

Al-Mustaqbal University
Collage Of Pharmacy



Computer Sciences III S1

Lecture 5

Introduction to MS Excel

Part 2

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Learning Objectives

Understand and apply the following skills:

- Hiding and unhiding rows and columns.
- Selecting worksheets.
- Navigating between worksheets.
- Renaming worksheets.
- Inserting & deleting worksheets.
- Moving & copying worksheets.
- Switching between MS Excel views.
- Freezing & unfreezing panes.
- Using templates.

Outlines

- Hiding and Unhiding Rows and Columns
- Selecting Worksheets
- Navigating Between Worksheets
- Renaming Worksheets
- Inserting Worksheets
- Deleting Worksheets
- Moving Worksheets
- Copying Worksheets
- MS Excel Views
- Freezing Panes
- Using Templates

Hiding Rows and Columns

To hide a row or column:

1. Select the row or column that you want to hide.
2. On the **Home** tab, in the **Cells** group, click the **Format** button, point to **Hide & Unhide**, and then click **Hide Rows** or **Hide Columns**.

	A	B	C	D	E
2		October	November	December	Total
3	Tutions	0	0	0	0
4	Books	0	26.5	0	26.5
5	Rents	625	625	625	1875
6	Food	900	800	475	2175
7	Transportaion	79	150	100	329
8	Other	55	136	87	278

2		October	November	December
3	Tutions	0	0	0
4	Books	0	26.5	0
5	Rents	625	625	625
6	Food	900	800	475
7	Transportaion	79	150	100
8	Other	55	136	87

The screenshot shows the Excel ribbon with the 'Format' button in the 'Cells' group. A blue arrow points from the 'Format' button to the 'Hide & Unhide' option in the dropdown menu. The 'Hide & Unhide' menu is open, showing 'Hide Rows' and 'Hide Columns' options. A blue arrow also points from the 'Hide & Unhide' menu to the 'Hide Columns' option.

NOTE: You can also hide a row or column by right-clicking the row or column header, and then clicking **Hide** on the shortcut menu.

Unhiding Rows and Columns

To hide a row or column:

1. Select the rows above and below the hidden row, or select the columns to the left and right of the hidden column.
2. On the **Home** tab, in the **Cells** group, click the **Format** button, point to **Hide & Unhide**, and then click **Unhide Rows** or **Unhide Columns**.

	A	B	C	D	F
2		October	November	December	
3	Tutions	0	0	0	
4	Books	0	26.5	0	
5	Rents	625	625	625	
6	Food	900	800	475	
7	Transportaion	79	150	100	
8	Other	55	136	87	



The screenshot shows the Excel ribbon with the 'Format' button selected. The 'Hide & Unhide' menu is open, and the 'Unhide Columns' option is highlighted. A blue arrow points from the 'Unhide Columns' option back to the table on the left.

	A	B	C	D	E
2		October	November	December	Total
3	Tutions	0	0	0	0
4	Books	0	26.5	0	26.5
5	Rents	625	625	625	1875
6	Food	900	800	475	2175
7	Transportaion	79	150	100	329
8	Other	55	136	87	278

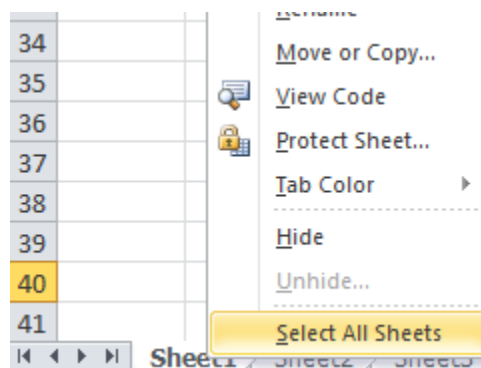
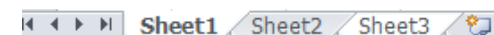
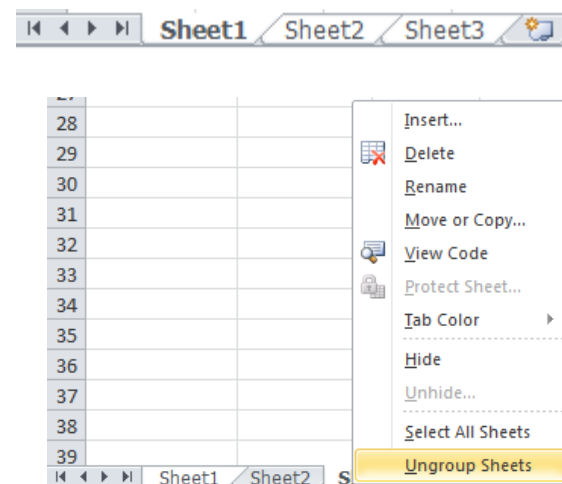
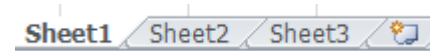
NOTE: You can also unhide a row or column by selecting the rows or columns that surround the hidden row or column, right-clicking the selection, and then clicking **Unhide** on the shortcut menu.

Selecting Worksheets

- To select a worksheet, click the tab of the worksheet that you want to select.
- To select multiple adjacent worksheets, click the tab of the first worksheet that you want to select, hold down the **Shift** key, and then click the tab of the last worksheet that you want to select.

NOTE: to cancel the selection of multiple worksheets, click the tab of any unselected worksheet, or right-click the tab of any selected worksheet, and then click **Ungroup Sheets** on the shortcut menu.

- To select multiple nonadjacent worksheets, click the tab of the first worksheet that you want to select, hold down the **Ctrl** key, and then click the tabs of additional worksheets that you want to select.
- To select all worksheets in a workbook, right-click a worksheet tab, and then click **Select All Sheets** on the shortcut menu.



Navigating Between Worksheets

If a workbook contains many worksheets, all the worksheet tabs may not be visible. You can use the tab scrolling buttons located at the bottom of the workbook window to display hidden tabs.

Next Tab: displays the next worksheet tab to the right.

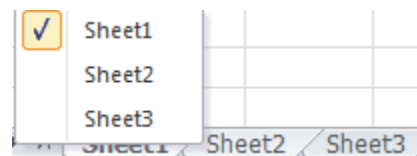


First Tab: displays the first worksheet tab in the workbook.

Previous Tab: Displays the previous worksheet tab to the left.

Last Tab: Displays the last worksheet tab in the workbook.

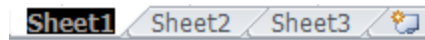
NOTE: When you right-click any of the tab scrolling buttons, Excel displays a list of all the worksheets in the workbook. You can quickly activate a sheet by selecting it from the list.



Renaming Worksheets

To rename a worksheet:

- Double-click the tab of the worksheet that you want to rename. Or, right-click the worksheet tab, and then click **Rename** on the shortcut menu. The worksheet name is selected on the tab.



- Type a new name, and then press the **Enter** key, the worksheet tab size adjusts to fit the name.

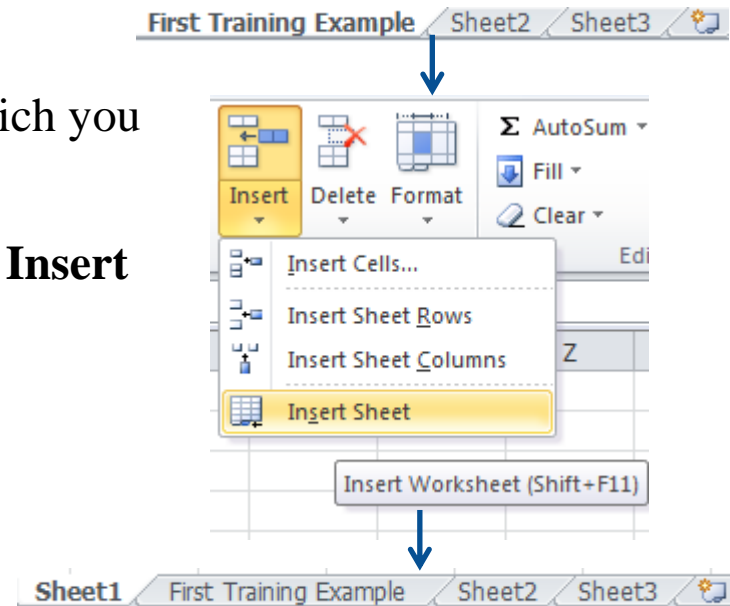


NOTE: Worksheet names can have up to 31 characters and can include letters, numbers, symbols, and spaces. Each worksheet name in a workbook must be unique.

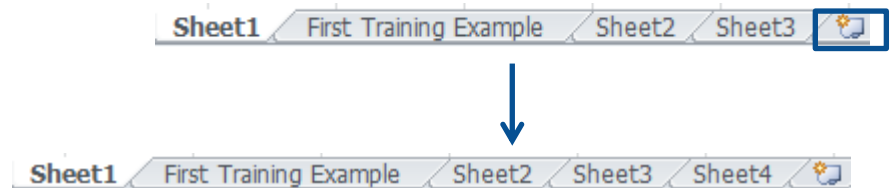
Inserting Worksheets

To insert a worksheet:

- Click the tab of the worksheet to the left of which you want to insert a new worksheet.
- On the **Home** tab, in the **Cells** group, click the **Insert** arrow, and then click **Insert Sheet**.



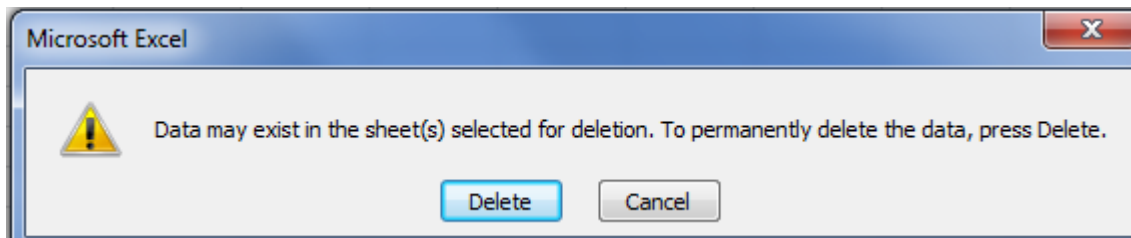
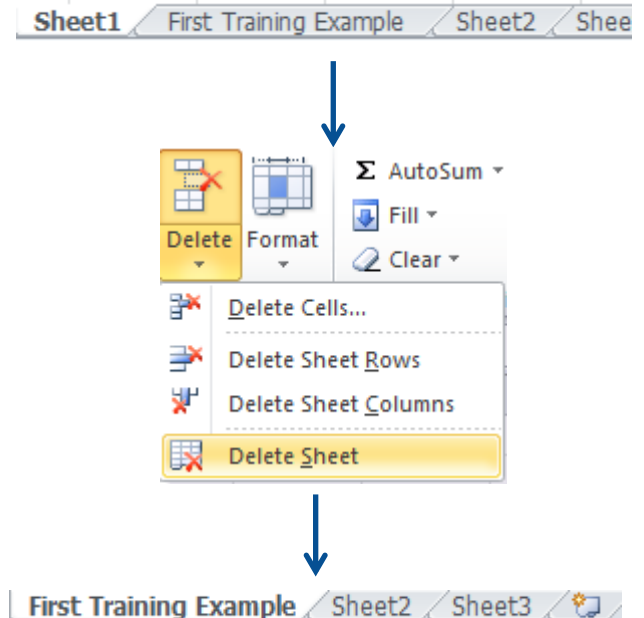
NOTE: You can also insert a worksheet by clicking the **Insert Worksheet** button located on the right side of the last worksheet tab, this inserts a new worksheet after the last worksheet in the workbook.



Deleting Worksheets

To delete a worksheet:

- Click the tab of the worksheet that you want to delete.
- On the **Home** tab, in the **Cells** group, click the **Delete** arrow, and then click **Delete Sheet**
- If the worksheet contains data, a dialog box opens asking you to confirm. Click the **Delete** button .



NOTE: You can also delete a worksheet by right-clicking on it, then clicking on **Delete** from the shortcut menu.

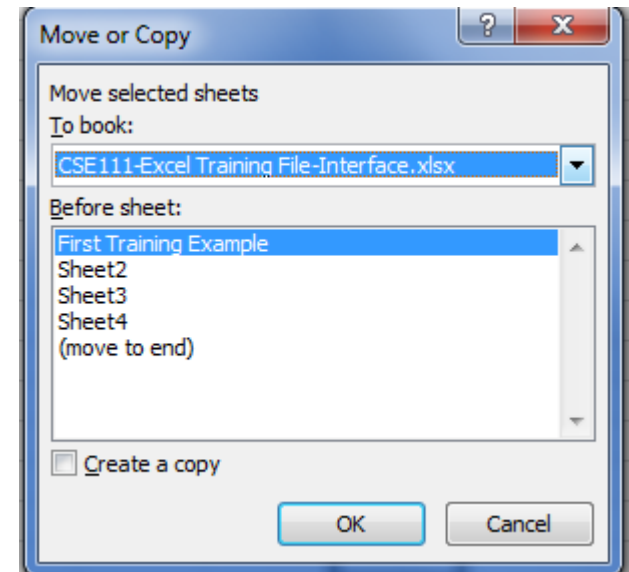
Moving Worksheets

You can move a worksheet to another location in the same workbook, or even to another location in another workbook.

To move a worksheet:

- Right-click the tab of the worksheet that you want to move, and then click **Move or Copy** on the shortcut menu. The **Move or Copy** dialog box opens
- In the **To Book** list menu select the name of the destination workbook.
- In the **Before sheet** box, click the name of the worksheet to the left of which you want the selected worksheet to be moved.
- Click the **OK** button.

NOTE: You can also move a worksheet by dragging its tab to the desired location. As you drag, the mouse pointer changes to a small sheet and a small black arrow indicates where the worksheet will be moved when you release the mouse button.

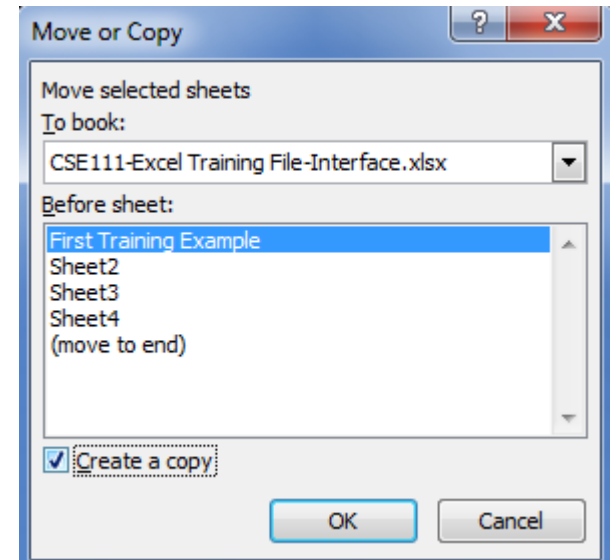


Copying Worksheets

You can copy a worksheet to another location in a workbook, or even to another location in another workbook.

To copy a worksheet:

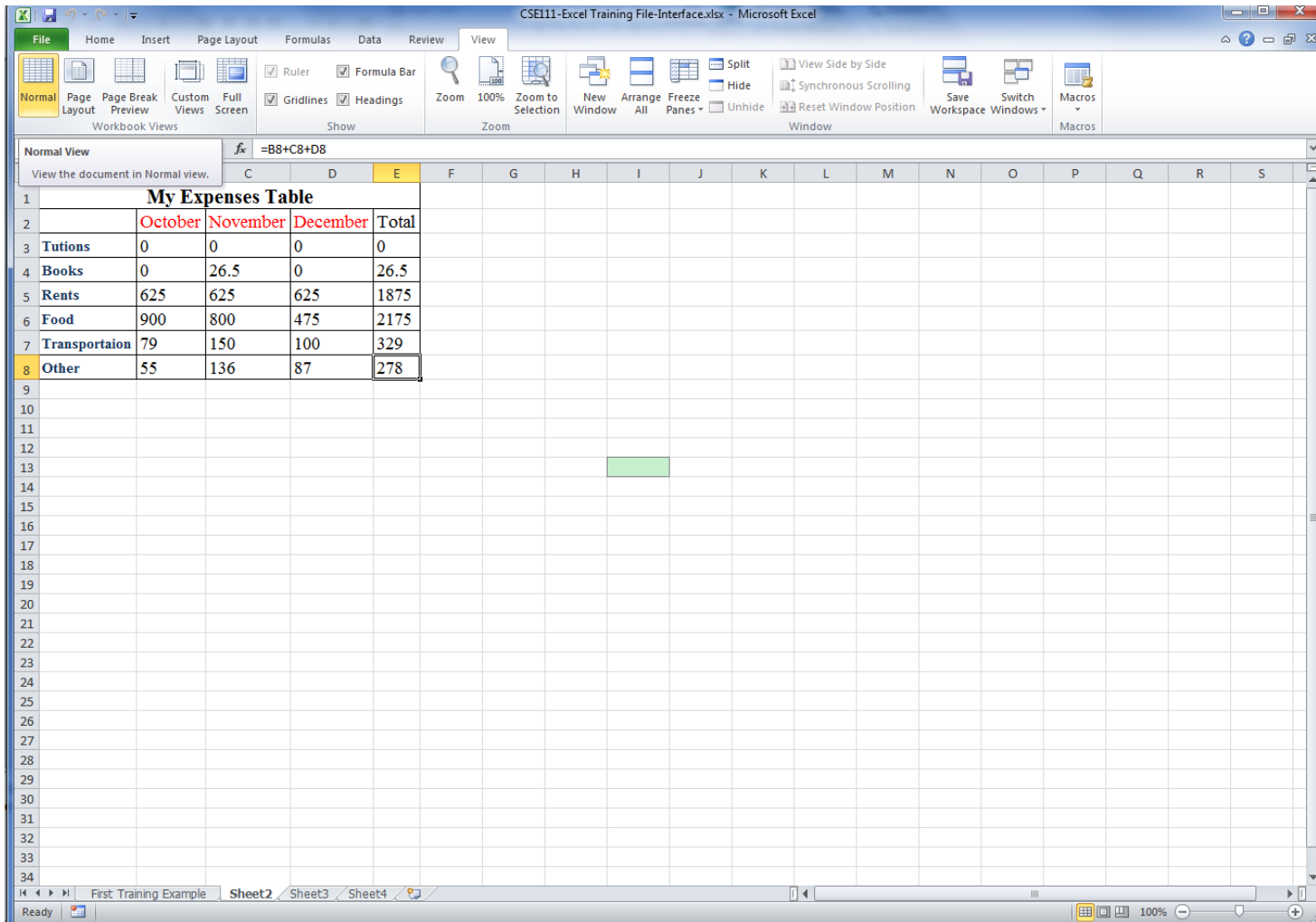
- Right-click the tab of the worksheet that you want to move, and then click **Move or Copy** on the shortcut menu. The **Move or Copy** dialog box opens
- In the **To Book** list menu select the name of the destination workbook.
- In the **Before sheet** box, click the name of the worksheet to the left of which you want the selected worksheet to be moved.
- Select the **Create a copy** check box.
- Click the **OK** button.



NOTE: You can also copy a worksheet by holding down the **Ctrl** key and dragging its tab to the desired location. As you drag, the mouse pointer changes to a small sheet with a plus sign on it and a small black arrow indicates where the worksheet will be copied when you release the mouse button

MS Excel Views - The Normal View

This is the default view. If you switch to another view and return to it, Excel displays page breaks.

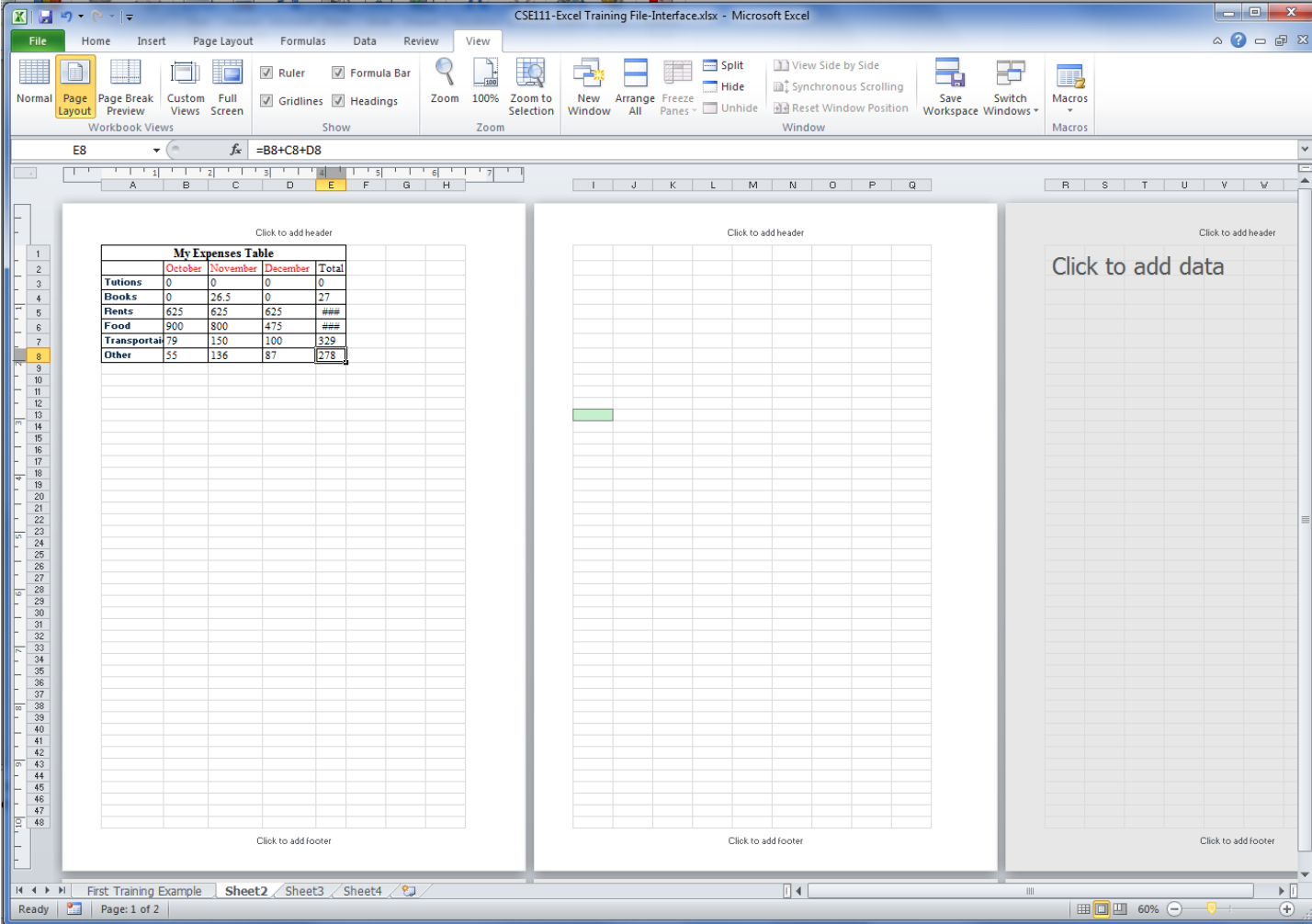


The screenshot shows the Microsoft Excel interface in Normal View. The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The View tab is active, showing options like Ruler, Formula Bar, Gridlines, Headings, Zoom, and Window. The worksheet contains a table titled "My Expenses Table" with columns for months and a total column. The formula bar shows the formula $=B8+C8+D8$.

	October	November	December	Total
Tutions	0	0	0	0
Books	0	26.5	0	26.5
Rents	625	625	625	1875
Food	900	800	475	2175
Transportaion	79	150	100	329
Other	55	136	87	278

MS Excel Views - Page Layout View

Displays the worksheet as it will appear when printed. Use this view to see where pages begin and end, and to add headers and footers.

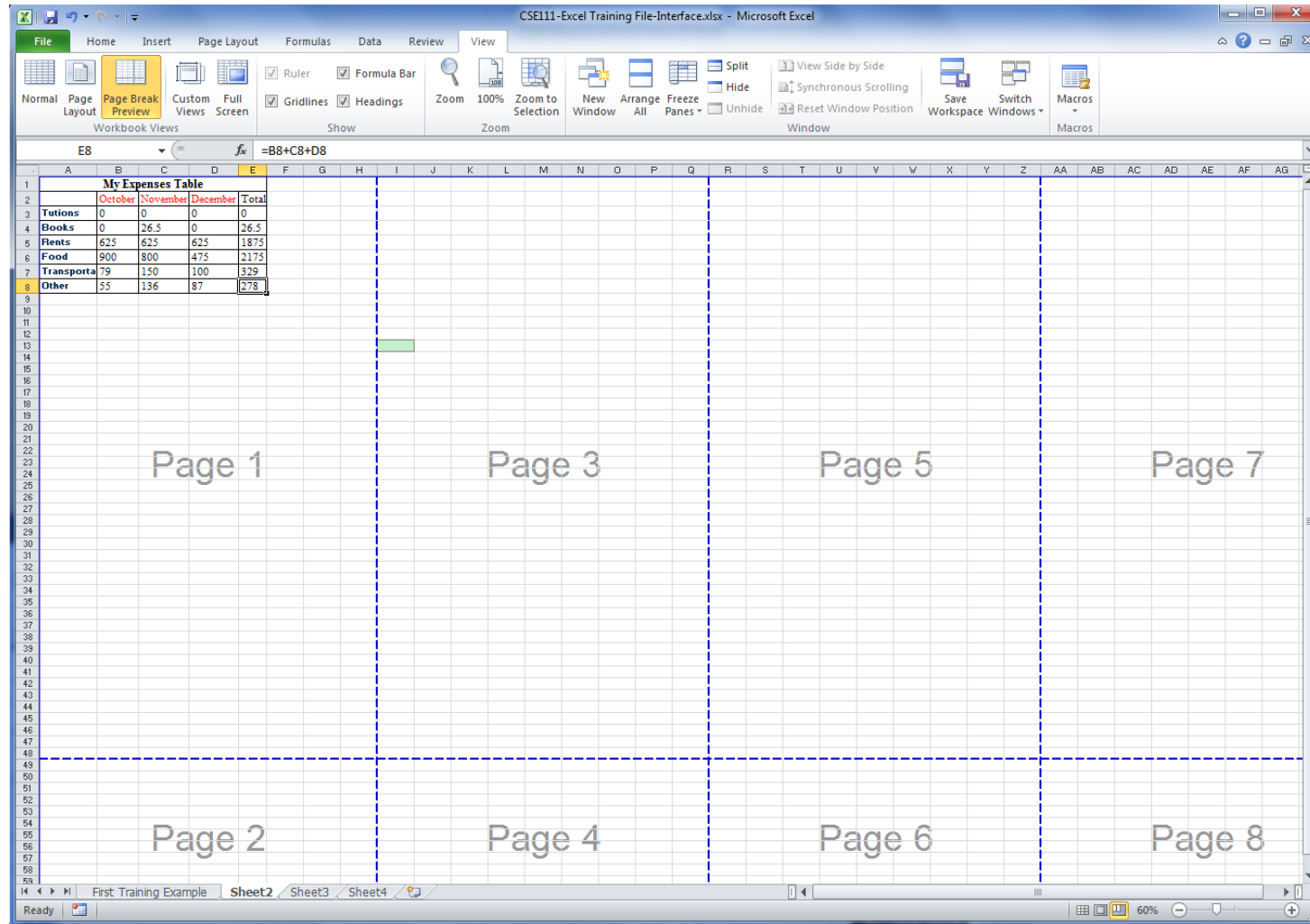


The screenshot shows Microsoft Excel in Page Layout View. The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The View tab is active, showing options like Ruler, Formula Bar, Gridlines, Headings, Zoom, and Window. The worksheet displays a table titled "My Expenses Table" and three page layout columns with headers and footers.

	October	November	December	Total
Tutions	0	0	0	0
Books	0	26.5	0	27
Rents	625	625	625	###
Food	900	800	475	###
Transportat	79	150	100	329
Other	55	136	87	278

MS Excel Views - Page Break Preview View

Displays a preview of where pages will break when the worksheet is printed. Use this view to easily adjust page breaks.



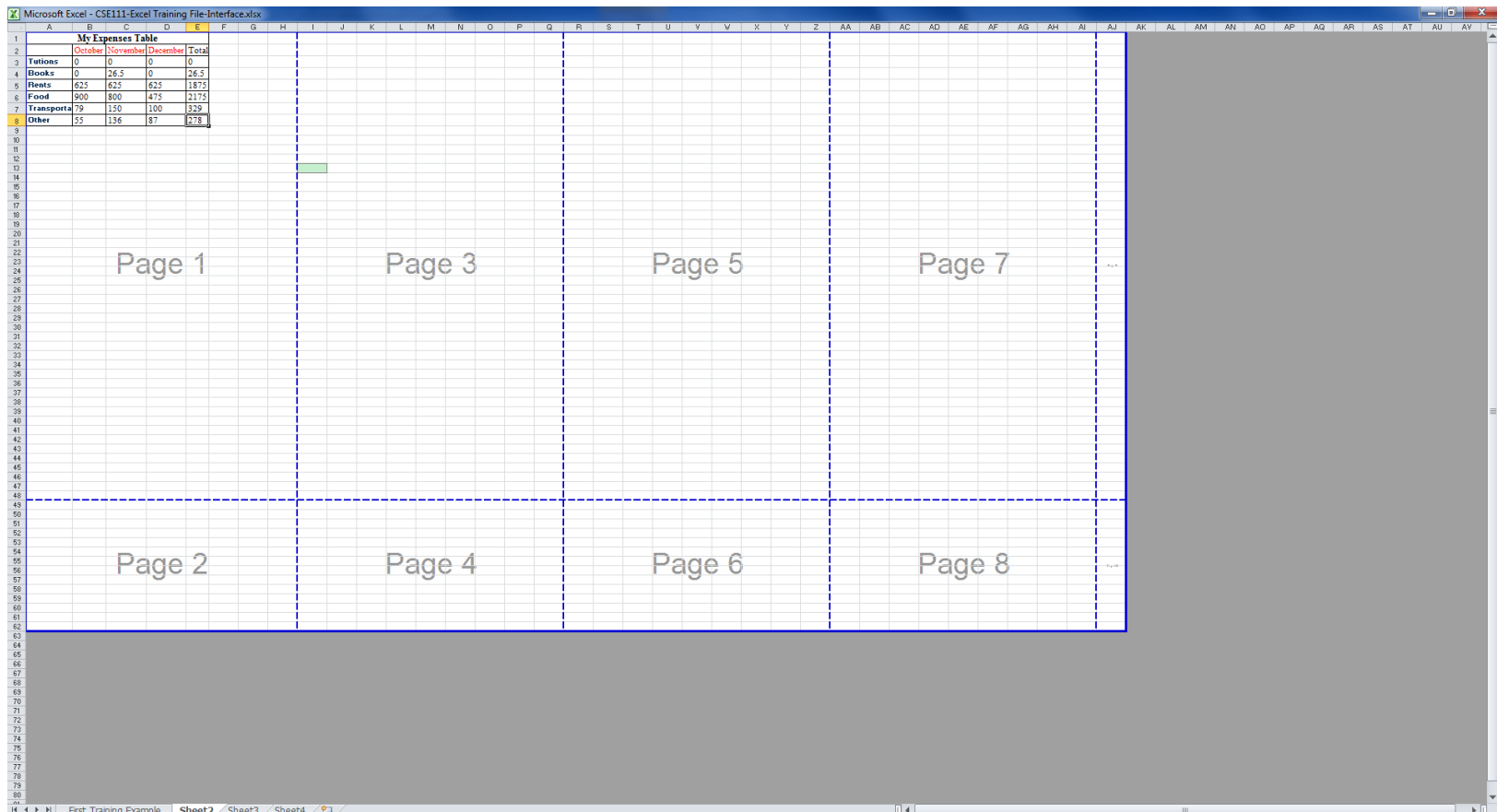
The screenshot shows the Microsoft Excel interface in Page Break Preview view. The ribbon is set to 'View', and the 'Page Break Preview' button is selected. The worksheet contains a table titled 'My Expenses Table' with the following data:

	October	November	December	Total
Tuition	0	0	0	0
Books	0	26.5	0	26.5
Rents	625	625	625	1875
Food	900	800	475	2175
Transporta	79	150	100	329
Other	55	136	87	278

The worksheet is divided into eight pages by dashed blue lines. The page labels are: Page 1, Page 2, Page 3, Page 4, Page 5, Page 6, Page 7, and Page 8. The status bar at the bottom indicates 'Ready' and '60%' zoom.

MS Excel Views – Full Screen View

Displays the worksheet in full screen mode which hides the Ribbon, Formula bar, and Status bar. You can exit the Full Screen view by pressing the **Esc** key.



Freezing and Unfreezing Panes

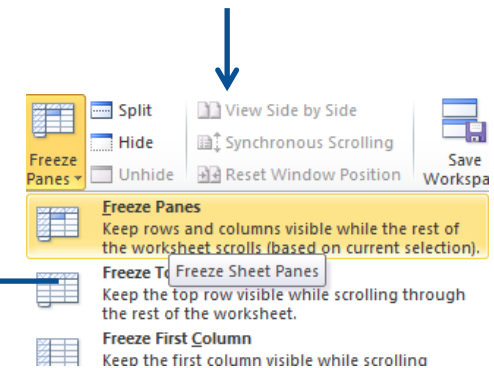
- Freezing panes is a useful technique for keeping an area of a worksheet visible while you scroll to another area of the worksheet.
- To freeze panes:
 - Select the cell *below* the row and to the *right* of the column that you want to freeze.
 - On the **View** tab, in the **Window** group, click the **Freeze Panes** button, and then click **Freeze Panes**.

	A	B	C	D	E	F
1	My Expenses Table					
2		October	November	December	Total	
3	Tutions	0	0	0	0	
4	Books	0	26.5	0	26.5	
5	Rents	625	625	625	1875	
6	Food	900	800	475	2175	
7	Transportaion	79	150	100	329	
8	Other	55	136	87	278	
9						
10						
11						
12						
13						

	A	B	C	AT
1	My Expenses Ta			
2		October	November	
3	Tutions	0	0	
4	Books	0	26.5	
5	Rents	625	625	
6	Food	900	800	
184				
185				

Scroll

	A	B	C	D	E	F
1	My Expenses Table					
2		October	November	December	Total	
3	Tutions	0	0	0	0	
4	Books	0	26.5	0	26.5	
5	Rents	625	625	625	1875	
6	Food	900	800	475	2175	
7	Transportaion	79	150	100	329	
8	Other	55	136	87	278	
9						
10						



- NOTE:** If any rows or columns in a worksheet are frozen, the **Freeze Panes** option changes to **Unfreeze Panes**. You can unfreeze panes by clicking the **Freeze Panes** button, and then clicking **Unfreeze Panes**.

Using Templates

- Excel 2010 includes a variety of built-in templates that you can use to create workbooks such as budgets, invoices, and calendars.

- To use a template:

- Click the **File** tab, and then click **New**. The **New** page of the **Backstage** view displays thumbnails of the available templates and template categories.

- Do one of the following:

- To use a built-in template, in the **Available Templates** section, click **Sample templates**, select the desired template, and then click the **Create** button.

- To use an online template, in the **Office.com Templates** section, select a template category, select the desired template, and then click the **Download** button.

- **NOTE:** You can also search Office.com for templates by using the **Search** box in the **Office.com Templates** section.

