

Microsoft Excel



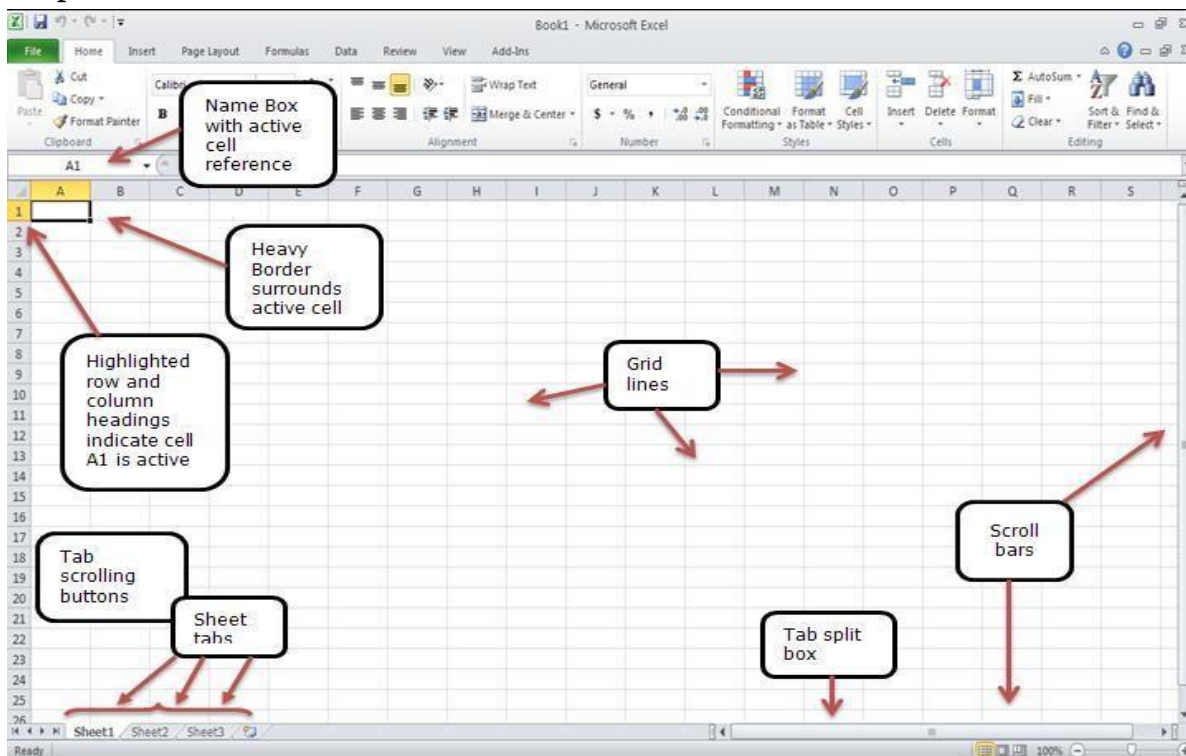
Microsoft Excel: is an electronic spreadsheet to organize your data into rows and columns, it can also be used to perform mathematical calculations quickly.

Opening Excel:

1. SELECT (Click) the Windows **Start** button; this will bring up a set of choices in a menu.
2. Select **Programs**. Another menu will appear to the right.
3. Locate and Select **Microsoft Office** and another menu will appear on the right.
4. Locate and Select **Microsoft Office Excel xxx**. You have now launched Excel.

When Excel starts, it creates a new blank workbook, called **Book 1**. The **Workbook** is similar to a notebook. Inside you have sheets, each of which is called a **worksheet**. Each worksheet has a name that appears on a **sheet tab** at the bottom of the workbook.

Components of Excel: When you first open Microsoft Excel, you'll see the basic components.

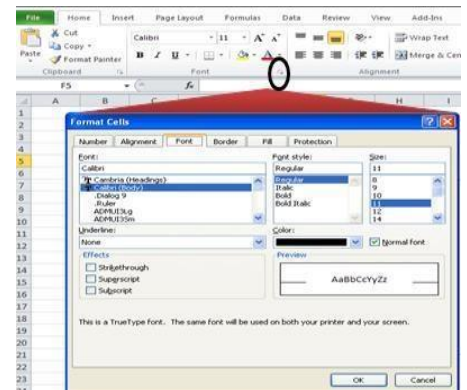
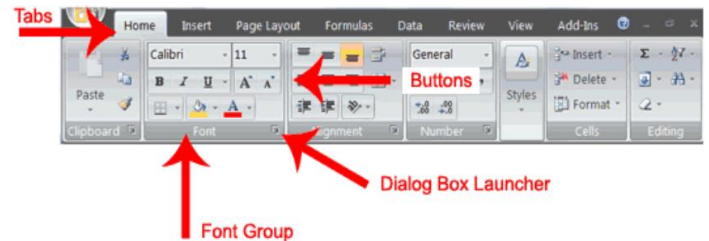


The Ribbon

There are three basic components to the Ribbon:

1. **Tabs:** There are seven of them across the top. Each represents core tasks you do in Excel.
2. **Groups:** Each tab has groups that show related items together.
3. **Commands:** A command is a button, a box to enter information, or a menu.
4. **Dialog Box Launcher:** a button existing in the lower-right corner of a group, there are more options available for the group.

For example, on the Home tab, in the Font group, you have all the commands that are used the most to make font changes: commands to change the font, to change the size, and to make the font bold, italic, or underlined.



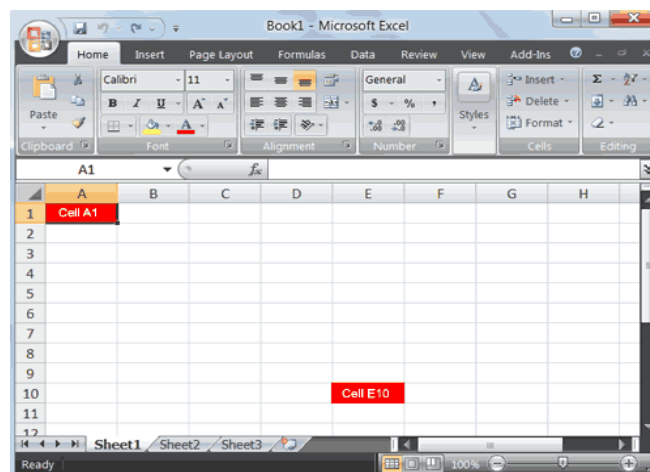
The principal commands in Excel are gathered on the first tab (**Home**). The commands on this tab are those that Microsoft has identified as the most commonly used when people do basic tasks with worksheets. **For example:**

1. The Paste, Cut, and Copy commands are arranged at Home tab in the **Clipboard group**.
2. Font formatting commands are next, in the **Font group**.
3. Commands to center text or align text to the left or right are in the **Alignment group**.
4. To insert and delete cells, rows, columns, and worksheets are in the **Cells group**.

Groups pull together all the commands you're likely to need for a particular type of task: If you want text displayed on multiple lines in a cell, you don't have to click a command on a menu, click a tab in a dialog box, and then click an option in the dialog box. You just click the **Wrap Text** button in the **Alignment group**, on the **Home tab**.

Worksheet

Microsoft Excel consists of **worksheets**. Each worksheet contains **columns** and **rows**. The **columns** are lettered **A to Z** and then continuing with AA, AB, AC and so on; the **rows** are numbered **1 to 1,048,576**. The combination of a column coordinate and a row coordinate make up a **cell** address. For example cell **A1**, meaning **column A, row 1**, cell **E10** is located under **column E** on **row 10**.



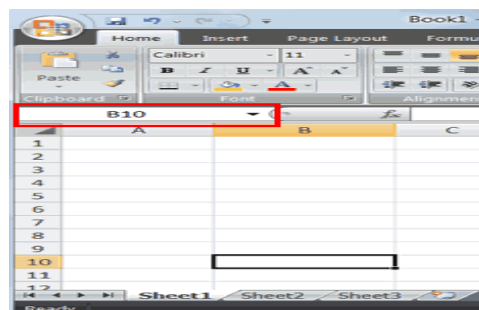
1. The Formula Bar



If the Formula bar is turned on, the cell address of the cell you are in displays in the **Name box** which is located on the left side of the Formula bar. The content of the cell displays on the right side of the Formula bar. If you do not see the Formula bar in your window, perform the following steps:

1. Choose the View tab.
2. Click Formula Bar in the Show/Hide group. The Formula bar appears.

The Name Box: You can also use the Name box to go to a specific cell. Just type the cell you want to go to in the Name box and then press Enter.

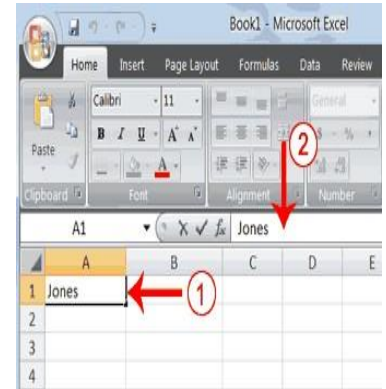


2. Move around a Worksheet

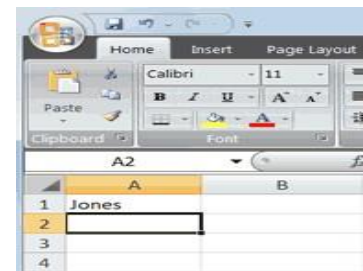
By using the **arrow keys**, you can move around your worksheet. You can use the down arrow key to move downward and upward one cell at a time. You can use the **Tab key** to move across the page to the right, one cell at a time. You can use the **right and left arrow keys** to move right or left one cell at a time.

3. Entering Data into a Worksheet

Now that you know how to move around within Excel and manipulate existing data, you will learn how to enter and edit data into a worksheet. There are three basic types of information you can enter into a worksheet: text, values, and formulas. Remember that numbers using other characters in them (such as a dash or parentheses) are treated as text and cannot be used in calculations.



- First, place the cursor in the cell in which you want to start entering data. Type some data, and then press Enter.
- You can also edit the cell by using the Formula bar. You change "Jones" to "Joker" in the following exercise.



4. Merge or Split cells

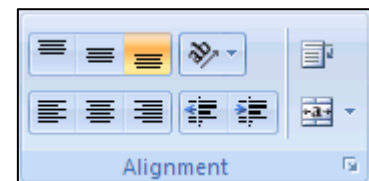
Merging two or more adjacent horizontal or vertical cells makes the cells become one large cell displayed across multiple columns or rows. The contents of one of the cells appear in the center of the merged cell.



You can split a merged cell into separate cells again but you cannot split a single cell that has not been merged.

5. Merge Adjacent Cells

Select two or more adjacent cells that you want to merge.



Note Make sure that the data that you want to display in the merged cell is in the upper-left cell of the selected range. Only the data in the upper-left cell will remain in the merged cell. Data in all of the other cells of the selected range will be deleted.

On the **Home** tab, in the **Alignment** group,  click **Merge and Center**.

The cells will be merged in a row or column, and the cell contents will be centered in the merged cell. To merge cells without centering, click the arrow next to Merge and Center, and then click Merge Across or Merge Cells.

If the Merge and Center button is unavailable, the selected cells may be in editing mode. To cancel editing mode, press ENTER.

6. Split a Merged Cell

Select the merged cell. When you select a merged cell, the Merge and Center button also appears selected in the Alignment group on the Home tab.

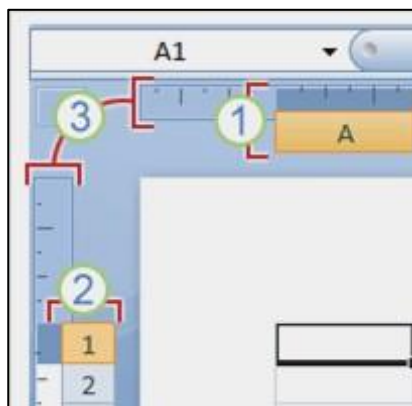
To split the merged cell, click Merge and Center . The contents of the merged cell will appear in the upper-left cell of the range of split cells.

7. The New Page Layout View

1. Column headings.
2. Row headings.
3. Margin rulers.

To see the new view, click **Page Layout View** on the **View toolbar**  on the bottom right of the window. Or click the **View** tab on the **Ribbon**, and then click **Page Layout View** in the **Workbook Views** group.

In Page Layout view there are page margins at the top, sides, and bottom of the worksheet, and a bit of blue space between worksheets. Rulers at the top and side help you adjust margins.



8. Formatting Cells

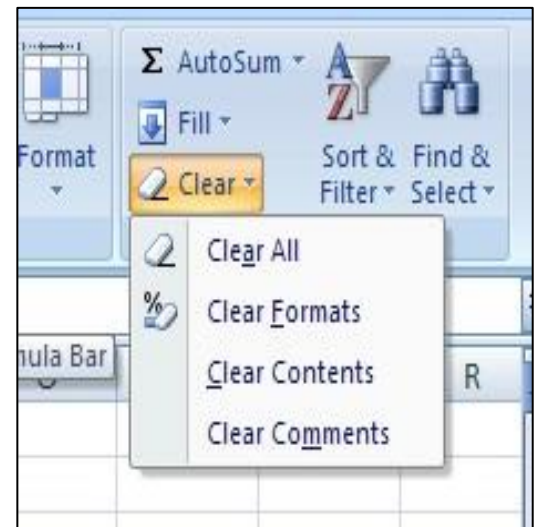
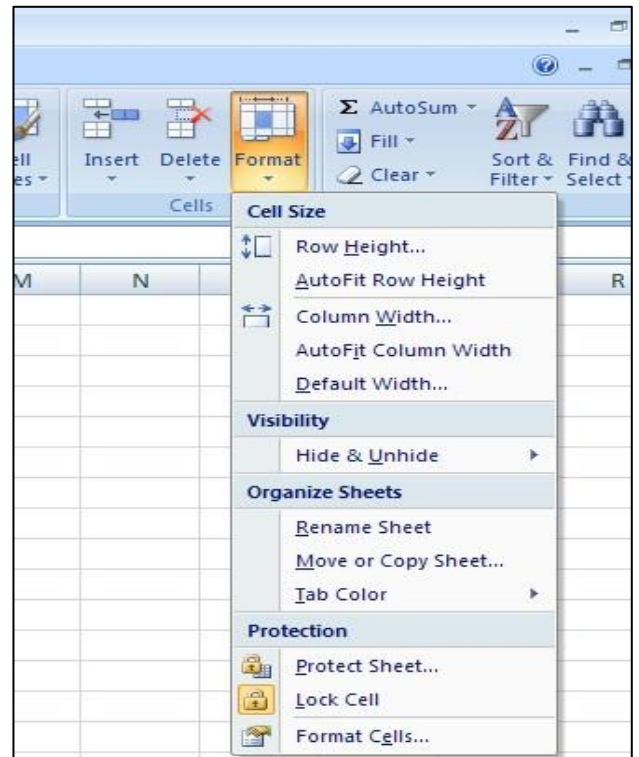
Formatting is the process of changing the appearance of your workbook. A properly formatted workbook can be easier to read, appear more professional, and help draw attention to important points. The **Home** tab is where you will find bold, underline, highlight, etc. Practice formatting in the worksheet you have just created.

If you add data to a cell and if you need to adjust the column width to fit the data, in the **Cells** group, click the arrow on **Format**, and then in the list that appears click **AutoFit Column Width**.

The **Format** button is located in the **Cells** group on the **Home** tab. Here you can change row or column heights, hide or unhide parts of a workbook, organize the worksheets in your workbook, and protect and lock worksheets and cells.

You will find **Format Painter**  in the **Clipboard** group on the **Home** tab. **Format Painter** will help you quickly copy things such as borders, fills, text formats, or number formats) and apply that formatting to other cells. Select a cell that has the formatting that you want to copy.

1. To copy the formatting to a single cell or range of cells, click **Format Painter**, and then drag the mouse pointer across the cell or range of cells that you want to format.
2. To copy the formatting to several cells or ranges of cells, double-click **Format Painter**, and then drag the mouse pointer across each cell or range of cells that you want to format. When you're done, either click **Format Painter** again or press ESC to turn it off.
3. To copy the width of one column to a second column, select the heading of the first column, click **Format Painter**, and then click the heading of the column that you want to apply the column width to.



9. Navigate between Worksheets

To move to other Worksheets, you can click their tab with the mouse at the bottom of the screen (Sheet1, Sheet 2, or Sheet 3) or use the Ctrl key with the Page Up and Page Down keys to move sequentially up or down through the worksheets.

10. Insert, Move, & Rename Worksheets

Worksheets are much like pages within a book; you peruse through them like you flip the pages of a book. There are several ways to move and copy worksheets. Right click on the sheet tab and choose Move or Copy. Select a new position in the workbook for the worksheet or click the Create a copy checkbox and Excel will paste a copy of that worksheet in the workbook. The same shortcut menu for the sheet tab also gives you the option to insert, delete, or rename a worksheet.

11. Navigation Keystrokes

Keystroke	Action
↑, ↓, ←, →	Moves the active cell up, down, right, or left one cell
Enter	Moves the active cell down one cell
Tab	Move the active cell to the right one cell
Page Up	Moves the active cell up one full screen
Page Down	Moves the active cell down one full screen
Home	Moves the current cell to column A of the active row
Ctrl + Home	Moves the current cell A1
F5 (Function Key)	Opens the “Go To” dialog box in which you can enter the cell address of the cell you wish to make active

12. Clear Cell Contents or Formats

You can clear cells to remove the cell contents (formulas and data), formats (including number formats, conditional formats, and borders), and any attached comments. The cleared cells remain as blank or unformatted cells on the worksheet.

1. Select the cells, rows, or columns that you want to clear.

Note To cancel a selection of rows or columns, click any cell on the worksheet.

2. In the **Edit** group, point to **Clear**, and then

do one of the following:

- To clear everything that is contained in the selected cells, click **All**.
- To clear only the formats that are applied to the cells, click **Formats**.
- To clear only the contents, leaving any formats and comments in place, click **Contents**.
- To clear any comments that are attached to the selected cells, click **Comments**.

If you click a cell and then press DELETE or BACKSPACE, Excel clears the cell contents but does not remove comments or cell formats.

If you clear a cell, the value of the cleared cell is 0 (zero), and a formula that refers to that cell receives a value of 0.