy from original workbook using another name, different file type, and different location.

7- **Close:** close the current workbook.

Cell references (addresses)

➤ Each cell has a **cell address or reference**, based on the column and row where it is located, for example cell **B2** located in the column **B** and row 2.



Remember: Active cell reference appears in the Name Box.

Data Types in Excel

Excel allows you to enter different types of data into the cells, such as dates, text, formulas, time and numbers.

1- **Text:** is a combination of alphabetic letters, numbers, and symbols.

Examples:

First Mark , name1 , 12+9 name??

12,3 , 30/2/2020 , 105 , 1*2

By default, Text appear on the **left** of cell.

Typing any spaces within a number, it will be regarded as text.

	A	B
1	Skills	30/2/2021
2	Course 1	109
3	12,3	5+6

2- Numbers

- ✚ They can be **integers** or **real, negative** or **positive**.
 - ✚ By default, numbers appear on the **right** of cell.
 - ✚ **Dates and Times** are stored as numbers in Excel.
- The date **1/1/1900** is represented by a serial number **1**.

	A
1	12
2	-8.5
3	10:33 AM
4	10/14/2020
5	0.258
6	57%

3- Formulas

- ✓ Formula must start with an “= “sign.
- ✓ It consists of relational or arithmetic operations (or special function) combined with numbers and/or cell references.

➤ Select a cell

1. One Cell: Click a **cell** to select. A **border** will appear around the selected cell

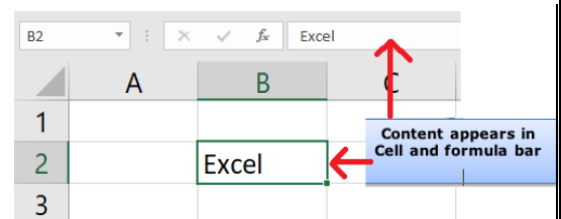
2. Cell range: Drag the mouse until all of the **cells** you want to select are **highlighted**. **The address of the first cell in the range appear in name box.**

	A	B	C
1			
2			
3			
4			

➤ Cell content:

1. Insert content: Type **content** into the selected cell, then press **Enter** from keyboard. The content will appear in the **cell** and the **formula bar**.

2. Edit content: You can edit cell content by double click on the cell or from the formula bar.



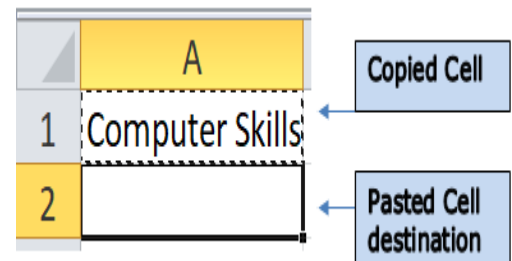
3. Delete content: Press the **Delete or Backspace** key from keyboard.

✚ Copy & Paste cell content: duplicates cell content

1. Select the **cell(s)** you want to **copy**.

2. On the **Home** tab, click the **Copy** command on the **Clipboard** group, or press **Ctrl+C** from keyboard.

Note that the copied cells will be surrounded by *dashed box*.



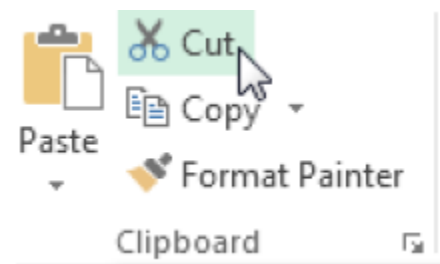
3. Select the **cell(s)** where you want to **paste**. On the **Home** tab, click the **Paste** command on the **Clipboard** group, or press **Ctrl+V** from keyboard.

4. The content will be **pasted** into the selected cells.

✚ Cut & Paste cell content: moving cell content

1. Select the **cell(s)** you want to **cut**.

2. On the **Home** tab, click the **Cut** command on the **Clipboard** group, or press **Ctrl+X** from keyboard. The cut cells will have a **dashed box**.



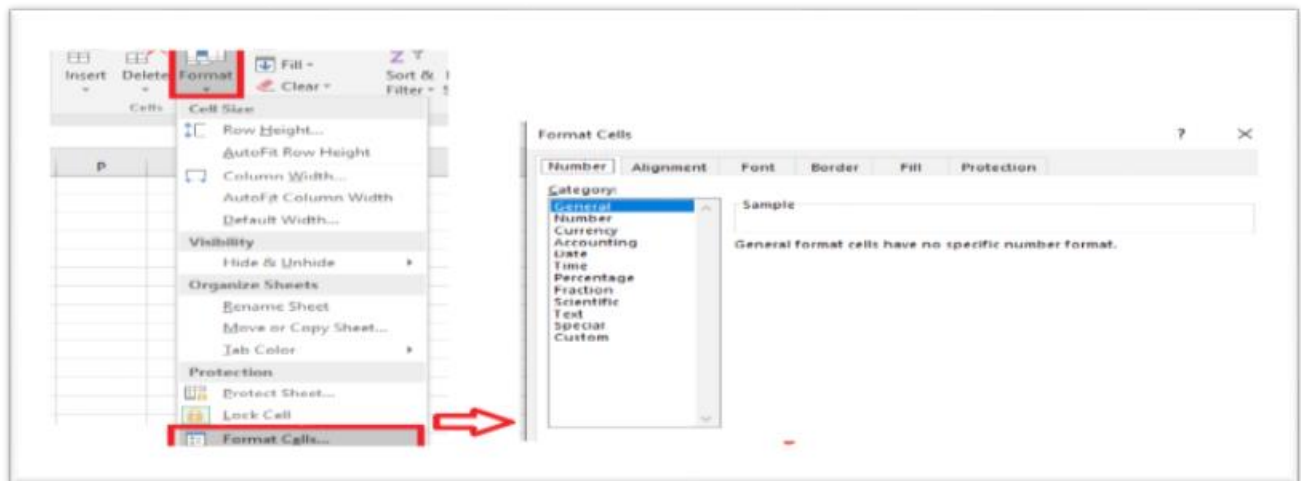
3. Select the cells where you want to **paste** the content.

4. Click the **Paste** command on the **Home** tab, or press **Ctrl+V** on your keyboard.

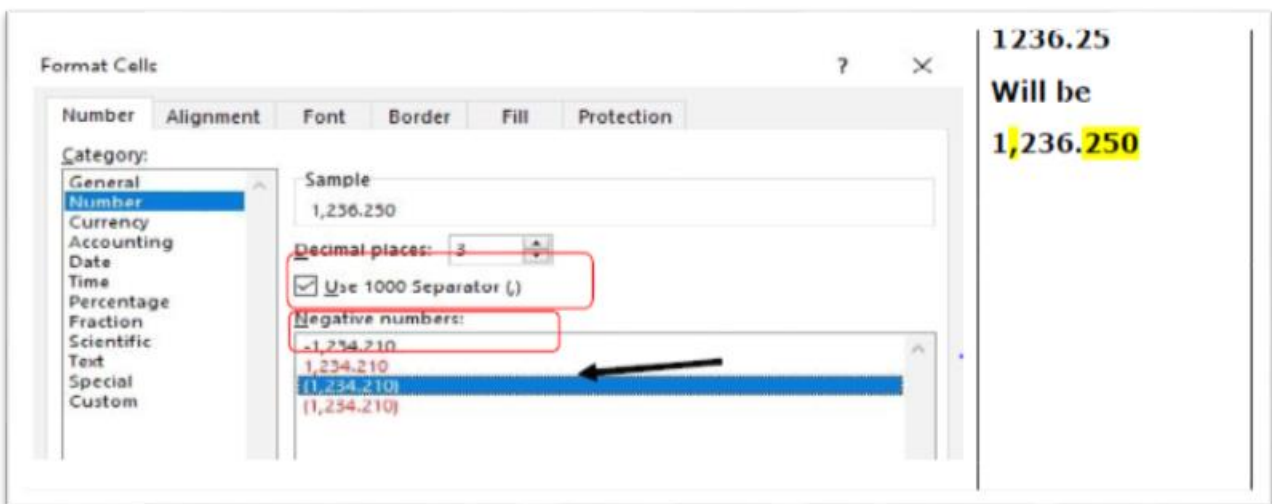
5. The cut content will be **moved** from the original cells and **pasted** into the selected cells.

Format Cell content

- Select the cells that you want to format.
- Click the **Format** command in the **Cells** group on the **Home** tab.
- Select “**Format Cells**” from the menu. Or **Right-click** on the selected cells, from the menu select “**Format Cells**”.
- The Format Cells Dialog Box will appear. Choose the suitable tab to format



1- Number tab:



Format Cells

Number Alignment Font Border Fill Protection

Category:

- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage**
- Fraction
- Scientific
- Text
- Special
- Custom

Sample: 5.0%

Decimal places: 1

0.05
Will be
5.0%

Format Cells ? X

Number Alignment Font Border Fill Protection

Category:

- General
- Number
- Currency**
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample: \$1.050

Decimal places: 3

Symbol: \$

Negative numbers:

- \$1,234,210
- \$1,234,210
- (\$1,234,210)
- (\$1,234,210)

1.05
Will be
\$1.050

Format Cells ? X

Number Alignment Font Border Fill Protection

Category:

- General
- Number
- Currency
- Accounting
- Date
- Time**
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample: 12:00

Type:

- 13:30:55
- 1:30**
- 1:30 PM
- 1:30 PM
- 1:30 PM
- 1:30 PM

Locale (location):

- Arabic (Jordan)

	<p>1.5 Will be 1 1/2</p>
	<p>300 Will be 3.00E+ 02</p>

Number group icons on Home Tab:

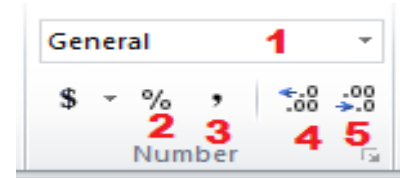
1- Choose number format from the list (**General**, **Number**, **Currency**, **Short Date**, **Long Date** etc.).

2- **Percent Style** formats.

3- Thousands **Comma Style**.

4- **Increase Decimal** places.

5- **Decrease Decimal** places.



2. Font tab

1- **Font Type**

2- **Font Style** [*Italic*, **Bold**, ***Bold Italic***]

3- **Font Size**

4- **Underline**: [None, Single, Double]

5- **Font color**

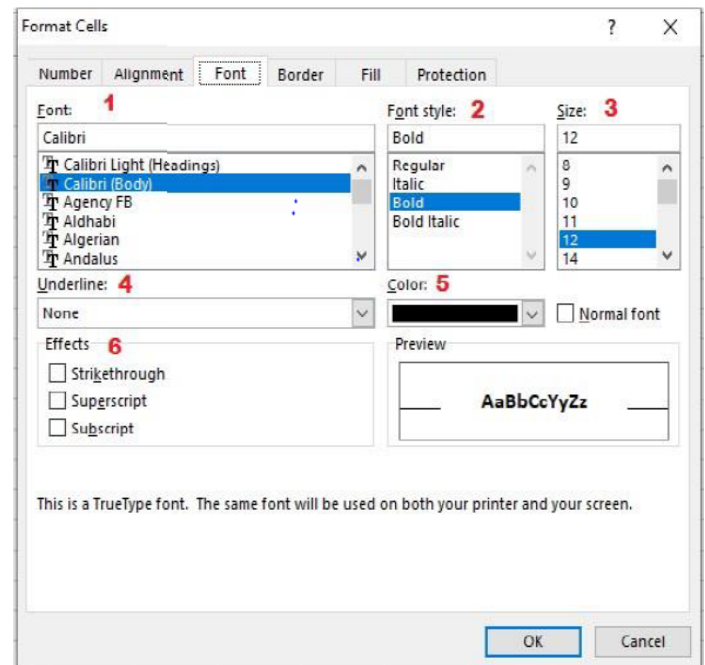
6- **Font Effects**:

- **Strikethrough**: draw a line through the selected text or numbers.

- **Superscript**: cell contents positioned slightly higher.

- **Subscript**: cell contents positioned slightly lower.

Use subscripts and superscripts for individual characters in a cell



Font group icons on Home Tab:

