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Lecture 10

2021 – 2022

Microsoft Excel

- Excel definition: a software program created by Microsoft that uses spreadsheets to organize numbers and data with formulas and functions. Excel analysis is ubiquitous around the world and used by businesses of all sizes to perform financial analysis.

What is Excel used for?

Excel is typically used to organize data and perform financial analysis. It is used across all business functions and at companies from small to large.

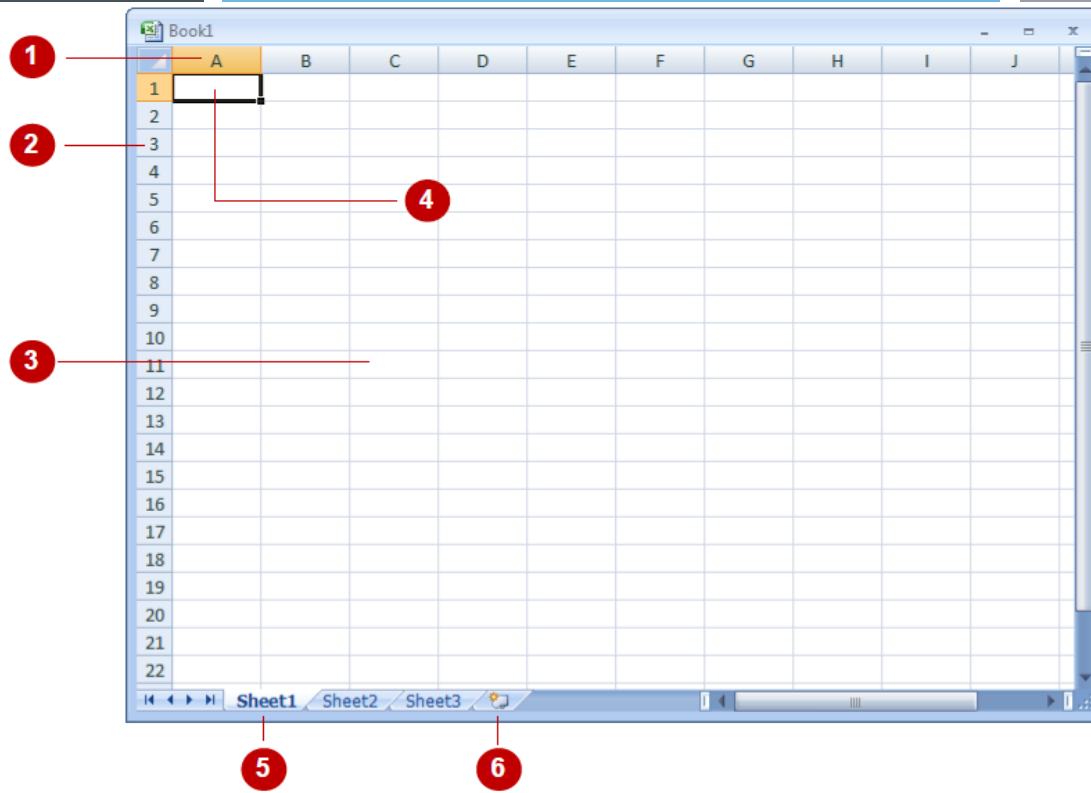
The main uses of Excel include:

1. Data entry
2. Data management
3. Accounting
4. Financial analysis
5. Charting and graphing
6. Programming
7. Time management
8. Task management
9. Financial modeling
10. Customer relationship management (CRM)

Almost anything that needs to be organized!

Understanding Workbooks

- In Microsoft Excel the data you enter, whether it consists of numbers, text, or formulas, is stored in a file known as a workbook. Workbooks are just like huge electronic books with pages (or sheets) that have been ruled into columns and rows. Before using Excel it is helpful to know what the various parts and elements that make up a workbook are.



- 1 A worksheet (or page) in a workbook contains 16,384 **columns** that are labelled using letters of the alphabet. The first column in a worksheet is labelled column **A**, while the last is labelled **XFD**
- 2 A worksheet (or page) in a workbook contains 1,048,576 **rows** that are labelled using numbers from 1 to 1,048,576
- 3 Where a column and row intersect we get what is known as a **cell**. You enter your data into these cells. Each cell in a worksheet can hold up to 32,767 characters – although it would be unrealistic to ever push it this far. Cells are referred to by their column and row labels. For example, in the screen above the cell we are pointing to is **C11** – this reference is known as the **cell address** and is most important as it is frequently used in commands and formulas

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- 4 When you start typing something, you want it to appear somewhere in the worksheet. As a consequence when the Status Bar shows **Ready** mode, at least one cell in the worksheet will be highlighted – this is known as the **active cell**. In the screen above, the active cell is cell **A1** – notice that the column label and the row label also appears coloured to indicate the active cell. You can have more than one active cell – when this occurs you have what is known as a **range**
 - 5 A workbook (as you would expect) is made up of pages known as **worksheets**. You can have as many sheets in a workbook as your computer resources can accommodate. As a default, a new blank workbook normally has 3 worksheets labelled *Sheet1*, *Sheet2*, and *Sheet3*. Of course these labels are pretty boring and meaningless and can be changed to something more relevant
 - 6 The **Insert Worksheet** button here will insert another worksheet into the current workbook should you need it

TYPING TEXT OR NUMBERS INTO A WORKSHEET

Generally when you start a new spreadsheet project, the first task is to enter some headings into rows and columns. To type anything into a worksheet you need to make the cell into which

you wish to enter the data active. This can be done in a number of ways but the most common is to click in it first before typing.

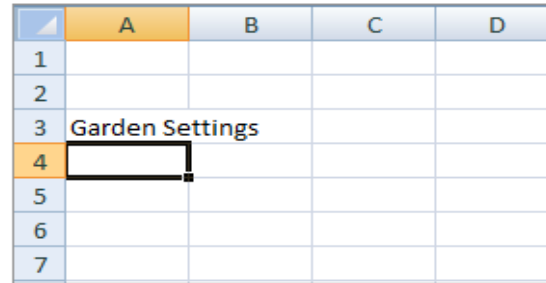
Try This Yourself:

Before you begin ensure that there is a blank workbook on the screen...

- 1 Click in cell **A3** to make this the active cell, type **Garden Settings** and press

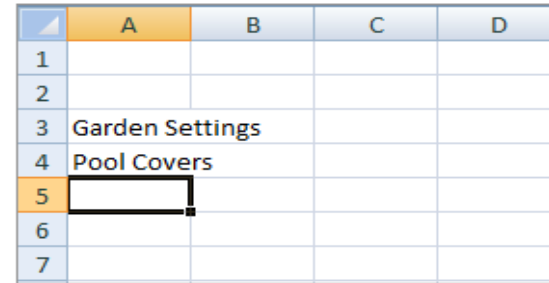
When you press the next cell down automatically becomes the active cell. By the way, even though the text looks like it is in cells A3 and B3 it really only is in cell A3 – since there is nothing in B3, Excel allows the spill over to be displayed giving the illusion it is in 2 cells...

- 2 Type **Pool Covers** and press



| | A | B | C | D |
|---|-----------------|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | Garden Settings | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |

1



| | A | B | C | D |
|---|-----------------|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | Garden Settings | | | |
| 4 | Pool Covers | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |

2

3 Repeat the above steps and enter the remaining text in column **A** as shown

4 Click in cell **B2** to make this the active cell, type **UK** and press **Tab**

*When you press **Tab** the cell to the right becomes the active cell...*

5 Enter the remaining text in row **2** as shown

3

| | A | B | C | D | E |
|---|-----------------|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | Garden Settings | | | | |
| 4 | Pool Covers | | | | |
| 5 | Fountains | | | | |
| 6 | Large Tubs | | | | |
| 7 | Fencing | | | | |
| 8 | | | | | |
| 9 | | | | | |

4

| | A | B | C | D | E |
|---|-----------------|----|---|---|---|
| 1 | | | | | |
| 2 | | UK | | | |
| 3 | Garden Settings | | | | |
| 4 | Pool Covers | | | | |
| 5 | Fountains | | | | |
| 6 | Large Tubs | | | | |
| 7 | Fencing | | | | |
| 8 | | | | | |
| 9 | | | | | |

5

| | A | B | C | D | E | F |
|---|-----------------|----|-----|----|-------|---|
| 1 | | | | | | |
| 2 | | UK | AUS | NZ | SPAIN | |
| 3 | Garden Settings | | | | | |
| 4 | Pool Covers | | | | | |
| 5 | Fountains | | | | | |
| 6 | Large Tubs | | | | | |
| 7 | Fencing | | | | | |
| 8 | | | | | | |

To save a new document:

1. Click on the **File** Tab and select **Save As**
2. Locate the storage folder in the Navigation pane
3. Type a File name and click on [**Save**]



Thank You