

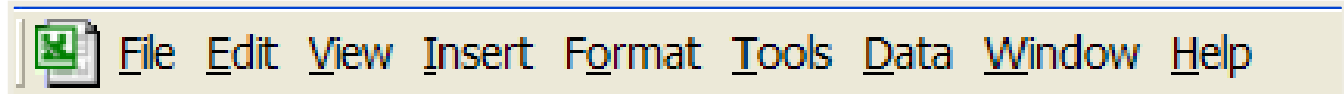
Microsoft Excel
Unit:3
Paper:ECO-SE-3014

Introduction to Excel

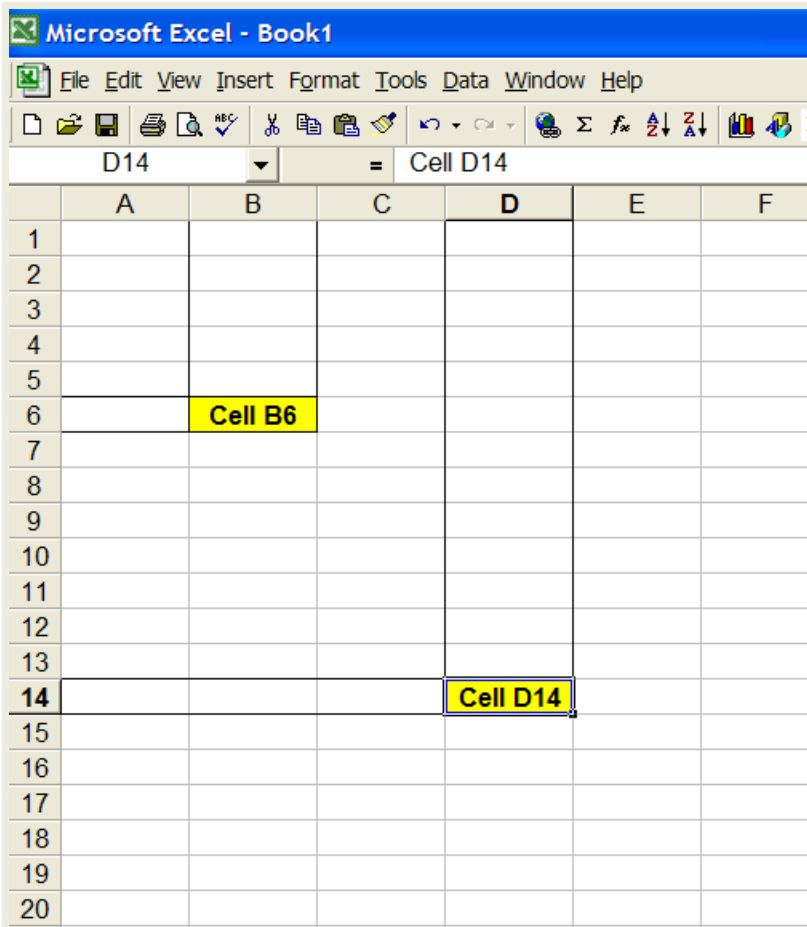
- Excel is a computer program used to create electronic spread sheets.
- Excel can be used to organise data, create data and perform calculations.
- Excel is a convenient Microsoft program to create large spread sheets, reference information and also to store information.

Overview of Excel Screen

- Before working with Excel, it is essential to first become familiar with the Excel screen. The following will help you to recognize the various parts of an Excel screen and their functions.
- 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.
- The **Menu bar** is located just below the Title bar. The Menu bar is used to give instructions to the program.

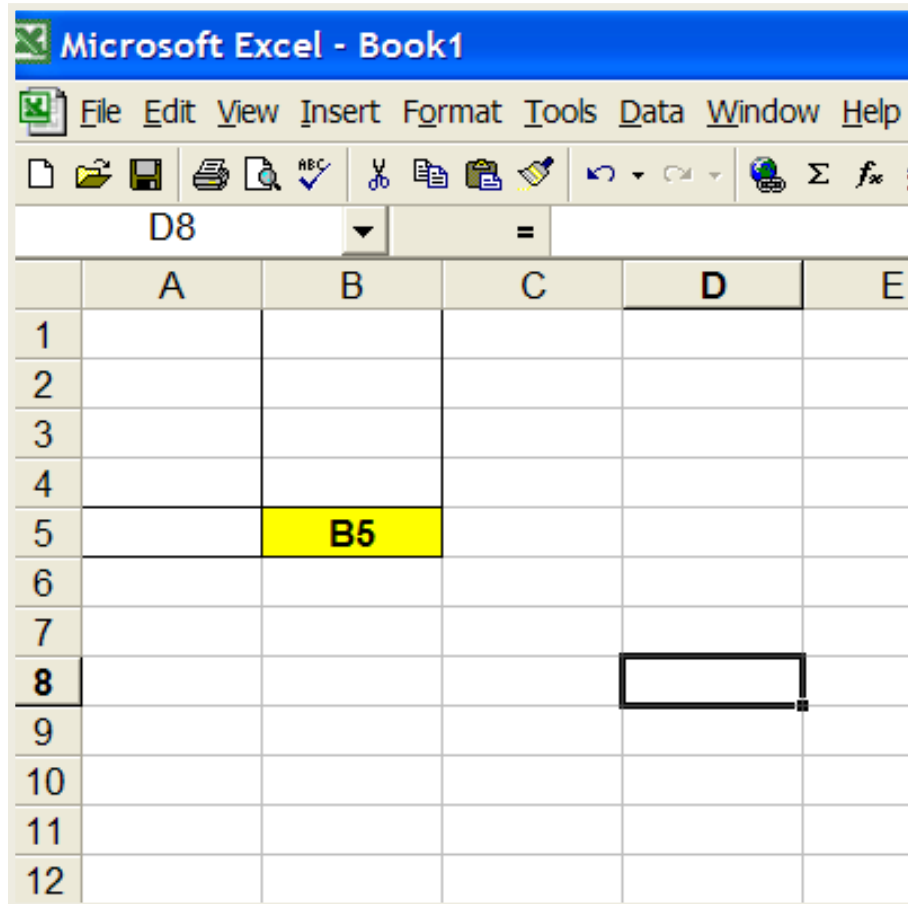


Overview of Excel Screen



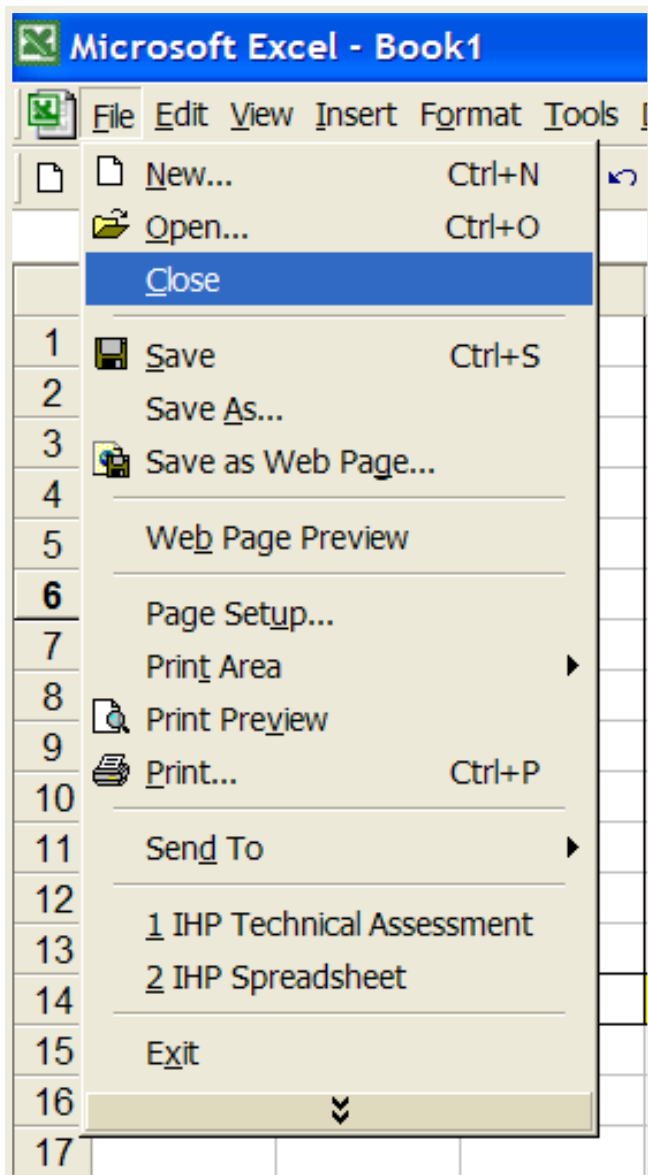
- Microsoft Excel consists of workbooks. Within each workbook, there is an infinite number of worksheets.
- Each worksheet contains **columns and rows**.
- Where a column and a row intersect is called the **cell**. For example, cell B6 is located where column B and row 6 meet. You enter your data into the cells on the worksheet.
- The tabs at the bottom of the screen represent different worksheets within a workbook. You can use the scrolling buttons on the left to bring other worksheets into view.

Overview of Excel Screen



- 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.

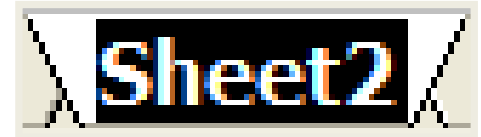
File Menu



- 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.**'
- To exit the program entirely go to the '**file**' option and select '**exit.**'

Excel Worksheet

- With Excel, there are different worksheets within a workbook. Often times it is necessary to name the different worksheets so that it is easier to find them. Following are the ways-
- Double click to highlight an existing worksheet



- Type in what you would like to rename the worksheet



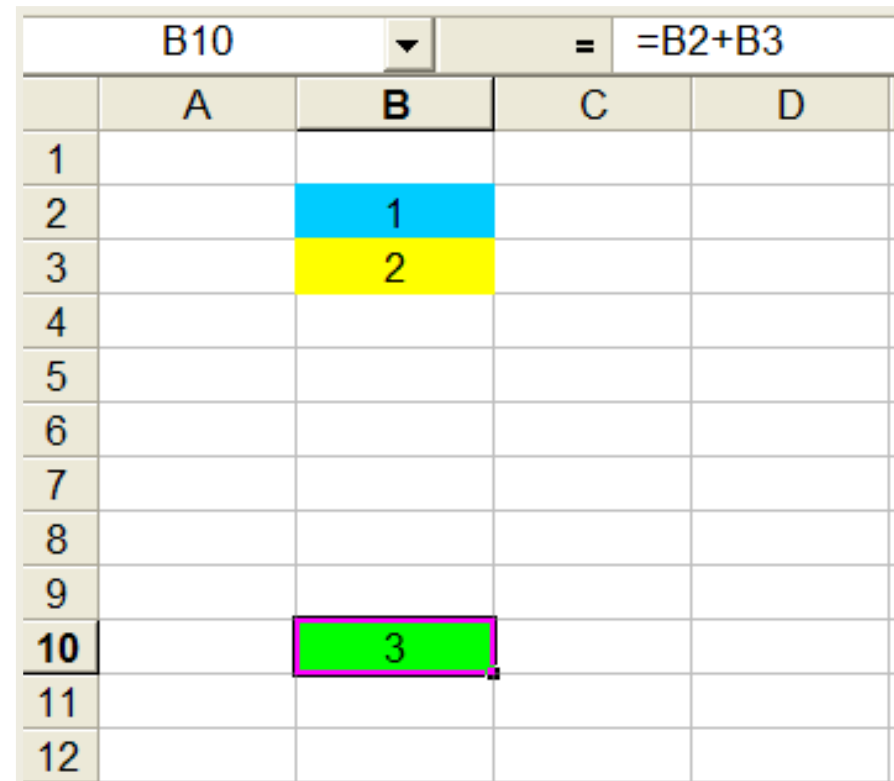
Entering Data

- Enter data in one cell, in several cells at the same time, or on more than one worksheet at once. The data that is entered can be numbers, text, dates, or times.
- Format the data in a variety of ways and there are several settings that you can adjust to make data entry easier for you.

Entering Formula

- 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 ":"
- 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.



The screenshot shows an Excel spreadsheet with columns A, B, C, and D, and rows 1 through 12. The formula bar at the top shows the formula `=B2+B3` being entered into cell B10. The formula bar also displays the cell reference `B10` and the equals sign. The spreadsheet data is as follows:

	A	B	C	D
1				
2		1		
3		2		
4				
5				
6				
7				
8				
9				
10		3		
11				
12				

Entering Formula

SUBTRACTION FORMULAS

- To subtract cells, use the “-” sign.

DIVISION FORMULAS

- To divide cells, use the “/” sign.

MULTIPLICATION FORMULAS

- To multiply cells, use the “*” sign.

A screenshot of an Excel spreadsheet. The formula bar at the top shows the formula $=A10/B3$ in cell B9. The spreadsheet grid has columns A, B, C, and D, and rows 1 through 10. Cell A10 contains the value 6, and cell B3 contains the value 2. Cell B9 is highlighted with a black border, indicating it is the active cell.

	A	B	C	D
1				
2				
3		2		
4				
5				
6				
7				
8				
9		3		
10	6			

A screenshot of an Excel spreadsheet. The formula bar at the top shows the formula $=B3*A10$ in cell B8. The spreadsheet grid has columns A, B, C, and D, and rows 1 through 10. Cell A10 contains the value 6, and cell B3 contains the value 2. Cell B8 is highlighted with a black border, indicating it is the active cell.

	A	B	C	D
1				
2				
3		2		
4				
5				
6				
7				
8		12		
9				
10	6			

Thank You